

# OPUS Forwarding

Release 4.0

Forwarding Users Manual

CyberLogitec

OPUS Forwarding: Forwarding Users Manual  
Release 4.0

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# 1 GENERAL INFORMATION

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## 1.1 Log in to System

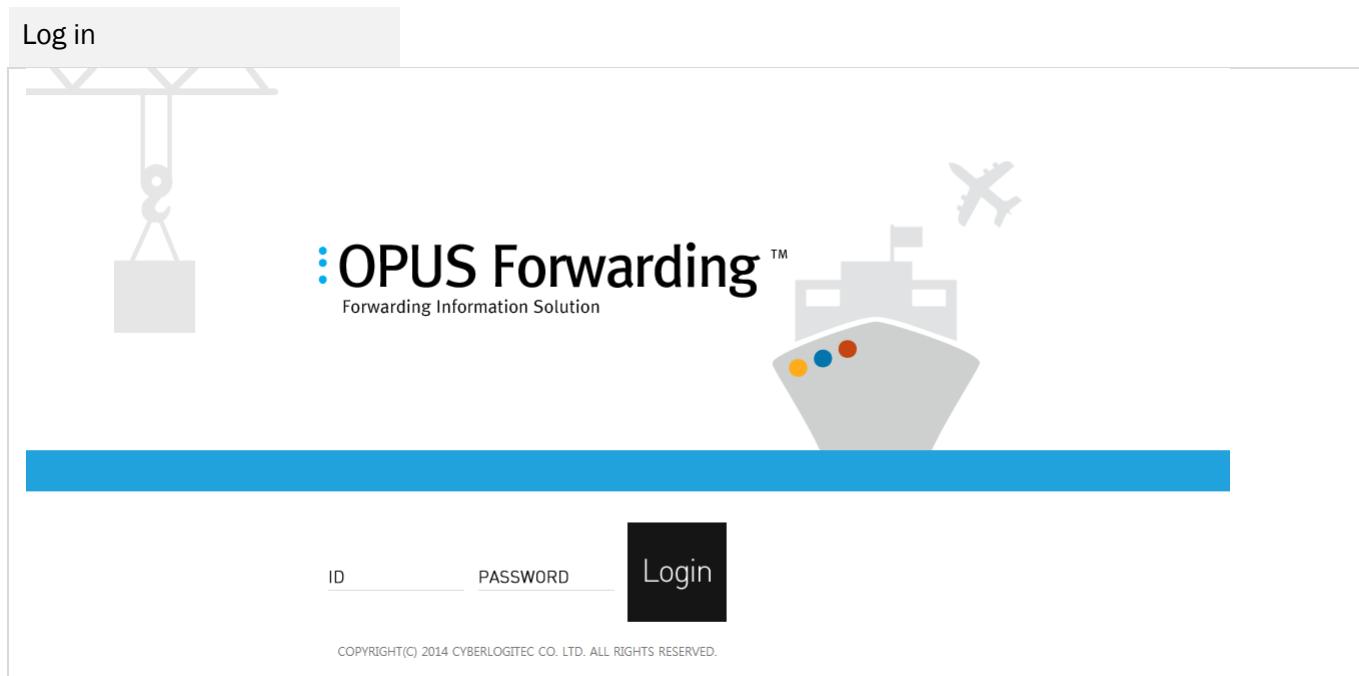
Open Internet Explorer and enter the system URL in the address box.

Enter user ID and password, and either press the Enter key or click the Login button.

To start program to full screen mode, check full screen option. Release Popup blocker setting from Internet Explorer before using program in full screen mode.

### 1.1.1 Log in

≡ Log in Home



## Introduction

Minimum screen resolution for OPUS Forwarding System is 1280x800.

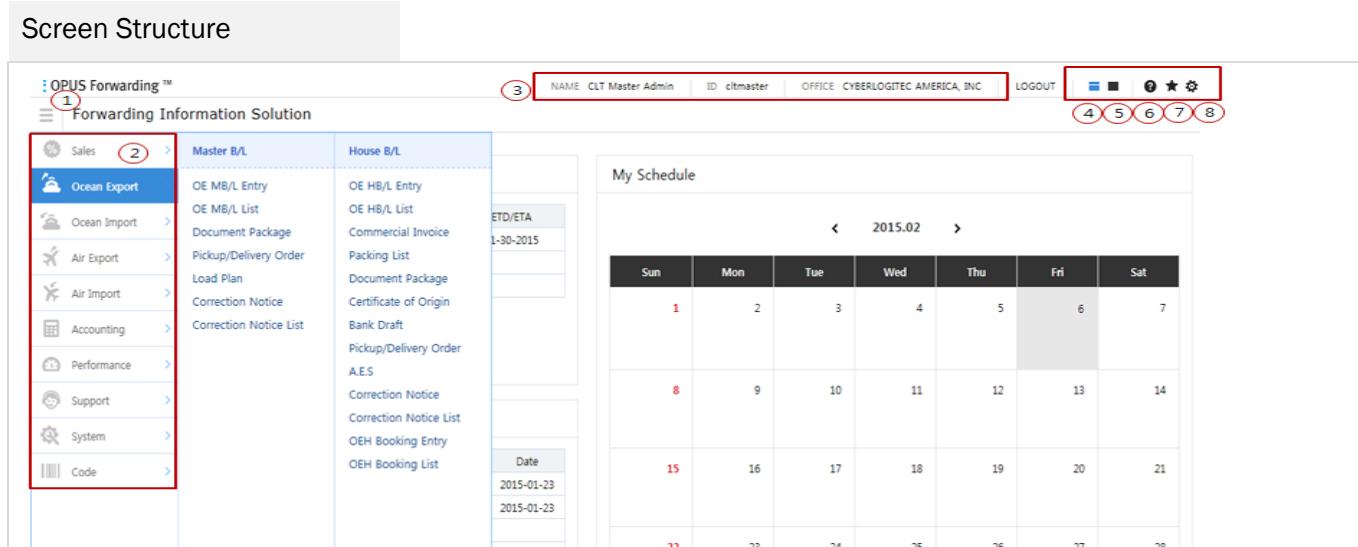
The Initial Password is '1111', and can be changed at System > Preference > Password Change.

Users are required to change passwords every 6 months. A warning message pops up on system access after the 6 months has passed.

## 1.2 Screen Structure

### 1.2.1 Menu Bar

Click the Level 1 Menu, then the Level 2 Menu, then the Level 3 Menu will appear.



- ① Menu Icon: Click the icon on top left to display the menu
- ② Menu: Module displayed
- ③ Log in user's information: User's name, ID, Office information
- ④ Search filter: Filter displayed
- ⑤ Search filter: Filter hidden to display the result more wide
- ⑥ Help: Short cut key information and downloading manuals
- ⑦ Favorite: Favorite menu registered by user
- ⑧ Setting: Menu style setup

Do not leave the system logged in when you leave. System has automated session out after certain time period. (Basic 3 hours)

OPUS Forwarding has consisted with “List” and “Entry” type screen roughly.

## 1.2.2 List style screen

### List style

The screenshot shows the 'List style' screen for OIM B/L List. It includes a header bar with various buttons like Search, New, Clear, Copy, Accounting, Arrival Notice, CCN Print, Manifest, DEV/SEG, USDA Hold, Out Of State, Track, PR.BY HBL, LOG, Excel, and Logout. Below the header are filter conditions for Filing No., MB/L No., Vessel, Container, ETA, Delivery ETA, ETD, Shipper, Consignee, Carrier, and CFS Location. A large table labeled 'MB/L List' displays three rows of data with columns for No., Block, MB/L No., HC, Ship Mode, Office, Filing No., Count, ETA, Delivery ETA, ETD, Triangle Agent, Shipper, Consignee, and B.

No.	Block	MB/L No.	HC	Ship Mode	Office	Filing No.	Count	ETA	Delivery ETA	ETD	Triangle Agent	Shipper	Consignee	B
1	Y	COSU32110081		FCL	OPUS	OOIF-300001	1	07-09-2014	03-29-2014	03-12-2014		GIANT GLOBAL LTD.	COOSEMANS IMPORT & CHINA	
2	Y	HJSCLGB375379		FAK	OPUS	OPS133003	4	03-13-2014	03-13-2014	02-21-2014		BINHONG FREIGHT FOF OPUS LOGISTICS INC.	HANJIN	
3	Y	CAXG2868697		LCL	OPUS	LGBMONOE1301	2	03-09-2014	03-09-2014	02-25-2014		AMERICAN AIRLINES INC	OPUS LOGISTICS INC.	CAROL

List style screen has 3 sections.

- ① Function button: It consists with action and report buttons requested.
- ② Filter condition: It consists with Search Condition.
- ③ List: It is result with filter condition.

For example, if click [Retrieve] button with inputting MB/L number filter condition, then the result will be shown on the list.

## 1.2.3 Entry style screen

### Entry style

The screenshot shows the 'Entry style' screen for OIM B/L Entry. It includes a header bar with a 'Search' button. Below the header are filter conditions for Filing No., MB/L No., Post Date, Sub MB/L No., MSN, Agent Ref. No., and Service Contract No. There are sections for Customer (Shipper), Vessel (Carrier, VSL/VYG), and Shipment & Item (Freight, Ship Mode, Service Term, Package). The 'Shipment & Item' section is highlighted with a brown border.

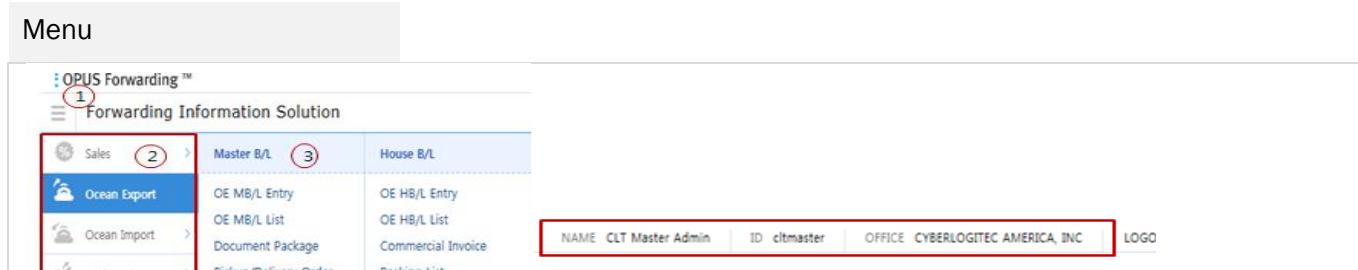
Entry style has 3 sections.

- ① Function button: It consists with action and report buttons requested.
- ② Filter condition: It consists with Search Condition.
- ③ Entry section: It consists with data fields requested to input.

For example, if click [Retrieve] button with inputting Filing number, then the result will be shown on entry section.

You can input new information or modify existing information after inquiry the information.

## 1.2.4 Menu Bar

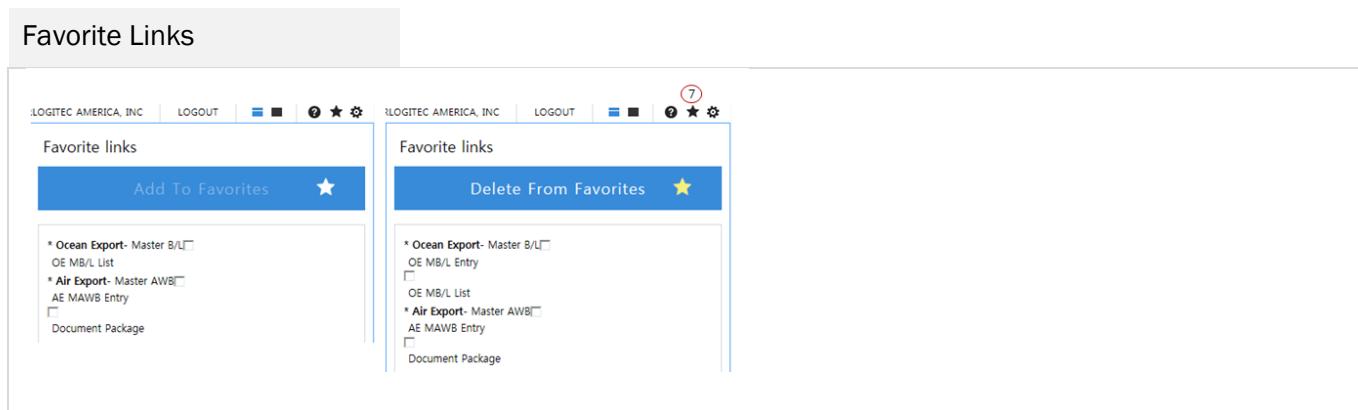


Click the Level 1 Menu, then the Level 2 Menu, then the Level 3 Menu will appear.

- ① Level 1 Menu
- ② Level 2 Menu
- ③ Level 3 Menu

The logged in User ID and organization are displayed.

## 1.2.5 Favorite Links



If click the star icon on top of screen, the function list(Favorite) is displayed.

When you click star icon by “Add to Favorites” in Favorites Links screen, the menu is registered in Favorite links.

## 1.2.6 Preferences

Preferences

Menu

Accordion Menu  
 Horizontal Menu

Bold (Top Menu & Grid Data)  
 Yes       No

Download Report Designer Installer

Report Designer Install File

User can set up screen display style on setting menu.

- Menu: Change display style of menu.
- Bold: Change the font style on Top menu and grid data.
- Download Report Designer installer: Download installation files to install report designer. Report designer can be installed automatically when user click the print button first time. But, user can also download and install the program manually.

## 1.2.7 Function Area

Screen Structure

OE HB/L Entry

HB/L No. OEH0001

Search New Save Copy Print B/Confirm

Booking & HB/L Container Mark & Desc Freight Work Order Status

Vessel

Shipment & Item

\* Status: HBL Created

OPUS Forwarding has consisted with below functions.

- ① Menu name: Display menu name of screen
- ② Button: Execute functions like retrieve, save and print.  
(Example: Retrieve, New, Save, Print, Excel, Cancel, Delete)
- ③ Retrieve condition: Input the search condition.
- ④ Tabs: Move over to other part of information.
- ⑤ Main body: Display data inputted or display date retrieved.

## 1.2.8 Search from code or name

OPUS Forwarding provides code or name conditional search to inquire from Shipper/Consignee, Carrier and Port code book.

### Search in code

- The square front of magnifier icon is code part.
- If you know code, then input the code and press “Tab key” on your keyboard to display the name inquired.
- Use this way when you know the code.
- Below is a example of code structure.

**NOTE:** Ocean Carrier: SCAC Code (ex. HJSC, COSU)

Air Carrier: IATA 3 Digit Code (ex. 180, 988)

Port Code: AES Code for Ocean Port, IATA Code for Air Port (ex. 2709, ICN)

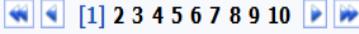
### Search in name

No.	Code	Name	Country	Description	IATA	AMS Code	Indy
1	42709	BREST,FRANCE		Ocean Port		42709	
2	2709	LONG BEACH,CA	U.S.A.	Ocean Port		2709	

- The square next of magnifier icon is name part. And, the text box which has no magnifier is name part.
- Type name of trade partner or port name, then press “Entry key” to display list popped up.

## 1.2.9 Others

OPUS Forwarding has control to display list amount. By default, screen shows 200 lines on result list.

Control Image	Description
	At bottom left. Select between 50, 100, 200, 1000, and 2000. Sets quantity of data displayed on screen at once. 200 indicates that 200 units of data will be displayed.
	If data quantity exceeds that displayed on the page, it will be displayed on consecutive pages.

## 1.3 Tips on using

### 1.3.1 Button

#### General Buttons

Button Name	Button Image	Description
Search		Retrieve data with conditions.
New		Create new record.
Add		Add additional line from entry.
Save		Save record or update record. *If DEL/Delete Item is exist, Checked data will be deleted when save button pressed.
Delete		Delete record.
Preview/Print		Preview or Print record.
Fax		Fax record.
EMail		Email record.
Outlook		Send record to outlook mail client.
Excel		Download list by Excel format.
Copy		Copy retrieve data, and create new record
Close		Close pop up screen.
Search		Display Search Popup.
Calendar		Display Calendar Popup.
View		Display MB/L, HB/L List.
Create HB/L		Create new House B/L.
Expand/Shrink		Expand or shrink field area from screen

#### Preview and Printing

##### For Chrome

Button Name	Button Image	Description
First Page		Move to the first page. If it's on the first page, button is deactivated.
Prior Page		Move to prior page. If it's on the first page, button is deactivated.
Next Page		Move to next page. If it's on the last page, button is deactivated.
Last Page		Move to the last page. If it's on the last page, button is

---

Move to		deactivated.
Scale up/ Scale down		Scale up the page by 25% or Scale down the page by 25%.
Scale	120% ▾	Define scale in combo box.
Save to		Save to PDF, DOC, XLS, PPT or HWP formatted file. If the type is selected, it shows popup screen which can select file name and folder to save.
Convert to PDF		Convert to PDF to show on PDF viewer.
Hold		Hold the preview generating from data.

---

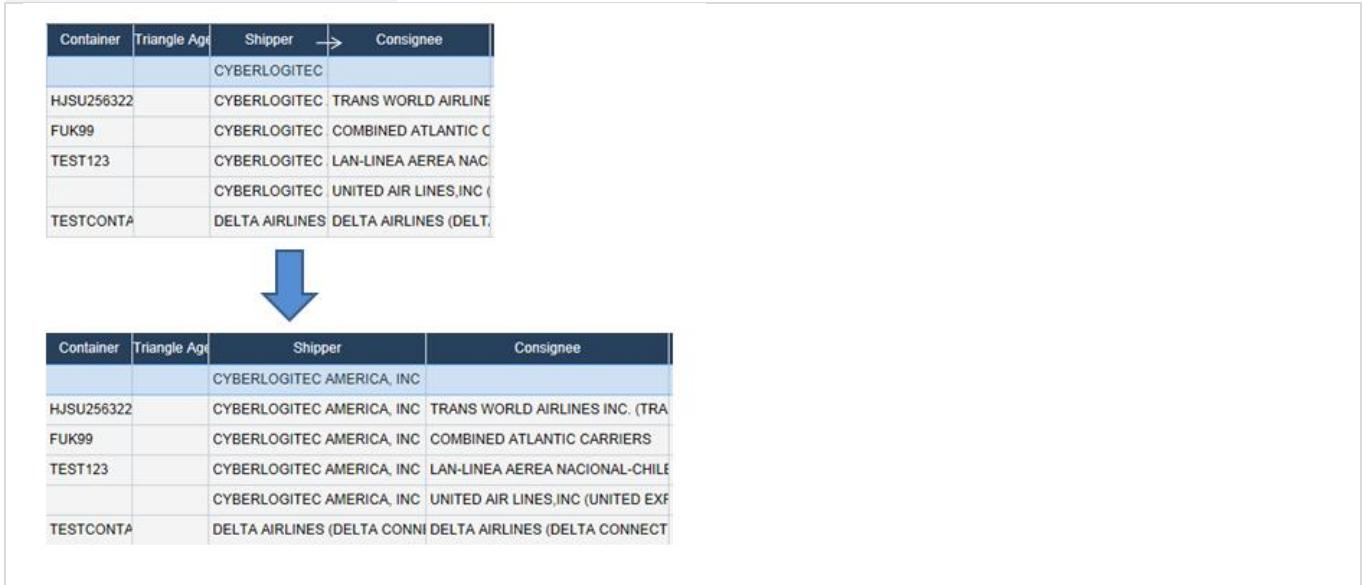
#### For Internet Explorer

Button Name	Button Image	Description
First Page		Move to the first page.
Prior Page		Move to prior page.
Next Page		Move to next page.
Last Page		Move to the last page.
Prior Document		Move to prior document if it's exist.
Next Document		Move to next document if it's exist.
Hold		Hold the preview generating from data.
Scale up/ Scale down		Scale up the page or Scale down the page.
Save		Save to PDF, TIF, BMP or DOC formatted file.
Print		Print the preview.
Search		Search text
Save to	X W P V A	Save to XLS, DOC, PPT, HWP or PDF formatted file. If the type is selected, it shows popup screen which can select file name and folder to save.

---

### 1.3.2 Define column size

#### Column sizing



Container	Triangle Age	Shipper	→	Consignee
		CYBERLOGITEC		
HJSU256322		CYBERLOGITEC	TRANS WORLD AIRLINE	
FUK99		CYBERLOGITEC	COMBINED ATLANTIC C	
TEST123		CYBERLOGITEC	LAN-LINEA AEREA NAC	
		CYBERLOGITEC	UNITED AIR LINES,INC (	
TESTCONTA		DELTA AIRLINES	DELTA AIRLINES (DELT,	

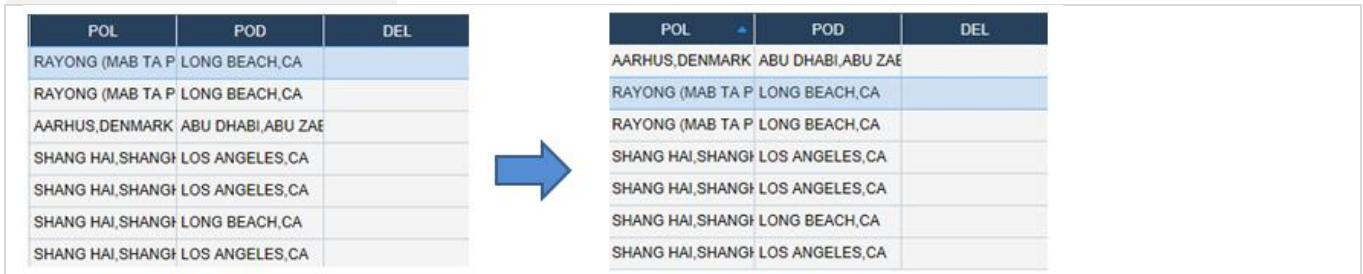
  

Container	Triangle Age	Shipper	Consignee
		CYBERLOGITEC AMERICA, INC	
HJSU256322		CYBERLOGITEC AMERICA, INC	TRANS WORLD AIRLINES INC. (TRA
FUK99		CYBERLOGITEC AMERICA, INC	COMBINED ATLANTIC CARRIERS
TEST123		CYBERLOGITEC AMERICA, INC	LAN-LINEA AEREA NACIONAL-CHILE
		CYBERLOGITEC AMERICA, INC	UNITED AIR LINES,INC (UNITED EXP
TESTCONTA		DELTA AIRLINES (DELT CONN	DELTA AIRLINES (DELT CONNECT

Place cursor at the end of a column header, and  will appear. Drag cursor to the left or right to adjust column length.

### 1.3.3 Define sorting order

#### Sorting order



POL	POD	DEL
RAYONG (MAB TA P	LONG BEACH,CA	
RAYONG (MAB TA P	LONG BEACH,CA	
AARHUS,DENMARK	ABU DHABI,ABU ZAE	
SHANG HAI,SHANG	LOS ANGELES,CA	
SHANG HAI,SHANG	LOS ANGELES,CA	
SHANG HAI,SHANG	LONG BEACH,CA	
SHANG HAI,SHANG	LOS ANGELES,CA	

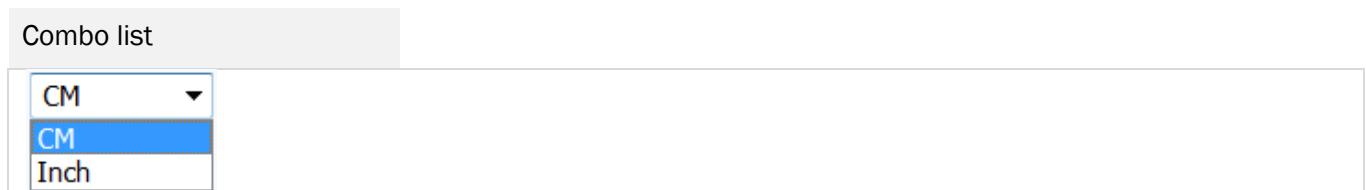
  

POL	POD	DEL
AARHUS,DENMARK	ABU DHABI,ABU ZAE	
RAYONG (MAB TA P	LONG BEACH,CA	
RAYONG (MAB TA P	LONG BEACH,CA	
SHANG HAI,SHANG	LOS ANGELES,CA	
SHANG HAI,SHANG	LOS ANGELES,CA	
SHANG HAI,SHANG	LONG BEACH,CA	
SHANG HAI,SHANG	LOS ANGELES,CA	

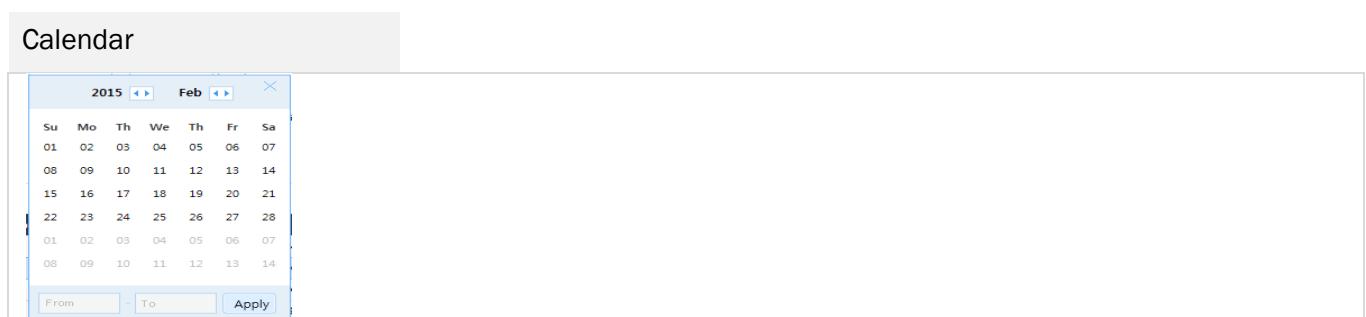
Click the column header to sort.

### 1.3.4 Icon

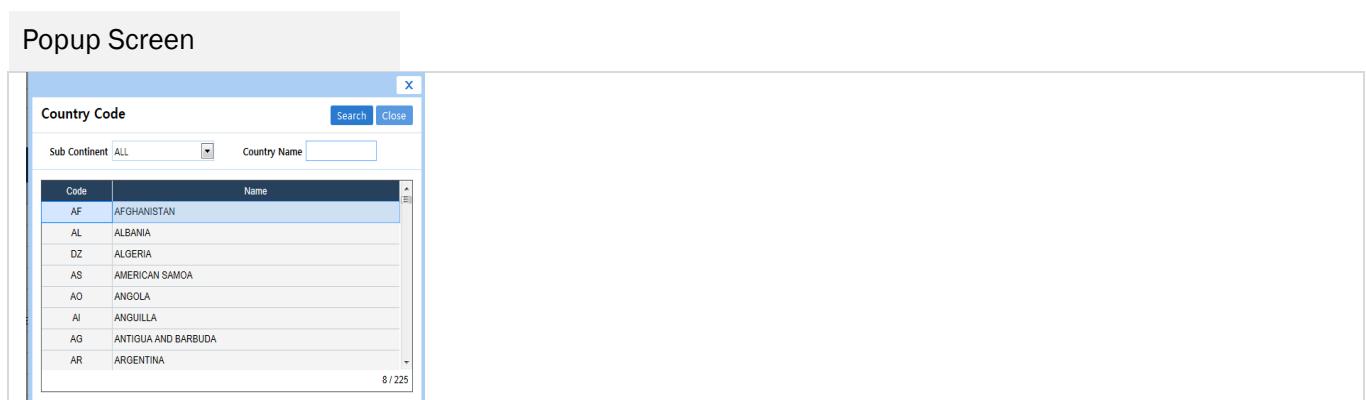
Click the icon to display a user selectable data list.  
Click the item to select.



Click the icon to pop up selectable calendar.  
Click the desired date.



Click the icon to open a window listing country code data to select.  
Click the double click the line to select.



### 1.3.5 Short cut keys

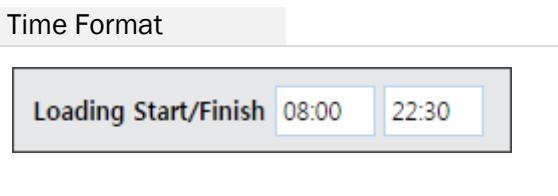
Key	Action
ALT + 1	Print * In case of import B/L screens, the key acts as clicking Arrival Notice button
ALT + 2	Copy
ALT + 3	Delete
ALT + 4	Close Popup Screen
ALT + 5	House B/L Create in Master B/L List screen
ALT + Q	Save
ALT + W	New
ALT + F1	Search
F2	Move to accounting list screen
F8	Move to Master/House B/L List Screen
CTRL + W	Close Current Tab Window

### 1.3.6 ETC.

Control Image	Description
	Mandatory item.
	Modifiable item.
	Non-modifiable item.

Drop down list box is handled by default.

### 1.3.7 Time format



The time is default as having 4 digits, 2 of Hour and 2 of Minutes.

User shall input the hour and minutes consecutively without “:”, the system will automatically recognize it.

The clock is set 24-Hour time, from 00:00 to 23:00.

For instance, enter 0820 for 8:20 AM and 2100 for 9:00 PM

Default Time format is HH:MM.

## Date Period

Inbound Date 09-14-2015 ~ 10-15-2015 

The time period of system is default as one month (30 days counting from the current date back to the past)  
User can adjust the period by using calendar on the right.  
Default Date format is MM-DD-YYYY.

## 1.4 Unit Conversion Logic

### 1.4.1 Unit conversion

OPUS Forwarding provides unit conversion in some menus.

Unit conversion has weight and volume metrics.

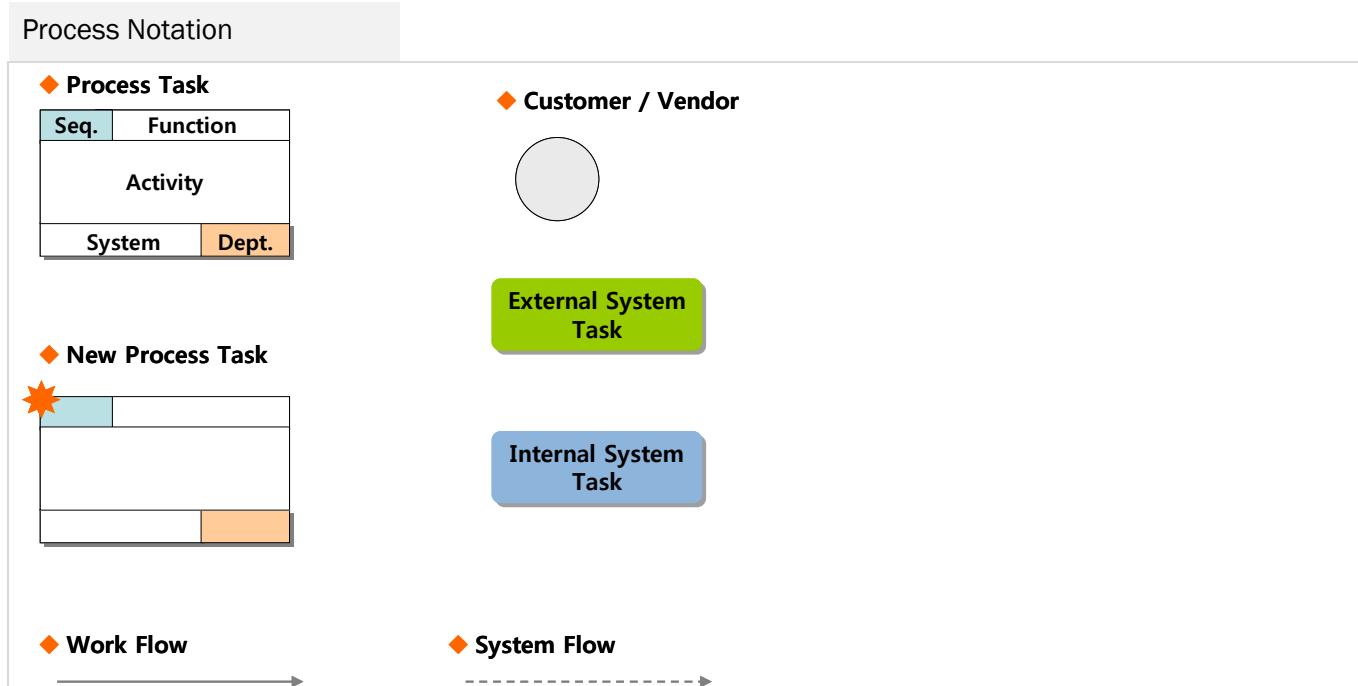
For Currency exchange rate conversion, please refer to 10.4.1 Exchange Rate and 10.4.2 Financial Exchange Rate Menu.

From	To	Logic	Reference
Inch	LBS	H*W*L*PCS/166	Round up 3rd decimal point
Inch	CBM	H*0.0254*W*0.0254*L*0.0254*PCS	Round up 4th decimal point
Cm	KGS	H*W*L*PCS/6,000	Round up 3rd decimal point
Cm	CBM	H*0.01*W*0.01*L*0.01*PCS	Round up 4th decimal point
KGS	LBS	LBS*0.453597315	
CBM	CFT	CFT*0.02831	
CBM	V.WT	CBM*166.67	

## 2 SYSTEM PROCESS

---

### 2.1 Notation



### 2.2 Export and Import Process

#### 2.2.1 Introduction

The role of the logistics provider (for example a freight forwarder or NVOCC) is to handle all the delivery processes for their customers, from point of origin to destination. A logistics provider has a sales department, accounting department, and staff who handle all the related operations or traffic department.

#### 2.2.2 Creating a Quotation

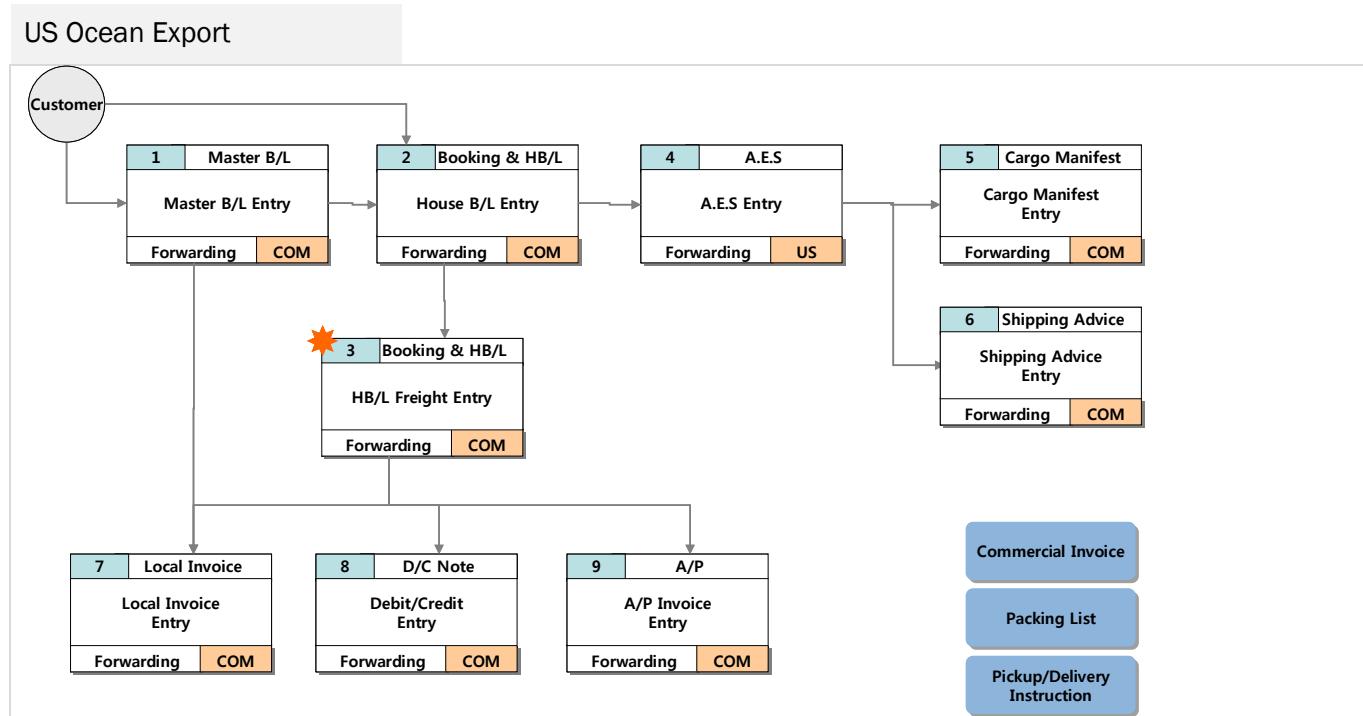
The logistics provider's sales department makes sales calls and takes orders from customers. They provide customers with a quotation of the price of the freight charges based on the quantity to be shipped, the distance, weight, volume, whether the goods will be shipped via air or sea, if there are any storage charges, etc. They

book the shipment by checking schedules, looking at what they already have booked, what they have going out on carriers and if there is enough room left in a container to enable them to consolidate the customer's shipment with other customer's shipments in the same container, heading to the same destination. The logistics provider may also provide insurance for the goods.

## 2.2.3 Pickup Orders, Warehouse Receipts, and Delivery Orders

When the customer agrees on the quotation price, the traffic department creates a pickup order. The logistics provider will pick up the customer's goods and bring them either to the port for immediate delivery or to the logistics provider's warehouse for later delivery. The logistics provider may have their own in-house trucking department for pickup, or they may outsource the trucking. The customer may bring the goods to the warehouse themselves. If there are multiple customers shipping goods to the same destination, the logistics provider will consolidate the goods into one container or air shipment to reduce shipping costs. The logistics provider creates a warehouse receipt for the customer that serves as proof of receipt at the warehouse. When the goods are shipped to the port, the logistics provider issues a Delivery Order, whether the delivery is handled in house or outsourced.

## 2.2.4 Export Processes



As part of its operations, the logistics provider creates the following mandatory documents:

- A Bill of Lading (Master and House versions)

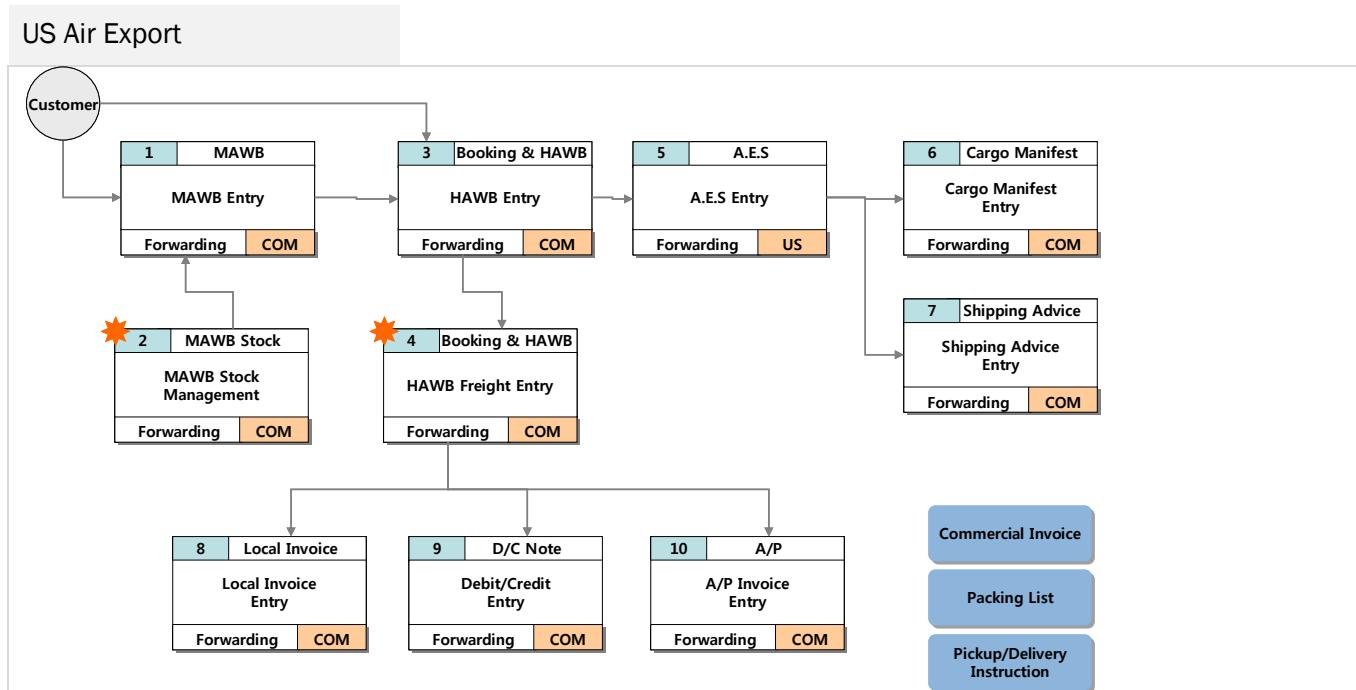
- A Cargo Manifest

The **Master** Bill of Lading is a contract between a carrier and a logistics provider (or customer) that contains a list of all the goods shipped. In the case of ocean transportation, the logistics provider creates it and sends it to the carrier who verifies it, assigns a Bill of Lading number to it, and returns it to the logistics provider.

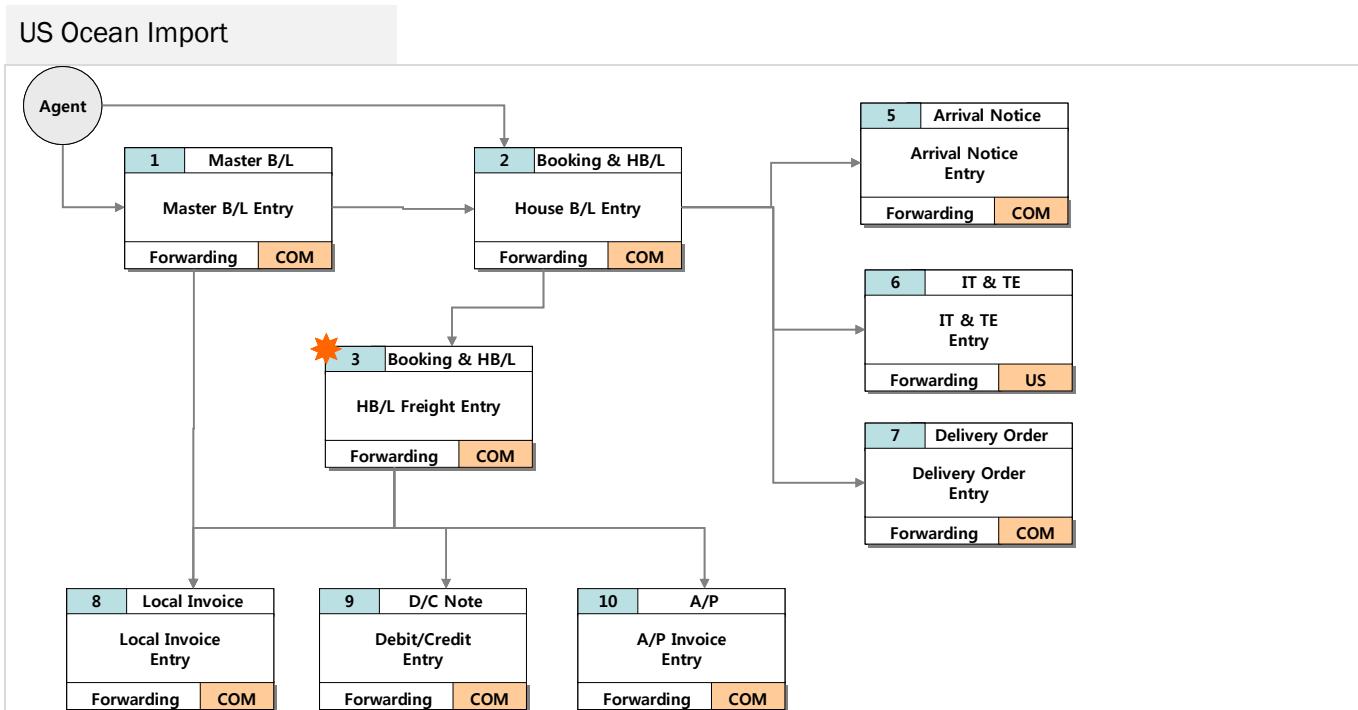
The **House** Bill of Lading is sent from the logistics provider to the customer, and it lists the goods for that customer only. Each Bill of Lading will list marks and numbers (container and seal numbers), number of packages, a description of items shipped, routing information and more. On the Master Bill of Lading, the consignee is the destination agent. On the House Bill of Lading, the consignee is the recipient, for example a buyer. If the carrier is an airline, the Bill of Lading is called an “airway bill”. If the carrier is ground transportation, the Bill of Lading is called a “Straight Bill of Lading”. A cargo manifest lists all the goods and is used for all transportation types. On the cargo manifest, the customer is referred to as the “house”. The house number is listed, as is the shipper, consignee, description of the goods, the number of pieces, weight and volume. (Instructions on how to fill in an Air Waybill are in the section on Air Waybills.)

Other documents that the logistics provider creates are optional. These include:

- A commercial invoice, a bill for the goods, which itemizes all the merchandise by product name, part number and value
- A packing list, which itemizes the merchandise by weight and volume but not price
- A Dangerous Goods document, for hazardous materials cargo
- An EEI (Electronic Export Information, AESDirect), formerly the Shipper Export Declaration (SED), is required for items valued over \$2,500 exported out of the U.S. and U.S. territories (if a logistics provider creates the EEI and submits it to Customs for the customer, the logistics provider may include a charge for this documentation on the invoice)
- A copy of the Master Bill of Lading and the Cargo Manifest may be sent on the ship, and another copy is sent electronically to the customer and destination. If originals are required, then originals are sent via courier.



## 2.2.5 Import Processes



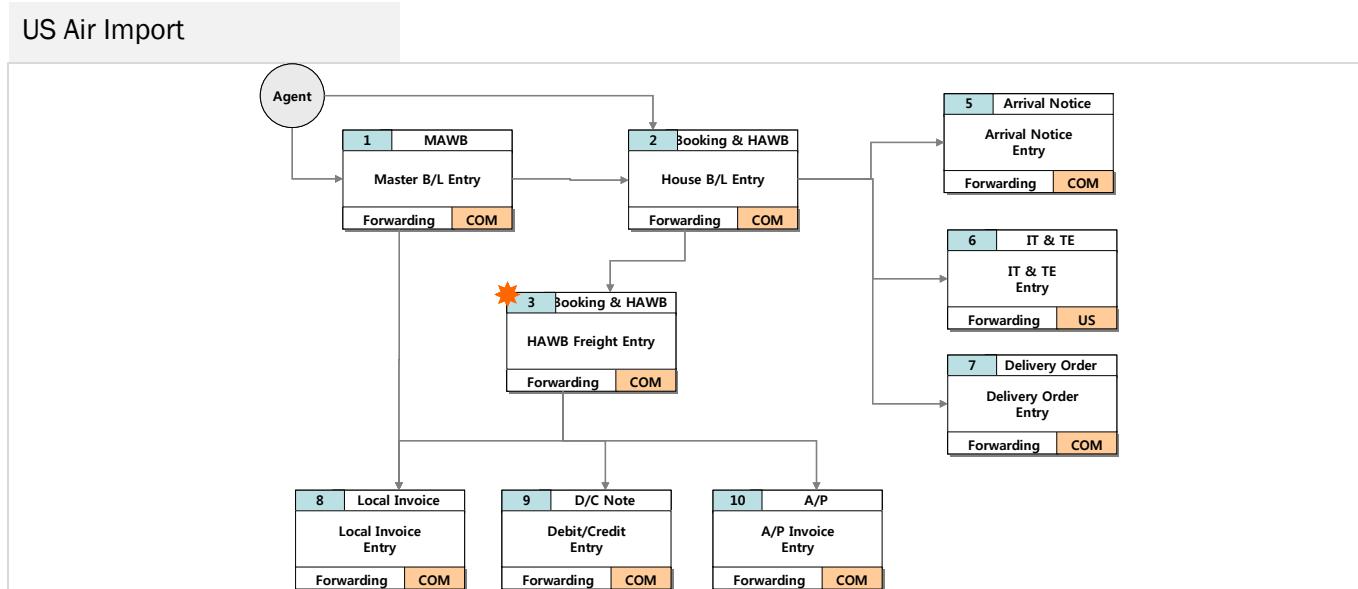
At the destination, the logistics provider arranges the following:

- Customs clearance (or outsources this to a customs broker)
- Warehouse arrangements
- Transport from the port to the warehouse (unless the customer or buyer picks up the goods from the port)
- Local delivery (unless the customer prefers to handle this): Local delivery requires a cargo release document (also called a delivery order) which the logistics provider creates. The services the logistics provider provides could be to the customer's door or to the port.

## 2.2.6 Invoicing/Liquidation

The logistics provider's accounting department handles the invoicing, also called "liquidation". During liquidation, the logistics provider calculates profit sharing with the destination agent. The accounting department also creates invoices for the customer. The customer's invoice shows the freight charges calculated during the quotation by the sales department, any documentation charges or storage charges. These charges may be itemized or not itemized (all-inclusive). If freight charges are pre-paid by a single customer to the logistics provider, the logistics provider creates a credit memo that will show what the logistics provider will pay the agent. If it is not pre-paid but collect, the logistics provider creates the invoice which will show what the agent will pay the logistics provider. If the logistics provider consolidated shipments from many customers, the charges will be calculated together. The profit sharing with the destination agent is determined depend-

ing on the total collect and total pre-paid. When the goods are delivered to the buyer at the destination, the logistics provider's involvement ends.



# 3 SALES

---

## 3.1 Trade Partner (TP)

### 3.1.1 Trade Partner Entry

☰ Sales > Trade Partner > Trade Partner Entry

**Trade Partner Entry**

☰ Trade Partner Entry ^  
Sales > Trade Partner > Trade Partner Entry

▶ Trade Partner

Trade Partner CLTDEFAULT

Company Info. Bank Info. Log Book Related Partner Other Info. Charge

Code CLTDEFAULT <input type="checkbox"/> Key In	B/L Address CYBERLOGITEC AMERICA, INC 80 EAST ROUT#4 PARAMUS, NJ 07652	Sales Office CLT
Alias CYBERLOGITEC AMERI <input type="checkbox"/> Use Y/N Yes	Billing Address 80 EAST ROUT#4 PARAMUS, NJ 07652	Sales Person cltm
Trade Partner Type Others	CEO	Status(For overseas part Busi
Name(Eng.) CYBERLOGITEC AMERICA, INC	Identification	Bill To Agent <input checked="" type="checkbox"/>
Local Name CYBERLOGITEC AMERICA, INC	Corporation ID No.	Created By cl
80 EAST ROUT#4 PARAMUS, NJ 07652	IATA(Firms)	Modified By cl
Local Address	Prefix	A/R VAT <input type="checkbox"/>
City PARAMUS State NJ	Commodity	A/P VAT <input type="checkbox"/>
Zip Code 07652		Payment Term
Country US  U.S.A.		Credit Limit
Smartlink ID		CLM Y/N <input type="checkbox"/>
		Acct Name For Pay to th
		Opening Hours

▶ Contact Person Information

<input type="checkbox"/> DEL	<input type="checkbox"/> Rep.	<input type="checkbox"/> EMail	Name	Division	Phone	Fax	EMail Address
There is no data to search							

### Introduction

Registers, retrieves, and manages trade partner information.

OPUS Forwarding specifies all the business partners including shippers, customers, carriers, and truckers as trade partners and lists and manages them together on this page.

All trade partners necessary for the business are registered and managed on this page.

### Procedures

Click the New button and input trade partner information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

Click the Copy button to copy record to new trade Partner's

## Item Descriptions



### Tip

#### Copying B/L

Copied fields are below.

Trade Partner Type, Local Address, City, State, Zip Code, Country, B/L Address, Billing Address, CEO, Commodity

### Search Condition

- *Trade Partner: Select Trade Partner from Trade Partner Popup or type the code of Trade Partner to search.*

### Company Info

- *Code: System generates trade partner code after saving the entry.*
- *Key In: Manual Key in the Code*
- *Alias: Trade Partner Alias (Or Abbreviation)*
- *Use Y/N: Use State (Enable: In Use, Disable: Not In Use)*
- *Trade Partner Type: Select The Partner Type Including Customer, Agent and Liner. The User May Add or Modify Type Entries from Common Code.*
- *Name (Eng): Trade Partner's name in English*
- *Local Name: Trade Partner's name in Local Language*
- *Local Address: Street Address In Local Language*
- *City, State, Zip Code: City, State (in U.S.) and Zip Code*
- *Country: Country Information*
- SmartLink ID: Manages Customs Portal, Smartlink ID. In Particular, If An Agent Performs AMS and ISF Filing Via Smartlink On Behalf Of The User, The Agent's Smartlink Id Information Should Be Entered and Managed For System Interoperation.
- B/L Address: Used To Print The B/L Address In The B/L and Cargo Manifest. Name (Eng.) + Local Address + City + State + Zip Code Are Automatically Combined To Display The B/L Address Based On Previously Entered Information. The User Can Modify This. The Information Is Used In The B/L, and The Company Name and Address Should Be Indicated.
- Billing Address: The Invoice and Statement Billing Address. If The Address Or Contact Person On The B/L Differ From Those Receiving The Invoice, The User Can Enter and Manage The Invoice Delivery Address. Click The 'Copy' Item To Copy The B/L Address To The Billing Address.

**NOTE:** If 'Copy' link is clicked, B/L Address will be placed on 'Billing Address'.

- CEO: Trade Partner Representative
- Identification: Company Identification Type
- Tax ID No: Tax ID Number (in U.S.)
- Corporation ID No: Business Registration Number (Korea Only)
- Accounting Group ID: Accounting Group ID
- IATA (Firms): IATA Code for Airliner or Firms Code for Warehouse
- SCAC: Enter Ocean Carrier's SCAC (Standard Carrier Alpha Code) Code. If The SCAC Code Is Used For Edi Transmission Of AES and AMS, It Should Be Entered Correctly.
- Prefix: Prefix for numbering rule
- Deconsol(KAMS): Company Code registered in Korea AMS(Advance Manifest System)
  - NOTE:** Transportation broker code from Korean customs
- Commodity: Representative Commodity if it's available.
- Sales Office: Representative Sales Office or Control Office of trade partner
- Sales Person: Trade Partner's Sales Contact Person
- Status (for overseas Partner only): Overseas Partner's status between pre business and business.
- Bill to Agent: Whether Or Not To Enter Korean Bank Information In The Invoice. (If Checked, Korean Bank Information Is Printed On The Invoice.)
- *Created: Created by whom and creation date*
- *Modified: Modified by whom and modification date*
- *Payment Term: Payment Term (set by Trade partner credit entry menu)*
- *Credit Limit: Credit Limit (set by Trade partner credit entry menu)*
- CLM Y/N: Target for CLM EDI data inquiry (Only for subscriber of the service)
- Profit Share(%): Profit share rate in case of overseas partner
- Acct Name for Pay to the order of: Name in case of accounting payment
- Opening Hour: Operation hour (for Germany)

### Contact Person Information

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Rep.: Representative person checkbox
- Email: User E-Mail Address
- Name: Full name
- Division: Contact Person Division Name
- Phone: Office phone number
- Fax: Office fax number
- Email Address: Contact Person E-Mail Address
- Remark: Additional information

### Bank Info

#### Bank Account Information

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- *Name: Bank Identification name. Bank Name can be managed from Bank Code in 'Sub Code' Menu.*

**NOTE:** Click 'Add' button to register a record at the Popup screen.

- Account No: Bank Account Number
- Holder: Bank account holder Name
- Remark: Additional information

## Log Book

### Contact Information List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Contact Person: Contact person information on 'Company Info.' Tab
  - NOTE:** Click 'Add' button to register a record at the Popup screen.  
To Add a record, contact person information on 'Company info.' tab is necessary.
- Title: Notification Title (10 Letters Or More)
- File: File Downloading Icon
- Registered at: Creation date
- Contents: Notification Message (More Than 10 Letters)

### Related Partner

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Destination: Shipment's destination
  - NOTE:** Click 'Add' button to register a record at the new row.
- Trade Partner: Select Trade Partner from Trade Partner Popup or type the code of Trade Partner to search.
- Partner Type: Type of trade partner (usually customs broker, trucker and so on.)
- Created By: Created by whom
- Created At: Creation date
- Modified By: Modified by whom
- Modified At: Modification date

### Other Info

#### Prefix (for overseas partner only)

- Ocean Import Filing No: Prefix rule for ocean import filing number
  - NOTE:** The number format set to Prefix+Sequence
- Ocean Export Filing No: Prefix rule for ocean export filing number
  - NOTE:** The number format set to Prefix+Sequence
- Air Import Filing No: Prefix rule for air import filing number
  - NOTE:** The number format set to Prefix+Sequence
- Air Export Filing No: Prefix rule for air export filng number
  - NOTE:** The number format set to Prefix+Sequence
- Ocean Export HB/L No: Prefix rule for ocean export house B/L number
  - NOTE:** The number format set to Prefix+Sequence
- Air Export HAWB No: Prefix rule for air export house AWB number

**NOTE:** The number format set to Prefix+Sequence

## Charge

### Fuel Surcharge

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Rate: Fuel surcharge rate (for air mode shipment)  
**NOTE:** Click 'Add' button to register a record at the new row.
- Min.: Start weight
- Max.: End weight
- Unit: Gross/Chargeable, Kg/Lb
- Valid Date: Period Of Valid Dates  
**NOTE:** Fuel surcharge information is for a reference.

