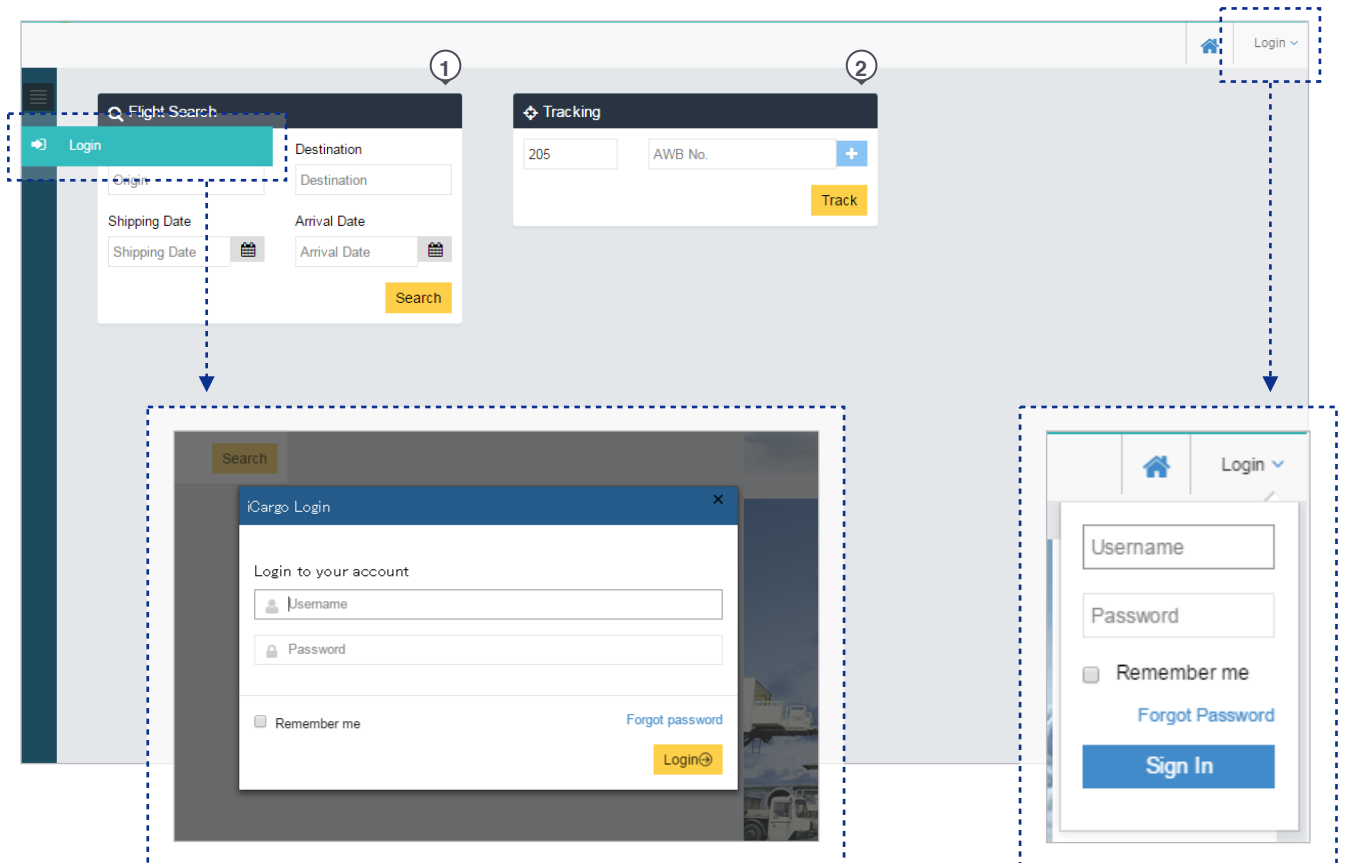


Login

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.

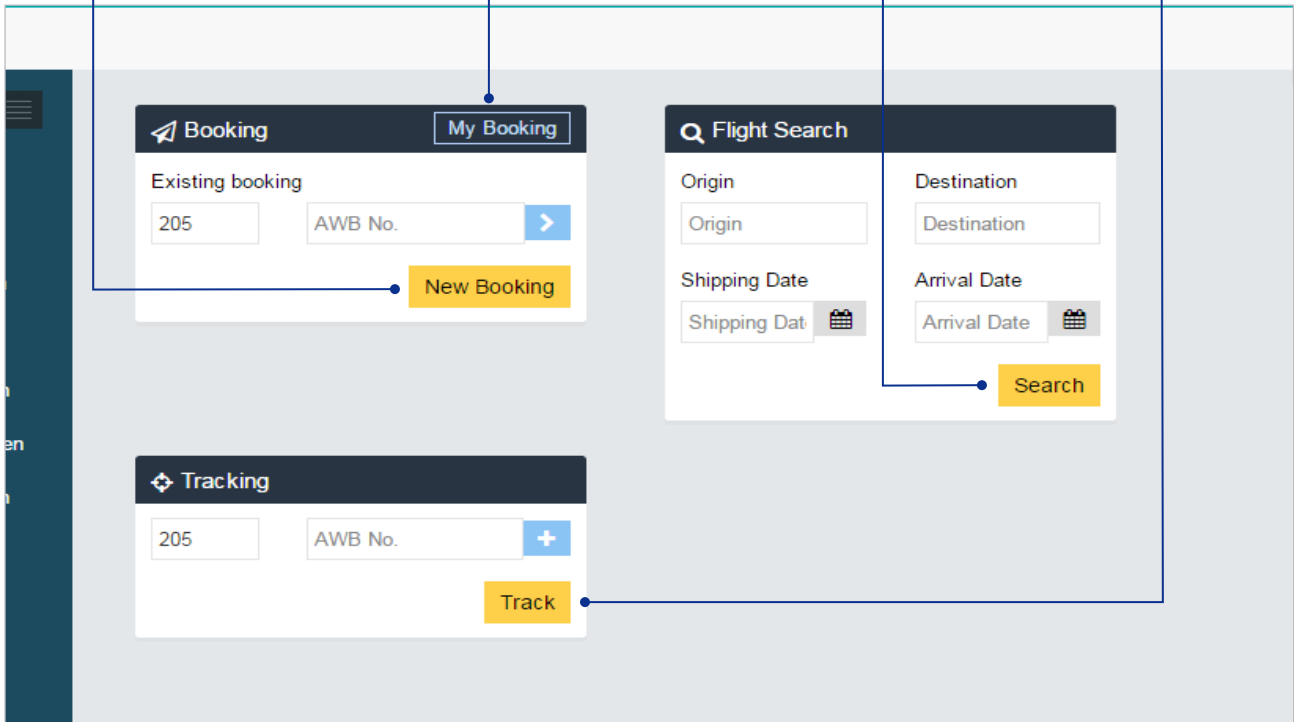
Screen : Home Screen

Jump to make a new booking. (p.4)

Jump to List Booking. (p.9)

Jump to Flight Search. (p.8)

Jump to Tracking. (p.10)



Account Info

You can view your Account Info.

