




# User's Manual

OCS HONG KONG Co., Ltd.  
ver. 2019



# 1. Login and Creating Waybill & Invoice 1/7





**\*User ID**  
**\*Password**  
**Click "Login"**


User ID:

Password:

[Reset Password](#)

Home > Shipping > My List > Document Download > Shipment Information

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**Click "Air Waybill/Invoice Entry"**

- Shipping**
  - Pickup Order
  - Air Waybill/Invoice Entry**
- My List**
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  - Description Template
- Document Download**
  - Shipping Document Download(Export)
- Shipment Information**
  - Shipment Information/Tracking(Export)
  - Tracking Notice
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Home > Shipping > My List > Document Download > Shipment Information

## Air Waybill / Invoice List

**Search Condition**

\*Entry Date:  -  ddmmyyyy    Status:  All  Cancel Included  Editing  Issued  Picked up  Cancelled

[Clear the condition](#)

| User ID | Air Waybill No. | Shipment Type | Receiver | Section | Address | Status | Entry Date |
|---------|-----------------|---------------|----------|---------|---------|--------|------------|
|---------|-----------------|---------------|----------|---------|---------|--------|------------|

Total Count:0

**Click "New" to create a new waybill.**



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Home > Shipping > My List > Document Download > Shipment Information

### Air Waybill / Invoice Entry

\* Air Waybill/Invoice

Air Waybill  
Air Waybill & Invoice

9 14:57

**\*Waibill Only ⇒ 「Air Waybill」**  
**\*Both Waybill & Invoice ⇒ 「Air Waybill& Invoice」**  
**Choose one and click "SET".**

Terms and Conditions of Carriage Privacy Policy Change Password

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### 1. Shipper

\* Search Key

Tax ID for Customs

Company

Country HONG KONG

Postal Code

Section Name

Contact Name

Address OCS

City

Region

\* Phone No.

Ext No.

Email

**1. Shipper**  
Shipper's information has already been installed in the system.  
"\*" items must be filled in.

### 2. Receiver

Save in the Address Book (This address will be saved as "Delivery". Please add Address Type "Importer" at Address Book if necessary.)

(B) Search Key

Tax ID for Customs  (A)

\* Company

\* Country

Postal Code

Section Name

\* Contact Name

\* Address

\* City

Region

\* Phone No.  \* For smooth delivery, please enter accessible phone numbers.

Ext No.

Email

### 3.Importer

\*Please enter importer information to "3. Importer" of Invoice tab.

### 4.Description of Good(s)

Description

## 2. Receiver

Fill out receiver's information. If these information is registered in address book, you can search it from (A) button.

〈New Address Registration〉

Check the box and type receiver's information. (B)

It will be automatically registered into the address book.



**1. Login and Creating Waybill & Invoice 3/7**



**Address Book**

**Search Condition**

Search Key:  Country:

Company Name:

Address Type:  Pickup(P)  Exporter(E)  Importer(I)  Delivery(D)  Bill To(B)

**Search** [Clear the condition](#)

**Address Book**

You can see the address book after you click (A) button on previous page.

On the address book, put in search condition and click the "Search" button, then choose the receiver and click the "Select" button.

**Address Book**

**Search Condition**

Search Key:  Country: JAPAN

Company Name: OVERSEAS

Address Type:  Pickup(P)  Exporter(E)  Importer(I)  Delivery(D)  Bill To(B)

**Search** [Clear the condition](#)

| Code | Search Key | Company Name                          | Contact Name | Address               | P | E | I | D | B |
|------|------------|---------------------------------------|--------------|-----------------------|---|---|---|---|---|
| 20   |            | OVERSEAS COURIER SE                   |              | MINATO-KU TOKYO JAPAN |   |   | * | * |   |
| 28   |            | OVERSEAS COURIER SF TOKYO HEAD OFFICE |              | MINATO-KU TOKYO JAPAN |   |   |   | * |   |
| 22   |            | OVERSEAS COURIER SF TOKYO HEAD OFFICE |              | MINATO-KU TOKYO JAPAN |   |   |   | * |   |
| 27   |            | OVERSEAS COURIER SF                   |              | MINATO-KU TOKYO JAPAN |   |   | * | * |   |

Total Count: 4

**Select** **Cancel**

**3.Importer** \*Please enter importer information to "3. Importer" of Invoice tab.

**4.Description of Good(s)**

Description:

**5.Shipper's Reference No.**

**6.Shipment Information**

\* Product: IEX EXPORT

\* Shipment Type:  DOCUMENT  NON DOCUMENT

\* Number of Pieces:

