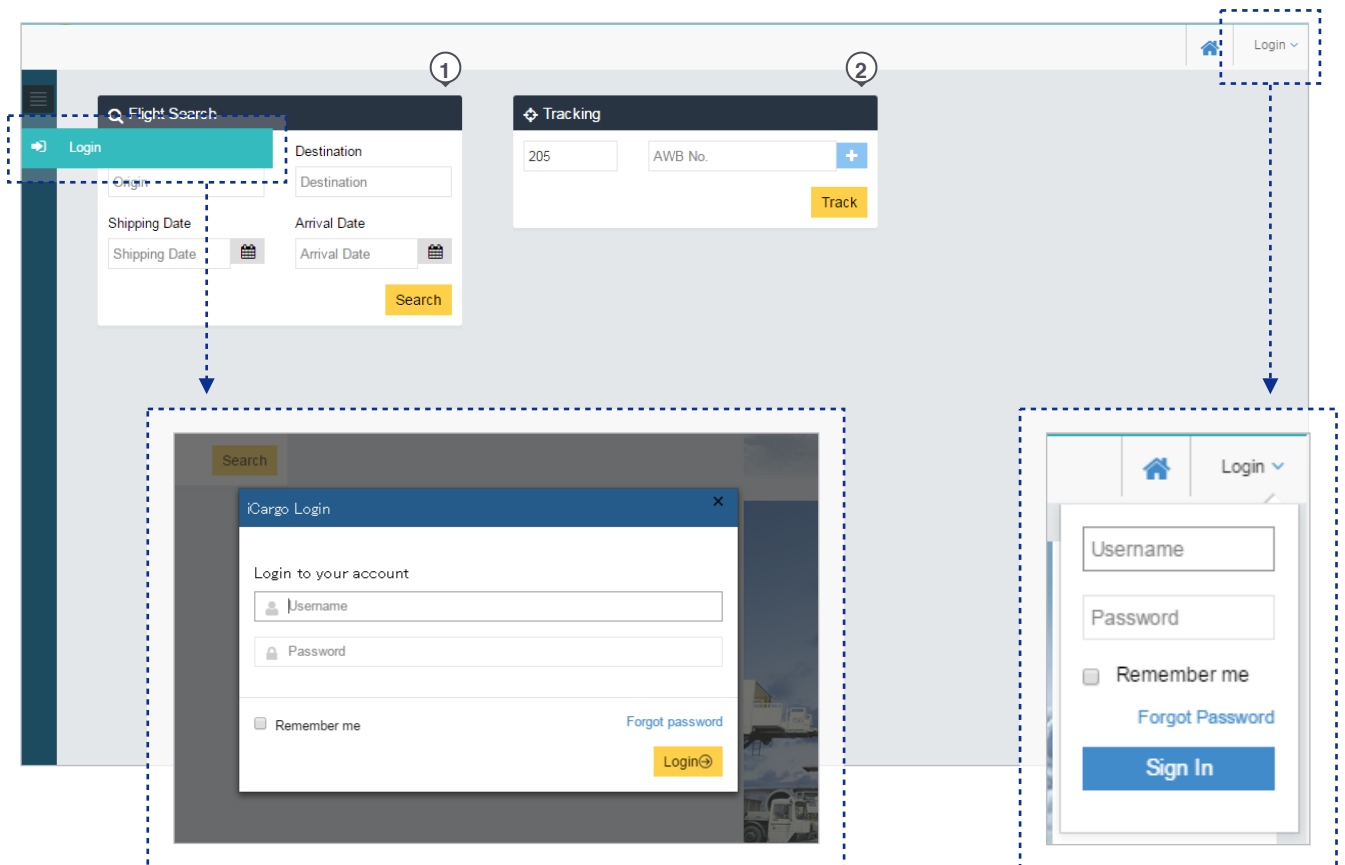


Login

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

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

Screen : Home Screen



登录后、系统会显示Booking栏

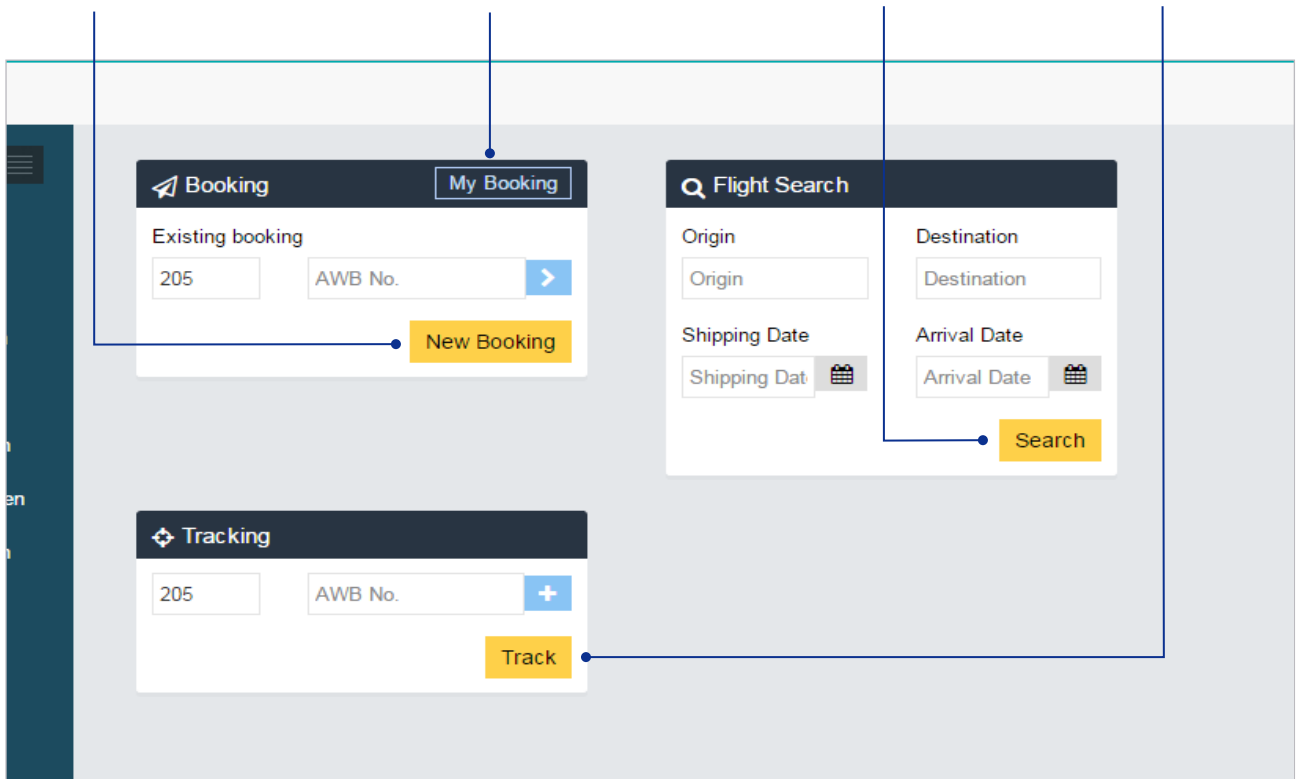
Screen : Home Screen

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

跳转至List Bookings画面 (p.9)

跳转至Flight Search画面 (p.8)

跳转至Tracking画面 (p.10)



Account Info

可浏览账户信息

Screen : Account Info

点击Edit Account Info可编辑、更改帐户信息

User Profile

My Details [Edit account info](#)

Portal User

Contact Details

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

Required Notifications

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

[Change Password](#)

