



Cargo Portal User Guide

Ver. 2.0e

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1. System Summary

- Machine Configuration

Item	Recommended Specification	Required/basic specification
Monitor	1366X768 or Higher	Larger than 992 px
Software Needed	MS Excel, PDF Viewer (download related form and view PDF)	MS Excel, PDF Viewer (download related form and view PDF)

- Web Browser Specification

Browser	Recommended Versions	Unsupported version
Explorer	Internet Explorer 11 & Edge	Internet Explorer 10 and below
Chrome	Google Chrome 40 and later	Google Chrome 39 and below
Safari	Safari 8 and later	Safari 7 and below
Firefox	Mozilla Firefox 35 and later	Mozilla Firefox 34 and below

- Mobile Platform Specification

Mobile Platform	Recommended Versions	Unsupported version
Android	Android 5.0 and later	Android 4.0 and below
iPhone	Apple iOS 8.0 and later	Apple iOS 8.0 and below

2. Join Us & Profile(ID Registration)

- Click **Join Us** button to self-register.

Please refer to the following information in accordance with Korean Air's new cargo system implementation on April 1, 2019.

1. For...
2. This...

LOGIN

User ID Password Login

Not a Korean Air Cargo member yet? [Join Us](#)

Forgot your password? [Find Password](#)

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

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

Track shipments 180 Track

New user? Join Us

I want to join as Freight Forwarder

Agent Code * 12345678901 User ID * KEPORTALUSER

Email * email@koreanair.com Preferred Language * English

Terms of Membership
protection of e-commerce.
③ In the event of amending provisions, Korean Air shall provide notification of the causes of revision and date of application, along with current provisions, on the initial page beginning seven (7) days prior to the date of application through one day before the date of application.
④ Revised provisions shall be applicable to users registered as members before the revision as far as the revised provisions do not violate related laws. However, to users who clearly notified refusal of the application of the revised provisions during its notification period, Korean Air shall apply the original provisions.
⑤ Items which are not described in these provisions and the interpretation of these provisions will follow laws on consumer protection of e-commerce, laws on regulation of provisions, consumer...

Yes I agree the Terms of Membership

Privacy Policy
1. Collecting "PII"
Korean Air may ask Homepage members to provide PII for member management.
I. Main ID
- User ID, password, IATA code or Account code, representative or personal e-mail address, company telephone number II. Additional ID
- Regional staff's e-mail address, whether or not member will receive e-mail notice, agent's name, company address (location), name
※ After logging in with main ID, additional ID can be issued.

Yes I agree the Privacy Policy

Please confirm that you have read and agreed our and Terms of Membership and Privacy Policy.

I wish to receive Korean Air Cargo's Event news through the above registered email.

Register

Already a member? [Login](#)

© Korean Air. All Rights Reserved Sitemap | Cookie Preferences

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

2. Join Us & Profile(ID Registration)



Hi KEPORTALUSER,

Welcome to Korean Air Cargo Portal.

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

Set Password

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



e-CSP Products Services Tools Vietnam English 한국어 KEPORTALUSER

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments 18 Track

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

Set Password

User ID *

KEPORTALUSER

New Password *

Re-enter Password *

Proceed

Password Guidelines:

Password must

- Have minimum 8 characters in length or more containing number, alphabetical/special letter(s).
- Contain one or more alphabetical letters
- Not be the same as the User ID.
- Not contain 6 or more identical or consecutive numerals/letters.
- Not contain a complete telephone number.

- Set Password screen is displayed in which the details should be entered.
- Enter your new password and click **Proceed** Button.

※ Notice

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

3. Join Us & Profile(Profile setting)

The screenshot shows the Korean Air Cargo website interface. The top navigation bar includes 'Product Navigator', 'Booking', 'e-AWB', and 'Profile'. The 'Profile' dropdown menu is open, showing options like 'Change Password', 'My Cargo', 'Manage User', 'Favourites', and 'Log out'. Below this, the 'Profile' settings page is displayed with the following fields:

- 1. User Avathar: A selection button for the user's profile picture.
- 2. User ID *: A text input field containing 'KEPORTALUSER'.
- 3. Name *: A text input field containing 'KEPORTALUSER'.
- 4. Email *: A text input field containing 'seybaek+selcnt@gmail.com'.
- 5. Preferred Language: A dropdown menu set to 'Korean'.
- 6. Origin: A text input field.
- 7. Destination: A text input field.
- 8. Email for Notification: A text input field.
- Start Function: A dropdown menu set to 'Landing Page'.

At the bottom of the form are three buttons: 'Change Password', 'Save', and 'Cancel'.

1. Click **Profile** link in the My Account section of global navigation menu screen.
2. Enter your new password and click **Proceed** Button.
 - ① User Avatar: Able to select various images from the given list.
 - ② User ID: Registered User ID of the agent.
 - ③ Name: Name of the agent.
 - ④ E-mail: Unique e-mail ID for password setting
 - ⑤ Preferred Language: Basic language setting – English/Korean.
 - ⑥ Origin & Destination : Default Origin & Destination on Booking list of My Cargo
 - ⑦ E-mail for Notification: Default e-mail for notification, maximum 5 emails can be registered.
 - ⑧ Start Function: First page to be displayed upon login.

2. Join Us & Profile(Adding Sub ID)

The top screenshot shows the Korean Air Cargo portal with the user profile dropdown menu open. The 'Manage User' option is highlighted with an orange box. The bottom screenshot shows the 'Manage User' page with the 'Add New User' button highlighted with an orange box.

1. Click **Manage User** in the My Account section of global navigation menu screen.
2. The Supervisor agent has the superior privilege to manage sub ID. There are 3 more type of privileges for Sub ID.

Privilege	Description
Supervisor	The superior privilege to add other agent users and assign privileges such as Accounting, Booking etc. It has access to all functionalities of cargo portal. <u>Only 1 Supervisor ID can be created for 1 forwarder code</u>
Accounting	Accessible to accounting/Operation/Booking
Operation	Accessible to Operation(e-AWB)/Booking
Booking	Accessible to Booking

2. Join Us & Profile(Adding Sub ID)

The screenshot displays the Korean Air Cargo portal interface. At the top, there is a navigation bar with the logo and menu items: e-CSP, Products, Services, Tools, Korea, English, 한국어, and a user profile icon labeled 'KEPORTALUSER'. Below this is a secondary navigation bar with tabs: My Cargo, Booking, Schedule, Tracking, e-AWB, Operations, and Accounting. The main content area shows 'SEOUL INTL CARGO SALES OFFICE' and a 'Track shipments' section with a 'Track' button and a notification bell icon with the number '6'. The 'Manage User' section is active, showing a table of users. A table with one row is visible, containing columns for User ID, Name, Email, Privilege Level, Language, Start Function, Rate, and Activate. An 'Add New User' button is highlighted with an orange box. Below the table, an 'Add New User' modal form is open, also highlighted with an orange box. The form contains seven numbered fields: 1. User ID (text input), 2. Name (text input), 3. Email (text input), 4. Preferred Language (dropdown menu), 5. Start Function (dropdown menu), 6. Privilege Level (dropdown menu), and 7. Rate Display (radio buttons for Display and Hide). The modal also includes 'Delete', 'Update', and 'Cancel' buttons at the top right, and 'Cancel' and 'Add' buttons at the bottom right.

