



**Version: 20190109**

# **RedAnt User Manual Guides**

**United Software Applications, Inc.**

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# 1 Contact

目的：Contact 为全球共享文件，避免重复创建或者创建有错误的资料。

类型：Shipper/Consignee/Notify Party/ISF Party 等。

## 1.1 创建规则

(1) 不能重复创建。

(2) 如果 Contact Type 为 Consignee，只能分配一个 Sales Code 和 Agent Code，特殊情况除外。

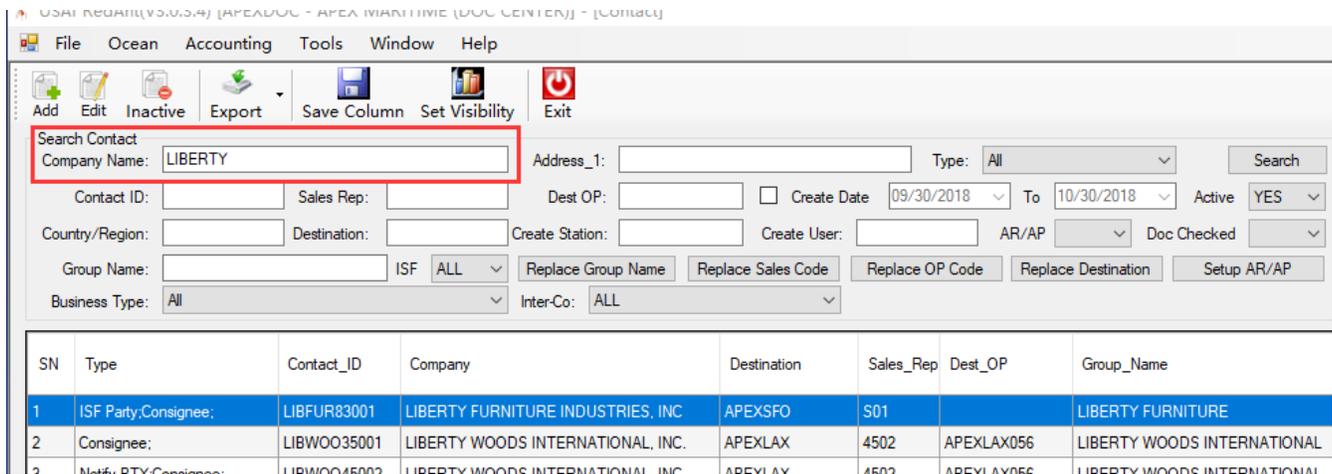
(3) 各站创建→Doc Center 审核→同步全球。

## 1.2 创建方法

路径：Tools→Contact。

操作步骤：

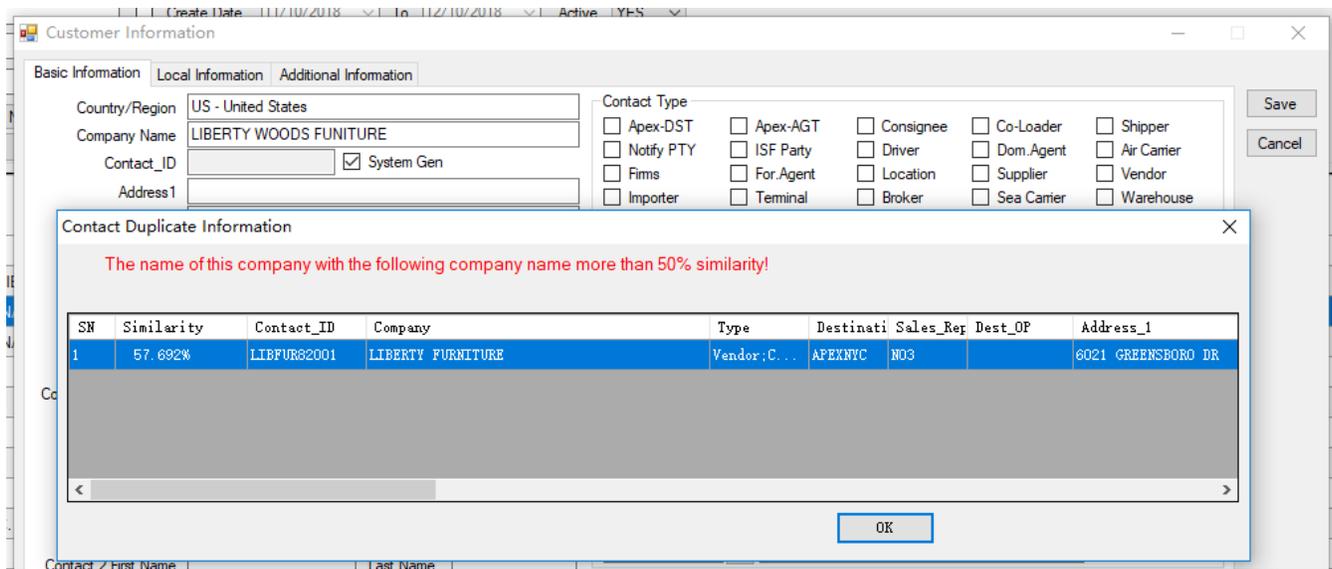
(1) 模糊查询：在 Search Contact→Company Name 中，输入想要创建的公司名的前几位字母，点击 Search 进行模糊查询，如果没有记录存在，点击 Add 进行创建。



SN	Type	Contact_ID	Company	Destination	Sales_Rep	Dest_OP	Group_Name
1	ISF Party;Consignee;	LIBFUR83001	LIBERTY FURNITURE INDUSTRIES, INC	APEXSFO	S01		LIBERTY FURNITURE
2	Consignee;	LIBWOO35001	LIBERTY WOODS INTERNATIONAL, INC.	APEXLAX	4502	APEXLAX056	LIBERTY WOODS INTERNATIONAL
3	Notify Party;Consignee;	LIBWOO45002	LIBERTY WOODS INTERNATIONAL, INC	APEVLAX	4502	APEVLAX056	LIBERTY WOODS INTERNATIONAL

(2) 根据创建页面的各栏位名称提示，依次对应输入相关信息。

1) 依次输入 Country/Region 国籍，Company Name 公司名称，输入 Company 后系统会出现相似度提醒。



2) 接着输入 Address 地址，Postal Code 邮编，State/Province 州名，City 城市名，Telephone\_1 No 电话，Fax\_1 No 传真，E-Mail 1 邮箱，Contact Name 联系人，Firms Code Type 公司类型，EIN# 公司登记号，USCI/EC Code。

注意：现在对于中国的 Shipper，USCI/EC Code 栏位也很重要。

各栏位和输入的内容必须一一对应，Address 输入地址信息，City 输入城市信息，Postal Code 输入邮编信息，以此类推，不能任意输入。

3) 选择 Contact Type。

注意：一条 Contact 记录，可以同时拥有多重身份（Contact Type），可以是 Consignee，也可以是 Shipper，ISF Party 等。对于相同的客户信息，禁止为其创建多条记录 and 多重身份。

4) 输入 Destination/Sales Rep/Profit Share。

**Basic Information**

Country/Region: US - United States  
 Company Name: LIBERTY FURNITURE INDUSTRIES, INC  
 Contact\_ID: LIBFUR83001  System Gen  
 Address1: 6021 GREENSBORO DRIVE  
 Address2:   
 Address3:   
 Address4:   
 Postal Code: 30336  
 State/Province: GA GEORGIA  
 City: ATLANTA  
 Contact 1 First Name: Last Name:   
 Telephone\_1 No.: 800-275-2223  
 Cell\_1 No.:   
 Fax\_1 No.: 800-238-9411  
 E-Mail 1: JONATHAN COWLES@LIBERTYFURN.COM; ANDYWILKIE@LIBERTYFURN.COM  
 Contact 2 First Name: JONATHAN Last Name: COWLES  
 Telephone\_2 No.: 404-637-2294  
 Cell\_2 No.: 404-895-9700  
 Fax\_2 No.:   
 E-Mail 2: LIBERTYDOCS@AMERICANGBS.COM  
 Firms Code Type: Internal revenue Service (IRS) Number-NN-NNNNNNXX  
 Firms Code Tax id/EIN: 58-2004208

**Contact Type**

Apex-DST  Apex-AGT  Consignee  Co-Loader  Shipper  
 Notify PTY  ISF Party  Driver  Dom.Agent  Air Carrier  
 Firms  For.Agent  Location  Supplier  Vendor  
 Importer  Terminal  Broker  Sea Carrier  Warehouse  
 Trucker

**Destination**

Destination: APEXSFO APEX MARITIME CO., INC.  
 Sales Rep: S01 KEVIN BULGER SALES  
 Dest OP:   
 Dest Agent/Sales/Percent

Station Agent	Sales	Sales Name	(%)
APEXSFO	S01	KEVIN BULGER	65

**Accounting Setup**

Currency: USD Terms: COD Inter-Co:   
 AR/AP  
 Broker/Notify Party:   
 Set as default  
 Bill To:   
 Set as default  
 Pay To:   
 Set as default  
 Trucker:   
 Set as default

**Doc Center**

Doc Center Checked  Active  Active\_Group Lock  By: apexdoc.admin  
 HBL Code: Region: Station: UnLock  
 Group Name: LIBERTY FURNITURE Update  
 Consol Box Destination: STLUTA Consol Box Dest OP: STLUTA008  
 AR Credit Hold  0.00  
 AP Credit Hold  0.00

创建完的记录，会传输至单证中心进行审核，同时本站也可以使用。单证中心在审核的过程中会再次检查新建的记录是否与系统的已有记录存在重复或冲突，如果重复，会直接删除并邮件通知。对于已使用这个 Contact ID 创建的提单记录，则需要再次进入并重新替换 Contact ID。否则，系统会提示，这个 Contact ID 已被 Doc 移除。

## 2 Create Vessel

创建的目地，是为了全站共享，避免重复录入，避免单票手动录入出错。

### 2.1 创建方法

(1) 路径

Ocean→Vessel Maintenance。

(2) 操作步骤

1) 查询页面

先查询是否有相同的船名存在。如果存在，可以采用 Copy 的功能。

方法：鼠标右键选择 Copy，如果没有相似的记录，点击 Add 新建，进入创建页面。

SN	Vessel Code	Type	F_SCAC	F_Vessel	F_Voyage	F_IMO	POL	M_SCAC	M_Vessel	M_Voyage	M_IMO
1	1901002	2	HDMU	HYUNDAI OAKLAND	083E		KHI	HDMU	HYUNDAI SHANGHAI	112E	
2	1901001	2	HDMU	HYUNDAI OAKLAND	083E		KHI	HDMU	HYUNDAI SHANGHAI	112E	
3	1812117	1	HDMU	HYUNDAI VOYAGER	076E		PUS				
4	1812088	1	HDMU	HYUNDAI FORCE	069E		PUS				
5	1812078	1	HDMU	HYUNDAI FORCE	069E		PUS				
6	1812040	1	MAEU	HYUNDAI TOKYO	112E		PUS				
7	1812029	1	HDMU	HYUNDAI FAITH	077E		PUS				

## 2) Update Vessel 页面

注意：左边 1st Vessel 黑色部份为 F/V 子船信息，右边 2nd Vessel 蓝色部份为 M/V 母船信息。

**Vessel Code:** Vessel 代码，由系统自动生成，直接略过。

选择是 Direct（直航）还是 Transshipment（转船）。

**Carrier:** 输入船公司 4 位 SCAC Code。如：MAEU/MSK, HDMU/HMM。

**Vessel:** 船名，一般情况下，只需输入船名的前几位字母，系统会自动将符合条件的船名显示在下拉列表中，鼠标向下选择即可，避免手动输入出错。如果没有船名提示，请再次确认你将要输入的船名的拼写正确，并手动输入。

**Voyage:** 航次。

**Flag:** 船的国籍。

**Last Port:** Last Foreign Port。船到美国前的最后一个亚洲港口的名字。

**1st Vessel POL & POD:** 一程船的 Loading Port 和 Discharge Port。

**2nd Vessel POL & POD:** 母船的 Loading port 和 Discharge Port。

Update Vessel

Vessel Code: 1901001     Direct     Transshipment    Voyage Other Name: \_\_\_\_\_

1st Vessel: Carrier: HDMU    Vessel: HYUNDAI    Voyage: \_\_\_\_\_    Flag: \_\_\_\_\_    Last Port: \_\_\_\_\_

2nd Vessel: Carrier: HDMU    Vessel: HYUNDAI SHANGHAI    Voyage: \_\_\_\_\_    Flag: \_\_\_\_\_    Last Port: \_\_\_\_\_

1st Vessel POL & POD:

Vessel	IMO	Call Sign
HYUNDAI BANGKOK	9323510	3EIN6
HYUNDAI BRAVE	9316304	V7EY4
HYUNDAI BUSAN	9305659	5BZN3
HYUNDAI COLOMBO	9323508	3EIN7
HYUNDAI CONFIDENCE	9254848	D7MT

ETD: \_\_\_\_\_

SN	Local	PO	POD Code	POD Name	ETA
1	<input checked="" type="checkbox"/>	KHI	PUS	PUSAN,KOREA	12/10/2018

Buttons: Update, Cancel, Add, Modify, Delete

Port of Loading: 装货港。

E.T.D: 预计离港时间。

SI Cut Off Date: SI 截关日期, 系统默认 SI Cut Off Date = ETD - 2。

On Board Date: 上船日期, 系统默认 On Board Date = ETD。

POL Add Or Update

POL Details

Port of Loading:

E.T.D:

SI CutOff Date:

On Board Date:

ETD
1/9/2019

Port of Discharge: 卸货港。

E.T.A: 预计到港时间。

POD Add Or Update

POD Details

Port of Discharge:

E.T.A:

注意: 同一条船, 根据需要, 可创建多个 Loading Port 和多个 Discharge Port。

SN	Local	POL Code	POL Name	SI Cutoff Date	SI Cutoff Time	On Board Date	ETD
1	<input checked="" type="checkbox"/>	KHI	KARACHI	12/8/2018	12:00	12/10/2018	12/10/2018
2	<input checked="" type="checkbox"/>	SHA	SHANGHAI.CHINA	12/8/2018	12:00	12/10/2018	12/10/2018

SN	Local	POD Code	POD Name	ETA
1	<input type="checkbox"/>	PUS	PUSAN.KOREA	1/2/2019

## 3 Ocean 介绍

路径: Ocean→Ocean Shipment。

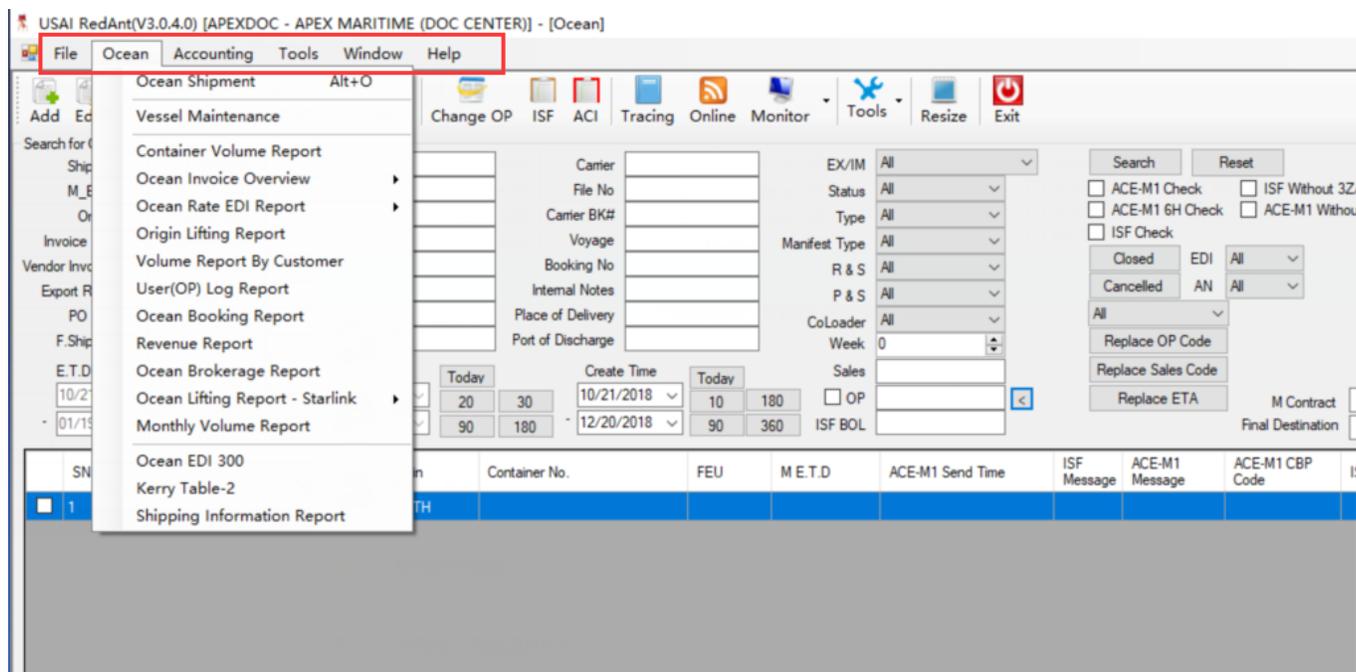
### 3.1 菜单栏介绍

File / Ocean / Accounting / Tools / Windows / Help，鼠标移至每个导航栏，都会出现相对应的功能菜单。

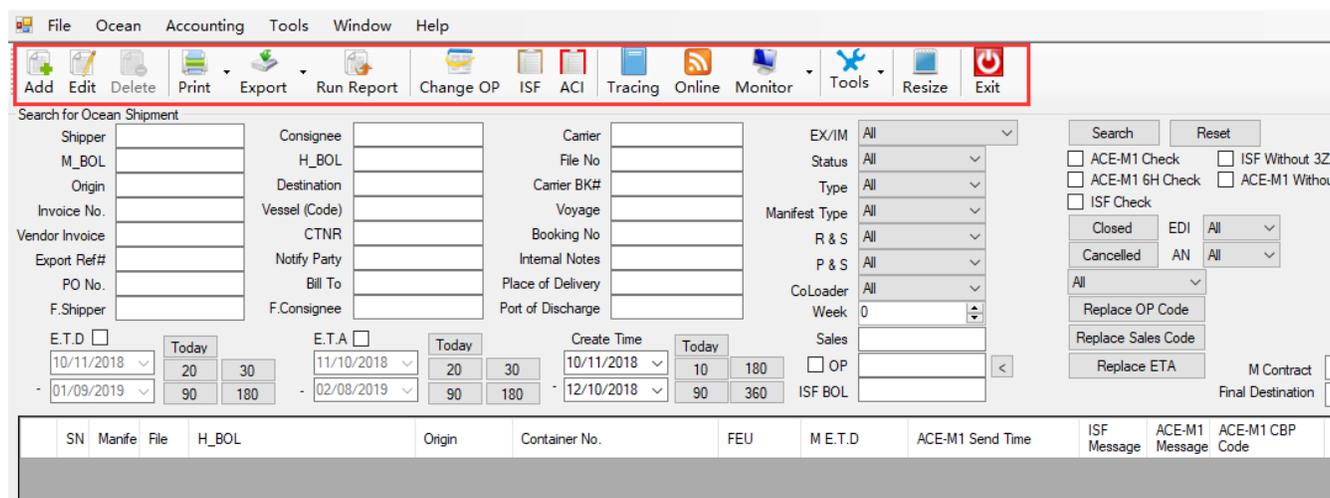
**Ocean:** 海运有关操作。

**Accounting:** 财务有关操作。

**Tools:** 系统各项设置。



## 3.2 工具栏介绍



**Add:** 新增。

**Edit:** 编辑。

**Delete:** 删除。（需要特别权限，原则上只能做 **Cancel** 记录，不能做删除记录）

**Print:** 打印。

**Export:** 导出列表。

**Change OP:** 批量修改 OP 名字。

ISF: 处理 ISF。

ACI: 处理 ACI。

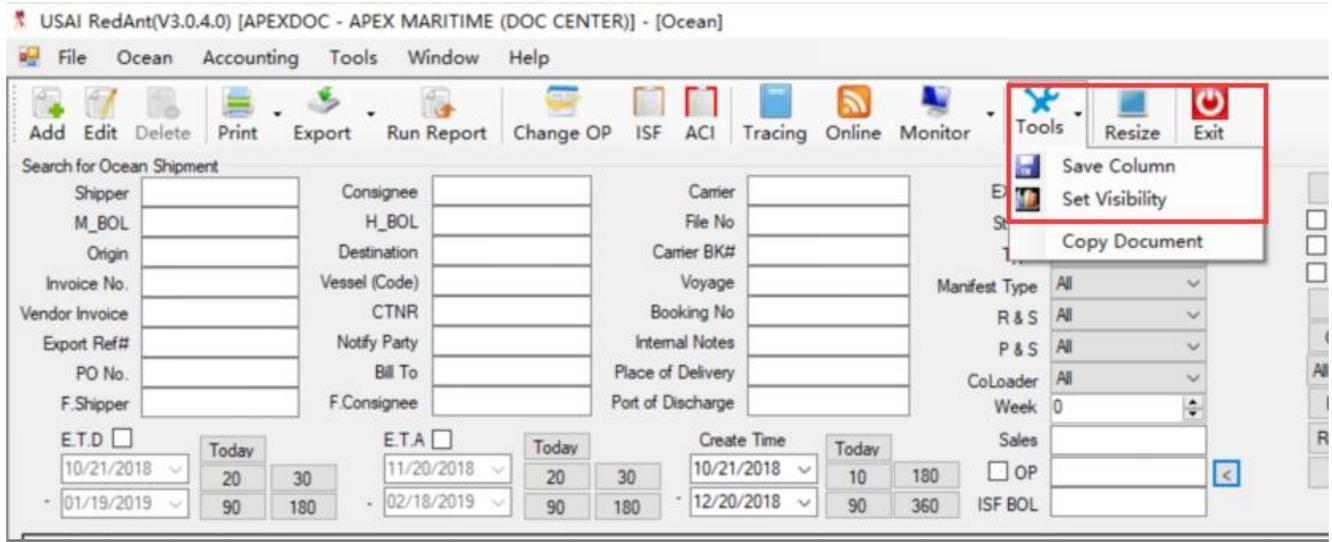
Tracing: 柜子状态跟踪。

Online: 上网站。

Resize: 收起和展开搜索区。

Tools→Save column: 调整列的显示位置、宽度、保存设置。

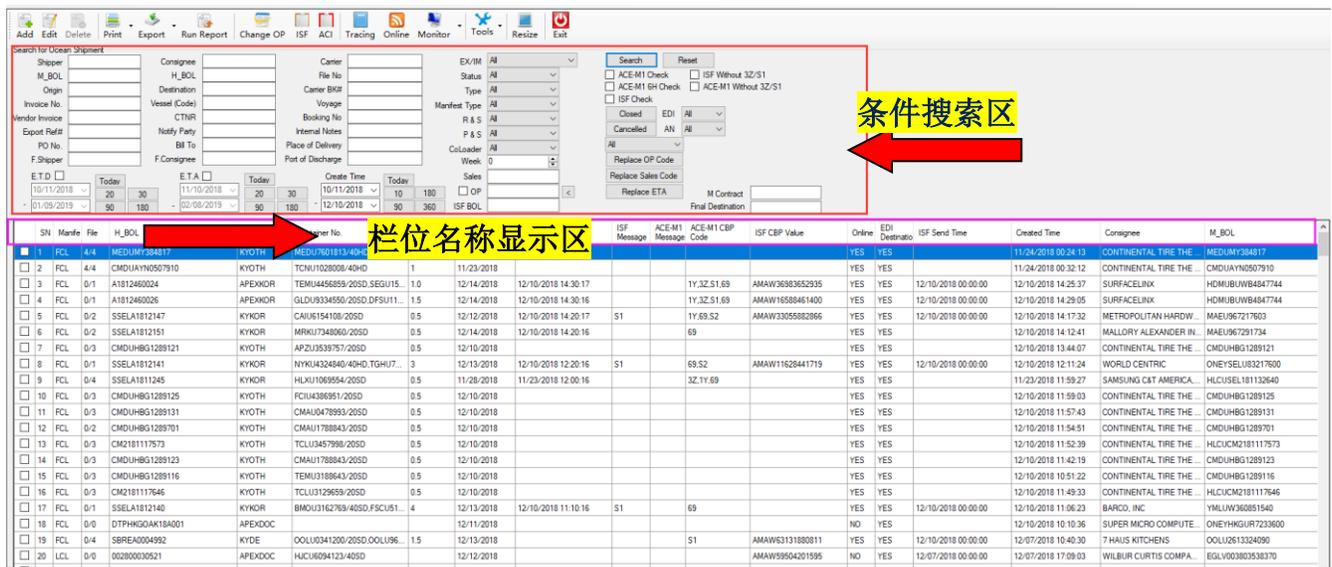
Tools→Set Visibility: 调整列是否可见。



### 3.3 条件搜索区

用户可以根据需要，在条件框中输入搜索的条件内容进行搜索。

栏位名称显示区：见 Set Visibility 和 Save column 介绍。



### 3.4 创建 Booking 流程

#### 3.4.1 创建方法

(1) 根据 Consignee/Shipper 的名称，在搜索区域查看该客户是否曾经有过出货记录。如果有，选择这条记录，鼠标右键选择 Copy 进行创建，如果没有，点击 Add 进行新建。

(2) Copy 方法：选中搜索出来的记录（蓝色高亮显示），点击 Add，选择 Export→Booking→Copied from Highlight→OK。

(3) 根据需求，选择 Copy 选项。

Copy House：复制选中记录的 House 信息。

Copy Master：复制选中记录的 Master 信息。

Copy Notes：复制选中记录的 Notes 信息。

Copy AES：复制选中记录的 AES 信息。

Asia Origin 一般情况下，选择所有的选项就可以。

Search for Ocean Shipment

Shipper: [ ] Consignee: CONTINENTAL Carrier: [ ] EX/IM: All

M\_BOL: [ ] H\_BOL: [ ] File No: [ ] Status: All

Origin: [ ] Destination: [ ] Carrier BK#: [ ] Type: All

Invoice No.: [ ] Vessel (Code): [ ] Voyage: [ ] Manifest Type: All

Vendor Invoice: [ ] CTNR: [ ] Booking No: [ ] R & S: All

Export Ref#: [ ] Notify Party: [ ] Internal Notes: [ ] P & S: YES

PO No.: [ ] Bill To: [ ] Place of Delivery: [ ] CoLoader: CoLoader

F.Shipper: [ ] F.Consignee: [ ] Port of Discharge: [ ] Week: 0

E.T.D: [ ] Today: 10/11/2018 20 30 E.T.A: [ ] Today: 11/10/2018 20 30 Create Time: Today: 10/11/2018 10 180

01/09/2019 90 180 02/08/2019 90 180 12/10/2018 90 360

CN	Manifest	File	H_BOL	Origin	Container No.	FEU	M E.T.D	ACE-M1 Send Time	ISF Message
104	FCL	3/3	CMDUJAYN0508283	KYOTH	TLLU5208550/40HD	1	2/04/2018		
105	FCL	3/3	CI			1	12/04/2018		
106	FCL	3/3	CI			1	12/04/2018		
107	FCL	4/4	CI			1	12/06/2018		
108	FCL	3/3	CI			0.5	12/06/2018		
109	FCL	3/3	CI			0.5	12/06/2018		
110	FCL	3/3	CI			0.5	12/06/2018		
111	FCL	3/3	CI			0.5	12/06/2018		
112	FCL	3/3	CI			0.5	12/06/2018		
113	FCL	3/3	CI			0.5	12/06/2018		
114	FCL	3/3	CI			0.5	12/06/2018		
115	FCL	3/3	CI			0.5	12/06/2018		
116	FCL	3/3	CI			0.5	12/06/2018		
117	FCL	3/3	CI			0.5	12/06/2018		
118	FCL	3/3	CMDUHBGT284017	KYOTH	CMAU1570867720SD	0.5	11/22/2018		
119	FCL	3/3	CM2181117551	KYOTH	FCIU4518596/20SD	0.5	12/06/2018		

Ocean Type:  Export  Import

Quotation Booking Shipment

Copy from Highlight Record

Copy House

Copy Master

Copy Notes

Copy AES

(4) 根据页面内容，依次在 Booking 画面下输入 Shipper/Consignee/柜子信息/Master 的相关信息。

注意：\* 是需要手动输入的栏位。

### 1) Booking 页面：

Origin：站点名称，系统会作默认设置。

Destination：目的港 Handle Office，由 Consignee 自动带出。

Booking No: Apex Booking#。

\* M\_BOL: Carrier MBL, 需输入完整的带有船公司的 4 位 SCAC Code 的号码。

\* S/O No: Shipping Order 。

\*Shipper/Consignee/Notify Party: 点放大镜, 进入 Contact 页面, 查询后进行选择, 选择 Consignee 后, 系统会自动带出 Destination 和 Sales Code。

\* H\_BOL: 根据需要, 可手动输入 HBL#号码, 也可选择 System Gen 勾选框, 系统自动生成 HBL 号码。

\*Service: 运输条款, 选择输入。

Statistics Year Week : 报表统计时间, 系统根据当前的日期自动算出。

Export References: 出口备注 。

Shipper Ref: Shipper 备注。

ONLINE: 选择是否 EDI 上公司网站。

Statistics: 选择是否进入各种统计报表。

Is Co\_loader: 选择是否是 Coloader (Coloader 见 Coloader SOP)。Consignee Type 为 Coloader, 这里会自动默认打钩。

E-Booking: 选择是否做 E-Booking (此功能暂时没有)。

下方页面的左边是 House 信息, 右边是 Master 信息。

Ocean Export - Add New BOOKING

Booking Rate Notes

Origin KYOTH Destination APEXORD Booking No. B27181200001 M\_BOL S/O No.

Shipper

ID CONTYR27001 CONTINENTAL TYRE PJ MALAYSIA SDN BHD

CONTINENTAL TYRE PJ MALAYSIA SDN BHD  
NO.4, JALAN TANDANG, 46050  
PETALING JAYA, SELANGOR  
DARUL EHSAN.

Consignee

ID CONTIR83001 CONTINENTAL TIRE THE AMERICAS, LLC

CONTINENTAL TIRE THE AMERICAS, LLC  
1830 MACMILLAN PARK DRIVE  
FORT MILL, SC 29707 UNITED STATES  
TEL:704-583-8774

Notify Party

ID KUEINC27001 KUEHNE+NAGEL, INC. USA(CLT-XZ)

KUEHNE+NAGEL, INC. USA(CLT-XZ)  
4724 ENTRANCE DRIVE  
CHARLOTTE, NC 28273 UNITED STATES  
TEL:704-359-5031

H\_BOL  System Gen

Service CY/CY Terms

Place of Receipt PEN PENANG, MALAYSIA

Port of Loading PEN PENANG, MALAYSIA

Port of Discharge LAX LOS ANGELES, CA

Place of Delivery LAX LOS ANGELES, CA

Final Destination LAX LOS ANGELES, CA

Final ETA Statistics Year 2018 Week 50

Export References Shipper Ref

Container

SN	Qty	Size	KGS	CBM	PC_Qty	Unit

Carrier Booking No.

