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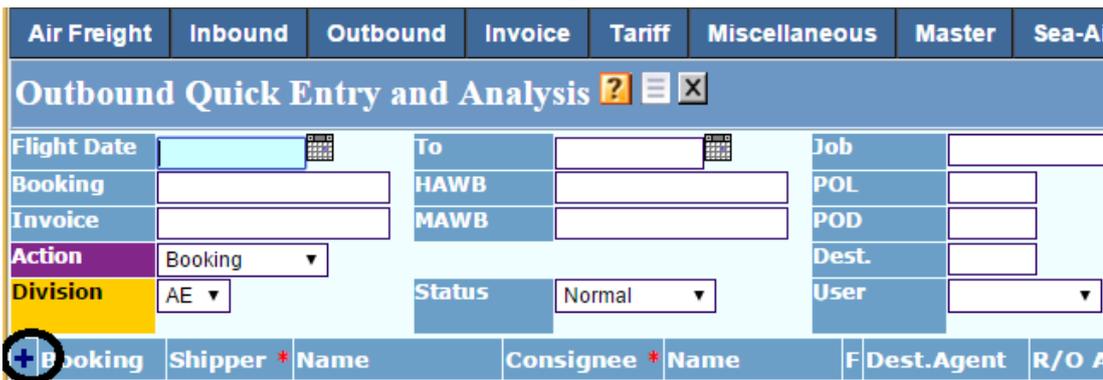
# TOPIC FIVE : Air Export Operation

## Quick Entry and Analysis (Booking)

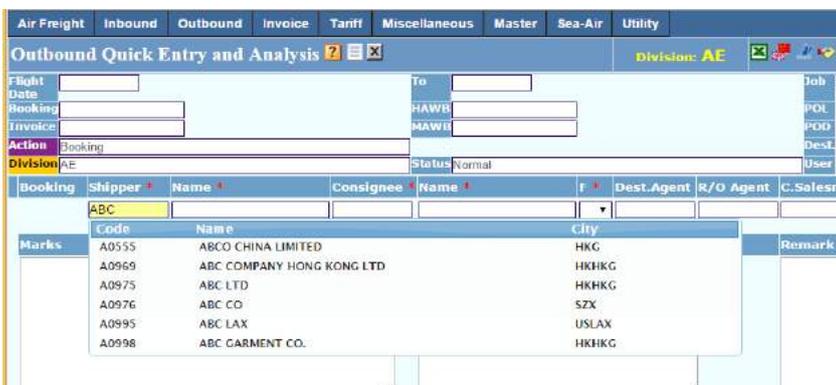
Select the Action and the right division, then press the button [go]



Press the button [+] to create a new booking.



User may simply key in the shipper name to choose the corresponding shipper code:



Or press [F8] to select the code of the Shipper by name search. When press [F8], system will pop out another window. Input the name of the shipper and press [TAB]

Name	%ABC	Short Name	
Chinese Name		Tax Code	

System will pop out the result for selection, double click to the record you want to choose.

Advance Search Shipper		Division: AE		Use
Code		Name	%ABC	Short Name
Country		Chinese Name		Tax Code
Customer Name	Code	Port	Zip	Short Name
1 ABC CO	A0976	SZX		ABC SZX
2 ABC COMPANY HONG KONG LTD	A0969	HKHKG		ABC COMPANY
3 ABC GARMENT CO.	A0998	HKHKG		ABC GARMENT CO.
4 ABC LAX	A0995	USLAX		ABC LAX
5 ABC LTD	A0975	HKHKG		ABC LTD
6 ABCO CHINA LIMITED	A0555	HKG		ABCO CHINA LIM

Same procedure for Consignee or Agent.

The mandatory field are indicated with red star.

Air Flight		Inbound	Outbound	Invoice	Tarif	Miscellaneous	Master	Sea-Air	Utility
Outbound Quick Entry and Analysis									
Flight Date		To		Job		Shipper		Consignee	
Booking		RAWB		POD		O/Agent		Customer	
Invoice		RAWB		POD		Dest.		Salesman	
Action	Booking			Dest.		User			
Division	PC	Rate	Normal						
Booking	Shipper	Name	Consignee	Name	F	Dest.Agent	R/O Agent	C.Salesman	Warehouse
POD	POR	POL	POD	Dest.	Fr	OLh	Flight No	Flight Date	
Marks	Goods Descriptions	Remark							

When user input the Pcs, another window will be pop out.

Please input the dimension.

The qty should match with the previous qty input.

The press the button [Submit]

QX  /  /  V.weight:  Total Qty:  Expected Qty:  Weight Unit:

L	W	H	QTY	L	W	H	QTY	L	W	H	QTY	L	W	H	
1.	<input type="text" value="10"/>	x	<input type="text" value="10"/>	x	<input type="text" value="10"/>	-	<input type="text" value="10"/>	16.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
2.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	17.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
3.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	18.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
4.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	19.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
5.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	20.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
6.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	21.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
7.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	22.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
8.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	23.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
9.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	24.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
10.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	25.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
11.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	26.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
12.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	27.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
13.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	28.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
14.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	29.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
15.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>	30.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								31.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								32.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								33.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								34.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								35.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								36.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								37.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								38.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								39.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								40.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								41.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								42.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								43.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								44.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								45.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								46.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								47.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								48.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								49.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								50.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								51.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								52.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								53.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								54.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								55.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								56.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								57.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								58.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								59.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>
								60.	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	-	<input type="text"/>

User can continue to input the detail such as gross weight, CBM. These information can be input later in HAWB Preparation.

DIVISION: AE														User: ESY/LEO													
Job		POI		POD		Dest		Frt		Oth		Flight No		Flight Date		Pcs		Unit		G. Wgt		CBM		C. Wgt/Receive		Custom Brok	
[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]		[...]	

If the Marks and Description is available, user can also input the information and press tick after finish.

Marks	Goods Descriptions.	Dimension
C# 1- 10	Leather handbag	

In case the shipper/ consignee code was not found in system, please use code 'Dummy', then type the shipper/ consignee's name in system in order to continue input shipment data.

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

**Outbound Quick Entry and Analysis** (This is UAT environment) Division: AE

Flight Date: [ ] To: [ ] Job: [ ] Shipper: [ ]  
 Booking: [ ] HAWB: [ ] POL: [ ] Consignee: [ ]  
 Invoice: [ ] MAWB: [ ] POD: [ ] O.Agent: [ ]  
 Action: Booking Dest.: [ ] Customer: [ ]  
 Division: AE Status: Normal User: [ ]

Booking Shipper \* Name \* Consignee \* Name \* F \* Dest.Agent \*

Code	Name	City	Short Name
DUMMY			DUMMY

Code controller will check and apply to register the company's name in Dummy code into the system.  
 Master -> Dummy Code Replacement (Air)

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

**HAWB Preparation** (This is UAT environment) Division: AE

Shipper: DUMMY  
 AHC COMPANY  
 FLAT B, 24/F  
 SHA SHA BUILDING, SHA SHA ROAD,  
 SHATIN, H.K.

Consignee: B0043  
 BK TEST 123

Master Sea Air Utility

Salesman and Customer Code  
 Port/Country/Region Master  
 Air Freight Master  
 Miscellaneous  
 Dummy Code Replacement (Air)

695-2222222 Job  
 B0002 Name  
 Name  
 Network  
 Phone

Corporation  
 Salesman: CORP  
 Quotation (Shipper)  
 Special Instruction  
 Contact Information Name: Phone:

Controller may filter the search result by input the fields provided in the upper part of the screen.

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

**Dummy Code Replacement** (This is UAT environment) Division: AE

HAWB No. [ ] MAWB No. [ ] Job No. [ ]  
 Shipper Name: AHC COMPANY Consignee Name: [ ] Notify Party Name: [ ]  
 Create Date From: [ ] Check Consignee: [ ] Check Notify Party: [ ]

A maximum of 500 records are shown in one time.

Bound	AWB	HAWB	MAWB	Job No.	Flight Date	Shipper	Name	Consignee	Name	Notify Part	Name
10	B				10/05/2016		DD COMPANY COMPANY		SADKSCSDSF		SAME AS CONSIGNEE
20	H	ASHKG650353	098-1221212156	HKGAE160900002	07/09/2016		ANNIE IP COMPANY		DUMMY		SAME AS CONSIGNEE
30	H	ASHKG650303	695-22222222	HKGAE161100002	29/11/2016		AHC COMPANY		BK TEST 123		SAME AS CONSIGNEE
40	H	HKAEG602030	114-13018482	HKGAE160200084	21/02/2016		TAT FAL ZIPPER (HK) COMPANY LIMITED		COPEN TAT ZIPPER LIMITED		ELDAN CARGO 2000 LTD.
50	B				16/02/2016		CITIZEN WATCH COMPANY LTD		ALC		
60	B				15/02/2016		ABC COMPANY		DEF COMPANY		SAME AS CONSIGNEE
70	B				17/02/2016		ABC COMPANY		AIR SEA WORLDWIDE PANAMA S.A.		SAME AS CONSIGNEE
80	S	ASW-261828	933-81641711	HKGAE160100023	27/01/2016		CITIZEN WATCH COMPANY LTD		ALC		
90	S	ASW-261823	933-81641711	HKGAE160100023	27/01/2016		CITIZEN WATCH COMPANY LTD		ALC		
100	H	ASHKG650075	125-1252926	HKGAE160200007	26/02/2016		CITIZEN WATCH COMPANY LTD		ALC		
110	H	ASHKG650060	043-11111133	HKGAE100100017	29/01/2016		CITIZEN WATCH COMPANY LTD		CITIZEN UK		
120	M				28/01/2016		CITIZEN WATCH COMPANY LTD		CITIZEN UK		
130	H	ASHKG250006	MAIHE-001	HKGAE151200004	20/12/2015		MAIHE AIR COMPANY		MC MAIHE FOODS, S.A.		
140	H	ASHKG250004	160-22222222	HKGAE151200007	22/12/2015		KYZ COMPANY		MT FOODS, S.A.		
150	S	ASHKG250003	160-1000012	HKGAE151200001	18/12/2015		ABC COMPANY		MT FOODS, S.A.		

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 '%AHC'

202.66.117.65/uatfm3k/air801.asp?ref=1360&type=5

**Select Existing Customer** (This is UAT environment) Division: AE

Bound: O  
 HAWB No.: ASHKG650303 MAWB No.: 695-22222222 Job No.: HKGAE161100002  
 Shipper Name: AHC COMPANY  
 Address: FLAT B, 24/F  
 SHA SHA BUILDING, SHA SHA ROAD,  
 SHATIN, H.K.  
 Salesman: CORP  
 Contact:  
 Phone:  
 Email:

Assign to shipment Build a new customer

Name: %AHC 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

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) Division: AE User: HKG|LEO

Bound: O  
 HAWB No.: ASHKG650303 MAWB No.: 695-2222222 Job No.: HKGAE161100002  
 Shipper Name: AHC COMPANY  
 Address: FLAT B, 24/F, SHA SHA BUILDING, SHA SHA ROAD, SHATIN, H.K. Salesman: CORP  
 Contact: Phone: Email:

2. After select the company code, click [Assign to shipment] button

Assign to shipment Build a new customer

Name: %COMPANY Search

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

Sub.GroupName	Name	Address	Country	City	Contact	Phone	Salesman	Status	Inactive
1A0021	AIMAX INT'L FREIGHT COMPANY	5TH FL. BOSUNG BLDG. 957-1 DAECHI-DONG, GANGNAM-GU, SEOUL, KOREA	KR	KRSEL		(82) 2 3452 0700	CORP	Approved	<input type="checkbox"/>
2A0058	AIR SEA WORLDWIDE VIETNAM LOGISTICS COMPANY LIMITE	NO. 11, LANE 70, LINH LANG STREET, WARD CONG VI, BA DINH DISTRICT, HANOI CITY, VIETNAM	VN	VNHAN		(84) 4 3766 9272	CORP	Approved	<input type="checkbox"/>
3A0060	AIMAX FREIGHT COMPANY	#503, STX PAN OCEAN B/D, 83-5, JUNGANG-DONG 4GA, JUNG-GU, BUSAN-SI KOREA	KR	KRPUS		(82) 51 442 0816	CORP	Approved	<input type="checkbox"/>
4A0184	ASA BUSINESS SERVICE COMPANY LTD		HK	HKHKG			CORP	Approved	<input type="checkbox"/>

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

Select Existing Customer - Google Chrome 202.66.117.65/uatfm3k/air801.asp?ref=358&type=S

Select Existing Customer (This is UAT environment) Division: AE User: HKG|LEO

Bound: O  
 HAWB No.: ASHKG550004 MAWB No.: 695-2222222 Job No.: HKGAE151200007  
 Shipper Name: XYZ COMPANY  
 Address: Salesman: CORP  
 Contact: Phone: Email:

202.66.117.65 says:  
 Confirm assign X0007 as Shipper?  
 OK Cancel

Assign to shipment Build a new customer

Name: XYZ COMPANY 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
1X0007	XYZ COMPANY LIMITED	123 STREET, HK	HK	HKHKG			PANG.LEUNG	Approved	<input type="checkbox"/>

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

Select Existing Customer (This is UAT environment) Division: AE User: HKG|LEO

Bound: O  
 HAWB No.: ASHKG650303 MAWB No.: 695-2222222 Job No.: HKGAE161100002  
 Shipper Name: AHC COMPANY  
 Address: FLAT B, 24/F, SHA SHA BUILDING, SHA SHA ROAD, SHATIN, H.K. Salesman: CORP  
 Contact: Phone: Email:

Assign to shipment Build a new customer

Name: AHC COMPANY 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
1A0395	ABC COMPANY LIMITED	SUTE 3444 CA 09998 USA	US	USLAX			CORP	Approved	<input type="checkbox"/>
2A0399	ABC COMPANY (HK) LTD.		HK	HKHKG			RO	Approved	<input type="checkbox"/>
3A0440	ABC COMPANY LAX CO	SUITE NO 98 WO LOK BUILDING LAX ANGELES	US	USLAX			CORP	Approved	<input type="checkbox"/>

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) Division: AE User: HKGJL

Group: AHC COMPANY

HAWB No. ASHG650303 MAWB No. 695-2222222 Job No. HKGAE161100002

Shipper Name: AHC COMPANY

Address: FLAT B, 24/F  
SHA SHA BUILDING, SHA SHA ROAD,  
SHATIN, H.K.

Salesman: CORP

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Group (auto-gen):

Name: AHC COMPANY  
Short Name: AHC COMPANY  
Short Name 2: \_\_\_\_\_  
Address: FLAT B, 24/F  
SHA SHA BUILDING, SHA SHA ROAD,  
SHATIN, H.K.  
Country: HK  
State: \_\_\_\_\_  
Port: HKG  
Zip: \_\_\_\_\_  
Tax Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax1: \_\_\_\_\_

Web Site: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Sales: CORP  
Nature: OTHERS

Shipper:   
Consignee:   
Agent:   
Liner Agent:   
Warehouse:   
Other:   
Forwarder:

Confirm Cancel  
Hot Key: ESC-Cancel

202.66.117.65/uatfm3k/air803.asp?TB=TAB2&action=addhsave

Create New Customer (This is UAT environment) Division: AE User: HKGJL

202.66.117.65 says:

New Customer code A0473 is created!

Shipper Code is updated!

OK

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

Dummy Code Replacement (This is UAT environment) Division: AE User: HKGJL

Brand: \_\_\_\_\_

HAWB No. \_\_\_\_\_ MAWB No. \_\_\_\_\_ Job No. \_\_\_\_\_

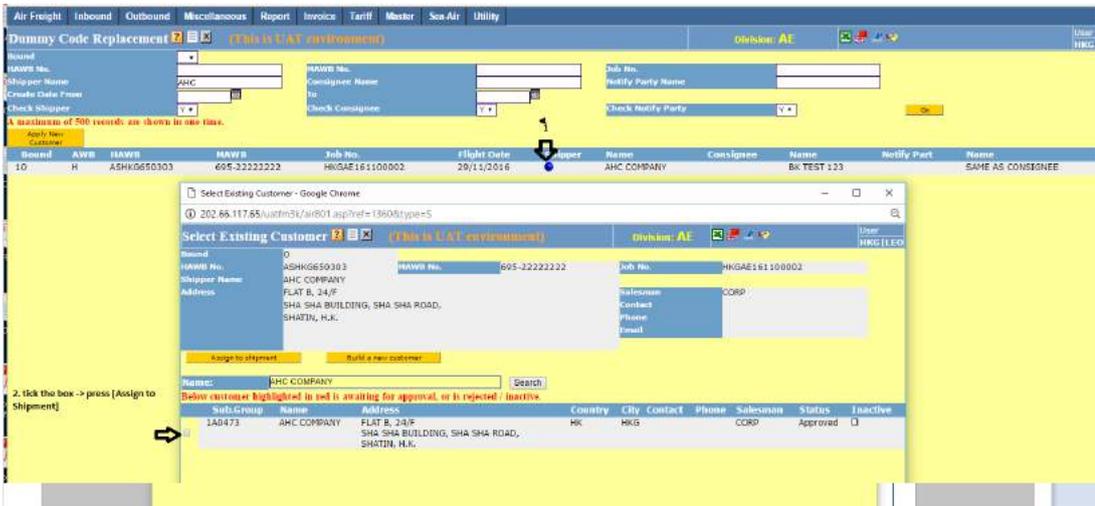
Shipper Name: DCOMPA Consignee Name: \_\_\_\_\_ Notify Party Name: \_\_\_\_\_

Create Date From: \_\_\_\_\_ To: \_\_\_\_\_

Check Shipper: \_\_\_\_\_ Check Consignee: \_\_\_\_\_ Check Notify Party: \_\_\_\_\_

A maximum of 500 records are shown in one time.

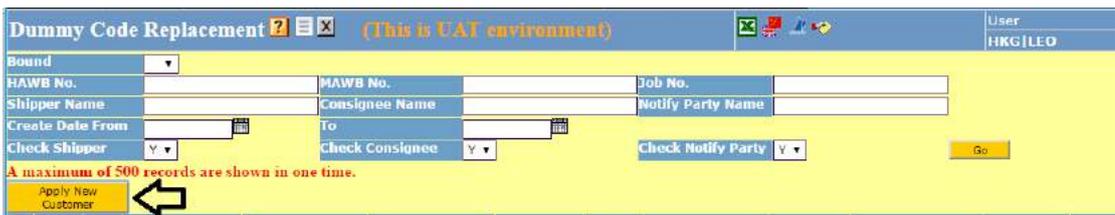
Brand	AWB	MAWB	MAWB	Job No.	Flight Date	Shipper Name	Consignee Name	Notify Party Name
10	B				10/05/2016	DD COMPANY COMPANY	SADXSOSDSDF	SAME AS CONSIGNEE
20	H	ASHG650353	695-1221312156	HKGAE160900002	07/06/2016	ANNIE IP COMPANY	DUMPPY	SAME AS CONSIGNEE
30	H	ASHG650303	695-22222222	HKGAE161100002	20/11/2016	AHC COMPANY	BULTEST 123	SAME AS CONSIGNEE
40	H	HKAE1602010	114-13018482	HKGAE160200084	21/02/2016	TAT FAI ZIPPER (HK) COMPANY LIMITED	COREN TAT ZIPPERS LIMITED	ELDAN CARGO 2000 LTD.
50	B				16/02/2016	CITIZEN WATCH COMPANY LTD	ALC	
60	B				15/02/2016	ABC COMPANY	DEF COMPANY	SAME AS CONSIGNEE
70	B				17/03/2016	ABC COMPANY	DEF COMPANY	SAME AS CONSIGNEE



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



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]



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

Group (auto-gen)\*

Name\* CHEONG WAN LOGISTICS

Short Name\* CHEONG WAN

Short Name 2

Address UNIT 202, CHEONG WAN CENTER  
22-23 TAI PO ROAD, TAI PO MARKET  
N.T. HONG KONG

Country\* HK

State

Port\* HKHKG

Zip

Tax Code

Phone

Fax1

Web Site

Contact

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

## Cargo Receipt

User may update the cargo receipt information from Outbound-> Cargo Receipt

Air Freight Inbound **Outbound** Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**Cargo Receipt** Quick Entry and Analysis (Comment) Division: AE

Booking HKGAEZE

Flight Date

POD

**Cargo Receipt** Go

House Airway Bill Preparation

Master Airway Bill Preparation

Manifest Printing

DIM	PLT	RICL	File	Boo	Remark	Shipper	Name	POD	POD Desc.	Flight Date	Qty	Unit	G.Weight	Qty U
1	●	●	●	●		A0039	DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR	EZE	BUENOS AIRES	27/06/2016		CTN		

Green dot means the column not updated yet, red means already updated.

Air Freight Inbound **Outbound** Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**Cargo Receipt** (This is UAT environment) Division: AE User: HKG|LEO

Booking HKGAEZE650374

Flight Date

POD

Shipper To Division AE

Go

DTM	PLT	RICL	File	Booking	HAWB No.	Ref. No.	Remark	Shipper Name	POD	POD Desc.	Flight Date	Qty	Unit	G.Weight	V.Weight	C.Weight	Dimension
1	●	●	●	●				A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR	EZE	BUENOS AIRES	27/06/2016		CTN				0.00

DIM- Dimension. This update can be synchronized to HAWB preparation, until the charge of the HAWB is input.

The screenshot shows a software interface with a table on the left and a summary panel on the right. The table has columns for L, W, H, and QTY, with rows numbered 1 to 14. The summary panel includes fields for Value for Carriage, Value for Customs, Amount of Insurance, Internal Remark, Execution Place, Ship ID, and Handling Information. A 'Dimension' field is highlighted with a red box, showing '20x20x20cm(100)'.

PLT- Pallet. This can be printed on the document RICL.

The screenshot shows a software interface with a table on the left and a 'RECEIVING INSPECTION CHECK LIST' form on the right. The table has columns for PCS, WGT, and PLT WGT, with rows numbered 1 to 15. The form includes fields for DATE, SHIPPER, DEST, RECEIPT, BATTERY, and DIMENSION. A 'DIMENSION' field is highlighted with a red box, showing '20 X 20 X 21'. A red arrow points from the 'PLT WGT' column of the table to the 'DIMENSION' field in the form.

RICL- Cargo Receipt and Receiving Inspection Check List. This update can be printed out. [F8] function key is available for the marked fields below. After finishing input, press [Confirm].

RICL Maintenance    (This is UAT environment)		Division: AE	User HKG LEO
Browse   Detail			
Booking	HKGAEZE650374		
Shipper	A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR		
POD	EZE BUENOS AIRES		
Flight Date	27/06/2016		
CR No.	160714W001	Date	2016/07/14 10:59:00
Cargo Status	<input type="text"/>		
Ref. No.	<input type="text"/>		
Remark	拍照		
Vehicle License No.	<input type="text"/>	Driver Tel.	<input type="text"/>
Receipt	日昌		
1. Battery Type	<input type="text"/>	Qty	<input type="text"/>
2. Battery Type	<input type="text"/>	Qty	<input type="text"/>
Document	委託書		
DG Type	<input type="text"/>		
Marking	<input type="text"/>		
Confirm Cancel			
Hot Key: ESC-Cancel			

Press [Print] -> users can print the Cargo Receipt and Receiving Inspection Check List:

RICL Maintenance    (This is UAT environment)		Division: AE	User HKG LEO
Browse   Detail			
Booking	HKGAEZE650374		
Shipper	A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR		
POD	EZE BUENOS AIRES		
Flight Date	27/06/2016		
CR No.	160714W001	Date	2016/07/14 10:59:00
Cargo Status	<input type="text"/>		
Ref. No.	<input type="text"/>		
Remark	拍照		
Vehicle License No.	<input type="text"/>	Driver Tel.	<input type="text"/>
Receipt	日昌		
1. Battery Type	<input type="text"/>	Qty	<input type="text"/>
2. Battery Type	<input type="text"/>	Qty	<input type="text"/>
Document	委託書		
DG Type	<input type="text"/>		
Marking	<input type="text"/>		
CHG Print			
Hot Key			
<input type="checkbox"/> Cargo Receipt <input type="checkbox"/> Receiving Inspection Check List		-Live -Live	



**AIR SEA WORLDWIDE**  
港捷國際貨運

SHIPPER'S COPY 交貨人存根

**CARGO RECEIPT 貨物收據**

CR NO. 貨物收據號碼: 160714W001

DATE 日期: 14/07/2016 10:59  
 SHIPPER NAME 發貨人: DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR  
 TOTAL NO. OF CARTON/PALLET/BALE 總箱/板/卷數: 100 CTNS  
 CARGO STATUS 貨物狀況:  
 REMARKS 備註: 拍照  
 VEHICLE LICENSE NO. 車牌號碼:  
 OTHERS 其他:

RECEIVED BY 收貨人:

Air Sea Worldwide Logistics Ltd.  
 港捷國際貨運有限公司  
 Unit 709-713, 7/F., Commercial Bldg., A/F/C, 2 Chun Wan Road, Chek Lap Kok, Hong Kong  
 香港赤鱗角海運路2號機場空運中心裙樓大樓7樓709-713室  
 Tel: +852 2326 2177 Fax: +852 2352 4556 www.airseaworldwide.com  
 All transactions are subject to the Company's Standard Trading Conditions (copy is available upon request), which in certain circumstances limit or exempt the Company's liability.



**AIR SEA WORLDWIDE**  
港捷國際貨運

WAREHOUSE'S COPY 倉庫存根

**CARGO RECEIPT 貨物收據**

CR NO. 貨物收據號碼: 160714W001

DATE 日期: 14/07/2016 10:59  
 SHIPPER NAME 發貨人: DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR  
 TOTAL NO. OF CARTON/PALLET/BALE 總箱/板/卷數: 100 CTNS  
 CARGO STATUS 貨物狀況:  
 REMARKS 備註: 拍照  
 VEHICLE LICENSE NO. 車牌號碼:  
 OTHERS 其他:

RECEIVED BY 收貨人:



VEHICLE LICENSE NO.車牌號碼：

DRIVER'S TEL NO.司機電話：

RECEIVING INSPECTION CHECK LIST 收貨核對表					
DATE 日期： 14/07/2016 10:59			MAWB 主提單號：		
SHIPPER 發貨人： DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR			BOOKING NO.訂倉號： HKGAEZE650374		
DEST.目的地： EZE			REF 參考號：		
RECEIPT 收貨： 日昌			DOC 文件： 委託書		
BATTERY 電池			PI965	PI966	PI967
			PCS：	PCS：	PCS：
			PI968	PI969	PI970
			PCS：	PCS：	PCS：
*CARGO STATUS/DG will be marked in the following fields 貨物狀況/危險品會於以下欄位顯示*					
					DG 危險品
PCS OF PLT 板數	WEIGHT 重量	PLT WEIGHT 板底重量	DIMENSION 呎碼		QTY 數量
1	60	60	20 X 20 X 20		100
1	50	50			
TOTAL PCS 總板數 <b>2 PCS</b>	TOTAL WEIGHT 總重量 <b>0.00 KGS</b>		TOTAL VOL.總體積重 <b>133.50 KGS</b>		TOTAL QTY 總數量 <b>100 CTNS</b>
REMARKS 備註 拍照			ASW WAREHOUSE NUMBER 港捷倉號 <b>160714W001</b>		
MARKING 箱唛/貨號			COLLECT CARGO 收貨	LABELLING 貼標籤	CHECKED 核對

File- Upload files, including jpg/png/excel/pdf/word, this could be seen in HAWB preparation.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
HAWB Preparation (This is UAT environment)								Division: AE	
Browse   HAWB   Charge   P/O   Manifest   File   Truck   Event Log   Rate HAWB									
HAWB#									
Upload									
File Name			Remark			Create Date			
1 Ocean Export - YCL BL- ok.png						2016/07/14 11:05:00			
2 SE procedure words.docx						2016/07/14 11:04:00			
3 pp.jpg						2016/07/14 10:07:00			

## MAWB Stock Control Entry

MAWB your company received from the airline can be registered in this function.

Air Freight	Inbound	<b>Outbound</b>	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility
<b>OUTBOUND MAWB</b>			Quick Entry and Analysis					
MAWB#	MAWB Stock Control Entry		Lot#	<input type="text"/>				
Issuing Agent			Fr/To Agent	<input type="text"/>				
<b>Division</b>	House Airway Bill Preparation		Status	▼				
Master Airway Bill Preparation								

Input the Division and press [go] and check for the MAWB status.

Air Freight	Inbound	<b>Outbound</b>	Miscellaneous	Report	Invoice	Tariff	Master	Utility
<b>OUTBOUND MAWB STOCK</b> ? [ ] [X]								
MAWB#	<input type="text"/>		Lot#	<input type="text"/>				
Issuing Agent	<input type="text"/>		Fr/To Agent	<input type="text"/>				
<b>Division</b>	AE ▼		Status	▼				
	AE							
	OA							
								go

If there is no record, press [+] to build new MAWB stock.

