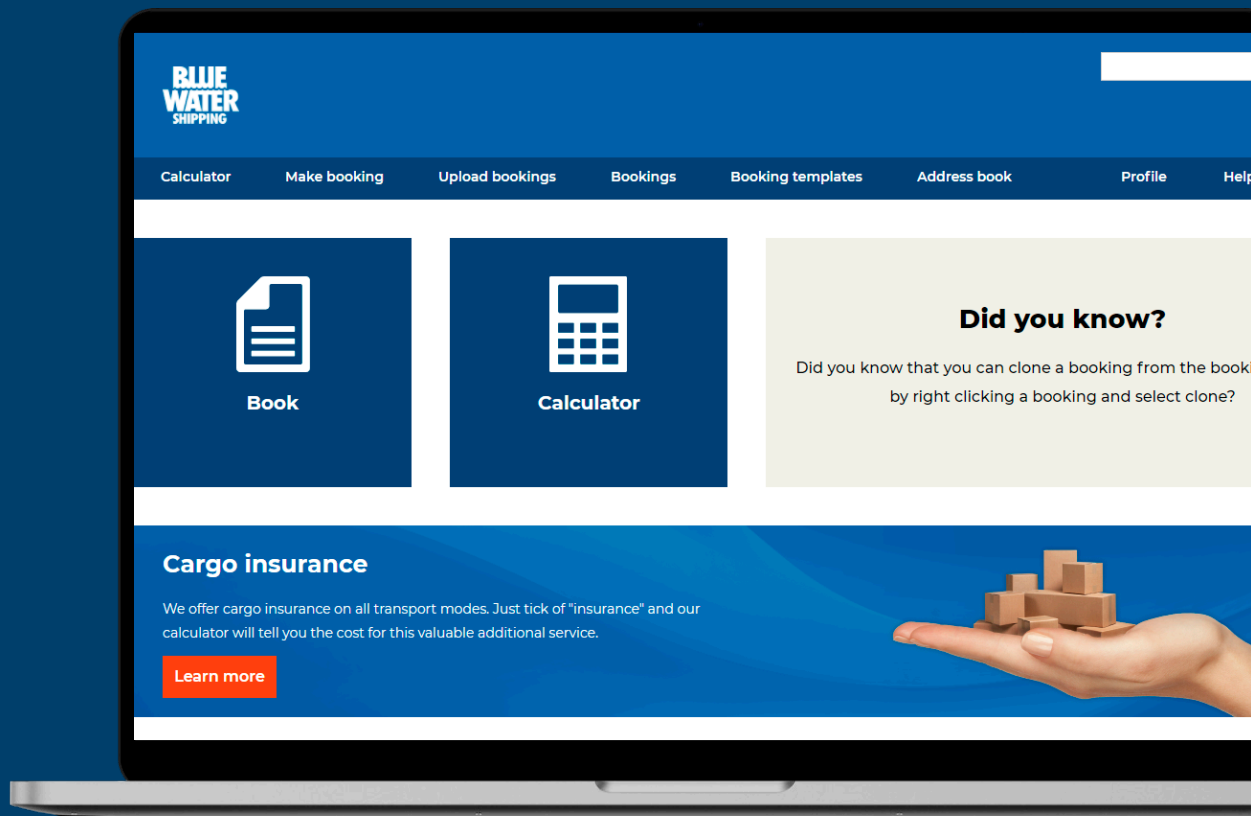


English MyBWS Short guide



Make booking

General

- A** **Direction** Define if your booking is an Export or Import booking
- B** **Incoterm** Choose your incoterm
- C** **Ready/Close** Specify when the cargo is ready for pick up along with closing time

The screenshot shows the 'Make booking' form in the 'General' tab. The form is divided into several sections:

- Transport modes:** A radio button labeled 'A' is next to 'Courier'.
- Direction:** A dropdown menu with 'Export' selected.
- Incoterm:** A dropdown menu with 'Select incoterms' selected. A 'Default' checkbox is to its left. A callout 'B' is next to the dropdown.
- Ready:** A date field with '19-05-2021' and a time field with '12:49'. A 'Default' checkbox is to the left of the date field. A callout 'C' is next to the time field.
- Close *:** A time field with '16:00'. A 'Default' checkbox is to its left.
- Template:** A dropdown menu with 'Optional: Select template' selected. There are 'x' and trash icons to its left.
- Booking Type and Size:** Two dropdown menus with 'PDF' and 'A4' selected.

The top navigation bar includes 'Calculator', 'Make booking' (underlined), 'Upload bookings', 'Bookings', 'Booking templates', 'Address book', 'Profile', 'Help', and 'Log out'. The 'Blue Water Shipping' logo is in the top left, and a search bar is in the top right.

