

# Import cargo DO-less processing application Manual

**Mar. 2025**

**AS ONE, WE CAN.**

**ONE**

**OCEAN NETWORK EXPRESS**

- ◆ Point ◆ No need to register in advance to obtain an ID.
- ◆ Point ◆ Only 2 screens require input
  - 1 Screen Screen for entering applicant information
  - 2 Screen Screen for entering various application details

## SCREEN 2

Home > Delivery Order Request Form

### DELIVERY ORDER FORM

Please enter your basic information below.

After entering the information, click Next to proceed.

**1. APPLICANT INFORMATION \* ONLY HALF-WIDTH ALPHANUMERIC CHARACTERS (SYMBOLS SUCH AS & CANNOT BE ENTERED)**

Company Name  Required  
Example: ONE LOGI

Person in charge  Required  
Example: Taro Tanaka

Tel No.  Required  
Please enter the number starting from the area code and including a hyphen (e.g. 03-5843-4001)

Email  Required  
A receipt notification will be sent to the address you entered.  
Note: This is not a notification of completion of DOR processing.

**TO THE NEXT**

## SCREEN 1

Home > Delivery Order Request Form

### DELIVERY ORDER FORM

**2. DETAILS OF THIS REQUEST**

+ Notes on input (please make sure to read)

Please select all requests that apply. \*Please input the BL No. in the same order as the attached documents.

D) D/O-less processing

P) Payment notification only (Attach the transfer details in 3.)

S) Surrender/WAYBILL change pending (signed A/N attached in 4.)

C) Cancellation of D/O-less processing: If you subsequently require D/O-less processing, please apply again.

**3. PAYMENT STATUS**

Please also make the transfer to the account of the branch that has jurisdiction over the landing port.  
Do you have a transfer slip?  
If you are only contacting us to notify us of the payment, you must attach a transfer slip.

yes  no  Customers who attach both the remittance details and the signed A/N document

\*Please confirm that the remittance amount on the remittance statement matches the amount on all attached A/Ns.  
If you are transferring multiple B/Ls together, please enter the information for all the relevant B/Ls in "2. Details of this request."

+ Those who have received a counterbalancing B/L

**4. DOCUMENT STATUS**

Do you have a signed A/N or other documents attached?  
(Attaching a bank transfer statement is in 3. Payment status.)  
If you are waiting for a surrender/waybill change, a signed A/N with the consignee's company seal is required.  
In the case of e-BL, please attach the A/N sent by our company.  
(A company seal and signature are not required for e-BL.)

yes  no

We will request the above process.  
\* We will proceed with the process after confirming the details of your contact. Please note that it will take some time to complete various checks. Once all checks have been completed, the NACCS cargo delivery availability indicator will show "Y". Please make sure that the NACCS cargo delivery availability indicator shows "Y" before proceeding with arrangements to collect your cargo.  
(For Moji/Hakata, processing will begin after the information has been registered in each port terminal system.)

Your e-mail address and other personal information are used only for the purpose of responding to your queries. Ocean Network Express will take reasonable steps to ensure confidentiality of your information and the contents of your message. Usage of your personal information is further outlined in our [Privacy Policy](#) / [Terms of Use](#).

