New eSPICA Operation Manual





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1. New eSPICA Functions

- ☆ The new eSPICA has implemented below functions.
- \star There is a renewal of previous functions.

Reques	st / Save	e a quote						
	-				RENEWA	ment from HANEDA TOKYO, H	IND ~	🕥 Provide A
NF\A/		14 14	N - N		Where*	What*		When - Executed on (Date)*
	CONSOL Secure 4: Consol	C Notes Stap 2023	● Loose 200 kg ○ ULD 1 po 1 CBM #	+AddDima. Search	O HONOLOLO INC.	Consorchise		23-M09-2023
	DAG, D.K	16 AGG, MED 17 AL	5, 740 tr A65, FR	19 MUS, SAT	Shipment Desc: CONSOL 🧷 I Units :	ig v cem v		Loose ULD
n Ary Non-Terp 1 Stap 2 Stop & Mare	8 Flights are available on 15 Aug 2003	o 0000 (k) 1980, Haveda talepa + 120 Mini (Direct) to 0000 (k) Hen. Haveda	Fates are inclusion of 9420076 .077 1086,400 PC: 106,000 1 07 2 20400 CC: 104,000	d Ober Dargen & excerning 100 kg an Dargender/Mright. 🗦 finst Store to Quote Bands Norm	Peces* Weight*	Volume*	CEM Chargeable Weight	+Add Dimensions
wrwy Time 84 refers 20	914-9941 13 Aug 2023	Oddill (1) 1990, Hannela tolyn 2014 8094 (Clevel) 00101 (1) 1990, Hannelal	542009G 	Serve in Ocote Book Now	Complementary SHC: + Add Select a Product			
	9991 13 Aug 2021	OSTI () 1900, Handa Likya OSTI () 1900 () Generi Totti () 1900 () 1900, Ilonduk	83200%G JPT 336,400 FC: 116,000 1 0C - 20,400 COM	Sever as Quadte	PRO EXPRESS DOGR DDATERCUS CODES	ART PRIO ART EXP EXPESS CARGO	VAL VALIABLE CARGO PHA PRO PHARMA	PEE PRO STRAIGHT EXPRES. PRO PRO
or Only Minimum ant Tunck ont Tunck	81 Aug 2023	21:55 (c) HND, Hannele telape - (HNX20H) (Direct) 1 15:03 (c) HND, Hannele	K5200MG JPF 130,4400 PC: 114(000 1 0C: 31)-400 GOM	Save as Quote Book Nove	Flight Details I Q. Search Flight	C EXPRESIONED	- PROPERTIES	Use free-sale for thisbo
а Тура т	NH 7078 13 Aug 2003	1938 CJ, 1960, Handa Uriyo 2019 Billoni (Benel) 1238 CJ 1960, Ronoluk	9420096G 3911168,400 6C+104000 + 0C+10,400 6210	Save as Quote Book Now	Flight Number Flight Clate	Origin Dest. Broces	Weight V	Kolume Alfotment CIIM Search V +
nen Lode Share ML ML	NH 8089 11 Aug 2021	 15.00 (c) 1902, Haunda Mage (255.005) (Direct) 	942.0096 .3911868,400 PC : 1460.001 CC : 30,400	State as Quote	Shipper/Consignee			
You car	• .	uote without	entering a	MAWB	Shipper Get Quotes E Save as Temptate	+ New	Consignee	+ New Clear

- You can get a quote without entering a MAWB number.
- Making a reservation has been made easier.

After booking confirmation

Capture AWB					Add New HAWB	
ANB Number	Agent Name (Cod	ei	Station MEA G	ode Status NEW		
	Origin* NARTA TODIO NEE Commodity* ORGL X Select	Destination* LOS ANGELS LAX Product* GDN	Emoted on (2460)* 24 Aug 2023 SQL Select the SQL		HWB Number* Units: kg v cbm v	
	SRC* (23) AUT +Add More Remarks consol	I Handling Ins	alryctions Units: Select 🗸	+Add Select ¥	H5 Code Pieces* Weight*	kg + Dimensions
	Shipment Description: Consol		Harmonised Comdty Code ULD	•	SUAL Pieces Snipment Description	÷
	SHC Nature of Goods* CRN Proces* SSS 2,400 lig	Volume 1 12 Clim + Add Dime	micra		Shipper* Consignee* Same as MAWB Same as MAWB	+ New
	Routing Details Origin Carler Destination NET NH + LAX			^	Customs Information ISO CountryCode Info. ID Customs Info. ID Supp. Customs + Add Information	s Info.

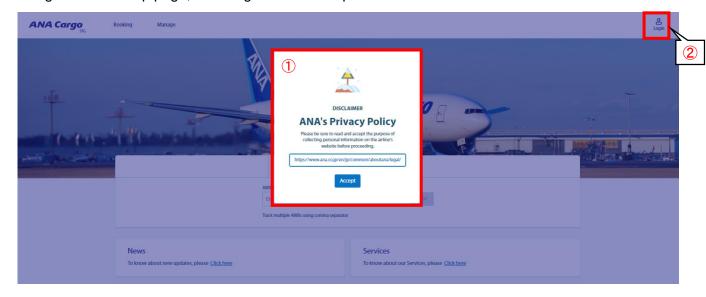
· You can register MAWB / HAWB information from eSPICA

After flight departure		
RENEWA		
	20ps - 200009 y - CM CO CO CO NRT Acapata Departal Anive Defended Tabas 1665 (CREAD OR) (19gas, 1/gas) Received Tabas 17gas New Finas 17gas New Finas 17gas New Finas 17gas	Sigues Danis Canagene Maria Canagene Maria Sacrito National and an all analysis when it is compared Second Second Se
	Setter 2 April 4 Trimute Thington Contraction Contraction	

Tracking information visibility has been improved

2. How to Log In

☆ Log in from the top page, following the below steps.



- ① A message regarding the privacy policy and cookie usage consent will be displayed. Please accept the information by clicking the *Accept* button.
- 2 Click the Login button and enter your ID and password.



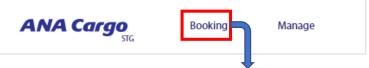
ANA Cargo	Booking	Manage			≯ N8T -
		My Bookings	Track AWBs	List Users	
		Booking Upload	Capture AWB	List User Role Groups	and the second
		Saved Quotes	Capture HAWB		and the second
11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		and a lot		2.0	ANA Cargo
			1110	Track Shipments	Search a Flight
				ter the AWB Number	Next
			Trad	multiple AWBs using comma separator	
	News				Services
	To know	about new updates, please	Click here		To know about our Services, please <u>Click here</u>

③ Once login has been completed successfully, you can access individual screens from the banner at the top of the page.

3. Request / Save a Quotation

 \Rightarrow With the new eSPICA, you can check flight information and rates by entering cargo information. \Rightarrow You can also save the displayed quote for use again.

① Click *Booking* on the banner at the top of the page.



②In the drop down screen, enter the Origin /Destination /Commodity /Executed date (or scheduled execute date

Hello	book your shipment from H	ANEDA TOKYO, HND - Origin		Provide AWB
Where*			then - Executed on (Date)*	Ë
	Destination	Commodity		ed date execute date)

③ When the screen expands further, enter Pieces, Weight, Volume / Product / Handling code

Hello boo	ok your shipment from HAN	IEDA TOKYO, HND	`					Provide AWB
Where*		What*				When - Executed on (Date)*		
HONOLULU HNL		Consol CNSL				🛱 15-Aug-2023		Ë
Shipment Desc.: CONSOL 🧷	Units: KG 🗸 C	BM V					Loose	
Pieces*	Weight*	Volume*	СВМ	Chargeable Weight kg		+Add Dimensio	ons	
Complementary SHC: + Add	Product				Piec	es, Weight, Volu	me	
Select a Product XPS PRIO EXPRESS G DGR DANGEROUS GOODS	ART PRIO AR	T S CARGO		VAL VALUABLE CARGO PHA PRIO PHARMA		PCF	NGHT EXPRES	
Flight Details Q	Search Flight Flight Date Origi	n Dest. Pic	2025	Weight	Volume kg	Allotment CBM Search		e-sale for this booking
oper/Consignee	Hand XPlease select the code for the carg			2			+ New	
Remarks + Add			St	pecial Handling Instru	iction + Add	1		
Get Quotes	Template							Clear Next
	Get Quote bu	tton						

④ Once you have entered the required items, click the *Get Quote* button at the bottom left of the screen.

