



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.

- For...
- 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.

Already a member? [Login](#)

© Korean Air. All Rights Reserved Sitemap | Cookie Preferences

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

2. Join Us & Profile(ID Registration)



Hi KEPORTALUSER,

Welcome to Korean Air Cargo Portal.

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

Set Password

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



e-CSP

Products

Services

Tools

Vietnam ▾

English

한국어



KEPORTALUSER ▾



My Cargo

Booking

Schedule

Tracking

e-AWB

Operations

Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

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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

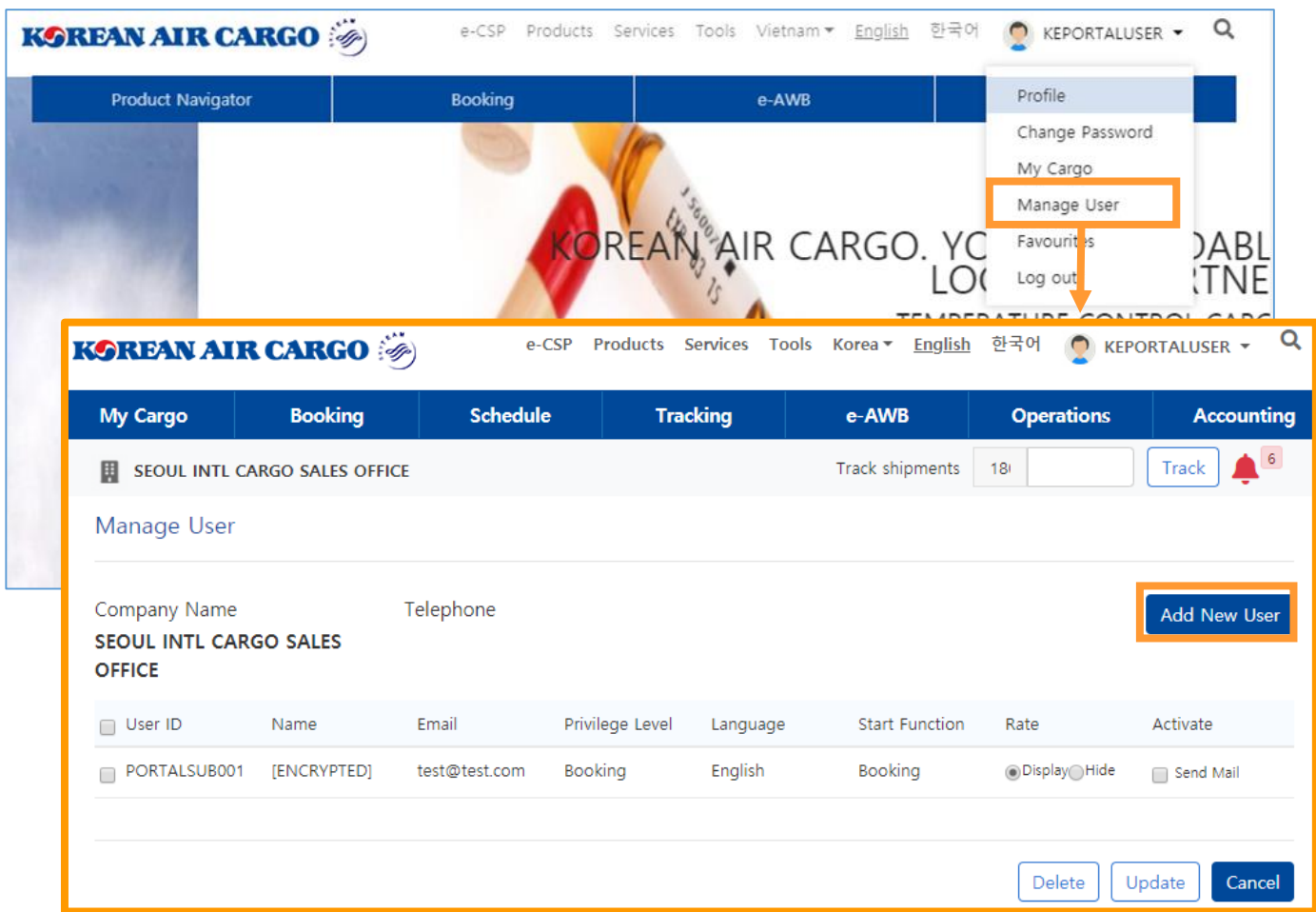
- Only one ID can be registered for each agent code.
- **Set Password** email is valid only for 24 hours. If you didn't set password within 24 hours, please use **Find Password** button after activation.

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' dropdown menu is open, showing options like 'Change Password', 'My Cargo', 'Manage User', 'Favourites', and 'Log out'. The main content area is titled 'Profile' and contains several input fields: 'User Avathar' (1), 'User ID *' (2), 'Name *' (3), 'Email *' (4), 'Preferred Language' (5), 'Origin' (6), 'Destination' (6), 'Email for Notification' (7), and 'Start Function' (8). There are also 'Change Password', 'Save', and 'Cancel' buttons at the bottom.

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)




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)

