



ABS MYFREEDOM™ CLIENT PORTAL

Placing a Vessel Order

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

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For questions, please email ABSServiceDesk@eagle.org.

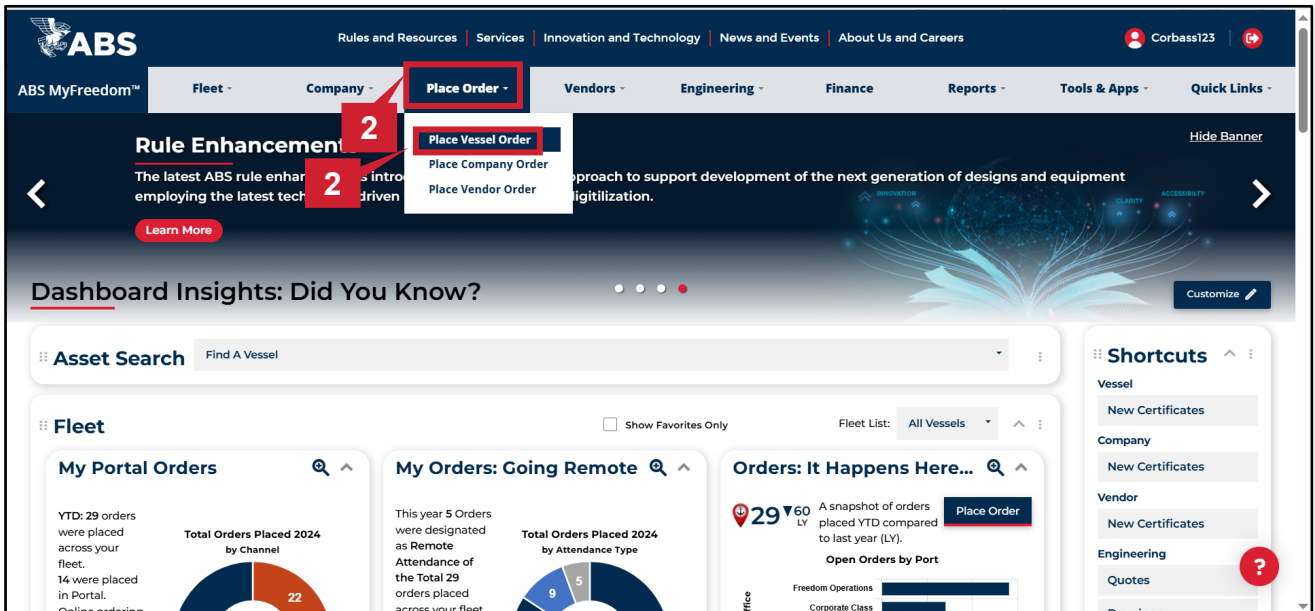


How to Place a Vessel Order

You can place Vessel Orders as **Customers** on the **ABS MYFREEDOM™ CLIENT PORTAL** as follows:

1) How to Place a Vessel Order

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



- 3 The **Place Order** pop-up is displayed.
- 4 Select the **Vessel** from the dropdown. According to selected vessel, work types are displayed under the **Pre-Place Order** section.
- 5 Choose the **Attendance type** either **Remote** or **Physical**.

PLACE ORDER

Place Order

Selected Vessel: CDC BULK CARRIER

PRE-PLACE ORDER ORDER DETAILS REVIEW & PRICING

Order my Overdue/Due:

Surveys Findings

Other Options:

Create my own Order Request an Extension

Select Attendance type

Remote Physical

Note: The options for placing an order will depend on the vessel selected, and you can choose any available option to proceed.



- 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 In the **Location Info** section, the ABS Attending Office is either auto-populated or must be manually entered, depending on the selected Attendance Type.

PLACE ORDER

CDC BULK CARRIER

PRE-PLACE ORDER **ORDER DETAILS** REVIEW & PRICING

Expand All Collapse All

Order Summary

Note: Modifying attributes in this section may reset any selections made below

Order Type* Create my own Order **First Visit Date*** 14-Mar-2025 **Request Date*** 14-Mar-2025

Attendance Type ? Remote Attendance **Last Visit Date*** 14-Mar-2025

Information and communication technologies (ICT) is a prerequisite for Remote Attendance. Acceptance is not guaranteed, physical attendance may still be required to complete the requested tasks.

Location Info

For Assets, information is populated based on AIS (as available). The ABS Attending Office is automatically selected for remote attendance requests

ABS Attending Office
Operations Support Center-OSC
 1701 City Plaza Drive Spring TX 77389 United States
 Phone: +1-281-877-6000
 Email: Fred*ABS-WorldHQ@eagle.org

Cancel Save Draft Review Order >

- 9 In the **Contact Info** section, the requestor name is pre-selected as **Same as Requestor** for **Local Point of Contact**.

