

# YM Website – User Manual

- Web Customer Booking Introduction
  - ◆ Submit booking on-line 24/7.
  - ◆ Save time on phone communication.
  - ◆ Allow you to review booking history.
  - ◆ View all Booking under your account.

# Booking Function

## 1) How to login

### Step1 :

- Use the Chrome or Edge to log in Yang Ming website: <https://www.yangming.com/en>
- Click [Account] and enter your User ID and Password.
- (If you do not have a ID/PW, please register on our website first via the linkage below.  
=> <https://www.yangming.com/en/member/register>)

**YANG MING** About Us Service Info eBusiness Local Website Sustainability

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Login Register FAQs

Register Login Forgot Password FAQs

**Login**

User ID: GUEST

Password: \*\*\*\*\*

Login

Following functions can be accessed after log-in:

- Booking
- B/L Print
- Report & Notification
- B/L Instruction
- B/L Contents
- Shipment Management
- My Ocean Freight
- VGM
- My Drop off

# Booking Function

## 1) How to login

### Step2 :

- Click [Booking] -> [Booking Request]
- If you do not have Booking access, please click [Profile Setting] to update your registered account.



HL GUEST1

- Booking
- B/L Instruction
- My Ocean Freight

- B/L Print
- B/L Contents
- VGM

- Report & Notification
- Shipment Management
- My Drop off

### Booking



#### Booking Request

Make booking has been easier.

- Submit booking request on-line 24/7.
- Save time on phone communication.
- Allow you to review booking history.

Logout

# Booking Function

## 2) Select Designated Booking office (If any)

- If you are authorized to make booking for more than one office/agent, you can select a preferred customer profile before login.
- If you cannot find the preferred office you want to assign, please contact [cs@yangming.com](mailto:cs@yangming.com) to have the office added for you.

Designated Booking Office

Note: You are authorized to make booking request only for the below agent offices.

Agent & Office	Customer Name & Address
<input type="radio"/> Lisbon Office Ibero Linhas Transportes limitada	SCHENKER TRANSITARIOS S.A. LISBON AS AGENT OF SCHENKEROCEAN LTD. ESTRADA NACIONAL 115-5-CASAL NOVO 2660-364 SAO JULIAO DO TOJAL /...
<input type="radio"/> London Office Yangming (UK) Ltd	3MD LOGISTICS LTD 10B Elms House The Elms Industrial Estate Church Road...
<input type="radio"/> Bangkok Office YANG MING LINE (THAILAND) CO., LTD.	SEAGOOD IMPORT EXPORT AND LOGISTICS ... 197/69 GOLDEN CITY ONNUT-PATTHANAKAN VILLAGE, ONNUT 65 ALLEY INTERSECTION 14, PRAWET SUBDISTRICT, PRAWET DISTRICT...

Switch

Logout

- If you didn't find a new pop-up window for [Booking] page.
- Please review your browser setting and change to allow pop-ups window.

Pop-up blocked

# Booking Function

## 3) Login Screenshot

a. After login, you will find five booking fields and you can choose one you need.

- My Booking – Manage all your current bookings.
- New Booking – Create new Booking Request.
- Template List – Manage your Booking template or create booking by template.
- Reports – Generate your Booking report
- Business Partner – Setup your related party information.

b. You can change Language or Theme by My Information on upper right corner.

c. You can switch agent / office by click company name.

The screenshot displays the Yang Ming Booking Function interface. At the top left, the Yang Ming logo is visible. The main navigation bar includes buttons for 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. On the right side of the navigation bar, there is a user profile section with a 'My Information' tab. This section shows the user's name 'GUEST1', last login time '19/06/2025 | 08:51:24 AM', email 'CS@YANGMING.COM', and phone number '02-24298498'. Below this, there are options to 'Clear Cache', 'Language' (set to English), and 'Theme' (set to v5.0.0.100 30-APR-2025). Callouts point to various elements: 'a' points to the 'My Bookings' button; 'b' points to the 'Language' and 'Theme' options; 'c' points to the 'YES LOGISTICS CORP.' company name. Other callouts include 'Login Name' pointing to the user profile, 'View Notification' pointing to a bell icon, 'Logout' pointing to a circular arrow icon, and 'Web User Guide' pointing to a question mark icon in the sidebar. The main content area is titled 'My Bookings' and shows 'Total Booking(s): 0'. It includes a search bar and a table with columns for 'Place of Receipt', 'Place of Delivery', 'Booking From-To', 'Web Booking Request ID', 'Booking Number', 'All Revisions', 'BL No.', 'Voyage Number', 'ShipTXAID', 'Shipment ID', 'Cargo Type', 'Booking Status', and 'Unread Responses'. A 'Search' button is located at the bottom right of the table.