I consent to the collection and use of my personal information

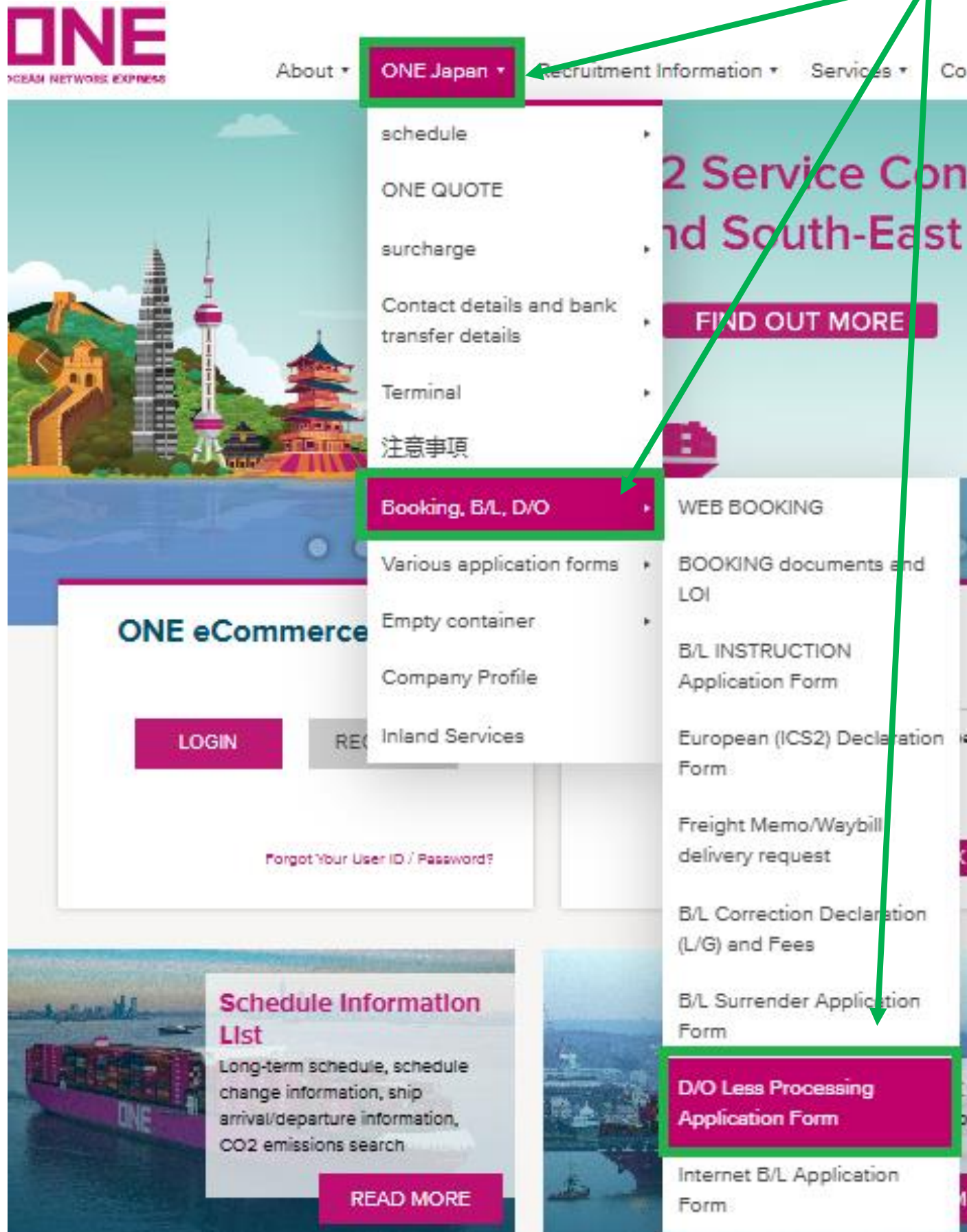
**PREVIOUS** **SUBMIT**

◆ Please right-click on the top page screen and translate into English.

