

# YM Website – User Manual



## [My Drop off] introduction

- View your Drop off rate table
- Apply to change Drop off depot
- Cancel your Drop off application
- View your Drop off application



# My Drop off Function

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## [Contents]

1. How to register My Drop off function?
2. How to see My Drop off function on YM Website?
3. My Drop off Charge
4. My Drop off Request
5. Cancel My Request
6. My Drop off List



# 1. How to register My Drop off function?

# My Drop off Function

## 1. How to register My Drop off function?

If you have YM account, you can login and go to [https://www.yangming.com/e-service/member\\_area/register\\_modify.aspx](https://www.yangming.com/e-service/member_area/register_modify.aspx) to apply “My Drop off” function.

### Change Register

▶ Registration is required for [Booking], [Report & Notification] and [B/L Process].

Fields marked

|             |   |  |
|-------------|---|--|
| e-Service * | <input checked="" type="checkbox"/> Booking                             | <input checked="" type="checkbox"/> Report and Notification        |
|             | <input checked="" type="checkbox"/> B/L Instruction                     | <input checked="" type="checkbox"/> B/L Print                      |
|             | <input checked="" type="checkbox"/> B/L Contents                        | <input checked="" type="checkbox"/> Shipment Management            |
|             | <input checked="" type="checkbox"/> My Ocean Freight <small>NEW</small> | <input checked="" type="checkbox"/> My Drop off (for DE/NL/BE use) |

# My Drop off Function

## 1. How to register My Drop off function?

If you don't have YM account, you can go to [https://www.yangming.com/e-service/member\\_area/register.aspx](https://www.yangming.com/e-service/member_area/register.aspx) to apply and select "My Drop off" function. Then, we will review it and send ID/PW to your email in separate one.

### Register [User Guide](#)

- ▶ Registration is required for [Booking], [Report & Notification] and [B/L Process].
- ▶ [Report & Notification] & [BL Contents] are opened to BL parties only. please provide a BL no. which your good company is the
- ▶ If [B/L Print] service is requested, our local sales representative will contact with you for signing Documentation Agreement (D/

Fields m

e-Service

- My Ocean Freight
- B/L Instruction
- Shipment Management
- B/L Contents

- Booking
- B/L Print
- Report and Notification
- My Drop off (for DE/NL/BE use)

