



Instruction Manual

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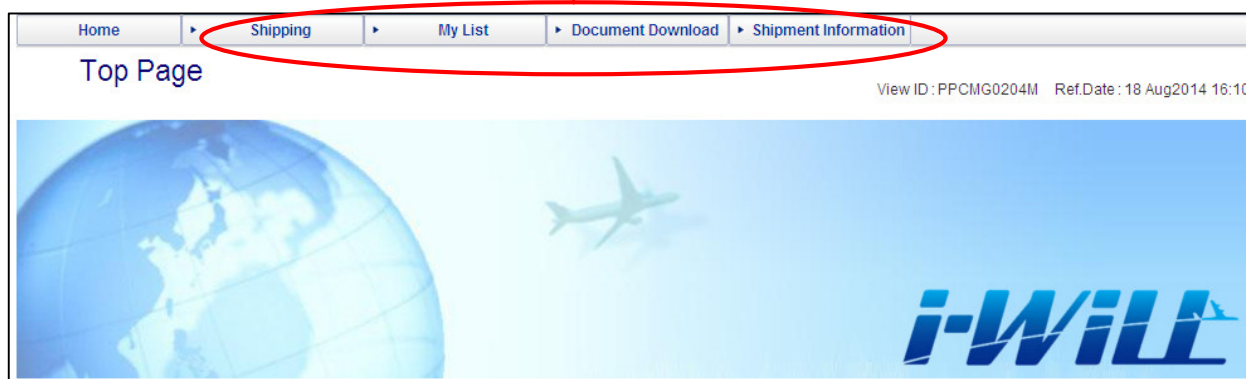
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Introduction

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 Information 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.

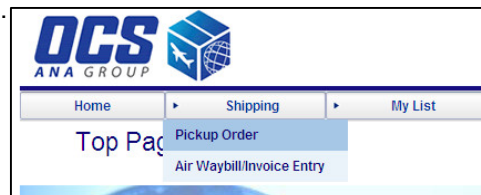
Chapter 1 Shipping

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 ① Order 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 ③ Pickup Order list and click the ⑤ Copy button.

View ID: PCSWG0301S Ref.Date: 20 Aug2014 08:53

Pickup Order Search

Search Condition

① Order Date : 20082014 - 20082014 ddmmyyyy

② Search Clear the condition

Order No.	Company	Section/Contact	Entered by	Pickup Date	Status
③ 201119-01	001 ABC CO.,LTD.	WILL PROJECT MR.TEST	i-WILL User	20Aug2014	

Total Count: 1

④ New ⑤ Copy ⑥ Inquiry ⑦ Cancel

Chapter 1 Shipping

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.
- 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.)
 - Enter the ③ Section (optional).
 - Enter the ④ Contact Name.
 - 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
 - Enter the ⑥ No. of Pieces on a shipment size basis.
 - 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.
 - Enter the ⑨ Date & Time by which the shipment will be ready for pickup.
 - 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.
 - If you have a nonstandard size shipment, enter the size remarks at the ⑪ Nonstandard Size.
 - Enter the ⑫ Pickup Place Info.
 - Click the Registration button to confirm the date that you entered.

Pickup Order Entry View ID: PCSWG0302E Ref.Date: 19 Aug2014 09:41

① *Customer CD	ABC001-001-001	② SET	※1
Company	ABC CO.,LTD.		
③ Section	i-WILL PROJECT		
④ *Contact Name	MR.WILL		
Address	STREET1 STREET2		
City	MINATO-KU		
Region	TOKYO		
Phone No.1	03-9999-9999		
⑤ Phone No.2			
⑥ * No. of Pieces	Small 0 Pcs.	Medium 2 Pcs.	Large 0 Pcs.
Regular Pickup Schedule Mon Tue Wed Thu Fri Sat Sun 1st 2nd 3rd 4th			
		⑦ * Pickup Date	19082014
		⑧ Cutoff Time for Pickup Order	17:00
		⑨ Ready for Pickup at	19082014 Ready
		⑩ Others	<input type="checkbox"/> Need Hand Cart
		⑪ Nonstandard Size	30cm*40cm*50cm 2ctns Ex.)200cm * 10cm * 10cm, 5kg, 10Pcs.
		⑫ Pickup Place Info	Shipment is at the reception desk. Ex.) 4th Floor, In front of the elevator.Call ext.9999 from reception.
⑬ Register Back			

Chapter 1 Shipping

- (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.

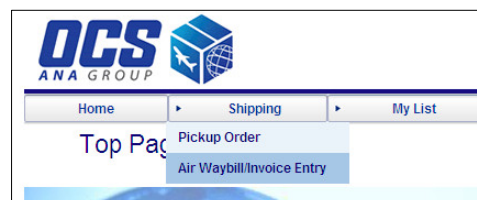
Chapter 1 Shipping

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 ⑥ Copy 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.

