



## Agent's Quick Reference Guide



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## EXPORT - DIRECT SHIPMENT

Sales » Export Sales » Job Management






### 1. Rate Enq/Quotation

- Job Details** - enter details in all mandatory fields that are marked with a \*
- Agent Selling Rate** – skip (don't modify anything)
- Other Details** – choose from the  SHC (e.g. PER, VAL, AVI, HUM & DGR); leave it blank for General Cargo
- Mark  Shipper Acceptance
- Then 

### 2. Arl Adhoc Rate (OPTIONAL)







- Request Adhoc Rate** - choose an airline (max. of 3)
- Then click 
- Then follow 'AS AGREED PROCEDURE'

### 3. Job Creation

- Template Details** - enter MAWB number & Consignee
- Routing Details** – optional
- Other Details** – enter "Handling Information & Additional Information"
- Attachment** – for packing list & invoice (.pdf extension file)
- Declaration for dangerous goods** – mark  I Accept
- Then      (print)

### 4. AWB Execution

#### Weight/Volume & Other Charges



- Click 
- Mark  As Agreed if required
- Then     

## EXPORT - CONSOL MANAGEMENT


- For Master Air Waybill -

Sales » Export Sales » Job Management

### 1. Rate Enq/Quotation

- Job Details** - enter dummy details in all mandatory fields that are marked with a \*
- Agent Selling Rate** – skip (don't modify anything)
- Other Details** – choose from the  SHC (e.g. PER, VAL, AVI, HUM & DGR); leave it blank for General Cargo
- Mark  Shipper Acceptance
- Then 

### 2. Job Creation



- Template Details** - enter MAWB number, Consol Hub and Consignee
- Routing Details** – optional
- Other Details** – enter “Handling information & Additional information”
- Attachment** – for packing list & invoice (.pdf extension file)
- Declaration for dangerous goods** – mark  I accept
- Then 

Please do not forget to take note of your MAWB number.


- For House Air Waybill -

Sales » Export Sales » Job Management

### 1. Rate Enq/Quotation

- Job Details** - enter details in all mandatory fields that are marked with a \*
- Agent Selling Rate** – skip (don't modify anything)
- Other Details** – choose from the  SHC (e.g. PER, VAL, AVI, HUM & DGR); leave it blank for General Cargo
- Mark  Shipper Acceptance
- Then 

### 2. Job Creation

- Template Details** - enter HAWB no., Consol Hub & Consignee
- Routing Details** – optional
- Other Details** – enter “Handling Information & Additional Information”
- Attachment** – for packing list & invoice (.pdf extension file)
- Declaration for dangerous goods** – mark  I accept
- Then 



### 3 AWB Execution-

**Weight/Volume and Other Charges** - enter the 'Rate Class'

then mark   As Agreed  
 then  >>  >>

## Sales » Export Sales » Consol Management

- Search** - enter MAWB number & Consol Hub  
Then click
- Master AWBs** - select the MAWB number by clicking the radio button
- Attached HAWBs**
  - Click
  - Mark   to select all HAWB(s), then click
- Click**

### 5 Rate Enq/Quotation

Note: Information is updated automatically.

Then

### 6 Job Creation

>> (print)

### 7 Go to AWB Execution

**Weight/Volume & Other Charges**

- Click
  - Mark   As Agreed if required
  - Then  >>  >>
- >>

## EXPORT - HAWB MANAGEMENT

- For House Air Waybill -

## Sales » Export Sales » Job Management

### 1. Rate Enq/Quotation

- Job Details** - enter details in all mandatory fields that are marked with a \*
- Agent Selling Rate** - skip (don't modify anything)
- Other Details** - choose from the SHC (e.g. PER, VAL, AVI, HUM & DGR); leave it blank for General Cargo
- Mark   Shipper Acceptance
- Then



2. **Job Creation**

- Template Details** - enter HAWB no., Consol Hub & Consignee
- Routing Details** – optional
- Other Details** – enter “Handling Information & Additional Information”
- Attachment** – for packing list & invoice (.pdf extension file)
- Declaration for Dangerous Goods** – mark   I Accept
- Then  **>>**  **>>** (print)

3. **AWB Execution**

**Weight/Volume and Other Charges**

- Enter the Rate Class
- Then Mark   As Agreed
- Then  **>>**

Sales » Export Sales » HAWB Management

- Search** - enter Consol Hub then click   
**Select HAWB(s)** – by marking  in the tick box
- then click

3. **Rate Enq/Quotation**

- Job Details** - enter Shipper, Destination & Ntr. of Goods
- Then

4. **Job Creation**

- Template Details** - enter MAWB no., Consol Hub & Consignee
- Routing Details** – optional
- Other Details** – enter “Handling Information & Additional Information”
- Attachment** – for packing list & invoice (.pdf extension file)
- Declaration for Dangerous Goods** – mark   I Accept
- Then  **>>**  **>>** (print)

5. **AWB Execution**


**Weight/Volume & Other Charges**

- Click
- Mark   As Agreed if required
- Then  **>>**  **>>**   
**>>**

## IMPORT - DIRECT SHIPMENT

Sales » Import Sales » Job Management


1. **Job Creation**
  - a. **Import Job Creation** - enter all the MAWB details  
b. Then **Save**
2. **Airline DO**

**AWB Details**  
Any variation between Calogi and Terminal on shipment information is based on the details updated at the destination.
3. **Select the MAWB** number, then click **Issue DO**
4. Click **DO Register** then **Select the MAWB**
5. Click **Print DO** >> 

## IMPORT - CONSOLIDATED SHIPMENT

Sales » Import Sales » Job Management

1. **Job Creation**
  - a. **Import Job Creation** - enter all the MAWB details  
then **Save**
2. Click **New Job**
3. **Job Creation**
  - a. **Import Job Creation** - enter the MAWB no. & HAWB details  
then **Save**  
*Note: to add another HAWB, follow steps 2 and 3.*
4. **Airline DO**

**AWB Details**  
Any variation between Calogi and Terminal information on shipment is based on the details updated at the destination.
5. **Select the HAWB(s)** number, then click **Issue DO**
6. Click **DO Register** then **Select the HAWB**
7. Click **Print DO** >> 

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