

## SHIPPING, INSPECTION AND PACKING INSTRUCTIONS

### 1. Inspection and Release for Delivery

1.1 MTR Corporation Limited (MTRCL) reserves the right to request for test result/ quality documentation or to conduct pre-shipment inspection of all or any of the items at the manufacturer's premises prior to packing.

1.2 For the items classified as "Safety Critical" and/or "Service Critical" in Purchase Order or otherwise requested by MTRCL,

1.2.1 pre-shipment inspection by MTRCL's authorized representative at manufacturer's premises is required;

1.2.2 no shipment is to be arranged without prior approval with "Release Certificate" or "Dispatch Authority" from MTRCL's authorized representative; and

..... 1.2.3 the supplier is required to notify the MTRCL's authorized representative by completing a Request for Inspection & Dispatch Form (RID, **Appendix 1**) and returning it by Email to or in writing to MTRCL's authorized representative: -

For Asia or Oceania Region    MTRCL - Project Quality Office  
Fo Tan Railway House  
No. 9 Lok King Street, Fo Tan  
Shatin, N.T.  
Hong Kong

Tel No.: (852) 2688 1894  
Email: pjqc@mtr.com.hk

For Other Regions                MTRCL - UK Rugby Quality Assurance Office  
Suite 5, Eleven Arches House  
Leicester Road, Rugby  
Warwickshire CV21 1FD  
England

Tel No.: (44) 01788 820100  
Email: ukoffice@mtrcuk.co.uk

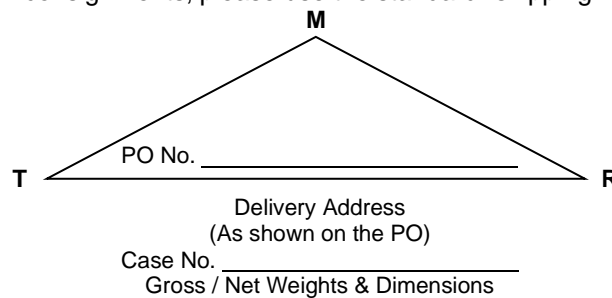
1.3 The supplier shall accede to any request by MTRCL to inspect, witness and/or test any Goods during manufacture, processing or storage at the premises of the supplier or the sub-contractor or the manufacturer or any third party prior to packing or despatch to MTRCL, and the supplier shall arrange for the inspection, witness and/or testing within a reasonable time after receipt of the request from MTRCL and shall arrange MTRCL's authorized representative to gain access to the inspection site and provide with all facilities reasonably required to carry out the inspection and testing. The supplier shall advise the MTRCL's authorised representative of the date of inspection at least 14 days in advance.

1.4 The supplier shall provide the information required by MTRCL's authorized representative (e.g., the test or measurement to be carried out in manufacturer's premises, relevant certificate, quality check report or inspection report). The supplier shall discuss with MTRCL's authorized representative for the arrangement of necessary inspection documents, in particular for those critical in-process inspection before completion of manufacturing.

1.5 Following satisfactory inspection, a "Release Certificate" or "Dispatch Authority" will be issued by the MTRCL's authorized representative.

## 2. Shipping Marks

2.1 For all MTRCL consignments, please use the standard "shipping marks" as below:



2.2. The marks must be stencilled in a conspicuous position on at least two sides of the outer packaging, in a contrasting colour.

2.3. The designated PO No. must be shown inside the triangle.

2.4. Gross Weight, Net Weight, Dimensions and Case No. must be shown.

## 3. Name of Consignee and Delivery Address on the Airway Bill or Bill of Lading

3.1 For all MTRCL shipments, please mark the Consignee's name and address on the document as:

MTR Corporation Limited  
MTR Headquarters Building  
Telford Plaza, Kowloon Bay  
Hong Kong

If the **delivery address is different from the Consignee's address** according to the PO, supplier should then clearly write and indicate the delivery address on the document.

3.2 For those shipments that are not under MTRCL's PO or Contract, please confirm with your client the consignee and delivery address respectively before the shipment.

## 4. Consolidation and Packaging

4.1 Consolidation of MTRCL orders into one consignment will be much appreciated. However, NO shipment consolidation is allowed for orders with different delivery locations or urgent requirement.

4.2 The supplier shall ensure that the goods are adequately packed in accordance with recognised international shipping standard against condensation, water ingress and rough handling. In general the packing should include an internal waterproof barrier where the items are placed in an hermetically sealed, evacuated aluminum laminated film or high density polythene bag containing the required amount of silica gel followed by an external package made of close boarded (certified insect free) timber crate lined with bitumen impregnated paper. Environmental friendly or recycled materials should be used wherever practicable.