Air Freight	Inbound	<b>Outbound</b>	Miscellaneous	Report	Invoice	Tariff	Master	Utility																
<b>OUTBOUND MAWB STOCK</b> ? [ ] [X]																								
MAWB#	<input type="text"/>		Lot#	<input type="text"/>																				
Issuing Agent	<input type="text"/>		Fr/To Agent	<input type="text"/>																				
<b>Division</b>	AE ▼		Status	▼																				
								go																
<table border="1"> <thead> <tr> <th>+</th> <th>LOT# *</th> <th>Status</th> <th>Rec.Date</th> <th>Div</th> <th>MAWB# *</th> <th>Issuing Agent *</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									+	LOT# *	Status	Rec.Date	Div	MAWB# *	Issuing Agent *	Name								
+	LOT# *	Status	Rec.Date	Div	MAWB# *	Issuing Agent *	Name																	

A window will pop out for you to input the detail.

The airliner prefix must be 3 digits.

Input the MAWB Number. There will be check digit for the last number.

The No(s) means the number of MAWB you want to register. Normally, airline will give you a batch of number. You can input the upcoming MAWB number you want to register and the system will reserve those MAWB for you.

The example input 10, so 10 MAWB numbers will be registered.

Issuing Agent is the issuing agent appeared in the MAWB. (The Owner of the MAWB)

Then click [Confirm].

Air Freight	Inbound	<b>Outbound</b>	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility																											
<b>OUTBOUND MAWB STOCK</b> ? [ ] [X]																																			
<table border="1"> <tr> <td>LOT# (Auto-generated)</td> <td>Rec.Date</td> <td>10/12/2015</td> </tr> <tr> <td>Airline Prefix</td> <td>Name</td> <td>ASIANA AIRLINES</td> </tr> <tr> <td>Starting No. (8 digits)</td> <td>No(s)</td> <td>10</td> </tr> <tr> <td>Issuing Agent</td> <td>Name</td> <td>ASW TEST AGENT 1</td> </tr> <tr> <td>Borrow Flag</td> <td></td> <td></td> </tr> <tr> <td>Fr/To Agent</td> <td>Name</td> <td></td> </tr> <tr> <td>Reason</td> <td></td> <td></td> </tr> <tr> <td>Reserve/Cancel</td> <td></td> <td></td> </tr> <tr> <td>Load Minimum</td> <td>Load Unit</td> <td>K</td> </tr> </table>								LOT# (Auto-generated)	Rec.Date	10/12/2015	Airline Prefix	Name	ASIANA AIRLINES	Starting No. (8 digits)	No(s)	10	Issuing Agent	Name	ASW TEST AGENT 1	Borrow Flag			Fr/To Agent	Name		Reason			Reserve/Cancel			Load Minimum	Load Unit	K	Divis
LOT# (Auto-generated)	Rec.Date	10/12/2015																																	
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Borrow Flag																																			
Fr/To Agent	Name																																		
Reason																																			
Reserve/Cancel																																			
Load Minimum	Load Unit	K																																	
<table border="1"> <tr> <td>Confirm</td> <td>Cancel</td> </tr> </table>									Confirm	Cancel																									
Confirm	Cancel																																		
Hot key: F12-Save ESC-Cancel																																			

The system list out all the number registered. If the MAWB is used at later stage, the job number will be reflected in the MAWB Information.

**OUTBOUND MAWB STOCK** Division: AE User: ESY|LEO

MAWB#		Lot#		Borrow	
Issuing Agent		Fr/To Agent			
Division	AE	Status		Press TAB	

1 / 9 X 20

MAWB Information											
+	LOT#	Status	Rec.Date	Div	MAWB#	Issuing Agent	Name	Job	Flight Date	Dest	User
	1 15011	U	10/12/2015	AE	988-12345675	A0991	ASW TEST AGENT 1	HKGAE15120001	10/12/2015	ICN	leo
	2 15011	N	10/12/2015	AE	988-12345686	A0991	ASW TEST AGENT 1				
	3 15011	N	10/12/2015	AE	988-12345690	A0991	ASW TEST AGENT 1				
	4 15011	N	10/12/2015	AE	988-12345701	A0991	ASW TEST AGENT 1				
	5 15011	N	10/12/2015	AE	988-12345712	A0991	ASW TEST AGENT 1				
	6 15011	N	10/12/2015	AE	988-12345723	A0991	ASW TEST AGENT 1				
	7 15011	N	10/12/2015	AE	988-12345734	A0991	ASW TEST AGENT 1				
	8 15011	N	10/12/2015	AE	988-12345745	A0991	ASW TEST AGENT 1				
	9 15011	N	10/12/2015	AE	988-12345756	A0991	ASW TEST AGENT 1				
	10 15011	N	10/12/2015	AE	988-12345760	A0991	ASW TEST AGENT 1				

# HAWB Preparation (Bypass Booking)

User can directly input the HAWB without the booking process.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
OUTBOUND MA		Quick Entry and Analysis			Division:			
MAWB#		MAWB Stock Control Entry			#			Bor
Issuing Agent		House Airway Bill Preparation			To Agent			
Division	AE	Master Airway Bill Preparation			atus			
+ LOT# *	Status	Re			Issuing Agent *	Name		

Select the division and press [go]

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
HAWB Preparation ? [X]								
HAWB		MAWB		Job#		Shipper		
ETD -		Flight No.		POL		Consignee		
/+Days		Freehand		POD		Agent		
ETA -		Ship ID				Customer		
/+Days						Broker		
Booking						Action	1 - Entry	
Division	AE	Status	All	User				
	AE							
	OA							

Press [+ ] to create a new HAWB.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility								
HAWB Preparation ? [X]								Division: OA								
HAWB		MAWB		Job#		Shipper										
ETD -		Flight No.		POL		Consignee										
/+Days		Freehand		POD		Agent										
ETA -		Ship ID				Customer										
/+Days						Broker										
Booking						Action	1 - Entry									
Division	AE	Status	All	User												
	AE															
	OA															
[+] S	HAWB	MAWB	POD *	Dest	Shipper Name	Consignee Name	F Agent	R/O Agent	Qty	Unit	G.Weight	C.Weight	Cube Ft	W/U	Fr	+

The system will pop out the HAWB Entry Screen. Follow the screen and fill in the information. The mandatory field are marked with red star.

Air Freight		Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility
HAWB Preparation									
Division: AE									
<input type="button" value="Browse"/> <input type="button" value="HAWB"/> <input type="button" value="Charge"/> <input type="button" value="IPO"/> <input type="button" value="Manifest"/> <input type="button" value="File"/> <input type="button" value="Truck"/> <input type="button" value="Event Log"/>									
HAWB#		MAWB		Job					
Shipper		Customer		Name					
ABC GARMENT CO		Brand		Network					
RM202 LAKESIDE 2		Contact Information		Name		Phone		Email	
10 SCIENCE PARK WEST AVE		Shipper		MR ABC		852 2670 2670			
SHATIN, N.T.		Salesman		CORP					
HONG KONG		Quotation (Shipper)							
Consignee		Special Instruction							
ABC LAX									
		Contact Information		Name		Phone		Email	
		Consignee							
		Salesman		CORP					
		Quotation (Consignee)		R/O Agent					
		Special Instruction							
Notify#1				Bill Type And Wording		NEUTRAL		Booking	
				Incoterm				HKG-15070003	
				Freight Term PP/CC		CC		Freehand	
				Currency		HKD		R	
				First Carrier		CX		Other Term	
				1. Flight No.		CX		PP	
				ETD/ETA Date / Time		22/7/2015			
				To					
				2. Flight No.					
				ETD/ETA Date/Time					
				To					
				3. Flight No.					
				ETD/ETA Date/Time					
				To					
				Place of Receipt					
				Port of Loading		HKG		HONG KONG	
				Port of Discharge		LAX		LOS ANGELES	
				Final Destination		LAX		LOS ANGELES	
				Freight Upto		Port of Discharge			
				Payable At		DESTINATION			
				Execution Place		HONG KONG		Exec. Date	
								21/7/2015	
				X-Ray				Hand Search	
				Warehouse		ABC		W.Remark	

The address for the Shipper, Consignee can be changed. In HAWB printing, it will print out according to what has been input.

After finish inputting the shipper, consignee and destination agent information, please input the ETD date as this is the booking date for the HAWB number.

Then input "To" below and it will be default to the POD or you can skip and input the POD directly later on.

Bill Type And Wording		NEUTRAL		Booking		HKG-15070003	
Incoterm				Freehand		R	
Freight Term PP/CC		CC		Other Term		PP	
Currency		HKD					
First Carrier		CX					
1. Flight No.		CX					
ETD/ETA Date / Time		10/12/2015		To		LOS ANGELES	
2. Flight No.							
ETD/ETA Date/Time							
3. Flight No.							
ETD/ETA Date/Time							
To							
Place of Receipt							
Port of Loading		HKG		HONG KONG			
Port of Discharge		LAX		LOS ANGELES			
Final Destination							
Freight Upto		Port of Discharge					
Payable At		DESTINATION					
Execution Place		HONG KONG		Exec. Date		21/7/2015	
X-Ray				Hand Search			
Warehouse		ABC		W.Remark			

Then user input the Final Destination.

Port of Loading*	HKG	HONG KONG
Port of Discharge*	LAX	LOS ANGELES
Final Destination*	SAN	SAN DIEGO
Freight Upto	Port	Name
Payable At	SAN	SAN DIEGO
Execution Place	ADZ	SAN ANDRES ISLAND
X-Ray	AFA	SAN RAFAEL
	APE	SAN JUAN APOSENTO
Warehouse	BRC	SAN CARLOS DEBARILOCHE
Manifest Remark	CMP	SANTANA DO ARAGUAIA
	CPC	SAN MARTIN DE LOS ANDES

Once done, press [Confirm] to generate the HAWB Number.

Then press [+] to input the cargo information. System will default to the Seq [10], it means it is the first item. It sequence no will not be printed out.

Manifest Remark	
Group Item Print	<input type="checkbox"/>
Handling Information	
No S.W.P.M. Invoice and Packing List As Per Attached	
ADD	CHG DEL Void Send Document
Seq	Qty Unit Class Gross Wgt. Unit* Volume Wgt. Chargeable Wgt. CBM Commodity (Rate)

After you have input the Qty and confirm the Unit

Seq	Qty	Unit	Class	Gross Wgt.	Unit*	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods
10	10	CTN			KGS					

A screen will be pop out to input the dimension.

Please input the dimension and make sure the qty is matched with what you have input.

Once it is done, press the button [Submit]

Seq	Qty	Unit	Class	Gross Wgt.	Unit*	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods
10	10	CTN			KGS	10	10	0.06		

Marks	Goods Descriptions.	Dimension
		10x20x30cm (10)

System will calculate the volume wgt and cbm for you. The chargeable weight will be default. Then you can input the Nature of goods. This field WILL NOT be appeared in HAWB but it WILL BE APPEAR IN MANIFEST.

Then you can continue to input the Marks and Goods Description. Once done, tick to confirm.

**OX**  
 CM 50000 / 6000 V.weight: 8.3 Total Qty: 50 Expected Qty: 10 Weight Unit:

L	W	H	QTY	L	W	H	QTY	L	W	H	QTY			
1.	10	x	10	x	10	-	50	16.	x	x	x	-		
2.	x	x	x	-	17.	x	x	x	-	32.	x	x	x	-
3.	x	x	x	-	18.	x	x	x	-	33.	x	x	x	-
4.	x	x	x	-	19.	x	x	x	-	34.	x	x	x	-
5.	x	x	x	-	20.	x	x	x	-	35.	x	x	x	-
6.	x	x	x	-	21.	x	x	x	-	36.	x	x	x	-
7.	x	x	x	-	22.	x	x	x	-	37.	x	x	x	-
8.	x	x	x	-	23.	x	x	x	-	38.	x	x	x	-
9.	x	x	x	-	24.	x	x	x	-	39.	x	x	x	-
10.	x	x	x	-	25.	x	x	x	-	40.	x	x	x	-
11.	x	x	x	-	26.	x	x	x	-	41.	x	x	x	-
12.	x	x	x	-	27.	x	x	x	-	42.	x	x	x	-
13.	x	x	x	-	28.	x	x	x	-	43.	x	x	x	-
14.	x	x	x	-	29.	x	x	x	-	44.	x	x	x	-
15.	x	x	x	-	30.	x	x	x	-	45.	x	x	x	-

Submit

Seq	Qty	Unit	Class	Gross Wgt.	Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC
10	50	CTN		230	KGS	8.5	230	0.08		handbag		

Marks	Goods Descriptions	Dimension
C# 1- 10	Leather handbag	10x10x10cm (50)

System will default to allow you to input the second item Seq [20]. Press Esc if there is only one product.

## MAWB Preparation and Consolidation

This function is to prepare MAWB and Consolidate the HAWB to this MAWB.

### Consol Shipment

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility	
<b>HAWB Preparation</b>			Quick Entry and Analysis					Division: AE	
HAWB		MAWB Stock Control Entry		Job#		Shipper			
ETD -		House Airway Bill Preparation		POL		Consignee			
/+Days		Master Airway Bill Preparation		POD		Agent			
ETA -						Customer			
/+Days									
Booking									

Press [+] to create a new MAWB record.

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility
MAWB Preparation								Division: AE
MAWB		HAWB		Job#		Shipper		
ETD - /+Days		Flight No.		POL		Consignee		
ETA - /+Days		Freehand		POD		Agent		
Booking		Direct	<input type="checkbox"/>	Display	Loading	Customer		
Ship ID		Coload	<input type="checkbox"/>	User		Broker		
Division	AE	Status	All			Action	1 - Entry	

File	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	House	Fr	Oth	Qty	Unit	G.Weight
1	988-12345675	EASY FORWARDING	DUMMY		HKG	ICN	ICN	10/12/2015				0	PP	PP	0	0.00

System will default the shipper as your company but you can change it.

The MAWB can be manually input if there is no stock or you can press [F8] to select from the MAWB stock.

The system will prompt the MAWB that is not used.

Click to get the MAWB number.

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility																																																																																																																																					
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Then user can input Shipper, Consignee.

Issuing Agent and IATA code are free text to input.

The field for issuing agent are 40 characters long but user can continue the input.

Issuing Agent		To	LAX	LOS ANGELI
Name	TESTING ISSUING AGENT FIELD	2. Flight No.		
IATA Code	13-258-01	ETD/ETA Date/Time		
Account No.		To		
RA Code		3. Flight No.		
CASS		ETD/ETA Date/Time		
Accounting Information		To		
Value for Carriage	N.V.D.	Warehouse	ABC	W.Remark
Value for Customs	AS PER HAWB	Place of Receipt		
Amount of Insurance	NIL	Port of Loading*	HKG	HONG KONG
		Port of Discharge*	LAX	LOS ANGELI

User needs to continue to input the “flight date”, “To” and “Final Destination”.

First Carrier	CX		
1. Flight No.	CX111		
ETD/ETA Date*/Time	25/12/2015		
To	LAX	LOS ANGELES	
2. Flight No.			
ETD/ETA Date/Time			
To			
3. Flight No.			
ETD/ETA Date/Time			
To			
Place of Receipt			
Port of Loading*	HKG	HONG KONG	
Port of Discharge*	LAX	LOS ANGELES	
Final Destination*	LAX	LOS ANGELES	
Freight Upto	Port of Discharge		

Once things are done, press [Confirm]. A job number will be generated.

MAWB Preparation		Division: AE	
Browse	MAWB	Charge	Invoice
MAWB#*	988-12345675	Direct Shipment	<input type="checkbox"/>
Shipper*	E0001	Job*	HKGAE15120001
EASY FORWARDING HKG		Coload	<input type="checkbox"/>
G/F, DAH WAY INDUSTRIAL BUILDING,		Customer	

User can then go to the HAWB and press the Attach to Job.

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility							
MAWB Preparation		Division: AE													
Browse	MAWB	HAWB	Charge	Invoice	Overseas Agent	File	CUSEXP EDI	Profit Share	XML EDI	Send Log	Document				
MAWB	988-12345675	Job	HKGAE15120001												
Shipper*	E0001	EASY FORWARDING HKG													
Consignee*	DUMMY	DUMMY													
Mawb Owner															
Flight No.	OZ777	ETD Date/Time	10/12/2015	ETA Date/Time											
Qty	0	Gross Wgt.	0.00	Volume Wgt.	0.00	Chargeable Wgt.	0.00								
FRT Terms*	PP	OTH Terms*	PP	POL*	HKG	POD*	LAX								
Attach to Job															
T	Consol.	HAWB Parent	Chinese Shipper Name	Consignee Name	Dest	F/R	Dest.Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	C. F
	EDI										0	0.00	0.00	0.00	

Press [TAB/go] for the same discharge port.

Attach to Job		Division: AE
Flight No.		
Port of Discharge	LAX	Press TAB

System will list out all the HAWB and tick to confirm which HAWB you want to attach to this MAWB. Press the button [Attach]

Attach to Job										Division: AE				User: ESY LEO	
Flight No.															
Port of Discharge		LAX								Press TAB					
Attach															
T	Booking	HAWB	Shipper Name	Consignee Name	Dest.Agent	FRT	OTH	Flight No.	F.D.	Qty	G.Weight	V.Wgt	C.Weight	CBM	
<input checked="" type="checkbox"/>	1 H	ASW12345	MAIME CUSTOMER COMPANY	MAIME AGENT (USLAX)	A0978	PP	PP		LAX	50	600.00	417.00	600.00	2.500	
<input checked="" type="checkbox"/>	2 H HKG-15070003	HKG-00090	ABC GARMENT CO.	ABC LAX	E0311	CC	PP	OZ777	LAX	50	230.00	8.50	230.00	0.050	

This MAWB carries two HAWB now.  
Click the button [Synchronize MAWB]

MAWB Preparation										Division: AE				User: ESY LEO	
Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DG															
MAWB		988-12345675		Job		HKGAE15120001									
Shipper		E0001		EASY FORWARDING HKG											
Consignee		DUMMY		DUMMY											
Mawb Owner															
Flight No.		OZ777		ETD Date/Time		10/12/2015		ETA Date/Time							
Qty		100		Gross Wgt.		830.00		Volume Wgt.		425.50		Chargeable Wgt.		830.00 CBM 2.550	
FRT Terms		PP		OTH Terms		PP		POL		HKG		POD		LAX Dest LAX	
Generate Sub-MAWB		Build up Sub-HAWB		Attach to Job		Synchronize MAWB									
T	Consol. EDI	HAWB	Parent Chinese	Shipper Name	Consignee Name	Dest F/R	Dest.Agent	R/O Agent	FRT	OTH	Qty	C.Wgt (KG)	V.Wgt (KG)	C.Wgt (KG)	Cube Ft.
1	<input type="checkbox"/>	ASW12345		MAIME CUSTOMER COMPANY	MAIME AGENT (USLAX)	LAX F	AIR SEA WORLDWIDE(HK)		PP	PP	50	600.00	417.00	600.00	88.72
2	<input type="checkbox"/>	HKG-00090		ABC GARMENT CO.	ABC LAX	SAN R	EASY FORWARDING		CC	PP	50	230.00	8.50	230.00	1.81
												100 830.00 425.50 830.00 90.53			

If we look back to the MAWB, we notice the item will be created as the sum of the HAWBs.

Manifest Remark													
Extended Marks													
Group Item Print													
Handling Information													
No S.W.P.M. Invoice and Packing List As Per Attached													
ADD CHG DEL Void Generate CTT MAWB Print Coload Form Profit and Loss Close													
Seq	Qty	Unit	Class	Gross Wgt. Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SI AC	SHL	ULD
1	10	100 CTN		830.00 KGS	425.50	830.00	2.550						
Marks				Goods Descriptions				Dimension					
MARKS AS PER HAWB				CONSOL SHPT DETAILS AS PER CARGO MNFST ATTACHED.				10x10x10cm(50);50x50x20cm(50)					

## Direct Shipment

The procedure for Direct Shipment is basically the same.

Please make sure you tick the shipment flag [Direct Shipment]

The screenshot shows the 'MAWB Preparation' form. The 'Direct Shipment' checkbox is highlighted with a red circle and is checked. The form includes fields for MAWB#, Shipper, Job, Coloader House, Coloader Name, Customer, Brand, Network, Mawb Owner, Contact Information, and Consignee. The Consignee is listed as 'ABC LAX' with code 'A0995' and name 'ABC LAX'.

And change the default type from AS PER HAWB to other such as AS PER INV

The screenshot shows the 'Value for Carriage' field set to 'N.V.D.' and the 'Value for Customs' field set to 'AS PER INV'. The 'Amount of Insurance' is set to 'NIL'.

You are also requested to input the cargo information directly by pressing the seq [+]

The screenshot shows the 'Handling Information' section. The '+' button in the 'Seq' column is circled in red. The table below shows the cargo information.

And input the cargo information directly.

Seq	Qty	Unit	Class	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code
10	2000	CTN		500	KGS	333.9	500	2			

Marks	Goods Descriptions.	Dimension
NIL MARKS	TESTING	10x10x10cm (2000)

## Copy MAWB

If there are similar MAWB, you can also use the copy MAWB function.

Go to the MAWB Preparation and select the Action [2-Copy] and press the button [go]

The screenshot shows the 'MAWB Preparation' form with the following fields:

- MAWB: [ ]
- Flight No.: [ ]
- Job#: [ ]
- Shipper: [ ]
- ETA - /+Days: [ ]
- Freehand: [ ]
- POD: [ ]
- Consignee: [ ]
- Agent: [ ]
- Customer: [ ]
- Ship ID: [ ]
- Direct:
- Coload:
- Display: Loading
- Broker: [ ]
- Division: AE
- Status: All
- User: [ ]
- Action: 2 - Copy
- Press TAB

S	File	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	House	Frt	Oth	Qty	Unit	G.Weight	C.Weight	
1		988-12345675	EASY FORWARDING	DUMMY		HKG	LAX	LAX	10/12/2015				2	PP	PP	100	CTN	830.00	830.00
5		297-	EASY	TFI FORWARDING	TFI	HKG	SYD	SYD	30/09/2015				1	PP	PP	100	CTN	100.00	100.00

Then you can click the MAWB you want to copy.

And input the Flight Date, Flight No and MAWB.

Tick if you want to copy Mark and Dimension.

The press the button [copy]

The screenshot shows the 'MAWB Preparation' form with the following fields:

- Flight Date: 20/12/2015
- Flight No: 02123
- MAWB: 988-00100101
- Copy Mark and Description:
- Copy Dimension:
- Copy: [ ]
- Return: [ ]

S	File	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	House	Frt	Oth	Qty	Unit	G.Weight	C.Weight	CBM W	
1		988-48017255	WDG MACAU LTD.	DUMMY		LAX	MNL	MNL	14/11/2015				1	PP	PP	1	CRA	278.00	363.00	2.180
2		160-33333333	UNITED ATLANTA	SHENZHEN UNITED		MFM	SZX	SZX	29/10/2015				1	PP	PP	0		0.00	0.00	0.000

Press [ok] to confirm.

Message from webpage

Confirm Copy to MAWB ?

OK Cancel

The MAWB will then be copied.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility											
<b>MAWB Preparation</b> <span style="float: right;">Division: AE</span> <span style="float: right;">User: MFMILEO</span>																			
<span>Browse</span>   <span>MAWB</span>   <span>HAWB</span>   <span>Charge</span>   <span>Invoice</span>   <span>Overseas Agent</span>   <span>File</span>   <span>CUSEXP EDI</span>   <span>Profit Share</span>   <span>XML EDI</span>   <span>Send Log</span>   <span>Document Printing</span>																			
<b>MAWB#</b> 968-00100101 <b>Shipper</b> W0002 WALKER DIGITAL TABLE SYSTEMS, LLC 6585 ESCONDIDO STREET, SUITE A LAS VEGAS NEVADA C/O JADE ENT. AND GAMING TECH. INC. (EXCLUSIVE DISTRIBUTOR) ATTN: JIM LIPP TEL: 1-702-843-6528	<b>Direct Shipment</b> <input type="checkbox"/> <b>Job</b> MOAE15120001 <b>Coload</b> <input type="checkbox"/> <b>Customer</b> <b>Brand</b> <b>Mawb Owner</b> <b>Contact Information</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Shipper</td> <td>JENNY ELTON</td> <td>853-6383 6018</td> </tr> <tr> <td>Salesman</td> <td>H5001</td> <td></td> </tr> </tbody> </table>							Name	Phone	Email	Shipper	JENNY ELTON	853-6383 6018	Salesman	H5001				
Name	Phone	Email																	
Shipper	JENNY ELTON	853-6383 6018																	
Salesman	H5001																		
<b>Consignee</b> DUMMY <b>BB INTERNATIONAL LEISURE &amp; RESORT</b> <b>DEVELOPMENT CORPORATION CLARK VALLEY VIEW,</b> <b>JP RIZAL, JP LAUREL &amp; PRINCE BALAGTAS AVENUE</b> <b>CLARK SPECIAL ECONOMIC ZONE ANGELES CITY</b> <b>PAMPANGA PHILIPPINES</b> <b>Notify#1</b> ATTN: MR. FELIX BUENAOBRA (PURCHASING OFFICER)	<b>Special Instruction</b> <b>Quotation(Shipper)</b> <b>Special Instruction</b> <b>Contact Information</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Consignee</td> <td></td> <td></td> </tr> <tr> <td>Salesman</td> <td>CORP</td> <td></td> </tr> <tr> <td>Quotation(Consignee)</td> <td></td> <td>R/O Agent</td> </tr> </tbody> </table>							Name	Phone	Email	Consignee			Salesman	CORP		Quotation(Consignee)		R/O Agent
Name	Phone	Email																	
Consignee																			
Salesman	CORP																		
Quotation(Consignee)		R/O Agent																	
<b>Broker</b> <b>Cargo Value</b> <b>Declaration Required</b> <input type="checkbox"/> <b>Export License</b> <b>Issuing Agent</b>	<b>Bill Type And Wording</b> NEUTRAL <b>Incoterm</b> <b>Freight Term PP/CC</b> PP <b>Currency</b> USD <b>First Carrier</b> OZ <b>1. Flight No.</b> OZ123 <b>ETD/ETA Date /Time</b> 20/12/2015 <b>2. Flight No.</b> <b>ETD/ETA Date/Time</b>																		
	<b>Freehand</b> <b>Oth. Term</b> pp <b>Vol.Diff %</b>																		





MAWB Preparation (This is UAT environment)													Division: AE						
MAWB: 043-1111155 Job: HKGAE160100020 Shipper: A0010 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD. MAWB Owner: A0030 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR Flight No.: KA2596 ETD Date/Time: 30/01/2016 ETA Date/Time: 30/01/2016 Qty: 20 Gross Wgt.: 515.00 Volume Wgt.: 1,677.00 Chargeable Wgt.: 1,677.00 CBM: 10.00 FRT Terms: PP OTH Terms: PP POL HKG POD NRT Dest																			
Generate Sub-MAWB   Build up Sub-MAWB   Combine Booking to MAWB   Attach to Job   Synchronize MAWB   Consolidation BCC																			
T	Consolidator	MAWB	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest.Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	Cube Ft	CBM	SOB
1		ASHKG650072			CITIZEN WATCH COMPANY LTD	AVANTRONICS LTD.	NRT	R	AIR SEA - MIAMI		PP	PP	10	505.00	1,667.00	1,667.00	354.68	10.000	
2		ASSZX650024			MR INVESTMENTS (HK) LIMITED	HUBNET LTD	NRT	F	TAIUN CO - CHIBA		CC	PP	10	10.00	10.00	10.00	2.13	0.060	
20 515.00 1,677.00 1,677.00 356.81																			

MAWB Preparation (This is UAT environment)													Division: AE						
MAWB: 043-1111155 Job: HKGAE160100020 Shipper: A0010 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD. MAWB Owner: A0030 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR Flight No.: KA2596 ETD Date/Time: 30/01/2016 ETA Date/Time: 30/01/2016 Qty: 20 Gross Wgt.: 515.00 Volume Wgt.: 1,677.00 Chargeable Wgt.: 1,677.00 CBM: 10.00 FRT Terms: PP OTH Terms: PP POL HKG POD NRT Dest																			
Generate Sub-MAWB   Build up Sub-MAWB   Combine Booking to MAWB   Attach to Job   Synchronize MAWB   Consolidation BCC																			
T	Consolidator	MAWB	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest.Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	Cube Ft	CBM	SOB
1		ASHKG650072			CITIZEN WATCH COMPANY LTD	AVANTRONICS LTD.	NRT	R	AIR SEA - MIAMI		PP	PP	10	505.00	1,667.00	1,667.00	354.68	10.000	
2		ASSZX650024			MR INVESTMENTS (HK) LIMITED	HUBNET LTD	NRT	F	TAIUN CO - CHIBA		CC	PP	10	10.00	10.00	10.00	2.13	0.060	
20 515.00 1,677.00 1,677.00 356.81																			

The sub-MAWB's consignee will be HAWB's destination Agent.