CutOff Time  Del E-Booking

M.SH M.CN M.NP BK Contact Pickup Loading Delivery Trucker

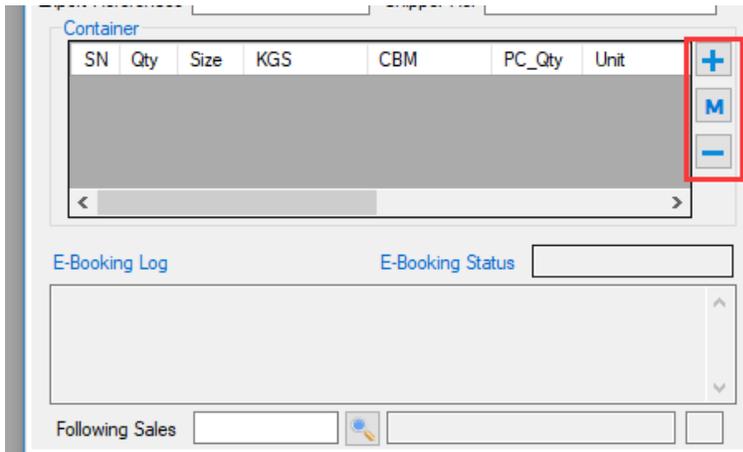
Save Cancel

## 2) 柜子页面:

+ 按钮: 新增。

M 按钮: Modify 修正。

- 按钮: 删除。



Containr Quantity: 柜子个数。

Containr Size: 柜子尺寸。

No.of Containr or Pkgs: 件数。

Unit: 单位。

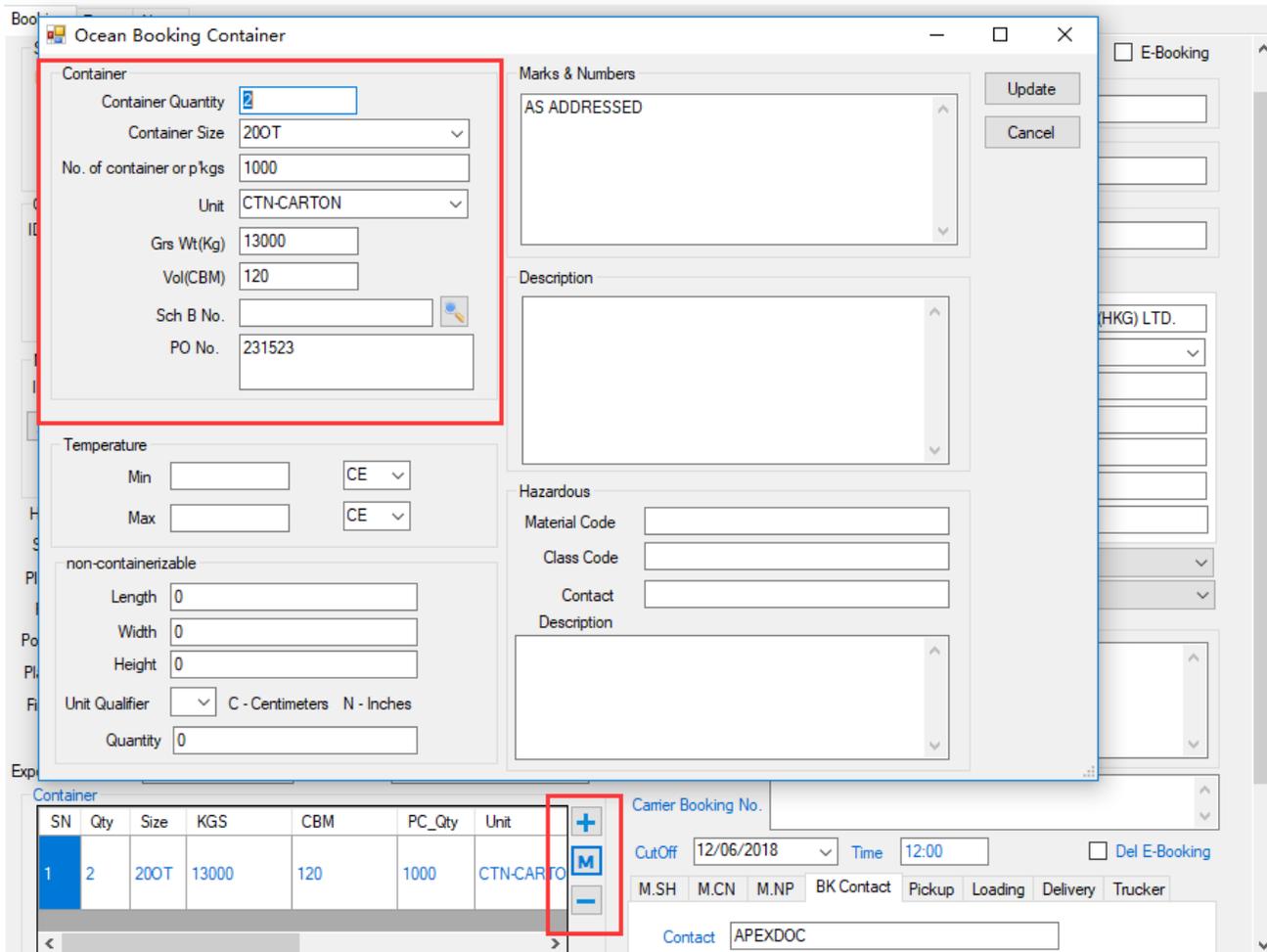
Grs Wt(Kg) : 重量。

Vol(CBM) : 体积。

PO No: 客户定单号。

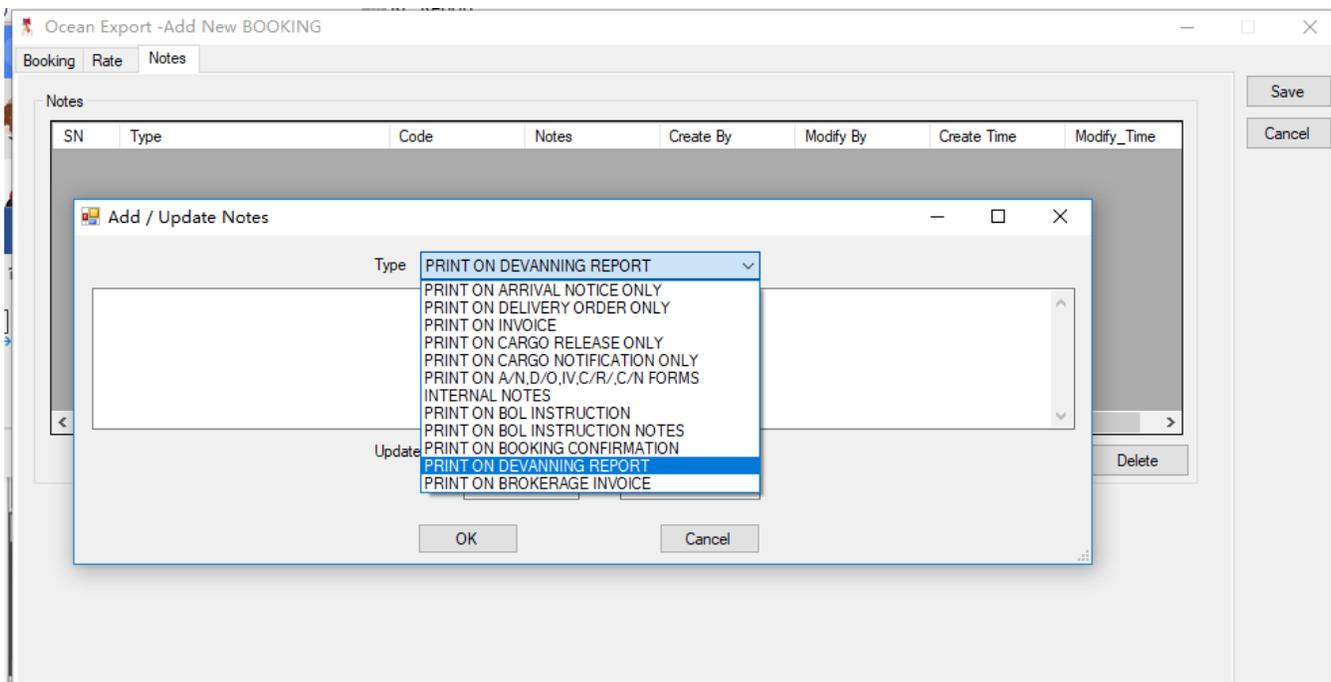
Marks & Number: 唛头。

Description: 货描。



(5) 点开 Rate 页面，输入 Rate 内容。通常情况下，没有站点会在 Rate 页面输入费用。如果需要输入，请附录详见 Ocean-FL 的介绍。

(6) 根据客户需求输入 Notes，并会打印到各种不同的文件中。（仅用于当前这一票）



### 3.4.2 各种 Booking 格式的打印

路径：Export→BOL& Booking。

## Booking 格式介绍:

Booking Report Chinese: 适用于中国区域的通用格式。

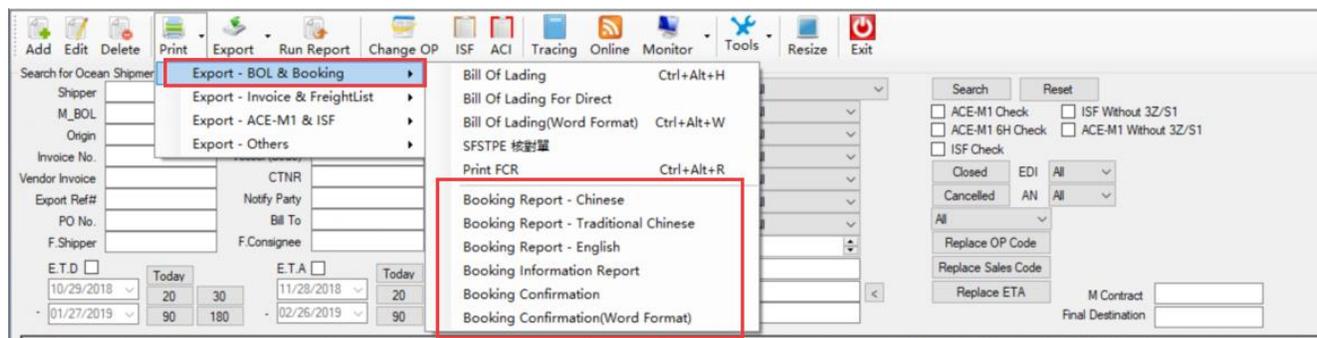
Booking Report Traditional Chinese: 繁体字格式。

Booking Report English: 适用于英文国家的通用格式。

Booking Information Report: Booking 的通用格式。

Booking Confirmation: Booking 的通用格式。

Booking Confirmation (Word Format): Booking 的通用格式。



## 打印 Booking 的步骤:

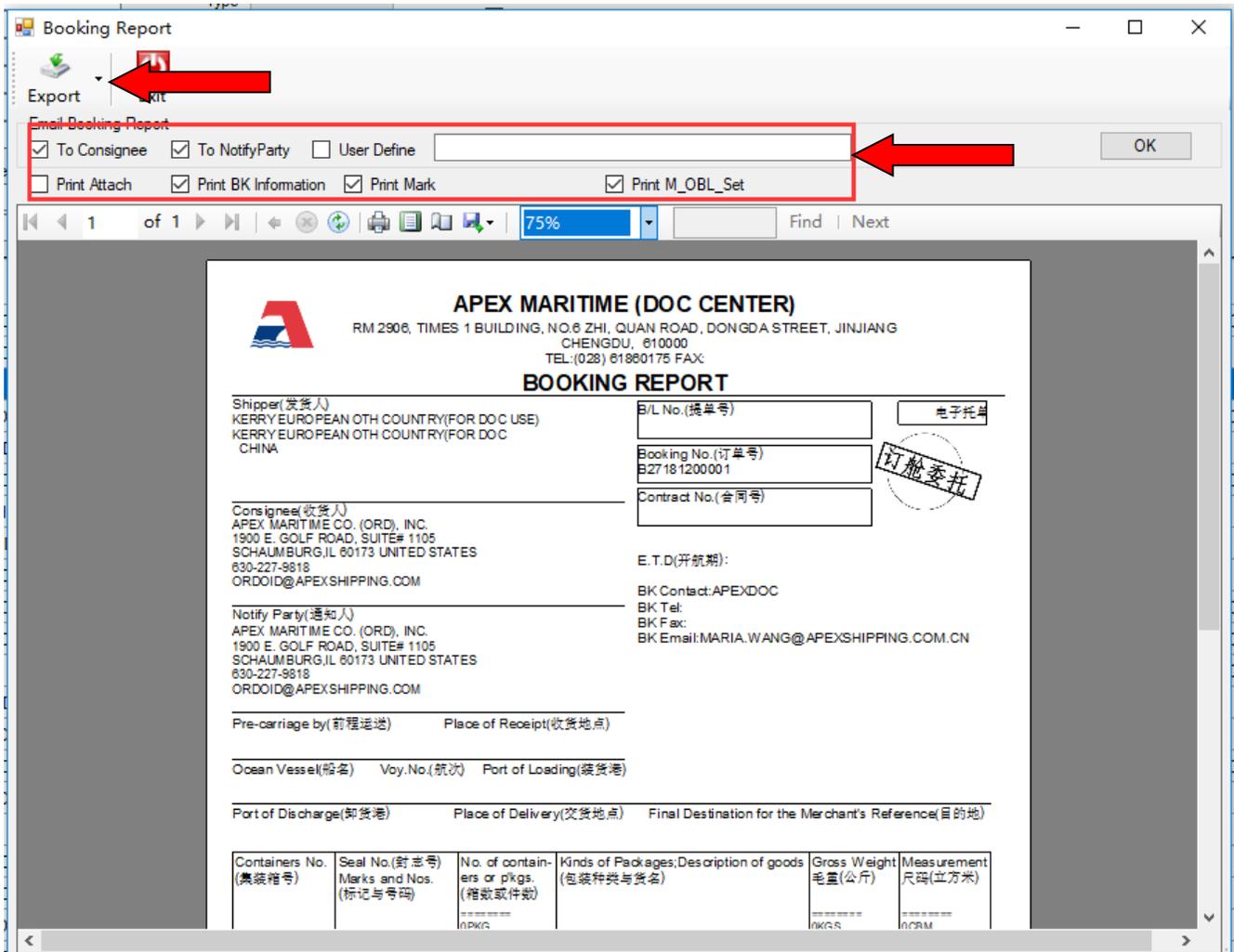
(1) 选择需要的 Booking 格式。

(2) 根据发给对象的不同, 可以 Email 给 Consignee/Notify Party, 可以根据需要, 选择 Print BK Information/Print Mark/Print M\_OBL\_set。

(3) Export 到 PDF, Excel, Word, Image。

1) 根据客户的不同需求, 选择不同的打印内容, 并分别发送给不同的客户。

2) 点击 Export 按钮, 导出到各种格式。

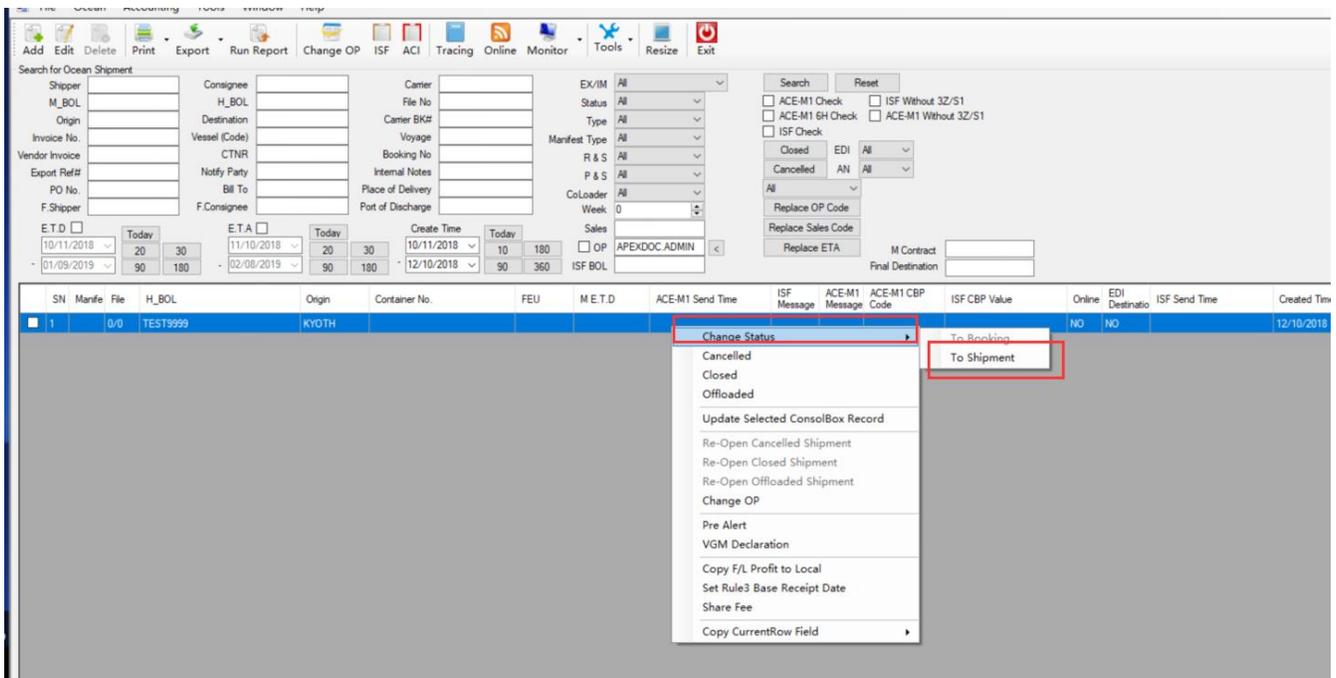


## 3.5 Ocean 介绍

### 3.5.1 创建 Ocean 的两种方法

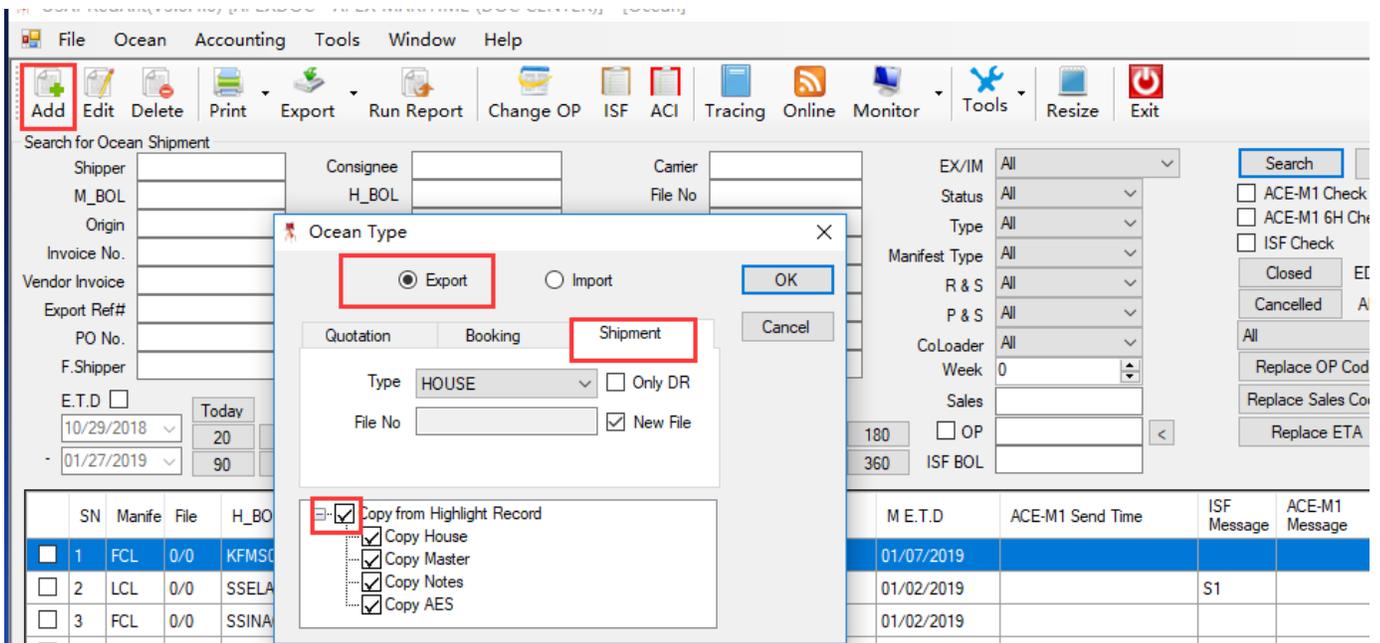
(1) Transfer Booking to Ocean。

选中需要 Transfer 的 Booking 记录，鼠标右键选择 To Shipment。

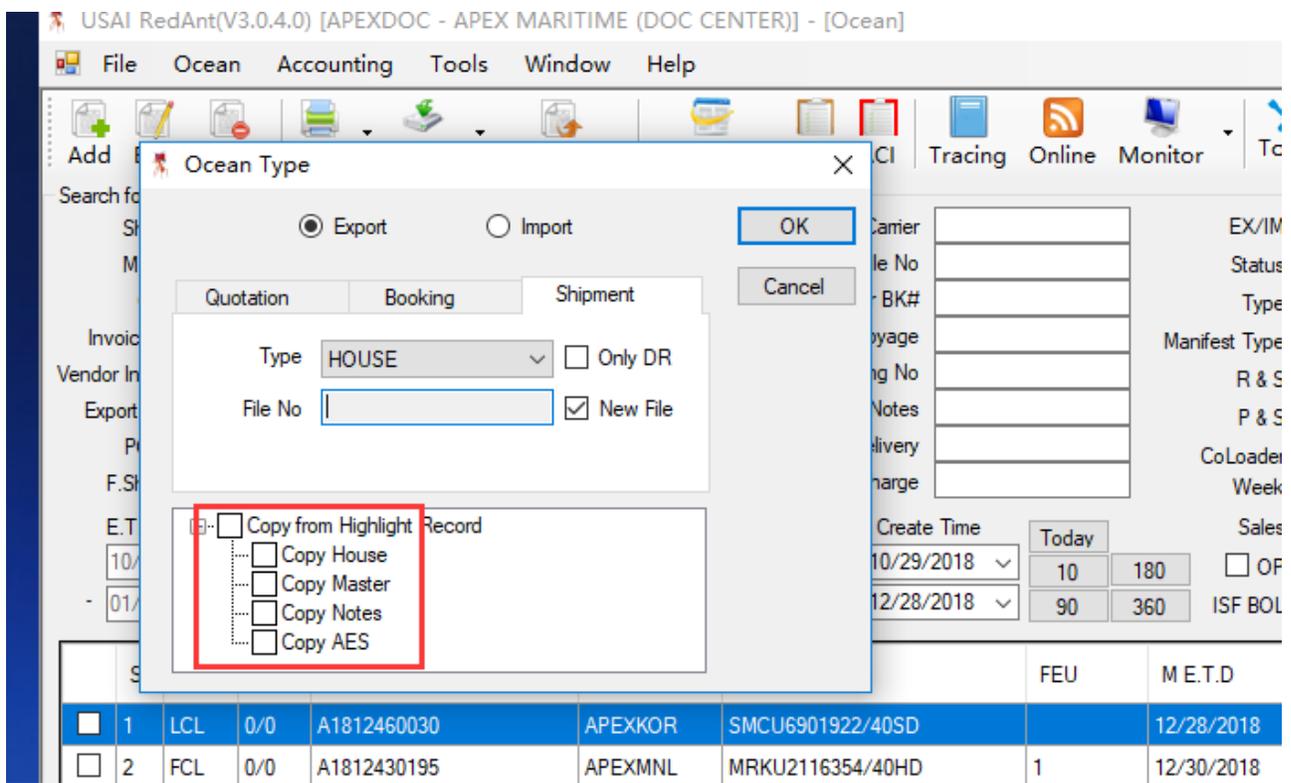


(2) 直接在 Ocean 模块下面创建新的记录。

1) 在条件区域输入相应的 Consignee/Shipper, 查找是否有历史记录可以用来 Copy。如果有, 选中这条记录, 点击 Add, 选择 Export/Shipment, 根据需要勾选下方的 Copy 选项, 点击 OK。



2) 直接在 Ocean 模块下, 点击 Add, 选择 Export/Shipment, 不 copy 任何选项 (不勾选), 点击 OK 去创建一条全新的记录。



### 3.5.2 Ocean 基本录入

#### Party Details 页面:

Origin: 站点名称, 系统默认。

Destination: 目的港 Handle Office, 由 Consignee 自动带出。

File No.:  System Gen, 勾选后可由系统自动生成, 不勾选则表示手动输入。

Sales Rep: 销售人员代码, 由 Consignee 自动带出。

OP: 美国的 OP 操作者的 Code, 由 Consignee 自动带出。

Freight: 费用, 双击 , 系统快速输入 OCF & DDC, 或者手动输入不同的值。

Terms: 点击下拉选项, 选择 Prepaid/预付, Collect/到付, Prepaid-As arranged, Collect-As arranged, s arranged, Third Party。

Following Sales: 本站跟踪此票的销售, 点放大镜进行选择。

Shipper/Consignee/Notify Party/Bill To: 点放大镜, 进入 Contact 页面, 查询后选择输入。

Bill To: 用于 Rate 页面, 应收 Customer。

选中 Consignee, 可自动带出 Destination 和 Sales Code 和 OP Code 信息。

F.S: Forwarder Shipper。

To Order : 快速输入 To Order。

ISF: 是否发送 ISF。如果 Consignee/Additional Information 标注该 CNEE 是需要送 ISF 的, 这里会默认勾选, 否则会放空白。(详见附录 ISF SOP)

Is Co Loader: 是否是 Co Load Shipment。(详见附录 Coloader SOP)

EDI To Destination: EDI 到目的地公司, 默认勾选。

EDI Other Station: EDI 到其它分公司, 点击放大镜进行选择。

EDI Log: EDI 到各分公司的历史记录。

EDI	Dest/Agent	Sales	Sales Name	Percent	Freight No
APEXORD	APEXORD			0.00	
KYOTH	KYOTH			100.00	

### Routing 页面:

ACE-M1: 是否需要发送 ACE-M1, 默认打钩。

ONLINE: 是否需要上传到网站, 默认打钩。

Statistics: 是否需要计入到各种统计报表中, 默认打钩。

Locked by Doc Center: H\_BOL/Online/Week: 这票单子已经被单证中心锁住, 如果需要修改柜号, 柜型, 请邮件到单证中心解锁, 修改完信息后如需再次保存, 请保存到新的一周。

**注意:** 单证中心每周四的早上锁住一周的全部单子信息。

Vessel Code: 船名代码。

Carrier / Vessel / Voyage / Flag / Transfer Ship / ACE-1 Vessel 资料 / F.ETD / POL E.T.D / F E.T.A / M E.T.D / M E.T.A / Place of Receipt / Port of Loading / Port of Transshipment / Last Port / Port of Discharge / ACE-M1 Discharge: 这些信息全部由选择的 Vessel Code 带出, 也可手动逐项录入。

Online E.T.A: 该柜子最新的 ETA, 由 Online 资料自动导入。

Place of Delivery: House 单上的交货地。

ACI Vessel: 点击>带出需要申报 ACI 的 Vessel 和 ACI 的 Voyage。

### Export Information 页面:

H\_BOL No: HBL#  System Gen: 可由系统生成, 也可手动输入。

ACE-M1: ACE-M1#. 如果在本票单子上发送了 ACE-M1, 这里会自动显示 ACE-M1#。

M\_BOL No: MBL#, 需要输入完整的带有船公司 4 位 SCAC Code 的号码。

Carrier Booking No: 船公司订舱号。

Service: 服务条款。

OBL Set: 提单选择 Origin Bill of Lading Required/正本提单, Telex Release/电放, Seaway Bill, OBL Surrender, Express Release。

OBL Change Date: OBL 改变日期。

Waybill Clauses: Waybill Clauses。

M.Contract:  Apex  No Apex: 如果该提单使用 Apex 的合约, 在 Apex 前的勾选框中打钩, 并在 M.Contract 里选择 Contract#。如果不是使用 Apex 的合约, 选中 No Apex。

Manifest Type: FDWR: Forwarder /FCL: 整柜/ LCL: 散货, Consol: Consol 柜。

WEEK / Statistics Year: 根据 ETD 自动带出统计周和年。

SI CutOff Date/SI cutoff Time: SI 的截关日期/时间, 由 Vessel Code 自动带出。

OnBoard Date: 上船日期, 由 Vessel Code 自动带出。

SI place of delivery: Master 送货地址。

Place of issue: 提单签发地。

BOL Release: 提单 Release 地点。

ACE-M1 Commodity: ACE-M1 品名。

SI Commodity: Master 品名。

Payable at: 付款地。

S/O#: Shipping Order。

Ocean Export -Edit HOUSE- H\_BOL:2018513275590 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : Doc.winner

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Locked by DOC Center : H\_BOL / Online / Week:

Containerized  Online  Statistics  Is Kerry Shipment ISF Message S1 ACE-M1 Message

1st Vessel  
 Vessel Code 1606101  ACE M1  IS Direct  
 Carrier APLU Vessel ARA LIVERPOOL  
 Voyage C11SAPLE  
 Flag US UNITED STATES

F.E.T.D. 11/22/2018 POL.E.T.D. 11/22/2018 F.E.T.A. 12/17/2018  
 M.E.T.D. 11/22/2018 M.E.T.A. 12/17/2018  
 Online E.T.A. Final E.T.A. ...

Transfer Ship

Carrier	MMSI	Vessel	Voyage	E.T.D	E.T.A

ACE-M1 Vessel  
 Carrier APLU Vessel ARA LIVERPOOL  
 Voyage & Other Name C11SAPLE ACE-M1 Voyage C11SAPLE  
 Flag US UNITED STATES

Place of Receipt GYN GDYNIA  
 Port of Loading GYN GDYNIA  
 Port of Transshipment  
 Last Port RTM ROTTERDAM  
 Port of Discharge LAX LOS ANGELES, CA  
 ACE-M1 Port of Discharge LAX LOS ANGELES, CA  
 Place of Delivery LAX LOS ANGELES, CA  
 Final Destination LAX LOS ANGELES, CA

Booking Information Export Information Import Information Internal Notes

Export References

H\_BOL NO 2018513275590  System Gen  
 ACE-M1 NO APLUHL0101700  
 M\_BOL NO APLUHL0101700  
 Carrier Booking NO  
 Service CY/CY  
 OBL Set Express Release  
 OBL Change Date PCS Destination  
 Waybill Clauses  
 M.Contract Apex  No Apex  
 Third Party  
 Manifest Type  FWDR  FCL  LCL  CONSOL  Empty

Week 47 Statistics Year 2018  
 SI CutOff Date SI CutOff Time 12:00  
 On Board Date 11/22/2018 FCR\_Date  
 SI Place of Delivery LAX LOS ANGELES, CA  
 Place of Issue  
 BOL Release  
 ACE-M1 Commodity ENGINEERED FLOOR  
 (PO Commodity)  
 SI Commodity  
 Payable At S/O #

## Containr 页面:

Check All: 选中全部柜子。

Export Excel: 将柜子资料导出 Excel, 见 4。

: 选择其中一条记录, 见 3。

Clause: 提单条款, 见 5。

Marks & Numbers: 唛头, 见 6。

HBL Description: HBL 的货描, 见 7。

Bulk Add 按钮: 一次性增加多条柜子记录。

Add 按钮: 只增加一条柜子记录。

Modity 按钮: 编辑修改。

Delete 按钮: 删除。

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Container 8

Check All  4 QTY 1246 KGS 21882.400 CBM 40.000 Average

3	SN	LCL	Container No	Seal No	Size	Qty	Unit	KGS	CBM	PO No	Gate In Date	L.F.D	Seal N
<input type="checkbox"/>	1	<input type="checkbox"/>	EISU1786168	EMCGGC3098	40SD	1246	BOX-BOX	21882.400	40.0000	ARM #413P			

Part Details TOTAL: ONE CONTAINER ONLY

Clauses

Clause-1 SHIPPER'S LOAD, STOW, WEIGHT AND COUNT 5

Clause-2

Clause-3

SCH\_B

Print From Here

Marks & Numbers 6

HBL Description 7

Booking Confirmation Description

Containr No: 柜号。

Size: 柜型。

Seal No: 封条号。

Quantity: 数量。

Unit: 件数单位。

Service: 服务类型。

Grs Wt: 重量。

Vol(CBM): 体积。

PO No: 客人定单号。

Invoice No: 发票号。

Item No: Item 号。

The screenshot shows a software interface for container management. The 'Basic' section is highlighted with a red box, containing the following fields:

- Container NO.: CMAU7447910
- Size: 40SD
- Seal NO.: PCC0153570
- Quantity: 12
- Unit: PKG-PACKAGE
- Service: CY/CY
- Grs Wt(Kg/Lb): 21800.000 / 48060.716
- Vol(CBM/CFT): 40.0000 / 1412.5880
- Net Wt(Kg/Lb): 0.000 / 0.000

The 'PO# & Invoice details' section is also highlighted with a red box, containing the following fields:

- PO No.: 747438-SFS
- Invoice No.:
- Item No.:
- Carton No.:
- Weight No.:

Other sections include 'Temperature', 'Non-Containerizable', 'Hazardous', and 'EDJ 300'.