Screen : Account Info

Click to edit Account Info.

User Profile

My Details [Edit account info](#)

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](#)

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.

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

Type: E-Mail | Value: | Add

Email: xxx_TEMP@temp.com

[Save](#) [Cancel](#)

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.**

The screenshot shows the 'Booking' interface with the 'Shipment' tab selected. The interface includes fields for MAWB NBR (205), Product code (GEN), Shipping date (31-Mar-2017), and Forecast Status (FST2). A dashed box highlights the 'Dimension' and 'ULD Type/Group' sections, which are shown in a detailed view below.

Dimension Section:

Length (CM.)	Width (CM.)	Height (CM.)	Pcs
30	39	39	1
0	0	0	0

ULD Type/Group Section:

ULD Type/Group	No of ULDs	ULD Weight
PMC	1	0.0
Uld Type/Group	0	0.0

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

The screenshot displays a flight booking interface. At the top, there is a search bar with the following fields: Origin* (NRT), Destination* (PVG), Flight Number (e.g. NH, e.g. 0001), and Flight Date* (27-Feb-2017). Below the search bar, a calendar shows the selected date as Monday, 27 Feb. The main section displays three flight options from NRT to PVG on 27-Feb-2017, each with a duration and a stop. A dashed box highlights the 'Available' status for each flight, with a callout indicating that availability can be viewed for each flight at a glance. Below the flight list, there is a 'Selected Flight Details' section for NH 0919 (NRT -> PVG) on 27/02/2017. At the bottom, there is an 'Add Flight' section with fields for Flight No., Origin, Destination, Date, Pieces, Weight, and Volume, and an 'Add' button. A callout points to the 'Add' button, stating that if a desired flight is not displayed, the user should click 'Add Flight' to enter directly and specify information.

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.

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.

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.

UNID No	PSN	Class	CAO	Radio Active	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	Sub Risk2	Sub Risk3
1202	Paint	3			I		0	0.0			
184C	Carbor	9					0	0.0			
nam							0	0.0			

Cool Facility: x NRT
Freezer Facility: x NRT-15

SCC Code: ICE, Weight: 25

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 required information such as Class, PG.

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.

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

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.

Capture Dangerous Goods Details

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		

Capture Cool and Frozen Details

Cool Facility:

Freezer Facility:

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	<input type="text" value="Weight"/>

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.

Capture Dangerous Goods Details

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		

Capture Cool and Frozen Details

Cool Facility:

Freezer Facility:

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	<input type="text" value="Weight"/>

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.

The screenshot displays the 'Booking Summary' interface for reservation 205-10004002. It features several key sections:

- Shipment Details:** Shows route NRT-LAX, commodity CNSL, weight 100Kg, and 10 pieces. Includes an 'Edit' button.
- Flight Details:** Shows flight number NH0006, date 26-Dec-2016, and time 17:00(S)-09:45(S). Includes an 'Edit' button.
- Rating And Charges:** Displays freight charges of 66800.00 and other charges of 6513. Total charges are 73313.0 JPY. Includes a 'Spot rate required' checkbox and rate input fields.
- Additional Info:** Shows 0 UNIDs and 0 packages. Includes an 'Edit' button.
- Subscribe Notification:** A section for selecting notification types (Booking, Shipment accepted, Departed, Arrived, Received from flight) and entering email addresses. Includes a 'Save AWB Data' checkbox and 'Book', 'Print', and 'Cancel Booking' buttons.

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 screenshot shows a search interface for 'List Bookings'. At the top, there are input fields for 'Origin', 'Destination', and 'Date Range' (31-Jan-2017 to 02-Feb-2017). Below these are fields for 'AWB No' (205), 'Document No', 'Status' (a dropdown menu), and 'Product'. There are also fields for 'Flight No' (NH) and 'Flight Date' (e.g. 0001). A dashed blue box highlights the 'Advanced Search' button. Below the search fields is a table of booking results:

AWB No	Flight No	Origin	Destination	Date Range	Status	Product	Quantity	Weight/Volume	Actions
205 - 17090684	NRT - SFO	02-Feb-2017	CONSL	CNSL GEN GEN	3 PCS	98.0 KG 0 m ³	Confirmed		
205 - 17090791	NRT - SFO	03-Feb-2017	CONSL	CNSL GEN FRZ,RFL,GEN	5 PCS	67.0 KG 8 m ³	Queued		
205 - 17090706	NRT - BKK	02-Feb-2017	CONSL	CNSL GEN KQL,RFL,ICE,GEN	1 PCS	50.0 KG 0.3 m ³	Queued		
205 - 17091386	NRT - PVG	03-Feb-2017	CNSI	DG DGR RFL,GEN	1 PCS	50.0 KG 0.1 m ³	Queued		

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.

This screenshot shows a detailed view of a booking. The header bar contains the following information: 'NH 0008 | NRT - SFO', '02-Feb-2017', and 'NRT 3 pcs in Shipment Booked status'. Below the header, there are three buttons: 'Track', 'Details', and 'Cancel'. A dashed blue box highlights these buttons.

Click and jump to the following page.

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

Cancel booking.

*No cancellation after shipments are received .

Tracking

Screen : Tracking



Tracking

<input type="text" value="205"/>	<input type="text" value="AWB No."/>	<input type="button" value="+"/>
<input type="text" value="205"/>	<input type="text" value="AWB No."/>	<input type="button" value="+"/>
<input type="text" value="205"/>	<input type="text" value="AWB No."/>	<input type="button" value="+"/>

Tracking

205-20000374 NRT-JFK

Latest Status

NRT 10 Pcs. in Shipment Departed status

SHIPMENT

CONSOL

10 Pcs. | 100.0 Kg

Confirmed

NRT

10 Pcs.

15-Dec 2016 | 13:47

10 Pcs.

15-Dec 2016 | 14:04

JFK

10 Pcs.

16-Dec 2016 | 16:10

10 Pcs.

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

<input checked="" type="checkbox"/>	Shipment Booked at NRT	15-Dec 2016 13:43	10 Pcs. 100.0 Kg	NH 0010 16-Dec
<input checked="" type="checkbox"/>	Shipment Accepted at NRT	15-Dec 2016 13:47	10 Pcs. 100.0 Kg	
<input checked="" type="checkbox"/>	Freight on Hand at NRT	15-Dec 2016 13:47	10 Pcs. 100.0 Kg	
<input checked="" type="checkbox"/>	Shipment Manifested at NRT	15-Dec 2016 14:04	10 Pcs. 100.0 Kg	NH 0010 16-Dec BULK
<input checked="" type="checkbox"/>	Shipment Departed at NRT	15-Dec 2016 14:04	10 Pcs. 100.0 Kg	NH 0010 16-Dec BULK

