



# Cargo Portal User Guide

Ver. 3.0e

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# 1. System Summary

- Machine Configuration

Item	Recommended Specification	Required/basic specification
Monitor	1366X768 or Higher	Larger than 992 px
Software Needed	MS Excel, PDF Viewer (download related form and view PDF)	MS Excel, PDF Viewer (download related form and view PDF)

- Web Browser Specification

Browser	Recommended Versions	Unsupported version
Explorer	Internet Explorer 11 & Edge	Internet Explorer 10 and below
Chrome	Google Chrome 40 and later	Google Chrome 39 and below
Safari	Safari 8 and later	Safari 7 and below
Firefox	Mozilla Firefox 35 and later	Mozilla Firefox 34 and below

- Mobile Platform Specification

Mobile Platform	Recommended Versions	Unsupported version
Android	Android 5.0 and later	Android 4.0 and below
iPhone	Apple iOS 8.0 and later	Apple iOS 8.0 and below

## 2. Join Us & Profile(ID Registration)

- Click **Join Us** button to self-register.

Please refer to the following information in accordance with Korean Air's new cargo system implementation on April 1, 2019.

1. For  
2. This

LOGIN

User ID Password Login

Not a Korean Air Cargo member yet? Forgot your password?

Join Us Find Password

**KOREAN AIR CARGO** e-CSP Products Services Tools Korea English 한국어 LOGIN

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

Track shipments 180 Track

**New user? Join Us**

I want to join as Freight Forwarder

Agent Code \* 12345678901 User ID \* KEPORTALUSER

Email \* email@koreanair.com Preferred Language \* English

Terms of Membership  
protection of e-commerce.  
③ In the event of amending provisions, Korean Air shall provide notification of the causes of revision and date of application, along with current provisions, on the initial page beginning seven (7) days prior to the date of application through one day before the date of application.  
④ Revised provisions shall be applicable to users registered as members before the revision as far as the revised provisions do not violate related laws. However, to users who clearly notified refusal of the application of the revised provisions during its notification period, Korean Air shall apply the original provisions.  
⑤ Items which are not described in these provisions and the interpretation of these provisions will follow laws on consumer protection of e-commerce, laws on regulation of provisions, consumer

Yes I agree the Terms of Membership

Privacy Policy  
1. Collecting "PII"  
Korean Air may ask Homepage members to provide PII for member management.  
I. Main ID  
- User ID, password, IATA code or Account code, representative or personal e-mail address, company telephone number II. Additional ID  
- Regional staff's e-mail address, whether or not member will receive e-mail notice, agent's name, company address (location), name  
※ After logging in with main ID, additional ID can be issued.

Yes I agree the Privacy Policy  
 Please confirm that you have read and agreed our and Terms of Membership and Privacy Policy.  
 I wish to receive Korean Air Cargo's Event news through the above registered email.

**Register**

Already a member? Login

© Korean Air. All Rights Reserved Sitemap | Cookie Preferences

- After entering the necessary fields, click **Register** button. Your application will be completed and the notice will be sent to your email.

## 2. Join Us & Profile(ID Registration)



Hi KEPORTALUSER,

Welcome to Korean Air Cargo Portal.

One last step to enter into the portal is change the password on your preference.

Set Password

- ID registration is noticed to KE admin for activation.
- After activation by KE admin, you will receive **Set Password** email by registered email address.



e-CSP Products Services Tools Vietnam English 한국어 KEPORTALUSER

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments: 18 Track

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

### Set Password

User ID \*

KEPORTALUSER

New Password \*

Re-enter Password \*

Proceed

#### Password Guidelines:

Password must

- Have minimum 8 characters in length or more containing number, alphabetical/special letter(s).
- Contain one or more alphabetical letters
- Not be the same as the User ID.
- Not contain 6 or more identical or consecutive numerals/letters.
- Not contain a complete telephone number.

- Set Password screen is displayed in which the details should be entered.
- Enter your new password and click **Proceed** Button.

### ※ Notice

- Only one ID can be registered for each agent code.
- **Set Password** email is valid only for 24 hours. If you didn't set password within 24 hours, please use **Find Password** button after activation.

# 3. Join Us & Profile(Profile setting)

The screenshot displays the Korean Air Cargo website interface. The top navigation bar features the 'Profile' link, which is highlighted with an orange box. A dropdown menu is visible, listing options such as 'Change Password', 'My Cargo', 'Manage User', 'Favourites', and 'Log out'. The main content area is titled 'Profile' and contains several input fields, each numbered 1 through 8. Field 1 is 'User Avathar', field 2 is 'User ID \*' (value: KEPORTALUSER), field 3 is 'Name \*' (value: KEPORTALUSER), field 4 is 'Email \*' (value: seybaek+selcnt@gmail.com), field 5 is 'Preferred Language' (value: Korean), field 6 is 'Origin' and 'Destination', field 7 is 'Email for Notification', and field 8 is 'Start Function\*' (value: Landing Page). At the bottom of the form are buttons for 'Change Password', 'Save', and 'Cancel'.

1. Click **Profile** link in the My Account section of global navigation menu screen.
2. Enter your new password and click **Proceed** Button.
  - ① User Avatar: Able to select various images from the given list.
  - ② User ID: Registered User ID of the agent.
  - ③ Name: Name of the agent.
  - ④ E-mail: Unique e-mail ID for password setting
  - ⑤ Preferred Language: Basic language setting – English/Korean.
  - ⑥ Origin & Destination : Default Origin & Destination on Booking list of My Cargo
  - ⑦ E-mail for Notification: Default e-mail for notification, maximum 5 emails can be registered.
  - ⑧ Start Function: First page to be displayed upon login.

## 2. Join Us & Profile(Adding Sub ID)

The top screenshot shows the Korean Air Cargo portal with the user profile dropdown menu open. The 'Manage User' option is highlighted with an orange box. The bottom screenshot shows the 'Manage User' page for the 'SEOUL INTL CARGO SALES OFFICE'. It features a table with columns for User ID, Name, Email, Privilege Level, Language, Start Function, Rate, and Activate. An 'Add New User' button is highlighted with an orange box.

User ID	Name	Email	Privilege Level	Language	Start Function	Rate	Activate
<input type="checkbox"/>	PORTALSUB001	[ENCRYPTED]	test@test.com	Booking	English	Booking	<input checked="" type="radio"/> Display <input type="radio"/> Hide <input type="checkbox"/> Send Mail

1. Click **Manage User** in the My Account section of global navigation menu screen.
2. The Supervisor agent has the superior privilege to manage sub ID. There are 3 more type of privileges for Sub ID.

Privilege	Description
<b>Supervisor</b>	The superior privilege to add other agent users and assign privileges such as Accounting, Booking etc. It has access to all functionalities of cargo portal. <u>Only 1 Supervisor ID can be created for 1 forwarder code</u>
<b>Accounting</b>	Accessible to accounting/Operation/Booking
<b>Operation</b>	Accessible to Operation(e-AWB)/Booking
<b>Booking</b>	Accessible to Booking



## 2. Join Us & Profile(Adding Sub ID)

The screenshot displays the Korean Air Cargo portal interface. At the top, there is a navigation bar with the logo and menu items: e-CSP, Products, Services, Tools, Korea, English, 한국어, and a user profile icon labeled 'KEPORTALUSER'. Below this is a secondary navigation bar with tabs: My Cargo, Booking, Schedule, Tracking, e-AWB, Operations, and Accounting. The main content area shows 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' section with a 'Track' button and a notification bell icon with the number 6. The 'Manage User' section is active, showing a table of users. A table with 8 columns (User ID, Name, Email, Privilege Level, Language, Start Function, Rate, Activate) contains one entry: PORTALSUB001, [ENCRYPTED], test@test.com, Booking, English, Booking, Display/Hide, and Send Mail. An 'Add New User' button is highlighted with an orange box. Below this, a modal window titled 'Add New User' is shown, containing several input fields and dropdown menus, each numbered 1 through 7. The modal also has 'Delete', 'Update', and 'Cancel' buttons at the top right and 'Cancel' and 'Add' buttons at the bottom right.

