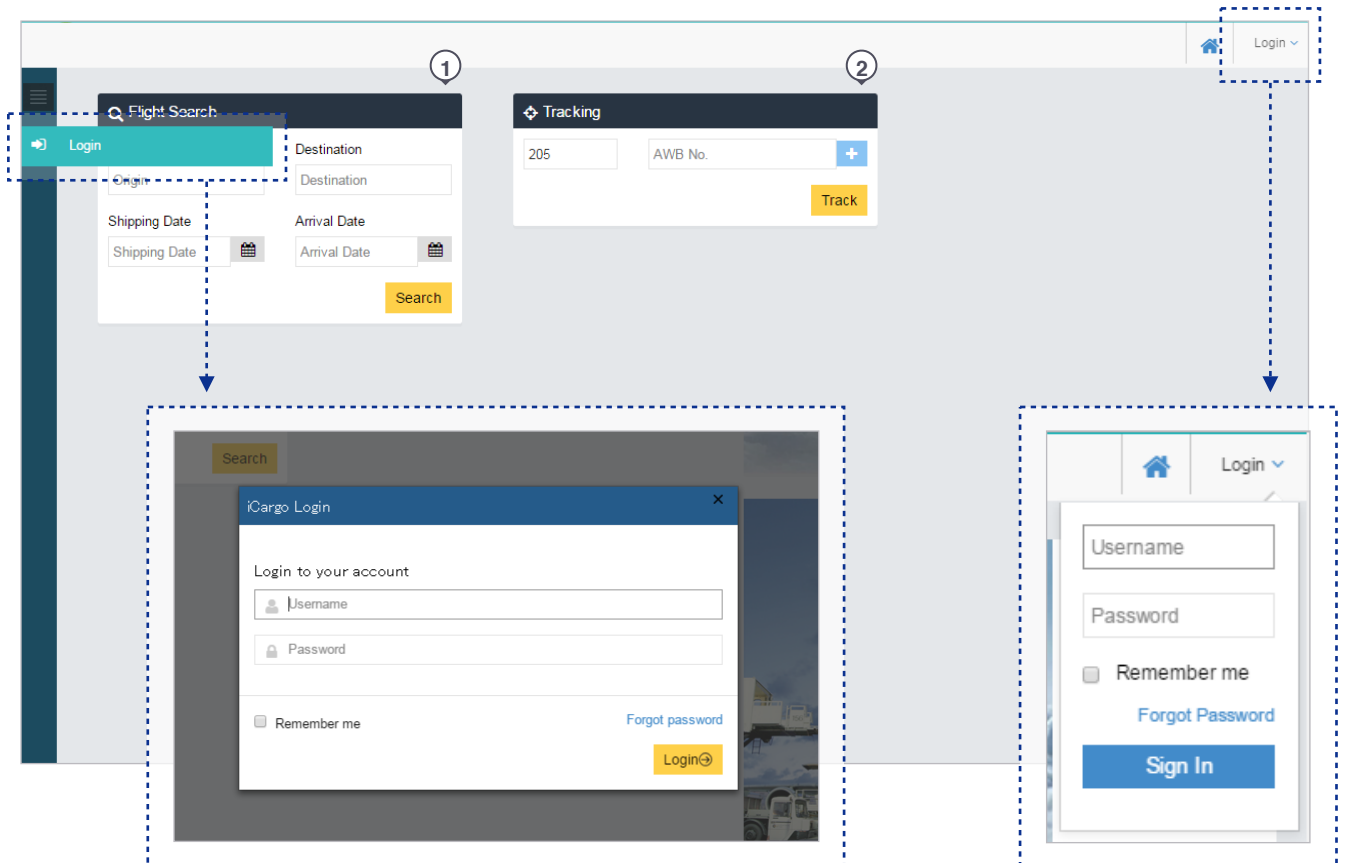


Login

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

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

Screen : Home Screen



Once logged in, a Booking field will appear.

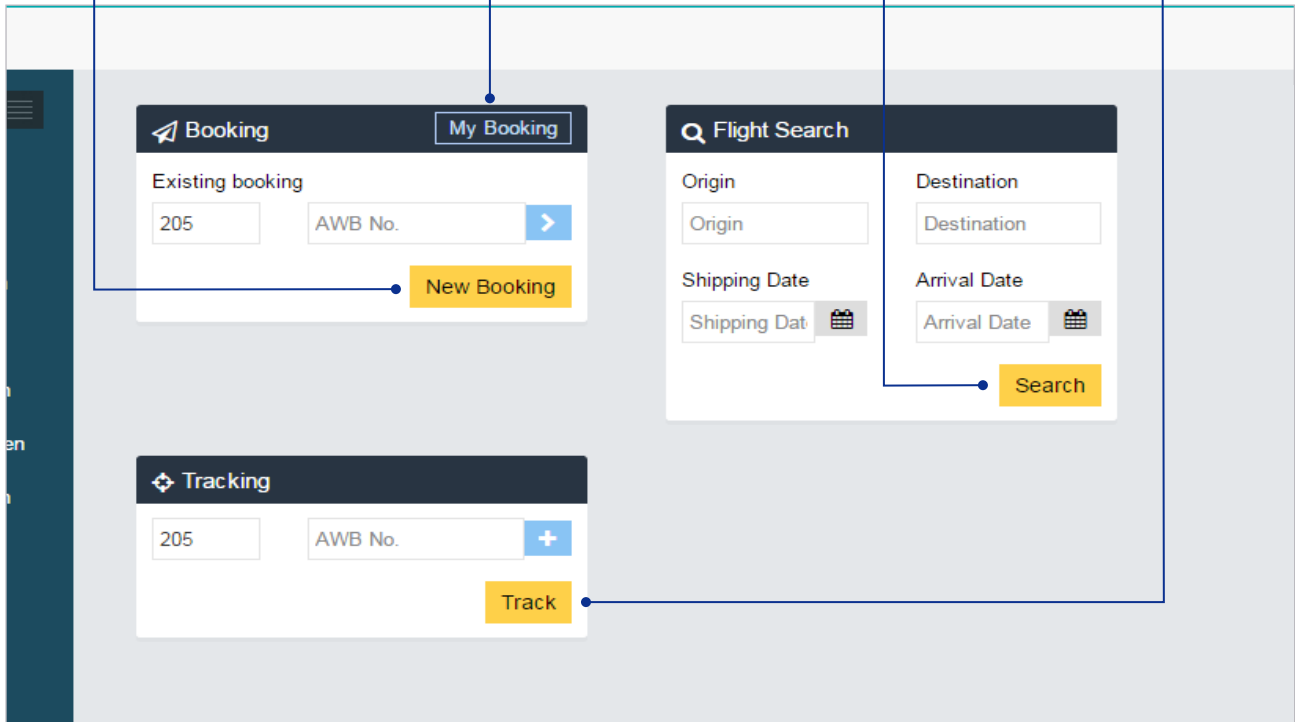
Screen : Home Screen

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

Jump to List Booking. (p.9)

Jump to Flight Search. (p.8)

Jump to Tracking. (p.10)



Account Info

You can view your Account Info.

Screen : Account Info

Click to edit Account Info.

The screenshot shows the 'User Profile' page. The 'My Details' section includes fields for User Id, Title, First Name, Last Name, Agent, Airline, and User Language. The 'Contact Details' section includes Address, City, Country, and Zip/postal code. Below this is a table for 'Contact Details' with columns for Type, Email Address, Phone Number, and Mobile Number. The 'Required Notifications' section has checkboxes for Arrived, Departed, Delivered, Malfwd, Received from flight, Shipment accepted, and Transferred. A 'Change Password' link is at the bottom left. A blue arrow points from the 'Edit account info' link to the detailed form below.

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

Arrived Departed Delivered MALFWD

Received from flight Shipment accepted Transferred

[Change Password](#)

User Profile

My Details

User Id* Title Mr. First Name* PORTAL USER Last Name Last Name

Agent* Airline* NH User Language English

Contact Details

Address1 City Country Zip/postal code Zip/Postal Code

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

Required Notifications

Booking

Shipment accepted

Departed

Arrived

Received from flight

Type E-Mail Value Add

Email

xxx_TEMP@temp.com

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

Set language.

