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

ED Swa	CS	ubstitution/Change Da	te Searc	ch									
	Sear	ch Results											
											<	Page 1 of	1
Sig	n											To Page	_
	s/N	Transaction No. 🔺	Visit No.	Booking Id	Vessel SIN	Vessel Name	Dir.	Vessel Agent	ACP official	ETA	Request Date	Flow Status	
0	1	TBR20080627145639461	146735	168296	6002599	BBC SWEDEN	Ν	testing	MARRY Y	10/08/2008 14:00	27/06/2008 14:57:30	APPROVED	e
\circ	2	TBR20080627145106764	146734	168295	6002599	BBC SWEDEN	Ν	TESTING	MARRY Y	08/08/2008 14:50	27/06/2008 14:53:14	APPROVED	e
0	3	TBR20080627144923395	146733	168294	6002599	BBC SWEDEN	Ν	TESTING	MARRY Y	05/08/2008 16:00	27/06/2008 14:50:09	APPROVED	e
\circ	4	TBR20080627144532439	146732	168293	6002786	BBC AUSTRALIA	Ν	TESTING	MARRY	30/07/2008 13:00	27/06/2008 14:47:24	APPROVED	s

Get Transit Booking Details by clicking on the Transit No.

Transaction mile						
Transaction No.:	TBR200807	17150857382	Flow Status:		APPROVED	I
Sync Status:	Success		Submit Date	Time:	17/07/200	8 15:09:07
Sync Message:			Rejection Re	ason:		
Booking Information	Booking Details	Structural Changes	Booking Fee	Change Inf	ormation	
					Visit I	nformation Vessel
Visit Information						
Visit No.*:	146810		Booking Id:		168368	
Customer Code*:	HOLLAN		Movement N	0.*:	545949	
Tropical Fresh Wate	er		ETA:		14/10/200	8
vratt_AFT: Vessel Agent *:	FERNIE		Initial Trans	it:	No	
Anent Representativ	reixine re*: 104		Dangerous C	argo on	No	
Request Date:	17/07/2009		Board*: Agent Rema	rk:		
ACD Approving Offic	rial: MARRY Y		Booking Dat	o*'	14/10/200	8
Her approving only			booking but		14,10,200	0
					Visit I	nformation Vessel
Vessel Information	i					
Vessel SIN*:	804428		Vessel Type	*:	01	
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Vessel SIN*: Vessel Name*: lick on the Cha EDCS Transit Booking Detail: Transaction Info Transaction No.: Sync Status: Sync Message:	804428 CARIBE BUL ange Informa s TBR2008071 Success	кек ation tab. 7150857382	Vessel Type Beam*: Flow Status: Submit DateTin Rejection Reas	*: ne: on:	01 16.42 APPROVED 17/07/2008 1	5:09:07
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Vessel SIN*: Vessel Name*: lick on the Cha EDCS Transaction Info Transaction No.: Sync Status: Sync Message: Booking Information Swap TBR Transaction Numi Substitute Visit Number*:	804428 CARIBE BUL ange Informa s TBR2008071: Success Booking Details	KER ation tab. 7150857382 Structural Changes	Vessel Type Beam*: Flow Status: Submit DateTin Rejection Reas Booking Fee Ch	*: on: ange Infor	01 16.42 APPROVED 17/07/2008 1 Swap	5:09:07
Vessel SIN*: Vessel Name*: lick on the Cha EDCS Transit Booking Detail: Transaction Info Transaction No.: Sync Status: Sync Status: Sync Message: Booking Information Swap TBR Transaction Num Substitute Visit Number*:	804428 CARIBE BUL ange Informa s TBR20080713 Success Booking Details	KER ation tab. 7150857382 Structural Changes Select	Vessel Type Beam*: Flow Status: Submit DateTir Rejection Reas Booking Fee Char a	*: on: ange Infori	01 16.42 APPROVED 17/07/2008 1 mation Swap	5:09:07 Substitute Chan Substitute Chan
Vessel SIN*: Vessel Name*: lick on the Cha EDCS Transation Info Transaction No.: Sync Status: Sync Message: Booking Information Swap TBR Transaction Numi Substitute Visit Number*: Change Date	804428 CARIBE BUL ange Informa s TBR2008071: Success Booking Details	KER ation tab. 7150857382 Structural Changes	Vessel Type Beam*: Flow Status: Submit DateTin Rejection Reas Booking Fee Ch	*: on: ange Infor	01 16.42 APPROVED 17/07/2008 1 Swap	5:09:07 Substitute Chan Substitute Chan

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.

