

Customer
Technical Guide -
Message
Specification



Booking List Validation

Note: we recommend Administrators also read the [Booking List Customer User Guide](#). Download it from www.1-stop.biz.



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1 HOW TO USE THIS GUIDE

1.1 Confidentiality

The information contained in this document is for Administrators of 1-Stop services only. Copyright remains with 1-Stop. No unauthorised copying or distribution of the document or any part of its contents is permitted.

If you have any questions about the use or distribution of this document, call the 1-Stop Helpdesk on 1300 881 055.

1.2 Purpose of this guide

This guide is for Administrators of 1-Stop's services. It is intended as a:

- training resource when you purchase 1-Stop's services; and
- reference guide, if you need help to perform specific tasks.

Information about solving problems is included at the end of this document. If you need extra help you can:

- check the FAQs in the 'Help' tab on our website at www.1-stop.biz; or
- contact the Helpdesk on 1300 881 055.

1.3 What's new and what's changed

The information contained in this guide is current as at November 2010 and reflects all changes to the user interface up to that date. If you think you may not have the most up to date User Guide, check the downloads available at www.1-stop.biz.

1.4 User Guide name and version number

Updates to User Guides are made each time a new version of the service is released.

This is: Booking List-ADM-Technical Guide-Message Specification version 1

2 ABOUT 1-STOP

2.1 Who is 1-Stop?

1-Stop is an information communications technology (ICT) company that provides services to businesses involved in the import and export of goods to and from Australian ports. We are based in Sydney and our services are used all over Australia and in Auckland, NZ. Our customers include:

- terminal operators (stevedores);
- shipping lines;
- Australian Customs Services and Australian Quarantine and Inspection Service;
- container depots;
- importers and exporters;
- freight forwarders and agents;
- road carriers; and
- rail operators.

2.2 What does 1-Stop provide?

Our ICT solutions permit the exchange of data via the web or by electronic data interchange (EDI), for purposes such as container and vessel tracking, vehicle bookings to collect and deliver cargo at terminals, Electronic Import Delivery Orders (EIDOs), Pre Receival Advices (PRAs), invoice and payments systems, and much more. For a full list of our services, go to [1-Stop Services](#).





2.3 Why use 1-Stop services?

1-Stop services are an important part of the logistics supply chain. We're integrated with ports and terminals all over Australia. Every day our community of users grows.

1-Stop customers enjoy:

- efficient and 'real time' transactions between community members;
- improved data quality;
- clear, visible data about vessel and container movements;
- easy reporting to Australian Customs Services to meet regulatory requirements;
- time and cost savings, thanks to automation of repetitive transactions;
- better ability to respond to their customers; and
- improved business efficiency, due to the 'one-to-many' solution — access one system to do business with many providers.



3 ABOUT BOOKING LIST

3.1 What is a Booking List?

The 1-Stop Booking List contains details like ISO Codes, Container numbers, Hazardous details and quantity of containers. This is mainly used for validating a PRA sent by an Exporter to 1-Stop, ensuring that the details on the PRA are correct and in line with the Shipping Line's details.

3.2 Who uses Booking Lists?

Booking Lists are mainly used by Shipping Lines.

3.3 Why is a Booking List used?

Booking Lists are used to make sure that the PRA contains information that has been agreed upon with the Shipping Line. This will prevent PRAs from being sent to the Terminal with incorrect information.



