



# Cargo Portal User Guide

Ver. 1.1e

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# 1. System Summary

- Machine Configuration

Item	Recommended Specification	Required/basic specification
Monitor	1366X768 or Higher	Lager 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**

**Individual User**  
Your best service are always with you and always in sync and track.

© 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 shows the Korean Air Cargo portal interface. The top navigation bar includes 'Product Navigator', 'Booking', 'e-AWB', and 'Profile'. The 'Profile' link is highlighted with a red box. Below the navigation bar, the 'Profile' settings page is displayed. The page includes a header with 'My Cargo', 'Booking', 'Schedule', 'Tracking', 'e-AWB', 'Operations', and 'Accounting'. The main content area is titled 'Profile' and contains several input fields and buttons. The fields are numbered 1 through 8:

- 1. User Avatar: A dropdown menu with a user icon.
- 2. User ID: A text input field containing 'KEPORTALUSER'.
- 3. Name: A text input field containing 'KEPORTALUSER'.
- 4. Email: A text input field containing 'seybaek+selcnt@gmail.com'.
- 5. Preferred Language: A dropdown menu with 'Korean' selected.
- 6. Origin: A text input field.
- 7. Destination: A text input field.
- 8. Email for Notification: A text input field.
- Start Function: A dropdown menu with 'Landing Page' selected.

At the bottom of the form, there are three buttons: '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 screenshot shows the Korean Air Cargo portal interface. In the top right, a user profile dropdown menu is open, with 'Manage User' highlighted. Below, the 'Manage User' page for 'SEOUL INTL CARGO SALES OFFICE' is displayed. It includes a table of existing users and an 'Add New User' button.

<input type="checkbox"/>	User ID	Name	Email	Prilege Level	Language	Start Function	Rate	Activate
<input type="checkbox"/>	PORTALSUB001	[ENCRYPTED]	test@test.com	Booking	English	Booking	●Display●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
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><a href="#">Only 1 Supervisor ID can be created for 1 forwarder code</a></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 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' section with a 'Track' button and a notification icon with the number '6'. The 'Manage User' section is highlighted, showing a table of users. A blue 'Add New User' button is highlighted with an orange box. Below this, an 'Add New User' modal form is shown, also highlighted with an orange box. The form contains seven numbered fields: 1. User ID (text input), 2. Name (text input), 3. Email (text input), 4. Preferred Language (dropdown menu), 5. Start Function (dropdown menu), 6. Privilege Level (dropdown menu), and 7. Rate Display (radio buttons for Display and Hide). The modal also includes '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



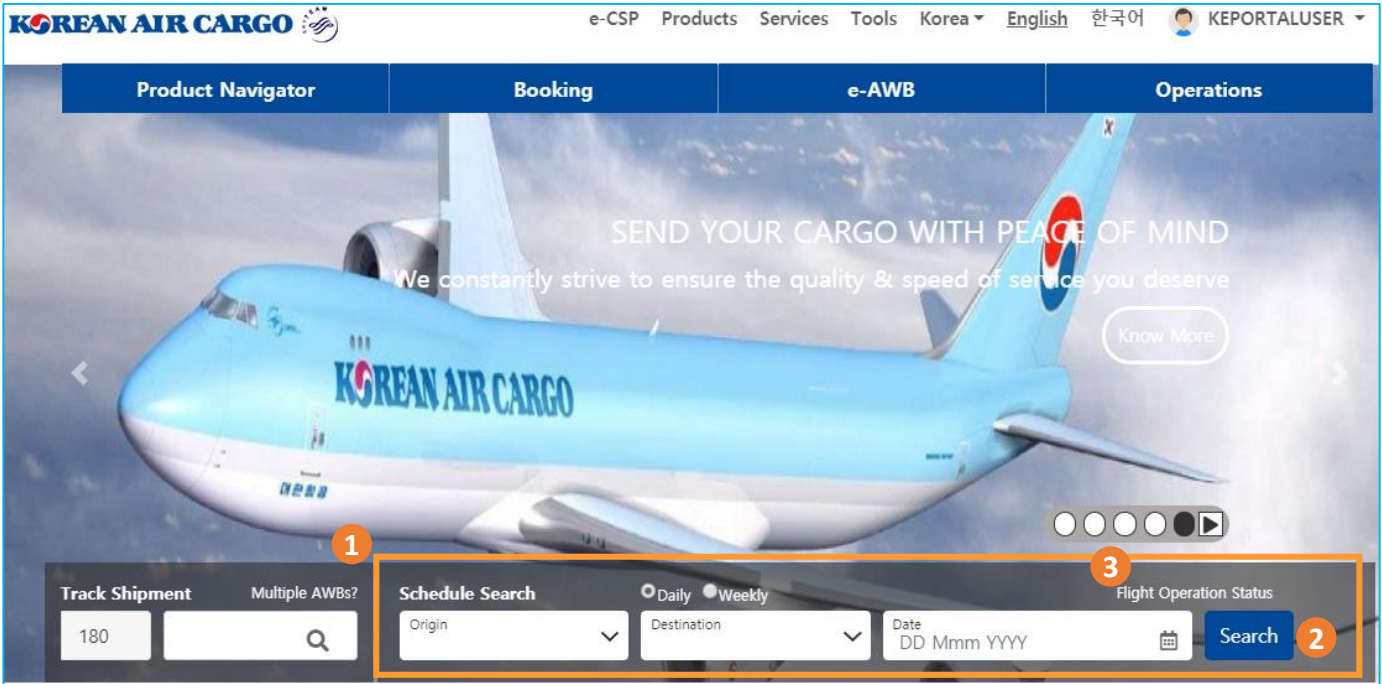
## 2. Join Us & Profile(Favourites)

