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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]

Outbound Quick Entry and Analysis

Flight Date: To: Job: Shipper:

Booking: HAWB: POL: Consignee:

Invoice: MAWB: POD: O.Agent:

Action: Booking Division: AE Status: Normal Dest.: Customer:

User: Salesman:

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

Outbound Quick Entry and Analysis

Flight Date: To: Job: Shipper:

Booking: HAWB: POL: Consignee:

Invoice: MAWB: POD: O.Agent:

Action: Booking Division: AE Status: Normal Dest.: Customer:

User: Salesman:

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

Outbound Quick Entry and Analysis

Flight Date: To: Job: Shipper:

Booking: HAWB: POL: Consignee:

Invoice: MAWB: POD: O.Agent:

Action: Booking Division: AE Status: Normal Dest.: Customer:

User: Salesman:

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 Freight Inbound Outbound Invoice Tariff Miscellaneous Master Sea-Air Utility									
Outbound Quick Entry and Analysis					Division: AE		User: ESY/LE		
Flight Date		To		Job		Shipper			
Booking		RAWB		POB		Consignee			
Invoice		RAWB		POB		Agent			
Action	Booking			Dest.		Customer			
Division	AE	Status	Normal	User		Salesman			
Booking	Shipper	Name	Consignee	Name	F	Dest. Agent	R/O Agent	C. Salesman	Warehouse
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		Shipper		Consignee		O/Agent		Salesman																																								
POL		POD		Dest.		Eri		Oth																																								
User																																																
<table border="1"> <thead> <tr> <th></th> <th>Dest.Agent</th> <th>R/O Agent</th> <th>C.Salesman</th> <th>Warehouse</th> <th>POB</th> <th>POD</th> <th>Dest.</th> <th>Eri</th> <th>Oth</th> <th>Flight No</th> <th>Flight Date</th> <th>Pcs</th> <th>Unit</th> <th>G.Wgt</th> <th>CBM</th> <th>C.Wgt/Receive</th> <th>Custom Brok</th> </tr> </thead> <tbody> <tr> <td>GLTD</td> <td>R</td> <td>E0311</td> <td></td> <td>CORP</td> <td>ABC</td> <td></td> <td>HKG</td> <td>SIN</td> <td>SIN</td> <td>CC</td> <td>PP</td> <td>EX</td> <td>22/7/2015</td> <td>10</td> <td>CTN</td> <td>50</td> <td>0.054</td> <td>50</td> </tr> </tbody> </table>													Dest.Agent	R/O Agent	C.Salesman	Warehouse	POB	POD	Dest.	Eri	Oth	Flight No	Flight Date	Pcs	Unit	G.Wgt	CBM	C.Wgt/Receive	Custom Brok	GLTD	R	E0311		CORP	ABC		HKG	SIN	SIN	CC	PP	EX	22/7/2015	10	CTN	50	0.054	50
	Dest.Agent	R/O Agent	C.Salesman	Warehouse	POB	POD	Dest.	Eri	Oth	Flight No	Flight Date	Pcs	Unit	G.Wgt	CBM	C.Wgt/Receive	Custom Brok																															
GLTD	R	E0311		CORP	ABC		HKG	SIN	SIN	CC	PP	EX	22/7/2015	10	CTN	50	0.054	50																														

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		Salesman			
Booking Shipper * Name * Consignee * Name * F * Dest.Agent *									
DUMMY									
Code Name City Short Name									
Marks 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
Browse HAWB Charge P/O Manifest File Truck Event Log									
HAWB# ASHG650303									Port/Country/Region Master
Shipper DUMMY									Air Freight Master
AHC COMPANY FLAT B, 24/F SHA SHA BUILDING, SHA SHA ROAD, SHATIN, H.K.									Miscellaneous
Consignee B0043									Dummy Code Replacement (Air)
BK TEST 123									Salesman *
Contact Information									Quotation (Shipper)
Special Instruction									Name
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		
Bound HAWB No. HAWB No. Job No.									Notify Party Name		
Shipper Name: AHC COMPANY									Notify Party Name		
Check Shipper									Check Consignee		
A maximum of 500 records are shown in one time.									Check Notify Party		
Apply New Customer											
Bound	AWB	HAWB	HAWB	Job No.	Flight Date	Shipper	Name	Consignee	Name	Notify Part	Name
30	B				10/05/2016		DD COMPANY COMPANY		SADKSCSOP		SAME AS CONSIGNEE
20	H	ASHG650353	098-121212156	HKGAE160900002	07/09/2016		ANNIE IP COMPANY		DUMMY		SAME AS CONSIGNEE
30	H	ASHG650303	695-22222222	HKGAE161100002	29/11/2016		AHC COMPANY		BK TEST 123		SAME AS CONSIGNEE
40	H	HKA21602030	114-13018482	HKGAE160200084	21/02/2016		TAT FAL ZIPPER (HK) COMPANY LIMITED		COPEN 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				17/02/2016		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-261833	933-81641711	HKGAE160100023	27/01/2016		CITIZEN WATCH COMPANY LTD		ALC		
100	H	ASHG650075	125-1252926	HKGAE160200007	26/02/2016		CITIZEN WATCH COMPANY LTD		ALC		
110	H	ASHG650066	043-11111133	HKGAE160100017	29/01/2016		CITIZEN WATCH COMPANY LTD		CITIZEN UN		
120	M		043-11111122	HKGAE160100015	29/01/2016		CITIZEN WATCH COMPANY LTD		CITIZEN UN		
130	H	ASHG250006	MAHME-001	HKGAE151200004	20/12/2015		MAHME AIR COMPANY		MC MAHME FOODS, S.A.		
140	H	ASHG250004	160-22222222	HKGAE151200007	22/12/2015		KYZ COMPANY		MT FOODS, S.A.		
150	S	ASHG250003	160-10000912	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									User HKG LEO
HAWB No. ASHG650303 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.									
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
 Shipper Name: AHC COMPANY
 Address: FLAT B, 24/F, SHA SHA BUILDING, SHA SHA ROAD, SHATIN, H.K.

MAWB No.: 695-2222222 Job No.: HKGAE161100002

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.Group	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
 Shipper Name: XYZ COMPANY
 Address:

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

MAWB No.: 695-2222222 Job No.: HKGAE161100002

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

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					

Group (auto-gen)		Web Site	
Name	AHC COMPANY	Contact	
Short Name	AHC COMPANY	Sales	CORP
Short Name 2		Nature	OTHERS
Address	FLAT B, 24/F SHA SHA BUILDING, SHA SHA ROAD, SHATIN, H.K.	Shipper	<input checked="" type="checkbox"/>
Country	HK	Consignee	<input checked="" type="checkbox"/>
State		Agent	<input type="checkbox"/>
Port	HKG	Liner Agent	<input type="checkbox"/>
Zip		Warehouse	<input type="checkbox"/>
Tax Code		Other	<input type="checkbox"/>
Phone		Forwarder	<input type="checkbox"/>
Fax1			

Hot Key : ESC-Cancel

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

Create New Customer (This is UAT environment)

202.66.117.65 says:

New Customer code A0473 is created!

Shipper Code is updated!

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

Shipper Name:

Consignee Name:

Notify Party Name:

A maximum of 500 records are shown in one time.

Brand	AWB	MAWB	Job No.	Flight Date	Shipper Name	Consignee Name	Notify Party Name
10	B			10/05/2016	DD COMPANY COMPANY	SADXSQSDSD	SAME AS CONSIGNEE
20	H	ASHKG650353	695-1221212156	07/06/2016	ANNIE IP COMPANY	DUPRY	SAME AS CONSIGNEE
30	H	ASHKG650303	695-22222222	29/11/2016	AHC COMPANY	BN TEST 123	SAME AS CONSIGNEE
40	H	HKAEL602010	114-13018482	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			17/02/2016	ABC COMPANY	DEF COMPANY	SAME AS CONSIGNEE

Dummy Code Replacement (This is UAT environment)

Bound: HAWB No.: MAWB No.: Job No.:

Shipper Name: Consignee Name: Notify Party Name:

Create Date From: To:

Check Shipper: ☐ Check Consignee: ☐ Check Notify Party: ☐ **Go**

A maximum of 500 records are shown in one time.

Apply New Customer

Bound	AWW	MAWB	Job No.	Flight Date	Shipper	Name	Consignee	Notify Part	Name
LO	H	ASHK0650303	605-2222222	20/11/2016	Upper	AHC COMPANY	NAME	BI TEST 133	SAME AS CONSIGNEE

Select Existing Customer (This is UAT environment)

Search:

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

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

After 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.

Dummy Code Replacement (This is UAT environment)

Bound: HAWB No.: MAWB No.: Job No.:

Shipper Name: Consignee Name: Notify Party Name:

Create Date From: To:

Check Shipper: ☐ Check Consignee: ☐ Check Notify Party: ☐ **Go**

A maximum of 500 records are shown in one time.

Apply New Customer

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

Application for New Customer (This is UAT environment)

Apply New Customer

Name: **%CHEONG** **Search**

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

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

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

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

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

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

Browse Group

Group (auto-gen)*

Name: CHEONG WAN LOGISTICS

Short Name: CHEONG WAN

Short Name 2:

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	Booking	Remark	Shipper	Name	POD	POD Desc.	Flight Date	Qty	Unit	G. Weight	Qty	Unit	G. Weight
1				HKG		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|

Booking: HKGAEZE650374

Flight Date:

POD:

Shipper:

To:

Division: AE

Go

DIM	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	P
1				HKGAEZE650374				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 shipping system interface. On the left, there is a grid with columns L, W, H, QTY. The first row is highlighted with a black box. On the right, there is a summary table with columns: Value for Carriage, Value for Customs, Amount of Insurance, Internal Remark, Execution Place, E-Box, Warehouse, Manifest Remark, Ship ID, Shipper Copy, Consignee Copy, Show As Agent, and Handling Information. The 'Value for Carriage' and 'Value for Customs' fields are highlighted with a black box. Below the summary table, there is a table with columns: Seq, Qty, Unit, Class, Gross Wgt, Unit, Volume Wgt, Chargeable Wgt, CBM, Commodity (Rate), and Nature of goods. The first row is highlighted with a black box.

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

The screenshot shows a shipping system interface. On the left, there is a grid with columns PCS, WGT, PLT, WGT. The first row is highlighted with a black box. On the right, there is a 'RECEIVING INSPECTION CHECK LIST' form. The form includes fields for DATE, SHIPPER, DEST, RECEIPT, BATTERY, and CARGO STATUS. Below the form, there is a table with columns: PCS OF PLT, WEIGHT, PLT WEIGHT, and DIMENSION. The first row is highlighted with a black box. A black arrow points from the first row of the grid to the first row of the table.

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
<div> <div>Browse</div> <div>Detail</div> </div>				
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				
Ref. No.				
Remark	拍照			
Vehicle License No.		Driver Tel.		
Receipt	日昌			
1. Battery Type		Qty		
2. Battery Type		Qty		
Document	委託書			
DG Type				
Marking				
<div> <div>Confirm</div> <div>Cancel</div> </div>				
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
<div> <div>Browse</div> <div>Detail</div> </div>				
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				
Ref. No.				
Remark	拍照			
Vehicle License No.		Driver Tel.		
Receipt	日昌			
1. Battery Type		Qty		
2. Battery Type		Qty		
Document	委託書			
DG Type				
Marking				
<div> <div>CHG</div> <div>Print</div> </div>				
Hot Key :				
<div> <div> <div>Cargo Receipt</div> <div>-Live</div> </div> <div> <div>Receiving Inspection Check List</div> <div>-Live</div> </div> </div>				



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., AFPC, 2 Chun Wan Road, Chek Lap Kok, Hong Kong

香港赤鱗角海運路2號機場交通中心商業大樓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:



AIR SEA WORLDWIDE
港捷國際貨運

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：HKGAZE650374		
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 2 PCS	TOTAL WEIGHT 總重量 0.00 KGS		TOTAL VOL.總體積重 133.50 KGS		TOTAL QTY 總數量 100 CTNS
REMARKS 備註 拍照			ASW WAREHOUSE NUMBER 港捷倉號 160714W001		
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	
<div> <div>Browse</div> <div>HAWB</div> <div>Charge</div> <div>P/O</div> <div>Manifest</div> <div>File</div> <div>Truck</div> <div>Event Log</div> <div>Rate HAWB</div> </div>									
HAWB#									
MAWB									
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	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility
OUTBOUND MAWB			Quick Entry and Analysis					
MAWB#	MAWB Stock Control Entry		Lot#					
Issuing Agent			Fr/To Agent					
Division	House Airway Bill Preparation		Status					
Master Airway Bill Preparation								

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

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
OUTBOUND MAWB STOCK ? [] [X]								
MAWB#			Lot#		Borrow			
Issuing Agent			Fr/To Agent					
Division	AE		Status		go			
	AE							
	OA							

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

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
OUTBOUND MAWB STOCK ? [] [X]								
MAWB#			Lot#		Borrow			
Issuing Agent			Fr/To Agent					
Division	AE		Status		go			
	AE							
	OA							
<div> </div>								
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	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility
OUTBOUND MAWB STOCK ? [] [X]								
<div> </div>								
LOT# (Auto-generated)			Rec.Date			10/12/2015		
Airline Prefix			Name			ASIANA AIRLINES		
Starting No. (8 digits)			No(s)			12		
Issuing Agent			Name			ASW TEST AGENT 1		
Borrow Flag			Name					
Fr/To Agent			Name					
Reason			Name					
Reserve/Cancel			Name					
Load Minimum			Load Unit			K		
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.

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility			
OUTBOUND MAWB STOCK <div> <div>Division: AE</div> <div>User: ESY LEO</div> </div>											
MAWB#			Lot#			Borrow					
Issuing Agent			Fr/To Agent								
Division: AE			Status			<div>Press TAB</div> <div>GO 1 / 9 X 20</div>					
							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 MAWB			Quick Entry and Analysis		Division:			
MAWB#		MAWB Stock Control Entry		#		Borr		
Issuing Agent		House Airway Bill Preparation		To Agent				
Division	AE	Master Airway Bill Preparation		tus				
				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.

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								
[+]	HAWB	MAWB	POD *	Dest	Shipper Name	Consignee Name	F Agent	R/O Agent	Qty Unit
									G.Weight
									C.Weight
									Cube Ft
									W/U
									Fr t

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.

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. 16	x 10	x 10	- 50	16.	x	x	-	31.	x	x	-
2. 17	x	x	-	17.	x	x	-	32.	x	x	-
3. 18	x	x	-	18.	x	x	-	33.	x	x	-
4. 19	x	x	-	19.	x	x	-	34.	x	x	-
5. 20	x	x	-	20.	x	x	-	35.	x	x	-
6. 21	x	x	-	21.	x	x	-	36.	x	x	-
7. 22	x	x	-	22.	x	x	-	37.	x	x	-
8. 23	x	x	-	23.	x	x	-	38.	x	x	-
9. 24	x	x	-	24.	x	x	-	39.	x	x	-
10. 25	x	x	-	25.	x	x	-	40.	x	x	-
11. 26	x	x	-	26.	x	x	-	41.	x	x	-
12. 27	x	x	-	27.	x	x	-	42.	x	x	-
13. 28	x	x	-	28.	x	x	-	43.	x	x	-
14. 29	x	x	-	29.	x	x	-	44.	x	x	-
15. 30	x	x	-	30.	x	x	-	45.	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	0.05		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
HAWB Preparation			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.

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

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

MAWB Preparation		Division: AE
MAWB#*	988-12345675	Direct Shipment
Shipper*	E0001	Job*
EASY FORWARDING HKG		Coload
G/F, DAH WAY INDUSTRIAL BUILDING,		Customer
		Coloader House
		Coloader Name
		Name

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						
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
EDI							Dest.Agent	R/O Agent
							FRT	OTH
							Qty	G.Wgt
							(KG)	V.Wgt
							(KG)	C.Wgt
							(KG)	C
								F
							0	0.00
							0.00	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]

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, Coload, Customer, Brand, MAWB Owner, Contact Information, Consignee, and various codes and names. The 'Direct Shipment' flag is located in the top right area of the form.

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.', the 'Value for Customs' field set to 'AS PER INV', and the 'Amount of Insurance' field set to 'NIL'. The 'Internal Remark(Not Print)' field is also visible.

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

The screenshot shows the 'Group Item Print' section with a 'Handling Information' tab selected. Below the tab, there is a table with columns: Seq, Qty, Unit, Class, Gross Wgt., Unit, Volume Wgt., Chargeable Wgt., CBM, Commodity (Rate), Nature of goods, HS Code, SLAC, and SHL. The 'Seq' column has a '+' icon next to it.

And input the cargo information directly.

The screenshot shows the cargo information input table. The table has columns: Seq, Qty, Unit, Class, Gross Wgt., Unit, Volume Wgt., Chargeable Wgt., CBM, Commodity (Rate), Nature of goods, and HS Code. The first row contains the following data: Seq: 10, Qty: 2000, Unit: CTN, Class: (blank), Gross Wgt.: 500, Unit: KGS, Volume Wgt.: 333.5, Chargeable Wgt.: 500, CBM: 2, Commodity (Rate): (blank), Nature of goods: (blank), and HS Code: (blank). Below the table, there are fields for Marks, Goods Descriptions, and Dimension.

