i-Will

Instruction Manual

OCS
ANA GROUP

Menu Screen

The tool i-WiLL allows customers to arrange the shipping for documents to large shipments and to check the delivery status of shipments and more by themselves from the menu screen below.
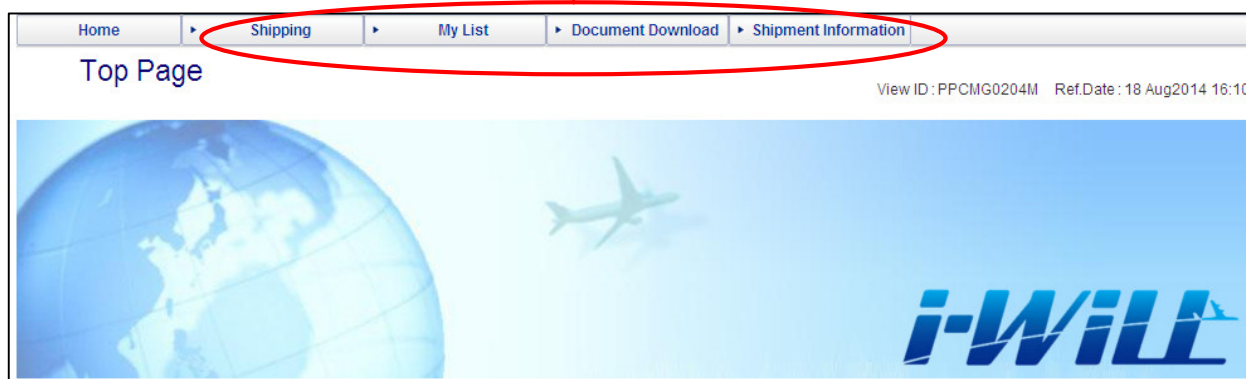
The contents of the menu screen are as follows:

Shipping	My List	Document Download	Shipment Information
Pickup Order	User ID Management	Shipping Download Document (Export)	Shipment Information /Tracking (Export)
Air Waybill/Invoice Entry	Address Book	Shipping Download Document (Import)	Shipment Information /Tracking (Import)
	Address Book Upload		Tracking Notice
	Address Book Download		Tracking Notice by User
	Description Template		

■ Shipping
 * Pickup Order Allows you to place a pickup order on the Internet.
 * Air Waybill/Invoice Entry Allows you to create documents, such as Air Waybills and invoices, which are required to send a shipment.

■ My List
 * User ID Management The administrator users can register additional users and modify and delete registered users.
 * Address Book Allows you to register in advance the customer information (e.g., sender, exporter, and importer) required to create documents, such as air waybills and invoices in the address book.
 * Address Book Upload Address Book Download Allows you to register or change multiple address data in the address book at once.
 * Description Template Allows you to register in advance invoice description templates that can be used to create invoices.

■ Document Download
 * Allows you to download customs clearance documents, such as AWBs, invoices, Export Declaration Certificates (ED), Import Declaration Certificates (ID), and Delivery Sheets.

■ Shipment Information
 * Shipment Information/Tracking（Export） Shipment Informatiion Tracking(Import) Allows you to check the status of export shipments and download shipment information in CSV format.
 * Tracking Notice Tracking Notice by User Allows you to receive email in transportation processes from pickup to delivery when a tracking point is created, including exceptions, such as delays in flights or delivery.
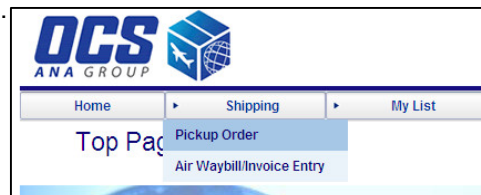
1.1 Pickup Order

Workflow

Order a shipment pickup in the following procedures:

(1) Select "Register Cargo Pickup Order" from the Shipping menu.
(2) Search the pickup history.
(3) Copy pickup history data.
(4) Enter the required fields related to pickups.
(5) Check the details of the pickup order and complete
    the registration.

Operating Procedures

 Select "Register Cargo Pickup Order" from the Shipping menu.
 Display a list of cargo pickup orders, and copy the history to register the data required.

(1) Select "Pickup Order" from the Shipping menu.
(2) Search the Pickup Order list.
   a) Enter the ①Order Date.
       * The current date to a month ago will be displayed as Order Date by default.
       * Enter the dates in "ddmmyyyy" format (e.g. February 14, 2014 -> 14022014)
       * Click the Calendar icon to select the dates from the calendar.
   b) Click the ② Search button, and a list of past pickup order will be displayed in the bottom section of
       the screen.
(3) Copy the pickup history data.
    a) Check the same address as this time from the ③Pickup Order list and click the ⑤ Copy
       button.

Cases	
Registering a new pickup order	To register without searching the history, click the ④ New button and register a new pickup order on the next screen. * Used to register a first-time pickup order or register without using history.
Browsing the details of a pickup order	To check the details of a pickup order, click the ⑥ Inquiry button and check the details on the next screen.
Canceling a pickup order	To cancel a pickup order, click the ⑦ Cancel button and cancel the registration on the next screen.

