

Cargo Office



Cargo Office Ocean for Users

Quick Start Guide



Cargo Office Ocean

Introduction

Cargo Office Ocean is our new freight rates application, especially designed for ocean freight. This builds on years of knowledge gained from Cargo Office Air.

Compare rates from all carriers instantly and in just a few clicks. Access enriched data, contact information, surcharges and inland rates.

Manage your own rates or have our dedicated team do this for you.

This manual will explain how to use Cargo Office Ocean. We will cover how to log in and set up your search profiles amongst other features.

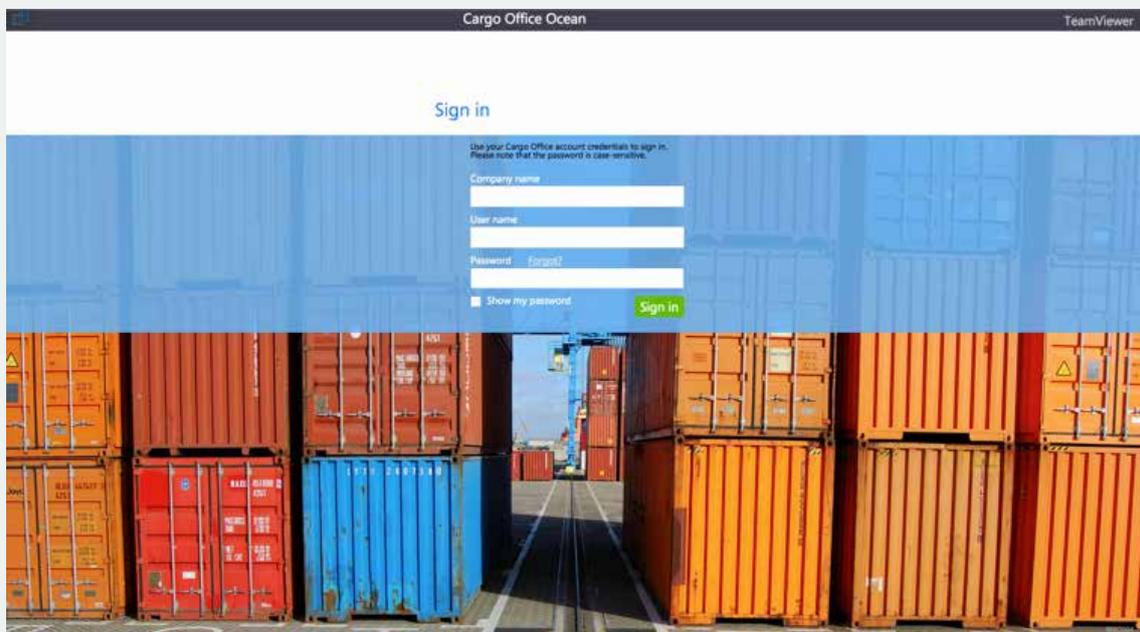


Getting Started

Using Cargo Office Ocean is as simple as going to your favourite website, just open your preferred internet browser and go to ocean.cargo-office.com.

The image below shows the login screen. This is where you enter your company name, user account and password.

If you need any help while using Cargo Office Ocean you can contact our support team. At the top right of the screen you will see a link to download "TeamViewer". TeamViewer allows our support team to guide you through actions on your own screen, while speaking on the phone.



Cargo Office Ocean

Once you are logged in, you will see the “Rates” grid. The information displayed is saved from your last session. This means that whenever you need to log out of Cargo Office Ocean, you will always be able to pick up where you left off in your next session. This page is the main window where you can view the carrier’s current rate. The main window will be explained in 3 parts: The “Search” menu, “Results” grid and “Information” column.



Shipment

The Shipment box shows the selected profile. A “Shipment Profile” is a set of predefined search parameters that are stored for different locations with the required surcharges, shipment date, rate class & types, weight & volume and more. Regular users can only select pre-filled Shipment Profiles and customise these for the current search request by clicking on the Shipment box. You will find more about the “Shipment settings” window in the paragraph below.

Profile

The Auto-Profile setting can be switched on or off, by checking or unchecking the box. When this is on, it means that if a search contains locations that are stored in a profile, the profile’s corresponding filters and charges are automatically included in the “Rate results”.

Port

The loading port is shown in the blue box, and the orange box indicates the destination port. By clicking either box you can enter the trade lane search window.

