



# INTTRA 补料客户快速指引

Mar/2024



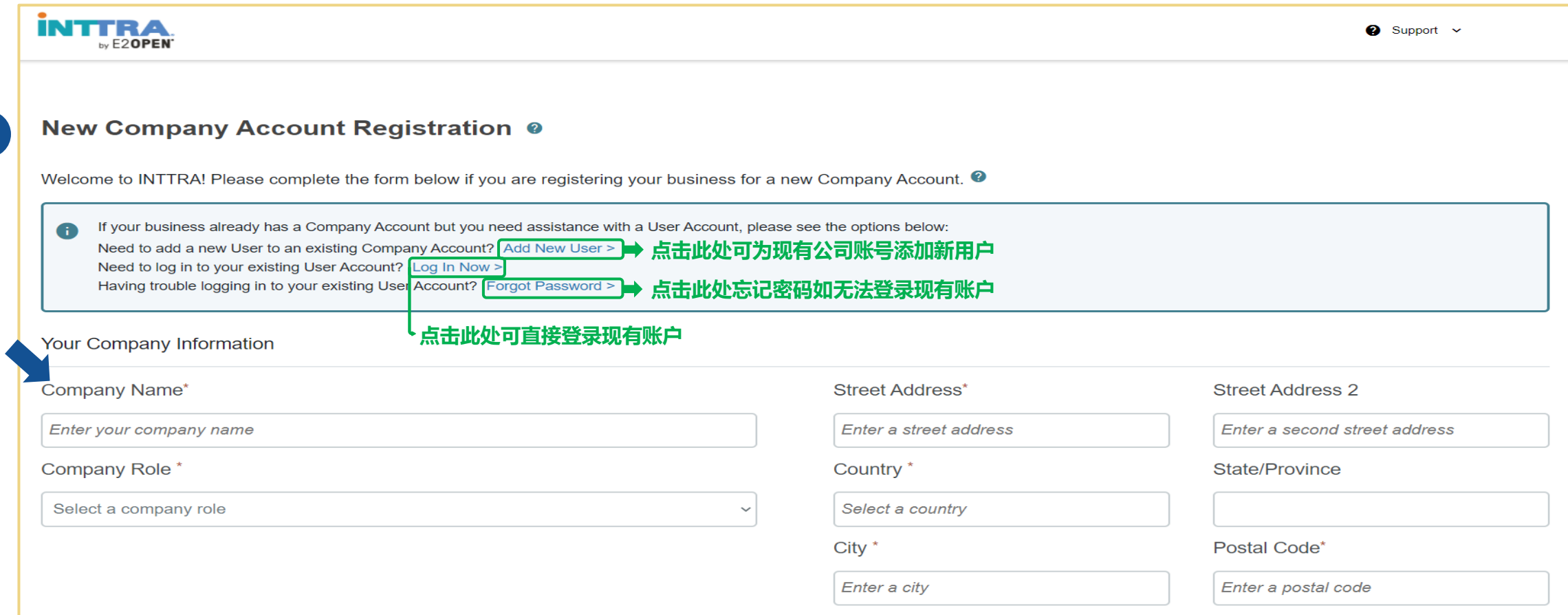
**注册流程如下:**

- 1** 使用注册页面提交注册申请
- 2** INTTRA 系统批复后, 生成公司 ID, 并发送激活账号邮件
- 3** 收到激活账号邮件, 登录 INTTRA 网站进行添加船公司
- 4** INTTRA 系统发送添加申请到船公司, 船公司批复
- 5** 批复完成后, 登录 INTTRA 网站, 在船公司列表中选择对应船公司进行订舱、补料

**整个注册流程需要1-3 天的时间, 请预留好时间提前申请账号**

注册用户网址: <https://registration.intra.com/register>

1  
依次输入注册资料



The screenshot shows the 'New Company Account Registration' page. It includes a header with the INTRTA logo and a 'Support' link. The main heading is 'New Company Account Registration'. Below it is a welcome message and a help icon. A light blue box contains instructions for existing users with three links: 'Add New User >', 'Log In Now >', and 'Forgot Password >'. Green arrows point from these links to Chinese annotations: '点击此处可为现有公司账号添加新用户', '点击此处忘记密码如无法登录现有账户', and '点击此处可直接登录现有账户'. A blue arrow points from the vertical text '依次输入注册资料' to the 'Your Company Information' section. This section contains several form fields: 'Company Name\*', 'Street Address\*', 'Street Address 2', 'Company Role\*', 'Country\*', 'State/Province', 'City\*', and 'Postal Code\*'. Each field has a placeholder text.

带有\*为必填项  
注册用户页面接下一页



注册过程中网页语言默认英文，收到账户资料后可更改网页语言为中文

Personal Details

**2 依次输入注册资料，带 \* 为必填项**

First Name\*


Last Name\*

Email\*

**3 下方位置打勾同意用户协议，进行验证**

By checking this box, you agree to INTTRA's [Terms of Service](#)

By checking this box, you give your consent for INTTRA to communicate with you via email, mail, and phone.

