

How to create a booking in NVOGO

This manual explains how you can create a booking in NVOGO.

1. Go to <https://nvogo.nvoconsolidation.com> and click on Sailings / Online Booking to search for sailing schedules.

The screenshot shows a web browser window with the URL nvogo.nvoconsolidation.com/dashboard. The browser's address bar and tabs are visible at the top. The NVOGO logo is in the top left corner, and a 'Sign In' button is in the top right. A dark sidebar on the left contains a menu with the following items: Dashboard, **Sailings / Online Booking** (highlighted with a red box), Track & Trace, Quotes, Booking Overview, Shipping Instruct..., and API Portal. The main content area features a large banner with the NVOGO logo and the text 'Let Us Streamline Your Workflow Today'. Below the banner are two main sections: 'Sailing Schedules' and 'Track & Trace'. The 'Sailing Schedules' section includes a globe icon, a description: 'Select a Place of Receipt and Destination to see available sailings or download all sailings as a CSV file.', and two search input fields labeled 'Search Place of Receipt' and 'Search Destination', with a 'Search Sailings >' button below. The 'Track & Trace' section includes a mobile phone icon with a map, a description: 'Enter the shipment or house bill number to see tracking information.', and a search input field labeled 'House bill or Shipment number', with a 'Track Now >' button below. At the bottom, there is a 'Top Features' section with three light blue boxes, each containing an icon representing a different feature.

2. Enter the place of receipt and destination according to your wishes to search for available sailing schedules. In this example, we will be creating a booking with place of receipt Rotterdam, the Netherlands (NLRTM) and destination Singapore, Singapore (SGSIN). After entering the details, all available sailings will appear, and you can select one of the sailings to create a booking.

The screenshot shows the NVOGO Sailing / Online Booking interface. The browser address bar displays the URL: `nvogo.nvoconsolidation.com/sailings:originCode=NLRTM:destinationCode=SGSIN`. The page title is "Sailings / Online Booking". A "Sign In" button is visible in the top right corner.

The "Sailings Filter" section is highlighted with a red border. It contains two search input fields: "NLRTM, Rotterdam, Netherlands" and "SGSIN, Singapore, Singapore". Below the filter section, there are buttons for "Routing Via", "ETD", and "ETA", along with an "Add filter" button.

The main content area displays a table of sailing schedules with the following columns: Place of Receipt, Port of Loading, Destination, Routing via, Vessel / Voyage, CFS cut-off, Docs cut-off, ETD, ETA, Transit time, and a "Book" button. The table contains six rows of data.

Place of Receipt	Port of Loading	Destination	Routing via	Vessel / Voyage	CFS cut-off	Docs cut-off	ETD	ETA	Transit time	
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	ONE TRADITION / 024E	25 Sep 2024 15:00	25 Sep 2024 15:00	05 Oct 2024	04 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL NEFUD / 026E	02 Oct 2024 15:00	02 Oct 2024 15:00	12 Oct 2024	11 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	ONE TREASURE / 023E	09 Oct 2024 15:00	09 Oct 2024 15:00	19 Oct 2024	18 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL MURAYKH / 026E	16 Oct 2024 15:00	16 Oct 2024 15:00	26 Oct 2024	25 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL DAHNA EXPRESS / 025E	23 Oct 2024 15:00	23 Oct 2024 15:00	02 Nov 2024	02 Dec 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL JMELIYAH / 029E	30 Oct 2024 15:00	30 Oct 2024 15:00	09 Nov 2024	09 Dec 2024	30	Book

At the bottom of the table, there is a pagination control showing "Items per page" set to "10 rows", "1 to 6 of 6", and navigation buttons for "Previous", "Next", and "10" (selected).

It is also possible to download all sailings as a CSV file. To do so, empty the search fields and click on **download all sailings** below the search grid.



Select Receipt & Destination

Select a Place of Receipt and Destination to see available sailings or [download all sailings](#) as a CSV file.

3. Select the sailing you prefer and start creating a booking by clicking on the **BOOK** button. In this example, we are creating a booking for the sailing with Vessel AL NEFUD, Voyage 026E, which has an ETD of 12 Oct 2024.

