

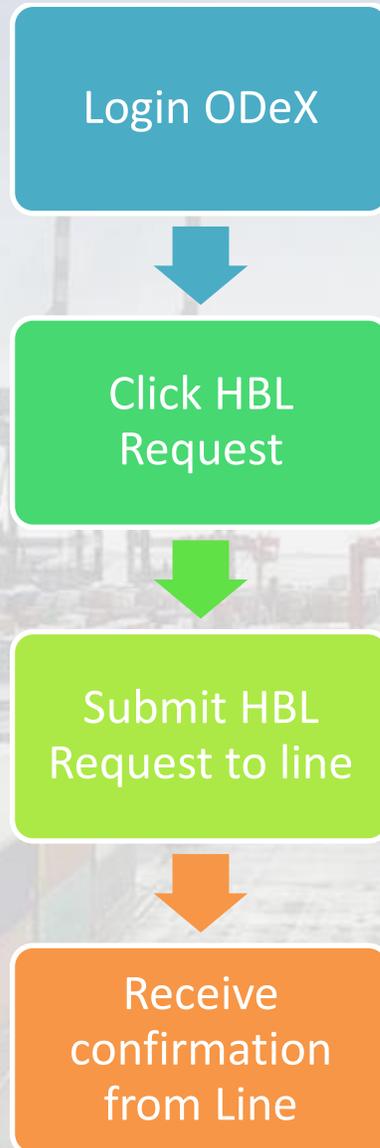


## e-HBL MANUAL

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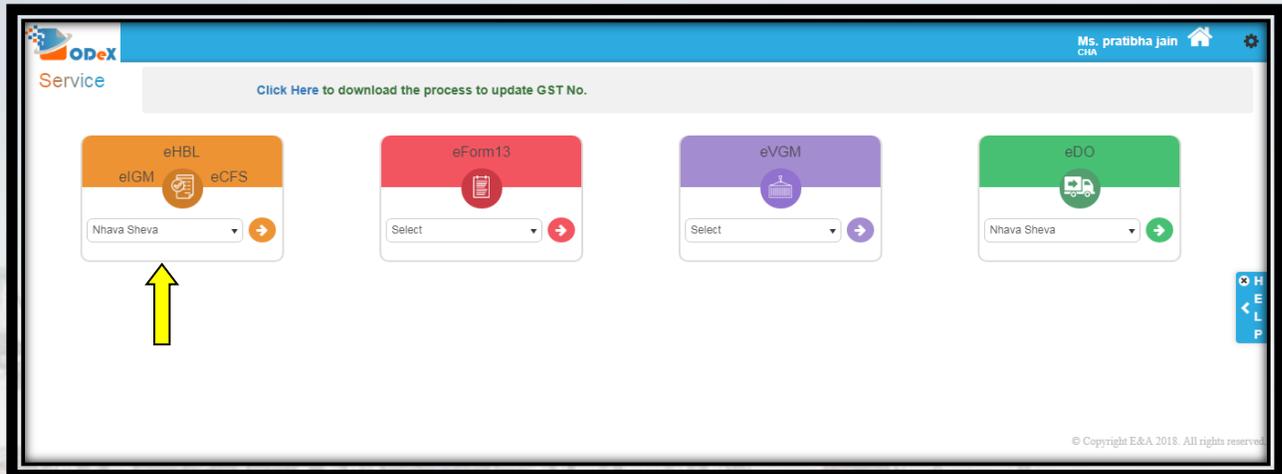
## Flow Chart: e-HBL Process

