

WallTech



## *CargoWare User Manual*

WallTech



| Version | Revision Date | Reviser  |
|---------|---------------|----------|
| V1.0    | 2015-02-01    | Walltech |
| V2.0    | 2018-11-25    | Walltech |
| V3.0    | 2020-02-07    | Walltech |

WallTech

## Directory

|   |    |
|---|----|
| Chapter I System Overview .....                           | 5  |
| 1.1 CargoWare system feature .....                        | 5  |
| 1.2 System Environment Requirements and Precautions.....  | 5  |
| 1.3 Operation Flow Description .....                      | 5  |
| 1.4 Description of system login and interface style ..... | 5  |
| Chapter II Basic Materials .....                          | 6  |
| 2.1 Partner Management .....                              | 6  |
| 2.1.1 Customer .....                                      | 7  |
| 2.1.2 Agent.....  | 10 |
| 2.1.3 Agent.....  | 12 |
| 2.1.4 Warehouse.....                                      | 14 |
| 2.2 Harbours and Airports.....                            | 15 |
| 2.2.1 Harbour .....                                       | 15 |
| 2.2.2 Airport.....  | 15 |
| 2.3 Exchange rate management.....                         | 16 |
| 2.4 Charge Items .....                                    | 16 |
| 2.5 Cost options .....                                    | 17 |
| 2.6 Contract Management .....                             | 18 |
| 2.6.1 New Contract .....                                  | 19 |
| 2.6.2 Renewal of Contract.....                            | 20 |
| 2.6.3 Edit Contract .....                                 | 20 |
| 2.6.4 Reminder Configuration.....                         | 21 |
| 2.6.3 Log View.....                                       | 21 |
| Chapter III Freight Rate .....                            | 21 |
| 3.1 Freight Rate Inquiry .....                            | 21 |
| 3.2 Entry of Full Container Freight Rate .....            | 23 |
| 3.3 Entry of Surcharge for the Whole Case .....           | 24 |
| 3.4 Freight Sharing.....                                  | 25 |
| 3.5 LCL Freight Rate Entry .....                          | 26 |
| 3.6 Air Freight Rate Entry.....                           | 28 |
| Chapter IV Sales .....                                    | 29 |

|   |    |
|---|----|
| 4.1 Sales Query .....   | 29 |
| 4.2 Remote booking .....  | 30 |
| 4.2. 1 Interface Introduction.....  | 30 |
| 4.2. 2 Remote Order Generation .....  | 31 |
| Chapter V Export and Import by Sea.....                                       | 32 |
| 5.1 Introduction to the Style and Function of Shipping Export Interface ..... | 32 |
| 5.1. 1 System Style Description .....   | 32 |
| 5.1. 2 Introduction to Basic Functions .....                                  | 33 |
| 5.2 Pre-examination of booking space .....                                    | 34 |
| 5.2. 1 Introduction to the circulation of pre-trial booking work orders.....  | 34 |
| 5.3 Shipping Booking .....  | 36 |
| 5.3. 1 Direct Creation of Marine Booking Manifest .....                       | 36 |
| 5.3. 2 Pre-allocation Info Tab .....  | 37 |
| 5.3. 3 Operation Instructions for MBL Tab .....                               | 41 |
| 5.4 Production and Use of Output Format .....                                 | 43 |
| 5.4. 1 Use of output format .....   | 43 |
| 5.4. 2 Production method of output format .....                               | 44 |
| 5.5 Work Order Status .....   | 46 |
| 5.6 Operation Mode of LCL .....   | 47 |
| 5.7 Imports by sea .....  | 49 |
| Chapter VI Export by Air Transport and Import by Air Transport.....           | 50 |
| 6.1 Master Doc Management .....   | 50 |
| 6.2 Pre-examination of booking space .....                                    | 51 |
| 6.3 Air Booking.....  | 52 |
| 6.3. 1 Direct single operation mode .....                                     | 52 |
| 6.3. 2 Operation mode of one master and one sub .....                         | 53 |
| 6.3. 3 Operation mode of one master and multiple divisions.....               | 54 |
| 6.4 Imports by air .....  | 55 |
| 6.4. 1 Introduction to Air Transport Import Tab.....                          | 56 |
| Chapter VII Railway Exit .....  | 58 |
| 7.1 Introduction of Railway Exit Interface Style and Function .....           | 58 |
| 7.1. 1 Description of interface style .....                                   | 58 |
| 7.1. 2 Introduction of Basic Functions .....                                  | 59 |

|   |    |
|---|----|
| 7.2 Box Pipe.....                                       | 60 |
| 7.2. 1 Summary Description of Functions .....           | 60 |
| 7.2. 2 Details of Buying and Selling Leased.....        | 61 |
| 7.3 Container Inquiry .....                             | 62 |
| 7.3. 1 Information Introduction of Containers .....     | 63 |
| 7.4 Railway Operation .....                             | 63 |
| 7.4. 1 Direct Creation of Railway Business Orders ..... | 64 |
| 7.4. 2 Packing Info Tab .....                           | 65 |
| 7.4. 3 Header and End Tab.....                          | 67 |
| 7.5 Production and Use of Output Format .....           | 68 |
| 7.5. 1 Usage of output format.....                      | 68 |
| 7.5. 2 Production method of output format .....         | 68 |
| 7.6 Work Order Status .....                             | 68 |
| 7.7 Operation Mode of LCL .....                         | 69 |
| Chapter VIII Settlement .....                           | 71 |
| 8.1 Financial audit.....                                | 71 |
| 8.1. 1 Expense Review .....                             | 71 |
| 8.1. 2 Batch Approval .....                             | 72 |
| 8.1. 3 Increase or Decrease of Expenses .....           | 73 |
| 8.2 Reconciliation .....                                | 74 |
| 8.2. 1 Reconciliation .....                             | 74 |
| 8.2. 2 Bills .....                                      | 75 |
| 8.2. 3 Statement.....                                   | 75 |
| 8.3 Invoicing .....                                     | 75 |
| 8.4 Payment Request.....                                | 77 |
| 8.5 Write-off .....                                     | 78 |
| 8.6 Paid-in and Paid-in.....                            | 79 |
| 8.7 Master Doc Release Management.....                  | 80 |
| 8.7. 1 Document Release Approval.....                   | 80 |
| 8.7. 2 Bill of Lading Management .....                  | 80 |
| Chapter 9 System Maintenance.....                       | 82 |
| 9.1 Authority Management .....                          | 82 |
| 9.1. 1 Define Organizational Structure .....            | 83 |



|  |    |
|--|----|
| 9.1. 2 Role Permission Definition .....      | 84 |
| 9.2 User Management .....                    | 84 |
| 9.2. 1 User Maintenance .....                | 85 |
| 9.2. 2 User Role Assignment.....             | 85 |
| 9.3 Basic Configuration .....                | 85 |
| 9.3. 1 Template Management.....              | 85 |
| 9.3. 2 Configuration Management .....        | 86 |
| 9.3. 3 Business Status Management.....       | 87 |
| 9.3. 4 File Class Management .....           | 88 |
| 9.3. 5 Verification Rule Configuration ..... | 89 |
| 9.3. 6 Configuration of odd number.....      | 90 |
| 9.3. 7 Push Configuration .....              | 90 |

WallTech

WallTech

## Chapter I System Overview

### 1. 1 CargoWare system feature

Leading rather than following: SAAS (Software as a Service) system platform for freight forwarding enterprise management software enables traditional freight forwarding enterprises to rapidly deploy, low cost, rent and use on demand in the contemporary and future information interaction.

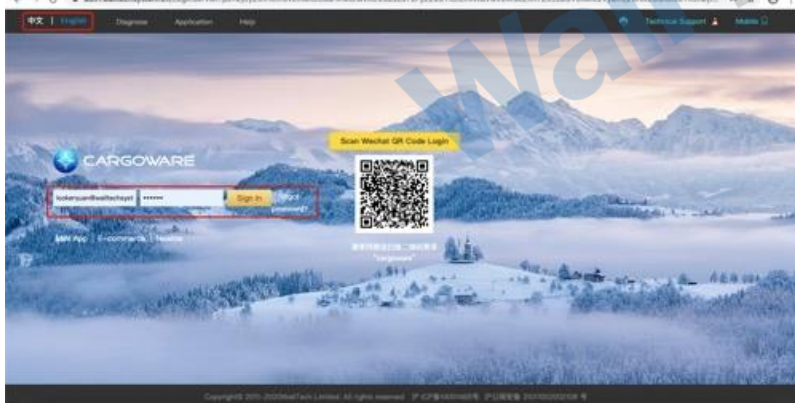
Change by cloud:

### 1. 2 System Environment Requirements and Precautions

### 1. 3 Operation Flow Description

### 1. 4 Description of system login and interface style

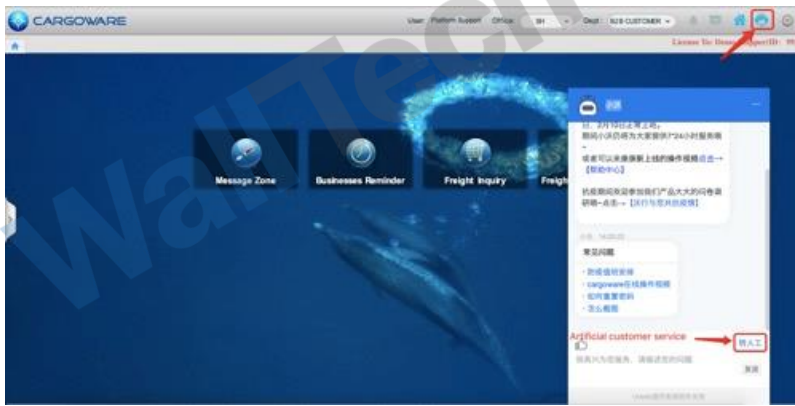
Operators can log in through the account set by the enterprise, and the system will match the corresponding system modules according to the authority of the login account number.



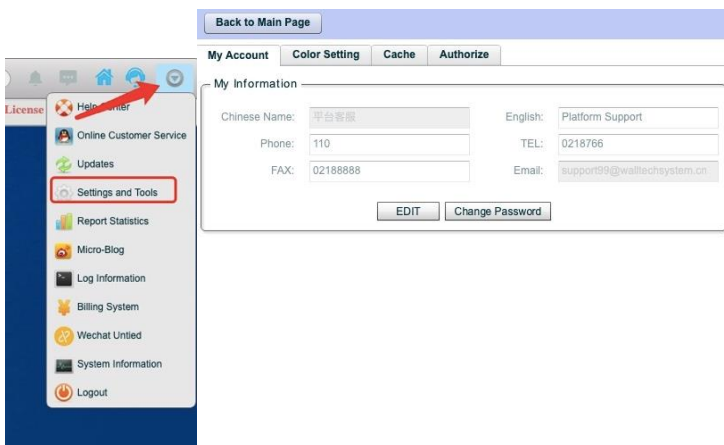
The system plan can switch Chinese and English at any time. In the login interface, you can also click the "Physical Examination" button in the upper left corner to view the network of the terminal and the status of the system hardware configuration.



After the system logs in, the menu bar of the system module displayed on the left matches the permission of the login account. At the top of the interface is the login account number and the companies and departments it belongs to. In the middle area, the account login can freely define the system module with shortcut association. The method is to select the system module menu on the left and drag it directly to the shortcut area. The system will automatically generate a shortcut to the module.



Click on the menu bar and select "Online Customer Service" to contact our platform customer service personnel and select which service personnel to communicate with.



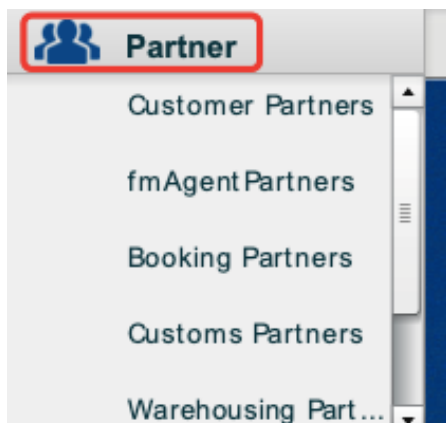
In the menu bar, users can find functions such as account password modification function and page display personalization function.

## Chapter II Basic Materials

### 2.1 Partner Management

Before formally using the system, we must first maintain the customer and supplier information and enter the partner module.

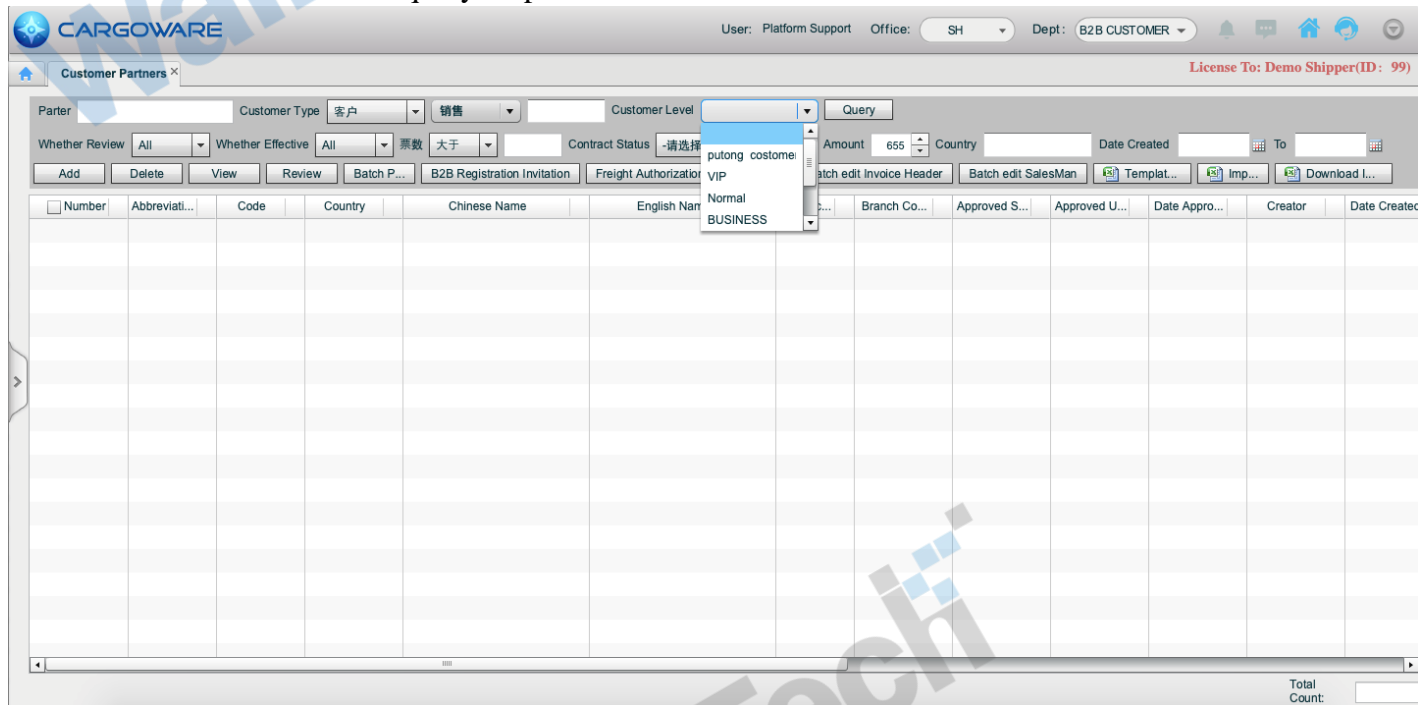
Partners are divided into two categories: customers and suppliers. Suppliers are subdivided into overseas agents, booking agents, customs brokers and other categories. In this module, they are maintained in the corresponding modules according to their corresponding roles.



### 2.1. 1 Customer

That is, the entrusting unit.

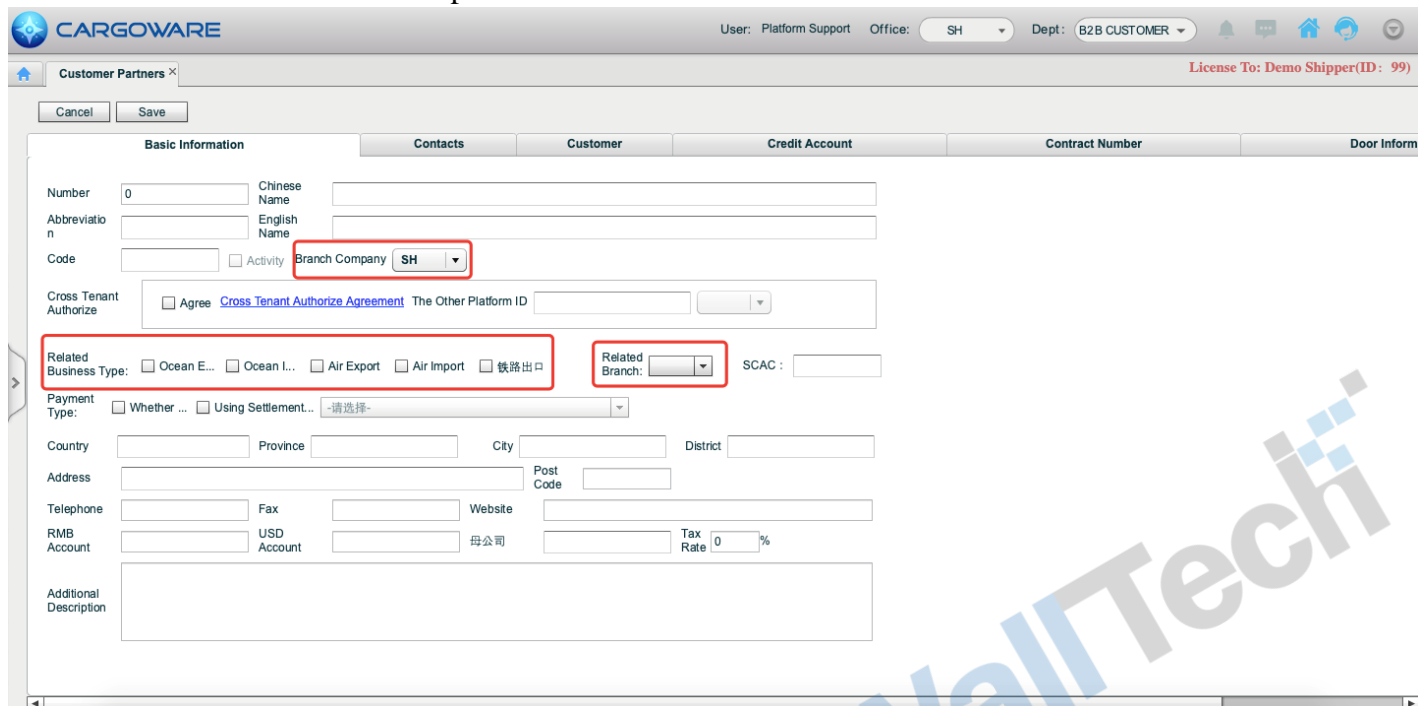
This module can maintain and query all partners with the Customer attribute.



#### Add

Click the Add button to maintain a new Customer.

The system automatically judges whether the Chinese name and English name entered into the system are the same. If they are the same, repeated entry is not allowed. For the "code" convenient for query, it can be compiled by the customer or automatically generated by the system. The generation method is the initial letter of the Chinese name. This field can be repeated. Maintain customer address and contact information.



**\* Notes \***

- (1) "Affiliated Branch" represents which branch can call this customer. If it can only be called by Guangzhou Branch, select the code GZ of Guangzhou Branch; If all branches under the Group company can be called, select the headquarters code HQ. This setting is tried for all partners.
- (2) The customer of "Related Business Type" must check at least one business type. If only "Shipping Export" is checked, only the shipping export business can call this customer. This setting is tried for all partners.
- (3) The option of "Affiliated Branch" is only applicable to branches under the Group and is applicable to cross-entrustment business. Select the code corresponding to "Customer", such as Guangzhou Branch, and the affiliated branch will select GZ. Not applicable to direct customers, who do not need to maintain affiliated branches.

**Customer Tab**

Service personnel corresponding to customers can be maintained and automatically brought into corresponding positions when business is created.

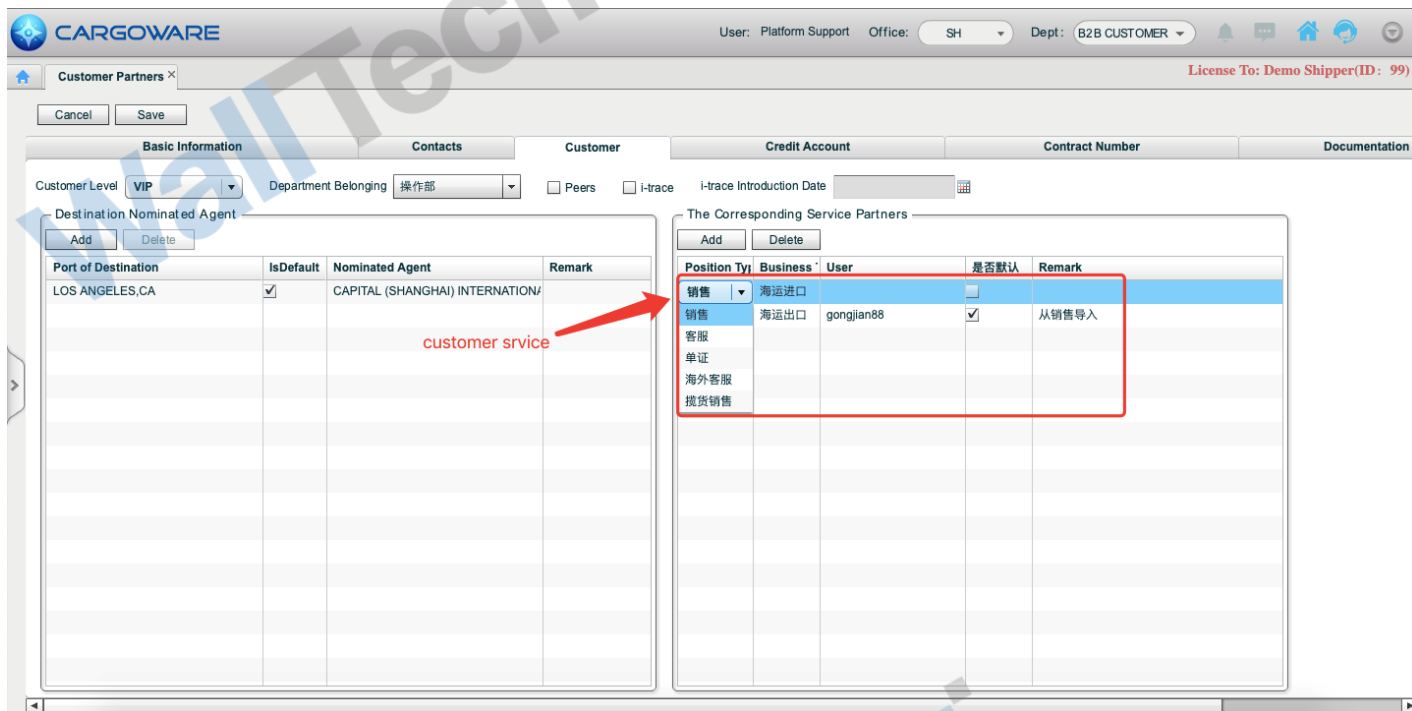
| Port of Destination | IsDefault                           | Nominated Agent                 | Remark |
|---------------------|-------------------------------------|---------------------------------|--------|
| LOS ANGELES, CA     | <input checked="" type="checkbox"/> | CAPITAL (SHANGHAI) INTERNATION/ |        |

| Position Ty | Business | User       | 是否默认                                | Remark |
|-------------|----------|------------|-------------------------------------|--------|
| 销售          | 海运进口     |            | <input type="checkbox"/>            |        |
| 销售          | 海运出口     | gongjian88 | <input checked="" type="checkbox"/> | 从销售导入  |
| 客服          |          |            |                                     |        |
| 单证          |          |            |                                     |        |
| 海外客服        |          |            |                                     |        |
| 揽货销售        |          |            |                                     |        |

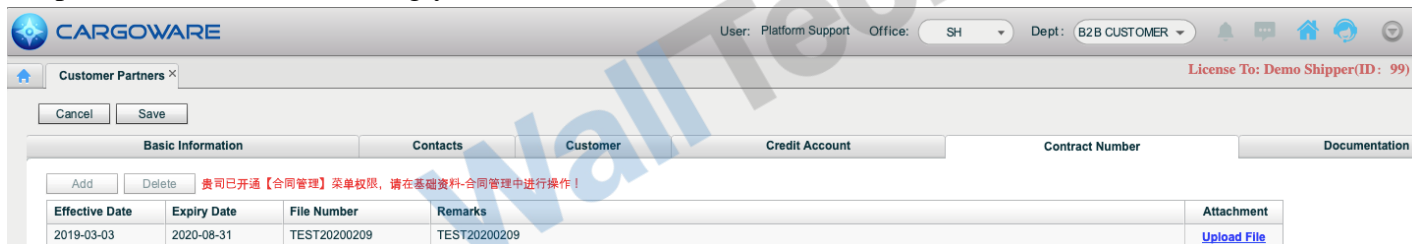
**Credit Account Tab**

For the partner's letter control settings, the user can agree on the partner's accounting period and amount. If the accounting period is zero, the system will regard it as bill settlement. If the number after the accounting period is greater than one, the system will regard it as non-bill settlement. The quota can be filled in the quota that is allowed to be in arrears. In coordination with system configuration management, two methods can be implemented: one is to remind that work orders can still be created for normal operation, and the other is to control the document status to be unaccepted unless the a/R uncollected write-off of this customer is completed or is less than the controlled quota. Please refer to the Information Control Function Operation Manual for details.



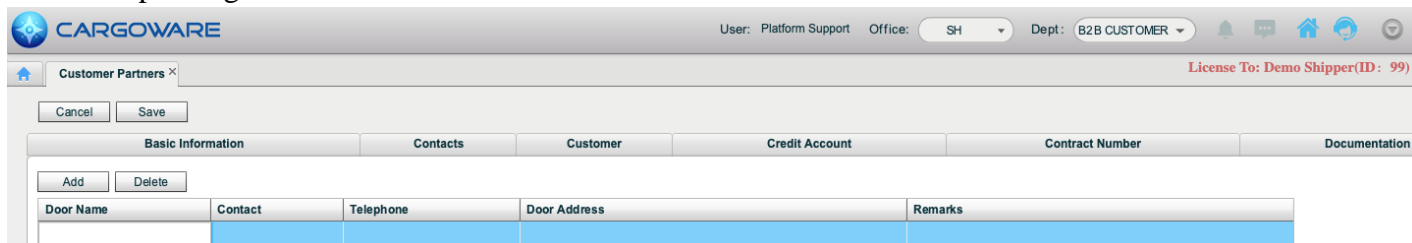
### Contract No. Tab

Register the contract with the customer. If the expiration date is exceeded, the business module will display "Expired Customer" accordingly.



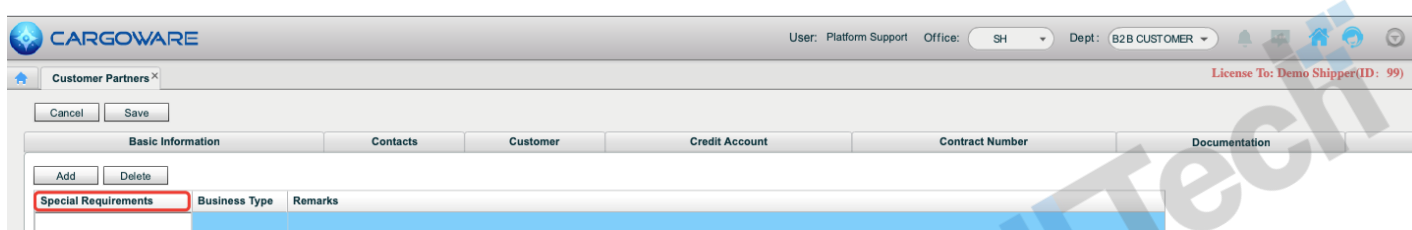
### Door Information Tab

The fixed packing location of the customer can be maintained for selection in the business



### Special Requirements Tab

Other special requirements such as maintaining customers' fixed booking space can be displayed in the business.



### Invoicing Requirement Tab

Customer invoicing information can be maintained for selection during invoicing in settlement phase. One customer can maintain multiple invoicing information.



## 2.1.2 Agent

That is, overseas agents are divided into two categories: destination port agents and designated cargo agents. This module can maintain and query all partners with the Overseas Agent attribute.

Add

Click the Add button to maintain a new Agent.

### Destination Port Operation Agent Tab

The address field of ocean bill of lading and air bill of lading can maintain the information of this agent to be displayed on the default bill of lading. If this agent is selected in the business, the corresponding bill of lading location can be directly brought into this bill of lading address, which is convenient to enter.

Maintain the "overseas customer service" personnel of the corresponding business type, and the corresponding service personnel can be directly brought into the business.

Forecast Receiving E-Mail Address

Ocean Bill Of Lading Address

Air Bill Of Lading Address

The Corresponding Service OverseaAgent

| Business Type | User        | 是否默认 | Remark |
|---------------|-------------|------|--------|
| 全部            |             |      |        |
|               | Emma        |      |        |
|               | LUCY        |      |        |
|               | Evelyn.Chen |      |        |
|               | ZHANGFU     |      |        |
|               | Amy         |      |        |

**Destination Port Specified Freight Agent Tab**

Network Owner: The position corresponding to the sales of self-solicited goods. When the business selects the solicitation type as the designated goods, the sales field will be brought into the corresponding network owner of the designated goods agent.

Billing Address: Maintains the billing address information of this agent, which can be called when DEBIT NOTE is issued.

Agent Level: levelOne

Network Manager

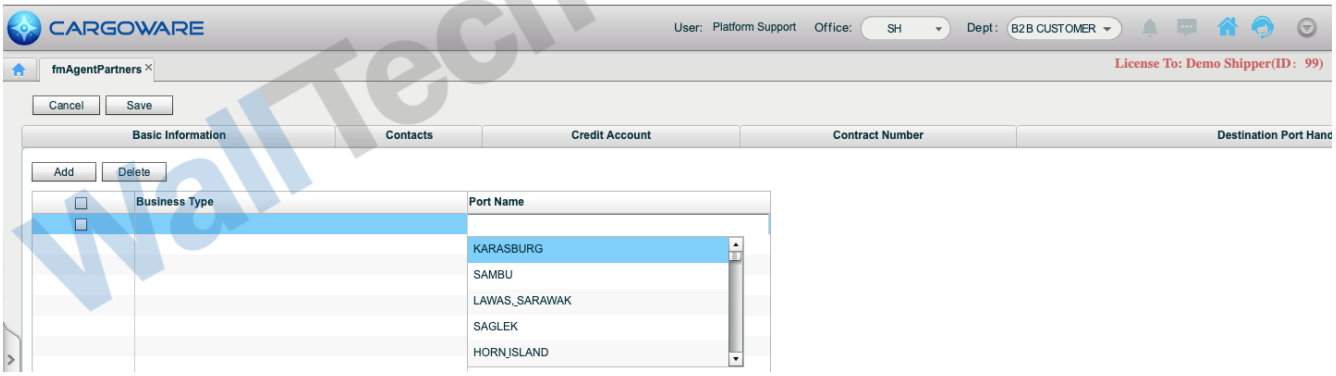
Billing Address

| Network                         | CODE |
|---------------------------------|------|
| <input type="checkbox"/> WIF    | WIF  |
| <input type="checkbox"/> CLIENT | CLT  |
| <input type="checkbox"/> OUP    | OUP  |
| <input type="checkbox"/> WFN    | WFN  |

**Port Tab**

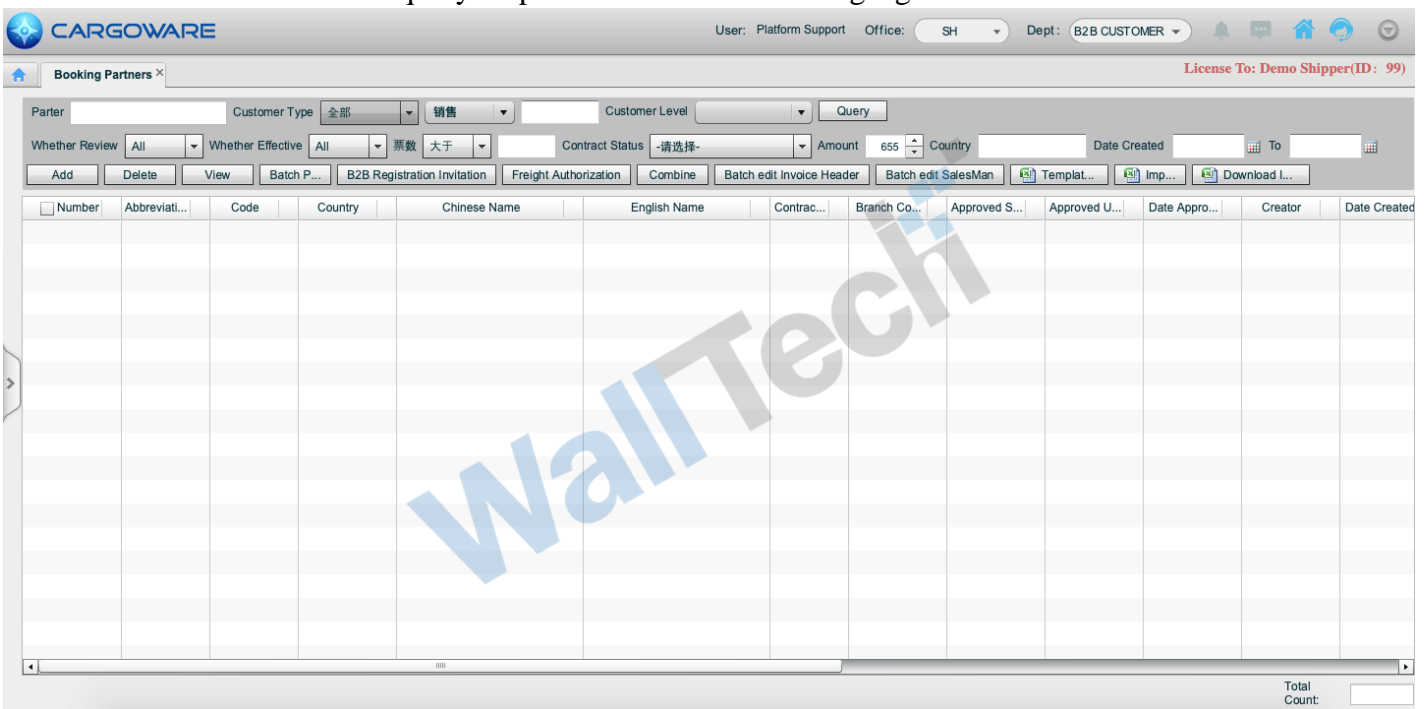
When the destination port maintained here is selected in the business, the destination port agent in the business will bring out this agent by default.





### 2.1.3 Agent

This module can maintain and query all partners with the "Booking Agent" attribute.