# Booking Function

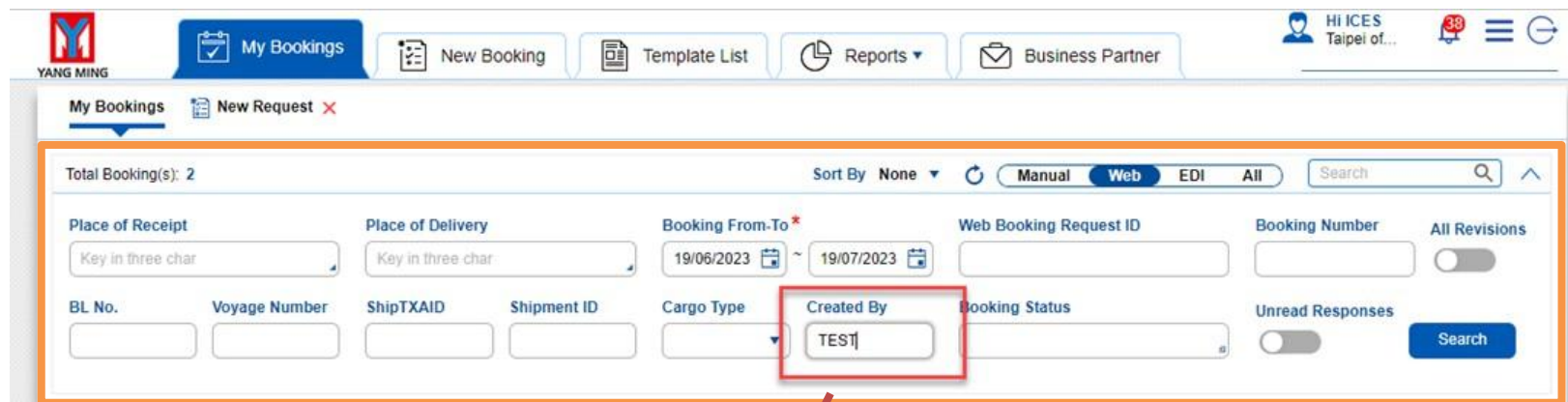
## 4) My Booking

“My Bookings” can manage all your current bookings. (reflect the latest status)

### a. Search Booking :

You can find Booking by search button or Sort Booking by Booking Creation Mode

- Manual: Booking through prior e-Service platform or by Tel/Fax or manually input by local offices.
- Web: Booking through Web Customer Platform (new).
- EDI: Booking through EDI way with Yang Ming directly or via portal/3<sup>rd</sup> party.



The screenshot displays the 'My Bookings' section of the Yang Ming web portal. At the top, there's a navigation bar with 'My Bookings' selected. Below it, a search and filter area is visible. The 'Total Booking(s): 2' is shown. The 'Sort By' dropdown is set to 'None'. The 'Booking Creation Mode' tabs are 'Manual', 'Web' (selected), 'EDI', and 'All'. A search bar is present. The search criteria include 'Place of Receipt', 'Place of Delivery', 'Booking From-To' (19/06/2023 to 19/07/2023), 'Web Booking Request ID', 'Booking Number', 'All Revisions' (toggle), 'BL No.', 'Voyage Number', 'ShipTXAID', 'Shipment ID', 'Cargo Type', 'Created By' (highlighted with a red box and containing 'TEST1'), 'Booking Status', and 'Unread Responses' (toggle). A 'Search' button is at the bottom right.

(The default booking list is the bookings under your login ID.

You can remove your login ID in [Create By] column then you can view all bookings under this account.)

