

PROCESS LEADING TO CREATE A BOOKING

Introduction:

What is a Quotation?

A shipping quote is a document that shows the rates of a shipment and the incurable surcharges during transportation.

In general, the document contains the information regarding the point of pickup, delivery, the mode of transportation used and the details of cargo.

What is a Booking?

In logistics, booking is a customer's request to reserve goods, storage space or services provided by various suppliers. It includes the agreement on transport conditions such as price, time and liability. This is an act of reserving accommodation or a ticket in advance for an event.



Process leads to create a booking

The sequential order:

Below are the sequential steps to be followed while doing the process of creating a booking.

Enquiry → **Quotation** → **Booking**

Enquiry:

- Receive and record enquiry from Client.
- Send enquiry to Airlines/Shipping lines.
- Send enquiry to Agents/Transporters.
- Receive the Charges from Airlines/Shipping lines/Agents/Transporters.
- Record the Cost Charges.
- Enter the sales charges with profit margin.
- Create Quotation.

Quotation:

- Create Quotation with the Cargo details, Charges and Airlines/Shipping lines.
- Send over the quotation to client.
- Discuss and confirm the charges and cargo details with the client.
- Once confirmed, Mark the status.

The above given steps are the general basic information of process involved in a booking creation.

Points to consider before creating a booking:

- Receive and record enquiry from Client.
- Send enquiry to Airlines/Shipping lines.
- Send enquiry to Agents/Transporters.
- Receive the Charges from Airlines/Shipping lines/Agents/Transporters.
- Record the Cost Charges.
- Enter the sales charges with profit margin.
- Create Quotation.
- Confirm consolidation.
- Confirm ports.
- Confirm ETA and ETD.
- Create a Booking.