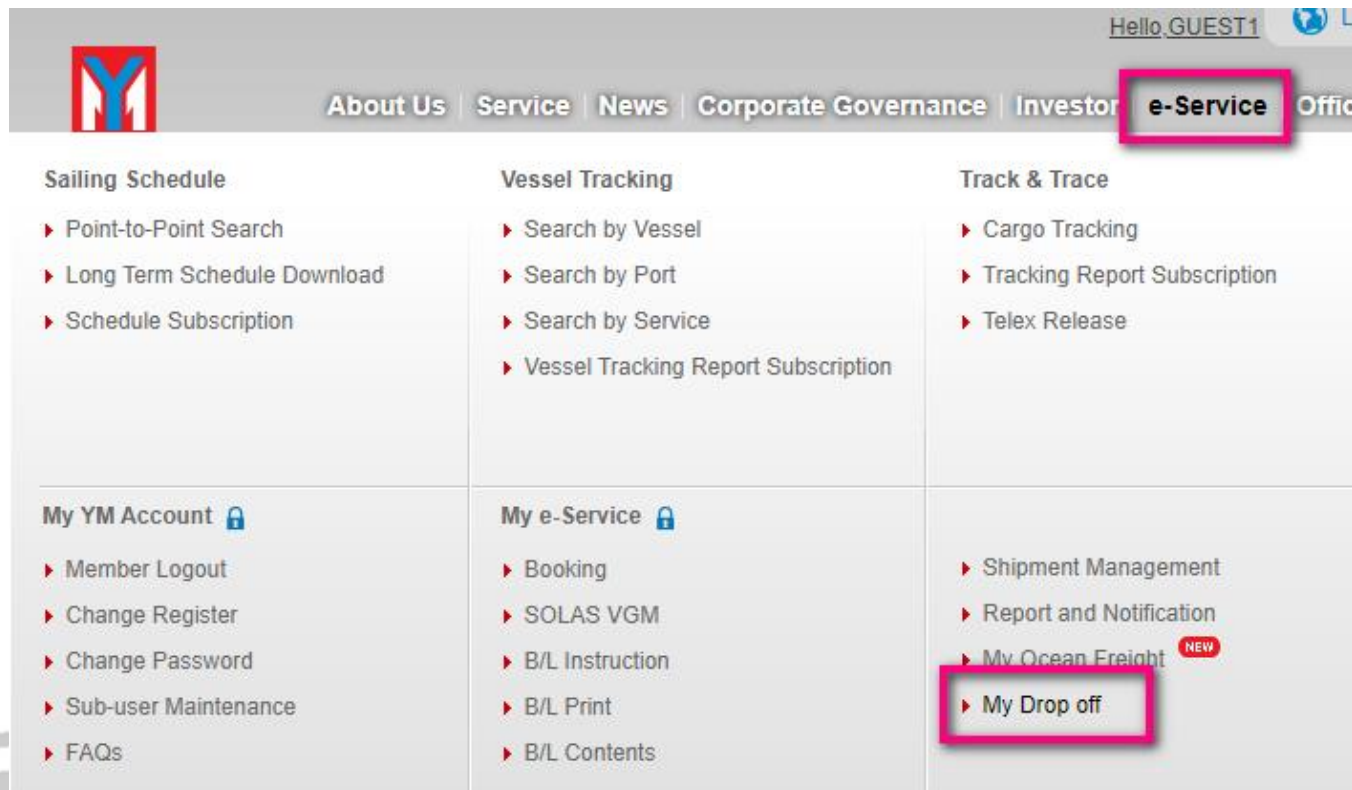


## 2. How to see My Drop off function on YM Website?

# My Drop off Function

## 2. How to see My Drop off function on YM Website?

You can go to <https://www.yangming.com/index.aspx> and login your account. Then, please select e-Service -> My Drop off.



The screenshot displays the Yang Ming website interface. At the top right, the user is logged in as 'Hello, GUEST1'. The navigation menu includes 'About Us', 'Service', 'News', 'Corporate Governance', 'Investor', 'e-Service', and 'Office'. The 'e-Service' menu is highlighted with a pink box. Below the navigation menu, there are three columns of service options:

- Sailing Schedule**
  - ▶ Point-to-Point Search
  - ▶ Long Term Schedule Download
  - ▶ Schedule Subscription
- Vessel Tracking**
  - ▶ Search by Vessel
  - ▶ Search by Port
  - ▶ Search by Service
  - ▶ Vessel Tracking Report Subscription
- Track & Trace**
  - ▶ Cargo Tracking
  - ▶ Tracking Report Subscription
  - ▶ Telex Release

Below these columns, there are three sections for user accounts:

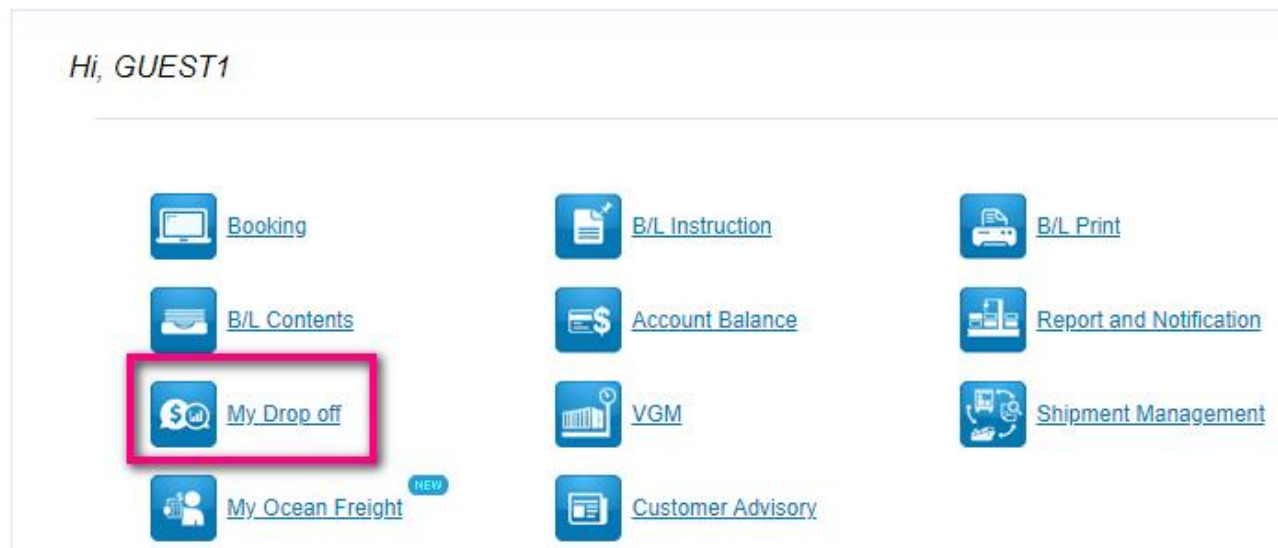
- My YM Account**
  - ▶ Member Logout
  - ▶ Change Register
  - ▶ Change Password
  - ▶ Sub-user Maintenance
  - ▶ FAQs
- My e-Service**
  - ▶ Booking
  - ▶ SOLAS VGM
  - ▶ B/L Instruction
  - ▶ B/L Print
  - ▶ B/L Contents
- My e-Service (continued)**
  - ▶ Shipment Management
  - ▶ Report and Notification
  - ▶ My Ocean Freight <sup>NEW</sup>
  - ▶ My Drop off

The 'My Drop off' option is highlighted with a pink box.

# My Drop off Function

## 2. How to see My Drop off function on YM Website?

You can go to [https://www.yangming.com/e-service/member\\_area/member\\_login.aspx](https://www.yangming.com/e-service/member_area/member_login.aspx) and login your account. Then, you can see the My Drop off function.







## 3. My Drop off Charge

# My Drop off Function

## 3. My Drop off Charge

You can review your Drop off rate table here.

### My Drop off



#### My Drop off Charge

You can view your Drop off Rate Table here.



#### My Drop off Request

You can apply to change drop off depot here.



#### My Drop off List

You can view your Drop off application here.



#### Cancel My Request

You can cancel your drop off application here.

# My Drop off Function

## 3. My Drop off Charge

Pls select the [Trade] firstly. Then, click the country which you need to track the rate.





## 4. My Drop off Request – How to apply new or change My Request

# My Drop off Function

## 4. My Drop off Request

You can apply to change Drop off depot here.

**Note: For any change/cancellation of drop off application, an administration fee of € 10/per container will be collected each time.**

### My Drop off



#### My Drop off Charge

You can view your Drop off Rate Table here.



#### My Drop off Request

You can apply to change drop off depot here.



#### My Drop off List

You can view your Drop off application here.



#### Cancel My Request

You can cancel your drop off application here.

# My Drop off Function

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## 4. My Drop off Request

**Step 1.** You should input BL number which you need to apply Drop off and press “Search” for the next step.

### My Drop off Request

**Step 1** Please enter B/L No.

B/L No. : N236279353

Search

# My Drop off Function

## 4. My Drop off Request

**Step 2.** You should choose “New return location” and “New return depot” firstly. Then, select All or one cntr or more cntrs you need.