Notice

Many of the following steps can be defaulted and thereby make a simpler booking process
Fields marked with "*" are mandatory

Make booking

Shipper/pickup, Consignee/delivery

- A Different address** If pick up/delivery address is different from shipper/consignee, the field 'Different address' must be ticked and a new address box will appear.
- B Keep in address book** If the address should be saved for later use, the field 'Keep in address book' must be ticked, but not before the address has been filled out completely.
- C Phone*/Fax** Phone number must be written with a valid country code and without any spaces as in above example

Shipper / Pickup **A** Different address **B** Keep in address book Default

Company *: Address line 1 *: Address line 2: Country / Zip *: City *	Attention *: Email: C Phone * / Fax: Key:
--	---

Consignee / Delivery **A** Different address **B** Keep in address book Default

Company *: Address line 1 *: Address line 2: Country / Zip *: City *	Attention *: Email: C Phone * / Fax: Key:
--	---

Make booking

Booking details, Booking line details

- A Description** Fill out the cargo description
- B References** Fill out the reference you wish added on your freight invoice
NB: Reference fields are customized on client level, why some users may also have other reference fields available
- C Comments** Fill out any comment you may have for BWS in regard to the transport
- D Possible options** Make sure that relevant fields are ticked
NB: Fields available are customized on client level, why some users may have less/more options than shown in above example
- E Booking line details** Fill out cargo details in the item line. If necessary use the 'plus' to add item lines.
If the shipment is for a country outside of EU the fields currency and commercial value must be filled out

Booking details

A Description * (0/400):
 Default ▼
Description of cargo contents

C Comments (29/400):
Pick up with lift is required

B References (18/35):
Order number: 1234

D Possible options:
 Documents
 Non-Stackable Dangerous Goods Lithium Batteries

Booking line details Default Select booking details from template ▼

E	Number:	Type:	LDM:	N-S:Length (cm):	Width (cm):	Height (cm):	CBM (man):	CBM (aut):	Weight (kg):	Currency:	Commercial value:	
1	1	Colli ▼		<input type="checkbox"/> 120	80	50	0,480	75	DKK ▼	500	<input type="checkbox"/>	<input type="checkbox"/>
Total	1		0,00				0,480	75,0	DKK ▼	500,00	<input type="checkbox"/>	<input type="checkbox"/>

Make booking

Files, Price and booking options

- A Files** Upload any relevant documents. E.g. MSDS for dangerous goods shipments or an invoice for customs if the shipment is for outside of EU
- B Save template** if you need the same details for future bookings; 'Save draft' if you wish to finish the booking later; 'Booking options' if you wish to continue and get a review of your booking options
- C Price and booking options** Get details about the price by expanding a row using the arrow to the left or click on 'Book' to submit booking options

Files

Upload files	Lines	Document type	File	Attach to
Delete	All	Invoice	invoice.pdf	

Save as template:

B [Save template](#) [Save draft](#) [Booking Options](#)


Price and booking options Expand all rows

			Service	Est. Transit Time	Book Before	Est. Total	
>		C Book	Blue Express	27-07-2020	13:00	DKK 500	
>		Book	Blue Express 9:00	27-07-2020	13:00	DKK 1,000	
>		Book	Blue Express 12:00	27-07-2020	13:00	DKK 1,000	
>		Book	Blue Economy	28-07-2020	13:00	DKK 500	
>		Book	Blue Economy 12:00	28-07-2020	13:00	DKK 1,000	
>		Book	Blue Parcel BTB	28-07-2020	13:00	DKK 50	
>		Book	Blue Solution	1d	23:59	DKK 50	

Calculator

Shipment Details

- A Shipment Details** Fill out Ready date, Origin and Destination
- B Calculate dimensions** Fill out cargo details using the fields available on the front page or click on 'calculate dimensions'. If clicking on 'calculate dimensions' a box will pop up and you are now able to fill out cargo details including measurements, as well as inform if cargo is Non-Stackable(N-S) on package level. Click on the 'plus' to the right in order to add item lines
- C Number of units** Fill out the number of units if you wish to see a price pr. Unit. This could be e.g. kgs, cbm, number of units packed in a shipment ect.
- D Currency** Choose your preferred currency
- E Cargo insurance** If ticked you will be asked to inform commodity, currency and commercial value. An insurance price will then be available when booking the shipment.
- F Options** Inform weather your shipment contains dangerous goods, lithium batteries, is non-stackable, ect. by ticking the relevant fields to the right. Options available are costumized on client level
- G Calculate** Click 'Calculate' and your booking options will appear
- H Details/Book** Click on 'Details/Book' and you will get an overview of the shipment cost. If you wish to continue with a cargo insurance this is done by ticking the field 'Accept insurance booking'

Default

- Calculator
- Make booking
- Upload bookings
- Bookings
- Booking templates
- Address book
- Profile
- Help - Log out