1. The **Manage User** menu is available for a Supervisor agent only. When a Supervisor logs in, the Supervisor can view/add/delete/update details of other users(under the same Agent code).
2. Click **Add New User** button to add new sub ID.
 - ① User ID: Unique ID for Sub user (Capital Letter only)
 - ② Name: Name of the Sub ID
 - ③ Email: Unique e-mail ID for password setting
 - ④ Preferred Language: Basic language setting – English/Korean.
 - ⑤ Start Function: First page to be displayed upon login
 - ⑥ Privilege Level: Able to select Booking/Operation/Accounting
 - ⑦ Rate Display: Able to set whether to display or hide the rate on booking summary screen

2. Join Us & Profile(Favourites)

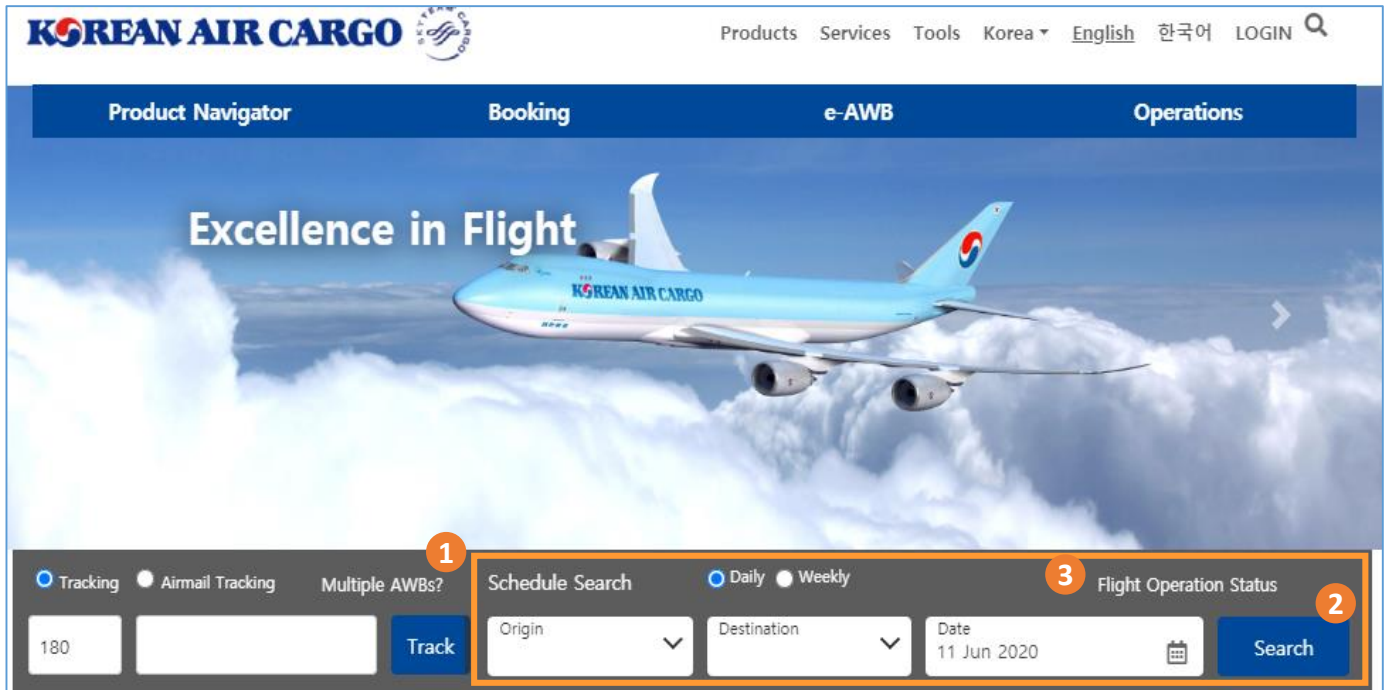
The screenshot shows the Korean Air Cargo website interface. At the top, there is a navigation bar with the logo, user name 'KEPORTALUSER', and search icon. Below this is a secondary navigation bar with 'Product Navigator', 'Booking', and 'e-AWB'. A dropdown menu is open, showing options: Profile, Change Password, My Cargo, Manage User, Favourites (highlighted with an orange box), and Log out. Below the navigation is a banner with the text 'SEND YOUR CARGO WITH PEACE OF MIND'. The main content area has a navigation bar with 'My Cargo', 'Booking', 'Schedule', 'Tracking', 'e-AWB', 'Operations', and 'Accounting'. Under 'My Cargo', there is a 'Track shipments' section with a 'Track' button and a notification bell. Below this is a 'Favourites' section with a 'Show my Favourites' button and a search box. The 'Favourites' section is divided into four columns: Products, Services, Tools, and Customer Care. Each column contains a list of items with star icons, some of which are checked.

Products	Services	Tools	Customer Care
☆ Express	☆ Booking Guide	☆ Terminals	☆ FAQ
☆ Express-Heavy	★ Surcharge Information	☆ Equipments	☆ Voice of Customer
☆ Customized	☆ AMS Transmission Guide	☆ Aircraft Type	☆ Online Claim
★ Specialized	☆ Charter Service	☆ Unit Load Device	★ Branch Information
☆ General	☆ Ground Handling Service		
	☆ Barcode Label Printing		
	☆ Loadability Check		
	☆ Air Cargo Tariff		

