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e-HBL MANUAL









Steps to Request e-HBL

Step 1: Log on to www.odex.co and select e-HBL Module

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Service	Click Her	e to download the process to u	pdate GST No.					
elG Nhava She	eHBL eCFS eva	eForm1	3	e Select	VGM	eD Porton Nhava Sheva		
								⊗ H ≺L P
						0	Copyright E&A 2018. All	rights reserved.
Select HBL	Request		12	5			W.	A de
Dasht	poard Reports + HBL +					MS. CHA I	pratibha jain 🏠	0
	HBL I Requ	Request est for CFS/DPD					Please click on 🐔	onı
	HBL		11	k	11	NT AA	AA	-
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javascriptvoid(0);								- 1/2

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ODeX



Step 2: Go to NEW HBL option

	pard Reports + HBL +					Мз. р сна ми	ratibha jain 🕋 🔅
HBL Search			Ret	ults For: Date: 25-02-2018 To 12-03-2	018 Status: Pending	Search MBL Number	
I Edit Q View	🖪 Send To Liner 🔒	Print					NEW HBL
Liner Name	• MBL No.	MBL Date	• HBL No.	 Vessel-Voyage No 	. Onsigne	e Name Status	
			No data a	vailable in table			
Previous Next		Showing 0 to 0 of 0 entries				Сору	CSV PDF Print
						© Copyr	ight E&A 2016. All rights re < 📒
							Р

Step 3: Fill up the HBL details.

1	Dashbe	oard Reports + HBL +							Ms. pratibi CHA Nhava Sh	najain 🕋 🔹
	Create HBL Fo	orm					Total Gross Wt(Kg	s) 2	Total Packages	1
	MBL Details									
	Location(POD)	Nhava Sheva	•	Liner	CMA CGM		•	Cut-off: 26-03-2016 00:00: Vessel-Voyage No.	00 ARABIAN - 12345	Vessel not found
	MBL No./MBL Date	12345678	12-03-2018 🛗	Port of Loading	PHPPP - Pague	dpud, Luzon		Place of Delivery	NHAVA SHEVA	
	Container Status	FCL	•	Mobile (Requester) :	7345667121					
	HBL Details									
<u>></u>	HBL 1 💌 🕂	Add HBL								
1	HBL No./HBL Date	9876543	12-03-2018 🛗							
	Consignee Details									
	Consignee Name	PRATIBHA JAIN			Address	XYZ		ABC	MUMBAI	
	Notify Party									
1	Notify Party	ISHA SACHDEVA			Address	ABC		XYZ	MUMBAI	
L	Cargo Details									

Step 4: Add HBL tabs for multiple HBL

Create HBL F	orm				Total Gross	Wt(Kgs	s)	Total	Packages	
IBL Details										
Location(POD)	Nhava Sheva	~	Liner	Select		•	Vessel-Voyage No.	Select	Vesse	I not foun
/IBL No./MBL Date	MBL NO.	dd-mm-yyyy 🛗	Port of Loading	L			Place of Delivery	Place of Deliver	У	
Container Status	Select	•	Mobile (Requester) :	Mobile No.						
BL Details										
HBL 1 🔀	HBL 2 🗙 + Add HBL									
HBL No./HBL Date	HBL NO.	dd-mm-yyyy 🛗								
Consignee Detail	s									
Consignee Name	Consignee Name			Address	Consignee Address Line1		Consignee Address Li	ne2	Consignee Address Line3	
Notify Party										



Step 5: Select the check box for CFS/ DPD request.