Shipment Details

Contacts

A Ready date: 20-05-2021

Origin: Denmark (DK)

Origin Zip/UN-code: Greve (DK-2670)

Destination: Austria (AT)

Destination Zip/UN-code: Wien (AT-1000)

Coll: 2 CBM: 0,250 Weight: 60,00

B Calculate dimensions

Number of units in shipment: **C** 60

Result currency: **D** DKK - Danish Krone

E Yes, please request cargo insurance for this shipment. [Terms](#) | [Read more](#)

Common Commodity: Common Commodity

Currency: DKK Commercial Value: 10000

F Dangerous Goods Generate commercial invoice Lithium Batteries

Non-Stackable

G Calculate

Estimated Price

	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
H Details/Book	Blue Express	DAP	21-05-2021	DKK	DKK	DKK

Calculator

Estimated Price Details

A Book

Click 'Book' and you will be transferred to the booking page

The screenshot displays the Blue Water Shipping calculator interface. A modal window titled "Estimated Price Details" is open, showing the following information:

- Estimated price (DKK): 2160,42
- Accept insurance booking / DKK (hover to see formula) [Terms](#) 100,00
- Total estimated price (DKK): 2160,42
- Payment terms: 10 days

The modal also includes a "Cost Specifications" section with a "Freight Costs" table:

Freight Costs			
Emergency Fee	DKK		90
Environmental Fee	DKK		8
Freight	DKK	1.700	
Fuel Surcharge	DKK		340
Security Fee	DKK		22

Below the table, a notice states: "NOTICE: The information above is **indicative, non-binding and subject to change without notice**. Any booking confirmation will set out the binding terms and conditions for the transport in question."

At the bottom of the modal, there are buttons for "Enter reference", "Print PDF", and "Book" (with a red 'A' icon).

The background interface shows the "Shipment Details" section with fields for Ready date, Origin, Origin Zip/UN-code, Destination, Destination Zip/UN-code, Number of units in shipment, and Result currency. There is also a "Calculate dimensions" button. The "Estimated Price" section at the bottom shows a table with columns: Transport Mode, Incoterm, Est. Transit Time, Insurance, Est. Total, and Est. Price/Unit.

	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
Details/Book	Blue Express	DAP	21-05-2021	DKK 100	DKK 2.160,42	DKK 38

Profile

Profile settings

- A** **Number format** Choose whether you wish to use 'dot' or 'comma' as separator when indicating numbered cargo details. E.g: Weight, measurements, cbm ect.
- B** **Default number unit for calculation** Standard setting is '0'. It makes sense to change this default setting if you need a price per unit and often or always book shipments of the same size. E.g. Pallets with the same amount of kilos, packages, item units, ect.
- C** **Interface language** English is currently the only language available for MyBWS, i.e. the setting cannot be changed.
- D** **Default calculation currency** Choose your preferred currency for transport prices.
- E** **Default time zone** Standard setting is 'Romance Standard Time; (UTC+01:00) Brussels, Copenhagen, Madrid, Paris', change if needed.
- F** **Default receive copy of bookings** Must be ticked if you wish to receive a copy of your booking by e-mail.
- G** **Show accepting booking dialogue** Must be ticked if you wish to see a review of your booking details before submitting a booking.
- H** **Redirect completed booking to new booking** Must be ticked if you wish to be transferred to a cleared booking site after having submitted a booking. If not ticked the booking details from a booking created prior to booking acceptance will remain.
- I** **Set default ready date** If ticked; today will be defaulted as cargo ready date.
- J** **Default send notification on file upload** If you want to alert BWS when uploading documents after the booking has been submitted, tick this box.
- K** **Default book import pickup** By ticking this box, pickups on courier import shipments are booked automatically.
- L** **Change Password** Click to change password. You will then enter a new page and be asked to provide current password, new password and confirm new password.

Calculator Make booking Upload bookings Bookings Booking templates Address book Profile Help Log out

Profile settings

<ul style="list-style-type: none">A Number format: <input type="text" value="Comma decimal separator"/>B Default number units for calculation: <input type="text" value="0"/>C Interface language: <input type="text" value="en; English"/>D Default calculation currency: <input type="text" value="No default currency"/>E Default time zone: <input type="text" value="Romance Standard Time - (UTC+01:00)"/>	<ul style="list-style-type: none">F Default receive copy of bookings: <input checked="" type="checkbox"/>G Show accept booking dialogue: <input checked="" type="checkbox"/>H Redirect completed booking to new booking: <input checked="" type="checkbox"/>I Set default ready date: <input checked="" type="checkbox"/>J Default send notification on file upload: <input type="checkbox"/>K Default book import pickup: <input type="checkbox"/> <div style="text-align: center; margin-top: 10px;">Change Password L</div>
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Save Profile Settings

**BLUE
WATER
SHIPPING**