可选择语言

忘记密码时，可通过指定邮箱找回密码

可指定接收Notification的邮箱

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

※也可在预约的Summary页面内变更希望接收的信息。

User Profile

My Details

User Id* Title First Name* Last Name

Agent* Airline* User Language

Contact Details

Address1 City Country Zip/postal code

Type	Email Address	Phone Number	Mobile Number
Official	A@A.COM	<input type="text"/>	<input type="text"/>
Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Notifications

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

Notification List

Type	E-Mail	Value
E-Mail	<input type="text"/>	<input type="text"/>
Email	xxx_TEMP@temp.com	<input type="text"/>

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

Make/Update Reservation 1

Screen : Booking – Shipment tab

输入主单号后、
点击New/List键

输入GEN, XPS, FRT等与货物信息相符的代码

输入Bond-in Date
※当天加出港时（现场货）、在输入入库日后，还应输入入库时间

点击可打开输入DG等特殊货物信息的页面
※如在SCC栏内输入DG代码或CE等信息、系统将自动显示Additional Info页面

输入ULD代码
请使用Remarks栏指定Contour

输入首段航班出发日

输入SCC（特殊货物）代码

选择Forecast (FST0, FST1, FST2, FNL)

点击向下箭头、可打开输入各种货物信息的项目栏

指定Contour、输入Standby Date时使用

输入所有必填项后、点击Next键进入下一个画面

输入货物尺寸后
点击Add键
单件超过100KG或单边超过100CM的货物需输入

Make/Update Reservation 2

Screen : Booking – Itinerary tab

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

可一目了然的了解各航班的舱位情况

如未出现需选择航班、可通过Add Flight手动输入航班信息。输入信息后、按Add键将航班信息添加至行程栏

Make/Update Reservation 3

Screen : Booking – Additional Info tab

在SCC 栏内输入DG代码或COL/FRO代码时、系统会显示此页面

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

输入多条信息时
按+键进行加行

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

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

输入Class, PG
等必要信息

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

输入货物信息后、点击
Next键

DG的输入

Booking

Shipment Itinerary Summary

AWB No: 205

Origin*: Origin

Destination*: Destination

Shipping date*: Shipping date

Arrival date: Arrival Date

Product: Product

Commodity*: Commodity

Shipment Description*: Shipment Description

SCC: SCC

Pieces*: 0

Weight*: 0.0 Kilogram

Volume*: 0.0 Cubic Meter

Forecast Status

Dimension

ULD Type/Group

Payment type*: PP

Pick up point: Pick up Point

Shipment ready time: Shipment Ready Time

Handling Info: Handling Info

Remarks: Remarks

Additional Info

Reset Next

① 于 PRODUCT 中输入 DGR

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

选择 Additional Info 选项卡 (※在 SCC 栏中输入 DGR 代码, 才可显示 ICE 代码等。)

③ 输入 DG 的详细信息

Booking

Shipment Itinerary Additional Info Summary

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: Cool Facility

Freezer Facility: Freezer Facility

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	Weight

Previous Reset Next

COL、FRO 货物的输入 (无 dry ice)

① 于 SCC 栏中输入 COL(FRO)
※如已完成爆炸物检测, 则输入 SPX

选择 Additional Info 选项卡
(※在 SCC 栏中输入 DGR 代码才可显示 ICE 代码等.)

② 于 Cool Facility(Frozen facility) 栏中输入保冷所需的机场代码。
※如是通过 NRT 进行 Frozen, 则选择 -5°C、-15°C 的任意一项。

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		

COL、FRO 货物的输入 (有 dry ice)

Booking

Shipment | Itinerary | Summary

AWB No: 205

Origin*: Origin | Destination*: Destination | Shipping date*: Shipping date | Arrival date: Arrival Date

Product: Product | Commodity*: Commodity | Shipment Description*: Shipment Description | SCC: SCC

Pieces*: 0 | Weight*: 0.0 Kilogram | Volume*: 0.0 Cubic Meter | Forecast Status: [Dropdown]

Dimension [Dropdown] | ULD Type/Group [Dropdown]

Payment type*: PP | Pick up point: Pick up Point | Shipment ready time: Shipment Ready Time

Handling Info: Handling Info | Remarks: Remarks

Additional Info | Reset | Next

① 于 SCC 栏中输入 COL(FRO)与 ICE 的代码
※如已完成爆炸物检测, 则输入 SPX

选择 Additional Info 选项卡
(※在 SCC 栏中输入 DGR 代码才可显示 ICE 代码等。)

② 输入 ICE 的 UNID 等详细信息。

Booking

Shipment | Itinerary | Additional Info | Summary

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: Cool Facility | Freezer Facility: Freezer Facility

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	Weight

←Previous | Reset | Next→

③ 于 Cool Facility(Frozen facility)栏中输入保冷所需的机场代码
※如是通过 NRT 进行 Frozen, 则选择 5°C、-15°C 的任意一项。

④ 于 SCC 栏中输入 ICE,
于 Weight 栏中输入 Ice 的总重量。

FNL 的输入方法

① 将 Forecast Status 更改为 FNL

② 将 Piece、Weight、Volume 更改为 FNL 的物资量

选择 Itinerary 选项卡

③ 点击 v 标志

④ 输入 FNL 的物资量

⑤ 点击

⑥ 在 Summary 选项卡中确认物资量。点击 BOOK。

Make/Update Reservation 4

Screen : Booking – Summary tab

点击各栏内的Edit键、会自动跳转到编辑相应信息的页面

The screenshot shows the 'Booking Summary' interface for a reservation with ID 205-10004002. The interface is divided into several sections:

- Shipment Details:** Shows route NRT-LAX, 10 Pieces, 100Kg Weight, and Agent Code. Includes an 'Edit' button.
- Flight Details:** Shows flight number NH0006, date 26-Dec-2016, time 17:00(S)-09:45(S), and route NRT-LAX. Includes an 'Edit' button.
- Rating And Charges:** Shows Freight Charges of 66800.00 and Other Charges of 6513. Rate type is MARKET, Rate is 400.000. Includes a 'Spot rate required' checkbox and a currency dropdown set to JPY. Total Charges are 73313.0 JPY.
- Participant Details:** Empty section.
- Remarks:** Empty section with an 'Edit' button.
- Additional Info:** Shows Total number of UNIDs: 0 and Total number of Pkgs.: 0. Includes an 'Edit' button.
- Subscribe Notification:** A list of notification types with checkboxes: Booking, Shipment accepted, Departed, Arrived, and Received from flight. Includes a 'Save AWB Data' checkbox.
- Email List:** A table with columns for 'Email' and an 'Add' button.
- Buttons:** 'Book', 'Print', and 'Cancel Booking' buttons at the bottom.

Annotations with blue lines point to the 'Edit' buttons in the Shipment, Flight, and Remarks sections, and to the 'Add' button and the 'Book' button.

选择希望通过邮件接收到的Notification信息。
(Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred)

可以将Notification信息发送到指定邮箱

确认输入信息无误、
点击进行预约

Flight Search

Screen : Flight Search

只输入Shipping Date也可检索航班

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

输入机场代码、系统会显示不经过该机场的路线

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

显示航班舱位情况

如整个行程由多个航段组成，系统只针对整组行程显示一个Book键

The screenshot shows the 'Search Options' section with the following fields: Origin* (NRT), Destination* (FRA), Date Range* (10-Feb-2017 to Arrival Date). Below these are 'Flight Number' (e.g. NH, e.g. 0001) and 'Skip Airport' (Skip Airport). An 'Advanced Search' button is also present. The 'Flight List' section displays several flight options with columns for flight number, origin, departure time, stop, destination, arrival time, availability, and a 'Book' button. The first four flights are direct flights from NRT to PVG. The fifth flight is a combination of NRT to OKA and OKA to PVG. The sixth flight is a combination of NRT to OKA and OKA to PVG. The 'Book' button for the fifth flight is highlighted with a blue arrow.