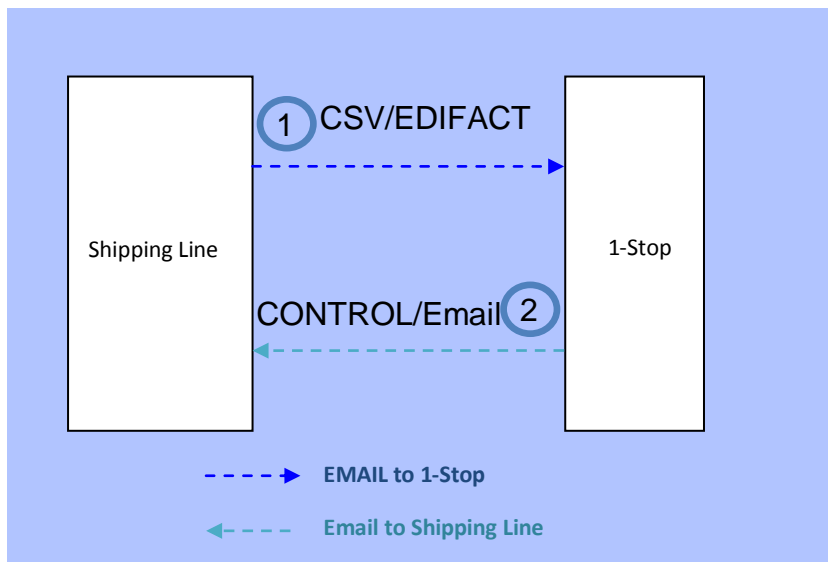
4 TERMS OF USE

All 1-Stop products have Terms and Conditions of use. If you are a new user of web-based services, you'll be asked to agree to these when you sign in.

Downloadable copies of some of our [Terms and Conditions](#) are available on our website.

5 HOW BOOKING LISTS WORKS WITH YOUR SYSTEM

5.1 Message Flow



The message flow process is as follows:

- 1.) Shipping Line sends us the Booking List either in CSV/EDIFACT format via Email.
- 2.) We send back the control message or email confirmation to the shipping line via email.

5.2 Business Requirements

This file format specification is designed for use by Shipping Lines to send Booking List messages for containerized export cargo only.

The following data items **must** be included in Booking List messages:

- Message Date/Time
- Booking Reference number
- Lloyds Number
- Outbound Voyage Number
- Port of Loading
- Port of Discharge
- ISO Container size/type
- Quantity of Containers by size/type
- Container Full/Empty indicator



The following data items **may** also be included if required:

- Place of Delivery (Final Discharge Port)
- Loading Terminal
- Vessel Name
- Shipping Line/Line Operator
- Container Number

The following data items **must** be included if applicable to the cargo:

Temperature detail (if cargo refrigerated)

- Reefer Control Temperature in Celsius(+/- 99.9)

Humidity/Air change details (if cargo is in climatised containers)

- Reefer Humidity setting, if any.
- Reefer Vent setting, if any.

Hazardous details (if cargo hazardous)

- IMDG Class
- UNDG Number
- IMDG Code page (Optional)
- IMDG Code version (Optional)
- Flashpoint temperature (Optional)
- Packing group (Optional)

NB: Multiple repeats of Hazardous line items are now permitted.



Overhang dimensions (cargo protrudes from container normal boundaries)

- Overhang length (cm)
- Overhang width (cm)
- Overhand height (cm)

5.3 Message Requirements

- When you have prepared the CSV file, send it the following email address bookinglist@edi.1-stop.biz
- The filename must be in the following format:
BKLIST_YYYYMMDDHHMM.csv (24hour time)
- The file format is CSV (Comma Separated Variable length) file and with double quotes around each field.
- Each record must be separated by Line Feed/Carriage Return characters.
- All data to be in UPPERCASE (except UserID, PIN and email address which can be a combination of upper and lower case alpha-numeric)
- The first record in the file will consist of a **Header** record identified as 01 – multiple Header records are permitted in a file.
- Following the Header record will be 1 or more **Body** records identified as 02 – there is at least 1 Body record
- A mandatory **Trailer** record identified as 99 must be attached for each Header record – multiple Trailer records are permitted in a file.
- Blank lines will be ignored
- If *all* fields *after* the Full/Empty field are not required then commas & quotes do not need to be shown – see samples below.
- Multiple Body records can be repeated for the same Booking reference number.
- Multiple Hazardous items are permitted in each **Body** record.
- Multiple Booking Lists (ie. different Booking numbers) can be submitted in the one file.
- Any data anomalies in the message will mean that the entire message will not be processed and an email advising this will be sent back to the nominated Return email address given in the file.