The screenshot shows the NVOGO Sailing Filter interface. The page title is "Sailings / Online Booking" and the URL is "nvogo.nvoconsolidation.com/sailings:originCode=NLRM:destinationCode=SGSIN". The interface includes a search bar with filters for "NLRM, Rotterdam, Netherlands" and "SGSIN, Singapore, Singapore". Below the search bar, there are filter options for "Routing Via", "ETD", and "ETA", along with an "Add filter" button. The main content is a table of sailing options with columns for Place of Receipt, Port of Loading, Destination, Routing via, Vessel / Voyage, CFS cut-off, Docs cut-off, ETD, ETA, and Transit time. The "Book" button for the sailing "AL NEFUD / 026E" is highlighted with a red box.

Place of Receipt	Port of Loading	Destination	Routing via	Vessel / Voyage	CFS cut-off ↑	Docs cut-off	ETD	ETA	Transit time	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	ONE TRADITION / 024E	25 Sep 2024 15:00	25 Sep 2024 15:00	05 Oct 2024	04 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL NEFUD / 026E	02 Oct 2024 15:00	02 Oct 2024 15:00	12 Oct 2024	11 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	ONE TREASURE / 023E	09 Oct 2024 15:00	09 Oct 2024 15:00	19 Oct 2024	18 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL MURAYKH / 026E	16 Oct 2024 15:00	16 Oct 2024 15:00	26 Oct 2024	25 Nov 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL DAHNA EXPRESS / 025E	23 Oct 2024 15:00	23 Oct 2024 15:00	02 Nov 2024	02 Dec 2024	30	Book
Rotterdam Netherlands	Rotterdam Netherlands	Singapore Singapore	Direct	AL JMELIYAH / 029E	30 Oct 2024 15:00	30 Oct 2024 15:00	09 Nov 2024	09 Dec 2024	30	Book

Items per page: 10 rows | 1 to 6 of 6 | < Previous | Next >

4. After clicking on the **BOOK** button, you will need to login with your NVOGO account if you are not already logged in. Please enter your login details and click on **Sign in**.

If you don't have an NVOGO account yet, please click on **Sign up now** to create a new account. This is further explained in [this manual](#).

If you forgot your password, please click on **Forgot your password?** to reset your password. This is further explained in [this manual](#).

NVOGO

We have upgraded our user authentication system for enhanced security and a better user experience. Please follow the steps received in the email to login.

For help, contact your sales representative.

Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

5. After logging in, you will be taken to the Booking screen. In this screen, you can enter your shipping details and see the sailing details (from the selected sailing) on the right side of your screen.

The screenshot shows the NVOGO Booking Overview page. The browser address bar displays the URL: `nvogo.nvoconsolidation.com/bookings/sailingId/96a75717-6476-ef11-9c35-000d3a472398/create`. The page title is "Booking Overview" and the user is logged in as "Alexis Client".

The main content area is titled "Create New Booking" and includes a progress bar with six steps: Shipping Details (active), Pickup Details, Delivery Details, Upload Documents, Additional Info, and Summary.

The "Shipping Details" section contains the following form fields:

- Reference* (text input)
- Prepaid/Collect* (dropdown menu)
- Incoterm* (dropdown menu)
- Does this shipment contain dangerous goods?* (dropdown menu)

The "Package Information" section is currently empty, displaying a "No Information Yet" message and a "+ Add packing line" button.

The "Sailing Details" section on the right displays the following information:

PLACE OF RECEIPT	NLRMT, Rotterdam, Netherlands
PORT OF LOADING	NLRMT, Rotterdam, Netherlands
DESTINATION	SGSIN, Singapore, Singapore
VESSEL	AL NEFUD
VOYAGE	026E
CFS CUT-OFF	02 Oct 2024 15:00
DOCS CUT-OFF	02 Oct 2024 15:00
ETD	12/10/2024
ETA	11/11/2024
TRANSIT TIME	30

The "Your company details" section shows the company name as "TEST ORG".

6. Fill in the shipping details and click on the **NEXT** button.

The screenshot shows the NVOGO Booking Overview page. The main heading is "Create New Booking" with the instruction "Enter your booking details below". A progress bar at the top indicates the current step is "Shipping Details", followed by "Pickup Details", "Delivery Details", "Upload Documents", "Additional Info", and "Summary".