(4) Enter the required fields on the Pickup Order Entry screen.
   a) Enter a ① Customer Code and click the ② Set button.
     * The information that is linked to the customer code will be reflected by clicking the Set button.
     * If the customer code is unknown, you can search for it by clicking the magnifying glass icon.
      (For more information, see Page 1-2-7, *1.)
   b) Enter the ③ Section (optional).
   c) Enter the ④ Contact Name.
   d) Enter the ⑤ Phone No.2 (optional).
     * If you have a contact number at which you can be reached (such as a cellular phone) in addition to Phone No.1
   e) Enter the ⑥ No. of Pieces on a shipment size basis.
   f) Entered the ⑦ Pickup Date in "ddmmyyyy" format (e.g. February 14, 2014 -> 14022014)
     * If you would like the shipment to be picked up on the day of placing a pickup order, place a pickup order by the time displayed in the ⑧ Cutoff Time for Pickup Order.
   g) Enter the ⑨ Date & Time by which the shipment will be ready for pickup.
   h) Check a check box at ⑩ Other (optional).
     * Check the "Need Hand Cart" checkbox if a hand cart is required to pick up the shipment.
   i) If you have a nonstandard size shipment, enter the size remarks at the ⑪ Nonstandard Size.
   j) Enter the ⑫ Pickup Place Info.
   k) Click the Registration button to confirm the date that you entered.

(5) Check the data that you entered on the Pickup Order Confirmation screen and complete the registration.
  a) Check the data you entered.
 b) Click the OK button if there is no error and complete the registration.

1.2 Air Waybill / Invoice Entry

Workflow

Create documents, such as Air Waybills and Invoices, which are required for shipping in the following procedures:

(1) Select "Air Waybill/Invoice Entry" from the Shipping menu.

(2) Search the Air Waybill/Invoice History.

(3) Copy Air Waybill/Invoice History data.

(4) Enter the fields required to create the Air Waybill or Invoice.

(5) Check the details of the Air Waybill or invoice and complete the registration.
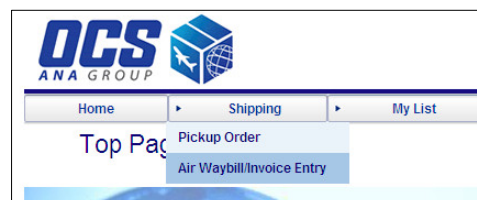
Operating Procedures

Create Air Waybill and Invoices in the following procedures:

(1) Select "Air Waybill/Invoice Entry" from the Shipping menu.

(2) Search the Air Waybill/Invoice History list to create an Air Waybill.
  a) Enter the ① Entry Date that you wish to search for and check ② Status and click the ③ Search button, and the Air Waybill/Invoice list will be displayed in the bottom section of the screen.
    * The current date to 15 days ago is displayed as Entry Date by default.

(3) Copy the Air Waybill/Invoice list data.
  a) Select ④ Air Waybill/Invoice list data and click the ⑥Copy button.

Cases	
Registering a new Air Waybill or an invoice	To register without searching the history, click the ⑤ New button and register a new Air Waybill or invoice on the next screen. * Used to register a first-time Air Waybill or invoice or register without using the history.
Modifying registered data	If the Air Waybill is being edited, select data and click the ⑦ Modify button and modify it. If the Air Waybill has already been issued, select data and click the ⑨ Cancel button and register it again.
Browsing registered data	To check registered data, click the ⑧ Inquiry button and check the details.
Canceling registered data	To cancel issued data, click the ⑨ Cancel button and cancel it. However, it will not be deleted from the History list.
Deleting registered data	While the Air Waybill is being edited, the data can be deleted. To delete the data from the History list, click the ⑩ Delete button and delete it.

(4) Select a type for the document that you are going to create at Air Waybill/Invoice.
   a) At Air Waybill/Invoice Entry, select one from among 1: Air Waybill, 2: Invoice, and 3: Both and click the ① Set button.

Pull down menu is displayed:
1. Air Waybill
2. Invoice
3. Both

Data created at 1. and 2. separately cannot be merged.
Please select 3. to create both Air Waybill and Invoice.

Create an Airwaybill.

(5) Enter the fields required to create an Air Waybill.
  a) Select the Air Waybill tab and enter the required fields from 1. Shipper through 9. ANA Mileage Club
     and then click the ① Register button.
     * If the fields *1-4 are unknown, you can search for them by clicking the magnifying glass icon.
      (For more information, see Page 1-2-7, 1-2-8).
     * If you click the Set button on a screen, the information that is linked to each item will be reflected.

3.Importer

☐ Save in the Address Book ☐ Same as Delivery

Search Key	
Tax ID for Customs	
Company	
Country	
Postal Code	
Section Name	
Contact Name	
Address	
City	
Region	
Phone No.	
Ext No.	
Email	

4.Description of Good(s)

Description

5.Shipper's Reference No.

