

# WIN JOB ORDERS SEA FREIGHT ON WEB USER GUIDE

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Version 1.0

The screenshot displays the WIN Job Orders Dashboard. The top navigation bar includes a 'Job Orders' tab and a 'New Job Order' button. The left sidebar contains a 'Filter' section with counts for 'Created' (Draft: 65, Shared: 66, Closed: 9, Cancelled: 3) and 'Received' (View All: 2, Shared: 2, Closed: 0, Cancelled: 0). The main area displays a grid of job order cards, each representing a shipment with details like origin/destination, dates, and status. The cards are color-coded: blue for Draft, green for Closed, and red for Cancelled. A pagination bar at the bottom shows page 1 of 12.

Filter	Count
Created	
View All	143
Draft	65
Shared	66
Closed	9
Cancelled	3
Received	
View All	2
Shared	2
Closed	0
Cancelled	0

Job Order ID	Origin	Destination	Status
JM00012643	CNSHA (Shanghai)	MUM (Mumbai)	Draft
JM00012527	CNSHA (Shanghai)	USLGB (Long Beach)	Draft
JM00012591	CNSHA (Shanghai)	BKK (Bangkok)	Draft
JM00012527	CNSHA (Shanghai)	USLGB (Long Beach)	Updated
JM00011327	CNSHA (Shanghai)	LAX (Los Angeles)	Updated
JM00012524	PVG (Pudong)	GSO (Greensboro)	Closed
JM00011472	CNSHA (Shanghai)	ATL (West B Hartsfield)	Closed
JM00011076	CNSHA (Shanghai)	LHE (Lahore)	Cancelled

- Once you have logged into your WIN account and have proceeded to the Job Orders tab, you will see your company's WIN Job Orders Dashboard
- Each box represents a job/shipment and is color coded according to its status
- You may filter results on the left hand side
- To create a new Job Order-Master, choose the 'New Job Order' button on the top right screen

**General Details**

Reference ID \*  
e.g. Job Order File No./Shipment Refe

Transport Mode \*  
Ocean

Shipment Type \*  
FCL

MBL Number  
e.g. CUSO9877655

**Sender & Recipients**

Sender \* ☒ My Role  
My Company  
13-Hexagon, Est. Street,  
CHONG NANSHA,

Recipient \* ☒ Edit Allowed  
My Partner  
sec 2  
Noida, India

**Parties**

Shipper \* ☐ My Role

Consignee \* ☐ My Role

Origin Agent ☒ My Role  
Origin Agent  
13-Hexagon, Est. Street,  
CHONG NANSHA,

Destination Agent ☐ My Role  
My Partner  
sec 2  
Noida, India

**References**

Reference Type Number Description

**Transport**

Movement Type \*  
Port, Ramp or CY to Port, Ramp or CY

Place Of Receipt

Final Place Of Delivery

Pickup and Delivery Address Details

Additional Notify Party  
Bank  
Carrier  
Consignee  
Contract Party  
Customs Agent  
Destination Agent  
Forwarder  
Manufacturer  
Notify Party  
Origin Agent  
Other Party  
Recipient  
Sender  
Shipper  
Transport Agent

- Fill in the details of your shipment
- Use the 'My Role' Checkbox and Address Book feature to save time (An Address Book user guide is also available)
- Important: Choose whether you'd like to give your 'Recipient' editing shipment permissions, if so, tick the checkbox 'Edit Allowed'
- Important: Do not forget to specify the roles of the parties involved in the shipment as indicated in the red box
- The red asterisks in each field signify that the field is mandatory and cannot be saved if the field is empty
- The red triangle on the top left of a field signifies that there is a help tool

### Voyages

Voyage Number	Vessel Name	Carrier	Departure Port	Arrival Port	ETD	ETA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lloyds Number	Vessel Flag (Country)	IMO				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

[Add Voyage](#)

### Container Details

[Summary](#) [Copy](#)