The "Shipping Details" section includes the following fields:

- Reference*: CUSTOMER REFERENCE
- Prepaid/Collect*: Prepaid
- Incoterm*: CFR - Cost And Freight
- Does this shipment contain dangerous goods?*: No

The "Package Information" table is as follows:

Quantity	Type	Goods Description	Gross weight	Volume	Stackable
8	Drum	COATING SOLUTION	980.00 kg	14.400 m3	Yes

Summary: Total Quantity : 8 | Total Weight : 980.00 kg | Total Volume : 14.400 m3

The "Sailing Details" section on the right includes:

- PLACE OF RECEIPT: NLR TM, Rotterdam, Netherlands
- PORT OF LOADING: NLR TM, Rotterdam, Netherlands
- DESTINATION: SGSIN, Singapore, Singapore
- VESSEL: AL NEFUD
- VOYAGE: 026E
- CFS CUT-OFF: 02 Oct 2024 15:00
- DOCS CUT-OFF: 02 Oct 2024 15:00
- ETD: 12/10/2024
- ETA: 11/11/2024
- TRANSIT TIME: 30

The "Your company details" section shows the Company Name as TEST ORG.

A red box highlights the "Next >" button at the bottom right of the shipping details form.

7. If IMO is applicable to your booking, please fill in the IMO Class and UN Number. If IMO is not applicable, please leave the fields empty. Click on the **NEXT** button to proceed. In this example, we select IMO Class 3, UN Number 1139 for Coating Solutions.

Note that **IMO Acceptance is always subject to carrier approval.**

The screenshot shows the NVOGO Booking Overview page. The main heading is "Create New Booking" with the instruction "Enter your booking details below". A progress bar at the top indicates the current step is "IMO Details", with other steps being "Shipping Details", "Pickup Details", "Delivery Details", "Upload Documents", "Additional Info", and "Summary".

The "IMO Details" section contains three rows of input fields for "IMO Class" and "UN Number". The first row is pre-filled with "3" and "1139". The second and third rows are empty with placeholder text "Enter IMO class" and "Enter UN Number". Below these fields is a checkbox labeled "IMO Acceptance subject to carrier approval" which is checked. At the bottom of this section are "Back" and "Next" buttons.

The "Sailing Details" section on the right contains a table with the following information:

PLACE OF RECEIPT	NLRMT, Rotterdam, Netherlands
PORT OF LOADING	NLRMT, Rotterdam, Netherlands
DESTINATION	SGSIN, Singapore, Singapore
VESSEL	AL NEFUD
VOYAGE	026E
CFS CUT-OFF	02 Oct 2024 15:00
DOCS CUT-OFF	02 Oct 2024 15:00
ETD	12/10/2024
ETA	11/11/2024
TRANSIT TIME	30

The "Your company details" section at the bottom right shows a "Company Name" field with the value "TEST ORG".

8. You have the option to either deliver your cargo to our CFS yourself or let NVO Consolidation arrange this pre carriage for you. Select the applicable option at the top of your screen and, if selected **NVOGO Pickup Service** fill in the required pickup details and click on the **NEXT** button. In this example, we will have NVO Consolidation arrange the pre carriage.

The screenshot shows the NVOGO Booking Overview page in a web browser. The page title is "Booking Overview" and the user is logged in as "Alexis Client". The main heading is "Create New Booking" with a sub-heading "Enter your booking details below". A progress bar at the top indicates the current step is "Pickup Details", with previous steps "Shipping Details" and "IMO Details" completed, and subsequent steps "Delivery Details", "Upload Documents", "Additional Info", and "Summary" pending.

The "Pickup Details" section contains the following form fields:

- Service Selection:** Two radio buttons are present. "Self Delivery to CFS" (Delivery to CFS by own service) is unselected. "NVOGO Pickup Service" (NVO Consolidation arranges pre carriage) is selected and highlighted in blue.
- Pickup Reference:** A text input field containing "1234 PICKUP REFERENCE".
- Pickup date:** A date input field containing "25/9/2024". Below it, an example date "31/12/2020" is shown.
- Opening Hours:** A dropdown menu set to "Between".
- From:** A time input field containing "09:00". Below it, an example time "09:30" is shown.
- Until:** A time input field containing "17:00". Below it, an example time "18:00" is shown.
- Company Name:** A text input field containing "NVO CONSOLIDATION BV".
- Address 1:** A text input field containing "1E BARENDRECHTSEWEG 82".
- Address 2:** A text input field containing "Enter Address 2".