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

Register email address for receiving notifications.

You can set your preferred email notifications (Arrived / Departed / Delivered / Received from flight / Shipment accepted / Transferred).

*You can also change this setting in the Summary tab upon each booking.

Make/Update Reservation 1

Screen : Booking – Shipment tab

Input AWB No. to create/modify a booking.

Input the product code to specify the product.

Mark check if the shipment needs special handling

Check in case the shipment need to input additional DG information. ※The tab will appear automatically if ICE or other DG codes are input in the SCC code column.

Input ULD code.

Input the date when AWB is issued.

Input SCC code.

Input the date(+time) on which the shipment must be arrived to the final destination.

Press these arrows and open more columns to input further information.

Input bond in date which is scheduled date of acceptance. Make sure to input even if the scheduled acceptance date is on the day of the flight date.

Press Next to continue

Please click Add after input dimension.

Make/Update Reservation 2

Screen : Booking – Itinerary tab

Click this button, appeared Flight No, Origin, Destination, Date, Pieces, Weight, Volume.(Use when ideal flight doesn't appear in below flight search result)

You can specify the search result with these.

The screenshot shows the 'Booking' interface with the 'Itinerary' tab selected. At the top, there are tabs for 'Shipment', 'Itinerary', 'Additional Info', and 'Summary'. Below this is a 'Selected Flight Details' section. A blue dashed box highlights the 'Add Flight' button. Below the button is a form with fields for 'Flight No.', 'Origin', 'Destination', 'Date', 'Pieces', 'Weight', and 'Volume'. Below this is a 'More Search Options' section with fields for 'Origin*', 'Destination*', 'Flight Number', and 'Flight Date*'. There are also dropdown menus for 'Schedule Type' and 'Flight Type'. Below the search options is a table of flight results. A blue dashed box highlights the 'Add Flight' button and the search options. Below the search options is a table of flight results. A blue dashed box highlights the 'Add Flight' button and the search options. Below the search options is a table of flight results. A blue dashed box highlights the 'Add Flight' button and the search options.

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

Origin*	Destination*	Flight Number	Flight Date*
HND	LAX	e.g. NH	e.g. 0001
Schedule Type: <input type="checkbox"/> Other Airline			

Flight No.	Origin	Destination	Date	Pieces	Weight	Volume
NH 1786	HND	LAX	27-Jul-2020 06:00 (S)	23h 00m	44F Cargo-Only	1670.0
NH 1786	HND	LAX	28-Jul-2020 06:00 (S)	23h 00m	44F Cargo-Only	1670.0
NH 1786	HND	LAX	29-Jul-2020 06:00 (S)	23h 00m	44F Cargo-Only	1670.0

Only available routings / flights will be shown.

Make/Update Reservation 3

Screen : Booking – Additional Info tab

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

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

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

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

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	25
SCC Code	Weight

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

Enter required information such as Class, PG.

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

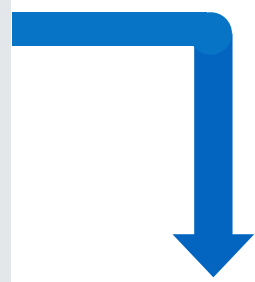
After entering information, click Next.

Make/Update Reservation 4

Screen : FNL update

Change Forecast Status from FCST to FNL(Final).

Update Piece / Weight / Volume information.



Choose Itinerary Tab.

Press v to open details and input FNL information.

Click here to register.

Re-check booking details with Summary Tab and press Book.

Capturing DG information

① Input **DGR** in product column.

② Input DG code in SCC column. (Also input SPX for screened cargo)

③ Input UNID No in UNID No column in Additional Info tab. (Check the Additional info box on the bottom left if the tab doesn't appear.)

④ Input DG details information

UNID No	PSN	Class	SCC	CAO	Radio Active	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	SCC
1845	Carbon	9	ICE				954	1	10		

Cool Facility: Cool Facility | Freezer Facility: Freezer Facility

Complementary SCC Details

SCC Code	Weight (Kilogram)
ICE	Weight

Booking a Temperature shipment (without Dry Ice)

① Input COL or FRO in product column.

Input UNID No in UNID No column in Additional Info tab. (Check the Additional info box on the bottom left if the tab doesn't appear.)

- ② Open the Capture Cool and Frozen Details in Additional info tab and Cool and Freezer Facility columns shall be displayed. Input airport code there. After that, click the 'Next' button. (When user inputs NRT and OKA in Freezer Facility column, there are two type of temperatures '-5°C and -15°C', and these shall be displayed like *NRT/-5*, *NRT/-15*, *OKA/-5*, *OKA/-15*)

UNID No	PSN	Class	SCC	CAO	Radio	PG	PI	No of Pkg	TI/Net Qty Per Pkg	Sub Risk1	SCC
1845	Carbon	9	ICE				954	1	10		

SCC Code: ICE Weight (Kilogram):

Booking a Temperature shipment (with Dry Ice)

① Input COL or FRO and ICE in product column.



Input UNID No in UNID No column in Additional Info tab. (Check the Additional info box on the bottom left if the tab doesn't appear.)

② Input details information for example ICE UNID.

③ Open the Capture Cool and Frozen Details in Additional info tab and Cool and Freezer Facility columns shall be displayed. Input airport code there. After that, click the 'Next' button. (When user inputs NRT and OKA in Freezer Facility column, there are two type of temperatures '-5°C and -15°C', and these shall be displayed like NRT/-5, NRT/-15, OKA/-5, OKA/-15)

④ Specify the SCC Code with "ICE", and input the total amount of Ice for the Weight field.

Make/Update Reservation 5

Screen : Booking – Summary tab

Status (CFM or Queued) will be shown after press Booked button at the bottom

Press each field's Edit button to modify each information.

Please check "Spot rate required" and input rate when booking made by "Add flight" function.

The screenshot displays the 'Booking Summary' interface. At the top, a green notification bar states '予約のスペースが確保されました。' (Reservation space has been secured). The main content is divided into several sections:

- Shipment Details:** HND-LAX, CNSL, GEN, 10 Pieces, 100.00KG Weight. Includes an 'Edit' button.
- Flight Details:** NH1786, 28-Jul-2020 06:00(S)-13:00(S)+1, HND-LAX. Includes an 'Edit' button.
- Participant Details:** Empty section with an 'Edit' button.
- Remarks:** Empty section with an 'Edit' button.
- Rating And Charges:** 52605 JPY Freight Charges, 1670 JPY Other Charges. Rate type: MARKET, Rate: 315 JPY. Includes a 'Spot rate required' checkbox and input fields for Charge, Rate, and JPY. Total Charges: 54275 JPY.
- Additional Info:** Total number of UNIDs: 1, Total number of Pkgs.: 1, Cool Facility, Freezer Facility. Includes an 'Edit' button.
- Subscribe Notification:** A list of milestones with checkboxes: Booking (checked), Shipment Accepted, Departed, Flight Arrived, Received From Flight, Shipment Arrival Notification, Transferred. Includes an 'Add' button and an email input field.

At the bottom, there are buttons for 'Book', 'Print', and 'Cancel Booking'. A 'Save AWB Data' checkbox is also present.

User shall be able to subscribe required notifications . The list of milestones are *Booking , Shipment accepted, Departed, Arrived, Received from flight, Delivered, Transferred.*

Input Email address which want to receive Notification at.

Input Email address which want to receive Notification at.

