

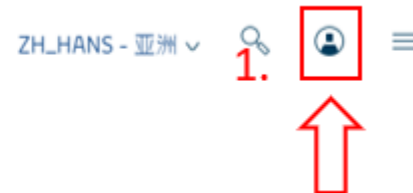
Handbook 10.2– B/L Notification

1.如何订阅提单-----P2

2.如何编辑/删除订阅信息-----P6

> 如何订阅提单

1. 登陆网站后, 把鼠标移动到右上角Account这里, 然后在下级菜单中点击“通知”



2. 通知

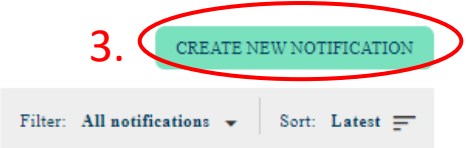
设置

更改客户代码

注册

3. 接着就会进入 Notifications 的界面，点击 CREATE NEW NOTIFICATION

Notifications



4. 在通知类型这里选择 **Bill of Lading** ,再点击 **CONTINUE**

Notifications

Create new notification

Notification type

Select the type of notification you would like to receive.

Transport plan - ETA changes ⓘ

4. Bill of lading ⓘ

Arrival notice ⓘ

CANCEL 5. **CONTINUE**

5. 填写 邮箱 以及勾选你需要接收的 提单类型/接收方 再点击 **SUBMIT**

(当相应的提单类型放上网后, 做为提单接收方设置的邮箱就会收到相应的通知)

Create new notification

Bill of lading details

Enter these mandatory details for your email notification

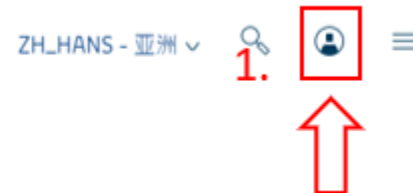
6.

Document type ⓘ

- Verify copy
 - Booked by
 - Price Owner
 - Outward forwarder
 - Shipper
 - Transport document receiver
- Waybill
 - Transport document receiver
- Original
 - Transport document receiver
- Approved copy
 - Booked by
 - Price Owner
 - Inward forwarder
 - Outward forwarder
 - Consignee
 - Shipper
 - First to notify
 - Additional notify
 - Release to party
 - Transport document receiver

> 如何编辑/删除订阅信息

1. 登陆网站后, 把鼠标移动到右上角Account这里, 然后在下级菜单中点击“通知”



2. 接着就会进入 **Notifications** 的界面，在此界面可以看到所有设置的订阅通知信息。

点击三角符号可查看Notification详情。

Notifications

CREATE NEW NOTIFICATION

Filter: All notifications ▾

Sort: Latest ≡

8 of 8 notifications

Email address

Notification type

Last Updated

3.



Email address

Notification type

Last Updated



4. 在展开的界面可以对已设置的订阅信息进行编辑或者删除。

Notifications

CREATE NEW NOTIFICATION

Filter: All notifications | Sort: Latest

8 of 8 notifications

Email address Notification type Last Updated ^ ⋮

Notification details

Creator	Language	Frequency	Minimum ETA Change	Minimum ETD change
	English	MONDAY	1 Day	1 Day

Additional filters

Location

From	To
All Countries	All Countries

Roles

My company

Booked by, Shipper, Consignee, Price Owner, First notify party, Release to, Outward forwarder, Inward forwarder

4. DELETE EDIT