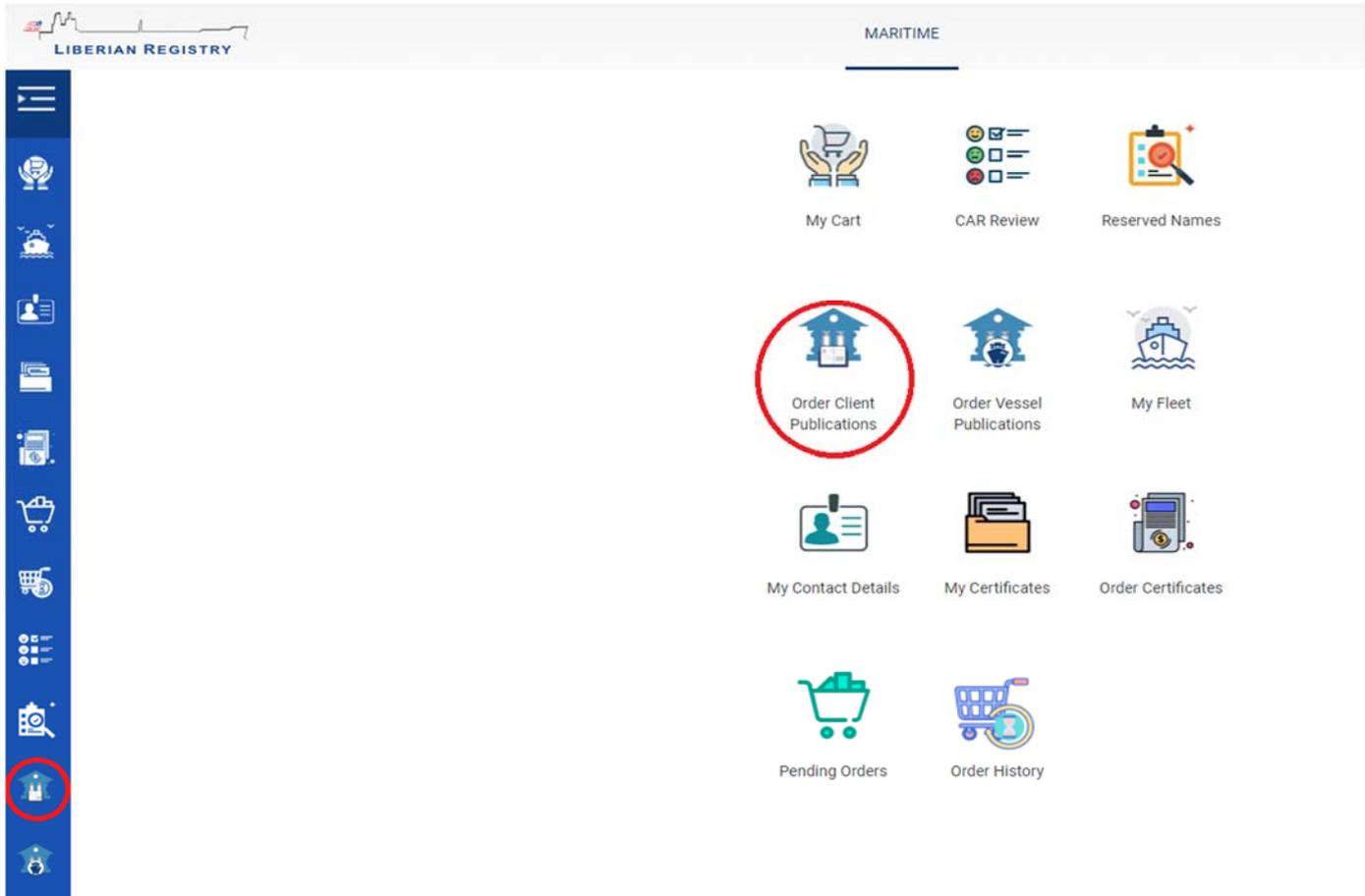


Ⅲ. Publication書籍の注文手順

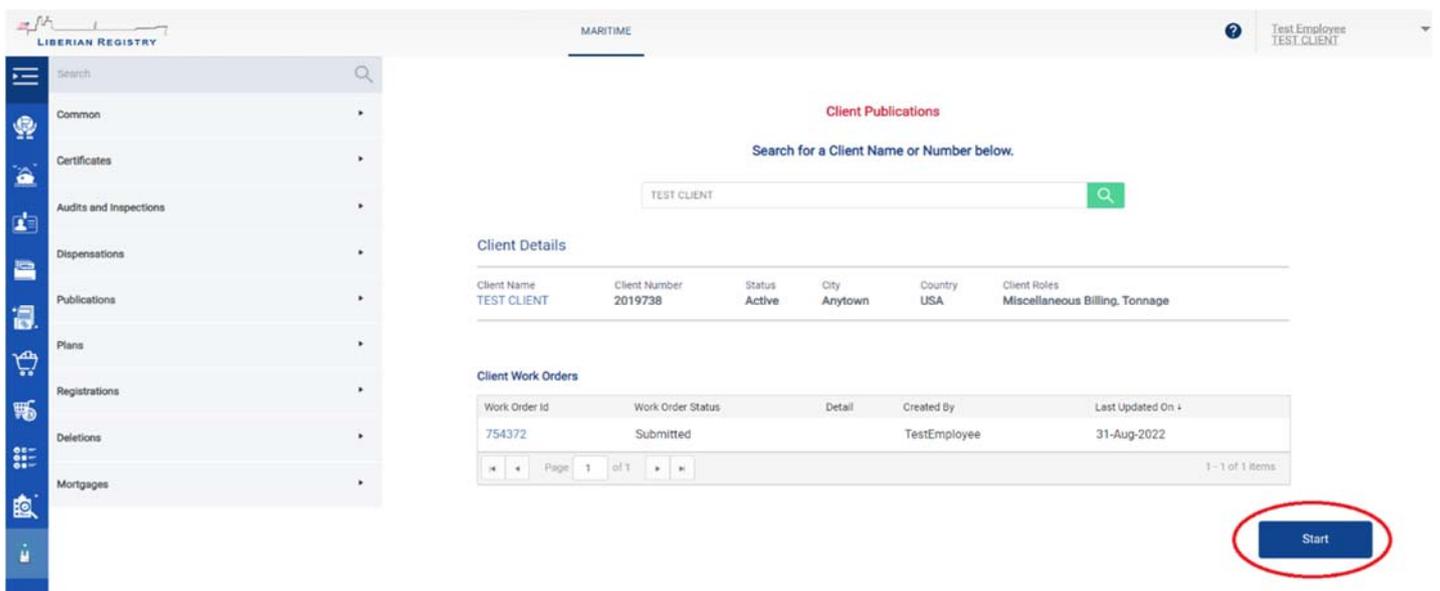
- 1). Client Publicationのご注文 P1～P5
※対象となる船舶が未定、または複数の場合
- 2). Vessel Publicationのご注文 P6、P2～P5
※対象となる船舶が特定された1隻の場合

