

E-Bill User Guide

OOCL On-line Rail Billing for Motor Carriers



Contents

○ Getting started

- Request a User ID; instruction on next page
- Receive your User ID and password
- Log-in

○ Rail billing Service Request

- Submit a Rail Billing Request
- Notifications

User Setup

- Complete the following application form.
- Send completed application form via email to **EBILLSETUP@oocl.com**
- Application Form
 - Company Name & Address
 - User Name, Job Title, Department
 - Email Address
 - Primary Phone Number
 - Secondary Phone Number (if available)
- We will revert to the request by email.

User ID

- You will receive your User ID and temporary password by email.

- **Example:**

- From: CargoSmart Helpdesk
- Sent: Date
- To: Applicant
- Subject: OOCL Web Site User Registration Notification

- Dear Customer:

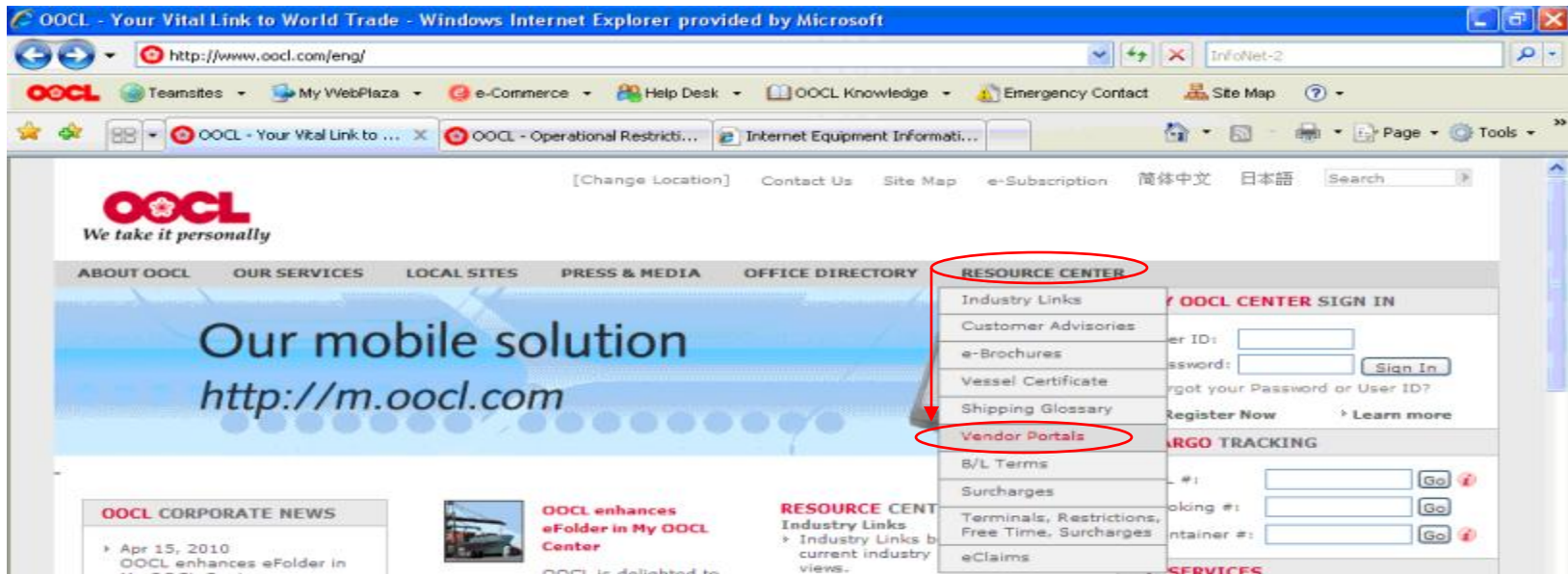
- OOCL System Administrator, CargoSmart is pleased to provide you with the following temporary password for your user account.

- **USER ACCOUNT INFORMATION**
- Company Name: Rail Billing, Inc
- User Name: Your Company Name & User Name
- User ID: abcd01
- Temporary Password: 12345abcd

- Please use this temporary password to login to My OOCL Center (www.oocl.com) at your earliest convenience. After you login you will be prompted to change this temporary password to your own unique password.