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

List Bookings

可浏览登录帐户下的所有预约

Screen : List Bookings

Click Advanced Search after, you can filter bookings according to the following conditions:

- Status (Confirmed / Queued etc)
- Product
- Flight No

点击Advanced Search后、可根据以下条件对预约进行筛选

- Status (Confirmed / Queued等)
- Product
- 航班号

点击预约一览内的向下箭头、系统显示该预约的详细信息

点击各选项、系统会跳转到相应画面。

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

取消预约

Tracking

Screen : Tracking



Tracking

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

Track

Tracking Add

205-20000374 NRT-JFK

Latest Status Subscribe Notification

NRT 10 Pcs. in Shipment Departed status

SHIPMENT

CONSOL

10 Pcs. | 100.0 Kg

Confirmed

NRT

10 Pcs.

Accepted

15-Dec 2016 | 13:47

10 Pcs.

Departed

15-Dec 2016 | 14:04

JFK

10 Pcs.

Arrived

16-Dec 2016 | 16:10

10 Pcs.

Delivered

16-Dec 2016 | 20:10

Flight Booking

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

History

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

可同时追踪多票货物信息
※最多可同时查询10票货物信息

从订舱到提货各个阶段的状态都会显示。
已完成的步骤会显示为蓝色。

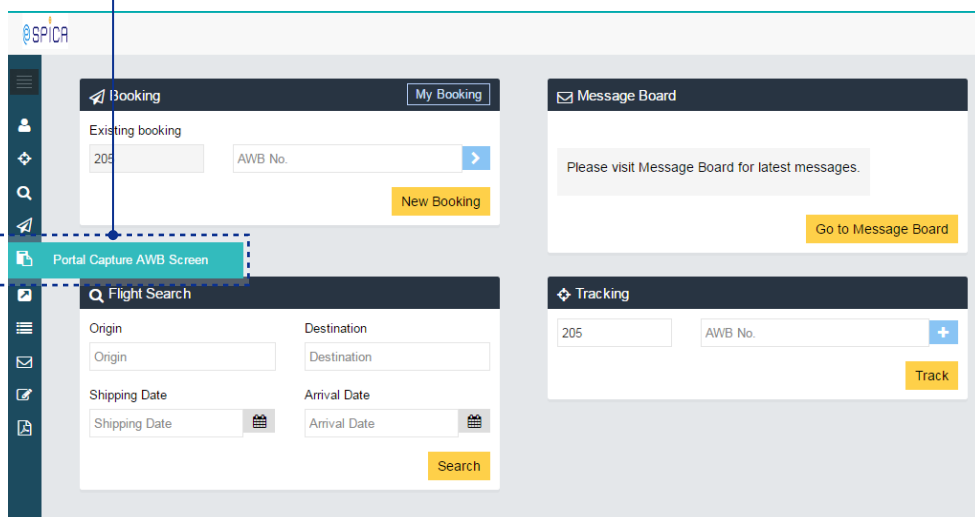
操作完成后、会显示实际在系统上完成这一步骤的时间。
※未录入系统时显示STD/STA等信息

显示预约信息、航班信息 (STD/ATD, STA/ATA)

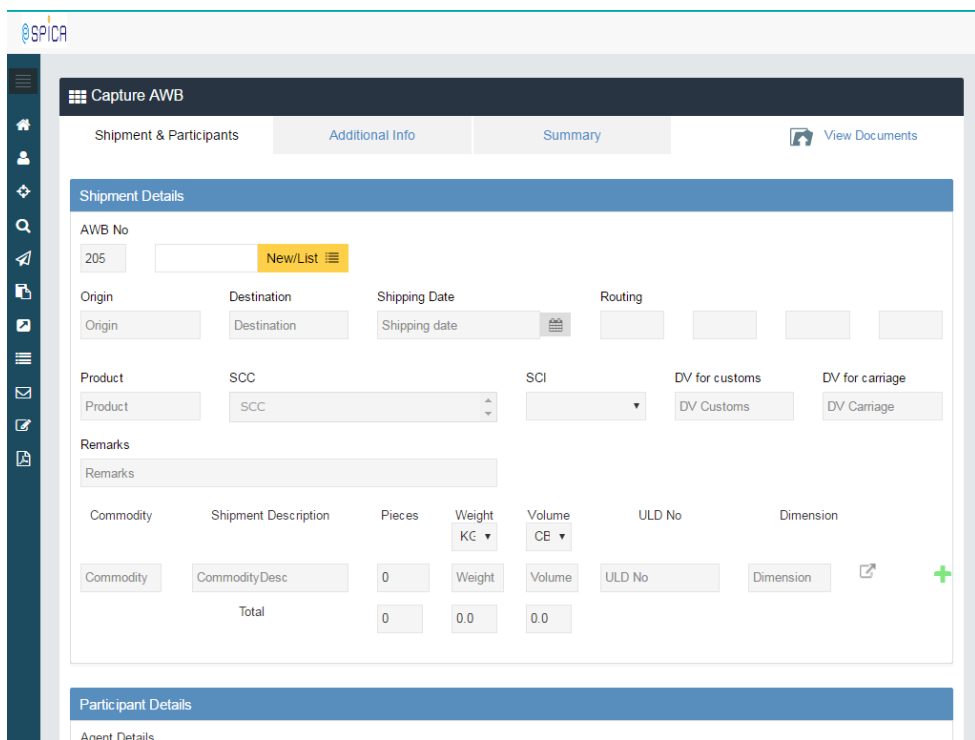
Capture AWB::画面显示

Screen : Menu

选择 Portal Capture AWB Screen



显示初始画面



Capture AWB:项目输入

Screen : Capture AWB :: Shipment Participants

① 输入 AWB No, 点击 New/List

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

- Shipment & Participants:** Includes tabs for 'Additional Info' and 'Summary', and a 'View Documents' button.
- Shipment Details:**
 - AWB No: 205, 10000001 (with a 'New/List' button)
 - Origin: NRT, Destination: ORD, Shipping Date: 06-Jul-2017, Routing: ORD, NH
 - Product: GEN, SCC: x GEN, SCI: (dropdown), DV for customs: DV Customs, DV for carriage: DV Carriage
 - Remarks: (text input)
- Commodity Line Table:**

Commodity	Shipment Description	Pieces	Weight KG	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: (input), City: SAGAMIHARA, State: KANAGAWA, Country: JP
 - AccNo: (input), Phone Number: 8889999, Email: (input)
 - Consignee Details:**
 - Consignee Code: C1001, Consignee Name: SORANO US, Address: QUEENS
 - A/C No: (input), City: NY, State: NY, Country: US
 - Acc.No: (input), Phone Number: 888777888, Email: (input)

② 将承接显示预约时的信息

参考下一页输入 Commodity line

③ 输入 Shipper/Consignee 信息。

必填项目
Name
Address1
City
State
Country
ZIP Postal code

④ 点击 Next

Capture AWB::Dimension输入

Screen : Capture AWB :: Shipment Participants

Commodity line 输入方法

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

- AWB No:** 205, 10000001
- Origin:** NRT, **Destination:** ORD, **Shipping Date:** 06-Jul-2017, **Routing:** ORD, NH
- Product:** GEN, **SCC:** x GEN, **SCI:** [dropdown], **DV for customs:** DV Customs, **DV for carriage:** DV Carriage

Commodity	Shipment Description	Pieces	Weight KC	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	[edit icon]
Commodity	CommodityDesc	0	Weight	Volume	ULD No	[edit icon]
Total		10	100.0	1.0		

Annotations:

- 输入 Dimension 时 点击此处 (Click here when entering Dimension)
- 如存在多个 Commodity line, 则点击此处 (Click here if there are multiple Commodity lines)