### Security Surcharge

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Rate: Security surcharge rate (for air mode shipment)  
**NOTE:** Click 'Add' button to register a record at the new row.
- Min.: Start weight
- Max.: End weight
- Unit: Gross/Chargeable, Kg/Lb
- Valid Date: Period Of Valid Dates  
**NOTE:** Fuel surcharge information is for a reference.

## 3.1.2 Trade Partner List

- Sales > Trade Partner > Trade Partner List

Trade Partner List

Trade Partner List																
Sales > Trade Partner > Trade Partner List																
Alias/Name			Country		Account Group ID			Local Name								
TP Type ALL			Tax ID No.		Contact Person			Use Flag								
Date			Phone		EMail			Prefix								
IATA(Firms)			Firms Code													
No.	Code	TP Type	Alias	Acco	Name(Eng.)	Local Name	Loca	B/L Address	Contact	Phone	Fax	EMail	Country	City	State	
1	001	Air Carrier	AMERICAN AIRL		AMERICAN AIRLINES	AMERICAN AIRLINES		AMERICAN AIRLINES					U.S.A.			
2	005	Air Carrier	CONTINENTAL A		CONTINENTAL AIRLINES	CONTINENTAL AIRLINES		CONTINENTAL AIRLINES					U.S.A.			
3	006	Air Carrier	DELTA AIRLINES		DELTA AIRLINES (DELTA CON	DELTA AIRLINES (DELTA CON		DELTA AIRLINES (DELTA					U.S.A.			
4	012	Air Carrier	NORTHWEST AI		NORTHWEST AIRLINES, INC. (	NORTHWEST AIRLINES, INC. (		NORTHWEST AIRLINES,					U.S.A.			
5	014	Air Carrier	AIR CANADA		AIR CANADA	AIR CANADA		AIR CANADA					U.S.A.			
6	015	Air Carrier	TRANS WORLD		TRANS WORLD AIRLINES INC.	TRANS WORLD AIRLINES INC.		TRANS WORLD AIRLINES					U.S.A.			
7	016	Air Carrier	UNITED AIR LINI		UNITED AIR LINES,INC (UNITE	UNITED AIR LINES,INC (UNITE		UNITED AIR LINES,INC (L					U.S.A.			

## Introduction

Lists trade partner information.

OPUS Forwarding specifies all business partners including shippers, customers, carriers, and truckers as trade partners, listing and managing them together on this page.

Trade partner classification including Customer and Vendor are classified in Type. Types can be added, modified, and managed in accordance with the company standards.

Trade partners registered in the system are listed on this page.

## Procedures

Procedures of this list page are generally same as those of other list pages. Double click a row in the data list, and its details are displayed. That it, 'Trade Partner Entry' page is opened.

## Item Descriptions

### Function Buttons

- Pre Pickup: Open 'Pre Pickup Entry' menu.

### Search Condition

- Alias/Name: Alias or name of trade partner to search
- TP Code: Code of Trade Partner
- Country: Country Information
- Account Group ID: Search By Account Group Id Defined When Registering The Trade Partner.
- TP Type: Type of trade partner*
- Tax ID No: Tax ID Number (in U.S.)
- Contact Person: Full name of contact person

- Local Name: Local User Name (2 Or More Characters)
- Date: Modification date period
- Phone: Office phone number
- Email: User E-Mail Address
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- IATA (Firms): IATA Code for Airliner or Firms Code for Warehouse
- Firms Code: Only for firms code registered (Airliner or warehouse)
- Prefix: Prefix for numbering rule
- Address: B/L Address (2 or More Characters)

### Search List

- Trade Partner List: Please refer to '3.1.1 Trade Partner Entry' menu.

### 3.1.3 Trade Partner Credit Entry

≡ Sales > Trade Partner > Trade Partner Credit Entry

Trade Partner Credit List

No.	Trade partner	Alias	Account Group ID	Payment Type	Credit Term	Day	Credit Lim
187	CANADA 3000 AIRLINES LIMITED	CANADA 3000 AIRLINES LIMITED		Credit	Days____	30	0.00
188	CANADIAN AIRLINES INTERNATIONAL LTD.	CANADIAN AIRLINES INTERNATIONAL LTD.		Credit	Days____	30	0.00
189	CANMAR CONTSHIP	CANU		Credit	Days____	30	0.00
190	CAPITAL FREIGHT LOGISTICS INC	CAPITAL FREIGHT LOGISTICS INC		Credit	Days____	30	0.00
191	CAPITAL FREIGHT LOGISTICS INC	CAPITAL FREIGHT LOGISTICS INC		Credit	Days____	30	0.00
192	CARDINAL FREIGHT CARRIERS, INC.	CCNI		Credit	Days____	30	0.00
193	CARGO AIR SERVICES	CARGO AIR SERVICES		Credit	Days____	30	0.00
194	CARGO, INC	CAGJ		Credit	Days____	30	0.00

### Introduction

Page setting information including Payment Type, Term and Credit Limit and information search for Current Amount by trade partners.

When a trade partner is entered, Payment Type and Term are set by default to Credit and 30 Days respectively, which the contact can change on this page.

### Procedures

Enter search conditions, and click the Retrieve button to list corresponding trade partner credits.

Change data including Payment, Type, credit Term, and Credit Limit from the search list, and click the save button to update.

Information including Current Limit and Amount Over can be checked (if the receivable amount is larger than the Credit Limit defined).

## Item Descriptions

### Search Condition

- Trade Partner: Trade Partner Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- TP Code: Trade Partner Code
- Account Group ID: Search By Account Group Id Defined When Registering The Trade Partner.
- Payment Type: Select Payment Type Between Credit, Cod and Koinfo  
**NOTE:** Credit: Credit amount definition, COD: Cash on delivery, KOINFO: The company which is managed by head quarter
- Over Limit Y/N: If trade partner's credit is over limited.

### Search List

- *No: Sequence of list*
- *Trade Partner: Name of trade partner*
- *Alias: Trade Partner Alias (Or Abbreviation)*
- *Account Group ID: Search By Account Group Id Defined When Registering The Trade Partner.*
- *Payment Type: Select Payment Type Between Credit, Cod and Koinfo*  
**NOTE:** Credit: Credit amount definition, COD: Cash on delivery, KOINFO: The company which is managed by Head quarter
- *Credit Term: If payment type is credit, then select from 'Days \_End of this month, End of next month, \_th of next month'.*
- *Day: If credit term is 'Days\_' or '\_th of next month', define the number*
- *Credit Limit: Credit Limit Amount (If A New Invoice Is Issued To A Tp Exceeding The Credit Limit, The System Initiates An Alarm.)*
- *Current Balance: Current Limit Amount (If The Current Limit Of A Tp Exceeds Its Credit Limit, Its Credit Group Is Automatically Changed To Cod.)*
- *Over Limit: Exceed amount from credit limit*

### 3.1.4 Pre-Pickup Order Entry

- Sales > Trade Partner > Pre-Pickup Order Entry

Pre Pickup Order Entry

Pre-Pickup Order Entry ^

Sales > Trade Partner > Pre-Pickup Order Entry

Work Order No.

To Trucking Co

CYBERLOGITEC AMERICA, INC  
CYBERLOGITEC AMERICA, INC  
80 EAST ROUT#4  
PARAMUS, NJ 07652

Pick-Up At

Deliver To

Bill To

Detail Info.

W/O No. Date 02-17-2015 Requested By cltmaster Pick Up Date Time Pick Up Filing No. Delivery Date Time

Cargo Detail

Package Dimension Cm Inch Add

<input type="checkbox"/> DEL	Length	Width	Height	PCS	CBM
------------------------------	--------	-------	--------	-----	-----

Gross Weight K L Measurement CBM CFT

Remark

To Agent

Shipper

Consignee

Flight Schedule

## Introduction

Used when issuing Customer Cargo Pickup or Empty Container Pickup Order before entering Export B/L information to the system.

The entered information on this page can be used in Export House B/L or HAWB pages. Click the 'W/O No' icon in the Ocean Export House B/L Entry and Air Export HAWB Entry pages to list up Pre-Pickup Orders previously registered, and select one to use for the B/L.

Alternately, select a trucker on the Trade Partner List page, and to click the [Pre Pickup] button at the top.

## Procedures

Enter information including Trucker, Pickup, Delivery, and Cargo Info, and save.

Print Pickup Order.

Registered pickup orders may be selected and used upon entering the Export House B/L or HAWB.

## Item Descriptions

### Search Condition

- Work Order No: Automatically Created Upon Registration.

### Pre-Pickup Order

- To Trucking Co: Select A Trucker
- Pick Up At: Select pickup location
- Deliver To: Select Delivery Location
- Bill To: Select 'bill to' from trade partner popup
- Remark: Additional information
- To Agent: Overseas partner
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Flight Schedule: Define flight schedule if any

### Detail Info.

- Work Order No: Automatically Created Upon Registration.
- Date: Creation date  
**NOTE:** Default is today.
- Requested By: Requested by
- Pick Up Date, Time: Estimated pick up date and time
- Opening Hours: Operation hour of pickup point
- Pick Up Reference No: Pickup reference number
- Delivery Date, Time: Estimated delivery date and time
- Opening Hours: Operation hour of delivery point
- Pick Up As: Secure/Not secured, Certification information (for Germany)

### Cargo Detail

- Package: Package Quantity and Unit
- Dimension: Measurement of cargo  
**NOTE:** Choose metric between Cm/Inch.  
Click 'Add' button to register a record at the new row.
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

### 3.1.5 Pre-Pickup Order List

Sales > Trade Partner > Pre-Pickup Order List

The screenshot shows the 'Pre Pickup Order List' interface. At the top, there is a header bar with the title 'Pre Pickup Order List'. Below the header, there is a search bar containing fields for 'Work Order No.', 'To Trucking Co.', 'Requested By', 'Pick-Up At', 'Office' (set to 'LAC'), 'Package Qty', and 'Gross Weight(K)'. Below the search bar is a section titled 'Pickup Delivery List' with a table header row containing columns for 'Work Order No.', 'To Trucking Co.', 'Pick-Up At', 'Deliver To', 'Bill To', 'Package Qty', 'Package Unit', 'G.Weight(K)', 'G.Weight(L)', 'Date', 'Requested By', 'Office', 'Pick-Up Date', 'Pick-Up Time', and 'Pick'. A message 'There is no data to search' is displayed below the table.

## Introduction

Lists the Pre-Pickup Order List registered.

## Procedures

Procedures of this list page are generally same as those of other list pages. Double click a row in the data list, and its details are displayed. That it, 'Pre Pickup Order Entry' page is opened.

## Item Descriptions

### Search Condition

- Work Order No: Automatically Created Upon Registration.
  - Requested By: Requested by Whom
  - Office: Issuing Office
  - To Trucking Co: Select A Trucker from trade partner popup
  - Pick Up At: Select pickup location from trade partner popup
  - Package Qty: Quantity of package
  - Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- NOTE:** Input Gross Weight of Shipment in Kg.

### Search List

- Pre Pickup Order List: Please refer to '3.1.4 Pre pickup order entry' menu

## 3.1.6 Sales Daily Report Entry

Sales > Trade Partner > Sales Daily Report Entry

Sales Report Entry

The screenshot shows a web-based application interface for entering sales daily report data. At the top, there's a breadcrumb navigation: Sales > Trade Partner > Sales Daily Report Entry. Below the header, there's a section titled 'Visiting Notes' with fields for Date (with a calendar icon), Visiting Time, Customer (with a search icon), Customer PIC (dropdown menu), Type (radio buttons for Quotation, Bidding, Claim, New Customer, General), Attachment (file upload button labeled '찾아보기...'), Subject, and a large text area for Description.

## Introduction

The page registers sales daily report data.

Register sales person sales activity data and permits sharing with company colleagues.

## Procedures

Click the New button, and enter a sales activity.

Click the Save button to save data.

## Item Descriptions

### Sales Daily Report

- *Date: Visit Date*
- Visit Time: Visit Time
- *Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)*
- Customer PIC: Main Trade Partner Contact. (The System Automatically Shows Contact Persons Registered In The 'Trade Partner Entry' Page Upon Agent Selection Or Input.)
- Type: Type of report  
**NOTE:** Select a type from radio box 'Quotation/Bidding/Claim/New Customer/General' items.
- Attachment: Upload related file
- Subject: Report Title
- Description: Additional information

### 3.1.7 Sales Daily Report List

Sales > Trade Partner > Sales Daily Report List

No	Customer	Date	Customer PIC	Type	Issued by
There is no data to search					

## Introduction

The page is for searching daily sales reports.

## Procedures

When the page is selected, the entire list is displayed. Enter search conditions and click the Retrieve button to list target reports.

Double click an item in the list, and go to 'Sales daily report entry' screen.

## Item Descriptions

### Search Condition

- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Date: Visiting Date

### Search List

- Sales Daily Report List: Please refer to '3.1.6 Sales daily report entry' menu.

### 3.1.8 Trade Partner Merge

Sales > Trade Partner > Trade Partner Merge

Trade Partner Merge

The screenshot shows the 'Trade Partner Merge' interface. At the top right, there are user details: NAME CLT Master Admin and ID cltmaster. Below this, the title 'Trade Partner Merge' is displayed with a dropdown arrow. The navigation path is Sales > Trade Partner > Trade Partner Merge. The main area contains two input fields: 'From' and 'To', each with a small blue 'P' icon. Below these fields are three checkboxes: 'Inactivate Trade Partner' (unchecked), 'Contact Person Information' (unchecked), and 'Rate Info.' (unchecked). The entire interface is contained within a light gray box.

## Introduction

The page is to merge trade partners.

If a trade partner is managed via duplicated trade partner codes or trade partners need to be merged, this is used.

When trade partner codes are merged, existing trade partner codes can no longer be used, and invoices and other items issued by existing codes are merged into the new code.

## Procedures

Select trade partners and conditions to merge, and click the Change button.

## Item Descriptions

### Function Buttons

- *Change: Merge selected trade partners to one*

### Trade Partner Merge

- *From: Mergee*
- *To: Merger*
- Inactive Trade Partner: After merging information, make 'from' trade partner status to inactive
- Contact Person Information: Determine Whether Or Not To Merge Contact and Memo Information Of The 'From' Trade Partner.
- Rate Info: Merge Rate Information (Use It For Later Version)

### 3.1.9 Trade Partner Merge History

- Sales > Trade Partner > Trade Partner Merge History

Trade Partner Merge History

From Trdp		To Trdp		Inactivate Trdp	Contact Person Info.	Rate Info.	Merged Date	Merged By
Trdp Code	Trdp Name	Trdp Code	Trdp Name					
T46052	HYUNDAI GLOVIS CO., LTD.	000	TEST PARTNER	N	N	N	05-13-2015	cltmaster

## Introduction

This menu is to retrieve a history of merging trade partner.

History contains merger information and can be retrieved with filter condition.

## Procedures

Define the filter to search.

Click 'Search' button, then the list is shown.

## Item Descriptions

### Search Condition

- From: Mergee
- To: Merger
- Merged By: Merged by whom

### Search List

- Trade Partner Merge History: Please refer to '3.1.8 Trade Partner Merge' menu.

## 3.2 Contract & Rate

Contract & Rate menu contains the function for managing contract and rate information. Contract and rate information is used for warehouse operation also for purchase order operation. Before starting warehouse operation, user has to prepare the contract information.

### 3.2.1 Contract

Sales > Contract & Rate > Contract

The screenshot shows the 'Contract' screen in the OPUS Forwarding application. At the top, there's a search bar with fields for 'Contract No.' and 'Delete Y/N'. Below the search bar is a grid titled 'Contract List' containing several rows of contract information. To the right of the list is a panel for 'Basic Information' where specific details like 'Contract Name' (CASTOP), 'Effective Date' (09-01-2015 to 08-31-2017), and 'Sales Office' (CLT) can be entered. At the bottom of the screen is a section for 'Warehouse Information' with a table listing various warehouses with their details like name and address.

## Introduction

This menu is used for managing contracts and their data. A contract is fundamentally required to deal with other procedure (item entry, inbound/outbound bookings...)

## Procedure

To search a contract, click 'Search' generally, or enter conditions for filter data range;

To import a new contract, click 'New', input data for Basic Information area then 'Save';

To input warehouse information, choose the 'Add' button in this area and click 'Save' after modifying data.

## Item Description

### Contract List:

① shows the master information of inputted contracts

### Basic Information

② has 2 main purposes:

Showing detail information of contract chosen from the Contract List;

Acting as a data input range for creating new contract.

- Contract Name and Contract No: entered by user
- Effective date: validity period of the contract (from... to...)
- Sales Office: the code and name of seller
- Sales PIC (Person In Charge): the name of sales person who is taking charge of this contract
- Main customer: the code and name of customer registered in MDM (Master Data Mgmt)

### Warehouse Information

③ is a data area for:

Presenting information of warehouses related to the chosen contract;

Modifying information of warehouses in a typical contract

- SEQ (sequence): the position of current warehouse in the sequence of a contract's warehouses;
- Free days: the number of days that items are stored in the warehouses without being charged;
- Office: the code of company creating this contract;
- Private (Y/N): if the company owns this warehouse, Private mode is marked Y, if not, it is N;
- Daily closing:  
Use: changing the usable status of daily closing time for a specific warehouse;  
Time: defining the closing time of receiving cargo for shipment in a typical freight trip;
- Data row in this field shall be added /modified then saved one by one. If the modification process is simultaneously applied on 2 items, the 'Save' command will fail later.

## 3.2.2 Item Entry

Sales > Contract & Rate > Item Entry

**Item Entry**

Item Entry (PO & W/H)												<input type="button" value="Search"/>	<input type="button" value="Save"/>	<input type="button" value="New"/>	<input type="button" value="Inactive"/>																																															
Item Code	3721990	Contract No	10081992	<input type="button" value="P"/>	OOLONGTEA													5																																												
Contract No	10081992	<input type="button" value="P"/>	OOLONGTEA			Item Code	3721990			Name	BLACK TEA							1																																												
HTS Code	0902400000	<input type="button" value="P"/>	BLACK TEA FERM DT & am			Group Code	GROS	<input type="button" value="P"/>			USE	Y							2																																											
Pack Master																																																														
EA Level	AR	<input type="button" value="P"/>	ARTICLES	Qty	1	Put Type	Each Type	Length	0.20	Width	0.50	Height	0.50	CBM	0.05000	CBF	0.00000	G.WGT	0.22000	G.LBS	0.00000	N.WGT	0.20000	N.LBS	0.00000																																					
IN Level	BX	<input type="button" value="P"/>	BOX	Qty	20	Put Type	Each Type	Length	0.50	Width	1.00	Height	1.00	CBM	0.50000	CBF	0.00000	G.WGT	4.50000	G.LBS	0.00000	N.WGT	4.00000	N.LBS	0.00000																																					
BX Level	BX	<input type="button" value="P"/>	BOX	Qty	800	Put Type	Each Type	Length	0.50	Width	20.00	Height	1.00	CBM	10.00000	CBF	0.00000	G.WGT	190.00000	G.LBS	0.00000	N.WGT	180.00000	N.LBS	0.00000																																					
PL Level		<input type="button" value="P"/>		Qty		Put Type	None	Length		Width		Height		CBM		CBF		G.WGT	20	Over PL Weighting		N.WGT		N.LBS																																						
Additional Information																																																														
Alternative Code			Advance Price	USD	12.00	ABC	ABC	B													3																																									
Barcode No.			Nego Price	USD	1600.00			Reference Code 1													4																																									
Safety Stock Qty			Unit Price	USD	2.00			Reference Code 2																																																						
Warehouse - LOC												Supplier(Manufacturer)																																																		
<table border="1"> <thead> <tr> <th></th> <th colspan="3">Warehouse</th> <th></th> <th colspan="3">Supplier</th> </tr> <tr> <th></th> <th>Code</th> <th>Name</th> <th>Fixed Loc</th> <th>Default Loc</th> <th></th> <th>Code</th> <th>Name</th> <th>Supplier Item Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>DOUNETS</td> <td>DOUNETS WAREHOUSE</td> <td></td> <td>L1</td> <td><input type="checkbox"/></td> <td>302</td> <td>SKY WEST AIRLINES</td> <td>0932960260</td> </tr> <tr> <td><input type="checkbox"/></td> <td>VIHOUSE</td> <td>VIET HOSUE</td> <td>A3</td> <td>A4</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>													Warehouse				Supplier				Code	Name	Fixed Loc	Default Loc		Code	Name	Supplier Item Code	<input type="checkbox"/>	DOUNETS	DOUNETS WAREHOUSE		L1	<input type="checkbox"/>	302	SKY WEST AIRLINES	0932960260	<input type="checkbox"/>	VIHOUSE	VIET HOSUE	A3	A4	<input type="checkbox"/>				<table border="1"> <thead> <tr> <th>Add</th> <th>Del</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td><input type="button" value="Del"/></td> </tr> </tbody> </table>						Add	Del	<input type="button" value="Add"/>	<input type="button" value="Del"/>						
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## Introduction

The Item Entry supports user in creating items for a typical contract.

## Procedures

Enter Contract No and Customer Item ID (both are required) for searching and modifying data;

To create a new item for a contract, click 'New';

Modify needed information then choose 'Save';

Click 'Inactive' to terminate a created item of a contract.

## Item Descriptions

### Master information:

① provides user with fundamental data of a typical contract

- Code: item ID given out by customer
- HTS code: the international regulated code for each item, basing on its type, characteristics and functions
- Group Code: the code of a group of items that are gathered and regulated by user basing on the properties of products.

**Pack master:**

- ② showing user the manner of items' package, and items' physical characteristics.
- EA level (each): the counting unit of each item (piece, set...)Qty: the numbers of item
  - IN level (in): the first wrap outside the item (bag, aerosol,...)Qty: the numbers of item in/on an 'IN' unit
  - BX level (box): the second container item is put in (box, cages, ...)Qty: the numbers of item in/on a BX unit
  - PL level (pallet): the third container outside the item. Qty: the numbers of item in/on a PL unit.
  - Put type: the standard of how items are packed (Case type: with case, Each type: without Case)
  - Standard PL quantity: the regulated number of products that should be put on a PL level of packaging. The standard quantity is often 20.
  - Over PL weighting: the total weight of items after loaded on the highest level of packaging.

**Additional information:**

- ③ supplementing the information about product. This range of data is optional.
- Alternative code: due to the different in managing system, a product is usually defined by 2 codes, one is numbered by customer, one is figured by warehouse supplier. The item ID provided by supplier is claimed as the official code, the item ID given by customer becomes alternative code, and should be input to modify product.
  - Barcode No: the number registered by manufacturer, to identify the type of product, what it is, its origin and characteristics as well as its price.
  - Advance Price: the gap between the price before adjusting and after adjusted.
  - Nego Price: the price after negotiation
  - Unit Price: the price of each unit of product
  - Safety stock Qty: the amount of stock that is assured to keep safe no matter what happens.

**Detail information:**

- ④ this zone requires user to add more data about any product and is divided into 3 sections:
- *Warehouse – LOC*: shows user the chosen warehouses for stocking products
    - Fixed loc: fixed location in a warehouse for storing current item in inbound activities. The location set fixed for an item will be listed in Fix Location List (please refer **Report** menu)
    - Default loc: Select default location in warehouse for this item.
  - Only the warehouses with specified type will appear in the 'Name' combo box for choosing.
  - *Supplier (Manufacturer)*: supplies user with the information of company providing warehouse service
    - Supplier Item Code: the code of item figured by warehouse supplier
    - Image File Attachment*: modifies product's appearance by images. All types of file are supported for upload. By double clicking on the File Name, user can download it.

**Inactive button:**

- ⑤ in enabled for saved item only. Clicking this button will disable an item in a contract.

### 3.2.3 Item List

☰ Sales > Contract & Rate > Item List

Item List

Item List (PO & W/H) ▾										Search	New	Excel	
Contract No	10081992		OOLONGTEA	Item Code			Item Name						
Group Code				Supplier			Use	Yes					
SEQ	Item			Contract			Pack						
	Code	Name	Group	NO	Name	Level1	Level2		Level3		Level4		
1	3721990	BLACK TEA		10081992	OOLONGTEA	AR	1.00	BX	20.00	BX	800.00		
2	PHUONG001	BOTGIATOMO		10081992	OOLONGTEA	AE	1.00						
3	1200	GREENTEA		10081992	OOLONGTEA	AR	1.00	BG	10.00	BX	40.00	PE	
4	TEST_1	TEST_001		10081992	OOLONGTEA	BX	1.00				PL	23.00	
5	TEST_02	TEST_002		10081992	OOLONGTEA	BG	1.00	BX	12.00				

## Introduction

The Item Search shows user the list of items existing in a typical contract along with items' package and measure characteristics that are already inputted in Item Management menu.

## Procedures

Enter the conditions for retrieving before clicking 'Search';

To adding or modifying items, click 'New', the Item Entry menu will be opened in a new tab;

Print Excel file of data on the screen by using 'Excel' button.

Create and Update columns specify the date of creating/updating items' data and by whom. Information in these columns will be recognized and filled by the system.

## Item Descriptions

### Search Condition

- Contract No: Select contract from 'contract' popup or input contract code
- Item Code: Input item code to search
- Item Name: Input item name to search
- Item Group: Select item group from 'Item group' popup
- Supplier: Select supplier from 'Trade partner' popup or input trade partner code
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

### Search List

- No: Sequence of list
- Item: Item's code, name and group
- Contract: Contract's code and name
- Pack: Package unit and quantity in each level

- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- Created: Created by whom and creation date
- Modified: Modified by whom and modification date

### 3.2.4 Item Group

≡ Sales > Contract & Rate > Item Group

Item Group

Seq	Group Code	Name	Contract	Item CNT	
1	GROS	GROSSARY	10081992	OOLONGTEA	3199
2	KIT	SET ITEM GROUP	10081992	OOLONGTEA	3199

Seq	Group Code	Item Code
1	GROS	1200
2	GROS	3721990

## Introduction

Item Group menu supports user to create new Group Code for separate contracts as well as retrieve the list of items belong to any set Group Code.

## Procedures

Input conditions to search group code, click 'Search';

Click 'Add' button in range ② to create a new Group Code; then modify information;

Double click on any existed group code to display the Item code in range ③;

Newly added group codes will be aggregated to Item Group Code pop-up (please refer pop-up section)

## Item Descriptions

### Search Condition

① terms for filtering Group Code;

### Fundamental Data grid

② contains retrieved information from range ① and plays function of data handling area

- Default Kit Set button: to quickly create the 'KIT' Group Code for the current contract;  
**NOTE:** 'KIT' is known as a group gathering items to produce a final product;
- Item CNT: Inventory item's quantity

**Detail Data Area:**

- ③ show user the list of items that are set Group Code in Item Entry screen.

# 4 OCEAN EXPORT (OE)

---

## 4.1 Master B/L (MB/L)

### 4.1.1 OEM B/L Entry

☰ Ocean Export > Master B/L > OEM B/L Entry

**B/L Entry**

The screenshot shows the 'OE MB/L Entry' screen with the following details:

- Header:** OE MB/L Entry, Search button.
- Navigation:** Ocean Export > Master B/L > OE MB/L Entry.
- Form Fields:**
  - Master B/L Entry:** Filing No. 19, MB/L No., Carrier Bkg. No.
  - Customer:** Shipper: BRIGHT STAR (123 BRIGHT STAR ROAD, TESTING, CA 90535); Consignee: AMERICAN AIRLINES.
  - Vessel:** Carrier: 11DX, CHENG LIE NAVIGATION CO.; VSL/VYG: ORIENT EXPRESS, 1001; ETD: 02-11-2015, ETA: 02-17-2015; ETD of POR: 02-18-2015; Billing Carrier: 001, AMERICAN AIRLINES.
  - Route:** POR: 40901, AABENRAA, DENMARK; POL: 40901, AABENRAA, DENMARK; POD: 53398, ALL OTHER INDIA EAST CO.; DEL: 50725, AHVAZ, AHWAZ IRAN; Final Destination: (empty); Pier: (empty).
  - Management:** Date Issued: 02-20-20, Issued by: clmaster.
- Shipment & Item:** Freight: PREPAID, Ship Mode: FCL, SVC Term: CY, B/L Currency: CNY, Original B/L Type: EXPRESS.
- Other:** Brokerage Rate, Profit Share, Port Cut-Off Date, Rail Cut-Off Date, DOC Cut-Off Date, Package, Gross Weight: 0, Measurement: 0.

## Introduction

Registers, retrieves, and manages ocean export master B/L information.

By default, the shipper is set to the login user's office and the consignee is set to the agent in general.

A Filing No is created upon saving, which becomes the base unit for operations including House B/L registration and profit aggregation.

## Procedures

Click the New button, and input MB/L information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Label: Prints The Package Label.
- Accounting: Goes To ‘AR/AP List’ Page
- P.Report: Preview Profit Report
- Delete: Delete current B/L. This is only for authorized staff
- HBL Create: Create a House B/L belong to current the Master B/L information

### Search Condition

- Filing No: Master B/L’s filing number
- MB/L No: Master B/L Number from carrier
- Carrier Bkg. No: Booking number of the ocean carrier

### Master B/L Entry

#### Numbers

- *Filing No: Filing number is assigned automatically by system. Also, can be inputted manually*  
**NOTE:** Duplicated filing number is not possible to register
- Carrier Bkg. No: Booking number of the ocean carrier
- MB/L No: Master B/L Number from carrier
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.  
**NOTE:** \* Direct: No Need To Create A HB/L.  
\* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.  
\* Direct Triangle: No Need To Create A HB/L. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
- MRN: Manifest Reference Number Received From The Ocean Carrier. (11 Digits)
- *Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- Sub MB/L No: If It’s Sub MB/L, Input B/L No
- Master B/L Provided To Third Parties. (When The Filing Number Is Entered, The Sub MB/L Entered In The MB/L Is Automatically Entered.)
- ITN No: ITN Number received from Customs after customs clearance.
- Service Contract No: Service Contract Number with ocean carrier if any
- FWDR Reference No: Oversea Agent’s Reference Number

#### Customer

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: ‘Notify’ On The Bill Of Lading  
**NOTE:** [Same As Consignee]: Copies ‘Same As Consignee’ Text To ‘Notify’.  
[Copy]: Copies The Consignee Information To ‘Notify’.
- Forwarding Agent: B/L’s Forwarding Agent Information

- Triangle Agent: Define Triangle Agent if it's triangle trade case
- Destination Agent: B/L's Domestic Routing/Export Instruction

### **Contribution**

- Contrib. Office: Performance shared with contribution office
- Use %: Performance share rate
- Contrib. Dept: Performance shared with department

### **Vessel**

- Carrier: Carrier Information
- VSL/VOY: Vessel Name and Voyage number
- ETD: Estimate Time of Departure
- ETA: Estimated Time Of Arrival
- ETD of POR: Estimated time of departure from Port of receipt
- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.

### **Route**

- *POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)*
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- *POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)*
- *DEL: Delivery location, Usually at the CY or CFS of POD Location*
- *Final Destination: Final Cargo Destination*
- *Pier: Terminal information*
- *Container Summary: Define Container Summary Information*
- *Empty Pickup: Empty Pickup Location*

### **Shipment & Item**

- Freight: Select Freight Condition From Prepaid Or Collect.
- *Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.*

**NOTE:** \* FCL: Full Container Load  
 \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.  
 \* LCL: Less Then Container Load  
 \* Bulk: Bulk Freight
- SVC Term: Select Receiving/Delivery Transportation Condition From Cy, CFS, Door, Fot, Fi, Fo, Tackle, Or Bt.
 

**NOTE:** \* Cy: Up To Container Yard  
 \* CFS: Up To Container Freight Station  
 \* Fot (Free On Truck): Up To Truck Loading  
 \* Fi (Free In): Up To Freight On Board  
 \* Fo (Free Out): Up To Freight Off Loaded  
 \* Tackle: Up To Device Hanging At The End Of Crane Line  
 \* Bt (Berth Term, Liner Term): Up To Berth

- B/L Currency: Base Freight Currency
- Original B/L Type: Select The Original B/L Type Of Express Bill, Original Bill Or Seaway Bill.
- Brokerage Rate: Customs Broker Rate %
- Profit Share: Profit Share % With The Partner (Consignee)
- Port Cut-Off Date/Time: Last shipment cut off date and time of port entry
- Rail Cut-Off Date/Time: Last shipment cut off date and time of rail terminal
- DOC Cut-Off Date/Time: Last shipment cut off data and time of documentation (for customs filing and so on)
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Sum' button to apply sum of house B/L's weight and measurement belong to the master B/L

## Management

- Date Issued: B/L issuing date
- Issued by: Issued by whom
- Sales Office: B/L's sales office for performance measure
- Sales Person: Trade Partner's Sales Contact Person

## House B/L List

- *No: Sequence of list*
- *HB/L No: House B/L number*
- *Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.*
- *Consignee: Assigns The Consignee Information*
- *Partner: Assign Partner Information*
- *Notify: 'Notify' On The Bill Of Lading*  
**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- *Package: Package Quantity and Unit*
- *CBM: CBM Sum (Dimension)*  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- *CFT: Cubic Feet (Ft<sup>3</sup>)*
- *KG: Weight in Kilogram*
- *LBS: Weight in Pound*

## Container

### Container List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.

- *No: Sequence of list*
- **NOTE:** Click 'Add' button to register a record in new row. Click 'Copy' button to register a record copied from current row. Input 'Type/Size' , 'Qty' and click 'Qty Add' button to insert multiple rows with container type/size defined.
- Container No: Container Number including check digit. When check digit is wrong, alert message is shown
- TP/SZ: Container Type/Size
- Seal No: Container Seal Number
- Seal No2: Container Seal Number
- Package: Package Quantity and Unit
- Weight K: Gross Weight In Kg Units
- Weight L: Gross Weight In Lbs Units
- CBM: CBM Sum (Dimension)
  - **NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- CFT: Cubic Feet (Ft<sup>3</sup>)
- Temp: Temperature
- Unit: Unit of Temperature (Fahrenheit, Celsius)
- Vent: Openness Of Ventilation In Case Of Refer Container
- D.G.: Dangerous Goods
- Remark: Additional information

### **Mark & Desc.**

- Said: Said by shipper
  - **NOTE:** Click 'Auto' button to apply container summary
- Gross Weight: Enter Weight in Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
  - **NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Mark: Mark information of shipment
  - **NOTE:** Click 'Container information' button to apply container and seal number
- Description: Description of shipment
  - **NOTE:** Click 'Copy from HB/L' button to apply house B/L's description
- Remark: Additional information

### **Freight**

#### **Buttons**

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail
- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.
  - **NOTE:** Refer to default billing code information from 'Billing Code' menu.

## Account Receivable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On B/L Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- *Amount: Rate multiply by volume*
- Invoice No: Invoice number is shown after registering A/R invoice from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: If Debit is selected, this column is activated
- Credit Rate: If Credit is selected, this column is activated
- Vol: Volume in unit
- *Debit/Credit Amount: Rate multiply by volume*
- Invoice No: Invoice number is shown after registering D/C Note from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*

- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- Amount: Rate multiply by volume
- Invoice No: Invoice number is shown after registering A/P Invoice from accounting
- Status: Freight status (Freight input, Invoice create)
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## **Work Order**

### **Work Order List**

- No: Sequence of list
 

**NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Work Order Number is automatically generated by system.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## **Shipping Document**

### **Shipping Document List**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- External: Purpose of document (Internal or External)
 

**NOTE:** Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon

- PDF: PDF converted from file downloading icon
- Created at: Creation date

## Status

### History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

## 4.1.2 OEM B/L List

≡ Ocean Export > Master B/L > OEM B/L List

**B/L List**

OE MB/L List ^																					
Ocean Export > Master B/L > OE MB/L List																					
Filing No.	ETD	~	Consignee	B/L Type	Ship Mode	Office															
Carrier Bkg. No.	ETA	~	Triangle Agent	ALL	ALL	BSTAR															
MB/L No.	POL	P	POD	Shipper	Vessel Name	Carrier															
			Container																		
1	(HC)	FCL	BSTAF	1	OEMTEST	03-03-2015	CNTRTEST	BRIGHT ST <sup>1</sup>	Shipper	Billing Carrier	Vessel Name	Voyag	Carrier	HBL	POR	POL	POD	AR	AP	DC	
2	MBL1001	(HC)	FCL	BSTAF	0	CBN1001	19	02-11-2015	02-17-2015	BRIGHT ST <sup>1</sup>	AMERICAN	AMERICAN AIR ORIENT EXP 1001	CHENG <sup>1</sup>	AABE AABEN	ALL OTH	X	X	X	X	CLT	
3	(HC)	FCL	BSTAF	0		09-06-2014	10-01-2014	HJCUS374659	ZEN TEX C JAFTEX COI	VALENCIA B 00568							BUSA BUSAN	CHARLE	X	X	Lee

200 ▾

▶ MB/L List

No.	Block	MB/L No.	HC	Ship Mode	Office	Count	Carrier Bkg.	Filing No.	ETD	ETA	Container	Triangle Age	Shipper	Consignee	Billing Carrier	Vessel Name	Voyag	Carrier	HBL	POR	POL	POD	AR	AP	DC
1		(HC)	FCL	BSTAF	1		OEMTEST	03-03-2015	CNTRTEST	BRIGHT ST <sup>1</sup>															
2	MBL1001	(HC)	FCL	BSTAF	0	CBN1001	19	02-11-2015	02-17-2015	BRIGHT ST <sup>1</sup>	AMERICAN	AMERICAN AIR ORIENT EXP 1001	CHENG <sup>1</sup>	AABE AABEN	ALL OTH	X	X	X	X	CLT					
3		(HC)	FCL	BSTAF	0			09-06-2014	10-01-2014	HJCUS374659	ZEN TEX C JAFTEX COI	VALENCIA B 00568													

▶ HB/L List

No.	Block	Carrier Bkg. No.	HB/L No.	Shipper	Consignee	Partner	Notify	PCS	CBM	GFT	KG

▶ Document List

DEL	CHK	External	Reference	Message	File	PDF	Creation Date	Save	Print	Upload
There is no data to search										

## Introduction

Lists sea export master B/L (hereunder, referred to MB/L) information.

It outputs various reports including Batch House B/L, Cargo Manifest, Master Set/Shipping Request, Profit Report and Profit Report.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Click the [View] button in the searched list, and Booking & HB/L list appears below.

Double click an item in the list to view details. ('Master B/L Entry' page opens.)

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Print: Print shipping request to ocean carrier
- Manifest: Produces The Cargo Manifest.
  - The Agent Must Be Selected When Selecting Sub Agent Or Sub Agent – New.
- Doc. PKG: Goes To 'Document Package' Page
- Label: Prints The Package Label.
- Accounting: Goes To 'AR/AP List' Page
- L.Plan: Goes to 'Loading Plan' Page
- D.Receipt: Goes To 'Dock Receipt' Page
- Tracking: For Web-Tracking Capable Ocean Carrier B/Ls, Connects To The Ocean Carrier Tracking Site , and To The 'Track-Trace Site Http://Www.Track-Trace.Com/Container' For Others.
- P.Report: Preview Profit Report
- PR.By HBL: Preview Profit Report detailed by House B/L level
- Agent EDI: B/L EDI from export to import party
 

**NOTE:** Only for service subscription customer
- S/I EDI: Shipping Instruction EDI for ocean carrier
 

**NOTE:** Only for service subscription customer
- LOG: B/L's E-Mail and Fax Transmission History
- Excel(ALL): Download the list in excel form. This button downloads whole record not only listed data but also paging data
- Delete: Delete current B/L. This is only for authorized staff

### Search Condition

- Filing No: Filing number for master B/L
- Carrier Bkg. No: Booking number of the ocean carrier
- MB/L No, HB/L No: Master B/L Number from carrier, House B/L Number
- ETD: Estimate Time of Departure
- ETA: Estimated Time Of Arrival
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.

- Consignee: Assigns The Consignee Information
- Triangle Agent: Define Triangle Agent if it's triangle trade case
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
  - NOTE:** \* Direct: No Need To Create a HB/L.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create a HB/L. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
- Container: Container Number
- Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.
  - NOTE:** \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.
  - \* LCL: Less Than Container Load
  - \* Bulk: Bulk Freight
- Vessel Name: Vessel Name
- Carrier: Carrier Information
- Office: Issuing Office

## B/L List

### MB/L List

- No: Sequence of list
- Block: Master B/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- MB/L No: Master B/L Number
- HC: House B/L creation button
  - NOTE:** Click 'HC' button to open House B/L Entry menu.
- Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.
  - NOTE:** \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.
  - \* LCL: Less Than Container Load
  - \* Bulk: Bulk Freight
- Office: Issuing Office
- Filing No: Filing Number of Master B/L
- Carrie Bkg. No: Booking number of the ocean carrier
- Count: Number of House B/Ls which are belong to Master B/L
- ETD: Estimated Time of Departure
- ETA: Estimated Time Of Arrival
- Container: Representative container number (Usually first one on container tab)
- Triangle Agent: Define Triangle Agent if it's triangle trade case

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.
- Vessel Name: Vessel Name
- Voyage: Voyage information
- Carrier: Carrier Information
- HB/L: Show House B/L list
 

**NOTE:** Click 'View' button to show HB/Ls on HB/L List.
- POR: Place Of Receipt
- POL: Port Of Loading
- POD: Port Of Discharge
- AR/AP/DC: AR/AP/DC Invoice status (If it's issued, the column show 'O' instead of 'X')
- Issued by: Issued by whom

### HB/L List

- No: Sequence of list
- Block: Master B/L block status. If it's block status, modification of Master B/L is limited only on few fields
- Carrier Bkg. No: Booking number of the ocean carrier
- HB/L No: House B/L number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Partner: Assign Partner Information
- Notify: 'Notify' On The Bill Of Lading
 

**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- PCS: Cargo Quantity
- CBM: CBM Sum (Dimension)
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- CFT: Cubic Feet (Ft<sup>3</sup>)
- KG: Weight in Kilogram
- LBS: Weight in Pound

### Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information

- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## 4.1.3 OEM Document Package

≡ Ocean Export > Master B/L > OEM Document Package

Document Package

OPUS Forwarding™ NAME CLT Master Admin ID cltmaster

Document Package Ocean Export > Master B/L > Document Package

Filing No. 19 MB/L No. MBL1001

Basic Information

Company Name on Report BRIGHT STAR  
AMERICAN AIRLINES

Master Agent

Show B/L Type  Original  Non-Negotiable  Draft  None

Agent Type  Master Agent (Shipper)  House Agent

Master Agent (Co-Load)

Report Type  1. Cargo Manifest  4. HB/L  All  Clear  
 2. Master Set / MAWB  5. Commercial Invoice  7. Shipping Advice  
 3. Credit / Debit Note  6. Packing List  8. DE S/A

Remark

## Introduction

Print MB/L reports in preparation of the document to send to the master or house agent.

## Procedures

Input Search Conditions and click the Retrieve button to search data.  
Select the output option, and click the Print button to print reports.

## Item Descriptions

### Search Condition

- Filing No: Filing Number of Master B/L
- MB/L No: Master B/L Number

### Document Package

- *Company Name on Report: Company Name To Be Printed On The Report. B/L Reference Office By Default.*
- *Master Agent: Master Agent Information*
- *Show B/L Type: Report B/L Type. (Printed On The B/L)*
- *Agent Type: If Sub Agent (New) Type Is Selected, Selection Of Agent Below Is Mandatory.*
- *Report Type: Select type of reports which document package is included*  
**NOTE:** Click 'All' button to select whole report provided. Click 'Clear' to release selection of report.
- *Remark: Additional information*
- *House B/L List: Brief House B/L information*

#### 4.1.4 OEM Pickup Order

- ≡ Ocean Export > Master B/L > OEM Pickup Order

Pickup Order

Pickup/Delivery Order ▾																	
Work Order No.	WOOGNJ15060001																
Work Order No.	WOOGNJ15060001																
W/O Type	PICKUP																
Pickup	T3034  ARROWPAC CFS (F057)																
Address	630 NEW COUNTY ROAD SECAUCUS, NJ 07094																
Contact Person	CFS																
	Phone/Fax 201-223-0060 201-223-1060																
Reference No.																	
	Pickup Time 07-24-2015  10:00 ~ 15:00																
Delivery	T23798232  VICALLA LLC																
Address	2001 STONETHROW RD. BETHLEHEM, PA 18015																
Contact Person	MR. SAI																
	Phone/Fax 484-358-2385 610-867-0760																
Reference No.																	
	Delivery Time  ~																
Return	T3034  ARROWPAC CFS (F057)																
Address	630 NEW COUNTY ROAD SECAUCUS, NJ 07094																
Contact Person	CFS																
	Phone/Fax 201-223-0060 201-223-1060																
Reference No.																	
	Delivery Time  ~																
<table border="1"> <thead> <tr> <th>CHK</th> <th>Container No</th> <th>TP/SZ</th> <th>Seal No</th> <th>Package</th> <th>Weight</th> <th>CBM</th> <th>Pickup No.</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>DFSU737331</td> <td>LCL</td> <td>301</td> <td>4,321.00</td> <td>19.7760</td> <td></td> <td></td> </tr> </tbody> </table>		CHK	Container No	TP/SZ	Seal No	Package	Weight	CBM	Pickup No.	<input checked="" type="checkbox"/>	DFSU737331	LCL	301	4,321.00	19.7760		
CHK	Container No	TP/SZ	Seal No	Package	Weight	CBM	Pickup No.										
<input checked="" type="checkbox"/>	DFSU737331	LCL	301	4,321.00	19.7760												
[1 / 1]																	
<input type="checkbox"/> Other Filing No. <input type="text"/>																	
Bill To T23798232  VICALLA LLC 2001 STONETHROW RD.																	
Address <input type="text"/>																	
Contact Person MR. SAI  Phone/Fax 484-358-2385 610-867-0760																	
Reference No. S15003																	
Trucker  SAMER TRUCKING LLC / ALI HABLAWI /																	
Address SAMER TRUCKING LLC ALI HABLAWI 973-931-7778																	
Contact Person <input type="text"/> Phone/Fax <input type="text"/>																	
POL 57072 HUANGPU,WHAMPOA,C POD 1001 NEW YORK, NY																	
Commodity <input type="text"/> Package 301																	
Gross Weight 4,321.00 K 9,526.07 L 19.776 CBM 698.419 CFT																	
Carrier																	
Print the B/L Mark & Description <input type="checkbox"/>																	
Remark <input type="text"/>																	

## Introduction

Pickup order screen is to register and output pickup and delivery orders.

Processes drayage orders including empty container pickup and full container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the warehouse.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

## Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Work Order Number to search

### Pickup/Delivery Order

- Work Order No: Work Order Number
- W/O Type: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- *B/L No: Master B/L Number*
- *Filing No: Filing Number of Master B/L*

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

### Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

**Container List**

- *Container: Container information of B/L*

**Bill to**

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

**Trucker**

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- *POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)*
- *Commodity: Commodity information*  
**NOTE:** Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Carrier Bkg. No: Booking number of the ocean carrier
- Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
- Remark: Additional information

## 4.1.5 OEM Load Plan

- Ocean Export > Master B/L > OEM Load Plan

Load Plan

Load Plan ^								
Ocean Export > Master B/L > Load Plan								
Filing No.	19	<input type="button" value="P"/>	MB/L No.	MBL1001	<input type="button" value="P"/>			
Carrier Bkg. No.	CBN1001	Filing No.	19					
Agent	AMERICAN AIRLINES	Vessel/Voyage	1001	1001				
Loading Port	AABENRAA, DENMARK	ETD/ETA	02-11-2015	02-17-2015				
Discharge Port	ALL OTHER INDIA EAST COAST PORTS	Container No.						
Final Destination	<input type="button" value="Seal No./Container Size"/>							
HB/L No.	Doc. Receipt No.	Qty	Weight	Measurement	Final Destination			
		0	KGS 0.00	LBS 0.00	CBM 0.0000	CFT 0.0000		
Total	0 record[s]	Q'ty	0	Weight	0	Measure	0	0

## Introduction

The loan plan describes the information about the House B/L cargo to be loaded in the container unit for FAK business. It is generally delivered to the warehouse for work order or the overseas agent for the manifest.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Enter Remarks/Special Instructions and click the Print button to print the loan plan.

## Item Descriptions

### Search Condition

- Filing No: Filing Number of Master B/L
- MB/L No: Master B/L Number

### Load Plan

- Carrier Bkg No: Booking number of the ocean carrier*
- Filing No: Filing Number of Master B/L*
- Agent: Oversea Agent Information*
- Vessel/Voyage: Input Vessel Name and Voyage Information*
- Loading Port: Port of Loading*
- ETD/ETA: Input Etd(Estimated time of arrival) and Eta(Estimated time of departure) Information*
- Discharge Port: Port of Discharge*

- *Container No: Container Number*
- *Final Destination: Final Cargo Destination*
- *Seal No/Container Size: Seal Number and Container Type/Size*

### **House B/L List**

- *HB/L No: Define House Bill Of Lading Number.*
- *Doc. Receipt No: Filing Number of Master B/L*
- *Qty: Package Quantity and Unit*
- *Weight: Sets The Basic Weight Unit To Be Used In The Office.*
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- *Final Destination: Final Cargo Destination*
- *Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.*

### **Total**

- *Total: Number of House B/Ls which are belong to Master B/L*
- *Qty: Total Package Quantity*
- *Weight: Total Weight in Kg and in Lb units*
- *Measurement: Total Measurement in CBM and in CFT*

### **Remark**

- *Remark/Special Instruction: Additional information*

## **4.1.6 OEM Correction Notice**

≡ Ocean Export > Master B/L > OEM Correction Notice

**Correction Notice**

OPUS Forwarding™	NAME CLT Master Admin ID cltmaster
Correction Notice ^ Ocean Export > Master B/L > Correction Notice	
C/A No. <input type="text"/> * C/A Status: <input type="text"/>	
HB/L No. <input type="text"/> MB/L No. <input type="text" value="MBL1001"/> <input type="button" value="P"/> Issued By <input type="text"/> at <input type="text"/> Phone/Fax <input type="text"/> / <input type="text"/> Partner <input type="text" value="001"/> <input type="button" value="P"/> AMERICAN AIRLINES Contact Person <input type="text"/> Confirmed By <input type="text"/> at <input type="text"/> EMail <input type="text"/>	
<input type="checkbox"/> Gross Weight <input type="checkbox"/> CBM <input type="checkbox"/> Mark & Desc. <input type="checkbox"/> Vessel <input type="checkbox"/> Qty &Container <input type="checkbox"/> Freight Term <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee <input type="checkbox"/> Notify <input type="checkbox"/> Commodity <input type="checkbox"/> Route <input type="checkbox"/> Rate &Rate <input type="checkbox"/> Other	
▶ Current Information      ▶ Corrected Information	

## Introduction

Correction notice is used to make notification of corrected contents to the agent if it is necessary to change major document contents, including B/L, after agent pre-alert.

Manages correction notification of materials and history, and manages who made the changes and when.

## Procedures

Can enter search conditions via the search window.

Double click, the B/L No via the HB/L No or MB/L No, search window to display B/L information.

Check items to correct, and enter corrections.

Click the Issue button to save information. Confirm and Cancel buttons appear after saving.

Click the Confirm button to confirm correction notifications. The C/R button appears for HB/L and the C/N button for MB/L respectively after confirmation. Click the C/R or C/N button to print.

## Item Descriptions

### Function Buttons

- Correction Notice: Issue Correction notice  
**NOTE:** Only for authorized staff.
- C/R: Issues Correction Notice if the correction notice is 'confirmed' status.  
**NOTE:** Only for authorized staff.

### Search Condition

- C/A No: Correction Advice No Automatically Created Upon Data Save.  
**NOTE:** C/A Status shows 'Issued/Confirmed' status.

### Correction Notice

- *HB/L No: Define House Bill Of Lading Number.*
- *MB/L No: Ocean Carrier Master B/L No*
- *Issued by/at: Issued by whom, Issue date*
- *Phone/Fax: Phone and fax number of contact person*
- *Partner: Assign Partner Information*
- *Contact Person: Name of contact person*
- *Confirmed by/at: Confirmed by whom, confirm date*
- *Email: User E-Mail Address*

### Category

- Category: Category of Correction Advice. Select multiple category if necessary

### Correction

- Current Information: Current B/L Information For Checked Correction Items
- Corrected Information: Amend B/L Information for checked correction items

## 4.1.7 OEM Correction Notice List

- Ocean Export > Master B/L > OEM Correction Notice List

Correction Notice List

No.	C/A No.	Type	B/L No.	Issued Date	Confirmed Date	Status	Partner
1	CABSTAR15020003	MB/L	MBL1001	02-24-2015		Issued	AMERICAN AIRLINE
2	CABSTAR15020002	MB/L	MBL1001	02-24-2015		Issued	AMERICAN AIRLINE
3	CABSTAR15020001	MB/L	MBL1001	02-24-2015		Issued	AMERICAN AIRLINE

## Introduction

Retrieve correction notice registered. If double click the list, ‘Correction Notice’ screen is opened.

## Procedures

Define a condition like B/L No and Partner information. As list shown, double click the list which one need to see more details. Do necessary procedure with correction notice screen opened.

## Item Descriptions

### Search Condition

- B/L No: Master B/L Number
- Issued at: Issue date
- Status: Status of Correction Advice
- Partner: Assign Partner Information
- Office: Issuing office

### Correction Notice List

- No: Sequence of list
- C/A No: Correction Advice No
- Type: Master B/L or House B/L
- B/L No: Master B/L Number
- Issued at: Issue Date
- Confirmed at: Confirm Date
- Status: Status of Correction Advice
- Partner: Assign Partner Information

## 4.2 House B/L (HB/L)

### 4.2.1 OEH B/L Entry

☰ Ocean Export > House B/L > OEM B/L Entry

The screenshot shows the 'B/L Entry' screen for 'OE HB/L Entry'. The top navigation bar includes 'NAME CLT Master Admin' and 'ID clmaster'. Below it are buttons for 'Search', 'New', 'Save', 'Copy', and 'Print'. The main form has tabs for 'Booking & HB/L', 'Container', 'Mark & Desc.', 'Freight', 'Work Order', and 'Status'. The 'Booking & HB/L' tab is active, displaying fields for HB/L No. (OEHTEST), B/L Type (NORMAL), Carrier Bkg. No., MB/L No., W/O No., Filing No. (OEMTEST), Post Date (03-03-2015), MRN, Document No. (OEMTEST), Booking No., Invoice No., Customer Ref. No., and Template (SEE DEFAULT). A status indicator 'Status: HBL C' is shown. The 'Customer' section includes fields for Partner, Customer (005 CONTINENTAL), Shipper, Consignee, Notify, Vendor, and various pick-up points like Cargo Pick Up and Trucker. The 'Vessel' section shows Onboard (03-03-2015), VSL/VYG, and Transshipped information. The 'Route' section lists stops at POR, POL 101 (PORTLAND,ME), POD 102 (BANGOR,ME), and DEL. The 'Shipment & Item' section includes fields for Package (1 CARTON(S)), Gross Weight (10.000 K 22.050 L), Measurement (0.000 CBM 0 CFT), dimensions (Cm or Inch), and a note 'There is no data to search [0 / 0]'. It also includes sections for Buying Rate/Amount, Selling Rate/Amount, Buying Freight, Selling Freight, SVC Term, Express B/L, Sales Type, W/H Cut-Off Date, Sales Office, Bkg. Date, Sales Person, Date Issued, and Issued by.