MAWB Preparation (This is UAT environment)													Division: AE						
MAWB: 043-1111155 Job: HKGAE160100020 Shipper: A0010 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD. MAWB Owner: A0030 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR Flight No.: KA2508 ETD Date/Time: 30/01/2016 ETA Date/Time: 30/01/2016 Qty: 20 Gross Wgt.: 515.00 Volume Wgt.: 1,677.00 Chargeable Wgt.: 1,677.00 CBM: 10.00 FRT Terms: PP OTH Terms: PP POL HKG POD NRT Dest																			
Combine Booking to MAWB   Attach to Job   Synchronize MAWB   Consolidation BCC																			
T	Consolidator	MAWB	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest.Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	Cube Ft	CBM	SOB
<b>Parent MAWB</b>																			
1		ASHKG650072A			DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIM	AIR SEA SHIPPING INC.	NRT		ASW SHANGHAI		PP	PP	10	505.00	1,667.00	1,667.00	354.68	10.000	
2		ASSZX650024A			DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIM	TAIUN CO LTD	NRT		ASW SHANGHAI		PP	PP	10	10.00	10.00	10.00	2.13	0.060	
20 515.00 1,677.00 1,677.00 356.81 10.060																			
3		ASHKG650072	ASHKG650072A		CITIZEN WATCH COMPANY LTD	AVANTRONICS LTD.	NRT	R	AIR SEA - MIAMI		PP	PP	10	505.00	1,667.00	1,667.00	354.68	10.000	
4		ASSZX650024	ASSZX650024A		MR INVESTMENTS (HK) LIMITED	HUBNET LTD	NRT	F	TAIUN CO - CHIBA		CC	PP	10	10.00	10.00	10.00	2.13	0.060	
20 515.00 1,677.00 1,677.00 356.81 10.060																			

## Build up Sub-MAWB

MAWB Preparation -> [HAWB] tag -> [Build up Sub-MAWB] button

MAWB Preparation (This is UAT environment)												Division: AE		User: HKG LEO							
MAWB	160-1601601601	Job#	HKGAE160500006																		
Shipper	A0039	Overseas Agent	AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR																		
Consignee	A0177		ABC TESTING COMPANY																		
Mawb Owner	C0074		CATHAY PACIFIC SERVICES LIMITED																		
Flight No.	171	ETD Date/Time	10/05/2016			ETA Date/Time															
Qty	200	Gross Wgt.	500.00			Volume Wgt.			34.00			Chargeable Wgt.		500.00	CBM	0.100					
FRT Terms	PP	OTH Terms	PP			POL			HKG			POD		BUD	Dest	BUD					
<input type="button" value="Generate Sub-MAWB"/> <input type="button" value="Build up Sub-HAWB"/> <input type="button" value="Combine Booking to HAWB"/> <input type="button" value="Attach to Job"/> <input type="button" value="Synchronize MAWB"/> <input type="button" value="Consolidation Edit"/>																					
+	Consol. EDI	HAWB	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest. Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	Cube Ft.	CBM	SOP		
1	<input type="checkbox"/>	TEST		中文	JANICE TEST 2 LTD D	JACKAL S.A.	BUD	F	AIR SEA - MANCHESTER		PP	PP	100	0.00	17.00	0.00	3.62	0.000			
2	<input type="checkbox"/>	TESTHANDLING		中文	JANICE TEST 2 LTD D	JANICE TEST 2 LTD D	BUD	F	AIR SEA - MANCHESTER	AIR SEA - MANCHESTER	PP	PP	100	500.00	17.00	500.00	3.62	0.100			
													200	500.00	34.00	500.00	7.24	0.100			

User could choose the consignee from "Cgne By" column:

Build up Sub-Hawb (This is UAT environment)												Division: AE		User: HKG LEO
MAWB	160-1601601601	Job#	HKGAE160500006											
Shipper	A0039	Consignee	A0177									Mawb Owner		C0074
Qty	200	Gross Wgt.	500.00			Chargeable Wgt.			500.00					
FRT Terms	PP	OTH Terms	PP											
<input type="button" value="Add"/>														
	HAWB	Shipper Name	Consignee Name	Qty	G. Weight	V. Wgt	C. Weight	CBM	Agent	<input checked="" type="checkbox"/>	Cgne By	<input type="checkbox"/>		
1	TEST	JANICE TEST 2 LTD D	JACKAL S.A.	100	0.00	17.00	0.00	0.000	A0014	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
2	TESTHANDLING	JANICE TEST 2 LTD D	JANICE TEST 2 LTD D	100	500.00	17.00	500.00	0.100	A0014	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
								500.00	0.100					

Sub-HAWB is generated:

MAWB Preparation (This is UAT environment)												Division: AE		User: HKG LEO						
MAWB	160-1601601601	Job#	HKGAE160500006																	
Shipper	A0039	Overseas Agent	AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR																	
Consignee	A0177		ABC TESTING COMPANY																	
Mawb Owner	C0074		CATHAY PACIFIC SERVICES LIMITED																	
Flight No.	171	ETD Date/Time	10/05/2016			ETA Date/Time														
Qty	200	Gross Wgt.	500.00			Volume Wgt.			34.00			Chargeable Wgt.		500.00	CBM	0.100				
FRT Terms	PP	OTH Terms	PP			POL			HKG			POD		BUD	Dest	BUD				
<input type="button" value="Combine Booking to HAWB"/> <input type="button" value="Attach to Job"/> <input type="button" value="Synchronize MAWB"/> <input type="button" value="Consolidation Edit"/>																				
+	Consol. EDI	HAWB	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest. Agent	R/O Agent	FRT	OTH	Qty	G. Wgt (KG)	V. Wgt (KG)	C. Wgt (KG)	Cube Ft.	CBM		
Parent AWB																				
1	<input type="checkbox"/>	TESTHANDLING			DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIM	JANICE TEST 2 LTD D	BUD	F	AIR SEA - MANCHESTER	AIR SEA - MANCHESTER	PP	PP	200	500.00	34.00	500.00	7.23	0.100		
													200	500.00	34.00	500.00	7.23			
2	<input type="checkbox"/>	TEST	TESTHANDLING	中文	JANICE TEST 2 LTD D	JACKAL S.A.	BUD	F	AIR SEA - MANCHESTER		PP	PP	100	0.00	17.00	0.00	3.62	0.000		
3	<input type="checkbox"/>	TESTHANDLING	TESTHANDLING	中文	JANICE TEST 2 LTD D	JANICE TEST 2 LTD D	BUD	F	AIR SEA - MANCHESTER	AIR SEA - MANCHESTER	PP	PP	100	500.00	17.00	500.00	3.62	0.100		
													200	500.00	34.00	500.00	7.24			

Hot Key: F2-Add

## Gen. Mock MAWB

MAWB Preparation -> [MAWB] tag -> [Gen. Mock MAWB] button

The screenshot shows the MAWB Preparation form in a UAT environment. The 'Gen. Mock MAWB' button is circled in red. The form displays details for a MAWB with ID 043-11111155, including shipper and consignee information, handling instructions, and a table of goods.

Seq	Qty/Unit	Class	Gross Wgt./Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code
1	10	20 CTN	515.00 KGCS	1,677.00	1,677.00	10.080			

The tonnage of Mock will not be counted.

The screenshot shows the MAWB Preparation form with a table of bookings. The 'Mock' entry is circled in red. The table lists two bookings with their respective details.

Job	Shipper Name	Consignee Name	Local Agent	POD	POB	Dest	ETD	D	C	In	C	Out	House	F	R	DB	Qty	Unit	G. Weight	C. Weight
1	HKGAE160100020	043-11111155	DONOTUSE-AIR	AIR SEA WORLDWIDE (CHINA) LTD.	DONOTUSE-AIR	HKG	NRT	NRT	30/01/2016					2	PP	PP	20	CTN	515.00	1,677.00
2	HKGAE160100020	Mock	043-11111155	DONOTUSE-AIR	AIR SEA WORLDWIDE (CHINA) LTD.	DONOTUSE-AIR	HKG	NRT	NRT	30/01/2016				0	PP	PP	20	CTN	515.00	1,677.00

## Combine Booking to HAWB

MAWB Preparation -> [MAWB] tag -> [Combine Booking to HAWB] button

The screenshot shows the MAWB Preparation form with the 'Combine Booking to HAWB' button circled in red. The form displays details for a MAWB with ID 083-11111111, including shipper and consignee information, flight details, and a table of goods.

Job	Shipper Name	Consignee Name	Local Agent	POD	POB	Dest	ETD	D	C	In	C	Out	House	F	R	DB	Qty	Unit	G. Weight	C. Weight
1	HKGAE160100020	043-11111155	DONOTUSE-AIR	AIR SEA WORLDWIDE (CHINA) LTD.	DONOTUSE-AIR	HKG	NRT	NRT	30/01/2016					2	PP	PP	20	CTN	515.00	1,677.00

Press [Go]

202.66.117.65/uatfm3k/fma233.asp?ref=1575

Combine Booking to HAWB (This is UAT environment) Division: AE User: HKG|LEO

Flight No. [ ] Port of Discharge: EZE [Go]

Select the booking by tick -> press [Combine]:

202.66.117.65/uatfm3k/fma233.asp?action=asked

Combine Booking to HAWB (This is UAT environment) Division: AE User: HKG|LEO

Flight No. [ ] Port of Discharge: EZE [Go]

Combine

Booking	Shipper Name	Consignee Name	Dest.Agent	FRT	OTH	Flight Date	Flight No.	F.D.	Qty	G.Weight	V.Wgt	C.Weight
<input type="checkbox"/> 1	HKGAEZE650280 B&B GROUP LIMITED	LHS WORLDWIDE	CARGO S.A.	CC	CC	26/03/2016	BA028	EZE				0.00
<input type="checkbox"/> 2	HKGAEZE650281 BUCKLAND CUSTOMS BROKERS LIMITED	AIR SEA SHIPPING INC.	CARGO S.A.	CC	CC	27/03/2016	BA123	EZE	0	0.00		0.00
<input type="checkbox"/> 3	HKGAEZE650283 AIR SEA SHIPPING INC.	BUCKLAND CUSTOMS BROKERS LIMITED INC.	CARGO S.A.	CC	CC	28/03/2016	BA123	EZE	0	0.00		0.00
<input checked="" type="checkbox"/> 4	HKGAEZE650302 B&B GROUP LIMITED	LHS WORLDWIDE	CARGO S.A.	CC	CC	01/04/2016	12345678	EZE	49	490.00	523.00	523.00
<input checked="" type="checkbox"/> 5	HKGAEZE650304 B&B GROUP LIMITED	LHS WORLDWIDE	CARGO S.A.	CC	CC	01/04/2016	12345678	EZE	100	1,000.00	1,333.50	1,333.50
<input checked="" type="checkbox"/> 6	HKGAEZE650305 BESTAR ELECTRIC LTD	KOMPUSUR S.A.	CARGO S.A.	CC	CC	01/04/2016	12345678	EZE	101	990.00	156.00	990.00
<input type="checkbox"/> 7	HKGAEZE650313 RICH POINT (CHINA) LIMITED	QUANTUM TECNOLOGIA S.A.	CARGO S.A.	CC	CC	17/04/2016	QF098	EZE				0.00
<input type="checkbox"/> 8	HKGAEZE650325 JANICE SHIPPER DOCUMENT	JANICE CONSIGNEE DOCUMENT	CARGO S.A.	CC	CC	24/04/2016	BA123	EZE				0.00

Will take the smallest booking number's last 6 digits as the HAWB number::

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

MAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

MAWB: 083-11111111 Job: HKGAE16060002

Shipper: A0039 AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Consignee: A0047 AIR SEA WORLDWIDE (CHINA) LTD.

MAWB Owner: A0030 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Flight No.: SA123 ETD Date/Time: 08/06/2016 ETA Date/Time: [ ]

Qty: 250 Gross Wgt.: 2,480.00 Volume Wgt.: 2,012.50 Chargeable Wgt.: 2,480.00 CBM: 0

EDI Terms: PP OTH Terms: PP P/O: HKG POD: EZE Dest: EZE

Generate Sub-HAWB Build up Sub-HAWB Combine Booking to HAWB Attach to Job Synchronize HAWB Clear previous HAWB

Consolidator	HAWB	Parent Chinese	Shipper Name	Consignee Name	Dest F / R	Dest Agent	R/O Agent	FRT	OTH	Qty	G.Wgt (KG)	V.Wgt (KG)	C.Wgt (KG)	Cube Ft.	CBM	SOP
1	<input checked="" type="checkbox"/> ASHNG650302		B&B GROUP LIMITED	LHS WORLDWIDE	EZE	R	CARGO S.A. - BUENOS AIRES	CARGO S.A. - BUENOS AIRES	CC	CC	250	2,480.00	2,012.50	2,846.50	428.19	0.000
											250	2,480.00	2,012.50	2,846.50	428.19	0.000

## HAWB Preparation and Invoice to Shipper

Go back to the tag [HAWB] and click to the HAWB Number.

The system will prompt out the HAWB Preparation Screen.  
Go to tag [Charge] and press the button [Gen.Income(I)]

System will pop out the default charges, tick the charge you want and press [Add]

The charge will be added to this HAWB.  
If you have additional charge, press [+].  
User should input PP – and it default to shipper, or CC default to agent.  
Then input the charge code.



HAWB Preparation										Division: AE		User: ESY
<input type="button" value="Browse"/> <input type="button" value="HAWB"/> <input type="button" value="Charge"/> <input type="button" value="P/O"/> <input type="button" value="Manifest"/> <input type="button" value="File"/> <input type="button" value="Truck"/> <input type="button" value="Event Log"/>												
HAWB	ASW12345	MAWB	988-12345675	Job	HKGAE15120001							
Shipper*	M0805	MAIME CUSTOMER COMPANY								Quot(Shipper)		
Consignee*	M0806	MAIME AGENT (USLAX)								Quot(Consignee)		
Dest.Agent	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED										
Flight No.	OZ777	ETD Date	10/12/2015	ETA Date		Currency	USD					
Qty	50	Gross Wgt.	600.00	Volume Wgt.	417.00	Chargeable Wgt.	600.00	CBM	2			
FRT Terms*	PP	OTH Terms*	PP	POL*	HKG	POD*	LAX	F	F			
<input type="button" value="Gen. Income(I)"/> <input type="button" value="Generate PSA"/> <input type="button" value="Generate Invoice"/>												
Original Charge Item												
Chrg *	Description	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	
Term	PP	Code	M0805	Invoice To	MAIME CUSTOMER COMPANY			Inv.Curr	HKD	Inv#		
1	ADC	AIRLINE DOCUMENTATION	SHP	HKD	200.000	1.000	200.00	HKD	1.000000	200.00	O S	
2	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00	HKD	1.000000	420.00	O S	
3	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00	HKD	1.000000	456.00	O S	
4	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00	HKD	1.000000	1,032.00	O S	
5	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00	HKD	1.000000	2,100.00	O	
										4,208.00		

The system will then pop out another window.

The system will default the AFT rate and allow you to input the advised agent cost.

Once it is done, press [Add]

Generate PSA										Division: AE		User: ESY LEO
HAWB	ASW12345	MAWB	988-12345675	Job#	HKGAE15120001							
Shipper	M0805	MAIME CUSTOMER COMPANY								Flight Date	10/12/2015	
Consignee	M0806	MAIME AGENT (USLAX)								Gross Wgt.	600.00	
Dest.Agent	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED								Chargeable Wgt.	600.00	
FRT Terms	PP	OTH Terms	PP	Qty	50							
<input type="button" value="Add"/>												
Sales Rate (HKD):	3.5	Cost Rate (HKD):	2	PS %:	50							
Code	Charge	Qty/Base	Curr	Rate	Amount							

The charge for PSL (Profit Share) will then be generated.

For example, in the above case, the difference between Sales and Cost is 30.

The profit share is 50%, so the rate is 15.

HAWB Preparation										Division: AE		User: ESY LEO
<input type="button" value="Browse"/> <input type="button" value="HAWB"/> <input type="button" value="Charge"/> <input type="button" value="P/O"/> <input type="button" value="Manifest"/> <input type="button" value="File"/> <input type="button" value="Truck"/> <input type="button" value="Event Log"/>												
HAWB	ASW12345	MAWB	988-12345675	Job	HKGAE15120001							
Shipper*	M0805	MAIME CUSTOMER COMPANY								Quot(Shipper)		
Consignee*	M0806	MAIME AGENT (USLAX)								Quot(Consignee)		
Dest.Agent	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED										
Flight No.	OZ777	ETD Date	10/12/2015	ETA Date		Currency	USD					
Qty	50	Gross Wgt.	600.00	Volume Wgt.	417.00	Chargeable Wgt.	600.00	CBM	2.50			
FRT Terms*	PP	OTH Terms*	PP	POL*	HKG	POD*	LAX	F	F			
<input type="button" value="Gen. Income(I)"/> <input type="button" value="Generate PSA"/> <input type="button" value="Generate Invoice"/>												
SALES												
Chrg *	Description	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	
Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED			Inv.Curr	HKD	Inv#		
1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00	HKD	1.000000	-450.00	B S	
										-450.00		
Term	PP	Code	M0805	Invoice To	MAIME CUSTOMER COMPANY			Inv.Curr	HKD	Inv#		
4	ARC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00	HKD	1.000000	1,032.00	O S	
5	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00	HKD	1.000000	2,100.00	O	
										4,208.00		

Once you have finished preparing the charge input, press the button [Generate Invoice]. Invoice will be generated to those charges that are set to O – online.

**HAWB Preparation** | Division: AE | User: ESYJLLE

Buttons: Browse, HAWB, Charge, P/O, Manifest, File, Truck, Event Log

HAWB: ASW12345 | MAWB: 988-12345675 | Job: HKGAE15120001

Shipper: M0805 | MAIME CUSTOMER COMPANY | Quot(Shipper)

Consignee: M0806 | MAIME AGENT (USLAX) | Quot(Consignee)

Dest Agent: A0978 | AIR SEA WORLDWIDE LOGISTICS LIMITED

Flight No.: OZ777 | ETA Date: 10/12/2015 | Currency: USD

Qty: 50 | Gross Wgt.: 600.00 | Volume Wgt.: 417.00 | Chargeable Wgt.: 600.00 CBM | 2.50

FRT Terms: PP | OTH Terms: PP | POL: HKG | POD: LAX | F: F

Buttons: Gen. Income(I), Generate PSA, **Generate Invoice**

SALES		Original Charge Item													
Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill		
Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED								Inv.Curr	HKD	Inv#
1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00 HKD	1.000000		-450.00 B	S				
												-450.00			
Term	PP	Code	M0805	Invoice To	MAIME CUSTOMER COMPANY								Inv.Curr	HKD	Inv#
2	ADC	AIRLINE DOCUMENTATION	SHP	HKD	200.000	1.000	200.00 HKD	1.000000		200.00 O	S				
3	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00 HKD	1.000000		420.00 O	S				
4	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00 HKD	1.000000		456.00 O	S				
5	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00 HKD	1.000000		1,032.00 O	S				
6	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00 HKD	1.000000		2,100.00 O	S				
												4,208.00			

You can click to the blue bulb to print the invoice.

**HAWB Preparation** | Division: AE | User: ESYJLLE

Buttons: Browse, **HAWB**, Charge, P/O, Manifest, File, Truck, Event Log

HAWB: ASW12345 | MAWB: 988-12345675 | Job: HKGAE15120001

Shipper: M0805 | MAIME CUSTOMER COMPANY | Quot(Shipper)

Consignee: M0806 | MAIME AGENT (USLAX) | Quot(Consignee)

Dest Agent: A0978 | AIR SEA WORLDWIDE LOGISTICS LIMITED

Flight No.: OZ777 | ETA Date: 10/12/2015 | Currency: USD

Qty: 50 | Gross Wgt.: 600.00 | Volume Wgt.: 417.00 | Chargeable Wgt.: 600.00 CBM | 2.50

FRT Terms: PP | OTH Terms: PP | POL: HKG | POD: LAX | F: F

Buttons: Gen. Income(I), Generate PSA

SALES		Original Charge Item													
Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill		
Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED								Inv.Curr	HKD	Inv#
1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00 HKD	1.000000		-450.00 B	S				
												-450.00			
Term	PP	Code	M0805	Invoice To	MAIME CUSTOMER COMPANY								Inv.Curr	HKD	Inv#
2	ADC	AIRLINE DOCUMENTATION	SHP	HKD	200.000	1.000	200.00 HKD	1.000000		200.00 O	S				
3	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00 HKD	1.000000		420.00 O	S				
4	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00 HKD	1.000000		456.00 O	S				
5	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00 HKD	1.000000		1,032.00 O	S				
6	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00 HKD	1.000000		2,100.00 O	S				
												4,208.00			

User may also control to show or not show the HAWB's charges on HAWB from the HAWB Preparation-> [HAWB] tag

ATA Code: 1330128 | Execution Place: HONG KONG | Exec. Date: [ ]

Account No.: [ ] | X-Ray: [ ] | Warehouse: [ ] | Ref. No.: NEL-001

IA Code: RA03921 | Manifest Remark: [ ]

Accounting Information: [ ]

Value for Carriage: N/D | Signature Company (optional): [ ]

Value for Customs: \$3 PER INV | Extended Marks: [ ]

Amount of Insurance: NIL | Shipper Copy: 2 - Show CC Charges

Internal Remark: [ ] | Consignee Copy: 1 - Show PP Charges

Ship ID: [ ] | Show As Agent: [ ] | 3 - Show All Charges

Buttons: Rated, Not Show Dimension

For example user choose Show CC charges on shipper copy; and show all charges on consignee copy as per below screen:

Accounting Information	Payable At	HONG KONG
Value for Carriage	Execution Place	HONG KONG
Value for Customs	X-Ray	Exec. Date
Amount of Insurance	Warehouse	Hand Search
Internal Remark	Manifest Remark	Ref. No.
REMARK	Signature Company (optional)	NEL-001
Ship ID	Extended Marks	
	Shipper Copy	2 - Show CC Charges
	Consignee Copy	3 - Show All Charges
	Show As agent	Not Show Dimension

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

AWB: ASW12345 | Job: HKGAE160900002

Shipper: A0008 | A. HARTRODT (BELGIUM) AIRFREIGHT N.V. MENEN | Quot(Shipper):  
 Consignee: DUMNY | MORRIS | Quot(Consignee):  
 Flight No.: AA1321 | ETD Date: 07/09/2016 | IFA Date: | Currency: JSD  
 Qty: | 9 Gross Wgt.: 23.00 Volume Wgt.: | POL: | Chargeable Wgt.: 23.00 CBM: 0.07  
 RT Terms: PC | DTH Terms: PC

Chrg	Description	F Base	Curr	Rate	Qty	Amount Inv. Curr	Ex. Rate	Inv. Amount	Ctrl	By Bill
1	FRT AIR FREIGHT CHARGE	KGS	HKD	66.000	23.000	1,518.00HKD	1.000000	1,518.000	HKD	Inv#
2	AMP AMENDMENT FEE		HKD	200.000	1.000	200.00HKD	1.000000	200.000	HKD	S
3	ADC AIRLINE DOCUMENTATION FEE	M KGS	USD	25.000	23.000	25.00HKD	7.800000	195.000	HKD	S
4	TRX TRANSHIPMENT CHARGE	M KGS	USD	80.000	23.000	80.00HKD	7.800000	624.000	HKD	S
									1,518.00	
									1,019.00	

Shipper copy shows CC charge FRT, while consignee copy shows All charges:

Prepaid	Weight Charge	Collect	Other Charges
			FRT: 194.62
Valuation Charge			
Tax			
Total Other Charges - Due Agent			194.62
Total Other Charges - Due Carrier			
<b>COD</b> →			Signature of Shipper or its agent
Total Prepaid	Total Collect		
Currency Conversion Rates	cc Charges in Dest. Currency		HONG KONG Leo C
For Office Use Only at Destination	Charges at Destination	Total Collect Charges	ASW12345

**ORIGINAL 3 (FOR SHIPPER)**

Prepaid	Weight Charge	Collect	Other Charges
			ADC: 25.00, AMP: 25.64, FRT: 194.62, TRX: 80.00
Valuation Charge			
Tax			
Total Other Charges - Due Agent			130.64
Total Other Charges - Due Carrier			194.62
<b>COD</b> →			Signature of Shipper or its agent
Total Prepaid	Total Collect		
Currency Conversion Rates	cc Charges in Dest. Currency		HONG KONG Leo C
For Office Use Only at Destination	Charges at Destination	Total Collect Charges	ASW12345

**ORIGINAL (FOR CONSIGNEE)**

Please note if the 'Rated' flag is ticked, only charges input in [Rated HAWB] tag will be shown on HAWB.

Value for Customs: AS PER INV Warehouse: Ref. No.: NEL-001  
 Amount of Insurance: NIL Manifest Remark  
 Internal Remark: Signature Company (optional)  
 REMARK: Extended Marks   
 Ship ID: Shipper Copy  **Rated**   
 Consignee Copy  **Rated**   
 Show As Agent  Not Show Attachments

HAWB Preparation (2) (X) (This is UAT environment) Division: AE User: HJG/LE  
 HAWB ASW12345 Manifest File Truck Event List **Rate HAWB**  
 Shipper: A0008 A. HARTRODT (BELGIUM) AIRFREIGHT N.V. MIENEN Quot(Shipper)  
 Consignee: DUMMY NORMAN Quot(Consignee)  
 Dest.Agent: 30044 AGENT MAILING NAME  
 Flight No.: AA1321 FTD Date: 07/09/2016 FTA Date: Currency: USD  
 Qty: 9 Gross Wgt.: 23.00 Volume Wgt.: 23.00 Chargeable Wgt.: 23.00 CBM: 0.07  
 PRT Terms: PC OTH Terms: PC POL HKG POD TPE F R

Chrg	Description	F Base	Curr	Rate	Qty	Amount Inv. Curr	Ex.Rate Inv. Amount	Ctrl
								0.00

Then user may click to the tag HAWB and press the button Send Document.

Group Item Print   
 Handling Information  
 No S.W.P.M.  
 Invoice and Packing List As Per Attached  
 ADD CHG DEL Void HAWB Print Pre-Advice **Send Document**  

+	Seq	Qty	Unit	Class	Gross Wgt. Unit *	Volume Wgt.	Chargeable Wgt.	CBM C
	1	10	50 CTN		600.00 KGS	417.00	600.00	2.500

Click the information you want to send out.

Press Email:

Send Document (2) (X) Division: AE User: ESY/LE  
 Recipient: MAIME CUSTOMER COMPANY  
 Attn:   
 Fax#:   
 Fax  **Email**   
 Create PDF   

Document	Payee(Invoice)/Shipper(HAWB)	Attn	Pay Terms(Invoice)
<b>Cover Sheet</b>			
1 Include			
<b>HAWB</b>			
2 ASW12345	MAIME CUSTOMER COMPANY		
<b>Invoice</b>			
3 AHKG151200070	MAIME CUSTOMER COMPANY	PP	

Press [ok] to confirm.