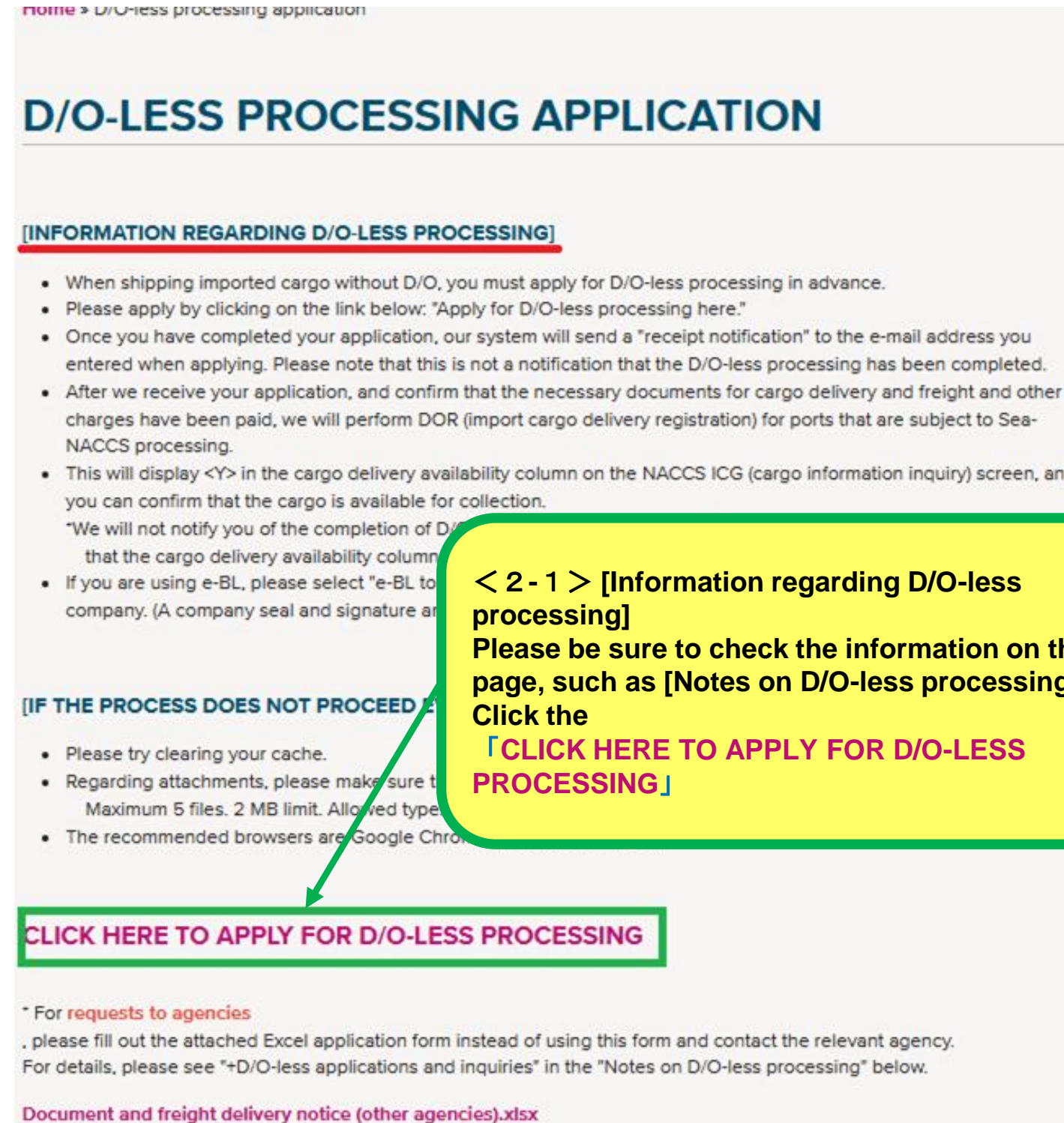
The screenshot shows the ONE Ocean Network Express website interface. At the top, there is a navigation bar with the ONE logo and various menu items. The main content area features a large banner for 'CONTAINER+' with the text 'Find out more about the ONE's Cutting-Edge Reefer Monitoring System solution.' Below the banner are three main service tiles: 'ONE eCommerce LOGIN', 'TRACKING', and 'SCHEDULE'. The 'TRACKING' tile includes a form to enter booking or container numbers. The 'SCHEDULE' tile has fields for origin, destination, and date. Below these are several promotional tiles for schedules, export/import menus, booking stops, quotes, and a container world section. A right-click context menu is open on the right side of the page, with the 'Englishに翻訳' option highlighted in a green box. Other menu items include '戻る', '進む', '再読み込み', '名前を付けて保存...', '印刷...', 'キャスト...', 'Google レンズで検索', 'リーディング モードで開く', 'お使いのデバイスに送信', 'このページの QR コードを作成', 'ページのソースを表示', and '検証'.