Shipper's Reference No

6.Shipment Information

*Product IEX
*Shipment Type ○ DOCUMENT ⦿ NON DOCUMENT
*Number of Pieces
Weight
Please note that transportation charge is based on the measurement by OCS.
Value for Carriage

7.Optional Service

Optional Service

8.Payment

*Transportation Charge
⦿ Shipper ○ Importer ○ Other *Domestic only
Customer Code ___ – ___ – ___
Section Code

Split Billing

Section Code1		0%	2		0%
3		0%	4		0%
5		0%	6		0%
7		0%	8		0%
9		0%	10		0%

*Duties & Taxes
○ Shipper ⦿ Importer ○ Other *Domestic only
Customer Code ___ – ___ – ___
Section Code

9.ANA Mileage Club

Customer No.(10digit)
Please make sure to input ANA Mileage Club customer number when you issue an Air Waybill by i-WiLL. Both OCS and ANA can not accept any change or correction after the issue of Air Waybill.

①

| Invoice ▸ | Temporary Register ▸ | Register ▸ | Back ▸ |

Create an invoice next.

(6) Enter the fields required to create an Invoice.
  a) ① Select the Invoice tab and enter the required fields from 1. Basic Information through 6. Remarks and then click the ② Register button.
    * If the fields *1-6 are unknown, you can search for them by clicking the magnifying glass icon.
      (For more information, see Page 1-2-7, 1-2-8, 1-2-9.)
    * If you click the Set button on a screen, the information that is linked to each item will be reflected.

①

| Air Waybill | Invoice |

| All | Basic Information | Exporter | Importer | Terms & Conditions | Description of Good(s) | Remarks |

1.Basic Information

| Invoice No. | |
| Invoice Date | | ddmmyyyy |

2.Exporter

☐ Save in the Address Book (This address will be saved as "Exporter". Please contact our Customer Service to save as "Pickup".)   Copy Shipper

Search Key		🔍 SET	*1
Tax ID for Customs		
* Company		
* Country		▼
Postal Code		🔍 SET CLEAR	*2
Section Name		
* Contact Name		
* Address		
* City		🔍 *3
Region		🔍 *4
* Phone No.		
Ext No.		

3.Importer

☐ Save in the Address Book (This address will be saved as "Importer". Please add Address Type "Delivery" at Address Book if necessary.)   Copy Receiver

Search Key		🔍 SET	*1
Tax ID for Customs		
* Company		
* Country		▼
Postal Code		🔍 SET CLEAR	*2
Section Name		
* Contact Name		
* Address		
* City		🔍 *3
Region		🔍 *4
* Phone No.		
Ext No.		

4. Terms & Conditions

Date For Payment	[_____] 📅 ddmmyyyy
Freight Charge	[_____▼] [_____]
Insurance Charge	[_____▼] [_____]
Other Charge	[_____▼] [_____]
Remarks	[_____]

5. Description of Good(s)

Template	[_____] 🔍 [SET] *5
	[_____] [Register as Template]
Incoterms	[_____▼] ☐ Commercial Value
Country of Origin	[_____▼]
Currency	[_____▼]
Purpose of Use	[_____]

☐ * Description [_____] 🔍 *6   Country of Origin [_____▼]
HS CD [____] [_____]
Serial No [_____]   * Incoterms [_____▼] ☐ Commercial Value
* Qty [_____]   * Unit [_____]   * Currency [_____▼]   * Unit Value [_____]
SubTotal Value 0

☐ * Description [_____] 🔍 *6   Country of Origin [_____▼]
HS CD [____] [_____]
Serial No [_____]   * Incoterms [_____▼] ☐ Commercial Value
* Qty [_____]   * Unit [_____]   * Currency [_____▼]   * Unit Value [_____]
SubTotal Value 0

Total Count : 2   [Delete] [Add]

Please fill out these values if you wish to indicate them on invoice
Total Package [_____]   Total Net Weight [_____]   Total Gross Weight [_____]

6. Remarks

Remarks	[_____] [_____]
	[_____] [_____]
	[_____] [_____]
	[_____] [_____]
	[_____] [_____]

[Air Waybill ▸] [Temporary Register ▸] [(Register) ▸] [Back ▸]

②

(7) Check the details of the registration on the Airwaybill/Invoice Confirmation screen and print them out.
a) Check the data you entered.
b) Click the ① OK button if there is no error, and the print screen will be displayed in PDF.
   * if two or more kinds of invoice reports are registered, the Report Selection screen will open. Select a form ID there. For more information on the Report Selection screen, see Page 1-2-10.