Ø] EDCS	Web	Web Page Dialog							?	12	K
	So	arch	Dago for Swap									^
	360		raye loi sirap									
					- I.							
S	Select	s/N	Transaction No.	Visit No.	Booking Id	Vessel SIN	Vessel Name	Dir.	ETA	Request Date		
	\circ	1	TBR20080710015830391	146809	168369	340928	CORAL BULKER	S	20/10/2008 01:30	10/07/200 02:04:15	18 ;	
	\circ	2	TBR20080715164558106	146850	168411	373087	GEDIMINAS	s	22/10/2008 14:00	15/07/200 16:46:54	8 ,	
	\circ	З	TBR20080710022815444	146814	168373	6000844	BBC NORTHSEA	S	28/10/2008 01:30	10/07/200 02:42:30	18)	
	\bigcirc	4	TBR20080717150857377	146816	168380	684872	MINI LANTERN	s	28/10/2008 01:30	17/07/200 15:09:07	8	
						Ok	Cancel					
	Sea	arch	Critoria									
	360		entenu									
												~
< ~			· ·								7	

Select the booked vessel and press OK.

elect	s/N	Transaction No.	Visit No	Booking Td	Vessel	Vessel Name	Dir.	ETA	Reques
0	1	TBR20080710015830391	146809	168369	340928	CORAL BULKER	s	20/10/2008 01:30	10/07/20 02:04:1
\circ	2	TBR20080715164558106	146850	168411	373087	GEDIMINAS	s	22/10/2008 14:00	15/07/20 16:46:5
۲	З	TBR20080710022815444	146814	168373	6000844	BBC NORTHSEA	s	28/10/2008 01:30	10/07/20 02:42:3
\circ	4	TBR20080717150857377	146816	168380	684872	MINI LANTERN	s	28/10/2008 01:30	17/07/20 15:09:0
					Ok	Cancel			

Press swap or substitution button to execute the requested action.

EDCS Transit Booking Deta	ails					
Transaction Info						
Transaction No.:	TBR2008071	7150857382	Flow State	15:	APPROVE	D
Sync Status:	Success		Submit Da	teTime:	17/07/20	08 15:09:07
Sync Message:			Rejection	Reason:		
Booking Information	Booking Details	Structural Changes	Booking Fee	Change In	oformation	
					ş	Swap Substitute Change Date
Swap						
TBR Transaction Nu	mber*:	20080710022815 Selea	et			
					5	Swap Substitute Change Date
Substitute						
Visit Number*:		Selec	ot			
					2	Swap Substitute Change Date
Change Date						
Booking Date*:						
Agent Representati	ve*:					
Agent Remark:						
		Swap Substitute	Change Date	Print Ba	ack	

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 Deta	ills											
Transaction Info												
Transaction No.:	TBR2008071	.7150857377	Flow S	status:			AP	PRO	VED			
Sync Status:	Success		Submi	t Date	Time:		17	/07/:	2008	15:09	:07	
Sync Message:			Reject	ion Re	ason:							
Booking Information	Booking Details	Structural Changes	Booking Fe	e (Chang	je Info	orma	tion				
Current Current									Swa	ap Sul	bstitute	Change E
Swap	. —											
TBR Transaction Nu	mber*:	Sele	ect	🕘 Cal	endar	- Mic	rosof	t In	. 🗕			
_				6		:	2008	1			titute	Change E
Substitute				G			July			0		
Visit Number*:		Sele	ect	sun	mon	tue	wed	thu	fri	sat		
				6	7	1	2	3	4	5	titute	Change E
Change Date				13	/ 14	15	9 16	17	18	12		
Booking Date*:				20	21	22	23	24	25	26		
Agent Representativ	/e*:			27	28	29		31				
Agent Remark:												

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

EDCS Transit Booking Det	ails				
Transaction Info					
Transaction No.:	TBR200807	17150857377	Flow Stat	us:	APPROVED
Sync Status:	Success		Submit Da	nteTime:	17/07/2008 15:09:07
Sync Message:			Rejection	Reason:	
Booking Information	Booking Details	Structural Changes	Booking Fee	Change I	nformation
					Swap Substitute Change Date
Swap					
TBR Transaction Nu	ımber*:	Sele	ect		
					Swap Substitute Change Date
Substitute					
Visit Number*:		Sele	ect		
					Swap Substitute Change Date
Change Date					
Booking Date*:	10/	11/2008			
Agent Representati	ve*:	х			
Agent Remark:	cha	nging date			
		Swap Substitute	Change Date	Print B	ack

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 Fransit 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.

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