

## **FreightEasy™ How-to's**

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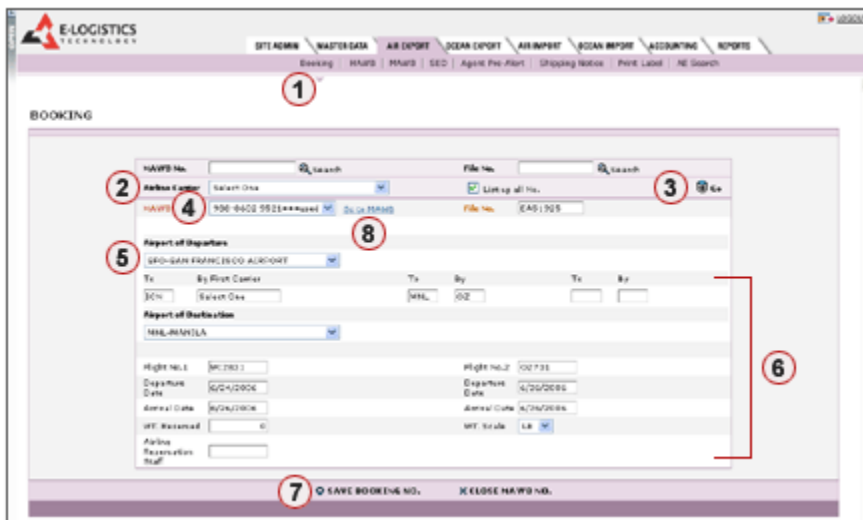
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# Air Export Operations

## 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.





The screenshot shows the 'BOOKING' form in the E-LOGISTICS system. The form is titled 'BOOKING' and has a navigation bar at the top with tabs: BOOKING, MAWB, MAWB SEC, Agent Pre-Alert, Shipping Notice, Print Label, and NE Search. The form contains several sections and fields:

- MAWB No.:** A search field with a magnifying glass icon.
- File No.:** A search field with a magnifying glass icon.
- MAWB No.:** A dropdown menu with the value '900-0402 0521\*\*\*' selected.
- File No.:** A dropdown menu with the value 'EAS:905' selected.
- Report of Departure:** A dropdown menu with the value 'SFO-SAN FRANCISCO AIRPORT' selected.
- Report of Destination:** A dropdown menu with the value 'MIL-MONTLA' selected.
- Flight No.1:** A text field with the value '00731'.
- Flight No.2:** A text field with the value '00731'.
- Export Date:** A text field with the value '4/20/2008'.
- Export Date:** A text field with the value '4/20/2008'.
- General Date:** A text field with the value '4/20/2008'.
- General Date:** A text field with the value '4/20/2008'.
- MAWB No.:** A text field with the value '900-0402 0521\*\*\*'.
- File No.:** A text field with the value 'EAS:905'.
- MAWB No.:** A text field with the value '900-0402 0521\*\*\*'.
- File No.:** A text field with the value 'EAS:905'.
- MAWB No.:** A text field with the value '900-0402 0521\*\*\*'.
- File No.:** A text field with the value 'EAS:905'.

Numbered callouts (1-8) are placed on the form to indicate the steps for creating a booking:

1. BOOKING
2. MAWB No.
3. Go
4. MAWB No.
5. Report of Departure
6. Flight No.1
7. SAVE BOOKING NO.
8. File No.

## 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](#) above) (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. 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 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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[SITE ADMIN](#)
[MASTER DATA](#)
[AIR EXPORT](#)
[OCEAN EXPORT](#)
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[Booking](#)
[MAWS](#)
[MAWS](#)
[DED](#)
[Agent Pre-Audit](#)
[Shipping Notice](#)
[Print Label](#)
[AI Search](#)

NEW/EDIT MAWS

MAWS No.

100-1009-1012

File No.

SAVE

PRINT

First Preview

Shipper's Name and Address

Shipper's Account No.

