

New eSPICA Operation Manual



ANA Cargo

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1. New eSPICA Functions

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

Request / Save a quote

NEW

- You can get a quote without entering a MAWB number.

RENEWAL

- Making a reservation has been made easier.

After booking confirmation

- You can register MAWB / HAWB information from eSPICA

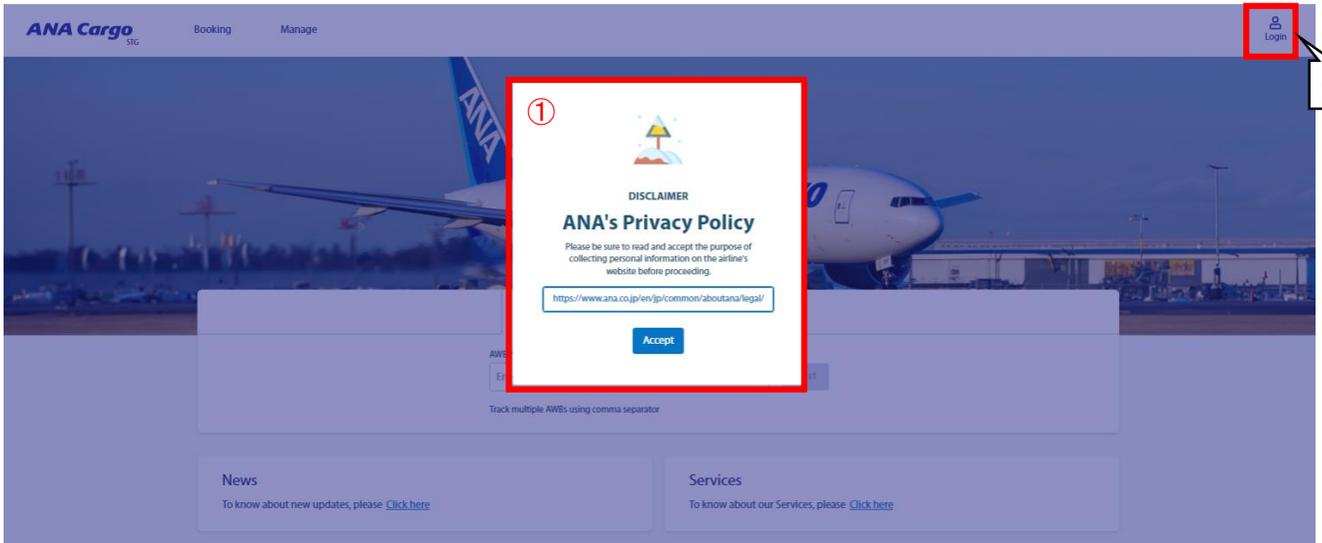
After flight departure

RENEWAL

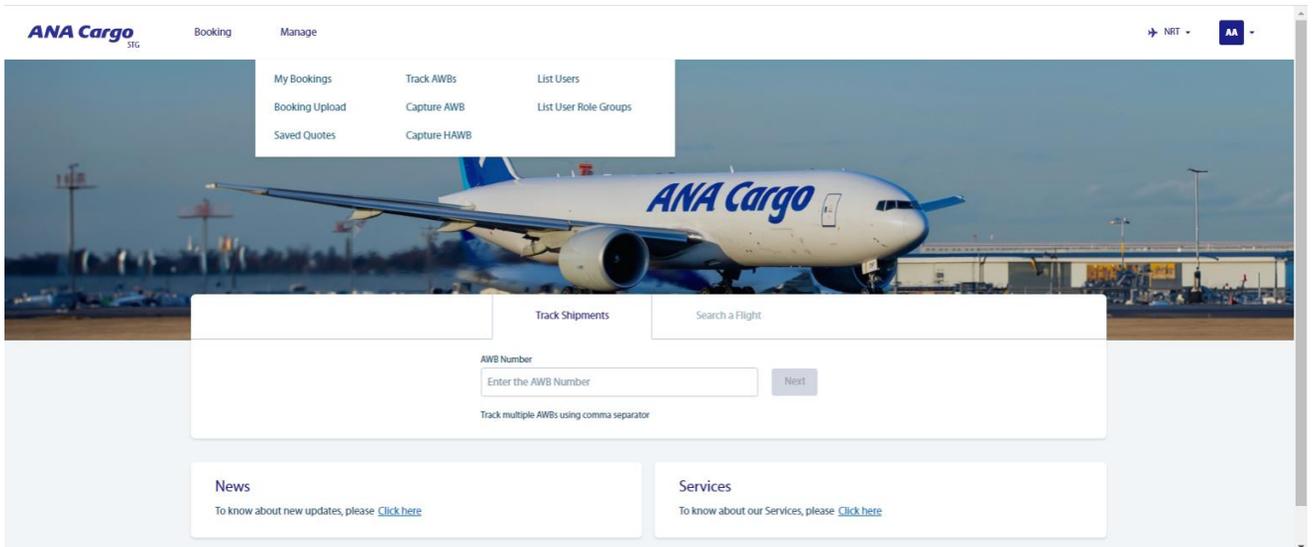
- Tracking information visibility has been improved

2. How to Log In

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



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

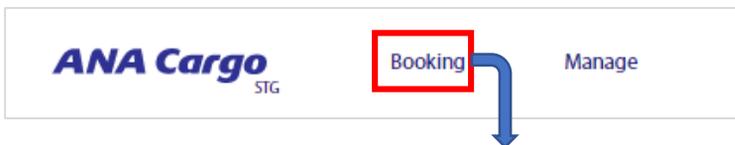


- ③ Once login has been completed successfully, you can access individual screens from the banner at the top of the page.