#### Add

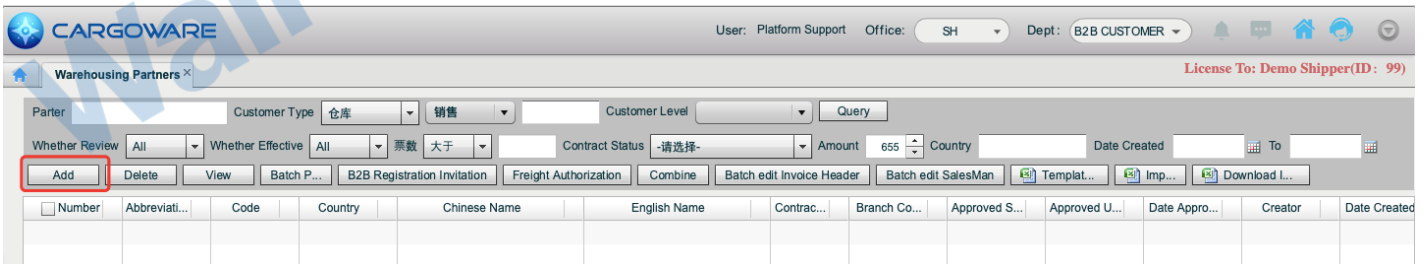
Click the Add button to maintain a new "booking agent".

When the booking agent is actually the carrier, check the corresponding shipping company or airline.



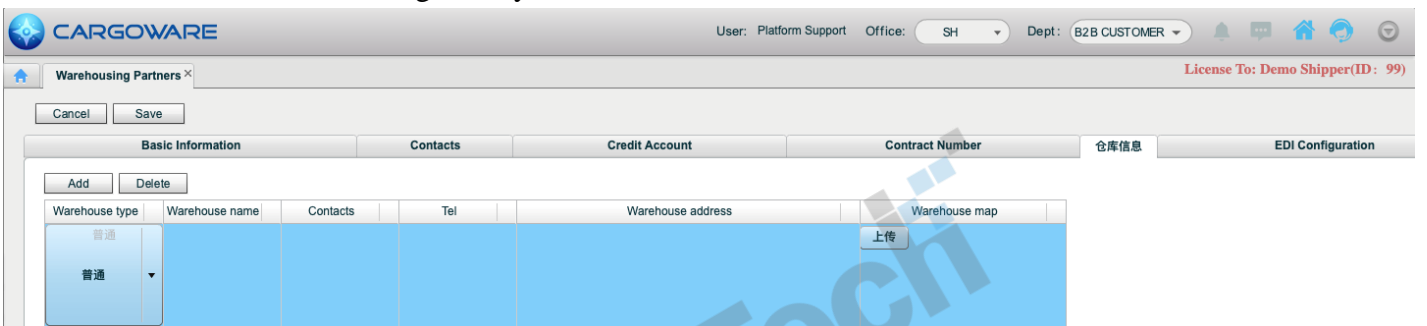
## 2.1. 4 Warehouse

This module can maintain and query all partners with the Warehouse attribute.



### Warehouse Info Tab

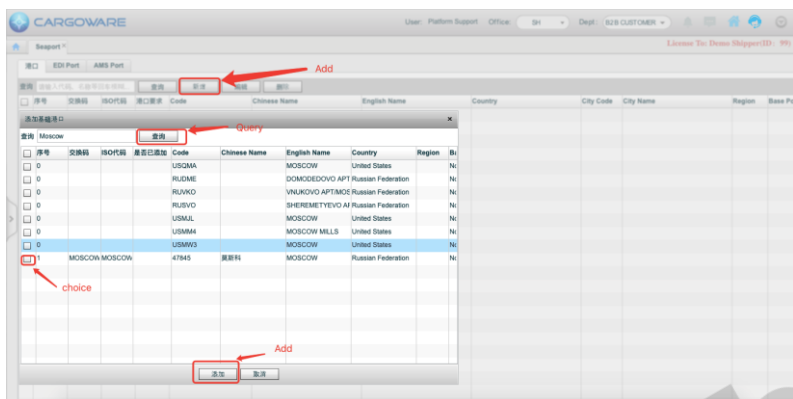
Maintain the address information of the warehouse. When this warehouse is selected in the business, this address information can be brought in by default.



## 2.2 Harbours and Airports

### 2.2.1 Harbour

Cargoware system collects the information of major seaports in the world and collates it into the public library. If users do not find any seaport information in the default seaport of the system, they can directly retrieve it from the public library. Click the "Add" button to retrieve the port information in the public library through English name retrieval, and then click OK, so that the port information can be downloaded to the user's port library.



If the port is really unfamiliar and remote, it may not be found in the public library of the platform. You can directly contact the administrator to provide the English name, five-character code and country of the port. The platform maintenance personnel will add it in the public library first, and the user can download and use it after adding it.

### 2.2.2 Airport

Same operation as harbour. Areas in seaports and airports are routes. The identification standard of routes in CargoWare system is whether the destination port is marked as the port in the route. For example, if HAMBURG (Hamburg) is marked as the European route in the port, then the work order with the destination port of Hamburg in the work order will be automatically classified as the European route.



## 2.3 Exchange rate management

The exchange rate in the basic data is the business exchange rate of CargoWare platform system, which is reflected in the exchange rate when detailed expenses are recorded in the work order. In the system business, the expenses of each work order will be matched according to ETD time and exchange rate interval, and the relative exchange rate will be retrieved as the default exchange rate of detailed expenses.

The system adopts one-way monthly exchange rate adjustment. The minimum unit of exchange rate change interval is month, and the conversion exchange rate is mutual conversion. Two-way exchange rate does not need to be entered.

After the exchange rate in the exchange rate table is adjusted, the existing detailed expenses will not be automatically adjusted in principle.

Exchange Rate × Add

License To: Demo Shipper(ID: 99)

汇率列表

当前月份: 202002 Excel导入 增加 编辑 复制汇率 PLZ=1.7442 RMB

| 原货币 | 基准货币 | 汇率     | 有效月份   | 操作 |
|-----|------|--------|--------|----|
| PLZ | RMB  | 1.7442 | 202002 | 删除 |
| EUR | RMB  | 7.661  | 202002 | 删除 |
| USD | RMB  | 6.9938 | 202002 | 删除 |

## 2.4 Charge Items

The types of charges existing in the actual business are managed and maintained in this module.

[Expense Type Entry] Click Add to maintain the new expense type into the system. Enter the Chinese name and English name. The system judges whether the expense type is duplicate according to the Chinese and English. Abbreviations can be defined by the user or automatically generated by the system. The system automatically generates the initial character string of the Chinese name.

[Platform Code] CargoWare aims at data exchange between users, so it will define the platform code for agreed interaction. Although the names of Chinese and English can be different between data exchangers, data can be correctly exchanged through agreed platform codes. Not defined, pending.

"Display Order" can agree on the display order of common expense types according to the needs of the enterprise itself. The purpose is that no matter how the operator enters, the system display order will sort the detailed expenses according to the set display order after saving. So that the viewing order can be consistent between different personnel in the company. The method is that the smaller the value, the higher the display.

{cs6f18cf6lang1024} Define Default a/R/A/P Object {cs6f18cf6lang1024} defines the default value object of the settlement company system when using this expense type. Users can define the object that automatically

fetches the value of this expense during the use process during expense maintenance, thus improving the efficiency of detailed expense entry in business.

|        |      |
|--------|------|
| 默认应收对象 | 委托单位 |
| 默认应收币种 | RMB  |
| 默认应收单价 |      |
| 默认应付对象 | 订舱代理 |
| 默认应付币种 | RMB  |
| 默认应付单价 |      |

For a/R and a/P objects, you can select the required default value object from the drop-down box, and you can agree on unit price amount and default currency.

Other Settings: other preset settings of expense types in business applications

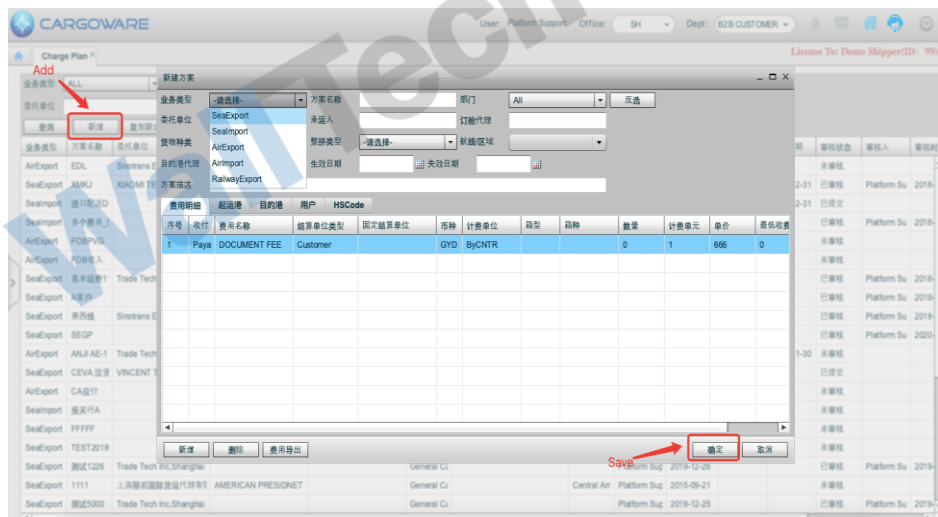
|         |                                     |
|---------|-------------------------------------|
| 海运出口使用  | <input checked="" type="checkbox"/> |
| 海运进口使用  | <input checked="" type="checkbox"/> |
| 空运出口使用  | <input checked="" type="checkbox"/> |
| 空运进口使用  | <input checked="" type="checkbox"/> |
| 是否佣金    | <input type="checkbox"/>            |
| 是否垫付    | <input type="checkbox"/>            |
| 是否附加费   | <input checked="" type="checkbox"/> |
| 是否本地费用  | <input type="checkbox"/>            |
| 是否目的地费用 | <input checked="" type="checkbox"/> |
| 是否默认费用  | <input type="checkbox"/>            |
| 其它业务使用  | <input type="checkbox"/>            |

Shipping Import and Export Air Transport Import and Export Use the check option to determine which business types this expense category can be called.

The following check option is used to set the attribute of this expense type, which will be associated with the expense import in the freight module.

## 2.5 Cost options

In the actual business process, there is a regular set of expenses, such as Yantian Wharf Charge, which is a set of multiple business types that often occur in the business. In this way, such expenses can be conditionally centralized into a cost scheme, which can be called when the situation requires, thus improving the efficiency of cost entry.



If the business type can be empty, all types can be called; The department can be set as a single department, and only personnel of this department can call it;

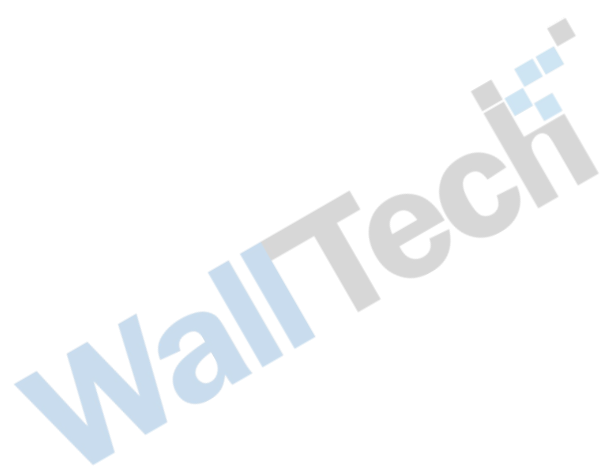
The delegated company can be blank, and the settlement company of each detailed expense can be set separately in the detailed expense below;

Detailed expenses can be continuously added. Theoretically, there is no limit on the quantity of detailed expenses. The settlement unit, billing unit and unit price of each detailed expense can be set in advance.

The calling method is to click the expense scheme in the expense card of the business document and select Call. Once selected, the system will automatically generate the detailed expense of the document according to the set expense details in the scheme. Operators only need to check whether there are any errors.

## 2.6 Contract Management

For any company, it does not want bad debts to occur, so CargoWare's new contract management function transfers all contracts signed by offline customers of freight forwarders to online management and links them with credit control. For the partner system with expired contracts, the arrival forwarder is notified by means of in-station reminding, which well restricts the receivable amount of the partner and avoids the occurrence of bad debts.





| 合同编号        | 合作伙伴          | 客户级别          | 合同状态    | 合同类型         | 生效日期       | 失效日期       | 操作员  | 操作日期       | 合同协议     | 结算类型 | 结算方式  | 额度 | 额度币种 |
|-------------|---------------|---------------|---------|--------------|------------|------------|------|------------|----------|------|-------|----|------|
| FP140500356 | 上海久兆国际物流有限公司  | putong costor | Expired | First Sign   |            |            | 平台客服 | 2017-10-27 | Customer | 票结   | Month | 0  | RMB  |
|             | 上海鸿茂国际物流有限公司  | putong costor | Expired | First Sign   |            |            | 平台客服 | 2019-06-26 | Customer | 票结   | Month | 0  | RMB  |
|             | 上海淳宏国际物流有限公司  | VIP           | Renew   | Renew Contra | 2014-05-01 | 2014-05-31 | 平台客服 | 2019-11-26 | Customer | 票结   | Month | 0  | RMB  |
|             | 临时客户111       | COMMUNICA     | Expired | First Sign   | 2014-12-01 | 2014-12-31 | 平台客服 | 2014-12-30 | Customer | 票结   | Month | 0  | RMB  |
| 2014        | 文森贸易公司        | putong costor | Expired | First Sign   | 2014-05-01 | 2015-04-30 | 平台客服 | 2015-05-07 | Customer | 票结   | Month | 0  | RMB  |
| RYUTRY      | 沃特物流有限公司东莞分公司 | putong costor | Renew   | Renew Contra | 2015-06-01 | 2015-06-30 | 平台客服 | 2019-10-15 | Customer | 票结   | Month | 0  | RMB  |
| TX-AT001    | 成都奥克兰         | VIP           | Expired | First Sign   | 2018-08-01 | 2015-08-01 | 测试客户 | 2018-08-15 | Customer | 票结   | Month | 0  | RMB  |
| SD3423423   | 北京中艺集团        | VIP           | Expired | First Sign   | 2015-04-01 | 2015-09-30 | 平台客服 | 2015-05-04 | Customer | 票结   | Month | 0  | RMB  |
| NO0001      | 客户录入测试        | VIP           | Expired | First Sign   | 2015-12-01 | 2015-12-31 | 平台客服 | 2015-12-30 | Customer | 票结   | Month | 0  | RMB  |
| 65867986    | 上海远程国际物流有限公司  | BUSINESS      | Expired | First Sign   | 2016-04-01 | 2016-04-20 | 平台客服 | 2016-04-01 | Customer | 票结   | Month | 0  | RMB  |
|             | 111           | Normal        | Expired | First Sign   | 2016-05-15 | 2016-05-17 | 平台客服 | 2016-05-15 | Customer | 票结   | Month | 0  | RMB  |
|             | 111           | Normal        | Expired | First Sign   | 2016-05-26 | 2016-05-31 | 平台客服 | 2016-05-15 | Customer | 票结   | Month | 0  | RMB  |
|             | 安吉物流测试客户      | Normal        | Expired | First Sign   | 2016-05-01 | 2016-06-30 | 平台客服 | 2016-05-10 | Customer | 票结   | Month | 0  | RMB  |
| 112233564   | 上海罗亚货运代理有限公司  | Normal        | Expired | First Sign   | 2016-06-14 | 2016-06-30 | 顾斌斌  | 2016-06-13 | Customer | 票结   | Month | 0  | RMB  |

The contract management information is consistent with all the contract information in the contract contract number tab of the partner. If the contract is modified in contract management, it can be synchronized to the contract contract number of the partner. Customers who open the contract management menu only need to register the contract information in the contract management.

### 2.6.1 New Contract

新签合同

合作伙伴:  合同编号:

生效日期:  失效日期:

合同协议:  客户合同  供应商合同  海外代理合同  其他合同

备注:

合同条款

日期类型:  结算方式:

额度:   账期:

结算类型:  票结  非票结 (结算方式: 每月指定日期, 或账期大于0)

到期后顺延

确定 取消

Enter the Contract Management tab, and click Add Contract:

Information such as contract agreement type and terms signed offline can be registered. This is consistent with the contract information in the Partner-Contract Agreement No. tab. When a new contract is added, the default contract agreement type is Customer Contract, and the settlement type is Bill Settlement. Modification is allowed. The blue color is required information for the contract

**Note:** The contract agreement type of the same partner cannot cross within the same time. That is, contracts with the same partners and cooperation agreements cannot exist for a period of time.



### 2.6. 2 Renewal of Contract



Enter the Contract Management tab and click Renew: You can renew a contract that is about to expire. The information in blue is required. The partner is the partner of the previous contract by default and cannot be modified. The contract number is the previous contract number by default. Modification is allowed to reduce the time for customers to enter contracts

### 2.6. 3 Edit Contract



Enter the Contract Management tab, and click Edit in the contract operation field: Contracts can be edited. Partner and contract type (first sign and renewal) cannot be modified. Other information can be modified.

## 2.6. 4 Reminder Configuration

**合同配置**

**提醒配置：**

距到期日期剩余  天提醒

提醒用户： 合同管理员  销售

注：提醒方式为"系统提醒"，系统会在到期前2日再提醒

**禁止创建业务配置：**

合同到期后将不能再创建业务

确定 取消

Enter the Contract Management tab, and click Contract Configuration:

The expiration reminder time can be configured. For example, if it is set to 30 days, the system will remind in-station contracts that expire 30 days away:



## 2.6. 3 Log View

| 操作类型   | 操作人 | 时间               | 编辑字段   | 原值 | 新值                |
|--------|-----|------------------|--------|----|-------------------|
| 新增合同   | 张占强 | 2019-12-23 14:45 | 新增合同存储 | 无  | 合同编号 2019122305   |
| 上传合同附件 | 张占强 | 2019-12-23 14:46 | 附件存储   | 无  | < 冀鼎博动科技河北有限公司--> |
| 上传合同附件 | 张占强 | 2019-12-23 14:46 | 附件存储   | 无  | < 冀鼎博动科技河北有限公司--> |

Enter the Contract Management tab, and click Log Record:

Note: The mouse must point to a contract information and click to view all modifications of the contract, i.e. The operation of adding time. In case of incorrect operation, the specific responsible person, i.e. The operator, can also be known.

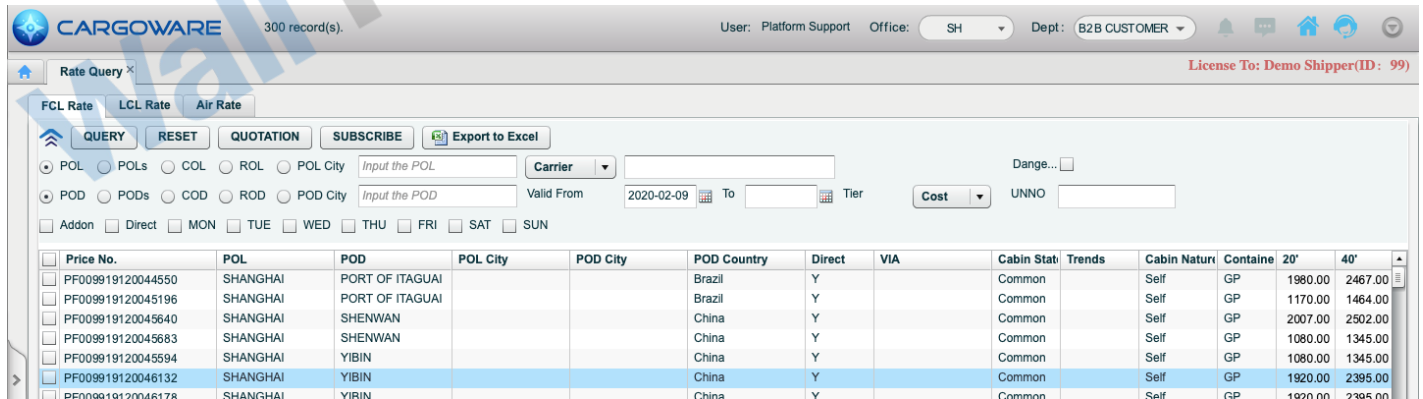
## Chapter III Freight Rate

The main function of this system module is that users can manage their own freight rates through this system and share or publish freight rates to related peers. Sales personnel can quickly find the required freight rates through the inquiry function, and can also publish freight rates to customers through CargoB2B to provide customers with the service of searching freight rates.

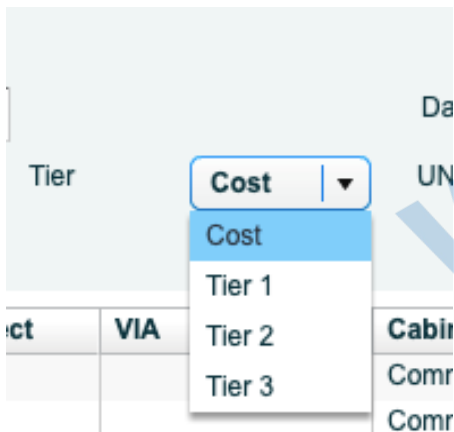
### 3.1 Freight Rate Inquiry

[Interface Introduction] The freight rate query interface is mainly composed of three parts. One is type card. The system provides three freight rate query cards, namely, full cabinet, combined cabinet and air transportation.

Users can select cards to query according to different requirements. The second is the search area, which can search out the freight rate that needs to be known through the search conditions. The third is the freight record display area, which displays the retrieved freight content.



[Freight Rate Grade] CargoWare platform system divides the existing freight rate into four levels of management, namely COST price, Tier1 price, Tier2 price and Tier3 price, which are all prices obtained by continuously increasing the price according to the user's judgment. The general usage mode is that cost price corresponds to cost price, T1 price corresponds to the company's internal price, T2 price corresponds to peer price, and T3 price corresponds to ordinary customer price. View freight rate grade is configured according to permission allocation. Users with permission can view the equivalence of different freight rates by switching grades.



Select the freight rate grade and click the query button again to view the freight rate status of different grades.

Assign users with permissions to view Cost cost prices.

"Freight Rate Record Display" When the retrieved freight rate entry, Users can display or sort the fields they care about through field selection definitions, so as to facilitate querying and exporting EXL text. Please refer to the fourth section of Chapter 1 for defining display fields and field sorting methods. The export method is to right-click and select the export format in the pop-up menu. Currently, EXL and PDF formats are provided.

[Freight Rate View] Select a freight rate record, and double-click to open and view the details of the freight rate, which will display the shipping expenses of the freight rate, as well as the expenses incurred locally at the port of departure and transit expenses.

YANTIAN — AARHUS  
 运价号: PF009915110001444  
 舱位状态: 正常

|                |         |         |
|----------------|---------|---------|
| 20'GP          | 40'GP   | 40'HC   |
| OF 1200.00     | 2050.00 | 2100.00 |
| ALL IN 1275.00 | 2200.00 | 2250.00 |

备注: ALL IN 价已包含附加费中灰色背景的费用项。

| 费用类型 | 费用名称     | 计费单位 | 含税 | 税率 | 20'     | 40'     | 40'HC   | 45' | 单价     | 币种  | 付账条款 | 订舱时生成费用 | 附件 |
|------|----------|------|----|----|---------|---------|---------|-----|--------|-----|------|---------|----|
| 附加费  | 供应链附加    | 箱    | N  | 0  | 75.00   | 150.00  | 150.00  |     |        | USD | 预付   | ✓       |    |
| 附加费  | ENS舱单费   | 票    | N  | 0  |         |         |         |     | 30.00  | USD | 预付   | ✓       |    |
| 本地费用 | 设备交接单费   | 箱    | N  | 0  | 40.00   | 40.00   | 40.00   |     |        | RMB | 预付   | ✓       |    |
| 本地费用 | 铅封费      | 箱    | N  | 0  | 60.00   | 60.00   | 60.00   |     |        | RMB | 预付   | ✓       |    |
| 本地费用 | 文件费      | 票    | N  | 0  |         |         |         |     | 450.00 | RMB | 预付   | ✓       |    |
| 本地费用 | ORC第三方附加 | 箱    | N  | 0  | 1000.00 | 1850.00 | 1850.00 |     |        | RMB | 预付   | ✓       |    |

Sea freight display part: displays the total sea freight according to the container quantity respectively. The data value algorithm of ALL IN part is the sea freight of the container quantity plus the additional fee and transit fee calculated in units of the container.

Expense Details Display Part: It shows the local expenses incurred by this freight and the additional expenses and transit expenses.

Users can directly generate remote booking manifests by clicking the booking button.

[Precautions] Users should search as accurately as possible when using the freight rate query to view the freight rate. For example, when defining the sailing period, they should select the validity period, the port of departure and the port of destination. Otherwise, there may be many pieces of data, which brings inconvenience to the query.

### 3.2 Entry of Full Container Freight Rate

Manage your own freight rate through the freight rate input module.

There are two entry methods in the "Freight Rate Entry Method" system, one is new entry; The second is import generation.

The first method: add and enter.

Step 1: Enter the freight rate; Click Add in the freight rate input interface for the whole box, and enter the freight rate content in the pop-up dialog box. The fields marked in red \* belong to the required items. Click Save after entering.

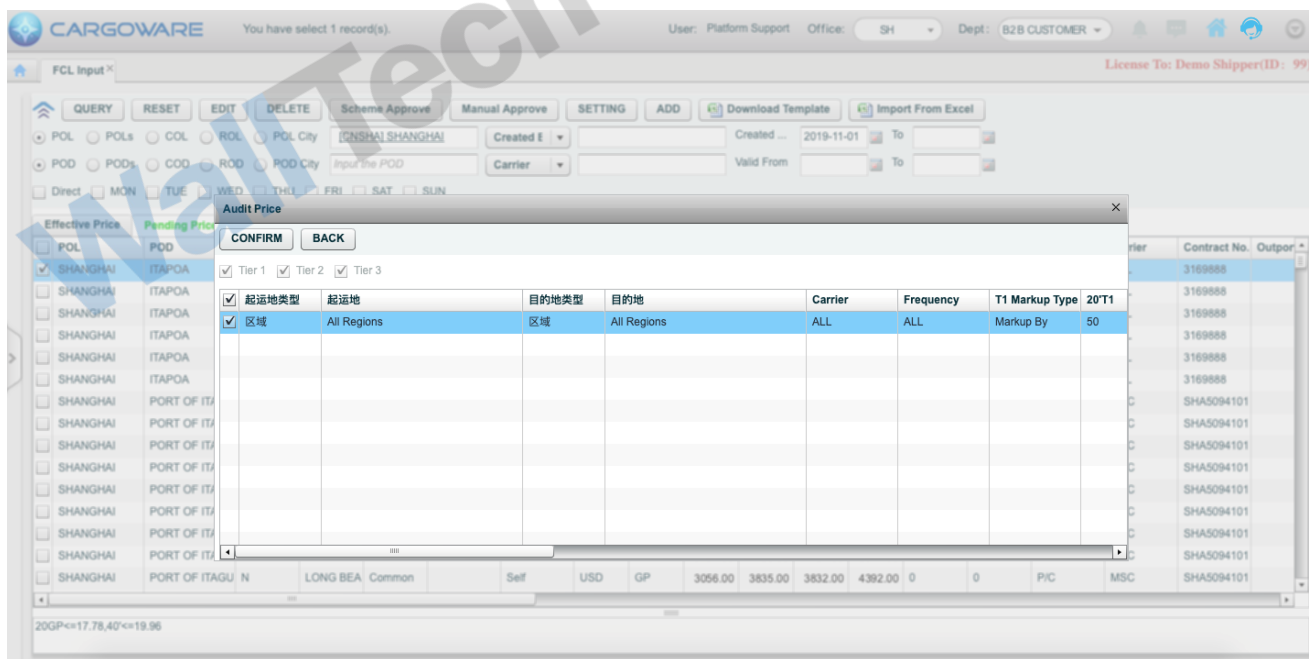
Step 2: Review the freight rate; Saved freight rates will be displayed centrally in the card to be approved. After checking, users can click Scheme Price Increase or Manual Price Increase to generate different freight rate grade prices, and click OK to publish. The published freight rate is the queryable freight rate.

Step 3: Adjust the freight rate; If you adjust the expired freight rate or the original freight rate, the adjusted freight rate content will also appear in the card to be approved. Effective freight rate will be generated by fare increase. If the freight price is modified within a valid period, the system will automatically cut off the freight record and display the freight rate content in different time periods.

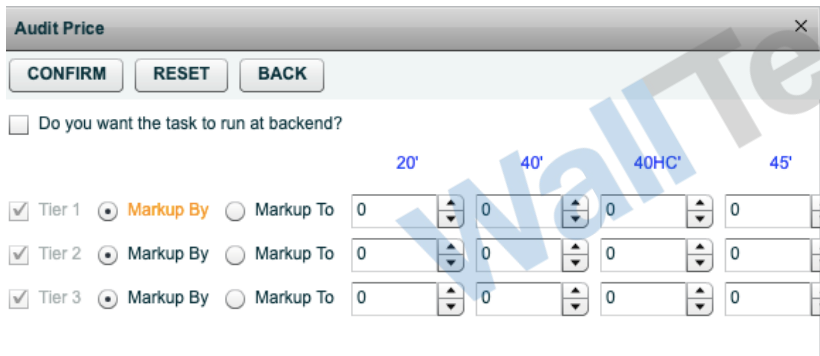
The second way: import.

Click the download template in the system module, enter the freight rate data according to the downloaded template, click Excel to import, select the complete template file that has been entered, and import the freight rate into the system uniformly.

{cs6f18cf6lang1024} Approval of Scheme Price Increase {cs6f18cf6lang1024} requires setting the grade price for freight after the new freight rate is entered. The system provides an automatic price increase method, i.e. The price increase amount of T1 to T3 freight rates can be generated by setting the freight rate in advance, and the system will automatically generate the grade freight rate according to the set price increase scheme.



{cs6f18cf6lang1024} Approve Manual Price Increase {cs6f18cf6lang1024} is used to enter the new freight into the system. Click {cs6f18cf6lang1024} Approve Manual Price Increase {cs6f18cf6lang1024} to add price increase amounts to different grades of freight rates, and the system will automatically generate the freight rate equivalent amount of this freight rate.



Range increase: refers to the amount of increase.

For example, if the freight rate COST 200 is increased by 20, then the calculation result is T price = 200 +20

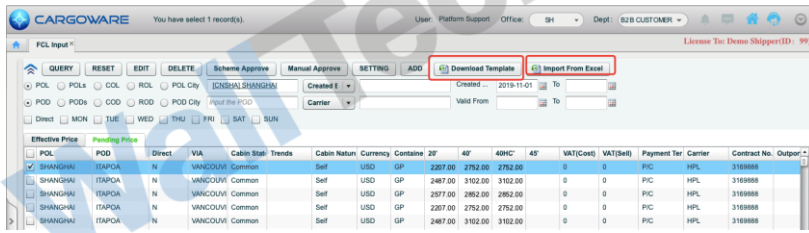
Price increase to: refers to the amount to which the price is increased.

For example, if the freight rate is entered as COST 200 and the set fare increase is 230, then T price = 230

### 3.3 Entry of Surcharge for the Whole Case

This system module is to enter and manage the additional fees and local fees existing in each shipping company at the port of departure in the whole container freight rate. For such expenses, the general change will not be too large. It is suggested that the effective period can be expanded to reduce the maintenance amount within the allowable range.

[Interface Introduction] The system interface layout is the same as the whole container freight rate entry, It is divided into a conditional retrieval area and a data display area. There are also two cards, one is a card to be approved and the other is a published card. The entry method of the process and the freight rate of the whole box is the same. After entry, it is displayed in the card to be approved. After approval, it is published. There is no concept of fare increase and expense grade in this module.



Step:

The first step is to download the template and enter the surcharge content.

In the second step, the system imports correctly and filters out the imported data in the card to be approved.

In the third part, check the data to be approved and click the Approve button.

### 3.4 Freight Sharing

The system provides a freight rate sharing mechanism. The purpose of this mechanism is to share the company's freight rate with peers and accept the freight rate shared by other peers. At present, the premise is that both parties that need to share use CargoWare platform.

[Function Description] Enterprise users who use CargoWare can share the freight rate among enterprises through freight rate sharing. After obtaining the shared freight rate from other companies, they can directly import it into their own freight rate system through the review of their own personnel.

[Set Sharing Rules]



The sharing strategy can be adjusted according to one's own needs. It can be shared to a certain company alone, or it can be a public sharing strategy for all enterprises.

The "Freight Sharing and Acceptance" platform freight sharing can send an invitation to the shared company, and the data can be transmitted after the recipient confirms it.





Share others: Share the company's freight rate to designated platform users through set sharing rules.

Sharing by Others: If other platform users share the freight rate, they will view it in this card. Click Accept to download the freight rate shared by this company to the freight rate to be approved area for viewing.

[Preparation for Implementation of Freight Sharing] Freight sharing is related to the sharing of freight rates between two different companies, so in the process of interaction, some interactive data must be unified, such as fee types, shipping company codes, etc. The accuracy of interactive data can be guaranteed only when the data are consistent.

Unified SCAC Code of Shipping Company: In the maintenance of partner data, there is a SCAC code for both shipping company and airline, and the codes here must be filled in consistently. Can refer to the international common shipping company and airline carrier identification code to fill in.

Unification of Expense Types: Because companies have different names for expense types, In the process of freight sharing, in order to achieve data consistency, it is necessary to uniformly identify the expense types. In the expense type maintenance program, each expense type has a field and platform code. Its purpose is to uniformly identify the expense type codes when the company freight rate interacts. The standards here are unified, and our company will withdraw from the standard platform code specification in the later period.

The port code is consistent: the port code adopted by our company is the globally unified three-character code and five-character code, and the system platform has already achieved the code consistency in this respect.

### 3.5 LCL Freight Rate Entry

Manage your own freight rate through the freight rate input module.

There are two entry methods in the "Freight Rate Entry Method" system, one is new entry; The second is import generation.

The first method: add and enter.

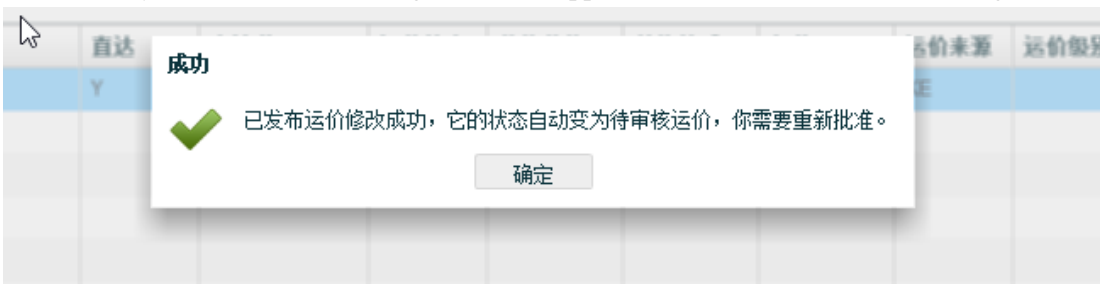
Step 1: Enter the freight rate; Click Add in the LCL Freight Rate Entry interface, and enter the freight rate content in the pop-up dialog box. The fields marked in red \* belong to the required items. Click Save after entering.



