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.

		1			2		A Log
Q Flight Search			Tracking				
Login	Destination		205	AWB No.	+		
Origin	Destination				Track		
Shipping Date	Arrival Date				Hack		
Shipping Date	Arrival Date	#					
	ş	Search					
•							
. Sear	n.						者 Login
	ch Cargo Login			×			A Login
				×		Usern	,
	Cargo Login Login to your accour	nt		×			,
	Cargo Login	nt		×			ame
	Cargo Login Login to your accour	nt		×		Usern Passv	ame
	Cargo Login Login to your accour Login to your accour	nt		×		Usern Passv	ame
	Cargo Login Login to your accour Login to your accour	nt		× Forgot password		Usern Passv	ame

Login / eSPICA Manual

Once logged in, a Booking field will appear.

Screen : Home Screen

Jump to make a new booking. (p.	.4) Jump to List Book	king. (<i>p.9</i>) Jump to F	light Search. (<i>p.8</i>)	Jump to Tracking. (p.10)
	•			
Booking	My Booking	Q Flight Search		
Existing booki	ing	Origin	Destination	
205	AWB No.	Origin	Destination	
	New Booking	Shipping Date	Arrival Date	
		Shipping Dat	Arrival Date	
			• Search	
en				
Tracking				
205	AWB No. +			
	Track	•		

Login / eSPICA Manual

Account Info

You can view your Account Info.

each booking.

Screen : Account Info				Click to ed	it Account	Info.	
User Profile							_
My Details				C	Edit account info		
🛓 Portal User							
🗎 Contact Details							
Туре	Email Address		Phone Number	Mobile Number			
Official	A@A.COM						
Personal							
Required Notifications							
✓ Arrived	🗸 Depa	rted	 Delivered 	✓ MALFWD			
 Received from flight 	 Shipr 	ment accepted	 Transferred 				
Change Password		💄 User Profile	9				
		My Details					
		User Id*	Title	First Name*		Last Name	
		1	Mr. 💌	PORTAL USER		Last Name	
Set language.		Agent*		Airline*		User Language	
Pagistar a mail	_			NH		English	•
Register e-mail		Contact Details		C *+-	Country		Zin in antal an da
address for receivin	9	Address1 Address		City	Country		Zip/postal code Zip/Postal Code
the instructions in							
case you forget the							
password.		Туре	Email Address	Phone Number		Mobile Number	
De sister en sil		Official	A@A.COM	Phone Number		Mobile Number	
Register email		Personal	Email id	Phone Number		Mobile Number	
address for receivin	g						
notifications.		Required Notif	fications	Type E-Mail •	/alue		Add
		Booking	A	Email			
		Shipment a	accepted	•			
You can set your		 Departed Arrived 		xxx_TEMP@temp.com			☞ 🔒
preferred email		Received fr	rom flight				
notifications (Arrived							
Departed / Delivere	d /						Save Cancel
Received from flight	:/						
Shipment accepted	/						
Transferred).							
*You can also chang	ge						
this setting in the							
this setting in the			Account Info /	eSPICA Manual			

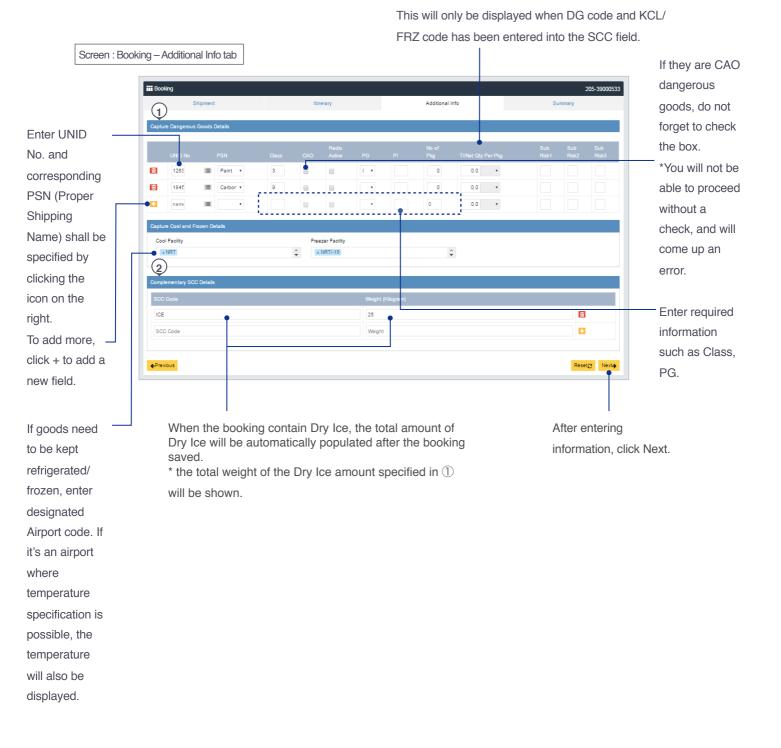
Screen : Booking – Shipment tab

										 Enter shipping
Enter the										date.
MAWB NBR,	IIII Booking Shipment		11.				Current		000533	- Enter SCC
and click New/	Shipment		TU	ierary			Summ	ary		code.
List.	AWB No 205 39000533		New/List ≣				Search Templat	2	-1-	code.
Choose the	Origin*	Destination*		Shipping date*			Arrival date			- Select
particular	NRT	LAX		31-Mar-2017		*	Arrival Date		#	Forecast.
Product code	Product GEN	Commodity*		Shipment Descripti	on"		SCC x GEN		\$	(FST0, FST1,
(e.g. GEN,	Pieces'	Weight"		Volume*			Forecast Status		•	FST2, FNL)
XPS) and	10	100	Kilogram •	1.0	Cubic Meters	•	FST2	•		, ,
enter	Dimension								ě	 Click on the
Enter Bond-in	ULD Type/Group					ī			~	arrow and
Date.	Payment type*	Pick up point Pick up Point		Shipment ready tim 30-Mar-2017	ne -	#	Shipment Read	Time	- 1	display fields to
*If loading on	Handling Info.	- The spirols		Remarks			ompinent ricad	10174		enter additional
the day of	Handling Info			Remarks					•	
-	Additional Info 🗷							Reset <i></i> €	Vext ->	info.
cargo loading,								_	t L	 Use to specify
also enter the										Contour, and to
planned										enter Standby
loading time.										Date.
Additional Info										 Once entering
tab is required,										information,
please check										click Next.
this box.						•				
* If you specify	Dimension								^	
the particular	Length (CM.)	Width (CM.)	Height (CN	l.)	Pcs					
SCC codes	30	39	39		1					
related to DG,	0	0	0		0			+Add	_	After entering
that tab shall	•								•	information,
be displayed	ULD Type/Group								~	click Add.
automatically	ULD Type/Group	No of ULDs		ULD Weight						For Per
										package
to capture	PMC	1		0.0			⊞Delete			puokugo
details.	Uld Type/Group	0		0.0			+Add			
Enter ULD code.										
Use Remarks										
to specify										
Contour.										