Message from webpage   
 Confirm Create File For Email?  
 OK Cancel



Item	Qty	Unit	Class	Update Frequency	Point of Billing	Pre-Advice	Document	Value	Chargeable Wgt.	CBM/Commodity (Rate)	Nature of goods	HS Code	SLAC
1	10	50BOX							1,042.00	6.250	TOYS		
<b>Special Instructions</b> 01 - Show PP Charges 02 - Show All Charges													
<b>Goods Descriptions</b> SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO)													

Select = Shipper Copy and Consignee Copy + Full Set → Output = 16 HAWB copies following 8 copies of Shipper Copy showing PP Charges and 8 copies of Consignee Copy setting show All Charges (purple mark in screen below)

Item	Qty	Unit	Class	Update Frequency	Point of Billing	Pre-Advice	Document	Value	Chargeable Wgt.	CBM/Commodity (Rate)	Nature of goods	HS Code	SLAC
1	10	50BOX							1,042.00	6.250	TOYS		
<b>Special Instructions</b> 01 - Show PP Charges 02 - Show All Charges													
<b>Goods Descriptions</b> SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO) SILLA EJECUTIVA SERVICE (KATHERINE MONTERO)													

Print HAWB attach list:

01 Attach list could be printed out no matter choosing shipper copy or consignee copy

Issuing Agent	Place of Receipt	LHR	HEATHROW AIRPORT
Issued By	Port of Loading	PVG	PUDONG AIRPORT
Issuing Carrier	Port of Discharge	PVG	PUDONG AIRPORT
IATA Code	Final Destination		
Account No.	Freight Upto		
IA Code	Payable At		
Accounting Information	Execution Place	HEATHROW AIRPORT	Dec. Date
Value for Carriage	X-Ray		Hand Search
Value for Customs	Warehouse		Ref. No.
Amount of Insurance	Manifest Remark		
Internal Remark	Signature Company (optional)		
	Extended Marks	<input type="checkbox"/>	
	Shipper Copy	1 - Show PP Charges	Rated <input type="checkbox"/>
	Consignee Copy	3 - Show All Charges	Rated <input type="checkbox"/>
	Show As Agent	<input type="checkbox"/>	Not Show Dimension <input type="checkbox"/>

PLEASE NOTIFY CONSIGNEE UPON ARRIVAL

ADD	CHD	QTY	Unit	Class	Value	Chargeable Wgt.	CBM/Commodity (Rate)
1		10	50BOX		200.00KGS	1,042.00	6.250
Marks		Goods Descriptions.		SILLA EJECTIVA SERVICE (KATHERINE MONTERO)		Dimension	
						50x50x50cm(50)	

Dest Agent	0015	1. Flight No.	125
AIR SEA WORLDWIDE (CHINA) LTD.		ETD/ETA Date /Time	28/02/2017
Special Instructions		2. Flight No.	
Order		ETD/ETA Date/Time	
Cargo Value	0.00	3. Flight No.	
Declaration Required	<input type="checkbox"/>	ETD/ETA Date/Time	
Export License		Place of Receipt	
Issuing Agent		Port of Loading	LHR
Issued By	AIR SEA WORLDWIDE (U.K.) LIMITED	Port of Discharge	PVG
Issuing Carrier		Final Destination	PVG
IATA Code		Freight Upto	
Account No.		Payable At	
IA Code		Execution Place	HEATHROW AIRPORT
Accounting Information		Warehouse	
Value for Carriage	N.V.D.	Manifest Remark	
Value for Customs	N.V.C.	Signature Company (optional)	
Amount of Insurance	NIL	Extended Marks	<input type="checkbox"/>
Internal Remark		Shipper Copy	1 - Show PP Charges
Ship ID		Consignee Copy	3 - Show All Charges
Handling Information		Show As Agent	<input type="checkbox"/>

PLEASE NOTIFY CONSIGNEE UPON ARRIVAL

ADD	CHD	QTY	Unit	Class	Value	Chargeable Wgt.	CBM/Commodity (Rate)	Nature of goods	IIS Code
1		10	50BOX		200.00KGS	1,042.00	6.250	TOYS	
Marks		Goods Descriptions.		SILLA EJECTIVA SERVICE (KATHERINE MONTERO)		Dimension			
						50x50x50cm(50)			

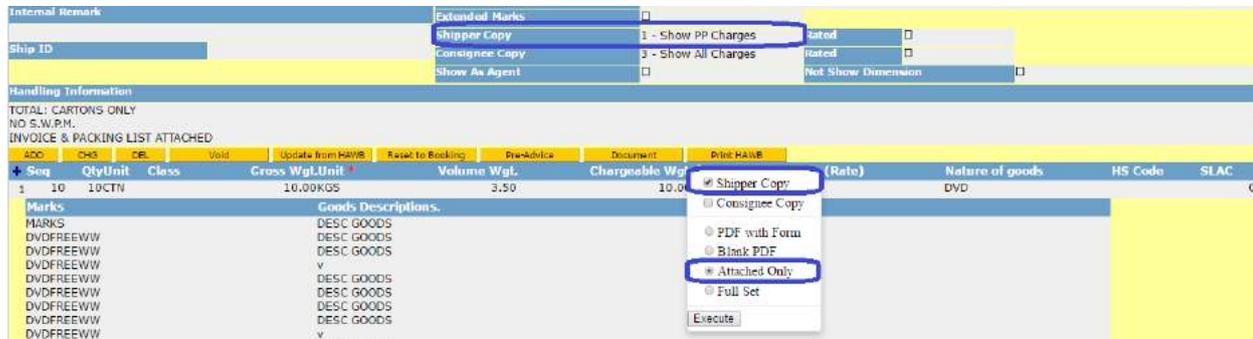
Dest Agent	0015	1. Flight No.	125
AIR SEA WORLDWIDE (CHINA) LTD.		ETD/ETA Date /Time	28/02/2017
Special Instructions		2. Flight No.	
Order		ETD/ETA Date/Time	
Cargo Value	0.00	3. Flight No.	
Declaration Required	<input type="checkbox"/>	ETD/ETA Date/Time	
Export License		Place of Receipt	
Issuing Agent		Port of Loading	LHR
Issued By	AIR SEA WORLDWIDE (U.K.) LIMITED	Port of Discharge	PVG
Issuing Carrier		Final Destination	PVG
IATA Code		Freight Upto	
Account No.		Payable At	
IA Code		Execution Place	HEATHROW AIRPORT
Accounting Information		Warehouse	
Value for Carriage	N.V.D.	Manifest Remark	
Value for Customs	N.V.C.	Signature Company (optional)	
Amount of Insurance	NIL	Extended Marks	<input type="checkbox"/>
Internal Remark		Shipper Copy	1 - Show PP Charges
Ship ID		Consignee Copy	3 - Show All Charges
Handling Information		Show As Agent	<input type="checkbox"/>

PLEASE NOTIFY CONSIGNEE UPON ARRIVAL

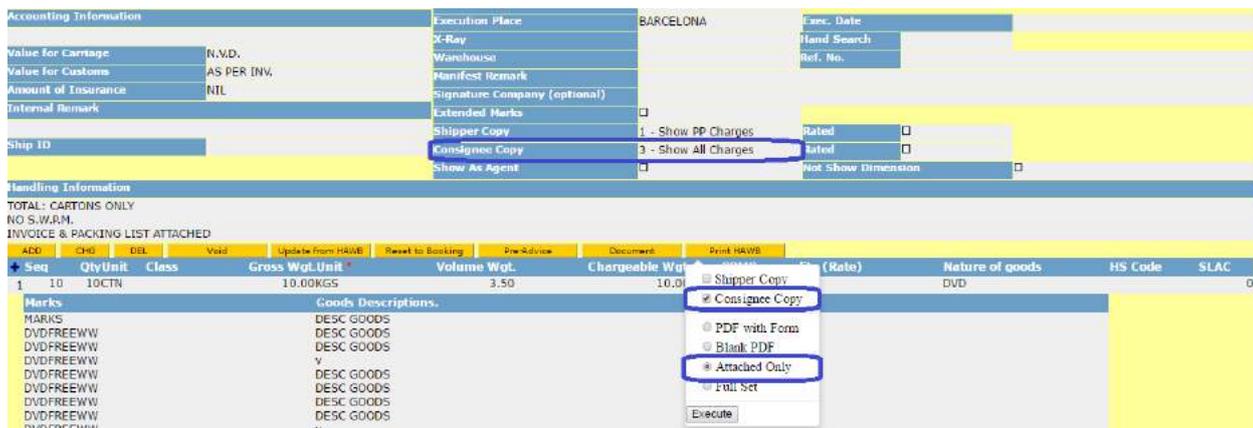
ADD	CHD	QTY	Unit	Class	Value	Chargeable Wgt.	CBM/Commodity (Rate)	Nature of goods	IIS Code	SLAC
1		10	50BOX		200.00KGS	1,042.00	6.250	TOYS		
Marks		Goods Descriptions.		SILLA EJECTIVA SERVICE (KATHERINE MONTERO)		Dimension				
						50x50x50cm(50)				

### Spain Print HAWB - Full set HAWB Print

Select = Shipper Copy + Full Set → Output = 8 HAWB copies following the Shipper Copy setting Show PP Charges (purple mark in screen below)



Select = Consignee Copy + Full Set → Output = 8 HAWB copies following the Consignee Copy setting Show All Charges (purple mark in screen below)



Select = Shipper Copy and Consignee Copy + Full Set → Output = 16 HAWB copies following 8 copies of Shipper Copy showing PP Charges and 8 copies of Consignee Copy setting show All Charges (purple mark in screen below)

Accounting Information

Value for Carriage	N.V.D.	Execution Place	BARCELONA	Exec. Date	
Value for Customs	AS PER INV.	X-Ray		Hand Search	
Amount of Insurance	NIL	Warehouse		Ref. No.	
Internal Remark		Manifest Remark			
		Signature Company (optional)			

Extended Marks

Shipper Copy	1 - Show PP Charges	Rated	<input type="checkbox"/>
Consignee Copy	3 - Show All Charges	Rated	<input type="checkbox"/>
Show As Agent		Not Show Dimension	<input type="checkbox"/>

Handling Information

TOTAL: CARTONS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

ADD	CHG	DEL	Void	Update from HAWB	Reset to Booking	Pre-Advice	Document	Print HAWB	(Rate)	Nature of goods	HS Code	SLAC
+										DVD		
1	10	10CTN		10.00KGS	3.50	10.0						

Marks

Seq	Qty/Unit	Class	Gross Wgt./Unit	Volume Wgt.	Chargeable Wgt.	(Rate)	Nature of goods	HS Code	SLAC
1	10	10CTN	10.00KGS	3.50	10.0		DVD		

Goods Descriptions.

MARKS	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS

Print HAWB menu options:

- Shipper Copy
- Consignee Copy
- PDF with Form
- Blank PDF
- Attached Only
- Full Set
- Execute

Print HAWB attach list:

01 Attach list could be printed out no matter choosing shipper copy or consignee copy

Internal Remark

Ship ID		Extended Marks	<input type="checkbox"/>
		Shipper Copy	1 - Show PP Charges
		Consignee Copy	3 - Show All Charges
		Show As Agent	<input type="checkbox"/>

Handling Information

TOTAL: CARTONS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

ADD	CHG	DEL	Void	Update from HAWB	Reset to Booking	Pre-Advice	Document	Print HAWB	(Rate)	Nature of goods	HS Code	SLAC
+										DVD		
1	10	10CTN		10.00KGS	3.50	10.0						

Marks

Seq	Qty/Unit	Class	Gross Wgt./Unit	Volume Wgt.	Chargeable Wgt.	(Rate)	Nature of goods	HS Code	SLAC
1	10	10CTN	10.00KGS	3.50	10.0		DVD		

Goods Descriptions.

MARKS	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS

Print HAWB menu options:

- Shipper Copy
- Consignee Copy
- PDF with Form
- Blank PDF
- Attached Only
- Full Set
- Execute

Ship ID

		Consignee Copy	3 - Show All Charges	Rated	<input type="checkbox"/>
		Show As Agent		Not Show Dimension	<input type="checkbox"/>

Handling Information

TOTAL: CARTONS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

ADD	CHG	DEL	Void	Update from HAWB	Reset to Booking	Pre-Advice	Document	Print HAWB	(Rate)	Nature of goods	HS Code	SLAC
+										DVD		
1	10	10CTN		10.00KGS	3.50	10.0						

Marks

Seq	Qty/Unit	Class	Gross Wgt./Unit	Volume Wgt.	Chargeable Wgt.	(Rate)	Nature of goods	HS Code	SLAC
1	10	10CTN	10.00KGS	3.50	10.0		DVD		

Goods Descriptions.

MARKS	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS

Print HAWB menu options:

- Shipper Copy
- Consignee Copy
- PDF with Form
- Blank PDF
- Attached Only
- Full Set
- Execute

Internal Remark

Ship ID		Extended Marks	<input type="checkbox"/>
		Shipper Copy	1 - Show PP Charges
		Consignee Copy	3 - Show All Charges
		Show As Agent	<input type="checkbox"/>

Handling Information

TOTAL: CARTONS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

ADD	CHG	DEL	Void	Update from HAWB	Reset to Booking	Pre-Advice	Document	Print HAWB	(Rate)	Nature of goods	HS Code	SLAC
+										DVD		
1	10	10CTN		10.00KGS	3.50	10.0						

Marks

Seq	Qty/Unit	Class	Gross Wgt./Unit	Volume Wgt.	Chargeable Wgt.	(Rate)	Nature of goods	HS Code	SLAC
1	10	10CTN	10.00KGS	3.50	10.0		DVD		

Goods Descriptions.

MARKS	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS
DVDFREEWW	v
DVDFREEWW	DESC GOODS

Print HAWB menu options:

- Shipper Copy
- Consignee Copy
- PDF with Form
- Blank PDF
- Attached Only
- Full Set
- Execute

### Spain Print MAWB - Full set MAWB Print

Select = Shipper Copy + Full Set → Output = 8 MAWB copies following the Shipper Copy setting Show PP

Charges (purple mark in screen below)

The screenshot shows a shipping manifest interface. At the top, there are fields for 'Value for Carriage', 'Value for Customs', and 'Amount of Insurance'. Below this is a table with columns for 'ADD', 'CHG', 'DEL', 'UNIT', 'CLASS', 'Gross Wgt./Unit', 'Volume Wgt.', 'Chargeable Wgt.', and 'Nature of goods'. A dropdown menu is open over the 'Chargeable Wgt.' column, showing options: 'Shipper Copy', 'Consignee Copy', 'PDF with Form', 'Blank PDF', 'Attached Only', and 'Full Set'. The 'Shipper Copy' option is selected. Below the table, there is a 'Hot Key' section with instructions: 'F7-Add Header F8-Change Header F2-Add'.

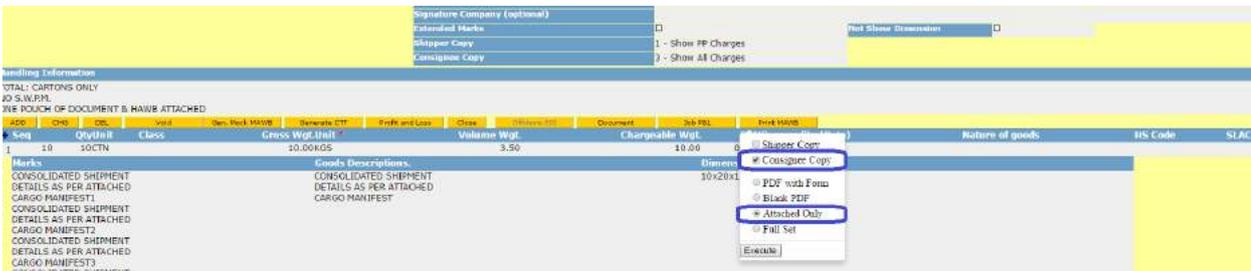
Select = Consignee Copy + Full Set → Output = 8 MAWB copies following the Consignee Copy setting Show All Charges (purple mark in screen below)

This screenshot is similar to the first one, but the 'Consignee Copy' option is selected in the dropdown menu. The 'Full Set' option is also visible. The rest of the interface, including the table and hot key instructions, remains the same.

Print MAWB attach list:

01 Attach list could be printed out no matter choosing shipper copy or consignee copy.

This screenshot shows the same shipping manifest interface, but with the 'Attached Only' option selected in the dropdown menu. The 'Full Set' option is also visible. The rest of the interface is consistent with the previous screenshots.



## Copy to booking

If there are similar booking you need to input, you can use the copy function.

Select Action [Copy to Booking] and press [go]



Tick the booking you want to copy. Input the expected flight date and tick if you need to copy Marks and Dimension. Press the button [copy].



Then the system will give you a new booking number.

Booking	Shipper Name	S.Sales	Consignee Name	F	Dest	Agent	R/O Agent	Controlling Customer	Warehouse	POR	POL	POD	Dest	Incoterms	Frt	Oth	Flight No	Flight Date	Pcs	Unit	C	W
1	HKGALAX650111	30017	JANICE SONE COMPANY	M0042	MT FOODS, S.A.	GAVA	GAVA	MT FOODS, S.A.		HKG	LAX	LAX	LAX	CC PP			11/02/2016	0	CTN			
2	HKGALAX650110	30017	JANICE SONE COMPANY	M0042	MT FOODS, S.A.	GAVA	GAVA	MT FOODS, S.A.		CAN	HKG	LAX	LAX	CC PP			11/02/2016	0	CTN			
3	HKGGAHK6650108	DUMMY	JOHN.CHAN DUMMY	DUMMY	DUMMY	F				HKA	HKA	HKA	CIF	PP	PP	HK123	15/02/2016	1	CTN		100	
4	HKGATPE650107	P0031	PQR COMPANY CORP	D0026	DEF COMPANY F			AIR SEA		HKG	TPE	TPE	CIF	PP	PP		10/02/2016	0	CTN			
5	HKGAEZE650106	A0002	AIR SEA FORWARDERS	A0001	AIR SEA SHIPPING INC.	F	AIR SEA	AIR SEA		SZX	PVG	EZE	EZE	CIF	PC	PC	03/02/2016	987	CTN			

## Update from HAWB

User may use this function to update the current editing HAWB from another HAWB.

**Handling Information**

TOTAL: CARTONS ONLY  
 NO S.W.P.M.  
 INVOICE & PACKING LIST ATTACHED

ADD CHG DEL Void **Update from HAWB** Reset to Booking Document Print HAWB

Seq	Qty	Unit	Class	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC	SHL
-----	-----	------	-------	------------	--------	-------------	-----------------	-----	------------------	-----------------	---------	------	-----

The HAWB could be sorted by Shipper/ consignee name, or Port of discharge.

User may choose update which part of HAWB also.

**Update from HAWB** (This is UAT environment) Division: AE User: HKG|LEO

Shipper Name: \_\_\_\_\_  
 Consignee Name: \_\_\_\_\_  
 Port of Discharge: BUD

Update Header  
 Update Marks & Desc  
 Update Qty & Dim.

Submit Return

S	T	Booking	HAWB	Shipper Name	Consignee Name	Dest.Agent	FRT	OTH	F.Carrier	Flight Date	Flight No.	POD	F.D.	Qty
<input type="checkbox"/>	1	B	HKGABUD650355	ABC TESTING LIMITED	JANICE AGENT DOCUMENT	ABC TESTING LIMITED	PP	PP	CX	31/05/2016	171	BUD	BUD	0
<input checked="" type="checkbox"/>	2	H	TESTHANDLING	JANICE TEST 2 LTD D	JANICE TEST 2 LTD D	AIR SEA WORLDWIDE (U.K.) LIMITED	PP	PP	CX	10/05/2016	171	BUD	BUD	100

Update Header means update the HAWB's header area, except the HAWB# and booking number:

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

HAWB#	TESTHANDLING	HAWB	160-1601601601	Job	HKGAE160500006
Shipper	J0019	Coloader		Coloader Name	
JANICE TEST 2 LTD D		Controlling Customer	A0020	Name	A.C.E. EXPRESS, INC.
TESTING DOCUMENT 1		Brand		Network	
TESTING DOCUMENT 2		Contact Information	Name	Phone	Email
TESTING DOCUMENT 3		Shipper	JANICE YEUNG	(852) 21110011	janiceyeung@gmail.com
TESTING DOCUMENT 4		Salesman	JOHN.CHAN		
Consignee J0019		Quotation(Shipper)	QHKG00001		
JANICE TEST 2 LTD D		Special Instruction			
TESTING DOCUMENT 1		Contact Information	Name	Phone	Email
TESTING DOCUMENT 2		Consignee	JANICE YEUNG	(852) 21110011	janiceyeung@gmail.com
TESTING DOCUMENT 3		Salesman	JOHN.CHAN		
TESTING DOCUMENT 4		Quotation(Consignee)	QHKG00001		
Notify#1		R/O Agent	A0014	Name	AIR SEA WORLDWIDE (U.K.) LIMITED
MANUAL INPUT NOTIFY#1		Special Instruction			
MANUAL INPUT NOTIFY#2		Bill Type And Wording	NEUTRAL L 23	Booking	
MANUAL INPUT NOTIFY#3		Incoterm	CIF	Freehand	F
MANUAL INPUT NOTIFY#4		Freight Term PP/CC	PP	Other Term	PP
MANUAL INPUT NOTIFY#5		Currency	USD		
Dest.Agent A0014		First Carrier	CX		
AIR SEA WORLDWIDE (U.K.) LIMITED		1. Flight No.	171		
Special Instruction		ETD/ETA Date /Time	10/05/2016		
Broker		To			
Cargo Value	0.00	2. Flight No.			
Declaration Required	<input type="checkbox"/>	ETD/ETA Date/Time			
Export License		To			
Issuing Agent		3. Flight No.			
Issued By	AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR	ETD/ETA Date/Time			
Issuing Carrier		To			
IATA Code	13 3 0126	Place of Receipt			
Account No.		Port of Loading	HKG	HONG KONG	
RA Code	RA03921	Port of Discharge	BUD	BUDAPEST	
Accounting Information		Final Destination	BUD	BUDAPEST	
Value for Carriage	N.V.D.	Freight Upto	Port of Discharge		
Value for Customs	AS PER INV.	Payable At			
Amount of Insurance	NIL	Execution Place	HONG KONG	Exec. Date	
Internal Remark		X-Ray		Hand Search	
Ship ID		Warehouse		Ref. No.	
Handling Information		Manifest Remark			
TOTAL: CARTONS ONLY		Signature Company (optional)			
VO S.W.R.M.		Extended Marks	<input type="checkbox"/>		
		Shipper Copy	3 - Show All Charges	Rated	<input type="checkbox"/>
		Consignee Copy	4 - Not Show Charges	Rated	<input type="checkbox"/>
		Show As Agent		Not Show Dimension	<input type="checkbox"/>

Update Marks & Desc is to update HAWB's details part's Marks and Goods Description area:

Seq	Qty	Unit	Class	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC	SH
1	10	100	CTN	A	500.00	KGS	17.00	500.00	0.100				0
Marks		Goods Descriptions.						Dimension					
The Agent acknowledges receipt of the above instructions from the Customer. This acknowledgement does not constitute an acceptance of the instructions by the Agent. Acceptance of the instructions will be made by way of the issue of the Agent's House AirWaybillHouse airbill.Air'sConsignmentNote or theAirCarrier's AirWaybill or other such similar documents.								10x10x10cm(100)					

Update Qty & Dim. - Means update the Qty, unit, gross weight, volume weight, chargeable weight, CBM and Dimension.

Seq	Qty	Unit	Class	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC	SH
1	10	100	CTN	A	500.00	KGS	17.00	500.00	0.100				0
<b>Marks</b>				<b>Goods Descriptions.</b>				<b>Dimension</b>					
The Agent acknowledges receipt of the above instructions from the Customer. This acknowledgement does not constitute an acceptance of the instructions by the Agent. Acceptance of the instructions will be made by way of the issue of the Agent's House AirWaybillHouse airbill.Air'sConsignmentNote or theAirCarrier's AirWaybill or other such similar documents.								10x10x10cm(100)					

## Update SHL

In HAWB preparation, there is a button [Update SHL] for update special handling code.

Handling Information													
ADD	CHG	DEL	Void	Update from HAWB	Update SHL	Reset to Booking	Document	Print HAWB					
Seq	Qty	Unit	Class	Gross Wgt.	Unit *	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC	SH
1	10	100	CTN	0.00	KGS	133.50	133.50	0.000		phone			
<b>Marks</b>				<b>Goods Descriptions.</b>				<b>Dimension</b>					
MARKS				DESCRIP				20x20x20cm(100)					

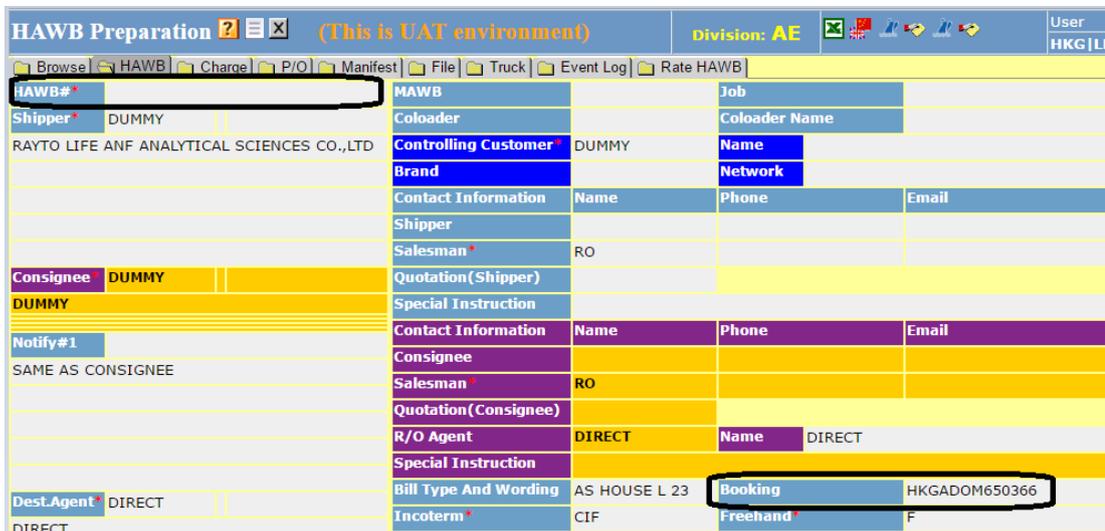
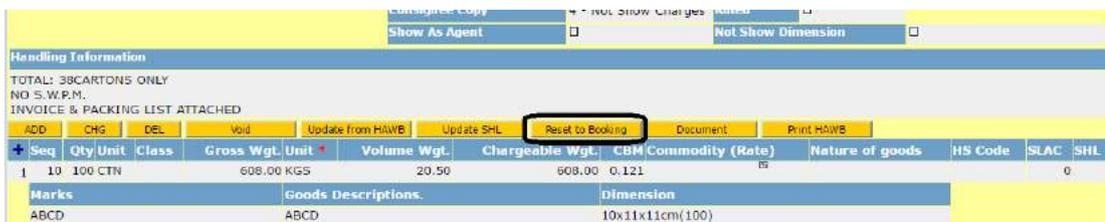
Users may tick the requested code -> press [Update], SHL will be appeared in details:

Select Special Handling Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (This is UAT environment)			Division: AE	User: HKG LEO
Job#	MAWB#	HAWB#		
<input type="button" value="Update"/>				
S	Code	Description		
<input type="checkbox"/>	1 CAO	Cargo Aircraft Only		
<input type="checkbox"/>	2 COL	Cool Goods		
<input type="checkbox"/>	3 EAP	Shipment with pouch		
<input type="checkbox"/>	4 EAW	Shipment without paper document and pouch		
<input type="checkbox"/>	5 ELI	Lithium on batteries excepted as per Section II of PI 965 - 967		
<input type="checkbox"/>	6 ELM	Lithium metal batteries excepted as per Section II of PI 968 - 970		
<input type="checkbox"/>	7 HEA	Heavy Cargo/150 kilograms and over per piece		
<input type="checkbox"/>	8 ICE	Dry Ice		
<input type="checkbox"/>	9 RLI	Fully regulated lithium ion batteries(CI.9)as per Section I of PI 965 - 967		
<input type="checkbox"/>	10 RLM	Fully regulated lithium metal batteries (CI.9) as per Section I of PI 968 - 970		
<input type="checkbox"/>	11 SPX	Cargo Secure for Passenger and All-Cargo Aircraft		
<input type="checkbox"/>	12 XPS	Priority LIFT		



## Reset to booking

When users press [Reset to booking], HAWB# will be eliminated. HAWB will be in booking status again.



## Delete for HAWB and MAWB / Void HAWB and MAWB

Users may delete the HAWB/ MAWB which had been created in system when:

- No charges is input/ invoice is issued.

**HAWB Preparation** (This is UAT environment) Division: AE

Job: 123456

Shipper: N0027 NICE DYEING FACTORY LTD Quot(Shipper): QHKG500020

Consignee: G0056 GARAN DE EL SALVADOR S.A. PLANT 32 Quot(Consignee):

Dest.Agent: C0007 CARGO S.A.

Flight No. ETD Date: 08/05/2016 ETA Date: Currency: USD

Qty: 235 Gross Wgt.: 514.00 Volume Wgt.: 434.50 Chargeable Wgt.: 514.00 CBM: 2

FRT Terms: CC OTH Terms: PP POL: HKG POD: AAE F F

SALES		Original Charge Item										
Chrg	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bl
									0.00			

PURCHASE												
Chrg	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bl
									0.00			

- No shipment details is input:

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

In HAWB/MAWB preparation, [DEL] button will be appeared for delete the HAWB/MAWB:

Handling Information

TOTAL: 235ROLLS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

Buttons: ADD, CHG, DEL, Void, Update from HAWB, Reset to Booking, Document, Print HAWB

Seq	Qty	Unit	Class	Gross Wgt.	Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code
-----	-----	------	-------	------------	------	-------------	-----------------	-----	------------------	-----------------	---------

User may also choose to void the HAWB/MAWB, however this process is irreversible, once HAWB/MAWB is voided, HAWB/MAWB number cannot be used again.

Handling Information

TOTAL: 235ROLLS ONLY  
NO S.W.P.M.  
INVOICE & PACKING LIST ATTACHED

Buttons: ADD, CHG, DEL, Void, Update from HAWB, Reset to Booking, Document, Print HAWB

Seq	Qty	Unit	Class	Gross Wgt.	Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code
-----	-----	------	-------	------------	------	-------------	-----------------	-----	------------------	-----------------	---------

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

Users can void the HAWB/MAWB when:

- No valid charges/ invoice existing.

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

Browse | HAWB | Charge | P/O | Manifest | File | Truck | Event Log | Rate HAWB

HAWB	TESTTEST	MAWB	111-11111110	Job	HKGAE160500002										
Shipper*	A0011	A. HARTRODT NEDERLAND AIRFREIGHT B.V. AMSTERDAM				Quot(Shipper)									
Consignee*	A0012	A. HARTRODT NEDERLAND B.V. ROTTERDAM				Quot(Consignee)									
Dest.Agent	L0071	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED													
Flight No.	CX123	ETD Date	03/05/2016	ETA Date		Currency	USD								
Qty	0	Gross Wgt.		Volume Wgt.	0.00	Chargeable Wgt.	0.00	CBM	0.000						
FRT Terms	CC	OTH Terms	CC	POL	HKG	POD	SZX	F	F						

VOIDED INVOICE: HKGDA0000273

SALES												Original Charge Item		
Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	
										0.00				

PURCHASE														
Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill	
										0.00				

- No shipment details is input:

Seq	Qty	Unit	Class	Gross Wgt.	Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS Code	SLAC	SHL
Hot Key: F7-Add Header F8-Change Header F2-Add													

Once HAWB/MAWB is voided, cannot make further changes:

ADD **AWB is voided** Document Print HAWB

Seq	Qty	Unit	Class	Gross Wgt.	Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (

## Manifest

In HAWB Preparation, there is a tag called [Manifest]. Left column is Shipper, consignee, notify#1 and agent's name and address from HAWB's header, which will be printed on HAWB.

