



当前站点: 福州 (已开通)  
当前站点: 厦门 (未开通)

# 乐域订舱平台操作指南

## Logwing -User Manual

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## 以下中文版

## Below English Version

### 1.注册账号

### 1.Register an account

若还没有乐域账号，请到乐域页面进行注册，注册提交后请等待平台客服审核。审核通过后会收到系统邮件。

If you do not have a Logwing account, please go to the website to register. After registration and submission, please wait for review by the platform customer service. You will receive a system email after passing the review.

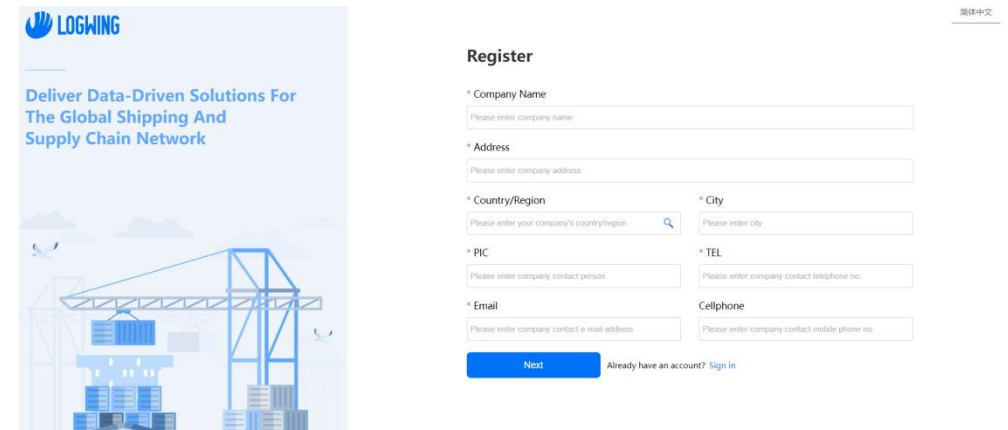
点击注册按钮可以进入注册页面：

Website <https://www.booking001.com/home/Register?category=logwing>

网址 <https://www.booking001.com/home/Register?category=logwing>



The screenshot shows the Chinese registration page for Logwing. On the left is a banner with the text "乐域订舱 shared logistics" and "互联 让航运更简单". The main content area is titled "注册账号" (Register Account). It contains several input fields: "公司中文名" (Company Name in Chinese), "公司英文名" (Company Name in English), "营业执照号(统一社会信用代码)" (Business License Number), "联系地址" (Contact Address), "国家/区域" (Country/Region) with a dropdown menu showing "中国" (China), "城市" (City), "联系人" (Contact Person), "联系电话" (Contact Telephone), "电子邮箱" (Email Address), and "手机号码" (Mobile Phone Number). At the bottom, there is a blue button with a right arrow and the text "已有账号? 登录" (Already have an account? Log in).



The screenshot shows the English registration page for Logwing. On the left is a banner with the text "LOGWING" and "Deliver Data-Driven Solutions For The Global Shipping And Supply Chain Network". The main content area is titled "Register". It contains several input fields: "Company Name", "Address", "Country/Region" with a dropdown menu, "City", "PIC" (Please enter company contact person), "TEL" (Please enter company contact telephone no.), "Email" (Please enter company contact e-mail address), and "Cellphone" (Please enter company contact mobile phone no.). At the bottom, there is a blue button with the text "Next" and a link "Already have an account? Sign in".

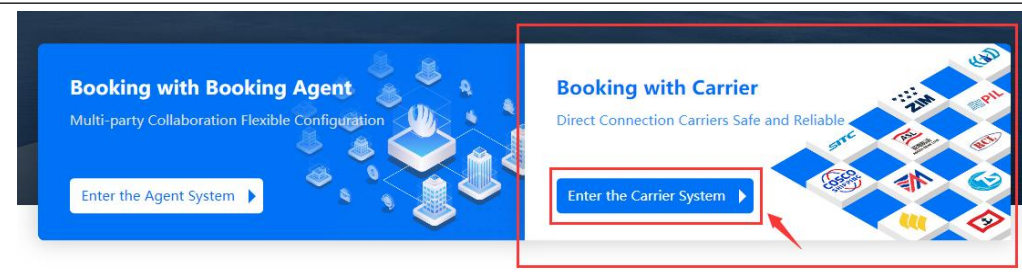
## 2.登录账号；选择“进入船东系统”

网址：www.booking001.com



## 2.Login account, Enter the Carrier System

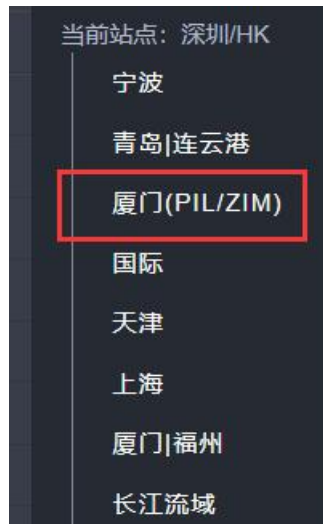
Website www.booking001.com





### 3.当前站点为厦门 (ZIM)

登录页面, 请注意选择当前站点为厦门 (ZIM)



### 3. Site XIAMEN (ZIM)

Login page, please select the current site is XIAMEN (ZIM)



## 4.订舱申请流程

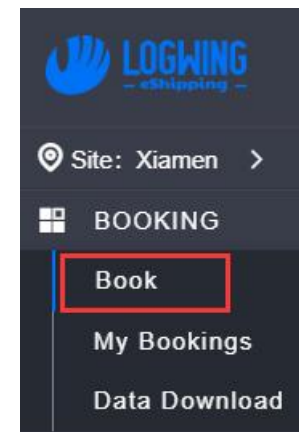
## 4. Booking application process

### 4.1 订舱新增

### 4.1 Create new booking

- 点击“在线申请”;

- Click“Book”

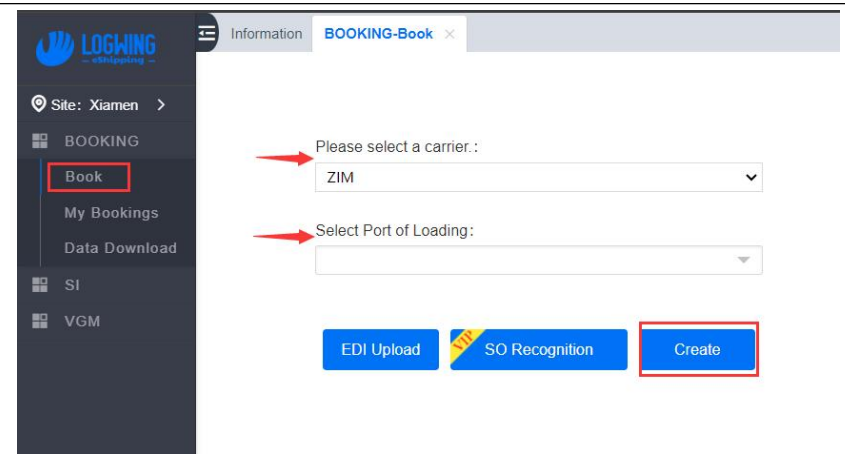


- 下拉选择承运船东和起运港口，点击“开始订舱”。
- \*\* 点击船东图标选择承运船东;