The screenshot displays the Korean Air Cargo portal interface. At the top, the navigation bar includes the logo, user name 'KEPORTALUSER', and a search icon. Below this, a secondary navigation bar features 'Product Navigator', 'Booking', and 'e-AWB'. A dropdown menu is open, highlighting the 'Favourites' option. The main content area shows a 'My Cargo' widget for 'SEOUL INTL CARGO SALES OFFICE' with a 'Track' button and a notification bell. Below the widget, a 'Favourites' section is visible, containing a 'Show my Favourites' button and a search bar. A grid of categories is displayed, including 'Products', 'Services', 'Tools', and 'Customer Care', each with a list of items marked with a star icon. The 'Services' category is highlighted, showing items like 'Booking Guide', 'Surcharge Information', 'AMS Transmission Guide', 'Charter Service', 'Ground Handling Service', 'Barcode Label Printing', 'Loadability Check', and 'Air Cargo Tariff'.

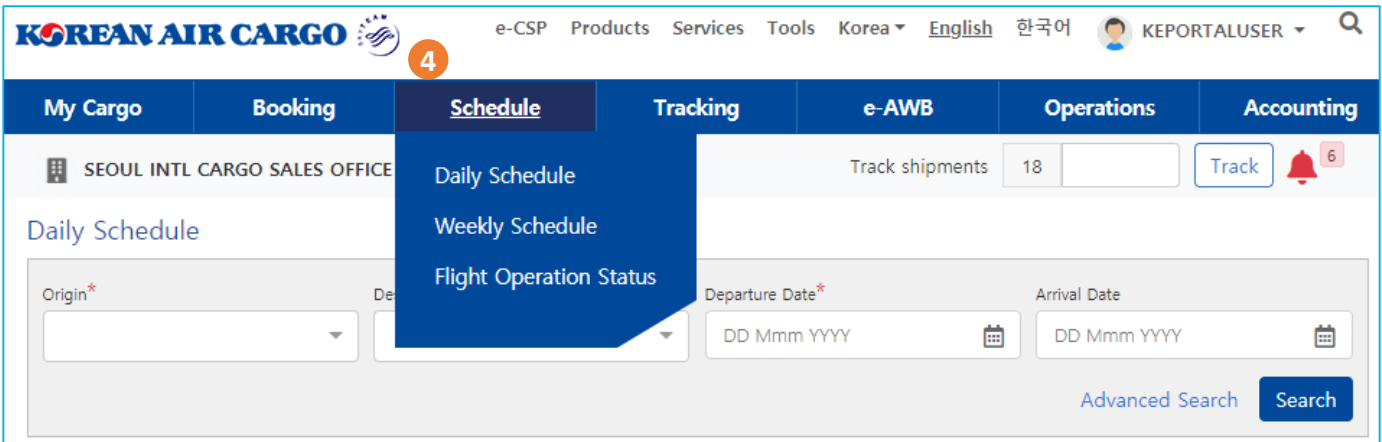
1. Click Favourites link in the My Account section of global navigation menu screen.
2. The menu which selected on the Favorites page is displayed on the widget of **My Cargo** screen as below.