I'm not a robot 






**4 提交注册申请**

Phone number\* **点击后下拉可选择国家**

Job Level\*

Phone number\*  Pref

Search Country

-  China (中国) +86
-  Chile +56
-  Christmas Island +61
-  Cocos (Keeling) Islands +61
-  Colombia +57

Preferred Language\* **点击后下拉可选择语言**

Job Function\*

Preferred Language\*

- Please select a preferred language
- English
- Español
- Français
- 日本語
- Português
- Türk
- 简体字
- 繁體字



申请添加船公司流程可以参照以下指南-第五页:

指南下载网站: [Connection-Mapping-Request-Guide-for-Customer.pdf \(e2open.com\)](#)

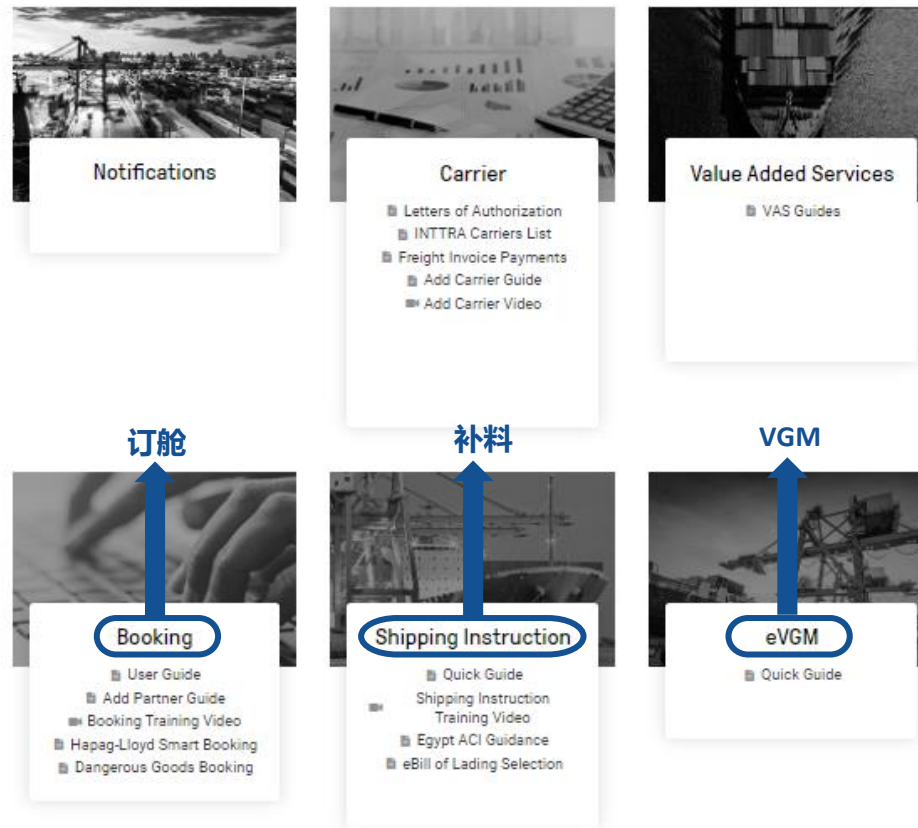
## What are the key steps to be performed to initiate a Connection Request?

To create a connection request, perform the following steps:

1. Login and click **Administration** drop-down menu.
2. Select **Connection Request**.
3. Click **Request New** button to create a connection request.
4. Enter/select the necessary information on the **Connection Request** page.
5. Click **Submit** to send the request to the Carrier.

完成注册用户后可前往以下网址下载订舱、补料、eVGM等操作流程

用户下载网站：<https://knowledge.e2open.com/knowledgecenter/intra/intra-onboarding/>



如在使用过程有任何问题，请直接联系INTTRA

联系方式查询网站 <https://www.intra.com/contact-us/>



**Live Chat:** → 在线联络

Connect online with an INTTRA representative in a real-time live chat.



**Phone:** →

**免费咨询电话: 400 120 4931**

**普通话: 周一至周五 8: 30AM-6: 00PM, 英语: 周一至周五 24小时**

Call and speak with a trained representative.



**Email:** →


**邮件 (仅限注册用户)**


**非注册用户须先电话或者在线联系客服添加公司邮箱到系统后才能发送**


Customers can submit their questions by sending an email to


[customersupport@e2open.com](mailto:customersupport@e2open.com)

 **Q&A**  
常见问题 遇到网页打开慢或者提交资料需要等一段时间如何解决？

 使用谷歌或者火狐浏览器  
最好是使用谷歌无痕浏览模式 (Ctrl+ Shift + n)

 如果使用模板慢的情况，建议使用Create New  
把新的补料作为模板  
之前旧的模板会有打不开的情况

 定期清除浏览器的历史记录与缓存

 如果有海外的VPN，建议联上



