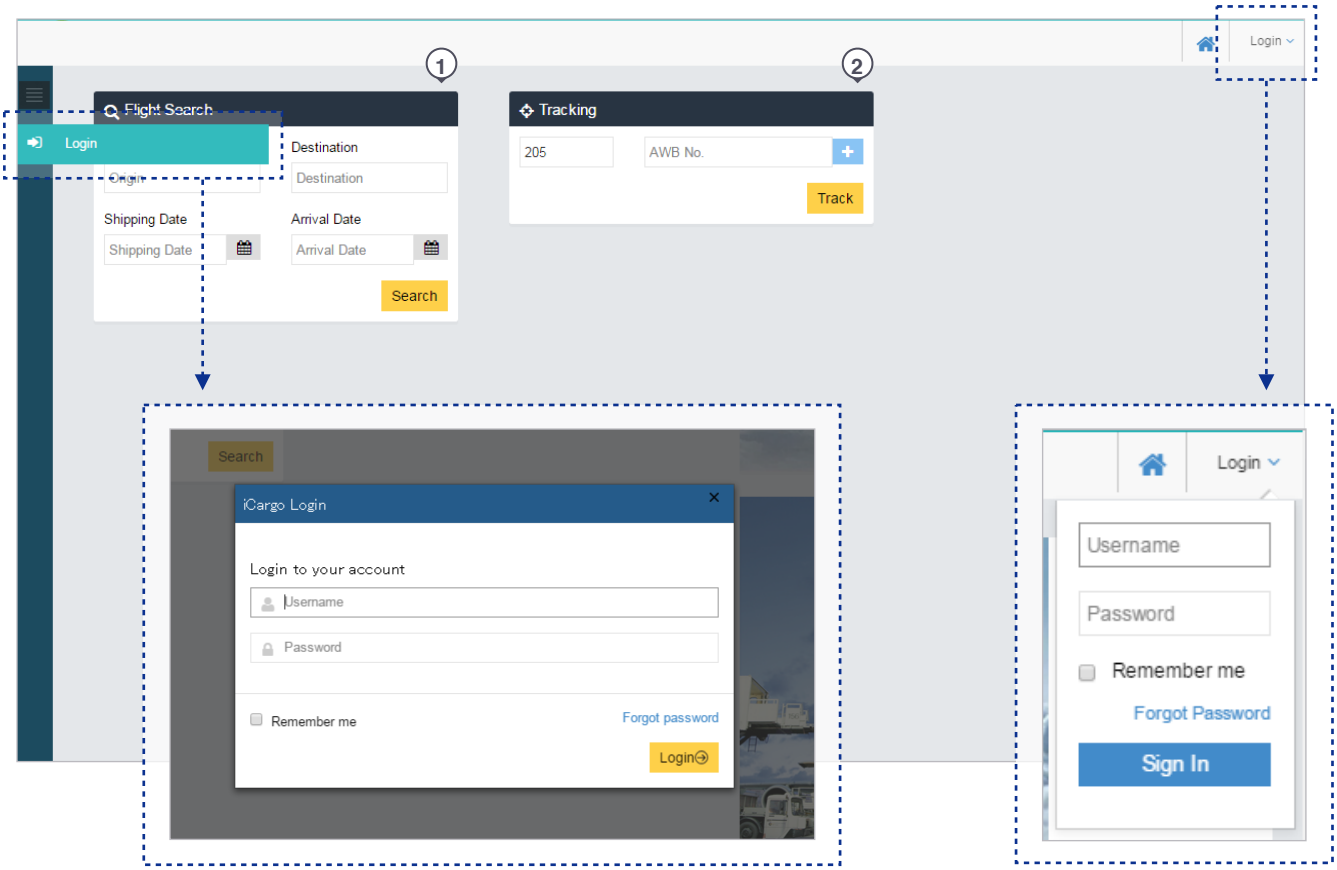
Login

To Login, click the Login button in the main menu or in the top right hand corner, and enter your ID and Password. Both Flight Search1 and Tracking2 functions are available without Login.

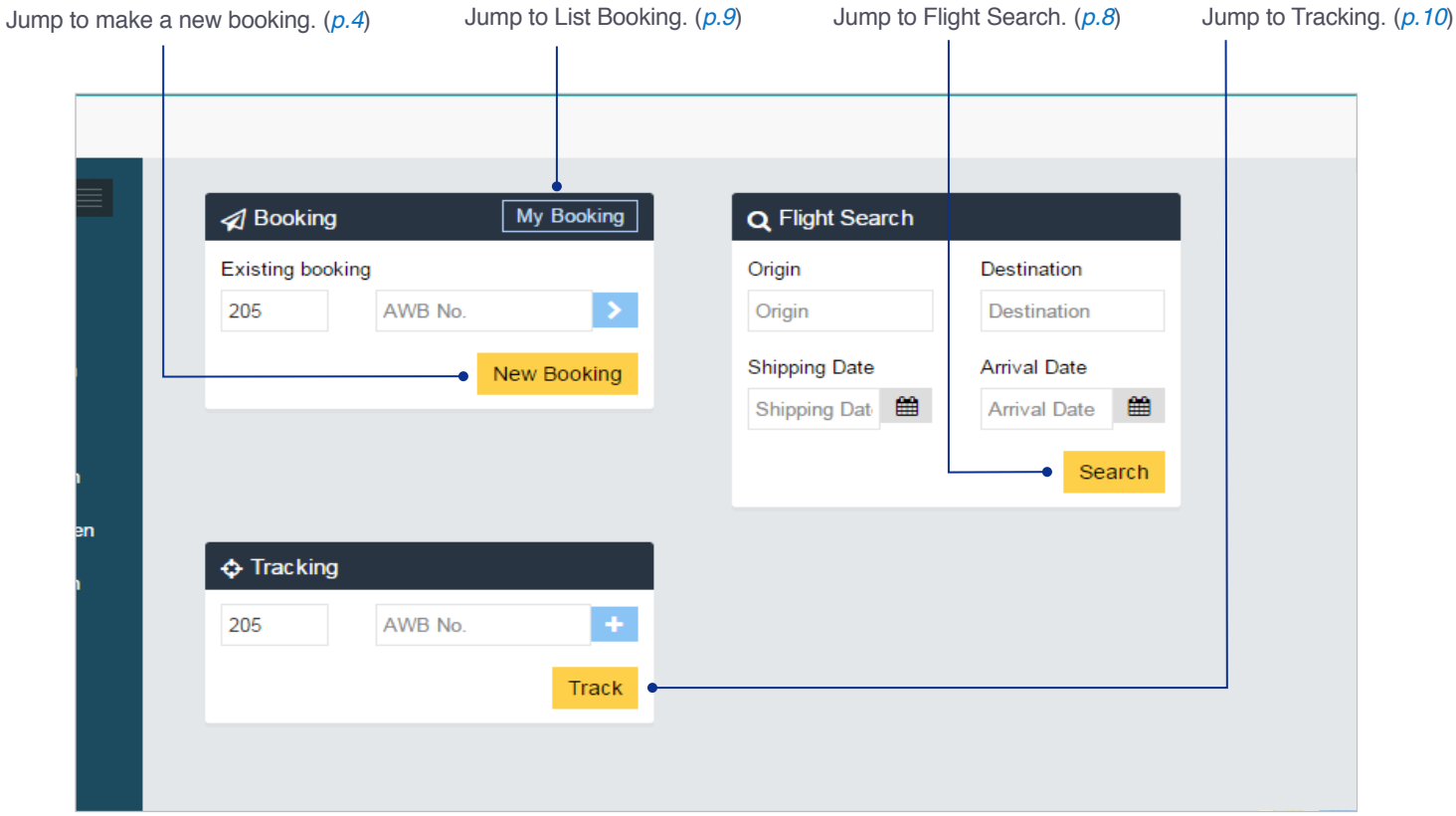
* Login is required when making a new booking from Flight Search results.

Screen : Home Screen



Once logged in, a Booking field will appear.

Screen : Home Screen

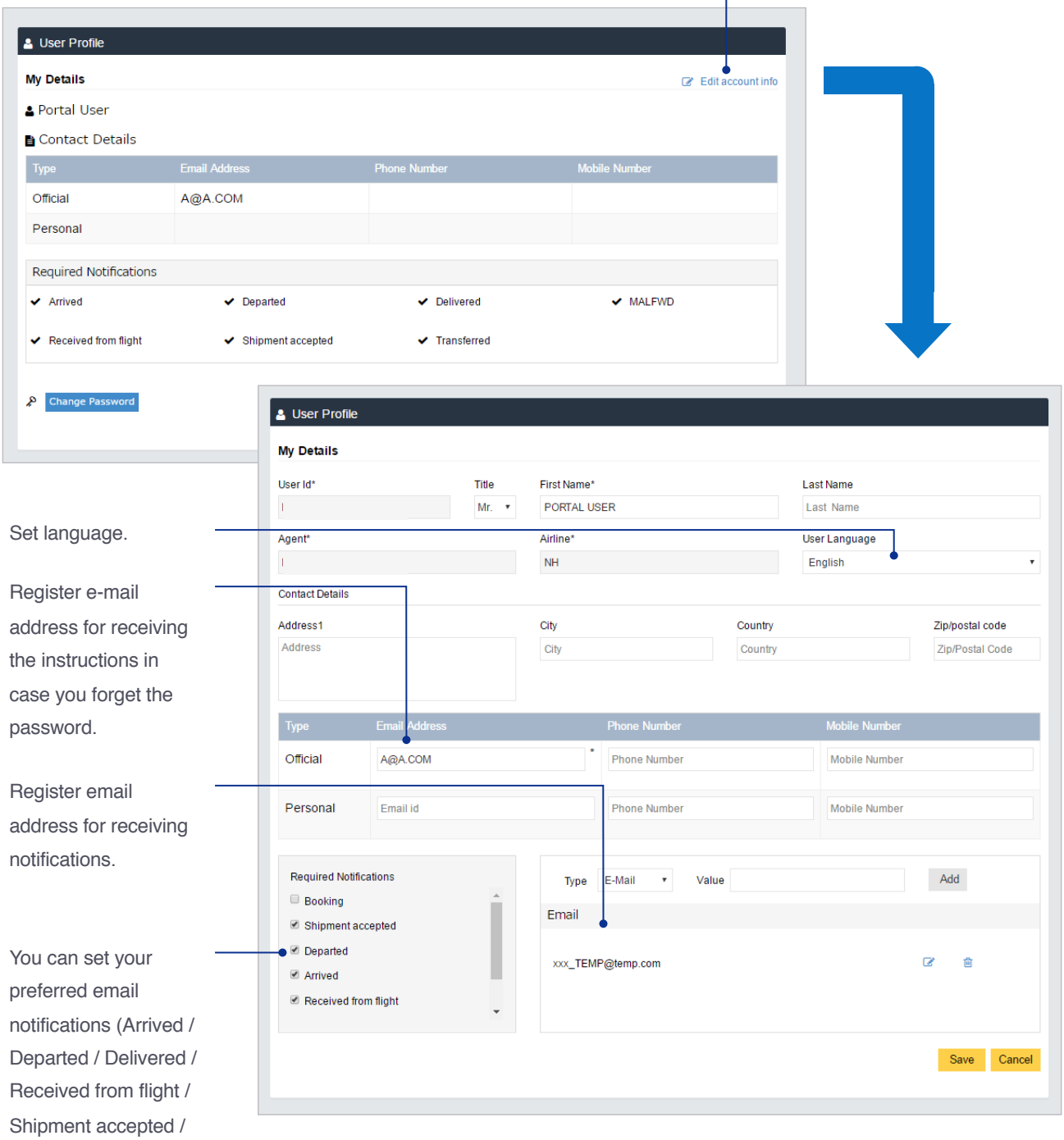


Account Info

You can view your Account Info.

Screen : Account Info

Click to edit Account Info.



Set language.

Register e-mail address for receiving the instructions in case you forget the password.

Register email address for receiving notifications.

You can set your preferred email notifications (Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred).
*You can also change this setting in the Summary tab upon each booking.

Make/Update Reservation 1

Screen : Booking – Shipment tab

Enter the MAWB NBR, and click New/ List.

Choose the particular Product code (e.g. GEN, XPS…) and enter

Enter Bond-in Date.

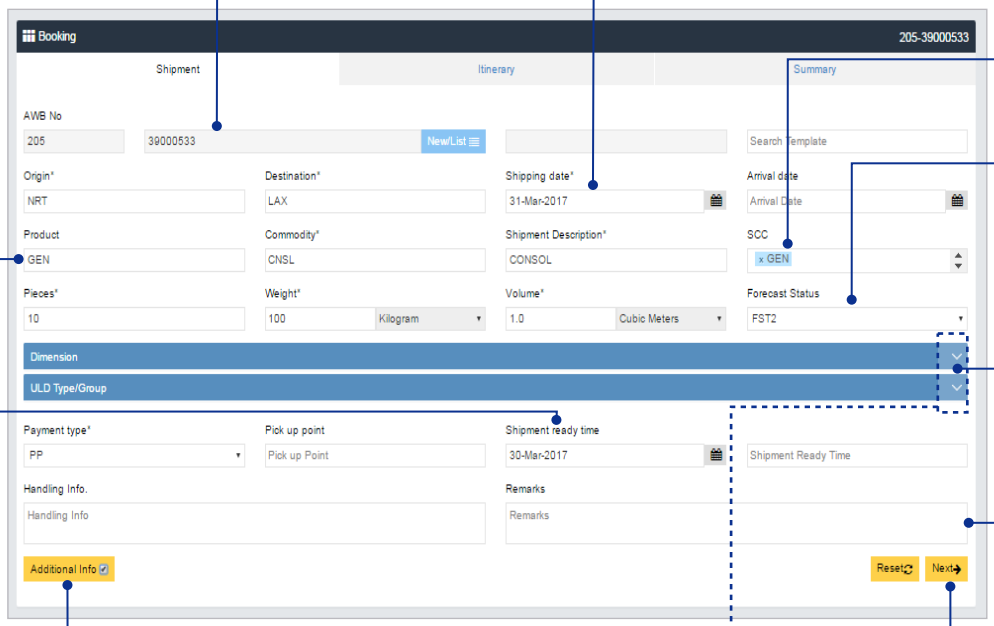
***If loading on the day of cargo loading, also enter the planned loading time.**

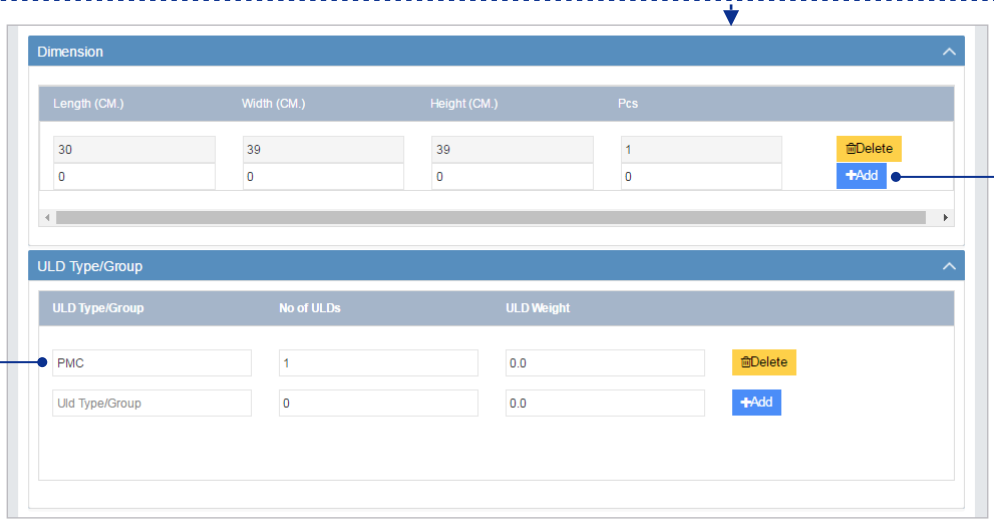
In case the Additional Info tab is required, please check this box.

* If you specify the particular SCC codes related to DG, that tab shall be displayed automatically to capture details.

Enter ULD code.

Use Remarks to specify Contour.





Enter shipping date.

Enter SCC code.

Select Forecast. (FST0, FST1, FST2, FNL)

Click on the arrow and display fields to enter additional info.

Use to specify Contour, and to enter Standby Date.