### My Drop off Request

**Step 2** Please select container and enter Appointed Depot for application :

B/L : N236279353  
VSL (Voy.) : MOL TRIUMPH (FE4207W)  
On Board Date : 27/02/2022 00:00  
Load Port : SHANGHAI, SH, China  
Disch Port : ROTTERDAM, Netherlands  
ETA POD : 12/04/2022 20:30  
Final Destination : ROTTERDAM, Netherlands  
Contract : NCPW02586000

| Container   | Size Type | Assigned return depo                  | New return location | New return depot | Charge | Remark | Select All                          |
|-------------|-----------|---------------------------------------|---------------------|------------------|--------|--------|-------------------------------------|
| BMOU3152061 | 40DC      |                                       | VENLO, Netherland ▼ | T.C.T. Venlo ▼   |        |        | <input checked="" type="checkbox"/> |
| YMMU4003319 | 40DC      | DB INTERMODAL SERVICES GROSSBEEREN    | VENLO, Netherland ▼ | T.C.T. Venlo ▼   |        |        | <input checked="" type="checkbox"/> |
| YMMU4069240 | 40DC      | DB INTERMODAL SERVICES LEIPZIG-WAHREN | -- ▼                | -- ▼             |        |        | <input type="checkbox"/>            |
| YMMU4104187 | 40DC      | BOBE SPEDITION                        | -- ▼                | -- ▼             |        |        | <input type="checkbox"/>            |

# My Drop off Function

## 4. My Drop off Request

**Step 3.** After selecting, you can press “Confirm” button to calculate the total charges.

### My Drop off Request

Step 2 Please select container and enter Appointed Depot for application :

B/L : N236279353  
VSL (Voy.) : MOL TRIUMPH (FE4207W)  
On Board Date : 27/02/2022 00:00  
Load Port : SHANGHAI, SH, China  
Disch Port : ROTTERDAM, Netherlands  
ETA POD : 12/04/2022 20:30  
Final Destination : ROTTERDAM, Netherlands  
Contract : NCPW02586000

| Container   | Size Type | Assigned return depot                 | New return location | New return depot | Charge | Remark          | Select All                          |
|-------------|-----------|---------------------------------------|---------------------|------------------|--------|-----------------|-------------------------------------|
| BMOU3152061 | 40DC      |                                       | VENLO, Netherland   | T.C.T. Venlo     | € 120  |                 | <input checked="" type="checkbox"/> |
| YMMU4003319 | 40DC      | DB INTERMODAL SERVICES GROSSBEEREN    | VENLO, Netherland   | T.C.T. Venlo     | € 120  |                 | <input checked="" type="checkbox"/> |
| YMMU4069240 | 40DC      | DB INTERMODAL SERVICES LEIPZIG-WAHREN | --                  | --               |        |                 | <input type="checkbox"/>            |
| YMMU4104187 | 40DC      | BOBE SPEDITION                        | --                  | --               |        |                 | <input type="checkbox"/>            |
| YMMU4159960 | 40DC      | CTD DORTMUND                          | --                  | --               |        |                 | <input type="checkbox"/>            |
| TGHU5289038 | 40DC      | FRANKENBACH CONTAINER GMBH MAINZ      | --                  | --               |        | Return to depot | <input type="checkbox"/>            |
| YMMU4166933 | 40DC      | FRANKENBACH CONTAINER GMBH MAINZ      | --                  | --               |        | Return to depot | <input type="checkbox"/>            |

\* For any change/cancellation of drop off application, an administration fee of € 10/per container will be collected each time.

\* Figures here are for reference only. Final price may vary according to individual case.