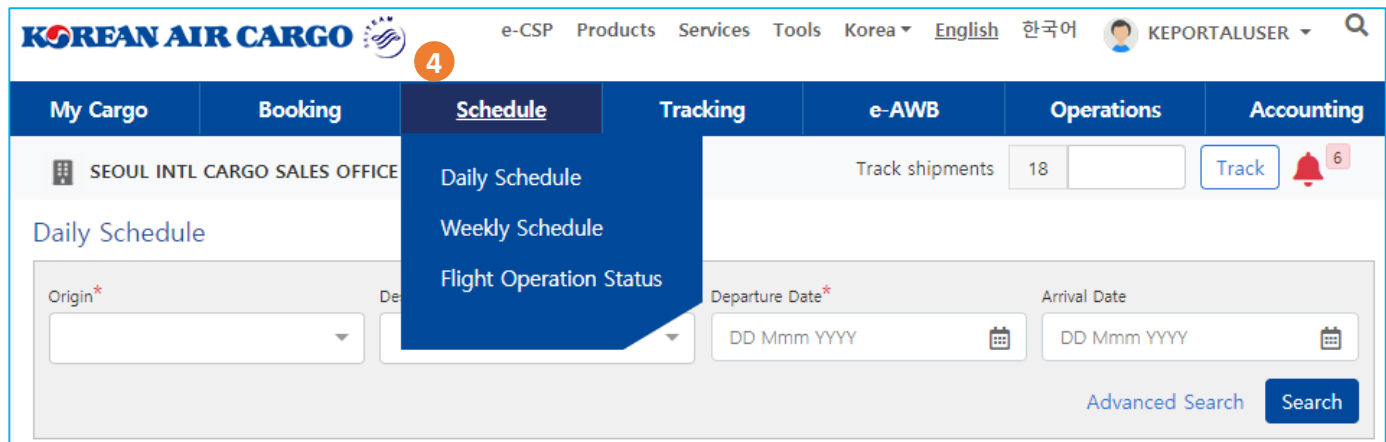
1. Click Favourites link in the My Account section of global navigation menu screen.
2. The menu which selected on the Favorites page is displayed on the widget of **My Cargo** screen as below.

The screenshot shows a 'Favorites' widget with a list of items. The items are: Surcharge Information, Specialized, and Branch Information. Each item has a blue dot next to it, indicating it is selected. At the bottom right of the widget, there is a 'More >' link.

3. Schedule Search



1. Click search after input origin, destination, departure date. You can also select daily and weekly schedule search.
2. Schedule will be shown when click search button.
3. You can navigate to flight operation status by click flight operation status button



4. Also, you can access to schedule search through functional menu bar on the top page

3. Schedule search

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

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

Daily Schedule

Origin* **1** ICN x Destination* DEN x Departure Date* 29 Jan 2019 Arrival Date DD Mmm YYYY **2** Advanced Search Search

< Previous **3** ICN to DEN Next >

Sort by: **Earliest** Quickest

Flight No.	Origin	Destination	Express	Premium	General	Details
KE 6622 P KE 4683 T	ICN	DEN				Details v
KE 6622 P KE 4683 T	ICN	DEN				Details ^ 4
KE 6622 74H Passenger	ICN	LAX				
KE 4683T RFS Truck	LAX	DEN				

Origin* ICN x Destination* DEN x Departure Date* 29 Jan 2019 Arrival Date DD Mmm YYYY

Flight No. KE Flight Number (e.g. 001) Flight Type Both

Both
Passenger
Freighter

Basic Search Search


1. Click search button after input origin, destination, departure date.
2. You can search by flight number or flight type.
3. Result will be displayed
4. You can find flight details by clicking detail button
5. You can check the flight availability by flight icon which displayed by different color
 - * Only displayed for log-in user
6. You can navigate to booking screen by clicking flight icon, selected information - flight number, date, product -will be stored automatically.

4. Booking (input page)

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


4. Booking (input page)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 18 Track  6

Select Flights **1** **2** Search Flights

Flight No.* Departure Date* Departure Airport* Arrival Airport* Pieces* Weight* Volume


 DD Mmm YYYY  kg mc

Dimension **3** Remarks **4**



cm Sl.No. Length Width Height Pieces

1

 5

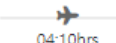

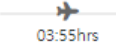

Search Flights 

Origin* Destination* Departure Date* Arrival Date

ICN x CAN x 27 Jan 2019  DD Mmm YYYY 

< Previous ICN to CAN Next >

Sort by: Earliest Quickest

Flight No.	Origin	Destination	Express	Premium	General
KE 0865 P 333 Passenger	ICN 27 Jan 2019 08:55	 CAN 27 Jan 2019 12:05			 <input type="checkbox"/>
KE 0319 F 77X Freighter	ICN 27 Jan 2019 23:35	 CAN 28 Jan 2019 02:30			 <input type="checkbox"/>

1. Input flight number, departure date, departure airport, arrival airport.
2. You can select flight by using flight search button. Selected information will be filled.
3. Input dimension of each piece of the shipment. Volume will be calculated by dimension when move to next step, also volume can be amended manually if needed.
4. Input remark information.
5. Please move to next step by click view summary if all the information inputted properly.

4. Booking (Temp control and live animal)

Commodity* FRSALMON Shipment Description* FRESH SALMON 1 Special Handling Code (SCC)* PES Product* FR2

Pieces* Weight* kg Volume Weight 2 Volume mc 3

Temperature controlled goods

Minimum Temperature -3C Maximum Temperature -1C

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

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

Commodity* LVDOG Shipment Description* LIVE DOG 1 Special Handling Code (SCC)* AVI Product* AV1

Pieces* Weight* kg Volume Weight kg Volume mc

Live animal details 2

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

Remarks 3
Type : DOG, Breed : JINDO, No. of heads : 2, WT : 50 kg, DOB : 01 Sep 2018

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

4. Booking (Dangerous Goods)

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

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

Capture Dangerous Goods Details* Instruction

UNID No.* 1866 PSN* Resin solution CAO Radio Active Class/Div* 3 PG I PI ... No. of Pkg 5 Net Qty/Pkg 50 Unit L


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

PSN* Resin solution Resin solution Resin solution Resin solution

1. DG information field will be displayed when using SCC which need DG information.
2. Click **Search** button after inputting UNID.
3. Click ▼ and select PSN
4. Check **CAO** if shipment must be loaded on cargo aircraft only
5. Check box **Radio Active** will be checked automatically when select PSN associated with radio active material
6. Associated Class/Div information will be filled automatically
7. Associated PG will be filled automatically, you can also proceed without PG information if not needed.
8. Associated PI will be suggested, you can select proper PI
9. Input other information (No of Pkg, Net Qty/Pkg, Unit, Subrisk1,2,3) if needed.
10. Enable to add/delete the field by using + , - button
11. Detailed information input filed will be removed when delete associated SCC

4. Booking (Booking Summary)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 180 Track 

Booking Summary

Shipment Details 1

Master AWB Number 180 32121246	Origin - Destination ICN - HAN		
Commodity CONSOL	Shipment Description CONSOLIDATION		
SCC GEN	Product GEN		
Pieces 10	Weight 1000 kg	Volume 6 mc	Volume Weight 1000.00 kg

Flight Details 2

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

Rate and Charges 3

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

Spot Rate 4

Spot Rate	KRW	Status	Spot Rate Status
Min. chargeable weight(Kg)*	900	Max. chargeable weight(Kg)*	1100

Accept Reject

Subscribe Notification 5

Select Notification Instances

Email(s) Mobile

+82

Add multiple emails separated by comma(,)Maximum 5 e-mail can be added Number format Eg: 01234567890

6 View Details 7 Booking

1. Shipment information is displayed in **Shipment Details** section.

① Volume weight is updated according to cargo dimension.

