



ABS MYFREEDOM™ CLIENT PORTAL

Placing a Vendor Order

Step-by-step instructions to help you place a vendor order.

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For questions, please email ABSServiceDesk@eagle.org.

How to Place a Vendor Order

You can place vendor orders as **Customers** on **ABS MYFREEDOM™ CLIENT PORTAL** as follows:

1) How to Place a Vendor Order

- 1 Login to the **ABS MYFREEDOM™ CLIENT PORTAL**.
- 2 Select **Place Vendor Order** from the **Place Order** drop-down options.

The screenshot displays the ABS MyFreedom Client Portal dashboard. The top navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. The main navigation menu features 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Place Order' menu is expanded, showing options for 'Place Vessel Order', 'Place Company Order', and 'Place Vendor Order'. A red box highlights the 'Place Vendor Order' option, with a red '2' indicating the step. The dashboard also features a 'Dashboard Insights: Did You Know?' section with various charts and a 'Shortcuts' sidebar on the right.

Asset Search Find A Vessel

Fleet Show Favorites Only Fleet List: All Vessels

My Portal Orders

YTD: 101 orders were placed across your fleet. 64 were placed in Portal. Online ordering has never been easier. Increase your efficiency.

Total Orders Placed 2024 by Channel

Channel	Count
Portal	22
Other	79

My Orders: Going Remote

This year 2 Orders were designated as Remote Attendance of the Total 101 orders placed across your fleet.

Total Orders Placed 2024 by Attendance Type

Attendance Type	Count
Remote	2
Other	99

Orders: It Happens Here...

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

Open Orders by Port

Port Office	Count
Hellenic - Piraeus Port	10
Freedom Operations	5
Singapore Port	3
Other	83

Shortcuts

- Vessel
 - New Certificates
- Company
 - New Certificates
- Vendor
 - New Certificates
- Engineering
 - Quotes
 - Drawings
- Reports



- 3 The **Pre-Place Order** pop-up is displayed.
- 4 Select your work type from the **Pre-Place Order** page's six options.
- 5 Choose the **Attendance Type**, either **Remote** or **Physical**.

The screenshot shows the ABS MyFreedom portal interface. A 'PRE-PLACE ORDER' pop-up window is open, displaying a grid of six work type options. A red box highlights the 'Type Approval / EU-MED (Audit)' option, with a red '4' next to it. Below this grid, a 'Select Attendance type' section contains two buttons: 'Remote' and 'Physical'. A red box highlights these buttons, with a red '5' next to it. The background of the portal shows various dashboards including 'Fleet' (donut chart with 67 and 22), 'Vendors' (donut chart with 9, 5, and 75), 'Findings' (line chart), and 'Certificates Overview' (donut chart with 174, 107, and 57).



6	The Order Details section is displayed.
7	Modify details like Order Type , First Visit Date , Request Date , Attendance Type , and Last Visit Date if required.
8	Select Country/Region from the dropdown.
9	Select Location from dropdown. Once the Location is selected, the ABS Attending Office related to that location is populated.
10	In the Contact Info section, the requestor name is pre-selected as the Same as Requestor for Local Point of Contact .

Note: To assign survey responsibilities to a different individual as the **Local Point of Contact**, you need to click **Create New Contact**. Enter the required details and save them. Alternatively, you can choose a contact from the drop-down menu to designate as your **Local Point of Contact**.

The screenshot shows the 'PLACE ORDER' interface for a company named 'UNKNOWN'. The interface is divided into three main sections: 'Order Summary', 'Location Info', and 'Contact Info'. Red callout boxes with numbers 7, 8, 9, and 10 highlight specific elements in each section.

- Callout 7:** Points to the 'Order Summary' section, which includes fields for 'Order Type' (Type Approval / EU-MED (Audit)), 'First Visit Date' (12-Mar-2025), 'Request Date' (12-Mar-2025), 'Attendance Type' (Remote Attendance), and 'Last Visit Date' (12-Mar-2025).
- Callout 8:** Points to the 'Country/Region' dropdown menu, which is currently set to 'American Samoa'.
- Callout 9:** Points to the 'Location' dropdown menu, which is currently set to 'Pago Pago'. This selection populates the 'ABS Attending Office' information: Honolulu Station, United States, Phone: +1-281-877-6000, Email: fred@abshonolulu@eagle.org.
- Callout 10:** Points to the 'Local Point of Contact' section, which has a radio button selected for 'Same as Requestor'. Below this, a dropdown menu shows 'Naveen Srivastava - UNKNOWN' and a 'Create New Contact' link.