Right columns: Manifest Shipper's Name & Address, Manifest Consignee's Name & Address and Manifest Notify#1's Name & Address are defaulted from customer/vendor's subgroup, which will be printed on the Air cargo manifest.

By pressing [CHG], users can change the information of each parties for the print out for this HAWB.

HAWB Preparation (This is UAT environment) Division: AE User: HKGJLE

Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB

Shipper: J0019

Manifest Shipper's Name & Address

JANICE TEST 2 LTD D  
 JANICE TEST 2 LTD M  
 TESTING DOCUMENT 1  
 TESTING MANIFEST 1  
 TESTING DOCUMENT 2  
 TESTING MANIFEST 2  
 TESTING DOCUMENT 3  
 TESTING MANIFEST 3  
 TESTING DOCUMENT 4  
 TESTING MANIFEST 4  
 TESTING DOCUMENT 5  
 TESTING MANIFEST 5

Consignee: J0019

Manifest Consignee's Name & Address

JANICE TEST 2 LTD D  
 JANICE TEST 2 LTD M  
 TESTING DOCUMENT 1  
 TESTING MANIFEST 1  
 TESTING DOCUMENT 2  
 TESTING MANIFEST 2  
 TESTING DOCUMENT 3  
 TESTING MANIFEST 3  
 TESTING DOCUMENT 4  
 TESTING MANIFEST 4  
 BBB AAA  
 TESTING MANIFEST 5

Notify#1

Manifest Notify#1's Name & Address

MANUAL INPUT NOTIFY#1  
 ABC MANIFEST COMPANY1  
 MANUAL INPUT NOTIFY#2  
 ABC MANIFEST COMPANY2  
 MANUAL INPUT NOTIFY#3  
  
 MANUAL INPUT NOTIFY#4  
  
 MANUAL INPUT NOTIFY#5

Agent: A0014

AIR SEA WORLDWIDE (U.K.) LIMITED  
 ROOMS 101 - 102, BUILDING 308,  
 WORLD FREIGHT TERMINAL,  
 MANCHESTER AIRPORT, MANCHESTER M90 5PZ,  
 UNITED KINGDOM

CHG Update All Update to Manifest Notify to M.CODE

Hot Key: FS-Change Header

HAWB Preparation (This is UAT environment) Division: AE

Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB

Shipper: J0019

Manifest Shipper's Name & Address

JANICE TEST 2 LTD D  
 JANICE TEST 2 LTD M  
 TESTING DOCUMENT 1  
 TESTING MANIFEST 1  
 TESTING DOCUMENT 2  
 TESTING MANIFEST 2  
 TESTING DOCUMENT 3  
 TESTING MANIFEST 3  
 TESTING DOCUMENT 4  
 TESTING MANIFEST 4  
 TESTING DOCUMENT 5  
 TESTING MANIFEST 5

Consignee: J0019

Manifest Consignee's Name & Address

JANICE TEST 2 LTD D  
 JANICE TEST 2 LTD M  
 TESTING DOCUMENT 1  
 TESTING MANIFEST 1  
 TESTING DOCUMENT 2  
 TESTING MANIFEST 2  
 TESTING DOCUMENT 3  
 TESTING MANIFEST 3  
 TESTING DOCUMENT 4  
 TESTING MANIFEST 4  
 BBB AAA  
 TESTING MANIFEST 5

Notify#1

Manifest Notify#1's Name & Address

MANUAL INPUT NOTIFY#1  
 NOTIFY ABC  
 MANUAL INPUT NOTIFY#2  
 NOTIFY DEF  
 MANUAL INPUT NOTIFY#3  
  
 MANUAL INPUT NOTIFY#4  
  
 MANUAL INPUT NOTIFY#5

Agent: A0014

AIR SEA WORLDWIDE (U.K.) LIMITED  
 ROOMS 101 - 102, BUILDING 308,  
 WORLD FREIGHT TERMINAL,  
 MANCHESTER AIRPORT, MANCHESTER M90 5PZ,  
 UNITED KINGDOM

Confirm Cancel

Hot Key: FS-Change Header

There are 3 functions in manifest:

- Update All means update the HAWB and manifest's name and address from customer/vendor subgroup master. In case Notify#1 is manual input, manifest output for notify will follow the Notify#1.

HAWB Preparation <span style="float: right;">(This is UAT environment)</span>		Division: AE	User: HKG LEO
Browse   HAWB   Charge   P/O   Manifest   File   Truck   Event Log   Rate HAWB			
<b>Shipper*</b> J0019	<b>Manifest Shipper's Name &amp; Address</b>		
JANICE TEST 2 LTD D	JANICE TEST 2 LTD M		
TESTING DOCUMENT 1	TESTING MANIFEST 1		
TESTING DOCUMENT 2	TESTING MANIFEST 2		
TESTING DOCUMENT 3	TESTING MANIFEST 3		
TESTING DOCUMENT 4	TESTING MANIFEST 4		
TESTING DOCUMENT 5	TESTING MANIFEST 5		
<b>Consignee*</b> J0019	<b>Manifest Consignee's Name &amp; Address</b>		
JANICE TEST 2 LTD D	JANICE TEST 2 LTD M		
TESTING DOCUMENT 1	TESTING MANIFEST 1		
TESTING DOCUMENT 2	TESTING MANIFEST 2		
TESTING DOCUMENT 3	TESTING MANIFEST 3		
TESTING DOCUMENT 4	TESTING MANIFEST 4		
TESTING DOCUMENT 5	TESTING MANIFEST 5		
<b>Notify#1</b>	<b>Manifest Notify#1's Name &amp; Address</b>		
MANUAL INPUT NOTIFY#1			
MANUAL INPUT NOTIFY#2			
MANUAL INPUT NOTIFY#3			
MANUAL INPUT NOTIFY#4			
MANUAL INPUT NOTIFY#5			
<b>Agent</b> A0014			
AIR SEA WORLDWIDE (U.K.) LIMITED			
ROOMS 101 - 102, BUILDING 308,			
WORLD FREIGHT TERMINAL,			
MANCHESTER AIRPORT, MANCHESTER M90 5PZ,			
UNITED KINGDOM			
CHG   Update All   Update to Manifest   Notify to M.CGNE			

Hot Key : F8-Change Header

When user need to update the manifest's notify name different from the HAWB one, user may input the notify's party in [Manifest] -> Manifest notify#1's Name & Address, system will print the Manifest Notify#1's Name & Address on the manifest. Please note for input Manifest Notify#1's Name& Address need to start with the 1st row.

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEC

Browse | HAWB | Charge | P/O | Manifest | File | Truck | Event Log | Rate HAWB

Shipper*	Manifest Shipper's Name & Address
J0019	JANICE TEST 2 LTD M
JANICE TEST 2 LTD D	TESTING MANIFEST 1
TESTING DOCUMENT 1	TESTING MANIFEST 2
TESTING DOCUMENT 2	TESTING MANIFEST 3
TESTING DOCUMENT 3	TESTING MANIFEST 4
TESTING DOCUMENT 4	TESTING MANIFEST 5
TESTING DOCUMENT 5	
Consignee*	Manifest Consignee's Name & Address
J0019	JANICE TEST 2 LTD M
JANICE TEST 2 LTD D	TESTING MANIFEST 1
TESTING DOCUMENT 1	TESTING MANIFEST 2
TESTING DOCUMENT 2	TESTING MANIFEST 3
TESTING DOCUMENT 3	TESTING MANIFEST 4
TESTING DOCUMENT 4	TESTING MANIFEST 5
TESTING DOCUMENT 5	
Notify#1	Manifest Notify#1's Name & Address
MANUAL INPUT NOTIFY#1	ABC MANIFEST COMPANY 1
MANUAL INPUT NOTIFY#2	ABC MANIFEST COMPANY 2
MANUAL INPUT NOTIFY#3	
MANUAL INPUT NOTIFY#4	
MANUAL INPUT NOTIFY#5	
Agent	
A0014	
AIR SEA WORLDWIDE (U.K.) LIMITED	
ROOMS 101 - 102, BUILDING 308,	
WORLD FREIGHT TERMINAL,	
MANCHESTER AIRPORT, MANCHESTER M90 5PZ,	
UNITED KINGDOM	

CHG Update All Update to Manifest Notify to M.CGNE

Hot Key: FS-Change Header

-Update to Manifest means update the Manifest's name and address from HAWB.

Browse | HAWB | Charge | P/O | Manifest | File | Truck | Event Log | Rate HAWB

Shipper*	Manifest Shipper's Name & Address
J0019	JANICE TEST 2 LTD D
JANICE TEST 2 LTD D	TESTING DOCUMENT 1
TESTING DOCUMENT 1	TESTING DOCUMENT 2
TESTING DOCUMENT 2	TESTING DOCUMENT 3
TESTING DOCUMENT 3	TESTING DOCUMENT 4
TESTING DOCUMENT 4	TESTING DOCUMENT 5
TESTING DOCUMENT 5	
Consignee*	Manifest Consignee's Name & Address
J0019	JANICE TEST 2 LTD D
JANICE TEST 2 LTD D	TESTING DOCUMENT 1
TESTING DOCUMENT 1	TESTING DOCUMENT 2
TESTING DOCUMENT 2	TESTING DOCUMENT 3
TESTING DOCUMENT 3	TESTING DOCUMENT 4
TESTING DOCUMENT 4	TESTING DOCUMENT 5
TESTING DOCUMENT 5	
Notify#1	Manifest Notify#1's Name & Address
MANUAL INPUT NOTIFY#1	MANUAL INPUT NOTIFY#1
MANUAL INPUT NOTIFY#2	MANUAL INPUT NOTIFY#2
MANUAL INPUT NOTIFY#3	MANUAL INPUT NOTIFY#3
MANUAL INPUT NOTIFY#4	MANUAL INPUT NOTIFY#4
MANUAL INPUT NOTIFY#5	MANUAL INPUT NOTIFY#5
Agent	
A0014	
AIR SEA WORLDWIDE (U.K.) LIMITED	
ROOMS 101 - 102, BUILDING 308,	
WORLD FREIGHT TERMINAL,	
MANCHESTER AIRPORT, MANCHESTER M90 5PZ,	
UNITED KINGDOM	

CHG Update All Update to Manifest Notify to M.CGNE

-Notify to M.CGNE means update Manifest's Consignee name and address from HAWB's Notify#1.

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB

Shipper\* J0019  
 JANICE TEST 2 LTD D  
 TESTING DOCUMENT 1  
 TESTING DOCUMENT 2  
 TESTING DOCUMENT 3  
 TESTING DOCUMENT 4  
 TESTING DOCUMENT 5

Manifest Shipper's Name & Address  
 JANICE TEST 2 LTD M  
 TESTING MANIFEST 1  
 TESTING MANIFEST 2  
 TESTING MANIFEST 3  
 TESTING MANIFEST 4  
 TESTING MANIFEST 5

Consignee\* J0019  
 JANICE TEST 2 LTD D  
 TESTING DOCUMENT 1  
 TESTING DOCUMENT 2  
 TESTING DOCUMENT 3  
 TESTING DOCUMENT 4  
 TESTING DOCUMENT 5

Manifest Consignee's Name & Address  
 MANUAL INPUT NOTIFY#1  
 MANUAL INPUT NOTIFY#2  
 MANUAL INPUT NOTIFY#3  
 MANUAL INPUT NOTIFY#4  
 MANUAL INPUT NOTIFY#5

Notify#1  
 MANUAL INPUT NOTIFY#1  
 MANUAL INPUT NOTIFY#2  
 MANUAL INPUT NOTIFY#3  
 MANUAL INPUT NOTIFY#4  
 MANUAL INPUT NOTIFY#5

Manifest Notify#1's Name & Address  
 ABC MANIFEST COMPANY1  
 ABC MANIFEST COMPANY2

Agent A0014  
 AIR SEA WORLDWIDE (U.K.) LIMITED  
 ROOMS 101 - 102, BUILDING 308,  
 WORLD FREIGHT TERMINAL,  
 MANCHESTER AIRPORT, MANCHESTER M90 5PZ,  
 UNITED KINGDOM

## Rate HAWB

Charges input in [Rate HAWB] tag can be printed on HAWB, users have option to choose show or not show on both shipper and consignee's HAWB

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

HAWB Preparation (This is UAT environment) Division: AE User: HKG|LEO

Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB

HAWB ASHKG650290 MAWB 160-88547410 Job HKGAE160300018

Shipper A0019 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA Quot(Shipper)

Consignee\* B0031 BK TEST CONSIGNEE Quot(Consignee)

Dest.Agent G0003 GAMMA CARGO S.A.C.

Flight No. CX1111 ETD Date 22/03/2016 ETA Date Currency HKD

Qty 10 Gross Wgt. 0.00 Volume Wgt. 33.50 Chargeable Wgt. 33.50 CBM 0.000

FRT Terms CC OTH Terms CC POL HKG POD LIM F

SALES		Original Charge Item											
Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl		
Term	PP	Code	A0019	Invoice To	DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA							Inv.Curr	USD
1	AGE	COLLECT A.D. AMOUNT		JOB	USD	10.000	1.000	10.00 USD	7.270000	72.70 0			
2	AMF	AMENDMENT FEE		SET	USD	10.000	1.000	10.00 USD	1.000000	10.00 0			
										82.70			

When Shipper Copy's Rated is tick, Rate HAWB charges will be printed on Shipper's HAWB.

Declaration Required	<input type="checkbox"/>	ETD/ETA Date/Time	18/03/2016
Export License		To	
Issuing Agent		Place of Receipt	
Issued By		Port of Loading	HKG HONG KONG
Issuing Carrier		Port of Discharge	LIM J CHAVEZ
LATA Code		Final Destination	LIM J CHAVEZ
Account No.		Freight Upto	Port of Discharge
RA Code		Payable At	DESTINATION
Accounting Information		Execution Place	HONG KONG
Value for Carriage	N.V.D.	X-Ray	
Value for Customs	AS PER INV.	Warehouse	
Amount of Insurance	NIL	Manifest Remark	
Internal Remark		Signature Company (optional)	
西計		Extended Marks	<input type="checkbox"/>
Ship ID		Shipper Copy	3 - Show All Charges
Handling Information		Consignee Copy	4 - Not Show Charges
		Show AS Agent	<input type="checkbox"/>
			Rated <input type="checkbox"/>
			Rated <input type="checkbox"/>
			Not Show Dimension <input type="checkbox"/>

Pieces RCP	Weight	Charge	Total	(Incl. Dimensions or Volume)
10	33.50K	AS ARRANGED		GOODS FOR TESTING 1/FEB/2016 20x20x20cm (5) ; 20x40x40cm (5)
MARKS FOR TESTING 1/FEB/2016				

Prepaid	Weight Charge	Collect	Other Charges
		AS ARRANGED	AGE: 72.70, AMP: 72.70
Valuation Charge			
Tax			
Total Other Charges - Due Agent			Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the International Air Transport Association Dangerous Goods Regulations.
145.40			
Total Other Charges - Due Shipper			
<b>COD →</b>			Signature of Shipper or its agent
Total Prepaid	Total Collect		
	AS ARRANGED		
Currency Conversion Rates	cc Charges in Dest. Currency	01-FEB-2016	HONG KONG
		Executed on (Date)	at (Place)
			Stamp / Signature of the Carrier or its agent
For Office Use Only at Destination	Charges at Destination	Total Collect Charges	ASHKG650290

### Prepare Agent Invoice or Invoice for Direct Shipment

We need to revisit the MAWB Preparation and press the tag [Charge]  
 You can input the charges you want to bill at Job Level.  
 Then you can input charges.

MAWB Preparation [?] [X] Division: AE User: ESY|LE

MAWB 988-12345675 Job: HKGAE15120001 Direct Shipt Coload

Shipper: E0001 EASY FORWARDING HKG Quotation (PP)

Consignee: DUMMY DUMMY Quotation (CC)

Mawb Owner: M0806 MAIME AGENT (USLAX) Vol.Diff Ratio: 0.00%

Flight No.: OZ777 ETD Date/Time: 10/12/2015 ETA Date/Time

Qty: 100 Gross Wgt.: 830.00 Volume Wgt.: 425.50 Chargeable Wgt.: 830.00 CBM: 2.55

FRT Terms: PP OTH Terms: PP POL: HKG POD: LAX F F

Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	By	Bill	Ctrl
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)							
1 HDL	HANDLING CHARGES	JOB	HKD		500	1	500	HKD				

Once it is done, press the button [Generate Invoice]

MAWB Preparation [?] [X] Division: AE User: ESY|LE

MAWB 988-12345675 Job: HKGAE15120001 Direct Shipt Coload

Shipper: E0001 EASY FORWARDING HKG Quotation (PP)

Consignee: DUMMY DUMMY Quotation (CC)

Mawb Owner: M0806 MAIME AGENT (USLAX) Vol.Diff Ratio: 0.00%

Flight No.: OZ777 ETD Date/Time: 10/12/2015 ETA Date/Time

Qty: 100 Gross Wgt.: 830.00 Volume Wgt.: 425.50 Chargeable Wgt.: 830.00 CBM: 2.55

FRT Terms: PP OTH Terms: PP POL: HKG POD: LAX F F

Generate Cost Generate Invoice Gen. Purchase Inv

Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)								
1 HDL	HANDLING CHARGES	JOB	HKD		500.000	1.000	500.00 HKD	1.000000		500.00			0

Chrg	Description	F	Base	Qty	Rate	Amount	Rate %	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
Term	PP	Code	C0960	Invoice To	CATHAY PACIFIC AIRWAYS									
1 ADC	AIRLINE DOCUMENTATION	SET	HKD	1.000	15.000	15.000		15.000 HKD	1.000000		15.00			0

If it is credit to the Agent, just input the amount with -ve before the amount. Then tick to confirm.

Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	By	Bill	Ctrl
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)							
1 PSL	PROFIT SHARE (FREE ENTRY)		KGS	HKD	-0.45	830	-373.50	HKD				0
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)							
1 HDL	HANDLING CHARGES	JOB	HKD		500.000	1.000	500.00 HKD	1.000000				0

Press Generate Invoice.

MAWB Preparation [?] [X] Division: AE User: ESY|LE

MAWB 988-12345675 Job: HKGAE15120001 Direct Shipt Coload

Shipper: E0001 EASY FORWARDING HKG Quotation (PP)

Consignee: DUMMY DUMMY Quotation (CC)

Mawb Owner: M0806 MAIME AGENT (USLAX) Vol.Diff Ratio: 0.00%

Flight No.: OZ777 ETD Date/Time: 10/12/2015 ETA Date/Time

Qty: 100 Gross Wgt.: 830.00 Volume Wgt.: 425.50 Chargeable Wgt.: 830.00 CBM: 2.55

FRT Terms: PP OTH Terms: PP POL: HKG POD: LAX F F

Generate Cost Generate Invoice Gen. Purchase Inv

Chrg	Description	F	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)								
1 PSL	PROFIT SHARE (FREE ENTRY)		KGS	HKD	-0.450	830.000	-373.50 HKD	1.000000		-373.50			0

The credit note will be represented by the yellow bulb.

Chrg	Description	Rate	Qty	Amount	Inv. Amt	Ex. Rate	Inv. Amount	By	Bill
1 HDL	HANDLING CHARGES	500.000	1.000	500.00 HKD		1.000000	500.00		
2 PSL	PROFIT SHARE (FREE ENTRY)	-0.450	830.000	-373.50 HKD		1.000000	373.50		

User can click to the Yellow bulb

It will go to the Customer Invoice Maintenance Screen.

User can press the button [CHG] and input the invoice Footer Remark.

**Customer Invoice Maintenance** [?] [X] [Print] [Refresh] [Home] [Back] [Forward] [Close]

User: **ESY|LEO**

Browse | Invoice Details

Invoice Type	C (1-Inv C-C/R Note)	Job	HKGAE15120001	Status	
Invoice Number	AHKG151200073	MAWB	988-12345675	Posting	
Payee	M0806	HAWB		Division	AE

MAIME AGENT (USLAX)

**Flight Information**

Bound: O  
 Flight Date: 10/12/2015  
 Freight Terms: CC

Payment Terms: Issue Date: 10/12/2015  
 Print Type: Due Date: Pay Currency: HKD Ex. Rate: 1.00000  
 Amount: 373.5

Remark (For Misc. Job)  
 Footer Remark

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

**CHG** Prt Invoice Void Load From Accrual Release To Accrual Approve

CHRG	Charge	Desc	Base	Cur	Rate	Qty1	Qty2	Amt	Ex. Rate	Inv. Amt
1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	0.450	830.00	1.00	373.50	1.000000	373.5

(For UK and Spain offices)

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

**INVOICE (DRAFT)**

TO: ASW SUPPLY CHAIN MANAGEMENT LTD.  
 UNITS 709-13, 7/F, COMH. BUILDING, AFFC,  
 2 CHUN WAN ROAD, CHEK LAP KOK, HK.

Invoice No.: LONCA0000034  
 Job No.: LONNE10100002  
 Date: 13/02/2017  
 Customer No.: A035

Tel: (852) 2304 2177 Fax: (852) 2302 4550  
 Attn:

Flight No.: CHG09  
 ETD Date: 21/06/2015  
 ETA Date: 01/11/2015  
 MAWB No.: 150-45078980  
 HAWB No.: ASLCHG0001

QTY: 8 CTNS  
 Gross Weight: 10.0 KGS  
 Chargeable Weight: 10.0 KGS

Description	Rate	VAT	Amount
ATTENDING DOCUMENTATION FEE	GBP 13.366/2007 * 1.000	0%	13.37
HANDLING CHARGE	GBP 30.000/2007 * 1.000	0%	30.00
INSURANCE CHARGE	GBP 1.500/2007 * 1.000	0%	1.50
TERMINAL CHARGE	GBP 1.500/2007 * 1.000	0%	1.50
AIR FREIGHT CHARGE	GBP 6.441/2007 * 1.000	0%	6.44
PROFIT SHARE	GBP -0.441/2007 * 1.000	0%	-0.44

Non Taxable: 123.25  
 Taxable: 55.00  
 (incl. VAT): 11.20

SAY: US DOLLARS ONE HUNDRED NINETY SIX AND CENTS FORTY SIX ONLY

Prepared By: Leo C Invoice Issue Date: 14/03/2017 TOTAL: USD 199.48

Please pay to the following bank account:  
 Beneficiary: Air Sea Worldwide (UK) Limited  
 Bank: HSBC PLC  
 Bank Address: 8 Market Street, London, EC3R 7DF, UK  
 EUR: IBAN DE44 2512 0510 0007 0001 0002 0003  
 USD: SWIFT BSBM3333 DE33 0750 0000 0001 0002 0003  
 GBP: IBAN GB28 4004 4001 1111 1111 1111 1111  
 Sort code: 4004 4001 1111

Air Sea Worldwide (UK) Limited

Authorized Signature

Invoice Type: C (1-Inv C-C/R Note)  
 Invoice Number: AHKG151200073  
 Job: HKGAE151200001  
 MAWB: 988-12345675  
 HAWB: ASLCHG150001  
 Division: AE

MAIME AGENT (USLAX)

Bound: O  
 Flight Date: 10/12/2015  
 Freight Terms: CC

Payment Terms: Issue Date: 10/12/2015  
 Print Type: Due Date: Pay Currency: USD Ex. Rate: 0.79000  
 Amount: 199.48

Remark (For Misc. Job)  
 Footer Remark

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

CHRG	Desc	Base	Cur	Rate	Qty1	Qty2	Amt	Ex. Rate	Inv. Amt	VAT
1 ADC	ATTENDING DOCUMENTATION FEE	GBP	GBP	13.366	1.00	1.00	13.37	1.253433	19.25	
2 HC	HANDLING CHARGE	GBP	GBP	30.000	1.00	1.00	30.00	1.253433	44.17	
3 ICC	INSURANCE CHARGE	GBP	GBP	1.500	1.00	1.00	1.50	1.253433	22.18	
4 TC	TERMINAL CHARGE	GBP	GBP	1.500	1.00	1.00	1.50	1.253433	19.25	
5 FRT	AIR FREIGHT CHARGE	GBP	USD	6.441	1.00	1.00	56.00	1.000000	56.00 V	
6 PSL	PROFIT SHARE	GBP	GBP	-0.441	1.00	1.00	-5.50	1.000000	-5.50	
7 VAT	VALUE ADDED TAX	SET	USD	56.000	0.20	1.00	11.20	1.000000	11.20	

TS-Change Header P2-Add

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.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	
Customer Invoice Maintenance   (This is UAT environment)										
<input type="button" value="Browse"/> <input type="button" value="Invoice Details"/> <input type="button" value="CAS Details"/>									User LON LEO	
Invoice Type	I	(I-Inv C-C/R Note)			Job	LONAE161000002	Status			
Invoice Number	LONDA0000034	MAWB	160-45678990	Posting						
Payee*	A0055	HAWB	ASLON650001	Division	AE					
ASW SUPPLY CHAIN MANAGEMENT LTD.		Flight Information								
UNITS 709-13, 7/F., COMM. BUILDING, AFFC,		Bound								
2 CHUN WAN ROAD, CHEK LAP KOK, HK.		Flight Date								
		31/10/2016								
		Freight Terms								
		CC								
Manual change Issue Date										
Payment Terms	7	Issue Date*	1/02/2017	Pay Currency*	USD	Ex.Rate	0.79			
Print Type	1 - English	Due Date	20/2/2017	Amount	196.46					
Remark (For Misc. Job)										
Footer Remark (Print First Line Only)										
Approve status	Appr/Un-Appr User			Date						
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>										
Hot Key : ESC-Cancel										

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	
Customer Invoice Maintenance   (This is UAT environment)										
<input type="button" value="Browse"/> <input type="button" value="Invoice Details"/> <input type="button" value="CAS Details"/>									User LON LEO	
Invoice Type	I	(I-Inv C-C/R Note)			Job	LONAE161000002	Status			
Invoice Number	LONDA0000034	MAWB	160-45678990	Posting						
Payee*	A0055	HAWB	ASLON650001	Division	AE					
ASW SUPPLY CHAIN MANAGEMENT LTD.		Flight Information								
UNITS 709-13, 7/F., COMM. BUILDING, AFFC,		Bound								
2 CHUN WAN ROAD, CHEK LAP KOK, HK.		Flight Date								
		31/10/2016								
		Freight Terms								
		CC								
Payment Terms	7	Issue Date*	1/02/2017	Pay Currency*	USD	Ex.Rate	0.79			
Print Type	COD	Due Date	20/2/2017	Amount	196.46					
Remark (For Misc. Job)										
Change Payment term to another option in order to refresh the counting function										
Footer Remark (Print First Line Only)										
Approve status	Appr/Un-Appr User			Date						
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>										
Hot Key : ESC-Cancel										

# Profit Share

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

The screenshot shows the 'MAWB Preparation' window with various tabs at the top: Air Freight, Inbound, Outbound, Miscellaneous, Report, Invoice, Tariff, Master, Sea-Air, Utility. The 'Profit Share' tag is circled. Below the tabs, there are fields for MAWB No. (043-11111170), Job No. (HKGAE16020005), Shipper (A0039), Consignee (G0013), Mawb Owner (C0074), Flight No. (KA0999), and other details. At the bottom, there are fields for Agent 1, Agent 1 Ratio, Agent 2, Agent 2 Ratio, Agent 3, Agent 3 Ratio, Currency, and Status.

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

The screenshot shows the 'Air Profit Share' window. It includes fields for CAS No., Job No., Agent 1 (G0013), Agent 2, Agent 3, Name, Currency (USD), Ex.Rate (7.8), and Agent Profit Share details (Agent 1 Ratio 50 P/S, Agent 2 Ratio P/S, Agent 3 Ratio P/S, Total Profit). The 'Confirm' button is highlighted.

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.

The screenshot shows the 'Air Profit Share' window with the 'Retrieve Sales' button circled. Below the button, there are two tables: 'Sales' and 'Purchase', both with columns for Job No., HAWB No., Term, Code, Invoice To/From, Chrg, Description, Curr, Rate, Qty, Unit, Amount, Inv. Curr, Ex. Rate, and Amount (USD). The 'Sales' table shows a total amount of 0.00. The 'Purchase' table shows a total amount of 0.00.

The purple highlights are the charge code occurs in the job. Just leave the HAWB No. blank when prepare the profit share in job level. If the credit note is calculated by single BLs respectively, then please choose the specific B/L No. accordingly.

Retrieve Sales ? [ ] [ X ] Division: AE

Job No. HKGAE160200005 HAWB No. [ ]

Job Date From [ ] To [ ]

Payee Code [ ] Terms ASHKG650031

FRT  ADC ASHKG650083 AMS  BTF

CFS  CTG  HC  TC

Go

User will see the income retrieved from the job. Press [Add] to add the charge for calculation.