注意：如果客人有特别强调需要 PO#/Invoice#/Item 号码，Doc center 会在 Contact 里标注这个客户是需要录入 PO#/Invoice/Item 的。如果 User 不录入，系统将不会允许 User 保存柜子信息。

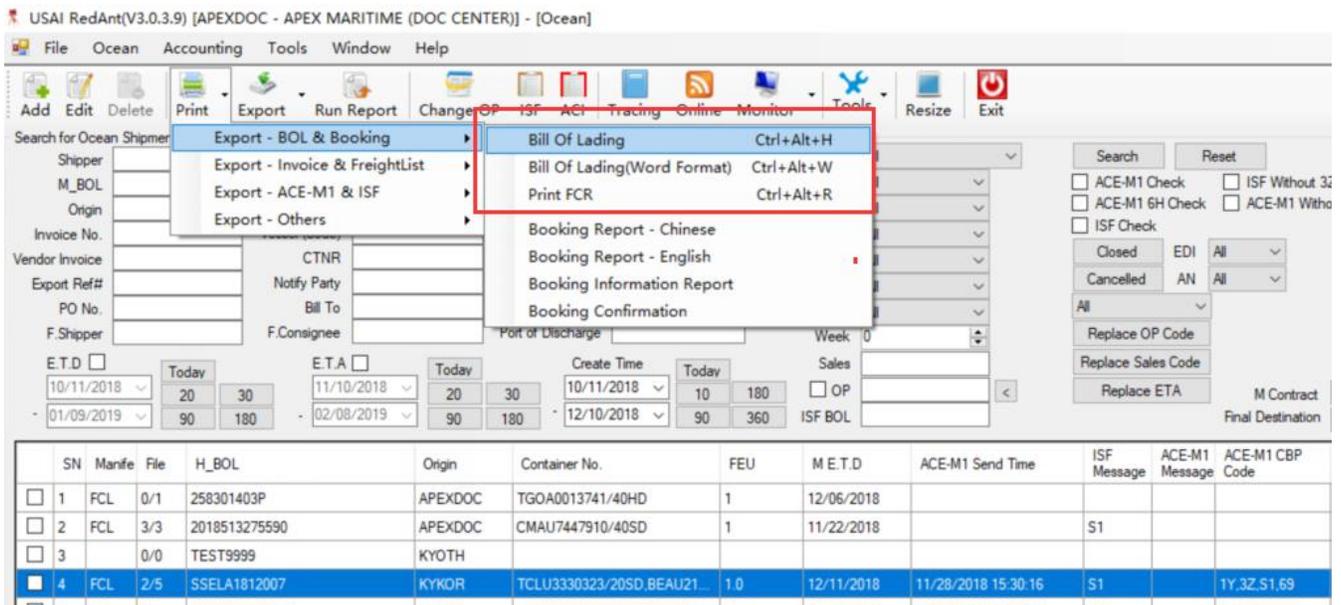
### 3.5.3 功能介绍

#### 3.5.3.1 HBL 提单的各种格式打印

Bill of Lading: PDF 格式。

Bill of Lading(Word Format): Word 格式。

Print FCR: FCR 格式。



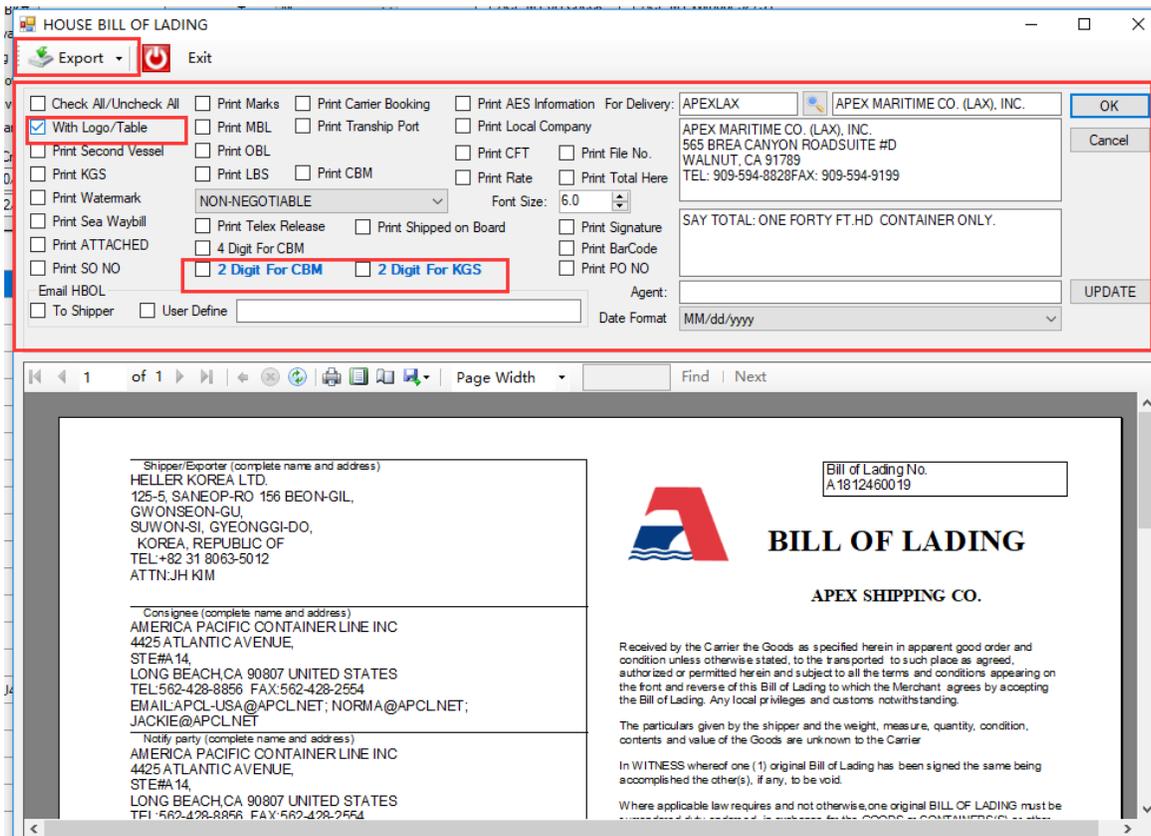
(1) HBL 打印的各种选项设置，Email 给客户。

Export: 导出到各种格式。

With Logo/Table: 生成是否标有 Apex Logo 的提单。

2 Digt For CBM/2 Digit For KGS: CBM 保留 2 位小数点，重量保留 2 位小数点。

(2) Export 到 PDF, Excel, Word, Image。



### 3.5.3.2 Master 功能介绍

#### 3.5.3.2.1 ESI 介绍

ESI 输入页面:

本页内容是根据 Party Detail/ Routing/ Container 页面的内容自动带入，可根据需要，进行人工调整。

(1) Copy from Original Copy: 从原始的 Party Detail/ Routing/ Container 页面中引入的信息。

(2) Copy/Refresh from Party Detail+Routing+Container: 之前做过 ESI，但是做了 ESI 后，Party Detail/ Routing/ Container 页面有信息更新，是否更新为最新的信息。

(3) 光标往下拉（见红色箭头），注意把资料填完整。

### ESI 发送:

(1) ESI Carrier: 点开 ESI 旁的放大镜，可检查本站可以做哪些船公司的 ESI。

(2) 打钩 Send ESI，存盘后，系统将自动发送 ESI 给船公司/ Intra/ Cargosmart。

Shipper: 由 Routing-Origin 带入。

Consignee: 由 Routing—Destination 带入。

Notify party: 由 Routing—Destination 带入。

Send Option: 默认 Doc Type=Sea Way Bill。

光标往下拉，见 1。

从 Clause 到 Place of Delivery，注意各栏位的内容是否正确。

Ocean Export - Edit HOUSE- H\_BOL:2018513275590 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : Doc.winner

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Copy from Original Copy Copy/Refresh from Party Detail + Routing + Container

Action NEW  Send ESI

Shipper \*  
APEXDOC APEX MARITIME (DOC CENTER)  
RM 2906, TIMES 1 BUILDING, NO.6 ZHI  
QUAN ROAD, DONGDA STREET, JINJIANG  
DISTRICT  
CHENGDU 610000 CHINA  
Tel (028) 61860175 Fax  
Email Contact

Consignee \*  
APEXLAX APEX MARITIME CO. (LAX), INC.  
565 BREA CANYON ROAD  
SUITE #D  
WALNUT, CA 91789 UNITED STATES  
Tel 909-594-8828 Fax 909-594-9199  
Email LAXOID@APEXSHIPPING.COM Contact VINCENT/STEVE

Notify Party \*  
APEXLAX APEX MARITIME CO. (LAX), INC.  
> 565 BREA CANYON ROAD  
SUITE #D  
WALNUT, CA 91789 UNITED STATES  
Tel 909-594-8828 Fax 909-594-9199  
Email LAXOID@APEXSHIPPING.COM Contact VINCENT/STEV

Send Option  
 Doc Type = Original 3  
 Doc Type = Original Copy 3  
 Doc Type = Sea Waybill 1

Freight Payable At

BK Contact  
Contact APEXDOC  
Tel Fax  
Email MARIA.WANG@APEXSHIPPING.COM.CN

Forwarding Agent  
APEXDOC APEX MARITIME (DOC CENTER)  
RM 2906, TIMES 1 BUILDING, NO.6 ZHI  
QUAN ROAD, DONGDA STREET, JINJIANG  
DISTRICT  
CHENGDU 610000 CHINA  
FMC CHB

Container  
QTY 12 KGS 21800.000 CBM 40.000

SN	LCL	Container No	Size	Grs Kgs	CBM	QTY	Unit	Seal No	Commodity	H_BOL
1		CMAU7447910	40SD	21800.000	40.0000	12	PKG-PACKAGE	PCC0153570		2018513275590

Ocean Export -Edit HOUSE- H\_BOL:CMDUHBG1291339 - Added By : doc.becki - Controlled By: doc.becki - Updated By : doc.becki

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Tel 630-227-9818 Fax 630-227-9808 CHENGDU 610000 CHINA

Email ORDOID@APEXSHIPPING.COM Contact IMPORT DEPT FMC CHB

Update Cancel

Container

QTY 32 KGS 13820.800 CBM 15.831

SN	LCL	Container No	Size	Grs Kgs	CBM	QTY	Unit	Seal No	Commodity	H_BOL
1		TCLU3962074	20SD	13820.800	15.8310	32	PCS-PIECES	G4265145		CMDUHBG1291...

Import From Container Merge Split Modify Delete

Clause-1 01=Shipper's Load and Count

Clause-2

Service CY/CY Terms COLLECT

Forwarder Reference 2718120223 < File No

Carrier Booking No

Carrier CMDU Contract No

Vessel CMA CGM LOIRE Voyage 0TU4HS1MA

Commodity

Flag MT MALTA AND GOZO

Place of Receipt CMB COLOMBO

Port of Loading CMB COLOMBO

Port of Discharge NYC NEW YORK, NY

Place of Delivery

Remark to Carrier AS ADDRESSSED

1

1

ESI Carrier: 双击放大镜，查看本站的哪些船公司可以发送 ESI。

Ocean Export -Edit HOUSE- H\_BOL:CMDUHBG1291339 - Added By : doc.becki - Controlled By: doc.becki - Updated By : doc.becki

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

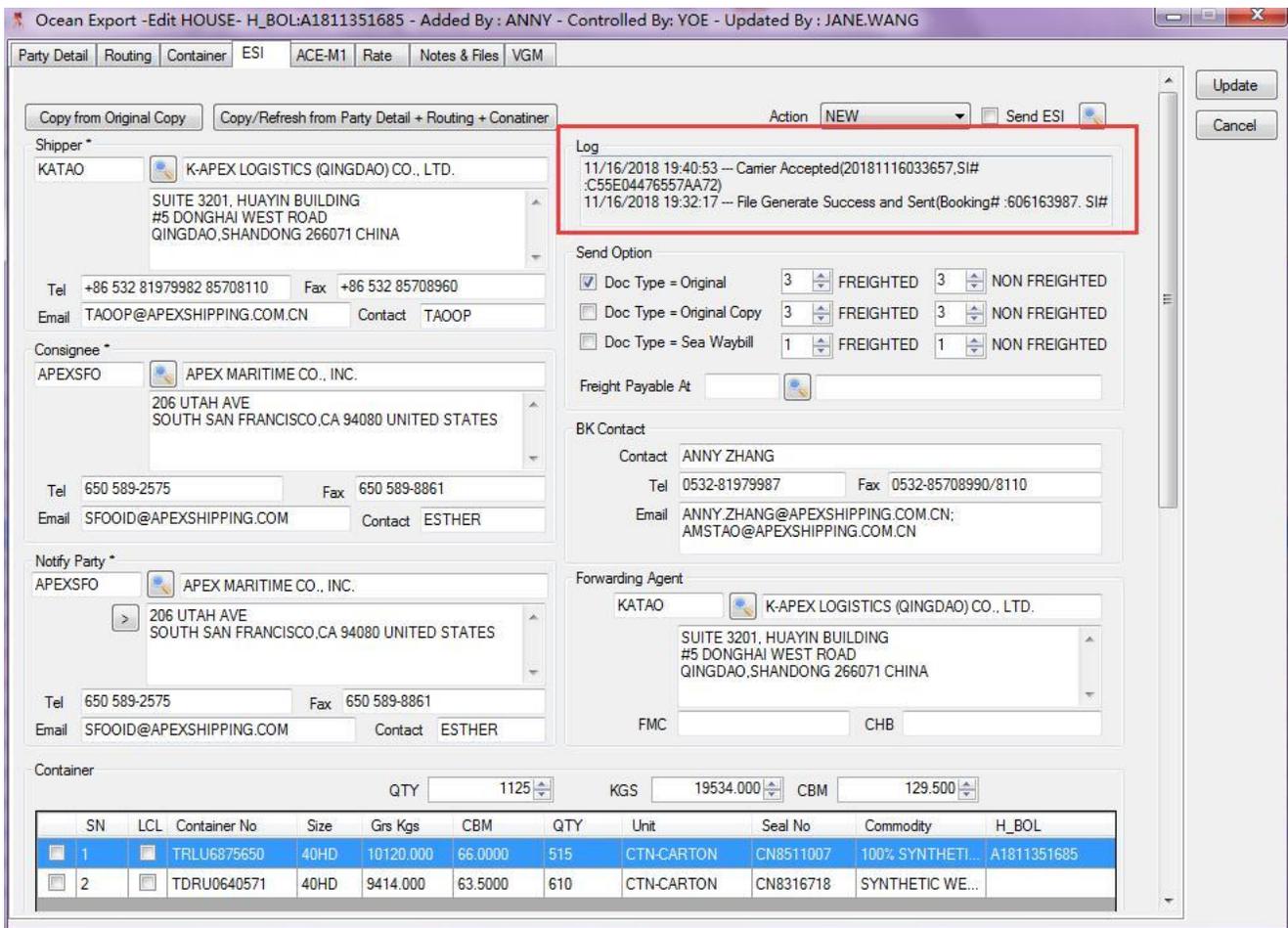
Copy from Original Copy Copy/Refresh from Party Detail + Routing + Conatiner Action NEW Send ESI

Shipper \* Log

EDI Carrier

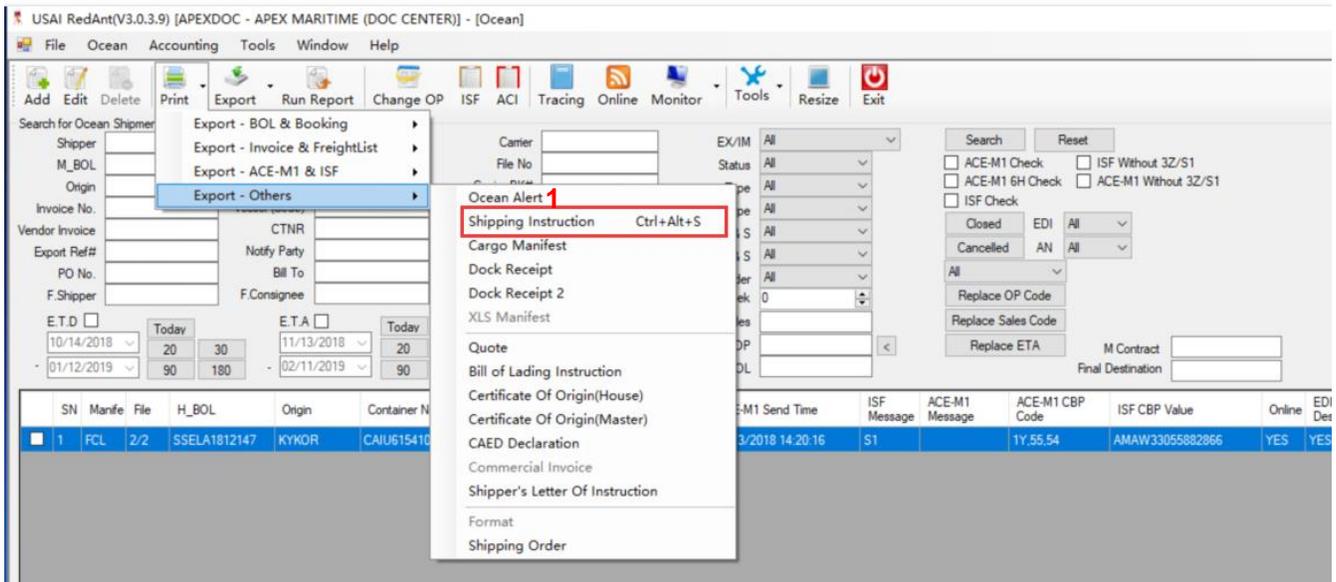
eSI EDI By	VGM EDI By	SCAC	Company	Address 1	Address 2	Address 3	Address
		ANNU	ANL CONTAINER LINE PTY LIMITED				
		CMDU	COMPAGNIE MARITIME DAFFRETE...				
		COSU	COSCO CONTAINER LINES	No.378, Dong Da Ming Road			
		DAAE	DELMAS AMERICA AFRICA EUROP...				
		EGLV	EVERGREEN STAR HONG KONG L...				
		HLCU	HAPAG-LLOYD TAIWAN	11F,285,CHUNG HSIAO E...			
		KKLU	KAWASAKI KISEN KAISHA LTD	Hibiya Central Bldg.	2-9 Nishi-Shinbas...	Minato-ku	
		OOLU	ORIENT OVERSEAS CONTAINER LI...	31/F, Harbour Centre	25 Harbour Road...		
YMLU	YMLU	YMLU	YANG MING LTD	271 Ming De 1st Road	Cidu District		
		ZIMU	ZIM LINE CONTAINR	9 Andrei Sakharov St. Matam	Scientific Industri...	P.O.B 1723	

ESI 回执:



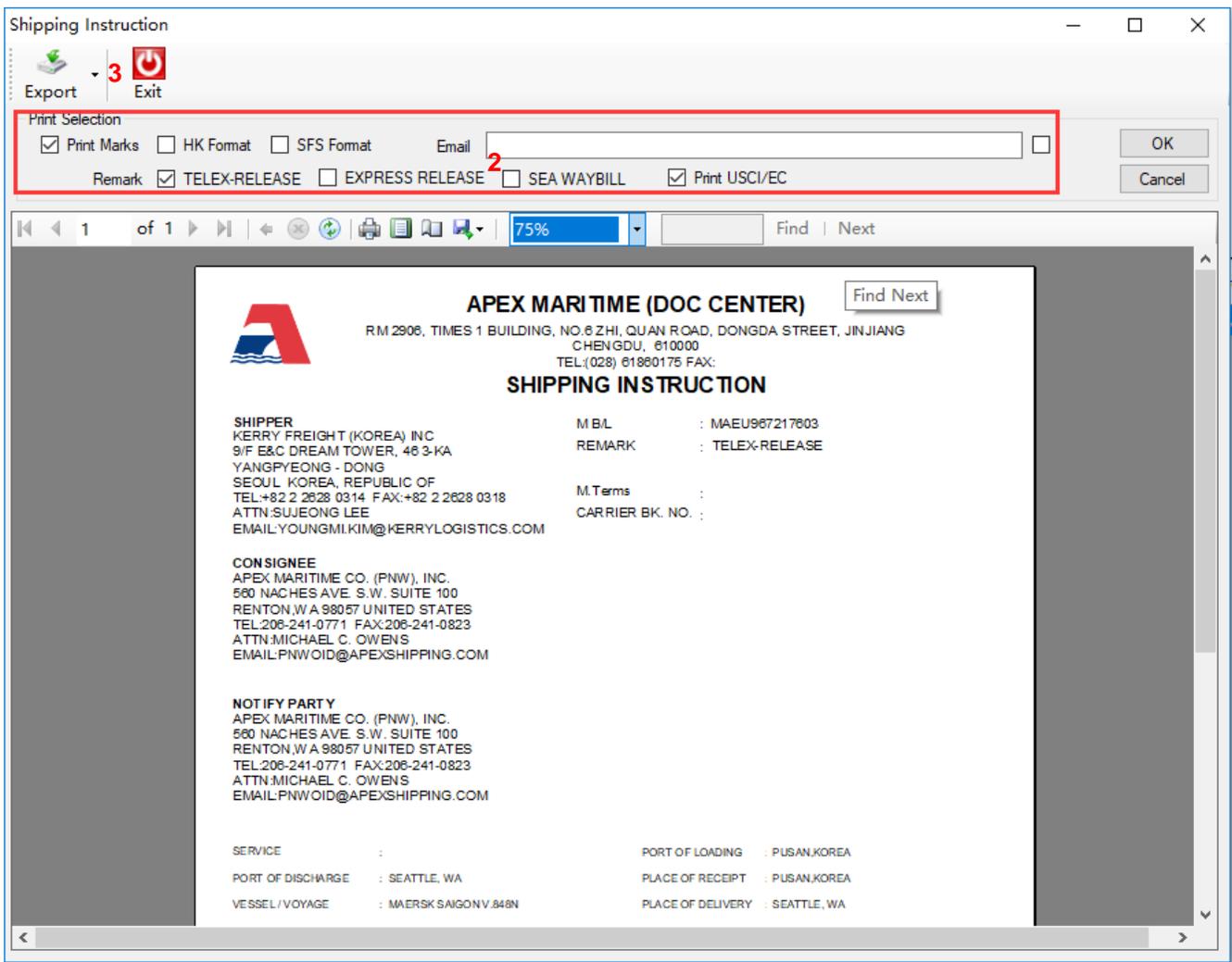
### 3.5.3.2.2 Master 打印功能介绍

(1) 路径: Print→Export Others→Shipping Instruction。



(2) Print Selection: 根据客户的需要, 选择不同的打印格式打印或邮寄给客户。

(3) Export: 导出到各种格式。



### 3.5.4 ACE-M1 发送

**ACE-M1(AMS): Automated Manifest System** 按美国海关的规定，即所有至美国货物或经美国中转至第三国货物都必须在装船前二十四小时向美国海关申报。要求最接近直接出口商的货代发送 **ACE-M1** 资料。**ACE-M1** 也叫做 24 小时舱单预报，也叫做美国海关反恐舱单。

路径：Ocean Shipment→选择需要送 ACE-M1 的提单→双击进入 Shipment EDIT 状态→选择 ACE-M1 页面。

资料录入页面：

系统会根据 Party Detail/Routing/Container 页面的输入，自动带入 ACE-M1 需要发送的相关栏位的资料。

**ACE-M1 Preview:** 预览 ACE-M1 内容。

**Check All/Uncheck All to Send ACE-M1:** 选择是否送 ACE-M1，系统将自动发送 ACE-M1。

**Log:** ACE-M1 回执 Log。

**Add 按钮:** 新增 ACE-M1。某一个 House，需要发送多条 ACE-M1，可以点 Add 进行无限制增加。

**Modify 按钮:** 编辑修改。

**Delete 按钮：**删除 ACE-M1 记录。如果已经发送给美国海关的 ACE-M1，不能直接 Delete，只能用 Action/Del 发送给美国海关。

The screenshot shows the 'ACE-M1 Vessel' section with the following details:

Vessel Code	1812023	E.T.D.	12/11/2018	E.T.A.	12/28/2018
Carrier	EGLV	Last Port	KAO	KAOHSIUNG	
Vessel	EVER SIGMA	Place of Receipt	PUS	PUSAN,KOREA	
ACE-M1 Voyage	0191E	Port of Loading	KAO	KAOHSIUNG	
Flag	US	Port of Discharge	TCM	TACOMA, WA	

The 'ACE-M1 List' section shows a table with the following columns: SN, Is ACE-M1, System Ready, Is Sent, H\_BOL, M\_BOL, Is Sync, Shipper\_Name, Consignee Name, Notify Party Name, Marks, and Comments. The first row is highlighted in blue.

SN	Is ACE-M1	System Ready	Is Sent	H_BOL	M_BOL	Is Sync	Shipper_Name	Consignee Name	Notify Party Name	Marks	Comments
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SSELA1812007	EGLV040800332...	<input type="checkbox"/>	DSK CORPORA...	METROPOLITA...	METROPOLITA...	AS ADDRESSED	PVC F

Below the table, there is a checkbox labeled 'Check All/Uncheck All To Send ACE-M1' and buttons for 'Add', 'Modify', and 'Delete'. A red arrow points to the 'Delete' button. On the right side, there is a button labeled 'ACE-M1 Preview' with a red box around it and the number '3' below it.

The 'Log' section contains the following entries:

```
12/10/2018 @ 14:22:00 - 1Y (FOR ENTIRE HBOL) MVOC - NVOC BL MATCH ( EVER SIGMA )
12/06/2018 @ 10:30:00 - 1Y (FOR ENTIRE HBOL) MVOC - NVOC BL MATCH ( EVER SIGMA )
12/05/2018 @ 13:00:00 - 1Y (FOR ENTIRE HBOL) MVOC - NVOC BL MATCH ( EVER SIGMA )
11/28/2018 @ 15:33:22 - CBP ACCEPTED( EVER SIGMA )
11/28/2018 @ 15:33:00 - 3Z (FOR ENTIRE HBOL) SECURITY FILING ON FILE ( EVER SIGMA )
11/28/2018 @ 15:33:00 - 69 (FOR ENTIRE HBOL) BILL ON FILE ( EVER SIGMA )
11/28/2018 @ 15:33:00 - S1 (FOR ENTIRE HBOL) BILL ON FILE ( UNKNOWN )
11/28/2018 @ 15:29:14 - SENT @: 2018-11-28 02:31:14( EVER SIGMA )
```

### ACE-M1 Add or Update 页面：

**Amend Action:** New，发送或修正 ACE-M1。Del，删除 ACE-M1 的申报。

**Is Sync** ：选择 ACE-M1 页面的内容是否和 Party Detail/Routing/Container 页面输入的内容同步。勾选，表示所有的信息来自于前面的输入；取消，则可进行手动修改。

**BOL Ref:** OL-Split Bill and OB-Normal，Default is OB。OL-分单，OB-正常单子。一般情况下，系统默认 OB。

**H\_BOL:** 如果选择分单功能，则输入之前已经发送并被 CBP 接受的 ACE-M1 BOL#。（详见附录分单功能介绍）

**Import From Container:** 从 Container#页面导入资料。

**Add:** 手动添加柜子信息。

**Modify:** 修改柜子信息。

**Delete:** 删除柜子信息。

### ACE-M1 注意事项:

(1) 不能漏发和晚发。

(2) 1Y 只是你发的 MBOL 和船公司的 MBOL 匹配了，其它内容也要一致。

(3) HBOL 是美国海关对于 ACE-M1 的标识，只要已经发了 ACE-M1 的 HBL#, 就不能修正 HBL#, 否则海关会认为这是一票全新的 ACE-M1 申报。

### 3.5.5 ISF 功能

路径: Ocean 主页面→ISF。Ocean Shipment By 页面, 选择需要发 ISF 的记录, 点击 ISF, 进入 ISF 的发送页面。

SN	Origin	H_BOL	M_BOL	Contract	Consignee	Shipper	M.E.T.D.	E.T.A.	ACE-M1	ISF CBP Value	ACE-M1	ISF	EDI Destination
1	KYCEB	SCEBZ0020062	EGLV061800050420	SC73773	JENSEN LEISURE FURNITURE LLC	WOVEN FURNITURE ...	11/14/2018	12/16/2018	11/07/20...				YES

系统会根据你在 Consignee/Shipper 中输入的内容, 自动带出上一票的申报记录的资料。依次检查各个栏位内容, 以及 HTS 页面的内容是否正确。

Preview: ISF 内容预览。

Send ISF, 选中该勾选框, 点 Update, 系统会自动的把 ISF 发送给海关。

HTS/Reference/Log 输入页面。

ISF No: ISF27190120269  Send ISF

Party Details HTS /Reference /Log

Harmonized Traffic Schedule - Required

SN	HTS Code	HTS Description	Manufacturer	Origin Country
1	852852	Capable of direct...	D&T INC.	KR

References - Required

SN	Reference Code	Reference
1	FC	AMAW

Log

Unlock Save Cancel Preview

Log: 海关日志。

ISF No: ISF27181220122  Send ISF

Party Details HTS /Reference /Log

BOL Code: BM-House Bill of Lading  
AMS Bill of Lading: AMAWSCEB20020062  
ISF Type: 10+2  
Action: A-Add  
Action Type Code: CT-Complete Transaction  
Shipment Type Code: 01-Standard or regular filings  
ISF Importer Code: EI-Internal revenue Service(I)RS) Number-NN-NNNNNNNXX  
ISF Importer No.:  
Vessel Operator SCAC: EGLV  
Email: AMS@APEXSHIPPING.COM.CN

DOB: \*Required for Passport  
Passport Country:  
Use ISF Bond:  If Yes, V1&SBN are required in additional references.  
ISF-Bond Holder:  
ISF-Bond Activity: 01-Importer or Broker  
ISF Bond Type: 8-Continuous  
Foreign Port: \*1SF(5+2)  
Foreign Delivery: \*1SF(5+2)  
ISF\_Status:  
ISF TransactionNum:

Parties Details - Required

SN	Type	Contact ID	Company	Entity Iden Code	EnTity Iden	Address_1	Address_2	Address_3	Address
1	LG								
2	CS								
3	SE								
4	ST								
5	BY								
6	CN								
7	MF								

Unlock Save Cancel Preview

各栏位介绍:

BOL Code: OB-Ocean Bill of Lading, BM-House Bill of Lading。系统默认 BM, 船公司用 Master#来发送的 ACE-M1, 选择 OB, 其它选择 BM。

AMS Bill of Lading: 完整的 ACE-M1 单号, 由 SCAC Code+HBL#组成。

ISF Type: 10+2 /5+2 根据发送的需要, 选择是 10+2 还是 5+2。

Action: A-Add 新增, D-Delete 删除, R-Replace 修正。

Action Type Code: 默认 CT-Complete Transaction。

Shipment Type code: 默认 01-Standard or Regular Filings。

ISF Importer Code: 默认 EI-Internal Revenue Service(IRS) Number。可根据客人提供的不同号码而进行不同的选择, 注意格式。

ISF Importer No: 根据 Importer Code, 写出 Import No 的号码。

DOB: Date of Brith。Import Code 的地方选 Passport, 这里需要填 DOB。

Passport Country: 护照的国家, 同上。

ISF Bond Holder: ISF Bond Holder。

ISF Bond Activity: 默认 01。

ISF Bond Type: 默认 Continous。

Foreign Port/Foreign Delivery: ISF5+2 使用。

ISF Status/ISF Transaction Number: 系统自动。

### ISF10+2 输入申报步骤:

- (1) 依次在红色方框内输入相关资料。
- (2) 输入 Party Detail 资料。
- (3) 进入 HTS/Reference/Log 页面, 输入 HTS Code。

ISF (10+2) Filing - H\_BOL: SSELA1812007 - Edit

ISF No: ISF27181119583  Send ISF

Party Details HTS /Reference /Log

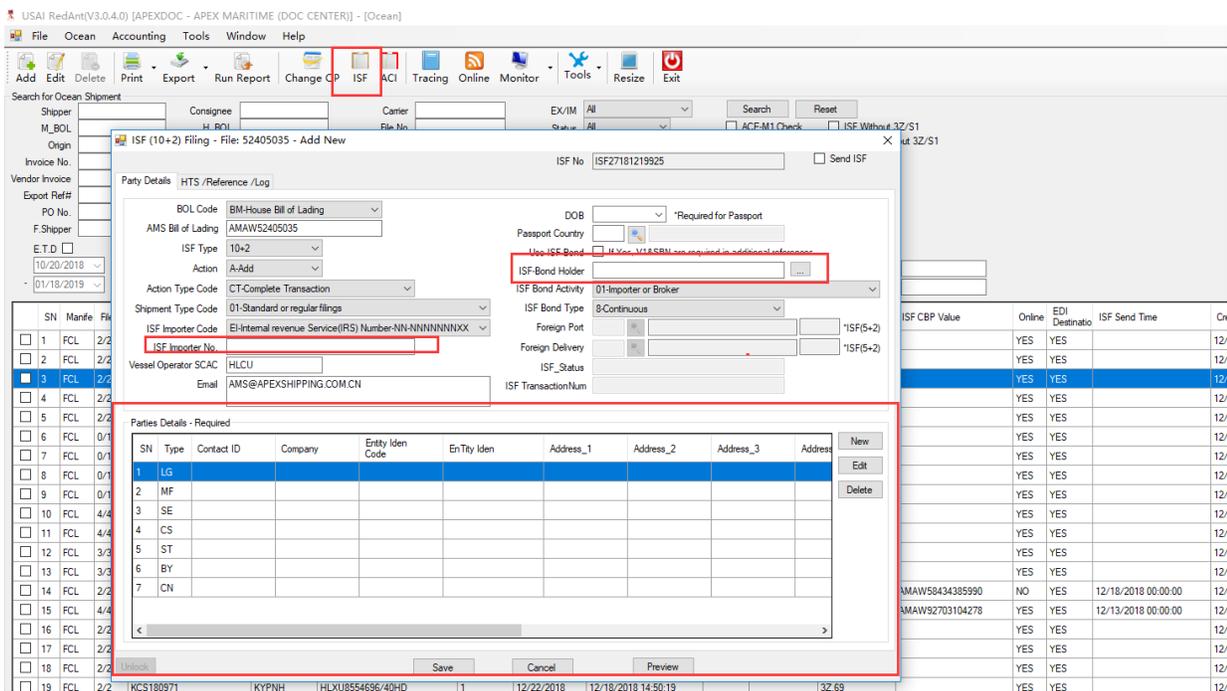
Harmonized Traffic Schedule - Required				
SN	HTS Code	HTS Description	Manufacturer	Origin Country
1	391810	FLOOR COVERI...	DSK CORPORA...	KR

References - Required		
SN	Reference Code	Reference
1	FC	AMAW

Log

```
11/28/2018 @ 15:33 -- = ISF ACCEPTED
11/28/2018 @ 15:33 -- S1 = (FOR ENTIRE HBOL) BILL ON FILE ( UNKNOWN )
11/28/2018 @ 15:33 -- 3Z = (FOR ENTIRE HBOL) SECURITY FILING ON FILE ( EVER SIGMA )
11/28/2018 @ 15:29 -- = SENT
```

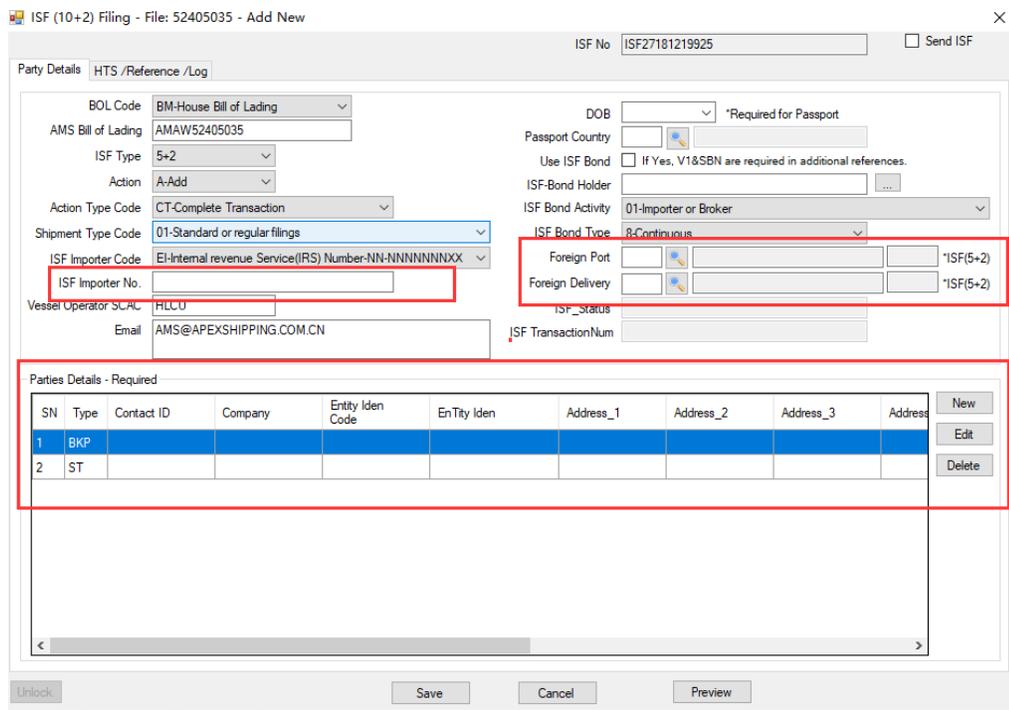
(4) 回到 Party Detail 页面检查，没有问题，勾选  Send ISF，点击 Send，系统将会自动发送 ISF。



