

Contents

Air Miscellaneous2

Air Miscellaneous

As there may be some local services which are not related to export/ import of shipment, miscellaneous job provides user to record the services and issue invoices with a simple and quick way.

Go to Air Freight -> Miscellaneous -> Miscellaneous Job

➤ Please press [Go]

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility		
Misc. Job ? ☰ ✕			(This is a Miscellaneous Job)								User HKG LEO
MAWB			Job#			Terms	▼		Shipper		
Date			POL			POD			Consignee		
-/+Days											
Division	AM ▼		Status	▼		User	▼		Agent		
											Go

Press [+] for new record.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility				
Misc. Job							(This is UAT environment)			Division: AM			User HKG\LEO
Bill No.			Job#	HAWB		Shipper							
Date -/ +Days			POL	POD		Consignee							
Division	AM ▼		Status	User		Agent							
Terms	▼		Go										
						Freight		Other					
+ Bill No.	HAWB	Shipper Name	Consignee Name	Qty	Gross Weight	CBM	Terms	Terms	POL	POD	Date	Job	
1	□	B&B GROUP LIMITED	LHS WORLDWIDE	0	0.00	0.000 PP					14/06/2016	HKGAM000100009	
2	ASHKG650011111	MISC		0	0.00	0.000					06/06/2016	HKGAM000100010	

Please fill in the form. Only the fields with [*] is mandatory.

Job field will not be edited because job number will be auto generated.

Press [Confirm] once finish.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility			
Misc. Job [?] [X] (This is UAT environment)										Division: AM	[X] [PDF] [Print] [Refresh]	User: HKG [L]
Browse MAWB Charge File												
HAWB#				Bill No.				Job				
Shipper	MISC			Coloader				Coloader Name				
				Controlling Customer	A0013			AIR SEA WORLDWIDE (U.K.) LIMITED				
				Controlling Salesman	CORP			Brand		Network		
				R/O Agent				Name				
				Service Type *	▼			Other Term ▼				
				Incoterm	BOOKING AGENT							
				Freight Term	COURIER							
				PP/CC	CUSTOMS BROKER							
				Currency	RAILWAY							
					SWITCH HBL							
				First Carrier	TRUCKING							
					WAREHOUSE							
				Flight / Truck No.				ETD *		ETA		
				Place of Receipt								
Notify #1				Port of Loading								
				Final Destination								
				Remark								
Special Instruction												
Confirm Cancel Hot Key ESC-Cancel												

Details of the job can also be added if any:

Seq	Qty	Unit	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Marks	Goods Descriptions.
1	10	10 CTN	600.00	KGS	0.00	600.00	20.550	WINE 1234	WINE 0001 WINE 9991

After creating the job file, users may input charges for sales and purchase. Income added in Sales, cost is added under purchase.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility					
Misc. Job ? × (This is UAT environment)					Division: AM		User: HKG LEO							
<div> <div>Browse</div> <div>MAWB</div> <div>Charge</div> <div>File</div> </div>														
Bill No.	Job		HKGAM160700001		Job Date		01/07/2016							
Shipper	JANICE TEST 2 LTD D													
Consignee	MAIME HONGKONG CONSIGNEE													
Qty	10	Gross Wgt.	600.00	Volume Wgt.	0.00	Chargeable Wgt.	600.00							
Freight Term	PP	Oth. Term	PP	Port of Loading	CAN	Final Destination	CAN							
Generate Invoice														
SALES					Original Charge Item									
Chrg *	Description	F	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	Bill	Remark
Term	PP	Code	M0067	Invoice To	MAIME HONGKONG CONSIGNEE				Inv.Curr	HKD	Inv#			
1	TRU	TRUCKING FEE	KGS	HKD	10.000	600.000	6,000.00	HKD	1.000000	6,000.00	O			
2	CIS	CUSTOMS INSPECTION FEE	SET	HKD	50.000	1.000	50.00	HKD	1.000000	50.00	O			
										6,050.00				
PURCHASE														
Chrg *	Description	F	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	Bill	
										0.00				

In case users need to issue credit note, user may input “-” with the charge rate:

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility				
Misc. Job ? × (This is UAT environment)					Division: AM								
<div> <div>Browse</div> <div>MAWB</div> <div>Charge</div> <div>File</div> </div>													
Bill No.	Job		HKGAM160700001		Job Date		01/07/2016						
Shipper	JANICE TEST 2 LTD D												
Consignee	MAIME HONGKONG CONSIGNEE												
Qty	10	Gross Wgt.	600.00	Volume Wgt.	0.00	Chargeable Wgt.	600.00						
Freight Term	PP	Oth. Term	PP	Port of Loading	CAN	Final Destination	CAN						
SALES					Original Charge Item								
Chrg *	Description	F	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Ctrl	By	Bill	
Term	CC	Code	00021	Invoice To	IP LAU CHING ANNIE								
PSL	PROFIT SHARE		JOB	HKD	-200	1	-200	HKD		1	O		