2. Shipment itinerary is displayed in **Flight Details** section.

① Booking status by flight will be updated after clicking **Booking** button.

3. Rate and Charges are displayed based on the input details.

① Applied Rate and Charges, Chargeable Weight are displayed.

② Allotment is automatically applied according to the conditions. Able to select **Non Allotment** if needed.

4. Able to enter a new request rate at **Spot Rate** section.

5. You can set to **Subscribe Notification** for each milestones.

① Select milestones and enter Emails or Mobile number for notification.

② Up to 5 emails can be entered. Only Korea Mobile No. are supportable.

6. Click the **View Details** button to navigate to initial input screen.

7. Click the **Booking** button to submit after checking all details.

4. Booking (Spot Rate Request)


➤ Spot Rate Request

Shipment Details				Flight Details							
Master AWB Number 180 32121246	Origin - Destination ICN - HAN			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity CONSOL	Shipment Description CONSOLIDATION			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg		
SCC GEN	Product GEN										
Pieces 10	Weight 1000 kg	Volume 6 mc	Volume Weight 1000.00 kg								

Rate and Charges				Spot Rate			
Rate	KRW 1,200	Chargeable Weight	1000 kg	Spot Rate	KRW 1150	Status	Spot Rate Status
Freight Charge	KRW 1,200,000	Capacity Type	Non Allotment				
Other Charges	KRW 540,000						
Total Charge	KRW 1,740,000						
				Min. chargeable weight(Kg)*	900	Max. chargeable weight(Kg)*	1100
				Accept Reject			

Subscribe Notification				
Select Notification Instances	Email(s)	Mobile		
		+82		
Add multiple emails separated by comma(,)Maximum 5 e-mail can be added				
Number format Eg: 01234567890				
			View Details	Booking

Shipment Details				Flight Details							
Master AWB Number 180 32121246	Origin - Destination ICN - HAN			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity CONSOL	Shipment Description CONSOLIDATION			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	✓
SCC GEN	Product GEN										
Pieces 10	Weight 1000 kg	Volume 6 mc	Volume Weight 1000.00 kg								

Rate and Charges				Spot Rate			
 Spot rate under processing				Spot Rate	KRW 1150	Status	Processing
				Accept Reject			
				Min. chargeable weight(Kg)*	900	Max. chargeable weight(Kg)*	1100

1. Enter the spot rate and click **Booking** Button.
2. **Rate and Charges** and **Spot Rate** will be changed as **Processing**.
3. Booking status in Flight details will be confirmed or Queued
4. Thereafter, KE will verify/cancel the requested rate or reoffer a new rate.

4. Booking (Verify/Cancel by KE)

➤ Verify or Cancel the requested rate by KE

Shipment Details				Flight Details							
Master AWB Number 180 32121246	Origin - Destination ICN - HAN			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity CONSOL	Shipment Description CONSOLIDATION			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	✓
SCC GEN	Product GEN										
Pieces 10	Weight 1000 kg	Volume 6 mc	Volume Weight 1000.00 kg								

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

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

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


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

4. Booking (Reoffer by KE)

➤ New rate reoffered by KE

Shipment Details				Flight Details							
Master AWB Number 180 50626026	Origin - Destination ICN - HAN			Flight No.	ORGN - DEST	Departure Date	Arrival Date	Pieces	Weight	Volume	Status
Commodity CONSOL	Shipment Description CONSOLIDATION			KE 0679	ICN - HAN	31 Jan 2019 18:40	31 Jan 2019 21:40	10	1000 kg	6 mc	
SCC GEN	Product GEN										
Pieces 10	Weight 1000 kg	Volume 6 mc	Volume Weight 1000.00 kg								

Rate and Charges



Spot rate under processing

Spot Rate


Spot Rate	Status
KRW 1150	Reoffered

Accept Reject

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

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

Rate and Charges



Spot rate under processing

Spot Rate


Spot Rate	Status
KRW 1150	Processing

Accept Reject

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

2. You can click 'Accept' button if you satisfied with stated rate, **Processing** status will be displayed once again before final verification.

Rate and Charges



Spot rate under processing

Spot Rate

Spot Rate	Status
KRW 1150	Cancelled

Accept Reject

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

3. Click **Reject** if you are not satisfied with reoffered rate.

In this case, status will be changed to **Cancelled**, and most applicable rate will be applied.

4. Booking (Save Templates)

1. Click **Save as template** button after input all the necessary information
※ Saved information: Origin/Destination, Commodity, Description, SCC, Product, Flight number(except Departure Date), Dimension, Remarks
2. Click **Save Template** button after fill in template name and description.

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

4. Booking (Booking Update)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 180 Track

Single Booking

AWB No.*

180 50626004 Validate/Generate 1

Load from Booking Templates List Templates

Search Booking Template

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

2

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

No Yes

3 4

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

4

Single Booking

AWB No.*

180 50625971 Validate/Generate

Load from Booking Templates List Templates

Search Booking Template

Origin* Destination* Unique Reference Number

ICN PVG

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

CONSOL CONSOLIDATION GEN GEN

Pieces* Weight* Volume Weight Volume

10 1000 kg 1000.00 kg 6 mc

Select Flights Search Flights

Flight No.* Departure Date* Departure Airport* Arrival Airport* Pieces* Weight* Volume

KE 0249 24 Jan 2019 ICN PVG 10 1000 kg 6 mc - +

Dimension (cm) Remarks

SI No. Length Width Height Pieces - +

1 - +

Loadability Check View All

Save as Template View Summary 4

Subscribe Notification

Select Notification Instances Email(s) Mobile

Accept Reject

View Details Cancel Booking Booking

3. When **No** is selected

- ① All input fields and buttons are inactivated, except **View summary** button.
- ② Able to check all input values and booking status.