Not Applicable

AIR WAY BILL

Issued By

CORNERSTONE LOGISTICS

CORNERSTONE LOGISTICS, INC.

1617 Sandview Drive

South San Francisco, CA 94080 US

Carrier's Name

Carrier's Account No.

Not Applicable

Accounting Information

EARL 114

NOTIFY: CORNERSTONE LOGISTICS, INC.

221, 4th FLOOR, SAN FRANCISCO, CA 94104

02-2421-1242

Issuing Office's Agent Name and City

Agent's SARA Code

CORNERSTONE LOGISTICS, INC.

1617 Sandview Drive

South San Francisco, CA 94080 US

01-1-07470032

Account No.

Report of Exportation (Add. of Fact Cases) and Requested Routing

Routing and Distribution

From

By First Carrier

To

By

To

By

From

By First Carrier

To

By

To

By

Report of Destination

Flight/Rate

Flight/Rate

From

By First Carrier

To

By

To

By

From

By First Carrier

To

By

To

By

Routing Information

These commodities, technology or software exported from the United States in accordance with the Export Administration Regulations (EAR) are classified as EAR 114

Excluded commodity to U.S. law prohibited

AVAILABLE MAWS

MAWS No.	Calculator	Agent	Shipper	Carrier	From	By	AW	SW	EW
CLAY-1015		PAT GLOBAL CARGO, INC.	SMALL WORLD TRADE	GLOBAL CO. LTD.	4	3,477.41	3,477.41	1500	3,477.41
CLAY-1016		PAT GLOBAL CARGO, INC.	CUSTOMER CHARGE	EASY RIDER	14	142.99	142.99	425	142.99
CLAY-1017		PAT GLOBAL CARGO, INC.	2301 TECHNOLOGY	335	8	95.97	95.97	115	95.97

SELECTED MAWS

MAWS No.	Calculator	Agent	Shipper	Carrier	From	By	AW	SW	EW
CLAY-1015		PAT GLOBAL CARGO, INC.	SMALL WORLD TRADE	GLOBAL CO. LTD.	4	3,477.41	3,477.41	1500	3,477.41
CLAY-1016		PAT GLOBAL CARGO, INC.	CUSTOMER CHARGE	EASY RIDER	14	142.99	142.99	425	142.99
CLAY-1017		PAT GLOBAL CARGO, INC.	2301 TECHNOLOGY	335	8	95.97	95.97	115	95.97

WEIGHT CHANGE

No. of pieces

Gross Weight

Net Weight

Rate Class

Commodity Item No.

Chargeable Weight

Rate/Charge

Total

Pattern and Quantity of Goods

Consolidation as per manifest

Freight Prepaid

OTHER CHARGE

Carrier/Agent

Collect/Prepaid

Charge Item

Description

Charge Amount

Prepaid

Collect





Other Charge

Save

Print

Delete MAWS

### 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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## 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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## 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:

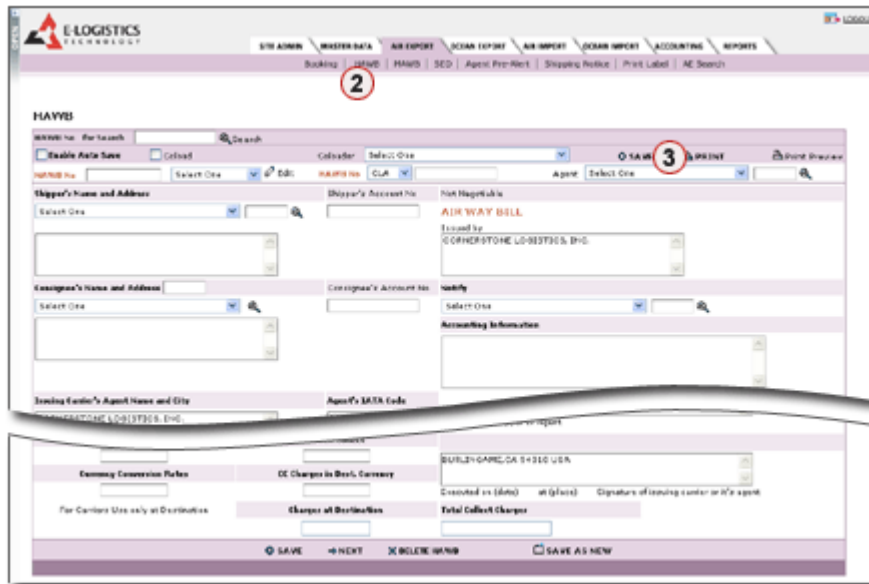
1. Create [HAWB](#)
2. Create [Booking](#)
3. Create [MAWB](#)
4. On the MAWB form, go to **[Available HAWB]** and Click  to expand the selection.
5. Choose among the HAWB's and Click  *(More Info: These **[Available HAWB]** are the HAWB in the system that have been created, but not yet assigned to a 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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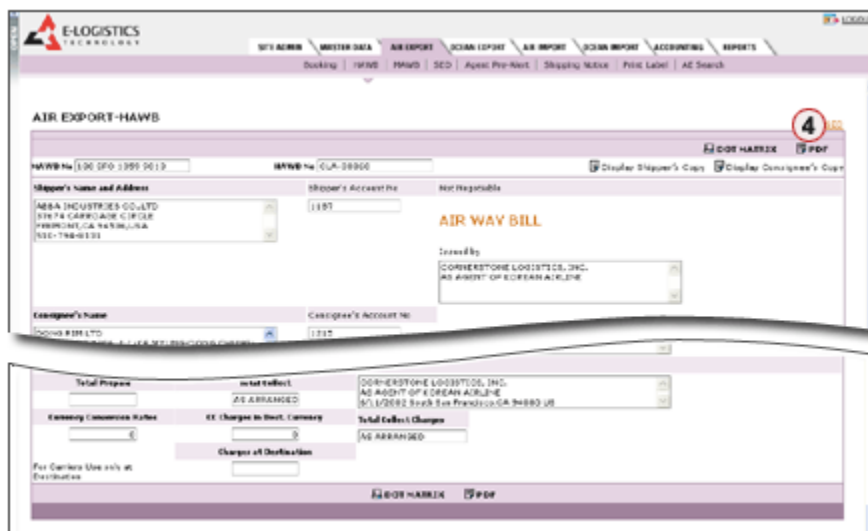
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## 5. How to create an AIR SED – Shippers Export Declaration

1. Complete [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.)



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. 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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## 7. Emailing a Pre-Alert for a Previously Entered MAWB

