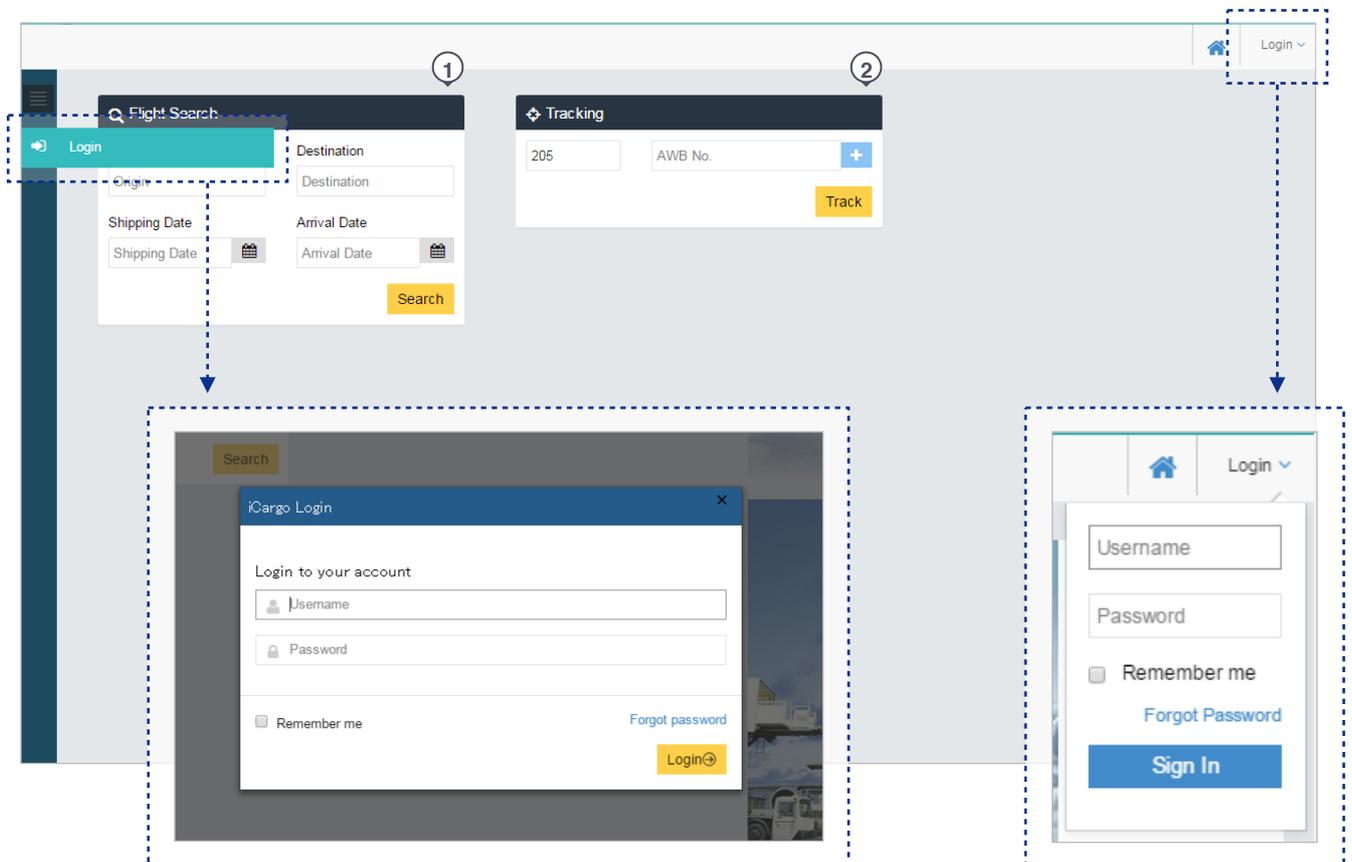


# Login

既可以从主菜单登录、也可以点击主页面右上角的Login选项、输入用户名和密码进行登录。即使不登录，也可以使用Flight Search和Tracking这两项功能。

※使用Flight Search的选项直接进行预约时、需先进行登录才可预约。

Screen : Home Screen



登录后、系统会显示Booking栏

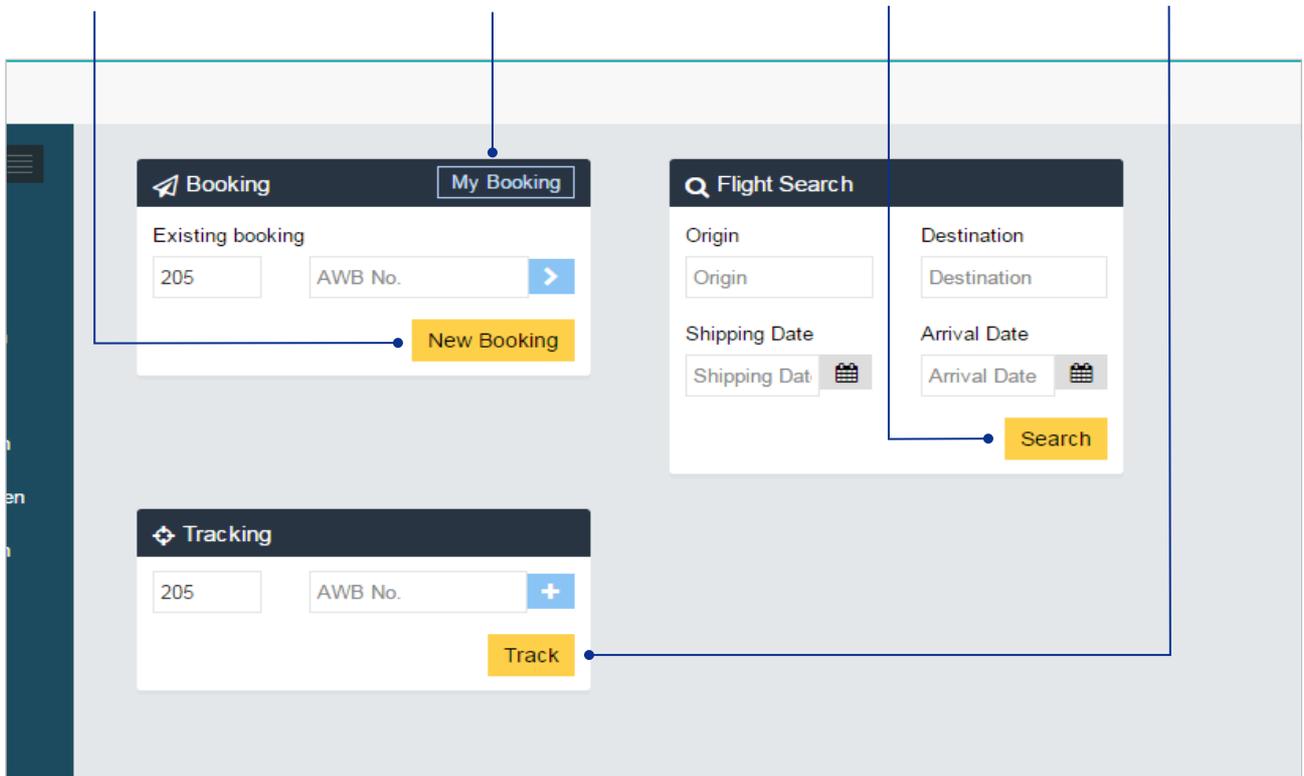
Screen : Home Screen

预约时、点击New Bookings键系统会自动跳转至Booking画面 (p.4)

跳转至List Bookings画面 (p.9)

跳转至Flight Search画面 (p.8)

跳转至Tracking画面 (p.10)



# Account Info

可浏览账户信息

Screen : Account Info

点击Edit Account Info可编辑、更改帐户信息

**User Profile**

**My Details** [Edit account info](#)

**Portal User**

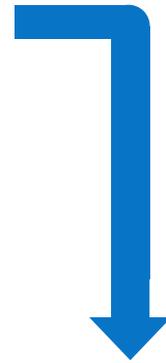
**Contact Details**

Type	Email Address	Phone Number	Mobile Number
Official	A@A.COM		
Personal			

**Required Notifications**

<input checked="" type="checkbox"/> Arrived	<input checked="" type="checkbox"/> Departed	<input checked="" type="checkbox"/> Delivered	<input checked="" type="checkbox"/> MALFWD
<input checked="" type="checkbox"/> Received from flight	<input checked="" type="checkbox"/> Shipment accepted	<input checked="" type="checkbox"/> Transferred	

[Change Password](#)



可选择语言

忘记密码时，可通过指定邮箱找回密码

可指定接收Notification的邮箱

可提前设置希望受到的Notification信息  
(Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred )