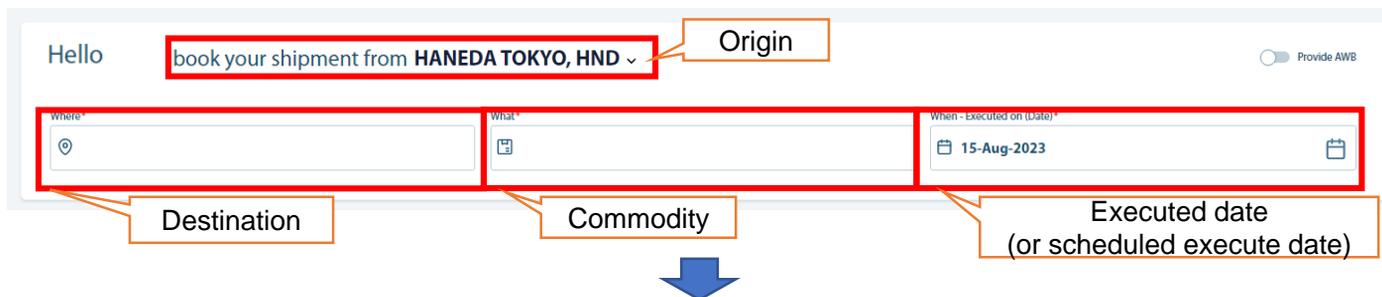
3. Request / Save a Quotation

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

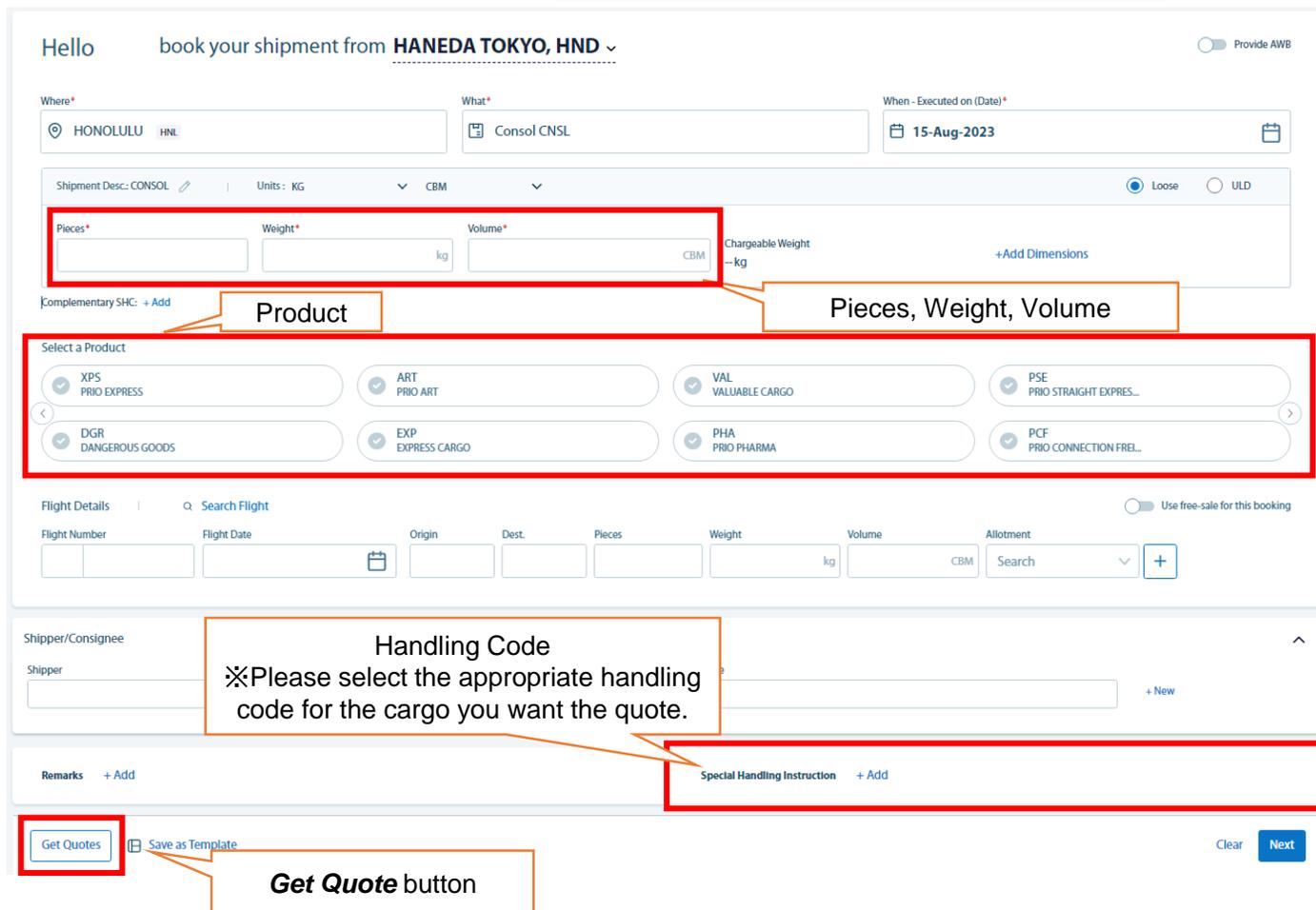
① Click **Booking** on the banner at the top of the page.



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



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



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

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

You can apply filters the displayed information as required.

Available flights and rates are displayed based on your shipment information

☆ If you wish to save the entered information, click **Save as Quote** button

Save as Quote

⑥ Saved quotes can be viewed from the Saved Quotes screen



- By clicking the **Book** button, you can create a reservation with the information in the saved quote. (Continue to p.8 ⑥)
- After a certain time, saved quotes will be moved to the *Expired* tab.

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

4. Create a Reservation (Pattern I)

☆ Pattern I: Reservation from flight search. If you want to search for available flights and make a reservation with a MAWB.

- ① Click on **Booking** in the banner at the top of the page.
- ② On the right hand side of the drop down screen click **Provide AWB**

The screenshot shows the ANA Cargo STG interface. The 'Booking' tab is highlighted with a red box. A blue arrow points from the 'Booking' tab to the 'Provide AWB' toggle switch, which is also highlighted with a red box. Below the tabs, there are input fields for 'Where*', 'What*', and 'When - Executed on (Date)*'. The 'When' field is pre-filled with '15-Aug-2023'.

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

The screenshot shows the ANA Cargo STG interface with the 'Provide AWB' toggle switch turned on. The 'AWB Number' field is expanded, showing a dropdown menu with '205' selected and an input field for 'Enter the AWB Number'. A blue arrow points from the 'Provide AWB' toggle switch to the 'AWB Number' field.

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

The screenshot shows the ANA Cargo STG interface with the 'Get Quotes' button highlighted by a red box. The 'Special Handling Instruction' field is also highlighted by a red box. The interface displays various input fields and options for creating a reservation, including origin, destination, commodity, quantity, weight, volume, and product selection. Callouts point to specific fields: 'Origin' (HANEDA TOKYO HND), 'Destination' (HONOLULU HNL), 'Commodity' (Consol CNSL), 'Executed date (or scheduled execute date)' (15-Aug-2023), 'Quantity / Weight / Volume' (Pieces: 1, Weight: 200 kg, Volume: 1 CBM, Chargeable Weight: 200 kg, Volumetric Weight: 167 kg), 'Dimensions' (View/Edit Dims.), 'Product' (Select a Product), and 'Handling Code' (Special Handling Instruction). A note below the 'Handling Code' field states: '※Please select from here for Explosives Inspection, eAWB, eDGD, Special Cargo Information'. The 'Get Quotes' button is labeled 'Get Quotes button'.

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

You can apply filters the displayed information as required.

Available flights and rates for your entered information are displayed.