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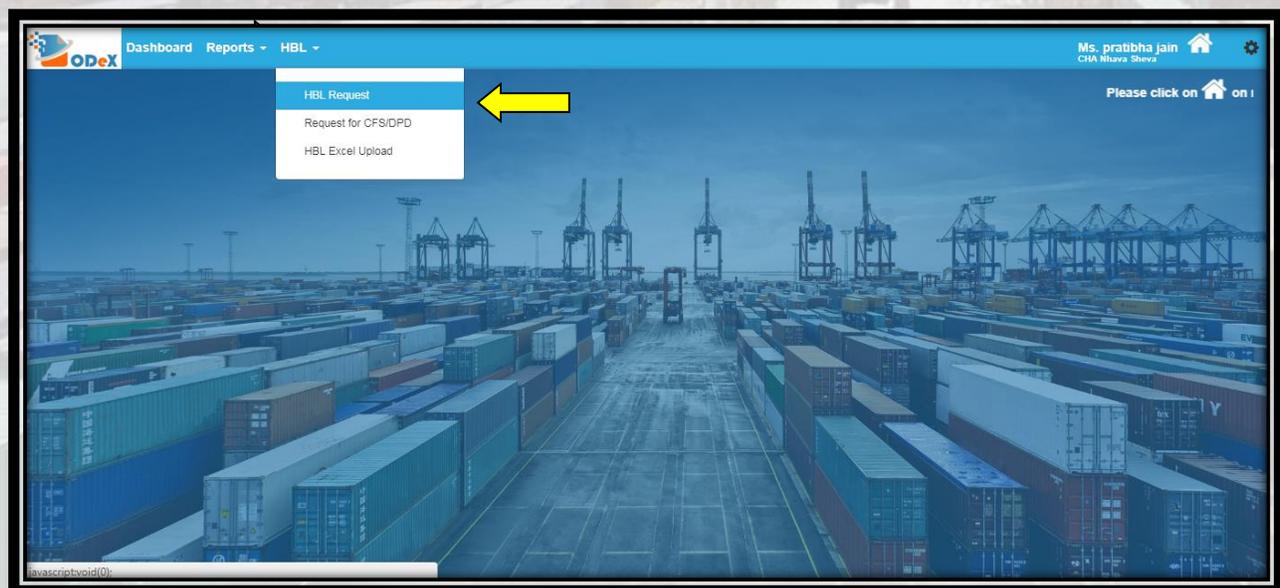


## Steps to Request e-HBL

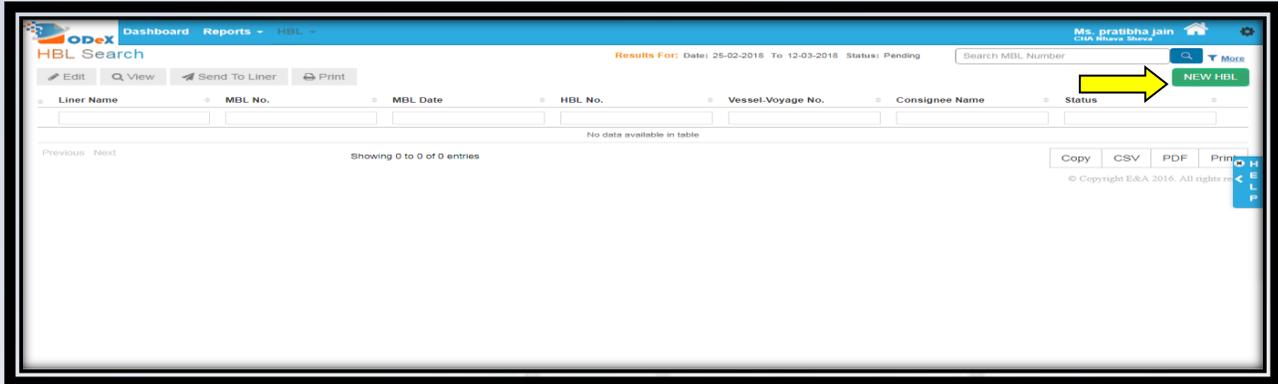
### Step 1: Log on to [www.odex.co](http://www.odex.co) and select e-HBL Module