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 'Action' dropdown set to '2 - Copy'. The 'Flight No.' is '02123' and the 'MAWB' is '988-00100101'. The 'Flight Date' is '20/12/2015'. The 'Copy Mark and Description' checkbox is checked, and the 'Copy Dimension' checkbox is also checked. The 'Copy' button is highlighted.

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	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 'Copy' button pressed. The 'Flight Date' is '20/12/2015', the 'Flight No' is '02123', and the 'MAWB' is '988-00100101'. The 'Copy Mark and Description' checkbox is checked, and the 'Copy Dimension' checkbox is also checked. The 'Copy' button is highlighted.

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.

The screenshot shows a dialog box titled 'Message from webpage' with the text 'Confirm Copy to MAWB?'. There are two buttons: 'OK' and 'Cancel'.

The MAWB will then be copied.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility
MAWB Preparation								
						Division: AE		
MEMILEO								
MAWB# 968-00100101			Direct Shipment <input type="checkbox"/>					
Shipper W0002			Job MOAE15120001			Coloader House		
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			Coload <input type="checkbox"/>			Coloader Name		
			Customer			Name		
			Brand			Network		
			Mawb Owner					
			Contact Information			Name	Phone	Email
			Shipper JENNY ELTON			853-6383 6018		
Consignee DUMMY			Salesman H5001					
BB INTERNATIONAL LEISURE & RESORT DEVELOPMENT CORPORATION CLARK VALLEY VIEW, JP RIZAL, JP LAUREL & PRINCE BALAGTAS AVENUE CLARK SPECIAL ECONOMIC ZONE ANGELES CITY PAMPANGA PHILIPPINES			Quotation(Shipper)					
			Special Instruction					
			Contact Information			Name	Phone	Email
Notify#1			Consignee					
ATTN: MR. FELIX BUENAOBRA (PURCHASING OFFICER)			Salesman CORP					
			Quotation(Consignee)			R/O Agent		
			Special Instruction					
			Bill Type And Wording NEUTRAL					
			Incoterm			Freehand		
			Freight Term PP/CC PP			Oth. Term PP		
Broker			Currency USD			Vol.Diff %		
			First Carrier OZ					
Cargo Value			1. Flight No. OZ123					
Declaration Required <input type="checkbox"/>			ETD/ETA Date /Time 20/12/2015					
Export License			To					
			2. Flight No.					
Issuing Agent			ETD/ETA Date/Time					

Charges Shown on MAWB

Then we can continue to prepare this MAWB.

Go to the tag [Charge].

And press the button [Generate Cost]

The screenshot shows the 'MAWB Preparation' window with various tabs at the top: Air Freight, Inbound, Outbound, Invoice, Tariff, Miscellaneous, Master, Sea-Air, and Utility. The 'Charge' tab is selected. Below the tabs, there are fields for MAWB (988-12345675), Shipper (E0001), Consignee (DUMMY), MAWB Owner (C0960), Flight No. (02777), and FRT Terms (PP). The 'Generate Cost' button is highlighted with a red circle. Below the form, there are two tables: 'Original Charge Item' and 'PURCHASE'. The 'Original Charge Item' table has columns: Chrg, Description, F, Base, Curr, Rate, Qty, Amount, Inv. Curr, Ex. Rate, Inv. Amount, By, Bill, Ctrl. The 'PURCHASE' table has columns: Chrg, Description, F, Base, Qty, Curr, Rate, Amount, Rate, %, Amount, Inv. Curr, Ex. Rate, Inv. Amount, By, Bill, Ctrl.

The default cost table will prompt out.

Press the button [Add] after you have select the cost item you want.

The screenshot shows the 'Select Charges' window with fields for MAWB (988-12345675), Job# (HKGAE15120001), Flight Date (10/12/2015), Shipper (E0001), Consignee (DUMMY), Local Agent (C0960), FRT Terms (PP), and Qty (100). The 'Add' button is highlighted with a red circle. Below the form, there are two tables: 'IATA' and 'Cost'. The 'IATA' table has columns: Code, Charge, Qty, Base, Curr, Rate, Amount (HKD), Rate, %, Amount (HKD), P, and a checkbox. The 'Cost' table has columns: Code, Charge, Qty, Base, Curr, Rate, Amount (HKD), Rate, %, Amount (HKD), P, and a checkbox. The 'IATA' table shows a row for '1 ADC AIRLINE DOCUMENTATION' with a rate of 15.00 and an amount of 15.00. The 'Cost' table shows a row for '1 ADC AIRLINE DOCUMENTATION' with a rate of 15.00 and an amount of 15.00.

If you want to add additional cost, press [+].

The screenshot shows the 'MAWB Preparation' window with the 'Generate Cost' button highlighted. Below the form, there are two tables: 'Original Charge Item' and 'PURCHASE'. The 'Original Charge Item' table has columns: Chrg, Description, F, Base, Curr, Rate, Qty, Amount, Inv. Curr, Ex. Rate, Inv. Amount, By, Bill, Ctrl. The 'PURCHASE' table has columns: Chrg, Description, F, Base, Qty, Curr, Rate, Amount, Rate, %, Amount, Inv. Curr, Ex. Rate, Inv. Amount, By, Bill, Ctrl. The '+' button is highlighted with a red circle.

Please select PP if it is the cost to local vendor. The system will default the vendor as the MAWB owner. Input the Charge Code by pressing the first letter.

And you can then input the Rate that you want to appear on the MAWB and the actual Cost from the vendor.

The screenshot shows the 'MAWB Preparation' window. At the top, there are tabs for MAWB, HAWB, Charge, Invoice, Overseas Agent, File, CUSEXP EDI, Profit Share, XML EDI, Send Log, Document Printing, and DOC Control. The 'MAWB' tab is active. Below the tabs, there are fields for MAWB# (988-12345675), Shipper (E0001), Consignee (DUMMY), MAWB Owner (C0900), Flight No. (OZ777), and FRT Terms (PP). There are also fields for Job (HKGAE15120001), Direct Shipment (checkbox), Quotation (PP), Quotation (CC), Vol. Diff Ratio (0.00%), and LIA Date/Time (10/12/2015). Below these fields, there are tables for 'SALES' and 'PURCHASE'. The 'SALES' table has columns for Chrg, Description, F, Base, Curr, Rate, Qty, Amount, Inv. Curr, Ex. Rate, Inv. Amount, and By. The 'PURCHASE' table has columns for Chrg, Description, F, Base, Curr, Rate, Qty, Amount, Inv. Curr, Ex. Rate, Inv. Amount, and Inv#. The 'PURCHASE' table shows a row for 'AIRLINE DOCUMENTATION' with a rate of 15.00 HKD and an amount of 15.00.

Once finish, you can print out this MAWB or print out the Coload Form if it is for your coloader in the tag MAWB

The screenshot shows the 'MAWB Preparation' window with the 'MAWB' tab selected. The 'Direct Shipment' checkbox is checked. Below the checkbox, there are fields for Shipper (E0001), Job (HKGAE15120001), and Coload (checkbox). The 'Coload' checkbox is checked. Below the 'Coload' checkbox, there are fields for Coloader House and Coloader Name.

And press the button for the document you want.

The screenshot shows the 'Handling Information' window. At the top, there are tabs for ADD, CHG, DEL, Void, Generate CTT, MAWB Print, Coload Form, Profit and Loss, and Close. The 'MAWB Print' and 'Coload Form' buttons are circled. Below the buttons, there is a table with columns for Seq, Qty, Unit, Class, Gross Wgt., Unit, Volume Wgt., Chargeable Wgt., and CBM. The table shows a row for '1 10 100 CTN' with a gross weight of 830.00 KGS, a volume weight of 425.50, a chargeable weight of 830.00, and a CBM of 2.550.

Generate Sub-MAWB

To combine HAWB to build a Sub-MAWB: Sub MAWB button is available as long as Destination Agent of HAWB is different from Consignee of MAWB.

MAWB Preparation -> [HAWB] tag -> Press [Generate Sub-MAWB] -> Press [OK]:

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

MAWB Preparation (This is UAT environment) Division: AE

MAWB: 043-1111155 Job: HKGAE160100020

Shipper: A0019 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA

Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD.

MAWB Owner: A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Flight No.: KA2598 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

Generate Sub-MAWB Build up Sub-MAWB Combine Booking to MAWB Attach to Job Synchronize MAWB Consolidation DOC

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	SOP
1	H	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	H	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	10.060		

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff

MAWB Preparation (This is UAT environment) Division: AE

MAWB: 043-1111155 Job: HKGAE160100020

Shipper: A0019 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA

Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD.

MAWB Owner: A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Flight No.: KA2598 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

Generate Sub-MAWB Build up Sub-MAWB Combine Booking to MAWB Attach to Job Synchronize MAWB Consolidation DOC

202.66.117.65 says: A Sub-MAWB will cover 2 MAWB(s). Are you sure to proceed?

OK Cancel

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	SOP
1	H	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	H	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	10.060		

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

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

MAWB Preparation (This is UAT environment) Division: AE

MAWB: 043-1111155 Job: HKGAE160100020

Shipper: A0019 AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA

Consignee: A0346 AIR SEA WORLDWIDE (CHINA) LTD.

MAWB Owner: A0039 DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Flight No.: KA2598 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

Combine Booking to MAWB Attach to Job Synchronize MAWB Consolidation DOC

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	SOP
1	H	ASHKG650072			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	H	ASSZX650024			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	H	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	H	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		

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

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

Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DOC Control

MAWB: 160-1601601601 Job: HKGAE160500006
 Shipper: A0039 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

Generate Sub-MAWB **Build up Sub-HAWB** Combine Booking to HAWB Attach to Job Synchronize MAWB Consolidation EDI

T	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 FL	CBM	SOP	
1	<input type="checkbox"/>	TEST	中文 JANICE TEST 2 LTD C	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 C	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:

202.66.117.65/uatfm3k/fma208.asp?ref=1485

Build up Sub-Hawb (This is UAT environment) Division: AE User: HKG|LEO

Browse

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

Add

HAWB	Shipper Name	Consignee Name	Qty	G.Weight	V.Wgt	C.Weight	CBM	Agent	<input checked="" type="checkbox"/> Cgne By
1 TEST	JANICE TEST 2 LTD D	JACKAL S.A.	100	0.00	17.00	0.00	0.000	A0014	<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"/>
							500.00	0.100	

Sub-HAWB is generated:

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

Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DOC Control

MAWB: 160-1601601601 Job: HKGAE160500006
 Shipper: A0039 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

Combine Booking to HAWB Attach to Job Synchronize MAWB Consolidation EDI

T	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 FL	CBM
Parent AWB																	
1	<input type="checkbox"/>	TESTHANDLING		中文	DONOTUSE-AIR JANICE TEST 2 LTD D	SEA WORLDWIDE LOGISTICS LIM	BUD	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	0.100
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	0.100

Hot Key: F2-Add

Gen. Mock MAWB

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

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

MAWB Preparation (This is UAT environment) Division: AE

Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DOC Control

MAWB# 043-111111155
Shipper A0019
AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA
41/F., 169 ELECTRIC ROAD, NORTH POINT,
HONG KONG

Direct Shipment
Job# HKGAE160100020
Coload In
Coload
Controlling Customer DIRECT
Brand
Mawb Owner A0039
Contact Information
Shipper
Salesman CORP
Quotation(Shipper)
Special Instruction

Coloader House
Coload Out
Coloader Name
Name
Network
Phone
(852) 2865 6868

Consignee A0346
AIR SEA WORLDWIDE (CHINA) LTD.
16/F, RESOURCE PLAZA,
NO. 268 ZHONG SHAN ROAD (SOUTH), SHANGHAI,
CHINA 200010

Handling Information
NO S.W.P.M.
ONE POUCH OF DOCUMENT & HAWB ATTACHED

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 KGS 1,677.00 1,677.00 10.080

Marks
MARKS

Goods Descriptions
CONSOL SHPT DETAILS AS PER

Dimension
100x100x100cm(10);10x20x30cm(10)

The tonnage of Mock will not be counted.

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

MAWB Preparation (This is UAT environment) Division: AE

MAWB 043-111111155
ETA -/+Days
Booking
Ship ID
Division AE

MAWB 043-111111155
Flight No.
Freight
Direct
Coload
Status

Job# HKGAE160600002
POL
POD
MAWB Type
Display
User

Shipper
Consignee
Agent
Customer
Broker
Action

1-Entry

File Job M. Type MAWB Shipper Name Consignee Name Local Agent POL/POD/Date/ETA D/C In/C. Out/Route/Frt/Dth/Qty/Unit G. Weight/ C. Weight/

1 HKGAE160100020 043-111111155 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 043-111111155 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

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

MAWB Preparation (This is UAT environment) Division: AE

Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DOC Control

MAWB 083-111111111
Shipper A0039
Consignee A0347
Mawb Owner A0039
Flight No. SA123
QTY 10
FRT Terms PP

Job# HKGAE160600002
AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR
AIR SEA WORLDWIDE (CHINA) LTD.
DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR
ETD Date/Time 08/05/2016
Gross Wgt. 100.00
Volume Wgt. 208.50
Chargeable Wgt.
POL HKG
POD

Combine Booking to HAWB Attach to Job Consolidation Rule

File Job M. Type MAWB Parent Chinese Shipper Name Consignee Name Dest. F/R Dest.Agent R/O Agent FRT DTH Qty G. Wgt/ V. Wgt/ C. Wgt/ (KG) (KG) (KG)

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

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

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: HKGAE160600002

Shipper: A0039 AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Consignee: A0047 AIR SEA WORLDWIDE (CHINA) LTD.

Header Owner: A0039 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

Est Terms: PP OTH Terms: PP POL: HKG POD: EZE Dest: EZE

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 (M3)	CBM	SOP
1	H	ASHK650302	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	2,480.00	428.19	0.000
											250	2,480.00	2,012.50	2,480.00	428.19	0.000

HAWB Preparation and Invoice to Shipper

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

MAWB Preparation

Division: AE

MAWB: 988-12345675 Job: HKGAE15120001

Shipper: E0001 EASY FORWARDING HKG

Consignee: DUMMY

MAWB Owner: C0960 CATHAY PACIFIC AIRWAYS

Flight No.: 02777

ETA Date/Time: 10/12/2015

ETA Date/Time: 10/12/2015

QTY: 100 Gross Wgt.: 830.00 Volume Wgt.: 425.50 Chargeable Wgt.: 830.00 CBM: 2.550

FRT Terms: PP OTH Terms: PP

Generate Sub-MAWB Build up Sub-MAWB Attach to Job Synchronize MAWB

T	Consol	Parent	Chinese	Shipper Name	Consignee Name	Dest	F/R	Dest Agent	R/O Agent	FRT	OTH	Qty	G.Wgt	V.Wgt	C.Wgt	Cube	CBM
1	H	ASW12345		MAIME CUSTOMER COMPANY	MAIME AGENT (USLAX)	LAX	F	AIR SEA WORLDWIDE(HK)		PP	PP	50	600.00	417.00	600.00	88.72	2.500
2	H	HKG-00000		ABC GARMENT CO.	ABC LAX	SAN	R	EASY FORWARDING		CC	PP	50	230.00	8.50	230.00	1.81	0.050
												100	830.00	425.50	830.00	90.53	2.550

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

HAWB Preparation

Division: AE

Charge

MAWB: 988-12345675 Job: HKGAE15120001

Shipper: M0805 MAIME CUSTOMER COMPANY

Consignee: M0806 MAIME AGENT (USLAX)

Des Agent: A0978 AIR SEA WORLDWIDE LOGISTICS LIMITED

Flight No.: 02777

ETA Date: 10/12/2015

ETA Date: 10/12/2015

QTY: 50 Gross Wgt.: 600.00 Volume Wgt.: 417.00 Chargeable Wgt.: 600.00 CBM: 2.500

FRT Terms: PP OTH Terms: PP

Gen. Income(I)

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

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

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

Select Charges

Division: AE

MAWB: 988-12345675 Job#: HKGAE15120001

Shipper: M0805 MAIME CUSTOMER COMPANY

Consignee: M0806 MAIME AGENT (USLAX)

Des Agent: A0978 AIR SEA WORLDWIDE LOGISTICS LIMITED

FRT Terms: PP OTH Terms: PP

Add Edit Mode Sales: 2108.00

Code	Charge	Qty	Base	Curr	Rate	Amount	Quotation	S
(PP)	M0805 MAIME CUSTOMER COMPANY							
M0805	MAIME CUSTOMER COMPANY			HKD	Ctrl	0		
1	CFS CONTAINER FIELD STATION	600.00	KGS	HKD	0.700	420.00		0
2	HDC HANDLING CHARGE	1.00	SET	HKD	456.000	456.00		0
3	THC TERMINAL CHARGES	600.00	KGS	HKD	1.720	1,032.00		0
4	ADC AIRLINE DOCUMENTATION	1.00	SHP	HKD	200.000	200.00		0

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|LEO

HAWB ASW12345 **MAWB** 988-12345675 **Job** HKGAE15120001
Shipper* M0805 MAIME CUSTOMER COMPANY **Quot(Shipper)**
Consignee* M0806 MAIME AGENT (USLAX) **Quot(Consignee)**
Des.Agent A0978 AIR SEA WORLDWIDE LOGISTICS LIMITED
Flight No. OZ777 **ETD Date** 10/12/2015 **ETA Date**
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**

SALES		Original Charge Item										
Term	PP	Description	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	Inv. Amount	Ctrl	By Bill
1	ADC	AIRLINE DOCUMENTATION	SHF	HKD	200.000	1.000	200.00 HKD	1.000000	200.00 D	S		
2	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00 HKD	1.000000	420.00 D	S		
3	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00 HKD	1.000000	456.00 D	S		
4	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00 HKD	1.000000	1,032.00 D	S		
							2,108.00					

Please note the RATE which is the charge rate you quote to your customer.