Flight Search

Screen : Flight Search

You can search by just entering the Shipping Date

The screenshot shows the 'More Search Options' section with the following fields:

- Origin*: HND
- Destination*: LAX
- Flight Number: e.g. NH
- Flight Date*: 27-Jul-2020
- Schedule Type:
 - JV
 - OWN
 - Other Airline
- Flight Type:
 - Freighter Only
 - Passenger Only
- Buttons: Display, Clear

The results table below shows various flight options:

Flight Number	Origin	Destination	Flight Time	Status	Rate/Kg	Oth Chg
NH 1786	HND	LAX	23h 00m (1 Stop)	Available	315.0 JPY	1670.0
NH 1786	HND	LAX	23h 00m (1 Stop)	Available	315.0 JPY	1670.0
NH 1786	HND	LAX	23h 00m (1 Stop)	Available	315.0 JPY	1670.0
NH 1786	HND	LAX	23h 00m (1 Stop)	Available	315.0 JPY	1670.0
NH 8080, NH 0006 (+1 Conn.)	HND	LAX	24h 55m (1 Stop)	Available	1169.0 JPY	1670.0
NH 8080, NH 0006 (+1 Conn.)	HND	LAX	48h 55m (1 Stop)	Available	1169.0 JPY	1670.0
NH 8080, NH 0006 (+1 Conn.)	HND	LAX	72h 55m (1 Stop)	Available	1169.0 JPY	1670.0
NH 8080, NH 0006 (+1 Conn.)	HND	LAX	96h 55m (1 Stop)	Available	1169.0 JPY	1670.0

Click the flight which want to book and it will appear on the top.

Flight Capacity status (Basically only Available flights are shown)

List Bookings

View bookings associated with Login ID.

Screen : List Bookings

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

AWB No	Flight No	Origin	Destination	Date	Status	Volume
205 - 17090684	NRT - SFO	02-Feb-2017	CONFIRMED	3 PCS 98.0 KG 0 m ³	Confirmed	
205 - 17090791	NRT - SFO	03-Feb-2017	QUEUED	5 PCS 67.0 KG 8 m ³	Queued	
205 - 17090706	NRT - BKK	02-Feb-2017	QUEUED	1 PCS 50.0 KG 0.3 m ³	Queued	
205 - 17091386	NRT - PVG	03-Feb-2017	QUEUED	1 PCS 50.0 KG 0.1 m ³	Queued	

The following conditions can be specified by clicking Advanced Search.

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

View detailed booking information by clicking the arrow.

The detailed view shows a specific booking entry with a blue header bar containing flight details: 'NH 0008 | NRT - SFO | 02-Feb-2017'. Below this, it says 'NRT 3 pcs in Shipment Booked status'. Action buttons for 'Track', 'Details', and 'Cancel' are visible. A dashed blue box highlights these buttons.

Click and jump to the following page.

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

Cancel booking.

*No cancellation after shipments are received .

Tracking

Screen : Tracking



Tracking

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

Tracking

205-20000374 NRT-JFK

Latest Status

NRT 10 Pcs. in Shipment Departed status

SHIPMENT

CONSOL

10 Pcs. | 100.0 Kg

Confirmed

NRT

10 Pcs.

15-Dec 2016 | 13:47

10 Pcs.

15-Dec 2016 | 14:04

JFK

10 Pcs.

16-Dec 2016 | 16:10

10 Pcs.

16-Dec 2016 | 20:10

Flight Booking

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

History

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

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

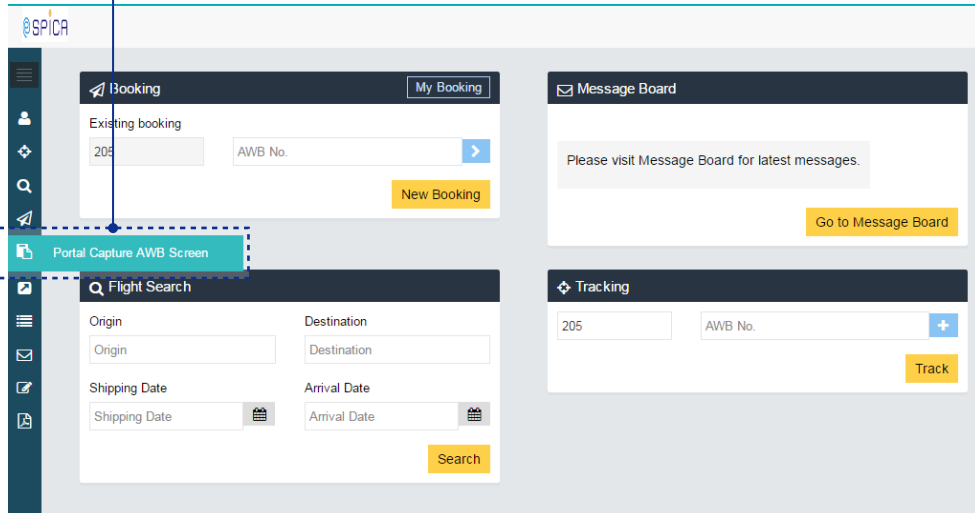
If the flight departs / arrives, the actual time of departure / arrival will be shown.

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

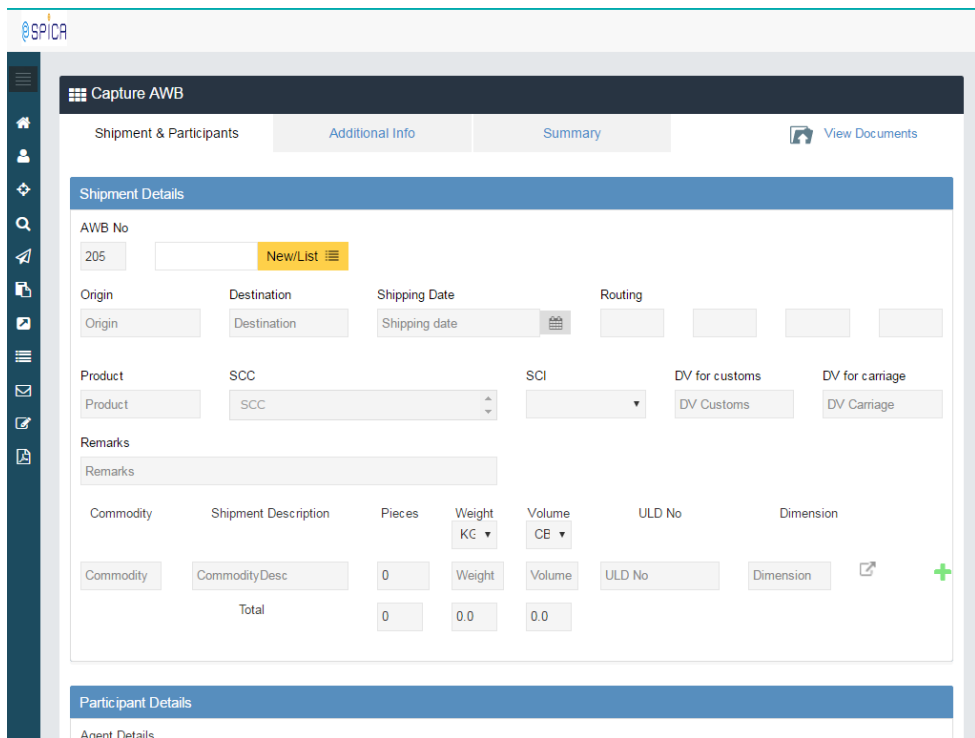
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen.



Initial screen will show up.



Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants

① Input AWB No and click New/List.

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

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

Commodity	Shipment Description	Pieces	Weight KG	Volume CE	ULD No	Dimension
GEN	GENERAL	10	100.00	1.00	Uld No	N
Commodity	CommodityDesc	0	Weight	Volume	ULD No	Dimension
Total		10	100.0	1.0		
- Participant Details:**
 - Agent 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: AccNo
 - City: SAGAMIHARA
 - State: KANAGAWA
 - Country: JP
 - ZIP/Postal Code: PostalCode
 - Phone Number: 8889999
 - Email: Email
 - Consignee Details:**
 - Consignee Code: C1001
 - Consignee Name: SORANO US
 - Address: QUEENS
 - A/C No: Acc.No
 - City: NY
 - State: NY
 - Country: US
 - ZIP/Postal Code: PostalCode
 - Phone Number: 888777888
 - Email: Email

② Information from Booking is reflected.

See next page how to fill up Commodity line.

③ Input Shipper/Consignee information.

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

Reset Next

④ Click Next.

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

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:

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

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"/>	[X] [+]
Total		0	0	0			[Cancel] [OK]

Capture AWB::Fill up OCI line

Screen : Capture AWB :: Additional info

⑤ Press to add line if you need.