### ISF5+2 输入画面：

红色方框需要 User 手动输入。

申请步骤同 ISF10+2。



### ISF10/ISF5 介绍：

#### (1) ISF10+2

进口安全申报（Importer Security Filing）10+2 申报，实为 ISF 申报的一个俗称。即进口安全申报（Importer Security Filing）和运送人附加要求，要求美国进口商（10 项申报内容）和船公司（2 项申

报内容），必须在货物装船前二十四小时，通过 ACE-M1 或 ABI 系统将电子申报数据送入美国海关。在 ISF 申报操作方面，进口商可以委托其信任的海外代理代为申报。

申报时间：装船前 24 小时。

申报项目：

- 1) Seller
- 2) Buyer
- 3) Importer of record number / foreign trade zone applicant identification number
- 4) Consignee number(s)
- 5) Manufacturer (or supplier)
- 6) Ship to party
- 7) Country of origin
- 8) Commodity Harmonized Tariff Schedule (HTS-US) number
- 9) Container stuffing location
- 10) Consolidator name and address

#### (2) ISF5+2

对于过境美国港口的货物（FROB 货物）及经美国港口转运至其他国家的货物（IE 和 T&E 货物），客户必须在 ACE-M1/ACI 截单时间之前提供 ISF5 项申报内容。

申报时间：装船前 24 小时。

申报项目：

- 1) Booking party: 原始订舱方。
- 2) Foreign port of unloading: 国外卸货港。
- 3) Place of delivery: 交货地。
- 4) Ship to party: 在目的地国家清关后，第一接收到货物的人或地点。
- 5) Commodity HTSUS number (6 digit level): 美国海关税则编号（6 位）。

ACE-M1/ISF 状态的控制方法，见附录 ACE-M1/ISF Redant Status Control。

### 3.5.6 ACI 功能

路径：Ocean 主页面→ACI。选择需要发 ISF 的那条记录→点击 ACI→进入 ACI 的发送页面。

SN	Origin	H_BOL	M_BOL	Contract	Consignee	Shipper	M.E.T.D	E.T.A	ACE-M1 Send Time	ISF CBP Value	ACE-M1 Message	ISF Message	EDI Destination
1	KYCEB	SCEB20020062	EGLV061800050420	SC73773	JENSEN LEISURE FURNITURE LLC	WOVEN FURNITURE ...	11/14/2018	12/16/2018	11/07/20...				YES

系统根据 Ocean 里输入的资料，自动带出需要发送的 ACI 信息，依次补齐缺失的信息。

Is Send: 选中该勾选框，点击 Update，系统会自动把 ACI 发送给加拿大海关。

ACI Log。

各栏位介绍：

系统标注\*的栏位需要录入，非\*，可以忽略。

CCN(HBOL#): 9FFL—Apex 的 ACI code。

Location Qualifier: City—系统默认。

Carrier CCN(MBOL#): Carrier MBL#，不同的船公司，前缀不一样。

Manifest Type: Import—默认。

Application Type: Imported Goods—默认。

Location Identifier: 城市名全写。

Country Code: 国家代码。

**Party Information 页面:**

系统根据 Ocean 中 Party Detail 的输入，自动带出，可手动修改。

**Party Information** (The state, zip and city are mandatory when country is USA or Canada.)

SN	Contact ID	Type	Company *	Address1 *	City	State	Zip	Country *	Address2	
1	METHAR36002	CN	METROPOLITAN HARDW...	8106 S.216TH STREET	KENT	WA	98032	US		Add
2	DSKCOR27001	SH	DSK CORPORATION	SHINKO BLDG. 5-4, KOISH...	TOKYO		112-00...	JP	4-CHOME BL	Edit
										Delete

## Container Information & Log 页面:

根据 Ocean Containr 页面输入的信息，系统会自动带入，也可手动修改。

Log: 加拿大海关返回的日志。

如果你在发 ACI 时，返回码为 461，请改用 Original 重发。这是一个新的提示。

**Container & Log**

SN	Container Initial	Container Number	Seal No.1	Seal No.2	Seal No.3	Seal No.4	Seal No.5	Seal No.6
1	CAIU	6154108	KR4094571					

**Log**

```

12/13/2018 17:23:00 @ SU SU - SUPMATCH
12/13/2018 17:23:00 @ 06 06 - Confirmation
12/13/2018 17:22:00 @ 997(311)-ACCEPTED ( MAERSK SAIGON )
12/13/2018 17:20:33 @ 311-SENT @ 12/13/2018 01:20:33( MAERSK SAIGON )
12/10/2018 17:24:00 @ SU SU - SUPMATCH
12/10/2018 17:24:00 @ 06 06 - Confirmation
12/10/2018 17:23:00 @ 997(311)-ACCEPTED ( MAERSK SAIGON )
12/10/2018 17:21:01 @ 311-SENT @ 12/10/2018 01:21:01( MAERSK SAIGON )

```

ACI 输入申报步骤:

(1) 依次在标有\*的栏位框内输入相关资料。

(2) 输入 Party Detail 资料。

(3) 进入 Container Information & Log，检查带入的柜子信息是否正确。

(4) 回到 B/L Information & Party Information 页面，勾选 Is Send，系统将会自动向加拿大海关申报 ACI。

ACE-M1/ISF/ACI 状态控制及各种 Error 状态的解决方法，见附录。

ACE-M1/ISF/ACI Status Online Control 有各种 Error 状态的解决方法。

## 4 Accouting

路径：Ocean Export→Rate。

The screenshot shows a software interface for editing a bill of lading (BOL) for an export. The title bar indicates the document is for 'HOUSE' and is controlled by 'Doc.winner'. The 'Rate' tab is active, showing various shipping parameters. Key fields include File#, MBo#, HBo#, and CBooking. The consignee is 'JENSEN LEISURE FURNITURE LLC' and the shipper is 'WOVEN FURNITURE DESIGNS, INC.'. The vessel is 'EVER LOTUS' with voyage '0966E', and the destination is 'NORFOLK, VA'. The form also displays financial data such as Revenue, Expense, and Base Profit (RMB 0.00).

### 4.1 主画面介绍

提单基本资料区：由系统自动带出。

应收输入区：需要 User 输入。

应付输入区：需要 User 输入。

费用统计区：费用统计区会根据 User 输入的内容自动算出本币利润以及各个客户汇总金额等项目。

### 4.2 Rate 三种类型

**Freight List:** 本站与其它站点/Agency 的 Profit Share 部分费用详细说明。

**Local:** 本站内部帐。

**INTL:** 本站香港公司的帐（只有在香港有分公司的站点才需要做，没有的不需要做）。

Ocean Export -Edit HOUSE- H\_BOL:SMNLM0020300 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : apexdoc.admin

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Tools Print Copy Others Template Ready to notify accounting!

File#: 2719010011 MBo#: MAEU967368385 HBo#: SMNLM0020300 CBooking: M:  ALL  Local  Freight List  Intl.

Consignee: ANHING CORPORATION Export HOUSE File Sales/Our OP: [S08] HADDEN OU / DOC.WINNER  
 Shipper: MARIGOLD MANUFACTURING Following Sales:  
 Notify: ANHING CORPORATION Vessel/Voyage: MAERSK ENSENAI 901N ETD: 01/06/2019 Destination: LOS ANGELES, CA  
 PO No(s): Container Infor: 1X20SD Weight: 10833.270(KGS) Volume: 29.3800(M3) Camer: MAEU

Revenue: (RMB) 3,500.00 Expense: (RMB) 2,150.00 Base Profit:  
 OEREAR19010001 RMB 3,500.00 (ANHCOR28001) ANHING OEEEXP190100... RMB 2,150.00 (MAEU38001) MAEU RMB 1,350.00

Copy Delete Detach Refresh Tools History Help

	T	RType	PT	Sun	Prov?	Customer ID	Customer	AR Code	AR	Shortcut	Print Description
2	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION		TRU	TRU	TRUCKING FEE
	<input type="checkbox"/>	F Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	50000	AMS	AMS	AUTOMATED MANIFEST
▶4	<input checked="" type="checkbox"/>	F Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	50000	OCF	OCF	OCEAN FREIGHT
*5	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						

Copy Delete Detach Refresh Tools History Help

	T	RType	PT	Sun	Prov?	Vendor ID	Vendor	AP Code	AP	Shortcut	Print Description
1	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU	60200	OCF	OCF	OCEAN FREIGHT
2	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU		TRU	TRU	TRUCKING FEE
3	<input type="checkbox"/>	F PO(+)	CC	<input type="checkbox"/>	<input type="checkbox"/>	STLUTA	STARLINK FREIGHT SYS...	60200	AMS	AMS	AUTOMATED MANIFEST SY
▶4	<input checked="" type="checkbox"/>	F PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	60200	OCF	OCF	OCEAN FREIGHT
*5	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						

Release All Revenue Note: LOCAL NOTE:  
 Release All Expense F/L NOTE:  
 Notify Accounting  Local Verify  F/L Verify

Release:  Not Release Post:  Not Post

## 4.2.1 Freight List

选择 Rate 类型: Freight List→分别在应收和应付输入区输入相关的费用。

注意: 黄色底纹为必须输入的地方, 依次输入。

PT: PP-Prepaid (预付), CC- Collect (到付)。

Customer: 客户名称, 根据 PP/CC 自动带出 Customer 是本站还是 Agency 的站点。

AR code: AR 代码, 财务设置, 由系统自动带出。

AR: Account Receivable (应收账款), 三字代码。如果不知道代码是什么, 双击进入 AR 查询界面, 在 Description 中输入费用名称, 选择 Code。如果找不到, 请邮件到 [ams@apexshipping.com.cn](mailto:ams@apexshipping.com.cn) 创建。

Short cut: AR 简写, 由 AR 自动带出。

Print Description: AR 描述, 由 AR 自动带出。

Unit: 费用单位。ACE-M1 是根据一票一票的单子来录入的, 其它的是根据 CNTR。

Qty: 数量, 系统会默认算出。

Curr: 货币类型。

Unit Price: 单价。

Ex Rate: 汇率, 由财务设置。

Amount: 总价，由系统自动算出。

S: 是否需要 Share，系统默认 Share。

P: 是否需要打印，系统默认 Print。

	T	RType	PT	Customer ID	Customer	AR Code	AR	Shortcut	Print Description	Ur	
1	<input type="checkbox"/>	F	Invoice(+)	PP	APEXDOC	APEX MARITIME (DOC CE...	50000	OCF	OCF	OCEAN FREIGHT	CT
2	<input type="checkbox"/>	F	Invoice(+)	PP	APEXDOC	APEX MARITIME (DOC CE...	50000	AMS	AMS	AUTOMATED MANIFEST SYSTEMS	CT
3	<input type="checkbox"/>	F	Invoice(+)								
4	<input type="checkbox"/>										

	T	Unit	Qty	Curr	Unit Price	EX Rate	Amount	S	P	Invoice Date	Terms	Due Date	Custom	
1	<input type="checkbox"/>	F	CTNR		1.0000	USD	3000.000	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/06/2019	COD	01/06/2019	
2	<input type="checkbox"/>	F	CTNR		1.0000	USD	25.000	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/06/2019	COD	01/06/2019	
3	<input type="checkbox"/>	F			0.0000		0.000	0.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/06/2019		01/06/2019	
4	<input type="checkbox"/>				0.0000		0.000		<input type="checkbox"/>	<input type="checkbox"/>				

## AR 查询界面

Accounting - OP Rate Code Maintenance

Search For Op Rate Code By

OP Rate Code:

Description:  AR/AP Type:  All  AR  AP

Code Type:  Active:

Fee Type:  All  Both  Local  Freight List

Code Type	OPRate Code	Accounting Code	Accounting Description	Type	Shortcut	Print Description	Local D
Ocean	OCF	50000	TEST REVENUES	AR	OCF	OCEAN FREIGHT	OCEAN

## FL Printing

(1) FL 文件打印路径: Export→Export Invoice & Freight List→Freight List。

Accounting - OP Rate Code Maintenance

Search for Ocean Shipper

Print

Export - Invoice & FreightList

Freight List Ctrl+Alt+F

Invoice Ctrl+Alt+I

SN	Manife	File	H_BOL	Origin	Container No.	FEU	M E.T.D	ACE-M1 Send Time	ISF Message	ACE-M1 Message	ACE-M1 CBP Code	ISF CBP Value
323	FCL	4/4	SMNLM0020300	KYML	TTNU1120924/20SD	0.5	01/06/2019	12/26/2018 18:00:16	3Z		55.54	

(2) 根据需求，设置打印条件，点击 OK。

Freight List

Parties:  Percent:   Group By Master Account Book:

File\_NO:  M\_BOL:  H\_BOL:

Freight List NO:

Remarks:

OP:

Revenue & Expense

Check All/UnCheck All

SN	H_BOL	AR_AP	Code Notes	Client_ID	Unit	Qty	Unit_Price	Amount	Is_Share	Terms	Client_Name	Code	
<input checked="" type="checkbox"/>	1	SMNLM0020300	AR	OCEAN FREIGHT	KYMNL	CTNR	1.0000	3000.0000	3000.0000	<input checked="" type="checkbox"/>	PP	KERRY LOGISTI...	50000
<input checked="" type="checkbox"/>	2	SMNLM0020300	AR	AUTOMATED M...	KYMNL	CTNR	1.0000	25.0000	25.0000	<input checked="" type="checkbox"/>	PP	KERRY LOGISTI...	50000
<input checked="" type="checkbox"/>	3	SMNLM0020300	AP	OCEAN FREIGHT	KYMNL	CTNR	1.0000	25.0000	25.0000	<input checked="" type="checkbox"/>	PP	KERRY LOGISTI...	60200
<input checked="" type="checkbox"/>	4	SMNLM0020300	AP	AUTOMATED M...	STLUTA	CTNR	1.0000	2.0000	2.0000	<input checked="" type="checkbox"/>	CC	STARLINK FREI...	60200

(3) 产生 FL PDF 格式，Export 为标准 FL 文件<HBL#>F.PDF，并上传到系统。

Ocean - FeightList

Email Freight List

To Station  User Define

1 of 1 75% Find | Next

**APEX MARITIME (DOC CENTER)** 12/27/2018 13:27

RM 2908, TIMES 1 BUILDING, NO.6 ZHI  
QUAN ROAD, DONGDA STREET, JINJIANG, CHENGDU,  
TEL:(028) 61880175 FAX:

TO	STARLINK FREIGHT SYSTEM SFO INC. 208 UTAH AVE SOUTH SAN FRANCISCO, CA 94080 TEL:650-589-2575 FAX:650-589-8887 ATTN:VINH TRAN	ETA	01/22/2019
MBL	MAEU967368385	VESSEL	MAERSK ENSENADA
CNTR	TTNU1120924/20SD	VOYAGE	901N
		LOADING	HONG KONG
		DELIVERY	LOS ANGELES, CA
		FINAL DESTINATION	LOS ANGELES, CA
		ON BOARD DATE	01/06/2019
		SHIPPER	MARIGOLD MANUFACTURING CORPORATION
		CONSIGNEE	ANHING CORPORATION
		OP EMAIL	MARIA.WANG@APEXSHIPPING.COM.CN
		Sales Rep	HADDEN OU
		WEEK NO.	52
		FILE NO.	2719010011

**CREDIT NOTE NO. CC2719010001**

REVENUE BL NO.	ITEM NAME	BILL TO	CURR.	PRICE	QTY	ORL REV.	AGT. REV.
SMNLM0020300	OCEAN FREIGHT	KYMNL	PP USD	3,000.00	1.000	3,000.00	0.00
SMNLM0020300	AUTOMATED MANIFEST SYSTEMS	KYMNL	PP USD	25.00	1.000	25.00	0.00
	<b>TOTAL</b>			<b>3,025.00</b>		<b>3,025.00</b>	<b>0.00</b>

OUTLAY TO	ITEM NAME	PAY TO	CURR.	PRICE	QTY	ORL REV.	AGT. REV.
MAEU967368385/SMNLM0020300	OCEAN FREIGHT	KYMNL	PP USD	25.00	1.000	25.00	0.00
MAEU967368385/SMNLM0020300	AUTOMATED MANIFEST SYSTEMS	STLUTA	CC USD	2.00	1.000	0.00	2.00
	<b>TOTAL</b>			<b>27.00</b>		<b>25.00</b>	<b>2.00</b>

PROFIT == 2,998.00  
PROFIT SHARE KYMNL 35.00% 1,049.30  
PROFIT SHARE STLUTA 65.00% 1,948.70  
TOTAL CREDIT NOTE 1,950.70

SAY ONE THOUSAND NINE HUNDRED FIFTY AND 70/100\*\*\*\* ONLY

注意：FL Profit Share，是由 Party Detail 页面下的 Profit Share 来确定的。

如果修改了 Profit Share 的分成站点和比例或者修改了 Freight List 数据，一定要重新打印，命名为 <HBL#>FR(n).PDF，并上传给美国。

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Origin: KYMNL Destination: STLUTA  
 File No.: 2719010011 System Gen:   
 SalesRep: S08 HADDEEN OU  
 OP: STLUTA024 JOANNE MEI  
 Freight:  Terms:   
 Following Sales:

Shipper ID: MARMAN27001 MARIGOLD MANUFACTURING CORPORATION  
 MARIGOLD MANUFACTURING CORPORATION  
 PLANT FACILITY LOCATION:BLDG. B3,  
 538 JENNY'S AVENUE MAYBUNGA,  
 PASIG CITY  
 PHILIPPINES  
 F.S:

Consignee ID: ANHCOR28001 ANHING CORPORATION  
 To Order:  ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 ISF:  CITY OF INDUSTRY,CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY  
 POM:

EDI	Dest/Agent	Sales	Sales Name	Percent	Freight No
STLUTA	STLUTA	S08	HADDEEN OU	65.00	2719010001
KYMNL	KYMNL			35.00	

ED I Log  
 12/27/2018 13:29:26, INSERT INTO STLUTA SUCCESS  
 12/26/2018 17:59:27, INSERT INTO STLUTA SUCCESS  
 12/21/2018 15:19:29, INSERT INTO STLUTA SUCCESS

Notify Party / Broker ID: ANHCOR28001 ANHING CORPORATION  
 ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY,CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY

Bill To ID: ANHCOR28001 ANHING CORPORATION  
 ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY,CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY

Domestic Routing ID:

## 4.2.2 Local Charge

选择 Rate 类型: Local → 分别在应收和应付输入区输入相应的费用。

费用统计区会根据 User 输入的内容自动算出本币利润以及各个客户汇总金额等项目。

Ocean Export -Edit HOUSE- H\_BOL:SMNLM0020300 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : apexdoc.admin

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Tools Print Copy Others Template Ready to notify accounting!

File#: 2719010011 MBOL#: MAEU967368385 HBOL#: SMNLM0020300 CBooking: M:  ALL  Local  Freight List  Intl.

Consignee: ANHING CORPORATION Export HOUSE File Sales/Our OP: [S08] HADDEEN OU / DOC.WINNER  
 Shipper: MARIGOLD MANUFACTURING Following Sales:

Notify: ANHING CORPORATION Vessel/Voyage: MAERSK ENSENAI 901N ETD: 01/06/2019 Destination: LOS ANGELES, CA  
 PO No(s): Container Infor: 1X20SD Weight: 10833.270(KGS) Volume: 29.3800(M3) Carrier: MAEU

Revenue: (RMB) 3,500.00 Expense: (RMB) 2,150.00 Base Profit:

OEREAR19010001 RMB 3,500.00 (ANHCOR28001) ANHING | OEEXAP190100... RMB 2,150.00 (MAEU38001) MAEU RMB 1,350.00

	T	RType	PT	Sun	Prov?	Customer ID	Customer	AR Code	AR	Shortcut	Print Description
▶ 1	<input checked="" type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION	50000	OCF	OCF	OCEAN FREIGHT
2	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION		TRU	TRU	TRUCKING FEE
*3	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						

	T	RType	PT	Sun	Prov?	Vendor ID	Vendor	AP Code	AP	Shortcut	Print Description
▶ 1	<input checked="" type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU	60200	OCF	OCF	OCEAN FREIGHT
2	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU		TRU	TRU	TRUCKING FEE
*3	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						

注意事项:

(1) Customer ID: 是根据 Party Detail—Bill To 栏位自动带入的。

Origin: KYMNL Destination: STLUTA  
 File No: 2719010011 System Gen  
 SalesRep: S08 HADDEN OU  
 OP: STLUTA024 JOANNE MEI  
 Freight: ...  
 Terms: ...  
 Following Sales: ...

Shipper: ID: MARMAN27001 MARI GOLD MANUFACTURING CORPORATION  
 MARI GOLD MANUFACTURING CORPORATION  
 PLANT FACILITY LOCATION:BLDG. B3,  
 538 JENNY'S AVENUE MAYBUNGA,  
 PASIG CITY  
 PHILIPPINES  
 F.S: ...

Consignee: ID: ANHCOR28001 ANHING CORPORATION  
 ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY,CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY  
 ISF: ...  
 POM: ...

EDI	Dest/Agent	Sales	Sales Name	Percent	Freight No
STLUTA	STLUTA	S08	HADDEN OU	65.00	2719010001
KYMNL	KYMNL			35.00	

Domestic Routing: ID: ...  
 Is OP Audit: ...  
 Origin OP: ...

(2) Bill To: 是根据 Contact—Shipper---Bill To 的设置自动带出。如果该栏位放空，Ocean Export 里的 Bill To=Shipper。

(3) AR/AP 打钩: 财务要求，只有 AR/AP 选中打钩，这条记录才能用到 Local Customer ID/Vendor ID，且会自动带入。如果没有打钩，则需要手动输入。这个限制条件，需要在系统设置里做设置。

Country/Region: PH - Philippines  
 Company Name: MARI GOLD MANUFACTURING CORPORATION  
 Contact\_ID: MARMAN27001 System Gen  
 Address1: PLANT FACILITY LOCATION:BLDG. B3,  
 Address2: 538 JENNY'S AVENUE MAYBUNGA,  
 Address3: PASIG CITY  
 Address4: ...  
 Postal Code: ...  
 State/Province: ...  
 City: ...  
 Contact 1 First Name: Last Name: ...  
 Telephone\_1 No.: ...  
 Cell\_1 No.: ...  
 Fax\_1 No.: ...  
 E-Mail 1: ...  
 Contact 2 First Name: Last Name: ...  
 Telephone\_2 No.: ...  
 Cell\_2 No.: ...  
 Fax\_2 No.: ...  
 E-Mail 2: ...  
 Firms Code Type: ...  
 Firms Code Tax id/EIN: ...  
 USCI/EC Code: ...  
 Business Type: ...  
 Carrier Pfx/SCAC: ...  
 Website: ...  
 Account Opened: 11/11/2014 5:34:04 PM  
 Remark: To OP: ...

Contact Type:  
 Apex-DST  Apex-AGT  Consignee  Co-Loader  Shipper  
 Notify PTY  ISF Party  Driver  Dom.Agent  Air Carrier  
 Firms  For.Agent  Location  Supplier  Vendor  
 Importer  Terminal  Broker  Sea Carrier  Warehouse  
 Trucker  Consignee (Freehand)

Destination: ...  
 Sales Rep: ...  
 Dest OP: ...  
 Dest Agent/Sales/Percent:  

Station Agent	Sales	Sales Name	(%)

 Accounting Setup:  
 Currency: USD Terms: COD Inter-Co: ...  
 AR/AP

Broker/Notify Party: ...  
 Set as default

Bill To: ANHCOR28001 ANHING CORPORATION  
 Set as default

Pay To: ...  
 Set as default

Trucker: ...  
 Set as default

Contact Lock:  Notes: ...

Doc Center:  
 Doc Center Checked:  Active:  Active\_Group Lock:  By: ...  
 HBL Code: ... Region: ... Station: ...

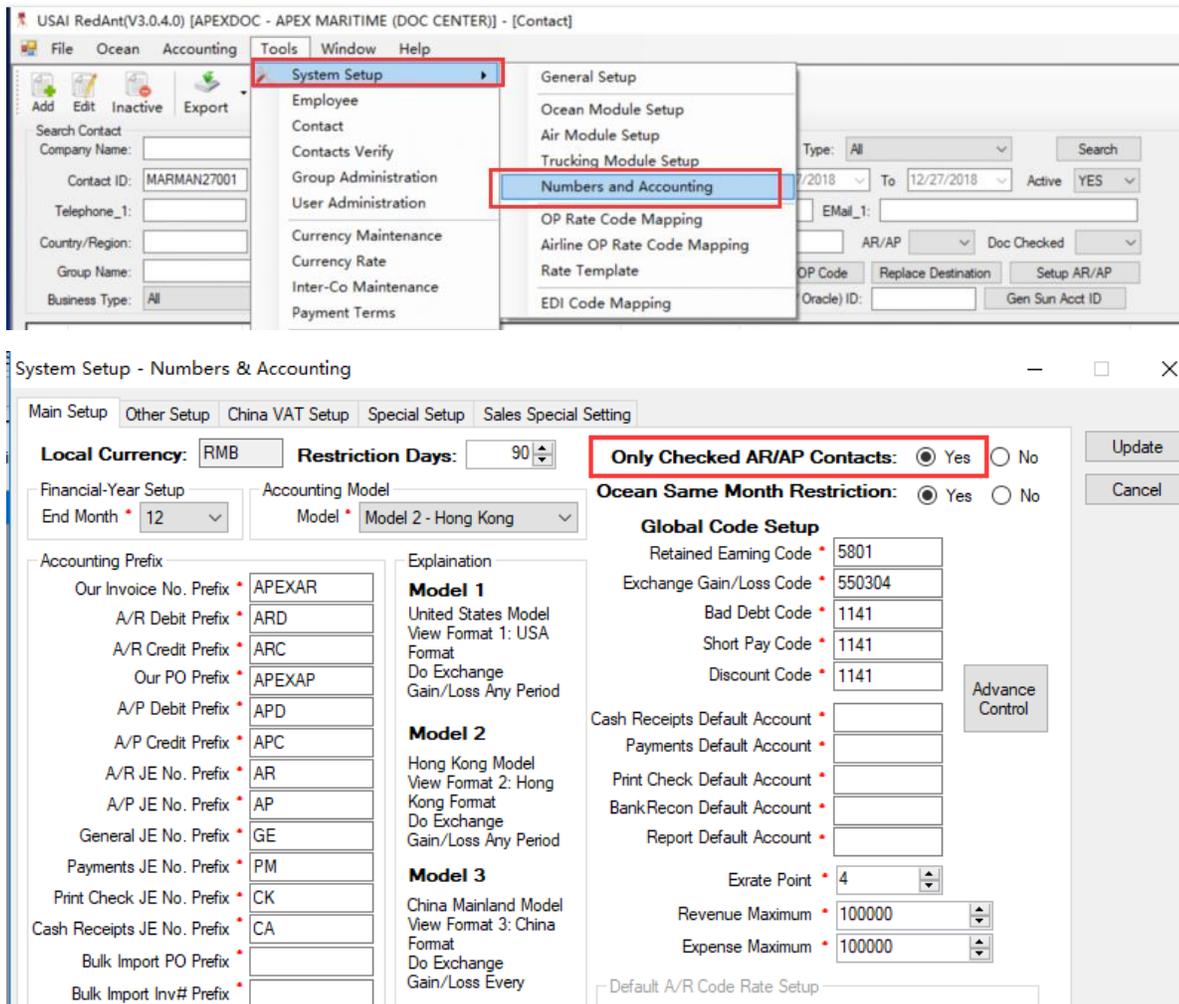
Group Name: MARI GOLD MANUFACTURING CORPORATION

Consol Box Destination: ... Consol Box Dest OP: ...

AR Credit Hold:  0.00  
 AP Credit Hold:  0.00

#### (4) 系统设置 AR/AP。

路径：Tools→System Setup→Numbers and Accounting→Only Checked AR/AP Contacts。



#### (5) 特别栏位介绍。

**RI:** Release, 选择打钩 RIs, 点击 Update。在应收输入区里的所有应收项目, 如果 Customer 相同, Invoice 的日期相同, Terms 的条款相同, 系统会自动产生一个相同的 Invoice#。这是单条费用 Release。

**Gen Method:** Invoice 号码生成的方法。系统可以根据用户的各种需求, 采用不同的方式生成不同的号码。

**System Gen:** 系统自动生成。

**Customize:** 用户自定义, 人工给号。

**Previous Invoice#:** 之前的 Invoice 号码。

**Multiple Invoice:** 多个 Invoice 号码。

	Gen Method	Invo
9	SYSTEM GEN	OERI
9	SYSTEM GEN	OERI
9	SYSTEM GEN	
	SYSTEM GEN	
	CUSTOMIZE	
	PREVIOUS INVOICE #	
	MULTIPLE INVOICE #	

Release All Revenue: Release 所有的应收记录。

Release All Expense: Release 所有的应付记录。

Notify Accounting: OP 做完费用后, 通知 Accounting 做相关财务工作。

Local Verify: 财务检查完 Local 的费用后, 点击 Local Verify, 锁住 Local 费用。

F/L Verify: 财务检查完 F/L 的费用后, 点击 F/L Verify, 锁住 F/L 费用。

The screenshot shows the 'Export HOUSE File' window in Ocean Export software. The window title is 'Ocean Export - Edit HOUSE - H\_BOL:SMNLM0020300 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : apexdoc.admin'. The interface includes a top menu bar with 'Party Detail', 'Routing', 'Container', 'ESI', 'ACE-M1', 'Rate', 'Notes & Files', and 'VGM'. Below the menu bar, there are fields for 'File#', 'MBoI#', 'HBoI#', and 'CBooking'. The 'M' radio buttons are set to 'Local'. The 'Consignee' is 'ANHING CORPORATION' and the 'Shipper' is 'MARIGOLD MANUFACTURING'. The 'Vessel/Voyage' is 'MAERSK ENSENAI 901N' and the 'Destination' is 'LOS ANGELES, CA'. The 'Revenue' is (RMB) 3,500.00 and the 'Expense' is (RMB) 2,150.00 (USD) 6,025.00. The 'Base Profit' is RMB 1,350.00. Below these fields, there are two tables. The first table has columns: 'T', 'Unit Price', 'EX Rate', 'Amount', 'Rls', 'Invoice Date', 'Terms', 'Due Date', 'Gen Method', and 'Invoice #'. The second table has columns: 'T', 'RTtype', 'PT', 'Sun', 'Prov?', 'Vendor ID', 'Vendor', 'AP Code', 'AP', 'Shortcut', and 'Print Description'. At the bottom of the window, there are checkboxes for 'Release All Revenue Note', 'Release All Expense', 'Notify Accounting', 'Local Verify', and 'F/L Verify'. There are also buttons for 'Release: Not Release' and 'Post: Not Post'.