Container No	Container Type	Carrier Seal	Customs Seal	Shipper Owned?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="NO"/>

[More Details](#)

[Add Container](#)

### Goods Details

[Summary](#) [Copy](#)

Container Number	Pcs *	Package Type *	Goods Type *	Gross Weight *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross Volume	Description/Marks & Numbers			
<input type="text"/>	<input type="text"/>			
Cargo Value				
<input type="text"/>				
HS Codes	Dimensions			
<a href="#">Add HS Codes(0)</a>	<a href="#">Add dims(0)</a>			

[Add Good](#)

### Charges Details

[Copy](#)

Charge Type	Description	Payment Terms	Amount	Container No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Party	To Party			
<input type="text"/>	<input type="text"/>			

[Add Charge](#)

### eDockets

Type  [Browse](#) Description

[Add Document](#) Files will be uploaded when you hit Save at the top of the form.

### Notifications

Send notifications to:

Name	Email Address
<input type="text"/>	<input type="text"/>

[Add more notifications](#)

### Comments

- **Notifications** Under notifications, you may add emails of those whom you would like to receive email status updates
- **eDockets** Attach any documents here. Attached documents will only be received by the party indicated as the 'recipient'
- Once you have completed the draft, click 'Save' on your topmost right hand side
- Once the Master has been saved, you have the option to discard, duplicate, get data, edit and send
- 'Get Data' is a special WIN feature that aids users by extracting the data of the shipment in JSON/XML formats

**W** > Job Orders > Job - Mast\_Ocean-1001 **House** Track & Trace

**New House** Save & Send Cancel

**HOUSE BILLS**

HO-1002  
Updated

**General Details**

Reference ID \*  
e.g. House BL

**Parties**

Shipper \*  
Consignee \*

Add Reference Nos(0)

Add Party

**References**

Reference Type Number Description

Add Reference

**Transport**

Movement Type \*  
Port, Ramp or CY to Port, Ramp or CY

Incoterms  
FOB

Place  
Shanghai

Place Of Receipt  
Shanghai

Final Place Of Delivery  
Los Angeles

POD \*  
Long Beach

Pickup and Delivery Address Details

**Container Details**

Container No Container Type Carrier Seal Customs Seal Shipper Owned? NO More Details

Add Container

**Goods Details**

Same as Master | Summary

Container Number Pcs \* Package Type \* Goods Type \* Gross Weight \* KGS

Gross Volume CBM

Cargo Value USD

HS Codes  
Add HS Codes(0)

Description/Marks & Numbers

Dimensions  
Add dims(0)

Add Good

**Notifications**



Send notifications to:




Name Email Address

Add more notifications


**Comments**


- Once the master has been saved a new tab – 'House' will appear on top, once clicked there will be a button on the top left 'New House', click to activate new House page
- Fill in the details of your house and click save on your top right hand side
- Once a house has been saved, you have the option to discard, duplicate and edit it
- To send the job order, go back to Master page and click send

 >  Job Orders > Job - Mast\_Ocean-1001 House **Track & Trace**

 26  ? 

Job Completed **New Status**

 Dates & Times shown are in the local timezone of the respective port.


**USLAX - Los Angeles, California, United States** 13:54 28-Sep-2015

POD

PROOF OF DELIVERY

13:54  
28-Sep-2015

From: Destination Agent(N)  
500 BG 28050 KGS 71.575 CBM

 [Proof of Delivery](#)

[More details](#)

**USLGB - Long Beach, CA, USA** 13:32 23-Sep-2015

X6

EN ROUTE TO DELIVERY LOCATION

13:32  
23-Sep-2015

From: NYKS  
Container No: NYKU4270739  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

P

DEPARTED TERMINAL LOCATION

13:32  
23-Sep-2015

From: NYKS  
Container No: NYKU4270739  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

