FreightEasy™

User's Handbook

Version 1.15

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1. How to Use this Handbook

1.1 Handbook Layout

This guide has been broken into sections according to the tabs in FreightEasy. It is also mostly written in the form of how-to's to help you perform specific tasks. Most sections will have at least one screen shot with numbered labels on it. These numbers refer to the step numbers to help you locate the field or control needed to complete that step.

1.2 Tips and More Info

Throughout the guide, you will see the small sections called Tips and More Info. The Tips areas tell you little tricks and shortcuts within FreightEasy. The More Info areas will give you more in-depth information about the step preceding it.

1.3 Navigating the PDF

When you read the PDF with Adobe Acrobat Reader, make sure to open the "Bookmarks" tab for easier navigation. The bookmarks will be in a hierarchical arrangement. To see bookmarks that will link you to sub-categories, you can click the "+" sign on the main category to expand it. Click on any bookmark to get to that place in the guide.

Please note the hyperlinks throughout the guide. Usually they will be in a blue color and underlined. The entire Table of Contents is hyperlinks. Click on them to quickly reach the section you would like to read. There is also a link (Top) at the bottom of each page that will take you back up to the top of the guide. Any time the "hand" icon turns into a "pointing" icon, you are mousing over a link.

At the bottom of Acrobat Reader are controls that can help you navigate between pages. The green arrows function like the "back" and "forward" buttons on your web browser. You can work back to where you have been previously by clicking the back button.

If you wish to Print the Handbook, it is recommend you use the PDF version instead of the HTML version.

1.4 Navigating the Web Version (html)

Please notice the hyperlinks throughout the guide. Usually they will be in a blue color and underlined. The entire Table of Contents is hyperlinks. Click on them to quickly reach the section you would like to read. There is also a link (Top) at the bottom of each section that will take you back up to the top of the guide.

If you wish to Print the Handbook, it is recommend you use the PDF version instead of the HTML version.

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2. Tips for FreightEasy Beginners

2.1 Minimum Requirements

-PC running Microsoft Windows

-Internet Explorer 6 SP1 or newer

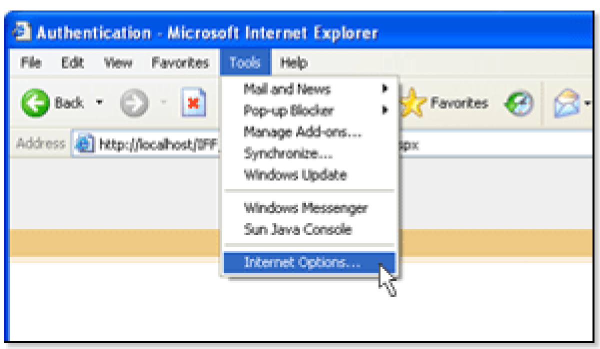
-Internet Connection

FreightEasy is web native and runs through your browser. There are no software installations required.

2.2 Configuring Your Browser's Security Settings for FreightEasy

In order to run properly, FreightEasy must send 2 pieces of data to your computer called ActiveX controls. If these are blocked by the security settings of your computer, FreightEasy may have errors. Below are the instructions to correctly configure IE6.

. Select [Internet Options...] from the Internet Explore's [Tools] menu.



2. Select the [Security] tab from the [Internet Options] screen.

   (1) Select [Trusted sites] for the Web content zone.

   (2) Click [Sites]. The [Trusted sites] screen is displayed.

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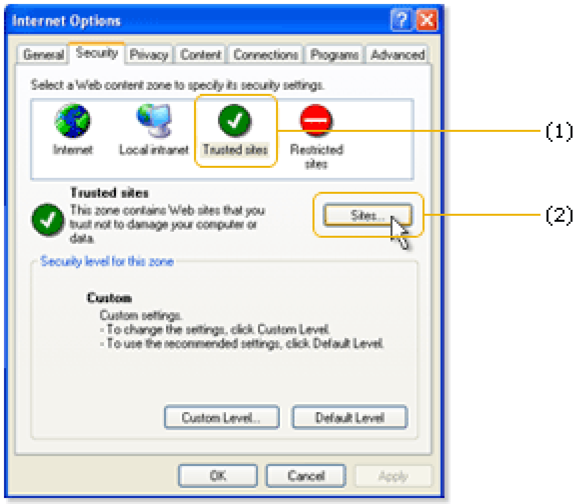


3. (1) Uncheck the check box.

   (2) Type http://www.e-logitech.net

   (3) Click [Add].

   (4) http://www.e-logitech.net is listed in the [Web sites]

   Repeat the steps (2) to (3) for

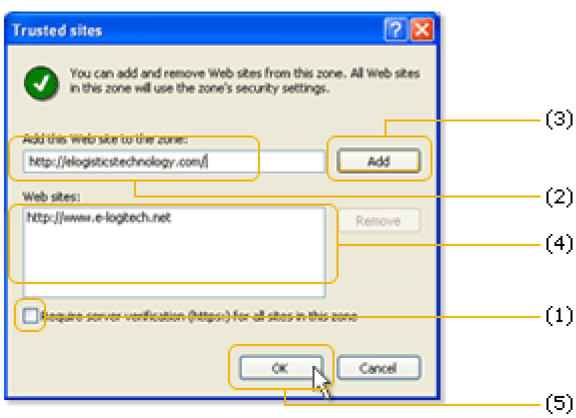
   http://www.elogisticstechnology.com

   http://www.e-logitech.net

   http://www.e-logisticstechnology.com

   All four web sites are listed in the [Web sites]

   (5) Click [OK]. The [Internet Options] screen is displayed



4. (1) Click [Custom Level...]. The [Security Settings] screen is displayed.

   (2) Check [Disable]

   (3) Select [Medium-Low].

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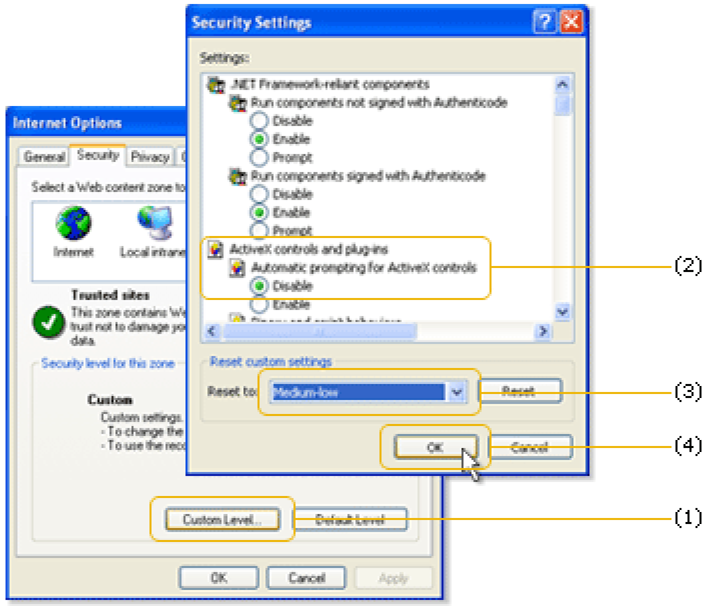
(4) Click [OK]. Click [OK] to close [Internet Options] screen.

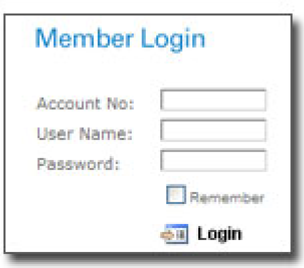


It is also important that you have no 3rd party security programs or pop-up blockers installed that may interfere with FreightEasy.

2.3 Logging In

You may log in at www.freighteasy.net in the lower left corner. Your login and password is configurable in the site admin tab of FreightEasy. An admin account is able to add and edit the account details of any user. Make sure your password is something you will remember, yet secure.

If you get a message saying "Your Session Has Times Out", please close your browser, and reopen it before logging back in.



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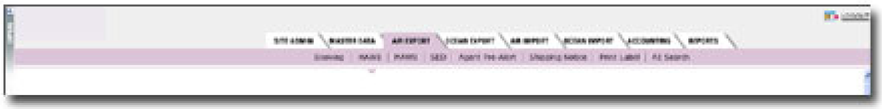
2.4 Tabs and Main Menus

The main navigation within FreightEasy is done through the use of tabs at the top of the application screen. These tabs correspond to the 8 main sections of FreightEasy. After you click on one of the tabs, you will see a Main Menu below it. You may choose amongst these areas by clicking on one.

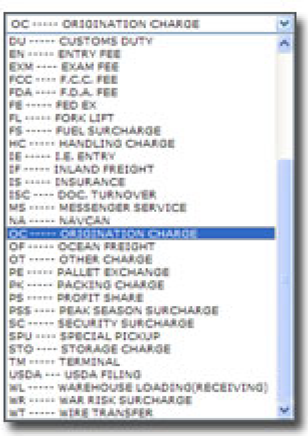


2.5 Saving Your Work

Like most other computer applications, work done in FreightEasy must be saved before you move on to something else. Always look for the SAVE button when finishing up a form or record. However, you do not want to save after every change while completing a long form. This will lead to unnecessary reload time. It is better to wait to the end of your task.

2.6 Dropdown Menus

FreightEasy contains two different kinds of dropdown menus. One is the typical dropdown menu you may have seen in other applications. You can click on the arrow to expand the menu, and then click on your selection. If you type a letter on the menu field, you will be taken to the first record starting with that letter.



The other type of dropdown is unique, and has been specifically designed for FreightEasy. You can tell these dropdowns apart from the normal ones by the orange arrow. What makes these special is you can type on them for more than just one letter. If you have 4 records that start with “FRE”, you can keep typing until you get to the record you need. This is generally much faster than choosing between many records by scrolling through the menu. This is especially true if you have many companies you do business with, and your menus are very long.

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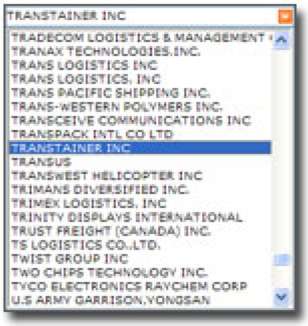


Another trick: You can press "Alt-Down Arrow" to expand the menu after you have typed some letters. This comes in handy if you have one company that does business under several DBA's that are all very close to one another.

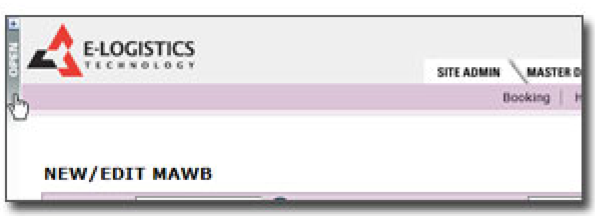
2.7 Pop-Ups

FreightEasy often makes use of pop-up windows in your browser. It is important that you make sure your system allows these pop-ups.

Sometimes FreightEasy may open a large page in a new window. This may be confusing to someone who is new to FreightEasy, especially if they have their browser maximized. It is important to note that the new "pop-up" window will not have the navigation tabs or menus at the top. If you wish to go back to the main system window, it will be available on your windows taskbar. You may close the new window when you have finished your task on it.

2.8 The Navigation Slide

FreightEasy's Navigation Slide contains many useful features. The slide itself is accessible by Clicking on [OPEN] at the far upper left corner of the system.



Inside the Slide are Help and Support links, as well as shortcuts to help you navigate more quickly through the system. The [Client Search] is where you can get to your contact information quickly. The [Recent Works] link brings up a pop-up with all the documents you have recently worked on. You can click on the reference number to be taken straight to that document. Your favorites menu can be

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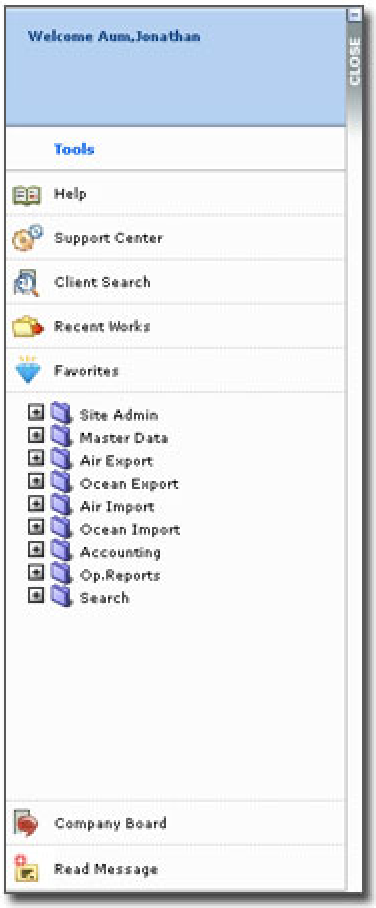
configured in the Site Admin tab to show only the places of the system you visit most often. [Company Board] is where you can find announcements that a manager has posted to the whole company. You can also send and receive messages to other users of your system at [Read Message].



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3. Site Admin

3.1 Editing User Settings as an Admin

1. **Site Admin>User Admin**
2. **Select** a [Login ID] from the dropdown menu.

   More Info: Only an admin will get this dropdown. Other users can only edit their own accounts, and cannot choose amongst all the accounts.

3. **Select** a [User Type] from the dropdown menu.
4. **Select** an [Organization] for which the user belongs.

   More Info: This setting allows you to set up user accounts for other parties such as Customers and Agents who you want to have access to parts of the system.

5. **Enter** the [First Name], [Last Name], and [Title] for this user.
6. **Enter** a [Login ID].
7. **Enter** your [Password] and [Repeat Password].

   Tip: Make sure it is something you will remember, but is secure

8. **Enter** any contact and personal information.
9. **Click** [Go] next to [Authorized Pages] to set up the areas of the system this user may access.

   More Info: Please see Setting User Access to Pages for additional steps.

10. **Select** the [Default Page].

    More Info: This will be the page this user starts on when they first log on.

11. **Select** the [Default Printer Port] for each type of Document.
12. **Enter** the retention period in weeks for how long the Recent Works feature in the Navigation Slide will hold data.
13. **Click** **Add New User** if this is a new user, OR **Click** **Update User** if you are updating a current user.