**Application screen**

**< 1 >**  
 Please enter from the section on the website where the current D/O reply application form is posted.  
**ONE JAPAN > Booking B/L, D/O > D/O Less Processing Application Form**



**Please translate into English again.**



**< 2 - 1 > [Information regarding D/O-less processing]**  
 Please be sure to check the information on this page, such as [Notes on D/O-less processing].  
 Click the **「CLICK HERE TO APPLY FOR D/O-LESS PROCESSING」**

**CLICK HERE TO APPLY FOR D/O-LESS PROCESSING**

**[NOTES REGARDING D/O-LESS PROCESSING] \* PLEASE BE SURE TO CHECK BEFORE APPLYING**

- + D/O-LESS APPLICATION AND INQUIRIES
- + ITEMS TO CHECK AFTER APPLYING FOR D/O-LESS SERVICE
- + D/O-LESS PROCESSING APPLICATION ACCEPTANCE HOURS
- + D/O-LESS CANCELLATION

**< 2 - 2 >**  
 「+」 Click the plus mark to display detailed information for each item.

Please translate into English again.

## Applicant information

## Request details

< 3 - 1 >  
Please note that this button is not for canceling your application.

Home > Delivery Order Request Form

### DELIVERY ORDER FORM

Please enter your basic information below.  
After entering the information, click Next to proceed.

**1. APPLICANT INFORMATION \* ONLY HALF-WIDTH ALPHANUMERIC CHARACTERS (SYMBOLS SUCH AS & CANNOT BE ENTERED)**

Company Name  Required  
Example) ONE LOGI

Person in charge  Required  
Example: Taro Tanaka

Tel No.  Required  
Please enter the number starting from the area code and including a hyphen (e.g. 03-5843-4001)

Email  Required  
A receipt notification will be sent to the address you entered.  
Note: This is not a notification of completion of DOR processing.

**TO THE NEXT**

**MANAGE DELIVERY ORDER MESSAGE**

**Manage Delivery Order Message**

You cannot cancel your D/O-less processing request from the above link. If you wish to cancel your application, please submit your cancellation request on the D/O-less processing application page.

Home > Delivery Order Request Form

### DELIVERY ORDER FORM

**2. DETAILS OF THIS REQUEST**

**+ Notes on input (please make sure to read)**

Please select all requests that apply. \*Please input the BL No. in the same order as the attached documents.

- D) D/O-less processing
- P) Payment notification only (Attach the transfer details in 3.)
- S) Surrender/WAYBILL change pending (signed A/N attached in 4.)
- C) Cancellation of D/O-less processing: If you subsequently require D/O-less processing, please apply again.

< 4 >  
1. Please check the notes regarding input.  
2. All items that apply to the request  
Please enter "√".  
※ Please click on the "+" plus sign to check the contents of "+Notes on input".

< 3 - 2 >  
Please enter the customer information in half-width alphanumeric characters.  
A receipt notification will be sent to the e-mail you entered.  
※ This is not a DOR processing completion notification.  
After entering the information,  
please click 「TO THE NEXT」 to proceed.

## Various request input

**<Supplement 1>**  
 The input in the B/L No. field can be copied from your Excel file, etc. and pasted all at once.  
 In that case, please delete ONEY in advance.  
 You can request up to 80 DO-less processing requests only.  
 (Please note that there is a limit to the size of attached files)

**< 5-1 >**  
 For requests marked with "✓", a screen will open where you can enter the necessary information.  
 Please enter and select each information carefully.