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

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

SEOUL INTL CARGO SALES OFFICE Track shipments 181  6

Manage User

Company Name Telephone

SEOUL INTL CARGO SALES OFFICE

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

Add New User

User ID* 1

Name* 2

Email* 3

Preferred Language* 4

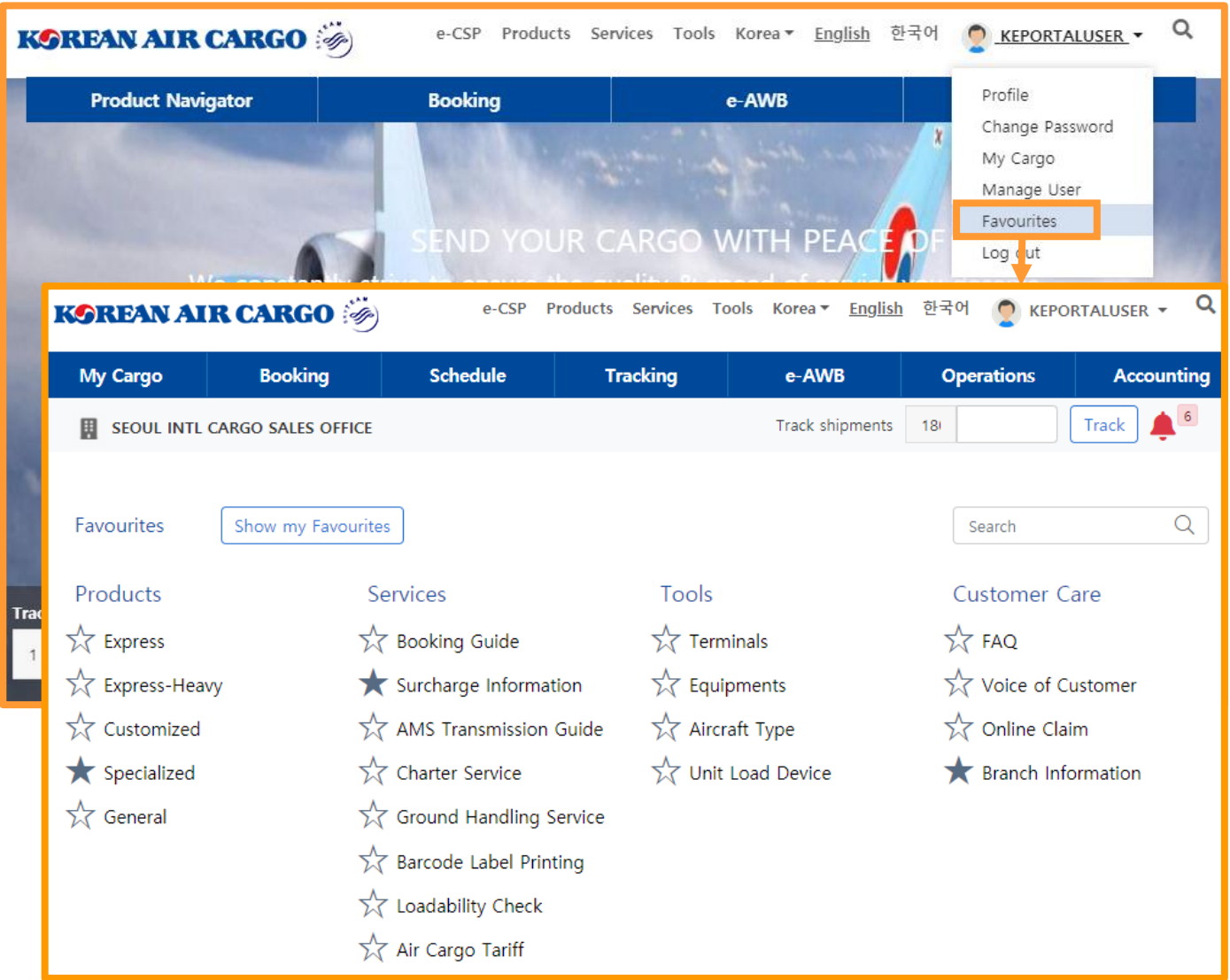
Start Function* 5

Privilege Level* 6

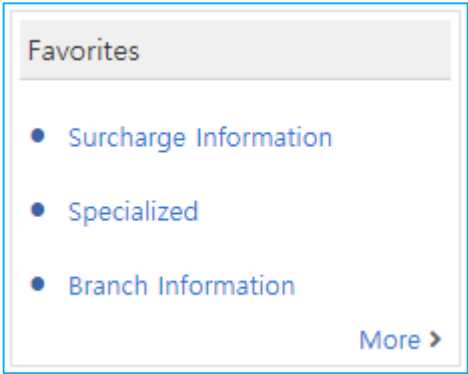
Rate Display* 7 ☒ Display ☐ Hide

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

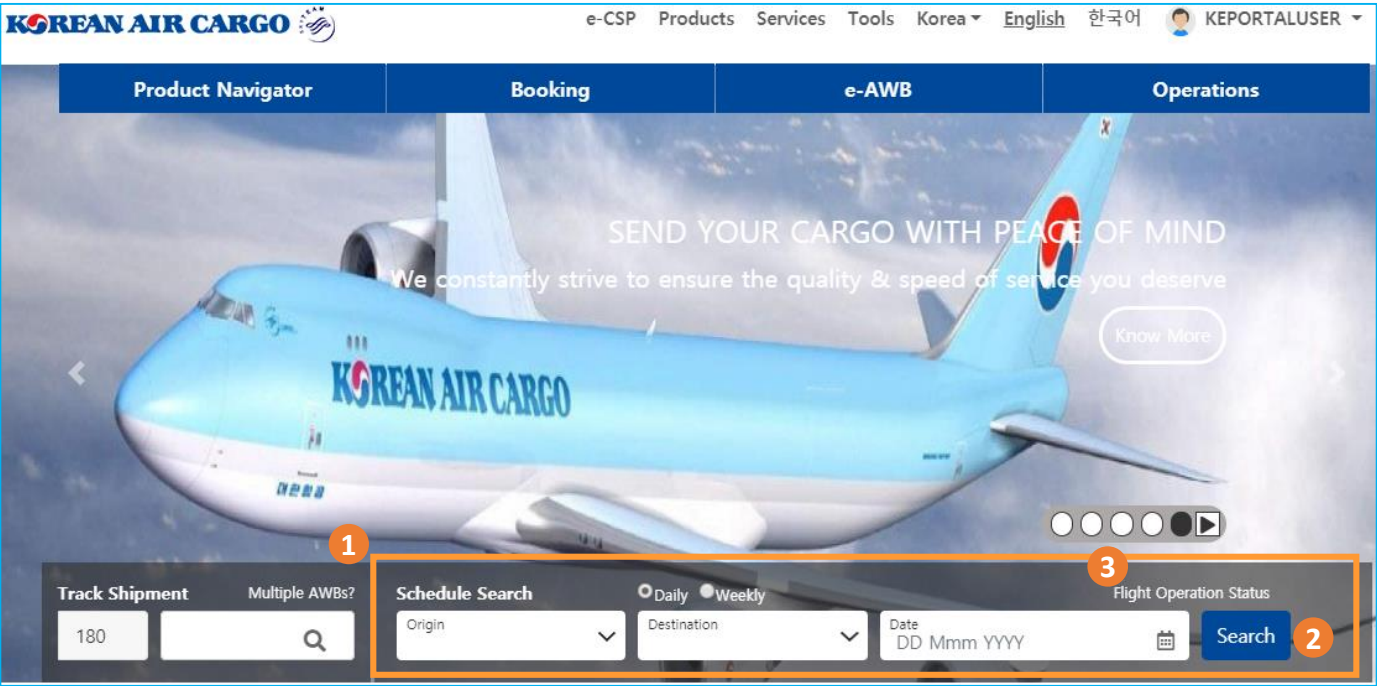
2. Join Us & Profile(Favourites)



