

USER'S GUIDE

Date: July 18, 2008

Guideline for SWAP, SUBSTITUTION and CHANGE DATE processes

A new option within the Booked Transits is available



To continue, you may know the booked vessel that will be involved in the swap, substitution or change date process.

Under the new option (Swap/substitution/Change Date) you may select a visit

EDCS

Swap/Substitution/Change Date Search

Search Results

Sign

Page 1 of 1
To Page

S/N	Transaction No. ▲	Visit No.	Booking Id	Vessel SIN	Vessel Name	Dir.	Vessel Agent	ACP official	ETA	Request Date	Flow Status
1	TBR20080627145639461	146735	168296	6002599	BBC SWEDEN	N	testing	MARRY Y	10/08/2008 14:00	27/06/2008 14:57:30	APPROVED S
2	TBR20080627145106764	146734	168295	6002599	BBC SWEDEN	N	TESTING	MARRY Y	08/08/2008 14:50	27/06/2008 14:53:14	APPROVED S
3	TBR20080627144923395	146733	168294	6002599	BBC SWEDEN	N	TESTING	MARRY Y	05/08/2008 16:00	27/06/2008 14:50:09	APPROVED S
4	TBR20080627144532439	146732	168293	6002786	BBC AUSTRALIA	N	TESTING	MARRY Y	30/07/2008 13:00	27/06/2008 14:47:24	APPROVED S

Get Transit Booking Details by clicking on the Transit No.

EDCS

Transit Booking Details

Transaction Info			
Transaction No.:	TBR20080717150857382	Flow Status:	APPROVED
Sync Status:	Success	Submit DateTime:	17/07/2008 15:09:07
Sync Message:		Rejection Reason:	

Booking Information	Booking Details	Structural Changes	Booking Fee	Change Information
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[Visit Information](#) | [Vessel Information](#)

Visit Information			
Visit No.*:	146810	Booking Id:	168368
Customer Code*:	HOLLAN	Movement No.*:	545949
Tropical Fresh Water Draft_AFT:		ETA:	14/10/2008
Vessel Agent *:	FERNIE	Initial Transit:	No
Agent Representative*:	JOA	Dangerous Cargo on Board*:	No
Request Date:	17/07/2008	Agent Remark:	
ACP Approving Official:	MARRY Y	Booking Date*:	14/10/2008

[Visit Information](#) | [Vessel Information](#)

Vessel Information			
Vessel SIN*:	804428	Vessel Type*:	01
Vessel Name*:	CARIBE BULKER	Beam*:	16.42

Click on the Change Information tab.

EDCS

Transit Booking Details

Transaction Info			
Transaction No.:	TBR20080717150857382	Flow Status:	APPROVED
Sync Status:	Success	Submit DateTime:	17/07/2008 15:09:07
Sync Message:		Rejection Reason:	

Booking Information	Booking Details	Structural Changes	Booking Fee	Change Information
---------------------	-----------------	--------------------	-------------	--------------------

[Swap](#) | [Substitute](#) | [Change Date](#)

Swap	
TBR Transaction Number*:	<input type="text"/> <input type="button" value="Select..."/>

[Swap](#) | [Substitute](#) | [Change Date](#)

Substitute	
Visit Number*:	<input type="text"/> <input type="button" value="Select..."/>

[Swap](#) | [Substitute](#) | [Change Date](#)

Change Date	
Booking Date*:	<input type="text"/> <input type="button" value="Calendar"/>
Agent Representative*:	<input type="text"/>
Agent Remark:	<input type="text"/>

Steps to submit a SWAP or SUBSTITUTION:

Click on the Select button to get the swap or substitution candidates. It will show bookings with same customer code and same direction.

Search Page for Swap

Select	S/N	Transaction No.	Visit No.	Booking Id	Vessel SIN	Vessel Name	Dir.	ETA	Request Date
<input type="radio"/>	1	TBR20080710015830391	146809	168369	340928	CORAL BULKER	S	20/10/2008 01:30	10/07/2008 02:04:15
<input type="radio"/>	2	TBR20080715164558106	146850	168411	373087	GEDIMINAS	S	22/10/2008 14:00	15/07/2008 16:46:54
<input type="radio"/>	3	TBR20080710022815444	146814	168373	6000844	BBC NORTHSEA	S	28/10/2008 01:30	10/07/2008 02:42:30
<input type="radio"/>	4	TBR20080717150857377	146816	168380	684872	MINI LANTERN	S	28/10/2008 01:30	17/07/2008 15:09:07

Ok Cancel

Search Criteria

Select the booked vessel and press OK.