Log-In

- The Rail Billing function is available under OOCL.com
- It is for general cargo (FAK) only.
- Click on Resource Center and select Vendor Portals



The screenshot shows the OOCL website interface in a Windows Internet Explorer browser. The browser's address bar displays 'http://www.oocl.com/eng/'. The website header includes the OOCL logo and the tagline 'We take it personally'. A navigation menu at the top contains links for 'ABOUT OOCL', 'OUR SERVICES', 'LOCAL SITES', 'PRESS & MEDIA', 'OFFICE DIRECTORY', and 'RESOURCE CENTER'. The 'RESOURCE CENTER' link is highlighted with a red circle. A dropdown menu is open under 'RESOURCE CENTER', listing various options: 'Industry Links', 'Customer Advisories', 'e-Brochures', 'Vessel Certificate', 'Shipping Glossary', 'Vendor Portals', 'B/L Terms', 'Surcharges', 'Terminals, Restrictions, Free Time, Surcharges', and 'eClaims'. The 'Vendor Portals' option is also highlighted with a red circle. To the right of the dropdown menu, there is a 'OOCL CENTER SIGN IN' section with input fields for 'User ID' and 'Password', and a 'Sign In' button. Below this, there is a 'REGISTER NOW' button and a 'Learn more' link. Further down, there is a 'CARGO TRACKING' section with input fields for 'Container #', 'Booking #', and 'Container #', each with a 'Go' button. The main content area features a large banner for 'Our mobile solution' with the URL 'http://m.oocl.com'. Below the banner, there are sections for 'OOCL CORPORATE NEWS' and 'OOCL enhances eFolder in My OOCL Center'.

Click on Rail Billing

The screenshot shows the OOCL website's Resource Center. The logo at the top left reads "OOCL" in red with a flower icon, and the tagline "We take it personally" below it. A navigation bar contains links for "ABOUT OOCL", "OUR SERVICES", "LOCAL SITES", "PRESS & MEDIA", "OFFICE DIRECTORY", and "RESOURCE CENTER". The left sidebar lists various resource categories, with "Vendor Portals" circled in red. The main content area is titled "Vendor Portals" and includes a welcome message and a grid of service links. The "Rail Billing" link is highlighted with a red box.

OOCL
We take it personally

ABOUT OOCL OUR SERVICES LOCAL SITES PRESS & MEDIA OFFICE DIRECTORY RESOURCE CENTER




Resource Center

- › Industry Links
- › Customer Advisories
- › e-Brochures
- › Vessel Certificate
- › Shipping Glossary
- › **Vendor Portals**
- › B/L Terms
- › Surcharges
- › Terminals, Restrictions, Free Time, Surcharges
- › eClaims

Resource Center > Vendor Portals

Vendor Portals

Welcome to OOCL's Vendor Service. You can now manage operation and equipment online via OOCL's Internet site. To better improve the communication between our vendors and OOCL, we are glad to introduce you to the below program:

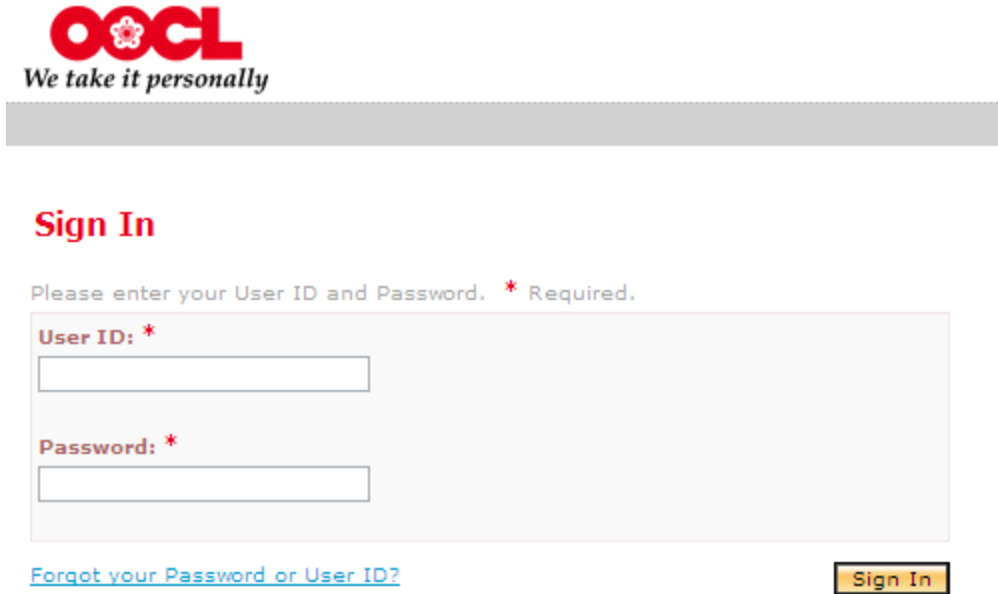
 OperationSmart	 DepotSmart	 SchedulingSmart
Work Order	AgentsNet	B/L Processing
Rail Billing		

Should you have any inquiries using our services, please contact our [local sites](#) for assistance.