Contact Info

Requestor Contact

Name: Naveen - DO NOT Change Srivastava Company: UNKNOWN Email: dummyemail@eagle.org Phone: +1 2818776275

Local Point of Contact Same as Requestor

The Location Info above affects available options in Local Point of Contact list.

Naveen - DO NOT Change Sriva... Create New Contact

Name	Company	Email	Phone
Naveen - DO NOT Change Srivastava	UNKNOWN	dummyemail@eagle.org	+1 2818776275

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**.





10 Under the **Scheduled Surveys/Audits** section, you will see all Overdue/Due surveys within 60 days.

PLACE ORDER
CDC BULK CARRIER
 PRE-PLACE ORDER **ORDER DETAILS** REVIEW & PRICING

Scheduled Surveys/Audits

What do you want to see? Task Type: Attendance:

Show Only Selected (0) **Recommended** **Additional Scheduled** **Surveys** **Both** **Audits** **Remove** **Need an Extension?** [Start Over](#)

Expand All Collapse All

Survey/Audit	Due Date	Service Type	Status	Extended Date
<input type="checkbox"/> Intermediate Hull Survey 2	01-Jun-2005	Class Certification	Commenced	N/A
<input type="checkbox"/> Annual Load Line Survey 4 Remove	30-Apr-2016	Load Line Certification	Created	N/A
<input type="checkbox"/> Annual IOPP Annex I Survey 4 Remove	30-Apr-2016	MARPOL Annex I (Oil)	Created	N/A
<input type="checkbox"/> Annual IAPP Annex VI Survey 4 Remove	30-Apr-2016	MARPOL Annex VI (Air Pollution)	Created	N/A
<input type="checkbox"/> Annual Safety Construction Survey 4 Remove In Progress	30-Apr-2016	SOLAS SLC Certification	Created	N/A
<input type="checkbox"/> Annual Safety Equipment Survey 4 Remove In Progress	30-Apr-2016	SOLAS SLE Certification	Created	N/A
<input type="checkbox"/> Annual Hull Survey 5 Remove In Progress	30-Apr-2017	Class Certification	Created	N/A
<input type="checkbox"/> Annual Machinery Survey 5 Remove In Progress	30-Apr-2017	Class Certification	Created	N/A
<input type="checkbox"/> Boiler Survey - Auxillary Water Tube Boiler	30-Apr-2017	Class Certification	Continued	N/A
<input type="checkbox"/> Request Extension				
<input type="checkbox"/> Drydocking Survey Remove	30-Apr-2017	Class Certification	Continued	N/A
<input type="checkbox"/> Special Continuous Survey - Machinery 2 Remove In Progress	30-Apr-2017	Class Certification	Continued	N/A
<input type="checkbox"/> Special Periodical Survey - Automation 2	30-Apr-2017	Class Certification	Created	N/A
<input type="checkbox"/> Special Periodical Survey - Hull 2 In Progress	30-Apr-2017	Class Certification	Continued	N/A
<input type="checkbox"/> Tallshaft Survey - Shaft-Propeller Shaft In Progress	30-Apr-2017	Class Certification	Created	N/A

Note: The **Request Extension** option applies to Periodic surveys like Special, Renewal, intermediate, and retest.

Note: The attachment option is available for selected surveys, and any attachments added to these surveys will be accessible in the generic **Attachments** section.





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Under the **Other Surveys/Audits** section, you can **add Additional, Initial, and/or Occasional Surveys/Audits** to the work order by selecting your preferred options as demonstrated.

12

In the **Findings** section, you can view all findings that are coming due or overdue. Like Surveys, Findings will be automatically selected in order, but you can deselect them using the same method.

Other Surveys/Audits

Survey/Audit	Task Type	Service Type
<input type="checkbox"/> Damage Survey (Class)	OCCASIONAL	Class Certification
<input type="checkbox"/> Repair Survey (Class)	OCCASIONAL	Class Certification
<input type="checkbox"/> Initial Survey - Preventative Maintenance	INITIAL	Class Certification
<input type="checkbox"/> Change of Notation	OCCASIONAL	Class Certification
<input type="checkbox"/> Baseline Condition Assessment - CBP	OCCASIONAL	Class Certification
<input type="checkbox"/> Initial Gas Code Survey - Unloading	INITIAL	Gas Code Certification
<input type="checkbox"/> Initial Gas Code Survey - Loading	INITIAL	Gas Code Certification
<input checked="" type="checkbox"/> Concurrent Load Line Survey	OCCASIONAL	Load Line Certification
<input type="checkbox"/> Verification of Tank Calibration Tables Survey	OCCASIONAL	Special Service
<input checked="" type="checkbox"/> Damage Survey (Special)	OCCASIONAL	Special Service
<input type="checkbox"/> Change of Name Survey	OCCASIONAL	Special Service
<input type="checkbox"/> Change of Owner Survey	OCCASIONAL	Special Service

Findings

Finding No.	Finding Type	Criticality	Due Date
<input type="checkbox"/> 198.0	Outstanding	Additional Requirement	30-Apr-2017

Additional information fields will appear based on the selected survey.