⑤ No need to fill up.

⑤ Click to go to next screen.

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

Capture AWB::Saving captured information

Screen : Capture AWB :: Summary

The screenshot shows the 'Capture AWB' Summary screen in the SPICA system. The top navigation bar includes 'Shipment & Participants', 'Additional Info', and 'Summary'. The 'Summary' tab is active. The 'Shipment & Participants Details' section shows 'Shipment Details' with origin 'NRT' and destination 'ORD', and 'Participant Details' with agent 'CARGO AGENT', shipper 'SORANO OOTOMO CHO', and consignee 'SORANO US QUEENS'. The 'Rate & Charges' section shows 'Freight Charges' of 212090, 'Other Charges' of 0, 'Rate Type(IATA Rate)' of 1270, and 'Total Charges' of 212090. A 'Print' button and a 'Save' button (highlighted with a dashed box and a blue arrow) are located at the bottom right of the 'Rate & Charges' section.

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



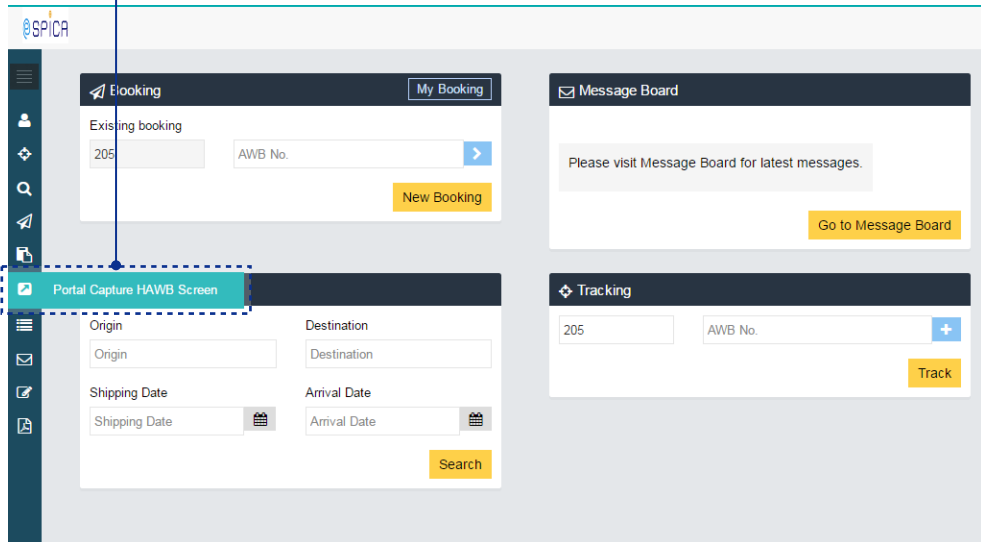
The screenshot shows the same 'Capture AWB' Summary screen, but with a confirmation dialog box overlaid. The dialog box is titled 'iCargo' and contains the message 'AWB details Saved Successfully, Do you want to Relist?'. It has two buttons: 'Yes' (highlighted with a dashed box and a blue arrow) and 'No'. The background screen is dimmed, showing the 'Shipment Details' section with 'AWB No' 205-91746130, 'Origin' NRT, 'Destination' ORD, 'Shipping Date' 27-Jul, and 'Product' GEN. A table at the bottom shows commodity details for 'GENERAL' with 10 pieces, 100.00 weight, and 1.00 volume.

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

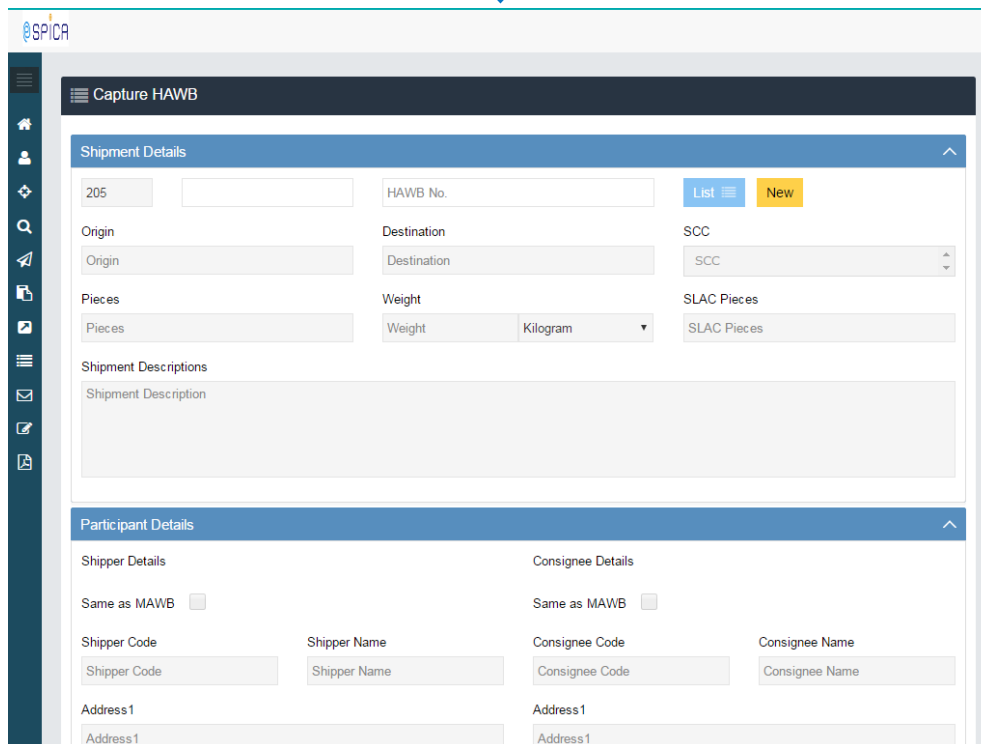
Capture HAWB::Showing screen

Screen : Menu

Select Portal Capture HAWB Screen.



Initial screen will show up.



Capture HAWB::Inputting MAWB No

Screen : Capture HAWB

① Input MAWB No and click List.

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

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

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

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

iCargo

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

Yes No

The 'Yes' button is highlighted with a dashed box, and a blue line connects it to the instruction text on the right.

② Click Yes to make it Consolidated AWB.

Capture HAWB::Filling up items

Screen : Capture HAWB

③ Input HAWB No.

Origin/Destination are reflected from MAWB.

Check it if shipper or consignee is same as MAWB.

④ Input Shipper/Consignee information.

Mandatory items

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

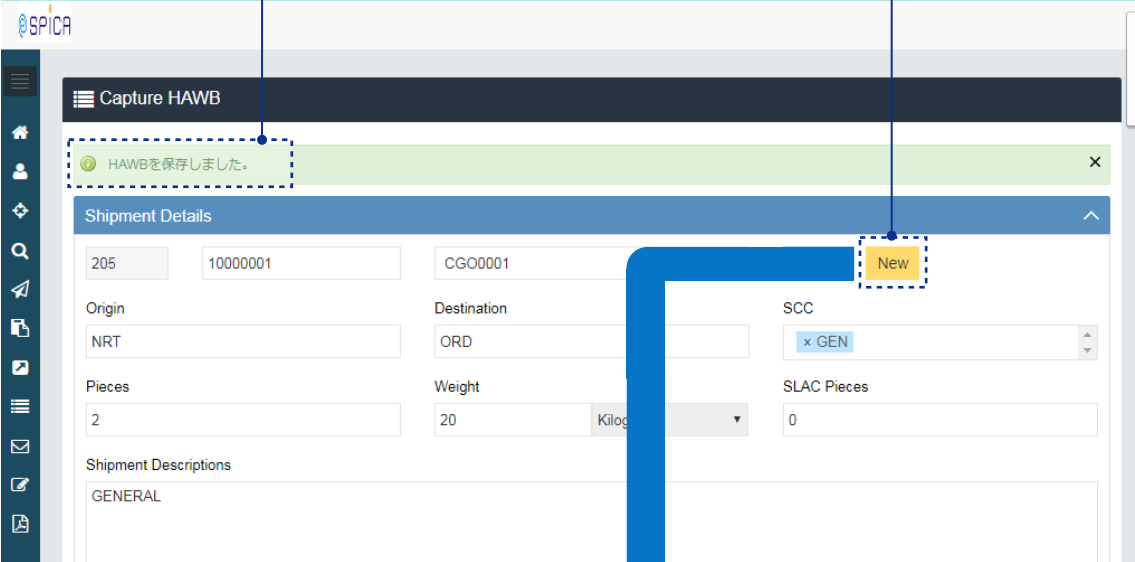
⑤ Click Save.