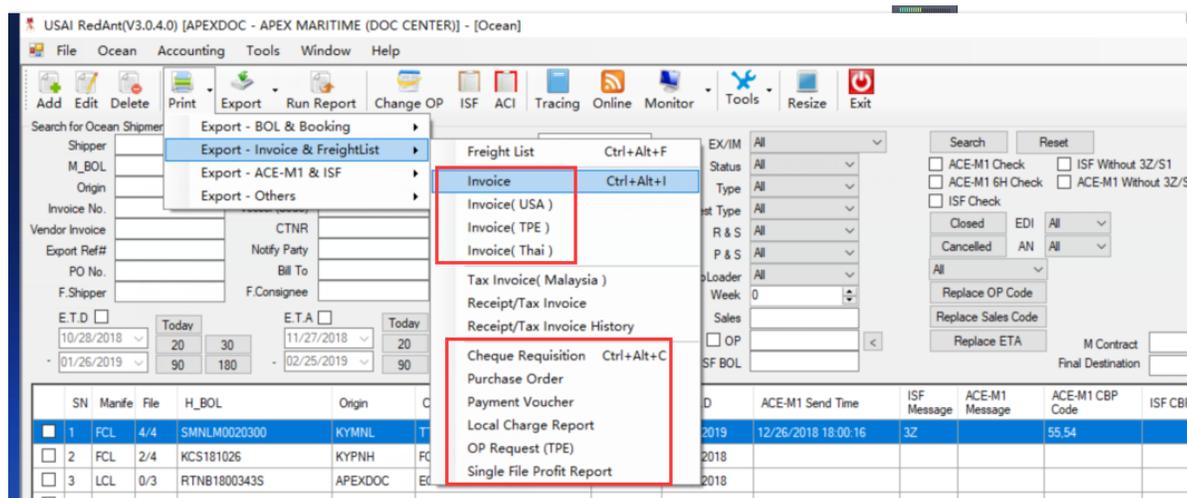
(6) RT Type: 系统可以根据客户的不同需求, 把 Invoice 的抬头显示为 Invoice、Credit 或 Debit。

		RType	PT	Sun	Prov?	Customer ID	Customer	AR Code	AR	Shortcut	Print Description
1	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION	50000	OCF	OCF	OCEAN FREIGHT
2	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION		TRU	TRU	TRUCKING FEE
3	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ANHCOR28001	ANHING CORPORATION				
4	<input type="checkbox"/>	L Invoice(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>						

	T	RType	PT	Sun	Prov?	Vendor ID	Vendor	AP Code	AP	Shortcut	Print Description
1	<input checked="" type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU	60200	OCF	OCF	OCEAN FREIGHT
2	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input type="checkbox"/>	MAEU38001	MAEU		TRU	TRU	TRUCKING FEE
3	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAEU38001	MAEU	60200	OCF	OCF	OCEAN FREIGHT
4	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAEU	MAERSK SEALAND	60200	OCF	OCF	OCEAN FREIGHT
5	<input type="checkbox"/>	L PO(+)	PP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAEU38001	MAEU	60200	AMS	AMS	AUTOMATED MANIFEST SY
6	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						

#### 4.2.2.1 根据客户不同的需要，打印不同的 Invoice 格式



#### 4.2.2.2 应收 Invoice 发票类型

Invoice: HKG/USA 格式。

Invoice(USA): Invoice 美国格式。

Invoice(TPE): Invoice 台北格式。

Invoice(Thai): Invoice 泰国格式。

Tax Invoice(Malaysia): Invoice Malaysia 格式。

#### 4.2.2.3 AP 应付款请款单类型

Cheque Requisition: 香港用的付款单。

Purchase Order: 通用付款单。

Payment Voucher: 泰国格式付款单。

Local Charge Report: 大陆用的费用确认单/OP 请款单。

OP Request (TPE): 台北 OP 请款单。

Single File Profit Report: 单票利润表。

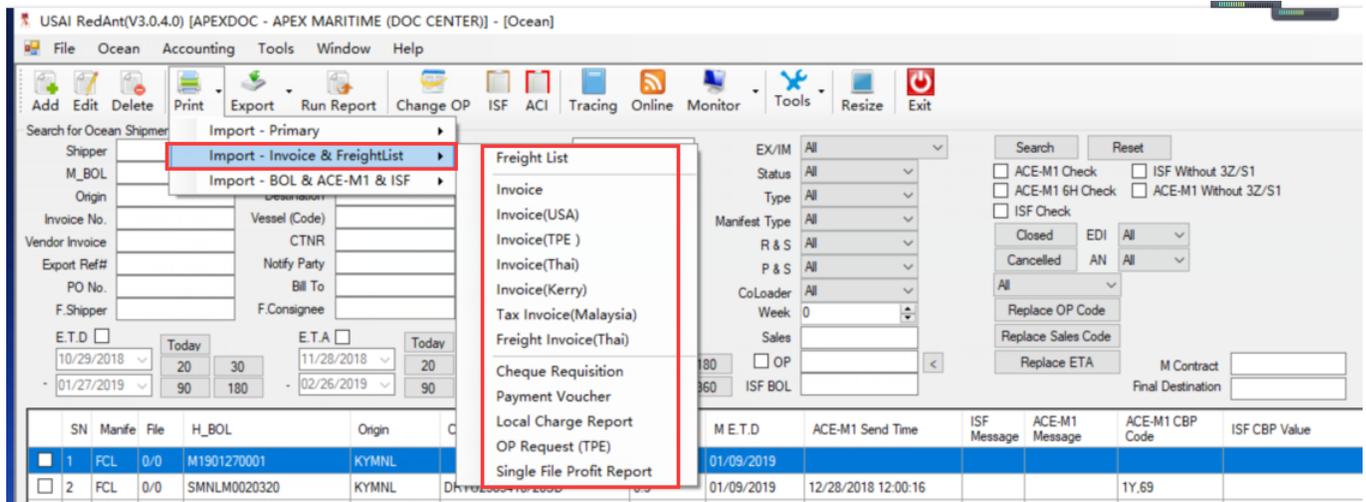
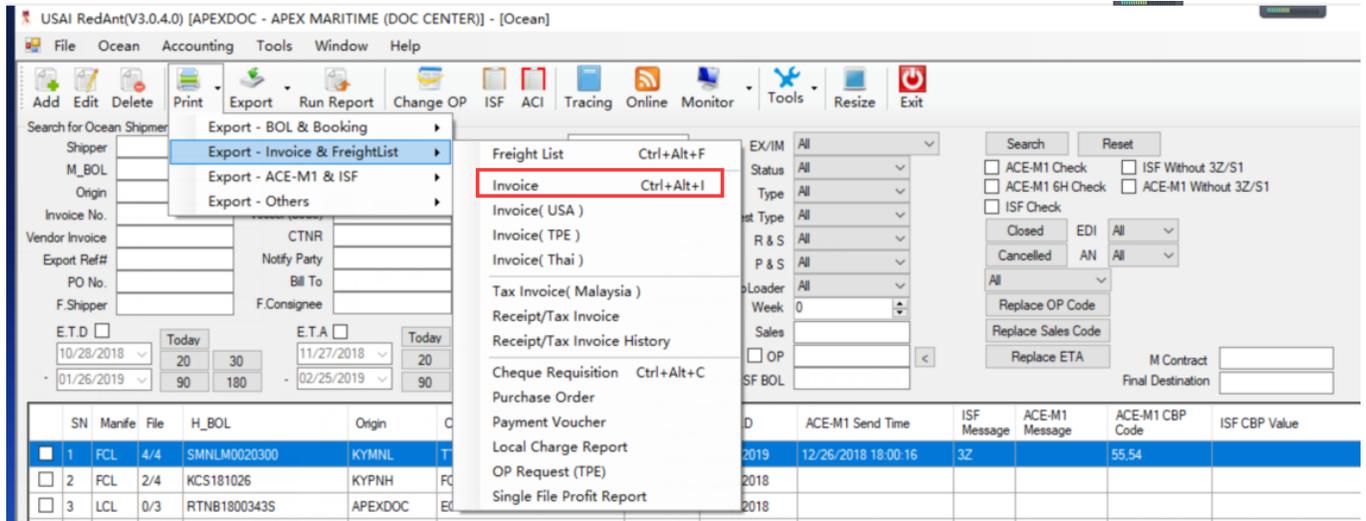
## 4.2.2.4 标准 Invoice 发票打印方法

Invoice 发票打印分为出口发票和进口发票。打印方法一致，只是路径不同。

根据 User 选择的 HBL#是进口还是出口提单，系统会自动显示是打印进口发票还是出口发票。

(1) Print→Export→Invoice & Freight→Invoice（出口 invoice 发票打印路径）。

(2) Print→Import→Invoice & Freight→Invoice（进口 invoice 发票打印路径）。



不同货币的打印方式：

(1) 本币打印：根据内容，直接点击 OK，生成本币 Invoice 单。

(2) 外币打印：点击 Set Rate→点击 OK→进入货币汇率设置页面→在 Print Currency 里选择货币类型→设置 Exchange Reate→点击 OK→产生外币 Invoice 文件。

Invoice Select

Invoice NO#: OEREAR19010001 Customer: ANHING CORPORATION

Header

Local Language?

Company: APEX MARITIME (HK) CO., LTD.

Description: ROOM 1407-08, 14/F., HARBOUR CENTRE, 25 HARBOUR ROAD, WANCHAI, H.K.

Carrier BKG:  Print Code Exp

Shipper: MARIGOLD MANUFACTURING CORPORATION

Consignee: ANHING CORPORATION

Notify Party: ANHING CORPORATION

Expend List

Check All/Uncheck All  Combine File No.  Print Header?  Set Rate Bank Account:   Use VAT 0.00 %

Print?	File No.	Client ID	Client Name	Invoice No.	Unit	Quantity	Unit Price	Amount
<input checked="" type="checkbox"/>	2719010011	ANHCOR28...	ANHING CORPORATION	OEREAR19010001	CTNR	1.0000	3000.0000	3000.0000
<input checked="" type="checkbox"/>	2719010011	ANHCOR28...	ANHING CORPORATION	OEREAR19010001	CTNR	1.0000	500.0000	500.0000

Check All/Uncheck All  Print PO No.?  Group By Currency

Print?	HBOL	Container No.	Quantity	Size	Amount	Unit	Description
<input checked="" type="checkbox"/>	SMNLM0020300	TTNU1120924	1743	20SD	0	CTN-CARTON	

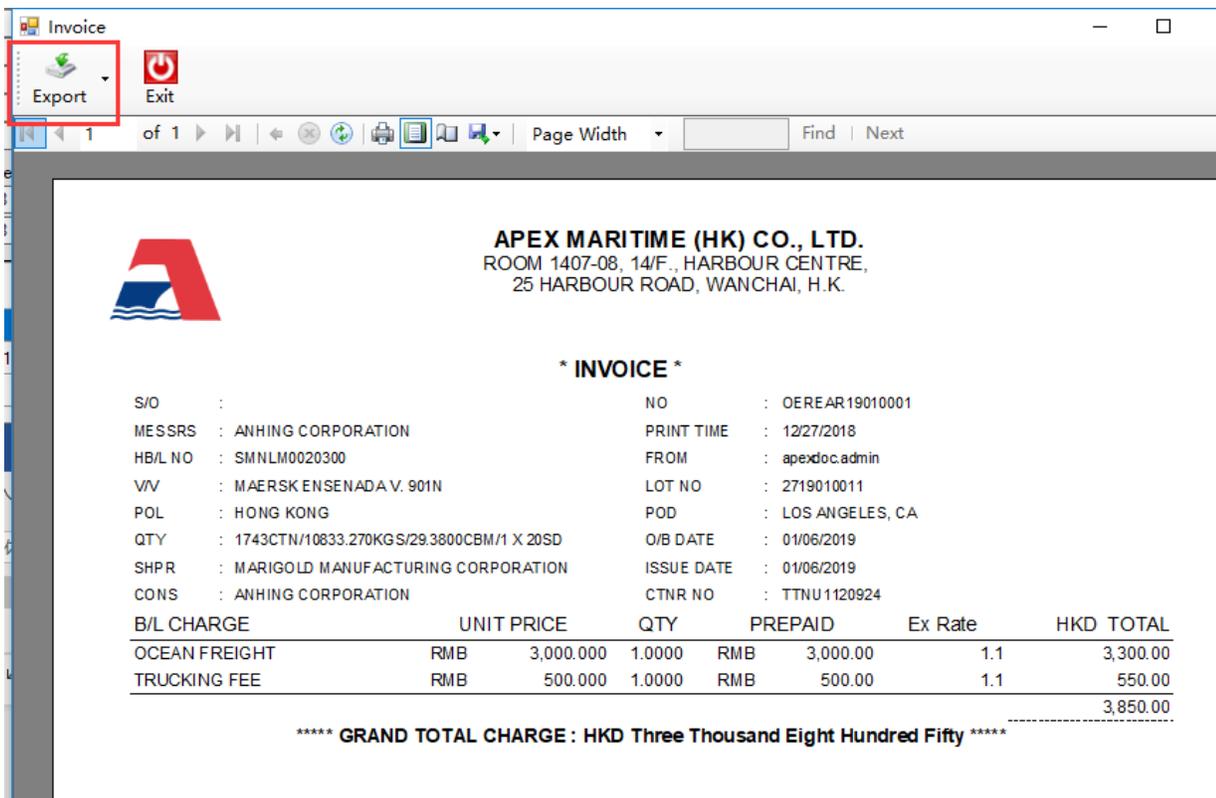
货币汇率设置页面

Invoice Rate Set

Print Currency: HKD

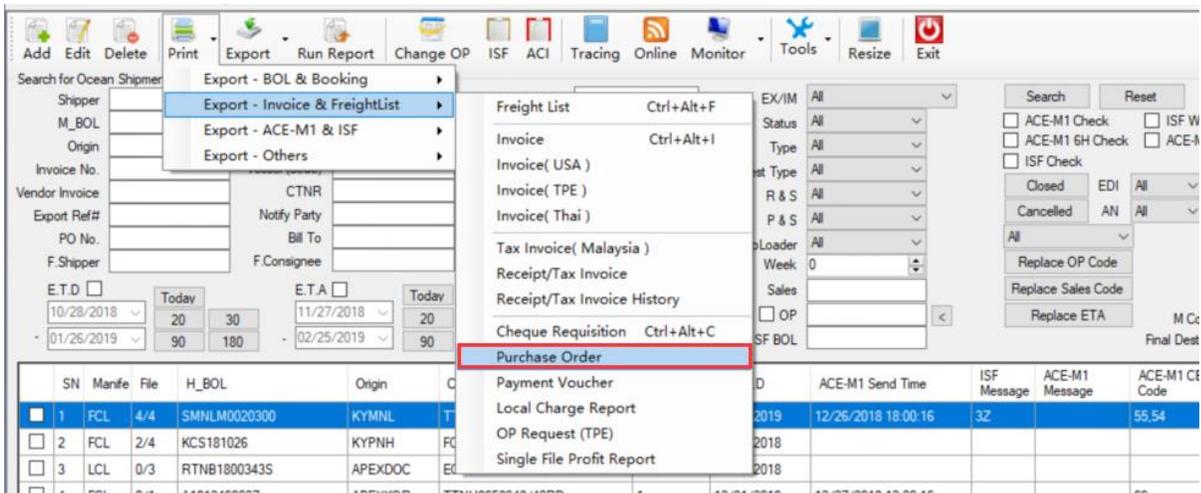
OK Cancel

	Original Currency	Print Currency	Exchange Rate
...	RMB	HKD	1.1

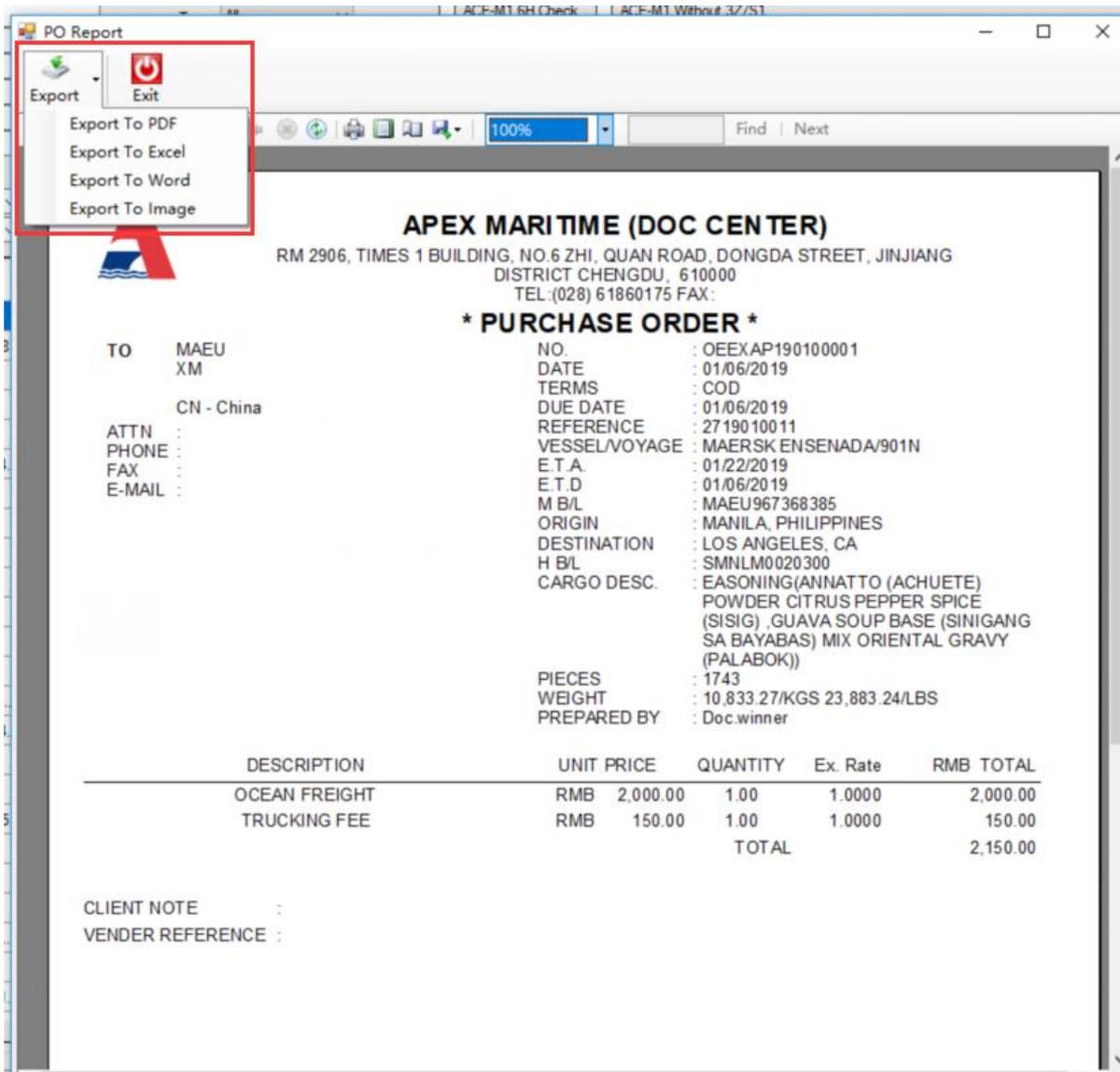


#### 4.2.2.5 标准 Invoice（应付/请款单）打印

路径：Print→Export→Invoice & Freight→Purchase Order。



Export 到不同的格式，打印，请款。



### 4.2.3 INTL 介绍

选择 Rate 类型：INTL→分别在应收输入区和成本输入区输入相应的费用。

费用统计区会根据 User 输入的内容自动算出本币利润以及各个客户汇总金额等项目。

Ocean Export -Edit HOUSE- H\_BOL:SMNLM0020300 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : apexdoc.admin

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Tools Copy Others Template Ready to notify accounting!

File#: 2719010011 MBol#: MAEU967368385 HBol#: SMNLM0020300 CBooking: M:  ALL  Local  Freight Lis  Intl.

Consignee: ANHING CORPORATION Export HOUSE File Sales/Our OP: [S08] HADDEN OU / DOC.WINNER  
 Shipper: MARIGOLD MANUFACTURING Following Sales:  
 Notify: ANHING CORPORATION Vessel/Voyage: MAERSK ENSENAL 901N ETD: 01/06/2019 Destination: LOS ANGELES, CA  
 PO No(s): Container Infor: 1X20SD Weight: 10833.270(KGS) Volume: 29.3800(M3) Carrier: MAEU

Revenue: (USD) 3,025.00 Expense: (USD) 1,100.00 Base Profit: HKD 13,090.00  
 USD 3,025.00 (ANHCOR28001) ANHING Expense: USD 1,100.00 (MAEU38001) MAEU

Copy Delete Detach Refresh Clear Inv# Tools History Help

	<input type="checkbox"/>	T	RType	EDI?	EDI Status	EDI Logs	In	Customer ID	Customer	AR Code	AR	Shortcut
▶1	<input checked="" type="checkbox"/>	I	Invoice(+)	<input checked="" type="checkbox"/>			<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION	50000	OCF	OCF
2	<input type="checkbox"/>	I	Invoice(+)	<input checked="" type="checkbox"/>			<input type="checkbox"/>	ANHCOR28001	ANHING CORPORATION	50000	AMS	AMS
*3	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					

Copy Delete Detach Refresh Clear PO# Tools History Help

	<input type="checkbox"/>	T	RType	EDI?	EDI Status	EDI Logs	In	Vendor ID	Vendor	AP Code	AP	Shortcut
▶1	<input checked="" type="checkbox"/>	I	PO(+)	<input checked="" type="checkbox"/>			<input type="checkbox"/>	MAEU38001	MAEU		ATAA	
2	<input type="checkbox"/>	I	PO(+)	<input checked="" type="checkbox"/>			<input type="checkbox"/>	MAEU38001	MAEU	60200	OCF	OCF
*3	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					

Release All Revenue Note:   Release All Expense  Release: [Not Release](#)  Post: [Not Post](#)

Notify Accounting  Local Verify  F/L Verify

注意事项:

(1) 这部分记录的是香港分公司的账务部分（主要针对 Freight List 的 PP 部分向真实 Customer / Vendor 收付款内容，以及香港分公司与代理之间发生的非 Profit Share 部分账单，或者是与本地公司的调账信息）。

(2) Customer ID/Vendor ID: 需输入真实的 Customer/Vendor。

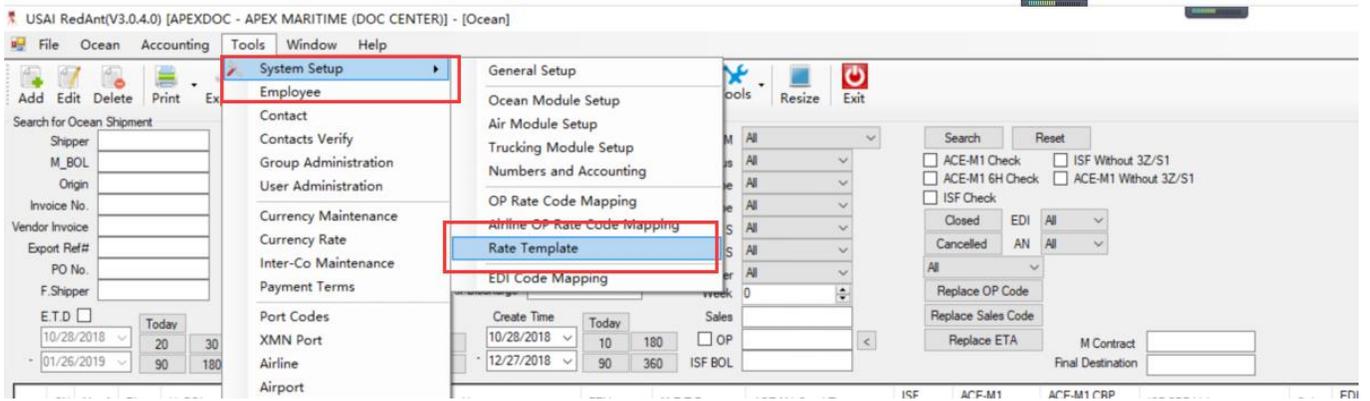
(3) INTL 资料输入后，费用会自动 EDI 到香港分公司的系统里。

## 4.3 Rate 快速录入方法介绍

### 4.3.1 Rate Template（费用模板）

#### 4.3.1.1 创建步骤

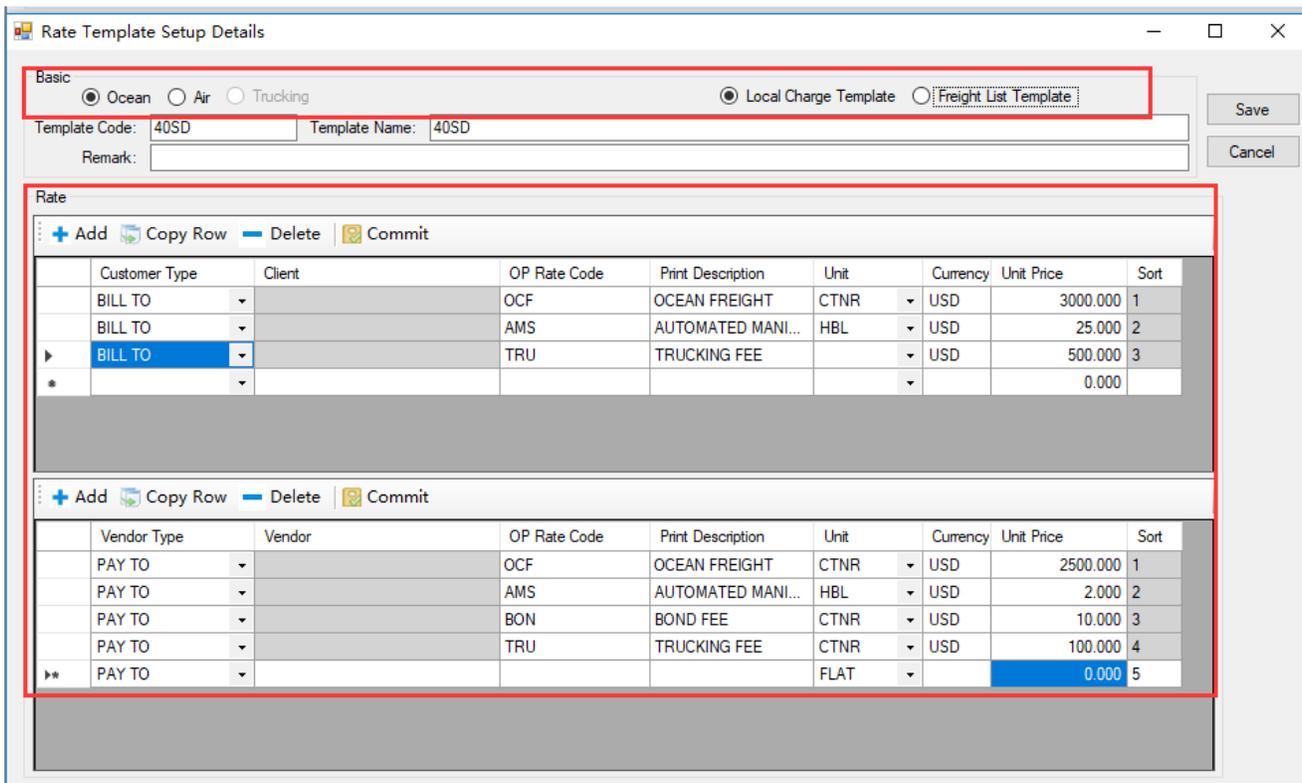
(1) 路径: System Setup→Rate Template。



(2) 点击 Add，新增 Template 模板。

(3) 依次选择是 Ocean 还是 Air，Local Charges Template 还是 Freight List Template。

(4) 在应收区和应付区，分别输入应收费用和应付费用，存盘。

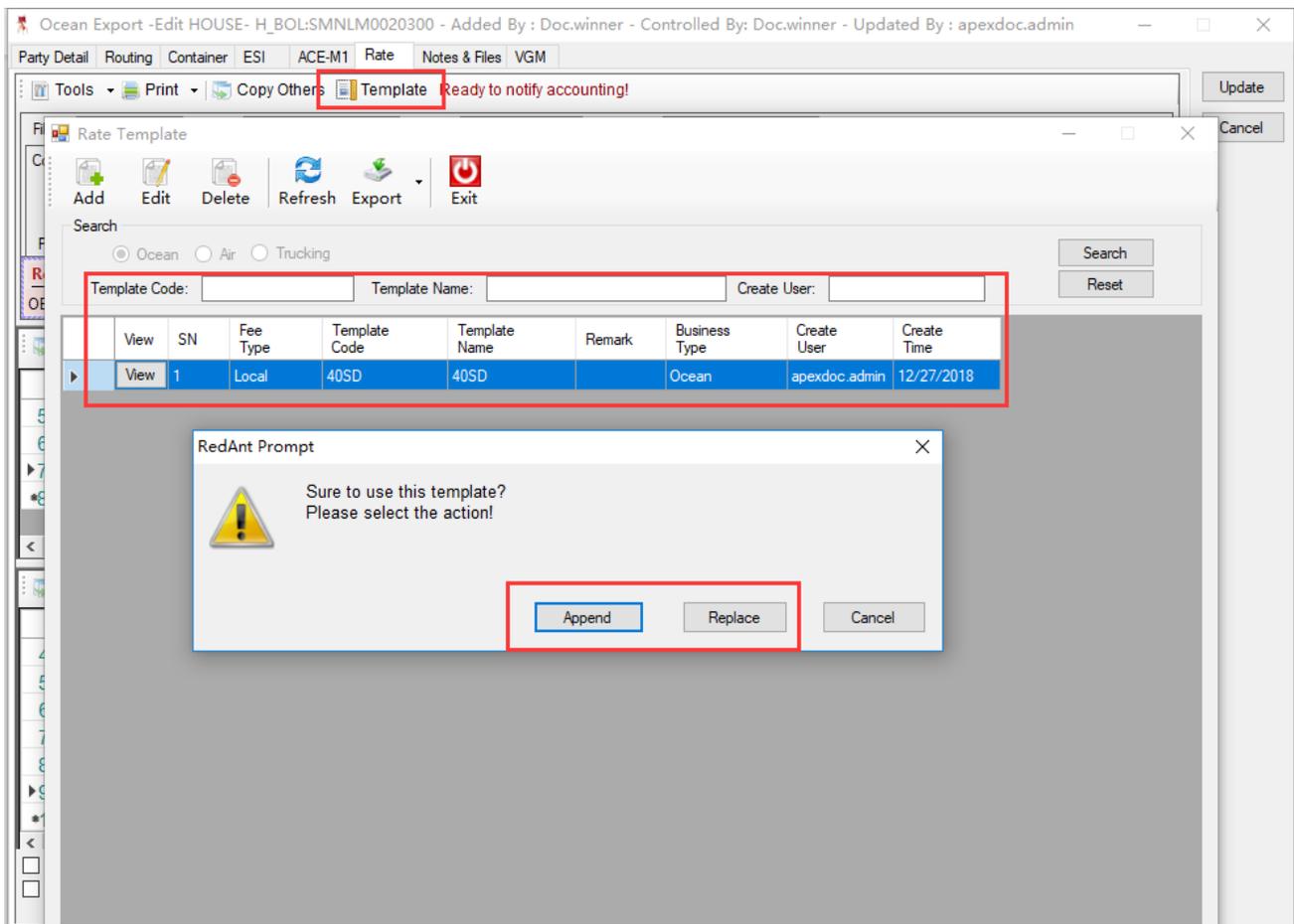


#### 4.3.1.2 费用模板使用步骤

(1) 在 Rate 页面下，点击 Template，搜索出想要使用的模板，双击选择该模板，系统会询问是否使用该模板。

(2) Append: 在已有的 Rate 的记录下，合并模板里的内容。

(3) Replace: 用模板里的内容替换现有的 Rate 里的全部应收应付项目。



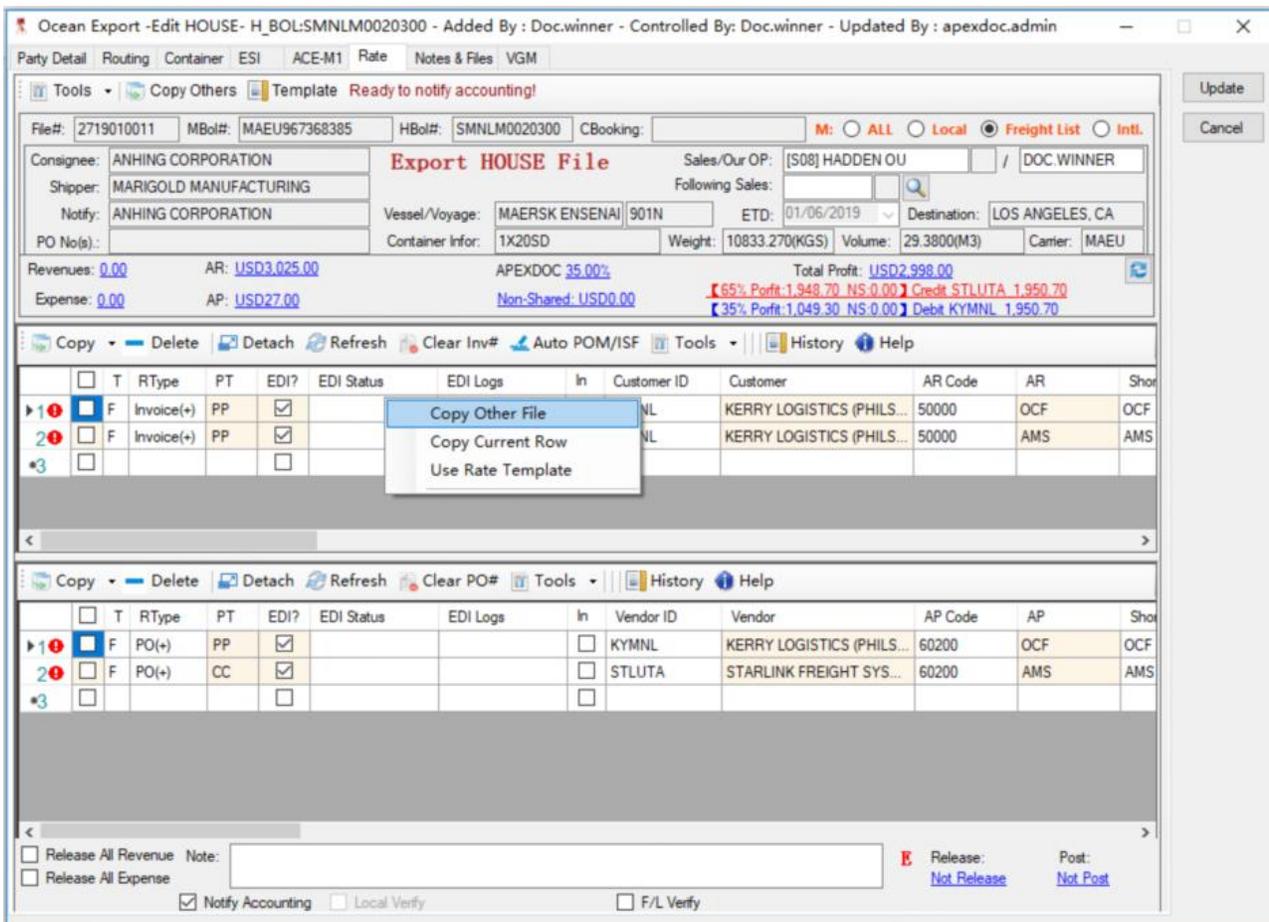
### 4.3.2 Copy 功能

在应收或者应付区空白处，鼠标右键，会出现如下三个选项。

**Copy from Other File:** 从某一票单子里 Copy 数据。

**Copy Current Row:** 只 Copy 当前行，Copy 当前行到当前付款区。

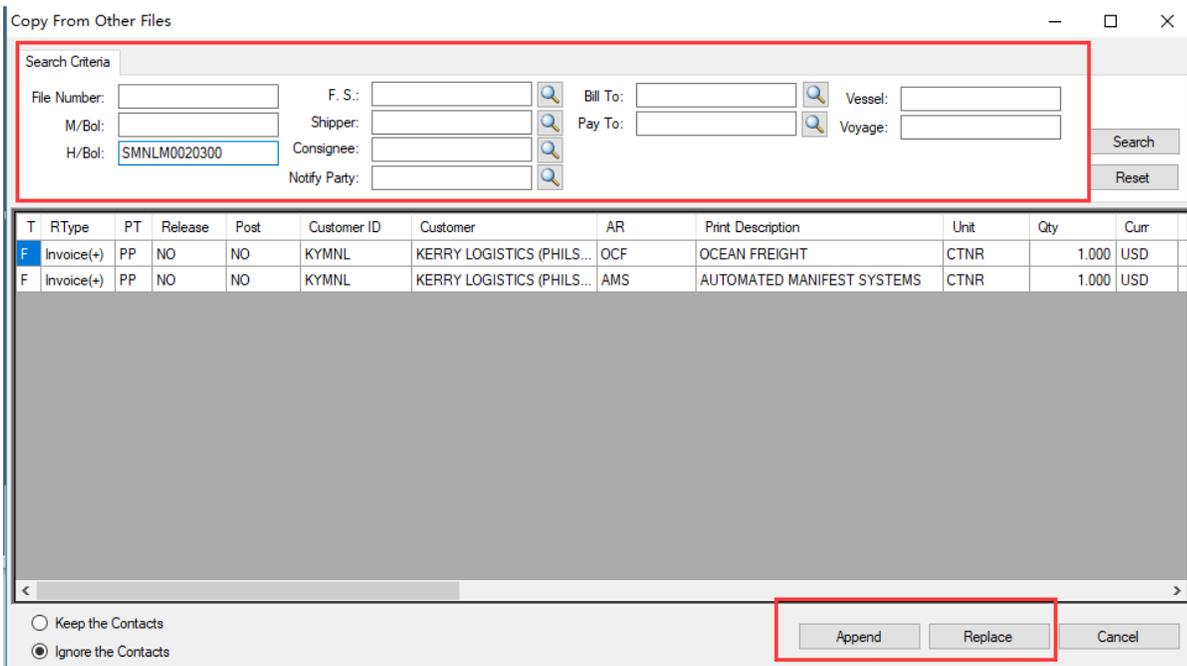
**Use Rate Template:** 见 2.1 Rate Template。