Chapter 1 Shipping

Air Waybill / Invoice List View ID : PCSWG1601S Ref.Date : 20 Aug2014 10:12

Search Condition

① * Entry Date: 18082014 - 20082014 Status : ☒ All ☐ Cancel Included ☐ Editing ☐ Issued ☐ Picked up ☐ Cancelled

③ **Search** [Clear the condition](#)

User ID	Air Waybill No.	Shipment Type	Receiver	Section	Address	Status	Entry Date
④ JP1c968v		DOCUMENT	AAA CO.,LTD.	WILL PROJECT	HONG KONG,HONG KONG	Editing	20Aug2014
JP1c968v	14002634074	NON DOCUME	ABC CO.,LTD.	WILL PROJECT	BANGKOK,THAILAND	Cancelled	20Aug2014
JP1c968v	14002634063	DOCUMENT	ABC CO.,LTD.	WILL PROJECT	HONG KONG ISLAND,HON	Issued	20Aug2014
JP1c215o	14002634026	NON DOCUME	ABC CO.,LTD.	WILL PROJECT	SHANGHAI,CHINA	Issued	18Aug2014

Total Count:4

⑤ New ⑥ Copy ⑦ Modify ⑧ Inquiry ⑨ Cancel ⑩ Delete

(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.

Air Waybill / Invoice Entry View ID : PCSWG1602E Ref.Date : 19 Aug2014 17:15

* Air Waybill/Invoice: 3:BOTH ① **SET** [Back](#)

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.

Chapter 1 Shipping

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.

Air Waybill

Invoice

[All](#) | [Shipper](#) | [Receiver](#) | [Importer](#) | [Description of Good\(s\)](#) | [Shipper's Reference No.](#) | [Shipment Information](#) | [Optional Service](#) | [Payment](#) | [ANA Mileage Club](#) |

1.Shipper

* Search Key

ABC

*1

Q

SET

Tax ID for Customs

Company

ABC CO.,LTD.

Country

JAPAN

Postal Code

1088701

Section Name

WILL PROJECT

* Contact Name

MR.TEST

Address

STREET1

STREET2

City

MINATO-KU

Region

TOKYO

* Phone No.

03-9999-9999

Ext No.

1234

Email

2.Receiver

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

Search Key

*1

Q

SET

Tax ID for Customs

* Company

* Country

Postal Code

Q

*2

SET

CLEAR

Section Name

* Contact Name

* Address

* City

Q

*3

Region

Q

*4

* Phone No.

Ext No.

Email

Chapter 1 Shipping

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

*Shipment Type

*Number of Pieces

Weight

Value for Carriage

DOCUMENT

NON DOCUMENT

Please note that transportation charge is based on the measurement by OCS.

7.Optional Service

Optional Service

8.Payment

*Transportation Charge

Customer Code

Section Code

Split Billing

Section Code1

3

5

7

9

2

4

6

8

10

*Duties & Taxes

Customer Code

Section Code

Shipper

Importer

Other * Domestic only

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

Page 1-2-4

Ver1.1

Chapter 1 Shipping

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.	<input type="text"/>
Invoice Date	<input type="text"/> ddmmyyyy
2. Exporter	
<input type="checkbox"/> 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	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="SET"/> *1
Tax ID for Customs	<input type="text"/>
* Company	<input type="text"/>
* Country	<input type="text"/>
Postal Code	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="SET"/> <input type="button" value="CLEAR"/> *2
Section Name	<input type="text"/>
* Contact Name	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/> <input type="button" value="Q"/> *3
Region	<input type="text"/> <input type="button" value="Q"/> *4
* Phone No.	<input type="text"/>
Ext No.	<input type="text"/>
3. Importer	
<input type="checkbox"/> 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	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="SET"/> *1
Tax ID for Customs	<input type="text"/>
* Company	<input type="text"/>
* Country	<input type="text"/>
Postal Code	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="SET"/> <input type="button" value="CLEAR"/> *2
Section Name	<input type="text"/>
* Contact Name	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/> <input type="button" value="Q"/> *3
Region	<input type="text"/> <input type="button" value="Q"/> *4
* Phone No.	<input type="text"/>
Ext No.	<input type="text"/>

Chapter 1 Shipping

4. Terms & Conditions			
Date For Payment	<input type="text"/>		ddmmyyyy
Freight Charge	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
Insurance Charge	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
Other Charge	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>
Remarks	<input style="width: 100%;" type="text"/>		

5. Description of Good(s)			
Template	<input type="text"/>		SET *5
	<input type="text"/>		<input type="button" value="Register as Template"/>
Incoterms	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/> Commercial Value
Country of Origin	<input type="text"/>	<input type="button" value="v"/>	
Currency	<input type="text"/>	<input type="button" value="v"/>	
Purpose of Use	<input type="text"/>		

