

Table of Contents

TOPIC EIGHT : CREATE SEA FREIGHT BOOKING.....	2
CFS SHIPMENT	2
CY SHIPMENT.....	9
DUMMY CODE REPLACEMENT.....	9
CREATE VESSEL SCHEDULE AND JOB NUMBER	15
CHANGE VESSEL FOR JOB	19
CONSOLIDATION – ASSIGN BOOKING TO THE JOB	21
JOB CONTROL – COMBINE BILL/SWITCH BILL/SUB-MASTER AND OTHER FUNCTION	26
INPUT MARKS AND DESCRIPTION AND PREPARE S/O FORM TO SHIPPER	35
CARGO RECEIVING FROM WAREHOUSE.....	38
CFS SHIPMENT	38
CY SHIPMENT.....	41
SEND HBL DRAFT TO SHIPPER AND PREPARE FOB CHARGES	44
SUBMIT BOOKING TO CARRIER IN SUB JOB	52
PREPARE AGENT INVOICE AND PRE-ALERT	55
CONFIRMED SAILING	62
EPOUCH TO AGENT.....	63
CROSS STATION EDI	66
TOPIC NINE: HUB EDI.....	67
OFFSHORE EDI	69
PROFIT SHARE	71
PRINT JOB SHEET	75
REVERSE INVOICE	77
TAX INVOICE (FOR CHINA STATIONS' USER)	78

TOPIC EIGHT : Create Sea Freight Booking

CFS Shipment

Go to screen Outbound – S/O Quick Entry (CFS), press [go]

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
S/O QUICK ENTR		S/O Quick Entry (CFS)						
S/O		S/O Quick Entry (CY)	Job#		Vessel/Voyage			
FRT		Shipping Order Entry	POL		Warehouse			
FOB		Schedule/Job Create	POD		Default Input			
Division	SE		Mode	1 - Shipping Order				Go

Press [+] for new create record.

User has to fill in the below form. The * is the mandatory field.

S/O QUICK ENTRY (CFS) ? [] [X]										Division: SE		User: HKG LEO			
S/O		Job#		Vessel/Voyage											
FRT		POL		Warehouse											
FOB		POD		Default Input											
Division	SE	Mode	1 - Shipping Order												
S/O	Shipper *	Name *	Consignee *	Name *	Freehand *	D.Agent	P.Agent	ETD *	Incoterm *	Receipt	POL *	POD *	Delivery	FRT *	POD *
	M0042	MT FOODS, S.A.	DUMMY	DUMMY	R			31/12/2015	FOB		HKHKG	PABLB			
													Port	ADALV	Nat
															WOI

Press F8 and input the Company Name you want to search. The system will pop out the result. Double click to get the record.

[aswfm3k.paradigm2000.com/pop002.ASP?validate=cgne_code;code2\[cgne_name;doc_e_name&@code2=B0031&actio](http://aswfm3k.paradigm2000.com/pop002.ASP?validate=cgne_code;code2[cgne_name;doc_e_name&@code2=B0031&actio)

Code		Name	%testing	Short Name	
Country		Chinese Name		Tax Code	
					Go

Please follow the screen the fill in the information. A complete record should be as the below screen.

S/O QUICK ENTRY (CFS) ? [] [X]										Division: SE		User: HKG LEO			
S/O		Job#		Vessel/Voyage											
FRT		POL		Warehouse											
FOB		POD		Default Input											
Division	SE	Mode	1 - Shipping Order												
S/O	Shipper *	Name *	Consignee *	Name *	Freehand *	D.Agent	P.Agent	ETD *	Incoterm *	Receipt	POL *	POD *	Delivery	FRT *	POD *
	M0042	MT FOODS, S.A.	B0031	BK TEST CONSIGNEE	R			31/12/2015	FOB		HKHKG	PABLB			
			Code	Name	City										
			B0031	BK TEST CONSIGNEE	GBABD										

If you receive all the bookings go to the same route, you can use the Default Input Method. Type in the information in the purple field and the Default Input is Y.

S/O QUICK ENTRY (CFS) ? [X] [X] Division: SE User: HKG|

S/O: [] Job#: [] Vessel/Voyage: []
 FRT: PP POL: HKHKG Warehouse: ABC
 FOB: PP POD: PABLB Default Input: Y
 Division: SE Mode: 1 - Shipping Order

Go

S/O	Shipper	Name	Consignee	Name	Freehand	D.Agent	P.Agent	ETD	Incoterm	Receipt	POL	POD	Delivery	FRT	FOB	Qty	Unit	KGS	CBM	Warehouse	Cu
(No Schedule)																					
1	HKGSBLB500096	A0177	ABC TESTING COMPANY	DUMMY	DUMMY	R	A0001	A0001	31/12/2015	HKHKG	HKHKG	PABLB	PABLB	PP	PP	400	CTN	1,500.00	5.000	ABC	
2	HKGSBLB500094	M0042	MT FOODS, S.A.	B0031	BK TEST CONSIGNEE	R			31/12/2015	FOB	HKHKG	HKHKG	PABLB		PP	PP	600	CTN	2,020.00	7.000	

When you press [+], the POL, POD and etc will not be asked to input.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

S/O QUICK ENTRY (CFS) ? [X] [X] Division: SE User: HKG|LEO

S/O: [] Job#: [] Vessel/Voyage: []
 FRT: PP POL: HKHKG Warehouse: ABC
 FOB: PP POD: PABLB Default Input: Y
 Division: SE Mode: 1 - Shipping Order

Go

S/O	Shipper	Name	Consignee	Name	Freehand	D.Agent	P.Agent	ETD	Qty	Unit	KGS	CBM	Custom Brok
(No Schedule)													
1	HKGSBLB500096	A0177	ABC TESTING COMPANY	DUMMY	DUMMY	R	A0001	A0001	31/12/2015	400	CTN	1,500.00	5.000
2	HKGSBLB500094	M0042	MT FOODS, S.A.	B0031	BK TEST CONSIGNEE	R			31/12/2015	600	CTN	2,020.00	7.000

You can always search the booking you have created.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

S/O QUICK ENTRY (CFS) ? [X] [X] Division: SE User: HKG|LEO

S/O: [] Job#: [] Vessel/Voyage: []
 FRT: [] POL: HKHKG Warehouse: []
 FOB: [] POD: PABLB Default Input: Y
 Division: SE Mode: 1 - Shipping Order

Go

S/O	Shipper	Name	Consignee	Name	Freehand	D.Agent	P.Agent	ETD	Incoterm	Receipt	POL	POD	Delivery	FRT	FOB	Qty	Unit	KGS	CBM	Warehouse
(No Schedule)																				
1	HKGSBLB500096	A0177	ABC TESTING COMPANY	DUMMY	DUMMY	R	A0001	A0001	31/12/2015	HKHKG	HKHKG	PABLB	PABLB	PP	PP	400	CTN	1,500.00	5.000	ABC
2	HKGSCFZ500095	M0035	MICHAEL KORS (USA).	M0034	MK PANAMA OPERATIONS. INC.	R	A0031		25/10/2015	EXW	HKHKG	HKHKG	PABLB	PACFZ	CC	CC				
3	HKGSBLB500094	M0042	MT FOODS, S.A.	B0031	BK TEST CONSIGNEE	R			31/12/2015	FOB	HKHKG	HKHKG	PABLB		PP	PP	600	CTN	2,020.00	7.000
4	HKGSBLB500090	L0033	LEE KUM KEE INTERNATIONAL HOLDINGS LTD	N0016	NHS GROUP	R	A0031		24/12/2015	FOB	HKHKG	HKHKG	PABLB		CC	PP				
5	HKGSBLB500026	M0042	MT FOODS, S.A.	DUMMY	CONSIGNEE FOR TESTING ONLY.	R	A0032	A0032	20/12/2015	EXW	HKHKG	HKHKG	PABLB		CC	PP				
6	HKGSBLB500024	M0042	MT FOODS, S.A.	DUMMY	CONSIGNEE FOR TESTING ONLY.	R	A0032	A0032	20/12/2015	EXW	HKHKG	HKHKG	PABLB		CC	PP				
7	HKGSBLB500023	M0042	MT FOODS, S.A.	DUMMY	CONSIGNEE FOR TESTING ONLY.	R	A0032	A0032	15/12/2015	EXW	HKHKG	HKHKG	PABLB		CC	PP				

Or user may choose to copy the existing Shipping Order. There is two option: Copy S/O and Copy S/O from Import.

User may proceed to Outbound -> Shipping Order Entry -> press [Go]

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility		
Shipping Order Entry		S/O Quick Entry (CFS)		s UAT environment					User HKGJLEO	
S/O		S/O Quick Entry (CY)	Job#		Vessel/Voyage		Shipper			
HBL/MOBL			OL		Container		Consignee			
ETD		Shipping Order Entry			Container Type		Agent			
/+Days					Terms		Controlling Customer			
ETA		Schedule/Job Create	Final est.		Freehand		Broker			
/+Days			Service		Ship ID					
SMOBL		Job Control	/O							
Liner S/O			Status	All	Display	Loading	User		Go	
Division	SE	Enquiry and Process								

2 buttons will be appeared:

Shipping Order Entry		(This is UAT environment)					Division: SE	
S/O		Job#		Vessel/Voyage		Shipper		
HBL/MOBL		POL		Container		Consignee		
ETD		POD		Container Type		Agent		
/+Days				Terms		Controlling Customer		
ETA		Final Dest.		Freehand		Broker		
/+Days		Service		Ship ID				
SMOBL		P/O		Display	Loading	User		
Liner S/O		Status	All					
Division	SE							
Copy S/O		Copy S/O from Import						
S/O	Shipper Name	Consignee Name	B/L	Service	Status	Qty	Unit	
						KGS	CBM	
							Load	

[Copy S/O]: User may filter the by fields below to pick the S/O, when user type the shipper name, once the mouse move to other entry fields/ press [Tab], shipper address and shipper code will be appeared. Or user may use "%DAMCO" to search the shipper too.

ETD is mandatory field.

Then press [Go].

Copy S/O		(This is UAT environment)					Division: SE	
S/O No.								
Name	DAMCO							
Address								
Shipper Code								
ETD*	1/07/2016							
		Go						

Copy S/O		(This is UAT environment)				
S/O No.						
Name	DAMCO HONG KONG LTD.					
Address	DD124 TIN HA ROAD, PING SHAN,					
	YUEN LONG, N.T., HONG KONG					
Shipper Code	D0012					
ETD*	1/07/2016					
		Go				

The existing S/O with the designated shipper will be listed out. User may further filter by Consignee if need.

S/O No.

Name

Address

Shipper Code

ETD*

Consignee	S/O#	Shipmark	Description
1 BK TEST CONSIGNEE United Kingdom	HKGSABD500022 ASHKG500022 CFS/CFS HKHKG GBABD		
2 BK TEST CONSIGNEE ABERDEEN UNITED KINGDOM	HKGSALV500037 ASHKG500043 CFS/CFS HKHKG GBABD		
3 BK TEST CONSIGNEE ABERDEEN UNITED KINGDOM	HKGSABD500043 ASHKG500043 CFS/CFS HKHKG GBABD		
4 NEIL INC. ARGENTINA	809663821 CY /CY CNYTN PACFZ		
5 AIR SEA WORLDWIDE (CHINA) LTD. 16/F, RESOURCE PLAZA, NO. 268 ZHONG SHAN ROAD (SOUTH), SHANGHAI, CHINA 200010	HKGSFCZ600022 ASHKG600022 CY /CY HKHKG PACFZ	123	TOYS
6 MK PANAMA OPERATIONS. INC. EDF. ZEVETE BODEGA NO.2, CENTRO INDUSTRIAL VIA BOYD ROOSEVELT, LOS ANDES NO.2 DISTRITO DE SAN MIGUELITO, REPUBLIC OF PANAMA	HKGSFCZ600023 ASHKG600023 CY /CY HKHKG PACFZ	NO MARKS	DVD
7 MK PANAMA OPERATIONS. INC. EDF. ZEVETE BODEGA NO.2, CENTRO INDUSTRIAL VIA BOYD ROOSEVELT, LOS ANDES NO.2 DISTRITO DE SAN MIGUELITO, REPUBLIC OF PANAMA	HKGSFCZ600026 ASHKG600026 CY /CY HKHKG PACFZ	123	TOYS
8 MK PANAMA OPERATIONS. INC. EDF. ZEVETE BODEGA NO.2, CENTRO INDUSTRIAL VIA BOYD ROOSEVELT, LOS ANDES NO.2 DISTRITO DE SAN MIGUELITO, REPUBLIC OF PANAMA	HKGSFCZ600033 CFS/CFS HKHKG PACFZ		
9 MK PANAMA OPERATIONS. INC. EDF. ZEVETE BODEGA NO.2, CENTRO INDUSTRIAL VIA BOYD ROOSEVELT, LOS ANDES NO.2 DISTRITO DE SAN MIGUELITO, REPUBLIC OF PANAMA	HKGSFCZ600072 ASHKG600072 CY /CY HKHKG SVAQJ	123	TOYSGARAN DE EL SALVADOR S.A. PLANT 37 ZONA FRANCA "10"MODULO 1 FINAL BARRIO SANTA GAR

S/O No.

Name

Address

Shipper Code

ETD*

Consignee	S/O#	Shipmark	Description
1 BK TEST CO United King	ABD500022 500022 S S GBABD		
2 BK TEST CO ABERDEEN UNITED KIN	ALV500037 500043 S S GBABD		
3 BK TEST CO ABERDEEN	ABD500043 ASHKG500043		

If user only need to copy the S/O only, then press to the S/O# column (as per black mark below); press shipmark column for copy S/O+shipmarks(green mark below) ; press Description column for copy S/O+shipmarks+Description (pink mark below).

Copy S/O (This is UAT environment) Division: SE User: HKG|LEO

S/O No. %00072

Name

Address

Shipper Code

ETD 1/07/2016 Go

Consignee

Consignee	S/O#	Shipmark	Description
1 DAMSEL SRLL AV CABILDO 4566, FLOOR 3TH CP 1429 - CAPITAL FEDERAL ARGENTINA MR. SEBASTIAN BENAVIDEZ TEL:5411-5278-5560	HKGSBUE500072 ASHKG500072 CFS/CFS HKHKG ARBUE	DAMSE SEA 33	TABLET PC
2 MK PANAMA OPERATIONS. INC. EDF. ZEVETE BODEGA NO.2, CENTRO INDUSTRIAL VIA BOYO ROOSEVELT, LOS ANDES NO.2 DISTRITO DE SAN MIGUELITO, REPUBLIC OF PANAMA	HKGSCFZ600072 ASHKG600072 CY/CY HKHKG SVAQJ	123	TOYSGARAN DE EL SALVADOR S.A. PLANT 37 ZONA FRANCA "10"MODULO 1 FINAL BARRIO SANTA GAR

Shipping Order Entry (This is UAT environment) Division: SE User: HKG|LEO

Browse S/O Marks and Container Charge P/O Manifest File Warehouse Truck Event Log

S/O# HKGSCFZ600396 B/L MOBL

Shipper* D0012 Coload In Coload Out

DAMCO HONG KONG LTD. Coloader Name

123 Controlling Customer M0034 Name MK PANAMA OPERATIONS. INC.

123 Brand Network

123 Recipient

123 Contact Information Name Phone Email

Shipping Order Entry (This is UAT environment) Division: SE

Browse S/O Marks and Container Charge P/O Manifest File Warehouse Truck Event Log

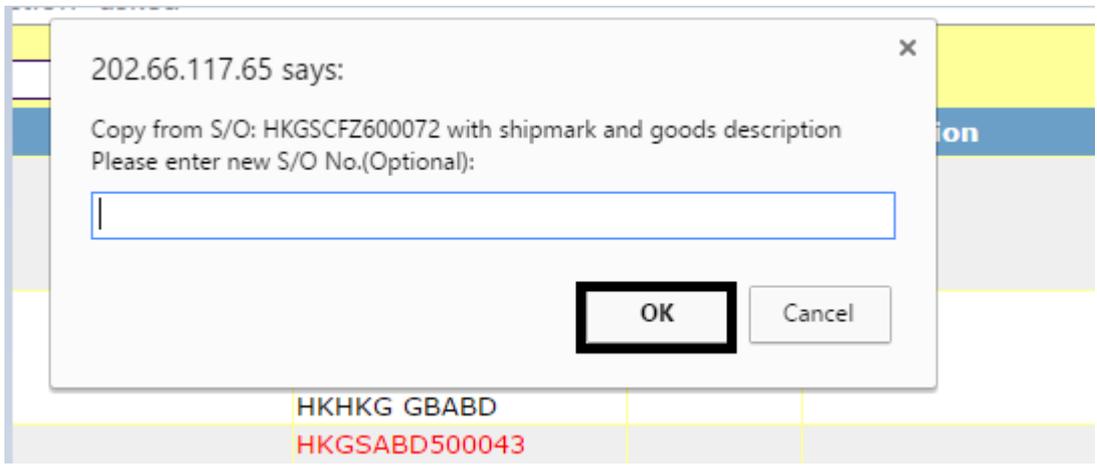
S/O HKGSCFZ600396 B/L Job ETD 1/7/2016

Shipper D0012 DAMCO HONG KONG LTD. Booking CBM

Consignee M0034 MK PANAMA OPERATIONS. INC. Service CY /CY

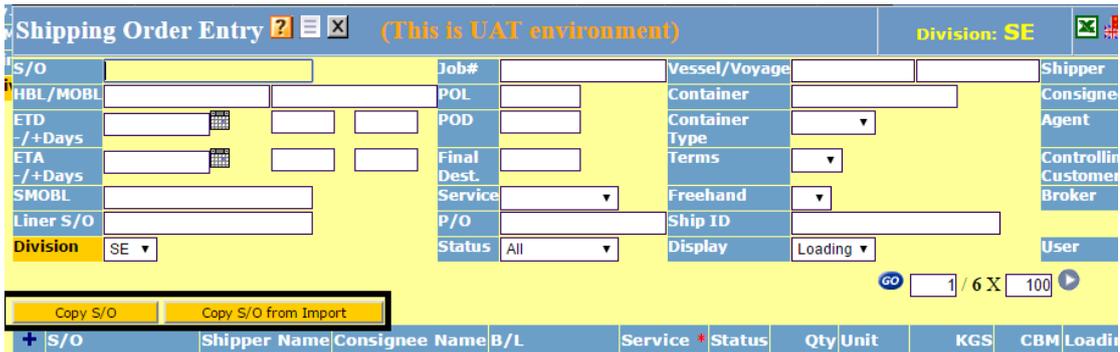
Item	A	Extend	Qty	Unit	Goods Descriptions	GS	CBM
123					TOYSGARAN DE EL SALVADOR S.A. PLANT 37 ZONA FRANCA "10"MODULO 1 FINAL BARRIO SANTA GARAN DE EL SALVADOR S.A. PLANT 37 ZONA FRANCA "10"MODULO 1 FINAL BARRIO SANTA CRUZ,CHALCHUAPA SANTA ANA,EL SALVADOR,C.A. ATTN:DOUGLAS ASCENCIO EMAIL:DASCENCIO@GARAN.COM TEL:(503)2489-3100 FAX:(503)2489-3158 CRUZ,CHALCHUAPA SANTA ANA,EL SALVADOR,C.A. ATTN:DOUGLAS ASCENCIO EMAIL:DASCENCIO@GARAN.COM TEL:(503)2489-3100 FAX: (503)2489-3158 NICE DYEING FACTORY LTD 16/F.,METROPLAZA,TOWER II,223 HING FONG ROAD, KWAI CHUNG,HONG KONG. Contact Person: Longman Chan Tel: 2481 8018 Ext 3387 ; Fax 2233 1125 (for Booking) Mav Chan / Tel : 2481 8018 Ext		

If user do not have specific S/O number for the new S/O, then leave the below field blank -> Press [OK]

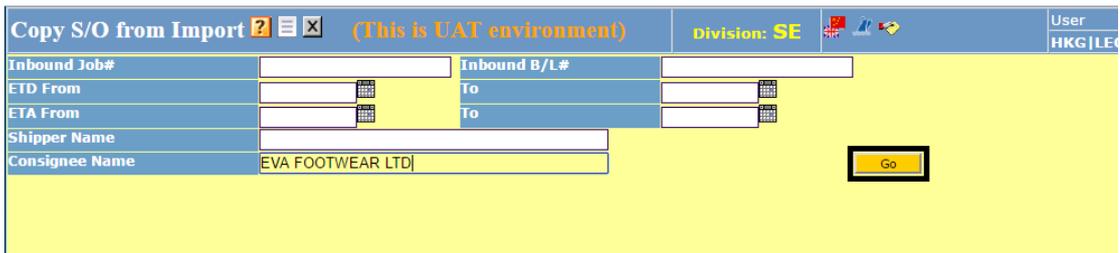


[Copy S/O from Import]

User may also copy S/O from inbound shipment.



Filter the S/O by below fields, press [Go]



User is allowed to select multiple S/Os to copy, ETD and ETA is mandatory fields. Then press [Submit].

Copy S/O from Import (This is UAT environment) Division: SE User: HKG|LEO

Inbound Job# [] Inbound B/L# []
 ETD From [] To []
 ETA From [] To []
 Shipper Name []
 Consignee Name EVA FOOTWEAR LTD

ETD: 26/07/2016 ETA: 30/07/2016 [Submit] [Return]

Job	HBL	Ocean B/L	ETD	ETA	Vessel	Voyage	Bill Type	Shipper	Shipper Name	Consignee
<input checked="" type="checkbox"/> 1	HKGSI160100001	KOREHKG1234	KOREA224455	21/01/2016	25/01/2016	WAN HAI 301	165	V0007	VINA KOREA CO., LTD.	E0034
<input checked="" type="checkbox"/> 2	HKGSI160100007	GTF-201601179	OOLU2568483340	29/01/2016	29/01/2016	OOCL NEW ZEALAND	021S	S0144	SAN FANG CHEMICAL INDUSTRY CO LTD	E0034
<input type="checkbox"/> 3	HKGSI160100009	GTF-201601172	0976A04780	28/01/2016	29/01/2016	WAN HAI 267	S226	B0001	BUCKLAND CUSTOMS BROKERS LIMITED	E0034
<input type="checkbox"/> 4	HKGSI160100004	KRPUS00002	LGHK00002	28/01/2016	31/01/2016	WAN HAI 301	235	V0007	VINA KOREA CO., LTD.	E0034
<input type="checkbox"/> 5	HKGSI160100008	PACX165136	HASL02901600A000	28/01/2016	31/01/2016	HEUNG-A ASIA	0107S	S0127	SAM BU FINE CHEMICAL CO., LTD	E0034
<input type="checkbox"/> 6	HKGSI160100008	PACX165137	HASL02901600A000	28/01/2016	31/01/2016	HEUNG-A ASIA	0107S	S0127	SAM BU FINE CHEMICAL CO., LTD	E0034

System will then pop the message out, press [OK].

202.66.117.65 says:
 Confirm copy to Outbound ?

[OK] [Cancel]

EVA FOOTWEAR LTD

7/2016 [Submit] [Return]

202.66.117.65 says:
 Total of 2 S/O is/are created!

[OK]

2 S/O then can be found in Outbound-> Shipping order entry

9	HKGSHKG600398	SAN FANG	EVA FOOTWEAR	CFS/CFS	45 ROLL	1,047.50	4,740	CC	CC	F	TKWHH	HKHKG	HKHKG	HKHKG	HKHKG	26/07/2016
10	HKGSHKG600397	VINA KOREA CO.,	EVA FOOTWEAR	CFS/CFS	100 CTN	1,000.00	5,000	PP	PP	F	KRPUS	HKHKG	HKHKG	HKHKG	HKHKG	26/07/2016

All the shipmarks and description, Qty, Kg, CBM will be copied.

Shipping Order Entry (This is UAT environment)							Division: SE	
S/O	HKGS HKG600398	B/L	Job	ETD	26/7/2016	Booking Qty		
Shipper	S0144	SAN FANG CHEMICAL INDUSTRY CO		Booking CBM				
Consignee	E0034	EVA FOOTWEAR LTD		Service		CFS/CFS		
Item	A	Extend						
Marks		Qty	Unit	Goods Descriptions	KGS	CBM		
Sub Total			45ROLL	PU SYNTHETIC LEATHER	1,047.50	4.740		
			45ROLL	Commodity/Named Account	1,047.50	4.740		
				HS Code				
Add	Chg	Del	Split	QTY, KGS, CBM not match!				
Liner	L.Agent	Liner S/O	Container	Seal	Size	Load Plan#	Load Seq	Qty/Unit
								0
								0.00
								0.000

CY Shipment

You can go to the S/O Quick Entry (CY)

Press the button [go]

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
S/O QUICK ENTR		S/O Quick Entry (CFS)			Division: SE			
S/O		S/O Quick Entry (CY)		Job#		Vessel/Voyage		
FRT		Shipping Order Entry		POL				
FOB		Schedule/Job Create		POD				
Division	SE			Mode	1 - Shipping Order	Go		Port Info

Press [+] and insert the new booking. Since it is CY booking, the system will ask you the number of container.

The procedure is similar to CFS.

Press F8 to search for Shipper or Consignee Codes.

And the * are the mandatory field.

Press tick to save the record. The S/O number will be auto generated.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
S/O QUICK ENTRY (CY)					Division: SE			
S/O		Job#		Vessel/Voyage				
FRT		POL						
FOB		POD						
Division	SE	Mode	1 - Shipping Order					
				Port Information		Terms		CY Booking Infor
S/O	Shipper *	Name *	Consignee *	Name *	Freehand *	ETD *	Incoterm *	Receipt
	A0177	ABC TESTING COMPANY	B0031	BK TEST CONSIGNEE	R	31/12/2015	FOB	HKHKG
								HKHKG PABLB
								Delivery
								Frts
								FOB
								Type
								20'
								40'
								1
								1

Dummy code replacement

Users are able to create S/O or booking even customers not in master file with dummy code. Code controller will check and apply to register the company's name in Dummy code into the system.

Master -> Dummy Code Replacement (Sea)

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
S/O QUICK ENTRY (CY) ? ☰ ✕						Division:	Salesman and Customer Code ▶	
S/O		Job#		Vessel/Voyage		Port/Country/Region Master ▶		
FRT	▼	POL		Sea Freight Master ▶				
FOB	▼	POD		Miscellaneous ▶				
Division	SE ▼	Mode	1 - Shipping Order ▼	Go				
							Dummy Code Replacement (Sea)	
S/O	Shipper *	Name *	Consignee *	Name *	Freehand *	D.Agent	Customer	15/02/20
1	SHASMAC600002	B0043	BK TEST	DUMMY	DUMMY	R	A0047	A0001

Authorized users can create the customer in Dummy code replacement menu. Click to the yellow bulb.

S/O No.	B/L No.	Job No.
Shipper Name	Consignee Name	Notify Party Name
Create Date From	To	
Check Shipper	Check Consignee	Check Notify Party
Y ▼	Y ▼	Y ▼
Go		

A maximum of 500 records are shown in one time.