※也可在预约的Summary页面内变更希望接收的信息。

**User Profile**

**My Details**

User Id\*  Title  First Name\*  Last Name

Agent\*  Airline\*  User Language

**Contact Details**

Address1  City  Country  Zip/postal code

Type	Email Address	Phone Number	Mobile Number
Official	A@A.COM	Phone Number	Mobile Number
Personal	Email id	Phone Number	Mobile Number

**Required Notifications**

- Booking
- Shipment accepted
- Departed
- Arrived
- Received from flight

**Email**

Type: E-Mail Value:  Add

xxx\_TEMP@temp.com

Save Cancel

# Make/Update Reservation 1

Screen : Booking – Shipment tab

输入MAWB NBR  
点击New/List

输入GEN, XPS, FRT等代码

输入Bond-in Date  
※与货物装载在同一天搬入时, 输入搬入时间

选择 (如果适用)

如有DG情报, 点击这里并输入  
※如果在SCC栏输入DGR和ICE等代码, Additional Info将自动表示

输入AWB出票日期

直接输入SCC代码

输入希望的到达日期 (+希望到达的时间)

选择Forecast (FST0, FST1, FST2, FNL)

点击箭头, 打开详细情报输入栏

输入完成后, 点击Next到下一页

INTACT的情况  
输入ULD的代码

输入完成后, 点击Add

# Make/Update Reservation 2

Screen : Booking – Itinerary tab

Flight No.	Origin	Destination	Date	Pieces	Weight	Volume		
e.g. NH	e.g. 0001	Origin	Destination	Flight Date	0	Weight	0.0	Add

点击Add Flight打开画面。  
输入并添加希望的航班。

Remarks

Remarks

←Previous Save Template Next→

# Make/Update Reservation 3

Screen : Booking – Additional Info tab

在SCC 栏内输入DG代码或COL/FRO代码时、系统会显示此页面

输入UNID No.、  
点击右侧的图标  
系统会显示  
PSN (Proper  
Shipping  
Name)的列表

输入多条信息  
时、按+键进行  
加行

如货物需冷藏或  
冷冻、请输入需  
要进行冷藏或冷  
冻操作的机场代  
码。如该机场可  
指定保存温度、  
温度会随机场代  
码一并显示。

UNID No.	PSN	Class	CAO	Radio Active	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	Sub Risk2	Sub Risk3
1285	Paint	3	<input type="checkbox"/>	<input type="checkbox"/>	1		0	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1845	Carbor	9	<input type="checkbox"/>	<input type="checkbox"/>			0	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
nam			<input type="checkbox"/>	<input type="checkbox"/>			0	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

预定货机专用危  
险品 (CAO)  
时、请勾选本栏  
内的CAO选项  
※如未勾选、系  
统会报错、  
无法继续进行预  
约

输入Class, PG  
等必要信息

预约含有干冰货物时,  
Save之后, 干冰的总重量将会自动计算, 并反映于红圈所示处。  
※于①处输入的干冰量的总和将直接在该处反映。

输入货物信息后、点击  
Next键

# DG的输入方法

① PRODUCT栏输入DGR

② 于 SCC 栏中输入 DG 代码 (RFL 等)  
※如已完成爆炸物检测, 则输入 SPX

Reset Next 选择Additional Info,  
(\*如果没有先在SCC栏输入DGR和ICE等代码, Additional Info将没有表示)

③ 输入DG的详细情报

UNID No	PSN	Class	SCC	CAO	Radio Active	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	SCC
1845	Carbon	9	ICE				954	1	10		

Cool Facility: Cool Facility  
Freezer Facility: Freezer Facility

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	Weight

Previous Reset Next

# 关于COL,FRO货物的输入方法 (不包含dry ice)

① SCC栏输入COL (FRO)代码  
※如已通过爆检、输入SPX

选择Additional Info,  
(※如果没有先在SCC栏输入DGR和ICE  
等代码, Additional Info将没有表示)

② 在Cool Facility(Frozen facility)  
栏输入需要保冷的机场代码。  
※关于在NRT的Frozen保  
冷, 需要选择-5°C或-15°C

# 关于COL, FRO货物的输入方法 (包含dry ice)

① SCC栏输入COL (FRO)和ICE代码  
※如已通过爆检、输入SPX

选择Additional Info,  
(※如果没有先在SCC栏输入DGR  
和ICE等代码, Additional Info将没有表示)

② 输入ICE的详细情报。

③ 在Cool Facility(Frozen facility)栏输入  
需要保冷的机场代码。  
※关于在NRT的Frozen保冷, 需要选择-  
5°C或-15°C

④ 关于Dry ICE的总重量,  
根据②输入的信息自动  
计算并反映。

UNID No	PSN	Class	SCC	CAO	Radio Active	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	SCC
1845	Carbon	9	ICE				954	1	10		

SCC Code	Weight (Kilogram)
ICE	Weight

# 关于FNL的输入方法

② 将Piece,Weight,Volume栏更新为 FNL数值。

① 将Forecast Status栏变更为 FNL

关于BUC等的ULD变更, 点击 v印

选择Itinerary栏

③ 点击  
输入FNL的数值

④ 点击

⑤ 在Summary栏确认数值  
点击BOOK

# Make/Update Reservation 4

Screen : Booking – Summary tab

点击Book并表示Status

单击每个字段中的“Edit”以移至用于编辑该信息的屏幕

选择Spot rate、输入希望的價格

选择您想通过电子邮件接收的通知。(Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred )

可在Notification指定目标电子邮件地址

根据输入的信息，进行预约  
按下后状态显示在屏幕顶部

# Flight Search

Screen : Flight Search

只输入Shipping Date也可检索航班

点击Advanced Search、可指定航班或进行Skip Airport检索

输入机场代码、系统会显示不经由该机场的路线

点击需选择航班旁边的Book键 (p.4)、系统会自动跳转至预约画面  
※已选择航班会出现在预约画面里

显示航班舱位情况

如整个行程由多个航段组成，系统只针对整组行程显示一个Book键

Flight Number	Origin	Departure	Stop	Arrival	Destination	Availability	Book
NH 0919	NRT	30-Mar-2017   09:50 (S)	03h 05m Stop	30-Mar-2017   11:55 (S)	PVG	Available 763   Combination	Book
NH 0959	NRT	30-Mar-2017   14:00 (S)	03h 05m Stop	30-Mar-2017   16:05 (S)	PVG	Available 789   Combination	Book
NH 0921	NRT	30-Mar-2017   18:45 (S)	03h 10m Stop	30-Mar-2017   20:55 (S)	PVG	Available 763   Combination	Book
NH 8517	NRT	30-Mar-2017   21:35 (S)	03h 25m Stop	31-Mar-2017   00:00 (S)	PVG	Available 76F   Cargo-Only	Book
NH 8561, NH 8431 (+1 Conn...)	NRT	30-Mar-2017   22:30 (S)	07h 05m Stop	31-Mar-2017   04:35 (S)	PVG	Available 763, 6FB   Combination, Cargo-Only	Book
NH 8581	NRT	30-Mar-2017 22:30:00(S)		OKA 31-Mar-2017 01:45:00(S)		783   Combination	003h 15m 002h 00m
NH 8431	OKA	31-Mar-2017 03:35:00(S)		PVG 31-Mar-2017 04:35:00(S)		6FB   Cargo-Only	

# List Bookings

可浏览登录帐户下的所有预约

Screen : List Bookings

The screenshot shows the 'List Bookings' interface. At the top, there are search filters for Origin, Destination, and Date Range (31-Jan-2017 to 02-Feb-2017). Below these are more specific filters for AWB No (205), Document No, Status, Product, Flight No (NH), and Flight Date (e.g. 0001). An 'Advanced Search' button is highlighted with a dashed box. Below the filters are 'Display' and 'Clear' buttons. The main area contains a table of bookings with columns for flight details, status, and actions.

AWB No	Document No	Status	Product	Flight No	Flight Date	Details	Actions		
205 - 17090684		CONSOL	CONSOL	NRT - SFO	02-Feb-2017	CNSL   GEN   GEN	3 PCS   98.0 KG   0 m <sup>3</sup>	Confirmed	▼
205 - 17090791		CONSOL	CONSOL	NRT - SFO	03-Feb-2017	CNSL   GEN   FRZ,RFL,GEN	5 PCS   67.0 KG   8 m <sup>3</sup>	Queued	▼
205 - 17090706		CONSOL	CONSOL	NRT - BKK	02-Feb-2017	CNSL   GEN   KQL,RFL,ICE,GEN	1 PCS   50.0 KG   0.3 m <sup>3</sup>	Queued	▼
205 - 17091386		CNSI	CNSI	NRT - PVG	03-Feb-2017	DG   DGR   RFL,GEN	1 PCS   50.0 KG   0.1 m <sup>3</sup>	Queued	▼

点击Advanced Search后、可根据以下条件对预约进行筛选。  
· Status (Confirmed / Queued等)  
· Product  
· 航班号

点击预约一览内的向下箭头、系统显示该预约的详细信息

This screenshot shows the detailed view for the first booking in the list. It displays flight information: NH 0008 | NRT - SFO | 02-Feb-2017. The status is 'Confirmed' and the product is 'CONSOL'. A message indicates 'NRT 3 pcs in Shipment Booked status'. Below this, there are three action buttons: 'Track', 'Details', and 'Cancel'.