4. When **Yes** is selected

- ① All input fields and buttons are activated.
- ② Able to Update the booking, Request a new spot rate, Accept/Reject for the reoffer. When clicking the **Booking** button, new booking status will be validated and displayed.

4. Booking (Multiple Booking)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEoul INTL Booking Guide Track shipments 18 Track

Multiple Book Quick Booking

AWB No. * Single Booking

18C Multiple Booking

Booking List

Pieces* Weight* Volume Commodity* Shipment Description* SCC* Product* Erase

Search Flights Date Departure: Arrival Air: Pieces Weight Volume - + More

18C [Validate] Erase

Search Flights KE Flight No Flight Date Departure: Arrival Air: Pieces Weight Volume - + More

Dimension cm

Remarks

Sl.No.	Length	Width	Height	Pieces
1	Length	Width	Height	Pieces

Loadability Check View All

Subscribe Notification

Select Notification Instances

Email(s) Maximum 5 e-mail can be added eg: example@email.com

Mobile +82 Number format Eg: 01234567890

Reset Submit

1. Click **Booking** -> **Multiple Booking** on Functional menu bar. It moves to Multiple Booking screen which can book up to 10 AWBs at a time.

* Multiple Booking is not available for **SPECIALIZED DGR/BIG** (DG1/2/3, BG1/2/3), which need to input additional information in advance.

2. Click **Validate/Generate** button after input MAWB number, input fields will be enabled. MAWB number will be auto-generated when you click the button without MAWB number.

3. When clicking **Copy**, the input values of the previous line are filled in. **Erase** delete the whole input values in one AWB at once.

4. Able to unfold additional information window by clicking **More**.

5. The **Reset** button clears all values entered in the page. All booking will be sent at once when clicking **Submit** button.

4. Booking (Multiple Booking)

My Cargo
Booking
Schedule
Tracking
e-AWB
Operations
Accounting

SEOUL INTL CARGO SALES OFFICE

Track shipments

Booking Result

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

2 Download & Print

Multiple Booking


ERROR EEB600 Either the flight combination is invalid or the pieces/weight in shipment level is not matching with that in flight level.

3
AWB No. *
Origin *
Dest.*
Pieces*
Weight*
Volume
Commodity*
Shipment Description*
SCC*
Product*

Reset
Submit

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

5. e-AWB (Sending FWB)

My Cargo	Booking	Schedule	Tracking	e-AWB	Operations	Accounting
SEOUL INTL CARGO SALES OFFICE				Track shipments	180	Track 
Sending FWB						
MAWB No.*		Search 1		Load from Template		List Templates
180	50625864			Search Templates		

Master Air Waybill Information					
Origin*	Destination*	Commodity*	Shipment Description*		
ICN	LAX	CONSOL	test portal		
Special Handling Code (SCC)*	Product*	Pieces*	Weight*	Volume	Chargeable Weight
GEN	GEN	10	100 kg	0.600 cbm	100 kg

- Click search button after input MAWB, you can find booked information and enable to modify commodity description, piece, weight, volume, C/WT
 - If C/WT is existing, that value will be applied to C/WT
 - If C/WT is blank, bigger one between A/WT and V/WT will be Applied to C/WT

Shipper Information 2	Consignee Information 2
Name*	Name*
SEOUL INTL CARGO SALES OFFICE	LOS ANGELES INTL CARGO SALES OFFICE
Address*	Address*
HANULGIN	21ST STREET
Place*	Place*
SEOUL	BROOKLYN
State*	State*
SEOUL	CA
Post Code*	Post Code*
012345	98765
Country Code*	Country Code*
KR	US
Telephone Number*	Telephone Number*
0226562656	0987654321
E-Mail	E-Mail
koreanairsel@koreanair.com	koreanairlax@koreanair.com

- Input Shipper / Consignee information

Agent Information 3	Issue (Execution) Information
Agent Code	Issue Date
SEL3113	
Agent Name	Issue Place
SEOUL INTL CARGO SALES OFFICE	
Place	
SEL	

- Agent information and Issue information will be auto displayed.

Charge Declarations 4					
Currency*	Charge Code*	Payment Type*	Declare Value(Custom)	Declare Value(Carriage)	Amount of Insurance
KRW	PP	PPD	NVD	NCV	XXX

- Input Charge Declarations information

5. e-AWB (Sending FWB)

SSR Details 1

SSR Details (Max Length:65)

-+

Accounting information 1

Information

-+

Information Identifier

-+

Other Service Information 1

OSI Details (Max Length:195)

-+

HS Code (Harmonised Commodity Code) 1

HS Code (Mandatory for Iran bound shipments only)

1. Input other information

Other Customs Information (OCI) 2

Types of OCI fields *OCI fields mandatory for China bound shipments only*

OCI Fields	Supplementary Customs Info	Information Id ?	Customs Information Id ?	ISO Country Code ?
Shipper Code	<input type="text" value="1731111222"/>	<input type="text" value="SHP"/>	<input type="text" value="T"/>	<input type="text" value="KR"/>
Consignee Code	<input type="text" value="CN1234567"/>	<input type="text" value="CNE"/>	<input type="text" value="T"/>	<input type="text" value="US"/>
Consignee Contact Name	<input type="text" value="AAA COMPANY"/>	<input type="text" value="CNE"/>	<input type="text" value="KC"/>	<input type="text" value="US"/>
Consignee Contact No.	<input type="text" value="1234567"/>	<input type="text" value="CNE"/>	<input type="text" value="U"/>	<input type="text" value="US"/>

3 4 5

[Save Template]

Save Template

Template Name*

Description*

[Load from Template]

Load from Template

List Templates

- SEOUL INTL CARGO SALES OFFICE
- SEOUL INTL CARGO SALES OFFICE
- PVG 01

2. Input OCI information

- ① Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info
- ② Mandatory for China bound shipment
3. Enable to add, delete by using '+' , '-' button
4. You can load frequently used information from **Load from Template** such as SHPR, CNEE, OCI information on the top
5. Go to next step by clicking FWB summary button.

