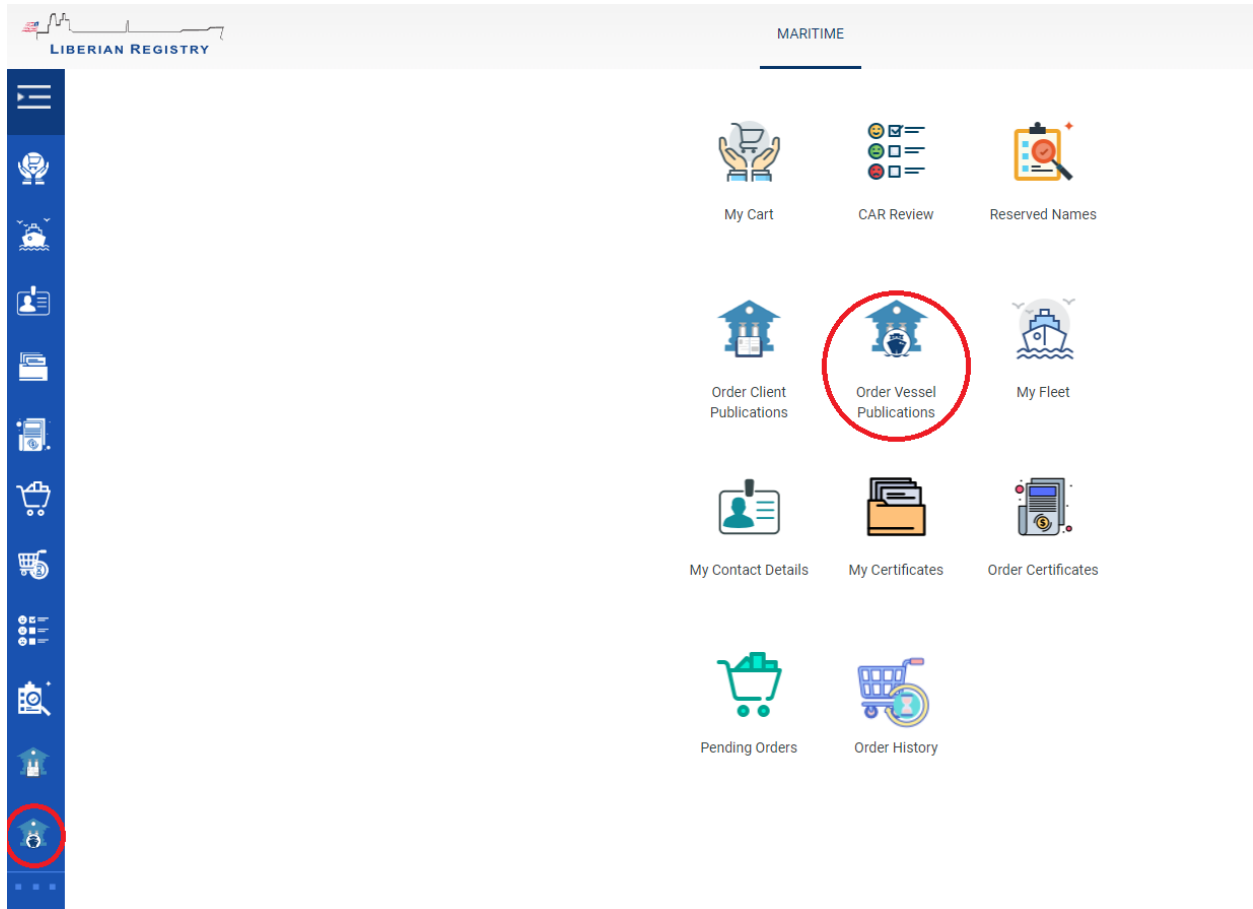
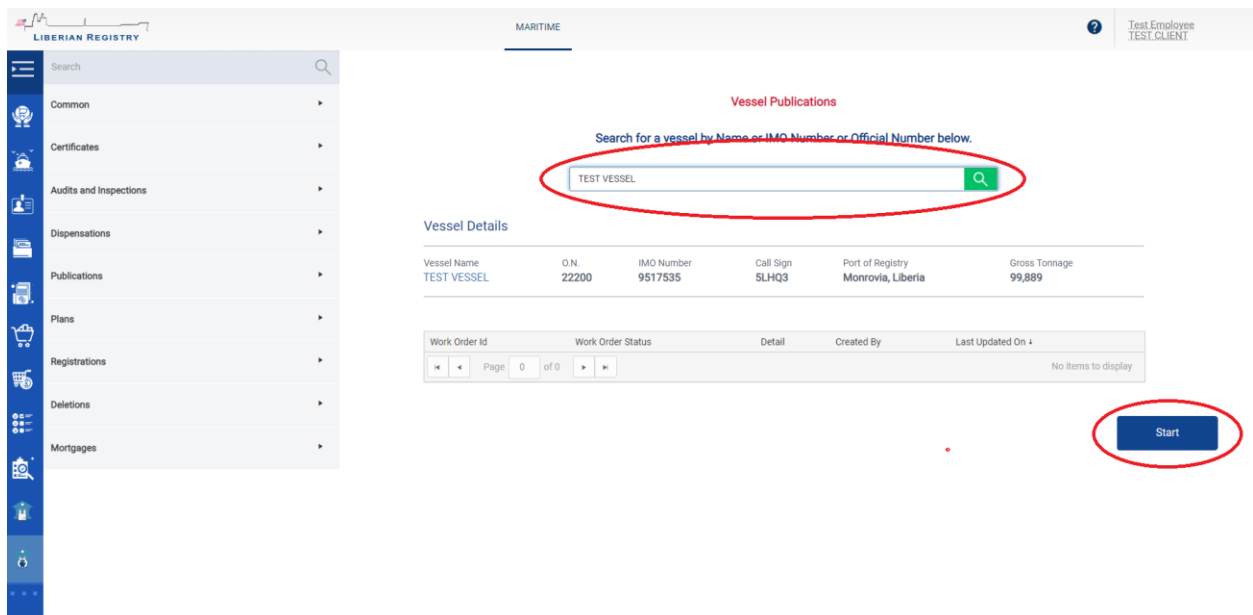