1). Client Publicationのご注文 ※会社様宛のご注文となり、請求書に特定の船舶名は表示されません

1. ログイン後、ホーム画面で、“Order Client Publications”アイコンをクリックします。



2. 下記の画面が表示されましたら、“Start”をクリックします。

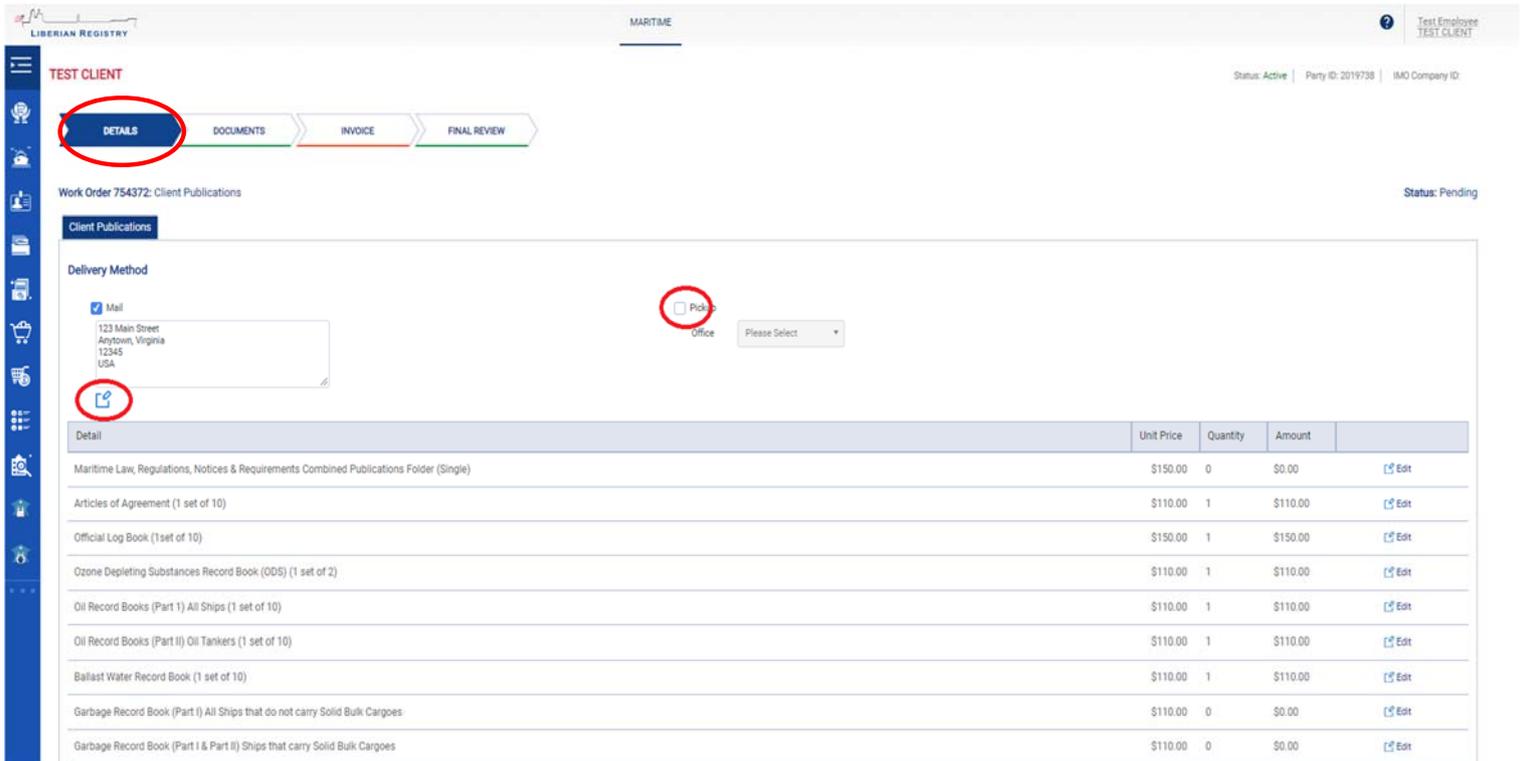


3. “Details”のステップにて、お届け先の入力/修正をします

1) “Mail”か“Pickup”のいずれかを選択します。

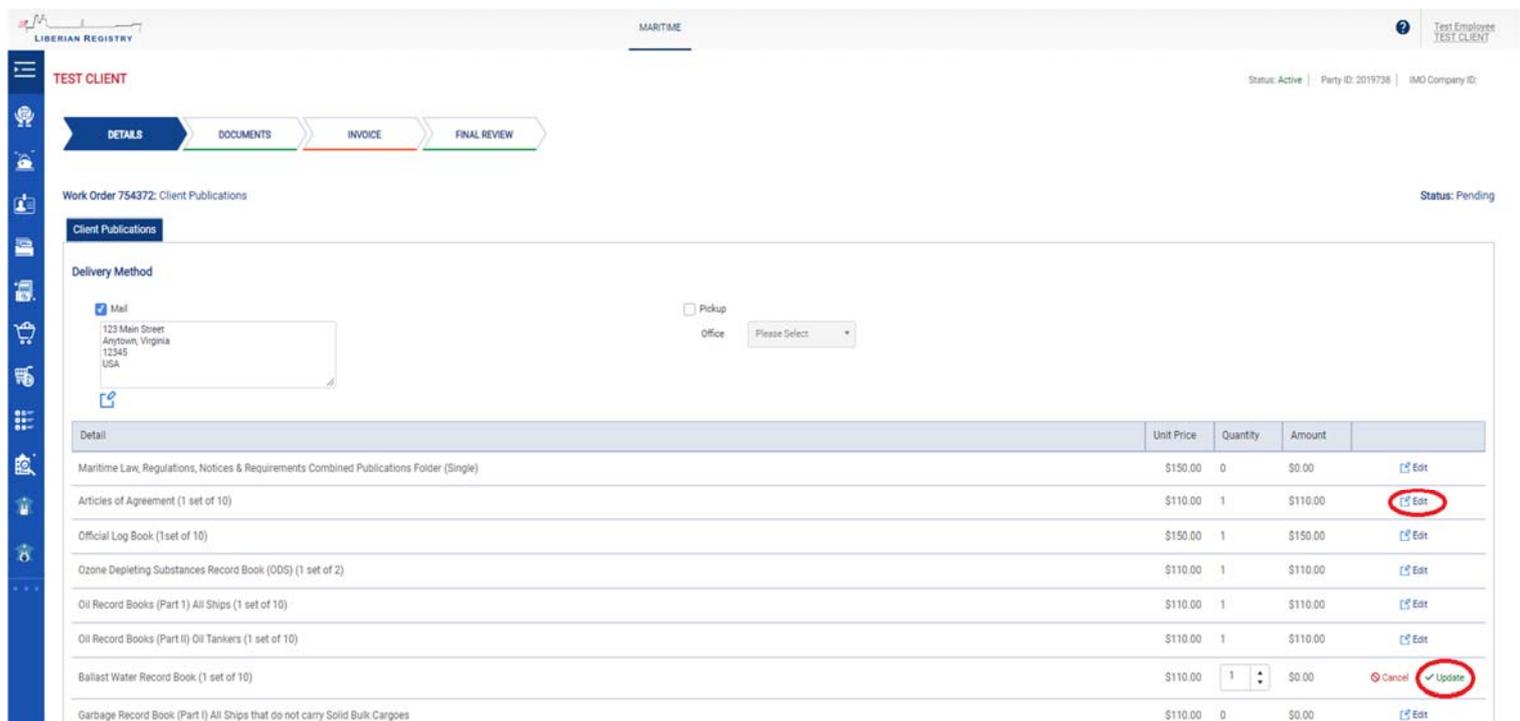
※“Mail”の場合は郵送にてお届けいたします（別途送料が発生します。）；
 “Pickup”の場合、リスカのオフィスにお越し頂き、直接お渡し致します。

2) “Mail”をご選択された場合、 ボタンをクリックし、住所の入力/編集をします。



Detail	Unit Price	Quantity	Amount	
Maritime Law, Regulations, Notices & Requirements Combined Publications Folder (Single)	\$150.00	0	\$0.00	Edit
Articles of Agreement (1 set of 10)	\$110.00	1	\$110.00	Edit
Official Log Book (1set of 10)	\$150.00	1	\$150.00	Edit
Ozone Depleting Substances Record Book (ODS) (1 set of 2)	\$110.00	1	\$110.00	Edit
Oil Record Books (Part I) All Ships (1 set of 10)	\$110.00	1	\$110.00	Edit
Oil Record Books (Part II) Oil Tankers (1 set of 10)	\$110.00	1	\$110.00	Edit
Ballast Water Record Book (1 set of 10)	\$110.00	1	\$110.00	Edit
Garbage Record Book (Part I) All Ships that do not carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit
Garbage Record Book (Part I & Part II) Ships that carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit

4. “Edit”をクリックし、Publication書籍ごとの注文数量を入力または変更し、“Update”をクリックします。



Detail	Unit Price	Quantity	Amount	
Maritime Law, Regulations, Notices & Requirements Combined Publications Folder (Single)	\$150.00	0	\$0.00	Edit
Articles of Agreement (1 set of 10)	\$110.00	1	\$110.00	Edit
Official Log Book (1set of 10)	\$150.00	1	\$150.00	Edit
Ozone Depleting Substances Record Book (ODS) (1 set of 2)	\$110.00	1	\$110.00	Edit
Oil Record Books (Part 1) All Ships (1 set of 10)	\$110.00	1	\$110.00	Edit
Oil Record Books (Part II) Oil Tankers (1 set of 10)	\$110.00	1	\$110.00	Edit
Ballast Water Record Book (1 set of 10)	\$110.00	1	\$0.00	Cancel Update
Garbage Record Book (Part I) All Ships that do not carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit

5. すべての入力が完了しましたら、“Save”をクリックしたうえ、“Continue”ボタンをクリックします。

Garbage Record Book (Part I) All Ships that do not carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit
Garbage Record Book (Part I & Part II) Ships that carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit
Cargo Record Books Ships carrying NLS (1 set of 10)	\$110.00	0	\$0.00	Edit
Operational Safety Checklist (1 set of 10)	\$110.00	0	\$0.00	Edit
Marine Environmental Awareness Computer Based Training CBT CD (Single)	\$250.00	0	\$0.00	Edit
ERLM 300 USB	\$150.00	0	\$0.00	Edit
Subtotal:			\$700.00	
Estimated Freight Charges:			\$125.00	
Estimated Total:			\$825.00	

NOTE: Shipping & handling charges for Publication orders vary on the final weight and destination to be calculated prior to shipment. Freight charges start at \$65. We will authorize your CC for our estimated shipping, which is included in the Publication order estimated cost and an additional \$50.

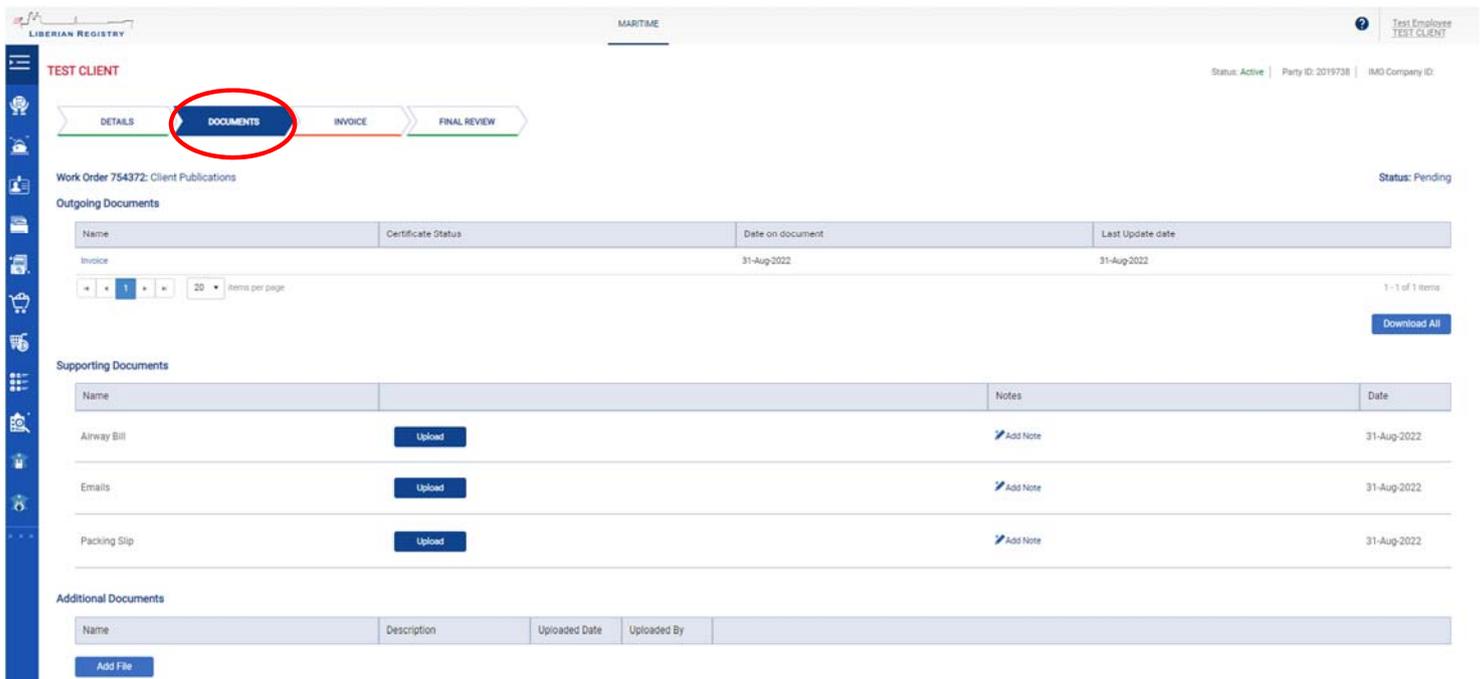
[Home](#)
[Save](#) [Continue](#)

6. 画面が“DOCUMENTS”ステップに変わります。

この画面での入力は特段ございません。

※ なお、デフォルトになっているメールアドレスをご変更される場合は、ご修正ください。

※ ご注文がリスカ（米国本部）のPublictation部門にて受付され、発送されました後、追跡番号、請求書などが“Documents”に反映されます。



LIBERIAN REGISTRY MARITIME TEST CLIENT

Status: Active | Party ID: 2019738 | IMO Company ID:

TEST CLIENT

DETAILS **DOCUMENTS** INVOICE FINAL REVIEW

Work Order 754372: Client Publications Status: Pending

Outgoing Documents

Name	Certificate Status	Date on document	Last Update date
Invoice		31-Aug-2022	31-Aug-2022

1 - 1 of 1 items [Download All](#)