**< 5-2 >**  
 Hints and precautions will be displayed when you hover your cursor over the "?" mark.

D) D/O-less processing

Request No.	In case of same-day pick ?	B/L No. ?	Documents to be submitted ?	Please select the correct information for each BL related to payment.	Clear each line	If the following BL documents and payment related documents are in the same situation
1	<input type="checkbox"/>	<input type="text"/>	please select	please select	REMOVE	<input type="checkbox"/> COPY
2	<input type="checkbox"/>	<input type="text"/>	please select	please select	REMOVE	<input type="checkbox"/> COPY
3	<input type="checkbox"/>	<input type="text"/>	Signed A/N attached	please select		<input type="checkbox"/> COPY
4	<input type="checkbox"/>	<input type="text"/>	Original B/L to be submitted	Bank transfer details attached		<input type="checkbox"/> COPY
5	<input type="checkbox"/>	<input type="text"/>	Submitted Original B/L	Payment has already been notified		<input type="checkbox"/> COPY
			Scheduled e-BL	The statement will be sent at a later date.		<input type="checkbox"/> COPY
			Submitted e-BL	No payment		<input type="checkbox"/> COPY

ADD B/L NO.

P) Payment notification only (Attach the transfer details in 3.)

Request No.	B/L No. ?	Documents to be submitted ?	Payment related	Clear each line
1	<input type="text"/>	please select	Bank transfer details	REMOVE

S) Surrender/WAYBILL change pending (signed A/N attached in 4.)

Request No.	B/L No. ?	Documents to be submitted ?	Please select the correct information for each BL related to payment.	Clear each line	If the following BL documents and payment related documents are in the same situation
1	<input type="text"/>	Signed A/N attached	please select	REMOVE	<input type="checkbox"/> COPY
2	<input type="text"/>	Signed A/N attached	please select		<input type="checkbox"/> COPY
3	<input type="text"/>	Signed A/N attached	Bank transfer details attached		<input type="checkbox"/> COPY
4	<input type="text"/>	Signed A/N attached	Payment has already been notified		<input type="checkbox"/> COPY
5	<input type="text"/>	Signed A/N attached	The statement will be sent at a later date.		<input type="checkbox"/> COPY
			No payment		<input type="checkbox"/> COPY

ADD B/L NO.

**< 5-3 >**  
 Please enter "✓" only if picking on the day.  
 Please note that even if your request is urgent, we will respond after confirming various details.

**< 5-4 >**  
 Each request has "Add B/L NO" and "REMOVE" functions.  
 "Add B/L NO." → It is possible to increase the B/L NO input field by 5 lines.  
 "REMOVE" → It is possible to delete the entire line.

C) Cancellation of D/O-less processing: If you subsequently require D/O-less processing, please apply again.

Request No.	B/L No. ?	Clear each line
1	<input type="text"/>	REMOVE

**<Supplement 2>**  
 If there are multiple DO-less processing requests with the same conditions (submitted documents and payment-related status are all the same), select the BL and click the individual check + "COPY" button. The same content will be reflected in all subsequent checked BL No.s.

**<Supplement 3>**  
 "All selection function"  
 Select all the entered BLs and add them to the submitted documents.  
 It is possible to copy the deposit-related status all at once.

**< 5-5 >**  
 When applying for cancellation, only the B/L NO must be entered. If D/O-less processing is required after that, please apply again.

## Payment status

### 3. PAYMENT STATUS

Please also make the transfer to the account of the branch that has jurisdiction over the landing port.  
Do you have a transfer slip?  
If you are only contacting us to notify us of the payment, you must attach a transfer slip.

yes   
  no   
  Customers who attach both the remittance details and the signed A/N document

attached

Upload your file here Required

Drag and paste is also allowed.  
1 file if possible!  
Maximum 3 files.  
2 MB limit.  
Allowed types: pdf xlsx xls doc docx jpg .