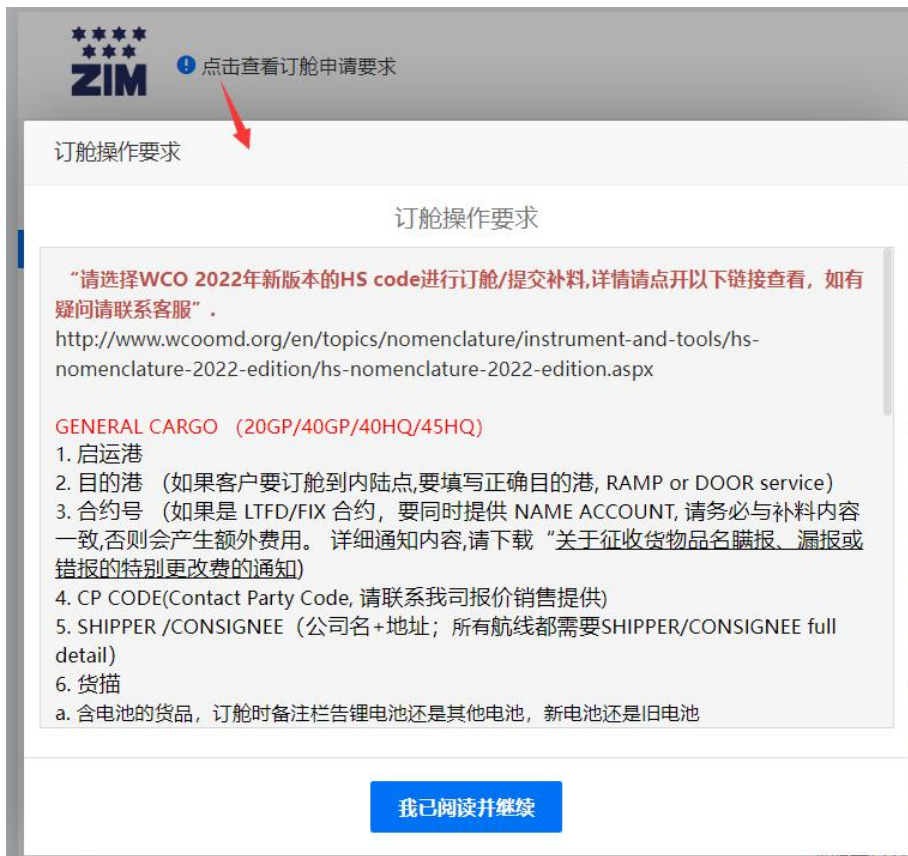
- Select a carrier and select loading Port; click “Create” button.
- \*\* Click on the carrier icon to select a Carrier;



➤ 订舱操作要求：可以查看船东最新订舱方面的要求及注意点；

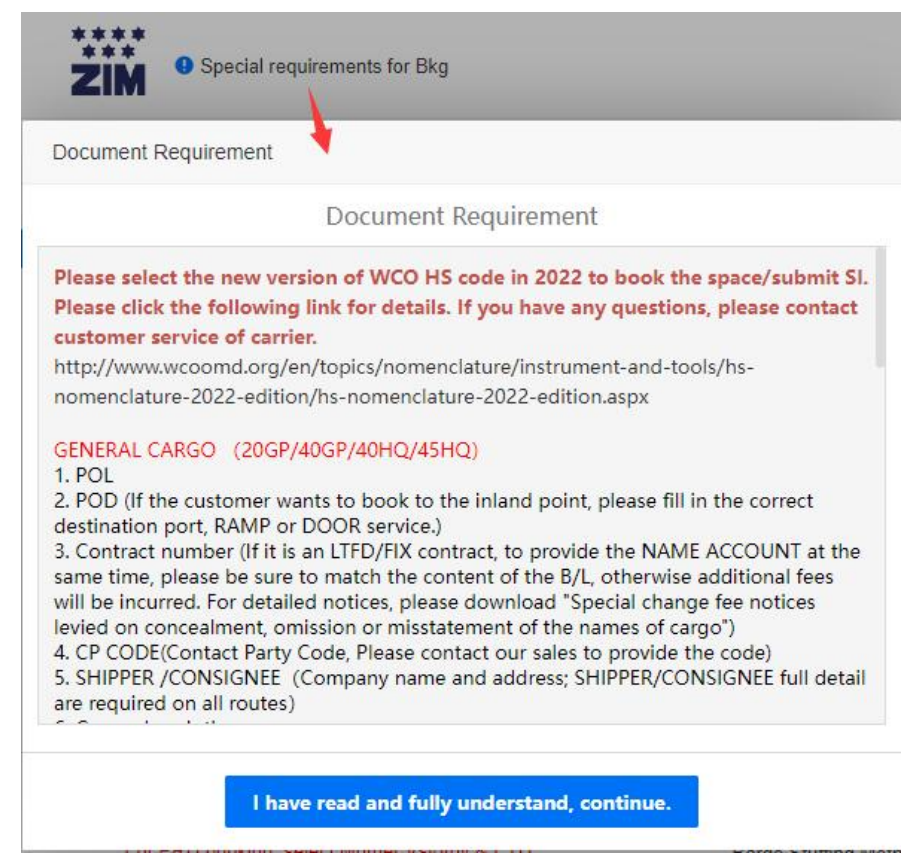


➤ Booking requirements: You can check the latest booking requirements and attention points posted by the carrier.












➤ 根据页面填写要求和提示信息,依次填入基本信息、各相关方、货物信息和服务信息;

\*\* 可选择模板“保存”功能将常用订舱信息保存为模板以方便快速订舱:



➤ Please fill in the basic information, parties, cargo information and service information according to the requirements and prompts on the page.

\*\* Select Template “save” function to save common booking information as a template to facilitate rapid booking.

<p>模板: <input type="text" value="请选择模板"/>  <span style="border: 1px solid red; padding: 2px;">保存</span></p>	<p>Templates: <input type="text" value="Select"/>  <span style="border: 1px solid red; padding: 2px;">Save</span></p>
<p>** 可选择“智能调整”对所输入文本进行智能调整，包括字符数限制换行和全/半角转换:</p>	<p>** Select 'Adjust' to adjust the input text intelligently, including character number limit to change into a newline and full/half width character conversion.</p>
<p></p>	<p></p>
<p>** 可选择“上传文件”将附件上传。上传附件将会以邮件形式发送给船东;</p>	<p>** Upload Attachment. Uploaded attachments will be sent to the carrier by email.</p>
<p>附件上传: <input type="text" value="上传文件"/> </p>	<p>Attachment: <input type="text" value="Upload"/> </p>
<p>** 对所填订舱可进行不同操作: 暂存, 清空, 放弃或提交;</p>	<p>** Different operations can be performed for booking: Save, Clear Abort, or Submit.</p>
<p></p>	<p></p>
<p>*业务编号: <input type="text"/> <input type="button" value="智能生成"/></p>	<p>*Business No.: <input type="text" value="111064823"/> <input type="button" value="Auto Gene..."/> </p>
<p>** 商编: 美加航线订舱提交时需要填写商编, 可在放大镜里选择商编 (HS CODE), 若无找到, 可选择接近的商编, 在底下备注栏备注上正确的商编。</p>	<p>** HS code: HS code should be filled in when submitting booking with destination of U.S. and Canada. You can select HS code in the magnifier icon. If not found, you can choose the approximate HS code and put the correct one in the remarks field.</p>

