



# Cargo Portal User Guide

Ver. 1.0e

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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? **Join Us**

Forgot your password? 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.

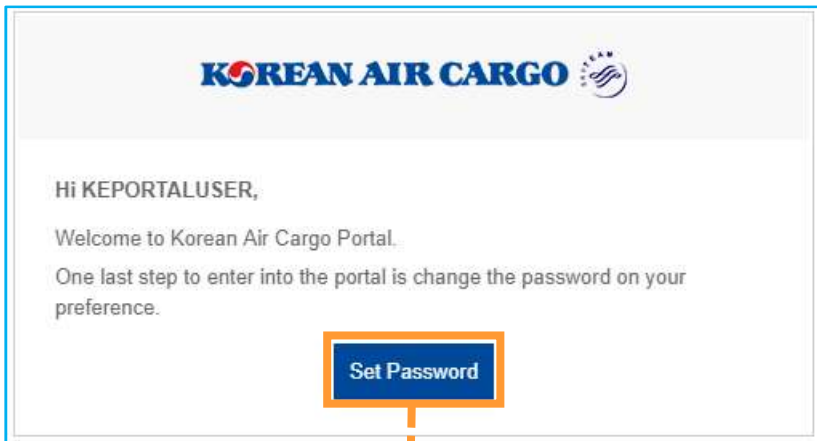
**Register**

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)



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

The screenshot shows the "Set Password" screen. At the top, there's a navigation bar with "KOREAN AIR CARGO" logo, "e-CSP", "Products", "Services", "Tools", "Vietnam", "English", "한국어", and a user profile "KEPORTALUSER". Below the navigation bar are tabs: "My Cargo", "Booking", "Schedule", "Tracking", "e-AWB", "Operations", and "Accounting". A message bar says: "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." The "Set Password" section has three input fields: "User ID \*" (containing "KEPORTALUSER"), "New Password \*", and "Re-enter Password \*". A blue "Proceed" button is at the bottom left. To the right, "Password Guidelines:" are listed: "Password must" include: "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.", and "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 shows the Korean Air Cargo user interface. The top navigation bar includes 'Profile' which is highlighted with an orange box. A dropdown menu is open, showing options like 'Change Password', 'My Cargo', 'Manage User', 'Favourites', and 'Log out'. Below this, the profile form is shown with fields for 'User Avathar', 'User ID \*', 'Name \*', 'Email \*', 'Preferred Language', 'Origin', 'Destination', 'Email for Notification', and 'Start Function?'. Each field is numbered 1 through 8. At the bottom right 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 Avathar: 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 image shows two screenshots of the Korean Air Cargo portal. The top screenshot shows the user profile dropdown menu with 'Manage User' highlighted. The bottom screenshot shows the 'Manage User' page for 'SEOUL INTL CARGO SALES OFFICE' with an 'Add New User' button highlighted.

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
Supervisor	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>
Accounting	Accessible to accounting/Operation/Booking
Operation	Accessible to Operation(e-AWB)/Booking
Booking	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 the 'Manage User' section for the 'SEOUL INTL CARGO SALES OFFICE'. It includes a search bar for 'Track shipments' and a table of existing users. A table with one row is visible, showing a user with ID 'PORTALSUB001', name '[ENCRYPTED]', email 'test@test.com', and privilege level 'Booking'. An 'Add New User' button is highlighted with an orange box. Below the main content, a modal window titled 'Add New User' is open, containing several input fields and dropdown menus, each numbered 1 through 7. The fields are: User ID\*, Name\*, Email\*, Preferred Language\* (dropdown), Start Function\* (dropdown), Privilege Level\* (dropdown), and Rate Display\* (radio buttons for Display/Hide). 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