4.3 In case of small and loose material or parts, it must be packed in PVC or plastic bags with waterproof function before crated into box or package. If possible, transparent bags are preferred for visual inspection purpose.

## 5. MTRCL Nominated Freight Forwarders

- 5.1 MTRCL has appointed his own freight forwarders. For shipments where freight cost is to be borne by the Corporation, suppliers should contact the following nearby Freight Forwarders for shipment arrangement. Other unauthorized arrangement will not be accepted unless agreed by the MTRCL in writing. And goods so arranged by the supplier will either be rejected or if we accepted, its related forwarding charges will deem to be borne by the supplier.
- 5.2 Small Parcel – represented by Kintetsu World Express (H.K.) Ltd. (KWE) and its worldwide agents. Supplier should place the online booking order via their webpage below. For details, please refer to “KWE\_E-Booking Portal Manual with Contact List” in **Appendix 2**.  
<https://www4.kwehkg.com.hk/E-Booking/Home/Login?ReturnUrl=%2fE-Booking>
- 5.3 Air Freight – represented by Dachser Hong Kong Ltd. (Dachser) and its worldwide agents. Please refer to **Appendix 3** for detailed contact information.
- 5.4 Sea Freight – represented by Kuehne + Nagel Ltd. (KN) and its worldwide agents. Please refer to **Appendix 4** for detailed contact information.

## 6. Freight Mode of Transport

Unless specified in MTRCL PO or agreed by the Corporation, supplier should follow the following guidelines for freight mode selection if the shipment freight cost is to be borne by MTRCL:

- 6.1 Air Parcel Post  
For small items and documents, air parcel post may be preferred if the air parcel postage is considered lower than the small parcel service.
- 6.2 Small Parcel  
For consignment weighing at or **BELOW 50kg chargeable weight**. Please also see 5.2 above.
- 6.3 Air Freight  
For consignment weighing **BETWEEN 50kg and 200kg chargeable weight**. Please also see 5.3 above.
- 6.4 Sea Freight  
For consignment weighing **OVER 200kg chargeable weight**. Please also see 5.4 above.
- 6.5 Urgent Air Freight  
In URGENT cases, upon our written request or confirmation, airborne goods or consignment **OVER 200kg chargeable weight** is allowed. Please also see 5.3 above.

## 7. Shipping Advice and Documents

7.1 Supplier is requested to provide a full set of shipping document (see below) to KWE / Dachser / KN (or their agents) while departure of the shipment.

7.2 Shipping document include but not limited to the following:

- (a) Airway Bill or Bill of Lading,
- (b) Proforma / Sale Invoice, and
- (c) Packing List.

Note: PO No., Contract No. and Discrepancy Report (DR) No. if any, should be printed on these documents.

7.3 Supplier should send shipping document (see above) together with shipment details to MTRCL by fax or email after the cargo collection by the shipping agent. The shipment details should include:

- (a) Bill of Lading No., Airway Bill No. or Courier Tracking No.
- (b) Name of Carrier / Vessel, Flight No. or Voyage
- (c) E.T.D and E.T.A. H.K.
- (d) Shipping Port and Country Name
- (e) Consignment Value
- (f) Goods Description, MTRCL PO No., Contract No. and DR No. if any

7.4 For shipments where freight cost is borne by the supplier, released Bill of Lading is recommended. Supplier should ensure that at least one original Bill of Lading must reach our shipping team before the vessel arrival in Hong Kong. Supplier will deem to be responsible for any overdue warehouse cost that was caused by late or misplacement of the Bill of Lading.

7.5 Please address all shipping documents / correspondences and all other shipping enquires to:

Logistic & Business Systems

Procurement & Supply Chain Department  
MTR Corporation Limited  
20/F, MTR Headquarters Building  
Telford Plaza, Kowloon Bay  
Hong Kong  
(Attention: Ms Jenny Liu)

Tel No.: (852) 2993 4315 Fax No.: (852) 2993 7713 Email: [shipping\\_info@mtr.com.hk](mailto:shipping_info@mtr.com.hk)

< END >

### Notes:

The freight mode of transport will be determined by the volume weight or actual weight of the cargo, whichever is the highest.

Volume weight based on cargo dimension will be calculated as follows:

- For Small Parcel and Air Freight: Volume Weight (kg) = Length (cm) x Width (cm) x Height (cm) / 6,000
- For Sea Freight: Volume Weight (CBM) = Length (cm) x Width (cm) x Height (cm) / 1,000,000 or Weight(kg) / 1,000

**MTR Corporation Limited**  
**香港鐵路有限公司**



## Request for Inspection & Dispatch Form (RID)

The Supplier shall complete the top section of this form when materials are ready for inspection at the point of manufacture and Email the completed form to the authorized representative of the Corporation.