☆ If you wish to make a reservation with the entered information, click the **Book Now** button



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

MAWB No. update button.
 ※ If you come to this screen from the Saved Quotes screen without entering MAWB, please modify the MAWB from here.

Fill in for E-mail notifications

⑦ Once you have checked the details, click the **Book Now** button in the top right of the screen. When completed you will be redirected to a booking confirmation screen that will display the status of your reservation. In addition, a confirmation email will be automatically sent out.

4. Create a Reservation (Pattern II)

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

- ① Click on **Booking** in the banner at the top of the page.
- ② On the right hand side of the drop down screen click **Provide AWB**

The screenshot shows the top navigation bar with 'ANA Cargo STG' on the left, 'Booking' in a red box, and 'Manage' to its right. A blue arrow points from 'Booking' to the right. On the far right, there is a 'Provide AWB' toggle switch, also in a red box. Below the navigation bar, there are three input fields: 'Where*' with a location pin icon, 'What*' with a document icon, and 'When - Executed on (Date)*' with a calendar icon and the date '15-Aug-2023'.

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

The screenshot shows a message: 'Hello , start the booking using an AWB'. On the right, there is a 'Provide AWB' toggle switch, which is turned on. Below the message, there is an 'AWB Number' input field with a dropdown menu showing '205' and a text input field with the placeholder 'Enter the AWB Number'. To the right of this field is a '+ Check AWB Status' button.

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

This detailed screenshot shows the booking interface with several fields highlighted in red and labeled with callouts:

- Origin:** HANEDA TOKYO HND
- Destination:** HONOLULU HNL
- Commodity:** Consol CNSL
- Executed date (or scheduled execute date):** 15-Aug-2023
- Quantity / Weight / Volume:** Pieces: 1, Weight: 200 kg, Volume: 1 CBM. Chargeable Weight: 200 kg, Volumetric Weight: 167 kg.
- Dimensions:** View/Edit Dims.
- Product:** Select a Product (ULD, FRT, PCE, IEH, HUM, GEN, COL, IEX).
- Flight Information (Mandatory in pattern II):** Flight Number: NH 0186, Flight Date: 15-Aug-2023, Origin: HND, Dest: HNL, Pieces: 1, Weight: 200 kg, Volume: 1 CBM.
- Special Handling Instruction:** + Add
- Handling Code:** ※Please select from here for Explosives Inspection, eAWB, eDGD, Special Cargo Information
- Next button:** A blue button labeled 'Next'.

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

Booking Summary of 205-

LAT: 15 Aug, 17:55

HND Aug 15 21:55 (S) | 1 Flights | 7 hrs 35 min | HNL Aug 15 10:30 (S)

1 Pcs | 200 kg | 1 CBM | GEN CNSL (consol) | GEN

Flights: NH-0186 15 Aug 2023 HND - HNL 21:55 (S) 10:30 (S)

Shipment Details: 1 Pcs | 200 kg | 1 CBM

Shipment Details: 1 | 200 kg | 1 CBM | 100 x 100 x 100 CM

Charge Details: Total Amount JPY 130,400; Freight Charges 200 kg x 550 Market Rate 110,000; Other Charges 20,400

Request Spot: Rate Charge; Enter the Rate JPY

Subscribe Notification: Booking Flight Arrived Delivered

Email ID: Enter all Email IDs separated by space

⑥ The reference rate will be displayed on the right. If you have been provided a rate please enter into **Request Spot** field.

⑦ After confirming the rate, click the **Book Now** button at the top right of the screen to complete your reservation.

Charge Details

Total Amount JPY 130,400

Freight Charges 200 kg x 550 Market Rate 110,000

Other Charges 20,400

Request Spot

Rate Charge

Enter the Rate JPY

All in

CC Payment



⑧ After clicking **Book Now** the screen will switch to the booking status display screen.

At the same time a booking confirmation email will be sent.

If the status changes to QUE after confirmation we will notify you again by email.

Booking successfully completed

LAT: 15 Aug 17:55 (S)

HND 15 Aug 21:55 (S)

HNL 15 Aug 10:30 (S)

AWB Number 205-

Pieces, Weight & Volume 1 Pcs | 200 kg | 1 CBM

Product GEN

Shipment CNSL (consol) | GEN | GEN

Status CONFIRMED

View Details New Booking Dashboard

You will be directed to Booking Summary page in 3 sec

4. Create a Reservation : Templates

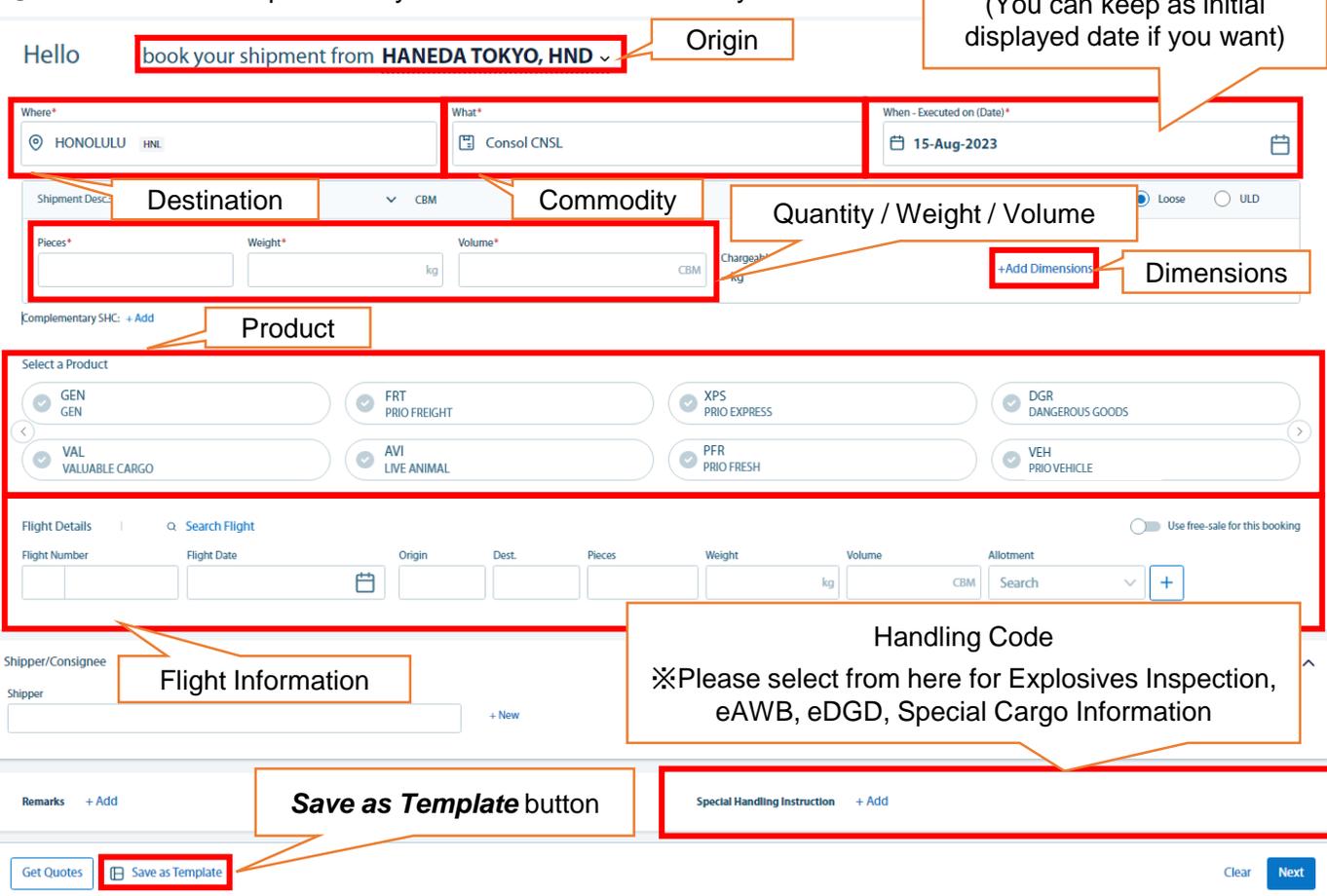
☆ If you wish to create a reservation using a template, please follow the steps below.

