



ABS MYFREEDOM™ CLIENT PORTAL

# Submitting Packages with New Drawings or Revisions

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Step-by-step instructions to create a new package containing new or revised drawings.

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

# A) Submitting Drawings for Review – Create Package

The steps below outline the process for uploading drawings using the **Create Package** option. This example refers to the **Projects/Vessels** page, but the same **Create Package** option is also available under **Packages** and **Drawings** sections as well.

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

The screenshot shows the ABS MyFreedom Client Portal interface. The top navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. The main navigation menu has 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Engineering' menu is open, showing a list of options: 'COMMERCIAL', 'ITAR', 'Projects/Vessels', 'Packages', 'Drawings', 'Findings', 'Review Letters', 'Oversight Projects', 'Manage Oversight Permissions', 'Quotes', and 'Reports'. The 'Projects/Vessels' option is highlighted with a red box and a red '2' callout. Below the menu, there are sections for 'Requirements for Offshore Spaceports', 'Dashboard Insights: Did You Know?', 'Asset Search', 'Fleet', and 'Shortcuts'.

- 3 Click **Create Package**.

The screenshot shows the 'Engineering: All Projects' page in the ABS MyFreedom Client Portal. The page title is 'Engineering: All Projects' with tabs for 'Active Projects' and 'Completed Projects'. Below the title is a navigation bar with 'PROJECTS/VESSELS', 'PACKAGES', 'DRAWINGS', 'FINDINGS', 'REVIEW LETTERS', 'OVERSIGHT PROJECTS', 'MANAGE OVERSIGHT PERMISSIONS', 'QUOTES', and 'REPORTS'. A search bar is present with the text 'Enter project number to search all records'. Below the search bar is a table with columns: 'Project No.', 'Description', 'Hull No.', 'Vessel Name', and a 'Create Package' button. The table contains three rows of project data. The 'Create Package' button for the first row is highlighted with a red box and a red '3' callout. At the bottom of the page, there is a 'Create Package' button and a 'Request Quote or Project' button.

Project No.	Description	Hull No.	Vessel Name	
5593309	Test	TT-05	CDC BARGE FOR AF.CERT ONLY	<a href="#">Create Package</a>
5576413	TESTING PROJECT, STATHIS	TT-05	CDC BARGE FOR AF.CERT ONLY	<a href="#">Create Package</a>
5573200	Sanity 19th July- Chaitanya	TT-07 TT-05 TT-01	CDC GAS CARRIER CDC BARGE FOR AF.CERT ONLY CDC CONTAINER CARRIER	<a href="#">Create Package</a>



- 4 The **Create Package** pop-up is displayed, with the **REQUEST DETAILS** tab displayed by default.
- 5 From the **Project** drop-down, select the relevant project.

- 6 Ensure that **Applicable Vessels** associated with this submission are selected.
- 7 Select the **Asbestos Declaration** checkbox, if not already selected for this project.
- 8 Enter **Customer Reference**, any **Additional Information** if applicable.



- 9** Review the **Billing/ Invoice Details**.
- 10** Review the **Package Notification List**.
- 11** To add a package notification contact, select the relevant contact from the **Add New Person** drop-down or click **Create New Contact**.

**Note:** Only add e-mails to the Package Notification List if the person is NOT already in the project's Contacts list.

**9**

**Billing/ Invoice Details**

Engineering Office \*  
Shanghai

Engineering Office Contact Person

Name: Clement Pilla | Email Address: CPilla@eagle.orgX

Billing Entity: UNKNOWN - 259805

**10**

**Package Notification List**

Select/Add contacts for package specific notifications

First Name	Last Name	Email	Submission	Review Outcome	Review Point Of Contact
Naveen - DO NOT Change	Srivastava	dummyemail@eagle.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

**11**

Add New Person + Create New Contact

- 11a** Enter the relevant new contact details (**First Name, Last Name, and Email**).
- 11b** Click **Save CC**.
- 11c** Select or add contacts to receive package-specific notifications, including **Submission updates** and **Review Outcomes**.
- 11d** Indicate the review point of contact if there are multiple contacts.