Step 2: Review the freight rate; The saved freight rate will be displayed centrally in the card to be approved. After checking, the user can click Approve to publish it. The published freight rate is the queryable freight rate.

| Effective Price                     | Pending Price | POL     | POD | Direct | VIA | Rate Status | Trends | Cabin Nature | Carrier | Source | Rate Grade | Currency | Coloader Pric | Coloader Pric | Coloader Pric | Customer Pri | Customer Pri | Customer |
|-------------------------------------|---------------|---------|-----|--------|-----|-------------|--------|--------------|---------|--------|------------|----------|---------------|---------------|---------------|--------------|--------------|----------|
| <input checked="" type="checkbox"/> |               | SANDNES | 宜宾  | Y      |     | Common      | ↑      | Self         | CSAV    | KE     |            | USD      | 23.00         | 0             | 0             | 45.00        | 0            |          |
| <input type="checkbox"/>            |               | SANDNES | 宜宾  | Y      |     | Common      | ↑      | Self         | CSAV    | KE     |            | USD      | 23.00         | 0             | 0             | 45.00        | 0            |          |

Step 3: Adjust the freight rate; Click Edit to modify the information in the freight rate input interface, and the system will automatically determine that the freight rate is in approved status. Review Publication Again



The second way: import.

Click the download template in the system module, enter the freight rate data according to the downloaded template, click Excel to import, select the complete template file that has been entered, and import the freight rate into the system uniformly.

| Effective Price          | Pending Price | POL     | POD | Direct | VIA | Rate Status | Trends | Cabin Nature | Carrier | Source | Rate Grade | Currency | Coloader Pric | Coloader Pric |
|--------------------------|---------------|---------|-----|--------|-----|-------------|--------|--------------|---------|--------|------------|----------|---------------|---------------|
| <input type="checkbox"/> |               | SANDNES | 宜宾  | Y      |     | Common      | ↑      | Self         | CSAV    | KE     |            | USD      | 23.00         |               |



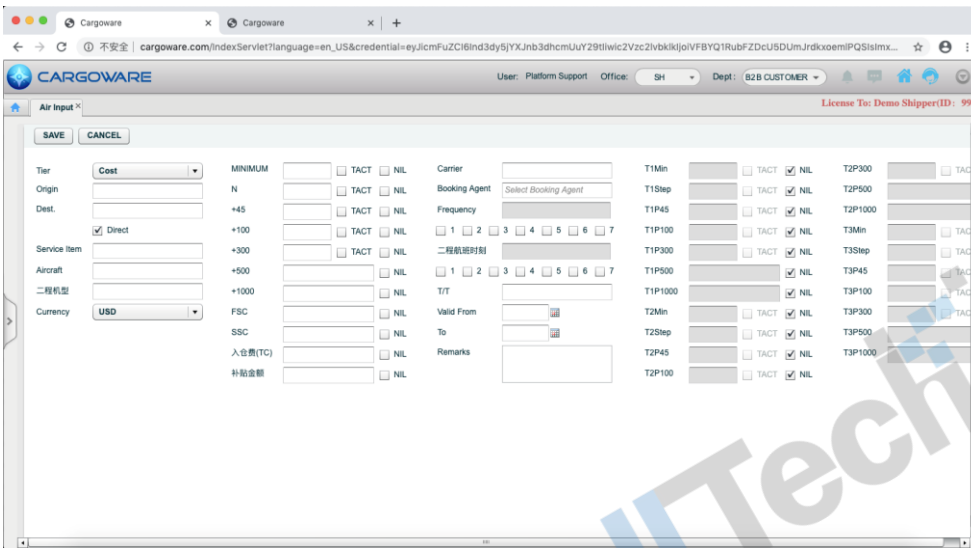
### 3.6 Air Freight Rate Entry

Manage your own freight rate through the freight rate input module.

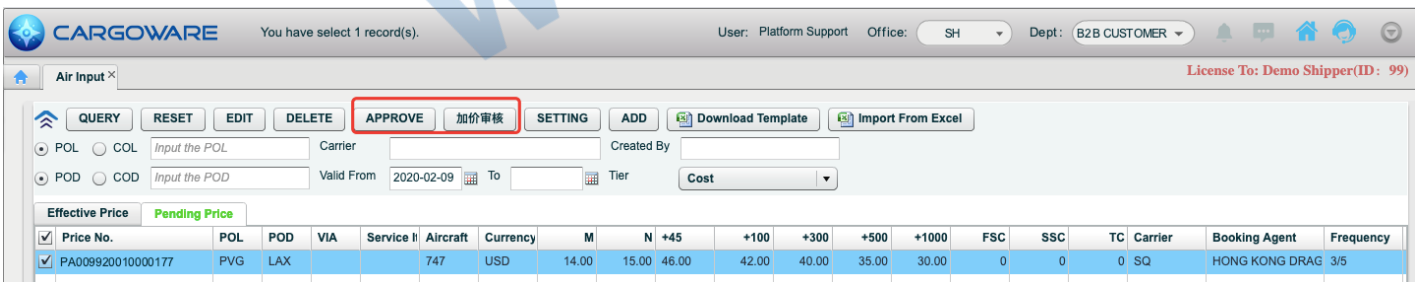
There are two entry methods in the "Freight Rate Entry Method" system, one is new entry; The second is import generation.

The first method: add and enter.

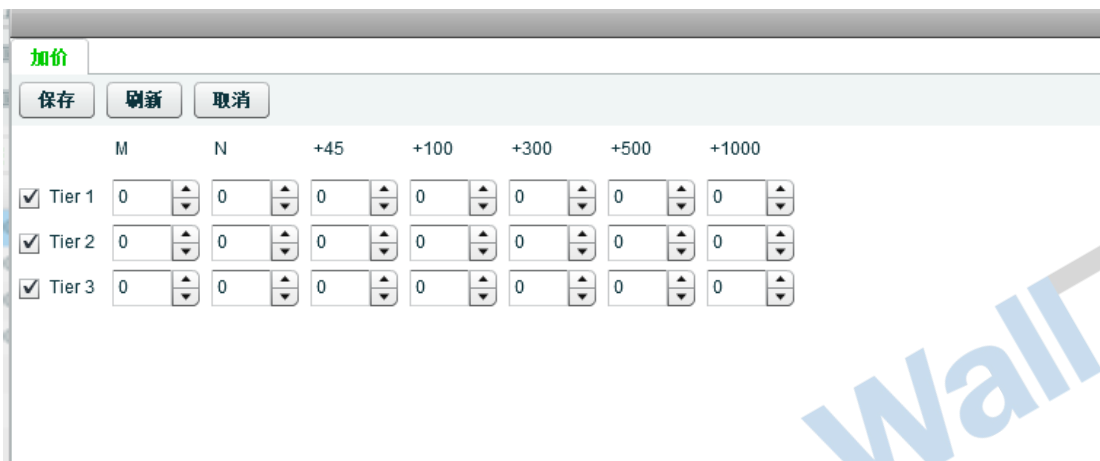
Step 1: Enter the freight rate; Click Add in the air freight input interface, enter the freight content in the pop-up dialog box, and click Save after entering.



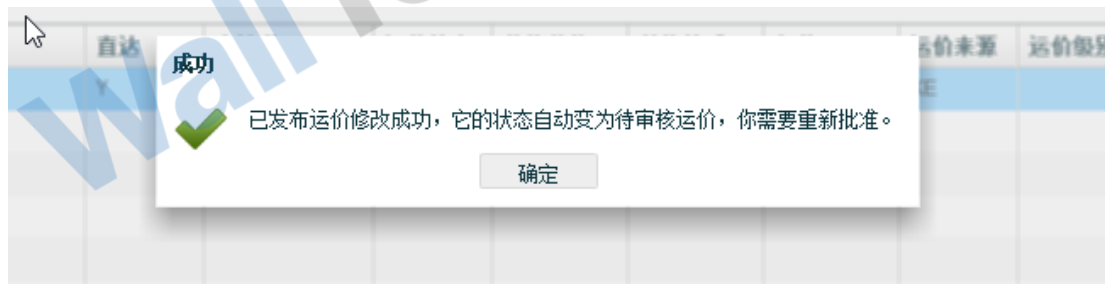
Step 2: Review the freight rate; The saved freight rate will be displayed centrally in the card to be approved. After checking, the user clicks Approve to publish successfully.



Step 3: Set the freight rate; Click Settings to modify the freight rate information, and click Save to automatically determine that the freight rate is in Approved status.

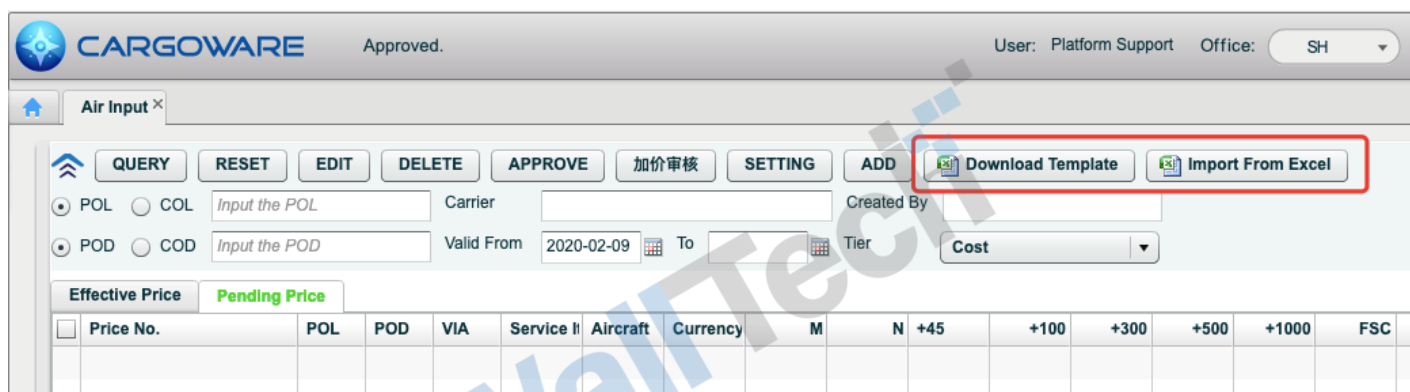


Step 4: Adjust the freight rate; Click Edit to modify the freight rate information, and click Save to automatically determine that the freight rate is in Approved status. Re-audit can be published.



The second way: import.

Click the download template in the system module, enter the freight rate data according to the downloaded template, click Excel to import, select the complete template file that has been entered, and import the freight rate into the system uniformly.

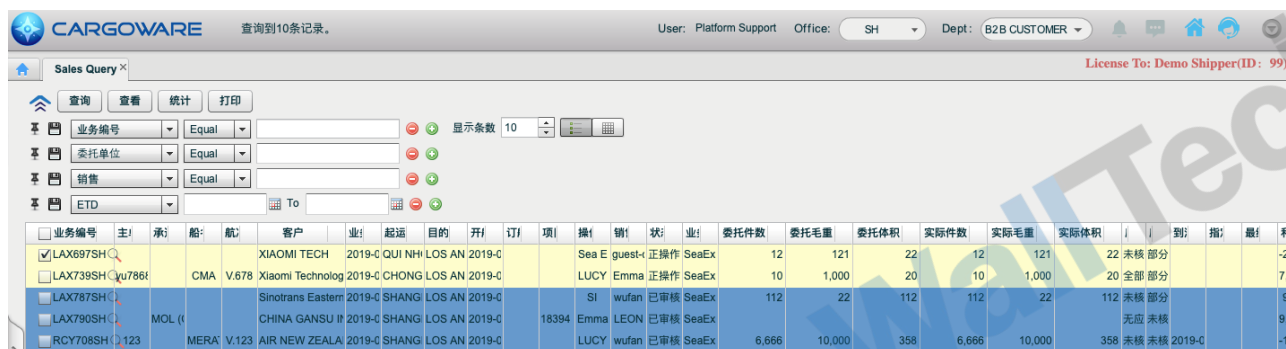


## Chapter IV Sales

### 4.1 Sales Query

Sales can check their orders through sales inquiries, supervise service quality in time, and understand the service details of logistics departments such as operations.

CargoWare also integrates sales management into system management. The sales front end can provide more specific services to customers in coordination with the use of CargoB2B, and can also cooperate with the freight rate system to quickly generate orders and quickly transfer them to the actual operation department.



[Order Retrieval Area] Salespeople can quickly retrieve the order records to be searched through various known conditions. The content viewed depends on the permission allocation. It can be set as sales can only view their own order status, and sales managers can view the orders of other business personnel in their department.

Below the retrieval area of the "Order Display Area" interface is the order display area. After the salesperson finds the order to know, he can double-click to view the specific details, or print it by checking or right-click to export the order report by EXL or PDF.

In this interface, users only have the permission to view the details of all orders and cannot edit them.

## 4.2 Remote booking

The main function of this function module is that users can place orders through this module. Orders can be generated by freight rate query or directly by copying existing orders.

### 4.2.1 Interface Introduction

[Retrieval Area] Users can retrieve the order records to be displayed through known conditions;

[Copy Button] Users can check an existing record and click Copy to COPY the selected order content and generate a new order, which is convenient for users to place orders quickly for old customers and reduces duplicate entry.

[Pre-trial Status] According to the process of the system, after the sales personnel place the order, they need to be reviewed by the management personnel. Only after passing the review can they enter the logistics departments such as operation booking space. In other words, the remote order entry can be formally implemented only after it needs to be reviewed. The salesperson can know the progress and process of approval by viewing the pre-trial status of the order. After the remote order is approved and becomes a formal order and starts execution, the operation details of the order can be queried in the sales query, but will not be displayed in the remote order.

[Remote Order Display Area] The results retrieved by the retrieval criteria are displayed in the display area. Users can double-click to view the specific conditions of the remote order or view the approval status of the order through the pre-trial status.

[Submit] After the remote order is entered, you can click the Submit button and submit it to the person in charge for approval. When the submission is successful, the status of this remote order will change to the submitted status.

[Processing Method for Rejected Status] After the remote order is submitted, the reviewer thinks that the order is wrong and marks the order as rejected, and the order will be transferred back to sales. The salesperson can understand the reason by viewing the rejection reason on the rejected order, and can submit it again after modifying the order.

| 业务编号          | 客户                             | 起运港       | 目的港            | 承运人                     | 目的港代理 | 开航日期       | 到港日期 | 创建人              | 创建日期       | 业务类型 |
|---------------|--------------------------------|-----------|----------------|-------------------------|-------|------------|------|------------------|------------|------|
| SHAE8000783   | CMA CGM                        | KARASBURG | SAMBU          | ASIANA AIRLINES         |       | 2019-12-03 |      | Platform Support | 2019-12-03 | 空运出口 |
| SHAE8000782   | CMA CGM                        | KARASBURG | SAMBU          | ASIANA AIRLINES         |       | 2019-12-03 |      | Platform Support | 2019-12-03 | 空运出口 |
| SHSE19104582  | CMA CGM                        | SANDNES   | SHUJIAZHANG    |                         | NZ    | 2019-10-09 |      | Platform Support | 2019-10-17 | 海运出口 |
| SE191009270F  | CMA CGM                        | SANDNES   | SHUJIAZHANG    |                         | NZ    | 2019-10-09 |      | Platform Support | 2019-10-09 | 海运出口 |
| SHAE8400663   | Trade Tech Inc,Shanghai        | SHENZHEN  | LOS ANGELES    | China Southern Airlines |       | 2019-05-10 |      | guest-c          | 2019-04-28 | 空运出口 |
| SHAE8100611   | KITO                           | SHENZHEN  | LOS ANGELES    |                         |       | 2019-01-31 |      | guest-c          | 2019-01-29 | 空运出口 |
| SHAE1812282   | 上海聯都國際貨運代理有限公司                 | SHEKOU    | COPENHAGEN     | EVERGREEN MARINE CO     |       | 2016-03-26 |      | Platform Support | 2018-12-24 | 海运出口 |
| AAAEVIC880070 | AIR NEW ZEALAND                | GLASGOW   | VICENZA        |                         |       | 2018-08-20 |      | Platform Support | 2018-08-10 | 空运出口 |
| SHSE1805200A  | SHANGHAI ZHENHUA INTERNATIONAL | SHANGHAI  | HAMBURG        |                         |       | 2018-05-28 |      | Platform Support | 2018-05-04 | 海运出口 |
| SHSE1804112   | Trade Tech Inc,Shanghai        | SHANGHAI  | LOS ANGELES,CA | MAERSK LINE             |       | 2018-04-19 |      | Platform Support | 2018-04-13 | 海运出口 |
| SE1800194     | 测试123456                       | SHANGHAI  | SINGAPORE      |                         |       | 2018-03-09 |      | guest-c          | 2018-02-24 | 海运出口 |

### 4.2. 2 Remote Order Generation

There are various ways to generate remote orders, which are introduced here respectively.

[Direct Generation] Click [Add Shipping Booking] or [Add Air Booking] on the interface to generate a new remote order. Enter the main elements of the order in the pop-up dialog entry box. Note that the blue marked items are required items. At the same time, the pre-defined required items in verification also need to be entered. The system will automatically verify the order when submitting, and the system will remind the items that have not been entered when submitting. Enter the a/R expense of this ticket in the expense card.

[Generate by Freight Rate] In freight rate query, select a freight rate record, double-click the freight rate record, and in the pop-up freight rate details display box, click the booking button and enter the name of the booking customer to generate a remote booking manifest.



After entering the items to be entered in the remote booking entry interface, click Save, Select No in the pop-up prompt box, When this order is opened again, you can see that the system introduces the freight rate expense into the order, and only needs to adjust the a/R expense. The introduction of expense is to introduce the cost price in the freight rate into the a/P of the system. A/R is a COPY of a/P, only the settlement company is different, and the salesperson needs to adjust according to the situation agreed with the customer.

[Generated by Copy] For some old customers, it is suggested that sales can save several remote order manifests in advance, but do not submit them as copy templates. After this customer places an order, remote orders can be quickly made by copying. After clicking Copy, a new remote order will be generated, and all the information in the selected order will be copied to the new order. Please pay attention to the adjustment expenses and order details.

## Chapter V Export and Import by Sea

### 5.1 Introduction to the Style and Function of Shipping Export Interface

#### 5.1.1 System Style Description

The main function interfaces are all in the same style. According to the retrieval area and the business document work area, the required business document can be quickly found through retrieval for operation. Each record in the work order list area represents one ticket business. Double-click to browse the business and expense information of this ticket.

The screenshot shows the 'Ocean Booking New' interface. At the top, there's a header with 'CARGOWARE', '30records found.', and user/office information. Below the header is a search criteria area with various dropdown menus and buttons like 'Query', 'Reset', 'View', 'Edit', 'Add', 'Add MBL', 'Split HBL', 'Clone', 'Delete', 'Export', 'Edit Sop Stat us', 'Search Vessel', 'Batch Shut Out', 'Batch Print', 'Stat Ist.ics', and 'Add Charges'. A red box highlights the search criteria area. Below the search area is a table with columns: Biz No., SO NO., HDS, HBL NO., Consign RN, Tenant RN, Customer Level, Contract Status, Customer, POL, T/S Port, POD, Status, and Status. The table contains multiple rows of shipping records.

| Biz No.         | SO NO.      | HDS | HBL NO.         | Consign RN | Tenant RN | Customer Level | Contract Status | Customer                    | POL      | T/S Port | POD          | Status    | Status |
|-----------------|-------------|-----|-----------------|------------|-----------|----------------|-----------------|-----------------------------|----------|----------|--------------|-----------|--------|
| A4SEHAM7N00130  |             | No  | A4SEHAM7N00130  |            |           | VIP合作客户        | 未签约             | WALLTECH SHENZHEN BRANCH    | SHENZHEN |          | HAMBURG      | Operating |        |
| A4SELOM7N00129  |             | No  | A4SELOM7N00129  |            |           | VIP合作客户        | 未签约             | WALLTECH SHENZHEN BRANCH    | SHENZHEN |          | LOME         | Operating |        |
| A4SETIN7N00128  |             | No  | A4SETIN7N00128  |            |           | VIP合作客户        | 未签约             | WALLTECH SHENZHEN BRANCH    | YANTIAN  |          | TINCAN       | Operating |        |
| A4SEXGG7N00124  |             | No  | A4SEXGG7N00124  |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | SHENZHEN |          | XINGANG      | Verified  |        |
| A4SELAX7O00116  |             | No  | A4SELAX7O00116  |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | SHENZHEN |          | LOS ANGELES  | Operating |        |
| A4SEPU57O00114  |             | No  | A4SEPU57O00114  |            |           | 普通客户           | 未签约             | shanghwangdachui            | XINGANG  |          | BUSAN        | Operating |        |
| A4SEPU57O00113  |             | No  | A4SEPU57O00113  |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | XINGANG  |          | BUSAN        | Operating |        |
| A4SENYC7O00112  |             | No  | A4SENYC7O00112  |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | XINGANG  |          | NEW YORK,N   | Operating |        |
| A4SECHI7O00111  |             | No  | A4SECHI7O00111  |            |           | 普通客户           | 未签约             | 天津浩之航国际货运代理有限公司             | XINGANG  |          | VANCOUVER,   | Operating |        |
| A4SESIN7800100  |             | No  | A4SESIN7800100  |            |           | 普通客户           | 未签约             | 上海达利国际货运有限公司                | SHENZHEN |          | SINGAPORE    | Operating |        |
| SE17030173529   |             | No  | SE17030173529   |            |           | 合作阶段客户         | 未签约             | shanghai yuyuanhangcheng    | SHENZHEN |          | SAINT PETER, | Operating |        |
| SHSE5900609     |             | No  | SHSE5900609     |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | SHANGHAI |          | LOS ANGELES  | Operating |        |
| SHSELAX5100254  |             | No  | SHSELAX5100254  |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | SHANGHAI |          | LOS ANGELES  | Operating |        |
| SHSEHOU5100243  |             | No  | SHSEHOU5100243  |            |           | 普通客户           | 未签约             | ZHANGZHOU CITY JINDEFU FOOC | XIAMEN   |          | HONG KONG    | Operating |        |
| SHSELAX5100231Z | 1111        | No  | SHSELAX5100231Z |            |           | 普通客户           | 未签约             |                             | SHANGHAI |          | PORT OF ITAC | Operating |        |
| SHSELAX5100D    | CAIU8768722 | No  | SHSELAX5100D    |            |           | 普通客户           | 已签约             | Trade Tech Inc,Shanghai     | SHANGHAI |          | PORT OF ITAC | Operating |        |

#### Retrieve Criteria Area

The retrieval criteria are the filtering criteria for work orders, which can be filtered by multiple criteria; You can also select multiple filter criteria, click the "+" sign of the selection criteria party, and delete the "-" sign.

The screenshot shows the retrieve criteria area with two filter criteria: '业务编号' (Business Number) and '主单号' (Main Order Number), both set to '等于' (Equal). There are also buttons for adding (+) and deleting (-) criteria, and a '显示条数' (Display Number) field set to 200.

After selecting your common retrieval criteria, you can click the thumbtack in front of the retrieval criteria. The system will remember the set retrieval when logging in next time.

Retrieve the setting of the criteria. Displays the maximum number of pieces of data retrieved at one time.

#### Work Order Business Area

This business area displays the business orders filtered by the filter criteria, Each entry is recorded as a business order, The displayed fields can be set according to the needs of the operator. The setting method is to right-click, select Custom, and check the required field contents. The field sequence in the business display area can also be set by the operator. The specific method is to drag and drop the selected fields back and forth according to their own requirements.

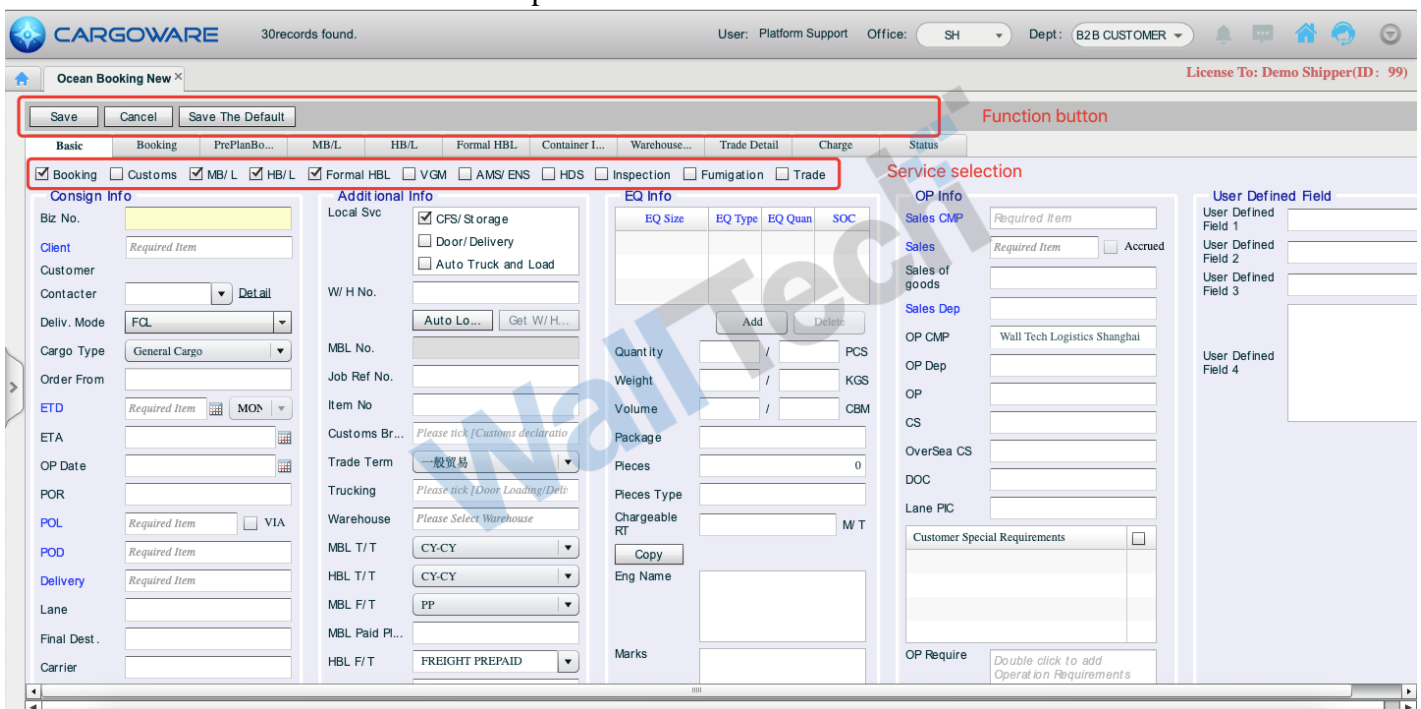


| 业务编号                                   | SO NO      | 起运港      | 卸货港            | 船公司                                 | 订舱代理        | 船名 | 航次 | 开航日期       |
|--|------------|----------|----------------|-------------------------------------|-------------|----|----|------------|
| <input type="checkbox"/> SZSE15030001Z | 95874650/1 | SHENZHEN | LOS ANGELES,CA | [JJ SHIPPING]SHANGHAI JINJIANG SHIP | 上海市锦江航运有限公司 |    |    | 2015-03-05 |
| <input type="checkbox"/> SZSE15030001A |            | SHENZHEN | LOS ANGELES,CA | [JJ SHIPPING]SHANGHAI JINJIANG SHIP | 上海市锦江航运有限公司 |    |    | 2015-03-05 |
| <input type="checkbox"/> SZSE15030001B |            | SHENZHEN | LOS ANGELES,CA | [JJ SHIPPING]SHANGHAI JINJIANG SHIP | 上海市锦江航运有限公司 |    |    | 2015-03-05 |

The suggested business area fields display the following contents: business list, SONO, port of departure and destination, shipping company, booking company, ship name and voyage, Date of departure. After logging in to the interface, you can easily see the situation that you need to operate the business form. Click the field name to perform the business of the work area  
The orders are sorted by this field.

### 5.1. 2 Introduction to Basic Functions

After the document approval position has approved the order of the business personnel, it will specify a specific operator, then the designated operator can  
This order was retrieved. Double-click Open to start this order business.



{cs6f18cf6lang1024} Function Button Area {cs6f18cf6lang1024} is the control button of the order, including Edit, Save and Cancel. Click Edit to enter and modify a business document. {cs6f18cf6lang1024}

After that, you can switch multiple pages for data entry and modification, and then click Save to complete the entry and modification. There is no need to switch each time.

Function page will be saved.

[Function Page Area] This area is the function page in the business work order. The order is sorted according to the order of the main business processes. The main pages to be operated include the function interfaces of "Booking Cabin", "Packing Information", "Customer Door Dispatch", "Customs Declaration", "Expense" and "File History".

{cs6f18cf6lang1024} Business Service Requirement Checklist {cs6f18cf6lang1024}: In general, during the sales phase, the salesperson will check the selection according to the customer's needs for this business requirement.

The service requirements and operations of this business can also be checked according to the specific conditions of the operation. Note that the check box of "Booking Space" cannot be cancelled.

Unless it is a simple trailer declaration service. After the service requirement is checked, the corresponding function page will appear in the function page. For example, if the service requirement is checked, the corresponding function page will appear in the function page

For customs declaration services, an additional "Customs Declaration" page will be added to the function page for operators to record relevant information about customs declaration business. If it is necessary to arrange trailer business, check "Door Point Packing and Pickup" in the local service item on the basic page, and "Customer Door Point" will be added to the system page.

Page for operation to enter dispatch information.

{cs6f18cf6lang1024} Business Doc Basic Info Area {cs6f18cf6lang1024} is used to record the business information of this ticket business document, including the required closing date, sailing date,

Freight terms, etc.;

## 5.2 Pre-examination of booking space

The main function of booking pre-examination is to review the remote booking created by the sales side and the client side and let them transfer to the business logistics department for actual operation. In other words, booking pre-examination is the review of booking application. After passing the review, it is considered to receive the order and transfer to the booking operation post to start the actual service of order.

There are two main sources of remote booking. One is the remote order created by the salesperson. Second, remote orders created by customers. Third, the company's internal orders from other branches for booking space or operating orders. All three types of orders will be transferred to the pre-trial booking, and the personnel arranged by the customer will carry out inspection and review.

[Introduction to Function Interface]

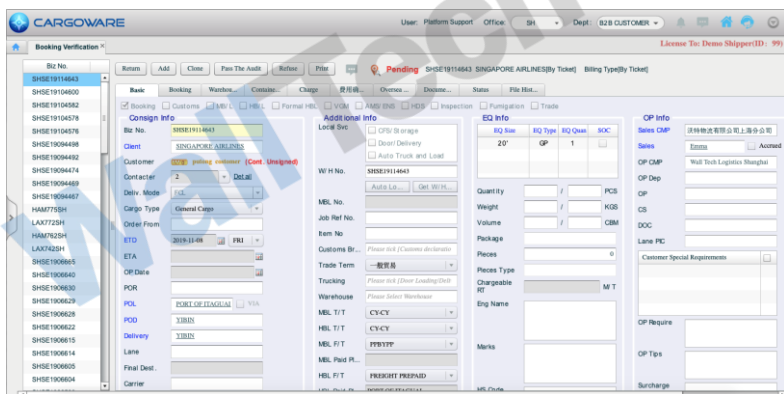
The function of booking pre-examination exists in both air transportation export and sea transportation export. Sea transportation export is booking pre-examination and air transportation is order pre-examination.



The system function distribution and style are consistent with the sea export interface style. Please refer to the introduction of interface style in 6.1.

### 5.2.1 Introduction to the circulation of pre-trial booking work orders

[Sales Remote Booking Pre-examination] After the remote booking of the sales staff is generated, the remote booking will be transferred to the booking pre-examination, and the positions with permission can search for the order items to be approved after entering the system.



Step 1: Retrieve the remote booking manifest to be approved in the booking pre-examination interface. The system also has an automatic reminding function. After the remote booking manifest created by each salesperson is generated and submitted, the person with corresponding authority will be reminded to be approved.



Double-click to open the manifest and review the contents. If there are problems, proceed to the second step, otherwise proceed to the third step.

Step 2: After checking that there are doubts in the booking manifest, if you need to return it to the sales for reprocessing, click the Reject button and enter the reason for rejection in the pop-up dialog box to facilitate the sales staff to understand the problems in those places.



Step 3: After checking that the order is correct, it can be approved and approved, and which department or operation colleague can be specified to receive the order.

The Subsidiary Entrusted Order system supports independent accounting within a company for mutual subcontracting orders between branches, The operation method is the same as the above steps, except that the work number of other branches will be displayed in the delegated association number of the branch's delegated order, and the work order number



generated by other branches after accepting the delegate will be saved in the transaction association number of the order delegated to other branches.

## 5.3 Shipping Booking

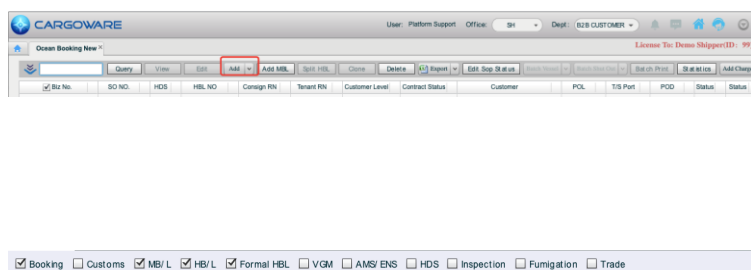
In the shipping export operation window, a series of work of shipping export service is mainly completed through five cards: basic page, booking page, packing page, HB/L page and MB/L page. The associated information in these five pages can be transmitted and shared with each other. Users only need to input it once, and other pages can be obtained synchronously. If users modify a certain shared data, other pages will be automatically modified synchronously. That is, the system can automatically maintain the consistency of data without the need for users to manually maintain the consistency of data. No matter the export or import operation, to start the operation of one ticket, you must first create a work number, enter the basic information of the delegation, and save it successfully before starting other operations. It is recommended that users enter the delegated data correctly and completely as far as possible, because other pages will share the data. After the basic data is saved successfully, the data associated with the basic data in the booking card, HB/L card and MB/L card have been automatically transferred. Relevant data systems in other cards are not automatically initialized. To obtain relevant data, users can also obtain any data value as long as they enter it. These shared data generally include: shipment information, cargo information, port information, ship name voyage information and container related information.

The system supports multiple entrustment tasks corresponding to one ticket of goods: that is, entrusting different trailer companies to transport goods in batches for multiple times and making multiple land transportation power of attorney; Perform multiple warehouse entry and exit entrustment operations; Multiple inspection requests; Multiple customs declarations.

There are two ways to generate the shipping manifest, one is the shipping manifest entered after the remote shipping manifest booking has passed the pre-examination, and the other is the work order directly created by the operator. For the generation of remote booking manifests and pre-booking, please refer to Section 6.2, which describes the mode of marine booking manifests directly created by operators.

There are also two ways to create a shipping booking manifest in the shipping booking interface. One is to directly create a work order and enter information such as the destination port and departure port of the entrusting company. The other is to create a new work order by copying the original work number, and then make corresponding adjustments and modifications to the copied contents. How to create it depends on the specific order situation.

### 5.3.1 Direct Creation of Marine Booking Manifest



Step 1: After entering the shipping space booking interface, click the Add button to create a new work order. The system will open the work order entry interface, where the main data will be entered into the work order. Note that the blue field is a required item.