<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div> <p>* Description <input style="width: 80%;" type="text"/></p> <p>Serial No <input style="width: 80%;" type="text"/></p> <p>* Qty <input style="width: 20%;" type="text"/> * Unit <input style="width: 20%;" type="text"/></p> </div> <div> <p> *6</p> <p>Country of Origin <input style="width: 80%;" type="text"/></p> <p>HS CD <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>* Incoterms <input style="width: 80%;" type="text"/> <input type="checkbox"/> Commercial Value</p> <p>* Currency <input style="width: 20%;" type="text"/> * Unit Value <input style="width: 20%;" type="text"/></p> </div> </div>	<p>SubTotal Value 0</p>
<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div> <p>* Description <input style="width: 80%;" type="text"/></p> <p>Serial No <input style="width: 80%;" type="text"/></p> <p>* Qty <input style="width: 20%;" type="text"/> * Unit <input style="width: 20%;" type="text"/></p> </div> <div> <p> *6</p> <p>Country of Origin <input style="width: 80%;" type="text"/></p> <p>HS CD <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>* Incoterms <input style="width: 80%;" type="text"/> <input type="checkbox"/> Commercial Value</p> <p>* Currency <input style="width: 20%;" type="text"/> * Unit Value <input style="width: 20%;" type="text"/></p> </div> </div>	<p>SubTotal Value 0</p>

Total Count: 2

Please fill out these values if you wish to indicate them on invoice

Total Package <input style="width: 90%;" type="text"/>	Total Net Weight <input style="width: 90%;" type="text"/>	Total Gross Weight <input style="width: 90%;" type="text"/>
--	---	---

6. Remarks	
	<input style="width: 85%;" type="text"/>
	<input style="width: 85%;" type="text"/>
	<input style="width: 85%;" type="text"/>
	<input style="width: 85%;" type="text"/>
	<input style="width: 85%;" type="text"/>

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.

Kindly check the contents you have input. When you press OK button, the registration will be done. Registered Air Waybill/Invoice can not be modified.
Please attach all the Air Waybills to the shipment.

OK Back

Chapter 1 Shipping

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.

- 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.
- 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 10:33

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	<input checked="" type="radio"/> 001	ABC	ABC CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*	*			*
	<input type="radio"/> 004	AAA	AAA CO.,LTD.	MR. WILL	MINATO-KU TOKYO JAPAN	*				
	<input type="radio"/> 005	BBB	BBB CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*				
	<input type="radio"/> 006	CCC	CCC CO.,LTD.	MR.TEST	MINATO-KU TOKYO JAPAN	*	*			
	<input type="radio"/> 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.

- 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.
- 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 ①

Country: JAPAN Postal Code:

Region: TOKYO City: SHIBUYA-KU

② **Search** [Clear the condition](#)

	Country Code	Postal Code	Address
③	<input checked="" type="radio"/> JP	1500000	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500001	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500002	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500011	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500012	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500013	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500021	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500022	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500031	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500032	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500033	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500034	SHIBUYA-KU TOKYO JAPAN
	<input type="radio"/> JP	1500035	SHIBUYA-KU TOKYO JAPAN

Total Count: 235

④ **Select** [Cancel](#)

Chapter 1 Shipping

■ *3 City Search

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

- 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.
- 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.

City Search

View ID : PPCMX4201X Ref.Date : 20 Aug2014 10:41

Search Condition

City : SA Region Code :
Country : JAPAN LOCODE :
② Search Clear the condition

	City	Region Code	Country Cod	Locode
③	SABAE-SHI	18	JP	JPTYO
	SADO-SHI	15	JP	JPTYO
	SAGA-SHI	41	JP	JPOSA
	SAGAE-SHI	06	JP	JPTYO
	SAGAMIHARA-SHI	14	JP	JPTYO
	SAIHAKU-GUN	31	JP	JPOSA
	SAIJO-SHI	38	JP	JPOSA
	SAIKAI-SHI	42	JP	JPOSA
	SAIKI-SHI	44	JP	JPOSA
	SAITAMA-SHI	11	JP	JPTYO
	SAITO-SHI	45	JP	JPOSA
	SAKADO-SHI	11	JP	JPTYO
	SAKAI-SHI	18	JP	JPTYO

Total Count: 43

④ Select Cancel

■ *4 Region Search

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

- 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.
- 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.

Reigon Search

View ID : PPCMX4101X Ref.Date : 20 Aug2014 10:43

Search Condition

Region :
Country : JAPAN
② Search Clear the condition

	Region Code	Region	Country Code
③	01	HOKKAIDO	JP
	02	AOMORI	JP
	03	IWATE	JP
	04	MIYAGI	JP
	05	AKITA	JP
	06	YAMAGATA	JP
	07	FUKUSHIMA	JP

Total Count: 47

④ Select Cancel

Chapter 1 Shipping

■ *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.

Invoice Description Template Search View ID: PPCMX3401X Ref.Date: 20 Aug2014 10:49

Search Condition

① Template Name:

② **Search** [Clear the condition](#)

Template Name	User ID	User Name	Update Date
③ <input checked="" type="radio"/> TEMPLATE 1	JP1c968v	i-WILL User	28Feb2014
<input type="radio"/> TEMPLATE 2	JP1c968v	i-WILL User	20Aug2014

Total Count: 2

④ **Select** [Cancel](#)

■ *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.

