



EN

MyBWS

Short guide

1 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

Notice

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

BLUE WATER SHIPPING

Default

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

General Contacts

Transport modes: **a** Courier

Direction: Export

Incoterm: Default Select incoterms **b**

Ready: Default 19-05-2021 12:49 **c**

Close *: Default 16:00

Template: Optional: Select template

Booking Type and Size: PDF A4



Shipper / Pickup
a Different address
b Keep in address book
 Default

 ▾

<p>Company *: <input style="width: 90%;" type="text"/></p> <p>Address line 1 *: <input style="width: 90%;" type="text"/></p> <p>Address line 2: <input style="width: 90%;" type="text"/></p> <p>Country / Zip *: <input style="width: 45%;" type="text" value="Country"/> ▾ <input style="width: 45%;" type="text" value="Zip"/> ▾</p> <p>City *: <input style="width: 90%;" type="text" value="City"/> ▾</p>	<p>Attention *: <input style="width: 90%;" type="text"/></p> <p>Email: <input style="width: 90%;" type="text"/></p> <p>c Phone * / Fax: <input style="width: 45%;" type="text"/> <input style="width: 45%;" type="text"/></p> <p>Key: <input style="width: 90%;" type="text"/></p>
---	---

Consignee / Delivery
a Different address
b Keep in address book
 Default

 ▾

<p>Company *: <input style="width: 90%;" type="text"/></p> <p>Address line 1 *: <input style="width: 90%;" type="text"/></p> <p>Address line 2: <input style="width: 90%;" type="text"/></p> <p>Country / Zip *: <input style="width: 45%;" type="text" value="Country"/> ▾ <input style="width: 45%;" type="text" value="Zip"/> ▾</p> <p>City *: <input style="width: 90%;" type="text" value="City"/> ▾</p>	<p>Attention *: <input style="width: 90%;" type="text"/></p> <p>Email: <input style="width: 90%;" type="text"/></p> <p>c Phone * / Fax: <input style="width: 45%;" type="text"/> <input style="width: 45%;" type="text"/></p> <p>Key: <input style="width: 90%;" type="text"/></p>
---	---

2

Shipper/pickup, Consignee/delivery

- a
Different address
If pick up/delivery address is different from shipper/consinee, 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

Make booking



Files

a Upload files

Lines	Document type	File	Attach to
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	

3 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

Make booking



4 Booking details, Booking line details

Make booking

- 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

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

5 Shipment Details

Shipment Details

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)

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

Number of units in shipment: 60

Result currency: DKK - Danish Krone

Yes, please request cargo insurance for this shipment.

Common Commodity

Currency: DKK Commercial Value: 10000

Dangerous Goods Generate commercial invoice Lithium Batteries

Non-Stackable

Calculate

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

- 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'



Estimated Price Details

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

Cost Specifications

Freight Costs

Item	Unit	Value
Emergency Fee	DKK	90
Environmental Fee	DKK	8
Freight	DKK	1700
Fuel Surcharge	DKK	340
Security Fee	DKK	22

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.

Buttons: Enter reference, **Print PDF**, **Book** (with red circle 'a'), Calculate