<b>Supplier:</b>		<b>Manufacturer:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Contact:</b>		<b>Contact:</b>	
<b>Tel:</b>		<b>Tel:</b>	
<b>Email:</b>		<b>Email:</b>	

MTR PO No.	MTR line No	Description/Supplier Part No	Qty	Discrepancy No. (If Applicable)	For MTR Office Use		
					Value	RC/DA	Ref.
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10

**For MTR Office use**

<b>Date Received:</b>		<b>Validation Requirement:</b>	
<b>Responsible Engineer:</b>			

MTR Action Record			
Ref.	Date	Detail	Initials

**Engineer's Approval**

<b>Status</b>		<b>Signed</b>		<b>Date</b>	
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## Contact List

### Contact E-Mail Address

[all.hkkclc-mtr@kwe.com](mailto:all.hkkclc-mtr@kwe.com)

### Contact Person Details

Name	Contact Phone Number	Title
Mr. Dick Leung	(+852) 3418-0841	Operation Senior Manger
Ms. Shirley Wan	(+852) 3418-0936	Operation
Ms. Sarika Ng	(+852) 3418-0932	Operation
Ms. Abby Cheung	(+852) 3418-0870	Operation
Mr. Koji Maruyama	(+852) 6137-1725	Sales

Note: For User ID and Password creation, please send your request directly to KWE group email account above.

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# E-BOOKING PORTAL MANUAL

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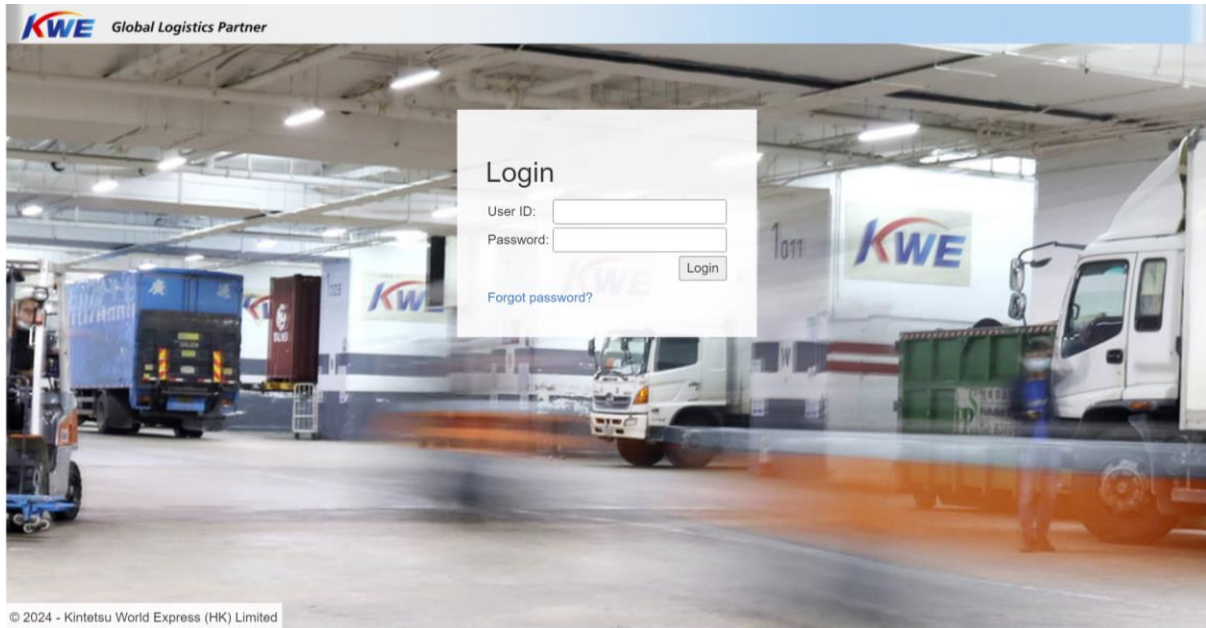
# 1. Overview

## LOGGING IN

Link: <https://www4.kwehkg.com.hk/E-Booking/Home/Login?ReturnUrl=%2fE-Booking>

-Input User ID and Password provided by KWEHK staff in the spaces provided.

-Please contact KWEHK should there be any troubles logging-in.