Make/Update Reservation 1 / eSPICA Manual

	ng - Itinerary tab			~
	Origin* NRT	PVG Flight Nur e.g. NH	e.g. 0001 27-Feb-2017	m
	Mon 27 Feb		Dis	lay Clear
	→ NH 0919 NRT 27-Feb-203	7 09:40 (S) 🔸 Od 2h 30m 🔸	✓ Show con ✓ Show con ✓ Available Z7-Feb-2017 12:10 (S) ✓ S20 Combinati	
	► NH 0959 NRT 27-Feb-20:	7 13:45 (S) + 0d 2h 35m +	PVG 27-Feb-2017 16:20 (S) 789 Combinati	
	+ NH 0921 NRT 27-Feb-20:	7 18:50 (S) + Od 2h 40m +	PVG 27-Feb-2017 21:30 (S) 763 Combinati	glance.
	Selected Flight Details X NH 0919 (NRT 🌢 PVO) 27/02/2017		10 PCS 100 Kg 1.0 CBM	~
our desired —	Add Flight			
ht is not	Flight No. On e.g. NH e.g. 0001 O	in Destination Date	Pieces Weight Volun	Add
played, click	Remarks			
d Flight to	Remarks			
er directly	€ Previous		(2º Se	ve Template Next.
d to specify.				
k Add after				

information.



Capturing DG information

Bealing				 Input "DGR" for Product.
Booking Shipment	Iti	nerary	Summar	② Input the particular DG
Chiphone		includy and a second	o uninary	code, e.g. RFL, for SCC
AWB No				column.
205	New/List i≣		Search Template	"SPX" code is required in
Origin*	Destination*	Shipping date*	Arrival date	
Origin	Destination	Shipping date	Arrival Date	explosive is completed.
Product	Commodity*	Shipment Description*	SCC	explosive is completed.
			SEC .	·
Pieces*	Weight* 0.0 Kilogram V	Volume* 0.0 Cubic Meter: •	Forecast Status	,
U	0.0 Kilogram	0.0 Cubic Meters	,	
Dimension			~	
ULD Type/Group			~	
Payment type*	Pick up point	Shipment ready time		
	Pick up Point	£	Shipment Ready Time	Click the Additional Info tab to capture
Handling Info.		Remarks		more information.
Handling Info		Remarks		*Particular codes, DG codes or COL/
				FRO, are required to display this tab.
Additional Info			Reset ≎ Next→	FNO, are required to display this tab.
	Booking			
	DOOKING			
	Shipment	Itinerary	Additional	Info Summary
	Capture Dangerous Goo	ods Details		
			Dedie	
	UNID NO PSN	Class SCC CA	Radio O Active PG PI	No of Sub Pkg TI/Net Qty Per Pkg Risk1 SCC
	1845 🔳 Carbo			
	1845 🔳 Carbo	9 ICE	v 954	1 10 •
	4			•
	Capture Cool and Froze	n Details		
	Cool Facility	Freezer Fa	acility	
	Cool Facility	÷ Freezer	Facility 2	
pture the DG details.				
	Complementary SCC De	etails		
	000.0-4-		Weight (Kilogram)	
	SCC Code			
	SCC Code			
	ICE		Weight	
			Weight	
			Weight	► Reset

Capturing DG information / eSPICA Manual

Booking a Temperature shipment (without Dry Ice)

										1 Input the particular codes,
Booking										COL or FRO.
Shipmer	at		Itir	nerary			Summary			*COL = keep cool / FRO =
omprici				lotury			ounnury			frozen
AWB No										"SPX" code is required in
205			New/List 🗮				Search Templa	ite		case of screening for
Origin*	Desti	nation*		Shipping date	e*		Arrival date			explosive is completed.
Origin	Dest	ination		Shipping da	te	Ê	Arrival Date		Ê	
Product	Comr	nodity*		Shipment De	scription*		SCC			
Product	Com	modity		Shipment D	escription		SCC	•	÷	
Pieces*	Weigl	ht*		Volume*			Forecast Status	3		
0	0.0		Kilogram 🔹	0.0	Cubic N	leter: •			•	
Dimension									~	
ULD Type/Group									~	
Payment type*	Pick	ıp point		Shipment rea	dy time					
PP		up Point		Shipment rea	idy unie		Shipment Rea	dy Time	è	
Handling Info.				Remarks						
Handling Info				Remarks						Click the Additional Info tab to capture
										more information.
Additional Info							Res	et 2	Next >	*Particular codes, DG codes or COL/
										FRO, are required to display this tab.

② For the Cool Facility (Frozen Booking facility) column, input the sirport 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.

Additional Info Shipment Itinerary Summarv Capture Dangerous Goods Details 1845 🔳 Carbon (🔻 9 ICE • 954 1 10 Cool Facility Freezer Facility ÷ Cool Facility Freezer Facility Complementary SCC Details ICE Weight ÷ Previous Reset**∂** Next→

Booking a Temperature shipment (without Dry Ice) / eSPICA Manual

Booking a Temperature shipment (with Dry Ice)

E Booking Shipment	R	inerary	Summary	 ① Input the particular codes, COL or FRO. *COL = keep cool / FRO = frozen
AWB No 205 Origin* Origin Product Product	New/List III Destination* Destination Commodity* Commodity	Shipping date* Shipping date Shipment Description* Shipment Description	Search Template Arrival date Arrival Date SCC SCC	"SPX" code is required in case of screening for explosive is completed.
Pieces* 0 Dimension ULD Type/Group	Weight* 0.0 Kilogram •		Forecast Status	
Payment type* PP Handling Info. Handling Info Additional Info	Pick up Point Pick up Point	Shipment ready time	Shipment Ready Time	Click the Additional Info tab to capture more information. *Particular codes, DG codes or COL/
Capture the DG details, UNID No., PSN, Classe	BOOKING	Itinerary Goods Details	Additional Info	FRO, are required to display this tab.
For the Cool Facility (Fr facility) column, input airport code which shipment should be locat freezer.	t the the	N Class SCC CAO	Active PG PI P 954	o of Sub kg TI/Net Qty Per Pkg Risk1 SCC 1 10 • .
Total amount of Dry Ice w automatically calculated b on the information capture Step 2 .	scc Code		Weight (Kilogram) Weight	
	← Previous			Reset ⊘ Next→