Apply New Customer

Bound	S/O No.	B/L No.	Jobn	ETD/ETA	Shipper	Name	Consignee	Name	Notify Part	Name
1	O	SHASTIW600003		09/02/2016	●	CHINALIGHT EVERBRIGHT IMPORT & EXPORT CORP	●	SRJ, INC		SAME AS CONSIGNEE
2	O	SHASMAC600002		15/02/2016		BK TEST 123	●	DUMMY		SAME AS CONSIGNEE

Controller may filter the search result by input the fields provided in the upper part of the screen. Controller may then click [search] button to search if the customer's name is registered already or not in system. Users may widen the search range by key words, e.g. type '%SRJ'

Bound	O	B/L No.		Job No.	
S/O No.	SHASTIW600003	Consignee Name	SRJ, INC	Address	2242 PALMER DR. SCHAUMBURG IL 60173 USA
			Salesman	Contact	Phone
			Email		
Assign to shipment		Build a new customer			
Name:	SRJ, INC	Search			

Below customer highlighted in red is awaiting for approval, or is

If user found the customer code is already existed in system, user may tick the box of that customer, then press [Assign to shipment] button

Select Existing Customer (This is UAT environment)

Bound: 0
 S/O No.: HKGSSCL600408
 Shipper Name: DUMMY
 Address: [Empty]

B/L No.: ASHKG600408
 Job No.: HKGSE16100003

Salesman: CORP
 Contact: [Empty]
 Phone: [Empty]
 Email: [Empty]

Buttons: Assign to shipment, Build a new customer

Name: SRJ [Search]

Below customer highlighted in red is awaiting for approval, or is rejected / inactive.

Sub.Group	Name	Address	Country	City	Contact	Phone	Salesman	S
150128	SRJ, INC	2242 PALMER DR. SCHAUMBURG IL 60173 USA	US	USTIW		630-351-0639	CORP	Ap

Press OK to confirm. The record will be disappeared from the Dummy code replacement (Sea).

202.66.117.65/uatfm3k/air801.asp?ref=1360&type=S

Select Existing Customer (This is UAT environment)

Bound: 0
 HAWB No.: ASHKG650303
 Shipper Name: AHC COMPANY
 Address: FLAT B, 24/F, SHA SHA BUILDING, SHA SHATIN. H.K.

202.66.117.65 says:
 Confirm assign S0128 as Shipper?

Buttons: OK, Cancel

Else user may apply a new customer/ vendor by click to [Build a new customer].

User will be brought to the page of creating new customer. Press [confirm] to submit and a dialogue will be popped out.

Create New Customer (This is UAT environment)

Group: [Browse] [Group]

S/O No.: 11111111
 B/L No.: 11111111
 Job No.: HKGSI160100011

Shipper Name: [Empty]
 Address: [Empty]
 Salesman: RO
 Contact: [Empty]
 Phone: [Empty]
 Email: [Empty]

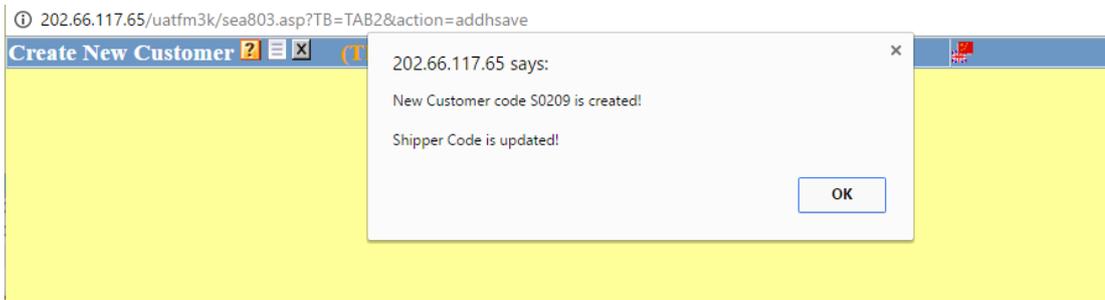
Group (auto-gen):

Name: SRJ COMPANY
 Short Name: SRJ COMPANY
 Short Name 2: [Empty]
 Address: 12/F, SRJ COMPANY BUILDING
 20-22 SHA SHA ROAD, SHA SHA DISTRICT,
 SHATIN, HK

Country: KR
 State: [Empty]
 Port: KRPUS
 Zip: [Empty]
 Tax Code: [Empty]
 Phone: [Empty]
 Fax1: [Empty]

Web Site: [Empty]
 Contact: [Empty]
 Sales: RO
 Nature: [Empty]
 Shipper:
 Consignee:
 Agent:
 Liner Agent:
 Warehouse:
 Other:
 Forwarder:

Buttons: Confirm, Cancel



The yellow bulb will turn to blue bulb when customer code is awaiting approval.
 Blue bulb implied the customer is awaiting approval, rejected/ inactive.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Dummy Code Replacement (This is UAT environment)

Bound: I

S/O No. test123 B/L No. test123 Job No. HKGSI1608000110/08/2016

Shipper Name: ABC CIMA Consignee Name: LEE KUM KEE INTERNATIONAL HOLDINGS LTD Notify Party Name: ABC TESTING COMPANY

Create Date From: To: Check Shipper: Y Check Consignee: Y Check Notify Party: Y

A maximum of 500 records are shown in one time.

Apply New Customer	Bound/S/O No.	B/L No.	Job No.	ETD/ETA	ShipperName	ConsigneeName	Notify PartName
	11 test123	test123	HKGSI1608000110/08/2016		ABC CIMA	LEE KUM KEE INTERNATIONAL HOLDINGS LTD	SAME AS CONSIGNEE
	2I 1201201021	1201201021	HKGSI16010001125/01/2016			ABC TESTING COMPANY	A. HARTRODT (BELGIUM) N.V. ANTWERP
	3I 111111123	111111123	HKGSI16010001125/01/2016				SAME AS CONSIGNEE
	4I 111111111	111111111	HKGSI16010001125/01/2016			B&B GROUP LIMITED	B&B GROUP LIMITED
	5I GTF-201603132	GTF-201603132	HKGSI16030000218/03/2016		ASF GROUP (HONG KONG) LIMITED	SILICON CHINA LTD	SAME AS CONSIGNEE
	6I GTF-201602168	GTF-201602168	HKGSI16020000629/02/2016		KOMATSU SEIREN CO., LTD	EVERVAN FOOTWEAR LTD	SAME AS CONSIGNEE
	7I YH-034400	YH-034400	HKGSI16020000528/02/2016		KOMATSU SEIREN CO., LTD	EVA FOOTWEAR LTD	SAME AS CONSIGNEE
	8I YH-034399	YH-034399	HKGSI16020000328/02/2016		KURARAY CO., LTD.	SILICON CHINA LTD	SAME AS CONSIGNEE
	9I HKGSI160200001PACX165140		HKGSI16020000104/02/2016		SHEEHANSALES	SILICON CHINA LTD	SAME AS CONSIGNEE

202.66.117.65/uatfm3k/sea801.asp?ref=1244&type=S

Select Existing Customer (This is UAT environment)

Bound: I

S/O No. 111111111 B/L No. 111111111 Job No. HKGSI160100011

Shipper Name: Address: Salesman: RO

Contact: Phone: Email:

Assign to shipment Build a new customer

Name: SRJ Search

Below customer highlighted in red is awaiting for approval, or is rejected / inactive.

Sub.Group	Name	Address	Country	City	Contact	Phone	Salesman	Status	Inactive
1S0128	SRJ, INC	2242 PALMER DR. SCHAUMBURG IL 60173 USA	US	USTIW		630-351-0639	CORP	Approved	<input type="checkbox"/>
2S0209	SRJ COMPANY	12/F, SRJ COMPANY BUILDING 20-22 SHA SHA ROAD, SHA SHA DISTRICT, SHATIN, HK	KR	KRPUS			RO		<input type="checkbox"/>

After assign to shipment, the record will be disappeared from the Dummy code replacement (Sea) screen.

Apply new Customer

This function allows users to apply new customer which is other than shipper or consignee type, e.g vendors who are payable or customers who are receivable.

Dummy Code Replacement (This is UAT environment) User: HKG|LEO

Bound: [Dropdown]

HAWB No. [Text] MAWB No. [Text] Job No. [Text]

Shipper Name [Text] Consignee Name [Text] Notify Party Name [Text]

Create Date From [Text] To [Text]

Check Shipper [Y] Check Consignee [Y] Check Notify Party [Y] Go

A maximum of 500 records are shown in one time.

Apply New Customer

Before Apply New Customer, users are advised to search if there is same company code already existed in system, for example user need to create a company name CHEONG WAN LOGISTICS, user could search keyword CHEONG, after confirming company is not existing, user could click to [Apply New Customer]

Application for New Customer (This is UAT environment) User: HKG|LEO

Apply New Customer

Name: %CHEONG Search

Check if the customer already exists in Corporate before applying for new customer.
Below customer highlighted in red is awaiting for approval, or is rejected / inactive.

Add	Sub.Group	Name	Address	Country	City	Contact	Phone	Salesman	Status	Inactive
1	S0047	SUN CHEONG INDUSTRIAL CO.		HK	HKHKG			CORP	Approved	<input type="checkbox"/>
2	Y0005	YAT CHEONG TRANSPORTATION CO	123 MONG KOK	HK	HKHKG		22345678	RO	Approved	<input type="checkbox"/>

After inputting the mandatory field-> press [Confirm].

A dialogue will be appeared, press [OK] to leave. Corporate user will see the new application.

202.66.117.65/uatfm3k/cus011.asp?TB=TAB2&action=addh&apply=new

Create New Customer (This is UAT environment) User: HKG|LEO

Browse Group

Group (auto-gen)*

Name* CHEONG WAN LOGISTICS

Short Name* CHEONG WAN

Short Name 2 [Text]

Address UNIT 202, CHEONG WAN CENTER

22-23 TAI PO ROAD, TAI PO MARKET

N.T. HONG KONG

Country* HK

State [Text]

Port* HKHKG

Zip [Text]

Tax Code [Text]

Phone [Text]

Fax1 [Text]

Web Site [Text]

Contact [Text]

Sales* CORP

Nature* OTHERS

Shipper

Consignee

Agent

Liner Agent

Warehouse

Other

Forwarder

Confirm Cancel

Hot Key: ESC-Cancel

202.66.117.65/uatfm3k/cus011.asp?TB=TAB2&action=addhsave

Create New Customer

202.66.117.65 says:
Application of new customer (Code: C0279) is submitted!

OK

Create Vessel Schedule and Job Number

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility	
Outbound Schedule		S/O Quick Entry (CFS)							
Bound		S/O Quick Entry (CY)				Port of Discharge			
Region		POL				Country		POD	
Loop		Shipping Order Entry				ETA -/+Days			
Schedule Code		Schedule/Job Create		Normal	Go	GO 1 / 3 X 20			
+ Vessel *		Name		Liner		ETD	Port of Loading		ETA

The system will list out the entire current schedule by ETD date in descending order.

If you cannot find the schedule you want, then you need to establish as new vessel voyage schedule.

Press [+] for a new record.

The screen will ask you to fill in the information. The * is the mandatory field.

The below is the expected information you need to input the Vessel Code and the Voyage.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
Outbound Schedule/Job Create								Division: SE
Browse Vessel Job								
Vessel*		T0043		Voyage		V 0101		
Name		Code	Name			A		
Schedule Code		T0043	TEST					
Confirm		Cancel						
Hot Key : ESC-Cancel								

Once it is done, press Confirm.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility							
Outbound Schedule/Job Create								Division: SE	User: HKG LEO						
Browse Vessel Job															
Vessel*		T0043		Voyage*		0101									
Name		TEST		Loop		A									
Schedule Code															
ADD	CHG	DEL	Change Vessel												
Port of Loading		Carrier SI Closing		CFS Closing		CY Closing									
+ Liner *	POL *	Port Name	Date	Time	Date	Time	Date	Time	On Board	ETD *	USD	EUR	RMB	GBP	Sail Confirm
Port of Discharge															
+ POD *	POD Name				Arrival *										
Hot Key : F7-Add Header F8-Change Header F2-Add F2-Add															

Then you can press [+] to input the Liner, POL and POD. The * means mandatory field.

Once finish, tick and then add the POD and Arrival Date.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility					
Outbound Schedule/Job Create								Division: SE	User: HKG LEO				
Browse		Vessel		Job									
Vessel*			T0043			Voyage*			0101				
Name			TEST			Loop			A				
Schedule Code													
Port of Loading		Carrier SI Closing		CFS Closing		CY Closing							
Liner *	POL *	Port Name	Date	Time	Date	Time	On Board	ETD *	USD	EUR	RMB	GBP	Sail
1	WAN	HKHKG HONG KONG	30/12/2015	1700	30/12/2015	1100	31/12/2015	31/12/2015	0.00000	0.00000	0.00000	0.00000	<input type="checkbox"/>
Port of Discharge		POD *		POD Name		Arrival *							
PABLB		BALBOA		BALBOA		15/1/2015							
Port		Name		Country									
PABLB		BALBOA		PA		15/01/2016							

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility						
Outbound Schedule/Job Create								Division: SE	User: HKG LEO					
Browse		Vessel		Job										
Vessel*			T0043			Voyage*			0101					
Name			TEST			Loop			A					
Schedule Code														
ADD		CHG		DEL		Change Vessel								
Port of Loading		Carrier SI Closing		CFS Closing		CY Closing								
Liner *	POL *	Port Name	Date	Time	Date	Time	On Board	ETD *	USD	EUR	RMB	GBP	Sail	Confirm
1	WAN	HKHKG HONG KONG	30/12/2015	1700	30/12/2015	1100	31/12/2015	31/12/2015	0.00000	0.00000	0.00000	0.00000	<input type="checkbox"/>	
Port of Discharge		POD *		POD Name		Arrival *								
1 PABLB		BALBOA		BALBOA		15/01/2016								
2 PPTY		PANAMA CITY		PANAMA CITY		15/01/2016								

After setup the vessel voyage schedule, press the tag Job and create Job Number.
 Press [+] to create new record
 (You can leave this step at later stage and generate the Job Number at SO Entry.)

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility					
Outbound Schedule/Job Create								Division: SE	User: HKG LEO				
Browse		Vessel		Job									
Vessel*			T0043			Voyage*			0101				
Short Name			TEST			Loop			A				
POL			HKHKG			POD			PABLB, PPTY				
Liner			WAN										
+ Job *		Job Date		Liner		POL		POD		Division		Change Vessel	
Restricted Job													
Job		Job Date		Liner		POL		POD		Division		Change Vessel	

Input the Liner Agent and select the corresponding POD, and then press Submit.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility		
Outbound Schedule/Job Create								Division: SE	User: HKG LEO	
Vessel * T0043		Voyage * 0101		Name TEST		Loop A		Schedule Code		
Port of Loading			Carrier SI Closing		CFS Closing		CY Closing			
Liner *	POL *	Port Name	Date	Time	Date	Time	Date	Time	On Board	ETD *
WAN	CNYTN	YANTIAN								
1 WAN	HKHKG	HONG KONG			30/12/2015	1700	30/12/2015	1100	31/12/2015	31/12/2015
Port of Discharge										
POD *	POD Name		Arrival *							
1 PABLB	BALBOA		15/01/2016							
2 PAPT	PANAMA CITY		15/01/2016							

You can go to the Job Tag and press [+] for the new Job. Make the additional POD will be appear. You can take this POD for the new Job. And press Submit to confirm the new job.

Create Job								Division: SE	User: HKG LEO
Vessel * T0043		Voyage * 0101		Name TEST		Loop A		Schedule Code	
Submit									
Please select POL and POD information for new job. Liner Agent for selected POL cannot be blank!									
Division SE									
Port Of Loading									
POL	Port Name	CFS Closing	CY Closing	On Board	ETD	Liner	Liner Agent *	Name	
1 CNYTN	YANTIAN			28/12/2015	28/12/2015	WAN	K0010	KMTC (HK) CO., LTD	<input checked="" type="checkbox"/>
2 HKHKG	HONG KONG	30/12/2015	30/12/2015	31/12/2015	31/12/2015	WAN			<input type="checkbox"/>
Port of Discharge									
POD	POD Name		Arrival *						
1 PABLB	BALBOA		15/01/2016						
2 PAPT	PANAMA CITY		15/01/2016						

So FM3K supports single vessel voyage with multiple job files.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility			
Outbound Schedule/Job Create								Division: SE	User: HKG LEO		
Browse		Vessel		Job							
Vessel * T0043		Voyage * 0101		Short Name TEST		Loop A		POL CNYTN, HKHKG		POD PABLB, PAPT	
Liner WAN											
+ Job *	Job Date	Liner	POL	POD	Division	Change Vessel					
1 HKGSE151200039	31/12/2015	WAN	HKHKG	PABLB	SE	<input type="radio"/>					
2 HKGSE151200040	28/12/2015	WAN	CNYTN	PAPT	SE	<input type="radio"/>					

Change Vessel button in Vessel serve as created new vessel schedule under Outbound Schedule. After click to [Change Vessel] button, another window will popped out and remind user's input vessel and voyage

should be new which is not existing in system.

Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility

Outbound Schedule/Job Create (This is UAT environment) User: HKG|LEO

Browse | Vessel | Job

Vessel: M0011 Voyage: 1611
 Name: MAERSK SEOUL Loop
 Schedule Code: A

ADD | CHG | DEL | **Change Vessel**

Port of Loading		Carrier SI Closing		CFS Closing		CY Closing	
Liner	POL	Port Name	Date	Time	Date	Time	Date
1 MSK	CNCWN	CHIWAN	08/05/2016		08/05/2016		

Port of Discharge

POD	POD Name	Arrival
1 SVAQJ	ACAJUTLA	30/05/2016

Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility

Outbound Schedule/Job Create (This is UAT environment) User: HKG|LEO

Browse | Vessel | Job

Vessel: M0011 Voyage: 1611
 Name: MAERSK SEOUL Loop
 Schedule Code: A

ADD | CHG | DEL | **Change Vessel**

Port of Loading		Carrier SI Closing		CFS Closing		CY Closing	
Liner	POL	Port Name	Date	Time	Date	Time	Date
1 MSK	CNCWN	CHIWAN	08/05/2016		08/05/2016		

Port of Discharge

POD	POD Name	Arrival
1 SVAQJ	ACAJUTLA	30/05/2016

Change Vessel/Voyage (This is UAT environment) User: HKG|LEO

Vessel: M0011 Voyage: 1611
 Name: MAERSK SEOUL Loop
 Schedule Code: A

Hot Key: F7-Add Header F8-Change Header F2-Add F2

Please enter a new Vessel/Voyage.
 The new Vessel/Voyage must NOT already existed!

Usually this will be used when new vessel schedule is not yet confirmed while user need to create job first with A Vessel code. When the schedule is confirmed, user could press [Change Vessel] button to update the correct vessel and voyage, which is not already existed in system.

Change Vessel for job

Change vessel for a job is changing the specific job from one vessel schedule to another.

The criteria of changing Vessel for a Job: Liner, POL and POD must the same for both vessels (That's mean Red mark and Black marks' information must be the same as shown below.)

For case below is easy, as the new vessel's (H0515 HEUNG-A VENUS) Liner, POL and POD is same as old vessel (H0175 HEUNG-A ULSAN), user can change vessel by clicking on Blue bulb to change the job to new vessel.

Browse | Vessel | Job

Vessel* H0175

Name HEUNG-A ULSAN

Schedule Code

ADD CHG DEL Change Vessel

Port of Loading		Carrier SI Closing		CFS Closing		CY Closing		
Liner *	POL *	Port Name	Date	Time	Date	Time	Date	Time
1 HAS	KRPUS	BUSAN						

Port of Discharge

POD *	POD Name
1 VNCLI	CAT LAI

Hot Key : F7-Add Header F8-Change Header F2-Add F2-Add

Outbound Schedule/Job Create ? [] [X]

Browse | Vessel | Job

Vessel* H0515 Voyage* Loop

Name HEUNG-A VENUS

Schedule Code

ADD CHG DEL Change Vessel

Port of Loading		Carrier SI Closing		CFS Closing		CY Closing		On Board	ETD *
Liner *	POL *	Port Name	Date	Time	Date	Time	Date	Time	
HAS	KRPUS	BUSAN					10/09/2015	10/09/2015	

Port of Discharge

POD *	POD Name
VNCLI	CAT LAI

Outbound Schedule/Job Create ? [] [X]

Browse | Vessel | Job

Vessel* H0515 Voyage* 0055S

Short Name HEUNG-A VENUS Loop A

POL KRPUS POD VNCLI

Liner HAS

Job *	Job Date	Liner	POL	POD	Division	Change Vessel
1 HKOS1509001	10/09/2015	HAS	KRPUS	VNCLI	OS	<input type="checkbox"/>

Restricted Job

Job	Job Date	Liner	POL	POD	Division	Change Vessel

User may change job to new vessel with different Liner, POL and POD by few steps:

Firstly, go to Outbound Schedule/ Job Create ->click [vessel] tag, then click "+" to add the Liner, POL and POD which must match the new vessel.





Then, go back to [Job] tag, click on the number (black mark below), user then can update the new Liner, POL and POD as per new vessel.



After updating, user may click on blue bulb for changing vessel.

Outbound Schedule/Job Create						
Browse Vessel Job						
Vessel	H0515	Voyage	0055S			
Short Name	HEUNG-A VENUS	Loop	A			
POL	KRPUS	POD	VNCLI			
Liner	HAS					
Job #	Job Date	Liner	POL	POD	Division	Change Vessel
1 HKOS1509001	10/09/2015	HAS	KRPUS	VNCLI	OS	
Restricted Job						
Job	Job Date	Liner	POL	POD	Division	Change Vessel

Consolidation – Assign Booking To the Job

Please go to the Job Control Menu. Press [go]

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
Job Control			S/O Quick Entry (CFS)					
Job#		S/O Quick Entry (CY)	Age		HBL No.		Liner	
ETD - /+Days		Shipping Order Entry	.		POL		Agent	
ETA - /+Days		Schedule/Job Create	pe		POD		Customer	
Division	SE	Job Control			User			Go
			Enquiry and Process					

Cargo Booking Enquiry										Division: SE		User: HKG LEO		
Plan for Job	HKGSE151200039	Service Type	CFS	ETD		To								
POL		POD		Action	Assign Job	Division	SE							
Confirm														
* HKHKG/PALB *														
1	HKGSBLB500023	ASHKG500023	15/12/2015	CFS/CFS	MT FOODS, S.A.	DUMMY	HKHKG	HKHKG	PALB					
2	HKGSBLB500024		20/12/2015	CFS/CFS	MT FOODS, S.A.	DUMMY	HKHKG	HKHKG	PALB					
3	HKGSBLB500026		20/12/2015	CFS/CFS	MT FOODS, S.A.	DUMMY	HKHKG	HKHKG	PALB					
4	HKGSBLB500090	ASHKG500090	24/12/2015	CFS/CFS	LEE KUM KEE	NHS GROUP	HKHKG	HKHKG	PALB					
5	HKGSBLB500094		31/12/2015	CFS/CFS	MT FOODS, S.A.	BK TEST	HKHKG	HKHKG	PALB				600	2,020.00 7.00
6	HKGSBLB500096		31/12/2015	CFS/CFS	ABC TESTING	DUMMY	HKHKG	HKHKG	PALB	PALB	AIR SEA - MIAMI	AIR SEA - MIAMI	400	1,500.00 5.00

Click to Check the SO Detail.

If it is a CY Shipment, make sure you change the Service Type to [CY].

Job Control										Division: SE		User: HKG									
Job	HKGSE151200039					Job Date	31/12/2015			Liner	WAN										
Vessel	T0043					Name	TEST			Voyage	0101										
POL	HKHKG					POD	PALB														
Remark																					
CHG	0-Shipping Order	Assign Job	S/O Quick Entry (CFS)	CTT Data Sending	Document																
		Party				Port				Booking Qty			Loading Qty								
#	S/O	Type	HB/L	Sub-Master	House Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU
1	HKGSBLB500097	H	ASHKG500097		ASW	CFS/CY	ABC	BK	AIR		HKHKG	HKHKG	PALB	PALB	1,000	3,002.00	5.300	1,000	3,002.00	5.300	0.51
2	HKGSBLB500096	H	ASHKG500096		ASW	CFS/CY	ABC	BK	AIR		HKHKG	HKHKG	PALB	PALB	400	1,500.00	5.000	400	1,200.00	5.000	0.48
3	HKGSBLB500094	H	ASHKG500094		ASW	CFS/CFS	MT	BK	AIR		HKHKG	HKHKG	PALB	PALB	600	2,020.00	7.000	500	2,000.00	7.000	1.00
															2,000	6,522.00	17.300	1,900	6,202.00	17.300	2.00

A window will pop out. Users can see that the Vessel Voyage and Job Number information are filled in according.

Shipping Order Entry		Division: SE		User: HKG LE
S/O#	HKGSBLB500096	B/L	ASHKG500096	MOBL
Shipper*	A0177	Coload In	<input type="checkbox"/>	Coload Out
ABC TESTING COMPANY		Coloader		Name
		Controlling Customer*		Name
		Brand		Network
		Receipt		
		Contact Information	Name	Phone
		Shipper		Email
Consignee	B0043	Salesman*	CORP	
BK TEST 123		Quotation		Tax Code
Notify#1		Special Instruction		
SAME AS CONSIGNEE		Contact Information	Name	Phone
		Consignee		
		Salesman	CORP	
		Quotation		R/O Agent
		Special Instruction		
Also Notify		Bill Type And Wording	ASW	
		Service Type*	CFS/CY	CY/CFS Closing
		Service Desc.	SHIPPER'S LOAD AND COUNT & SEAL.	
		Freight Type	CY	FOB Type
		Incoterm*		Freehand*
		Freight Term PP/CC*	PP	FOB Charge*
		Vessel	T0043 TEST	Voyage
		Job	HKGSE151200039	0101
Dest.Agent	A0031	Place of Receipt	HKHKG HONG KONG	Onboard
AIR SEA WORLDWIDE PANAMA S.A.		Port of Loading*	HKHKG HONG KONG	ETD*
Special Instruction		Port of Discharge*	PABLB BALBOA	ETA
				31/12/2015
				31/12/2015
				15/01/2016

Cargo Booking Enquiry

Cargo Booking Enquiry will list out all booking/ HBL without container. User can assign/detach job in this function.