A) Template Registration

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



② The screen will expand and you can enter the necessary information.



Origin

Executed date (You can keep as initial displayed date if you want)

Destination

Commodity

Quantity / Weight / Volume

Dimensions

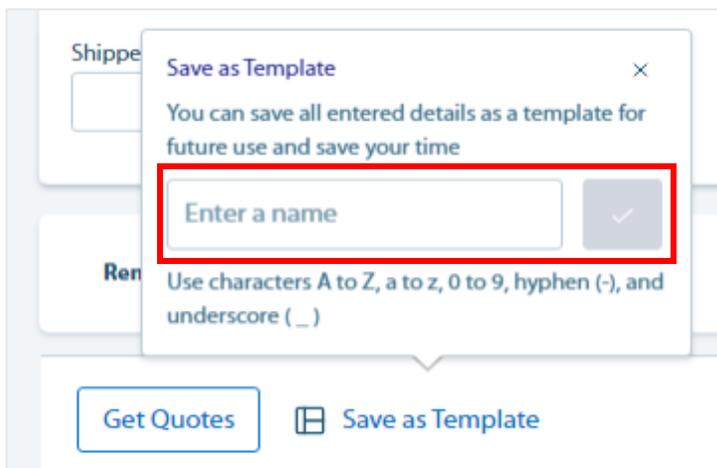
Product

Flight Information

Handling Code
※Please select from here for Explosives Inspection, eAWB, eDGD, Special Cargo Information

Save as Template button

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



Save as Template

You can save all entered details as a template for future use and save your time

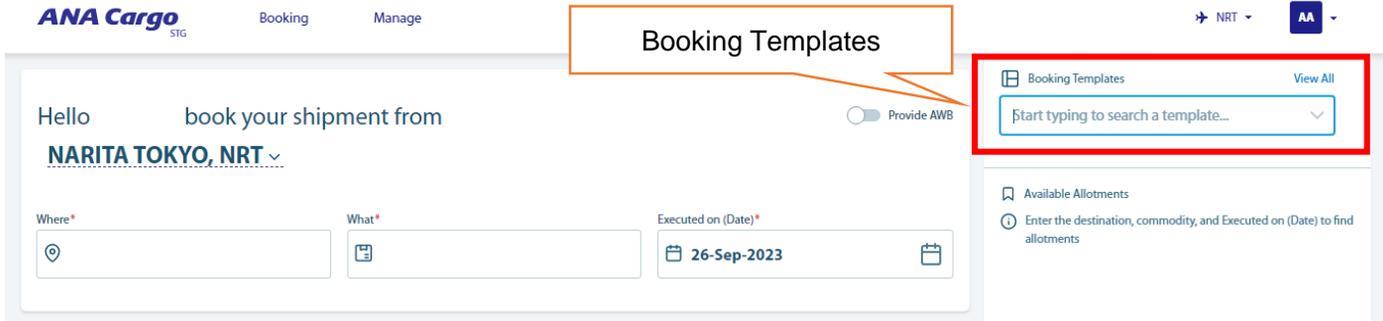
Enter a name

Use characters A to Z, a to z, 0 to 9, hyphen (-), and underscore (_)

Get Quotes Save as Template

B) Making a reservation from a template

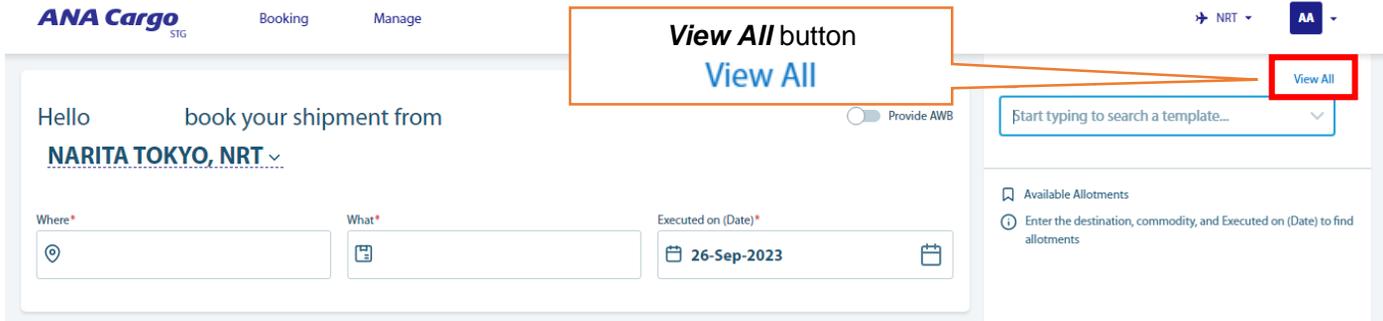
- 1 Select the template you wish to use from *Booking Templates* list on the right side of the screen. You can select the template by entering the template name directly or from pull down.