## Introduction

Registers, retrieves, and manages sea import B/L information

## Procedures

Click the New button and enter HB/L information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Label: Prints The Package Label.

- B.Confirm: Prints The Booking Confirmation.
- S/A(Shipping Advice): Prints The Shipping Advice.
- Accounting: Goes To 'AR/AP List' Page
- AES: Goes To 'AES' Page.
- P.Report: Preview profit report
- Delete: Delete current B/L. This is only for authorized staff

### **Search Condition**

- HB/L No: Define House Bill Of Lading Number.

### **House B/L**

- HB/L No: Define House Bill Of Lading Number.
- B/L Type: Normal; General; Co-Load; Co-Loaded; Direct: Shipper's direct case; Triangle: Triangle trade; Direct Triangle: Shipper's direct and triangle trade; Third Party: Third party shipment; Forwarding: Forwarding.
- *Carrier Bkg No: Booking number of the ocean carrier*
- *MB/L No: Ocean Carrier Master B/L No*
- W/O No: Assign Work Order Number
 

**NOTE:** \*If W/O Assigned, B/L Information Is Filled Automatically From W/O
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- *Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- MRN: Manifest Reference Number Received From The Ocean Carrier. (11 Digits)
- Document No: Use For Reference. Usually Master B/L's filing number.
- Template: Job Visibility Template. Selectable If There Are Multiple Templates.
- Sub MB/L: Check If It Is Sub MB/L. If It Is The Sub-Agent's B/L Provided To The Master Agent, This Item Must Be Checked.
 

**NOTE:** \* Sub MB/L: Master B/L Provided To Third Parties.
- L/C No: Letter Of Credit Number
- Invoice No: Invoice Number from shipper
- Customer Ref. No: Assign Customer Reference Number
- Booking No: Select booking from Booking popup

### **Customer**

- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
 

**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- *Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)*
- C/Broker: Define Customs Broker
- Export References No: Export reference number information

- Vendor: Assign Vendor Information
- Cargo Pick up: Define Cargo Pick Up Vendor Information
- Trucker: Enter Trucker To Carry Out The Order
- Container Summary: Define Container Summary Information

## Contribution

- Contrib. Office: Performance shared with contribution office
- Contrib. Dept: Performance share rate
- Use %: Performance shared with department

## Vessel

- On Board: On Board Date
  - VSL/VOY: Vessel Name and Voyage number
- NOTE:** Click 'Transshipped' button to open transshipped information popup.

## Route

- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name)
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name)*
- *POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name)*
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Final Destination: Final Cargo Destination
- Carrier: Carrier Information
- ETD of POL: Estimated Time Of Departure
- ETA of POD: Estimated Time Of Arrival
- Incoterms: Select Incoterms Including FOB and CIF
  - NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
- Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.
  - NOTE:** \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.
  - \* LCL: Less Then Container Load
  - \* Bulk: Bulk Freight
- Commodity: Commodity Information
- Forwarding Agent: B/L's Forwarding Agent Information
  - NOTE:** Click 'Forwarding Agent' link to clear textbox
- Triangle Agent:
  - NOTE:** Click 'Triangle Agent' link to clear textbox
- State of Origin: State Code (U.S. Only)
- Dest. Country: Destination Country

## Shipment & Item

- Package: Package Quantity and Unit

- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

### **Measurement**

- Item List: Enter and Manage Special Container Item Information.  
**NOTE:** Select unit of length. Click 'W/H' button to open 'Warehouse Receipt' popup to select. Click 'Add' button to register a record in new row
- Buying Rate/Amount: Enter The Agent Buying Rate Information. If The Rate Is Entered, The Amount (= Rate X Revenue Ton) Is Automatically Calculated.
- Selling Rate/Amount: Enter The Customer Selling Rate Information. If The Rate Is Entered, The Amount (= Rate X Revenue Ton) Is Automatically Calculated.
- Buying Freight: Select The Agent Freight Condition.
- Selling Freight: Select The Customer Freight Condition.
- SVC Term: Select Receiving/Delivery Transportation Condition From Cy, CFS, Door, Fot, Fi, Fo, Tackle, Or Bt.  
**NOTE:** \* Cy: Up To Container Yard  
\* CFS: Up To Container Freight Station  
\* Fot (Free On Truck): Up To Truck Loading  
\* Fi (Free In): Up To Freight On Board  
\* Fo (Free Out): Up To Freight Off Loaded  
\* Tackle: Up To Device Hanging At The End Of Crane Line  
\* Bt (Berth Term, Liner Term): Up To Berth
- Profit Share: Profit Share % With The Partner (Consignee)
- Express B/L: Check If Express B/L.
- Cargo Type: Select The Cargo Type. (Normal - Default, Dangerous Goods, Special, Dry Ice, Battery)
- Sales Type: Select The Sales Type Between Free Cargo(Own Sales), Nomi(Partner Sales), and Co-Load
- Ship Type: Select Normal, Switch Or Transit
- W/H Cut-off Date, Time: Define Warehouse Cut Off Date/Time
- Sales Office: B/L's sales office for performance measure
- Sales Person: Trade Partner's Sales Contact Person
- Booked at: Booking date
- Issued at: Issued date
- Issued by: Issued by whom

### **Container**

#### **Container List**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of list  
**NOTE:** Click 'Add' button to register a record in new row. Container list is from Master B/L's containers
- Container No: Container Number
- TP/SZ: Container Type/Size

- Seal No: Container Seal Number
- Seal No2: Container Seal Number
- Package: Package Quantity and Unit
- Weight K: Gross Weight In Kg Units
- Weight L: Gross Weight In Lbs Units
- CBM: CBM Sum (Dimension)
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- CFT: Cubic Feet (Ft<sup>3</sup>)
- Temp: Temperature
  - NOTE:** To change the item, container type should be reefer type.
- Unit: Unit of Temperature (Fahrenheit, Celsius)
  - NOTE:** To change the item, container type should be reefer type.
- Vent: Openness Of Ventilation In Case Of Refer Container
  - NOTE:** To change the item, container type should be reefer type.
- D.G.: Dangerous Goods
- Remark: Additional information

## Item

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of list
  - NOTE:** Click 'Load P/O' to register a item from P/O's item. Booking No should be defined in advance. Click 'Add' button to register a record in new row
- Container No: Container Number
- P/O No: Assign Purchase Order Number From Customer
- Item: Item code and name
- HTS Code: Input HTS Code To Search
- Package: Package Quantity and Unit
- Unit: Unit of Package
- Inner Qty: Number of item by each
- EA: each amount
- Total Qty: Total number of item by each
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Remark: Additional information
- Dangerous Cargo Info.: Dangerous Goods Type and Code information

## Mark & Desc.

- Issued Place/On Board Date: Issuing Place and Date On Board
- No of Original B/L: Number of Original B/L Issued
- ITN No/Remarks: ITN Number received from Customs after customs clearance.
  - NOTE:** If 'ITN No' is empty, warning message is shown when clicking 'save' button to save

- For Transshipment to: Transshipment Port
- Onward Inland Routing: Inland Routing Followed By Sea Transportation
- Said: Said by shipper
 

**NOTE:** Click 'Auto' button to apply container summary and package
- Say: Text To Be Printed On 'Say' Of The Hb/L Report.
 

**NOTE:** [Auto] Button: Copies the Container Information To The Say Item.
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Carrier: Carrier Information
- Mark: Mark information of shipment
 

**NOTE:** Click 'Container information' button to apply container and seal number
- Description: Description of shipment
 

**NOTE:** Default Description is from 'Office code' setup
- Express B/L, Freight Term: Additional information
 

**NOTE:** It shows freight payment term and express B/L status.
- Clean on board: Clean on board date and whom to response
- Show Weight on B/L as: Select Format Of Wight Information On B/L
- Booking Remark: Additional information
- P/O No: Assign Purchase Order Number From Customer. P/O No is reflected on description section
- Item No: Assign Item number for reference

## Freight

### Buttons

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail
- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.

### Account Receivable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On B/L Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- *Amount: Rate multiply by volume*

- Invoice No: Invoice number is shown after registering A/R invoice from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- B/L: Whether print the freight information on House B/L

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: Unit rate price in case of debit
- Credit Rate: Unit rate price in case of credit
- Vol: Volume in unit
- *Debit/Credit Amount: Rate multiply by volume*
- Invoice No: Invoice number is shown after registering D/C Note from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue the Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer with Export Shipper and Consignee for Import On B/L Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import by Default
- Rate: Unit rate price
- Vol: Volume in unit
- Amount: Rate multiply by volume
- Invoice No: Invoice number is shown after registering A/P Invoice from accounting
- Status: Freight status (Freight input, Invoice create)

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving
- CHK: Selects Rates to Issue the Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## **Work Order**

### **Work Order List**

- No: Sequence of list
 

**NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Automatically Created Upon Registration.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## **Status**

### **Job Visibility**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
 

**NOTE:** Click 'Add' button to register a record in new row.
- No: Sequence of list
- Task: Visibility Task
- Status: Status Signal
- Plan Date: Plan Date
- Actual Date: Actual Date
- Issued by: Issued by whom

## **Document List**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon

- Created at: Creation date

## History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

## User Defined Field

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Title: Notification Title (10 Letters Or More)  
**NOTE:** Click 'Add' button to register a record in new row.
- Description: Value of defined field

## 4.2.2 OEH B/L List

Ocean Export > House B/L > OEM B/L List

**B/L List**

OE HB/L List																		NAME		ID	
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Copy"/> <input type="button" value="Print"/> <input type="button" value="Label"/> <input type="button" value="Accounting"/> <input type="button" value="B.Confirm"/> <input type="button" value="S..."/>																		CLT	Master Admin	ctr	
HB/L No.	ETD	~	File	Partner	P	Consignee	P	Ship Mode	ALL	Office	BSTAR										
Filing No.	POL	P		Shipper	P	Notify	P	Incoterms	ALL												
MB/L No.	POD	P		Actual Shipper	P	Vessel Name	P	Container													
<input type="button" value="View"/> <input type="button" value="OEMTEST"/> <input type="button" value="FCL"/> <input type="button" value="03-03-2015"/>																		G/WGT(KG)			
CONTINENTAL A  POI BANG CNTR																		0.000			
<input type="button" value="200"/>																					
<b>MB/L List</b>																					
No.	Block	MB/L No.	Consignee	Carrier	POR	POL	POD	DEL	ETD												
<b>Document List</b>																					
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Upload"/>																					
<input type="checkbox"/> DEL <input type="checkbox"/> CBL <input type="checkbox"/> External <input type="checkbox"/> Reference <input type="checkbox"/> Message <input type="checkbox"/> File <input type="checkbox"/> PDF <input type="checkbox"/> Creation Date																					

## Introduction

List the House B/L information.

Print various reports including Shipping Advice, Booking Confirmation, Labels, and Profit Report.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the HB/L list to view details. Open the 'OEH B/L Entry' page.

Click the View button in the HB/L List to view the MB/L information.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Label: Prints The Package Label.
- Accounting: Goes To 'AR/AP List' Page
- B.Confirm: Prints The Booking Confirmation.
- S/A(Shipping Advice): Prints The Shipping Advice.
- AES: Goes To 'AES' Page.
- D.Receipt: Goes To 'Dock Receipt' Page
- USDA: Prints The Certificate Of Heat Treatment Issued By The USDA(United States Department of Agriculture)
- P.Report: Preview Profit Report
- LOG: B/L's E-Mail and Fax Transmission History
- Excel(ALL): Download the list in excel form. This button downloads whole record not only listed data but also paging data
- Delete: Delete current B/L. This is only for authorized staff

### Search Condition

- HB/L No: Define House Bill Of Lading Number
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MB/L No: Ocean Carrier Master B/L No
- ETD: Estimate Time of Departure
- POL, POR: Port Of Loading, Port of Receipt (Can Enter Name Only or Change the Registered Name.)
- POD, DEL: Port Of Discharge, Delivery Location (Can Enter Name Only or Change the Registered Name.)
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Customer: Assign Customer Information
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading

- NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- Vessel Name: Vessel name
  - Ship Mode: Select Cargo Type from FCL, FAK, LCL, Or Bulk.

**NOTE:** \* FCL: Full Container Load  
\* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.  
\* LCL: Less Then Container Load  
\* Bulk: Bulk Freight
  - Incoterms: Select Incoterms Including FOB and CIF

**NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
  - Container, P/O No, L/C No, Invoice No, Carrier Bkg. No: Container, P/O No, L/C No, Invoice No, Carrier Bkg. No
  - Office: Issuing office

## HB/L List

- No: Sequence of list
- Block: B/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- HB/L No: Define House Bill Of Lading Number.
- Office: Issuing office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Mode: Ship mode, Cargo type
- ETD: Estimated time of departure
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading

**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies the Consignee Information To 'Notify'.
- Customer: Assign Customer Information
- Vendor: Assign Vendor Information
- Vessel Name: Vessel Name
- Voyage: Voyage information
- Carrier: Carrier Information
- MB/L No: Ocean Carrier Master B/L No
- Carrier Bkg. No: Assign Carrier Booking Number
- MB/L: Master B/L List

**NOTE:** Click 'View' button to show HB/Ls on HB/L List.
- POR: Place of Receipt (Can Enter Name Only or Change the Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change the Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change the Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location

- Export References No: Export reference number information
- Container No: Container Number
- P/O No: Assign Purchase Order Number From Customer
- L/C No: Letter Of Credit Number
- Invoice No: Invoice Number from shipper
- CBM: CBM Sum (Dimension)
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
     [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units
- Doc No: Usually filing number
- AR/AP/DC: AR/AP/DC Invoice status (If it's issued, the column show 'O' instead of 'X')
- Issued by: Issued by whom

#### MB/L List

- No: Sequence of list
- Block: MB/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- MB/L No: Ocean Carrier Master B/L No
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- POR: Place of Receipt (Can Enter Name Only or Change the Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change the Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change the Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- ETD: Estimate Time of Departure
- ETA: Estimated Time Of Arrival

#### Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
 

**NOTE:** Click 'Save' button to delete selected row. Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## 4.2.3 OEH Commercial Invoice

- Ocean Export > House B/L > OEH Commercial Invoice

Commercial Invoice

OPUS Forwarding™		NAME CLT Master Admin	ID cltmaster	
<input type="checkbox"/> Commercial Invoice				
HB/L No. <input type="text" value="OEHTEST"/> <input type="button" value="P"/>				
<b>Shipper</b>  <b>Consignee</b>  <b>Notify</b>	CONTINENTAL AIRLINES  Invoice No. <input type="text"/> L/C No. <input type="text"/> L/C Issu Bank <input type="text"/> Terms/Payment FREIGHT PREPAID Departure PORTLAND,ME Destination BANGOR,ME Carrier <input type="text"/> <input type="button" value="P"/> Vessel/Flight <input type="text"/>			
	Invoice Date <input type="text"/> <input type="button" value="C"/> L/C Date <input type="text"/> <input type="button" value="C"/>  Departure Date <input type="text" value="03-03-2015"/> <input type="button" value="C"/>			
Marks and Numbers	Q'TY/UOM	Description of Packages and Goods	Unit Price	Amount
OEH MARK TEST	1 CARTON(S)	OEH LINE TEST 1 OEH LINE TEST 2 OEH LINE TEST 3 OEH LINE TEST 4 OEH LINE TEST 5 OEH LINE TEST 6 OEH LINE TEST 7 OEH LINE TEST 8 OEH LINE TEST 9 OEH LINE TEST 10 OEH LINE TEST 11 OEH LINE TEST 12 OEH LINE TEST 13 OEH LINE TEST 14 OEH LINE TEST 15		

## Introduction

Registers, prints, searches, and manages commercial invoice information.

In general, a commercial invoice is used if it should be a document from the shipper but is issued on their behalf at the shipper's request.

## Procedures

Input Search Conditions and click the Retrieve button to view basic B/L information.

Input commercial invoice information and click the Save button to save.

Click the Print button to print the commercial invoice.

## Item Descriptions

### Search Condition

- HB/L No: Define House Bill Of Lading Number.

### Commercial Invoice

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.

- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Invoice No: Invoice Number from shipper
- L/C No: Letter Of Credit Number
- L/C Issue Bank: Letter of credit issuing bank
- Terms/Payment: Payment terms (Freight prepaid, collected)
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Carrier: Carrier Information
- Vessel/Flight: Vessel name or Flight number
- Invoice Date: Invoicing Date
- L/C Date: Letter of credit date
- Departure Date: Estimated time of Port of departure
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- Rate: Shipment price information
- Amount: Shipment total price information

#### 4.2.4 OEH Packing List

☰ Ocean Export > House B/L > OEH Packing List

**Packing List**

Marks and Numbers	Q'TY	Description of Packages and Goods	Weight(G)	Weight(C)	Measure
OEH MARK TEST	1 CARTON(S)	OEH LINE TEST 1 OEH LINE TEST 2 OEH LINE TEST 3 OEH LINE TEST 4 OEH LINE TEST 5 OEH LINE TEST 6 OEH LINE TEST 7 OEH LINE TEST 8 OEH LINE TEST 9 OEH LINE TEST 10 OEH LINE TEST 11 OEH LINE TEST 12	10.00 KGS 22.05 LBS		0.000000 CBM 0.000000 CFT

#### Introduction

Registers, prints, searches, and manages packing information.

In general, the packing list is used if it should be a document from the shipper but is issued on their behalf at the shipper's request.

## Procedures

Input Search Conditions and click the Retrieve button to view B/L details.

Input packing list information and click the Save button to save.

Click the Print button to print the packing list.

## Item Descriptions

### Search Condition

- HB/L No: Define House Bill Of Lading Number

### Packing List

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Invoice No: Invoice Number from shipper
- L/C No: Letter Of Credit Number
- L/C Issue Bank: Letter of credit issuing bank
- Terms/Payment: Payment terms (Freight prepaid, collected)
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Carrier: Carrier Information
- Vessel/Flight: Vessel name or Flight number
- Invoice Date: Invoicing Date
- L/C Date: Letter of Credit date
- Departure Date: Estimated time of Port of departure
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- G.WGT: Gross weight on B/L
- N.WGT: Net weight on B/L
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

## 4.2.5 OEH Document Package

- Ocean Export > House B/L > OEH Document Package

**Document Package**

Document Package ^  
Ocean Export > House B/L > Document Package

Search Condition  
HB/L No. OEHTEST

Basic Information  
Company Name on Report BRIGHT STAR  
Show B/L Type  Original  Non-Negotiable  Draft  None  
Shipper  Copy  Telex Release  
Consignee

Send To  Shipper  Consignee  
Report Type  1. House B/L  3. Shipping Advice  
All Clear

## Introduction

Prints HB/L related document packages.

Can print various documents to be delivered to agents or customers including House B/L, Invoice, and shipping Advice together, and transmits them on this page.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Select print options and click the Print button to print.

## Item Descriptions

### Search Condition

- HB/L No: Define House Bill Of Lading Number.

### Document Package

- Company Name on Report: Company Name to Be Printed On The Report. B/L Reference Office by Default
- Show B/L Type: Report B/L Type. (Printed On The B/L.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Send To: Select Shipper Or Consignee
- Report Type: Select type of reports which document package is included  
**NOTE:** Click 'All' button to select whole report provided. Click 'Clear' to release selection of report.

## 4.2.6 OEH Certificate of Origin

- Ocean Export > House B/L > OEH Certificate of Origin

**Certificate of Origin**

Certificate of Origin ^					
Ocean Export > House B/L > Certificate of Origin					
HB/L No.	OD10005				
Shipper/Exporter	Document No. AOE-10005 B/L Date <input type="text"/>				
Consignee	Export Reference <input type="text"/>				
Notify Party	Country of Origin <input type="text"/> Export Carrier HANJIN BERLIN / 0022 Port of Loading AALESUND,NORWAY Port of Discharge ABU DHABI,ABU ZABI,MINA ZAYED,UNITED ARAB EMIRATES Name of Chamber <input type="text"/> State <input type="text"/>				
Marks and Numbers	Q'TY 0 CARTON(S)	Description of Packages and Goods	Weight(G) 17.00 KGS 37.48 LBS	Weight(C)	Measure 3466.000000 CBM 122407.000000 CFT

## Introduction

Registers, prints, searches and manages certification of origin information.  
This menu generate certificate of origin form for U.S.

## Procedures

Input Search Conditions and click the Retrieve button to search data.  
Change data and click the Save button to save data.  
Click the Print button to print the certification of origin.

## Item Descriptions

### Search Condition

- HB/L No: Define House Bill Of Lading Number

### Certificate of Origin

- Shipper: B/L Shipper Information  
**NOTE:** Certificate of origin form is for the U.S. only
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Document No: Use For Reference. Usually Master B/L's filing number.
- B/L Date: Issuing Date
- Export References No: Export reference number information
- Country of Origin: Assign Country Of Origin

- Export Carrier: Carrier Information
  - POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name)
  - POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name)
  - Name of Chamber: Chamber of commerce information
  - State of Origin: State Code (U.S. Only)
  - Marks and Numbers: Marks and numbers on B/L
  - Qty: Qty and package information on B/L
  - Description: Description of shipment
  - G.WGT: Gross weight on B/L
  - N.WGT: Net weight on B/L
  - Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

#### 4.2.7 OEH Bank Draft

≡ Ocean Export > House B/L > OEH Bank Draft

**Bank Draft**

HB/L No. OD10004

U.S.\$ .00      Date Issued 02-27-2015

AT SIGHT      of this FIRST of Exchange [Second unpaid]

Pay to the Order of \_\_\_\_\_

Open Bank \_\_\_\_\_

L/C No. \_\_\_\_\_

Open Date 02-27-2015      Issued By United States Dollars

To \_\_\_\_\_

No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Original/Copy  
Original  Copy

Gentlemen \_\_\_\_\_

We enclosed Draft Number \_\_\_\_\_ and documents listed below

Initial \_\_\_\_\_

For Collection  
 for  
 For payment/negotiation under L/C

#### Introduction

Print the bank draft. For a B/L processed with a L/C (Letter of Credit), it is used to issue a bank draft to the shipper.

#### Procedures

Select the HB/L No from the search window to display the HB/L information.  
Enter information and click the Print button to print a bank draft.

## Item Descriptions

### Search Condition

- HB/L No: Define House Bill Of Lading Number

### Bank Draft

- US\$: Enter the entire amount to be collected; if not in U.S. dollars, specify the currency
- Date Issued: Enter the date the draft is issued
- of this FIRST of Exchange (Second unpaid): Enter the terms of payment (also called the tenor of the draft); for example, at 45 days, at sight, or at 30 days bill of lading. Second unpaid refers to the duplicate copy of the draft (which reads of this Second of Exchange, First unpaid); once payment has been made against either copy, the other becomes void.
- Pay to the Order of: Enter the name of the party to be paid (seller or payee). This party may be the seller or the seller's bank and will be the party to whom the foreign buyer's bank will remit payment.
- L/C No: Letter Of Credit Number
- Open Bank: Draft's Bank Information
- Open Date: Enter the date the draft is being sent to the bank
- Authorized Signature: The signature of the authorized individual for the seller or the seller's agent (drawer) should be entered here.
- for Value received and charge the same to account of: for Value received and charge the same to account of
- To: Enter the name and address of the paying party (buyer or drawee). For letter of credit payments, enter the name and address of the buyer's opening bank as well as the letter of credit number and issue date.
- No: Enter the identification or draft number, as assigned by the seller to reference the transaction.
- Original/Copy: Original/Copy
- Gentlemen: Enter the name and address of the party to whom the draft is being sent. Unless there is a letter of credit being negotiated in the United States, enter the name and address of a foreign bank.
- We enclosed Draft Number : Enter the seller's draft number
- Initial: Initial
- For Collection: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- For: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- For Payment/negotiation under L/C: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- BILL OF LADING: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- B/L Copy: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- COMM. INV: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- INS. CIF: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.

- CIF. ORG: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- CONS. INV: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- PKNG. LIST: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- WGT. CTF: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- Other Instructions: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.

#### 4.2.8 OEH Pickup Order

≡ Ocean Export > House B/L > OEH Pickup Order

**OEH Pickup Order**

Pickup/Delivery Order ^

Ocean Export > House B/L > Pickup/Delivery Order

Work Order No.

Work Order No.  W/O Type

Pickup

Address

Contact Person  Phone/Fax

Reference No.  Pickup Time

Delivery

Address

Contact Person  Phone/Fax

Reference No.  Delivery Time

Return

Address

Contact Person  Phone/Fax

Reference No.  Delivery Time

CHK Container No. TP/SZ Seal No. Package Weight CBM Pickup

B/L No.

Bill To  CYBERLOGITEC AMERICA, INC  
80 EAST ROUTE #4  
PARAMUS, NJ 07652

Address

Contact Person  Phone/Fax

Reference No.

Trucker

Address

Contact Person  Phone/Fax

POL  POD

Commodity  Package

Gross Weight  K  L Measurement  CBM  CFT

Carrier   Carrier Bkg. No.

Print the B/L Mark & Description  PICKUP/DELIVERY REMARK TEST

Remark

[0 / 0]

#### Introduction

Registers and prints the pickup order.

Process drayage orders including empty container pickup and full container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the warehouse.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

## Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Assign Work Order Number to search

### Pickup/Delivery Order

- Work Order No: Automatically Created Upon Registration
- W/O Kind: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- B/L No: Define Bill of Lading Number

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

### Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

**Container List**

- *Container: Container information of B/L*

**Bill to**

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

**Trucker**

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- *POL: Port Of Loading*
- *POD: Port Of Discharge*
- *Commodity: Commodity information*
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Carrier Bkg. No: Booking number of the ocean carrier
- Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
- Remark: Additional information

## 4.2.9 OEH AES

- Ocean Export > House B/L > OEH AES

AES

OEH AES

General Information	Party Information	Export Lic.Information									
HB/L No. <input type="text"/>	POL <input type="text"/>	Status <input type="text"/>									
Trans. Ref. No. <input type="text"/>	ETD <input type="text"/>	ITN No. <input type="text"/>									
Transport Code <input type="text"/> 10-Vessel	POD <input type="text"/>	Filing Option <input checked="" type="radio"/> Option 2 <input type="radio"/> Option 4									
Destination Country <input type="text"/>	Carrier <input type="text"/>										
State Of Origin <input type="text"/>	Vessel/Flag <input type="text"/>										
Inbound Type <input type="text"/>	Routed Export Transaction <input type="checkbox"/>	Hazardous Material <input type="checkbox"/>									
Import Entry No. <input type="text"/>	Containerized <input type="checkbox"/>	Company Related <input type="checkbox"/>									
Foreign Trade Zone <input type="text"/>											
Export Code <input type="text"/> OS-GENERAL EXPORTS (ALL OTHI)											
Response EMail <input type="text"/>											
<b>Commodity</b> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/> DEL</th> <th>Origin</th> <th>Commodity Code</th> <th>Description</th> <th>Qty</th> <th>Unit</th> <th>Qty2</th> <th>Unit2</th> <th>USD Value</th> </tr> </thead> </table>			<input checked="" type="checkbox"/> DEL	Origin	Commodity Code	Description	Qty	Unit	Qty2	Unit2	USD Value
<input checked="" type="checkbox"/> DEL	Origin	Commodity Code	Description	Qty	Unit	Qty2	Unit2	USD Value			

## Introduction

Transmit B/L information to AES.

For export freight departing the U.S., freight details should be filed to the U.S. Census Bureau in advance for approval. Carries out A.E.S. (Automated Export System) filing for the purpose.

OPUS Forwarding can update A.E.S. materials based on B/L or AWB information entered, and interoperate with AES Direct to send data.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Input information and click the Save button to save.

Click the Send button, and the page is displayed as follows. (Send button is enabled after save.)

## AES Direct

The image shows two screenshots of the AES Direct website. On the left is the homepage with a logo, the text 'AESDirect True Innovation In Export Automation', and a warning message about Census Bureau computer systems. It includes links for 'Log In', 'Home', 'Need Help?', 'Who is My Administrator?', and 'Forgot Your Password?'. On the right is the 'Edit Shipment' page with tabs for 'Edit Shipment' and 'View Shipment'. It has buttons for 'Add Line Item', 'Check and Send', 'Exit WebLink', and 'Help'. A message states: 'This shipment is incomplete or contains incorrect information. Use the form below to correct your shipment.' The 'Shipment Information' section includes fields for 'Origin State' (set to 'None Selected'), 'U.S. Principal Party in Interest (USPPI)', 'Contact Phone Number', and 'Ultimate Consignee' with fields for 'Address Line 1', 'City', and 'State (L)'. The 'Related Field(s)' section includes a 'Country' dropdown set to 'UNITED STATES OF AMERICA'.

Enter AES User ID and Password and click the Continue button.

If there is a problem with the information entered, the following page will appear.  
Enter data and click the 'Check and Send' button.

## Item Descriptions

### Function Buttons

- Send: Transmit the form to AESDirect homepage.

### Search Condition

- HB/L No: Define House Bill Of Lading Number.

- HB/L No: Define House Bill Of Lading Number.*
- Trans. Ref. No: Transportation Reference Number - This is the reservation number, or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo.*
- Transport Code: Initially 11 If There Is Container Information On The B/L, Otherwise 10.*
- Destination Country: (U.S. Only)*
- State of Origin: State Code (U.S. Only)*
- Inbound Type: The code indicating whether the shipment is being transported under bond, and if so, the type of withdrawal.*
- Import Entry No: Enter Import Entry No For A Specific Inbound Type.*
- Foreign Trade Zone: Enter The English Code From 1 To 5 Received From The Foreign Trade Zone Board.*
- Export Code: Select. (Os By Default)*
- Response Email: Enter The E-Mail Address For Transmission Results Receipt. (Default Address Is That Set In The Office Code Page.)*
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- ETD: Estimated time of departure*

- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Carrier: Carrier Information
- *Vessel/Flag: Vessel Name and Flag*
- Routed Export Transactions: Check
  - NOTE:** Routed Export Transactions: For Foreign Companies Requesting The Use Of Ocean Carriers Or Forwarders For Freight Transportation From The U.S. Government. Export Information Should Be Submitted To AES For Approval.
- Hazardous Material: Check For Hazardous Material.
- Containerized: Check For Container Freight.
- Company Related: Check If The Final Consignee Has A Relationship With Usppi. (If Usppi and The Final Consignee Have More Than A 10% Ownership Relationship Directly Or Indirectly, It Is Deemed That There Is A Relationship.)
  - NOTE:** Usppi (United States Principal Part In Interests): Major Stakeholders In The U.S. For Commercial Freight Exports From The U.S. By Sea, Air, Rail, Or Truck.
- Status: Transmission status
- ITN No: Itn Number Received From Customs After Customs Clearance.
- Filing Option: Select the filing option you wish to use for this EEI: Option 2 – Predeparture filing or Option 4 – proved Postdeparture filing. This field will default to Option 2. Postdeparture filing is only available with approved USSPPI IDs and for EEI that meet the requirements for postdeparture filing.

## Commodity

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
  - NOTE:** Click 'Add' button to register a record in new row.
- Origin: Select domestic if commodity is grown, produced or manufactured in the U.S. (including those with foreign components assembled as a new good in the U.S.). Select foreign for goods grown, produced or manufactured in foreign countries, but have not been changed in form or condition in the U.S.
- Commodity: Schedule B or HTS Number –Report commodity classification codes.
- Description: Provide an appropriate description for the commodity.
- Qty: Report the total quantity of the commodity being exported for each commodity code classification.
- Unit: The Unit of Measure is determined
  - by the Schedule B or HTS number entered.
- Qty2: Report the total quantity of the commodity being exported for each commodity code classification.
- Unit2: The Unit of Measure is determined by the Schedule B or HTS number entered.
- USD Value: Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For details, see Foreign Trade Regulations 30.6 (a)(17).
- KGS: Gross Weight- Must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. For details, see Foreign Trade Regulations 30.6(a)(16).

## Party Information

### USPPI

- Name: Indicate the company's name and identification number.

- NOTE:** Default AES Contact Point is from 'Office Code' setup.
- USPPI ID – Employer Identification Number (EIN) or Foreign Entity ID (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.
  - Contact Person: Provide the first and last name of the USPPI contact person. Names must have at least two letters and cannot have special characters such as accents or punctuation.
  - Phone: Phone and fax number
  - Address: Address information
  - City/State: City and State information
  - Zip Code/Country: Zip Code and Country information
  - ID Type/ID: \* Type: 1-Duns (Data Universal Numbering System), 24-Ein (Employer Identification Number), 34-Ssn (Social Security Number), Dp-Dec, Zz-Foreign Entity

### Ultimate Consignee

- Name: Provide the company's name.
- Contact Person: If you provide a first and last name, do not include any special characters.
- Phone: The phone number must be provided in the correct format (NNNNNNNNNNNN).
- Address: Provide the Company's address including street, city and country. Required for all shipments.
- City/State: Report appropriate state.
- Zip Code/Country: 5 digit zip code
- Type: Select Consignee Type based on the business function from consignee that applies most often.
 

**NOTE:** Direct Consumer - a non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes, as an input to the production  
   \*Government Entity - a government-owned or government-controlled agency, institution, enterprise, or company.  
   \*Reseller - a non-government reseller, retailer, wholesaler, distributor, distribution center or trading company  
   \*Other/Unknown - an entity not previously indicated, as defined above, or whose ultimate consignee type is not known at the time of export

### Freight Forwarder

- Name: Indicate the company's name and identification number.
- Contact Person: Provide the first and last name of the USPPI contact person. Names must have at least two letters and cannot have special characters such as accents or punctuation.
- Phone: Phone and fax number
- Address: Address information
- City/State: City and State information
- Zip Code/Country: Zip Code and Country information
- ID Type/ID: \* Type: 1-Duns (Data Universal Numbering System), 24-Ein (Employer Identification Number), 34-Ssn (Social Security Number), Dp-Dec, Zz-Foreign Entity

### Intermediate Consignee

- Name: Provide the company's name.
- Contact Person: If you provide a first and last name, do not include any special characters.
- Phone: The phone number must be provided in the correct format (NNNNNNNNNNNN).
- Address: Provide the Company's address including street, city and country. Required for all shipments.

- City/State: Report appropriate state.
- Zip Code/Country: 5 digit zip code

## Export Lic. Information

### Export License

- License Type: Select License Type Appropriate To the Commodity.
- License No: License Number
- DDTC ITAR Exemption No: DDTC(Directorate of Defense Trade Controls) ITAR(International Traffic in Arms Regulation) Exemption Number
- ECCN No: Export Control Classification Number
  - NOTE:** Eccn (Export Control Classification) No: The Number Listed In The Ccl (Commercial Control List), The Export Control Items List Under Ear (Us Export Administration Regulations). Different From The National Statistical Office Schedule B Number Or The Hs (Harmonized Tariff System Nomenclature) For Tariff Taxation. The Eccn Number Is Essential To Check If An Item Is Subject To Us Export License, License Exception, and Nlr, and To Understand Its Reason For Control.
- DDTC USML Category: Select USML Category Code
  - NOTE:** Ddtc: Directorate Of Defense Trade Controls, Us Department Of Defense  
Usml: U.S Munitions List
- DDTC Registration No: DDTC Registration Number
- DDTC QTY/Unit: Quantity and Unit
- DDTC Eligible Party Certification Indicator: Eligible Party Certification Indicator Presence (Yes/No)
- DDTC Significant Military Equipment Indicator: Significant Military Equipment Indicator Presence (Yes/No)

### Carrier

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Vehicle ID Type: Select Vin Or Product Id.
  - NOTE:** Click 'Add' button to register a record in new row.
- Vehicle ID: Vehicle ID
  - NOTE:** If the commodity is a Self-Propelled Used Vehicle, fill out the remaining information
- Vehicle Title: Name of Vehicle
- Vehicle Title State: County of Vehicle

## 4.2.10 Correction Notice

- Ocean Export > House B/L > OEH Correction Notice

Correction Notice

Correction Notice ^			
Ocean Export > House B/L > Correction Notice			
C/A No.	* C/A Status:		
HB/L No. JC2O1001	MB/L No. TXLB1234567	Issued By [ ] at [ ]	Phone/Fax [ ] / [ ]
Partner CLT1008	IGK CO., LTD	Contact Person [ ]	Confirmed By [ ] at [ ] EMail [ ]
<input type="checkbox"/> Gross Weight <input type="checkbox"/> CBM <input type="checkbox"/> Mark & Desc. <input type="checkbox"/> Vessel <input type="checkbox"/> Qty & Container <input type="checkbox"/> Freight Term <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee <input type="checkbox"/> Notify <input type="checkbox"/> Commodity <input type="checkbox"/> Route <input type="checkbox"/> Rate & Rate <input type="checkbox"/> Other			
<a href="#">Current Information</a>		<a href="#">Corrected Information</a>	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

### Introduction

Correction notice is used to make notification of corrected contents to the agent if it is necessary to change major document contents, including B/L, after agent pre-alert.

Manages correction notification of materials and history, and manages who made the changes and when.

### Procedures

Can enter search conditions via the search window.

Double click, the B/L No via the HB/L No or MB/L No, search window to display B/L information.

Check items to correct, and enter corrections.

Click the Issue button to save information. Confirm and Cancel buttons appear after saving.

Click the Confirm button to confirm correction notifications. The C/R button appears for HB/L and the C/N button for MB/L respectively after confirmation. Click the C/R or C/N button to print.

### Item Descriptions

#### Function Buttons

- Correction Notice: Issue Correction notice  
**NOTE:** Only for authorized staff.
- C/R: ISSUES CORRECTION NOTICE IF THE CORRECTION NOTICE IS 'CONFIRMED' STATUS  
**NOTE:** Only for authorized staff.

#### Search Condition

- C/A No: Correction Advice No Automatically Created Upon Data Save.  
**NOTE:** C/A Status shows 'Issued/Confirmed' status.

## Correction Notice

- HB/L No: Define House Bill Of Lading Number.
- MB/L No: Ocean Carrier Master B/L No
- Issued by/at: Issued by whom, Issue date
- Phone/Fax: Phone and fax number of contact person
- Partner: Assign Partner Information
- Contact Person: Name of contact person
- Confirmed by/at: Confirmed by whom, confirm date
- Email: User E-Mail Address

## Category

- Category: Workflow Category (Ocean Export/Import, Air Export/Import)

## Correction

- Current Information: Current B/L Information For Checked Correction Items
- Corrected Information: Amend B/L Information for checked correction items

### 4.2.11 OEH Correction Notice List

☰ Ocean Export > House B/L > OEH Correction Notice List

Correction Notice List

Correction Notice List ^

Ocean Export > House B/L > Correction Notice List

B/L No.	Date Issued	Status
CACLT14090001	01-01-2010 ~ 03-02-2015	All
Partner	P	Office ALL

No.	C/A No.	Type	B/L No.	Issued Date	Confirmed Date	Status	
1	CACLT14090001	HB/L	OD10004	09-04-2014		Issued	COMBINED ATLAN

## Introduction

Retrieve correction notice registered. If double click the list, correction notices entry is opened.

## Procedures

Define a condition like B/L No and Partner information. As list shown, double click the list which one need to see more details. Do necessary procedure with correction notice screen opened.

## Item Descriptions

### Search Condition

- B/L No: Master B/L Number

- Issued at: Issue date
- Status: Status of Correction Advice
- Partner: Assign Partner Information
- Office: Issuing office

### Correction Notice List

- No: Sequence of list
- C/A No: Correction Advice No Automatically Created Upon Data Save.
- Type: Master B/L or House B/L
- B/L No: Master B/L Number
- Issued at: Issue Date
- Confirmed at: Confirm Date
- Status: Status of Correction Advice
- Partner: Assign Partner Information

### 4.2.12 OEH Booking Entry

☰ Ocean Export > House B/L > OEH Booking Entry

Booking Entry

OEH Booking Entry

Booking No.

Booking No. AUTO  11-26-2015  HB/L No.

**Customer**

Partner <input type="text"/> <input type="button"/>	Customer <input type="text"/> <input type="button"/>	<input type="text"/> <input type="button"/> / <input type="text"/>
Shipper <input type="text"/> <input type="button"/>	Export References No. <input type="text"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	
Consignee <input type="text"/> <input type="button"/>	Empty Pickup <input type="text"/> <input type="button"/> <input type="button"/>	<input type="text"/> <input type="button"/>

**Shipment & Item**

Package <input type="text"/> 0 CTN
Gross Weight <input type="text"/> 0.000 K <input type="text"/> 0.000 L
Measurement <input type="text"/> 0.000 CBM <input type="text"/> 0 CFT
SVC Term CY ~ CY
Cargo Type Normal
Port Cut-Off Date <input type="text"/> <input type="button"/> Time <input type="text"/>

### Introduction

Registers and prints the booking from shipper.

Processes a purchase order to book the shipment order.

Booking information can be retrieved from 'OEH B/L entry' to apply booking to B/L.

### Procedures

Input basic booking information.

Assign Items from purchase order.

Define quantity of items booked.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Delete: Delete current B/L. This is only for authorized staff

### Search Condition

- Booking No: Booking Number

### Booking Entry

- Booking No: Booking Number automatically generated by system, Booking Date
- *HB/L No: Define House Bill Of Lading Number.*
- L/C No: Letter Of Credit Number

### Customer

- *Partner: Assign Partner Information*
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Export References No: Export reference number information
- Empty Pickup: Empty Pickup Location
- Cargo Pick up: Define Cargo Pick Up Vendor Information
- Pier:
- Trucker: Enter Trucker To Carry Out The Order.
- Customer Ref. No: Assign Customer Reference Number
- Container Summary: Define Container Summary Information

### Vessel

- VSL/VOY: Vessel Name and Voyage number

### Route

- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- *POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)*
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Final Destination: Final Cargo Destination
- Carrier: Carrier Information
- Carrier Bkg. No: Assign Carrier Booking Number
- *ETD of POL: Estimated Time Of Departure*
- ETA of POD: Estimated Time Of Arrival

- ETD of POR: Estimated time of departure from Port of receipt
- *Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.*

**NOTE:** \* FCL: Full Container Load  
 \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.  
 \* LCL: Less Then Container Load  
 \* Bulk: Bulk Freight
- Commodity: Commodity information
 

**NOTE:** Select commodity from commodity popup. Or type commodity code to search

### Shipment & Item

- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- SVC Term: Select Receiving/Delivery Transportation Condition From Cy, CFS, Door, Fot, Fi, Fo, Tackle, Or Bt.
- \* Cy: Up To Container Yard
 

**NOTE:** \* CFS: Up To Container Freight Station  
 \* Fot (Free On Truck): Up To Truck Loading  
 \* Fi (Free In): Up To Freight On Board  
 \* Fo (Free Out): Up To Freight Off Loaded  
 \* Tackle: Up To Device Hanging At The End Of Crane Line  
 \* Bt (Berth Term, Liner Term): Up To Berth
- Cargo Type: Select The Cargo Type. (Normal - Default, Dangerous Goods, Special, Dry Ice, Battery)
- Port Cut-Off Date/Time: Last shipment cut off date and time of port entry
- Rail Cut-Off Date/Time: Last shipment cut off date and time of rail terminal
- W/H Cut-off Date, Time: Define Warehouse Cut Off Date/Time
- DOC Cut-Off Date/Time: Last shipment cut off data and time of documentation (for customs filing and so on)
- Sales Office: B/L's sales office for performance measure
- Sales Person: Trade Partner's Sales Contact Person
- Remark: Additional information

### P/O

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- P/O No: Purchase order number
 

**NOTE:** Click 'Load P/O' to register a item from P/O's item
- Item: Item's Code and name
- Package: Package Quantity and Unit
- Unit: Unit of measure
- Inner Qty: Number of item by each

- EA: each amount
  - Total Qty: Total number of item by each
  - KGB: Total Weight in Kg units
  - LBS: Total Weight in Lb units
  - CBM: CBM Sum (Dimension)
- NOTE:** \*CFT: Cubic Feet (Ft3). 1 M/T = 1 CBM (Cubic Meter, M3) = 40 CFT  
 [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- CFT: Cubic Feet (Ft3)

## 4.2.13 OEH Booking List

≡ Ocean Export > House B/L > OEH Booking List

Booking List

OEH Booking List												
Booking No.		Bkg. Date	~		Partn	Consignee	P	Ship Mode	All	Office	All	
HB/L No.		POL	P		Shipp	Notify	P	P/O No.				
		POD	P		Actual Shipp	Vessel Name						
No.	Booking No.	Bkg. Date	Office	HB/L No.	MOD	ETD	Partner	Consignee	Notify	Actual Shipper	Vessel Name	Voya
1	OBN-10007	11-18-2015	OPUS	OEH-10006	FCL	11-15-2015				COSTCO WHOLESALE		
2	OBN-10006	11-18-2015	OPUS	OEH-10005	FCL	12-01-2015				COSTCO WHOLESALE		

## Introduction

Retrieve the booking for shipping.

## Procedures

Define the conditions on filter section.

Click 'Search' button to retrieve the booking.

If double click the item from the list will show 'OEH Booking Entry' for detail.

## Item Descriptions

### Function Buttons

- Copy: Copy current Booking to new one.
- Delete: Delete current Booking. This is only for authorized staff

### Search Condition

- Booking No: Booking Number
- HB/L No: Define House Bill Of Lading Number.
- Bkg. Date: Date Of Booking. (Today By Default and Modifiable.)
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)

- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Customer: Assign Customer Information
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Vessel Name: Vessel Name
- Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.
  - NOTE:** \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.
  - \* LCL: Less Then Container Load
  - \* Bulk: Bulk Freight
- P/O No, L/C No, Carrier Bkg. No: P/O No, L/C No, Carrier Bkg. No
- Office: Issuing office

### **Booking List**

- No: Sequence of list
- Booking No: Booking Number
- Bkg. Date: Date Of Booking. (Today By Default and Modifiable.)
- Office: Issuing office
- HB/L No: Define House Bill Of Lading Number.
- Mode: Ship mode, Cargo type
- ETD: Estimated time of departure
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies the Consignee Information To 'Notify'.
- Customer: Assign Customer Information
- Vessel Name: Vessel Name
- Voyage: Voyage information
- Carrier: Carrier Information
- Carrier Bkg. No: Assign Carrier Booking Number
- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Export References No: Export reference number information
- L/C No: Letter Of Credit Number

- CBM: CBM Sum (Dimension)  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units

# 5 OCEAN IMPORT (OI)

## 5.1 Master B/L (MB/L)

### 5.1.1 OIM B/L Entry

- Ocean Import > Master B/L > OIM B/L Entry

**B/L Entry**

The screenshot shows a complex form for B/L entry. At the top, there's a breadcrumb navigation: 'OI MB/L Entry' > 'Ocean Import' > 'Master B/L' > 'OI MB/L Entry'. Below this is a header with fields for 'Filing No.' (AOI-10007), 'MB/L No.' (BRIGHTSTAR001), and other shipping details like 'Sub MB/L No.', 'B/L Type (NORMAL)', 'Service Contract No.', 'Post Date (11-29-2014)', 'MRN', 'MSN', and 'Agent Ref. No.'. The main area is divided into sections: 'Customer' (Shipper, Consignee), 'Vessel' (Carrier HJSC, Vessel HANJIN SHIPPING COM, ETD 01-11-2014, ETA 11-29-2014, Delivery ETA 11-29-2014), 'Route' (POR, POL 54903, POD 2709, DEL, CY Location, CFS Location, Return Locaiton), and 'Shipment & Item' (Freight PREPAID, Ship Mode FCL, Service Term CY, etc.). A 'House B/L List' table at the bottom shows one entry: No. 1, HB/L No. TEST, Shipper HANJIN SHIPPING COMPANY, Consignee CHINA SHIPPING CONTAINER, Carrier HANJIN SHIPPING COMPANY, POR RAYONG (MAB TA PUD), POL TF LONG BEACH.CA, POD LONG BEACH.CA.

No.	HB/L No.	Shipper	Consignee	Carrier	POR	POL	POD
1	TEST	HANJIN SHIPPING COMPANY	CHINA SHIPPING CONTAINER	HANJIN SHIPPING COMPANY	RAYONG (MAB TA PUD)	TF LONG BEACH.CA	LONG BEACH.CA

### Introduction

Creates and updates Sea Import MB/L information.

In the Import MB/L, the shipper is generally the overseas agent, and the default consignee is the user's office.

### Procedures

Click the New button, and enter MB/L information.

Click the Save button to save data.

Enter Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- Copy: Copy Current B/L To New One. Select A/R, A/P, D/C Option To Copy From Freight Tab.
- Accounting: Goes To 'AR/AP List' Page
- P.Report: Preview Profit Report
- Delete: Delete Current B/L. This Is Only For Authorized Staff
- HBL Create: Create A House B/L Belong To Current The Master B/L Information

### Search Condition

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MB/L No: Ocean Carrier Master B/L No

### Master B/L Entry

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- *MB/L No: Ocean Carrier Master B/L No*
- Sub MB/L No: If It's Sub MB/L, Input B/L No
- Master B/L Provided To Third Parties. (When The Filing Number Is Entered, The Sub MB/L Entered In The MB/L Is Automatically Entered.)
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.  
**NOTE:** \* Direct: No Need To Create A HAWB.  
\* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.  
\* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
- Service Contract No: Service Contract No For Reference
- *Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- MRN: Manifest Reference Number Received From The Ocean Carrier. (11 Digits)
- MSN: Bill Of Lading Sequence No (4 Digits)
- Agent Reference No: Reference Number For Agent

### Customer

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.  
**NOTE:** Click 'PIC' button to select a person to contact
- Consignee: Assigns The Consignee Information  
**NOTE:** As a default, consignee is set to user's office.
- Notify: 'Notify' On The Bill Of Lading  
**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case
- Forwarding Agent: B/L's Forwarding Agent Information

### Contribution

- Contrib. Office: Performance shared with contribution office
- Use %: Performance share rate
- Contrib. Dept: Performance shared with department

### Vessel

- *Carrier: Carrier Information*
- VSL/VOY: Vessel Name and Voyage Number
- *ETD: Estimate Time Of Departure*
- *ETA: Estimated Time Of Arrival*
- Delivery ETA: Door Delivery Eta
- Billing Carrier: Click 'Billing Carrier' link to clear the textbox.

### Route

- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- *POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)*
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location
- CY Location: Final FCL Freight Container Destination Yard Location For
- CFS Location: Final FAK Freight Destination CFS Location For
- Return Location: Empty Container Return Location After Delivery
- IT No: Inbound Transit Number
- Date: Quote Date
- IT Issued Location: Assign I.T Location

### Shipment & Item

- Freight: Select Freight Condition From Prepaid Or Collect.
- Ship Mode: Select Cargo Type from FCL, FAK, LCL, or Bulk.
 

**NOTE:** \* FCL: Full Container Load  
 \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied to the Freight Consolidating Co-Loader.  
 \* LCL: Less Then Container Load  
 \* Bulk: Bulk Freight
- SVC Term: Select Receiving/Delivery Transportation Condition From Cy, CFS, Door, Fot, Fi, Fo, Tackle, Or Bt.
 

**NOTE:** \* Cy: Up To Container Yard  
 \* CFS: Up To Container Freight Station  
 \* Fot (Free On Truck): Up To Truck Loading  
 \* Fi (Free In): Up To Freight On Board  
 \* Fo (Free Out): Up To Freight Off Loaded  
 \* Tackle: Up To Device Hanging At The End Of Crane Line  
 \* Bt (Berth Term, Liner Term): Up To Berth
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)

- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Sum' button to apply sum of house B/L's weight and measurement belong to the master B/L
- B/L Currency: Base Freight Currency
- Profit Share: Profit Share % With The Partner (Consignee)
- Express B/L: Check If Express B/L.
- Released: Check Whether Or Not Cargo Is Released. (If Checked, Data Is Automatically Calculated and Entered.)
- Released Date: When Released Is Checked, With The Entry Is Marked 'Today', But Is Modifiable.

## Management

- Issued at: Issue Date
- Issued by: Issued By Whom
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person

## House B/L List

- No: Sequence Of List
- HB/L No: Define House Bill Of Lading Number.
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- POR: Place Of Receipt (Can Enter Name Only or Change The Registered Name.)
- POL: Port Of Loading (Can Enter Name Only or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only or Change The Registered Name.)
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location

## Container

### Container List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- Container No: Container Number Including Check Digit. When Check Digit Is Wrong, Alert Message Is Shown
- TP/SZ: Container Type/Size
- Seal No, Seal No2: Container Seal No
- Package: Package Quantity and Unit
- Weight K: Gross Weight In Kg Units
- Weight L: Gross Weight In Lbs Units
- CBM: CBM Sum (Dimension)

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HB/L Sum From Package To CBM.

- CFT: Cubic Feet (Ft3)
- D.G.: Dangerous Goods
- CFS in Date: Date of Container's Gate into Container Freight Station
- Devanned Date: Date of Devanning Finished
- LFD (Last Free Date): Enter Last Free Date.
- G.O Date: Date on Out Gate
- Remark: Additional Information
- Pick No: Pickup Number
- Origin PU Date: Date on Origin Pickup
- ETA of Final Destination: Estimated Time of Arrival on door delivery
- Appt. Date: Appointment date
- Delivered Date: Delivered Date
- Free Detention Date: Term of free detention

### **Mark & Desc.**

- CCN: Canadian Cargo Control Number
- Manifest From: Manifest from
- To / A: To / A
- Mark: Mark Information Of Shipment  
**NOTE:** Click 'Container information' button to apply container and seal number
- Description: Description Of Shipment
- Remark1: The Value To Be Printed On The Hb/L Report Remarks 1 Item
- CFS Remark:

### **Freight**

#### **Buttons**

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail
- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.

#### **Account Receivable**

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price

- Vol: Volume in unit
- *Amount: Rate multiply by volume*
- Account Receivable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)  
*Invoice No: Invoice number is shown after registering A/R invoice from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: Unit rate price in case of debit
- Credit Rate: Unit rate price in case of credit
- Vol: Volume in unit
- Debit/Credit Amount: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)  
*Invoice No: Invoice number is shown after registering D/C Note from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price

- Vol: Volume in unit
- Amount: Rate multiply by volume
- Account Payable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering A/P Invoice from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.

## **Work Order**

### **Work Order List**

- No: Sequence of list
 

**NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Work Order Number is automatically generated by system.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## **Shipping Document**

### **Shipping Document List**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- External: Purpose of document (Internal or External)
 

**NOTE:** Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## **Status**

## History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

### 5.1.2 OIM B/L List

☰ Ocean Import > Master B/L > OIM B/L List

**B/L List**

OI MB/L List																		
Ocean Import > Master B/L > OI MB/L List																		
Filing No.	ETA	~	POL	P	Shipper	P	B/L Type	ALL										
MB/L No.	Delivery ETA	~	POD	P	Consignee	P	Office	BSTA										
Vessel	ETD	~	DEL	P	Carrier	P	Ship Mode	ALL										
Container	Agent Ref. No.	CCN			CFS Location	P												
<b>MB/L List</b>																		
No.	Block	MB/L No.	HC	HBL	Count	Ship Mode	Office	Filing No.	ETA	Delivery ETA	ETD	Triangle Age	Shipper	Consignee	Billing Ctr	Vessel	Voyage	Carrier
1		BSOITEST123	[HC]	[View]	2	FCL	BSTA/BSTAF	BSO12	11-13-2014	11-13-2014	11-10-2014		AIR CANADA	CYBERLOGITEC AMERI			DAIEI SHIPPING	
2		HJSCSEL4A6709	[HC]	[View]	0	FCL	BSTA/BSTAF	16	10-01-2014		09-06-2014		ZEN TEX CO., LTD	JAFTEX CORP			BUSAN	

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**HB/L List**

HBL No.	Shipper	Consignee	DEL	Express BL	OBL Received	Package/Unit	Customer Ref. No.	AMS B/L No.	ISF No.

## Introduction

Lists Sea Import Master B/L information.

Prints various reports including Cargo Manifest, Arrival Notice, Out of State Log, Profit Report, and Profit Report by HB/L.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Click the [View] button in the searched list, to display HB/L information at the bottom (HB/L List).