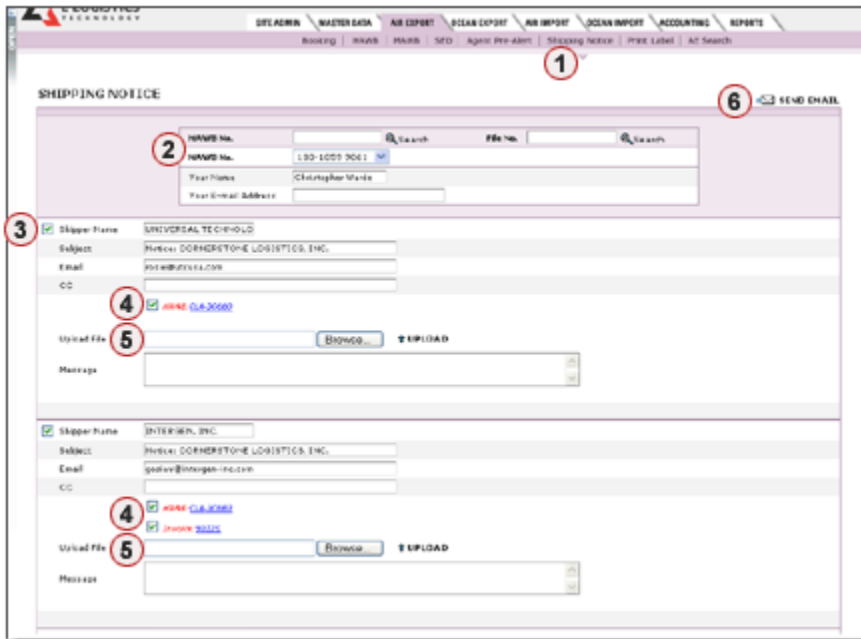
1. **AIR EXPORT > AGENT PRE-ALERT**
2. **Select [MAWB No.]**
3. **Check** the box(es) left of the [Agent Names] that are to be recipients of your email Alert.
4. **Check** the boxes for the documents that you wish to send.
5. **Check** the box for [Online Alert] if the party you wish to send the Pre-Alert 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. Enter the file path and Click **↑ UPLOAD** to attach any Docs or files such as a scanned packing list.
7. Click **✉ SEND EMAIL**

The screenshot shows the 'AGENT PRE-ALERT' form in the FreightEasy system. The form is titled 'AGENT PRE-ALERT' and has a 'SEND EMAIL' button in the top right corner. The form contains several sections: a header section with 'MAWB No.' and 'File No.' fields; a section for 'Agent Name' with a dropdown menu; a section for 'Subject' and 'Email' fields; a section for 'CC' with a dropdown menu; a section for 'Upload File' with a 'BROWSE' button and an '↑ UPLOAD' button; and a section for 'Message' with a text area. Red circles with numbers 1 through 7 are placed over the form to indicate the steps: 1. The 'AGENT PRE-ALERT' title; 2. The 'MAWB No.' field; 3. The 'Agent Name' dropdown menu; 4. The 'Upload File' section; 5. The 'Online Alert' checkbox; 6. The '↑ UPLOAD' button; and 7. The 'SEND EMAIL' button.


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## 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**



**SHIPPING NOTICE**

**1** **6**  **SEND EMAIL**

**2** **MAWB No.**  **PIB No.**   
**MAWB No.** 190-1059 9041  
**Your Name** Christopher Ward  
**Your E-mail Address**

**3** ☒ **Shipper Name** UNIVERSAL TECHNOLOG  
**Subject**  **Subject** CORNERSTONE LOGISTICS, INC.  
**Email**  **Email** jsteele@universal.com  
**CC**   
**4** ☒ **MAWB** **PIB** **PIB** **PIB**  
**5** **Upload File**  **Browse** **UPLOAD**  
**Message**


☒ **Shipper Name** INTERVIEW, INC.  
**Subject**  **Subject** CORNERSTONE LOGISTICS, INC.  
**Email**  **Email** jsteele@interview-inc.com  
**CC**   
**4** ☒ **MAWB** **PIB** **PIB** **PIB**  
**5** **Upload File**  **Browse** **UPLOAD**  
**Message**

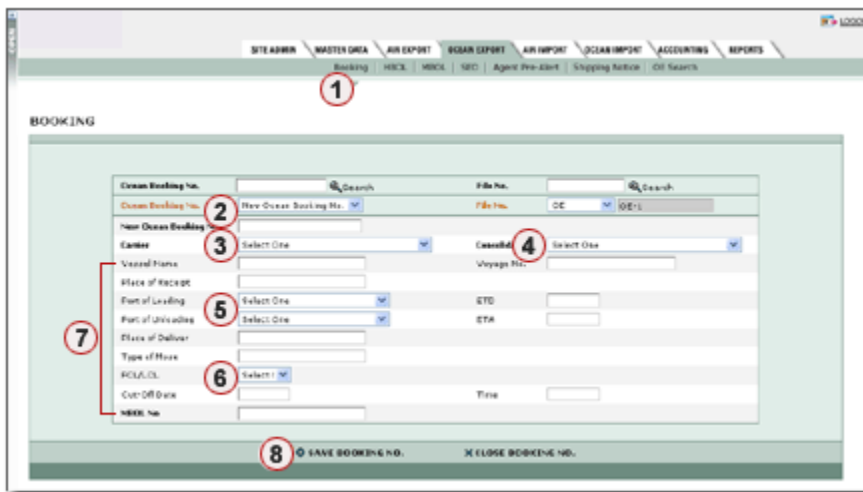
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# Ocean Export Operations