点击各选项、系统会跳转到相应画面。

- Track → Tracking画面 ([p.10](#))
- Details → 跳转至订舱画面 ([p.4](#))

取消预约

# Tracking

Screen : Tracking



Tracking

205	AWB No.	+
205	AWB No.	+
205	AWB No.	+

Track

可同时追踪多票货物信息  
※最多可同时查询10票货物信息

Tracking Add

205-20000374 NRT-JFK

Latest Status Subscribe Notification

**NRT** 10 Pcs. in Shipment Departed status

SHIPMENT

**CONSOL**

10 Pcs. | 100.0 Kg

Confirmed

**NRT**

10 Pcs.

Accepted

15-Dec 2016 | 13:47

10 Pcs.

Departed

15-Dec 2016 | 14:04

**JFK**

10 Pcs.

Arrived

16-Dec 2016 | 16:10

10 Pcs.

Delivered

16-Dec 2016 | 20:10

**Flight Booking**

NH0010	NRT → JFK	16-Dec 2016   16:40(STD)	16-Dec 2016   15:10(STA)	10 Pcs.   100.0 Kg
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**History**

✓ Shipment Booked at NRT	15-Dec 2016   13:43	10 Pcs.   100.0 Kg	NH 0010   16-Dec
✓ Shipment Accepted at NRT	15-Dec 2016   13:47	10 Pcs.   100.0 Kg	
✓ Freight on Hand at NRT	15-Dec 2016   13:47	10 Pcs.   100.0 Kg	
✓ Shipment Manifested at NRT	15-Dec 2016   14:04	10 Pcs.   100.0 Kg	NH 0010   16-Dec BULK
✓ Shipment Departed at NRT	15-Dec 2016   14:04	10 Pcs.   100.0 Kg	NH 0010   16-Dec BULK

显示预约信息、航班信息 (STD/ATD, STA/ATA)

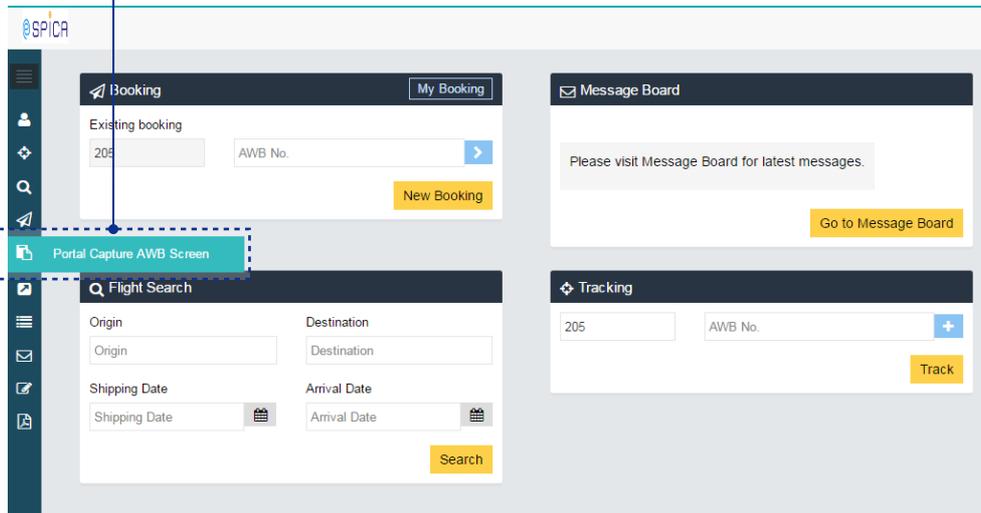
从订舱到提货各个阶段的状态都会显示。已完成的步骤会显示为蓝色。

操作完成后、会显示实际在系统上完成这一步骤的时间。  
※未录入系统时、显示STD/STA等信息

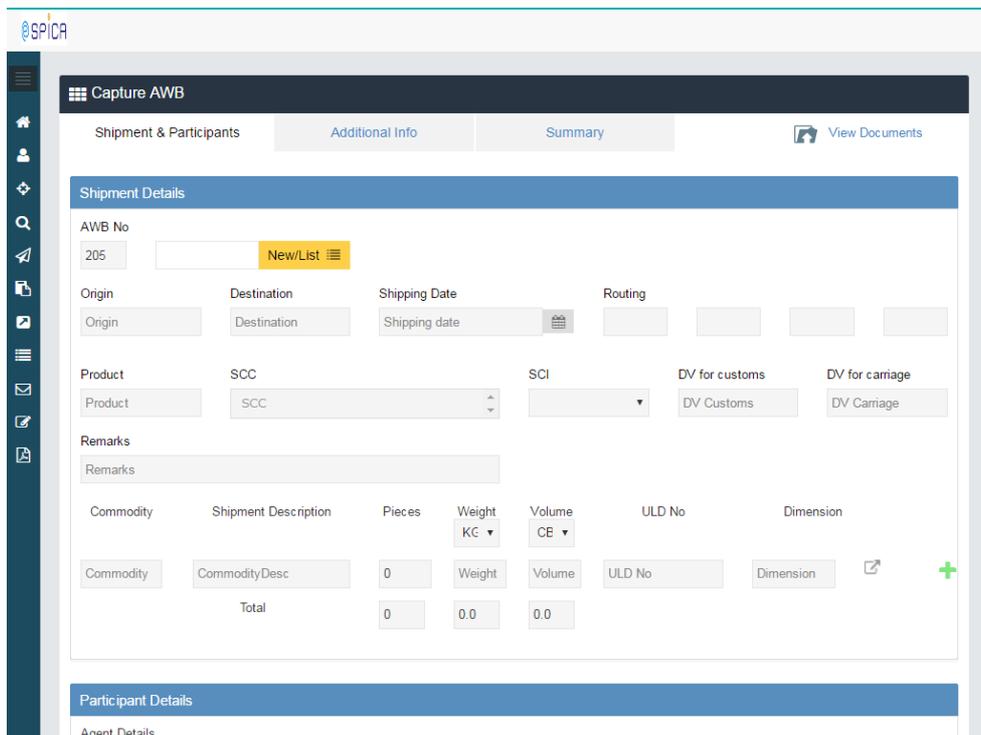
# Capture AWB::画面显示

Screen : Menu

选择 Portal Capture AWB Screen



显示初始画面



# Capture AWB:项目输入

Screen : Capture AWB :: Shipment Participants

① 输入 AWB No, 点击 New/List

② 将承接显示预约时的信息

参考下一页输入 Commodity line

③ 输入 Shipper/Consignee 信息。

必填项目  
Name  
Address1  
City  
State  
Country  
ZIP Postal code

④ 点击 Next

# Capture AWB::Dimension输入

Screen : Capture AWB :: Shipment Participants

Commodity line 输入方法

输入 Dimension 时 点击此处

如存在多个 Commodity line, 则点击此处

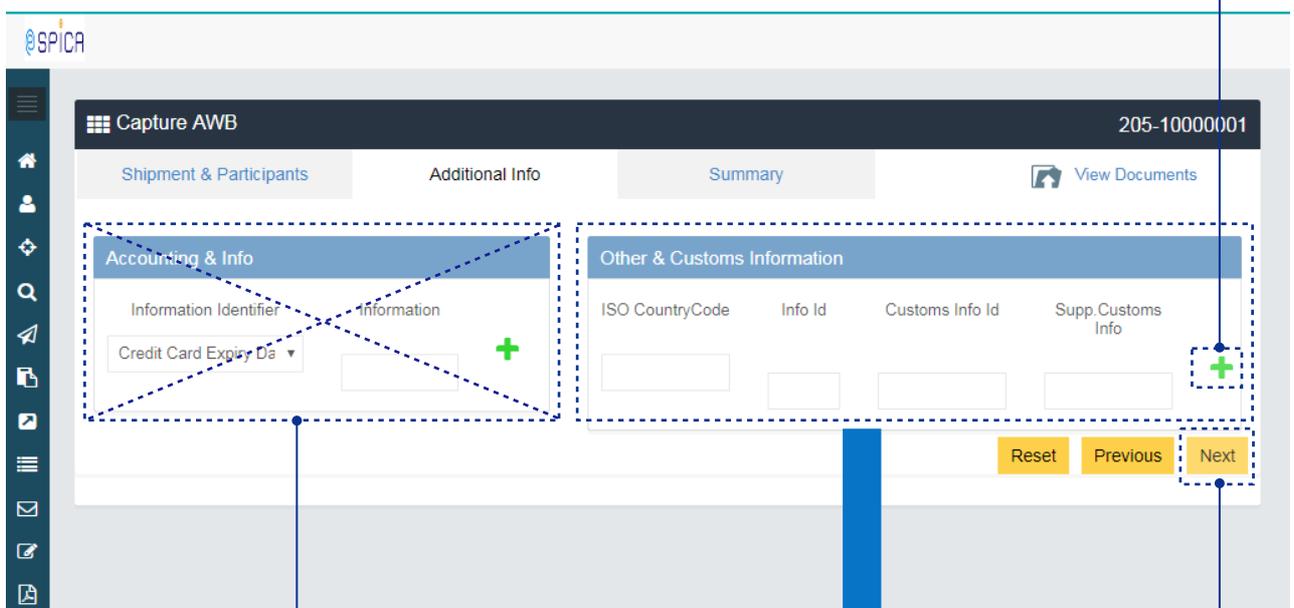
Pieces	Weight (Kilogram)	Length (Centimeter)	Width (Centimeter)	Height (Centimeter)	Volume (Cubic meter)	Tiltable	Actions
0	0.0	0.0	0.0	0.0	0.0	<input type="checkbox"/>	✖ +
Total		0	0	0			