Double click an item in the list to open the 'Master B/L Entry' page.

## Item Descriptions

### Function Buttons

- Copy: Copy Current B/L To New One. Select A/R, A/P, D/C Option To Copy From Freight Tab.
- Accounting: Goes To 'AR/AP List' Page
- Arrival Notice: Print Arrival Notice
 

**NOTE:** On master B/L function, Arrival notice selection pop is displayed. Select house B/L from the list to print.
- CCN Print: Print Canadian Cargo Control Number form
- Manifest: Produces The Cargo Manifest.
  - The Agent Must Be Selected When Selecting Sub Agent Or Sub Agent – New.
- DEV/SEG: Goes To 'Devanning/Segregation' Page
- USDA Hold: Prints USDA Hold Notice.
 

**NOTE:** \*Certificate Of Heat Treatment Issued By The USDA  
\*USDA (United States Department of Agriculture)
- Out of State: Prints Out Of State Log Sheet
- Tracking: For Web-Tracking Capable Ocean Carrier B/Ls, Connects To The Ocean Carrier Tracking Site, and To The 'Track-Trace Site Http://www.Track-Trace.com/Container' For Others.
- P.Report: Preview Profit Report
- PR. by HB/L: Profit Report By HB/L
- LOG: B/L's E-Mail and Fax Transmission History
- Excel(ALL): Download the list in excel form. This button downloads whole record not only listed data but also paging data
- Delete: Delete current B/L. This is only for authorized staff

### Search Condition

- Filing No: Filing number for master B/L
- MB/L No, HB/L No: Master B/L Number from carrier, House B/L Number
- ETD: Estimate Time of Departure
- ETA: Estimated Time Of Arrival
- Delivery ETA: Estimated Time of Arrival on Door delivery
- POR: Place of Receipt (Can Enter Name Only or Change the Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change the Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change the Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
 

**NOTE:** \* Direct: No Need To Create A HB/L.  
\* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.

\* Direct Triangle: No Need To Create A HB/L. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.

- Container: Container Number
- Ship Mode: Select Cargo Type from FCL, FAK, LCL, or Bulk.  
**NOTE:** \* FCL: Full Container Load  
\* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied to the Freight Consolidating Co-Loader.  
\* LCL: Less Then Container Load  
\* Bulk: Bulk Freight
- Vessel Name: Vessel Name
- Carrier: Carrier Information
- CFS Location: CFS(Container Freight Station) Name  
**NOTE:** Click 'Magnifying' icon to open 'Trade Partner' Popup to select
- Office: Issuing Office
- Agent Reference No: Agent Reference Number

## B/L List

### MB/L List

- No: Sequence of list
- Block: Master B/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- MB/L No: Master B/L Number
- HC: House B/L creation button  
**NOTE:** Click 'HC' button to open House B/L Entry menu.
- Ship Mode: Select Cargo Type from FCL, FAK, LCL, Or Bulk.  
**NOTE:** \* FCL: Full Container Load  
\* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To the Freight Consolidating Co-Loader.  
\* LCL: Less Then Container Load  
\* Bulk: Bulk Freight
- Office: Issuing Office
- Filing No: Filing Number of Master B/L
- Count: Number of House B/Ls which are belong to Master B/L
- ETD: Estimated Time of Departure
- ETA: Estimated Time Of Arrival
- Delivery ETA: Estimated Time of Arrival on door delivery
- Container: Representative container number (Usually first one on container tab)
- Triangle Agent: Define Triangle Agent if it's triangle trade case
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information

- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.
- Vessel Name: Vessel Name
- Voyage: Voyage information
- Carrier: Carrier Information
- HB/L: Show House B/L list
  - NOTE:** Click 'View' button to show HB/Ls on HB/L List.
- POR: Place of Receipt (Can Enter Name Only or Change The Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change The Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change The Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- CY Location: CY Location for FCL(Full Container Load) Shipment
- CFS Location: CFS Location for LCL(Less than Container Load) Shipment
- Released: Whether released from terminal
  - NOTE:** Select checkbox if the shipment is released from customs.
- Rlsd Date: Released date from terminal
- Cargo No: Canadian Cargo Control Number
- AMS ID: Advanced manifest system (U.S.) filing ID
- Agent Reference No: Agent Reference Number
- AR/AP/DC: AR/AP/DC Invoice status (If it's issued, the column show 'O' instead of 'X')
- Issued by: Issued by whom

### HB/L List

- No: Sequence of list
- Block: Master B/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- HB/L No: House B/L number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Express B/L: if it's express B/L
- OB/L Received: if it's original B/L received
- Package: Package Quantity and Unit
- Customer Ref. No: Reference number for Customer
- AMS No: Advanced manifest system (U.S.) filing ID
- ISF No: Import security filing ID
- AR/AP/DC: AR/AP/DC Invoice status (If it's issued, the column show 'O' instead of 'X')

### Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.

- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

### 5.1.3 OIM Devanning/Segregation

≡ Ocean Import > Master B/L > OIM Devanning/Segregation

#### Devanning/Segregation

HB/L No.	Commodity	Qty	Weight		Measurement		Final Destination	Entry No.
			KGS	LBS	CBM	CFT		
BSOIH1		0	43.00	94.80	0.000	0.000		
BSOIH3		0	45.72	100.80	0.000	0.000		

Total 2 record[s] Qty 0 Weight 88.72 195.6 Measure 0 0

Remark/Special Instruction.

## Introduction

In general, FAK freight comprises processed container Devanning at the warehouse or CFS and is divided into cargo by house B/L units. Prints the work order needed at this time.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Enter Remarks/Special Instruction and print the warehouse Devanning instructions.

## Item Descriptions

### Function Buttons

- Send EDI: Send a order to dedicated CFS by EDI

**NOTE:** This is only for service subscriber

### Search Condition

- Filing No: Master B/L's filing Number
- MB/L No: Ocean Carrier Master B/L Number

### Devanning/Segregation

- To: CFS Location on Master B/L
- Location: CY Location on Master B/L
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)*
- *VSL/VOY: Vessel Name and Voyage Number*
- *MB/L No: Ocean Carrier Master B/L No*
- *Container No: Container Number Including Check Digit. When Check Digit Is Wrong, Alert Message Is Shown*
- *Seal No/Container Size: Seal Number and Container Type/Size*
- Remark/Special Instruction: Additional Information

### HB/L List

- *HB/L No: Define House Bill Of Lading Number.*
- *Commodity: Commodity Information*
- *Qty: Quantity of cargo*
- *Weight: Sets The Basic Weight Unit To Be Used In The Office.*
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- *Final Destination: Final Cargo Destination*
- *Entry No: CFS's Entry Number*

### HB/L Total

- *Total: Number Of House B/Ls Which Are Belong To Master B/L*
- *Qty: Package Quantity and Unit*
- *Weight: Sets The Basic Weight Unit To Be Used In The Office.*
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

### 5.1.4 OIM Delivery Order

- ☰ Ocean Import > Master B/L > Delivery Order

## Introduction

Delivery order is to register and output pickup and delivery orders.

Process drayage orders including container pickup and empty container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the terminal.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

## Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Work Order Number to search

### Pickup/Delivery Order

- Work Order No: Work Order Number
- W/O Type: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- *B/L No: Master B/L Number*
- *Filing No: Filing Number of Master B/L*

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number

- Reference No: Reference Information
- Delivery Time: Requested delivery time

### **Return**

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

### **Container List**

- *Container: Container information of B/L*

### **Bill to**

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

### **Trucker**

- Trucker: Enter Trucker To Carry Out The Order
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- *POL: Port Of Loading*
- *POD: Port Of Discharge*
- *Commodity: Commodity information*

**NOTE:** Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Carrier Bkg. No: Booking number of the ocean carrier
- Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
- Remark: Additional information

## 5.2 House B/L (HB/L)

### 5.2.1 OIH B/L Entry

≡ Ocean Import > House B/L > OIH B/L Entry

B/L Entry

The screenshot shows the B/L Entry screen with the following details:

- Booking & HB/L Tab:**
  - B/L No.: CLCE1400312
  - B/L Type: NORMAL
  - Post Date: 06-21-2014
  - AMS/ISF No.: [ ]
  - Template: SEI DEFAULT
  - Sub MB/L: [ ]
- Customer Tab:**
  - Partner: CLT10041
  - Shipper: JAMEA
  - Consignee: [ ]
  - Notify: JAMEA
  - Same As Consignee: Copy
  - Customer: CLTDEF/ JAMEA
- Vessel Tab:**
  - Onboard: 06-01-2014
  - Pre-VSL/VYG: [ ]
  - VSL/VYG: [ ]
  - Lane: [ ]
- Route Tab:**

POR	ETD
POL 40906	AARHUS,DENMAR 06-01-2014
POD 52001	ABU DHABI,ABU Z 06-21-2014
DEL	ETA 06-30-2013
F.DEST 40906	AARHUS,DENMAR 06-30-2013
Carrier 11DX CHENG LIE NAVIGATION CO LTD	
- Shipment & Item Tab:**
  - Ship Mode: LCL
  - Commodity: [ ]
  - Package: C
  - Gross Weight: 0.000
  - Measurement: 0.000
  - Unit: Cm
  - Length: [ ]
  - Width: [ ]
  - B/L Currency: USD
  - SVC Term: CY
  - Sales Type: Nomi
  - Profit Share: [ ]
  - Cargo Type: Norma
- Forwarding Agent Tab:**
  - Delivery Location: 012 NORTHWEST AIRLINES, IN
  - CV/CFS Location: [ ]
  - Available: [ ] LFD [ ]

## Introduction

Registers, retrieves, and manages sea import B/L information.

## Procedures

Click the New button and enter HB/L information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- HB/L Add: Create House B/L by Master B/L information
- Copy: Copy Current B/L to New One. Select A/R, A/P, D/C Option To Copy From Freight Tab.
- Preliminary Claim: Prints Claim form
- Arrival Notice: Prints arrival notice
- Delivery Order: Prints Delivery Order.
- Trucking Company: Automatically Filled With Trucker Information.

- Delivery: Automatically Filled With Consignee Information.
- Release Order: Prints The Release Order
  - NOTE:** \*Send To: Sets Cy/CFS Location on B/L
  - \*Release To: Sets Notify Information on B/L
- Accounting: Goes To 'AR/AP List' Page
- P.Report: Preview Profit Report

### House B/L

- *HB/L No: House B/L Number*
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
  - NOTE:** \* Direct: No Need To Create A HAWB.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
- Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.
- AMS/ISF No: Advanced manifest system (U.S.) filing ID and Import security filing ID
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)*
  - NOTE:** Click 'Filing No' link to clear textbox
- MB/L No: Ocean Carrier Master B/L No
- Sub MB/L No: If It's Sub MB/L, Input B/L No
- Master B/L Provided To Third Parties. (When The Filing Number Is Entered, The Sub MB/L Entered In The MB/L Is Automatically Entered.)
- HSN: House B/L Sequence No Automatically Created.
- Template: Job Visibility Template. Selectable If There Are Multiple Templates.
- Sub MB/L: Check If It Is Sub MB/L. If It Is The Sub-Agent's B/L Provided To The Master Agent, This Item Must Be Checked.
  - NOTE:** \* Sub MB/L: Master B/L Provided To Third Parties.
- P/O No: Assign Purchase Order Number From Customer
- L/C No: Letter Of Credit Number
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting
- Customer Ref. No: Assign Customer Reference Number

### Customer

- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- *Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)*

- Customs Broker: Automatically Filled With The Customs Broker Associated With The Consignee Upon Consignee Selection. If There Is A More Than One Customs Broker, The Customs Broker List Appears To Select One.

## Contribution

- Contrib. Office: Performance shared with contribution office
- Contrib. Dept: Performance share rate
- Use %: Performance shared with department

## Vessel

- On Board: On Board Date
- Pre-VSL/VOY: In case of transit shipment, define pre vessel and voyage number
- VSL/VOY: Vessel Name and Voyage Number
- Lane: Select During PSW/IPI/AWE

**NOTE:** PSW: Pacific South West, IPI: Intra Pacific, AWE: Atlantic West to East

## Route

- POR/ETD: Port of Receipt / Estimated time of departure on POR
- *POL/ETD: Port of Loading / Estimated time of departure on POL*
- *POD/ETA: Port of discharge / Estimated time of arrival on POD*
- DEL/ETA: Delivery location, Usually at the CY or CFS of POD Location / Estimated time of arrival on DEL
- Final Destination/ETA: Final Cargo Destination / Estimated time of arrival on Final Destination
- *Carrier: Carrier Information*
- Forwarding Agent: B/L's Forwarding Agent Information
- Delivery Location: If Door Delivery, Door Location Is Assigned
- CY/CFS Location: Yard Information With The Location Of The Container Or Unloaded Cargo.
- Available (Available Pickup Date): The Date Container Pickup From Terminal Is Possible.
- LFD (Last Free Date): Enter Last Free Date.
- Customs Release: Customs Released Date
- CFS Pickup Date: Date of Container Freight Station Pickup
- Entry No: CFS's Entry Number
- G.O Date: Date on Out Gate
- Country of Origin: Assign Country Of Origin
- Trucker: Enter Trucker To Carry Out The Order.

## Shipment & Item

- *Ship Mode: Select Cargo Type from FCL, FAK, LCL, or Bulk.*

**NOTE:** \* FCL: Full Container Load

\* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To the Freight Consolidating Co-Loader.

\* LCL: Less Then Container Load

\* Bulk: Bulk Freight

- Incoterms: Select Incoterms Including FOB and CIF
 

**NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
- Commodity: Commodity Information
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

## Measurement

- Item List: Enter and Manage Special Container Item Information.
 

**NOTE:** Select unit of length. Click 'W/H' button to open 'Warehouse Receipt' popup to select. Click 'Add' button to register a record in new row
- B/L Currency: Base Freight Currency
- Freight: Select Freight Condition From Prepaid Or Collect.
- SVC Term: Select Receiving/Delivery Transportation Condition From Cy, CFS, Door, Fot, Fi, Fo, Tackle, Or Bt.
 

**NOTE:** \* Cy: Up To Container Yard  
   \* CFS: Up To Container Freight Station  
   \* Fot (Free On Truck): Up To Truck Loading  
   \* Fi (Free In): Up To Freight On Board  
   \* Fo (Free Out): Up To Freight Off Loaded  
   \* Tackle: Up To Device Hanging At The End Of Crane Line  
   \* Bt (Berth Term, Liner Term): Up To Berth
- Sales Type: Select The Sales Type Between Free Cargo(Own Sales), Nomi(Partner Sales), and Co-Load
- Ship Type: Select Normal, Switch Or Transit
- Profit Share: Profit Share % With The Partner (Consignee)
- Express B/L: Check If Express B/L.
- Cargo Type: Select The Cargo Type. (Normal - Default, Dangerous Goods, Special, Dry Ice, Battery)
- Service Scope: Select 'Door Move', 'Customs Clearance' Or 'Customs Hold'.
- Original B/L Received: Check Whether Or Not Received
- Received Date: Date of Original B/L Receipt
- ROR (Release Order Required): If Checked, An Arrival Notice Will Be Printed, Including The Instruction 'The Cargo Will Be Released After A Release Order Is Received'.
- Released: Check Whether Or Not Cargo Is Released. (If Checked, Data Is Automatically Calculated and Entered.)
- Released Date: When Released Is Checked, With The Entry Is Marked 'Today', But Is Modifiable.
- Released by: If Released Is Checked, It Is Automatically Filled With The User Id and Is Not Modifiable.

## Management

- Issued at: Issue Date
- Issued by: Issued By Whom
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person

## Container

### Container List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of list
  - NOTE:** Click 'Add' button to register a record in new row. Container list is from Master B/L's containers
- Container No: Container Number
- TP/SZ: Container Type/Size
- Seal No: Container Seal Number
- Seal No2: Container Seal Number
- Package: Package Quantity and Unit
- Weight K: Gross Weight In Kg Units
- Weight L: Gross Weight In Lbs Units
- CBM: CBM Sum (Dimension)
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- CFT: Cubic Feet (Ft<sup>3</sup>)
- D.G.: Dangerous Goods
- Remark: Additional information
- Pick No:
- LFD (Last Free Date): Enter Last Free Date.
- Original PU Date:

### Item

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of list
  - NOTE:** Click 'Load P/O' to register a item from P/O's item. Booking No should be defined in advance. Click 'Add' button to register a record in new row
- Container No: Container Number
- P/O No: Assign Purchase Order Number From Customer
- Item: Item code and name
- HTS Code: Input HTS Code To Search
- Package: Package Quantity and Unit
- Unit: Unit of Package
- Inner Qty: Number of item by each
- EA: each amount
- Total Qty: Total number of item by each
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Remark: Additional information
- Dangerous Cargo Info.: Dangerous Goods Type and Code information

**Mark & Desc.**

- IT No (Inbound Transit No): Inbound Transit No
 

**NOTE:** Click 'IT No' button to assign IT Number which is defined on 'Office Code' Setup. Click 'MB/L IT No' button to assign same IT Number with Master B/L's
- Date: Quote Date
- IT Issued Location: Assign I.T Location
- T&E (Transportation Entry): Assign T&E
- Bond Carrier: Assign Bond Carrier
- Bond Number: Assign Bond Number
- Goods Now at: Assign Current Location Of Shipment
- Value of Goods: Define Value Of Goods
- CCN: A Cargo Control Number, often abbreviated as CCN, is a unique number assigned to a shipment of goods entering Canada.
 

**NOTE:** Click 'CCN'button to assign CCN Number which is defined on 'Office Code' setup
- Date: Quote Date
- Prev.CCN: Previous Cargo Control Number
- Manifest From:
- To / A:
- Said: Said By Shipper
- Say: Text To Be Printed On 'Say' Of The Hb/L Report.
 

**NOTE:** [Auto] Button: Copies The Container Information To The Say Item.
- Mark: Mark Information Of Shipment
- Description: Description Of Shipment
- Remark: Additional Information
- A/N Remark: Additional Information for arrival notice
- CFS Remark: Additional Information for CFS operation

**Freight****Buttons**

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail
- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.
- PIERPASS: Apply pierpass which is defined on 'Office Code' setup

**Account Receivable**

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)

- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- *Amount: Rate multiply by volume*
- Account\_Receivable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering A/R invoice from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: Unit rate price in case of debit
- Credit Rate: Unit rate price in case of credit
- Vol: Volume in unit
- Debit/Credit: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering D/C Note from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*

- Unit: Counting Unit (per B/L, per Container and so on)
- TP/SZ: Container Type/Size
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- Amount: Rate multiply by volume
- Account Payable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
  - Invoice No: Invoice number is shown after registering A/P Invoice from accounting*
  - Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.

## Work Order

### Work Order List

- No: Sequence of list
  - NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Work Order Number is automatically generated by system.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## Status

### Job Visibility

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
  - NOTE:** Click 'Add' button to register a record in new row.
- No: Sequence of list
- Task: Visibility Task
- Status: Status Signal
- Plan Date: Plan Date
- Actual Date: Actual Date

- Issued by: Issued by whom

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

## User Defined Field

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Title: Notification Title (10 Letters Or More)  
**NOTE:** Click 'Add' button to register a record in new row.
- Description: Value of defined field

## 5.2.2 OIH B/L List

☰ Ocean Import > House B/L > OIH B/L List

**B/L List**

OI HB/L List ^															
Ocean Import > House B/L > OI HB/L List															
HB/L No.	ETA	~		Shipper	P	Container	PCS	Office	BSTAR	Ship Mode	ALL				
Filing No.	POL	P		Consignee	P			IT No.							
MB/L No.	POD	P		Actual Consignee	P	G.Weight		CV/CFS Location							
Partner	DEL	P		Notify	P	CBM	~	ETD							
Cust Ref. No.	CCN														
<b>HB/L List</b>															
No.	Block	HB/L No.	Office	Filing No.	ETA	ETD	Partner	Shipper	Consignee	Actual Consignee	Notify	Vessel Name	Voyage	Carrier	MB
1	BSOIH3	BSTAF BSOI2		11-13-2014	11-10-2014	AIR CANADA			NORTHWEST AIRLINES				DAIEI SHIPPING	BSOIH3	
2	BSOIH1	BSTAF BSOI2		11-13-2014	11-10-2014	AIR CANADA			NORTHWEST AIRLINES				DAIEI SHIPPING	BSOIH1	

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**MB/L List**

No.	Block	MB/L No.	Consignee	Carrier	POR	POL	POD	DEL	ETD

**Document List**

DEL	CHK	External	Reference	Message	File	PDF	Creation Date	Save	Print	Upload

## Introduction

Lists Sea Import HB/L information

Prints various reports including Arrival Notice, I.T & T.E, Carrier's Certificate and Profit Report.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the HB/L list to view details and open the 'HB/L Entry' page.

Click the View button in the HB/L List to view MB/L information.

## Item Descriptions

### Function Buttons

- Copy: Copy Current B/L To New One. Select A/R, A/P, D/C Option To Copy From Freight Tab.
- Accounting: Goes To 'AR/AP List' Page
- Arrival Notice: Prints arrival notice
- Preliminary Claim: Prints Claim form

- CCN Print: Prints Canadian Cargo Control form
- REL Order: Prints Release order form
- I.T & T.E: Prints Inbound Transit & Transportation Entry.
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- C. Certificate: Prints Carrier's Certificate and Release Order.
- USDA Hold: Prints USDA Hold Notice.  
**NOTE:** \*Certificate Of Heat Treatment Issued By The USDA  
\*USDA (United States Department Of Agriculture)
- P.Report: Preview Profit Report
- Excel(ALL): Download The List In Excel Form. This Button Downloads Whole Record Not Only Listed Data But Also Paging Data
- PU/DI: Go To Pickup/Delivery Order Screen
- LOG: B/L's E-Mail and Fax Transmission History

## Search Condition

- HB/L No: Define House Bill Of Lading Number.
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MB/L No: Ocean Carrier Master B/L No
- Partner: Assign Partner Information
- Customer Reference No: Reference number for Customer
- ETD: Estimate Time Of Departure
- ETA: Estimated Time Of Arrival
- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Customer: Assigns Actual Customer
- Notify: 'Notify' On The Bill Of Lading  
**NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies The Consignee Information To 'Notify'.
- CCN: Canadian Cargo Control Number
- Container: Container Number
- PCS: Cargo Quantity
- G.Weight: Gross Weight
- CBM: CBM Sum (Dimension)  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- AMS No: Advanced manifest system (U.S.) filing ID
- IT No: Inbound Transit Number
- CY/CFS Location: Yard Information with The Location Of The Container Or Unloaded Cargo.
- ISF No: Input ISF Number Transmitted

- Ship Mode: Select Cargo Type from FCL, FAK, LCL, Or Bulk.
 

**NOTE:**

  - \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To the Freight Consolidating Co-Loader.
  - \* LCL: Less Then Container Load
  - \* Bulk: Bulk Freight
- Office: Issuing Office

### HB/L List

- No: Sequence of list
- Block: B/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- HB/L No: Define House Bill Of Lading Number.
- Office: Issuing office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Notify: 'Notify' On The Bill Of Lading
 

**NOTE:**

  - [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Vessel Name: Vessel Name
- Voyage: Voyage information
- Carrier: Carrier Information
- MB/L No: Ocean Carrier Master B/L No
 

**NOTE:**

  - Click 'View' button to show MB/Ls on MB/L List.
- ISF No: Assign Carrier Booking Number
- POR: Place of Receipt (Can Enter Name Only or Change The Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change The Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change The Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- Customer Broker: Export reference number information
- Container No: Container Number
- CY/CFS Location: Yard Information with The Location Of The Container Or Unloaded Cargo.
- IT No: Inbound Transit Number
- Package: Package Quantity and Unit
- CBM: CBM Sum (Dimension)
 

**NOTE:**

  - \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HB/L Sum From Package To CBM.
- G.WGT(Kg): Gross Weight In Kg Units

- G.WGT(Lb): Gross Weight In Lb Units
- OB/L Received: Check Whether Or Not Received
- OB/L Received at: Date of Original B/L Receipt
- Express B/L: Check If Express B/L.
- Released: Check Whether Or Not Cargo Is Released. (If Checked, Data Is Automatically Calculated and Entered.)
- Released at: Date of cargo released
- Cargo No: Canadian cargo control number
- Customer Reference No: Reference number for Customer
- AMS ID: AMS ID
- AMS No: Advanced manifest system (U.S.) filing ID
- AR/AP/DC: AR/AP/DC Invoice status (If it's issued, the column show 'O' instead of 'X')
- Issued by: Issued by whom

## MB/L List

- No: Sequence of list
- Block: MB/L's block status. If it's block status, modification of Master B/L is limited only on few fields
- MB/L No: Ocean Carrier Master B/L No
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- POR: Place of Receipt (Can Enter Name Only or Change The Registered Name.)
- POL: Port of Loading (Can Enter Name Only or Change The Registered Name.)
- POD: Port of Discharge (Can Enter Name Only or Change The Registered Name.)
- DEL: Delivery location, Usually at the CY or CFS of POD Location
- ETD: Estimate Time of Departure
- ETA: Estimated Time Of Arrival

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.  
**NOTE:** Click 'Save' button to delete selected row. Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

### 5.2.3 OIH Delivery Order

- ☰ Ocean Import > House B/L > OIH Delivery Order

## Introduction

Page to register and output pickup and delivery orders.

Processes drayage orders including container pickup and empty container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the terminal.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

## Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Assign Work Order Number to Search

### Pickup/Delivery Order

- Work Order No: Automatically Created Upon Registration
- W/O Kind: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- B/L No: Define Bill of Lading Number

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

- Delivery Time: Requested delivery time

## Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

## Container List

- *Container: Container information of B/L*

## Bill to

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

## Trucker

- Trucker: Enter Trucker To Carry Out The Order.
  - Address: Address information
  - Contact Person: Name of contact person
  - Phone/Fax: Phone and fax number
  - *POL: Port Of Loading*
  - *POD: Port Of Discharge*
  - *Commodity: Commodity information*
  - Package: Package Quantity and Unit
  - Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
  - *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
  - Carrier Bkg. No: Booking number of the ocean carrier
  - Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
  - Remark: Additional information

# 6 AIR EXPORT (AE)

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## 6.1 Master AWB (MAWB)

### 6.1.1 AEM AWB Entry

☰ Air Export > Master AWB > AEM AWB Entry

**AWB Entry**

AE MAWB Entry ▾  
Air Export > Master AWB > AE MAWB Entry
Search New Si

Filing No.	AAE-10001	MAWB No.																											
Master AWB Entry		Mark & Desc.	B/L Rate	Freight	Work Order																								
Filing No.	AAE-10001	CLT	B/L Type	NORMAL	Post Date 02-12-2014																								
MAWB No.	001-	Stock	MRN	Carrier Bkg. No.	B/L Date 02-14-2014 ITN No.																								
<b>Customer</b> Shipper CYBERLOGITEC AMERICA, INC CYBERLOGITEC AMERICA, INC 80 EAST ROUTE #4 PARAMUS, NJ 07652			<b>Flight Info.</b> Carrier 001 AMERICAN AIRLINES Flight No. AA-111 Flight Date 02-12-2014 Time 00:00 Arrival Date 02-13-2014 Time 00:00 Issuing Carrier CLTMAINCA CYBERLOGITEC AMERI Billing Carrier																										
<b>Route</b> Departure PVG PUDONG, CHINA First To Trans 1(To/By) Trans 2(To/By) Trans 3(To/By) Destination LAX LOS ANGELES - LAX IATA Code Cargo Type Normal Rate			<b>Account Information</b> Commodity Package 0 Gross Weight Chargeable Weight B/L Gross Weight B/L Chargeable Weight Volume Weight B/L Currency USD <input type="radio"/> Cm <input checked="" type="radio"/> Inch DEL Length Width Height																										
<b>Management</b> Date Issued 02-14-2014 Issued by cltmaster			Freight Term PREPAID D.V. Carriage N.V.D. Insurance N.I.L Carrier's Spot No. Sales Office CLT Sales Person cltmaster																										
<b>House B/L List</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>HAWB No.</th> <th>Shipper</th> <th>Consignee</th> <th>Partner</th> <th>Notify</th> <th>POL</th> <th>POD</th> <th>Package</th> <th>G.Weight(K)</th> <th>G.Weight(L)</th> <th>C.Weight(K)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AD10001</td> <td>HANSUNG SHIPPING</td> <td>LUFTHANSA CARGO</td> <td></td> <td></td> <td>PUDONG, CHINA</td> <td>LOS ANGELES - LAX</td> <td>2.00 CARTON(S)</td> <td>1.00</td> <td>2.00</td> <td>1.00</td> </tr> </tbody> </table>						No.	HAWB No.	Shipper	Consignee	Partner	Notify	POL	POD	Package	G.Weight(K)	G.Weight(L)	C.Weight(K)	1	AD10001	HANSUNG SHIPPING	LUFTHANSA CARGO			PUDONG, CHINA	LOS ANGELES - LAX	2.00 CARTON(S)	1.00	2.00	1.00
No.	HAWB No.	Shipper	Consignee	Partner	Notify	POL	POD	Package	G.Weight(K)	G.Weight(L)	C.Weight(K)																		
1	AD10001	HANSUNG SHIPPING	LUFTHANSA CARGO			PUDONG, CHINA	LOS ANGELES - LAX	2.00 CARTON(S)	1.00	2.00	1.00																		

## Introduction

Registers, retrieves, and manages MAWB information.

## Procedures

Click the New button and enter MAWB information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Label: Prints The Package Label.
- Manifest: Produces The Cargo Manifest.
  - The Agent Must Be Selected When Selecting Sub Agent Or Sub Agent – New.
- Accounting: Goes To 'AR/AP List' Page
- TSA: Prints TSA Security. (Indirect Air Carrier Certificate – Known Shipper)  
**NOTE:** \* TSA (Transportation Security Administration): All people and freight entering the U.S. by air should hold one of the IDs accepted by TSA. (For example, a Korean passport is one of IDs accepted by the TSA.) <http://www.tsa.gov/>
- P. Report: Prints The Profit Report.  
**NOTE:** [Currency]
  - Multi Currency: Prints Multiple Reports By Currency.
  - One Currency: Prints In The Designated Currency Applying The Exchange Rate.
    - \* Select 'To Currency', Click The Retrieve Button To List and Modify Exchange Rates.
- Delete: Delete selected MAWB
- HAWB Create: Goes To 'AEH AWB Entry' page to create related HAWB

### Search Condition

- Filing No: Enter manually or select on the search window
- MAWB No: Enter directly or select from the search window

### Master AWB Entry

- Filing No: The system automatically assigns the Filing No (Can also be entered manually.) Profit aggregate is based on it.
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, or Third Party.  
**NOTE:** \* Direct: no need to create HAWB.
  - \* Triangle: triangular trade. The Triangle Agent should be entered. In this case, performance is aggregated to the triangle agent.
  - \* Direct Triangle: no need to create HAWB. The Triangle Agent should be entered. In this case, performance is aggregated to the triangle agent.
- *Post Date: the B/L accounting base date automatically entered according to Office settings.*
- B/L Date: issue date
- MAWB No: Air carrier MAWB No  
**NOTE:** Click 'Stock' button to select AWB Number from stock
- MRN: manifest reference number received from the air carrier. (11 digits)
- Carrier Bkg. No: Assign Carrier Booking Number
- ITN No: Input ITN Number from customer after customs processing.

### Customer

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.  
**NOTE:** Click 'PIC' button to select contact point
- Consignee: Assigns The Consignee Information

- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Display Notify on MAWB: If Checked, It Displays 'Notify' On The Mawb.
- Triangle Agent: Enter triangle agent information if AWB type is Triangle or Direct Triangle.

### Contribution

- Contrib. Office: Performance shared with contribution office
- Contrib. Dept: Performance share rate
- Use %: Performance shared with department

### Flight Info

- Carrier: Carrier Information
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- *Flight Date/Time: Estimated Time Of Departure*
- Arrival Date/Time: Estimated Time Of Arrival
- Issuing Carrier: B/L Issuing Carrier
- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.

### Route

- *Departure: Place Of Departure (Air Port)*
- First To: Select location to 'First to'
- Trans 1 to/by: Transit Airport Code and Flight No
- Trans 2 to/by: Transit Airport Code and Flight No
- Trans 3 to/by: Transit Airport Code and Flight No
  - NOTE:** \*Define Airport To Transfer and Flight No Manually
- *Destination: Place Of Arrival (Air Port Code)*
- IATA Code: Air Carrier IATA Code
  - NOTE:** \* IATA Code Registered To International Air Transport Association (Country: 2 Characters, City: 3 Characters, Air Carrier: 2 Or 3 Characters)
- Account No: Account Number
- Cargo Type: Select The Cargo Type. (Normal - Default, Dangerous Goods, Special, Dry Ice, Battery)
- Rate: Type of rate.

### Management

- Issued by: Issued By Whom
- Issued at: Issue Date

### Account Information

- Commodity: Commodity information
- Package: Package Quantity and Unit

- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Chargeable Weight: If Entered In Either Kgs (K) Or Lbs (L), The Other Is Automatically Calculated. Automatically Set With The Larger Of Gross Weight and Volume Weight.  
**NOTE:** \* Chargeable Weight: For Air Freight Based On Weight Standards Applied By Airlines Worldwide; Refers To The Higher Of Gross Weight and Volume Weight.
- B/L Gross Weight: HAWB Gross Weight (C) Sum
- B/L Chargeable Weight: HAWB Chargeable Weight (C) Sum
- Volume Weight: Volume Weight For Cargo Measurement
- CBM: CBM Sum (Dimension)  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- B/L Currency: Base Freight Currency

## Measurement

- Item List: Enter and Manage Special Container Item Information.  
**NOTE:** Select metric from Cm/Inch. Click 'Add' button to register a record in new row.
- Freight Term: Select Freight Condition from Prepaid Or Collect.
- Other Charge Term: Select Freight Condition from Prepaid Or Collect.
- D.V (Declared Value) Carriage: Freight Sender Transportation Filing Price \*Default - N.V.D (No Value Declared)
- D.V (Declared Value) Customs: Freight Receiver Customs Filing Price
- Insurance: Air Carrier Transportation Insurance Status Declaration Price\*Default – N.I.L (No Insurance Load)
- Carrier's Spot No: Carrier's spot number
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person

## House B/L List

- No: Sequence of list
- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Partner: Assign Partner Information
- Notify: 'Notify' On The Bill Of Lading  
**NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies the Consignee Information To 'Notify'.
- POL: Port Of Loading (Can Enter Name Only or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only or Change The Registered Name.)
- Package: Package Quantity and Unit
- G.Weight(K): Gross Weight in KG
- G.Weight(L): Gross Weight in LB
- C.Weight(K): Chargeable Weight in KG

- C.Weight(L): Chargeable Weight in LB

### **Mark & Desc**

- Handling Information: Enter The Value To Be Printed On The Awb Handling Information Item.  
**NOTE:** Select predefine handling information from combobox.
- Account Info: Accounting Information On AWB
- Mark: Mark information of shipment
- Nature and Quantity of Goods: Nature and Quantity Of Goods, The Description Of Cargo.
- \*Note: Using The Term Consolidation Or Like Terms Is Not An Acceptable Description Of Goods. Description Must Be Specific
- Show Dimension on : Select mark or description to show dimension information  
**NOTE:** [Mark] Button: Copies Dimension information to the Mark item.  
[Description] Button: Copies Dimension information to the Description item.
- Show Weight on Air Waybill as: Selects Air Waybill Weight Unit.

### **B/L Rate**

#### **MAWB Printed Rate: Air Freight**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Unit: Unit of Charge
- Rate: Unit rate price
- Vol: Volume In Unit
- Total: Total Amount

#### **MAWB Printed Rate: Other Charge**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Item: Item Code and Name
- Display: Select 'DueCarrier' or 'DueAgent' for AWB information
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import by Default.
- Currency: Quote Currency
- Unit: Unit of Charge
- Rate: Unit Rate Price
- Vol: Volume In Unit
- Total: Total Amount

### **Freight**

#### **Buttons**

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail

- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail
- Default New: Retrieves Billing Codes Frequently Used By Operations

## Account Receivable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary
- *Rate Currency: By Default, The Office Base Currency Is Set*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default
- Rate: Unit rate price
- Vol: Volume in unit
- *Amount: Rate multiply by volume*
- Account Receivable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering A/R invoice from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: Unit rate price in case of debit
- Credit Rate: Unit rate price in case of credit
- Vol: Volume in unit
- Debit/Credit Amount: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering D/C Note from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.

- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- Amount: Rate multiply by volume
- Account Payable: Select currency and define exchange rate, exchange date and total amount. (for foreign currency)
- *Invoice No: Invoice number is shown after registering A/P Invoice from accounting*
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Work Order

### Work Order List

- No: Sequence of list
 

**NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Work Order Number is automatically generated by system.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## Shipping Document

### Shipping Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- External: Purpose of document (Internal or External)  
**NOTE:** Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## Status

### History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

## 6.1.2 Master AWB List

☰ Air Export > Master AWB > AEM AWB List

The screenshot shows the 'AWB List' screen with the following details:

- Header:** AE MAWB List ~, Search, New, Clear, Copy, Print, H.Print, Label, Manifest, Doc. PKG, D.Receipt, Accounting, Tracking, TSA, P.R.
- Breadcrumbs:** Air Export > Master AWB > AE MAWB List
- Search Filters:**
  - Filing No., ETD, Consignee, Flight No., B/L Type (ALL), Office (CLT)
  - MAWB No., ETA, Triangle Agent, Destination
  - Carrier, Departure, Shipper, B/L Date
- Result Grid:** MAWB List
 

No.	Block	MAWB No.	HC	HAWB	Count	Office	Filing No.	ETD	B/L Date	ETA	Flight No.	Triangle Agent	Shipper	Consignee
1	SUNTRANS	[HC View]		0	CLT	AAE-10002	01-03-2015 00:00	02-04-2015				CYBERLOGITEC AMERI	EZ LOGISTICS	
2	001-	[HC View]		1	CLT	AAE-10001	02-12-2014 00:00	02-14-2014	02-13-2014 00:00	AA-111		CYBERLOGITEC AMERI		
- Bottom Navigation:** HB/L List, Page Number (200), and a link to the AEM AWB Entry page.

## Introduction

Lists Air Export MAWB information.

Prints various reports including Batch HAWB, Cargo Manifest, Shipping Advice, Label, TSA Security, TSA Unknown, Profit Report, and Profit Report by HAWB.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Click the [View] button in the searched list, to display HAWB information at the bottom (Booking & HAWB).

Double click an item in the list to view details. (Opens the 'AEM AWB Entry' page.)

## Item Descriptions

### Function Buttons

- Copy: Opens the 'Master AWB Entry' page and copies key information from the selected AWB to create new MAWB. Reduces similar information entry.
- H.Print: Prints the House Air Waybill.  
**NOTE:** - SCI: Sets the item to be printed at 'SCI' on the right middle of the AWB.

- Freight Arrange: Sets whether or not to print Rate on the AWB.
- Display Charge: Sets whether or not to print charge on the AWB.
- Label: Prints Air Label.
- Manifest: Produces the cargo manifest.  
**NOTE:** - The agent must be selected when selecting Sub Agent or Sub Agent – New.
- DOC. PKG: Goes to ‘Document Package’ page.
- D.Receipt: Prints Dock Receipt
- Accounting: Goes to ‘AR/AP List’ page
- Tracking: Goes to Website of the selected MAWB carrier.
- TSA SE.: Prints TSA Security. (Indirect Air Carrier Certificate – Known Shipper)  
**NOTE:** \* TSA (Transportation Security Administration): All people and freight entering the U.S. by air should hold one of the IDs accepted by TSA. (For example, a Korean passport is one of IDs accepted by the TSA.) <http://www.tsa.gov/>  
\* UN.: Prints TSA Unknown. (Indirect Air Carrier Certificate – Unknown Shipper)
- P. Report: Prints MAWB profit report  
**NOTE:** \* Currency
  - Multi Currency: Prints multiple reports by currency.
  - One Currency: Prints in the designated currency applying the exchange rate.  
\* Select ‘To currency’, click the Retrieve button to list and modify exchange rates.
- PR. by HAWB: Prints HAWB profit report.
- Delete: Delete selected Master AWB
- LOG: Show B/L’s E-Mail and Fax Log

## Search Condition

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MAWB No/HAWB No: AWB Number
- Carrier: Carrier Information
- ETD: Estimate Time Of Departure
- ETA: Estimated Time Of Arrival
- Departure: Place Of Departure (Air Port)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Triangle Agent: Define Triangle Agent If it's Triangle Trade Case
- Flight No: Flight Number  
**NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Destination: Place Of Arrival (Air Port Code)
- B/L Date: Issuing Date
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.  
**NOTE:** \* Direct: No Need To Create A HAWB.  
\* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.  
\* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.

- \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
  - 1) AWB Type: Select Third Party.
  - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
  - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- Office: Issuing Office

## **AWB List**

### **MAWB List**

- No: Sequence of list
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- MAWB No: Air Carrier's air waybill number
- HC: House B/L Creation Button
- Office: Issuing Office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Count: Number Of House B/Ls Which Are Belong To Master B/L
- ETD: Estimate Time Of Departure
- B/L Date: Issuing Date
- ETA: Estimated Time Of Arrival
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- HAWB: Show HAWB on HAWB List
- Departure: Place Of Departure (Air Port)
- TS1: Trans 1(To/By)
- TS2: Trans 2(To/By)
- TS3: Trans 3(To/By)
- Destination: Place Of Arrival (Air Port Code)
- PKG: Quantity of package
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units
- C.WGT(Kg): Chargeable Weight in Kg Units
- C.WGT(Lb): Chargeable Weight in Lb Units
- CBM: CBM Sum (Dimension)
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')

- Issued by: Issued By Whom

## HAWB List

- No: Sequence Of List
- Block: B/L Block Status. If It's Block Status, Modification Of B/L Is Limited Only On Few Fields
- HAWB No: The System Automatically Assigns a Filing No (Can Also Be Entered Manually.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Partner: Assign Partner Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - NOTE:** [Copy]: Copies the Consignee Information To 'Notify'.
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Package: Package Quantity and Unit
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units
- C.WGT(Kg): Chargeable Weight in Kg Units
- C.WGT(Lb): Chargeable Weight in Lb Units

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

### 6.1.3 AEM Document Package

- ≡ Air Export > Master AWB > AEM Document Package

#### Introduction

Prints related reports including Cargo Manifest and AWB to prepare the document to transmit to the master or house agent.

#### Procedures

Input Search Conditions and click the Retrieve button to search data.  
Select the output option, and click the Print button to print reports.

#### Item Descriptions

##### Search Condition

- *MA WB No: Master Air waybill Number*

##### Document Package

- *Company Name on Report: Company Name To Be Printed On The Report. B/L Reference Office by Default.*
- *Master Agent: Master Agent Information*
- Show B/L Type: Report B/L Type (Printed on the B/L).
- Agent Type: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- Report Type: Select type of reports which document package is included  
**NOTE:** Click 'All' button to select whole report provided. Click 'Clear' to release selection of report.
- Show User Signature on HAWB: Displaying Option For Signature On HAWB
- Weight Option (if Master Agent): Weight Option
- Remark: Additional information
- House B/L List: Brief House B/L information

### 6.1.4 AEM Certificate of Origin

- ≡ Air Export > Master AWB > AEM Certificate of Origin

#### Introduction

Registers, prints, searches and manages certification of origin information.

#### Procedures

Input Search Conditions and click the Retrieve button to search data.

Change data and click the Save button to save data.

Click the Print button to print the certification of origin.

## Item Descriptions

### Search Condition

- *HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)"*

### Certificate of Origin

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.  
**NOTE:** Certificate of origin form is for the U.S. only"
- Consignee: Assigns The Consignee Information
- Notify: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Document No: Use For Reference. Usually Master B/L's filing number.
- B/L Date: Issuing Date
- Export References No: Export reference number information
- Country of Origin: Assign Country Of Origin
- Export Carrier: Carrier Information
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Name of Chamber: Chamber of commerce information
- State of Origin: State Code (U.S. Only)
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- G.WGT: Gross weight on B/L
- C.WGT: Net weight on B/L
- "Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT"

### 6.1.5 AEM Pickup Order

- ≡ Air Export > Master AWB > AEM Pickup Order

## Introduction

Registers and prints the pickup order.

Process drayage orders including empty container pickup and full container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the warehouse.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

## Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Work Order Number to search

### Pickup/Delivery Order

- Work Order No: Work Order Number
- W/O Type: Enter Trucker To Carry Out The Order.
- *B/L No: Master B/L Number*
- *Filing No: Filing Number of Master B/L*

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

### Delivery

- Delivery: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Address: Address information
  - Contact Person: Name of contact person
  - Phone/Fax: Phone and fax number
  - Reference No: Reference Information
  - Delivery Time: Requested delivery time

### Return

- Return: Ocean Carrier Master B/L No
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

### Bill to

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

## Trucker

- Trucker: Define House Bill Of Lading Number.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- *POL: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- *POD: Final Cargo Destination*
- *Commodity: Commodity information*  
**NOTE:** Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- *Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)*
- Measurement: Sets The Basic Weight Unit To Be Used In The Office.  
**NOTE:** Click 'Update' button to apply measurement information on B/L
- Carrier: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
- Remark: Additional information

## 6.1.6 AEM AWB Stock

☰ Air Export > Master AWB > AEM AWB Stock

The screenshot shows the 'AEM AWB Stock' interface. At the top left is a navigation bar with 'Master AWB Stock ~'. Below it is a breadcrumb trail: 'Air Export > Master AWB > Master AWB Stock'. Underneath is a search bar with 'IATA Code ALL' and a dropdown for 'AWB Type' (Neutral or Express). On the left, there's a 'Basic Information' panel with fields for 'Office' (dropdown), 'IATA Code' (dropdown set to '0U'), 'MAWB No.' (text input), 'Receipt' (date input set to '03-06-2015'), and 'Operator' (text input set to 'cltmaster'). To the right is a 'Summary' table with columns: No., IATA Code, Office, Stock Date, and Used B/L. Below this is a 'MAWB Stock List' table with columns: DEL, No., AWB Type, IATA Code, Office, Stock Date, Start No., End No., and MAWB No.

## Introduction

Registers, searches, and manages MAWB Stocks.

If managing the AWB number range received beforehand from the air carrier, can automatically create and manage MAWB numbers by entering the range in the system, to preemptively prevent mistakes including duplicate use or number loss.

## Procedures

Click the New button, and enter the basic information.

Click the Create button to create a MAWB Stock.

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the Summary list to view the MAWB Stock list.

## Item Descriptions

### AWB Stock

- IATA Code: Air Carrier IATA Code
 

**NOTE:** \* IATA Code Registered To International Air Transport Association (Country: 2 Characters, City: 3 Characters, Air Carrier: 2 Or 3 Characters)
- AWB Type: Type Of AWB (Neutral Or Express)

### Basic Information

- AWB Type: Select Neutral or Express
- Office: Select the office registering the MAWB Stock

- IATA Code: Air carrier IATA Code  
**NOTE:** \* IATA code registered to International Air Transport Association (country: 2 characters, city: 3 characters, air carrier: 2 or 3 characters)
- MAWB No: MAWB start and end numbers.
- Receipt: date MAWB No received
- Operator: Assign Operator Name

## Summary

- No: Sequence Of List
- IATA Code: Air Carrier IATA Code  
**NOTE:** \* IATA Code Registered To International Air Transport Association (Country: 2 Characters, City: 3 Characters, Air Carrier: 2 Or 3 Characters)
- Office: Issuing Office
- Stock Date: date MAWB Stock registered
- Used B/L: number of MAWB Nos. used
- Remained B/L: number of MAWB Nos. remaining

## MAWB Stock List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: created MAWB Numbers
- AWB Type: Type of AWB (Neutral or Express)
- IATA Code: Type of IATA Code
- Office: Creation Office
- Stock Date: Date of Stock created
- Start No: MAWB start numbers used on registration.
- End No: MAWB end numbers used on registration.
- MAWB No: MAWB No defined
- Used: If number already used, it is checked.

### 6.1.7 AEM Correction Notice

- ≡ Air Export > Master AWB > AEM Correction Notice

## Introduction

Correction notice is used to make notification of corrected contents to the agent if it is necessary to change major document contents, including B/L, after agent pre-alert.

Manages correction notification of materials and history, and manages who made the changes and when.

## Procedures

Can enter search conditions via the search window.

Double click, the B/L No via the HB/L No or MB/L No, search window to display B/L information.

Check items to correct, and enter corrections.

Click the Issue button to save information. Confirm and Cancel buttons appear after saving.

Click the Confirm button to confirm correction notifications. The C/R button appears for HB/L and the C/N button for MB/L respectively after confirmation. Click the C/R or C/N button to print.

## Item Descriptions

### Function Buttons

- Correction Notice: Issue Correction notice  
**NOTE:** Only for authorized staff.
- C/R: Issues Correction Notice if the correction notice is 'CONFIRMED' status  
**NOTE:** Only for authorized staff.

### Search Condition

- C/A No: Correction Advice No Automatically Created Upon Data Save.  
**NOTE:** C/A Status shows 'Issued/Confirmed' status.

### Correction Notice

- *HA WB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)*
- *MA WB No: Air Carrier's airwaybill number*
- *Issued by/at: Issued by whom, Issue date*
- *Phone/Fax: Phone and fax number of contact person*
- *Partner: Assign Partner Information*
- *Contact Person: Name of contact person*
- *Confirmed by/at: Confirmed by whom, confirm date*
- *Email: User E-Mail Address*

### Category

- Category: Category of Correction Advice. Select multiple category if necessary

### Correction

- Current Information: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Corrected Information: Amend B/L Information for checked correction items

## 6.1.8 AEM Correction Notice List

≡ Air Export > Master AWB > AEM Correction Notice List

## Introduction

Retrieve correction notice registered. If double click the list, correction notices entry is opened.

## Procedures

Define a condition like B/L No and Partner information. As list shown, double click the list which one need to see more details. Do necessary procedure with correction notice screen opened.

## Item Descriptions

### Search Condition

- AWB No: Master AWB Number
- Issued at: Issue date
- Status: Status of Correction Advice
- Partner: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- Office: Issuing office

### Correction Notice List

- No: Sequence of list
- C/A No: Final Cargo Destination
- Type: Master AWB or House AWB
- AWB No: Master AWB Number
- Issued at: Issue Date
- Confirmed at: Confirm Date
- Status: Status of Correction Advice
- Partner: Assign Partner Information

## 6.2 House AWB (HAWB)

### 6.2.1 AEH AWB Entry

☰ Air Export > House AWB > AEH AWB Entry

The screenshot shows the 'AWB Entry' screen with the following sections:

- Header:** AE HAWB Entry, Search, New, Status: HBL Create.
- Top Row:** HAWB No. AD10001, B/L Type NORMAL, Job Template AIE DEFAULT, MRN, Invoice No., P/O No., Agent Ref. No., W/O No.
- Customer Section:** Partner 020 (LUFTHANSA CARGO AG), Shipper HANSUNG SHIPPING CO LTD, Consignee, Notify, Same As Consignee Copy.
- Flight Info Section:** Carrier 001 (AMERICAN AIRLINES), Flight No. AA-111, Flight Date 02-12-2014, Time 00:00, Arrival Date 02-13-2014, Time 00:00.
- Route Section:** Departure PVG (PUDONG, CHINA), First To, Trans 1(To/By), Trans 2(To/By), Trans 3(To/By), Destination LAX (LOS ANGELES - LAX), Issued by cltmaster, Booking Date 02-14-2014, Sales Office CLT, Sales Person CLTMASTER, Forwarding Agent, Country of Origin, Issuing Carrier CLTMAINC (CYBERLOGITEC AMERICA, INC).
- Account Information Section:** Commodity, Package 2, Incoterms, Cargo Type Normal, Gross Weight(SPHR), Gross Weight(CNEE), Chargeable Weight(SPHR), Chargeable Weight(CNEE), Volume Weight, Cm, Inch, DEI, Length, Width, Height.
- Bottom Section:** Buying Rate/Amount, Selling Rate/Amount, Freight Term PREPAID, Profit Share %, D.V. Carriage N.V.D., Ship Type Normal.

## Introduction

Registers, retrieves, and manages air export AWB information.  
Regular users cannot modify data after AWBs are finalized.

## Procedures

Click the New button and enter HAWB information.