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

Job No. HKGAE160200005 HAWB No. [ ]

Job Date From [ ] To [ ]

Payee Code [ ] Terms [ ]

FRT  ADC  AMS  BTF

CFS  CTG  HC  TC

Go

**Add**

Sales											Invoice Currency					
I/C	Job No.	HAWB No.	Term	Code	Invoice To	Chrg	Description	Curr	Rate	Qty	Unit	Amount	Inv.Curr	Ex.Rate	Amount	
<b>FRT</b>																
1	I	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	FRT	AIR FREIGHT CHARGE	USD	5.500	24.500	KGS	134.75	USD	1.000000	134.75
2	I	HKGAE160200005	ASHKG650083	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	20.000	KGS	110.00	USD	1.000000	110.00
3	I	HKGAE160200005	ASHKG650087	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	10.000	KGS	55.00	USD	1.000000	55.00
<b>TC</b>																
4	I	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	USD	0.137552	8.30
5	I	HKGAE160200005	ASHKG650083	PP	J0017	JANICE SON	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	1.000000	60.00
6	I	HKGAE160200005	ASHKG650087	PP	C0128	CITIZEN WA	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	1.000000	60.00

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

Air Profit Share										Division: AE		User: HKG LEO			
Browse   Change Detail   P/S Per HAWB										CAS No.: CASHKA1602016		Job No.: HKGAE16020005		Agent Profit Share	
Agent 1: G0013										Name: GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC		Agent 1 Ratio(%): 50.00P/S		161.73	
Agent 2:										Name:		Agent 2 Ratio(%): 0.00P/S		0.00	
Agent 3:										Name:		Agent 3 Ratio(%): 0.00P/S		0.00	
Status:										Currency: USD		Ex.Rate: 7.800000		Total Profit: 323.43	
ADD   CHG   Retrieve Sales   Retrieve Cost   Calculate															
Sales										Invoice Currency					
Job No.	HAWB No.	Term	Code	Invoice To	Chrg	Description	Curr	Rate	Qty/Unit	Amount	Inv.Curr	Ex.Rate	Amount	Amount (USD)	
ASHKG650031															
1	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	FRT	AIR FREIGHT CHARGE	USD	5.500	24.500	KGS	134.75	USD	134.75	
2	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	USD	8.30	
														143.05	
ASHKG650083															
3	HKGAE160200005	ASHKG650083	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	20.000	KGS	110.00	USD	110.00	
4	HKGAE160200005	ASHKG650083	PP	J0017	JANICE SON	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	7.69	
														117.69	
ASHKG650087															
5	HKGAE160200005	ASHKG650087	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	10.000	KGS	55.00	USD	55.00	
6	HKGAE160200005	ASHKG650087	PP	C0128	CITIZEN WA	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	7.69	
														62.69	
														323.43	
Purchase										Invoice Currency					
Job No.	HAWB No.	Term	Code	Invoice From	Chrg	Description	Curr	Rate	Qty/Unit	Amount	Inv.Curr	Ex.Rate	Amount	Amount (USD)	
1															0.00
2															0.00

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

Retrieve Cost										Division: AE		User: HKG LEO			
Job No.: HKGAE160200005										HAWB No.:					
Job Date From:										To:					
Payee Code:										Terms:					
FRT:										ADC:		<input type="checkbox"/>			
TC:										TC:		<input checked="" type="checkbox"/>			
Add										CFS: <input type="checkbox"/>		CG: <input type="checkbox"/>			
										Ge: <input type="checkbox"/>					
Purchase										Invoice Currency					
T/C	Job No.	HAWB No.	Term	Code	Invoice To	Chrg	Description	Curr	Rate	Qty/Unit	Amount	Inv.Curr	Ex.Rate	Amount	
FRT															
1	HKGAE160200005	PP	C0074	CATHAY PAC	FRT	AIR FREIGHT CHARGE	HKD	20.000	40.000	KGS	800.00	HKD	1.000000	800.00	
TC															
2	HKGAE160200005	PP	C0074	CATHAY PAC	TC	TERMINAL CHARGE	HKD	1.680	40.000	KGS	67.20	HKD	1.000000	67.20	

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

Air Profit Share										Division: AE		User: HKG LEO			
Browse   Change Detail   P/S Per HAWB										CAS No.: CASHKA1602016		Job No.: HKGAE16020005		Agent Profit Share	
Agent 1: G0013										Name: GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC		Agent 1 Ratio(%): 50.00P/S		166.14	
Agent 2:										Name:		Agent 2 Ratio(%): 0.00P/S		0.00	
Agent 3:										Name:		Agent 3 Ratio(%): 0.00P/S		0.00	
Status:										Currency: USD		Ex.Rate: 7.800000		Total Profit: 212.25	
ADD   CHG   Retrieve Sales   Retrieve Cost   Calculate															
Sales										Invoice Currency					
Job No.	HAWB No.	Term	Code	Invoice To	Chrg	Description	Curr	Rate	Qty/Unit	Amount	Inv.Curr	Ex.Rate	Amount	Amount (USD)	
ASHKG650031															
1	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	FRT	AIR FREIGHT CHARGE	USD	5.500	24.500	KGS	134.75	USD	134.75	
2	HKGAE160200005	ASHKG650031	CC	A0001	AIR SEA SH	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	USD	8.30	
														143.05	
ASHKG650083															
3	HKGAE160200005	ASHKG650083	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	20.000	KGS	110.00	USD	110.00	
4	HKGAE160200005	ASHKG650083	PP	J0017	JANICE SON	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	7.69	
														117.69	
ASHKG650087															
5	HKGAE160200005	ASHKG650087	CC	G0013	GAVA INTER	FRT	AIR FREIGHT CHARGE	USD	5.500	10.000	KGS	55.00	USD	55.00	
6	HKGAE160200005	ASHKG650087	PP	C0128	CITIZEN WA	TC	TERMINAL CHARGE	HKD	60.000	1.000	KGS	60.00	HKD	7.69	
														62.69	
														323.43	
Purchase										Invoice Currency					
Job No.	HAWB No.	Term	Code	Invoice From	Chrg	Description	Curr	Rate	Qty/Unit	Amount	Inv.Curr	Ex.Rate	Amount	Amount (USD)	
1	HKGAE160200005	PP	C0074	CATHAY PAC	FRT	AIR FREIGHT CHARGE	HKD	20.000	40.000	KGS	800.00	HKD	1.000000	800.00	
2	HKGAE160200005	PP	C0074	CATHAY PAC	TC	TERMINAL CHARGE	HKD	1.680	40.000	KGS	67.20	HKD	1.000000	67.20	
														111.18	
														111.18	

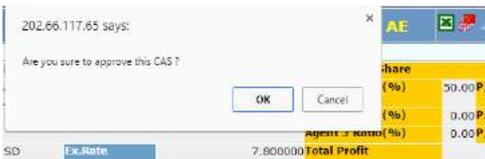
After calculation, press [Approve].

Air Profit Share				Division: AE	User: HKG LEO
CAS No.	CASHKA1602016	Job No.	HKGAE16020005	Agent Profit Share	
Agent 1	G0013	Name	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	Agent 1 Ratio(%)	50.00 P/S 106.14
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	212.25

HAWB No.	C.Wgt	Sales (USD)		Cost (USD)		Profit (USD)	Profit Share	
		Prepaid	Collect	Prepaid	Collect		G0013 (50%)	Our (50%)
1 ASHKG650031	24.50	0.00	143.05	49.98	0.00	93.07	46.54	46.53
2 ASHKG650083	20.00	7.69	110.00	40.80	0.00	76.89	38.45	38.44
3 ASHKG650087	10.00	7.69	55.00	20.40	0.00	42.29	21.15	21.14
	54.50	15.38	308.05	111.18	0.00	212.25	106.14	106.11

Press [OK] to confirm. Then the profit share amount will be transferred to the job.



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

MAWB Preparation										Division: AE	User: HKG LEO
MAWB	043-1111170	Job	HKGAE16020005	Direct Shipment		Quotation(PP)		Quotation(CC)			
Shipper	A0039	AIR SEA WORLDWIDE LOGISTICS LIMITED - AJR									
Consignee	G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC									
MAWB Owner	C0074	CATHAY PACIFIC SERVICES LIMITED									
Flight No.	KL0999	TD Date/Time	02/02/2016	ETA Date/Time	03/02/2016						
Qty	13	Gross Wgt.	40.00	Volume Wgt.	3.00	Chargeable Wgt.	40.00	CBM	5.00		
FRT Terms	PP	OTM Terms	PP	POB	HKG	POB	LAX	F	F		

Sales Invoice														
Invoice #	Type	Terms	M. Invoice #	Issue Date	HAWB	Payee Name	Cur	Amount	Ex. Rate	Amount(HKD)	Accrual Voucher	P. Status	Settle Date	Settle Am
1 HKGDA0000075	I	CC		02/02/2016	ASHKG650083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	110.00	7.270000	799.70				
2 HKGDA0000076	I	PP		02/02/2016	ASHKG650083 J0017	JANICE SONE COMPANY	HKD	4,715.00	1.000000	4,715.00				
3 HKGDA0000077	I	CC		02/02/2016	ASHKG650031 A0001	AIR SEA SHIPPING INC.	USD	280.33	7.270000	2,038.00				
4 HKGDA0000078	I	PP		02/02/2016	ASHKG650087 C0128	CITIZEN WATCH COMPANY LTD	HKD	1,058.00	1.000000	1,058.00				
5 HKGDA0000079	I	CC		02/02/2016	ASHKG650087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	55.00	7.270000	399.85				
6		CC			ASHKG650031 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-46.54	7.799957	-363.01				
7		CC			ASHKG650083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-38.45	7.800000	-299.91				
8		CC			ASHKG650087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-21.15	7.800000	-164.97				
										8,182.66				

Purchase Invoice														
Invoice #	Type	Terms	M. Invoice #	Issue Date	HAWB	Payee Name	Cur	Amount	Ex. Rate	Amount(HKD)	Accrual Voucher	P. Status	Settle Date	Settle Am
1 ABC123	I	PP		02/02/2016	C0074	CATHAY PACIFIC SERVICES LIMITED	HKD	1,163.90	1.000000	-1,163.90		Posted	05/02/2016	-1,163.90
2		PP			C0074	CATHAY PACIFIC SERVICES LIMITED	HKD	20.00	1.000000	-20.00				
										-1,183.90				

Press [OK].

MAWB Preparation

Division: AE

Job: HIGAE16020005

Shipper: A0039 AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Consignee: G0013 GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

MAWB Owner: C0074 CATHAY PACIFIC SERVICES LIMITED

Flight No.: KA0999

ETD Date/Time: 02/02/2016

ETA Date/Time: 03/02/2016

Qty: 13

Cross Wgt.: 40.00

Volume Wgt.: 3.00

Chargeable Wgt.: 40.00

CBM: 5.00

RI Terms: PP

OTH Terms: PP

POD: HKG

POD: LAX

Gen. Purchase Inv. Gen. Sales Invoice

Sales Invoice

Invoice #	Type	Terms	M. Invoice #	Issue Date	HAWB	Payee Name	Cur	Amount	Ex. Rate	Amount (HKD)	Accrual	Voucher	P. Status	Settle Date	Settle Amt	
1 HKGDA00000751	CC			02/02/2016	ASHKGS0083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	110.00	7.270000	799.70						
2 HKGDA00000761	PP			02/02/2016	ASHKGS0083 J0017	JANICE SONE COMPANY	HKD	4,715.00	1.000000	4,715.00						
3 HKGDA00000771	CC			02/02/2016	ASHKGS0031 A0001	AIR SEA SHIPPING INC.	USD	280.33	7.270000	2,038.00						
4 HKGDA00000781	PP			02/02/2016	ASHKGS0087 C0128	CITIZEN WATCH COMPANY LTD	HKD	1,058.00	1.000000	1,058.00						
5 HKGDA00000791	CC			02/02/2016	ASHKGS0087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	55.00	7.270000	399.85						
6	CC				ASHKGS0031 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-46.54	7.200957	-363.01						
7	CC				ASHKGS0083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-38.45	7.800900	-299.91						
8	CC				ASHKGS0087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-21.15	7.800900	-164.97						
											8,182.68					

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

MAWB Preparation

Division: AE

Job: HIGAE16020005

Shipper: A0039 AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Consignee: G0013 GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

MAWB Owner: C0074 CATHAY PACIFIC SERVICES LIMITED

Flight No.: KA0999

ETD Date/Time: 02/02/2016

ETA Date/Time: 03/02/2016

Qty: 13

Cross Wgt.: 40.00

Volume Wgt.: 3.00

Chargeable Wgt.: 40.00

CBM: 5.00

RI Terms: PP

OTH Terms: PP

POD: HKG

POD: LAX

Gen. Purchase Inv. Gen. Sales Invoice

Sales Invoice

Invoice #	Type	Terms	M. Invoice #	Issue Date	HAWB	Payee Name	Cur	Amount	Ex. Rate	Amount (HKD)	Accrual	Voucher	P. Status	Settle Date	Settle Amt	
1 HKGCA0000018	CC			02/02/2016	G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	156.14	7.850000	-827.88						
2 HKGDA00000751	CC			02/02/2016	ASHKGS0083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	110.00	7.270000	799.70						
3 HKGDA00000761	PP			02/02/2016	ASHKGS0083 J0017	JANICE SONE COMPANY	HKD	4,715.00	1.000000	4,715.00						
4 HKGDA00000771	CC			02/02/2016	ASHKGS0031 A0001	AIR SEA SHIPPING INC.	USD	280.33	7.270000	2,038.00						
5 HKGDA00000781	PP			02/02/2016	ASHKGS0087 C0128	CITIZEN WATCH COMPANY LTD	HKD	1,058.00	1.000000	1,058.00						
6 HKGDA00000791	CC			02/02/2016	ASHKGS0087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	55.00	7.270000	399.85						
											8,182.68					

Purchase Invoice

Invoice #	Type	Terms	M. Invoice #	Issue Date	HAWB	Payee Name	Cur	Amount	Ex. Rate	Amount (HKD)	Accrual	Voucher	P. Status	Settle Date	Settle Amt
1 ABC123	I	PP		02/02/2016	C0074	CATHAY PACIFIC SERVICES LIMITED	HKD	1,163.90	1.000000	-1,163.90			Posted	05/02/2016	-1,163.90

## Sending ePouch

Once the Agent's invoice is done, then you can also send the ePouch to the agent in the tag [Overseas Agent].

Click to the icon pouch.

The screenshot shows the 'MAWB Preparation' interface. The 'Overseas Agent' tag is circled in the top navigation bar. Below it, a table lists MAWB entries with a 'Pouch' column containing document icons. The second row is highlighted in yellow.

Code	Name	T	AWB	M. Terms	House	Sub-House	G. Wgt(KG)	C. Wgt(KG)	Inv. Amt(HKD)	Pouch
1 A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED				1	0	600.00	600.00	450.00	
2 E0311	EASY FORWARDING SINGAPORE				1	0	230.00	230.00	0.00	
					2	0	830.00	830.00	450.00	

A screen will pop out.

Select the information you want to send to the agent and press the button [Email]

The screenshot shows the 'Destination Agent Pouch' interface. An 'Email' button is circled in the top left. Below it, a table lists documents with checkboxes in the right column. The checkboxes for '1 Manifest', '2 988-12345675', '3 ASW12345', and '4 AHKG151200071' are circled.

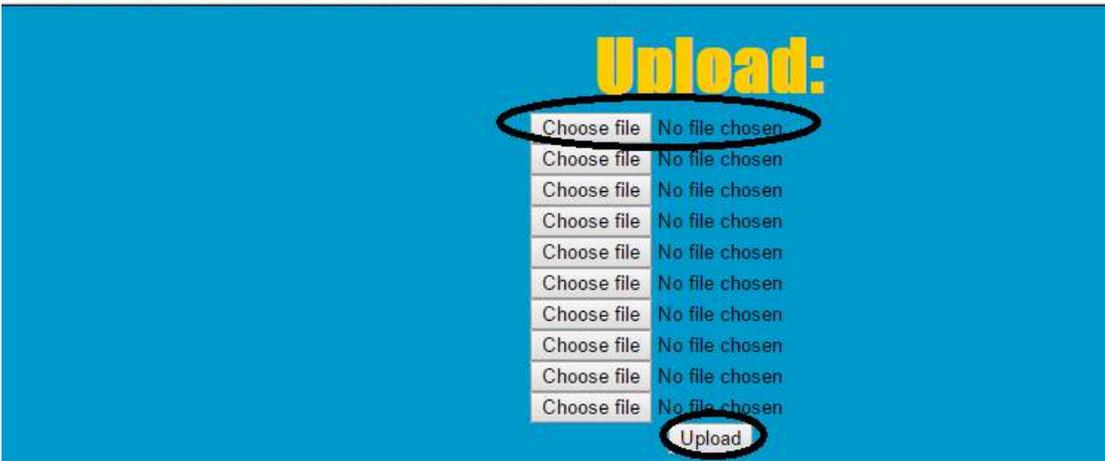
Document	Party	Name	
Document			<input type="checkbox"/>
1 Manifest			<input checked="" type="checkbox"/>
MAWB			<input type="checkbox"/>
2 988-12345675			<input checked="" type="checkbox"/>
HAWB			<input type="checkbox"/>
3 ASW12345	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	<input checked="" type="checkbox"/>
Invoice			<input type="checkbox"/>
4 AHKG151200071	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	<input checked="" type="checkbox"/>

If there are documents that are not generated from FM3K, please use the tag [File] and upload the document first.

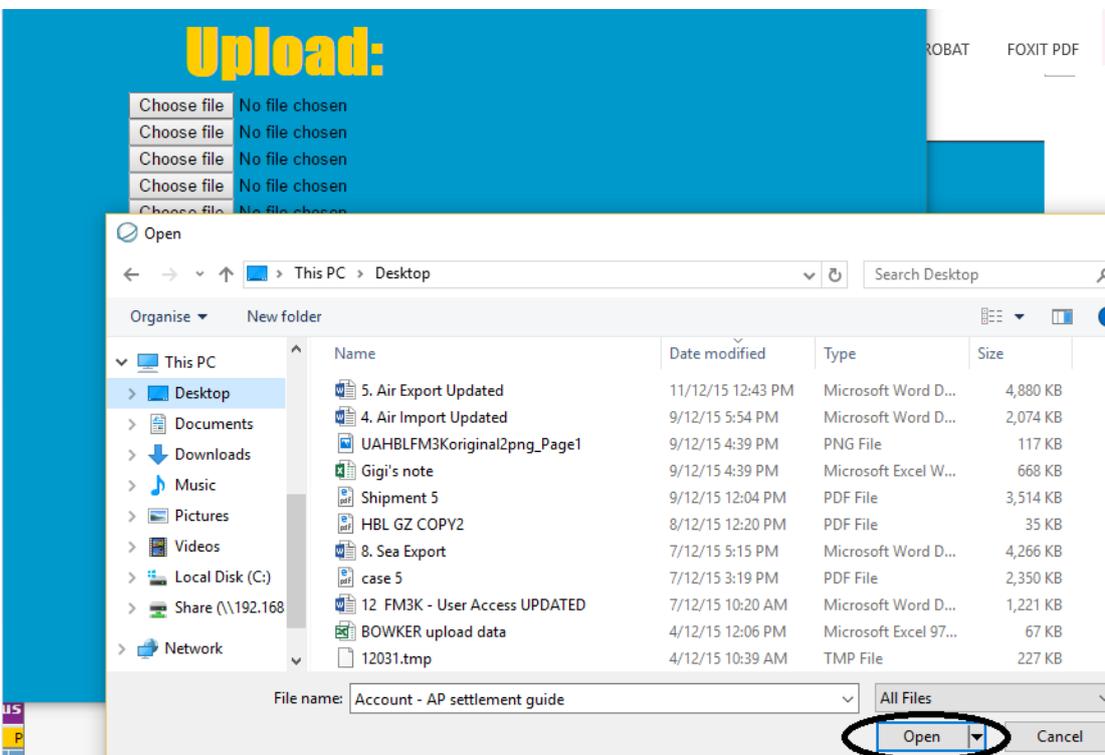
The screenshot shows the 'MAWB Preparation' interface. The 'File' tag is circled in the top navigation bar. Below it, an 'Upload' button is circled. A table with columns 'File Name', 'Remark', and 'Create Date' is visible below the button.

File Name	Remark	Create Date

A window will be pop out. Press the button [Choose file]



Please select the file and press [Open] and press [Upload].



The file will be appeared :



When you press the pouch for the overseas agent, it will also be appeared.

Destination Agent Pouch			User
			ESY LEO
Email			
Create PDF			
Document	Party	Name	
Document			<input checked="" type="checkbox"/>
1 Manifest			<input checked="" type="checkbox"/>
MAWB			<input checked="" type="checkbox"/>
2 988-12345675			<input checked="" type="checkbox"/>
HAWB			<input checked="" type="checkbox"/>
3 ASW12345	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	<input checked="" type="checkbox"/>
Invoice			<input checked="" type="checkbox"/>
4 AHKG151200071	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	<input checked="" type="checkbox"/>
Attachement			<input checked="" type="checkbox"/>
5 Donnut1.jpg			<input checked="" type="checkbox"/>

Press Email to send the ePouch to the agent.

Confirm [ok]

Message from webpage 25



Confirm Create PDF and Send Email?

OK

Cancel

# Cross Station EDI

If your agent is using FM3K, or they have the EDI capabilities, then you can send the EDI to the Agent. It could be set in Accounting -> Master -> Cross station EDI setup:

Cross Station EDI Setup (This is UAT environment)			
Agent *	To Site *	Inbound Division	Module
1 L0071	SZX	AI	AIR
2 L0071	SZX	SI	SEA
3 L0078	CAN	AI	AIR
4 L0078	CAN	SI	SEA
5 L0082	FOS	AI	AIR
6 L0082	FOS	SI	SEA
7 A0346	SHA	AI	AIR
8 A0346	SHA	SI	SEA
9 A0348	NGB	AI	AIR
10 A0348	NGB	SI	SEA
11 A0365	TPE	AI	AIR
12 A0365	TPE	SI	SEA
13 A0366	SGN	AI	AIR
14 A0366	SGN	SI	SEA

Hot Key : F2-Add

To fulfill the sending cross station EDI requirement: In MAWB preparation, users need to choose the correct Agent's code for the cross station as Consignee

e.g L0071 in the example below:

MAWB Preparation (This is UAT environment)			
MAWB# 111-11111110		Direct Shipment	
Shipper 00042	Job HKGAE16050002	Coloader House	
JANICE SHIPPER DOCUMENT CHANGE	Coload In	Coload Out	
SHIPPER DOCUMENT ADDRESS 1 CHANGE	Coloader	Coloader Name	
SHIPPER DOCUMENT ADDRESS 2 CHANGE	Controlling Customer 00044	Name	JANICE AGENT DOCUMENT
SHIPPER DOCUMENT ADDRESS 3 CHANGE	Brand	Network	
SHIPPER DOCUMENT ADDRESS 4 CHANGE	Mawb Owner 00044	JANICE AGENT DOCUMENT	
Consignee L0071	Contact Information	Name	Phone
ETAONING AIR SEA WORLDWIDE LOGISTICS LIMITED	Shipper	AIR EX CONTACT	AIR EX PHONE
RM A,B,E, 27/F, HONG LONG CENTURY PLAZA A, 4002 SHENNAN EAST RD., LUOHU DISTRICT, SHENZHEN, CHINA 518001	Salesman	CORP	AIR EX EMAIL
Notify#1	Quotation(Shipper)		
JANICE AGENT DOCUMENT	Special Instruction		
	Contact Information	Name	Phone
	Consignee	(86-755) 25859851	info@asw-ningbo.com.cn
	Salesman	CORP	
	Quotation(Consignee)		
	R/O Agent	Name	
	Special Instruction		

Go to the MAWB Preparation and select the Display [Send EDI] and press the button [go] Click to the yellow button and the EDI will then be sent out. Press [ok] to confirm.

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**MAWB Preparation** (This is CAT environment) Division: AE User: HKG|LEO

MAWB: 111-11111110 HAWB: Job#: Shipper: Flight No.: POL: Consignee: ETA: Freehand: POD: Agent: Booking: Direct: MAWB Type: Customer: Ship ID: Coload: Display: Send EDI: Broker: Division: AE Status: All User: luo Action: 1-Entry

Done	Send	Job	M. Type	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C.In	C.Out	House	Frt	Oth	Qty	Unit	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HKGAE160500002		111-11111110 SHIPPER	JANICE	LIAONING AIR	JANICE AGENT	HKG	SZX	SZX	03/05/2016					0	PP	PP	10	CTN

Hot Key: F2-Add



The Done status will have a tick.

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**MAWB Preparation** (This is CAT environment) Division: AE User: HKG|LEO

MAWB: 111-11111110 HAWB: Job#: Shipper: Flight No.: POL: Consignee: ETA: Freehand: POD: Agent: Booking: Direct: MAWB Type: Customer: Ship ID: Coload: Display: Send EDI: Broker: Division: AE Status: All User: luo Action: 1-Entry

Done	Send	Job	M. Type	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C.In	C.Out	House	Frt	Oth	Qty	Unit	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HKGAE160500002		111-11111110 SHIPPER	JANICE	LIAONING AIR	JANICE AGENT	HKG	SZX	SZX	03/05/2016					0	PP	PP	10	CTN

Then the shipment can be seen by SZX import users:

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

**Bill Distribution** (This is CAT environment) Division: AI User: SZX|LEO

MAWB: 111-11111110 HAWB: Job#: Shipper: Flight No.: POL: Consignee: ETA: Freehand: POD: Agent: Booking: Direct: MAWB Type: Customer: Ship ID: Coload: Display: Send EDI: Broker: Division: AI Status: All User: Customer: Go

S	File	MAWB	Job	Shipper Name	Consignee Name	Qty	Gross Weight	CBM	D	C.In	C.Out	Frt	Oth	Total	Hawb	POL	POD	Flight	
1		111-11111110	HKGAE160500002	JANICE SHIPPER MAILING	LIAONING AIR SEA WORLDWID	10	500.00	0.120								0	HKG	SZX	CX123

Hot Key: F2-Add

## OFFSHORE EDI

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

## HAWB Preparation.

In this example, shipment is loaded from SZX, but the shipment is belong to CAN station (Code L0078). Please mark the R/O Agent as L0078.

HAWB Preparation (This is UAT environment)		Division: AE		User: SZX/LEO	
MAWB#	TEST101010	MAWB	TESTING00001	Job	SZXAE160400003
Shipper	B0025	Coloader		Coloader Name	
BK TEST		Controlling Customer	B0025	Name	BK TEST
1 KING'S ROAD		Brand		Network	
CENTRAL		Contact Information	Name	Phone	Email
HONG KONG		Shipper	AE (SZX)		
		Salesman	A601		
Consignee	J0043	Quotation(Shipper)			
JANICE CONSIGNEE DOCUMENT		Special Instruction			
CONSIGNEE DOCUMENT ADDRESS 1 TIL THE END OF THIS R		Contact Information	Name	Phone	Email
CONSIGNEE DOCUMENT ADDRESS 2 TIL THE END OF THIS R		Consignee			
CONSIGNEE DOCUMENT ADDRESS 3 TIL THE END OF THIS R		Salesman	CORP		
CONSIGNEE DOCUMENT ADDRESS 4 TIL THE END OF THIS R		Quotation(Consignee)			
Notify#1		R/O Agent	L0078	Name	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED
SAME AS CONSIGNEE		Special Instruction			
		Bill Type And Wording	NEUTRAL L 23	Booking	
		Incoterm	CIF	Freehand	F
		Freight Term PP/CC	PP	Other Term	PP
		Currency	USD		
Dest.Agent	A0348	First Carrier			
AIR SEA WORLDWIDE (CHINA) LTD.		1. Flight No.			
Special Instruction		ETD/ETA Date /Time	26/04/2016		
		To			
Broker		2. Flight No.			
		ETD/ETA Date/Time			
		To			
Cargo Value	0.00	3. Flight No.			
Declaration Required	<input type="checkbox"/>	ETD/ETA Date/Time			
Export License		To			
Issuing Agent		Place of Receipt	SZX	SHENZHEN	
Issued By	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED	Port of Loading	NGB	NINGBO	
Issuing		Port of Discharge	HKG	HONG KONG	
		Final Destination	HKG	HONG KONG	

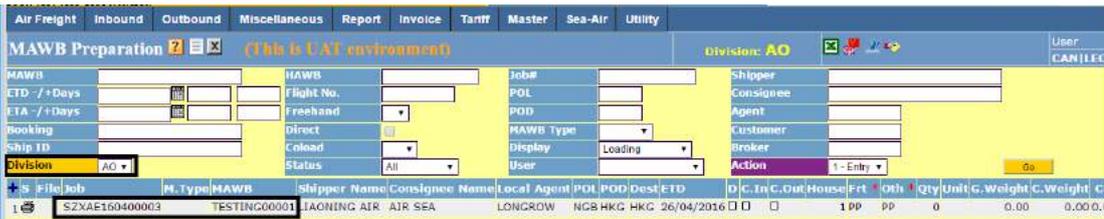
When user go to MAWB Preparation, Offshore EDI button will be activated.