Booking a Temperature shipment (with Dry Ice) / eSPICA Manual

Screen : Booking – Summary tab

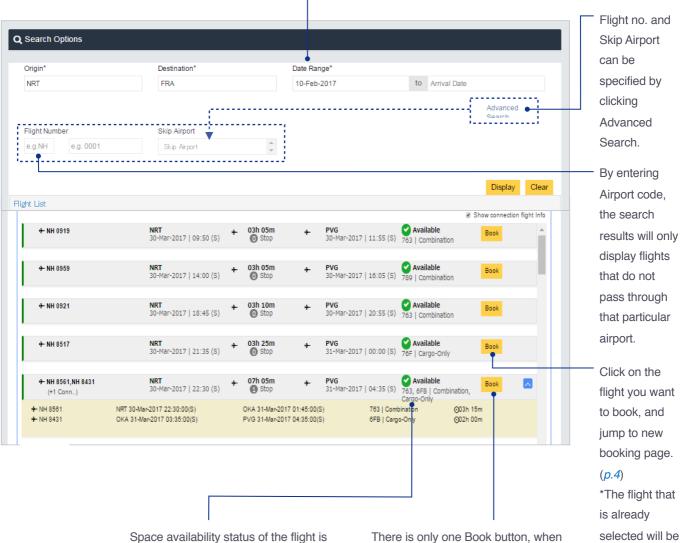
	res	pective tab to ec	lit infori	nation.			
E Booking							205-10004002
	Shipment		Itinerar	/		Summary	203-10004002
						-	
Shipment Details		Ø €	dīt	Rating And Charges			
NRT-LAX		10 Pieces		66800.00 Freight Charges		6513 Other Charges	
CNSL Commodity	Agent Code	100Kg		Rate type : MARKET		other onarges	
GEN Product		Weight		Rate :400.000			
				 Spot rate required 			
Flight Details		ØE	dit	Charge	Rate 400.0	JPY	•
NH0006	28-Dec-201	6 17:00(S)-09:45(S)					73313.0 JPY
NRT-LAX							Total Charges
Participant Details							
Falucipant Details				Additional Info			C ₽Edit
Remarks		(2)E	dīt	Total number of UNIDs: Total number of Pkgs. :	0 0		
Remarks							
Subscribe Notificatio	n						
Booking	<u>^</u>	Email	•	Add			
Shipment a	ccepted	Email					
Departed							
 Arrived Received from 	an ficht						
	•						
Save AWB Data				Book 🕀 Print	Cancel Book	ing	
				L		7	
	I		I			I	
	f notifications to receiv	-		a booking based		Enter email a	
	ed / Delivered / Received	ed from flight /	input	information.		receive notific	cation.
Shipment accepte	u / Transierreu)						

Click Edit in each field and jump to the

Make/Update Reservation 4 / eSPICA Manual

Flight Search

Screen : Flight Search



You can search by just entering the Shipping Date

Space availability status of the flight is displayed.

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

displayed.

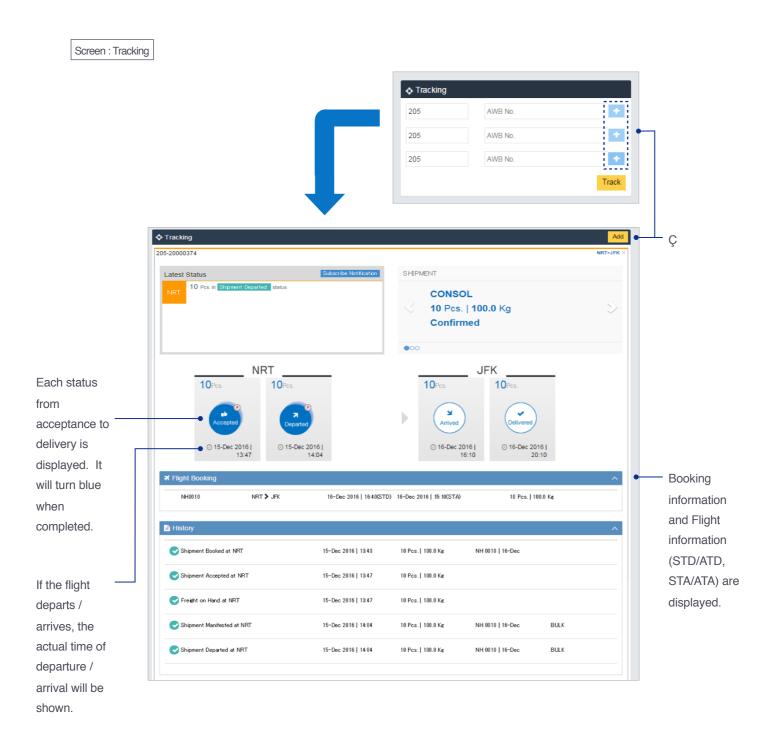
List Bookings

View bookings associated with Login ID.

					The followi conditions
≣ List Bookings					
Origin	Destination	Date Range			be specifie
Origin	Destination	31-Jan-2017	to 02-Feb-2017		clicking
			Advance Search	ed	- Advanced
AWB No	Status	Product			Search.
205 Document No	T	Product			 Status
NH e.g. 0001	Flight Date				
e.g. 0001					(Confirme
			Displa	y Clear	Queued e
			Displa	y Clear	 Product
205 - 17090684 NRT- ♣ SFO 02-Feb-2017	CONSOL CNSL GEN GEN	3 PCS 98.0 KG 0 m²	✓ Confirmed	~	 Flight no
205 - 17090791 NRT- ♣ SFO 03-Feb-2017	CONSOL ONSL GEN FRZ,RFL,GEN	5 PCS 67.0 KG 8 m²	✓ Queued	~	
205 - 17090706 NRT- ♣- BKK 02-Feb-2017	CONSOL NEC CNSL GEN KOLRFLICE,GEN	1 PCS 50.0 KG 0.3 m ³	✓ Queued	~	
205 - 17091336 NRT- ♣ PVG 03-Feb-2017	CNSI DG DGR RFL,GEN	1 PCS 50.0 KG 0.1 m ³	✓ Queued	~ •	 View deta
205 - 17090684 NRT- ♣ SFO 02-Feb-2017	Consol CNSL GEN GEN	3 PCS 98.0 KG 0 m²	✓ Carlimed	•	informatio clicking th arrow.
NH 0008 NRT - SFO 02-Feb-2017	NRT 3 pcs in Shipmo status	ent Booked	අ Track අ Details 🗙 🕻	Cancel	
205 - 17090791	CONSOL	5 PCS 67.0 KG 8 m²	✓ Queued		
NRT- 🕂 SFO 03-Feb-2017	CNSL GEN FRZ,RFL,GEN	or options readout			