The screenshot shows a 'Favorites' widget with a title bar and a list of three 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

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

SEOUL INTL CARGO SALES OFFICE | Track shipments 18C | Track | 6

### Daily Schedule

Origin\* **1** ICN x Destination\* DEN x 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	
KE 6622 P KE 4683 T	ICN	DEN				Details v
KE 6622 P KE 4683T T	ICN	DEN				Details ^ <b>4</b>
KE 6622 74H   Passenger	ICN	LAX				
KE 4683T RFS   Truck	LAX	DEN				

Origin\* ICN x Destination\* DEN x 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)

## Single Booking

AWB No.\*  **1**  **2**  [List Templates](#)

Origin\*  Destination\*  Unique Reference Number

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

Pieces\*  Weight\*  kg Volume  cbm Volume Weight  kg


Select Flights

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

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

Sl.No.    Length    Width    Height    Pieces



1                    -    +

Loadability Check    View All

Save as Template    **5** View Summary

Search Flights 





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

ICN    x    CAN    x    27 Jan 2019        DD Mmm YYYY    

Advanced Search    Search

< 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"/>
KE 0319 <b>F</b> 77X   Freighter	ICN 27 Jan 2019 23:35	 CAN 28 Jan 2019 02:30	03:55hrs		<input type="checkbox"/>

Cancel    Add Flights

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 the following fields:

Minimum Temperature	Maximum Temperature
-3C	-1C

The 'Remarks' section is also highlighted with an orange box and 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 the following fields:

Type	Breed	Number of Heads	Weight	Date of Birth
DOG	JINDO	2	50	01 Sep 2018

The 'Remarks' section is also highlighted with an orange box and 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 fields, 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)

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 <b>1</b>				Flight Details <b>2</b>							
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 <b>3</b>				Spot Rate <b>4</b>	
Rate	KRW 1,200	Chargeable Weight	1000 kg	Spot Rate	Status
Freight Charge	KRW 1,200,000	Capacity Type	General	KRW	Spot Rate Status
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					
Accept    Reject					

Subscribe Notification <b>5</b>		
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 **General** 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	General	KRW 1150	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			

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

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


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	Status
KRW 1150	Reoffered

Accept Reject

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

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

Rate and Charges



Spot rate under processing

Spot Rate


Spot Rate	Status
KRW 1150	Processing

Accept Reject

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

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	Status
KRW 1150	Cancelled

Accept Reject

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

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** **4**

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

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 | Search Flights

Flight No.\* | KE | 0249 | Departure Date\* | 24 Jan 2019 | Departure Airport\* | ICN | Arrival Airport\* | PVG | Pieces\* | 10 | Weight\* | 1000 kg | Volume | 6 mc

Dimension | cm | Length | Width | Height | Pieces | Loadability Check | View All

Remarks

Save as Template | View Summary **4**

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)

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**  on 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	18	<a href="#">Track</a>					
<b>Booking Result</b>											
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
<b>2</b> <a href="#">Download &amp; Print</a>											
<b>Multiple Booking</b>											
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	<input checked="" type="checkbox"/>	ICN	SGN	10	200	1	...	CONSOLIDATION	GEN	...
<a href="#">Search Flights</a>	KE	0679	04 Feb 2019	ICN	HAN	10	200	1	-	+	More
<a href="#">Reset</a>										<a href="#">Submit</a>	

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	<b>e-AWB</b>	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	CONSOLIDATION		
Special Handling Code (SCC)*	Product	Pieces*	Weight*	Volume	
GEN	GEN	10	1000 kg	5.99	mc

1. Click search button after input MAWB, you can find booked information and enable to modify commodity description, piece, weight, volume information

## Shipper Information **2**

Name*					
SEOUL INTL CARGO SALES OFFICE					
Address*					
HANULGIN					
Place*		State*			
SEOUL		SEOUL			
Post Code*		Country Code*		Telephone Number*	
012345		KR x		0226562656	
E-Mail					
koreanairsel@koreanair.com					

## Consignee Information **2**

Name*					
LOS ANGELES INTL CARGO SALES OFFICE					
Address*					
21ST STREET					
Place*		State*			
BROOKLYN		CA			
Post Code*		Country Code*		Telephone Number*	
98765		US x		0987654321	
E-Mail					
koreanairlax@koreanair.com					