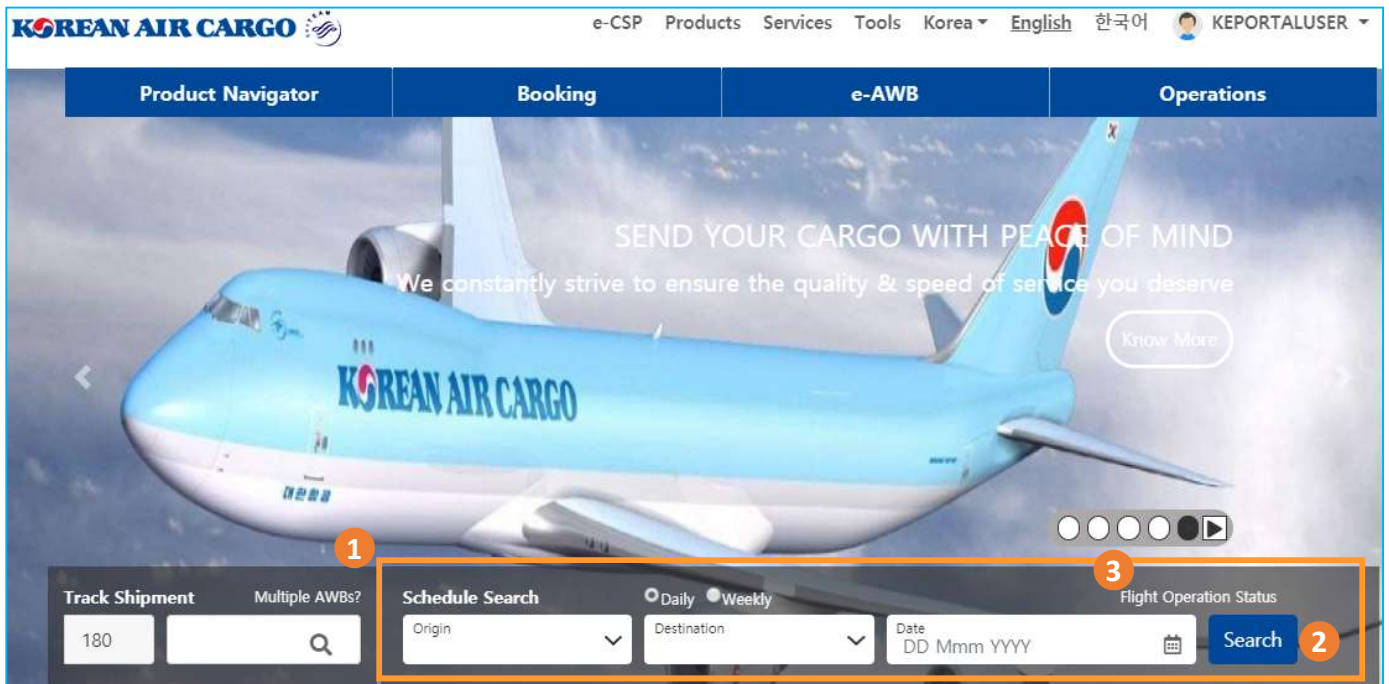
## 2. Join Us & Profile(Favourites)

The screenshot displays the Korean Air Cargo website interface. At the top, the navigation bar includes 'Product Navigator', 'Booking', and 'e-AWB'. A user profile dropdown menu is open, showing options like 'Profile', 'Change Password', 'My Cargo', 'Manage User', 'Favourites', and 'Logout'. The 'Favourites' option is highlighted. Below this, the 'My Cargo' section is visible, featuring a 'Track shipments' button and a 'Track' button with a notification icon. The 'Favourites' widget is prominently displayed, showing a grid of categories: 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).

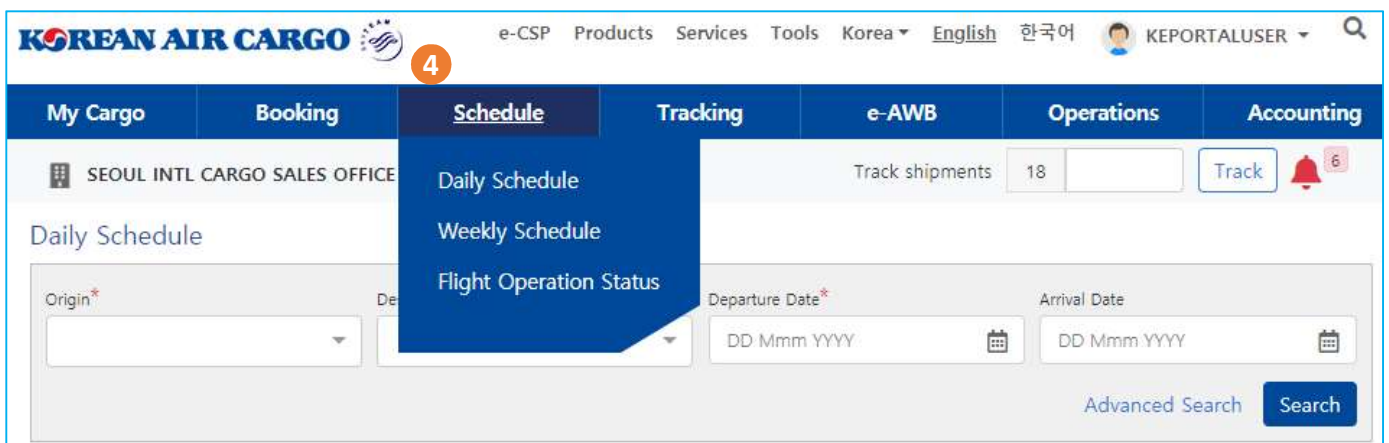
1. Click Favourites link in the My Account section of global navigation menu screen.
2. The menu which selected on the Favorites page is displayed on the widget of **My Cargo** screen as below.