# Capture AWB::OCI行输入

Screen : Capture AWB :: Additional info

面向中国的 AWB为必填内容

⑤ 需多行输入时，点击此处以增行



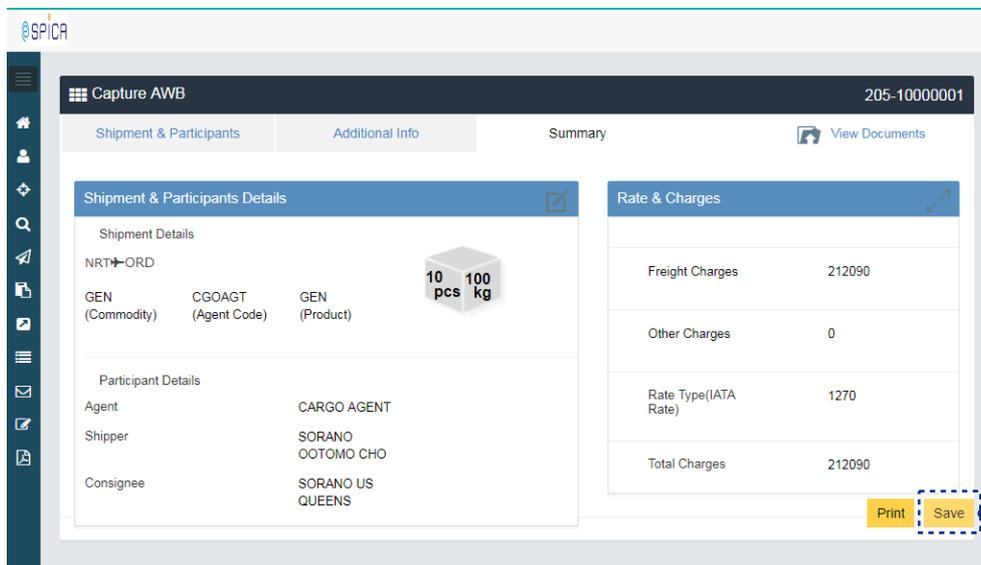
⑤ 此栏无需输入

⑤ 完成输入后点击此处

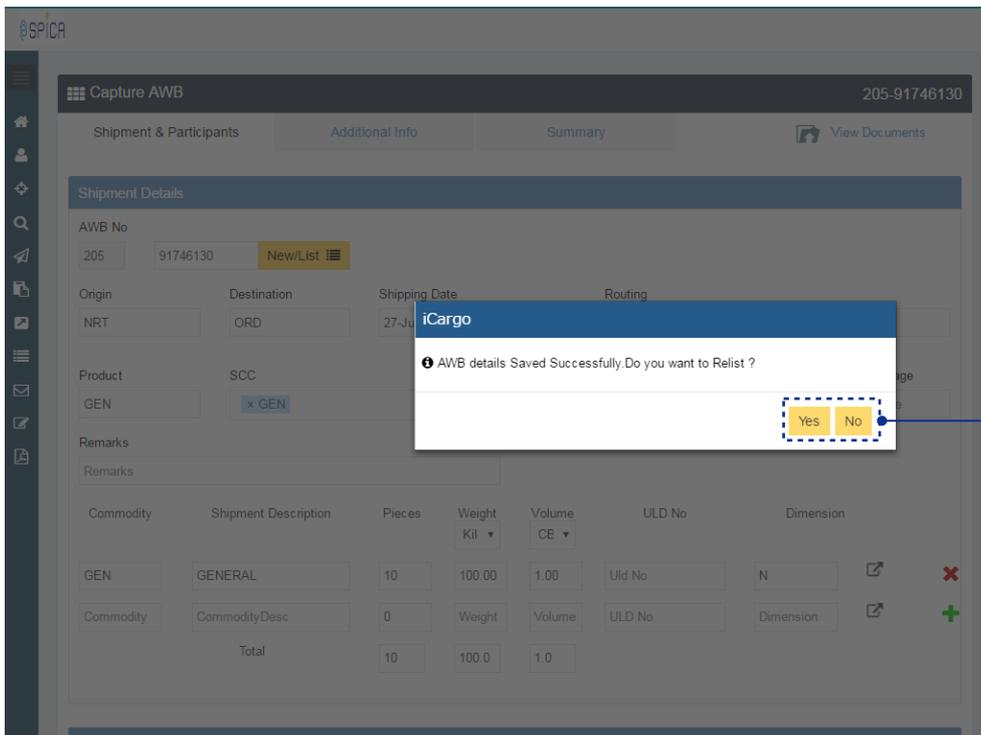
项目名称	中国海关
ISO Country Code	ISO 规定的国家代码
Info id	SHP = 表示发货人 CNE = 表示收货人 NTY = 被通知人
Customs info id	T = Trader Identification Number E = Authorized Economic Operator
Supp. Customs Info	企业代码 日本为 CIK+ 编号 美国为 EIK+ 编号