1. The **Manage User** menu is available for a Supervisor agent only. When a Supervisor logs in, the Supervisor can view/add/delete/update details of other users(under the same Agent code).
2. Click **Add New User** button to add new sub ID.
  - ① User ID: Unique ID for Sub user (Capital Letter only)
  - ② Name: Name of the Sub ID
  - ③ Email: Unique e-mail ID for password setting
  - ④ Preferred Language: Basic language setting – English/Korean.
  - ⑤ Start Function: First page to be displayed upon login
  - ⑥ Privilege Level: Able to select Booking/Operation/Accounting
  - ⑦ Rate Display: Able to set whether to display or hide the rate on booking summary screen



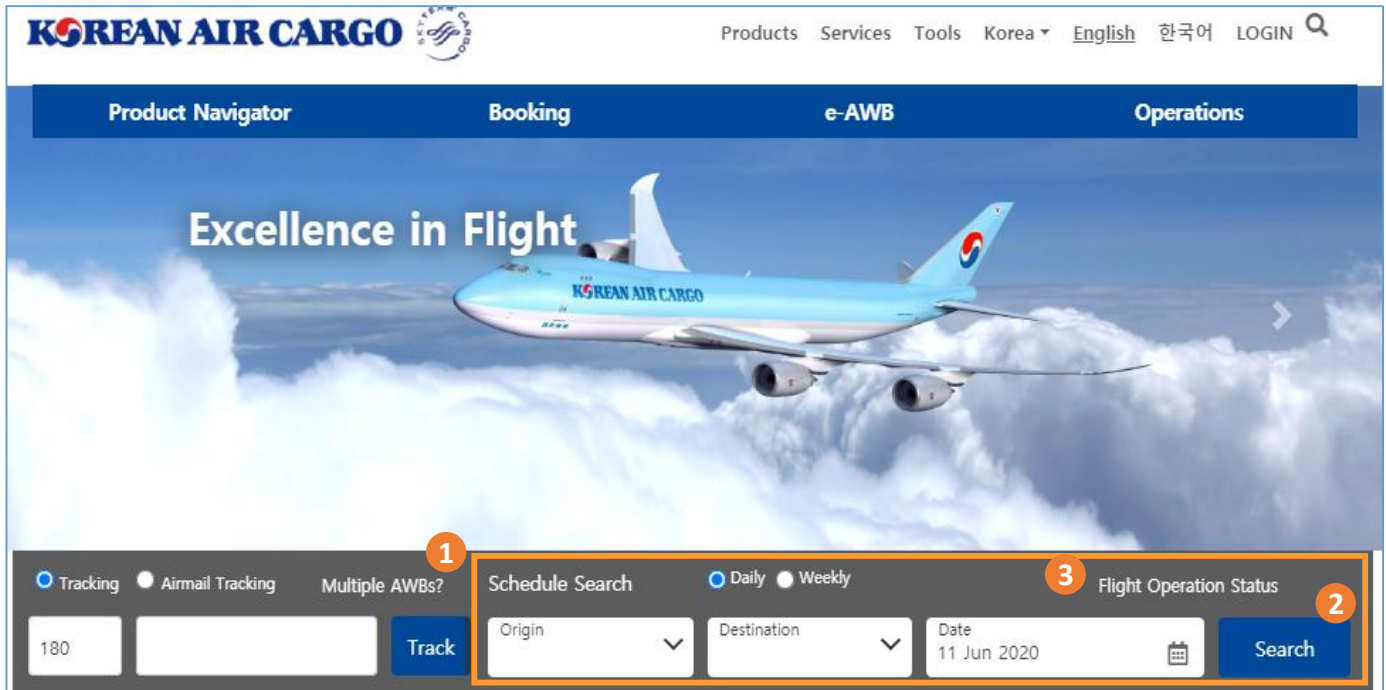
## 2. Join Us & Profile(Favourites)

The screenshot displays the Korean Air Cargo portal interface. At the top, the navigation menu includes 'Product Navigator', 'Booking', and 'e-AWB'. A user profile dropdown menu is open, showing options: 'Profile', 'Change Password', 'My Cargo', 'Manage User', 'Favourites' (highlighted with an orange box), and 'Logout'. Below this, the main navigation bar includes 'My Cargo', 'Booking', 'Schedule', 'Tracking', 'e-AWB', 'Operations', and 'Accounting'. The 'My Cargo' section is active, showing 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' button with a notification icon. The 'Favourites' section is visible, with a 'Show my Favourites' button and a search bar. Below this, there are four columns of links: 'Products' (Express, Express-Heavy, Customized, Specialized, General), 'Services' (Booking Guide, Surcharge Information, AMS Transmission Guide, Charter Service, Ground Handling Service, Barcode Label Printing, Loadability Check, Air Cargo Tariff), 'Tools' (Terminals, Equipments, Aircraft Type, Unit Load Device), and 'Customer Care' (FAQ, Voice of Customer, Online Claim, Branch Information).

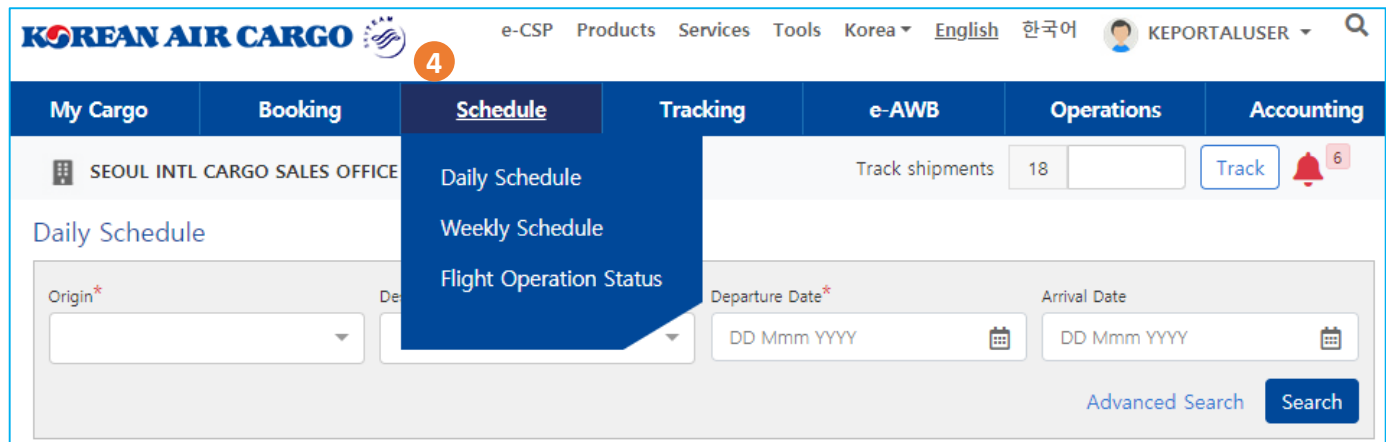
1. Click Favourites link in the My Account section of global navigation menu screen.
2. The menu which selected on the Favorites page is displayed on the widget of **My Cargo** screen as below.