The second step is to check the service item card of the work order according to the requirements of the customer to order the manifest, and the corresponding entry card will pop up according

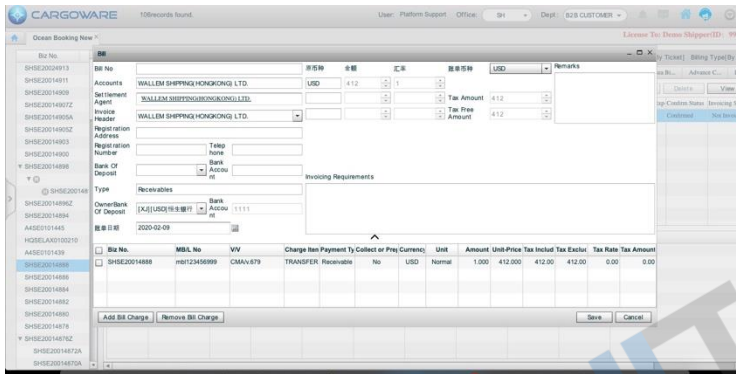
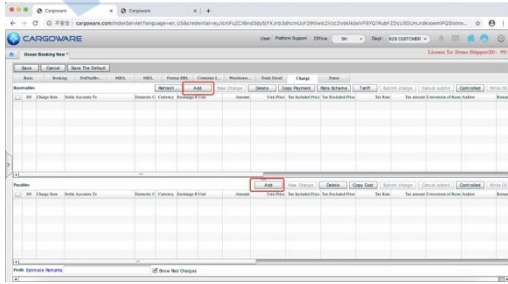
**Additional Info**

Local Svc

CFS/ Storage

Door/ Delivery

Auto Truck and Load



to the checked corresponding service item, and the content will be directly entered. The booking/MBL/HBL interface will enter the corresponding contents, and click Print to select the output format for printing. Please refer to Section 6.4 for the production and use of the output format.

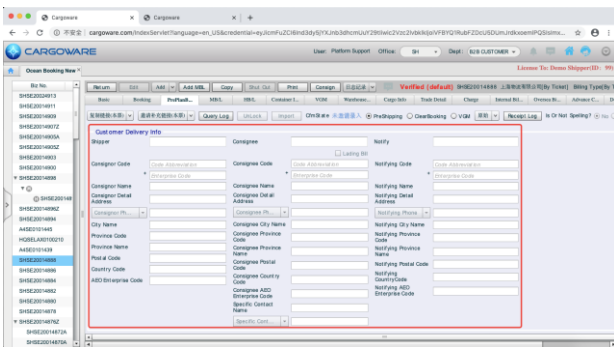
Step 3: Expense Entry: In the expense card, the upper part is divided into a/R Expense Entry interface and the lower part is divided into a/P Expense Entry interface. Enter the expense incurred in this document.

Step 4: Create the bill, Click on the domestic bill or the foreign bill, Click the corresponding a/R bill or a/P bill, The system will automatically classify the same detailed expenses of the settlement company and pop them up as shown in the figure. The operator can choose to decide which detailed expenses are generated in the same bill. Of course, if you need to add expenses of the same settlement company in other work orders to the bill, you can also click the Add Expense button in the lower left corner of the pop-up bill to retrieve and add the detailed expenses to be added to the bill through the pop-up retrieval method.

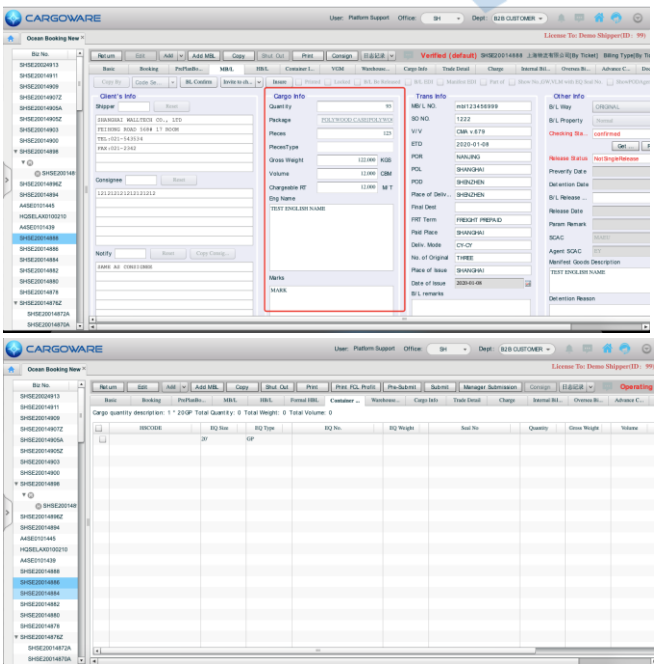
The difference between foreign and domestic expenses can be selected in the Detailed Expense. Click the Domestic/Foreign field in the Detailed Expense to select the type of expense this Detailed Expense belongs to in the drop-down box. In the system, it is commonly understood that domestic expenses are expenses that need to be invoiced, and foreign expenses are expenses that do not need to be invoiced.

### 5.3. 2 Pre-allocation Info Tab

1. Format Requirements According to the format requirements of Decree No.56 provided by the Customs, The required items corresponding to the system are: The consignor's "Enterprise Code", "Enterprise Name", "Detailed Address (up to 70 characters)", "Phone Number, Fax, Mailbox (one of three)", "Country Code", Consignee's Enterprise Code, Enterprise Name, Detailed Address (up to 70 characters), Phone Number, Fax, Mailbox, Country Code, Specific Contact Name, Specific Contact Phone Number, Fax, Mailbox (one of three), Information such as "Enterprise Code", "Enterprise Name", "Detailed Address (up to 70 characters)", "Telephone Number, Fax, Mailbox (one out of three)" and "Country Code" of the notifier are required items, and other information is maintained according to business conditions. Note: When the consignee is "TO ORDER", only "TO ORDER" needs to be maintained in the consignee enterprise name column, and other information need not be provided;



Other pre-allocated manifest information shall also be maintained according to the original maintenance method (e.g. Commodity name, shipping mark, wool body, packaging, etc. shall be maintained on the "MBL" tab, and box seal information shall be maintained on the "Packing Information" tab) Note: box seal information and new manifest are required items;





**基础信息录入**

基本信息  
 SO No:  MBL No:  航次:

收货通知单

发货人信息      收货人信息      通知人信息

\*发货人企业代码      \*收货人企业代码      \*通知人企业代码

\*发货人企业名称      \*收货人企业名称      \*通知人企业名称

\*发货人详细地址      \*收货人详细地址      \*通知人详细地址

\*发货人电话号码      \*收货人电话号码      \*通知人电话号码

城市名称      城市名称      城市名称

省份代码      省份代码      省份代码

城市名称      城市名称      城市名称

邮政编码      邮政编码      邮政编码

国家代码      国家代码      国家代码

AEO企业编码      AEO企业编码      AEO企业编码

\*具体联系人名称      \*具体联系人名称

\*具体联系人电话号码      \*具体联系人电话号码

3. Click Save and Export to export Excel file named SO No

保存并导出      取消

Downloaded by CARGOWARE

国际航空运输协会 (IATA) 货物运单格式 货物运单数据

| 日期         | 航班    | 航司 | 航段      | 货物名称 | 重量      | 体积    | 件数   | 包装 | 唛头      | 备注 |
|------------|-------|----|---------|------|---------|-------|------|----|---------|----|
| 2012-01-10 | CA101 | CA | PEK-NKG | 电子产品 | 100.000 | 0.500 | 1000 | 纸箱 | NO. 101 |    |
| 2012-01-10 | CA101 | CA | NKG-PEK | 电子产品 | 100.000 | 0.500 | 1000 | 纸箱 | NO. 101 |    |

明物品名及数量表

| 日期         | 航班    | 航司 | 航段      | 货物名称 | 重量      | 体积    | 件数   | 包装 | 唛头      | 备注 |
|------------|-------|----|---------|------|---------|-------|------|----|---------|----|
| 2012-01-10 | CA101 | CA | PEK-NKG | 电子产品 | 100.000 | 0.500 | 1000 | 纸箱 | NO. 101 |    |
| 2012-01-10 | CA101 | CA | NKG-PEK | 电子产品 | 100.000 | 0.500 | 1000 | 纸箱 | NO. 101 |    |

4. The customer sends the Excel file to the freight forwarder. The freight forwarder enters the "Pre-allocation Information" module of the system, clicks "Edit" and can import the manifest data into any ticket through "Excel Import".

Return    Edit    Add    Add MBL    Copy    Shut Out    Print    Print FCL Profile    Pre-Submit    Submit    Manager Submission    Cancel    日志记录

Basic    Booking    Pre-Book    MBL    HBL    Format HBL    Container L    Warehouse...    Cargo Info    Track Detail    Change    Internal BL    Oversee BL...    Advance C...

复制数据(本票)    新建单据(国际本票)    Query Log    Unlock    **Import**    在此处新建单据    Pre-Booking    ClearBooking    VGM    Pre-Book    Pre-Book    Is Or Not Spelling?

Customer Delivery Info

Shipper      Consignee      Notify

Consignor Code      Consignee Code      Notifying Code

Consignor Name      Consignee Name      Notifying Name

Consignor Detail Address      Consignee Detail Address      Notifying Detail Address

Consignor Ph...      Consignee Ph...      Notifying Ph...

City Name      Consignee City Name      Notifying City Name

Province Code      Consignee Province Code      Notifying Province Code

Province Name      Consignee Province Name      Notifying Province Name

Postal Code      Consignee Postal Code      Notifying Postal Code

Country Code      Consignee Country Code      Notifying Country Code

AEO Enterprise Code      Consignee AEO Enterprise Code      Notifying AEO Enterprise Code

Specific Contact Name      Specific Contact Name

### 2.5 lead EDI

When the pre-allocation information is completed, select the pre-allocation manifest and select the corresponding template to export EDI

CARGOWARE

预分配信息

单据号: 344081011001

发货人: 收货人: 通知人:

货物名称: 电子产品

重量: 100.000    体积: 0.500    件数: 1000

包装: 纸箱    唛头: NO. 101

日期: 2012-01-10

航班: CA101    航段: PEK-NKG

航司: CA

操作: 保存    取消    打印    删除



### 5.3.3 Operation Instructions for MBL Tab

Click Add Business in {cs6f18cf6lang1024} Shipping Export {cs6f18cf6lang1024} and {cs6f18cf6lang1024} Shipping Booking Extreme Version {cs6f18cf6lang1024} in {cs6f18cf6lang1024} Menu {cs6f18cf6lang1024}. When entering the {cs6f18cf6lang1024} Basic {cs6f18cf6lang1024} tab, it is necessary to confirm that the ticket business cannot produce HBL as shown in Figures 6.3. 3-1 and 6.3. 3-2: there is a direct ticket check box

- If Direct Doc is not checked, it means HBL is issued, and the consignee/consignor in the MB/L tab is the freight forwarding company itself and the overseas agent
- Checking Direct Doc means that HBL cannot be issued, and the consignee/consignor in the MB/L tab is the real consignee/consignor filled in the Basic tab
- Note: The contents of the bill of lading consignor of the freight forwarder company are maintained in System Maintenance and Permission Management, as shown in Figure 6.3. 3-3

After saving the new business, the contents of the MBL tab will inherit the Basic & Booking Cabin tab and can be modified. Confirm that the contents of the MBL tab are correct. There are two ways to supplement bills of lading.

- Method 1: Click Invite Doc-to-Doc and copy the Doc-to-Doc Address to the delegated customer by mail or directly, as shown in Figure 6.3. 3-4

After entrusting the customer to open the "Single Address" through the browser, supplement the bill of lading and click OK, as shown in Figure 6.3. 3-5.

After the customer confirms online, the freight forwarder can see the replenishment content in the MBL tab and the status of the bill of lading changes to Confirmed

- Mode 2: Through the traditional way, click Print and select the bill of lading to confirm that it is saved as an electronic document in the preview interface or printed out to  
The customer confirms that the replenishment is completed offline, and the confirmation result is entered into the MBL tab by the operation.

After the operation confirms that there is no problem with bill of lading replenishment, click "Complete Supplement" to lock MBL and print out the corresponding document sample through the Print button.

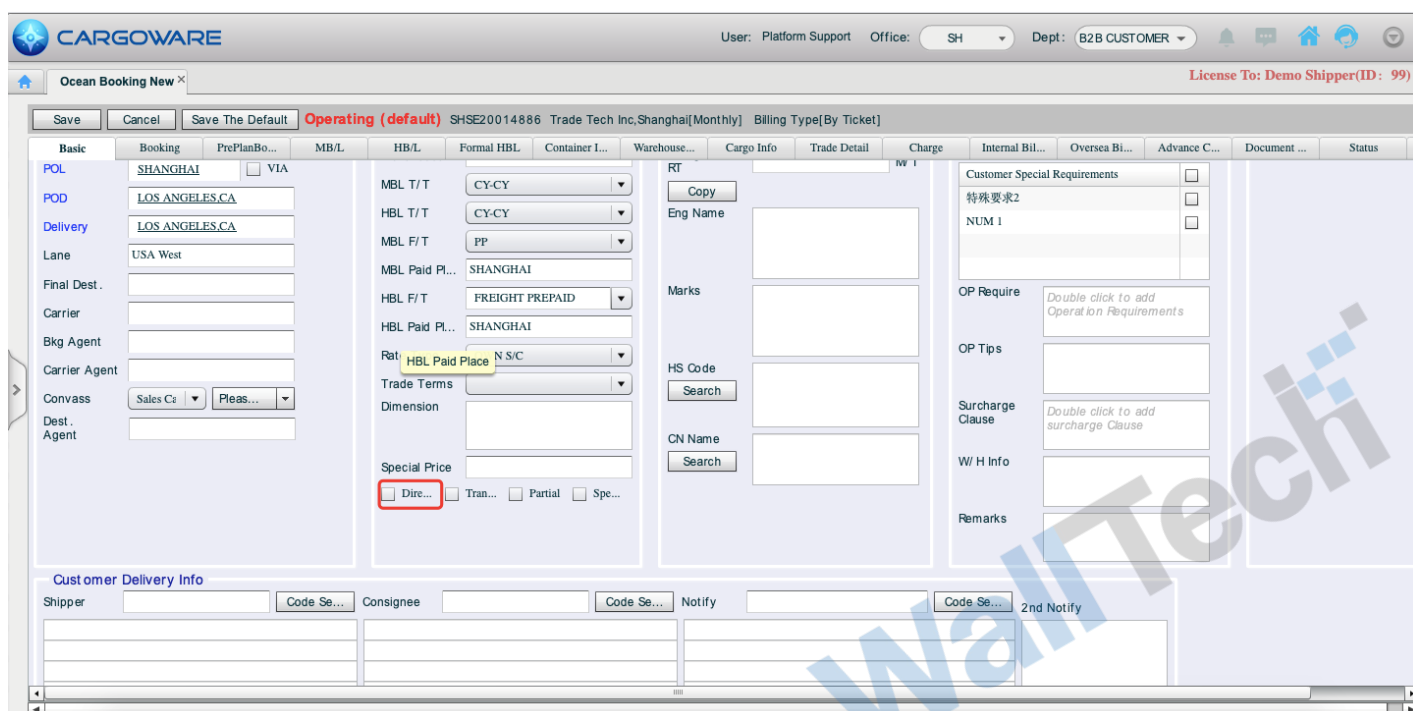




Figure 5.3. 3-1



Figure 5.3. 3-2



Figure 5.3. 3-3

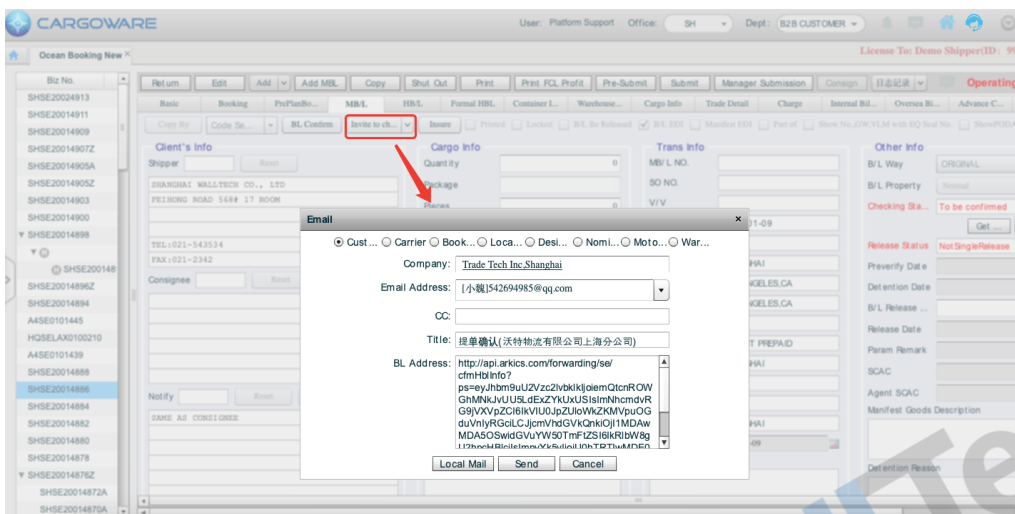


Figure 5.3. 3-4

| 船名<br>(Vessel)  | 航次<br>(Voyage)                        | 运输条款<br>(Trans Term)<br>CY-CY    | 签发地点<br>(Place of Issue)<br>SHENZHEN | 签发日期<br>(Date of Issue)<br>2018-11-22 |                        |                      |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
|---|---------------------------------------|----------------------------------|--------------------------------------|---------------------------------------|------------------------|----------------------|---------------------|-----------------|----------------|-----------------|-------------------|---------------------|----------------------|---------------------|----|----|--|--|-------|---|-------|-------|
| 收货地<br>(Place of Receipt)   | 起运港<br>(Port of loading)<br>SHENZHEN  | 件数<br>(No. of Pkg)<br>0          | 包装<br>(Package)                      | 小件数<br>(Pieces)<br>0                  | 小件数包装<br>(Pieces Type) | HS 编号<br>(HS Code)   |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| 卸货港<br>(Port of Discharge)<br>SANDNES   | 交货地<br>(Final Destination)<br>SANDNES | 毛重<br>(Gross Weight)<br>0.000 KG | 体积<br>(Measurement)<br>0.000 CB      | 箱型箱量<br>(Container Numbers)<br>1*20GP |                        |                      |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| 唛头(Marks)   |                                       | 英文品名(Description of Goods) M     |                                      |                                       |                        |                      |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| <table border="1"> <thead> <tr> <th>箱型<br/>(EQ size)</th> <th>箱种<br/>(EQ type)</th> <th>箱号<br/>(EQ No.)</th> <th>封号<br/>(Seal No)</th> <th>箱重<br/>(EQ Weight)</th> <th>件数<br/>(No. of Pkgs)</th> <th>毛重<br/>(Gross Weight)</th> <th>体积<br/>(Measurement)</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>GP</td> <td></td> <td></td> <td>0.000</td> <td>0</td> <td>0.000</td> <td>0.000</td> </tr> </tbody> </table> |                                       |                                  |                                      |                                       |                        |                      | 箱型<br>(EQ size)     | 箱种<br>(EQ type) | 箱号<br>(EQ No.) | 封号<br>(Seal No) | 箱重<br>(EQ Weight) | 件数<br>(No. of Pkgs) | 毛重<br>(Gross Weight) | 体积<br>(Measurement) | 20 | GP |  |  | 0.000 | 0 | 0.000 | 0.000 |
| 箱型<br>(EQ size)   | 箱种<br>(EQ type)                       | 箱号<br>(EQ No.)                   | 封号<br>(Seal No)                      | 箱重<br>(EQ Weight)                     | 件数<br>(No. of Pkgs)    | 毛重<br>(Gross Weight) | 体积<br>(Measurement) |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| 20  | GP                                    |                                  |                                      | 0.000                                 | 0                      | 0.000                | 0.000               |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| 件数大写(Quantity in Capital)<br>SAY ONLY.  |                                       |                                  |                                      |                                       |                        |                      |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |
| 提单方式(BL Way)<br><input checked="" type="radio"/> 正本(Original) <input type="radio"/> 电放(Surrendered) <input type="radio"/> 见单即放(SEA WAYBILL)   |                                       |                                  |                                      |                                       |                        |                      |                     |                 |                |                 |                   |                     |                      |                     |    |    |  |  |       |   |       |       |

Figure 5.3. 3-5

## 5.4 Production and Use of Output Format

In the business process, in many cases, we need to provide corresponding documents according to the requirements of customers or supplier shipping companies, such as manifest ordering, statement, etc. The system will make the output format into a tool and open it to platform customers, so that customers can edit and add the required output format through this tool.

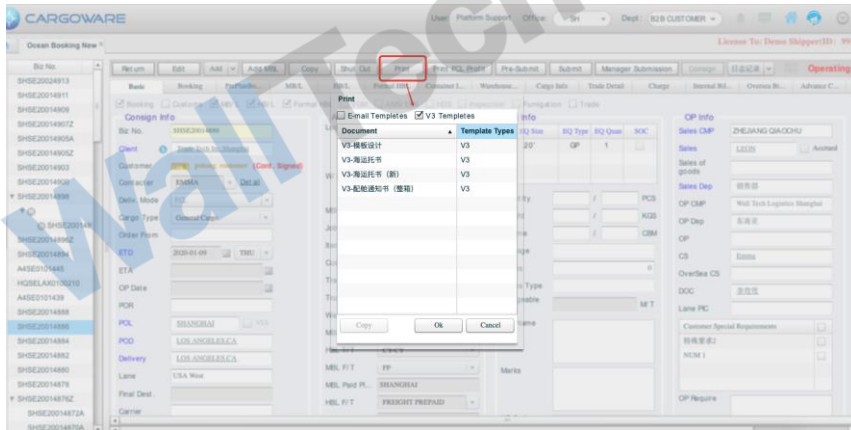
### 5.4.1 Use of output format

When we finish the production of the output format, the output format can be used in three ways, which can be printed out, saved as files in different formats for output, and directly output by Email in the system.

The first type: Print Output: In all work order interfaces, you can click the Print button to retrieve the corresponding output template, and click "Print" to directly connect the printer for output.

The second is to save it on this machine. Click the "SAVE" button to save the output format. The type of output file can be selected in the drop-down box to the left of the button.

The third is direct mail, This system supports direct mail in the work order to send to the designated mail address. The system automatically defaults to the contact person of the entrusting company as the mail address, but the address can be modified. After the customer receives the mail, the sender's mail address of the mail can be configured as the email address of the operator instead of the email address of our company's platform. Recipients can reply directly in the message.



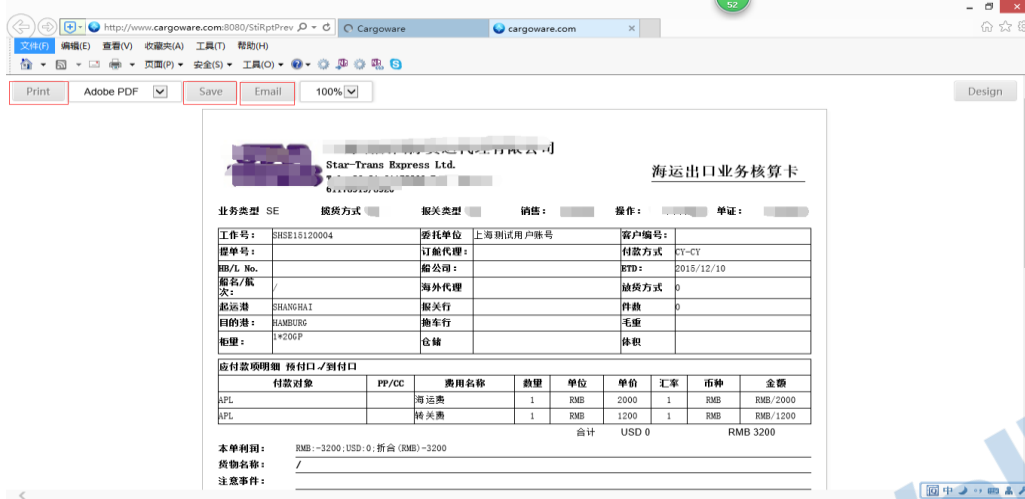
Print buttons are basically set in each card, and corresponding output formats can be configured in each page.



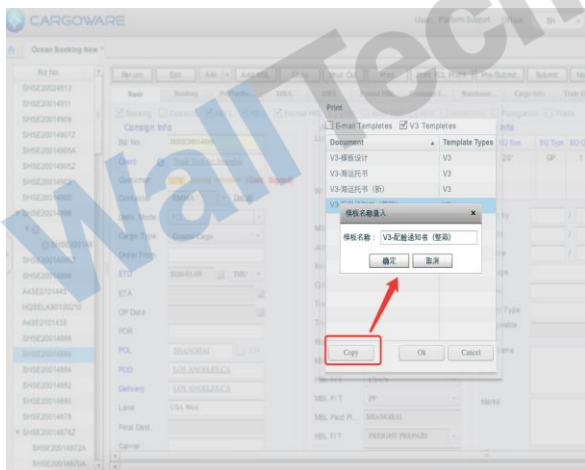
In the pop-up output format, you can select Direct Print, Save and Direct Mail to output as required. The drop-down box to the left of the "Save" button can be selected for format selection. The storage location system will also have a pop-up dialog box to guide and the operator will specify the storage location.

### 5.4. 2 Production method of output format

Production of Output Format This system opens editing tools to users, who can compile output formats according to their own needs.

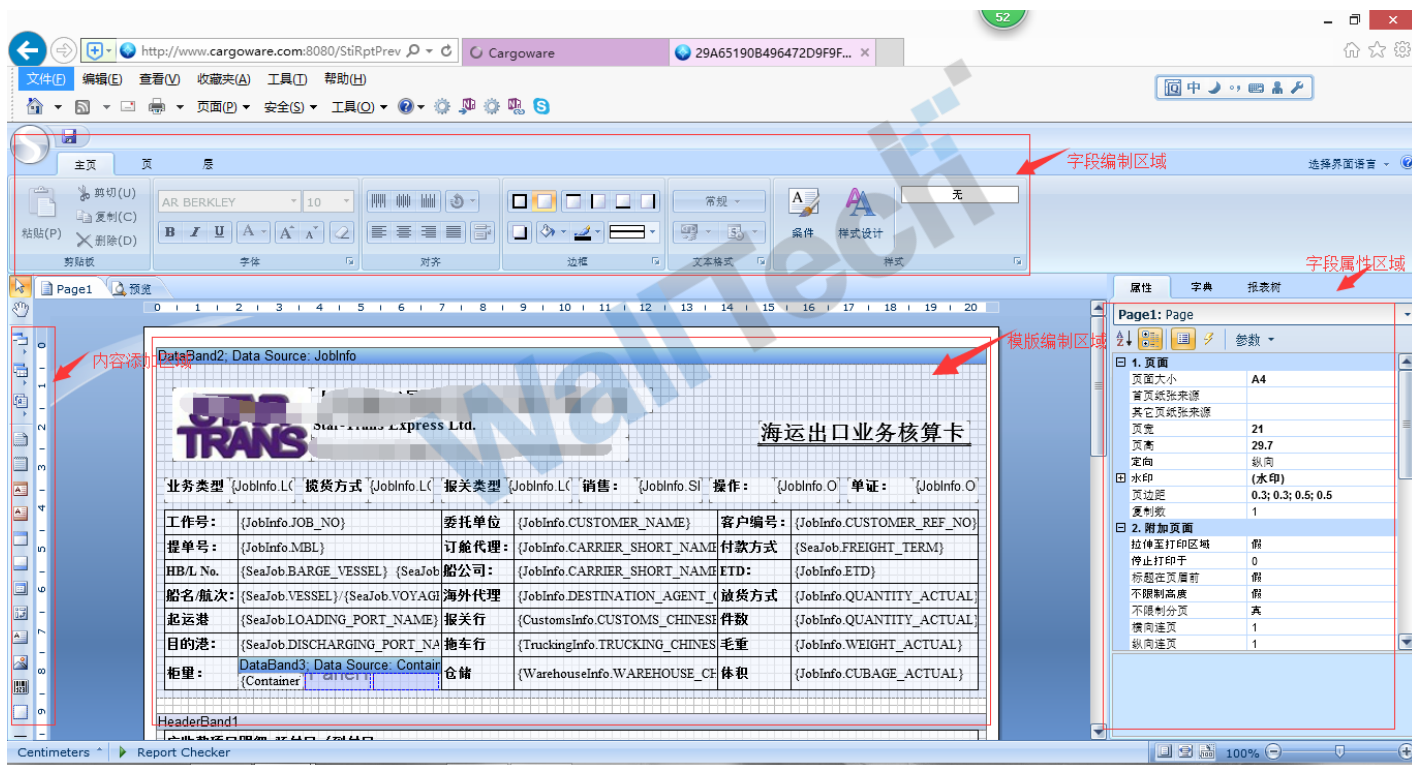


{b Modify Output Format}: select a template to modify, and then click {b Design} in the upper right corner to enter the template editor interface. The format change position in the template can be compiled in the editor.



Create a new output format: Click Print to select the template closest to the format to be created in the pop-up Select Output Format drop-down box. Click Copy to define the name of the new template in the pop-up box. Click Save to generate a new output template. Click Design to modify and edit it.

Making method:



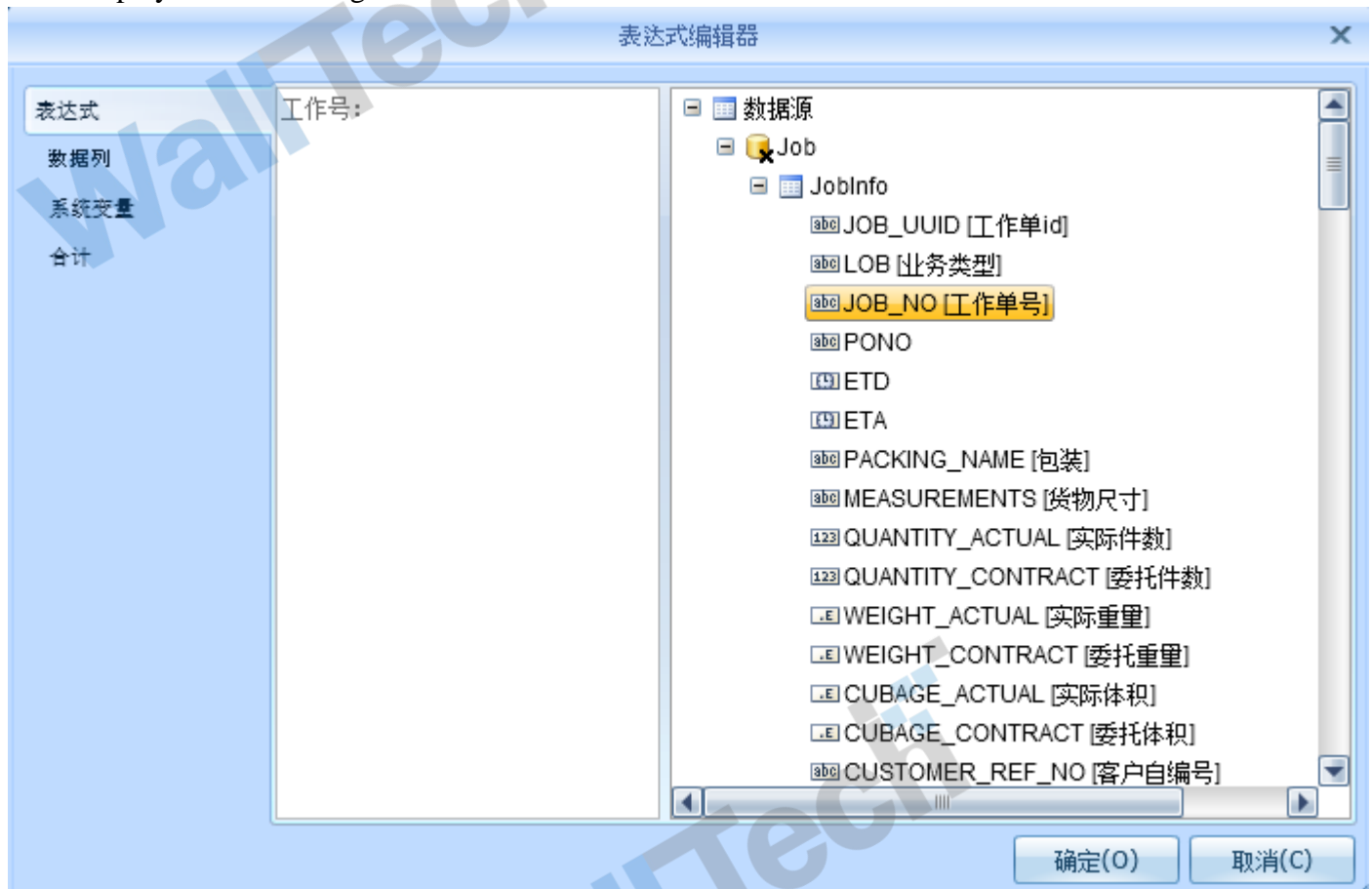
{cs6f18cf6lang1024} Template Creation Area {cs6f18cf6lang1024} prepares template format content. You can select the output size of the template by clicking on the page.

[Content Add Area] Select the output display content, which is usually text and picture fields. After clicking the text button, click the left key in the template compilation area to add the content to the template. The user can drag and drop the content to the position to be displayed by pressing and holding the left key.



Double-click the text and an edit box will pop up. Users can make this field an associated work order field or a

fixed display field according to the situation.



If the content you want to display is in a fixed format, For example, if the label in the output format is used, you can directly enter the content to be displayed in the expression. If you need to display a field in the work order in association, you can guide the corresponding field in the data source in the right border. The system will automatically associate and match the field in the work order with the output content.

"Field Editing Area" is similar to the editing area of WORD. The display method editing tool for displaying fields can be arranged through the function buttons provided above.

{cs6f18cf6lang1024} Field Attribute Area {cs6f18cf6lang1024} is used to prepare and display the attributes of the field, such as line wrap, etc. The corresponding function buttons can be found in this area.

## 5.5 Work Order Status

This system defines the following states for the status of sea and air transportation work orders. The conversion and withdrawal of the states are controlled through permission allocation. The purpose is to approve the work orders in business work.

{b Initial Status}: {b Ongoing Operation} (the initial status of a work order, the status of the work order after a new work order is created, in which data can be modified, expenses can be added or deleted, etc.)

Click Submit: Pre-Submit (defined as ordinary operators have basically completed this document and submitted it to the operation manager for approval. After clicking Pre-Submit, the system will lock the operation interface and expense interface of this document. This document cannot be edited without status withdrawal.)

Click Approve: Submitted (the system defines that after the operation manager has approved the order submitted by the operator, it will be submitted to Finance for further approval. This status will control the order to be in a non-editable status.)







|  |            |          |            |        |
|--|------------|----------|------------|--------|
| <input type="checkbox"/> SHSEPSD5100233Z | 2015-01-31 | SHANGHAI | 2015-01-27 |        |
| <input type="checkbox"/> SHSEPSD5100A    | 2015-01-31 | SHANGHAI | 2015-01-27 | 企泰信息技术 |
| <input type="checkbox"/> SHSEPSD5100B    | 2015-01-31 | SHANGHAI | 2015-01-27 | 企泰信息技术 |
| <input type="checkbox"/> SHSEPSD5100C    | 2015-01-31 | SHANGHAI | 2015-01-27 | 企泰信息技术 |
| <input type="checkbox"/> SHSEPSD5100D    | 2015-01-31 | SHANGHAI | 2015-01-27 | 企泰信息技术 |
| <input type="checkbox"/> SHSEPSD5100E    | 2015-01-31 | SHANGHAI | 2015-01-27 | 企泰信息技术 |

After adding multi-ticket receipts, the system displays the tree-shaped association structure shown in the left figure. Information such as the item weight of the receipt will be summarized into the main ticket work order.

