EFL BOOKING FORM

How-To Guide

Version 1.0

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1. Purpose

This guide provides step-by-step instructions for completing the EFL Booking Form for both Air Freight and Ocean Freight shipments. The purpose of this guide is to ensure that booking information is entered accurately and consistently, allowing bookings to be processed efficiently and reducing errors or delays by the EFL staff.

Please note that all dates are entered in the DD/MM/YYYY Format. For example, Sept 21st, 2026, is 21/09/2026.

2. Before You Begin

Before completing the Booking Form, ensure you have the required shipment information available.

Information You May Need

- Shipper information.
- Consignee information.
- Origin and destination.
- Pickup location.
- Delivery location.
- Cargo description.
- Number of pieces / packages.
- Weight and dimensions.
- Shipping terms / Incoterms.
- Requested pickup date.
- Requested delivery date.
- Mode of transport.
- Special handling requirements.
- Reference numbers / Purchase Order numbers.
- Contact information.

Tip: Have all required shipment information available before starting the booking to avoid delays caused by missing information.

3. Shipper (Ship From)

The following guidelines are for entering the data inside the Shipper (Ship From) Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Company Name: Name of the Shipper's / Sender's Company as registered with EFL.

Address 1: The complete street address of the shipper.

Address 2: Additional space if required for address if Address 1 field is not sufficient.

Post Code: The registered postal code associated with the Shipper's address.

City: The registered city name associated with the Shipper's address.

State: The registered State Name associated with the Shipper's address.

Country: The registered Country Name associated with the Shipper's address.

Phone: The registered Phone number associated with the Shipper's address. Please include the country code.

Email: The registered email address associated with the Shipper as registered with EFL.

Attn: Any specific name or group to be paid attention to when referring to the booking.

SHIPPER (SHIP FROM)	
Company Name *	
Address 1*	
Address 2*	
Post Code*	
City *	
State *	
Country *	
Phone *	
Email *	
Attn *	

4. Consignee (Ship To)

The following guidelines are for entering the data inside the Consignee (Ship To) Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Company Name: Name of the Consignee's Company as registered with EFL.

Address 1: The complete street address of the Consignee.

Address 2: Additional space if required for address if Address 1 field is not sufficient.

Post Code: The registered postal code associated with the Consignee's address.

City: The registered city name associated with the Consignee's address.

State: The registered State Name associated with the Consignee's address.

Country: The registered Country Name associated with the Consignee's address.

Phone: The registered Phone number associated with the Consignee's address. Please include the country code.

Email: The registered email address associated with the Consignee as registered with EFL.

Attn: Any specific name or group to be paid attention to when referring to the booking.

CONSIGNEE (SHIP TO)	
Company Name *	
Address 1*	
Address 2*	
Post Code*	
State *	
City *	
Country *	
Phone *	
Email *	
Attn *	

5. Shipping Information

The following guidelines are for entering the data inside the Shipping Information Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Origin Code: Select from the drop-down list the appropriate Origin Location of the shipment.

Destination Code: Select from the drop-down list the appropriate Destination Location of the shipment.

Port of Loading: Select from the drop-down list the appropriate port of loading for your shipment.

Port of Discharge: Select from the drop-down list the appropriate final port of discharge for your shipment.

Incoterms: From the drop-down list, select the agreed Incoterms of the shipment.

Freight Terms: From the drop-down list, select the agreed Freight Terms of the shipment.

Mode: From the drop-down list, select the requested transport mode.

Cargo Ready Date: Enter the date in which the cargo will be ready for shipment.

Client Requested ETA (Optional): If required Estimated Time of Arrival, please enter date.

Cut-off/Closing (Optional): If required Cut-off/Closing Date for the shipment, please enter date.

Goods Description: Provide detailed information of the goods descriptions.

Commodity: Select from the drop-down list the most appropriate commodity type.

Marks & Nos: Enter the carton, pallet, or package markings if applicable.

Shipper Reference No: Enter your booking, order, or shipment reference number if applicable.

SHIPPING INFORMATION							
Origin Code					Destination Code	Location	
Port of Loading					Port of Discharge	Location	
Incoterms *		Freight Terms			Mode *		
Cargo Ready Date *		Client Requested ETA (optional)			Cut-off/Closing (optional)		
Goods Description *							
Commodity							
Marks & Nos.							
Shipper Reference No. *							

6. Cargo Details

The following guidelines are for entering the data inside the Cargo Details Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Packages: Enter the total quantity of packages for each line item. If the cartons are specific to a Purchase Order (PO) or Invoice Number (Inv No) then add the carton count for each in a single line item.

Package Type: From the drop-down list, select the packaging type.

Gross Weight: Enter the total gross weight of each line item.

Volume: Enter the total volume of each line item (if known).

Volume Unit: Enter the appropriate Volume Unit (if known).

PO Numbers: Enter Purchase Order (PO) numbers related to each carton count. If the cartons are specific to a Purchase Order (PO) or Invoice Number (Inv No), then add the carton count for each in a single line.

HS Code: Enter the customs Harmonized System (HS) code if available.

CARGO DETAILS							
Packages *	Package Type *	Gross Weight *	Weight Unit *	Volume	Volume Unit	PO Numbers	HS Code

7. Container Requirements (Ocean)

The following guidelines are for entering the data inside the Container Requirements Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Please note this section is only applicable to Ocean Freight Booking Requests.