5. e-AWB (Sending FWB)

Shipment Details 1

MAWB No. 180 55467436	Origin - Destination ICN - LAX
Commodity CONSOL	SCC GEN
Product GEN	Shipment Description test portal
Pieces 10	Weight 100 kg
	Volume 0.600 cbm

E-Pouch Upload 2

Name	Remarks
<input type="text" value="파일 선택"/>	<input type="text"/>
<input type="button" value="업로드"/>	

Rate & Charge Summary 3

Payment Type	IATA Rate *	Chargeable Weight	IATA Charge
PPD	KRW 5120	300 kg	1536000

Other Charge 4

Other Charge code	Amount	Due
SC	39000	Carrier
MY	111000	Carrier

1. Check shipment information.
2. When you upload file through e-pouch **Upload**, it can be checked by KE counter.
3. Enable to check IATA rate and Chargeable weight
 - Enable to modify IATA rate in this page
 - Enable to modify Chargeable weight in input page if needed
4. Other Charges will be automatically displayed, you can add if needed
5. Navigate to FWB Processing Status screen
6. Enable to print Cargo receipt
7. You can go back to input page and modify information through **View Details** if needed.
8. Enable to print MAWB
9. Send FWB by clicking **Submit** button

5. e-AWB (Sending FHL)

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

[Add]

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

[View]

② Click **View** button to see selected HAWB
 → you can find booked information, also resend is possible after modification

[Delete]

③ Click **Delete** button to delete HAWB information
 → Existing HAWB will be deleted

5. e-AWB (Sending FHL)

Shipper Information 1			Consignee Information 1		
Shipper Name* ABC company			Consignee name* CC Apparel		
Address* Gonghang dong			Address* Yuyuan road		
Place* Kangseo Gu	State* Seoul		Place* Shang hai	State* Shang hai	
Post Code* 123456	Country Code* KR	Telephone Number* 0255556666	Post Code* 456789	Country Code* CN	Telephone Number* 2162889999
Email ID ABC@gmail.com			Email ID CC@gmail.com		
Other Service Information 2			Remarks 2		
OSI Details (Max Length:195) <input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/>			<input type="text"/>		

1. Input Shipper and Consignee information.

2. Input the Other Service Information and remarks.

Other Customs Information (OCI) 12 Types of OCI fields OCI fields mandatory for China bound shipments only 3

OCI Fields	Supplementary Customs Info	Information Id?	Customs Information Id?	ISO Country Code?
Shipper Code	abc123456	SHP	T	KR
Consignee Code	cc555666	CNE	T	CN
Consignee Contact Name	Abcdef	CNE	KC	CN
Consignee Contact No.	216667777	CNE	U	CN

4
 5
 6
 7

3. Input OCI information

① Other information (information ID, Customs information ID, ISO country code) will be automatically filled when input Supplementary customs info

② Mandatory for China bound shipment

4. Frequently used Shipper, Consignee, OCI information can be saved as template. You can check the saved templates through **Load from templates**.

5. To move to FHL monitoring screen.

6. This button removes all the inputted details.

7. To save the FHL details

5. e-AWB (Sending Multiple FHL)

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 18 [Track] [Bell icon 1]

Sending FHL [Multiple FHL] 1

Load from Templates List Templates

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

My Cargo Booking Schedule Tracking e-AWB Operations Accounting

SEOUL INTL CARGO SALES OFFICE Track shipments 180 [Track] [Bell icon 1]

Multiple FHL [Single FHL] [FHL Template Download] 2 [FHL Template Guide] 3 [Excel file Upload] 4

MAWB No. *	Origin *	Destination *	Pieces *	Weight *	Commodity *	Shipment Description *
18 5062586 ✓ 5	N	LAX	10	1000	CONSOI	CONSOLIDATION
SEL123456	ICN ×	LAX ×	5	600	SLAC	FABRICS - Details 6
SEL456789	ICN ×	LAX ×	5	400	SLAC	ELEC PARTS 6 - + Details 7
18 ✓						
HAWB No. *	Origin *	Destination *	Pieces *	Weight	SLAC	Shipment Descript - + Details 7

[Add MAWB No.] 8 [Delete MAWB No.] [Reset] [Submit] 9

2. You can download **FHL Template**(excel file).

3. A PDF file of how to use the **FHL Template** is displayed in a new tap.

4. If you upload the FHL template(excel file), the contents filled in the file are automatically entered on the screen.

5. Enter the MAWB No. and click Tick button to display MAWB information.

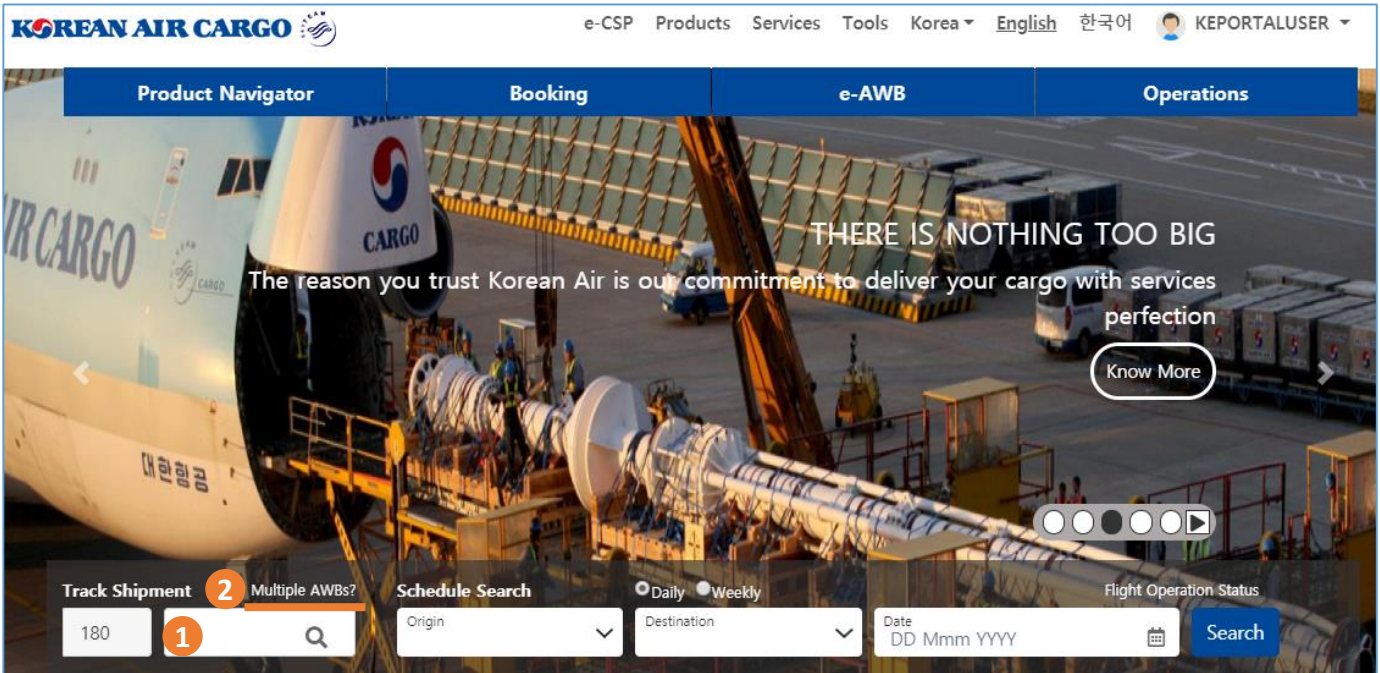
6. You can input House details in HAWB line, also able to add/delete the line by using +, - button. (Up to 50 can be input at once)