Origin HND	Destination HNL	Commodity CONSOL	Executed on (Date) 15-Aug-2023	Arrive By 19-Aug-2023	Ë	roduct	Loose	200 kg 1 pcs 1 CBM 🧷	+Add Dims. Search
er			IS AUG, TUE	16 AUG, WED		17 AUG, THU		18 AUG, FRI	19 AUG, SAT
5		8 flights are available	on 15 Aug 2023					(i) Rates are inclusive of Oth	her Charges & assuming 100 kg as Chargeable Weight.
Any Non-Stop 1 Stop 2 Stop & More		€	NH-9919 15 Aug 2023	06:00 (S) HND, Haneda tokyo 22h 00m Direct 09:00 (S) HNL, Honolulu			FC : 1	942.00/KG JPY 188,400 68,000 OC: 20,400 GEN	Save as Quote Book Now
urney Time Hr ration PY)	@	æ	NH-9941 15 Aug 2023	06:00 (5) HND, Haneda tokyo 22h 00m Direct 09:00 (5) HNL, Honolulu			FC : 1	942.00/KG JPY 188,400 68,000 OC: 20,400 GEN	Save as Quote Book Now
00 e ype y		e	NH-9991 15 Aug 2023	06:00 (S) HND, Haneda tokyo 23h 00m Direct 10:00 (S) HNL, Honolulu				652.00/KG JPY 130,400 10,000 OC: 20,400 GEN	Save as Quote Book Now
rgo-Only mbination port Truck port Truck uck		€	NH-0186 15 Aug 2023	21:55 (5) HND, Haneda tokyo 07h 35m Direct 10:30 (5) HNL, Honolulu			FC : 1	652.00/KG JPY 130,400 10,000 OC: 20,400 GEN	Save as Quote Book Now
ile Type 19 17		æ	NH-7078 15 Aug 2023	10:00 (5) HND, Haneda tokyo 21h 00m Direct 12:00 (5) HNL, Honolulu			FC : 1	942.00/KG JPY 188,400 688,000 OC: 20,400 GEN	Save as Quote Book Now
ide Share AL		æ	NH-8089 15 Aug 2023	10:00 (S) HND, Haneda tokyo 21h 00m Direct			FC : 1	942.00/KG JPY 188,400 68,000 OC: 20,400	Save as Quote
in	n apply filte formation a u wish to sa	s required	1.		on your	and rates shipmen s Quote	t inforr		Quote
Save				he Saved C	Quotes s	creen			
	ANA Ca	rgo stg	Booking	Manage					_
	From the to	n hanner	click	My Bookir	igs	Track A	WBs	List Users	

(5) When the search is complete, the results will be displayed in a list.

• By clicking the **Book** button, you can create a reservation with the information in the saved quote. (Continue to p.8 ⁽⁶⁾)

Product

GEN

Saved Quotes

Capture HAWB

652 kg | JPY 130,400

• After a certain time, saved quotes will be moved to the *Expired* tab.

Manage → Saved Quotes

CNSL

1 Flight(s) v

Expired tab

Shipping Date

15 August 2023

Saved Quotes

Active 1

1 Active Quotes

Quote ID: HNDHNL0280

1 Pcs | 200 kg | 1 CBM

HND

Expired

HNI

Since the information displayed on the search result screen is only relevant at the time of the search, <u>the space and rate displayed are not guaranteed</u>. The flight and rate will be confirmed upon entering MAWB number and receiving auto-confirmation email. Therefore please use the information in Saved Quotes as a reference for bookings.

Q Search a Quote

Book button

Ĵ≓ Sort

4. Create a Reservation (Pattern I)

- ☆ Pattern I: Reservation from flight search. If you want to search for available flights and make a reservation with a MAWB.
- ①Click on *Booking* in the banner at the top of the page.

②On the right hand side of the drop down screen click *Provide AWB*

ANA Cargo	Booking Manage		Provide AWB
Where*	What*	When - Executed on (Date)*	
0	끹	📛 15-Aug-2023	Ë

③ Enter the MAWB number into the field. If valid, the screen will expand further.

Hello	Hello start the booking using an AWB						
AWB Numbe	er						
205 🗸	Enter the AWB Number		+ Check AWB Status				

④ Once you have completed the required inputs below, please click the *Get Quotes* button.

Hello update your book	ing using AWB		
AWB Number 205 V Origin	Destination	Commodity	Executed date (or scheduled execute date)
Origin*	Where*	What Consol CNSL	When - Executed on (Date)*
Shipment Desca consol 🤌 Units : KG Pieces* Units : KG	CBM Volume*	1 CBM Chargeable Weight 200 kg	vantity / Weight / Volume
Complementary SHC + Add Product			
Select a Product ULD ULD RATE CARGO	GEN GEN	PCE PRIO CONNECTION EXPR COL PRIO COOL	IEH OCS IEX HEAVY WEIGHT IEX OCS IEX
Flight Details Flight Number Flight Date	Origin Dest. Pieces	Weight Volume	Allotment cbm Search +
Shipper/Consignee			^
Remarks + Add		Special Handling Instruction + Add	
Get Quotes Esteve as Template		Handling Code ect from here for Explosive eDGD, Special Cargo Info	

< Origin HND	Destination HNL	Commodity CONSOL	Executed on (Date) 15-Aug-2023	Arrive By 19-Aug-2023	Product GEN	Loose ULD	200 kg 1 pcs 1 CBM 🧷	+Add Dims. Search
Filter		15	5 AUG, TUE	16 AUG, WED		17 AUG, THU	18 AUG, FRI	19 AUG, SAT
Stops		8 flights are available o	n 15 Aug 2023				 Rates are in 	clusive of Other Charges & assuming 100 kg as Chargeable Weight. ↓ ‡ Be
Any Non-Stop 1 Stop 2 Stop & More		æ	NH-9919 15 Aug 2023	06:00 (S) HND, Haneda tokyo 22h 00m Direct 09:00 (S) HNL, Honolulu			942.00/KG JPY 188,400 FC: 168,000 OC: 20,400 GEN	Save as Quote Book Now
ht Journey Time ht - 23Hr ny Duration nice (JPY)	•		NH-9941 15 Aug 2023	06:00 (5) HND, Haneda tokyo 22h 00m Direct 09:00 (5) HNL, Honolulu			942.00/KG JPY 188,400 FC : 168,000 OC : 20,400 GEN	Save as Quote Book Now
- 188400 ny Price ilight Type ✔ Any	•	æ	NH-9991 15 Aug 2023	06:00 (5) HND, Haneda tokyo 23h 00m Direct 10:00 (5) HNL, Honolulu			652.00/KG JPY 130,400 FC: 110,000 OC: 20,400 GEN	Save as Quote Book Now
Cargo-Only Combination Export Truck Import Truck Truck		æ	NH-0186 15 Aug 2023	 21:55 (5) HND, Haneda tokyo 07h 35m Direct 10:30 (5) HNL, Honolulu 			652.00/KG JPY 130,400 FC: 110,000 OC: 20,400 GEN	Save as Quote Book Now
chedule Type Any Own		æ	NH-7078 15 Aug 2023	10:00 (5) HND, Haneda tokyo 4 21h 00m Direct 12:00 (5) HNL, Honolulu			942.00/KG JPY 188,400 FC: 168,000 OC: 20,400 GEN	Save as Quote Book Now
Code Share O&L OAL		æ	NH-8089 15 Aug 2023	10:00 (S) HND, Haneda tokyo ↓ 21h 0th Direct			942.00/KG JPY 188,400 FC: 168,000 OC: 20,400	Save as Quote
	apply filters ormation as		-		lable flights red informa		-	
	ž	r If you w	vish to ma	ike a reserva	tion with the	Э	Des	ak Now

(5) When the search is complete, the results will be displayed in a list.

entered information, click the **Book Now** button

Book Now

(6) A confirmation screen will be displayed, please check that the information is correct.

confirmation email will be automatically sent out.

