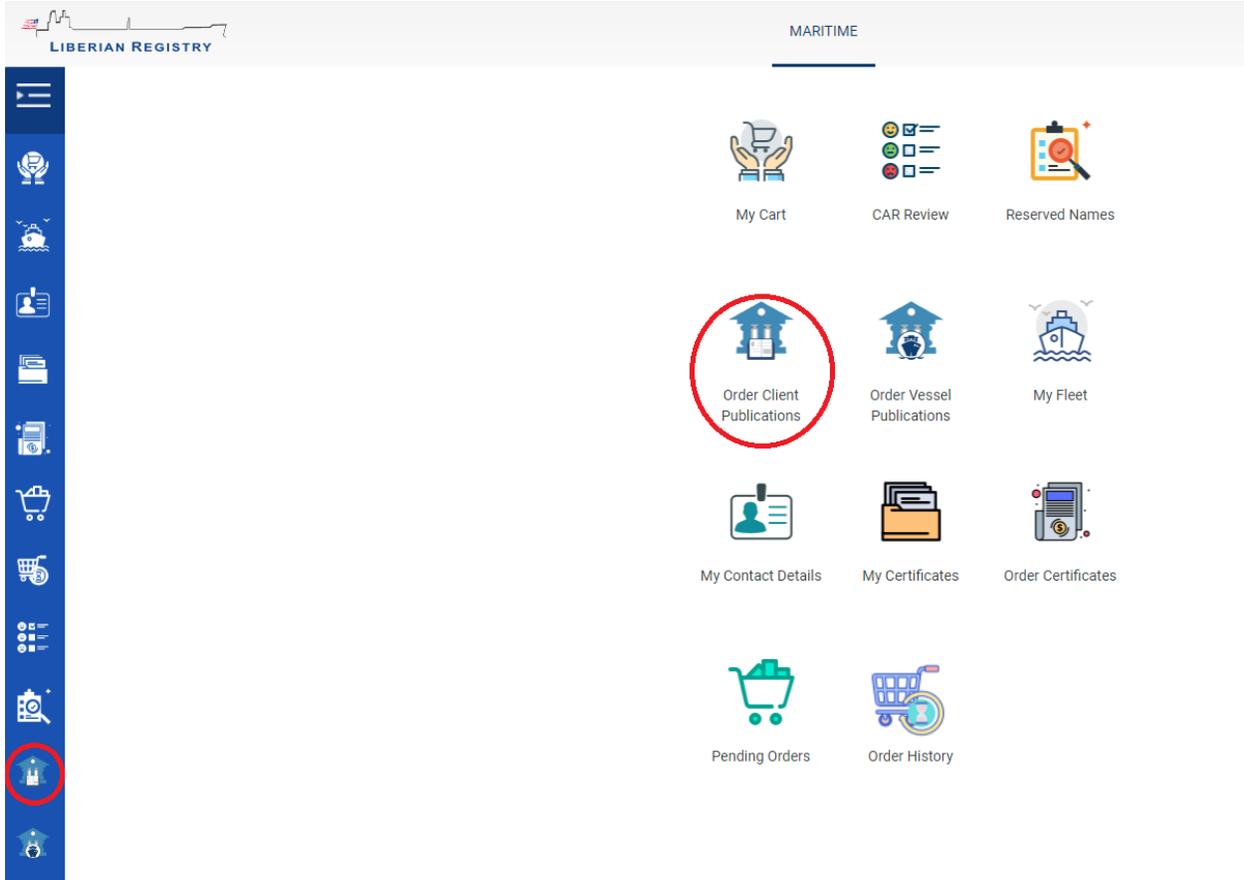
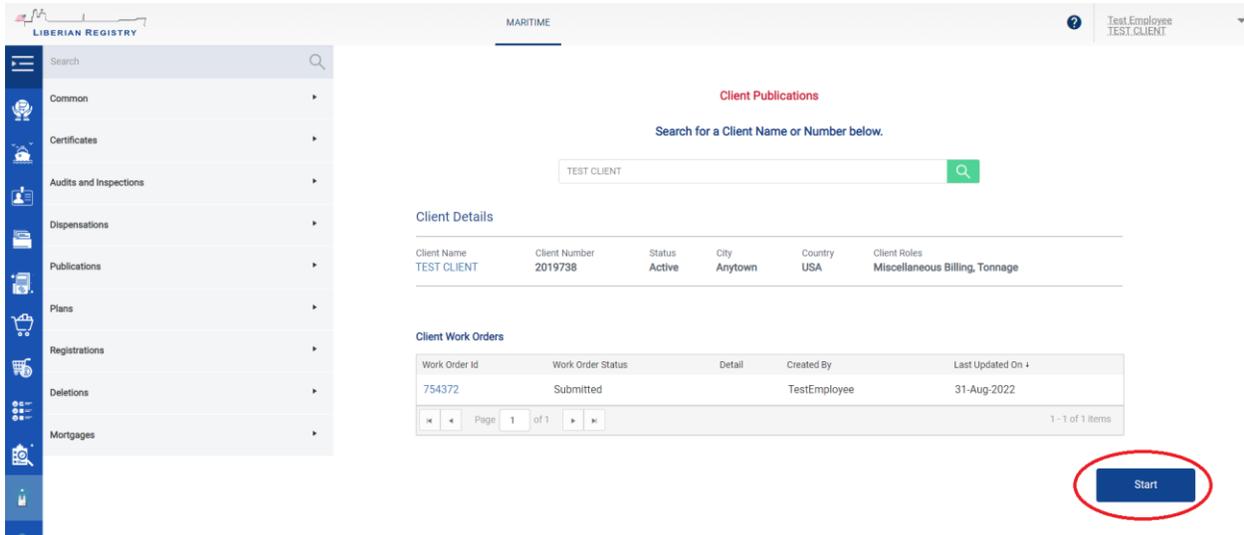