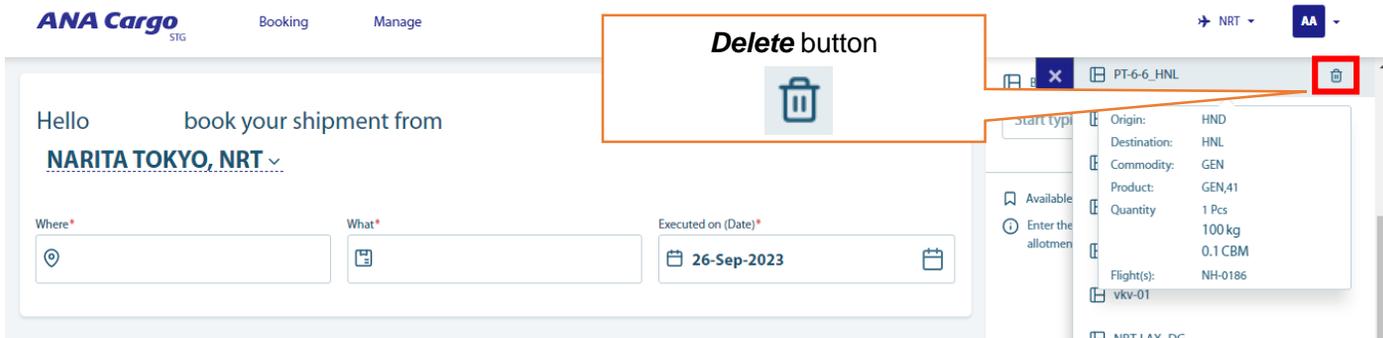
- 2 When the template information is displayed, change the Executed on date and flight as required. Then click the *Next* button. (Continue to p.10 number 5)

C) Deleting saved templates

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



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

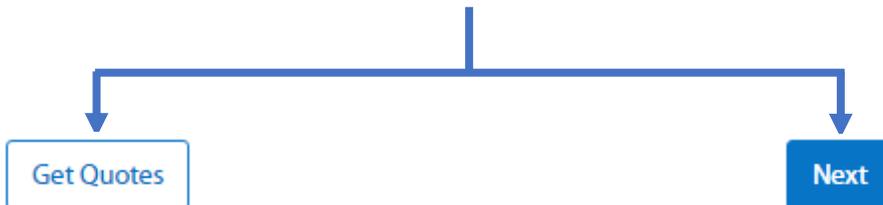


5. Quote / Create Reservation for DG Cargo

☆ For quotes and making reservation for DG cargo, please enter the relevant information in the below screen.

- ① From the top page banner, click **Booking**.
- ② When entering the DG information in the expanded screen please enter DG information relevant to what was entered in the **What** (Commodity) field. (Eg: *DG, DGCNSL*)

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



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

6. Quote / Create Reservation for DRY ICE cargo

☆ For quotes and reservations containing DRY ICE, please follow the steps below

- ① Click on **Booking** in the banner at the top of the page
- ② Please select DRY ICE from **What**(Commodity) field.

ANA Cargo STG

Booking Manage

Where* CHICAGO ORD

What* Dryice DRYICE

Executed on (Date)* 02-Oct-2023

Shipment Desc: DRYICE Units: kg cbrn

Pieces* Weight* kg Volume* CBM Chargeable Weight -kg +Add Dimensions

Complementary SHC: + Add

※Complementary SHC: Automatically reflects the information entered into Add UNID

Select a Product*

GEN GEN

DGR DANGEROUS GOODS

AVI LIVE ANIMAL

ULD ULD RATE CARGO

COL PRIO COOL

PHA PRIO PHARMA

Flight Details

Flight Number Flight Date Origin Dest. Pieces Weight kg Volume CBM Allotment Search +

Shipper/Consignee

Shipper

DG Details

UNID Details

+ Capture DG Details

Remarks Add

Get Quotes Save as Template

Add UNID

UNID No.* PSN* PG PI* No. of Pkgs.* Net Quantity*

Select the UNID No.

Class* Sub Risks SHC SHC1 SHC2 Technical Name

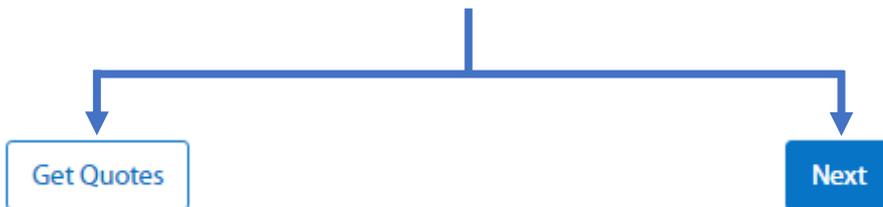
Type of Packing Packing ID Packing Dimensions L W H unit RQ ERG Code SA

Add UNID button

Done button

Done Cancel

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



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

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

7. Quote / Create Reservation for Special Handling Cargo

☆ For quotes and reservations involving Special Handling cargo, please enter the information into the **Special Handling Instruction** fields below.

- ① Click **Booking** from the top page banner.
- ② On the expanded screen, please enter the necessary shipment information.

The screenshot shows the ANA Cargo STG Booking interface. At the top, there are tabs for 'Booking' (highlighted with a red box) and 'Manage'. Below this, there are input fields for 'Where' (CHICAGO ORD), 'What' (Consol CNSL), and 'When - Executed on (Date)' (25-Aug-2023). The main form area includes fields for 'Shipment Desc', 'Units', 'CBM', 'Chargeable Weight', 'Pieces', 'Weight', and 'Volume'. A 'Remarks/Special Handling Instruction' section is visible, with a 'Special Handling Instruction' field highlighted by a red box and a '+ Add' button next to it. A dropdown menu is open, showing a list of pre-defined instructions such as 'LITHIUM // RLM (RLM)', 'LITHIUM // RBI (RBI)', 'LITHIUM // RBM (RBM)', 'LITHIUM // ELI (ELI)', 'LITHIUM // ELM (ELM)', 'SPECIAL // OVERSIZED CARGO (OSC)', 'SPECIAL // HEIGHT 160CM OVER (CNA)', 'SPECIAL // HEIGHT 200CM OVER (THH)', and 'SPECIAL // SUPER HEAVY CARGO 1P/1,451KG OVER (SHC)'. The 'Add' button at the bottom of the dropdown is highlighted with a red box. A flow diagram at the bottom of the page shows a path from the 'Add' button to either 'Get Quotes' or 'Next'.

③ Click the **+Add** button next to **Special Handling Instruction** to display the drop down menu.