ABS MyFreedom™ Fleet

5593309 Test

5576413 TESTING PROJECT, STATHI

5573200 Sanity 19th July- Chaitanya

5573155 Bot generated description plan creation UCXY7536

**11a**

Name: Clement Pilla | Email Address: CPilla@eagle.orgX

Billing Entity: UNKNOWN - 259805

**11c**

**11d**

**Package Notification List**

Select/Add contacts for package specific notifications

First Name	Last Name	Email	Submission	Review Outcome	Review Point Of Contact
AMBAR	ROY	dummyemail@eagle.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
X Richa	J	ri@eagle.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

Add New Person + Create New Contact

**11b**

First Name | Last Name | Email | **Save CC**

**Note:** You can only select one review point of contact.



**12** Click **Next: Add Drawings** to continue.

**Create Package**

Enter any additional information for Package/Drawings

Characters Left: 4000

**Billing/ Invoice Details**

**Engineering Office \***  
Shanghai

**Engineering Office Contact Person**

**Name**  
Clement Pilla

**Email Address**  
CPilla@eagle.orgX

**Billing Entity**  
UNKNOWN - 259805

**Package Notification List**  
Select/Add contacts for package specific notifications

First Name	Last Name	Email	Submission	Review Outcome	Review Point Of Contact
Naveen - DO NOT Change	Srivastava	dummyemail@eagle.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

Cancel **Next: Add Drawings**

**13** The **ADD DRAWINGS** section is displayed. Under the **Bulk Upload** section, drop files or click to upload them.

**Create Package**

REQUEST DETAILS **ADD DRAWINGS**

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

**Drawings**

Attachment *	Drawing Number *	Drawing Title *	Revision # *	Applicable Vessels *
No Drawings				

+ Add Drawings + Add Reference Document + Add Cover Letter

Cancel Save for Later **Preview & Submit**

**Note:** Supported file types are doc, docx, jpg, pdf, txt, xls, xlsx, png, jpeg, rtf, dwg, gif, csv, ppt, bmp, pptx and 3d format files except .zip.

You can use the file naming conventions drawing number, drawing title, revision no. to autofill drawing details on the screen.





- 14** The files uploaded are displayed in the Drawings table.
- 15** Enter **Drawing Number** or **unique identifier**, do not include sheet number or revision.
- 16** The file name is entered as the **Drawing Title**, click to edit if necessary.
- 17** Enter the **Revision #** from the file, if not applicable enter a dash.
- 18** Ensure the **Applicable Vessels** are selected.

**Note:** If a drawing list schedule was previously added to the project, use the Select From Existing option to add the file to the submittal item scheduled.

For detailed steps, please refer to the **Submitting Drawings that are Scheduled** guidance document.



- 19 Click **+ Add Cover Letter** to add that file type. Select the file with Click/Drop File. Enter the date into Drawing Number field. Enter a dash (-) in the Revision # field.
- 20 Click **+ Add Reference Document** to add that file type. Select the file with Click/Drop File. Enter a unique identifier into Drawing Number field. Enter the revision number or use a dash (-) in the Revision # field.
- 21 Click **+ Add Drawings** to add additional drawings.
- 22 When done, click on **Preview & Submit** to continue.

**Note:** The following information is required to upload a new drawing.

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
ABS_MyE 3.7mb	12345 Select From Existing	ABS_MyFreedom Client Portal	2	<input checked="" type="checkbox"/> CDC BARGE FO... <input checked="" type="checkbox"/> CDC CONTAINE...
ABS_MyE 23.0mb	23456 Select From Existing	ABS_MyFreedom Client Portal	2	<input checked="" type="checkbox"/> CDC BARGE FO... <input checked="" type="checkbox"/> CDC CONTAINE...

Buttons: + Add Drawings (21), + Add Reference Document (20), + Add Cover Letter (19), Preview & Submit (22)

**Note:** To remove files from the package, use the **Delete icon** at the end of the row. This action only removes the file from this submission. It does not delete the file from any drawing list scheduled associated with the project.



- 23 The **Submit Package** section is displayed.
- 24 Review the package summary. If all is correct, click **Submit**.