[(OK) ▸]   [Back ▸]

Pop-up Window

■ *1 Address Book Search
  If search keys (e.g., shipper, receiver, exporter, and importer) are unknown, you can search the Address Book for it.
  a) Enter one of the ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.
  b) Check the ③ appropriate data and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

Address Book

View ID : PPCMX3901X   Ref.Date : 20 Aug2014 10:3

Search Condition   ①
Search Key :   Country :
Company Name :
Address Type : ☑Pickup(P) ☐Exporter(E) ☐Importer(I) ☐Delivery(D) ☐Bill To(B)

② Search   Clear the condition

	Code	Search Key	Company Name	Contact Name	Address	P	E	I	D	B
③ ⦿	001	ABC	ABC CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*	*			*
○	004	AAA	AAA CO.,LTD.	MR. WiLL	MINATO-KU TOKYO JAPAN	*				
○	005	BBB	BBB CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*				
○	006	CCC	CCC CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*	*			
○	007	DDD	DDD CO.,LTD.	MR. TEST	MINATO-KU TOKYO JAPAN	*	*			

Total Count: 6   ④ Select ▸   Cancel ▸

■ *2 Postal Code Search
  The Postal Code Search allows you to search for postal codes if they are unknown.
  a) Enter one of the ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.
  b) Check the ③ appropriate data and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

Postal Code Search

View ID : PPCMX4501X   Ref.Date : 20 Aug2014 10:33

Search Condition
Country : JAPAN   ①   Postal Code :
Region : TOKYO   City : SHIBUYA-KU

② Search   Clear the condition

	Country Code	Postal Code	Address
③ ⦿	JP	1500000	SHIBUYA-KU TOKYO JAPAN
○	JP	1500001	SHIBUYA-KU TOKYO JAPAN
○	JP	1500002	SHIBUYA-KU TOKYO JAPAN
○	JP	1500011	SHIBUYA-KU TOKYO JAPAN
○	JP	1500012	SHIBUYA-KU TOKYO JAPAN
○	JP	1500013	SHIBUYA-KU TOKYO JAPAN
○	JP	1500021	SHIBUYA-KU TOKYO JAPAN
○	JP	1500022	SHIBUYA-KU TOKYO JAPAN
○	JP	1500031	SHIBUYA-KU TOKYO JAPAN
○	JP	1500032	SHIBUYA-KU TOKYO JAPAN
○	JP	1500033	SHIBUYA-KU TOKYO JAPAN
○	JP	1500034	SHIBUYA-KU TOKYO JAPAN
○	JP	1500035	SHIBUYA-KU TOKYO JAPAN

Total Count: 235   ④ Select ▸   Cancel ▸

■ *3 City Search

The City Search allows you to search for city names and regions if they are unknown.

a) Enter one of the ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.

b) Check the ③ appropriate data and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

■ *4 Region Search

The Region Search allows you to search for prefectures, states, provinces, etc. if they are unknown.

a) Enter one of the ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.

b) Check the ③ appropriate data and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

■ *5 Invoice Description Template Search
The Invoice Description Template Search allows you to search for Invoice Template by entering part of them such as the first letter if they are unknown.
a) Enter ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.
b) Check the ③ appropriate data and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

■ *6 Item Search
The Item Search allows you to search for item or product by entering part of them such as the first letter if they are unknown.
a) Enter one of the ① Search Conditions (optional) and click the ② Search button, and search results will be displayed in the bottom section of the screen.
b) Check the ③ appropriate and click the ④ Select button, and you will be directed back to the previous screen with the values inherited.

■ *7 Report Selection
Report formats can be registered in advance for invoices and non-wood certificates. If several reports are registered, the Report Selection screen opens when clicking the Print button for an invoice or a non-wood certificate.

a) If you check the ① form ID of the report that you wish to print and click ② Select, the PDF screen will open and you will be able to print it out.

* Report formats are registered by OCS. If you have a report that you wish to have registered, please contact OCS.

2.1 User ID Management

Workflow

Administrative users can register additional users, and modify and delete registered users.
Register users in the following procedures:

(1) Select "User ID Management" from the My List menu.

(2) Select New on the User ID Management screen.

(3) Enter the fields required for user registration.

(4) Check the data that you entered and complete the registration.

Shipping	▸	My List	▸ Document Download
		User ID Management	
		Address Book	
		Address Book Upload	
		Address Book Download	
		Description Template	
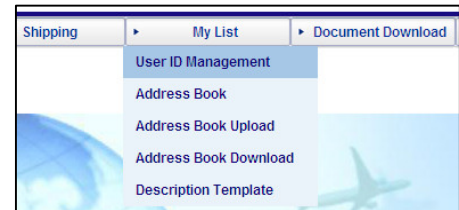
Operating Procedures

Select "User ID Management" from the My List menu.
Display the User list and register the person that you wish to add as a new user.

(1) Select "User ID Management" from the My List menu.

(2) Display the User list and check if the user is already registered.
  a) Enter search conditions for administrative users and click the ① Search button, and a ②User list will be displayed in the bottom section of the screen.
  b) Check that it is not already registered on the ② User list and click the ③ New button.

Cases	
Modifying user information	To modify user information, click the ④ Modify button and modify the registered user information.
Checking user information	To check user information, click the ⑤ Inquiry button and check the details.
Deleting a user	To cancel a user registration, click the ⑦ Delete button and delete the registration.
Resetting a password	To reset a password, click the ⑥ Reset Password and reset it.