[Mode 2] Enter the receipt work order in advance, create the master ticket work order after retrieving the stowage, and stow the receipt work order into the master ticket.

Click Add in the shipping interface to enter receipt information in the pop-up work order entry interface. Note that the work order needs to select the "Self-LCL" attribute. Save the work order.

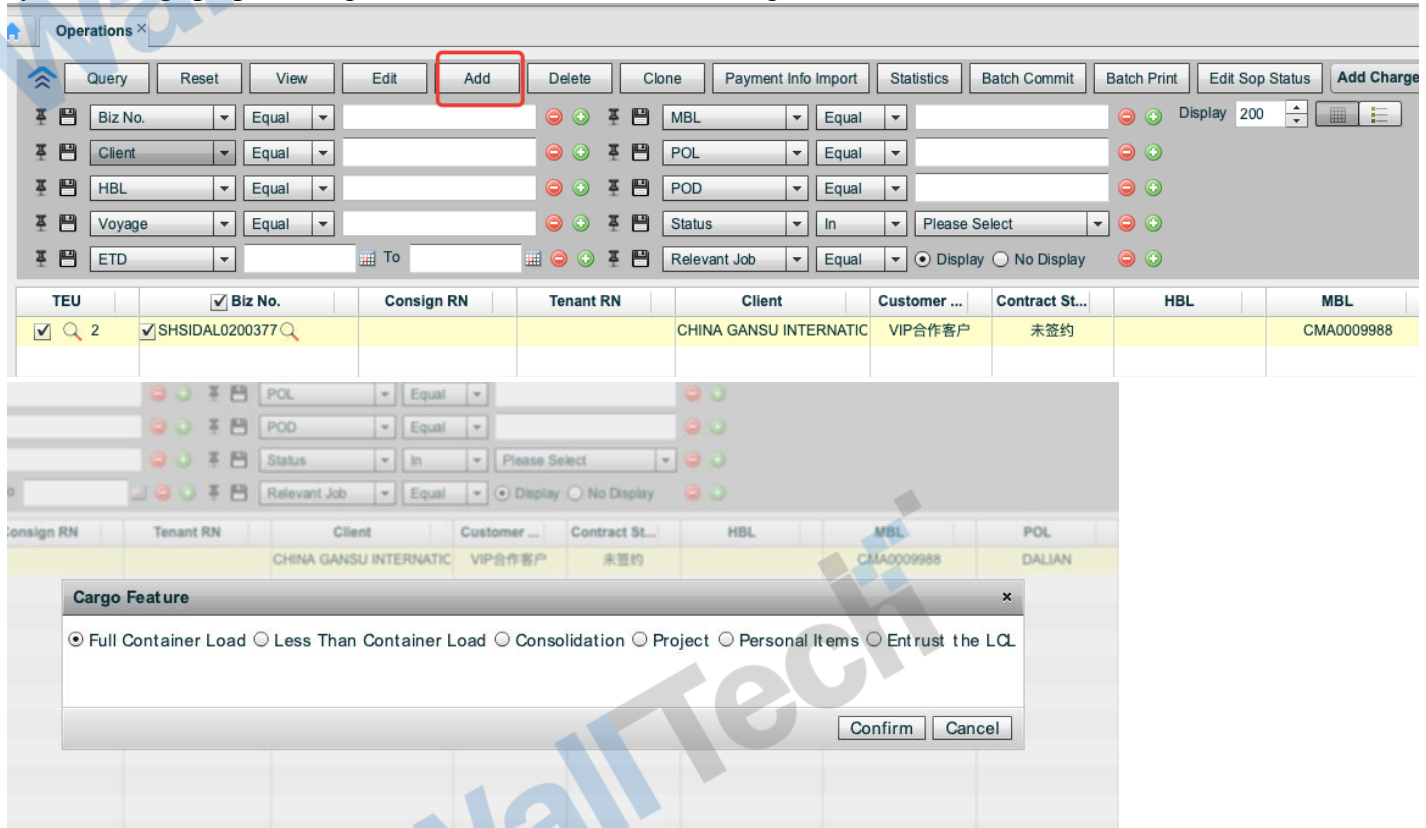
Through system retrieval, for example, the receipt work order to be stowed will be retrieved and viewed uniformly through the destination port of departure and the whole assembly type. After the stowage scheme is obtained according to the situation, click "Add Master Ticket" to complete the basic information entry of the master ticket.

At the bottom of the main ticket's work order, click the "Add Receipt" button to select and add the receipt work order to be loaded into the main ticket. Save after loading. The stowage of the master ticket work sheet receipt goods can be realized.

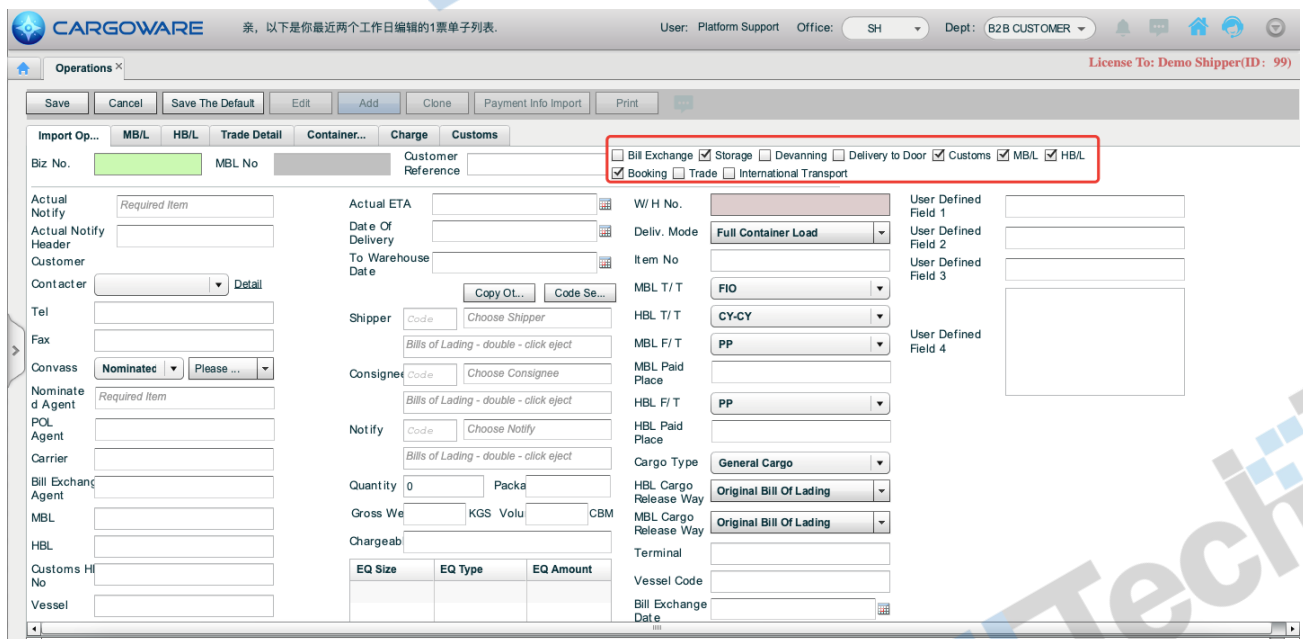
| Tickets Info             |     |         |        |        |     |          |         |          |          |         |         |            |
|--------------------------|-----|---------|--------|--------|-----|----------|---------|----------|----------|---------|---------|------------|
| Total Tickets: 0         |     |         |        |        |     |          |         |          |          |         |         |            |
| MBL                      | ETD | Biz No. | WH No. | Client | POD | Delivery | CN Name | Eng Name | Real Qty | Real WT | Real Ym | Chargeable |
| <input type="checkbox"/> |     |         |        |        |     |          |         |          |          |         |         |            |

### 5.7 Imports by sea

Step 1: Enter the "Shipping Operation" module, click the Add button to create a new work order, and the system will pop up the cargo nature interface, select the cargo nature, and click OK;



The second step is to enter the corresponding information. Note that the fields that must be recorded must be entered.



The screenshot shows a complex form with multiple tabs: Import Op..., MB/L, HB/L, Trade Detail, Container..., Charge, and Customs. The 'Import Op...' tab is active, displaying fields for Vessel, Voyage, Place of Receipt, POL, POD, Delivery, ETD, ETA, Customs Broker, Trade T..., Rate Type, and Carrier S/C. The 'Charge' tab shows fields for Eng Name, CN Name, Marks, INCO Terms, Pre-Collection, and Remarks. The 'Customs' tab includes Bill Exchange Date, Warehouse, Sales, Sales of goods, OP CMP, Department, CS, DOC, Lane PIC, POL OP, and POD OP. There are also 'Add' and 'Delete' buttons for the Charge section.

Click the packing information to see the box quantity entered in the basic tab; Click Auto Packing to automatically enter the wool body in the basic tab into the packing information; You can also click to empty the packing record or delete the packing record according to actual needs.

The screenshot shows a table with the following columns: EQ Size, EQ Type, EQ No., EQ Weight, Seal No, Quantity, and Gross Weight. The 'Auto Loading' button is highlighted with a red box. The table contains one row with '20' in the EQ Size column and 'GP' in the EQ Type column. Above the table, there are buttons for 'Save', 'Cancel', 'Save The Default', 'Edit', 'Add', 'Clone', 'Payment Info Import', and 'Print'. Below the table, there is a summary line: 'Cargo quantity description: 1 \* 20GP Total Quantity: 0 Total Weight: 0 Total Volume: 0'.

## Chapter VI Export by Air Transport and Import by Air Transport

The system interface layout style, work number status transition, order pre-examination, and the use and production of output format of the air transportation module are similar to those of the sea transportation module. Please refer to the introduction in Chapter 6 for details. The following mainly introduces the business flow of air transportation export.

### 6.1 Master Doc Management

Before air transportation operation, the airline main waybill needs to be entered in advance, and the main waybill number is retrieved by calling in the actual business.

主单登记

< 返回

序号

失效日期

航空公司

订舱代理

主单起始号

总份数

附加说明

领用日期

领用人

保存

Click Register in the main document management interface, and click Add in the pop-up dialog box to register the received airline waybill. The system will directly generate the order number according to the number of copies. When the business uses the waybill number, the usage status of the waybill number will be occupied and locked.

海运订舱 单号配置 空运订舱 主单管理

查询 登记 作废 解绑

业务编号  主单号  状态 All

航空公司  订舱代理  记录数 50

| 业务编号            | 主单号           | 状态 | 领用人  | 航空公司         | 过单代理 |
|-----------------|---------------|----|------|--------------|------|
| SHAEPK5N00096Z  | 851-0590 1862 | 使用 | 测试人员 | [HX]香港航空有限公司 |      |
| SHAEPK5N00098   | 999-1111 1111 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
| SHAEMSJ5N00099Z | 999-1111 1122 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
| SHAEMSJ5N00102Z | 999-1111 1133 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
| SHAEMSJ5N00114Z | 999-1111 1144 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
|                 | 999-1111 1155 | 新建 |      | [CA]中国国际航空公司 |      |
|                 | 999-2222 2222 | 新建 |      | [CA]中国国际航空公司 |      |
| SHAEMSJ5O00083  | 999-2222 2233 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
| SHAEMSJ5N00112Z | 999-2222 2244 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |
| SHAFMSJ5N00121Z | 999-2222 2255 | 使用 | 测试人员 | [CA]中国国际航空公司 |      |

In the main document management interface, you can query the usage status of the waybill and the specific work order to use. In case of business changes, you can change the main document number by unbinding the waybill.

## 6.2 Pre-examination of booking space

The approval status of "Air Export" and "Reservation Pre-examination" is the filter condition to be approved, and the list submitted by sales through "Remote Reservation" is queried.

CARGOWARE 查询到35条记录 User: Platform Support Office: SH

Operations Preliminary Check

查询 审核条件 变更 新增 复制 审核通过 拒绝 自动刷新

Job No. Equal Client Equal Display

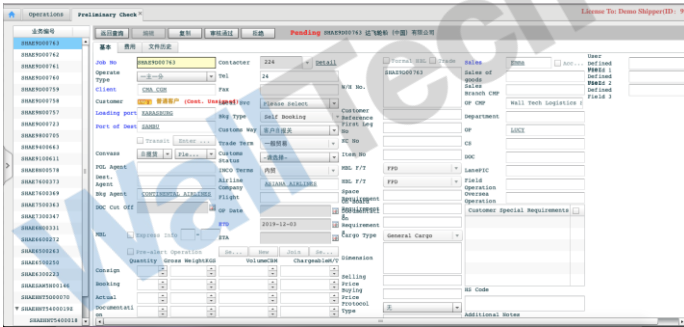
MWB Equal Port of ... Equal

Flight Equal ETD To

Audit St... In [X] VerifyPen...

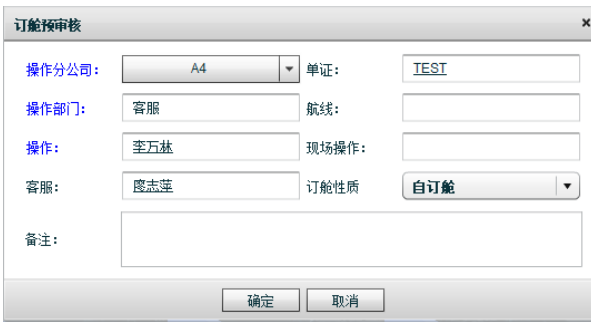
| MWB | Biz No.     | W/S No.     | First L... | Consign RH | Tenant RN | Item No | Custom... | Contrac... | Custom... |
|-----|-------------|-------------|------------|------------|-----------|---------|-----------|------------|-----------|
|     | SHAEP000763 | SHAEP000763 |            |            |           |         | 普通客户      |            |           |
|     | SHAEP000762 | SHAEP000762 |            |            |           |         | 普通客户      |            |           |
|     | SHAEP000761 | SHAEP000761 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000760 | SHAEP000760 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000759 | SHAEP000759 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000758 | SHAEP000758 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000757 | SHAEP000757 |            |            |           |         | VIP合作客户   | 未签约        |           |
|     | 13123       | SHAEP000722 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000705 | SHAEP000705 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP400663 | SHAEP400663 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP100611 | SHAEP100611 |            |            |           |         | 普通客户      | 未签约        |           |
|     | SHAEP000578 | SHAEP000578 |            |            |           |         | 普通客户      | 已签约        |           |

Double-click a record to open and approve the business contents and expenses of the ticket list



If the approval does not pass, click Reject, enter the reason for rejection, and the list will be returned to the seller for re-editing and submission.

Click "Approved" and assign corresponding positions such as operation, document and customer service to carry out the next operation.



After passing the examination, the operation can be queried and continued according to relevant information such as business number in "Shipping Export" and "Shipping Booking Extreme Edition".

### 6.3 Air Booking

The air cargo booking system of this system can support the direct order, one master and one point, one master and many points of the enterprise's air cargo business. After generating an air transportation work order, you can select the operation mode of the work order to specify which business mode the order belongs to. The system will automatically switch business scenarios and support business.

#### 6.3.1 Direct single operation mode

After the work order is generated, select Direct Doc in the business type of the business Doc, which means that the primary Doc is issued directly without issuing and splitting Doc. You can select the form of issuing Doc and splitting Doc.

The business steps are basically as follows:



Create an air transportation work order, enter the basic information of the order, select "Direct Doc" in the operation mode, and after saving, the system will only display the MAWB entry interface on the page.

Enter the warehouse entry number in the warehouse entry number. The warehouse entry number can be generated by system work order number, free catalog or automatic generation by user-defined generation rules.

After clicking the warehouse entry number, check the goods warehouse entry and the estimated warehouse entry time in the pop-up dialog box. After saving, the system work order can be entered into the system by the warehouse personnel of the associated enterprise at the airport site. The on-site personnel receive the warehouse entry number of the fleet and can share the information of the goods work order through the warehouse entry number.

The warehouse personnel enter the warehouse entry number in the warehouse module of the system, and the system will automatically associate the information of the goods work order. The on-site personnel can enter the weight ruler of the actual goods, and the uploaded photos can be shared to the operation documentary interface.

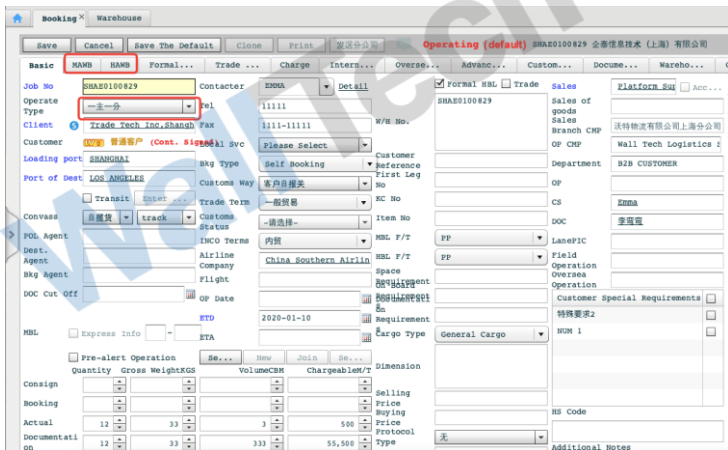
| 包装类型 | 尺寸CM(长*宽*高/件数) | 件数 | 重量KGS | 体积M³  | 备注 |
|------|----------------|----|-------|-------|----|
| 实际   |                |    |       |       |    |
| 委托   |                | 1  | 12.00 | 1.000 |    |

Enter the actual item weight ruler item by item, and the actual incoming item weight ruler will be shared into the actual item weight ruler field of the work order. Subsequent steps such as uploading documents, printing bills of lading, entering expenses, generating bills, etc. are similar to shipping operations. For details, please refer to the introduction of shipping operations in Chapter 6.

### 6.3. 2 Operation mode of one master and one sub

The "One Master and One Sub" mode is the mode in the air transportation mode that requires air transportation sub-documents to be issued.

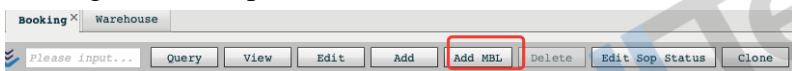




In the basic interface, select the operation mode of the work order as one master and one sub-mode, and the system will automatically display MAWB and HAWB cards. Operators will enter the information to be entered into the sub-order in HAWB according to business requirements. Other operation steps are similar to direct single mode.

### 6.3.3 Operation mode of one master and multiple divisions

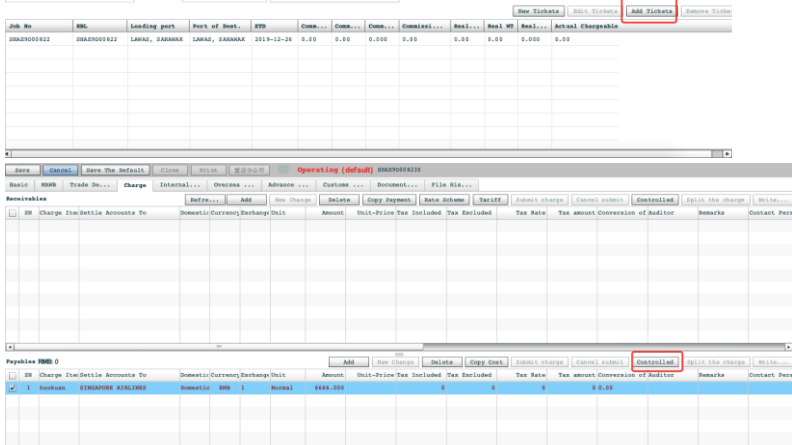
For the business mode of multiple goods collection and assembly, the corresponding operation mode in the system is one master and multiple points, i.e. One master order number. Other customers all issue documents and split orders, and assist in controlling goods through overseas agents. During the operation, it is similar to the LCL operation of shipping, that is, to create the main bill work order and select the operation mode of "One Master and Multiple Splitting" in the document splitting work order, and enter the main bill work order by selecting Add Receipt in the main bill work order to associate multiple split documents.



The primary ticket work order can be created by {cs6f18cf6lang1024} New Primary Ticket {cs6f18cf6lang1024} in the air transportation interface, or the original primary ticket work order can be created by copying the button COPY.



Click Add Receipt in the main ticket work order to retrieve the receipt work order with one main and multiple points to be added, and click OK to add the checked work order to the main ticket.



The payable expenses in the primary bill can be allocated to each receipt work order by allocation. The allocation modes mainly include manual allocation, billing weight allocation, average allocation, volume weight allocation, etc. Once the expenses in the main ticket are allocated, an allocated expense will be automatically added to the associated receipt work order. The apportionment will be included in the profit

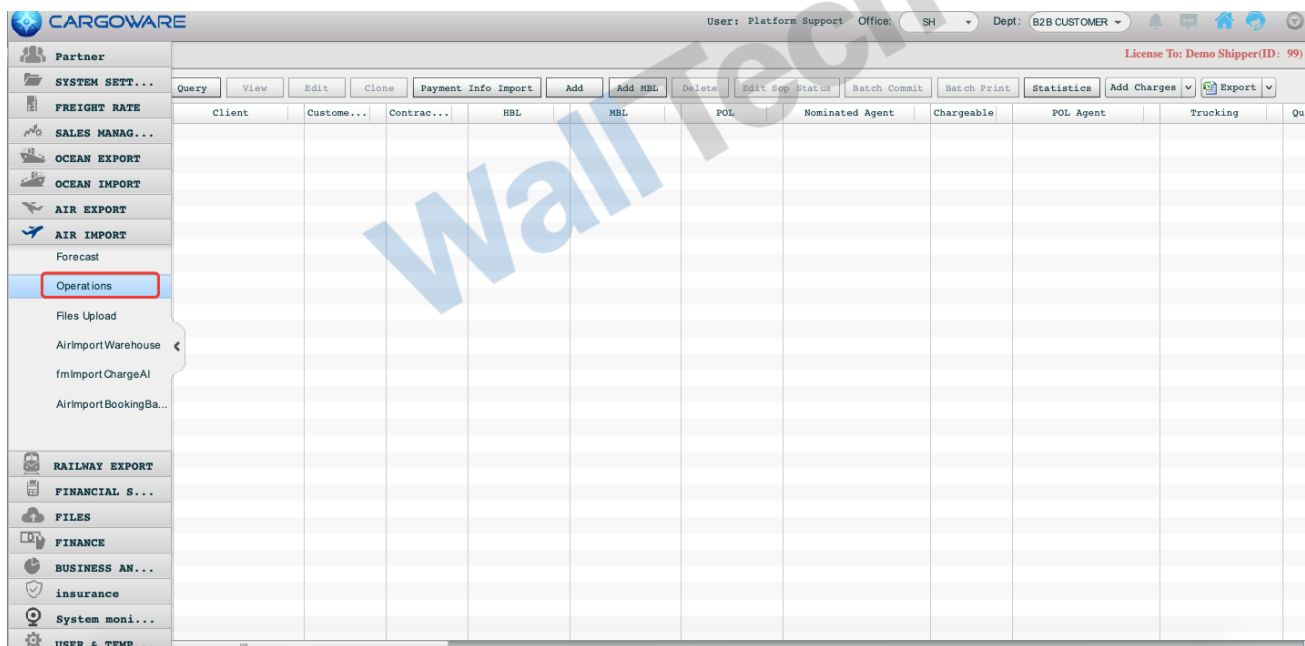


calculation of the receipt.

Once the expenses in the main ticket are allocated, an allocated expense will be automatically added to the associated receipt work order. The apportionment will be included in the profit calculation of the receipt.

## 6.4 Imports by air

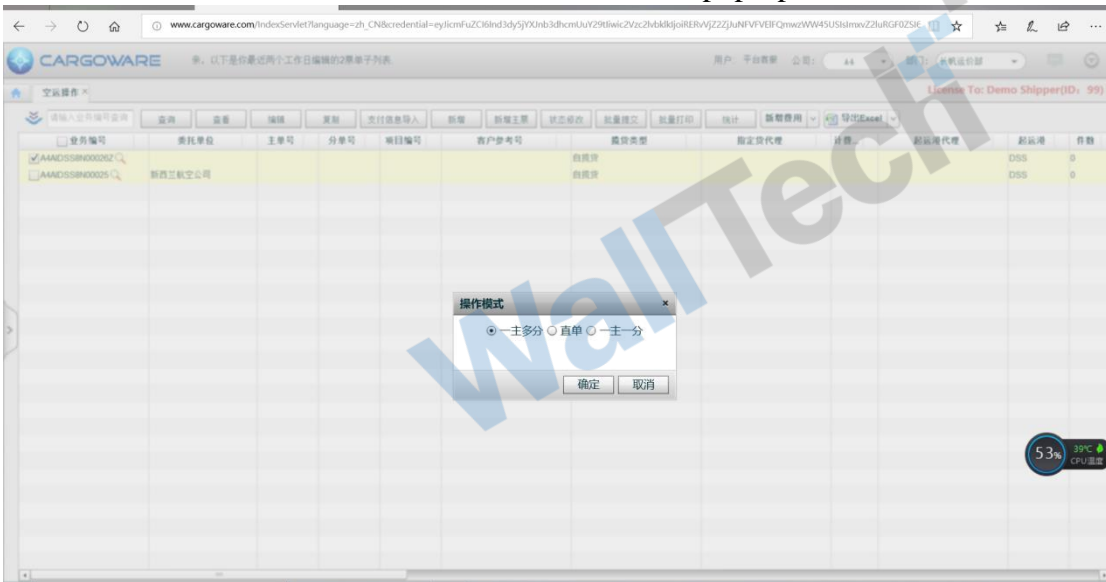
Enter the "Air Transport Operations" module;



Click the Add button to create a new business. The Add Master Ticket button is the New Master Ticket, which is used to integrate virtual tickets for businesses with one master and multiple points of business type and the same conditions (departure port, destination port, ETD, ETA, etc.);

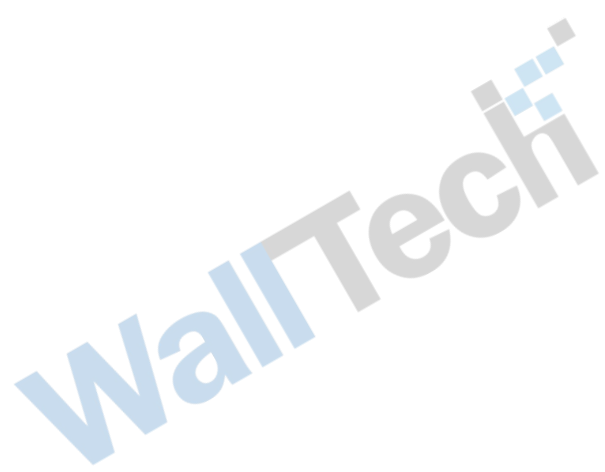
| Biz No.         | Client                | Custome... | Contrac... | MBL              | POL | Nominated Agent          | Chargeable | POL Agent | Trucking | Q... |
|-----------------|-----------------------|------------|------------|------------------|-----|--------------------------|------------|-----------|----------|------|
| SHAILAX01001742 | 广州市轩和国际货运代理有          | 普通客户       | 未签约        | 3281789219888888 | LAX |                          |            |           |          | 0    |
| SHAILAX0100173  | 广州市轩和国际货运代理有          | 普通客户       | 未签约        |                  | LAX |                          |            |           |          | 0    |
| SHAISAX9D00172  | CMA CGM               | 普通客户       | 未签约        |                  | SAX |                          |            |           |          | 0    |
| SHAISAX9D00171  | SHANGHAI JINJIANG SHI | VIP合作客户    | 未签约        |                  | SAX |                          |            |           |          | 0    |
| SHAIYS9D00170   | CMA CGM               | 普通客户       | 未签约        | 123444           | YSV |                          |            |           |          | 0    |
| SHAIYV9D00169   | VINCENT TRADE         | 普通客户       | 合约失效       |                  | PVG |                          | 3,833.5    |           |          | 212  |
| SHAILAX9D00168  | CHINA GANSU INTERNATI | VIP合作客户    | 未签约        |                  | LAX |                          |            |           |          | 0    |
| SHAISAX9N001652 |                       |            |            | 781-00000001     | SAX |                          |            |           |          | 0    |
| SHAISAX9N00166  | SHANGHAI JINJIANG SHI | VIP合作客户    | 未签约        | 781-00000001     | SAX |                          |            |           |          | 0    |
| SHAIMW29000163  | SINGAPORE AIRLINES    | 普通客户       | 未签约        |                  | MW2 |                          |            |           |          | 312  |
| SHAIYV9800160   | Sinotrans Eastern Com | 合作阶段客户     | 未签约        |                  | PVG | ETIHAD CRYSTAL CARGO     |            |           |          | 0    |
| SHAIIDS9700155  | Trade Tech Inc,Shangh | 普通客户       | 已签约        |                  | DSS |                          |            |           |          | 0    |
| SHAISAW9700153  | Trade Tech Inc,Shangh | 普通客户       | 已签约        | 112-111111       | SAW |                          |            |           |          | 1    |
| SHAISAW600150   | Trade Tech Inc,Shangh | 普通客户       | 已签约        | 111-22222222     | SAW |                          |            |           |          | 1    |
| SHAIPIK9400130  | AIR NEW ZEALAND       | 意向阶段客户     | 已签约        |                  | PIK |                          |            |           |          | 11   |
| SHAISIN9200125  | XIAOMI TECH           | VIP合作客户    | 合约失效       |                  | SIN | ETIHAD CRYSTAL CARGO     |            |           |          | 0    |
| SHAIYV9D00119   | 上海美设国际货运有限公司          | VIP合作客户    | 未签约        |                  | PVG |                          |            |           |          | 0    |
| SHAILAX9000108  | Trade Tech Inc,Shangh | 普通客户       | 已签约        | 999-11111111     | LAX |                          | 5,333.5    |           |          | 32   |
| SHAIK8700104    | Trade Tech Inc,Shangh | 普通客户       | 已签约        | 020-47614405     | IKA |                          |            |           |          | 0    |
| SHAIK87001032   |                       |            |            | 020-47614405     | IKA |                          |            |           |          | 0    |
| SHAIPIK8700100  | SHANGHAI ZHENHUA INTE | VIP合作客户    | 未签约        |                  | PIK | WALLTECH SHENZHEN BRANCH |            |           |          | 0    |
| SHAIK8700059    | Sinotrans Eastern Com | 合作阶段客户     | 未签约        |                  | IKA | WALLTECH SHENZHEN BRANCH |            |           |          | 0    |

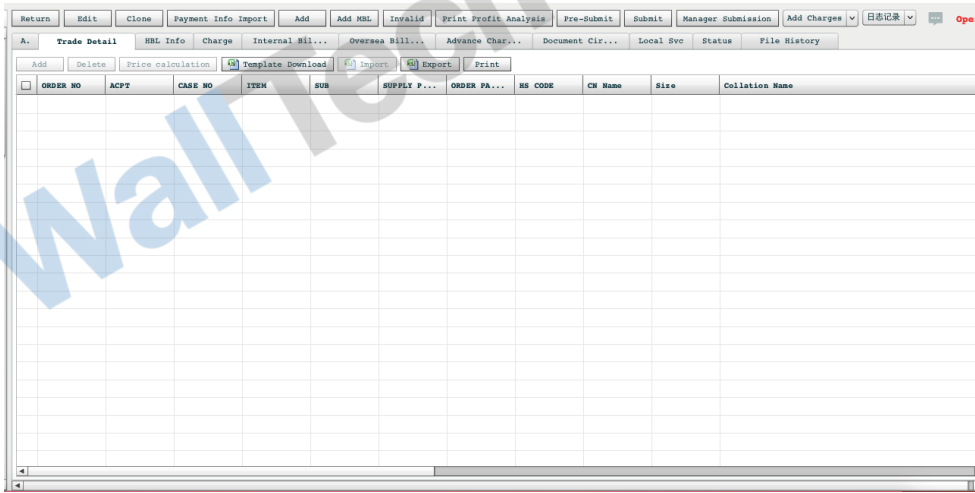
Click the Add Business button, and there will be a pop-up window to select the business type as needed.