List Bookings / eSPICA Manual

Tracking



Capture AWB::Showing screen

₿ SPICF	1								
=	A Booking			My Book		Message Boa			
۵	Existing booking			Wy Door		wessage boa	ia		
\$	205	AWB No.			> P	ease visit Mes	sage Board for la	test messages.	
Q				New Book	_		2		
4								Go to M	essage Board
	ortal Capture AWB So				_				
	Q Flight Searc	:h				Tracking			_
	Origin		Destination Destination		20	5	AWB No.		+
⊠ ເ∕	Shipping Date		Arrival Date						Track
_ 	Shipping Date	#	Arrival Date		#				
				Sea	rch				
_				_	_				
					Init	ial scre	en will s	now up	
0 spice					Init	ial scre	en will s	now up	
	tit Capture AWE	3			Init	ial scre	een will s	now up	
*		_	Additional	Info	Init		een will s	Now up	
	E Capture AWE Shipment & Pa	articipants	Additional	Info			een will s		
*	Capture AWE	articipants	Additional	Info			een will s		
* * *	H Capture AWE Shipment & Pa Shipment Details	articipants S	Additional w/List ≡	Info			een will s		
■ * \$ ¢	Shipment Details	articipants S	w/List ≔	Info			een will s		
 # ▲ ◇ Q √ ✓ ✓	Capture AWE Shipment & Pa Shipment Details AWB No 205	articipants S	w/List ा⊒ n Sł			nary	een will s		
 # ▲ ◇ Q √ № № № 	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin	articipants s Nev Destination	w/List ा⊒ n Sł	nipping Date	Sum	nary	DV for customs		ocuments
# ≗ ∻ ¢ ≮ № ⊡ ⊠	Shipment & Pa Shipment Details AWB No 205 Origin Origin	articipants 5 New Destination	w/List ा⊒ n Sł	nipping Date	Sum	nary		View D	ocuments
	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Product	articipants s Destination SCC	w/List ा⊒ n Sł	nipping Date	Sum	Routing	DV for customs	View D	ocuments
# ≗ ∻ ¢ ≮ № ⊡ ⊠	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Product Product	articipants s Destination SCC	w/List ा⊒ n Sł	nipping Date	Sum	Routing	DV for customs	View D	ocuments
	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Origin Product Product Remarks	articipants s Destination SCC	w/List 宣 n Sł m Sł	hipping Date hipping date	Sum	Routing	DV for customs DV Customs	View D	ocuments
	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Product Product Remarks Remarks	Articipants New Destination SCC SCC	w/List	hipping Date hipping date ieces V	Sumr	Routing	DV for customs DV Customs DV Customs	DV for a DV Car	ocuments
	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Origin Product Product Remarks Remarks Commodity	Articipants New Destination SCC SCC Shipment Des	w/List	hipping Date hipping date ieces V I	Sumr	Routing	DV for customs DV Customs DV Customs	View D DV for c DV Cat	ocuments carriage rriage
	Capture AWE Shipment & Pa Shipment Details AWB No 205 Origin Origin Origin Product Product Remarks Remarks Commodity	articipants New Destination SCC SCC Shipment Des CommodityDesc	w/List	hipping Date hipping date ieces V I	Sumr Sumr	Routing	DV for customs DV Customs DV Customs	View D DV for c DV Cat	ocuments carriage rriage

Capture AWB::Showing screen / eSPICA Manual

Capture AWB::Filling up items

n : Capture AV	VB :: Shipment F	Participants					— (1) Inp	ut AWB No and click New/L
(P S	SPICA							
	Capture AW	/B					205-10	000001
*	Shipment & F		Additional Info		Summary		View Documen	
4					,			
¢	Shipment Deta	ails						
Q	AWB No		-					② Information
A	205 10		/List I					
ß	Origin	Destination	Shipping D	ate	Routing			from Booking
	NRT	ORD	06-Jul-20	17	ORD	NH		reflected.
≣	Product	SCC		s	CI	DV for customs	DV for carriage	a
	GEN	× GEN		* *	٣	DV Customs	DV Carriage	
6	Remarks							
ß	Remarks							See next pag
	Commodity	Shipment Desc	ription Pieces	Weight	/olume UL	D No	Dimension	
	Commodity	Shipment Dest	inpuori rieces		CE V	5140	Dimension	how to fill up
	GEN	GENERAL	10	100.00	1.00 Uld No	N	Z	Commodity I
	Commodity	CommodityDesc	0	Weight	/olume ULD No	Dim	ension 🖸	+
	Commonly	Total	0	weight	OLD NO	Dim		
	Participant De Agent Details	tails						
			Agent Code	Agent Nam	ie Agei	nt IATA Code	Agent Station	
			CGOAGT	CARGO A		9999999	ΟΟΤΑΚU	
	Shipper Details							
	Shipper Code		Shipper Name		ldress			③ Input Shipper
	C1001		SORANO	C	OTOMO CHO			Consignee
	A/C No		City		ate	Countr	у	information.
	AccNo		SAGAMIHARA	k	ANAGAWA	JP		
	ZIP/Postal Code		Phone Number		nail			
	PostalCode		8889999	E	mail			Mandatory ite
	Consignee Detai							· Name
	Consignee Code	•	Consignee Name		ldress			· Address1
	C1001		SORANO US	C	UEENS			
	A/C No		City		ate	Countr	у	· City
	Acc.No		NY	Ν	IY	US		· State
	ZIP/Postal Code		Phone Number		nail			· Country
	PostalCode		8887777888		mail			
								· ZIP Postal c
							Reset N	
								4 Click Next.

Capture AWB::Filling up items / eSPICA Manual

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

Capture /									205-100	_		
Shipment	& Participants	Ad	Iditional Info		Summa	ary		Vie Vie	w Documents	5		
Shipment D	etails											
AWB No												
205	10000001	New/List 🔳										
Origin	Des	tination	Shipping Dat	te		Routing						
NRT	OR	D	06-Jul-2017		#	ORD	NH					
Product	SCO				SCI	•	DV for customs		for carriage			
GEN	~	GEN		*		•	DV Customs	D	/ Carriage			
Remarks										-	Click D	imensio
Remarks											you ne	ed to
Commodity	Shipme	nt Description	Pieces	Weight KC v	Volume CE v	ULD	No	Dimension			capture	dimen
GEN	GENERAL	_	10	100.00	1.00	Uld No			ß	×		
Commodity	Commodit	yDesc	0	Weight	Volume	ULD No	т	nension	Ľ	: <u>+</u> +	Click "-	-" if you
	То	tal	10	100.0	1.0						need to	o captur
											multiple	Ð
								_				
								•				
		0	_	_								
itional Info		Summary				iew Documer	ts					
tional Info		Summary				iew Documer	ts			UA Caroo		
	imensions	Summary				ïew Documer	ts			NA Cano		
	imensions	Summary				fiew Documer	ts					
D	imensions Pieces	Weight	Length	Width	Heig	ht \	/olume Ti	Itable	Actions			
D			Length (Centimeter)	Width	Heig	ht \		Itable				
D	Pieces	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (Yolume Ti Cubic neter)	Itable				
D		Weight			Heig	ht \ timeter) (Yolume Ti Cubic	Itable				
D	Pieces	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (Yolume Ti Cubic neter)	Itable				
D	Pieces	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (Yolume Ti Cubic neter)	Itable				
D	Pieces	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (Yolume Ti Cubic neter)	Itable				
D	Pieces 0	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (r	Yolume Ti Cubic neter)	Itable				
D	Pieces	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (Yolume Ti Cubic neter)		Actions	×		
Shippi 28-Ju	Pieces 0	Weight (Kilogram)	(Centimeter)	(Centime	Heig ter) (Cen	ht \ timeter) (r	Yolume Ti Cubic neter)		Actions			e odity line
Shippi 28-Ju	Pieces 0	Weight (Kilogram)	(Centimeter)	(Centime	ter) Heig (Cen	ht \ timeter) (r	Yolume Ti Cubic neter)		Actions	×		