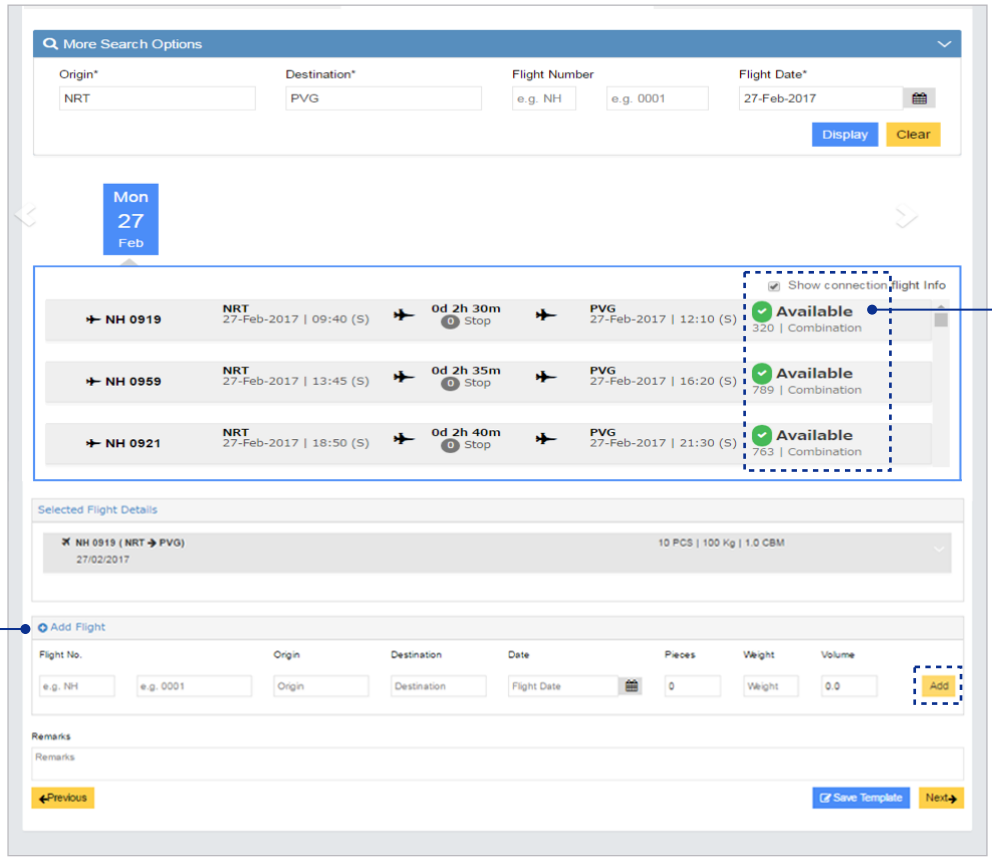
Once entering information, click Next.

After entering information, click Add.

For Per package

Make/Update Reservation 2

Screen : Booking – Itinerary tab

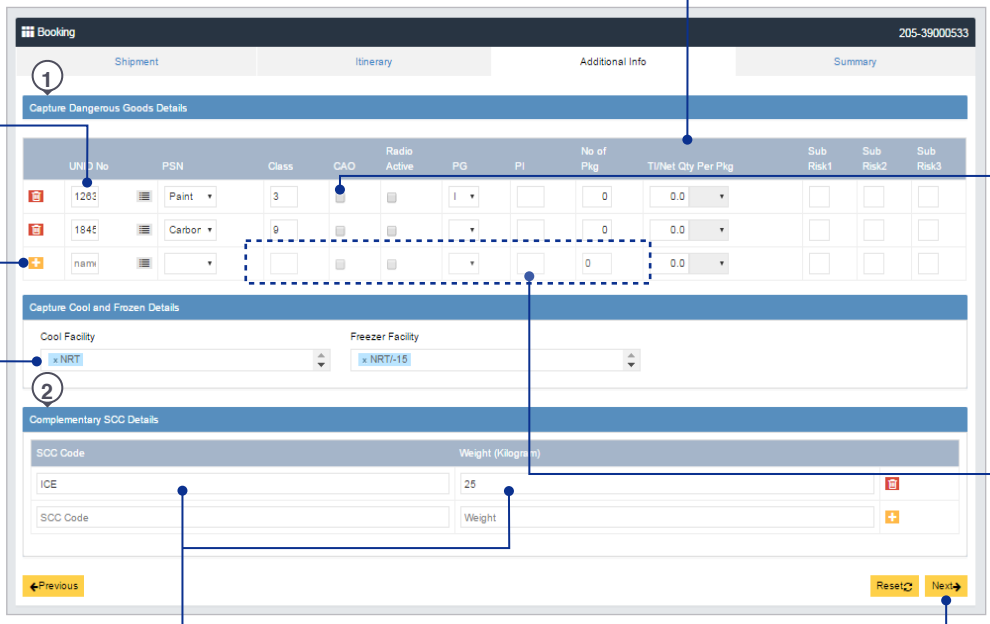


You can view the availability of each flight at a glance.

If your desired flight is not displayed, click Add Flight to enter directly and to specify. Click Add after entering information.

Make/Update Reservation 3

Screen : Booking – Additional Info tab



This will only be displayed when DG code and KCL/ FRZ code has been entered into the SCC field.

If they are CAO dangerous goods, do not forget to check the box.
*You will not be able to proceed without a check, and will come up an error.

Enter UNID No. and corresponding PSN (Proper Shipping Name) shall be specified by clicking the icon on the right.
To add more, click + to add a new field.

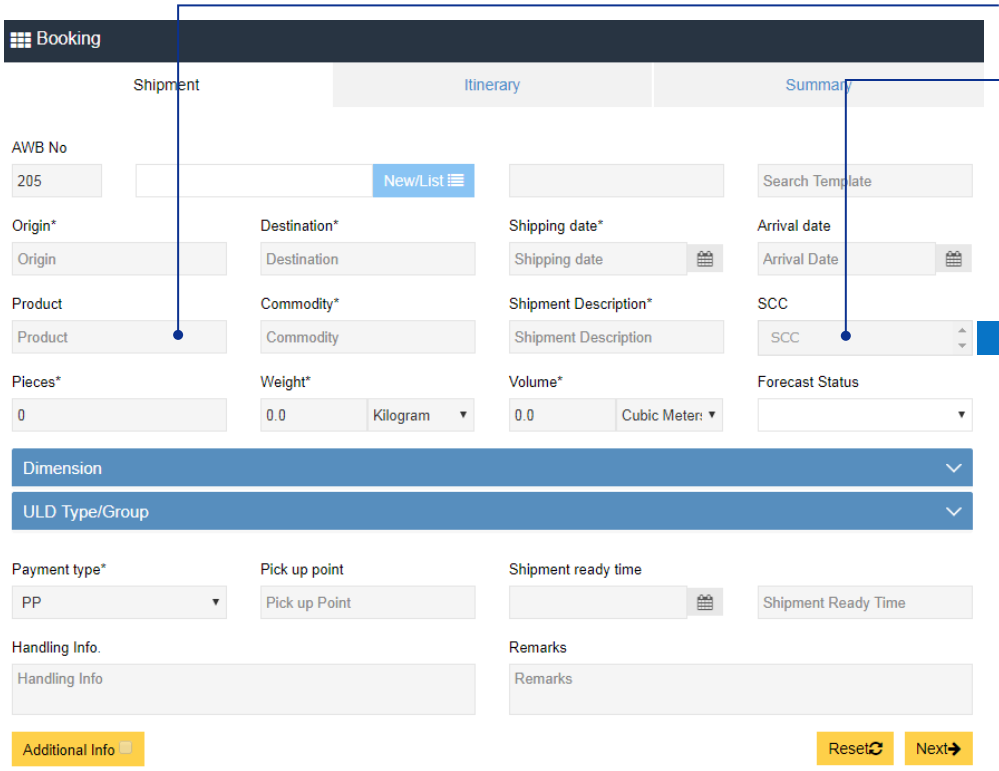
Enter required information such as Class, PG.

If goods need to be kept refrigerated/ frozen, enter designated Airport code. If it's an airport where temperature specification is possible, the temperature will also be displayed.

When the booking contain Dry Ice, the total amount of Dry Ice will be automatically populated after the booking saved.
* the total weight of the Dry Ice amount specified in ① will be shown.

After entering information, click Next.

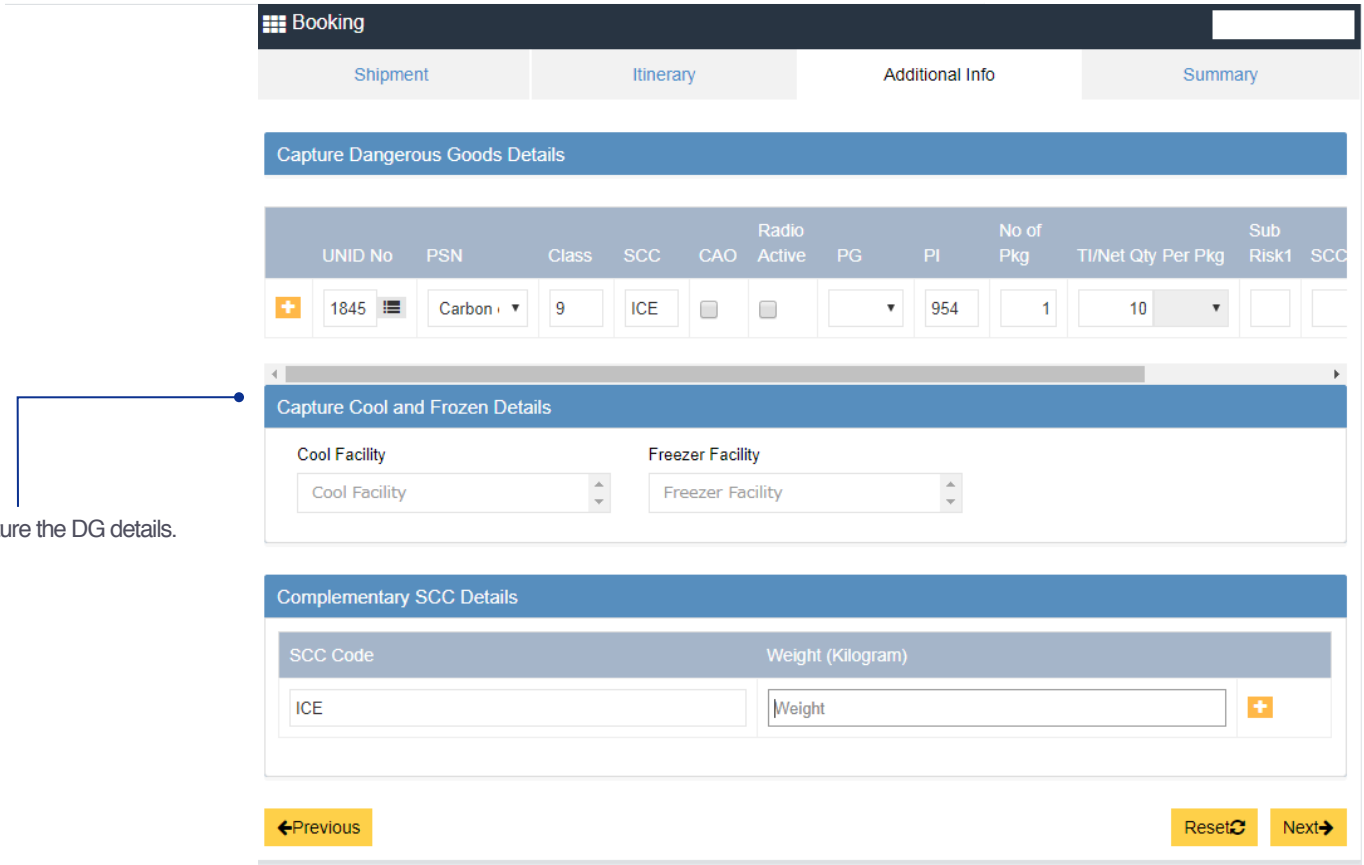
Capturing DG information



① Input “DGR” for Product.

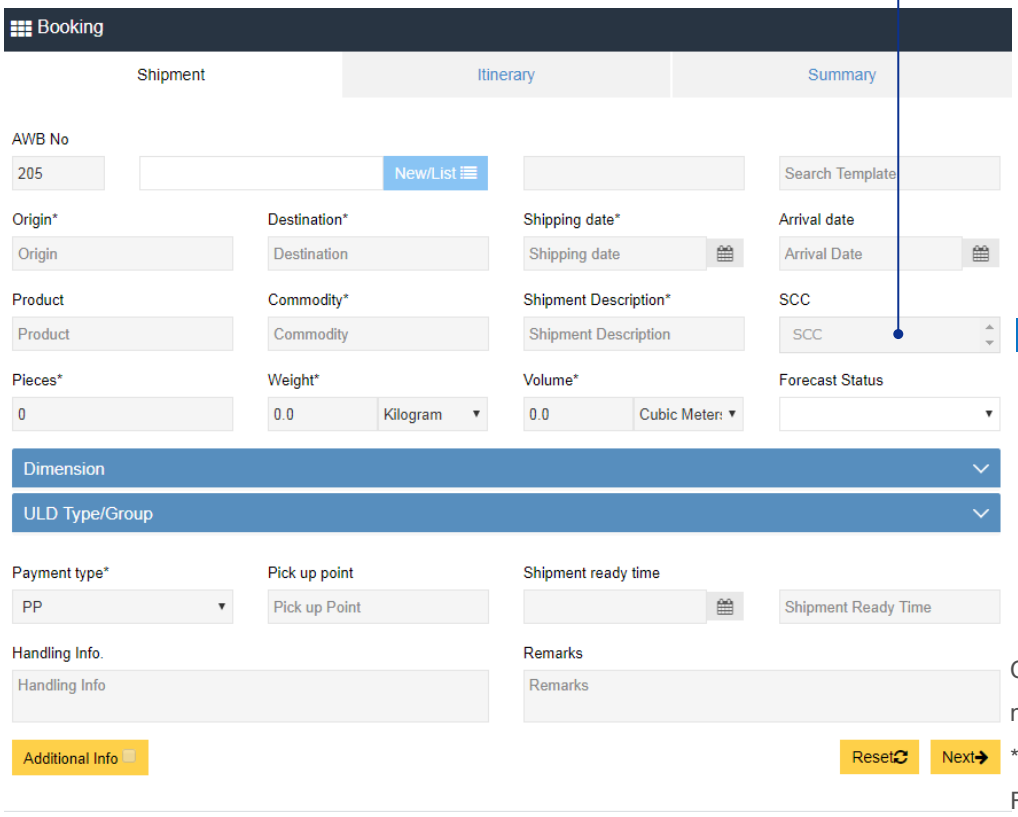
② Input the particular DG code, e.g. RFL, for SCC column.
“SPX” code is required in case of screening for explosive is completed.

Click the Additional Info tab to capture more information.
*Particular codes, DG codes or COL/FRO, are required to display this tab.



③ Capture the DG details.

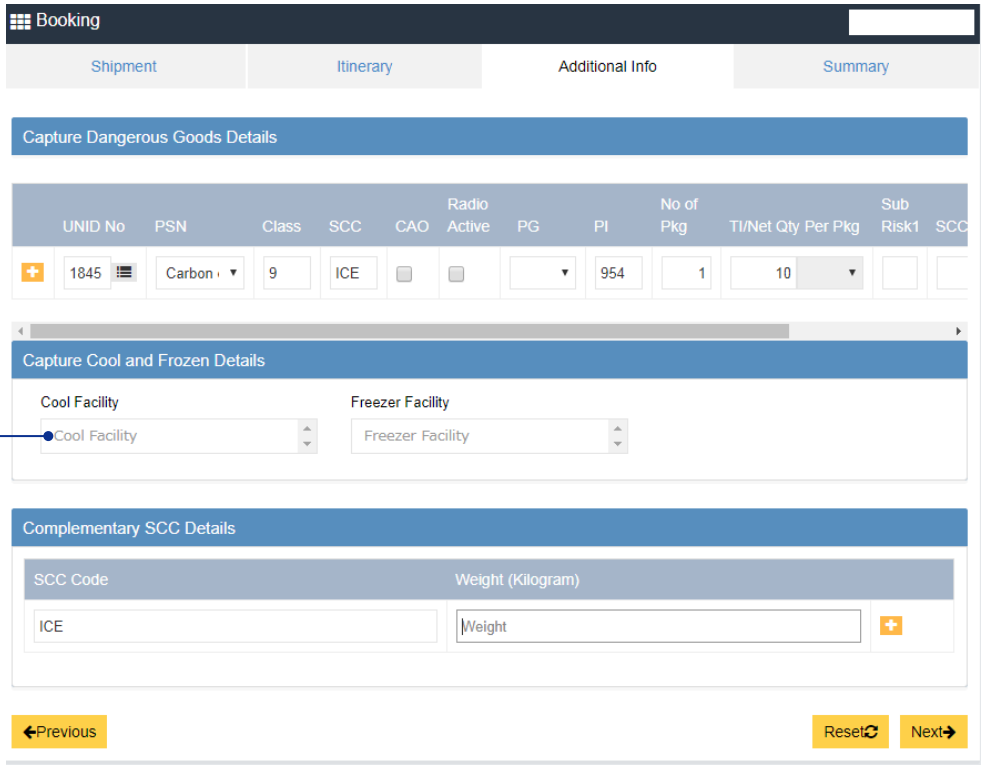
Booking a Temperature shipment (without Dry Ice)



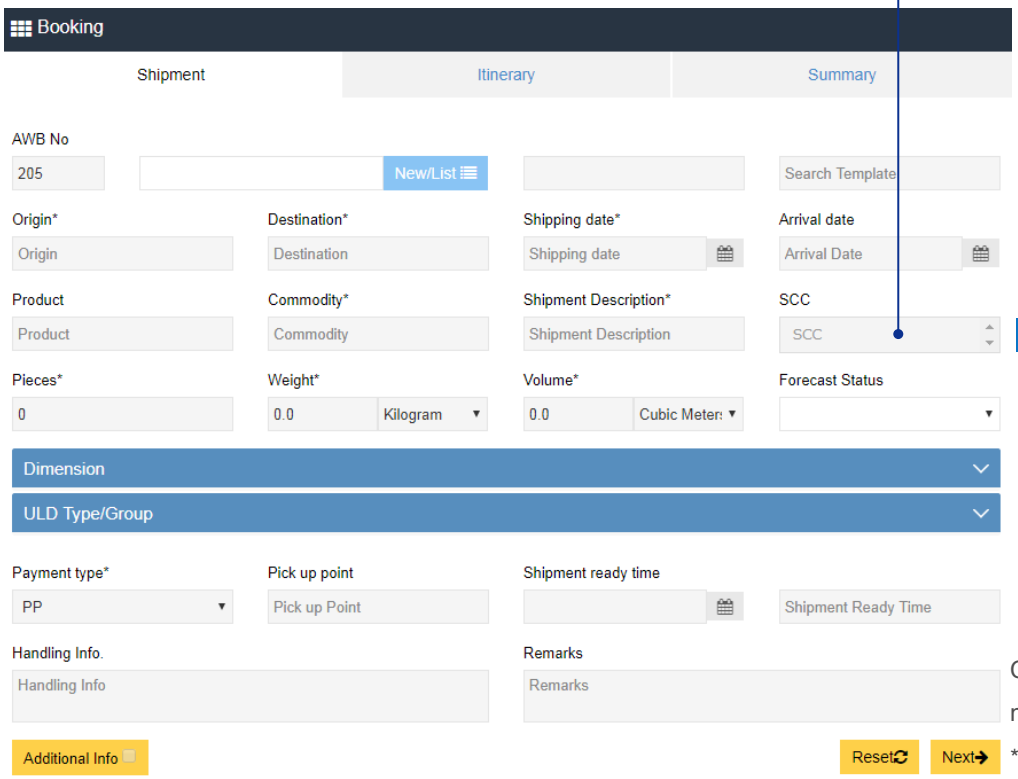
① Input the particular codes, COL or FRO.
*COL = keep cool / FRO = frozen
"SPX" code is required in case of screening for explosive is completed.