The 'Dimensions' dialog box contains the following fields:

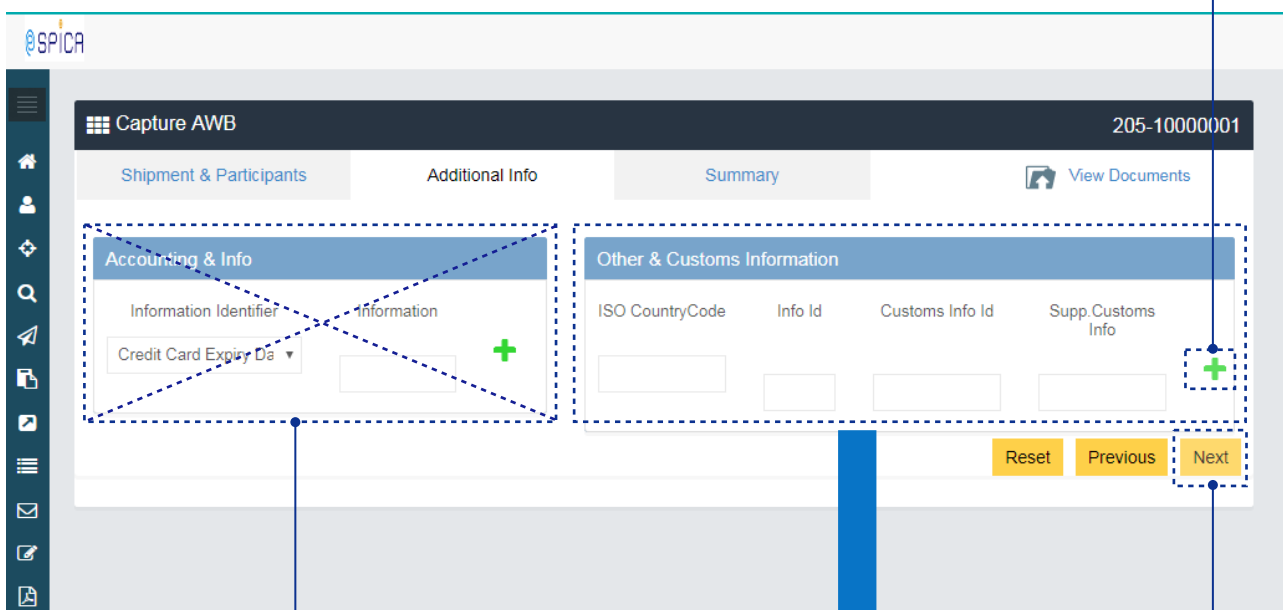
Pieces	Weight (Kilogram)	Length (Centimeter)	Width (Centimeter)	Height (Centimeter)	Volume (Cubic meter)	Tiltable	Actions
0	0.0	0.0	0.0	0.0	0.0	<input type="checkbox"/>	✖ +
Total		0	0	0			Cancel OK

Capture AWB::OCI行输入

Screen : Capture AWB :: Additional info

面向中国的 AWB为必填内容

⑤ 需多行输入时，点击此处以增行



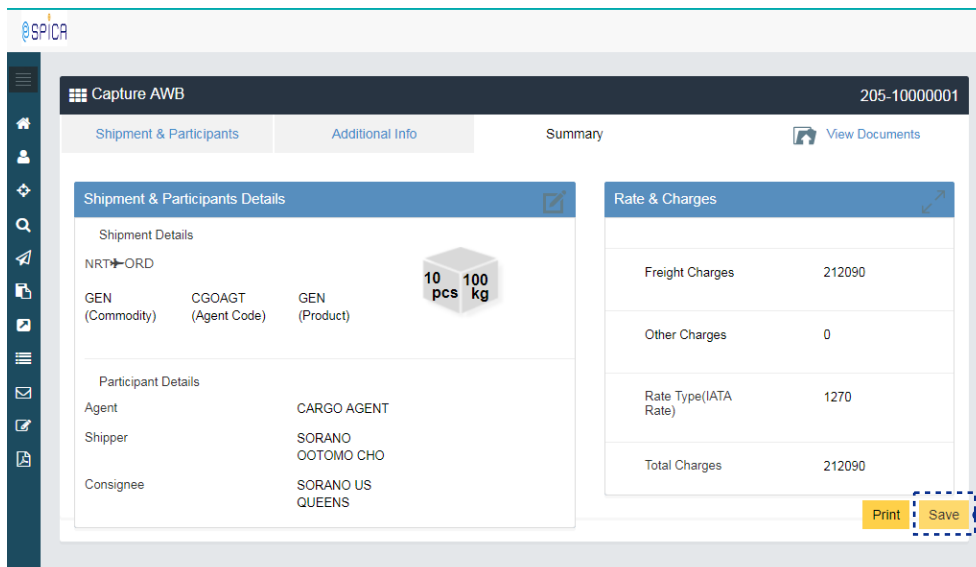
⑤ 此栏无需输入

⑤ 完成输入后点击此处

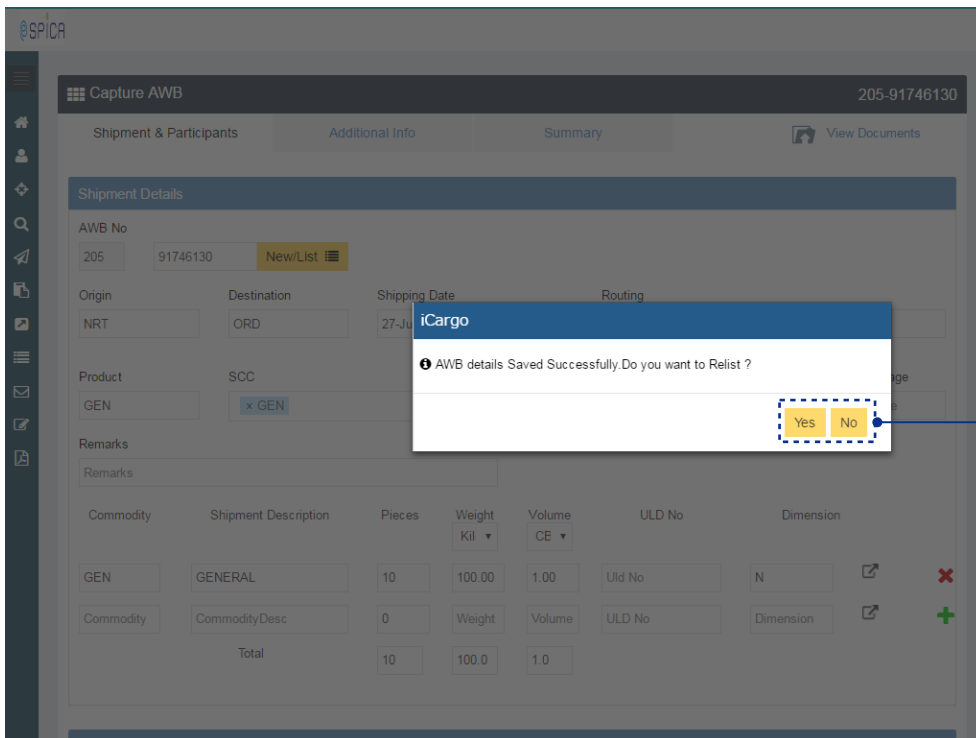
项目名称	中国海关
ISO Country Code	ISO 规定的国家代码
Info id	SHP = 表示发货人 CNE = 表示收货人 NTY = 被通知人
Customs info id	T = Trader Identification Number E = Authorized Economic Operator
Supp. Customs Info	企业代码 日本为 CIK+ 编号 美国为 EIK+ 编号