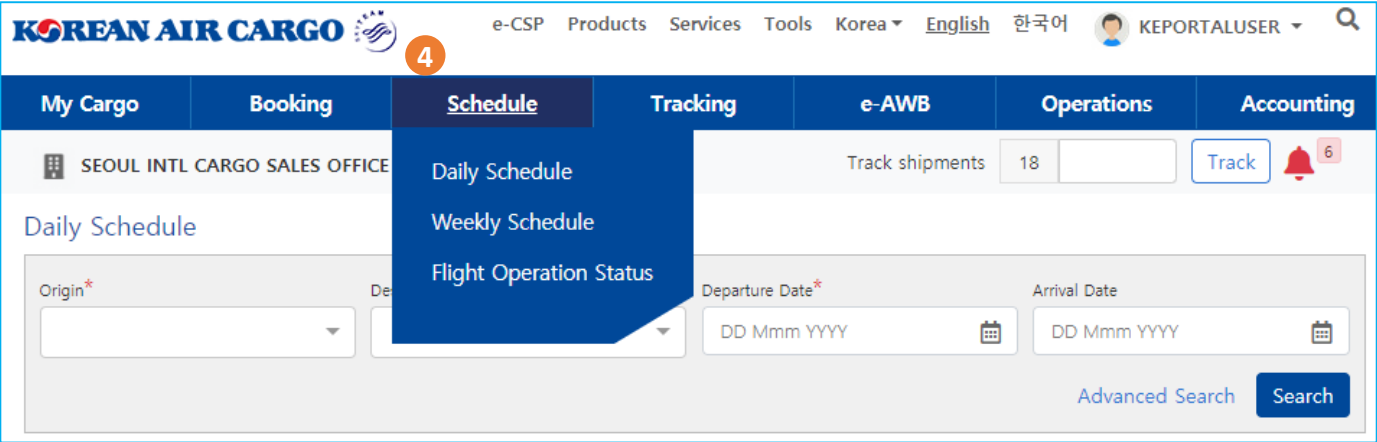
1. Click Favourites link in the My Account section of global navigation menu screen.
2. The menu which selected on the Favorites page is displayed on the widget of **My Cargo** screen as below.



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

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Daily Schedule

Origin* 1

Destination*

Departure Date*

Arrival Date

ICN

DEN

29 Jan 2019

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 29 Jan 2019 01:00	DEN 30 Jan 2019 22:00	61:00hrs			<div>5</div> <div>Book</div> <div>Book</div> <div>Book</div> <div>Details v</div>
KE 6622 P KE 4683T T	ICN 29 Jan 2019 01:00	DEN 30 Jan 2019 22:00	61:00hrs			<div>Book</div> <div>Book</div> <div>6</div> <div>Book</div> <div>Details ^</div> <div>4</div>
KE 6622 74H Passenger	ICN 29 Jan 2019 01:00	LAX 29 Jan 2019 02:00	18:00hrs			<div>Book</div> <div>Book</div> <div>Book</div>
KE 4683T RFS Truck	LAX 29 Jan 2019 23:00	DEN 30 Jan 2019 22:00	22:00hrs			<div>Book</div>

Origin*

Destination*

Departure Date*

Arrival Date

ICN

DEN

29 Jan 2019

DD Mmm YYYY

Basic Search

Search

Flight No.

Flight Type

KE

Flight Number (e.g. 001)

Both

Both

Passenger

Freighter

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.*
180

1

Validate/Generate

2

Load from Booking Templates

List Templates

Search Booking Template

Origin*
3

Destination*

Unique Reference Number

Commodity*
4

Shipment Description*

Special Handling Code (SCC)*
5

Product*

Pieces*
6

Weight*
kg

Volume
7

Volume Weight
kg

Select Flights

Search Flights

Flight No.*

Departure Date*
DD Mmm YYYY

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

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SEOUL INTL CARGO SALES OFFICE

Track shipments

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Track

6

Select Flights

Search Flights

Flight No.*

Departure Date*

Departure Airport*

Arrival Airport*

Pieces*

Weight*

Volume

DD Mmm YYYY

kg

mc

-

+

Dimension

cm

Remarks

Sl.No.