④ Select the appropriate item from the drop down menu and click **Add** button
* Please refer the list at the end of this manual for the options of **Special Handling Instruction** (p.31-32)

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

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

<input type="button" value="Validate"/>					Total Records = 1	Failed Records = 1			Shipment/ULD details				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Booking Reference Number	Carrier Code	AWB Number	Origin	Destination	Shipping Date (DD+MMM+YY)	Product	Capacity Type	Commodity Code	Pieces	Weight	Volume	Shipment Description	SCC
1	205		HND	HNL	17-Aug-23	GEN	FS	CNSL	555	1650.00	9.000	CONSOL	SPX

<Shipment / ULD Details>

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

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

<Flight Details>

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

<Dimension Details>

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

<Others>

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

B) Input Method

▽Common points

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

▽When using multiple flights

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

【Input Fields】

(Flight Details)

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

【Example】

Shipment/ULD details					Flight Details							
10	11	12	13	14	15	16	17	18	19	20	21	22
Pieces	Weight	Volume	Shipment Description	SCC	Flight Origin	Flight Destination	Flight Number	Flight Date	Pieces	Weight	Volume	Pieces
10	100.00	1.000	CONSOL	GEN	NRT	LAX	NH006	25-May-19	10	100.00	1.000	
6	60.00	0.600	BANANA	ICE	HND	NRT	NH8042	25-May-19	6	60.00	0.600	
					NRT	LAX	NH006	26-May-19	6	60.00	0.600	

▽When creating multiple reservations

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

Validate		Total Records = 0					Failed Records =		Shipment/U			
1	2	3	4	5	6	7	9	10	11	12		
Booking Reference Number	Carrier Code	AWB Number	Origin	Destination	Shipping Date (DD-MMM-YY)	Product	Commodity Code	Pieces	Weight	Volume	SH De	
	205		NRT	LAX	25-May-19	GEN	CNSL	10	100.00	1.000	C	
	205		HND	LAX	25-May-19	GEN	BANANA	6	60.00	0.600	B	
	205		NRT	LAX	25-May-19	GEN	CNSL	5	50.00	0.500	C	

C) How to Upload

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

The screenshot displays the ANA Cargo eSPICA interface. At the top, the 'Booking' menu is open, and 'Booking Upload' is highlighted. A yellow arrow points from this menu item to the 'Booking Upload' page. The page shows a table of 142 results with columns for booking ID, date, user, and status. The 'Upload' button is highlighted in a red box, and the 'View Log' button is also highlighted in a red box. Callout boxes point to the 'Upload' and 'View Log' buttons with labels 'Upload button' and 'View Log button' respectively.

Booking ID	Date	User	Status	View Log
BKGUPD_ACXUSER_26Sep2023_161354	26 Sep 2023 16:14	ACXUSER	Processed Successfully	View Log
BKGUPD_ACXUSER_26Sep2023_161213	26 Sep 2023 16:12	ACXUSER	Processed With Errors	View Log
BKGUPD_ACXUSER_26Sep2023_140528	26 Sep 2023 14:05	ACXUSER	Processed Successfully	View Log
BKGUPD_ACXUSER_25Sep2023_194107	25 Sep 2023 19:41	ACXUSER	Processed Successfully	View Log
BKGUPD_ACXUSER_23Sep2023_124802	23 Sep 2023 12:48	ACXUSER	Processed Successfully	View Log
BKGUPD_ACXUSER_23Sep2023_124306	23 Sep 2023 12:43	ACXUSER	Processed Successfully	View Log
BKGUPD_ACXUSER_23Sep2023_124026	23 Sep 2023 12:40	ACXUSER	Processed With Errors	View Log

▽ The basic steps are as follows;

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

▽ View Log

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

9. Update reservation / Enter FINAL information / Cancel

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

A) Update Reservation

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

I . Enter the MAWB directly.

Hey start the booking using an AWB

AWB Number
205 12345678

205-12345678 CONFIRMED
LAX-XMN | 28 Aug 2023 | CNSL CONSOL
12 Pcs | 120 kg | 0.1 CBM

Edit View Details

Provide AWB

+ Check AWB Status

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

II . Select from list of reservations.

All Bookings (35)

Custom Filter
AWB Number: 205 Booking Created Date: Today (29 Aug 2023 - 29 Aug 2023)

Custom Filter Menu button

AWB	Origin	Destination	Class	Weight	Volume	Status	Price
205-12345678	LAX	XMN	CNSL	12 Pcs	120 kg	CONFIRMED	JPY 46,444
205-12345678	LAX	XMN	CNSL	10 Pcs	10 kg	CONFIRMED	JPY 46,444
205-12345678	LAX	XMN	CNSL	2 Pcs	200 kg	CONFIRMED	JPY 314,157

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

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

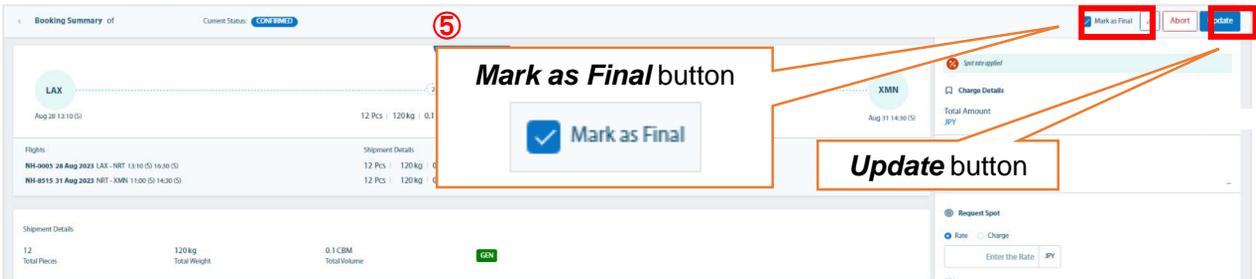
B) Updating to FINAL Information

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

I . Enter the MAWB

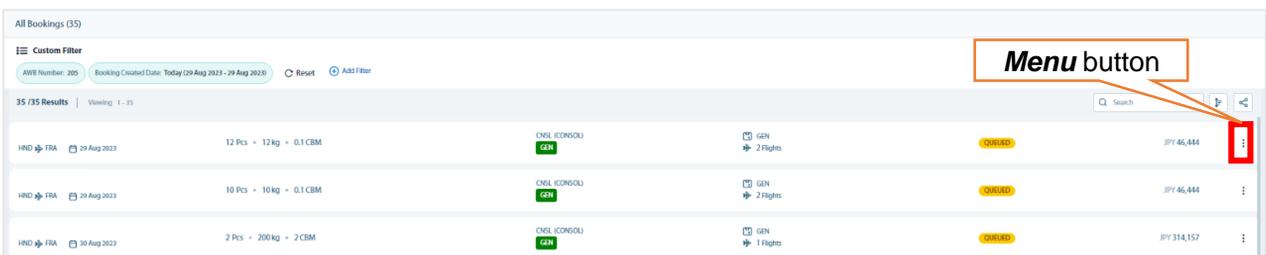


- 1 From the booking page, click **Provide AWB**.
- 2 Enter the MAWB number you want to update.
- 3 Click the **Edit** button from the pop up window.
- 4 Edit the items you want to update and follow the on-screen instructions to proceed.