## MAIN MENU

Status	Create Date	Submission Date	House Air-waybill	Airport of Destination	Cargo Ready Date	ETD Date	Delivery By	Air Waybill (PDF)
Draft	2024-02-02			FRANKFURT, GERMANY (FRA)	2024-02-05	2024-02-06	Vendor	
Completed	2023-10-12	2023-10-12		FRANKFURT, GERMANY (FRA)	2023-10-16	2023-10-17	Vendor	
Completed	2023-10-12	2023-10-12		TAIPEI, TAIWAN (TPE)	2023-10-16	2023-10-17	Vendor	
Completed	2023-09-20	2023-09-20		NEW DELHI, INDIA (DEL)	2023-09-25	2023-09-26	Vendor	
Completed	2023-09-20	2023-09-20		FRANKFURT, GERMANY (FRA)	2023-09-25	2023-09-26	Vendor	
Completed	2023-09-20	2023-09-20		TAIPEI, TAIWAN (TPE)	2023-09-25	2023-09-26	Vendor	

-Navigate among “Main Menu” “New Booking” and “Template List” tab using the banner on top of the page.

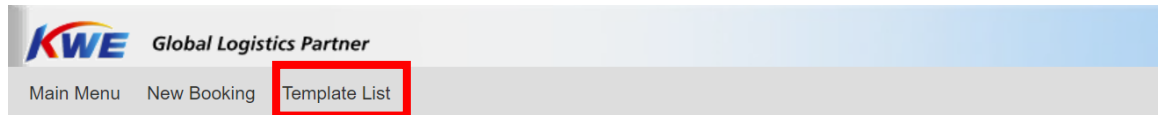
## 2. Making a New Booking

### GETTING STARTED

You may begin making a new booking with the following methods...

#### a. Pre-made Templates

-In the “Main Menu” Page, select “Template List” in the upper left corner.



-In the “Template List” Menu, select the template you would like to access.

#### Template List

The screenshot shows the 'Template List' interface. At the top, there are search filters: 'Template name:', 'Modify Date' (with a date range from mm/dd/yyyy to mm/dd/yyyy), and 'Airport of Destination:'. These filter fields are enclosed in a red box, with a blue arrow pointing to a blue callout box that says 'Input parameters in the spaces provided for easier searching'. Below the filters are 'Search' and 'Clear filters' buttons. The main area contains a table with columns for 'Template Name', 'Modify Date', and 'Airport of Destination'. The table lists four templates. For each row, there are 'Rename' and 'Delete' buttons, which are also enclosed in a red box. A blue arrow points from this box to another blue callout box that says 'Use the buttons to rename/delete templates'. At the bottom of the table, there are 'Previous', '1 / 1 Page', and 'Next' navigation controls.

-Alternatively, you may also access templates in the “New Booking” page.

#### Shipper's Letter of Instructions



**Refer to “4. Making a Template” in page for making a new template for your shipments**

### b. Import Filled Excel Template

You may also fill the information in an excel template we provide, then import the file's information into the webpage's booking form.

-In "New Booking" page, select "Import Excel"

## Shipper's Letter of Instructions



Import Excel

Load Template

-In the "Import Excel" box, select "Download Excel Template" to obtain a booking form in the form of an excel file.

Import Excel

Import file:  No file chosen

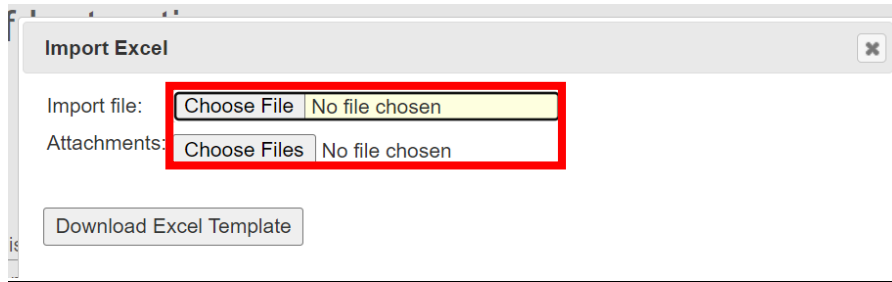
Attachments:  No file chosen

**KWE**

**Kintetsu World Express (HK) Limited**  
*Standard Booking Form (Air)*

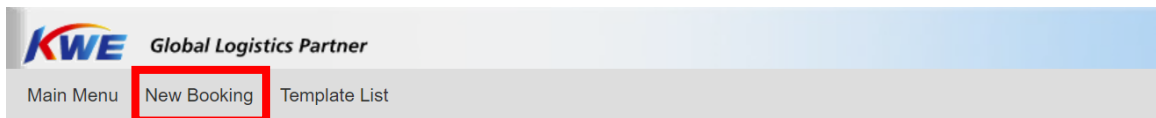
Basic Information	House Air-waybill	
	Shipper ID	
	Shipper Name	
	Shipper Address	
	Consignee ID	
	Consignee Name	
	Consignee Address	
	Also Notify ID	
	Also Notify Name	

-After completing the booking form, in the "Import Excel" box, upload the booking form and related documents (e.g. packing lists, commercial invoices)



### c. Blank Booking Form

-In the “Main Menu” Page, select “New Booking” in the upper left corner.