Supporting Documents

Name	Notes	Date
Upload Airway Bill	Add Note	31-Aug-2022
Upload Emails	Add Note	31-Aug-2022
Upload Packing Slip	Add Note	31-Aug-2022

Additional Documents

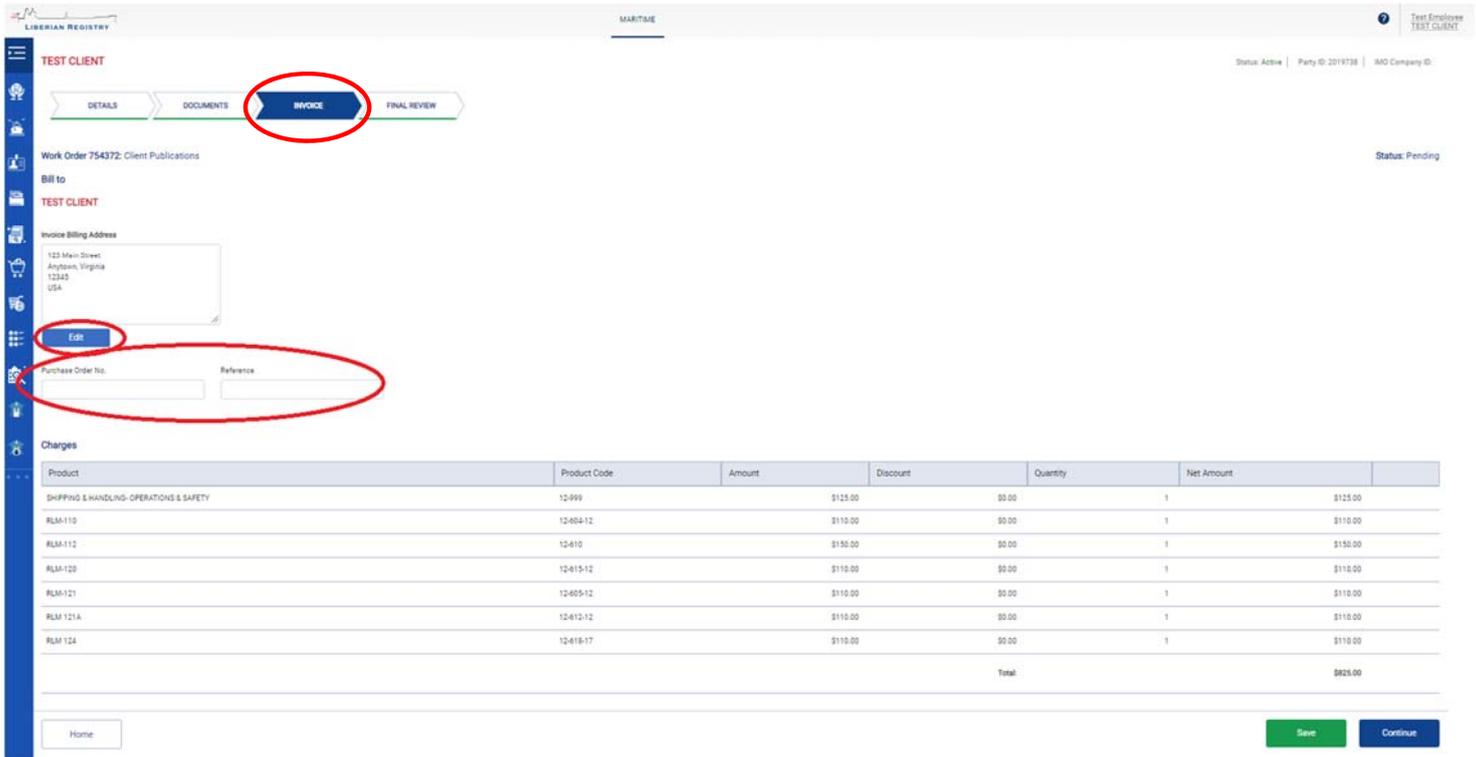
Name	Description	Uploaded Date	Uploaded By
Add File			

7. “Continue”をクリックし、次のステップに進みます。

8. 画面が“INVOICE”ステップに変わります。

1) “Invoice Billing Address”の下にある“Edit”をクリックし、請求書の送付先を入力・修正します（修正が必要な場合のみ）。

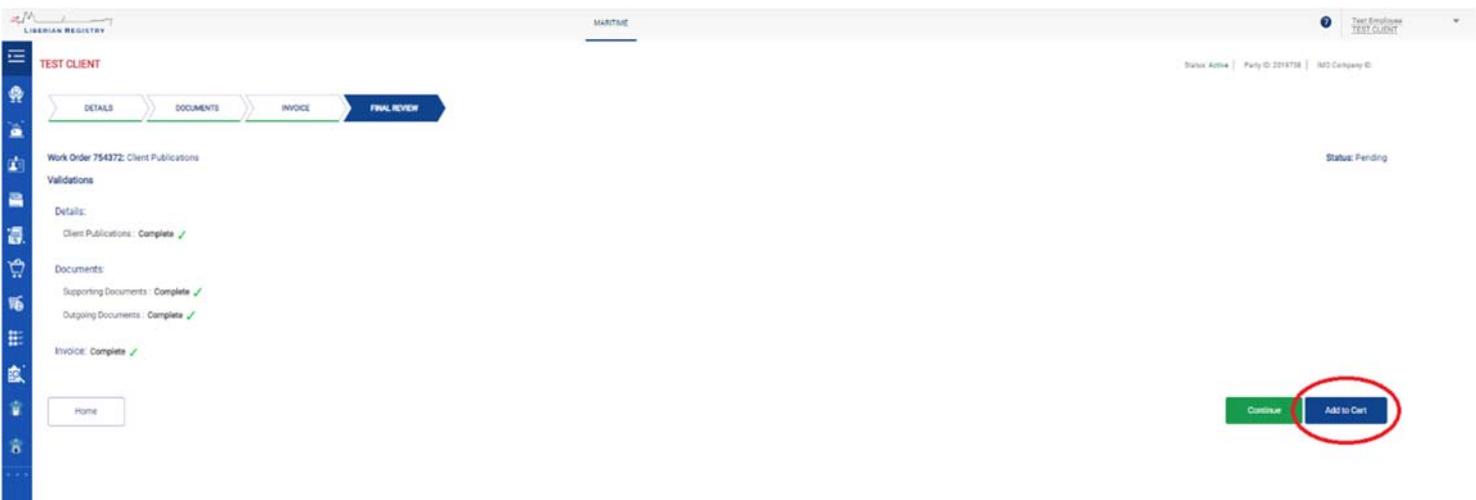
2) “Purchase Order”と“References”のご入力が必要な場合のみです。入力された内容は請求書の該当欄に反映されます。不要な場合、空欄のまま構いません。