**Submit Package**

Customer Reference: N/A  
Project Name: 5347260 - 259805  
Additional Information: N/A

**Billing/ Invoice Details**  
Engineering Office: Shanghai  
Engineering Office Contact Person  
Name: Clement Pilla | Email Address: CPilla@eagle.orgX  
Billing Entity: UNKNOWN - 259805

**Note:** If changes are necessary before submission, use the Edit Package option to modify the information and/or files.

Review Submittal Items (2) Expand All Collapse All

ABS\_MyFreedom Client Portal\_User Guide\_Selecting and Viewing Favorite Vessels or Companies (1)

ABS\_MyFreedom Client Portal\_User Guide\_Granting and Modifying Oversight Permissions (1)

Create Package Request Edit Package Submit

- 25 A successful package creation message is displayed.
- 26 The new package is listed in the **PACKAGES** page. The submitting user, account manager, project contacts as well as any additional contacts you've added will receive an email notification.

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

ABS MyFreedom™ Fleet - Company - Place Order - Vendors - Engineering - Finance

PROJECTS/VESSELS **PACKAGES** DRAWINGS FINDINGS REVIEW LETTERS OVERSIGHT PROJECTS QUOTES

Active Projects Completed Projects

File(s) have been successfully uploaded, and Package #CR0000178683 has been created.

25

26

26

**Note:** If you upload a package and save it, but do not submit the drawings, the package status will remain Draft.

Package No.	Customer Reference	Project No.	Submission Date	Submitter
CR0000178680 1 Drawings	test	5295740	12-Sep-2025	UNKNOWN (259805)
CR0000178681 1 Drawings	test	5295740	12-Sep-2025	UNKNOWN (259805)
CR0000178682 1 Drawings	N/A	5295740	12-Sep-2025	UNKNOWN (259805)
CR0000178683 1 Drawings	N/A	5249519	12-Sep-2025	UNKNOWN (259805)

Items per page: 50 | 1-50 of 1421

Create Package Request Quote or Project Download Packages (Selected 0) Schedule Drawing List



