BASIC GUIDE ON HOW TO BOOK ON APL NEW EBUSINESS PLATFORM

- LOG IN TO www.apl.com using your registered email address
- Click EBUSINESS and select Request Booking

- Fill-in the mandatory fields

Note:

- For bookings bound to Guam, Saipan, Honolulu only – Change Booking Type to US Government

- For ETD Date – Key in the date 1 week before the target sailing date
For Preferred Booking Office – Select **APL China, Ltd (Chongqing)**, - Office of the PH Booking Team

For missing inland destination – Key in first the preferred Port of Discharge

- Click Search Route and Select the preferred schedule
- For Port to Port – Click Next
- For Port to inland location – Change Import Movement Type as
  - RAMP (if rate is CY/CY)
  - DOOR (if rate is CY/Door)
- Key in the Final Destination and click Next
- Create Parties for the following
  - Shipper (if different from the Booking Party)
  - Freight Payer
  - Deciding Party (owner of the contract / company who negotiated the rates)

**Note:** A single party can have multiple roles

- Click Next to proceed to Container & Cargo
- Key in the HS Code or the specific commodity
- Select container type and volume and type the estimated cargo weight
- Provide additional details if cargo is OOG, Hazardous, Shipper's Owned (Tank)

- Click Next to proceed to Payment and fill in the mandatory fields
- Type under Booking Comments the following information
  - Trucker
  - Preferred CY (optional)
  - Any other special instruction to the CY (e.g. OK FOR EQS)
- Click Next and review data
- If regular shipment, key in a Template Name to save the Data and Submit
A pre-assigned booking number will be provided by the system.

Below is a guide how to find the BCF/ATW in APL EBUSINESS Account

- Go to [www.apl.com](http://www.apl.com)
- LOG IN
- Go to EBUSINESS, click My Shipment Dashboard
- The dashboard will list all the bookings created
- If “Shipment Status” is **Booked**, click Booked and the dropdown will provide the Booking Confirmation (ATW) document