C Booking Summary of 205-1				Mark as Final	Abort Book Now
LAT: 26 Sep. 06:00		Book Nov	v button	ed quote	
HND 1Flights		HNL	Total Amount JPY	a quote	188,400
MAWB No. update button.		Sep 26 12:00 (S)	Freight Charges 200 kg x 840 Market	: Rate	168,000 ^
Flights NH 8833 26 Sep 2023 HND- HNL 10 X If you come to this screen from the Quotes screen without entering MA	WB,		Other Charges		20,400 ∨
Shipment Details	e.				
1 200 kg 1 CBM EAW SPX GEN +1 Total Pieces Total Weight Total Volume EAW SPX GEN +1					
Subscribe Notification Select the milestones and we will notify you when it is completed. Booking Flight Arrived Delivered Fill in for E-mail notifications Email ID Enter all Email Ds separated by space	Booking succes LAT: 15 Aug 1755 (5)	20	Number D5- s; Weight & Volume s 200 kg 1 CBM uct		
⑦ Once you have checked the details, click the Book Now button in the top right of the screen. When completed you will be redirected to a	HNL 15 Aug 10:30 (5)	Ship CN: Statu	5L (consol) GEN	GEN	
booking confirmation screen that will display the status of your reservation. In addition, a	View Details View Details View Details		New Booking		Dashboard

4. Create a Reservation (Pattern II)

☆ Pattern II: Reservation by directly entering flight information. If our reservations staff have contacted you with flight and rate information, please follow the steps below to make your reservation.

① Click on *Booking* in the banner at the top of the page.

(2) On the right hand side of the drop down screen click Provide AWB

ANA Cargo	Booking Manage		Provide AWB
Where*	What*	When - Executed on (Date)*	
0	E	📛 15-Aug-2023	Ë

③ Enter the MAWB number into the field. If valid, the screen will expand further.



④ Once you have completed the required inputs below, please click the *Next* button.

Hello update your b	booking using AWB		
AWB Number	Destination	Commodity	Executed date (or scheduled execute date)
Origin*	Where*	What Consol CNSL	When - Executed on (Date)*
Shipment Desc.: consol 🖉 🔰 Units :	KG V CBM V	Quantity / Weigh	nt / Volume 💿 Loose 🔿 ULD
Pieces* Weight*	200 kg Volume* Volumetric Weight 167 kg	Chargeable Weight 200 kg	Dimensions View/Edit Dims.
Complementary SHC + Add Prod	uct		
Select a Product	FRT	PCE	IEH
ULD RATE CARGO	PRIO FREIGHT	PRIO CONNECTION EXPR	OCS IEX HEAVY WEIGHT
HUM HUMAN REMAINS	GEN GEN	COL PRIO COOL	IEX OCS IEX
Flight Details Q Search Flight			Use free-sale for this booking
Flight Number* Flight Date* NH 0186	Origin* Dest.* Pieces HND HNL	Weight Volume 1 200 kg	Allotment 1 CBM Search V +
Shipper/Consignee	<u> </u>		^
	ight Information datory in pattern II)	Special Handling Instruction + Add	
Get Quotes 🕒 Save as Template			Clear Next
	Handling		
9	※Please select from here for eAWB, eDGD, Special	• • • •	<i>Next</i> button

(5) A confirmation screen will be displayed. Please check if all the information is correct.

		r		
< Booking Summary of 205-		Book Now but	ton	Book Now
LAT: 15 Aug, 17:55			Charge Details	
				I
HND		HNL	iotal Amount PY	130,400
Aug 15 21:55 (5) 1 Pcs 200 kg 1 CBM * GEN CNSL (consol) * 🖫 GEN			reight Charges 100 kg x 550 Market Rate	110,000 ^
Flights Shipment Details	Allotments		Other Charges	20,400 🗸
NH-0186 15 Aug 2023 HND - HNL 21:55 (5) 10:30 (5) 1 Pcs 200 kg 1 CBM	FS			
			Request Spot	
			Rate Charge	
Shipment Details			Enter the Rate JPY	1
1 200 kg 1 CBM CEN				
Total Pieces Total Weight Total Volume				
Ψ ····································			CC Payment	
				1
Subscribe Notification Select the milestones and we will notify you when it is completed.				
Booking Flight Arrived Delivered		Charge Details		
Ernail ID		Total Amount		
Friteral Final Dx vessioned by vasid		JPY		130,400
пипа на сими из экраничи и учини,				
		Freight Charges		110,000 ^
		200 kg x 550 Market Rate		
	14	Other Charges		20,400 🗸
6 The reference rate will be displayed on the right	. IT			
you have been provided a rate please enter into		0	_	
		Request Spot		
Request Spot field.			Re	equest Spot
		Rate Charge		iquoor opor
		Enter the Rate	JPY	
		All in		
⑦ After confirming the rate, click the Book Now bu	utton	Ann		
				\sim
at the top right of the screen to complete your				
reservation.		() (CD		
		CC Payment		
	~			
	Booking succ	essfully completed		
8 After clicking Book Now the screen will				
-	LAT :15 Aug 17:55 (S)			
switch to the booking status display	HND	AWB Number		
screen.	15 Aug 21:55 (S)	205-		
		Pieces, Weight 8	& Volume	
			1 CBM	
At the same time a booking confirmation	o	Product		
		GEN		
email will be sent.				
		Shipment CNSL (1	consol) GEN GEN	
If the status changes to OUE after	HNL	Chot (CONSON GEN GEN	
If the status changes to QUE after	9 15 Aug 10:30 (S)	Status		
confirmation we will notify you again by email.		CONFIRMED		
			king	Dashkeard
	View Detail			Dashboard
	You will be directed to Booking	Summary page in 3 sec		

 \Rightarrow If you wish to create a reservation using a template, please follow the steps below.

A) Template Registration

① Click on B	looking in the	banner a	at the top of th	ne page				
ANA	Cargo srg	Boo		lanage				
	n will expand a	-		necessa Oriç	-	on.	(You can k	ted date eep as initial te if you want)
Where*			What*				cuted on (Date)* Aug-2023	Ë
Shipment Desc. De	estination	✓ CBM kg	Comm		Quantity	/ We	eight / Volume	Dimensions
Complementary SHC: + Add Select a Product GEN	Product			XPS				
C GEN C VAL VALUABLE CARGO		FRT PRIO FREIGHT AVI LIVE ANIMAL			EXPRESS		OGR DARGEROUS GOC OVEH PRIO VEHICLE	DS ()
Flight Details c	R Search Flight Flight Date	Origin	Dest. Pieces	Weig	ht Volur	me	Allotment CBM Search	Use free-sale for this booking
Shipper/Consignee F Shipper	Flight Information	on	+ New		se select fro	om he	lling Code ere for Explosive ecial Cargo Info	
Remarks + Add	Sav	e as Tem	plate button	Specia	Handling Instruction + F	Add		
Get Quotes Save as	Template							Clear Next

③ Once you have entered the details click the **Save as Template** button in the bottom left. A pop-up window will be displayed where you can enter the name of the template.

Shippe	Save as Template ×							
You can save all entered details as a template for future use and save your time								
	Enter a name							
Ren	Use characters A to Z, a to z, 0 to 9, hyphen (-), and underscore ($_$)							
Cat	Quotes 🕞 Save as Template							

B) Making a reservation from a template

① Select the template you wish to use from *Booking Templates* list on the right side of the screen. You can select the template by entering the template name directly or from pull down.

ANA Cargo Booking Manage		Booking Templates	→ NRT ~ AA ~			
			Booking Templates View All			
Hello bo	ook your shipment from	Provide AWB	βtart typing to search a template ∨			
NARITA TOKYO), NRT ∽		Available Allotments			
Where*	What*	Executed on (Date)*	() Enter the destination, commodity, and Executed on (Date) to find			
0	Ē	🛱 26-Sep-2023	allotments			

② When the template information is displayed, change the Executed on date and flight as required. Then click the *Next* button. (Continue to p.10 number ^⑤)

C) Deleting saved templates

① Click the *View All* button on the right side of the booking information screen.

ANA Cargo	Booking Manage	View All button	→ NRT - AA -
	ook your shipment from	View All Provide AWB	View All For the search a template
Where*	yhat*	Executed on (Date)*	Available Allotments Enter the destination, commodity, and Executed on (Date) to find
0	3	🛱 26-Sep-2023	allotments

(2) Saved templates will be displayed on the right side of the screen. Click on the trash can icon on the right of the template you wish to delete.