(3) Enter the fields required for user registration.
  a) Enter or modify the applicant information.
    * Enter the name of the staff that will use this user ID or the equivalent in ① User Name.
    * Select one or more from among the following Roles:
       - ADMINISTRATOR (administrator: All the privileges other than import-related privileges)
       - OPERATOR (staff: General privileges to manage export shipment)
       - CLERK (staff: The privilege to create Air Waybills/invoices and place pickup orders)
       - ADDRESS BOOK (optional: The privilege to manage address book)
       - IMPORT (staff: Shipping Document Download (Import) and Shipment Information / Tracking
           (Import))
     * To use import-related feature, additional setting is required at OCS. Please ask your local OCS
      customer service.
  b) Click the ② Register button.

(4) Check the data that you entered on the User Registration Confirmation screen and complete the
   registration.
  a) Check the data that you entered.
  b) If there is no error, click the OK button to complete the registration.
    * You can check the registered user information by listing the ID at search screen.

2.2 Address Book

Workflow

Address information (Exporter, Receiver, Importer), which can be used to create Air Waybill or Invoice, can be managed at Address Book.
Register addresses in the following procedures:

(1) Select "Address Book" from My List menu.

(2) Search the address list.

(3) Select New on the Address Book Search screen.

(4) Enter the fields required for address registration.

(5) Check the data that you entered and complete the registration.

Shipping	▸	My List	▸ Document Download
		User ID Management	
		Address Book	
		Address Book Upload	
		Address Book Download	
		Description Template	
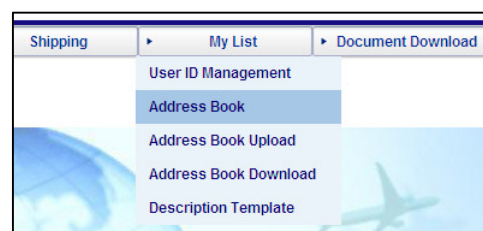
Operating Procedures

Select "Address Book" from My List menu.
Display the address list and register the addresses which are required to create Air Waybill or Invoice.

(1) Select "Address Book" from My List menu.

(2) Display the Address list and check if the address is already registered.
　　a) Enter ① Search Key.
　　b) Click the ② Search button, and ③ Address list will be displayed in the bottom section of the screen.

(3) Select the ④ New button

Cases	
Modifying address information	To modify address information, click the ⑤ Modify button and modify the registered address information.
Deleting an address	To cancel an address registration, click the ⑥ Delete button and delete the registration.

* Pickup address is linked with the data to identify the pickup route and cannot be registered or modified by customer. If there is a change in pickup address, please contact your local OCS Customer Service.

(4) Enter the fields required for address registration.
  a) Enter the fields required and click the ③ Register button.
    * If the fields *2-4 are unknown, you can search for them by clicking the magnifying glass icon.
      (For more information, see Page 1-2-7, 1-2-8.)
    * If you click the Set button on a screen, the information that is linked to Postal Code will be reflected.

(5) Check the data that you entered on Address Book Confirmation screen and complete the registration.
  a) Check the data that you entered.
  b) If there is no error, click the OK button to complete the registration.
  c) To delete an address information, check the ② Deleted checkbox and click the ③ Register button.

2.3 Address Book Upload

> ### Workflow

Multiple addresses can be added to the Address Book at one time.
Register addresses in the following procedures:

(1) Select "Address Book Upload" from the My List menu.

(2) Select the Address Book file and upload it.

(3) The data that was not successfully uploaded will be displayed as an error.

(4) Check the error details and correct the data in the Address Book file.

(5) Select the file again and upload it.
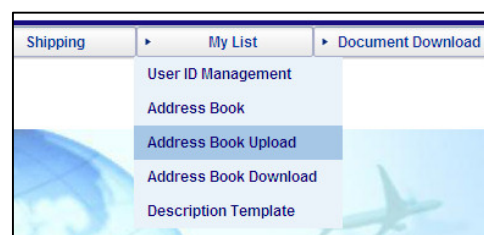
> ### Operating Procedures

Select "Address Book Upload" from the My List menu and upload the Address Book file.
(1) Select the Address Book file that you are going to upload and upload it.
  a) Click the ① Browse button, select the upload file, and click the ② Upload button.
    * Only CSV files that were created in a specified format (can be downloaded from the website) can be uploaded as the Address Book.

(2) The data that was not successfully uploaded will be displayed in the ③ bottom section of the screen as an error.
Error items displayed are the row number (Line No.), the search key, and the details of the error (error message).

(4) Check the error message and correct the data in the Address Book file that you are going to upload.
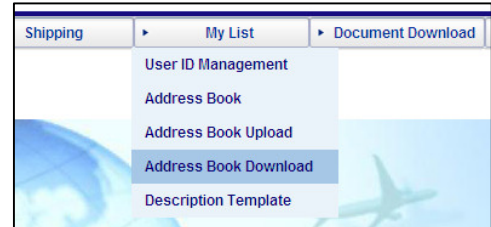
(5) Select the file again and upload it.

2.4 Address Book Download

Workflow

Multiple addresses registered in the Address Book can be downloaded at one time.
Download addresses in the following procedures:

(1) Select "Address Book Download" from the My List menu.

(2) Select an address type and download it.

(3) Name the downloaded file and save.

Shipping	▸	My List	▸ Document Download
		User ID Management	
		Address Book	
		Address Book Upload	
		Address Book Download	
		Description Template	

Operating Procedures

Select "Address Book Download" from the My List menu and download the address book file.