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

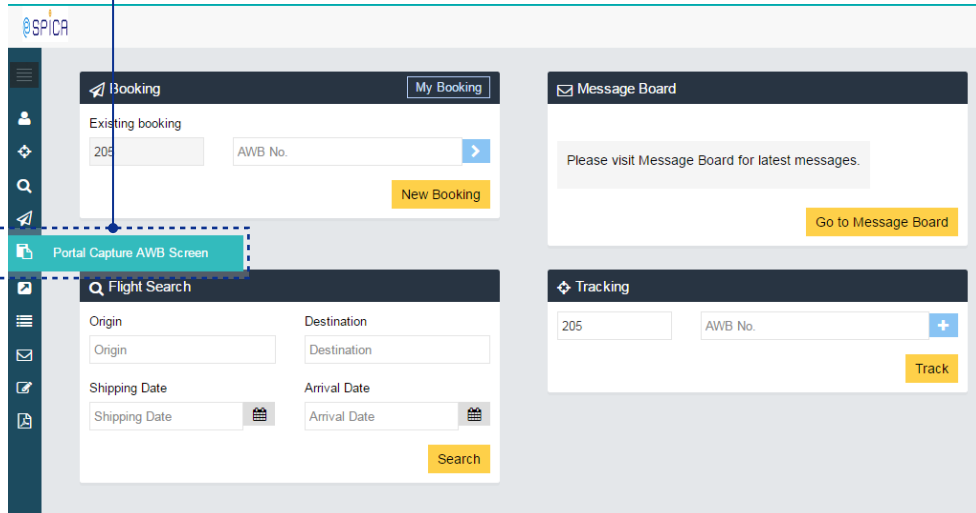
If the flight departs / arrives, the actual time of departure / arrival will be shown.

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

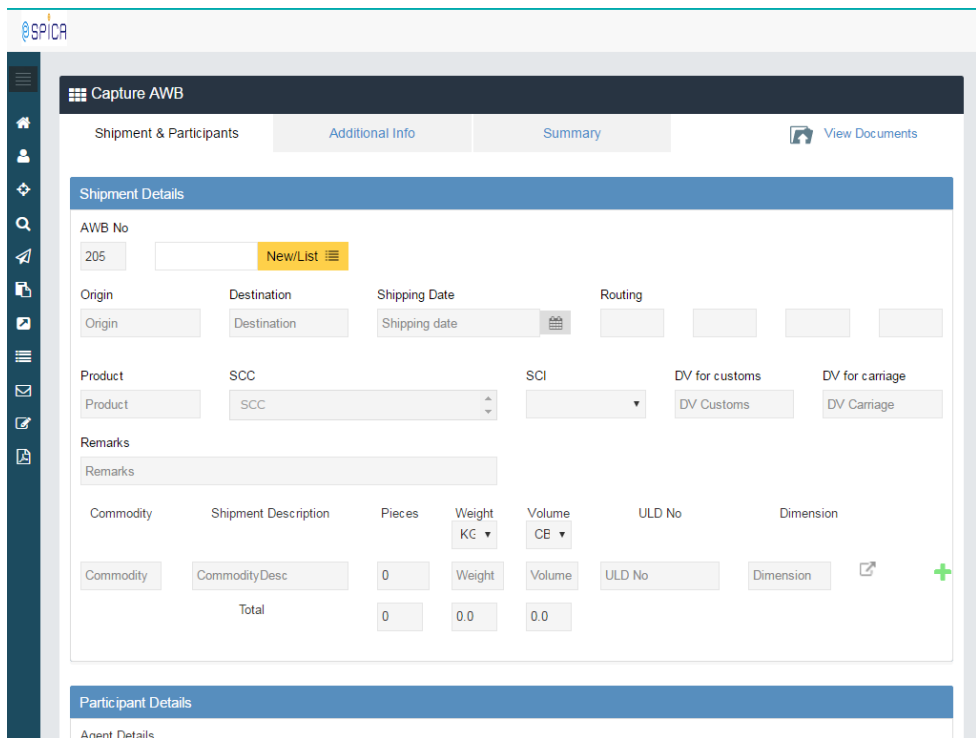
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen.



Initial screen will show up.



Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants

① Input AWB No and click New/List.

The screenshot displays the 'Capture AWB' interface with the following sections:

- Shipment Details:** Includes fields for AWB No (205, 10000001), Origin (NRT), Destination (ORD), Shipping Date (06-Jul-2017), Routing (ORD, NH), Product (GEN), SCC (x GEN), SCI, DV for customs (DV Customs), and DV for carriage (DV Carriage). A 'New/List' button is highlighted.
- Commodity Table:**

Commodity	Shipment Description	Pieces	Weight KG	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	N
Commodity	CommodityDesc	0	Weight	Volume	ULD No	Dimension
Total		10	100.0	1.0		
- Participant Details:** Agent Code (CGOAGT), Agent Name (CARGO AGENT), Agent IATA Code (9999999999), Agent Station (OOTAKU).
- Shipper Details:** Shipper Code (C1001), Shipper Name (SORANO), Address (OOTOMO CHO), A/C No, City (SAGAMIHARA), State (KANAGAWA), Country (JP), Phone Number (8889999), Email.
- Consignee Details:** Consignee Code (C1001), Consignee Name (SORANO US), Address (QUEENS), A/C No, City (NY), State (NY), Country (US), Phone Number (888777888), Email.

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

Reset Next

④ Click Next.

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

Capture AWB 205-1000001

Shipment & Participants | Additional Info | Summary | View Documents

Shipment Details

AWB No: 205 10000001 New/List

Origin: NRT Destination: ORD Shipping Date: 06-Jul-2017 Routing: ORD NH

Product: GEN SCC: x GEN SCI: DV for customs: DV Customs DV for carriage: DV Carriage

Remarks:

Commodity	Shipment Description	Pieces	Weight KC	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	<input type="text"/>
Commodity	CommodityDesc	0	Weight	Volume	ULD No	<input type="text"/>
Total		10	100.0	1.0		

Click Dimension if you need to capture dimension.

Click "+" if you need to capture multiple Commodity line.

Dimensions

Pieces	Weight (Kilogram)	Length (Centimeter)	Width (Centimeter)	Height (Centimeter)	Volume (Cubic meter)	Tiltable	Actions
<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="checkbox"/>	<input type="button" value="X"/> <input type="button" value="+"/>
Total		0	0	0			<input type="button" value="Cancel"/> <input type="button" value="OK"/>

Capture AWB::Fill up OCI line

Screen : Capture AWB ::Additional info

⑤ Press to add line if you need.