Item Search View ID: PPCMX4301X Ref.Date: 20 Aug2014 11:02

Search Condition

① Description1: Description2:

Serial No.: HS Code:

② **Search** [Clear the condition](#)

Description1 Description2	Serial No	Country of Origin	HS Code
③ <input checked="" type="radio"/> ITEM 1	JAPAN		
<input type="radio"/> ITEM DETAIL 1	123456789		111111 1111111111
<input type="radio"/> ITEM 2	UNITED STATES		
<input type="radio"/> ITEM DETAIL 2	987654321		222222 2222222222

Total Count: 2

④ **Select** [Cancel](#)

Chapter 1 Shipping

■ *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.

帳票選択

画面ID : PPCMX4401X 最終参照日時 : 27/ Sep/2011 15:4

フォームID	説明
<input checked="" type="radio"/> RCSWX0030T00001_ja	DECLARATION OF NO-WOOD PACKING MATERIAL (OCS)
<input type="radio"/> RCSWX0030T00002_ja	DECLARATION OF NO-WOOD PACKING MATERIAL (Company)

件数 : 2

② 選択


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

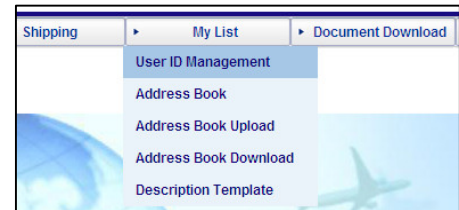
Chapter 2 My List

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.




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 ② User 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.


User ID Management
View ID : PCSWG0601S Ref.Date : 20 Aug2014 10:16

Search Condition

Account CD : ABC001 - User ID : User Name : ☐ Include Deleted(DL)

① Search [Clear the condition](#)

Account Code	User ID	User Name	Role	Email	Phone No.	DL
ABC001-001	HK1c213e	Mr. TEST	i-WILL_ADMINISTRATOR	test1@ocs.co.jp	1234-5678	
ABC001-001	HK1c742r	Ms. TEST	i-WILL_ADMINISTRATOR	test2@ocs.co.jp	1234-5679	
ABC001-001	HK1c805m	i-WILL User	i-WILL_ADMINISTRATOR	test@ocs.co.jp	1234-5670	

Total Count: 3

③ New
④ Modify
⑤ Inquiry
⑥ Password Reset
⑦ Delete

Chapter 2 My List

(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.

Chapter 2 My List

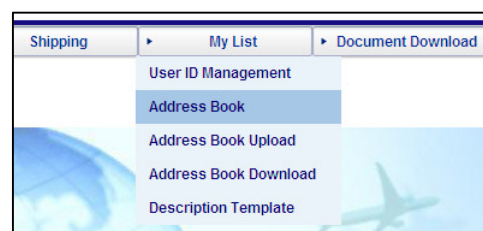
2.2 Address Book

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.



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.

Chapter 2 My List

Address Book Search View ID: PCSWG0801S Ref.Date: 20 Aug2014 10:18

Search Condition

① Search Key: Country: Company Name: ☐ Include Deleted(DL)

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	City	P	E	I	D	B	DL
③	001	ABC	ABC CO.,LTD.	WILL PROJECT	MR.TEST	MINATO-KU TOKYO JAPAN	*	*	*	*	
	002	SHA	ABC CO.,LTD.	WILL PROJECT	MS.TEST	SHANGHAI SHANGHAI CHINA			*	*	*
	003	BKK	ABC CO.,LTD.	WILL PROJECT	MR.TEST	BANGKOK THAILAND		*	*	*	*
	004	AAA	AAA CO.,LTD.	WILL PROJECT	MR.WILL	MINATO-KU TOKYO JAPAN	*				
	005	BBB	BBB CO.,LTD.	WILL PROJECT	MR.TEST	MINATO-KU TOKYO JAPAN	*				
	009	HKG	ABC CO.,LTD.	WILL PROJECT	Mr.TEST	WANCHAI HONG KONG ISLAND		*	*	*	*

Total Count:6

New **Modify** **Delete**

④ ⑤ ⑥

(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.

Address Book Maintenance View ID: PCSWG0802E Ref.Date: 20 Aug2014 10:21

Customer Code: ☒ Deleted

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

* Search Key:
(You can use this data as search condition on Address Search.)

Tax ID for Customs:

* Company:

Section:

* Contact Name:

* Country: ①

Postal Code: ※2 **SET** **CLEAR**

* Address:

* City: ※3 **Q**

Region: ※4 **Q**

* Phone No.:

Ext No.:

FAX No.:

Email:

Billing Section Code:

Register **Back**

③

(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.

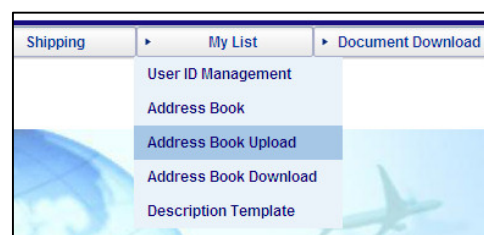
Chapter 2 My List

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).