Click the Save button to save the HAWB.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- HB/L Add: Prints the House Air Waybill.
  - Copy: Copy Current B/L To New One. Select A/R, A/P, D/C Option To Copy From Freight Tab.
  - Label: Prints The Package Label.
  - S/A: Prints Shipping advice
  - Accounting: Goes To 'AR/AP List' Page
  - AES: Goes To 'AES' Page.
  - P. Report: Prints The Profit Report.
- NOTE:** [Currency]
- Multi Currency: Prints Multiple Reports By Currency.
  - One Currency: Prints In The Designated Currency Applying The Exchange Rate.
  - \* Select 'To Currency', Click The Retrieve Button To List and Modify Exchange Rates.
- Delete: Delete selected HAWB

### AWB Entry

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually)
 

**NOTE:** 'Status' shows AWB creation status
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually)*
- B/L Date: Issuing Date
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party
 

**NOTE:** \* Direct: No Need To Create A HAWB.

  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
  - \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
    - 1) AWB Type: Select Third Party.
    - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
    - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- *Carrier Booking No: Carrier's booking number*
- *Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- *Job Template: Job Visibility Template. Selectable If There Are Multiple Templates.*
- *MA WB No: Air Carrier's airwaybill number*
- L/C No: Letter Of Credit Number
- MRN: Manifest Reference Number Received From The Ocean Carrier. (11 Digits)
- P/O No: Assign Purchase Order Number From Customer
- Export Reference No: Export Reference Number
- Invoice No: Invoice Number
- Agent Ref. No: Reference Number For Agent
- W/O No: Assign Work Order Number
 

**NOTE:** \*If W/O Assigned, B/L Information Is Filled Automatically From W/O
- Cargo Status: Select between SPX by KC and SPX by X-Ray for German Export Certification

## Customer

- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Display Notify on HAWB: To show notify on HAWB, select checkbox.
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Vendor: Assign Vendor Information
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case

## Contribution

- Contrib. Office: Performance Shared With Contribution Office
- Contrib. Dept: Performance Shared With Department
- Use %: Performance Share Rate

## Flight Info

- Carrier: Carrier Information
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Flight Date/Time: Estimated Time Of Departure
- Arrival Date/Time: Estimated Time Of Arrival

## Route

- Departure: Place Of Departure (Air Port)
- First To: Select location to 'First to'
- Trans 1 to/by: Transit Airport Code and Flight No
- Trans 2 to/by: Transit Airport Code and Flight No
- Trans 3 to/by: Transit Airport Code and Flight No
  - NOTE:** \*Define Airport To Transfer and Flight No Manually
- Destination: Place Of Arrival (Air Port Code)
- Issued by: Issued By Whom
- Issued at: Issue Date
- Booking Date: Assign Booking Date
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person
- Forwarding Agent: B/L's Forwarding Agent Information
- Country of Origin: Assign Country Of Origin
- Issuing Carrier: B/L Issuing Carrier

## Account Information

- Commodity: Commodity Information
- Package: Package Quantity and Unit
- Incoterms: Select Incoterms Including FOB and CIF
  - NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
- Rate: Type of rate
- Cargo Type: Select The Cargo Type. (Normal - Default, Dangerous Goods, Special, Dry Ice, Battery)
- Gross Weight(SPHR): If Entered In Either Kgs (K) Or Lbs (L), The Other Is Automatically Calculated.
- Gross Weight(CNEE): HAWB Gross Weight (C) Sum
- Chargeable Weight(SPHR): If Entered In Either Kgs (K) Or Lbs (L), The Other Is Automatically Calculated. Automatically Set With The Bigger Of Gross Weight and Volume Weight.
  - NOTE:** \* Chargeable Weight: For Air Freight Based On Weight Standards Applied By Airlines Worldwide; Refers To The Higher Of Gross Weight and Volume Weight.
- Chargeable Weight(CNEE): HAWB Chargeable Weight (C) Sum
- Volume Weight: Volume Weight For Cargo Measurement

## Measurement

- Item List: Enter and Manage Special Container Item Information.
  - NOTE:** Select unit of length. Click 'W/H' button to open 'Warehouse Receipt' popup to select. Click 'Add' button to register a record in new row
- Buying & Selling Rate/Amount: Enter The Agent Buying Rate and Customer Selling Rate. If The Rate Is Entered, The Amount Is Automatically Calculated.
  - NOTE:** \* Buying Amount = Buying Rate \* Gross Weight
  - \* Selling Amount = Selling Rate \* Chargeable Weight
- Freight Term: Select Freight Condition From Prepaid Or Collect.
- Other Charge: Select The Freight Condition From Prepaid Or Collect.
- Profit Share: Profit Share % With The Partner (Consignee)
- Sales Type: Select The Sales Type Between Free Cargo(Own Sales), Nomi(Partner Sales), and Co-Load
- D.V (Declared Value) Carriage: Freight Sender Transportation Filing Price \*Default - N.V.D (No Value Declared)
- D.V (Declared Value) Customs: Freight Receiver Customs Filing Price
- Ship Type: Select Normal, Switch Or Transit
- Insurance: Air Carrier Transportation Insurance Status Declaration Price\*Default – N.I.L (No Insurance Load)

## Mark & Desc

### Rate Combination Point

- Type: S: , C: S for Shipper, C for Consignee B/L Printing Information
- No of Pieces: Number of pieces
- Gross Weight(Kg): Gross weight in Kg
- Gross Weight(Lb): Gross weight in Lb
- *Rate Class: Type of rate*

- Commodity Item No: Commodity Information
- Chargeable Weight(Kg): Chargeable Weight in Kg
- Chargeable Weight(Lb): Chargeable weight in Lb
- *Rate/Charge: Rate/Charge*
- Total : Total Amount

### **Mark & Desc**

- Handling Information: Enter The Value To Be Printed On The AWB Handling Information Item.
- Account Info: Accounting Information On AWB
- Mark: Mark Information Of Shipment
- Nature and Quantity of Goods: Nature and Quantity Of Goods, The Description Of Cargo.  
**NOTE:** \*Note: Using The Term Consolidation Or Like Terms Is Not An Acceptable Description Of Goods. Description Must Be Specific
- Show Dimension on: [Mark] Button: Copies Dimension Information To The Mark Item.  
[Description] Button: Copies Dimension Information To The Description Item.
- Show Weight on Air Waybill as: Selects Air Waybill Weight Unit.
- ITN No: ITN Number Received From Customs After Customs Clearance.
- Remark for Manifest: Assign Manifest Document Instruction

### **Item**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- P/O No: Assign Purchase Order Number From Customer
- Item: Item Code and Name
- HTS Code: Input HTS Code To Search
- Package: Package Quantity and Unit
- Unit: Unit of Package
- Inner Qty: Number Of Item By Each
- EA: Each Amount
- Total Qty: Total Number Of Item By Each
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Remark: Additional Information

### **Freight**

#### **Buttons**

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Select The Bill To Party. Sets the Actual Customer with Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- A/P: Goes To The A/P Entry Page To Create Payable Invoice Created in Detail

- Invoice: Goes To The A/R, D/C, A/P Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Container Type/Size

## Account Receivable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code:
- *Rate Currency:*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import by Default.
- Rate: Unit rate price
- Vol: Volume in unit
- *Amount: Rate multiply by volume*
- Invoice No: Invoice number is shown after registering A/R invoice from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- B/L: Whether print the freight information on House B/L

## Debit/Credit

- Debit/Credit: Container Type/Size
- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: Unit rate price in case of debit
- Credit Rate: Unit rate price in case of credit
- Vol: Volume in unit
- *Debit/Credit Amount: Rate multiply by volume*
- Invoice No: Invoice number is shown after registering D/C Note from accounting
- *Status: Freight status (Freight input, Invoice create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code from Chart of Account*
- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Counting Unit (per B/L, per Container and so on)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit rate price
- Vol: Volume in unit
- Amount: Rate multiply by volume
- Account Payable Amount: Rate multiply by volume
- Invoice No: Invoice number is shown after registering A/P Invoice from accounting
- Status: Freight status (Freight input, Invoice create)
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Work Order

### Work Order List

- No: Sequence of list
 

**NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Enter Trucker To Carry Out The Order.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## Status

### Job Visibility

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
 

**NOTE:** Click 'Add' button to register a record in new row.
- No: Sequence of list
- Task: Visibility Task
- Status: Status Signal

- Plan Date: Plan Date
- Actual Date: Actual Date
- Issued by: Issued by whom

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose of document (Internal or External)
- Reference: Reference Information
- Message: Additional information
- File: File Downloading Icon
- PDF: PDF converted from file downloading icon
- Created at: Creation date

## History Search

- No: Sequence of list
- Item Name: Modification target
- Before: Data before modification
- After: Data after modification
- Modified by: Modified by whom
- Modified at: Modification date

## 6.2.2 AEH AWB List

☰ Air Export > House AWB > AEH AWB List

The screenshot shows the 'AEH AWB List' screen. At the top, there are search filters for HAWB No., ETD, Partner, Consignee, B/L Type, Filing No., Departure, Shipper, Notify, Incoterms, MAWB No., Destination, Actual Shipper, Flight No., L/C No., and Office. Below the filters is a table titled 'HAWB List' with columns: No., Block, HAWB No., Office, Filing No., MAWB No., Partner, ETD, Flight No., Shipper, Consignee, Notify, Actual Shipper, Vendor, and C. A single row is visible: No. 1, AD10001, CLT, AAE-10001, 001-, LUFTHANSA CARGO AC 02-12-2014 00:00, AA-111, HANSUNG SHIPPING CO., HANSUNG SHIPPING CO., and AMERICA. Below this is a scroll bar. Under 'MAWB List', there is a table with columns: No., Block, MAWB No., Shipper, Consignee, Departure, Destination, and ETA. Finally, under 'Document List', there is a table with columns: DEL, CHK, External, Reference No., Message, File, PDF, and Creation Date. A note says 'There is no data to search'. At the bottom right of the document list table are buttons for Save, Print, and Upload.

### Introduction

Lists Air Export HWAB information.

Prints various reports including Air Waybill, Shipping Advice, Shipping Instruction and Profit Report.

### Procedures

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the HAWB list to view details. ('AWB Entry' page opens.)

Click the View button in the HAWB List to view MAWB information.

### Item Descriptions

#### Function Buttons

- Copy: Opens the 'House AWB Entry' page and copies key information from the selected AWB to create a new HAWB. Reduces similar information entry.
- Label: Prints Air Label.
- Accounting: Goes to 'AR/AP List' page
- Doc. PKG: Goes to 'Document Package' page
- S/A: Prints the shipping advice.

- AES: Goes to 'AES' page.
- P. Report: Prints the HAWB profit report.  
**NOTE:** \* Currency
  - Multi Currency: Prints multiple reports by currency.
  - One Currency: Prints in the designated currency applying the exchange rate.
  - \* Select 'To currency', click the Retrieve button to list and modify exchange rates.
- LOG: House AWB's Fax and E-Mail History
- Delete: Delete Current B/L. This Is Only For Authorized Staff

## Search Condition

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MAWB No: Air Carrier's air waybill number
- ETD: Estimate Time Of Departure
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Customer: Assign Customer Information
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading  
**NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies the Consignee Information To 'Notify'.
- Flight No: Flight Number  
**NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.  
**NOTE:** \* Direct: No Need To Create A HAWB.  
\* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.  
\* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.  
\* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
  - 1) Awb Type: Select Third Party.
  - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
  - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- Incoterms: Select Incoterms Including FOB and CIF  
**NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
- L/C No, P/O No, Invoice No, Partner BKG No, Export Ref No:
- Office: Issuing Office

## AWB List

### HAWB List

- No: Sequence Of List
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)
- Office: Issuing Office
- MAWB No: Air Carrier's air waybill number
- Partner: Assign Partner Information
- ETD: Estimate Time Of Departure
- Flight No: Flight Number
 

**NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
 

**NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.  
[Copy]: Copies the Consignee Information To 'Notify'.
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Vendor: Assign Vendor Information
- Carrier: Carrier Information
- MAWB: Air Carrier's Mawb No
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- TS1: Trans 1(To/By)
- L/C No: Letter Of Credit Number
- P/O No: Purchase Order Number
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting
- Package: Package Quantity and Unit
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units
- C.WGT(Kg): Chargeable Weight in Kg Units
- C.WGT(Lb): Chargeable Weight in Lb Units
- CBM: CBM Sum (Dimension)
 

**NOTE:** \*CFT: Cubic Feet (Ft3). 1 M/T = 1 CBM (Cubic Meter, M3) = 40 CFT  
[Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- B/L Date: Issuing Date
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')
- Issued by: Issued By Whom

**MAWB List**

- No: Sequence Of List
- Block: Master B/L's Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- MAWB No: Air Carrier's air waybill number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- ETA: Estimated Time Of Arrival
- ETD: Estimate Time Of Departure

**Document List**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose Of Document (Internal Or External)
- Reference No: Reference Information
- Message: Additional Information
- File: File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

### 6.2.3 AEH Commercial Invoice

≡ Air Export > House AWB > AEH Commercial Invoice

#### Introduction

Registers, prints, searches, and manages commercial invoice information.

Commercial invoice is generally used if it should be a document from the shipper but is issued on their behalf at the shipper's request.

#### Procedures

Input Search Conditions and click the Retrieve button to view basic B/L information.

Input commercial invoice information and click the Save button to save.

Click the Print button to print a commercial invoice.

## Item Descriptions

### Search Condition

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)

### Commercial Invoice

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Invoice No: Invoice Number from shipper
- L/C No: Letter Of Credit Number
- L/C Issue Bank: Letter of credit issuing bank
- Terms/Payment: Payment terms (Freight prepaid, collected)
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Carrier: Define House Bill Of Lading Number.
- Vessel/Flight: Vessel name or Flight number
- Invoice Date: Invoicing Date
- L/C Date: Letter of credit date
- Departure Date: Estimated time of Port of departure
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- Rate: Shipment price information
- Amount: Shipment total price information

### 6.2.4 AEH Packing List

≡ Air Export > House AWB > AEH Packing List

### Introduction

Registers, prints, searches and manages packing list information.

Commercial invoice is generally used if it should be a document from the shipper but is issued on their behalf at the shipper's request.

### Procedures

Input Search Conditions and click the Retrieve button to view basic B/L information.

Input packing list information and click the Save button to save.

Click the Print button to print the packing list.

## Item Descriptions

### Search Condition

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)

### Packing List

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Invoice No: Invoice Number from shipper
- L/C No: Letter Of Credit Number
- L/C Issue Bank: Letter of credit issuing bank
- Terms/Payment: Payment terms (Freight prepaid, collected)
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Carrier: Define House Bill Of Lading Number.
- Vessel/Flight: Vessel name or Flight number
- Invoice Date: Invoicing Date
- L/C Date: Letter of Credit date
- Departure Date: Estimated time of Port of departure
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- G.WGT: Gross weight on B/L
- C.WGT: Net weight on B/L
- Measurement: Carrier Information

### 6.2.5 AEH Document Package

- ≡ Air Export > House AWB > AEH Document Package

### Introduction

Prints HAWB related document packages.

Can print various documents to be delivered to agents or customers including HAWB, Invoice and shipping Advice together, and transmit them on this page.

### Procedures

Input Search Conditions and click the Retrieve button to search data.  
Select print options and click the Print button to print.

## Item Descriptions

### Search Condition

- HAWB No: The System Automatically Assigns a Filing No (Can Also Be Entered Manually.)

### Document Package

- Company Name on Report: Company Name to Be Printed On the Report. B/L Reference Office By Default.
- Show B/L Type: Report B/L Type. (Printed On The B/L)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Send To: Select Shipper Or Consignee
- Report Type: Select type of reports which document package is included  
**NOTE:** Click 'All' button to select whole report provided. Click 'Clear' to release selection of report.
- Show User Signature on HAWB: Displaying Option For Signature On House air waybill

## 6.2.6 AEH Certificate of Origin

≡ Air Export > House AWB > AEH Certificate of Origin

### Introduction

Registers, prints, searches and manages certification of origin information.

### Procedures

Input Search Conditions and click the Retrieve button to search data.

Change data and click the Save button to save data.

Click the Print button to print the certification of origin.

## Item Descriptions

### Search Condition

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)

### Certificate of Origin

- Shipper: B/L Shipper Information.  
**NOTE:** Certificate of origin form is for the U.S. only
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
- Document No: Use For Reference. Usually Master B/L's filing number.
- B/L Date: Issuing Date
- Export References No: Export reference number information
- Country of Origin: Assign Country Of Origin

- Export Carrier: Carrier Information
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port of discharge (Can Enter Name Only Or Change The Registered Name.)
- Name of Chamber: Chamber of commerce information
- State of Origin: State Code (U.S. Only)
- Marks and Numbers: Marks and numbers on B/L
- Qty: Qty and package information on B/L
- Description: Description of shipment
- G.WGT: Gross weight on B/L
- C.WGT: Net weight on B/L
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT

## 6.2.7 AEH Bank Draft

≡ Air Export > House AWB > AEH Bank Draft

### Introduction

Prints the bank draft and transmittal letter.

For a B/L processed in an L/C (Letter of Credit), used to issue a bank draft to the shipper.

### Procedures

Select the HB/L No from the search window, to display HB/L information.

Enter information and click the Print button to print a bank draft.

### Item Descriptions

#### Search Condition

- HB/L No: Define House Bill Of Lading Number.

#### Bank Draft

- US\$: Enter the entire amount to be collected; if not in U.S. dollars, specify the currency.
- Date Issued: Enter the date the draft is issued.
- of this FIRST of Exchange (Second unpaid): Enter the terms of payment (also called the tenor of the draft); for example, at 45 days, at sight, or at 30 days bill of lading. Second unpaid refers to the duplicate copy of the draft (which reads of this Second of Exchange, First unpaid); once payment has been made against either copy, the other becomes void.
- Pay to the Order of: Enter the name of the party to be paid (seller or payee). This party may be the seller or the seller's bank and will be the party to whom the foreign buyer's bank will remit payment.
- L/C No: Letter Of Credit Number
- Open Bank: Draft's Bank Information
- Open Date: Enter the date the draft is being sent to the bank

- Authorized Signature: The signature of the authorized individual for the seller or the seller's agent (drawer) should be entered here.
- for Value received and charge the same to account of: for Value received and charge the same to account of
- To: Enter the name and address of the paying party (buyer or drawee). For letter of credit payments, enter the name and address of the buyer's opening bank as well as the letter of credit number and issue date.
- No: Enter the identification or draft number, as assigned by the seller to reference the transaction.
- Original/Copy: Original/Copy
- Gentlemen: Enter the name and address of the party to whom the draft is being sent. Unless there is a letter of credit being negotiated in the United States, enter the name and address of a foreign bank.
- We enclosed Draft Number : Enter the seller's draft number
- Initial: Initial
- For Collection: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- For: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- For Payment/negotiation under L/C: Check the applicable box if the draft is part of letter of credit negotiation, a collection, or an acceptance.
- BILL OF LADING: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- B/L Copy: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- COMM. INV: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- INS. CIF: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- CIF. ORG: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- CONS. INV: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- PKNG. LIST: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- WGT. CTF: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.
- Other Instructions: Enter the number and type of each original and duplicate document to be included with this transmittal letter. Any document attached will eventually be released to the buyer.

## 6.2.8 AEH Pickup Order

- ☰ Air Export > House AWB > AEH Pickup Order

### Introduction

Registers and prints the pickup order.

Process drayage orders including empty container pickup and full container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the warehouse.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

### Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

### Item Descriptions

#### Search Condition

- Work Order No: Assign work order number to search

#### Pickup/Delivery Order

- Work Order No: Automatically Created Upon Registration.
- W/O Kind: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- B/L No: Define Bill of Lading Number.

#### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Pickup Time: Requested pickup time

#### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, And Pickup Time
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

- Delivery Time: Requested delivery time

### **Return**

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information
- Delivery Time: Requested delivery time

### **Container List**

- *Container: Container information of B/L*

### **Bill to**

- *Bill to: Bill to party*
- *Address: Address information*
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- Reference No: Reference Information

### **Trucker**

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address information
- Contact Person: Name of contact person
- Phone/Fax: Phone and fax number
- *POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)*
- *POD: Port of discharge (Can Enter Name Only Or Change The Registered Name.)*
- *Commodity: Commodity information*
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- *Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*
- NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Enter Trucker To Carry Out The Order.
- Carrier Bkg. No: Booking number of the ocean carrier
- Print the B/L Mark & Description: Whether print the B/L mark and description on Pickup & Delivery order sheet
- Remark: Additional information

## 6.2.9 AEH AES

- Air Export > House AWB > AEH AES

### Introduction

Transmits B/L information to AES.

For export freight departing the U.S., freight details should be filed to the U.S. Census Bureau in advance for approval. Carries out A.E.S. (Automated Export System) filing for the purpose.

OPUS Forwarding can update A.E.S. materials based on B/L or AWB information entered, and interoperate with AES Direct to send data.

### Procedures

Input Search Conditions and click the Retrieve button to search data.

Input information and click the Save button to save.

Click the Send button, and the page is displayed as follows. (Send button is enabled after save.)

The image shows two screenshots of the AES Direct system. On the left is the homepage with a warning banner about the nature of the system and links for 'Log In', 'Home', 'Need Help?', 'Username:', 'Password:', and 'Continue'. On the right is the 'Edit Shipment' page, which displays a message: 'This shipment is incomplete or contains incorrect information. Use the form below to correct your shipment.' It includes fields for 'Shipment Information' such as 'Origin State' (None Selected), 'U.S. Principal Party in Interest (USPPI)', 'Contact Phone Number', 'Ultimate Consignee' with fields for 'Address Line 1', 'City', 'State (L)', and 'Related Field(s)' with a 'Country' dropdown set to 'UNITED STATES OF AMERICA'.

Enter AES User ID and Password and click the Continue button.

If there is a problem with the information entered, the following page will appear.

Enter data and click the 'Check and Send' button.

### Item Descriptions

#### Function Buttons

- Send: Transmit the form to AESDirect homepage.

#### Search Condition

- HAWB No: House Air waybill number

## General Information

- *HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)*
- *Trans. Ref. No: Transportation Reference Number - This is the reservation number, or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo.*
- Transport Code: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- *Destination Country: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.*  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- *State of Origin: Carrier Information*
- Inbound Type: The code indicating whether the shipment is being transported under bond, and if so, the type of withdrawal.
- Import Entry No: Enter Import Entry No For A Specific Inbound Type.
- Foreign Trade Zone: Enter The English Code From 1 To 5 Received From The Foreign Trade Zone Board.
- Export Code: Select. (Os By Default)
- Response Email: Define House Bill Of Lading Number.
- POL: Define House Bill Of Lading Number.
- ETD: Estimated time of departure
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Carrier: (U.S. Only)
- *Vessel/Flag: State Code (U.S. Only)*
- Routed Export Transactions: Check  
**NOTE:** \* Routed Export Transactions: For Foreign Companies Requesting The Use Of Ocean Carriers Or Forwarders For Freight Transportation From The U.S. Government. Export Information Should Be Submitted To AES For Approval.
- Hazardous Material: Enter Import Entry No For A Specific Inbound Type.
- Containerized: Enter The English Code From 1 To 5 Received From The Foreign Trade Zone Board.
- Company Related: Select. (Os By Default)  
**NOTE:** USPPI (United States Principal Part in Interests)
- Status: Transmission status
- ITN No: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- Filing Option: Select the filing option you wish to use for this EEI: Option 2 – Predeparture filing or Option 4 – proved Postdeparture filing. This field will default to Option 2. Postdeparture filing is only available with approved USSPPI IDs and for EEI that meet the requirements for postdeparture filing.

## Commodity

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.  
**NOTE:** Click 'Add' button to register a record in new row.
- Origin: Select domestic if commodity is grown, produced or manufactured in the U.S. (including those with foreign components assembled as a new good in the U.S.). Select foreign for goods grown, produced or manufactured in foreign countries, but have not been changed in form or condition in the U.S.
- Commodity: Schedule B or HTS Number –Report commodity classification codes.
- Description: Provide an appropriate description for the commodity.

- Qty: Report the total quantity of the commodity being exported for each commodity code classification.
- Unit: The Unit of Measure is determined by the Schedule B or HTS number entered.
- Qty2: Report the total quantity of the commodity being exported for each commodity code classification.
- Unit2: The Unit of Measure is determined by the Schedule B or HTS number entered.
- USD Value: Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For details, see Foreign Trade Regulations 30.6 (a)(17).
- KGS: Gross Weight- Must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. For details, see Foreign Trade Regulations 30.6(a)(16).

## Party Information

### USPPI

- Name: Indicate the company's name and identification number.  
**NOTE:** Default AES Contact Point is from 'Office Code' setup.
- USPPI ID – Employer Identification Number (EIN) or Foreign Entity ID (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.
- Contact Person: Provide the first and last name of the USPPI contact person. Names must have at least two letters and cannot have special characters such as accents or punctuation.
- Phone: Phone and fax number
- Address: Address information
- City/State: City and State information
- Zip Code/Country: Zip Code and Country information
- ID Type/ID: \*Type: 1-DUNS (Data Universal Numbering System), 24-EIN (Employer Identification Number), 34-SSN (Social Security Number), DP-DEC, ZZ-Foreign Entity

### Ultimate Consignee

- Name: Provide the company's name.
- Contact Person: If you provide a first and last name, do not include any special characters.
- Phone: The phone number must be provided in the correct format (NNNNNNNNNN).
- Address: Provide the Company's address including street, city and country. Required for all shipments.
- City/State: Report appropriate state.
- Zip Code/Country: 5 digit zip code
- Type: Select Consignee Type based on the business function from consignee that applies most often.  
**NOTE:** \*Direct Consumer - a non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes, as an input to the production  
\*Government Entity - a government-owned or government-controlled agency, institution, enterprise, or company.  
\*Reseller - a non-government reseller, retailer, wholesaler, distributor, distribution center or trading company  
\*Other/Unknown - an entity not previously indicated, as defined above, or whose ultimate consignee type is not known at the time of export

## **Freight Forwarder**

- Name: Indicate the company's name and identification number.
- Contact Person: Provide the first and last name of the USPPI contact person. Names must have at least two letters and cannot have special characters such as accents or punctuation.
- Phone: Phone and fax number
- Address: Address information
- City/State: City and State information
- Zip Code/Country: Zip Code and Country information
- ID Type/ID: \*Type: 1-DUNS (Data Universal Numbering System), 24-EIN (Employer Identification Number), 34-SSN (Social Security Number), DP-DEC, ZZ-Foreign Entity
- Intermediate Consignee
- Name: Provide the company's name.
- Contact Person: If you provide a first and last name, do not include any special characters.
- Phone: The phone number must be provided in the correct format (NNNNNNNNNN).
- Address: Provide the Company's address including street, city and country. Required for all shipments.
- City/State: Report appropriate state.
- Zip Code/Country: 5 digit zip code

## **Export Lic. Information**

### **Export License**

- License Type: Select License Type Appropriate To the Commodity.
- License No: License Number
- DDTC ITAR Exemption No: Ddtc Itar Exemption Number
- ECCN No: \* Type: 1-Duns (Data Universal Numbering System), 24-Ein (Employer Identification Number), 34-Ssn (Social Security Number), Dp-Dec, Zz-Foreign Entity  
**NOTE:** ECCN (Export Control Classification) No
- DDTC USML Category: Select Usml Category Code  
**NOTE:** \* Ddtc: Directorate Of Defense Trade Controls, Us Department Of Defense  
\* Usml: U.S Munitions List
- DDTC Registration No: Ddtc Registration Number
- DDTC QTY/Unit: Quantity and Unit
- DDTC Eligible Party Certification Indicator: Eligible Party Certification Indicator Presence (Yes/No)
- DDTC Significant Military Equipment Indicator: Significant Military Equipment Indicator Presence (Yes/No)

## **Carrier**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Vehicle ID Type: Select License Type Appropriate To The Commodity.  
**NOTE:** Click 'Add' button to register a record in new row.
- Vehicle ID: Vehicle ID  
**NOTE:** If the commodity is a Self-Propelled Used Vehicle, fill out the remaining information
- Vehicle Title: Name of Vehicle

- Vehicle Title State: County of Vehicle

### 6.2.10 AEH Correction Notice

- ≡ Air Export > House AWB > AEH Correction Notice

#### Introduction

Correction notice is used to make notification of corrected contents to the agent if it is necessary to change major document contents, including B/L, after agent pre-alert.

Manages correction notification of materials and history, and manages who made the changes and when.

#### Procedures

Can enter search conditions via the search window.

Double click, the B/L No via the HB/L No or MB/L No, search window to display B/L information.

Check items to correct, and enter corrections.

Click the Issue button to save information. Confirm and Cancel buttons appear after saving.

Click the Confirm button to confirm correction notifications. The C/R button appears for HB/L and the C/N button for MB/L respectively after confirmation. Click the C/R or C/N button to print.

#### Item Descriptions

##### Function Buttons

- Correction Notice:  
**NOTE:** Only for authorized staff.
- C/R: Issues correction notice if the correction notice is 'Confirmed' status  
**NOTE:** Only for authorized staff.

##### Search Condition

- C/A No: Correction Advice No Automatically Created Upon Data Save.  
**NOTE:** C/A Status shows 'Issued/Confirmed' status.

##### Correction Notice

- *HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)*
- *MAWB No: Air Carrier's airwaybill number*
- *Issued by/at: Issued by whom, Issue date*
- *Phone/Fax: Phone and fax number of contact person*
- *Partner: Assign Partner Information*
- *Contact Person: Name of contact person*
- *Confirmed by/at: Confirmed by whom, confirm date*
- *Email: User E-Mail Address*

**Category**

- Category: Category of Correction Advice. Select multiple category if necessary

**Correction**

- Current Information: Correction Advice No Automatically Created Upon Data Save.
- Corrected Information: Amend B/L Information for checked correction items

**6.2.11 AEH Correction Notice List**

≡ Air Export > House AWB > AEH Correction Notice List

**Introduction**

Retrieve correction notice registered. If double click the list, correction notices entry is opened.

**Procedures**

Define a condition like B/L No and Partner information. As list shown, double click the list which one need to see more details. Do necessary procedure with correction notice screen opened.

**Item Descriptions****Search Condition**

- AWB No: Air waybill number
- Issued at: Issue date
- Status: Status of Correction Advice
- Partner: Assign Partner Information
- Office: Issuing office

**Correction Notice List**

- No: Sequence of list
- C/A No: Correction Advice No Automatically Created Upon Data Save.
- Type: Master B/L Or House B/L
- AWB No: Air waybill number
- Issued at: Issue Date
- Confirmed at: Confirm Date
- Status: Status of Correction Advice
- Partner: Assign Partner Information

## 7 AIR IMPORT (AI)

### 7.1 Master AWB (MAWB)

#### 7.1.1 AIM AWB Entry

☰ Air Import > Master AWB > AIM AWB Entry

**AWB Entry**

The screenshot shows the 'AWB Entry' screen for 'AIM AWB Entry'. At the top, there's a breadcrumb navigation: 'Air Import > Master AWB > AIM AWB Entry'. Below it is a toolbar with 'Search', 'New', and 'Save' buttons. The main area is divided into several sections:

- Customer:** Contains fields for 'Shipper' (258, AIR MADAGASCAR) and 'Consignee' (CYBERLOGITEC AMERICA, INC, 80 EAST ROUT#4, PARAMUS, NJ 07652).
- Flight Info:** Shows flight details: Carrier (005, CONTINENTAL AIRLINES), Flight No. (CO-22), Flight Date (02-17-2014), Flight Time (00:00), ETA of FPOE, Arrival Date (02-19-2014), Arrival Time (00:00), Delivery ETA (02-19-2014), Delivery Time (00:00), and Billing Carrier.
- Account Information:** Includes fields for Commodity, Package, Gross Weight, Chargeable Weight, Volume Weight, Freight, and B/L Currency.
- Route:** Details the shipping route: Departure (PVG, PUDONG, CHINA), Trans 1-3 (Ports: PUDONG, CHINA; AARHUS; LOS ANGELES - LAX), First Port of Entry (AAR), Destination (LAX), Last Foreign Port, and Freight Location.
- HAWB List:** A table showing two entries:

No.	HAWB No.	Shipper	Consignee	Carrier	Departure	Destination	Confirm
1	ABCDE1			CONTINENTAL AIRLINES	PUDONG, CHINA	LOS ANGELES - LAX	N
2	HJL1234			CONTINENTAL AIRLINES	PUDONG, CHINA	LOS ANGELES - LAX	N

### Introduction

Registers, retrieves, and manages MAWB information.

In the Import MAWB, the shipper is generally the overseas agent, and the consignee is set as the user's office by default.

### Procedures

Click the New button and enter MAWB information.

Click the Save button to save data.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- Copy: Copy current B/L to new one. Select A/R, A/P, D/C option to copy from freight tab.
- Authority: Print Authority To Make Entry
- P.Report: Prints The Profit Report.
 

**NOTE:** [Currency]
 
  - Multi Currency: Prints Multiple Reports By Currency.
  - One Currency: Prints In The Designated Currency Applying The Exchange Rate.
    - \* Select 'To Currency', Click The Retrieve Button To List and Modify Exchange Rates.
- Manifest: Produces The Cargo Manifest.
 

**NOTE:** - The Agent Must Be Selected When Selecting Sub Agent Or Sub Agent – New.
- Delete: Deletes HAWB retrieved.
- HAWB Create: Goes To 'AEH AWB Entry' page to create related HAWB

### Search Condition

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MAWB No: Air Carrier's air waybill number

### AWB Entry

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MAWB: Air Carrier's MAWB Number
- MRN: Manifest Reference Number Received From The Ocean Carrier. (11 Digits)
- MSN: Bill Of Lading Sequence No (4 Digits)
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
 

**NOTE:**
  - \* Direct: No Need To Create A HAWB.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
  - \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
    - 1) Awb Type: Select Third Party.
    - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
    - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.
- Agent Reference No: Reference Number For Agent

### Customer

- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.

- Click 'PIC' button to select contact point
- Consignee: Assigns The Consignee Information
- Manifest to: Manifest Delivery Information

## Contribution

- Contrib. Office: Performance Shared With Contribution Office
- Contrib. Dept: Performance Shared With Department
- Use %: Performance Share Rate

## Flight Info

- *Carrier: Carrier Information*
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Departure Date/Time: Estimated time of Port of departure
- ETA of FPOE/Time: Estimated time to arrival of First port of entry
- *Arrival Date/Time: Estimated time of Port of Arrival*
- Delivery ETA/Time: Estimated time to arrival of delivery
- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.

## Route

- *Departure: Place Of Departure (Air Port)*
- Trans1 to/by: Transit Airport Code and Flight No
- Trans2 to/by: Transit Airport Code and Flight No
- Trans3 to/by: Transit Airport Code and Flight No
  - NOTE:** \*Define Airport To Transfer and Flight No Manually
- First Port to Entry: First Arrival Port
- *Destination: Place Of Arrival (Air Port Code)*
- Last Foreign Port: Last Foreign Port
- Freight Location: Cargo Freight Location Information
  - NOTE:** \*If Not FAK, Cy Location Is Assigned. If FAK, CFS Location Is Assigned
- Storage Start Date: Receipt Date For Warehouse

## Account

- Commodity: Commodity Information
- Package: Package Quantity and Unit
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Chargeable Weight: If Entered In Either Kgs (K) Or Lbs (L), The Other Is Automatically Calculated. Automatically Set With The Larger Of Gross Weight and Volume Weight.
  - NOTE:** \* Chargeable Weight: For Air Freight Based On Weight Standards Applied By Airlines Worldwide; Refers To The Higher Of Gross Weight and Volume Weight.
- Volume Weight: Volume Weight For Cargo Measurement
  - NOTE:** Click 'Sum' button to weight information on House AWB

- CBM: CBM Sum (Dimension)
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
   [Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- B/L Currency: Base Freight Currency
- Freight Term: Select Freight Condition From Prepaid Or Collect.

### Management

- Issued at: Issue Date
- Issued by: Issued By Whom
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person

### HAWB List

- No: Sequence Of List
- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Confirm: If it's confirmed
- Closing: If it's closed

### Mark & Desc

- CCN: Canadian Cargo Control Number
- Manifest From: Manifest From for CCN related (For Cargo Control Number Sheet)
- To / A: To / A for CCN related (For Cargo Control Number Sheet)
- Handling Information: Enter The Value To Be Printed On The Awb Handling Information Item.
- Mark: Mark Information Of Shipment
- Description: Description Of Shipment

### Freight

#### Buttons

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes to the A/P entry page to view the accounts payable invoice created in detail.
- Invoice: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.

#### Account Receivable

- *Freight Code: Billing Code From Chart Of Account*

- Customer Code: Select The Bill To Party. Sets The Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Unit of Rate
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit Rate Price
- Vol: Volume In Unit
- *Amount: Rate Multiply By Volume*
- Account Receivable:
  - *Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting*
  - *Status: Freight Status (Freight Input, Invoice Create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Debit/Credit

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code From Chart Of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Unit of Rate
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import by Default.
- Debit Rate: If Debit Is Selected, This Column Is Activated
- Credit Rate: If Credit Is Selected, This Column Is Activated
- Vol: Volume In Unit
- Debit/Credit Amount: Rate Multiply By Volume
- *Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting*
- *Status: Freight Status (Freight Input, Invoice Create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue the Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

## Account Payable

- *Freight Code: Billing Code From Chart Of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Unit of Rate

- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit Rate Price
- Vol: Volume In Unit
- Amount: Rate Multiply By Volume
- Account Payable: Select Currency and Define Exchange Rate, Exchange Date and Total Amount. (For Foreign Currency)
- *Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting*
- *Status: Freight Status (Freight Input, Invoice Create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.

## Work Order

### Work Order List

- No: Sequence Of List
- *Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen*
- Work Order No: Automatically Created Upon Registration.
- Status: Work Order Status (Saved)
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## Shipping Document

### Shipping Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- External: Purpose Of Document (Internal Or External)
 

**NOTE:** Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- Reference: Reference Information
- Message: Additional Information
- File: File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

## Status

### History Search

- No: Sequence Of List
- Item Name: Modification Target
- Before: Data Before Modification
- After: Data After Modification
- Modified by: Modified By Whom
- Modified at: Modification Date

### 7.1.2 AIM AWB List

☰ Air Import > Master AWB > AIM AWB List

**AWB List**

Air Import > Master AWB > AI MAWB List

Filing No.	ETD	~	Departure	Carrier	B/L Type	Office	Search	New	Clear	Copy	Accounting	Arrival Notice	Manifest	Aut
MAWB No. <input checked="" type="checkbox"/>	ETA	~	First Port of Entry	Flight No.	All	CLT	<input type="button" value="Search"/>	<input type="button" value="New"/>	<input type="button" value="Clear"/>	<input type="button" value="Copy"/>	<input type="button" value="Accounting"/>	<input type="button" value="Arrival Notice"/>	<input type="button" value="Manifest"/>	<input type="button" value="Aut"/>
Agent Ref. No.	Destination	<input type="checkbox"/>	Shipper	<input type="checkbox"/>	CCN									

**MAWB List**

No.	Block	MAWB No.	HC	Office	Filing No.	Count	ETA	ETD	Flight No.	Shipper	Consignee	Carrier	HAWB	Departure	T51	T52	T53	Dest
1		180-00171055	<input checked="" type="checkbox"/>	CLT	18	1	09-17-2014 00:00	09-16-2014 00:00	KE251	PN TEX	ZEN TEX (INTER COLOR DELTA AIRLINES (DELT)	<input type="button" value="View"/>	INCHEON AIRPORT					JOHN F.K
2	ABC	<input checked="" type="checkbox"/>	CLT	AAI-10001	2	02-19-2014 00:00	02-17-2014 00:00	CO-22	AIR MADAGASCAR	CYBERLOGITEC AMERI	CONTINENTAL AIRLINE	<input type="button" value="View"/>	PUDONG, CHINA					LOS ANG

200

**HAWB List**

No.	Block	HAWB	Shipper	Consignee	Carrier	Departure	Destination	Confirm

**Document List**

Save	Print	Upload					
<input type="checkbox"/> DEL	<input type="checkbox"/> CHK	External	Reference No.	Message	File	PDF	Creation Date

There is no data to search.

## Introduction

Lists Air Import Master AWB information.

Prints various reports including Cargo Manifest, Arrival Notice, Authority to Make Entry, Profit Report, and Profit Report by HAWB.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Click the [View] button in the searched list to display HAWB information on the bottom (HAWB List).

Double click an item in the list to open the 'Master AWB Entry' page.

## Item Descriptions

### Function Buttons

- Copy: Opens the 'Master AWB Entry' page and copies key information from the selected MAWB to create a new MAWB. Reduces similar information entry.
- Accounting: Goes to 'AR/AP List' page
- Arrival Notice: Prints arrival notice by master
 

**NOTE:** \* CF: Customer Fax, CM: Customer Email, BF: Broker Fax, BM: Broker Email  
\* CF, CM, BF and BM checks mean that the information checked is entered in the trade partner information.
- CCN Print: Print Canadian Cargo Control Number Form
- Manifest: Produces the cargo manifest.
- Authority: Print Authority to make entry
- Tracking: Goes to the MAWB air carrier Website.
- P. Report: Prints the profit report.
 

**NOTE:** [Currency]
 
  - Multi Currency: Prints multiple reports by currency.
  - One Currency: Prints in the designated currency applying the exchange rate.
  - \* Select 'To currency', click the Retrieve button to list and modify exchange rates.
- PR. by HAWB: Profit Report by HAWB
- LOG: Air Way Bill's FAX, and E-Mail History
- Delete: Delete selected HAWB

### Search Condition

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- MAWB No, HAWB No: Air waybill Number
- Agent Ref. No: Reference Number For Agent
- ETD: Estimate Time Of Departure
- ETA of FPOE/Time: Estimate time of arrival on FPOE(First port of entry)
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- First Port to Entry: First Arrival Port
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Carrier: Carrier Information
- Flight No: Flight Number
 

**NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- CCN: Canadian Cargo Control Number
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.

- NOTE:**
- \* Direct: No Need To Create A HAWB.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
  - \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
    - 1) Awb Type: Select Third Party.
    - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
    - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- Office: Issuing Office

## AWB List

### MAWB List

- No: Sequence Of List
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- HC: House B/L Creation Button
- Office: Issuing Office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Count: Number Of House B/Ls Which Are Belong To Master B/L
- ETA: Estimated Time Of Arrival
- ETD: Estimate Time Of Departure
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- HAWB: Show House B/L list
  - NOTE:** Click 'View' button to show AWB on HAWB List.
- Departure: Place Of Departure (Air Port)
- TS1: Trans 1(To/By)
- TS2: Trans 2(To/By)
- TS3: Trans 3(To/By)
- Destination: Place Of Arrival (Air Port Code)
- First Port to Entry: First Arrival Port
- Agent Ref. No: Reference Number For Agent
- Cargo No: Canadian Cargo Control Number
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')
- Issued by: Issued By Whom

### HAWB List

- No: Sequence Of List
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- HAWB: House Airwaybill number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Confirm: If it's confirmed
- Closing: If it's closed

### Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose Of Document (Internal Or External)
- Reference: Reference Information
- Message: Additional Information
- File: File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

### 7.1.3 AIM Delivery Order

≡ Air Import > Master AWB > AIM Delivery Order

### Introduction

Page to register and output pickup and delivery orders.

Processes drayage orders including container pickup and empty container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the terminal.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

### Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Search Condition

- Work Order No: Work Order Number To Search

### Pickup/Delivery Order

- Work Order No: Automatically Created Upon Registration.
- W/O Type: Select Pickup, Delivery, Shuttle, Warehouse Or Etc.
- *B/L No: Master B/L Number*
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)*

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Pickup Time: Requested Pickup Time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

### Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

### Bill to

- *Bill to: Bill To Party*
- *Address: Address Information*
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information

**Trucker**

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- *POL: Port Of Loading*
- *POD: Port Of Discharge*
- *Commodity: Commodity Information*  
**NOTE:** {N}Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- *Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)*
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
{N}Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Print the B/L Mark & Description: Whether Print The B/L Mark and Description On Pickup & Delivery Order Sheet
- Remark: Additional Information

## 7.2 House AWB (HAWB)

### 7.2.1 AIH AWB Entry

- ☰ Air Import > House AWB > AIH AWB Entry

**AWB Entry**

AI HAWB Entry ^		Air Import > House AWB > AIH AWB Entry		Search   New   Save   Copy   Arrival																																																				
HAWB No.	ABCDE1	B/L Type	NORMAL	Post Date	02-19-2014																																																			
Filing No.	AAI-10001	MAWB No.	ABC	Customer Ref. No.																																																				
AMS/ISF No.		HSN	001	Agent Ref. No.																																																				
				Job Template	AI DEFAULT																																																			
<b>Customer</b> <table border="1"> <tr> <td>Partner</td> <td>258</td> <td>Shipper</td> </tr> <tr> <td colspan="3">Consignee</td> </tr> <tr> <td colspan="3">Notify</td> </tr> <tr> <td colspan="3">Same As Consignee • Copy</td> </tr> <tr> <td colspan="3">Customs Broker</td> </tr> <tr> <td colspan="3">Customer</td> </tr> <tr> <td colspan="3">Third Party</td> </tr> <tr> <td colspan="3">Triangle Agent</td> </tr> <tr> <td colspan="6"> <b>Contribution</b> <table border="1"> <tr> <td>Contrib. Office</td> <td>000</td> <td>Use %</td> <td>0.00</td> </tr> <tr> <td>Contrib. Dept.</td> <td></td> <td></td> <td></td> </tr> </table> </td> </tr> </table>						Partner	258	Shipper	Consignee			Notify			Same As Consignee • Copy			Customs Broker			Customer			Third Party			Triangle Agent			<b>Contribution</b> <table border="1"> <tr> <td>Contrib. Office</td> <td>000</td> <td>Use %</td> <td>0.00</td> </tr> <tr> <td>Contrib. Dept.</td> <td></td> <td></td> <td></td> </tr> </table>						Contrib. Office	000	Use %	0.00	Contrib. Dept.																
Partner	258	Shipper																																																						
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<b>Flight Info.</b> <table border="1"> <tr> <td>Carrier</td> <td>005</td> <td>CONTINENTAL AIRLINES</td> </tr> <tr> <td>Flight No.</td> <td>CO-22</td> <td></td> </tr> <tr> <td>Flight Date</td> <td>02-17-2014</td> <td>Time</td> <td>00:00</td> </tr> <tr> <td>Arrival Date</td> <td>02-19-2014</td> <td>Time</td> <td>00:00</td> </tr> <tr> <td>Final ETA</td> <td>02-19-2014</td> <td>Time</td> <td>00:00</td> </tr> </table>						Carrier	005	CONTINENTAL AIRLINES	Flight No.	CO-22		Flight Date	02-17-2014	Time	00:00	Arrival Date	02-19-2014	Time	00:00	Final ETA	02-19-2014	Time	00:00																																	
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<b>Account Information</b> <table border="1"> <tr> <td>Commodity</td> <td></td> </tr> <tr> <td>Package</td> <td></td> </tr> <tr> <td>Incoterms</td> <td></td> </tr> <tr> <td>Gross Weight</td> <td></td> </tr> <tr> <td>Chargeable Weight</td> <td></td> </tr> <tr> <td>B/L Currency</td> <td>USD</td> </tr> <tr> <td><input type="radio"/> Cm</td> <td><input checked="" type="radio"/> Inch</td> </tr> <tr> <td>DE</td> <td>Length</td> </tr> <tr> <td>Width</td> <td>Height</td> </tr> <tr> <td colspan="2">         Surrender <input type="checkbox"/> No          Sales Type <input type="checkbox"/> Nomi          Date Issued 02-14-2014          Sales Office CLT          L/C No.          Invoice No.          P/O No.          Country of Origin          Trucker       </td> </tr> </table>						Commodity		Package		Incoterms		Gross Weight		Chargeable Weight		B/L Currency	USD	<input type="radio"/> Cm	<input checked="" type="radio"/> Inch	DE	Length	Width	Height	Surrender <input type="checkbox"/> No Sales Type <input type="checkbox"/> Nomi Date Issued 02-14-2014 Sales Office CLT L/C No. Invoice No. P/O No. Country of Origin Trucker																																
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B/L Currency	USD																																																							
<input type="radio"/> Cm	<input checked="" type="radio"/> Inch																																																							
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## Introduction

Registers, retrieves, and manages air import AWB information.

## Procedures

Click the New button and enter HAWB information.

Click the Save button save the HAWB.

Input Search Conditions and click the Retrieve button to search data.

## Item Descriptions

### Function Buttons

- HB/L Add: Create House B/L By Master B/L Information

- Copy: Copies key information from the HAWB shown on the page to create a new HAWB. Reduces similar information entry.
- Arrival Notice: Prints the arrival notice.
- Preliminary Claim: Prints Claim Form
- Delivery Order: Prints the interim delivery order
- REL. Order: Prints the release order
  - NOTE:** \*Send to: Sets CY/CFS Location on AWB
  - \*Release to: Sets Notify information on AWB
- Authority: Prints the authority to make entry form
- Accounting: Goes to 'AR/AP List' page
- P.Report: Prints the profit report
- Delete: Delete Current B/L. This Is Only For Authorized Staff

### Search Condition

- HAWB No: House Air waybill number

### AWB Entry

#### House AWB Entry

- *HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually.)*
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
  - NOTE:** \* Direct: No Need To Create A HAWB.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
  - \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
    - 1) Awb Type: Select Third Party.
    - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
    - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- *Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- AMS/ISF No: AMS/ISF Transmission Number
- HSN: House B/L Sequence No Automatically Created.
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)*
- *MA WB No: Air Carrier's airwaybill number*
- Customer Ref. No: Assign Customer Reference Number
- Agent Ref. No: Reference Number For Agent
- Job Template: Job Visibility Template. Selectable If There Are Multiple Templates.

### Customer

- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.

- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies the Consignee Information To 'Notify'.
- Customs Broker: Automatically Filled With The Customs Broker Associated With The Consignee Upon Consignee Selection. If There Is A More Than One Customs Broker, The Customs Broker List Appears To Select One.
- *Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)*
  - NOTE:** Click 'PIC' button to select contact point
- Third Party: Assign Third Party Vendor Information
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case

## Contribution

- Contrib. Office: Performance Shared With Contribution Office
- Contrib. Dept: Performance Shared With Department
- Use %: Performance Share Rate

## Flight Info

- *Carrier: Carrier Information*
- Flight No: Flight Number
  - NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- Flight Date/Time: Departure time of flight
- Arrival Date/Time: Arrival time of flight
- Final ETA/Time: Final estimated time of arrival

## Route

- *Departure: Place Of Departure (Air Port)*
- Trans1 to/by:
- Trans2 to/by: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Trans3 to/by: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- *Destination: Place Of Arrival (Air Port Code)*
- Final Destination: Final Cargo Destination
- Delivery Location: If Door Delivery, Door Location Is Assigned
- Freight Location: Cargo Freight Location Information
  - NOTE:** \*If Not FAK, Cy Location Is Assigned. If FAK, CFS Location Is Assigned
- Warehouse: Warehouse Location
- Storage Start Date: Receipt Date For Warehouse
- G.O Date: Date On Out Gate
- Foreign Destination: Us Ports Prior To The Final Foreign Destination
- Warehouse Arrive on: Arrival Date On Warehouse
- Doc. Pickup On: Document Air Waybill Pickup Date Time
- Doc. Pickup By: Document Air Waybill Pickup Person

- Cargo Release on: Cargo Release Date Time
- Carog Release to: Cargo Release Location

### **Account Information**

- Commodity: Commodity Information
- Package: Package Quantity and Unit
- Incoterms: Select Incoterms Including FOB and CIF
 

**NOTE:** \* Incoterms (International Commercial Terms): A Series Of Pre-Defined Commercial Terms Published By The International Chamber Of Commerce (Icc)
- Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)
- Chargeable Weight: If Entered In Either Kgs (K) Or Lbs (L), The Other Is Automatically Calculated. Automatically Set With The Larger Of Gross Weight and Volume Weight.
 

**NOTE:** \* Chargeable Weight: For Air Freight Based On Weight Standards Applied By Airlines Worldwide; Refers To The Higher Of Gross Weight and Volume Weight.
- B/L Currency: Base Freight Currency
- Freight Term: Select Freight Condition From Prepaid Or Collect.

### **Measurement**

- Item List: Enter and Manage Special Container Item Information.
 

**NOTE:** Click 'W/H' button to load warehouse receipt
- Sales Type: Select The Sales Type Between Free Cargo(Own Sales), Nomi(Partner Sales), and Co-Load
- Ship Type: Select Normal, Switch Or Transit
- Issued at: Issue Date
- Issued by: Issued By Whom
- Sales Office: B/L's Sales Office For Performance Measure
- Sales Person: Trade Partner's Sales Contact Person
- L/C No: Letter Of Credit Number
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting
- P/O No: Purchase order number
- Country of origin: Assign Country Of Origin
- Trucker: Enter Trucker To Carry Out The Order.

### **Mark & Desc**

- IT Class/Entry No: Enter I.T. Class and Number.
 

**NOTE:** \*Click The [It No] Button, and I.T. Number Is Generated Based On The It Number Range Registered In The Office Code. Used If Directly Issuing The Inbound Transit Number.
- Date/IT Issued Location: Enter It Date and Location Information
- T&E: Transportation and Exportation
- Bond Carrier: Assign Bond Carrier
- Bond Number: Assign Bond Number
- Goods Now at: Assign Current Location Of Shipment
- Value of Goods: Define Value Of Goods
- CCN: Canadian Cargo Control Number

- Date of CCN: Date of Canadian Cargo Control Number
- Prev. CCN: Previous cargo control number
- Manifest From: Manifest From for CCN Related (Cargo Control Number Sheet)
- To / A: To / A for CCN Related (Cargo Control Number Sheet)
- Mark: Mark Information Of Shipment
- Description: Description Of Shipment
- Remark: Additional Information
- A/N Remark: Additional Information for arrival notice

## Item List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List  
**NOTE:** Click 'Load P/O' button to load Items on P/O registered
- P/O No: Purchase order number
- Item: Item Code and Name
- HTS Code: Input HTS Code To Search
- Package: Package Quantity and Unit
- Unit: Unit Of Temperature (Fahrenheit, Celsius)
- Inner Qty: Number Of Item By Each
- EA: Each Amount
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Remark: Additional Information

## Freight

### Buttons

- A/R: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- A/P: Goes to the A/P entry page to view the accounts payable invoice created in detail.
- Invoice: Goes To The A/R Entry Page To View The Accounts Receivable Invoice Created In Detail.
- Default New: Retrieves Billing Codes Frequently Used By Operations.

### Account Receivable

- *Freight Code: Billing Code From Chart Of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Unit Of Temperature (Fahrenheit, Celsius)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit Rate Price
- Vol: Volume In Unit

- *Amount: Rate Multiply By Volume*
- Account Receivable Amount: Rate Multiply By Volume (Reflected of currency exchange rate)
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting
- *Status: Freight Status (Freight Input, Invoice Create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue the Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.

### **Debit/Credit**

- Debit/Credit: 'Debit' If Debit and 'Credit' If Credit.
- *Freight Code: Billing Code From Chart Of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, the Office Base Currency Is Set.*
- Unit: Unit Of Temperature (Fahrenheit, Celsius)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Debit Rate: If Debit Is Selected, This Column Is Activated
- Credit Rate: If Credit Is Selected, This Column Is Activated
- Vol: Volume In Unit
- *Debit/Credit Amount: Rate Multiply By Volume*
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting
- *Status: Freight Status (Freight Input, Invoice Create)*
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue the Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.

### **Account Payable**

- *Freight Code: Billing Code From Chart Of Account*
- Customer Code: Select The Bill To Party. Sets the Actual Customer With Export Shipper and Consignee For Import On BL Information Input, and Is Modifiable If Necessary.
- *Rate Currency: By Default, The Office Base Currency Is Set.*
- Unit: Unit Of Temperature (Fahrenheit, Celsius)
- P/C: Selects Prepaid Or Collect. 'P' For Export and 'C' For Import By Default.
- Rate: Unit Rate Price
- Vol: Volume In Unit
- *Amount: Rate Multiply By Volume*
- Account Payable Amount: Rate Multiply By Volume (Reflected of currency exchange rate)
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting

- Status: Freight Status (Freight Input, Invoice Create)
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Selects Rates to Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- D/C: Goes To D/C Note Entry Page to Create Invoice Based On The Selected Rate Information.

## Work Order

### Work Order List

- No: Sequence Of List
  - NOTE:** Click 'Add' button to register a record at the 'Pickup/Delivery Order' screen
- Work Order No: Automatically Created Upon Registration.
- Status: Status of work order
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Trucker: Enter Trucker To Carry Out The Order.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.

## Status

### Job Visibility

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
  - NOTE:** Click 'Add' button to register a record in new row.
- No: Sequence Of List
- Task: Visibility Task
- Status: Freight Status (Freight Input, Invoice Create)
- Plan Date: Plan Date
- Actual Date: Actual Date
- Issued by: Issued By Whom

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose Of Document (Internal Or External)
- Reference: Reference Information
- Message: Additional Information

- File: File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

### History Search

- No: Sequence Of List
- Item Name: Modification Target
- Before: Data Before Modification
- After: Data After Modification
- Modified by: Modified By Whom
- Modified at: Modification Date

## 7.2.2 AIH AWB List

≡ Air Import > House AWB > AIH AWB List

**AWB List**

AI HAWB List																																																			
Air Import > House AWB > AI HAWB List																																																			
HAWB No.	ETA	~	Actual Consignee	PCS																																															
Filing No.	Final ETA	~	Customs Broker	G.Weight																																															
MAWB No.	Departure	Partner	Notify	CBM																																															
Flight No.	Destination	Shipper	Notify	Office																																															
CCN	F.DEST	Consignee	ETD	CLT																																															
<b>HAWB List</b> <table border="1"> <thead> <tr> <th>No.</th> <th>Block</th> <th>HAWB No.</th> <th>MAWB No.</th> <th>Office</th> <th>Filing No.</th> <th>Partner</th> <th>ETA</th> <th>F.ETA</th> <th>ETD</th> <th>Shipper</th> <th>Consignee</th> <th>A/Consignee</th> <th>Notify</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HUL1234</td> <td>ABC</td> <td>CLT</td> <td>AAI-10001</td> <td>AIR MADAGASCAR</td> <td>02-19-2014 00:00</td> <td>02-19-2014 00:00</td> <td>02-17-2014 00:00</td> <td></td> <td></td> <td>HAPAG LLOY'D FLUGGE SAME AS CONSIGNEE</td> <td>CONTI</td> </tr> <tr> <td>2</td> <td>ABCDE1</td> <td>ABC</td> <td>CLT</td> <td>AAI-10001</td> <td>AIR MADAGASCAR</td> <td>02-19-2014 00:00</td> <td>02-19-2014 00:00</td> <td>02-17-2014 00:00</td> <td></td> <td></td> <td></td> <td>CONTI</td> </tr> </tbody> </table>												No.	Block	HAWB No.	MAWB No.	Office	Filing No.	Partner	ETA	F.ETA	ETD	Shipper	Consignee	A/Consignee	Notify	1	HUL1234	ABC	CLT	AAI-10001	AIR MADAGASCAR	02-19-2014 00:00	02-19-2014 00:00	02-17-2014 00:00			HAPAG LLOY'D FLUGGE SAME AS CONSIGNEE	CONTI	2	ABCDE1	ABC	CLT	AAI-10001	AIR MADAGASCAR	02-19-2014 00:00	02-19-2014 00:00	02-17-2014 00:00				CONTI
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## Introduction

Lists Air Import HWAB information.

Prints various reports including Arrival Notice, Authority to make Entry, I.T & T.E, and Carrier's Certificate.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the HAWB list to view details.

Click the View button in the HAWB List to view MAWB information.