Bookmarks

Bookmarks are popular trade lanes that can be stored in the trade lane search window.

Shipment settings

This is where you select your preferred Shipment Profile. These are predefined filters and charges that will be included in the Rate results from your trade lane search. Note that you can only “apply” the profile, and any possible changes to it, for your current search request. Operators can set up Shipment Profiles from scratch and save these as selectable options.

PROFILE

The drop-down list shows the available profiles that are stored.

SHIPMENT DATE

This date is automatically set to the current date. Clicking on the date field will show a small calendar, from which you can select a date. When selecting a date, your chosen date will be circled in green and the current date will be circled in red. This can be used to view past or future dates (if available).

RATE TYPE

This is where you can filter the search results to only show rates based on: “Full Container Load (FCL)” or “Less Container Load (LCL)”, or both.

RATE CLASS

This is also an option for filtering search results, where the choices are: “All”, “Freight All Kind (FAK) only” and “Named Accounts (NAC) only”.

VOLUME (M3)

If you want the resultant rates to be specifically based on a certain volume, this is where you can enter the value. You can click the “Calculate” link to help you get the correct value in a few easy steps.

WEIGHT

If you have a desired weight you want specific rates for, you can enter the value here.

WEIGHT UNIT

This selection dictates the unit size of your entered value.

SPECIAL

You can tick the “Hazardous” box to create a filter for specific rates for hazardous freight.

IMO

This is where you enter the classification of dangerous goods.

AUTO PROFILE

Select this if you wish to turn on Auto-Profile for this profile. This means that if a trade lane search matches the origins or destinations you have entered in this profile, all filtering and charges active in this profile will be automatically included in the resultant rates.

Shipment On Auto-Profile DEFRA Frankfurt am Main CNSHA Shanghai

Shipment Save Apply

Profile Port-Port ★

Shipment Date 12-05-2015

SHIPMENT RATE TYPE & CLASS

Rate Type All FCL LCL

Rate Class All FAK only NAC only

FREIGHT WEIGHT & VOLUME

Volume (m3) [Calculate](#)

Weight

Weight Unit Tonne Kg

Special Hazardous

IMO

AUTOMATIC PROFILING

Auto Profile Enable profiling

Origin

Destination

SEARCH FILTERS

[Extra filter and search options.](#)

ORIGIN

Enter the origin country codes, UN location codes or city names separated by commas (,) that you want the Auto-Profile to respond to.

DESTINATION

Enter the destination country codes, UN location codes or city names separated by commas (,) that you want the Auto-Profile to respond to.

ACTIVE CHARGES

Next to the Shipment filter options you see a list of Active Charges. Hovering over these charges you can remove them by pressing the ‘-’ icon. You can also add more charges in the top right.

Trade lane search

The picture shows the Origin (loading port) on the left and the Destination (destination port) on the right. The search function responds to both UN location codes and city names.

With the Bookmark icon next to 'Destination port', you can save trade lane selections to help speed up your workflow.

The screenshot displays the 'Trade Lane Search' interface. At the top, there is a navigation bar with 'Shipment Port-Port', 'On Auto-Profile', 'DEFRA Frankfurt am Main', 'CNSHA Shanghai', and 'Bookmarks'. Below this, the interface is split into two main sections: 'Origin port' and 'Destination port'. Both sections have 'Apply' and 'Clear' buttons. The 'Origin port' section shows a search for 'defr' with a list of results including 'DEFRA Frankfurt am Main Germany' (selected) and 'DEFRF Friedrichsdorf Germany' (highlighted with a blue bar and star/plus icons). The 'Destination port' section shows a search for 'CN' with a list of results including 'CNSHA Shanghai China' (selected and bookmarked) and 'CNCAN Guangzhou China' (with an anchor icon and number 38).