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

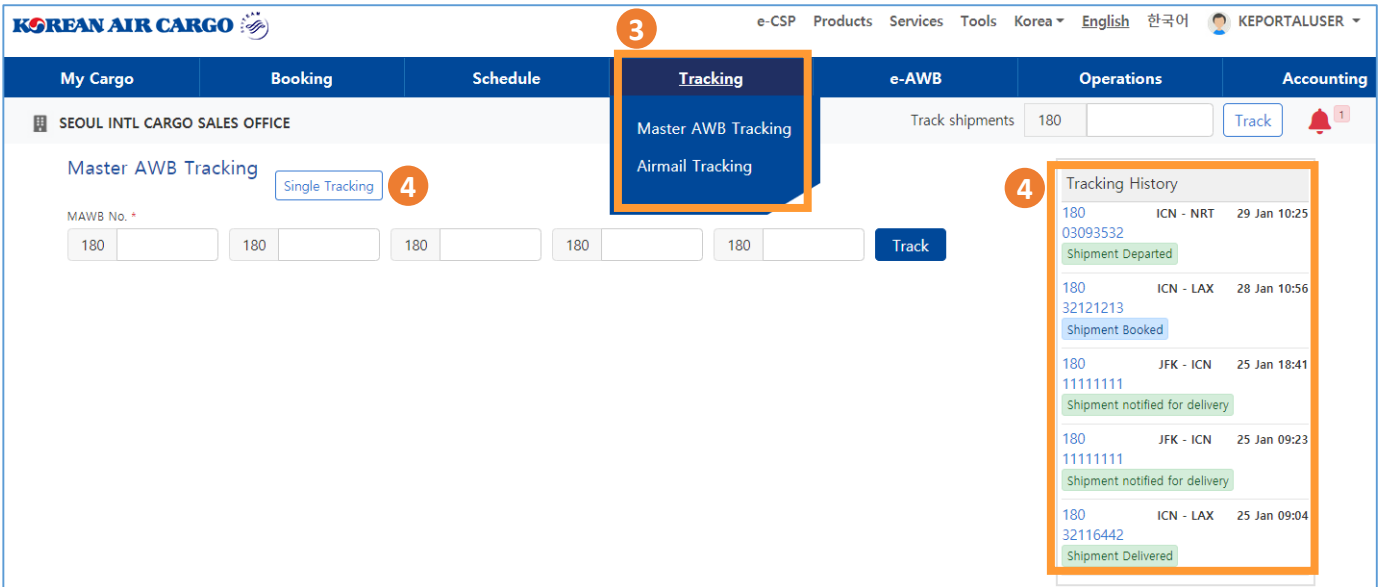
8. Able to add or delete the MAWB input line.

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

6. MAWB Tracking



1. Enter Master AWB number on landing page and click **Track** icon. The Master AWB Tracking screen with details will be displayed.
2. If you click **Multiple AWBs?**, it moves to Multiple AWB tracking screen which can track up to 5 Master AWB.



3. A logged in user can access through the **Function** menu.
4. If you are a logged in user: Tracking history of last tracked list of five Master AWBs along with details is displayed in the **Tracking History** widget. Clicking on each AWB number will take you to the cargo tracking results for that AWB.

6. MAWB Tracking

Master AWB Tracking Single Tracking

MAWB No. *

180	50625971	180	50623941	180		180		180		Track
-----	----------	-----	----------	-----	--	-----	--	-----	--	-----------------------

180 50625971 ICN-PVG 180 50623941 ICN-SGN

Pieces/weight	Routing	Commodity	SCC	Product
10pcs/900kg	ICN-SGN	CONSOLIDATION	GEN,SPX	GEN

2 **10/10** pcs

3 **10/10**

—Planned Departure KE7395 ✈️ 18-Jan 23:15 10pcs/900kg Actual Departure KE7395 ✈️ 17-Jan 18:00 10pcs/900kg	0/10 pcs Arrival 19-Jan 07:00 SGN	0/10 pcs Delivery 02-Feb 07:00 SGN
--	--	---

4 **Cargo Status**

- ICN **10 pcs** | KE7395
Booked 14 Jan 16:10
- ICN **10 pcs**
Freight on Hand 17 Jan 15:57
- ICN **10 pcs**
Received 17 Jan 15:57
- ICN **10 pcs** | KE7395 | PMC52707KE Details
Departed 17 Jan 18:00

5 **Reservation Information**

ICN KE7395 | ICN - SGN | 10pcs/900kg Queued
77X - Freighter | 17 Jan 18:00

1. On entering several MAWBs, the details of MAWBs are displayed in different tabs in the Master AWB Tracking screen.
2. Tracking Diagram shows the real time tracking details such as number of pieces, date and time of occurrence and the fraction of completion for Acceptance, Departure, Arrival and Delivery stages.
3. If you click the numbers inside the diagram, planned and actual flights operated, date & time of occurrence and piece/weight information will be displayed.
4. On the **Cargo Status**, you can see all milestones of the shipment, including the milestones shown in the diagram.
5. On the **Reservation Information**, the operation status of booked flight is displayed

6. MAWB Tracking(Subscribe Notification)

Subscribe Notification

Select Notification Instances 1

Shipment Accepted Departed

Received From Flight Delivered

Shipment Arrival Notification

Flight Arrived

Email (s) 2

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

Mobile 3

+82

Number format Eg: 01234567890

4

5 6

1. When logged in status, able to **Subscribe Notification**. Total 6 milestones can be selected.
2. Up to 5 emails can be entered.
3. SMS is supported for Korean Region mobile number.
4. Upon clicking **Save** button, Notification messages will be automatically sent for each milestones.