Capture AWB::保存

Screen : Capture AWB :: Summary



⑥ 于 Summary 中确认输入信息, 若无问题, 则点击 SAVE。

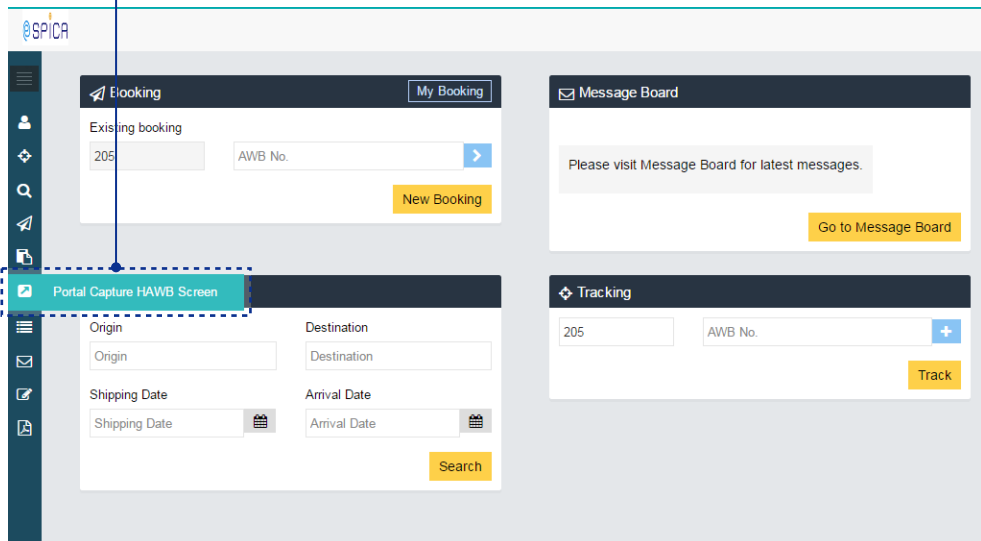


⑦ 如需再次显示 Summary 则点击 Yes, 否则点击 No

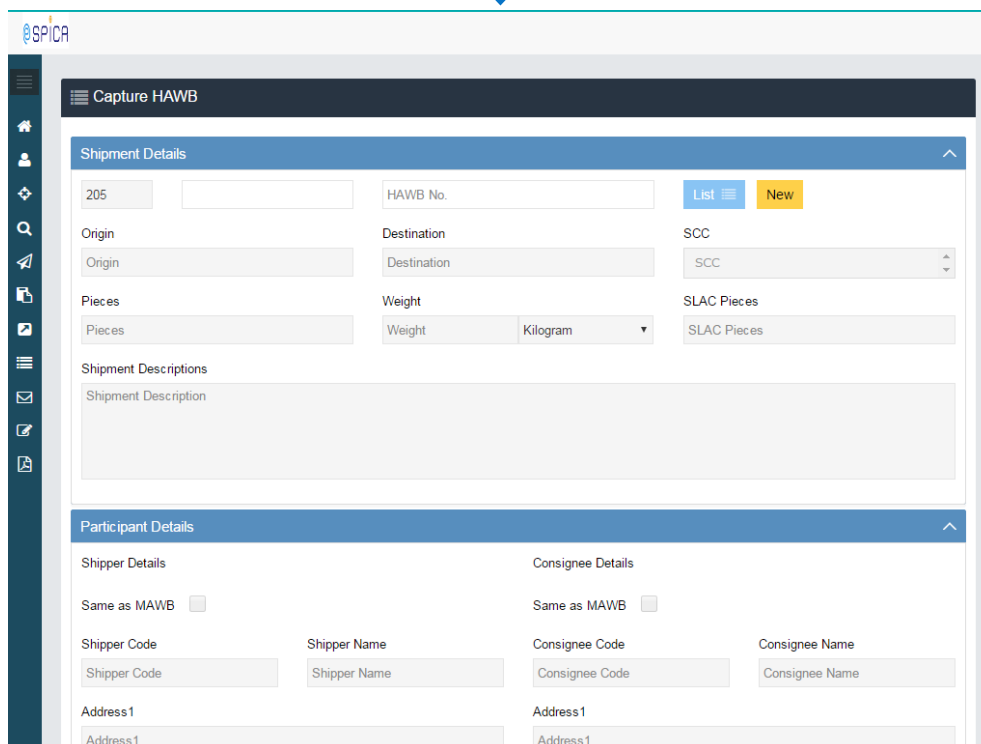
Capture HAWB::画面显示

Screen : Menu

选择 Portal Capture HAWB Screen

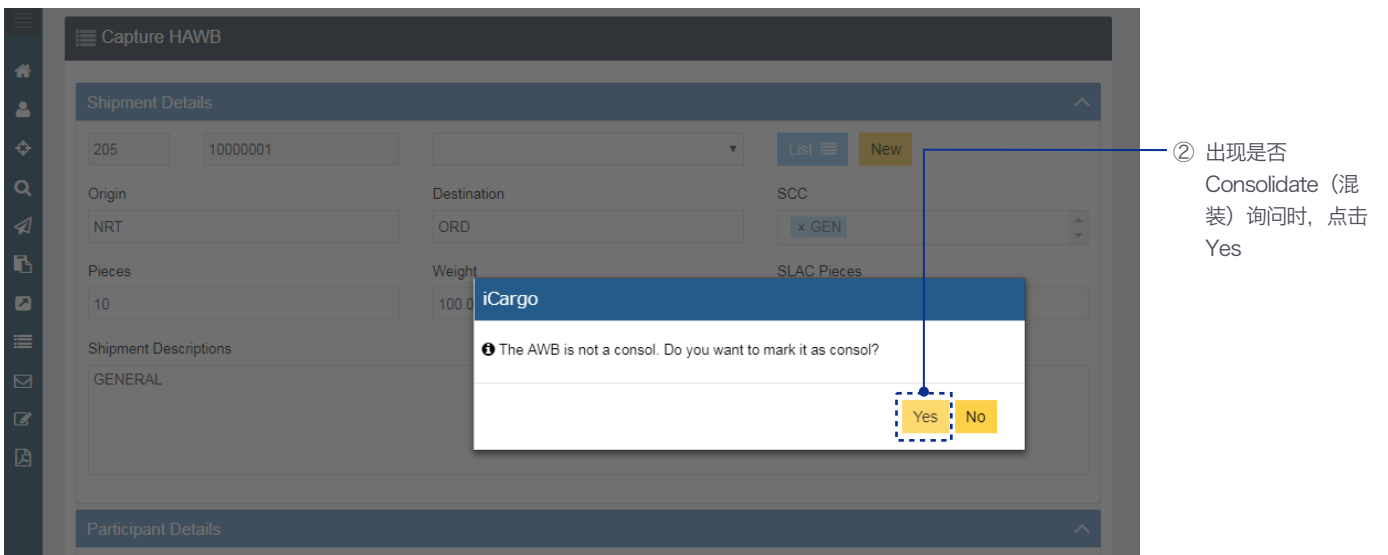
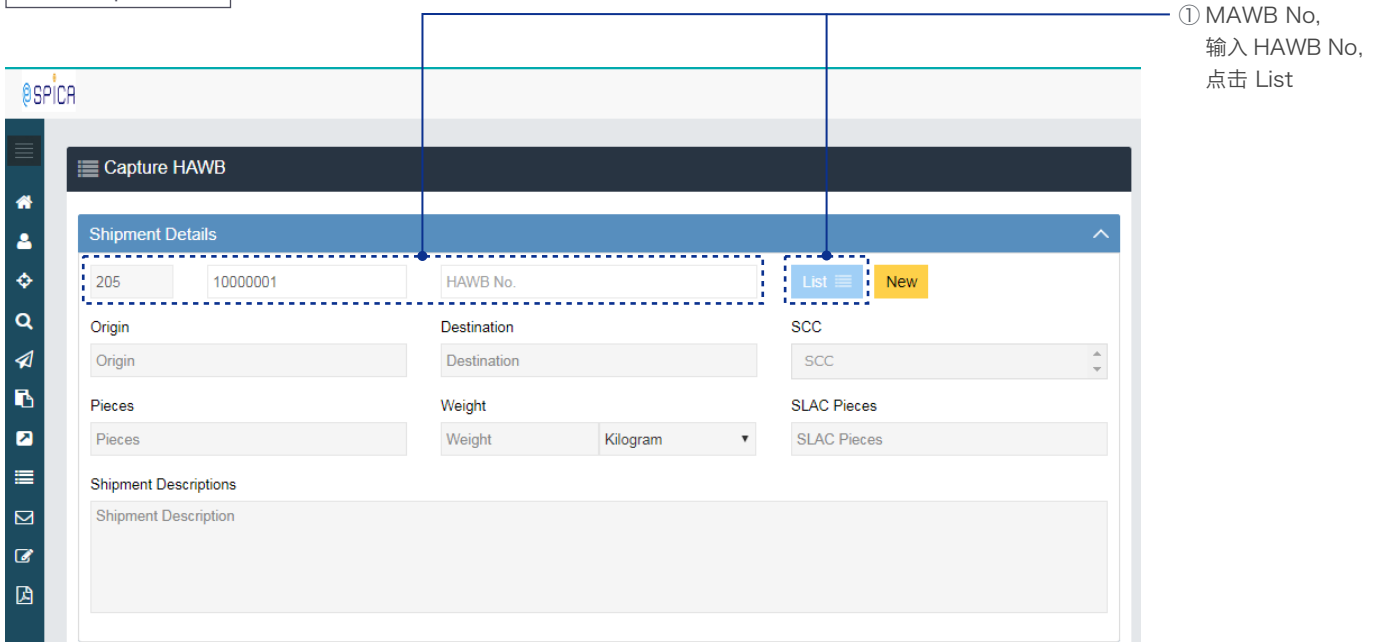