Capture AWB::Fill up Commodity line / eSPICA Manual

Capture AWB::Fill up OCI line

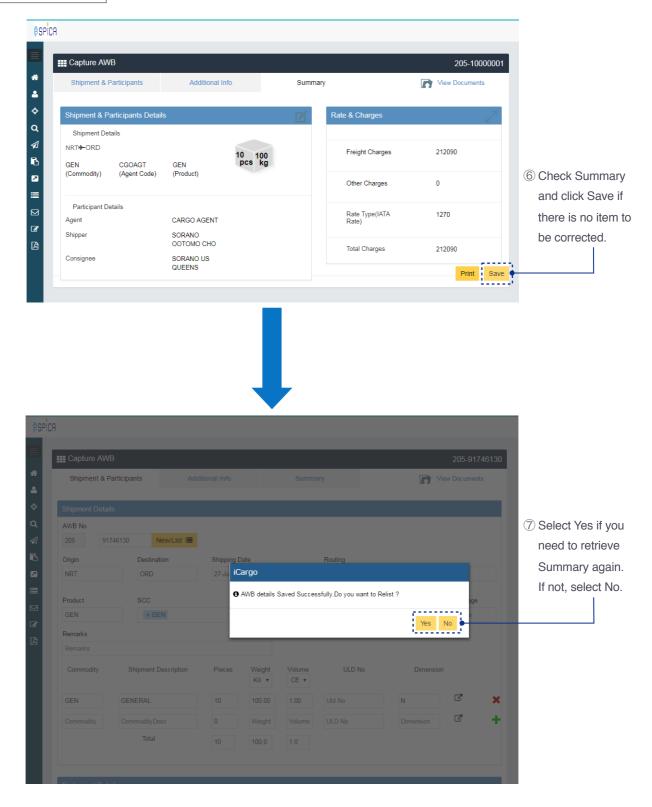
Screen : Capture AWB :: Additional info

5 Press to add line if you need.

0 SPICA					
Capture AWB				205-	-10000001
Shipment & Participants Addit	tional Info	Summary		View Docu	
Accounting & Info	+	Other & Customs Infor ISO CountryCode	Customs Info Id	Supp.Custom Info	s Next
⑤ No need to fill up. ⑥ name	For Chi	inese Customs	-		ck to go to ne
			. +		
SO Country Code nfo id	SHP = S CNE = 0	r code for this pa Shipper Consignee Also notified par	n		
Customs info id		der Identificatior horized Econom			
Supp. Customs Info	For Ja	ation code apanese compa merican compa			

Capture AWB::Saving captured information

Screen : Capture AWB :: Summary



Capture AWB::Saving captured information / eSPICA Manual

Capture HAWB::Showing screen

Screen : Menu					Select Portal	Capture HAWB Screer
-	000100					-
	QSPICA					
		🕼 Elooking	My Booking	Message Boar	rd	
	4	Existing booking				
	\$	205 AWB No). 💙	Please visit Mes	sage Board for latest messages.	
•	۹		New Booking			
	∕				Go to Message Board	
	6					
		al Capture HAWB Screen	D <i>i i i</i>	💠 Tracking		
		Origin Origin	Destination Destination	205	AWB No. +	
	⊠ 了	Shipping Date	Arrival Date		Track	
		Shipping Date	Arrival Date			
			Search			
				Initial scre	en will show up.	
	ØSPICA					
		Capture HAWB				
	*	Shipment Details			~	
	*	205	HAWB No.		List 🗮 New	
		Origin	Destination		SCC	
	⊿ Ъ	Origin	Destination		SCC *	
	•	Pieces Pieces	Weight	Kilogram 🔻	SLAC Pieces	
	_	Shipment Descriptions				
		Shipment Description				
c	6					
		Participant Details			^	
		Shipper Details		Consignee Details		
		Same as MAWB		Same as MAWB		
		Shipper Code	Shipper Name	Consignee Code	Consignee Name	
		Shipper Code	Shipper Name	Consignee Code	Consignee Name	
		Address1		Address1		
		Address1		Address1		

Capture HAWB::Showing screen / eSPICA Manual

Capture HAWB::Inputting MAWB No

Screen : Capture HAWB

00100				① Input MAWB No
				and click List.
ØSPIC	CA			
	E Capture HAWB			
*				
4	Shipment Details			<u>^</u>
٠	205 10000001	HAWB No.	List 🗮 New	
Q	Origin	Destination	scc	
	Origin	Destination	SCC	* *
ъ	Pieces	Weight	SLAC Pieces	
	Pieces	Weight Kilogram	n 🔻 SLAC Pieces	
	Shipment Descriptions			
	Shipment Description			
				
ß				

≣ Capture HAWB			
Shipment Details			
205 10000001		▼ List 🗮 New	
Origin	Destination	SCC	
NRT	ORD	× GEN	
Pieces	Weight	SLAC Pieces	
10	100.0 iCargo		
Shipment Descriptions	O The AWB is not a con	sol. Do you want to mark it as consol?	
GENERAL			
		Yes	No
			_