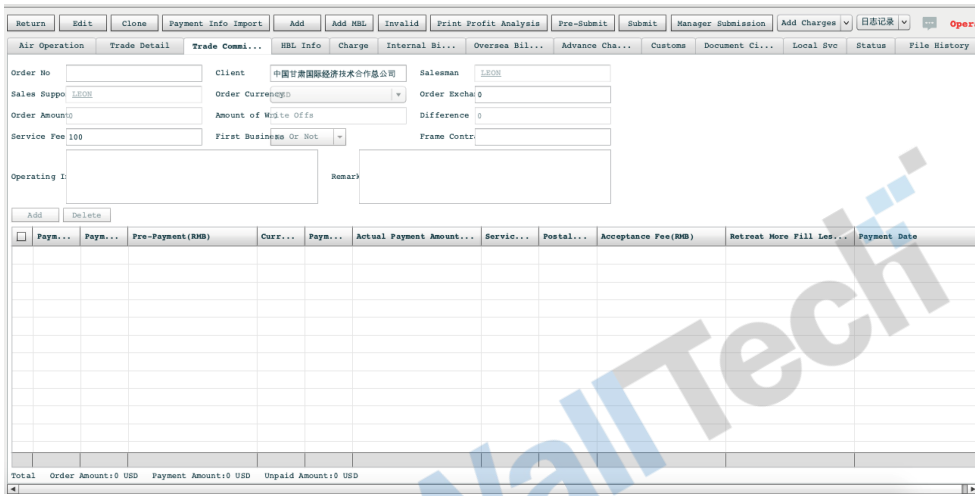
### 6.4.1 Introduction to Air Transport Import Tab

Goods Details Tab

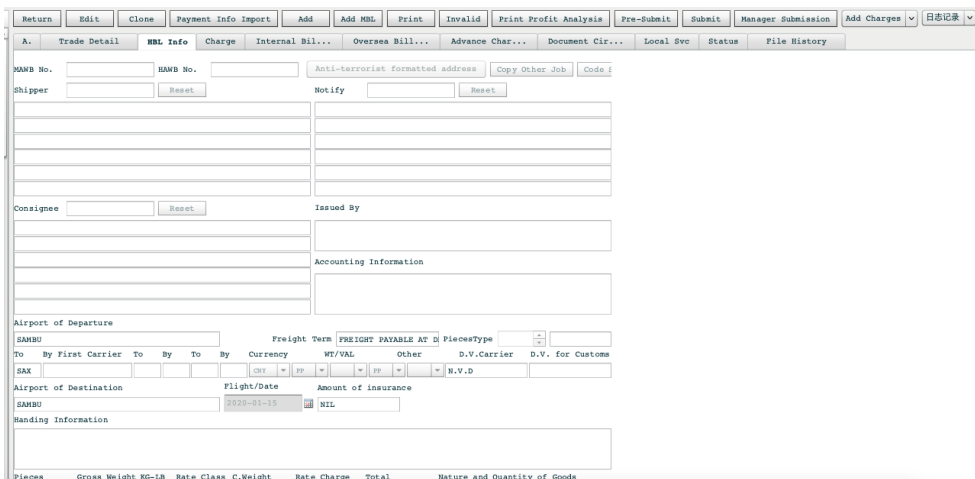




Trade Tab is the tab for entering trade information



Doc Splitting Info Tab is the tab for entering Doc Splitting Info

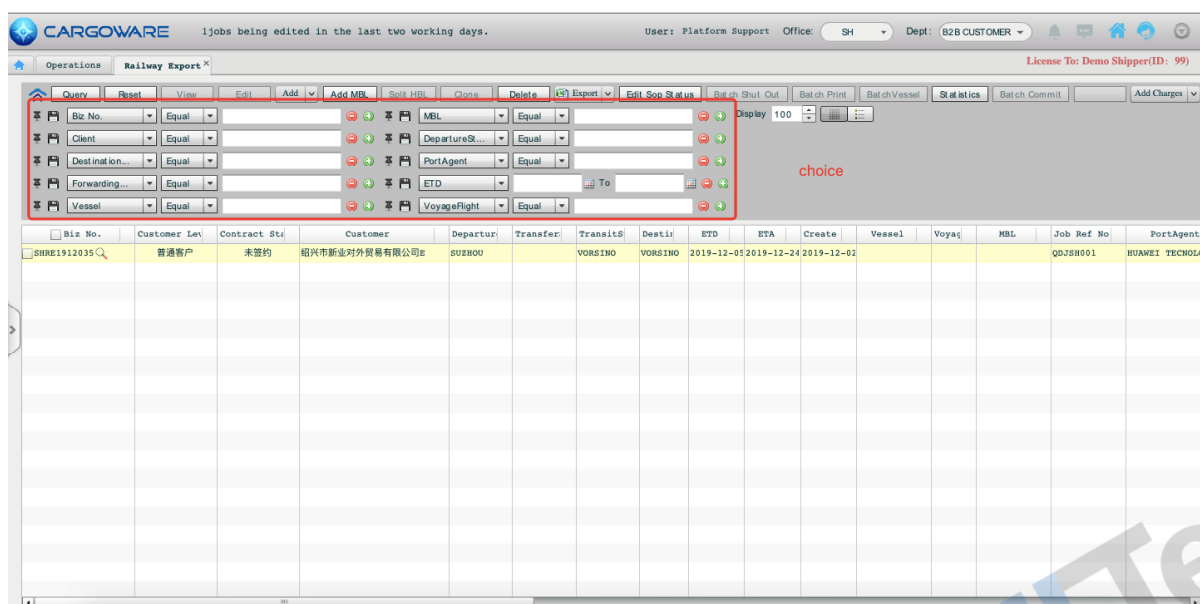
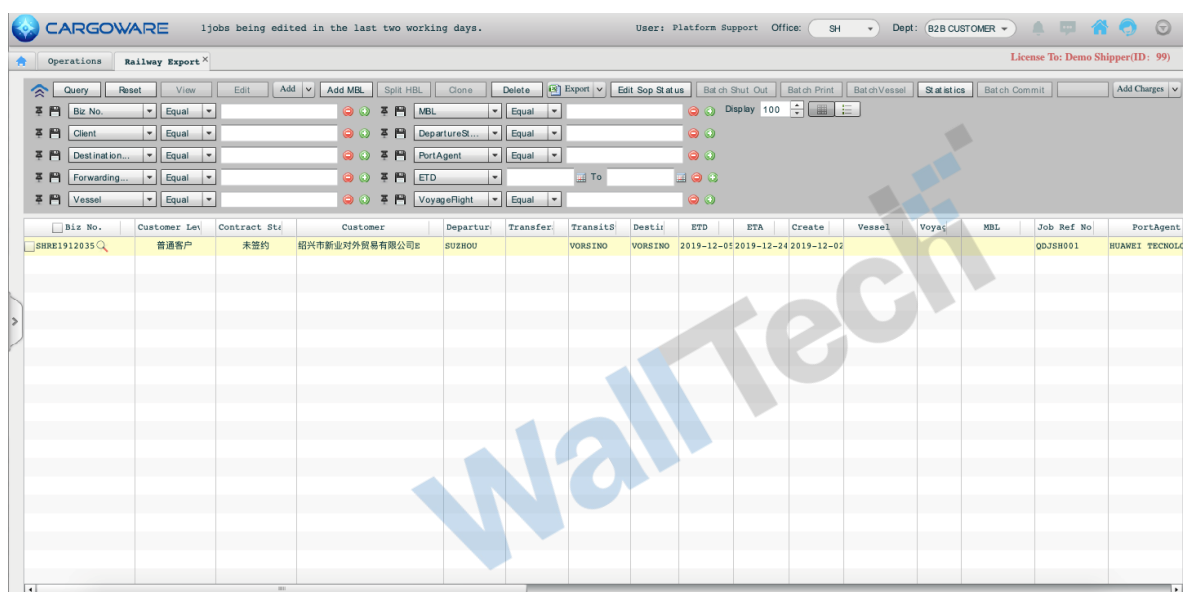


## Chapter VII Railway Exit

### 7.1 Introduction of Railway Exit Interface Style and Function

#### 7.1.1 Description of interface style

The main function interfaces are all in the same style. According to the retrieval area and the business document work area, the required business document can be quickly found through retrieval for operation. Each record in the work order list area represents one ticket business. Double-click to browse the business and expense information of this ticket.



#### Retrieve Criteria Area

The retrieval criteria are the filtering criteria for work orders, which can be filtered by multiple criteria; You can also select multiple filter criteria, click the "+" sign of the selection criteria party, and delete the "-" sign.



After selecting your common retrieval criteria, you can click the thumbtack in front of the retrieval criteria. The system will remember the set retrieval when logging in next time.

Retrieve the setting of the criteria. Displays the maximum number of pieces of data retrieved at one time.

### Work Order Business Area

This business area displays the business orders filtered by the filter criteria, Each entry is recorded as a business order, The displayed fields can be set according to the needs of the operator. The setting method is to right-click, select Custom, and check the required field contents. The field sequence in the business display area can also be set by the operator. The specific method is to drag and drop the selected fields back and forth according to their own requirements.

| Biz No.     | Customer Lev | Contract Sta | Customer      | Departur | Transfer | TransitS | Destir  | ETD        | ETA        | Create     | Vessel | Voyag | MBL | Job Ref No | PortAgent     |
|-------------|--------------|--------------|---------------|----------|----------|----------|---------|------------|------------|------------|--------|-------|-----|------------|---------------|
| SHRE1912035 | 普通客户         | 未签约          | 绍兴市新业对外贸易有限公司 | SUZHOU   |          | VORSINO  | VORSINO | 2019-12-05 | 2019-12-24 | 2019-12-02 |        |       |     | QDJSH001   | HUAMEI TECHNO |

The recommended business area fields display the following contents: business order, departure station, transit station, destination station, shipment date, train number, waybill number,

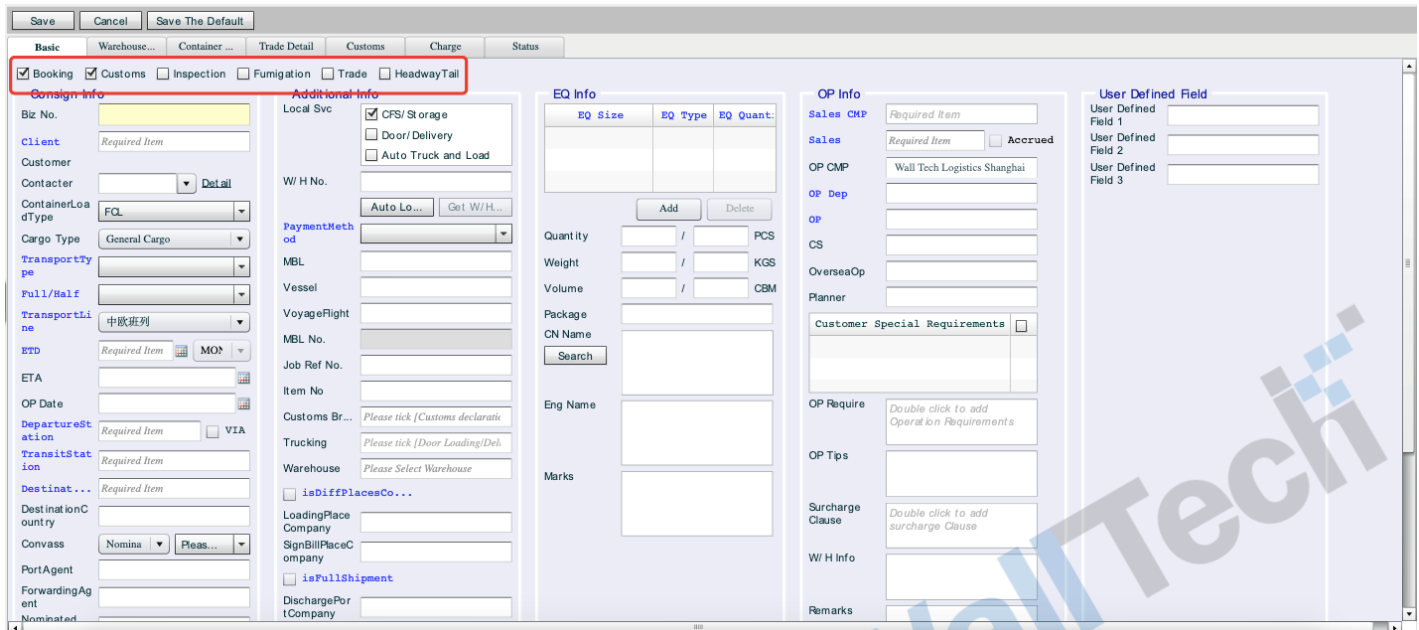
Customers. After logging in to the interface, you can easily see the situation that you need to operate the business form. Click the field name to perform the business of the work area

The orders are sorted by this field.

## 7.1.2 Introduction of Basic Functions

After the document approval position has approved the order of the business personnel, it will specify a specific operator, then the designated operator can

This order was retrieved. Double-click Open to start this order business.



{cs6f18cf6lang1024} Function Button Area {cs6f18cf6lang1024} is the control button of the order, including



Edit, Save and Cancel. Click Edit to enter and modify a business document. {cs6f18cf6lang1024}

After that, you can switch multiple pages for data entry and modification, and then click Save to complete the entry and modification. There is no need to switch each time.

Function page will be saved.

{cs6f18cf6lang1024} Function Page Area {cs6f18cf6lang1024} This area is the function page in the business work order. The order is sorted according to the order of the main business processes. The main pages to be operated include {cs6f18cf6lang1024} Booking Cabin {cs6f18cf6lang1024}, {cs6f18cf6lang1024} Packing Information {cs6f18cf6lang1024}, {cs6f18cf6lang1024} Customer Door Point {cs6f18cf6lang1024}, {cs6f18cf6lang1024} Head and End {cs6f18cf6lang1024}, {cs6f18cf6lang1024} Customs Declaration {cs6f18cf6lang1024}, {cs6f18cf6lang1024} Expense {cs6f18cf6lang1024} and {cs6f18cf6lang1024} File History {cs6f18cf6lang1024}.

{cs6f18cf6lang1024} Business Service Requirement Checklist {cs6f18cf6lang1024}: In general, during the sales phase, the salesperson will check the selection according to the customer's needs for this business requirement.

The service requirements and operations of this business can also be checked according to the specific conditions of the operation. Note that the check box of "Booking Space" cannot be cancelled.

Unless it is a simple trailer declaration service. After the service requirement is checked, the corresponding function page will appear in the function page. For example, if the service requirement is checked, the corresponding function page will appear in the function page

For customs declaration services, an additional "Customs Declaration" page will be added to the function page for operators to record relevant information about customs declaration business. If it is necessary to record the transportation related information of the first and last trips (departure and destination), check "First and Last Trips" in the local service item of the basic page, and the "First and Last Trips" page will be added to the system page for operation to enter relevant information. If it is necessary to arrange trailer service, check "Store Packing/Pickup" in the local service item of the basic page, and the system page will add "Customer Door Point" page for operation to enter relevant information on dispatching.

{cs6f18cf6lang1024} Business Doc Basic Info Area {cs6f18cf6lang1024} is used to record the business information of this ticket business document, including important information such as the required originating station, destination station, issuing station date, and waybill number. {cs6f18cf6lang1024}

## 7.2 Box Pipe

### 7.2.1 Summary Description of Functions

The main function of the box management is to register all the buying, renting, selling and self-owned boxes of the company, so as to facilitate statistical inspection of all the buying, selling and leasing boxes and self-owned boxes in the company. The usage of containers in railway business can also be viewed in this function. In other words, the container can be scheduled in the business order. If the scheduling is successful, the container will be in an unavailable state, so as to distinguish the states of used and unused containers.

[Introduction to Function Interface]

The interface has a unified style. You can record the purchase, sale and rental of boxes through the function button area. You can quickly find the information operation of the required boxes through retrieval. Each record in the list area represents an order. Double-click to browse all the container information of the order.

CARGOWARE 用户: 平台客服 公司: SH 部门: 电商客户中心 License To: Demo Shipper(ID: 99)

功能按钮区域

| 箱主/卖家        | 起租日期       | 币种  | 金额      | 订单号            | 买家      | 订单类型 | 是否结算 | 结算日期                | 购买日期       | 出售日期       | 结束日期 | 操作日期                |
|--------------|------------|-----|---------|----------------|---------|------|------|---------------------|------------|------------|------|---------------------|
|              |            | SBD | 1200    | A4201912000045 |         | 买箱   | 是    | 2019-12-30 09:25:00 | 2019-12-30 |            |      | 2019-12-30 09:26:30 |
|              |            | MTP | 2610    | A4201912000045 |         | 买箱   | 是    |                     |            |            |      | 2019-12-30 09:23:57 |
|              | 2020-08-31 | RMB | 200     | SH201912000044 |         | 租箱   | 是    | 2019-12-27 02:05:00 |            |            |      | 2019-12-27 02:06:31 |
|              | 2020-06-30 | RMB | 200     | SH201912000043 |         | 租箱   | 是    | 2019-12-01 01:57:00 |            |            |      | 2019-12-27 01:58:28 |
|              |            | USD | 1300    | SH201912000042 | 马士基航运   | 卖箱   | 否    | 2019-12-27 01:55:00 |            | 2019-12-27 |      | 2019-12-27 01:56:21 |
| 海南泛洋航运有限公司   |            | USD | 2400    | SH201912000041 |         | 买箱   | 是    | 2019-12-01 01:52:00 | 2019-12-01 |            |      | 2019-12-27 01:53:15 |
| 海南泛洋航运有限公司   |            | USD | 2400    | SH201912000041 |         | 买箱   | 是    | 2019-12-01 01:52:00 | 2019-12-01 |            |      | 2019-12-27 01:52:58 |
|              | 2019-12-31 | MTP | 1000    | SZ201912000040 |         | 租箱   | 是    |                     |            |            |      | 2019-12-25 11:44:53 |
|              |            | MTP | 5000    | SZ201912000039 | 阿联酋水晶航空 | 买箱   | 是    |                     |            |            |      | 2019-12-25 11:43:21 |
| 新加坡航空公司      |            | MTP | 1000    | SZ201912000038 |         | 买箱   | 是    |                     | 2019-12-02 |            |      | 2019-12-25 11:42:04 |
| 新加坡航空公司      | 2019-12-31 | RMB | 60000   | SH201912000037 |         | 租箱   | 否    | 2019-12-11 11:27:00 |            |            |      | 2019-12-11 11:28:41 |
| 阿联酋水晶航空      |            | MTP | 111     | SH201912000036 |         | 买箱   | 否    | 2019-12-11 11:22:00 | 2019-12-11 |            |      | 2019-12-11 11:22:59 |
| 南奥轮船(中国)有限公司 |            | MTP | 1200000 | SH201912000035 |         | 买箱   | 否    | 2019-12-11 11:13:00 | 2019-12-11 |            |      | 2019-12-11 11:14:55 |
| 新加坡航空公司      |            | MTP | 13300   | SZ201912000034 |         | 买箱   | 是    | 2019-12-31 11:28:00 | 2019-12-11 |            |      | 2019-12-11 11:57:00 |
|              |            | MTP | 13300   | SZ201912000033 |         | 买箱   | 是    |                     | 2019-12-08 |            |      | 2019-12-08 11:11:00 |
|              |            | MTP | 13300   | SZ201912000032 |         | 买箱   | 是    |                     | 2019-12-08 |            |      | 2019-12-08 11:10:21 |

显示 1 到 30, 共 96 记录

### 7.2. 2 Details of Buying and Selling Leased

**买箱**

订单编号:  卖方:

购买日期:  结算日期:

总箱量: 总金额:  是否结算:

箱型:  箱种:  数量:

单价:  币种:

| 箱号 | 单价 | 币种 | 箱型 | 箱种 | 业务编号 | 箱子状态 | 操作 |
|----|----|----|----|----|------|------|----|
|    |    |    |    |    |      |      |    |

Create Purchase Order: There are two entries

- After entering the box management interface, click the Buy Box button to create a new box purchase order. The system will pop up the box purchase order entry interface, where the main data will be entered into the work order, and the order number will be automatically generated.
- Enter the railway business packing information interface, and click Buy a Box button to create a new order for buying a box

**租箱**

订单编号:  箱主:

起租日期:  结束日期:

结算日期:

总箱量: 总金额:  是否结算:

箱型:  箱种:  数量:

单价:  币种:

| 箱号 | 金额 | 币种 | 箱型 | 箱种 | 业务编号 | 箱子状态 | 操作 |
|----|----|----|----|----|------|------|----|
|    |    |    |    |    |      |      |    |

Create Lease Box Order: There are two entries

- After entering the box management interface, click the Buy Box button to create a new box purchase order. The system will pop up the box purchase order entry interface, where the main data will be entered into the work order, and the order number will be automatically generated.
- Enter the railway business packing information interface, and click the Rent Box button to create a new rental box order

**提示**

只能售卖买箱订单箱子，请检查！

确定

---

**卖箱**

订单编号:  买方:

出售日期:  结算日期:

购箱总箱量: 208F\*2 成本总金额: 720.00 USD

卖出总金额:  是否结算:

| 箱号                       | 箱型  | 箱种 | 成本单价 | 成本单价币种 | 卖出单价 | 卖出单价币种 |     |
|--------------------------|-----|----|------|--------|------|--------|-----|
| <input type="checkbox"/> | TRC | 20 | RF   | 360    | USD  | 360    | USD |
| <input type="checkbox"/> | TLA | 20 | RF   | 360    | USD  | 360    | USD |

---

**编辑订单信息**

订单编号: SH201912000035 卖方: 南菱轮船(中国)有限公司

购买日期: 2019-12-11 结算日期: 2019-12-11 11:13

总箱量: 40GP\*100 总金额: 1200000.00 MTP 是否结算:

箱型:  箱种:  数量:  新增

单价:  币种: MTP

| 箱号    | 单价 | 币种  | 箱型 | 箱种 | 业务编号 | 箱子状态 | 操作 |
|-------|----|-----|----|----|------|------|----|
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |
| 12000 |    | MTP | 40 | GP |      | 当前可用 |    |

### Create Selling Box Order:

After entering the box tube interface, you can select the "Buy Box" order in the list to sell boxes. Multiple choices are allowed. If you select another order type, a reminder will be given

When a box purchase order is selected for box selling, the available containers in the order will be automatically filtered and displayed in the box selling order, and the box purchase amount will be brought out by default. Allow Modification

{b Edit Container Order}: after entering the container pipe interface, you can select the container order in the list to edit and delete it. Note: Only the currently available boxes are operated here. Unavailable containers do not allow edit/delete operations

## 7.3 Container Inquiry

The main function of container inquiry is to display the registration information of all the company's buying, renting, selling and self-owned boxes in units of boxes, so as to facilitate statistical inspection of all the trading boxes and self-owned boxes in the company. The usage of containers in railway business can also be viewed in this function. In other words, the container can be scheduled in the business order. If the scheduling is successful, the container will be in an unavailable state, so as to distinguish the states of used and unused containers.

There are three main sources of containers. One is to buy boxes, which can also be called company-owned boxes. The other is to rent boxes, paying more attention to the starting date and return date. Time statistics can be made here. Third, selling boxes is an operation that can be carried out for boxes that the company does not need after its own boxes arrive at the destination station.

### [Introduction to Function Interface]

The interface has a unified style. According to the retrieval area and the business sheet work area, the required box information can be quickly found through retrieval. Each record in the list area represents a container.

| 箱主/卖家     | 起租日期       | 箱号          | 箱型 | 箱种 | 币种  | 退还日期 | 金额   | 订单号            | 订单类型 | 操作日期                | 箱子状态 | 业务编号        | 委托客户       | 买箱日期       |
|-----------|------------|-------------|----|----|-----|------|------|----------------|------|---------------------|------|-------------|------------|------------|
|           |            |             | 40 | GP | SBD |      | 400  | A4201912000045 | 买箱   | 2019-12-30 09:26:31 | 当前可用 |             |            | 2019-12-30 |
|           |            |             | 40 | GP | SBD |      | 400  | A4201912000045 | 买箱   | 2019-12-30 09:26:31 | 当前可用 |             |            | 2019-12-30 |
|           |            | MX12300926  | 40 | GP | SBD |      | 400  | A4201912000045 | 买箱   | 2019-12-30 09:26:31 | 当前可用 |             |            | 2019-12-30 |
|           |            | XH12300923  | 20 | OS | MTP |      | 522  | A4201912000045 | 买箱   | 2019-12-30 09:23:53 | 当前可用 |             |            |            |
|           | 2020-08-31 | COTU237876  | 20 | GP | RMB |      | 200  | SH201912000044 | 租箱   | 2019-12-27 02:06:31 | 当前可用 |             |            |            |
|           | 2020-06-30 | COSU1898211 | 20 | GP | RMB |      | 200  | SH201912000043 | 租箱   | 2019-12-27 01:58:21 | 当前可用 |             |            |            |
|           |            | COSU1092827 | 20 | GP | USD |      | 1300 | SH201912000042 | 卖箱   | 2019-12-27 01:56:27 | 已卖   |             |            |            |
| 海南泛洋航运有限公 |            | TUSO2987120 | 20 | GP | USD |      | 1200 | SH201912000041 | 买箱   | 2019-12-27 01:53:11 | 当前可用 |             |            | 2019-12-01 |
| 海南泛洋航运有限公 |            | COSU1092827 | 20 | GP | USD |      | 1200 | SH201912000041 | 买箱   | 2019-12-27 01:53:11 | 当前占用 | A4RE9N00012 | 企泰信息技术(上海) | 2019-12-01 |
|           | 2019-12-31 |             | 20 | DG | MTP |      | 100  | SZ201912000040 | 租箱   | 2019-12-25 11:44:53 | 当前可用 |             |            |            |
|           | 2019-12-31 |             | 20 | DG | MTP |      | 100  | SZ201912000040 | 租箱   | 2019-12-25 11:44:53 | 当前可用 |             |            |            |
|           | 2019-12-31 |             | 20 | DG | MTP |      | 100  | SZ201912000040 | 租箱   | 2019-12-25 11:44:53 | 当前可用 |             |            |            |
|           | 2019-12-31 |             | 20 | DG | MTP |      | 100  | SZ201912000040 | 租箱   | 2019-12-25 11:44:53 | 当前可用 |             |            |            |
|           | 2019-12-31 |             | 20 | DG | MTP |      | 100  | SZ201912000040 | 租箱   | 2019-12-25 11:44:53 | 当前可用 |             |            |            |

### 7.3.1 Information Introduction of Containers

In Container Query, the personnel of the container management department can view the container number, amount, status, type (buying/selling/leasing), owner/seller/buyer of all containers according to this interface

| 箱主/卖家     | 起租日期 | 箱号          | 箱型 | 箱种 | 币种  | 退还日期 | 金额   | 订单号            | 订单类型 | 操作日期                | 箱子状态 | 业务编号        | 委托客户       | 买箱日期       |
|-----------|------|-------------|----|----|-----|------|------|----------------|------|---------------------|------|-------------|------------|------------|
| 海南泛洋航运有限公 |      | TUSO2987120 | 20 | GP | USD |      | 1200 | SH201912000041 | 买箱   | 2019-12-27 01:53:11 | 当前可用 |             |            | 2019-12-01 |
| 海南泛洋航运有限公 |      | COSU1092827 | 20 | GP | USD |      | 1200 | SH201912000041 | 买箱   | 2019-12-27 01:53:11 | 当前占用 | A4RE9N00012 | 企泰信息技术(上海) | 2019-12-01 |

### 7.4 Railway Operation

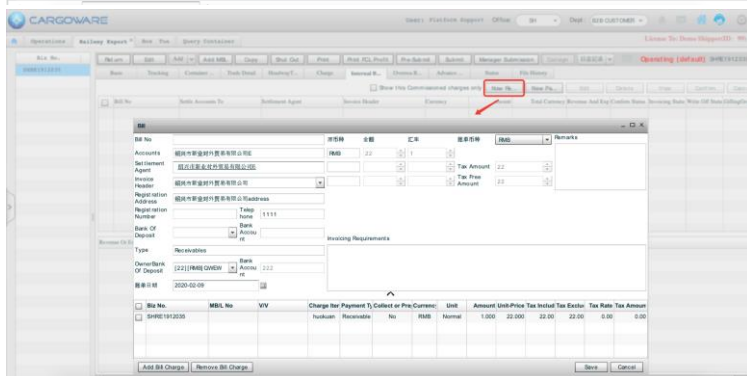
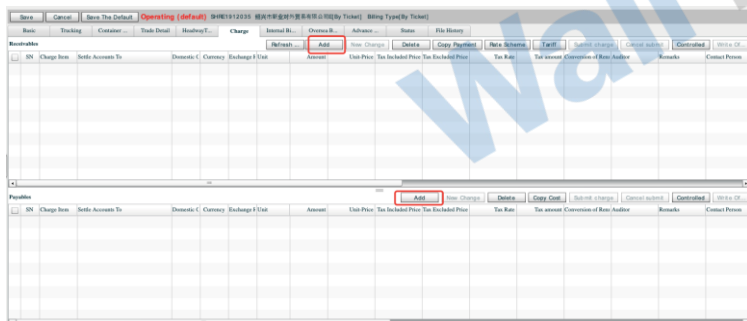
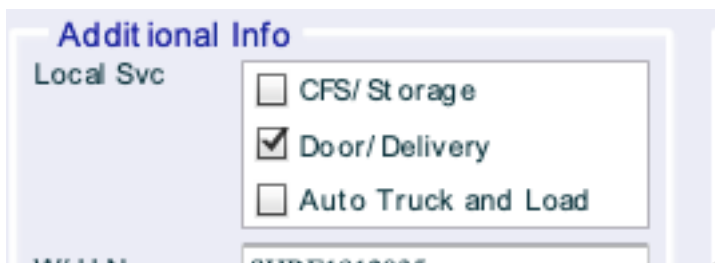
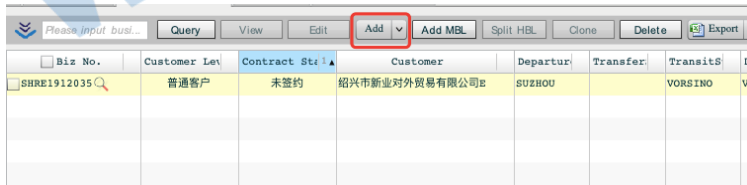
In the railway exit operation window, a series of work of railway exit service is mainly completed through two cards: the basic page and the packing page. The related information in these two pages can be transmitted and shared with each other. The user only needs to input it once, and other pages can be obtained synchronously. If the user modifies a certain shared data, other pages will be automatically modified synchronously. That is, the system can automatically maintain the consistency of data without the need for users to manually maintain the consistency of data. Just like the sea and air transportation operation, to start the operation of one ticket business, you must first create the work number, enter the basic information of the delegation, and save it successfully before starting other operations. It is recommended that users enter the delegated data correctly and completely as far as possible, because other pages will share the data. After the basic data is saved successfully, the box data associated with the basic data in the packing information card has been automatically transferred. Relevant data systems in other cards are not automatically initialized. To obtain relevant data, users can also obtain any data value as long as they enter it. These shared data generally include: shipment information, cargo information, station information, and container-related information.

The system supports multiple entrustment tasks corresponding to one ticket of goods: that is, entrusting different trailer companies to transport goods in batches for multiple times and making multiple land transportation power of attorney; Perform multiple warehouse entry and exit entrustment operations; Multiple inspection requests; Multiple customs declarations.

There are also two ways to create a railway work order in the railway operation interface. One is to directly create a work

order and enter information such as the destination port and departure port of the entrusting company. The other is to create a new work order by copying the original work number, and then make corresponding adjustments and modifications to the copied contents. How to create it depends on the specific order situation.

### 7.4.1 Direct Creation of Railway Business Orders



Step 1: After entering the railway operation interface, click the Add button to create a new work order. The system will pop up the work order entry interface and enter the main data into the work order. Note that the blue field is a required item.

The second step is to check the service item card of the work order according to the requirements of the customer to order the manifest, and the corresponding entry card will pop up according to the checked corresponding service item, and the content will be directly entered. The customer portal/head and end interface will enter the corresponding contents, and click Print to select the output format for printing. Please refer to Section 7.5 for the production and use of the output format.

Step 3: Expense Entry: In the expense card, the upper part is divided into a/R Expense Entry interface and the lower part is divided into a/P Expense Entry interface. Enter the expense incurred in this document.

Step 4: Create the bill, Click on the domestic bill or the foreign bill, Click the corresponding a/R bill or a/P bill, The system will automatically classify the same detailed expenses of the settlement company and pop them up as shown in the figure. The operator can choose to decide which detailed expenses are generated in the same bill. Of course, if you need to add expenses of the same settlement company in other work orders to the bill, you can also click the Add Expense button in the lower left corner of the pop-up bill to retrieve and add the detailed expenses to be added to the bill through the pop-up retrieval method.

The difference between foreign and domestic



expenses can be selected in the Detailed Expense. Click the Domestic/Foreign field in the Detailed Expense to select the type of expense this Detailed Expense belongs to in the drop-down box. In the system, it is commonly understood that domestic expenses are expenses that need to be invoiced, and foreign expenses are expenses that do not need to be invoiced.

### 7.4. 2 Packing Info Tab

1. The packing information tab is synchronized with the boxes and related information in the basic tab.

| EQ Size | EQ Type | EQ Quant. |
|---------|---------|-----------|
| 20'     | GP      | 1         |
| 40'     | GP      | 1         |

Quantity: / 3213 PCS  
 Weight: / 3213.000 KGS  
 Volume: / 3213.000 CBM

License To: Demo Shipper(ID: 99)

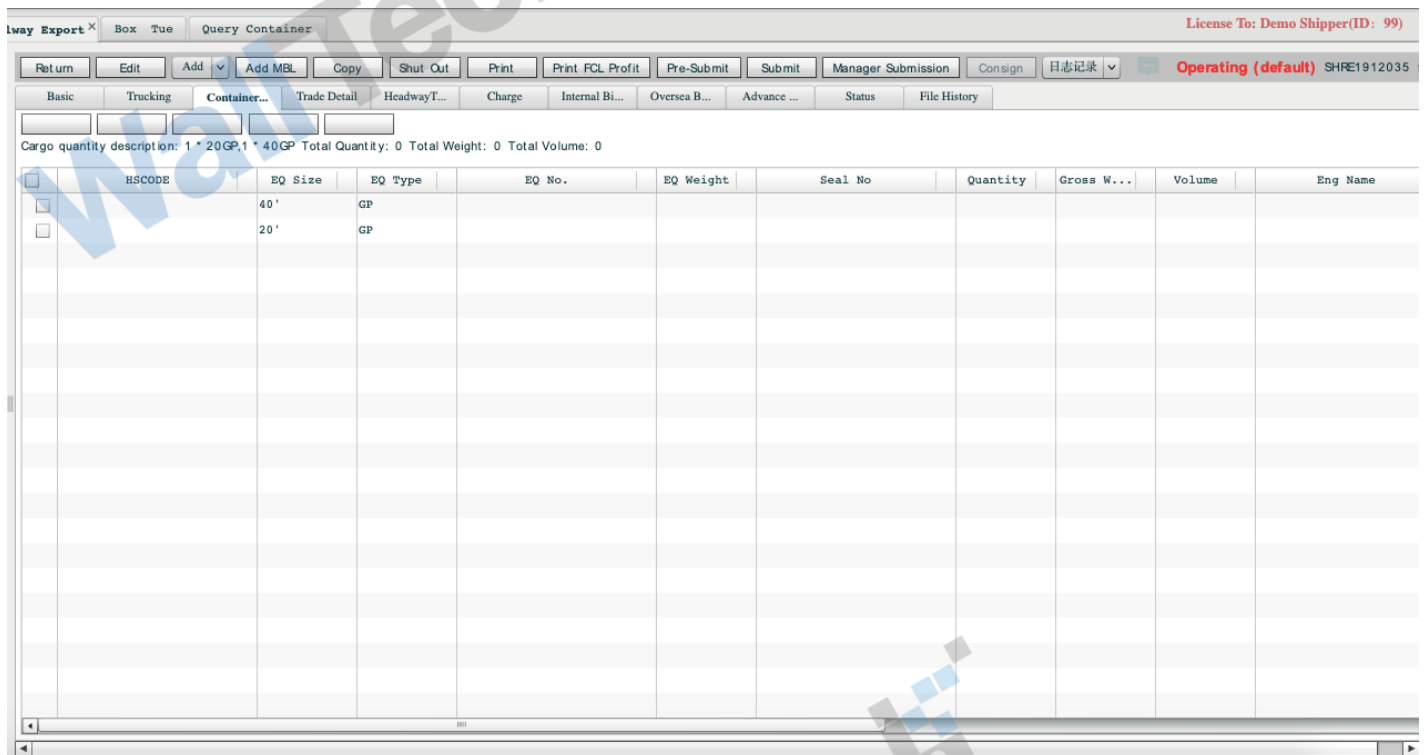
Query Container

Cargo quantity description: 1 \* 20GP, 1 \* 40GP Total Quantity: 0 Total Weight: 0 Total Volume: 0

|                          | HSCODE | EQ Size | EQ Type | EQ No. | EQ Weight | Seal No | Quantity | Gross W... | Volume | Eng Name |
|--------------------------|--------|---------|---------|--------|-----------|---------|----------|------------|--------|----------|
| <input type="checkbox"/> |        | 40'     | GP      |        |           |         |          |            |        |          |
| <input type="checkbox"/> |        | 20'     | GP      |        |           |         |          |            |        |          |



2. It supports operations such as changing boxes, buying boxes, renting boxes, clearly changing boxes and returning boxes.



(1) Container adjustment: For the dispatching of all registered available boxes in the box pipe, the box type, box type, box type (buying boxes, renting boxes), amount and currency can be selected as screening according to the needs of their own boxes, and the boxes suitable for customers can be filtered to assist in completing railway operations. The amount of the case will be automatically added to the fee. Fee for the box. And allows modifications

**Note: After the box adjustment is completed, the box is not available. The box status is not available until the box is returned.**



(2) Buying boxes: For convenience of operation, the information of buying boxes is directly registered in the business and called. An entrance is specially added, which is consistent with the box buying function of the box pipe, and all container information is interrelated and synchronized.