⑤ No need to fill up.

⑤ Click to go to next screen.

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

The screenshot shows the 'Capture AWB' summary screen for AWB 205-1000001. It features two main sections: 'Shipment & Participants Details' and 'Rate & Charges'. The 'Shipment & Participants Details' section includes 'Shipment Details' (NRT-ORD, GEN, CGOAGT, GEN, 10 pcs, 100 kg) and 'Participant Details' (Agent: CARGO AGENT, Shipper: SORANO OOTOMO CHO, Consignee: SORANO US QUEENS). The 'Rate & Charges' section shows Freight Charges (212090), Other Charges (0), Rate Type (IATA Rate) (1270), and Total Charges (212090). A 'Print' button and a 'Save' button are located at the bottom right. The 'Save' button is highlighted with a dashed box and a blue arrow pointing to it.

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



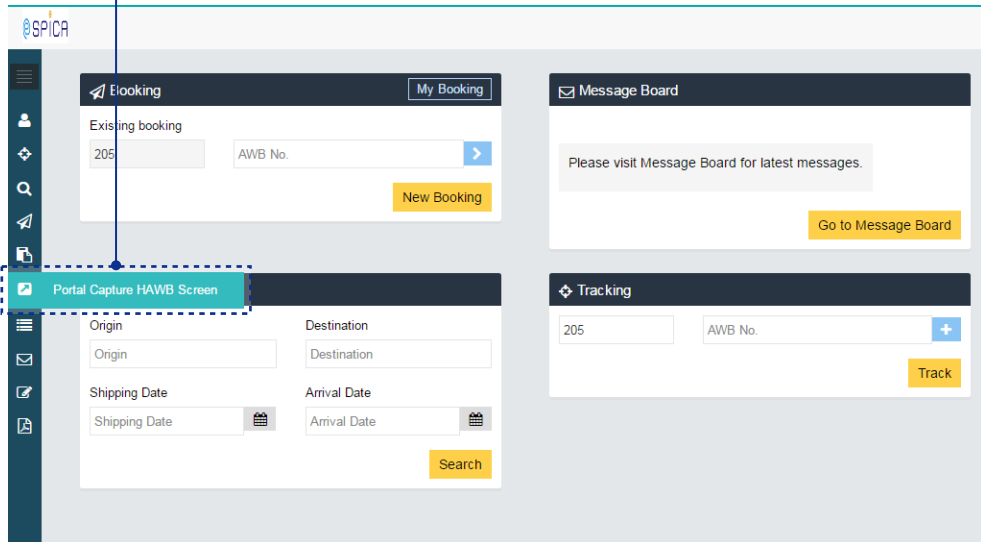
The screenshot shows the 'Capture AWB' summary screen for AWB 205-91746130. A confirmation dialog box is displayed in the center, titled 'iCargo', with the message 'AWB details Saved Successfully, Do you want to Relist?'. The dialog box has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a dashed box and a blue arrow pointing to it. The background screen shows 'Shipment Details' (AWB No: 205 91746130, Origin: NRT, Destination: ORD, Shipping Date: 27-Jul, Product: GEN, SOC: GEN) and a table of commodity details.

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

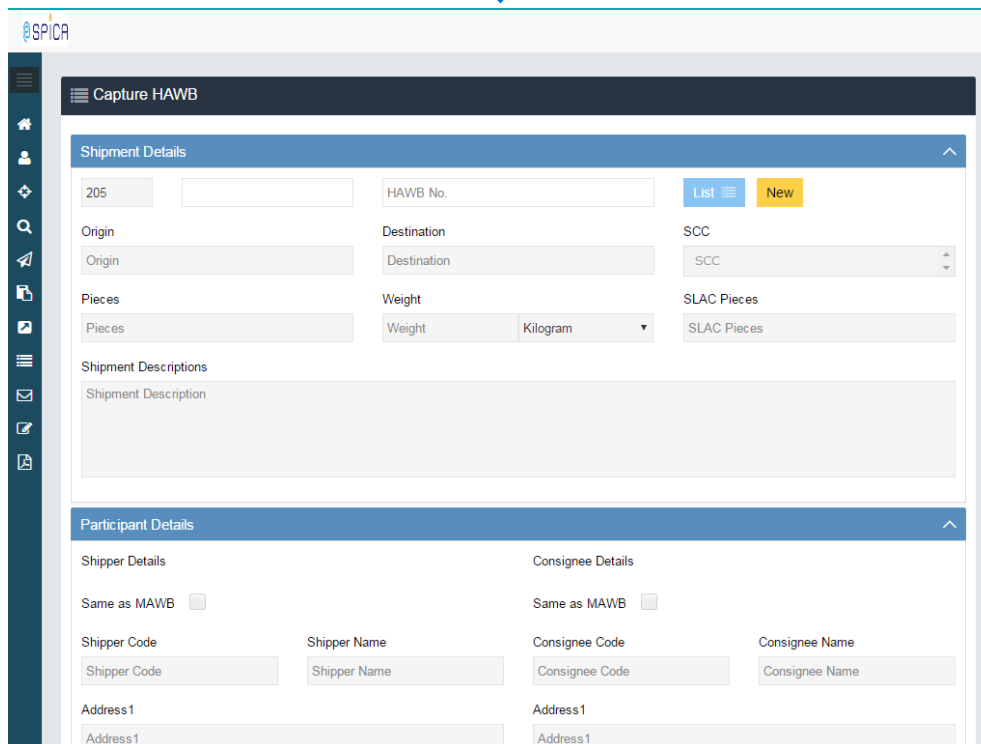
Capture HAWB::Showing screen

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.

The screenshot shows the 'Capture HAWB' interface. The 'Shipment Details' section contains the following fields:

205	10000001	HAWB No.	List	New
Origin	Destination	SCC		
Origin	Destination	SCC		
Pieces	Weight	SLAC Pieces		
Pieces	Weight Kilogram	SLAC Pieces		

Below the details is a 'Shipment Descriptions' section with a text area for 'Shipment Description'.

The screenshot shows the same 'Capture HAWB' interface, but with a confirmation dialog box overlaid. The dialog box contains the following text:

iCargo

ⓘ The AWB is not a consol. Do you want to mark it as consol?

Yes No

② Click Yes to make it Consolidated AWB.

Capture HAWB::Filling up items

Screen : Capture HAWB

③ Input HAWB No.

Origin/Destination are reflected from MAWB.

Check it if shipper or consignee is same as MAWB.

④ Input Shipper/Consignee information.

⑤ Click Save.

Mandatory items

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

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.

The screenshot shows the 'Capture HAWB' screen in the eSPICA system. 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: MAWB No. 205, HAWB No. 10000001, CGO0001, Origin NRT, Destination ORD, SCC x GEN, Pieces 2, Weight 20 Kilogram, and SLAC Pieces 0. A 'New' button is visible in the top right corner of the details section.