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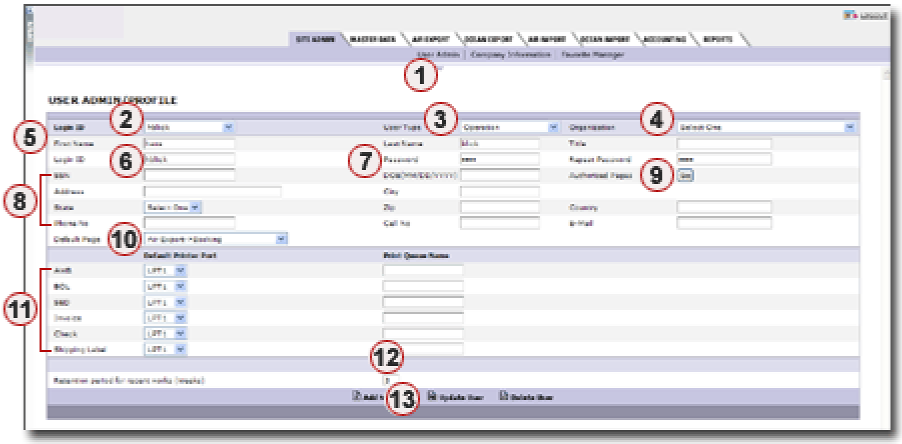
USER ADMIN PROFILE
1
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3.2 Setting User Access to Pages

1. **Site Admin>User Admin**
2. **Select** a [Login ID] from the dropdown menu.

   More Info: Only an admin will get this dropdown. Other users can only edit their own accounts, and cannot choose amongst all the accounts.

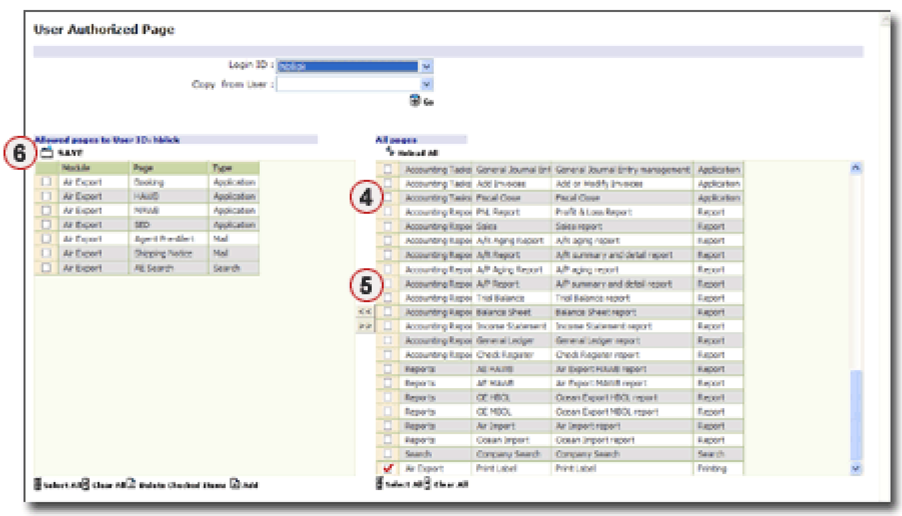
3. **Click** Go next to [Authorized Pages] to set up the areas of the system this user may access.

   More Info: A popup will open. Make sure you have no 3rd Party popup-blocker on.

4. On the right side, **Click** the boxes next to the pages you wish to allow access to for this user.

   Tip: If you want to copy the exact access rights of one existing customer to another, select that user and click **Go** at the top of the form.

5. **Click** << to move the selected pages over to the [Allowed Pages to User] side.
6. **Click** **SAVE**



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3.3 Set Up Your Company's Information

1. **Site Admin>Company Information**
2. **Enter** your [Company Information] such as Address and TaxID.
3. **Enter** your [Contact Information], including [Email Address].

3.4 Set Up Your Company's Configuration

4. **Enter** your [Invoice Prefix].

   More Info: This is the prefix for your invoice numbers. For example: American Freight Company may use the prefix of AFC.

5. **Enter** your [Next Invoice No.] and [Next Check No.].

   More Info: Most new users will pick the number after their current invoice or check. The system will automatically generate numbers starting from this one.

6. **Enter** your [Default Invoice Date], Default [UOM], [Default Air Freight Charge] and [Default Ocean Freight Charge].

   Tip: If you mostly deal with Metric, pick "LG/CM"

7. **Select** your [Default Agent Profit Category] and your [Last Month of Fiscal Year].

   More Info: The Agent Profit Category refers to the Expense Category that cost will be assigned to in the accounting system.

8. **Click** Go next to [Country Master] to setup the countries that you will need.

   Tip: It is better not to list those countries that you will not use. This will keep you from having to sort through many countries while using the system.

3.5 Set Up Your Company's Prefixes

9. **Enter** your [Prefix] for your house bills.

   More Info: For example: American Freight Company may use the prefix of AFCA for an Air prefix and AFCO for HBOL.

10. **Select** the [Type] of House Bill from the dropdown menu.

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11. **Enter** a [Description] if applicable.

12. **Enter** the [Next No.].

More Info: Most new users will pick the number after their House Bill. The system will automatically generate numbers starting from this one.

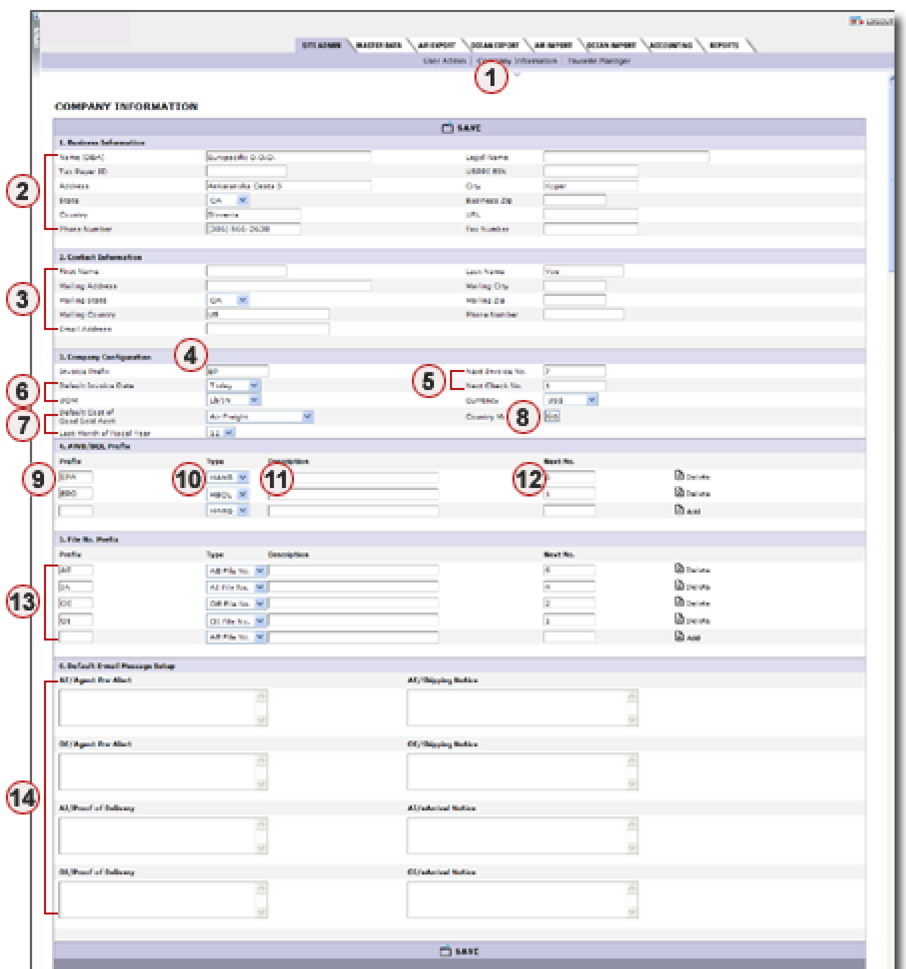
13. **Repeat** the above 4 steps for [File No. Prefix].

3.6 Set Up Your Company's Default Email Messages

14. **Enter** the message you wish to have on your emails as a default.

More Info: You can always edit or add additional text at the email screens in the rest of the system.

15. **Click** SAVE

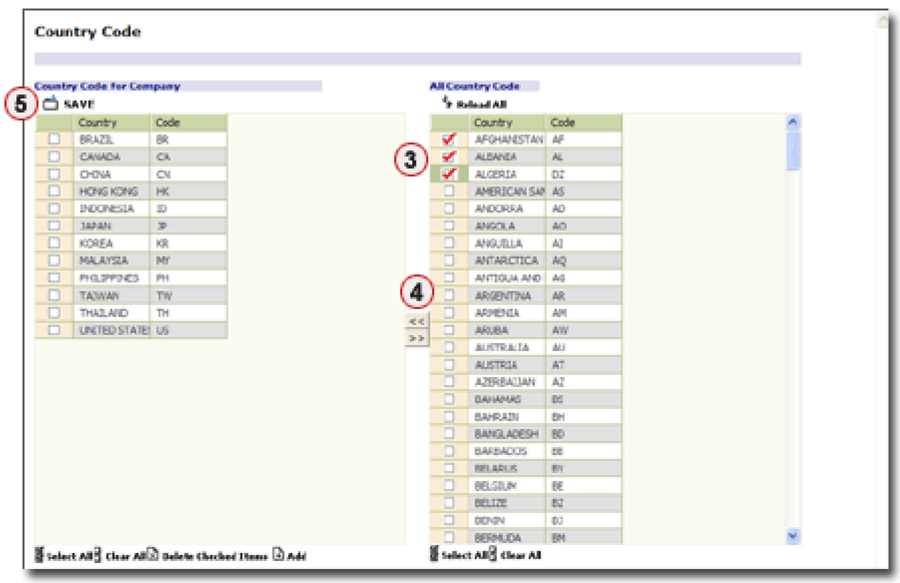


3.7 Set Up Your Company's Default Countries

1. **Site Admin>Company Information**
2. **Click** Go next to [Country Master] to set up the countries you will need to ship to or from.

   More Info: A popup will open

3. On the right side, **Click** the boxes next to the countries you wish to show up within the system.
4. **Click** << to move the selected pages over to the [Country Code for Company] side.
5. **Click** SAVE



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4. Configuring your Master Data

4.1 Adding New Clients and Business Partners

1. **Master Data>Client/Partner Profile**
2. **Enter** the Business's [Name (DBA)] and other [General Information].

   Tip: If you would like to edit an existing record, search for the company in the search box at the top.

3. **Check** the [Active] box to make this record available to the system.

   Tip: If you have a Business that you no longer work with, you may want to uncheck this box to keep this record from showing up unnecessarily. You can always make it active again if you need to later.

4. **Select** the Business's [Business Type] by checking the box next to the appropriate type.

   Tip: You can select more than one type.

5. **Click** on AE Rate Manager to set up this Business's AE Rates.

   More Info: This will only apply to companies that are involved in Air Import. See Configuring AE Rates for more info.

6. **Click** on Schedule B to set up the Schedule B numbers that apply to this company.

   More Info: This will only apply to customers involved in the export process, and will be used when the system connects to AES. See Configuring Schedule B by Individual Business for more info.

7. **Enter** the Business reference numbers as they Apply to this Business.

   More Info: Most of these fields will be left blank for a given Business. For example, only Customs House Brokers will have a C.H.L No.

8. **Enter** the [Agent Acct. No.] and **Click** [Enable EDT] if this Business is an Agent and a member of FreightEasy.

   More Info: This allows you and the agent to share shipment information to facility Consolidation and Deconsolidation with minimal data entry.

9. **Enter** the [Agent Acct. No.] and **Check** the box next to [Colodee] if this Business is a member of FreightEasy and you would like to coload with them.
10. **Enter** the [Contact Information] for the Primary Contact.
11. **Enter** the [Billing Information] for this Business.

    Tip: If this information is the same as above, check the box to save yourself some typing.

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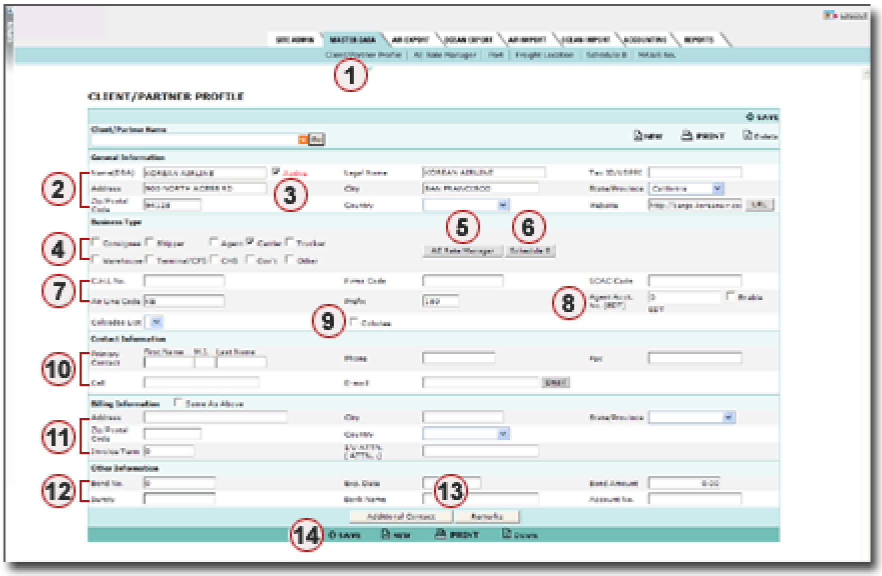
12. **Enter** the [Other Information] if it applies to this Business.

13. **Click** Additional Contact or Remarks if you would like to add these.

14. **Click** SAVE when you are done.

More Info: You can create another new record by Clicking NEW.



4.2 Using the Rate Manager

1. **Master Data>AE Rate Manager**
2. **Select** the [Rate Type] you wish to edit.
3. **Select** the [Business Name (Optional)] if you wish to filter by Business.
4. **Click** Go.
5. **Click** Add.

   More Info: You may delete an entry by check the box on the left side of it's line to select it, then clicking **Delete Checked Items**

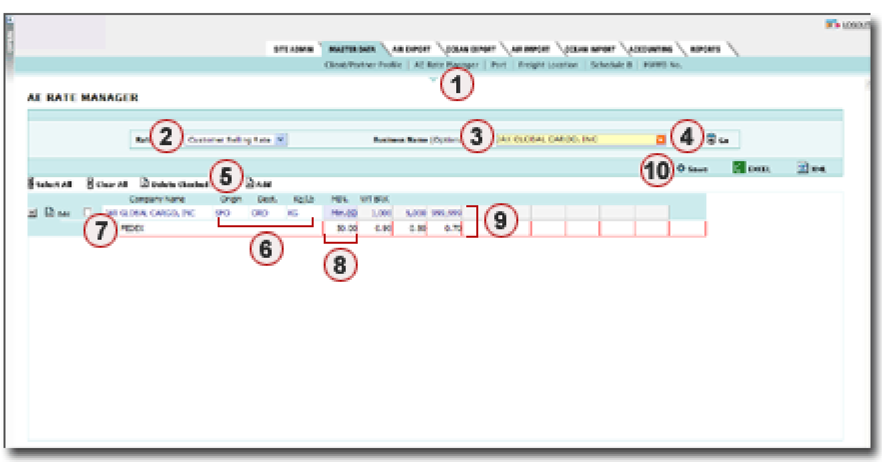
6. **Select** an [Origin], [Dest.] and [Kg/Lb] by double clicking and choosing from the dropdown menu.
7. **Select** a carrier by double clicking and choosing from the dropdown menu.