# Capture AWB::保存

Screen : Capture AWB :: Summary



⑥ 于 Summary 中确认输入信息，若无问题，则点击 SAVE。

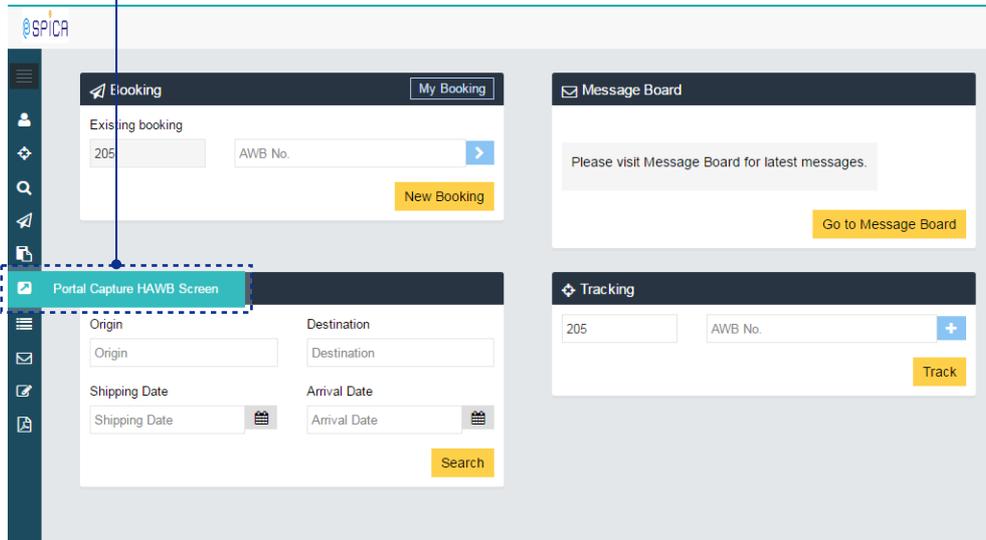


⑦ 如需再次显示 Summary 则点击 Yes，否则点击 No

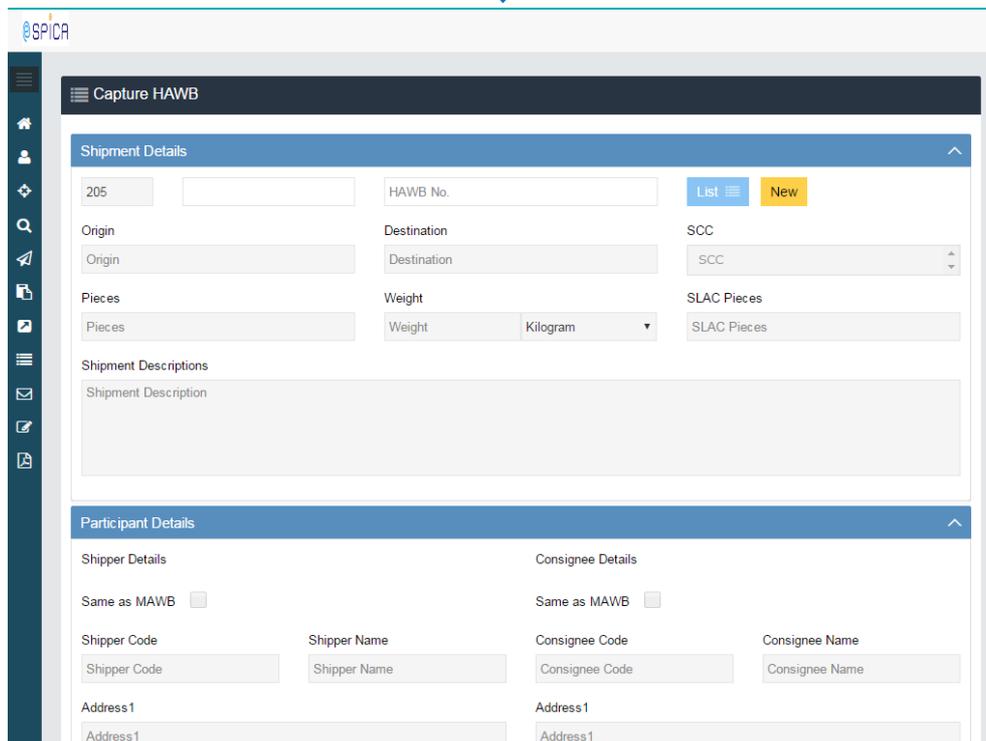
# Capture HAWB::画面显示

Screen : Menu

选择 Portal Capture HAWB Screen

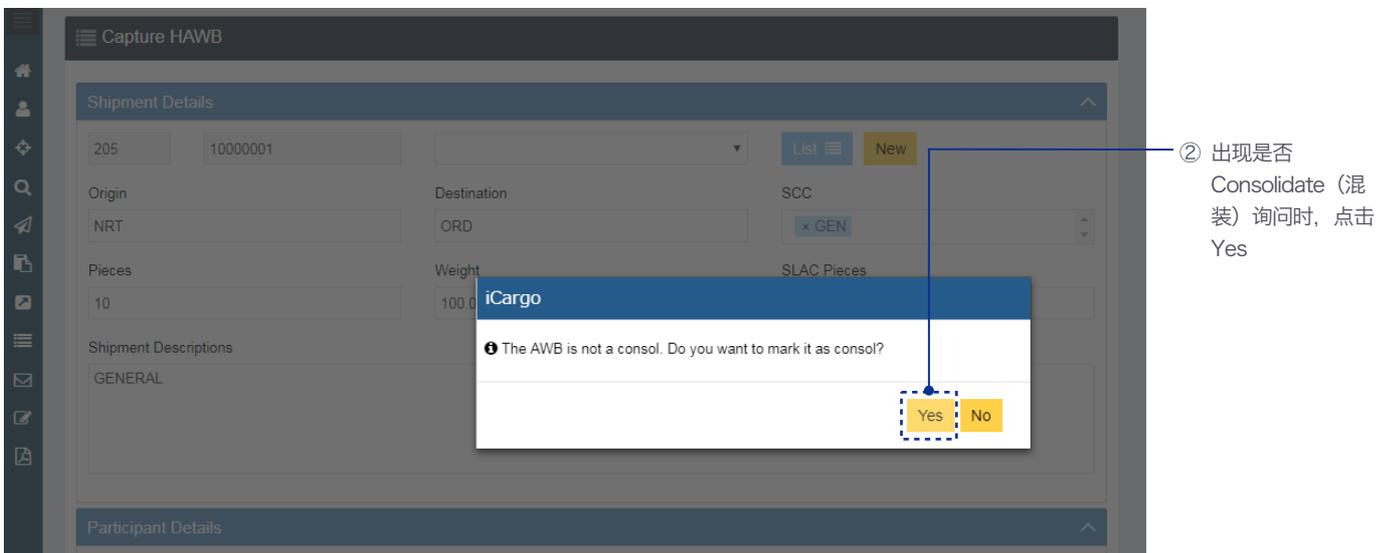
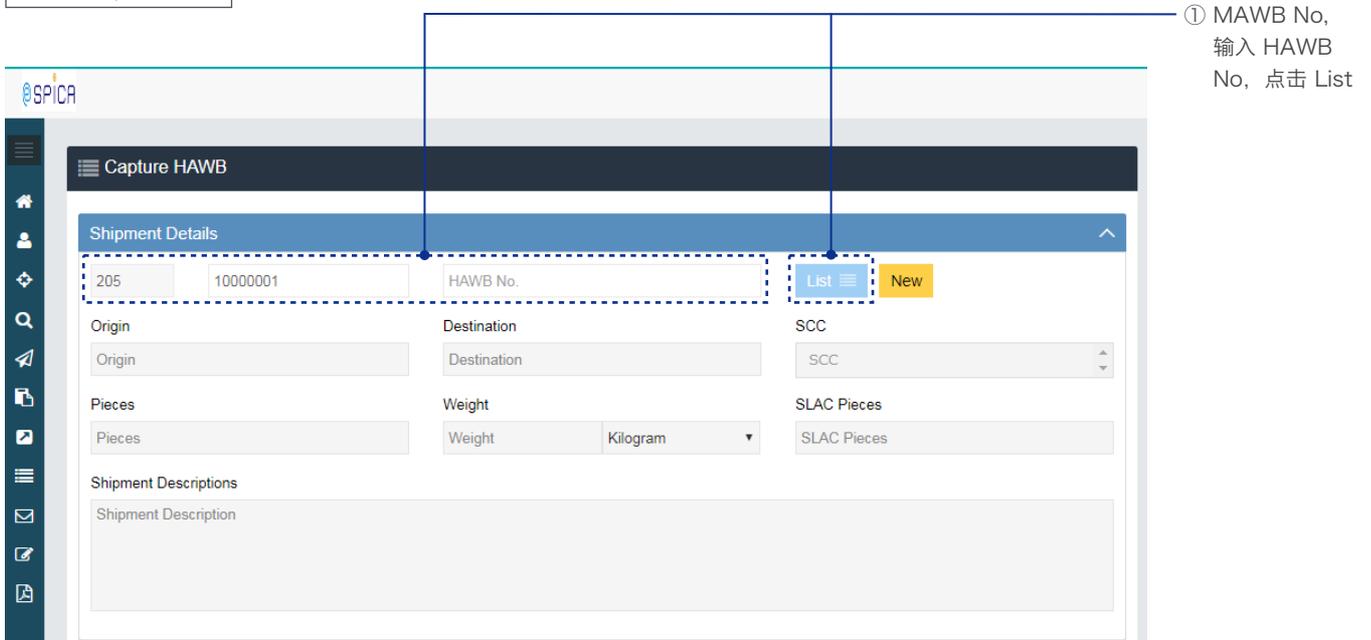


显示初始画面



# Capture HAWB::编号输入

Screen : Capture HAWB



# Capture HAWB::项目输入

Screen : Capture HAWB

③ 输入 HAWB 编号

Origin/Destination 反映出 MAWB 信息。

如与 MAWB 相同, 则勾选

④ 输入 Shipper/Consignee 信息。

必填项目  
Name  
Address 1  
City  
State  
Country  
ZIP Postal code

⑤ 点击 Save

# Capture HAWB::保存后的画面

Screen : Capture HAWB

Save正常时将有显示

如需在相同的 MAWB 下生成其他的 HAWB, 则点击此处。

The screenshot shows the 'Capture HAWB' screen with a green notification bar at the top stating 'HAWBを保存しました。' (HAWB saved). The 'Shipment Details' section includes fields for Origin (NRT), Destination (ORD), SCC (x GEN), Pieces (2), Weight (20 Kilogram), and SLAC Pieces (0). A yellow 'New' button is highlighted with a dashed box.