**买箱**

订单编号:  卖方:

购买日期:  结算日期:

总箱量: 总金额: 是否结算:

箱型  箱种  数量

单价  币种

| 箱号 | 单价 | 币种 | 箱型 | 箱种 | 业务编号 | 箱子状态 | 操作 |
|----|----|----|----|----|------|------|----|
|    |    |    |    |    |      |      |    |
|    |    |    |    |    |      |      |    |
|    |    |    |    |    |      |      |    |

(3) Rental of boxes: Just like buying boxes, here, for convenience of operation, the rental information is directly registered in the business and called. An entrance is specially added, which is consistent with the function of renting containers for container management. All container information is also interrelated and synchronized.

**租箱**

订单编号:  箱主:

起租日期:  结束日期:

结算日期:

总箱量: 总金额: 是否结算:

箱型  箱种  数量

单价  币种

| 箱号 | 金额 | 币种 | 箱型 | 箱种 | 业务编号 | 箱子状态 | 操作 |
|----|----|----|----|----|------|------|----|
|    |    |    |    |    |      |      |    |
|    |    |    |    |    |      |      |    |
|    |    |    |    |    |      |      |    |

(3) Clear the box adjustment record: For the operation, if the box needs to be adjusted after the box adjustment, you can click the Clear Box Adjustment button.

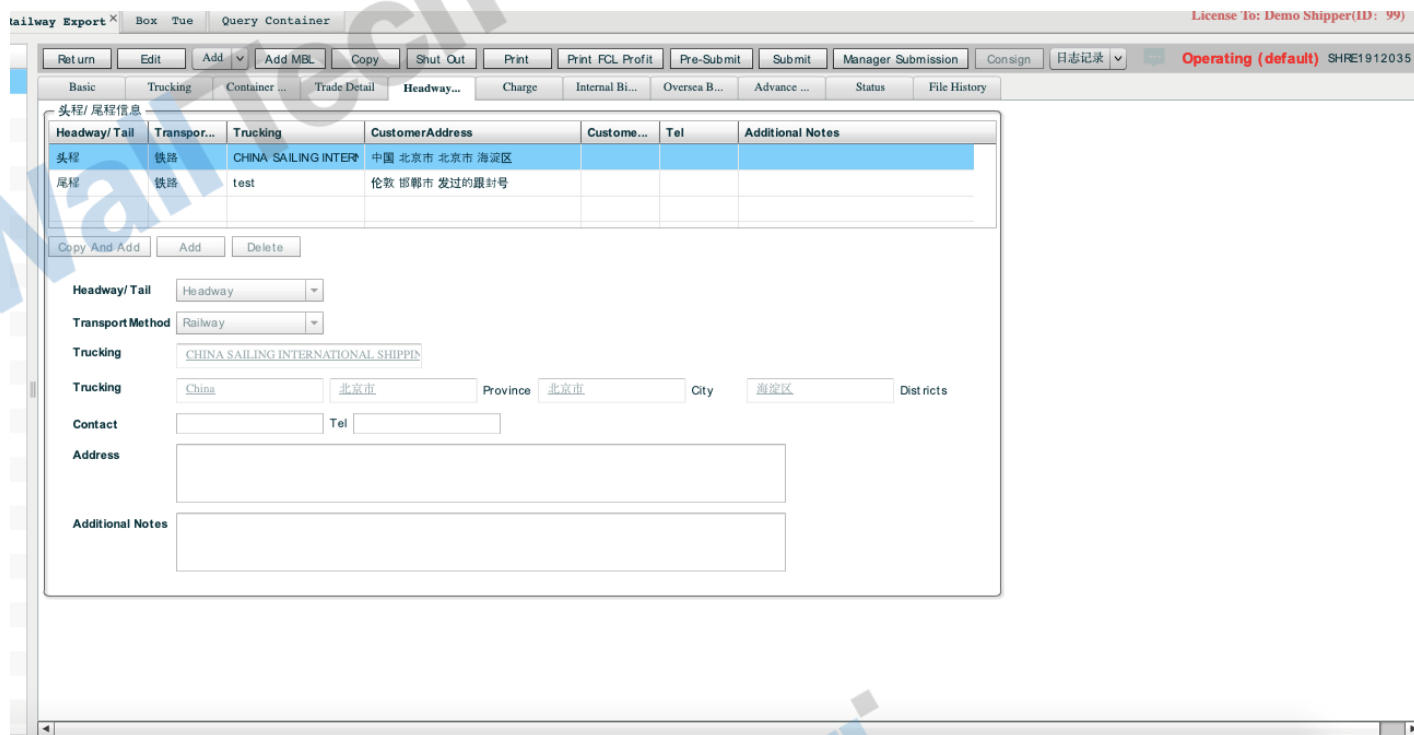
A. Supports multiple selections

B. Change the Current Occupied status of the box, and delete the box fee from the Expense tab

C. When clearing, only the associated record information in the box tube is cleared. Box No., Box Belonging, Box Owner

### 7.4.3 Header and End Tab

After investigation, according to the customer's information after receiving the order, more attention is paid to the transportation information of the first and last stages. Therefore, CargoWare adds the first and last stages tab to meet the customer's needs to record the information of the first and last stages after receiving the customer's order.



## 7.5 Production and Use of Output Format

In the business process, in many cases, we need to provide corresponding documents according to the requirements of customers or suppliers, railway companies, etc., such as making box bills, statements, etc. The system will make the output format into a tool and open it to platform customers, so that customers can edit and add the required output format through this tool.

### 7.5.1 Usage of output format

Refer to 5.4. 1, as with sea and air transport

### 7.5.2 Production method of output format

Refer to 5.4. 2 as with sea and air transport

## 7.6 Work Order Status

This system defines the following states for the status of sea-air railway transportation work orders. The conversion and withdrawal of the states are controlled through permission allocation. The purpose is to review the work orders in business work.

{b Initial Status}: {b Ongoing Operation} (the initial status of a work order, the status of the work order after a new work order is created, in which data can be modified, expenses can be added or deleted, etc.)

Click Submit: Pre-Submit (defined as ordinary operators have basically completed this document and submitted it to the operation manager for approval. After clicking Pre-Submit, the system will lock the operation interface and expense interface of this document. This document cannot be edited without status withdrawal.)

Click Approve: Submitted (the system defines that after the operation manager has approved the order submitted by the operator, it will be submitted to Finance for further approval. This status will control the order to be in a non-editable status.)

After Financial Doc Lock: Approved (when the financial person locks the order, the person without permission cannot withdraw, and the order is in non-editable status.)

After customs clearance: customs clearance has been cancelled (there are two methods, one is to cancel customs clearance without expense and the other is to cancel customs clearance with expense. If you click Cancel Customs, the system will prompt whether there is any expense cancellation. If there is expense cancellation, the expense of this work order will still be in the financial settlement calculation.)

Users can assign permission control according to the specific business situation of the company, and define the circulation and approval of orders.

## 7.7 Operation Mode of LCL

This system supports LCL operation mode. For external LCL and self-LCL of enterprises, the system provides corresponding functions to cooperate.

There are two recording methods in Cargoware system. One method is to create primary ticket information and directly add receipt work order to primary ticket. This type is applicable to the business mode with complete cabinet data and can be entered at the same time. The second is to establish the receipt information first. After querying and counting the receipt information, the main ticket work order is established, and then the small work order is added into the main ticket. This method is relatively suitable for LCL enterprises. Users can select the entry method according to the business situation. The following two methods are used to introduce the specific functions of LCL operation.

{cs6f18cf6lang1024} Mode 1 {cs6f18cf6lang1024} generates a receipt work order directly in the master ticket after creating the master ticket.

In the railway operation interface, click Add Master Ticket to open the entry interface of Master Ticket Work Sheet. Enter master ticket information according to business requirements. Note that the blue field is a must-enter item.

The automatic default main ticket work order code generation method is different from that of ordinary order code, and the suffix will be added with a "Z" letter.

Tickets Info

Total Tickets:1 **New Tickets** Edit Tickets Add Tickets Remove Tickets Delete Tickets

| Biz No.      | W/H No.      | MBL | Client    | TransitStation | DestinationSta | ETD        | CN Name | Eng Name | Real Qun | Real WT | Real Vm | Chargeable |
|--------------|--------------|-----|-----------|----------------|----------------|------------|---------|----------|----------|---------|---------|------------|
| SHRE1911030A | SHRE1911030/ |     | SINGAPORE | VORSINO        | VORSINO        | 2019-11-08 |         |          | 122      | 100.00  | 200.000 | 0          |

|               |  |  |     |         |           |  |           |           |         |            |  |            |
|---------------|--|--|-----|---------|-----------|--|-----------|-----------|---------|------------|--|------------|
| CMRE200100882 |  |  | 未签约 | 厦联上海    | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-14 |
| CMRE20010088F |  |  | 未签约 | 厦联上海    | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-22 |
| CMRE20010088B |  |  | 未签约 | 上海得斯威   | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-22 |
| CMRE20010088A |  |  | 未签约 | 上海奕说    | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-17 |
| CMRE20010088E |  |  | 未签约 | 厦门联合    | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-22 |
| CMRE20010088D |  |  | 未签约 | 敦豪全球合肥  | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-22 |
| CMRE20010088C |  |  | 已签约 | 德诚上海分公司 | YAOHUAMEN |  | YAOHUAMEN | MANZHOUJI | VORSINO | 2020-01-22 |  | 2020-01-22 |

At the bottom of the main ticket work order, click Add Receipt, and the system will associate the receipt work order entry interface, where the contents of the receipt work order can be recorded.

After adding multi-ticket receipts, the system displays the tree-shaped association structure shown in the left figure. Information such as the item weight of the receipt will be summarized into the main ticket work order.

[Mode 2] Enter the receipt work order in advance, create the master ticket work order after retrieving the stowage, and stow the receipt work order into the master ticket.

Save Cancel Save The Default **Operating (default) SHRE1911034Z**

Basic Warehouse... Container ... Trade Detail Charge Internal Bi... Oversea B...

Booking  Customs

**Booking Info**

Biz No. SHRE1911034Z

ContainerLoadType **LCL**

Cargo Type General Cargo

TransportType Line Transport

Full/Half Full Course

TransportLine 中欧班列

**Additional Info**

Local Svc

CFS/Storage

Door/Delivery

Auto Truck and Load

PaymentMethod Pre-Port Payment

MBL

Vessel

VoyageFlight

Click Add in the shipping interface to enter receipt information in the pop-up work order entry interface. Note that the work order needs to select the "Self-LCL" attribute. Save the work order.

Operations Railway Export \* Box Tue Query Container

Query Reset View Edit Add Add MBL Split MBL Clone Delete VS Export Edit Sop Status Bat ch Shut Out Bat ch Print Bat ch Vessel

| Biz No.      | Customer Lev | Contract Sta | Customer                               | Departur   | Transfer | Transits | Destii  | ETD        | ETA        | Create     | Vessel |
|--------------|--------------|--------------|--|------------|----------|----------|---------|------------|------------|------------|--------|
| SHRE19120412 | 普通客户         | 未签约          | 南京丰尔康生物科技有限公司                          | NANJING    |          | WLMQBE   | WLMQBE  | 2019-09-10 | 2019-10-05 | 2019-12-31 | T121   |
| SHRE19120472 | 普通客户         | 已签约          | Trade Tech Inc,Shanghai                | SUZHOU     |          | LONDON   | LONDON  | 2019-12-25 |            | 2019-12-25 |        |
| SHRE1912046A | 普通客户         | 已签约          | Trade Tech Inc,Shanghai                | SUZHOU     |          | LONDON   | LONDON  | 2019-12-25 |            | 2019-12-25 |        |
| SHRE1912045  | 普通客户         | 已签约          | Trade Tech Inc,Shanghai                | SUZHOU     |          | LONDON   | LONDON  | 2019-12-25 |            | 2019-12-25 |        |
| SHRE1912044  | VIP合作客户      | 未签约          | CHINA GANSU INTERNATIONAL (LIANYUNGANG | ALASHANKOU |          | MINSK    | MINSK   | 2019-12-24 |            | 2019-12-13 | ca2000 |
| SHRE1912043  | 普通客户         | 未签约          | SINGAPORE AIRLINES                     | ZHENGZHOU  |          | VORSINO  | HAMBURG | 2019-12-31 |            | 2019-12-13 |        |
| SHRE1912042  | 普通客户         | 未签约          | SINGAPORE AIRLINES                     | ZHENGZHOU  |          | VORSINO  | SUZHOU  | 2019-12-13 |            | 2019-12-13 |        |

Through system retrieval, for example, the receipt work order to be stowed will be retrieved and viewed uniformly through the destination port of departure and the whole assembly type. After the stowage scheme is obtained according to the situation, click "Add Master Ticket" to complete the basic information entry of the master ticket.

Tickets Info

Total Tickets:1 **New Tickets** Edit Tickets **Add Tickets** Remove Tickets Delete Tickets

| Biz No.      | W/H No.      | MBL | Client      | TransitStation | DestinationSta | ETD        | CN Name | Eng Name | Real Qun | Real WT | Real Vm | Chargeable |
|--------------|--------------|-----|-------------|----------------|----------------|------------|---------|----------|----------|---------|---------|------------|
| SHRE1911034A | SHRE1911034/ |     | WALLIETH LO | ALASHANKO      | HAMBURG        | 2019-11-28 |         |          | 0        |         |         | 0          |

At the bottom of the main ticket's work order, click the "Add Receipt" button to select and add the receipt work order to be loaded into the main ticket. Save after loading. The stowage of the master ticket work sheet receipt goods can be realized.

## Chapter VIII Settlement

The system classifies the business-related expense approval, bill management, invoice issuance, expense write-off and paid-in/paid write-off records management into the settlement module, and the contents of the business account can be found in the corresponding system support module in the settlement module.

### 8.1 Financial audit

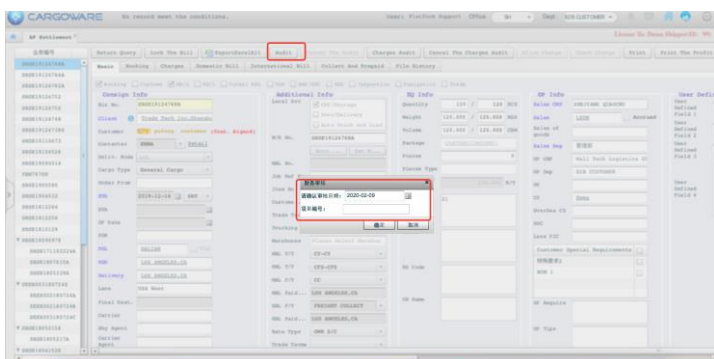
The main functions of this module are:

- 1、 It is convenient for financial personnel to review the orders submitted and check and review the expenses.
- 2、 Lock the order that meets the requirements through the process defined by the company. For example, approve all the retrieved orders in submitted status, lock the work order, and mark the financial date, so that the work order status changes to non-editable status and the locked work order is collected in a financial interval.
- 3、 Batch lock, which locks all work orders and modified expenses within a period of time and marks the financial date;

#### 8.1. 1 Expense Review

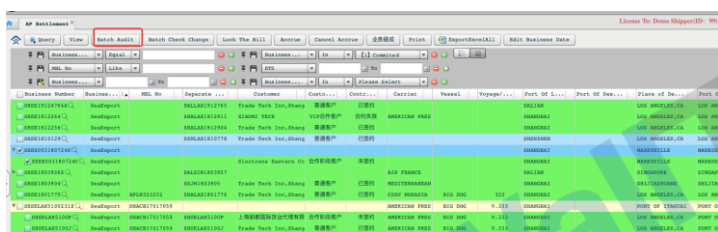
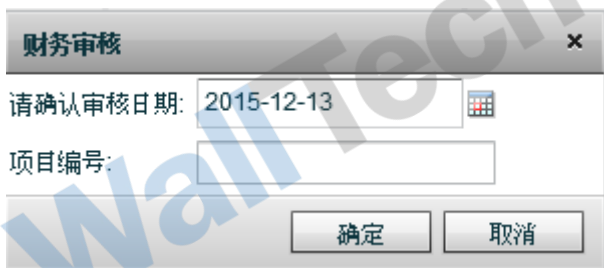
According to the different types of enterprise management methods, there are generally two methods for approving work orders, one is ticket-by-ticket approval locking, and the other is batch locking.

Both methods of this system can be supported in the system. First, the ticket-by-ticket review method is introduced. In this type of approval business process, it is agreed that only when the work number status is Submitted can financial approval and lock be required. Therefore, only when the work order status is Submitted can financial approval be allowed.



You can retrieve the work order to be approved by criteria, double-click to open it and view the business information and expense of the work order. After approval, you can click {cs6f729cf6lang1024} Approve {cs6f729cf6lang1024} above to lock the work order.





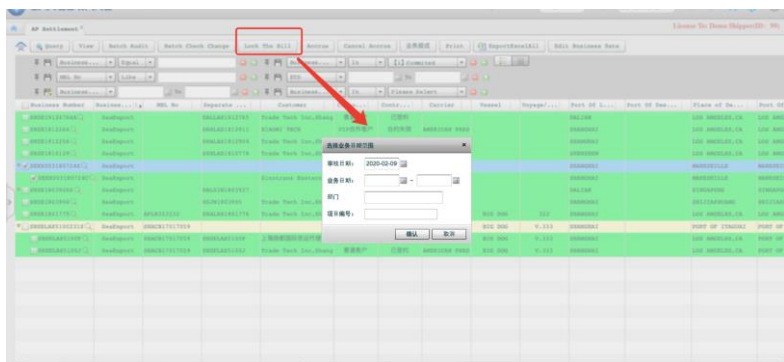
For an approved work order, the approval date must be marked. The approval date in this dialog box is the financial date. According to the financial account requirements, one month is generally a financial account period. The financial date can be used to indicate the financial account period to which the approved work order expense belongs. Once the work order is approved, the status of the work number will change to Approved status. If you need to return it, you can click {cs6f729cf6lang1024} Cancel Approval {cs6f729cf6lang1024} to cancel the work order from the previously marked financial month. Otherwise, the work order is not allowed to be modified. If you need to adjust the business data in this status, you need to notify the finance department and click {cs6f729cf6lang1024} Business Adjustment {cs6f729cf6lang1024} to change the business data.

Of course, the submitted work order can also be retrieved in batch by retrieval criteria. After checking, click Batch Approval to batch approve the selected work order.

### 8.1.2 Batch Approval

For some enterprises, finance needs to lock the work orders and adjusted expenses of the previous month without ticket-by-ticket review. Therefore, the system also provides the function of locking all work orders by time area.

[Business Date] The business date field in this system is a compound date, which represents the ETD time of the export work order and the ETA time of the import work order.



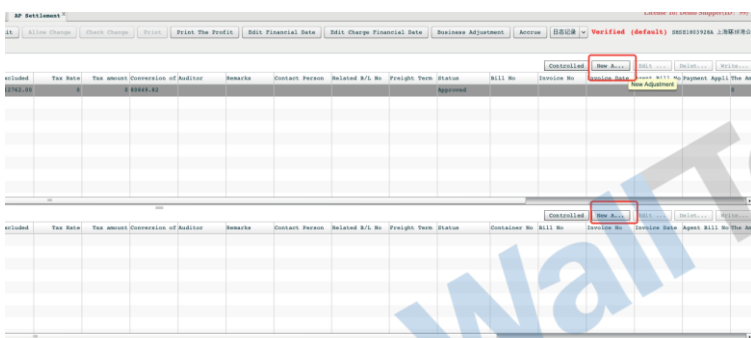
Fill in the date of the business work order to be locked. The general method is to lengthen the start time to include the business date of the adjustment expense work order for all work orders made last month and work orders that have been locked before last month. The deadline is the last day of the previous month, so that all work orders and expenses attributable to the financial accounting period of the previous month can be marked with the financial date.



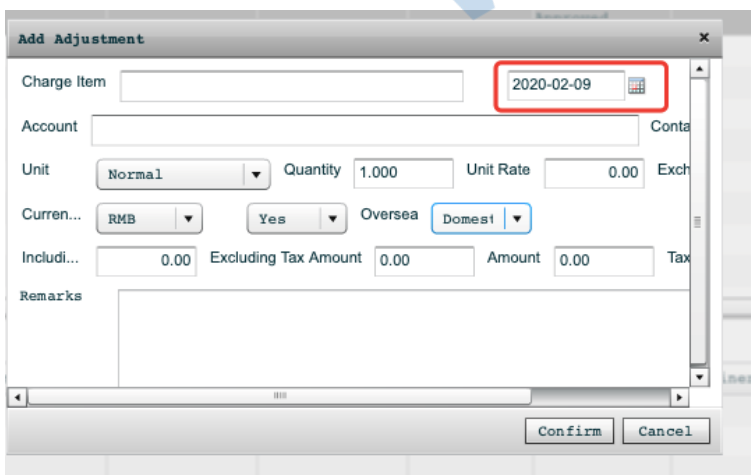
The "Lock Doc" button is also reserved in the interface of each work order for financial personnel to use. Note that there is no return mechanism for this button at present, so please designate personnel to use it carefully.

### 8.1.3 Increase or Decrease of Expenses

After the work order has been approved by the financial personnel, the status of the work order is adjusted to Approved, and the business information and expenses in the work order are locked in non-editable status. If the work order expenses of this type need to be adjusted, the financial personnel must adjust one by one.



The {cs6f729cf6lang1024} Add Adjustment {cs6f729cf6lang1024} button is set on the expense page of the work order. When the work order is in Approved status, this button changes to clickable status for people with permission to use.



{cs6f18cf6lang1024} Add Adjustment {cs6f18cf6lang1024} can be used to add and adjust the expenses of the work order in the approved status. The increased expenses will affect the profit of the work order, but will not affect the profit of the monthly financial account. Note that the time marked in "Adjustment Date" in the dialog box is the financial date of this expense, for example, 12-13, then this expense will belong to the financial accounting period in December.

| 费用名称 | 核算对象          | 国内/外 | 币种  | 汇率       | 单位  | 数量   | 单价      | 含税价    | 不含税价   | 税 |
|------|---------------|------|-----|----------|-----|------|---------|--------|--------|---|
| 中转费  | 南美洲航空(中国)有限公司 | 国内   | USD | 6.500000 | 普通价 | 1000 | 21.000  | 21.00  | 21.00  |   |
| 中转费  | 南美洲航空(中国)有限公司 | 国内   | USD | 6.500000 | 普通价 | 1000 | -21.000 | -21.00 | -21.00 |   |
| 中转费  | 南美洲航空(中国)有限公司 | 国内   | USD | 6.500000 | 普通价 | 1000 | 100.000 | 100.00 | 100.00 |   |

If an error is entered in adding adjustment expense, you can use {cs6f729cf6lang1024} Modify Adjustment {cs6f729cf6lang1024} or {cs6f729cf6lang1024} Delete Adjustment {cs6f729cf6lang1024}. {cs6f18cf6lang1024} Modify Adjustment {cs6f18cf6lang1024} is used to offset the

expenses added by the {cs6f18cf6lang1024} Add Adjustment {cs6f18cf6lang1024} button and add a new expense.

As shown in the left figure, adjust the transit fee 21, and the system will automatically offset the original error and add a new fee.

{cs6f18cf6lang1024} Delete Adjustment {cs6f18cf6lang1024} is used to delete the expenses added by adding adjustment button.

## 8.2 Reconciliation

This system provides a wealth of reconciliation methods. Users can retrieve detailed expenses through multi-condition retrieval and then perform reconciliation. They can retrieve multiple bills for total reconciliation. In the reconciliation module, it is also convenient to associate invoice issuance and expense write-off. This operating system will introduce its main functions one by one according to the distribution of module cards.

### 8.2.1 Reconciliation

The main function of the Reconciliation card in this module is to retrieve the detailed expenses to be reconciled by criteria and then perform reconciliation. Subsequent actions can directly generate bills, payment requisitions, invoices or direct write-off in this card.

| 单号  | 对账金额      | 日期 | 备注 | 业务日期 | 业务号 | Business number | Warehouse No | Booking No | Item No | ContainerNo | Invoice No | Bill Payment A/Bill No | Bill account no | Business                    |
|-----|-----------|----|----|------|-----|-----------------|--------------|------------|---------|-------------|------------|------------------------|-----------------|-----------------------------|
| 174 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 175 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 176 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 177 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 178 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 179 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 180 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 181 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 182 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 183 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 184 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 185 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 186 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 187 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 188 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 189 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 190 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 191 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 192 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 193 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 194 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 195 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 196 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 197 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 198 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 199 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |
| 200 | UnusedLim |    |    |      |     | 88820140022     | 08820140022  |            |         |             |            |                        |                 | CHINA GARDI INTERNATIONAL C |

{cs6f18cf6lang1024} Receipt/Payment Method {cs6f18cf6lang1024} can be selected separately for a/R or a/P Expense, or all can be selected for offset reconciliation.

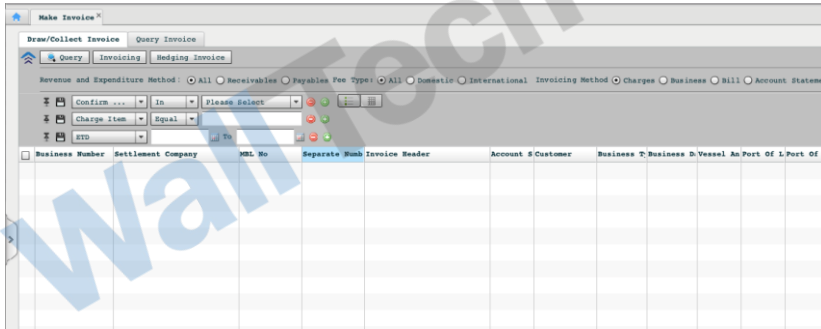
{cs6f18cf6lang1024} Expense Type {cs6f18cf6lang1024} can be selected to retrieve the domestic expenses or foreign expenses in the detailed expenses separately or to display them all.

{cs6f18cf6lang1024} Reconciliation Type {cs6f18cf6lang1024} can be displayed by detailed expense item by item, or by work order as a record total.

After the results are counted in the result area by retrieval criteria, you can perform the next operation on these expenses by checking the details entry. If you click the Invoice button after checking, it will be associated with the invoice making interface to uniformly issue invoices for these expenses. If you click Write-off, you will be associated with the Write-off module interface to write off the

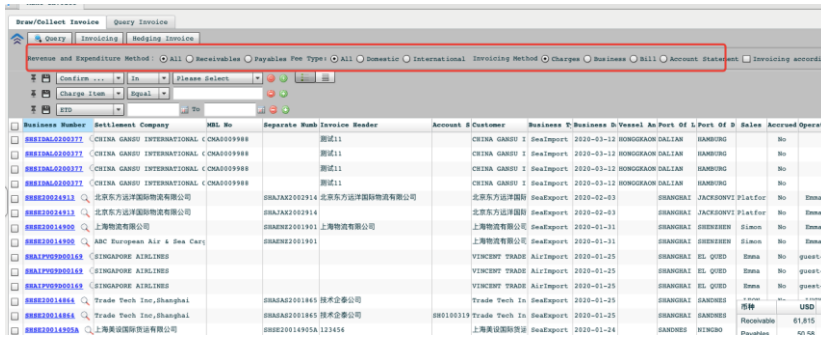






{cs6f18cf6lang1024} Invoicing/Receipt {cs6f18cf6lang1024} is the main function of this card to uniformly issue invoices after retrieving expenses by criteria.

{cs6f18cf6lang1024} Invoice Query {cs6f18cf6lang1024} is the main function of this card to query existing invoice data in the system.



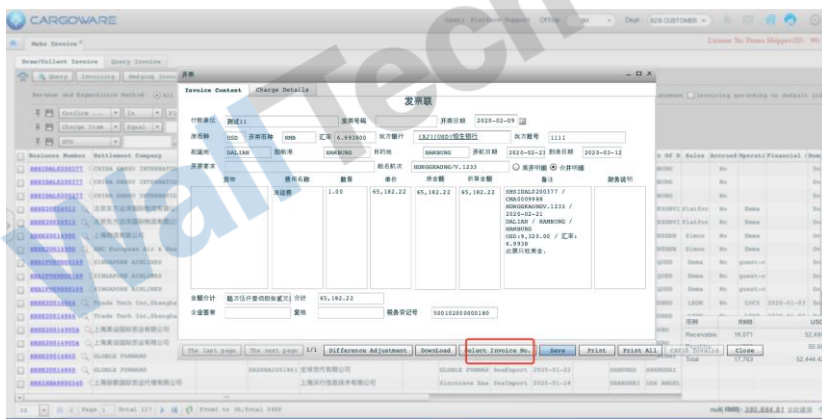
Financial personnel retrieve the expenses to be invoiced into the result area through the retrieval conditions, check the detailed expenses, and click Invoicing to call the invoice boot program of the system to generate invoices step by step as required.



{cs6f18cf6lang1024} Invoicing Type {cs6f18cf6lang1024} supports simultaneous invoicing of multiple expenses. That is to say, if there are different work orders and different settlement companies in the checked expenses, multiple invoices will be automatically issued by settlement companies.

{cs6f18cf6lang1024} Invoice Type {cs6f18cf6lang1024} is the type of the invoiced document, which can be selected from the drop-down box.

In {cs6f729cf6lang1024} Billing by Currency {cs6f729cf6lang1024}, if invoicing is required in different currencies, multiple invoices can be issued by splitting and consolidating, or invoicing can be performed by consolidating into a single currency



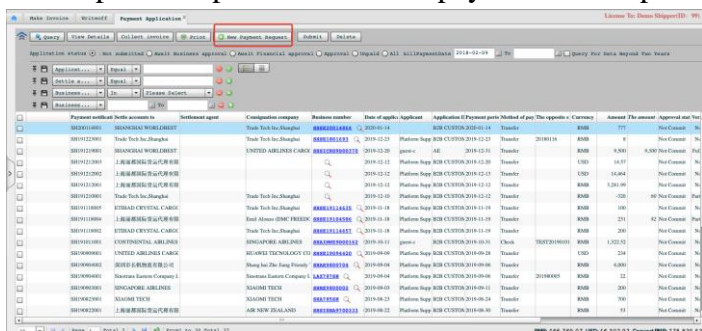
After clicking next, the system will remind you whether to use the purchased invoice number, and click the "Select Invoice Number" button to call the originally maintained invoice number. If you do not need the invoice number purchased by the tax bureau, you can also enter the number directly.



Financial personnel can maintain the invoice number purchased by the tax bureau or other types of invoice numbers in the system through invoice management in advance so as to be called at any time in the invoice issuing business. Once the invoice number exists, it cannot be deleted and can only be cancelled by voiding.

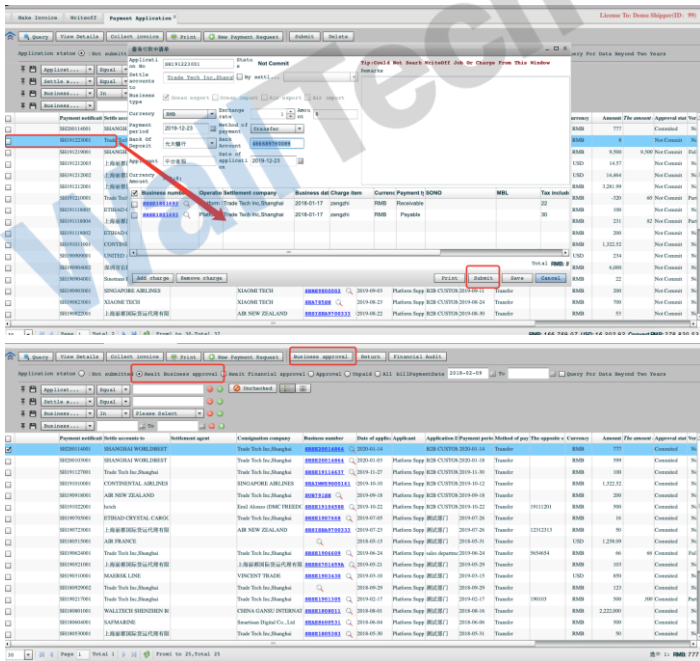
### 8.4 Payment Request

Under the management process where a/P expense in a work order needs to be approved by multiple positions, you can select the payment requisition process to approve the payment requisition generated by a/P expense in each responsible position until the payment is completed after financial confirmation.



Enter the Payment Requisition module, and click {b New Payment Requisition} to open the {b New Payment Requisition} dialog box, where you can retrieve the expense for which a payment requisition needs to be created. After checking, click next.



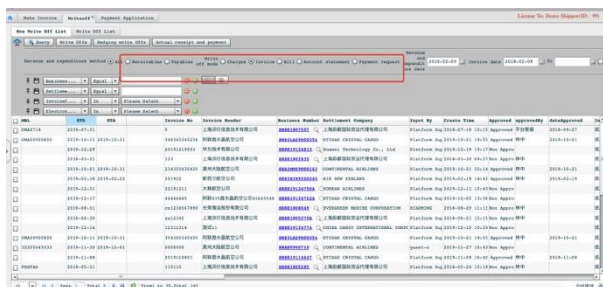


In the Remarks box of the payment requisition, record the contents to be explained, and check the payment period. Click Save. Generate payment requisition. Operators can click the "Submit" button and submit it to the next higher level post for review.

The personnel of the operation superior department can retrieve the application form requiring business approval through the {cs6f18cf6lang1024} Pending Business Approval {cs6f18cf6lang1024} status of the payment application form. Click {cs6f18cf6lang1024} Business Approval {cs6f18cf6lang1024} after approval, then this payment application form will be transferred to the finance department for financial approval by relevant personnel. At present, there are three positions in the approval process of the system, namely, Operation Creation-Business Person in Charge Approval-Finance Person in Charge Approval; After the process is completed, the approver and approval time will be saved for all payment requisitions.

### 8.5 Write-off

After receiving the payment from the customer or approving the payment application, enter the write-off module.

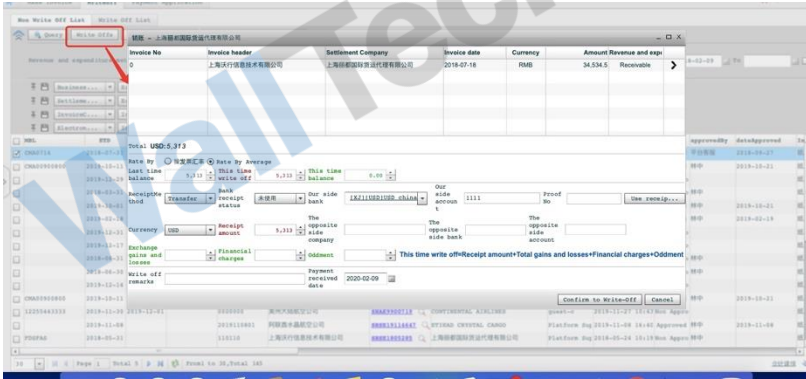


{cs6f18cf6lang1024} Unwritten-off List {cs6f18cf6lang1024} allows you to query all unwritten-off expenses, {cs6f18cf6lang1024} Write-off Query {cs6f18cf6lang1024} can be used to query the results

after write-off.

Take a/R as an example. In the unwritten-off list, select the collection/payment method as a/R, the write-off mode as invoice, and select the settlement company to write off. Then query the list of unwritten-off invoices. Click {cs6f729cf6lang1024} Write-off {cs6f729cf6lang1024} to open the write-off tab.

On the write-off page, select the collection method. If it is bank transfer, select the collection bank and account number.