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

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)

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

My Cargo **1** Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 18 Track 6

Single Booking

AWB No.\* **2** 180 Validate/Generate **3** Load from Booking Templates Search Booking Template

Origin\* **4** Destination\* Unique Reference Number

Commodity\* **5** Shipment Description\* Special Handling Code (SCC)\* Product\* **6**

Pieces\* **7** Weight\* kg Volume Weight kg Volume **8** mc

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)

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'. The 'Special Handling Code (SCC)' is set to 'PES'. The 'Temperature controlled goods' section is highlighted with an orange box and contains two input fields: 'Minimum Temperature' with the value '-3C' and 'Maximum Temperature' with the value '-1C'. A 'Remarks' section below it contains the text 'Min Temp : -3C, Max Temp : -1C'. Numbered callouts 1, 2, and 3 point to the SCC field, the temperature input fields, and the remarks field respectively.

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'. The 'Special Handling Code (SCC)' is set to 'AVI'. The 'Live animal details' section is highlighted with an orange box and contains several input fields: 'Type' (DOG), 'Breed' (JINDO), 'Number of Heads' (2), 'Weight' (50), and 'Date of Birth' (01 Sep 2018). A 'Remarks' section below it contains the text 'Type : DOG, Breed : JINDO, No. of heads : 2, WT : 50 kg, DOB : 01 Sep 2018'. Numbered callouts 1, 2, and 3 point to the SCC field, the live animal details section, and the remarks field respectively.

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)

The screenshot shows a web form for booking dangerous goods. At the top, there are fields for Commodity (FLAMLIQ), Shipment Description (FLAMMABLE LIQUID), Special Handling Code (SCC) (RFL), and Product. Below these are fields for Pieces (5), Weight (100 kg), Volume Weight (kg), and Volume (mc). A section titled 'Capture Dangerous Goods Details\*' contains fields for UNID No. (1866), PSN (Resin solution), CAO checkbox, Radio Active checkbox, Class/Div (3), PG (I), PI dropdown, No. of Pkg (5), Net Qty/Pkg (50), and Unit (L). At the bottom, there are Subrisk1, Subrisk2, Subrisk3, and a Special Handling Code (SCC) field (RFL) with +/- buttons. A callout box for the PSN field shows a dropdown menu with 'Resin solution' selected.

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)

The screenshot shows the 'Booking Summary' page for 'SEOUL INTL CARGO SALES OFFICE'. It features a navigation bar with tabs: My Cargo, Booking, Schedule, Tracking, e-AWB, Operations, and Accounting. A search bar for 'Track shipments' shows '180' and a 'Track' button with a notification bell icon. The main content is divided into several sections:

- Shipment Details (1):** A table with fields for Master AWB Number (180 32121246), Origin - Destination (ICN - HAN), Commodity (CONSOL), Shipment Description (CONSOLIDATION), SCC (GEN), Product (GEN), Pieces (10), Weight (1000 kg), Volume (6 mc), and Volume Weight (1000.00 kg).
- Flight Details (2):** A table with columns: Flight No., ORGN - DEST, Departure Date, Arrival Date, Pieces, Weight, Volume, and Status. It shows flight KE 0679 from ICN to HAN on 31 Jan 2019, departing at 18:40 and arriving at 21:40, with 10 pieces and 1000 kg weight.
- Rate and Charges (3):** A table showing Rate (KRW 1,200), Freight Charge (KRW 1,200,000), Other Charges (KRW 540,000), and Total Charge (KRW 1,740,000). It also includes Chargeable Weight (1000 kg) and Capacity Type (Non Allotment).
- Spot Rate (4):** A form with a Spot Rate field (KRW), Status (Spot Rate Status), and buttons for Accept and Reject. It also has fields for Min. chargeable weight (Kg) (900) and Max. chargeable weight (Kg) (1100).
- Subscribe Notification (5):** A form with a dropdown for 'Select Notification Instances', an 'Email(s)' field, and a 'Mobile' field with a '+82' prefix. It includes instructions: 'Add multiple emails separated by comma(,) Maximum 5 e-mail can be added' and 'Number format Eg: 01234567890'.