Product	Product Code	Amount	Discount	Quantity	Net Amount
SHIPPING & HANDLING- OPERATIONS & SAFETY	12-099	\$125.00		00.00	\$125.00
RLM110	12-604-12	\$110.00		00.00	\$110.00
RLM112	12-610	\$150.00		00.00	\$150.00
RLM120	12-615-12	\$110.00		00.00	\$110.00
RLM121	12-605-12	\$110.00		00.00	\$110.00
RLM121A	12-612-12	\$110.00		00.00	\$110.00
RLM124	12-618-17	\$110.00		00.00	\$110.00
Total:					\$825.00

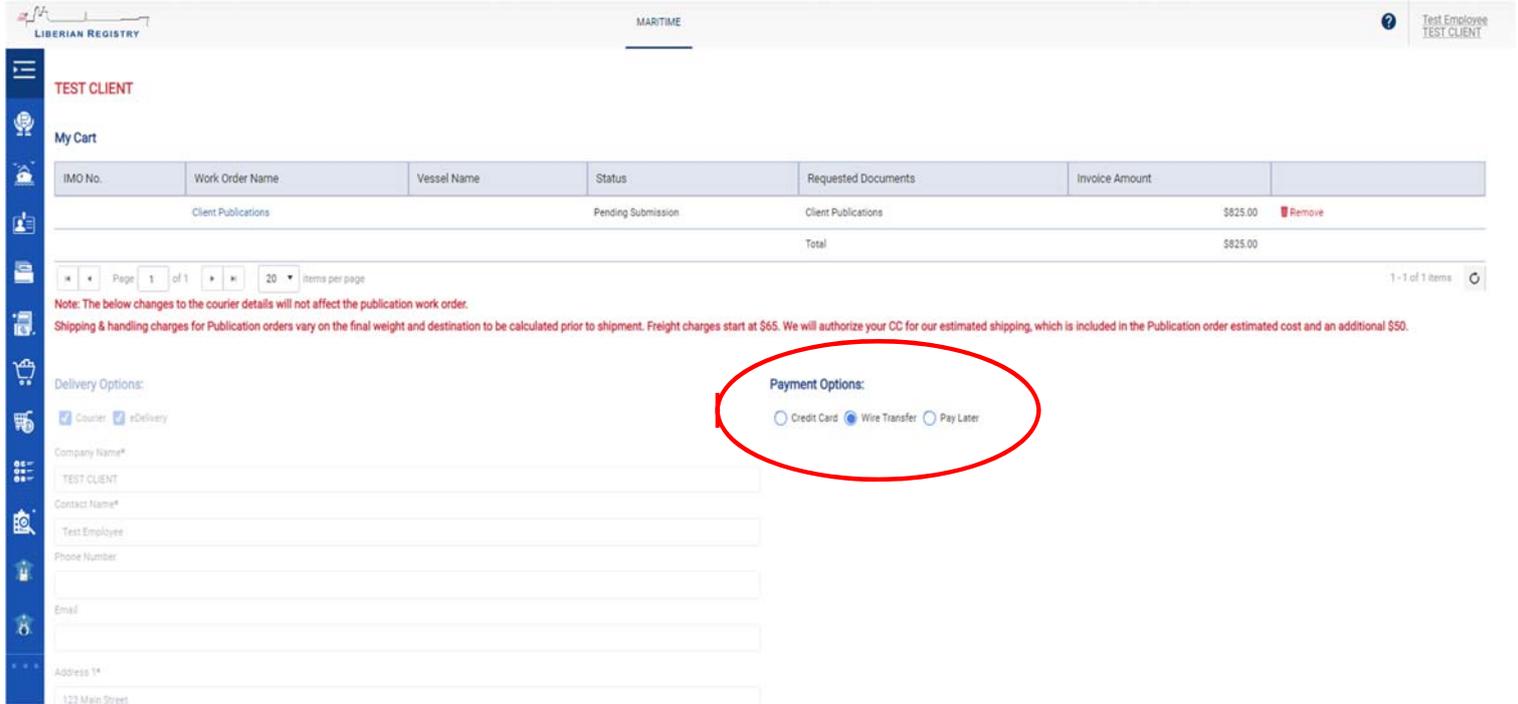
9. “Continue”をクリックし、次のステップに進みます。

10. “Add to Cart”をクリックし、“Final Review”に進みます。



11. "Payment Options"を選択します。

Credit Card : リスカ米国本部の"Pay Online"システムを通じ、クレジット払いが出来ます。
 Wire Transfer : 銀行送金を選択された場合、送金実行日を含むお支払詳細の入力が必要です。
 Pay Later : 注文時即時にお支払いできない場合は、この後払いを選択してください。