The screenshot shows a 'Favorites' widget with a list of selected items: 'Surcharge Information', 'Specialized', and 'Branch Information'. A 'More >' link is visible at the bottom right of the widget.

# 3. Schedule Search



1. Click search after input origin, destination, departure date. You can also select daily and weekly schedule search.
2. Schedule will be shown when click search button.
3. You can navigate to flight operation status by click flight operation status button



4. Also, you can access to schedule search through functional menu bar on the top page

# 3. Schedule search

SEoul INTL CARGO SALES OFFICE

Track shipments 18C

Track

### Daily Schedule

Origin\* **1** ICN Destination\* DEN Departure Date\* 29 Jan 2019 Arrival Date DD Mmm YYYY

**2** Advanced Search Search

< Previous **3** ICN to DEN Next >

Sort by: **Earliest** Quickest

Flight No.	Origin	Destination	Express	Premium	General	Details		
KE 6622 P KE 4683 T	ICN	DEN	61:00hrs	30 Jan 2019 22:00	<b>5</b>			<b>4</b> Details
KE 6622 P KE 4683T T	ICN	DEN	61:00hrs	30 Jan 2019 22:00			<b>6</b>	Details
KE 6622 74H   Passenger	ICN	LAX	18:00hrs	29 Jan 2019 02:00				
KE 4683T RFS   Truck	LAX	DEN	22:00hrs	30 Jan 2019 22:00				

Origin\* ICN Destination\* DEN Departure Date\* 29 Jan 2019 Arrival Date DD Mmm YYYY

Flight No. KE Flight Number (e.g. 001) Flight Type Both

Both  
Passenger  
**Freighter**

Basic Search Search


1. Click search button after input origin, destination, departure date.
2. You can search by flight number or flight type.
3. Result will be displayed
4. You can find flight details by clicking detail button
5. You can check the flight availability by flight icon which displayed by different color
  - \* Only displayed for log-in user
6. You can navigate to booking screen by clicking flight icon, selected information - flight number, date, product - will be stored automatically.

# 4. Booking (input page)

1. Click booking from functional menu bar on the top screen
2. Clicking Validation/Generate button after input MAWB number, input field will be activated.
3. MAWB number will be auto generated when you click Validation/Generate button without MAWB number
4. Input origin and destination.
5. Commodity description and SCC will be filled with associated value and you can manually input commodity description if needed.
6. You can select applicable product to SCC. For example, GEN is the proper product when using consol shipment.  
(Product is mandatory filed)
7. Input piece, weight and volume
8. Unit of volume is "cu mc", volume will be automatically calculated by volume.


# 4. Booking (input page)

My Cargo    Booking    Schedule    Tracking    e-AWB    Operations    Accounting

SEOUL INTL CARGO SALES OFFICE    Track shipments 18    Track  6

Select Flights **1** **2** Search Flights

Flight No.\*    Departure Date\*    Departure Airport\*    Arrival Airport\*    Pieces\*    Weight\*    Volume

   DD Mmm YYYY                  kg     mc       

Dimension  cm **3**    Remarks **4**



Sl.No.    Length    Width    Height    Pieces

1                       

           **5**

Search Flights



Origin\*    Destination\*    Departure Date\*    Arrival Date

ICN    x    CAN    x    27 Jan 2019        DD Mmm YYYY    

< Previous    ICN to CAN    Next >

Sort by: Earliest    Quickest

Flight No.	Origin	Destination	Express	Premium	General
KE 0865 <b>P</b> 333   Passenger	ICN 27 Jan 2019 08:55	 CAN 27 Jan 2019 12:05	04:10hrs	<input type="checkbox"/>	<input type="checkbox"/>
KE 0319 <b>F</b> 77X   Freighter	ICN 27 Jan 2019 23:35	 CAN 28 Jan 2019 02:30	03:55hrs	<input type="checkbox"/>	<input type="checkbox"/>

1. Input flight number, departure date, departure airport, arrival airport.
2. You can select flight by using flight search button. Selected information will be filled.
3. Input dimension of each piece of the shipment. Volume will be calculated by dimension when move to next step, also volume can be amended manually if needed.
4. Input remark information.
5. Please move to next step by click view summary if all the information inputted properly.

# 4. Booking (Temp control and live animal)

The screenshot shows a booking form for 'FRESH SALMON' with the following fields and annotations:

- Commodity\***: FR2SALMON
- Shipment Description\***: FRESH SALMON
- Special Handling Code (SCC)\***: PES (annotated with 1)
- Product\***: FR2
- Pieces\***: [Empty]
- Weight\***: [Empty] kg
- Volume Weight**: [Empty] (annotated with 2)
- Volume**: [Empty] mc (annotated with 3)
- Temperature controlled goods** section:
  - Minimum Temperature**: -3C
  - Maximum Temperature**: -1C
- Remarks** section: Min Temp : -3C, Max Temp : -1C

1. Temperature information field will be displayed when using SCC which need temperature control
2. Inputted information will be stored on remark section after saving
3. You can modify in remark section itself if needed
4. Temperature information field will be removed when delete associated SCC.

The screenshot shows a booking form for 'LIVE DOG' with the following fields and annotations:

- Commodity\***: LVDOG
- Shipment Description\***: LIVE DOG
- Special Handling Code (SCC)\***: AVI (annotated with 1)
- Product\***: AV1
- Pieces\***: [Empty]
- Weight\***: [Empty] kg
- Volume Weight**: [Empty] kg
- Volume**: [Empty] mc
- Live animal details** section (annotated with 2):
  - Type**: DOG
  - Breed**: JINDO
  - Number of Heads**: 2
  - Weight**: 50
  - Date of Birth**: 01 Sep 2018
- Remarks** section (annotated with 3): Type : DOG, Breed : JINDO, No. of heads : 2, WT : 50 kg, DOB : 01 Sep 2018

1. Live animal information field will be displayed when using SCC which need live animal information
2. Inputted information will be stored on remark section after saving
3. You can modify in remark section itself if needed
4. Live animal information field will be removed when delete associated SCC.

# 4. Booking (Dangerous Goods)

Commodity\* FLAMLIQ Shipment Description\* FLAMMABLE LIQUID Special Handling Code (SCC)\* RFL Product\*

Pieces\* 5 Weight\* 100 kg Volume Weight kg Volume mc

Capture Dangerous Goods Details\* Instruction

UNID No.\* 1866 PSN\* Resin solution CAO Radio Active Class/Div\* 3 PG I PI ... No. of Pkg 5 Net Qty/Pkg 50 Unit L

Subrisk1 Subrisk2 Subrisk3 Special Handling Code (SCC) RFL - +


PSN\*  
Resin solution  
Resin solution  
Resin solution  
Resin solution

1. DG information field will be displayed when using SCC which need DG information.
2. Click **Search** button after inputting UNID.
3. Click ▼ and select PSN
4. Check **CAO** if shipment must be loaded on cargo aircraft only
5. Check box **Radio Active** will be checked automatically when select PSN associated with radio active material
6. Associated Class/Div information will be filled automatically
7. Associated PG will be filled automatically, you can also proceed without PG information if not needed.
8. Associated PI will be suggested, you can select proper PI
9. Input other information (No of Pkg, Net Qty/Pkg, Unit, Subrisk1,2,3) if needed.
10. Enable to add/delete the field by using + , - button
11. Detailed information input filed will be removed when delete associated SCC