### Copy Other File 使用方法:

Search Criteria: 根据条件, 搜索出你想要 Copy 的那条记录。

选择是 Append 还是 Replace。

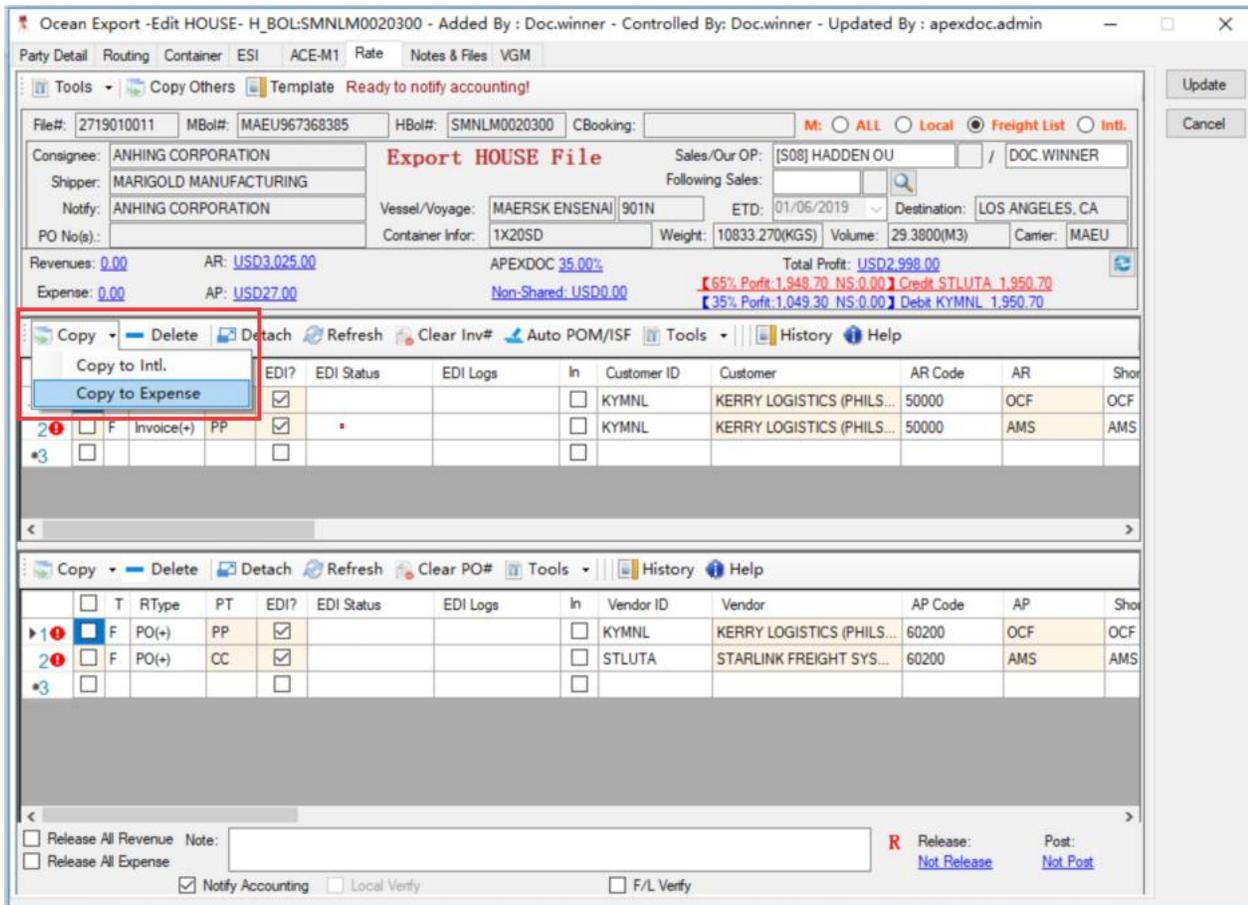


### 4.3.3 三种 Rate 之间的互相 copy

在 Freight List 类型下, 可以将各种费用 Copy to INTL, 也可以 Copy to Local Charges。

在 Local Charge 下, 可以将各种费用 Copy to Freight List, 也可以 Copy to INTL。

可以将 Income Copy to Expencc: 在 Expencc 部份, 可以将 Expencc Copy 到 Income。  
其它 Rate 类型同理。



#### 4.3.4 Auto POM/ISF 的快速录入

##### POM 的方法:

(1) POM 的快速录入, 需要在 Party Details 下, 点击 POM 按钮, 带出 POM 参与分成的公司, 分成比例默认为 0。

(2) Freight List 下面, 先输入 POM Fee 代码 PFE 的相关收入。

(3) 选中该行, 点击 Auto POM/ISF, 系统会将公司关于 POM 的分成规则自动拉出, 点击 OK, 系统自动将应收/应付, 分成比例全部自动录入。

##### ISF 的方法: (同 POM 2 和 3)

(1) 在 Freight List 下面, 先输入 ISF 代码及 ISF 的应收应付金额。

(2) 选中该行, 点击 Auto POM/ISF, 系统会将公司关于 ISF 的分成规则自动拉出, 点击 OK, 系统自动将应收/应付, 分成比例全部自动录入。

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Origin: KYMNL Destination: STLUTA

File No: 2719010011 System Gen:

SalesRep: S08 HADDEEN OU

OP: STLUTA024 JOANNE MEI

Freight: Terms:

Following Sales:

Shipper ID: MARMAN27001 MARIGOLD MANUFACTURING CORPORATION  
 MARIGOLD MANUFACTURING CORPORATION  
 PLANT FACILITY LOCATION BLDG. B3,  
 538 JENNY'S AVENUE MAYBUNGA,  
 PASIG CITY  
 PHILIPPINES

F.S:

Consignee ID: ANHCOR28001 ANHING CORPORATION

To Order:  ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY, CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY

ISF:

POM:

EDI Log:

```

12/27/2018 15:49:39. INSERT INTO STLUTA SUCCESS
12/27/2018 15:29:37. INSERT INTO STLUTA SUCCESS
12/27/2018 14:49:27. INSERT INTO STLUTA SUCCESS
12/27/2018 14:09:33. INSERT INTO STLUTA SUCCESS
12/27/2018 13:49:27. INSERT INTO STLUTA SUCCESS
12/27/2018 13:29:26. INSERT INTO STLUTA SUCCESS
    
```

Notify Party / Broker ID: ANHCOR28001 ANHING CORPORATION  
 ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY, CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY

Bill To ID: ANHCOR28001 ANHING CORPORATION  
 ANHING CORPORATION  
 2550 PELLISSIER PLACE  
 CITY OF INDUSTRY, CA 90601 UNITED STATES  
 TEL:323-221-8003 FAX:323-221-7420  
 ATTN:ANDY

Domestic Routing ID:

Is OP Audit:  Origin OP:

EDI	Dest./Agent	Sales	Sales Name	Percent	Freight No
STLUTA	STLUTA	S08	HADDEEN OU	65.00	27190100
KYMNL	KYMNL			35.00	
UNISOF83001	UNISOF83001			0.00	

F.C:

Party Detail Routing Container ESI ACE-M1 Rate Notes & Files VGM

Tools: Copy Others Template Ready to notify accounting!

File#: 2719010011 MBo#: MAEU967368385 HBo#: SMNLM0020300 CBooking:  M:  ALL  Local  Freight List  Intl.

Consignee: ANHING CORPORATION Export HOUSE File Sales/Our OP: [S08] HADDEEN OU / DOC.WINNER

Shipper: MARIGOLD MANUFACTURING

Notify: ANHING CORPORATION

Vessel/Voyage: MAERSK ENSENAL 901N ETD: 01/06/2019 Destination: LOS ANGELES, CA

PO No(s): Container Infor: 1X20SD Weight: 10833.270(KGS) Volume: 29.3800(M3) Camer: MAEU

Revenues: 0.00 AR: USD3,025.00 APEXDOC 35.00% Total Profit: USD2,998.00

Expense: 0.00 AP: USD27.00 Non-Shared: USD0.00

[65% Profit:1,948.70 NS:0.00] Credit STLUTA 1,950.70

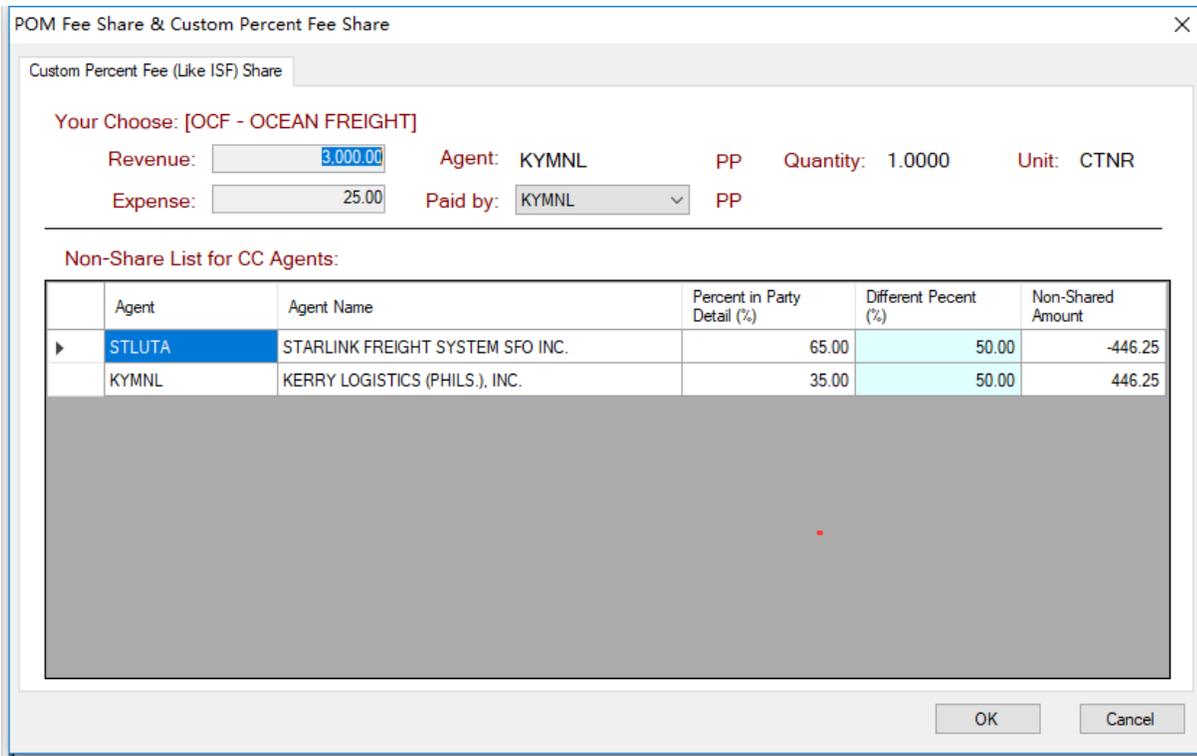
[35% Profit:1,049.30 NS:0.00] Debit KYMNL 1,950.70

Copy Delete Detach Refresh Clear Inv# Auto POM/ISF Tools History Help

	T	RType	PT	EDI?	EDI Status	EDI Logs	In	Customer ID	Customer	AR Code	AR	Shor
1	<input checked="" type="checkbox"/>	F Invoice(+)	PP	<input checked="" type="checkbox"/>			<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	50000	OCF	OCF
2	<input type="checkbox"/>	F Invoice(+)	PP	<input checked="" type="checkbox"/>			<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	50000	AMS	AMS
3	<input type="checkbox"/>	F Invoice(+)		<input checked="" type="checkbox"/>			<input type="checkbox"/>				PFE	
*4	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					

Copy Delete Detach Refresh Clear PO# Tools History Help

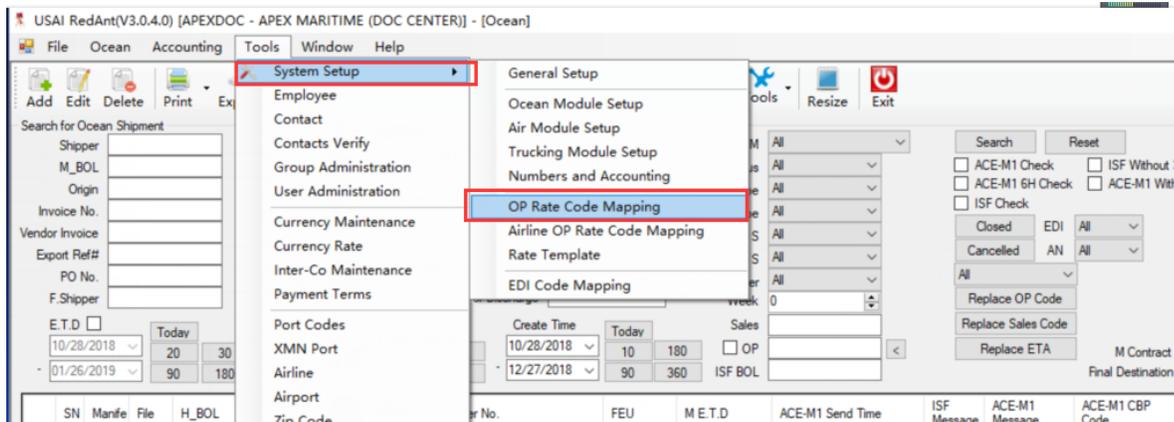
	T	RType	PT	EDI?	EDI Status	EDI Logs	In	Vendor ID	Vendor	AP Code	AP	Shor
1	<input checked="" type="checkbox"/>	F PO(+)	PP	<input checked="" type="checkbox"/>			<input type="checkbox"/>	KYMNL	KERRY LOGISTICS (PHILS...	60200	OCF	OCF
2	<input type="checkbox"/>	F PO(+)	CC	<input checked="" type="checkbox"/>			<input type="checkbox"/>	STLUTA	STARLINK FREIGHT SYS...	60200	AMS	AMS
*3	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					



## 4.4 OP Rate Code Mapping

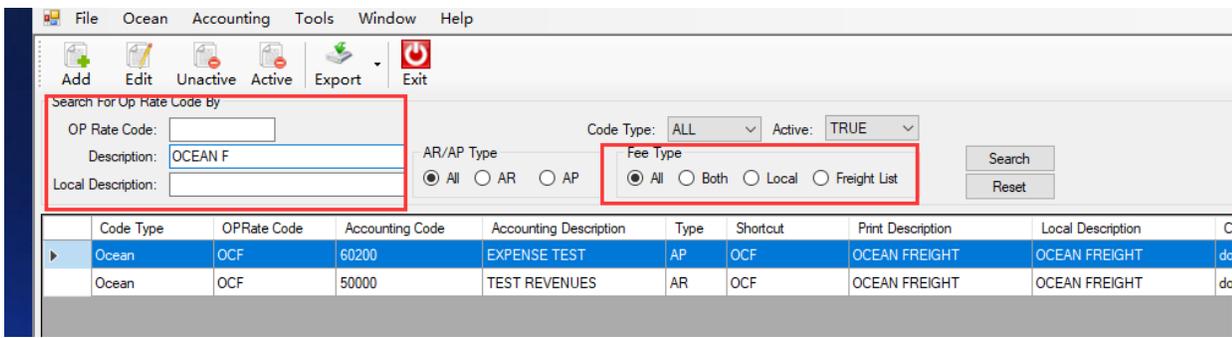
应收/应付 Code 的设置和 Mapping。

(1) 路径: System Setup→OP Rate Code Mapping。



(2) OP Code 分为 Freight List, Local, Both 三种。Freight List Code 用于做 Freight List, Local 用于做 Local 费用, Both 用于做两者。

(3) Freight List 创建的规则: 根据条件区域内容, 搜索出是否有自己需要的 OP Rate Code 存在。如果不存在, 请写邮件至 [ams@apexshipping.com.cn](mailto:ams@apexshipping.com.cn) 申请创建。所有的 Freight List Code 由单证中心统一创建, 并全球使用。



#### (4) Local OP Code 的创建方法:

Synchronize Type: Freight List 用于做 Freight List 费用, Local 用于做 Local 费用, Both 同时用于做 Freight List 和 Local 费用。

Description: 由单证中心创建 OP Code 时创建, 不能修改。

Local Description: 当地可做任意修改。

Default Value: 设置系统默认值。

Unit: 选择系统默认收费单位。

Currency: 币种。

Unit Price: 单位。

当 User 在 Rate 页面中使用 OP Code 时, 在系统里做的 Unit/Currency/Unit Price 的数据将会自动带入 Rate 里。

#### (5) Local OP Code 的创建步骤:

- 1) 根据区域, 选中想要创建 Local OP Code 的记录, 双击进入 OP Rate Code Mapping 页面。
- 2) 选择 Local 或者 Both。
- 3) Local Description: 输入当地的费用名称。
- 4) 输入系统默认的 Unit/Currency/Unit Price。

OP Rate Code Mapping - Edit

Code Type:  Revenue  Expense

Synchronize Type:  Freight List  Local  Both

OP Rate Code:

Accounting Code:

Code Type: Ocean

Shortcut:

Description: TRUCKING DIFFERENCE

Local Description: 卡车费用

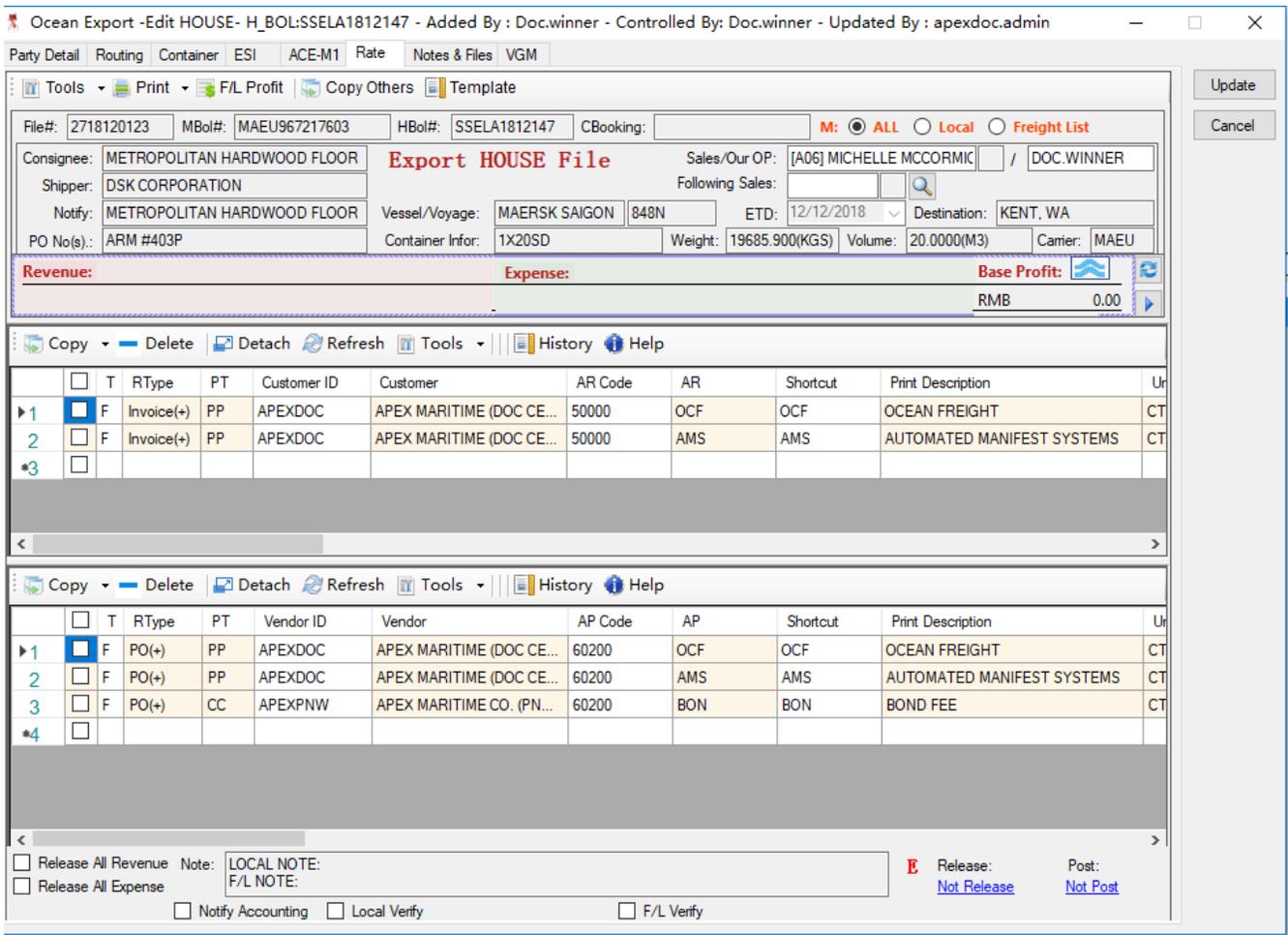
Default Value

Unit	Currency	Unit Price
CTNR	RMB	300.000

Code Type	OPRate Code	Accounting Code	Accounting Description	Type	Shortcut	Print Description	Local Description	Create
Ocean						AMS AIR		doc.adr
Ocean						AMENDMENT AIR		doc.adr
Ocean						AMENDMENT AIR		doc.adr
Ocean						AIR FREIGHT AIR		doc.adr
Ocean						AIR FREIGHT AIR		doc.adr
Ocean						AGENCY FEE AIR		doc.adr
Ocean						AGENCY FEE AIR		doc.adr
Ocean						AGENCY FEE		doc.adr
Ocean						AGENCY FEE		doc.adr
Ocean						LABOUR CHARGE		doc.adr
Ocean						LABOUR CHARGE		doc.adr
Ocean						DEPOSIT CONTAINER		doc.adr
Ocean						DEPOSIT CONTAINER		doc.adr
Ocean						DANGEROUS CARGO (DG)		doc.adr
Ocean						DANGEROUS CARGO (DG)		doc.adr
Ocean						OCP CHARGE		doc.adr
Ocean						OCP CHARGE		doc.adr
Ocean						OCP CHARGE		doc.adr
Ocean						OCP CHARGE		doc.adr
Ocean						TERMINAL FEE		doc.adr
Ocean	TNF			AP		TERMINAL FEE		doc.adr
Ocean	TNF			AR		TERMINAL FEE		doc.adr
Ocean	STP			AP		SHORT PAY		doc.adr
Ocean	STP			AR		SHORT PAY		doc.adr
Ocean	AUTOG			AP		(AUTO) AGENCY FEE		doc.adr
Ocean	AUTOG			AR		(AUTO) AGENCY FEE		doc.adr
Ocean	TDC			AR		TRUCKING DIFFERENCE		doc.adr
Ocean	TDC			AP		TRUCKING DIFFERENCE		doc.adr

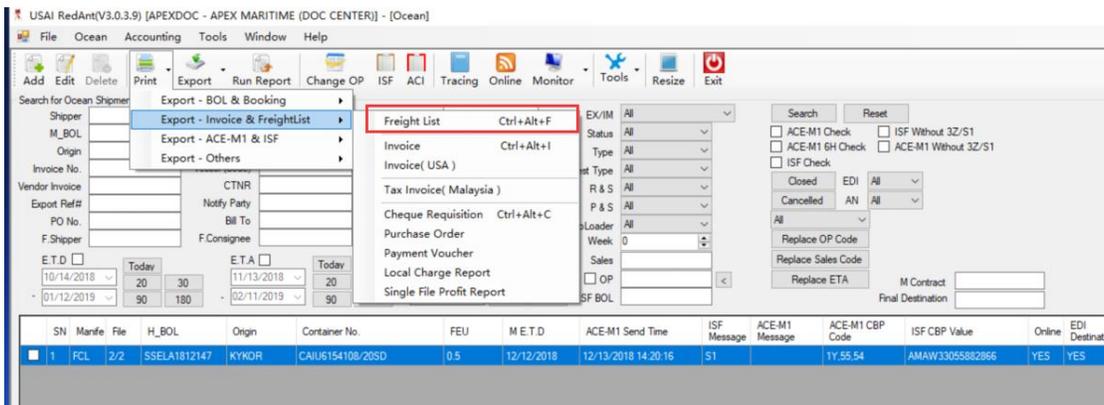
#### 4.4.1 基本输入

- (1) 路径: Ocean shipment→Rate。
- (2) 选中 Freight List 或者 Local, 依次输入 Income 和 Cost 的内容。



## 4.4.2 FL 打印功能

路径: Print→Export-Invoice & Freight List→Freight List。



根据不同的需要，在条件区域里做各种设置。

Freight List

Parties: APEXPNW Percent: 65  Group By Master Account Book:  OK

File\_NO: 2718120123 M\_BOL: MAEU967217603 H\_BOL: SSELA1812147

Freight List NO:

Remarks:

OP: APEXDOC000  APEXDOC

Revenue & Expense

Check All/Uncheck All

SN	H_BOL	AR_AP	Code Notes	Client_ID	Unit	Qty	Unit_Price	Amount	Is_Share	Terms	Client_Name	Code	
<input checked="" type="checkbox"/>	1	SSELA1812147	AR	OCEAN FREIGHT	APEXDOC	CTNR	1.0000	4000.0000	4000.0000	<input checked="" type="checkbox"/>	PP	APEX MARITIM...	50000
<input checked="" type="checkbox"/>	2	SSELA1812147	AR	AUTOMATED M...	APEXDOC	CTNR	1.0000	25.0000	25.0000	<input checked="" type="checkbox"/>	PP	APEX MARITIM...	50000
<input checked="" type="checkbox"/>	3	SSELA1812147	AP	OCEAN FREIGHT	APEXDOC	CTNR	1.0000	3000.0000	3000.0000	<input checked="" type="checkbox"/>	PP	APEX MARITIM...	60200
<input checked="" type="checkbox"/>	4	SSELA1812147	AP	AUTOMATED M...	APEXDOC	CTNR	1.0000	2.0000	2.0000	<input checked="" type="checkbox"/>	PP	APEX MARITIM...	60200
<input checked="" type="checkbox"/>	5	SSELA1812147	AP	BOND FEE	APEXP...	CTNR	1.0000	10.0000	10.0000	<input checked="" type="checkbox"/>	CC	APEX MARITIM...	60200

### 4.4.3 FL 打印及 Export To 文件

Ocean - FreightList

Export  Exit

To Station  User Define  OK

1 of 1 75% Find | Next

**APEX MARITIME (DOC CENTER)** 12/13/2018 15:31

RM 2908, TIMES 1 BUILDING, NO.6 ZHI  
QUAN ROAD, DONGDA STREET, JINJIANG, CHENGDU,  
TEL:(028) 61860176 FAX:

TO APEX MARITIME CO. (PNW), INC. 560 NACHES AVE. S.W. SUITE 100 RENTON, WA 98057 TEL:208-241-0771 FAX:208-241-0823 ATTN:MICHAEL C. OWENS	ETA 12/29/2018 VESSEL MAERSK SAIGON VOYAGE 848N LOADING PUSAN,KOREA DELIVERY SEATTLE, WA FINAL DESTINATION KENT, WA ON BOARD DATE 12/12/2018	SHIPPER DSK CORPORATION CONSIGNEE METROPOLITAN HARDWOOD FLOOR US INC OP EMAIL MARIA.WANG@APEXSHIPPING.COM.CN Sales Rep MICHELLE MCCORMICK WEEK NO. 50 FILE NO. 2718120123
--	--	--

MBL MAEU967217603  
CNTR CAIU6154108/20SD

CREDIT NOTE NO. CC2718120001

REVENUE BL NO.	ITEM NAME	BILL TO	CURR.	PRICE	QTY	ORL REV.	AGT. REV.
SSELA1812147	OCEAN FREIGHT	APEXDOC	PP USD	4,000.00	1.000	4,000.00	0.00
SSELA1812147	AUTOMATED MANIFEST SYSTEMS	APEXDOC	PP USD	25.00	1.000	25.00	0.00
				<b>TOTAL</b>		<b>4,025.00</b>	<b>0.00</b>

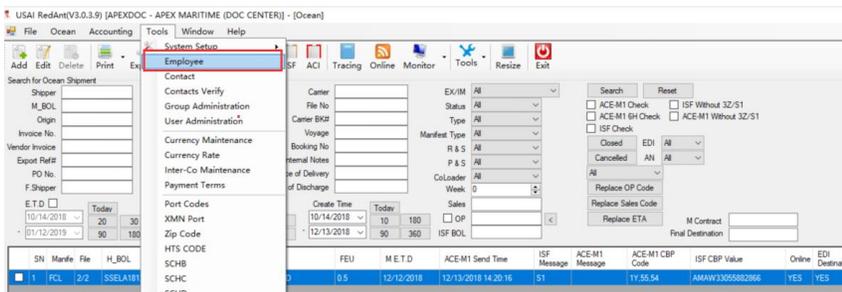
OUTLAY TO	ITEM NAME	PAY TO	CURR.	PRICE	QTY	ORL REV.	AGT. REV.
MAEU967217603/SSELA1812147	OCEAN FREIGHT	APEXDOC	PP USD	3,000.00	1.000	3,000.00	0.00
MAEU967217603/SSELA1812147	AUTOMATED MANIFEST SYSTEMS	APEXDOC	PP USD	2.00	1.000	2.00	0.00
MAEU967217603/SSELA1812147	BOND FEE	APEXPNW	CC USD	10.00	1.000	0.00	10.00
				<b>TOTAL</b>		<b>3,002.00</b>	<b>10.00</b>