**货物信息**

总箱数: 0    总重量: 0    X0:

总件数:    总毛重:    总体积:

商编: 请选择  可输入品名

\*包装: PK  PACKAGES

\*货物类型: GC普通货

\*件数:  件

\*箱型尺寸    \*箱量(个)    重量(KGS)    SOC    超重

1	<input type="text"/>	<input type="text"/>	可空	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Cargo Information**

Total CNTRs: 0    Total G.W.: 0    X0:

Total QTY:    Total G.W.:    Total Volume:

H.S.Code: PLEASE  EDITABLE

\*Package: PK  PACKAGES

\*Cargo Type: GC

\*QTY:  package

\*G.W.: Tare weight excluded    KGS

\*Volume:  M3

*CNTR Type	*CNTR QTY	G.W.	SOC	OW
1	<input type="text"/>	<input type="text"/>	Optional	<input type="checkbox"/>

Tips: For 40HQ over 26.5T, container nomination fee will be charged.  
Export ex Huangpu/Nansha 200RMB/CNTR, other PRRS ports 350RMB/CNTR.

订舱备注:

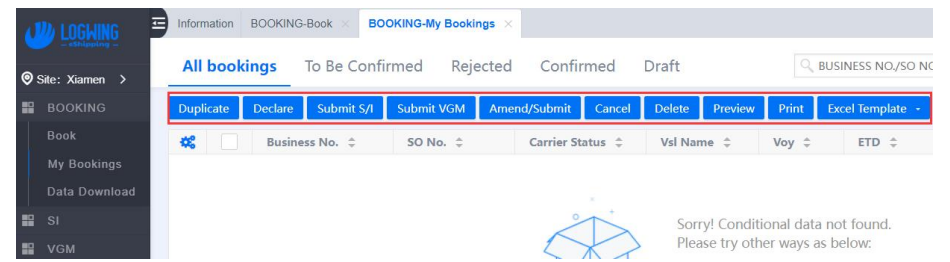
请输入订舱相关备注。勿在此处填写NAC, 如果有NAC CUCC CODE请在上方NAC栏填写

Remarks:

PLEASE ENTER RELEVANT BOOKING NOTES. DO NOT FILL IN NAC HERE. IF THERE IS A NAC CUCC CODE, PLEASE FILL IT IN THE NAC COLUMN ABOVE.

➤ 在订舱 – “综合管理”界面可对订舱（包括暂存/新增/修改类型）进行所需操作:

➤ You can operate your bookings (including Save / New / Amend) in Book – My Bookings




\*\* 复制新增: 选中数据进行“复制新增”可快速生成新订舱;

\*\* **Duplicate:** Select a certain booking to duplicate a new booking.

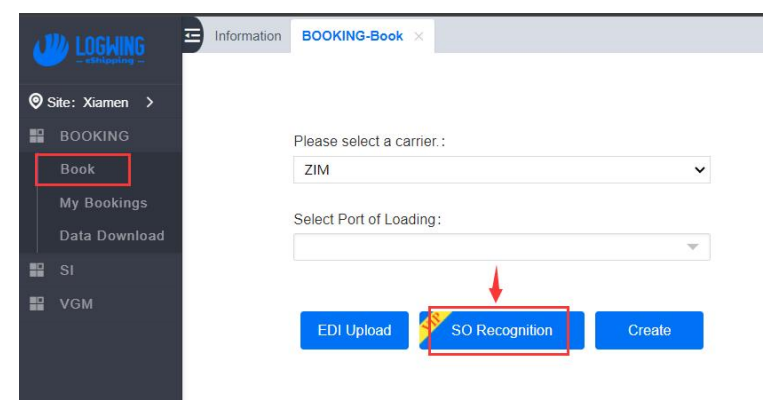
\*\* 提交补料: 选中数据进行“提交补料”进入该数据的补料界面;

\*\* **Submit S/I:** Select a certain booking and click 'Submit S/I' to enter SI

	application page.
<p>** 预览: 点击“预览”, 可查看 PDF 版本订舱内容, 并可下载保存, 方便与相关方沟通;</p>	<p>** <b>Preview:</b> Click "Preview" to view the booking contents in PDF format. You can also download and save the document for the communication with relevant parties.</p>
<p>** 检索: 可根据关键词进行内容检索,</p>	<p>** <b>Search:</b> Search the contents by keywords.</p>
	
<h3>4.2 批量复制</h3>	<h3>4.2 Batch Duplicate</h3>
<p>➤ 在“在线申请”或“复制新增”页面右上角, 勾选“批量复制”并填入票数, 可快速复制出相同订舱。(业务编号是原业务编号自动加 1 位)</p>	<p>➤ Tickle " Batch Duplicate " and fill in the number of bookings in 'Booking' Tab or 'Duplicate' in 'My Bookings' Tab, then you can quickly replicate the same booking. (Business Number is generated based on the original Business Number plus 1 to the last digit automatically)</p>
	
<h3>4.3 自助识别</h3>	<h3>4.3 Recognition</h3>
<p>➤ 在订舱-在线申请页面, 先选择承运船东, 再选择起运港, 点击“自助识别”, 上传模板, 进入订舱申请页面。目前可识别 Excel/Word/PDF 格式的托书与提单草稿。</p>	<p>➤ In 'Book' Tab, select carrier and select POL, then click "SO Recognition" to upload your file. Intelligent Recognition supports Excel/Word/PDF.</p>



\*\* 目前免费使用



\*\* Current free trial.

#### 4.4 报文申请

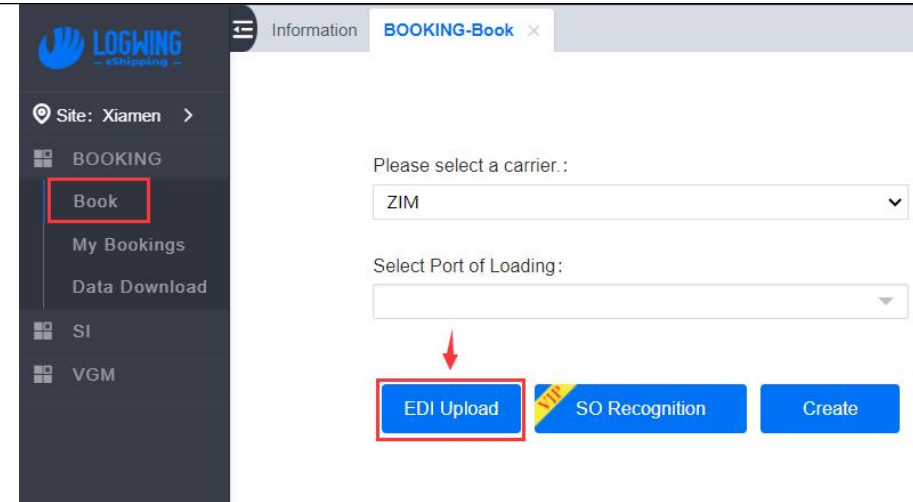
- 在订舱-在线申请页面，点击“报文申请”，可直接将 UN 格式报文导入平台，生成订舱申请。

#### 4.4 EDI Upload

- In 'Book' tab, click "EDI Upload" to import the booking data in UN format EDI into the platform directly.