After input all charges, users may press [Generate Invoice] and [Gen. Purchase Inv] to issue the invoices.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility																																																																																																														
Misc. Job 2 (This is UAT environment) Division: AM User: HKG LEO																																																																																																																							
Browse MAWB Charge File Bill No. Job HKGAM160700001 Job Date 01/07/2016 Shipper JANICE TEST 2 LTD D Consignee MAIME HONGKONG CONSIGNEE Qty 10 Gross Wgt. 600.00 Volume Wgt. 0.00 Chargeable Wgt. 600.00 Freight Term PP Oth. Term PP Port of Loading CAN Final Destination CAN Generate Invoice Gen. Purchase Inv																																																																																																																							
SALES Original Charge Item <table border="1"> <thead> <tr> <th>Chrg</th> <th>Description</th> <th>F Base</th> <th>Curr</th> <th>Rate</th> <th>Qty</th> <th>Amount</th> <th>Inv.Curr</th> <th>Ex.Rate</th> <th>Inv. Amount</th> <th>Ctrl</th> <th>By</th> <th>Bill</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Term</td> <td>CC</td> <td>Code</td> <td>I0021</td> <td>Invoice To</td> <td colspan="4">IP LAU CHING ANNIE</td> <td>Inv.Curr</td> <td>HKD</td> <td>Inv#</td> <td colspan="2"></td> </tr> <tr> <td>1 PSL</td> <td>PROFIT SHARE</td> <td>SET</td> <td>HKD</td> <td>-200.000</td> <td>1.000</td> <td>-200.00 HKD</td> <td>1.000000</td> <td></td> <td>-200.00 O</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9"></td> <td>-200.00</td> <td colspan="3"></td> </tr> <tr> <td>Term</td> <td>PP</td> <td>Code</td> <td>M0067</td> <td>Invoice To</td> <td colspan="4">MAIME HONGKONG CONSIGNEE</td> <td>Inv.Curr</td> <td>HKD</td> <td>Inv#</td> <td colspan="2"></td> </tr> <tr> <td>2 TRU</td> <td>TRUCKING FEE</td> <td>KGS</td> <td>HKD</td> <td>10.000</td> <td>600.000</td> <td>6,000.00 HKD</td> <td>1.000000</td> <td></td> <td>6,000.00 O</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 CIS</td> <td>CUSTOMS INSPECTION FEE</td> <td>SET</td> <td>HKD</td> <td>50.000</td> <td>1.000</td> <td>50.00 HKD</td> <td>1.000000</td> <td></td> <td>50.00 O</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9"></td> <td>6,050.00</td> <td colspan="3"></td> </tr> </tbody> </table>										Chrg	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	Remark	Term	CC	Code	I0021	Invoice To	IP LAU CHING ANNIE				Inv.Curr	HKD	Inv#			1 PSL	PROFIT SHARE	SET	HKD	-200.000	1.000	-200.00 HKD	1.000000		-200.00 O														-200.00				Term	PP	Code	M0067	Invoice To	MAIME HONGKONG CONSIGNEE				Inv.Curr	HKD	Inv#			2 TRU	TRUCKING FEE	KGS	HKD	10.000	600.000	6,000.00 HKD	1.000000		6,000.00 O					3 CIS	CUSTOMS INSPECTION FEE	SET	HKD	50.000	1.000	50.00 HKD	1.000000		50.00 O														6,050.00			
Chrg	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	Remark																																																																																																										
Term	CC	Code	I0021	Invoice To	IP LAU CHING ANNIE				Inv.Curr	HKD	Inv#																																																																																																												
1 PSL	PROFIT SHARE	SET	HKD	-200.000	1.000	-200.00 HKD	1.000000		-200.00 O																																																																																																														
									-200.00																																																																																																														
Term	PP	Code	M0067	Invoice To	MAIME HONGKONG CONSIGNEE				Inv.Curr	HKD	Inv#																																																																																																												
2 TRU	TRUCKING FEE	KGS	HKD	10.000	600.000	6,000.00 HKD	1.000000		6,000.00 O																																																																																																														
3 CIS	CUSTOMS INSPECTION FEE	SET	HKD	50.000	1.000	50.00 HKD	1.000000		50.00 O																																																																																																														
									6,050.00																																																																																																														
PURCHASE <table border="1"> <thead> <tr> <th>Chrg</th> <th>Description</th> <th>F Base</th> <th>Curr</th> <th>Rate</th> <th>Qty 1</th> <th>Amount</th> <th>Inv.Curr</th> <th>Ex.Rate</th> <th>Inv. Amount</th> <th>Ctrl</th> <th>By</th> <th>Bill</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>Term</td> <td>PP</td> <td>Code</td> <td>T0001</td> <td>Invoice From</td> <td colspan="4">TRANS-TRADE, INC.</td> <td>Inv.Curr</td> <td>HKD</td> <td>Inv#</td> <td colspan="2"></td> </tr> <tr> <td>1 TRU</td> <td>TRUCKING FEE</td> <td>KGS</td> <td>HKD</td> <td>3.500</td> <td>600.000</td> <td>2,100.00 HKD</td> <td>1.000000</td> <td></td> <td>2,100.00 O</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9"></td> <td>2,100.00</td> <td colspan="3"></td> </tr> </tbody> </table>										Chrg	Description	F Base	Curr	Rate	Qty 1	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	Remark	Term	PP	Code	T0001	Invoice From	TRANS-TRADE, INC.				Inv.Curr	HKD	Inv#			1 TRU	TRUCKING FEE	KGS	HKD	3.500	600.000	2,100.00 HKD	1.000000		2,100.00 O														2,100.00																																																										
Chrg	Description	F Base	Curr	Rate	Qty 1	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	Remark																																																																																																										
Term	PP	Code	T0001	Invoice From	TRANS-TRADE, INC.				Inv.Curr	HKD	Inv#																																																																																																												
1 TRU	TRUCKING FEE	KGS	HKD	3.500	600.000	2,100.00 HKD	1.000000		2,100.00 O																																																																																																														
									2,100.00																																																																																																														