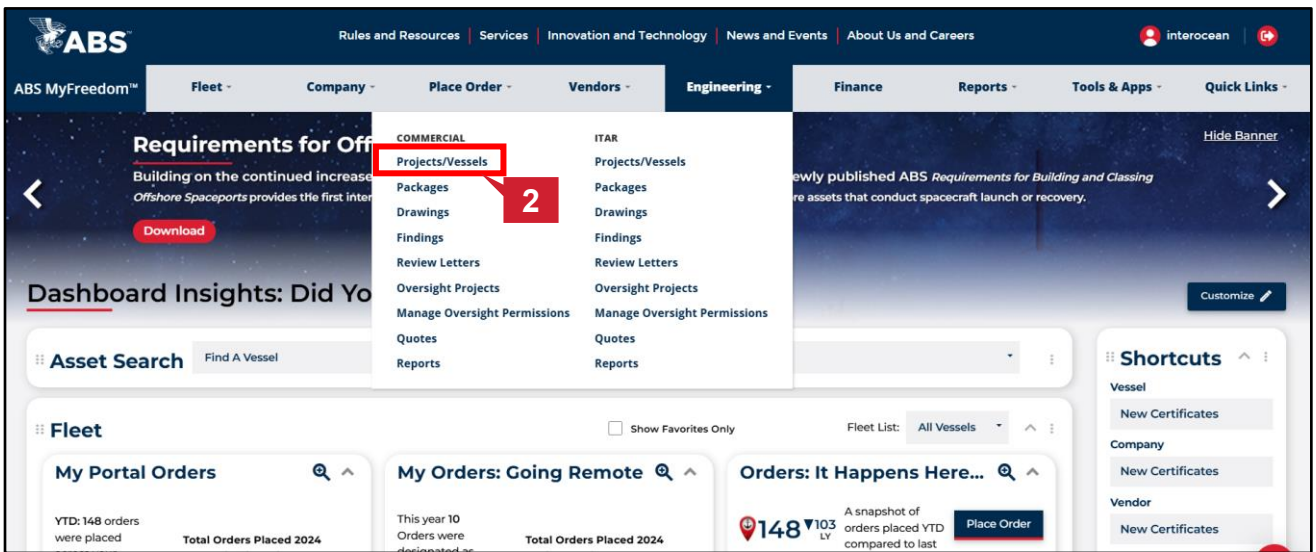


# B) Submitting Drawings Revisions – Create Package option

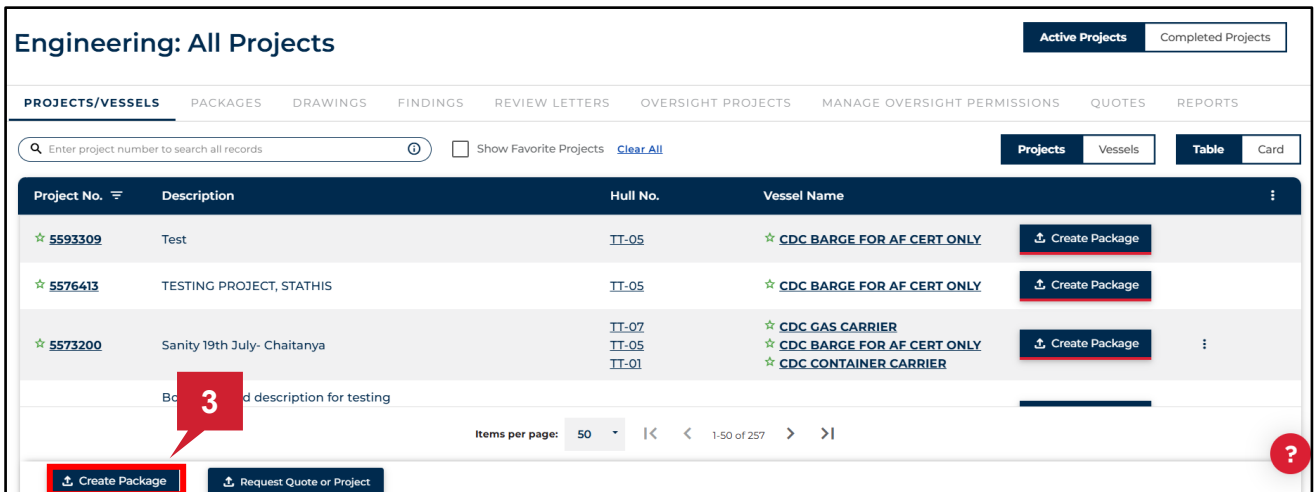
The steps below outline the process for uploading revisions using the **Create Package** option. Revisions can also be uploaded at the project and drawing level by using the **Upload Revisions** option.

## Adding Revisions

- 1 Revisions can be added through either the **Create Package** section or the **Upload Revision** section.
- 2 Select **Projects/Vessels** from the **Engineering** drop-down menu.



- 3 Click **Create Package**.





**4** Fill out the required fields within the **REQUEST DETAILS** section.

**5** Click on **ADD DRAWINGS** Or click **Next: Add Drawings** to proceed.

**6a** Add the file(s) using the **Bulk Upload** option and enter the **Revision #**. If a drawing with the same number already exists in the project and applies to the same vessels, the system will automatically treat the submission as a revised submission Here 101 is an example.

**6b** If the drawing number does not exist in this project, the system will consider it as a new drawing. Here 112344 is an example.

Attachment *	Drawing Number *	Drawing Title *	Revision # *	Applicable Vessels *
Drawing 776.0kb x	101 Select From Existing	Drawing1	1	<input checked="" type="checkbox"/> CDC BARGE FO...
Drawing 776.0kb x	11856 Select From Existing	Drawing 2	q	<input checked="" type="checkbox"/> CDC BARGE FO...



**7a** Enter the exact **Drawing Number** used in the previous submission.

**7b** Or Use the **Select From Existing** option to indicate the submittal being revised.

**8** The existing drawings for this project will appear in the list for easy submission of revisions.

**9** Click on **Preview and Submit**.



**10** If the drawing with the same number already exists for the selected vessel, a confirmation pop-up will appear. Click **Yes** to proceed.

The screenshot shows the 'Create Package' interface with the 'ADD DRAWINGS' tab selected. A modal dialog titled 'Uploading a revision?' is displayed in the center. The dialog text reads: 'A drawing having the number(101) already exists for the selected applicable vessel(s). Do you want to upload a revision for the existing drawing?'. Below the text are two buttons: 'Yes' and 'No'. A red callout box with the number '10' points to the 'Yes' button. The background interface shows a list of projects on the left and drawing upload options on the right.