Outbound -> Enquiry and Process -> Cargo Booking List:

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	U
Job Control		S/O Quick Entry (CFS)	Environment					
Job#		S/O Quick Entry (CY)		Vessel/Voyage				
ETD -/+Days		Shipping Order Entry		Container No.				
ETA -/+Days		Schedule/Job Create		Container Type				
Division	S	Job Control		Status				
		Enquiry and Process	<ul style="list-style-type: none"> Sample Ocean B/L To Carrier Load Plan Change Job for Container Cargo Booking List Outbound Manifest Printing 					

Users may assign the booking to their own job, choose the Action "Assign Job", then press [Go]:

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Cargo Booking Enquiry (This is UAT environment)

Plan for Job: HKGSE160400025 Service Type: CFS ETD: To: []

POL: [] POD: PACFZ Action: Assign Job Division: SE Go

Booking without job will be list out, users may choose the desired booking, then press [Confirm], then the bookings are assigned in job.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Cargo Booking Enquiry (This is UAT environment) Division: SE

Plan for Job: HKGSE160400025 Service Type: CFS ETD: To: []

POL: [] POD: PACFZ Action: Assign Job Division: SE Go

Confirm

S/O	HBL	ETD	Service	Shipper	Consignee	POR	POL	POD	Deli	D/A	Liner	L.Agent	Qty	kg
HKHKG/PACFZ														
1	ASCFZ600207	ASHKG600207	06/03/2016	CFS/CFS	DAMCO HONG KONG	MK PANAMA	HKHKG	HKHKG	PACFZ	PACFZ	AIR SEA - COLON FREE ZONE (A0032)			
2	EDI-SZXSFCZ600020	ASSZ600020	15/01/2016	CFS/CFS	GUANGZHOU RUIBI	PASS, S.A.	CNSZX	HKHKG	PACFZ	PACFZ	AIR SEA - PANAMA CITY (A0031)		27	
3	EDI-SZXSFCZ600041	ASSZ600041	19/01/2016	CFS/CFS	GUANGZHOU RUIBI	PASS, S.A.	CNSZX	HKHKG	PACFZ	PACFZ	AIR SEA - PANAMA CITY (A0031)		25	
4	EDI-SZXSFCZ600042	ASSZ600042	26/12/2015	CFS/CFS	RICOH	OCEANLINK GROUP	CNSZX	HKHKG	PACFZ	PACFZ	AIR SEA - PANAMA CITY (A0031)		100	
5	EDI-SZXSFCZ600219	ASSZ600219	14/02/2016	CFS/CFS	SHENZHEN	MK PANAMA	CNSZP	HKHKG	PACFZ	PACFZ	AIR SEA - PANAMA CITY (A0031)		100	
6	EDI-SZXSPTY600330	ASSZ600330	30/03/2016	CFS/CFS	SHENZHEN	DC SHOPS PANAMA	CNSZX	HKHKG	PACFZ	PAPTY	AIR SEA - PANAMA CITY (A0031)		125	
7	EDI-SZXSPTY600339	ASSZ600339	01/04/2016	CFS/CFS	SHENZHEN	DC SHOPS PANAMA	CNSCAN	HKHKG	PACFZ	PAPTY	AIR SEA - PANAMA CITY (A0031)		55	

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Job Control (This is UAT environment) Division: SE

Job: HKGSE160400025 Job Date: 04/04/2016 Liner: HLL

Vessel: V0133 Name: CSAV LUMACO Voyage: TEST1227E

POL: HKHKG POD: PACFZ

Remark

CHG: [0-Shipping Order] Assign Job S/O Quick Entry (CFS) Document Direct Print B/L

S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	
1	HKGSFCZ600384	H	ASSZ600384		ASW	CY /CY	ABC	JANICE	A.C.E.				HKHKG	HKHKG	PACFZ	PACFZ	100	500.00	6.666
2	EDI-SZXSFCZ600020	H	ASSZ600020		M-BILL	CFS/CFS	GUANGZHOU	PASS,	AIR	AIR			CNSZX	HKHKG	PACFZ	PACFZ	27	151.00	1.868
3	EDI-SZXSFCZ600041	H	ASSZ600041		M-BILL	CFS/CFS	GUANGZHOU	PASS,	AIR	AIR			CNSZX	HKHKG	PACFZ	PACFZ	25	2,680.00	6.300
152 3,331.00 14.834																			

When users need to detach the booking from the job, change the Action to "detach job" -> press [Go]:

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Cargo Booking Enquiry (This is UAT environment) Division: SE User: HKG1LEO

Plan for Job: HKGSE160400025 Service Type: CFS ETD: To: []

POL: [] POD: [] Action: Detach Job Division: SE Go

Confirm

S/O	HBL	ETD	Service	Shipper	Consignee	POR	POL	POD	Deli	D/A	Liner	L.Agent	Qty	kg	CBM	Job
AL SAFAT V.111																
1	HKGSALV600282	ASHKG600282	29/04/2016	CFS/CFS	MAIME SHIPPER	USA CARGO CORP	HKHKG	HKHKG	ADALV	ADALV	AIR SEA - MIAMI (A0001)		100	100.00	10.00	HKGSE160400008
2	HKGSALV600309	ASHKG600309	29/04/2016	CFS/CFS	MAIME SHIPPER	USA CARGO CORP	HKHKG	HKHKG	ADALV	ADALV	AIR SEA - MIAMI (A0001)		200	200.00	0.80	HKGSE160400008
APL GENERAL V.0030																
3	HKGSKEL600211	HKGSKEL600211	03/03/2016	CFS/CFS	AIR SEA	QUANTUM	HKHKG	HKHKG	TWKEL	TWKEL	AIR SEA - TAIPEI		3	30.00	0.50	HKGSE160300007

If charges existed, detach job will not be allowed:

```
Microsoft OLE DB Provider for SQL Server error '80040e14'
Error ! Job No. cannot be blank as charge already exists !
/uatfm3k/leo.asp, line 1656
```

After select the booking need to be detached, press [Confirm].

Sea Freight														Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
Cargo Booking Enquiry (This is UAT environment)													Division: SE		User: HKG LEO						
Plan for Job		Service Type		CFS		ETD		To		POL		POD		Action		Detach Job		Division: SE		Go	
Confirm																					
S	S/O	HBL	ETD	Service/Shipper	Consignee	POR	POL	POD	Deli	D/A	Liner	L.Agent	Qty	Kg	CBM	Job					
AL SAFAT V.111																					
<input checked="" type="checkbox"/>	1	HKGSALV600282	29/04/2016	CFS/CFS MAIME SHIPPER	USA CARGO CORP	HKHKG	HKHKG	ADALV	ADALV	AIR SEA - MIAMI (A0001)			100	100.00	10.00	HKGSE160400008					
<input checked="" type="checkbox"/>	2	HKGSALV600309	29/04/2016	CFS/CFS MAIME SHIPPER	USA CARGO CORP	HKHKG	HKHKG	ADALV	ADALV	AIR SEA - MIAMI (A0001)			200	200.00	0.80	HKGSE160400008					
APL GENERAL V.0030																					
<input type="checkbox"/>	3	HKGSKEL600211	03/03/2016	CFS/CFS AIR SEA	QUANTUM	HKHKG	HKHKG	TWKEL	TWKEL	AIR SEA - TA1PF1			3	30.00	0.50	HKGSE160300007					

Job control – Combine Bill/Switch Bill/Sub-Master and other function

Combine Bill

1. Select the S/Os, then press 
2. Choose Combine Bill
3. Press [Execute]
4. Message “Done” will pop out, press [OK]. 3 HB/Ls are combined as 1 HB/L.

Sea Freight														Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility						
Job Control (This is UAT environment)													Division: SE		User: HKG LEO												
<input type="checkbox"/> Job <input type="checkbox"/> House B/L <input type="checkbox"/> Container <input type="checkbox"/> Invoice <input type="checkbox"/> Profit Share <input type="checkbox"/> Overseas Agent <input type="checkbox"/> Charge <input type="checkbox"/> File <input type="checkbox"/> Sub Job <input type="checkbox"/> XML EDI <input type="checkbox"/> Send Log <input type="checkbox"/> Document Printing <input type="checkbox"/> DOC Control																											
Job		HKGSE160500003								Job Date		20/05/2016		Liner		CSC											
Vessel		A0003								Name		APL SHENZHEN		Voyage		8838											
POL		HKHKG								POD		CNSGI															
Remark																											
CHG		0-Shipping Order		Assign Job		S/O Quick Entry (CFS)		Document		Direct Print B/L																	
										Party			Port			Booking Qty			Loading Qty								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	Wgt	CBM		
<input checked="" type="checkbox"/>	1	HKGSSGI600316	H		ASHKG600316			ASW		CY /CY	AIR	AIR	AIR				HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	
<input checked="" type="checkbox"/>	2	HKGSSGI600339	H		ASHKG600339			ASW		CY /CY	AIR	AIR	AIR				HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	
<input checked="" type="checkbox"/>	3	HKGSSGI600311	H		ASHKG600311			ASW		CY /CY	AIR	AIR	AIR				HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	
																						880	8,000.00	64.000	880	8,000.00	64.000

Hot Key: F8.Change Header F7.Add

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Job Control (This is UAT environment) Division: SE User: HKG|LE

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

CHG 0-Shipping Order Assign Job S/O Quick Entry (CFS) Document Direct Print B/L

S/O	Type	HB/L	Parent/Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	Port			Booking Qty			Loading Qty		
													POL	POD	Deli	Qty	Wgt	CBM	Qty	Wgt	CBM
Selected 3 item(s)						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	
Generate B/L#						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	
Only For (H) Type						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	
Combine Bill (B)															880	8,000.00	64.000	880	8,000.00	64.000	

Generate Switch Bill (W) with Consignee
 Generate Sub-Master (S) with Shipper Dest Agent
 Copy House Bill
 Please Make Sure no Charge/Invoice
 Delete
 Execute

202.66.117.65/uatfm3k/fms250.asp?TAB1=HKGSE160500003&TB=TAB2&page=1

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Job Control (This is UAT environment) Division: SE User: HKG|LE

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

CHG 0-Shipping Order Assign Job S/O Quick Entry (CFS) Document Direct Print B/L

202.66.117.65 says: Done
 Prevent this page from creating additional dialogues.
 OK

S/O	Type	HB/L	Parent/Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	Port			Booking Qty			Loading Qty		
													POL	POD	Deli	Qty	Wgt	CBM	Qty	Wgt	CBM
Selected 3 item(s)						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	
Generate B/L#						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	
Only For (H) Type						CY /CY	AIR	AIR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	
Combine Bill (B)															880	8,000.00	64.000	880	8,000.00	64.000	

Generate Switch Bill (W) with Consignee
 Generate Sub-Master (S) with Shipper Dest Agent
 Copy House Bill
 Please Make Sure no Charge/Invoice
 Delete
 Execute

The combined HB/L number will take the smallest HBL number in the job with "Z" ended.

202.66.117.65/uatfm3k/fms250.asp?TAB1=HKGSE160500003&TB= TAB2&page=1

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Job Control (This is UAT environment) Division: SE User: HKG|LEO

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

CHG: 0-Shipping Order Assign Job S/O Quick Entry (CFS) Document Direct Print B/L

S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	Rule
1	HKGSSGI600316	B	ASHKG600316	ASHKG600311Z	ASW	CY /CY	AIR	AIR	AIR					HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000					
2	HKGSSGI600339	B	ASHKG600339	ASHKG600311Z	ASW	CY /CY	AIR	AIR	AIR					HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000					
3	HKGSSGI600311	B	ASHKG600311	ASHKG600311Z	ASW	CY /CY	AIR	AIR	AIR					HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000					
4	HKGSSGI600311Z	H	ASHKG600311Z	ASHKG600311, ASHG600316, ASHG600339	ASW	CY /CY	AIR	AIR	AIR					HKHKG	HKHKG	CNSGI	CNSGI	880	8,000.00	64.000	880	8,000.00	64.000	2.00	
																		880	8,000.00	64.000	880	8,000.00	64.000	2.00	

Hot Key : FS-Change Header F2-Add

Generate Switch Bill

1. Select the S/Os, then press 
2. Choose Generate Switch Bill (W) with Consignee. User may choose the specific consignee in this step for the switch bill.
3. Press [Execute]
4. Message "Done" will pop out, press [OK].

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Job Control (This is UAT environment) Division: SE User: HKG|LEO

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

CHG: 0-Shipping Order Assign Job S/O Quick Entry (CFS) Document Direct Print B/L

S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	Rule
<input checked="" type="checkbox"/>	Selected 3 item(s)																								
<input type="checkbox"/>	Generate B/L#																								
<input checked="" type="checkbox"/>	Only For (H) Type																								
<input type="checkbox"/>	Combine Bill (B)																								
<input checked="" type="checkbox"/>	Generate Switch Bill (W) with Consignee																								
																		880	8,000.00	64.000	880	8,000.00	64.000	2.00	

Ho: Generate Sub-Master (S) with Shipper Dest Agent

Copy House Bill

Please Make Sure no Charge/Invoice

Delete

Code	Name	Short Name
P0053	PANAMA LOGISTICS LTD	PANAMA
A0031	AIR SEA WORLDWIDE PANAMA S.A.	AIR SEA - PANAMA CITY
A0032	AIR SEA WORLDWIDE PANAMA S.A.	AIR SEA - COLON FREE ZONE
A0359	AIR SEA WORLDWIDE PANAMA S.A.	ASW PANAMA CITY
A0360	AIR SEA WORLDWIDE PANAMA S.A.	ASW COLON FREE ZONE
D0010	DC SHOPS PANAMA RETAIL S A	DC - COLON FREE ZONE
E0032	ECOGREEN S.A.	ECOGREEN - PANAMA CITY
M0034	MK PANAMA OPERATIONS. INC.	MK - COLON FREE ZONE
M0056	MK (PANAMA) OPERATION INC.	MK
M0065	MAIME NOTIFY PANAMA	MAIMENOTIFY

Switch bill is generated with the smallest HB/L number in the job with "S" ended.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility															
Job Control (This is UAT environment)								Division: SE	User: HKG														
Job	HKGSE160500003	Job Date	20/05/2016	Liner	CSC																		
Vessel	A0003	Name	APL SHENZHEN	Voyage	8838																		
POL	HKHKG	POD	CNSGI																				
Remark																							
CHG	0-Shipping Order	Assign Job	S/O Quick Entry (CFS)	Document	Direct Print B/L																		
S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP
1	H	ASHKG600311S		ASHKG600311, ASHG600316, ASHG600339	ASW	CY /CY	ANNIE	PANAMA	AIR				HKHKG	HKHKG	CNSGI	CNSGI	880	8,000.00	64.000	880	8,000.00	64.000	2.00
2	W	ASHKG600311	ASHKG600311S		ASW	CY /CY	BK	ANNIE	AIR				HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000				
3	W	ASHKG600316	ASHKG600311S		ASW	CY /CY	GAC	NESTOR	AIR				HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000				
4	W	ASHKG600339	ASHKG600311S		ASW	CY /CY	WILLS	JANICE	AIR				HKHKG	HKHKG	CNSGI	CNSGI	0	0.00	0.000				
																	880	8,000.00	64.000	880	8,000.00	64.000	2.00

Generate Sub-Master

1. Select the S/Os, then press 
2. Choose Generate Sub-Master (S). User may choose the specific shipper and destination agent in this step for the switch bill, otherwise the Sub-Master's shipper will follow the smallest HB/L number's shipper; Sub-Master's consignee will follow the smallest's HB/L number's destination agent in the job.
3. Press [Execute]
4. Message "Done" will pop out, press [OK].

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility																
Job Control (This is UAT environment)								Division: SE	User: HKG/LEO															
Job	HKGSE160500003	Job Date	20/05/2016	Liner	CSC																			
Vessel	A0003	Name	APL SHENZHEN	Voyage	8838																			
POL	HKHKG	POD	CNSGI																					
Remark																								
CHG	0-Shipping Order	Assign Job	S/O Quick Entry (CFS)	CTT Data Sending	Document	Direct Print B/L																		
S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	Rule
Selected 2 item(s)					ASW	CY /CY	BK	ANNIE	AIR				HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	0.93	
Generate B/L#					ASW	CY /CY	GAC	NESTOR	AIR				HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	0.56	
Only For (H) Type					ASW	CY /CY	WILLS	JANICE	AIR				HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	0.50	
																	880	8,000.00	64.000	880	8,000.00	64.000	2.00	
Generate Sub-Master (S)					9																			
with Shipper					Dest Agent																			
Copy House					Code	Name	Short Name																	
Please Make Su					J0019	JANICE TEST 2 LTD D	JANICE																	
Delete					J0038	JANICE TESTING LTD 3	JANICE																	
Execute					J0042	JANICE SHIPPER DOCUMENT	JANICE																	
					J0044	JANICE AGENT DOCUMENT	JANICE																	
					J0017	SONE JANICE COMPANY	JANICE																	

Switch bill is generated with the smallest HB/L number in the job with "S" ended.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility														
Job Control (This is UAT environment)								Division: SE	User: HKG LEO													
Job	House B/L	Container	Invoice	Profit Share	Overseas Agent	Charge	File	Sub Job	XML EDI	Send Log	Document Printing	DOC Control										
Job	HKGSE16050003			Job Date	20/05/2016			Liner	CSC													
Vessel	A0003			Name	APL SHENZHEN			Voyage	8838													
POL	HKHKG			POD	CNSGI																	
Remark																						
CHG	0-Shipping Order	Assign Job	S/O Quick Entry (CFS)	Document	Direct Print B/L																	
S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	
1	H	ASHKG600311	ASHKG600311	ASHKG600375	ASW	CY /CY	BK ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI		500	3,000.00	30.000	500	3,000.00	30.000	0.93	
2	H	ASHKG600316	ASHKG600316	ASHKG600375	ASW	CY /CY	GAC NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI		280	3,000.00	18.000	280	3,000.00	18.000	0.56	
3	S	ASHKG600375	ASHKG600375	ASHKG600311, ASHKG600316	ASW	CY /CY	JANICE	AIR	JANICE	HKHKG	HKHKG	CNSGI	CNSGI									
4	H	ASHKG600339	ASHKG600339		ASW	CY /CY	WILLS	JANICE	AIR	HKHKG	HKHKG	CNSGI	CNSGI		100	2,000.00	16.000	100	2,000.00	16.000	0.50	
																880	8,000.00	64.000	880	8,000.00	64.000	2.00

Hot Key : F8-Change Header F2-Add

There is an option in Sub-Master. When user tick "Show on Manifest", the manifest will print with the HB/L without parent in the screen below; otherwise only "H" type HB/Ls will be printed on manifest.

Dest.Agent	J0044	Place of Receipt	HKHKG HONG KONG	Onboard	20/05/2016									
JANICE AGENT DOCUMENT		Port of Loading	HKHKG HONG KONG	ETD	20/05/2016									
Special Instruction		Port of Discharge	CNSGI SHANGSI	ETA	24/05/2016									
Broker		Place of Delivery	CNSGI SHANGSI	ETA										
		Final Destination	CNSGI SHANGSI											
		B/L Issue At	HONG KONG	Issue Date										
Cargo Value	0.00	Freight Payable At												
License Required	<input type="checkbox"/>	Upto Port												
License No.		No of Origin/Copy	3	3										
Total in Word (Optional)		Principle Agent												
Telex Release	<input type="checkbox"/>	Named Account		SCAC										
Remark for Booking Confirmation		FMC No.		AMS HB/L No										
Internal Remark		Print Charge On Bill	<input type="checkbox"/>	Show on Manifest	<input checked="" type="checkbox"/>									
Ship ID		Charge (HBL Printing)												
ADD	CHG	DEL	Vilden EDI	IFTMBF EDI	Document	B/L								
House Bill Information														
S/O	B/L	Shipper	Name	Consignee	Name	Dest.Agent	Name	Qty	Unit	KGS	CBM	Fr	FOB	
1	HKGSSGI600311	ASHKG600311	B0025	AIR SEA	A0415	ANNIE IP	A0002	AIR SEA	500	PKG	3,000.00	30.000	PP	PP
2	HKGSSGI600316	ASHKG600316	G0004	AIR SEA	N0001	NESTOR REYES,	A0015	AIR SEA	280	PKG	3,000.00	18.000	PP	PP
									780		6,000.00	48.000		

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility															
Job Control (This is UAT environment)								Division: SE	User: HKG LEO														
Job	House B/L	Container	Invoice	Profit Share	Overseas Agent	Charge	File	Sub Job	XML EDI	Send Log	Document Printing	DOC Control											
Job	HKGSE16050003			Job Date	20/05/2016			Liner	CSC														
Vessel	A0003			Name	APL SHENZHEN			Voyage	8838														
POL	HKHKG			POD	CNSGI																		
Remark																							
CHG	0-Shipping Order	Assign Job	S/O Quick Entry (CFS)	Document	Direct Print B/L																		
S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	R
1	H	ASHKG600311	ASHKG600311		ASW	CY /CY	BK ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI		500	3,000.00	30.000	500	3,000.00	30.000	0.93		
2	S	ASHKG600375	ASHKG600375	ASHKG600316, ASHKG600339	ASW	CY /CY	GAC	AIR		HKHKG	HKHKG	CNSGI	CNSGI										
3	H	ASHKG600316	ASHKG600316	ASHKG600375	ASW	CY /CY	GAC NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI		280	3,000.00	18.000	280	3,000.00	18.000	0.56		
4	H	ASHKG600339	ASHKG600339	ASHKG600375	ASW	CY /CY	WILLS	JANICE	AIR	HKHKG	HKHKG	CNSGI	CNSGI		100	2,000.00	16.000	100	2,000.00	16.000	0.50		
																880	8,000.00	64.000	880	8,000.00	64.000	2.00	

After combine, generate switch/sub master, the "Type" of HB/L will change. Type is for internal reference only. When user mouse over the "Type" will have reminder as per following screen:

Job Control (This is UAT environment)

Job: HKGSE160500003 | Job Date: | Vessel: A0003 | Name: | POL: HKHKG | POD: | Remark: |

CHG | 0-Shipping Order | Assign Job | S/O Quick Entry (CFS) | Document | Direct Print B/L

S/O	Type *	HB/L	Parent	Child	House Type	Service *	Shipper	Consignee	D/
1 HKGSSGI600311	B-FCR				ASW	CY /CY	BK	ANNIE	AI
2 HKGSSGI600316	H-House				ASW	CY /CY	GAC	NESTOR	AI
3 HKGSSGI600339	W-Switch Bill S-Sub Master				ASW	CY /CY	WILLS	JANICE	AI

Hot Key : FS-Change Header

Only H to produce B/S/W
Manifest - Only S & H without parent
Analysis - Only H

Generate B/L#

User may generate B/L# for multiple S/Os.

1. Select the S/Os, then press 
2. Choose Generate B/L#
3. Press [Execute]
4. Message "Done" will pop out, press [OK]

Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility

Job Control (This is UAT environment) | Division: SE | User: HKG

Job: HKGSE160100041 | Job Date: 01/01/2016 | Liner: WAN | Vessel: W0001 | Name: WAN HAI 601 | Voyage: 099 | POL: HKHKG | POD: USLAX | Remark: |

CHG | 0-Shipping Order | Assign Job | S/O Quick Entry (CFS) | Document | Direct Print B/L

Type *	HB/L	Parent	Child	House Type	Service *	Shipper	Consignee	D/A	RO	Agent	Rece	POL *	POD *	Del *	Qty	Wgt	CBM	Qty	Wgt	CBM	
1 HKGSLAX600087 H				ASW	CFS/CFS	MT	AIR	AIR	HKHKG	HKHKG	USLAX	USLAX	10	100.00	2.550						
2 HKGSLAX600088 H				ASW	CFS/CFS	HONG	MT	AIR	AIR	HKHKG	HKHKG	USLAX	USLAX	10	100.00	5.250					
																20	200.00	7.800	0	0.00	0.000

Hot Key : FS-Change Header F2-Add

Job Control (This is UAT environment) Division: S

Job | House B/L | Container | Invoice | Profit Share | Overseas Agent | Charge | File | Sub Job | XML EDI | Send

Job*	HKGSE160100041	Job Date	01/01/2016
Vessel	W0001	Name	WAN HAI 601
POL	HKHKG	POD	USLAX
Remark			

CHG | 0-Shipping Order | Assign Job | S/O Quick Entry (CFS) | Document | Direct Print B/L

Party												
S/O	Type *	HB/L	Parent	Child	House Type	Service *	Shipper	Consignee	D/A	RO Agent	Rece	POL *
Selected 2 item(s)						CFS/CFS		MT	AIR	AIR	HKHKG	HKHKG
Generate B/L#						CFS/CFS	HONG	MT	AIR	AIR	HKHKG	HKHKG

Only For (H) Type

Combine Bill (B)

Generate Switch Bill (W) with Consignee

Generate Sub-Master (S)
with Shipper Dest Agent

Copy House Bill

Please Make Sure no Charge/Invoice

Delete

202.66.117.65 says:

Done

Prevent this page from creating additional dialogues.

Job Control (This is UAT environment) Division: SE

Job | House B/L | Container | Invoice | Profit Share | Overseas Agent | Charge | File | Sub Job | XML EDI | Send Log | Document Printing | DOC Control

Job*	HKGSE160100041	Job Date	01/01/2016	Liner	W
Vessel	W0001	Name	WAN HAI 601	Voyage	09
POL	HKHKG	POD	USLAX		
Remark					

CHG | 0-Shipping Order | Assign Job | S/O Quick Entry (CFS) | Document | Direct Print B/L

Party												Port			Booking Qty		
S/O	Type *	HB/L	Parent	Child	House Type	Service *	Shipper	Consignee	D/A	RO Agent	Rece	POL *	POD *	Deli *	Qty	Wgt	CBM
<input type="checkbox"/>	1	HKGSLAX600087			ASW	CFS/CFS		MT	AIR	AIR	HKHKG	HKHKG	USLAX	USLAX	10	100.00	2.550
<input type="checkbox"/>	2	HKGSLAX600088			ASW	CFS/CFS	HONG	MT	AIR	AIR	HKHKG	HKHKG	USLAX	USLAX	10	100.00	5.250
															20	200.00	7.800

Hot Key : F8-Change Header F2-Add

Copy House Bill

1. Select the HBLs need to copy, then press

2. Choose Copy House Bill, user may select number of copy. For example below, when select 2 HB/Ls, choose Copy House Bill "2", then will have 2 copies of each selected HB/L (as per red marked).
3. Press [Execute]
4. Message "Done" will pop out, press [OK]

Job Control (This is UAT environment) Division: SE

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	Rule
Selected 2 item(s)					ASW	CY /CY	BK	ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	0.93		
<input checked="" type="checkbox"/>					ASW	CY /CY	GAC	NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	0.56		
<input type="checkbox"/>					ASW	CY /CY	WILLS	JANICE	AIR		HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	0.50		
															880	8,000.00	64.000	880	8,000.00	64.000	2.00		

Copy House Bill: 1 (indicated by red arrow)

Please Make Sure

1	Charge/Invoice
2	
3	
4	

Job Control (This is UAT environment) Division: SE

Job: HKGSE160500003 Job Date: 20/05/2016 Liner: CSC
 Vessel: A0003 Name: APL SHENZHEN Voyage: 8838
 POL: HKHKG POD: CNSGI

S/O	Type	HB/L	Parent	Child	House Type	Service	Shipper	Consignee	D/A	RO Agent	Rece	POL	POD	Del	Qty	Wgt	CBM	Qty	Wgt	CBM	TEU	SOP	Rule
<input type="checkbox"/>		1 HKGSSGI600311	H	ASHKG600311	ASW	CY /CY	BK	ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI	500	3,000.00	30.000	500	3,000.00	30.000	0.93		
<input type="checkbox"/>		2 HKGSSGI600375	H	ASHKG600375	ASW	CY /CY	BK	ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI									
<input type="checkbox"/>		3 HKGSSGI600377	H	ASHKG600377	ASW	CY /CY	BK	ANNIE	AIR		HKHKG	HKHKG	CNSGI	CNSGI									
<input type="checkbox"/>		4 HKGSSGI600378	H	ASHKG600378	ASW	CY /CY	GAC	NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI									
<input type="checkbox"/>		5 HKGSSGI600376	H	ASHKG600376	ASW	CY /CY	GAC	NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI									
<input type="checkbox"/>		6 HKGSSGI600316	H	ASHKG600316	ASW	CY /CY	GAC	NESTOR	AIR		HKHKG	HKHKG	CNSGI	CNSGI	280	3,000.00	18.000	280	3,000.00	18.000	0.56		
<input type="checkbox"/>		7 HKGSSGI600339	H	ASHKG600339	ASW	CY /CY	WILLS	JANICE	AIR		HKHKG	HKHKG	CNSGI	CNSGI	100	2,000.00	16.000	100	2,000.00	16.000	0.50		
															880	8,000.00	64.000	880	8,000.00	64.000	2.00		

Delete

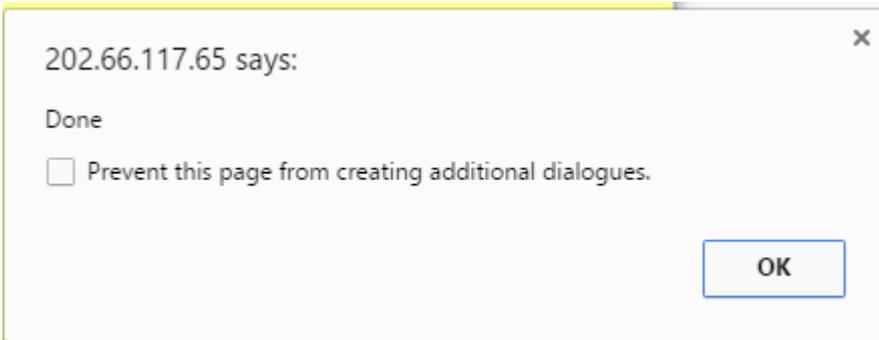
User may delete multiple HBLs under conditions: no charges, no invoices, no marks and no containers.