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

II .Select from list of reservations.



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



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

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

C) Cancel a Reservation

Reservations can be cancelled by either of the following methods.

I . Enter the MAWB directly.

The screenshot shows a booking page with a header "Hello start the booking using an AWB". A red box highlights the "Provide AWB" button in the top right corner, labeled with a circled 1. Below it, a form for "AWB Number" has a dropdown set to "205" and a text field containing "12345678", labeled with a circled 2. A pop-up window displays booking details for "205-12345678" (CONFIRMED), including flight information (LAX-XXN on 28 Aug 2023) and shipment details (12 Pcs, 120kg, 0.1 CBM). A red box highlights the "View Details" button in the pop-up, labeled with a circled 3 and an arrow pointing to a callout box that says "View Details button".

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

The screenshot shows a "Booking Summary of 205" page. A red box highlights the "Cancel Booking" button in the top right corner, labeled with a circled 4 and an arrow pointing to a callout box that says "Cancel Booking button". The page displays flight details for LAX, including flight numbers (NH-0005, NH-8515), dates, times, and shipment details (12 Pcs, 120kg, 0.1 CBM). A "Charge Details" sidebar on the right shows a total amount of JPY 70,800.

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

II .Select from list of reservations.

The screenshot shows a list of bookings under the heading "All Bookings (35)". A "Custom Filter" bar is visible. A red box highlights the "Menu" button (three vertical dots) in the rightmost column of the booking list, labeled with a callout box that says "Menu button". The list contains three rows of booking information, including flight details and status.

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

The screenshot shows a "Cancel Booking" confirmation dialog. The text asks "Do you wish to cancel this booking?". At the bottom right, there are two buttons: "Yes" and "No".

10. Check for Duplicate MAWB to China

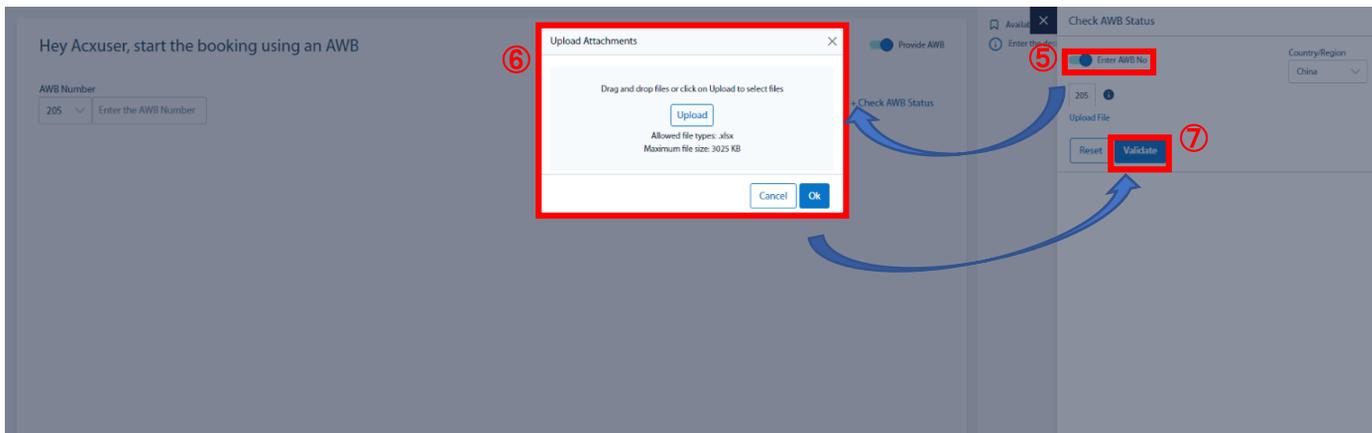
☆ You can see the usage history of MAWB and if they have been used for China bound shipments before.

A) Enter MAWB directly to confirm



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

B) Upload and check with Excel sheet



- ①~② Follow same steps as method A.
- ⑤ Switch **Upload AWB File** slider to ON.
- ⑥ Click **Upload** button and select the Excel file, then click **OK**.
※You can check up to 150 AWB. (Contact your sales representative regarding the sheet for uploading).
- ⑦ Click the **Validate** button.
- ⑧ Search results will be displayed at the bottom of the screen.
If OK is displayed, click the MAWB to proceed with reservation.

11. Enter MAWB · HAWB Information

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

A) Enter MAWB Information

- ① Select **Manage** → **Capture AWB** from the top page banner.
- ② Enter the MAWB into the pop up screen below.
- ③ Enter the necessary information into the below fields.

The screenshot shows the 'Capture AWB' form with the following fields and callouts:

- AWB Number:** 205 (with a callout 'Enter the AWB Number')
- Station:** TYO
- IATA Code:** (empty)
- Status:** NEW
- Origin:** HANEDA TOKYO HND
- Destination:** HONOLULU HNL
- Executed on (Date):** 30-Aug-2023 (with a callout 'Information at time of reservation')
- Commodity:** CNSL (with a callout 'Enter the HS code here.')
- Product:** GEN
- SCI:** Select the SCI
- SHC:** SPX, GEN (with a '+Add More' button)
- Remarks:** CONSOL
- Handling Instructions:** PAD01-REMARKS:
- Harmonised Comdty Code:** (with a callout 'Enter the HS code here.')
- Units:** Loose (selected), ULD
- Shipment Description:** Consol
- Nature of Goods:** CONSOL
- Pieces:** 1
- Weight:** 200 kg
- Volume:** 1 CBM (with a callout 'Enter dimension information here.' and a '+Add Dimensions' button)
- Routing Details:** Origin: HND, Carrier: NH, Destination: HNL
- Shipper/Consignee:** Shipper* and Consignee* (with a '+New' button and a callout 'Enter Shipper / Consignee information here.')

Shipper Details (shown in a separate window):

- Shipper Name:** (with a callout 'Enter the Shipper Name')
- Shipper Code:** A1001
- Address Line One:** (with a dropdown arrow)
- Address Line Two:** (with a dropdown arrow)
- Account Number:** (empty)
- IATA Code:** (empty)
- Country/Region:** Select the Country/Region
- State:** (empty)
- City:** Select the City
- Postal Code:** (empty)
- Phone Number:** (empty)
- Mobile Number:** (empty)
- Fax Number:** (empty)
- Email ID:** (empty)
- Billing Address:** (empty)
- Buttons:** Add, Cancel

- <Required>
- Shipper / Consignee Name
 - Address Line One
 - City
 - State
 - Country
 - Postal Code

Rate and Charge Details

Currency* Payment Type* DV for Customs

Shipment Type	Total Pieces	Total Weights	Total Volume	Chargeable Weight
Loose	1	200 kg	1 CBM	200 kg

Commodity	Volumetric Weight	Chargeable Weight	Rate	Net Charge
CNSL	167 kg	200 kg		

Other Charges

Payment Type*

Code	Charge Head	Charge	Due Party	Remarks
MY	FUEL SURCHARGE	18,400	Due Carrier	
SC	SECURITY CHARGE	2,000	Due Carrier	

+ Add Other Charge Auto Rate

Charges

Freight Charges 20,400

Other Charges -

Add On Charges -

Total Amount JPY

Additional Info

Special Service Request Shippers Certification

Carrier's Execution Signature

Date Place Authorization

Accounting Info

Information Identifier Information

+ Add Info

Other & Customs Information

ISO CountryCode Info. ID Customs Info. ID Supp. Customs Info.