UV

UNLOADED FROM VESSEL

10:34  
18-Sep-2015

From: NYKS  
Container No: NYKU4270739  
Voyage: OOCL ANTWERP / 072E  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

VA

VESSEL ARRIVAL

08:42  
17-Sep-2015

From: NYKS  
Container No: NYKU4270739  
Voyage: OOCL ANTWERP / 072E  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

**CNSHA - Shanghai, CHN** 01:30 04-Sep-2015

VD

VESSEL DEPARTURE

01:30  
04-Sep-2015

From: NYKS  
Container No: NYKU4270739  
Voyage: OOCL ANTWERP / 072E  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

AE

VESSEL LOAD

19:48  
03-Sep-2015

From: NYKS  
Container No: NYKU4270739  
Voyage: OOCL ANTWERP / 072E  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

CD

RECEIVED AT ORIGIN

14:21  
01-Sep-2015

From: NYKS  
Container No: NYKU4270739  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

X5

ARRIVED AT DELIVERY LOCATION

14:21  
01-Sep-2015

From: NYKS  
Container No: NYKU4270739  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00

EE

EMPTY PICKED UP

22:42  
28-Aug-2015



From: NYKS  
Container No: NYKU4270739  
ETD:2015-09-03T19:48-08:00, ETA:2015-09-17T08:42-08:00


PUP


PICK UP FREIGHT


13:54  
25-Aug-2015


From: Origin Agent  
500 BG 28050 KGS 71.575 CBM

[More details](#)  