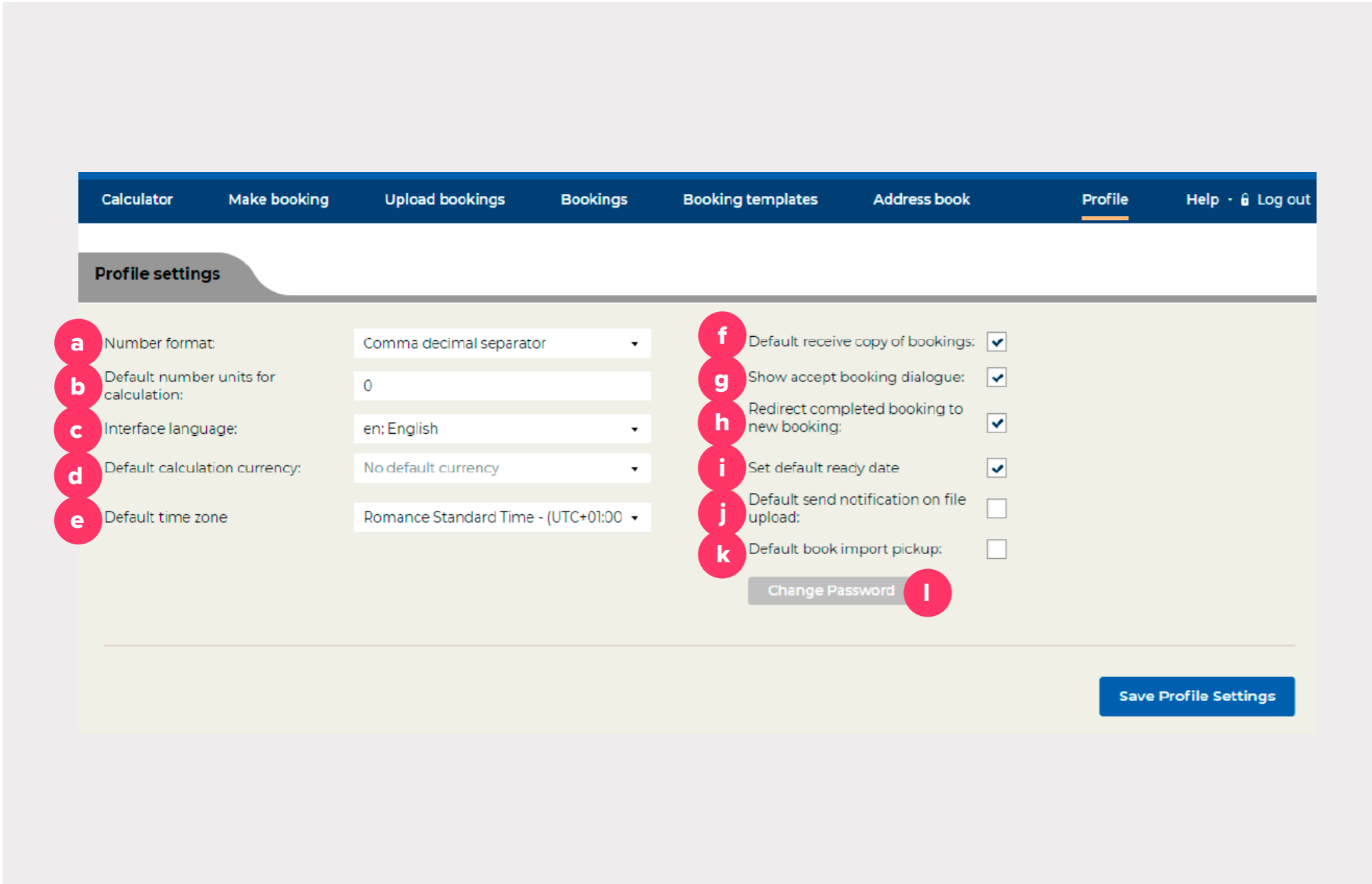
	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
Details/Book	Blue Express	DAP	21-05-2021	DKK 100	DKK 2.160,42	DKK 38

6 Estimated Price Details

- a Book Details** Click 'Book' and you will be transferred to the booking page



Calculator



7 Profile settings

- a Number format** Choose weather you wish to use 'dot' or 'comma' as seperator 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 Default time zone** Standard setting is 'Romance Standard Time; (UTC+01:00) Brussels, Copenhagen, Madrid, Paris', change if needed.
- j Default receive copy of bookings** Must be ticked if you wish to receive a copy of your booking by e-mail.
- k Show accepting booking dialogue** Must be ticked if you wish to see a review of your booking details before submitting a booking.
- l 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.



Together we create solutions