ROOM 1204-1208, DICE HANGSIK, NO.50, DA-LAI ROAD, NINGBO, CHINA 315016		Salesman <th>Corp </th>		Corp							
Notify#1		Quotation(Shipper)									
		Special Instructions									
		Contact Information	Name	Phone							
		Consignee		(86-574) 87305							
		Salesman	CORP								
		Quotation(Consignee)									
		R/O Agent		Name							
		Special Instruction									
Broker		Bill Type And Wording	NEUTRAL L 23	Booking							
		Incoterm	CIF	Freehand							
		Freight Term PP/CC	PP	Other Term							
		Currency	RMB	Val.Off %							
Issuing Agent		First Carrier									
Name	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED	1. Flight No.									
IATA Code		ETD/ETA Date /Time	26/04/2016								
Account No.		To									
IRA Code		2. Flight no.	HU-880								
CASS		ETD/ETA Date/Time									
Accounting Information		To									
Value for Carriage	N.V.D.	3. Flight No.									
Value for Contents	N.C.V.	ETD/ETA Date/Time									
Amount of Insurance	NIL	To									
Internal Remark(Not Print)		Warehouse		Ref. No.							
		Place of Receipt	SZX	SHENZHEN							
		Port of Loading	NGB	NINGBO							
		Port of Discharge	HKG	HONG KONG							
		Final Destination	HKG	HONG KONG							
Ship ID		Port of Discharge									
		Freight Unit									
		Payable At									
		Execution Place	SHENZHEN	Exec. Date							
		X-Ray		Stand Search							
		Handbook Remark									
		Signature Company (optional)									
		Extended Marks	<input type="checkbox"/>	Print Show Dimen							
		Shipper Copy	1 - Show PP Charges								
		Consignee Copy	1 - Show PP Charges								
Handling Information											
TOTAL CARTONS ONLY NO S.W.M.											
ONE POUCH OF DOCUMENT & HAWB ATTACHED											
NO.	CHG	OR	Wgt	Gen. Mark HAWB	General CTY	Port and Line	Chrg	Offshore EDI	Document	Print HAWB	
1	10	100TH					100.00KGS	<input checked="" type="checkbox"/>			
Marks		Generic Descriptions: CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED			Dimensions		10x10x10cm(10)				
Gross Weight		100.00KGS		Volume		2.00		Chargeable Wgt.		100.00	
Commodity (Rate)				Commodity (Rate)							

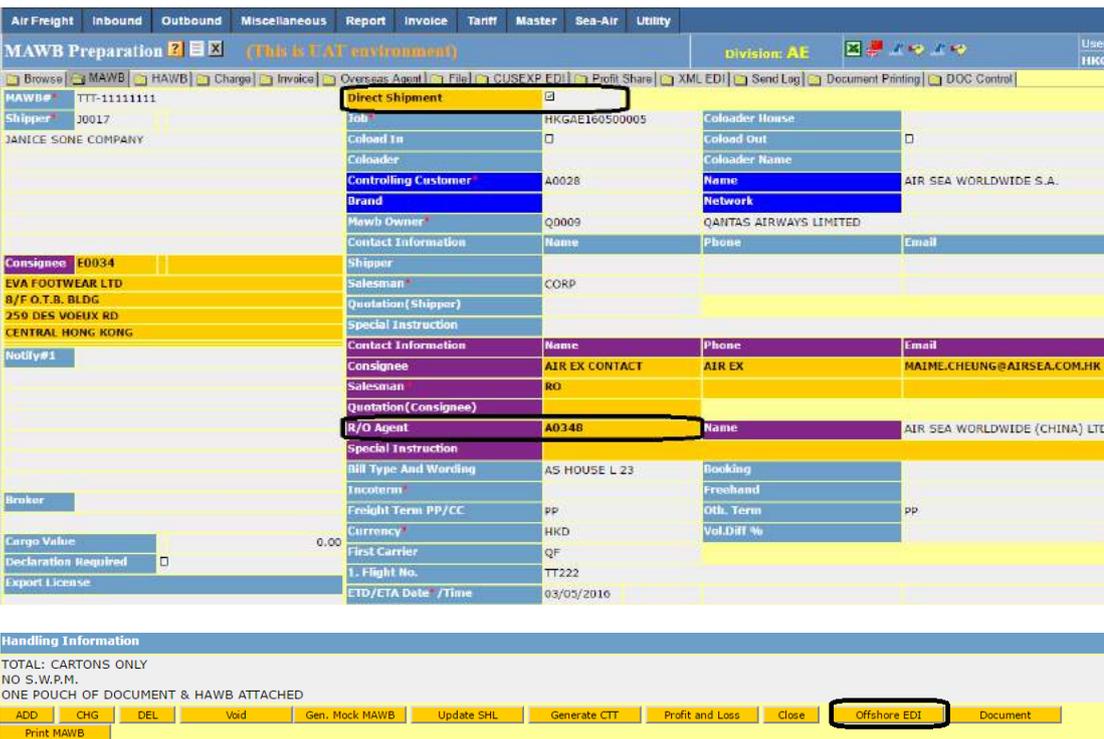
After sending the Offshore EDI, message will pop out.



Then CAN station's users could find the offshore shipment in AO division.



For direct MAWB, simply input the R/O Agent code for the corresponding station, [Offshore EDI] button will be activated. Below example for sending offshore EDI to NGB (code: A0348):



NGB users then could receive the shipment in AO division:

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	User												
MAWB Preparation (This is UAT environment)										Division: AO												
MAWB	TT	MAWB		Job#		Shipper				NGB LEO												
ETD -/+Days		Flight No.		POL		Consignee																
ETA -/+Days		Freehand		POD		Agent																
Booking		Direct	<input checked="" type="checkbox"/>	MAWB Type		Customer																
Ship ID		Coload		Display		Broker																
Division	AO	Status	All	User		Action	X-Entry		Go													
S	File/Job	M. Type	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	In	C	Out	House	Fr	Oth	Qty	Unit	G	Weight
1	HKGAE160500005	TTT-	111111111	SOME JANICE	EVA FOOTWEAR	QANTAS AIRWAYS	HKG	SCL	SCL	03/05/2016								OPP	PP	15	PKG	100.0

Hot Key - F2-Add

# Print Job Sheet

The Job Sheet is required after each consol are done.

## HAWB Direct Cost

Please make sure that all the cost subject to particular HAWB shall be input under the HAWB Level.

Go the Charge and input the Purchase by press [+].

Please select the creditor and input the charge and book the cost.

**HAWB Preparation** ? X
Division: **AE**
User: **ESY|LEO**

Browse | HAWB | Charge | P/O | Manifest | File | Truck | Event Log

<b>HAWB</b>	ASW12345	<b>MAWB</b>	988-12345675	<b>Job</b>	HKGAE15120001							
<b>Shipper*</b>	M0805	MAIME CUSTOMER COMPANY					<b>Quot(Shipper)</b>					
<b>Consignee*</b>	M0806	MAIME AGENT (USLAX)					<b>Quot(Consignee)</b>					
<b>Dest.Agent</b>	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED										
<b>Flight No.</b>	OZ777	<b>ETD Date</b>	10/12/2015	<b>ETA Date</b>		<b>Currency</b>	USD					
<b>Qty</b>	50	<b>Gross Wgt.</b>	600.00	<b>Volume Wgt.</b>	417.00	<b>Chargeable Wgt.</b>	600.00	<b>CBM</b>	2.500			
<b>FRT Terms*</b>	PP	<b>OTH Terms*</b>	PP	<b>POL*</b>	HKG	<b>POD*</b>	LAX	<b>F</b>	F			

SALES				Original Charge Item									
Chrg *	Description	F	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Ctrl	By	Bill	
<b>Term</b>	CC	Code	A0978	<b>Invoice To</b>	AIR SEA WORLDWIDE LOGISTICS LIMITED								
<input type="checkbox"/>	1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00	HKD	1.000000	B	S	
<b>Term</b>	PP	Code	M0805	<b>Invoice To</b>	MAIME CUSTOMER COMPANY								
<input type="checkbox"/>	2	ADC	AIRLINE DOCUMENTATION	SHP	HKD	200.000	1.000	200.00	HKD	1.000000	O	S	
<input type="checkbox"/>	3	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00	HKD	1.000000	O	S	
<input type="checkbox"/>	4	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00	HKD	1.000000	O	S	
<input type="checkbox"/>	5	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00	HKD	1.000000	O	S	
<input type="checkbox"/>	6	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00	HKD	1.000000	O		

PURCHASE												
Chrg *	Description	F	Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Ctrl	By	
<b>Term</b>	CC	Code	A0978	<b>Invoice To</b>	AIR SEA WORLDWIDE LOGISTICS LIMITED							
<input type="checkbox"/>	THC	TERMINAL CHARGES		KGS	HKD				HKD		0	

If the vendor invoice is available, you can immediately press the button [Gen. Purchase Inv]

HAWB Preparation												User ESY LEO				
<input type="button" value="Browse"/> <input type="button" value="HAWB"/> <input type="button" value="Charge"/> <input type="button" value="P/O"/> <input type="button" value="Manifest"/> <input type="button" value="File"/> <input type="button" value="Truck"/> <input type="button" value="Event Log"/>																
<b>HAWB</b>	ASW12345	<b>MAWB</b>	988-12345675	<b>Job</b>	HKGAE15120001											
<b>Shipper*</b>	M0805	MAIME CUSTOMER COMPANY										<b>Quot(Shipper)</b>				
<b>Consignee*</b>	M0806	MAIME AGENT (USLAX)										<b>Quot(Consignee)</b>				
<b>Dest.Agent</b>	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED														
<b>Flight No.</b>	OZ777	<b>ETD Date</b>	10/12/2015	<b>ETA Date</b>		<b>Currency</b>	USD									
<b>Qty</b>	50	<b>Gross Wgt.</b>	600.00	<b>Volume Wgt.</b>	417.00	<b>Chargeable Wgt.</b>	600.00	<b>CBM</b>	2.500							
<b>FRT Terms*</b>	PP	<b>OTH Terms*</b>	PP	<b>POL*</b>	HKG	<b>POD*</b>	LAX	<b>F</b>	F							
<input type="button" value="Gen. Income(I)"/>	<input type="button" value="Generate PSA"/>	<input type="button" value="Gen. Purchase Inv"/>														
SALES																
Original Charge Item																
+	Chrg *	Description	F Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	Bill			
	Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED							Inv.Curr	HKD	Inv#	AHKG151200071
<input checked="" type="checkbox"/>	1	PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00	HKD	1.000000	450.00	B	S			
														450.00		
	Term	PP	Code	M0805	Invoice To	MAIME CUSTOMER COMPANY							Inv.Curr	HKD	Inv#	AHKG151200070
<input checked="" type="checkbox"/>	2	ADC	AIRLINE DOCUMENTATION	SHP	HKD	200.000	1.000	200.00	HKD	1.000000	200.00	O	S			
<input checked="" type="checkbox"/>	3	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00	HKD	1.000000	420.00	O	S			
<input checked="" type="checkbox"/>	4	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00	HKD	1.000000	456.00	O	S			
<input checked="" type="checkbox"/>	5	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00	HKD	1.000000	1,032.00	O	S			
<input checked="" type="checkbox"/>	6	AFC	AIR FREIGHT CHARGE	KGS	HKD	3.500	600.000	2,100.00	HKD	1.000000	2,100.00	O	S			
														4,208.00		
PURCHASE																
+	Chrg *	Description	F Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	Bill			
	Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED							Inv.Curr	HKD	Inv#	
<input checked="" type="checkbox"/>	1	THC	TERMINAL CHARGES	KGS	HKD	1.000	600.000	600.00	HKD	1.000000	600.00	O				

Then input the vendor invoice number and press [Submit]

Generate Purchase Invoice												Division: AE		User ESY LEO	
<input type="button" value="Submit"/> Input invoice# & invoice date and select charge(s), then click "Submit" button.															
<input checked="" type="checkbox"/>	Code	Charge	F	Rate	Qty	Base	%	Cur	Amount	Ex. Rate	Inv. Amount				
	Term	CC	Payee	E0311	Name	EASY FORWARDING SINGAPORE							Inv.Curr	HKD	
					Invoice#		Inv.Date	10/12/2015							
<input checked="" type="checkbox"/>	1	HDC	HANDLING CHARGE	100.000	1.000	SET	HKD	100.00	1.0000	100.00			100.00		

The vendor invoice is generated and you can click and print the Payment Request to accounts by click on blue bulb:

PURCHASE																
+	Chrg *	Description	F Base *	Curr *	Rate	Qty	Amount	Inv.Curr *	Ex.Rate	Inv. Amount	Ctrl	By	Bill			
	Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED							Inv.Curr	HKD	Inv#	TESTING0001
<input checked="" type="checkbox"/>	1	THC	TERMINAL CHARGES	KGS	HKD	1.000	600.000	600.00	HKD	1.000000	600.00	O				
<input checked="" type="checkbox"/>	2	HDC	HANDLING CHARGE	SET	HKD	250.000	1.000	250.00	HKD	1.000000	250.00	O				
<input checked="" type="checkbox"/>	3	CFS	CONTAINER FIELD STATION	KGS	HKD	0.350	600.000	210.00	HKD	1.000000	210.00	O				
														1,060.00		

If the vendor invoice number is not available, leave it when we change the accrual to vendor invoice at later stage.

## MAWB Shared Cost

During the MAWB preparation, we have input the basic freight cost.

However, if there are additional cost in this job that should be shared to all the hawb, then it should be input under MAWB Charge.

Press [+ ] for additional cost.

SALES												
Chrg	Description	F Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
1 HDL	HANDLING CHARGES	JOB	HKD	500.000	1.000	500.00 HKD	HKD	1.000000	500.00			0
2 PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.450	830.000	-373.50 HKD	HKD	1.000000	373.50			0

PURCHASE														
Chrg	Description	F Base	Qty	Curr	Rate	Amount	Rate %	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
1 ADC	AIRLINE DOCUMENTATION	SET	1.000	HKD	15.000	15.00	15.000	15.00 HKD	HKD	1.000000	15.00			0

Input PP for local cost. Then select the creditor by F8. System will default the MAWB Owner as the creditor but you can change it.

Then input the charge item and book the cost. Make sure it is booked under the COST column. Tick once finished.

PURCHASE														
Chrg	Description	F Base	Qty	Curr	Rate	Amount	Rate %	Amount	Inv. Curr	Ex. Rate	Inv. Amount	By	Bill	Ctrl
1 ADC	AIRLINE DOCUMENTATION	SET	1.000	HKD	15.000	15.00	15.000	15.00 HKD	HKD	1.000000	15.00			0

Still if the vendor invoice number is available, you can press the button [Gen. Purchase Inv] The vendor invoice will be generated. Otherwise, you may convert the accrual cost to the vendor invoice at later stage.

After finish all the booking of Sales and Cost, go to the tag MAWB.

MAWB Preparation												
ADD	CHG	DEL	Void	Generate CTT	MAWB Print	Coload Form	Profit and Loss	Close				
+	Seq	Qty	Unit	Class	Gross Wgt. Unit	Volume Wgt.	Chargeable Wgt.	CBM	Commodity (Rate)	Nature of goods	HS	

The system will list out the profit of the job.

Once it is done and reviewed, user can closed the Job to avoid future amendment.

Job No : HKGAE15120001 Date : 10/12/2015  
 MAWB : 988-12345675 Dest : LOS ANGELES  
 Local Agent : MAIME AGENT (USLAX) Gross Weight : 830.00 KGS  
 Shipper : EASY FORWARDING HKG Crg.Weight : 830.00 KGS

Charge	Description	Income	Cost	Profit
ADC	AIRLINE DOCUMENTATION	200.00	15.00	185.00
AFC	AIR FREIGHT CHARGE	2,100.00	0.00	2,100.00
CFS	CONTAINER FIELD STATION	420.00	210.00	210.00
HDC	HANDLING CHARGE	656.00	350.00	306.00
HDL	HANDLING CHARGES	500.00	0.00	500.00
PSL	PROFIT SHARE (FREE ENTRY)	-823.50	0.00	-823.50
THC	TERMINAL CHARGES	1,032.00	600.00	432.00
		<u>4,084.50</u>	<u>1,175.00</u>	<u>2,909.50</u>

HAWB	Crg Weight	Income	Cost	Profit
ASW12345	600.00	3,849.45	1,070.84	2,778.61
HKG-00090	230.00	235.05	104.16	130.89
		<u>4,084.50</u>	<u>1,175.00</u>	<u>2,909.50</u>

Invoice	S/P	I/C	Payee	Name	Cur	Amount	Amount (HKD)
AHKG151200071	S	C	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	HKD	450.00	-450.00
TESTING0001	P	P	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	HKD	1,060.00	-1,060.00
AHKG151200069	S	I	E0311	EASY FORWARDING SINGAPORE	HKD	0.00	0.00
AHKG151200070	S	I	M0805	MAIME CUSTOMER COMPANY	HKD	4,208.00	4,208.00
AHKG151200072	S	I	M0806	MAIME AGENT (USLAX)	HKD	500.00	500.00
AHKG151200073	S	C	M0806	MAIME AGENT (USLAX)	HKD	373.50	-373.50
ACCRUAL (C0960):							
	P		C0960	CATHAY PACIFIC - AIRLINE	HKD	15.00	-15.00
ACCRUAL (E0311):							
	S		E0311	EASY FORWARDING - HANDLING CHARGE	HKD	200.00	200.00
	P		E0311	EASY FORWARDING - HANDLING CHARGE	HKD	100.00	-100.00
							<u>2,909.50</u>

Type in the MAWB and change the Status field to [Able to Lock] and press [go]

Select the job by tick and press the button [Lock]

L	S	File	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	House	Fr	Oth	Qty	Unit	G.Weight	C.Weight	CB	
<input checked="" type="checkbox"/>			988-12345675	EASY FORWARDING	ORIENTAL AIR	MAIME AGENT	HKG	LAX	LAX	10/12/2015				2	PP	PP	100	CTN	830.00	830.00	2.55

The job will be lock and cannot be amended.

File	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	House	Fr	Oth	Qty	Unit	G.Weight	C.Weight
1	988-12345675	EASY FORWARDING	ORIENTAL AIR	MAIME AGENT	HKG	LAX	LAX	10/12/2015			2	PP	PP	100	CTN	830.00	830.00

Should changes are required, change the status back to the Record [Lock]

Air Freight Inbound Outbound Invoice Tariff Miscellaneous Master Sea-Air Utility

MAWB Preparation ? [X] Division: AE User: ESY|LE

MAWB: [ ] HAWB: [ ] Job#: [ ] Shipper: [ ]  
 ETD - /+Days: [ ] Flight No.: [ ] POL: [ ] Consignee: [ ]  
 ETA - /+Days: [ ] Freehand: [ ] POD: [ ] Agent: [ ]  
 Booking: [ ] Direct: [ ] Customer: [ ]  
 Ship ID: [ ] Coload: [ ] Display: Loading [ ] Broker: [ ]  
 Division: AE [ ] Status: Locked [ ] User: [ ] Action: 1 - Entry [ ]

1 988-12345675 EASY FORWARDING ORIENTAL AIR MAIME AGENT HKG LAX LAX 10/12/2015 2 PP PP 100 CTN 830.00 830.00

Tick the MAWB and press the button [Unlock]

Air Freight Inbound Outbound Invoice Tariff Miscellaneous Master Sea-Air Utility

MAWB Preparation ? [X] Division: AE User: ESY|LE

MAWB: [ ] HAWB: [ ] Job#: [ ] Shipper: [ ]  
 ETD - /+Days: [ ] Flight No.: [ ] POL: [ ] Consignee: [ ]  
 ETA - /+Days: [ ] Freehand: [ ] POD: [ ] Agent: [ ]  
 Booking: [ ] Direct: [ ] Customer: [ ]  
 Ship ID: [ ] Coload: [ ] Display: Loading [ ] Broker: [ ]  
 Division: AE [ ] Status: Locked [ ] User: [ ] Action: 1 - Entry [ ]

1 988-12345675 EASY FORWARDING ORIENTAL AIR MAIME AGENT HKG LAX LAX 10/12/2015 2 PP PP 100 CTN 830.00 830.00 2.550 KGS  
 2 043-11111236 EASY FORWARDING EASY FORWARDING NORMAN EXPRESS HKG CAN CAN 11/03/2015 1 PP PP 9 CTN 10.00 10.00 0.054 KGS

# Convert Accrual Cost to Vendor Invoice

When the actual vendor invoice arrives, please visit the [Invoice] tag. Press [+]

The screenshot shows the 'MAWB Preparation' window with a 'Sales Invoice' table. The table lists five invoices with their respective details.

Invoice #	Type	Terms	Issue Date	HAWB	Payee Name	Curr	Amount	Ex. Rate	Amount(HKD)	Accrual
1	AHKG151200070	I	10/12/2015	ASW12345	M0805 MAIME CUSTOMER COMPANY	HKD	4,208.00	1.000000	4,208.00	
2	AHKG151200071	C	10/12/2015	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	HKD	450.00	1.000000	-450.00	
3	AHKG151200072	I	10/12/2015	M0805	MAIME AGENT (USLAX)	HKD	500.00	1.000000	500.00	
4	AHKG151200073	C	10/12/2015	M0805	MAIME AGENT (USLAX)	HKD	373.50	1.000000	-373.50	
5		CC		HKG-00090	E0311 EASY FORWARDING SINGAPORE	HKD	200.00	1.000000	200.00	4,084.50

Input the actual Vendor Invoice Number.

Direct type the vendor's name or press F8 to search the creditor.

If it is a monthly invoice, leave the Job Number, MAWB, HAWB as blank.

If not, input the MAWB No.

Input the Issue date shown on the invoice.

Press the button [Confirm]

The screenshot shows the 'Vendor Invoice Maintenance' window with a form for entering invoice details. The form includes fields for Invoice Type, Invoice Number, Vendor, Job, Status, Posting, Division, Flight Information, Payment Terms, Issue Date, Pay Currency, Ex. Rate, and Amount.

Key fields and values shown:

- Invoice Type: P (P-Purchase)
- Invoice Number: CXINV001
- Vendor: C0960
- Job: HKGAE15120001
- Status: (blank)
- Posting: 988-12345675
- Division: AE
- Flight Information: Bound: O, Flight Date: 10/12/2015, Freight Terms: PP
- Payment Terms: (blank)
- Issue Date: 10/12/2015
- Pay Currency: HKD
- Ex. Rate: 1
- Amount: (blank)

Press the button [Load from Accrual]



Vendor Invoice Maintenance				Division: AE				User: ESY LEO	
Invoice Type		P (P-Purchase)		Job		HKGAE15120001		Status	
Invoice Number*		CXINV001		MAWB		988-12345675		Posting	
Vendor*		C0960		HAWB				Division AE	
CATHAY PACIFIC AIRWAYS				Flight Information					
AIRLINE ADDRESS				Bound		O			
HONG KONG				Flight Date		10/12/2015			
				Freight Terms		PP			
Payment Terms		Issue Date*		Pay Currency*		Ex.Rate		1.000000	
Print Type		Due Date		Amount		15.00			
Remark		1 - Details							
Approve status		Appr/Un-Appr User		Date					
Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt
ADC	AIRLINE DOCUMENTATION	SET	HKD	20	1	1	20	1	20

Then you can print the payment request to accounts.

Vendor Invoice Maintenance				Division: AE				User: ESY LEO	
Invoice Type		P (P-Purchase)		Job		HKGAE15120001		Status	
Invoice Number*		CXINV001		MAWB		988-12345675		Posting	
Vendor*		C0960		HAWB				Division AE	
CATHAY PACIFIC AIRWAYS				Flight Information					
AIRLINE ADDRESS				Bound		O			
HONG KONG				Flight Date		10/12/2015			
				Freight Terms		PP			
Payment Terms		Issue Date*		Pay Currency*		Ex.Rate		1.000000	
Print Type		Due Date		Amount		20.00			
Remark		1 - Details							
Approve status		Appr/Un-Appr User		Date					
ADD	CHG	DEL	Update Tax Invoice	Payment Request	Void	Load From Accrual	Release To Accrual	Approve	
+ Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt
1 ADC	AIRLINE DOCUMENTATION	SET	HKD	20,000	1.00	1.00	20,00	1.000000	20,00

## Release to Accrual

Release to Accrual allows to release the charges from invoice to accrual status, after release the charges back to accrual, users are allowed to change the invoice's header Job# and B/L#. Release to accrual could only be done before invoice approved. In case users need to change the B/L# for specific bill, the B/L# record need to be cleared first in order to make change on HBL.

Customer Invoice Maintenance (This is UAT environment) User

When there are charges existing in invoice, Job# and B/L# is protected

Browse Invoice Details CAS Details

Invoice Type	I (I-Inv C-C/R Note)	Job#	HKGSE160800001	Status	
Invoice Number	HKGDS0000564	B/L#	ASHKG600392	Posting	
Payee*	J0019	Shipment Information			
JANICE TEST 2 LTD		Bound	O	Division	SE
6/F, 168 NATHAN ROAD, TSIM SHA TSUI, HK 1		Vessel	1982S		
		Voyage	999		
		Sailing Date	1/8/2016		
		Terms	PP		
		Pay Currency*	HKD		
Payment Terms		Formula VS HKD	X	Ex.Rate	
Issue Date*	1/8/2016				
Print Type	1 - English	Amount			1,220.00
Due Date					
Footer Remark (Print First Line Only)					
Approve status					
Appr/Un-Appr User		Date			

Confirm Cancel

Hot Key : ESC=Cancel

Press [Release to Accrual]:

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

Browse Invoice Details CAS Details

Invoice Type	I (I-Inv C-C/R Note)	Job#	HKGSE160800001	Status	
Invoice Number	HKGDS0000564	B/L#	ASHKG600392	Posting	
Payee*	J0019	Shipment Information			
JANICE TEST 2 LTD		Bound	O	Division	SE
6/F, 168 NATHAN ROAD, TSIM SHA TSUI, HK 1		Vessel	1982S		
		Voyage	999		
		Sailing Date	01/08/2016		
		Terms	PP		
		Pay Currency*	HKD		
Payment Terms		Formula VS HKD	X	Ex.Rate	1.000000
Issue Date*	01/08/2016				
Print Type	1 - English	Amount			1,220.00
Due Date					
Footer Remark (Print First Line Only)					
Approve status					
Appr/Un-Appr User		Date			

CHG	Prt Invoice	Void	Copy Charge	Load From Accrual	Release to Accrual	Approve								
+	Job	B/L	Container	Charge *	Desc	Base *	Cur *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark
1	HKGSE160800001	ASHKG600392		HC	HANDLING CHARGE	JOB	HKD	120.00	1.000	1.00	120.00	X	1.000000	120.00
2	HKGSE160800001	ASHKG600392		OFRL	OCEAN FREIGHT (LCL)	JOB	HKD	1,000.00	1.000	1.00	1,000.00	X	1.000000	1,000.00
3	HKGSE160800001	ASHKG600392		FVDC	FEEDER VESSEL DOCUMENT CHARGE	SET	HKD	100.00	1.000	1.00	100.00	X	1.000000	100.00

Select all charges by tick the 1<sup>st</sup> box -> press [Release]

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

Invoice Type: I (I-Inv C-C/R Note) Job#: HKGSE160800001 Status: 01  
 Invoice Number: HKGDS0000564 B/L#: ASHKG600392 Posting: 01  
 Payee: J0019

Shipment Information  
 Bound: O Division: SE  
 Vessel: 1982S  
 Voyage: 999  
 Sailing Date: 01/08/2016  
 Terms: PP  
 Pay Currency: HKD  
 Formula VS HKD: X Ex.Rate: 1.000000

Payment Terms: Issue Date: 01/08/2016 Amount: 1,220.00  
 Print Type: 1 - English Due Date: Ex.Rate: 1.000000

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

Release Return

Job	B/L	Container	Charge	Desc	Base	Cur	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark
1	HKGSE160800001	ASHKG600392	HC	HANDLING CHARGE	JOB	HKD	120.00	1.000	1.00	120.00	X 1.000000	120.00	
2	HKGSE160800001	ASHKG600392	OFRL	OCEAN FREIGHT (LCL)	JOB	HKD	1,000.00	1.000	1.00	1,000.00	X 1.000000	1,000.00	
3	HKGSE160800001	ASHKG600392	FVDC	FEEDER VESSEL DOCUMENT CHARGE	SET	HKD	100.00	1.000	1.00	100.00	X 1.000000	100.00	

A dialogue will pop out -> press [OK] to confirm release charges

Customer Invoice Maintenance - Google Chrome  
 202.66.117.65/uatfm3k/fms800.asp?TB=TAB2&xref=2086&more=release

Customer Invoice Maintenance 202.66.117.65 says:  
 Confirm Release Accrual?

OK Cancel

Invoice Type: I (I-Inv C-C/R Note) Job#: HKGSE160800001 Status: 01  
 Invoice Number: HKGDS0000564 B/L#: ASHKG600392 Posting: 01  
 Payee: J0019

Shipment Information  
 Bound: O Division: SE  
 Vessel: 1982S  
 Voyage: 999  
 Sailing Date: 01/08/2016  
 Terms: PP  
 Pay Currency: HKD  
 Formula VS HKD: X Ex.Rate: 1.000000

Payment Terms: Issue Date: 01/08/2016 Amount: 1,220.00  
 Print Type: 1 - English Due Date: Ex.Rate: 1.000000

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

Release Return

Job	B/L	Container	Charge	Desc	Base	Cur	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark
1	HKGSE160800001	ASHKG600392	HC	HANDLING CHARGE	JOB	HKD	120.00	1.000	1.00	120.00	X 1.000000	120.00	
2	HKGSE160800001	ASHKG600392	OFRL	OCEAN FREIGHT (LCL)	JOB	HKD	1,000.00	1.000	1.00	1,000.00	X 1.000000	1,000.00	
3	HKGSE160800001	ASHKG600392	FVDC	FEEDER VESSEL DOCUMENT CHARGE	SET	HKD	100.00	1.000	1.00	100.00	X 1.000000	100.00	

After release the charges details, when user click [CHG] button, the Job# and B/L# could be edited.