LIBERIAN REGISTRY MARITIME Test Employee TEST CLIENT

TEST CLIENT

My Cart

IMO No.	Work Order Name	Vessel Name	Status	Requested Documents	Invoice Amount	
	Client Publications		Pending Submission	Client Publications	\$825.00	Remove
Total					\$825.00	

Page 1 of 1 20 items per page 1 - 1 of 1 items

Note: The below changes to the courier details will not affect the publication work order.
 Shipping & handling charges for Publication orders vary on the final weight and destination to be calculated prior to shipment. Freight charges start at \$65. We will authorize your CC for our estimated shipping, which is included in the Publication order estimated cost and an additional \$50.

Delivery Options: Courier eDelivery

Payment Options: Credit Card Wire Transfer Pay Later

Company Name*
 TEST CLIENT

Contact Name*
 Test Employee

Phone Number

Email

Address 1*
 123 Main Street

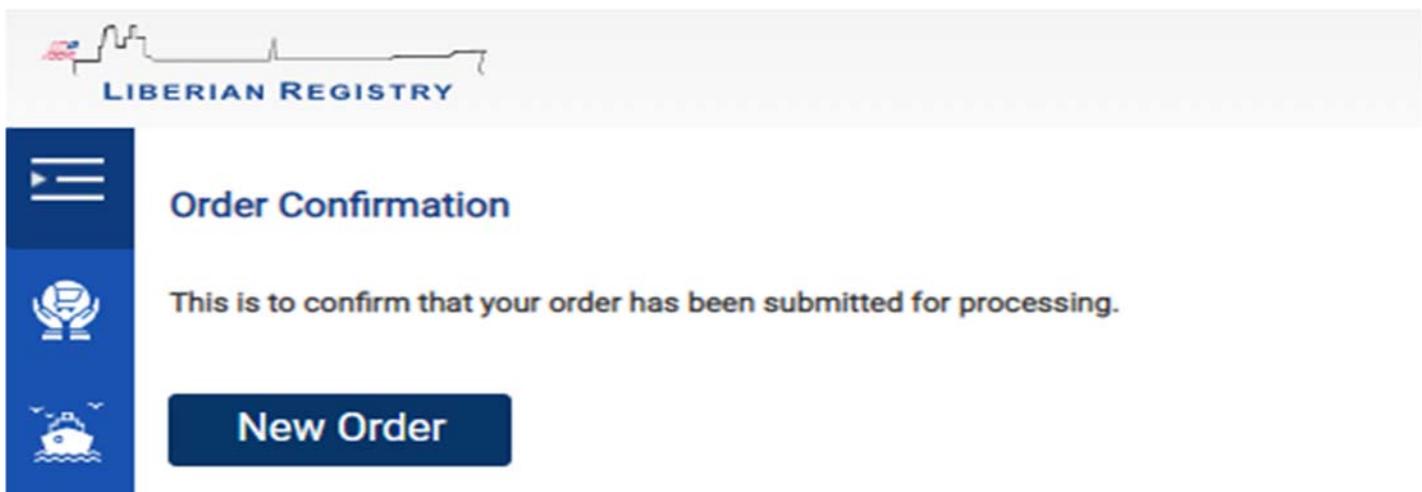
12. "Submit"をクリックし、注文を完了させます。

Thank you for selecting electronic delivery of your requested documents by email. Please note that you will receive an email for each vessel that you request certificates for via the payment cart. Please enter an appropriate email address for this activity in the provided field.

Please ensure the following email address has been added to your SPAM filter: waypointsupport@lrcr.com.

Alternatively, you can choose not to receive your documents by email by removing the checkbox for eDelivery. Documents are available for download once processed via the My Certificates page, which is accessed from the dashboard.