PROFIT == 1,013.00  
PROFIT SHARE APEXDOC 35.00% 354.55  
PROFIT SHARE APEXPNW 65.00% 658.45  
TOTAL CREDIT NOTE 688.45

## 5 系统管理

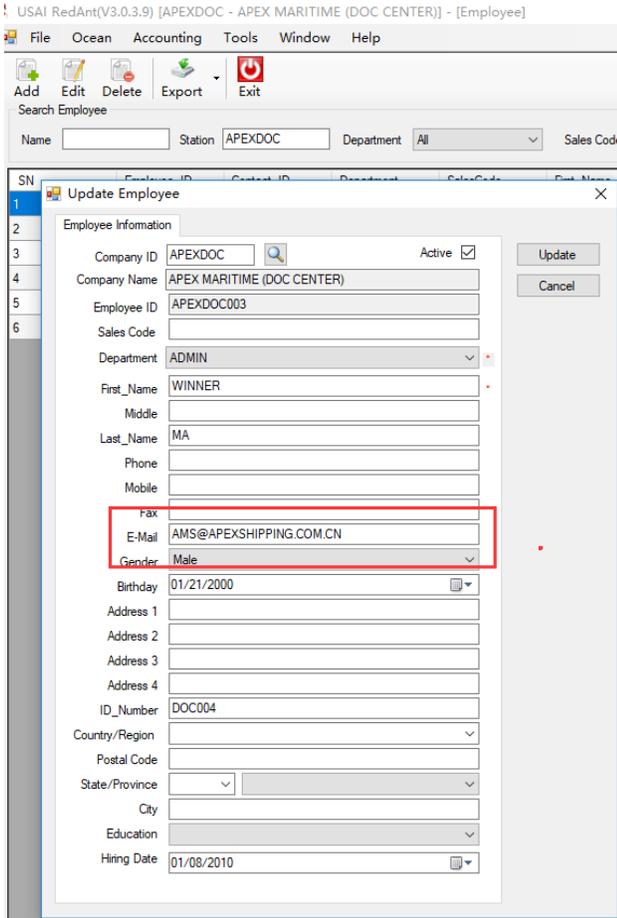
### 5.1 创建 Employee

(1) 路径: Tools→Employee。

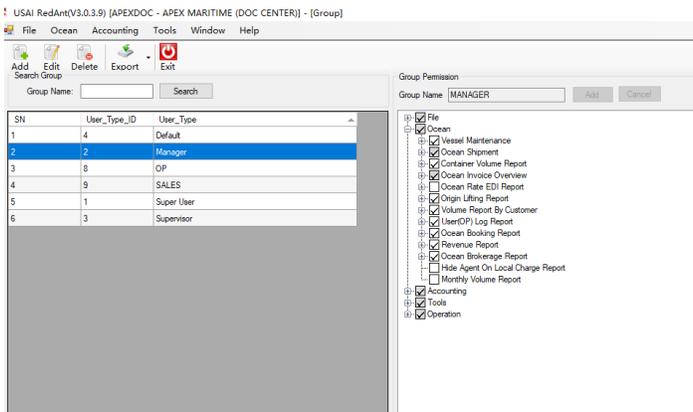


(2) 根据页面内容，依次录入相关内容。

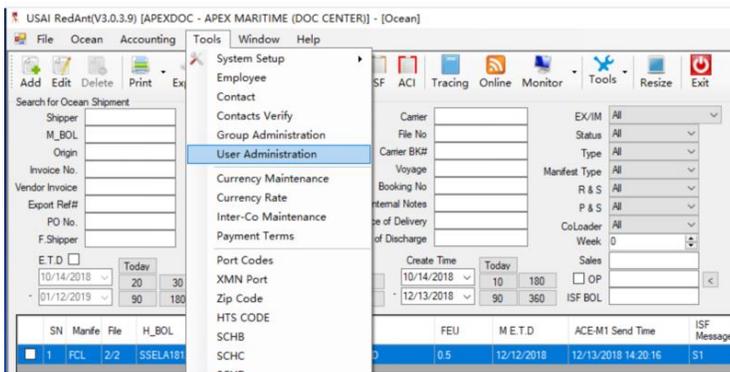
注意：E-mail 是必填项。



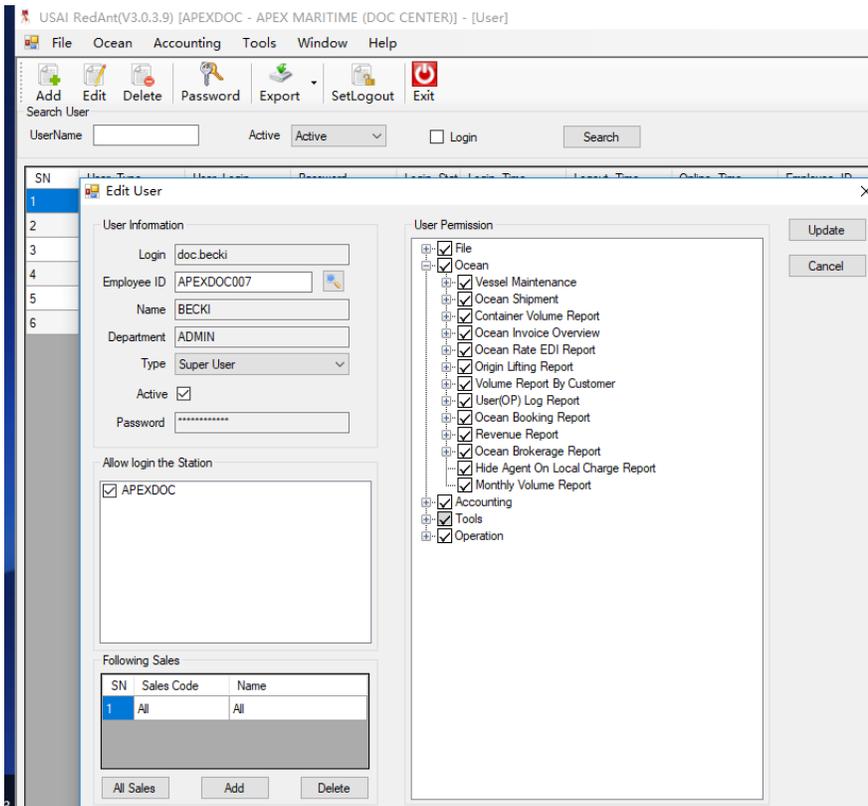
(3) 设置组权限。各站可根据自己的实际情况来设置不同的组，对 RedAnt 分配不同的缺省操作权限。



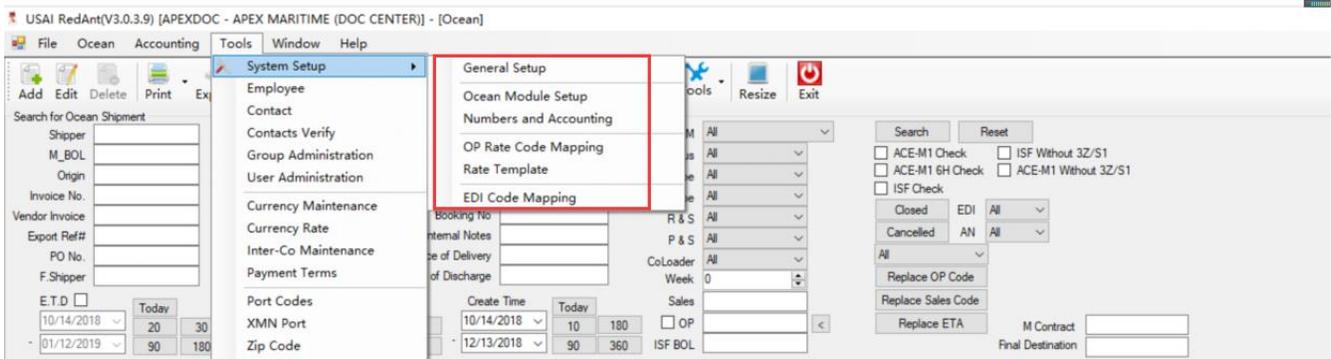
(4) 创建 User 权限。



(5) 依次按照系统栏位，创建该用户。



## 5.2 系统基本设置



### 5.2.1 AMS/ISF/ESI/ACI 的邮件设置

Additional AMS personal email / ISF / ACI / ESI: 选中该框，AMS / ISF / ACI / ESI 的邮件接收者为 AMS / ISF / ACI / ESI 的创建者。

Ocean Setup

General Rate Terms and conditions 1 Terms and conditions 2 HBOL Image Terms and conditions 3 Other

Ocean Prefix: 27  Use AMS System Ready

Place of Issue:

BOL Release:

Place of Receipt:

Port of Loading:

Trucker/Carrier:

ESI FMC:  ESI CHB:

ISF Reference FC: AMAW  Active

Clause 3:

FCR Header: APEX MARITIME (DOC CENTER)

BOL Instruction Email: OED@APEXSHIPPING.COM

Export File Location:

H\_BOL System Gen  DR Application

ESI Description From House  DR Shipper Default Self

Print SI FAX  DR SHA Module

Print SI EMAIL  Print HBOL Container Size

Print HBOL Final Destination  Sync On Board Date With ETD

Shipment Type

SN	Type	AMS	Online	EDI	Statistics	Containerized	Run Report
1	MASTER	<input checked="" type="checkbox"/>					
2	HOUSE	<input checked="" type="checkbox"/>					
3	FCR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Export Sales (OP) From Consignee:  Shipper  Consignee

Import Sales (OP) From Consignee:  Shipper  Consignee

Export File NO Match ETD  Import File NO Match ETA

Is Prompt Consol Destination  Is Prompt Bulk Consol Destination

AMS Email: AMS@APEXSHIPPING.COM.CN  Additional AMS personal email

ISF Email: AMS@APEXSHIPPING.COM.CN  Additional ISF personal email

ESI Email:   Additional ESI personal email

EBooking Email:   Additional EBooking personal email

ACI Email: AMS@APEXSHIPPING.COM.CN  Additional ACI personal email

Ocean Export BillTo Setup:  Terms  Shipper  Consignee

Ocean Import BillTo Setup:  Terms  Shipper  Consignee

Booking To Shipment Automatically Copy:  Basic information  Rate information

Rate Appened  Rate Replace

ISF Copy Only match Shipper & Consignee

Origin Select Check

If Prompt

When Place of Delivery and SI Place of Delivery are different.

Print HBL By OP

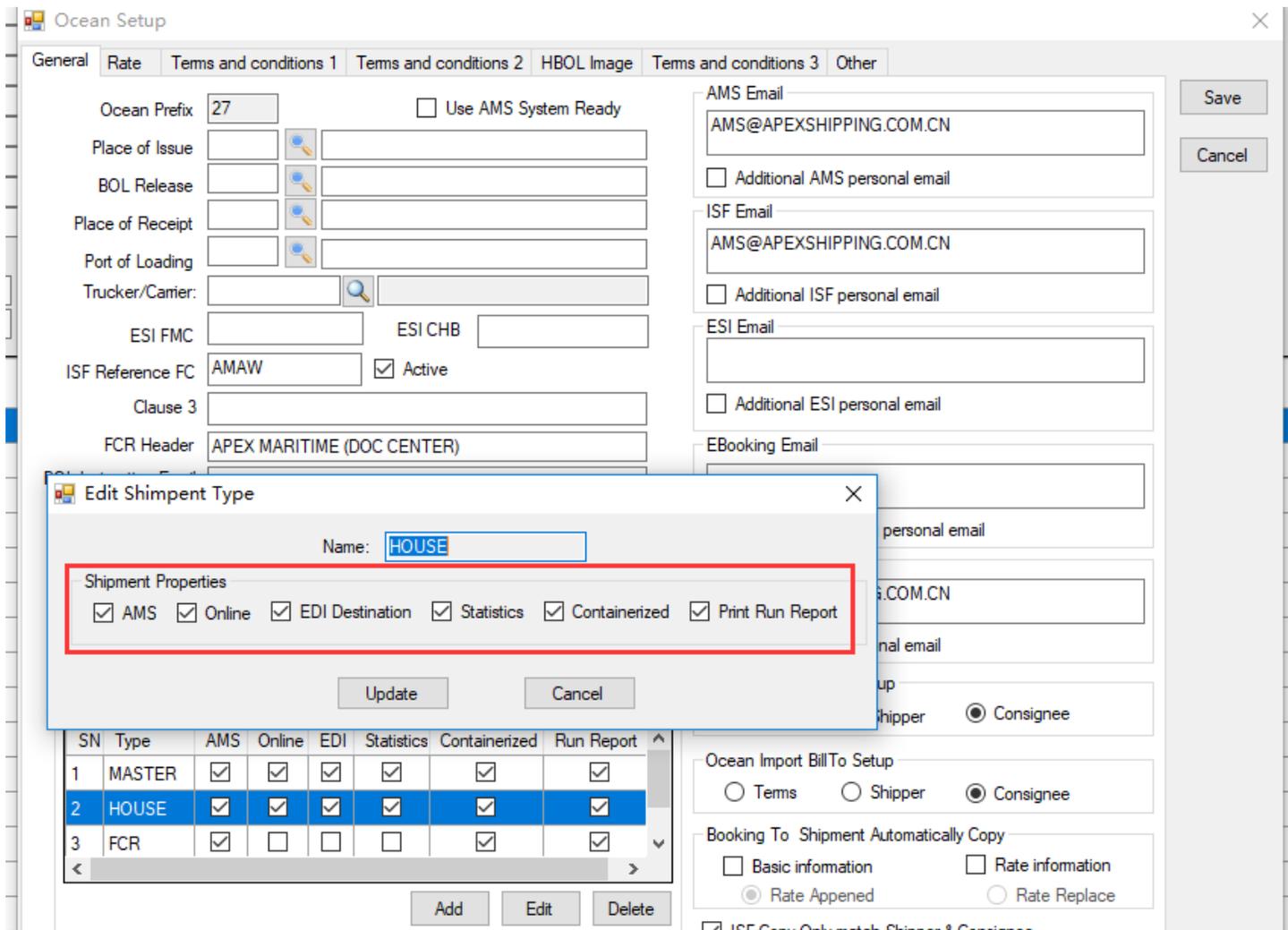
Sync Container Service When Shipment Service changes

## 5.2.2 Shipment Type 设置

Name: Shipment Type 的名字。

AMS / ONLINE / EDI Destination / Statistics / Containerized / Print Run Report:

选择是否让系统默认选中值。



## 6 Online 介绍

Tracking ID 分为内部用户和外部客人。

### 6.1 内部用户

- (1) 内部用户的创建，需要得到本站经理的同意，并告诉我们你的工作范围是什么？是 Sales、OP、单证？创建的 ID 查看范围是什么？
- (2) 不同的职责范围所看到的权限不一样。
- (3) 网站查询版块：如下图，Shipment Info 下的所有查询功能。
- (4) 网站操作版块：ACE-M1 / ISF / ACI Manage。用户可以在本模块进行 ACE-M1 / ISF / ACI 的申报。
- (5) Documents: 用户上传文件。
- (6) Profile: 重设密码和做 VGM 的 Default 的设置。

## 6.2 外部用户

(1) Tracking ID 可以根据 Consignee 的名字和 Shipper 的名字进行创建。

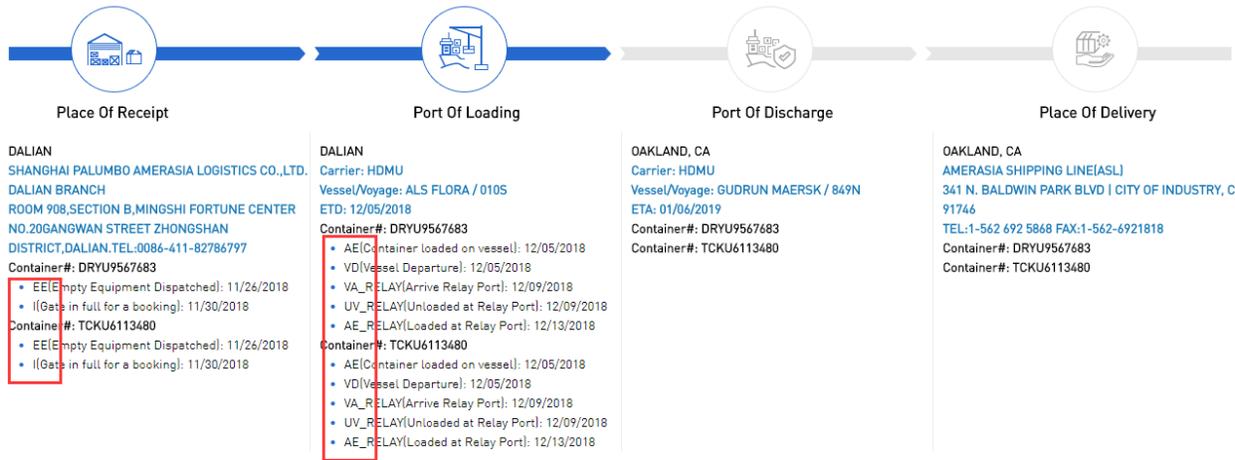
(2) 需要提供：客户名称+客户邮件地址。

(3) 登录主页面：

1) 搜索 Booking / Ocean / Container。

Action	SN	Week	HBOL	MBOL	Carrier	Shipper	Vessel	Consignee	Voyage	Notify Party	Port Of Loading	Port
Detail	1	49	A1812340108	HDMUDLWB0047096	HDMU	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	GUORUN MAERSK	AMERASIA SHIPPING LINE	849N	AMERASIA SHIPPING LINE	DALIAN	OAKL
Detail	2	43	A1810340160	HDMUDLWB0047039	HDMU	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	GUNVOR MAERSK	AMERASIA SHIPPING LINE	843N	AMERASIA SHIPPING LINE	DALIAN	OAKL
Detail	3	39	A1809340167	ONEYDL8CH0584800	ONEY	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	HENRY HUDSON BRIDGE	AMERASIA SHIPPING LINE	063E	AMERASIA SHIPPING LINE	DALIAN	LOS F
Detail	4	38	A1809340142	HDMUDLWB0053989	HDMU	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	MAERSK ALGOL	AMERASIA SHIPPING LINE	838N	AMERASIA SHIPPING LINE	DALIAN	OAKL
Detail	5	37	A1809340131	HDMUDLWB0053990	HDMU	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	MAERSK ANTARES	AMERASIA SHIPPING LINE	837N	AMERASIA SHIPPING LINE	DALIAN	LOS F
Detail	6	36	A1809340138	MAEU578325577	MAEU	SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LTD DALIAN BRANCH	CSL SANTA MARIA	AMERASIA SHIPPING LINE	1815	AMERASIA SHIPPING LINE	DALIAN	LOS F

2) 点开 Detail 后，可以看到历史的状态，船的位置。



Party Details

**Shipper:**  
 SHANGHAI PALUMBO AMERASIA LOGISTICS CO.,LT  
 DALIAN BRANCH  
 ROOM 908,SECTION B,MINGSHI FORTUNE CENTER  
 NO.20GANGWAN STREET ZHONGSHAN  
 DISTRICT,DALIAN.TEL:0086-411-82786797

**Consignee:**  
 AMERASIA SHIPPING LINE[ASL]  
 341 N. BALDWIN PARK BLVD | CITY OF INDUSTRY, C  
 91746  
 TEL:1-562 692 5868 FAX:1-562-6921818

**Notify Party:**



3) 提单基本资料，可以同 Destination 和 Origin 进行在线沟通。

Routing

Week	49	Place Of Receipt	DALIAN
Port Of Loading	DALIAN	Port Of Discharge	OAKLAND, CA
Place Of Delivery	OAKLAND, CA	Final Destination	OAKLAND, CA
ETD	12/05/2018	ETA Port	01/06/2019
Carrier	HDMU	F_Vessel	ALS FLORA
F_Voyage	010S	M_Vessel	GUDRUN MAERSK
M_Voyage	849N	OBL Set	Telex Release
Service	CY/CY	ACE-M1 Commodity	PP WOVEN BAG KRAFT POLY BAG POLY WOVEN FABRIC
Description	PP WOVEN BAG POLY WOVEN FABRIC	Marks	N/M
Tracking#			

315 Status

CTNR#	I	AE	VD	CR	CT	CU	VA	UV	AL	AR	OA	D	RD
DRYU9567683	11/30/2018	12/05/2018	12/05/2018										
TCKU6113480	11/30/2018	12/05/2018	12/05/2018										

Available Documents

HBL  
[A1812360108H.pdf](#) [11/27/2018]

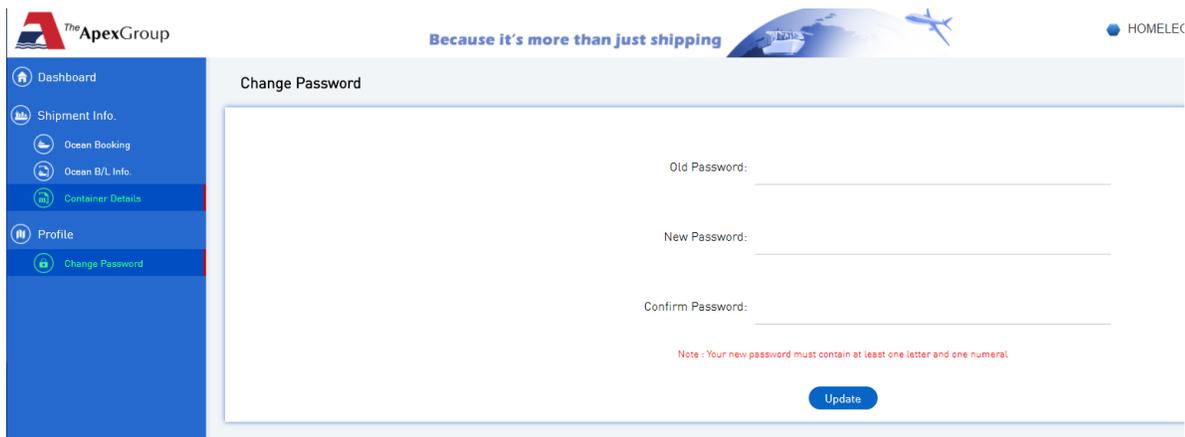
Communication To Apex: NANCY.SHA@APEXSHIPPING.COM.CN;laxoid@apexshipping.com;MILLER.ZHU@APEXSHIPPING.COM.CN

CC: - separated by ;

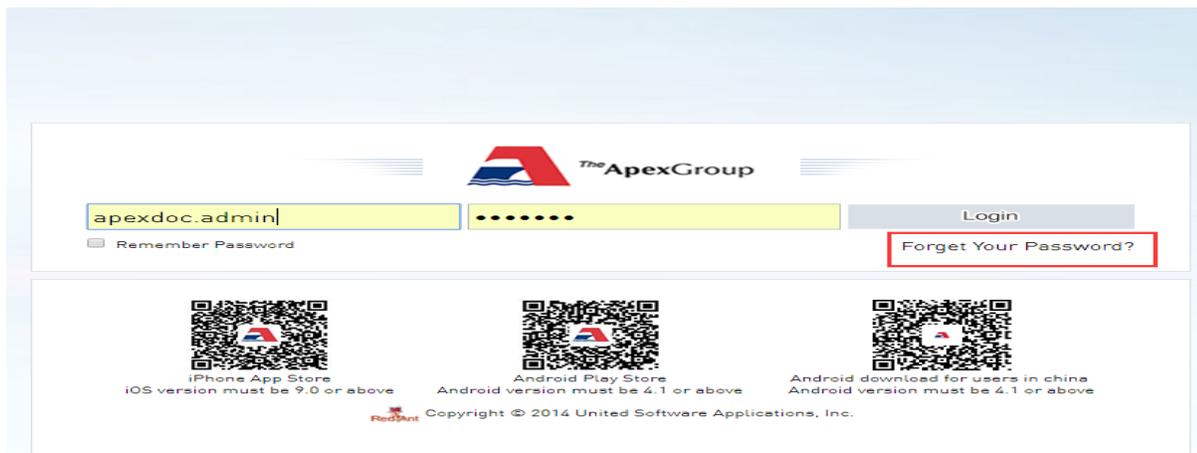


## 6.3 更改密码的两种方式

(1) Login 系统后，选择 Change Password。



(2) 在 Login 页面，点击 Forget Your Password。



## 7 附录

### 7.1 Apex Group ACE-M1/ISF monitor user guide

(1) **Under Redant**→Search for Ocean Shipment by Screen.

进入红蚂蚁的主搜索页面。

(2) **ACE-M1 Check**: ACE-M1 should be filed by Apex, but your station didn't filed.

ACE-M1 漏发报表: Apex 应发 ACE-M1, 但是 origin 没有发。

(3) **ACE-M1 6H Check**: Shipment hold by US custom.

ACE-M1 6H 报表: ACE-M1 被美国海关 hold 住的提单。

(4) **ISF Check**: ISF should be filed by Apex, but your station didn't filed.

ISF 漏发报表: Apex 应发 ISF, 但是 origin 没有发。

(5) **ISF without 3Z/S1**: ISF filed by Apex, but ACE-M1 didn't filed.

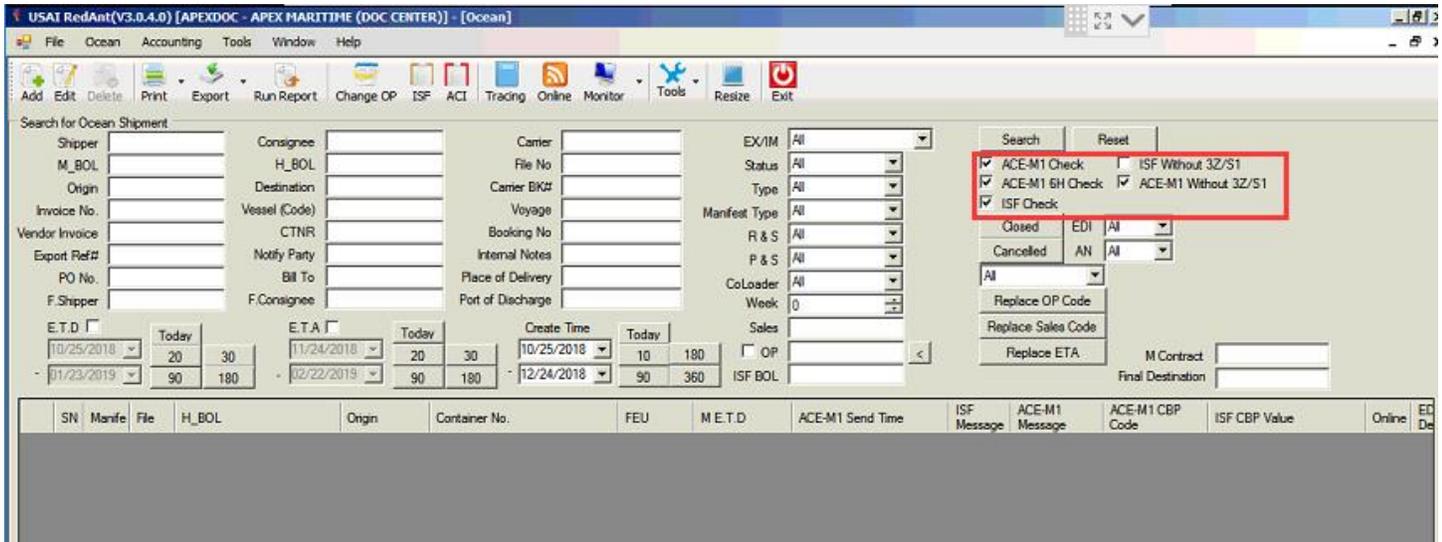
ISF 已发 ACE-M1 没发报表: Apex 已发 ISF, 但是系统没有接收到 ACE-M1 相匹配的申报信息。

(6) **ACE-M1 without S1**: ACE-M1 filed by Apex, but ISF didn't filed.

ACE-M1 已发 ISF 没发报表: Apex 已发 ACE-M1, 但是系统没有接收到 ISF 相匹配的申报信息。

(7) You can select all function checkbox, then search.

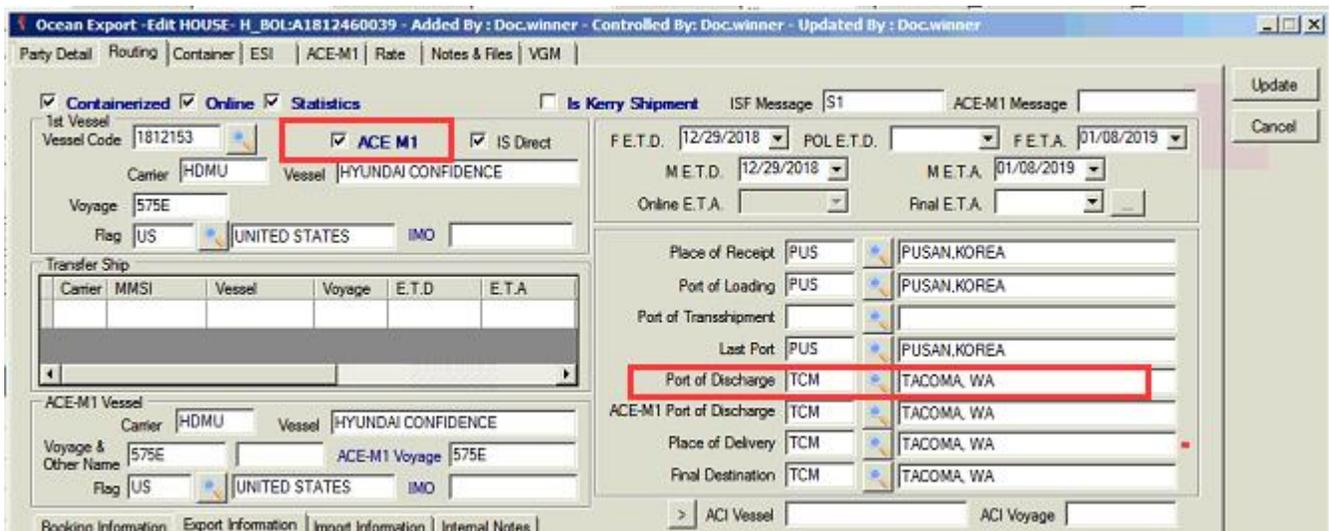
你可以将所有按钮选择按 search， 将所有的结果全部一次性显示出来。



## 7.2 ACE-M1 Check Logic

Under Routing, user selects the vessel code, and ACE-M1 port of discharge will be popped up auto. If ACE-M1 port of discharge=US Port or Puerto Rico, this shipment will be defaulted to file ACE-M1 by Apex. If it shouldn't, pls cancel the check box for ACE-M1.

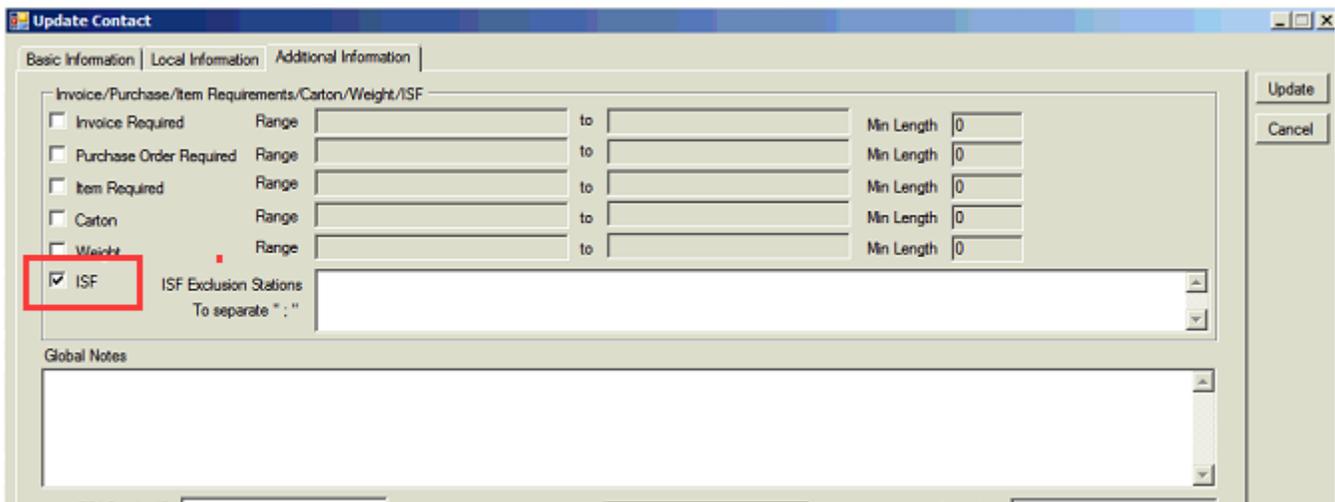
在 Routing 下，当用户选择了 Vessel Code，而 ACE-M1 Port of Discharge 属于美国或波多黎各的港口，系统会默认该票提单需要由 Apex 来送 ACE-M1，如果不是，请取消 ACE-M1 选择框。



## 7.3 ISF Check Logic

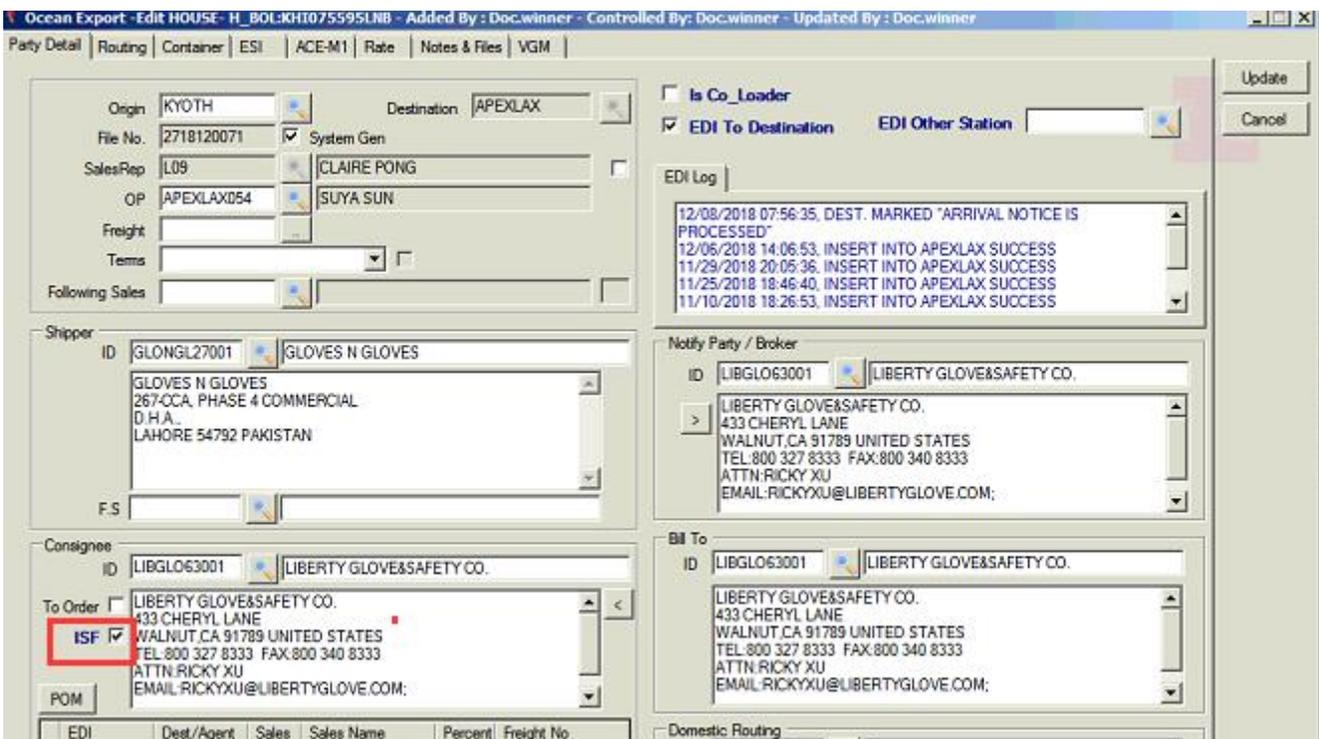
(1) Set ISF required under contact ISF.

Contact 页面标注该 Consignee 是否需要发送 ISF。



(2) Under Ocean-Party, when user select this contact ID, this shipment will be marked to file ISF. If shouldn't, pls cancel the checkbox for ISF.

在 Ocean party 页面，如果用户选择了该客户，这票单子就会被默认为需要由 Apex 来送 ISF。如果不是，请取消 ISF 选择框。



## 7.4 ACE-M1 / ISF / ACI Online Control (网站状态控制)

### 7.4.1 ACE-M1 Control

The amendment before vessel arrival 3 days. CBP can receive data, but Broker and Carrier couldn't receive. You need to contact with destination OP to notify broker, and request broker to contact with CBP, and inform them where the wrong is and ask them to release manually.