(1) Select "Address Book Download" on My List.

(2) Select the Address Type that you are going to download.
   a) Check a checkbox at ① Address Type in the Search Conditions section (more than once can be selected) and click the ② Download button.

(3) Name the downloaded file and save.

Address Book Download

View ID : PCSWG0705X Ref.Date : 20 Aug2014 10:27

Search Condition

① Address Type: ☐ Pickup ☐ Exporter ☐ Importer ☐ Delivery ☐ Bill To

② Download ▸

2.5 Description Templates

Workflow

Invoice description templates, which can be used to create invoices, can be registered in advance.
Register invoice description templates in the following procedures:

(1) Select "Description Template" from the My List menu.

(2) Search the Description of Good(s) Template list.

(3) Select a copy of the Description Template list.

(4) Enter the fields required for the description template.

(5) Check the data that you entered and complete the registration.
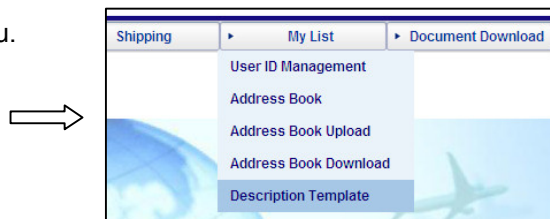
Operating Procedures

Select "Description Template" from the My List menu. Display the Description of Good(s) Template list
and register information such as the description and unit price of shipments.

(1) Select "Description Template" from the My List menu.

(2) Search the Description of Good(s) Template list.
   a) If there is a registered invoice description template, the Invoice Description Template list will be
     displayed.

Cases	
Registering a new description template	To register a new invoice description template, click the ② New button.
Modifying description template	To modify the contents of description template, click the ④ Modify button and modify the registered data.
Checking description template	To check the details of description template, click the ⑤ Browse button and check the details.
Deleting a description template	To delete a description template, click the ⑥ Delete button and delete it.

(3) Copy data on the Description of Good(s) Template list.
　　a) Select data from the ① Description of Good(s) Template list and click the ③ Copy button.

(4) Enter the fields for the invoice description template as required.
　　a) Enter a template name and product name (required) and other information and click the ① Register button.
　　　* If the field *6 is unknown, you can search for them by clicking the magnifying glass icon.
　　　(For more information, see page 1-2-9.)

(5) Check the data that you entered on the Invoice Description Template Confirmation screen and complete the registration.
　　a) Check the data that you entered.
　　b) If there is no error, click the OK button to complete the registration.
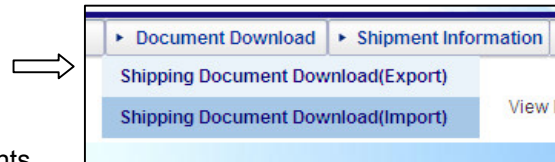
3.1 Shipping Document Download (Export)

Workflow

Shipping documents related to export shipments such as Air Waybill, invoices, Export Declaration Certificates (ED), and delivery sheets can be downloaded. Download in the following procedures:

(1) Select "Shipping Document Download (Export)" from the Document Download menu.

(2) Search the history of export shipments.

(3) Select shipment and download its shipping documents.
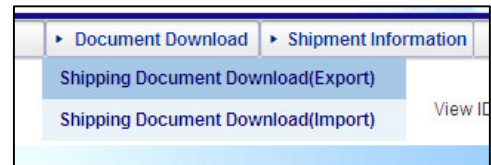
⟹

▸ Document Download	▸ Shipment Information
Shipping Document Download(Export)	
Shipping Document Download(Import)	View ID

Operating Procedures

Select "Shipping Document Download (Export)" from the Document Download menu.

Select the history of export shipments and download shipping documents for it.

(1) Select "Shipping Document Download" from the Document Download menu.

(2) Enter search conditions and search the history of export shipments.
   a) Select ① Air Waybill number or reference number and enter a number.
   b) If you check the checkbox of ② This User ID only, you can extract only the shipments created by the login user.
   c) You can search for the search keys (*1) for shippers, recipients, and importers by clicking the magnifying glass icon. (For more information, see Page 1-2-7.)
   d) If you check the ③ Document Type, you can extract only the shipments whose images of selected document type are saved.
   e) Click the ④ Search button, and the history of export shipments will be displayed in the bottom section of the screen.

(3) Select shipment and download shipping document for them.
   a) Check ⑤ Air Waybill numbers.
   b) Check the ⑥ shipment to download its documents and click the ⑦ Download button.

By clicking ⑧ "*," you will be able to view the image.
(A: Air Waybill; I: Invoice; ED: Export declaration certificate; D: Delivery sheet)

3.2 Shipping Document Download (Import)

Workflow

Shipping documents related to import shipments such as Air Waybills, invoices, Import Declaration Certificates (ID), and delivery sheets can be downloaded. Download in the following procedures:

(1) Select "Shipping Document Download (Import)" from the Document Download menu.

(2) Search the history of import shipments.

(3) Select shipment and download its shipping documents.