At the bottom right, there are buttons for 'View Details' (6) and 'Booking' (7).

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

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

Booking Summary									
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. Booking status in **Flight Details**, **Rate and Charges** and **Spot Rate** will be changed as **Processing**.
3. 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	Weight	Volume	Volume Weight								
<b>10</b>	<b>1000 kg</b>	<b>6 mc</b>	<b>1000.00 kg</b>								

Rate and Charges				Spot Rate	
Rate	KRW 1,150	Chargeable Weight	10	Spot Rate	Status
Freight Charge	KRW 1,150,000	Capacity Type	Non Allotment	KRW 1150	Accepted
Other Charges	KRW 540,000				
<b>Total Charge</b>	<b>KRW 1,690,000</b>				
				Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
				900	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	Status
Freight Charge	KRW 1,200,000	Capacity Type	Non Allotment	KRW 1150	Not Accepted
Other Charges	KRW 540,000				
<b>Total Charge</b>	<b>KRW 1,740,000</b>				
				Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
				900	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	
 Spot rate under processing		Spot Rate	Status
		KRW 1150	Reoffered
		Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
		900	1100
		<input type="button" value="Accept"/>	<input type="button" value="Reject"/>

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

Rate and Charges		Spot Rate	
 Spot rate under processing		Spot Rate	Status
		KRW 1150	Processing
		Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
		900	1100
		<input type="button" value="Accept"/>	<input type="button" value="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	
 Spot rate under processing		Spot Rate	Status
		KRW 1150	Cancelled
		Min. chargeable weight(Kg)*	Max. chargeable weight(Kg)*
		900	1100
		<input type="button" value="Accept"/>	<input type="button" value="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.\*  
180 | 50626004 | **Validate/Generate** 1

Load from Booking Templates | List Templates  
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

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

4

Single Booking

AWB No.\* 180 | 50625971 | **Validate/Generate** | Load from Booking Templates | List Templates | Search Booking Template

Origin\* ICN | Destination\* PVG | Unique Reference Number

Commodity\* CONSOL | Shipment Description\* CONSOLIDATION | Special Handling Code (SCC)\* GEN | Product\* GEN

Pieces\* 10 | Weight\* 1000 kg | Volume Weight 1000.00 kg | Volume 6 mc

Select 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

Sl.No.	Length	Width	Height	Pieces
1				

Remarks

Rate

Rate	Status
	Spot Rate Status

Chargeable weight(Kg)\* 1100 | Max. chargeable weight(Kg)\* 1100

Subscribe Notification

Select Notification Instances | Email(s) | Mobile +82

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 'Booking' menu with 'Multiple Booking' selected. The main form area has a table with columns: AWB No. \*, Pieces\*, Weight\*, Volume, Commodity\*, Shipment Description\*, SCC\*, Product\*. The first row has '18C' in the AWB No. field. Below the table are search filters for 'Search Flights', 'KE', 'Flight No', 'Flight Date', 'Departure', and 'Arrival Air'. A 'Validate/Generate' button with a checkmark icon is highlighted with a red circle and the number 2. Below the table is a 'Dimension' section with a table for 'Length', 'Width', 'Height', and 'Pieces'. A 'Copy' button is highlighted with a red circle and the number 3, and an 'Erase' button is highlighted with a red circle and the number 4. At the bottom right, a 'Reset' button is highlighted with a red circle and the number 5, and a 'Submit' button is next to it.

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:

### 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

### 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.									
18C 506260	ICN	SGN	10	200	1	...	CONSOLIDATION	GEN	...