The 'Contact Info' section at the bottom shows the 'Requestor Contact' details: Name: Naveen - DO NOT Change Srivastava, Company: UNKNOWN, Email: dummyemail@eagle.org, Phone: +1 281 877 6275. Below this, the 'Local Point of Contact' details are shown: Name: Naveen Srivastava, Company: UNKNOWN, Email: nikos.salamanopoulos@rapid7.com, Phone: 1234-56789910.





- 11** Under the **Other Surveys/Audits** section, you can add **Additional** and/or **Occasional Surveys/Audits** to the work order by selecting your preferred options as demonstrated.
- 12** Complete necessary fields according to **Survey/Audit** selection.
- 13** You can **drop a file or click to upload** to attach a file under the **Attachments** section.
- 14** In the **Notify Additional Recipients** section, the requestor will automatically receive all notifications related to the orders by default.
- 15** You can also add recipients to receive notifications for the same orders. Simply enter their email address and click **Add Recipient** to include them.
- 16** The **Additional Info** section allows you to provide any information you wish to share with the Surveyor or Auditor.
- 17** Click **Review Order**.

The screenshot shows the 'UNKNOWN' vendor order form. Red callout boxes highlight the following sections:

- 11**: The 'Other Surveys/Audits' section, which includes a table for selecting audit types, ISO numbers, and accreditation bodies.
- 12**: A specific row in the 'Other Surveys/Audits' table, showing options for 'Annual Audit', 'Renewal Audit', and 'European Union - Marine Equipment Directive'.
- 13**: The 'Attachments' section, which features a 'Drop files here OR Click to upload' area and a table for listing attached files.
- 14**: The 'Notify Additional Recipients' section, which includes an 'Add Recipient' button and a list of recipients with checkboxes for 'Survey/Audit Assignment', 'Necessary Report Sign-off', and 'Final Reports, Certificates, and Products are available online'.
- 15**: The 'Additional Info' section, which provides a text area for sharing information with the surveyor or auditor.
- 16**: The 'Review Order' button at the bottom right of the form.

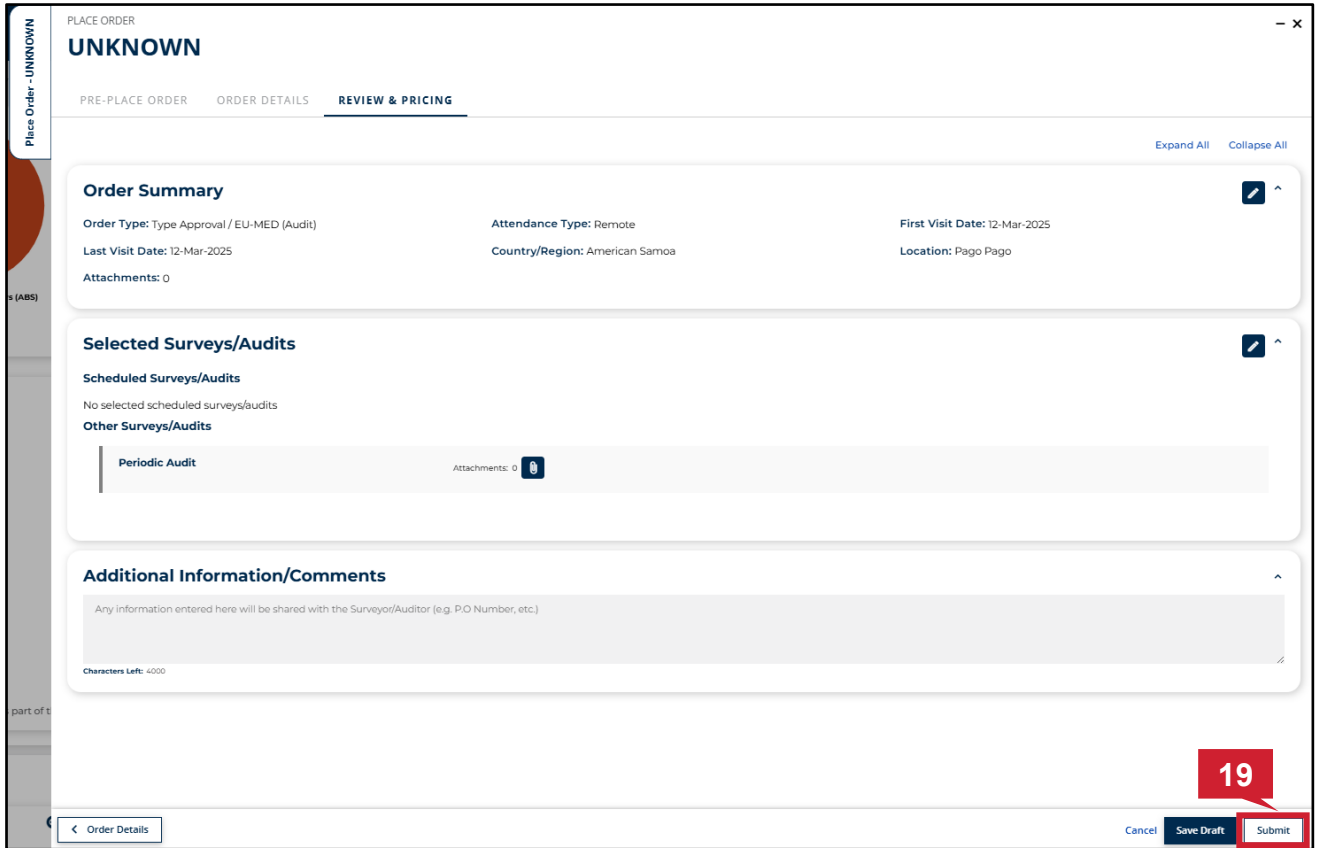
Note: Findings can be selected from the **Findings** section if any exists for that company.