Click the Additional Info tab to capture more information.
*Particular codes, DG codes or COL/FRO, are required to display this tab.

② For the Cool Facility (Frozen facility) column, input the airport code which the shipment should be located in freezer.
If there are multiple temperature available in that airport, it is possible to specify the temperature.



Booking a Temperature shipment (with Dry Ice)



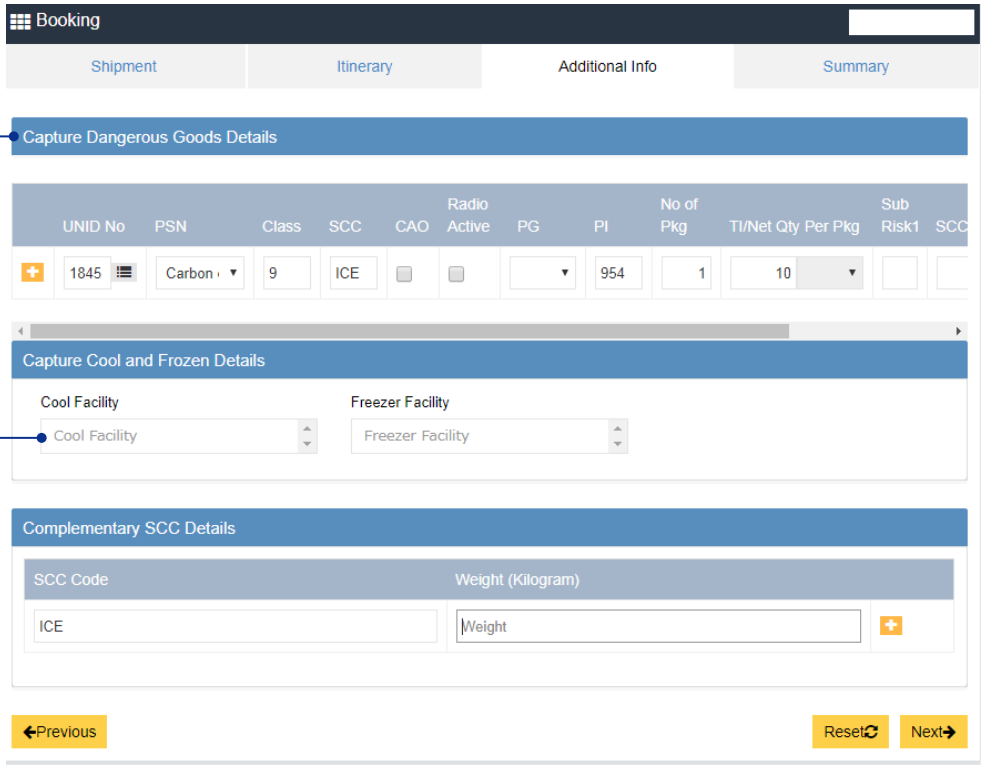
① Input the particular codes, COL or FRO.
*COL = keep cool / FRO = frozen
"SPX" code is required in case of screening for explosive is completed.

Click the Additional Info tab to capture more information.
*Particular codes, DG codes or COL/FRO, are required to display this tab.

② Capture the DG details, e.g. UNID No., PSN, Class…etc.

③ For the Cool Facility (Frozen facility) column, input the airport code which the shipment should be located in freezer.

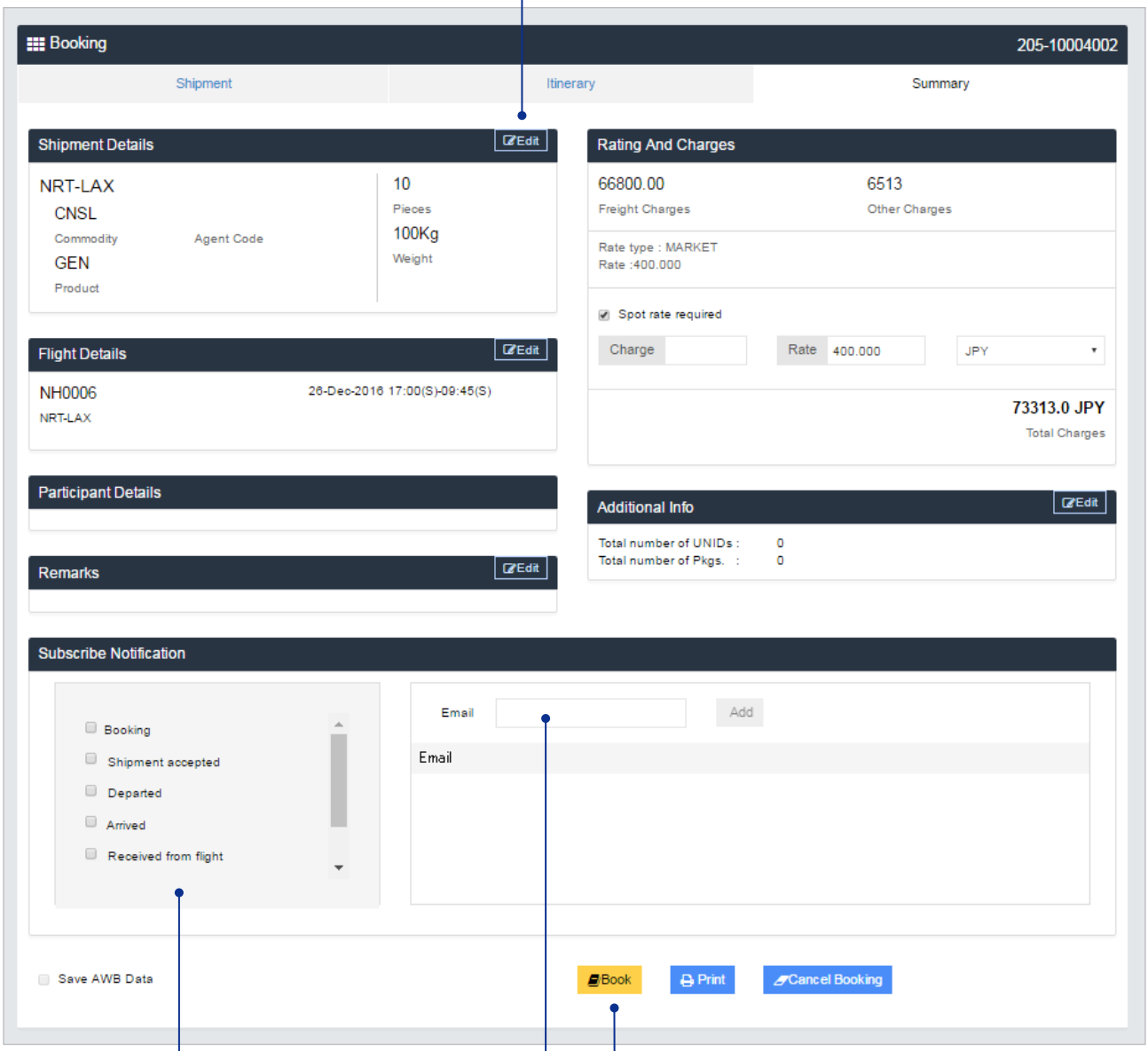
④ Total amount of Dry Ice will be automatically calculated based on the information captured by Step ②.



Make/Update Reservation 4

Screen : Booking – Summary tab

Click Edit in each field and jump to the respective tab to edit information.



Select the types of notifications to receive by email. (Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred)

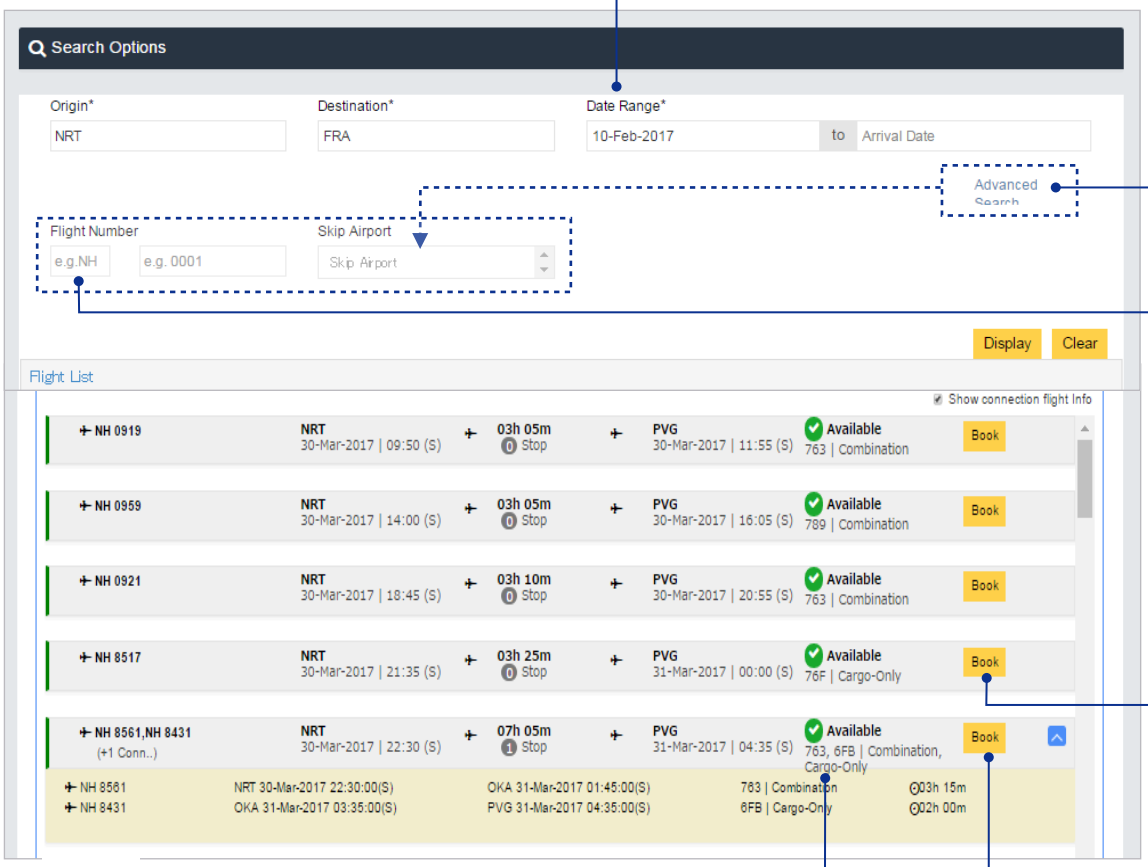
Make a booking based on input information.

Enter email address to receive notification.

Flight Search

Screen : Flight Search

You can search by just entering the Shipping Date



Flight no. and Skip Airport can be specified by clicking Advanced Search.

By entering Airport code, the search results will only display flights that do not pass through that particular airport.

Click on the flight you want to book, and jump to new booking page. (*p.4*)
*The flight that is already selected will be displayed.

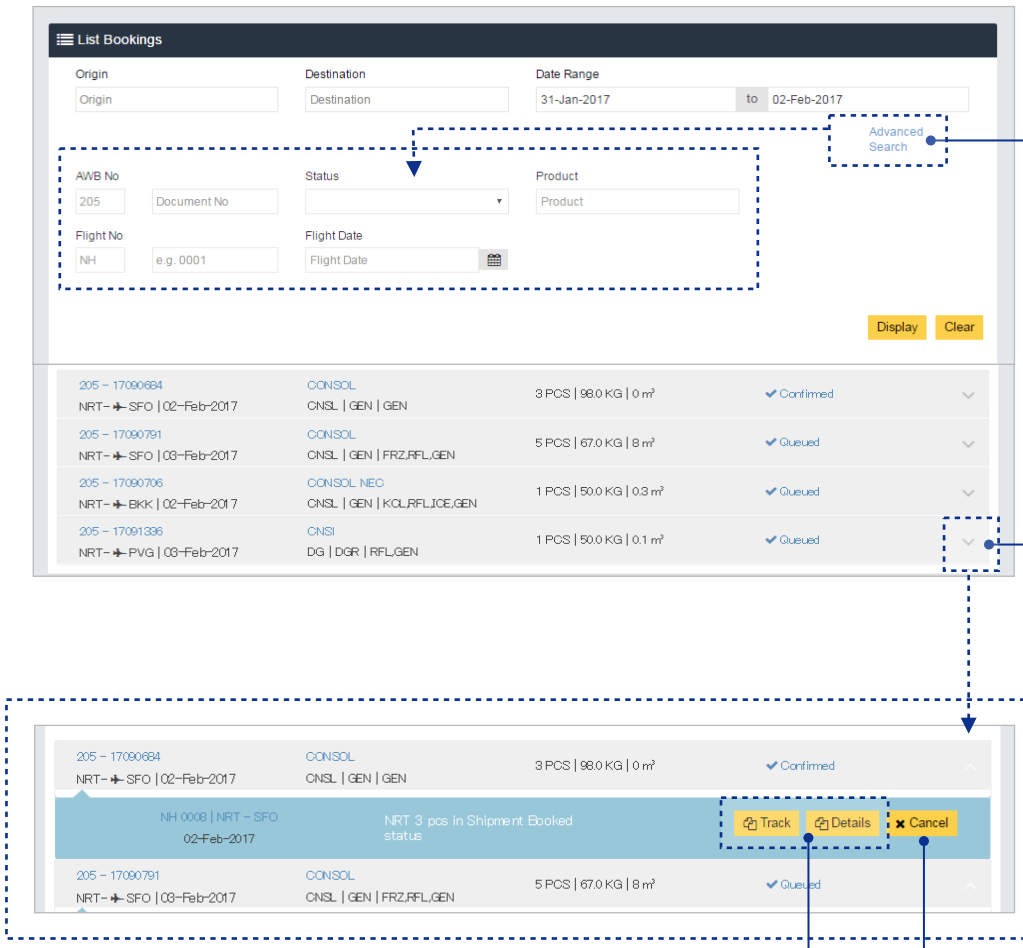
Space availability status of the flight is displayed.

There is only one Book button, when multiple flights are displayed.

List Bookings

View bookings associated with Login ID.

Screen : List Bookings



The following conditions can be specified by clicking Advanced Search.

- Status (Confirmed / Queued etc.)
- Product
- Flight no.

View detailed booking information by clicking the arrow.

Click and jump to the following page.