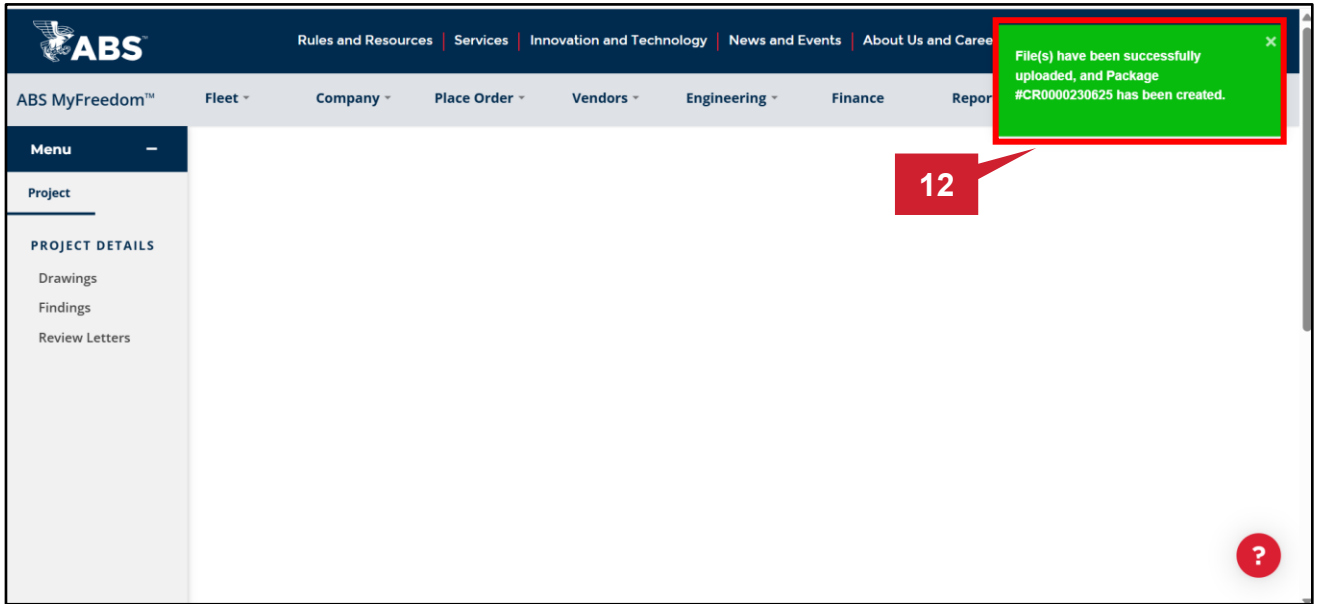
**11** Review the information and click **Submit**.

The screenshot shows the 'Submit Package' interface. It displays project details including 'Customer Reference: N/A', 'Project Name: 5593309 - Test', and 'Additional Information: N/A'. Under 'Billing/ Invoice Details', it shows 'Engineering Office: Houston' and 'Engineering Office Contact Person' with fields for Name (Clement Pilla) and Email Address (CPilla@eagle.orgX). Below this is the 'Billing Entity' (UNKNOWN - 259805). A section for 'Review Submittal Items (2)' is visible, with a 'Drawing1' item listed. At the bottom right, there are buttons for 'Edit Package' and 'Submit'. A red callout box with the number '11' points to the 'Submit' button.