Length

Width

Height

Pieces

1

-

+

Loadability Check

View All

Save as Template

View Summary

Search Flights

Origin*

ICN

Destination*

CAN

Departure Date*

27 Jan 2019

Arrival Date

DD Mmm YYYY

Advanced Search



Search

< Previous

ICN to CAN

Next >

Sort by: Earliest Quickest

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

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)

Commodity* Shipment Description* 1 Special Handling Code (SCC)* Product*

FRSALMON FRESH SALMON PES FR2

Pieces* Weight* Volume Weight 2 Volume 3

kg mc

Temperature controlled goods

Minimum Temperature Maximum Temperature

-3C -1C

Remarks

Min Temp : -3C, Max Temp : -1C

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

Commodity* Shipment Description* 1 Special Handling Code (SCC)* Product*

LVDOG LIVE DOG AVI AV1

Pieces* Weight* Volume Weight 2 Volume 3

kg mc

Live animal details

Type Breed Number of Heads Weight Date of Birth

DOG JINDO 2 50 01 Sep 2018

Remarks

Type : DOG, Breed : JINDO, No. of heads : 2, WT : 50 kg, DOB : 01 Sep 2018

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

4. Booking (Dangerous Goods)

Commodity* FLAMLIQ Shipment Description* FLAMMABLE LIQUID 1 Special Handling Code (SCC)* RFL Product*

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

Capture Dangerous Goods Details* Instruction

UNID No.* 2 1866 PSN* 3 Resin solution 4 CAO 5 Radio Active 6 Class/Div 3 7 PG I 8 PI ... 9 No. of Pkg 5 10 Net Qty/Pkg 50 Unit L x

Subrisk1 Subrisk2 Subrisk3 Special Handling Code (SCC) RFL - + 10

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)

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SEOUL INTL CARGO SALES OFFICE

Track shipments180

Track

3

Booking Summary

Shipment Details1

Master AWB Number
180 32121246

Commodity
CONSOL

SCC
GEN

Pieces
10

Weight
1000 kg

Volume
6 mc

Volume Weight
1000.00 kg

Origin - Destination
ICN - HAN

Shipment Description
CONSOLIDATION

Product
GEN

Flight Details2

Flight No.

ORGN - DEST

Departure Date

Arrival Date

Pieces

Weight

Volume

Status

KE 0679

ICN - HAN

31 Jan 2019 18:40

31 Jan 2019 21:40

10

1000 kg

Rate and Charges3

Rate

KRW 1,200

Chargeable Weight

1000 kg

Freight Charge

KRW 1,200,000

Capacity Type

General

Other Charges

KRW 540,000

Total Charge

KRW 1,740,000

Spot Rate4

Spot Rate

KRW

Status

Spot Rate Status

Min. chargeable weight(Kg)*

900

Max. chargeable weight(Kg)*

1100

Accept

Reject

Subscribe Notification5

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

7

View Details

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

Master AWB Number
180 32121246

Commodity
CONSOL

SCC
GEN

Pieces
10

Weight
1000 kg

Origin - Destination
ICN - HAN

Shipment Description
CONSOLIDATION

Product
GEN

Volume
6 mc

Volume Weight
1000.00 kg

Flight Details

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

Rate and Charges

Rate	KRW 1,200	Chargeable Weight	1000 kg
Freight Charge	KRW 1,200,000	Capacity Type	General
Other Charges	KRW 540,000		
Total Charge	KRW 1,740,000		

Spot Rate

Spot Rate

KRW 1150

Status

Spot Rate Status

Accept

Reject

Min. chargeable weight(Kg)*

900

Max. chargeable weight(Kg)*

1100

Subscribe Notification

Select Notification Instances

Email(s)

Mobile

+82

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

Number format Eg: 01234567890

View Details

Booking

Shipment Details

Master AWB Number
180 32121246

Commodity
CONSOL

SCC
GEN

Pieces
10

Weight
1000 kg

Origin - Destination
ICN - HAN

Shipment Description
CONSOLIDATION

Product
GEN

Volume
6 mc

Volume Weight
1000.00 kg

Flight Details

Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	

Rate and Charges

Spot rate under processing

Spot Rate

Spot Rate

KRW 1150

Status

Processing

Accept

Reject

Min. chargeable weight(Kg)*

900

Max. chargeable weight(Kg)*

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

Master AWB Number
180 32121246

Commodity
CONSOL

SCC
GEN

Pieces
10

Weight
1000 kg

Volume
6 mc

Volume Weight
1000.00 kg

Origin - Destination
ICN - HAN

Shipment Description
CONSOLIDATION

Product
GEN

Flight Details

Flight No.
KE 0679

ORGN - DEST
ICN - HAN

Departure Date
31 Jan 2019 18:40

Arrival Date
31 Jan 2019 21:40

Pieces
10

Weight
1000 kg

Volume
6 mc

Status
✓

Rate and Charges

Rate
KRW 1,150

Freight Charge
KRW 1,150,000

Other Charges
KRW 540,000

Total Charge
KRW 1,690,000

Chargeable Weight
10

Capacity Type
General

Spot Rate

Spot Rate
KRW 1150

Status
Accepted

Min. chargeable weight(Kg)*
900

Max. chargeable weight(Kg)*
1100

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

Rate and Charges

Rate
KRW 1,200

Freight Charge
KRW 1,200,000

Other Charges
KRW 540,000

Total Charge
KRW 1,740,000

Chargeable Weight
1000 kg

Capacity Type
General

Spot Rate

Spot Rate
KRW 1150

Status
Not Accepted

Min. chargeable weight(Kg)*
900

Max. chargeable weight(Kg)*
1100

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

4. Booking (Reoffer by KE)

☐ New rate reoffered by KE

Shipment Details

Master AWB Number

180 50626026

Origin - Destination

ICN - HAN

Commodity

CONSOL

Shipment Description

CONSOLIDATION

SCC

GEN

Product

GEN

Pieces

10

Weight

1000 kg

Volume

6 mc

Volume Weight

1000.00 kg

Flight Details

Flight No.

KE 0679

ORGN - DEST

ICN - HAN

Departure Date

31 Jan 2019 18:40

Arrival Date

31 Jan 2019 21:40

Pieces

10

Weight


1000 kg

Volume

6 mc

Status

Rate and Charges



Spot rate under processing

Spot Rate

Spot Rate

KRW 1150

Status

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

KRW 1150

Status

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

KRW 1150

Status

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)

My Cargo

Booking

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SEOUL INTL CARGO SALES OFFICE

Track shipments180Track

Single Booking

AWB No.*18050626004Validate/Generate

Load from Booking TemplatesList Templates

Search Booking Template

Origin*ICNDestination*LAXUnique Reference Number

Commodity*COTTONShipment Description*COTTONSpecial Handling Code (SCC)*GENProduct*GEN

Pieces*5Weight*1000kgVolume Weight833.33kgVolume5

Select Flights

Flight No.*KE6622Departure Date*31 Jan 2019Departure Airport*ICNArrival Airport*LAXPieces5

Dimensioncm

SLNo.LengthWidthHeightPieces11001001005

Loadability CheckView All

RemarksPORTAL TEST

Save Template2

Template Name*LAX COTTON

Description*TEST TEMPLATE

CancelSave Template

1Save as TemplateView Summary

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.