 Origin Agent

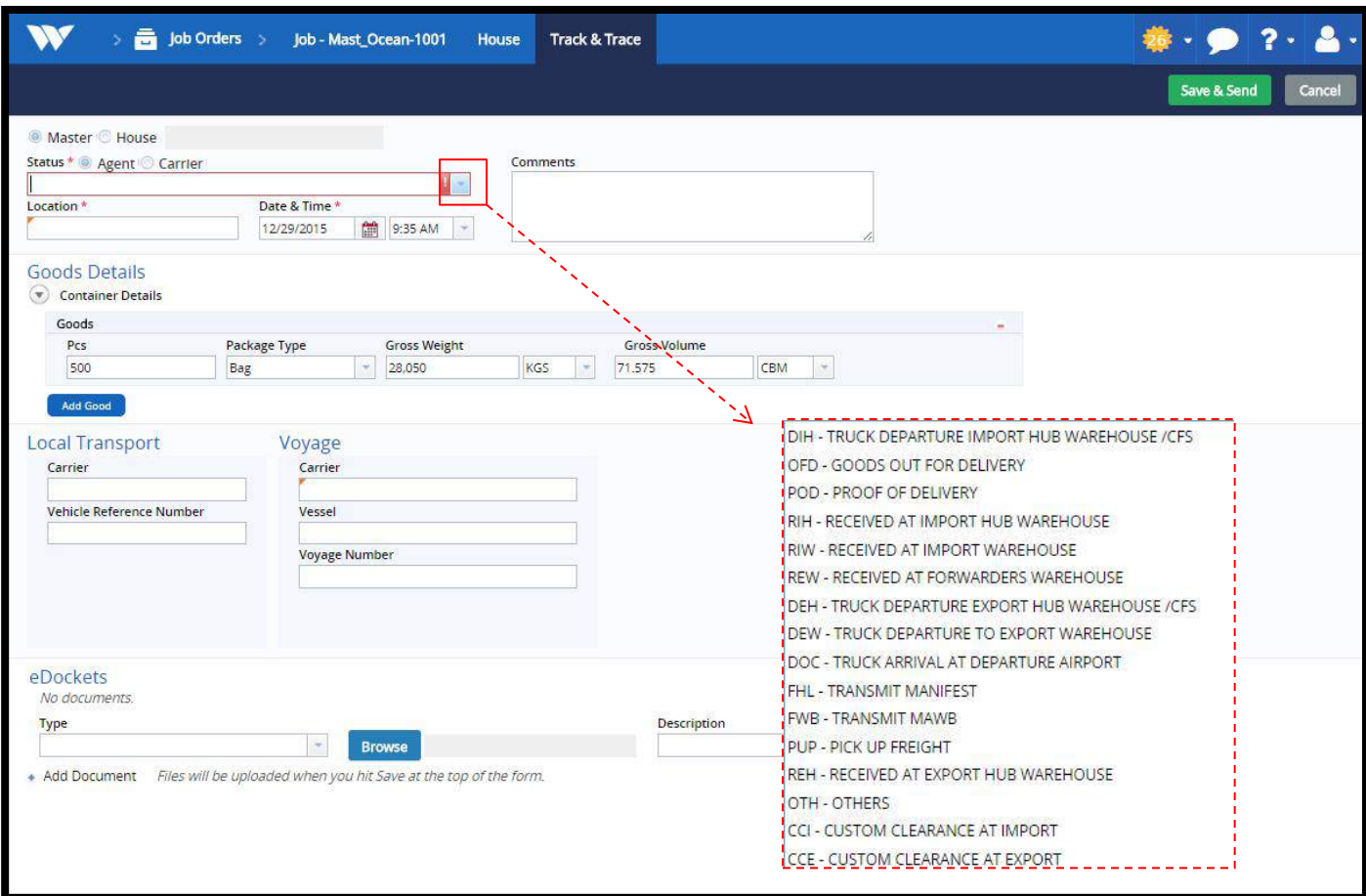
 Other Party

 Carrier

 Destination Agent

- Once a master has been sent, the 'Track & Trace' tab will appear. Once clicked, it will take you to the 'Track & Trace' page where you will be able to view and input status events.





Master House

Job Orders > Job - Mast\_Ocean-1001 House Track & Trace

Save & Send Cancel

Status \* Agent Carrier

Location \* Date & Time \* 12/29/2015 9:35 AM

Comments

Goods Details

Container Details

Goods

Pcs	Package Type	Gross Weight	Gross Volume
500	Bag	28,050 KGS	71.575 CBM

Add Good

Local Transport

Carrier

Vehicle Reference Number

Voyage

Carrier

Vessel

Voyage Number

eDockets

No documents.