Capture HAWB::Screen after saved

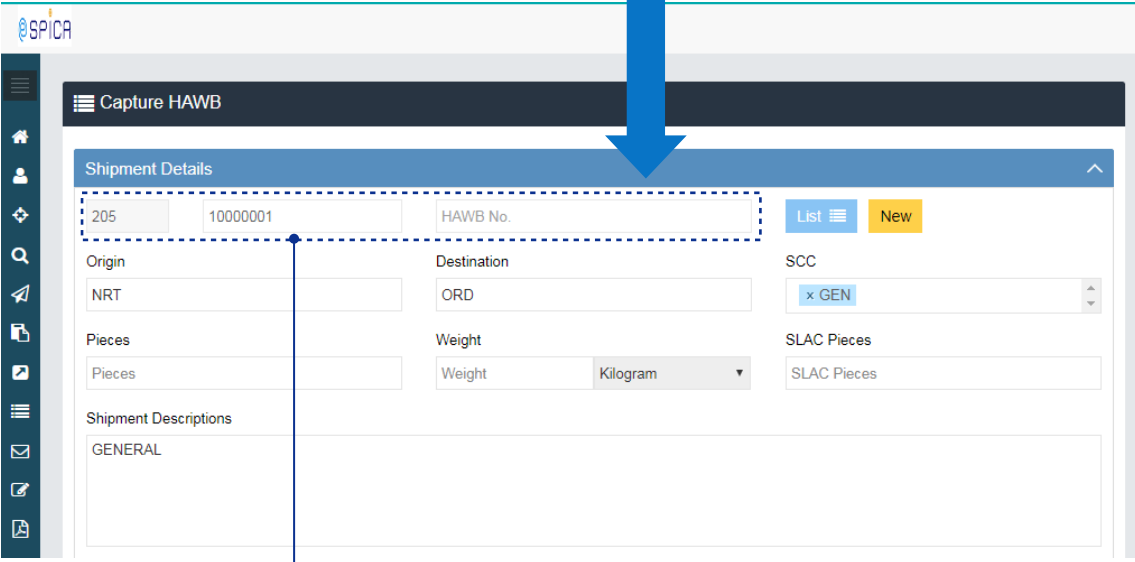
Screen : Capture HAWB

It appears if saving HAWB is done successfully.

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



The screenshot shows the 'Capture HAWB' screen with a success message: 'HAWBを保存しました。' (HAWB saved). The 'Shipment Details' section includes fields for MAWB (205), HAWB (10000001), CGO (CGO0001), Origin (NRT), Destination (ORD), SCC (x GEN), Pieces (2), Weight (20 Kilogram), and SLAC Pieces (0). A 'New' button is visible in the top right of the details section.



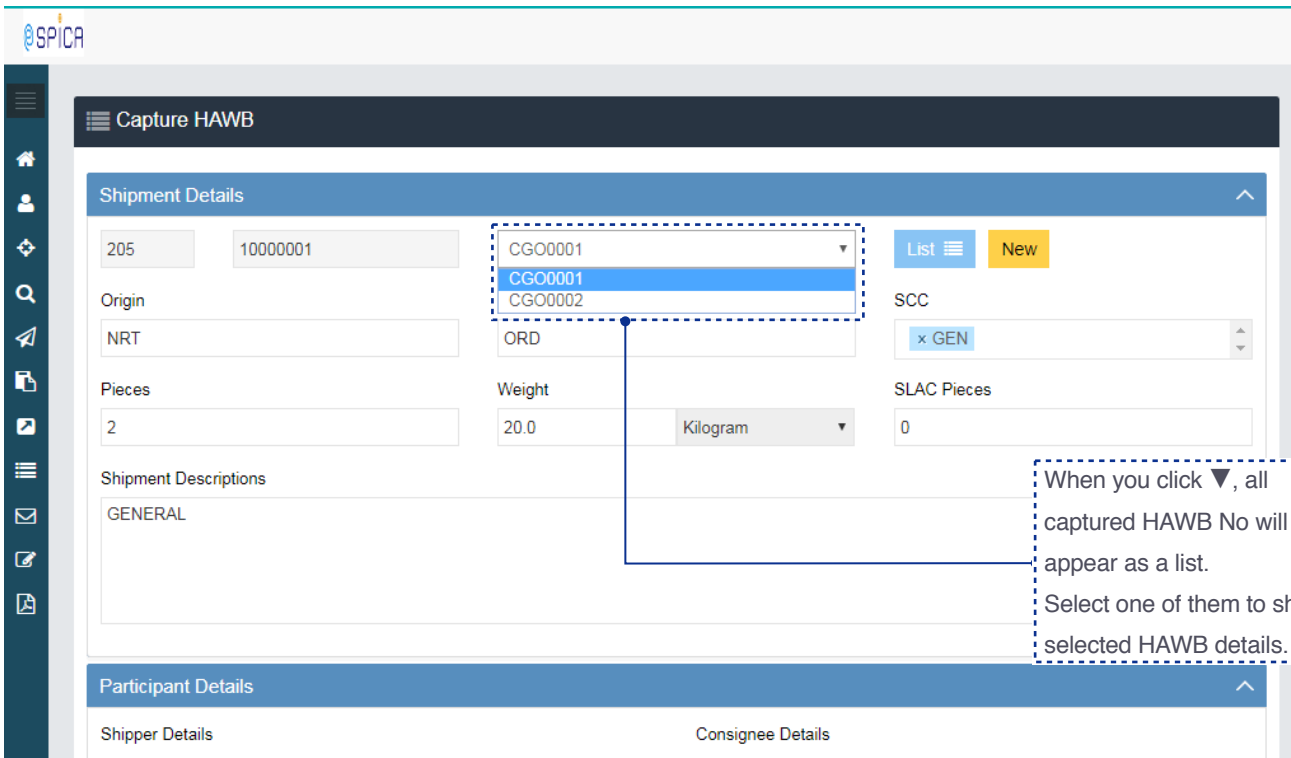
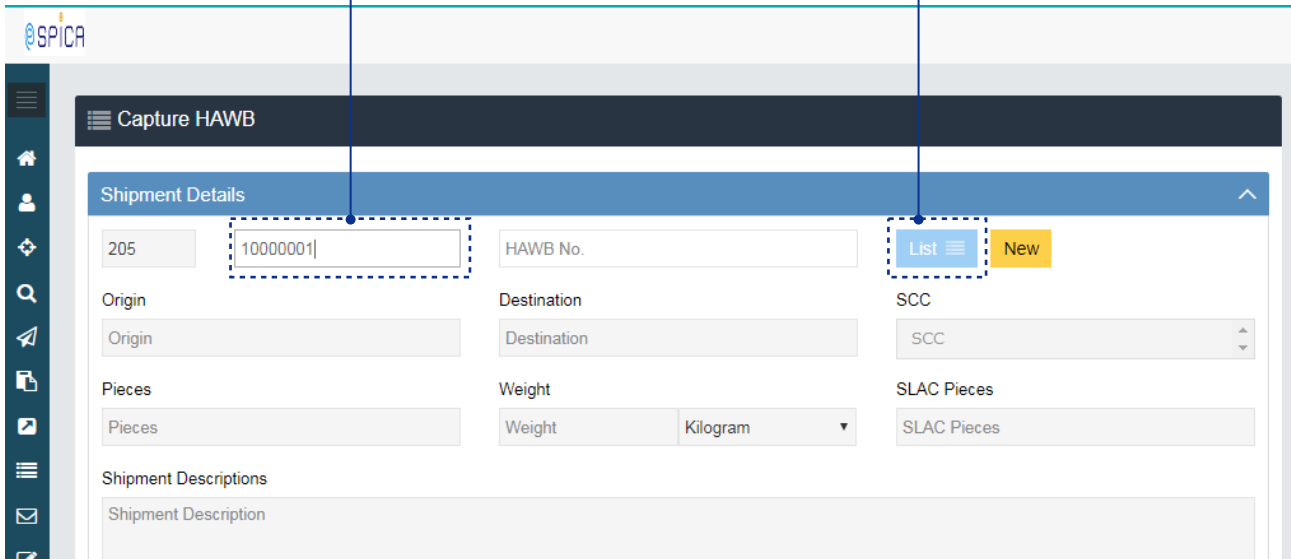
The second screenshot shows the 'Capture HAWB' screen after clicking 'New'. A 'HAWB No.' field is added to the top of the 'Shipment Details' section, next to the MAWB and HAWB fields. The 'New' button is highlighted in yellow. The other fields remain the same.