Vessel Publication Order Instructions

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



2. Use the search bar to select the Vessel to order publications for and 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 VESSEL Status: Active | IMO: 9517935 | O.N. 22200 | Call Sign: SLH03 | Type: Tanker | Sub Type: Oil/Chemical Tanker | Registration Date: 31-Aug-2022

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754373: Vessel Publications Status: Pending

Vessel Publications

Delivery Method

Mail
123 Main Street
Anytown, Virginia
12345
USA

Pickup
Office: Please Select

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	Cancel Update
Garbage Record Book (Part I) All Ships that do not carry Solid Bulk Cargoes	\$110.00	0	\$0.00	Edit

- 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	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](#)

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.

LIBERIAN REGISTRY MARITIME Test Employee TEST CLIENT

TEST VESSEL Status: Active | IMO: 9917535 | O.N. 22200 | Call Sign: SLH03 | Type: Tanker | Sub Type: Oil/Chemical Tanker | Registration Date: 31-Aug-2022

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754373: Vessel Publications Status: Pending

Delivery Method

Mail
123 Main Street
Anytown, Virginia
12345
USA

Pickup Pickup Please Select

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

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.

LIBERIAN REGISTRY MARITIME Test Employee TEST CLIENT

TEST VESSEL Status: Active | IMO: 9917535 | O.N. 22200 | Call Sign: SLH03 | Type: Tanker | Sub Type: Oil/Chemical Tanker | Registration Date: 31-Aug-2022

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754373: Vessel 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 Upload	Add Note	31-Aug-2022
Emails Upload	Add Note	31-Aug-2022
Packing Slip Upload	Add Note	31-Aug-2022

Additional Documents

Name	Description	Uploaded Date	Uploaded By
Add File			

- 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

TEST VESSEL

Status: Active | IMO: 9517555 | G.N. 22200 | Call Sign: 5LH03 | Type: Tanker | Sub Type: Oil/Chemical Tanker | Registration Date: 31-Aug-2022

TEST ENVIRONMENT TEST CLIENT

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754372: Vessel Publications Status: Pending

Bill to: TEST CLIENT

Invoice Billing Address: 123 Main Street, Anytown, Virginia, 12345, USA

Edit

Purchase Order No. Reference

Charges

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

TEST VESSEL

Status: Active | IMO: 9517555 | G.N. 22200 | Call Sign: 5LH03 | Type: Tanker | Sub Type: Oil/Chemical Tanker | Registration Date: 31-Aug-2022

TEST ENVIRONMENT TEST CLIENT

DETAILS DOCUMENTS INVOICE FINAL REVIEW

Work Order 754372: Vessel Publications Status: Pending

Validations

Details: Vessel Publications: Complete ✓

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

Invoice: Complete ✓

Home Continue Add to Cart

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

The screenshot shows the LIBERIAN REGISTRY MARITIME portal. At the top, there is a navigation bar with the logo and 'MARITIME' text. Below this is a 'TEST CLIENT' header. The main content area is divided into two sections: 'My Cart' and 'Payment Options'.

My Cart

IMO No.	Work Order Name	Vessel Name	Status	Requested Documents	Invoice Amount	
9517335	Vessel Publications	TEST VESSEL	Pending Submission	Vessel Publications	\$825.00	Remove
Total					\$825.00	

Page 1 of 1 | 22 items per page

Note: The below charges 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

Form fields for delivery and contact information:

- Company Name*: TEST CLIENT
- Contact Name*: TEST CLIENT
- Test Employee
- Phone Number
- Email
- Address 1*
- 123 Main Street
- Address 2
- Address 3
- Address 4

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.

The screenshot shows the LIBERIAN REGISTRY portal with a confirmation message. The message reads: "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: wepointsupport@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."

At the bottom of the message, there are three buttons: "Home", "New Work Order", and "Submit". The "Submit" button is circled in red.

Below the message is the LIBERIAN REGISTRY logo and a navigation menu with icons for Home, My Cart, and My Certificates.

Order Confirmation

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

[New Order](#)