- \*\* 支持单份报文，多份报文同时导入；同一份报文中可以包含多票订舱；
- \*\* 报文导入后，若完全满足条件，则会直接提交订舱；若满足暂存条件，数据则会暂存；若不符合暂存条件或报文格式错误，则不会提交或暂存；



- \*\* Support both single and multiple EDI message import at the same time; The same EDI message can contain multiple number of bookings;
- \*\* After the EDI message imported, if the conditions are met, the booking will be submitted directly; if the temporary storage conditions are met, the data will be temporarily saved; if the temporary storage conditions are not met or the EDI message format is incorrect, the booking will not be submitted or temporarily saved.

#### 4.5 订舱修改

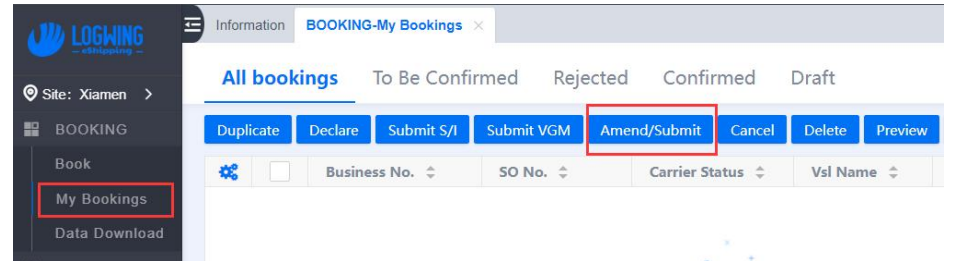
- \*\* 修改前提：暂存和船东确认后的订舱才可进行修改。“等待”状态不可修改；
- \*\* 修改流程：选中数据，点击“修改提交”按钮

#### 4.5 Booking Amendment

- \*\*Booking amendment prerequisite: booking can only be amended after temporarily saved and confirmed by the carrier. Booking cannot be amended

when is under "Waiting" status.

\*\* Booking amendment process: select the booking item in 'My bookings' tab, and click 'Amend/Submit' button.



➤ 订舱新增提交后，乐域平台将会以 EDI 将订舱发送给船东，同时乐域平台也会以邮件形式将订舱发送给船东并抄送订舱联系人。订舱时所提交附件也包含在邮件中。

➤ Booking application info will be sent to the carrier's system through Logwing platform after the new created booking is submitted; in the meanwhile, the same info will be also sent to the carrier and copying to the sender via e-mail through Logwing platform. The e-mail also contains attachment, if any.

## 5. 提单申请流程

## 5.SI Application Process

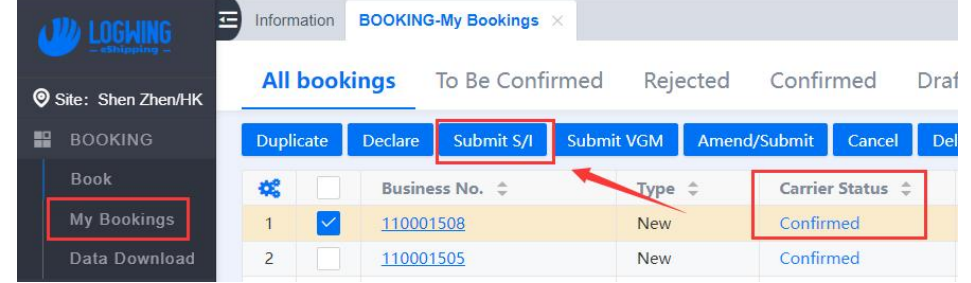
5.1 若订舱数据已存在于平台中，则可以对船东“确认”的订舱进行提单申请操作

5.1 If there is booking application data exist in Logwing Platform, Then SI application can be proceeded based on the booking data when the booking is confirmed by the carrier.

\*\* 在订舱-综合管理中，选中数据，点击“提交补料”按钮，可对此票进行提单申请编辑；

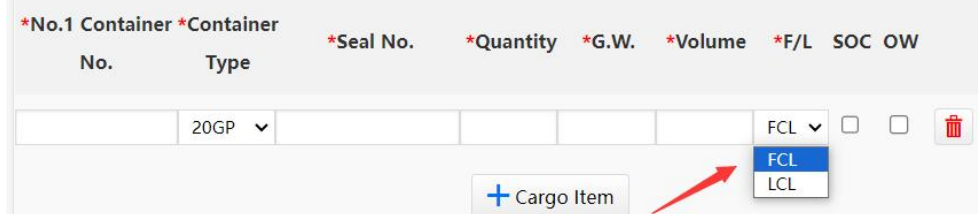
\*\* In 'Booking – My bookings' Tab, select your booking item and click 'Submit SI'

button, then you can edit SI application.



\*\* 请务必正确选择“整箱”或“拼箱”;

\*\* FCL/LCL is mandatory.



5.2 在线录入提单：若订舱数据不在平台，也可在线录入提单信息进行补料操作

5.2 SI application direct input: if booking application data is not existing in Logwing Platform, then SI application data can be keyed in in the platform.

- \*\* 点击提单-在线申请，选择承运船东和起运港口后点击“在线提单”按钮;
- \*\* 输入订舱号、提单号信息（船东 ZIM 订舱单号/提单单号前七位必须为英文字母，订舱单号和提单号不能含有空格），点击“确定”，进入提单在线申请页面;
- \*\* 在提单申请编辑页面依次录入提单信息。

- \*\* Click 'SI-online' tab, select 'carrier' and 'port of loading' and click 'Submit SI' button;
- \*\* Input SO and SI number and click 'confirm' to enter the SI application page.
- \*\* Input SI info in turn in SI application page.



