



ABS MYFREEDOM™ CLIENT PORTAL

# Submitting Additional Information on Drawings (Need More Info)

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Step-by-step instructions to help you submit additional information for drawings that require more information.

# Table of Contents

*Links to any page or section to find the information you need in one click*

## Submitting Additional Information on Drawings (Need More Info)

[Submit Additional Information on Returned Drawings](#) 03

For questions, please email [ABSServiceDesk@eagle.org](mailto:ABSServiceDesk@eagle.org)



# Submit Additional Information on Returned Drawings

A drawing marked **Need More Info** means it did not pass ABS's preliminary completion checks and has been returned to the submitting customer for more information. This may include submitting a revised drawing, providing clarification or supplying related drawings.

When a drawing is marked **Need More Info**, the submitter receives a notification requesting the additional information. The drawing will also display the Need More Info status on the **ABS MyFreedom™ Client Portal** to indicate it has been returned for clarification or revision.

- ## Submitting Additional Information on Drawings (Need More Info)
- 1** Log in to ABS MyFreedom™ Client Portal.
  - 2** Select **Drawings** from the **Engineering** drop-down menu.

The screenshot shows the ABS MyFreedom Client Portal dashboard. At the top, there are navigation links: Rules and Resources, Services, Innovation and Technology, News and Events, and About Us and Careers. Below this is a main navigation bar with tabs: Fleet, Company, Place Order, Vendors, Engineering, Finance, Reports, Tools & Apps, and Quick Links. The 'Engineering' tab is highlighted with a red box and a red '2' callout. A dropdown menu is open under 'Engineering', with 'Drawings' highlighted by a red box and a red '2' callout. The dashboard also features several widgets: 'Dashboard Insights: Did You Know?', 'Asset Search', 'Fleet', 'My Portal Orders' (with a donut chart showing 67 My Orders and 22 Orders (ABS)), 'My Orders: Remote' (with a donut chart showing 9, 5, and 75 segments), and 'Open Orders by Port' (with a bar chart showing various port offices and their order counts).





- 3 The **Need More Info** tab is displayed under the **Drawings** page.
- 4 Click **Need More Info**, then select **Submit Additional Information** next to the relevant drawing.

The screenshot shows the ABS MyFreedom web application interface. At the top, there is a navigation bar with the ABS logo and various menu items like 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. Below this is a secondary navigation bar with 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The main content area is titled 'Engineering: All Projects' and features a 'DRAWINGS' tab. A search bar for 'Drawing Number' is present, along with filters for '94 Action Required', '38 Need More Info', '193 Under Review', '102 Received', '2921 Published', '20 Draft', '134 Deleted', and '5 Retained (Migrated)'. A table lists drawings with columns for 'Drawing Title', 'Drawing Number', 'Package/Reference No.', 'Project No.', 'Submission Date', 'Completion Date', and 'Status'. The table contains three rows of drawing data. A red box highlights the 'Need More Info' button in the top navigation bar, and another red box highlights the 'Need More Info' button and 'Submit Additional Information' link in the table row for drawing D10. A red callout bubble with the number '4' points to the 'Submit Additional Information' link. At the bottom, there are buttons for 'Create Package', 'Request Quote or Project', 'Upload Revisions (Selected 0)', and 'Delete Drawings (Selected 0)'. A red question mark icon is visible in the bottom right corner.



- 5 The **Submit Additional Information** popup is displayed.
- 6 Enter your **Customer Reference Number** (Optional field).
- 7 Submit your response under **Reply** (Mandatory field).
- 8 Upload a **Drawing Revision** if required.
- 9 Add any supporting documents by clicking **+ Reference Document** if required.

**Submit Additional Information**

Customer Reference

Please enter Customer Reference number

Additional Information

No Response from Portal

24-Sep-2025

Applicable Hulls

VKY616S1B606  MW619-3  434

Reply \*

Test demo

Characters Left: 255

Upload Revision

Drawing Number	Drawing Title	Revision #	Partial Revision	Attachment
D10	Drawing10	# Last Rev# 0	<input type="checkbox"/>	Drop a file here or click to upload.

+ Reference Document

Cancel Preview & Submit

- 10 Click **Preview & Submit** to preview the added details.

**Submit Additional Information**

Customer Reference

Please enter Customer Reference number

Additional Information

No Response from Portal

24-Sep-2025

Applicable Hulls

VKY616S1B606  MW619-3  434

Reply \*

Test demo

Characters Left: 255

Upload Revision

Drawing Number	Drawing Title	Revision #	Partial Revision	Attachment
D10	Drawing10	1 Last Rev# 0	<input type="checkbox"/>	Test Agreement.pdf 1.7mb

+ Reference Document

Cancel Preview & Submit



- 11 The **Submit Package** popup is displayed.
- 12 Click **Edit Package** to edit any information.
- 13 Click **Submit**.

**Submit Package**

Please be advised that ABS cannot stamp password-protected or secure documents. Kindly ensure that all files are accessible and not secured.

Customer Reference: N/A  
 Project Name: 5596945 - N/A  
 Additional Information: Test demo

Review Submittal Items (1) Expand All Collapse All

Drawing Number	Drawing Title	Revision #	Applicable Hulls
D10	Drawing10	1	VKY616518606 MW619-3 434

**12** Edit Package **13** Submit

- 14 After submission, a **Creation Successful** banner appears, confirming that the files have successfully uploaded and package has been created.

File(s) have been successfully uploaded, and Package #CR0000226852 has been created.

**14**

**Engineering: All Projects**

94 Action Required 37 Need More Info 194 Under Review 102 Received 2921 Published 20 Draft 134 Deleted 5 Retained (Migrated) Clear All

Drawing Title	Drawing Number	Package/Reference No.	Project No.	Submission Date	Completion Date	Status
SUBMISSION LETTER	N/A	CR000009253	5295075	N/A	N/A	Deleted
DrawingListReport	N/A	CR0000018760	5307134	N/A	N/A	Deleted
DU2707_4002_POSITION OF TANK VENTS, SOUNDING AND FILLING PIPES.REV.A	DU2707_4002	CR0000044335	5228835	N/A	N/A	Deleted
DNI4086_2003_STRUCTURAL FIRE PROTECTION PLAN REV.0	N/A	CR0000092084	5389815	N/A	N/A	Deleted

Items per page: 50 1-50 of 3510