Inv. Curr is the Invoice currency.

If the currency in RATE is different from the Inv. Curr, then the exchange rate will be retrieved from accounts department.

The below is an example that we will bill agent for HKD 200 handling fee but the invoice to this agent is USD. So there will be exchange rate.

Please also note that if you want to group all the charges in each HAWB and bill to the agent as a one invoice, then you may need to change the flag CTRL

O means the invoice will be generated per each HAWB.

B means the invoice will be generated per each MAWB

M means the invoice will be generated per monthly basis.

HAWB Preparation Division: AE User: ESY|LEO

HAWB ASW12345 **MAWB** 988-12345675 **Job** HKGAE15120001
Shipper* M0805 MAIME CUSTOMER COMPANY **Quot(Shipper)**
Consignee* M0806 MAIME AGENT (USLAX) **Quot(Consignee)**
Des.Agent A0978 AIR SEA WORLDWIDE LOGISTICS LIMITED
Flight No. OZ777 **ETD Date** 10/12/2015 **ETA Date**
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**

SALES		Original Charge Item										
Term	PP	Description	Base	Curr	Rate	Qty	Amount	Inv. Curr	Ex. Rate	Inv. Amount	Ctrl	By Bill
1	ADC	AIRLINE DOCUMENTATION	SHF	HKD	200.000	1.000	200.00 HKD	1.000000	200.00 D	S		
2	CFS	CONTAINER FIELD STATION	KGS	HKD	0.700	600.000	420.00 HKD	1.000000	420.00 D	S		
3	HDC	HANDLING CHARGE	SET	HKD	456.000	1.000	456.00 HKD	1.000000	456.00 D	S		
4	THC	TERMINAL CHARGES	KGS	HKD	1.720	600.000	1,032.00 HKD	1.000000	1,032.00 D	S		

If your profit share to agent is per HAWB level, then you can press the button [Generate PSA].

HAWB Preparation ? [X] Division: AE User: ESY

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 **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**

Gen. Income(I) **Generate PSA** Generate Invoice

SALES		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 ? [X] 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

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 ? [X] Division: AE User: ESY|LEO

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 **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**

Gen. Income(I) **Generate PSA** Generate Invoice

SALES		Original Charge Item									
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	AIRLINE FREIGHT 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: ESYILLE

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
PKT Terms PP **OTI Terms** PP **POL** HKG **POD** LAX **F** **F**

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								
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								
2	ADC	AIRLINE DOCUMENTATION	SHF	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: ESYILLE

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
PKT Terms PP **OTI Terms** PP **POL** HKG **POD** LAX **F** **F**

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								
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								
2	ADC	AIRLINE DOCUMENTATION	SHF	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** **Hand Search**
RA Code RA03921 **Warehouse** **Ref. No.** NEL-001
Accounting Information **Manifest Remark**
Value for Carriage N/D **Signature Company (optional)**
Value for Customs AS PER INV **Extended Marks**
Amount of Insurance NIL **Shipper Copy** 2 - Show CC Charges **Rated**
Internal Remark **Consignee Copy** 4 - Not Show Charges **Rated**
SHIPOR **Show As Agent** 1 - Show PP Charges **Not Show Dimension**
Ship ID **3 - Show All Charges**

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		Exec. Date	
Amount of Insurance		Warehouse	
Internal Remark		Manifest Remark	
REMARK		Signature Company (optional)	
Ship ID		Extended Marks	
		Shipper Copy	2 - Show CC Charges
		Consignee Copy	3 - Show All Charges
		Show As Agent	
Handling Information		Not Show Dimensions	

HAWB Preparation (This is UAT environment)		Division: AE	User: HKG/LEO																																																												
Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB																																																															
HAWB ASW12345		Job HKGAE160900002																																																													
Shipper	A0008	A. HARTRODT (BELGIUM) AIRFREIGHT N.V. MENEN																																																													
Consignee	DUMNY	MORHAN																																																													
Flight No.	30044	AGENT MAILING NAME																																																													
ETD Date	07/09/2016	ETA Date																																																													
Gross Wgt.	23.00	Volume Wgt.																																																													
PC	OTM Terms	PC																																																													
Currency		USD																																																													
Chargeable Wgt.		23.00																																																													
POL		TFE																																																													
R																																																															
<table border="1"> <thead> <tr> <th>Chrg</th> <th>Description</th> <th>F Base</th> <th>Rate</th> <th>Qty</th> <th>Amount</th> <th>Inv.Curr</th> <th>Ex.Rate</th> <th>Inv.Amount</th> <th>Ctrl</th> <th>By</th> <th>Bill</th> </tr> </thead> <tbody> <tr> <td>1 FRT</td> <td>AIR FREIGHT CHARGE</td> <td>KGS</td> <td>HKD</td> <td>66.000</td> <td>23.000</td> <td>1,518.00HKD</td> <td>1.000000</td> <td>1,518.000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 AMP</td> <td>AMENDMENT FEE</td> <td>M KGS</td> <td>USD</td> <td>25.000</td> <td>23.000</td> <td>25.00HKD</td> <td>7.800000</td> <td>195.000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 ADC</td> <td>AIRLINE DOCUMENTATION FEE</td> <td>M KGS</td> <td>USD</td> <td>80.000</td> <td>23.000</td> <td>80.00HKD</td> <td>7.800000</td> <td>624.000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 TRX</td> <td>TRANSHIPMENT CHARGE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1,019.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Chrg	Description	F Base	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				2 AMP	AMENDMENT FEE	M KGS	USD	25.000	23.000	25.00HKD	7.800000	195.000				3 ADC	AIRLINE DOCUMENTATION FEE	M KGS	USD	80.000	23.000	80.00HKD	7.800000	624.000				4 TRX	TRANSHIPMENT CHARGE							1,019.00			
Chrg	Description	F Base	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																																																							
2 AMP	AMENDMENT FEE	M KGS	USD	25.000	23.000	25.00HKD	7.800000	195.000																																																							
3 ADC	AIRLINE DOCUMENTATION FEE	M KGS	USD	80.000	23.000	80.00HKD	7.800000	624.000																																																							
4 TRX	TRANSHIPMENT CHARGE							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			
COD →			
Total Prepaid			
Total Collect			
Currency Conversion Rates			
cc Charges in Dest. Currency			
For Office Use Only at Destination			
Charges at Destination			
Total Collect Charges			
HONG KONG			Leo C
Executed on (Date)			at (Place)
Stamp / Signature of the Carrier or its agent			
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
COD →			
Total Prepaid			
Total Collect			
Currency Conversion Rates			
cc Charges in Dest. Currency			
For Office Use Only at Destination			
Charges at Destination			
Total Collect Charges			
HONG KONG			Leo C
Executed on (Date)			at (Place)
Stamp / Signature of the Carrier or its agent			
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	<input type="checkbox"/>	
Ship ID		Shipper Copy	2 - Show CC Charges	<input type="checkbox"/>
		Consignee Copy	3 - Show All Charges	<input type="checkbox"/>
		Show As Agent	Not Show Attachments	<input type="checkbox"/>

Handling Information
TOTAL: CARTONS ONLY
NO S.W.R.M.
INVOICE & PACKING LIST ATTACHED

HAWB Preparation 2 × CTN is UAT environment Division: AE User: JKG1LE

HAWB ASW12345 MAWB 000-123456789 Rate HAWB Sub HKGAE160900002

Shipper: A0008 A. HARTRODT (BELGIUM) AIRFREIGHT N.V. MENEN
Consignee: DUMMY NORMAN
Dest. Agent: 30044 AGENT MAILING NAME
Flight No.: AA1321
QTY: 9 Gross Wgt.: 23.00 Volume Wgt.: 23.00
FTA Date: 07/09/2016
Currency: USD
Chargeable Wgt.: 23.00 CBM: 0.07
POD: TPE

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 × Division: AE User: ESY1LE

Receipient: MAIME CUSTOMER COMPANY
Attn:
Fax#:

Fax **Email**

Create PDF

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

Press [ok] to confirm.

Message from webpage

Confirm Create File For Email?

OK **Cancel**

Send Email

Send

From

calvinwong@paradigm2000.com

To

CC

calvinwong@paradigm2000.com

Subject

HAWB: ASW12345 (INV)

Attachment

HKGAE15120001.pdf

Body

Dear Sirs,

Please kindly check the attachments.
All computer printouts are for your preview purpose and signature is not required.

Your prompt advice of question, if any, is requested.

Yours faithfully,
Customer Service and Documentation
Easyway Air Freight Limited

web site : <http://www.easyway.com.hk>

[[] 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 liab

Full set HAWB/MAWB Print (For EU users only)

UK 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)

SHIPPER/EXPORT COMPANY		Katharine		COMP	
MANCHESTER AIRPORT, MANCHESTER M19 5PZ, UNITED KINGDOM		Katharine		COMP	
Special Instructions		Special Instructions		Special Instructions	
1. Flight No.		1. Flight No.		1. Flight No.	
2. Flight No.		2. Flight No.		2. Flight No.	
3. Flight No.		3. Flight No.		3. Flight No.	
4. Flight No.		4. Flight No.		4. Flight No.	
5. Flight No.		5. Flight No.		5. Flight No.	
6. Flight No.		6. Flight No.		6. Flight No.	
7. Flight No.		7. Flight No.		7. Flight No.	
8. Flight No.		8. Flight No.		8. Flight No.	
9. Flight No.		9. Flight No.		9. Flight No.	
10. Flight No.		10. Flight No.		10. Flight No.	
11. Flight No.		11. Flight No.		11. Flight No.	
12. Flight No.		12. Flight No.		12. Flight No.	
13. Flight No.		13. Flight No.		13. Flight No.	
14. Flight No.		14. Flight No.		14. Flight No.	
15. Flight No.		15. Flight No.		15. Flight No.	
16. Flight No.		16. Flight No.		16. Flight No.	
17. Flight No.		17. Flight No.		17. Flight No.	
18. Flight No.		18. Flight No.		18. Flight No.	
19. Flight No.		19. Flight No.		19. Flight No.	
20. Flight No.		20. Flight No.		20. Flight No.	
21. Flight No.		21. Flight No.		21. Flight No.	
22. Flight No.		22. Flight No.		22. Flight No.	
23. Flight No.		23. Flight No.		23. Flight No.	
24. Flight No.		24. Flight No.		24. Flight No.	
25. Flight No.		25. Flight No.		25. Flight No.	
26. Flight No.		26. Flight No.		26. Flight No.	
27. Flight No.		27. Flight No.		27. Flight No.	
28. Flight No.		28. Flight No.		28. Flight No.	
29. Flight No.		29. Flight No.		29. Flight No.	
30. Flight No.		30. Flight No.		30. Flight No.	
31. Flight No.		31. Flight No.		31. Flight No.	
32. Flight No.		32. Flight No.		32. Flight No.	
33. Flight No.		33. Flight No.		33. Flight No.	
34. Flight No.		34. Flight No.		34. Flight No.	
35. Flight No.		35. Flight No.		35. Flight No.	
36. Flight No.		36. Flight No.		36. Flight No.	
37. Flight No.		37. Flight No.		37. Flight No.	
38. Flight No.		38. Flight No.		38. Flight No.	
39. Flight No.		39. Flight No.		39. Flight No.	
40. Flight No.		40. Flight No.		40. Flight No.	
41. Flight No.		41. Flight No.		41. Flight No.	
42. Flight No.		42. Flight No.		42. Flight No.	
43. Flight No.		43. Flight No.		43. Flight No.	
44. Flight No.		44. Flight No.		44. Flight No.	
45. Flight No.		45. Flight No.		45. Flight No.	
46. Flight No.		46. Flight No.		46. Flight No.	
47. Flight No.		47. Flight No.		47. Flight No.	
48. Flight No.		48. Flight No.		48. Flight No.	
49. Flight No.		49. Flight No.		49. Flight No.	
50. Flight No.		50. Flight No.		50. Flight No.	
51. Flight No.		51. Flight No.		51. Flight No.	
52. Flight No.		52. Flight No.		52. Flight No.	
53. Flight No.		53. Flight No.		53. Flight No.	
54. Flight No.		54. Flight No.		54. Flight No.	
55. Flight No.		55. Flight No.		55. Flight No.	
56. Flight No.		56. Flight No.		56. Flight No.	
57. Flight No.		57. Flight No.		57. Flight No.	
58. Flight No.		58. Flight No.		58. Flight No.	
59. Flight No.		59. Flight No.		59. Flight No.	
60. Flight No.		60. Flight No.		60. Flight No.	
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62. Flight No.		62. Flight No.		62. Flight No.	
63. Flight No.		63. Flight No.		63. Flight No.	
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67. Flight No.		67. Flight No.		67. Flight No.	
68. Flight No.		68. Flight No.		68. Flight No.	
69. Flight No.		69. Flight No.		69. Flight No.	
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73. Flight No.		73. Flight No.		73. Flight No.	
74. Flight No.		74. Flight No.		74. Flight No.	
75. Flight No.		75. Flight No.		75. Flight No.	
76. Flight No.		76. Flight No.		76. Flight No.	
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78. Flight No.		78. Flight No.		78. Flight No.	
79. Flight No.		79. Flight No.		79. Flight No.	
80. Flight No.		80. Flight No.		80. Flight No.	
81. Flight No.		81. Flight No.		81. Flight No.	
82. Flight No.		82. Flight No.		82. Flight No.	
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84. Flight No.		84. Flight No.		84. Flight No.	
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88. Flight No.		88. Flight No.		88. Flight No.	
89. Flight No.		89. Flight No.		89. Flight No.	
90. Flight No.		90. Flight No.		90. Flight No.	
91. Flight No.		91. Flight No.		91. Flight No.	
92. Flight No.		92. Flight No.		92. Flight No.	
93. Flight No.		93. Flight No.		93. Flight No.	
94. Flight No.		94. Flight No.		94. Flight No.	
95. Flight No.		95. Flight No.		95. Flight No.	
96. Flight No.		96. Flight No.		96. Flight No.	
97. Flight No.		97. Flight No.		97. Flight No.	
98. Flight No.		98. Flight No.		98. Flight No.	
99. Flight No.		99. Flight No.		99. Flight No.	
100. Flight No.		100. Flight No.		100. Flight No.	