## 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.**








The screenshot shows the 'BOOKING' form in a software application. The form is titled 'BOOKING' and has a green header bar with navigation tabs: 'BOOKING', 'HSCA', 'HSCA', 'HSCA', 'Agent Pre-alert', 'Shipping Notice', and 'Oil Search'. The form contains several fields and dropdown menus, with numbered callouts indicating the steps for creating a booking:

- 1. The 'BOOKING' tab is selected in the header.
- 2. The 'New Ocean Booking No.' field is highlighted.
- 3. The 'Carrier' dropdown menu is highlighted.
- 4. The 'Consolidator' dropdown menu is highlighted.
- 5. The 'Port of Loading' and 'Port of Unloading' dropdown menus are highlighted.
- 6. The 'FCL/LCL' dropdown menu is highlighted.
- 7. The 'Routing Information' section, including 'Place of Receipt', 'Place of Loading', 'Place of Unloading', 'Place of Delivery', 'Type of House', and 'Cut-Off Date', is highlighted.
- 8. The 'SAVE BOOKING NO.' button is highlighted.

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## 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**. *(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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### 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 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 almost identical to a previous one, without having to reenter all the info over again.)*

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## 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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## 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  **Add** (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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## 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  Edit next to the HBOL you wish to file an SED for.)
3. Click [Print]



NEW/EDIT HBOL

2

3

SAVE PRINT Print Preview

2. Exporter

5. Booking No.

5a. B/L No.

6. Export Reference

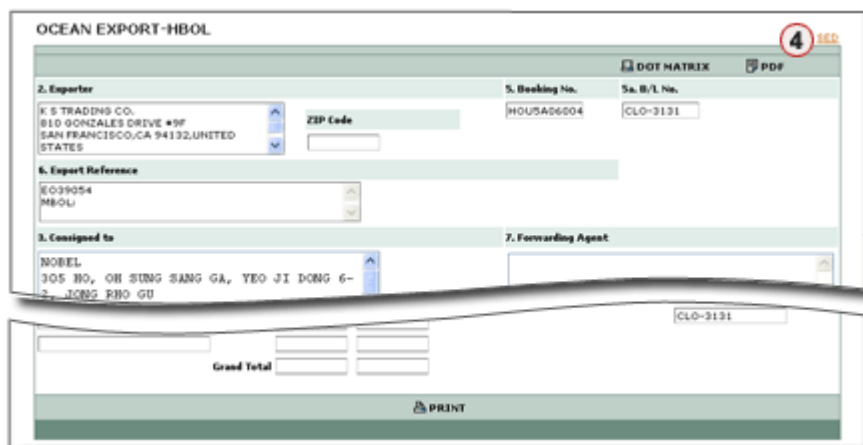
3. Consigned to

7. Forwarding Agent

Grand Total

SAVE PRINT X BULKY HBOL SAVE AS NEW

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.)



OCEAN EXPORT-HBOL

4 SED

DOT MATRIX PDF

2. Exporter

5. Booking No.

5a. B/L No.