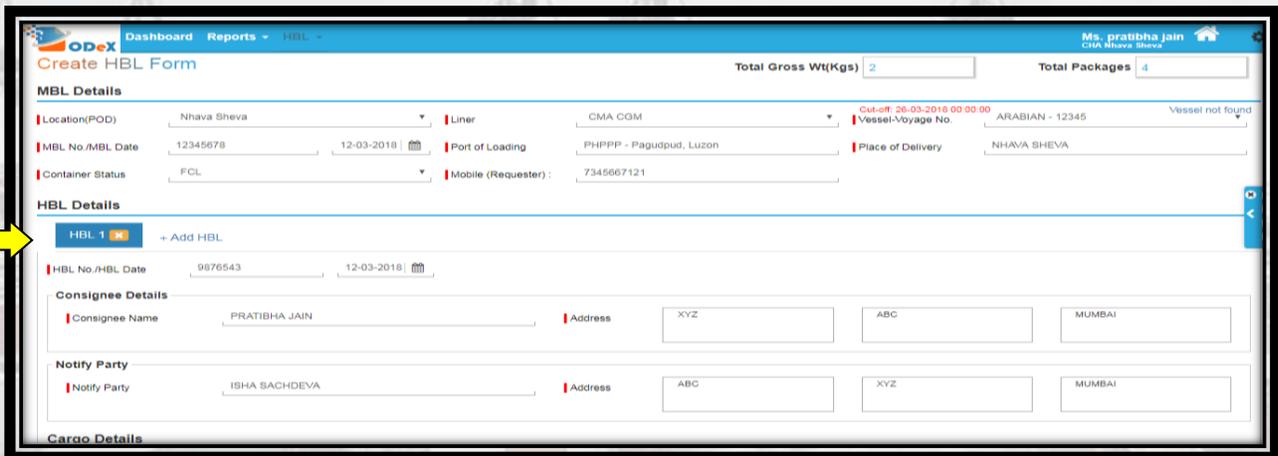
### Select HBL Request



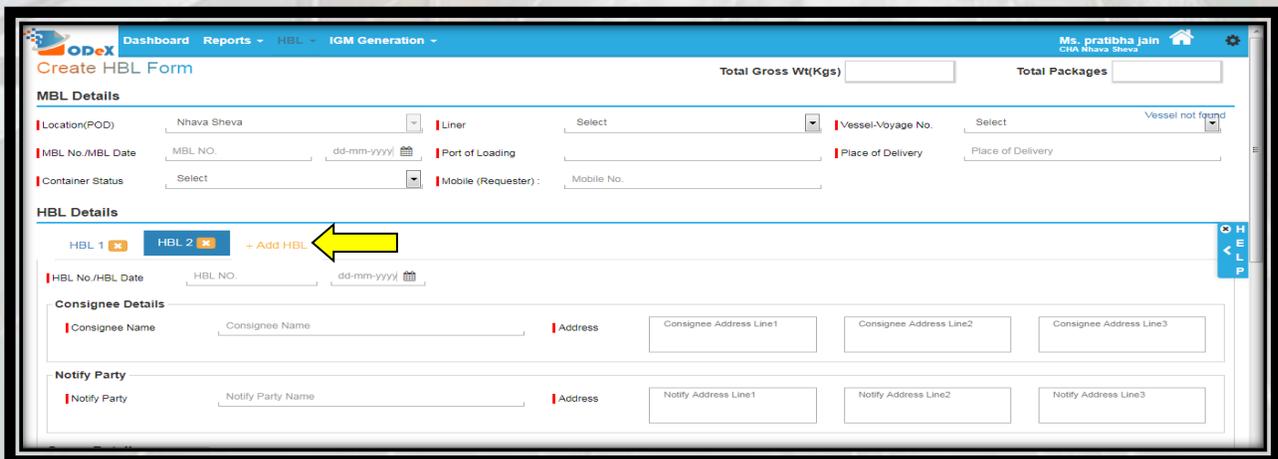
## Step 2: Go to NEW HBL option



## Step 3: Fill up the HBL details.



## Step 4: Add HBL tabs for multiple HBL



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

**Container Details**

+ Add Row    ✖ Delete Row    📄 Copy Row    📄 Import Excel

Sr. No.	Container No. *	Seal No.	ISO Code *	Weight(Kgs) *	Volume(CBM) *	No. of Package *	Package Type *
Attachment Details							
Attachment				Upload	Delete		
<input checked="" type="radio"/> Attach HBL Copy							
Note: Total Attachment size should not exceed 3MB for the Request <input checked="" type="checkbox"/> Make Request for CFS OR DPD							
<b>CFS/DPD Request Details</b>							
Type Of Delivery	Select						
<b>DPD/CFS Attachment Details</b>							
Document Title	Select Attachment					Delete	
<input checked="" type="radio"/> Add Attachment							
<input type="checkbox"/> I Agree with <a href="#">Terms &amp; Conditions</a>							
SAVE				BACK			

## Step 6: Select the type of Delivery

**Container Details**

+ Add Row    ✖ Delete Row    📄 Copy Row    📄 Import Excel

Sr. No.	Container No. *	Seal No.	ISO Code *	Weight(Kgs) *	Volume(CBM) *	No. of Package *	Package Type *
Attachment Details							
Attachment				Upload	Delete		
<input checked="" type="radio"/> Attach HBL Copy							
Note: Total Attachment size should not exceed 3MB for the Request <input checked="" type="checkbox"/> Make Request for CFS OR DPD							
<b>CFS/DPD Request Details</b>							
Type Of Delivery	DPD/CFS	CFS Type	Select	Terminal			
Consignee Name	DP/IC/B	Custom's Consignee Code for Terminal/ICD	Terminal Code	Nominated CB			
<b>DPD/CFS Attachment Details</b>							
Document Title	Select Attachment					Delete	
<input checked="" type="radio"/> Add Attachment							
<input type="checkbox"/> I Agree with <a href="#">Terms &amp; Conditions</a>							