Shipment Details

205 10000001 CGO0001

Origin NRT Destination ORD SCC x GEN

Pieces 2 Weight 20 Kilogram SLAC Pieces 0

Shipment Descriptions GENERAL

The second screenshot shows the same 'Capture HAWB' screen, but with the 'HAWB No.' field highlighted by a dashed blue box. The 'New' button is now highlighted with a yellow background. A large blue arrow points from the 'New' button in the first screenshot to the 'HAWB No.' field in the second screenshot.

Shipment Details

205 10000001 HAWB No. List New

Origin NRT Destination ORD SCC x GEN

Pieces Pieces Weight Weight Kilogram SLAC Pieces SLAC Pieces

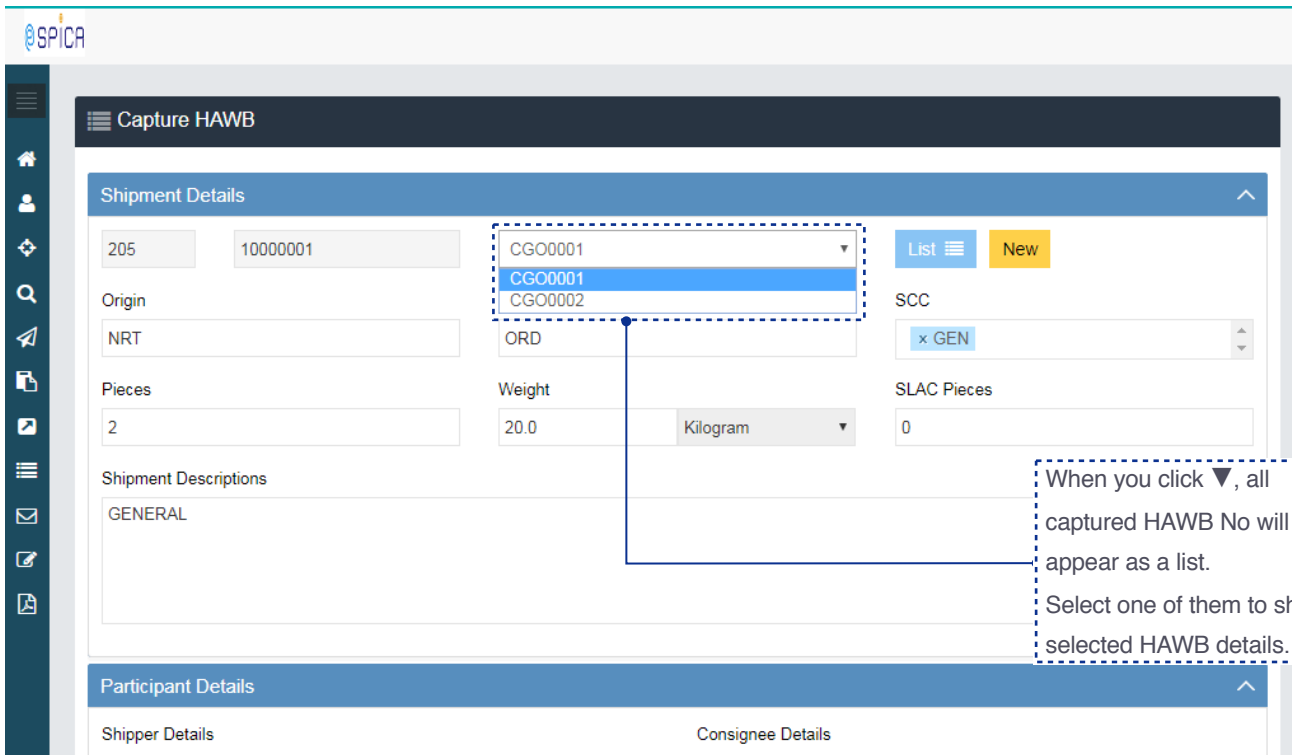
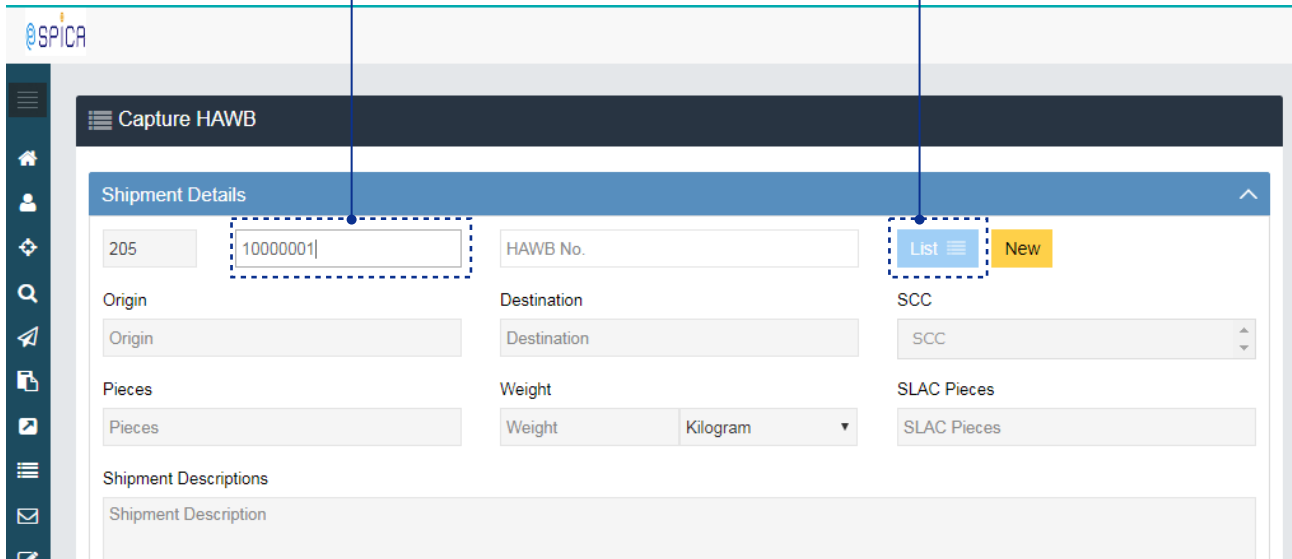
Shipment Descriptions GENERAL

You can input another HAWB No.