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

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 <span style="color:red">1</span>
Sending FWB						
MAWB No.*	Search <span style="color:red">1</span>			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 <span style="color:red">2</span>	Consignee Information <span style="color:red">2</span>
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 <span style="color:red">3</span>	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 <span style="color:red">4</span>					
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)

**Other Service Information** 1

OSI Details (Max Length:195)

**Accounting information** 1

Information Information Identifier

**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 fields. OCI fields mandatory for China bound shipments only*

OCI Fields	Supplementary Customs Info	Information Id	Customs Information Id	ISO Country Code
Shipper Code	1731111222	SHP	T	KR
Consignee Code	CN1234567	CNE	T	US
Consignee Contact Name	AAA COMPANY	CNE	KC	US
Consignee Contact No.	1234567	CNE	U	US

3

4 Save as Template

5 FWB Summary

**[ Save Template ]**

Save Template

Template Name\*

SEOUL INTL CARGO SALES OFFICE

Description\*

Hanul gil

Cancel Save Template

**[ Load from Template ]**

Load from Template List Templates

SEOUL INTL CARGO SALES OFFICE

SEOUL INTL CARGO SALES OFFICE

PVG 01

## 2. Input OCI information

- ① Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info
- ② Mandatory for China bound shipment
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)

The screenshot shows a web interface for sending FWB (Foreign Waybill) with the following sections:

- 1. Shipment Details:** MAWB No. 180 55467436, Origin - Destination: ICN - LAX, Commodity: CONSOL, SCC: GEN, Product: GEN, Shipment Description: test portal, Pieces: 10, Weight: 100 kg, Volume: 0.600 cbm.
- 2. E-Pouch Upload:** Name and Remarks fields, a file selection button (파일 선택), and an Upload button (업로드).
- 3. Rate & Charge Summary:** Payment Type: PPD, IATA Rate: KRW 5120, Chargeable Weight: 300 kg, IATA Charge: 1536000.
- 4. Other Charge:** Other Charge code: SC (Amount: 39000, Due: Carrier), MY (Amount: 111000, Due: Carrier).
- Navigation Bar:** FWB Processing Status, 화물 반입 상태, 화물 접수증, 입력 보기, MAWB 인쇄, 제출.

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 ①	Consignee Information ①
Shipper Name* ABC company	Consignee name* CC Apparel
Address* Gonghang dong	Address* Yuyuan road
Place* Kangseo Gu	Place* Shang hai
State* Seoul	State* Shang hai
Post Code* 123456	Post Code* 456789
Country Code* KR	Country Code* CN
Telephone Number* 0255556666	Telephone Number* 2162889999
Email ID .ABC@gmail.com	Email ID CC@gmail.com
Other Service Information ②	Remarks ②
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 OCI fields mandatory for China bound shipments only ③				
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
④ Save as Template    ⑤ FHL Monitoring    ⑥ Reset    ⑦ Submit				

3. Input OCI information
  - ① Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info
  - ② Mandatory for China bound shipment
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)

The screenshot shows the 'e-AWB' section of the system. At the top, there are navigation tabs: My Cargo, Booking, Schedule, Tracking, e-AWB, Operations, and Accounting. Below the tabs, there's a header for 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' field with the value '18'. A 'Track' button and a notification bell with '1' are also visible. The main area is titled 'Sending FHL' and contains a 'Multiple FHL' button with a red circle and the number '1' next to it. There are also options for 'Load from Templates' and 'List Templates'.

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

The screenshot shows the 'Multiple FHL' screen. At the top, there are navigation tabs: My Cargo, Booking, Schedule, Tracking, e-AWB, Operations, and Accounting. Below the tabs, there's a header for 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' field with the value '180'. A 'Track' button and a notification bell with '1' are also visible. The main area is titled 'Multiple FHL' and contains a 'Single FHL' button. There are three buttons: 'FHL Template Download' (2), 'FHL Template Guide' (3), and 'Excel file Upload' (4). Below these is a table with columns: MAWB No. \*, Origin \*, Destination \*, Pieces \*, Weight \*, Commodity \*, and Shipment Description \*. The table has two rows of data. The first row has MAWB No. 18, 5062586, Origin N, Destination LAX, Pieces 10, Weight 1000, Commodity CONSOI, and Shipment Description CONSOLIDATION. The second row has MAWB No. SEL123456, Origin ICN, Destination LAX, Pieces 5, Weight 600, Commodity SLAC, and Shipment Description FABRICS. The third row has MAWB No. SEL456789, Origin ICN, Destination LAX, Pieces 5, Weight 400, Commodity SLAC, and Shipment Description ELEC PARTS. There are 'Details' buttons for each row. At the bottom, there are buttons for 'Add MAWB No.' (8), 'Delete MAWB No.', 'Reset', and '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.