乐域订舱 — shipping —

信息公告 提单-在线申请 ×

当前站点: 厦门 >

订舱

提单

在线申请

综合管理

数据下载

VGM

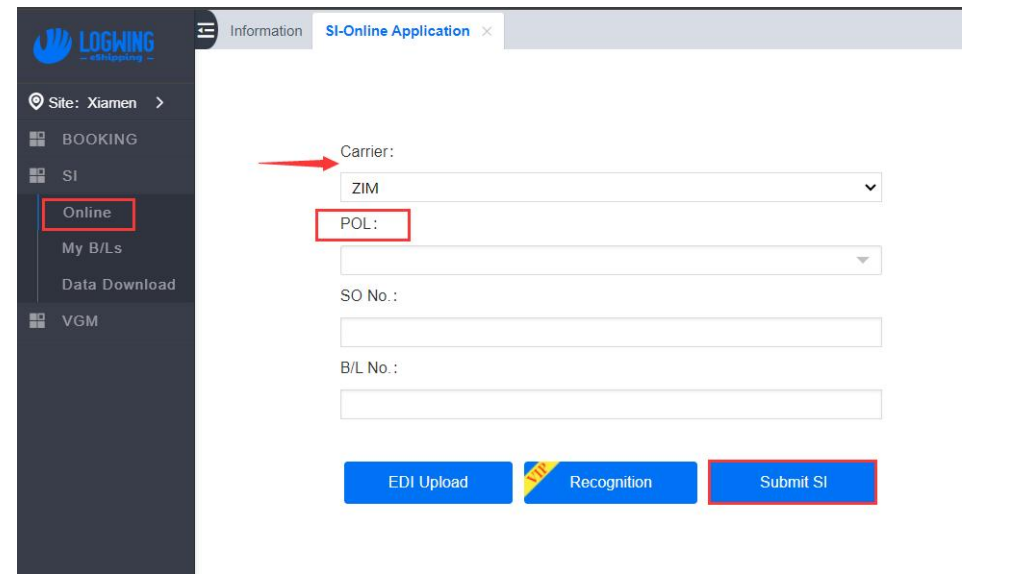
承运船东: ZIM 以星轮船

起运港口:

订舱单号:

提单单号:

报文申请 **自助识别** 在线提单



LOGWING — shipping —

Information SI-Online Application ×

Site: Xiamen >

BOOKING

SI

Online

My B/Ls

Data Download

VGM

Carrier: ZIM

POL:

SO No.:

B/L No.:

EDI Upload **Recognition** Submit SI

### 5.3 自助识别:

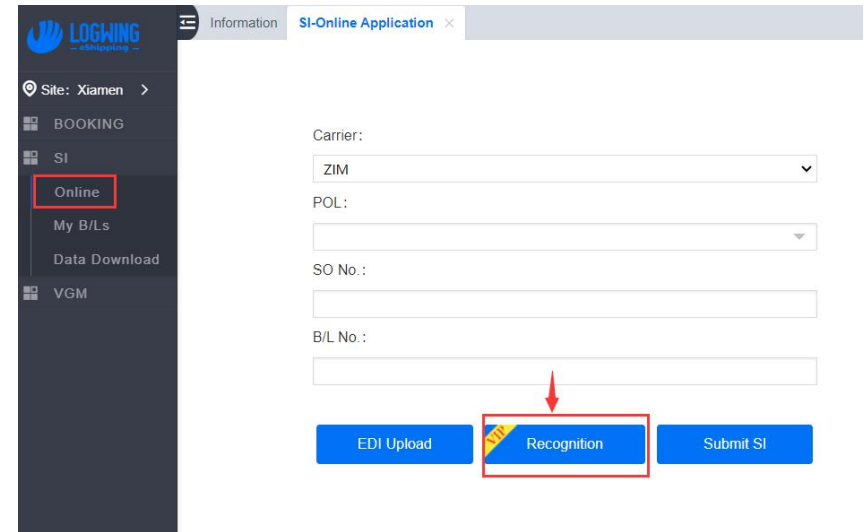
- 在提单-在线申请页面, 先选择承运船东, 再选择起运港, 点击“自助识别”, 上传文件, 进入提单申请页面。目前可识别 Excel/Word/PDF 格式的托书与提单草稿。

\*\* 目前免费使用。

### 5.3 Excel template for SI Application:

- In 'SI-online' tab, select 'carrier' and then select POL. Click "Recognition" button to upload your file. Intelligent Recognition supports Excel/Word/PDF.

\*\* Current free trial.



#### 5.4 报文申请提单：平台支持 UN 格式提单报文直接导入，生成提单资料

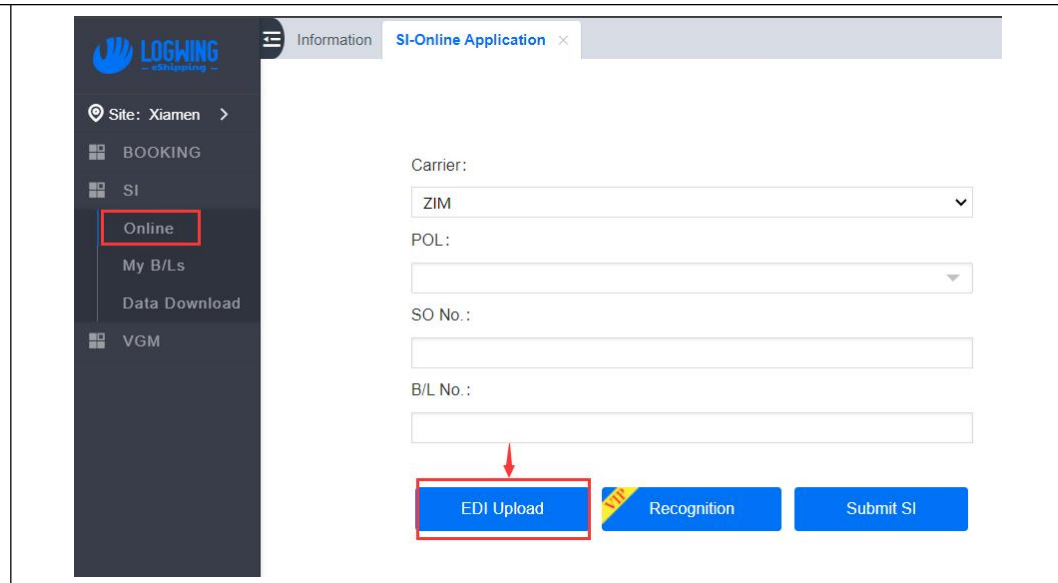
#### 5.4 SI application via EDI message upload: Logwing Platform support SI application data imported through EDI message upload in UN format.