2. Input Shipper / Consignee information

## Agent Information **3**

Agent Code	Agent Name
SEL3113	SEOUL INTL CARGO SALES OFFICE
Place	
SEL	

## Issue (Execution) Information

Issue Date
Issue Place

3. 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 x	PPD x	NVD	NCV	XXX

4. 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	<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"/>

4 Save as Template
5 FWB Summary

**[ Save Template ]**

Save Template

Template Name\*

Description\*

Cancel Save Template

**[ Load from Template ]**

Load from Template List Templates

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)

**FWB Summary**

Shipment Details <b>1</b>		
MAWB Number	Origin - Destination	
180 50625864	ICN - LAX	
Commodity	SCC	
CONSOL	GEN	
Product	Shipment Description	
GEN	CONSOLIDATION	
Pieces	Weight	Volume
10	1000 kg	5.99 mc

E-Pouch Upload <b>2</b>	
Name	Remarks
<input type="text" value="파일 선택"/>	<input type="text"/>
<input type="button" value="Upload"/>	

Rate & Charge Summary		
Payment Type	IATA <b>3</b>	Chargeable Weight*
PPD	KRW 5120	1000 kg

Other Charge		
Other Charge code <b>4</b>	Amount	Due
SC	130000	Carrier
MY	580000	Carrier

**5**  **6**  **7**  **8**  **9**

1. Check shipment information.
2. When you upload file through e-pouch **Upload**, it can be checked by KE counter.
3. Enable to modify IATA rate and Chargeable weight 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)

<p><b>Shipper Information 1</b></p> <p>Shipper Name* <input type="text"/></p> <p>Address* <input type="text"/></p> <p>Place* <input type="text"/> State <input type="text"/></p> <p>Post Code <input type="text"/> Country Code* <input type="text"/> Telephone Number <input type="text"/></p> <p>Email ID <input type="text"/></p>	<p><b>Consignee Information 1</b></p> <p>Consignee name* <input type="text"/></p> <p>Address* <input type="text"/></p> <p>Place* <input type="text"/> State <input type="text"/></p> <p>Post Code <input type="text"/> Country Code* <input type="text"/> Telephone Number <input type="text"/></p> <p>Email ID <input type="text"/></p>
<p><b>Remarks 2</b></p> <p><input type="text"/></p>	<p><b>HS Code (Harmonised Commodity Code) 2</b></p> <p>HS Code (이런적 화물의 경우 필수 입력) <input type="text"/></p>

1. Input Shipper and Consignee information.
2. Input the Remarks and HS code. (if needed)

**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	<input type="text" value="abc123456"/>	<input type="text" value="SHP"/>	<input type="text" value="T"/>	<input type="text" value="KR"/>
Consignee Code	<input type="text" value="cc555666"/>	<input type="text" value="CNE"/>	<input type="text" value="T"/>	<input type="text" value="CN"/>
Consignee Contact Name	<input type="text" value="Abcdef"/>	<input type="text" value="CNE"/>	<input type="text" value="KC"/>	<input type="text" value="CN"/>
Consignee Contact No.	<input type="text" value="216667777"/>	<input type="text" value="CNE"/>	<input type="text" value="U"/>	<input type="text" value="CN"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="4"/>

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)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 18 [Track] [Bell icon]

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] [Bell icon]

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.