## Item Descriptions

### Function Buttons

- Copy: Opens the 'House AWB Entry' page and copies key information from the selected AWB to create a new HAWB. Reduces similar information entry.
- Accounting: Goes to 'Invoice List' page
- Arrival Notice: Prints the master arrival notice.
- Preliminary Claim: Prints Claim Form
- CCN Print: Print Canadian Cargo Control Number Form
- Delivery Order: Prints Delivery Order.  
**NOTE:** - Trucking Company: Automatically filled with AWB trucker information.  
- Delivery: Automatically filled with AWB consignee information.
- REL Order: Prints release order.  
**NOTE:** - Send To: Automatically filled with AWB CY/CFS location information.  
- Release To: Automatically filled with AWB 'Notify' information.
- I.T & T.E: Prints Inbound Transit & Transportation Entry.
- POD: Prints Proof of Delivery.  
**NOTE:** - To: Automatically set to the AWB consignee .  
- If transporting the cargo to a third place at the consignee's request, it is evidenced by POD after transportation.
- C. Certificate: Prints Carrier's Certificate and Release Order.
- Authority: Prints Authority to make Entry.
- P. Report: Prints Profit Report.
- LOG: Air Way Bill's Fax and E-Mail History
- Delete: Delete current B/L. This is only for authorized staff
- PU/DI: Move to Pickup Delivery Screen

### Search Condition

- HAWB No: The System Automatically Assigns A Filing No (Can Also Be Entered Manually)
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually)
- MAWB No: Air Carrier's air waybill number
- Flight No: Flight Number  
**NOTE:** \*If Carrier Assigned, Prefix From IATA(Firm) Is Assigned Automatically To Flight Number's Prefix
- CCN: Canadian Cargo Control Number
- ETD: Estimate Time Of Departure
- ETA: Estimated Time Of Arrival
- Final ETA: Estimated Time Of Arrival To Final Destination
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Final Destination: Final Cargo Destination
- Partner: Assign Partner Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.

- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Customs Broker: Automatically Filled With The Customs Broker Associated With The Consignee Upon Consignee Selection. If There Is A More Than One Customs Broker, The Customs Broker List Appears To Select One.
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
  - NOTE:** \* Direct: No Need To Create A HAWB.
  - \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.
  - \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.
  - \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.
    - 1) Awb Type: Select Third Party.
    - 2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.
    - 3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- Package Qty: Quantity of package
- G.Weight: Gross Weight
- CBM: CBM Sum (Dimension)
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - [Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- Office: Issuing Office

## AWB List

### HAWB List

- No: Sequence Of List
- Block: Master B/L's Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- HAWB No: The System Automatically Assigns a Filing No (Can Also Be Entered Manually.)
- MAWB No: Air Carrier's air waybill number
- Office: Issuing Office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Partner: Assign Partner Information
- ETA: Estimated Time Of Arrival
- Final ETA: Estimated Time Of Arrival To Final Destination
- ETD: Estimate Time Of Departure
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information

- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same as Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies the Consignee Information To 'Notify'.
- Carrier: Carrier Information
- MAWB: Air Carrier's MAWB number
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- Final Destination: Final Cargo Destination
- TS1: Trans 1(To/By)
- Customs Broker: Automatically Filled With The Customs Broker Associated With The Consignee Upon Consignee Selection. If There Is A More Than One Customs Broker, The Customs Broker List Appears To Select One.
- Package Qty: Quantity of package
- G.WGT(Kg): Gross Weight In Kg Units
- G.WGT(Lb): Gross Weight In Lb Units
- CY/CFS Location: Yard Information With The Location Of The Container Or Unloaded Cargo.
- Cargo Release on: Cargo Release Date Time
- Cargo No: Canadian Cargo Control Number
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')
- Issued by: Issued By Whom

## MAWB List

- No: Sequence Of List
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- MAWB No: Air Carrier's air waybill number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Departure: Place Of Departure (Air Port)
- Destination: Place Of Arrival (Air Port Code)
- ETD: Estimate Time Of Departure
- ETA: Estimated Time Of Arrival

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Checkbox
- External: Purpose Of Document (Internal Or External)
- Reference: Reference Information
- Message: Additional Information
- File: File Downloading Icon

- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

### 7.2.3 AIH Delivery Order

≡ Air Import > House AWB > AIH Delivery Order

#### Introduction

Page to register and output pickup and delivery orders.

Processes drayage orders including container pickup and empty container return.

Processes trucking orders to pick-up or deliver customer cargos to/from the terminal.

Container drayage proceeds in the order of (Empty/Full) Pickup → Delivery → (Empty/Full) Return. General pickup and delivery needs Pickup → Delivery type transportation order.

#### Procedures

Click the New button, enter information and click the Save button to save.

Click the Print button to print the pickup order.

Input Search Conditions and click the Retrieve button to search data.

#### Item Descriptions

##### Search Condition

- Work Order No: Work Order Number To Search

##### Pickup/Delivery Order

- Work Order No: Automatically Created Upon Registration.
- W/O Type: Select Pickup, Delivery, Shuttle, Warehouse Or Etc.
- *B/L No: Master B/L Number*
- *Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)*

##### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Pickup Time: Requested Pickup Time

## Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

## Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

## Bill to

- *Bill to: Bill To Party*
- *Address: Address Information*
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information

## Trucker

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- *POL: Port Of Loading*
- *POD: Port Of Discharge*
- *Commodity: Commodity Information*  
**NOTE:** Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- *Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)*
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Print the B/L Mark & Description: Whether Print The B/L Mark and Description On Pickup & Delivery Order Sheet
- Remark: Additional Information

# 8 PERFORMANCE

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## 8.1 Management

### 8.1.1 OIH Outstanding

≡ Performance > Management > OIH Outstanding

OIH Outstanding

Performance > Management > OIH Outstanding

Search Condition

Select Customer or Final Warehouse  Customer  Final Warehouse

Select Customer (Blank for All)

Agent Name (Blank for All)

Office CLT

Move Type All  ~ All

Period Post Date From 01-09-2015 To 03-10-2015

Posting Date  ETD  ETA  Final ETA

Report Type  Original B/L  Release  Payment  All  Clear

### Introduction

Searches B/Ls from Sea Import HB/Ls, ① if not received Original B/Ls, ② if not released or, ③ if not paid.

### Procedures

Select print options and click the Print button to print report.

### Item Descriptions

#### Function Buttons

- PDF Download: Click the button to download a report in PDF format

#### Search Condition

- Select Customer or Final Warehouse: Select object to print. (Customer or Final Warehouse)
- Select Customer (Blank for All): Enter according to selected object. If not entered, Prints for all target customers.)
  - If Customer is selected, enter Customer Code and Name.
  - If Final Warehouse is selected, enter Warehouse Code and Name.

- Agent Name (Blank for All): Enter printing Agent Code and Name.
- Office: Select target Office.
- Move Type: Select transportation type
- Period: Select search date type from Posting Date, ETD, ETA or Final ETA, and enter date.
- Report Type: Select target from among the 3 conditions as follows.
  - Original B/L: B/Ls that their Original B/Ls are not received.
  - Release: B/Ls not released.
  - Payment: B/Ls with balances

## 8.1.2 Volume Report

Performance > Management > Volume Report

### Volume Report

Performance > Management > Volume Report

**Department Type**

Ocean Import  Ocean Export  Air Import  Air Export

Period **Posting Date**  ~

**Report Type**

<input checked="" type="radio"/> Filing No.	<input type="radio"/> HB/L/HAWB No.	<input type="radio"/> Agent
<input type="radio"/> Shipper	<input type="radio"/> Consignee	<input type="radio"/> Customer
<input type="radio"/> POL	<input type="radio"/> POD	<input type="radio"/> Carrier
<input type="radio"/> Sales Person	<input type="radio"/> Operator	<input type="radio"/> Account Group ID

Select

Office **CLT**

All  Clear

Option  Summary  Detail  Month  
 Sort By  Report Type  TEU  CBM  G.Weight  Chargeable Weight

**Option**

<input checked="" type="radio"/> N/A	<input type="radio"/> Filing No.	<input type="radio"/> HB/L/HAWB No.
<input type="radio"/> Shipper	<input type="radio"/> Consignee	<input type="radio"/> Customer
<input type="radio"/> POL	<input type="radio"/> POD	<input type="radio"/> Carrier
<input type="radio"/> Sales Person	<input type="radio"/> Operator	<input type="radio"/> Account Group ID

Select

CHI	Report Type	Option
		[0 / 0]

DEI	Report Type	Option

## Introduction

Prints Volume Report.

## Procedures

Select print options and click the Print button to print the report.

Can print reports according to each option.

Click the Retrieve button to retrieve the option applied list. Select items from the list to move selected printing targets to the right search box. Can print only selected items.

## Item Descriptions

### Function Buttons

- PDF Download: Click the button to download a report in PDF format

### Search Condition

- Department Type: printing target business area (Ocean Import/Export, Air Import/Export)
- Option: printing type (Summary, Detail, Month)
- Sort by: sorting order (Report Type, TEU, CBM, Gross Weight, Chargeable Weight)
- Period: target date and period (Posting Date, ETD, ETA, MB/L Creation Date)
- Report Type: Select type of report (Key data selection)
- Select: Enter selected Report Type value
- Office: Select target offices. \*Default = 'All'
- Group by Office: Show total volume by office
- Option: Additionally assign Report Type
 

**NOTE:** \* For example, if searching data with POL BUSAN and POD Long Beach only, select POL for Report Type, enter Busan in the Select box, select the POD Option and enter Long Beach in the Select box.
- Select: Enter selected Option value

### 8.1.3 Profit Report

- Performance > Management > Profit Report

Profit Report

Profit Report ▾

Performance > Management > Profit Report

> Department Type		All	Clear	Option	Currency																																																																				
<input type="checkbox"/> Ocean Import	<input type="checkbox"/> Air Import	<input checked="" type="radio"/> Summary	<input type="radio"/> Special	<input checked="" type="radio"/> Multi Currency																																																																					
<input type="checkbox"/> Ocean Export	<input type="checkbox"/> Air Export	<input type="checkbox"/> Sort By	<input checked="" type="radio"/> Report Type	<input type="radio"/> One Currency	To Currency <input type="text" value="USD"/>																																																																				
		<input type="checkbox"/> Other Operation	<input type="checkbox"/> Profit	<input type="checkbox"/> Loss Only																																																																					
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## Introduction

Prints Profit Report.

## Procedures

Select print options and click the Print button to print the report.

Can print reports according to each option.

Click the Retrieve button to retrieve the option applied list. Select items from the list to move selected printing targets to the right search box. Can print only selected items.

## Item Descriptions

### Function Buttons

- PDF Download: Click the button to download a report in PDF format

### Search Condition

- Department type: printing target business area (Ocean Import/Export, Air Import/Export, Other Operation)
- Option: printing type (Summary, Detail, Special, Month)
- Sort by: sorting order (Report Type, Profit, Loss Only)
- Currency:
  - Multi Currency: Prints multiple reports by currency.
  - One Currency: Prints in the designated currency applying the exchange rate.  
**NOTE:** \* Select 'To currency', click the Retrieve button to list and modify exchange rates.
- Period: target date and period (Invoice Post Date, MB/L Post Date)
- Report Type: Select report type.
- Select: Enter selected Report Type value
- Office: Select target offices. \*Default = 'All'
- Option: Additionally assign Report Type
- Select: Enter selected Option value

## 8.1.4 Sales Profit Report

Performance > Management > Sales Profit Report

**Sales Profit Report**

The screenshot shows the 'Sales Profit Report' interface. At the top, there's a breadcrumb navigation: Performance > Management > Sales Profit Report. Below it are several filter sections:

- Department Type:** Options include Ocean Import, Air Import, Ocean Export, Air Export, and Other Operation. Buttons for 'All' and 'Clear' are present.
- Option:** Radio buttons for Summary, Special, Sort By (Report Type or Profit), and Loss Only.
- Currency:** Radio buttons for Multi Currency (selected) and One Currency. A 'To Currency' dropdown set to USD is shown.
- Period:** A date range from 03-01-2015 to 03-31-2015 with a calendar icon, and a 'Search' button.
- Report Type:** Options include Filing No., HB/L/HAWB No., Agent, Account Group ID, Consignee, Customer, Carrier, POD, DEL, and Sales Person. A 'Select' dropdown contains 'CLTMASTER' and an 'Office' dropdown containing 'CLT'.
- Option:** Radio buttons for N/A, Filing No., Shipper, Consignee, POD, DEL, and Sales Person. A 'Select' dropdown is also present.
- Report Type:** A table with columns for Report Type, Option, and a checkbox labeled 'DEL'. It shows one row with 'Report Type' as 'CLTMASTER' and 'Option' as 'N/A'.

## Introduction

Prints profit reports by sales employee. Can print only for business he/she is responsible for.

## Procedures

Select print options and click the Print button to print the report.

Can print reports according to each option.

Click the Retrieve button to retrieve the option applied list. Select items from the list to move selected printing targets to the right search box. Can print only selected items.

## Item Descriptions

### Function Buttons

- PDF Download: Click the button to download a report in PDF format

### Search Condition

- Department type: printing target business area (Ocean Import/Export, Air Import/Export, Other Operation)
- Option: printing type (Summary, Detail, Special, Month)
- Sort by: sorting order (Report Type, Profit, Loss Only)
- Currency:

- Multi Currency: Prints multiple reports by currency.
  - One Currency: Prints in the designated currency applying the exchange rate.
- NOTE:** \* Select 'To currency', click the Retrieve button to list and modify exchange rates.
- Period: target date and period (Invoice Post Date, MB/L Post Date)
  - Report Type: Select report type.
  - Select: Enter selected Report Type value
  - Office: Select target offices. \*Default = 'All'
  - Option: Additionally assign Report Type
  - Select: Enter selected Option value

## 8.1.5 Sales Volume Report

Performance > Management > Sales Volume Report

### Sales Volume Report

Performance > Management > Sales Volume Report

<input type="checkbox"/> Ocean Import <input type="checkbox"/> Ocean Export <input type="checkbox"/> Air Import <input type="checkbox"/> Air Export	<input type="button" value="All"/> <input type="button" value="Clear"/>	<b>Option</b> <input checked="" type="radio"/> Summary <input type="radio"/> Detail <input type="radio"/> Month <b>Sort By</b> <input checked="" type="radio"/> Report Type <input type="radio"/> TEU <input type="radio"/> CBM <input type="radio"/> G.Weight <input type="radio"/> Chargeable Weight																
<b>Period</b> <input type="text" value="Posting Date"/> <input type="text" value="02-01-2015"/> ~ <input type="text" value="02-28-2015"/> <input type="button" value="Search"/>																		
<b>Report Type</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><input type="radio"/> Filing No.</td> <td style="width: 25%;"><input type="radio"/> HB/L/HAWB No.</td> <td style="width: 25%;"><input type="radio"/> Agent</td> <td style="width: 25%;"><input type="radio"/> Account Group ID</td> </tr> <tr> <td><input type="radio"/> Shipper</td> <td><input type="radio"/> Consignee</td> <td><input type="radio"/> Customer</td> <td><input type="radio"/> Carrier</td> </tr> <tr> <td><input type="radio"/> POL</td> <td><input type="radio"/> POD</td> <td><input type="radio"/> DEL</td> <td><input type="radio"/> Final Destination</td> </tr> <tr> <td><input checked="" type="radio"/> Sales Person</td> <td><input type="radio"/> Operator</td> <td></td> <td></td> </tr> </table>			<input type="radio"/> Filing No.	<input type="radio"/> HB/L/HAWB No.	<input type="radio"/> Agent	<input type="radio"/> Account Group ID	<input type="radio"/> Shipper	<input type="radio"/> Consignee	<input type="radio"/> Customer	<input type="radio"/> Carrier	<input type="radio"/> POL	<input type="radio"/> POD	<input type="radio"/> DEL	<input type="radio"/> Final Destination	<input checked="" type="radio"/> Sales Person	<input type="radio"/> Operator		
<input type="radio"/> Filing No.	<input type="radio"/> HB/L/HAWB No.	<input type="radio"/> Agent	<input type="radio"/> Account Group ID															
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<input type="radio"/> POL	<input type="radio"/> POD	<input type="radio"/> DEL	<input type="radio"/> Final Destination															
<input checked="" type="radio"/> Sales Person	<input type="radio"/> Operator																	
<b>Select</b> <input type="text" value="CLTMASTER"/>																		
<b>Office</b> <input type="text" value="CLT"/> <input type="checkbox"/> Group by Office																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CHK</th> <th style="width: 40%;">Report Type</th> <th style="width: 50%;">Option</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <span style="margin-left: 100px;">[0 / 0]</span> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">DEL</th> <th style="width: 40%;">Report Type</th> <th style="width: 50%;">Option</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <span style="margin-left: 100px;">[0 / 0]</span>			CHK	Report Type	Option				DEL	Report Type	Option							
CHK	Report Type	Option																
DEL	Report Type	Option																

## Introduction

Prints volume reports by sales employee. Can print only for business he/she is responsible for.

## Procedures

Select print options and click the Print button to print the report.

Can print reports according to each option.

Click the Retrieve button to retrieve the option applied list. Select items from the list to move selected printing targets to the right search box. Can print only selected items.

## Item Descriptions

### Function Buttons

- PDF Download: Click the button to download a report in PDF format

### Search Condition

- Department type: printing target business area (Ocean Import/Export, Air Import/Export, Other Operation)
- Option: printing type (Summary, Detail, Special, Month)
- Sort by: sorting order (Report Type, Profit, Loss Only)
- Period: target date and period (Invoice Post Date, MB/L Post Date)
- Report Type: Select report type.
- Select: Enter selected Report Type value
- Office: Select target offices. \*Default = 'All'
- Group by Office: Show total volume by office
- Option: Additionally assign Report Type
- Select: Enter selected Option value

### 8.1.6 Profit Report by Dept.

Performance > Management > Profit Report by Dept.

## Introduction

Print profit report by office and department.

## Procedures

Select target office to evaluate.

Select target department to evaluate.

Select option and target period.

Click 'Print' button to generate the result.

## Item Descriptions

### Function Buttons

- PDF Download: Click the button to download a report in PDF format

### Search Condition

- Office: Select target offices. \*Default = 'All'
- Department: Select target department
- Option: printing type (Summary, Detail, Special, Month)
- Period: target date and period (Invoice Post Date, MB/L Post Date)

## 8.1.7 Volume & Profit Report

≡ Performance > Management > Volume & Profit Report

### Volume & Profit Report

The screenshot shows the 'Volume & Profit Report' screen. At the top, there's a breadcrumb navigation: Performance > Management > Volume & Profit Report. Below it are search filters:

- Period:** Posting Date (02-01-2015 ~ 02-28-2015), To Currency (USD).
- Office:** CLT.
- Department Type:** Ocean (selected), Air, Other. Option: Summary (selected), Week, Month.
- Ship Mode:** FCL (selected), LCL, FAK, BULK.
- Profit:** A/R (selected), A/P, Debit/Credit.
- Include VAT:** checked.
- Include Duty & Tax:** checked.
- Report Type:** HB/L/HAWB No., Filing No., Agent, Account Group ID, Shipper, Consignee, Customer, POL, POD, DEL, Final Destination, Carrier, Sales Person, Operator.
- Output By:** Office, Agent, Carrier, Vessel/Flight, ETD, ETA, Incoterms, Commodity, Cargo Type, Sales Person, Operator.
- From:** There is no data to search.
- Month:** Exchange Rate.
- Exchange Rate:** [0 / 0].
- Filter By:** DEI, Type, Value, Code.
- Preview Table:** A table showing data grouped by Department (No) and Type (FCL, CONTAINER (CNTR), LCL, FAK). Columns include Free, Nomi, Col., Etc., Sum, CNTR, etc.

## Introduction

Print Volume & Profit Report with various options

Evaluation result is shown on list below.

## Procedures

Select target office to evaluate.

Select target department to evaluate.

Select option and target period.

Select Report type and output option.

Specify filter if it needs.

Click 'Search' button to generate the result.

To download the result in excel format, click 'Excel' button.

## Item Descriptions

### Search Condition

- Period : target date and period (Invoice Post Date, MB/L Post Date)
- Department Type: printing target business area (Ocean Import/Export, Air Import/Export, Other Operation)
- Option: printing type (Summary, Detail, Special, Month)
- Ship Mode: Select target ship mode
- Profit: Select profit calculation option
- To Currency: Select currency to print. Define exchange rate if it's not predefined
- Report Type: Select report type.
- Filter By: Define filter by report type. Select target items to print  
**NOTE:** {N}Click 'Add' button to select item from popup
- Output by: Select output item to include on report

### Volume & Profit

- Department: target business area
- No: sequence of list
- Report type item: Depending on report type  
**NOTE:** Contribution type is for displaying the result of contribution margin applied. Contribution type can be retrieved by office.
- FCL: Volume of FCL shipment
- LCL: Volume of LCL shipment
- FAK: Volume of FAK shipment
- BULK: Volume of BULK shipment
- Total: Total by container type and ship mode
- Profit: Total profit by AR/AP/DC

## 8.1.8 Volume & Profit by Month

Performance > Management > Volume & Profit by Month

Volume & Profit by Month

Total Volume & Profit by Month

Performance > Management > Total Volume & Profit by Month

Department <input checked="" type="checkbox"/> Ocean Export <input type="checkbox"/> Air Export	<input type="checkbox"/> Ocean Import <input checked="" type="checkbox"/> Air Import <input type="checkbox"/> Other	To Currency <input type="button" value="USD"/>										
As Of <input type="button" value="Posting Date"/> <input type="text" value="02-2015"/> <input type="button" value="Excel"/>	<table border="1"> <thead> <tr> <th>From</th> <th>Month</th> <th>Exchange Rate</th> </tr> </thead> <tbody> <tr> <td colspan="3">There is no data to search</td> </tr> <tr> <td colspan="3">[0 / 0]</td> </tr> </tbody> </table>			From	Month	Exchange Rate	There is no data to search			[0 / 0]		
From	Month	Exchange Rate										
There is no data to search												
[0 / 0]												
Branch <input type="button" value="CLT"/>												
Profit <input checked="" type="checkbox"/> Include VAT <input type="checkbox"/> Include Duty & Tax												

Office	Department	Variation	Total						Jan					
			Volume	TEU	CNTR	G/WT	C/WT	Profit	AVG.Profit	Volume	TEU	CNTR	G/WT	C/WT

## Introduction

Print Volume & Profit Report by month

## Procedures

Select target office to evaluate.

Select target department to evaluate.

Select target period.

Specify exchange rate to apply on evaluation.

Click 'Search' button to generate the result.

To download the result in excel format, click 'Excel' button.

## Item Descriptions

### Search Condition

- Department: Select target department
- As Of: Evaluation period
- Branch: Select target offices. \*Default = 'All'
- Profit: Option to calculate profit (VAT, Duty & Tax)
- To Currency: Select currency to print. Define exchange rate if it's not predefined

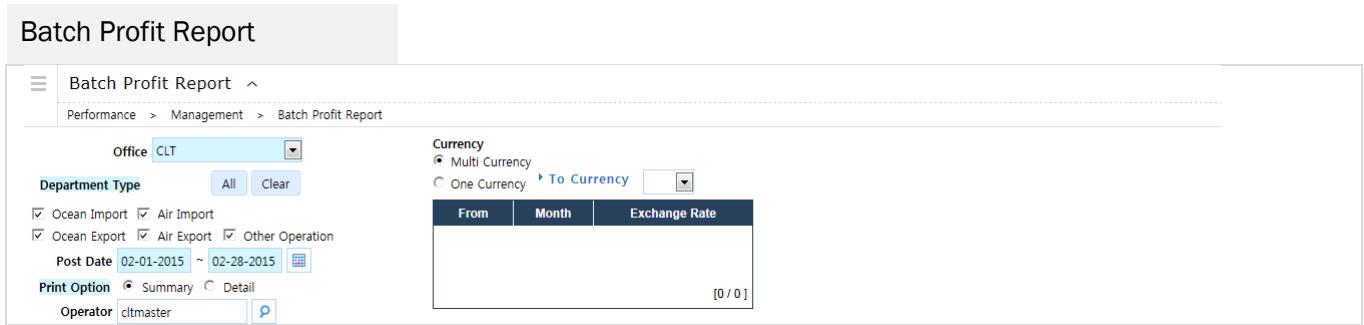
### Volume & Profit by Month

- Office: Select target offices. \*Default = 'All'
  - Department: Select target department
  - Variation: Ship Mode
  - Total: Annual Total
  - Jan: January Total
- NOTE:** {N}It shows depending on 'As of' term

- Feb: February Total  
**NOTE:** {N}It shows depending on 'As of term
- Mar: March Total  
**NOTE:** {N}It shows depending on 'As of term
- Apr: April Total  
**NOTE:** {N}It shows depending on 'As of term
- May: May Total  
**NOTE:** {N}It shows depending on 'As of term
- Jun: June Total  
**NOTE:** {N}It shows depending on 'As of term
- Jul: July Total  
**NOTE:** {N}It shows depending on 'As of term
- Aug: August Total  
**NOTE:** {N}It shows depending on 'As of term
- Sep: September Total  
**NOTE:** {N}It shows depending on 'As of term
- Oct: October Total  
**NOTE:** {N}It shows depending on 'As of term
- Nov: November Total  
**NOTE:** {N}It shows depending on 'As of term
- Dec: December Total  
**NOTE:** {N}It shows depending on 'As of term

### 8.1.9 Batch Profit Report

≡ Performance > Management > Batch Profit Report



The screenshot shows the 'Batch Profit Report' interface. At the top, there's a breadcrumb navigation: 'Batch Profit Report' > 'Management' > 'Batch Profit Report'. Below the navigation, there are several filter sections:

- Office:** CLT (dropdown menu)
- Department Type:** All (button), Clear (button)
- Currency:**
  - Multi Currency (radio button selected)
  - One Currency (radio button)
  - To Currency (dropdown menu)
- From:** [empty input field]
- Month:** [empty input field]
- Exchange Rate:** [empty input field]
- Post Date:** 02-01-2015 ~ 02-28-2015 (date range inputs)
- Print Option:** Summary (radio button selected), Detail (radio button)
- Operator:** cltmaster (text input)
- Print Options:** Print (button)

## Introduction

Print Profit Report

## Procedures

Select target office to evaluate.

Select target department to evaluate.

Select target period.

Specify exchange rate to apply on evaluation.

Click 'Print' button to generate the result.

## Item Descriptions

### Search Condition

- Office: Select target offices. \*Default = 'All'
  - Department Type: Select target department
  - Post Date: Post date term
  - Print Option: printing type (Summary, Detail)
  - Operator: Operator information
  - Currency:
    - Multi Currency: Prints multiple reports by currency.
    - One Currency: Prints in the designated currency applying the exchange rate.
- NOTE:** \* Select 'To currency', click the Retrieve button to list and modify exchange rates.

# 9 OTHER OPERATION

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## 9.1 MISC

### 9.1.1 MISC. Operation Entry

☰ Other Operation > MISC > MISC. Operation Entry

MISC. Operation Entry

Support > Other Operation > MISC. Operation Entry

MISC. Filing No.	CLT	POL	POD	ETD												
Type	AGLP	Final Destination	Pickup	ETA												
MB/L No.		Package		Final ETA												
HB/L No.		Weight	K L	Delivery												
Vessel/Flight		Measurement	CBM CFT	Currency												
Customer	P	Post Date	02-10-2015	Sales Person												
Customer Ref. No.		Mark		Sales Office												
Shipper				Operator												
Consignee				Description												
Commodity	P															
Location																
Container Information																
Add		Document List														
DEL	Container No.	Size	Seal No.	Pkgs												
<table border="1"> <thead> <tr> <th>DEL</th> <th>CHK</th> <th>File Name</th> <th>Reference No.</th> <th>File</th> <th>PD</th> </tr> </thead> <tbody> <tr> <td colspan="6">[ 0 / 0 ]</td> </tr> </tbody> </table>					DEL	CHK	File Name	Reference No.	File	PD	[ 0 / 0 ]					
DEL	CHK	File Name	Reference No.	File	PD											
[ 0 / 0 ]																

### Introduction

Registers and manages sales information other than Sea/Air operation business.

Can be used to process miscellaneous operations generated other than general international transportation business.

\* Preceding Work: Register Other Operation Codes in the 'MDM > Other Operation Code' page.

### Procedures

Click the New button and enter information.

Click the Save button to save information.

## Item Descriptions

### Function Buttons

- Delete: Delete Current Operation. Only for authorized staff.

### MISC. Operation Entry

- MISC. Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Type: BF or MISC
- MB/L No: Ocean Carrier Master B/L No
- HB/L No: Define House Bill Of Lading Number.
- Vessel/Flight: Vessel Name Or Flight Number
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)*
- Customer Ref. No: Assign Customer Reference Number
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Commodity: Commodity Information
- Location: Type in location information
- Container Information: Type in container list
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- Final Destination: Final Cargo Destination
- ETD: Estimate Time Of Departure
- ETA: Estimated Time Of Arrival
- Final ETA: Estimated Time Of Arrival To Final Destination
- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.*
- Currency: Quote Currency
- Sales Person: Trade Partner's Sales Contact Person
- Operator: Assign Operator Name
- Mark: Mark Information Of Shipment
- Description: Description Of Shipment

### Contribution

- Contrib. Office: Performance Shared With Contribution Office
- Contrib. Dept: Performance Shared With Department
- Use %: Performance Share Rate

## Container

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Container No: Container Number Including Check Digit. When Check Digit is Wrong, Alert Message is shown
- Size: Sets The Basic Size Unit To Be Used In The Office Like Cm Or Inches.
- Seal No: Container Seal Number
- Package Qty: Quantity of package
- Weight Kg: Container's Weight in kg
- Weight Lb: Container's Weight in Lb
- CBM: CBM Sum (Dimension)
 

**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
 [Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- CFT: Cubic Feet (Ft<sup>3</sup>)

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK:.Checkbox
- File Name: Name of file
- Reference No: Reference Information
- File : File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Message: Additional Information
- Created at: Creation Date

## 9.1.2 MISC. Operation List

≡ Other Operation > MISC > MISC. Operation List

### MISC. Operation List

MISC. Operation List ^															Search	New	Delete	Copy	Accounting	Pickup Del
Support > Other Operation > MISC. Operation List																				
▶ Search Condition																				
■ DEL	No.	Block	Other Filing No	Post Date	Office	MB/L No.	HB/L No.	Vessel/Flight	Customer	Shipper	Consignee	Customer Ref. No.	AR	AP	DC					
<input type="checkbox"/>	1		TST0000005	05-11-2015	LAC	M	H		AAPEX 2009			DDD	N	X	N					
<input type="checkbox"/>	2		TST0000005	05-11-2015	LAC				AA-K BUSINESS ENV				X	X	X					
<input type="checkbox"/>	3		KFTA-05202014	05-20-2014	LAC				BINEX LINE CORP. -				X	X	X					
<input type="checkbox"/>	4		K-FTA-C_14	05-20-2014	LAC				BINEX LINE CORP. -				X	X	X					
<input type="checkbox"/>	5		CODRA-BOND	05-06-2014	LAC				CODRA ENTERPRIS				X	X	X					
<input type="checkbox"/>	6		NEWATTITUDE	04-25-2014	LAC				NEW ATTITUDE BEV				X	X	X					

## Introduction

Lists information entered in the Other Sales Details page.

Prints Pickup/Delivery Order and Delivery Order.

## Procedures

Input Search Conditions and click the Retrieve button to search data.  
Double click an item in the list to view details by the 'Other Sales Details' page.  
Click the ACCT button, and Goes to 'Accounting > Invoice List' page.  
Click the Pickup/Delivery Instruction button, and Goes to 'Pick up/Delivery Instruction' page.  
Select a listed item; click the Delivery Order button or Profit Report button to display the corresponding business page.

## Item Descriptions

### Function Buttons

- Delete: Delete current operation. This is only for authorized staff

### Search Condition

- Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.
- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Office: Issuing Office
- HB/L No: Define House Bill Of Lading Number.
- MB/L No: Ocean Carrier Master B/L Number
- Other Filing No: Reference filing number
- Container No: Container Number Including Check Digit. When Check Digit Is Wrong, Alert Message Is Shown
- Vessel/Flight: Vessel Name Or Flight Number

### MISC. Operation List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- Other Filing No: Reference filing number
- Post Date: The B/L Accounting Base Date Automatically Entered According To Office Settings.
- Office: Issuing Office
- MB/L No: Ocean Carrier Master B/L No
- HB/L No: Define House Bill Of Lading Number.
- Vessel/Flight: Vessel Name Or Flight Number

- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Customer Ref. No: Assign Customer Reference Number
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')
- Issued by: Issued By Whom

### 9.1.3 Pickup/Delivery Order

≡ Other Operation > MISC > Pickup/Delivery Order

## Introduction

Page to register and output pickup and delivery orders.

Processes trucking orders to pick-up or deliver customer cargo to/from the warehouse.

## Procedures

Procedures are the same as those of Sea or Air Business Pickup & Delivery Order.

## Item Descriptions

### Search Condition

- Work Order No: Work Order number to search

### Pickup/Delivery Order

- Work Order No: Work Order Number.
- W/O Type: Select Pickup, Delivery, Shuttle, Warehouse or Etc.
- *B/L No: Master B/L Number*
- *Filing No: Filing Number of Master B/L*

### Pickup

- Pickup: Enter Pickup Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Pickup Time: Requested Pickup Time

### Delivery

- Delivery: Enter Delivery Location Information Including Company Name, Address, Contact, and Pickup Time.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

### Return

- Return: Enter Return Location Information Including Company Name, Address, Contact, and Return Time. Leave Blank If Not Necessary.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information
- Delivery Time: Requested Delivery Time

### Container List

- *Container: Container information of B/L*

### Bill to

- *Bill to: Bill To Party*

- *Address: Address Information*
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Reference No: Reference Information

### **Trucker**

- Trucker: Enter Trucker To Carry Out The Order.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- *POL: Port Of Loading*
- *POD: Port Of Discharge*
- *Commodity: Commodity Information*
  - NOTE:** {N}Select commodity from commodity popup. Or type commodity code to search
- Package: Package Quantity and Unit
- *Gross Weight: Enter Kgs/Lbs (Value Entered In [Basic Information]. Modifiable, But If Changed In [Basic Information], It Is Reflected Again.)*
- Measurement: If Entered In Either CBM Or CFT, The Other Is Automatically Calculated.
  - NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
  - {N}Click 'Update' button to apply measurement information on B/L
- Carrier: Carrier Information
- Print the B/L Mark & Description: Whether Print The B/L Mark and Description On Pickup & Delivery Order Sheet
- Remark: Additional Information

## 9.1.4 Shipping Instruction Entry

- Other Operation > MISC > Shipping Instruction Entry

Shipping Instruction Entry

S/I No.			
To	<input type="text"/>	<input type="button" value="P"/>	<input type="text"/>
Address	<input type="text"/>		
Contact Person	<input type="text"/>	Phone/Fax	<input type="text"/>
Freight	<input type="text"/> CLTMAINCMF	<input type="button" value="P"/>	CYBERLOGITEC AMERICA, INC
80 EAST ROUT#4			
Address	<input type="text"/> PARAMUS, NJ 07652		
Contact Person	<input type="text"/>	Phone/Fax	<input type="text"/>
<b>Document List</b>			
CHK.	Documents		
<input type="checkbox"/>	COMMERCIAL INVOICE		
<input type="checkbox"/>	PACKING LIST		
<input type="checkbox"/>	LETTER OF CREDIT		
<input type="checkbox"/>	SHIPPER'S EXPORT DECLARATION		
<input type="checkbox"/>	OTHER:		
<b>Remark</b>			

## Introduction

Register and retrieve Shipping Instruction.  
Issue shipping instruction for Exporter.

## Procedures

- Assign a company who needs Shipping Instruction.  
Select importer.  
Check and modify issued shipping instruction  
Define recipient of document.  
Click [Save] Button, and click [Print] Button to issue shipping instruction.

## Item Descriptions

### Search Condition

- S/I No: Shipping Instruction Number

### Shipping Instruction

#### To

- To: Receiver of Shipping Instruction
- Address: Address Information
- Contact Person: Name Of Contact Person

- Phone/Fax: Phone and Fax Number

### **Freight**

- Freight: Select Freight Condition From Prepaid Or Collect.
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number
- Status: Freight Status (Freight Input, Invoice Create)
- From: Trade Partner To Be Merged.
- Send Date:
- Est. Shipping Date:
- P/O No: Assign Purchase Order Number From Customer

### **Document to**

- Document To: Send Export document to
- Address: Address Information
- Contact Person: Name Of Contact Person
- Phone/Fax: Phone and Fax Number

### **Document list**

- CHK: Select Documents
- Documents: Name of Documents
- Remark: Additional Information

## **9.1.5 Shipping Instruction List**

≡ Other Operation > MISC > Shipping Instruction List

To	Freight To	Po No.	Send Date	Estimate Shipping Date	Status
There is no data to search					

### **Introduction**

Retrieve Shipping Instruction with condition.

Double click list to review detail contents, and Shipping Instruction Entry screen is shown.

## Procedures

Assign the search condition, and click Retrieve Button to review Shipping Instruction List

Click [Print] Button, to print shipping instruction.

Double click List to open detailed screen.

## Item Descriptions

### Search Condition

- To: Receiver of Shipping Instruction
- Freight: Select Freight Condition From Prepaid Or Collect.
- Status: Freight Status (Freight Input, Invoice Create)
- Send Date: Send Date
- Est. Shipping Date: Estimated Shipping Date
- P/O No: Assign Purchase Order Number From Customer

### Shipping Instruction

- To: Receiver of Shipping Instruction
- Freight: Select Freight Condition From Prepaid Or Collect.
- P/O No: Assign Purchase Order Number From Customer
- Send Date: Send Date
- Est. Shipping Date: Estimated Shipping Date
- Status: Freight Status (Freight Input, Invoice Create)
- From: Trade Partner To Be Merged.

## 9.2 Warehouse Receipt

### 9.2.1 Warehouse Receipt Entry

Performance > Warehouse Receipt > Warehouse Receipt Entry

### Introduction

Registers and manages Warehouse Receipt information.

Registers warehousing information upon cargo receipt, and manages it in relationship with B/L materials.

### Procedures

Click the New button to enter warehouse receipt information.

Click the Add button to input new cargo information.

Click the Save button to save data, and click the Print button to print.

### Item Descriptions

#### Function Buttons

- Delete: Delete current operation. This is only for authorized staff

#### Search Condition

- W/H Receipt No: Warehouse Receipt No

#### Warehouse receipt

- W/H Location: Assigns The Warehouse Name
- Received Date/Time:
- Received by: Cargo Received Contact Person

- Trucking Filing No: Filing No From Trucking Company
- Location: Type in location
- Maker: Manufacturer
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Carrier: Carrier Information
- Trucking Company: Trucking Company name
- Amount: Rate Multiply By Volume
- Check No: Application Number
- P/O No: Assign Purchase Order Number From Customer
- Commodity: Commodity Information
- Hazardous Goods: Check If Hazardous Goods.
- Operator: Assign Operator Name
- HB/L No: Define House Bill Of Lading Number.
- Remark: Additional Information

## {6}Measurement

- Cm/Inch: Select Length Unit.  
**NOTE:** Click 'Add' button to insert a record on new row.
- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Length: Cargo Length
- Width: Cargo Width
- Height: Cargo Height
- Pieces: Number of Cargo
- Unit: Unit Of Temperature (Fahrenheit, Celsius)
- DIM Weight: Dimension Weight
- CBM: CBM Sum (Dimension)  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HAWB Sum From Package To CBM.
- Actual WGT(Kg): Actual Weight in Kilogram
- Actual WGT(Lb): Actual Weight in Pound
- Shipped : If it's shipped
- Date: Date of receipt.
- B/L No: Master B/L Number

## {6}Total

- Pieces: Total number of cargo
- Kg: Weight in Kilogram
- Lb: Weight in Pound
- CBM: CBM Sum (Dimension)  
**NOTE:** \*CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT  
[Sum] Button: Automatically Enters HAWB Sum From Package To CBM.

- Total Actual Weight(Kg):

## 9.2.2 Warehouse Receipt List

- ☰ Performance > Warehouse Receipt > Warehouse Receipt List

The screenshot shows the 'Warehouse Receipt List' screen. At the top, there's a breadcrumb navigation: Support > Warehouse Receipt > Warehouse Receipt List. Below it is a search condition section with fields for Received Date (01-13-2015 ~ 02-12-2015), W/H Location, Shipper, Office, Status, and other filters like Receipt No., Maker, Consignee, P/O No., B/L No., and a checkbox for CHK. A large button labeled 'Search' is present. The main area displays a table with columns for Receipt No., W/H Location, Office, Received, Status, Truck B/L No., P/O No., B/L No., Shipper, and Consignee. A message at the bottom states 'There is no data to search'.

## Introduction

Searches and prints warehouse receipt information.

Records and manages warehousing cargo information, and it can be used to create House B/L or HAWB documents.

## Procedures

Input Search Conditions and click the Retrieve button to search data.

Select items and click the Print button to print warehouse receipts.

Double click an item, and Goes to the 'Warehouse Receipt Entry' page for details.

## Item Descriptions

### Function Buttons

- Delete: Delete Current Warehouse Receipt. This Is Only For Authorized Staff

### Search Condition

- Received Date: Date Of Original B/L Receipt
- Receipt No: Warehouse Receipt No
- W/H Location: Assigns The Warehouse Name
- Maker: Manufacturer
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Status: Receipt Status (Pending, Completed, Received)
- Office: Issuing Office

**Warehouse receipt**

- CHK: Select checkbox to delete. Click 'Delete' button to delete selected rows
- Receipt No: Warehouse Receipt No
- W/H Location: Assigns The Warehouse Name
- Office: Issuing Office
- Received: Date of Receipt
- Status: Freight Status (Freight Input, Invoice Create)
- Truck B/L No: Filing No From Trucking Company
- P/O No: Assign Purchase Order Number From Customer
- B/L No: Master B/L Number
- Shipper : The Shipper information
- Consignee: The Consignee Information
- Issued by: Issued By Whom

# 10 SUPPORT

---

## 10.1 EDI

### 10.1.1 OI AMS List

≡ Support > EDI > OI AMS List

AMS List

OI AMS List		Search	Verify	Create B/L	Master History Print	History Print	Tracking	View AMS MBL	View AMS HBL
Download Status	All	Download Date	11-30-2015 ~ 12-07-2015	<input type="button" value=""/>	Shipper		Consignee		
HB/L No.		ETD		<input type="button" value=""/>	POL	<input type="button" value=""/>	POD		
MB/L No.		ETA		<input type="button" value=""/>	Vessel/Voyage				
Filing No.		Container No.			Customer Ref. No.				

▶ Ocean Import AMS Download

Current Status BG Color	Download	BL Created	Error	Load Status BG Color	Load to OK(1Y)	OK to Load	Do Not Load	Deleted	Amended	Hold	Rejected				
Vessel	Voyage	MBL		Filing No.	HBL	Container	Chk	Block	Current Status	Agent ID	Send Date	AMS Progress	Customer Ref. No.	Result	Load Status

### Introduction

Create Ocean Import B/L using AMS(Automated Manifest System) EDI Sending List inputted by Agent. Validate AMS EDI Sending List and Create B/L data.

### Procedures

Input search condition, click “Retrieve” Button and review AMS sending list.

Select “chk” field which need to change to B/L from list. Click [Verify] Button. Then, result is shown with code and mapping result.

If Verify result contains error, modify Code Mapping manually then click [Create B/L] Button to create B/L data.

If select bock from list, Agent can't send the data as AMS EDI.

If click [Master History Print] Button, AMS Master B/L History list is shown.

If click [History Print] Button, AMS House B/L History list is shown.

### Item Descriptions

#### Function Buttons

- Verify: Verify inputted data to create B/L
- Create B/L: After verifying, to click create B/L button to create B/L using AMS EDI data

- Master History Print: Print Master B/L history Information
- History Print: Print House B/L history information
- Tracking: For Web-Tracking Capable Ocean Carrier B/Ls, Connects To The Ocean Carrier Tracking Site, and To The 'Track-Trace Site Http://Www.Track-Trace.Com/Container' For Others.
- View AMS MBL:
- View AMS HBL:

## Search Condition

- Download Status: Select From (Download, B/L Created, All)
- Download Date: Select Download Completion Date
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- HB/L No: Define House Bill Of Lading Number.
- MB/L No: Ocean Carrier Master B/L No
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- ETD: Estimate Time Of Departure
- ETA : Estimate time of arrival
- Container No: Container Number Including Check Digit. When Check Digit Is Wrong, Alert Message Is Shown
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Vessel/Voyage: Input Vessel Name and Voyage Information
- Customer Ref. No: Assign Customer Reference Number

## AMS List

### Ocean Import AMS Download

- Vessel Name: Vessel Name
- Voyage: Voyage Information
- MB/L No: Ocean Carrier Master B/L No
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- HB/L No: Define House Bill Of Lading Number.
- Container: Container Number
- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- Current Status: Download, B/L created, Error Status
- Agent ID: ID of Agent

- Send Date: Send Date
- AMS Progress: To be defined
- Result: To be defined
- Load Status: Load to OK(1Y), OK to Load, Do not Load, Deleted, Amended, Hold, Rejected Status
- Customer Ref. No: Assign Customer Reference Number
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- ETD: Estimate Time Of Departure
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- ETA : Estimated Time Of Arrival
- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location
- Carrier: Carrier Information
- Agent: Oversea Agent Information
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Notify: 'Notify' On The Bill Of Lading
  - NOTE:** [Same As Consignee]: Copies 'Same As Consignee' Text To 'Notify'.
  - [Copy]: Copies The Consignee Information To 'Notify'.
- Number of Container: Number of Containers
- Package: Package Quantity and Unit
- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Volume: Volume In Unit

## 10.1.2 OI ISF EDI

Support > EDI > OI ISF EDI

**ISF EDI**

OI ISF EDI		S																
ISF No.	<input type="text"/>																	
Header	Party Detail	Status																
ISF Type [1]ISF-10	ISF No.	Status																
<b>Transaction &amp; Status</b> <table border="1"> <tr> <td>Transaction No.</td> <td>Action Type [A]Add</td> <td>Action Reason [CT]Compliant Transaction</td> </tr> <tr> <td>Date Issued</td> <td>Issued by</td> <td>Date modified</td> </tr> <tr> <td colspan="2"></td> <td>Modified by</td> </tr> </table>			Transaction No.	Action Type [A]Add	Action Reason [CT]Compliant Transaction	Date Issued	Issued by	Date modified			Modified by							
Transaction No.	Action Type [A]Add	Action Reason [CT]Compliant Transaction																
Date Issued	Issued by	Date modified																
		Modified by																
<b>Bills of Lading</b> <table border="1"> <tr> <td>Add</td> <td>MB/L No.</td> <td>VSL/VOY</td> <td>POL</td> </tr> <tr> <td>Def SEQ *B/L Type SCAC</td> <td>ETD</td> <td>Shipment Type [01]Standard or regular filings</td> <td>POD</td> </tr> <tr> <td>*B/L No</td> <td>ETA</td> <td>Carnet Country/No</td> <td>DEL</td> </tr> <tr> <td>[0 / 0]</td> <td>Carrier</td> <td>Transporation Type = select =</td> <td>Foreign POD</td> </tr> </table>			Add	MB/L No.	VSL/VOY	POL	Def SEQ *B/L Type SCAC	ETD	Shipment Type [01]Standard or regular filings	POD	*B/L No	ETA	Carnet Country/No	DEL	[0 / 0]	Carrier	Transporation Type = select =	Foreign POD
Add	MB/L No.	VSL/VOY	POL															
Def SEQ *B/L Type SCAC	ETD	Shipment Type [01]Standard or regular filings	POD															
*B/L No	ETA	Carnet Country/No	DEL															
[0 / 0]	Carrier	Transporation Type = select =	Foreign POD															
<b>Importer</b> <table border="1"> <tr> <td>Party Code</td> <td>Party Name</td> <td>ID Qualifier = select =</td> </tr> <tr> <td>Importer No.</td> <td>Issued Country</td> <td>Date of Birth</td> </tr> </table>			Party Code	Party Name	ID Qualifier = select =	Importer No.	Issued Country	Date of Birth										
Party Code	Party Name	ID Qualifier = select =																
Importer No.	Issued Country	Date of Birth																
<b>Bond</b> <table border="1"> <tr> <td>Party Code</td> <td>Party Name</td> <td>Bond Holder</td> <td>Bond Activity [01]Importer or Broker</td> </tr> <tr> <td>Bond Type [8]Continuous</td> <td>Surety Code</td> <td>Bond Reference No.</td> <td></td> </tr> </table>			Party Code	Party Name	Bond Holder	Bond Activity [01]Importer or Broker	Bond Type [8]Continuous	Surety Code	Bond Reference No.									
Party Code	Party Name	Bond Holder	Bond Activity [01]Importer or Broker															
Bond Type [8]Continuous	Surety Code	Bond Reference No.																

## Introduction

Review Ocean Import ISF(Importer Security Filing) EDI Sent result.  
 Importer can file ISF in case importer has a role of filing.

## Procedures

Input conditions and click [Retrieve] Button to get search result.

\*Click [History Print] Button, print each ISF transmission history

## Item Descriptions

### Function Buttons

- Transmit: ISF Transmission
- Delete: Delete current Transaction. This is only for authorized staff

### Search Condition

- ISF No: Input ISF Number Transmitted

### Header

- ISF Type: ISF Filing Type, ISF-10(for Freight Forwarder), ISF-5(for Carrier) selection
- *ISF No: ISF Number Transmitted*

- *Status: EDI transmission status*

### **Transaction & Status**

- Transaction No: Transaction Number (issued by customs office)
- Action Type: Transmission type (Add: Transmit additionally, Replace: Modify and transmit, Delete: Cancel transmission)
- Action Reason: Transmission reason (Compliant Transaction, Flexible Range, Flexibile Timing, Flexible Range and Flexible Timing)
- Issued by: Issued By Whom
- Issued at: Issue Date
- Modified by: Modified By Whom
- Modified at: Modification Date

### **Bills of Lading**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of List
 

**NOTE:** Click 'Add' button to insert a record in new row.
- B/L Type: Select Normal, Co-Load, Direct, Triangle, Direct Triangle, Or Third Party.
 

**NOTE:** \* Direct: No Need To Create A HAWB.  
           \* Triangle: Triangular Trade. Triangle Agent Should Be Entered. In This Case, Is Aggregated To The Triangle Agent.  
           \* Direct Triangle: No Need To Create A HAWB. Triangle Agent Should Be Entered. In This Case, Performance Is Aggregated To The Triangle Agent.  
           \* If Printing Issuing Carrier (B) On The Awb and Carrier (A) Next To The Awb Header (Part Of The Air Waybill) Differently When Processing L/C Or Co-Load, Use The Procedure As Follows.  
     1) Awb Type: Select Third Party.  
     2) Select The Trade Partner To Be Printed On The HAWB Issuing Carrier Field (A) From The 'Third Party' List.  
     3) 'Issuing Carrier' Is Printed On The Awb (B) Item.
- SCAC: Enter Ocean Carrier's SCAC (Standard Carrier Alpha Code) Code. If The Scac Code Is Used For Edi Transmission Of AES and AMS, It Should Be Entered Correctly.
- B/L No: Master B/L Number

### **Master B/L**

- MB/L No: Ocean Carrier Master B/L No
- ETD: Estimate Time Of Departure
- ETA : Estimate time of arrival
- Carrier: Carrier Information
- VSL/VOY: Vessel Name and Voyage Number
- Shipment Type: Shipment Type
 

**NOTE:** Mandatory if shipment type is carnet
- Carnet Country/No: Carnet issuing country code and carnet number
- Transportation Type: Transportation Mode (Containerized: Ocean Vessel Containerized, Non-Containerized: Ocean Vessel non-Containerized, Break Bulk)

- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- DEL: Delivery Location, Usually At The CY or CFS Of Pod Location
  - NOTE:** Mandatory if ISF type is 'ISF-5'
- Foreign POD: Port of Discharge
  - NOTE:** Mandatory if ISF type is 'ISF-5'

## Importer

- Party Code: Trade Partner Code
- Party Name: Trade Partner Name
- ID Qualifier: Party code type
- Importer No: Importer Number
- Issued Country: Country of Issuance
  - NOTE:** Mandatory if ID Qualifier is passport number
- Date of Birth: Date of Birth
  - NOTE:** Mandatory if ID Qualifier is passport number

## Bond

- Party Code: Trade Partner Code
- Party Name: Trade Partner Name
- Bond Holder: ISF Bond Holder
- Bond Activity: ISF Bond Activity Code
- Bond Type: ISF Bond Type
  - NOTE:** possible to select 'Single Transaction' only, if the Bond Activity Code is an ISF Bond.
- Surety Code: Surety Code
  - NOTE:** Mandatory if Bond Activity Code is ISF Bond
- Bond Reference No: Bond Reference Number
  - NOTE:** Mandatory if Bond Activity Code is ISF Bond

## Party Detail

### Party Detail

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence of List
  - NOTE:** Click 'Add' button to insert a record in new row.
- Type: Information on 8 parties can be entered
- Party: Trade Partner Code and name
- ID: ID Qualifier and Identifier Number
  - NOTE:** \* IRS No: IM, CN, BY, SE
  - \* CBP-assigned No: IM, CN, BY, SE
  - \* CBP encrypted Consignee ID: IM, CN, BY, SE
  - \* Social Security Number: IM, CN, BY, SE
  - \* DUNS Number: MF, SE, LG, BY, CS, ST, BKP
  - \* DUNS+4 Number: MF, SE, LG, BY, CS, ST, BKP

\* FIRMS Code: ST

\* Passport Number: CN and IM. Usable only if Shipment Type is 03, 05 or 06.

- Country & DOB: Country and date of birth  
**NOTE:** Valid format: MMDDYYYY
- 2nd Entity: Second Entity Code and Name. Secondary name for the commercial entity reported
- Address: Address Information
- City: City Information
- State: State Information
- Zip: Zip Code
- Country: Country Information

#### **HTS Detail**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- HTS Code: Input HTS Code To Search
- Origin Code: Country Code
- Origin Name: Country Name

#### **Status**

##### **Send File Info**

- Send User: Transmitted by whom
- Send Date Time: Transmission date
- Receive Date Time: Receipt date
- Message Type: Type of Message (ISF-10,ISF-5)

##### **Detail List**

- Type: Type of Message (ISF-10,ISF-5)
- Code: Error Code. Failure caused if the transmission result if 'ERROR'
- Text: Error description

## 10.1.3 AE KAMS EDI

Support > EDI > AE KAMS EDI

KAMS EDI

The screenshot shows a software interface titled "KAMS EDI". At the top, there is a search bar with dropdown menus for "MAWB No.", "ETD" (set to 12-07-2015), "Office" (set to ALL), and "Status". Below the search bar are two tabs: "Send" and "History", with "Send" being the active tab. The main area contains two tables. The left table is titled "MAWB List" and has columns for "MAWB No.", "CNT", "ETD", "User", and "Status". The right table is titled "HAWB List" and has columns for "Name", "Address", "City", "State", "Cnt", "Zip Code", "Phone", "Fax", and "Na". Both tables are currently empty.

### Introduction

KAMS is abbreviation of Korean customs' advance manifest system. Korean customs mandates the rule to ensure that export goods meet foreign advance manifest system requirements by redefining local trade contracts, transportations and customs clearance in compliance with international standards.

Air carriers should comply with timeline of manifest submission, and should complete and submit manifest which should exactly correspond to the list of cargo on board.

Air Import should be filed at least 4 hours before arrival in principal.

### Procedures

Set up KAMS setting on 'Office Code' menu to transmit customs filing. Refer the information in '12.2.1 Office Code' chapter.

Retrieve the MAWB with search filter.

Select MAWB from the list. And, check if there is anything necessary to modify in HAWB List.

After modifying the HAWB information from the list, Click 'Save' button to save the information.

Click 'Send EDI' button to submit data to Korean Advance manifest system via EDI.

Check 'Status' in MAWB List to confirm security assessment result from customs.

