

**Mauritius Cargo Community Services Ltd**  
**Creation of Folder by the Shipper**  
**User Manual**

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# 1. The Folder

## 1.1 Introduction

The folder allows the exporter to group all the required information for an export container on a confirm booking and also to allow the integration of export Bill of Entry. With this function, the shipper can identify other stakeholders to allow them to view information pertaining to folder.

A folder should be associated to a confirm booking created by the shipping line.

The Folder is mandatory for the integration of the Bill of Entry in CCS, which will trigger the EGIN notification.

## 1.2 Creation of folder in CCS

The Shipper can use the rapid access function. The code can be found in brackets in the menu next to each function.

1. Type CDOSS in the box 
2. Click on the button "GO"

Or by

Browsing the menu:

Export ⇨ Expectation ⇨ Folder ⇨ Create folder

VOYAGE	EXPORT	IMPORT	TRACING	CUSTOMS AND CONTROL	REFERENTIAL
	EXPECTATION	FOLDER	CREATE FOLDER (CDOSS)		
	RECORDS	BOCO	SEARCH FOLDER (RDOSS)		
	STATUS	TU			
	LOADING PREPARATION	BOOKING CHANGE			
	CONNAISSEMENT	MISE DISPOSITION VIDE			

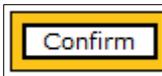
The below screen will be displayed where the Shipper will fill in the mandatory fields.

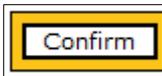
### Mandatory field

Serial No	Details	Description	Comments
1	Folder Reference	Internal reference to be inserted by the Shipper	
2	Booking	Reference CBK generated by the CCS upon creation of the booking	



After the input of data has been completed by the shipper, the user will click on  and



 to capture his data.

CCS identification DOS0000XXXX will be generated by the CCS to inform the shipper that the folder has been created.

## 2. Search a Folder

After the creation of the folder, the shipper has the possibility to view or search same in CCS. The folder can be search by the rapid access function or by browsing the menu.

The code can be found in bracket in the menu next to each function.

1. Type RDOSS in the box 
2. Click on the button "GO"

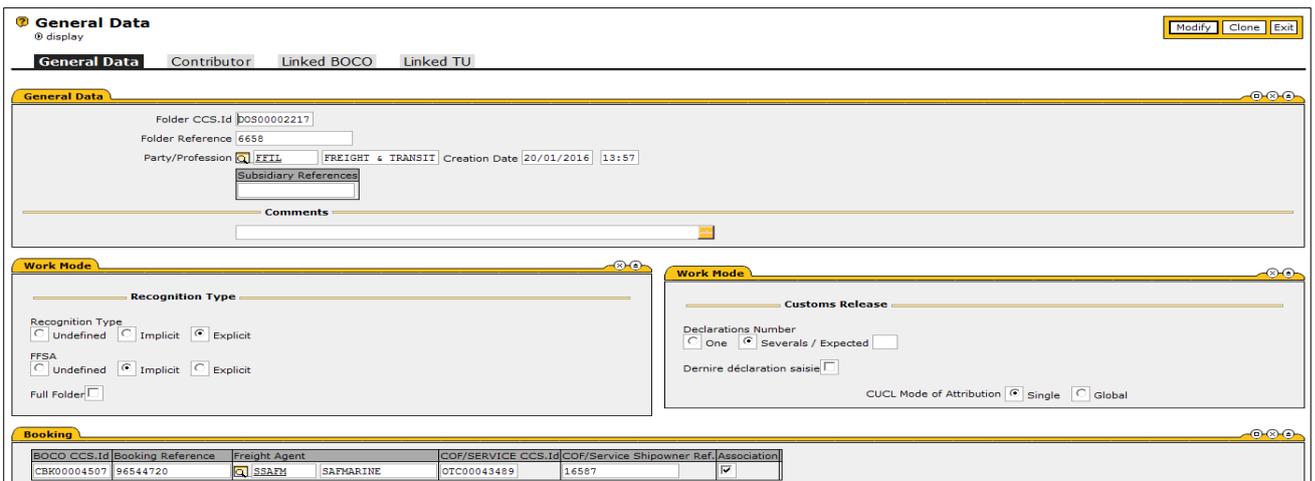
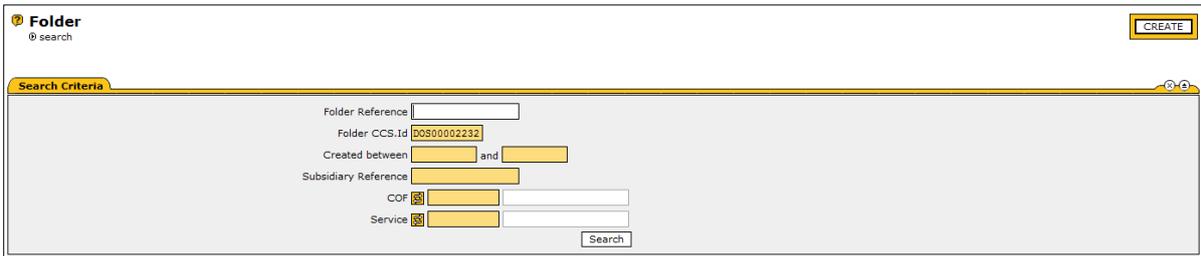
Or by