On the right side of the page, there is a "Sailing Details" section with the following information:

PICKUP COUNTRY	NL - Netherlands
PICKUP POSTAL CODE	2992 XC - BARENDRECHT
PLACE OF RECEIPT	NLRMT, Rotterdam, Netherlands
PORT OF LOADING	NLRMT, Rotterdam, Netherlands
DESTINATION	SGSIN, Singapore, Singapore
VESSEL	AL NEFUD
VOYAGE	026E
CFS CUT-OFF	02 Oct 2024 15:00
DOCS CUT-OFF	02 Oct 2024 15:00
ETD	12/10/2024
ETA	11/11/2024
TRANSIT TIME	30

At the bottom right, there is a section for "Your company details" with a partially visible "Company Name" field.

9. The same goes for the next step where you can fill in the Delivery Details at destination.

The screenshot shows the NVOGO Booking Overview page. The main heading is "Create New Booking" with a sub-heading "Enter your booking details below". A progress bar at the top indicates the current step is "Delivery Details", with previous steps "Shipping Details", "IMO Details", and "Pickup Details" completed. The "Delivery Details" section includes a radio button selection for "Self Pickup from CFS" (unselected) and "NVOGO Delivery Service" (selected). Below this are fields for "Delivery Reference", "Delivery date" (set to "To Be Announced"), "Opening Hours" (set to "Between"), "From" and "Until" times, "Company Name", and "Address 1" and "Address 2". To the right, the "Sailing Details" section lists various fields: "PICKUP COUNTRY" (NL - Netherlands), "PICKUP POSTAL CODE" (2992 XC - BARENDRECHT), "PLACE OF RECEIPT" (NLRTM, Rotterdam, Netherlands), "PORT OF LOADING" (NLRTM, Rotterdam, Netherlands), "DESTINATION" (SGSIN, Singapore, Singapore), "VESSEL" (AL NEFUD), "VOYAGE" (026E), "CFS CUT-OFF" (02 Oct 2024 15:00), "DOCS CUT-OFF" (02 Oct 2024 15:00), "ETD" (12/10/2024), "ETA" (11/11/2024), and "TRANSIT TIME" (30). The "Your company details" section is partially visible at the bottom right.

10. With the next step, you have the option to upload documents related to your booking. You can either click on Browse files to search for your documents, or directly drag & drop it into the dedicated area.

The screenshot shows the NVOGO web application interface. The browser address bar displays the URL: `nvogo.nvoconsolidation.com/bookings/sailingId/96a75717-6476-ef11-9c35-000d3a472398/create`. The page title is "Booking Overview".

The main content area is titled "Create New Booking" and includes a progress bar with the following steps: Shipping Details, IMO Details, Pickup Details, Delivery Details, Upload Documents (current step), Additional Info, and Summary. The "Upload Documents" step is highlighted with a green circle.

Below the progress bar, there is a section titled "Upload Documents" with the instruction "Upload documents to be added to the booking". A large dashed box contains the text "Drag & drop files or [browse files](#)" and "Max file size 10MB". Below this, there is a table with columns "Name" and "Type". The table is currently empty, and a message "No Documents Uploaded" is displayed below it.

On the right side of the page, there is a "Sailing Details" section with the following information:

PLACE OF RECEIPT	NLRMT, Rotterdam, Netherlands
PORT OF LOADING	NLRMT, Rotterdam, Netherlands
DESTINATION	SGSIN, Singapore, Singapore
VESSEL	AL NEFUD
VOYAGE	026E
CFS CUT-OFF	02 Oct 2024 15:00
DOCS CUT-OFF	02 Oct 2024 15:00
ETD	12/10/2024
ETA	11/11/2024
TRANSIT TIME	30

Below the sailing details, there is a "Your company details" section with a "Company Name" field containing "TEST ORG".

The page includes a sidebar on the left with navigation options: Dashboard, Sailings / Online Booking, Track & Trace, Quotes, Booking Overview (selected), Shipping Instructions, and API Portal. A search bar at the top right contains the text "Search for Bookings, quotes...". The user's name "Alexis Client" is visible in the top right corner.