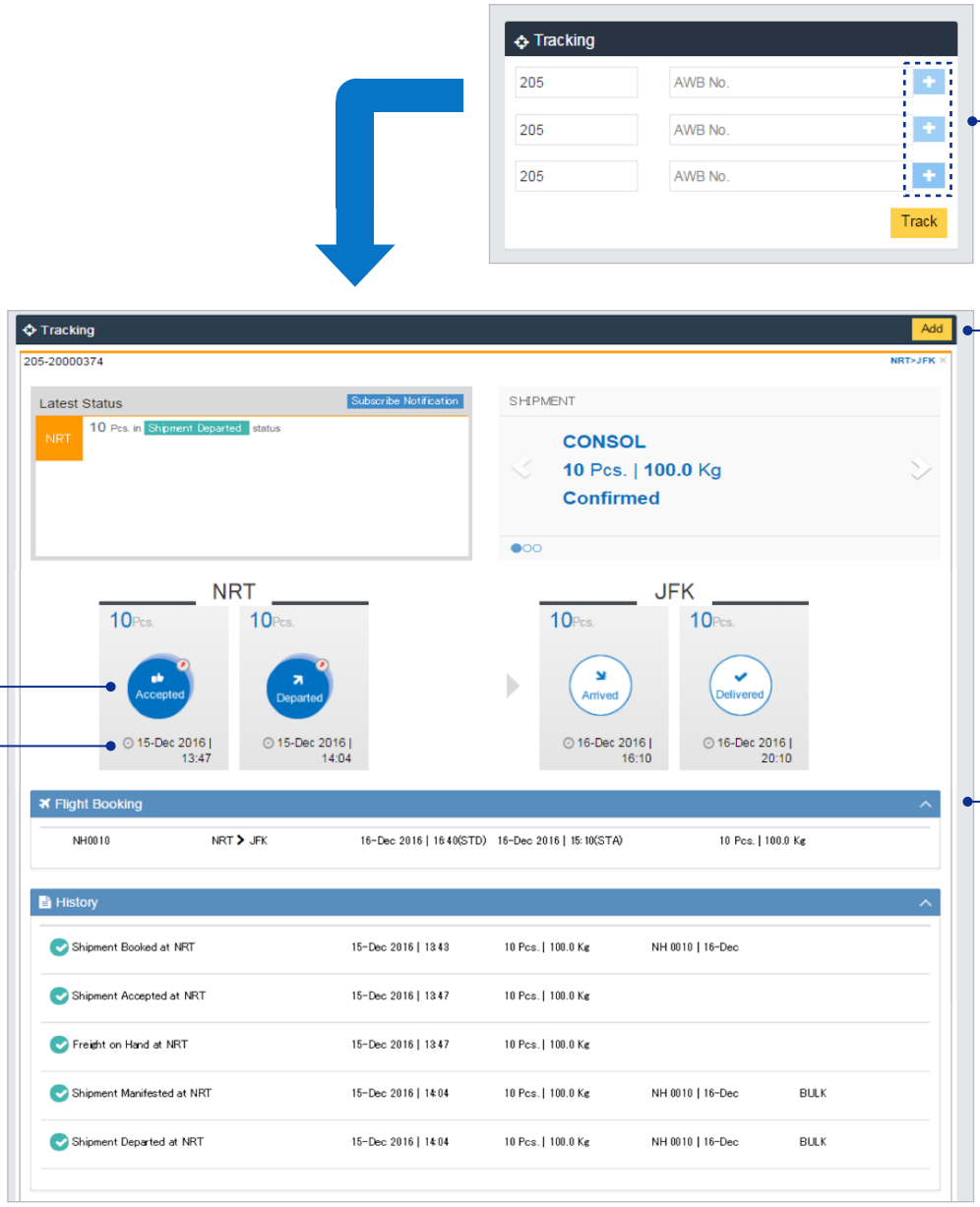
- Track → Tracking page (*p.10*)
- Details → Booking page (*p.4*)

Cancel booking.

*No cancellation after shipments are recieved .

Tracking

Screen : Tracking



Ç

Each status from acceptance to delivery is displayed. It will turn blue when completed.

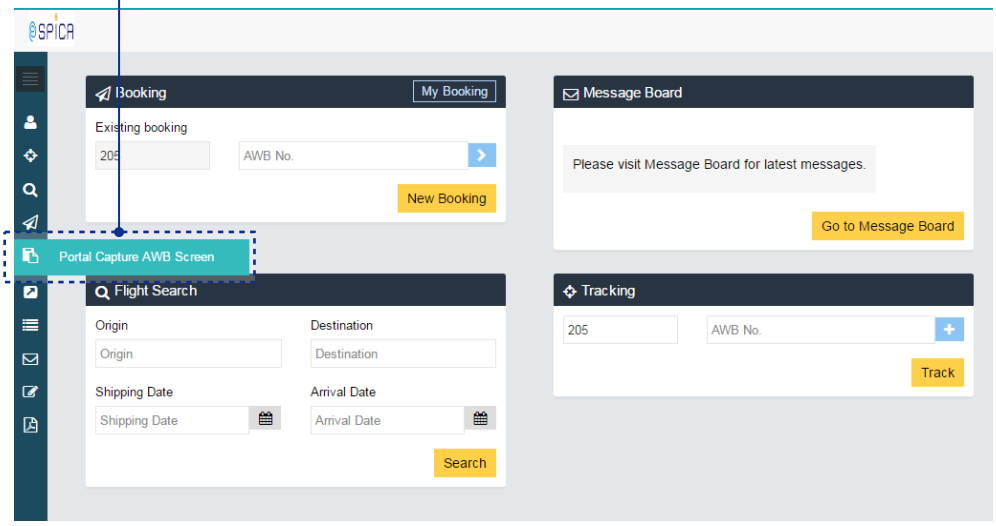
If the flight departs / arrives, the actual time of departure / arrival will be shown.

Booking information and Flight information (STD/ATD, STA/ATA) are displayed.

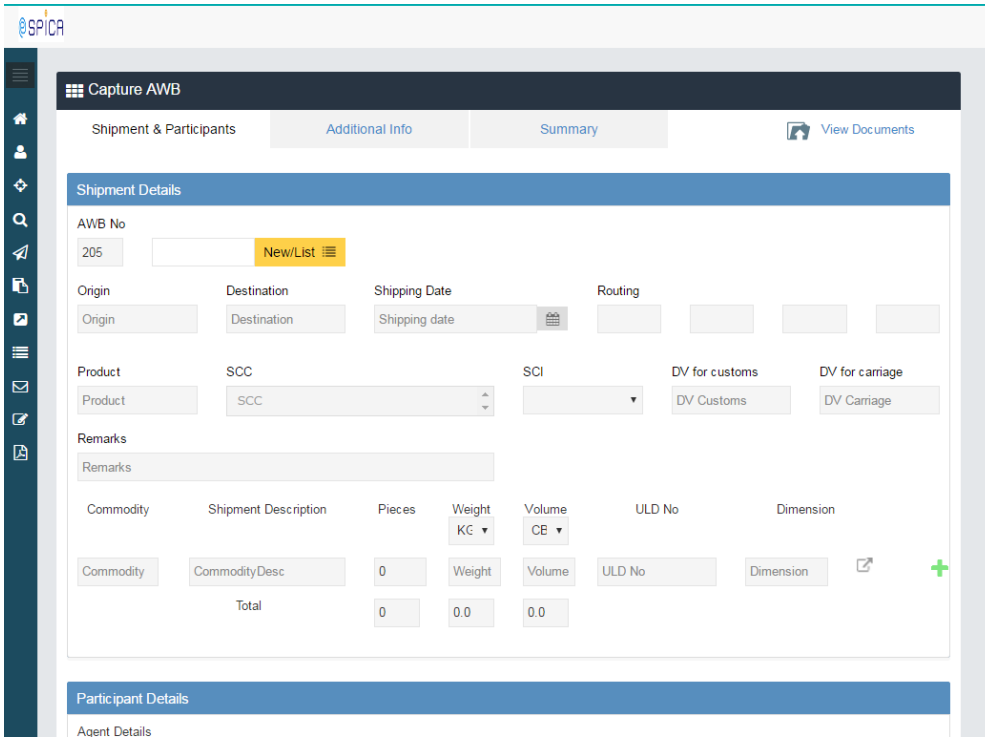
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen.

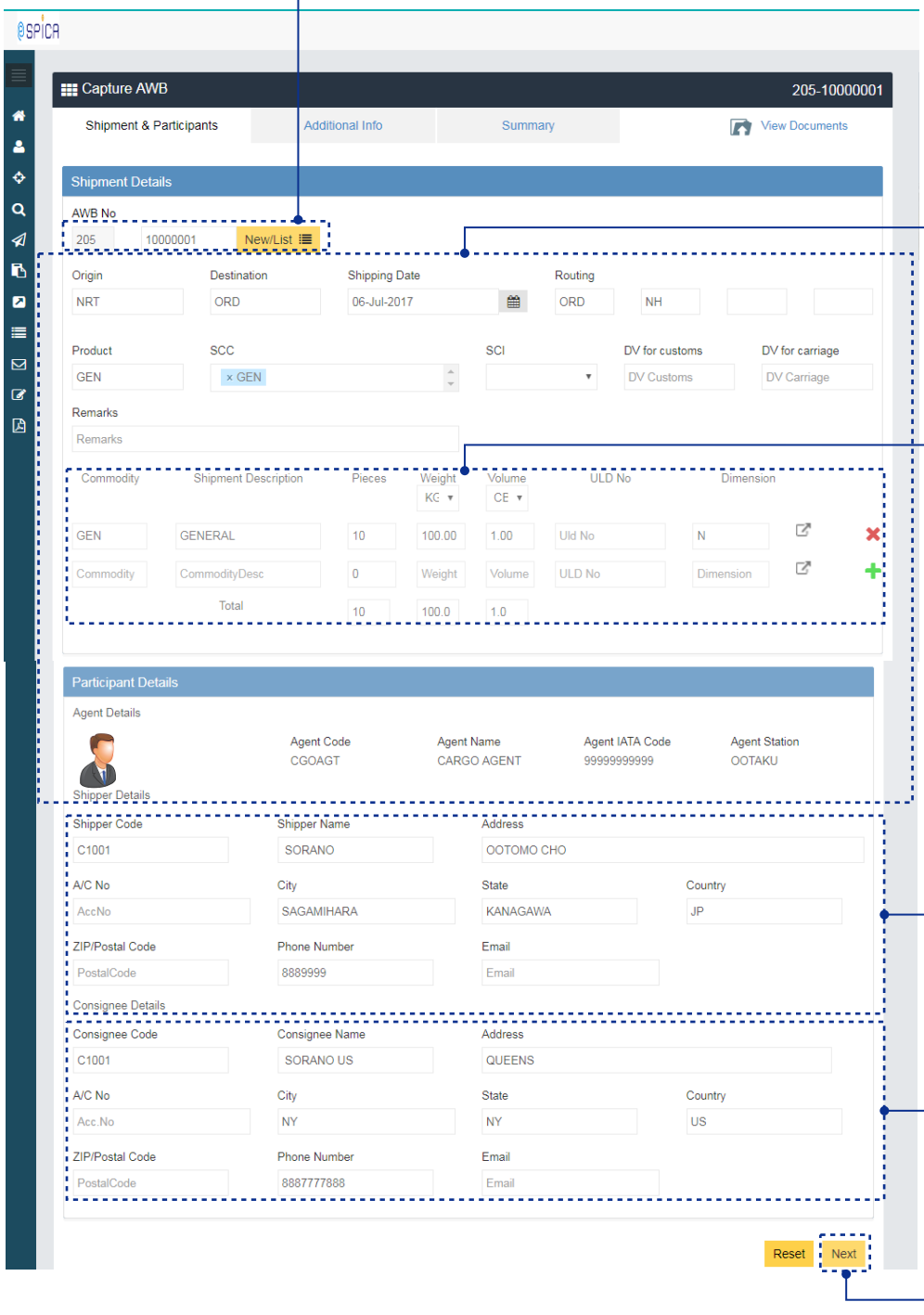


Initial screen will show up.



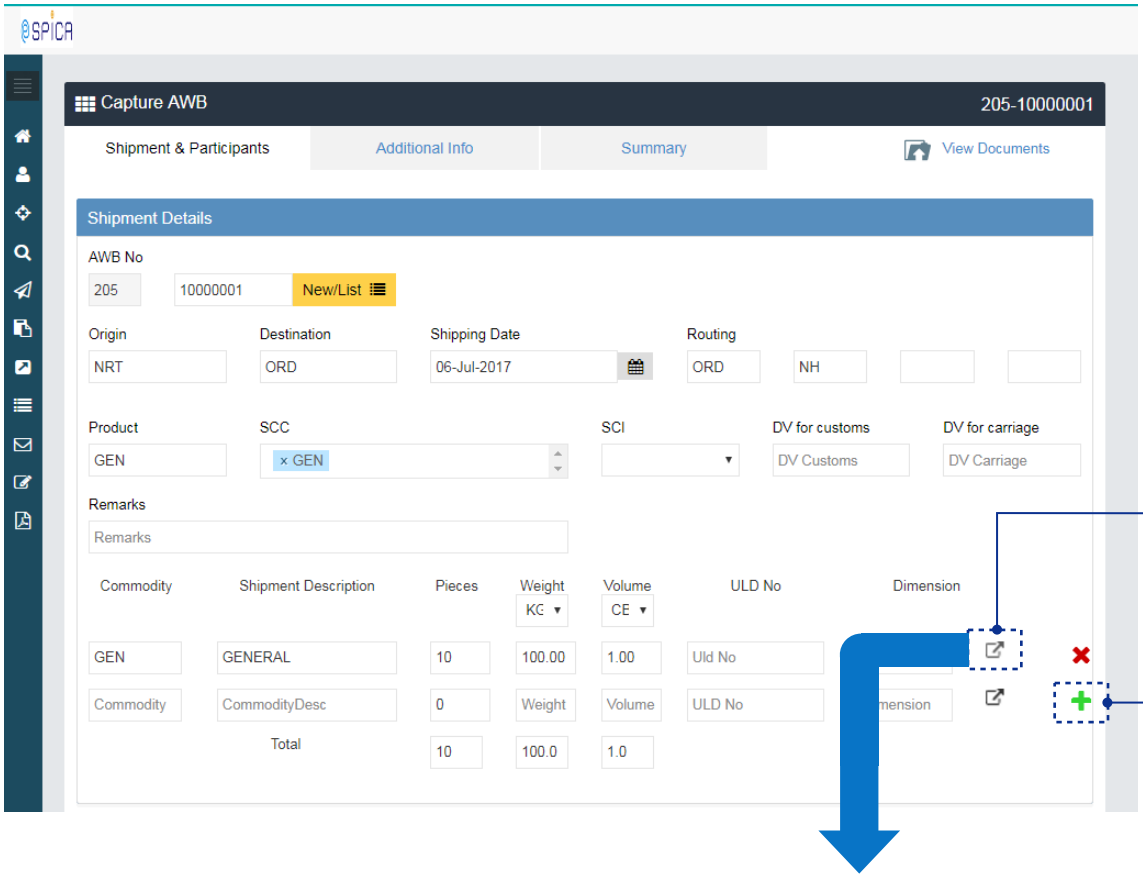
Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants



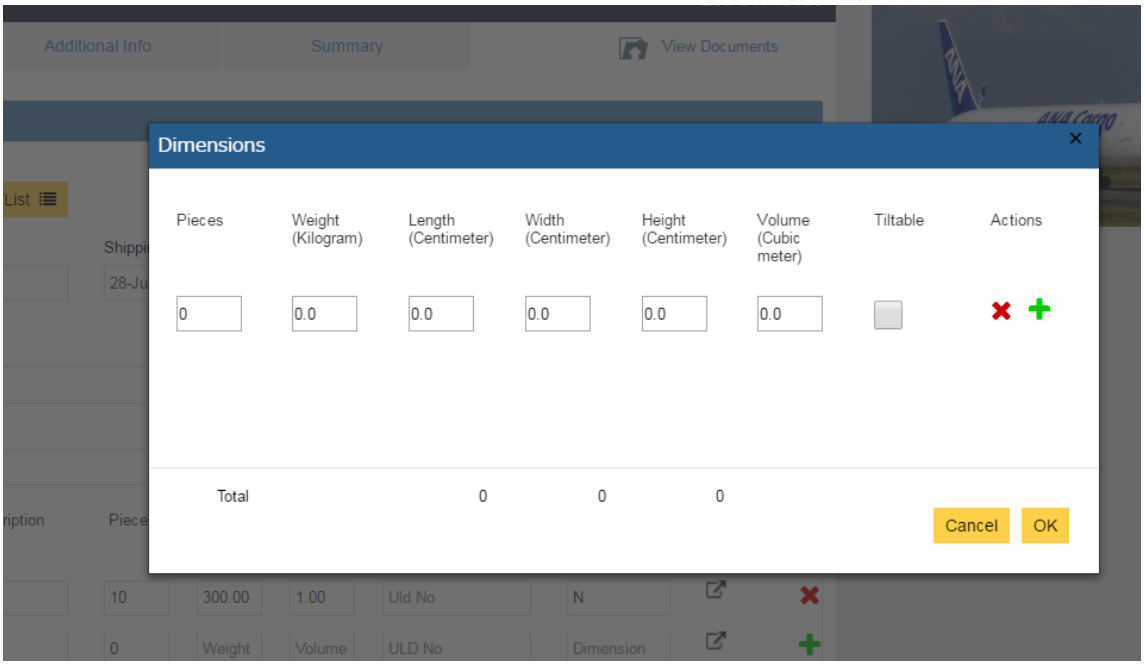
Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants



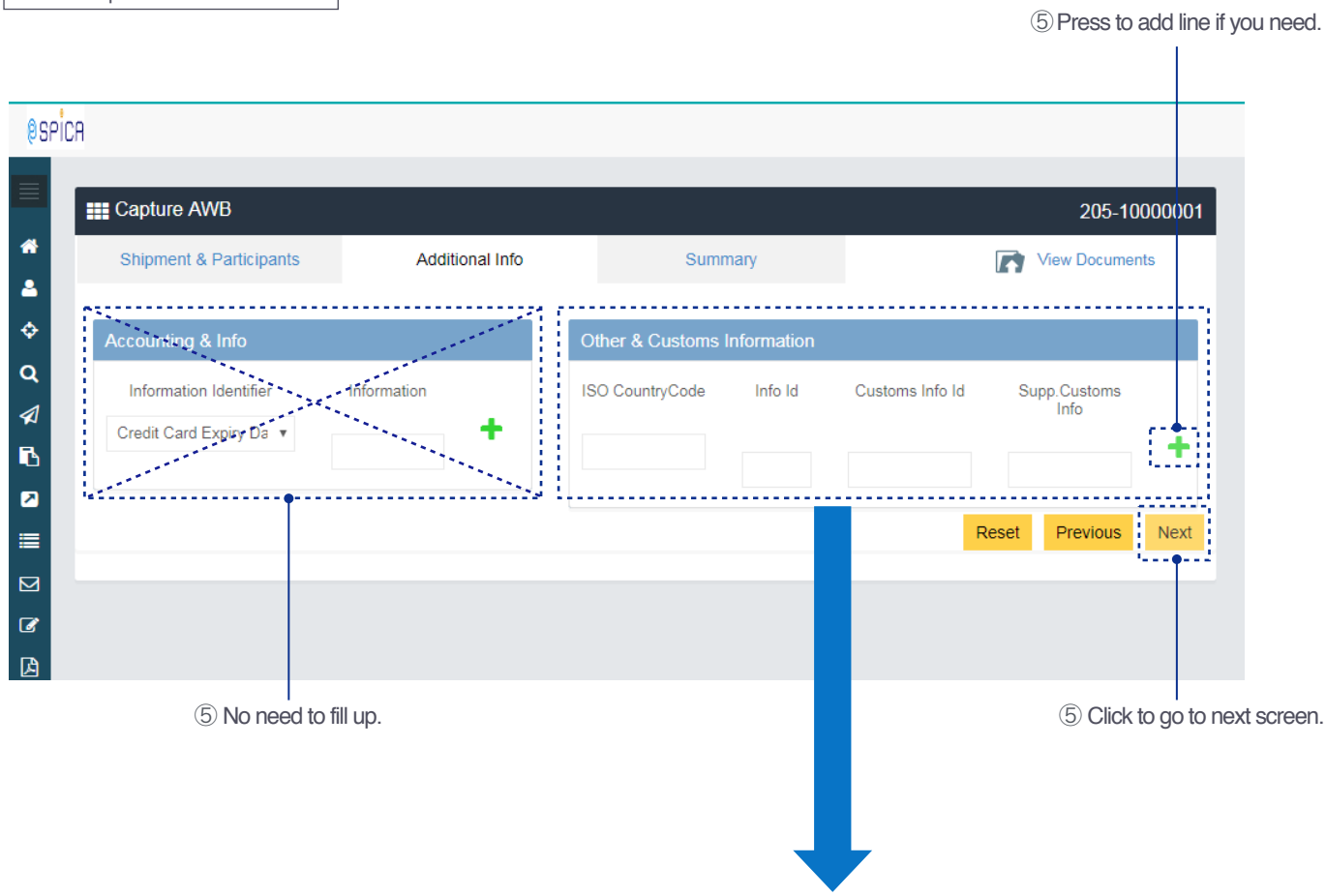
Click Dimension if you need to capture dimension.

Click “+” if you need to capture multiple Commodity line.



Capture AWB::Fill up OCI line

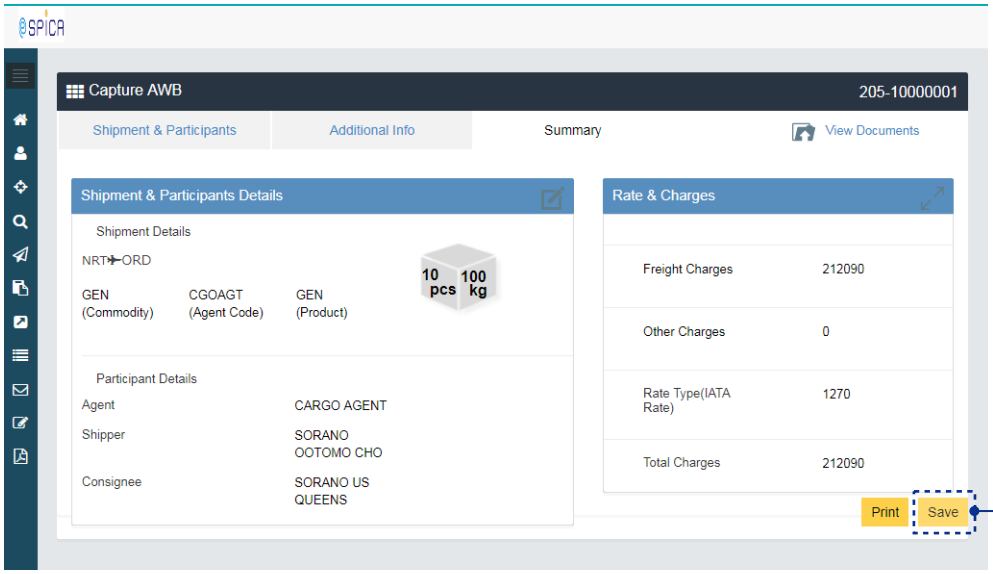
Screen : Capture AWB :: Additional info



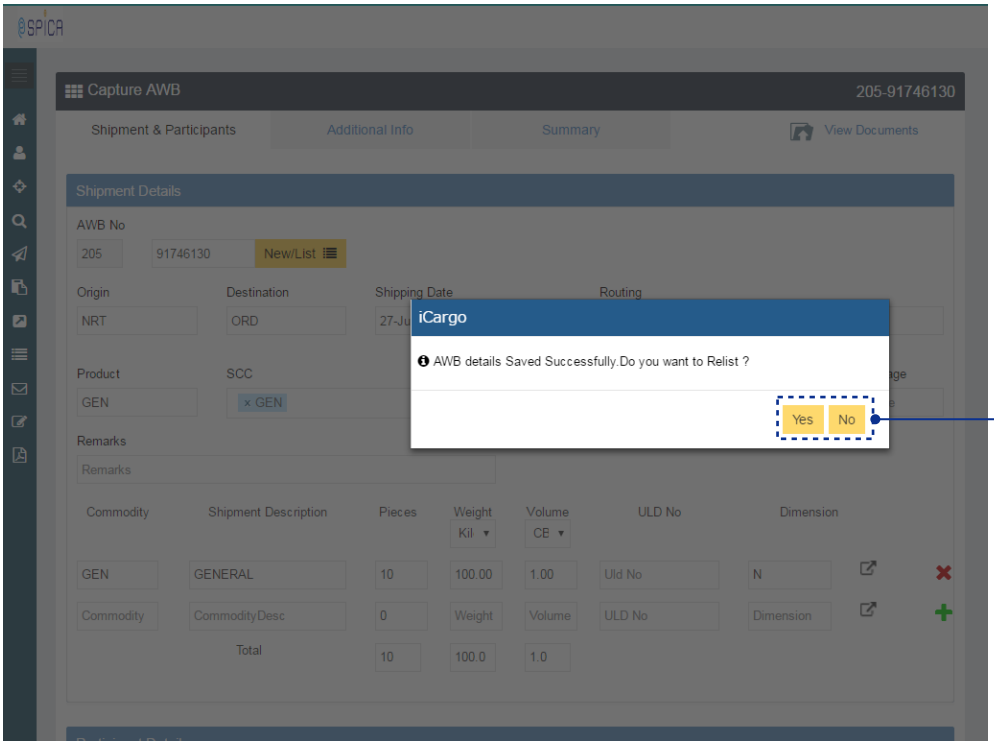
Item name	For Chinese Customs
ISO Country Code	Country code for this participant
Info id	SHP = Shipper CNE = Consignee NTY = Also notified participant
Customs info id	T = Trader Identification Number E = Authorized Economic Operator
Supp. Customs Info	Corporation code For Japanese company = CIK+Number For American company = EIK+Number

Capture AWB::Saving captured information

Screen : Capture AWB :: Summary



⑥ Check Summary and click Save if there is no item to be corrected.

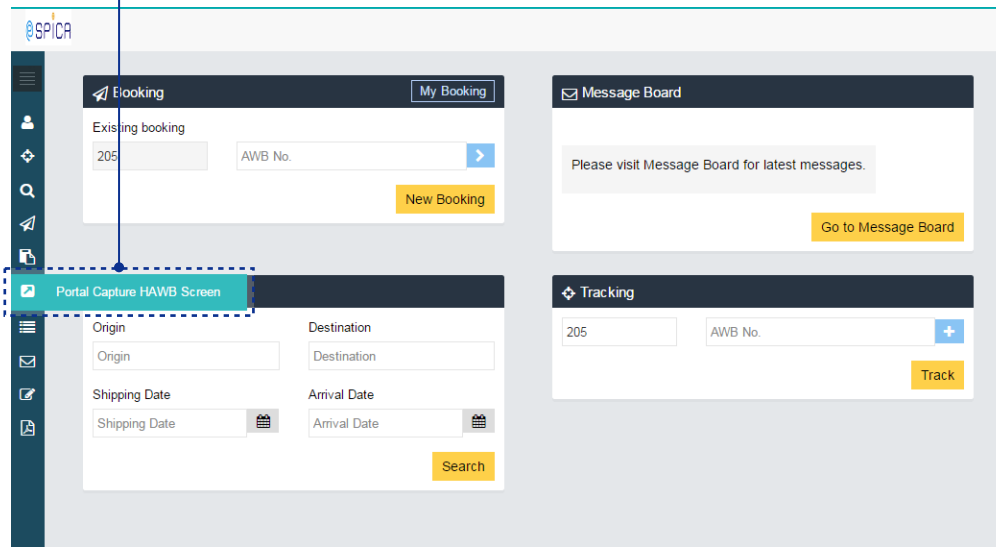


⑦ Select Yes if you need to retrieve Summary again. If not, select No.

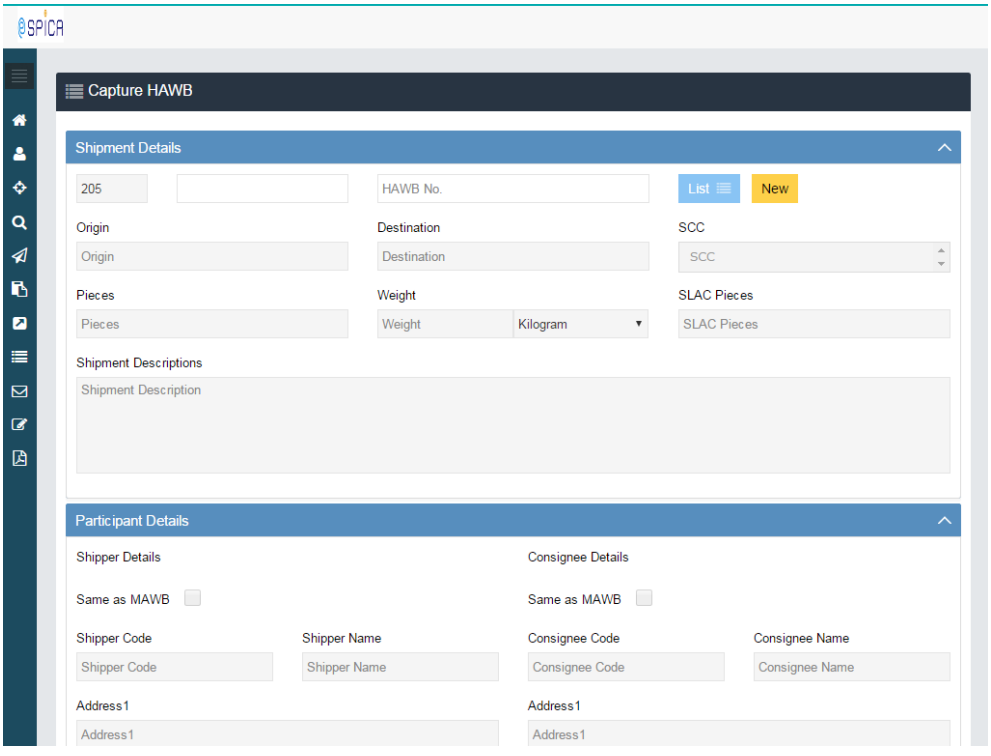
Capture HAWB::Showing screen

Screen : Menu

Select Portal Capture HAWB Screen.

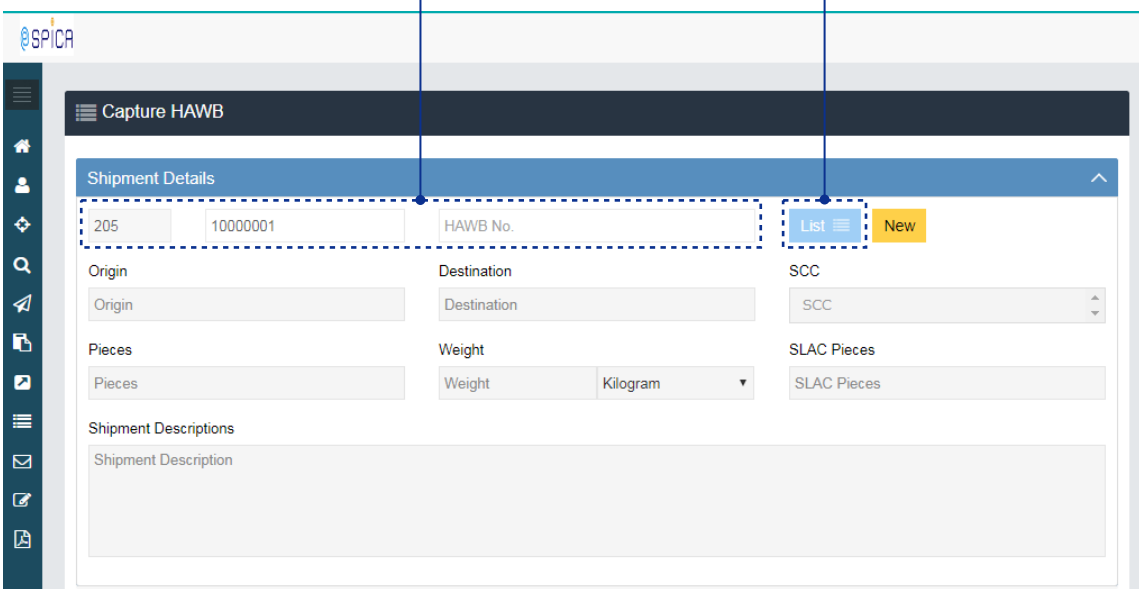


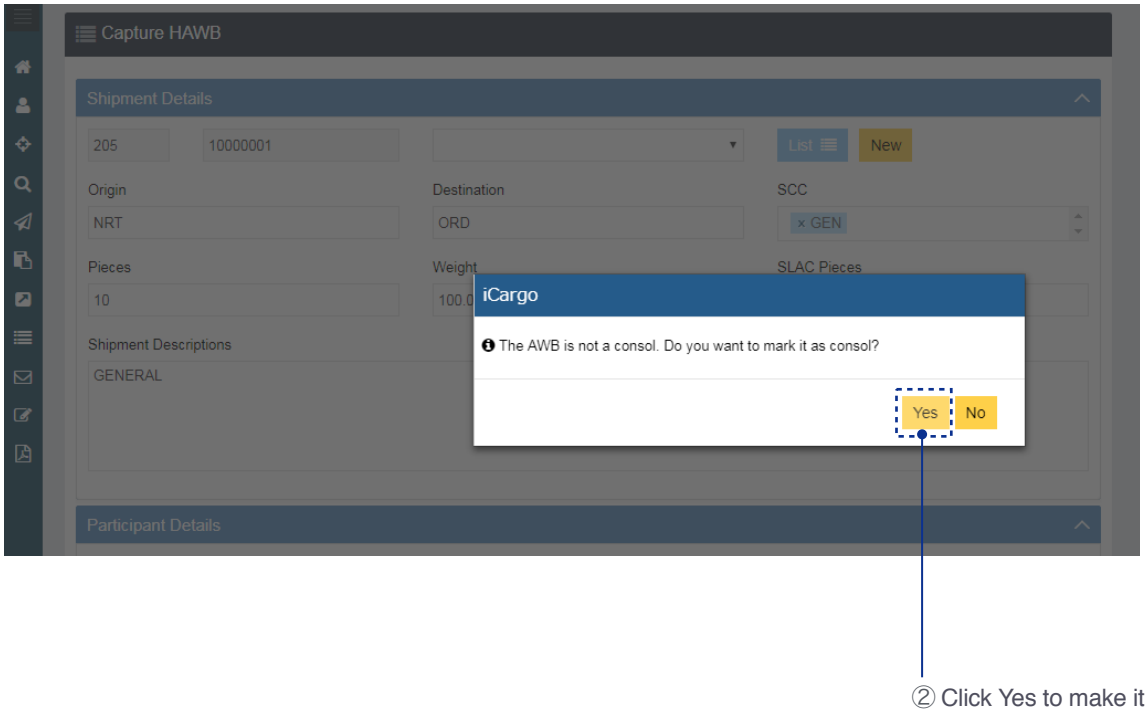
Initial screen will show up.