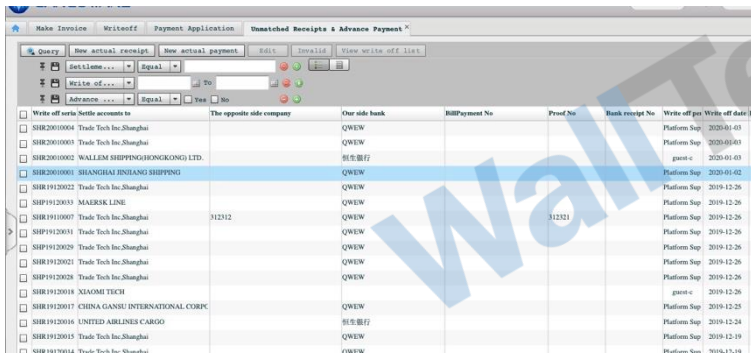
By default, write-off is performed in the original expense currency. If write-off is performed in different currencies, the currency and exchange rate can be modified.

Click OK Write-off to complete expense write-off

\* Expense payable write-off is performed in the same way as this

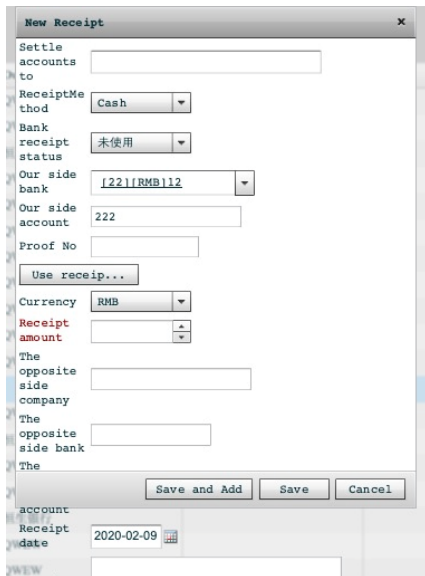
## 8.6 Paid-in and Paid-in

All collection/payment records will be displayed in paid-in/paid. In addition to the written-off amount, if there are customer advance collection and supplier advance payment, they can also be registered in the system



The Paid-in/Paid card can be used to query all the actual receipt/payment records

Click Add Paid-in Receipt on this page to open the Add Collection page



Enter information such as settlement company and collection amount on this page, and click Save to generate a collection/payment record

Advance collection records can be used to reverse write-off amounts.



## 8.7 Master Doc Release Management

### 8.7.1 Document Release Approval

Check the bill of lading within 1-3 working days after sailing to see if the receivable and expenses have been paid.



Finance can query the bill of lading with the approval status of "Not Approved" in the {cs6f18cf6lang1024} Placement Approval {cs6f18cf6lang1024} tab, and perform the {cs6f18cf6lang1024} Approve {cs6f18cf6lang1024} operation. After successful approval, you will be prompted to "Approve n pieces of data successfully".

At this time, you can view the MBL tab in the Shipping Booking tab, and the release status will change from "Pending Approval" to "Available to Release".

Finance can query the bill of lading with the status of "Pending Approval" in the {cs6f18cf6lang1024} Billing Approval {cs6f18cf6lang1024} tab. You can deduct the unapproved bill of lading,



Click {cs6f18cf6lang1024} Deduction Doc {cs6f18cf6lang1024} to fill in the reason for deduction. After

confirmation, the system will prompt that one piece of data has been successfully deducted.

### 8.7.2 Bill of Lading Management

The Bill of Lading Management tab is used to record the process of waybill circulation

1. After the bill of lading is retrieved from the shipping company, the bill runner selects the single or multiple bills of lading to be retrieved, and clicks "Retrieve" to confirm the retrieval. The system prompts "Status Modification Successfully"



At this time, refresh and view the ticket business in the "Shipping Booking" module. The status of the bill of lading changes from "Not Started" to "Retrieved"

The operation steps of "Undo Retrieval" are the same as "Retrieval"

2. The bill of lading is retrieved from the shipping company. When the financial department receives the bill of lading, click "Receive" to receive the bill of lading. After the operation, the system will prompt that the bill of lading has been received successfully and the status has been modified successfully.



In the Shipping Booking module, refresh the MBL tab to view the status of the bill of lading, which changes to Received.

The operation steps of "Undo Receive" are the same as "Receive".

3. When the financial department gives the bill of lading to the operation, click Claim to claim the bill of lading. After the operation, the system will prompt that the bill of lading has been claimed successfully and the status has been modified successfully.

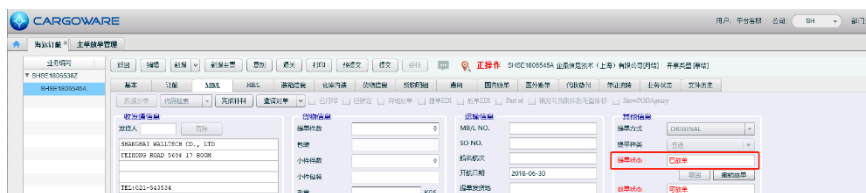


In the Shipping Booking module, refresh the MBL tab to view the status of the bill of lading. The status of the bill of lading changes to Claim

The operation steps of "unclaim" are the same as "claim"

When the shipping space booking tab is in Doc Release Status, click Release Doc to register the express delivery document number, and the system prompts that the status has been modified successfully





View the status of the bill of lading in the MBL tab of Shipping Booking Space, and the status of the bill of lading will change to {cs6f18cf6lang1024} Placed Document

{cs6f18cf6lang1024}

The operation steps of "Undo Release" are the same as those of "Release"

### Log Management of Bill of Lading



Click {cs6f18cf6lang1024} Bill of Lading Log Management {cs6f18cf6lang1024} to display the historical operation record of the bill of lading in the system, including modification time, modifier and modification content.

## Chapter 9 System Maintenance

### 9.1 Authority Management

In this system, permissions are defined as roles, which are equivalent to positions in enterprise management. In other words, each role is a set of detailed permissions. In this system module, users can define the permissions of each position role of the enterprise, define the organization structure of the company, and define the position role assignment of each account.



### 9.1.1 Define Organizational Structure

The system supports the method of group structure, and branches can be set as independent accounting organizations. Support the branch office of the goods collection office. The sales operation end is in the branch office. Financial settlement and invoice issuance are attributed to the headquarters.

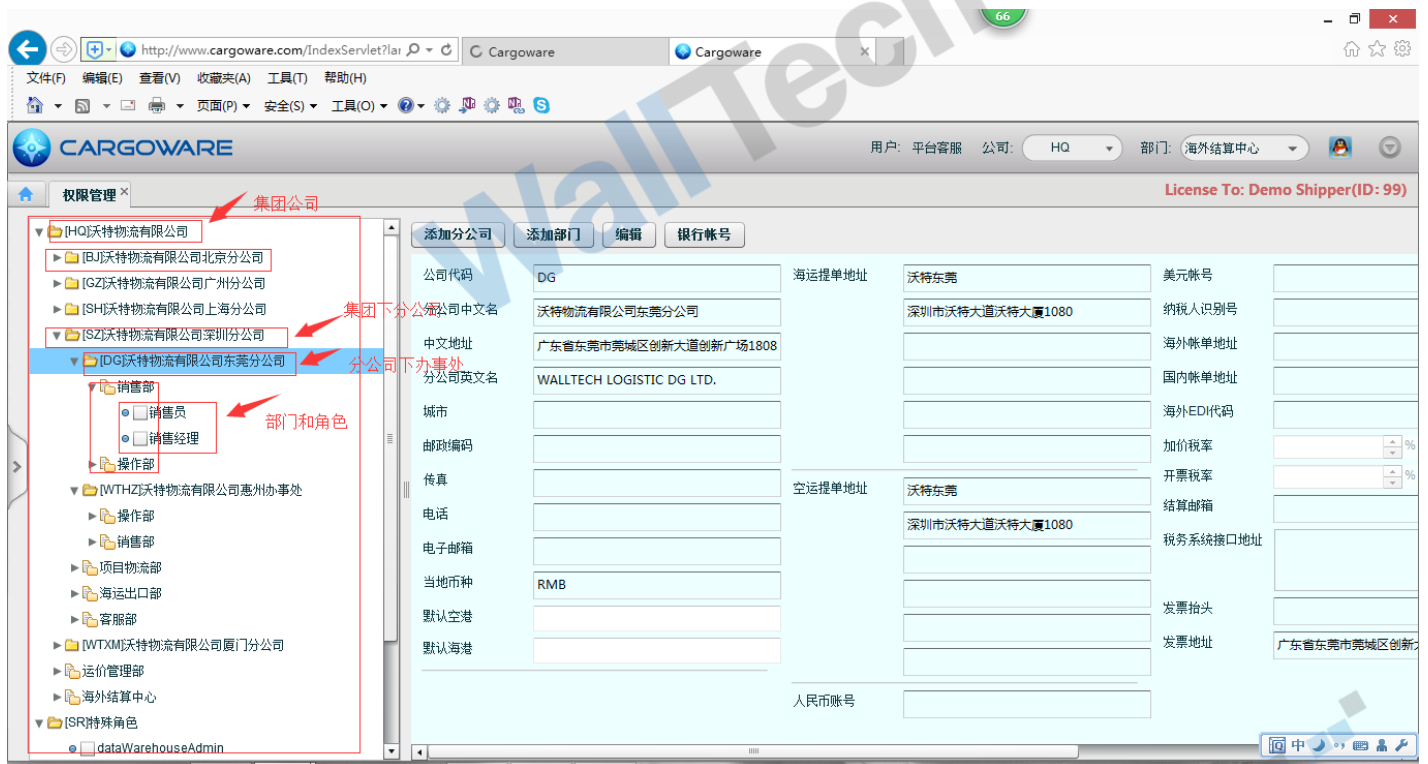
After the user opens the use environment in our company, the company's personnel will set the name of the group company of the user's enterprise in the background, and the user can build a detailed and specific organizational structure under this group company.

[Add Branch] After selecting a group company, click [Add Subsidiary] to enter the basic information, address, bank account number, etc. of the branch in detail in the pop-up edit box.

{cs6f18cf6lang1024} Add Department {cs6f18cf6lang1024} Select a branch company, and click {cs6f18cf6lang1024} Add Department {cs6f18cf6lang1024} to enter information such as department name in the pop-up edit box.

{cs6f18cf6lang1024} Add Role {cs6f18cf6lang1024} Select a department, click Add Role, and enter information such as role name.

The hierarchical structure of this system is the branch under the group company, the department under the branch, and the role under the department. As shown in the following figure, the branch under a branch is the field office of this branch. The hierarchical structure determines whether the branch is an independent accounting office or an office that is uniformly accounted for by a branch.



The authority allocation level in the theoretical organization structure is that the group company can view the business data of the branch company, and the business data of the branch company can view the office business under it.



### 9.1.2 Role Permission Definition

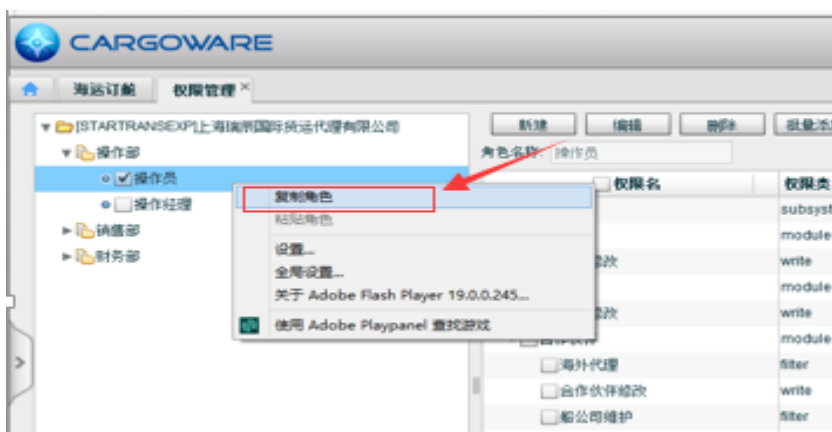
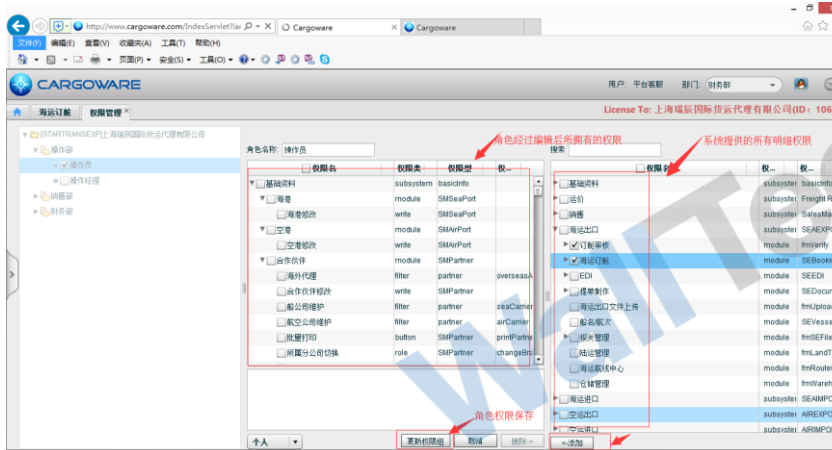
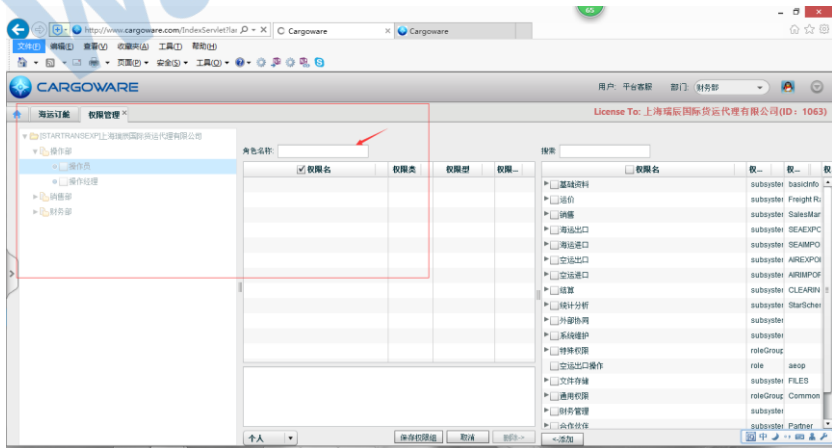
The definition of roles needs to be carried out in coordination with the business management systems of various enterprises, and is continuously refined and improved in the business process.

To create a role:

Define a role in a department, and click New to define a role in the role name. Click Save. Find the newly added role in the tree organization structure on the left of the system, select it and click Edit to start adding the detailed permissions of this role.

In role editing status, check the detailed permissions provided by the system on the rightmost side, and click Add to add the checked detailed permissions to the permissions box owned by this role. Click Update Permission Group to save this role permissions. At this point, this role has the defined detailed permissions.

For ease of operation, The system provides the function of copying roles. After editing a role, if other branches or departments also need to have such roles, you can select the role and click the right mouse button, select the copy role in the pop-up drop-down menu, then right click in other departments that need to add this role, and click Paste Role.



### 9.2 User Management

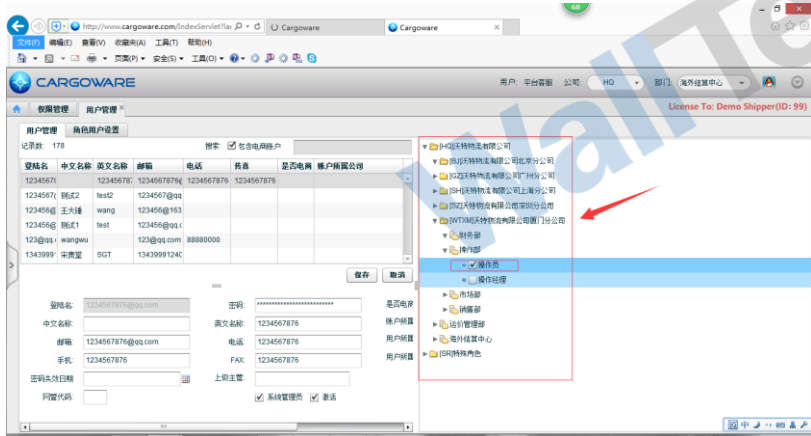
User management is the system user account setting and role permission allocation module.

### 9.2. 1 User Maintenance



Click Add to maintain the basic information of using this in the system. The system sets the mailbox as the login name. After the user obtains the account number and logs in to the system, it is recommended to modify the login password as soon as possible. It is also suggested that the user's data should be maintained as completely as possible, so that the output format can be called according to the specific contact information of the operator in the later business process.

### 9.2. 2 User Role Assignment



After the user's account is maintained, the user can assign its role permissions, directly find the department of this account and the matched role in the attribute organization structure on the right, and directly check it. After saving, this user has the corresponding detail permission to check the role. In principle, each user can have different department role permissions.

## 9.3 Basic Configuration

The basic configuration of the system is designed to provide users with functions such as defining business node status, setting business flow control, remote order approval and other processes, and the required fields for system automatic verification. This function module is recommended to be controlled in IT departments and middle and senior management personnel of enterprises. The adjustment of functions here may affect the use of the whole system.

### 9.3. 1 Template Management

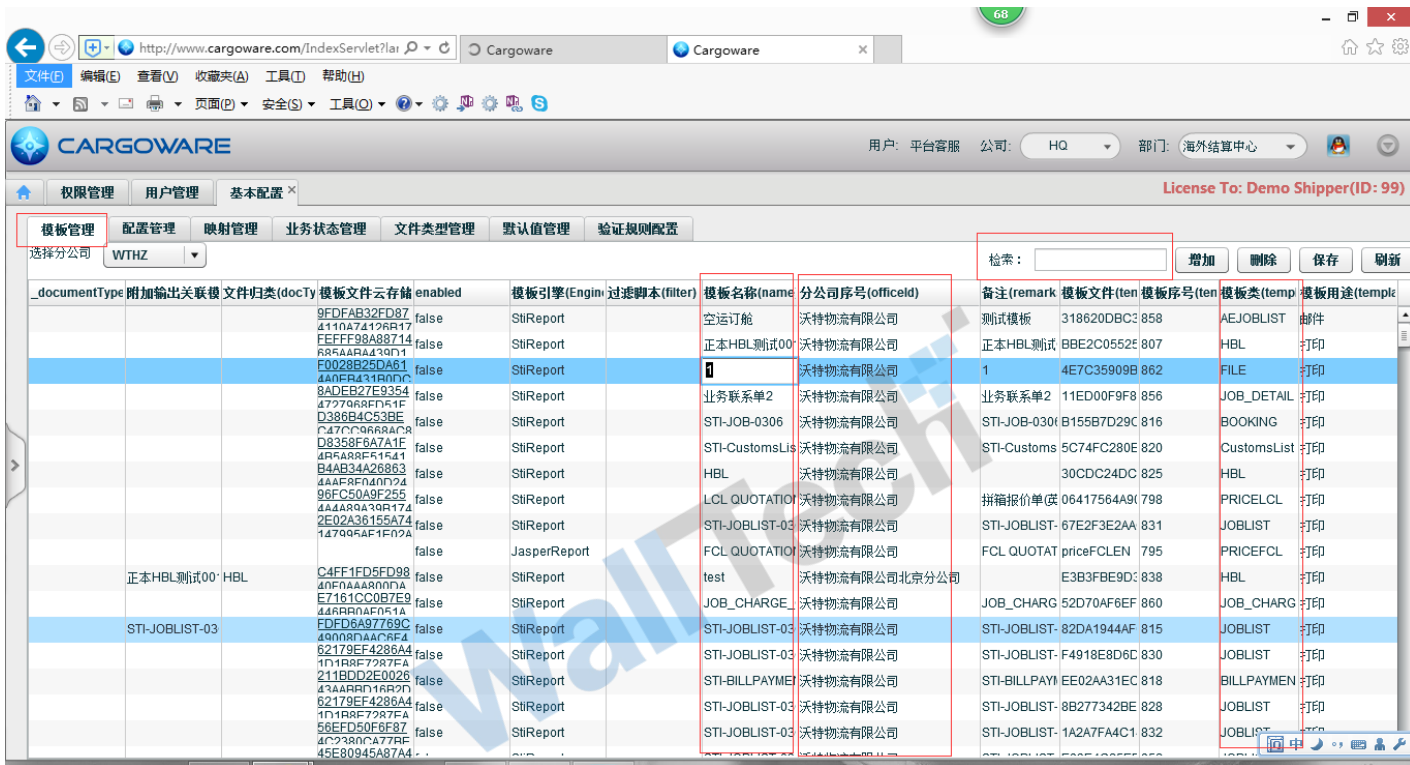
The system provides a unified management module for the output formats added in each area of the system, in

which the output formats of the whole system can be managed uniformly.

Template Name defines the name of the output format.

{cs6f18cf6lang1024} Branch SN {cs6f18cf6lang1024} defines the branches in which the output format is displayed. In principle, only the output format assigned to a branch can be viewed when the login is only the permission of a branch. Of course, if the template is selected as Group Company, all users of the entire Group Company can view and use it.

{cs6f18cf6lang1024} Template Type {cs6f18cf6lang1024} defines the page on which the output format appears. There are multiple card pages in the work order. Assignment here refers to the specific cards on which the template appears to be displayed.



### 9.3.2 Configuration Management

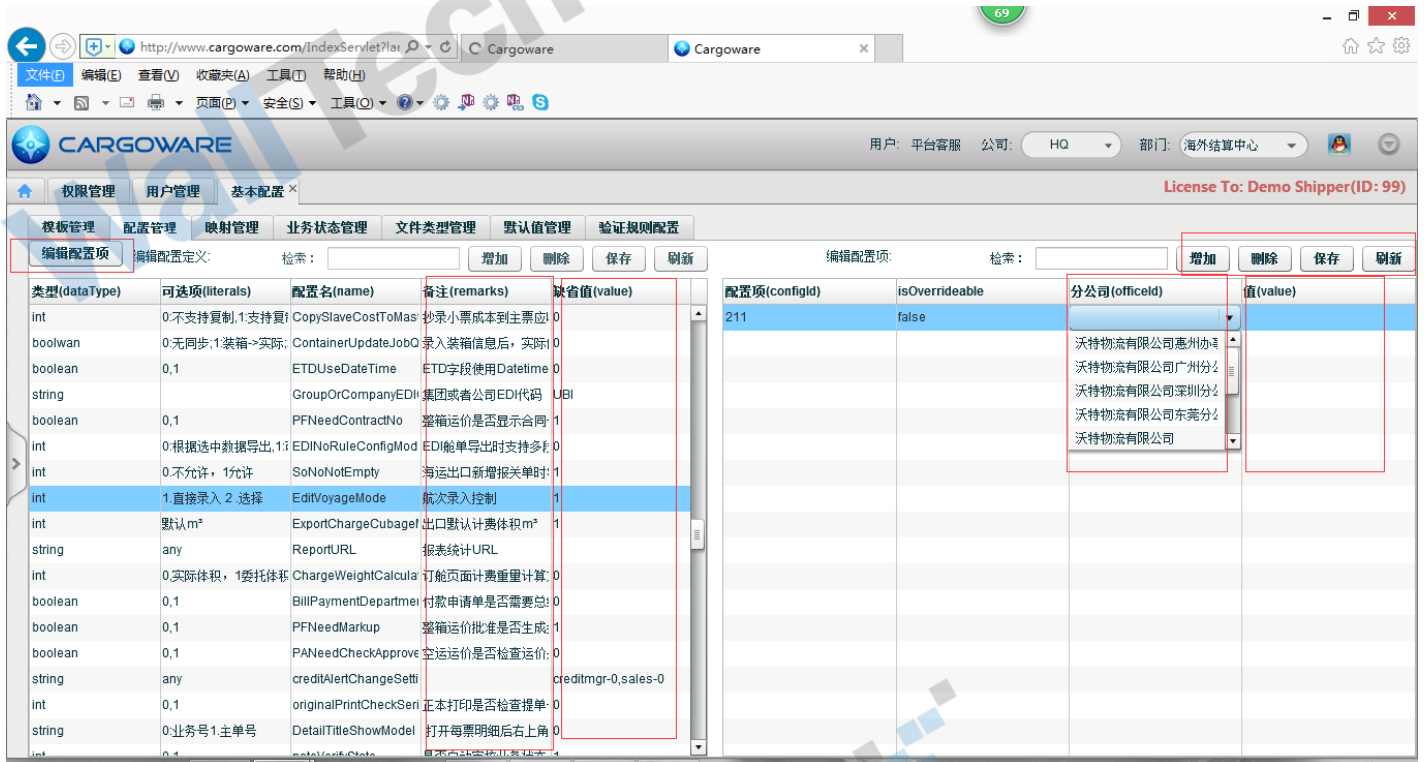
The main function of this module is to manage the logical judgment in business management, such as whether the ship name voyage is entered directly into the work order manually or retrieved through the pre-maintained ship name voyage table. Objective to facilitate users to sort out the business and more conveniently embody it in the process management of the system.

[Remarks] Description of each configuration feature item.

Default Value the default initial value after the system is initialized.

The Optional feature configures the different execution methods that the project can choose from.

The Configuration Name feature configures the project name.

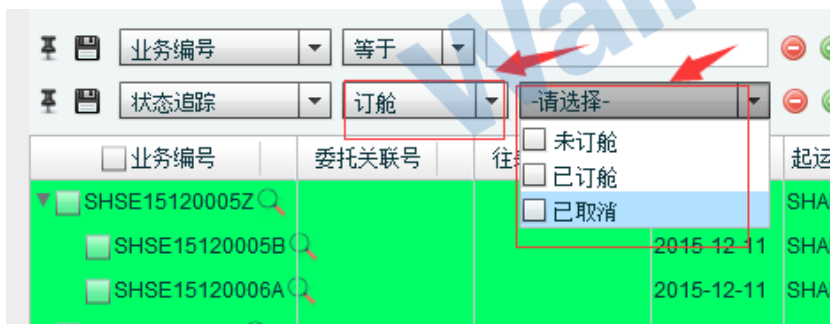


Setting Method: select a configuration item, click the headcount configuration item at the top left of the system, click Add in the entry box on the right, select which branch the configuration item acts on, and enter the configuration value in the value column. Configuration entries can add multiple records, The system enables different companies under the group company to use different values of the same configuration item. For example, Branch A under the group company can be set to directly enter the ship name voyage manually, while Branch B can only retrieve the ship name voyage from the maintained ship name voyage table and cannot directly enter the ship name voyage manually.

### 9.3.3 Business Status Management

This system provides the detailed node status of each work order that can be used to define various types of sea and air transportation services. For enterprises with very detailed division of labor and very strict work order progress status, the implementation of this function can be used to define the detailed status of all nodes experienced by the work order.





Define methods:

Select a business type, and the system sets the status of the four business types according to the four business type modules provided. The status of each business type definition will be reflected in the corresponding business type work order.

You can add status or modify the original status.

For state switching, the corresponding system action can be selected from the trigger type in the right box, which can realize automatic state switching.

Embodiment of business status:

After maintaining and defining the business status, it can be reflected in the business status card of each order of the corresponding work order type. In combination with the user's business process requirements, the status of each phase can be changed and adjusted.

In the query of the business order, you can also view the progress of the work order through the status of each node. In the process of business management, it is also convenient for multiple positions in the same work order to cooperate with the business mode and switch jobs between different positions.

### 9.3. 4 File Class Management

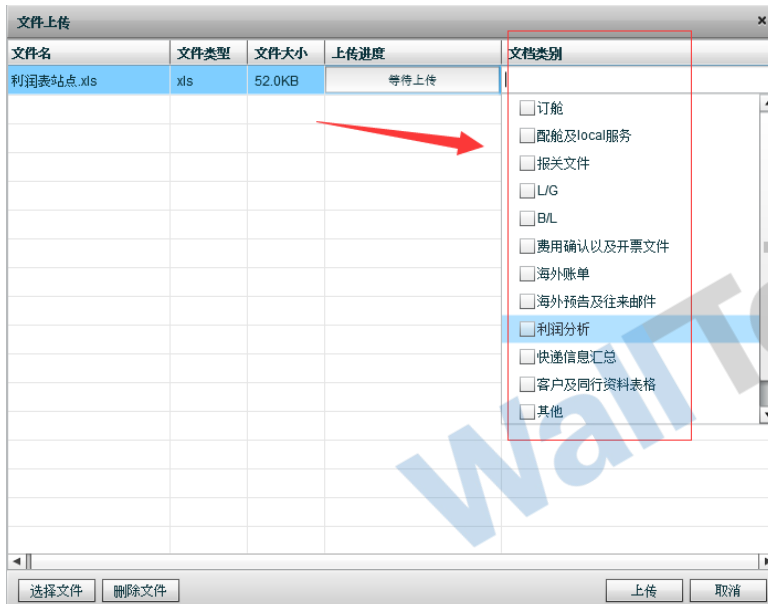
Management of file types, The main purpose is to facilitate the classification of uploaded digital files, During the business process, users output it by printing, saving and mailing, and the system will save it in the uploaded files of this work order by default. If operators need to classify these uploaded files, they can define the types of uploaded files through this module in advance.

The mode provided by this system is mainly four business types and upload file types of partners.





Users can define according to the file types associated with different business types. And you can set the order in which it is displayed.



In various types of work orders, users can choose to mark the type of uploaded document in the document category for uploaded files or files automatically uploaded by the system through saving, printing and mail. So that it can be queried and categorized.

### 9.3.5 Verification Rule Configuration

This system provides an automatic verification setting mechanism for nodes in some business processes. Through the configuration of conditions, the system can automatically verify according to conditions, such as the verification of required items, simplifying the management difficulty of managers and reducing the management cost.



The main business node verification settings provided by this system are shown in the left figure.

Verification methods can be used to verify profits, required items and data logic judgment.





{b Configuration Method } : enter the name of the verification method, select the business node and verification type, and check in the branch company. This verification configuration is used in those branch companies. Add verification conditions and verification expressions to configure the method to be verified by the system.

### 9.3. 6 Configuration of odd number

Cargoware system provides serial number generation methods for work order, warehouse entry number, bill number and payment application document number. Users can prepare their own code generation rules according to enterprise requirements.



Work order coding rule generation method: Select the element of the work order generation rule from the component elements, and select the type of business type to which the coding rule is applicable. After the configuration is completed, you can view the results of the configuration in the example. If the example is correct, you can save it.

Warehouse incoming number coding rule generation method, bill generation method and payment requisition number generation rule can be defined by referencing work order coding rule generation method.

### 9.3. 7 Push Configuration

CargoWare supports the SOP section to automatically push short messages. It can improve the customer service experience, timely notify the customer of the state changes of key nodes in the business, and reduce labor costs. Users can make their own configurations in Push Configuration, Business Status Management, and Partner-Contact according to their own needs



**Push Configuration Method:**

In the {cs6f18cf6lang1024} System Maintenance {cs6f18cf6lang1024}-{cs6f18cf6lang1024} Basic Configuration {cs6f18cf6lang1024}-{cs6f18cf6lang1024} Push Configuration {cs6f18cf6lang1024} tab, perform the basic configuration of SOP message push. Check {cs6f18cf6lang1024} Turn on Auto Push {cs6f18cf6lang1024} and select {cs6f18cf6lang1024} SMS {cs6f18cf6lang1024} for the SOP push channel

**Note:** If the head office is configured and the branch office is configured again, the 'Apply Head Office Settings' can be checked here



**SMS Node Push Configuration Method:**

1. Select SOP status details in "System Maintenance"->"Business Status Management" to configure SMS pushed by this status.

Click Configure SOP Message Push to configure push channel, push object and template theme

2. This phase mainly focuses on the push of three nodes: booking space, customs declaration and sailing

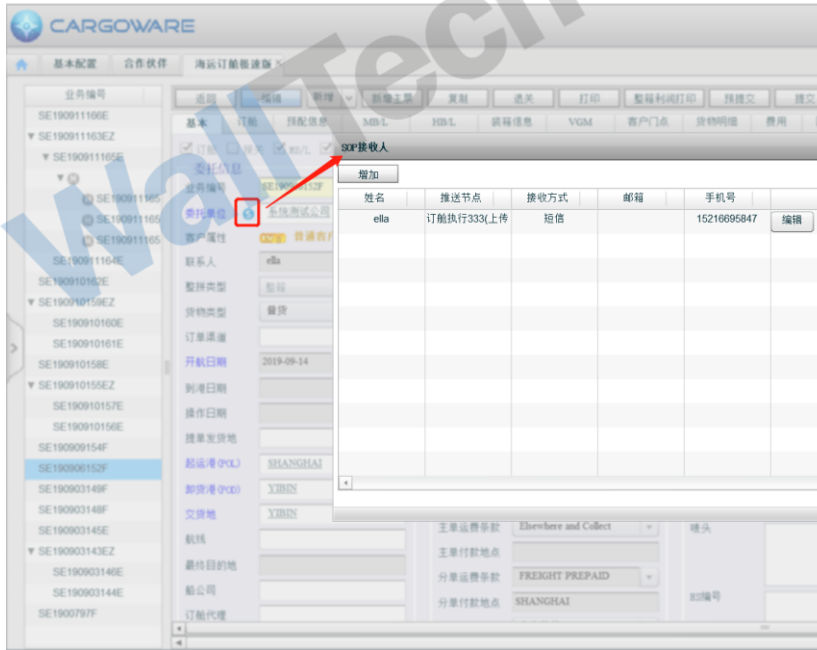
3. The content of the short message is fixed and cannot be modified according to the theme of the template, i.e. 'booking space', 'customs declaration' and 'sailing'



**Partner Contact Push Configuration Method:**

1. On the Partner-Contact tab, perform push configuration for the partner to be pushed, and configure the push node and push method

**Note:** SMS push will be sent to the mobile phone of the push partner, so the mobile phone number must be maintained.



Push Configuration Method for Single Ticket Business:

Click the SOP push icon, which will automatically bring the customer push contact node configuration into the partner. You can configure the contact and node pushed by the ticket business here through this entrance.

**Note:** The information maintained by the partner will be automatically brought into the business, but the SOP push contact information set in the single ticket business will not be brought into the contact information corresponding to the partner template

消息推送日志

License To: Demo Shipper(ID: 99)

| 业务编号         | 推送时间                | 类型    | 推送节点    | 推送类型 | 推送结果 | 联系人                |
|--------------|---------------------|-------|---------|------|------|--------------------|
| D02190000001 | 2019-08-09 15:19:34 | SCP推送 |         | 短信   | 成功   | john.13564654017   |
| D02190000000 | 2019-08-09 15:19:34 | SCP推送 |         | 短信   | 成功   | 任正兴.18616020559    |
| D02190000013 | 2019-08-20 17:20:48 | SCP推送 | 订舱(已订舱) | 短信   | 成功   | booker.15902534879 |
| D02190000011 | 2019-08-20 17:20:46 | SCP推送 |         | 短信   | 成功   | booker.15902534879 |
| D02190000010 | 2019-08-20 17:21:45 | SCP推送 |         | 短信   | 成功   | booker.15902534879 |
| D02190000009 | 2019-08-20 17:18:44 | SCP推送 | 订舱(已订舱) | 短信   | 成功   | booker.15902534879 |
| D02190000004 | 2019-08-20 16:25:06 | SCP推送 | 订舱(已订舱) | 短信   | 成功   | booker.15902534879 |
| D02190000002 | 2019-08-20 15:22:42 | SCP推送 |         | 短信   | 成功   | booker.15902534879 |

On the "System Monitoring"- "Message Push Log" page, you can query the logs pushed by nodes.