You can input another HAWB No.

Capture HAWB::List HAWBs

Screen : Capture HAWB

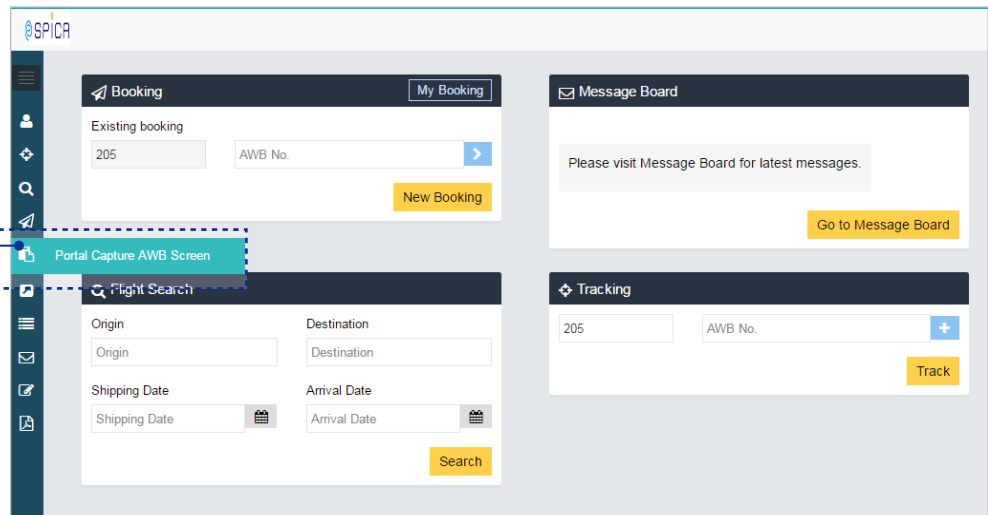
Input MAWB and click List.



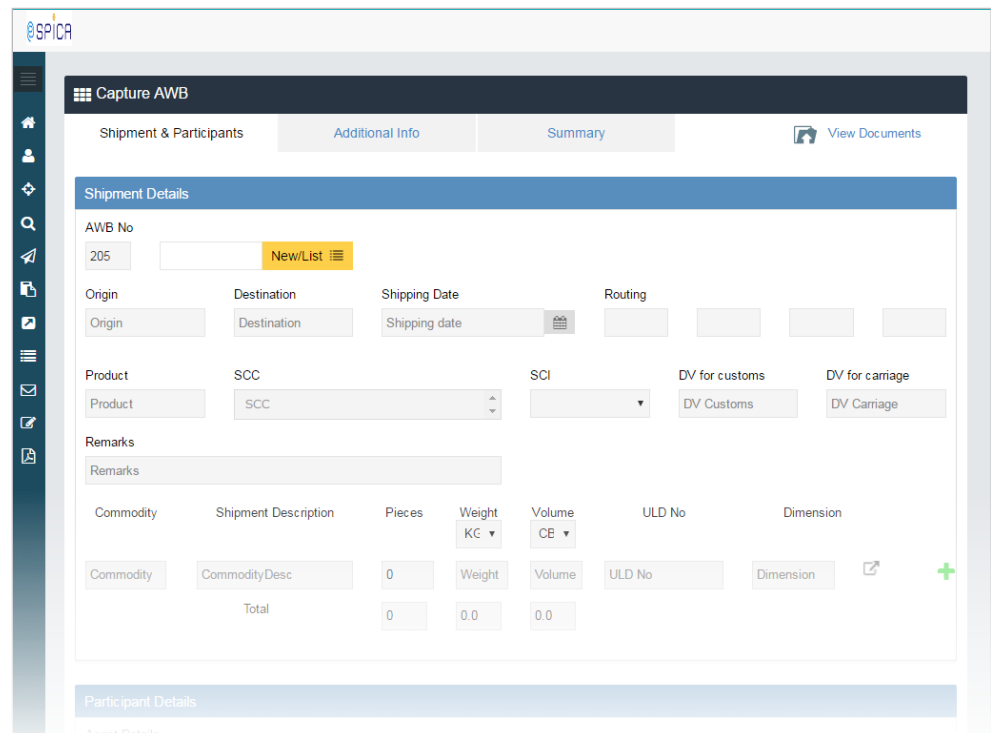
Capture AWB::Showing screen

Screen : Menu

Select Portal Capture AWB Screen



Initial screen will show up



Capture AWB::Filling up items

Screen : Capture AWB :: Shipment Participants

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

- Shipment & Participants:** Includes tabs for 'Additional Info' and 'Summary', and a 'View Documents' link.
- Shipment Details:**
 - AWB No:** 205 10000001. A callout ① points to the 'New/List' button.
 - Origin:** NRT, **Destination:** ORD, **Shipping Date:** 06-Jul-2017, **Routing:** ORD NH.
 - Product:** GEN, **SCC:** x GEN. A callout ② points to the SCC dropdown.
 - Remarks:** A text input field.
 - Commodity Table:**

Commodity	Shipment Description	Pieces	Weight	Volume	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		

 A callout points to the table with the instruction: 'See next page how to fill up Commodity line'.
- 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:** Acc.No, **City:** SAGAMIHARA, **State:** KANAGAWA, **Country:** JP.
 - ZIP/Postal Code:** PostalCode, **Phone Number:** 8889999, **Email:** Email.
 - Consignee Details:**
 - Consignee Code:** C1001, **Consignee Name:** SORANO US, **Address:** QUEENS.
 - A/C No:** Acc.No, **City:** NY, **State:** NY, **Country:** US.
 - ZIP/Postal Code:** PostalCode, **Phone Number:** 888777888, **Email:** Email.
- Buttons:** 'Reset' and 'Next' buttons are at the bottom right. A callout ④ points to the 'Next' button.

① Input AWB No and click New/List

② Information from Booking is reflected.

See next page how to fill up Commodity line

③ Input Shipper/Consignee information

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

④ Click Next

Capture AWB::Fill up Commodity line

Screen : Capture AWB :: Shipment Participants

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
- Commodity Table:**

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

Click Dimension if you need to capture dimension

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

The 'Dimensions' dialog box contains the following fields:

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::Saving captured information