显示初始画面



Capture HAWB::编号输入

Screen : Capture HAWB



Capture HAWB::项目输入

Screen : Capture HAWB

③ 输入 HAWB 编号

Origin/Destination 反映出 MAWB 信息。

如与 MAWB 相同, 则勾选

④ 输入 Shipper/Consignee 信息。

必填项目
Name
Address1
City
State
Country
ZIP Postal code

⑤ 点击 Save

Capture HAWB::保存后的画面

Screen : Capture HAWB

Save正常时将有显示

如需在相同的 MAWB 下生成其他的 HAWB, 则点击此处。

The screenshot shows the 'Capture HAWB' screen with a green notification bar at the top stating 'HAWBを保存しました。' (HAWB saved). The 'Shipment Details' section contains the following information:

205	10000001	CGO0001	New
Origin: NRT	Destination: ORD	SCC: x GEN	
Pieces: 2	Weight: 20 Kilogram	SLAC Pieces: 0	
Shipment Descriptions: GENERAL			

A blue arrow points from the 'New' button in the first screenshot to the second screenshot.

The second screenshot shows the 'Capture HAWB' screen with the 'HAWB No.' field highlighted by a dashed blue box. The 'New' button is also visible. The 'Shipment Details' section contains the following information:

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				

可输入其他的 HAWB

Capture HAWB::一览显示

Screen : Capture HAWB

指定 MAWB 编号, 点击 List

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

- 205 (ID)
- 10000001 (HAWB No.)
- HAWB No. (Label)
- List (Button)
- New (Button)
- Origin: Origin
- Destination: Destination
- SCC: SCC
- Pieces: Pieces
- Weight: Weight
- Kilogram (Unit)
- SLAC Pieces: SLAC Pieces
- Shipment Description: Shipment Description

The screenshot shows the 'Capture HAWB' interface with the 'Shipment Details' section expanded. The 'HAWB No.' field is now a dropdown menu showing a list of HAWB numbers: CGO0001, CGO0001, and CGO0002. The 'List' button is also visible. A text box explains the functionality:

点击▼后, 将显示出已输入的 HAWB 编号一览, 可输入其他的 HAWB。选择任意的 HAWB 后将显示出相应 HAWB 的信息。

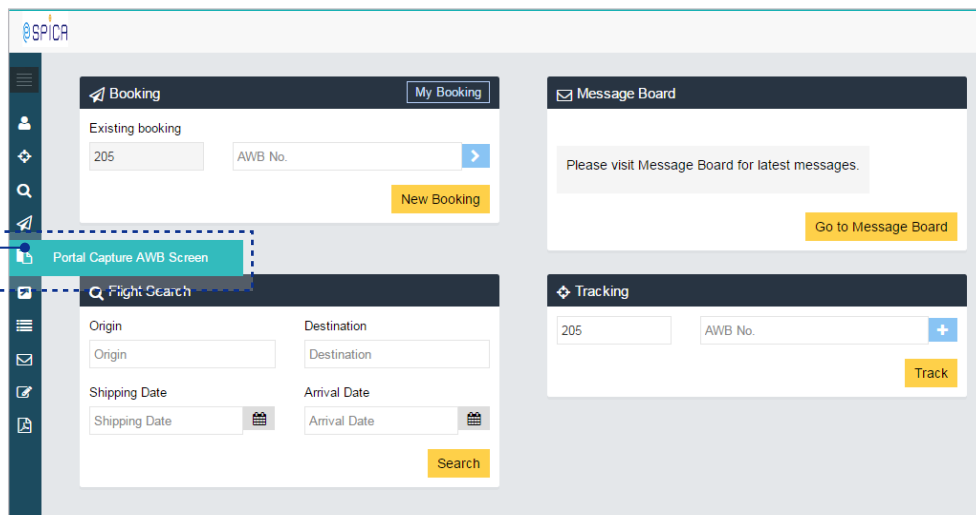
The 'Shipment Details' section includes the following fields:

- 205 (ID)
- 10000001 (MAWB No.)
- CGO0001 (HAWB No.)
- List (Button)
- New (Button)
- Origin: NRT
- ORD (Destination)
- SCC: x GEN
- Pieces: 2
- Weight: 20.0
- Kilogram (Unit)
- SLAC Pieces: 0
- Shipment Description: GENERAL