5. Select the HBLs, then press
6. Choose Delete
7. Press [Execute]
8. Message "Done" will pop out, press [OK]

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility														
Job Control (This is UAT environment)								Division: SE		User: HKG LEO												
Job: HKGSE160400021 Job Date: 04/04/2016 Liner: ZIM																						
Vessel: T0043 Name: TEST Voyage: 01011																						
POL: TWTPE POD: PABLB																						
Remark:																						
CHG: 0-Shipping Order Assign Job S/O Quick Entry (CFS) CTT Data Sending Document Direct Print B/L																						
Party										Port		Booking Qty		Load								
S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	W	
<input checked="" type="checkbox"/>	1	HKGSBLB600374	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB								
<input checked="" type="checkbox"/>	2	HKGSBLB600375	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB								
<input checked="" type="checkbox"/>	3	HKGSBLB600376	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB								
<input checked="" type="checkbox"/>	4	HKGSBLB600377	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB								
<input type="checkbox"/>	5	EDI-TESTINGTOHKG	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB	200	1,005.00	50.555	200	1,005.00			
																	200	1,005.00	50.555	200	1,005.00	

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility															
Job Control (This is UAT environment)								Division: SE		User: HKG LEO													
Job: HKGSE160400021 Job Date: 04/04/2016 Liner: ZIM																							
Vessel: T0043 Name: TEST Voyage: 01011																							
POL: TWTPE POD: PABLB																							
Remark:																							
CHG: 0-Shipping Order Assign Job S/O Quick Entry (CFS) CTT Data Sending Document Direct Print B/L																							
Party										Port		Booking Qty		Load									
S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	W		
<input checked="" type="checkbox"/>	Selected 4 item(s)								SW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB						
<input checked="" type="checkbox"/>	Generate B/L#								SW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB						
<input checked="" type="checkbox"/>	Only For (H) Type								SW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB						
<input checked="" type="checkbox"/>	Combine Bill (B)								SW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB						
<input type="checkbox"/>	Generate Switch Bill (W) with Consignee								SW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB						
<input type="checkbox"/>	Generate Sub-Master (S) with Shipper																						
<input type="checkbox"/>	Copy House Bill																						
Please Make Sure no Charge/Invoice																							
<input type="radio"/> Delete																							
<input type="button" value="Execute"/>																							

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility														
Job Control (This is UAT environment)								Division: SE		User: HKG LEO												
Job: HKGSE160400021 Job Date: 04/04/2016 Liner: ZIM																						
Vessel: T0043 Name: TEST Voyage: 01011																						
POL: TWTPE POD: PABLB																						
Remark:																						
CHG: 0-Shipping Order Assign Job S/O Quick Entry (CFS) CTT Data Sending Document Direct Print B/L																						
Party										Port		Booking Qty		Load								
S/O	Type	HB/L	Parent	Child	House	Type	Service	Shipper	Consignee	D/A	RO	Agent	Rece	POL	POD	Deli	Qty	Wgt	CBM	Qty	W	
<input type="checkbox"/>	1	EDI-TESTINGTOHKG	H		ASW	CY /CY	ABC	ABC	AIR	AGENT	CNSZX	TWTPE	PABLB	PABLB	200	1,005.00	50.555	200	1,005.00			
																	200	1,005.00	50.555	200	1,005.00	



Input Marks and Description and Prepare S/O Form to Shipper

If you want to input Marks and Number information, you can press the tag [Marks and Container]. Then press the button [Chg]- Change.

Marks	Qty	Unit	Goods Descriptions	KGS	CBM
Sub Total		CTN	Commodity/Named Account HS Code		

Liner	L.Agent	Liner S/O	Container	Seal	Size	Load Plan#	Load.Seq	Qty	Unit	KGS	CBM
								0		0.00	0.000

Then input the information.

Commodity - will be used for manifest commodity.

Marks and Numbers and Goods Descriptions - will be printed on House Bill.

The system will cut the Attached Sheet automatically as according to the length of the House Bill.

You can input the information as much as possible.

You can use Cut and Paste if you have the information in soft copy. Once it is done, press [Save].

Shipping Order Entry ? ☰ ✕ Division: SE User: HKG|LEO

Seq:
 Commodity/Named Account:
 HS Code:
 Extend:

Seq.	Marks & Numbers	Qty	Unit	Goods Descriptions	KGS	CBM
1.	NIL MARKS	400	CTN	LINE 1 COLOUR RED	1500	
2.				LINE 2 COLOUR RED		
3.				LINE 3 COLOUR RED		
4.				LINE 4 COLOUR RED		
5.				LINE 5 COLOUR RED		
6.				LINE 6 COLOUR RED		
7.				LINE 7 COLOUR RED		
8.				LINE 8 COLOUR RED		
9.				LINE 9 COLOUR RED		
10.				LINE 10 COLOUR RED		
11.				LINE 11 COLOUR RED		
12.				LINE 12 COLOUR RED		
13.				LINE 13 COLOUR RED		
14.				LINE 14 COLOUR RED		
15.				LINE 15 COLOUR RED		
16.				LINE 16 COLOUR RED		
17.				LINE 17 COLOUR RED		
18.				LINE 18 COLOUR RED		
19.				LINE 19 COLOUR RED		
20.				LINE 20 COLOUR RED		

Because we did not input the container yet, there is a warning message.

The message will be gone after container information is ready, or when container load plan is done.

You can go to the S/O tag to print the Booking Form for your customer if needed.

Item	A	Extend			
Marks	Qty	Unit	Goods Descriptions	KGS	CBM
NIL MARKS	400	CTN	LINE 1 COLOUR RED	1,500.00	5.000
			LINE 2 COLOUR RED		
			LINE 3 COLOUR RED		
			LINE 4 COLOUR RED		
			LINE 5 COLOUR RED		
			LINE 6 COLOUR RED		
			LINE 7 COLOUR RED		
			LINE 8 COLOUR RED		
			LINE 9 COLOUR RED		
			LINE 10 COLOUR RED		
			LINE 11 COLOUR RED		
			LINE 12 COLOUR RED		
			LINE 13 COLOUR RED		
			LINE 14 COLOUR RED		
			LINE 15 COLOUR RED		
			LINE 16 COLOUR RED		
			LINE 17 COLOUR RED		
			LINE 18 COLOUR RED		
			LINE 19 COLOUR RED		
			LINE 20 COLOUR RED		
Sub Total	400	CTN	Commodity/Named Account: Phone cases	1,500.00	5.000
			HS Code		

QTY, KGS, CBM not match !

+	Liner	L.Agent	Liner S/O	Container	Seal	Size	Load Plan#	Load.Seq	Qty	Unit	KGS	CBM
									0		0.00	0.000

Dest.Agent	A0031	Pre Carriage		Onboard	
AIR SEA WORLDWIDE PANAMA S.A.		Show Pre Carriage on B/L			
Special Instruction		Place of Receipt	HKKHG HONG KONG	Onboard	31/12/2015
		Port of Loading*	HKKHG HONG KONG	ETD*	31/12/2015
Broker		Port of Discharge*	PABLB BALBOA	ETA	15/01/2016
		Place of Delivery*	PAELE EL REAL	ETA	
Cargo Value	0.00	Final Destination	PAELE EL REAL		
License Required	<input type="checkbox"/>	B/L Issue At	HONG KONG	Issue Date	31/12/2015
License No.		Freight Payable At	HONG KONG		
Total in Word (Optional)		Upto Port			
		No of Origin /Copy	3		3
Telex Release	<input type="checkbox"/>	Principle Agent	A0001		
Remark for Booking Confirmation		Named Account		SCAC	
Internal Remark		FMC No.		AMS HB/L No	
Ship ID		Group tonnage for printing	<input type="checkbox"/>		
		Show Liner for printing	<input type="checkbox"/>		
		Charge (HBL Printing)			

ADD	CHG	DEL	Void	B/L Print	Document
Booking Information					

+ Seq *	Qty	Unit *	KGS	CBM	Commodity	Track#
1 A	400	CTN	1,500.00	5.00	Phone cases	

Hot Key : F7-Add Header F8-Change Header F2-Add

- Bill of Lading
- Ocean Export Shipper Letter to Telex Release
- Ocean Export Shipping Order
- Ocean Notice to Destination Office_agent
- Sea-Air Flight Details to Shipper
- Sea-Air Sailing Alert to Destination Agent

Output To

- PDF
- Email

Cargo Receiving From Warehouse

CFS Shipment

For CY Shipment, you can skip this procedure and directly input the container information. Go to CY Shipment.

In S/O Quick Entry (CFS), change the mode to [2-Goods Receiving]

Input the S/O number, Job Number or POL or POD if you want to limit the record shown.

The screenshot shows the 'S/O QUICK ENTRY (CFS)' form. The 'Job#' field is populated with 'HKGSE151200039'. The 'Mode' dropdown is set to '2 - Goods Receiving'. Below the form is a table with columns for 'BOOKING' and 'RECEIVED'. The 'RECEIVED' columns are currently empty.

		PABLB		PAPTY		BOOKING				RECEIVED			
		Jan 15		Jan 15		Qty	Unit	KGS	CBM	Qty	KGS	CBM	Late Com
<input checked="" type="checkbox"/>	1	HKGSBLB500094	A	MT FOODS, S.A.		600	CTN	2,020.00	7.000				
<input checked="" type="checkbox"/>	2	HKGSBLB500096	A	ABC TESTING COMPANY	ABC	400	CTN	1,500.00	5.000				

You can see the booking record. If the Booking information is the same as receiving information, you may simply type Y in the last column.

If there is difference, type in the exact Qty, KGS and CBM.

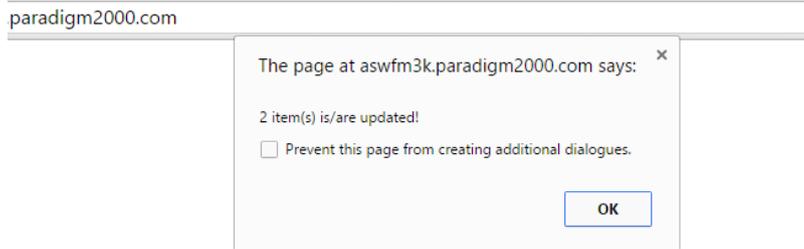
Or you can type in any remark such as time for the booking.

Then press [Submit].

The screenshot shows the same form as above, but now the 'RECEIVED' columns are populated. The 'Submit' button is circled. The 'RECEIVED' columns for the second row contain: Qty: 400, KGS: 1200, CBM: 5.

		PABLB		PAPTY		BOOKING				RECEIVED			
		Jan 15		Jan 15		Qty	Unit	KGS	CBM	Qty	KGS	CBM	Late Com
<input checked="" type="checkbox"/>	1	HKGSBLB500094	A	MT FOODS, S.A.		600	CTN	2,020.00	7.000	500	2000	7	
<input checked="" type="checkbox"/>	2	HKGSBLB500096	A	ABC TESTING COMPANY	ABC	400	CTN	1,500.00	5.000	400	1200	5	

System will show that the confirmation message.



Consol Planning

In Job Control, under the tag [Container], user can prepare Consol Plan.

Press [+] and input the basic Consol Plan detail The Liner S/O, Container Size and Service Type. Press tick.

You can press the button [Consol Planning]

Another screen will be pop out.

Please take the booking. The pink in record is something we use the Booking Information.

The un-pink is the record with difference.

When you click the Booking, the system will automatically assign the loading sequence.

Once finish, press the [+] in the Load Plan

Consol Planning ? [] [X]				Division: SE				User: HKG LEO	
Job*	HKGSE151200039			ETD	31/12/2015				
POL				POD	BALBOA (PABLB)				
Vessel	T0043			Name	TEST			Voyage	0101
OUTSTANDING					LOAD PLAN				
Selected Total CBM: 12.000					Reset Load Seq.				
+ S/O					1512020 20'GP LS012345				
S/O	Item	Shipper	Consignee	Agent	Rece	Qty	Unit	CBM	KGS
CFS/CFS									
1	HKGSBLB500094 A	MT	BK		HKHKG	500	CTN	7.000	2,000.00
2	HKGSBLB500096 A	ABC	DUMMY	A0001	HKHKG	400	CTN	5.000	1,200.00
						900		12.000	3,200.00
						900		12.000	3,200.00

A confirmation message will be asked and press OK to confirm.

Then you can see the information in the load plan area with your desired order.

Consol Planning ? [] [X]				Division: SE				User: HKG LEO	
Job*	HKGSE151200039			ETD	31/12/2015				
POL				POD	BALBOA (PABLB)				
Vessel	T0043			Name	TEST			Voyage	0101
OUTSTANDING					LOAD PLAN				
Selected Total CBM: 0.00					Reset Load Seq.				
					1512020 20'GP LS012345				
S/O	Item	Shipper	Consignee	Agent	Rece	Qty	Unit	CBM	KGS
						0		0.000	0.00
						0		0.000	0.00
LOAD PLAN									
S/O	Item	Consignee	Agent	Rece	S Qty	Unit	CBM	KGS	
1	HKGSBLB500096 A	DUMMY	A0001	HKHKG	1	400 CTN	5.000	1,200.00	<input type="checkbox"/>
2	HKGSBLB500094 A	BK		HKHKG	2	500 CTN	7.000	2,000.00	<input type="checkbox"/>
						900	12.000	3,200.00	

You can tick to the S/O in the load plan area if you want to detach it from the load plan.

The press [+] in the Outstanding area, you can see the change in the Qty and CBM for the Load Plan.

Once it is complete, simply close this window and you will be in the following screen. Click to the Load Plan No.

Job Control ? [] [X]				Division: SE				User: HKG LEO					
Job House B/L Container Invoice Profit Share Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing DOC Control													
Job	HKGSE151200039			Job Date	31/12/2015			Liner	WAN	Vessel	T0043	Name	
Voyage	0101			POL	HKHKG			POD	PABLB				
Consol Liner Booking			Planning				To Liner			From V			
Liner S/O *	Size *	P.Agent	Load Plan#	Warehouse *	KG	CBM	Sub Job			Container			
Liner	WAN	L.Agent	H0023	Service	Consol	POL	HKHKG			POD			
1	LS012345	20'GP	A0001	1512020	ABC	3,200.00	12.000	HKGSE151200039M01	XXXX2234518				
						3,200.00	12.000						
						3,200.00	12.000						

Then it will pop out another window. You can then press [CHG] to edit further information.

Then press the Warehouse List for warehouse Instruction.

Shipping Order Entry ? ☰ ✕ Division: SE

📁 Browse 📁 S/O 📁 Marks and Container 📁 Charge 📁 P/O 📁 Manifest 📁 File 📁 Warehouse 📁 Truck 📁 Event Log

S/O	HKGSBLB500096	B/L	ASHKG500096	Job	HKGSE151200039	ETD	31/12/2015	Booking Qty	400
Shipper	A0177	ABC TESTING COMPANY				Booking CBM	5		
Consignee	B0043	BK TEST 123				Service	CFS/CY		

+ + + + + + + + + + + +

| Liner * | L.Agent * | Liner S/O | Container | Seal | Size * | Load Plan# | Load.Seq | Qty | Unit * | KGS | CBM |
|---------|-----------|-----------|-------------|------|--------|------------|----------|-------|--------|----------|-------|
| 1 WAN | H0023 | | XXXX2234518 | | 20'GP | | 0 | 1,000 | CTN | 3,002.00 | 5.300 |
| | | | | | | | | 1,000 | | 3,002.00 | 5.300 |

Then you can input the container information directly.
 The system will default the quantity of that container. If it is correct, click the tick.
 The red warning QTY, KGS, CBM not match will be gone.

Shipping Order Entry ? ☰ ✕ Division: SE User: HKG|LEO

📁 Browse 📁 S/O 📁 Marks and Container 📁 Charge 📁 P/O 📁 Manifest 📁 File 📁 Warehouse 📁 Truck

Item* A Extend

| Marks | Qty | Unit | Goods Descriptions | KGS | CBM |
|-----------|-------|------|--|----------|--------|
| NO MARKS | 1,000 | CTN | DVD CASE
MADE IN CHINA
100% PLASTICS | 1,000.00 | 20.000 |
| Sub Total | 1,000 | CTN | Commodity/Named Account
DVD CASE | 1,000.00 | 20.000 |

| Liner * | L.Agent * | Liner S/O | Container | Seal | Size * | Load.Seq | Qty | Unit * | KGS | CBM |
|---------|-----------|-----------|--------------|---------|--------|----------|------|--------|------|-------|
| MOL | M0001 | LSO001 | MOLU09876655 | E255888 | 20'GP | | 1000 | CTN | 1000 | 20 |
| | | | | | | | | 0 | 0.00 | 0.000 |

If it is different quantity, type in the qty, kgs cbm of that container.
 If the qty you input does not match with the item information, the warning is still there.

Shipping Order Entry ? ☰ ✕ Division: SE

📁 Browse 📁 S/O 📁 Marks and Container 📁 Charge 📁 P/O 📁 Manifest 📁 File 📁 Warehouse 📁 Truck 📁 Event Log

| | | | | | | | | |
|-----------|---------------|---------------------|-----|----------------|-----|-------------|-------------|-------|
| S/O | HKGSBLB500097 | B/L | Job | HKGSE151200039 | ETD | 31/12/2015 | Booking Qty | 1,000 |
| Shipper | A0177 | ABC TESTING COMPANY | | | | Booking CBM | 0 | |
| Consignee | B0031 | BK TEST CONSIGNEE | | | | Service | CY /CY | |

Item* A Extend

| Marks | Qty | Unit | Goods Descriptions | KGS | CBM |
|-----------|-------|------|---|----------|-------|
| NIL MARKS | 1,000 | CTN | Plastic tupe | 3,002.00 | |
| | | | Plastic tupe | | |
| | | | Plastic tupe | | |
| | | | Plastic tupe | | |
| Sub Total | 1,000 | CTN | Commodity/Named Account
Plastic tupe | 3,002.00 | 0.000 |

+ + + + + + + + + + +

QTY, KGS not match !

| Liner * | L.Agent * | Liner S/O | Container | Seal | Size * | Load Plan# | Load.Seq | Qty | Unit * | KGS | CBM |
|---------|-----------|-----------|-------------|------|--------|------------|----------|-------|--------|----------|-------|
| 1 WAN | H0023 | | XXXX2234518 | | 20'GP | | | 1,005 | CTN | 3,000.00 | 0.000 |
| | | | | | | | | 1,005 | | 3,000.00 | 0.000 |

Then you may need to change the qty of the item by pressing the button [Chg]
 Or you may need to add another container information by press the button [+].

Shipping Order Entry Division: SE

Browse | S/O | Marks and Container | Charge | P/O | Manifest | File | Warehouse | Truck | Event Log

| | | | | | | | | |
|-----------|---------------------------|-----|-----|----------------|-----|------------|-------------|-------|
| S/O | HKGSBLB500097 | B/L | Job | HKGSE151200039 | ETD | 31/12/2015 | Booking Qty | 1,000 |
| Shipper | A0177 ABC TESTING COMPANY | | | Booking CBM | | 0 | | |
| Consignee | B0031 BK TEST CONSIGNEE | | | Service | | CY /CY | | |

Item A Extend

| Marks | Qty | Unit | Goods Descriptions | KGS | CBM |
|------------------|-------|------|------------------------------------|----------|-------|
| NIL MARKS | | | Plastic tupe | 3,002.00 | |
| | | | Plastic tupe | | |
| | | | Plastic tupe | | |
| | | | Plastic tupe | | |
| | | | Plastic tupe | | |
| Sub Total | 1,000 | CTN | Commodity/Named Account
HS Code | 3,002.00 | 0.000 |

Add | Chg | Split

| + | Liner * | L.Agent * | Liner S/O | Container | Seal | Size * | Load Plan# | Load.Seq | Qty | Unit * | KGS | CBM |
|---|---------|-----------|-----------|-------------|------|--------|------------|----------|-------|--------|----------|-------|
| 1 | WAN | H0023 | | XXXX2234518 | | 20'GP | | 0 | 1,000 | CTN | 3,002.00 | 0.000 |
| | | | | | | | | | 1,000 | | 3,002.00 | 0.000 |

Single house bill can have multiple containers.

Send HBL Draft to Shipper and Prepare FOB Charges

User can send out the HBL Draft for the Shipper Verification.

Go to the tag House B/L

Tick to the S/O that are ready to assign HBL Number. The press Individual B/L

The screenshot shows the 'Job Control' window with the following details:

- Division: SE
- Job: HKGSE151200039
- Job Date: 31/12/2015
- Vessel: T0043
- Name: TEST
- POL: HKHKG
- POD: PABL

Buttons: CHG, Shipping Order, Assign Job, S/O Quick Entry (CFS), Individual B/L (circled), Combine B/L.

| S/O | HB/L | Sub-Master | Bill Type | Service * | Shipper | Consignee | D/A | RO Agent | Rece | POL * | POD * | Port |
|-----|---------------|------------|-----------|-----------|---------|-----------|-----|----------|-------|-------|-------|------|
| 1 | HKGSBLB500097 | | ASW | CY /CY | ABC | BK | | | HKHKG | HKHKG | PAB | PAB |
| 2 | HKGSBLB500096 | | ASW | CFS/CFS | ABC | DUMMY | AIR | | HKHKG | HKHKG | PAB | PAB |
| 3 | HKGSBLB500094 | | ASW | CFS/CFS | MT | BK | | | HKHKG | HKHKG | PAB | PAB |

HBL Number will be automatically assigned.

The screenshot shows the 'Job Control' window with the following details:

- Division: SE
- Job: HKGSE151200039
- Job Date: 31/12/2015
- Vessel: T0043
- Name: TEST
- POL: HKHKG
- POD: PABL

Buttons: CHG, Shipping Order, Assign Job, S/O Quick Entry (CFS).

| S/O | HB/L | Sub-Master | Bill Type | Service * | Shipper | Consignee | D/A | RO Agent | Rece | POL * | POD * | Del | Booking Qty | Loadin | | | |
|-----|-------------|------------|-----------|-----------|---------|-----------|-----|----------|-------|-------|-------|------|-------------|----------|--------|-------|-------|
| | | | | | | | | | | | | | Qty | Wgt | CBM | Qty | V |
| 1 | ASHKG500097 | | ASW | CY /CY | ABC | BK | | | HKHKG | HKHKG | PABL | PABL | 1,000 | 3,002.00 | 0.000 | 1,000 | 3,002 |
| 2 | ASHKG500096 | | ASW | CFS/CFS | ABC | DUMMY | AIR | | HKHKG | HKHKG | PABL | PABL | 400 | 1,500.00 | 5.000 | 400 | 1,200 |
| 3 | ASHKG500094 | | ASW | CFS/CFS | MT | BK | | | HKHKG | HKHKG | PABL | PABL | 600 | 2,020.00 | 7.000 | 500 | 2,000 |
| | | | | | | | | | | | | | 2,000 | 6,522.00 | 12.000 | 1,900 | 6,202 |

If user presses Combined B/L, the system will assign one HBL number to the selected booking.

Same House Bill Number will be assigned to these bookings.

This is used for combined bill.

User can then click to the S/O. The windows Shipping Order Entry will be pop out.

User can press [Document] choose "Bill of Lading Print", press [Execute] to print the draft to shipper.

| | | | |
|---------------------------------|--------------------------|----------------------------|--------------------------|
| Cargo Value | 0.00 | B/L Issue At | HONG KONG |
| License Required | <input type="checkbox"/> | Freight Payable At | HONG KONG |
| License No. | | Upto Port | |
| Total in Word (Optional) | | No of Origin/Copy | 3 |
| Telex Release | <input type="checkbox"/> | Principle Agent | A0031 |
| Remark for Booking Confirmation | | Named Account | |
| Internal Remark | | FMC No. | |
| Ship ID | | Group tonnage for printing | <input type="checkbox"/> |
| | | Show Liner for printing | <input type="checkbox"/> |
| | | Charge (HBL Printing) | |

ADD CHG DEL Void B/L Print Document

| Seq * | Qty | Unit * | Coloader S/O |
|-------|-------|--------|--------------|
| 1 A | 1,000 | CTN | 3,000 |

Hot Key : F7-Add Header F8-Change Header F2-Add

Bill of Lading
 Ocean Export Shipper Letter to Telex Release
 Ocean Export Shipping Order
 Ocean Notice to Destination Office_agent
 Sea-Air Flight Details to Shipper
 Sea-Air Sailing Alert to Destination Agent

 Sea Sales Invoice
 HKGDS0000068-(A0177)ABC TESTING COM
 HKGDS0000069-(A0031)AIR SEA WORLDWI

 Output To
 PDF
 Email

You may notice that in the Draft, the Shipped on Board is **** To be confirmed **** as it is only a draft. The sentence will be replaced with the sailing date after confirmed sailing is done.

| | |
|--|--|
| NOTIFY PARTY
SAME AS CONSIGNEE | |
| PLACE OF RECEIPT
HONG KONG | LADEN ON BOARD DATE
To be confirmed |
| NAME OF THE VESSEL / VOYAGE
TEST V.0101 | PORT OF LADING
HONG KONG |

Sometimes you may consider preparing the FOB invoice to the shipper first. If so, go to the tag [Charge]

| Shipping Order Entry | | | | | | | | | | Division: SE | | User | |
|--|--------------------------|----------|----------------------|--------------------------|---------------------|-------------------|--------------------------|-----------|--------------|--------------|--|---------|-----|
| Browse S/O Marks and Containers Charge P/O Manifest File Warehouse Truck Event Log | | | | | | | | | | | | HKG LEO | |
| S/O | HKGSLB500097 | | B/L | ASHKG500097 | | Job | HKGSE151200039 | | ETD | 31/12/2015 | | Liner | WAN |
| House | OBL | Shipper* | A0177 | | ABC TESTING COMPANY | | Quotation | | | | | | |
| Loading | 1 X 20'GP | | Consignee* | B0031 | | BK TEST CONSIGNEE | | Quotation | | | | | |
| Service* | CY /CY | | Dest.Agent | | | | | | | | | | |
| Freight Terms* | PP | PP | Freehand | R | FOB Terms* | PP | R/O Agent | Commodity | Plastic tupe | | | | |
| Coload In | <input type="checkbox"/> | | Coload Out | <input type="checkbox"/> | | Own Consol | <input type="checkbox"/> | | | | | | |
| Agent Billing Pre-assessment Panel | | | Handle By | Remark | | | | Sales | Cost | Formula | | | |
| Pre-Carriage | | | | | | | | | | | | | |
| Place of Receipt | HKHKG | | | | | | | | | | | | |
| Port of Loading* | HKHKG | HKHKG | Liner | HONG KONG TO BALBOA | | | | Quote | H | | | | |
| Port of Discharge* | PABLB | PABLB | | | | | | | | | | | |
| Place of Delivery | | | | | | | | | | | | | |
| Final Destination | | | | | | | | | | | | | |
| CHG | Gen. Charges | | Original Charge Item | | | | Invoice Currency | | | | | | |

If you want to check if salesman will have the latest quotation to the shipper or consignee, you can press the "Quotation" search the latest quotation.