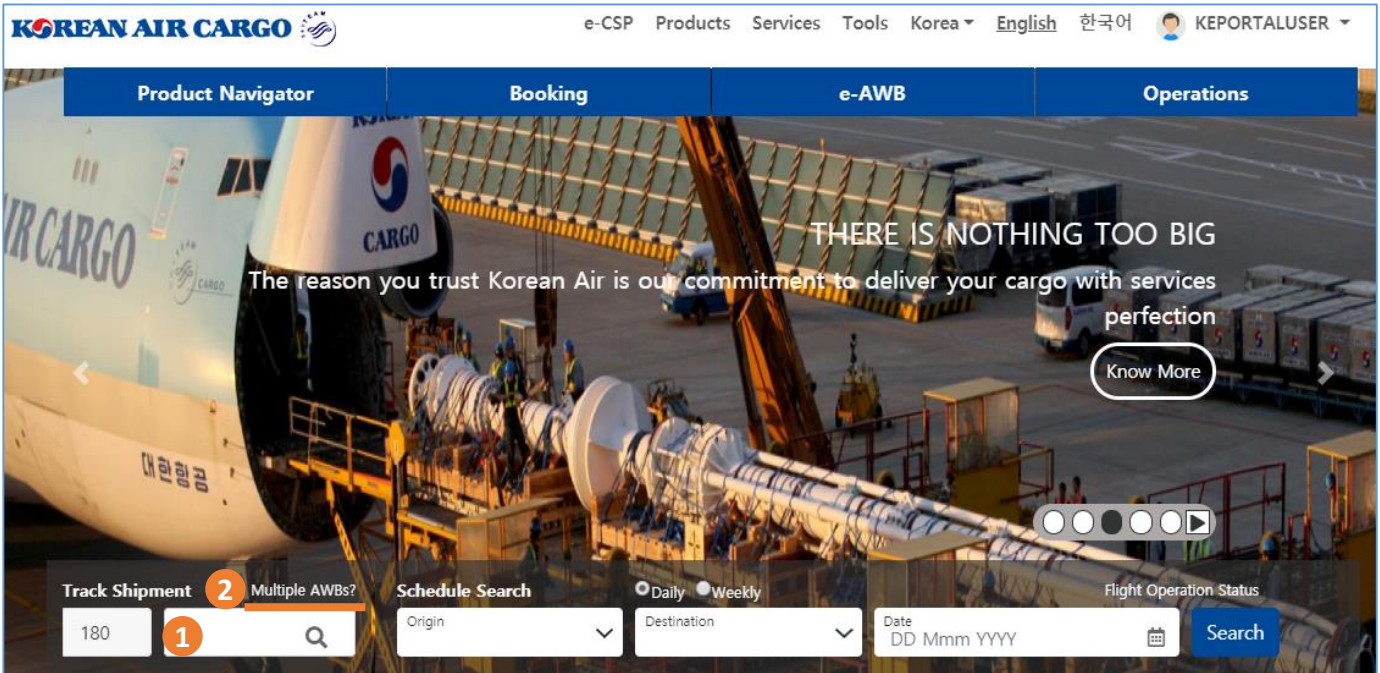
6. You can input House details in HAWB line, also able to add/delete the line by using +, - button. (Up to 50 can be input at once)