# Booking Function

## 4) My Booking

“My Bookings” can manage all your current bookings. (reflect the latest status)

b. More Options :

You can use More Options to process more action. (the action is available base on the latest status.)

b

Booking	BL No.	Sailing	Containers	Shipper
<a href="#">WB22000</a> [25/10/2022 10:38] <a href="#">IAP S0020</a> Draft <a href="#">More Options</a>	-	TO BE NAMED - TBN 2022/11/13 13:00:00 Keelung, Taiwan Singapore, Singapore 2022/11/23 20:00:00 12	1 x 20DC	

View Request
View Booking
Edit Request
Revise Booking
Cancel Request
Download Confirmation
Copy to New Request
Save As Template
Send Response To Agent
Document Upload

- View Request - View the booking request.
- View Booking - View the current booking details.
- Edit Request - Edit the booking request.
- Revise Booking – Raise the booking revision request with a new sequence.
- Cancel Request – Raise the booking cancel request.
- Download Confirmation – Download the latest booking confirmation document.
- Copy To New Request - Create a copy of the selected booking request
- Save as Template - Create a new booking template based on the selected booking request.  
(only allowed for the booking created from the WEB)
- Send Response To Agent – Send booking related message to Agent for further review.
- Documents Upload – Upload related supporting documents (HAZ doc, KYC, declaration...etc.)  
(upto 20MB[Single/Combination of multiple file] with doc,docx,jpeg,jpg.pdf.xls,xlsx.



# Booking Function

## 5) New Booking

- Click "New Booking", you will be redirected to "New Request" page.
- Fill in all Booking details, the mandatory items marked (\*).
- After completed, you can press "Submit" the booking request immediately or press "Saved as Draft" for further modifications or "Submit as draft (see page 14).
- Preview button will be enabled after the booking "Saved as Draft" or "Submit". (The preview will be opened as pdf in another browser tab to view appropriately.)

The screenshot shows the 'New Booking' interface of the Yang Ming website. The top navigation bar includes 'My Bookings', 'New Booking' (highlighted with an orange box and label 'a'), 'Template List', 'Reports', and 'Business Partner'. The user is logged in as 'Hi GUES... Taipei offi...'. The main content area has a sub-header 'My Bookings' and a 'New Request' tab (highlighted with an orange box and label 'b'). Below this is a tabbed interface with 'Basic Information' (selected), 'Containers & Cargo', 'Sailing', 'Parties & Addresses', 'Other Details', and 'Review & Submit'. The 'Basic Information' tab contains a table with the following data:

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Below the table, there are two buttons: 'Save As Draft' and 'Preview' (highlighted with an orange box and label 'd'). At the bottom, there is a 'Disclaimer Notice' section (highlighted with an orange box and label 'c') containing the text: 'Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.' Below the disclaimer is a checkbox labeled 'I agree to Disclaimer Notice' and a 'Submit' button.




# Booking Function

## 5) New Booking

### [New Request]

#### 1. Basic Information : (CY/CY Cargo):

- Input key word of Place of receipt / Place of delivery and select the correct location via drop-down list.
- Select Receipt Type / Delivery Type by drop-down list.
- Trade Lane will be populated based on origin/destination location.
- Service Contract/Quotation Ref. : For USA/CA inbound shipment, please input 6 digits.  
For other trade lanes please input 12 digits.
- Cargo Ready Date : select calendar, the date should between current date and ETD. (Default 21 days.)
- Payment Place will auto bring the POR or POD as payment location according to the payment mode(Prepaid or Collect). You can change it if necessary.

 Basic Information

Web Booking Request ID	Booking Number	Booking Party	Transaction Reference	Booking Sequence	Booking Status
-	-	YES LOGISTICS CORP.	-	-	Draft

Origin

Place of Receipt \*

Receipt Type \*

Destination

Place of Delivery \*

Delivery Type \*

Trade ID & Cargo Ready Date

Trade Lane

Service Contract/Quotation Ref. \*

Cargo Ready Date \*

Payment

Prepaid/Collect \* ☐ ☐

Payment Place \*

Auto-populate base on Origin/Destination

6 digits or 12 digits

Auto bring POR or POD location base on payment mode.