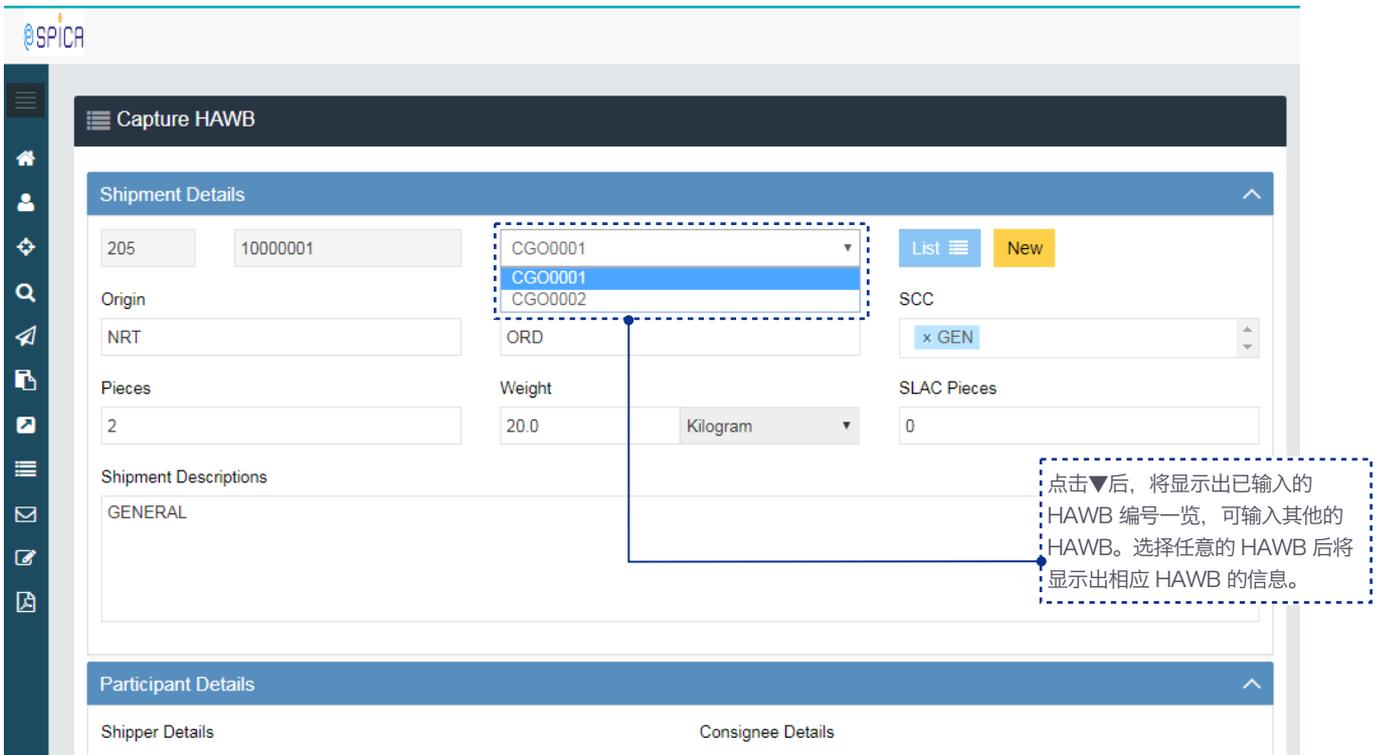
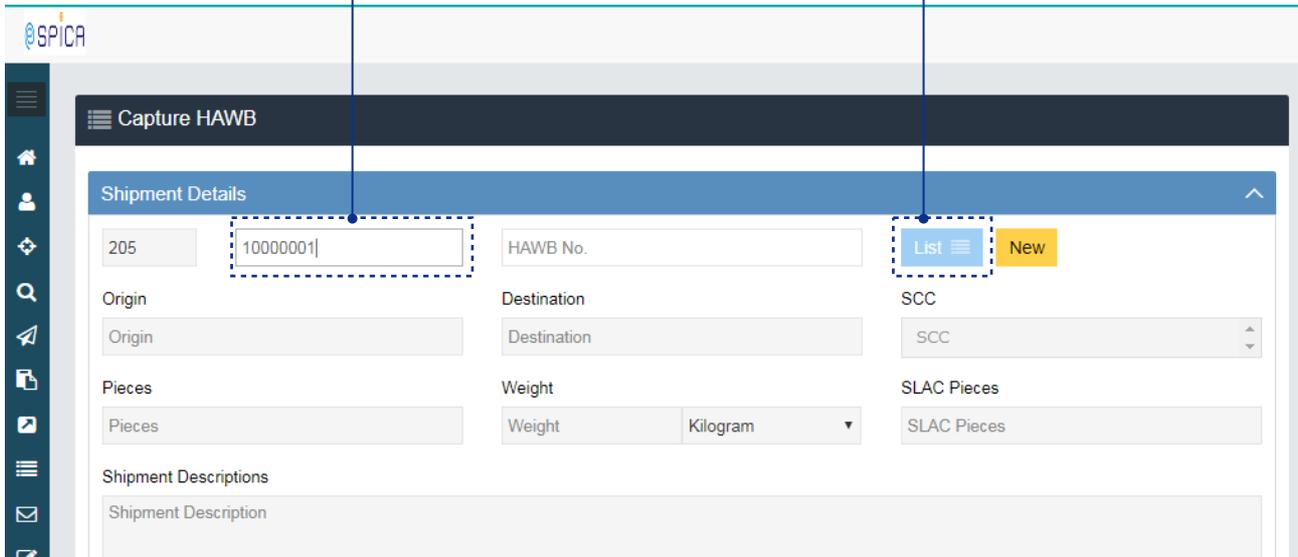
The screenshot shows the 'Capture HAWB' screen with the 'HAWB No.' field highlighted by a dashed box. The 'New' button is also visible. A large blue arrow points from the 'New' button in the first screenshot to the 'HAWB No.' field in this one.

可输入其他的 HAWB

# Capture HAWB::一览显示

Screen : Capture HAWB

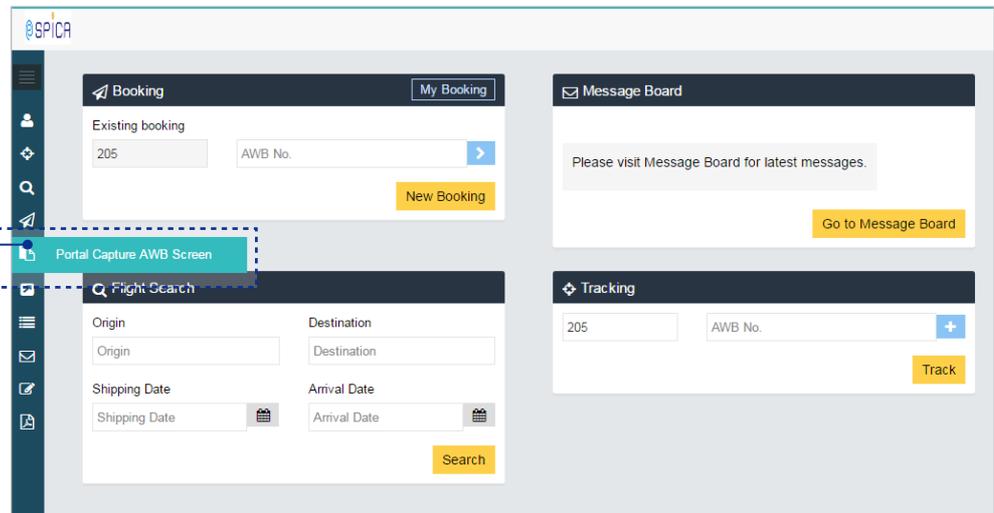
指定 MAWB 编号, 点击 List



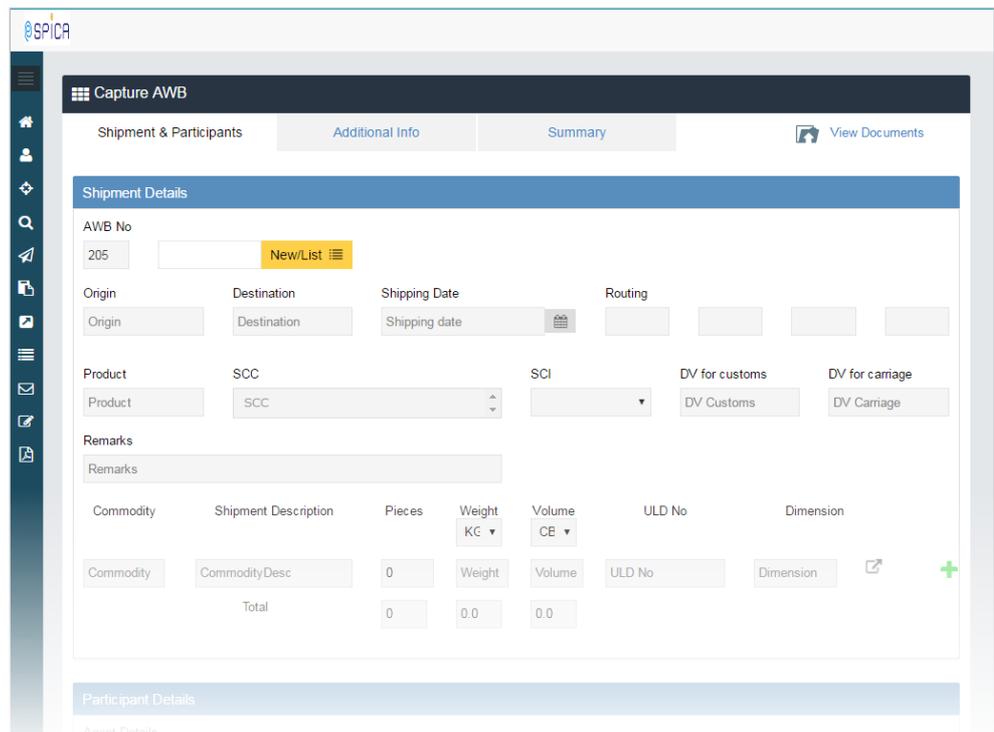
# Capture AWB::显示画面

画面: Menu (主菜单)