Note: The **Save Draft** button will keep the order in the draft, any modifications can be made to the draft before submit.

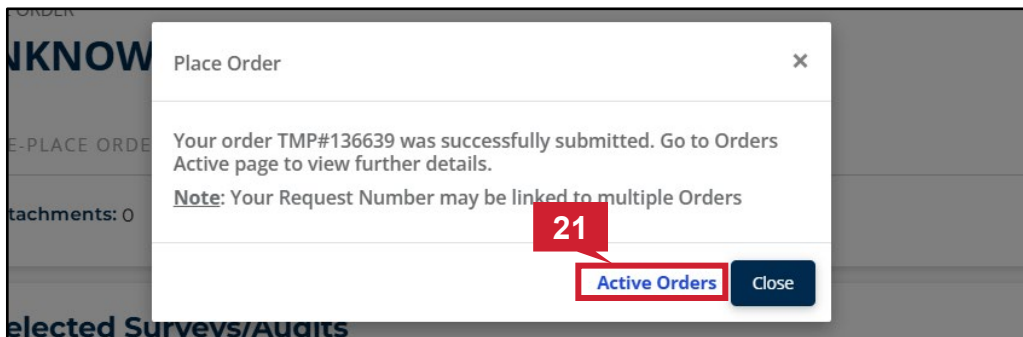




- 18** Verify that the following details are accurate:
 - Other Surveys/Audits
 - Additional Information, Comments, and Attachments
- 19** Click **Submit**.



- 20** Once your order has been submitted, you will see a pop-up display showing your temporary order number.
- 21** Click **Active Orders** in the pop-up window to access your Vendor Active Order pages.





22 Newly created Vendor Order will be available under the **Active Orders** section.

Orders

Active History

Search by PO Number, Port Office, Order Number, Work Type, Orders Attributes

Draft Order Placed Waiting for Assignment Assigned In Progress Signed Off Clear All

Order Number	PO Number	Request Date	Last Visit Date	ABS Port Office	Work Type	Attendance Type	Surveys	Status
6902099	N/A	14-Mar-2025	14-Mar-2025	LUANDA Port	Programs - Type Approval / EU-MED Audits	Remote Attendance	European Union- Marine Equipment Directive - Annual Audit(EU-MED-MAS)	Order Placed
6901953	N/A	12-Mar-2025	12-Mar-2025	Marseille Port	Programs - Type Approval / EU-MED Audits	Remote Attendance	Type Approval - Periodic Audit(TA-PER)	Order Placed
					Physical			

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23 Once an order is placed, order-related information is sent via email to the requestor and port office.

PORTAL REQUEST RECEIVED

Please log into Freedom to review the Portal Request found in the port office dashboard and progress the Work Order accordingly.

ONLINE REQUEST DETAILS

Vessel/Company Name:

Class/Customer No:

Location: I

Request Date: 14-Mar-2025

First Visit Date: 14-Mar-2025

Request type: Container

Order No.: 6902092

Note: Your order number above may not include all tasks in your original portal request. Additional notifications may be received to ensure ABS receipt of your entire order.