Container Number: If known, enter the container number of the container to be used for the shipment.

Container Count: Enter the number of containers required by Delivery Mode / Type / Size.

Delivery Mode: From the drop-down list, select required Delivery Mode.

Container Type/Size: From the drop-down list, select the required Container Type / Size.

Shipper Owned Container (SOC): If applicable, enter “YES” or Y. Otherwise leave blank.

Carrier Owned Container (COC): If applicable, enter “YES” or Y. Otherwise leave blank.

Special Equipment Notes (if any): Enter reefer, open top, OOG or other requirements for the shipment.

CONTAINER REQUIREMENT *(OCEAN)							
Container Number	Container Count *	Delivery Mode *	Container Type/Size *	Shipper Owned Container (SOC)	Carrier Owned Container (COC)	Special equipment notes (if any)	

8. DG / Hazardous & Special Handling

The following guidelines are for entering the data inside the DG / Hazardous Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Please note this section is only applicable to shipments that are Dangerous Goods / Hazardous.

DG / Hazardous: Select from the drop-down list if the booking is Dangerous Goods / Hazardous or not.

UN Number (if DG): If Dangerous Goods, please enter relevant UN Number.

Proper Shipping Name (if DG): If Dangerous Goods, please enter Proper Shipping Name.

Class (if DG): If Dangerous Goods, please enter Class of Dangerous Goods.

Packing Group (if DG): If Dangerous Goods, please enter Packing Group Details.

Special Handling (Temp, OOG, etc): If Special Handling is required, please enter details.

DG / HAZARDOUS & SPECIAL HANDLING						
DG / Hazardous?	UN Number (if DG)		Proper Shipping Name (if DG)	Class (if DG)	Packing Group (if DG)	Special Handling (temp, OOG, etc.)

9. Pick Up Details (Conditional)

The following guidelines are for entering the data inside Pick Up Details Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Please note this section is only applicable to shipments that require EFL to coordinate the Pickup and/or Delivery of the Cargo.

Pick Up Required: Select from the drop-down list if the booking requires pick up or not.

Pick Up Phone / Email: If pick up is required, enter the pickup location's phone & email address.

Pick Up Contact: If pick up is required, enter the Contact's name at the Pickup Location.

Pick Up Address: If pick up is required, enter the full pickup address.

Estimated Pick Up: If pick up is required, enter the estimated date of pickup.

Required Date: If pick up is required, enter the required date of the pickup.

Estimated Delivery: If Delivery is required, enter the estimated date of Delivery.

Delivery Required By: If Delivery is required, enter the required date of Delivery.

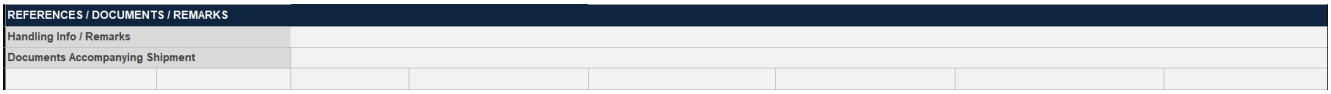
PICKUP DETAILS (CONDITIONAL)							
Pickup Required?	Pickup Phone/Email	Pickup Contact	Pickup Address	Estimated Pick Up	Required Date	Estimated Delivery	Delivery Required By

10. References / Documents / Remarks

The following guidelines are for entering the data inside References / Documents / Remarks Section on the Booking Template. Those fields with Asterisk (*) are mandatory fields that are required to create a booking. All data must be entered in English & Alphanumeric characters.

Handling Info / Remarks: Add any special instructions or comments related to the booking / shipment.

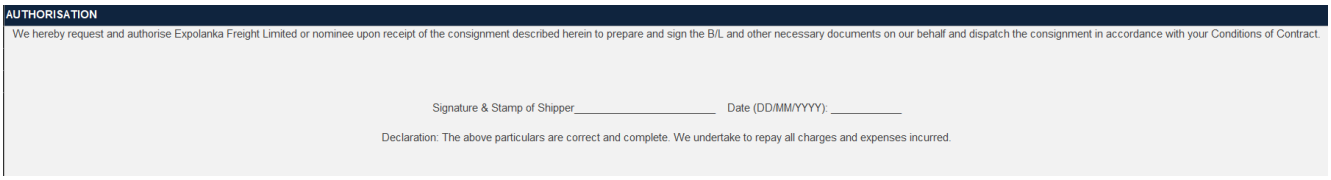
Documents Accompanying Shipment: List documents that will be provided (Invoice, Packing List, COO, etc.)



REFERENCES / DOCUMENTS / REMARKS	
Handling Info / Remarks	
Documents Accompanying Shipment	

11. Authorization

Please ensure the following fields are completed prior to sending the booking request to ensure it has been authorized by the booking party.



AUTHORISATION
We hereby request and authorise Expolanka Freight Limited or nominee upon receipt of the consignment described herein to prepare and sign the B/L and other necessary documents on our behalf and dispatch the consignment in accordance with your Conditions of Contract.
Signature & Stamp of Shipper_____ Date (DD/MM/YYYY): _____
Declaration: The above particulars are correct and complete. We undertake to repay all charges and expenses incurred.

12. Sending to EFL

Once the booking form is completed, please send to the relevant EFL staff to initiate the booking process.

Any questions or concerns with the booking template may be directed to the EFL representative at that time.