Screen : Capture AWB :: Additional info

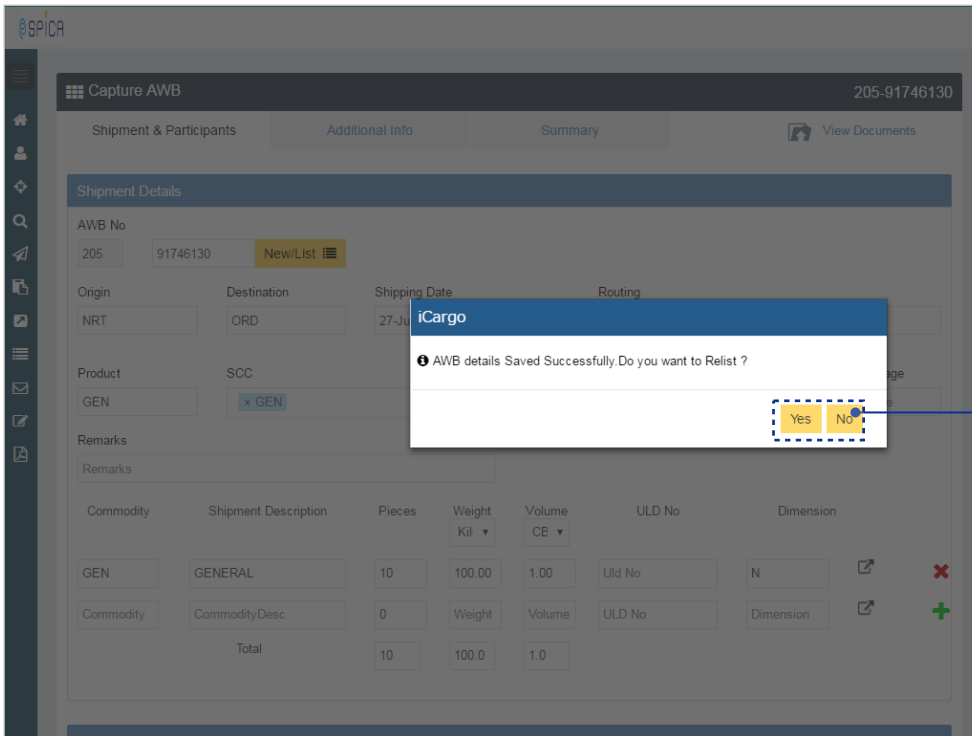
⑤ No need to fill up this screen. So just click Next