+ Add Info

Rate and Charges information at time of reservation

Enter if necessary

Enter Issue Date and Place

No input required

Please enter the following information.

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

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

B) Enter HAWB Information

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

Capture HAWB

Station TYO IATA Code Status NEW

AWB Number 205 Enter the AWB Number

No HAWBs attached to this AWB number: 205-

Do you wish to add HAWB?

+ Add HAWB

+ Add HAWB

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

Add New HAWB

HAWB Number*

Origin* Destination*

Units: kg cbm

SHC: +Add

Pieces* Weight* Dimensions

Rem. Pcs.: 1 Rem. Wt.: 200

HS Code

SLAC Pieces

Shipment Description*

Enter the Shipment Description

Shipper* Consignee*

+ New + New

Same as MAWB Same as MAWB

Customs Inform

ISO CountryC Info.ID Customs Info.ID Supp. Customs Info.

Shipper / Consignee

<Required>

- Shipper / Consignee Name
- Address Line One
- City
- State
- Country
- Postal Code

Save button

Save Cancel

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

12. Display List of Reservations

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

① Select Manage → My Bookings from the top page banner.

All Bookings (667)

today

AWB Number: 205 Booking Created Date: 16 Aug 2023 - 30 Aug 2023 Add Filter

Filters

50 / 667 Results Viewing 1 - 10

Origin	Destination	AWB Number	Booking Created Date	Executed on (Date)	Booking Status	Tracking	Menu button
205-BKK	JFK	205	27 Aug 2023	555 Pcs · 500 kg · 2 CBM	GEN	2 Flights	CONFIRMED
205-BKK	JFK	205	26 Aug 2023	555 Pcs · 500 kg · 2 CBM	GEN	2 Flights	CONFIRMED
205-BKK	JFK	205	26 Aug 2023	555 Pcs · 500 kg · 1 CBM	GEN	2 Flights	CONFIRMED
205-BKK	JFK	205	26 Aug 2023	555 Pcs · 600 kg · 2 CBM	GEN	2 Flights	CONFIRMED
205-CMB	AMS	205	24 Aug 2023	22 Pcs · 12 kg · 1 CBM	GEN	3 Flights	QUEUED
205-FRA	KIX	205	30 Aug 2023	100 Pcs · 100 kg · 0.6 CBM	GEN	2 Flights	CONFIRMED
205-FRA	KIX	205	29 Aug 2023	10 Pcs · 100 kg · 0.6 CBM	GEN	2 Flights	CONFIRMED
205-FRA	KIX	205	01 Aug 2023	10 Pcs · 100 kg · 0.6 CBM	GEN	2 Flights	QUEUED

Display reservation details →

Edit the selected reservation →

Cancel the reservation →

Open the Tracking screen →

View Details

Edit

Cancel

Track

Q Search a Filter

SELECTED FILTERS 3

Add at least one of these Filters: AWB Number / Booking Created Date / Executed on (Date)

Origin

Destination

AWB Number

Booking Created Date

Executed on (Date)

Booking Status

AWB Number: 205 Enter the AWB Number

Booking Created Date: 16-Aug-2023 - 30-Aug-2023

Executed on (Date)

Save Clear Apply Filter

<Items that can be filtered>

- Origin
- Destination
- AWB Number
- Booking Created Date
- Executed on Date
- Booking Status

※ To save current filter settings, click the Save button.

12. Track AWB

☆ You can check AWB status from the Tracking screen.

- ① Select **Manage** → **Track AWB** from the top page banner
- ② Enter the MAWB number in the below field. (No hyphen (-) is required after prefix)
※ When searching multiple AWBs, separate with a comma.

Track your shipment (Track multiple AWBs using comma separator)

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

<Tracking View>

1 pcs • 10.000 kg • 1.000 CBM SPX +1 • GEN PARTS

JFK 9 Jun, 12:15 (A) Accepted Departed Arrived Delivered PVG 12 Jun, 00:55 (S)

NRT-HND, 3 Flights, 1 Splits

Tracking View Activity View

Split 1 1 pcs HND-NRT, 3 Flights In Progress

JFK Departed
1 pcs
NH-0109
9 Jun, 12:15 (A)

HND
1 pcs
NH-8046
11 Jun, 03:00 (S)

NRT
1 pcs
NH-8517
11 Jun, 22:15 (S)

PVG
12 Jun, 00:55 (S)

Shipper Details
XXX (C1001)
XXX, XXX, US,
Postal Code:

Consignee Details
XXX (C1001)
XXX, XXX, CN,
Postal Code:

Subscribe Notification
Select the milestones and we will notify you when it is completed

Shipment Arrival Accepted
 Departed Delivery

Enter your Email

Enter all the email addresses separated by enter

<Activity View>

1 pcs • 10.000 kg • 1.000 CBM SPX +1 • GEN PARTS

JFK 9 Jun, 12:15 (A) Accepted Departed Arrived Delivered PVG 12 Jun, 00:55 (S)

NRT-HND, 3 Flights, 1 Splits

Tracking View **Activity View**

AWB Activity Timeline Station: All Flight: All Status: All

BREAKDOWN Broken down 1 pcs 10 kg 15 Jun 2023, 16:51 for NH-0109 at HND
HND • 15 Jun 2023, 16:51

MANIFESTED Manifested 1 pcs 10 kg 14 Jun 2023, 23:16 for NH-0109 at JFK
JFK • 14 Jun 2023, 23:16

BUILT UP Built Up 1 pcs 10 kg 14 Jun 2023, 23:14 for NH-0109 at JFK

Shipper Details
XXX (C1001)
XXX, XXX, US,
Postal Code:

Consignee Details
XXX (C1001)
XXX, XXX, CN,
Postal Code:

Subscribe Notification
Select the milestones and we will notify you when it is completed

Shipment Arrival Accepted
 Departed Delivery

Enter your Email

Enter all the email addresses separated by enter

Intentionally Blank

13. <Appendix> Special Handling Code List

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

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

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

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