Home



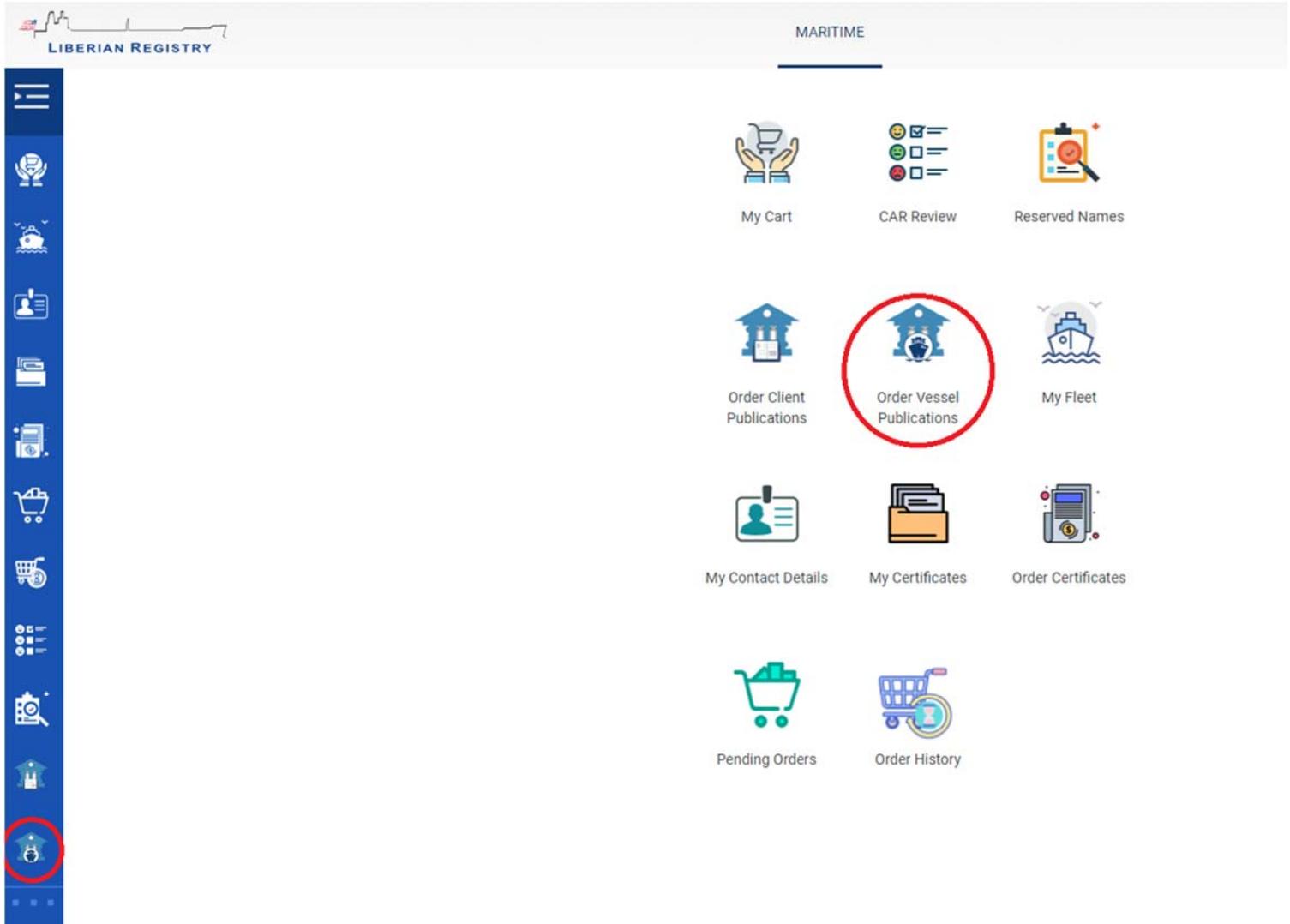
LIBERIAN REGISTRY

Order Confirmation

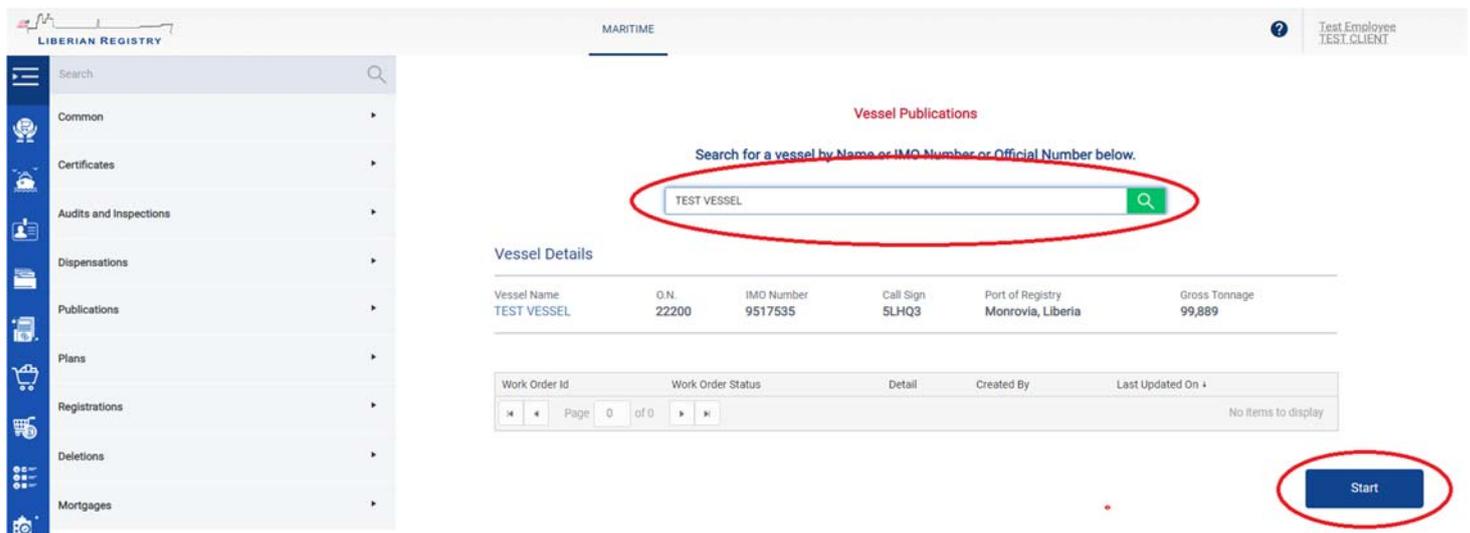
This is to confirm that your order has been submitted for processing.

2). Vessel Publicationのご注文 ※請求書に該当船舶名が表示されます

1. ログイン後、ホーム画面で、“Order Vessel Publications”アイコンをクリックします。



2. 検索窓にて船名またはIMOナンバーを入力し、“Vessel Details”に該当船舶の詳細が表示されましたら、“Start”をクリックします。



以降の手順は、1) Client Publication注文の場合と同様です。
本資料のP2～P5をご参照下さい。