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

Marks	Launch Descriptions	# Catalogue Cops	Dimension
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	<input type="radio"/> PDF with Focus	50x50x60cm(\$0)
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	<input type="radio"/> Image PDF	
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	<input checked="" type="radio"/> Attached Only	
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	<input type="radio"/> Full Set	
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	<input type="radio"/> Extra	
SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)	SLLA EXECUTIVA SERVICE (KATHERINE MONTEIRO)		

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

Internal Remark		Extended Marks		<input type="checkbox"/>	
Ship ID		Shipper Copy		1 - Show PP Charges <input type="checkbox"/> Rated <input type="checkbox"/>	
		Consignee Copy		3 - Show All Charges <input type="checkbox"/> Rated <input type="checkbox"/>	
		Show As Agent		<input type="checkbox"/> Not Show Dimension <input type="checkbox"/>	

Handling Information

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

ADD	CHS	CHL	VOID	Update from HAWB	Reval to Booking	Pre-Advice	Document	Print HAWB	
* 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	10.00		DVD		
Marks		Goods Descriptions.							
MARKS		DESC GOODS							
DVDFREEWW		DESC GOODS							
DVDFREEWW		DESC GOODS							
DVDFREEWW		v							
DVDFREEWW		DESC GOODS							
DVDFREEWW		DESC GOODS							
DVDFREEWW		DESC GOODS							
DVDFREEWW		DESC GOODS							
DVDFREEWW		DESC GOODS							

☒ Shipper Copy
☐ Consignee Copy
☐ PDF with Form
☐ Blank PDF
☒ Attached Only
☐ Full Set

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

Accounting Information			Execution Place		Exec. Date	
Value for Carriage:	N.V.D.		X-Ray		Hand Search	
Value for Customs	AS PER INV,		Warehouse		Ref. No.	
Amount of Insurance	NIL		Manifest Remark			
Internal Remark			Signature Company (optional)			
			Extended Marks	<input type="checkbox"/>		
Ship ID			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"/>

Handling Information

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

ADD	CHO	DEL	VOID	Update from HAIB	Reset to Booking	Predictive	Document	Print HAIB	Print	(Rate)	Nature of goods	HS Code	SLAC
* Seq	Qty Unit	Class	Gross Wt. Unit	Volume Wt.	Chargeable Wt.								
1	10	10CTN	10.00KGS	3.50	10.00						DVD		
Marks			Goods Descriptions.										
MARKS			DESC GOODS						* Shipper Copy				
DVD/FREE/WV			DESC GOODS						* Consignee Copy				
DVD/FREE/WV			DESC GOODS						PDF with Form				
DVD/FREE/WV			y						Blank PDF				
DVD/FREE/WV			DESC GOODS						* Attached Only				
DVD/FREE/WV			DESC GOODS						Full Set				
DVD/FREE/WV			DESC GOODS						Execute				
DVD/FREE/WV			DESC GOODS										

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)

Charges (purple mark in screen below)

Value for Carriage	N.V.D.	Warehouse		Ref. No.	
Value for Customs	N.V.C.	Place of Receipt			
Amount of Insurance	NIL	Port of Loading	BCN	BARCELONA	
Internal Remark(Not Print)		Port of Discharge	LHR	HEATHROW AIRPORT	
		Final Destination	LHR	HEATHROW AIRPORT	
Ship ID		Freight Up to		Port of Discharge	
		Payable At			
		Execution Place	BARCELONA	Exec. Date	27/10/2016
		X-Ray		Hand Search	
		SCT			
		Manifest Remark			
		Signature Company (optional)			
		Extended Marks	<input type="checkbox"/>	Not Show Dimension	<input type="checkbox"/>
		Shipper Copy	1 - Show PP Charges		
		Consignee Copy	2 - Show All Charges		

Handling Information
TOTAL: CARTONS ONLY
NO S.W.M.
ONE POUCH OF DOCUMENT & HAWB ATTACHED

ADD	CHG	DEL	UNIT	Gen. No. HAWB	Generate CTT	Profit and Loss	Close	Volume Wgt.	Document	Job Pkg.	Print HAWB	Nature of goods
1	10	10CTN	Class					10.00				
<div> <div>Goods Descriptions.</div> <div>CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST</div> </div>												

Hot Key: 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)

Value for Carriage	N.V.D.	Warehouse		Ref. No.	
Value for Customs	N.V.C.	Place of Receipt			
Amount of Insurance	NIL	Port of Loading	BCN	BARCELONA	
Internal Remark(Not Print)		Port of Discharge	LHR	HEATHROW AIRPORT	
		Final Destination	LHR	HEATHROW AIRPORT	
Ship ID		Freight Up to		Port of Discharge	
		Payable At			
		Execution Place	BARCELONA	Exec. Date	27/10/2016
		X-Ray		Hand Search	
		SCT			
		Manifest Remark			
		Signature Company (optional)			
		Extended Marks	<input type="checkbox"/>	Not Show Dimension	<input type="checkbox"/>
		Shipper Copy	1 - Show PP Charges		
		Consignee Copy	2 - Show All Charges		

Handling Information
TOTAL: CARTONS ONLY
NO S.W.M.
ONE POUCH OF DOCUMENT & HAWB ATTACHED

ADD	CHG	DEL	UNIT	Gen. No. HAWB	Generate CTT	Profit and Loss	Close	Volume Wgt.	Document	Job Pkg.	Print HAWB	Nature of goods	HS Code	SIAC	UIC
1	10	10CTN	Class					10.00							
<div> <div>Goods Descriptions.</div> <div>CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST</div> </div>															

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

Print MAWB attach list:

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

X-Ray		Hand Search	
SCT			
Manifest Remark			
Signature Company (optional)			
Extended Marks	<input type="checkbox"/>	Not Show Dimension	<input type="checkbox"/>
Shipper Copy	1 - Show PP Charges		
Consignee Copy	2 - Show All Charges		

Handling Information
TOTAL: CARTONS ONLY
NO S.W.M.
ONE POUCH OF DOCUMENT & HAWB ATTACHED

ADD	CHG	DEL	UNIT	Gen. No. HAWB	Generate CTT	Profit and Loss	Close	Volume Wgt.	Document	Job Pkg.	Print HAWB	Nature of goods
1	10	10CTN	Class					10.00				
<div> <div>Goods Descriptions.</div> <div>CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST</div> </div>												

ADD	CHS	QTY	Unit	Class	Gross Wgt	Volume	Chargeable Wgt	Rate	HAWB	Nature of goods	
1	10	1	CTN		10.00KGS	3.50	10.00				
Remarks CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST1 CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST2 CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED					Goods Descriptions CONSOLIDATED SHIPMENT DETAILS AS PER ATTACHED CARGO MANIFEST					Dimensions 10x20x1	
Options <input type="checkbox"/> Shipper Copy <input type="checkbox"/> Consignee Copy <input type="checkbox"/> PDF with Form <input type="checkbox"/> Blank PDF <input type="checkbox"/> Attached Only <input type="checkbox"/> Full Set <input type="checkbox"/> Execute											

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

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

Air Freight		Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Outbound Quick Entry and Analysis										
Flight Date <input type="text"/>		To <input type="text"/>		To <input type="text"/>		Shipper <input type="text"/>				
Booking <input type="text"/>		ITAWB <input type="text"/>		POL <input type="text"/>		Consignee <input type="text"/>				
Invoice <input type="text"/>		MAWS <input type="text"/>		POD <input type="text"/>		O.Agent <input type="text"/>				
Action <input type="text"/>		States <input type="text"/>		Dest. <input type="text"/>		Customer <input type="text"/>				
Division <input type="text"/>		Normal <input type="text"/>		User <input type="text"/>		Salesman <input type="text"/>				
Wanning ! Missing Device										
Booking <input type="text"/>										
Ship <input type="text"/>										
1 HKGALA650111										
2 HKGALA650110										

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].

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea Air Utility																																																																																														
Outbound Quick Entry and Analysis Division AE																																																																																														
Flight Date:		To:		Via:		Shipper:																																																																																								
Booking:		LAWB:		POL:		Commodity:																																																																																								
Datebook:		MAWB:		POL:		D.Agent:																																																																																								
Action: Copy to Booking		Status: Normal		Other:		Kindness:																																																																																								
Division: LC				Other:		Substance:																																																																																								
Flight Date: 11/02/2016		Flight No.:		Copy Mark and Description:		Copy Dimension:																																																																																								
<p>Only enter all records are selected! Please click "Return" and not above require the other records if necessary!</p> <table border="1"> <thead> <tr> <th>1H</th> <th>HKGALE16020005043-11111170</th> <th>45WKG050031</th> <th>HKGALEX50081</th> <th>Warehouse:Local Agent</th> <th>Shipper</th> <th>S.Sales</th> <th>Commodity/Name</th> <th>POD/POD/Date</th> <th>Incoterms</th> <th>Fx(010)</th> <th>Flight No</th> <th>Flight Date</th> <th>G.W(g)</th> <th>CBM</th> <th>C.W(g)</th> <th>Revenue</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HKGALE16020005043-11111170</td> <td>45WKG050031</td> <td>HKGALEX50081</td> <td>Warehouse:Local Agent</td> <td>H0021</td> <td>HONG KONG VPLUS TECHNOLOGY CO., LTD.</td> <td>CORP</td> <td>HK042</td> <td>HT FOODS, S.A. HKGLAX LAX</td> <td>CC CC</td> <td>KA099</td> <td>02/02/2016</td> <td>10</td> <td>10.0</td> <td>8.145</td> <td>24.5</td> </tr> <tr> <td>2</td> <td>HKGALEX50083</td> <td></td> <td>HKGALEX50083</td> <td></td> <td>30087</td> <td>JANICE SONG COMPANY</td> <td>CORP</td> <td>HK042</td> <td>HT FOODS, S.A. HKGLAX LAX</td> <td>CC PP</td> <td></td> <td>02/02/2016</td> <td>1</td> <td>10.0</td> <td>0.006</td> <td>10.0</td> </tr> <tr> <td>3</td> <td>HKGALEX50085</td> <td></td> <td>HKGALEX50085</td> <td></td> <td>30087</td> <td>JANICE SONG COMPANY</td> <td>CORP</td> <td>HK042</td> <td>HT FOODS, S.A. HKGLAX LAX</td> <td>CC PP</td> <td></td> <td>02/02/2016</td> <td>1</td> <td>10.0</td> <td>0.099</td> <td>10.0</td> </tr> <tr> <td>4</td> <td>HKGALE16020005043-11111170</td> <td>45WKG050087</td> <td>HKGALEX50087</td> <td></td> <td>00126</td> <td>CITEZIN WATCH</td> <td>CORP</td> <td>HK042</td> <td>HT FOODS, S.A. HKGLAX LAX</td> <td>CC PP</td> <td>KA099</td> <td>02/02/2016</td> <td>1</td> <td>15.0</td> <td>0.004</td> <td>10.0</td> </tr> </tbody> </table>										1H	HKGALE16020005043-11111170	45WKG050031	HKGALEX50081	Warehouse:Local Agent	Shipper	S.Sales	Commodity/Name	POD/POD/Date	Incoterms	Fx(010)	Flight No	Flight Date	G.W(g)	CBM	C.W(g)	Revenue	1	HKGALE16020005043-11111170	45WKG050031	HKGALEX50081	Warehouse:Local Agent	H0021	HONG KONG VPLUS TECHNOLOGY CO., LTD.	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC CC	KA099	02/02/2016	10	10.0	8.145	24.5	2	HKGALEX50083		HKGALEX50083		30087	JANICE SONG COMPANY	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP		02/02/2016	1	10.0	0.006	10.0	3	HKGALEX50085		HKGALEX50085		30087	JANICE SONG COMPANY	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP		02/02/2016	1	10.0	0.099	10.0	4	HKGALE16020005043-11111170	45WKG050087	HKGALEX50087		00126	CITEZIN WATCH	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP	KA099	02/02/2016	1	15.0	0.004	10.0
1H	HKGALE16020005043-11111170	45WKG050031	HKGALEX50081	Warehouse:Local Agent	Shipper	S.Sales	Commodity/Name	POD/POD/Date	Incoterms	Fx(010)	Flight No	Flight Date	G.W(g)	CBM	C.W(g)	Revenue																																																																														
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2	HKGALEX50083		HKGALEX50083		30087	JANICE SONG COMPANY	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP		02/02/2016	1	10.0	0.006	10.0																																																																														
3	HKGALEX50085		HKGALEX50085		30087	JANICE SONG COMPANY	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP		02/02/2016	1	10.0	0.099	10.0																																																																														
4	HKGALE16020005043-11111170	45WKG050087	HKGALEX50087		00126	CITEZIN WATCH	CORP	HK042	HT FOODS, S.A. HKGLAX LAX	CC PP	KA099	02/02/2016	1	15.0	0.004	10.0																																																																														

Then the system will give you a new booking number.

Booking	Shipper Name	S.Sales	Consignee Name	F.Dest/Agent	R/O Agency	Controlling Customer	Warehouse	POB	POL	POD	Decl.	Incoterms	Freight	Flight No	Flight Date	Pcs	Unit	C.Wt		
1 HKGALX650911	06017	JANICE SONE COMPANY	CORP	M6042	MT FOODS, S.A.	GAVA	GAVA	MT FOODS, S.A.			HKG LAX	LAX	CC	PP	11/02/2016	0	CTN	0		
2 HKGALX650911	06017	JANICE SONE COMPANY	CORP	M6042	MT FOODS, S.A.	GAVA	GAVA	MT FOODS, S.A.			CAN HKG LAX	LAX	CC	PP	11/02/2016	0	CTN	0		
3 HKGAHK6650108	DUMMY	DUMMY	JOHN.CHAN	DUMMY	DUMMY	F					HKA HKA	HKA	CIF	PP	PP	HK123	15/02/2016	1	CTN	100
4 HKGAET6650107	P0031	PQR COMPANY	CORP	D0026	DEF COMPANY	F	AIR SEA	AIR SEA			HKS TPE	TPE	CIF	PP	PP	10/02/2016	0	CTN	0	
5 HKGAEE6650106	A0002	ABC COMPANY	CORP	A0001	ABC COMPANY	F	AIR SEA	AIR SEA			SZX PVS EZE	EZE	CIF	PC	PC	03/02/2016	987	CTN	0	

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										<input checked="" type="checkbox"/>				
Update Marks & Desc										<input checked="" type="checkbox"/>				
Update Qty & Dim.										<input checked="" type="checkbox"/>				
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	HKGA160500006
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		Phone	
TESTING DOCUMENT 3		Shipper	JANICE YEUNG	(852) 21110011	janiceyeung@gmail.com
TESTING DOCUMENT 4		Salesman	JOHN.CHAN		
Consignee J0019		Quotation(Shipper)	QHKGS00001		
JANICE TEST 2 LTD D		Special Instruction			
TESTING DOCUMENT 1		Contact Information		Name	
TESTING DOCUMENT 2		Consignee	JANICE YEUNG	(852) 21110011	janiceyeung@gmail.com
TESTING DOCUMENT 3		Salesman	JOHN.CHAN		
TESTING DOCUMENT 4		Quotation(Consignee)	QHKGS00001		
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.	
		Manifest Remark			
		Signature Company (optional)			
		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	<input type="checkbox"/>	Not Show Dimension	<input type="checkbox"/>
Handling Information					
TOTAL: CARTONS ONLY					
NO S.W.R.M.					

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
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 SHL

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

☐ Show AS Agent
 ☐ Not Show Dimension

Handling Information

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			
Marks				Goods Descriptions.				Dimension					
MARKS				DESCRIP				20x20x20cm(100)					

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

Select Special Handling Code
(This is UAT environment)
Division: AE
User: HKG|LEO

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

Select Special Handling Code (This is UAT environment) Division: AE User: HKG1110

Job# MAWB# HAWB#

Update

Code	Description
1 CAO	Cargo Aircraft
2 COL	Cool Goods
3 BAP	Shipment with pouch
4 EAW	Shipment without paper document and pouch
5 ELI	Lithium ion batteries excepted as per Section II of PI 965 - 967
6 ELM	Lithium metal batteries excepted as per Section II of PI 965 - 967
7 HEA	Heavy Cargo/250 kilograms and over per piece
8 ICE	Dry Ice
9 RLI	Fully regulated lithium ion batteries (CL 9) as per Section I of PI 965 - 967
10 RLM	Fully regulated lithium metal batteries (CL 9) as per Section I of PI 965 - 967
11 SPK	Cargo Secure for Passenger and All-Cargo Aircraft
12 XPS	Priority LIFT

From: Date: 16/05/2016
Hand Search:
Ref. No.:
Date:
Rate:
Not Show Dimension:

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	SHL
1	10	100CTN	0.00 KGS	133.50	133.50	0.009	phone			CAO, BAW

Goods Descriptions: Dimensions: 20x20x20cm(100)

Reset to booking

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

Heading Information

TOTAL: 38 CARTONS ONLY
NO S.W.P.M.
INVOICE & PACKING LIST ATTACHED

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	SHL
1	10	100 CTN	608.00 KGS	20.50	608.00	0.121	IS			0

Goods Descriptions: ABCD
Dimensions: 10x11x11cm(100)

HAWB Preparation (This is UAT environment) Division: AE User: HKG1110

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

HAWB#

Shipper: DUMMY
RAYTO LIFE ANF ANALYTICAL SCIENCES CO.,LTD

MAWB Coloader Controlling Customer: DUMMY Brand Contact Information Shipper Salesman: RO Quotation(Shipper) Special Instruction

Consignee: DUMMY
DUMMY

Notify#1
SAME AS CONSIGNEE

Dest.Agent: DIRECT
DIRECT

Job Coloader Name Name Network Phone Email Name Phone Email Name Phone Email Name Phone Email

R/O Agent: DIRECT
DIRECT

Special Instruction

Bill Type And Wording: AS HOUSE L 23 Booking: HKGADOM650366
Incoterm: CIF Freehand: F

Delete for HAWB and MAWB / Void HAWB and MAWB

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

- | Air Freight | Inbound | Outbound | Miscellaneous | Report | Invoice | Tariff | Master | Sea-Air | Utility | | | | | |
|---|-------------|----------|---------------|--------|---------|--------|--------|----------|---------|-------------|------|----|----|--|
| HAWB Preparation (This is UAT environment) | | | | | | | | | | | | | | |
| Division: AE | | | | | | | | | | | | | | |
| User HKG | | | | | | | | | | | | | | |
| Browse HAWB Change P/O Manifest File Truck Event Log Rate HAWB | | | | | | | | | | | | | | |
| HAWB 123456 HAWB Job | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | |
| FRT Terms CC OTH Terms PP POL HKG POD AAE F F | | | | | | | | | | | | | | |
| (Rate is missing: Cannot add charges) | | | | | | | | | | | | | | |
| 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 | | | | |

- | 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 | | | | | | | | | | | | | |

Handling Information											
TOTAL: 235ROLLS 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

Handling Information												
TOTAL: 235ROLLS 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 Co	

