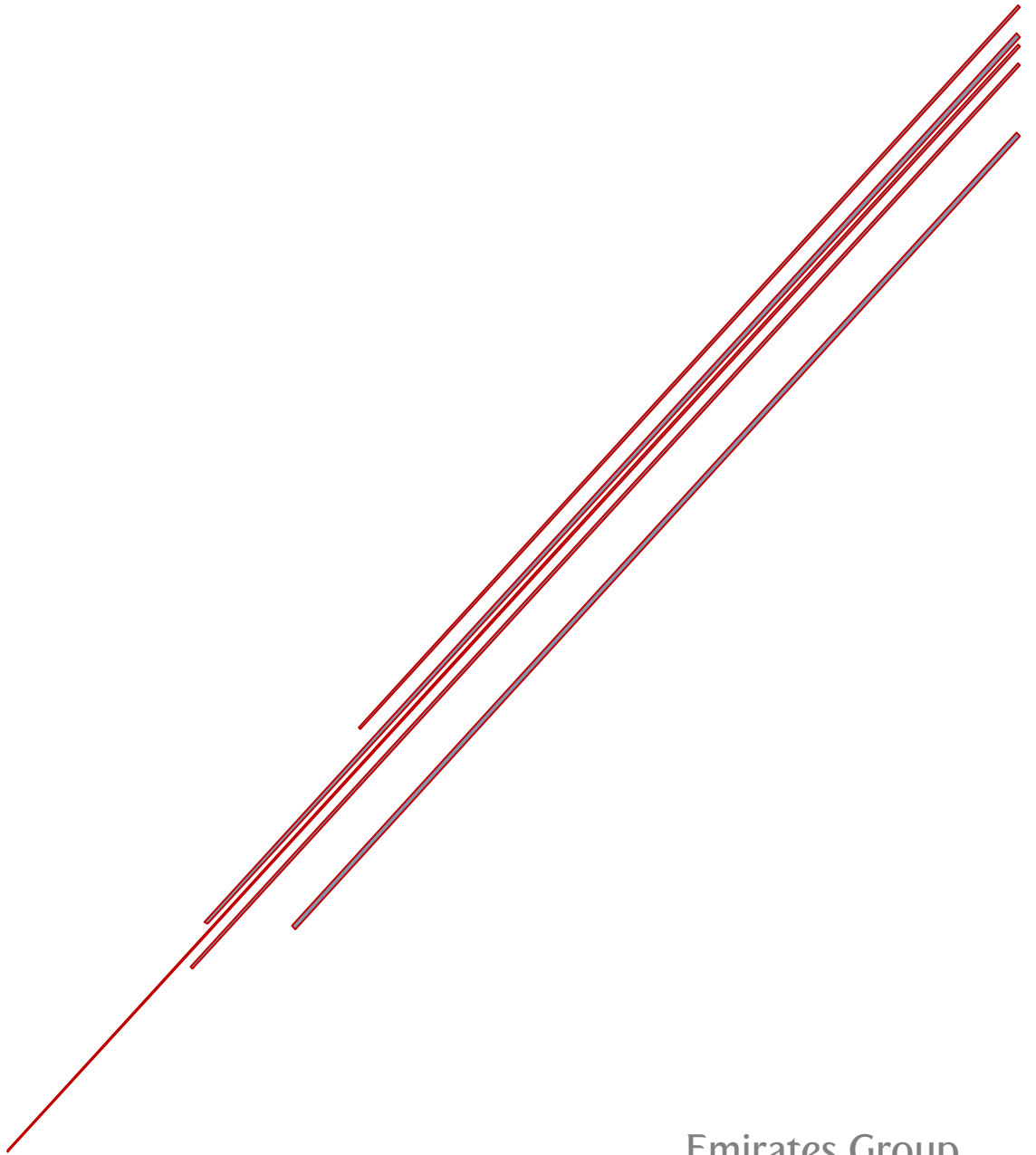


BILLING, DELIVERY ORDERS, SLIPS & TRACKING PROCESS

e-SkyCargo User Guide



Emirates Group
SkyCargo



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Billing

Export Billing

Billing options enable you to view the shipping details and the billing details. This can be accessed via the following navigation -> **My Shipments-> Billing**.