ANA Cargo	Booking Manage	Delete button			→ NRT - AA -
		间		PT-6-6_HNL	Û
Hello boo	ok your shipment from	_	Start typi	Origin:	HND
NARITA TOKYO,	NRT ~			Destination: Commodity:	GEN
			Available	Product:	GEN,41
				L Quantity	1 Pcs
Where*	What*	Executed on (Date)*	(i) Enter the		100 kg
0	E	🛱 26-Sep-2023	allotmen	Œ	0.1 CBM
\checkmark		20-369-2023		Flight(s):	NH-0186
			_	H vkv-01	
				I NRT-LAX DG	

5. Quote / Create Reservation for DG Cargo

- ☆ For quotes and making reservation for DG cargo, please enter the relevant information in the below screen.
- ① From the top page banner, click *Booking.*
- (2) When entering the DG information in the expanded screen please enter DG information relevant to what was entered in the *What* (Commodity) field. (Eg: *DG*, *DGCNSL*)

ANA Cargo	g Manage	TOKYO, NRT		Provide AWB
Where*	What*	DG	When - Executed on (Date)*	Ë
Shipment Desc.: DG 🧷 Units : KG Pieces* Weight*	✓ CBM Volume*	~	Commodity	Loose ULD
Shipper/Consignee	$\widehat{}$	Chargeable W	Veight	$\overbrace{}$
DG Details UNID Details Capture DG Details Ref tks Add	Add UNID			^
Get & Save as Template	UNID No.* PSN*	Add UNID screen	No. of Pkgs.* CAO RadioActive SHC SHC1 SHC SHC1 Q ERG Code unit ✓ Select ✓	Net Quantity* unit v nical Name

③ In addition to shipment details entered on page 5, please enter information about the DG from *Add UNID* box. Finally, click *Add UNID*, then click *Done.*



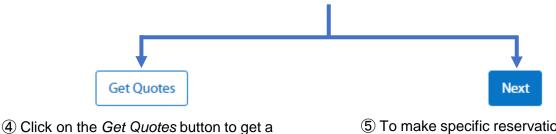
- ④ If you would like to get a quote with the entered information, please click the Get Quotes button (Continue to p.6).
- (5) If you would like to make a reservation for a specific flight with the entered information, please click the *Next* button.
 (Continue to p.10 (5)).

6. Quote / Create Reservation for DRY ICE cargo

- \Rightarrow For quotes and reservations containing DRY ICE, please follow the steps below
- ① Click on *Booking* in the banner at the top of the page
- 2 Please select DRY ICE from *What*(Commodity) field.

Select a Product* GEN GEN DGR DANGEROUS GOODS Avid Flight Data Flight Data Shipper/Consignee Shipper DG Details UNID No.* I Select the I	volume* Volume* Volume* Plementary SHC reflects the info	D PS		023 💾
Shipment Desc: DRYICE Units kg Pieces* Weight* Complementary SHC: + Add K*Com Automatically entered GEN GEN GEN GEN C DGR DANGEROUS GOODS Flight Details Flight Details Shipper DG Details UNID No.* J Select the UNID No.* J Select	volume* kg volume* plementary SHC reflects the info ed into Add UNIE	C: prmation D VLD	Weight	+Add Dimensions
Pieces* Weight* Complementary SHC + Add Select a Product* Complementary SHC + Add Select a Product* Complementary SHC + Add Co	plementary SHC reflects the info ed into Add UNIE	C: prmation D VLD	:Weight	+Add Dimensions
Complementary SHC + Add Complementary SHC + Add Select a Product* Complementary SHC + Add Automatically entered Complementary SHC + Add C	plementary SHC reflects the info ed into Add UNIE	C: prmation D VLD		COL PRIO COOL
Select a Product* GEN GEN GEN C GEN	reflects the info ed into Add UNIE	D PS	s	PRIO COOL
DANGEROUS GOODS UNIT Flight Details Flight Date O Hipper/Consignee Mipper/Consignee Shipper Add UNID UNID Details UNID No.*				
Hight Number Flight Date O Flight Date O Flight Number Flight Date O Fli		ULD RATE CA	NRGO	PHA PRIO PHARMA
DG Details UNID No.* G Details UNID Details	rigin Dest. Pie	eces Weight	Volume kg CBM	Allotment Search + Add UNID screen
Select the UNID No.	PSN* PG	5 pj∗ Select the PG ✓	CAO RadioActi	No. of Pkgs.* Net Quantity* ve unit
Contrar DC Datalla	Class* Sub	1 2 3	SHC SHC1	SHC2 Technical Name
	g Packing ID Pac	L W H	RQ unit V Select	ERG Code
Remarks Add Al				
Get Quotes 🕒 Save as Template Add UNIE		d UNID button		

③ In addition to the information entered on P5, enter information about the Dry Ice from the Add UNID screen, accessible from DG Details. Once completed click the Done button ※Information entered in Add UNID will be automatically reflected in the Complementary SHC field.



4) Click on the *Get* Quotes button to get quote (Continue to p.6 (5))

 (5) To make specific reservation with entered information, click the *Next* button (Continue to p.10 (5))

- ☆ For quotes and reservations involving Special Handling cargo, please enter the information into the *Special Handling Instruction* fields below.
- ① Click *Booking* from the top page banner.
- 2 On the expanded screen, please enter the necessary shipment information.

here*	What*	When - Executed on (Date)*	
CHICAGO ORD	Consol CNSL	🛱 25-Aug-2023	Ë
Shipment Desc.: DG 🧷 Units : KG	✓ CBM ✓	(Loose 🚫 ULD
Pieces* Weight*	Volume*	Chargeable Weight	~
Flight Details	$\sim \sim \sim$) Use free-sale for this booking
Remarks/Special Handling Ins	Pieces	Weight Volume Allotment kg CBM Search	+
Shipment Remarks		Special Handling Inc	struction
oper/Co Enter the Shipment Remarks		Special Handling Ins	
Remarks	11	Special Handling Instruction + Add	
Special Handling Details			Clear
Select a pre-defined instructions	~		Clear
LITHIUM // RLM (RLM)	· ·		
LITHIUM // RBI (RBI)		③ Click the +Add button next to Speci	al Handling
LITHIUM // RBM (RBM)		Instruction to display the drop down	
LITHIUM // ELI (ELI)			dua a davva
LITHIUM // ELM (ELM)		④ Select the appropriate item from the menu and click Add button	arop aown
SPECIAL // OVERSIZED CARGO (DSC)	* Please refer the list at the end of th	is manual for
SPECIAL // HEIGHT 160CM OVER	(CNA)	the options of Special Handling Ins	truction
SPECIAL // HEIGHT 200CM OVER	(ТНН)	(p.31-32)	
SPECIAL // SUPER HEAVY CARGO	1P/1,451KG OWER (SHC)		
Add Cancel			
Add button	Drop down n	nenu	
$\mathbf{\Gamma}$			
Get Quote		Next	

(5) If you would like to get a quote with the entered information, please click the **Get Quotes button** (Continue to p.6 (5)).

(6) If you would like to make a reservation for a specific flight with the entered information, please click the *Next* button.
(Continue to p.10 (5)).

8. Upload of multiple bookings (CSV upload)

☆ The below information explains the procedure for creating reservations in bulk using an Excel sheet.

A) Summary

∇Format

- The excel format consist of 3 main categories;
- 1. Shipment / ULD Details ... Enter basic information such as MAWB number, origin/destination, weight/volume, product etc.
- 2. Flight Details ... Enter flight information such flight number, routing, departure date etc.
- 3. Dimension Details ... Enter dimension information.

*There is also a field for Complimentary SCC (DRY ICE etc).

 ∇ Basic Flow

Follow the general steps below;

- ① Enter the required information (Continue to p.12-13 for input method).
- ② Click the *Validate* button to check the contents are correct. Items that need to be revised are highlighted in yellow and items correctly entered are highlighted in green.
- ③ Upload the completed Excel sheet from the Booking Upload screen in eSPICA.
- (4) If "Processed Successfully" appears, it is confirmed that the bookings were uploaded successfully.