Browsing the menu:

**Export**  $\implies$  **Expectation**  $\implies$  **Folder**  $\implies$  **Search folder**

The below screen will be displayed where the shipper will enter his DOS CCS ID in the field folder reference and click on search then on the modify button.

Or a range of date can be input in the field 'created between' to search for a period



After clicking on the modify button, the shipper will have access to change the folder reference and add another Booking Reference on the folder:

After modifying the folder, the shipper will have to click on the save and confirm button to capture his data.

### 3. Contributor

The contributor is used to add other party on the folder created by the shipper to have access to view information in the folder.

Example as per below:

If the contributor is codified in CCS, the shipper will use the field CCS contributor to add the user.

The screenshot shows a web application interface for adding a contributor. At the top, there is a header with the title 'Contributor' and a 'create' icon. To the right are 'Save', 'Reload', and 'Exit' buttons. Below the header is a navigation bar with tabs: 'General Data', 'Contributor', 'Linked BOCO', and 'Linked TU'. The main content area is divided into two sections. The first section, titled 'CCS Contributor', contains a form with fields for 'Party/Profession' (with a dropdown menu showing 'fariv'), 'Reference', and 'Comments'. The second section, titled 'CCS Unknown Contributor', contains a form with fields for 'Name', 'Reference', 'Comments', and 'Address, Phone Number?'. Both sections have a '+' icon in the bottom right corner of their respective form boxes.

Or if same is not codified, the shipper will use the field CCS Unknown Contributor.

Example as per below:

This screenshot is similar to the previous one, showing the 'Contributor' form. The 'CCS Contributor' section is present but empty. The 'CCS Unknown Contributor' section is the active one, showing a form with fields for 'Name' (with a dropdown menu showing 'XXXX'), 'Reference', 'Comments', and 'Address, Phone Number?'. A '+' icon is visible in the bottom right corner of the form box.

After having input his information, the shipper will click on the save and confirm button to capture his data.

And the folder will be updated with the necessary information.

The screenshot shows the top navigation bar of the SOGET CCS application. On the left is the 'SOGET CCS' logo. In the center, there is a yellow banner with the text '[##2202] Update of DOS00002232.'. To the right of the banner are 'Rapid Access' and 'Go' buttons. Above the banner, the user information is displayed: 'User: SHAAD | Party/Profession: FFTL | 13/5/2016 - 15:16'. Below the user information, there is a search bar with the text 'You are here: Port Louis applus > To announce Goods > Folder > search'. At the bottom of the navigation bar, there are several menu items: 'VOYAGE', 'EXPORT', 'IMPORT', 'TRACING', 'CUSTOMS AND CONTROLS', and 'REFERENTIAL', each with a dropdown arrow.

## 4. Linked BOCO

This function is used to link the shipping line CCS Booking Id to the folder. It is a reference generated by CCS after creation of the booking by the shipping line.

Booking Reference	BOCO CCS.Id	BOCO Shipping Agent	Final Dest.	COF CCS.Id	Service CCS.Id	Nb Containers	Nb Cargo TU	Booking Status	Create Container	Create Bulk Cargo	del.
96544720	CBK00004507	SAFMARINE	MEL	OTC00043489		0	4	F. F. Validated			

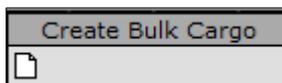
TOTAL : 1

After the BOCO has been linked, the shipper will have the access to:

1. View the CBK created by the shipping line by clicking on the CBK number
2. Create or add a container directly by clicking on the field 'Create Container'-



3. Create or add a bulk cargo by clicking on the field 'Create Bulk Cargo'-



4. Or delete all information by clicking on the



## 5. Linked TU

The linked TU is used to regroup all the consignments to be stuff in the container. Refer as per below screen:

**Linked TU** Modify Exit

General Data Contributor Linked BOCO **Linked TU**

Bulk Cargo TU											
TU Selection	CUCL Attribution			TU CCS.Id	Cont/Bulk Cargo Ref.	A number of parcels	Packaging	Final Destination CCS.Id	BOCO CCS.Id	TU Status	GTIN
	Declarations Number	Expected	Last Decl.								
<input checked="" type="checkbox"/>	Severals	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337906/1	450702	30	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Severals	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337907/1	450703	70	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Severals	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337908/1	450704	20	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Severals	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337909/1	450701	100	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>

TOTAL : 4

The shipper can have access to modify the number of declarations that is expected on the goods(ECVXXXX1236) by clicking on the **Modify** button. The changes can be made on one or several lines of the ECV where he will tick the field Declaration number to choose between one or several declarations expected.