   Tip: you may enter this pricing schedule for all carriers by selecting [All].

8. **Enter** the minimum charge.
9. **Enter** the price brackets by weight by entering the weight limit on the top line, and the price per unit of weight on the bottom line.

   Tip: For a price break that has no limit by weight, enter 999,999.

10. **Click** SAVE



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4.3 Adding New Port Cities to the System

1. **Master Data>Port**
2. **Enter** the [Port Code].

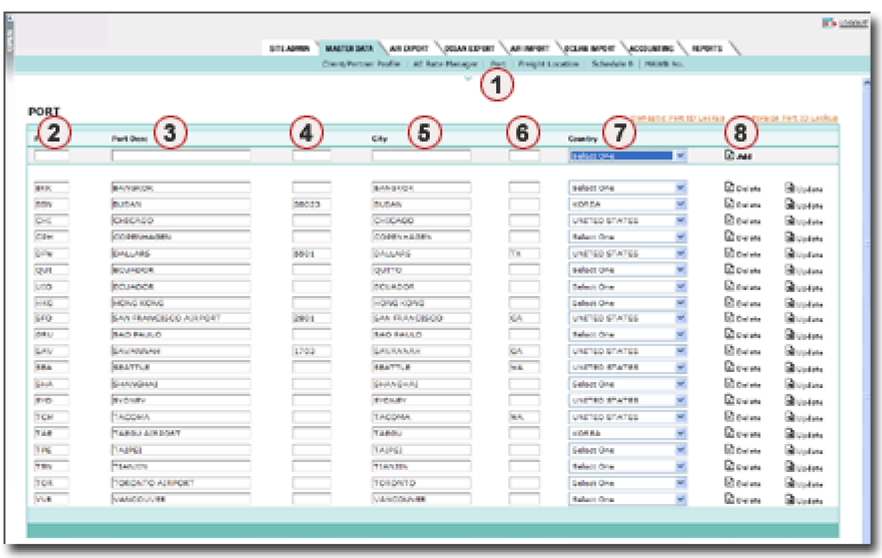
   Tip: You can find a list of most port cities around the world by clicking the link(s) in the upper right corner of the form.

3. **Enter** the [Port Desc].
4. **Enter** the [Port ID].
5. **Enter** the [City].
6. **Enter** the [State] if applicable.
7. **Select** the [Country] from the dropdown menu.

   More Info: The Countries in this menu come from the [Country Master] list in Site Admin. See Set Up Your Company's Configuration for more info.

8. **Click** Add

   More Info: If you are editing an existing Port, after you have edited, click Update



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4.4 Adding New Freight Locations to the System

1. **Master Data>Freight Location**
2. **Enter** the [Location] Name.
3. **Enter** the [Firms Code].
4. **Enter** the [Phone] Number.
5. **Enter** the [Fax] Number.
6. **Enter** the [Address].
7. **Enter** the [State].
8. **Select** the [Country] from the dropdown menu.

   More Info: The Countries in this menu come from the [Country Master] list in Site Admin. See Set Up Your Company's Configuration for more info.

9. **Click** Add.

   More Info: If you are editing an existing Location, after you have edited, click Update.

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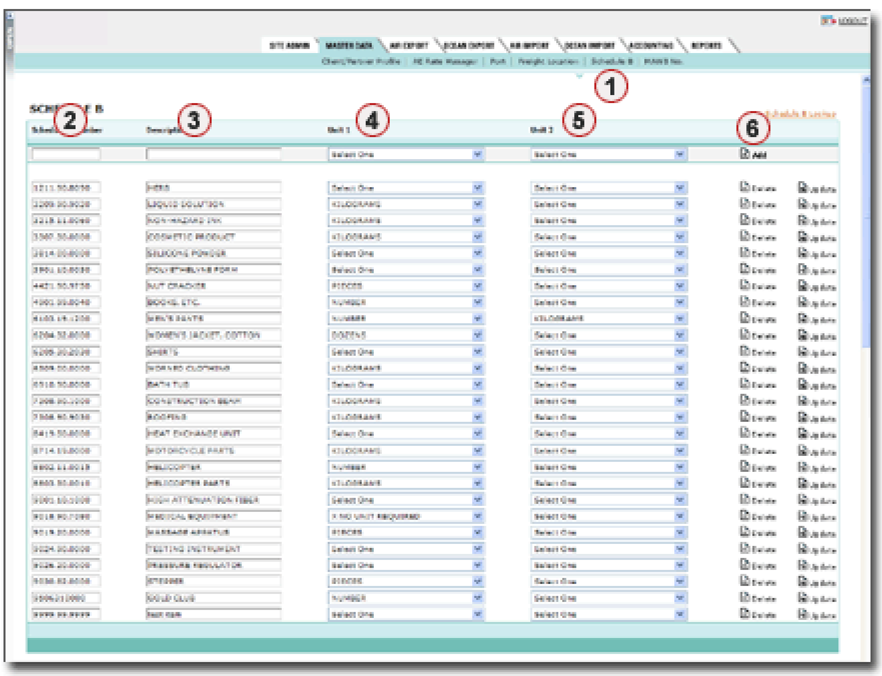
4.5 Adding New Schedule B Numbers to the System

1. **Master Data>Freight Location**
2. **Enter** the [Schedule B Number].

   Tip: You can find a list of Schedule B Numbers by Clicking the link on at the upper right part of the form, “Schedule B Lookup”.

3. **Enter** the [Description].
4. **Enter** the [Unit 1] for the first unit of measurement.
5. **Enter** the [Unit 2] for the second unit of measurement.
6. **Click** Add.

   More Info: If you are editing an existing Schedule B, after you have edited, click Update.



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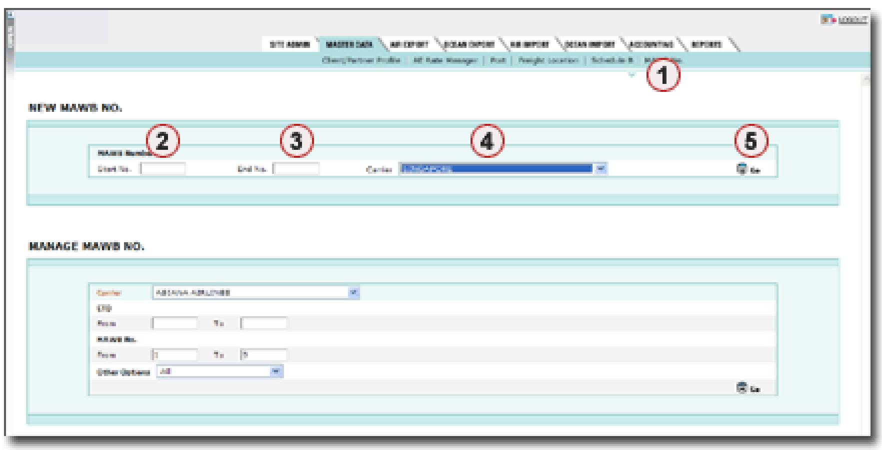
4.6 Entering a New Block of MAWB Numbers

1. **Master Data>MAWB No.**
2. **Enter** the [Start No.] that you want this new block to start with.

   More Info: You will usually get these starting and ending numbers directly from your carrier. They must be entered in the 8-digit format without the carrier code.

3. **Enter** the [End No.] that you want this new block to end with.
4. **Select** the [Carrier].
5. **Click** **Go**.



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4.7 Managing MAWB Numbers

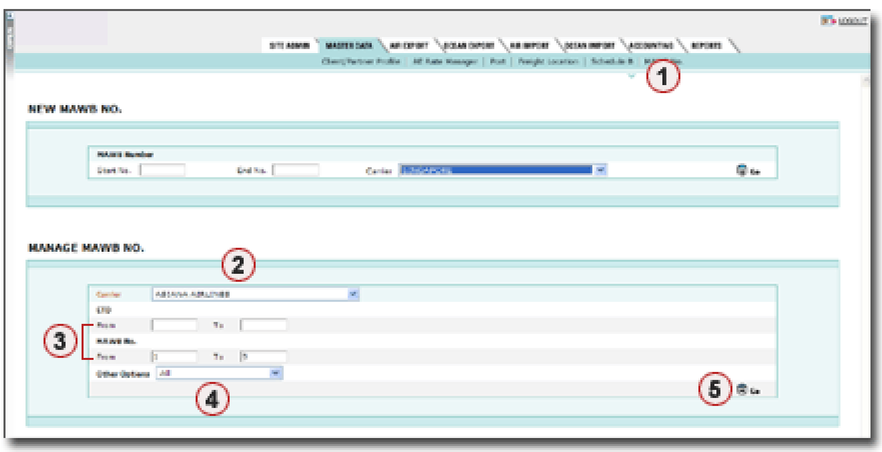
1. Master Data>MAWB No
2. **Select** the [Carrier].
3. Either **Enter** [ETD] [From] and [To], OR **Enter** [MAWB No.] [From] and [To].

   Tip: You may Enter 0 and 9 for MAWB No. if you wish to return ALL MAWB numbers.)

4. **Select** [Other Options] if you wish to filter the results by one of these criteria.

   Tip: If you wish to re-open all the closed MAWB you may select "Closed Number Only" to find all of the closed ones.)

5. **Click** **Go**.



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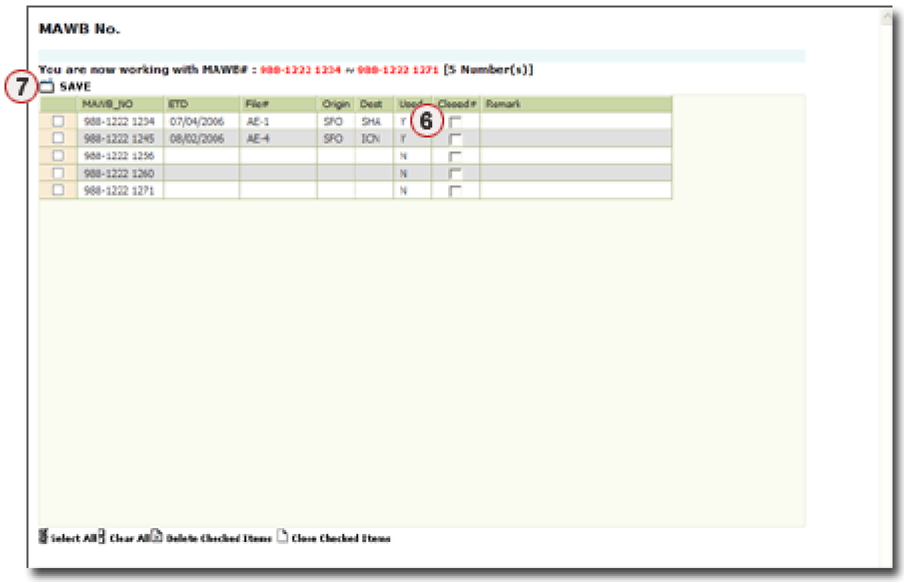
6. **Check** the MAWB that you wish to close.

7. **Click** SAVE



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5. Air Export Operations

5.1 How to create a Booking for Export

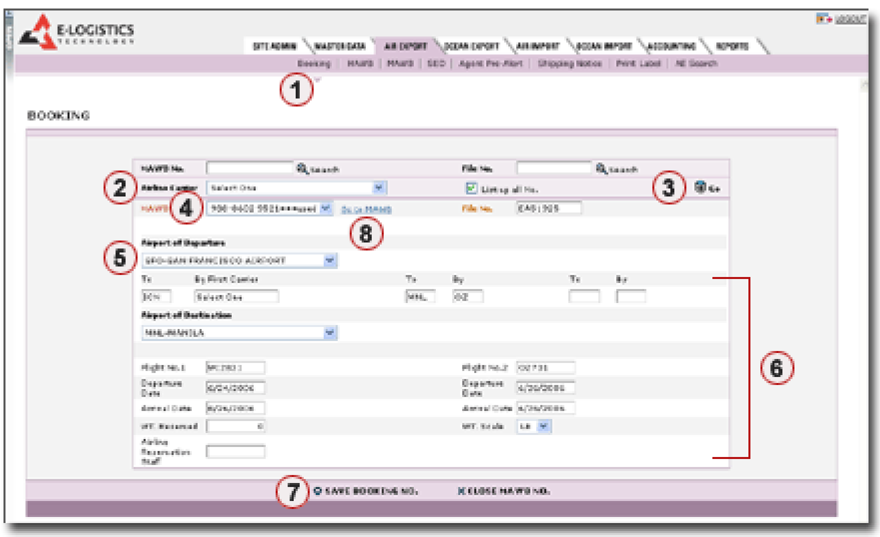
1. **Air Export > Booking Tab**
2. **Select** an [Airline Carrier] from the drop down menu.
3. **Click** Go
4. **Select** from the available [MAWB No.] from the drop down menu.

   More Info: These available MAWB numbers are set in the Master Data section of the system.

5. **Select** [Airport of Departure] from the drop down menu.
6. **Enter** the remaining Shipment Information including Pieces and Weight.

   Tip: All of this information will be automatically be sent to the MAWB form.

7. **Click** SAVE BOOKING NO.
8. **Click** [Go to MAWB] hyper link if you would like to continue working on this Shipment.



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5.2 How to create a Master Airway Bill for Export

1. **AIR EXPORT > MAWB**

2. **Select** [MAWB No.] to be worked on from drop down menu.

   More Info: A Booking needs to be created before starting a MAWB. If you have not done so, please refer to Create a Booking *a*bove.
   Tip: you may also search for the MAWB by using the search function.

3. **Select** [Shipper's Name and Address] from the drop down menu.

   More Info: By Configuration Default your company name will appear as Shipper This can be Edited at **Site Admin > Configuration**

4. **Select** [Consignee's Name] from the drop down menu.

   More Info: If the company you wish to use in these fields is not in this list, then the data must be entered in the Master Data section of the system.

5. **Select** [Notify Party] from drop down menu if applies.

   More Info: Notify Party by default is same as Consignee Party assigned.

6. Continue to [WEIGHT CHARGE] location on screen and **Complete** the fields as they pertain to your shipment.

7. **Click** CAL to automatically calculate [Total Weight charge].