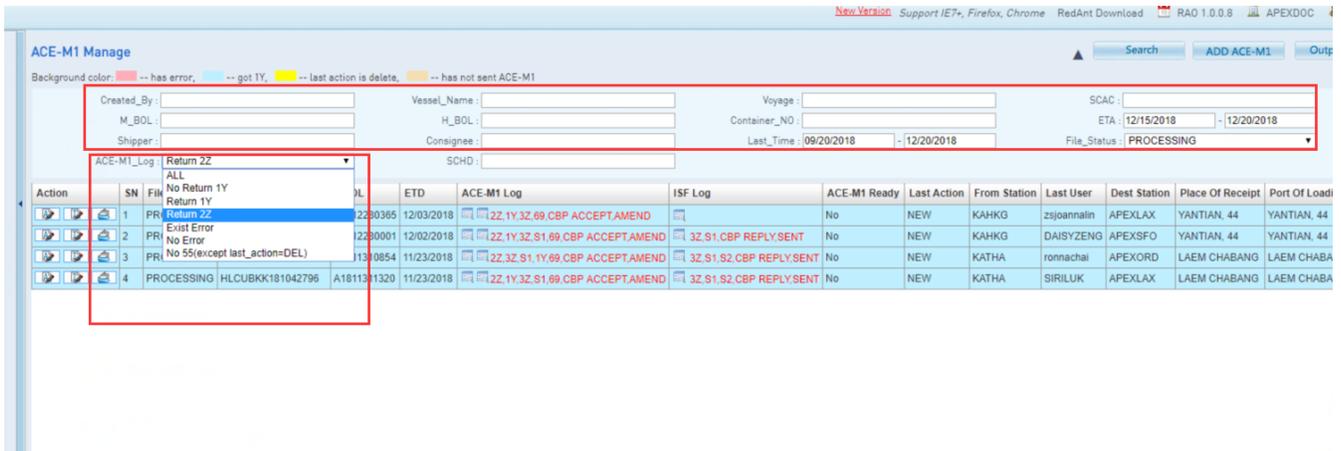
注意：到港前三天的 ACE-M1 修正，海关能收到，清关公司和船公司的系统收不到，Origin 需要重发，但是需要通知美国 OP，请他们通知 Broker 错误的地方，请 Broker 通知海关，人工放行。

#### 7.4.1.1 ACE-M1 Manage

Root: Online main page→ACE-M1 Manage

路径：网站主页面→ACE-M1 Manage。

根据条件区域，输入各种搜索条件，再点击 Search。



### 7.4.1.2 ACE-M1 Log 报表介绍

**Not return 1Y:** Apex MBL# in ACE-M1 filing and Carrier MBL# in ACE-M1 filing are different.

我们的 ACE-M1MBOL#与船公司 ACE-M1MBOL#申报的不一致。

**Return 2Z:** There other field except MBL# are different with carrier's filing.

除了 MBOL 之外，其它信息有与船公司申报的不匹配。

**Existed Error:** Need to chk each error code.

必须看返回码具体分析。如果不清楚，可以联系 RedAnt 或文档中心。

**No 55(except last action\_del):** Delete the old ACE-M1 already, but the new ACE-M1 filing are not accepted by CBP, this is very serious problem.

重发之后没有返回 55，非常危险，说明已经删除旧的，但新的没有提交成功，需要具体分析。

### 7.4.1.3 CBP Code (ACE-M1 常见错误代码及处理方法)

Error	Reason	How to fix
299/0 60	1. Wrong MBL SCAC code (船公司 scac code 错误)	if item 3, request carrier to refile the ACE-M1 type, system will refile the ACE-M1 automatically as per 4H to avoid origin missed to refile.  若 1, 2 没有问题，请船公司更改 ACE-M1 类型，重新发 ACE-M1。同时，系统也会不停的每 4 小时重发一次，直到错误消失
	2.MBL# wrong (MBL#错误)	
	3.Carrier ACE-M1 type filing wrong.船公司 ACE-M1 类型发送错误)	
045,0	Wrong Voyage#	Pls double chk voyage

59	航次错误	请确认航次，再重新发送
2Z	<p>Your ACE-M1 filing mismatched with carrier's filing except carrier scac code/MBL#.</p> <p>你发送的 ACE-M1 资料，除了 carrier scac code 和 MBL#匹配外，其它的任何栏位不匹配都会引起 2Z。</p>	<p>Check with Carrier for the ACE-M1 filing between you and Carriers. Pls refile if your ACE-M1 filing is wrong, and pls request Carrier to refile and you file later again if Carrier's filing is wrong till no 2Z appeared.</p> <p>和船公司比对你发送的 ACE-M1 和船公司发送的有何不同。如果是你发送的资料有问题，修正并重发。如果船公司的有问题，请船公司的重发后，你再重发。直到没有 2Z 出现。</p>
1Y	<p>Carrier Scac code and MBL# is mismatched between you and carriers.</p> <p>你发送的 ACE-M1 与船公司发送 ACE-M1 的 SCAC Code 或者 MBOL 不匹配</p>	<p>Pls make user 1Y before M/V departure 24H at least. If no 1Y, pls chk with carrier if ACE-M1 is 24H OK in their system.</p> <p>请确认所有的 ACE-M1 发送，在船开前的 24 小时已有 1Y。如果没有，请和船公司确认，ACE-M1 在他们的系统里是不是 24 Hour OK。</p>

## 7.4.2 ISF Control

Root: Online—ISF Manage.

根据条件区域，输入各种搜索条件，再点击 Search。

### 7.4.2.1 ISF Log 报表介绍

**No Return S1:** No ACE-M1 HBL# matched. Pls double check the ACE-M1 HBL# and ISF HBL#.

没有 ACE-M1 HBL# 与之相匹配。

**S08:** Duplicate ISF filed (Maybe your customer or other station already filed).

重复发送（有可能是客人发送与站点发送重复）。

**S10:** Complicated. Need analysis by each code.

情况较复杂，需要具体分析，但很严重。

**20:** Hold by CBP, need to communicate with CBP according to ISF log instruction.

CBP 人工 Hold 住，需要按 20 上的描述来处理，按照所写内容的电话或者邮件来和 CBP 沟通处理。

**No Transaction No:** ISF didn't file success.

没有 Transaction No，没发成功，原因也是要具体分析。

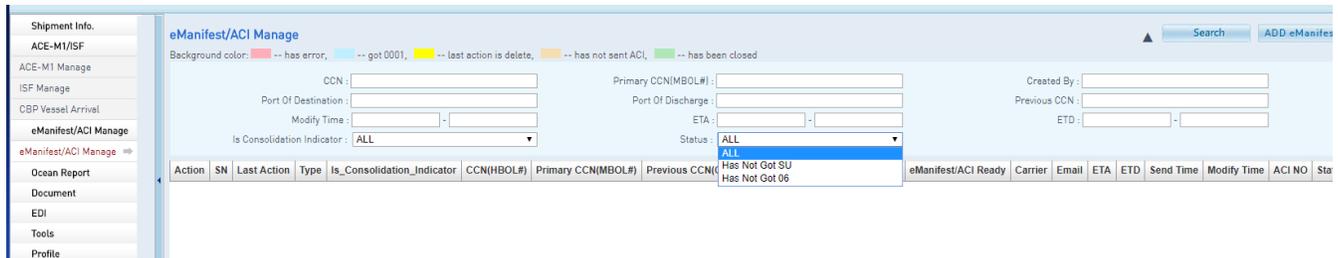
### 7.4.2.2 ISF Code (ISF 常见错误代码及处理方法)

Error Code	Reason	How to fix
S06	Wrong ISF filing Type ISF 类型错误	If ACE-M1 was filed by Apex, ISF TYPE=House bill of lading. If ACE-M1 was filed by Carrier, pls make sure it's Ocean bill of lading or House bill of lading. 如果是 Apex 发送的 ACE-M1，选择 house bill of lading. 如果是船公司发送的 ACE-M1，请和船公司确认是用 Ocean bill of lading 还是 House bill of lading

### 7.4.3 ACI control

Root: Online→eManifest→ACI Manage。

根据条件区域，输入各种搜索条件，再点击 Search。



#### 7.4.3.1 ACI Log 报表介绍

**Has not got SU:** MBOL or MBOL format is different with Carriers.

MBOL 或者 MBOL 格式与船公司不一致。

**Has not got 06:** ACI didn't file successful. Normally will receive 44-error.

没有成功，一般都是返回 44。

#### 7.4.3.2 Error code list (ACI 常见错误代码及处理方法)

Error	Reason	How to fix
44 (463)	Wrong Transaction code 类型错误	Pls use Original if your last filing is Change, use Change if your last action is Original. 如果你上一次使用的是 Change，现改为 Original。如果上一次是 Original，现改为 Change。
44, SU	Wrong Transaction code	This is error, need to recheck the reason and refile 需要检查原因，重发 ACI。

	类型错误	
S26	Carrier indicated no supplementary required or wrong ACI type as House. 资料不全, 或者船公司 ACI 发送 type 错误为 House.	Have carrier resubmit the bill to CBSA, once successful, Apex needs to submit the bill to CBSA. 让船公司重新发送完整的资料给 CBSA 或者让船公司更改 ACI 发送类型为 Master, 等他们发送成功后, Apex 需要重新发送。

### 7.4.3.3 44 (463)的解决方案

The screenshot shows the 'Ocean ACI - H\_BOL: SDACF0006188' interface. The 'Transaction Code' dropdown menu is highlighted with a red box and set to 'CHANGE'. Other visible fields include: Type: ACI, CCN(HBOL#): 8FFL, SDACF0006188, Carrier CCN(MBOL#): PABVDAC800522400, Manifest Type: IMPORT, Amend Reason, Application Type, Cargo\_Volume: 0 CUBIC FEET, and Email: MARIA.WANG@APEXSHIPPING.COM.CN;AMS@APEXSHIPPIN.

## 7.5 ACE-M1 BOL Split Filing (分单申报)

定义: Origin 先按照 Shipper 的要求, 申报了 ACE-M1。船开以后, 由于 Shipper/Carrier 的原因, 需要将之前的 ACE-M1 拆分为多票 ACE-M1 进行重新申报的方法叫做 Split Filing。

### 7.5.1 申报方法

Root: RedAnt→Ocean→ACE-M1.

路径: RedAnt→Ocean→ACE-M1 页面。

### 7.5.2 注意事项

All data inputted is as same as normal ACE-M1 filing, except re-selecting the “BOL Ref” field to OL-Split Bill and “H\_BOL” field to use the previous ACE-M1 BOL# (which was previously accepted by US CBP).

除了 “BOL Ref” 和 “H\_BOL” 两个栏位外, 所有的 ACE-M1 输入和正常的输入一样。“BOL Ref” 要选择 OL-Split Bill, 之后 “H\_BOL” 要输入你之前申报过的并被美国海关接受的 ACE-M1 提单号码。

**BOL Ref:** OL-Split Bill and OB-Normal. Default is OB.

OL-分单, OB-正常单子。一般情况下, 系统默认 OB。

**H\_BOL:** Input the previous ACE-M1 BOL# (which was previously accepted by US CBP).

输入之前已经发送并被 CBP 接受的 ACE-M1 BOL#。

If you split the BL, pls remember to file ISF for the new ACE-M1 BL#. The new ISF BL# will be linked to the new ACE-M1 BL#, and CBP will regard it as Split BL also, it won't be regarded as late filing.

如果拆份了 ACE-M1，请记得要用新的号码去送 ISF。新的 ISF 号码会和新的 ACE-M1 号码相互连接，海关会认定它为分单，不会认定为晚送。

**注意：Don't forget to click OK and check the EDI log（不要忘记点击 OK 和检查 EDI log）。**

SN	Container No	Qty	Size	Type	Code	Seal No	Seal No 2	Unit	LBS	KGS	Ser
1	MRKU9406490	6	20SD	22G0	2B	CN6662365		PKG-PACKAGE	44180.585	20040.000	CY/

## 7.6 Apex Consol Box SOP（拼柜操作流程）

**STLUTA Handles（STLUTA 处理的货）：**

- (1) FCL of Starlink SFO sales accounts（STLUTA 销售的整柜货）。
- (2) LCL of Starlink SFO sales accounts（STLUTA 销售的散货）。
- (3) Consol box of all Starlink SFO, Apex SFO 和 Global Sales accounts（所有的 STLUTA, APEXSFO 以及 Global 团队的拼箱货）。

**APEXSFO Handle（Apexsfo 处理的货）：**

- (1) FCL of Apex SFO and Global sales accounts（SFO/Global 团队的整柜货）。
- (2) LCL of Apex SFO and Global sales accounts（SFO/Global 团队的散货）。

**For Apexsfo Consol box, pls do the following step to let STLUTA handle:**

所有的 SFO 的拼箱货，请按以下步骤变为 STLUTA 来操作：

- (1) If SFO consol box, pls select consol under Manifest Type.

如果是 SFO 的拼箱货，请在 Manifest 类型下选择 Consol。

Ocean Export - Edit HOUSE- H\_BOL:KHI075595LNB - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : Doc.winner

Party Detail | Routing | Container | ESI | ACE-M1 | Rate | Notes & Files | VGM

**Locked by DOC Center : H\_BOL / Online / Week;**

Containerized  Online  Statistics  Is Kerry Shipment ISF Message ACE-M1 Message

1st Vessel  
Vessel Code   ACE M1  IS Direct

Carrier PABV Vessel KOTA PERWIRA

Voyage 0159E

Flag US UNITED STATES IMO

Carrier	MMSI	Vessel	Voyage	E.T.D	E.T.A

ACE-M1 Vessel  
Carrier PABV Vessel KOTA PERWIRA

Voyage & Other Name 0159E ACE-M1 Voyage VGCK0057E

Flag US UNITED STATES IMO

Booking Information | Export Information | Import Information | Internal Notes

Export References

H\_BOL NO KHI075595LNB  System Gen

ACE-M1 NO SGPVKHI075595LNB

M\_BOL NO PABVKHI800337100

Carrier Booking NO

Service CFS/CY

OBL Set Original Bill of Lading Required

OBL Change Date  PCS  Destination

Waybill Clauses

M Contract  Apex  No Apex

Third Party

Manifest Type **CONSOL**

Week 44 Statistics Year 2018

SI CutOff Date  SI CutOff Time

On Board Date 12/08/2018 FCR Date

SI Place of Delivery LGB LONG BEACH, CA

Place of Issue

BOL Release

ACE-M1 Commodity WORK GLOVES

(PO Commodity)

SI Commodity

Payable At  S/O #

(2) When you select the consol, destination will be changed from ApexSFO to STLUTA, OP code will be updated to APEXUTA008, and profit share dest/agent will be updated to STLUTA also.

当你选择了 Consol, Destination 就会自动的从 APEXSFO 变为 STLUTA, OP Code 变成 APEXUTA008, 利润分成在 dest/agent 的也会变成 STLUTA。

Ocean Export - Edit HOUSE- H\_BOL:SBREA0004656 - Added By : Doc.winner - Controlled By: Doc.winner - Updated By : Doc.winner

Party Detail | Routing | Container | ESI | ACE-M1 | Rate | Notes & Files | VGM

Origin KYDE Destination **STLUTA**

File No. 2718100305  System Gen

SalesRep KY KY OTHERS STATION

OP **STLUTA008** VINH TRAN

Terms

Following Sales

Shipper ID SIEAUB27001 SIEGENIA- AUBI KG

SIEGENIA- AUBI KG  
INDUSTRIESTRASSE 1  
WILNSDORF 57234 GERMANY, FEDERAL REPUBLIC OF

F.S.

Consignee ID INTUSA28002 INTERLOCK USA INC.

To Order  INTERLOCK USA INC.  
1105 SOUTH ROCK BLVD  
SUITE 120-123

ISF

Is Co\_Loader

EDI To Destination EDI Other Station

EDI Log

11/02/2018 00:39:20, DEST. MARKED "ARRIVAL NOTICE IS PROCESSED"  
10/25/2018 23:29:27, INSERT INTO STLUTA SUCCESS  
10/25/2018 23:09:25, INSERT INTO STLUTA SUCCESS

Notify Party / Broker ID INTUSA28002 INTERLOCK USA INC.

INTERLOCK USA INC.  
1105 SOUTH ROCK BLVD  
SUITE 120-123  
RENO, NV 89502 UNITED STATES  
TEL:877-852-8808 FAX:775-852-8867  
ATTN:ASHLEY BREKHUS

Bill To ID INTUSA28002 INTERLOCK USA INC.

INTERLOCK USA INC.  
1105 SOUTH ROCK BLVD  
SUITE 120-123

## 7.7 Apex Coloader SOP (Coloader 操作流程)

(1) If consignee/shipper is co-loader. Select the contact type for both consignee/co-loader or shipper/co-loader.

如果 Consignee/Shipper 的类型是 Co-loader, 请在 Contact Type 中, 同时选择类型 Consignee/Co-loader 或者 Shipper/Co-loader。

Station Agent	Sales	Sales Name	(%)
999	3501	FRANK SONG	65

(2) In the booking or ocean module, system will show it's co\_loader shipment. If your shipment is special and it is not co-load shipment, you can cancel is co\_loader.

在 Booking 或者 Ocean 模块下, 系统将会自动显示该客户为 Co-loader。如果这票货为特殊货物, 不是 Co-loader 的情况, 请取消勾选框。

12/20/2018 17:27:06. INSERT INTO APEXORD SUCCESS

(3) In the sales performance report, column V will show Y if it's co-load shipment.

在我们的销售业绩报表中, 我们会在 V 列显示, 该票货物是 Co-loader.

	J	K	L	M	N	O	P	Q	R	S	T	U	V
7	CMAU7336244	40HD	1	150	CY/CY	0	07/09/2018	08/06/2018	NEW YORK, NY	APEXNYC	KAHKG	APEXHKG_FR	N
8	APHU6713237	40HD	1	501	CY/CY	0	07/29/2018	08/27/2018	NEW YORK, NY	APEXNYC	KAHKG	APEXHKG_FR	N
9	CAIU4476300	40HD	1	172	CY/DOOR	0	08/06/2018	09/03/2018	SOUTHAMPTON, UK	KYLON1	KAHKG	APEXHKG_FR	N
0	TEMU6029033	40HD	1	132	CY/DOOR	0	08/06/2018	09/03/2018	SOUTHAMPTON, UK	KYLON1	KAHKG	APEXHKG_FR	N
1	TCLU8436832	40HD	1	1396	CY/DOOR	0	07/02/2018	07/23/2018	SANTA CRUZ, CA	APEXSFO	KAHKG	APEXHKG_FR	N
2	MSKU6953730	40SD	1	1558	CY/DOOR	0	07/02/2018	07/17/2018	TORRANCE, CA	APEXSFO	KAHKG	APEXHKG_FR	N
3	MSCU6448961	20SD	0.5	31	CY/DOOR	0	08/06/2018	09/03/2018	SOUTHAMPTON, UK	KYLON1	KAHKG	APEXHKG_FR	N
4	CMAU0385421	20SD	0.5	35	CY/DOOR	0	08/24/2018	09/08/2018	SAN GABRIEL, CA	STLUTA	KAHKG	APEXHKG_FR	N
5	CAIU6060502	20SD	0.5	20	CY/DOOR	0	09/02/2018	09/16/2018	GLENDALE, CA	STLUTA	KAHKG	APEXHKG_FR	N
6	TEMU6541029	40HD	1	1738	CY/DOOR	0	07/07/2018	07/26/2018	BURLINGAME, CA	APEXSFO	KAHKG	APEXHKG_FR	N
7	EMCU9599129	40HD	1	1408	CY/DOOR	0	07/07/2018	07/26/2018	BURLINGAME, CA	APEXSFO	KAHKG	APEXHKG_FR	N
8	TGHU8877673	40HD	1	1559	CY/DOOR	0	07/13/2018	08/02/2018	BURLINGAME, CA	APEXSFO	KAHKG	APEXHKG_FR	N
9	OOLU7389479	40SD	1	398	CY/CY	0	07/08/2018	07/25/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
0	OOLU4395288	40SD	1	321	CY/CY	0	07/02/2018	07/17/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
1	OOLU6757494	40HD	1	543	CY/CY	0	07/08/2018	07/25/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
2	OOLU7901158	40SD	1	442	CY/CY	0	07/02/2018	07/17/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
3	DFSU7235206	40HD	1	527	CY/CY	0	07/02/2018	07/17/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
4	OOLU7657205	40SD	1	402	CY/CY	0	07/02/2018	07/17/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
5	OOLU9780245	40HD	1	568	CY/CY	0	07/08/2018	07/25/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
6	OOLU9050798	45HD	1	524	CY/CY	0	07/08/2018	07/25/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
7	OOLU9035350	45HD	1	505	CY/CY	0	07/08/2018	07/25/2018	LONG BEACH, CA	APEXLAX	KAHKG	APEXHKG_FR	Y
8	MSKU8509113	40HD	1	1088	CY/CY	0	07/09/2018	08/08/2018	NEWARK, NJ	APEXNYC	KAHKG	APEXHKG_FR	Y

## 7.8 ETA Destination SOP (预计到达目的地的日期)

### Final E.T.A(RA)=ETA DEST(Online)

RedAnt 系统里的 Final ETA 这个栏位等于网站上的 ETA DEST 这个栏位。

**Final ETA:** Origin 输入，这个值不会更新至网站。

**Online ETA DEST:** Auto Plus the fixed date according to shipment discharge port and place of delivery State. Example: discharge port=LAX, place of delivery is to CA. system will plus 2 days for CY-CY, 4 days for CY-Door.

网站上的预计到达目的地时间：系统根据提单卸货港和货物所到达目的地的州名自动加固定的天数。例如：卸货港为 LAX，目的地为 CA，如果是 CY/CY，系统会自动加 2 天，如果是 CY/Door，系统会自动加 4 天。

**Final ETA:** Destination RA input, system will default to post and overwrite both online ETADest and Origin's RA Final E.T.A. Origin's RA final E.T.A title will be changed to blue. User can cancel the checkbox for not to online.

Destination 输入，这个值会默认更新到网站 ETA DEST 和 Origin 的 RA final E.T.A 栏位，同时，Origin RA final E.T.A 这个栏位名称会变成蓝色，如果用户取消打钩，该值不上网。

The screenshot shows the 'Ocean Export - Edit HOU5E-H\_BOL:A1811460026' window. Key fields include:

- 1st Vessel:** Vessel Code: 1811125, Carrier: HDMU, Vessel: ALBERT MAERSK, Voyage: 846E, Flag: US.
- Transfer Ship:** Table with columns: Carrier, MMSI, Vessel, Voyage, E.T.D., E.T.A.
- ACE-M1 Vessel:** Carrier: HDMU, Vessel: ALBERT MAERSK, Voyage & Other Name: ACE-M1 Voyage 846E, Flag: US.
- ETA Fields:** F.E.T.D.: 11/23/2018, P.O.L.E.T.D.: 11/23/2018, F.E.T.A.: 12/17/2018, M.E.T.D.: 11/23/2018, **Online E.T.A.:** 12/17/2018, **Final E.T.A.:** 12/17/2018.
- Ports:** Place of Receipt: PUS (PUSAN, KOREA), Port of Loading: PUS (PUSAN, KOREA), Last Port: PUS (PUSAN, KOREA), Port of Discharge: SAV (SAVANNAH, GA), ACE-M1 Port of Discharge: SAV (SAVANNAH, GA), Place of Delivery: DNN (DALTON, GA), Final Destination: DNN (DALTON, GA).

## ETA DEST Destination RA Operation Logic:

目的港红蚂蚁系统操作逻辑:

(1) Cannot check mark if date is empty.

Final E.T.A 为空，不能选择上网。

(2) Once check marked and updated, cannot un-check mark again.

Final E.T.A 只要上网，就不能取消不上网。

(3) Once check marked, date cannot be empty again.

Final E.T.A 选择了上网，该值就不能为空。

## 7.9 Apex Documents Name SOP

Rules (规则) :

Document	Standard	Multiple_Pages	Revised_Documents
ISF	HBL5.PDF or HBL5.TIF	HBL5n.PDF or HBL5n.TIF	HBL5R.PDF or HBL5R.TIF or HBL5Rn.PDF or HBL5Rn.TIF
AMS	HBLZ.PDF or HBLZ.TIF	HBLZn.PDF or HBLZn.TIF	HBLZR.PDF or HBLZR.TIF or HBLZRn.PDF or HBLZRn.TIF
Delivery Order	HBL0.PDF or HBL0.TIF	HBL0n.PDF or HBL0n.TIF	HBLOR.PDF or HBLOR.TIF or HBLORn.PDF or HBLORn.TIF
Back up	HBLB.PDF or HBLB.TIF	HBLBn.PDF or HBLBn.TIF	HBLBR.PDF or HBLBR.TIF or HBLBRn.PDF or HBLBRn.TIF
Apex Invoice	HBLV.PDF or HBLV.TIF	HBLVn.PDF or HBLVn.TIF	HBLVR.PDF or HBLVR.TIF or HBLVRn.PDF or HBLVRn.TIF
Arrival Notice	HBLA.PDF or HBLA.TIF	HBLAn.PDF or HBLAn.TIF	HBLAR.PDF or HBLAR.TIF or HBLARn.PDF or HBLARn.TIF
Customs File	M/HBLC.PDF or M/HBLC.TIF	M/HBLCn.PDF or M/HBLCn.TIF	M/HBLCR.PDF or M/HBLCR.TIF or M/HBLCRn.PDF or M/HBLCRn.TIF
All other documents	HBLD.PDF or HBLD.TIF	HBLDn.PDF or HBLDn.TIF	HBLDR.PDF or HBLDR.TIF or HBLDRn.PDF or HBLDRn.TIF
Packing List	HBLP.PDF or HBLP.TIF	HBLPn.PDF or HBLPn.TIF	HBLPR.PDF or HBLPR.TIF or HBLPRn.PDF or HBLPRn.TIF
C/I & Packing list	HBLI.PDF or HBLI.TIF	HBLIn.PDF or HBLIn.TIF	HBLIR.PDF or HBLIR.TIF or HBLIRn.PDF or HBLIRn.TIF
F/L	M/HBLF.PDF or M/HBLF.TIF	M/HBLFn.PDF or M/HBLFn.TIF	M/HBLFR.PDF or M/HBLFR.TIF or M/HBLFRn.PDF or M/HBLFRn.TIF
MBL	M/HBLM.PDF or M/HBLM.TIF	M/HBLMn.PDF or M/HBLMn.TIF	M/HBLMR.PDF or M/HBLMR.TIF or M/HBLMRn.PDF or M/HBLMRn.TIF
HBL	HBLH.PDF or HBLH.TIF	HBLHn.PDF or HBLHn.TIF	HBLHR.PDF or HBLHR.TIF or HBLHRn.PDF or HBLHRn.TIF

(1) Multiple stations F/L sending: <HBL>Fn-<STATION CODE>. For examples: AYYMMBL0001F-APEXLAX, AYYMMBL0001F-APEXSFO ... etc.

多个 FL 文件，可以用<HBL#>F1-<站名>。例如：A1810390001F-APEXLAX, A1810390001F-APEXSFO 等。

(2) Any “n” in this document represents sequent number, starting from 1, 2, 3, 4, 5 ... etc.

N 表示序列号 1, 2, 3, 4, 5 等。

(3) Multiple pages, for example, if one shipment has 3 pages of MBL draft, you can scan the 3 pages into 1 file, name as AYYMMBL0001M1.

At the meantime, you can also scan it into to 3 different files, name as AYYMMBL0001M1, M2, M3.

如果文件有多页，可以将所有的文件扫描成一个文件，并命名为 AYYMMBL0001M1。

同时，你也可以将每一页文件扫描成单独的一个文件，并命名为 AYYMMBL0001M1, AYYMMBL0001M2, AYYMMBL0001M3。

(4) Consolidation Box (multiple HBLs has the same MBL), for MBL and F/L, please upload one time only as: <MBL>M and <MBL>F.

拼箱货（多个 HBL，一个 MBL），可以将 MBL 命名为<MBL>M 和<MBL>F。

(5) All files mentioned in this document must be only by PDF or TIF format, less 200KB.

所有的文件，只能为 PDF 或者 TIF 格式，且少于 200kb。

(6) All documents must be uploaded into RedAnt within 5 days upon M/V departure.

所有的文件，需要在母船开出的 5 天之内上传。

## 7.10 Apex Online VGM SOP

Login Online Website: <https://ra.apexshipping.com/login.php>

**System setup for one time only:** 系统设置（只设一次）。

Profile—VGM Default setting, input VBM submitter/VGM Signature/VGM Authorized Email/ VGM Authorized Email.

**Select Ocean B/L info, input H\_BOL, Search out, then click VGM.**

选择 Ocean B/L info，输入提单号码，搜索，单击 VGM。

**Add Ocean VGM(Required fields input).**（新增 VGM，必须输入的栏位）

VGM\_KG\_LB: select KGS or LBS in the title list box (在标题列表框中选择 KG 或 LBS)。

VGM time: Select in title calendar (在标题日历表中选择时间)。

VGM Method: Select in the title list box (在标题列表框中选择重量计算方式)。

VGM Weight: input weight for each container (一个柜子一个柜子手工输入柜子重量)。

**ADD Ocean VGM**

H\_BOL : DEMOHOL\_023 Carrier Booking : BOOKING\_023 Vessel : MARCHEN MAERSK Voyage : 131S  
ETD : 01/06/2013 ETA : 02/03/2013 Last\_User : Last\_Time :

Submitter : DEMO Signature : DEMO USER  
Authorized Email : demo@demo.com Authorized Tel : 001-002 Is Send  [Upload Excel](#)

SN	Carrier Booking No	Container No	Size	VGM Weight	VGM_KGS_LBS	VGM Time	VGM Method	Cargo_Weight(KGS)	Cargo_Weight(LBS)
1	BOOKING_023	DEMO029	40SD	20000	KGS	2016-08-24 00:00:00	SM1	18764.000	41367.490
2	BOOKING_023	DEMO030	40SD	20000	KGS	2016-08-24 00:00:00	SM1	18464.000	40706.104

[SAVE](#)

### Upload excel (用 excel 上传)

If you want to upload VGM data by excel, pls select VGM\_KGS\_LBS and VGM Time first, then click upload files, and browse, selected the files, then upload. Pls pay attention to the excel file format. 如果你想用 excel 上传 VGM 资料, 请先在网站上完成 VGM\_KGS\_LBS 和 VGM Times 两个栏位, 然后点击 Upload Excel 进入上传页面。点击浏览, 选择文件, 点击 Upload 按钮。

**注意: Excel 的标准上传格式。**

Apex Online Tracking Ocean Vgm

**ADD Ocean VGM**

H\_BOL : DEMOHOL\_023 Carrier Booking : BOOKING\_023 Vessel : MARCHEN MAERSK Voyage : 131S  
ETD : 01/06/2013 ETA : 02/03/2013 Last\_User : Last\_Time :

Submitter : DEMO Signature : DEMO USER  
Authorized Email : demo@demo.com Authorized Tel : 001-002 Is Send  [Upload Excel](#)

SN	Carrier Booking No	Container No	Size	VGM Weight	VGM_KGS_LBS	VGM Time	VGM Method	Cargo_Weight(KGS)	Cargo_Weight(LBS)
1	BOOKING_023	DEMO029	40SD	Enter weight	KGS	2016-08-08 00:00:00		18764.000	41367.490
2	BOOKING_023	DEMO030	40SD	Enter weight	KGS	2016-08-08 00:00:00		18464.000	40706.104

[SAVE](#)

**Upload Excel**

Please Select The .xls/.xlsx File : C:\Users\maria\Desktop\浏览...

[Upload](#) [Close](#)

H\_BOL : DEMOHOL\_023 Carrier Booking : BOOKING\_023 Vessel : MARCHEN MAERSK Voyage : 131S  
ETD : 01/06/2013 ETA : 02/03/2013 Last\_User : Last\_Time :

Submitter : DEMO Signature : DEMO USER  
Authorized Email : demo@demo.com Authorized Tel : 001-002 Is Send

**Note: Excel Format**

A (Container No)	B (VGM Weight)	C (VGM Weight Unit(KGS/LBS))
1	CADU7032805	111 LBS
2	CADU7032806	111 LBS

### VGM sent to carrier log (发送给船公司的 VGM 信息)

**ADD Ocean VGM**

H\_BOL : DEMOHOL\_016      Carrier Booking : BOOKING\_016      Vessel : YM MILESTONE      Voyage : 008A  
 ETD : 01/13/2013      ETA : 02/07/2013      Last\_User :      Last\_Time :

Submitter : DEMO      Signature : DEMO USER  
 Authorized Email : demo@demo.com      Authorized Tel : 001-002      Is Send       Upload Excel

SN	Carrier Booking No	Container No	Size	VGM Weight	VGM_KGS_LBS	VGM Time	VGM Method	Cargo_Weight(KGS)	Cargo_Weight(LBS)
1	BOOKING_016	DEMO021	40HD	Enter weight		Enter date		6903.200	15218.933

SAVE

**VGM sent to carrier log:**

Submitter : APEX MARITIME (SHENZHEN) CO., LTD      Signature : EVA  
 Authorized Email :      Authorized Tel :

Sent Time: 08/23/2016 02:21:38

SN	Carrier Booking No	Container No	VGM Weight	VGM Weight Unit	VGM Time	VGM Method
1	BOOKING_021	DEMO027	11150.0000	KGS	2016-08-23 03:17:00	SM1

**VGM Online/Origin Redant/Carrier work flow chart** (网站, 地区 redant, Carrier 工作流程)

Customer input VGM online, VGM data will be posted to Origin Redant, Origin double chk and send to carrier.

客人在网站上输入 VGM 资料, 网站会将 VGM 资料 EDI 到相对应的各站 RedAnt 系统, 各站核实后发出 VGM 资料给船公司。