- Enter the login page from “Vendor Portals”

Save the link as bookmark for future rail billing requests:

https://moc.oocl.com/admin/login/ul_sign_in.jsf?ENTRY=MCC&ENTRY_TYPE=RAILBILL



The screenshot shows the OOCL login interface. At the top left is the OOCL logo with the tagline "We take it personally". Below this is a grey horizontal bar. The main heading is "Sign In" in red. A message reads "Please enter your User ID and Password. * Required." Below this are two input fields: "User ID: *" and "Password: *". At the bottom left is a blue link "Forgot your Password or User ID?". At the bottom right is a yellow "Sign In" button.

- Log-in page appears and log in here.

Enter E-Bill

Service Request for Rail Billing and Administration function



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Service Request ▾ Administration ▾

My OOCL Center Welcome, ORIENT OVERSEAS CONTAINER LINES GAVIN MURDOCH ! 15 Oct 2010

Notifications(5)

My Requests(3)

[Refresh All](#)

[Advanced Search](#)

Description	Reference #	Container #	Request Date	Request #	Request Status
Service Request - Railroad Billing Request	Booking #: 2506920271	OOLU127757	15 Oct 2010, 13:44 CST	9000231793	Accepted

- Rail billing can be requested 5 calendar days in advance of cut-off, including day of cut-off.



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Submit a Railroad Billing Request



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Service Request ▾ Administration ▾

Submit Service Request

Notifications Search

My Requests Search

Welcome, Speed Trucking Ltd. Darran McKeys ! 14 Apr 2010

Notifications(44)

My Requests(49)

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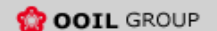
Description	Reference #	Request Date	Request #	Request Status
Service Request - Railroad Billing Request	Booking #: 3050732750	14 Apr, 13:59 HKT	9000008876	Accepted
Service Request - Railroad Billing Request	Booking #: 3050737030	14 Apr, 09:55 HKT	9000008858	Declined
Service Request - Railroad Billing Request	Booking #: 3050737020	13 Apr, 15:16 HKT	9000008799	In Progress
Service Request - Railroad Billing Request	Booking #: 3050735910	13 Apr, 14:01 HKT	9000008796	In Progress
Service Request - Railroad Billing Request	Booking #: 3050737020	13 Apr, 13:35 HKT	9000008795	In Progress
Service Request - Railroad Billing Request	Booking #: 3050737010	13 Apr, 13:13 HKT	9000008793	Withdrawn
Service Request - Railroad Billing Request	Booking #: 3050737010	13 Apr, 13:05 HKT	9000008792	In Progress
Service Request - Railroad Billing Request	Booking #: 3050736530	13 Apr, 11:24 HKT	9000008791	In Progress
Service Request - Railroad Billing Request	Booking #: 3050732750	13 Apr, 10:09 HKT	9000008790	Accepted
Service Request - Railroad Billing Request	Booking #: 3050732760	13 Apr, 10:04 HKT	9000008789	Accepted

[More](#)



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Submit a Railroad Billing Request



Service Request ▾ Administration ▾

Create Service Request

Search Related Shipment

Booking Number:

Reset

Search

Enter the booking number to start

- **Booking number must be a valid booking in OOCL system.**
- **If your booking number is not found, please contact OOCL customer service for assistance.**
- **Rail billing can be requested 5 calendar days in advance of cut-off, including day of cut-off.**

Submit a Railroad Billing Request



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My OOCL Center Contact Us e-Sub**scription** Help Sign Off

Service Request Administration

Create Service Request

Search Related Shipment

Expand

Related Shipment Result

	Booking #	Shipper	Consignee	Forwarder	Origin	Destination	Vessel/Voyage	Booking Party	Container Information			
									Size/Type	Container #	Return Facility	Cut-off Date
	2506920271	International, Inc.			Cleveland, Ohio, United States	Southampton, England, United Kingdom	CAP STEPHENS/009E	International, Inc.	1X20' General Purpose Container	OOLU127757	Norfolk Southern , CLE27	15 Oct 2010, 16:00 CST

Shipment 1 to 1 of 1

Submit Rail Bill

Validate your booking information to confirm this is the shipment for rail billing. Click "Submit Rail Bill" to continue.

