



ABS MYFREEDOM™ CLIENT PORTAL

# Submitting Packages Using Scheduled Drawings

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Step-by-step instructions to help you create a package for scheduled drawings.

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

# How to Create or Submit a Package

## Creating or Submitting a Package

- 1 Log in to ABS MyFreedom™ Client Portal.
- 2 Select **Projects/Vessels** from the **Engineering** drop-down menu.

Rules and Resources | Services | Innovation and Technology | News and Events | About Us and Careers

ABS MyFreedom™ Fleet - Company - Place Order - Vendors - **Engineering** - Finance - Reports - Tools & Apps - Quick Links -

Dashboard Insights: Did You Know?

Asset Search Find A Vessel

Fleet

My Portal Orders

YTD: 52 orders were placed across your fleet. 10 were placed in Portal.

Total Orders Placed 2024 by Channel

My Orders: Remote

This year 2 Orders were designated as Remote Attendance of

Total Orders Placed 2024 by Attendance Type

It Happens Here...

52 YTD LY A snapshot of orders placed YTD compared to last year (LY).

Open Orders by Port

Shortcuts

Vessel

- New Certificates

Company

- New Certificates

Vendor

- New Certificates

Engineering

- Quotes

- 3 Find the project number or vessel name and click **Create Package**.

Rules and Resources | Services | Innovation and Technology | News and Events | About Us and Careers

ABS MyFreedom™ Fleet - Company - Place Order - Vendors - **Engineering** - Finance - Reports - Tools & Apps - Quick Links -

Menu +

Engineering: All Projects

Active Projects | Completed Projects

PROJECTS/VESSELS | PACKAGES | DRAWINGS | FINDINGS | REVIEW LETTERS | OVERSIGHT PROJECTS | QUOTES | REPORTS

Enter project number to search all records

Show Favorite Projects Clear All

Projects | Vessels | Table | Card

Project No.	Description	Hull No.	Vessel Name
☆ 5599560	test vendor	4222	☆ MAERSK LOTA
☆ 5599546	NovReleaseSanity_PP3	TBA 502 H188	☆ TBA ☆ SUNNY OCEAN ☆ SEBIE

Items per page: 50 | 1-38 of 263

Create Package | Request Quote or Project

**Note:** The **Create Package** option is also available after clicking the project number.



- 4 **Create Package** popup is displayed.
- 5 Enter all required details, then click **Next: Add Drawings** to include drawings in the scheduled submissions.

- 6 Under the **Bulk Upload** section, drop files or click to upload them. You can upload single or multiple files.
- 7 The files uploaded are displayed in the **Drawings** table.
- 8 Click on **Select From Existing** to view the list of scheduled drawings.





- 9** Select the relevant drawing from the drop-down.
- 10** The file name will automatically populate based on the drawing you select from the list.
- 11** Enter the **Revision #**.
- 12** Click **Preview & Submit**.

**Create Package**

REQUEST DETAILS **ADD DRAWINGS**

The 'default separator' in file naming convention to autofill drawing details is Drawing Number, Drawing Title, Revision Number. Separator: Comma (,)

Bulk Upload \*

Drop files here or click to upload.  
(supported file types are \*.doc, \*.docx, \*.jpg, \*.pdf, \*.txt, \*.xls, \*.xlsx, \*.png, \*.jpeg, \*.rtf, \*.dwg, \*.gif, \*.csv, \*.ppt, \*.bmp, \*.pptx\*)

Attachment *	Drawing Number *	Drawing Title *	Revision # *	Applicable Vessels *
Work Or 21.5mb	Search 0012345 9874677 758585 1	Maintenance	1	<input checked="" type="checkbox"/> CDC BARGE FO... <input checked="" type="checkbox"/> CDC CONTAINE...

+ Add Drawings + Add Cover Letter

Cancel Save for Later **Preview & Submit**

- 13** The **Submit Package** popup is displayed.
- 14** Review the package summary and 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: 5347260 - 259805  
Additional Information: N/A

**Billing/ Invoice Details**

Engineering Office: Shanghai  
Engineering Office Contact Person

<b>Name</b> Clement Pilla	<b>Email Address</b> CPilla@eagle.orgX
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**Billing Entity**  
UNKNOWN - 259805

Review Submittal Items (1) Expand All Collapse All

Work Order Status Pie Chart Overview (1)

Edit Package **Submit**



15 A successful package creation message is displayed. The new package is listed in the **Packages** section.

The screenshot displays the ABS MyFreedom™ web application interface. At the top, the ABS logo is visible on the left, and navigation links for Rules and Resources, Services, Innovation and Technology, News and Events, and About Us and Career are on the right. A green notification banner in the top right corner states: "File(s) have been successfully uploaded, and Package #CR0000227603 has been created." Below the navigation bar, the main content area shows the "ENGINEERING > PROJECT : 5347260" section. The "Selected Project:" dropdown is set to "5347260 - 259805". A search bar with the placeholder "Enter package number to search all records" and a "Clear All" link is present. Below the search bar is a table with columns: Package No., Customer Reference, Submission Date, Submitter, and Status. The table content is currently "Loading Data...". At the bottom of the table area, there are three buttons: "Create Package" (highlighted with a red border), "Request Quote or Project", and "Download Packages (Selected 0)". A red question mark icon is located in the bottom right corner of the interface.

**Note:** The **Create Package** option can also be accessed from the **All Projects** list, a selected project, or the Engineering main menu (Packages and Drawings section). The steps to create/submit a package remain the same across all these options.