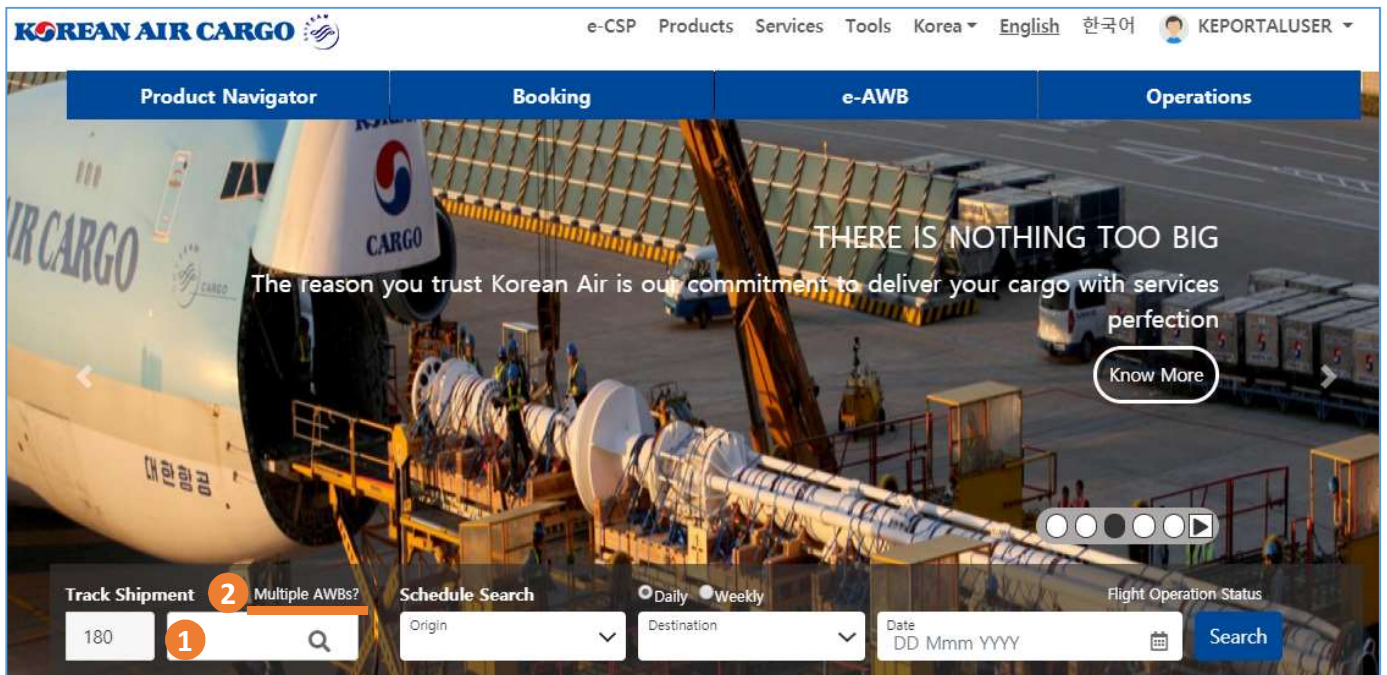
6. You can input House details in HAWB line, also able to add/delete the line by using +, - button. (Up to 50 can be input at once)