6. Export Reference


3. Consigned to

7. Forwarding Agent

Grand Total

PRINT

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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**

**SED-SHIPPER'S EXPORT DECLARATION**

BOOKING NUMBER: 340US040042

1a. U.S. Domestic Party in Interest (USPPI)  
(Complete Name and Address)  
K S TRADING CO.  
K S TRADING CO.  
818 GONZALES DRIVE #10  
SAN FRANCISCO, CA 94133, UNITED STATES  
415-345-1052

2. Date of Exportation  
10/10/2005

3. Transportation Reference No.  
CLO-1131

4a. Ultimate Consignee  
(Complete Name and Address)  
MOSEL  
335 MO. CH SURU SAN'S 3A, YEO JE  
DONG 5-2, JONGHONG GU  
SEOUL, KOREA

4b. Intermediate Consignee  
(Complete Name and Address)

5. USPPI EIN (EIN) No. or BE No.  
61476-0722

6. Parties to Transaction  
☐ Related ☒ Not-related

7. Country of Ultimate Destination  
KOREA

8. Forwarding Agent (Complete Name and Address)  
CORNERSTONE LOGISTICS INC.  
1401 BAYSHORE HWY #221  
BURLINGAME, CA 94010

9. Point (State) of Origin or FIZ No.  
CA

10. Leading Port (Vessel Only)  
General/Containerized

11. Method of Transportation (Specify)  
HISC

12. Exporting Carrier  
MDL BALTIMORE VISC

13. Port of Export  
JOB

14. Carrier Identification Code  
Select One



15. Shipment Reference No.

16. Part of Unloading (Vessel and Air Only)  
☐ Yes ☒ No

17. Hazardous Materials  
☐ Yes ☒ No

18. Restricted Export Transaction  
☐ Yes ☒ No

19. Schedule B Description of Commodities (Use Columns 22-24)

22F or M	Schedule B No.	Qty1	Unit1	Qty2	Unit2	Shipping Wt (KG)	STN/ Product No/ Vehicle Title No	Value (U.S. Dollars, each entry) (Spelling price or cost if not sold)	Export Code	License Type		
(23)	(22)					(24)	(25)	(26)			Delete	Add
	Select One					1.045					Delete	Add
	Select One										Delete	Add

27. License No./License Exemption Symbol/Authorization  
N/A

28. EEN (When Required)




29. Duty Authorized Officer or Employee  
Muniz, Christopher

30. I certify that all statements made on information contained herein are true and correct and that I have read and understood the instructions on proper use of this document, and that I am submitting this information to the Shipper's Export Declaration. I understand that civil and criminal penalties, including forfeiture and fines, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (19 U.S.C. Sec. 243; 18 U.S.C. Sec. 1001; 18 U.S.C. App. 241(c)).


Signature  
Title  
Export Manager  
Date  
10/14/2006

31. Authentication (When Required)  
E-mail Address

32. Authentication (When Required)  
E-mail Address


7  **SAVE**  **PRINT**  **DELETE**

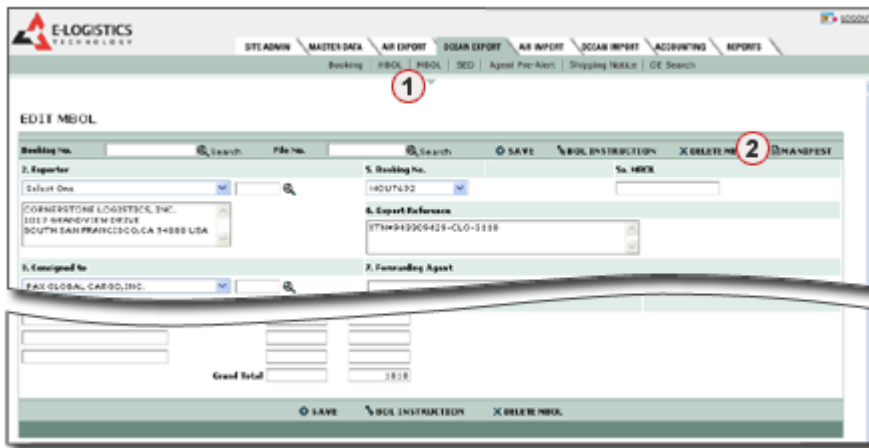
## 6. How to File an SED via AES

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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## 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]**