12 A successful package creation message is displayed.

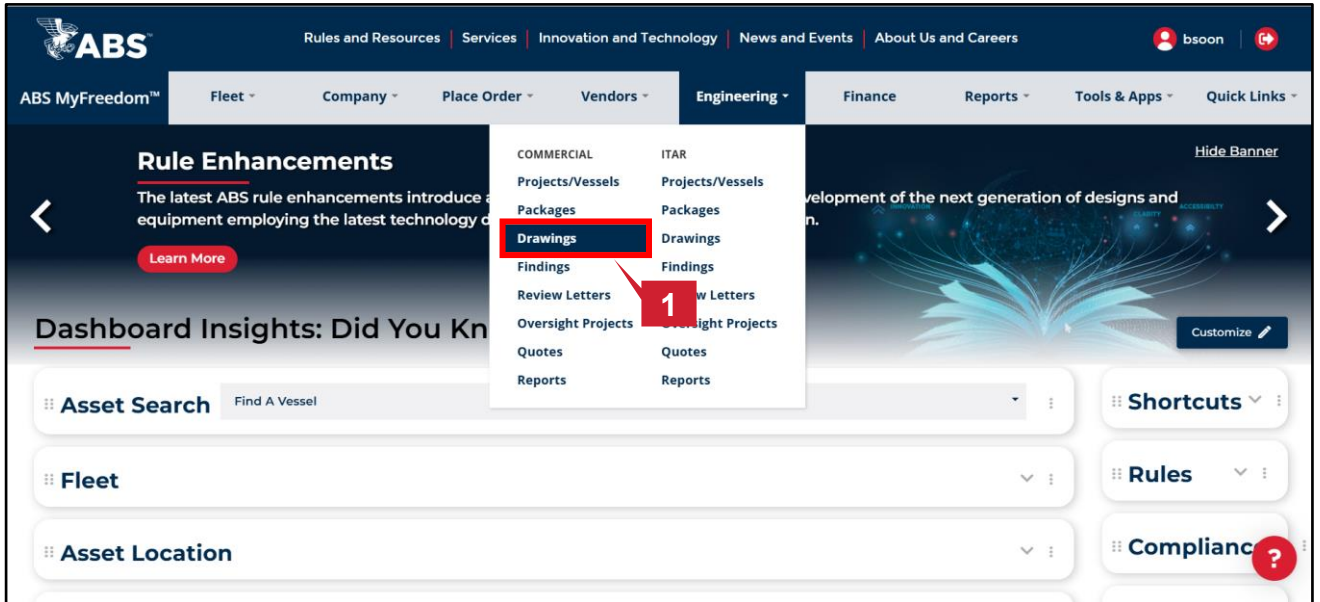




# C) Submitting Drawings Revisions – Upload Revision Option

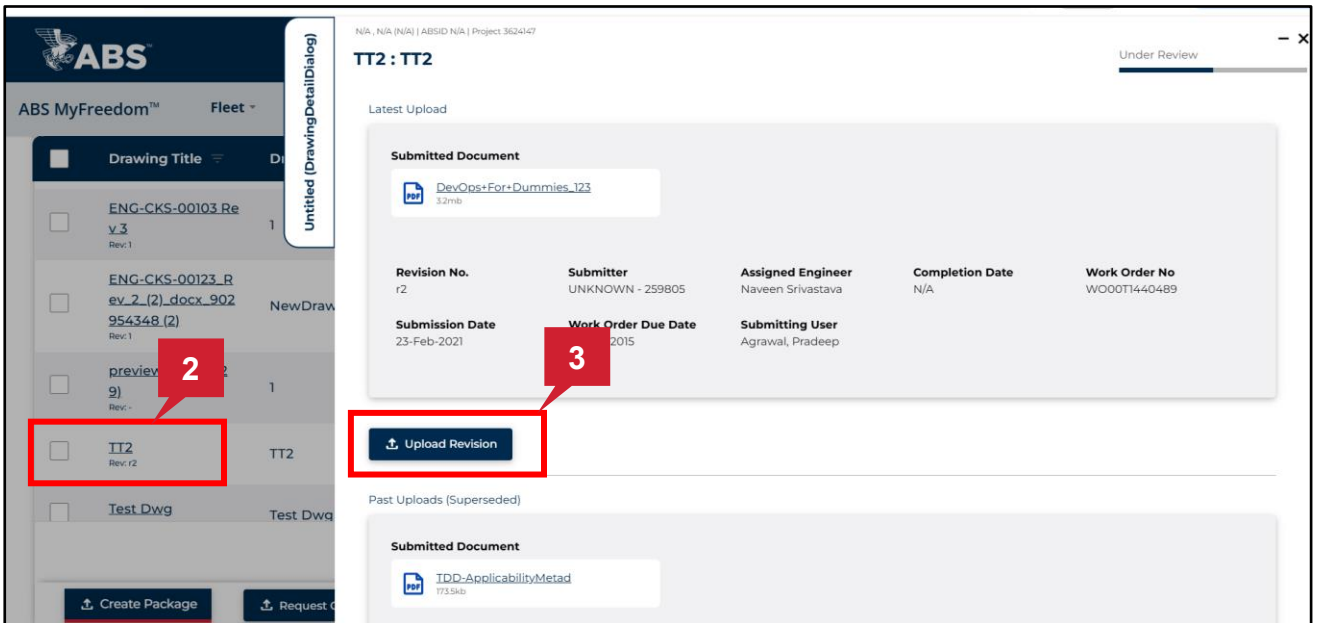
## Submitting Revisions for a Single Drawing