5.4 CSV Message Specification

Legend

M=Mandatory	O=Optional	C=Conditional	N=Numeric	A=Alpha
C=Century	Y=Year	MM=month	HH=hour	MM=minutes

Ref	Field Name	Required	Max Length	Format	Sample	Comments
	Header Record					
1	HeaderRecordID	M	2	N	01	Always 01
2	Record Type	M	8	A	BOOKLIST	Always "BOOKLIST"
3	Message Date/Time	M	12	YYYYMMDDHHMM	200403021428	24 hour time format
4	Message Function	M	12	Possible values are: ORIGINAL REPLACEMENT CANCELLATION	ORIGINAL	Use ORIGINAL for the first transmission exchanged – there can be only one ORIGINAL sent per booking number. ORIGINAL must always precede a REPLACEMENT or a CANCELLATION. It is preferred that separate files are sent



						for the ORIGINAL, REPLACEMENT or CANCELLATION. After a CANCELLATION is sent a new ORIGINAL can be sent.
5	Senders Message Reference	M	14	AN	SMR24323	Unique reference number assigned by the sender. If a return acknowledgement message is required it will return this number to enable the Sender to match.
6	ABN	M	11	N	58102573544	Australian Business Number or equivalent 1-Stop website access code.
7	UserID	M	35	AN – upper and lower case allowed	User007	1-Stop website access code which is confirmed after registration on the site.
8	PIN	M	35	AN – upper and lower case allowed	PINumber003	1-Stop website access password which is confirmed after registration on the site.
9	Return Email Address	M	512	AN. Various special characters allowed @ _ . - (No commas	SenderName @Home.com	A valid email address to send any responses or acknowledgements from 1-Stop back to the sender.



				allowed)		
10	Shipping Line/Line Operator	O	8	AN	ANL	Use 1-Stops 3 char codes – other codes can only be used by special arrangements with 1-Stop.
11	Vessel Name	O	35	AN	MSC KATIE	
12	Vessel Lloyds Number	M	7	N	7434444	
13	Voyage Number	M	5	AN	03Q4N	1-Stop processing rules:- Try an exact match with the 1-Stop database. If exact match fails then strip leading zeros and trailing alphas and try to match i.e 3Q4
	Body Record					
14	BodyRecord ID	M	2	N	02	Must be 02 and there must be at least 1 body record.
15	Booking Reference Number	M	35	AN	ABC12345678	The shipping line's booking reference number. NB: This reference number will be used in conjunction with message sender (ie.



						Shipping line) to identify each unique booking document. When sending a replacement or a cancellation for an existing booking entry this reference number must be quoted in the message.
16	Port of Loading	M	6	A	AUSYD	UNLOCODE location code for the port of loading:- Acceptable codes:- AUSYD – Sydney AUMEL – Melbourne AUBNE – Brisbane AUFRE – Fremantle



17	Loading Terminal	O	6	AN	1	<p>Loading Terminal Codes. Must be ACOS code.</p> <p>Acceptable codes:-</p> <p>Patrick Terminals: -</p> <p>ASLPB - PATRICK PORT BOTANY</p> <p>ASES1 - PATRICK EAST SWANSON</p> <p>ASFI3 - PATRICK FISHERMAN ISLAND 3</p> <p>PTFIT - PATRICK FISHERMAN ISLAND 7</p> <p>ASLFR - PATRICK FREMANTLE</p> <p>DP World (DPW) Terminals</p> <p>CTLPB – DPW PORTS PORT BOTANY</p> <p>CONWS – DPW PORTS WEST SWANSON</p> <p>CONFI – DPW PORTS FISHERMANS IS</p> <p>CONFR – DPW PORTS FREMANTLE</p>
18	Port of	M	5	A	SGSIN	UNLOCODE location code