**Only Footer Remark will be printed on the invoice.

User may press [Print Invoice] to have a look for the invoice draft. After press the [approval] button, the word (Draft) will be omitted.

Customer Invoice Maintenance 2 (This is UAT environment) User: HKG LEO										
Browse Invoice Details CAS Details										
Invoice Type	I	(I-Inv C-C/R Note)	Job	HKGAM160700001	Status					
Invoice Number	HKGDA0000277	MAWB	HKGAM160700001	Posting						
Payee*	M0067	HAWB		Division	AM					
MAIME HONGKONG CONSIGNEE			Flight Information							
25/F REALLY GOOD STREET, HONG KONG			Bound	M						
			Flight Date	01/07/2016						
			Freight Terms	PP						
Payment Terms		Issue Date*	01/07/2016	Pay Currency*	HKD	Ex.Rate	1.000000			
Print Type	1 - English	Due Date		Amount		6,050.00				
Remark (For Misc. Job)										
Footer Remark (Print First Line Only)	12345678									
Approve status	Appr/on-Appr user Date									
CHG	Prt Invoice	Void	Load From Accrual	Release To Accrual	Approve					
+ HAWB	Charge *	Desc	Base *	Cur *	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt
1 ASW-1234567	TRU	TRUCKING FEE	KGS	HKD	10.000	600.00	1.00	6,000.00	1.000000	6,000.00
2 ASW-1234567	CIS	CUSTOMS INSPECTION FEE	SET	HKD	50.000	1.00	1.00	50.00	1.000000	50.00

Each charge details are allowed to add remarks:

Customer Invoice Maintenance (This is UAT environment)						User HKG LEO	
<div> <div>Browse</div> <div>Invoice Details</div> <div>CAS Details</div> </div>							
Invoice Type	I	(I-Inv C-C/R Note)	Job	HKGAM160700001	Status		
Invoice Number	HKGDA0000277		MAWB	HKGAM160700001	Posting		
Payee*	M0067		HAWB		Division	AM	
MAIME HONGKONG CONSIGNEE			Flight Information				
25/F REALLY GOOD STREET, HONG KONG			Bound	M			
			Flight Date	01/07/2016			
			Freight Terms	PP			
Payment Terms		Issue Date*	01/07/2016	Pay Currency*	HKD	Ex.Rate	1.000000
Print Type	1 - English	Due Date		Amount	6,050.00		
Remark (For Misc. Job)							
Footer Remark (Print First Line Only)							
12345678							
12345678							
12345678							
Approve status		Appr/Un-Appr User		Date			
Charge *	Desc	Base *	Cur *	Rate	Qty1	Qty2	Amt Ex.Rate Inv.Amt
TRU	TRUCKING FEE	KGS	HKD	10	600	1	6000 1 6000
Collect from factory to warehouse							
2 CIS	CUSTOMS INSPECTION FEE	SET	HKD	50.000	1.00	1.00	50.00 1.000000 50.00



AIR SEA WORLDWIDE
港捷國際貨運

INVOICE (DRAFT)

To : MAIME HONGKONG CONSIGNEE
25/F REALLY GOOD STREET,
HONG KONG

Invoice No. : HKGDA0000277
Job No. : HKGAM160700001
Date : 01/07/2016
Customer No. : M0067