► Document Download	► Shipment Information
Shipping Document Download(Export)	
Shipping Document Download(Import)	View

Operating Procedures

Select "Shipping Document Download (Import)" from the Document Download menu.

Select the history of import shipments and download shipping documents for it.

(1) Select "Shipping Document Download (Import)" from the Document Download menu.

(2) Enter search conditions and search the history of import shipments.
  a) Select ① Air Waybill number or reference number and enter a number.
  b) If you check the ② Document Type, you can extract only the shipments whose images of selected document type are saved.
  c) Click the ③ Search button, and the history of import shipments will be displayed in the bottom section of the screen.

(3) Select shipment and download shipping documents for them.
  a) Check ④ Air Waybill numbers.
  b) Check the ⑥ shipment to download its documents and click the ⑦ Download button.

By clicking ⑤ "*," you will be able to view the image.
(A: Air Waybill; I: Invoice; ID: Import Declaration Certificate; D: Delivery sheet)

4.1 Shipment Information / Tracking (Export)

Workflow

The status of export shipments can be checked and shipment information can be downloaded in CSV format.
Check the status of export shipments and download shipment information in the following procedures:

(1) Select "Shipment Information/Tracking" from the
    Shipment Information menu.

(2) Search the export shipment information.

(3) Select a shipment that you wish to track from the list of
    search results and check information.

(4) If the Air Waybill has Piece IDs, you can search the
    Piece ID list and check status on a Piece ID basis.

(5) Specify the items that you wish to download and download shipment information in CSV format.
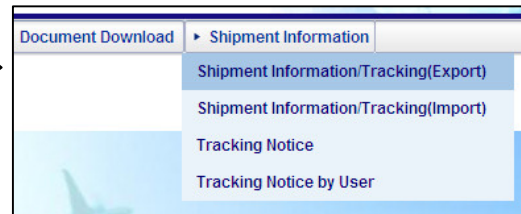
Operating Procedures

Select "Shipment Information/Tracking" from the Shipment Information menu.
You can search for, check, or download export shipment information.

(1) Select "Shipment Status/Tracking" from the Shipment Information menu.

(2) Search the export shipment information.
   a) Select ① Air Waybill number or reference number and enter a number.
      * If you do not know what to enter in the fields *1 and *3, you can search for them by clicking the
        magnifying glass icon.
        (For more information, see pages 1-2-7, 1-2-8.)
   b) Click the ② Search button, and a list of search results will be displayed in the bottom section of the
      screen.

(3) Select the shipment that you wish to check from the list of search results and check the details.
   a) Select an ③ Air Waybill number and click the ⑤ Inquiry button.
      * To download the search results in a CSV file, click the ⑥ Download button
        (see page 4-1-3 [5]).
   b) If you click an ④ Air Waybill number link, the Shipment Details (Export) screen will open.
      * If the Air Waybill has no Piece ID, the Shipment Details (Export) screen will open, and if the Air
        Waybill has Piece IDs, the Shipment Details per Piece (Export) screen will open.

c) The tracking information of the export shipment will be displayed.
   * If you click an ① Air Waybill number link, shipping document related to the selected Air Waybill number will be displayed in PDF.
   * If you click a ② Delivered link, you can view an image of the recipient's signature.

(4) If the Air Waybill has Piece IDs, you can check tracking information on a Piece ID basis from the Shipment Details per Piece screen.
   a) If you select a ① Piece ID and click the ② Inquiry button, the Shipment Details (Export) screen will open.
   b) If you click a Piece ID number link, the Shipment Details (Export) screen will open as well.

(5) Specify the items that you wish to download and download them in CSV format.
  a) Display search results on the "Shipment List (Export)" screen and then click the Download button to display the Shipment List (Download) screen.
  b) Select the items that you wish to set in the CSV from the Available Item List and display them on the Download Item List with the ① Add button.
 c) Click the ② Download button and download the CSV file.

4.2 Shipment Information / Tracking (Import)

Workflow

The status of import shipments can be checked and shipment information can be downloaded in CSV format.
Check the status of import shipments and download shipment information in the following procedures:

(1) Select "Shipment Information/Tracking (Import)" from the Shipment Information menu.

(2) Search the history of import shipments.

⟹

(3) Select a shipment that you wish to track from the list of search results and check information.

(4) If the Air Waybill has Piece IDs, you can search and check shipment information on a Piece ID basis.

(5) Specify the items that you wish to download and download them in CSV format.

Document Download	▸ Shipment Information	
	Shipment Information/Tracking(Export)	
	Shipment Information/Tracking(Import)	
	Tracking Notice	
	Tracking Notice by User	
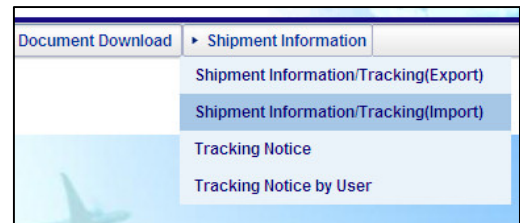
Operating Procedures

(1) Select "Shipment Information/Tracking (Import)" from the Shipment Information menu.