# 4. Booking (Booking Summary)

My Cargo    Booking    Schedule    Tracking    e-AWB    Operations    Accounting

SEOUL INTL CARGO SALES OFFICE    Track shipments 180    Track    

### Booking Summary

#### Shipment Details 1

Master AWB Number <b>180 32121246</b>	Origin - Destination <b>ICN - HAN</b>		
Commodity <b>CONSOL</b>	Shipment Description <b>CONSOLIDATION</b>		
SCC <b>GEN</b>	Product <b>GEN</b>		
Pieces <b>10</b>	Weight <b>1000 kg</b>	Volume <b>6 mc</b>	Volume Weight <b>1000.00 kg</b>

#### Flight Details 2

Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg		

#### Rate and Charges 3

Rate	KRW 1,200	Chargeable Weight	1000 kg
Freight Charge	KRW 1,200,000	Capacity Type	Non Allotment
Other Charges	KRW 540,000		
<b>Total Charge</b>	<b>KRW 1,740,000</b>		

#### Spot Rate 4

Spot Rate	KRW	Status	Spot Rate Status
Min. chargable weight(Kg)*	900	Max. chargable weight(Kg)*	1100
		Accept	Reject

#### Subscribe Notification 5

Select Notification Instances

Email(s)    Mobile

+82

Add multiple emails separated by comma( , )Maximum 5 e-mail can be added    Number format Eg: 01234567890

6 View Details    7 Booking

1. Shipment information is displayed in **Shipment Details** section.

① Volume weight is updated according to cargo dimension.

2. Shipment itinerary is displayed in **Flight Details** section.

① Booking status by flight will be updated after clicking **Booking** button.

3. Rate and Charges are displayed based on the input details.

① Applied Rate and Charges, Chargeable Weight are displayed.

② Allotment is automatically applied according to the conditions. Able to select **Non Allotment** if needed.

4. Able to enter a new request rate at **Spot Rate** section.

5. You can set to **Subscribe Notification** for each milestones.

① Select milestones and enter Emails or Mobile number for notification.

② Up to 5 emails can be entered. Only Korea Mobile No. are supportable.

6. Click the **View Details** button to navigate to initial input screen.

7. Click the **Booking** button to submit after checking all details.

# 4. Booking (Spot Rate Request)

## ➤ Spot Rate Request

Shipment Details				Flight Details							
Master AWB Number <b>180 32121246</b>	Origin - Destination <b>ICN - HAN</b>			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity <b>CONSOL</b>	Shipment Description <b>CONSOLIDATION</b>			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg		
SCC <b>GEN</b>	Product <b>GEN</b>										
Pieces <b>10</b>	Weight <b>1000 kg</b>	Volume <b>6 mc</b>	Volume Weight <b>1000.00 kg</b>								


Rate and Charges		Spot Rate	
Rate	KRW 1,200	Chargeable Weight	1000 kg
Freight Charge	KRW 1,200,000	Capacity Type	Non Allotment
Other Charges	KRW 540,000	Spot Rate	<b>KRW 1150</b>
<b>Total Charge</b>	<b>KRW 1,740,000</b>	Status	Spot Rate Status
		<input type="button" value="Accept"/> <input type="button" value="Reject"/>	
		Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
		900	1100

Subscribe Notification	
Select Notification Instances	Email(s)
<input type="text"/>	<input type="text"/>
	Mobile
	+82 <input type="text"/>
Add multiple emails separated by comma( , )Maximum 5 e-mail can be added	
Number format Eg: 01234567890	

Shipment Details				Flight Details							
Master AWB Number <b>180 32121246</b>	Origin - Destination <b>ICN - HAN</b>			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity <b>CONSOL</b>	Shipment Description <b>CONSOLIDATION</b>			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	✓
SCC <b>GEN</b>	Product <b>GEN</b>										
Pieces <b>10</b>	Weight <b>1000 kg</b>	Volume <b>6 mc</b>	Volume Weight <b>1000.00 kg</b>								

Rate and Charges		Spot Rate	
 Spot rate under processing		Spot Rate	Status
		KRW 1150	Processing
		<input type="button" value="Accept"/> <input type="button" value="Reject"/>	
		Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
		900	1100

1. Enter the spot rate and click **Booking** Button.
2. **Rate and Charges** and **Spot Rate** will be changed as **Processing**.
3. Booking status in Flight details will be confirmed or Queued
4. Thereafter, KE will verify/cancel the requested rate or reoffer a new rate.

# 4. Booking (Verify/Cancel by KE)

## ➤ Verify or Cancel the requested rate by KE

Shipment Details				Flight Details							
Master AWB Number <b>180 32121246</b>	Origin - Destination <b>ICN - HAN</b>			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity <b>CONSOL</b>	Shipment Description <b>CONSOLIDATION</b>			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	✓
SCC <b>GEN</b>	Product <b>GEN</b>										
Pieces <b>10</b>	Weight <b>1000 kg</b>	Volume <b>6 mc</b>	Volume Weight <b>1000.00 kg</b>								

Rate and Charges				Spot Rate			
Rate	KRW 1,150	Chargeable Weight	10	Spot Rate	KRW 1150	Status	Accepted
Freight Charge	KRW 1,150,000	Capacity Type	Non Allotment				
Other Charges	KRW 540,000						
<b>Total Charge</b>	<b>KRW 1,690,000</b>						
				Min. chargeable weight(Kg)*	900		
				Max. chargeable weight(Kg)*	1100		

1. Status will be changed to **Accepted** when Korean air accept your request, also accepted rate will be applied in "rate and charges" section
2. 'Confirmed' or 'Queued' status will be shown in flight details
3. Accepted spot rate will be detached when chargeable weight go out of allowable range.

Rate and Charges				Spot Rate			
Rate	KRW 1,200	Chargeable Weight	1000 kg	Spot Rate	KRW 1150	Status	Not Accepted
Freight Charge	KRW 1,200,000	Capacity Type	Non Allotment				
Other Charges	KRW 540,000						
<b>Total Charge</b>	<b>KRW 1,740,000</b>						
				Min. chargeable weight(Kg)*	900		
				Max. chargeable weight(Kg)*	1100		

4. Status will be changed to **Not Accepted** when your request has been denied by Korean Air, most applicable rate will be applied.

# 4. Booking (Reoffer by KE)

## ➤ New rate reoffered by KE

Shipment Details				Flight Details							
Master AWB Number <b>180 50626026</b>	Origin - Destination <b>ICN - HAN</b>			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity <b>CONSOL</b>	Shipment Description <b>CONSOLIDATION</b>			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	
SCC <b>GEN</b>	Product <b>GEN</b>										
Pieces <b>10</b>	Weight <b>1000 kg</b>	Volume <b>6 mc</b>	Volume Weight <b>1000.00 kg</b>								

Rate and Charges

Spot rate under processing

Spot Rate

Spot Rate: **KRW 1150** | Status: **Reoffered**

Min. chargeable weight(Kg)\*: 900 | Max. chargeable weight(Kg)\*: 1100

Buttons: **Accept** | **Reject**

1. Status will be changed to **Reoffered** with reoffered rate.

Rate and Charges

Spot rate under processing

Spot Rate

Spot Rate: **KRW 1150** | Status: **Processing**

Min. chargeable weight(Kg)\*: 900 | Max. chargeable weight(Kg)\*: 1100

Buttons: **Accept** | **Reject**

2. You can click 'Accept' button if you satisfied with stated rate, **Processing** status will be displayed once again before final verification.

Rate and Charges

Spot rate under processing

Spot Rate

Spot Rate: **KRW 1150** | Status: **Cancelled**

Min. chargeable weight(Kg)\*: 900 | Max. chargeable weight(Kg)\*: 1100

Buttons: **Accept** | **Reject**

3. Click **Reject** if you are not satisfied with reoffered rate.

In this case, status will be changed to **Cancelled**, and most applicable rate will be applied.