My Cargo

Booking

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Single Booking

AWB No.*18050626004Validate/Generate

Load from Booking TemplatesList Templates

ICN LAX REGULARLAX ELECICN to LAX 1ICN LAX REGULARLAX COTTONICNLAX

Origin*ICNDestination*LAXUnique Reference Number

Commodity*COTTONShipment Description*COTTONSpecial Handling Code (SCC)*GEN

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

4. Booking (Booking Update)

My Cargo

Booking

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SEOUL INTL CARGO SALES OFFICE

Track shipments180Track

Single Booking

AWB No.*

18050626004

Validate/Generate1

Load from Booking TemplatesList Templates

Search Booking Template

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

2

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

NoYes

34

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

4

Single Booking

AWB No.*

18050625971

Validate/Generate

Load from Booking TemplatesList 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.*

KE0249

Departure Date*

24 Jan 2019

Departure Airport*

ICN

Arrival Airport*

PVG

Pieces*

10

Weight*

1000

kg

Volume

6

mc

Dimension cm

SLNo.

1

Length

Width

Height

Pieces

Loadability Check

Remarks

Save as TemplateView Summary

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)

My Cargo

Booking

Schedule

Tracking

e-AWB

Operations

Accounting

SEOUL INTL

Track shipments

18

Track

Multiple Booking

Single Booking

Multiple Booking

Booking List

AWB No. *

Pieces*

Weight*

Volume

Commodity*

Shipment Description*

SCC*

Product*

18C

Erase

Search Flights

KE

Flight No

Flight Date

Departure

Arrival Air

Pieces

Weight

Volume

-

+

More

18C

✓

Erase

Search Flights

KE

Flight No

Flight Date

Departure

Arrival Air

Pieces

Weight

Volume

-

+

More

Dimension

cm

SLNo.

Length

Width

Height

Pieces

1

Length

Width

Height

Pieces

-

+

Loadability Check

View All

Remarks

Subscribe Notification

Select Notification Instances

Email(s) Maximum 5 e-mail can be added

eg: example@email.com

Mobile

+82

Number format Eg: 01234567890

5

Reset

Submit

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

Track

Booking Result

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

2Download & Print

Multiple Booking

3

AWB No. *	Origin *	Dest.*	Pieces*	Weight*	Volume	Commodity*	Shipment Description*	SCC*	Product*
ERROR EEB600 Either the flight combination is invalid or the pieces/weight in shipment level is not matching with that in flight level.									
180 506260	ICN	SGN	10	200	1	...	CONSOLIDATION	GEN	...
<div>Search Flights</div> <div>KE0679</div> <div>04 Feb 2019</div> <div>ICN</div> <div>HAN</div> <div>10</div> <div>200</div> <div>1</div> <div>-</div> <div>+</div> <div>More</div>									

Reset

Submit

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

5. e-AWB (Sending FWB)

My Cargo

Booking

Schedule

Tracking

e-AWB

Operations

Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

180

Track

Sending FWB

MAWB No.*

180

50625864

Search

1

Load from Template

List Templates

Search Templates

Master Air Waybill Information

Origin*

ICN

Destination*

LAX

Commodity*

CONSOL

Shipment Description*

CONSOLIDATION

Special Handling Code (SCC)*

GEN

Product*

GEN

Pieces*

60

Weight*

2000

kg

Volume

0.600

cbm

Chargeable Weight

2000

kg

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

Shipper Information

2

Name*

SEOUL INTL CARGO SALES OFFICE

Address*

HANULGIN

Place*

SEOUL

State*

SEOUL

Post Code*

012345

Country Code*

KR

Telephone Number*

0226562656

E-Mail

koreanairsel@koreanair.com

Consignee Information

2

Name*

LOS ANGELES INTL CARGO SALES OFFICE

Address*

21ST STREET

Place*

BROOKLYN

State*

CA

Post Code*

98765

Country Code*

US

Telephone Number*

0987654321

E-Mail

koreanairlax@koreanair.com

2. Input Shipper / Consignee information

Agent Information

3

Agent Code

SEL3113

Agent Name

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*

KRW

Charge Code*

PP

Payment Type*

PPD

Declare Value(Custom)

NVD

Declare Value(Carriage)

NCV

Amount of Insurance

XXX

4. Input Charge Declarations information

5. e-AWB (Sending FWB)

SSR Details 1

SSR Details (Max Length:65)

-

+

Accounting information 1

Information

Information Identifier

-

+

Other Service Information 1

OSI Details (Max Length:195)

-

+

HS Code (Harmonised Commodity Code) 1

HS Code (Mandatory for Iran bound shipments only)

1. Input other information

Other Customs Information (OCI) 2

Types of OCI 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

Save as Template 4

FWB Summary 5

[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)

FWB Summary

Shipment Details 1

MAWB Number
180 50625864

Origin - Destination
ICN - LAX

Commodity
CONSOL

SCC
GEN

Product
GEN

Shipment Description
CONSOLIDATION

Pieces
10

Weight
1000 kg

Volume
5.99 mc

E-Pouch Upload 2

Name

Remarks

파일 선택

-

+

Upload

Rate & Charge Summary

Payment Type
PPD

IATA Rate *
KRW 5120

Chargeable Weight
1000 kg

IATA Charge
5120000

Other Charge

Other Charge code 4

Amount

Due

SC

130000

Carrier

MY

580000

Carrier

+

5

6

7

8

9

FWB Processing Status

Cargo Receipt


View Details


MAWB Print

Submit

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

KOREAN AIR CARGO





5. e-AWB (Sending FHL)

My Cargo

Booking

Schedule

Tracking

e-AWB

Operations


Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

18C

Track

1

Sending FHL

Multiple FHL

Load from Templates

List Templates

Master Air Waybill Information

MAWB No.*

180

50625971

Search

1

MAWB Details

Origin

ICN

Destination

PVG

Pieces

10

Weight

1000

kg

Commodity Code

CONSOL

Shipment Description

CONSOLIDATION

HAWB details

HAWB No.