- 1 Navigate to the **Drawings** section from the **Engineering** drop-down menu.



- 2 Search for the drawing and click on the **Drawing Title** to see the drawing details.

- 3 Click on **Upload Revision**.





- 4 Enter the **Revision Number** for the drawing.
- 5 Upload the file you want to submit as a revision.
- 6 Select the **Partial Revision** option if you intend to submit a flysheet or revise a certain section or page of a drawing only.
- 7 Click **Confirm Upload**.

N/A, N/A (N/A) | ABSID N/A | Project 3624147

TT2 : TT2 Under Review

Please note the drawing is currently Under Review with an ABS Engineer. This mid-review submission would require the drawing to be re-examined and accordingly additional time may be required by ABS to complete the review.

Customer Reference

Additional Information

Enter any additional information for Package/Drawings

Characters Left: 4000

Revision Number \*  Last Revision# (2)  Partial Revision

Applicable Hulls

N/A

Upload File

Drawing\_2.pdf (776 KB)

Past Uploads (Superseded)

Upload a revised drawing by dragging and dropping file or using click to upload option.

Upload File

**Drop a file 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")



**8** Review the summary and **Submit** the revision.

N/A, N/A (N/A) | ABSID N/A | Project 3624147

**TT2 : TT2** Under Review

ⓘ 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:** 3624147 - Test project for JDK upgrade  
**Additional Information:** N/A

Review Submittal Items (1) Expand All Collapse All

Revision #	File Name	Drawing Number	Applicable Vessels
3	Drawing 2.pdf	TT2	N/A

[Edit Package](#) [Submit](#)

**9** After submitting the revision, a success message confirming that the revision has been successfully submitted.

File(s) have been successfully uploaded, and Package #CR0000230626 has been created.

**1776 Total Drawings**  
Number of Drawings

Drawings In

- 125 Action Required
- 4 Need More Info
- 243 Under Review
- 60 Received
- 349 Published
- 17 Draft
- 962 Deleted
- 16 Retained (Migrated)

Drawing Number  Enter drawing number to search all records   Show Deleted

ⓘ Special characters ", !, ', -, ~, / are not allowed.

Drawing Title	Drawing Number	Package/Reference No.	Project No.	Submission Date	Completion Date	Status
<p> <a href="#">Create Package</a> <a href="#">Request Quote or Project</a> <a href="#">Upload Revisions (Selected 1)</a> <a href="#">Schedule Drawing List</a> <a href="#">Delete Drawings (Selected 1)</a> </p>						



# Submitting Revisions for Multiple Drawings

**1** Navigate to the **Drawings** section.

The screenshot shows the ABS MyFreedom™ website interface. The top navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. Below this, a secondary menu has 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Engineering' dropdown menu is open, showing options like 'COMMERCIAL', 'ITAR', 'Projects/Vessels', 'Packages', 'Drawings', 'Findings', 'Review Letters', 'Oversight Projects', 'Quotes', and 'Reports'. The 'Drawings' option is highlighted with a red box, and a red arrow points to it with a red '1' next to it.