(2) Search the import shipment information.
   a) Select ① Air Waybill number or reference number and enter a number.
      * If you do not know what condition to enter in *3, you can search for it by clicking the magnifying glass icon.
        (For more information, see page 1-2-8.)
   b) Click the ② Search button, and a list of search results will be displayed in the bottom section of the screen.

(3) Select the shipment that you wish to check from the list of search results and check the details.
   a) Select an ③ Air Waybill number and click the ④ Browse button.
      * To download the search results in a CSV file, click the ⑤ Download button.
        (For more information, see page 4-2-3 [5]).
   b) If you click an ③ Air Waybill number link, the Shipment Details (Import) screen will open.
      * If the Air Waybill has no Piece ID, the Shipment Details (Import) screen will open, and if the Air Waybill has Piece IDs, the Shipment Details per Piece (Import) screen will open.

c) The tracking information of the import shipment will be displayed.
  * If you click an ① Air Waybill number link, shipping documents related to the selected Air Waybill
    number is displayed in PDF.
  * If you click a ② Delivered link, you can view an image of the recipient's signature.

(4) If the Air Waybill has Piece IDs, you can retrieve tracking information on a Piece ID basis from the Shipment Details per Piece (Import) screen.
  a) If you select a ① Piece ID and click the ② Inquiry button, the Shipment Details (Import) screen will open.
  b) If you click a ③ Piece ID number link, the Shipment Details (Import) screen will open as well.

(5) Specify the items that you wish to download and download them in CSV format.
  a) Display search results on the "Shipment List (Import)" screen and then click the Download button to display the Shipment List (Download) screen.
  b) Select the items that you wish to set in the CSV from the Available Item List and display them on the Download Item List with the ① Add button.
  c) Click the ② Download button and download the CSV file.

Instruction Manual
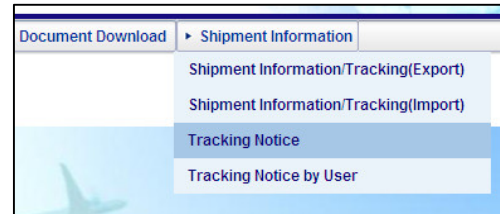
4.3 Tracking Notice

Workflow

You can receive email in transportation processes from pickup to delivery when a tracking point is created including exceptions such as delays in flights or delivery.
The email notification feature needs to be set on an Air Waybill number basis.
Register Tracking Notice in the following procedures:

(1) Select "Tracking Notice" from the Shipment Information menu.

(2) Register the fields required to receive email notifications.

Document Download	▶ Shipment Information
	Shipment Information/Tracking(Export)
	Shipment Information/Tracking(Import)
	Tracking Notice
	Tracking Notice by User

Operating Procedures

Select "Tracking Notice" from the Shipment Information menu and register the information required for the notification.

(1) Select "Tracking Notice" from the Shipment Information menu.

(2) Register the information required for the notification.
　a) Enter the ① Air Waybill number.
　b) Enter an ② email address and select a language.
　c) Check the ③ tracking points of which you wish to be notified and click the ④ Register button.

Tracking Notice

View ID : PCSWG1001E　Ref.Date : 20 Aug2014 10:49

① *Air Waybill No.

② *Email & Language　ENGLISH

Check here in case you wish to select all the tradking point.

③
- IRREGULAR
- Pickup
- Arrived at Facility
- Departed from Facility
- Inspection by Authority
- Flight Departure
- Flight Arrival
- Flight Delay
- Flight Cancel
- Importation Entry
- Released from Customs
- Held in Customs
- Ready to Hand Over to Contracted Companyt
- Hand Over to Importer's Custom House Broker

Activity

④ Register ▶

  * To change the tracking point(s) of which you wish to be notified, select tracking points again by entering the same Air Waybill No. and Email address.

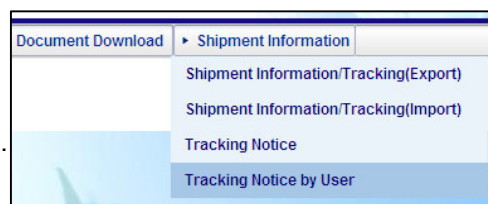## 4.4 Tracking Notice by User

Workflow

You can receive email in transportation processes from pickup to delivery when a tracking point is created including exceptions such as delays in flights or delivery.
You can receive email every time once you set the email notification feature on a user basis.
Register email notification in the following procedures:

(1) Select "Tracking Notice by User" from the Shipment Information menu.

(2) Register data that is necessary to receive email notifications.

Operating Procedures

Select "Tracking Notice by User" from the Shipment Information menu and register information that is required for notification.

(1) Select "Email Notification (on a User Basis)" from the Shipment Information menu.

(2) Register the information necessary for notification.
 a) Enter the ① User Name.
  * If you click the ② Set button on a screen, the information that is linked to the user name will be reflected.
 b) Enter an ③ email address and select a language.
 c) Check the tracking points of which you wish to be ④ notified and click the ⑤ Register button.

 * To change the tracking point(s) of which you wish to be notified, select tracking points again by entering the same user and email address.