Total: € 240

Confirm



# My Drop off Function

## 4. My Drop off Request

**Step 4.** If there is no problem, you can press “Next” button for processing.

| Container   | Size Type | Assigned return depot                 | New return location | New return depot | Charge | Remark          | Select All                          |
|-------------|-----------|---------------------------------------|---------------------|------------------|--------|-----------------|-------------------------------------|
| BMOU3152061 | 40DC      |                                       | VENLO, Netherland ▼ | T.C.T. Venlo ▼   | € 120  |                 | <input checked="" type="checkbox"/> |
| YMMU4003319 | 40DC      | DB INTERMODAL SERVICES GROSSBEEREN    | VENLO, Netherland ▼ | T.C.T. Venlo ▼   | € 120  |                 | <input checked="" type="checkbox"/> |
| YMMU4069240 | 40DC      | DB INTERMODAL SERVICES LEIPZIG-WAHREN | -- ▼                | -- ▼             |        |                 | <input type="checkbox"/>            |
| YMMU4104187 | 40DC      | BOBE SPEDITION                        | -- ▼                | -- ▼             |        |                 | <input type="checkbox"/>            |
| YMMU4159960 | 40DC      | CTD DORTMUND                          | -- ▼                | -- ▼             |        |                 | <input type="checkbox"/>            |
| TGHU5289038 | 40DC      | FRANKENBACH CONTAINER GMBH MAINZ      | -- ▼                | --               |        | Return to depot | <input type="checkbox"/>            |
| YMMU4166933 | 40DC      | FRANKENBACH CONTAINER GMBH MAINZ      | -- ▼                | --               |        | Return to depot | <input type="checkbox"/>            |

\* For any change/cancellation of drop off application, an **administration fee of € 10/per container** will be collected **each time**.

\* Figures here are for reference only. Final price may vary according to individual case.

Total: €

# My Drop off Function

## 4. My Drop off Request

- Step 5.** (1) You can check the application details.  
(2) Please select [Request party] and input your email.  
(3) Please see the terms and conditions, then tick it for acceptance.  
(4) Press “Send” button when you done above 1,2,3 items.

### My Drop off Request

Please find your application details:

B/L : N236279353

| Container          | Size Type | Assigned return place              | New return place | Charge |
|--------------------|-----------|------------------------------------|------------------|--------|
| BMOU3152061        | 40DC      |                                    | T.C.T. Venlo     | € 120  |
| YMMU4003319        | 40DC      | DB INTERMODAL SERVICES GROSSBEEREN | T.C.T. Venlo     | € 120  |
| Administration Fee |           |                                    |                  | € 10   |

\* For any change/cancellation of drop off application, an **administration fee of €10/per container** will be collected **each time**.

Total: €

**Step 3** Please select your preferred request party:

Request party : --  
Please input your email :

single or multiple email address separating by semicolon ; (\* for example, [DavidProvow@yeslogistics.com; JohnPradhan@yeslogistics.com])

**Step 4** I have read and agree to below Terms and Conditions:

Dear Customer, it's to remind you that the submission of online drop off requirements is only a drop off application. Yang Ming reserves the right to update and modify the drop off, and the detail of the drop off will be on the drop off confirmation. Any changes and/or cancellation thereafter will result into amendment fee and/or cancellation fee.