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

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

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

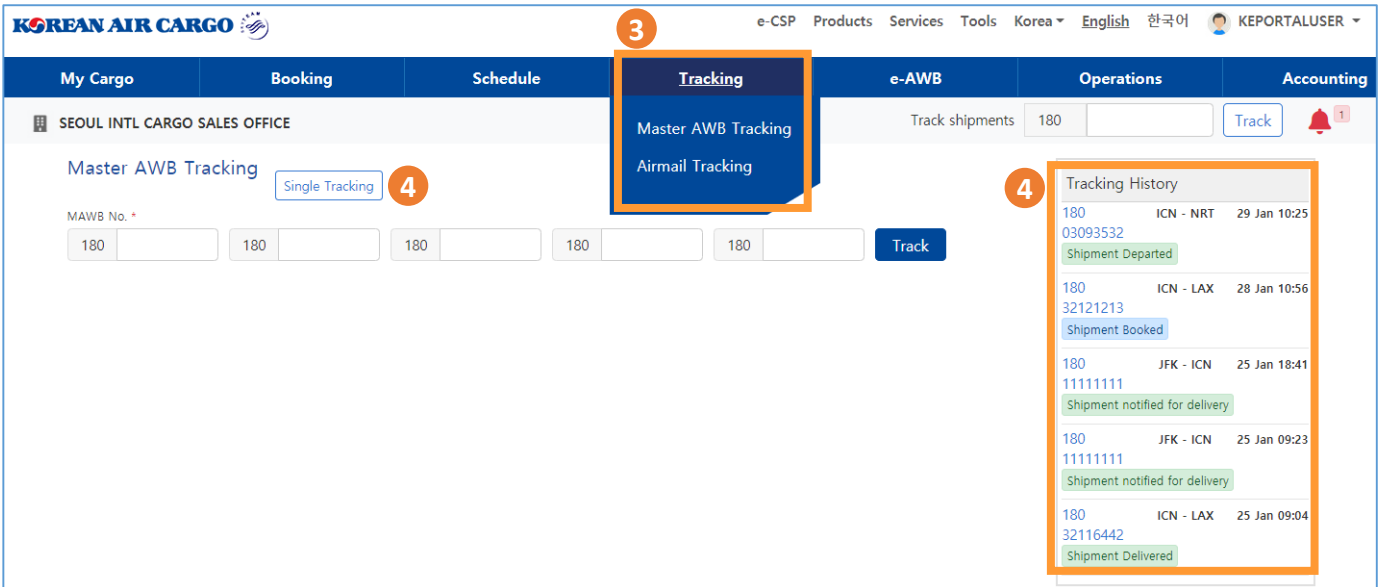
# 6. MAWB Tracking



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

The screenshot displays the Master AWB Tracking interface. At the top, there are input fields for MAWB No. (180 50625971, 180 50623941, 180, 180, 180) and a 'Track' button. Below this, a table shows MAWB details for 180 50625971 (ICN-PVG) and 180 50623941 (ICN-SGN). The tracking diagram shows stages: Acceptance (10/10 pcs, 17-Jan 15:57, ICN), Departure (10/10, 18-Jan 23:15, 17-Jan 18:00, 10pcs/900kg, ICN), Arrival (0/10 pcs, 19-Jan 07:00, SGN), and Delivery (0/10 pcs, 02-Feb 07:00, SGN). The Cargo Status section lists milestones: booked (14 Jan 16:10), Freight on Hand (17 Jan 15:57), Received (17 Jan 15:57), and Departed (17 Jan 18:00). The Reservation Information shows a flight KE7395 (ICN-SGN) with 10pcs/900kg, 388 - Passenger, booked on 11 Aug 14:30.

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, with booking status.

# 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 Save

5 Print
6 Send Email

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	: <b>180 12345675</b>						
Origin	: ICN (SEOUL)						
Destination	: PVG (SHANGHAI)						
Pieces/Weight	: 1pcs/25kg						
Routing	: ICN-PVG						
Commodity	: UPS EXPRESS CAR						
SCC	: GEN,XCO,CCX,BUP						
Product	: XCO						
Tracking Time	: 26 Jul 2019 11:40 (GMT+0900)						
Cargo Status							
No.	Airport	Flight	Cargo Status	Date/Time	Pieces	Weight	ULD Number
1	ICN	KE 0249	Booked	11 Jul 2019 11:19	1	1500kg	
2	ICN		Freight on Hand	14 Jul 2019 16:05	1	25kg	
3	ICN		Received	14 Jul 2019 16:05	1	25kg	
4	ICN	KE 0249	Departed	15 Jul 2019 00:53	1	25kg	AKE25911KE
5	PVG	KE 0249	Arrived	15 Jul 2019 01:48	1	25kg	
6	PVG		Documents Delivered	15 Jul 2019 04:41			
7	PVG	KE 0249	Arrived at Terminal	15 Jul 2019 04:43	1	25kg	
8	PVG	KE 0249	Consignee Notified	15 Jul 2019 04:46	1	25kg	
9	PVG		Documents Delivered	15 Jul 2019 04:58			
10	PVG		Consignee Notified	15 Jul 2019 05:49	1	25kg	
11	PVG	KE 0249	Cargo Delivered	15 Jul 2019 23:35	1	25kg	
Reservation Information							
Flight	Origin	Destination	Aircraft Type - Flight Type	Date/Time	Booking Status		
KE0249	ICN	PVG	77X - Freighter	15 Jul 2019 01:15	Confirmed		

1. 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.
2. 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. The top navigation bar includes 'Product Navigator', 'Booking', and 'e-AWB'. A user profile dropdown menu is open, with 'My Cargo' highlighted. The main content area is titled 'My Cargo' and includes a 'Performance Ratio Plot' showing revenue and weight utilization. Below this are 'GCP Plot' charts for HKG and SFO destinations. A 'Tracking History' table lists recent shipments with their status (e.g., 'Shipment Delivered'). A red bell icon in the top right corner indicates notifications.

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 pop-up displays a list of AWBs with their status and details:

- 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 button 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 and labeled '2'. The main dashboard is divided into several sections: 'Performance Ratio Plot' (3) showing revenue and weight utilization; 'GCP Plot' (4) with donut charts for destinations HKG and SFO; 'Latest News' (5) with a news article thumbnail; 'Fuel Surcharge (KRW)' (6) with a table of rates; and 'Tracking History' (7) with a list of shipments.

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 'Filter by' dropdown. 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	Details
180 50818622	ICN → LAX	KE6615	30 Jan	12	90	Queued	Details
180 51447255	ICN → NRT	KE0703	30 Jan	1	170	Queued	Details
180 11051854	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details
180 10807403	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details
180 99436035	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details

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.