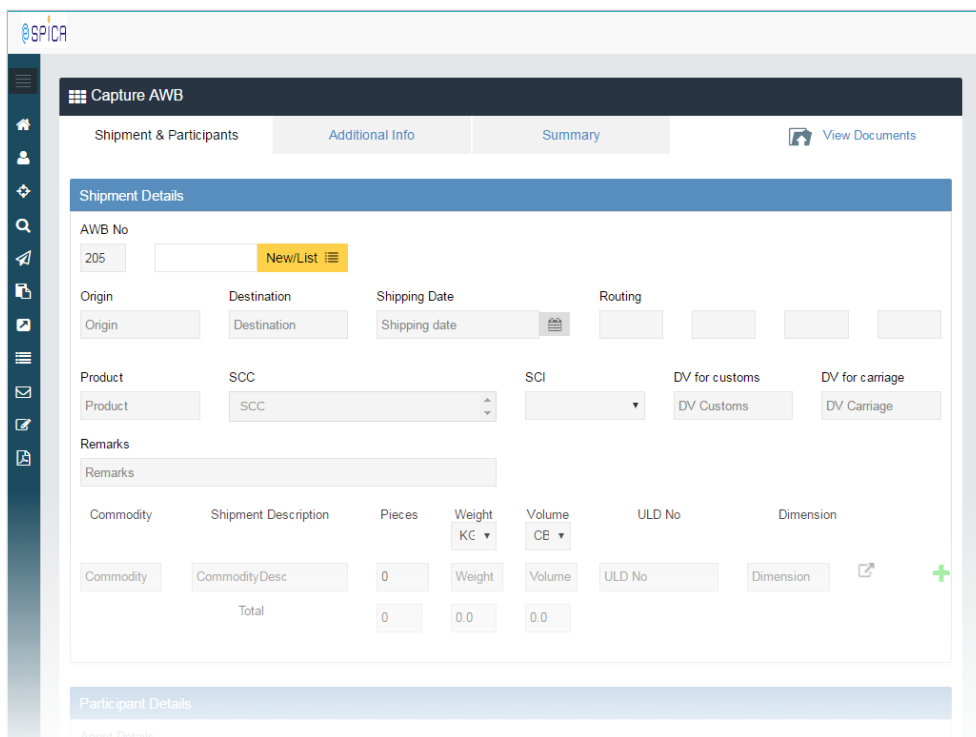
Capture AWB::显示画面

画面: Menu (主菜单)

选中Portal Capture AWB Screen



选中后会自动进入
Capture AWB的初始画面



Capture AWB::信息输入

画面 : Capture AWB :: Shipment Participants

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: 8887777888 | Email: | Email:

ZIP/Postal Code: | PostalCode: |

Reset | **Next**

Annotations:

- ① 输入AWB No 并点击New/List
- ② 这里会同步显示预约时输入的信息。
- ③ 输入Shipper/Consignee 相关信息。
- ④ 点击Next

必填内容

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

Capture AWB::Commodity line的输入方法

画面 : Capture AWB :: Shipment Participants

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

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

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

BUC货物请输入相应的ULD号码

如需输入Dimension (尺寸), 请点击该图标

如需输入多项Commodity line, 请点击该图标

The 'Dimensions' dialog box contains the following fields and controls:

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

Capture AWB::保存

Screen : Capture AWB :: Additional info

SPICA

Capture AWB 205-10000001

Shipment & Participants Additional Info Summary View Documents

Accounting & Info

Information Identifier Information +

Credit Card Expiry Da

Other & Customs Information

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

Reset Previous Next

⑤ 该画面无需输入任何信息，请直接点击Next前往下一页面即可。

Screen : Capture AWB :: Summary

SPICA

Capture AWB 205-10000001

Shipment & Participants Additional Info Summary View Documents

Shipment & Participants Details

Shipment Details

NRT-ORD

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

Participant Details

Agent CARGO AGENT

Shipper SORANO OOTOMO CHO

Consignee SORANO US QUEENS

Rate & Charges

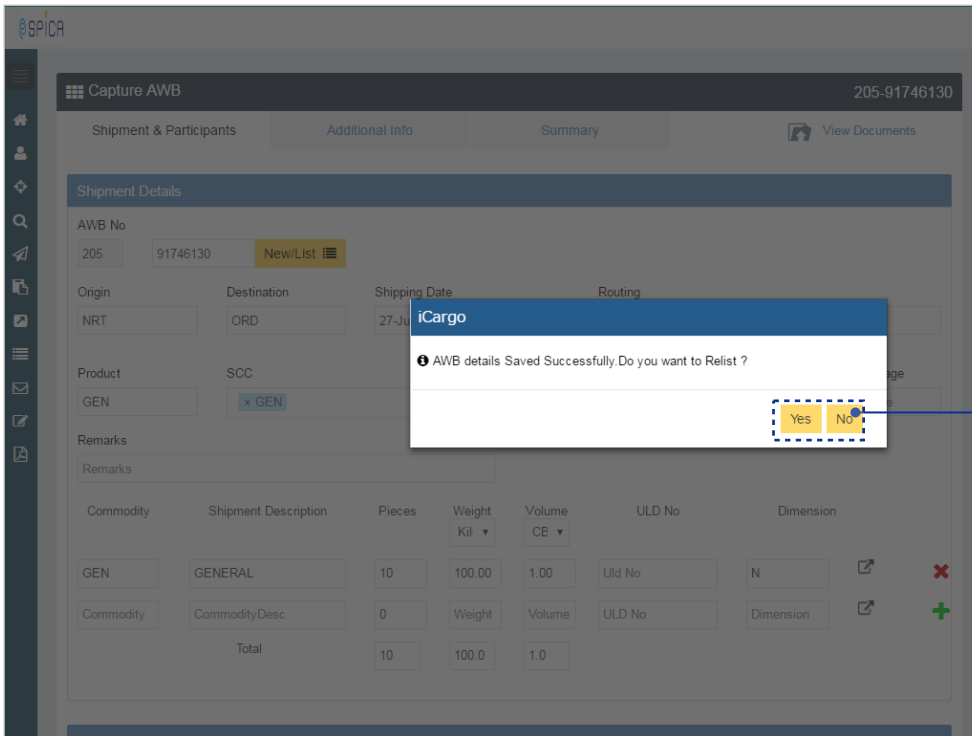
Freight Charges	212090
Other Charges	0
Rate Type(IATA Rate)	1270
Total Charges	212090