Back

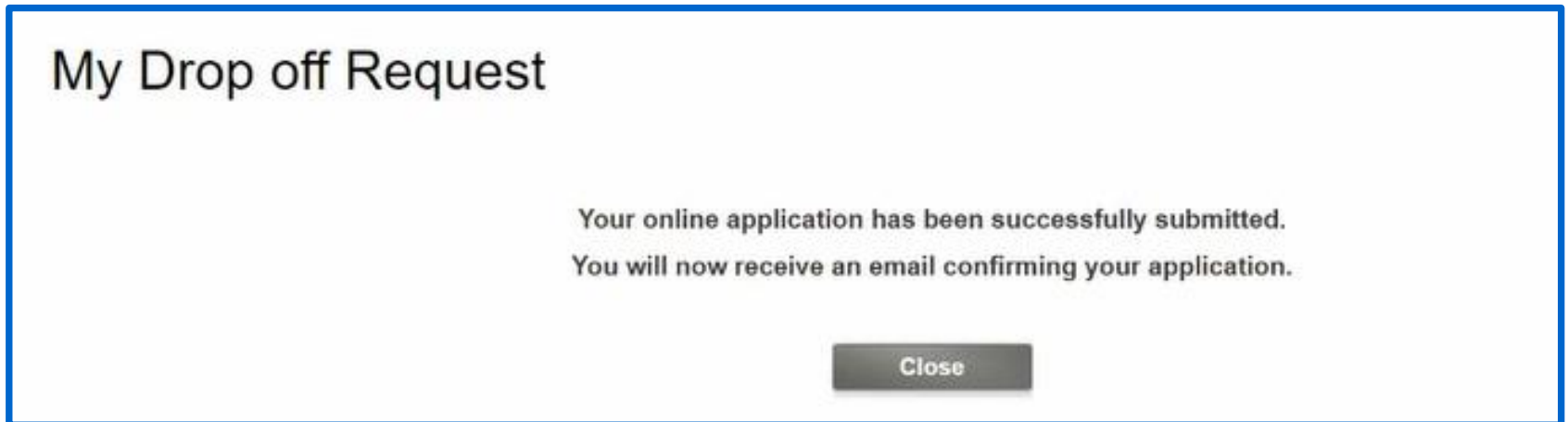
Send

# My Drop off Function

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## 4. My Drop off Request

You can see the below screen and close it. It means you apply the Drop off request successfully.



# My Drop off Function

## 4. My Drop off Request

You will receive the **Notice of Drop off confirmation** from system.



2022/9/8 (週四) 下午 03:13

dropoff@yangming.com

Notice of Drop off confirmation for B/L#N236279353 - FE4207W (MOL TRIUMPH) CNSHA/NLRTM

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Dear Customers,

It's an auto-notice for Drop off confirmation  
Kindly refer to below details, thanks.

**B/L No.** : N236279353

**VSL (Voy.)** : MOL TRIUMPH (FE4207W)

**Load Port** : SHANGHAI, SH, China

**Disch Port** : ROTTERDAM, Netherlands

**Final Destination** : ROTTERDAM, Netherlands

**Onboard Date** : 27/02/2022

**ETA** : 12/04/2022

**Contract** : NCPW02586000

**Payer** : XEROX MANUFACTURING NEDERLAND B.V.

| No. | Container No. | Size/Type | Charge | Assigned Return Location | Assigned Return Depot | Turn-in R |
|-----|---------------|-----------|--------|--------------------------|-----------------------|-----------|
|-----|---------------|-----------|--------|--------------------------|-----------------------|-----------|

# My Drop off Function

## 4. My Drop off Request - Change

If you need change your Drop off application, you also can use the function and process same procedures. Then, you will receive the **Notice of Drop off change** from system when you complete it done.



dropoff@yangming.com

Notice of Drop off change for B/L#N236279353 - FE4207W (MOL TRIUMPH) CNSHA/NLRTM

收件者

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Dear Customers,

It's an auto-notice for Drop off change.  
Kindly refer to below details, thanks.

**B/L No.** : N236279353

**VSL (Voy.)** : MOL TRIUMPH (FE4207W)

**Load Port** : SHANGHAI, SH, China

**Disch Port** : ROTTERDAM, Netherlands

**Final Destination** : ROTTERDAM, Netherlands

**Onboard Date** : 27/02/2022

**ETA** : 12/04/2022

**Contract** : NCPW02586000

**Payer** : XEROX MANUFACTURING NEDERLAND B.V.

| No. | Container No. | Size/Type | Charge | Assigned Return Location | Assigned Return Depot | Turn-in Reference No |
|-----|---------------|-----------|--------|--------------------------|-----------------------|----------------------|
|-----|---------------|-----------|--------|--------------------------|-----------------------|----------------------|



# 5. Cancel My Request – How to cancel My Request

# My Drop off Function

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## 5. Cancel My Request

You can cancel your Drop off application here.

### My Drop off



#### My Drop off Charge

You can view your Drop off Rate Table here.



#### My Drop off Request

You can apply to change drop off depot here.



#### My Drop off List

You can view your Drop off application here.



#### Cancel My Request

You can cancel your drop off application here.

# My Drop off Function

## 5. Cancel My Request

**Step 1.** You can select period of apply date or B/L number or container number. Then, press “Search” button.

### Cancel My Request

Period (by apply date) : From 2022/07/30 To 2022/09/28

B/L No. :  Container No. :

Search



# My Drop off Function

## 5. Cancel My Request

**Step 2.** You can press “details” to view the data. Then, if there is no problem, you can tick the column which you need to cancel and press “Execute” button.