**2** Select the checkboxes next to the drawings you want to revise.

**3** Click **Upload Revisions**.

The screenshot shows a table of drawings in the ABS MyFreedom™ system. The table has columns for 'Drawing Title', 'Drawing Number', 'Package/Reference No.', 'Project No.', 'Submission Date', 'Completion Date', and 'Status'. Two rows are selected, with checkboxes checked: 'Drawing\_2 Rev: A' and 'Drawing\_3 Rev: A'. A red box and arrow with a red '2' point to these checkboxes. At the bottom of the table, there is a 'Per page: 50' dropdown and navigation arrows. A red box and arrow with a red '3' point to the 'Upload Revisions (Selected 2)' button. Other buttons include 'Create Package', 'Request Quote or Project', 'Schedule Drawing List', and 'Delete Drawings (Selected 2)'.

Drawing Title	Drawing Number	Package/Reference No.	Project No.	Submission Date	Completion Date	Status
<input checked="" type="checkbox"/> Drawing_2 Rev: A	323	TR0000178668	<a href="#">5295740</a>	14-Aug-2025	N/A	Under Review
<input checked="" type="checkbox"/> Drawing_3 Rev: A	122	TR0000178668	<a href="#">5295740</a>	14-Aug-2025	N/A	Under Review
<input type="checkbox"/> Drawing_1 Rev: A	312321	TR0000178668	<a href="#">5295740</a>	14-Aug-2025	N/A	Under Review
<input type="checkbox"/> DRAWING_CUR S-1	CURS-1	TR0000128761	<a href="#">5441874</a>	11-Jul-2025	N/A	Under Review



- 4 Enter the **Customer Reference** and **Additional Information** if applicable.
- 5 Enter the **Revision #** for each drawing.
- 6 Select the **Partial Revision** option if you intend to submit a flysheet or revise a certain section or page of a drawing.
- 7 Click **Drop a file here or click to upload** to upload the file.
- 8 If applicable, click **+ Add Cover Letter** and **+ Add Reference Document** to add the relevant documents.
- 9 Click **Preview & Submit** to preview the added details before submitting.

**Upload Revision**

Customer Reference

Additional Information  
Enter any additional information for Package/Drawings

Characters Left: 4000

Drawing Number	Drawing Title	Revision #	Applicable Vessels *	Partial Revision	Attachment
323	Drawing 2	1 Last Rev# A	TT-05	<input checked="" type="checkbox"/>	WorkPackage_657059 231.2kb
122	Drawing 3	# Last Rev# A	TT-05	<input type="checkbox"/>	Drop a file here or click to upload.

+ Add Cover Letter   + Add Reference Document

Cancel   **Preview & Submit**

- 10 Review the summary and click **Submit** the new revision.

**Upload Revision**

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: 5295740 - testsanity\_kp  
Additional Information: N/A

Review Submittal Items (2) Expand All   Collapse All

- Drawing 2
- Drawing 3

Edit Package   **Submit**

- 11** After submitting the revision, a successful message confirming that the revision has been successfully uploaded.

File(s) have been successfully uploaded, and Package #CR0000226806 has been created.

- 12** To check the submission, click the relevant **Drawing** in the **Engineering – Drawings** screen.

- 13** The latest uploaded drawing and all past uploads are displayed in the pop-up.

The screenshot shows the ABS MyFreedom™ Fleet interface. On the left, a list of drawings is visible, with 'Drawing 2' and 'Drawing 1' highlighted by red boxes and arrows labeled '12' and '13' respectively. The main area shows a pop-up for '323 : Drawing 2' with the following details:

Latest Upload				
Submitted Document				
WorkPackage_6570599.pdf 23.26kb				
Revision No.	Submitter	Assigned Engineer	Completion Date	Work Order No
B	UNKNOWN - 259805	Ku-Ho K/Akhil Bawankule	N/A	W00305945
Submission Date	Work Order Due Date	Submitting User		
12-Sep-2025	26-Aug-2025	Srivastava,Naveen		
Upload Revision				
Past Uploads (Superseded)				
Submitted Document				
Drawing 2.docx 10.0mb				
Revision No.	Submitter	Assigned Engineer	Completion Date	Work Order No
A	UNKNOWN - 259805	N/A	N/A	W00305945
Submission Date	Work Order Due Date	Submitting User		
14-Aug-2025	26-Aug-2025	ABS		

**Note:** If you need to revise multiple drawings from previous submission (Package), Please refer to the Revising Packages Guide.