Capture HAWB::Inputting MAWB No

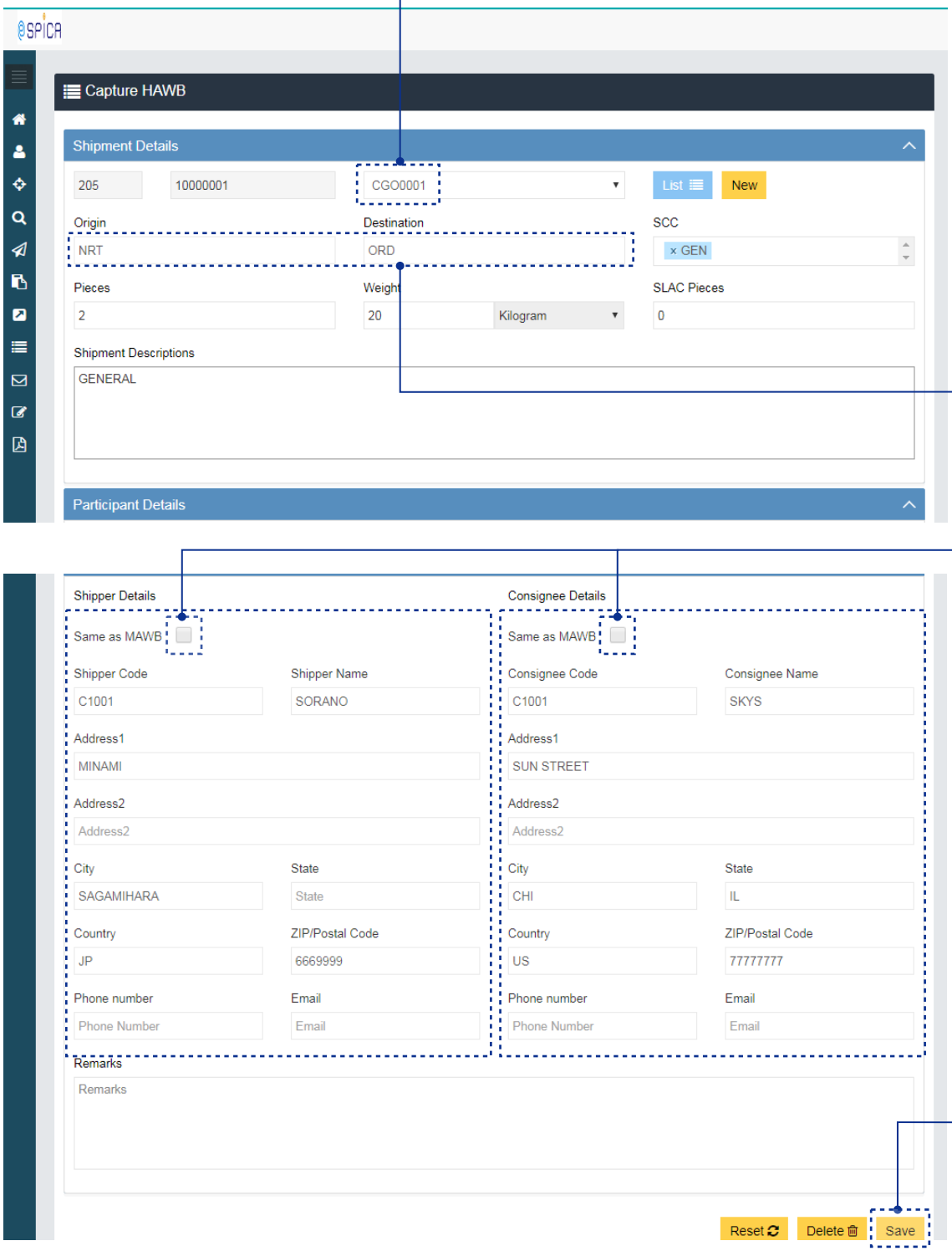
Screen : Capture HAWB





Capture HAWB::Filling up items

Screen : Capture HAWB

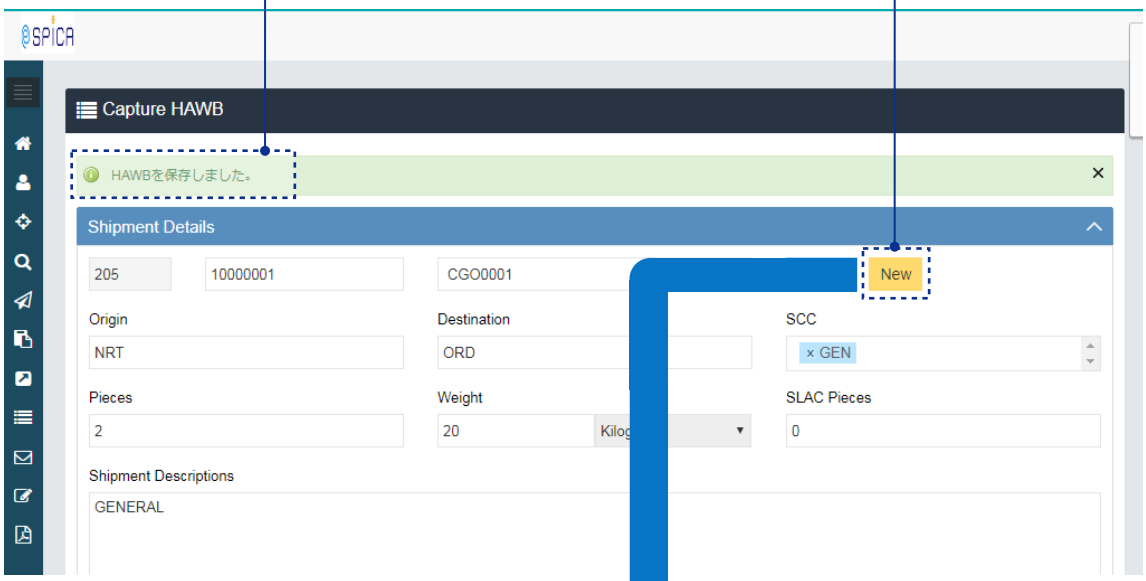


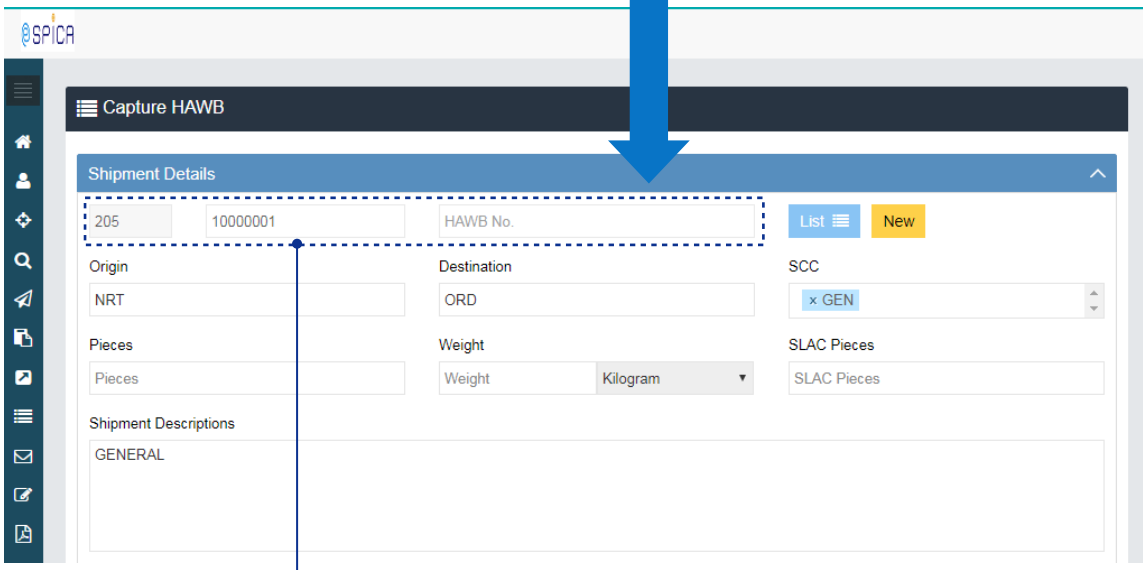
Capture HAWB::Screen after saved

Screen : Capture HAWB

It appears if saving HAWB is done successfully.

Click New if you need to create more HAWB for same MAWB.

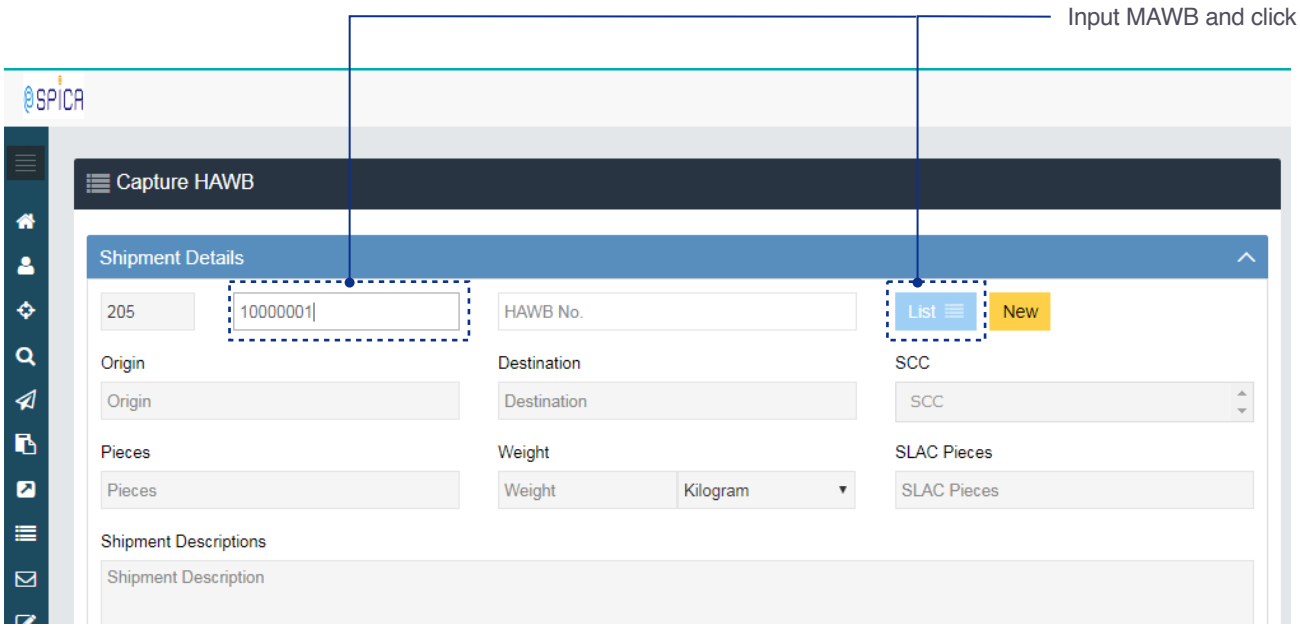


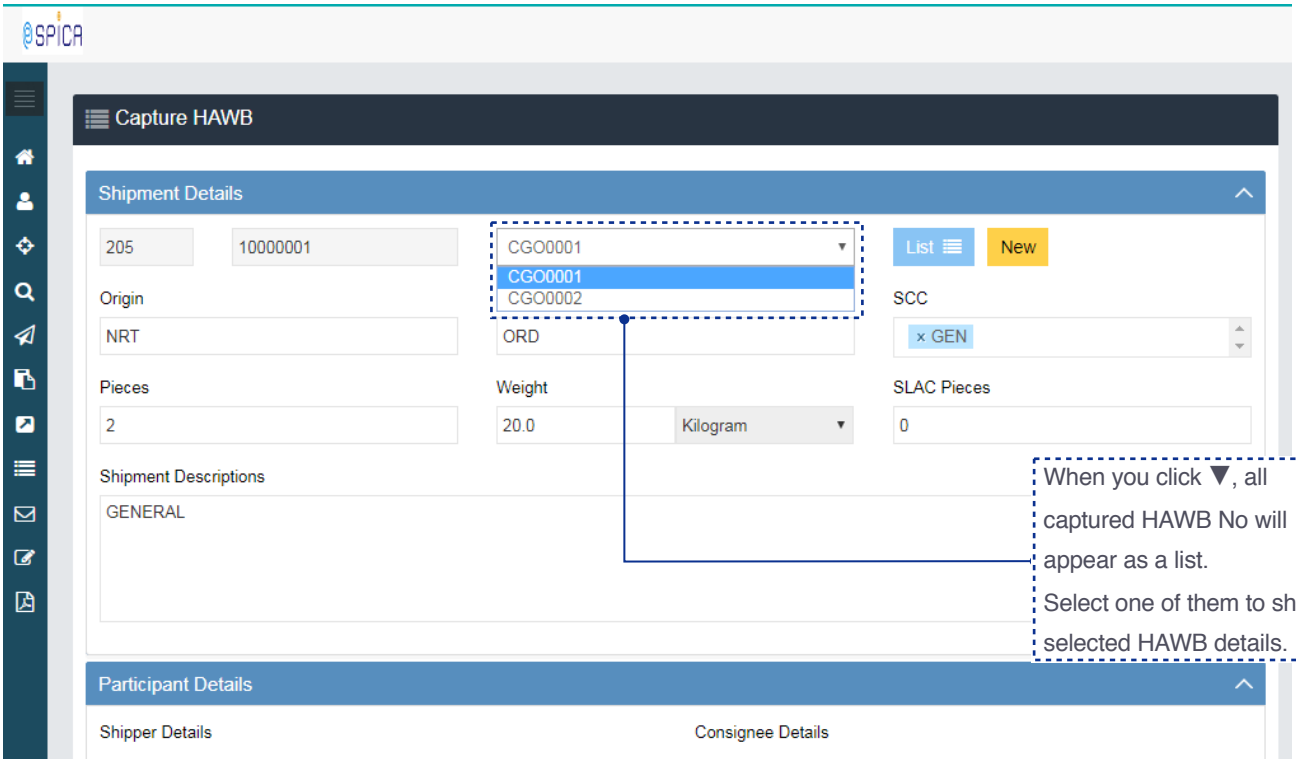


You can input another HAWB No.