EDCS Web -- Web Page Dialog

Search Page for Swap

Select	S/N	Transaction No.	Visit No.	Booking Id	Vessel SIN	Vessel Name	Dir.	ETA	Request Date
<input type="radio"/>	1	TBR20080710015830391	146809	168369	340928	CORAL BULKER	S	20/10/2008 01:30	10/07/2008 02:04:15
<input type="radio"/>	2	TBR20080715164558106	146850	168411	373087	GEDIMINAS	S	22/10/2008 14:00	15/07/2008 16:46:54
<input checked="" type="radio"/>	3	TBR20080710022815444	146814	168373	6000844	BBC NORTHSEA	S	28/10/2008 01:30	10/07/2008 02:42:30
<input type="radio"/>	4	TBR20080717150857377	146816	168380	684872	MINI LANTERN	S	28/10/2008 01:30	17/07/2008 15:09:07

Ok Cancel

Search Criteria

The screen will appear with the transaction number selected.
 Press swap or substitution button to execute the requested action.

EDCS
Transit Booking Details

Transaction Info			
Transaction No.:	TBR20080717150857382	Flow Status:	APPROVED
Sync Status:	Success	Submit DateTime:	17/07/2008 15:09:07
Sync Message:		Rejection Reason:	

Booking Information	Booking Details	Structural Changes	Booking Fee	Change Information
---------------------	-----------------	--------------------	-------------	--------------------

Swap | Substitute | Change Date

Swap	
TBR Transaction Number*:	<input type="text" value="TBR20080710022819"/> <input type="button" value="Select..."/>

Swap | Substitute | Change Date

Substitute	
Visit Number*:	<input type="text"/> <input type="button" value="Select..."/>

Swap | Substitute | Change Date

Change Date	
Booking Date*:	<input type="text"/> <input type="button" value="Calendar"/>
Agent Representative*:	<input type="text"/>
Agent Remark:	<input type="text"/>

Then the system will request a signature and when signed it will show a confirmation notice including the affected visit numbers.

EDCS
Transit Booking Details

Transit Booking Signing

New TBR/TBC Transaction Numbers: TBR20080627160140923 / TBR20080627160140928
Affected Visit Nos: 146732 / 146735
Date/Time: Friday, 27-Jun-2008, 16:02:39
Result: TBR Swap operation been signed and sent out.

When ACP approved the request, the system will show the booked vessels and new booking request form with the new booking dates.

In the case of a substitution which involves a cancellation request, it will show both transactions (one for the booking request and one for the cancellation request).

Steps to submit a CHANGE DATE:

Select the calendar button to choose a new transit date.

EDCS
Transit Booking Details

Transaction Info

Transaction No.:	TBR20080717150857377	Flow Status:	APPROVED
Sync Status:	Success	Submit DateTime:	17/07/2008 15:09:07
Sync Message:		Rejection Reason:	

Booking Information | Booking Details | Structural Changes | Booking Fee | **Change Information**

Swap | Substitute | Change C


Swap

TBR Transaction Number*: Select...

Substitute

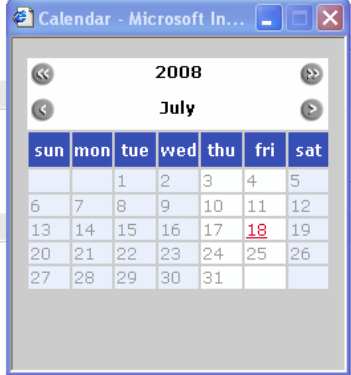
Visit Number*: Select...

Change Date

Booking Date*: 

Agent Representative*:

Agent Remark:



Substitute | Change C

Substitute | Change C

Include agent representative and press Change Date to execute the action.

EDCS
Transit Booking Details

Transaction Info

Transaction No.:	TBR20080717150857377	Flow Status:	APPROVED
Sync Status:	Success	Submit DateTime:	17/07/2008 15:09:07
Sync Message:		Rejection Reason:	

Booking Information | Booking Details | Structural Changes | Booking Fee | **Change Information**

Swap | Substitute | Change Date

Swap

TBR Transaction Number*: Select...


Swap | Substitute | Change Date

Substitute

Visit Number*: Select...

Swap | Substitute | Change Date

Change Date

Booking Date*: 

Agent Representative*:

Agent Remark:

Swap | Substitute | Change Date | Print | Back

Then the system will request a signature and when signed it will show a confirmation notice including the affected visit number.

EDCS
Transit Booking Details

Transit Booking Signing

Transaction No.:	TBR20080714224855282
Visit No.:	146698
Movement No.:	545822
Date/Time:	Monday, 14-Jul-2008, 23:29:55
Result:	The Transit Booking has been signed successfully.

OK

In the case that the change date involves a cancellation request, it will show both transactions (one for the booking request and one for the cancellation request).

EDCS
Transit Booking Details

Transit Booking Signing

New TBR/TBC Transaction Numbers:	TBR20080714224855282 / TBC20080714224855288
Affected Visit Nos:	146698 / 146698
Date/Time:	Monday, 14-Jul-2008, 22:50:28
Result:	TBR Change Date operation been signed and sent out.

OK

When ACP approved the request, the system will show the booked vessel with the new booking request form with the new booking date.