Screen : Capture AWB :: Summary

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

Capture AWB::Screen after saved

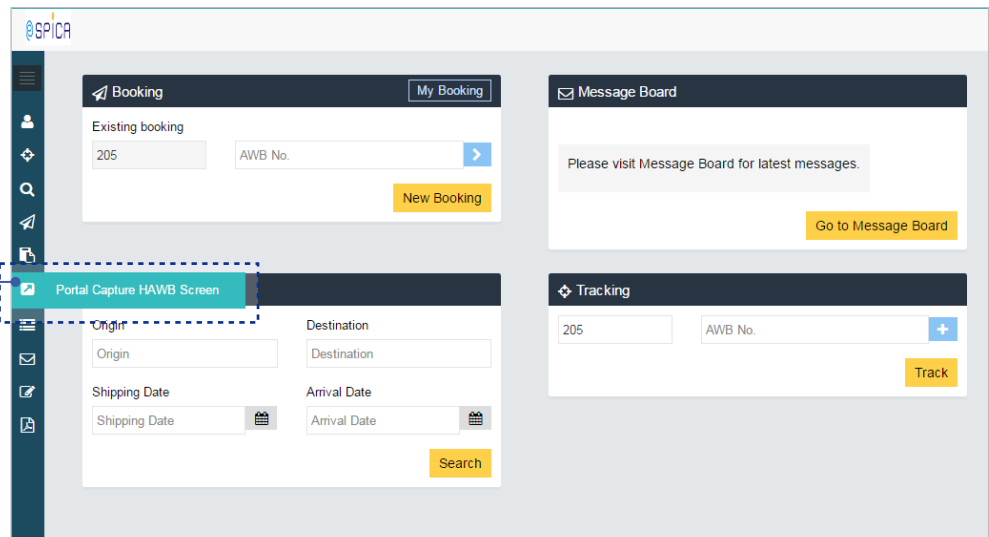
Screen : Capture AWB :: Summary



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

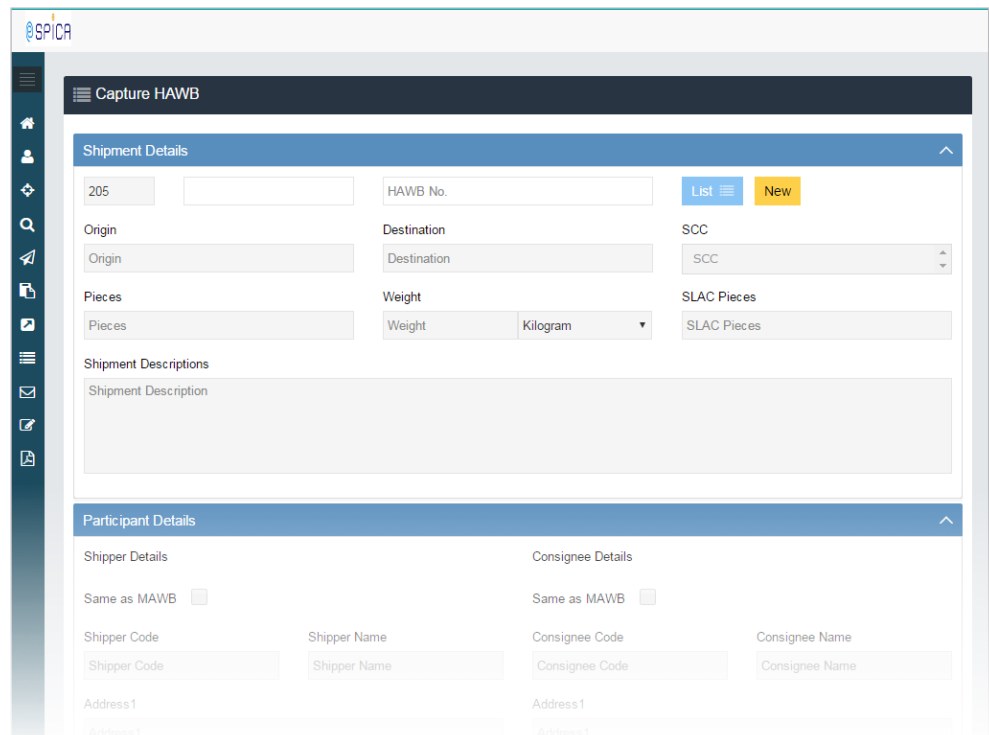
Capture HAWB::Showing screen

Screen : Menu



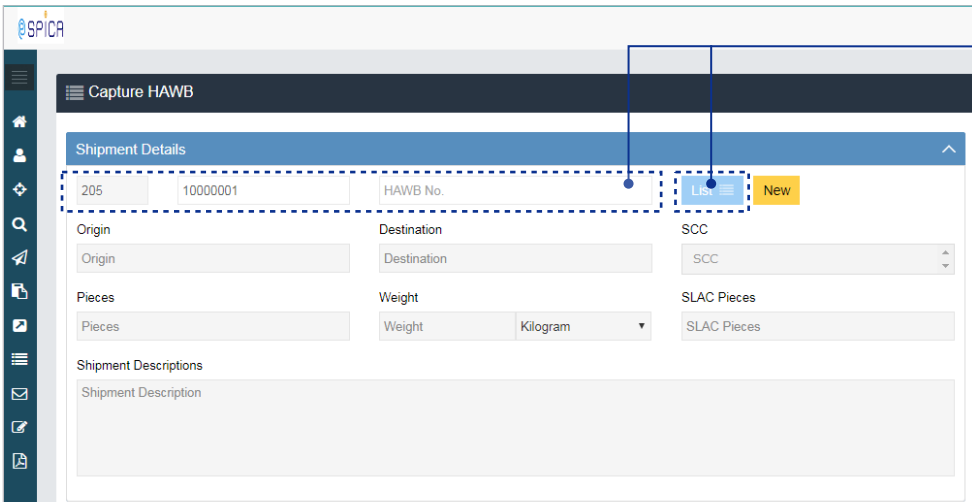
Select Portal Capture HAWB Screen

Initial screen will show up

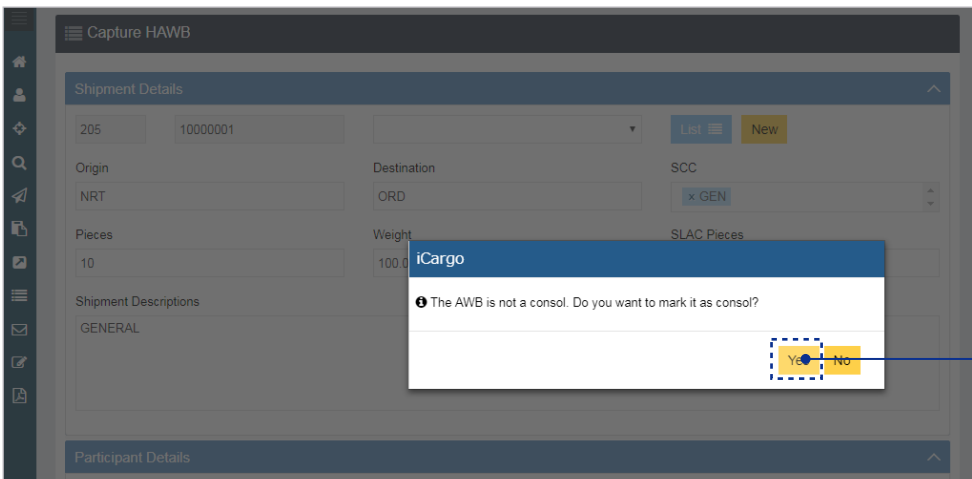


Capture HAWB::Inputting MAWB No

Screen : Capture HAWB



① Input MAWB No and click List



② Click Yes to make it Consolidated AWB

Capture HAWB::Filling up items

Screen : Capture HAWB

③ Input HAWB No

Origin/Destination are reflected from MAWB

Check it If Shipper or consignee is same as MAWB

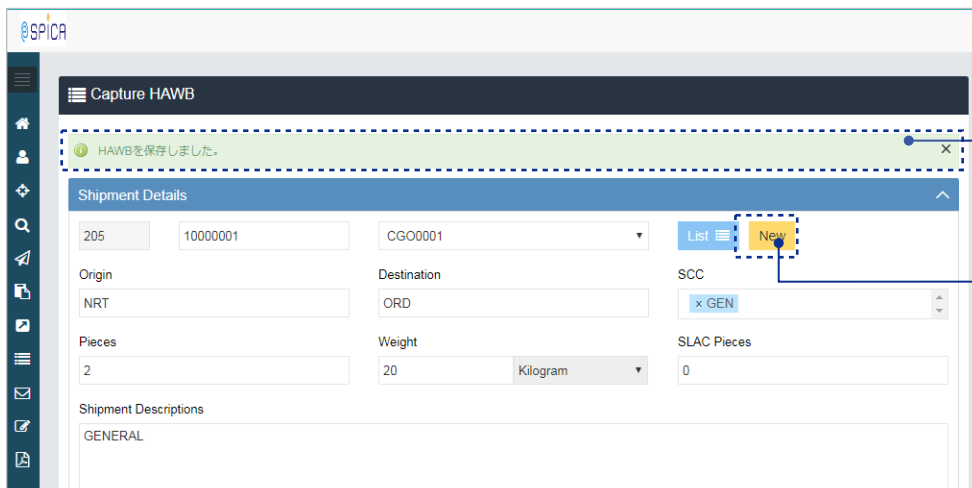
④ Input Shipper/Consignee information

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

⑤ Click Save

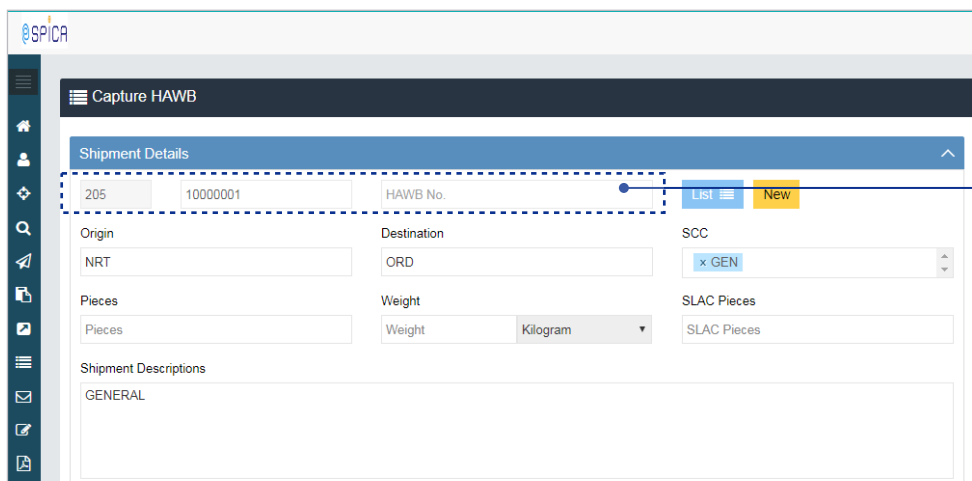
Capture HAWB::Screen after saved

Screen : Capture HAWB



It appears if saving HAWB is done successfully

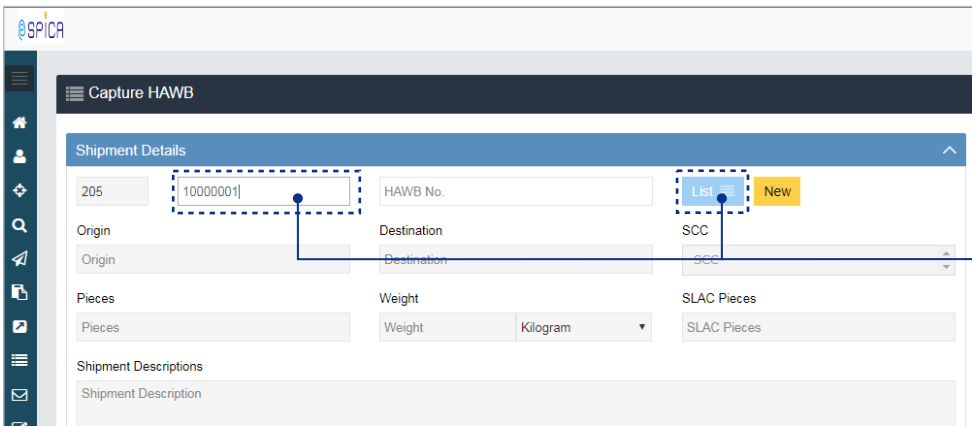
Click New if you need to create more HAWB for same MAWB



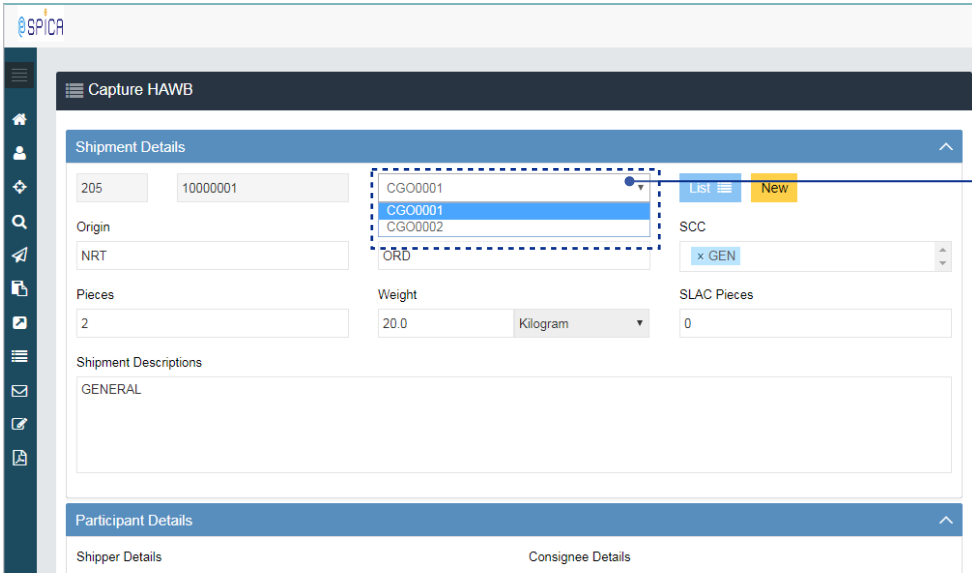
You can input another HAWB No

Capture HAWB::List HAWBs

Screen : Capture HAWB



Input MAWB and click List



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