Validate		<i>Validate</i> bu	itton		Total	Fail	led Records	= 1					
					Records = 1					Shi	pment/ULD de	taile	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Booking Reference Number	Carrier Code	AWB Number	Origin		Shipping Date (DD-MMM-YY)	Product		Commodity Code	Pieces	Weight		Shipment Description	scc
	1 205			HNL	17-Aug-23			CNSL	555	1650.00		CONSOL	SPX

Shipment / ULD details

	Flight Details							Dimension Details						Remove data, colours	
														& comments	
			Flight	Details					Dimension De						
15	16	17	18	19	20	21	22	23	24	25	26	27	46	47	
• Flight Origin	• Flight Destination	 Flight Number 	Flight Date	* Pieces	Weight	• Volume	Pieces	Weight	Length	Width	Height	ULD Type	Complimentary SCC	* Complimentary SCC Weight	
HND	HNL	NH186	17-Aug-23	555	1650.00	9.000									
	-										-				
													/		

Validate			R		Total Records = 1	1 Failed Records = 1			Shipment/ULD details				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
								*					
Booking Reference					Shipping Date			Commodity				Shipment	1
Number	Carrier Code	AWB Number	Origin	Destination	(DD-MMM-YY)	Product	Capacity Type	Code	Pieces	Weight	Volume	Description	SCC
1	205			HNL	17-Aug-23			CNSL	555	1650.00	9.000		SPX
													'

<Shipment / ULD Details>

Column	Description
Booking Reference Number	Given for each reservation (No need to input as it will generated automatically)
Carrier Code	Enter the 3 digit carrier code (e.g. 205)
AWB Number	Enter the MAWB number
Origin	Enter the AWB origin
Destination	Enter the AWB destination
Shipping Date	Enter scheduled execute date
Product	Enter the Product Code
Commodity Code	Enter the Commodity Code
Pieces	Enter the number of pieces
Weight	Enter the shipment weight
Volume	Enter the shipment volume
Shipment Description	Enter the shipment description If you enter the Commodity Code it will be automatically linked
SCC	Enter SCC code

			Flight	Details		Dimension Details						Remove data, colours & comments		
15	16	17	18	19	20	21	22	23	24	25	26	27	46	47
	* Flight	*	·	*	•	•								* Complimentary SCC
Flight Origin								Weight	Length	Width	Height	ULD Type	Complimentary SCC	Weight
HND	HNL	NH186	17-Aug-23	555	1650.00	9.000								

<Flight Details>

Column	Description
Flight Origin	Enter flight origin airport code
Flight Destination	Enter flight destination airport code
Flight Number	Enter flight number (including carrier code)
Flight Date	Enter the flight departure date
Pieces	Enter the number of pieces for this shipment
Weight	Enter the gross weight of the shipment
Volume	Enter the volume of the shipment (M3)

<Dimension Details>

Column	Description
Pieces	Enter the number of pieces for this shipment
Weight	Enter the weight of each piece (kg)
Length	Enter the length of each piece (cm)
Width	Enter the width of each piece (cm
Height	Enter the height of each piece (cm)

<Others>

Column	Description
Complimentary SCC	For dry ice shipments, enter `ICE`
Complimentary SCC Weight	Enter the weight of the dry ice

B) Input Method

∇ Common points

- · Origin, Destination etc. can be selected from the pull down menu or entered directly.
- When you enter the Commodity Code, the corresponding shipment description will be automatically displayed.

∇ When using multiple flights

- Enter the subsequent flight information in the next row.
- When entering information for subsequent flights, it is not necessary to enter shipment or ULD information (in fields before Origin)
- When splitting a booking please enter the quantity, weight and volume for each split.
- Carrier Code and AWB Number do not need to be entered after the second line.

[Input Fields]

(Flight Details)

Flight Origin / Flight Destination / Flight Number / Flight Date / Pieces / Weight / Volume

[Example]

	5	Shipment/	/ULD details			Flight Details							
10	11	12	13	14	15	16	17	18	19	20	21	22	
*	*	*									*		
			Shipment			Flight							
Pieces	Weight	Volume	Description	sec	Flight Origin	Destination	Flight Number	Flight Date	Pieces	Weight	Volume	Piece	
10	1 00.00	1.000	CONSOL	GEN	NRT	LAX	NH006	25-May-19	10	1 00.00	1.000		
6	60.00	0.600	BANANA	ICE	HND	NRT	NH8042	25-May-19	6	60.00	0.600		
					NRT	LAX	NH006	26-May-19	6	60.00	0.600		

∇When creating multiple reservations

If the previous reservation has 2 or more lines, please leave 1 line gap before the next Carrier Code and AWB number.

Val	Validate			Total Records = 0					Shipment/U				
1	2	3	4	5	6	7	9	10	11	12			
Booking Reference	* Carrier	•	•	•	* Shipping Date		* Commodity	•			Sł		
Number	Code	AWB Number	Origin	Destination		Product	Code	Pieces	Weight	Volume	De		
	205		NRT	LAX	25-May-19	GEN	CNSL	10	1 00.00	1.000	0(
	205		HND	LAX	25-May-19	GEN	BANANA	6	60.00	0.600	в,		
	205		NRT	LAX	25-May-19	GEN	CNSL	5	50.00	0.500	0		

C) How to Upload

ANA Cargo	Booking	Manage			
		My Bookings Booking Upload Saved Quotes	Track AWBs Capture AWB Capture HAWB	List Users List User Role Groups	
ANA Cargo	king Manage				>> NRT ▼ 🚺 ▼
Booking Upload				Upload button	Upload Download Template
142 Results				Upload	Search
BKGUPD_ACXUSER_26Sep2023_161354	26 Sep 2023 16:14	ACXUSER	Processed Successfully		View Log 🛃
BKGUPD_ACXUSER_26Sep2023_161213	26 Sep 2023 16:12	ACXUSER	Processed With Errors	View Log button	ٹ View Log
BKGUPD_ACXUSER_26Sep2023_140528	26 Sep 2023 14:05	ACXUSER	Processed Successfully		View Log 🕁
BKGUPD_ACXUSER_25Sep2023_194107	25 Sep 2023 19:41	ACXUSER	Processed Successfully		لغ View Log
BKGUPD_ACXUSER_23Sep2023_124802	23 Sep 2023 12:48	ACXUSER	Processed Successfully		View Log
BKGUPD_ACXUSER_23Sep2023_124306	23 Sep 2023 12:43	ACXUSER	Processed Successfully		View Log
BKGUPD_ACXUSER_23Sep2023_124026	23 Sep 2023 12:40	ACXUSER	Processed With Errors		View Log

• Open the **Booking Upload** screen from the eSPICA top menu.

 ∇ The basic steps are as follows;

- ① Click the **Upload** button and upload the Excel sheet in the Pop-Up screen.
- 2 Processing status is displayed at the bottom of the screen.
 - *In case of RFS or multiple flights, please check minimum connections time as errors may occur. Please make sure to check processing status in such cases.
- ③ "Processed Successfully" will be displayed if the bookings were uploaded without errors.

∇View Log

· Click the View Log button on the right to view imported files any error details.

9. Update reservation / Enter FINAL information / Cancel

 \Rightarrow In order to update or revise a reservation, please follow the below steps;

A) Update Reservation

To update a reservation please use one of the following methods.

I. Enter the MAWB directly.



- ① From the booking page, click *Provide AWB.*
- 2 Enter the MAWB number you want to update.
- ③ Click the *Edit* button from the pop up window.
- ④ Edit the items you want to update and follow the on-screen instructions to proceed.
- II. Select from list of reservations.

All Bookings (35)		ustom Filter		Menu button
35 /35 Results Viewing 1 - 35 HND \$\$FRA 12 9 Aug 2023	12 Pcs + 12kg + 0.1CBM	CHEL ICONGO)	15 GEN ≱2Flights	C Saari P C
HND 🌗 FRA 📋 29 Aug 2023	10 Pcs + 10 kg + 0.1 CBM	CHSL (CONSOL)	IGENIghts	(040.00) JPY 46,444 :
205- HND 🍌 FRA 🗎 30 Aug 2023	2 Pcs + 200 kg + 2 CBM		1 GEN ₩ 1 Flights	(00840) JP(314,157 :

- ① Select *My Bookings* from the top page banner menu.
- (2) From the My Bookings list, click the *Menu* button select *Edit*.
- ③ Edit the desired items and follow the on-screen instructions to complete the update.

<u>Rate may be recalculated</u> depending on the updated amount and the flight space conditions. A confirmation email will be sent out after the update is completed.

B) Updating to FINAL Information

FINAL shipment information can be entered by either of the following methods.

I. Enter the MAWB start the booking using an AWB Provide AWB Hey AWB Numb + Check AWB Status 12345678 205 205-12345678 CONFIRMED 3 LAX-XMN | 28 Aug 2023 | CNSL CONSOL 12 Pcs | 120 kg | 0.1 CBM Edit button view Detail Edit

- (1) From the booking page, click *Provide AWB*.
- 2 Enter the MAWB number you want to update.
- ③ Click the *Edit* button from the pop up window.
- ④ Edit the items you want to update and follow the on-screen instructions to proceed.