Capture HAWB::List HAWBs

Screen : Capture HAWB

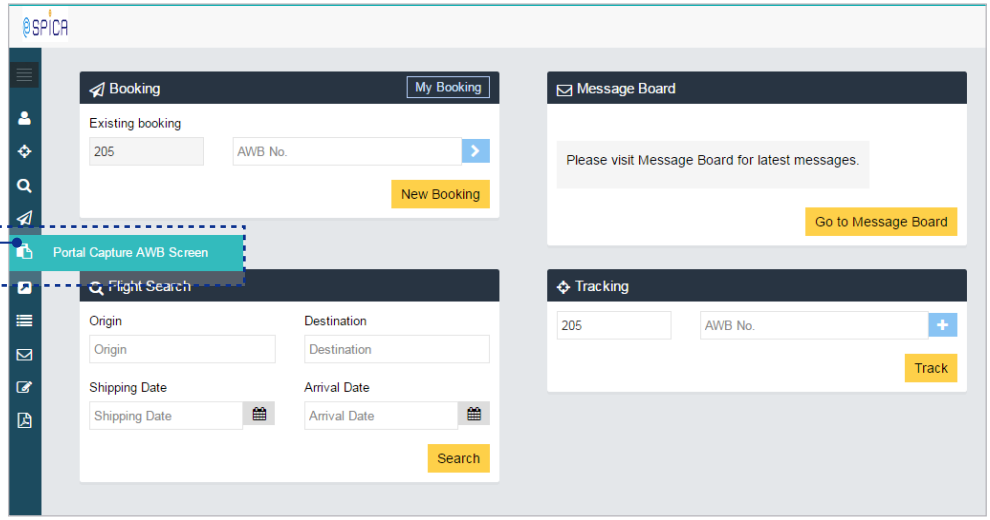




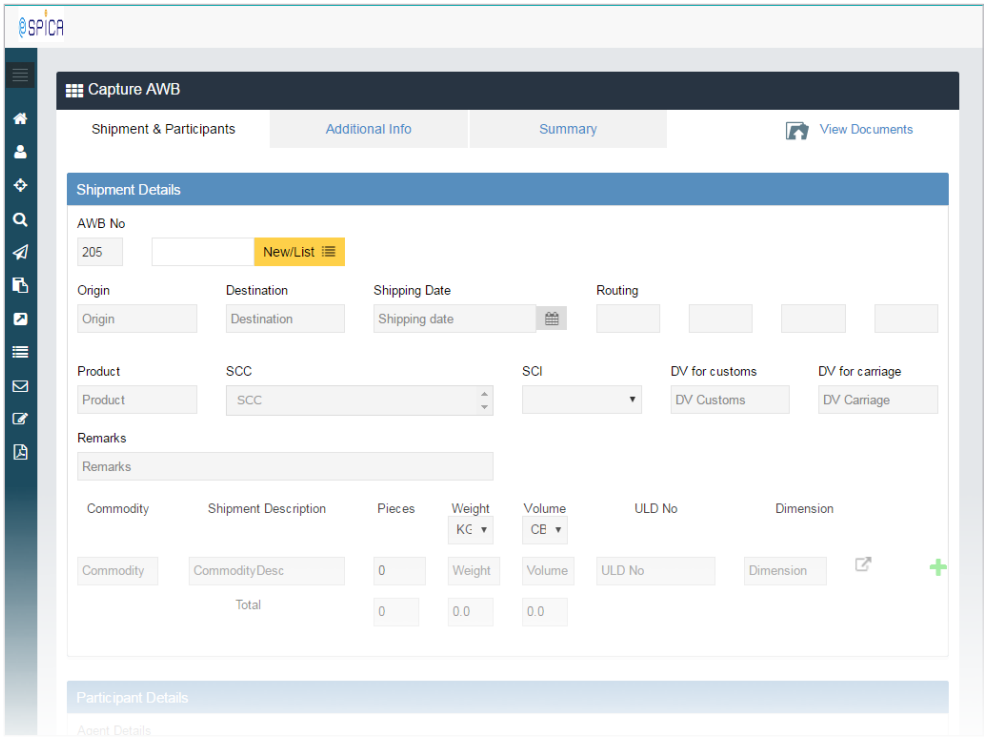
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen

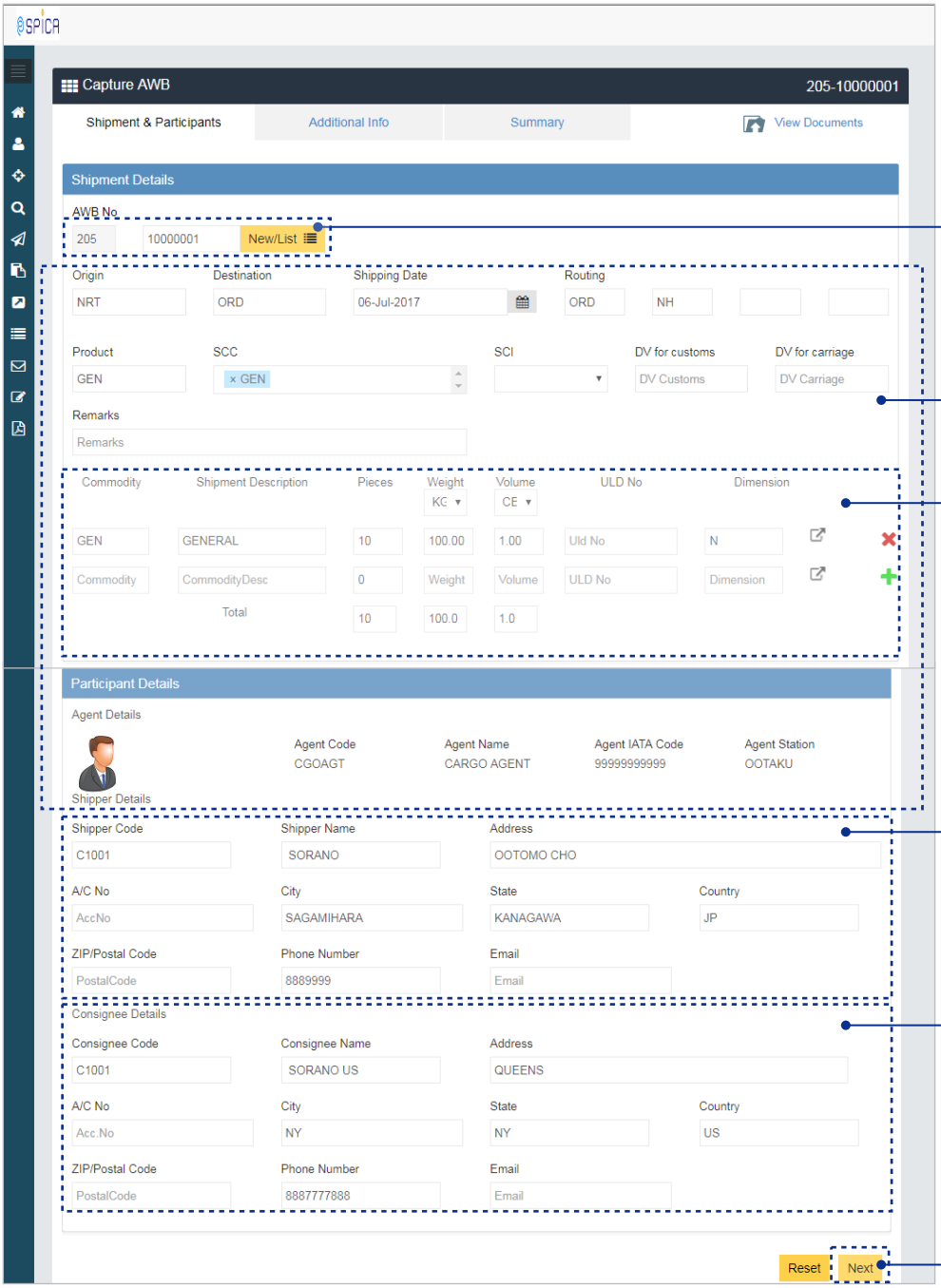


Initial screen will show up



Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants



① Input AWB No and click New/List

② Information from Booking is reflected.

See next page how to fill up Commodity line

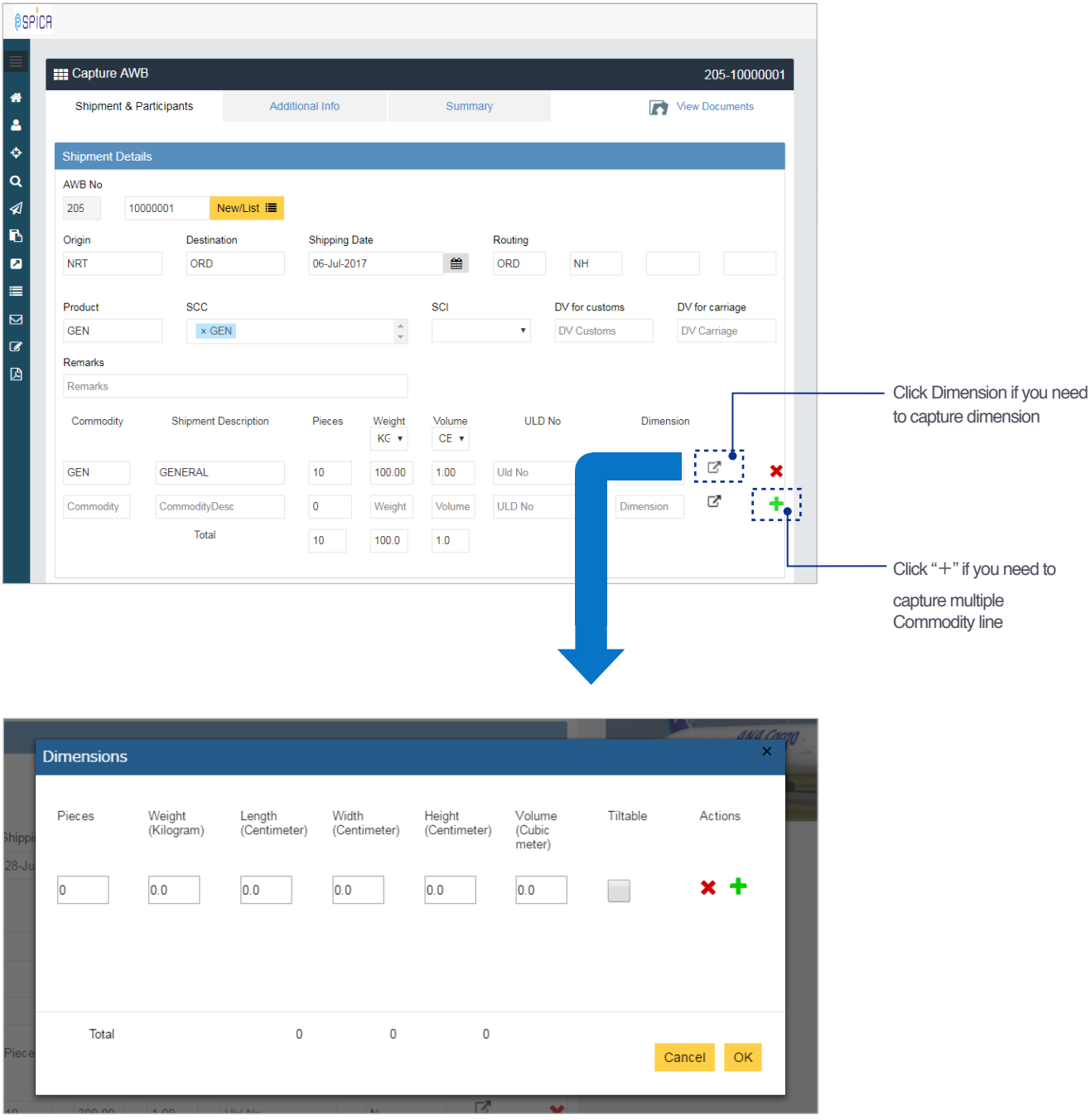
③ Input Shipper/Consignee information

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

④ Click Next

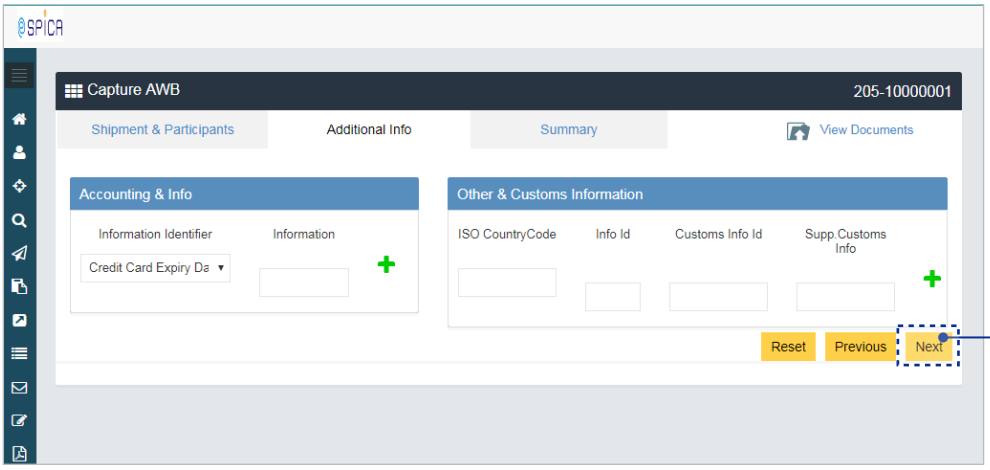
Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants



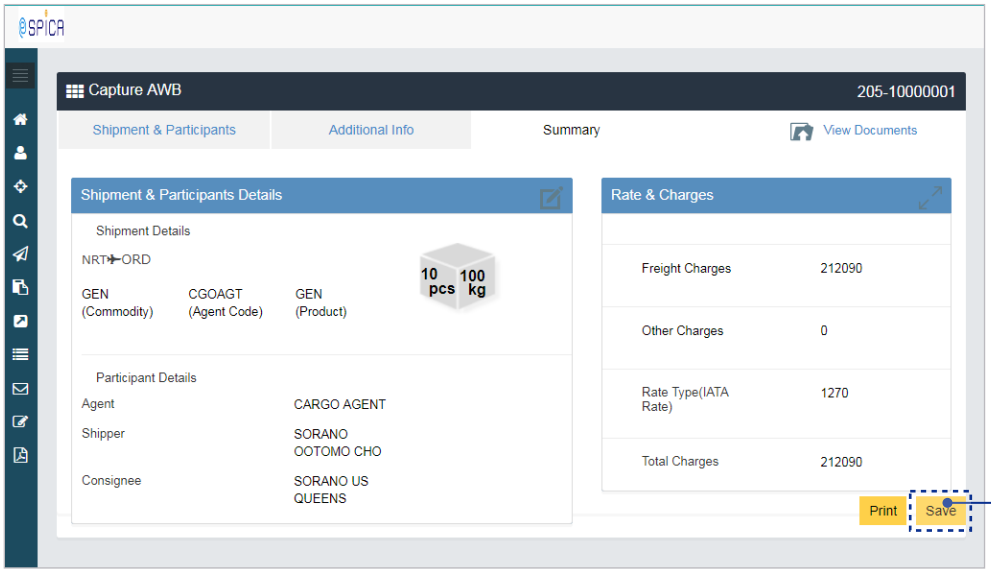
Capture AWB::Saving captured information