Tel :
Attn. : Fax :

Flight/Truck No. : TRU 0001

ETD Date : 01/07/2016

ETA Date : 01/07/2016

Bill No. : ABC 1234567

HAWB No. : ASW-1234567

Place of Receipt : HONG KONG

Final Destination : GUANGZHOU

QTY : 10 CTNS

Gross Weight : 600.0 KGS

Chargeable Weight : 600.0 KGS

Descriptions	Rate	Amount
TRUCKING FEE	HKD 10.00/KGS X 600.000	HKD 6,000.00
Collect from factory to warehouse		
CUSTOMS INSPECTION FEE	HKD 50.00/SET X 1.000	HKD 50.00

Remarks : 12345678
12345678
12345678

SAY : HONG KONG DOLLARS SIX THOUSAND AND FIFTY ONLY

Prepared By : Leo C

Invoice Issue Date : 29/07/2016

TOTAL : **HKD 6,050.00**

Please pay to the following bank accounts:

Beneficiary: Air Sea Worldwide Logistics Ltd.
Banker : The Hong Kong & Shanghai Banking Corp. Ltd.
Bank Address: 1 Queen's Road Central, Hong Kong.
USD A/C# 567-611587-201 / HKD A/C# 567-611587-001
SWIFT:HSBCHKHHKHH

Please tick "Blank Form" to have the invoice print on pre-print form.

Browse Invoice Details CAS Details		Invoice Type: I (I-Inv C-C/R Note)		Job: HKGAM151200002	Status:
Invoice Number: HKGDA0000189		MAWB: CLP-0001	Posting:		
Payee: T0064		HAWB:	Division: AM		
TEST123		Flight Information			
		Bound: M			
		Flight Date: 18/12/2015			
		Freight Terms: PP			
Payment Terms:		Issue Date: 01/01/2016	Pay Currency: HKD	Ex.Rate: 1.000000	
Print Type: 1 - Details		Due Date:	Amount: 720.00		
Remark (For Misc. Job): SHIPPER APPLE TREE STORE SZX HKG 10 CTN 120.00 K					
		CONSIGNEE ORANGE JUICE COMPANY			
		MAWB NO. CLP-0001			
		HAWB NO. TRUCK 1234			
		JOB NO. HKGAM151200002			
Footer Remark (Print First Line Only): TRUCK 1234 // SZX/HKG // 10 CTN // 120.00 K					
Approve status: Y	Appr/Un-Appr User: leo	Date: 2016/03/21 17:59:36			
Prt Invoice	Un-approve	Void			
Invoice	Desc: DELIVERY CHARGE	Base: KGS	Cur: HKD	Rate: 6.000	Qty1: 120.00
				Qty2: 1.00	Amt: 720.00
				Ex.Rate: 1.000000	Inv.Amt: 720.00
					Unit: CTN
					Unit: KGS
					Chargeable WGT: 0.00
Blank Form					

If there is extra document need to be recorded in the job for filing, user may proceed to [File] tag, then press [Upload] to upload file (excel, word, PDF, jpg, png) to the job.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Misc. Job (This is UAT environment)					Division: AM		User: HKG LEO		
Browse MAWB Charge File		Job: HKGAM151200002		Job Date: 18/12/2015					
MAWB: CLP-0001		Shipper:		Consignee:					
Qty: 10	Gross Wgt: 120.00	Volume Wgt: 0.00	Chargeable Wgt: 120.00						
Freight Term: PP	Oth. Term: PP	Port of Loading: HKG	Final Destination: HKG						
Upload		Remark		Create Date					
File Name		Remark		Create Date					

After confirming the job is finished by supervisor, lock job could be done.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Misc. Job (This is UAT environment)					Division: AM		User: HKG LEO		
MAWB:		Job#: HKGAM151200002	Terms:	Shipper:					
Date:		POL:	POD:	Consignee:					
Division: AM	Status:	User:	Agent:	Go					
Able to Lock		Freight		Other					
MAWB	Shipper Name	Consignee Name	Gross Weight	CBM	Terms	POL	POD	Date	Job
1 CLP-0001			10	120.00	0.000 PP	PP	HKG	HKG	18/12/2015 HKGAM151200002

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Misc. Job (This is UAT environment)					Division: AM		User: HKG LEO		
MAWB:		Job#: HKGAM151200002	Terms:	Shipper:					
Date:		POL:	POD:	Consignee:					
Division: AM	Status: Able to Lock	User:	Agent:	Return					
Lock		Freight		Other					
L	MAWB	Shipper Name	Consignee Name	Qty	Gross Weight	CBM	Terms	POL	POD
1	CLP-0001			10	120.00	0.000 PP	PP	HKG	HKG
								Date	Job
								18/12/2015	HKGAM151200002