Origin Port	City	Country
DEFRA	Frankfurt am Main	Germany
DEFRC	Frankenbach	Germany
DEFRE	Fresenburg	Germany
DEFRF	Friedrichsdorf	Germany
DEFRH	Freudenberg	Germany
DEFRK	Frankeneck	Germany
DEFRQ	Friedrichswalde	Germany
DEFRR	Frauenau	Germany
DEFRS	Friedrichsthal	Germany
DEFRW	Fernwald	Germany
DEFRX	Fronhausen	Germany

Destination Port	City	Country	Anchor
CNSHA	Shanghai	China	★
CNCAN	Guangzhou	China	38
CNDLC	Dalian	China	129
CNFAN	Fangcheng	China	50
CNFOC	Fuzhou	China	45
CNFUG	Jiangyin	China	37
CNHUA	Huangpu	China	28
CNMWN	Mawan	China	
CNNGB	Ningbo	China	167
CNNNP	Nansha New Pt	China	152
CNSHA	Shanghai	China	613

The ports are divided into sea ports, marked with an anchor symbol, and inland ports, which have no anchor. The number displayed next to the anchor shows the amount of available rates from/to this port.

When hovering over the ports, a blue bar is shown. On the left side of the bar, two icons are visible: a star and a large '+' icon. Clicking on the star marks the port as a favourite. The large plus is used to add the port to your search selection. In this way, you can find rates between multiple ports.

After applying your port selection, the Rate results window is shown.

Rates grid

The Rates grid shows all the information you need concerning the selected trade lane. The Rates grid is divided into four main sections.

Rate		Carrier		Trade lanes				Container prices total			Mandatory		Effective date				
Class Filter	SCAC	Carrier	POL	Via	VMo...	POD	TT	20' DV	40' DV	40' HC	Cur	Filing	Nac	Remarks	Service	Eff. From	Eff. To
FAK	COSU	COSU, CG	DEFRA	ANR		CNSHA	40d	\$ 2,580	\$ 3,345	\$ 3,345	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
FAK	COSU	COSU, COS.	DEFRA	ANR		CNSHA	40d	\$ 2,480	\$ 3,245	\$ 3,245	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
FAK	COSU	COSU, CG	DEFRA	HAM		CNSHA	40d	\$ 2,380	\$ 2,995	\$ 2,995	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
FAK	COSU	COSU, COS.	DEFRA	HAM		CNSHA	40d	\$ 2,280	\$ 2,895	\$ 2,895	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
FAK	COSU	COSU, COS.	DEFRA	RTM		CNSHA	40d	\$ 2,480	\$ 3,245	\$ 3,245	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
FAK	COSU	COSU, CG	DEFRA	RTM		CNSHA	40d	\$ 2,580	\$ 3,345	\$ 3,345	USD	CoscoDemo		Door - CY	01-10-2014	ufn	
	MAEU	Maersk, CG	DEFRA	ANR		CNSHA	40d	\$ 1,469	\$ 2,191	\$ 2,191	USD	77085		Door - CY	01-08-2014	ufn	
	MAEU	Maersk, CG	DEFRA	BRV		CNSHA	40d	\$ 1,404	\$ 2,071	\$ 2,071	USD	77085		Door - CY	01-08-2014	ufn	
	MAEU	Maersk, CG	DEFRA	HAM		CNSHA	40d	\$ 1,354	\$ 1,921	\$ 1,921	USD	77085		Door - CY	01-08-2014	ufn	
	MAEU	Maersk, CG	DEFRA	RTM		CNSHA	40d	\$ 1,504	\$ 2,226	\$ 2,226	USD	77085		Door - CY	01-08-2014	ufn	

1 - Rate selection

The first section on this grid is used to select one, or multiple, container rates. Selecting more than one will allow the user to see the average price of the selected containers. This will be displayed at the top, in orange. The Class filter is used to specify the type of freight being shipped e.g. FAK (freight-all-kinds). The Carrier and SCAC codes are used by Cargo Office Ocean to specify which carrier is associated with which rates.

2 - Trade lanes

The second section shows the trade lanes. The presence or absence of via between the loading port and port of destination indicates whether this is a direct route or a route via a port. The columns in between show the icons for the "mode", which represent either: trucking, rail, feeder or cargo ship. TT indicates the estimated "transport time" in days, i.e. how long it will take for the container to arrive at its destination.

3 - Price

The third section is where the total prices of the containers are displayed. These may vary from normal container prices, because these

prices include the surcharges. This is indicated by triangles in the top left corner of the cells. A blue triangle indicates the rate is complete and includes all assigned charges. A red triangle indicates that some of the assigned charges are missing. The missing charges are found in the right-hand column under "Subject to:" in red, in the "Calculation" tab. If this is the case, please contact the carrier and send an email with the correct information to ocean@cargoguide.com. If you hover over one of the container prices, a hint window will show which surcharges are applied to the shipment, with the corresponding prices.