- \*\* 点击提单-在线申请，“报文申请”按钮；
- \*\* 支持单份提单报文导入；
- \*\* 报文导入后，页面跳转至提单申请页面；

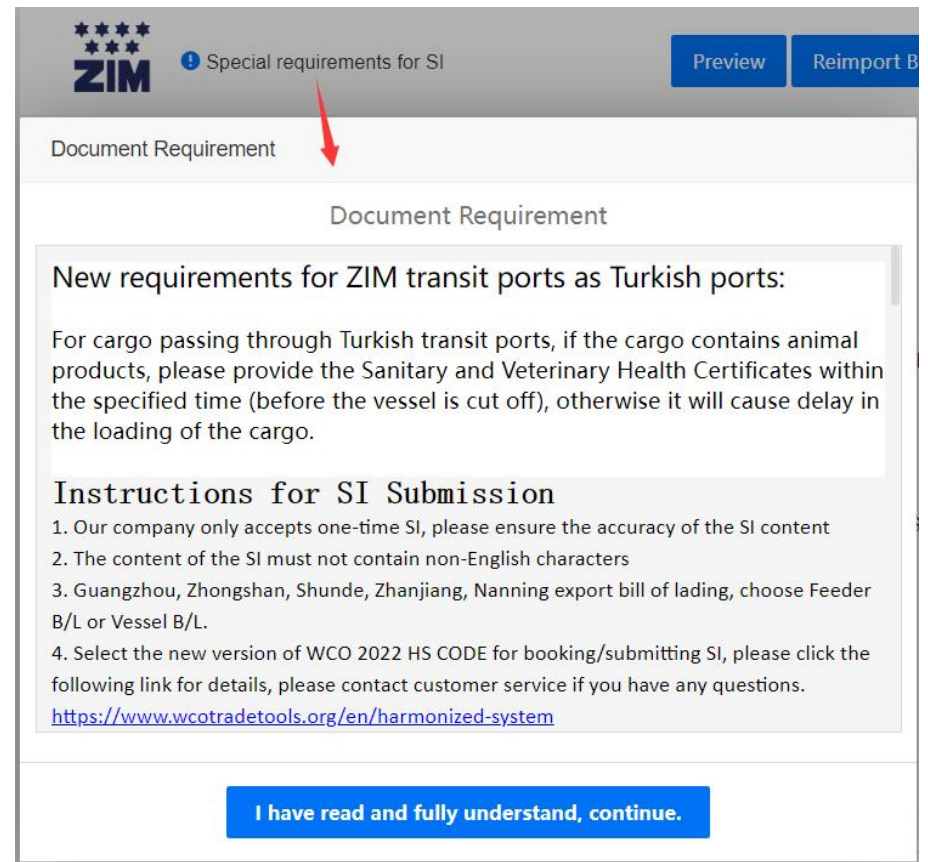
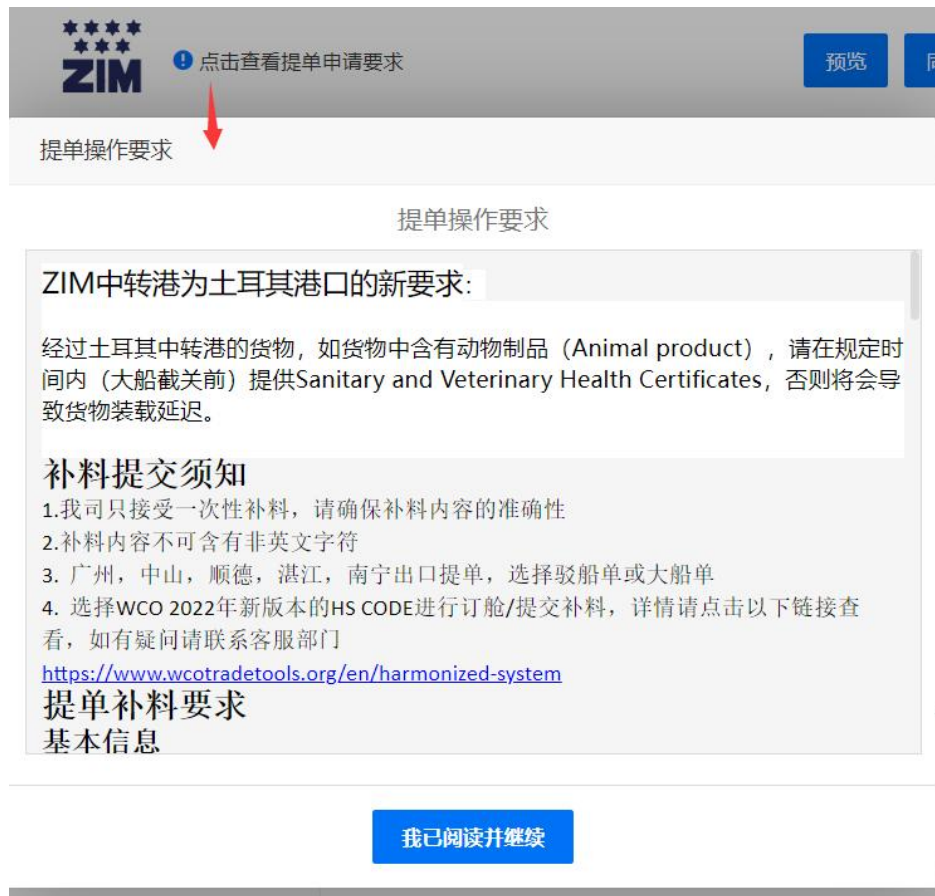
- \*\* Click 'SI – Online' to EDI Upload button;
- \*\* Platform support single SI application data imported through EDI message upload;
- \*\* Then it turns to SI application page after the EDI message imported.



➤ 提单操作要求： 可以查看船东最新提单方面的要求及注意点；



➤ SI requirements: You can check the latest document requirements and attention points posted by the carrier.



## 5.5 并票处理

\*\* 可在“订舱-综合管理”选择多票订舱点击“提交补料”进行并票处理;

## 5.5 B/L combination handling

\*\* You can select multiple booking no. in 'Booking – My Bookings' Tab and click

'Submit SI' to handle B/L combination.

业务编号	申请类型	船东状态	报文发送标记
1 HANNEWD2311170002	新增	确认	已发送
2 HANNEWD2311170001	新增	确认	已发送

Business No.	Type	Carrier Status	EDI Sending Mark	EDI Sending Time
1 HANNEWD2311170002	New	Confirmed	Sent	
2 HANNEWD2311170001	New	Confirmed	Sent	

\*\* 也可在提单申请页面关联订舱单号，进行并票处理；

\*\*You can also associate the booking number on the bill of lading application page for B/L combination;

提单并票请添加所有订舱单号

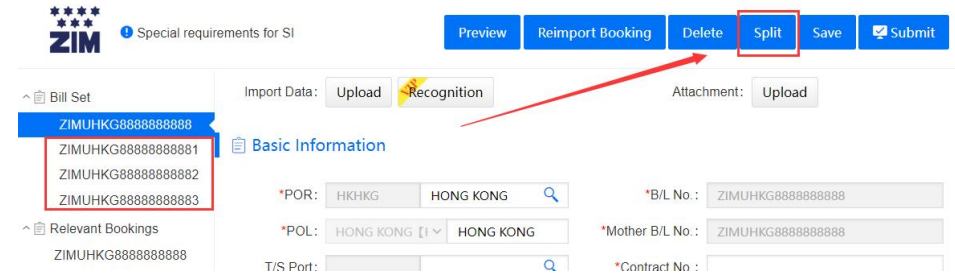
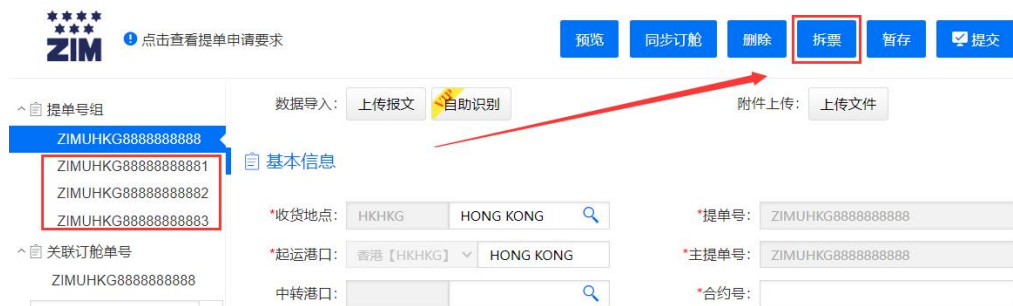
Please add all the so number to be combined for B/L.