选中Portal Capture AWB Screen



选中后会自动进入  
Capture AWB的初始画面



# Capture AWB::信息输入

画面 : Capture AWB :: Shipment Participants

The screenshot displays the 'Capture AWB' interface in eSPICA. The interface is divided into several sections: 'Shipment & Participants', 'Participant Details', and 'Shipper/Consignee Details'. The 'Shipment & Participants' section includes fields for AWB No (205-10000001), Origin (NRT), Destination (ORD), Shipping Date (06-Jul-2017), and Routing (ORD, NH). The 'Participant Details' section shows Agent Code (CGOAGT), Agent Name (CARGO AGENT), Agent IATA Code (9999999999), and Agent Station (OOTAKU). The 'Shipper/Consignee Details' section includes fields for Shipper Code (C1001), Shipper Name (SORANO), Address (OOTOMO CHO), City (SAGAMIHARA), State (KANAGAWA), and Country (JP). The 'Consignee Details' section includes fields for Consignee Code (C1001), Consignee Name (SORANO US), Address (QUEENS), City (NY), State (NY), and Country (US). A table below the 'Participant Details' section shows commodity information with columns for Commodity, Shipment Description, Pieces, Weight, Volume, ULD No, and Dimension. The table has two rows: one for 'GEN' with 'GENERAL' description and another for 'Total' with '10' pieces, '100.0' weight, and '1.0' volume. A 'New/List' button is located next to the AWB No field. A 'Reset' button and a 'Next' button are located at the bottom right of the form.

① 输入AWB No 并点击New/List

② 这里会同步显示预约时输入的信息。

关于Commodity line的输入, 请参考下一页内容。

③ 输入Shipper/Consignee 相关信息。

必填内容

- Name
- Address1
- City
- State
- Country
- ZIP Postal code

④ 点击Next

# Capture AWB::Commodity line的输入方法

画面 : Capture AWB :: Shipment Participants

The screenshot shows the 'Capture AWB' interface with the following details:

- AWB No:** 205 10000001
- Origin:** NRT, **Destination:** ORD, **Shipping Date:** 06-Jul-2017, **Routing:** ORD NH
- Product:** GEN, **SCC:** x GEN
- Remarks:** Remarks
- Commodity Table:**

Commodity	Shipment Description	Pieces	Weight	Volume	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	
Commodity	CommodityDesc	0	Weight	Volume	ULD No	Dimension
Total		10	100.0	1.0		

BUC货物请输入相应的ULD号码

如需输入Dimension (尺寸), 请点击该图标

如需输入多项Commodity line, 请点击该图标

The 'Dimensions' dialog box contains the following fields:

Pieces	Weight (Kilogram)	Length (Centimeter)	Width (Centimeter)	Height (Centimeter)	Volume (Cubic meter)	Tilttable	Actions
0	0.0	0.0	0.0	0.0	0.0	<input type="checkbox"/>	✖ +
Total		0	0	0			Cancel OK

# Capture AWB::保存

Screen : Capture AWB :: Additional info

SPICA

Capture AWB 205-1000001

Shipment & Participants Additional Info Summary View Documents

Accounting & Info

Information Identifier Information +

Credit Card Expiry Da

Other & Customs Information

ISO CountryCode Info Id Customs Info Id Supp. Customs Info +

Reset Previous Next

⑤ 该画面无需输入任何信息，请直接点击Next前往下一页面即可。

Screen : Capture AWB :: Summary

SPICA

Capture AWB 205-1000001

Shipment & Participants Additional Info Summary View Documents

Shipment & Participants Details

Shipment Details

NRT-ORD

GEN CGOAGT GEN 10 pcs 100 kg  
(Commodity) (Agent Code) (Product)

Participant Details

Agent CARGO AGENT

Shipper SORANO OOTOMO CHO

Consignee SORANO US QUEENS

Rate & Charges

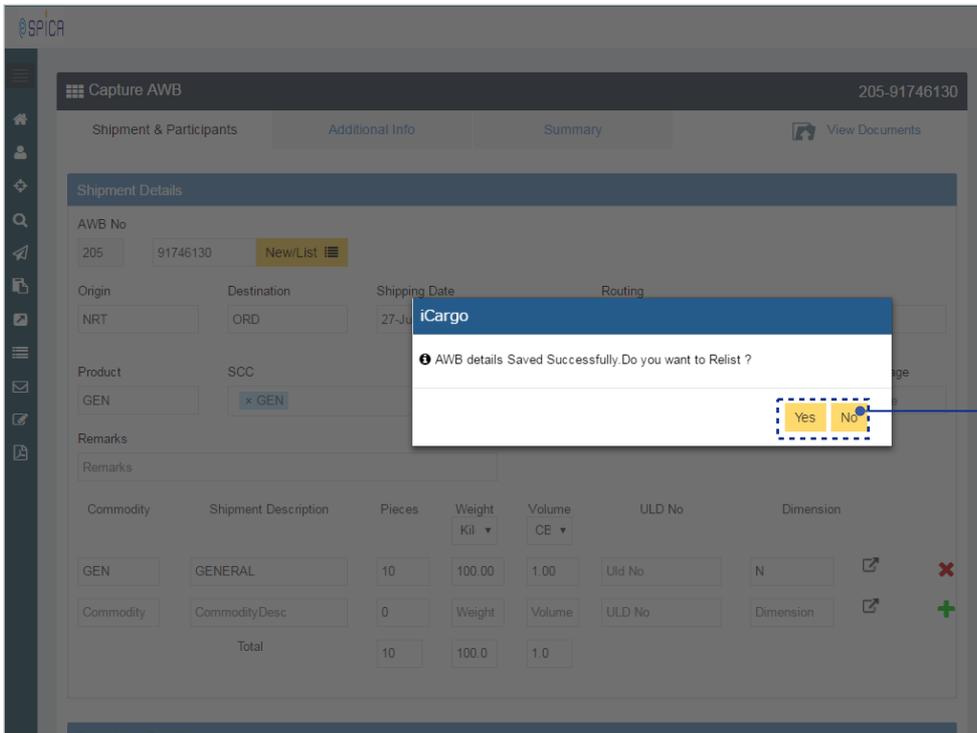
Freight Charges	212090
Other Charges	0
Rate Type(IATA Rate)	1270
Total Charges	212090