Master Air Waybill Tracking Result							
MAWB Number	:	180 50623941					
Origin	:	ICN (Seoul)					
Destination	:	SGN (Ho Chi Minh City)					
Pieces/Weight	:	10pcs/900kg					
Routing	:						
Commodity	:	CONSOLIDATION					
SCC	:	GEN,SPX					
Product	:	GEN					
Tracking Time	:	23 Jan 2019 09:03 (GMT+0900)					
Cargo Status							
No.	Airport	Flight	Date/Time	Pieces	Weight	Cargo Status	ULD Number
1	ICN	KE 7395	14 Jan 2019 16:10	10	900kg	Booked	
2	ICN		17 Jan 2019 15:57	10	900kg	Freight on Hand	
3	ICN		17 Jan 2019 15:57	10	900kg	Received	
4	ICN	KE 7395	17 Jan 2019 16:07	10	900kg	Booked	
5	ICN	KE 7395	17 Jan 2019 18:00	10	900kg	Departed	PMC52707KE
6	ICN	KE 7395	17 Jan 2019 18:51	10	900kg	Manifested	PMC52707KE
Flight Information							
Airport	Flight	Origin	Destination	Pieces	Weight	Flight Status	Date/Time
ICN	KE 7395	ICN	SGN	10	900kg	Departed	17 Jan 2019 18:00
ICN	KE 7395	ICN	SGN	10	900kg	Scheduled	18 Jan 2019 22:00

5. When clicking the **Print** button, a summary of tracking results will appear in a new tab as above format. You can print or save as PDF file.
6. Click the **Send Email** button to send the summary of tracking results to up to 5 emails in the above format.

7. My Cargo

The screenshot shows the Korean Air Cargo website interface. The top navigation bar includes 'Product Navigator', 'Booking', and 'e-AWB'. A user profile dropdown menu is open, with 'My Cargo' selected. The main content area is titled 'My Cargo' and features a performance ratio plot for HKG and SFO, a fuel surcharge section, and a tracking history table. The tracking history table lists several shipments with their status and dates.

Tracking Number	Route	Status	Date
180 51229894	ICN - SCL	Shipment Delivered	28 Jan 14:19
180 51233125	ICN - TPE	Shipment Delivered	28 Jan 14:19
180 51229894	ICN - SCL	Shipment Delivered	28 Jan 14:19
180 51225893	ICN - TPE	Shipment Delivered	28 Jan 14:19
180 51230491	ICN - TPE	Shipment Delivered	28 Jan 14:19

1. Click **My Cargo** link in the My Account section of global navigation menu or Functional menu bar after logged in.

2. If you click the red bell at the top right, Queued and Reoffered AWBs which booked on that day will be listed.

The notification pop-up displays a list of AWBs with their status and details. The list includes:

- QUEUED : AWB 180-32121235
50pcs | KE0017 ICN-LAX 28 Jan 2019
- QUEUED : AWB 180-32121224
10pcs | KE213C ICN-LAX 28 Jan 2019
- PROCESSING : AWB 180-32121213
10pcs | KE0017 ICN-LAX 28 Jan 2019
Spot Rate : Reoffered

7. My Cargo

The screenshot shows the 'My Cargo' dashboard interface. At the top right, a refresh button and the text 'Last updated on 16:09' are marked with a red circle '1'. Below this is a 'Latest News' section with a video thumbnail of a Korean Air Cargo plane, marked with a red circle '5'. The main content area features a video player showing a Korean Air Cargo aircraft on the tarmac, with a 'Book Now' button circled in red and marked with a red circle '2'. Below the video is a 'Performance Ratio Plot' section, marked with a red circle '3', showing 'Utilization by Revenue (KRW)' at 413,245/0 and 'Utilization by Weight (kg)' at 350/0 for the period 28 Jan 2019 - 03 Feb 2019. Below that is a 'GCP Plot' section, marked with a red circle '4', showing two donut charts for destinations HKG and SFO. The HKG chart shows a target of 6480kg and a 0% ratio, while the SFO chart shows a target of 9000kg and a 33% ratio. To the right of the GCP Plot is a 'Fuel Surcharge (KRW)' section, marked with a red circle '6', showing rates for Long Haul (170.00/kg), Medium Haul (160.00/kg), and Short Haul (150.00/kg). At the bottom right is a 'Tracking History' section, marked with a red circle '7', displaying a list of shipments with AWB numbers and delivery status.

1. Last updated time is displayed on top right corner of page. The contents of **My Cargo** page are updated when clicking **Refresh** button or log in.
2. You can view the promotional booking offers. If you click **Book Now** button, it moves to the booking page with preset condition.
3. You can view and analyze the performance based on past bookings, revenue generated and booked weight on a weekly or monthly basis.
4. If you have a pre-registered allotment, you can view actual usage status for 4 destinations within 7 days at maximum.
5. You can view the latest news based on the profile region and branch.
6. Valid fuel surcharge of logged in user is displayed.
7. Tracking history of last tracked list of five Master AWBs along with details is displayed in the Tracking History widget. Clicking on each AWB number will take you to the cargo tracking results for that AWB.

7. My Cargo

The screenshot displays the 'My Cargo' interface. At the top, there is a 'Load from Booking Templates' section with a search bar and a 'Booking' button. Below this is the 'My Bookings' section, which includes filters for 'CONFIRMED', 'QUEUED', and 'PROCESSING', a 'Filter by' dropdown, and a 'Search' button. A table lists bookings with columns for AWB No., Orgn - Dest, Flight No., DEP Date, Pieces, C/Weight, and Booking Status. The table contains six rows of data. On the right side, there is a 'Favorites' sidebar with a '4' badge and a list of items: 'Booking Guide', 'Surcharge Information', 'Customized', and 'Equipments'. Below the table is a 'View All >' link.

AWB No.	Orgn - Dest	Flight No.	DEP Date	Pieces	C/Weight	Booking Status	
180 51368273	ICN → TPE	KE0693	29 Jan	11	350	Queued	Details
180 50818622	ICN → LAX	KE6615	30 Jan	12	90	Queued	Details
180 51447255	ICN → NRT	KE0703	30 Jan	1	170	Queued	Details
180 11051854	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details
180 10807403	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details
180 99436035	ICN → LAX	KE0213	30 Jan	50	5000	Processing	Details

1. Load from Booking Template lists down the saved booking template names. Upon selecting one such template, booking page with corresponding details is opened and you can create and save another booking if required.
2. If you click the **Booking** button without selecting a template, it will just moved to the booking page.
3. On **My Bookings** section, AWBs booked on today is listed as default. You can search again after change the destination(airport code), period, booking status.
4. If you save a favorite menu on the **Favorites** setting screen, you can see different static contents that are added on the **Favorites** widget at the bottom right of My Cargo page. Click each menu to go directly to that page.