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

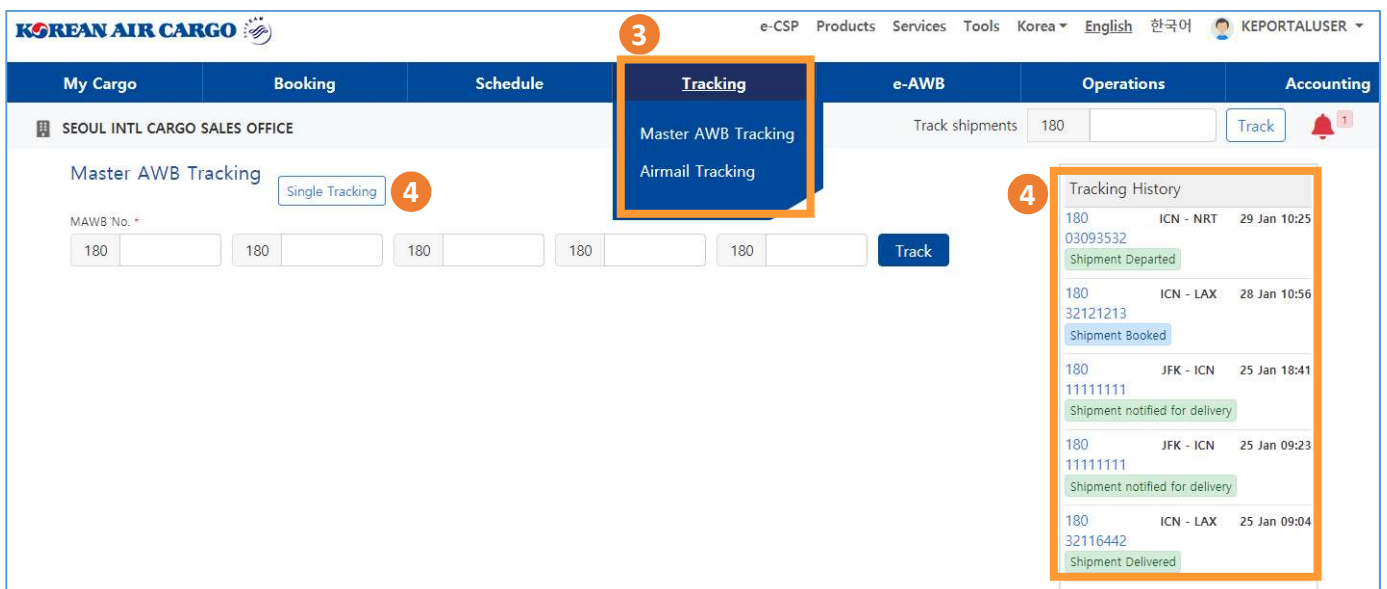
8. Able to add or delete the MAWB input line.

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 Track

180 50625971 ICN-PVG 180 50623941 ICN-SGN

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

**2** 10/10 pcs  
Acceptance 17-Jan | 15:57 ICN

**3** **10/10**

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** **Flight Information**

- ICN KE7395 ICN- SGN 10pcs/900kg DEPARTED 17 Jan 18:00
- ICN KE7395 ICN- SGN 10pcs/900kg SCHEDULED 18 Jan 22:00

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 **Flight Information**, the operation status of booked flight is displayed, such as Scheduled, Departed, Arrived.

# 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

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 displays the Korean Air Cargo website interface. At the top, the navigation bar includes 'Product Navigator', 'Booking', and 'e-AWB'. A user profile dropdown menu is open, with 'My Cargo' highlighted. A red circle '1' is placed over this menu item. In the top right corner, a notification bell icon with a red circle '2' is visible. The main content area is titled 'My Cargo' and includes a performance ratio plot, GCP plots for HKG and SFO, and a tracking history table. The tracking history table lists several shipments with their status (e.g., 'Shipment Delivered') and dates.

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 dropdown menu displays a list of AWBs with their status and details. The items are as follows:

- 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 video player showing a Korean Air Cargo aircraft with a 'Book Now' button circled in red '2'. The 'Performance Ratio Plot' section (3) displays 'Utilization by Revenue (KRW)' at 413,245/0 and 'Utilization by Weight (kg)' at 350/0, with a 'Weekly' dropdown and a date range of '28 Jan 2019 - 03 Feb 2019'. The 'GCP Plot' section (4) shows filters for destinations 'HKG', 'PVG', and 'SFO', and two donut charts for 'HKG' (Target 6480kg, Ratio 0%) and 'SFO' (Target 9000kg, Ratio 33%). On the right, the 'Latest News' section (5) lists two news items. The 'Fuel Surcharge (KRW)' section (6) shows three options: 170.00/kg (LONG HAUL), 160.00/kg (MEDIUM HAUL), and 150.00/kg (SHORT HAUL). The 'Tracking History' section (7) lists three shipments with status 'Shipment Delivered'.

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 filter bar with status counts (CONFIRMED: 0, QUEUED: 3, PROCESSING: 3) and a search button. The main area contains a table of bookings with columns for AWB No., Orgn - Dest, Flight No., DEP Date, Pieces, C/Weight, and Booking Status. A sidebar on the right shows 'Favorites' with a list of menu items: 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.