Shipping Order Entry ? [X] Division: SE User: HKG|LEO

S/O: HKGSBLB500097 B/L: ASHKG500097 Job: HKGSE151200039 ETD: 31/12/2015 Liner: WAN
 House: OBL Shipper: A0177 ABC TESTING COMPANY Quotation
 Loading: 1 X 20'GP Consignee: B0031 BK TEST CONSIGNEE Quotation
 Service: CY /CY Dest.Agent Profit Share
 Freight Terms: PP PP Freehand: R FOB Terms: PP R/O Agent Commodity: Plastic tupe
 Coload In: Coload Out: Own Consol:

Agent Billing Pre-assessment Panel Handle By Remark Sales Cost Formula
 Pre-Carriage
 Place of Receipt: HKHKG
 Port of Loading: HKHKG HKHKG
 Port of Discharge: PABLB PABLB Liner: HONG KONG TO BALBOA Quote: H
 Place of Delivery
 Final Destination

CHG Gen. Charges

| SALES | Original Charge Item | | | Invoice Currency | | | | | | | | | | | |
|-------|----------------------|----|------|------------------|------|---|------|---------|--------|-----------|----------|---------|-------------|------|------|
| Bill | i/C | By | Chrg | Description | Unit | F | Curr | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr | Ex.Rate | Inv. Amount | Ctrl | Show |
| | | | | | | | | | | | | | 0.00 | | |

Then you can press the button [Gen. Charges].

Shipping Order Entry ? [X] Division: SE User: HKG|LEO

S/O: HKGSBLB500097 B/L: ASHKG500097 Job: HKGSE151200039 ETD: 31/12/2015 Liner: WAN
 House: OBL Shipper: A0177 ABC TESTING COMPANY Quotation
 Loading: 1 X 20'GP Consignee: B0031 BK TEST CONSIGNEE Quotation
 Service: CY /CY Dest.Agent Profit Share
 Freight Terms: PP PP Freehand: R FOB Terms: PP R/O Agent Commodity: Plastic tupe
 Coload In: Coload Out: Own Consol:

Agent Billing Pre-assessment Panel Handle By Remark Sales Cost Formula
 Pre-Carriage
 Place of Receipt: HKHKG
 Port of Loading: HKHKG HKHKG
 Port of Discharge: PABLB PABLB Liner: HONG KONG TO BALBOA Quote: H
 Place of Delivery
 Final Destination

CHG Gen. Charges

SALES Original Charge Item Invoice Currency

After you press the button Gen. Charges, another window will be pop out.

The system will show you the charges it find and you can press [Add] to get those charges.

Select Charges ? [X] Division: SE User: HKG|LEO

Job: HKGSE151200039 B/L#: ASHKG500097 S/O: HKGSBLB500097

| Code | Charge | Description | Curr | Amount | Amount(HKD) | Ctrl | Grp | Quo# |
|----------------------------------|--------|----------------------|------|--------|-------------|------|-----|---------------------------------------|
| A0177 ABC TESTING COMPANY | | | | | | | | |
| 1 | BLF | BILL OF LADING FEE | HKD | 200.00 | 200.00 | O | | <input checked="" type="checkbox"/> 0 |
| 2 | DOC | DOCUMENTATION CHARGE | HKD | 500.00 | 500.00 | O | | <input checked="" type="checkbox"/> 0 |
| 3 | HC | HANDLING CHARGE | HKD | 200.00 | 200.00 | O | | <input checked="" type="checkbox"/> 0 |
| | | | | 900.00 | 900.00 | | | |
| | | | | | 900.00 | | | |

Outstanding

| Description | Service Type | Payee | From | To | Rate From |
|--------------------------------|--|-------|-------|-------|-----------|
| Agent Invoice Line Item | | | | | |
| 1 | FREIGHT SALES FROM HONG KONG TO BALBOA | CY | HKHKG | PABLB | Quote |
| 2 | AGENT HANDLING | CY | | | |

The screen will then be automatically refreshed and your selected charges will be appeared.

Shipping Order Entry Division: SE User: HKG|LEO

S/O: HKGSBLB500097 B/L: ASHKG500097 Job: HKGSE151200039 ETD: 31/12/2015 Liner: WAN
 House: OBL Shipper*: A0177 ABC TESTING COMPANY
 Loading: 1 X 20'GP Consignee*: B0031 BK TEST CONSIGNEE
 Service*: CY /CY Dest.Agent:
 Freight Terms*: PP PP Freehand: R FOB Terms*: PP R/O Agent:
 Coload In: Coload Out: Own Consol: Commodity: Plastic tupe

Agent Billing Pre-assessment Panel Handle By: Remark: Sales: Cost: Formula:

Pre-Carriage: Place of Receipt: HKHKG Port of Loading*: HKHKG HKHKG Port of Discharge*: PABLB PABLB Liner: HONG KONG TO BALBOA Quote: H

| SALES | | | | Original Charge Item | | | | Invoice Currency | | | | | | | | |
|-------------------------------------|------|-----|------|----------------------|-------------|------------|---|------------------|---------|--------|-----------|------------|----------|-------------|------|--------------------------|
| + | Bill | I/C | By | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Inv. Amount | Ctrl | Show |
| | Term | PP | Code | A0177 | Invoice To | ABC TESTIN | | Inv.Curr | HKD | Inv# | | | | | | |
| <input checked="" type="checkbox"/> | 1 | S | BLF | BILL OF LADING FEE | SET | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2 | S | DOC | DOCUMENTATION CHARGE | SET | HKD | | 500.000 | 1.000 | 500.00 | HKD | X | 1.000000 | 500.00 | O | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3 | S | HC | HANDLING CHARGE | JOB | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| | | | | | | | | | | | | | 900.00 | | | |

| PURCHASE | | | | Original Charge Item | | | | Invoice Currency | | | | | | | |
|----------|------|-----|--------|----------------------|--------|---|--------|------------------|--------|-----------|------------|---------|-------------|------|------|
| + | Bill | I/C | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Inv. Amount | Ctrl | Show |
| | | | | | | | | | | | | | 0.00 | | |

You can then add the additional charges by clicking the [+]

Place of Delivery: Final Destination:

| SALES | | | | Original Charge Item | | | | Invoice Currency | | | | | | | | |
|-------------------------------------|------|-----|------|----------------------|-------------|------------|---|------------------|---------|--------|-----------|------------|----------|-------------|------|--------------------------|
| + | Bill | I/C | By | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Inv. Amount | Ctrl | Show |
| | Term | PP | Code | A0177 | Invoice To | ABC TESTIN | | Inv.Curr | HKD | Inv# | | | | | | |
| <input checked="" type="checkbox"/> | 1 | S | BLF | BILL OF LADING FEE | SET | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2 | S | DOC | DOCUMENTATION FEE | SET | HKD | | 500.000 | 1.000 | 500.00 | HKD | X | 1.000000 | 500.00 | O | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3 | S | HC | HANDLING CHARGE | JOB | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| | | | | | | | | | | | | | 900.00 | | | |

The screen ask you to input the information.

If select PP it will default to charge Shipper. If CC it will default to charge Agent. You can press F8 for others. Then input the Charge Code. Press F8 for selection.

| SALES | | | | Original Charge Item | | | | Invoice Currency | | | | | | | |
|-------------------------------------|------|-----|------|----------------------|---------------|-------------------------------|---|------------------|---------|--------|-----------|------------|----------|------|--------------------------|
| + | Bill | I/C | By | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Ctrl | Sh |
| <input checked="" type="checkbox"/> | Term | CC | Code | A0031 | Invoice To | AIR SEA WORLDWIDE PANAMA S.A. | | | | | | | | | |
| | | | | | Customer Name | City | | | | | | | | | |
| | | | | | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | | | | | | | | | |
| | | | | | | PAPTY | | | | | | | | | |
| | | | | | | AIR SEA - PANAMA CITY | | | | | | | | | |
| | Term | PP | Code | A0177 | Invoice To | ABC TESTIN | | | | | | | | | |
| <input checked="" type="checkbox"/> | 1 | S | BLF | BILL OF LADING FEE | SET | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | O | <input type="checkbox"/> |

Input the Charge Amount and Qty.

The last part will show the Invoice Currency.

And in the last two column, you can see Ctrl and Show.

Ctrl means Invoice Control.

For PP, it defaults to O – Online. That is one invoice for one house and ready for the button [Gen. Invoice]

For CC, it defaults to B – Batch. That is one invoice for the whole Job and the invoice is generated at Job Level.

User can select M – Month for monthly invoice.

The column Show means show the charge on the house bill. Tick if you need to show the charges.

| SALES | | | | Original Charge Item | | | | Invoice Currency | | | | | | |
|-------|-----|----|--------|----------------------|--------|---|------------|------------------|--------|-----------|------------|---------|------|------|
| Bill | I/C | By | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Ctrl | Show |
| Term | CC | | Code | A0031 | | | Invoice To | AIR SEA WO | | | | | | |
| Term | CC | | Code | A0031 | | | Invoice To | AIR SEA WO | | | | | | |
| | | | OFRF | OCEAN FREIGHT (FCL) | TEU | | USD | 400 | 3.002 | 1200.8 | USD | X | 1 | B |

Once you have finished the input, press tick to confirm.

You can see that the record will not have an “S” appear. S – Means Standard Charge.

If Q is appeared, it means the charge is coming from quotation.

If nothing, it means you input it manually.

| CHG | Gen. Charges | Mark Show | Gen. Invoice | SALES | | | | Original Charge Item | | | | Invoice Currency | | | | |
|------|--------------|-----------|--------------|--------|----------------------|--------|---|----------------------|------------|--------|-----------|------------------|---------|-------------|----------|------|
| + | Bill | I/C | By | Chrg * | Description | Unit * | F | Curr * | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr * | Ex.Rate | Inv. Amount | Ctrl | Show |
| Term | CC | | | Code | A0031 | | | Invoice To | AIR SEA WO | | | Inv.Curr | USD | Inv# | | |
| 1 | | | | OFRF | OCEAN FREIGHT (FCL) | TEU | | USD | 400.000 | 3.002 | 1,200.80 | USD | X | 1.000000 | 1,200.80 | B |
| | | | | | | | | | | | | | | | 1,200.80 | |
| Term | PP | | | Code | A0177 | | | Invoice To | ABC TESTIN | | | Inv.Curr | HKD | Inv# | | |
| 2 | | | | BLF | BILL OF LADING FEE | SET | | HKD | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O |
| 3 | | | | DOC | DOCUMENTATION CHARGE | SET | | HKD | 500.000 | 1.000 | 500.00 | HKD | X | 1.000000 | 500.00 | O |
| 4 | | | | HC | HANDLING CHARGE | JOB | | HKD | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O |
| | | | | | | | | | | | | | | | 900.00 | |

Press the [Gen. Invoice] button to generate invoice.

Shipping Order Entry Division: SE

Browse S/O Marks and Container Charge P/O Manifest File Warehouse Truck Event Log

S/O: HKGSBLB500097 B/L: ASHKG500097 Job: HKGSE151200039 ETD: 31/12/2015 Liner: WAN
 House: OBL Shipper: A0177 ABC TESTING COMPANY
 Loading: 1 X 20'GP Consignee: B0031 BK TEST CONSIGNEE
 Service: CY /CY Dest.Agent: A0031 AIR S
 Freight Terms: PP PP Freehand: R FOB Terms: PP R/O Agent: Commodity: Plastic tupe
 Coload In: Coload Out: Own Consol:

Agent Billing Pre-assessment Panel
 Pre-Carriage: Handle By: Remark: Sales: Cost: Formula:
 Place of Receipt: HKHKG
 Port of Loading: HKHKG HKHKG Liner: HONG KONG TO BALBOA Quote: H
 Port of Discharge: PABLB PABLB
 Place of Delivery: Final Destination:

CHG Gen. Charges Mark Show Gen. Invoice

| SALES | | Original Charge Item | | | | Invoice Currency | | | | | | | | | |
|-------|-----|----------------------|----------------------|-------------|------------|------------------|----------|---------|----------|-----------|----------|----------|------------|------|--------------------------|
| Bill | I/C | By | Chrg | Description | Unit | F | Curr | Rate(R) | Qty(Q) | Amount(A) | Inv.Curr | Ex.Rate | Inv.Amount | Ctrl | Show |
| Term | CC | Code | A0031 | Invoice To | AIR SEA WO | | Inv.Curr | USD | Inv# | | | | | | |
| 1 | | OFRF | OCEAN FREIGHT (FCL) | TEU | USD | | 400.000 | 3.002 | 1,200.80 | USD | X | 1.000000 | 1,200.80 | B | <input type="checkbox"/> |
| | | | | | | | | | | | 1,200.80 | | | | |
| Term | PP | Code | A0177 | Invoice To | ABC TESTIN | | Inv.Curr | HKD | Inv# | | | | | | |
| 2 | S | BLF | BILL OF LADING FEE | SET | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| 3 | S | DOC | DOCUMENTATION CHARGE | SET | HKD | | 500.000 | 1.000 | 500.00 | HKD | X | 1.000000 | 500.00 | O | <input type="checkbox"/> |
| 4 | S | HC | HANDLING CHARGE | JOB | HKD | | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| | | | | | | | | | | | 900.00 | | | | |

Press OK to confirm.

Message from webpage



Are you sure to generate invoice(s)?

OK

Cancel

You can see the blue bulb and the Invoice No. will be shown.

| Term | PP | Code | A0177 | Invoice To | ABC TESTIN | | Inv.Curr | HKD | Inv# | | | | | | |
|------|----|------|-------|----------------------|------------|-----|----------|-------|--------|-----|--------|----------|--------|---|--------------------------|
| 2 | I | S | BLF | BILL OF LADING FEE | SET | HKD | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| 3 | I | S | DOC | DOCUMENTATION CHARGE | SET | HKD | 500.000 | 1.000 | 500.00 | HKD | X | 1.000000 | 500.00 | O | <input type="checkbox"/> |
| 4 | I | S | HC | HANDLING CHARGE | JOB | HKD | 200.000 | 1.000 | 200.00 | HKD | X | 1.000000 | 200.00 | O | <input type="checkbox"/> |
| | | | | | | | | | | | 900.00 | | | | |

You can then send the Draft HBL with the invoice to your shipper.

Go back to the tag S/O and press the button [Document]. Choose the documents and output to Email, then press [Execute].

A screen will pop out and you can choose the parties you want; users may also add extra recipients by typing their emails. Press the button [Send] to send out the document.

| | | | |
|---------------------------------|--------------------------|----------------------------|--------------------------|
| Telex Release | <input type="checkbox"/> | FMC No. | |
| Remark for Booking Confirmation | | Group tonnage for printing | <input type="checkbox"/> |
| Internal Remark | | Show Liner for printing | <input type="checkbox"/> |
| Ship ID | | Charge (HBL Printing) | |

ADD CHG DEL Void B/L Print Document

Booking Information

| Seq * | Qty | Unit * | KGS | CBM | War |
|-------|-------|--------|----------|-------|-----|
| 1 A | 1,000 | CTN | 3,002.00 | 5.300 | |

Hot Key : F7-Add Header F8-Change Header F2-Add

- Bill of Lading
- Ocean Export Shipper Letter to Telex Release
- Ocean Export Shipping Order
- Ocean Notice to Destination Office_agent
- Sea-Air Flight Details to Shipper
- Sea-Air Sailing Alert to Destination Agent

Sea Sales Invoice

- HKGDS0000068-(A0177)ABC TESTING COM
- HKGDS0000069-(A0031)AIR SEA WORLDWI

Output To

- PDF
- Email

Execute

Email

Send

Party Shipper Code A0177

Name ABC TESTING COMPANY

From calvinwong@paradigm2000.com

To

| CC | Department | Tel |
|----------------|----------------|---------|
| abc@abc.com.hk | Local Services | |
| def@abc.com.hk | Outbound | 1234567 |

Subject

Body Dear Sirs,
Please kindly check the attachments.

(For UK and Spain offices)

Payment term and Due date will be shown on the invoice print out when these 2 fields are input.

Customer Invoice Maintenance (This is UAT environment)

Invoice Type I (I-Inv C-C/R Note) Job# ESSE170200001 Status Posting

Invoice Number ESDS0000001 B/L# ASES000001

Payee A0001

AIR SEA SHIPPING INC. COMP
1955 N.W. 72 AVENUE, MIAMI, FLORIDA 33126, U.S.A

Payment Terms 15 Issue Date 25/02/2017 Ex.Rate 1.00000

Print type L-English Due Date 12/03/2017 Amount 122.35

Footer Remark (Print First Line Only)

Approve status Appr/Un-Appr User leo Date 2017/03/14 13:25:30

| CHG | Prt Invoice | Void | Copy Charge | Load From Accrual | Release to Accrual | VAT Setup | Approve | Job | B/L | Container | Charge | Desc | Base | Cur | Rate | Qty/Day | Amt | Ex.Rate | Inv.Amt | VAT | Remark |
|-----|---------------|------------|-------------|-------------------|--------------------|-----------|---------|------|-----|-----------|---------------------|-------|------|--------|-------|---------|----------|----------|---------|-----|--------|
| 1 | ESSE170200001 | ASES000001 | | | | | | ENS | | | ENS CHARGE | SET | USD | 25.00 | 1.000 | 1.00 | 25.00 X | 0.893900 | 22.35 | | |
| 2 | ESSE170200001 | ASES000001 | | | | | | OFRF | | | OCEAN FREIGHT (FCL) | 20'DG | EUR | 100.00 | 1.000 | 1.00 | 100.00 X | 1.000000 | 100.00 | | |



AIR SEA WORLDWIDE

INVOICE (DRAFT)

To: AIR SEA MAILING CHINESE
Invoice No.: ESDS0000001
Job No.: ESSE170200001
Date: 25/02/2017
Customer No.: A0001

Tel: 1305 562 5176 Fax: 130 55625919
Vessel/Voyage: PAC KALIMANTAN V.123124
ETO Date: 25/02/2017
ETA Date: 25/03/2017
MBL No.:
HBIL No.: ASE0000001
Container No.: PONU1234565

Table with columns: Descriptions, Rate, VAT, Amount. Rows include BNS CHARGES, OCEAN FREIGHT (PCL), Non Taxable, Taxable, Total VAT.

SAY: EURO DOLLARS ONE HUNDRED TWENTY TWO AND CENTS THIRTY FIVE ONLY

Prepared By: Leo C Invoice Issue Date: 14/03/2017 TOTAL: EUR 122.35

Please pay to the following bank accounts:
Beneficiary: Air Sea Worldwide Spain, S.L.
Bank: La Caixa - Caixabank
Bank Address: Ronda Sant Pere, 22, 08010 - Barcelona

Payment terms: 15days
Due Date: 12/03/2017
Authorized Signature



AIR SEA WORLDWIDE

FACTURA (BORRADOR)

Fara: AIR SEA MAILING CHINESE
Factura No.: ESDS0000001
Orden No.: ESSE170200001
Fecha: 25/02/2017
Cliente No.: A0001

Tel: 1305 562 5176 Fax: 130 55625919
Barco/Viaje No.: PAC KALIMANTAN V.123124
Fecha ETD: 25/02/2017
Fecha ETA: 25/03/2017
MBL No.:
HBIL No.: ASE0000001
Contenedor No.: PONU1234565

Table with columns: Descripción, Tarifa, IVA, Monto. Rows include BNS, OCEAN FREIGHT (PCL), Base Exenta I.V.A., Base Sujeta I.V.A., Total I.V.A.

MONTO: EURO DOLLARS CIENTO VEINTIDOS CON TREINTA Y CINCO CÉNTIMOS

Preparado Por: Leo C Fecha de la Factura: 14/03/2017 TOTAL: EUR 122.35

Nuestros datos bancarios son:
Beneficiary: Air Sea Worldwide Spain, S.L.
Bank: La Caixa - Caixabank
Bank Address: Ronda Sant Pere, 22, 08010 - Barcelona

Payment terms: 15days
Due Date: 12/03/2017
Firma Autorizada

The update in Payment Terms will auto update the Due Date. Please be reminded that the days count is based on the issue date, which means if user manual change the invoice's issue date to 01/2/2017, due date will not be changed immediately, unless users choose another payment term in order to refresh the counting function.

Customer Invoice Maintenance screenshot showing invoice details for Invoice Number ESDS0000001, Issue Date 1/02/2017, and Due Date 25/2/2017. Includes a 'Manual change issue date' annotation with an arrow pointing to the Issue Date field.

Customer Invoice Maintenance screenshot showing the same invoice details but with a dropdown menu open for the Payment Terms field. An arrow points to the dropdown options, with a note: 'Change payment term to another option in order to refresh the counting function'.

Submit Booking to Carrier in Sub Job

Please visit the tag [Sub Job] so that you can submit your Sample Ocean Bill.

| Party | | | | | | | | | | Port | | | Booking Qty | | | Loading Qty | | |
|-------|---------------|-------------|-----------|---------|---------|-----------|-----|----------|-------|-------|-------|-------|-------------|----------|--------|-------------|----------|--------|
| S/O | HB/L | Sub-Master | Bill Type | Service | Shipper | Consignee | D/A | RO Agent | Rece | POL | POD | Deli | Qty | Wgt | CBM | Qty | Wgt | CBM |
| 1 | HKGSBLB500097 | ASHKG500097 | ASW | CY /CY | ABC | BK | | | HKHKG | HKHKG | PABLB | PABLB | 1,000 | 3,002.00 | 0.000 | 1,000 | 3,002.00 | 0.000 |
| 2 | HKGSBLB500096 | ASHKG500096 | ASW | CFS/CFS | ABC | DUMMY | AIR | | HKHKG | HKHKG | PABLB | PABLB | 400 | 1,500.00 | 5,000 | 400 | 1,200.00 | 5,000 |
| 3 | HKGSBLB500094 | ASHKG500094 | ASW | CFS/CFS | MT | BK | AIR | | HKHKG | HKHKG | PABLB | PABLB | 600 | 2,020.00 | 7,000 | 500 | 2,000.00 | 7,000 |
| | | | | | | | | | | | | | 2,000 | 6,522.00 | 12,000 | 1,900 | 6,202.00 | 12,000 |

The following message will be shown if there is missing Destination agent in S/O entry.

| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR |
|---------|--------|-----------|-------|---------|-----------|-----------|-----------|-----|
| | | | | | | | | |

Please go back to S/O entry input the destination agent.

| | | | |
|--------------|-------|-------------------------------|------------------------------|
| Also Notify | | Service Desc. | SHIPPER'S LOAD AND COUNT & S |
| | | Freight Type | CY |
| | | Incoterm* | FOB |
| | | Freight Term | PP |
| | | Vessel | T0043 |
| | | Job | HKGSE151200039 |
| Dest.Agent | A0031 | | |
| AIR SEA WO | Code | Name | City |
| Special Inst | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | PARTY |
| | | Carriage on B/L | |

Then go to [Sub job] tag, press the button [Build up OBL]

| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR | POL | POD | Deli | Dest | Service | Terms | 20' | 40' |
|---------|--------|-----------|-------|---------|-----------|-----------|-----------|-----|-----|-----|------|------|---------|-------|-----|-----|
| | | | | | | | | | | | | | | | 0 | 0 |

Sample Ocean B/L to Carrier ? [Icons] Division: SE [Icons] User: HKG|LEO

Browse | Sample Ocean B/L | Charge | Marks & Descriptions | EDI Log

| | | | |
|--|-------------------|---------------|--------------|
| Reference | HKGSE151200039M01 | MOBL | [Empty] |
| Job | HKGSE151200039 | Freight term | [Empty] |
| Shipper* | A0019 | PP/CC* | [Empty] |
| AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA | | Service Type* | CY/CY |
| 41/F., 169 ELECTRIC ROAD, NORTH POINT, | | Routing | [Empty] |
| HONG KONG | | Vessel/Voyage | T0043 0101 |
| | | Other* | PP |
| | | Bill Type | Seaway Bill |
| | | Job | HKGSE1512000 |

You can press [Document] to send the booking to the Carrier. Then press [Execute] to send the booking to liner.