11. If you have any additional information for your booking, please enter them in the Additional Info box. After adding the additional information, please click on the **NEXT** button to proceed.

NVOGO Booking Overview

Search for Bookings, quotes...

Alexis Client

Dashboard
Sailings / Online Booking
Track & Trace
Quotes
Booking Overview
Shipping Instructions
API Portal

Bookings > New Booking

Create New Booking

Enter your booking details below

Shipping Details ✓ | IMO Details ✓ | Pickup Details ✓ | Delivery Details ✓ | Upload Documents ✓ | **Additional Info** | Summary

Additional info

Enter your quote number and additional info

Quotation number

Enter Number

Additional Info

Enter Additional Info

< Back **Next >**

Sailing Details

PLACE OF RECEIPT	NLRMT, Rotterdam, Netherlands
PORT OF LOADING	NLRMT, Rotterdam, Netherlands
DESTINATION	SGSIN, Singapore, Singapore
VESSEL	AL NEFUD
VOYAGE	026E
CFS CUT-OFF	02 Oct 2024 15:00
DOCS CUT-OFF	02 Oct 2024 15:00
ETD	12/10/2024
ETA	11/11/2024
TRANSIT TIME	30

Your company details

Company Name
TEST ORG

12. After filling in all the details of your booking, you will get a summary with an overview of all entered information. After checking the booking details, you can click on **CONFIRM BOOKING** to finalize and confirm your booking.

The screenshot shows the NVOGO Booking Overview page. The browser address bar displays the URL: `nvogo.nvoconsolidation.com/bookings/sailingld/96a75717-6476-ef11-9c35-000d3a472398/create`. The page title is "Booking Overview" and the user is logged in as "Alexis Client".

The main heading is "Create New Booking" with the instruction "Enter your booking details below". A progress bar at the top shows seven steps: Shipping Details, IMO Details, Pickup Details, Delivery Details, Upload Documents, Additional Info, and Summary. The "Summary" step is currently active.

The "Booking Summary" section contains the following details:

- Shipping Details:**
 - REFERENCE: [Empty]
 - CUSTOMER REFERENCE: [Empty]
 - PREPAID / COLLECT: Prepaid
 - INCOTERM: CFR
 - DANGEROUS GOODS: Yes
- Package Information:**

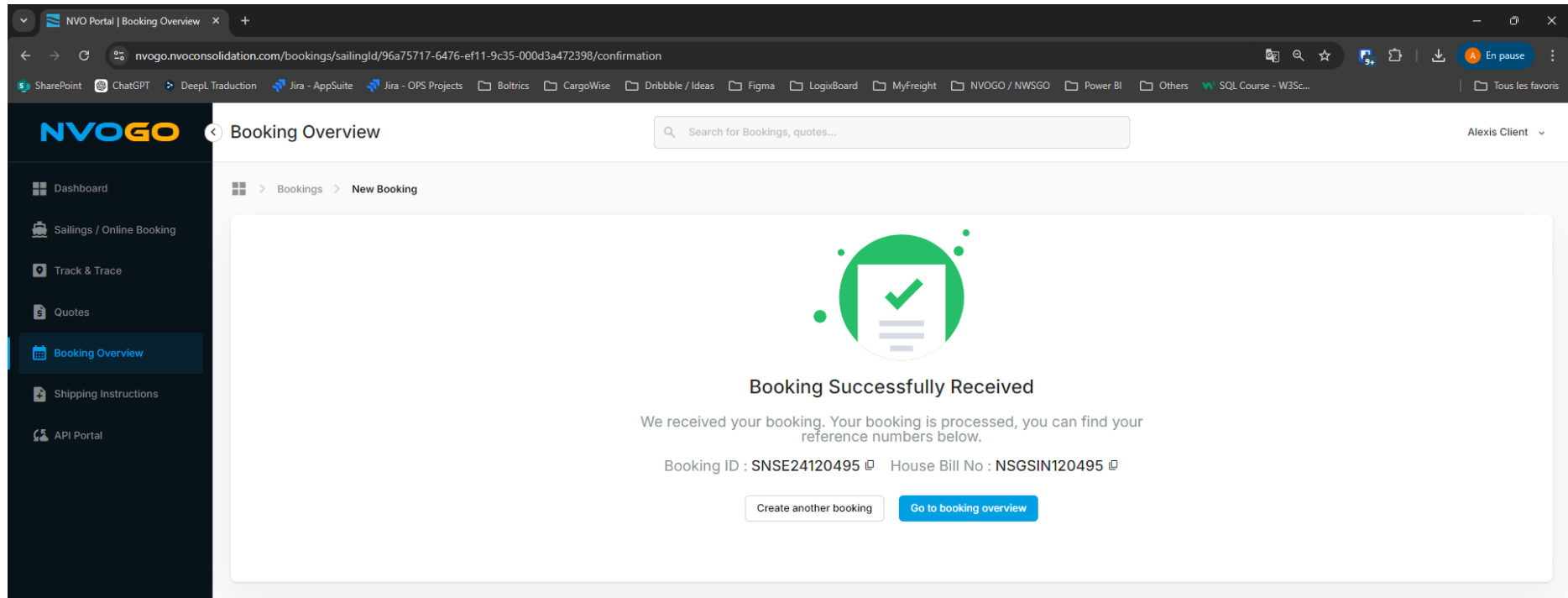
Quantity	Type	Goods Description	Marks and Numbers	Gross weight	Volume	Stackable
8	Drum	COATING SOLUTION	COAT MARKS	980.00 kg	14.400 m3	Yes
Total Quantity : 8 Total Weight : 980.00 KG Total Volume : 14.400 M3						
- IMO Details:** IMO 3 - UN 1139