Container Details						
+ Add Row ×	Delete Row 🔗 Copy Row	Import Excel				
Sr. No. Container No	o. * Seal No.	ISO Code * Weight(Kgs)	Volume(CBM)	No. of Package * Packa	age Type *	
Attachment Deta	ills					
Attachment		Upload		De	lete	
Attach HBL Copy	ine about out over and all the	the Desired				
Make Request for CFS	OR DPD	r me Request				
CFS/DPD Request D	etails					
Type Of Delivery	Select	•				
DPD/CFS Attachm	ent Details					
Document Title		Select Attachment			Delete	
• Add Attachment			with Terms & Conditions			
		_				
					© Converight)	E&A 2019
Step 6: Sele	ct the type of	Delivery		P	h	
Step 6: Sele	ct the type of	Delivery		1		
Step 6: Sele	ct the type of					
Step 6: Sele	Ct the type of Ct the type of Course of the type of Course of the type of type of type of the type of type	Delivery	y Volume(CBM) *	No. of Package Pack	kage Type *	
Step 6: Sele Container Details Attachment Details	Ct the type of Deckte Row 22 Copy Row 5.* Seal No.	Delivery	y Volume(CBM) *	No. of Package * Pack	kage Type *	
Step 6: Sele Container Details Add Row 2 Sr. No. Container N Attachment Detail Attachment	ct the type of Dekite Row 22 Copy Row >.* Seel No.	Delivery Iso Code Weight(Kgs) Upled	• Volume(CBM)*	No. of Package * Pack	kage Type *	
Step 6: Sele Container Details Add fraw Sr. No. Container N Attachment Details Attachment Container MBL Copp	Ct the type of Delete Row 2.* Seal No. hills	Delivery	y Volume(CBM) *	No. of Package * Pack	kage Type *	
Step 6: Sele Container Details Add Row 2 Sr. No. Container Ni Attachment Deta Attachment Attachment	Ct the type of Delete Row 2° Copy Row 2° Seal No. hils Lize should not exceed 3MB for on ano	Delivery	y Volume(CBM) *	No. of Package * Pack	kage Type *	
Step 6: Sele Container Details Attachment Attachment Attachment Make Request for CFS CESE/DB Desured	Ct the type of Delete Row C Seal No. tils State should not exceed 3MB for or DPD Deterline	Delivery Import Excel ISO Code * Weight(Kgs) Upload	y Volume(CBM)*	No. of Package Pack	kage Type *	
Step 6: Sele Container Details Attachment Attachment Attachment Make Request for CFS CFS/DPD Request C	Ct the type of Period Row Q2 Copy Row 0,* Seal No. alls allse should not exceed 3MB for on DPD Details Details	Delivery Import Excel Iso Code * Weight(Kgs) Upload r the Request	y Volume(CBM) *	No. of Package Pack	kage Type *	
Step 6: Sele Container Details	Ct the type of Delete Row (2) Copy Row b,* Seal No. tils Lizze should not exceed 3MB for or DPD betalls DPD/CFS Select	Delivery Iso Code * Weight(Kgs) Upload It the Request	volume(CBM)*	No. of Package Pack	kage Type *	
Step 6: Sele Container Details Attachment Details Attachment Details Attach HBL Copy Nole: Total Attachment CFS/DPD Request for CFS CFS/DPD Request for Type of Deavery Consignee Name	Ct the type of Delete Row (2) Copy Row 5.* Seal No. alls Attract Should not exceed 3MB for or opp Details DPDOFS Select GPS DPDOFS	Delivery Iso Code * Weight(Kgs) Upload Ithe Request Customs Consignee Code for Tormina/IcD The	v Volume(CBM)*	No. of Package Pack	kage Type *	
Step 6: Sele Container Details Attachment Details Sr. No. Container No Attachment Details Attachment Details Consider Total Attachment I Attachment Details CFS/DPD Request IC Type of Delivery I consignee Name	Ct the type of Delete Row 22 Copy Row >.* Seel No. ills dize should not exceed 3MB fo ons DPD Details DPD/OF9 Seter: OF80 DPD/OF9 Seter: OF80 DPD/OF9 Seter: OF80 DPD/OF9	Delivery So Code * Weight(Kgs) Upload r the Request Custom's Consignes Code for Terminal/ICD Terminal/ICD	volume(CBM)*	No. of Package * Pack D	kage Type *	
Step 6: Sele Container Details Attachment Details Sr. No. Container No Attachment Details Attachment Details Make Request for CFS CFS/DPD Request for I Type of Delivery I Consignee Name DPD/CFS Attachment	Ct the type of Delete Row 22 Copy Row 5.* Seel No. ilis dize should not exceed 3MB fo ons DPD Defails DPDOF9 defail DPDOF9 defails DPDOF9 default	Delivery Tors Type Costor TerminautoD TerminautoD Costor Termi	votume(CBM) *	No. of Package * Pack D	kage Type *	
Container Details	ct the type of Dekite Row 20 Copy Row 2.* Seel No. ilis izze should not exceed 3MB fo on DPD betails DPD/CFS Section DPD/CFS Sec	Delivery	ect minal Code	No. of Package * Pack D	kage Type * elete B Delete	
Step 6: Sele Container Details • Add Raw • * • No. Container N • Attachment Details • Attachment Details • Attachment Details • Attachment • Attachment • Attachment • Attachment • Attachment • Attachment • Dep/CFS Attachment • Decument Title • Add Attachment	Ct the type of	Delivery	ect t t t t t t t t t t t t t t t t t t	No. of Package * Pack	kage Type * elete	