The screenshot shows the 'Address Book Upload' screen. At the top, there's a header with 'Address Book Upload' and 'View ID : PCSWG0804X Ref. Date : DD/MM/YYYY HH:MM'. Below this is a section titled 'Upload Information' with a text input field for 'Upload File:' and a 'Select' button. Below the input field is a large orange button labeled 'Upload', which is circled in red and labeled with a circled '2'. Below the 'Upload' button, there's a table showing upload results. The table has columns for 'Line No.', 'SearchKey', and 'Error Message'. The table shows 10 successful data rows and 3 error data rows. The error rows are circled in red and labeled with a circled '3'. The error messages include 'company name lenght overflow' and 'account code duplicate error'. At the bottom of the table, it says 'Total Count: 100'.

Line No.	SearchKey	Error Message
1	JPN-01	company name lenght overflow
5	JPN-OTU-01	account code duplicate error
XXX	XXXXXXXXXXXXXXXXXXXX2	XXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3
1	JPN-01	company name lenght overflow
5	JPN-OTU-01	account code duplicate error
XXX	XXXXXXXXXXXXXXXXXXXX2	XXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3
1	JPN-01	company name lenght overflow
5	JPN-OTU-01	account code duplicate error
XXX	XXXXXXXXXXXXXXXXXXXX2	XXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3
1	JPN-01	company name lenght overflow
5	JPN-OTU-01	account code duplicate error
XXX	XXXXXXXXXXXXXXXXXXXX2	XXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3
5	JPN-OTU-01	account code duplicate error
XXX	XXXXXXXXXXXXXXXXXXXX2	XXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3
1	JPN-01	company name lenght overflow

- (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.

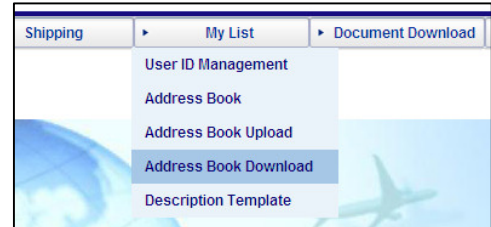
Chapter 2 My List

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.



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**

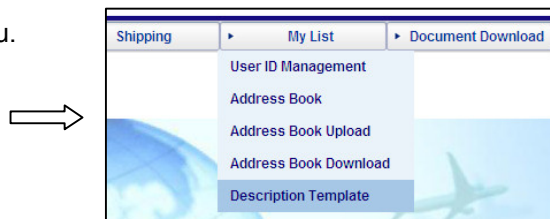
Chapter 2 My List

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.

Chapter 2 My List

(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.

Description of Good(s) Template List View ID : PCSWG0506S Ref.Date : 20 Aug2014 11:31

Template Name	User ID	User Name	Update Date
TEMPLATE 1	JP1c968v	i-WILL User	28Feb2014
TEMPLATE 2	JP1c968v	i-WILL User	20Aug2014

Total Count: 2

New Copy Modify Inquiry Delete

(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.)

Description of Good(s) Template Entry View ID : PCSWG0505E Ref.Date : 20 Aug2014 11:34

* Template Name

* Description *6

Country of Origin

HS CD

Incoterms

Currency

Unit Value

Sub Total Value 0

Serial No

Qty

Unit

Commercial Value

Sub Total Value 0

Total Count: 2

Delete Add

Register Back

(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.

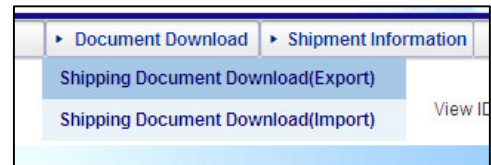
Chapter 3 Document Download

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.



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.

Chapter 3 Document Download

Shipping Document Download (Export)
 View ID: PCSWG1101X Ref.Date: 20 Aug2014 11:57

Search Condition

① AirWaybill No. ② ☐ this User ID Only
 Shipper's Reference No. Permit Date: - ddmmyyyy
 Shipper Search Key: *1 Declaration No:
 Receiver Search Key: *1 Shipment Type: ☒ DOCUMENT ☒ NON DOCUMENT
 Importer Search Key: *1 Document Type: ☒ AirWaybill(A) ☒ Invoice(I)
 Receiver Country: ☐ ED(ED) ☒ DeliverySheet(D)

④ **Search** [Clear the condition](#)

<input type="checkbox"/>	Air Waybill No.	Entry Date	Shipper	Receiver	A	I	ED	D
⑤ <input type="checkbox"/>	14002634085	20Aug2014	ABC CO.,LTD.WILL PROJECT	ABC CO.,LTD.WILL PROJECT	SHANGHAISHANG	*	*	
<input type="checkbox"/>	14002634074	20Aug2014	ABC CO.,LTD.WILL PROJECT	ABC CO.,LTD.WILL PROJECT	BANGKOKBANGK	*	*	
<input type="checkbox"/>	14002634063	20Aug2014	ABC CO.,LTD.WILL PROJECT	ABC CO.,LTD.WILL PROJECT	WANCHAIHONG K	*	*	

Total Count: 3
 ⑥ ☒ Download Image ☒ Air Waybill ☒ Invoice ☒ ED ☒ Delivery Sheet ⑦ **Download**

By clicking ⑧ “*”, you will be able to view the image.