	Discharge					
19	Place of Delivery	O	5	A	USNYK	UNLOCODE location code often used for the Final Discharge Port
20	Container Number	O	17	AN	ANLU1234567	ISO Container Number if known
21	ISO Container size/type	M	4	AN	22G0	1-Stop Processing rule:- The first digit of the ISO code is used to determine the length of the containers in this booking.
22	Quantity of Containers by size/type	M	3	N	10	If Container Number is known then the quantity MUST be set to 1. Otherwise this is the total quantity of containers for a particular ISO size/type. EG. 10 containers of size/type 22G0
23	Container Full/Empty Indicator	M	1	A	F or E	F=Full, E=Empty indicator
24	Reefer Control Temperature	C	5	N	-18.5	Reefer control temperature (in Celsius) to one decimal place, including the negative sign if applicable. Total length must be exactly 3 digits (excluding decimal point and negative/positive sign)



25	Reefer Humidity Setting	O	5	N	50	Required if has humidity setting. Setting must be expressed as percentage (excluding percent sign) Eg. 50% humidity
26	Reefer Vent Setting	O	5	N	99	Required if has vent setting. Setting must be expressed as percentage of vent opening (excluding percent sign) Eg. 99% vent opening
27	Overhang- Length	O	10	N	100.1	Measurement must be in centimetres
28	Overhang-Width	O	10	N	100.2	Measurement must be in centimetres
29	Overhang- Height	O	10	N	100.3	Measurement must be in centimetres
<p>Hazardous Details</p> <p>(The following data elements are required if cargo is Hazardous)</p> <p>Data fields 30 to 35 are details for a single DG item. If multiple DG items are required then fields 30 to 35 can be repeated this number of times for each DG item.</p>						
30	IMDG Class	C	7	AN	1.4S	International Material Dangerous Goods Class code.



						Required for Hazardous/Dangerous Goods
31	UNDG Number	C	4	N	1170	United Nations Dangerous Goods code Required for Hazardous/Dangerous Goods. Must be exactly 4 digits.
32	IMDG Code page	O	7	AN		Hazard substance/item/page number
33	IMDG Code version	O	10	AN		Hazard code version number.
34	Flashpoint temperature	O	5	N	18.0	Shipment Flashpoint temperature (in Celsius) - to one decimal place. Must be exactly 3 digits excluding decimal point and negative/positive sign.
35	Packing group	O	3	AN	I	Hazard Packing group. Must be in Roman numerals. Valid values: I – Great danger II – Medium danger III – Minor danger
	Trailer Record					



36	TrailerRecord ID	M	2	N	99	Must be 99 – mandatory for each Header record.
37	Total Records	M	4	N	127	Total numbers of records in this file including the Header and trailer records.

5.5 Sample 1: Single Booking

1 Booking List containing the following data:

- Booking No: BOOKING123
- Shipping Line: ANL
- For Vessel: MSC MARTINA, Outbound Voyage: 123N and Lloyds No: 9060637
- Loading at Sydney Port (for Patrick Port Botany terminal)
- Discharge at Singapore Port
- 1 known Container number ANL1234567 of type 4200
- 5 full general containers of type 2210.
- 10 full reefer containers of type 4230.

```
"01","BOOKLIST","200403081000","ORIGINAL","ANL20040308","123456789
01","JBond","Agent007","SenderName@Home.com","ANL","MSC
MARTINA","9060637","123N"
"02","BOOKING123","AUSYD","ASLPB","SGSIN","","ANL1234567","4200","1"
,"F"
"02","BOOKING123","AUSYD","ASLPB","SGSIN","","","2210","5","F"
"02","BOOKING123","AUSYD","ASLPB","SGSIN","","","4230","10","F"
"99","5"
```

5.6 Sample 2: Multiple Bookings

Multiple Booking Lists containing the following data:

- Shipping Line: ANL
- For Vessel: MSC MARTINA, Outbound Voyage: 123N and Lloyds No: 9060637
- Loading at Sydney Port (for Patrick Port Botany terminal)

Booking 1:

- Booking No: BOOKING123
- Discharge at Singapore Port



- 10 reefer containers of type 4230.
- Reefer control temperature set to -18.0
- 50% humidity setting and no vent setting

Booking 2:

- Booking No: BOOKING789
- Discharge at Jakarta, Java
- 10 containers for hazardous cargo
- 5 of type 42G0 with hazard details: UNGD 1170 and IMDG Class 3.1
- 5 of type 42G0 with hazard details: UNGD 1171 and IMDG Class 3.2