# 4. Booking (Save Templates)

1. Click **Save as template** button after input all the necessary information  
※ Saved information: Origin/Destination, Commodity, Description, SCC, Product, Flight number(except Departure Date), Dimension, Remarks
2. Click **Save Template** button after fill in template name and description.

3. You can use **Load from Booking Templates** after validate MAWB among saved template

# 4. Booking (Booking Update)

My Cargo    Booking    Schedule    Tracking    e-AWB    Operations    Accounting

SEOUL INTL CARGO SALES OFFICE    Track shipments    180    Track

Single Booking

AWB No.\*    Load from Booking Templates    List Templates

180    50626004    **Validate/Generate** ①    Search Booking Template

1. Input MAWB number and Click **Validate** button.

② Booking already exists. Do you want to update the booking?

No    Yes

③    ④

2. Click **Yes** for a booking update, Click **No** to view only.

Single Booking

AWB No.\*    Load from Booking Templates    List Templates

180    50625971    **Validate/Generate**    Search Booking Template

Origin\*    Destination\*    Unique Reference Number

ICN    PVG   

Commodity\*    Shipment Description\*    Special Handling Code (SCC)\*    Product\*

CONSOL    CONSOLIDATION    GEN    GEN

Pieces\*    Weight\*    Volume Weight    Volume

10    1000 kg    1000.00 kg    6 mc

Select Flights    Search Flights

Flight No.\*    Departure Date\*    Departure Airport\*    Arrival Airport\*    Pieces\*    Weight\*    Volume

KE    0249    24 Jan 2019    ICN    PVG    10    1000 kg    6 mc    -    +

Dimension (cm)    Remarks

SI No.    Length    Width    Height    Pieces    -    +

1                   -    +

Loadability Check    View All

Save as Template    **View Summary** ④

Departure Date	Arrival Date	Pieces	Weight	Volume	Status
2019 02:10	24 Jan 2019 03:15	10	1000 kg	6 mc	

Rate

Rate    Status

Spot Rate Status

Accept    Reject

Chargeable weight(Kg)\*    Max. chargeable weight(Kg)\*

500    1100

Subscribe Notification

Select Notification Instances    Email(s)    Mobile

      +82

Add multiple emails separated by comma(,). Maximum 5 e-mail can be added. Number format Eg. 01234567890

View Details    Cancel Booking    **Booking**

3. When **No** is selected

- ① All input fields and buttons are inactivated, except **View summary** button.
- ② Able to check all input values and booking status.

4. When **Yes** is selected

- ① All input fields and buttons are activated.
- ② Able to Update the booking, Request a new spot rate, Accept/Reject for the reoffer. When clicking the **Booking** button, new booking status will be validated and displayed.

# 4. Booking (Multiple Booking)

The screenshot shows the 'Multiple Booking' interface. The 'Booking' menu is open, and 'Multiple Booking' is selected. The form includes fields for 'AWB No.' (18C), 'Date', 'Departure', 'Arrival', 'Pieces', 'Weight', 'Volume', 'Commodity', 'Shipment Description', 'SCC', and 'Product'. A 'Validate/Generate' button is checked. Below the form are sections for 'Dimension' (cm), 'Remarks', and 'Subscribe Notification'. At the bottom, there are 'Reset' and 'Submit' buttons. Red callout numbers 1 through 5 are placed on the interface to indicate the steps described in the text.

1. Click **Booking** -> **Multiple Booking** on Functional menu bar. It moves to Multiple Booking screen which can book up to 10 AWBs at a time.

\* Multiple Booking is not available for **SPECIALIZED DGR/BIG** (DG1/2/3, BG1/2/3), which need to input additional information in advance.

2. Click **Validate/Generate**  button after input MAWB number, input fields will be enabled. MAWB number will be auto-generated when you click the button without MAWB number.

3. When clicking **Copy**, the input values of the previous line are filled in. **Erase** delete the whole input values in one AWB at once.

4. Able to unfold additional information window by clicking **More**.

5. The **Reset** button clears all values entered in the page. All booking will be sent at once when clicking **Submit** button.



# 4. Booking (Multiple Booking)

My Cargo
Booking
Schedule
Tracking
e-AWB
Operations
Accounting

SEOUL INTL CARGO SALES OFFICE
Track shipments  [Track](#)

### Booking Result

1	AWB No.	Origin	Dest.	Date	Flight No.	Pieces	Weight(kg)	SCC	Product	Subscribed	Status
1	180 32121246	ICN	HAN	31 Jan 2019	KE 0679	10	200	GEN	GEN	No	QUEUED
2	180 32121250	ICN	HAN	01 Feb 2019	KE 0679	10	200	GEN	GEN	No	QUEUED
3	180 50626041	ICN	HAN	02 Feb 2019	KE 0679	10	200	GEN	GEN	No	QUEUED
4	180 50626052	ICN	HAN	03 Feb 2019	KE 0679	10	200	GEN	GEN	No	QUEUED

2 [Download & Print](#)

### Multiple Booking

3

AWB No. *	Origin *	Dest.*	Pieces*	Weight*	Volume	Commodity*	Shipment Description*	SCC*	Product*
-----------	----------	--------	---------	---------	--------	------------	-----------------------	------	----------

ERROR EEB600 Either the flight combination is invalid or the pieces/weight in shipment level is not matching with that in flight level.


180	506260	✓	ICN	SGN	10	200	1	... x	CONSOLIDATION	x	GEN	x	... x	Copy Erase
-----	--------	---	-----	-----	----	-----	---	-------	---------------	---	-----	---	-------	------------

Search Flights	KE	0679	04 Feb 2019	ICN	HAN	10	200	1	-	+	More
----------------	----	------	-------------	-----	-----	----	-----	---	---	---	------

Reset
Submit

1. AWBs that have been successfully booked will be listed at the top of the page.
2. When clicking **Download & Print** button, AWB list is displayed on a new tab. Able to print or downloaded as PDF file.
3. If an error occurs for some AWB, input value is not erased but is displayed together with the reason at the bottom. You can correct the error and submit again.

# 5. e-AWB (Sending FWB)

My Cargo	Booking	Schedule	Tracking	e-AWB	Operations	Accounting
SEOUL INTL CARGO SALES OFFICE				Track shipments	180	Track 
Sending FWB						
MAWB No.*		Search <b>1</b>		Load from Template	List Templates	
180	50625864			Search Templates		

### Master Air Waybill Information

Origin*	Destination*	Commodity*	Shipment Description*			
ICN	LAX	CONSOL	test portal			
Special Handling Code (SCC)*	Product*	Pieces*	Weight*	Volume	Chargeable Weight	
GEN	GEN	10	100 kg	0.600 cbm	100 kg	

- Click search button after input MAWB, you can find booked information and enable to modify commodity description, piece, weight, volume, C/WT
  - If C/WT is existing, that value will be applied to C/WT
  - If C/WT is blank, bigger one between A/WT and V/WT will be Applied to C/WT

Shipper Information <b>2</b>	Consignee Information <b>2</b>
Name*	Name*
SEOUL INTL CARGO SALES OFFICE	LOS ANGELES INTL CARGO SALES OFFICE
Address*	Address*
HANULGIN	21ST STREET
Place*	Place*
SEOUL	BROOKLYN
State*	State*
SEOUL	CA
Post Code*	Post Code*
012345	98765
Country Code*	Country Code*
KR	US
Telephone Number*	Telephone Number*
0226562656	0987654321
E-Mail	E-Mail
koreanairsel@koreanair.com	koreanairlax@koreanair.com

- Input Shipper / Consignee information

Agent Information <b>3</b>	Issue (Execution) Information
Agent Code	Issue Date
SEL3113	
Agent Name	Issue Place
SEOUL INTL CARGO SALES OFFICE	
Place	
SEL	

- Agent information and Issue information will be auto displayed.