8. [Nature and Quantity of Goods] default statement reads, "Consolidation as per manifest" and " Freight Prepaid". If this does not apply to your shipment **Edit** the text accordingly.

9. **Select** [Charge Items] from the drop down menus that applies to your shipment.

   More Info: You can change the terms of payment at the left of each charge item.

10. **Enter** [Charge Amounts] as they apply to your shipment.

    More Info: you can add other charge items by clicking [add charge item]

11. **Click** SAVE.

    More Info This will automatically insert the [Charge Item Description] and [Charge Amount] into [Other Charges] line item section and calculate the total accordingly.

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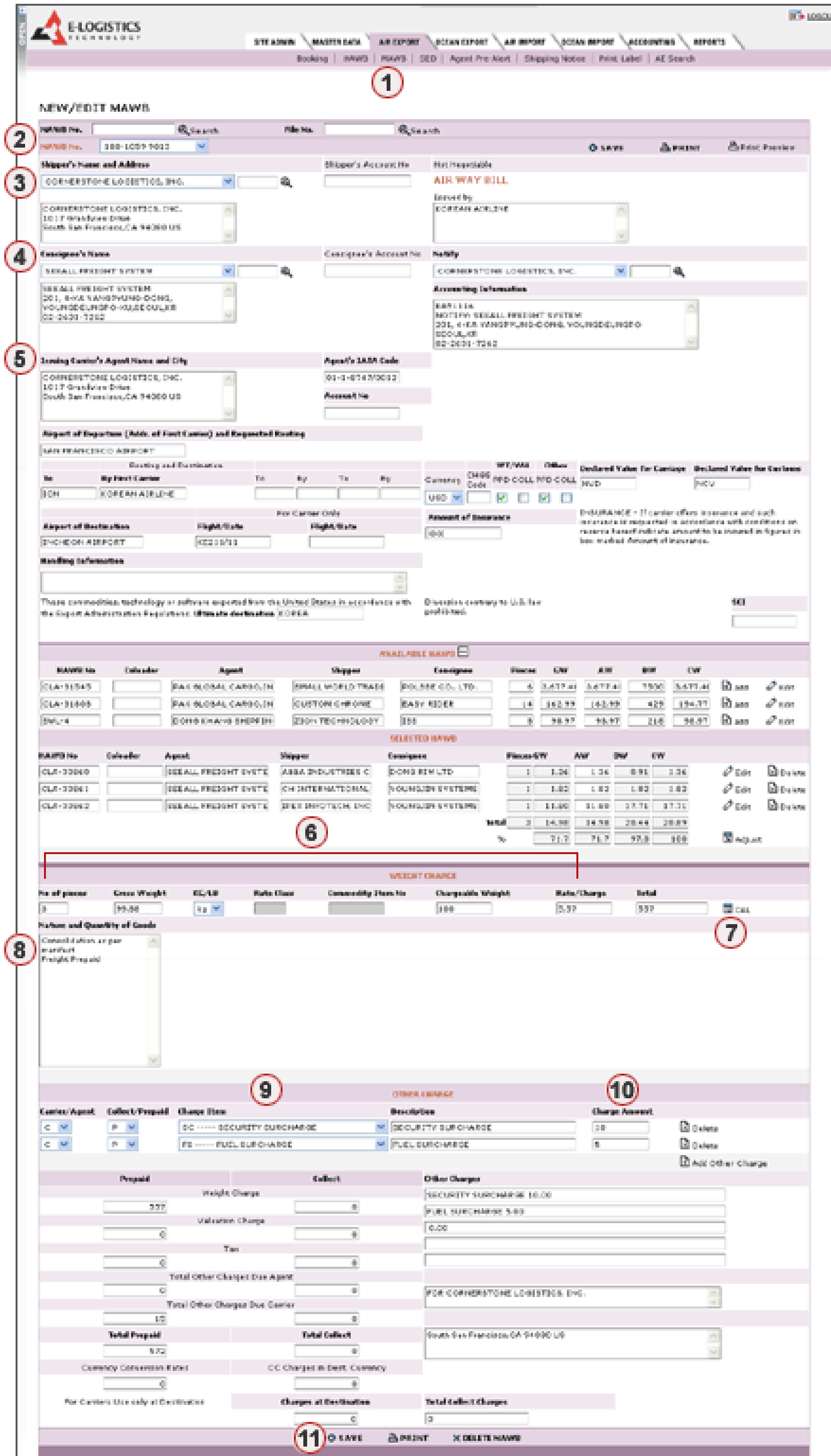

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5.3 Create a HAWB for Export

1. **AIR EXPORT > HAWB**
2. **Select** [Agent] from the drop down menu.

   More Info: This step is necessary before saving your HAWB.

3. **Select** [Shipper's Name and Address] from the drop down menu.

   More Info: How to add a new company to the database.

4. **Select** [Consignee's Name and Address] from the drop down menu.
5. **Select** [Notify Party] from drop down menu if different from the default.

   More Info: By default the Consignee info is filled in automatically.

6. **Continue** to the [WEIGHT CHARGE] location on screen and complete the fields as they pertain to your shipment.
7. **Click** CAL to Calculate Dimensional Weight if applicable.

   More Info: You can add more lines of pieces by Clicking Add or Update. The total will be automatically filled in.

8. **Complete** [Nature and Quantity of Goods], [Manifest Description], [LC No.], [C.I. No.] and [Other Ref.] as it applies to your shipment.
9. **Continue** to the [OTHER CHARGE] location on screen and specify [Collect/Prepaid] charges for [Agent/ Carrier] as they apply to your shipment.
10. **Select** [Charge Item] from the drop down menus that apply to your shipment.
11. **Enter** [Charge Amount] as it applies to your shipment.

    More Info: The [Charge Item Description] and [Charge Amount and Total] will be entered automatically when you save the HAWB

12. **Click** SAVE
13. A pop up box will appear showing you the next internal HAWB number. If the HAWB number needs to be edited, do so before **Clicking** [OK].

    Tip: You can assign a new HAWB number to an existing HAWB by clicking SAVE AS NEW . This is often done as a quick way to replicate a HAWB for a new shipment that is identical to a previous one, without having to reenter all the info over again.

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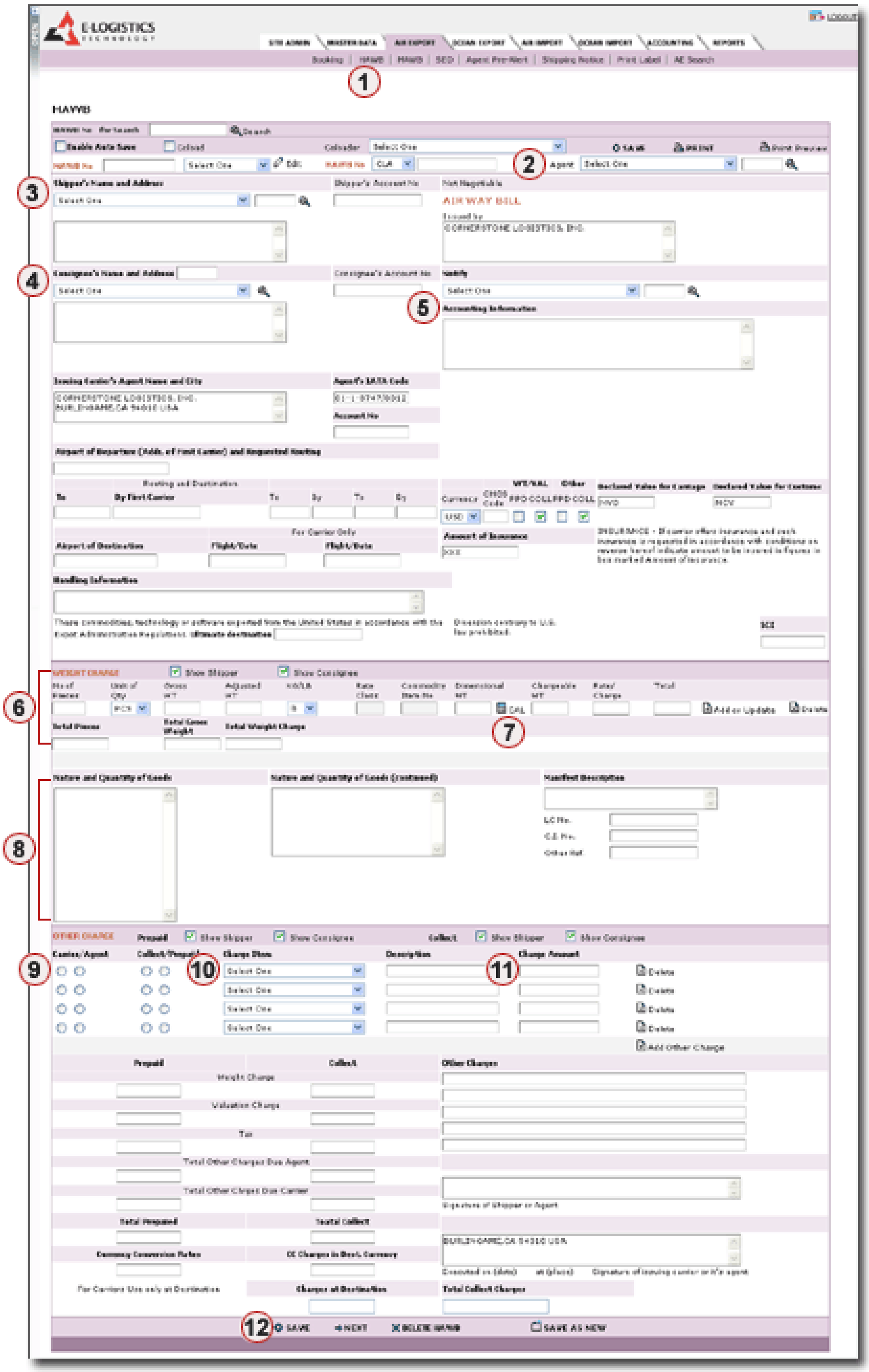

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5.4 Create an Air Consolidation

The Two Methods to create a consolidation using the FreightEasy System are as follows:

A. Consolidate at the HAWB screen

With this method, one must create the Master first, and then add HAWB's to the MAWB later.

The workflow is:

1. **Create** Booking
2. **Create** MAWB
3. **Create** HAWB
4. On the HAWB form, **Select** the [MAWB No.] that you wish to assign the HAWB to.
5. The flight info will be automatically filled in from the MAWB information.
6. **Click** SAVE

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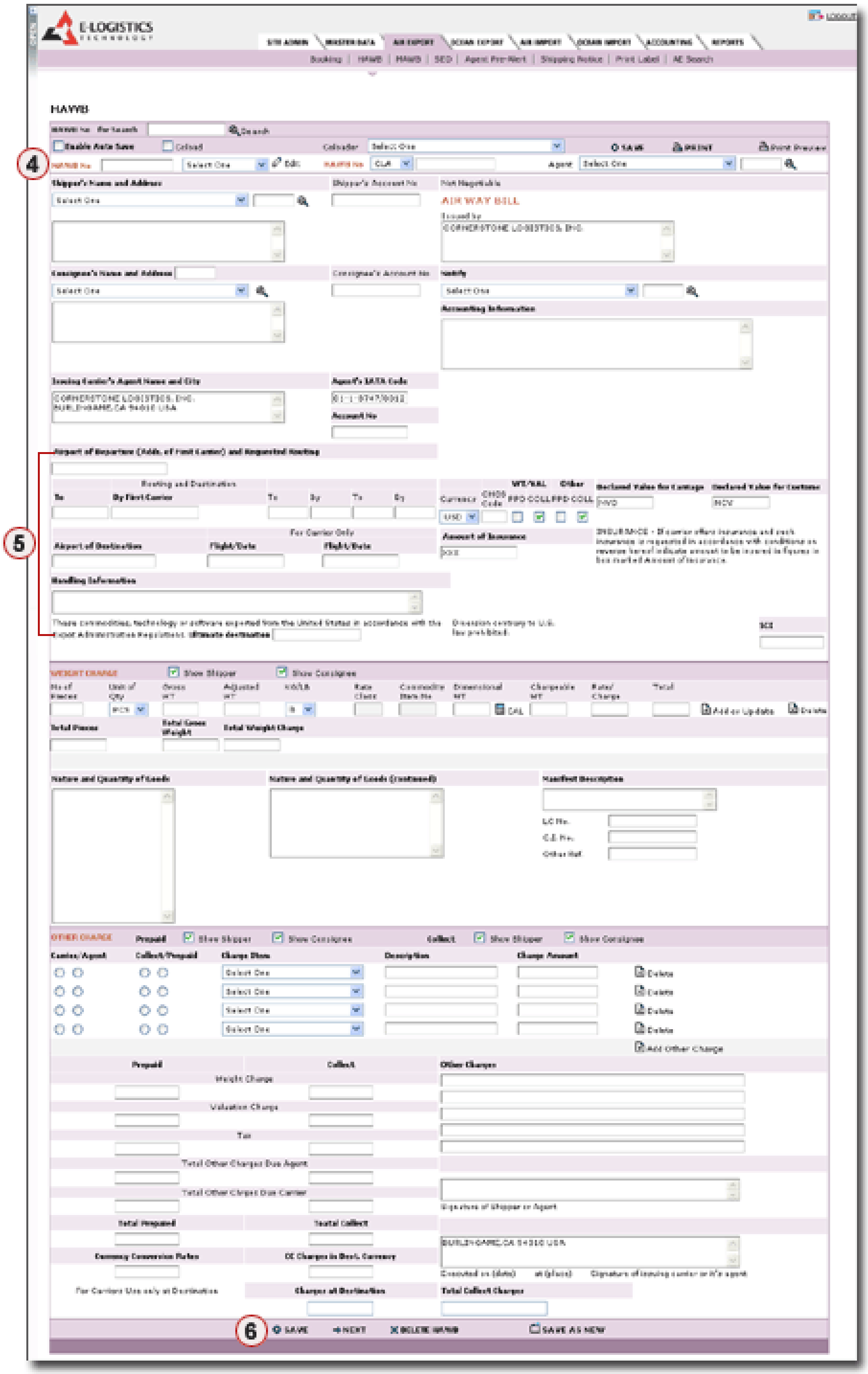

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B. Consolidate at the MAWB screen

With this method, one has the flexibility to create HAWB's first, then assign them to a MAWB later.

The workflow is:

1. **Create** HAWB
2. **Create** Booking
3. **Create** MAWB
4. On the MAWB form, go to [Available HAWB] and **Click** to expand the selection.
5. Choose among the HAWB's and **Click** Add

   More Info: These [Available HAWB] are the HAWB in the system that have been created, but not yet assigned to a MAWB

6. **Click** SAVE
7. The flight info will be automatically filled in from the MAWB information to the HAWB's.