5.6.1 Multiple bookings with a single header record:

```
"01","BOOKLIST","200403081000","ORIGINAL","ANL20040308","123456789  
01","jbond","007","SenderName@Home.com","ANL","MSC  
MARTINA","9060637","123N"  
"02","BOOKING123","AUSYD","ASLPB","SGSIN","","","4230","10","F","-  
18.0","50"  
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","","3.1","1170"  
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","","3.2","1171"  
"99","5"
```

5.6.2 Multiple bookings with multiple header records:

```
"01","BOOKLIST","200403081000","ORIGINAL","ANL20040308","123456789  
01","jbond","007","SenderName@Home.com","ANL","MSC  
MARTINA","9060637","123N"  
"02","BOOKING123","AUSYD","ASLPB","SGSIN","","","4230","10","F","-  
18.0","50"  
"99","3"
```



```
"01","BOOKLIST","200403081000","ORIGINAL","ANL20040308","123456789
01","jbond","007","SenderName@Home.com","ANL","MSC
MARTINA","9060637","123N"
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","",""
","","","3.1","1170"
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","",""
","","","3.2","1171"
"99","4"
```

5.7 Sample 3: Booking List Replacement

Booking No. to be replaced: BOOKING789

5.7.1 Header record replacement:

- Changed Vessel to: MSC EDNA, Outbound Voyage: 43R and Lloyds No: 7434432
- 5 of type 42G0 with hazard details: UNDG 1170 and IMDG Class 3.1 → No change
- 5 of type 42G0 with hazard details: UNDG 1171 and IMDG Class 3.2 → No change

```
"01","BOOKLIST","200403081000","REPLACEMENT","ANL20040308","1234
5678901","jbond","007","SenderName@Home.com","ANL","MSC
EDNA","7434432","43R"
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","",""
","","","3.1","1170"
"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","",""
","","","3.2","1171"
"99","4"
```

5.7.2 Booking records replacement:

- For Vessel: MSC MARTINA, Outbound Voyage: 123N and Lloyds No: 9060637
- 5 of type 42G0 with hazard details: UNDG 1170 and IMDG Class 3.1 → No change



- 5 of type 42G0 with hazard details: UNGD 1171 and IMDG Class 3.2 → Changed quantity to 3 of type 22G0 instead of 5 of type 42G0

"01","BOOKLIST","200403081000","REPLACEMENT","ANL20040308","12345678901","jbond","007","SenderName@Home.com","ANL","MSC MARTINA","9060637","123N"

"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","22G0","5","F","","","","","",
"","","3.1","1170"

"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","22G0","3","F","","","","",
"","","3.2","1171"
"99","4"

NB: All records sent in previous messages must be included in the REPLACEMENT message as well even though there's no change to those records.

5.8 Sample 4: Booking List Cancellation

The following bookings will be cancelled:

- Booking No.: BOOKING123
- Booking No.: BOOKING789

"01","BOOKLIST","200403081000","CANCELLATION","ANL20040308","12345678901","jbond","007","SenderName@Home.com","ANL","MSC MARTINA","9060637","123N"

"02","BOOKING123","AUSYD","ASLPB","SGSIN","","","4230","10","F","-18.0","50"

"02","BOOKING789","AUSYD","ASLPB","IDJKT","","","42G0","5","F","","","","","",
"1","1170"

"99","5"

NB: When cancelling an existing booking entry, only the first repeat of the Body record quoting a particular booking number is sufficient in the message.



BKLIST_2011062211
29.csv

Here is an actual sample file for your reference.



5.9 Email Response

If a Booking List sent to 1-Stop is in error then 1-Stop will send a rejection email response. This email will be sent to the “Return Email Address” as an EDIFACT APERAK message and/or as a human readable email.

5.9.1 Sample Accepted Email Response

BOOKING LIST APERAK REPLACEMENT 20110601234425 - ACCEPTED

debug_1stop@devtx01.uto.1-stop.biz

Extra line breaks in this message were removed.