Submit a Railroad Billing Request



The use of this rail billing facility is restricted to general cargo only. I hereby confirm my shipment does not contain any of the following restricted Cargoes. I fully understand that rail billing a restricted commodity / Cargo, may result in a fine or penalty assessed by the respective North American railroad, Federal Railroad Administration, or Department of Transportation to which I will be fully liable for all costs incurred. Use of this system confirms agreement to these terms and conditions.

RESTRICTION LIST

1. DANGEROUS or HAZARDOUS materials listed in CFR49 or IMDG code
2. STOP-OFF Cargo
3. Temperature sensitive articles requiring protection from heat or cold (Reefer Containers)
4. Bulk products having been blown, sugared, shoveled, or otherwise loaded loose
5. List of the other Restricted commodities
 - Automobiles (motorcycle, tractor, or other self-propelled vehicle, engine, or other mechanical apparatus aka motor vehicle)
 - Aircraft, Air-flight training aids, devices, or electronics
 - Ammunition
 - Animals or carcasses
 - Asphalt (asphaltic) natural or asphalt compounds, by-products, or petroleum
 - Bulk Bakery product waste
 - Bulk bladder shipments, also known as flexi-tanks (FORBIDDEN)
 - Bulk agricultural commodities or products
 - Carbon blacks in private equipment (prohibited in rail-controlled equipment)
 - Christmas trees
 - Cigarettes
 - Coiled metal products
 - Copper cathode
 - Creosote or creosoted materials
 - Dimensional high/wide loads
 - Dump carts, trailers, and wagons in private equipment (prohibited in rail-controlled equipment)
 - Fish scrap or meal
 - Fresh fruits and vegetables
 - Hides, pelts, skins, or any other animal product
 - Household goods or personal goods
 - Mail
 - Military communications outfits
 - Missiles and rockets
 - Motor vehicles
 - Nuclear materials, substances, or wastes
 - Plants
 - Polychlorinated biphenyl
 - Printed materials
 - Property of extraordinary value
 - Railway wheels
 - Rolled paper
 - Rolling mills
 - Scrap batteries
 - Scrap metals
 - Shellfish (such as clam, mussel or oyster) in bulk or in a raw state
 - Tires (must be properly loaded to ensure the equipment sides do not bulge and the lading weight remains distributed equally)
 - Vanadic Acid
 - Vanadium Ore
 - Vehicle components
 - Waste materials

- The disclaimer must be accepted for every Railroad Billing Request.
- Overweight cargoes are prohibited.
- Click “Accept” to continue.
- Click “Decline” if your shipment contains any restricted commodities.

Submit a Railroad Billing Request

Verify Container Delivery Location

Railroad Billing Request

Booking Number: 2506920271

Container Delivery Location: Norfolk Southern,CLE27

Commodity: refractory material

Note: If commodity description doesn't match actual container lading, contact your OOCL customer service booking representative to update commodity in booking.

Available Container(s)

Size and Type	Container Number	Seal Number	Cargo Weight	Piece Count Qty
20' General Purpose Container	Select		<input type="radio"/> LBS <input type="radio"/> KGS	Piece

If cargo origin is USA for export via Canada port, fill in below as applicable. If cargo origin and port of loading is the same country, then leave this blank.

AES Customs Information Required for Cross Border Rail Traffic:

Railroad Reference Type:	Select	Motor Carrier Bond Number:	
Railroad Reference:		Motor Carrier Name:	

AES RAILROAD REFERENCE EXAMPLES:

1) AES# X20100322044279

Choose "ITN" and input "X20100322044279" (Include the "X")

2) AES# AESPOST 362382580

Choose "OPT4" and input "362382580" (number only, no letters)

3) AES# NOEEI 30.37

Choose "Other" and input "30.37" (number only, no letters)

Use button to select LBS or KGS

After filling in details, click:

Submit

Enter container info:

- Container Size and Type
Select a container size type, and type in the container for an open slot or select a container number from the drop down list.
- Seal Number
- Cargo Weight in **LBS or KGs only**
- Piece Count Quantity; no bulk shipments allowed, therefore, must be greater than "1".