Booking Summary of	Current Status: CONFEMED	5		2 Markas Final	Abort
LAX Ang 20 1210 (5) Flights NH-0005 24 Alug 2022 LAX-NRT 1310 (5) (6 NH-0315 31 Alug 2022 NIT-XNN 1100 (5) (4		(2) 12 Pcs 120kg 0.1 5hpmet Data5 12 Pcs 120kg 0 12 Pcs 120kg 0	Mark as Final button	XMN Ag 11 1 4 1950 Update button	_
Shipment Details 12 Total Pieces	120 kg Total Weight	0.1 CBM Total Volume	۵	Repert Sort Corps Enter the Rate PY	

(5) Check the Mark as Final box in the top right of the update screen.

I .Select from list of reservations.

All Bookings (35)					
E Custom Filter AWB Number: 205 Booking Created Date: Today	(29 Aug 2023 - 29 Aug 2023) C Reset 🕢 Add Filter			<i>Menu</i> b	utton
35 /35 Results Viewing 1 - 35				(Q Search 🍞 式
HND 🍁 FRA 📋 29 Aug 2023	12 Pcs + 12 kg + 0.1 CBM	CNSL (CONSOL)	tti GEN Inights	(QHIND)	JPY 46,444 🚦
HND 🍁 FRA 📋 29 Aug 2023	10 Pcs = 10 kg = 0.1 CBM	CHSL (CONSOL)	GEN ≱ 2 Flights	CHIND	JPY 46,444 :
HND 🍁 FRA 📋 30 Aug 2023	2 Pcs + 200 kg + 2 CBM	CNSL (CONSOL)	CE GEN ≱ 1 Flights	CHURD	JPY 314,157

- ① Select *My Bookings* from the top page banner menu.
- (2) From the My Bookings list, click the *Menu* button select *Edit*.
- (3) Edit the desired items and follow the on-screen instructions to complete the update.

LAX		Mark as Final button	XMN	Spitzte appled	
Aug 28 12:10 (5)	12 Pcs 120 kg 0.	Mark as Final	Update	e button)i 70,800
940-005 28 Aug 2023 LAX - NRT 13:10 (5) 16:30 (5) 14-0055 28 Aug 2023 LAX - NRT 13:10 (5) 16:30 (5) 14-0555 31 Aug 2023 NRT - XIAN 11:50 (5) 14:30 (5)	12 Pcs 120 kg 0.1 CBI 12 Pcs 120 kg 0.1 CBI			120 kg x 580 Spot Pale Other Charges	70,809
sipment Details 2 120 kg staf Pieces Total Weight	0.1 CBM Total Volume	(CDA)		Request Spot Request Spot Request Spot Request Spot There are a spot and a spo	

④ Check the Mark as Final box in the top right of the update screen.

X Even in FINAL information case, rate may be recalculated depending on the updated amount and the flight space conditions. A confirmation email will be sent out after the update is completed.

C) Cancel a Reservation

Reservations can be cancelled by either of the following methods.

I. Enter the MAWB directly.

Hello start	the booking using an AWB	Provide AWB
AWB Number 205 V 12345678	2	+ Check AWB Status
	205-12345678 CONFIRMED LAXXMN 128 Aug 2023 CNS1 12 Pcs 12.0kg 0.1 CBM Edit View Details	

- ① From the booking page, click *Provide AWB*.
- 2 Enter the MAWB number you want to update.
- ③ Click the *View Details* button in the pop-up window.

Booking Summary of 205 Continued Status (CONSIDER)	21926 11165 50 48	Cancel Booking button	Muterine Circl booking
Aug 28 12:10 (5)	12 Pcs 120 kg 0.1 CBM + GEN CNSL (CONSOL) + 🙄 GEN	Cancel Booking	Total Amount JPY
Tights NH4 4005 28 Aug 2022 LNX - NHT 13:00 (5) 16:00 (5) NH4-4915 31 Aug 2022 NHT - XMH 1100 (5) 16:00 (5)	Shipment Details 12 Pcs i 120 kg i 0.1 CBM 12 Pcs i 120 kg i 0.1 CBM	Albotners Solars P5 (COM BAND) P5 (COM BAND)	Freight Charges 70,000 ^ 120 by x Other Charges

(4) Click the *Cancel Booking* button at the top right of the screen. A cancellation email will be sent out.

I .Select from list of reservations.

All Bookings (35)					
I Custom Filter AWB Number: 205 Booking Created Date: Ted	tay (29 Aug 2023 - 29 Aug 2023) C Reset 📀 Add Filter			Menu butto	on
35 /35 Results Viewing 1 - 35				(ο some ρ
HNU 玲 HKA 📋 29 Aug 2023	12 Pcs + 12 kg + 0.1 CBM	CNSL (CONSOL)	CEN Sen 2 Flights	QUILAD	JPY 46,444
HND 🥠 FRA 😁 29 Aug 2023	10 Pcs + 10 kg + 0.1 CBM	CNSL (CONSOL)	GEN ₩ 2 Flights	OULID	JPY 46,444 :
HND 🎭 FRA 📋 30 Aug 2023	2 Pcs + 200 kg + 2 CBM	CNEL (CONSOL)	CB GEN ₩ 1 Flights	OIRIRD	JPY 314,157 :

- ① Select *My Bookings* from the top page banner menu.
- (2) From the My Bookings list, click the *Menu* button select *Cancel*.
- ③ Confirm the cancellation by clicking the Yes button. A confirmation email will be sent out.

Cancel Booking	
Do you wish to cancel this booking?	
	Yes No

10. Check for Duplicate MAWB to China

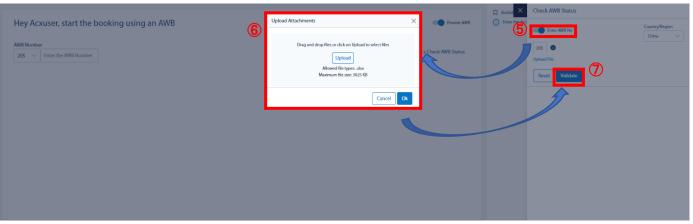
☆ You can see the usage history of MAWB and if they have been used for China bound shipments before.

A) Enter MAWB directly to confirm



- ① From the booking page, click *Provide AWB.*
- 2 Click the +Check AWB Status button to expand the screen.
- ③ Enter the 8 digit MAWB number and click the *Validate* button. (Separate each MAWB by a comma(,). Up to 50 entries are permitted).
- (Separate each MAWB by a comma(,). Op to 50 entries are permitted). (4) Search results will be displayed at the bottom left. "OK" will be displayed on the MAWB to proceed
- with reservation

B) Upload and check with Excel sheet



- $01 \sim 2$ Follow same steps as method A.
- (5) Switch Upload AWB File slider to ON.
- ⑥ Click Upload button and select the Excel file, then click OK.
 ※You can check up to 150 AWB. (Contact your sales representative regarding the sheet for uploading).
- ⑦ Click the Validate button.
- (8) Search results will be displayed at the bottom of the screen.
 - If OK is displayed, click the MAWB to proceed with reservation.

☆ You can register MAWB/HAWB information in eSPICA from time of confirmation until acceptance.

A) Enter MAWB Information

①Select $Manage \rightarrow Capture AWB$ from the top page banner.

②Enter the MAWB into the pop up screen below.

③Enter the necessary information into the below fields.