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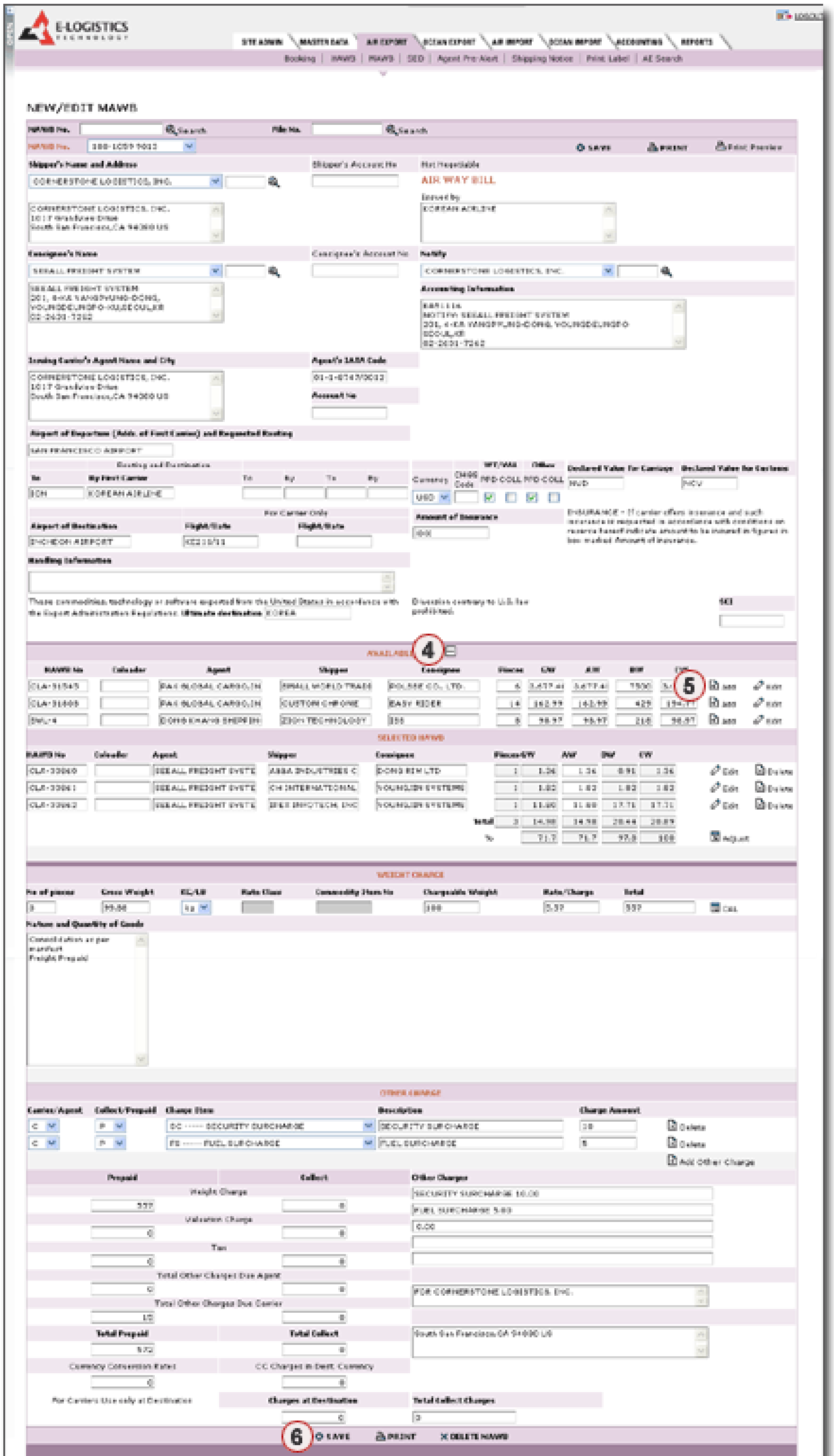

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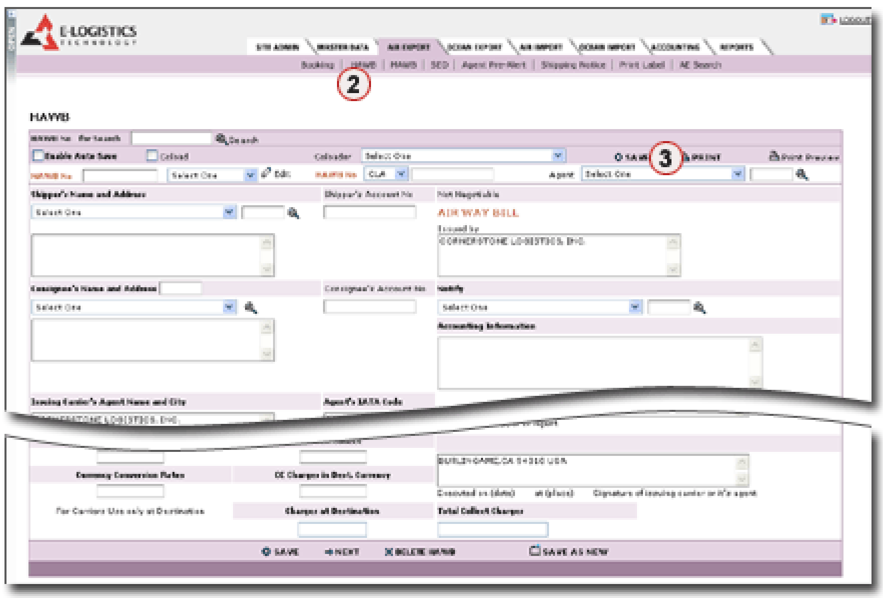
5.5 How to create an AIR SED – Shippers Export Declaration

1. **Complete** the Air Consolidation process.
2. AIR EXPORT > HAWB

   Tip: If you ended the Consolidation process at the MAWB screen, you can access the HAWB screen by locating the [Selected HAWB] section and **Clicking** Edit next to the HAWB you wish to file an SED for.



3. **Click** [Print].
4. **Click** [SED].

   More Info: This will bring you to a SED screen that has automatically pulled most data fields from the HAWB and MAWB information.

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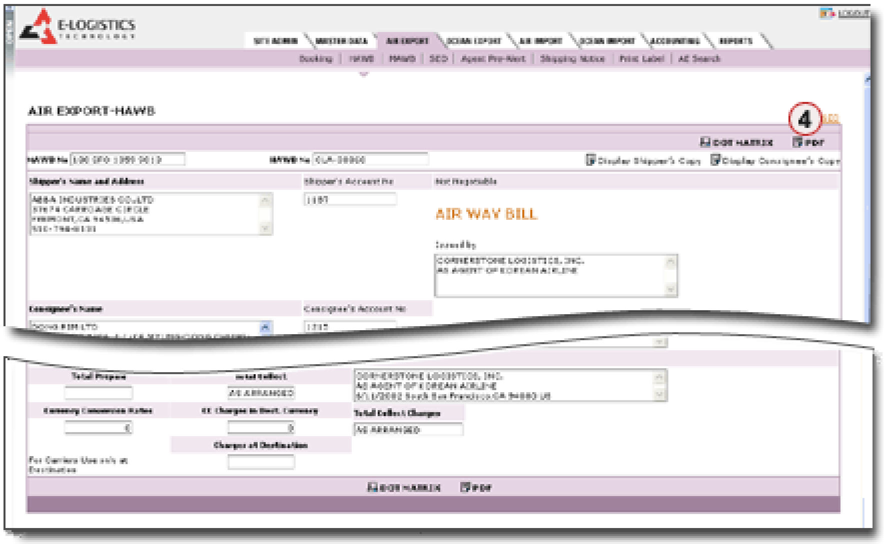
E-LOGISTICS
AIR EXPORT-HAWB
4
DOT MATRIX
PDF
Shipper's Name and Address
Shipper's Account No
Not Negotiable
AIR WAY BILL
Issued by
CORNERSTONE LOGISTICS, INC.
AS AGENT OF KOREAN AIRLINE
Consignee's Name
Consignee's Account No
Total Prepaid
Total Collect
AS ARRANGED
Currency Conversion Rates
CC Charges in Dest. Currency
Total Collect Charges
Charges at Destination
For Carriers Use only at Destination

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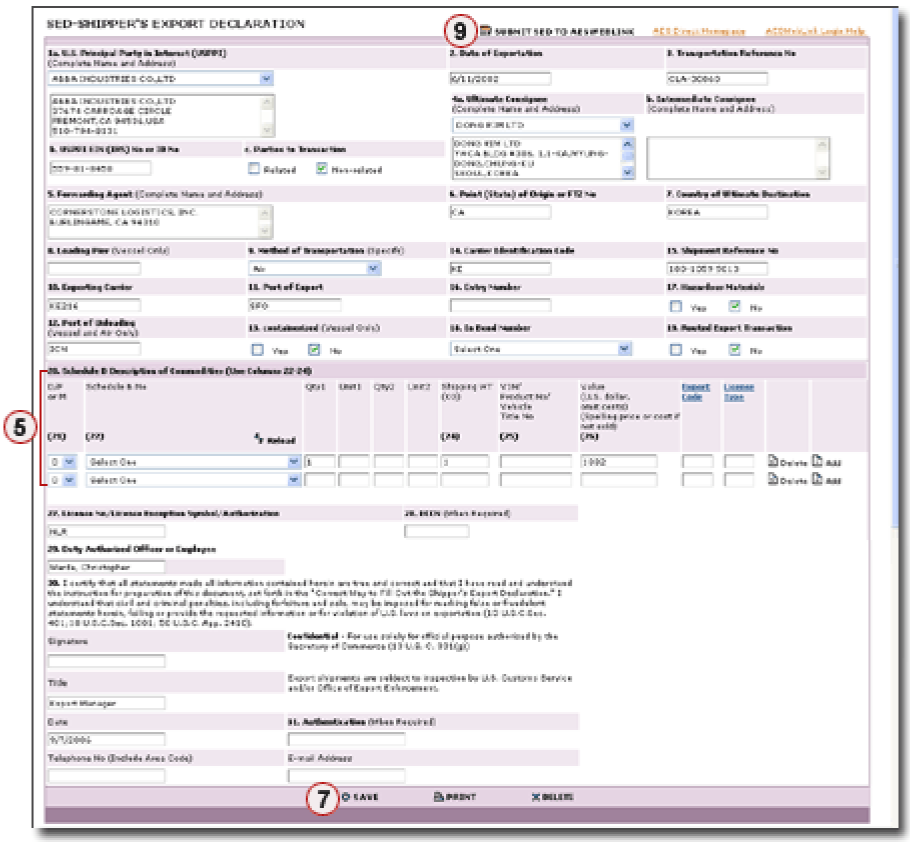
5. Continue to [Schedule B Description of Commodities] then **Complete**; [License Type], [Export Code], [Schedule B No.] etc, as it applies to your shipment.

6. This document will be transmitted to U.S. Customs. Please make sure all information is complete and accurate.

7. Click **SAVE**



5.6 How to File an SED via AES

8. **Complete** [AIR SED] process.

9. **Click** **SUBMIT SED TO AESWEBLINK**

   More Info: When clicking this link you are entering the C.B.P. AES system. You must have an AES account and have your login and password ready.

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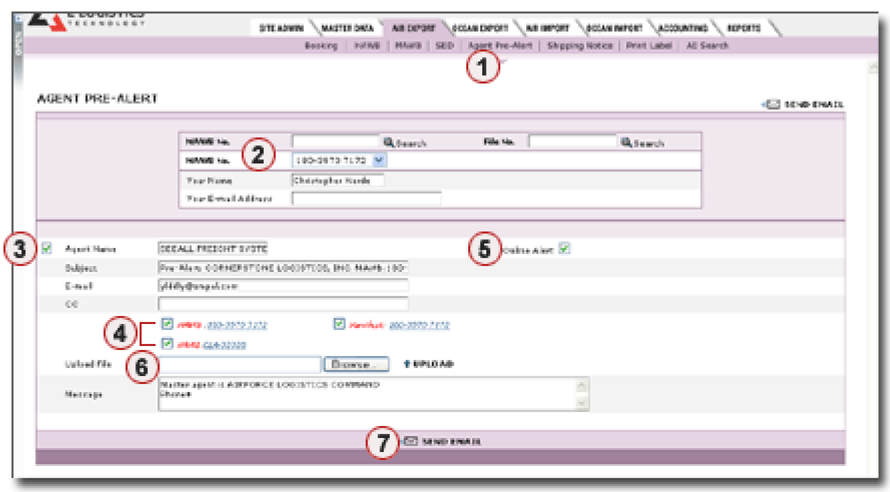
5.7 Emailing a Pre-Alert for a Previously Entered MAWB

1. **AIR EXPORT > AGENT PRE-ALERT**
2. **Select** [MAWB No.]
3. **Check** the box(es) left of the [Agent Names] that are to be recipients of your email Alert.
4. **Check** the boxes for the documents that you wish to send.
5. **Check** the box for [Online Alert] if the party you wish to send the Pre-Alert to is a FreightEasy member.

   More Info: The Online Alert feature allows the data from these documents to be transferred directly into the account of the receiving party. Their Deconsolidation process can begin with this data.

6. To attach any Docs or files such as a scanned packing list **Enter** the file path and **Click** UPLOAD.
7. **Click** SEND EMAIL.