Screen : Capture AWB :: Additional info



⑤ No need to fill up this screen. So just click Next

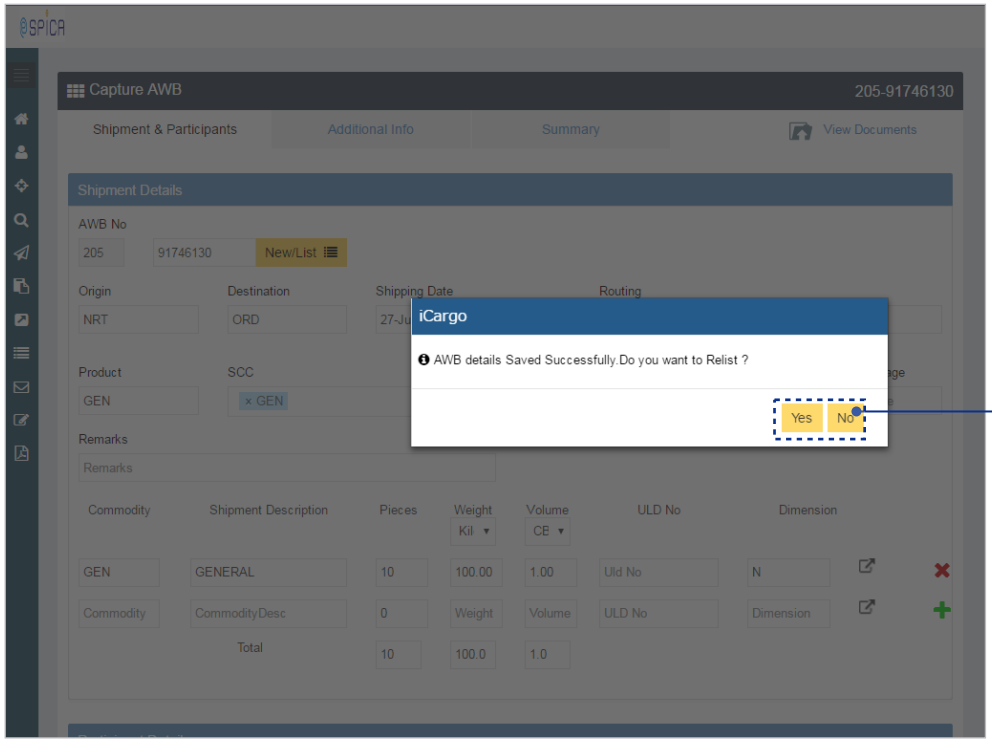
Screen : Capture AWB :: Summary



⑥ Check Summary and click Save if there is no item to be corrected

Capture AWB::Screen after saved

Screen : Capture AWB :: Summary

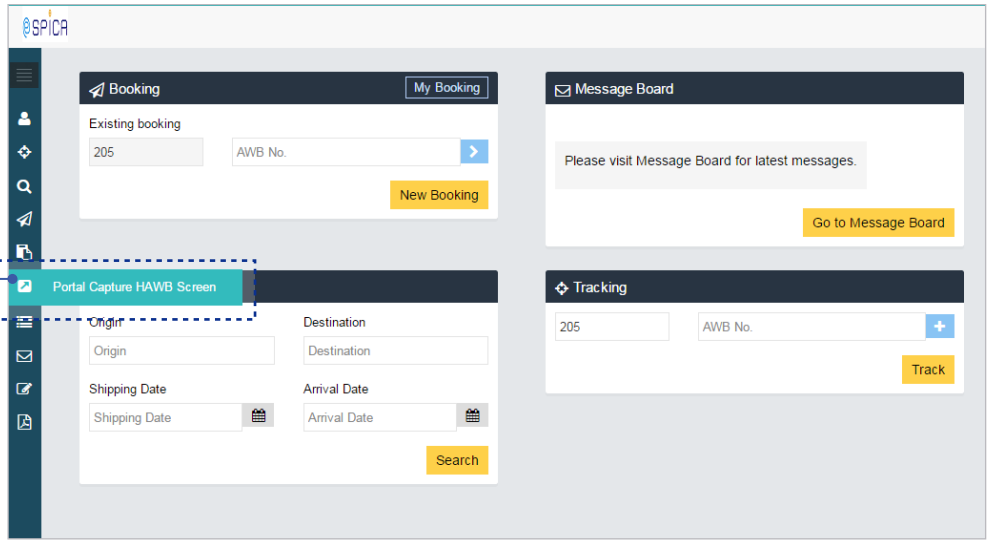


⑦ Select Yes if you need to retrieve Summary again. If not , select No

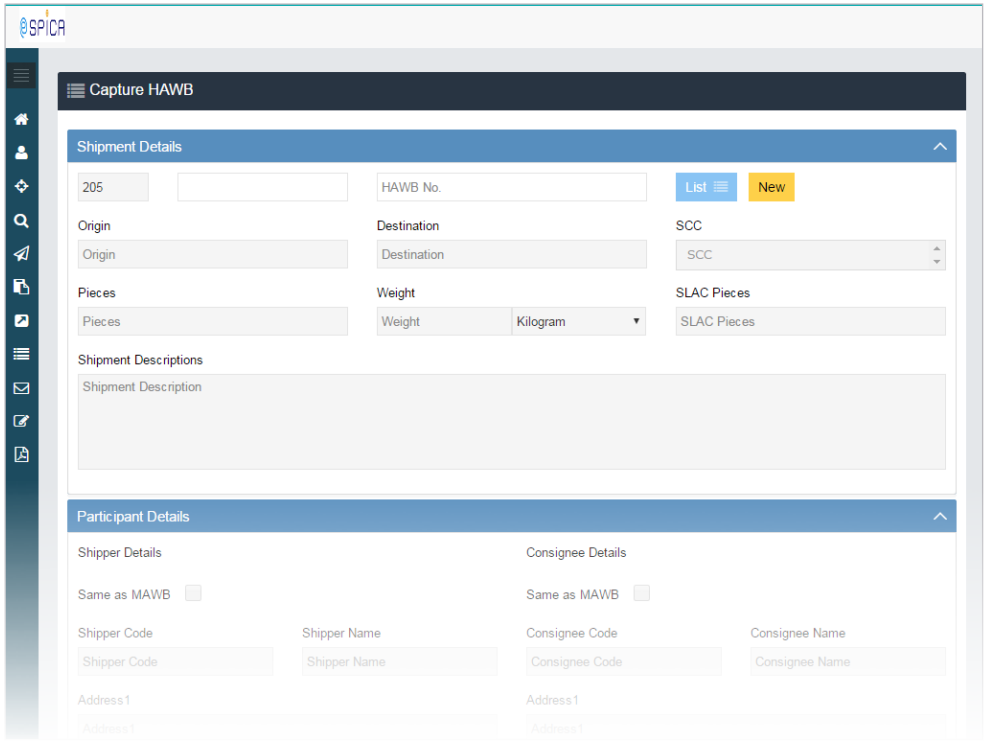
Capture HAWB::Showing screen

Screen : Menu

Select Portal Capture HAWB Screen

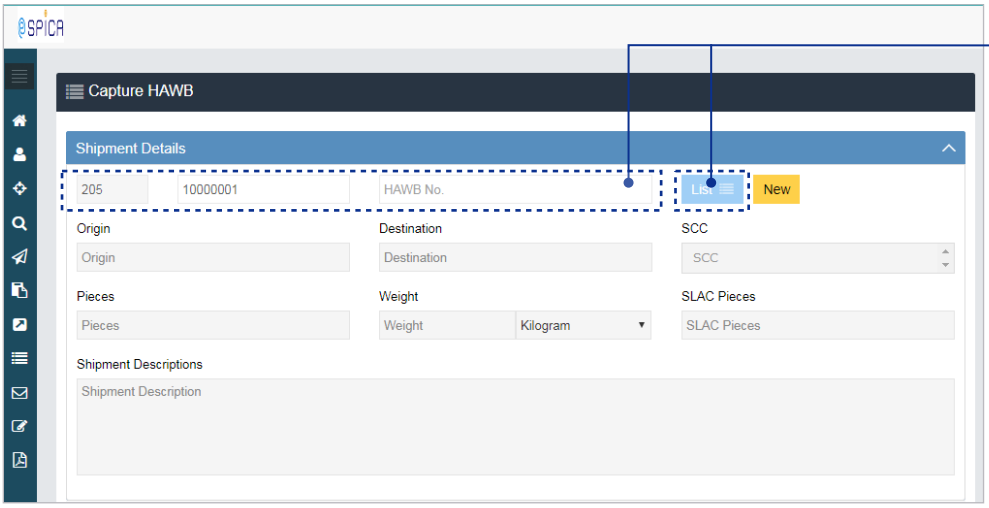


Initial screen will show up

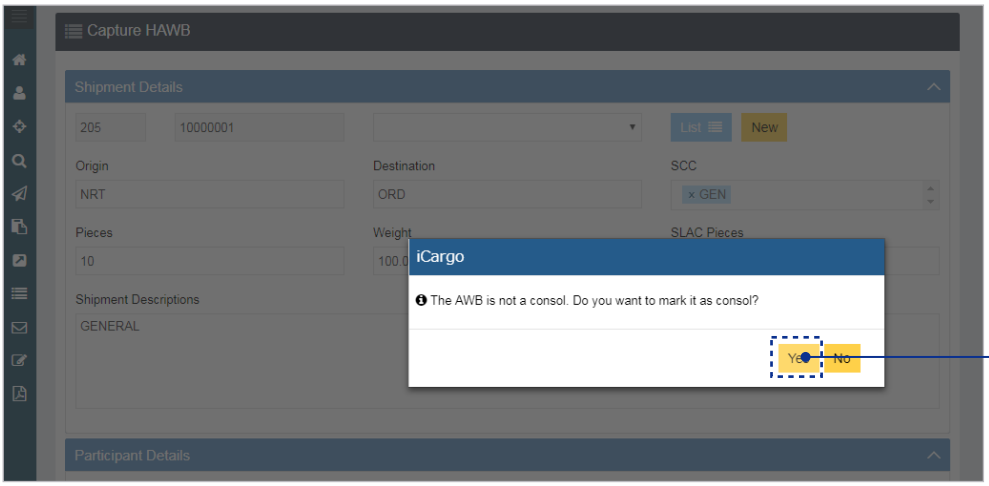


Capture HAWB::Inputting MAWB No

Screen : Capture HAWB



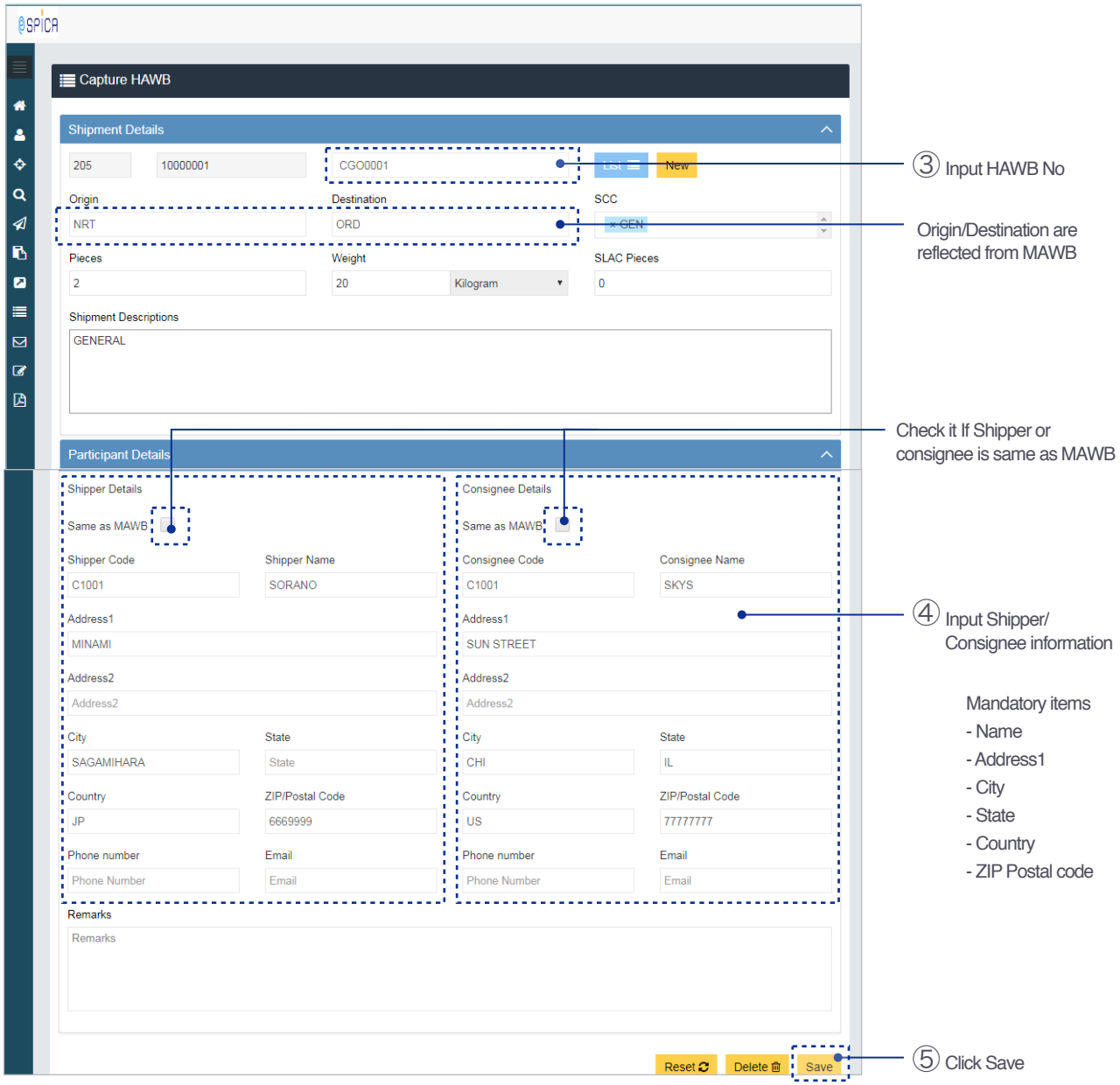
① Input MAWB No and click List



② Click Yes to make it Consolidated AWB

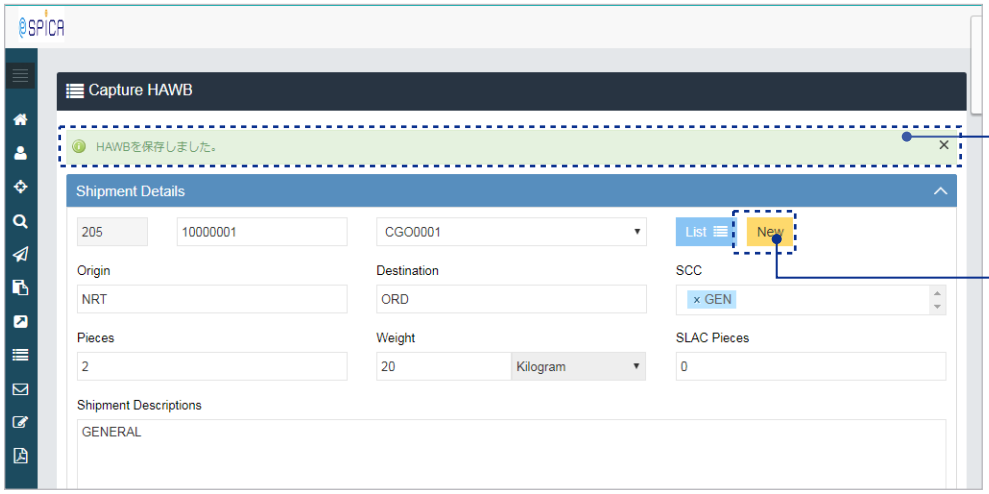
Capture HAWB::Filling up items

Screen : Capture HAWB



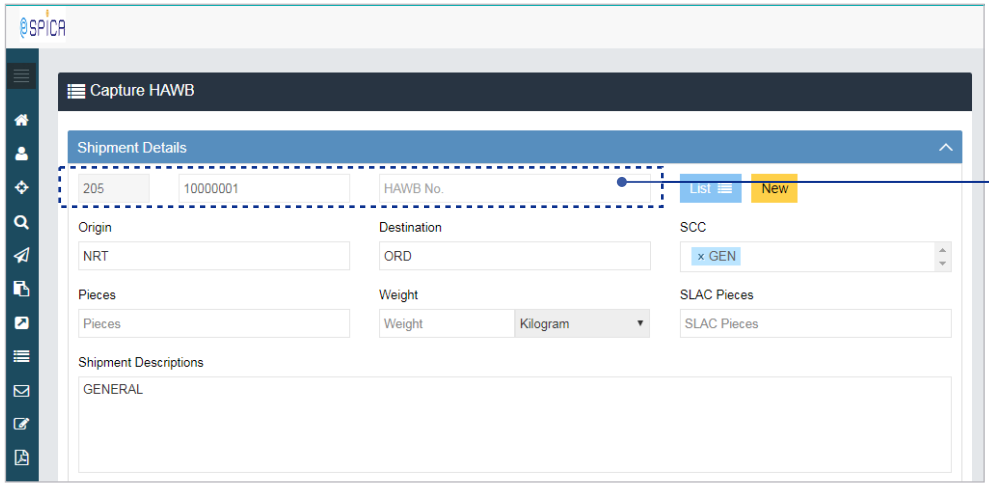
Capture HAWB::Screen after saved

Screen : Capture HAWB



It appears if saving HAWB is done successfully

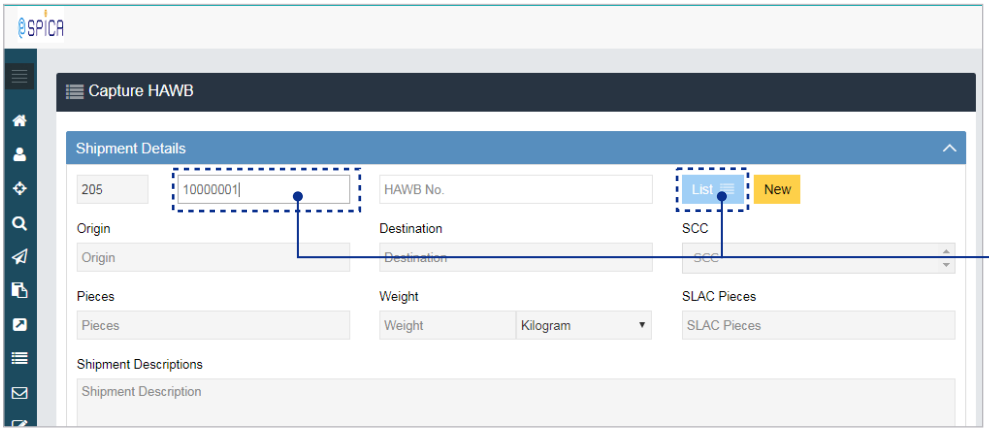
Click New if you need to create more HAWB for same MAWB



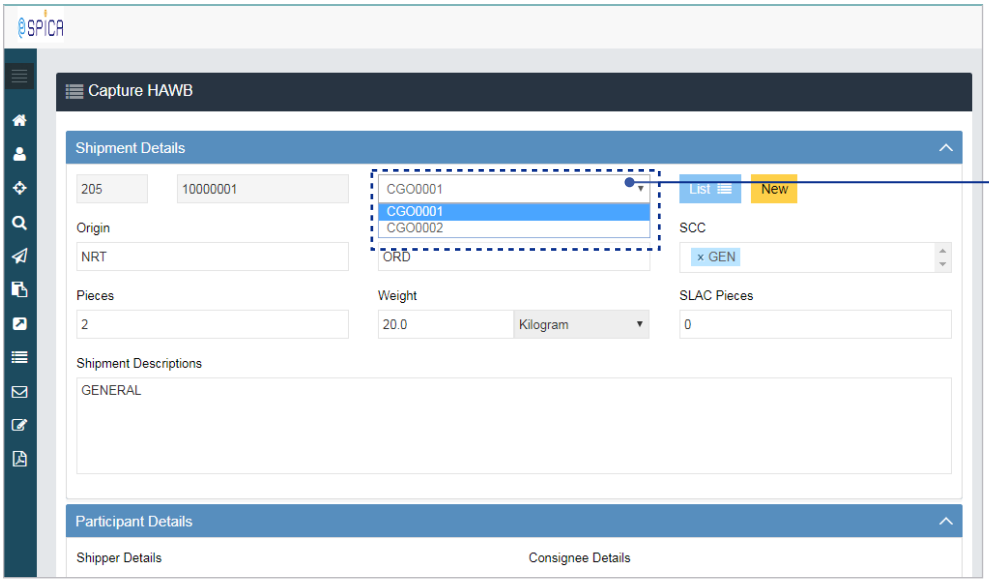
You can input another HAWB No

Capture HAWB::List HAWBs

Screen : Capture HAWB



Input MAWB and click List



When you click ▼, all captured HAWB No will appear as a list. Select one of them to show selected HAWB details