



ABS MyFreedom™ Client Portal

Placing Company Order

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

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For questions, please email ABSServiceDesk@eagle.org.

How to Place a Company Order

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

How to Place a Company Order

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

The screenshot shows 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 user is logged in as 'Corbess123'. The main navigation menu includes 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Place Order' dropdown menu is open, showing options: 'Place Vessel Order', 'Place Company Order', and 'Place Vendor Order'. A red box highlights the 'Place Company Order' option, and a red arrow points to it from a red box with the number '2'. The dashboard also features a 'Requirements for Building and Classing Offshore Spaceports' banner, a 'Dashboard Insights: Did You Know?' section, an 'Asset Search' bar, and several data visualization widgets including 'My Portal Orders', 'My Orders: Going Remote', and 'Orders: It Happens Here...'. A 'Shortcuts' panel is visible on the right side.

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

PLACE ORDER

Selected Company: DIVETIDE LIMITED

PRE-PLACE ORDER ORDER DETAILS REVIEW & PRICING

Order my Overdue/Due:

Audits

Other Options:

Create my own Order

Request an Extension

Verification is undertaken at a remote location without attendance at the facility.

Remote **Streamline** **Physical**

Note: The options for placing an order will depend on the Company 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 Select **Country/Region** and **Location** from the dropdown in the **Location Info** section. Based on the selection, the ABS Attending Office is auto-populated.

ORDER DETAILS

Order Summary

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

Order Type*
Overdue/Due Audits

First Visit Date*
16-Apr-2025

Request Date*
16-Apr-2025

Attendance Type ?
Remote Attendance

Last Visit Date*
16-Apr-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

Country/Region*
Angola

Location*
Futula Terminal

ABS Attending Office
LUANDA Port
Units 403, 4th Floor Bengo Tower, Belas Business Center Via AI - Av.
Talatona Luanda Angola
Phone: +244 921835484
Email: Fred*ABSLuanda@eagle.org

- 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.

The screenshot shows the 'Scheduled Surveys/Audits' section of a software interface. At the top, it says 'PLACE ORDER' and 'TIDEWATER MARINE INTERNATIONAL INC'. Below that are tabs for 'PRE-PLACE ORDER', 'ORDER DETAILS', and 'REVIEW & PRICING'. The main section is titled 'Scheduled Surveys/Audits' and includes a filter 'What do you want to see?' with options: 'Show Only Selected (2)', 'Recommended', 'Additional Scheduled', 'Remove', and 'Need an Extension?'. There is also an 'Attendance:' section and a 'Start Over' link. Below this is a table with columns: Survey/Audit, Due Date, Service Type, Status, and Extended Date. Two rows are visible, both with a checkmark in the first column. The first row is 'ISM Annual Audit 4' with a due date of '11-Dec-2025' and status 'Created'. The second row is 'ISM Renewal Audit 5' with a due date of '11-Dec-2026' and status 'Created'. Both rows have an 'Attachment' icon (a document with a plus sign) in the 'Extended Date' column. At the bottom of the table, there is a summary bar that says 'Requirements/ESP (Selected 2)'.

Survey/Audit	Due Date	Service Type	Status	Extended Date
<input checked="" type="checkbox"/> ISM Annual Audit 4 Remove	11-Dec-2025	ISM Certification	Created	N/A
<input checked="" type="checkbox"/> ISM Renewal Audit 5 Remove	11-Dec-2026	ISM Certification	Created	N/A

Requirements/ESP (Selected 2)

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



11

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

Attendance: Show Only Selected (0) [Remove](#)

Survey/Audit	Task Type	Service Type
<input type="checkbox"/> EMBARC Verification Audit Remove	OCCASIONAL	EMBARC
<input type="checkbox"/> ISM Transfer of Certification	OCCASIONAL	ISM Certification
Current Society providing certification (Attach a copy of current certificate) *		
<input type="checkbox"/> Change of Name/Address Verification - ISM Remove	OCCASIONAL	ISM Certification
<input type="checkbox"/> ISM Additional Audit Remove	OCCASIONAL	ISM Certification
<input type="checkbox"/> ISM Pre-Assessment Audit Remove	OCCASIONAL	ISM Certification
<input type="checkbox"/> ISM Branch Office Audit Remove	OCCASIONAL	ISM Certification
<input type="checkbox"/> Clean Cargo Working Group Audit	OCCASIONAL	Statutory Certification

Findings

What do you want to see? Show Only Selected (0) [Recommended](#) [Other](#) Task Type: [Surveys](#) [Both](#) [Audits](#)

Finding No.	Finding Type	Criticality	Due Date
<input type="checkbox"/> 31.0	Non-Conformity	NIC	11-Mar-2026

Asset name: Audit clause: ISM Clause-101 Finding Status: Planaccepted
 Service type: Due by Task
 Description: Requirement: The ISM Code requires that the Company should establish procedures to ensure that the ship is maintained in conformity with the provisions of the relevant rules and regulations and with any additional requirements, which may be established by the Company. The ABS Rules Conditions of Classification Part 1A-1-B Section 11 Examination and Repair states that "Damage, failure, deterioration, or repair to hull, machinery, or equipment, which affects or may affect classification, is to be submitted by the Owners or their representatives for examination by a Surveyor at first opportunity. All repairs found necessary by the Surveyor are to be carried out to the Surveyor's satisfaction. "First Opportunity" means submitting within 72 hours any modification, damage, failure, deterioration, or repair to hull, machinery, or equipment which. [Show More](#)

A. Findings (Selected 0)

[Cancel](#) [Save Draft](#) [Review Order](#)

Additional information field will appear based on the selected survey.

12

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

DIVETIDE LIMITED

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
ABS-OHSMS Acknowledgement.pdf	Test	N/A	N/A	N/A	<input type="checkbox"/>

Notify Additional Recipients

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

Enter Email

Add Recipient

Surveyor/Auditor Assigned
 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
- 19 Click **Submit**.

PLACE ORDER

TIDEWATER MARINE INTERNATIONAL INC

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

Expand All Collapse All

Order Summary

Order Type: Request an Extension Attendance Type: Streamline First Visit Date: 16-Apr-2025
 Last Visit Date: 16-Apr-2025 Country/Region: Angola Location: Futilla Terminal
 Attachments: 0

Selected Surveys/Audits

Scheduled Surveys/Audits
 No selected scheduled surveys/audits

Other Surveys/Audits

EMBARC Verification Audit Attachments: 0

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

19

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 Company Active Order pages.

Place Order

Your order TMP#138133 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 Company Order will be available under the **Active Orders** section.

The screenshot shows the ABS MyFreedom portal interface. The top navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. The user is logged in as 'tidewater02'. The main menu on the left includes 'Audits', 'Findings', 'Certificates', 'Place Order', 'Orders', 'Owner', and 'Alerts Archive'. The 'Orders' section is active, displaying a table of orders. A red callout bubble with the number '22' points to the first row of the table, which is highlighted with a red border.

Order Number	Request No.	Request Date	Last Visit Date	ABS Port Office	Work Type	Attendance Type	Audits	Status
TMP-138133	138133	16-Apr-2025	16-Apr-2025	LUANDA Port	Request an Extension	Streamline Attendance	EMBARC Verification Audit(EMBARC)	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 from ABS. The subject is 'PORTAL REQUEST RECEIVED'. The body of the email contains the following information:

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:**
- 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.