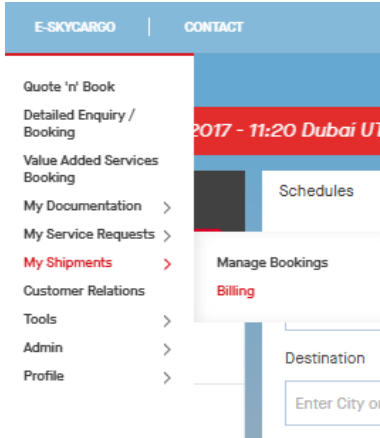


Figure 1 - Billing Tab

Navigate to “Billing” feature and from “Export” Billing option, enter the following filter criteria and select “Search”.

- Doc Number
- Flown Start Date
- Flown End Date

Note: Document Number and prefix to be provided in the respective fields. Example: 176 - 12345675

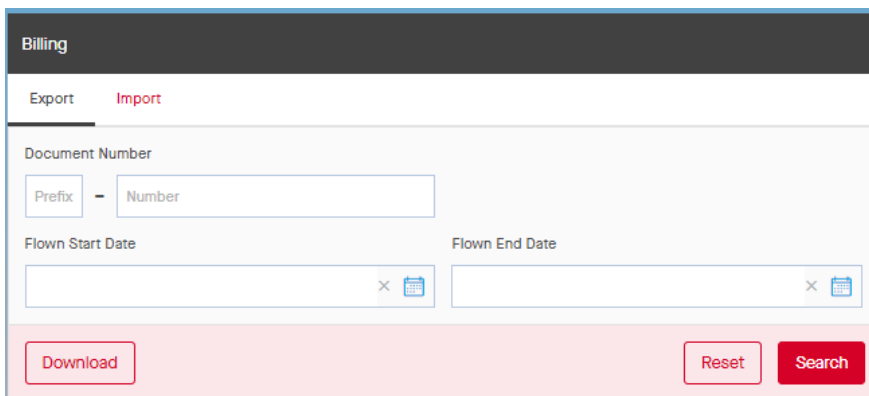


Figure 2 - Export Billing Tab

Note: From billing feature, perform search under Export tab and after the results are displayed, click the “Download” button to get the search results in PDF format.

Search Results								
AWB Num	Org.	Dest.	Pcs	Gross Wgt.	Chg. Wgt.	Nature Of Goods	Cur.	C
176-74971492	DXB	LHR	10	100	167	GENERAL	AED	
176-74971584	DXB	BOM	10	100	100	SPARES	AED	

Records per page of 2 < 1 >

Figure 3 - Export Billing Search Results

Export Billing Details						
Type	Chg. Code	Charge Description	Code	PP/CC	Oth. Chg	C
E	CB	COMPLETION/PREPARATION OF DOCUMENTS	C	P	150	D.
E	FE	GENERAL HANDLING	C	P	30	D.
E	CG	Electronic processing or transmission of data for Customs purposes	C	P	10	D.
E	AW	AIR WAYBILL/SHIPMENT RECORD PREPARATION FEE	C	P	50	D.
E	MY	FUEL SURCHARGE DUE ISSUING CARRIER	C	P	125.25	D.
E	GD	CUSTOMS/REGULATORY HANDLING AT DESTINATION	C	P	0	D.
E	CC	Manual data entry for Customs purposes	C	P	0	D.

Close

Figure 4 - Export Billing Other Charges Details

Import Billing

Under “Import” tab in billing feature, you will be able to view the listing of all transactions by invoice number containing details contained within the invoice. Navigate to “Billing” feature and from “Import” Billing option, enter the following filter criteria and select “Search”.

- Doc Number
- Invoice Number
- Flown Start Date
- Flown End Date

Note: Document Number and prefix to be provided in the respective fields. Example: 176- 12345675