### Item Descriptions

#### Function Buttons

- Send EDI: KAMS EDI transmission

#### Search Condition

- MAWB No: Air Carrier's Master air waybill number
- ETD: Estimate Time Of Departure
- Office: Issuing Office
- Status: EDI transmission status

**Send****MAWB List**

- *MAWB No: Air Carrier's Mawb No*
- *Count: Number Of House B/Ls Which Are Belong To Master B/L*
- *ETD: Estimate Time Of Departure*
- *User: Transmitted by whom*
- *Status: EDI transmission status*

**HAWB List**

- HAWB Shipper: Name of shipper, Address and Contact Information
- HAWB Consignee: Name of consignee, Address and Contact Information
- CVD Info: Charge Declarations Information, Currency and Payment Term
- OCI Info: Import or Transit Shipment
- MAWB Info: Master AWB Information
- HAWB Info: House AWB Information, Goods, Qty, Weight
- TXT Info: ETA, Flight No, Deconsol Information

**History**

- Ref. Message No: MRN(Manifest Reference Number)
- File Name: File Name
- Receive Message: Received Message
- Status: Transmission Status

## 10.2 Purchase Order

### 10.2.1 P.O. Entry

Support > Purchase Order > P.O. Entry

The screenshot shows the 'P.O. Entry' screen with the following details:

- Header:** Purchase Order Entry > Support > Other Operation > Purchase Order Entry
- Top Bar:** Buyer PO No. [ ] PO Sys No. [ ] Purchase Order Item User Define Field Document List
- Buyer Section:** Buyer [ ] Address [ ] PIC [ ] EMail [ ] Tel [ ] Fax [ ] Vendor [ ] Address [ ] PIC [ ] EMail [ ] Tel [ ] Fax [ ] Factory [ ] Address [ ]
- Transport Section:** Origin [ ] Destination [ ] Trans Mode [ ] Freight Type [ ] Incoterms [ ] Buyer Instruction [ ]
- Logistics Section:** Order Date 02-17, Arrival Date [ ] Ship Window [ ] Cargo Ready Date [ ]
- Timestamps:** Created By [ ] Created At [ ] Modified By [ ] Modified At [ ]

### Introduction

PO Information from customer can be stored and processed from the system. Stored PO can be used as booking information and, can be used to bill of lading. Using Visibility Portal, customer can get PO processing status as a service improvement.

It can provide not only supporting General PO Data Management, but providing management feature which can manage various information to support special customer requirement.

### Procedures

PO can be created and retrieved through P.O. Entry screen.

P.O. Entry screen consist of PO creation and inquiry, modification functions once altogether.

① Function button: Button provides each function needed to manage by screen.

**Search** : Inquiry PO using selected condition

**New** : Clear all inputted items as default

**Save** : Save inputted information as defined PO

② Search Condition: It provides condition fields to search. It provides both Customer's PO Number and System generated number to retrieve.

③ Input tabs: Each tabs contains basic information of PO, Item's information, user defined information and document information.

User can specify special values in the User Define Field tab. Document List manage registered documents from customer.

④ Input and retrieve items are as below.

## Item Descriptions

### Purchase Order

- Customer PO No: Input PO number. It shows user's office code next to PO number.

**NOTE:** Duplicated PO number can't be registered.

- *PO Sys No: System generates the code.*

**NOTE:** Auto generation, Input is blocked.

- PO Status: Ready: It is temporary inputted PO status. PO can't be retrieved from Visibility Portal or Booking Entry.

**NOTE:** Approved: It is confirmed PO status.

Canceled: It is canceled PO status.

Completed: PO can't be modified if PO is completed status. PO can't be retrieved from Booking Entry.

But, PO can be retrieved from Visibility Portal.

- *Customer: It is a customer who issued PO. Address, Contact Point, E-Mail, Telephone number, and Fax number can be inputted.*

- *Vendor: It is a vendor who received PO.*

**NOTE:** Address, Contact, E-Mail, Telephone number, and Fax number can be inputted

- Order Date: It is date of PO issued.

**NOTE:** Default is today.

- Department: It is a department of customer.

- Ship To: It is ship to location.

**NOTE:** Address, Contact Point, E-Mail, Telephone number, and Fax number can be inputted.

Defined automatically when Customer is defined.

- Arrival Date: It is expected arrival date of shipment.

- *Ship Window: It is deadline of origin's loading. It has starting and ending deadline date of loading.*

**NOTE:** If Alert checkbox is selected, It sends ship window alert to vendor via e-mail registered.

- Trans Mode: It is transportation mode.

- Ocean: Ocean transportation

- Air: Air transportation

- Freight Type: It is method of freight payment.

- PREPAID: Origin payment

- COLLECT: Destination payment

- Incoterms: It is Incoterms information.

**NOTE:** Incoterms 2010 is basically defined.

- Origin: It is origin location code

- Destination: It is destination location code
- Cargo Ready Date: It is a date when cargo is ready.
- Container Qty: It is a type and number of ocean container.  
**NOTE:** Only one type can be defined by a PO
- Customer Instruction: It is special instruction on PO.
- Remark: Additional Information

## Item

- *Customer Item: It is description of goods.*  
**NOTE:** Item information should be prepared in advance.
- Package: Order: It is quantity of order by packing unit.
- Remained: It is remained quantity of ordered quantity. It shows remained quantity which is not booked yet.  
**NOTE:** Remained will be shown after clicking save button.
- Unit: It defines package unit.
- Inner Qty: It is quantity of each item by package unit.
- EA: It is additional quantity of item which is not packaged.
- Total Qty: It is total quantity of item.
- Remark: Additional Information
- Weight: KGS: Input total weight in Kg.
- LBS: Input total weight in Pound.
- Volume: CBM: Input total volume in CBM.
- CFT: Input total volume in Ft.

## User Define Field

- Title: It is a name of user defined item.
- Description: It is a value of user defined item.

## Document List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- CHK: Check  
**NOTE:** Click 'Save' button to delete selected row. Click 'Print' button to print the list at the popup. Click 'Upload' button to register a record at the popup.
- External: Purpose Of Document (Internal Or External)
- Reference: Reference Information
- Message: Additional Information
- File: File Downloading Icon
- PDF: PDF Converted From File Downloading Icon
- Created at: Creation Date

## 10.2.2 P.O. List

Support > Purchase Order > P.O. List

The screenshot shows the 'P.O. List' interface. At the top, there's a header bar with the title 'P.O. List'. Below it is a search bar labeled 'Purchase Order List'. The search criteria include 'Order Date' (set to 01-17-2015 ~ 02-17-2015), 'Buyer PO No.' (empty), 'PO Status' (set to ALL), 'Customer' (empty), 'Vendor' (empty), and 'Origin' (empty). Below the search bar is a table header with columns: PO No., PO Sys No., Buyer, Vendor, Status, Origin, Destination, Order Date, Arrival Date, and S. A message at the bottom of the table area says 'There is no data to search'.

### Introduction

List Purchase Order information.

Select Purchase Order from list and goes to Purchase Order entry screen to manage the record.

### Procedures

Input Search Conditions and click the Retrieve button to search data.

Double click an item in the P/O list to view details.

### Item Descriptions

#### Purchase Order List

- Customer PO No: Input PO number. It shows user's office code next to PO number.  
**NOTE:** Duplicated PO number can't be registered.
- *PO Sys No: System generates the code.*  
**NOTE:** Auto generation, Input is blocked.
- PO Status: Ready: It is temporary inputted PO status. PO can't be retrieved from Visibility Portal or Booking Entry.  
**NOTE:** Approved: It is confirmed PO status.  
Canceled: It is canceled PO status.  
Completed: PO can't be modified if PO is completed status. PO can't be retrieved from Booking Entry.  
But, PO can be retrieved from Visibility Portal.
- *Customer: It is a customer's information who sent a order.*
- *Vendor: It is a vendor who received PO.*
- Order Date: It is date of PO issued.
- Arrival Date: It is expected arrival date of shipment.
- *Ship Window: It is deadline of origin's loading. It has starting and ending deadline date of loading.*
- Trans Mode: It is transportation mode.
- Cargo Ready Date: It is a date when cargo is ready.

## 10.3 Warehouse

### 10.3.1 W/H Entry

Support > Warehouse > W/H Entry

W/H Entry

DEL	REP.	Email	Name	Phone	Fax	Email Address
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ARLON MAIDE	073-445-3423		ARLON2409@AUMAIL.COM

### Introduction

W/H Entry supports user to register a new warehouse to the system before it can be used.

This menu is divided into 2 main tabs: Basic Information/ Location.

- Basic Information tab: input area for fundamental data of a warehouse;
- Location: data range for warehouse location specifying.

### Procedures

To retrieve information of an existed warehouse, Enter the Code of warehouse in range ① before clicking 'Search' button (At least 5 characters is required for retrieving);

Click 'New' button to create warehouse;

In Basic Information tab:

- Input information for range ② and ③ then click 'Save' button to record data;
- To erase a contact in range ③, check in the 'DEL' box and press 'Save'.

In Location tab:

- Click 'Add' to create a data row;
- Modify property for location then click 'Save';
- To delete a location, check in 'DEL' box.

## **Item Descriptions**

### **Search Condition**

- Code: Place for enter text to search for any warehouse.

### **Basic Information**

- Code: code of the new warehouse, used for retrieving warehouse's data and must be entered by user;
- Name: name of the warehouse;
- Alias: the 'also called' name. On account of users' convenience, the Alias is automatically labeled as the Name entered. Though, user can adjust it after

### **Contact Person Information**

- REP check-box: whether this person is representative or not;

### **Location**

To make the management of storing and checking commodity run easily, a warehouse shall be divided into several locations.

Location tab provides user a field in which each location of warehouse is created and set property.

Location: the name (or code) of location inputted by user;

Line/Row/Floor: the physical structure of this location;

Space Type: the physical characteristics of this zone. The space type helps user defining what kind of items should be stored in this location

- Bulk: the zone with large space for storing items in large amount, large quantity,
- Rack: the zone equipped with racks for storing items in rack;

Loc Prop: the property of location, chosen by user

- Storage: location for storing and inspecting items from inbound,
- Hold: location for holding but not stocking, items might be sent away later.

Max Measurement: the maximum space that location can reach;

Max Weight: the maximum weight that location can hold;

## 10.3.2 W/H List

Support > Warehouse > W/H List

The screenshot shows a software interface titled 'W/H List'. At the top left is a navigation path: 'Warehouse List' under 'Warehouse > Warehouse Management > Warehouse List'. Below this is a search bar with fields for 'Code' and 'Name', and a dropdown for 'Use' set to 'Y'. A table below the search bar has columns labeled 'Code', 'Name', 'Alias', 'Address', 'City', 'State', and 'TEL'. A message at the bottom of the table area states 'There is no data to search'.

### Introduction

This menu is used for retrieving the list of registered warehouse

Search condition: Code/Name/Alias. User can choose one among these terms to search for warehouse. The first column in retrieved data grid will appear in compliance with selected search condition.

### Procedures

Click 'search' to show the list of all warehouses, or enter conditions to look up a typical warehouse;

Click on any column of a warehouse data row to open its W/H entry in a new tab;

Click 'Clear' to temporary erase data on the grid;

To download excel file of data table, click 'Excel'.

### Item Descriptions

#### Search Condition

- Code, Name, Alias: Warehouse Code, Name, Alias to search the result
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

#### W/H List

- Code: Warehouse Code
- Name: Warehouse Name
- Alias: Warehouse Alias
- Address: Address of warehouse
- City: City of warehouse location
- State: State of warehouse location in case of U.S.
- TEL: Telephone number
- FAX: Fax Number

### 10.3.3 W/H Receiving

Support > Warehouse > W/H Receiving

The screenshot shows the 'W/H Receiving' screen. At the top left, there's a navigation bar with 'Receiving' selected. Below it, a breadcrumb trail shows 'Support > Warehouse Receipt > Receiving'. The main area contains several input fields: 'Filing No.' (AUTO, BSTAR dropdown), 'Warehouse' (dropdown), 'Customer' (dropdown), 'Supplier' (dropdown), 'Trucker' (dropdown), 'Customer Ref. No.', 'Internal Remark' (text area), and 'External Remark' (text area). To the right, there are fields for 'Received' (checkbox), 'Received by' (cltmaster, CLT Master Admin), 'Estimated Receiving Date' (02-17-2015), 'Received Date' (02-17-2015, 15:35), 'Pallet', 'Container No.', 'MB/L No.', and 'HB/L No.'. At the bottom, there's a table header with columns: DEL, Item (radio buttons for Item, CM, Inch), Unit, Inner Q, Ctn., EA, Total Qty, Location, Item Description, P/O No., L, W, H, Dim Weight (KGS), and Dim Weight (LBS).

## Introduction

W/H Receiving screen plays the role as an announcement of inbound, from noticing of arrival, receiving and reporting after received.

## Procedures

Input condition to retrieve created receiving(s);

Click 'New' to clear the screen and create a new W/H receiving;

Input data for range ②:

- Receiving No is optional;
- Warehouse and Contract No are obligated;

Click 'Save' to memorize data as a notice;

To manage items in range ③ for the current receiving:

- Click 'Add' for a new data row;
- Modify and save data one by one row;

Check in 'Received' box to define actual Receive Date and 'Save'. After that, items' data in range ③ turns non modifiable;

Click Receipt button to show a preview of Warehouse Receipt. To manage the screen of Warehouse Receipt, please refer Pop-up section.

To delete a saved item: check in the headed box of its data row then click 'Save';

To delete a newly added item and has not been saved yet: check in the headed box of its data row, the item will be removed promptly.

## Item Descriptions

### Search Condition

- Receiving No: the code of receiving notice;
- Drop-down list: for selecting the office, registered in the system, which manages the searching notice.  
All available office in this list are already registered in the Code menu > Office Code;

### Basic Information

- Receiving No: the code of receiving notice. At first, Receiving No display 'AUTO' text meaning that if user does not input, the system will automatically generate the code;
- 'Received' check-box: the status of current inbound report, whether it is received (checked) or not (left blank);
- Warehouse: the one handling receiving activity;
- Contract No: the contract that receiving involved in;
- Customer: the party that transaction oriented to. The system will fill in Customer office basing on the contract selected;
- Supplier: office handling this transaction;
- Trucker (shipper): office providing shipment;
- Customer Ref. No: the code of order (receiving) given by customer to refer in case;
- Internal Remark: Remark for internal memo
- External Remark: Remark of external purpose
- Received by: office will receive items;
- Estimated Receiving Date: the forecasted date of items arrival;
- Received Date: actual date of items' receiving; Receive Date is enabled to modify when 'Received' box is checked;
- Pallet: numbers of pallet carrying items;
- Container No; MB/L No; HB/L No: shipping information;
- Created at: date and time this receiving notice creation;

### Item List

- Item: chosen from 'Item' pop-up;
- Unit: one among units (EA/IN/BX/PL level) of the current item set in its Item Entry screen;
- Inner Qty: the amount of each (EA Level) item in one selected Unit;
- Qty.: the numbers of Unit will be received;
- Total Qty: the sum amount of commodity counted by EA unit;
- $Total\ Qty = (Qty.\ x\ Inner\ Qty.)$ ;
- Location: location for items' inbound;
- P/O No: purchase order that item belongs to;
- Unit – L/W/H: the technical figures of selected Unit of an item. This data is retrieved from Item Entry record yet still can be adjusted as user wishes to;
- Dim Weight: Dimensional weight of item that is calculated by the system, basing on the total Qty and volume of EA item specified in Item Entry screen;
- Actual Weight
- Volume: the total volume of an item, calculated by the system, basing on the Qty of Unit and the technical figures of Unit;

- $Volume = Unit (L \times W \times H) \times Qty;$
- '+/-' Button: using to lengthen/shorten the space of data grid ③

## Tip

### Dim Weight vs. Actual Weight:

Dimensional weight is a formula used to determine freight charges when the minimum weight-to-volume ratio has not been met.

Actual weight and dim weight are compared, and the larger weight is used for the freight calculation.

The purpose of dimensional weights is to allow the carriers to more effectively apply freight charges when very lightweight but bulky shipments occur. These lightweight but bulky packages can quickly fill up an airplane or trailer, yet not provide enough revenue (based on weight-based fees) to cover costs.

There are some situations that the quantity of inbound items does not return an even result when it is divided into Unit.

E.g.: As shown on the figure above:

- Item: GEN 5;
- EA Level: 1 PS;
- BX Level: 480 WP;
- Receiving Order: 3300 PCS → 5 WP, Remainder: 90 (PS).

That means, with the chosen Unit, user cannot record the exact amount of items for inbound.

In these cases, user can add one more row, and insert the same item yet a different proper Unit to modify the desired numbers of item for storing (as shown in the figure above, 'PS' is the EA Level of GEN 5).

**NOTE:** In the process of importing items for receiving notice, two identical items having the same Unit, the same Location for inbound cannot be duplicated.

### 10.3.4 W/H Receiving List

≡ Support > Warehouse > W/H Receiving List

#### W/H Receiving List

CHK	Warehouse	Receiving No.	Customer	E.Receiving Date	Received Date	Customer Ref. No.	Supplier	Trucker	P/O No.
<input type="checkbox"/>	DOUNET WORK 01	19881808	CONTINENTAL AIRLINES	11-06-2015	11-06-2015	TOPS124879	AMERICAN AIRLIN	SOLOMON AIRLIN	2-741-9876
<input type="checkbox"/>	DOUNET WORK 01	WMSRCV100559	AMERICAN AIRLINES	11-02-2015	11-02-2015		CONTINENTAL AIR	CONTINENTAL AIR	
<input type="checkbox"/>	DOUNET WORK 01	WMSRCV100560	CONTINENTAL AIRLINES	11-06-2015		CONTR15486	CONTINENTAL AIR	AIR HONG KONG	

## Introduction

W/H Receiving List shows user records of receiving (item inbounds) generated in the system. In a record there exists fundamental data of a receiving.

## Procedures

To do a search without any conditions, click 'Search'; otherwise, input conditions for searching; then click 'Search';

The record appears with receiving date is completed one;

On the retrieved data table, click on any column of a receipt to open its W/H Receiving in new tab;

Click 'New' to open a blank W/H Receiving for a new entry;

Check in the 'CHK' box of a receipt record, click 'Receipt' to show its Warehouse Receipt preview in a new window;

To erase all the searched data on the screen, click 'Clear';

To print out main grid in excel file, click 'Excel';

To erase a record from data table, check in 'chk' box of a data row then click 'Delete' button.

## Item Descriptions

### Search Condition

- E. Receiving Date: Estimated receiving date. Specified in W/H Receiving screen. At first, the E. Receiving period is default as 1.5 months, counting from the current date back to the past.

### Master information:

presenting user the records of created warehouse receipts on the main grid. User can double click on any column of a record to entry its W/H Receiving screen for more details.

### 10.3.5 W/H Shipping

Support > Warehouse > W/H Shipping

**W/H Shipping**

The screenshot shows the W/H Shipping screen with three numbered sections:

- Section 1:** Shipping No (BATLWMS100015) and LAC dropdown.
- Section 2:** Shipped checkbox (unchecked), Operator (clmaster), CLT Master Admin, Estimated Shipping Date (11-13-2015), Shipped Date, Pallet (0), Container No., MB/L No., HB/L No., and Created At (11-13-2015 17:44).
- Section 3:** Item (INCH) table with one row: Item (0087-200-034 GEN 5), Unit (WP), Inner Qty (480), Qty. (3), Total Qty (1,440), Location, Item Description, P/O No., Unit (L 800.00 W 600.00 H 400.00), Dim Weight (KG 1,573.158.144 LBS 3,468.182.222), and KG (1,573.158.144).

## Introduction

W/H Shipping acts as an entry screen for outbound order that means the order of taking out inventory from the warehouse, applied on specific items, with defined amount.

## Procedures

Input condition to retrieve created shipping notice(s);

Click 'New' to clear the screen and create a new W/H shipping note;

Input data for range ②:

- Shipping No is optional;
- Warehouse and Contract No are obligated;

Click 'Save' to memorize data as a notice;

To manage items in range ③ for the current shipping entry:

- Click 'Add' for a new data row;
- Modify and save data one by one row;

Check in 'Shipped' box to define actual Shipped Date and 'Save'. After that, items' data in range ③ turns un-modifiable.

Click 'Picking Slip' button to show a preview of Picking Slip data in a new tab. To manage the screen of Picking Slip, please refer Pop-up section.

To delete a saved item: check in the headed box of its data row then click 'Save';

To delete a newly added item and has not been saved yet: check in the headed box of its data row, it will be removed promptly.

**NOTE:** As the Tips of Receiving suggested, In the process of importing items for shipping announcement, two identical items with the same amount and same location cannot be duplicated in the grid of Item for outbound.

To make the system work properly, one item listed in 2 data rows must be specified in different Unit.

## Item Descriptions

### Search Condition:

used for retrieving created shipping note by shipping No

- Shipping No: the code of shipping notice;
- Drop-down list: for selecting the office, registered in the system, which manages the searching notice. All available office in this list are already registered in the Code menu > Office Code;

### Basic Information:

containing information needed to create a shipping note

- Receiving No: the code of receiving notice. At first, Receiving No display 'AUTO' text meaning that if user does not input, the system will automatically generate the code;
- 'Shipped' check-box: the status of current outbound report, whether it is shipped (checked) or not (left blank);
- Warehouse: the warehouse where shipping activity is handled;
- Contract No: the contract from which shipping order takes out items;
- Customer: the party that transaction oriented to. The system will fill in Customer office basing on the contract selected;
- Supplier: office handling this transaction;
- Trucker (shipper): office providing shipment;
- Customer Ref. No: the code of order (receiving) given by customer to refer in case;
- Internal Remark:
- External Remark:
- Operator: the office processing this outbound;
- Estimated Shipping Date: the forecasted date of items shipment;
- Shipped Date: actual date of items' shipping; Shipped Date is enabled to modify when 'Received' box is checked;
- Pallet: numbers of pallet carrying items;
- Container No; MB/L No; HB/L No: shipping information;
- Created at: date and time of the current shipping notice formation;

### Item List:

all items managed in this outbound activity;

- Item: chosen from 'Item' pop-up;
- Unit: one among units (EA/IN/BX/PL level) of the current item set in its Item Entry screen;
- Inner Qty: the amount of each (EA Level) item in one selected Unit;
- Qty.: the numbers of Unit will be sent out;
- Total Qty: the sum amount of commodity counted by EA unit;
- *Total Qty = (Qty. x Inner Qty);*

- Location: location that items are taken out from;
- P/O No: purchase order that item belongs to;
- Unit – L/W/H: the technical figures of selected Unit of an item. This data is retrieved from Item Entry record yet still can be adjusted as user wishes to;
- Dim Weight: Dimensional weight of item that is calculated by the system, basing on the total Qty and volume of EA item specified in Item Entry screen;
- Actual Weight
- About Dim Weight and Actual Weight: please refer the Tips of W/H Receiving
- Volume: the total volume of an item, calculated by the system, basing on the Qty of Unit and the technical figures of Unit;
- $Volume = Unit (L \times W \times H) \times Qty$ ;
- '+-' Button: using to lengthen/shorten the space of data grid ③.

## Tip

### Load W/H vs. Add button:

**Load W/H button:** for choosing items that are available in the warehouse from receiving activities

Clicking W/H button pops Load Item List up, which allows user to check the current amount as well as stored location of each items in the warehouse.

**Add button:** for selecting items basing on their Code and Name, not the numbers of existed inventory.

Using Add button is strongly not advised.

Using 'Add' button means proceeding outbound without receiving. Once apply 'Add' button, user cannot observe the quantity of stored items, and compare it to the amount for outbound.

Therefore, the elimination of using 'Add' button can avoid minus figures in the Item Inventory Report.

'Add' button is more suitable for small company where the management of inventory can be handled easily.

## 10.3.6 W/H Shipping List

≡ Support > Warehouse > W/H Shipping List

W/H Shipping List									
<input type="button" value="W/H Shipping List"/> <input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Picking Slip"/> <input type="button" value="Excel"/>									
CHK	Warehouse	Shipping No.	Customer	Booking Date	Shipping Date	Customer Ref. No.	Delivery To	Trucker	
<input type="checkbox"/>	DOUNET WORK 01	WMSSH100031	CONTINENTAL AIRLINES	11-09-2015	11-09-2015		TRANS WORLD AIR AIR MOOREA		①
<input type="checkbox"/>	DOUNET WORK 01	WMSSH100032	AMERICAN AIRLINES	11-09-2015	11-09-2015		TAME LINEA AERE AIR CANADA		②

## Introduction

Warehouse Shipping List supports user to retrieve data of a shipping note or a list of shipping note generated in the system.

## Procedures

To do a search without any conditions, click ‘Search’; otherwise, input conditions for searching; then click ‘Search’;

The record appears with shipping date is completed one;

On the retrieved data table, click on any column of a shipping record to open its W/H Shipping screen in new tab;

Click ‘New’ to open a blank W/H Shipping for a new entry;

Check in the ‘CHK’ box of a shipping note data grid; click ‘Picking Slip’ to show its Picking Slip preview in a new window;

To erase all the searched data on the screen, click ‘Clear’;

To print out main grid in excel file, click ‘Excel’;

To erase a record from data table, check in ‘CHK’ box of a data row then click ‘Delete’ button.

## Item Descriptions

### Search Condition:

providing user the conditions for searching desired shipping note(s).

- E. Shipping Date: Estimated shipping date, specified in W/H Shipping screen. At first, the E. Receiving period is default as 1.5 months, counting from the current date back to the past.

### Master information:

presenting user the records of created warehouse receipts on the main grid. User can double click on any column of a record to entry its W/H Shipping screen for more details.

## Tip

*The change of processing step is related to the 'Shipped' check-box.*

**Step 1: Initial Status** (when create a shipping note for save only)

All data is modifiable;

Data for Item range is not compulsory;

Shipped Date is disabled;

**Step 2: Saved Status (after saved)**

Item is required;

Checking in 'Shipped' box to enable Shipped Date for adjustment;

**Step 3: Shipped Status (after shipped)**

All the fundamental data becomes unmodifiable;

Shipping information and remarks are able to be updated;

Items are unmodifiable.

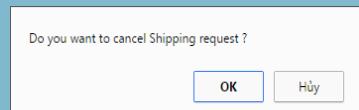
DEL	Item	Unit	Inner Qty	Ctn.	EA	Total Qty	Location	Item Description	P/O No.	L
	1200 GREENTEA	BX	40	50	5	2,005	CAT	DRY CARE	2-741-9876	5.00

inventory can be handled easily.

**'Shipped' check-box un-checking:**

Un-checking a 'Shipped' box helps user to turns Shipped Date and Item modifiable.

When user un-checks 'Received' box of a received inbound, the screen shows a message:



Clicking 'OK' means taking a confirmation of user cancel option. When user presses 'OK', the shipped status is abolished immediately.

### 10.3.7 W/H Inventory

Support > Warehouse > W/H Inventory

The screenshot shows the 'W/H Inventory' screen. At the top, there's a breadcrumb navigation: Support > Warehouse Receipt > Inventory. Below it, there are two radio button options: 'Item Inventory' (selected) and 'In & Out History'. The search criteria include: 
 

- Warehouse:** A dropdown menu.
- Customer:** An input field with a search icon.
- Office:** A dropdown menu set to 'BSTAR'.
- Period:** Two dropdown menus.
- Item:** An input field.

 Below the search area is a table header labeled 'Item Inventory' with columns: Item (Code, Name), Location, Ctn., EA, Total Qty, KGS, LBS, CBM. The table body is currently empty.

## Introduction

W/H Inventory plays function of a report on inventory situation stored in a warehouse. This report shows user the statistics of several items, stored in which location with how much quantity each.

This menu is known as the combination of 2 screens: Item Inventory and IN & OUT Inventory.

Basing on the selected retrieved condition, the searching range will enable different terms and the main grid will form separate data columns.

Item Inventory is used on the purpose of retrieving inventory status, focusing on the quantity, at the time of checking; whereas In & Out History helps user to retrieve the amount of inventory in each transaction processed in a definite Date and time.

In the following section, Item Description will be specified according on these 2 screens.

## Procedures

In terms of using, Item Inventory and In & Out History are handled by the same process:

Select condition for retrieving: Item Inventory or In & Out History;

Input clues for searching then click 'Search';

Range ② shows user the retrieved data;

Click 'New' to erase the searched data;

To print out data table in excel file, click 'Excel'.

## Item Descriptions

### Item Inventory

#### Search Condition:

input range for retrieving the amount of available items in the warehouse

- Warehouse: mandatory condition for searching;
- Period: in Item Inventory mode, the Period is disabled for modification;
- Office: the party possessing items that will be checked;

**Retrieved Data Table:**

showing user the physical information of inventory

- Sub Total row: displaying the sum of identical items stored in different locations of the warehouse;

**IN & OUT History****Search Condition:**

data field for retrieving inventory status and quantity stocked in the warehouse

- Period: in 'In & Out History' mode, Period term is usable as a condition. The period is default as 1 month, counting from the current date back to the past;
- Warehouse and Period: required conditions for searching;
- Office: the party possessing items that will be checked;

**Data Main Grid:**

showing history of each item's transaction and the total left amount

- Date: the date transaction occurred;
- Type: category of the transaction;
- Vendor/Deliver To: party shipping/receiving consignments;
- Beginning Balance: the existed amount of items before transaction is made;
- Inbound: presenting the quantity and volume of item handled in Inbound activity;
- Outbound: showing the quantity and volume of item handled in Outbound transaction;
- Ending Balance: the amount of item that still being stored in the warehouse;

**NOTE:** Ending Balance = Beginning Balance + Inbound – Outbound (EA Unit).

### 10.3.8 W/H Doc Entry

Support > Warehouse > W/H Doc Entry

**W/H Doc Entry**

Warehouse		Receive No.	Customer	Customer Ref No.	Supplier	Trucker
<input type="checkbox"/>	DOUNET WORK 01	19881808	CONTINENTAL AIRLINES	TOPS124879	AMERICAN AIRLINES	SOLOMON AIRLINES

## Introduction

W/H Doc Entry is an application support user to select and collect desired transactions and make an invoice for them.

One transaction can be used to generate one document only.

## Procedures

To search for a created W/H document, input Doc Filing No for range ① and click ‘Search’;

Click ‘New’ to open the W/H Doc Entry screen in new tab for creating an entry;

In range ②, enter Doc Filing No or leave it blank; then input data;

After filling information for range ② user can click ‘Save’ for the Doc creation;

In range ③, enter condition then click ‘Search’ to retrieve documents of receiving and shipping;

To choose a document for this entry, check in the box next to Warehouse column then click ‘Save’;

**NOTE:** The system supports adding one document at one time only;

To remove a document from data grid, check in ‘DEL’ box and click ‘Save’;

To totally abolish a Doc entry, press ‘Delete’;

**NOTE:** An issued invoice cannot be deleted;

Click ‘Accounting’ to open the AR/AP List (the list of invoice) in a new tab. Function buttons in this screen will lead user to separate screen on different purposes.

## Item Descriptions

### Search Condition:

in W/H Doc Entry, user can make a quick search by using Doc Entry

- Doc Filing No: the code of a document

### Fundamental data:

input field for major information a document required

Doc Filing No: the code assigned to a document. As default, Doc Filing No displays 'AUTO' text meaning that if user does not input, the system will automatically generate the code;

Post Date: the date of creating this document – able to be adjusted by user;

Contrib. Office – contribute office: the co-operator;

Use %:

Contrib. Dept – contribute department:

Warehouse, Contract and Post Date are needed for saving.

### Document List:

the list of created report (both shipping and receiving), using this list, user is able to select desired records for making invoice. The ③ range comprises of 2 fields:

- Search Conditions: supports user to retrieve documents by Status and Booking Date
  - Status – Receiving/Shipping;
  - Booking Date: from... to...;
- Data Grid: lists the records of receiving/shipping announcement (both processing and completed) with fundamental data shown.

Information in this grid is non modifiable.

### 10.3.9 W/H Doc List

≡ Support > Warehouse > W/H Doc List

The screenshot shows the 'W/H Doc List' interface. At the top, there's a toolbar with buttons for Search, New, Clear, Profit Report, Accounting, and Excel. A yellow box highlights the 'Search' button. Below the toolbar, there are search criteria: 'Warehouse' set to 'DOUNET WORK 01', 'Post Date' set between '10-11-2015' and '11-25-2015', and a 'Customer' search field. To the right of these fields is a 'Doc Filing No.' search field with a magnifying glass icon. A circled '1' is placed near the search bar area. The main part of the screen is a data grid with the following columns: Doc Filing No., Warehouse, Post Date, Currency, Customer, Customer Ref No., Operator, and Internal Remark. Two rows of data are visible:

Doc Filing No.	Warehouse	Post Date	Currency	Customer	Customer Ref No.	Operator	Internal Remark
852123789	DOUNET WORK 01	11-10-2015	USD	CONTINENTAL AIRLINES		CLT MASTER	
667849987	DOUNET WORK 01	11-10-2015	USD	CONTINENTAL AIRLINES		CLT MASTER	

## Introduction

This screen supports user to retrieve desired document(s) basing on input conditions.

## Procedures

Input conditions to retrieve data; warehouse is required; click ‘Search’;  
Click ‘Clear’ to erase all search data on the screen;  
To open W/H Doc Entry in a new tab, click ‘New’;  
Double click on any data column of a Doc Filling No to open its W/H Doc Entry in another tab;  
Click ‘Excel’ to download retrieved data table in excel file;

## Item Descriptions

### Function Buttons:

applying command on data of this screen

- Accounting: opening A/R A/P List in new tab;
- Profit Report: opening the print preview of Profit Report in a new window in which provides to user the options and currency for printing.

## 10.4 Utility

### 10.4.1 Exchange Rate

Support > Utility > Exchange Rate

Exchange Rate

Exchange Rate													
Support > Utility > Exchange Rate													
Apply Scope: Common		Customer: <input type="text"/>		<input type="button" value="Search"/>									
Currency: <input type="text"/>		<input type="button" value="Search"/>		Apply Date: 01-01-2000 ~ 02-12-2015 <input type="button" value="Calendar"/>		<input type="button" value="Day/Month Select"/>							
DE	No.	Apply Scope	Code	Customer Name	Currency	From Rate Unit	To Currency	To Rate Unit	Exchange Rate	Day/Month Type	Apply Date From	Apply Date To	
<input type="checkbox"/>	1	Common			CNY	0.00	GBP	0.00	0.0000	Day	01-14-2013	01-14-2013	pqc05
<input type="checkbox"/>	2	Common			USD	1.00	KRW	1,400.00	1,400.0000	Day	01-14-2013	01-14-2013	sion
<input type="checkbox"/>	3	Common			CNY	1.00	CNY	1.00	1.0000	Day	01-03-2013	01-03-2013	pqc05
<input type="checkbox"/>	4	Common			CNY	1.00	CNY	0.00	0.0000	Day	01-01-2013	01-01-2013	pqc05
<input type="checkbox"/>	5	Common			KRW	1.00	KRW	1.00	1.0000	Day	10-28-2012	10-28-2012	pqc05

### Introduction

Registers, retrieves, and manages business use exchange rates.

When issuing an invoice in foreign currency, the B/L freight entry is automatically calculated and reflected in the exchange rate registered.

\* Settlements including Total Profit and Balance Sheet use financial exchange rates registered in the 'Finance Exchange Rate' page.

### Procedures

Click the New button, and add new exchange rate.

Click the Save button to save data.

Input retrieve conditions, and click the Retrieve button to retrieve data.

### Item Descriptions

#### Function Buttons

- Add: Adds A New Row To Enter The Data.

#### Search Condition

- Apply Scope: Exchange Rate Application Target
- Customer: Can Enter If Customer Is Selected In Application Scope
- Currency: Exchange Rate Base Currency
- Apply Date (From/To): Exchange Rate Application Period
- Day/Month Type: Exchange Rate Application Type (Day: By Date, Month: By Month)

### Exchange Rate List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
  - No: Sequence Of List
  - Apply Scope: Exchange Rate Application Target
  - Customer: Customer Code/Name ( Can Enter If Customer Is Selected In Application Scope)
  - From: Exchange Rate Base Currency and Exchange Rate
  - To: (Currency/Rate Unit): Exchange Rate Target Currency and Exchange Rate
  - Exchange Rate: When The From and To Values Are Entered, The Exchange Rate Is Calculated Automatically.
- NOTE:** (Exchange Rate = To Rate Unit/From Rate Unit)
- Day/Month Type: Vessel and Voyage Information
  - Apply Term: Exchange Rate Application Period (If Day Is Selected, Can A Specific Date Can Be Entered, and If From Date Is Entered, The Same Date Is Entered As Is Displayed In The To Date. If Month Is Selected, Can A Specific Month Can Be Selected.)
  - Issued by: User Who Initially Saved The Exchange Rate

## 10.4.2 Finance Exchange Rate

≡ Support > Utility > Finance Exchange Rate

DEL	No.	From Currency	From Rate Unit	To Currency	To Rate Unit	Exchange Rate	Day/Month Type	Apply Date From	Apply Date To
There is no data to search									

### Introduction

Registers, retrieves, and manages settlement use exchange rates.

Exchange rates registered on this page are used to calculate integrated accounting and financial reports including Total Profit Report and Balance Sheet.

\* In general operation pages, exchange rates registered at 'Exchange Rate' page are applied.

### Procedures

Click the New button, and add new exchange rate.

Click the Save button to save data.

(Input retrieve conditions), and click the Retrieve button to retrieve data.

## Item Descriptions

### Function Buttons

- Add: Adds A New Row To Enter The Data.

### Search Condition

- Apply Scope: Exchange Rate Application Target
- Customer: Customer Code/Name (① Can Enter If Customer Is Selected In Application Scope)
- Currency: Exchange Rate Base Currency
- Apply Date (From/To): Exchange Rate Application Period
- Day/Month Type: Exchange Rate Application Type (Day: By Date, Month: By Month)

### Financial Exchange Rate List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- Apply Scope: Exchange Rate Application Target
- From: Exchange Rate Base Currency and Exchange Rate
- To: (Currency/Rate Unit): Exchange Rate Target Currency and Exchange Rate
- Exchange Rate: When From Value and To Value Are Entered, Exchange Rate Is Automatically Calculated.  
**NOTE:** (Exchange Rate = To Rate Unit/From Rate Unit)
- Day/Month Type: Exchange Rate Application Type (Day: By Date, Month: By Month)
- Apply Term: Exchange Rate Application Period (If Day Is Selected From Day/Month Type, Can Enter A Specific Date, and If From Date Is Entered, The Same Date Is Displayed In To Date. If Month Is Selected, Can Select A Specific Month.)
- Issued by: The User Who Saved The Exchange Rate Initially

## 10.4.3 Bank Setup

≡ Support > Utility > Bank Setup

**Bank Setup**

Bank Setup ^

Support > Utility > Bank Setup

▶ Bank List

Bank Name	G/L No.	Check Form	Initial Amount	Currency	Current No.	End No.	Revenue Default	Cost Default	Inactive Date	Use Y/N	Clear Date	Check No.
CASH IN BANK - COST	10210		0.00	USD			①	②		<input checked="" type="checkbox"/>	0	0
CASH IN BANK - REVENUE	10200		0.00	USD			②	①		<input checked="" type="checkbox"/>	0	0
DEPOSIT BANK	10200		0.00	USD	123		①	①	01-01-1900	<input checked="" type="checkbox"/>	0	2
PAYMENT BANK	10210		0.00	USD	346		①	①	01-01-1900	<input checked="" type="checkbox"/>	0	5

## Introduction

Set bank information for deposit and payment processing. For detailed aggregate by G/L recommended that separate G/L codes be set by bank.

## Procedures

Click the New Button to add a new row to the bottom of the list.

Enter required information including Bank Name, G/L Code and Currency, and click the Save button to save.

Click the Retrieve button to retrieve previously registered bank information.

To modify an existing Code, click the Code, modify its information and click the Save button to save.

## Item Descriptions

### Function Buttons

- Add: Adds A New Row To Enter The Data.

### Bank Setup List

#### Bank List

- Bank Name: Enter Bank Name
- G/L Code: Select Bank B/L Code
- Check Form: Select Check Form Which Is Used From Printing Check
- Initial Amount:
- Currency: Select Bank's Currency
- Current No: Current Number Of Check Issued
- End No: End Number Of Check
- Revenue Default: Set Default Bank on Deposit Processing.
- Cost Default: Set Default Bank On Payment Processing.
- Inactive Date: Date The Corresponding Bank Information Is Set To Inactive.
- Use Y/N: Select Whether Or Not To Use The Corresponding Bank. When Unchecked, The Inactive Date Is Set To The Current Day.
- Excel Column Order: Field Order For Excel Data Import To Do Bank Batch Processing

## 10.4.4 Vessel Schedule

Support > Utility > Vessel Schedule

The screenshot shows the 'Vessel Schedule' page. At the top, there's a breadcrumb navigation: Support > Utility > Vessel Schedule. Below it are search filters for ETD (Estimated Time Of Departure) and ETA (Estimated Time Of Arrival), both with date and time inputs and calendar icons. There's also a dropdown for 'Office' set to 'CLT'. The main area displays a table of vessel schedule data with columns: Carrier (Code, Name), Port (Code, Name), Vessel (Code, Name), Voyage, ETD, ETA, Remark, Created by, and Create. The first row has a checkbox labeled 'DEL'.

Carrier	Port	Vessel	Voyage	ETD	ETA	Remark	Created by	Create
Carrier Code Name	Port Code Name	Vessel Code Name						

### Introduction

Registers, retrieves, and manages vessel schedule information.

Schedule information registered on this page may be referred to and used on Ocean B/L registration.

### Procedures

Click the Retrieve button to retrieve previously registered schedule information.

Click the Save button to save newly entered data.

Click the Excel button to export vessel schedule data into excel format.

Click the Upload button to import vessel schedule data into excel format.

Click the Add button to add a schedule.

### Item Descriptions

#### Search Condition

- Carrier : Ocean Carrier Information Entry
- Port : Port Code Entry
- ETD : Estimated Time Of Departure Information Entry
- ETA : Estimated Time Of Arrival Information Entry
- Office: Issuing Office

#### Vessel Schedule List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Carrier : Select The Ocean Carrier
 

**NOTE:** Click 'Excel' button to download schedule. Click 'Upload' button to upload schedule in excel form.  
Click 'Add' button to insert a record in new row.
- Port : Select The Calling Port
- Vessel: Enter Vessel and Voyage Information
- Voyage: Voyage Information
- ETD: Estimated Time Of Departure Information Entry

- ETA : Estimated Time Of Arrival
- Remark: Enter Remark Content
- Created by: Created by Whom
- Created at: Creation Date
- Modified by: Modified By Whom
- Modified at: Modification Date
- Office: Issuing Office

## 10.4.5 Airline Schedule

≡ Support > Utility > Airline Schedule

Airline Schedule

≡ Airline Schedule ▾  
Support > Utility > Airline Schedule

Departure	<input type="text"/>	<input type="button" value="P"/>	<input type="text"/>	Destination	<input type="text"/>	<input type="button" value="P"/>	<input type="text"/>	Office	CLT	<input type="button" value="▼"/>														
Carrier	<input type="text"/>	<input type="button" value="P"/>	<input type="text"/>	Period	2015-02	<input type="button" value="C"/>																		
Period	2015-02	<input type="button" value="C"/>																						
■ DEL	Carrier	Flight	Depature	Destination	Weekly SKD						ETD	ETA	Day	TS1				Port	Days	Time	Carrier	FLT	Port	D
	• Code	Name			MO	TU	WE	TH	FR	SA	SU					Port	Days	Time	Carrier	FLT	Port	D		

## Introduction

Manage Airline Schedule Information.

Air B/L Entry can refer schedule information on this screen.

## Procedures

Click Retrieve Button to retrieve Schedule Information inputted.

Click Save Button to save a Data newly inputted.

Click New Button to clear screen inputted.

Click Excel Button to export list into Excel format.

Click Add Button to add Schedule.

## Item Descriptions

### Search Condition

- Departure: Departure Location
- Destination: Destination Location
- Carrier: Ocean Carrier Information
- Period: Schedule Period
- Office: Issuing Office

### Ariline Schedule List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Carrier: Select Ocean Carrier.
- Flight: Input Flight Information.
- Departure: Select Departure.
- Destination: Select Destination.
- Weekly SKD: Select Starting Day Of Week
- ETD: Estimated Time Of Departure Information Entry
- ETA : Estimated Time Of Arrival
- Day: Number of day
- TS1: Input Transit Information.
- TS2: Input 2<sup>nd</sup> Transit Information
- Remark: Additional Information

### 10.4.6 Workflow

≡ Support > Utility > Workflow

The screenshot shows the 'Workflow' screen with the following details:

- Category:** AIR OUTBOUND
- Template List:** AIE DEFAULT
- Template List Name:** AIE DEFAULT
- Description:** AIE DEFAULT
- Template Delete:**

Step	Sequence	Duration(Hour)
Booking Create	1	5
Booking Confirm	2	5
MAWB Create	3	5
HAWB Create	4	5
HAWB Confirm	5	5
HAWB Closing	6	5

At the bottom of the interface:

- Basic Time:** Creation Time
- Calc. Logic:** +

### Introduction

Registers, retrieves, and manages operation business workflow.

Workflow is applied to Job Visibility in the HB/L and HAWB Entry page Status tabs.

## Procedures

Click the New button to display business processes defined in the system, and input the Template List and Description information.

Click the Save button to save information.

Select retrieve conditions and click the Retrieve button to retrieve data.

## Item Descriptions

### Search Condition

- Category: Workflow Category (Ocean Export/Import, Air Export/Import)
- Template List: Display The Template List.

### Workflow

#### Workflow

- Template List Name: Template List Name
- Description: Template List Description
- Template Delete: Check This Item, and Click The Save Button To Delete Templates.
- Basic Time: Basic Value For Duration Calculation. (Creation Time By Default.)
- Calculation Logic: Select Duration Calculation Logic, + Or -.

#### Workflow List

- Step: Business Process Name By Step
- Sequence: Step Sequence
- Duration (Hour): Step Period (Enter Appropriate Time To Conduct Business Based On Basic Time. If Duration Is Expired, Job Visibility In Hb/L and HAWB Entry Page Status Tabs Is Displayed In Red.)
- Use Y/N: Select Whether Or Not To Use (Check: Used, Uncheck: Not Used) \*Default = Check

## 10.4.7 Notice Board

Support > Utility > Notice Board

The screenshot shows a web-based application interface titled 'Notice Board'. At the top, there's a breadcrumb navigation: 'Support > Utility > Notice Board'. Below the navigation, there are search filters: 'Reg. Date' set to '12-14-2014 ~ 02-12-2015', and a 'User' dropdown menu. The main content area displays a table with two rows of data:

No.	Title	User ID	User Name
1	OPUS Forwarding Contacts	cltmaster	CLT Master Admin
2	How to create a bill of lading	cltmaster	CLT Master Admin

### Introduction

Registers, retrieves, and manages Notices.

Notifications appear in the Read Notifications are on the Home page.

### Procedures

Click the New button, to display the 'Notification Registration' page.

Enter a Notification and click the Save button.

Click the List button to return to the previous page.

Enter retrieval conditions, and click the Retrieve button to retrieve data.

Double click a displayed list row on the page to view details.

### Item Descriptions

#### Search Condition

- Registration Date: The Date The Notification Is Registered
- User ID/Name: Id Or Name Of User Hat Registered The Notification

#### Notice Board List

- No: Sequence Of List
- Title: Notice Title
- User ID: Id Of The User That Registered The Notification
- User Name: Name Of The User That Registered The Notification
- Created at: The Date The Notification Was Registered

#### Notice Board Entry (Popup)

- *Title: Notification Title (10 Letters Or More)*
- Level: Notification Type (Public: Common, Private: Private)
- Notification Period: Notification Period Type (Permanent: Permanent, Temporary: A Certain Period)
- Attach File: Attach A File To The Notification. (Click The Search Button and Select File To Attach. One File Can Be Attached Per Notification.)

- NOTE:** Total 3 files can be attached.
- Contents: Notification Message (More Than 10 Letters)

## 10.4.8 ATD/ATA Info.

- ≡ Support > Utility > ATD/ATA Info.

### Introduction

This function is for visibility Portal.

User can define actual time of departure and arrival to export Master B/L

### Procedures

Inquiry Master B/L to update actual time of departure and arrival.

Input Actual time of departure and arrival.

Select target Master B/L from list with checking the checkbox.

Click Save to update the actual time of shipments.

### Item Descriptions

#### Search Condition

- VSL/VOY: Vessel Name and Voyage Number
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- ETD: Estimated time of departure

#### ATD/ATA Info

- ATD: Input Actual time of departure
- ATA: Input Actual time of arrival

#### MB/L List

- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- MB/L No: Ocean Carrier Master B/L No
- Ship Mode: Select Cargo Type From FCL, FAK, LCL, Or Bulk.
  - NOTE:** \* FCL: Full Container Load
  - \* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.
  - \* LCL: Less Then Container Load
  - \* Bulk: Bulk Freight
- Office: Issuing Office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)

- Carrier Bkg. No: Assign Carrier Booking Number
- Count: Number Of House B/Ls Which Are Belong To Master B/L
- ETD: Estimate Time Of Departure
- ETA : Estimated Time Of Arrival
- ATD: Actual time of departure
- ATA: Actual time of arrival
- Container: Container Number
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case
- Shipper: B/L Shipper Information. Enter The Partial Shipper Name Or Click Button and Select Shipper. Information Up To The Actual Shipper Is Entered Identically.
- Consignee: Assigns The Consignee Information
- Billing Carrier: Enter Either The Invoice Issued Carrier Or The Co-Load Agent If The B/L Type Is Co-Load. Sets A/P 'Pay To' Information.
- Vessel Name: Vessel Name
- Voyage: Voyage Information
- Carrier: Carrier Information
- POR: Place Of Receipt (Can Enter Name Only Or Change The Registered Name.)
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- AR/AP/DC: AR/AP/Dc Invoice Status (If It's Issued, The Column Show 'O' Instead Of 'X')
- Issued by: Issued By Whom

#### 10.4.9 Office Incentive Setting

≡ Support > Utility > Office Incentive Setting

#### Introduction

Office Incentive is for applying incentive when assigned office achieves the goal amount.

Office Incentive can be applied by month.

Office Incentive apply on Volume & Profit by Month report.

#### Procedures

Input incentive rate on the list.

Click 'Save' button to save.

#### Item Descriptions

##### Search Condition

- Office: Office applied
- Month: Month to apply the incentive

##### Office Incentive List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Office: Incentive applied office
- Month: Select Month to apply the incentive
- Target Amount: Set goal amount which will apply incentive to selected office.
- Incentive %: Set incentive on office, operation department and accounting department
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

### 10.4.10 Contribution Margin

≡ Support > Utility > Contribution Margin

#### Introduction

Set up contribution margin by customer.

Contribution margin can be resulted on Volume & Profit Report by Contribution report type.

#### Procedures

Input contribution margin on the list.

Click 'Save' button to save.

Contribution margin is using from B/L Entry screen. When user assign customer, then contribution margin matched is applied on contribution section.

#### Item Descriptions

##### Search Condition

- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)

##### Contribution Margin List

- Customer: Trade Partner Code and Name. (Select A Company Registered On The Trade Partner Entry Page Or Enter It Directly.)
- Contrib. Office: Performance Shared With Contribution Office
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- Contrib. Margin: Rate of contribution margin
- From: Application starting from, Compare data with B/L entry's post date later.
- To: Application ending on, Compare data with B/L entry's post date later.

### 10.4.11 Vessel Schedule Update

- Support > Utility > Vessel Schedule Update

Vessel Schedule Update

The screenshot shows the 'Vessel Schedule Update' interface. At the top right are 'Search' and 'Save' buttons. Below them is a search bar with fields for 'VSL/VOY' (set to 'HANJIN BELAWAN'), 'P' (set to 'V13C'), 'POL' (set to 'Z704'), and 'Filing No.' (set to 'LOS ANGELES.CA'). There are also fields for 'ETD', 'POD', 'ETA', and 'Office'. A large table below lists shipping line details, with row 4 highlighted. The table columns include: CHK, MBL No., Ship Mode, Office, Filing No., Carrier Bkg No., Count, Vessel Name, Voyage, POL, and ETA.

CHK	MBL No.	Ship Mode	Office	Filing No.	Carrier Bkg No.	Count	Vessel Name	Voyage	POL	ETA
<input checked="" type="checkbox"/>	NYKS6066881250	FCL	LA	OLE-150705	6066881250	0	HANJIN BELAWAN	V13C	LOS ANGELES.CA	SHANGHAI

## Introduction

When the B/L schedule has been changed, it is useful to change all selected B/L with revised information. Vessel schedule update function can change all selected B/L information with revised information altogether.

## Procedures

Vessel Schedule Update screen consist of B/L Inquiry and modification functions once altogether.

- ① Function button: Button provides each function needed to manage by screen.

**Search** : Inquiry B/L using selected condition

**Save** : Save inputted information as revised B/L. B/L line(s) have to be selected before clicking Save button.

- ② Search Condition: It provides condition fields to search. Vessel and voyage, Port of Loading are mandatory item. Otherwise, user can specify estimated time of destination or filing number of B/L.

Office is system defined condition to prevent illegal usage.

- ③ Input item: Gray section contains information need to be revised. Vessel and voyage, Port of Loading, Port of Discharging and Schedule can be defined.

- ④ Filtered items are as below.

This function will change all selected master bill of lading information and all linked house bill of lading information. To make sure, please specify all condition to prevent any trouble.

Do not open this function to all users. Keep its authority to few users to prevent unexpected usage.

**NOTE:** Blocked bill of lading can't be processed. Updated logs can be saved in master bill of lading status.

## Item Descriptions

### Search Condition

- VSL/VOY: Vessel Name and Voyage Number
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)

- ETD: Estimate Time Of Departure
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Office: Issuing Office

## Vessel Schedule

### Vessel Schedule List

- CHK: Selects Rates To Issue The Invoice. By Default, Invoice Unissued Rates With The Same Customer and Currency Are Checked At The Same Time. Click The [A/R] Button After Checking To List Selected Rates In The A/R Entry Page.
- MB/L No: Ocean Carrier Master B/L No
- Ship Mode: Select Cargo Type from FCL, FAK, LCL, Or Bulk.  
**NOTE:** \* FCL: Full Container Load  
\* FAK (Freight All Kinds): Freight Equally Applied Based On Transportation Distance To Reduce Revenue Tonnage Method Hassle (Freight Calculation Base Based On Freight Per Ton). Applied To The Freight Consolidating Co-Loader.  
\* LCL: Less Then Container Load  
\* Bulk: Bulk Freight
- Office: Issuing Office
- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Carrier Bkg. No: Assign Carrier Booking Number
- Count: Number Of House B/Ls Which Are Belong To Master B/L
- Vessel Name: Vessel Name
- Voyage: Voyage Information
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- ETD: Estimate Time Of Departure
- ETA : Estimate time of arrival
- Container: Container Number
- Triangle Agent: Define Triangle Agent If It's Triangle Trade Case

### Vessel Schedule

- VSL/VOY: Vessel Name and Voyage Number
- POL: Port Of Loading (Can Enter Name Only Or Change The Registered Name.)
- POD: Port Of Discharge (Can Enter Name Only Or Change The Registered Name.)
- ETD: Estimate Time Of Departure
- ETA: Estimate Time of Arrival

## 10.4.12 Alert/Notification

Support > Utility > Alert/Notification

Alert Type	Office	Name	Type	Event	CC	( Day +/- )		Term	Last Sent at
						Starting at	Ending at		
ALERT	ALL					0	0	08:00	
ALERT	MIA	Booking ETD	Booking	ETD_POR_TM		22	3	08:00	<input type="checkbox"/>
ALERT	ALL	PO PreShipW	P / O	SHPWIN_TO_D1		23	12	08:00	<input checked="" type="checkbox"/>
ALERT	ALL	PO Delay Shi	P / O	SHPWIN_FR_D1		5	10	10:00	<input checked="" type="checkbox"/>
NOTIFICATION	ALL	BL POLPOD	BL (Sea / Air)	CY_TRDP_CD	m	0	0		08-05-2015 09:00
NOTIFICATION	ALL	BKG Creator	Booking	BKG_NO		0	0		<input type="checkbox"/>
NOTIFICATION	ALL	BKG Modific	Booking	BKG_NO		0	0		<input type="checkbox"/>

## Introduction

Alert and notification function sends alert message to defined receivers as schedule defined. It also sends notification message during saving or modifying new data. It defines any automated alert messages and any event driven notification on the system.