Ocean Export Master BL(Sample) - with company logo

Sample Ocean Bill - without company logo.

| Also Notify | | Description |
|-------------|--|-----------------------------|
| | | Remark |
| | | SMOBL Remark TESTING HERE 1 |
| | | TESTING HERE 2 |
| | | TESTING HERE 3 |
| | | TESTING HERE 4 |

| ADD | CHG | DEL | Add Container | Excel Output | Pre-Alert | Document |
|----------|------------|------------|---------------|--------------|-----------|----------|
| Load.Seq | Liner S/O | Load Plan# | S/O# | Container | Size | Se |
| 1 | 0 | | HKGSBLB500097 | XXXX2234518 | 20'GP | CF |
| 2 | 1 LSO12345 | 1512020 | HKGSBLB500096 | XXXX2234518 | 20'GP | CF |
| 3 | 2 LSO12345 | 1512020 | HKGSBLB500094 | XXXX1234567 | 20'GP | CF |

Hot Key : F7-Add Header F8-Change Header

Output To

Ocean Export Master BL (Sample)

Sample Ocean Bill

PDF

Email

Execute

Prepare Agent Invoice and Pre-Alert

Job Control also allows you to prepare the Agent Invoices or Credit Note. Input the Job Number and press [go]. Double click the job number.

| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility | |
|------------------------------|----------------|----------|---------------|----------------|---------|---------|--------|--------------|--|
| Job Control ? [] [X] | | | | | | | | Division: SE | |
| Job# | HKGSE151200039 | | | Vessel/Voyage | | HBL No. | | Liner | |
| ETD +/-Days | | | | Container No. | | POL | | Agent | |
| ETA +/-Days | | | | Container Type | | POD | | Customer | |
| Division | SE | | | Status | | User | | Go | |

| S | File | Job | Vessel | Name | Voyage | Liner | Job Date | Port of Discharge | Loading Qty | Confirm | User |
|---|------|----------------|--------|------|--------|-------|------------|-------------------|--------------------|--------------------------|------|
| 1 | | HKGSE151200039 | T0043 | TEST | 0101 | WAN | 31/12/2015 | BALBOA (PABLB) | 1x20'GP, 12.000CBM | <input type="checkbox"/> | leo |

Please click [Invoice] tag.

| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility | | |
|--|------------------|----------|---------------|-----------------------|------------------|----------|--------|--------------|------|--|
| Job Control ? [] [X] | | | | | | | | Division: SE | | |
| <div style="display: flex; justify-content: space-between;"> Job House B/L Container Invoice Profit Share Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing DOC Control </div> | | | | | | | | | | |
| Job | HKGSE151200039 | | | Job Date | 31/12/2015 | | | Liner | WAN | |
| Vessel | T0043 | | | Name | TEST | | | Voyage | 0101 | |
| POL | HKHKG | | | POD | PABLB | | | | | |
| Remark | | | | | | | | | | |
| CHG | 0-Shipping Order | | Assign Job | S/O Quick Entry (CFS) | CTT Data Sending | Document | | | | |

| # | S/O | Type | HB/L | Sub-Master | House Type | Service | Shipper | Consignee | D/A | RO | Agent | Rece | POL | POD | Deli | Qty | Wgt | CBM | Qty | Wgt | |
|---|---------------|------|-------------|------------|------------|---------|---------|-----------|-----|-----|-------|------|-------|-------|-------|-------|-------|----------|-------|-------|----------|
| 1 | HKGSBLB500097 | H | ASHKG500097 | | ASW | CFS/CY | ABC | BK | | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 1,000 | 3,002.00 | 5.300 | 1,000 | 3,010.00 |
| 2 | HKGSBLB500096 | H | ASHKG500096 | | ASW | CFS/CY | ABC | BK | | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 400 | 1,500.00 | 5.000 | 400 | 1,200.00 |
| 3 | HKGSBLB500094 | H | ASHKG500094 | | ASW | CFS/CFS | MT | BK | | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 600 | 2,020.00 | 7.000 | 500 | 2,000.00 |

It shows all the prepaid invoices generated.

| Job Control ? [] [X] | | | | | | | | | | |
|--|----------------|----------------|--|----------|------------|--|--|-------|-------|--|
| <div style="display: flex; justify-content: space-between;"> Job House B/L Container Invoice Profit Share Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing </div> | | | | | | | | | | |
| Profit and Loss | | Gen. Sales Inv | | | | | | | | |
| Job | HKGSE151200039 | | | Job Date | 31/12/2015 | | | Liner | WAN | |
| Voyage | 0101 | | | POL | HKHKG | | | POD | PABLB | |

| Sales Invoice | | | | | | B/L | | Invoice Currency | | Base Currency | | | |
|---------------|--------------|-------|------|-------------------------------------|-------------|---------|------|------------------|----------|---------------|----------|---------|-------|
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Vouch |
| 1 | HKGDS0000068 | I | PP | A0177 ABC TESTING COMPANY | ASHKG500097 | CFS/CY | PP | HKD | 900.00 | 900.00 | 0.00 | | |
| 2 | HKGDS0000069 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 0.00 | 0.00 | 0.00 | | |
| 3 | | | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 50.00 | 0.00 | 390.00 | | |
| 4 | | | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | ASHKG500097 | CFS/CY | PP | USD | 1,200.80 | 0.00 | 9,366.24 | | |
| | | | | | | | | | 900.00 | 9,756.24 | | | |

| PURCHASE INVOICE | | | | | | B/L | | Invoice Currency | | Base Currency | | | |
|------------------|-------------|-------|------|-------------------------------------|-----|---------|------|------------------|---------|---------------|---------|---------|-------|
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Vouch |
| 1 | PINV1234567 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | HKD | 218.10 | -218.10 | 0.00 | | |
| | | | | | | | | | -218.10 | 0.00 | | | |

For Invoice To your customer or agent, make sure it is Sales invoice. You can press [+] to add additional invoices.

| Job Control | | | | | | | | | | | | | | | | | | | |
|--|-----------|--------------|-------|----------------|-------------------------------------|-------------|---------|----------|------|------------|---------|----------|------------------|-------|---------------|--------|--|-------|--|
| Job House B/L Container Invoice Profit Share Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing | | | | | | | | | | | | | | | | | | | |
| Profit and Loss Gen. Sales Inv | | | | | | | | | | | | | | | | | | | |
| Job | | | | HKGSE151200039 | | | | Job Date | | 31/12/2015 | | Liner | | WAN | | Vessel | | T0043 | |
| Voyage | | | | 0101 | | | | POL | | HKHKG | | POD | | PABLB | | | | | |
| Sales Invoice | | | | | | | | | | B/L | | | Invoice Currency | | Base Currency | | | | |
| + | Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Vouch | | | | | |
| | 1 | HKGDS0000068 | I | PP | A0177 ABC TESTING COMPANY | ASHKG500097 | CFS/CY | PP | HKD | 900.00 | 900.00 | 0.00 | | | | | | | |
| | 2 | HKGDS0000069 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 0.00 | 0.00 | 0.00 | | | | | | | |
| | 3 | | | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 50.00 | 0.00 | 390.00 | | | | | | | |
| | 4 | | | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | ASHKG500097 | CFS/CY | PP | USD | 1,200.80 | 0.00 | 9,366.24 | | | | | | | |
| | | | | | | | | | | | 900.00 | 9,756.24 | | | | | | | |
| PURCHASE INVOICE | | | | | | | | | | B/L | | | Invoice Currency | | Base Currency | | | | |
| + | Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Vouch | | | | | |
| | 1 | PINV1234567 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | HKD | 218.10 | -218.10 | 0.00 | | | | | | | |
| | | | | | | | | | | | -218.10 | 0.00 | | | | | | | |

The window requires you to fill in the information. The * is the mandatory field.

I means invoice, C is for credit note. If this agent invoice is for specific HBL, please choose from B/L#.

| Customer Invoice Maintenance | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| Division: SE | | | | | | | | | |
| Invoice Type: I (I-Inv C-C/R Note) | | | | | | | | | |
| Job#: HKGSE151200039 | | | | | | | | | |
| B/L#: [Dropdown] | | | | | | | | | |
| Payee: A0031 | | | | | | | | | |
| AIR SEA WORLDWIDE PANAMA S.A. | | | | | | | | | |
| EDIFICIO CREDICORP BANK, PISO #9, | | | | | | | | | |
| CALLE 50, CIUDAD DE PANAMA | | | | | | | | | |
| Shipment Information | | | | | | | | | |
| Bound: ASHKG500094 | | | | | | | | | |
| Vessel: ASHKG500096 | | | | | | | | | |
| Voyage: 0101 | | | | | | | | | |
| Sailing Date: 31/12/2015 | | | | | | | | | |
| Terms: PP | | | | | | | | | |
| Pay Currency*: HKD | | | | | | | | | |
| Formula VS HKD: X | | | | | | | | | |
| Ex. Rate: 1 | | | | | | | | | |
| Payment Terms: [Dropdown] | | | | | | | | | |
| Issue Date*: 31/12/2015 | | | | | | | | | |
| Print Type: [Dropdown] | | | | | | | | | |
| Due Date: [Date] | | | | | | | | | |
| Amount: [Field] | | | | | | | | | |
| Tax Invoice#: [Field] | | | | | | | | | |
| Issue Name: [Field] | | | | | | | | | |
| Tax Invoice Issue Date: [Date] | | | | | | | | | |
| Status: [Field] | | | | | | | | | |
| Header Remark (For Logistics Job): [Text Area] | | | | | | | | | |
| Footer Remark: [Text Area] | | | | | | | | | |
| Approve status: [Field] | | | | | | | | | |
| Appr/Un-Appr User: [Field] | | | | | | | | | |
| Date: [Date] | | | | | | | | | |
| Confirm Cancel | | | | | | | | | |

Press F8 to search for the debtor.

| Advance Search SubCode | | | | | | |
|------------------------|--------------|---|------------------------|-------|-----------------------|---------------------------|
| Division: SE | | | | | | |
| User: HKGJLEO | | | | | | |
| Code | Name | %air s | Short Name | | | |
| Country | Chinese Name | Tax Code | | | | Go |
| Code | Country | Name | Local Name | City | Short Name | Phone |
| 1 | A0001 US | AIR SEA SHIPPING INC. | AIR SEA SHIPPING INC.1 | USMIA | AIR SEA - MIAMI | 1305 592 5176 |
| 2 | A0002 US | AIR SEA FORWARDERS INC. | | USLAX | AIR SEA - LOS ANGELES | (1-310) 216 1616 |
| 3 | A0013 GB | AIR SEA WORLDWIDE (U.K.) LIMITED | | GBLON | AIR SEA - LONDON | (44) 208 7511309 |
| 4 | A0014 GB | AIR SEA WORLDWIDE (U.K.) LIMITED | | GBMNC | AIR SEA - MANCHESTER | (44) 161 4988334 |
| 5 | A0015 CN | AIR SEA WORLDWIDE (CHINA) LTD. | | CNSHA | AIR SEA - SHANGHAI | (86-21) 63326700 |
| 6 | A0016 CN | AIR SEA WORLDWIDE (CHINA) LTD. | | CNSZH | AIR SEA - SUZHOU | (86-512) 67771607 |
| 7 | A0017 CN | AIR SEA WORLDWIDE (CHINA) LTD. | | CNNGB | AIR SEA - NINGBO | (86-574) 87305599 |
| 8 | A0018 CN | AIR SEA WORLDWIDE (CHINA) LTD. | | CNNKG | AIR SEA - NANJING | (86-25) 86890160/61/62/63 |
| 9 | A0019 HK | AIR SEA WORLDWIDE LOGISTICS LIMITED - SEA | | HKHKG | AIR SEA - HONG KONG | (852) 2865 6868 |
| 10 | A0027 TW | AIR SEA WORLDWIDE TAIWAN LTD. | | TWTPK | AIR SEA - TAIPEI | 886 2 2740 6531 |
| 11 | A0028 CL | AIR SEA WORLDWIDE S.A. | | CLSCS | AIR SEA - SANTIAGO | (56-2) 7193950 |
| 12 | A0029 CL | AIR SEA WORLDWIDE S.A. | | CLLIQ | AIR SEA - IQUIQUE | (56-57) 517404 |
| 13 | A0031 PA | AIR SEA WORLDWIDE PANAMA S.A. | | PAPTY | AIR SEA - PANAMA CITY | (507) 269-8988 |
| 14 | A0032 PA | AIR SEA WORLDWIDE PANAMA S.A. | | PACFZ | AIR SEA - COLON | (507) 447-1878 |

The information will be appearing in the invoice screen.

You can also press [+] to add the additional charges.

| Customer Invoice Maintenance | | | | Division: SE | | | |
|-----------------------------------|----------------|----------------------|------------------------------|----------------------|--------------------|-------------------|------------------------------|
| Invoice Type | | I (I-Inv C-C/R Note) | | Job# | | HKGSE151200039 | |
| Invoice Number | | HKGDS0000069 | | B/L# | | Posting | |
| Payee * | | A0031 | | Shipment Information | | | |
| AIR SEA WORLDWIDE PANAMA S.A. | | Bound | | O | | Division | |
| EDIFICIO CREDICORP BANK, PISO #9, | | Vessel | | T0043 | | SE | |
| CALLE 50, CIUDAD DE PANAMA | | Voyage | | 0101 | | | |
| | | Sailing Date | | 31/12/2015 | | | |
| | | Terms | | PP | | | |
| | | Pay Currency* | | USD | | | |
| Payment Terms | | Issue Date * | | Formula VS HKD | | Ex.Rate | |
| Print Type | | Due Date | | X | | 7 | |
| Tax Invoice# | | Issue Name | | Amount | | 1,200.80 | |
| Tax Invoice Issue Date | | Status | | | | | |
| Header Remark (For Logistics Job) | | | | | | | |
| Footer Remark | | | | | | | |
| Approve status | | Appr/Un-Appr User | | Date | | | |
| CHG | Invoice Print | Void | Copy Charge | Load From Accrual | Release to Accrual | Tax Invoice Print | Approve |
| [+] | B/L | Container | Charge * Desc | Base * Cur * | Rate | Qty Day | Amt Ex.Rate Inv.Amt R |
| 1 | HKGSE151200039 | ASHKG500097 | OFRF OCEAN FREIGHT (FCL) TEU | USD | 400.00 | 3.002 1.00 | 1,200.80 X 1.000000 1,200.80 |

The system will ask you to fill in the blank information.

The * as the mandatory type. Charge * need type the corresponding charge code.

Cur is the Rate Currency. If it is the same as the Invoice Currency, the exchange rate is 1.

If it is different, it will use the exchange rate in accounts.

Then you can input the Rate and the system will calculate the invoice amount automatically.

User may also edit remark which will be shown in invoice printout for each charge in the blank field.

Press tick to save the record.

After it is all done, you can press Esc to see the button bar and Print the Invoice.

| Job | B/L | Container | Charge * | Desc | Base * | Cur * | Rate | Qty | Day |
|---|-----------------|-----------|----------|------|--------|-------|------|-----|-----|
| HKGSE151200039 | | | | | | | | | |
| Charge* | Desc | Base* | Cur* | Rate | Qty | Day | | | |
| HC | HANDLING CHARGE | JOB | USD | 50 | 1 | 1 | | | |
| Amt | Ex.Rate | Inv.Amt | Remark | | | | | | |
| 50 | X | 1 | 50 | | | | | | |
| <input type="text"/> | | | | | | | | | |
| <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | |

Job Control ? [] [X]

| Job | HKGSE151200039 | Job Date | 31/12/2015 | Liner | WAN | Vessel | T004 | | | | | |
|----------------|----------------|----------|------------|-------------------------------|-------------|------------------|------|---------------|----------|----------|----------|-----------|
| Voyage | 0101 | POL | HKHKG | POD | PALB | | | | | | | |
| Sales Invoice | | | | B/L | | Invoice Currency | | Base Currency | | | | |
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual V |
| 1 HKGDS0000068 | I | PP | A0177 | ABC TESTING COMPANY | ASHKGS00097 | CFS/CY | PP | HKD | 900.00 | 900.00 | 0.00 | |
| 2 HKGDS0000069 | I | CC | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 1,250.80 | 0.00 | 9,093.32 | |
| | | | | | | | | | 900.00 | 9,093.32 | | |

| PURCHASE INVOICE | | | | B/L | | Invoice Currency | | Base Currency | | | | |
|------------------|------|-------|------|-------|-----|------------------|------|---------------|--------|---------|---------|--------------|
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual Vouc |

Purchase Invoice is the invoice or credit note coming from agent.

Vendor Invoice Maintenance ? [] [X] Division: SE User: HKG/LEO

Browse Invoice Details

| | | | | | |
|-----------------------------------|----------------------|----------------------|----------------|----------|----|
| Invoice Type | I (I-Inv C-C/R Note) | Job# | HKGSE151200039 | Status | |
| Invoice Number* | PINV1234567 | B/L# | | Posting | |
| Vendor* | A0031 | Shipment Information | | | |
| AIR SEA WORLDWIDE PANAMA S.A. | | Bound | O | Division | SE |
| EDIFICIO CREDICORP BANK, PISO #9, | | Vessel | T0043 | | |
| CALLE 50, CIUDAD DE PANAMA | | Voyage | 0101 | | |
| | | Sailing Date | 31/12/2015 | | |
| | | Terms | PP | | |
| | | Pay Currency* | HKD | | |
| Payment Terms | | Formula VS HKD | X | Ex.Rate | 1 |
| Issue Date* | 31/12/2015 | | | | |
| Print Type | | Amount | | | |
| Due Date | | | | | |
| Remark | | | | | |
| Approve status | Appr/Un-Appr User | Date | | | |

Confirm Cancel
Hot Key: ESC-Cancel

Press [Confirm] and the invoice number will be appeared.

Press [+] to add the detail which same as the sales Invoice.

Vendor Invoice Maintenance ? [] [X] Division: SE

Browse Invoice Details

| | | | | | |
|-----------------------------------|----------------------|----------------------|----------------|----------|----------|
| Invoice Type | I (I-Inv C-C/R Note) | Job# | HKGSE151200039 | Status | |
| Invoice Number* | PINV1234567 | B/L# | | Posting | |
| Vendor* | A0031 | Shipment Information | | | |
| AIR SEA WORLDWIDE PANAMA S.A. | | Bound | O | Division | SE |
| EDIFICIO CREDICORP BANK, PISO #9, | | Vessel | T0043 | | |
| CALLE 50, CIUDAD DE PANAMA | | Voyage | 0101 | | |
| | | Sailing Date | 31/12/2015 | | |
| | | Terms | PP | | |
| | | Pay Currency* | HKD | | |
| Payment Terms | | Formula VS HKD | X | Ex.Rate | 1.000000 |
| Issue Date* | 31/12/2015 | | | | |
| Print Type | | Amount | | | |
| Due Date | | | | | |
| Remark | | | | | |
| Approve status | Appr/Un-Appr User | Date | | | |

ADD CHG DEL Update Tax Invoice Payment Request Void Load From Accrual Release to Accrual Approve

| Job | B/L | Container | Charge * | Desc | Base * | Cur * | Rate | Qty | Day | Amt |
|----------------|-----------------|-----------|----------|------|--------|-------|------|-----|-----|-----|
| HKGSE151200039 | | | | | | | | | | |
| Charge* | Desc | Base* | Cur* | Rate | Qty | Day | | | | |
| HC | HANDLING CHARGE | JOB | USD | 30 | 1 | 1 | | | | |
| Amt | | Ex.Rate | Inv.Amt | | | | | | | |
| 30 | X | 7.27 | 218.1 | | | | | | | |

Once it is done. Press tick to save the record.

If it is vendor credit note, just input the amount in –ve sign and it will be a vendor credit note

Once the invoice is completed, you can print the Payment Request.

| Payment Terms | Issue Date* | 31/12/2015 | Formula VS HKD | X | Ex.Rate | 1.000000 | | | | | | |
|------------------|-------------------|------------|--------------------|-----------------|---------|--------------------|-------|-------|------|---------|----------|---------|
| Print Type | Due Date | | Amount | | 218.10 | | | | | | | |
| Remark | | | | | | | | | | | | |
| Approve status | Appr/Un-Appr User | | Date | | | | | | | | | |
| ADD | CHG | DEL | Update Tax Invoice | Payment Request | Void | Load From Accrual | | | | | | |
| | | | | | | Release to Accrual | | | | | | |
| | | | | | | Approve | | | | | | |
| + Job | B/L | Container | Charge * | Desc | Base * | Cur * | Rate | Qty | Day | Amt | Ex.Rate | Inv.Amt |
| 1 HKGSE151200039 | | | HC | HANDLING CHARGE | JOB | USD | 30.00 | 1.000 | 1.00 | 30.00 X | 7.270000 | 218.10 |

Confirmed Sailing

The final step is to confirm sailing and so you can print the HBL with the proper sailing date. Go back to the Job Control and select the function confirmed sailing.

The screenshot shows the 'Job Control' window with the 'CHG' dropdown menu open. The '3-Confirm Sailing' option is highlighted. The main window displays job details for Job # HKGSE151200039, Vessel T0043, and POL HKHKG. A table below shows booking and loading quantities for various parties.

| | | Party | | | Port | | | Booking Qty | | | Loading Qty | | | | | | | | | | | |
|---|-----|------------|-----------|---------|---------|-----------|-----|-------------|-------|-------|-------------|-------|-------|----------|--------|-------|----------|--------|------|-----|--|--|
| S | S/O | Sub-Master | Bill Type | Service | Shipper | Consignee | D/A | RO Agent | Rece | POL | POD | Del | Qty | Wgt | CBM | Qty | Wgt | CBM | TEU | SOP | | |
| 1 | HKG | ASW | CY /CY | ABC | BK | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 1,000 | 3,002.00 | 0.000 | 1,000 | 3,002.00 | 0.000 | 1.00 | | | |
| 2 | HKG | ASW | CFS/CFS | ABC | BK | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 400 | 1,500.00 | 5.000 | 400 | 1,200.00 | 5.000 | 0.41 | | | |
| 3 | HKG | ASW | CFS/CFS | MT | BK | AIR | | | HKHKG | HKHKG | PABLB | PABLB | 600 | 2,020.00 | 7.000 | 500 | 2,000.00 | 7.000 | 0.58 | | | |
| | | | | | | | | | | | | | 2,000 | 6,522.00 | 12.000 | 1,900 | 6,202.00 | 12.000 | 2.00 | | | |

The system will change the screen and so that you can input the sailing date, tick the Sail Confirm. Then press the button [Update]

The screenshot shows the 'Job Control' window with the 'CHG' dropdown set to '3-Confirm Sailing'. The 'Sail Confirm' checkbox is checked. The 'Update' button is highlighted. A table below shows the 'Issue Date' for each job entry.

| HB/L | Rece | POL | Liner | ETD | Onboard Date | Issue Date |
|---------------|-------|-------|-------|------------|--------------|------------|
| 1 ASHKG500094 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | |
| 2 ASHKG500096 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | |
| 3 ASHKG500097 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | |

You can see the Issue Date will be marked.

The screenshot shows the 'Job Control' window with the 'Issue Date' column populated with '31/12/2015' for all entries. The 'Update' button is highlighted.

| HB/L | Rece | POL | Liner | ETD | Onboard Date | Issue Date |
|---------------|-------|-------|-------|------------|--------------|------------|
| 1 ASHKG500094 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | 31/12/2015 |
| 2 ASHKG500096 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | 31/12/2015 |
| 3 ASHKG500097 | HKHKG | HKHKG | WAN | 31/12/2015 | 31/12/2015 | 31/12/2015 |

ePouch to Agent

Go to the tag Overseas Agent and you can see the button Pre-Alert.

| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility | | | | |
|-------------|-----------------------|-------------------------------|---------------|-------------|----------------|--------|--------|--------------|---------|----------|-------------------|-------------|
| Job Control | | | | | | | | Division: SE | | | | |
| Job | House B/L | Container | Invoice | Liner Agent | Overseas Agent | Charge | File | Sub Job | XML EDI | Send Log | Document Printing | DOC Control |
| Job* | HKGSE151200039 | | Job Date | 31/12/2015 | | Liner | WAN | Vessel | T0043 | | | |
| Voyage | 0101 | | POL | HKHKG | | POD | PABLB | | | | | |
| Pre-Alert | Overseas Agent | | Summary | | | | | | | | | |
| Agent | Origin Code | Name | Invoice | Credit | House | OBL | PSS | | | | | |
| 1 A0031 | AIR SEA - PANAMA CITY | AIR SEA WORLDWIDE PANAMA S.A. | 2 | 0 | 3 | 1 | 0 | | | | | |

The screen will list out all the B/L number of this job.

Press any of the Pouch icon.

| Pre-Alert | | | | | | Division: SE | User |
|-----------------|-------------|-----------|-------|-------------------|-------|--------------|------|
| S/O | B/L | Bill Type | Agent | Master Ocean Bill | Pouch | Detail | |
| 1 HKGSBLB500094 | ASHKG500094 | H | A0031 | OBL123456789 | | | |
| 2 HKGSBLB500096 | ASHKG500096 | H | A0031 | OBL123456789 | | | |
| 3 HKGSBLB500097 | ASHKG500097 | H | A0031 | OBL123456789 | | | |

The system will list out all the information of the Job.

You can select particular information and send to the Agent.

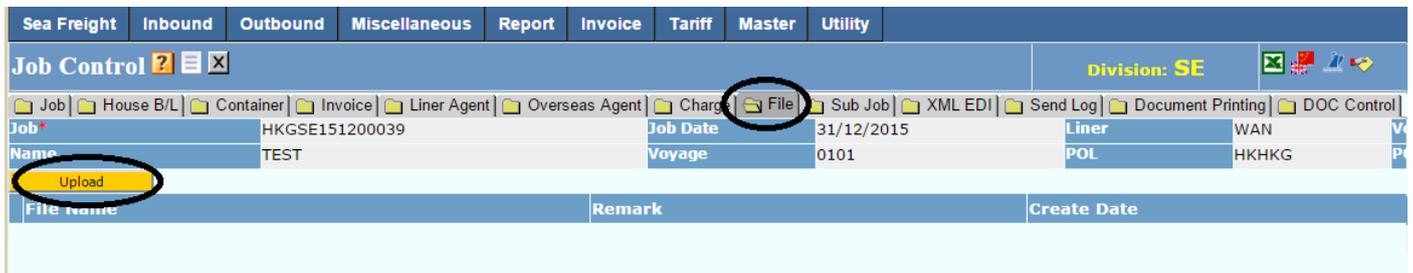
Once it is done, press the button [Email]

| Pre-Advice | | | | Division: SE | User |
|------------------------------------|-------|-------------------------------|-------------------------------------|--------------|------|
| Document | Party | Name | | | |
| BILL LADING | | | | | |
| 1 ASHKG500094 (S/O: HKGSBLB500094) | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | <input checked="" type="checkbox"/> | | |
| 2 ASHKG500096 (S/O: HKGSBLB500096) | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | <input checked="" type="checkbox"/> | | |
| 3 ASHKG500097 (S/O: HKGSBLB500097) | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | <input checked="" type="checkbox"/> | | |
| Invoice | | | | | |
| 4 HKGDS0000069 | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | <input checked="" type="checkbox"/> | | |
| 5 PINV1234567 | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | <input type="checkbox"/> | | |
| Manifest | | | | | |
| 6 HKGSE151200039M01 | | | <input checked="" type="checkbox"/> | | |

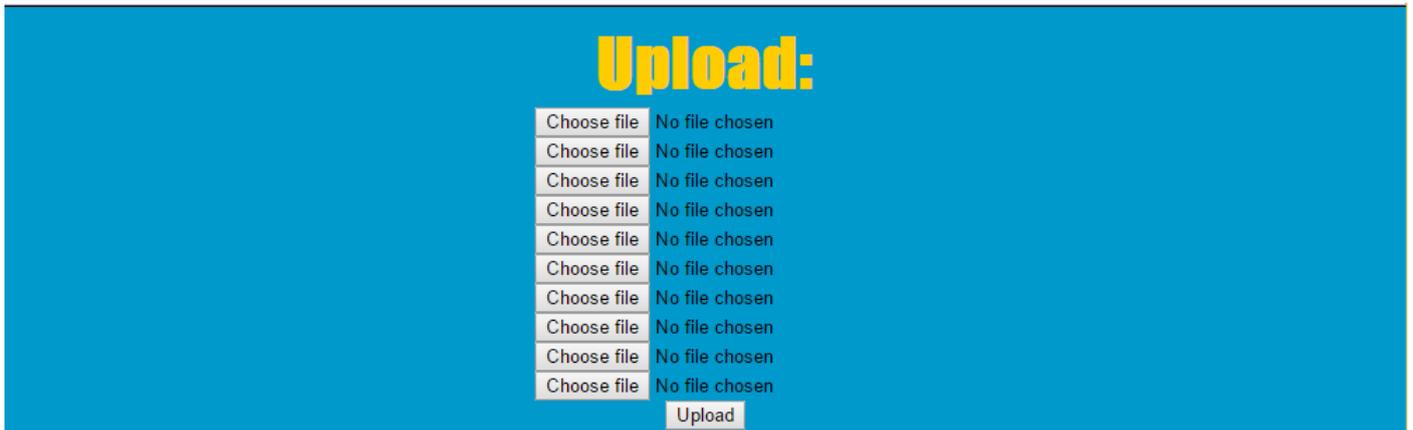
Then the system will show the dialogue box and you can edit the information and send to Agent.

However, there are cases that you want to upload some other documents and attach it in the pouch.