Type

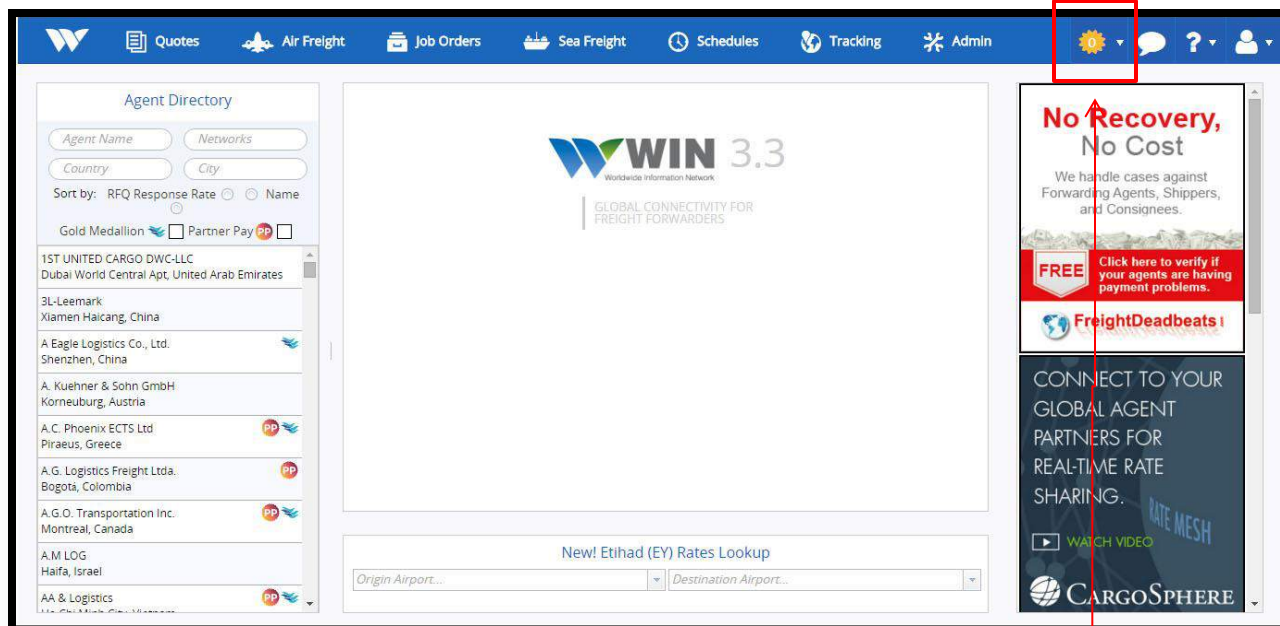
Browse

Description

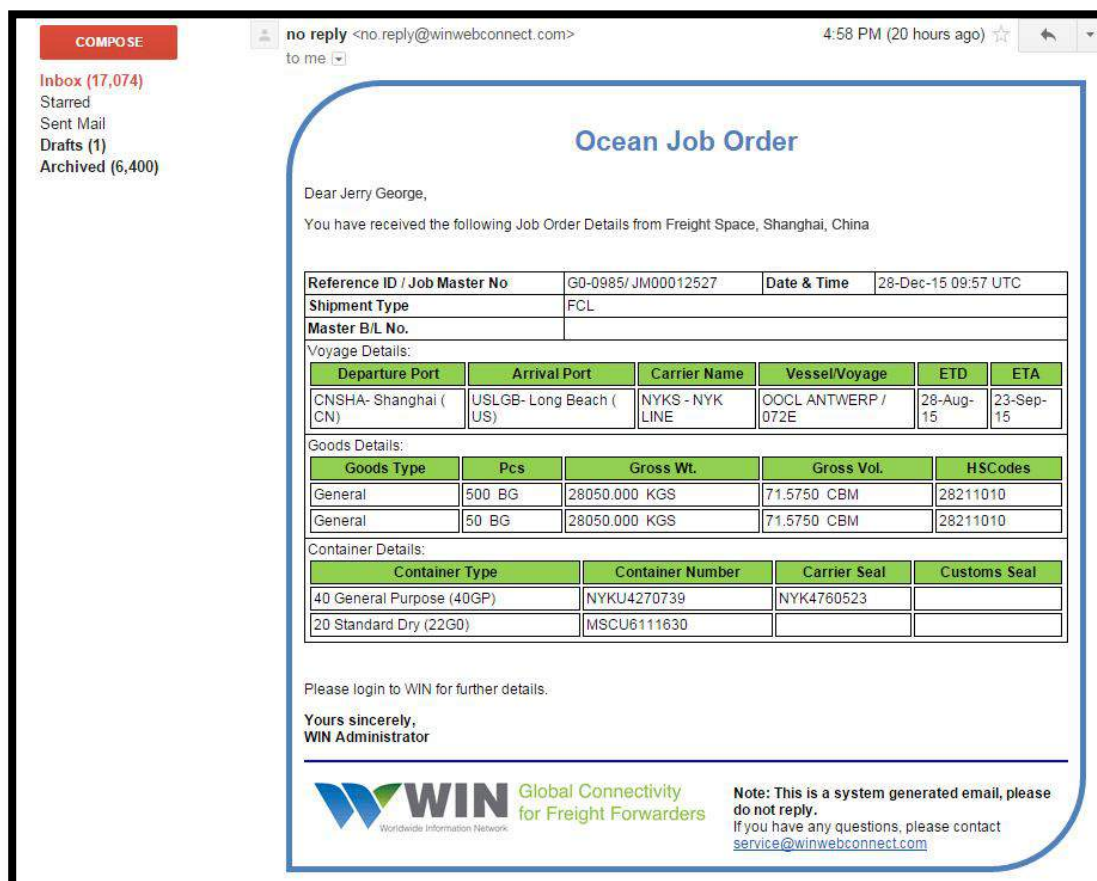
Add Document Files will be uploaded when you hit Save at the top of the form.