# Booking Function

## 5) New Booking

[New Request]

### 1. Basic Information: (Door/CY Cargo):

- When you change Receipt Type to Door, please complete the necessary information in Door Address field.

The screenshot shows a booking form with several sections. The 'Origin' section contains 'Place of Receipt\*' (a dropdown menu with 'Key in three char' selected) and 'Receipt Type\*' (a dropdown menu with 'Door' selected). An orange arrow points from the 'Door' option in the 'Receipt Type' dropdown to the 'Door Address' section. The 'Destination' section contains 'Place of Delivery\*' (a dropdown menu with 'Key in three char' selected) and 'Delivery Type\*' (a dropdown menu with 'CY (Ramp Included)' selected). The 'Door Address' section is highlighted with an orange border and contains: 'Customer Name' (a dropdown menu with 'Select Customer ...' selected), 'Collection Point' (a dropdown menu with 'Key in three char' selected), 'Zip Code' (a text input field), 'Pickup Date' (a date input field with 'yyyy/MM/dd' format), 'Position Date & Time' (a date and time input field with 'yyyy/MM/dd' format), 'From' (a time input field with 'HH:mm' format), 'To' (a time input field with 'HH:mm' format), 'Address\*' (a large text input field), and 'Haulier Instruction' (a large text input field). The 'Trade ID & Cargo Ready Date' section contains 'Trade Lane' (a text input field), 'Service Contract/Quotation Ref.\*' (a text input field), and 'Cargo Ready Date\*' (a date input field with '2022/12/10' selected). The 'Payment' section contains 'Prepaid/Collect\*' (radio buttons with 'Prepaid' selected) and 'Payment Place\*' (a dropdown menu with 'Key in three char' selected).

Origin

Place of Receipt\*  
Key in three char

Receipt Type\*  
Door

Destination

Place of Delivery\*  
Key in three char

Delivery Type\*  
CY (Ramp Included)

Door Address

Customer Name  
Select Customer ...

Collection Point  
Key in three char

Zip Code

Pickup Date  
yyyy/MM/dd

Position Date & Time  
yyyy/MM/dd

From  
HH:mm

To  
HH:mm

Address\*

Haulier Instruction

Trade ID & Cargo Ready Date

Trade Lane

Service Contract/Quotation Ref.\*

Cargo Ready Date\*  
2022/12/10

Payment

Prepaid/Collect\*  
Prepaid Collect

Payment Place\*  
Key in three char

# Booking Function

## 5) New Booking

[New Request]

### 2. Container & Cargo: Container Level

- Container Size/Type – Input a keyword of container size (ex. 2; 4..) and select a size/type by drop-down list.
- Empty Pickup Depot - Input a keyword of depot name and select a preferred one by drop-down list.
- SOC – Open toggle button for Shipper Owned Container.
- NOR – Open toggle button for Non-Operate Reefer when select reefer containers.
- OOG – Open toggle button for Out of Gauge and fill in oversize in CM.
- Door Address – Open toggle button and fill in door address per container.

Containers & Cargo

20' - 0 | 40' - 0 | 45' - 0

Weight KG | Volume CBM | Temperature °C | OOG CM

Copy From Template

Containers

+ Add Container

Container Size/Type \*

Number Of Containers \*

Cargo Gross Wgt.(Per Cntr) \*

Empty Pickup Depot

SOC

NOR

OOG

Door Address

Cargo

+ Add Cargo

If the commodity includes dangerous goods, please check 'Dangerous Cargo' and fill out the required details.

Commodity \*

HS Code

Commodity Group (Category)

Dangerous Cargo

Reefer

OOG

Cargo Dimension \*

Front

Rear

Right

Left

Height

OOG →

# Booking Function

## 5) New Booking

[New Request]


### 2. Container & Cargo: Cargo Level

- General Cargo – Input Commodity by free text.  
Input HS code in Six digits.  
Input Commodity Group per FMC service contract if you have.
- Dangerous Cargo – Open toggle button for dangerous goods (UN Number & Class are mandatory).  
(\*\*please upload DGMS documents via My Booking/more options/ Documents Upload function after submit the IMCO Booking.\*\*)
- Reefer – Open toggle button for refrigerated goods (Reefer Vent. & Temp. Setting are mandatory)

Cargo

+ Add Cargo

✕ If the commodity includes dangerous goods, please check 'Dangerous Cargo' and fill out the required details.