Түо	202 Exter the AWB Number 203 Exter the AWB Number
Information at time of reserval information at time of reserval information informati	Origin Description Executed on (Darry)* Information at time of reserva INFORMATION INFORMATION INFORMATION Information INFORMENT Infor
<pre>statume of reservan at time of reservan at tite of time at time of reservan at time of reservan at ti</pre>	INNEDATIONNO INNO
<pre>state</pre>	Select GEN Select GEN Select Select + 50 Select + 50 Remarks CONSOL Remarks CONSOL Proteination Nature of Goods* Shipper Details Forter dimension information here. Noting Details Origin Carler Bilipper/Consignee Shipper/Consignee Shipper/Consignee Shipper/Consignee
<pre>state: @ State : State :</pre>	Image: Select GEN Select the SCI Stc*: SR GEN Handling Instructions Remarks PADOI-REMARKS: Image: Shippert Description: Consol PADOI-REMARKS: Shippert Description: Consol Image: Shipper Details Feces* Weight* 200 lig In CEM Feces* Volume Image: Shipper Localis Shipper Details Feces* Volume Image: Shipper Localis Shipper Localis Image: Shipper Localis Shipper Localis Image: Consignee Address Line Two Shipper/Consignee Consignee* Shipper** Consignee*
Image: Section	Remarks Imading instructions CONSOL PADDI-REMARKS: Shipnert Decorption: Unit:: Select view SHC Nature of Goods* GEN CONSOL Pleces* Volume 1 200 kg 1 CONSOL Pleces* Volume 1 200 kg 1 CONSOL Pleces* Volume 1 CONSOL Pleces* Volume 1 CONSOL Pleces* Volume 1 Consignet Nipper/Consignee Address Line Cone Shipper/Consignee Consignee* Shipper/Consignee Consignee*
COSC NON-EXMANS: Image: Cost Image: Cost Support Consignee Name: Cost Image: Cost Shipper Details Image: Cost Shipper Cost Shipper / Consignee State Shipper / Consignee Name Shipper / Consignee Name Shipper / Consignee Name Shipper / Consignee Name Shipper / Consignee Name Shipper Shipper / Consignee Name Shipper / Consignee Name Shipper Shipper / Consignee Name Shipper / Consignee Name Shipper Shippe	CNSOL Enter the HS code here. Slipper Details File Collsol Slipper Varies Consignee Shipper Varies Shipper Shipper Varies Shipper Shipper Ship
Enter Shipper / Consignee Information here. Required> Shipper / Consignee Name Address Line One City Shipper / Consignee Name City Shipper / Consignee Name Country Neglon	Enter the HS code here. Shipment Description: Consol SHC Nature of Goods* GEN Consignee* Shipper/Consignee Shipper* Consignee* ULD Image: Shipper Code Image: Shipper Name* Shipper/Consignee Shipper/Consignee Shipper* Consignee* Consignee* Value Consignee* Value Consignee* Value Consignee* Value Value <
Shipper Details Procest Notifing Details Outging Control Shipper/Consignee Stipper/Consignee Shipper / Consignee Information here. SRequired> Shipper / Consignee Name Address Line One City State	Shipper Details Pieces* 1 200 I 200 I Consignee Shipper / Consignee Shipper/Consignee Shipper/Subject Shipper/Subject Shipper/Subject Shipper/Subject <
Precest Prove Name Provide Control Shipper / Consignee information here. Shipper / Consignee information here. Enter Shipper / Consignee information here. SRequired> Shipper / Consignee Name Shipper / Consignee Name Shipper / Consignee Name Shipper / Consignee Name State	Pieces* Weight* 1 200 Enter dimension information here. Routing Details Origin Carrier HND HND HND Shipper/Consignee Shipper/Consignee Account Number At Code
Image: Shipper / Consignee Shipper / Consignee <td>1 200 kg 1 CBM + Add Dimensions Enter dimension information here. Routing Details Origin Carrier Destination HND NH Shipper/Consignee Shipper/Consignee Shipper/Consignee Shipper/Consignee Varia Code</td>	1 200 kg 1 CBM + Add Dimensions Enter dimension information here. Routing Details Origin Carrier Destination HND NH Shipper/Consignee Shipper/Consignee Shipper/Consignee Shipper/Consignee Varia Code
Enter Shipper / Consignee information here. Shipper / Consignee Name Address Line One Shipper / Consignee Name Address Line One City State Country State Country	Enter dimension information here. Shipper Name* Shipper Code Routing Details Origin Carrier Destination HND HH HNL Shipper/Consignee Address Line One* Address Line Two Shipper* Consignee* IATA Code
Enter Shipper / Consignee information here. Shipper / Consignee information here. Shipper / Consignee Name Address Line One City State Country State Country State Country State Shipper / Consignee Name Address Line One Country State Shipper / Consignee Name Address Line One City State State State Shipper / Consignee Name	Routing Details Origin Carrier Destination HND HH HNL Shipper* Consignee*
Image: Shipper/Consignee Shipper/Consig	Origin Carrier Destination HND NH + HNL Address Line One* Address Line One* Address Line Two Address Line One* Address Line Two Shipper/Consignee Account Number Shipper* Consignee*
Enter Shipper / Consignee information here. SRequired> • Shipper / Consignee Name • Address Line One • City • State • Country	Origin Consignee
Shipper/Consignee Shipper/Consignee Shipper/Consignee Shipper/Consignee Inter Shipper / Consignee information here. SRequired> Shipper / Consignee Name Addresss Line One City State City State City State City State Country	Shipper* Consignee* IATA Code
Shipper/Consignee Shipper* Inta Code Inta Code Inta Code State Shipper / Consignee information here. Scequired> Shipper / Consignee Name Address Line One City State City State City State Country Billing Address	Shipper/Consignee Shipper* LATA Code
Shipper* LTA Code Enter Shipper / Consignee information here. Enter Shipper / Consignee information here. Shipper / Consignee Name Address Line One City State Country Billing Address Illing Address	Shipper* Consignee* IATA Code
Enter Shipper / Consignee information here. Crive Select the Contry/Region Select the Contry/Region Select the Contry/Region Select the City Phone Number Mbile Number City Shipper / Consignee Name Address Line One City State City State Country	IATA Code
Enter Shipper / Consignee information here. Enter Shipper / Consignee information here. Shipper / Consignee Name Address Line One City State Country Billing Address In the second se	+ New Alaka
Enter Shipper / Consignee information here. CRequired> Select the Country/Region City* Postal Code Select the City Phone Number Mobile Number Phone Number Fax Number Fax Number Fax Number Email ID State Billing Address Billing Address	
Enter Shipper / Consignee information here. CRequired> Select the Country/Region City* Postal Code Select the City Phone Number Mobile Number Phone Number Fax Number Fax Number Fax Number Email ID State Billing Address Billing Address	
Enter Shipper / Consignee information here. Required> Select the City Phone Number Mobile Number Phone Number Mobile Number Fax Num	
Enter Shipper / Consignee information here. Required> Shipper / Consignee Name Address Line One City State Country	Select the Country/Region
Required> Shipper / Consignee Name Address Line One City State Country Billing Address	
 Required> Shipper / Consignee Name Address Line One City State Country 	Enter Shipper / Consignee information here.
 Required> Shipper / Consignee Name Address Line One City State Country 	Phone Number Mobile Number
 Address Line One City State Country 	Required>
City State Country	Shipper / Consignee Name
State Country	Address Line One
Country	
Country	
Postal Code	Country
	Postal Code
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ate and Charge Deta	ails				Rate ar at	nd Charo time of r	ges information
urrency*	Paym	ent Type*	DV for Cus	stoms	i,		
JPY	Pre	Paid	\sim		1		
otal Shipments							
Shipment Type	Total Pie	ces Total W	/eights	Total Volume	Chargeable Weight		
Loose	1	200 kg	J	1 CBM	200 kg		
hipment Charges							
Commodity	Volumetric W	eight Charge	able Weight		Rate	Net Charge	
CNSL	167 kg	200 kg	1				
Other Charges							
ayment Type*							
Pre-Paid	\sim						1
Code	Charge Head	Charge	Due Party	Remarks			
MY	FUEL SURCHARGE	18,400	Due Carrier		Û		L
SC	SECURITY CHARGE	2,000	Due Carrier	~	Ū		
+ Add Other Charge							
-						Auto Rate	1
Charges							1
Freight Charges							1
Other Charges						20,400	
Add On Charges							
Total Amount							
141							
dditional Info					Ent	ter if nec	essarv
- i l C - i - D			_		451		
pecial Service Request		Shippers Certificatio					
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arrier's Execution Sig	nature	Diana			Enter l	ssue Da	te and Place
late	Ë	Place		Authorization			
ccounting Info							No input
formation Identifier Select		Information					No input
		~				44	required
Add Info							
Other & Customs Infor	mation Info. ID	C	oms Info. ID	Supp. Customs In	fo		
o countrycode		Cust	ons mo. io	Supp. Customs In	10.		

Please enter the following information.

Item	China Customs
ISO Country Code	ISO code relevant to the country
Info id	SHP = Shipper、 CNE = Consignee NTY = Notification destination
Customs info id	T=Trader Identification Number E=Authorized Economic Operator
Supp. Customs Info	Company Code For Japan:CIK+number、For US:EIK+number

④ Click the **Save** button in the upper right of the screen to save the information.

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B) Enter HAWB Information

- (1) Select Manage \rightarrow Capture HAWB from the top page banner.
- 2 Enter the MAWB into the pop up screen below.
- ③ To register a new HAWB, click the **+***Add* **HAWB** button.