Print Save

⑥ 确认Summary页面，确认所填写内容是否正确，确认无误后，请点击SAVE，进行保存。

# Capture AWB::保存后界面

Screen : Capture AWB :: Additional info

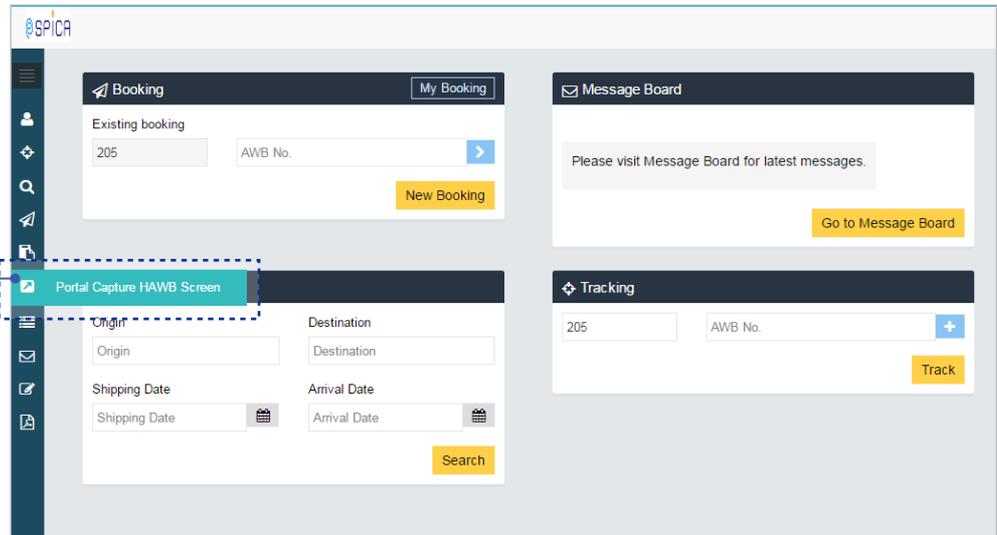


⑦ 如需再次确认Summary页面, 请选择Yes, 如不需要则选择No

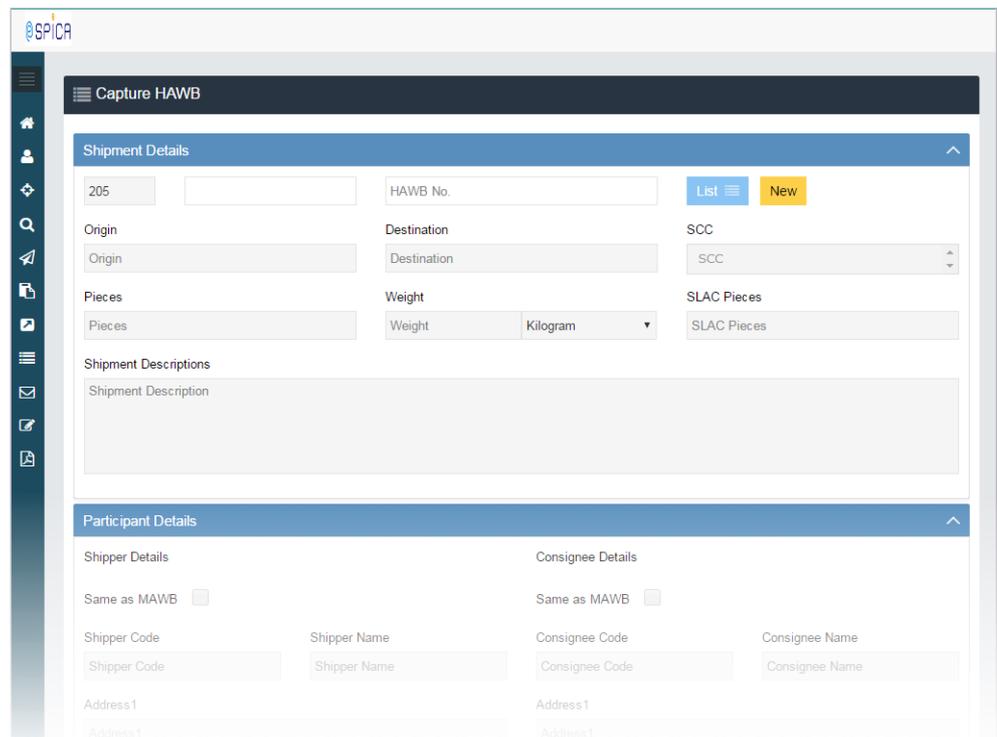
# Capture HAWB ::显示画面

Screen : Menu

选中Portal Capture HAWB Screen

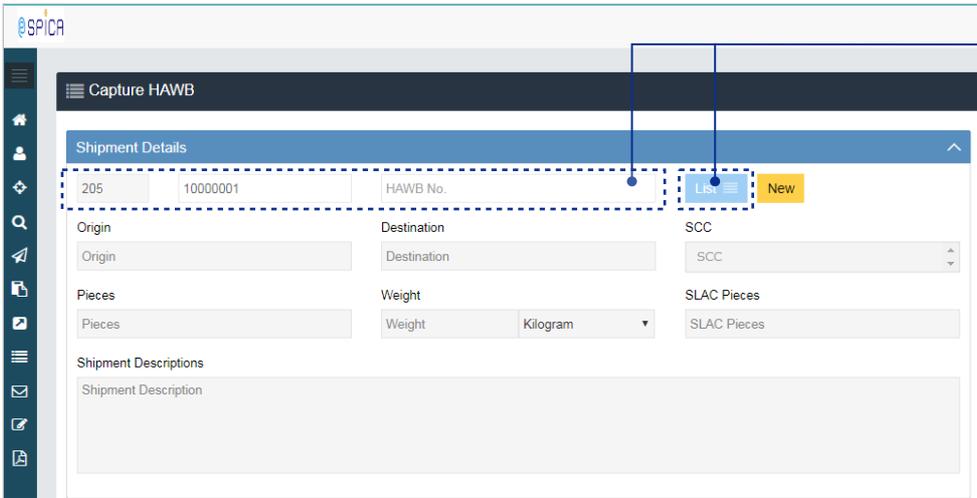


选中后会自动进入  
Capture HAWB的初始画面

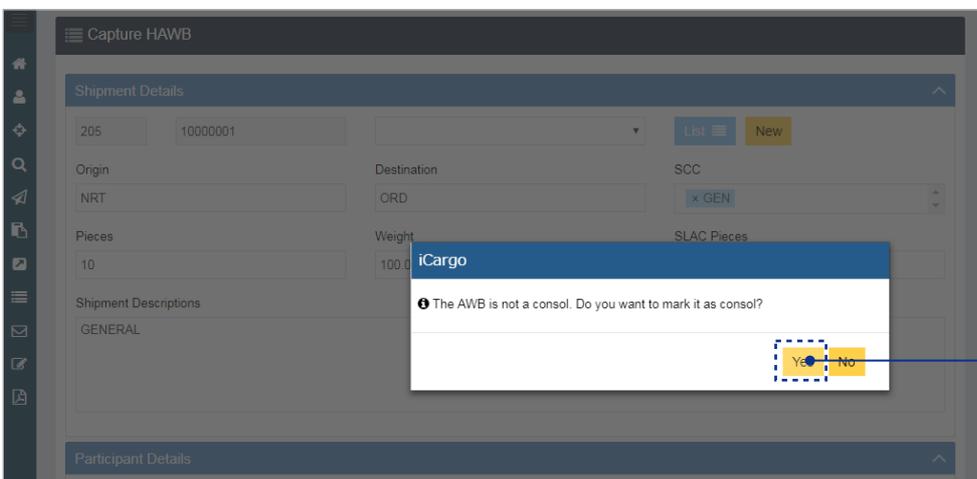


# Capture HAWB::输入MAWB (主单单号)

Screen : Capture HAWB



① 输入MAWB No (主单单号) 后, 选择List



② 此选项旨在确认是否为 Consolidate(混装货物), 请选择 Yes

# Capture HAWB::信息输入

Screen : Capture HAWB

③ 输入HAWB单号

此Origin/Destination显示内容为MAWB (主单) 信息。

如信息与MAWB (主单) 相一致, 请勾选该选框

④ 如不一致, 请输入Shipper/Consignee信息。

⑤ 点击Save

必填内容

- Name
- Address1
- City
- State
- Country
- ZIP Postal code

# Capture HAWB::保存后界面

Screen : Capture HAWB

The screenshot shows the 'Capture HAWB' interface. At the top, a green notification bar displays the message 'HAWBを保存しました。' (HAWB saved). Below this, the 'Shipment Details' section contains the following information:

205	10000001	CGO0001	List	New
Origin	Destination	SCC		
NRT	ORD	x GEN		
Pieces	Weight	SLAC Pieces		
2	20 Kilogram	0		

Below the details is a 'Shipment Descriptions' section with a 'GENERAL' tab.

此行表示已成功Save

同一MAWB (主单) 下, 如需添加其他HAWB, 请点击NEW。



This screenshot shows the same 'Capture HAWB' interface, but with the 'HAWB No.' field highlighted by a dashed blue box. The 'New' button is also highlighted. The 'Shipment Details' section now includes the 'HAWB No.' field:

205	10000001	HAWB No.	List	New
Origin	Destination	SCC		
NRT	ORD	x GEN		
Pieces	Weight	SLAC Pieces		
Pieces	Weight Kilogram	SLAC Pieces		

在此可键入其它HAWB单号进行输入

# Capture HAWB::HAWB一览表

Screen : Capture HAWB

SPICA

Capture HAWB

Shipment Details

205 | 10000001 | HAWB No. | List | New

Origin | Destination | SCC

Pieces | Weight | Kilogram | SLAC Pieces

Shipment Descriptions

指定MAWB (主运单) 单号, 选中List

SPICA

Capture HAWB

Shipment Details

205 | 10000001 | CGO0001 | List | New

Origin | Destination | SCC

Pieces | Weight | Kilogram | SLAC Pieces

Shipment Descriptions

Participant Details

Shipper Details | Consignee Details

点击▼图标, 可以看到之前所键入的HAWB号码一览表。选择任意HAWB即可显示该HAWB的信息。