Weight:  kg

Please note that transportation charge is based on

Value for Carriage:

**7.Optional Service**

**8.Payment**

\* Transportation Charge:  Shipper  Other World Account

Billing Account:

Section Code:

\* Duties & Taxes:  Shipper  Other Importer (Non Account)

Billing Account:

Section Code:

**Invoice** **Temporary Register** **Register** **Back**

**6. Shipment Information**  
Choose "Product" and "Shipment Type".  
Fill in "Number of Pieces".

**8. Payment**  
Choose the payer for Transportation Charge and Duties & Taxes.

① Making Waybill only: Click "Register". (C)

② Making both Waybill and Invoice in this system: Click "Invoice". (D)



## 1. Login and Creating Waybill & Invoice 4/7



Home > Shipping > My List > Document Download > Shipment Information

### Air Waybill / Invoice Entry

\* Air Waybill/Invoice Air Waybill & Invoice

Air Waybill No.

| All | Basic Information | Exporter | Importer | Terms & Conditions | Description of Good(s) | Remarks |

**1. Basic Information**

Invoice No.

Invoice Date  ddmmyyyy

**2. Exporter**

Click button to copy "Shipper" address (If "Shipper" and "Exporter" are the same)

Search Key

Tax ID for Customs

\* Company

\* Country

Postal Code

Section Name

\* Contact Name

\* Address

\* City

Region

\* Phone No.

Ext No.

Save in the Address Book (This address will be saved as "Importer". Please contact our Customer Service to save as "Pickup".)

**3. Importer**

Click button to copy "Receiver" address (If "Receiver" and "Importer" are the same)

Search Key

Tax ID for Customs

\* Company

\* Country

Postal Code

Section Name

\* Contact Name

\* Address

\* City

Region

\* Phone No.

Ext No.

Save in the Address Book (This address will be saved as "Importer". Please add Address Type "Delivery" at Address Book if necessary.)

### 2. Exporter & 3. Importer

If these are same as shipper / receiver, you can click "Copy Shipper / Receiver" button and copy all information.

### 2. Exporter & 3. Importer

If exporter is not same as shipper or importer is not same as receiver, please fill in exporter's / importer's information ("\*" items are necessary).

If these information is registered in address book, you can search it from  button.



## 1. Login and Creating Waybill & Invoice 4/7



**4. Terms & Conditions** ← No need to fill in.

|                  |   |                                       |  |
|------------------|---|---------------------------------------|--|
| Date For Payment | <input type="text"/>                      | <input type="text" value="ddmmyyyy"/> |  |
| Freight Charge   | <input type="text"/>                      | <input type="text"/>                  |  |
| Insurance Charge | <input type="text"/>                      | <input type="text"/>                  |  |
| Other Charge     | <input type="text"/>                      | <input type="text"/>                  |  |
| Remarks          | <input style="width: 100%;" type="text"/> |                                       |  |

**5. Description of Good(s)** \* Please enter product details in Description. (Usage, Materials, Ingredients, etc.)

|                   |                      |   |  |
|-------------------|----------------------|---|--|
| Template          | <input type="text"/> | <input style="border: 2px solid red; color: red; font-weight: bold; font-size: small; padding: 2px 5px;" type="button" value="SET"/> (F)                  |  |
|                   | <input type="text"/> | <input style="border: 2px solid red; color: red; font-weight: bold; font-size: small; padding: 2px 5px;" type="button" value="Register as Template"/> (E) |  |
| Incoterms         | <input type="text"/> | <input type="checkbox"/> Commercial Value   |  |
| Country of Origin | <input type="text"/> |   |  |
| Currency          | <input type="text"/> |   |  |
| Purpose of Use    | <input type="text"/> |   |  |

|   |   |
|---|---|
| * Description <input style="width: 90%; border: 2px solid red;" type="text"/> | Country of Origin <input type="text"/>                                      |
| Serial No <input type="text"/>  | HS CD <input type="text"/>  |
| * Qty <input style="width: 80%; border: 2px solid red;" type="text"/>         | * Incoterms <input style="width: 80%; border: 2px solid red;" type="text"/> |
| * Unit <input style="width: 80%; border: 2px solid red;" type="text"/>        | * Currency <input style="width: 80%; border: 2px solid red;" type="text"/>  |
| Ex.) pcs, meter, cm, kg   |   |
| SubTotal Value 0  |   |

Total Count : 1

Total Amt:

Please fill out these values if you wish to indicate them on invoice

|                                    |                                       |   |
|------------------------------------|---------------------------------------|---|
| Total Package <input type="text"/> | Total Net Weight <input type="text"/> | Total Gross Weight <input type="text"/> |
|------------------------------------|---------------------------------------|---|

**6. Remarks** ← No need to fill in.

|         |  |
|---------|--|
| Remarks | <input style="width: 95%;" type="text"/> |
|         | <input style="width: 95%;" type="text"/> |
|         | <input style="width: 95%;" type="text"/> |
|         | <input style="width: 95%;" type="text"/> |
|         | <input style="width: 95%;" type="text"/> |

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### 5. Description of Good(s)

Fill in Description, Qty (quantity), Unit (e.g. pcs, set, kg, m), Unit value, and choose Incoterms and Currency. If it is the commercial value shipment, please check the box next to "Commercial Value".

When you have few kinds of goods, click the "Add" button and fill in another commodity.

Click "Register" after finished filling in all information.

#### <Template Registration>

If ALL the description information is same, you can register as template.

After complete to fill in the descriptions, please click "Register as Template" (E).

Next time you can use the same information when you search from

button. After choose the item, please click "SET" (F).



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UserID : HK1MAEDA    Account Code : PN4092 - A    | [FAQ & User Guide](#) | [Logout](#)

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Shipment Information

### Air Waybill / Invoice Confirmation

Kindly check the contents you have input. When you press OK button, the registration will be done. Registered Air Waybill/Invoice can not be modified.  
 Please attach all the Air Waybills to the shipment.

Air Waybill/Invoice Air Waybill & Invoice

Air Waybill No.

Air Waybill

Invoice

| All | Basic Information | Exporter | Importer | Terms & Conditions | Description of Good(s) | Remarks |

}

6.Remarks

Remarks

Kindly check the contents you have input. When you press OK button, the registration will be done. Registered Air Waybill/Invoice can not be modified.  
 Please attach all the Air Waybills to the shipment.

OK

Back

Please confirm that everything is correct, then click "OK".



6.Remarks

Remarks

AWB/INVOICE is registered. 14053482575.

Print AWB

Print Invoice

Print Other

Back

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After click "OK", waybill and invoice are registered.

You can see the waybill number on bottom left of page.

### Printing waybill & invoice

Waybill: click "Print AWB", then it will display as a pop-up. Please print out all pages of waybill. (the number of shipment cartons + 1 page)

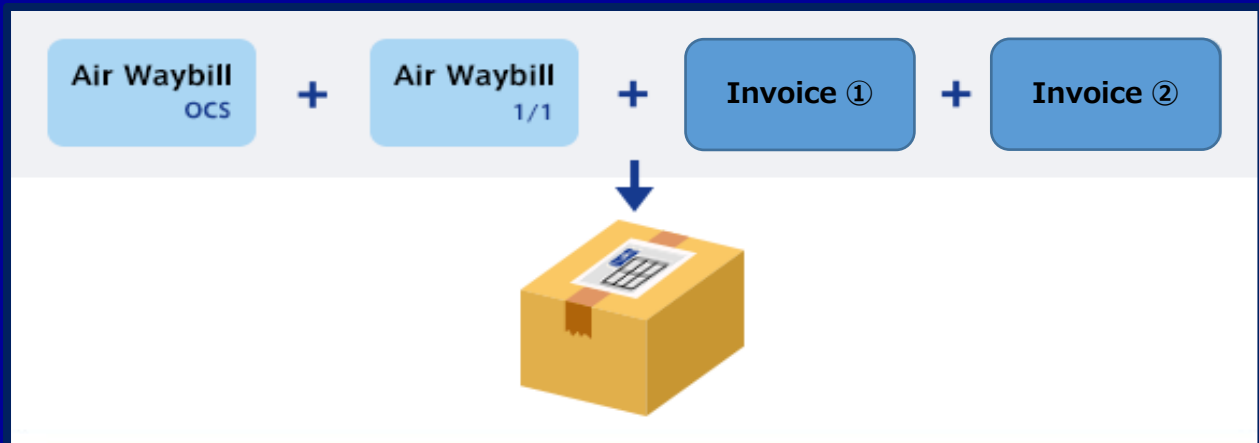
Invoice: click "Print Invoice", then it will display as a pop-up. Please print out 2 sets.

<Attachmens Waybill and Invoice>

DOCUMENT



PARCEL SHIPMENT (ONLY 1 CARTON)



PARCEL SHIPMENT (MORE THAN 2 CARTONS)