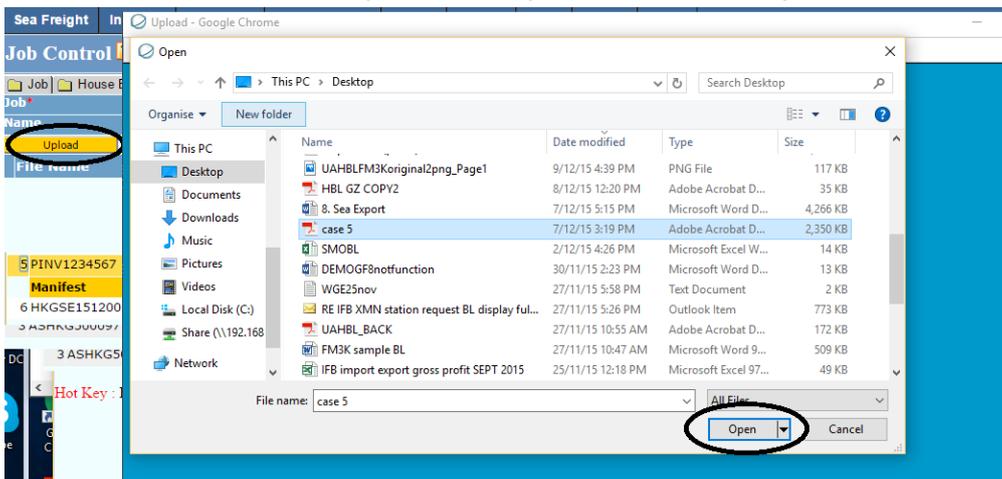
Then you can use the function File and press the Upload button.



Another window will be pop out. You can then press Browse and search your file



Select the desired file from your PC and press the button [Open].



Cross Station EDI

If the destination agent is using FM3K or they have the EDI capability, then you can send the EDI.

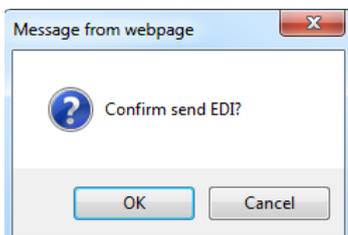
Go to [Sub Job] tag.

Please ensure Ocean B/L already updated. There is a yellow bulb under EDI.

Click the yellow bulb.

| Account | Posting | A/R | A/P | General Ledger | Report | Billing | Bank | Master | Utility | | | | | | | | | | | |
|---|----------------|----------------|------------|----------------|-----------|-----------|-----------|--------|--------------|-------|-------|------|---------|-------|-----|-----|----|-----|--------------------------|--------------------------|
| Job Control ? X | | | | | | | | | | | | | | | | | | | | |
| Division: SE | | | | | | | | | | | | | | | | | | | | |
| User: HKG LEO | | | | | | | | | | | | | | | | | | | | |
| Job House B/L Container Invoice Liner Agent Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing DOC Control | | | | | | | | | | | | | | | | | | | | |
| Consolidation EDI Offshore EDI | | | | | | | | | | | | | | | | | | | | |
| Job | HKGSE151200043 | Job Date | 15/12/2015 | Liner | ANL | Vessel | A0003 | Name | APL SHENZHEN | | | | | | | | | | | |
| Voyage | 001S | POL | HKHKG | POD | CNSHA | | | | | | | | | | | | | | | |
| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR | POL | POD | Deli | Dest | Service | Terms | 20' | 40' | HC | 45' | Done | Send |
| 1 HKGSE151200043M01 | | MOBLSHA1234567 | ANL | Y0006 | A0015 | | | HKHKG | HKHKG | CNSHA | CNSHA | | CY /CY | CC | 1 | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | | | | | | | | | | 1 | 0 | 0 | 0 | |

Click [ok] to confirm.



Then there is a tick in the done and the EDI are sent out.

| Account | Posting | A/R | A/P | General Ledger | Report | Billing | Bank | Master | Utility | | | | | | | | | | | |
|---|----------------|----------------|------------|----------------|-----------|-----------|-----------|--------|--------------|-------|-------|------|---------|-------|-----|-----|----|-----|-------------------------------------|-------------------------------------|
| Job Control ? X | | | | | | | | | | | | | | | | | | | | |
| Division: SE | | | | | | | | | | | | | | | | | | | | |
| User: HKG LEO | | | | | | | | | | | | | | | | | | | | |
| Job House B/L Container Invoice Liner Agent Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing DOC Control | | | | | | | | | | | | | | | | | | | | |
| Consolidation EDI Offshore EDI | | | | | | | | | | | | | | | | | | | | |
| Job | HKGSE151200043 | Job Date | 15/12/2015 | Liner | ANL | Vessel | A0003 | Name | APL SHENZHEN | | | | | | | | | | | |
| Voyage | 001S | POL | HKHKG | POD | CNSHA | | | | | | | | | | | | | | | |
| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR | POL | POD | Deli | Dest | Service | Terms | 20' | 40' | HC | 45' | Done | Send |
| 1 HKGSE151200043M01 | | MOBLSHA1234567 | ANL | Y0006 | A0015 | | | HKHKG | HKHKG | CNSHA | CNSHA | | CY /CY | CC | 1 | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | | | | | | | | | | | | | | | 1 | 0 | 0 | 0 | |

TOPIC NINE: Hub EDI

The difference between Cross Station EDI and Hub EDI is that in Cross Station EDI, we are sending the Export Shipment of the Origin Station to the Import Shipment of the Destination.

In Hub EDI, however, we are send the Export Shipment from the station of the Place of Receipt and where this shipment will be loaded in the Hub Station (the POL of the shipment is our other export station). Therefore, this Export Shipment will be sent out to the Loading Station as the Export Shipment.

When the system detect that the **Consignee** of the Ocean Bill Of Lading is the Hub Station and the **Port Of Loading** is that station, then the Consolidation Button will be appear.

Sample Ocean B/L to Carrier

Division: SE

Reference: SZXSE151200031M01

Job: SZXSE151200031

Shipper: L0002

LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED
ROOM A, B, E, 27/F,
HONG LONG CENTURY PLAZA A,
4002 SHENNAN EAST ROAD, LUOHU DISTRICT,
SHENZHEN, CHINA 518048

Consignee: A0019
AIR SEA WORLDWIDE LOGISTICS LIMITED -SE
41/F., 169 ELECTRIC ROAD, NORTH POINT,
HONG KONG

Notify#1: SAME AS CONSIGNEE

MOBL

Freight Term PP/CC*: PP

Service Type*: CY /CY

Routing Service

Vessel/Voyage: A0006 000

Place of Receipt: HKHKG HONG KONG

Port of Loading*: HKHKG HONG KONG

Port of Discharge*: PABLB BALBOA

Delivery: PABLB BALBOA

Final Destination

B/L Issue At: SHENZHEN

Freight Payable At: SHENZHEN

No of Origin/Copy

Contract#

Attention

R/O Agent

Liner: ANL

L.Agent: A0163

Commodity

Other*: PP

Bill Type: Seaway Bill

Job: SZXSE151200031

Onboard

ETD: 31/12/2015

ETA: 15/01/2015

ETA

Issue Date

Upto Port

No need Exp Lic

Telex Release:

Name

Name

AMERICAN AIRLINES

Job Control

Division: SE

Consolidation EDI

Offshore EDI

Job: SZXSE151200031

Job Date: 31/12/2015

Liner: ANL

Vessel: A0006

Name: A VESSEL

Voyage: 000

POL: HKHKG

POD: PABLB

| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR | POL | POD | Deli | Dest | Service | Terms | 20' | 40' | HC | 45' | Done | Send |
|---------|--------|-----------|-------|---------|-----------|-----------|-----------|-------|-------|-------|-------|------|---------|-------|-----|-----|----|-----|--------------------------|------|
| 1 | | | ANL | A0163 | A0019 | | | HKHKG | HKHKG | PABLB | PABLB | | CY /CY | PP | 1 | | | | <input type="checkbox"/> | |
| | | | | | | | | | | | | | | | 1 | 0 | 0 | 0 | | |

Please note that the Port Of Loading must be registered under the Job File.

If during the previous stage, you did not registered this Port Of Loading, please re-visit the Schedule / Job Create

Click to the [Job] tag and double click the job record (you may click to "1" in front of job number)

Then the consolidation button will be greyed.

Job Control [?] [X] Division: SE

Job House B/L Container Invoice Liner Agent Overseas Agent Charge File Sub Job XML EDI Send Log Document Printing DOC

Consolidation EDI Offshore EDI

| | | | | | | | | | |
|--------|----------------|----------|------------|-------|-------|--------|-------|------|--------|
| Job | SZXSE151200031 | Job Date | 31/12/2015 | Liner | ANL | Vessel | A0006 | Name | A VESS |
| Voyage | 000 | POL | HKHKG | POD | PABLB | | | | |

| Sub Job | Status | Ocean B/L | Liner | L.Agent | Consignee | Contract# | Commodity | POR | POL | POD | Deli | Dest | Service | Terms | 20' | 40' | HC | 45' | Doc | |
|---------------------|--------|-----------|-------|---------|-----------|-----------|-----------|-------|-------|-------|-------|------|---------|-------|-----|-----|----|-----|-----|--|
| 1 SZXSE151200031M01 | | | ANL | A0163 | A0019 | | | HKHKG | HKHKG | PABLB | PABLB | | CY /CY | PP | 1 | | | | | |
| | | | | | | | | | | | | | | | 1 | 0 | 0 | 0 | | |

The shipment will be appeared in the Loading Port station.

You can see that this shipment will carry the original booking number with EDI added and the original HBL number in the Shipping Order Entry screen of the Loading Station.

Shipping Order Entry [?] [X] Division: SE

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

| | | | | | | | |
|-------------|---------------|-------------|-----|----------------|---------|-----------|--|
| S/O | %TESTINGTOHKG | Job# | | Vessel/Voyage | | Shipper | |
| HBL/MOBL | | POL | | Container | | Consignee | |
| ETD -/+Days | | POD | | Container Type | | Agent | |
| ETA -/+Days | | Final Dest. | | Terms | | Customer | |
| SMOBL | | Service | | Freehand | | Broker | |
| Liner S/O | | P/O | | Ship ID | | User | |
| Division | SE | Status | All | Display | Loading | | |

Booking report Copy S/O Copy S/O from Import

| S/O | Shipper Name | Consignee Name | B/L | Service | Status | Qty | Unit | KGS | CBM | Loading Qty | H.Frt | O.Frt | F | POR | POL | POD | Deli | Dest | Age |
|------------------|--------------|----------------|--------------|---------|--------|-----|------|----------|-------|-------------|-------|-------|---|-------|-------|-------|------|------|------|
| EDI-TESTINGTOHKG | DUMMY | DUMMY | TESTINGTOHKG | CY /CY | | 200 | CTN | 1,005.00 | 0.000 | | PP | PP | R | CNSZX | HKHKG | PABLB | | | A001 |

Hot Key : F2-Add

In the outbound station, user can do the normal export operation process.

OFFSHORE EDI

Offshore shipment EDI could be sent when the "R/O Agent" is marked to the offshore station code in Shipping Order Entry.

In this example, shipment is loaded from SZX, but the shipment is belong to CAN station (Code L0014). Please mark the R/O Agent as L0014.

Profit Share

Please proceed to [Profit Share] tag to prepare Agent's credit note. Press [+].

| | | | | | | | | |
|---|----------------|---------------|---------------|---------------|------------|---------------|------------|--------------|
| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility |
| Job Control ? [] [X] | | | | | | | | Division: SE |
| <input type="checkbox"/> Job <input type="checkbox"/> House B/L <input type="checkbox"/> Container <input type="checkbox"/> Invoice <input type="checkbox"/> Profit Share <input type="checkbox"/> Overseas Agent <input type="checkbox"/> Charge <input type="checkbox"/> File <input type="checkbox"/> Sub Job <input type="checkbox"/> XML EDI <input type="checkbox"/> Send Log <input type="checkbox"/> Document Printing <input type="checkbox"/> DOC Control <input type="checkbox"/> Print Printing | | | | | | | | |
| Job No. | HKGSE151200039 | | | Job Date | 31/12/2015 | | Liner | WAN |
| Name | TEST | | | Voyage | 0101 | | POL | HKHKG |
| CAS No. * | Agent 1 * | Agent 1 Ratio | Agent 2 | Agent 2 Ratio | Agent 3 | Agent 3 Ratio | Currency * | Status |

“*” are mandatory fields. Select the agent and input the % of profit share. Choose the profit share currency. Then press [Confirm].

| | | | | | |
|----------------------------------|----------------|--|----------------------------------|--------------------|--------------------------|
| Sea Profit Share ? [] [X] | | | | Division: SE | |
| Browse Charge Detail P/S Per B/L | | | | | |
| CAS No. * | Auto-generated | Job No. * | HKGSE151200039 | Agent Profit Share | |
| Agent 1 * | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | <input type="text"/> P/S |
| Agent 2 | | Name | | Agent 2 Ratio(%) | <input type="text"/> P/S |
| Agent 3 | | Name | | Agent 3 Ratio(%) | <input type="text"/> P/S |
| Status | | Currency * | USD | Ex.Rate | <input type="text"/> 7.8 |
| Confirm Cancel | | EUR
GBP
HKD
JPY
MYR
NTD
RMB
SGD
THB
USD | | | |

User can then find the function button as per following. Press [Retrieve Sales] to retrieve the income which will calculate as profit share to agent.

| | | | | | | | | | | | | | | | |
|----------------------------------|---------------|------------|----------------------------------|--------------------|-----------|--------------|--------|------|-----|--------|--------|------------|---------|--------|--------------|
| Sea Profit Share ? [] [X] | | | | Division: SE | User | HKG LEO | | | | | | | | | |
| Browse Charge Detail P/S Per B/L | | | | | | | | | | | | | | | |
| CAS No. * | CASHKS1602001 | Job No. * | HKGSE151200039 | Agent Profit Share | | | | | | | | | | | |
| Agent 1 * | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | 50.00 P/S | 0.00 | | | | | | | | | |
| Agent 2 | | Name | | Agent 2 Ratio(%) | 0.00 P/S | 0.00 | | | | | | | | | |
| Agent 3 | | Name | | Agent 3 Ratio(%) | 0.00 P/S | 0.00 | | | | | | | | | |
| Status | | Currency * | USD | Ex.Rate | 7.800000 | Total Profit | 0.00 | | | | | | | | |
| ADD | CHG | DEL | Retrieve Sales | Retrieve Cost | Calculate | | | | | | | | | | |
| Sales | | | | Invoice Currency | | | | | | | | | | | |
| Job No. | B/L No. | Term * | Code * | Invoice To | Chrg * | Description | Curr * | Rate | Qty | Unit * | Amount | Inv.Curr * | Ex.Rate | Amount | Amount (USD) |
| | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | 0.00 |
| Purchase | | | | Invoice Currency | | | | | | | | | | | |
| Job No. | B/L No. | Term * | Code * | Invoice From | Chrg * | Description | Curr * | Rate | Qty | Unit * | Amount | Inv.Curr * | Ex.Rate | Amount | Amount (USD) |
| | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | 0.00 |

Hot Key : F7-Add Header F8-Change Header F2-Add F2-Add

The purple highlights are the charge code occurs in the job. If the credit note is calculated by single BL respectively, then please choose the specific B/L No. accordingly.

Retrieve Sales ? [] [X] Division: SE User: HKG|LEO

Job No. B/L No.

Job Date From To

Payee Code Terms

OFRF OFRL BLF DOC

HC

User will see the charges retrieved from the chosen BL. Press [Add] to add the charge for calculation. Then user could press [Retrieve Cost].

Retrieve Sales ? [] [X] Division: SE User: HKG|LEO

Job No. B/L No.

Job Date From To

Payee Code Terms

OFRF OFRL BLF DOC

HC

| Sales | | | | | | | | | | | Invoice Currency | | | | |
|-------|----------------|-------------|------|-------|------------|------|---------------------|------|---------|-------|------------------|----------|-----------|------------|----------|
| I/C | Job No. | B/L No. | Term | Code | Invoice To | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv. Curr | Ex. Rate | Amount |
| 1 | HKGSE151200039 | ASHKG500097 | CC | A0031 | AIR SEA WO | OFRF | OCEAN FREIGHT (FCL) | USD | 400.000 | 3.002 | TEU | 1,200.80 | USD | X 1.000000 | 1,200.80 |

Sea Profit Share ? [] [X] Division: SE User: HKG|LEO

| | | | | | | | |
|----------|---------------|-----------|----------------------------------|---------------------------|-----------|---------------------|----------|
| CAS No.* | CASHKS1602001 | Job No.* | HKGSE151200039 | Agent Profit Share | | | |
| Agent 1* | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | 50.00 P/S | 600.40 | |
| Agent 2 | | Name | | Agent 2 Ratio(%) | 0.00 P/S | 0.00 | |
| Agent 3 | | Name | | Agent 3 Ratio(%) | 0.00 P/S | 0.00 | |
| Status | | Currency* | USD | Ex. Rate | 7.800000 | Total Profit | 1,200.80 |

| Sales | | | | | | | | | | | Invoice Currency | | | |
|--------------------|-------------|------|-------|------------|------|---------------------|------|---------|-------|------|------------------|-----------|------------|----------|
| Job No. | B/L No. | Term | Code | Invoice To | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv. Curr | Ex. Rate | Amount |
| ASHKG500097 | | | | | | | | | | | | | | |
| HKGSE151200039 | ASHKG500097 | CC | A0031 | AIR SEA WO | OFRF | OCEAN FREIGHT (FCL) | USD | 400.000 | 3.002 | TEU | 1,200.80 | USD | X 1.000000 | 1,200.80 |

| Purchase | | | | | | | | | | | Invoice Currency | | | | |
|----------|---------|------|------|--------------|------|-------------|------|------|-----|------|------------------|-----------|----------|--------|--------------|
| Job No. | B/L No. | Term | Code | Invoice From | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv. Curr | Ex. Rate | Amount | Amount (USD) |
| | | | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | | | 0.00 |

Hot Key : F7-Add Header F8-Change Header F2-Add F2-Add

Select the charge which will calculate in profit share with agent. Then press [Add]

Retrieve Cost [?] [≡] [X] Division: SE

Job No. HKGSE151200039 B/L No. []

Job Date From [] To []

Payee Code [] Terms []

OFRF HC Go

Retrieve Cost [?] [≡] [X] Division: SE User: HKG|LEO

Job No. HKGSE151200039 B/L No. []

Job Date From [] To []

Payee Code [] Terms []

OFRF HC Go

Add

| Purchase | | | | | | | | | | | | Invoice Currency | | | |
|----------|----------------|---------|------|-------|------------|------|---------------------|------|---------|--------|------|------------------|----------|------------|----------|
| I/C | Job No. | B/L No. | Term | Code | Invoice To | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv.Curr | Ex.Rate | Amount |
| 1 | HKGSE151200039 | | PP | H0023 | HYUNDAI ME | OFRF | OCEAN FREIGHT (FCL) | HKD | 100.000 | 17.300 | TEU | 1,730.00 | HKD | X 1.000000 | 1,730.00 |

Then please press [Calculate], system will auto calculate the profit share.

Sea Profit Share [?] [≡] [X] Division: SE User: HKG|LEO

Browse | Charge Detail | P/S Per B/L

| | | | | | | | |
|----------|---------------|-----------|----------------------------------|---------------------------|-----------|---------------------|--------|
| CAS No.* | CASHKS1602001 | Job No.* | HKGSE151200039 | Agent Profit Share | | | |
| Agent 1* | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | 50.00 P/S | 489.51 | |
| Agent 2 | | Name | | Agent 2 Ratio(%) | 0.00 P/S | 0.00 | |
| Agent 3 | | Name | | Agent 3 Ratio(%) | 0.00 P/S | 0.00 | |
| Status | | Currency* | USD | Ex.Rate | 7.800000 | Total Profit | 979.01 |

ADD CHG Retrieve Sales Retrieve Cost **Calculate**

| Sales | | | | | | | | | | | | Invoice Currency | | | | |
|--------------------|----------------|-------------|------|------------|------------|-------------|---------------------|------|---------|-------|--------|------------------|---------|------------|--------------|----------|
| Job No. | B/L No. | Term | Code | Invoice To | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv.Curr | Ex.Rate | Amount | Amount (USD) | |
| ASHKG500097 | | | | | | | | | | | | | | | | |
| 1 | HKGSE151200039 | ASHKG500097 | CC | A0031 | AIR SEA WO | OFRF | OCEAN FREIGHT (FCL) | USD | 400.000 | 3.002 | TEU | 1,200.80 | USD | X 1.000000 | 1,200.80 | 1,200.80 |
| | | | | | | | | | | | | | | | 1,200.80 | |
| | | | | | | | | | | | | | | | 1,200.80 | |

| Purchase | | | | | | | | | | | | Invoice Currency | | | | |
|----------|----------------|------|------|--------------|------------|-------------|---------------------|------|---------|--------|--------|------------------|---------|------------|--------------|--------|
| Job No. | B/L No. | Term | Code | Invoice From | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv.Curr | Ex.Rate | Amount | Amount (USD) | |
| 1 | HKGSE151200039 | | PP | H0023 | HYUNDAI ME | OFRF | OCEAN FREIGHT (FCL) | HKD | 100.000 | 17.300 | TEU | 1,730.00 | HKD | X 1.000000 | 1,730.00 | 221.79 |
| | | | | | | | | | | | | | | | 221.79 | |
| | | | | | | | | | | | | | | | 221.79 | |

Hot Key : F7-Add Header F8-Change Header F2-Add F2-Add

Sea Profit Share ? [X] Division: SE User: HKG|LEO

Browse Charge Detail P/S Per B/L

| | | | | | | | |
|----------|---------------|-----------|----------------------------------|--------------------|-----------|--------------|--------|
| CAS No.* | CASHKS1602001 | Job No.* | HKGSE151200039 | Agent Profit Share | | | |
| Agent 1* | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | 50.00 P/S | 489.51 | |
| Agent 2 | | Name | | Agent 2 Ratio(%) | 0.00 P/S | 0.00 | |
| Agent 3 | | Name | | Agent 3 Ratio(%) | 0.00 P/S | 0.00 | |
| Status | | Currency* | USD | Ex.Rate | 7.800000 | Total Profit | 979.01 |

Approve

| B/L No. | CBM | Sales (USD) | | Cost (USD) | | Profit (USD) | Profit Share | |
|---------------|-------|-------------|----------|------------|---------|--------------|--------------|-----------|
| | | Prepaid | Collect | Prepaid | Collect | | A0014 (50%) | Our (50%) |
| 1 ASHKG500097 | 5.300 | 0.00 | 1,200.80 | 221.79 | 0.00 | 979.01 | 489.51 | 489.50 |
| | 5.300 | 0.00 | 1,200.80 | 221.79 | 0.00 | 979.01 | 489.51 | 489.50 |

After calculation, press [Approve], then the profit share amount will be transferred to the selected B/L.

Sea Profit Share ? [X] Division: SE User: HKG|LEO

Browse Charge Detail P/S Per B/L

| | | | | | | | |
|----------|---------------|-----------|----------------------------------|--------------------|-----------|--------------|--------|
| CAS No.* | CASHKS1602001 | Job No.* | HKGSE151200039 | Agent Profit Share | | | |
| Agent 1* | A0014 | Name | AIR SEA WORLDWIDE (U.K.) LIMITED | Agent 1 Ratio(%) | 50.00 P/S | 489.51 | |
| Agent 2 | | Name | | Agent 2 Ratio(%) | 0.00 P/S | 0.00 | |
| Agent 3 | | Name | | Agent 3 Ratio(%) | 0.00 P/S | 0.00 | |
| Status | | Currency* | USD | Ex.Rate | 7.800000 | Total Profit | 979.01 |

Approve

| B/L No. | CBM | Sales (USD) | | Cost (USD) | | Profit (USD) | Profit Share | |
|---------------|-------|-------------|----------|------------|---------|--------------|--------------|-----------|
| | | Prepaid | Collect | Prepaid | Collect | | A0014 (50%) | Our (50%) |
| 1 ASHKG500097 | 5.300 | 0.00 | 1,200.80 | 221.79 | 0.00 | 979.01 | 489.51 | 489.50 |
| | 5.300 | 0.00 | 1,200.80 | 221.79 | 0.00 | 979.01 | 489.51 | 489.50 |

| Job No. | B/L No. | Term | Code | Invoice From | Chrg | Description | Curr | Rate | Qty | Unit | Amount | Inv. Curr | Ex. Rate | Amount | Amount (USD) |
|---------|---------|------|-------|--------------|------|---------------------|------|---------|--------|------|----------|-----------|------------|----------|--------------|
| 1 | | PP | H0023 | HYUNDAI ME | OFRF | OCEAN FREIGHT (FCL) | HKD | 100.000 | 17.300 | TEU | 1,730.00 | HKD | X 1.000000 | 1,730.00 | 221.79 |
| | | | | | | | | | | | | | | | 221.79 |
| | | | | | | | | | | | | | | | 221.79 |

Press [OK] to confirm.

...asp?action=approve

202.66.117.65 says:

CAS has been approved!
Profit Share has been added into B/L!

Prevent this page from creating additional dialogues.