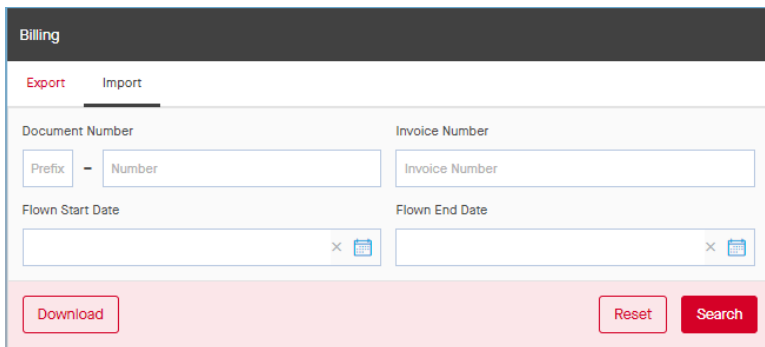
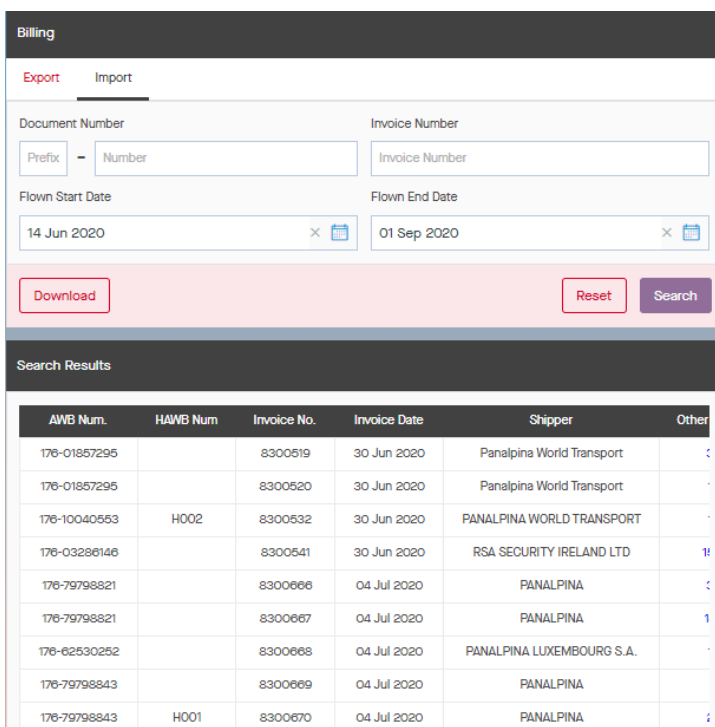


Figure 5 - Import Billing Tab

From billing feature, perform search under Import tab and after the results are displayed, click the “Download” button. System will download the search results in PDF format.



AWB Num.	HAWB Num	Invoice No.	Invoice Date	Shipper	Other
176-01857295		8300519	30 Jun 2020	Panalpina World Transport	
176-01857295		8300520	30 Jun 2020	Panalpina World Transport	
176-10040553	H002	8300532	30 Jun 2020	PANALPINA WORLD TRANSPORT	
176-03286146		8300541	30 Jun 2020	RSA SECURITY IRELAND LTD	!
176-79798821		8300666	04 Jul 2020	PANALPINA	
176-79798821		8300667	04 Jul 2020	PANALPINA	1
176-62530252		8300668	04 Jul 2020	PANALPINA LUXEMBOURG S.A.	
176-79798843		8300669	04 Jul 2020	PANALPINA	
176-79798843	H001	8300670	04 Jul 2020	PANALPINA	

Figure 6 - Import Booking Search Results

Manage Delivery – UAE Based Service

“Manage Delivery” feature enables generating Delivery Order and Delivery Slip from e-SkyCargo. This can be accessed via the following navigation -> My Documentation->Manage Delivery. As a prerequisite for manage delivery, RCF for the itinerary must be done and there should be pieces available in the warehouse for delivery.

Issue Delivery Order (DO) & Delivery Slip (DS)

In order to execute the above 2 functions you can navigate to Manage Delivery feature. Fill in the filter criteria based on the below search parameters:

- AWB number
- Flight number
- Flight Date
- JRN No

Note: Document Number and prefix to be provided in the respective fields. Example: 176 – 12345675

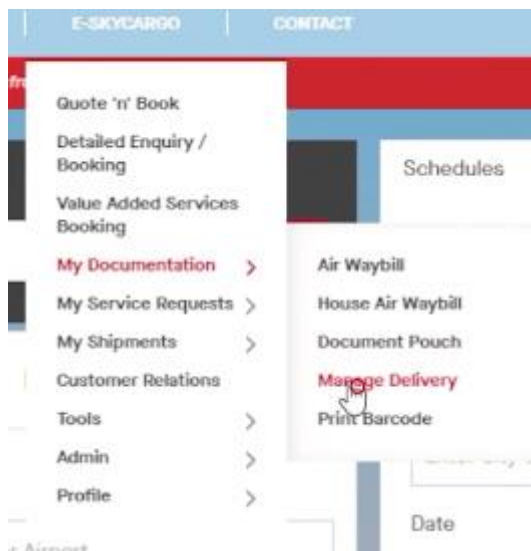


Figure 7 - Manage Delivery Tab

There is an option to perform an advance Search can be performed based on the following criteria:

- Origin
- Destination

- Period From
- Period To

System will display the search results and list the AWBs in the “All” tab. There are additional options to filter the AWBs based on “DO Pending” and “DS Pending”. System will list all the shipments where DO is pending in the Pending DO tab and list all the shipments in Pending DS tab where DO is generated and DS is not generated.