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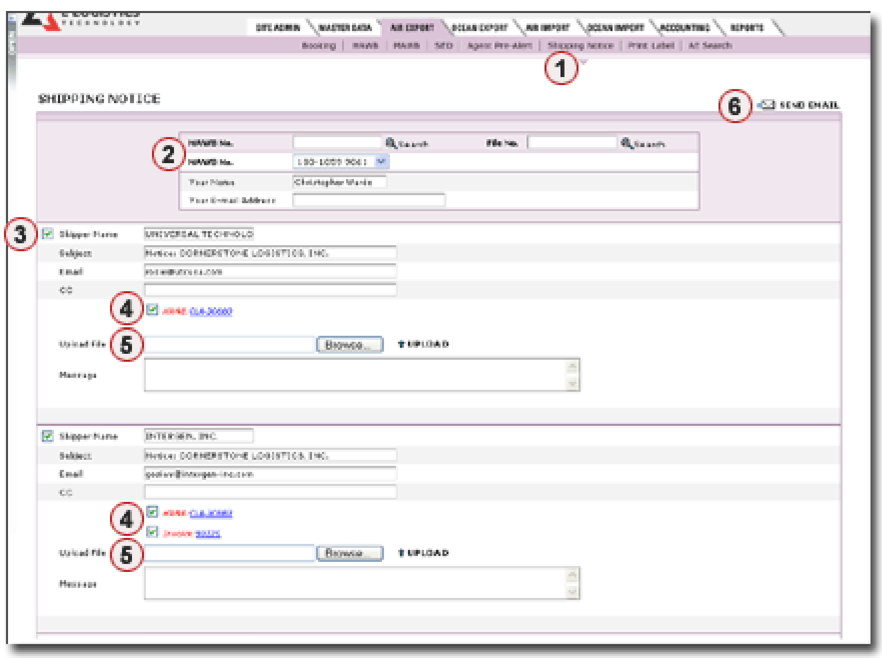
5.8 Emailing a Shipping Notice for a Previously Entered MAWB

1. **AIR EXPORT > SHIPPING NOTICE**
2. **Select** [MAWB No.]
3. **Check** the box(es) left of the [Shipper Names] that are to be recipients of your email Alert.
4. **Check** the boxes for the documents that you wish to send.
5. Enter the file path and **Click** UPLOAD to attach any Docs or files such as a scanned packing list.
6. **Click** SEND EMAIL



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6. Ocean Export Operations

6.1 How to Create an Ocean Booking

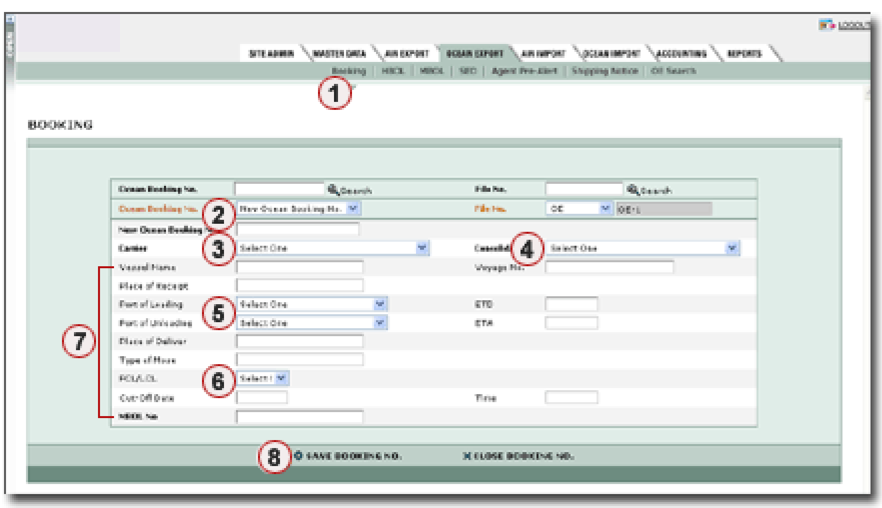
1. **Export > Booking**
2. **Enter** a [New Ocean Booking No.]

   Tip: You can access previously entered Booking No's by the drop-down menu or using the search functions.

3. **Select** a [Carrier] from the drop down menu.
4. **Select** a [Consolidator] from the drop down menu.
5. **Select** [Port of Loading] and [Port of Unloading] from the drop down menus.
6. **Select** [FCL/LCL] from the drop down menu .
7. **Complete** the remaining Routing Information.

   More Info: The information entered here will automatically carry over to other Data entry forms for the Ocean Consolidation process.

8. **Click** SAVE BOOKING NO.



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6.2 How to create an MBOL

1. **OCEAN EXPORT > MBOL**
2. **Select** [Booking No.] to be worked on from drop down menu.

   More Info: A Booking needs to be created before starting an MBOL. If you have not done so, please refer to Create an Ocean booking above.
   Tip: you may also search for the Booking No. by using the search functions.

3. **Select** [Exporter] from the drop down menu.

   More Info: By Configuration Default your company name will appear as Shipper This can be Edited at **Site Admin > Configuration.**

4. **Select** [Consigned to] from the drop down menu.
5. **Select** [Notify Party/Intermediate Consignee] from drop down menu if applies.

   More Info: [Notify Party/Intermediate Consignee] by default is same as [Consigned to] assigned.

6. **Complete** remaining fields as they apply to your shipment.
7. Continue to [Freight Charge] location on screen and **Enter** [No. of Pieces], [Unit of Qty.] and either [Gross Weight (KG)] or [Gross Weight (LB)] - depending on which unit of measurement you wish to use.

   Tip: Whichever unit of measure you wish enter, the other Unit will be filled in automatically for you

8. **Click** CAL next to either [Dimension (CBM)] or [Dimension (CTF)]. A pop-up window will open on which you can enter [Qty.] and [LxWxH] for each type of piece in your shipment. The Volume of the freight will be calculated from this data when you **Click** DONE.
9. **Enter** [Rate] for the rate per CBM and **Click** CAL to get the rate [Total].
10. **Edit** the comment fields as they apply to your shipment.
11. **Select** [Charge Item] from the drop down menus that applies to your shipment.

    More Info: You can change the terms of payment at the left of each charge item.

12. **Enter** [Amount] as they apply to your shipment.

    More Info: you can add other charge items by clicking Add Item

13. **Click** SAVE.

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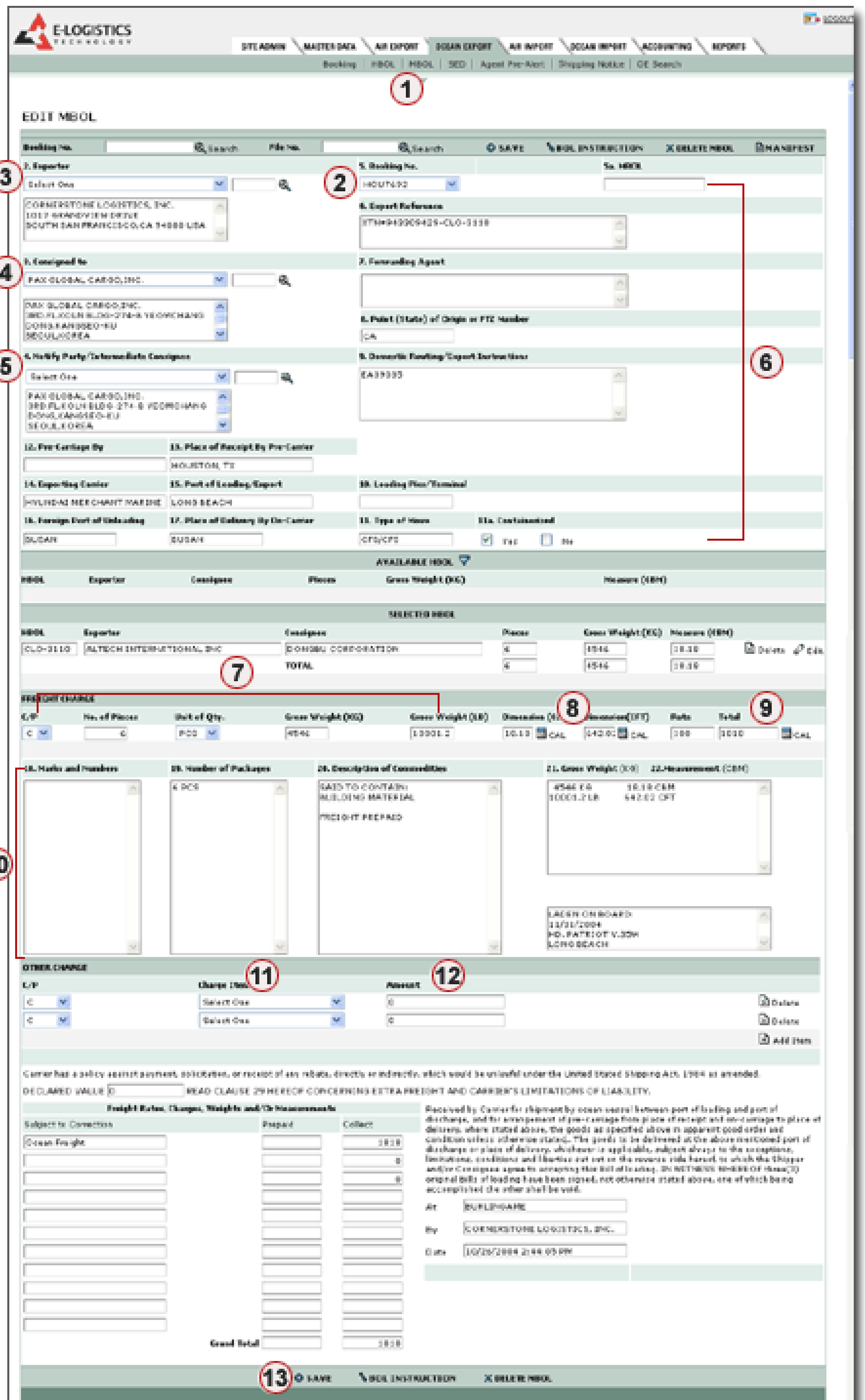
More Info: This will automatically insert [Freight Rates, Charges, Weights and/Or Measurements] line item section and calculate the total accordingly.



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6.3 How to create an HBOL

1. **AIR EXPORT > HBOL**
2. **Select** [Agent] from the drop down menu.

   More Info: This is necessary to save this HBOL.

3. **Select** [Exporter] from the drop down menu.
4. **Select** [Consigned to] from the drop down menu.
5. **Select** [Notify Party/Intermediate Consignee] from drop down menu if different from the default.

   More Info: By default the Consignee info is filled in automatically.

6. **Complete** remaining fields as they apply to your shipment.
7. Continue to [Freight Charge] location on screen and **Enter** [No. of Pieces], [Unit of Qty.] and either [Gross Weight (KG)] or [Gross Weight (LB)] - depending on which unit of measurement you wish to use.

   Tip: Whichever unit of measure you wish enter, the other Unit will be filled in automatically for you

8. **Click** CAL next to either [Dimension (CBM)] or [Dimension (CTF)]. A pop-up window will open on which you can enter [Qty.] and [LxWxH] for each type of piece in your shipment. The Volume of the freight will be calculated from this data when you **Click** DONE.
9. **Enter** [Rate] for the rate per CBM and **Click** CAL to get the rate [Total].
10. **Edit** the comment fields as they apply to your shipment.
11. **Select** [Charge Item] from the drop down menus that applies to your shipment.

    More Info: You can change the terms of payment at the left of each charge item.

12. **Enter** [Amount] as they apply to your shipment.

    More Info: you can add other charge items by clicking Add Item

13. **Click** SAVE.

    More Info This will automatically insert [Freight Rates, Charges, Weights and/Or Measurements] line item section and calculate the total accordingly.

14. A pop up box will appear showing you the next internal HBOL number. If the HBOL number needs to be edited do so before **Clicking** [OK]

    Tip: You can assign a new HBOL number to an existing HBOL by clicking SAVE AS NEW . This is often done as a quick way to replicate a HBOL for a new shipment that is almost identical to a previous one, without having to reenter all the info over again.

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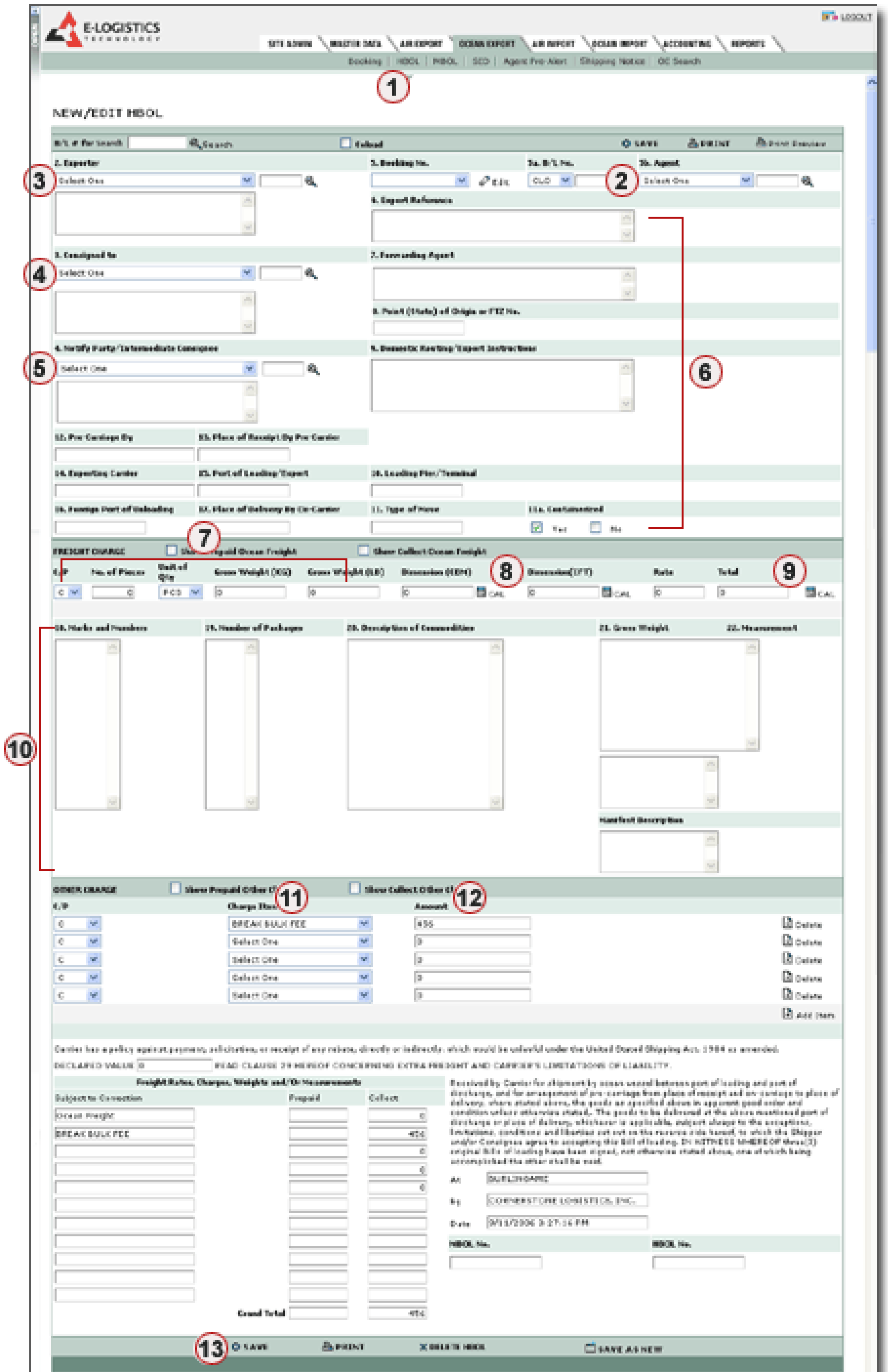

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6.4 Create an Ocean Consolidation

The Two Methods to create a consolidation using the FreightEasy System are as follows:

A. Consolidate at the HBOL screen

With this method, one must create the Master first, and then assign a Booking Number to the HBOL after.