\*Please confirm that the remittance amount on the remittance statement matches the amount on a  
If you are transferring multiple B/Ls together, please enter the information for all the relevant B/Ls in "2. Details of this request."

**< 6 - 1 >**  
Depending on the payment-related information selected in the request content up to the previous section, it will be determined whether attachment is required or not.  
If document attachment is not required, "No" will be automatically selected and the attachment will not be expanded.

※ If you would like to attach the transfer details and the signed A/N document at the same time, please select the radio button for "Customers who will attach the transfer details and the signed A/N document at the same time".

**< 6 - 2 >**  
Please be sure to check whether the transfer amount on the transfer statement and the amount on all attached A/Ns match.  
If you are making a transfer involving multiple B/Ls, please enter the information for all applicable B/Ls in the previous section.  
(If these do not match, the process cannot proceed)

## Offset B/L

**< 7 >**  
If you have any information regarding offset B/L, Please click the "+" next to "+ Persons who have contacted us regarding offsetting B/L" to open the area for inputting information.

※ Offset will be in the currency at the time of deposit.

× Those who have received a counterbalancing B/L

Offsetting amount  please select please select  
Note: Offsetting is limited to the currency used for deposit.

Offsetting B/L No.  circle  
Click here if you are applying for multiple B/Ls

Offsetting B/L No.    
Click here if you are applying for multiple B/Ls

Our contact person (optional)

## Document status notification

### 4. DOCUMENT STATUS

Do you have a signed A/N or other documents attached?  
(Attaching a bank transfer statement is in 3. Payment status.)  
If you are waiting for a surrender/waybill change, a signed A/N with the consignee's company seal is required.  
In the case of e-BL, please attach the A/N sent by our company.  
(A company seal and signature are not required for e-BL.)

yes   
  no

attached

Upload your file here Required

Drag and paste is also allowed.  
1 file if possible!  
Maximum 5 files.  
2 MB limit.  
Allowed types: pdf xlsx xls doc docx jpg .

**< 8 >**  
Whether or not it is necessary to attach the document will be determined based on the information related to the document selected in the request content up to the previous section.  
If no documents are required, "No" will be automatically selected.  
Attachments are also not expanded.

## Final confirmation & application

< 9 >  
Please check that the application details are correct, and if there are no problems, please also check the collection and use of personal information, check the box, and click "SUBMIT".

We will request the above process.

We will proceed with the process after confirming the details of your contact. Please note that it will take some time to complete various checks. Once all checks have been completed, the NACCS cargo delivery availability indicator will show "Y". Please make sure that the NACCS cargo delivery availability indicator shows "Y" before proceeding with arrangements to collect your cargo.  
(For Moji/Hakata, processing will begin after the information has been registered in each port terminal system.)