SEL123456

View

Add

Delete

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

[Add]

HAWB details

HAWB No.

View

Add

Delete

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

[View]

HAWB details

HAWB No.

SEL123456

View

Add

Delete

② Click **View** button to see selected HAWB

🔍 you can find booked information, also resend is possible after modification

[Delete]

HAWB details

HAWB No.

SEL123456

View

Add

Delete

③ Click **Delete** button to delete HAWB information

🔍 Existing HAWB will be deleted

5. e-AWB (Sending FHL)

Shipper Information 1

Shipper Name*

Address*

Place*

State

Post Code

Country Code*

Telephone Number

Email ID

Consignee Information 1

Consignee name*

Address*

Place*

State

Post Code

Country Code*

Telephone Number

Email ID

Remarks 2

HS Code (Harmonised Commodity Code) 2

HS Code (이한착 화물의 경우 필수 입력)

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"/>

4

5

6

7

Save as Template

FHL Monitoring

Reset

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)

My Cargo

Booking

Schedule

Tracking

e-AWB

Operations

Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

18

Track

1

Sending FHL

Multiple FHL

1

Load from Templates

List Templates

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

My Cargo

Booking

Schedule

Tracking

e-AWB

Operations

Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

180

Track

1

Multiple FHL

Single FHL

FHL Template Download

FHL Template Guide

Excel file Upload

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

8

Add MAWB No.

Delete MAWB No.

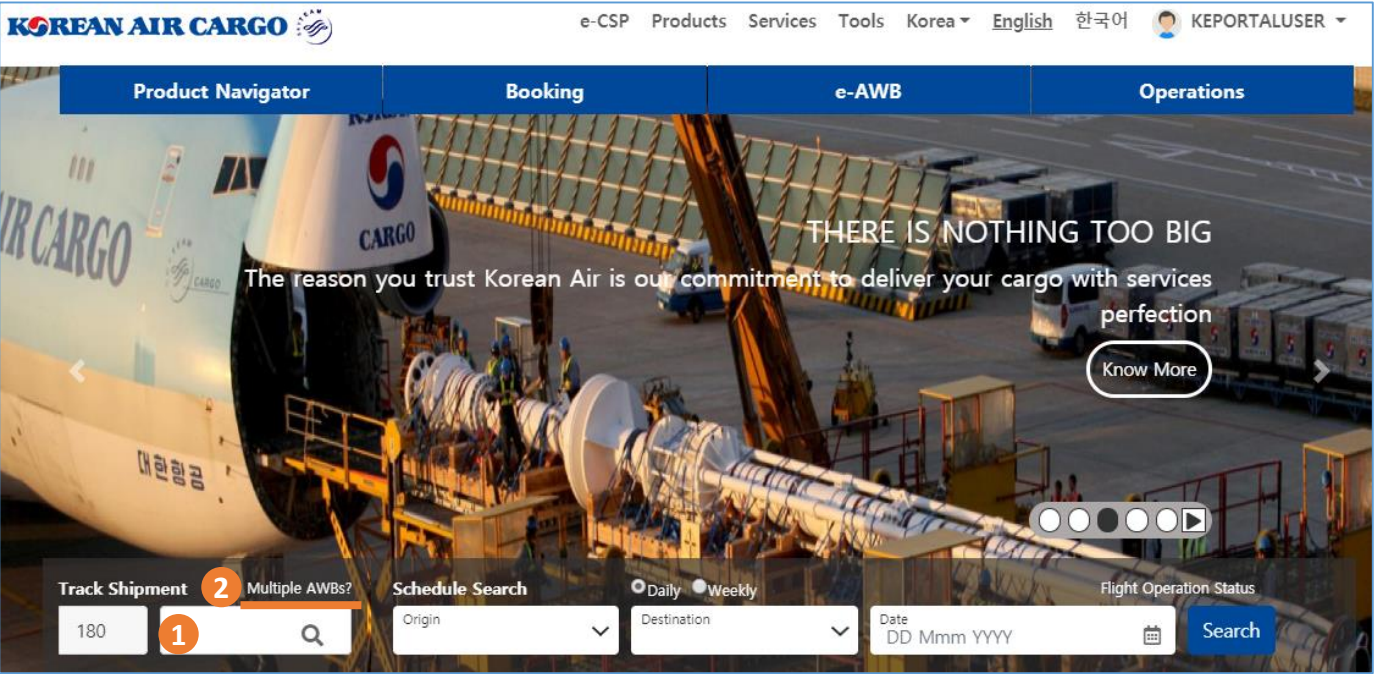
Reset

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.