## 5.6 拆票处理

## 5.6 B/L Split Handling

\*\* 点击“拆票”；多次点击可拆多票；

\*\* Click 'Split'; you can split one B/L into many B/Ls;



➤ AMS/ACI 类型：仅美加线为必填，国家代码为 US/CA/MX/PR

AMS/ACI type: Mandatory for destination of US, CA, MX and PR.

AMS/ACI类型:

AMS/ACI Type:

➤ 模板导入箱货信息：在“申请提单”中，可选择“模板导入”按钮进行 Excel 数据快速上传，提高效率并减少手输出错概率。

➤ Container & cargo information imported through template upload: In 'SI Application Online' page, you can select the "Template Import" button to upload container & cargo info from Excel template.

\*\* 请使用下载的 Excel 模板进行数据上传；

\*\* Please use the downloaded Excel template to upload data.

*箱号	*箱型尺寸	*铅封号	*件数	*毛重	*体积	*整拼	SOC 超重
1	20GP					整箱	<input type="checkbox"/> <input type="checkbox"/>

[+ 增加箱](#) [模板导入](#)

*Container No.	*Container Type	*Seal No.	*Quantity	*G.W.	*Volume	*F/L	SOC OW
1	20GP					FCL	<input type="checkbox"/> <input type="checkbox"/>

[+ Container](#) [Batch Upload](#)

### 模板导入

点击下载Excel模板, 并上传模板, 可快速导入箱信息

取消

上传模板

- 加货: 需要按照多个 item 提交 SI, 请点击加货按钮, 点几次就会相应增加几个货物信息, 然后依次填入每个货物对应的商编、件数、毛重、体积、唛头、货名、箱号。

### Batch Upload

Click [here](#) to download template. Easily upload data with this template.

Cancel

Upload

- Cargo Item: To submit SI according to multiple items, please click the Cargo Item button. Clicking a few times will increase the corresponding information of several cargoes, and then fill in the corresponding HS code, quantity, gross weight, volume, marks, cargo name, and container number for each cargoes in sequence.

📦 货物信息

**No.1货物信息**

\*商编: 请选择 🔍 可输入品名

\*包装: 🔍

\*件数: 件

\*毛重: 请填写不含柜重的货物重量 KGS

\*体积: M3

包装声明:

危险品: 否

总件数: 0    总毛重: 0    总体积: 0    总箱数: 20GP\*1

船东要求:

1.多唛头、多货名请点击下方加货按钮,分ITEM填写多个货物信息。  
2.柜型为冻代干,高代平时,请提交相应的干柜或平柜,以免船东不接收提单数据

*箱号	*箱型尺寸	*铅封号	*件数	*毛重	*体积	*整拼	SOC	超重
1	20GP					整箱	<input type="checkbox"/>	<input type="checkbox"/>

➤ 点击“均装”按钮,可快速对总件/毛/体进行平均填写

📦 Cargo Information

**No.1Cargo Information**

\*H.S.Code: PLEASE S 🔍 EDITABLE

\*Package: 🔍

\*Quantity: package

\*G.W.: Tare weight excluded KGS

\*Volume: M3

Packing:

DG: NO

\*Marks:

\*Cargo Descri...

Total Quantity: 0    Total G.W.: 0    Total Volume: 0    Total Containers: 20GP\*1

Carrier requirement:

1.For multiple marks and commodity, please click the add cargo button item to fill in multiple goods information by item.  
2.If NOR or HC sub GP in S/O, please choose the real container type of S/I to avoid carrier do not accept your application.

*Container No.	*Container Type	*Seal No.	*Quantity	*G.W.	*Volume	*F/L	SOC	OW
1	20GP					FCL	<input type="checkbox"/>	<input type="checkbox"/>

➤ Click 'Split' button to distribute averagely the QTY/G.W./Volume above mentioned to each CNTR NO.

\*包装: [搜索图标]

\*件数: 1000 件

\*毛重: 5000 KGS

\*体积: 26 M3

均装

危险品: 否

智能调整

总件数: 1000 总毛重: 5000 总体积: 26 总箱数: 20DC×2

船东要求: 柜型为冻代干, 高代平时, 请提交相应的干柜或平柜, 以免船东不接收提单数据!

*箱号	*箱型尺寸	*铅封号	*件数	*毛重	*体积	*整拼	SOC	超重
1	20DC		500	2500	13	整箱		
2	20DC		500	2500	13	整箱		

➤ 在提单 – “综合管理”界面可对提单（包括暂存/新增类型）进行所需操作:

\*QTY: 1000 package

\*G.W.: 5000 KGS

\*Volume: 26 M3

Split

DG: NO

Adjust

Total QTY: 1000 Total G.W.: 5000 Total Volume: 26 Total CNTRs: 20IN×2

Carrier requirement: If NOR or HC sub GP in S/O, please choose the real container type of S/I to avoid carrier do not accept your application.

*CNTR No.	*CNTR Type	*Seal No.	*QTY	*G.W.	*Volume	*F/L	SOC	OW
1	20IN		500	2500	13	FCL		
2	20IN		500	2500	13	FCL		

➤ In SI-My B/Ls page, the bill of lading (including save/new) can be edited as required.

乐域订舱 LOGWING

当前站点: 厦门

信息公告 提单-综合管理

全部提单 待确认 已拒绝 已确认 草稿

复制新增 VGM申请 修改/提交 草稿预览 保函打印 Excel模板 二次确认件下载 提单对比

提单号	订舱单号	申请类型	船东状态	箱型箱量

抱歉没有找到  
您可以尝试  
1.调整“录入时  
内。

\*\* 重要: 提单修改需先联系船司拒绝后修改;

LOGWING

Information SI-My B/Ls

All Shipping Instructions To Be Confirmed Rejected Confirmed

Site: Xiamen

BOOKING

SI

Online

My B/Ls

Data Download

Duplicate Submit VGM Amend/Submit Draft Preview Print LOI Excel Template

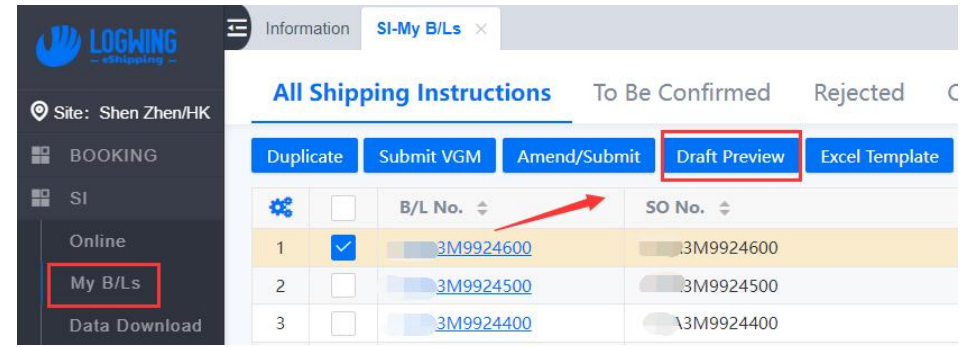
B/L No.	SO No.	Type	Carrier St...	Co

Sorr Plea

\*\* Note: SI amendment needs the carrier's rejection.