### Charge Declarations **4**

Currency*	Charge Code*	Payment Type*	Declare Value(Custom)	Declare Value(Carriage)	Amount of Insurance
KRW	PP	PPD	NVD	NCV	XXX

- Input Charge Declarations information

# 5. e-AWB (Sending FWB)

### SSR Details 1

SSR Details (Max Length:65)

-+

### Accounting information 1

Information

-+

Information Identifier

-+

### Other Service Information 1

OSI Details (Max Length:195)

-+

### HS Code (Harmonised Commodity Code) 1

HS Code (Mandatory for Iran bound shipments only)

## 1. Input other information

### Other Customs Information (OCI) 2 types of OCI field

OCI Fields	Supplementary Customs Info	Information Id?	Customs Information Id?	ISO Country Code?
Shipper Code	<input type="text" value="1731111222"/>	<input type="text" value="SHP"/>	<input type="text" value="T"/>	<input type="text" value="KR"/>
Consignee Code	<input type="text" value="CN1234567"/>	<input type="text" value="CNE"/>	<input type="text" value="T"/>	<input type="text" value="US"/>
Consignee Contact Name	<input type="text" value="AAA COMPANY"/>	<input type="text" value="CNE"/>	<input type="text" value="KC"/>	<input type="text" value="US"/>
Consignee Contact No.	<input type="text" value="1234567"/>	<input type="text" value="CNE"/>	<input type="text" value="U"/>	<input type="text" value="US"/>

3 4 5

### [ Save Template ]

Save Template

Template Name\*

Description\*

### [ Load from Template ]

Load from Template

List Templates

- SEOUL INTL CARGO SALES OFFICE
- SEOUL INTL CARGO SALES OFFICE
- PVG 01

## 2. Input OCI information

Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info

## 3. Enable to add, delete by using '+' , '-' button

4. You can load frequently used information from **Load from Template** such as SHPR, CNEE, OCI information on the top

5. Go to next step by clicking FWB summary button.

# 5. e-AWB (Sending FWB)

### Shipment Details 1

MAWB No.	Origin - Destination	
180 55467436	ICN - LAX	
Commodity	SCC	
CONSOL	GEN	
Product	Shipment Description	
GEN	test portal	
Pieces	Weight	Volume
10	100 kg	0.600 cbm

### E-Pouch Upload 2

Name	Remarks
<input type="text" value="파일 선택"/>	<input type="text"/>
<input type="button" value="업로드"/>	

### Rate & Charge Summary 3

Payment Type	IATA Rate *	Chargeable Weight	IATA Charge
PPD	KRW 5120	300 kg	1536000

### Other Charge 4

Other Charge code	Amount	Due
SC	39000	Carrier
MY	111000	Carrier

1. Check shipment information.
2. When you upload file through e-pouch **Upload**, it can be checked by KE counter.
3. Enable to check IATA rate and Chargeable weight
  - Enable to modify IATA rate in this page
  - Enable to modify Chargeable weight in input page if needed
4. Other Charges will be automatically displayed, you can add if needed
5. Navigate to FWB Processing Status screen
6. Enable to print Cargo receipt
7. You can go back to input page and modify information through **View Details** if needed.
8. Enable to print MAWB
9. Send FWB by clicking **Submit** button

# 5. e-AWB (Sending FHL)

1. Input MAWB and click **Search** button.
2. Click **Add** to input new HAWB Details or click **View**

## [ Add ]

① Input HAWB details after click **Add** button

## [ View ]

② Click **View** button to see selected HAWB  
 → you can find booked information, also resend is possible after modification

## [ Delete ]

③ Click **Delete** button to delete HAWB information  
 → Existing HAWB will be deleted

# 5. e-AWB (Sending FHL)

Shipper Information <span>1</span>			Consignee Information <span>1</span>		
Shipper Name* ABC company			Consignee name* CC Apparel		
Address* Gonghang dong			Address* Yuyuan road		
Place* Kangseo Gu	State* Seoul		Place* Shang hai	State* Shang hai	
Post Code* 123456	Country Code* KR	Telephone Number* 0255556666	Post Code* 456789	Country Code* CN	Telephone Number* 2162889999
Email ID ABC@gmail.com			Email ID CC@gmail.com		
Other Service Information <span>2</span>			Remarks <span>2</span>		
OSI Details (Max Length:195) [ - ] [ + ]					

1. Input Shipper and Consignee information.

2. Input the Other Service Information and remarks.

Other Customs Information (OCI) 12 Types of OCI fields <span>3</span>				
OCI Fields	Supplementary Customs Info	Information Id?	Customs Information Id?	ISO Country Code?
Shipper Code	abc123456	SHP	T	KR
Consignee Code	cc555666	CNE	T	CN
Consignee Contact Name	Abcdef	CNE	KC	CN
Consignee Contact No.	216667777	CNE	U	CN
<span>4</span> Save as Template <span>5</span> FHL Monitoring <span>6</span> Reset <span>7</span> Submit				

3. Input OCI information

Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info

4. Frequently used Shipper, Consignee, OCI information can be saved as template. You can check the saved templates through **Load from templates**.

5. To move to FHL monitoring screen.

6. This button removes all the inputted details.

7. To save the FHL details

# 5. e-AWB (Sending Multiple FHL)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 18 [Track] [1]

Sending FHL [Multiple FHL] [1]

Load from Templates List Templates

1. If you wish to view the Multiple FHL screen, click **Multiple FHL** button in the Sending FHL screen.

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 180 [Track] [1]

Multiple FHL [Single FHL] [FHL Template Download] [FHL Template Guide] [Excel file Upload]

MAWB No. *	Origin *	Destination *	Pieces *	Weight *	Commodity *	Shipment Description *
18 5062586 ✓ [5]	N	LAX	10	1000	CONSOI	CONSOLIDATION
[6] SEL123456	ICN ×	LAX ×	5	600	SLAC	FABRICS [6] [7] Details
SEL456789	ICN ×	LAX ×	5	400	SLAC	ELEC PARTS [6] [7] Details
18 ✓						
[HAWB No. *	Origin *	Destination *	Pieces *	Weight	SLAC	Shipment Descript [7] Details

[8] Add MAWB No. [Delete MAWB No.] [Reset] [Submit] [9]

2. You can download **FHL Template**(excel file).

3. A PDF file of how to use the **FHL Template** is displayed in a new tap.

4. If you upload the FHL template(excel file), the contents filled in the file are automatically entered on the screen.

5. Enter the MAWB No. and click Tick button to display MAWB information.

6. You can input House details in HAWB line, also able to add/delete the line by using +, - button. (Up to 50 can be input at once)