System will display the shipments list with basic shipments details. When you select one of the shipments to view the shipment details, system will display the shipment details.

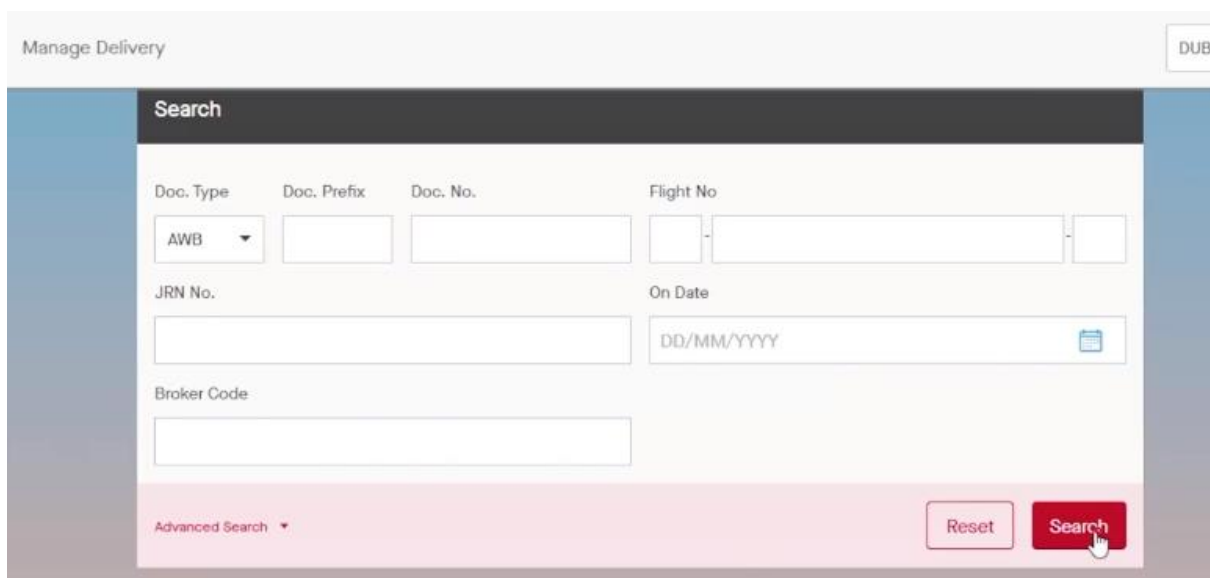
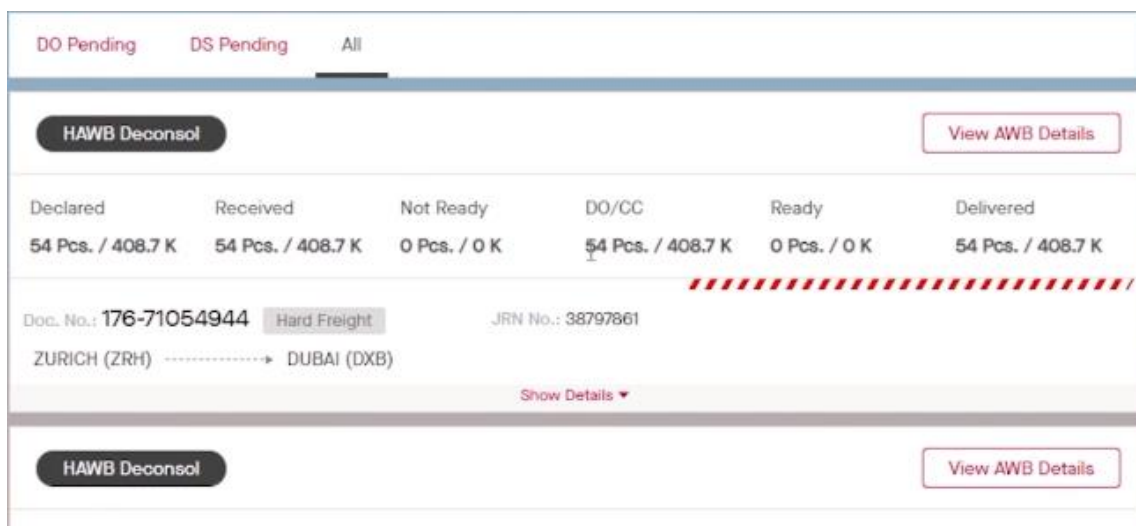