The workflow is:

1. **Create** Booking
2. **Create** MBOL
3. **Create** HBOL
4. On the HBOL form, **Select** the [Booking No.] that you wish to assign the HBOL to.
5. The voyage info will be automatically filled in from the MBOL information.
6. **Click** SAVE

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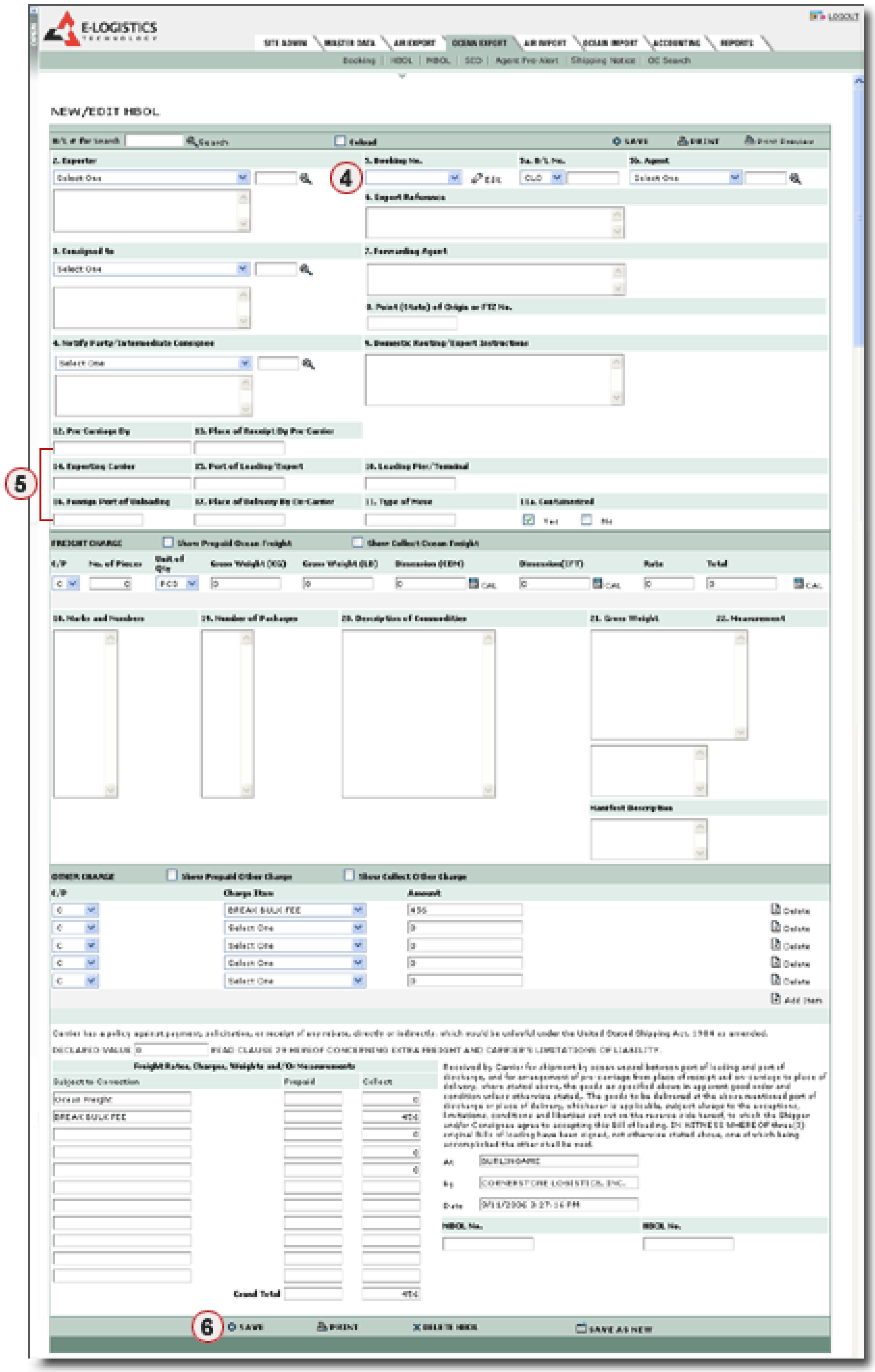

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B. Consolidate at the MBOL screen

With this method, one has the flexibility to create HBOL's first, then assign them to a MBOL later.

The workflow is:

1. **Create** HBOL
2. **Create** Booking
3. **Create** MBOL
4. On the **Ocean Export >MBOL** form, go to [Available HBOL] and Click **to expand the selection.**
5. Choose among the HBOL's and **Click** (More Info: These [Available HBOL] are the HBOL in the system that have been created, but not yet assigned to a MBOL)
6. **Click** SAVE (More Info: The voyage info will be automatically filled in from the MBOL information to the HBOL's.)

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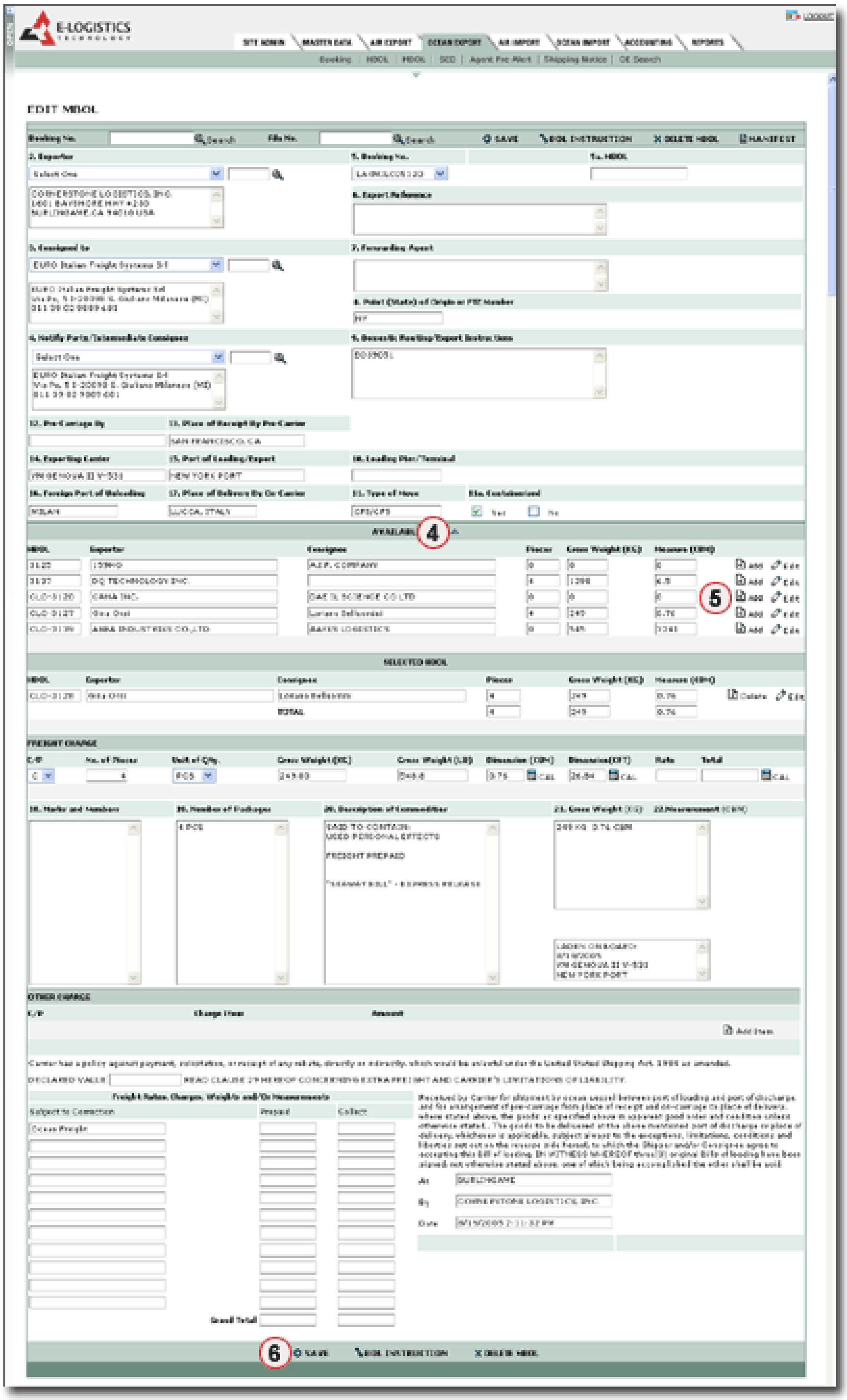

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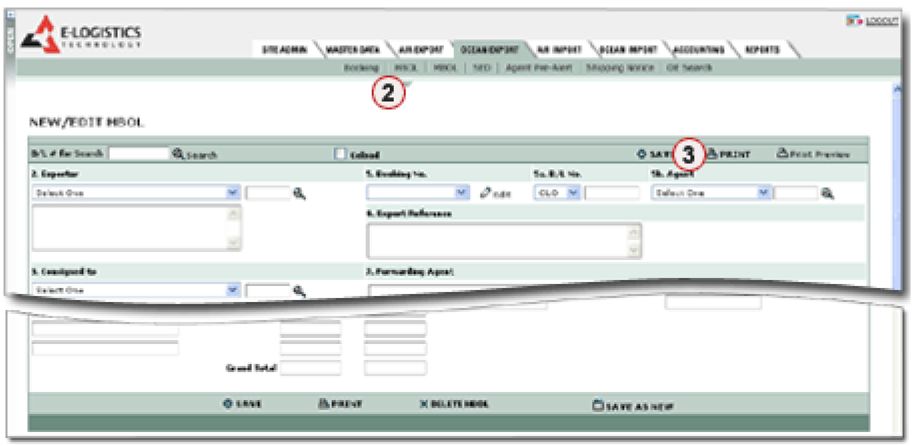
6.5 How to create an Ocean SED – Shippers Export Declaration

1. Complete Ocean Consolidation process .
2. OCEAN EXPORT > HBOL

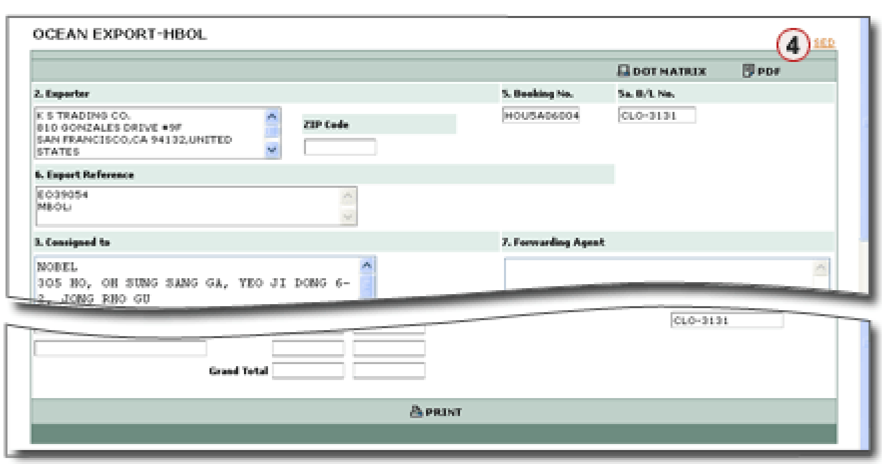
   Tip: If you ended the Consolidation process at the MBOL screen, you can access the HBOL screen by locating the [Selected HBOL] section and Clicking next to the HBOL you wish to file an SED for.

3. Click [Print]



4. Click [SED]

   More Info: This will bring you to a SED screen that has automatically pulled most data fields from the HBOL and MBOL information.



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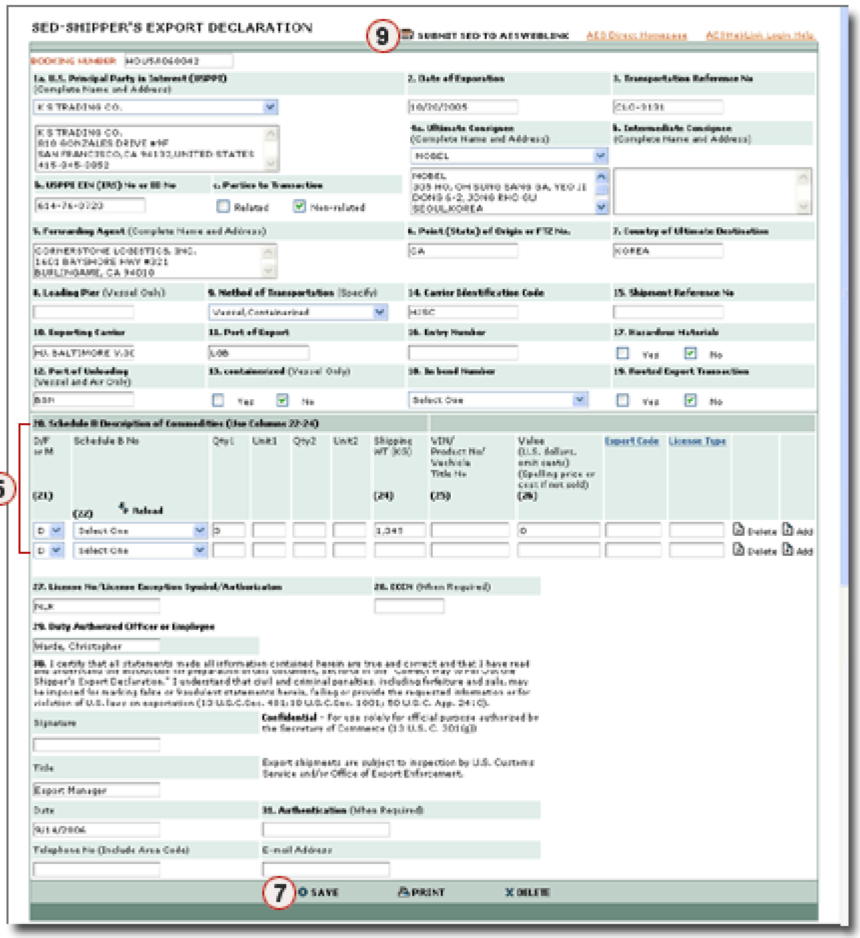
5. **Continue** to [Schedule B Description of Commodities] then Complete; [License Type], [Export Code], [Schedule B No.] etc, as it applies to your shipment.