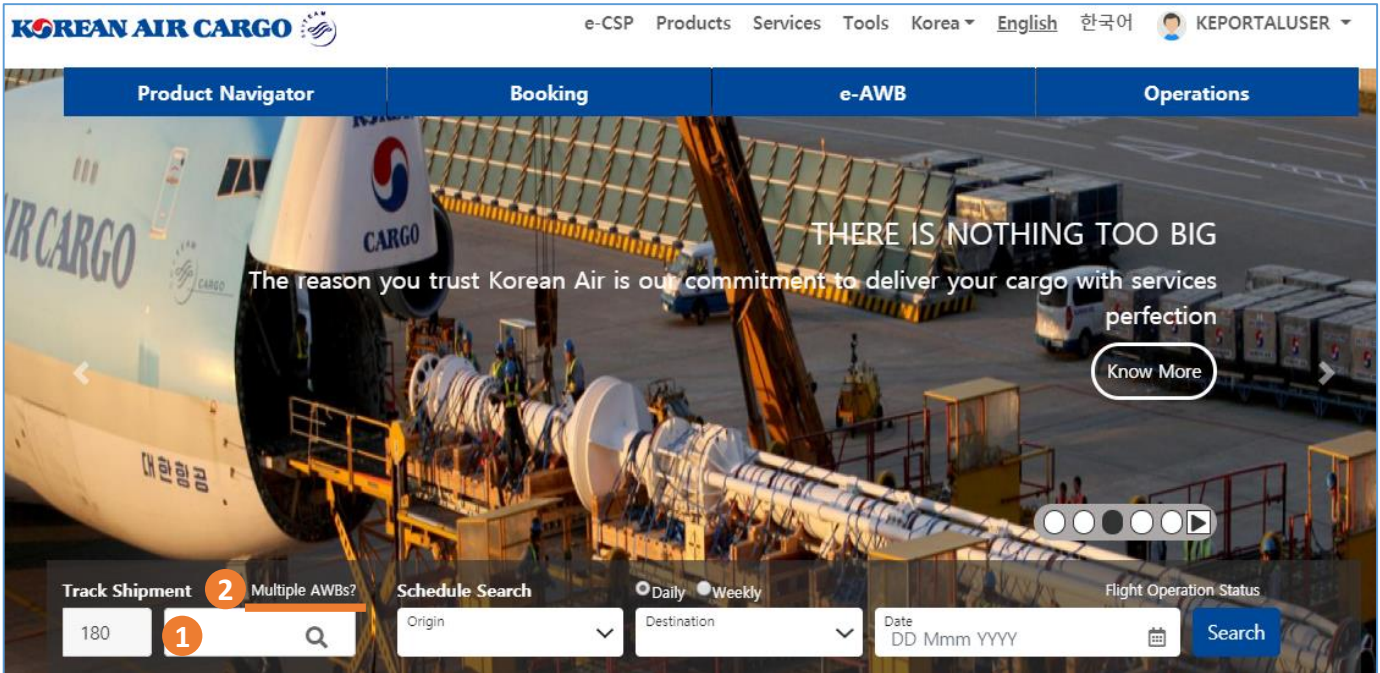
7. Click **Details** to unfold the input field of Shipper, Consignee, OSI, Remarks.

8. Able to add or delete the MAWB input line.

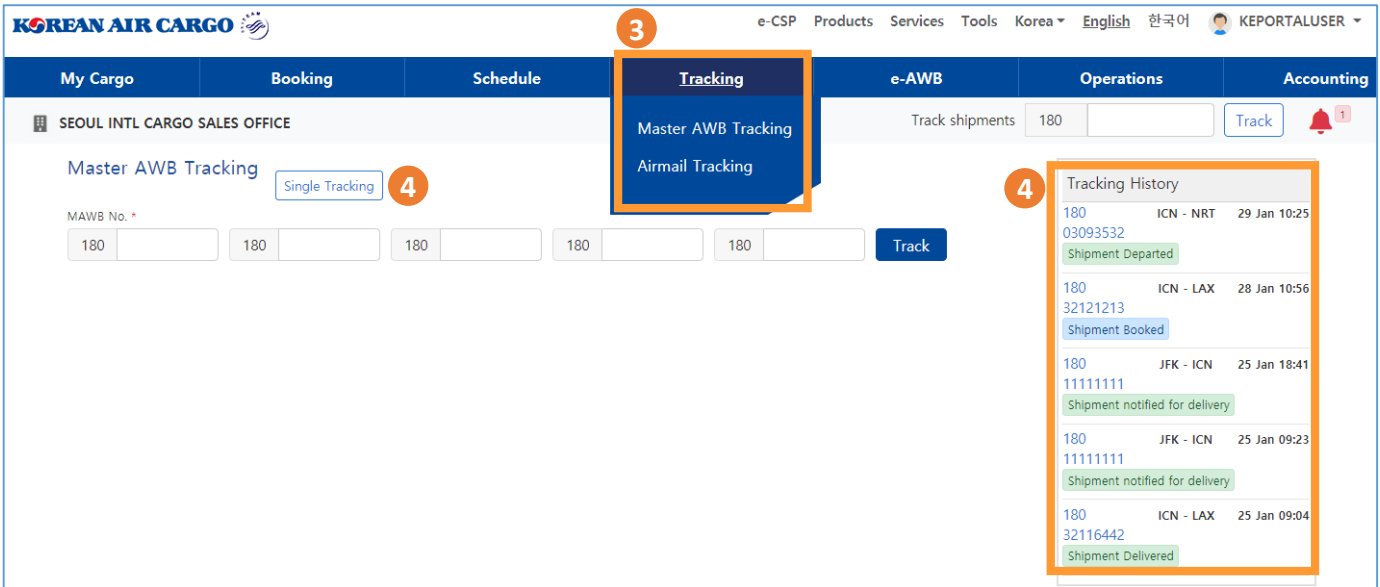
9. Click the **Submit** button to send all FHL data entered on the screen.



# 6. MAWB Tracking



1. Enter Master AWB number on landing page and click **Track** icon. The Master AWB Tracking screen with details will be displayed.
2. If you click **Multiple AWBs?**, it moves to Multiple AWB tracking screen which can track up to 5 Master AWB.



3. A logged in user can access through the **Function** menu.
4. If you are a logged in user: Tracking history of last tracked list of five Master AWBs along with details is displayed in the **Tracking History** widget. Clicking on each AWB number will take you to the cargo tracking results for that AWB.

# 6. MAWB Tracking

Master AWB Tracking Single Tracking

MAWB No. \*

180	50625971	180	50623941	180		180		180		<a href="#">Track</a>
-----	----------	-----	----------	-----	--	-----	--	-----	--	-----------------------

180 50625971 ICN-PVG    180 50623941 ICN-SGN

Pieces/weight 10pcs/900kg	1 Routing ICN-SGN	Commodity CONSOLIDATION	SCC GEN,SPX	Product GEN
------------------------------	-------------------------	----------------------------	----------------	----------------

2 **10/10** pcs

3

—Planned Departure	
KE7395	
✈️ 18-Jan 23:15	10pcs/900kg
Actual Departure	
KE7395	
✈️ 17-Jan 18:00	10pcs/900kg

0/10 pcs

Arrival  
19-Jan | 07:00  
SGN

0/10 pcs

Delivery  
02-Feb | 07:00  
SGN

4 **Cargo Status**

- ICN **10 pcs** | KE7395  
Booked 14 Jan 16:10
- ICN **10 pcs**  
Freight on Hand 17 Jan 15:57
- ICN **10 pcs**  
Received 17 Jan 15:57
- ICN **10 pcs** | KE7395 | PMCS2707KE Details  
Departed 17 Jan 18:00

5 **Reservation Information**

ICN KE7395 | ICN-SGN | 10pcs/900kg Queued  
77X - Freighter | 17 Jan 18:00

1. On entering several MAWBs, the details of MAWBs are displayed in different tabs in the Master AWB Tracking screen.
2. Tracking Diagram shows the real time tracking details such as number of pieces, date and time of occurrence and the fraction of completion for Acceptance, Departure, Arrival and Delivery stages.
3. If you click the numbers inside the diagram, planned and actual flights operated, date & time of occurrence and piece/weight information will be displayed.
4. On the **Cargo Status**, you can see all milestones of the shipment, including the milestones shown in the diagram.
5. On the **Reservation Information**, the operation status of booked flight is displayed

# 6. MAWB Tracking(Subscribe Notification)

Subscribe Notification

Select Notification Instances 1

Shipment Accepted  Departed

Received From Flight  Delivered

Shipment Arrival Notification

Flight Arrived

Email (s) 2

Add multiple emails separated by comma(,)Maximum 5 e-mail can be added

Mobile 3

+82

Number format Eg: 01234567890

4

5  6

1. When logged in status, able to **Subscribe Notification**. Total 6 milestones can be selected.
2. Up to 5 emails can be entered.
3. SMS is supported for Korean Region mobile number.
4. Upon clicking **Save** button, Notification messages will be automatically sent for each milestones.