### Cancel My Request

Period (by apply date) : From  To

B/L No. :

Container No. :

| B/L No.    | O/B Date   | Container   | Size Type | Apply Date | Assigned return depot                 | Customer Ref. | Status                        |                         | Select to cancel         |
|------------|------------|-------------|-----------|------------|---------------------------------------|---------------|-------------------------------|-------------------------|--------------------------|
| N236279353 | 2022/02/27 | BMOU3152061 | 40DC      | 2022/09/28 | T.C.T. Venlo                          |               | Confirm Drop off Depot change | <a href="#">details</a> | <input type="checkbox"/> |
| N236279353 | 2022/02/27 | YMMU4003319 | 40DC      | 2022/09/28 | T.C.T. Venlo                          |               | Confirm Drop off Depot change | <a href="#">details</a> | <input type="checkbox"/> |
| N236279353 | 2022/02/27 | YMMU4069240 | 40DC      | 2022/09/20 | DB INTERMODAL SERVICES LEIPZIG-WAHREN |               | Confirm Drop off Depot change | <a href="#">details</a> | <input type="checkbox"/> |
| N236279353 | 2022/02/27 | YMMU4104187 | 40DC      | 2022/09/06 | BOBE SPEDITION                        |               | Confirm Drop off Depot change | <a href="#">details</a> | <input type="checkbox"/> |
| N236279353 | 2022/02/27 | YMMU4159960 | 40DC      | 2022/09/08 | CTD DORTMUND                          |               | Confirm Drop off Depot change | <a href="#">details</a> | <input type="checkbox"/> |

\* For any change/cancellation of drop off application, an **administration fee of € 10/per container** will be collected **each time**.

# My Drop off Function

## 5. Cancel My Request

- Step 3.** (1) You can check the cancel details.  
(2) Please select [Request party] and input your email.  
(3) Please see the terms and conditions, then tick it for acceptance.  
(4) Press “Confirm” button when you done above 1,2,3 items.

### Cancel My Request

Please find details of your cancellation:

| BL No.     | Container   | Size Type | Assigned Depot | Rate |
|------------|-------------|-----------|----------------|------|
| N236279353 | BMOU3152061 | 40DC      | T.C.T. Venlo   | € 10 |

\* For any change/cancellation of drop off application, an **administration fee of € 10/per container** will be collected **each time**.

Total: €

**Step 2** Please select your preferred request party:

Request party : --

Please input your email :

single or multiple email address separating by semicolon ; (\* for example, [DavidProvow@yeslogistics.com; JohnPradhan@yeslogistics.com])

**Step 3** I have read and agree to below Terms and Conditions:

Dear Customer, it's to remind you that the submission of online drop off requirements is only a drop off application. Yang Ming reserves the right to update and modify the drop off, and the detail of the drop off will be on the drop off confirmation. Any changes and/or cancellation thereafter will result into amendment fee and/or cancellation fee.