Capture HAWB::List HAWBs

Screen : Capture HAWB

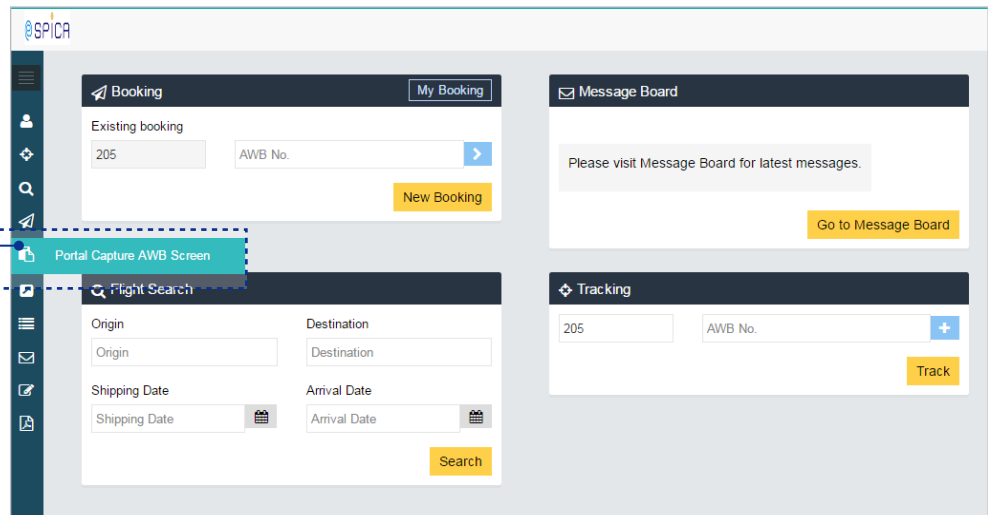
Input MAWB and click List.



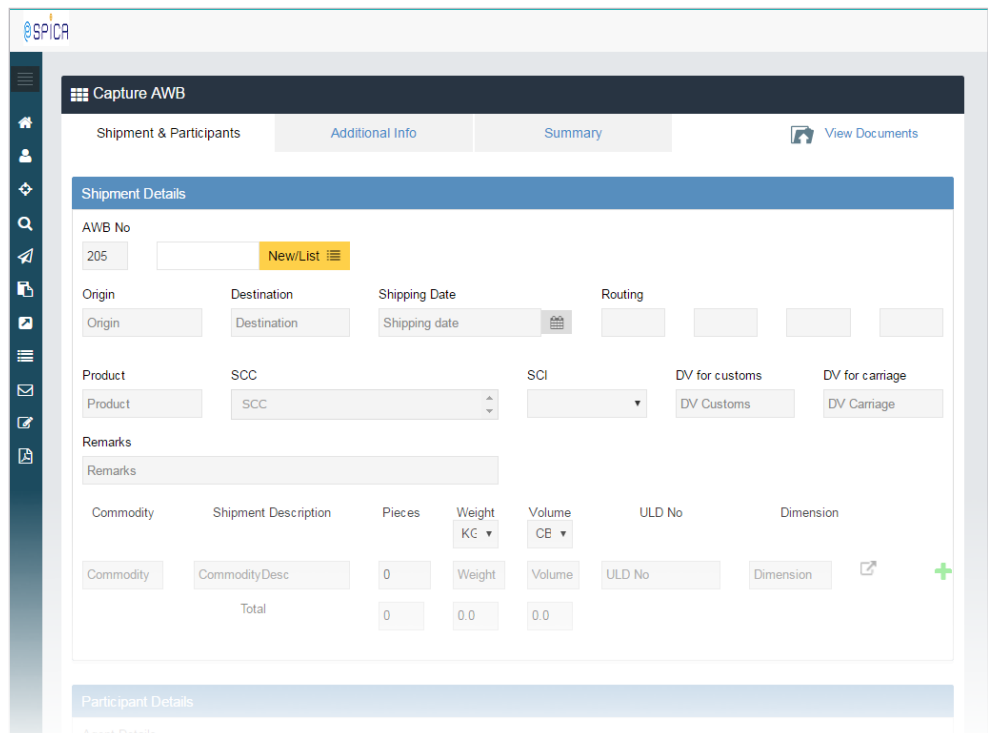
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen



Initial screen will show up



Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants

Shipment & Participants | Additional Info | Summary | View Documents

Shipment Details

AWB No: 205 10000001 **New/List**

Origin: NRT | Destination: ORD | Shipping Date: 06-Jul-2017 | Routing: ORD NH

Product: GEN | SCC: x GEN | SCI: | DV for customs: DV Customs | DV for carriage: DV Carriage

Remarks: Remarks

Commodity	Shipment Description	Pieces	Weight KC	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	N
Commodity	Commodity/Desc	0	Weight	Volume	ULD No	Dimension
Total		10	100.0	1.0		

Participant Details

Agent Details

Agent Code: CGOAGT | Agent Name: CARGO AGENT | Agent IATA Code: 9999999999 | Agent Station: OOTAKU

Shipper Details

Shipper Code: C1001 | Shipper Name: SORANO | Address: OOTOMO CHO

A/C No: | City: SAGAMIHARA | State: KANAGAWA | Country: JP

Acc.No: | Phone Number: 8889999 | Email: | Email:

ZIP/Postal Code: | PostalCode: |

Consignee Details

Consignee Code: C1001 | Consignee Name: SORANO US | Address: QUEENS

A/C No: | City: NY | State: NY | Country: US

Acc.No: | Phone Number: 888777888 | Email: | Email:

ZIP/Postal Code: | PostalCode: |

Reset | Next

Annotations:

- ① Input AWB No and click New/List
- ② Information from Booking is reflected.
- ③ Input Shipper/Consignee information
- ④ Click Next

Mandatory items

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

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

Capture AWB 205-1000001

Shipment & Participants | Additional Info | Summary | View Documents

Shipment Details

AWB No: 205 1000001 New/List

Origin: NRT Destination: ORD Shipping Date: 06-Jul-2017 Routing: ORD NH

Product: GEN SCC: x GEN SCI: DV for customs: DV Customs DV for carriage: DV Carriage

Remarks: Remarks

Commodity	Shipment Description	Pieces	Weight KC	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	
Commodity	Commodity/Desc	0	Weight	Volume	ULD No	
Total		10	100.0	1.0		