Master Air Waybill Tracking Result							
MAWB Number	:	180 50623941					
Origin	:	ICN (Seoul)					
Destination	:	SGN (Ho Chi Minh City)					
Pieces/Weight	:	10pcs/900kg					
Routing	:						
Commodity	:	CONSOLIDATION					
SCC	:	GEN,SPX					
Product	:	GEN					
Tracking Time	:	23 Jan 2019 09:03 (GMT+0900)					
Cargo Status							
No.	Airport	Flight	Date/Time	Pieces	Weight	Cargo Status	ULD Number
1	ICN	KE 7395	14 Jan 2019 16:10	10	900kg	Booked	
2	ICN		17 Jan 2019 15:57	10	900kg	Freight on Hand	
3	ICN		17 Jan 2019 15:57	10	900kg	Received	
4	ICN	KE 7395	17 Jan 2019 16:07	10	900kg	Booked	
5	ICN	KE 7395	17 Jan 2019 18:00	10	900kg	Departed	PMC52707KE
6	ICN	KE 7395	17 Jan 2019 18:51	10	900kg	Manifested	PMC52707KE
Flight Information							
Airport	Flight	Origin	Destination	Pieces	Weight	Flight Status	Date/Time
ICN	KE 7395	ICN	SGN	10	900kg	Departed	17 Jan 2019 18:00
ICN	KE 7395	ICN	SGN	10	900kg	Scheduled	18 Jan 2019 22:00

5. When clicking the **Print** button, a summary of tracking results will appear in a new tab as above format. You can print or save as PDF file.
6. Click the **Send Email** button to send the summary of tracking results to up to 5 emails in the above format.

# 7. My Cargo

The screenshot shows the Korean Air Cargo website interface. At the top, there is a navigation bar with 'Product Navigator', 'Booking', and 'e-AWB' tabs. A user profile dropdown menu is open, showing 'My Cargo' as the selected option. Below the navigation bar, the 'My Cargo' section is active, displaying a performance ratio plot, a GCP plot, and a tracking history table. The tracking history table lists several shipments with their status and dates.

Tracking Number	Status	Date
180 51229894	ICN - SCL	28 Jan 14:19
180 51233125	ICN - TPE	28 Jan 14:19
180 51229894	ICN - SCL	28 Jan 14:19
180 51225893	ICN - TPE	28 Jan 14:19
180 51230491	ICN - TPE	28 Jan 14:19

1. Click **My Cargo** link in the My Account section of global navigation menu or Functional menu bar after logged in.

2. If you click the red bell at the top right, Queued and Reoffered AWBs which booked on that day will be listed.

The notification bell icon shows a list of queued and reoffered AWBs. The list includes the following information:

- QUEUED : AWB 180-32121235**  
50pcs | KE0017 ICN-LAX 28 Jan 2019
- QUEUED : AWB 180-32121224**  
10pcs | KE213C ICN-LAX 28 Jan 2019
- PROCESSING : AWB 180-32121213**  
10pcs | KE0017 ICN-LAX 28 Jan 2019  
Spot Rate : Reoffered



# 7. My Cargo

The screenshot shows the 'My Cargo' dashboard interface. At the top right, a refresh icon and the text 'Last updated on 16:09' are marked with a red circle '1'. Below this is a 'Latest News' section with a video thumbnail of a Korean Air Cargo plane, marked with a red circle '5'. The main header features a large image of a Korean Air Cargo aircraft with a 'Book Now' button circled in red and labeled '2'. Below the image is a 'Performance Ratio Plot' section, marked with a red circle '3', showing 'Utilization by Revenue (KRW)' at 413,245/0 and 'Utilization by Weight (kg)' at 350/0 for the period '28 Jan 2019 - 03 Feb 2019'. A 'GCP Plot' section, marked with a red circle '4', displays two donut charts for destinations 'HKG' and 'SFO'. The HKG chart shows a target of 6480kg and a 0% ratio, while the SFO chart shows a target of 9000kg and a 33% ratio. A 'Fuel Surcharge (KRW)' section, marked with a red circle '6', lists rates for 'LONG HAUL', 'MEDIUM HAUL', and 'SHORT HAUL'. Finally, a 'Tracking History' section, marked with a red circle '7', lists three shipments with their AWB numbers and delivery status.

1. Last updated time is displayed on top right corner of page. The contents of **My Cargo** page are updated when clicking **Refresh** button or log in.
2. You can view the promotional booking offers. If you click **Book Now** button, it moves to the booking page with preset condition.
3. You can view and analyze the performance based on past bookings, revenue generated and booked weight on a weekly or monthly basis.
4. If you have a pre-registered allotment, you can view actual usage status for 4 destinations within 7 days at maximum.
5. You can view the latest news based on the profile region and branch.
6. Valid fuel surcharge of logged in user is displayed.
7. Tracking history of last tracked list of five Master AWBs along with details is displayed in the Tracking History widget. Clicking on each AWB number will take you to the cargo tracking results for that AWB.

# 7. My Cargo

The screenshot displays the 'My Cargo' interface. At the top, there is a 'Load from Booking Templates' section with a search bar and a 'Booking' button. Below this is the 'My Bookings' section, which includes a status filter (CONFIRMED: 0, QUEUED: 3, PROCESSING: 3) and a 'Filter by' dropdown. A table lists bookings with columns for AWB No., Orgn - Dest, Flight No., DEP Date, Pieces, C/Weight, and Booking Status. On the right side, there is a 'Favorites' menu with options like 'Booking Guide', 'Surcharge Information', 'Customized', and 'Equipments'.

AWB No.	Orgn - Dest	Flight No.	DEP Date	Pieces	C/Weight	Booking Status
180 51368273	ICN → TPE	KE0693	29 Jan	11	350	Queued
180 50818622	ICN → LAX	KE6615	30 Jan	12	90	Queued
180 51447255	ICN → NRT	KE0703	30 Jan	1	170	Queued
180 11051854	ICN → LAX	KE0213	30 Jan	50	5000	Processing
180 10807403	ICN → LAX	KE0213	30 Jan	50	5000	Processing
180 99436035	ICN → LAX	KE0213	30 Jan	50	5000	Processing

1. Load from Booking Template lists down the saved booking template names. Upon selecting one such template, booking page with corresponding details is opened and you can create and save another booking if required.
2. If you click the **Booking** button without selecting a template, it will just moved to the booking page.
3. On **My Bookings** section, AWBs booked on today is listed as default. You can search again after change the destination(airport code), period, booking status.
4. If you save a favorite menu on the **Favorites** setting screen, you can see different static contents that are added on the **Favorites** widget at the bottom right of My Cargo page. Click each menu to go directly to that page.