## Procedures

- ① Name item can be partially defined to search any Alert or Notification which has matched part of name.
- ② Click [Search] button on top right of screen to retrieve data.
- ③ It shows result on the list. It shows all defined alerts and notifications when the screen is firstly opened. New alert or notification can be define on the list.
- ④ Click [Add] button to define new alert or notification. Then it shows ⑤ new row requested to input.

## Item Descriptions

### Search Condition

- Name: Indicate The Company's Name and Identification Number.

### Alert List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Use: If it's active or not
- Alert Type: Select during Alert and Notification. If Alert is selected, then Day, Term can be defined. Otherwise, notification haven't day, term assignment

- NOTE:** Alert: Sending Automated alert mail as schedule defined.  
Notification: Sending Automated notification mail if the button defined is clicked.
- Office: It will define the office. Then alert or notification will be limited only for data created by the office. If “All” is selected, then alert and notification will be applied on whole data. So, alert or notification option can be defined by each office differently.
- Type: Select between P/O, Booking and B/L Item.  
**NOTE:** System provides alert and notification message for P/O, Booking and B/L data. And, this will be expanded on orders.
- Event: In order to send Alert message, select date which will be compared with P/O, Booking, B/L’s certain date item. Comparing with selected date, it sends mail message during “Starting at” and “Ending at” period matched.
- Email TO: Select one between Shipper, Vendor, Consignee, Notify, Liner and Partner. Mail message is sent to selected party’s E-mail address. If same alert rows have different “Email to” items with Shipper and Consignee, E-Mail is sent to shipper and consignee twice with same message content.
- Email CC: Assign carbon copies of mail message. By “;” divider character, multiple e-mail address can be defined.
- Day +/-: It compares starting data in case of Alert. Define Starting and Ending date  
**NOTE:** +2 means 2 days later.  
-2 means 2 days ago.
- Term: It defines a time to send Alert (Minute is ignored). Scheduler is acting every hour.  
**NOTE:** Alert is sent once in a day  
Multiple alert with different “Term(Time)” can be send over and over as the number of rows
- Last Sent at: It defines date and time on last message sent.  
**NOTE:** Updated continuous.  
Check if schedule is normal status.
- Message: If “Register” button clicked, it shows popup message which can save e-mail title and body.

## Exception Alert Message

- Title: Notification Title (10 Letters Or More)
- Contents: Notification Message (More Than 10 Letters)
- Query: Define Query Message



## Tip

### Exception Alert Message Syntax:

#PO\_NO# : PO Number  
#HBL\_NO# : BL Number  
#BKG\_NO# : Bookiing Number  
#DEADLINE# : Ship Window From DT ~ Ship Window TO DT  
#USER\_NAME# : Data(B/L,Booking, P/O)'s Creation User Name  
#OFFICE# : Data(B/L,Booking, P/O)'s Company Name and Office Name of Creation User  
#PHONE# : Data(B/L,Booking, P/O)'s phone number of Creation user  
#EMAIL# : Data(B/L,Booking, P/O)'s e-Mail address of Creation user

# 11 SYSTEM

## 11.1 Admin

### 11.1.1 User Information

≡ System > Admin > User Information

User Information

User Information											
User ID	Name(Eng.)	Local Name	Language	Office	Department	Role	Address	Email	Phone No.	Enable	Disable
CLC	CLC	CLC	English	CLT	CYBERLOGITEC AMERIC	Manager				<input type="radio"/>	<input type="radio"/>
cltmaster	CLT Master Admin	CLT MASTER8	English	CLT	CYBERLOGITEC AMERIC	Manager	CLT Master	Nuritkum Square R&D 1	mikelee@02-6350-27	<input type="radio"/>	<input type="radio"/>
yicheng	yicheng	yicheng	English	CLT	CYBERLOGITEC AMERIC	Manager				<input checked="" type="radio"/>	<input type="radio"/>

## Introduction

Registers, retrieves, and manages user information and Log-in/out information.  
Initializes the user password.

## Procedures

Click the New button, and enter user information.

Click the Save button to save data.

## Item Descriptions

### Search Condition

- User ID: Type User ID to search
- Local Name: Local User Name (2 Or More Characters)

- Office: Issuing Office
- Role: User System Rights. (This Right Determines Accessible Pages Of The User.)
- Status: Freight Status (Freight Input, Invoice Create)

## User List

### Basic Information

- User ID: User Id (3 Or More Characters)
- Name: English User Name (2 Or More Characters)
- Local Name: Local User Name (2 Or More Characters)
- Language: User Language
- Office: Office Of The User (Office Names Are Automatically Listed In The Office Code Entry Area.)
- Department: Department Of The User
- Role: User System Rights. (This Right Determines Accessible Pages Of The User.)
- Address: User Address
- EMail: User E-Mail Address
- Phone No: User Phone Number
- Fax No: User Fax Number
- Status: Select Whether Or Not To Use A User Id (Enable: Use, Disable: Don't Use)
- Default: Contract, Warehouse and Outbound Order type for operation  
**NOTE:** Default value is assigned to warehousing operation
- Password Reset: Initialize User Password. (Password Is Initialized To '1111'.)

## 11.1.2 Role

≡ System > Admin > Role

Role					
Role ^					
System > Admin > Role					
■ DEL	● Role Code	● Role Name	● Order	● Description	
<input type="checkbox"/>	DUM	Dummy	0	No Actual User	
<input type="checkbox"/>	Master	CLT Master	1	Super Administrator	
<input type="checkbox"/>	ADM	Manager	2	Manager	
<input type="checkbox"/>	OPR	Operation	3	Operation	

## Introduction

Registers, retrieves, and manages system role information. (Role refers to page access rights.)

## Procedures

When the page is open, defined roles are listed.

Click the New button, and input new information.

Click the Save button to save data.

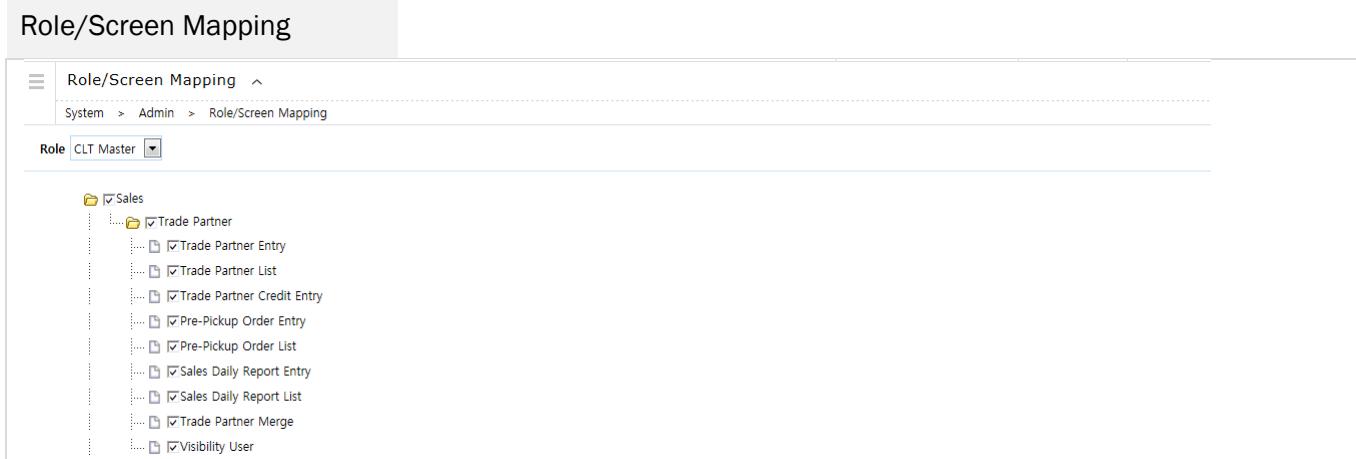
The Excel button is used to save information to an Excel file.

## Item Descriptions

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Role Code: Role Code (Cannot Be Modified After Save.)
- Role Name: Role Name
- Order: Role Sorting Order
- Description: Role Description (10 Or More Characters)
- Use Y/N: Whether Or Not To Use Role (Enable: Use, Disable: Not In Use)
- Control Option:
- You Can Also Define Below Options.  
**NOTE:** \*Edit Invoices after Deposit Payment  
\*Edit Invoices after File Block  
\*Create Additional Invoices After Journalizing  
\*Use All G/L Code
- \*Other Office Access

### 11.1.3 Role/Screen Mapping

≡ System > Admin > Role/Screen Mapping



The screenshot shows the 'Role/Screen Mapping' page. At the top, there's a breadcrumb navigation: System > Admin > Role/Screen Mapping. Below it, a dropdown menu labeled 'Role' is set to 'CLT Master'. The main area displays a tree structure of roles and their assigned screens. The 'Sales' role is expanded, showing its sub-components: Trade Partner, Trade Partner Entry, Trade Partner List, Trade Partner Credit Entry, Pre-Pickup Order Entry, Pre-Pickup Order List, Sales Daily Report Entry, Sales Daily Report List, Trade Partner Merge, and Visibility User. Each item in the tree has a checkbox next to it, indicating whether it is assigned to the selected role.

## Introduction

Assigns page access rights by roles.

## Procedures

Select role to assign access rights.

Check page to assign access rights and click the Save button to save data.

## Item Descriptions

### Search Condition

- Role: User System rights. (This Rights Determines Accessible Pages Of The User.)

### Role/Screen

- Role tree: Tree style of role is displayed. If a checkbox on menu is selected, the role can get access to the menu.

## 11.1.4 Role/Button Mapping

System > Admin > Role/Button Mapping

Role/Button Mapping								
Role/Button Mapping ^								
System > Admin > Role/Button Mapping								
Role	CLT Master							
Top Menu	Sub Menu	Pgm Menu	Button					
			■ Retrieve	■ New	■ Save	■ Delete	■ Print	
Sales	Trade Partner	Trade Partner Entry	<input checked="" type="checkbox"/> INTERFACE,COPY					
Sales	Trade Partner	Trade Partner List	<input checked="" type="checkbox"/> COPY,PRE_WO					
Sales	Trade Partner	Trade Partner Credit Entry	<input checked="" type="checkbox"/> CLEAR					
Sales	Trade Partner	Pre-Pickup Order Entry	<input checked="" type="checkbox"/> COPY					
Sales	Trade Partner	Pre-Pickup Order List	<input checked="" type="checkbox"/>					
Sales	Trade Partner	Sales Daily Report Entry	<input checked="" type="checkbox"/>					
Sales	Trade Partner	Sales Daily Report List	<input checked="" type="checkbox"/>					
Sales	Trade Partner	Trade Partner Merge	<input checked="" type="checkbox"/> CHANGE					
Sales	Trade Partner	Visibility User	<input checked="" type="checkbox"/>					

## Introduction

Assigns buttons to use by role.

## Procedures

Check menu and screen location from top menu, sub menu and prg menu field, and press checkbox which is necessary to use.

Basic sets are Retrieve, New, Save, Delete, Print and Exel, then type button name on extension field for extras.

## Item Descriptions

### Search Condition

- Role: User System Rights. (This Right Determines Accessible Pages Of The User.)

### Role/Button List

- Top Menu: Top Menu Name
- Sub Menu: Sub Menu Name
- Program Menu: Name of Program
- Button: Check button's checkbox to use. Only default buttons can be selected
- Extension: Define buttons to use from popup screen.

## 11.1.5 Email/Fax/Print History

≡ System > Admin > Email/Fax/Print History

Email/Fax/Print History

Email/Fax/Print History								
System > Admin > Email/Fax/Print History								
Type	ALL	Screen Name	B/L No., Invoice No.	Issued by	Date	01-13-2015	~	02-12-2015
No.	Type	Screen Name	B/L No.	Invoice No.	Filing No.	Issued by	Issued at	Email A
1	EMAIL	Arrival Notice	NJN14110088		OI1003	unipac	02-08-2015 07:07:29	
2	EMAIL	Arrival Notice	YAT15020045		OI1002	unipac	02-07-2015 08:24:45	
3	EMAIL	Arrival Notice	TEST		AOI-10007	CLT Master Admin	01-26-2015 18:41:51	
4	EMAIL	Document Package			AOE-10007	CLT Master Admin	01-22-2015 03:21:42	

## Introduction

Inquiry E-Mail, Fax and Print history which has been used from OPUS Forwarding Program by user.

## Procedures

Select Type and type screen name, B/L No, Invoice No, or issuer and duration of inquiry, then click the [Retrieve] button to search result.

## Item Descriptions

### Search Condition

- Type: Email, Fax or Print
- Screen Name: Name of Program
- B/L No, Invoice No: B/L Number(for Forwarding) or Invoice Number(for Accounting)
- Issued by: Issued By Whom
- Date: Quote Date

### Email/Fax/Print History

- No: Sequence Of List
- Type: Master B/L Or House B/L
- Screen Name: Screen name to send message
- B/L No: Master B/L Number
- Invoice No: Invoice Number Is Shown After Registering A/R Invoice From Accounting

- Filing No: The System Automatically Assigns The Filing No (Can Also Be Entered Manually.)
- Issued by: Issued By Whom
- Issued at: Issue Date
- Email Address & Fax Number:
- Send Status: Status of sent
- File: File Downloading Icon
- Parameter1: Parameter if any
- Parameter2: Parameter if any
- Parameter3: Parameter if any

## 11.2 Preference

### 11.2.1 Profile

☰ System > Preference > Profile

The screenshot shows a 'Profile' configuration screen with the following details:

Basic Information	
ID	cltmaster
Name(Eng.)	CLT Master Admin
Local Name	CLT MASTER8
Phone	02-6350-2770
Fax	02-6350-2050
EMail	mikelee@cyberlogitec.co
EMail Password	████████████████
Address	MURITY LIM. SQUARE, R&D 16

### Introduction

Retrieves and manages individual information.

Information on this screen is linked with user information's, and each user can change their information by themselves.

### Procedures

Modify data and click the Save button to save data.

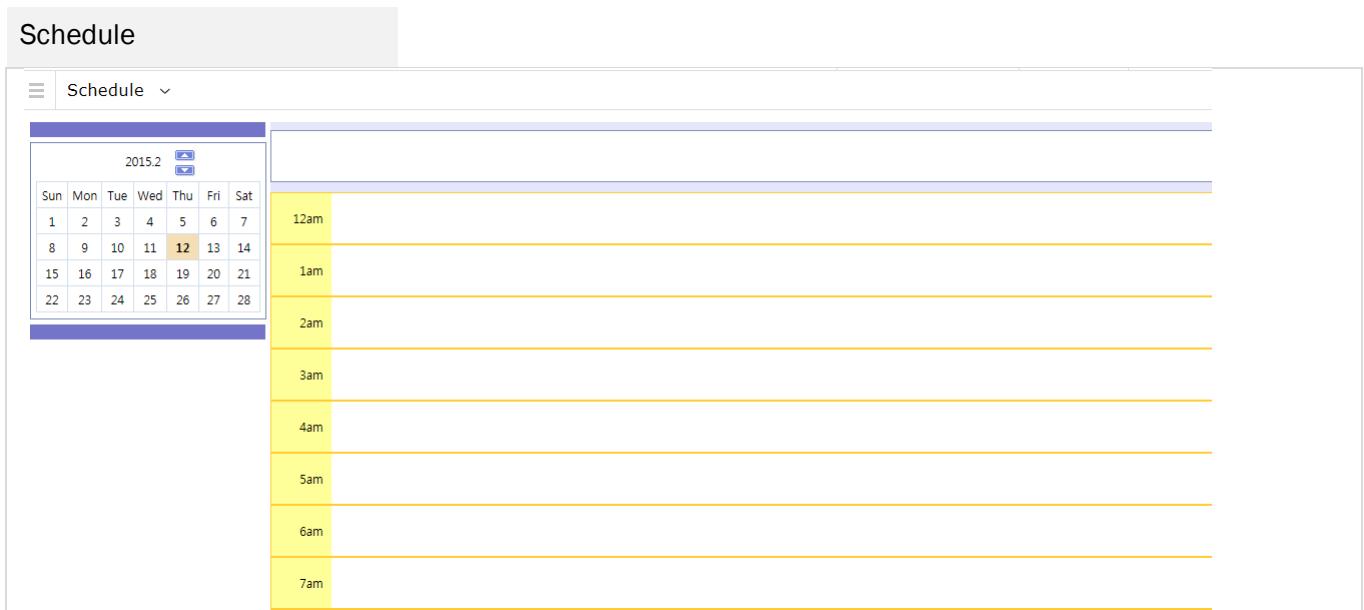
### Item Descriptions

#### Basic Information

- ID: User Id (Administrator Creates This; It Cannot Be Modified.)
- Office: User Office (Administrator Registers This; It Cannot Be Modified.)
- Name (Eng): English User Name (2 Or More Characters)
- Local Name: Local User Name (2 Or More Characters)
- Phone: User Phone Number
- Fax: User Fax Number
- EMail: User E-Mail Address (7 Or More Characters)
- Address: User Address (10 Or More Characters)
- Report File Path: For chrome browser user, define report location for PDF downloading
- Email Content: Body of E-Mail Message
- Contract No: Default contract information for warehousing

## 11.2.2 Schedule

≡ System > Preference > Schedule



### Introduction

Retrieves, registers, and manages user schedule. (Schedule information appears on the Home page.)

### Procedures

Select date from the calendar on the left side, and double click the time registration schedule.

When the screen appears, input information and click the save button to save data.

Select a registered schedule to modify or delete.

### Item Descriptions

- Calendar: Calendar Selector
- Schedule: Type a row from timeline to create new schedule.

#### Schedule entry popup

- Contents: Schedule Information

### 11.2.3 Password Change

System > Preference > Password Change

Password Change

>Password Change ^

System > Preference > Password Change

**Login Information**

Current Password

Enter your current password and choose a new password.

New Password  Not Rated

Please be sure new password not to include the personal information such as Date of birth, telephone or social security number.

Confirm Password

Please be sure new password not to include the personal information such as Date of birth, telephone or social security number.

## Introduction

Changes user password.

## Procedures

Enter current password in the Current Password box.

Enter new user password in both New Password/ Confirm Password boxes and click the Save button.

\* Password size should be between 6 and 10 characters. The difficulty level will be indicated as Weak, Medium, Strong, or Superior.

## Item Descriptions

### Login Information

- Current Password: Input current password
- New Password: Type new password. Depending on strength of password, it shows status.
- Confirm Password: Re type new password to confirm

# 12 CODE

---

## 12.1 Common

### 12.1.1 Master Code

≡ Code > Common > Master Code

Master Code						
Master code ^						
Code > Common > Master code						
■ DEL	● Code	● Name	Parent Code	● Code Length	Use Y/N	●
<input type="checkbox"/>	C121	ACCOUNT TERMS CODE		5	Enable	Account Terms Code
<input type="checkbox"/>	C107	ACCOUNTING DEPARTMENT CODE		2	Enable	ACCOUNTING DEPARTMENT CODE
<input type="checkbox"/>	A006	AIR APPLY UNIT CODE	C002	3	Enable	항공에서 사용되는 단가산정기준이다.

### Introduction

Retrieves, registers, and manages master code information. (Master Codes refer to common codes used in the system. possible to create Sub Code, being detailed code supplemental to the master code. Example: Bound Class Code and B/L Status Code).

### Procedures

Click the Add button, and register new master code information.

Click the Save button to save data.

The Excel button is used to save master code information to an Excel file.

### Item Descriptions

#### Master Code List

- *Code: Master Code (3 Or More Characters)*
- *Name: Master Code Name (5 Or More Characters)*
- Parent Code: Parent Code Of The Master Code (Only Possible To Enter Existing Master Code)
- Code Length: Sub Code Length (50 Letters Max.)
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- Remarks: Master Code Description (2 Or More Characters)

## 12.1.2 Sub Code

Code > Common > Sub Code

Sub Code

Sub Code					
Code > Common > Sub Code					
Master Name		EXPORT CODE	Code Length	2	
■ DEL	● Code	● Name	● Code Order	Use Y/N	● Remark
<input type="checkbox"/>	CH	GOODS DONATED FOR RELIEF OR CHARITY	1	Enable	GOODS DONATED FOR RELIEF OR CHARITY
<input type="checkbox"/>	CI	IMPELLED SHIPMENTS OF GOODS	2	Enable	IMPELLED SHIPMENTS OF GOODS DONATED FOR RELIEF OR CHARITY
<input type="checkbox"/>	CR	GOODS MOVING UNDER A CARNET	3	Enable	GOODS MOVING UNDER A CARNET
<input type="checkbox"/>	DD	OTHER EXEMPTIONS	4	Enable	OTHER EXEMPTIONS
<input type="checkbox"/>	FI	IMPELLED FOREIGN MILITARY SALES	5	Enable	IMPELLED FOREIGN MILITARY SALES

## Introduction

Retrieves, registers, and manages sub code information. (Sub codes refer to detailed codes supplemental to the master code, and are created as underlying codes.)

## Procedures

Select Master Code in the Retrieve conditions and click the Add button.

Enter new sub code information and click the Save button to save data.

## Item Descriptions

### Master Code

- Name: Master Code
- *Code Length: Sub Code Length (Registered Data Appears Automatically On Master Code Selection.)*

### Sub Code List

- *Code: Sub Code (Code Length Cannot Exceed Code Length In The Retrieve Conditions.)*
- *Name: Sub Code Name*
- *Code Order: Code Order Listed On The Page*
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- *Remarks: Sub Code Description*

## 12.2 MDM

### 12.2.1 Office Code

Code > MDM > Office Code

**Office Code**

Office Code		CYBERLOGITEC AMERICA, INC																																											
		Basic Information	Accounting																																										
Office Code	CLT	Use Y/N	<input checked="" type="checkbox"/>																																										
Country Code	US	U.S.A.	<input type="checkbox"/>																																										
State Code	NJ	NEW JERSEY	<input type="checkbox"/>																																										
Parent Office Code		<input type="checkbox"/>																																											
Sales Office		<input type="checkbox"/>																																											
Financial Office		<input type="checkbox"/>																																											
B/L Currency	USD	<input type="checkbox"/>																																											
Name(Eng.)	CYBERLOGITEC AMERICA, INC																																												
Local Name	CYBERLOGITEC AMERICA, INC																																												
Name(Representing)	CYBERLOGITEC AMERICA, INC																																												
Description	CYBERLOGITEC AMERICA, INC																																												
Address	80 EAST ROUT#4 PARAMUS, NJ 07652																																												
Zip Code	07652	Phone	<input type="text"/>																																										
Fax	<input type="text"/>	Email	<input type="text"/>																																										
URL	www.cyberlogitec.com																																												
IATA/FMC No.	<input type="text"/>	<input type="text"/>	<input type="text"/>																																										
TAX ID Type/No.	1 - DUNS	<input type="text"/>	<input type="text"/>																																										
TSA Security No.	<input type="text"/>																																												
Use B/L Serial	<input type="checkbox"/>																																												
<b>Prefix</b> <table border="1"> <tr> <td>Invoice No.</td> <td>AI-</td> <td>10022</td> </tr> <tr> <td>D/C Note No.</td> <td>AD-</td> <td>10008</td> </tr> <tr> <td>Ocean Import Filing No.</td> <td>AOI-</td> <td>10007</td> </tr> <tr> <td>Ocean Export Filing No.</td> <td>AOE-</td> <td>10008</td> </tr> <tr> <td>Air Import Filing No.</td> <td>AAI-</td> <td>10001</td> </tr> <tr> <td>Air Export Filing No.</td> <td>AAE-</td> <td>10002</td> </tr> <tr> <td>Air Export HAWB No.</td> <td>AD</td> <td>10001</td> </tr> <tr> <td>Ocean Export HB/L No.</td> <td>OD</td> <td>10005</td> </tr> <tr> <td>Ocean Export Booking No.</td> <td>OBK</td> <td>10005</td> </tr> <tr> <td>Air Export Booking No.</td> <td>ABK</td> <td>10001</td> </tr> <tr> <td>Ocean Quotation No.</td> <td></td> <td>0</td> </tr> <tr> <td>Air Quotation No.</td> <td></td> <td>0</td> </tr> <tr> <td>W/H Receipt No.</td> <td>AWH-</td> <td>10004</td> </tr> <tr> <td>Truck Load No.</td> <td></td> <td>0</td> </tr> </table>				Invoice No.	AI-	10022	D/C Note No.	AD-	10008	Ocean Import Filing No.	AOI-	10007	Ocean Export Filing No.	AOE-	10008	Air Import Filing No.	AAI-	10001	Air Export Filing No.	AAE-	10002	Air Export HAWB No.	AD	10001	Ocean Export HB/L No.	OD	10005	Ocean Export Booking No.	OBK	10005	Air Export Booking No.	ABK	10001	Ocean Quotation No.		0	Air Quotation No.		0	W/H Receipt No.	AWH-	10004	Truck Load No.		0
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<b>AES Setup</b> <table border="1"> <tr> <td>Contact Name</td> <td>ADMIN</td> </tr> <tr> <td>City</td> <td>PARAMUS</td> </tr> <tr> <td>State</td> <td>NJ</td> </tr> <tr> <td>Zip/Portal Code</td> <td>07652</td> </tr> <tr> <td>Country</td> <td>US</td> </tr> <tr> <td>Response Email</td> <td>admin@cyberlogitec.com</td> </tr> </table>				Contact Name	ADMIN	City	PARAMUS	State	NJ	Zip/Portal Code	07652	Country	US	Response Email	admin@cyberlogitec.com																														
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Zip/Portal Code	07652																																												
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### Introduction

Retrieves, registers, and manages office information.

Sets basic and default values including Prefix (various number systems) and Remarks.

### Procedures

Click the New button, and register office information.

Click the Save button to save data.

### Item Descriptions

#### Search Condition

- Office Code: Office Code (Full Code Input)

## Basic Information

### Basic Information

- *Office Code: Office Code (5 Letters Max.)*
- Use Y/N: Select Whether Or Not To Use (Check: Used, Uncheck: Not Used) \*Default = Check
- *Country Code: Office Country Code*
- State Code: State Code
- Parent Office Code: Regional Headquarters Office Code
- Sales Office : Office Code Aggregating Sales Records
- Financial Office: Office Code Aggregating Financial Records
- B/L Currency: Base Office Currency Code
- *Name (Eng): English Office Name*
- Local Name: Local Office Name (The Local Office Name Appears On Most Of Documents.)
- Name (Representing):
- Description: Office Description
- Address: Office Address
- Zip Code: Office Postal Code
- Phone: Office Main Phone Number
- Fax: Office Main Fax Number
- Email: Office Main E-Mail Address
- URL: Office Website Address (Uniform Resource Locator)
- IATA/FMC No: IATA Code Registered To International Air Transport Association (Country: 2 Letters, City: 3 Letters, Airline: 2~3 Letters) and Fmc (Federal Maritime Commission) License Number
- TAX ID Type/No: American Individual Tin Number (Taxpayer Identification Number, Federal Id) Or Business Tin Number.  
**NOTE:** \* Tax Id Type: 1-Duns (Data Universal Numbering System), 24-Ein (Employer Identification Number), 34-Ssn (Social Security Number), Dp-Dec, Zz-Foreign Entity
- TSA Security No: Define if TSA(Transportation Security Administration in U.S.) security number is exist.
- Use B/L Serial: B/L Serial is to identify B/L internally.

### Prefix

- Modify: Select checkbox if the prefix is needed to modify  
**NOTE:** Prefix and sequence number should be handled carefully. Changing sequence number can generate system fault.
- Invoice No: Prefix For A/R Invoice Numbering
- D/C Note No: Prefix For A/R Invoice Numbering
- Ocean Import Filing No: Ocean Import Filing Numbering
- Ocean Export Filing No: Ocean Export Filing Numbering
- Air Import Filing No: Air Import Filing Numbering
- Air Export Filing No: Air Export Filing Numbering
- Air Export HAWB No: Air Export HAWB Numbering
- Ocean Export Booking No: Ocean Export Booking Numbering
- Air Export Booking No: Air Export Booking Numbering
- Ocean Quotation No: Ocean Quotation Numbering

- Air Quotation No: Air Quotation Numbering
- W/H Receipt No: W/H Receipt Numbering
- W/H Receiving File No: W/H Receiving File Numbering
- W/H Shipping File No: W/H Shipping File Numbering
- Truck Load No: Truck Load Numbering
- W/H Doc No: W/H Doc Numbering

### AES Setup

- Contract Name:
- City: City Information
- State: State Information
- Zip/Postal Code: Zip Code
- Country: Country Information
- Response EMail: E-Mail Address For AES Results Receipt
- Party Type (FW/ZZ): Declaratory Type (Fw-Forwarder, Zz-Others)

### IT Number

- Next Number: The Starting Number Of The It Number Range Assigned By Customs.
- End: The Final Number Of The It Number Range Assigned By Customs.

### Cargo Control Number (Canada Only)

- Prefix: Prefix of cargo control number assigned
- Ocean Current No: Set cargo control number sequence
- Air Current No: Set air control number sequence

### Unit

- Weight: Sets The Basic Weight Unit To Be Used In The Office.
- Measure: Sets The Basic Measurement Unit To Be Used In The Office.
 

**NOTE:** \* R/T (Revenue Tonnage): Unit Used For Ocean Freight and Warehousing Charges, Applying Volume and Weight Costs.  
   \* M/T (Metric Ton, Measurement Ton)The Metric Ton Weight Unit (1,000Kg)  
   \* Wagon: Container Wagon  
   \* CFT: Cubic Feet (Ft<sup>3</sup>). 1 M/T = 1 CBM (Cubic Meter, M<sup>3</sup>) = 40 CFT
- Size: Sets The Basic Size Unit To Be Used In The Office Like Cm Or Inches.

### Company Logo

- Logo1 (Square): Define Squared Company Logo Which Is Used On B/L Document.
- Logo2 (Rectangle): Defined Rectangled Company Logo Which Is Used On Arrival Notice Document.
- Sub Logo: Define Certified Logo Like C-Tpat.

### Accounting

#### G/L

- A/R: G/L Code For Accounts Receivable

- A/P: G/L Code For Accounts Payable
- D/C: Goes To D/C Note Entry Page To Create Invoice Based On The Selected Rate Information.
- Retained Earning: G/L Code for retained earning

**D/C Profit Share**

- Agent Profit Share(Ocean Import): Profit Share Billing Code For Ocean Import Agents
- Agent Profit Share(Ocean Export): Profit Share Billing Code For Ocean Export Agents
- Agent Profit Share(Air Import): Profit Share Billing Code For Air Import Agents
- Agent Profit Share(Air Export): Profit Share Billing Code For Air Export Agents
- Agent Profit Share(Other): Profit Share Billing Code For Other Agents

Profit share rate on office code is applied to B/L when selected trade partner has no profit share rate information.

- OEM Profit Share(%): Profit Share Rate For Ocean Export Master B/L
- OEH Profit Share(%): Profit Share Rate For Ocean Export House B/L
- OIM Profit Share(%): Profit Share Rate For Ocean Import Master B/L
- OIH Profit Share(%): Profit Share Rate For Ocean Import House B/L
- AEH Profit Share(%): Profit Share Rate For Air Export House B/L

**Bank Setup**

- Default Revenue Bank: This bank is set default on deposit process.
- Default Cost Bank: This bank is set default on payment process.

**Accounting Options**

- B/L Post Date(Export): Based Post Date Of Export B/L Entry
- B/L Post Date(Import): Based Post Date Of Import B/L Entry
- Invoice Date: Invoice Based Invoice Date. Select From (Post Date/Today)
- D/C Date: D/C Note's Based D/C Date. Select From (Post Date/Today)

**Ocean PIERPASS**

- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)
- Pay to: Usually Define It To La Or Long Beach Terminal Operator
- Rate: Rate For Each 20Ft, 40Ft Container Or By CBM

**Remark1**

- Invoice Remark: Remarks on Local Invoice document
- Invoice Remark for Carrier: Special instruction when invoice is issued to Carrier
- D/C Note Remark: Remarks on D/C Note document
- Customer Statement Remark: Remarks on Credit/Debit Note document
- B/L(Dock Receipt) Remark: Remarks on Dock Receipt document

**Remarks2**

- D/O Remark: Remarks on Delivery Order document
- OOH Booking Remark: Remarks on Ocean Export House Booking.
- AWB Remark: Remarks on Air waybill

- Pickup/Delivery Remark: Remarks on Pickup/Deliver Order document
- OI Quotation Remark: Remarks on Ocean Import Quotation document
- OE Quotation Remark: Remarks on Ocean Export Quotation document
- AI Quotation Remark: Remarks on Air Import Quotation document
- AE Quotation Remark: Remarks on Air Export Quotation document
- Warehouse Receipt Remark: Remarks on warehouse receipt document

## **Department**

### **Ocean**

- OI AN Additional Remark: Additional remarks on Ocean Import Arrival Notice document
- OI Cargo Release: title of Ocean Import Cargo Release
- 1st Description(LCL): 1<sup>st</sup> Description in case of LCL Ship mode
- 1st Description(FCL): 1<sup>st</sup> Description in case of FCL Ship mode

### **Export B/L Body Default**

- As Agent for, The Carrier,: and Additional Text
- 1st Description(LCL0: Initial Description Value For LCL Case
- 1st Description(FCL): Initial Description Value For FCL Case
- Clean on board: Clean On Board Date and Whom To Response
- Master Export Instruction: Master Export B/L Instruction
- Master Set C/O: Master Set C/O
- Show Vessel: If Checked, Clean On Board Items Are Filled With Vessel Names Automatically.
- Show Loading Port: If Checked, Clean On Board Items Are Filled With Loading Ports Automatically.

### **Air**

- AI AN Additional Remark: Additional Remarks on Air Import Arrival Notice
- AI Cargo Release: Title of AI cargo release
- As Agent of The Carrier,: Display title on HAWB
- AEM Handling Information: Handling information memo on Air Export Master AWB
- AEH Handling Information: Handling Information memo on Air Export House AWB
- Default AN Public Memo: Define Arrival Notice's Remark Default

### **Ocean Export HB/L Remark**

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- Title: Notification Title (10 Letters Or More)
- Detail: Contents of Remark
- Default: Set Default Remark to 'Y'

## 12.2.2 State Code

Code > MDM > State Code

State Code

Search Condition																																											
Country Name	State Code	State Name	Use <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All																																								
<b>State List</b> <table border="1"> <thead> <tr> <th>Seq</th> <th>State</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>AB</td><td>ALBERTA</td><td></td></tr> <tr><td>2</td><td>AK</td><td>ALASKA</td><td></td></tr> <tr><td>3</td><td>AL</td><td>ALABAMA</td><td></td></tr> <tr><td>4</td><td>AR</td><td>ARKANSAS</td><td></td></tr> <tr><td>5</td><td>AZ</td><td>ARIZONA</td><td></td></tr> <tr><td>6</td><td>BC</td><td>BRITISH COLUMBIA</td><td></td></tr> <tr><td>7</td><td>BC</td><td>BAJA CALIFORNIA</td><td></td></tr> <tr><td>8</td><td>BN</td><td>BAJA CALIFORNIA NORTH</td><td></td></tr> <tr><td>9</td><td>BS</td><td>BAJA CALIFORNIA</td><td></td></tr> </tbody> </table>				Seq	State	Name	Description	1	AB	ALBERTA		2	AK	ALASKA		3	AL	ALABAMA		4	AR	ARKANSAS		5	AZ	ARIZONA		6	BC	BRITISH COLUMBIA		7	BC	BAJA CALIFORNIA		8	BN	BAJA CALIFORNIA NORTH		9	BS	BAJA CALIFORNIA	
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## Introduction

Retrieves, registers, and manages state information.

## Procedures

Click the New button, and input state information.

Click the Save button to save data.

Input retrieve conditions, and click the Retrieve button to retrieve state information.

## Item Descriptions

### Search Condition

- Country Name: Retrievable With Partial Country Name. (For Both English and Local Name)
- State Code: Code of State in U.S.
- State Name: Retrievable With Partial State Name. (For Both English and Local Name)
- Use Y/N: Use Status (Yes: In Use, No: Not In Use, All: Both) \*Default = Yes

### State List

- No: Sequence Of List
- State: State Information
- Name: Name of State
- Description: Additional Information
- Country: Country Information
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

## State

### Basic Information

- *State Code: Cannot Be Modified After Save.*
- *Country Code: Country Code For The State*
- *Name (Eng): English State Name*
- Local Name: State Local Name
- Description: State Description
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- *Created by/at: Creation date and created by whom*
- *Modified by/at: Modification date and created by whom*

### 12.2.3 Location Code

≡ Code > MDM > Location Code

**Location Code**

No.	Location Code	Location Name	Description
1	05C	GRIFFITH - MERRILLVILLE AA	Airport, CFS GRIFFITH - MERRILL
2	1001	NEW YORK, NY	Ocean Port - NY
3	1002	ALBANY, NY	Ocean Port
4	1003	NEWARK, NJ	Ocean Port
5	1004	PERTH AMBOY, NJ	Ocean Port
6	101	PORLAND,ME	Ocean Port
7	10100	ALL OTHER GREENLAND PORTS, FAERINC	Ocean Port
8	10101	THULE, GREENLAND	Ocean Port
9	1012	JOHN F. KENNEDY AIRPORT, NY	Ocean Port
10	10125	GODTHAAB,GODTHAB, GREENLAND	Ocean Port
11	102	BANGOR,ME	Ocean Port
12	103	EASTPORT,ME	Ocean Port
13	104	JACKMAN,ME	Ocean Port

**Basic Information**

Location Code	User Defined/IATA	User Defined
Parent Location Code	<input type="button" value="P"/>	
Country Code	<input type="button" value="P"/>	
State Code	<input type="button" value="P"/>	
Name	Use Y/N <input checked="" type="checkbox"/>	
Description		
Address		
ICAO	Time Diff.	
Customs Code	EDI Code(K)	UN Location Code
Location Type	<input type="checkbox"/> Marine Terminal <input type="checkbox"/> Airport <input type="checkbox"/> CY <input type="checkbox"/> Rail Ramp <input type="checkbox"/> CFS <input type="checkbox"/> Created By <input type="checkbox"/> at <input type="checkbox"/> Modified By <input type="checkbox"/> at	

## Introduction

Registers, retrieves, and manages location information.

## Procedures

Click the New button, to input location information.

Click the Save button to save data.

Input retrieve conditions, and click the Retrieve button to retrieve information.

## Item Descriptions

### Search Condition

- Location Name: Retrievable With Partial Location Name. (For Both English and Local Name)
- Location Code: 3 Or More Characters. Cannot Be Modified After Save.
- Country Code: Location Country Code
- Location Type: Marine Terminal, Airport, CFS, Cy, Rail Ramp, Barge Ramp (Multiple Selection)
- Use Y/N: Use Status (Yes: In Use, No: Not In Use, All: Both) \*Default = Yes

### Location List

- No: Sequence of List
- Code: Location Code
- Name: Location Name
- Description: Additional Information
- Country Name: Retrievable With Partial Country Name. (For Both English and Local Name)
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

### Location

#### Basic Information

- *Location Code: 3 or More Characters. Cannot Be Modified After Save.*
- User Defined/IATA: \*Default = User Defined
- Parent Location Code: Can Only Enter If IATA Is Selected.
- Country Code: Location Country Code
- State Code: Location State Code
- Name: Location Name
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- Description: Filled Automatically When Location Type Is Selected. Cannot Be Edited Or Modified.
- Address: Location Address
- ICAO: Enterable Only If IATA Is Selected. (International Civil Aviation Organization)
- Time Diff: Enterable Only If User Defined Is Selected.
- Customs Code: Code Used For AES Transmission. (Enterable Only If User Defined Is Selected.)
- EDI Code(K): EDI Code for Korea
- UN Location Code: UN Location Code
- Location Type: Marine Terminal, Airport, CFS, Cy, Rail Ramp, Barge Ramp (Multiple Selection)
- *Created by/at: Creation date and created by whom*
- *Modified by/at: Modification date and created by whom*

## 12.2.4 Billing Code

Code > MDM > Billing Code

Billing Code																
Billing Code ^																
Code > MDM > Billing Code																
Code				Name(Eng/Local)				G/L Code		G/L Description.						
Department																
Name	Code	Name	Code	Name	<input type="checkbox"/> A/R	<input type="checkbox"/> A/P	<input type="checkbox"/> D/C	<input type="checkbox"/> Gnr.	<input type="checkbox"/> O/IM	<input type="checkbox"/> O/IH	<input type="checkbox"/> A/IM	<input type="checkbox"/> A/IH	<input type="checkbox"/> O/EM	<input type="checkbox"/> O/EH	<input type="checkbox"/> A/EM	<input checked="" type="checkbox"/>
FRT	45100	AE-AIR FRT COS	40100	AE-AIR FRT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FREIGHT	45200	AI-AIR FRT COST	40200	AI-AIR FREIGHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LINE TRAI	45112	AE-AIRPORT TRAI	40112	AE-AIRLINE TRAI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AMORTIZATION	50400	AMORTIZATION			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AR BANK	54000	AGENT AR BANK			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Introduction

Registers, retrieves, and manages billing code information.

## Procedures

Click the New button and input a billing code.

Click the Save button to save data.

## Item Descriptions

### Search Condition

- Code: Billing Code to search
- Name(Eng/Local): Code name to search
- G/L Code: Select Bank B/L Code
- G/L Description: Description of G/L Code to search

### Billing Code

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- *Billing Code: Not Modifiable After Save*
- Name (Eng): English Billing Code Name
- Name (Local): Local Billing Code Name
- PFMC: Select Whether Or Not To Apply Performance
- Tax: If Taxable, Select Yes and Enter Tax Rate.
- Revenue: Revenue G/L Code
- Cost: Cost G/L Code
- CR/DB: Credit/Debit G/L Code
- Department: Sets The Department To Use The Billing Code.
- Group: Sets The Billing Code Group Including Ocean and Air Freight.

- Sort: Freight Tab Sorting Order
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- Default: Default Items For Freight Tab In B/L Entry Page. Sets Automatically Displayed Items Upon Clicking New Button.

## 12.2.5 G/L Code

≡ Code > MDM > G/L Code

G/L Code										
G/L Code ^										
Code > MDM > G/L Code										
G/L Code										Description
■ DEL	No.	G/L Group	• G/L Code	Type	Group	Description		Sub	Acct. G/L Code	■ Active
<input type="checkbox"/>	1		10200	ASSET	Current Asset	CASH IN BANK - REVENUE	BANK	TEST1	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2		10210	ASSET	Current Asset	CASH IN BANK - COST	BANK		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3		10220	ASSET	Current Asset	CASH IN BANK - EXP	BANK		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4		10290	ASSET	Current Asset	PETTY CASH	BANK		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5		10300	ASSET	Current Asset	ACCOUNTS RECEIVABLE-LOCAL	ACCOUNT RECEIVA		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6		10350	ASSET	Current Asset	ALLOWANCE FOR DOUBTFUL ACT-A/R			<input checked="" type="checkbox"/>	

## Introduction

Registers, retrieves, and manages GL code information.

## Procedures

Click the New button, and input GL code information.

Click the Save button to save data.

## Item Descriptions

### Search Condition

- G/L Code: Select Bank B/L Code
- Description: Additional Information

### G/L Code

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- G/L Group: Code and name from G/L Group
- *G/L Code: Not Modifiable After Save.*
- Type: G/L Code Type Including Assets and Liabilities
- Group: Group by G/L Code Type (Type Groups Are Displayed Upon Type Selection.)

- Description: G/L Code Description
- SUB: Sub Group
- Acc. GL Code: Accounting Gl Code
- Active: Whether Or Not To Use (Check: In Use, Uncheck: Not In Use) \*Default = Check
- Block: Master B/L Block Status. If It's Block Status, Modification Of Master B/L Is Limited Only On Few Fields
- Deposit: Check if it's for deposit
- Payment: Check if it's for payment

## 12.2.6 G/L Group Code

≡ Code > MDM > G/L Group Code

## Introduction

This is to create G/L Group code to assign on G/L List.

## Procedures

Click 'Add' button to add a row to create new record.

After typing the data, click 'Save' button to save data.

## Item Descriptions

### Search Condition

- G/L Code: G/L Group Code to search
- Name: Name of G/L Group

### G/L Group Code List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- No: Sequence Of List
- *G/L Group Code: G/L Group Code*
- G/L Type: Type of G/L (Asset, Liability, Equity, Income, Cost, Expense, Other Income/Expense, Income Tax)

- *G/L Group: Type of G/L Group. Select from combobox*
- Name: Type in name
- Use Y/N: Use State (Enable: In Use, Disable: Not In Use)

## 12.2.7 Commodity Code

☰ Code > MDM > Commodity Code

Commodity Code

☰ Commodity Code ^  
Code > MDM > Commodity Code

▶ Search Condition

Group Code	Schedule B	Commodity Code	Group Name
Commodity Name	Description	Use Y/N	

No.	Use Y/N	HS Group	Commodity Code	Commodity Name	Unit1	Unit2	Upper Commodity Code	IMO Code	Description
1	<input checked="" type="checkbox"/>	Schedule B	0101210000	HORSES, PUREBRED BREEDING					HORSES, PUREBRED BREEDING, LIVE
2	<input checked="" type="checkbox"/>	Schedule B	0101290000	HORSES, LIVE, EXCEPT PUREBRED BREEDING					HORSES, LIVE, EXCEPT PUREBRED BREEDING
3	<input checked="" type="checkbox"/>	Schedule B	0101300000	ASSES, LIVE					ASSES, LIVE
4	<input checked="" type="checkbox"/>	Schedule B	0101900000	MULES AND HINNIES, LIVE					MULES AND HINNIES, LIVE
5	<input checked="" type="checkbox"/>	Schedule B	0102210010	BOVINES, PUREBRED BREEDING					BOVINES, PUREBRED BREEDING, DAIRY, MALE, LIVE
6	<input checked="" type="checkbox"/>	Schedule B	0102210020	BOVINES, PUREBRED BREEDING					BOVINES, PUREBRED BREEDING, DAIRY, FEMALE, LIVE

## Introduction

Registers, retrieves, and manages commodity code information.

## Procedures

Click the New button, and input commodity information.

Click the Save button to save data.

Input retrieve conditions, and click the Retrieve button to retrieve information.

## Item Descriptions

### Search Condition

- Group Code:  
**NOTE:** \* Hs Code (Harmonized System Code): Commodity Classification Code That Classifies Overseas Trade Commodities In General In Accordance With The Harmonized Commodity Description and Coding System. Max 10 Character Code. Leading 6 Characters Are Assigned As Internationally Common (1~2: Commodity Group Classification, 3~4: Sub Group Classification, 5~6: Detailed Classification), and The Following Characters Are Assigned By Individual Countries. (In Korea The Hs Code Has 10 Letters.)
- Commodity Code: Retrievable With Partial Code.
- Group Name:
- Commodity Name: Retrievable With Partial Commodity Name.
- Description: Retrievable With Partial Commodity Description.

- Use Y/N: Code Usage Status

### Commodity Code

- No: Sequence of List
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- HS Group: Selectable Of Schedule B, AMS, HS and HSK. \*Default = Schedule B
- *Commodity Code: Not Modifiable After Save.*
- Commodity Name: Retrievable With Partial Commodity Name.
- Unit1: The Unit Of Measure Is Determined
- Unit2: The Unit Of Measure Is Determined
- By The Schedule B Or HTS Number Entered.
- Upper Commodity Code: Upper Code. (Only Can Enter A Code Saved.)
- IMO Code: IMO (International Maritime Organization) Code
- Description: Commodity Description

## 12.2.8 Package Code

≡ Code > MDM > Package Code

The screenshot shows a software interface titled "Package Code". The top navigation bar includes "Code", "MDM", and "Package Code". Below the title, there's a section header "Basic Information" followed by a table with the following data:

No.	Use Y/N	Package Code	Package Name	AMS Code	Customs Code
1	<input checked="" type="checkbox"/>	AE	AEROSOL		GT
2	<input checked="" type="checkbox"/>	AR	ARTICLES		GT
3	<input checked="" type="checkbox"/>	AT	AUTO		GT
4	<input checked="" type="checkbox"/>	BA	BARREL	BBL	GT
5	<input checked="" type="checkbox"/>	BB	BOBBIN	BOB	GT
6	<input checked="" type="checkbox"/>	BC	BOTTLERACK		GT

## Introduction

Registers, retrieves, and manages package code information.

## Procedures

Click the New button, and input package information.

Click the Save button to save data.

## Item Descriptions

### Basic Information

- No: Sequence Of List

- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- *Package Code: Not Modifiable After Save*
- Package Name: Name of Package type
- AMS Code: Code Used For Ams Transmission
- Customs Code: Code Used For Edi Transmission To Korean Customs
- Description: Package Code Description

## 12.2.9 Vessel Code

≡ Code > MDM > Vessel Code

Vessel Code

☰ Vessel Code ^  
 Code > MDM > Vessel Code

Vessel Code	Vessel Name	Carrier						
▶ Basic Information								
No.	<input type="checkbox"/> DEL	<input type="checkbox"/> Use Y/N	• Vessel Code	Name	Nationality	Carrier		D
						Code	Name	
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0EXX	ORIENT EXPRESS	BO			
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1CPT	TRUCK I.O.FEEDER CPH <-> HAM	SG			
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1EST	TRUCK I.O.FEEDER EBJ <-> HAM	SG			
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1HAT	TRUCK I.O. FEEDER AAR <-> HAM	AS			
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2AHT	TRUCK I.O.FEEDER AAR <-> HAM	SG			
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2GO1	2GO1	SG			

## Introduction

Registers, retrieves, and manages vessel code information.

## Procedures

Click the New button, and input vessel information.

Click the Save button to save data.

## Item Descriptions

### Search Condition

- Vessel Code: Not Modifiable After Save
- Vessel Name: Vessel Name
- Carrier: Carrier Information

### Vessel

#### Basic Information

- No: Sequence Of List

- DEL: Delete Checkbox, selected row is disappeared before saving or have to click 'Delete' button to delete selected row after saving.
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- Vessel Code: Not Modifiable After Save
- *Vessel Name: Vessel Name*
- Nationality: Country The Vessel Is Registered To. (Used As Vessel Flag Value Upon AES Transmission.)
- Carrier: Ocean Carrier Code
- Description: Vessel Code Description

## 12.2.10 Container Type Size

≡ Code > MDM > Container Type Size

Container Type Size																																																																																																		
Container Type Size ^																																																																																																		
Code > MDM > Container Type Size																																																																																																		
► Basic Information																																																																																																		
<table border="1"> <thead> <tr> <th>No.</th> <th>■ Use Y/N</th> <th>● Container TP/SZ Code</th> <th>GROUP CD</th> <th>TEU</th> <th>ISO Code</th> <th>AMS Code</th> <th>Local Customs Code</th> <th>User Define Code1</th> <th>User Define Code2</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>12RF</td> <td>RF</td> <td>1.00</td> <td>12RF</td> <td></td> <td>12RE</td> <td></td> <td></td> <td>12RF-12FT REEFER CONTAINER</td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>20FR</td> <td>20</td> <td>1.00</td> <td>20FR</td> <td>2CP3</td> <td>22PC</td> <td></td> <td></td> <td>20FR-20FT FLAT RACK CONTAINER</td> </tr> <tr> <td>3</td> <td><input checked="" type="checkbox"/></td> <td>20GP</td> <td>20</td> <td>3.00</td> <td>20GP</td> <td>2CG0</td> <td>22GP</td> <td></td> <td></td> <td>20ST-20FT DRY CONTAINER</td> </tr> <tr> <td>4</td> <td><input checked="" type="checkbox"/></td> <td>20OT</td> <td>20</td> <td>33.00</td> <td>20OT</td> <td>2CU1</td> <td>22UT</td> <td></td> <td></td> <td>20OT-20FT OPEN TOP CONTAINER</td> </tr> <tr> <td>5</td> <td><input checked="" type="checkbox"/></td> <td>20RF</td> <td>20</td> <td>1.00</td> <td>20RF</td> <td>2CR0</td> <td>22RE</td> <td></td> <td></td> <td>20RF-20FT REEFER CONTAINER</td> </tr> <tr> <td>6</td> <td><input checked="" type="checkbox"/></td> <td>20TK</td> <td>RF</td> <td>1.00</td> <td>20TK</td> <td>2CT2</td> <td>22TN</td> <td></td> <td></td> <td>20TK-20FT TANK CONTAINER</td> </tr> <tr> <td>7</td> <td><input checked="" type="checkbox"/></td> <td>40FR</td> <td>20</td> <td>1.00</td> <td>40FR</td> <td>4CP3</td> <td>42PC</td> <td></td> <td></td> <td>40FR-40FT FLAT RACK CONTAINER</td> </tr> </tbody> </table>											No.	■ Use Y/N	● Container TP/SZ Code	GROUP CD	TEU	ISO Code	AMS Code	Local Customs Code	User Define Code1	User Define Code2		1	<input checked="" type="checkbox"/>	12RF	RF	1.00	12RF		12RE			12RF-12FT REEFER CONTAINER	2	<input checked="" type="checkbox"/>	20FR	20	1.00	20FR	2CP3	22PC			20FR-20FT FLAT RACK CONTAINER	3	<input checked="" type="checkbox"/>	20GP	20	3.00	20GP	2CG0	22GP			20ST-20FT DRY CONTAINER	4	<input checked="" type="checkbox"/>	20OT	20	33.00	20OT	2CU1	22UT			20OT-20FT OPEN TOP CONTAINER	5	<input checked="" type="checkbox"/>	20RF	20	1.00	20RF	2CR0	22RE			20RF-20FT REEFER CONTAINER	6	<input checked="" type="checkbox"/>	20TK	RF	1.00	20TK	2CT2	22TN			20TK-20FT TANK CONTAINER	7	<input checked="" type="checkbox"/>	40FR	20	1.00	40FR	4CP3	42PC			40FR-40FT FLAT RACK CONTAINER
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7	<input checked="" type="checkbox"/>	40FR	20	1.00	40FR	4CP3	42PC			40FR-40FT FLAT RACK CONTAINER																																																																																								

## Introduction

Registers, retrieves, and manages container type/size information.

## Procedures

Click the New button, and input new information.

Click the Save button to save data.

## Item Descriptions

### {6}Basic Information

- No: Sequence Of List
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check
- *TP/SZ Code: Container Type/Size Code (The Code Used In This System)*
- Group Code:  
**NOTE:** \* Hs Code (Harmonized System Code): Commodity Classification Code That Classifies Overseas Trade Commodities In General In Accordance With The Harmonized Commodity Description and Coding

System. Max 10 Character Code. Leading 6 Characters Are Assigned As Internationally Common (1~2: Commodity Group Classification, 3~4: Sub Group Classification, 5~6: Detailed Classification), and The Following Characters Are Assigned By Individual Countries. (In Korea The HS Code Has 10 Letters.)

- TEU: Twenty foot equivalent unit
- ISO Code: ISO Code For Container Type/Size
- AMS Code: Code Used For AMS Transmission
- Local Customs Code: Code Used In EDI Transmission For Local Customs
- User Define Code1: Code 1 Defined and Used By The User
- User Define Code2: Code 2 Defined and Used By The User
- Description: Container Type/Size Code Description

## 12.2.11 MISC Operation Code

☰ Code > MDM > MISC Operation Code

MISC Operation Code				
MISC. Operation Code ▾				
Other Operation Code List				
Type	Description	Prefix	No.	
AGLP	ALL GREEN OTHER OPERATION	AGLPOTHER	2	
DOMESTIC	This	DOM	1	
G5GTG		OTN	2	
OTHER		OTH	3	
OTHER2	retests	RERE	1	
TESTEST		TEST	3	

## Introduction

Sets reference number prefix for other operations.

## Procedures

Click the New button and input other operation code.

Click the Save button to save data.

## Item Descriptions

### Other Operation Code List

- Type: Other Operation Type. Not Modifiable After Save.
- Description: Type Description. (It Appears At Type Column In 'Other Sales Details' Page.)
- Prefix: Prefix Of Each Type Reference Number.
- No: The Last Number Generated. Automatically Incremented Upon Other Sales Creation. \*Default = 0
- Use Y/N: Whether Or Not To Select Whether Or Not To Use (Check: Used, Uncheck: Not Used)  
\*Default = Check



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## Tip

Copied fields are below.

Trade Partner Type, Local Address, City, State, Zip Code, Country, B/L Address, Billing Address, CEO, Commodity