50 | Page

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	HKGA160500002
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	
Qty	0	Gross Wgt.	0.00	Volume Wgt.	0.00
FRT Terms	CC	OTH Terms	CC	POL	HKG
				POD	SZX F F

ADD

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

Browser | 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

Consignee: J0019

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

Notify#1

MANUAL INPUT NOTIFY#1
 MANUAL INPUT NOTIFY#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

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

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

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

CHG Update All Update to Manifest Notify to M CODE
 Hot Key FS-Change Header

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

Browser | 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

Consignee: J0019

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

Notify#1

MANUAL INPUT NOTIFY#1
 MANUAL INPUT NOTIFY#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

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

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

Manifest Notify#1's Name & Address
 NOTIFY ABC
 NOTIFY DEF

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 ? X (This is UAT environment)		Division: AE	User: HKG LEO
<div> Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB </div>			
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	
TESTING DOCUMENT 5		TESTING MANIFEST 5	
Notify#1		Manifest Notify#1's Name & Address	
MANUAL INPUT NOTIFY#1			
MANUAL INPUT NOTIFY#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			
<div> CHG Update All Update to Manifest Notify to M.CGNE </div>			

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 LEO
<div> <div>Browse</div> <div>HAWB</div> <div>Charge</div> <div>P/O</div> <div>Manifest</div> <div>File</div> <div>Truck</div> <div>Event Log</div> <div>Rate HAWB</div> </div>			
Shipper* J0019 JANICE TEST 2 LTD D TESTING DOCUMENT 1 TESTING DOCUMENT 2 TESTING DOCUMENT 3 TESTING DOCUMENT 4 TESTING DOCUMENT 5 Consignee* J0019 JANICE TEST 2 LTD D TESTING DOCUMENT 1 TESTING DOCUMENT 2 TESTING DOCUMENT 3 TESTING DOCUMENT 4 TESTING DOCUMENT 5 Notify#1 MANUAL INPUT NOTIFY#1 MANUAL INPUT NOTIFY#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	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 Manifest Consignee's Name & Address JANICE TEST 2 LTD M TESTING MANIFEST 1 TESTING MANIFEST 2 TESTING MANIFEST 3 TESTING MANIFEST 4 TESTING MANIFEST 5 Manifest Notify#1's Name & Address ABC MANIFEST COMPANY 1 ABC MANIFEST COMPANY 2		
<div> <div>CHG</div> <div>Update All</div> <div>Update to Manifest</div> <div>Notify to M.CGNE</div> </div> <p>Hot Key : F8-Change Header</p>			

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

HAWB Preparation ? ☰ ✕ (This is UAT environment)		Division: AE	User: HKG LEO
<div> <div>Browse</div> <div>HAWB</div> <div>Charge</div> <div>P/O</div> <div>Manifest</div> <div>File</div> <div>Truck</div> <div>Event Log</div> <div>Rate HAWB</div> </div>			
Shipper* J0019 JANICE TEST 2 LTD D TESTING DOCUMENT 1 TESTING DOCUMENT 2 TESTING DOCUMENT 3 TESTING DOCUMENT 4 TESTING DOCUMENT 5 Consignee* J0019 JANICE TEST 2 LTD D TESTING DOCUMENT 1 TESTING DOCUMENT 2 TESTING DOCUMENT 3 TESTING DOCUMENT 4 TESTING DOCUMENT 5 Notify#1 MANUAL INPUT NOTIFY#1 MANUAL INPUT NOTIFY#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	Manifest Shipper's Name & Address 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 JANICE TEST 2 LTD D TESTING DOCUMENT 1 TESTING DOCUMENT 2 TESTING DOCUMENT 3 TESTING DOCUMENT 4 TESTING DOCUMENT 5 Manifest Notify#1's Name & Address MANUAL INPUT NOTIFY#1 MANUAL INPUT NOTIFY#2 MANUAL INPUT NOTIFY#3 MANUAL INPUT NOTIFY#4 MANUAL INPUT NOTIFY#5		
<div> <div>CHG</div> <div>Update All</div> <div>Update to Manifest</div> <div>Notify to M.CGNE</div> </div>			

-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
<div> <div> Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB </div> </div>			
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

HAWB Preparation (This is UAT environment)										Division: AE	User: HKG LEO																																																																			
<div> <div> Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB </div> </div>																																																																														
HAWB		ASHKG650290		MAWB		160-98547410		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																																																																						
Qty		10		Gross Wgt.		0.00		Volume Wgt.		33.50																																																																				
FRT Terms		CC		OTH Terms		CC		POL		HKG																																																																				
								Currency		HKD																																																																				
								Chargeable Wgt.		33.50 CBM																																																																				
								POD		LIM F																																																																				
										0.000																																																																				
<table border="1"> <thead> <tr> <th colspan="4">SALES</th> <th colspan="8">Original Charge Item</th> </tr> <tr> <th>Term</th> <th>PP</th> <th>Code</th> <th>Description</th> <th>F</th> <th>Base</th> <th>Curr</th> <th>Rate</th> <th>Qty</th> <th>Amount</th> <th>Inv.Curr</th> <th>Ex.Rate</th> <th>Inv. Amount</th> <th>Ctrl</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AGE</td> <td>A0019</td> <td>COLLECT A.D. AMOUNT</td> <td></td> <td>JOB</td> <td>USD</td> <td>10.000</td> <td>1.000</td> <td>10.00 USD</td> <td></td> <td>7.270000</td> <td>72.70 0</td> <td></td> </tr> <tr> <td>2</td> <td>AMF</td> <td></td> <td>AMENDMENT FEE</td> <td></td> <td>SET</td> <td>USD</td> <td>10.000</td> <td>1.000</td> <td>10.00 USD</td> <td></td> <td>1.000000</td> <td>10.00 0</td> <td></td> </tr> <tr> <td colspan="12"></td> <td>82.70</td> </tr> </tbody> </table>												SALES				Original Charge Item								Term	PP	Code	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	1	AGE	A0019	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
SALES				Original Charge Item																																																																										
Term	PP	Code	Description	F	Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl																																																																	
1	AGE	A0019	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)	
Ship ID		Extended Marks	<input type="checkbox"/>
		Shipper Copy	3 - Show All Charges <input type="checkbox"/>
		Consignee Copy	4 - Not Show Charges <input type="checkbox"/>
		Show As Agent	<input type="checkbox"/>
		Rated	<input type="checkbox"/>
		Rated	<input type="checkbox"/>
		Not Show Dimension	<input type="checkbox"/>

ADD CHG DEL Void Update from HAWB Update SHL Reset to Booking Pre-Advice Document Print HAWB

Pieces RCP	Weight	Is	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 Consignee						
COD →						
Total Prepaid				Total Collect		Signature of Shipper or its agent
				AS ARRANGED		
Currency Conversion Rates				cc Charges in Dest. Currency		
For Office Use Only at Destination				Charges at Destination		
				Total Collect Charges		
						01-FEB-2016 HONG KONG Leo C
						Executed on (Date) at (Place) Stamp / Signature of the Carrier or its agent
						ASHKG650290

ORIGINAL 3 (FOR SHIPPER)

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

Division: AE

MAWB: 988-12345675

Shipper: E0001 EASY FORWARDING HKG

Consignee: DUMMY

MAWB Owner: M0806 MAIME AGENT (USLAX)

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

POD: LAX

Term: CC Code: M0806 Invoice To: MAIME AGENT (USLAX)

HDL HANDLING CHARGES JOB HKD 500 500 HKD

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

MAWB Preparation

Division: AE

MAWB: 988-12345675

Shipper: E0001 EASY FORWARDING HKG

Consignee: DUMMY

MAWB Owner: M0806 MAIME AGENT (USLAX)

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

POD: LAX

Term: CC Code: M0806 Invoice To: MAIME AGENT (USLAX)

HDL HANDLING CHARGES JOB HKD 500.000 1.000 500.00 HKD 1.000000 500.00 O

Generate Invoice

SALES

Original Charge Item

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) Inv. Curr HKD Inv#

1 HDL HANDLING CHARGES JOB HKD 500.000 1.000 500.00 HKD 1.000000 500.00 O

PURCHASE

IATA COST

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

Term PP Code C0960 Invoice To CATHAY PACIFIC AIRWAYS Inv. Curr HKD Inv#

1 ADC AIRLINE DOCUMENTATION SET 1.000 HKD 15.000 15.00 15.00 15.00 HKD 1.000000 15.00 O

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

MAWB Preparation

Division: AE

MAWB: 988-12345675

Shipper: E0001 EASY FORWARDING HKG

Consignee: DUMMY

MAWB Owner: M0806 MAIME AGENT (USLAX)

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

POD: LAX

Term: CC Code: M0806 Invoice To: MAIME AGENT (USLAX)

PSL PROFIT SHARE (FREE ENTRY) KGS HKD -0.45 830 -373.50 HKD 1.000000

HDL HANDLING CHARGES JOB HKD 500.000 1.000 500.00 HKD 1.000000 O

Press Generate Invoice.

MAWB Preparation

Division: AE

MAWB: 988-12345675

Shipper: E0001 EASY FORWARDING HKG

Consignee: DUMMY

MAWB Owner: M0806 MAIME AGENT (USLAX)

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

POD: LAX

Term: CC Code: M0806 Invoice To: MAIME AGENT (USLAX)

PSL PROFIT SHARE (FREE ENTRY) KGS HKD -0.450 830.000 -373.50 HKD 1.000000 -373.50

Generate Invoice

SALES

Original Charge Item

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) Inv. Curr HKD Inv#

1 PSL PROFIT SHARE (FREE ENTRY) KGS HKD -0.450 830.000 -373.50 HKD 1.000000 -373.50

The credit note will be represented by the yellow bulb.

counting function.

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Customer Invoice Maintenance (This is UAT environment)									
User: LON LEO									
Browse Invoice Details CAS Details									
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						
Confirm Cancel Hot Key : ESC-Cancel									

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility
Customer Invoice Maintenance (This is UAT environment)									
User: LON LEO									
Browse Invoice Details CAS Details									
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 sh	Due Date	20/2/2017	Amount	196.46				
Remark (For Misc. Job) <div> 7 15 30 45 60 </div> 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						
Confirm Cancel Hot Key : ESC-Cancel									

Profit Share

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

MAWB Preparation

MAWB: 043-11111170 Job: HKGAE16020005

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 FTD Date/Time: 02/02/2015

Qty: 13 Gross Wgt.: 40.00 Volume Wgt.: P/L

FRT Terms: PP DTH Terms: PP

AS No. Agent 1 Agent 1 Ratio Agent 2 Agent 2 Ratio Agent 3 Agent 3 Ratio Currency Status

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

Air Profit Share

Division: AE User: HKG/LEO

CAS No. Job No. HKGAE16020005

Agent 1: G0013 Name: GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

Agent 2: Name:

Agent 3: Name:

Status: Currency: USD Ex.Rate: 7.8

Agent Profit Share

Agent 1 Ratio(%) 50 P/S

Agent 2 Ratio(%) P/S

Agent 3 Ratio(%) P/S

Total Profit

Confirm Cancel

Hotkey: ESC=Cancel

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.

Air Profit Share

Division: AE User: HKG/LEO

CAS No. CASHKA1602016 Job No. HKGAE16020005

Agent 1: G0013 Name: GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

Agent 2: Name:

Agent 3: Name:

Status: Currency: USD Ex.Rate: 7.800000

Agent Profit Share

Agent 1 Ratio(%) 50.00 P/S 0.00

Agent 2 Ratio(%) 0.00 P/S 0.00

Agent 3 Ratio(%) 0.00 P/S 0.00

Total Profit 0.00

ADD CHG DEL Retrieve Sales Retrieve Cost Calculate

Sales

Job No.	HAWB No.	Term	Code	Invoice To/Chrg	Description	Curr	Rate	Qty	Unit	Amount	Inv. Curr	Ex. Rate	Amount	Amount (USD)
														0.00
														0.00

Purchase

Job No.	HAWB No.	Term	Code	Invoice From/Chrg	Description	Curr	Rate	Qty	Unit	Amount	Inv. Curr	Ex. Rate	Amount	Amount (USD)
														0
														0

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 ?

Division: AE

Job No. HKGAE160200005

Job Date From

Payee Code

FRT

CFS

HAWB No.

To

Terms

ADC

CTG

ASHKG650031

ASHKG650083

ASHKG650087

AMS

HC

BTF

TC

Go

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

Retrieve Sales ?

Division: AE

User HKG|LEO

Job No. HKGAE160200005

Job Date From

Payee Code

FRT

CFS

HAWB No.

To

Terms

ADC

CTG

ASHKG650031

ASHKG650083

ASHKG650087

AMS

HC

BTF

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
FRT															
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
TC															
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]

After calculation, press [Approve].

Air Profit Share ? ✕ Division: AE User: HKG1LEO

CAS No.: CASHKA1602016 **Job No.:** HKGAE16020005

Agent 1: G0013 **Name:** GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

Agent 2: **Name:**

Agent 3: **Name:**

Status: **Currency:** USD **Ex.Rate:** 7.800000

Agent Profit Share

Agent 1 Ratio(%)	50.00P/S	106.14
Agent 2 Ratio(%)	0.00P/S	0.00
Agent 3 Ratio(%)	0.00P/S	0.00
Total Profit		212.25

Approve

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.

202.66,117.65 says:

Are you sure to approve this CAS ?

OK **Cancel**

Share

(%)	50.00P/S
(%)	0.00P/S
(%)	0.00P/S
Total Profit	

SD **Ex.Rate** 7.800000

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.

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

MAWB Preparation ? ✕ Division: AE User: HKG1LEO

MAWB: 042-1111170 **Charge:** **Invoice:** **Overseas Agent:** **File:** **CUSEXP EDI:** **Profit Share:** **XML EDI:** **Send Log:** **Document:** **Printing:** **DOC Control:**

Shipper: A0039 **Job:** HKGAE16020005 **Direct Shipment:** **Quotation(PP):** **Quotation(CC):**

Consignee: G0013 **Name:** GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC

MAWB Owner: C0074 **Name:** CATHAY PACIFIC SERVICES LIMITED

Flight No.: K00999 **TD Date/Time:** 02/02/2016 **TA Date/Time:** 03/02/2016

Qty: 13 **Gross Wgt:** 40.00 **Volume Wgt:** 3.00 **Chargeable Wgt:** 40.00 **CBM:** 5.00

RT Terms: **OTL Terms:** **PP:** **POB:** **HKG:** **POB:** **LAX:** **F:**

Gen. Purchase Inv. **Gen. Job 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 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].

An embedded page at 202.66.117.65 says

Are you sure to generate Job Sales Invoice?

OK Cancel

Division: AE User: HKG118

Document Printing DOC Control

Quotation (PP) Quotation (CC)

MAWB Preparation

MAWB: 043-1111170 Job: AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Shipper: A0039 Consignee: G0013 MAWB Owner: C0074 Flight No.: KA0999

ETA 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

MT Terms: PP DTH Terms: PP PDL: HKG POD: LAX F F

Gen. Purchase Inv. Gen. Job 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 HKGDA0000075	I	CC		02/02/2016	ASHKG650083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	110.007.270000		799.70					
2 HKGDA0000076	I	PP		02/02/2016	ASHKG650083 J0017	JANICE SONE COMPANY	HKD	4,715.001.000000		4,715.00					
3 HKGDA0000077	I	CC		02/02/2016	ASHKG650031 A0001	AIR SEA SHIPPING INC.	USD	280.337.270000		2,038.00					
4 HKGDA0000078	I	PP		02/02/2016	ASHKG650087 C0128	CITIZEN WATCH COMPANY LTD	HKD	1,058.001.000000		1,058.00					
5 HKGDA0000079	I	CC		02/02/2016	ASHKG650087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	55.007.270000		399.85					
6		CC			ASHKG650031 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-46.547.700957		-363.01					
7		CC			ASHKG650083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-38.457.800900		-299.91					
8		CC			ASHKG650087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	-21.157.800000		-164.97					
										8,182.08					

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

Division: AE User: HKG118

Document Printing DOC Control

Quotation (PP) Quotation (CC)

MAWB Preparation

MAWB: 043-1111170 Job: AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR

Shipper: A0039 Consignee: G0013 MAWB Owner: C0074 Flight No.: KA0999

ETA 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

MT Terms: PP DTH Terms: PP PDL: HKG POD: LAX F F

Gen. Purchase Inv. Gen. Job 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 HKGDA0000075	I	CC		02/02/2016	ASHKG650083 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	110.007.270000		799.70					
2 HKGDA0000076	I	PP		02/02/2016	ASHKG650083 J0017	JANICE SONE COMPANY	HKD	4,715.001.000000		4,715.00					
3 HKGDA0000077	I	CC		02/02/2016	ASHKG650031 A0001	AIR SEA SHIPPING INC.	USD	280.337.270000		2,038.00					
4 HKGDA0000078	I	PP		02/02/2016	ASHKG650087 C0128	CITIZEN WATCH COMPANY LTD	HKD	1,058.001.000000		1,058.00					
5 HKGDA0000079	I	CC		02/02/2016	ASHKG650087 G0013	GAVA INTERNATIONAL FREIGHT CONSOLIDATORS (USA) INC	USD	55.007.270000		399.85					
										8,182.08					



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	1.600000	-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.