Commodity *	HS Code *	Commodity Group (Category)	Dangerous Cargo	Reefer	
 <input type="text"/>	<input type="text" value="Key in three char"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dangerous Cargo					
UN Number *	Class *	Flash Point	Package Group	Dangerous Contact	Contact Number
<input type="text" value="Key in three char"/>	<input type="text" value="Select Class"/>	<input type="text"/>	<input data-bbox="1159 1063 1388 1092" type="text" value="Select Package Gr..."/>	<input type="text"/>	<input type="text"/>
Reefer					
Reefer Ventilation *	Customized Value	Reefer Temperature Settings *	Minimum	Maximum	
<input type="text" value="N/A"/>	<input type="text"/>	<input type="text" value="Celsius"/>	<input type="text"/>	<input type="text"/>	

# Booking Function

## 5) New Booking

[New Request]

3. Sailing - The details will be carried over from "Basic Information".

- You can directly press Search button or input Voyage Number to find a schedule.

Find Schedule

Place of Receipt*	Place of Delivery*	Voyage Number	Cargo Ready Date*
Key in three char <b>as origin</b>	Key in three char <b>as delivery</b>		2022/12/08 ~ 2022/12/22
Service Contract/Quotation Ref.*	Receipt Type*	Voyage Booking Status	Routing Type*
<b>as above</b>	CY (Ramp Included)	Open	All
<b>Search</b>			

- After the routings are listed, please select a preferred one then press "Select Schedule".

Find Schedule

Place of Receipt	Vessels/Services	Place of Delivery	Transit Days	
ROTTERDAM, Netherlands 2021/11/30 17:00	ONE NUMBER / 089E / FP1 - FP1147A	CAT LAI, Vietnam 2022/01/04 04:00	34	<b>Select Schedule</b>

- If the routing is transshipment, it will indicate on the routing along with the transshipment port.

Place of Receipt*	Place of Delivery*	Voyage Number	Cut-Off Date*
Dallas, TX, United States of Amer...	Cat Lai, Vietnam		01/29/2026 ~ 02/19/2026
Service Contract/Quotation Ref.*	Receipt Type*	Voyage Booking Status	Routing Type*
TRF045	CY (Ramp Included)	Open	All
<b>Search</b>			

Port of Loading	Vessels/Services	Port of Discharge	Routing Type	T/S Port		
<input type="radio"/> Los Angeles, Ca, Ca, The U... 02/10/2026 23:00	ONE SINGAPORE / 516W / PS7 - PS72602W (Open)	Cat Lai, Vietnam 03/11/2026 12:00	T/S	VNTCT	42	
<input type="radio"/> Los Angeles, Ca, Ca, The U... 03/01/2026 08:00	WAN HAI A05 / W014 / PS7 - PS72605W (Open)	Cat Lai, Vietnam 04/01/2026 12:00	T/S	VNTCT	42	
<input type="radio"/> Los Angeles, Ca, Ca, The U... 02/23/2026 21:00	WAN HAI A01 / W016 / PS7 - PS72604W (Open)	Cat Lai, Vietnam 03/25/2026 12:00	T/S	VNTCT	44	
<input type="radio"/> Los Angeles, Ca, Ca, The U... 02/22/2026 03:00	YM UTILITY / 099W / PS4 - PS42604W (Open)	Cat Lai, Vietnam 03/23/2026 12:00	T/S	TWKHH	43	

# Booking Function

## 5) New Booking

[New Request]

3. Sailing – If no available vessel shows on the schedule, customer has the option to submit the booking request as draft submitted.

- Error msg will show if no vessel available.