OK

Please proceed to [Invoice] tag, user will see the amount with “-”, which is the profit share amount. Press [Gen. Sales Inv] to generate the credit note.

| Sea Freight | | | | | | | | | | | | | Inbound | | Outbound | | Miscellaneous | | Report | | Invoice | | Tariff | | Master | | Utility | | | | | | | | | |
|------------------|--------------|-------|------|--|-------------|---------|------|----------|-----------|-----------|-----------|-----------------|-----------------|--|-----------|-------|------------------|--|--------------|-------|----------------|--|--------|--------|--------|--|---------|-------|---------|--|----------|------|-------------------|--|-------------|--|
| Job Control | | | | | | | | | | | | | Division: SE | | | | | | | | | | | | | | | | | | | | | | | |
| Job | | | | | | | | | | | | | House B/L | | Container | | Invoice | | Profit Share | | Overseas Agent | | Charge | | File | | Sub Job | | XML EDI | | Send Log | | Document Printing | | DOC Control | |
| Profit and Loss | | | | | | | | | | | | | Gen. Sales Inv. | | | | | | | | | | | | | | | | | | | | | | | |
| Job | | | | HKGSE151200039 | | | | Job Date | | | | 31/12/2015 | | | | Liner | | | | WAN | | | | Vessel | | | | T0043 | | | | Name | | | | |
| Voyage | | | | 0101 | | | | POL | | | | HKHKG | | | | POD | | | | PABLB | | | | | | | | | | | | | | | | |
| Sales Invoice | | | | | | | | | | | | | B/L | | | | Invoice Currency | | | | Base Currency | | | | | | | | | | | | | | | |
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual Voucher | Settle Date | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | HKGDS0000068 | I | PP | A0177 ABC TESTING COMPANY | ASHKG500097 | CFS/CY | PP | HKD | 9,095.46 | 9,095.46 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | HKGDS0000069 | I | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 1,250.80 | 0.00 | 9,093.32 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | CC | A0014 AIR SEA WORLDWIDE (U.K.) LIMITED | ASHKG500097 | CFS/CY | PP | USD | -489.51 | 0.00 | -3,818.18 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | 9,095.46 | 5,275.14 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PURCHASE INVOICE | | | | | | | | | | | | | B/L | | | | Invoice Currency | | | | Base Currency | | | | | | | | | | | | | | | |
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual Voucher | Settle Date | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | PINV1234567 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | HKD | 218.10 | -218.10 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | TESTING003 | I | PP | H0023 HYUNDAI MERCHANT MARINE (HK) LTD | | | | HKD | 1,730.00 | -1,730.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | -1,948.10 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |

Select the profit share amount, press [Add].

| Generate Sales Invoice | | | | | | | | | | | | | Division: SE | | | | | | | | User | | HKG LEO | |
|--|--------|--------------|------|--------------------|------|---------|------|------------|-------------|--|--|--|--------------|--|--|--|--|--|--|--|------|--|---------|--|
| Browse | | | | | | | | | | | | | | | | | | | | | | | | |
| Add | | | | | | | | | | | | | | | | | | | | | | | | |
| Code | Charge | Description | Curr | Amount | Ctrl | Grp | B/L# | Container# | Consignee | | | | | | | | | | | | | | | |
| (A0014) AIR SEA WORLDWIDE (U.K.) LIMITED(AIR SEA - MANCHESTER) | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | PSL | PROFIT SHARE | USD | 979.01/SET X 0.500 | USD | -489.51 | B | | ASHKG500097 | | | | | | | | | | | | | | | |
| | | | | -489.51 | | | | | | | | | | | | | | | | | | | | |

Then the credit note will be generated. User may click to the Invoice number to print the credit note out.

| Sea Freight | | | | | | | | | | | | | Inbound | | Outbound | | Miscellaneous | | Report | | Invoice | | Tariff | | Master | | Utility | | | | | | | | | | | | |
|------------------|--------------|-------|------|--|-------------|---------|------|----------|-----------|-----------|-----------|-----------------|--------------|------------|-----------|-------|------------------|--|--------------|-------|----------------|--|--------|--------|--------|--|---------|-------|---------|--|----------|------|-------------------|--|-------------|------|--|--|--|
| Job Control | | | | | | | | | | | | | Division: SE | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job | | | | | | | | | | | | | House B/L | | Container | | Invoice | | Profit Share | | Overseas Agent | | Charge | | File | | Sub Job | | XML EDI | | Send Log | | Document Printing | | DOC Control | | | | |
| Profit and Loss | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job | | | | HKGSE151200039 | | | | Job Date | | | | 31/12/2015 | | | | Liner | | | | WAN | | | | Vessel | | | | T0043 | | | | Name | | | | TEST | | | |
| Voyage | | | | 0101 | | | | POL | | | | HKHKG | | | | POD | | | | PABLB | | | | | | | | | | | | | | | | | | | |
| Sales Invoice | | | | | | | | | | | | | B/L | | | | Invoice Currency | | | | Base Currency | | | | | | | | | | | | | | | | | | |
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual Voucher | Settle Date | Settle.Amt | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | HKGCS000004 | C | CC | A0014 AIR SEA WORLDWIDE (U.K.) LIMITED | | | | USD | 489.51 | 0.00 | -3,818.18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | HKGDS0000068 | I | PP | A0177 ABC TESTING COMPANY | ASHKG500097 | CFS/CY | PP | HKD | 9,095.46 | 9,095.46 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | HKGDS0000069 | I | CC | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 1,250.80 | 0.00 | 9,093.32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | 9,095.46 | 5,275.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PURCHASE INVOICE | | | | | | | | | | | | | B/L | | | | Invoice Currency | | | | Base Currency | | | | | | | | | | | | | | | | | | |
| Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual Voucher | Settle Date | Settle.Amt | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | PINV1234567 | I | PP | A0031 AIR SEA WORLDWIDE PANAMA S.A. | | | | HKD | 218.10 | -218.10 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | TESTING003 | I | PP | H0023 HYUNDAI MERCHANT MARINE (HK) LTD | | | | HKD | 1,730.00 | -1,730.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | -1,948.10 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Print Job Sheet

Please make sure you will check the Profit and Loss of the Job after you finish the job.

The Job Sheet can be print in the Invoice Tag.

| Sales Invoice | | | | | | | | | | | | | B/L | | Invoice Currency | | Base Currency | |
|---------------|--------------|------|-------|-------|-------------------------------|-------------|---------|------|------|----------|----------|----------|---------|---------|------------------|--|---------------|--|
| + | Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Voucher | S | | | |
| 1 | HKGDS0000068 | I | PP | A0177 | ABC TESTING COMPANY | ASHKG500097 | CY /CY | PP | HKD | 900.00 | 900.00 | 0.00 | | | | | | |
| 2 | HKGDS0000069 | I | PP | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | | | | USD | 1,250.80 | 363.50 | 8,729.82 | | | | | | |
| | | | | | | | | | | 1,263.50 | 8,729.82 | | | | | | | |

| PURCHASE INVOICE | | | | | | | | | | | | | B/L | | Invoice Currency | | Base Currency | |
|------------------|-------------|------|-------|-------|-------------------------------|-----|---------|------|------|---------|---------|---------|---------|---------|------------------|--|---------------|--|
| + | Invoice # | Type | Terms | Code | Payee | B/L | Service | Fr.T | Curr | Amount | Prepaid | Collect | Accrual | Voucher | Set | | | |
| 1 | PINV1234567 | I | PP | A0031 | AIR SEA WORLDWIDE PANAMA S.A. | | | | HKD | 218.10 | -218.10 | 0.00 | | | | | | |
| | | | | | | | | | | -218.10 | 0.00 | | | | | | | |

Should you have the internal procedure, the supervisor may lock the Job after he has reviewed all the invoices.

Go to the Job Control function and select the Status – Able to Lock. Then press [go]

| Job Control | | | | | | | | | | | | | Division: SE | |
|-------------|----------------|--|--------|--------------|----------------|---------------|-----|---------|----------|-------|--|--|--------------|--|
| Job# | HKGSE151200039 | | | | | Vessel/Voyage | | HBL No. | | Liner | | | | |
| ETD -/+Days | | | | | Container No. | | POL | | Agent | | | | | |
| ETA -/+Days | | | | | Container Type | | POD | | Customer | | | | | |
| Division | SE | | Status | Able to Lock | | User | | | | | | | | |

Please select the Job and press the button [Lock].

| Job Control | | | | | | | | | | | | | Division: SE | | | |
|-------------|----------------|------|----------------|--------------|----------------|---------------|-------|------------|-------------------|--------------------|-------------------------------------|------|--------------|---------|--------------|--------|
| Job# | HKGSE151200039 | | | | | Vessel/Voyage | | HBL No. | | Liner | | | | | | |
| ETD -/+Days | | | | | Container No. | | POL | | Agent | | | | | | | |
| ETA -/+Days | | | | | Container Type | | POD | | Customer | | | | | | | |
| Division | SE | | Status | Able to Lock | | User | | | | | | | | | | |
| | | | | | | | | | | | Return | | | | | |
| L | S | File | Job | Vessel | Name | Voyage | Liner | Job Date | Port of Discharge | Loading Qty | Confirm | User | Prepaid | Collect | No. of House | No. of |
| 1 | | | HKGSE151200039 | T0043 | TEST | 0101 | WAN | 31/12/2015 | BALBOA (PABLB) | 1x20'GP, 12.000CBM | <input checked="" type="checkbox"/> | leo | 3 | 0 | | |

Then you can see that the job is being locked.

| Job Control | | | | | | | | | | | | | Division: SE | |
|-------------|------|-----|----------------|-------|----------------|---------------|----------|-------------------|----------------|--------------------|-------------------------------------|---------|--------------|--------------|
| Job# | %039 | | | | | Vessel/Voyage | | HBL No. | | Liner | | | | |
| ETD -/+Days | | | | | Container No. | | POL | | Agent | | | | | |
| ETA -/+Days | | | | | Container Type | | POD | | Customer | | | | | |
| Division | SE | | Status | | | User | | | | | | | | |
| | | | | | | | | | | | Return | | | |
| S | File | Job | Vessel | Name | Voyage | Liner | Job Date | Port of Discharge | Loading Qty | Confirm | User | Prepaid | Col | No. of House |
| 1 | | | HKGSE151200039 | T0043 | TEST | 0101 | WAN | 31/12/2015 | BALBOA (PABLB) | 1x20'GP, 12.000CBM | <input checked="" type="checkbox"/> | leo | 3 | |

If you want to unlock it, just use the same procedure but select the Status changed to [Locked] .
Press the button [Unlock]

| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility |
|--|---------|----------|---------------|----------------|---------|--------|---------|---------|
| Job Control [?] [X] Division: SE | | | | | | | | |
| Job# | %039 | | | Vessel/Voyage | | | HBL No. | |
| ETD -/+Days | | | | Container No. | | | POL | |
| ETA -/+Days | | | | Container Type | | | POD | |
| Division | SE | | | Status | Locked | | User | |

| S | File | Job | Vessel | Name | Voyage | Liner | Job Date | Port of Discharge | Loading Qty | Discharge | Loading Qty |
|---|--------|----------------|--------|------|--------|-------|----------|-------------------|--------------------|-----------|--------------------|
| 1 | [Icon] | HKGSE151200039 | T0043 | TEST | 0101 | WAN | 31/12 | BALBOA (PABL) | 1x20'GP, 12.000CBM | (PABL) | 1x20'GP, 12.000CBM |

| Job Control | | | | | | | | | | | Division: SE | | User: HKG | |
|-------------|------|--|--|----------------|--------|--|---------|--|--|----------|--------------|--|-----------|-----|
| Job# | %039 | | | Vessel/Voyage | | | HBL No. | | | Liner | | | User | HKG |
| ETD -/+Days | | | | Container No. | | | POL | | | Agent | | | | |
| ETA -/+Days | | | | Container Type | | | POD | | | Customer | | | | |
| Division | SE | | | Status | Locked | | User | | | | | | | |

| U | S | File | Job | Vessel | Name | Voyage | Liner | Job Date | Port of Discharge | Loading Qty | Confirm | User | Prepaid | Collect | Ocean |
|-----|---|--------|----------------|--------|------|--------|-------|------------|-------------------|--------------------|---------|------|---------|---------|-------|
| [x] | 1 | [Icon] | HKGSE151200039 | T0043 | TEST | 0101 | WAN | 31/12/2015 | BALBOA (PABL) | 1x20'GP, 12.000CBM | [x] | leo | 3 | 0 | |

Reverse Invoice

After customer/ vendor invoices are posted to accounting, [Reverse] button will be appeared. It serves the purpose in case users need to re-issue the new invoice or cancel the previous invoice.

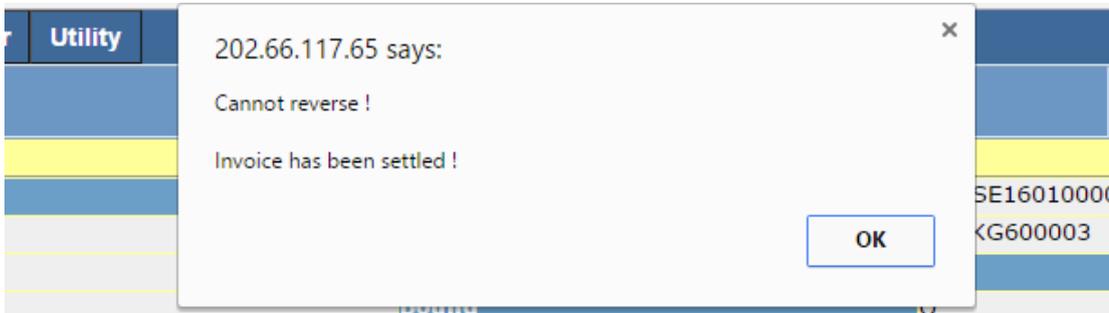
202.66.117.65/uatfm3k/fms810.asp?TAB1=270&TB=2&page=1

| Sea Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility |
|--|-----------------------|----------|---------------|----------------------|----------------|--------|----------|---------------------|
| Vendor Invoice Maintenance (This is UAT environment) User: HKG LEO | | | | | | | | |
| Invoice Details | | | | | | | | |
| Invoice Type | I (I-Inv C-C/R Note) | | | Job# | HKGSE160100017 | | Status | |
| Invoice Number | W5555 | | | B/L# | | | Posting | Posted |
| Vendor | D0012 | | | Shipment Information | | | | |
| DAMCO HONG KONG LTD. | | | | Bound | O | | Division | SE |
| DD124 TIN HA ROAD, PING SHAN, | | | | Vessel | MWY | | | |
| YUEN LONG, N.T., HONG KONG | | | | Voyage | E083 | | | |
| | | | | Sailing Date | 01/01/2016 | | | |
| | | | | Terms | PP | | | |
| | | | | Pay Currency | HKD | | | |
| Payment Terms | Issue Date 01/01/2016 | | | Formula VS HKD | X | | Ex.Rate | 1.000000 |
| Print Type | Due Date | | | Amount | 4,840.00 | | | |
| Remark: SHIPPED PER M.V. YM NEW JERSEY E083 | | | | | | | | |
| Approve status | Y | | | Appr/Un-Appr User | Auto | | Date | 2016/01/27 15:33:19 |
| Update Tax Invoice | Payment Request | Reverse | | | | | | |

| Job | B/L | Container | Charge | Desc | Base | Cur | Rate | Qty/Day | Amt | Ex.Rate | Inv.Amt |
|-----|----------------|-----------|-------------|------|----------------------------|-------|------|---------------------|------------|----------|----------|
| 1 | HKGSE160100017 | WHL55555 | WHSU5066516 | SEL | SEAL FEE | 40'HC | HKD | 60.00 1.000 1.00 | 60.00 X | 1.000000 | 60.00 |
| 2 | HKGSE160100017 | WHL55555 | WHSU5066516 | THC | TERMINAL HANDLING CHARGE A | 40'HC | HKD | 3,080.00 1.000 1.00 | 3,080.00 X | 1.000000 | 3,080.00 |
| 3 | HKGSE160100017 | WHL55555 | | BLF | B/L FEE | SET | HKD | 500.00 1.000 1.00 | 500.00 X | 1.000000 | 500.00 |
| 4 | HKGSE160100017 | | | OFRF | OCEAN FREIGHT (FCL) | TEU | HKD | 1,200.00 1.000 1.00 | 1,200.00 X | 1.000000 | 1,200.00 |

Reverse cannot be processed in case:

1 Settlement had been made from accounting, reminder dialogue will come out:



2. Charges loaded from posted Accrual:

202.66.117.65/uatfm3k/fms800.asp?TB=TAB2

Customer Invoice Maintenance (This is UAT environment) User: HKG|LEO

Invoice Type: I (I-Inv C-C/R Note) Job#: HKGSE160900002 Status: []
 Invoice Number: HKGDS0000537 B/L#: ASHKGTEST7 Posting: []
 Payee*: J0019

Shipment Information

| | | | |
|---------------|------------|----------|----|
| Bound | O | Division | SE |
| Vessel | 301 | | |
| Voyage | AAA | | |
| Sailing Date | 01/09/2016 | | |
| Terms | PP | | |
| Pay Currency* | HKD | | |

Payment Terms: [] Issue Date*: 01/09/2016 Formula VS HKD: X Ex.Rate: 1.000000
 Print Type: 1 - English Due Date: [] Amount: 100.00

Footer Remark (Print First Line Only): []

Approve status: [] Appr/Un-Appr User: [] Date: []

CHG Pmt Invoice Copy Charge Load From Accrual Release to Accrual Approve

Charge from Accrual! Cannot be Void or Reverse

| Job | B/L | Container | Charge * | Desc | Base * | Cur * | Rate | Qty | Day | Amt | Ex.Rate | Inv.Amt | Remark |
|-----|----------------|------------|-------------|------------|------------|-------|--------|-------|-------|----------|----------|----------|--------|
| 1 | HKGSE160900002 | ASHKGTEST7 | ACI | ACI CHARGE | SET | HKD | 100.00 | 1.000 | 1.00 | 100.00 X | 1.000000 | 100.00 | |
| 2 | HKGSE160900002 | ASHKGTEST7 | TEXU2384028 | ACI | ACI CHARGE | SET | HKD | 10.00 | 0.000 | 1.00 | 0.00 X | 1.000000 | 0.00 |

After user pressed the [Reverse] button, a credit note will be generated offset the previous posted invoice. Then the posted invoice will be invalidated. User may issue or input new customer/ vendor invoice again.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Vendor Invoice Maintenance (This is UAT environment) User: HKG|LEO

Invoice Type: [] Invoice No.: YUINV0000 Job No.: [] Payee Code: []
 Issue Date: [] To: [] B/L: [] Cur: []
 Division: [] Status: Reverse User: [] Go

| Invoice # | Type | Job | Bound | Date | Vendor Name | Cur | Amount | Amount(HKD) | Status | Approved | Posting | Create By |
|-----------|-------------|-----|----------------|------|-------------|-------|----------------------------------|-------------|--------|----------|-----------|------------|
| 1 | YUINV00001R | C | HKGSE160100043 | O | 31/01/2016 | Y0006 | YUSEN LOGISTICS (HONG KONG) LTD. | HKD | 600.00 | 600.00 | Reverse | leo |
| 2 | YUINV00001 | I | HKGSE160100043 | O | 15/02/2016 | Y0006 | YUSEN LOGISTICS (HONG KONG) LTD. | HKD | 600.00 | -600.00 | Reverse Y | Posted leo |

Once invoice reversed, the action is irreversible.

TAX INVOICE (for China stations' user)

For China stations, users may need to update tax invoice number for invoice issued. Users will see the [Tax

Invoice Print] button for update tax invoice number.

| | | | | | |
|----------------|-------------|-------------------|--------------------|--------------------------|---------|
| Approve status | | Appr/Un-Appr User | | | Date |
| Prt Invoice | Copy Charge | Load From Accrual | Release to Accrual | Tax Invoice Print | Approve |

The data on tax invoice could be updated if need, this will not affect the original invoice’s data, the amendment will be only for the tax invoice printing. Then press [Submit].

| | | | |
|---|-------------------------------------|------------------------|-------------------------------------|
| Tax Invoice Printing (This is UAT environment) | | User | |
| SZX LEO | | | |
| Invoice | SZXDA0000017 | Invoice Amount | RMB 100.00 |
| Flight No. | | MAWB Number | CLP99888 |
| Flight Date | 03/02/2016 | POL | HONG KONG |
| POD | HONG KONG | Destination | HONG KONG |
| QTY | 10CTN | CHG.WGT | 10.00 |
| VOL.WGT | 0.00 | Tax Invoice No. | TEST |
| Issue Date | 08/07/2016 | Short Name | GEODIS WILSON HONG KONG LTD |
| Status | PRINTED | Print Detail | <input checked="" type="checkbox"/> |
| Charge Name | 运费 | Print Invoice No. | <input type="checkbox"/> |
| Chinese Charge Name | <input checked="" type="checkbox"/> | VAT Format | <input type="checkbox"/> |
| <input type="button" value="Submit"/> <input type="button" value="Void&Reprint"/> | | | |
| History | | | |

Once Customer invoice marked with tax invoice number already, invoice details cannot be further changed.

| | | | | | | | | |
|--|------------------------|----------------------|-----------------------------|--------------------|----------------|----------|----------|-------------------|
| Air Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Utility |
| Customer Invoice Maintenance (This is UAT environment) | | | | | | | | User |
| SZX LEO | | | | | | | | |
| Invoice Type | | I (1-Inv C-C/R Note) | | Job | SZXAM160200001 | Status | | |
| Invoice Number | SZXDA0000017 | MAWB | CLP99888 | Posting | | Division | AM | |
| Payee | G0036 | HAWB | | Flight Information | | | | |
| GEODIS WILSON HONG KONG LTD | | Bound | M | Flight Date | 03/02/2016 | | | |
| UNIT 1110, 11/FLOOR TRADE SQUARE | | Freight Terms | PP | | | | | |
| NO. 681 CHEUNG SHA WAN ROAD, | | | | | | | | |
| KOWLOON, HONG KONG | | | | | | | | |
| Payment Terms | | Issue Date | 03/02/2016 | Pay Currency | RMB | Ex.Rate | 1.000000 | |
| Print Type | 1 - English | Due Date | | Amount | | | 100.00 | |
| Tax Invoice# | TEST | Issue Name | GEODIS WILSON HONG KONG LTD | | | | | |
| Tax Invoice Issue Date | 08 Jul 2016 | Status | PRINTED | | | | | |
| Remark (For Misc. Job) | JOB NO. SZXAM160200001 | | | | | | | |
| Footer Remark (Print First Line Only) | | | | | | | | |
| Approve status | | Appr/Un-Appr User | | | Date | | | |
| Prt Invoice | Load From Accrual | Release To Accrual | Tax Invoice Print | Approve | | | | |
| HAWB | Charge | Desc | Base | Cur | Rate | Qty1 | Qty2 | Amt |
| 1 | TRU | TRUCKING FEE | SHP | RMB | 100.000 | 1.00 | 1.00 | 100.00 |
| | | | | | | | | Ex.Rate Inv.Amt |
| | | | | | | | | 1.000000 100.00 |

In case users need to amend the invoice’s charges after tax invoice printed, user need to press [Tax Invoice Print] -> [Void&Reprint]

Customer Invoice Maintenance (This is UAT environment) User: SZX|LEO

Invoice Type: I (1-Inv C-C/R Note) Job#: SZXSM160100001 Status: Posting

Invoice Number: SZXDS0000028 B/L#: M0006

Payee: M0006

M.C. LOGISTICS
AVE. CARLOS PEREZ RICART #5,
ANTIGUA SOL PONIENTE, SANTO DOMINGO, D.R.

Shipment Information
Bound: T Division: SM
Vessel:
Voyage:
Sailing Date: 18/01/2016
Terms: PP
Pay Currency: RMB
Formula VS RMB: X Ex.Rate: 1.000000

Payment Terms: Issue Date: 18/01/2016
Print Type: 1 - English Due Date:
Tax Invoice#: TEST Issue Name: M.C. LOGISTICS
Tax Invoice Issue Date: 13 Jun 2016 Status: PRINTED
Amount: 1,000.00

Footer Remark (Print First Line Only)
Approve status: Appr/Un-Appr User: Date:

| Job | Charge | Desc | Base | Cur | Rate | Qty | Day | Amt | Ex.Rate | Inv.Amt | Remark |
|------------------|--------|--------------|------|-----|----------|-------|------|------------|----------|----------|--------|
| 1 SZXSM160100001 | TRU | TRUCKING FEE | W/M | RMB | 1,000.00 | 1.000 | 1.00 | 1,000.00 X | 1.000000 | 1,000.00 | |

202.66.117.65/uatfm3k/fms877.asp?xininvoice=SZXDS0000028

Tax Invoice Printing (This is UAT environment) User: SZX|LEO

Invoice: SZXDS0000028 Invoice Amount: RMB 1000.00

Vessel/Voyage: HBL Number:

Onboard Date: 18/01/2016 POL:

POD: Delivery:

QTY: KGS:

CBM: Tax Invoice No.: TEST

Issue Date: 13/06/2016 Short Name: M.C. LOGISTICS

Status: PRINTED Print Detail:

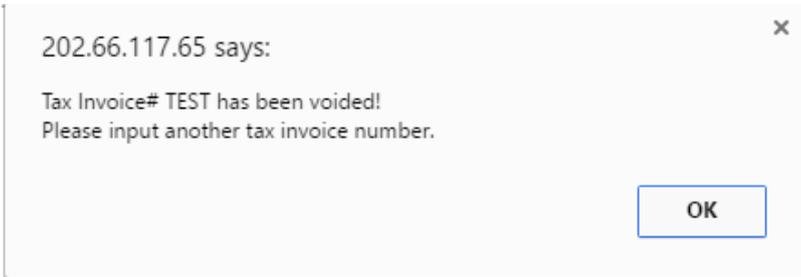
Charge Name: 运费 Print Invoice No.:

Chinese Charge Name: VAT Format:

Submit Void&Reprint

History:

Alert will be popped out, press [OK]



The Tax invoice# will be eliminated, user will be allowed to amend the charges details:

Customer Invoice Maintenance (This is UAT environment)

Browse Invoice Details CAS Details

| | | | | | | |
|---------------------------------------|------------------------|--------------------|-----------------------------|--------------------|-------------------|---------|
| Invoice Type | I | (I-Inv C-C/R Note) | Job | SZXAM160200001 | | |
| Invoice Number | SZXDA0000017 | | MAWB | CLP99888 | | |
| Payee* | G0036 | | HAWB | | | |
| GEODIS WILSON HONG KONG LTD | | | Flight Information | | | |
| UNIT 1110, 11/FLOOR TRADE SQUARE | | | Bound | M | | |
| NO. 681 CHEUNG SHA WAN ROAD, | | | Flight Date | 03/02/2016 | | |
| KOWLOON, HONG KONG | | | Freight Terms | PP | | |
| | | | | | | |
| Payment Terms | | Issue Date* | 03/02/2016 | Pay Currency* | RMB | |
| Print Type | 1 - English | Due Date | | Amount | | |
| Tax Invoice# | | Issue Name | GEODIS WILSON HONG KONG LTD | | | |
| Tax Invoice Issue Date | 08 Jul 2016 | Status | PRINTED | | | |
| Remark (For Misc. Job) | JOB NO. SZXAM160200001 | | | | | |
| Footer Remark (Print First Line Only) | | | | | | |
| Approve status | | Appr/Un-Appr User | | Date | | |
| CHG | Prt Invoice | Void | Load From Accrual | Release To Accrual | Tax Invoice Print | Approve |

Customer Invoice Maintenance (This is UAT environment)

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Browse Invoice Details CAS Details

| | | | | | | | | | |
|---------------------------------------|------------------------|--------------------|-----------------------------|----------------|----------|---------|----------|---------|---------|
| Invoice Type | I | (I-Inv C-C/R Note) | Job | SZXAM160200001 | Status | | | | |
| Invoice Number | SZXDA0000017 | | MAWB | CLP99888 | Posting | | | | |
| Payee* | G0036 | | HAWB | | Division | AM | | | |
| GEODIS WILSON HONG KONG LTD | | | Flight Information | | | | | | |
| UNIT 1110, 11/FLOOR TRADE SQUARE | | | Bound | M | | | | | |
| NO. 681 CHEUNG SHA WAN ROAD, | | | Flight Date | 03/02/2016 | | | | | |
| KOWLOON, HONG KONG | | | Freight Terms | PP | | | | | |
| | | | | | | | | | |
| Payment Terms | | Issue Date* | 03/02/2016 | Pay Currency* | RMB | Ex.Rate | 1.000000 | | |
| Print Type | 1 - English | Due Date | | Amount | | | 100.00 | | |
| Tax Invoice# | | Issue Name | GEODIS WILSON HONG KONG LTD | | | | | | |
| Tax Invoice Issue Date | 08 Jul 2016 | Status | PRINTED | | | | | | |
| Remark (For Misc. Job) | JOB NO. SZXAM160200001 | | | | | | | | |
| Footer Remark (Print First Line Only) | | | | | | | | | |
| Approve status | | Appr/Un-Appr User | | Date | | | | | |
| Charge* | Desc | Base | Cur* | Rate | Qty1 | Qty2 | Amt | Ex.Rate | Inv.Amt |
| TRU | TRUCKING FEE | SHP | RMB | 100 | 1 | 1 | 100 | 1 | 100 |
| | | | | | | | | | |