2 Click Yes to make it Consolidated AWB.

Capture HAWB::Inputting MAWB No / eSPICA Manual

Capture HAWB::Filling up items

Screen : Capture HAWB

				③ Input HAW
1				
E Capture HAWB				
Shipment Details				~
205 10000001	CG00001	•	List 🧮 New	
		•		
Origin	Destination		SCC	A
NRT	ORD		× GEN	·
Pieces	Weight		SLAC Pieces	
2	20	Kilogram 🔻	0	Origin/Destina
Shipment Descriptions				are reflected f
GENERAL				MAWB.
				Check it if shi
Participant Details				or consignee
				same as MAV
Shipper Details				
Same as MAWB		Consignee Details Same as MAWB		
Same as MAWB	Shipper Name		Consignee Name	④ Input Shipp
	Shipper Name SORANO	Same as MAWB		 ④ Input Shipp Consignee
Shipper Code		Same as MAWB	Consignee Name	Consignee
Shipper Code		Same as MAWB Consignee Code	Consignee Name	- i -
Shipper Code C1001 Address1		Same as MAWB Consignee Code C1001 Address1	Consignee Name	Consignee
Shipper Code C1001 Address1 MINAMI		Same as MAWB Consignee Code C1001 Address1 SUN STREET	Consignee Name	Consignee information Mandatory
Shipper Code C1001 Address1 MINAMI Address2		Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2	Consignee Name	Consignee information Mandatory · Name
Shipper Code C1001 Address1 MINAMI Address2 Address2	SORANO	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2	Consignee Name SKYS	Consignee information Mandatory · Name · Address1
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA	SORANO	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI	Consignee Name SKYS State	Consignee information Mandatory · Name
Shipper Code C1001 Address1 MINAMI Address2 Address2 City	SORANO State State	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City	Consignee Name SKYS State IL	Consignee information Mandatory · Name · Address1
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country JP	SORANO State State ZIP/Postal Code 6669999	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI CHI Country US	Consignee Name SKYS State IL ZIP/Postal Code 77777777	Consignee information Mandatory · Name · Address1 · City
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country	SORANO State State ZIP/Postal Code	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 City CHI CHI Country	Consignee Name SKYS State IL ZIP/Postal Code	Consignee information Mandatory · Name · Address1 · City · State
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country JP Phone number Phone Number	SORANO State State ZIP/Postal Code 6669999 Email	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI COuntry US Phone number	Consignee Name SKYS State IL ZIP/Postal Code 77777777 Email	Consignee information Mandatory · Name · Address1 · City · State · Country
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country JP Phone number Phone number Phone Number	SORANO State State ZIP/Postal Code 6669999 Email	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI COuntry US Phone number	Consignee Name SKYS State IL ZIP/Postal Code 77777777 Email	Consignee information Mandatory · Name · Address1 · City · State · Country
Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country JP Phone number Phone Number	SORANO State State ZIP/Postal Code 6669999 Email	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI COuntry US Phone number	Consignee Name SKYS State IL ZIP/Postal Code 77777777 Email	Consignee information Mandatory · Name · Address1 · City · State · Country · ZIP Postal
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Shipper Code C1001 Address1 MINAMI Address2 Address2 City SAGAMIHARA Country JP Phone number Phone number Phone Number	SORANO State State ZIP/Postal Code 6669999 Email	Same as MAWB Consignee Code C1001 Address1 SUN STREET Address2 Address2 City CHI COuntry US Phone number	Consignee Name SKYS State IL ZIP/Postal Code 77777777 Email	Consignee information Mandatory · Name · Address1 · City · State · Country · ZIP Postal

Capture HAWB::Filling up items / eSPICA Manual

Capture HAWB::Screen after saved

						 Click New if
						need to creat
						HAWB for sa
Capture HAWB						MAWB.
⑥ HAWBを保存しました。					×	
Shipment Details					^	
205 10000001	CG00001			New		
				· · · · · · · · · · · · · · · · · · ·		
Origin NRT	Destination ORD			SCC × GEN	*	
Pieces	Weight		[SLAC Pieces	*	
2	20	Kilog		0		
Shipment Descriptions						
GENERAL						
						_
■ Capture HAWB						
Shipment Details					~	
Shipment Details	HAWB No.			List 🗮 New	~	
Shipment Details	HAWB No. Destination			List E New SCC	~	
Shipment Details					^ 	
Shipment Details 205 10000001 Origin	Destination			scc		
Shipment Details 205 10000001 Origin NRT	Destination ORD	Kilogram		SCC × GEN		
Shipment Details 205 10000001 Origin NRT Pieces	Destination ORD Weight	Kilogram		SCC × GEN SLAC Pieces		
205 10000001 Origin NRT Pieces Pieces	Destination ORD Weight	Kilogram		SCC × GEN SLAC Pieces		
Shipment Details 205 10000001 Origin Incomparing the second seco	Destination ORD Weight	Kilogram		SCC × GEN SLAC Pieces		

Capture HAWB::Screen after saved / eSPICA Manual

Capture HAWB::List HAWBs

Screen : Capture HAWB

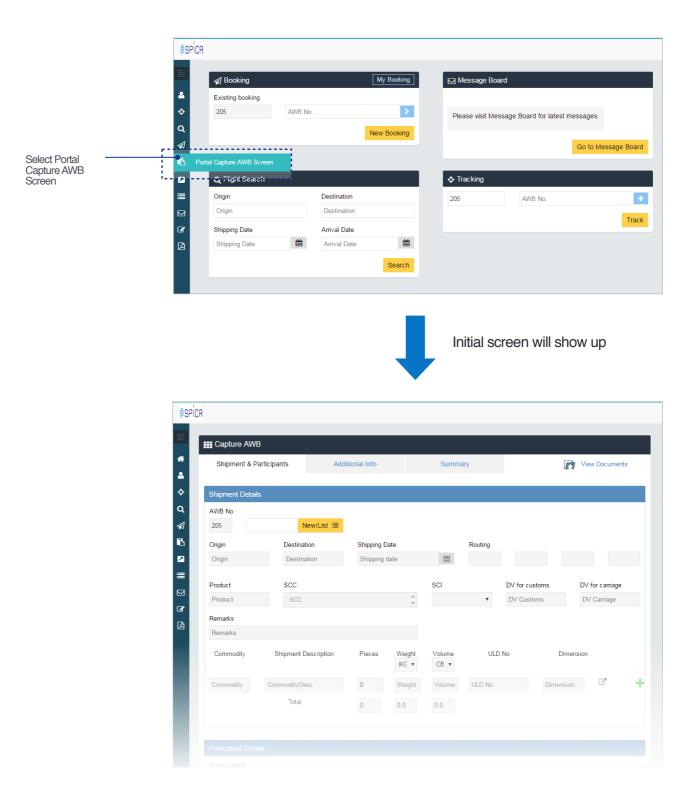
						Input MAWB and	click L
0 SPIC	A						
	E Capture HAWB						
	Shipment Details					,	~
>	205 10000001	HAWB No.			List 🔳 New		
2	Origin	Destination		:	SCC		
1	Origin	Destination			SCC	4	× .
2	Pieces	Weight		:	SLAC Pieces		
9	Pieces	Weight	Kilogram	•	SLAC Pieces		
	Shipment Descriptions						
2	Shipment Description						
,							

ØSPIC	R						
*	E Capture I	HAWB					
<u>.</u>	Shipment D	etails					^
¢	205	10000001	CG00001	•	List 🔳	New	
۹	Origin		CG00001 CG00002		SCC		
	NRT		ORD		× GEN		*
6	Pieces		Weight		SLAC Pieces	6	
2	2		20.0	Kilogram •	0		
	Shipment De	scriptions				When you	click ▼, all
	GENERAL					captured H	AWB No will
3			l			— appear as	a list.
ß						Select one	of them to show
						selected H	AWB details.
	Participant I	Details					^
	Shipper Deta	ils		Consignee Details			