Sent: Tue 21/06/2011 4:55 PM

To: [REDACTED]

Booking Confirmation - REPLACEMENT [20110601234425] APERAK - ACCEPTED

Date/Time: 21/06/2011 16:54:33

Booking List received with no errors - 9235567/121 - Received 1 Bookings: 0 Errors, 0 Warnings, 1 Ok

Total: 1 Message(s)

5.9.2 Sample Rejected Email Response

BOOKING LIST APERAK REPLACEMENT 20110601234425 - REJECTED

debug_1stop@devtx01.uto.1-stop.biz

Extra line breaks in this message were removed.

Sent: Wed 22/06/2011 11:00 AM

To: [REDACTED]

Booking Confirmation - REPLACEMENT [20110601234425] APERAK - REJECTED

Date/Time: 22/06/2011 11:00:14

Booking List General Error [BOOK_Decision_module: Failed to create BookingListXML BookingDetails!!!
]

Total: 1 Message(s)

5.10 CSV Template



You can use the attached CSV template to create your Booking List CSV file that



BookingListCSV.xlsm

you can send to 1-Stop. Please see attached file

6 GETTING STARTED

6.1 Have you read the Customer User Guide?

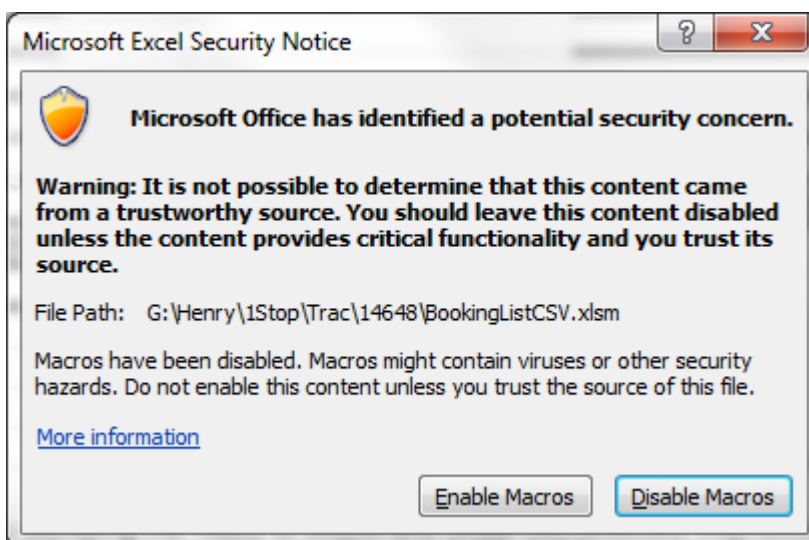
We recommend that Administrators read the **Booking List Customer User Guide** before reading about the Administrator functions of each service. The Customer User Guide will demonstrate how the end-user operates the service. It will be easier to understand the Administrator functions if you also understand the customer context.

If you didn't receive the **Booking List Customer User Guide** when you received this, you can download it from www.1-stop.biz.

7 HOW TO

7.1.1 How do I use the template?

- 1.) Save the file BookingListCSV.xlsm to your local directory.
- 2.) Upon opening the file, you may be asked a security question like the one below:



- 3.) Always Enable Macro for this file only.
- 4.) Complete the Header record section:

RECORD ID	RECORD TYPE	DATE/TIME (YYYYMMDDHHMM)	MESSAGE FUNCTION	SENDER'S MESSAGE REFERENCE	ABN	USERNAME	PASSWORD	EMAIL ADDRESS	LINE OPERATOR	VESSEL NAME	LLOYDS NUMBER	VOYAGE NUMBER
01	BOOKLIST	201106211334	REPLACEMENT	20110621234425	48003750896	specialist	teet1234	haguilar@1-stop.biz	MSK	MAERSK GAIKLOCH	9235567	121

Complete the following columns:

- 4.1) DATE/TIME – make sure to follow the format (YYYYMMDDHHMM)
- 4.2) MESSAGE FUNCTION – see message specification on section 5.4 above for the list of valid message functions.
- 4.3) SENDER'S MESSAGE REFERENCE
- 4.4) ABN (AUSTRALIA BUSINESS NUMBER)
- 4.5) USERNAME – valid username registered with 1-Stop
- 4.6) PASSWORD – password used by the user to login to 1-Stop
- 4.7) EMAIL ADDRESS – email recipient of the status of the booking list.
- 4.8) LINE OPERATOR
- 4.9) VESSEL NAME
- 4.10) LLOYDS NUMBER
- 4.11) VOYAGE NUMBER

- 5.) Complete the Body records section:

RECORD ID	BOOKING REFERENCE NUMBER	PORT OF LOADING	LOADING TERMINAL	PORT OF DISCHARGE	PLACE OF DELIVERY	CONTAINER NUMBER	ISO CODE	QUANTITY OF CONTAINERS	FULL/EMPTY INDICATOR	REEFER CONTROL TEMPERATURE	REEFER HUMIDITY SETTING	REEFER VENT SETTING
02	TEY174244	AUBNE		MYTTP		MSK1234567	4200	1	F			
02	TEY174244	AUBNE		MYTTP			2220	5	F			
02	TEY174244	AUBNE		MYTTP			4230	10	F			

Complete the following columns:



- 5.1) BOOKING REFERENCE NUMBER
- 5.2) PORT OF LOADING
- 5.3) LOADING TERMINAL
- 5.4) PORT OF DISCHARGE
- 5.5) PLACE OF DELIVERY
- 5.6) CONTAINER NUMBER
- 5.7) ISO CODE
- 5.8) QUANTITY OF CONTAINERS
- 5.9) FULL/EMPTY INDICATOR

The fields below are all Optional fields:

- 5.10) REEFER CONTROL TEMPERATURE
- 5.11) REEFER HUMIDITY SETTING
- 5.12) REEFER VENT SETTING
- 5.13) OVERHANG-LENGTH
- 5.14) OVERHANG-HEIGHT
- 5.15) OVERHANG-WIDTH
- 5.16) IMDG CLASS
- 5.17) UNGD NUMBER
- 5.18) IMDG CODE
- 5.19) IMDG CODE VERSION
- 5.20) FLASH POINT TEMPERATURE
- 5.21) PACKING GROUP

NB: Please check section 5.4 to identify which fields are Mandatory and Optional.

6.) When completed, copy all the records to the next sheet "BKLIST_"

1	RECORD ID	RECORD TYPE	DATE/TIME (YYYYMMDDHHMM)	MESSAGE FUNCTION	SENDERS MESSAGE REFERENCE	ABN	USERNAME	PASSWORD	EM
2	01	BOOKLIST	201106211324	REPLACEMENT	20110601234425	48003750696	specialist	test1234	ha
3									
4	RECORD ID	BOOKING REFERENCE NUMBER	PORT OF LOADING	LOADING TERMINAL	PORT OF DISCHARGE	PLACE OF DELIVERY	CONTAINER NUMBER	ISO CODE	QU
5	02	TEY174244	AUBNE		MYTTP		MSK1234567	4200	
6	02	TEY174244	AUBNE		MYTTP			2210	
7	02	TEY174244	AUBNE		MYTTP			4230	
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20	RECORD ID	TOTAL RECORDS							
21	99	5							
22									
23									