Click Dimension if you need to capture dimension

Click "+" if you need to capture multiple Commodity line

Dimensions

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			

Cancel OK

Capture AWB::Saving captured information

Screen : Capture AWB :: Additional info

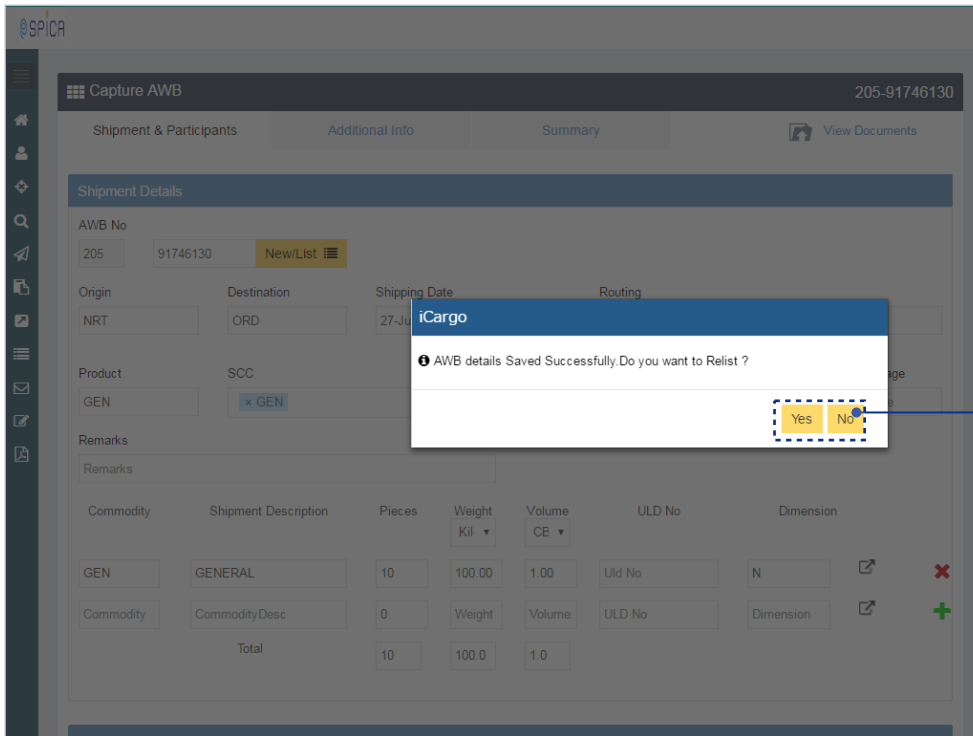
⑤ No need to fill up this screen. So just click Next