Step 7: Fill up the mandatory fields

			_					
Container Details	5							
	t Delete Deux	A come come	Co. Incorrect D					
- Add Row	C Delete Row	Copy Row	as import E	xcer				
Sr. No. Container	NO	Seal No.	ISO Code *	weigh	t(Kgs) Volume	CBM) No. of Pac	kage Package Type	, -
Attachment De	tails							
Attachment				Up	load		Delete	
Attach HBL Co	ру							
Note: Total Attachmen	t size should not	t exceed 3MB for	the Request					
Make Request for CF	S OR DPD							
CFS/DPD Request	Details							
Type Of Delivery	DPD/CFS		•	CFS Type	Select	•	Terminal	L
Consignee Name	CHA			Custom's Consignee	Terminal Code		Nominated CB	
				Code for Terminal/ICD				
DPD/CFS Attach	ment Details							
Document Title				Select Attac	hment			Delete
Add Attachme	nt							
					gree with Terms & Co	inditions		
					PAGE BACK	1		
					SAVE BACK			

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Step 8: Click the SAVE button

+ Add Rov	R Delete Row	ඳීj Copy Row	Code 1	xcel		Volume(CBM) 5	No. of Packa	aa 1 Dagkaga Tupa	
Attachme	nt Details	3001140.	130 0000	trong.		volume(com)	NO. OF PACKA	ge Package Type	
Attachme	nt			U	load			Delete	
O Attach Hi	IL Copy								
Note: Total Attac	hment size should n for CFS OR DPD	ot exceed 3MB for	the Request						
CFS/DPD Red	uest Details								
Type Of Delivery	DPD/CFS		*	CFS Type	Others		Ψ.	CFS Name	INNSA1CWC5-CWCÄ DistriparkÄ Ltd.
Terminal				Consignee Name	CHAdddfsd			Custom's Consignee	123
								Code for Terminal/ICD	
Nominated CB	Nominated CE	Lie invalid							
DPD/CFS A	tachment Detail	s arvand.							
Document	itle			Select Attac	hment				Delete
Add Atta	hment								
				✓ 1 A	gree with Ter	ms & Conditions			
					SAVE	BACK			

Step 9: Confirm to send the HBL Request to Liner.

Dashbo	oard Reports - HBL -						Ms. pratibha jain 👬 CHA Nhava Sheva
View HBL Form	n			т	otal Gross Wt(Kgs)	2.000	Total Packages 4
MBL Details							
Location(POD)	Nhava Sheva	Ŧ	Liner	CMA CGM	×, 1	Cut-off: 26-03-2018 00:00:0 Vessel-Voyage No.	ARABIAN - 12345
MBL No./MBL Date	12345678 12-03-2018	<u>ش</u>	Port of Loading	PHPPP - Pagudpud, Luzon		Place of Delivery	NHAVA SHEVA
Container Status	FCL	Ψ.	Mobile (Requester) :	7345667121			
GM No./IGM Date	IGM NO. dd-mm-yyyy	<u> </u>	HBL has been saved s	uccessfully! Do you want to se	and Request to Liner	, us	Pending
HBL Details				Yes No			
HBL 1				•			
HBL No./HBL Date	9876543 12-03-2018	Ê		$\widehat{1}$			
Consignee Details	PRATIBHA JAIN		, I A	Address XYZ		ABC	MUMBAI

Step 10: Confirmation message will appear that the request has been sent to Liner.

 Online Document eXchar × M (no subject) - pratibhaja × ← → × ☆ ③ test.odex.co/viewPyrHBLdo?statusChngSucc 		<u>⇔∎∎</u>
	test.odex.co says Your Request has been Sent to Liner	



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THANK YOU