Bulk Cargo TU											
TU Selection	CUCL Attribution			TU CCS.Id	Cont/Bulk Cargo Ref.	A number of parcels	Packaging	Final Destination CCS.Id	BOCO CCS.Id	TU Status	GTIN
	Declarations Number	Expected	Last Decl.								
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337906/1	450702	30	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337907/1	450703	70	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337908/1	450704	20	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337909/1	450701	100	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>

TOTAL : 4

Save Select all "Last Decl." and Save the page Exit

Once the changes have been made by the shipper, the user will click on the **Save** and then OK.

Bulk Cargo TU											
TU Selection	CUCL Attribution			TU CCS.Id	Cont/Bulk Cargo Ref.	A number of parcels	Packaging	Final Destination CCS.Id	BOCO CCS.Id	TU Status	GTIN
	Declarations Number	Expected	Last Decl.								
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337906/1	450702	30	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337907/1	450703	70	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337908/1	450704	20	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>
<input checked="" type="checkbox"/>	One <b>Severals</b>	<input type="checkbox"/>	<input type="checkbox"/>	ECV00337909/1	450701	100	PK	AU MEL	CBK00004507	Validated	<input type="checkbox"/>

TOTAL : 4

Save Select all "Last Decl." and Save the page Exit

Message from webpage

Do you really want to validate changes ?

OK Cancel

By clicking on the icon  the shipper will have access directly on the goods (Bulk cargo TU) where same can be modify by the user

The below screen will be displayed where the shipper will click on the **Modify** to have access for

the changes and once done, he will click on the **Save** and **Confirm**

**Bulk Cargo TU**  
@ Shipley

Modify Clone Print TU Exit

**General Data**

TU Reference

TU CCS.Id ECV00337906 / version N° 1

Status  
 Temporary  Validated  Invalidated On 20/01/2016 14:10 Created by  FREIGHT & TRANST

Recognizantest  
 Undefined  Implicit  Explicit

FFSA  
 Undefined  Implicit  Explicit

Folder CCS.Id 00800002112 4458

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**Booking Confirmation**

Booking Reference 94544720 Rank

COP CCS.Id 07000042112 BARCELONA (16/01/2016 01:00:00) Date of Call 16/01/2016

Service CCS.Id

BOCO CCS.Id CBK00004507

Freight Agent SSAN SINGAPORE

Final Dest. AD MEL MELBOURNE 1st Port Disc. AD MEL MELBOURNE Port of Destination AD MEL MELBOURNE

VOY CCS.Id 07000042112 BARCELONA ETD 25/01/2016

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**Additional Informations**

Subsidiary References

Last TU

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**Bulk Cargo**

Bulk Cargo Reference 450702

CCS Ident. 00700092886

Packages Number 35 Gross Weight (GW) 3000 kg Net Weight  kg

Packaging PK BAGGAGE

Description BAGGAGE

Marks and Num.

Refrigerated  Dangerous  Polluting

IMO Class	OSU	Packing Group	Goods State	Limited Quantities
<input type="text"/>				

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**Transporter Dates**

Transport Mode

CCS conveyer

Inland Carrier off CCS

Delivery expected on

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**Detailed Informations**

**Refrigerated / Temperature**

Min  Instruction  Max  Celsius

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**Support**

Number

Packaging  Tare

---

**Instructions for Gate IN**

Place of Delivery FLD THCT PORT 60018 MGRJ1105 CONTAIN

Handler CBKS CARGO HANDLING

Comments

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**Fumigation**

Request  By

Instructions

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**Measure**

Number	Packaging	Length	Width	Height (cm)	Volume (dm3)	Marks and Num.
<input type="text"/>						

To return on the previous page, the user will have to click on the  button on the page Bulk Cargo.

By clicking on the CBK number in the field BOCO CCS ID, the shipper can have access to view the booking of the shipping line

BOCO CCS.Id

 CBK00004507

And by clicking on the ECV numbers, the shipper can have access to view the goods details

TU CCS.Id

 ECV00337906/1

 ECV00337907/1

 ECV00337908/1

 ECV00337909/1