Cross Border Rail Traffic info:

- AES Reference Type
 - ITN **(AES required for U.S. rail terminal to Canada port)**
 - OPT4 **(AES required for U.S. rail terminal to Canada port)**
 - Other

- AES Reference

Cross Border Truck Traffic info:

- Motor Carrier Bond Number (A8A)
- Motor Carrier Name **(A8A required for U.S. truck to Canada rail terminal for a Canadian port)**

Submit a Railroad Billing Request



Service Request Submitted

Your Service Request has been submitted successfully.

Request Number	Request Category	Reference Number
12345001	Railroad Billing Request	Booking #: 53288725

You may check the status of your request online through "My Requests" on your homepage. You can tender your shipment to rail terminal 1 hour after your request is shown as "Accepted".

OK

Note: An email notification will be sent for any status update of the Railroad Billing Request.



Sample e-mail confirming rail billing



We take it personally

Dear Customer,

Your Service Request has been accepted by OOCL. The following are the request details:

Summary

Request Status:	Accepted
Submitted Date:	15 Oct 2010, 13:44 CST
Submitted by:	ORIENT OVERSEAS CONTAINER LINES GAVIN MURDOCH(mdvc00),Rail Billing, Inc
Updated Date:	15 Oct 2010, 13:45 CST
Updated By:	OOCL
Request Number :	9000231793
Task Due Date:	
Reference Number:	BK:2506920271

Detail

Railroad Billing Request

Booking Number: 2506920271
Container Delivery Location: Norfolk Southern,CLE27
Commodity: refractory material

Note: If commodity description doesn't match actual container lading, contact your OOCL customer service booking representative to update commodity in booking.

Available Container(s)

Size and Type	Container Number	Seal Number	Cargo Weight		Piece Count Qty	
20' General Purpose Container	OOLU127757	410466410472	39250	LBS	17	Piece

AES Customs Information Required for Cross Border Rail Traffic:

Railroad Reference Type:		Motor Carrier Bond Number:	
Railroad Reference:		Motor Carrier Name:	

Submit a Railroad Billing Request



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Service Request ▾ Administration ▾

Create Service Request

Search Related Shipment Expand

Note: Rail Billing criteria are listed in the appendix.

Search Related Shipment

⚠ This shipment doesn't meet Rail Billing criteria.

	Booking #	Shipper	Consignee	Forwarder	Origin	Destination	Vessel/Voyage	Booking Party	Container Information	
									Size/Type	Container #
	3047455170	Black & Decker		Black & Decker	Chicago, Illinois, United States	Shanghai, China	OOCL GERMANY/076W	Black & Decker	5X20' General Purpose - Height 8'	
									5X20' General Purpose Container	WENNO40903 WENNO40904 WENNO40905 WENNO40906 WENNO40907

Shipment 1 to 1 of 1

Submit Rail Bill

If the booking doesn't meet the Rail Billing criteria, an error message will be displayed and the "Submit Rail Bill" button will be disabled.

[See Appendix for details.](#)



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My Request Search



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Service Request ▾ Administration ▾

My OOCL Center Welcome, ORIENT OVERSEAS CONTAINER LINES GAVIN MURDOCH ! 15 Oct 2010

Notifications(5)

My Requests(3)

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[Advanced Search](#)

Description	Reference #	Container #	Request Date	Request #	Request Status
Service Request - Railroad Billing Request	Booking #: 2506920271	OOLU127757	15 Oct 2010, 13:44 CST	9000231793	Accepted
Service Request - Railroad Billing Request	Booking #: 2506918280	OOLU745747	06 Oct 2010, 20:43 CST	9000227143	Declined
Service Request - Railroad Billing Request	Booking #: 2014127950	OOLU745016	05 Oct 2010, 21:14 CST	9000226832	Declined



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OOIL GROUP

My Request Search



3 Possible search criteria as follows:

Service Request ▾ Administration ▾

My Requests

Search by ▲ Collapse

Sent Date Range: Start Date: End Date:
 No Date Restriction

Booking Number:

Status: ▾

Search Result

All <input type="checkbox"/>	Description	Reference Number	Status	Request Date ↓	Request Number	Application
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050732750	Withdrawn	14 Apr 2010, 14:38 HKT	9000008877	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050732750	Accepted	14 Apr 2010, 13:59 HKT	9000008876	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050737030	Declined	14 Apr 2010, 09:55 HKT	9000008858	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050737020	In Progress	13 Apr 2010, 15:16 HKT	9000008799	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050735910	In Progress	13 Apr 2010, 14:01 HKT	9000008796	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050737020	In Progress	13 Apr 2010, 13:35 HKT	9000008795	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050737010	Withdrawn	13 Apr 2010, 13:13 HKT	9000008793	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050737010	In Progress	13 Apr 2010, 13:05 HKT	9000008792	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050736530	In Progress	13 Apr 2010, 11:24 HKT	9000008791	Service Request
<input type="checkbox"/>	Service Request - Railroad Billing Request	Booking #: 3050732750	Accepted	13 Apr 2010, 10:09 HKT	9000008790	Service Request