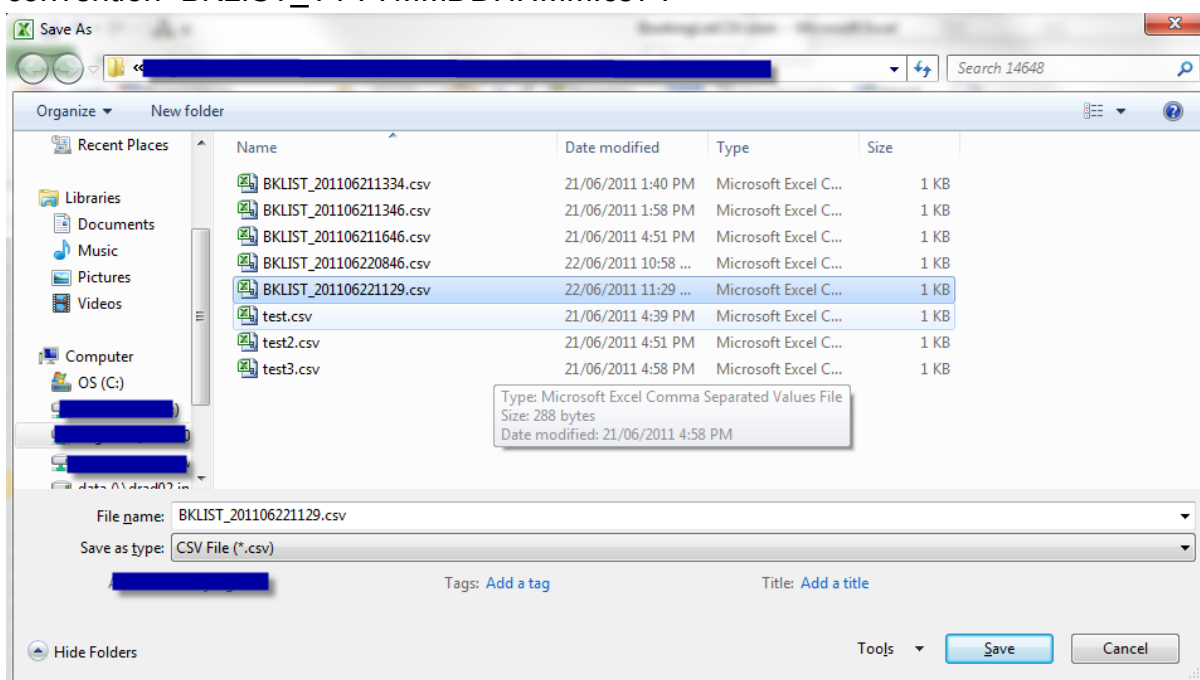
7.) The result should resemble the following:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	01	BOOKLIST	#####	REPLACEN	#####	4.8E+10	specialist	test1234	haguilar@MSK		MAERSK G	9235567	121					
2	02	TEY174244	AUBNE		MYTTP		MSK12345	4200	1	F								
3	02	TEY174244	AUBNE		MYTTP			2210	5	F								
4	02	TEY174244	AUBNE		MYTTP			4230	10	F								
5	99		5															
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		

Save As CSV

- 8.) You can then click on the “Save As CSV” button.
- 9.) The Save As dialog box will come up, so choose the directory where you would want to save the file. Make sure to save the file following the naming convention “BKLIST_YYYYMMDDHHMM.csv”.



- 10.) To submit the message to 1-Stop, email the file as an attachment, in plain text format to 1-Stop’s email address:
TO: bookinglist@edi.1-stop.biz



7.1.2 How do I send the attachment to 1-Stop

- 1.) Open you email application (Outlook).
- 2.) Create a new email, make sure to set the option as “Plain Text” format.
- 3.) Attach the CSV file generated from 7.1.1
- 4.) Send the email to bookinglist@edi.1-stop.biz



8 SOLVING PROBLEMS

8.1.1 Common reasons why your Booking List may not process

- 1.) Your file contains the incorrect ABN, Username or Password
- 2.) The wrong Booking Reference was used
- 3.) The email was sent in a format other than plain text.
- 4.) Make sure you are sending it to the correct email address bookinglist@edi.1-stop.biz
- 5.) Not all the mandatory fields were completed
- 6.) The record count stated did not match the actual number of records:

RECORD ID	TOTAL RECORDS
99	5

According to section 5.4

37	Total Records	M	4	N	127	Total numbers of records in this file including the Header and trailer records.
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9 WHERE TO GET HELP

Help is available:

- from the FAQs in the 'Help' tab of our website <http://www.1-stop.biz> please look under "Shipping Line" Category;
- by email to helpdesk@1-stop.biz; and
- from the 1-Stop Helpdesk on 1300 881 055.



10 GLOSSARY

See the Glossary in the Customer User Guide.