Figure 8 - Manage Delivery Search



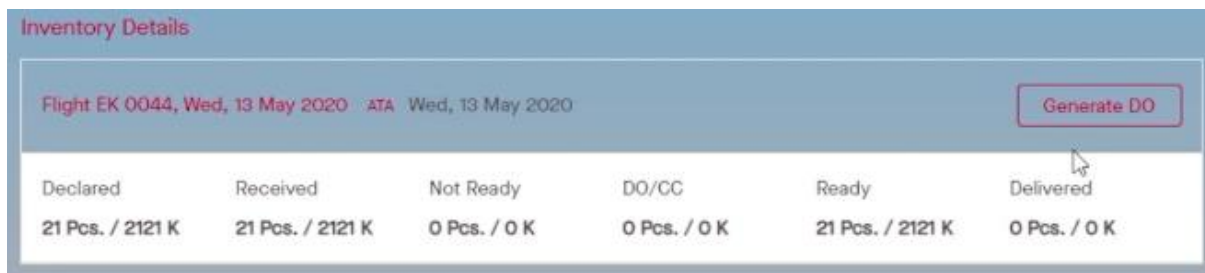
DO Pending	DS Pending	All			
HAWB Deconsol		View AWB Details			
Declared	Received	Not Ready	DO/CC	Ready	Delivered
54 Pcs. / 408.7 K	54 Pcs. / 408.7 K	0 Pcs. / 0 K	54 Pcs. / 408.7 K	0 Pcs. / 0 K	54 Pcs. / 408.7 K
Doc. No.: 176-71054944 Hard Freight JRN No.: 38797861					
ZURICH (ZRH) -----> DUBAI (DXB)					
Show Details ▼					
HAWB Deconsol		View AWB Details			

Figure 9 - Manage Delivery Lists

You will be given the option to do below functions.

- Print DO
- List DO Invoice
- Generate DS

When you select the option to print DO, system will trigger a DO print preview and you can select the DO print to one of the configured printers. After you return to view DO option, you can select the option to List DO Invoice. After you return to view DO option, select the option to Generate DS. System will prompt to provide customs reference number. When you provide the customs reference number and select the option to continue, system will generate the DS and displays the DS details.



Declared	Received	Not Ready	DO/CC	Ready	Delivered
21 Pcs. / 2121 K	21 Pcs. / 2121 K	0 Pcs. / 0 K	0 Pcs. / 0 K	21 Pcs. / 2121 K	0 Pcs. / 0 K

Figure 10 - Generate DO

Manage Delivery feature enable you to generate DO and DS at house level as well for document type AWB. In Manage Delivery feature, search by AWB number with HAWB. The AWB list will be displayed and “HAWB Deconsol” indicator will be ticked. Select the AWB with HAWB Deconsol and select the option to view the AWB details. System will display the AWB details on the next page having following cards

- AWB details
- Flight details (itinerary List)
- HAWB List (Complete List HAWB details will be displayed along with pagination)

Select one of the HAWBs to view and action on the HAWB. The HAWB details card will be displayed on the next page and you will be able to select the option to generate the Delivery order. System will generate the DO and display the DO details in a DO card along with the HAWB number.

You will have the following option on the Delivery order card.

- Print DO
- List DO invoices
- Generate DS

DO Number	Type	Pieces	Weight(Kg)	Status	Itinerary Info	HAWB No.
1000698962	NORMAL	21	2121	ISSUED	EK0044 13-May-2020 FRA DXB	-

Figure 11- Generate DS

Search & Track Shipments - Detailed View

Detailed view for tracking shows a list of the milestones that are stamped for the shipment. The milestone times are by default displayed in local time. You can switch to view the times in UTC time. The tracking results can be shared via email as a shortened URL by selecting Share Status.

Search & Track

Doc. No. ▼

Doc. No. e.g.: 17602268011

Search

Figure 12 - Search & Track Homepage Option

You can track the details of the shipment from “My Shipments” by selecting the “Tracking Details”.

This is accessible via **My Shipments->Manage Bookings->Search & Track** and then search for a shipment by providing the “Doc No.”, “Order No.” or “JRN No.” Select the “Tracking Details” option and have the tracking view displayed.