6. This document will be transmitted to U.S. Customs. Please make sure all information is complete and accurate.

7. Click SAVE



6.6 How to File an SED via AES

8. **Complete** [Ocean SED] process

9. Click SUBMIT SED TO AESWEBLINK

More Info: When clicking this link you are entering the C.B.P. AES system. You must have an AES account. Have your login and password ready.

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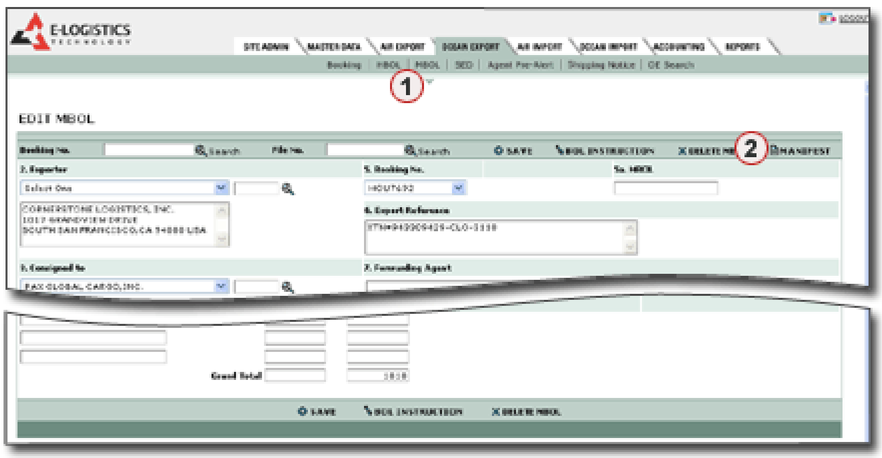
6.7 How to print pdf. MBOL MANIFEST

1. **OCEAN EXPORT > MBOL**
2. **Click** **MANIFEST** to view a PDF of the Manifest.

   Tip: Review the manifest to assure the information you are printing and submitting is accurate.

3. **Click** the print button at the top of the PDF form.
4. Click [OK]



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6.8 How to print pdf. MBOL Instruction

1. **OCEAN EXPORT > MBOL**
2. **Click** **BOL INSTRUCTION** to view a PDF of the **BOL Instruction.**

   Tip: Review BOL Instruction to assure information you're printing and submitting is accurate.

3. **Click** the print button at the top of the PDF form.
4. **Click** [OK].

6.9 How to print HBOL

1. **OCEAN EXPORT > HBOL**
2. **Click** **PRINT**

   Tip: Review HBOL to assure information your printing and submitting is accurate.

3. **Click** either **DOT MATRIX** or **PDF** depending on your printer.
4. **Click** the print button at the top of the PDF form.
5. **Click** [OK].

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7. Import Operations

7.1 Deconsolidation - Master

1. **Air Import Tab > Edit Deconsolidation**
2. **Enter** the MAWB number.
3. **Enter** [Agent] through the drop down menu.
4. **Enter** other relevant shipment info in the grey data entry area.

   Tip: you can edit existing Import shipments by searching by MAWB or by [File No.] in the search area at the top of the form.

5. **Click** SAVE MAWB/HAWB when the all MAWB info has been entered.

   Tip: It is best to save a new MAWB record before moving onto entering HAWB info.

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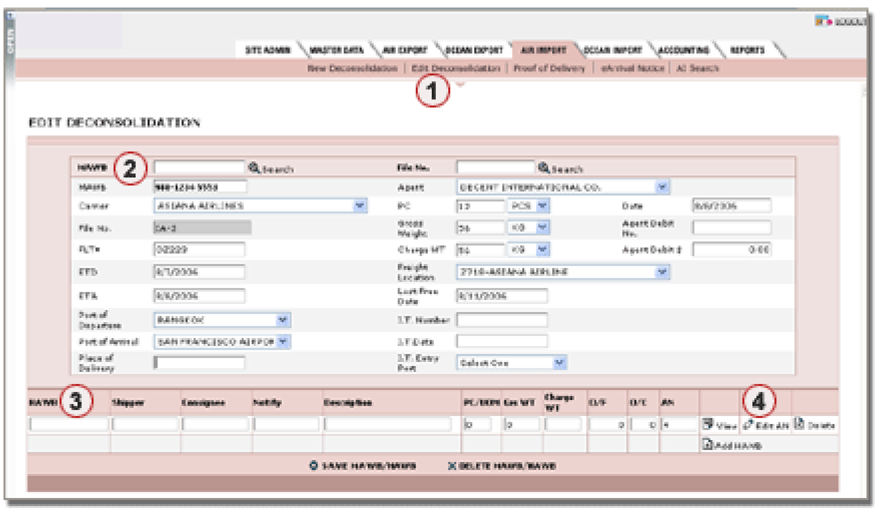
7.2 Deconsolidation - HAWB

1. **Air Import Tab > Edit Deconsolidation**
2. If you do not already have a MAWB Open, Enter the [MAWB] and click search. If you do have one open, continue to step 3.
3. **Enter** the HAWB number under [HAWB].
4. **Click** Edit AN directly across from the HAWB you have just entered, on the right.

   More Info: The HAWB information is entered directly onto an Arrival Notice style from. An Arrival notice can be printed directly from here using this data.



5. **Fill in** the [Shipper], [Consignee], and [Notify Party] by using the drop down menus.

   More Info: These menus pull information from the master data section of the system.

6. **Fill in** the remaining pertinent HAWB info on the form.

   More Info: The grey Fields pull their information from the MAWB form automatically.

7. At the [Charge Item] area, **Input** any items you will be billing to other parties (Air Freight, Inland Freight, etc).
8. At the [Cost Item] area, input any payable items.

   More Info: These Charge and Cost Items you fill in here will be used for both an invoice that is part of your Arrival Notice, and also carried automatically over to the accounting system.

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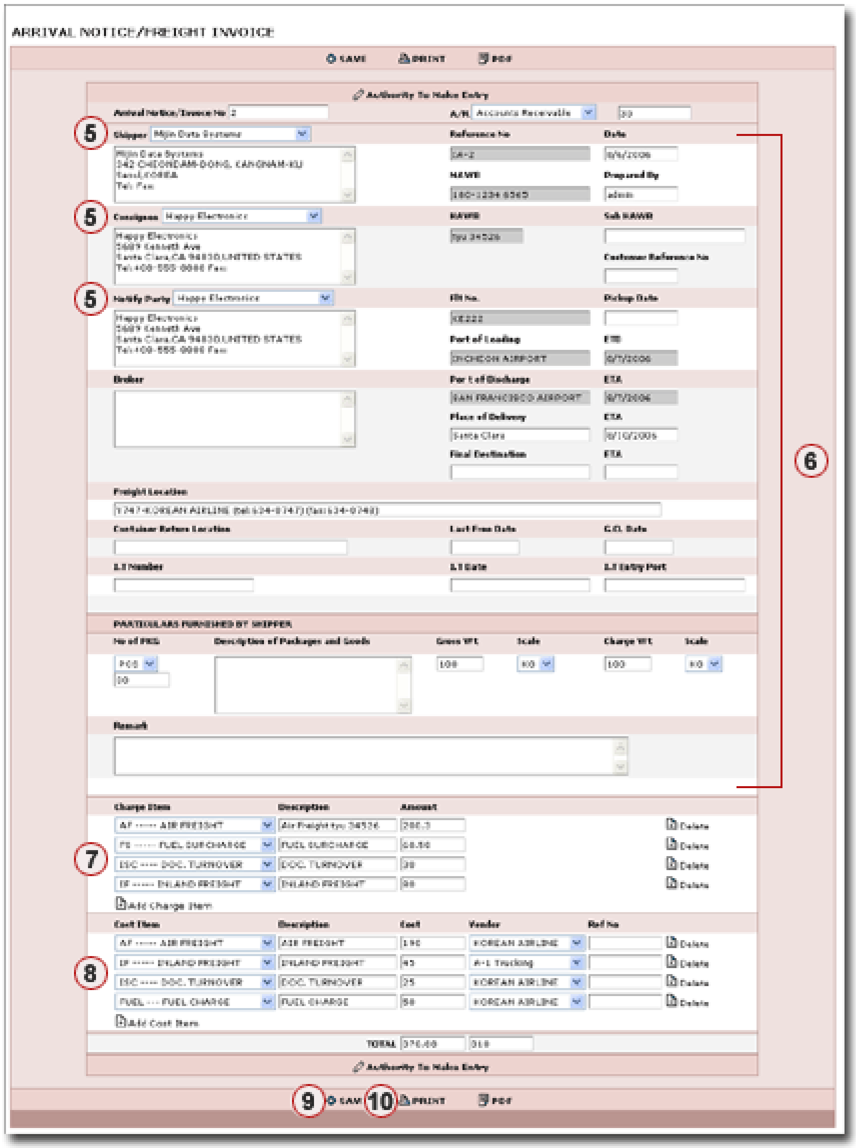
9. Click SAVE to save this HAWB.

10. Click PRINT to view the Arrival Notice as a PDF and print it.



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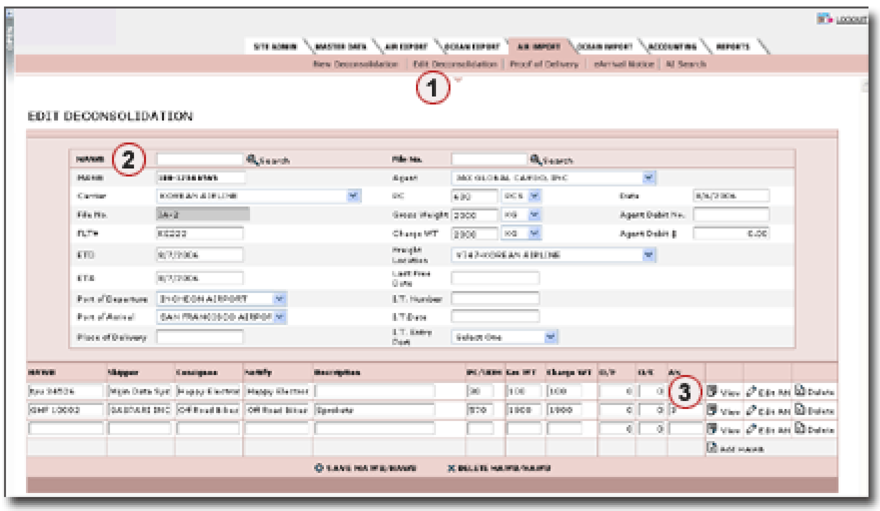
7.3 Printing an Arrival Notice for a Previously Entered HAWB

1. **Air Import Tab > Edit Deconsolidation**

2. **Enter** the [MAWB] the HAWB is assigned to and **Click** Search .

   More Info: You can always find the recent documents you have worked on and go directly to them by going into the navigation slide on the left and clicking [Recent Works].

3. **Click** SAVE to view and print the Arrival Notice.



7.4 Emailing an Arrival Notice for a Previously Entered HAWB

1. **Air Import Tab > eArrival Notice**
2. **Enter** the [MAWB No.] and **Click** Search.

   More Info: Alternatively you can pick your MAWB from the drop down menu below the search.

3. **Click** SEND EMAIL

7.5 5. Send POD information via email

1. **Air Import > Proof of Delivery**
2. **Enter** the MAWB No. and **Click** Search.

   More Info: Alternatively you can pick your MAWB from the drop down menu below the search.

3. **Enter** the email addresses you wish to send the POD to and any additional message.

   More Info: Most data relevant to the shipment will be automatically added to your email message.

4. **Click** SEND EMAIL

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8. Reports

8.1 How to Create Reports

1. **Reports > AE HAWB**
2. **Select** the category of shipments you wish to get a report of.
3. **Select** [from] dates and [to] dates for [Executed Date] and/or [ETD].

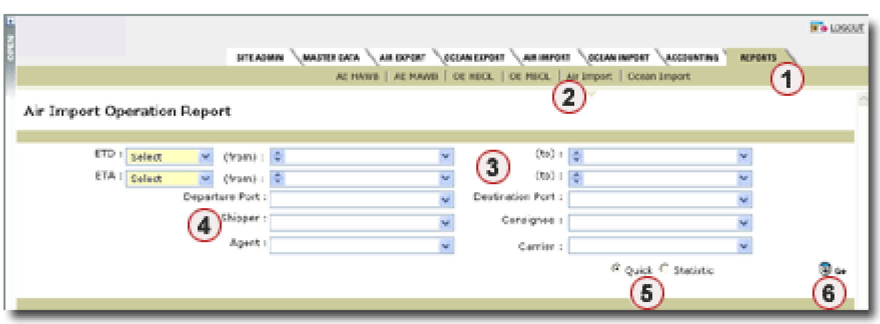
   Tip: you can quickly select a period of time from the yellow drop down menus instead of manually entering the dates.

4. **Select** any additional criteria to narrow down your report if so desired.
5. **Select** [Quick] or [Statistic].

   More info: "Quick" provides a straight report. "Statistic" will give you a report with summations.

6. **Click** Go
7. **Select** the top of any column in the report to highlight it, then **Click** [Asce] or [Desc] to sort by that column.

   More Info: You can export the resulting file into excel and .xml formats for further use by clicking the icons at the top of the report.



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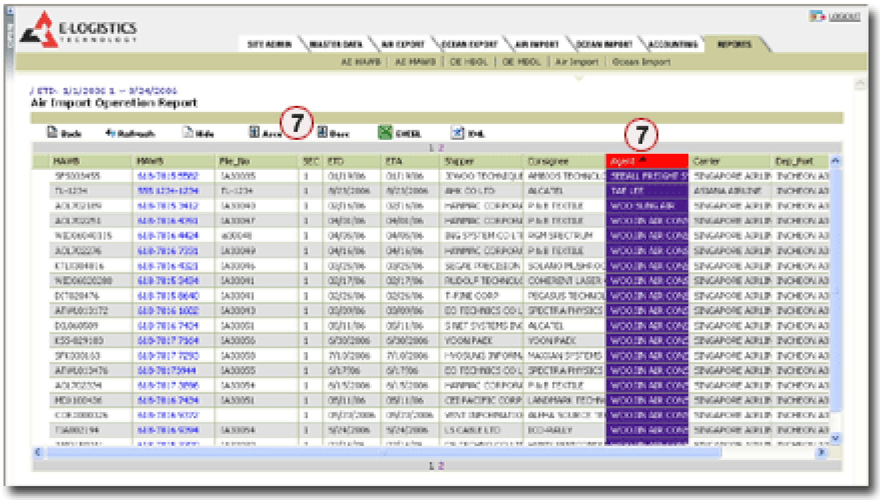

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