Request(s) 1 to 10 of 50 Page 1 ▾ of 5 [Next](#)

- **Sent Date**
- Start Date/End Date (14 days)
No Date Restriction
- **Booking Number**
- **Status**

Notifications Search



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Service Request ▾ Administration ▾

[Submit Service Request](#)

Notifications Search

[My Requests Search](#)

Welcome, Speed Trucking Ltd. Darran McKeys | 14 Apr 2010

Notifications(45)

My Requests(50)

[Refresh All](#)

[Advanced Search](#)

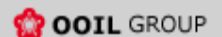
Subject	Reference #	Send Date
Service Request 9000008877 : Declined	Booking #: 3050732750	14 Apr, 16:44 HKT
Service Request 9000008876 : Accepted	Booking #: 3050732750	14 Apr, 14:01 HKT
Service Request 9000008876 : New	Booking #: 3050732750	14 Apr, 13:59 HKT
Service Request 9000008858 : Declined	Booking #: 3050737030	14 Apr, 10:03 HKT
Service Request 9000008858 : Updated by Customer	Booking #: 3050737030	14 Apr, 09:57 HKT
Service Request 9000008858 : New	Booking #: 3050737030	14 Apr, 09:55 HKT
Service Request 9000008799 : New	Booking #: 3050737020	13 Apr, 15:16 HKT
Service Request 9000008796 : New	Booking #: 3050735910	13 Apr, 14:01 HKT
Service Request 9000008793 : Updated by Customer	Booking #: 3050737010	13 Apr, 13:41 HKT
Service Request 9000008795 : New	Booking #: 3050737020	13 Apr, 13:35 HKT

[More](#)



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Notifications Search



3 Possible search criteria as follows:

- **Sent Date**
- Start Date/End Date (14 days)
No Date Restriction
- **Booking Number**
- **Status**

Service Request ▾ Administration ▾

Notifications

Search by [Collapse](#)

Sent Date Range: Start Date: End Date:
 No Date Restriction

Booking Number:

Status: ▾

Search Result

All <input type="checkbox"/>	Subject	Reference Number	Status	Sent Date ↓	Application
<input type="checkbox"/>	Service Request 9000008901 : Updated by Customer	Booking #: 3050732750	New	14 Apr 2010, 16:47 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008901 : New	Booking #: 3050732750	New	14 Apr 2010, 16:47 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008877 : Declined	Booking #: 3050732750	New	14 Apr 2010, 16:44 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008877 : Updated by Customer	Booking #: 3050732750	Read	14 Apr 2010, 14:38 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008877 : New	Booking #: 3050732750	Read	14 Apr 2010, 14:38 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008876 : Accepted	Booking #: 3050732750	New	14 Apr 2010, 14:01 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008876 : New	Booking #: 3050732750	New	14 Apr 2010, 13:59 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008758 : Declined	Booking #: 3050732760	Read	14 Apr 2010, 10:15 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008858 : Declined	Booking #: 3050737030	New	14 Apr 2010, 10:03 HKT	Service Request
<input type="checkbox"/>	Service Request 9000008858 : Updated by Customer	Booking #: 3050737030	New	14 Apr 2010, 09:57 HKT	Service Request

Request(s) 1 to 10 of 62

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Appendix – Rail Billing Criteria

- Railroad Billing request is only applicable to shipments of general cargo, or FAK. No hazardous, reefer, bulk, stop-off, prohibited or restricted commodities are allowed.
- Shipment rail terminal should originate either in “United States” or “Canada”, and container must be in North America.
- Rail Billing request can only be submitted within 5 calendar days of rail cut off date, including day of cut off.
- A booking must have an open slot for rail billing. If container quantity in booking is filled, please contact OOCL customer service to increase booking quantity prior to rail billing.
- A container can not be rail billed twice for the same shipment.
- If you need to cancel an accepted rail billing request, please email RBassist@oocl.com.

Thank you for using
Our E-Bill System

END