202.66.117.65/uatfm3k/fms800.asp?TB=TAB2&ACTION=chgh

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

Browse Invoice Details CAS Details

Invoice Type: I (I-Inv C-C/R Note) Job#: HKGSE16080001 Status:   
 Invoice Number: HKGDS0000564 B/L#: ASHKG600392 Posting:   
 Payee: J0019

**Shipment Information**

JANICE TEST 2 LTD Bound: O Division: SE   
 6/F, 168 NATHAN ROAD, TSIM SHA TSUI, HK 1 Vessel: 1982S   
 Voyage: 999   
 Sailing Date: 1/8/2016   
 Terms: PP Pay Currency: HKD   
 Formula VS HKD: X Ex.Rate: 1

Payment Terms: Issue Date: 1/8/2016 Amount: 0.00   
 Print Type: 1 - English Due Date:   
 Footer Remark (Print First Line Only):

Approve status: Appr/Un-Appr User: Date:   
 Confirm Cancel   
 Hot Key: ESC-Cancel

The charges are back to accrual status (without blue bulb)

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

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

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

S/O: HKGSSIN600392 B/L: ASHKG600392 Job: HKGSE16080001 LEID: 01/08/2016 Liner:   
 House: J0019 Shipper: JANICE TEST 2 LTD Quotation:   
 Loading: Consignee: A0177 ABC TESTING LIMITED Quotation: QHKGSD00026   
 Service: CFS/CFS Dest Agent: S0019 SOVER Profit Share:   
 Freight Terms: PP PP Freehand: R FOB Terms: PP R/D Agent: A0404 Commodity:   
 Coload In: Coload Out: Own Consol:   
 Agent Billing Pre-assessment Panel Handle By Remark Sales Cost Formula

Pre-Carriage:   
 Place of Receipt: HKHKG HKHKG   
 Port of Loading: HKHKG HKHKG Liner: HONG KONG TO SINGAPORE Quota: H   
 Port of Discharge: SGSIN SGSIN   
 Place of Delivery: SGSIN   
 Final Destination:

CHG Gen. Charges Mark show Gen. Invoice

SALES		Original Charge Item			Invoice Currency								
Bill	T/C	Chrg	Description	Unit	F. Curr	Rate(R)	Qty(Q)	Amount(A)	Inv. Curr	Ex. Rate	Inv. Amount	Ctrl	Show
Term	PP	Code	J0019	Invoice To	JANICE TES	HKD	Inv. Curr	HKD	Inv#				
1		HC	HANDLING CHARGE	JOB	HKD	120.000	1.000	120.00 HKD	X	1.000000	120.00 O		
2		OFRL	OCEAN FREIGHT (LCL)	JOB	HKD	1,000.000	1.000	1,000.00 HKD	X	1.000000	1,000.00 O		
3		FVDC	FEEDER VESSEL DOCUMENT CHARGE	SET	HKD	100.000	1.000	100.00 HKD	X	1.000000	100.00 O		
											1,220.00		

## Monthly customer / vendor invoice procedure

Some charges were booked in jobs but not yet issued invoice until month end.

For issuing monthly invoice for multiple jobs, user may proceed to menu: Invoice -> Customer invoice processing -> Choose the corresponding division -> press [go]

Press [+] to create new invoice,

Invoice #	Job	Issue Date	Flight Date	Payee Name	Cur	Ex. Rate	Amount	Amount(HKD)	Status	Approved	Posting	Create By	A/
HKGDA00003291	HKGAE170400003	01/04/2017	01/04/2017	B0025 BK TEST	USD	7.756400	765.40	5,936.75				billy.wong	
HKGDA00003281	HKGAE170400003	01/04/2017	01/04/2017	L0014 LIAONING AIR SEA WORLDWIDE LOGISTICS	HKD	1.000000	9,288.40	9,288.40	Y			billy.wong	

Input the corresponding payee, issue date, invoice pay currency and press [Confirm].

Then please press [Load from Accrual] to have all accrual charges list out for this customer:

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

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

Invoice Type: I (I-Inv C-C/R Note) Job: MAWB Status: Posting

Invoice Number: HKGDA0000330 MAWB Posting: Division: AE

Payee: A0019 HAWB Division: AE

DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA  
41/F., 169 ELECTRIC ROAD, NORTH POINT, HONG KONG

Flight Information: Bound, Flight Date, Freight Terms: PP

Payment Terms: Issue Date: 31/12/2016 Pay Currency: HKD Ex.Rate: 1.000000

Print Type: 1 - English Due Date: Amount:

Remark (For Misc. Job): Footer Remark (Print First Line Only):

Approve status: Appr/Un-Appr Date

CHG: Prt Invoice, Void, Load From Accrual, Release To Accrual, Approve

MAWB	HAWB	Charge *	Base *	Cur *	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt
------	------	----------	--------	-------	------	------	------	-----	---------	---------

Load From Accrual (This is UAT environment) Division: AE User: HKG|LEO

Invoice: HKGDA0000330 Payee: A0019 Name: DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA

Cur: HKD Ex.Rate: 1.0000 Division: AE

1. Select all jobs' charges by click to 1st box

2. Click [Load] to load the booked charges into the invoice

SALES

HAWB	Terms	Chrg	Description	F	Curr	Rate	Qty	Base	Amount	Ex.Rate	Inv.Amount	Ctrl
Job: HKGAE151000002 MAWB: 160-35208331												
1	ASW-254776A	PP	ADC	AIRLINE DOCUMENTATION FEE	M HKD	15.000	302.00	KGS	15.00	1.0000	15.00 O	<input checked="" type="checkbox"/>
2	ASW-254776A	PP	BTF	BRIDGE TOLL FEE	M HKD	40.000	302.00	KGS	40.00	1.0000	40.00 O	<input checked="" type="checkbox"/>
3	ASW-254776A	PP	CFS	C.F.S. CHARGE	M HKD	0.700	302.00	KGS	211.40	1.0000	211.40 O	<input checked="" type="checkbox"/>
4	ASW-254776A	PP	CTG	CARTAGE FEE	M HKD	400.000	302.00	KGS	400.00	1.0000	400.00 O	<input checked="" type="checkbox"/>
5	ASW-254776A	PP	HC	HANDLING CHARGE	M HKD	283.000	302.00	KGS	283.00	1.0000	283.00 O	<input checked="" type="checkbox"/>
6	ASW-254776A	PP	TC	TERMINAL CHARGE	M HKD	60.000	1.00	KGS	60.00	1.0000	60.00 O	<input checked="" type="checkbox"/>
7	ASW-254776A	PP	DDT	DESTINATION DUTY/TAX	M HKD	12.000	1.00	SHP	12.00	1.0000	12.00 O	<input checked="" type="checkbox"/>
											1,021.40	
Job: HKGAE151200002 MAWB: 160-99999992												
8	PP	ADC	AIRLINE DOCUMENTATION FEE	M HKD	15.000	0.00	KGS	15.00	1.0000	15.00 O	<input checked="" type="checkbox"/>	
9	PP	CTG	CARTAGE FEE	M HKD	280.000	0.00	KGS	280.00	1.0000	280.00 O	<input checked="" type="checkbox"/>	
10	PP	TC	TERMINAL CHARGE	M HKD	60.000	1.00	KGS	60.00	1.0000	60.00 O	<input checked="" type="checkbox"/>	
											355.00	
Job: HKGAE151200009 MAWB: 160-11111122												
11	ASHKG550012A	PP	MYC	FUEL SURCHARGE	A HKD	2.800	200.00	KGS	560.00	1.0000	560.00 O	<input checked="" type="checkbox"/>
											560.00	
Job: HKGAE151200028 MAWB: 125-25015664												
12	PP	FRT	AIR FREIGHT CHARGE	M HKD	103.000	7.00	KGS	721.00	1.0000	721.00 O	<input checked="" type="checkbox"/>	
13	PP	MYC	FUEL SURCHARGE	M HKD	2.800	7.00	KGS	19.60	1.0000	19.60 O	<input checked="" type="checkbox"/>	

It is similar for vendor monthly invoice, Invoice -> Vendor invoice Processing:

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

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

Invoice Type: Invoice No.: To: Status: Division: AE

Vendor Invoice Maintenance Profit Share

Go

Choose the corresponding division (It is able to load all accrual charges for all division, user choose one of the division in order to processing) -> press [go]:

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	
Vendor Invoice Maintenance (This is UAT environment)							Division: AE		User: HKG LEO	
Invoice Type	Invoice No.	Job No.	Payee Code	Issue Date	To	HAWB	Cur	Division	AE	Go
MAWB	Status									

After fill the vendor code, invoice pay currency and issue date, then press [Confirm] to save. Then press [Load from accrual] to have the accrual charge of this vendor.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility		
Vendor Invoice Maintenance (This is UAT environment)							Division: AE		User: HKG LEO		
Invoice Details											
Invoice Type	I (I-Inv C-C/R Note)	Job		Status		MAWB		Posting		Division	AE
Invoice Number	VENDOR INV01	MAWB				HAWB					
Vendor	A0039	AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR									
UNIT 709-713, 7/F COMMERCIAL BUILDING, AIRPORT FREIGHT FORWARDING CENTRE, 2 CHUN WAN ROAD, CHEK LAP KOK, HONG KONG											
Payment Terms		Issue Date	24/4/2016	Pay Currency	HKD	Ex.Rate	1				
Print Type	1 - Details	Due Date		Amount			0.00				
Approve status: Appr/Un-Appr User Date											
[Confirm] [Cancel] Hot Key: ESC-Cancel											

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility				
Vendor Invoice Maintenance (This is UAT environment)							Division: AE		User: HKG LEO				
Invoice Details													
Invoice Type	I (I-Inv C-C/R Note)	Job		Status		MAWB		Posting		Division	AE		
Invoice Number	VENDOR INV01	MAWB				HAWB							
Vendor	A0039	AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR											
UNIT 709-713, 7/F COMMERCIAL BUILDING, AIRPORT FREIGHT FORWARDING CENTRE, 2 CHUN WAN ROAD, CHEK LAP KOK, HONG KONG													
Payment Terms		Issue Date	24/04/2016	Pay Currency	HKD	Ex.Rate	1.000000						
Print Type	1 - Details	Due Date		Amount			0.00						
Approve status: Appr/Un-Appr User Date													
<a href="#">ADD</a> <a href="#">CHG</a> <a href="#">DEL</a> <a href="#">Update Tax Invoice</a> <a href="#">Payment Request</a> <a href="#">Void</a> <a href="#">Load From Accrual</a> <a href="#">Release To Accrual</a> <a href="#">Approve</a>													
+	MAWB	HAWB	Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt	Remark

Press [Go] directly if no need search the booked charges by the criteria:

Load From Accrual - Google Chrome

202.66.117.65/uatfm3k/fma807a.asp?xref=498

Load From Accrual (This is UAT environment) Division: AE User: HKG|LEO

Charge Code: [ ]

Flight Date From: 1/04/2016 To: 30/04/2016

Job: [ ] MAWB [ ] **Go**

Select all charges by tick to the first box -> Then press [Load] to load the booked charges into the vendor invoice.

202.66.117.65/uatfm3k/fma807a.asp?xref=498

Load From Accrual (This is UAT environment) Division: AE User: HKG|LEO

Invoice: VENDOR INV01 Vendor: A0039 Name: AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR  
 Curr: HKD Ex.Rate: 1.0000 Division: AE Iss.Date: 24/04/2016

**Load**

**PURCHASE**

Job	HAWB	Terms	Chrg	Description	F	Curr	Rate	Qty	Base	Amount	Ex. Rate	Inv. Amount	Voucher	Cl	<input type="checkbox"/>
<b>Job</b> HKGAE160400007 <b>MAWB</b> 001-97258125 <b>Job Date</b> 30/4/2016															
1	PP	SEC		SECURITY CHARGE		HKD	10.000	10.00	KGS	100.00	1.0000	100.00	O		<input checked="" type="checkbox"/>
2	PP	MYC		FUEL SURCHARGE		HKD	20.000	20.00	KGS	400.00	1.0000	400.00	O		<input checked="" type="checkbox"/>
												500.00			
<b>Job</b> HKGAE160400018 <b>MAWB</b> 043-10000060 <b>Job Date</b> 24/4/2016															
3	PP	ADC		AIRLINE DOCUMENTATION FEE		HKD	15.000	1.00	SET	15.00	1.0000	15.00	O		<input checked="" type="checkbox"/>
4	PP	CFS		C.F.S. CHARGE		MHKD	0.700	0.00	KGS	0.70	1.0000	0.70	O		<input checked="" type="checkbox"/>
5	PP	HC		HANDLING CHARGE		HKD	283.000	1.00	SHP	283.00	1.0000	283.00	O		<input checked="" type="checkbox"/>
6	PP	TC		TERMINAL CHARGE		MHKD	60.000	0.00	KGS	60.00	1.0000	60.00	O		<input checked="" type="checkbox"/>
												358.70			
<b>Job</b> HKGAE160400005 <b>MAWB</b> 045-88888881 <b>Job Date</b> 9/4/2016															
7	PP	ADC		AIRLINE DOCUMENTATION FEE		HKD	15.000	1.00	SET	15.00	1.0000	15.00	O		<input checked="" type="checkbox"/>
8	PP	CFS		C.F.S. CHARGE		MHKD	0.700	62.00	KGS	0.70	1.0000	0.70	O		<input checked="" type="checkbox"/>
9	PP	TC		TERMINAL CHARGE		HKD	1.680	62.00	KGS	104.20	1.0000	104.20	O		<input checked="" type="checkbox"/>
10	PP	FRT		AIR FREIGHT CHARGE		HKD	5.000	62.00	KGS	310.00	1.0000	310.00	O		<input checked="" type="checkbox"/>
												429.90			
<b>Job</b> HKGAE160400024 <b>MAWB</b> 083-26234843 <b>Job Date</b> 22/4/2016															
11	PP	FRT		AIR FREIGHT CHARGE		HKD	1.000	4.50	KGS	4.50	1.0000	4.50	O		<input checked="" type="checkbox"/>
												4.50			
<b>Job</b> HKGAE160400008 <b>MAWB</b> 125-11112216 <b>Job Date</b> 12/4/2016															

## Upload vendor Invoice

This is the function to create vendor invoice in batch.

Invoice-> Vendor invoice maintenance

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**Vendor Invoice Maintenance**

Customer Invoice Maintenance

Invoice Type  Invoice No.

Issue Date  To

Division  Status

User

Job No.

HAWB

MAWB

Profit Share

Press [Go] -> Click to [Upload Excel]

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

**Vendor Invoice Maintenance**

Invoice Type  Invoice No.  Job No.  Payee Code

Issue Date  To  HAWB  Cur

Division  Status  MAWB  Charges

User

S Invoice # Type Job Bound Issue Date Flight Date Vendor Name Cur Amount Amount (HKD) Status Approved P

User may get the upload template from the Upload Excel screen and preparing for uploading the batch invoices.

202.66.117.65/ustfm3k/fms010u.asp

**Upload Excel for Creating Invoices**

Choose file No file chosen

[Template](#)

all\_vendor\_invoice\_upload (2) - Excel

Sub-Contractor Invoice No.	Invoice Date	Ref No	Customer Name	Charge currency	WEIGHTS	CTG	PLT	EDF	CRP	CSF	ISF	FRT	ISA	AMF	IMD
IRISPAY	1/1/18	297-33445580	Y0005	USD	10.00	10.00	10.00	10.00							
IRISPAY	1/1/18	176-12345679	Y0005	USD	10.00							10.00	10.00	10.00	

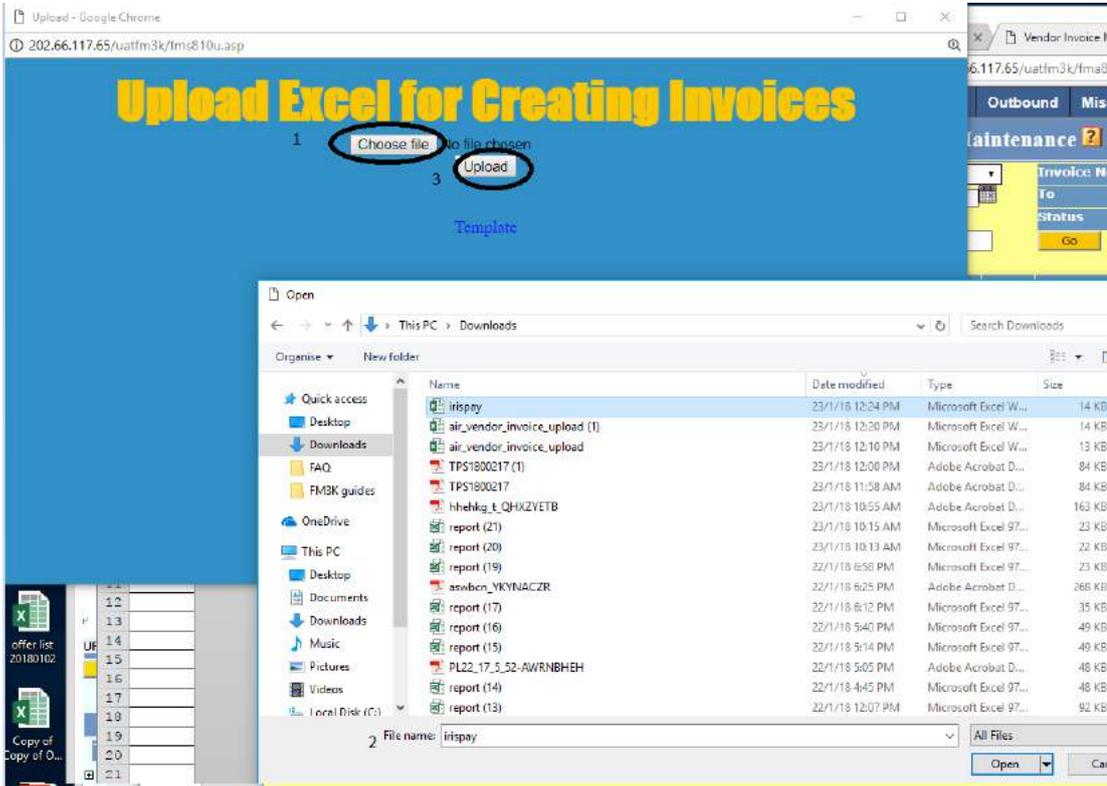
Below is the sample template input, the data format should follow below:

Weights is optional as this column will not be shown in vendor invoice.

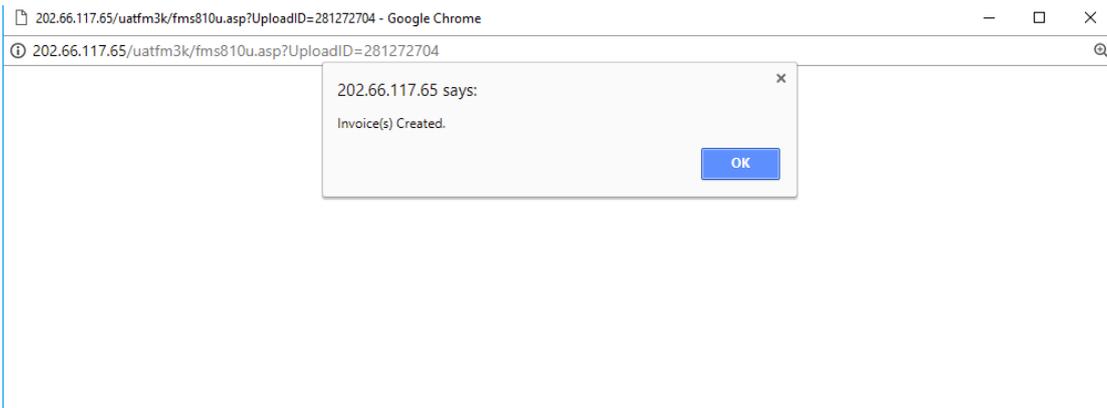
Columns from CTG is referring to charge code, the charges will be created according to the amount input in the corresponding's charge code column.

Sub-Contractor Invoice No.	Invoice Date	Ref No	Customer Name	Charge currency	WEIGHTS	CTG	PLT	EDF	CRP	CSF	ISF	FRT	ISA	AMF	IMD
IRISPAY	1/1/18	297-33445580	Y0005	USD	10.00	10.00	10.00	10.00							
IRISPAY	1/1/18	176-12345679	Y0005	USD	10.00							10.00	10.00	10.00	

After save the excel, click choose file -> choose the file from user's computer -> Click [Upload]



Dialogue 'Invoice(s) Created' will be shown when the file upload successfully, user may then click [OK].



Below is the uploaded invoice sample:

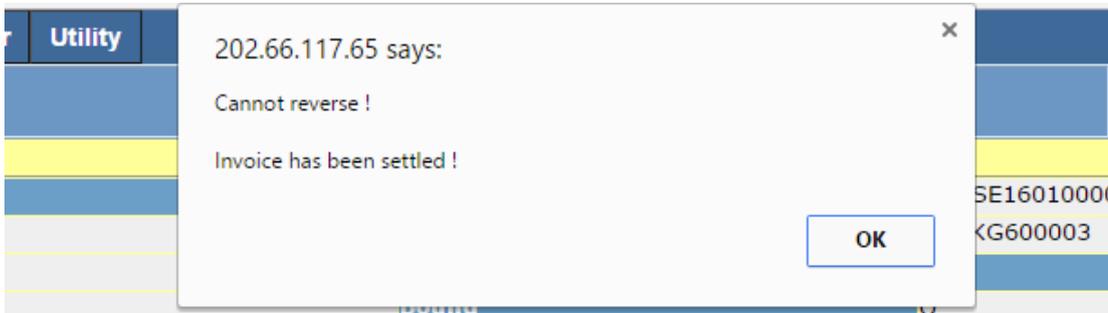
Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	User HKGJLEO		
<b>Vendor Invoice Maintenance</b> (This is UAT environment)												
Browse Invoice Details												
Invoice Type	I (I-Inv C-C/R Note)				Job					Status		
Invoice Number	IRISPAY				MAWB					Posting		
Vendor	Y0005				HAWB					Division		
YAT CHEONG TRANSPORTATION CO					Flight Information							
					Bound							
					Flight Date							
					Freight Terms							
Payment Terms	Issue Date*	01/01/2018			Pay Currency*	USD		Ex.Rate	7.756400			
Print Type	Due Date				Amount	60.00						
Remark												
Approve status	Y Appr/Un-Appr User				EDI	Date						
Update Tax Invoice	Payment Request	Un-approve	Void									
MAWB	HAWB	Crg.Code	Desc	Base	Cur	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt	Remark
1 297-33445580		CTG	CARTAGE FEE	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	
2 297-33445580		PLT	PALLETIZATION	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	
3 297-33445580		EDF	EXP. DECLARATION FEE	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	
4 176-12345679		FRT	AIR FREIGHT CHARGE	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	
5 176-12345679		ISA	ISAC FEE	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	
6 176-12345679		AMF	AMENDMENT FEE	SET	USD	10.000	1.00	1.00	10.00	1.000000	10.00	

## 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.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility	User HKGJLEO		
<b>Customer Invoice Maintenance</b> (This is UAT environment)												
Browse Invoice Details CAS Details												
Invoice Type	I (I-Inv C-C/R Note)				Job	HKGAM160300007				Status		
Invoice Number	HKGDA0000184				MAWB	160-11111155				Posting	Posted	
Payee	T0063				HAWB					Division	AM	
TESTING CONSIGNEE AT GUANGZHOU CHINA					Flight Information							
					Bound	M						
					Flight Date	17/03/2016						
					Freight Terms	PP						
Payment Terms	Issue Date	17/03/2016			Pay Currency*	HKD		Ex.Rate	1.000000			
Print Type	Due Date				Amount	62.00						
Remark (For Misc. Job)	MAWB NO. MAWB160-11111155 ABC DEFUU 55 CTN 55,555.00 K HAWB NO. 123456789 VESSEL : ACX LILAC V.12345 JOB NO. HKGAM160300007											
Footer Remark (Print First Line Only)												
Approve status	Y				Appr/Un-Appr User	Auto			Date	2016/03/22 16:52:03		
Print Invoice	Reverse											
HAWB	Charge	Desc	Base	Cur	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt		
1	AGE	COLLECT A.D. AMOUNT	JOB	HKD	50.000	1.00	1.00	50.00	1.000000	50.00		
2	ADC	AIRLINE DOCUMENTATION FEE	SET	HKD	12.000	1.00	1.00	12.00	1.000000	12.00		

Reverse cannot be processed in case settlement had been made from accounting, reminder dialogue will come out:



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.

Customer Invoice Maintenance (This is UAT environment)															
Invoice Type	Invoice No.	Job No.	Payee Code	Cur	Issue Date	To	HAWB	Charges	Division	Status	Posted	MWLB	User	leo	Go
5	Invoice #	Job	Issue Date	Flight Date	Payee Name	Cur	Ex. Rate	Amount	Amount/HKD	Status	Approved	Posting	Create By	A/C	Footer
1	HKGD0000184R	C HKGAM160300007	M 17/03/2016	17/03/2016	T0063 TESTING CONSIGNEE AT GUANGZHOU	HKD	1.000000	62.00	-62.00	Reverse	Y	Posted	leo		
2	HKGD0000184	I HKGAM160300007	M 17/03/2016	17/03/2016	T0063 TESTING CONSIGNEE AT GUANGZHOU	HKD	1.000000	62.00	62.00	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	<b>Tax Invoice Print</b>	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	<b>Tax Invoice No.</b>	<b>TEST</b>
Issue Date	08/07/2016	Short Name	GEODIS WILSON HONG KONG LTD
Status	PRINTED	Print Detail	<input checked="" type="checkbox"/>
Charge Name	運費	Print Invoice No.	<input type="checkbox"/>
Chinese Charge Name	<input checked="" type="checkbox"/>	VAT Format	<input type="checkbox"/>

History

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

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

Invoice Type: I (I-Inv C-C/R Note) Job# SZXAM160200001 Status: AM

Invoice Number: SZXDA0000017 MAWB: CLP99888 Posting: AM

Payee: G0036 HAWB: HAWB Division: AM

GEODIS WILSON HONG KONG LTD  
UNIT 1110, 11/FLOOR TRADE SQUARE  
NO. 681 CHEUNG SHA WAN ROAD,  
KOWLOON, HONG KONG

Flight Information  
Bound: M Division: AM  
Flight Date: 03/02/2016  
Flight 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#: 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:

PT Invoice	Load From Accrual	Release to Accrual	Tax Invoice Print	Approve						
1	TRU	TRUCKING FEE	SHP	RMB	100.000	1.00	1.00	100.00	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 (I-Inv C-C/R Note) Job# SZXSM160100001 Status: AM

Invoice Number: SZXDS0000028 B/I #: Posting: AM

Payee: M0006 M.C. LOGISTICS Shipment Information

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

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 Amount: 1,000.00  
Print Type: 1 - English Due Date: Amount: 1,000.00

Tax Invoice#: TEST Issue Name: M.C. LOGISTICS  
Tax Invoice Issue Date: 13 Jun 2016 Status: PRINTED

Footer Remark (Print First Line Only):

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

PT Invoice	Copy Charge	Load From Accrual	Release to Accrual	Tax Invoice Print	Approve							
1	SZXSM160100001	TRU	TRUCKING FEE	W/M	RMB	1,000.00	1.000	1.00	1,000.00	X	1.000000	1,000.00

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	<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"/>

Submit Void&Reprint

History

Alert will be popped out, press [OK]

202.66.117.65 says:

Tax Invoice# TEST has been voided!  
Please input another tax invoice number.

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
Print Type	1 - English	Due Date	
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

Air Freight		Inbound		Outbound		Miscellaneous		Report		Invoice		Tariff		Master		Utility	
Customer Invoice Maintenance (This is VAT environment)																	
User: SZXJLEO																	
CAS Details																	
Invoice Type		I		(I-Inv C/C/R Note)		Job		SZXAM16020001		Status							
Invoice Number		SZXDA0000017				MAWB		CLP99888		Pending							
Payee		G0036				HAWB				Division		AM					
GEODIS WILSON HONG KONG LTD																	
UNIT 1110, 11/FLOOR TRADE SQUARE																	
NO. 681 CHEUNG SHA WAN ROAD,																	
KOWLOON, HONG KONG																	
Flight Information																	
Round		M				Flight Date		03/02/2016									
Freight terms		PP															
Payment Terms																	
Print Type		I - English				Issue Date		03/02/2016		Pay Currency		RMB		Ex.Rate		1.000000	
						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																	
Foster Remark (Print First 1 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	