## Client Publication Order Instructions

1. Press the “Order Client Publications” button on the home screen. This screen is displayed after entering your WayPoint log in credentials.



2. Press the “Start” Button.



- Use the “Edit” button to change the quantities of publications and the “Update” button to save changes.

LIBERIAN REGISTRY MARITIME TEST EMPLOYEE TEST CLIENT

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

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754372: Client Publications Status: Pending

Client Publications

Delivery Method

Mail  Pickup  
 123 Main Street  
 Anytown, Virginia  
 12345  
 USA  
 Office: Please Select

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

- Use the “Save” button to save changes to the order.

Garbage Record Book (Part I) All Ships that do not carry Solid Bulk Cargoes	\$110.00	0	\$0.00	<a href="#">Edit</a>
Garbage Record Book (Part I & Part II) Ships that carry Solid Bulk Cargoes	\$110.00	0	\$0.00	<a href="#">Edit</a>
Cargo Record Books Ships carrying NLS (1 set of 10)	\$110.00	0	\$0.00	<a href="#">Edit</a>
Operational Safety Checklist (1 set of 10)	\$110.00	0	\$0.00	<a href="#">Edit</a>
Marine Environmental Awareness Computer Based Training CBT CD (Single)	\$250.00	0	\$0.00	<a href="#">Edit</a>
ERLM 300 USB	\$150.00	0	\$0.00	<a href="#">Edit</a>
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](#)

5. Use the “Edit” button to:
  - (a) change the delivery address, or,
  - (b) uncheck “Mail” and check “Pickup” to have the order delivered to one of our Regional Offices for Pickup.

**TEST CLIENT** | Status: Active | Party ID: 2019738 | IMO Company ID:

Work Order 754372: Client Publications | Status: Pending

**Client Publications**

**Delivery Method**

Mail  
 123 Main Street  
 Arlington, Virginia  
 22245  
 USA

Pickup  
 Office:

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

6. The “Documents” tab of the order is where relevant information will be uploaded by the Publication Department once the order is processed. This includes tracking information, commercial invoices, and any email correspondence related to the order.

**TEST CLIENT** | Status: Active | Party ID: 2019738 | IMO Company ID:

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
Airway Bill	<a href="#">Add Note</a>	31-Aug-2022
Emails	<a href="#">Add Note</a>	31-Aug-2022
Packing Slip	<a href="#">Add Note</a>	31-Aug-2022

**Additional Documents**

Name	Description	Uploaded Date	Uploaded By
<a href="#">Add File</a>			

- Purchase Order Numbers and References may be added on the "Invoice" tab. Also, the Invoice Billing Address may be changed by pressing the "Edit" button.

LIBERIAN REGISTRY MARITIME TEST EMPLOYEE TEST CLIENT

TEST CLIENT

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754372: Client Publications

Bill to TEST CLIENT

Invoice Billing Address

123 Main Street  
Anytown, Virginia  
12345  
USA

Edit

Purchase Order No. Reference

Product	Product Code	Amount	Discount	Quantity	Net Amount
SHIPPING & HANDLING- OPERATIONS & SAFETY	12-999	\$125.00	\$0.00	1	\$125.00
RLM-110	12-604-12	\$110.00	\$0.00	1	\$110.00
RLM-112	12-610	\$150.00	\$0.00	1	\$150.00
RLM-120	12-615-12	\$110.00	\$0.00	1	\$110.00
RLM-121	12-605-12	\$110.00	\$0.00	1	\$110.00
RLM 121A	12-612-12	\$110.00	\$0.00	1	\$110.00
RLM 124	12-618-17	\$110.00	\$0.00	1	\$110.00
Total					\$825.00

Home Save Continue

- Press the "Add to Cart" button on the "Final Review" tab when the order is ready for checkout.

LIBERIAN REGISTRY MARITIME TEST EMPLOYEE TEST CLIENT

TEST CLIENT

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754372: Client Publications

Validations

Details: Client Publications: Complete ✓

Documents: Supporting Documents: Complete ✓  
Outgoing Documents: Complete ✓

Invoice: Complete ✓

Home Continue Add to Cart

## 9. Select the payment type under “Payment Options”.

**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	<a href="#">Remove</a>
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

## 10. Press the “Submit” button when the order is ready to be processed. This will be followed by a confirmation that the order has been submitted to Publications for processing.

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: [esupport@lrc.com](mailto:esupport@lrc.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](#) [New Work Order](#) [Submit](#)

**LIBERIAN REGISTRY**

**Order Confirmation**

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

[New Order](#)