The screenshot displays the 'Sailing' section of the booking system. At the top, there's a 'Cargo' section with fields for 'Commodity' (NOS), 'HS Code' (38249901-CHEMICAL NON-HAZ), 'Commodity Group (Category)', 'Dangerous Cargo' (toggle), and 'Reefer' (toggle). Below this is the 'Find Schedule' section with fields for 'Place of Receipt' (Houston, TX, United States of Am...), 'Place of Delivery' (Kaohsiung, Taiwan), 'Service Contract/Quotation Ref.' (133225), and 'Receipt Type' (CY (Ramp Included)). There are also dropdowns for 'Open' and 'All', and a 'Search' button. An 'Alert!' dialog box is overlaid on the screen, stating: 'Sailing schedule is not available for the search parameters. You can also submit the request without sailing information.' with an 'Ok' button.

- Customer may continue the booking and submit as Submit Draft at the end, booking agent will manually review the request and contact customer if needed.

# Booking Function

## 5) New Booking

[New Request]

### 4. Party & Addresses:

- Shipper – You can input shipper information or open toggle button when Booking Party as shipper.
- Consignee – Open toggle button then you can add consignee.
- Booking Contact Details: Auto populate the details from login customer profile. Additional contacts can be added to the field.  
(Use ";" to add more than one email)

Parties & Addresses

Copy From Template

Shipper

Booking Party as Shipper

Name \*

Select Name

Address

Country \*

Taiwan

State

Select State

E-Mail

City

Telephone

Zip Code

PO Box

Consignee

Add Consignee

Name \*

Select Name

Address

Country \*

Select Country

State

Select State

E-Mail

City

Telephone

Zip Code

PO Box

Booking Contact Details

Contact Name \*

GUEST1

E-Mail \* (Use ";" to add more than one email)

CS@YANGMING.COM

Telephone

02-24298498

Notification



# Booking Function

## 5) New Booking

[New Request]

### 5. Other Details:

- Special Stowage – Select Special Stowage per your preference.
- Customer Shipment ID – Add customer reference number if necessary.
- Create more booking with same details – copy booking with same details.
- Remarks – Input any remarks if necessary.

! Other Details

Special Stowage	Customer Shipment ID	Create more booking with same details
<input type="text" value="Not Applicable"/>	<input type="text"/>	<input type="text"/>
Remarks		
<input type="text"/>		

# Booking Function

## 5) New Booking

### [New Request]

#### Review and Submit:

- Save as Draft – The booking request details will be stored as draft for further modifications.
- Preview – The preview will be enabled only after the booking request has been “Saved as Draft” or “Submit”.
- Submit – Please click agree to disclaimer notice and press [Submit] button.
- Once submit successfully, it will pop-up a message with booking request number, you can view this request via “My Booking” function. Also you can press “Save As Template” to save a new template.

 Save As Draft  Preview

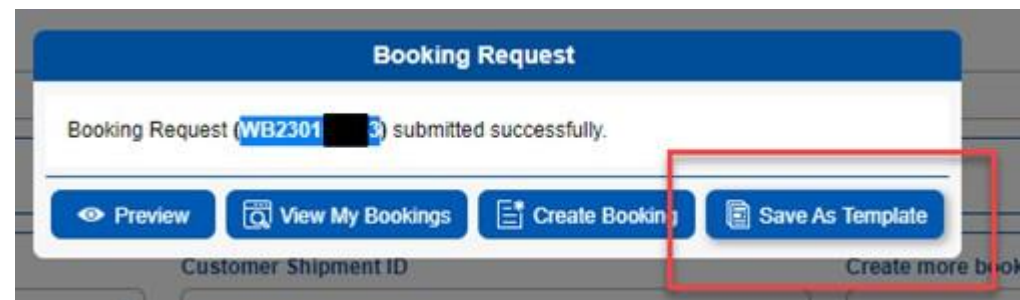
#### Disclaimer Notice

Dear customer, it's to remind you that the submission of online booking details are subject to verify and it is not a firm booking. Yang Ming reserves the right to update and modify the booking and the booking shall be confirmed based on booking confirmation notice.

☐ I agree to Disclaimer Notice

 Submit

Booking Request Number =>



# Booking Function

## 5) New Booking

[New Request]

Review and Submit:







- If no vessel was provided/selected on the above, customer has the option to submit the request as draft. Agent will review the booking request.