Air Freight Inbound Outbound Invoice Tariff Miscellaneous Master Sea-Air Utility									
MAWB Preparation ? [] [X]									
Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log									
Pouch									
Code	Name	TAWB	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.

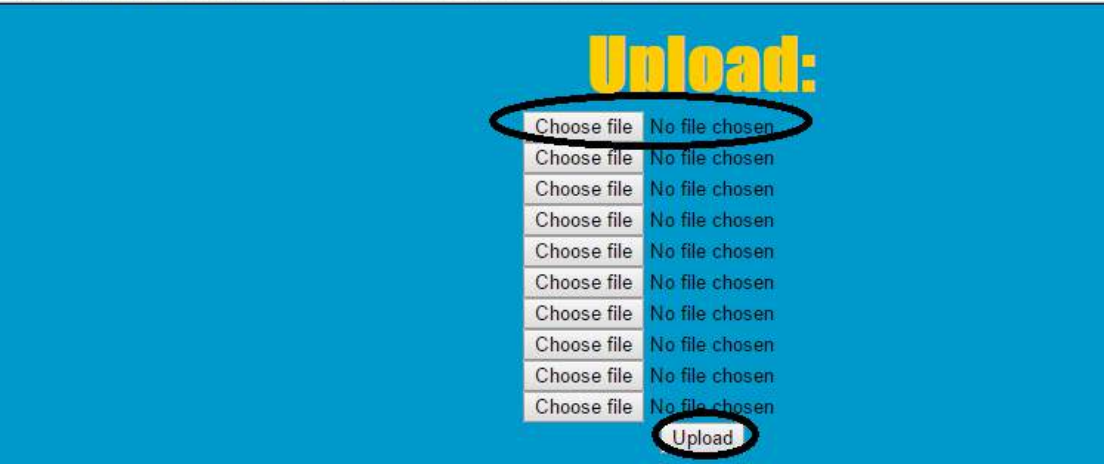
Select the information you want to send to the agent and press the button [Email]

Destination Agent Pouch ? [] [X]									
Email Create PDF									
Document	Party	Name							
Document									
1 Manifest									
MAWB									
2 988-12345675									
HAWB									
3 ASW12345	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED							
Invoice									
4 AHKG151200071	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED							

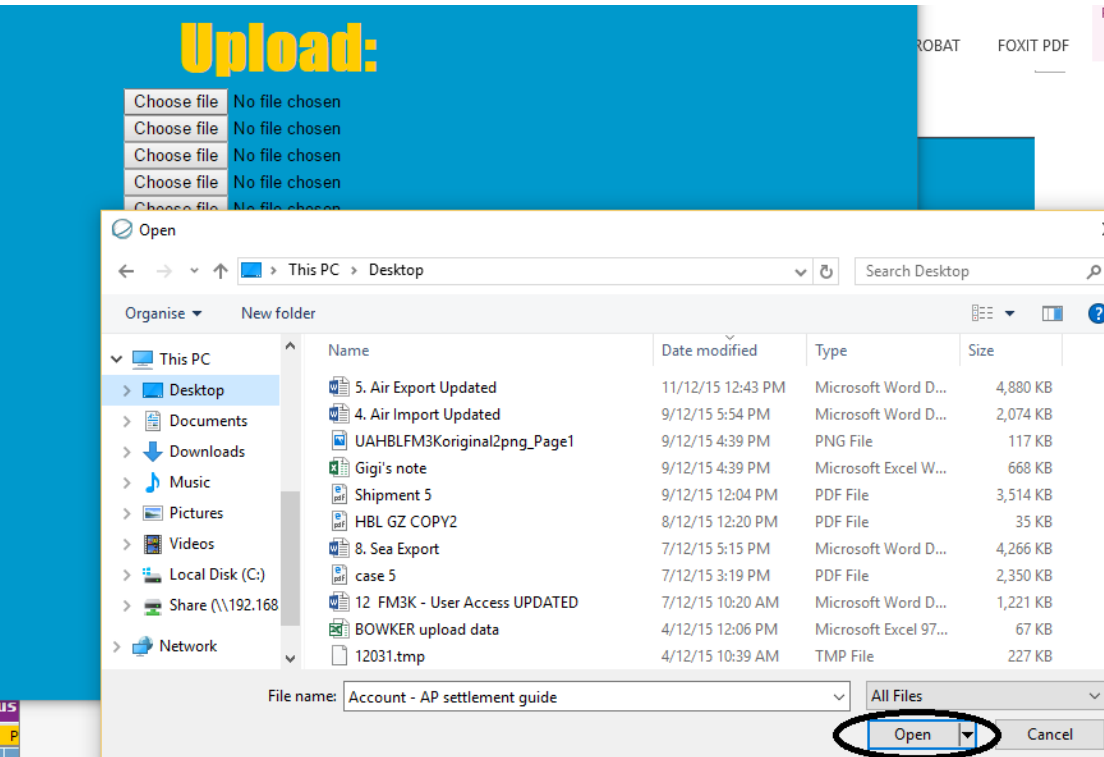
If there are documents that are not generated from FM3K, please use the tag [File] and upload the document first.

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility		
MAWB Preparation								User		
								ESY LEO		
Browse	MAWB	HAWB	Charge	Invoice	Overseas Agent	File	CUSEXP EDI	Profit Share	XML EDI	Send Log
MAWB		988-12345675								
Upload										
File Name				Remark				Create Date		

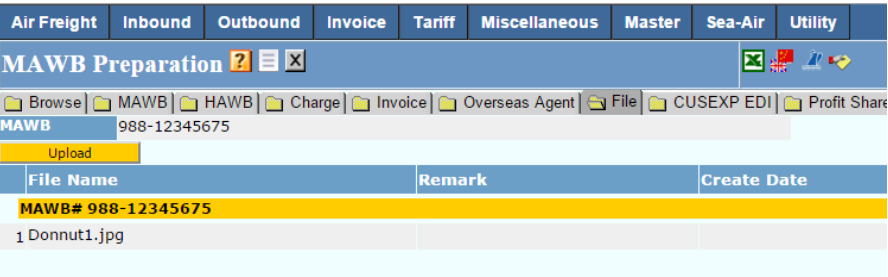
A window will be pop out. Press the button [Choose file]



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			
1 Manifest			
MAWB			
2 988-12345675			
HAWB			
3 ASW12345	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	
Invoice			
4 AHKG151200071	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	
Attachement			
5 Donnut1.jpg			

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)

Division: AE

User: HKG|LEO

MAWB# 111-11111110

Shipper: J0042

JANICE SHIPPER DOCUMENT CHANGE

SHIPPER DOCUMENT ADDRESS 1 CHANGE

SHIPPER DOCUMENT ADDRESS 2 CHANGE

SHIPPER DOCUMENT ADDRESS 3 CHANGE

SHIPPER DOCUMENT ADDRESS 4 CHANGE

Consignee: L0071

LTAONING AIR SEA WORLDWIDE LOGISTICS LIMITED

RM A,B,E, 27/F, HONG LONG CENTURY PLAZA A, 4002 SHENNAN EAST RD., LUOHU DISTRICT, SHENZHEN, CHINA 518001

Notify#1

JANICE AGENT DOCUMENT

Direct Shipment

Job: HKGAE160500002

Coload In

Coload Out

Coload Name

Controlling Customer: J0044

Name: JANICE AGENT DOCUMENT

Brand

Network

Mawb Owner: J0044

JANICE AGENT DOCUMENT

Contact Information

Name

Phone

Email

Shipper: AIR EX CONTACT

AIR EX PHONE

AIR EX EMAIL

Salesman: CORP

Quotation(Shipper)

Special Instruction

Contact Information

Name

Phone

Email

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: Consignee: Agent: Customer: Broker: Action: 1-Entry

ETD: /+Days Flight No. POL: M.AWB Type: Display: Send EDI: User: luo

EIA: /+Days Freehand: Direct: M.AWB Type: Display: Send EDI: User: luo

Booking: Direct: M.AWB Type: Display: Send EDI: User: luo

Ship ID: Colord: Status: All

Division: AE

Hot Key: F2-Add

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

Message from webpage

Confirm send EDI?

OK Cancel

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: Consignee: Agent: Customer: Broker: Action: 1-Entry

ETD: /+Days Flight No. POL: M.AWB Type: Display: Send EDI: User: luo

EIA: /+Days Freehand: Direct: M.AWB Type: Display: Send EDI: User: luo

Booking: Direct: M.AWB Type: Display: Send EDI: User: luo

Ship ID: Colord: Status: All

Division: AE

Hot Key: F2-Add

Done	Send Job	M.Type	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C.In	C.Out	House	Fr	Oth	Qty	Unit	
<input checked="" 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: Consignee: Agent: Customer: Action: 1-Entry

ETD: /+Days Flight No. POL: M.AWB Type: Display: Send EDI: User: luo

EIA: /+Days Freehand: Direct: M.AWB Type: Display: Send EDI: User: luo

Booking: Direct: M.AWB Type: Display: Send EDI: User: luo

Ship ID: Colord: Status: All

Division: AI

Hot Key: F2-Add

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

OFFSHORE EDI

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

HAWB Preparation.

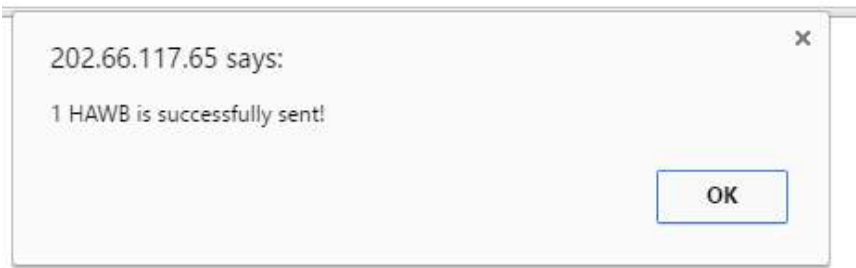
In this example, shipment is loaded from SZX, but the shipment is belong to CAN station (Code L0078). Please mark the R/O Agent as L0078.

HAWB Preparation (This is UAT environment)		Division: AE		User: SZX LEO
Browse HAWB Charge P/O Manifest File Truck Event Log Rate HAWB				
HAWB#	TEST101010	MAWB	TESTING00001	Job
Shipper	B0025	Coloader		Coloader Name
BK TEST		Controlling Customer	B0025	Name
1 KING'S ROAD		Brand		Network
CENTRAL		Contact Information	Name	Phone
HONG KONG		Shipper	AE (SZX)	Email
		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
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
SAME AS CONSIGNEE		Special Instruction		LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED
		Bill Type And Wording	NEUTRAL L 23	Booking
		Incoterm	CIF	Freehand
		Freight Term PP/CC	PP	Other Term
		Currency	USD	PP
		First Carrier		
Dest.Agent	A0348	1. Flight No.		
AIR SEA WORLDWIDE (CHINA) LTD.		ETD/ETA Date /Time	26/04/2016	
Special Instruction		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		
		Place of Receipt	SZX	SHENZHEN
Issuing Agent		Port of Loading	NGB	NINGBO
Issued By	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED	Port of Discharge	HKG	HONG KONG
Issuing		Final Destination	HKG	HONG KONG

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

ROOM 1204-1205, DICC HANSON, NO.55, DA LAI ROAD, NINGBO, CHINA 315010		Salesman		CORP
Notify#1		Quotation(Shipper)		
		Special Instruction		
		Contact Information	Name	Phone
		Consignee		(86-574) 87300
		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	ValDiff %
		First Carrier		
Issuing Agent		1. Flight No.		
Name	LIAONING AIR SEA WORLDWIDE LOGISTICS LIMITED	ETD/ETA Date /Time	26/04/2016	
ATA Code		To		
Account No.		2. Flight No.	HU-880	
IRA Code		ETD/ETA Date/Time		
CASS		To		
Accounting Information		3. Flight No.		
		ETD/ETA Date/Time		
		To		
Value for Carriage	N.V.D.	Warehouse		Ref. No.
Value for Customs	N.C.V.	Place of Receipt	SZX	SHENZHEN
Amount of Insurance	NIL	Port of Loading	NGB	NINGBO
Internal Remark(Ref Point)		Port of Discharge	HKG	HONG KONG
Ship ID		Final Destination	HKG	HONG KONG
		Freight Uplift		Port of Discharge
		Payable At		
		Execution Place	SHENZHEN	Exec. Date
		X-Ray		Hand Search
		Handbook Remark		
		Signature Company (optional)		But Show Time
		Extended Marks		
		Shopper Copy	1 - Show PP Charges	
		Consignee Copy	1 - Show PP Charges	
Handling Information				
TOTALY CARTONS ONLY				
NO S.W.M.				
ONE POUCH OF DOCUMENT & HAWB ATTACHED				
NO	CHG	QTY	Wgt	Gen. Mark HAWB
1	10	100TN	100.00KG	100.00KG
Gross Weight		Volume		Chargeable Wgt.
100.00KG		2.00		100.00
Gross Descriptions		Dimensions		CRN/Commodity (Rate)
CONSOLIDATED SHIPMENT		10x10x10cm(10)		
DETAILS AS PER ATTACHED				

After sending the Offshore EDI, message will pop out.



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

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility																																																								
MAWB Preparation (This is UAT environment) Division: AO User: CANTILEO																																																								
MAWB	HAWB	Job#	Shipper																																																					
ETD / +Days	Flight No.	POL	Consignee																																																					
ETA / +Days	Freehand	POD	Agent																																																					
Booking	Direct	MAWB Type	Customer																																																					
Ship ID	Coload	Display	Broker																																																					
Division: AO	Status: All	User	Action: 1-Entry	Go																																																				
<table border="1"> <thead> <tr> <th>S</th> <th>File/Job</th> <th>M.Type/MAWB</th> <th>Shipper Name</th> <th>Consignee Name</th> <th>Local Agent</th> <th>POL</th> <th>POD</th> <th>Dest</th> <th>ETD</th> <th>D</th> <th>C</th> <th>In</th> <th>C</th> <th>Out</th> <th>House</th> <th>Frt</th> <th>Oth</th> <th>Qty</th> <th>Unit</th> <th>G.Weight</th> <th>C.Weight</th> <th>CB</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SZXAE160400003</td> <td>TESTING00001</td> <td>JAONING AIR</td> <td>AIR SEA</td> <td>LONGCROW</td> <td>NGB</td> <td>HKG</td> <td>HKG</td> <td>26/04/2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>PP</td> <td>0</td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.0</td> </tr> </tbody> </table>										S	File/Job	M.Type/MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	In	C	Out	House	Frt	Oth	Qty	Unit	G.Weight	C.Weight	CB	1	SZXAE160400003	TESTING00001	JAONING AIR	AIR SEA	LONGCROW	NGB	HKG	HKG	26/04/2016								1	PP	0		0.00	0.00	0.0
S	File/Job	M.Type/MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	In	C	Out	House	Frt	Oth	Qty	Unit	G.Weight	C.Weight	CB																																		
1	SZXAE160400003	TESTING00001	JAONING AIR	AIR SEA	LONGCROW	NGB	HKG	HKG	26/04/2016								1	PP	0		0.00	0.00	0.0																																	

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):

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility									
MAWB Preparation (This is UAT environment) Division: AE User: HKG									
<div> <div> Browse MAWB HAWB Charge Invoice Overseas Agent File CUSEXP EDI Profit Share XML EDI Send Log Document Printing DOC Control </div> <div> MAWB# TTT-11111111 Shipper 00017 JANICE SONE COMPANY Consignee E0034 EVA FOOTWEAR LTD 8/F O.T.B. BLDG 259 DES VORUX RD CENTRAL HONG KONG Notify#1 Broker Cargo Value Declaration Required Export License </div> <div> Direct Shipment Job HKGAE160500005 Coload In Coload Out Coload Name Controlling Customer A0028 Brand Pawb Owner Q0009 Contact Information Shipper Salesman CORP Quotation(Shipper) Special Instruction Contact Information Consignee AIR EX CONTACT Salesman RO Quotation(Consignee) R/O Agent A0348 Special Instruction Bill Type And Wording AS HOUSE L 23 Incoterm Freight Term PP/CC PP Currency HKD First Carrier QF I. Flight No. TT222 ETD/ETA Date /Time 03/05/2016 </div> <div> Coload House Coload Out Coload Name Name AIR SEA WORLDWIDE S.A. Network QANTAS AIRWAYS LIMITED Phone Email Name AIR SEA WORLDWIDE (CHINA) LTD. Booking Freshhand Oth. Term Vol.Diff % </div> </div>									
Handling Information TOTAL: CARTONS ONLY NO S.W.P.M. ONE POUCH OF DOCUMENT & HAWB ATTACHED ADD CHG DEL Void Gen. Mock MAWB Update SHL Generate CTT Profit and Loss Close Offshore EDI Document Print MAWB									

NGB users then could receive the shipment in AO division:

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility																																																
MAWB Preparation (This is UAT environment)																																																									
Division: AO																																																									
User: NGB LEO																																																									
MAWB	TTT	MAWB		Job#		Shipper																																																			
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	1-Entry		Go																																																
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S	File	Job	M. Type	MAWB	Shipper Name	Consignee Name	Local Agent	POL	POD	Dest	ETD	D	C	In	C	Out	House	Frt	Oth	Qty	Unit	G	Weight																																		
1		HKGA	E160500005	TTT-111111111	SONE 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

Division: AE

User
 ESY|LEO

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 **ETD Date** 10/12/2015 **ETA Date**

Qty 50 **Gross Wgt.** 600.00 **Volume Wgt.** 417.00 **Chargeable Wgt.** 600.00 **CBM** 2.500

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

SALES

Original Charge Item

Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED
1 PSL		PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750 600.000 -450.00 HKD 1.000000 B S
2 ADC		AIRLINE DOCUMENTATION	SHP	HKD	200.000 1.000 200.00 HKD 1.000000 O S
3 CFS		CONTAINER FIELD STATION	KGS	HKD	0.700 600.000 420.00 HKD 1.000000 O S
4 HDC		HANDLING CHARGE	SET	HKD	456.000 1.000 456.00 HKD 1.000000 O S
5 THC		TERMINAL CHARGES	KGS	HKD	1.720 600.000 1,032.00 HKD 1.000000 O S
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
Term	CC	Code	A0978	Invoice To	AIR SEA WORLDWIDE LOGISTICS LIMITED						
THC		TERMINAL CHARGES	KGS	HKD				HKD		1	0

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

HAWB Preparation [?] [X] [Print] [Save] [Refresh] [Close]

User: ESY|LEO

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 | **ETD Date**: 10/12/2015 | **ETA Date**: | **Currency**: USD
Qty: 50 | **Gross Wgt.**: 600.00 | **Volume Wgt.**: 417.00 | **Chargeable Wgt.**: 600.00 | **CBM**: 2.500
FRT Terms*: PP | **OTH Terms***: PP | **POL***: HKG | **POD***: LAX | **F**: F | **F**: F

Buttons: Gen. Income(I) | Generate PSA | **Gen. Purchase Inv.**

SALES Original Charge Item

Term	CC	Code	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill
1	PSL		PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.750	600.000	-450.00 HKD	1.000000		450.00 B	S		
											450.00			
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			

PURCHASE

Term	CC	Code	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill
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 [?] [X] [Print] [Save] [Refresh] [Close]

Division: AE

User: ESY|LEO

Submit: Input invoice# & invoice date and select charge(s), then click "Submit" button.