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13 You can **drop a file or click to upload** to attach a file under the **Attachments** section. Attachments from the **Scheduled Surveys/Audits** and **Findings** will be accessible in this 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**.

PLACE ORDER

CDC BULK CARRIER

PRE-PLACE ORDER **ORDER DETAILS** REVIEW & PRICING

Attachments

Drop files here OR Click to upload
(supported files type are *.doc, docx, jpg, pdf, txt, xls, xlsx, png, jpeg, rtf, zip, dwg, gif, csv, ppt, bmp, pptx, msg)

File Name	Description	Survey/Audit	Finding	Part	Secure File
No records found.					

Notify Additional Recipients

Requestor will receive all order related notifications by default, so no additional action is required

Enter Email

Add Recipient

Surveyor/Auditor Assi
 Preliminary Report Signed Off
 Final Reports, Certificates, and Invoice(s) are available online

Additional Info

Any information entered here will be shared with the Surveyor/Auditor (e.g. P.O Number, etc.)

Cancel Save Draft **Review Order >**

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



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

PLACE ORDER
CDC BULK CARRIER

PRE-PLACE ORDER ORDER DETAILS REVIEW & PRICING

Order Summary

Order Type: Create my own Order Attendance Type: Remote First Visit Date: 17-Mar-2025

Last Visit Date: 17-Mar-2025 Country/Region: Location:

Attachments: 0

Selected Surveys/Audits

Scheduled Surveys/Audits

No selected scheduled surveys/audits

Other Surveys/Audits

Concurrent Load Line Survey Attachments: 0

Request to Active(Deadweight): 1000

Findings

No selected findings

Additional Information/Comments

Any information entered here will be shared with the Surveyor/Auditor (e.g. P/O Number, etc.)

Characters Left: 4000

Order Details

Cancel Save Draft **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 Vessel Active Order pages.

Place Order

Your order TMP#136642 was successfully submitted. Go to Orders Active page to view further details.

Note: Your Request Number may be linked to multiple Orders

21 Active Orders Close





22 The newly created Vessel Order will be available under the **Active Orders** section.

The screenshot shows the ABS MyFreedom portal interface. At the top, there are navigation tabs for 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. Below this is a secondary navigation bar with options like 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The main content area is titled 'Orders' and includes a search bar and a filter menu with categories like 'Draft', 'Order Placed', 'Waiting for Assignment', 'Assigned', 'In Progress', and 'Signed Off'. A table lists orders with columns for Order Number, Request No., Request Date, Last Visit Date, ABS Port Office, Work Type, Attendance Type, Survey/Audits, and Status. One order is highlighted with a red box and a callout bubble containing the number '22'.

Order Number	Request No.	Request Date	Last Visit Date	ABS Port Office	Work Type	Attendance Type	Survey/Audits	Status
TMP-136642	136642	17-Mar-2025	17-Mar-2025	Operations Support Center-OSC	Create my own Order	Remote Attendance	Concurrent Load Line Survey(LL-CON)	Order Placed
6901431	136578	07-Mar-2025	07-Mar-2025	Hellenic - Piraeus Port	Surveys After Construction	Physical Attendance	Crew: Accommodation Renewal Survey I(CAR), Intermediate Hull Survey 2(IHS), Annual Survey - Cargo ...	Order Placed

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

The screenshot shows an email notification with a dark blue header and a white body. The header contains a red 'X' icon and the text 'Right-click or tap and hold here to download pictures.' Below the header, the main title is 'PORTAL REQUEST RECEIVED'. The body text reads: 'Please log into Freedom to review the Portal Request found in the port office dashboard and progress the Work Order accordingly.' Below this, there is a section titled 'ONLINE REQUEST DETAILS' with the following information: 'Vessel/Company Name:', 'Class/Customer No:', 'Location:', 'Request Date: 14-Mar-2025', 'First Visit Date: 14-Mar-2025', 'Request type: Container', and 'Order No. #: 6902092'. A 'Note' at the bottom states: '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.'