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

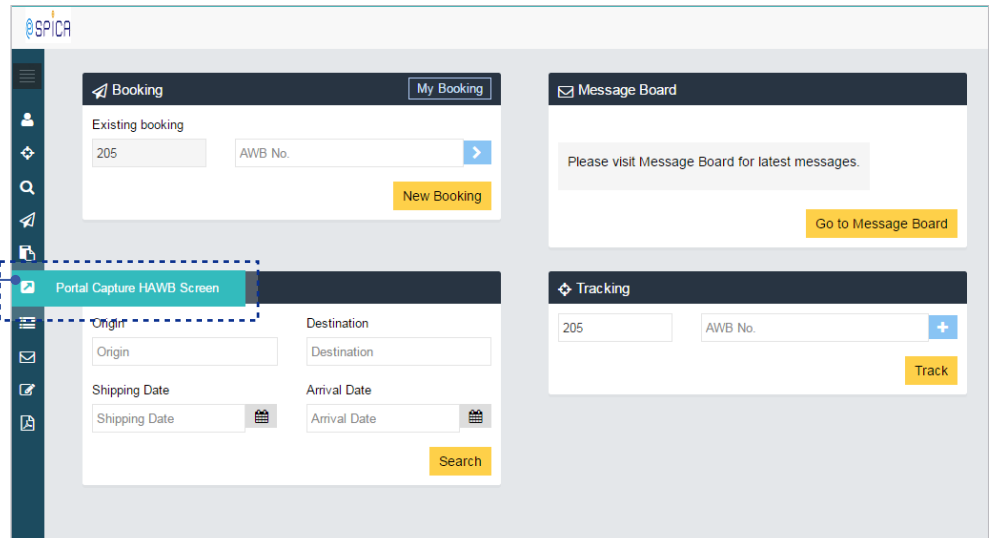


⑦ Select Yes if you need to retrieve Summary again. If not , select No

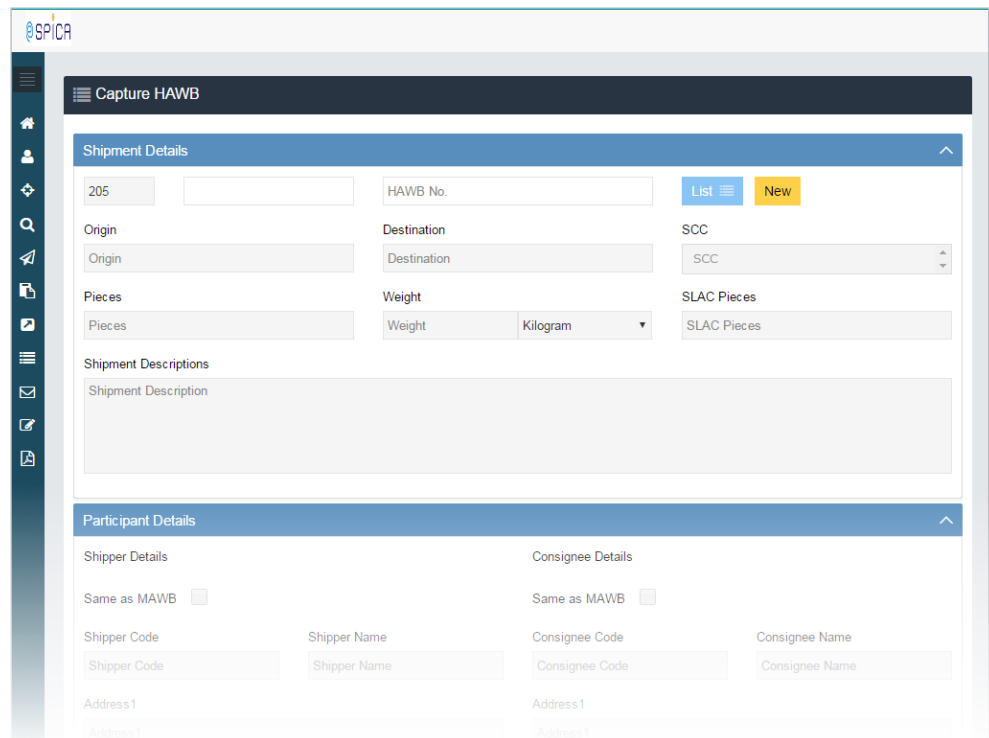
Capture HAWB::Showing screen

Screen : Menu

Select Portal Capture HAWB Screen

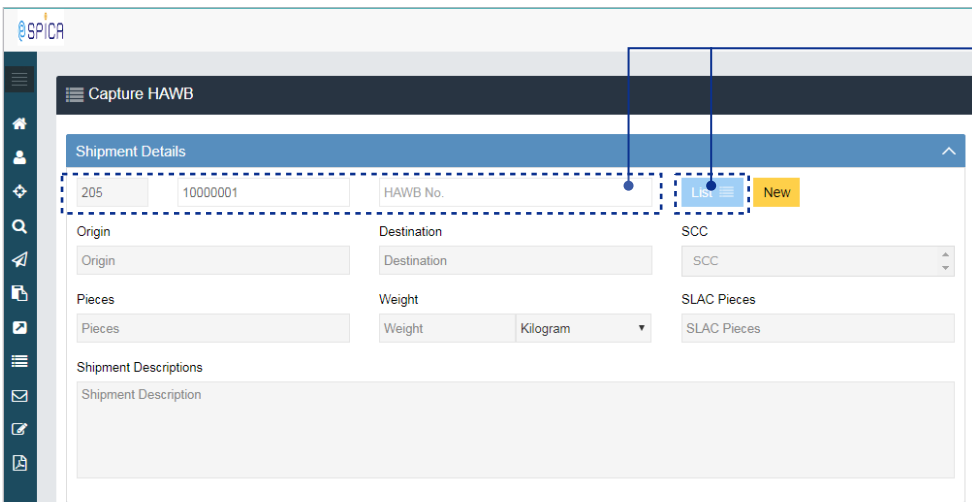


Initial screen will show up

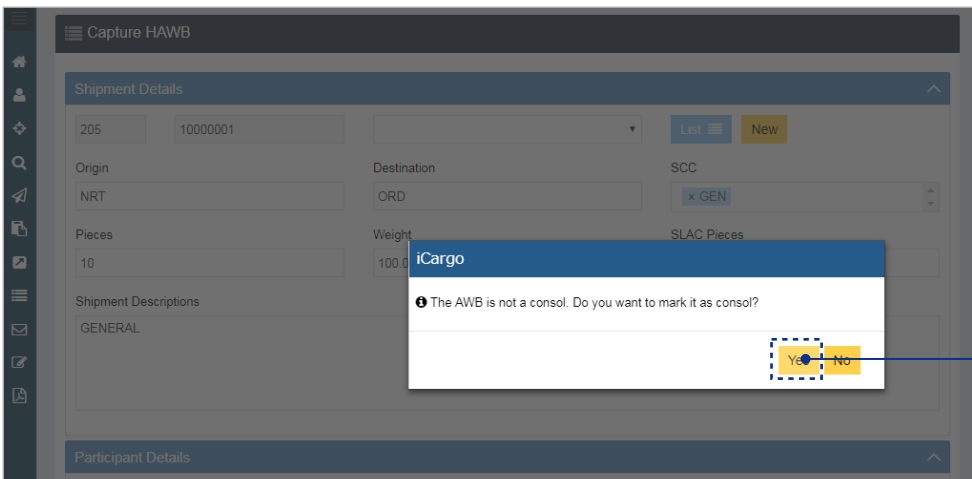


Capture HAWB::Inputting MAWB No

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

③ Input HAWB No

Origin/Destination are reflected from MAWB

Check it If Shipper or consignee is same as MAWB

④ Input Shipper/Consignee information

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

⑤ Click Save

Capture HAWB::Screen after saved

Screen : Capture HAWB

SPICA

Capture HAWB

HAWBを保存しました。

Shipment Details

205 10000001 CGO0001 List New

Origin NRT Destination ORD SCC x GEN

Pieces 2 Weight 20 Kilogram SLAC Pieces 0

Shipment Descriptions GENERAL

It appears if saving HAWB is done successfully

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



SPICA

Capture HAWB

Shipment Details

205 10000001 HAWB No. List New

Origin NRT Destination ORD SCC x GEN

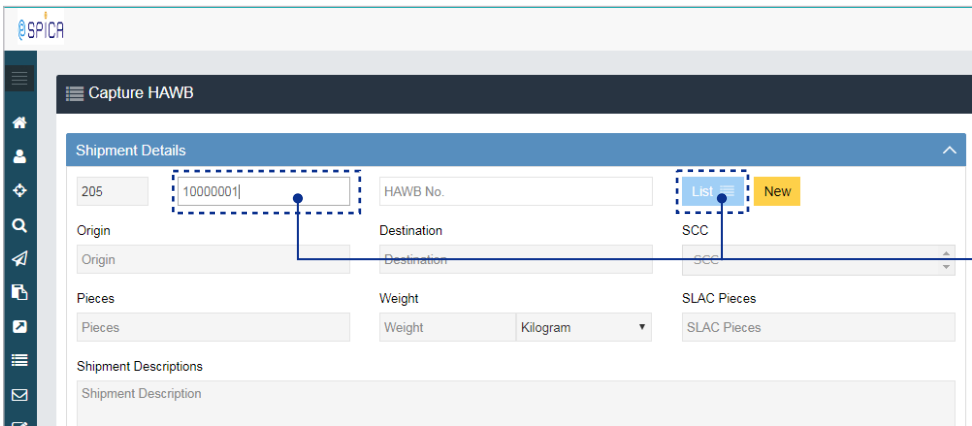
Pieces Pieces Weight Kilogram SLAC Pieces SLAC Pieces

Shipment Descriptions GENERAL

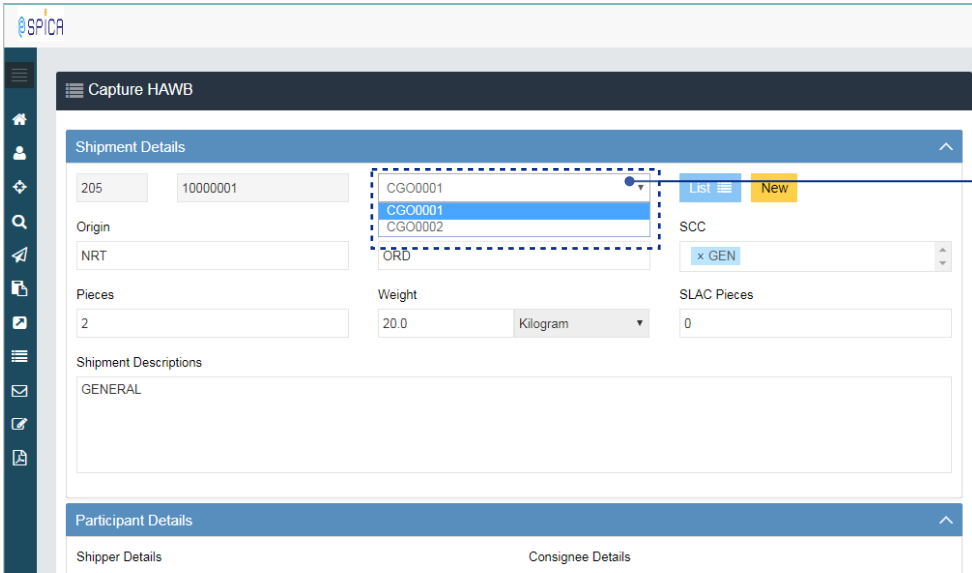
You can input another HAWB No

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