☒ **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 clock on blue bulb:

PURCHASE

Term	CC	Code	Description	F Base	Curr	Rate	Qty	Amount	Inv.Curr	Ex.Rate	Inv. Amount	Ctrl	By	Bill
1	THC		TERMINAL CHARGES	KGS	HKD	1.000	600.000	600.00 HKD	1.000000		600.00 O			
2	HDC		HANDLING CHARGE	SET	HKD	250.000	1.000	250.00 HKD	1.000000		250.00 O			
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.

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

MAWB Preparation

Division: **AE** User: **ESY|LEO**

MAWB# 988-12345675 Job HKGAE15120001 Direct Shpt ☐ Coload ☐

Shipper E0001 EASY FORWARDING HKG Quotation(PP)

Consignee 00179 ORIENTAL AIR TRANSPORT SERVICE (LAX) INC 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 2.550

FRT Terms PP OTH Terms POL HKG POD LAX F F

Generate Cost **Gen. Purchase Inv.**

SALES **Original Charge Item**

+ 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)	Inv.Curr	HKD	Inv#	AHKG151200072			
1 HDL	HANDLING CHARGES	JOB	HKD	500.000	1.000	500.00 HKD	1.000000		500.00			O
									500.00			
Term	CC	Code	M0806	Invoice To	MAIME AGENT (USLAX)	Inv.Curr	HKD	Inv#	AHKG151200073			
2 PSL	PROFIT SHARE (FREE ENTRY)	KGS	HKD	-0.450	830.000	-373.50 HKD	1.000000		373.50			O
									373.50			

PURCHASE **IATA** **COST**

+ Chrg	Description	F Base	Qty	Curr	Rate	Amount	Rate %	Amount	Inv.Curr	Ex.Rate	Inv. Amount	By	Bill	Ctrl
--------	-------------	--------	-----	------	------	--------	--------	--------	----------	---------	-------------	----	------	------

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

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.

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

MAWB Preparation

Division: **AE** User: **ESY|LEO**

MAWB# 988-12345675 Direct Shipment ☐

Shipper E0001 Job HKGAE15120001 Coload House ☐

EASY FORWARDING HKG Coload ☐ Coload Name

G/F, DAH WAY INDUSTRIAL BUILDING, Customer Name

NO. 86 HUNG TO ROAD, KWUN TONG, Brand Network

KOWLOON, HONG KONG. MAWB Owner M0806 MAIME AGENT (USLAX)

TEL:2751-7356 FAX:2796-1108 Contact Information Name Phone Email

Consignee 00179 Shipper

Then printed out the job sheet from the button [Profit and Loss]

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
-------	-----	------	-------	------------	------	-------------	-----------------	-----	------------------	-----------------	----

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]

Air Freight

Inbound

Outbound

Invoice

Tariff

Miscellaneous

Master

Sea-Air

Utility

MAWB Preparation

Division: AE

MAWB

988-12345675

HAWB

Job#

Shipper

ETD -

Flight No.

POL

Consignee

ETA -

Freehand

POD

Agent

Booking

Direct

Customer

Ship ID

Coload

Display

Send EDI

Broker

Division

AE

Status

All

User

Action

1 - Entry

GO

1 / 2 X

50

Done

Send MAWB

Shipper Name

Consignee Name

SOP Rule

Agent

POL

POD

Dest

ETD

D

C

House

Fr

Oth

Qty

Unit

G. Weight

C. Weight

CB

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

MAWB Preparation

Division: AE

MAWB

988-12345675

HAWB

Job#

Shipper

ETD -

Flight No.

POL

Consignee

ETA -

Freehand

POD

Agent

Booking

Direct

Customer

Ship ID

Coload

Display

Loading

Broker

Division

AE

Status

Able to Lock

User

Action

1 - Entry

Lock

Return

1

988-12345675

EASY FORWARDING

ORIENTAL AIR

MAIME AGENT

HKG LAX

LAX

10/12/2015

2 PP

PP

100 CTN

830.00

830.00

2.5

The job will be lock and cannot be amended.

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	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: [] Flight No.: [] POL: [] Consignee: []
 ETA: [] Freehand: [] POD: [] Agent: []
 Booking: [] Direct: [] Customer: []
 Ship ID: [] Coload: [] Display: Loading [] Broker: []
 Division: AE Status: Locked [] User: [] Action: 1 - Entry []
 [Unlock] [Lock] [Has Vol] [GO] [1] / 2 X [50] [Press TAB]

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	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: [] Flight No.: [] POL: [] Consignee: []
 ETA: [] Freehand: [] POD: [] Agent: []
 Booking: [] Direct: [] Customer: []
 Ship ID: [] Coload: [] Display: Loading [] Broker: []
 Division: AE Status: Locked [] User: [] Action: 1 - Entry []
 [Unlock] [Lock] [Has Vol] [GO] [1] / 2 X [50] [Press TAB]

Unlock

U	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.L
1	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	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 [+]

Air Freight	Inbound	Outbound	Invoice	Tariff	Miscellaneous	Master	Sea-Air	Utility		
MAWB Preparation									Division: AE	
Source	MAWB	Charge	Invoice	Overseas Agent	File	CUSTOMER	Profit Share	XML ED	Send Log	
MAWB	988-12345675	Job		HKGAE15120001						
Shipper	E0001	EASY FORWARDING HKG					Quotation (PP)			
Consignee	00170	ORIENTAL AIR TRANSPORT SERVICE (LAX) INC					Quotation (CC)			
MAWB Owner	M0005	MAIHE AGENT (USLAX)								
Flight No.	02777	Flight Date/Time	10/12/2015		Flight Date/Time					
City		Origin Wgt.	100	Volume Wgt.	830.00	Chargeable Wgt.	425.50	Chargeable Wgt.	830.00	
Rate Terms	PP	Rate		Unit	HKG	Rate		Unit	LAX	
Sales Invoice										
Invoice #	Type/Terms	M Invoice	Issue Date	MAWB	Payee Name	Curr	Amount	Ex. Rate	Amount (HKD)	Accrual
1 AHKG1512000701	PP		10/12/2015	ASW12345 M0005	MAIHE CUSTOMER COMPANY	HKD	4,208.00	1.000000	4,208.00	
2 AHKG151200071	CC		10/12/2015	A0978	AIR SEA WORLDWIDE LOGISTICS LIMITED	HKD	450.00	1.000000	-450.00	
3 AHKG1512000721	CC		10/12/2015	M0005	MAIHE AGENT (USLAX)	HKD	500.00	1.000000	500.00	
4 AHKG151200073	CC		10/12/2015	M0005	MAIHE AGENT (USLAX)	HKD	373.50	1.000000	-373.50	
5	CC			HKG-00090	E0111 EASY FORWARDING SINGAPORE	HKD	200.00	1.000000	200.00	
									4,084.50	
Purchase Invoice										
Invoice #	Type/Terms	M Invoice	Issue Date	MAWB	Payee Name	Curr	Amount	Ex. Rate	Amount (HKD)	Accrual

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]

Vendor Invoice Maintenance				Division: AE		User: ESY LE
<div> <div>Invoice Type: P (P-Purchase)</div> <div> <div>Invoice Number: CXINV001</div> <div>Job: HKGAE15120001</div> <div>Status: Posting</div> </div> <div> <div>Vendor: C0960</div> <div>MAWB: 988-12345675</div> <div>Division: AE</div> </div> <div> <div>CATHAY PACIFIC AIRWAYS</div> <div>Flight Information</div> <div>Bound: O</div> <div>Flight Date: 10/12/2015</div> <div>Freight Terms: PP</div> </div> <div> <div>Payment Terms: </div> <div>Issue Date: 10/12/2015</div> <div>Pay Currency: HKD</div> <div>Ex. Rate: 1</div> </div> <div> <div>Print Type: 1 - Details</div> <div>Due Date: </div> <div>Amount: </div> </div> <div> <div>Remark: </div> </div> <div> <div>Approve status: </div> <div>Appr/Un-Appr User: </div> <div>Date: </div> </div> <div> <div>Confirm</div> <div>Cancel</div> </div> </div>						

Press the button [Load from Accrual]

Vendor Invoice Maintenance ? [X]				Division: AE		User: ESY LEO	
<div> <div>Browse</div> <div>Invoice Details</div> </div>							
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				
HONG KONG			Flight Date				
			Freight Terms				
Payment Terms		Issue Date*	10/12/2015	Pay Currency*	HKD	Ex.Rate	1.000000
Print Type	1 - Details	Due Date		Amount			
Remark							
Approve status		Appr/Un-Appr User			Date		
ADD	CHG	DEL	Update Tax Invoice	Payment Request	Void	Load From Accrual	Release To Accrual
+	Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2
							Amt
							Ex.Rate
							Inv.Amt

You can select the accrual cost by the charge code and date range or press [go]:

Load From Accrual ? [X]			
Charge Code			
Flight Date From		To	
Job		MAWB	
go			

System will list out all the cost you have booked. Please tick the cost and press the button [Load]. The cost will be appeared. If user need add new charge items, please click the blue [+] button. If user need to change the invoice's header, e.g. vendor, payment terms, issue date, remark, invoice's currency...please press [CHG]

Load From Accrual ? [X]				Division: AE		User: ESY LEO	
Invoice	CXINV001	Vendor*	C0960	Name	CATHAY PACIFIC AIRWAYS		
Curr*	HKD	Ex.Rate	1.0000	Division	AE	Iss.Date	10/12/2015
<div>Load</div>							
PURCHASE							
HAWB	Terms	Chrg	Description	F	Curr	Rate	Qty
Base	Amount	Ex.Rate	Inv.Amount	Voucher	Ctrl		
Job	HKGAE15120001	MAWB	988-12345675	Job Date	10/12/2015		
1	PP	ADC	AIRLINE DOCUMENTATION	HKD	15.000	1.00	SET
					15.00	1.0000	15.00
					15.00		

Vendor Invoice Maintenance ? [X]				Division: AE		User: ESY LEO	
<div> <div>Browse</div> <div>Invoice Details</div> </div>							
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				
HONG KONG			Flight Date				
			Freight Terms				
Payment Terms		Issue Date*	10/12/2015	Pay Currency*	HKD	Ex.Rate	1.000000
Print Type	1 - Details	Due Date		Amount			15.00
Remark							
Approve status		Appr/Un-Appr User			Date		
ADD	CHG	DEL	Update Tax Invoice	Payment Request	Void	Load From Accrual	Release To Accrual
+	Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2
							Amt
							Ex.Rate
							Inv.Amt
1	ADC	AIRLINE DOCUMENTATION	SET	HKD	15.000	1.00	1.00
					15.00	1.000000	15.00

Double click to the charge if change is required. Tick to confirm.

Vendor Invoice Maintenance				Division: AE		User: ESY LEO	
<div> <div>Browse</div> <div>Invoice Details</div> </div>							
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				
HONG KONG			Flight Date				
			Freight Terms				
Payment Terms		Issue Date*	10/12/2015	Pay Currency*	HKD	Ex.Rate	1.000000
Print Type	1 - Details	Due Date		Amount			15.00
Remark							
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	
<div> <div>Browse</div> <div>Invoice Details</div> </div>							
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				
HONG KONG			Flight Date				
			Freight Terms				
Payment Terms		Issue Date*	10/12/2015	Pay Currency*	HKD	Ex.Rate	1.000000
Print Type	1 - Details	Due Date		Amount			20.00
Remark							
Approve status		Appr/Un-Appr User		Date			
ADD	CHG	DEL	Update Tax Invoice	Payment Request	Void	Load From Accrual	Release To Accrual
+	Crg.Code *	Desc	Base *	Cur *	Rate	Qty1	Qty2
1	ADC	AIRLINE DOCUMENTATION	SET	HKD	20.00	1.00	1.00
							Amt Ex.Rate Inv.Amt
							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

Browse Invoice Details CAS Details

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

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

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 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			
JANICE TEST 2 LTD 6/F, 168 NATHAN ROAD, TSIM SHA TSUI, HK 1					
Payment Terms		Issue Date*	01/08/2016		
Print Type	1 - English	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 1st box -> press [Release]

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

Invoice Type: I (I-Invc 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: Issue Date: 01/08/2016 Formula VS HKD: X Ex.Rate: 1.000000
 Print Type: 1 - English Due Date: Amount: 1,220.00
 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-Invc 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: Issue Date: 01/08/2016 Formula VS HKD: X Ex.Rate: 1.000000
 Print Type: 1 - English Due Date: Amount: 1,220.00
 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#	HKGSE160800001	Status	
Invoice Number	HKGDS0000564		B/L#	ASHKG600392	Posting	
Payee	J0019		Shipment Information Bound: O Division: SE Vessel: 1982S Voyage: 999 Sailing Date: 1/8/2016 Terms: PP Pay Currency: HKD Formula VS HKD: X Ex.Rate: 1			
JANICE TEST 2 LTD 8/F, 168 NATHAN ROAD, TSIM SHA TSUI, HK 1						
Payment Terms		Issue Date	1/8/2016			
Print Type	1 - English	Due Date		Amount	0.00	
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	HKGSE160800001	LTID	01/08/2016	Liner					
House	J0019	Shipper	J0019	JANICE TEST 2 LTD				Quotation					
Loading		Consignee	A0177	ABC TESTING LIMITED				Quotation					
Service	CPS/CFS	DestAgent	S0019	SOVER				Profit Share					
Freight Terms	PP	Freehand	R	OB Terms	PP	IL/D Agent	A0404	Commodity					
Coload in		Coload Out		Own Consol									
Agent Billing Pre-assessment Panel				Handle By	Remark	Sales	Cost	Formula					
Place of Receipt	HKHKG												
Port of Loading	HKHKG	HKHKG											
Port of Discharge	SGSIN	SGSIN	Liner	HONG KONG TO SINGAPORE		Quote		H					
Place of Delivery	SGSIN												
Final Destination													
CHG Gen. Charges Mark Show Gen. Invoice													
SALES													
Term	PP	Code	Description	Unit	F.Curr	Rate(R)	Qty(Q)	Amount(A)	Inv.Curr	Ex.Rate	Inv.Amount	Ctrl	Show
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]

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

Customer Invoice Maintenance (This is UAT environment)

Invoice Type: [Dropdown] Invoice No.: [Text] Vendor Invoice Maintenance: [Text] Payee Code: [Text] Cur: [Dropdown]
 Issue Date: [Text] To: [Text] Status: [Text] Charges: [Text] User: [Text]
 Division: AE

Press [+] to create new invoice,

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

Customer Invoice Maintenance (This is UAT environment) Division: AE

Invoice Type: [Dropdown] Invoice No.: [Text] Job No.: [Text] Payee Code: [Text]
 Issue Date: [Text] To: [Text] HAWB: [Text] Charges: [Text]
 Division: AE Status: [Text] HAWB: [Text] User: [Text]

GO 1 / 14 X 20

Invoice #	Job	Issue Date	Flight Date	Payee Name	Cur	Ex. Rate	Amount	Amount (HKD)	Status	Approved	Posting	Create By	A/
1 HKGDA00003291	HKGAE170400003	01/04/2017	01/04/2017	B0025 BK TEST	USD	7.756400	765.40	5,936.75				billy.wong	
2 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].