The screenshot shows the E-LOGISTICS TECHNOLOGY interface. At the top, there is a navigation bar with tabs: SITE ADMIN, MASTER DATA, AIR EXPORT, OCEAN EXPORT, AIR IMPORT, OCEAN IMPORT, ACCOUNTING, and REPORTS. Below this is a sub-navigation bar with links: Booking, MBOL, MBOL, SED, Agent Fee Alert, Shipping Notice, and OE Search. The main content area is titled 'EDIT MBOL'. It contains several fields and buttons. A red circle with the number 1 is placed over the 'MANIFEST' button in the top right corner. A red circle with the number 2 is placed over the 'PRINT' button in the top right corner of the form. The form includes fields for Booking No., Exporter, Consignee, and various other details. At the bottom, there is a 'Grand Total' field and a 'PRINT' button.

## 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]**

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**E-LOGISTICS TECHNOLOGY**

SITE ADMIN / MASTER DATA / AIR EXPORT / **OCEAN EXPORT** / AIR IMPORT / OCEAN IMPORT / ACCOUNTING / REPORTS

Booking / HBOL / **HBOL** / SED / Agent Pre-Audit / Shipping Notice / OE Search

**EDIT MBOL**

Booking No. [Search] File No. [Search] **2** **HOL INSTRUCTION** **X DELETE MBOL** **MANIFEST**

2. Exporter [Select One] [Search] 3. Booking No. [HOUT632] [Search] 4. Export Reference [STW943909429-CLO-3338]

5. Consigned to [PAX GLOBAL CARGO, INC.] [Search] 6. Forwarding Agent [Search]

Grand Total [3.00]

**SAVE** **HOL INSTRUCTION** **X DELETE MBOL**


## 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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## Import Operations


### 9. MAWB



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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## 10. 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.)*
9. Click  **SAVE** to save this HAWB.
10. Click  **PRINT** to view the Arrival Notice as a PDF and print it.

## ARRIVAL NOTICE/FREIGHT INVOICE

SAVE
 PRINT
 PDF

Arrival Notice/Invoice No. 2
 Authority To Make Entry

Shipper: Mjin Data Systems
 Reference No. 00

Mjin Data Systems  
 342 CHEONGNAM-DONG, KANGNAM-KU  
 Seoul, KOREA
 Date 6/6/2006

Consignee: Happy Electronics
 Reference No. 00

Happy Electronics  
 2607 East 4th Ave  
 Santa Clara, CA 95050, UNITED STATES  
 Tel: +001-408-0088 Fax:
 Prepared By admin

Notify Party: Happy Electronics
 Reference No. 00

Happy Electronics  
 2607 East 4th Ave  
 Santa Clara, CA 95050, UNITED STATES  
 Tel: +001-408-0088 Fax:
 Sub NAME

Broker:
 Reference No. 00

Happy Electronics  
 2607 East 4th Ave  
 Santa Clara, CA 95050, UNITED STATES  
 Tel: +001-408-0088 Fax:
 Pickup Date

Port of Loading: SHINCHON AIRPORT
 ETD

Port of Discharge: SAN FRANCISCO AIRPORT
 ETA

Place of Delivery: Santa Clara
 ETA

Final Destination:
 ETA

Freight Location:
 ETA

Container Before Location:
 ETA

LT Number:
 ETA

LT Date:
 ETA

LT Entry Port:
 ETA

PARTICULARS FURNISHED BY SHIPPER

No of PKG	Description of Packages and Goods	Gross WT	Scale	Charge WT	Scale
PCS		100	KG	100	KG
10					

Remark:

Charge Item

Description	Amount	Delete
AF - AIR FREIGHT	280.3	
FE - FUEL SURCHARGE	58.50	
ESC - DOC. TURNOVER	28	
IF - INLAND FREIGHT	28	

☐ Add Charge Item

Cost Item

Description	Cost	Vendor	Ref No	Delete
AF - AIR FREIGHT	190	KOREAN AIRLINE		
IF - INLAND FREIGHT	43	A-1 Trucking		
ESC - DOC. TURNOVER	25	KOREAN AIRLINE		
FUEL - FUEL CHARGE	58	KOREAN AIRLINE		

☐ Add Cost Item

TOTAL 376.60 310



Authority To Make Entry

SAVE
 PRINT
 PDF

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## 11. 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.



**EDIT DECONSOLIDATION**

**HAWB** 100-123456789  **MAWB**  

**Agent** ABC GLOBAL CARGO INC **Carrier** KOREAN AIRLINE **Date** 8/17/2006

**File No.** SAV2 **Gross Weight** 2300 KG **Charge WT** 2300 KG **Weight** 1747 KGS **Location** YTD-HONG KONG AIRLINE

**ETD** 8/17/2006 **Unit Price**  **Port of Departure** SHANGHAI **Port of Arrival** SAN FRANCISCO **Place of Delivery**

**ETD** 8/17/2006 **ETD Number**  **ETD Date**  **ETD Time**

HAWB	Shipper	Consignee	Party	Description	IN/OUT	Kgs WT	Charge WT	D/P	D/S	A/R
100-123456	Ships Data Corp	Ships Data Corp	Ships Data Corp	Ships Data Corp	IN	100	100	0	0	0
100-123456	SHIPS DATA INC	SHIPS DATA INC	SHIPS DATA INC	SHIPS DATA INC	IN	100	100	0	0	0

**SAVE HAWB/MAWB** **DELETE HAWB/MAWB**

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## 12. 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



The screenshot shows the 'eARRIVAL NOTICE' form within the 'AIR IMPORT' tab. The form has a header bar with navigation links: 'SITE ADMIN', 'MASTHEAD DATA', 'AIR EXPORT', 'OCEAN EXPORT', 'AIR IMPORT', 'OCEAN IMPORT', 'ACCOUNTING', and 'REPORTS'. Below this is a sub-header with links: 'New Declaration', 'Edit Declaration', 'Print of Delivery', 'eArrival Notice', and 'All Search'. The main form area is titled 'eARRIVAL NOTICE' and contains a 'SEND EMAIL' button in the top right corner. The form fields are: 'MAWB No.' (with a red circle '2' next to it), 'MAWB No.' (with a dropdown menu labeled 'Select One'), 'Year Name' (with a dropdown menu labeled 'Yr'), and 'Year Email Address'. A 'Search' button is located next to the 'MAWB No.' field. A red circle '1' is placed over the 'eArrival Notice' link in the sub-header. A red circle '3' is placed over the 'SEND EMAIL' button at the bottom of the form.

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### 13. 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**



The screenshot shows a web application interface for sending Proof of Delivery (POD) information via email. The page is titled "eARRIVAL NOTICE". At the top, there is a navigation bar with tabs for "SITE ADMIN", "MASTHEAD DATA", "AIR EXPORT", "OCEAN EXPORT", "AIR IMPORT", "OCEAN IMPORT", "ACCOUNTING", and "REPORTS". Below the navigation bar, there is a sub-navigation bar with links for "New Declaration", "Print Declaration", "Proof of Delivery", "Internal Notice", and "All Search". The main form area contains several input fields: "MAWB No." (with a red circle 2), "MAWB No." (with a dropdown menu), "Your Name", "Your Email Address", and "File No.". There are also search icons next to the "MAWB No." and "File No." fields. A red circle 1 is placed above the "SEND EMAIL" button, and a red circle 3 is placed below the "SEND EMAIL" button.

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