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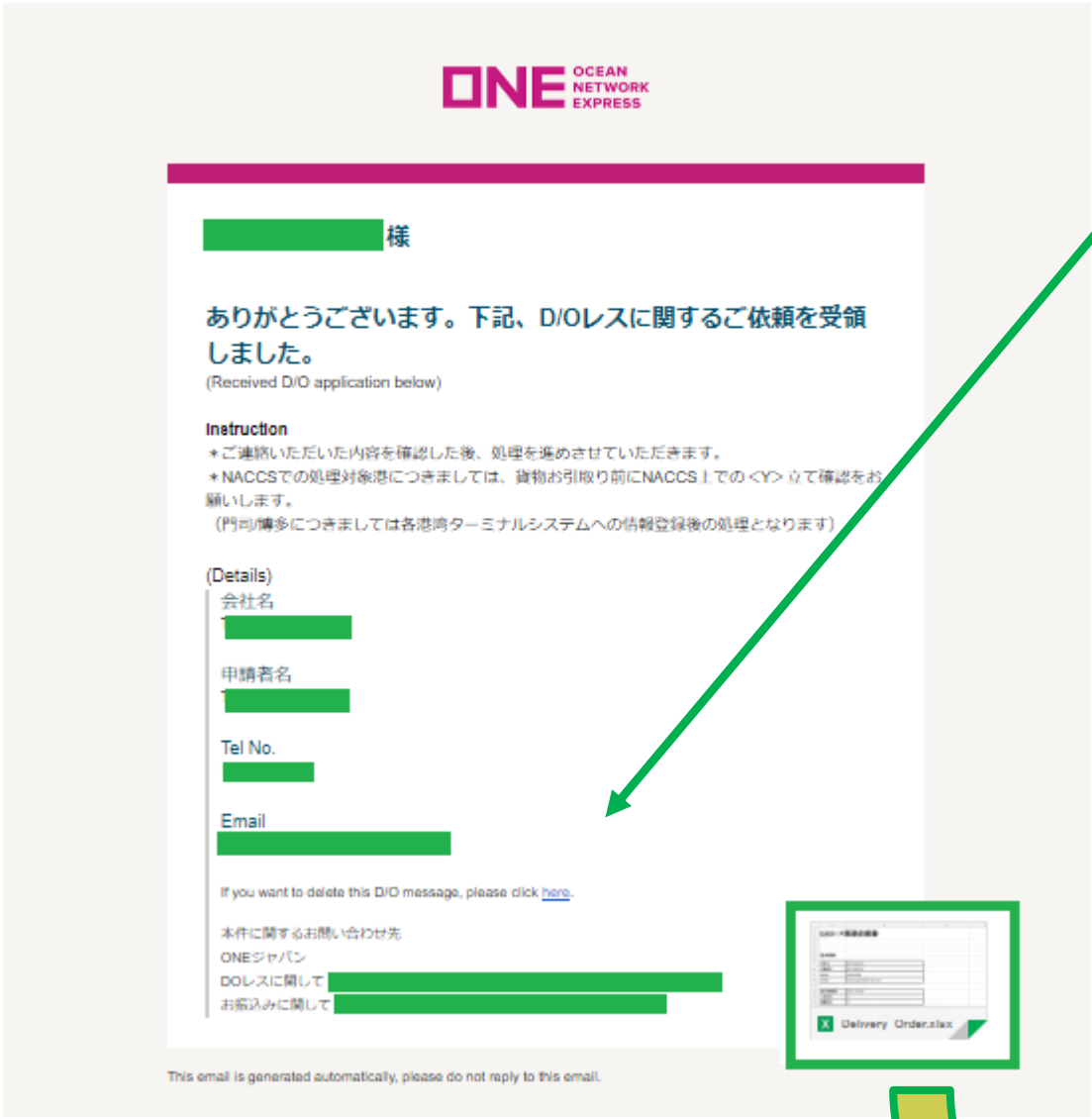
I consent to the collection and use of my personal information

[PREVIOUS](#) [SUBMIT](#)

## Receipt notification

< 10 >  
Once your application is complete, a receipt notification will be sent to the e-mail address you originally entered in your application. The information you entered will be converted to Excel, and if you have attached any documents, those will also be attached.  
**※ The receipt notification is not a DOR processing completion notification.**

[ONE] D/Oレス関連のご依頼を受領しました。



基本情報					
会社名					
申請者名					
Tel No.					
E-mail					
揚げ地管轄店					
入金状況	なし				
書類状況	なし				
次の処理を依頼します。					
依頼内容					
Request No.	当日Pickの場合	依頼内容	B/L No.	提出書類	入金関連
D-1		D/Oレス処理	XXXXXXXXXXXX	差入済 Original B/L	支払なし
本件に関するお問い合わせ先					
ONEジャパン					
D/Oレスに関して					
お支払いに関して					



**Thank you !!**

[www.one-line.com](http://www.one-line.com)