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

Customer Invoice Maintenance (This is UAT environment) Division: AE

Invoice Type: [Dropdown] (I-Inv C-C/R Note) Job: [Text] Status: [Text]
 Invoice Number: [Text] MAWB: [Text] Posting: [Text]
 Payee: A0019 HAWB: [Text] Division: AE

Flight Information
 Bound: [Dropdown]
 Flight Date: [Text]
 Freight Terms: PP

Payment Terms: [Dropdown] Issue Date: 31/12/2016 Pay Currency: HKD Ex. Rate: 1
 Print Type: 1 - English Due Date: [Text] Amount: [Text]

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

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

Confirm Cancel

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	
<div> <div>Browse</div> <div>Invoice Details</div> <div>CAS Details</div> </div>									
Invoice Type	I	(I-Inv C-C/R Note)		Job			Status		
Invoice Number	HKGDA0000330			MAWB			Posting		
Payee*	A0019			HAWB			Division	AE	
DONOTUSE-AIR SEA WORLDWIDE LOGISTICS LIMITED -SEA				Flight Information					
41/F., 169 ELECTRIC ROAD, NORTH POINT, HONG KONG				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/Cancel			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				
Load	<div> <div>2. Click [Load] to load the booked charges into the invoice</div> <div>1. Select all jobs' charges by click to 1st box</div> </div>								
SALES									
HAWB	Terms	Chrg	Description	F	Curr	Rate	Qty	Base	Amount Ex.Rate Inv.Amount Ctr
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
2 ASW-254776A	PP	BTF	BRIDGE TOLL FEE	M	HKD	40.000	302.00 KGS	40.00	1.0000 40.00 O
3 ASW-254776A	PP	CFS	C.F.S. CHARGE		HKD	0.700	302.00 KGS	211.40	1.0000 211.40 O
4 ASW-254776A	PP	CTG	CARTAGE FEE	M	HKD	400.000	302.00 KGS	400.00	1.0000 400.00 O
5 ASW-254776A	PP	HC	HANDLING CHARGE	M	HKD	283.000	302.00 KGS	283.00	1.0000 283.00 O
6 ASW-254776A	PP	TC	TERMINAL CHARGE	M	HKD	60.000	1.00 KGS	60.00	1.0000 60.00 O
7 ASW-254776A	PP	DDT	DESTINATION DUTY/TAX		HKD	12.000	1.00 SHP	12.00	1.0000 12.00 O
								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
9	PP	CTG	CARTAGE FEE	M	HKD	280.000	0.00 KGS	280.00	1.0000 280.00 O
10	PP	TC	TERMINAL CHARGE	M	HKD	60.000	1.00 KGS	60.00	1.0000 60.00 O
								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
								560.00	
Job	HKGAE151200028	MAWB	125-25015664						
12	PP	FRT	AIR FREIGHT CHARGE		HKD	103.000	7.00 KGS	721.00	1.0000 721.00 O
13	PP	MYC	FUEL SURCHARGE		HKD	2.800	7.00 KGS	19.60	1.0000 19.60 O

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.		Vendor Invoice Maintenance		yes			
Issue Date		To		Profit Share					
Division	AE	Status				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	Status	MAWB	User	Go					

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	
Browse Invoice Details									
Invoice Type	I (I-Inv C-C/R Note)	Job		Status					
Invoice Number	VENDOR INV01	MAWB		Posting					
Vendor	A0039	HAWB		Division	AE				
AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR		Flight Information							
UNIT 709-713, 7/F COMMERCIAL BUILDING,		Bound	O						
AIRPORT FREIGHT FORWARDING CENTRE,		Flight Date	24/4/2016						
2 CHUN WAN ROAD, CHEK LAP KOK, HONG KONG		Freight Terms	PP						
Payment Terms		Issue Date	24/4/2016	Pay Currency	HKD	Ex.Rate	1		
Print Type	1 - Details	Due Date		Amount	0.00				
Remark									
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	
Browse Invoice Details									
Invoice Type	I (I-Inv C-C/R Note)	Job		Status					
Invoice Number	VENDOR INV01	MAWB		Posting					
Vendor	A0039	HAWB		Division	AE				
AIR SEA WORLDWIDE LOGISTICS LIMITED - AIR		Flight Information							
UNIT 709-713, 7/F COMMERCIAL BUILDING,		Bound	O						
AIRPORT FREIGHT FORWARDING CENTRE,		Flight Date	24/04/2016						
2 CHUN WAN ROAD, CHEK LAP KOK, HONG KONG		Freight Terms	PP						
Payment Terms		Issue Date	24/04/2016	Pay Currency	HKD	Ex.Rate	1.000000		
Print Type	1 - Details	Due Date		Amount	0.00				
Remark									
Approve status		Appr/Un-Appr User		Date					
ADD CHG DEL Update Tax Invoice Payment Request Void Load From Accrual Release To Accrual Approve									
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

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

PURCHASE

HAWB	Terms	Chrg	Description	F	Curr	Rate	Qty	Base	Amount	Ex.Rate	Inv.Amount	Voucher	Ch
Job	HKGAE160400007	MAWB	001-97258125										
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		
Job	HKGAE160400018	MAWB	043-10000060										
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		M HKD	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		M HKD	60.000	0.00	KGS	60.00	1.0000	60.00	O	<input checked="" type="checkbox"/>
											358.70		
Job	HKGAE160400005	MAWB	045-88888881										
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		M HKD	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		
Job	HKGAE160400024	MAWB	083-26234843										
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		
Job	HKGAE160400008	MAWB	125-11112216										

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.			Vendor Invoice Maintenance		Job No.	
Issue Date			To					HAWB	
Division			Status			Profit Share		MAWB	
User			Go		Add				

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			Go						
Upload Excel									
S Invoice #	Type/Job	Bound	Issue Date	Flight Date	Vendor Name	Cur	Amount	Amount (HKD)	Status/Approved By

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

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	

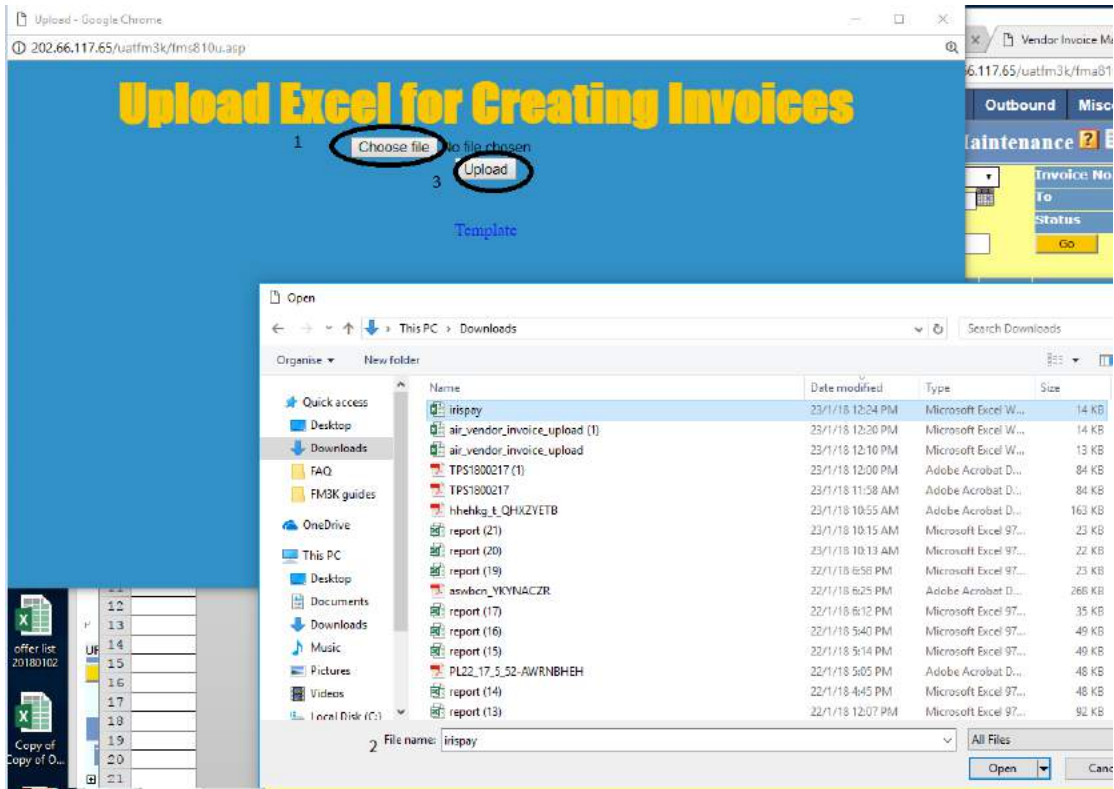
Below is the sample template input, the data format should follow below:

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

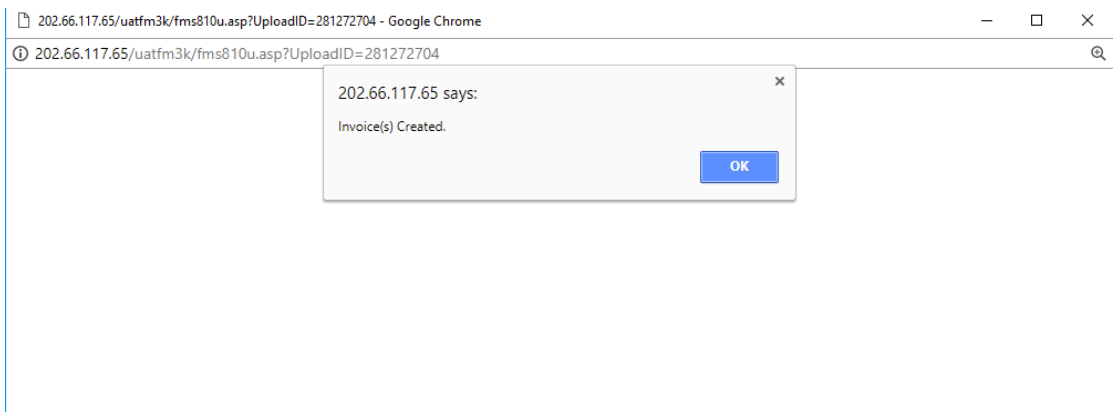
Columns from CTG is referring to charge code, the charges will be created according to the amount input in the corresponding's charge code column.

Sub-Contractor Invoice No.	Invoice Date	Ref No	Customer Name	Charge currency	WEIGHTS	CTG	PLT	EDF	CRP	CSF	ISF	FRT	ISA	AMF
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:

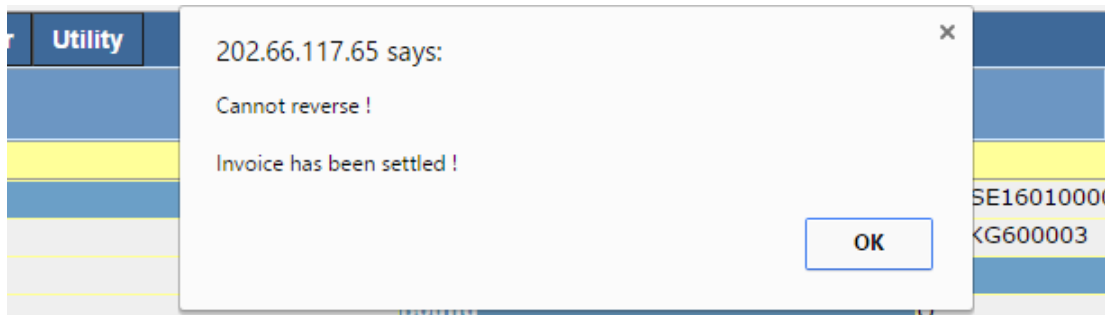
Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility			
Vendor Invoice Maintenance (This is UAT environment)									User: HKGJLEO			
<div> <div>Browse</div> <div>Invoice Details</div> </div>												
Invoice Type	I (I-Inv C-C/R Note)				Job			Status				
Invoice 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	
Customer Invoice Maintenance (This is UAT environment)									User: HKGJLEO	
<div> <div>Browse</div> <div>Invoice Details</div> <div>CAS Details</div> </div>										
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	1 - English				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.

Air Freight		Inbound		Outbound		Miscellaneous		Report		Invoice		Tariff		Master		Sea-Air		Utility			
Customer Invoice Maintenance (This is UAT environment)																		   		User HKG/LEO	
Invoice Type		<input type="text"/>		Invoice No.		<input type="text" value="HKGDA0000184"/>		Job No.		<input type="text"/>		Payee Code		<input type="text"/>		Cur		<input type="text" value=""/>			
Issue Date		<input type="text"/>		To		<input type="text"/>		HAWB		<input type="text"/>		Charges		<input type="text"/>							
Division		<input type="text"/>		Status		<input type="text" value="Posted"/>		MAWB		<input type="text"/>		User		<input type="text" value="leo"/>						<input type="button" value="Go"/>	
S	Invoice #	T	Job	B	Issue Date	Flight Date	Payee Name	Cur	Ex Rate	Amount	Amount (HKD)	Status	Approved	Posting	Create By	A/C	Footer	R			
1	HKGDA0000184R	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	HKGDA0000184	I	HKGAM160300007	M	17/03/2016	17/03/2016	T0063 TESTING CONSIGNEE AT	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	Tax Invoice Print	Approve			

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

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

Invoice	SZXDA0000017	Invoice Amount	RMB 100.00
Flight No.		MAWB Number	CLP99888
Flight Date	03/02/2016	POL	HONG KONG
POD	HONG KONG	Destination	HONG KONG
QTY	10CTN	CHG.WGT	10.00
VOL.WGT	0.00	Tax Invoice No.	TEST
Issue Date	08/07/2016	Short Name	GEODIS WILSON HONG KONG LTD
Status	PRINTED	Print Detail	<input checked="" type="checkbox"/>
Charge Name	运费	Print Invoice No.	<input type="checkbox"/>
Chinese Charge Name	<input checked="" type="checkbox"/>	VAT Format	<input type="checkbox"/>

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
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:

Job	Charge	Desc	Base	Cur	Rate	Qty1	Qty2	Amt	Ex.Rate	Inv.Amt
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: SM

Invoice Number: SZXDS0000028 B/L #: Posting: SM

Payee: M0006 M.C. LOGISTICS

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

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

Payment Terms: Issue Date: 18/01/2016 Ex.Rate: 1.000000
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:

Job	Charge	Desc	Base	Cur	Rate	Qty Day	Amt	Ex.Rate	Inv.Amt	Remark
1	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		HL 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"/>
<input type="button" value="Submit"/> <input type="button" value="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.

OK

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

Customer Invoice Maintenance ? (This is UAT environment)			
<input type="button" value="Browse"/> <input type="button" value="Invoice Details"/> <input type="button" value="CAS Details"/>			
Invoice Type	I	(I-Inv C-C/R Note)	Job
Invoice Number	SZXDA0000017		SZXAM160200001
Payee*	G0036		MAWB
GEODIS WILSON HONG KONG LTD			CLP99888
UNIT 1110, 11/FLOOR TRADE SQUARE			HAWB
NO. 681 CHEUNG SHA WAN ROAD,			Flight Information
KOWLOON, HONG KONG			Bound
			M
			Flight Date
			03/02/2016
			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: SZXJED	
<div> <input type="button" value="Browse"/> <input type="button" value="Invoice Details"/> <input type="button" value="CAS Details"/> </div>									
Invoice Type: I		(I-Inv C C/R Note)		Job: SZXAM160200001		Status: Pending		Division: AM	
Invoice Number: SZXD40000017		MAWB: CLP99888		HAWB:					
Payee: G0036		Flight Information		Round: M		Flight Date: 03/02/2016		Freight Terms: PP	
GEODIS WILSON HONG KONG LTD UNIT 1110, 11/FLOOR TRADE SQUARE NO. 681 CHEUNG SHA WAN ROAD, KOWLOON, HONG KONG									
Payment Terms:		Issue Date: 03/02/2016		Pay Currency: RMB		Ex.Rate: 1.000000			
Print Type: I - English		Due Date:		Amount: 100.00					
Tax Invoice#		Issue Name: GEODIS WILSON HONG KONG LTD		Status: PRINTED					
Tax Invoice Issue Date: 08 Jul 2016		Remark (For Misc. Job): JOB NO. SZXAM160200001		Footer Remark (Print First Line Only):					
Approve status:		Appr/Un-Appr User:		Date:					
Charge	Desc	Base	Cur	Rate	Qty1	Qty2	Am	Ex.Rate	Inv.Amt
TRU	TRUCKING FEE	SHK	RMB	100	1	1	100	1	100