(A: Air Waybill; I: Invoice; ED: Export declaration certificate; D: Delivery sheet)

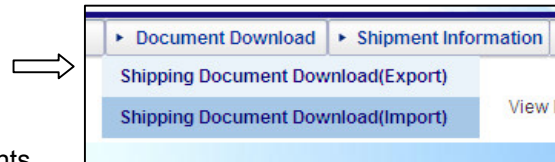
Chapter 3 Document Download

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.




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.

Chapter 3 Document Download


Shipping Document Download (Import)
View ID: PCSWG1202X Ref.Date: 20 Aug2014 18:16

Search Condition

☒ ① Air Waybill No.
☐ Shipper's Reference No.
 Shipper Company Name:
 Shipper Country:

Permit Date: -
 Declaration No.:
 Shipment Type: ☒ DOCUMENT ☒ NON DOCUMENT
 Document Type: ☒ Air Waybill(A) ☒ Invoice(I) ☒ ID(ID) ☒ Delivery Sheet(D)

③ **Search** [Clear the condition](#)

	Air Waybill No.	Permit Date	Shipper	Receiver	<div> ⑤ <table border="1"> <thead> <tr> <th>A</th> <th>I</th> <th>ID</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>*</td> <td>*</td> <td>*</td> <td>*</td> </tr> <tr> <td>*</td> <td>*</td> <td>*</td> <td>*</td> </tr> </tbody> </table> </div>	A	I	ID	D	*	*	*	*	*	*	*	*
A	I	ID	D														
*	*	*	*														
*	*	*	*														
④ <input type="checkbox"/>	1-002634111	20Aug2014	XYZ CO.,LTD.WILL PROJECT	WANCHAI	ABC CO.,LTD.WILL												
<input type="checkbox"/>	14002634100	20Aug2014	ABC CO.,LTD.WILL PROJECT	WANCHAI	ABC CO.,LTD.WILL												

Total Count: 2

⑥ ☒ Download Image ☒ Air Waybill ☒ Invoice ☒ ID ☒ Delivery Sheet

⑦ **Download**

By clicking ⑤ “*,” you will be able to view the image.

(A: Air Waybill; I: Invoice; ID: Import Declaration Certificate; D: Delivery sheet)

Chapter 4 Shipment Information

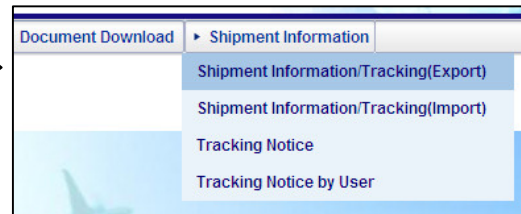
4.1 Shipment Information / Tracking (Export)

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.

Chapter 4 Shipment Information

Shipment List (Export)
View ID: PCSWG1401S Ref.Date: 20 Aug2014 18:34

Search Condition

☐ Air Waybill No. Entry Date: -

☐ Shipper's Reference No. ☐ This User ID Only Shipment Type ☒ DOCUMENT ☒ NON DOCUMENT

 Shipper Search Key: Shipper Company Name:

 Receiver Search Key: Receiver Company Name:

 Receiver City: Receiver Country:

[Clear the Condition](#)

	Air Waybill No.	Entry Date	Receiver	Date/Time	Activity
<input type="radio"/>	14002634015	18Aug2014	ABC CO.,LTD. WILL PROJECT SHANGHAI SHANGHAI	Mon 18Aug2014 11:21	Shipment Data
<input type="radio"/>	14002634026	18Aug2014	ABC CO.,LTD. WILL PROJECT SHANGHAI SHANGHAI	Wed 20Aug2014 12:04	Delivered
<input type="radio"/>	14002634063	20Aug2014	ABC CO.,LTD. WILL PROJECT WANCHAI HONG KONG ISLAND	Wed 20Aug2014 12:08	Pickup
<input type="radio"/>	14002634074	20Aug2014	ABC CO.,LTD. WILL PROJECT BANGKOK BANGKOK	Wed 20Aug2014 10:10	Shipment was
<input type="radio"/>	14002634085	20Aug2014	ABC CO.,LTD. WILL PROJECT SHANGHAI SHANGHAI	Wed 20Aug2014 11:57	Shipment Infor
<input type="radio"/>	14002634096	20Aug2014	ABC CO.,LTD. WILL PROJECT WANCHAI HONG KONG ISLAND	Wed 20Aug2014 12:22	Delivered
<input checked="" type="radio"/>	14002634122	20Aug2014	ABC CO.,LTD. WILL PROJECT WANCHAI HONG KONG ISLAND	Wed 20Aug2014 18:33	Delivered

Total Count: 7

- 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.