Capture HAWB::List HAWBs/ eSPICA Manual

Capture AWB::Showing screen

Screen : Menu



Capture AWB::Showing screen / eSPICA Manual

Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants

Shipment & Pa	articipants	Additiona	Il Info		Summa	ary		ew Documents			
Shipment Detail	ls										
AWB No											
205 100	00001 Ne	v/List 🔳								- (]) Input AWB No and cl	lick N
Origin	Destinatio	n S	hipping Date	•		Routing					
NRT	ORD	(06-Jul-2017			ORD NH					
Product	SCC				SCI	DV for cus	stoms D	V for carriage			
GEN	× GEN					 DV Custo)V Carriage		-	
				v				9	•	-2 Information from Boo	oking
Remarks										reflected.	
Remarks											
Commodity	Shipment De	cription F	Pieces	Weight KG v	Volume CE v	ULD No	Dimensio	n 🄶		See next page how to Commodity line	o fill
GEN	GENERAL	1	10	100.00	1.00	Uld No	Ν		×	Commodity line	
							Dimension	2			
Commodity	CommodityDes	0	D	Weight	Volume	ULD No	Dimension				
Participant Deta	Total		10	Weight 100.0	Volume	ULD No	Dimension				
Commodity Participant Deta Agent Details	Total				1.0 me	Agent IATA Code 9999999999	Agent S OOTAK	itation			
Participant Details	Total	Agent Code		100.0 Agent Nar	1.0 me	Agent IATA Code	Agent S	itation			
Participant Deta Agent Details Shipper Details	Total	Agent Code CGOAGT		100.0 Agent Nar CARGO A	1.0 me AGENT	Agent IATA Code	Agent S	itation			
Participant Details Agent Details Shipper Details Shipper Code	Total	Agent Code CGOAGT Shipper Name		100.0 Agent Nar CARGO A	1.0 me AGENT	Agent IATA Code 99999999999	Agent S	itation		- (3) Input Shipper/Consig	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001	Total	Agent Code CGOAGT Shipper Name SORANO		100.0 Agent Nar CARGO A	1.0 me AGENT Address	Agent IATA Code 99999999999	Agent S OOTAK	itation		- (3) Input Shipper/Consig	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No	Total	Agent Code CGOAGT Shipper Name SORANO City	10	100.0 Agent Nat CARGO A	1.0 me AGENT Address OOTOMO (State	Agent IATA Code 99999999999	Agent S OOTAK Country	itation			gnee
Participant Details Agent Details Shipper Details Shipper Code C1001	Total	Agent Code CGOAGT Shipper Name SORANO	10	100.0 Agent Nat CARGO A	1.0 me AGENT Address	Agent IATA Code 99999999999	Agent S OOTAK	itation		information	gnee
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Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code PostalCode	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number	10	Agent Nat CARGO A	1.0 me AGENT Address OOTOMO (State KANAGAW Email	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country	itation		Mandatory items - Name - Address1	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code PostalCode	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number 8889999		Agent Nat CARGO A	1.0 me Address OOTOMO (State KANAGAW Email Email	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country	tation U		Mandatory items - Name - Address1 - City	gnee
Participant Deta Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code PostalCode Consignee Details	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number 8889999	10	Agent Nar CARGO A	1.0 me AGENT Address OOTOMO (State KANAGAW Email	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country	tation U		Mandatory items - Name - Address1 - City - State	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code PostalCode Consignee Details Consignee Details	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number 8889999 Consignee Nam	10	Agent Nat CARGO A	1.0 me AGENT Address OOTOMO (State KANAGAW Email Email	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country	tation U		Mandatory items - Name - Address1 - City - State - Country	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code PostalCode Consignee Details Consignee Code C1001	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number 8889999 Consignee Nam SORANO US	10	Agent Nar CARGO A	1.0 me Address OOTOMO (State KANAGAW Email Email Address QUEENS	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country JP	tation U		Mandatory items - Name - Address1 - City - State	gnee
Participant Details Agent Details Shipper Details Shipper Code C1001 A/C No AccNo ZIP/Postal Code Consignee Details Consignee Code C1001 A/C No Acc.No	Total ils	Agent Code CGOAGT Shipper Name SORANO City SAGAMIHARA Phone Number 8889999 Consignee Nam SORANO US City NY	10	Agent Nai CARGO A	1.0 me AGENT Address OOTOMO (State KANAGAW Email Email Address QUEENS State NY	Agent IATA Code 99999999999 CHO	Agent S OOTAK Country JP	tation U		Mandatory items - Name - Address1 - City - State - Country	gnee
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Capture AWB::Filling up items / eSPICA Manual

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

SPICA					
Capture A	WB			205-10000001	
Shipment &	Add	ditional Info	Summary	View Documents	
Shipment De	tails				
AWB No					
	10000001 New/List 🔳				
Origin	Destination	Shipping Date	Routing		
NRT	ORD	06-Jul-2017	ORD ORD	NH	
Product	SCC		SCI	DV for customs DV for carriage	
GEN	× GEN	*	•	DV Customs DV Carriage	
Remarks					
Remarks					Click Dimension if you n
Commodity	Shipment Description	Pieces Weight KC •	Volume ULD	No Dimension	to capture dimension
GEN	GENERAL	10 100.00	1.00 Uld No	✓ ★	
Commodity	CommodityDesc	0 Weight	Volume ULD No	Dimension 🖸 🕂	
	Total	10 100.0	1.0		
					Click "+" if you need to
					capture multiple
					Commodity line
				11/4 Course	
Dimensions				ANA Carro . ×	
Pieces	Weight Length (Kilogram) (Centime	Width eter) (Centimeter)	Height Volun (Centimeter) (Cubic	ne Tiltable Actions	
pin	(Rilogram) (Centime	(Centimeter)	(Centimeter) (Count meter)	
Ju					
0	0.0	0.0	0.0		
Total		0 0	0		
e		5	-	Cancel OK	
			12	~	

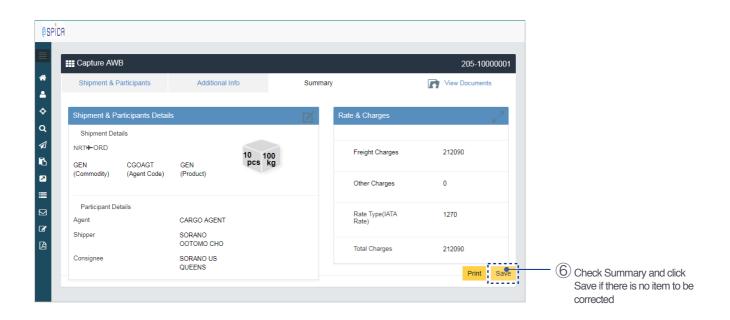
Capture AWB::Fill up Commodity line / eSPICA Manual

Capture AWB::Saving captured information

Screen : Capture AWB :: Additional info

ØSP	ICA			
	Eapture AWB			205-10000001
*	Shipment & Participants	Additional Info	Summary	View Documents
¢	Accounting & Info		Other & Customs Information	
Q ∕⊉	Information Identifier	Information	ISO CountryCode Info Id	Customs Info Id Supp.Customs Info
ß	Credit Card Expiry Da 🔻	+		
				Reset Previous Next
■				
6				
R				