DIH - TRUCK DEPARTURE IMPORT HUB WAREHOUSE /CFS  
 OFD - GOODS OUT FOR DELIVERY  
 POD - PROOF OF DELIVERY  
 RIH - RECEIVED AT IMPORT HUB WAREHOUSE  
 RIW - RECEIVED AT IMPORT WAREHOUSE  
 REW - RECEIVED AT FORWARDERS WAREHOUSE  
 DEH - TRUCK DEPARTURE EXPORT HUB WAREHOUSE /CFS  
 DEW - TRUCK DEPARTURE TO EXPORT WAREHOUSE  
 DOC - TRUCK ARRIVAL AT DEPARTURE AIRPORT  
 FHL - TRANSMIT MANIFEST  
 FWB - TRANSMIT MAWB  
 PUP - PICK UP FREIGHT  
 REH - RECEIVED AT EXPORT HUB WAREHOUSE  
 OTH - OTHERS  
 CCI - CUSTOM CLEARANCE AT IMPORT  
 CCE - CUSTOM CLEARANCE AT EXPORT

- Once a 'New Status' has been clicked, you can begin to fill in the details of the latest status event
- Notifications are sent my web, email and mobile (make sure that you and your partner download the free app to receive alerts on mobile)

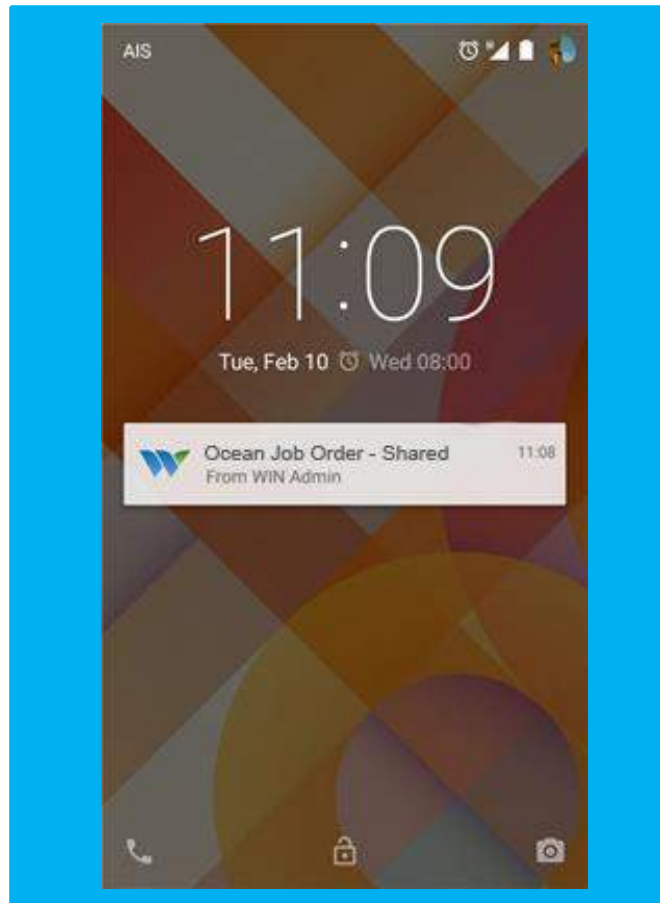


- Click here to access new Notifications for Job Orders on Web



- WIN Job Order new status email notification





- WIN Job Order for Mobile (Available on iOS and Android)