The screenshot displays the 'Booking Contact Details' form in the Yang Ming booking system. A modal alert box is centered on the screen, asking 'Would you like to submit a request without routing?'. The 'Submit Draft' button in the alert is highlighted with a red box. The background form includes fields for 'Contact Name', 'E-Mail', 'Phone', and 'Notification'. Below these are sections for 'Other Details', 'Special Stowage' (set to 'Not Applicable'), 'Customer Shipment ID', and 'Remarks'. At the bottom, there is a 'Disclaimer Notice' and a 'Submit' button, both of which are also highlighted with red boxes. The 'Save As Draft' and 'Preview' buttons are visible above the disclaimer.

# Booking Function

## 6) Template List

- a. You can generate New Template from :
  - My Booking/More options/ "Save as Template" function (allowed booking created from WCB only)
  - New Request/Submit/ "Save as Template" function.
- b. You can use existed template to generate a new booking by "create booking" linkage. The template will keep three sections such as Basic Info, Containers & Cargo and Parties & Addresses.
- c. You can enable or disable the template by use toggle button.
- d. You can edit template name or delete the template.

	Template Name	Place of Receipt	Place of Delivery	Shipper Name	Consignee Name	Action
  	TWKEL_CNHUA_TWIGGY1	Keelung, Taiwan	Huangpu, Guang...	WHALE		<a href="#">Create Bookin</a> <input checked="" type="checkbox"/> Enable
  	TWKEL_CNHUA1	Keelung, Taiwan	Huangpu, Guang...	WHALE		<a href="#">Create Bookin</a> <input type="checkbox"/> Enable

# Booking Function

## 7) Reports

### Monthly Bookings

You can download the monthly bookings from “Monthly Booking” function,

- The report was included web booking only.
- Default date duration is one month. You can allow to change date within 180 Days.
- After press “Submit” button, the monthly report will be generated in new page.

The screenshot shows the Yang Ming web interface. At the top, there is a navigation bar with tabs: 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. The 'Reports' tab is selected, and a sub-menu is open showing 'Monthly Booking'. Below this, there is a 'Monthly Booking' form with fields for 'From Date' (2022/10/23) and 'To Date' (2022/11/22). A 'Submit' button is at the bottom right of the form. The background shows a 'My Bookings' section with 'Total Booking(s): 0'.

The screenshot shows the 'Monthly Bookings' report page. At the top, there is a header with the Yang Ming logo and 'YANG MING MARINE TRANSPORT CORP.'. Below this, there is a table with columns: 'Web Booking Number', 'Actual Booking Number', 'Booking Date', 'Status', 'Customer', 'Case ID', 'Origin', and 'Load Port'. Below the table, there are two summary sections: 'Container Wise Summary' and 'Status Wise Summary'. The 'Container Wise Summary' table has columns for '20'', '40'', and '45'' containers. The 'Status Wise Summary' table has columns for 'Pending', 'Submitted', 'Received', 'Confirmed', 'Revision Submit', 'Revised', 'Rejected', 'Cancelled', 'Cancel Request', and 'Revision Reject'.

Web Booking Number	Actual Booking Number	Booking Date	Status	Customer	Case ID	Origin	Load Port
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20'	40'	45'
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Pending	Submitted	Received	Confirmed	Revision Submit	Revised	Rejected	Cancelled	Cancel Request	Revision Reject
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# Booking Function

## 8) Business Partner

- You can view/ maintain the business partner.
- You can press +add button to add new party information, this will be shown while creating the booking.
- You can setup Active or Inactive of the list business partner.

The screenshot displays the 'Business Partner' management interface. The top navigation bar includes 'My Bookings', 'New Booking', 'Template List', 'Reports', and 'Business Partner'. The 'Business Partner' section shows a table with columns: Collection Point, Party Type, Company Name, Contact Person, Address, and Country. Below the table is a modal form for adding a new business partner with fields for Collection Point, Party Type, Country, Company Name, State, Contact Person, City, Address, Zip Code, PO Box, E-Mail, Telephone, and Status (Active/Inactive).

Collection Point	Party Type	Company Name	Contact Person	Address	Country
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**Business Partner**

Collection Point:

Party Type:

Country:

Company Name:

State:

Contact Person:

City:

Address:

Zip Code:

PO Box:

E-Mail:

Telephone:

Status: ☐ InActive



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