Shipment Details (Export)

View ID : PCSWG1402R Ref.Date : 20 Aug2014 18:38

①

Air Waybill No.	14002634122	Shipment Type	DOCUMENT
Number of Pieces	1	Actual Weight	0.1 kg
Product	IEX	Vol. Weight	0.0 kg

Shipper

Customer Code	ABC001 - 001 - 001
Company	ABC CO.,LTD.
Section Name	WILL PROJECT
Contact Name	MR.TEST
Address	STREET1 STREET2
City	MINATO-KU
Region	TOKYO
Country	JAPAN

Receiver

Customer Code	ABC001 - 001 - 009
Company	ABC CO.,LTD.
Section Name	WILL PROJECT
Contact Name	Mr.TEST
Address	STREET1 STREET2
City	WANCHAI
Region	HONG KONG ISLAND
Country	HONG KONG

Ref. No.

②

Tracking Information (Piece ID:14002634122)			
Wed 20Aug2014 18:33		Delivered	Test
Wed 20Aug2014 17:28	Hong Kong Airport , HONG KONG	Out for Delivery	OCS
Wed 20Aug2014 17:28	Hong Kong Airport , HONG KONG	Delivery Route Fix	

Chapter 4 Shipment Information

- (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.

Shipment Details by Piece (Export) View ID: PCSWG1403S Ref.Date: 20 Aug2014 12:26

Selected Detail Information				
Air Waybill No.	14002634096	Tracking	Wed 20Aug2014 12:22 Delivered	
Receiver	ABC CO.,LTD. WILL PROJECT	Entry Date	20Aug2014	
Receiver City	WANCHAI HONG KONG			

Piece ID	Date/Time	Activity	Location	Remarks
① P14001930876	Wed 20Aug2014 12:22	Delivered		Company Stamp :
P14001930880	Wed 20Aug2014 12:17	Inspection by Authority	SHIBAURA	

Total Count:2

② Inquiry Back

- (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.

Shipment List Download (Export) View ID: PCSWG1404X Ref.Date: 20 Aug2014 12:34

Available Item List

- Shipment Type
- Product Code
- Commercial Value
- Company Code (Shipper)
- Account Code (Shipper)
- Customer Code (Shipper)
- Company Name1 (Shipper)
- Company Name2 (Shipper)
- Contact Name (Shipper)
- Section Name (Shipper)
- Address1 (Shipper)
- Address2 (Shipper)
- City Name (Shipper)
- Region Name (Shipper)
- Country (Shipper)
- Postal Code (Shipper)
- Phone No (Shipper)
- Ext No (Shipper)
- Email (Shipper)
- Tax ID for Customs (Shipper)
- Company Code (Importer)
- Account Code (Importer)
- Customer Code (Importer)
- Tax ID for Customs (Importer)
- Company Name1 (Importer)

① Add > < Remove

Download Item List

Air Waybill No

② Download Back

Chapter 4 Shipment Information

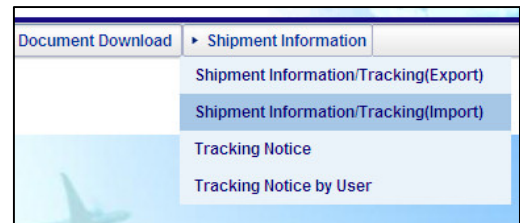
4.2 Shipment Information / Tracking (Import)

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.



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.

Chapter 4 Shipment Information

Shipment List (Import)

View ID : PCSWG1505S Ref.Date : 20 Aug2014 17:57

Search Condition

① Air Waybill No.

Permit Date: - ddmmyyyy

Shipper's Reference No.

Shipment Type: ☒ DOCUMENT ☒ NON DOCUMENT

Shipper Company Name:

Shipper City: *3

Shipper Country:

Receiver Company Name:

② **Search**

[Clear the condition](#)

	Air Waybill No.	Shipper	Date/Time	Activity	Permit Date
③	14002634100	ABC CO.,LTD. WILL PROJECT	Wed 20Aug2014 17:56	Delivered	20Aug2014
	14002634111	XYZ CO.,LTD. WILL PROJECT	Wed 20Aug2014 17:53	Released from	20Aug2014

Total Count: 2

④ **Inquiry**

⑤ **Download**

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.

Shipment Details (Import)

View ID : PCSWG1506R Ref.Date : 20 Aug2014 18:01

① AirWayBill Information

Air Waybill No.	14002634100	Shipment Type	DOCUMENT
Number of Pieces	1	Actual Weight	0.1 kg
Product	IEX	Entry Date	20Aug2014

Shipper

Customer Code	ABC001 - 001 - 004
Company	ABC CO.,LTD.
Section Name	WILL PROJECT
Contact Name	MR.TEST
Address	STREET1 STREET2
City	WANCHAI
Region	HONG KONG ISLAND
Country	HONG KONG

Receiver

Customer Code	ABC001 - 001 - 001
Company	ABC CO.,LTD.
Section Name	WILL PROJECT
Contact Name	MR.TEST
Address	STREET1 STREET2
City	MINATO-KU
Region	TOKYO
Country	JAPAN

Ref. No.