Print Save

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

Capture AWB::保存后界面

Screen : Capture AWB :: Additional info

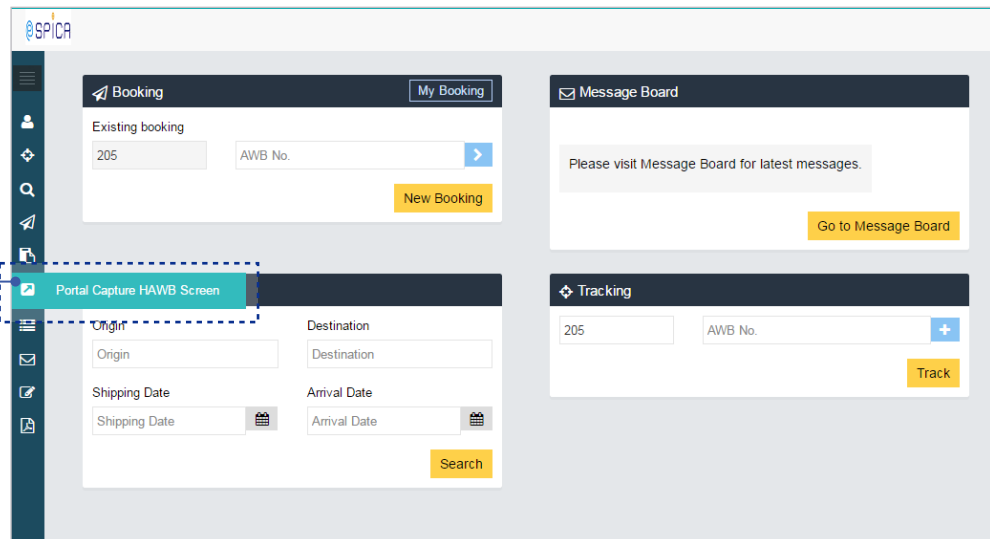


⑦ 如需再次确认Summary页面，请选择Yes，如不需要则选择No

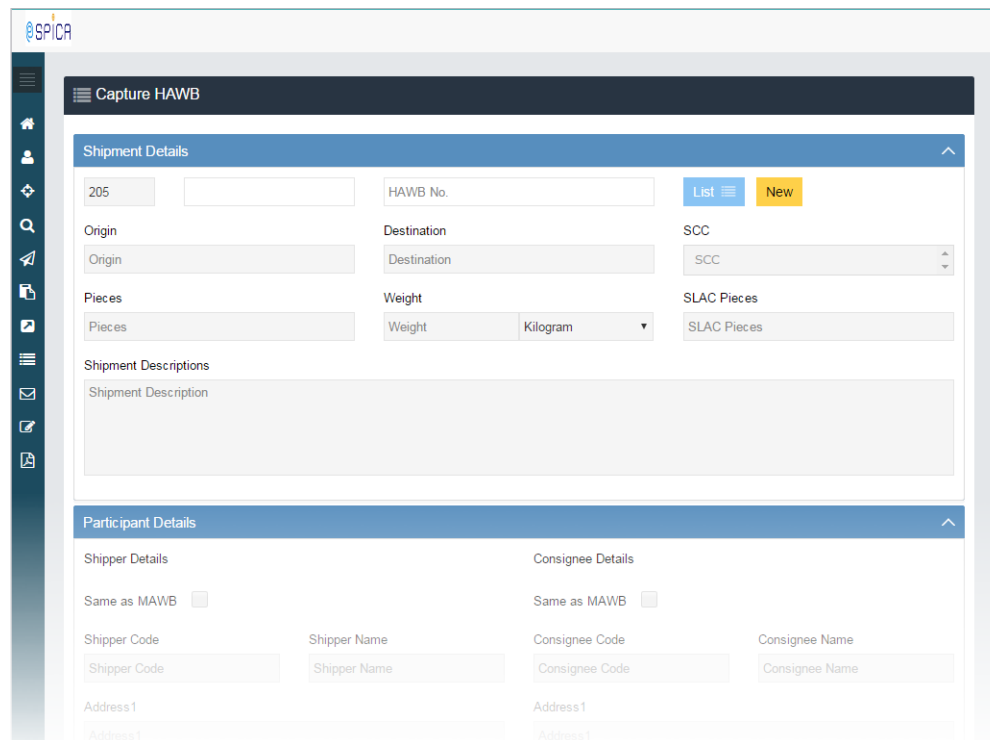
Capture HAWB ::显示画面

Screen : Menu

选中Portal Capture HAWB Screen



选中后会自动进入
Capture HAWB的初始画面



Capture HAWB::输入MAWB (主单单号)

Screen : Capture HAWB

The screenshot shows the 'Capture HAWB' screen in the eSPICA system. The 'Shipment Details' section is active, displaying input fields for 'Origin', 'Destination', 'SCC', 'Pieces', 'Weight', and 'SLAC Pieces'. The 'HAWB No.' field is highlighted with a dashed blue box. A 'List' button is also highlighted with a dashed blue box. A blue arrow points from the 'List' button to the first annotation.

① 输入MAWB No (主单单号) 后, 选择List

The screenshot shows the same 'Capture HAWB' screen, but with a confirmation dialog box open. The dialog box is titled 'iCargo' and contains the text: 'The AWB is not a consol. Do you want to mark it as consol?'. There are 'Yes' and 'No' buttons at the bottom right of the dialog box. A blue arrow points from the 'Yes' button to the second annotation.

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

Capture HAWB::信息输入

Screen : Capture HAWB

③ 输入HAWB单号

此Origin/Destination显示内容为MAWB（主单）信息。

如信息与MAWB（主单）相一致，请勾选该选框

④ 如不一致，请输入Shipper/Consignee信息。

必填内容

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

⑤ 点击Save

Capture HAWB::保存后界面

Screen : Capture HAWB

The screenshot shows the 'Capture HAWB' interface with a green notification bar at the top stating 'HAWBを保存しました。' (HAWB saved). Below the notification, the 'Shipment Details' section is visible. It contains several input fields: '205' and '10000001' in the top left; 'CGO0001' in a dropdown; 'List' and 'New' buttons; 'Origin' (NRT), 'Destination' (ORD), and 'SCC' (x GEN); 'Pieces' (2), 'Weight' (20 Kilogram), and 'SLAC Pieces' (0). A 'Shipment Descriptions' section with 'GENERAL' is at the bottom. A dashed blue box highlights the 'New' button.

此行表示已成功Save

同一MAWB (主单) 下, 如需添加其他HAWB, 请点击NEW。

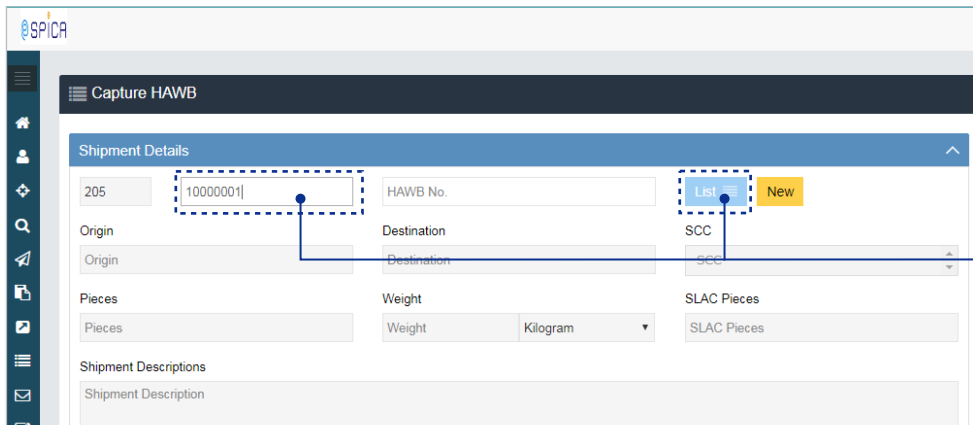


The screenshot shows the same 'Capture HAWB' interface. A dashed blue box highlights the 'HAWB No.' input field, which is currently empty. The 'New' button is also highlighted. The rest of the interface, including the notification bar and other fields, remains the same as in the first screenshot.

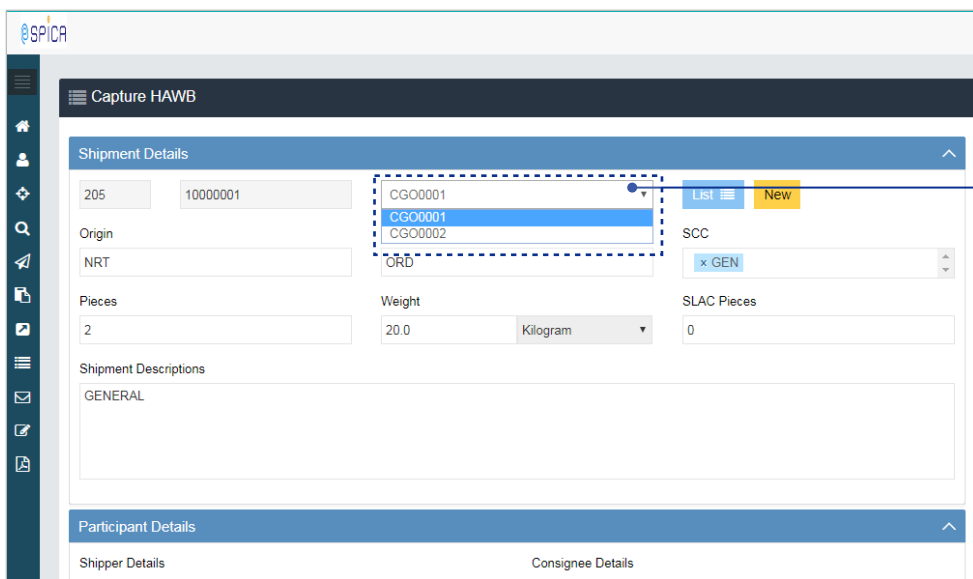
在此可键入其它HAWB单号进行输入

Capture HAWB::HAWB一览表

Screen : Capture HAWB



指定MAWB（主运单）单号，选中List



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