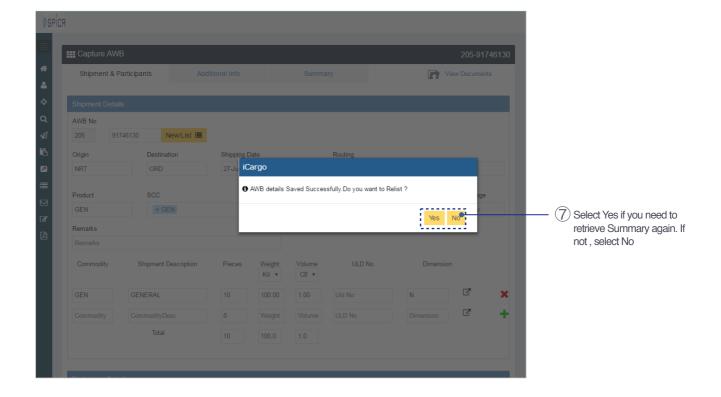
Screen : Capture AWB :: Summary



Capture AWB::Saving captured information / eSPICA Manual

Capture AWB::Screen after saved

Screen : Capture AWB :: Summary



Capture AWB::Screen after saved / eSPICA Manual

Capture HAWB::Showing screen

Screen : Menu

		A Booking		My Book	-			
				WIY DOOK	ang Mes	sage Board		
		Existing booking						
	\$	205 A	AWB No.		> Please	e visit Message	Board for latest messag	jes.
	Q			New Booki	ing			
	1						Got	to Message Board
	в.,							Ű
ect Portal Capture		ortal Capture HAWB Screen			💠 Trac	king		
	· • = • •	Oligin	- Destina	tion	205		AWB No.	+
		Origin	Destin	ation				Track
	6	Shipping Date	Arrival	Date				Hack
		Shipping Date	Arrival	Date	#			
				Sear	rch			

Initial screen will show up

Capture HAWB			
Shipment Details			
205	HAWB No.		List 🗮 New
Origin	Destination		SCC
Origin	Destination		SCC
Pieces	Weight		SLAC Pieces
Pieces	Weight	Kilogram 🔻	SLAC Pieces
Shipment Descriptions			
Shipment Description			
^p articipant Details			
Participant Details Shipper Details		Consignee Details	
		Consignee Details	
Shipper Details	Shipper Name	-	Consignee Name
Shipper Details Same as MAWB	Shipper Name Shipper Name	Same as MAWB	
Shipper Details Same as MAWB		Same as MAWB	Consignee Name

Capture HAWB::Showing screen / eSPICA Manual

Capture HAWB::Inputting MAWB No

Screen : Capture HAWB

Ø SPICA				(1) Input	MAWB No and
	Capture HAWB			click L	List
** ▲	Shipment Details			^	
\$	205 10000001	HAWB No.	List 🗐 New		
Q	Origin	Destination	SCC		
1	Origin	Destination	scc	÷	
В	Pieces	Weight	SLAC Pieces		
	Pieces	Weight Kilogram	▼ SLAC Pieces		
=	Shipment Descriptions				
	Shipment Description				
6					
ß					

	≣ Capture HAWB				
*	Shipment Details			^	
¢	205 10000001		▼ List 🗮 New		
۹	Origin	Destination	scc		
	NRT		× GEN	*	
В	Pieces	Weight			
	10	100.0 iCargo			
=	Shipment Descriptions	• The AWB is not a (consol. Do you want to mark it as consol?		
	GENERAL				\sim
Ø			Ye t h		 Click Yes to make it Consolidated AWB
					Consolidated AWB
	Participant Details			^	

Capture HAWB::Inputting MAWB No / eSPICA Manual

Capture HAWB::Filling up items

Screen : Capture HAWB

Shipment Details			/	^
205 1000000	1 CG00001	•	ist 🖃 New	3 Input HAWB No
Origin	Destination	SO	с	
NRT	ORD	•	× CEN	Origin/Destination a
Pieces	Weight	sl/	AC Pieces	reflected from MAW
2	20	Kilogram 🔻 0		
Shipment Descriptions				
GENERAL				
				Check it If Shipper or
Participant Details			/	 consignee is same as
Shipper Details		Consignee Details		
Same as MAWB		Same as MAWB		
1.1.2				
Shipper Code	Shipper Name	Consignee Code	Consignee Name	
C1001	SORANO	C1001	SKYS	
Address1		Address1	•	4 Input Shipper/
MINAMI		SUN STREET		Consignee infor
Address2		Address2		
Address2		Address2		Mandatory ite
City	State	City	State	- Name
SAGAMIHARA	State	СНІ	IL	- Address1
1				- City
Country	ZIP/Postal Code	Country	ZIP/Postal Code	- State
JP	6669999	US	77777777	- Country
Phone number	Email	Phone number	Email	- ZIP Postal c
	Email	Phone Number	Email	- ZIF FUSIdi C
Phone Number		and the second second second		-1
Phone Number Remarks				

Capture HAWB::Filling up items / eSPICA Manual

Capture HAWB::Screen after saved

Screen : Capture HAWB

							 • ×	_	It appears if saving HA
① HAWBを保存	・しました。						 ^		done successfully
Shipment Def	ails						^		
205	10000001	C	GO0001		•	.ist 🔳 🛛 New			
Origin		De	stination		S				- Click New if you need
NRT		0	RD			× GEN	*		create more HAWB fo
Pieces		W	ight		S	AC Pieces			same MAWB
2		2		Kilogram	• 0				
Shipment Desc	riptions								
GENERAL									
				Ļ					
)A									
	AWD			t					
CA I≣ Capture H	AWB								
CA I≣ Capture H Shipment De									
E Capture H	tails						^		You can innut another
E Capture H Shipment De			AWB No.			List 🗮 New	~		You can input another HAWB No
E Capture H Shipment De 205 Origin	tails	D	estination		s	cc	^		You can input another HAWB No
E Capture H Shipment De 205 Origin NRT	tails	D	estination RD			CC × GEN			You can input another HAWB No
Capture H Shipment De 205 Origin NRT Pieces	tails	De C	estination RD eight		s	CC × GEN LAC Pieces			You can input another HAWB No
E Capture H Shipment De 205 Origin NRT	tails 10000001	De C	estination RD	Kilogram	s	CC × GEN			You can input another HAWB No

Capture HAWB::List HAWBs

Screen : Capture HAWB

ØSPICA	٩							
	E Capture HAWB							
*	Shipment Details						^	
¢	205 1000000	1	HAWB No.		List	New		
Q	Origin		Destination		SCC			
	Origin		Destination		scc		*	Input MAWB and click List
6	Pieces		Weight		SLAC Pi	ieces		
	Pieces		Weight	Kilogram	SLAC P	ieces		
=	Shipment Descriptions							
	Shipment Description							

0 SPIC	A						
*	≣ Capture H	IAWB					
4	Shipment D	etails				~	
÷	205	10000001	CGO0001 CGO0001	• T	List 🗮 New		When you click $\mathbf{\nabla}$, all
Q	Origin		CGO0002		SCC		captured HAWB No will
1	NRT		ORD		× GEN	÷	appear as a list. Select one
6	Pieces		Weight		SLAC Pieces		of them to show selected
	2		20.0	Kilogram 🔻	0		HAWB details
	Shipment Des	scriptions					
	GENERAL						
6							
ß							
	Participant [Details				~	
	Shipper Detai	ls		Consignee Details			

Capture HAWB::List HAWBs / eSPICA Manual