② Tracking Information(Piece ID:14002634100)

Wed 20Aug2014 17:56		Delivered	Test
Wed 20Aug2014 17:56	SHIBAURA, JAPAN	Out for Delivery	OCS
Wed 20Aug2014 17:55	SHIBAURA, JAPAN	Delivery Route Fix	
Wed 20Aug2014 17:54	SHIBAURA, JAPAN	Arrived at Facility	
Wed 20Aug2014 17:54	NARITA AIRPORT, JAPAN	Departed from Facility	
Wed 20Aug2014 17:52	NARITA AIRPORT, JAPAN	Released from Customs	Permission

Chapter 4 Shipment Information

- (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.
- If you select a ① Piece ID and click the ② Inquiry button, the Shipment Details (Import) screen will open.
 - If you click a ③ Piece ID number link, the Shipment Details (Import) screen will open as well.

Shipment Details by Piece (Import) View ID: PCSWG1507S Ref.Date: 20 Aug2014 18:07

Selected Detail Information

Air Waybill No.	14002634111	Tracking	Wed 20Aug2014 17:53 Released from Customs
Shipper	XYZ CO.,LTD. WILL PROJECT	Permit Date	20Aug2014
Shipper City	WANCHAI HONG KONG		

③ Piece ID	Date/Time	Activity	Location	Remarks
① P14001930891	Wed 20Aug2014 17:53	Released from Customs: Permission	NARITA AIRPORT	
P14001930902	Wed 20Aug2014 17:53	Released from Customs: Permission	NARITA AIRPORT	

Total Count:2

② Inquiry Back

- (5) Specify the items that you wish to download and download them in CSV format.
- Display search results on the "Shipment List (Import)" screen and then click the Download button to display the Shipment List (Download) screen.
 - 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.
 - Click the ② Download button and download the CSV file.

Shipment List Download (Import) View ID: PCSWG1508X Ref.Date: 20 Aug2014 18:09

Available Item List

- Shipment Type
- Product Code
- Commercial Value
- Company Name1 (Shipper)
- Company Name2 (Shipper)
- Contact Name (Shipper)
- Section Name (Shipper)
- Address1 (Shipper)
- Address2 (Shipper)
- City Name (Shipper)
- Region Name (Shipper)
- Country (Shipper)
- Postal Code (Shipper)
- Phone No (Shipper)
- Ext No (Shipper)
- Email (Shipper)
- Tax ID for Customs (Exporter)
- Tax ID for Customs (Importer)
- Company Name1 (Importer)
- Company Name2 (Importer)
- Contact Name (Importer)
- Section Name (Importer)
- Address1 (Importer)
- Address2 (Importer)
- City Name (Importer)

Download Item List

Air Waybill No

① Add >

< Remove

② Download Back

Chapter 4 Shipment Information

4.3 Tracking Notice

Workflow

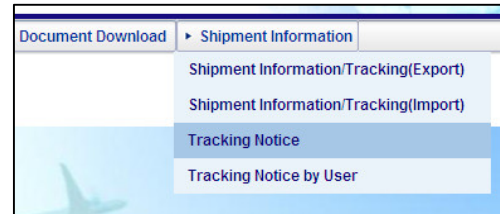
You can receive email in transportation processes from pickup to delivery when a tracking point is created including exceptions such as delays in flights or delivery.

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.



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.

The screenshot shows the 'Tracking Notice' registration form. At the top, there's a header with the title 'Tracking Notice' and a 'View ID : PCSWG1001E Ref.Date : 20 Aug2014 10:49'. The form has several sections:

- ① Air Waybill No.:** A text input field.
- ② Email & Language:** A section with multiple rows, each containing an email address input field and a language dropdown menu (all set to 'ENGLISH').
- ③ Tracking Points:** A list of checkboxes for selecting tracking points. The first checkbox, 'IRREGULAR', is circled in red. A callout box points to this checkbox with the text: 'Check here in case you wish to select all the tracking point.' The list includes: '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 Company', and 'Hand Over to Importer's Custom House Broker'.
- ④ Register:** A blue button at the bottom right, circled in red.

* 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.

Chapter 4 Shipment Information

4.4 Tracking Notice by User

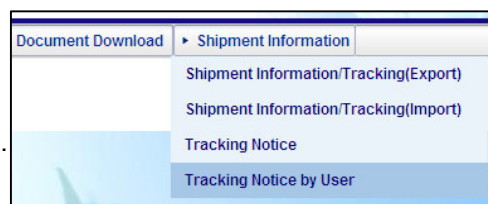
Workflow

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.

The screenshot shows the 'Tracking Notice by User' registration form. It includes the following elements with numbered callouts:

- ①** User Name: A dropdown menu showing 'i-WILL User'.
- ②** Set: A button next to the User Name dropdown.
- ③** Email & Language: A section with multiple input fields for email addresses and dropdown menus for language selection (all set to 'ENGLISH').
- ④** Tracking Points: A list of checkboxes for various tracking events. The first checkbox, 'IR REGULAR', is checked. A callout box points to this section with the text: 'Check here in case you wish to select all the tracking point.'
- ⑤** Register: A button at the bottom right of the form.

The form also displays 'View ID: PCSWG1301E' and 'Ref.Date: 20 Aug2014 10:51' in the top right corner.

* 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.