



InterACT

Manual Booking

Shipping Line User Guide

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Export Booking

Create a Manual Booking in InterACT

Objective In InterACT you can use the screen 'New Booking' to create a manual booking when you are unable to send a COPARN message to the port for Full or Empty containers

The Big Picture From this screen you can create manual bookings in InterACT if you are unable to send a COPARN message to the port for Full or Empty containers. This allows the Pre-Advice details to be validated so that cargo is handled correctly, such as reefer temperature and container quantity

Approach Access InterACT using your allocated login (not InterACT CBS), on the left hand side maximise 'Booking Management' and select 'New Booking'. The system will allow you capture your manual booking information if you are unable to send a COPARN message to the Port

The screenshot shows the InterACT web interface. On the left is a navigation menu with 'New Booking' highlighted. The main window displays the 'New Booking' form with fields for Booking Reference, Vessel Movement, Voyage Number, Line Operator (MAERSK NZ LTD), Shipper, Vessel Name, Lloyd's Number, and an Active checkbox. Below these are port selection fields for Acceptance, Load, Discharge, and Destination. At the bottom are 'OK', 'Cancel', and 'Apply' buttons. Four callout boxes provide instructions: 1. Click on 'New Booking' in the left menu. 2. Enter Booking Reference and Vessel Movement (Voyage Number) in the top fields. 3. Enter Discharge and Destination Port in the bottom fields. 4. Click 'Apply' at the bottom right.

General Inactive Booking Details Containers Changes Edited

Booking Reference: **MSK123456**

Vessel Movement: * COSCO FUZHOU - 042N

Voyage Number: FUZ2488

Line Operator: MAERSK NZ LTD

Shipper:

Vessel Name:

Lloyd's Number:

Active:

Last Updated By EDI:

Acceptance Port: AUCKLAND

Load Port: AUCKLAND

Discharge Port: * HONG KONG

Destination Port: HONG KONG

Type	Commodity	Description	Units	Gross Weight
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5. Click **New** button to add the cargo details

New Refresh Pre-Advice

Cancel Booking OK Cancel Apply

General Changes Edited

Container Type: 20' INTEGRAL REEFER

6. Enter the container type

Empty:

Units: * 4

7. The number of containers on the booking

Commodity: APPLES CHILLED +0.5C

8. The cargo commodity type

Total Weight (t): 18.0

9. Weight of the cargo per container

Description: Chilled Apples

10. Description of the cargo

Active:

Temperature: 0.5

Handling Instructions:

11. Any special handling instructions based on the commodity type

Dangerous Goods:

Article	Class	UN No.
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12. Click the **Ok** button to save the booking

Tip: You can type the start of a work and press 'Tab' key to find matching options

Cancel Booking Line OK Cancel Apply

Troubleshooting

Can I change a booking? Yes. Search for the booking to be edited and update the details of the vessel or cargo, then save the changes

Why is a manual booking required? A booking is required so that the export cargo being received is valid for a vessel. A manual booking is required if a COPARN cannot be sent for the full or empty export cargo

When should I create the booking? The Pre-Advice cannot be created until a booking exists, so it is suggested that the booking be created as soon as possible once an export booking is made

Can I delete a booking? Yes. Cancel the whole booking using the *cancel booking line* button, or cancel a booking line by opening the booking line then selecting *cancel booking line*

Can I reinstate a cancelled booking? Yes. Use the *inactive booking details* tab to view and reinstate a cancelled booking

What happens after I update the cargo details? InterACT CBS matches the updated booking against an existing Pre-Advice (if exists). If the updated booking cannot be matched, the user must re-match the Pre-Advice to the booking

Can the pre-advice party update the booking in InterACT CBS? No. The following details can only be updated with the COPARN or in the Manual Booking: No. of Units; SZTP; Cargo type; Full/Empty; POL; POD; Gross Weight

If the Pre-Advice party such as the carrier or exporter notice the details are wrong, how can they update the booking? The booking details have to be corrected at the source i.e. the Shipping Line, and then sent to InterACT CBS as an updated COPARN. For a Manual Booking, correct the details of the manual booking. Once updated by the Shipping Line the Pre-Advice details will then match accordingly

Should I use InterACT or InterACT CBS to create the manual booking? InterACT is the shipping line portal and the place to create and manage manual bookings. InterACT CBS is focussed on pre-advice and the trucks and is currently not used if you are a shipping line

Can I use the manual booking function to alter a booking created using electronic COPARN? No, you cannot edit the booking in this way

Further Contact & Help

For further help, contact the Customer Service team at the Ports of Auckland.

Phone: 09 348 5100

| Email: customersservice@poal.co.nz

Notes