Capture HAW	/B				
AWB Number			Station TYO	IATA Code	Status NEW
205 Ent	+Add HAWB button + Add HAWB	No HAWBs attached to this AWB number: 205- Do you wish to add HAWB? + Add HAWB			

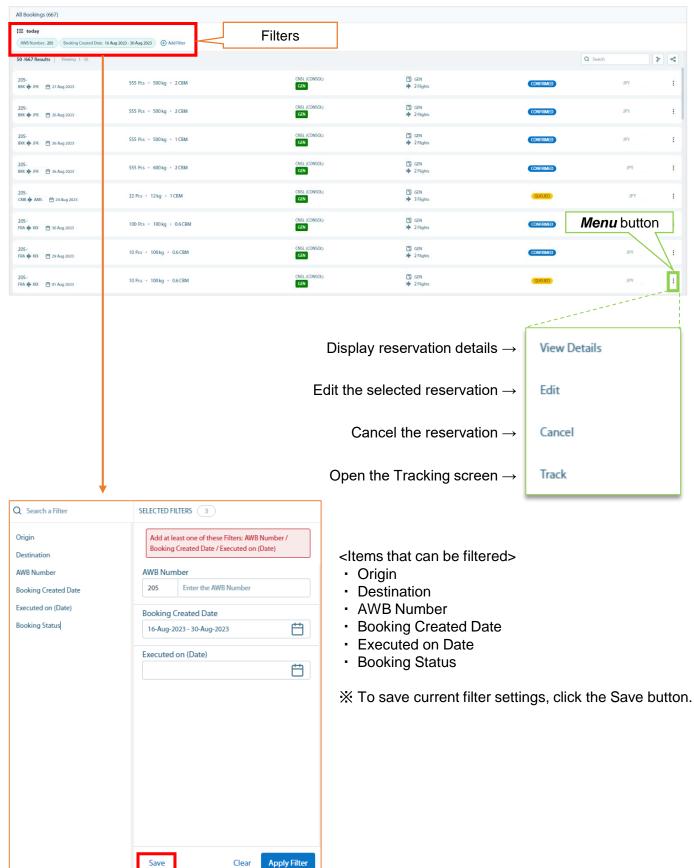
(4) Enter the necessary information into the expanded screen, then click the *Save* button at the bottom.

	Add New HAWB				rigin tination	
	Origin* Select the Origin	Destination* Select the Destination	Units: kg ∨ SHC: +Add	Pieces / Weight		
	HS Code	Pieces*	Weight*	kg + Dimensions		_
HS Code	SLAC Pieces	Rem. Pcs. : 1 Shipment Description* Enter the Shipment Description	Rem. Wt. : 200	Sh	hipment Description	
	Shipper*	+New	Consignee*		+ New	
	Same as MAWB Customs Inform ISO CountryC Info Shipper / Required> • Shipper / Consign • Address Line One • City • State • Country • Postal Code	Consignee ee Name	same as MAWB	Supp. Customs Info.		
	Save Cancel	utton				

(5)To add additional HAWBs, click the **+***Add* **HAWB** again (same as (3)).

☆ Use the My Bookings screen to a list of your reservation.

(1) Select Manage \rightarrow My Bookings from the top page banner.



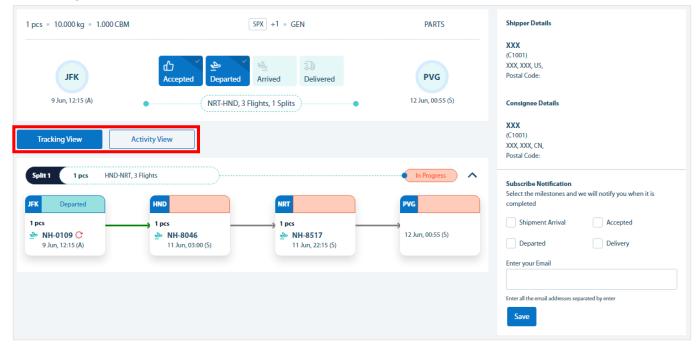
12. Track AWB

- ☆ You can check AWB status from the Tracking screen.
- (1) Select Manage \rightarrow Track AWB from the top page banner
- (2) Enter the MAWB number in the below field. (No hyphen (-) is required after prefix)
- \times When searching multiple AWBs, separate with a comma.



③ The screen can be switched between *Tracking View* or *Activity View* by clicking the corresponding buttons below.

<Tracking View>



<Activity View>

pcs • 10.000 kg • 1.000 CBM	SPX +1 • GEN	PARTS	Shipper Details
JFK 9. Jun, 12:15 (A)	d Departed Arrived Delivered	PVG 12 Jun, 00:55 (5)	XXX (C1001) X0X, XXX, US, Postal Code: Consignee Details
Tracking View Activity View			XXX (C1001) XXX, XXX, CN, Postal Code:
AWB Activity Timeline	Station: All	Status: All	Subscribe Notification Select the milestones and we will notify you when it is completed
BREAKDOWN Broken down 1 pcs 10 k	g 15 Jun 2023, 16:51 for NH-0109 at HND		Shipment Arrival Accepted
BREAKDOWN Broken down 1 pcs 10 k HND • 15 Jun 2023, 16:51	g 15 Jun 2023, 16:51 for NH-0109 at HND		Departed Delivery
HND • 15 Jun 2023, 16:51	g 15 Jun 2023, 16:51 for NH-0109 at HND 14 Jun 2023, 23:16 for NH-0109 at JFK		
HND • 15 Jun 2023, 16:51	-		Departed Delivery

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☆ Below is a list of Special Handling codes that can be entered in from the Booking screen.

No.	表示名	SHC
1	SECURE // SCREENED CARGO (SPX)	SPX
2	SECURE // HAS NOT BEEN SECURED CARGO (NSC)	NSC
3	SECURE // SCREENING REQUIRED WHEN TRANSFERRING PAX FLIGHTS	-
4	EAWB // ACCOMPANYING WITH PAPER DOCS (EAP)	EAP
5	EAWB // NO ACCOMPANYING WITH PAPER DOCS (EAW)	EAW
6	E-FREIGHT // EDGD (EDG)	EDG
7	E-FREIGHT // ECSD (ESD)	ESD
8	TEMP // KEEP COOL (COL)	COL
9	TEMP // KEEP FROZEN (FRO)	FRO
10	TEMP // KEEP ROOM TEMPERATURE (CRT)	CRT
11	TEMP // KEEP COOL AT ORIGIN (COO)	COO
12	TEMP // KEEP COOL AT TRANSIT AIRPORT (COV)	COV
13	TEMP // KEEP COOL AT DESTINATION (COD)	COD
14	TEMP // KEEP FROZEN AT ORIGIN (FOO)	FOO
15	TEMP // KEEP FROZEN AT TRANSIT AIRPORT (FOV)	FOV
16	TEMP // KEEP FROZEN AT DESTINATION (FOD)	FOD
17	HANDLING // BOND IN THE DAY BEFORE (BIB)	BIB
18	HANDLING // CARTON SHIPMENT (CTN)	CTN
19	HANDLING // EXPRESS CARGO AT PVG (PVX)	PVX
20	HANDLING // JPN CAMPAIGN CODE (CPN)	CPN
21	HANDLING // DO NOT SPLIT (DNS)	DNS
22	HANDLING // DO NOT STACK ANY OTHER CGO (NSA)	NSA
23	HANDLING // DO NOT STACK HVY CGO (NOS)	NOS

No.	表示名	SHC
24	HANDLING // BSA SHIPMENT (BSA)	BSA
25	HANDLING // ANA LOADED ULD (BUA)	BUA
26	HANDLING // SHIPPER LOADED ULD (BUC)	BUC
27	HANDLING // THERMAL BLANKET (CVR)	CVR
28	HANDLING // MOVING FROM ACX W/H (KRA)	KRA
29	LITHIUM // ELI (ELI)	ELI
30	LITHIUM // ELM (ELM)	ELM
31	SPECIAL // OVERSIZED CARGO (OSC)	OSC
32	SPECIAL // HEIGHT 160CM OVER (CNA)	CNA
33	SPECIAL // HEIGHT 200CM OVER (THH)	ТНН
34	SPECIAL // SUPER HEAVY CARGO 1P/1,451KG OVER (SHC)	SHC
35	PHARMA // SKYCELL CONTAINER (SKC)	SKC
36	PHARMA // FORWARDER LEASE CONTAINER (FDL)	FDL
37	PHARMA // VA Q TEC CONTAINER (VQT)	VQT
38	ANIMALS // PHOTOGRAPHY SERVICES (PHS)	PHS
39	ANIMALS // FEEDING AND WATERING (FAW)	FAW

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If you have any questions, please contact our salesperson or reservations staff. Oct. 2023 ANA Cargo