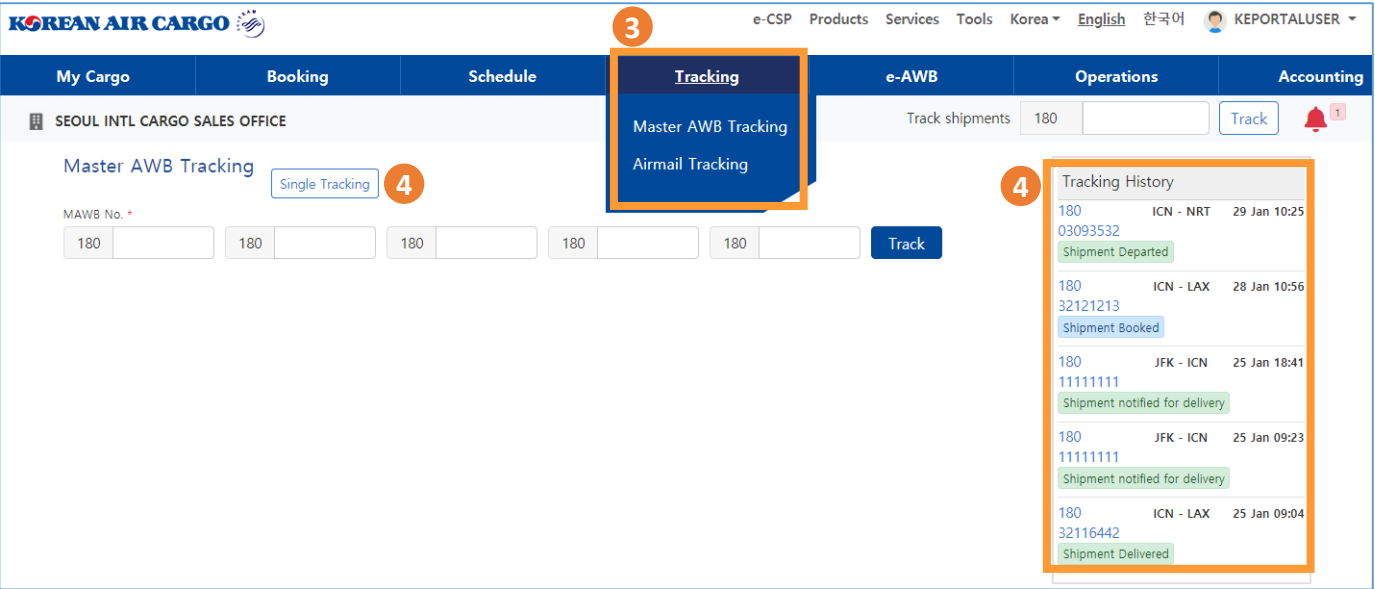
6. MAWB Tracking



1. Enter Master AWB number on landing page and click **Track** icon.

The Master AWB Tracking screen with details will be displayed.

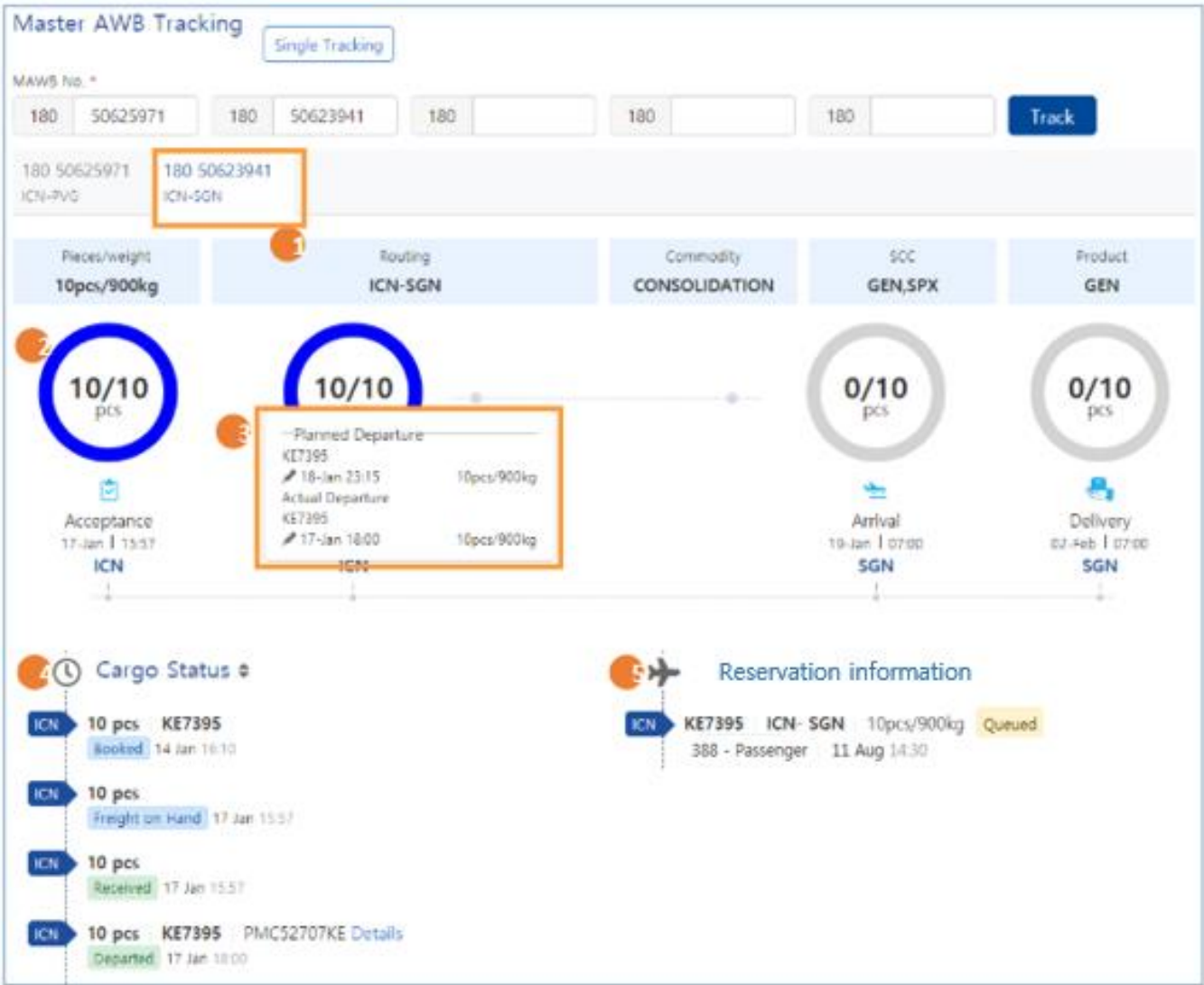
2. If you click **Multiple AWBs?**, it moves to Multiple AWB tracking screen which can track up to 5 Master AWB.