4 - Container details

The fourth section of the grid shows specific container details. If a contract number for the container needs to be displayed, it is shown in the filing column. If the container is being used for a "Named Account" then the name of the NAC account can be displayed, along with any special remarks. The service column indicates whether the container will go from one container yard to another container yard. Finally the effective from/to columns indicate the dates from which the rates are valid, and when they expire.

Grid details

This much information in one screen can be a little intimidating on first sight. However, when you hover with your mouse over a cell, a hint window will pop up with a more detailed explanation. Here are a few examples:

Carrier

COSCO Container Lines, COSCO Container Lines (Truck)	DEFRA
COSU, COS...	DEFRA
COSU, COS...	DEFRA

HOVERING OVER THE "CARRIER" CELL.

Truck by CG Trucking Germany

HOVERING OVER THE "TRUCKING" ICON.

Shanghai

HOVERING OVER THE "DESTINATION PORT" CELL.

MOD	TT	20' DV	40' DV	40' HC	Cu
CNSHA		\$ 2,580	\$ 3,345	\$ 3,345	

RATES

For "rates", the hint windows are a bit more advanced. You can see exactly how the rate is calculated, the standard rates for the container size plus all the active charges per carrier.

COSU DEFRA-CNSHA

20' Standard 2,045 USD

AGS 50 USD

STT 15 USD

TSC 20 USD

Result 2,130 USD

CG DEFRA-BEANR

20' Standard 450 USD

Result 450 USD

Total 2,071 USD

Result 2,580 USD

Note, red triangles indicate that the given rate is not complete, as mentioned in "Rates grid" part (3).

With the exception of the hint windows, all the columns can be sorted by clicking on the column title, and most columns even have quick filters indicated by input fields above the column.

Carrier

(Show All)

COSU

Maersk

SEARCH

If you click on the input field, a drop-down list gives you the available options by which you can filter. If the list is very long, you can start typing in letters, and the Results grid will automatically respond with regard to the column you are filtering.

Information column

On the right-hand side of the Results screen, a column is reserved for detailed information. When a result row or rate is selected, the right-hand column will show details regarding the selected rate.

1 - Contract number

At the top of the column, most importantly, the Contract number (name) is shown; taken from the filing column in the grid.

2 - Effective from

The effective "from" and "to" dates indicate the period for which these rates are valid.

3 - Metro map

The metro map shows all the ports in the trade lane route between the adjacent ports. The carrier that provides transport is listed in grey.

4 - Detailed information

The information panel shows different tabs containing information. The "Calculation" tab opens by default. This shows the calculation for the total rate, which surcharges are included or which surcharge the rate is subject to, and which ones are optional. The information tabs from left to right are:

Details - Remarks, downloadable in Excel.

Conditions

Specific conditions for the container, and other conditions that have to be met, e.g. the need to refer to the specific service contract so that the agreed contract number will be registered.

Calculation

This information indicates the calculated total of your current selection in the rates grid. In the example here it shows under "Subject to:", at the bottom, that the BAF is missing.

The screenshot displays the 'CoscoDemo' information column. It is divided into four numbered sections:

- 1**: Contract name 'CoscoDemo'.
- 2**: Effective date 'Effective: 1 Oct 2014 | ufn'.
- 3**: Metro map showing a route between 'Frankfurt am Main (Door)', 'Antwerpen', and 'Shanghai (CY)'. The carrier 'COSCO Container Lines' is listed in grey.
- 4**: 'Calculation' tab showing a breakdown of costs:
 - 20' Standard: 2.045 USD
 - AGS: 50 USD
 - STT: 15 USD
 - TSC: 20 USD
 - Result: 2.130 USD**
 - COSU: 350 USD (DEFRA-BEANR)
 - Result: 350 USD**
 - Total Result: 2.480 USD**

Below the calculation, it lists 'Inclusive: CAF, OHC, THD' and 'Subject to: AGS, BAF, HWS, IMO, STT, TSC'. A disclaimer at the bottom states: 'All rates and tariffs are indicative and are subject to variation. For final pricing and approval contact your local sales office.'

Notifications

These relate to the trade lane.

Contacts

Contact information for the carrier and those responsible for the contract is shown.

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