The "Sailing Details" section on the right includes:

- PLACE OF RECEIPT: NLRTM, Rotterdam, Netherlands
- PORT OF LOADING: NLRTM, Rotterdam, Netherlands
- DESTINATION: SGSIN, Singapore, Singapore
- VESSEL: AL NEFUD
- VOYAGE: 026E
- CFS CUT-OFF: 02 Oct 2024 15:00
- DOCS CUT-OFF: 02 Oct 2024 15:00
- ETD: 12/10/2024
- ETA: 11/11/2024
- TRANSIT TIME: 30

The "Your company details" section shows the company name as "TEST ORG".

13. After confirming, you will see a confirmation message that your booking has been received. You'll also find your Booking ID and House Bill No. Two buttons are also available to **Create another booking** or **Go to booking overview**.



The screenshot shows a web browser window with the URL `nvogo.nvoconsolidation.com/bookings/sailingId/96a75717-6476-ef11-9c35-000d3a472398/confirmation`. The page title is "Booking Overview" and the user is logged in as "Alexis Client". The left sidebar contains navigation options: Dashboard, Sailings / Online Booking, Track & Trace, Quotes, Booking Overview (highlighted), Shipping Instructions, and API Portal. The main content area displays a confirmation message with a green checkmark icon. The message reads: "Booking Successfully Received. We received your booking. Your booking is processed, you can find your reference numbers below." Below the message, the Booking ID is "SNSE24120495" and the House Bill No is "NSGSIN120495". At the bottom, there are two buttons: "Create another booking" and "Go to booking overview".

NVOGO Booking Overview

Search for Bookings, quotes...

Alexis Client

Dashboard

Sailings / Online Booking

Track & Trace


Quotes

Booking Overview

Shipping Instructions

API Portal

Bookings > New Booking



Booking Successfully Received

We received your booking. Your booking is processed, you can find your reference numbers below.

Booking ID : SNSE24120495 House Bill No : NSGSIN120495

Create another booking Go to booking overview

14. A booking acknowledgement email will be sent to the email address which is used to create the booking and will contain your reference. Attached to the email you will also find the booking confirmation in PDF.



Booking Received - SNSE24120495 - NLRM > SGSIN - CUSTOMER REFERENCE

NVOGO <exp.bkg.nl@nvoconsolidati
To • afouche+client@vbemsagroup.com Thu 19/09/2024 11:30

🌙 ☺️ ↩️ Reply ↩️ Reply All → Forward 📧 ⋮

📘 If there are problems with how this message is displayed, click here to view it in a web browser.

📎 Booking Acknowledgement - SNSE24120495.pdf
2 MB



Booking Acknowledgement

Dear Alexis Client,

Your booking with reference **CUSTOMER REFERENCE** was received successfully.
Please find your booking acknowledgement attached.

Thank you for booking with NVO Consolidation!

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