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



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 Instances1

Email (s)2

Mobile3

×

Shipment Accepted

×

Departed

×

Received From Flight

×

Delivered

×

Shipment Arrival Notification

×

Flight Arrived

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

+82

Number format Eg: 01234567890

4Save

5Print

6Send 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

: 180 12345675

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

KOREAN AIR CARGO

e-CSP Products Services Tools Korea English 한국어 **KEPORTALUSER**

Product Navigator Booking e-AWB

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 180 Tra 1

Last updated on 16:53

My Cargo

URN_PRO HKG

Performance Ratio Plot

Utilization by Revenue (KRW) 413,245/0 No past revenue data available.

Utilization by Weight (kg) 350/0 No past weight data available.

Weekly 29 Jan 2019

28 Jan 2019 - 03 Feb 2019 Search

GCP Plot

Filter by Destinations: x HKG x PVG x SFO x 29 Jan 2019 → 04 Feb 2019 Search

HKG

Target
6480kg
Ratio
0%

SFO

Target
9000kg
Ratio
33%

■ Booked(kg) ■ Un-used(kg)

Load from Booking Templates

Search Booking Template Booking

My Bookings

CONFIRMED : 1 QUEUED : 1 PROCESSING : 0 Filter by : Today All Search

Latest News

- New EDI REQUIREMEN ... 03 Jan 2019
- Updates for Cargo ... 19 Dec 2018

[Read More >](#)

Fuel Surcharge (KRW)

170.00/kg	160.00/kg	150.00/kg
LONG HAUL	MEDIUM HAUL	SHORT HAUL

Effective : 01-16 ~ 02-15 [More >](#)

Tracking History

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

Favorites

- Booking Guide

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.

nts

18

Track

3

QUEUED : AWB 180-32121235

50pcs | KE0017 ICN-LAX 28 Jan 2019

QUEUED : AWB 180-32121224

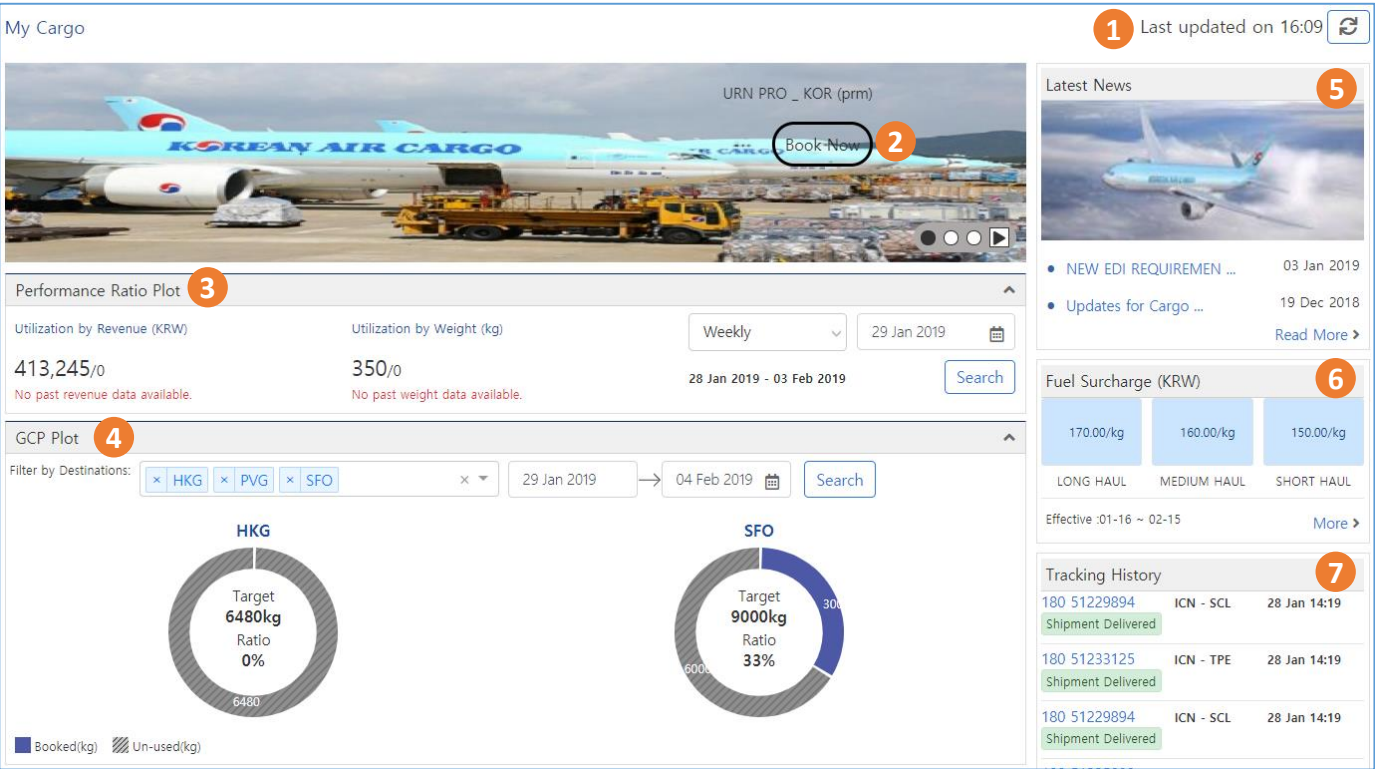
10pcs | KE213C ICN-LAX 28 Jan 2019

PROCESSING : AWB 180-32121213

10pcs | KE0017 ICN-LAX 28 Jan 2019

Spot Rate : Reoffered

7. My Cargo



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

Load from Booking Templates

Search Booking Template

Booking

My Bookings

CONFIRMED : 0

QUEUED : 3

PROCESSING : 3

Filter by :

×

Next 3 Days

All

Search

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

View All >

17061494

Shipment Booked

180 03093532

Shipment Departed

180 51060855

Shipment Departed

Favorites

Booking Guide

Surcharge Information

Customized

Equipments

More >

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.