SAVE				BACK			

## Step 7: Fill up the mandatory fields

**Container Details**

+ Add Row    ✖ Delete Row    📄 Copy Row    📄 Import Excel

Sr. No.	Container No. *	Seal No.	ISO Code *	Weight(Kgs) *	Volume(CBM) *	No. of Package *	Package Type *
Attachment Details							
Attachment				Upload	Delete		
<input checked="" type="radio"/> Attach HBL Copy							
Note: Total Attachment size should not exceed 3MB for the Request <input checked="" type="checkbox"/> Make Request for CFS OR DPD							
<b>CFS/DPD Request Details</b>							
Type Of Delivery	DPD/CFS	CFS Type	Select	Terminal			
Consignee Name	CHA	Custom's Consignee Code for Terminal/ICD	Terminal Code	Nominated CB			
<b>DPD/CFS Attachment Details</b>							
Document Title	Select Attachment					Delete	
<input checked="" type="radio"/> Add Attachment							
<input type="checkbox"/> I Agree with <a href="#">Terms &amp; Conditions</a>							
SAVE				BACK			

## Step 8: Click the SAVE button

The screenshot shows the 'View HBL Form' interface. At the bottom, there is a checkbox labeled 'I Agree with Terms & Conditions' which is checked. Below it are two buttons: 'SAVE' (highlighted with a yellow arrow) and 'BACK'.

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

The screenshot shows the 'View HBL Form' interface with a confirmation dialog box in the center. The dialog box contains the text: 'HBL has been saved successfully! Do you want to send Request to Liner?'. There are two buttons: 'Yes' (highlighted with a yellow arrow) and 'No'.

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



The background of the page is a photograph of a large container yard. The yard is filled with rows of colorful shipping containers (blue, red, green, white) stacked in neat piles. In the distance, several large gantry cranes are visible against a hazy sky. A single red forklift is driving down a central aisle between the stacks of containers.

THANK YOU