\*\* 预览：点击“预览”，可生成 PDF 版本提单显示（包括暂存状态），并可下载保存，方便与客户核对沟通，以防止提单提交时存有错误；

\*\* **Preview:** Click 'Preview' to generate PDF version of the B/L layout (including temporarily storage status). In order to avoid errors when submit B/L, you can download and save the document to facilitate communication and verification with client.



➤ 提单提交后，乐域平台将会以 EDI 将提单发送给船东，同时乐域平台也会以邮件形式将提单发送给船东并抄送订舱联系人。提单申请中如有附件也会包含在邮件中。

➤ SI application data will be sent to the Carrier's system through Logwing platform after the SI application data is submitted; in the meanwhile, the same info will be also sent to the carrier and copying to the sender via e-mail through Logwing platform. The e-mail also contains attachment, if any.

## 6.VGM 申请流程

## 6. VGM Application

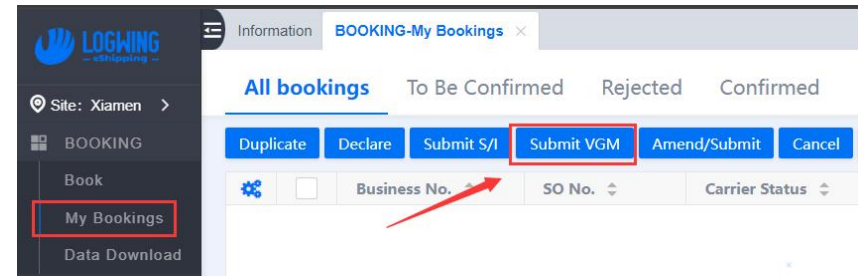
### 6.1 VGM 申请

### 6.1 VGM Application

➤ 若订舱数据已存在于平台中，则可以对船东“确认”的订舱进行 VGM 申请操作；  
\*\* 在订舱-综合管理中，选中数据，点击“VGM 申请”按钮，可对此票进行 VGM 申请编辑；

➤ If the booking data already exists on the platform, VGM application operation can be performed on the booking confirmed by the carrier;

\*\*In Booking -My bookings, select the data and click the "Submit VGM " button to edit the VGM application for this SO;

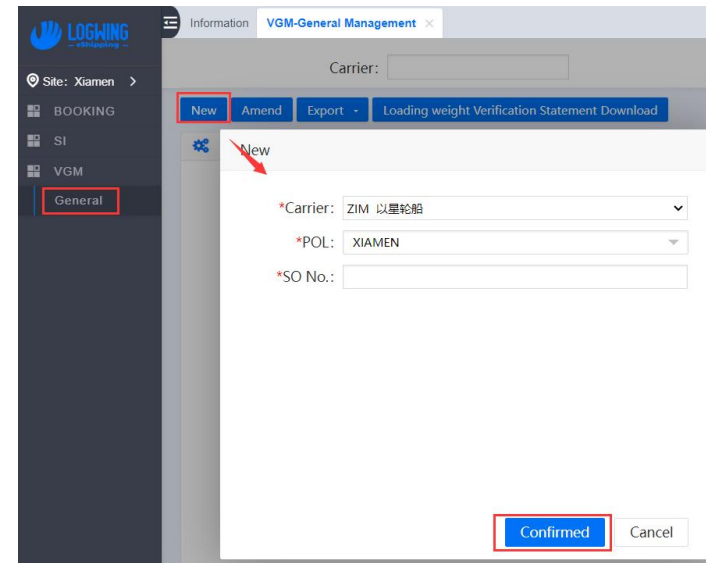
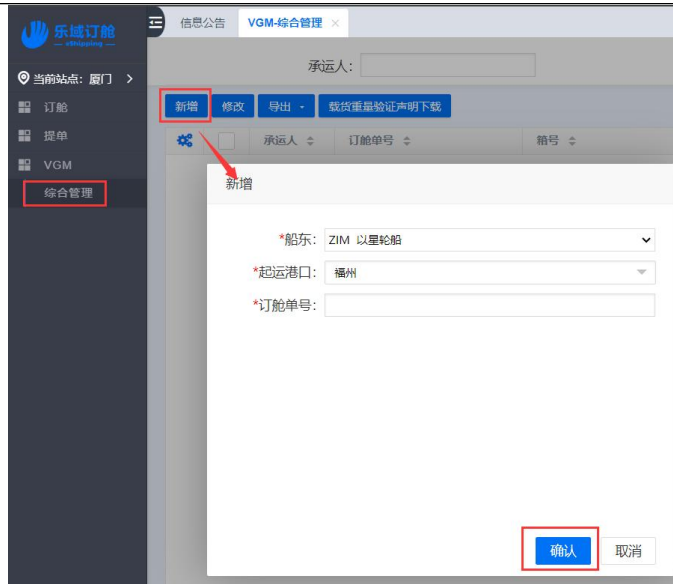


## 6.2 在线录入 VGM

- 在线录入 VGM：若订舱数据不在平台，也可在线录入 VGM 信息；
- \*\* 点击 VGM-综合管理-新增，选择承运船东、起运港口、订舱单号后点击“确认”按钮；进入 VGM 在线申请页面；
- \*\* 在 VGM 申请编辑页面依次录入 VGM 信息。
- \*\*VGM-综合管理里记录所有已提交的 VGM 数据。

## 6.2 VGM application direct input

- VGM application direct input: If the booking data is not on the platform, VGM information can also be entered directly;
- \*\*Click VGM-General-New, select the carrier, POL, and SO No. , and then click the "Confirmed" button;
- Enter the VGM online application page;
- \*\*Enter the VGM information in sequence on the VGM application editing page.
- \*\*Record all submitted VGM data in VGM General.



### 6.3 VGM 修改

- VGM 修改:目前不允许直接在页面修改, 请及时联系 ZIM 修改 VGM 以确保 VGM 修改成功能顺利装船。
- \*\* VGM 提交成功与否以码头信息为准, 请自行上码头网站上查询以确保柜子能顺利装船。

\*以上所有内容仅供参考, 具体页面要求请按照实际情况填写。有疑问的地方可以咨询平台客服。点击页面右上角联系客服, 会出现联系方式。

### 6.3 VGM modification

- VGM modification: Currently, direct modification on the page is not allowed. Please contact ZIM in a timely manner to modify VGM to ensure successful VGM modification data and smooth shipment.
- \*\*The successful submission of VGM is subject to the port information. Please check on the port website to ensure that the container can be loaded smoothly.

\*All the above content is for reference only. Please fill in the specific page requirements according to the actual situation. If you have any questions, you can consult the platform customer service. Click CS in the upper right corner of the page, and contact information will appear.