Back

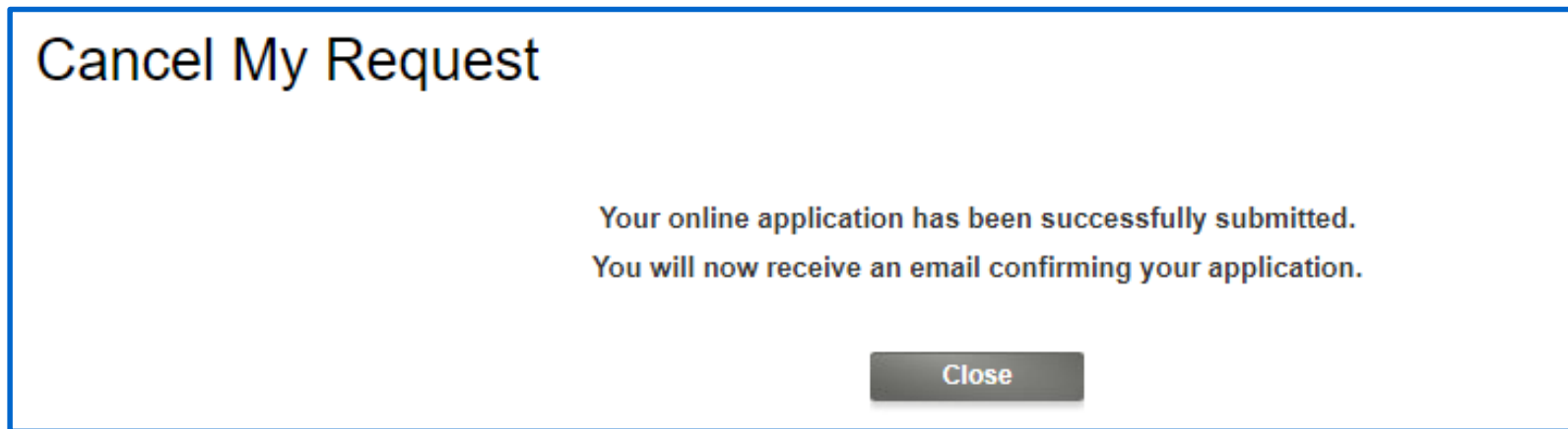
Confirm

# My Drop off Function

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## 5. Cancel My Request

You can see the below screen and close it. It means you cancel the Drop off request successfully.



# My Drop off Function

## 5. Cancel My Request

You will receive the **Notice of Drop off cancellation** from system.



dropoff@yangming.com

Notice of Drop off cancellation for B/L#N236279353

收件者

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Dear Customers,

It's an auto-notice for Drop off cancellation.  
Kindly refer to below details, thanks.

**B/L No.** : N236279353

**VSL (Voy.)** : MOL TRIUMPH (FE4207W)

**Load Port** : SHANGHAI, SH, China

**Disch Port** : ROTTERDAM, Netherlands

**Final Destination** : ROTTERDAM, Netherlands

**Onboard Date** : 27/02/2022

**ETA** : 12/04/2022

**Contract** : NCPW02586000

**Payer** : XEROX MANUFACTURING NEDERLAND B.V.

| No. | Container No. | Size/Type | Charge |
|-----|---------------|-----------|--------|
|     |               |           |        |



## 6. My Drop off list

# My Drop off Function

## 6. My Drop off List

You can view your Drop off application here.

### My Drop off



#### My Drop off Charge

You can view your Drop off Rate Table here.



#### My Drop off Request

You can apply to change drop off depot here.



#### My Drop off List

You can view your Drop off application here.



#### Cancel My Request



You can cancel your drop off application here.


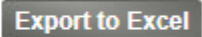
# My Drop off Function

## 6. My Drop off List

You can select period of apply date or B/L number or container number or Status. Then, press “Search” button to find your Drop off list.

### My Drop off List

Period (by apply date) : From 2022/07/30  To 2022/09/28 

B/L No. :  Container No. :  Status : --   

| <u>B/L No.</u> | <u>O/B Date</u> | <u>Container</u> | <u>Size Type</u> | <u>Apply Date</u> | <u>Assigned return depot</u> | <u>Customer Ref.</u> | <u>Status</u>               |                         | <u>Rate</u> |
|----------------|-----------------|------------------|------------------|-------------------|------------------------------|----------------------|-----------------------------|-------------------------|-------------|
| N236279353     | 2022/02/27      | BMOU3152061      | 40DC             | 2022/09/28        | T.C.T. Venlo                 |                      | Cancel Drop off Application | <a href="#">details</a> | € 10        |
| N236279353     | 2022/02/27      | BMOU3152061      | 40DC             | 2022/09/21        | T.C.T. Venlo                 |                      | Cancel Drop off             | <a href="#">details</a> | € 10        |



In case of any question,  
please feel free to contact Import office or us ([cs@yangming.com](mailto:cs@yangming.com)).  
Thanks for your good cooperation.