## FILLING BOOKING FORM

-In the new booking form, input information of the shipments...

Note: fields highlighted yellow are mandatory

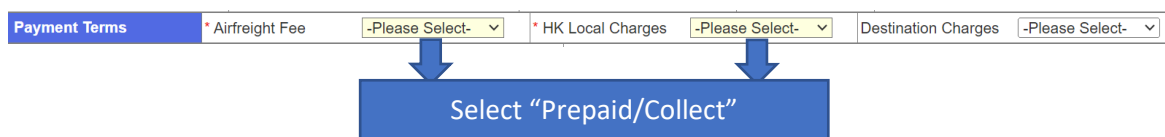
### a. Destination

- Input either city name or airport’s IATA code and select from the drop-down menu



### b. Payment Terms

- Based on the terms agreed, select the handling of air freight fee and HK local charges by selecting the drop-boxes below. Prepaid: Paid by shipper, Collect: Paid by consignee



Note: Prepaid: Paid by shipper, Collect: Paid by consignee

- If the payment terms selected are both "Prepaid", please also select incoterms in the "destination charges" drop-box.

Note: DDP (Delivered Duty Paid), DAP (Delivered at Place), DAT (Delivered at Terminal)

For triangle shipments/ shipments involving third-party billing, search and input the billing ID and other relevant information in the spaces provided.

-Select the magnifying glass icon to reveal the search menu, input either the company name or billing ID to search for the correct billing party. You may also input manually



Customer ID	Customer Name	Address 1	Address 2	Address 3	Address 4	City	Postal Code	Country	Sa
3									
3									
3									
3									

Note: Check address and contact details to ensure the correct billing ID has been input

### c. Shipper, Consignee & Notify person

- Select the magnifying glass icon to reveal the search menu, input either the company name or shipper/consignee ID to find the correct shipper/consignee. Once selected, Shipper's address and contact will be input automatically.

* Shipper ID:	<input type="text"/>	<input type="button" value="🔍"/>
* Shipper Name:	<input type="text"/>	<input type="button" value="🔍"/>
Shipper Address:	<input type="text"/>	<input type="button" value="Expand"/>
Shipper Contact:	<input type="text"/>	<input type="button" value="Expand"/>
Email:	<input type="text"/>	

-Alternatively, You may also input shipper/consignee's address and contact manually. Select the two "Expand" buttons to reveal the input spaces.

* Shipper ID:	<input type="text"/>	<input type="button" value="🔍"/>
* Shipper Name:	<input type="text"/>	<input type="button" value="🔍"/>
Shipper Address:	<input type="text"/>	<input type="button" value="Expand"/>
Shipper Contact:	<input type="text"/>	<input type="button" value="Expand"/>
Email:	<input type="text"/>	



\* Shipper ID:

\* Shipper Name:

Shipper Address:

Address:

\* City:

Postal Code:

\* Country:

Shipper Contact:

Salutation:

First Name:

Middle Name:

Last Name:

Tel Number:

Email:

Email:

Note: For any discrepancies, select the correct company name and ID first, then modify the information manually. Please contact KWEHK for any updates or modification of addresses and contacts.

#### d. Cargo details

- In the spaces provided, enter the cargo information.

No.	No. of Package	Gross Weight (KG)	Dimension / Volume	Shipper Reference no.(Shown on return Email)
1.	<input type="text"/> <input type="button" value="Please Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/>				

Note: If shipment has more than one kind of packaging (e.g. 3 pallet + 20 cartons), enter "32 PKGS" Shipper Reference No.

-Input cargo details in the spaces provided, enter

Declared Value for Carriage	Declared Value for Customs	Amount of Insurance
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Marks & Numbers		
<input type="text"/>		
Nature and Quantity of Goods		
<input type="text"/>		

#### e. Shipper Reference Number (FOR SPECIFIC CUSTOMERS ONLY)

- In the spaces provided, enter the commercial number(s) of the shipment .

Notify Address:	Supply Chain Group Div. Spares, Winsbergring 15, Fr	Expand
Notify Contact:		Expand
<b>Volume</b>	<b>Shipper Reference no.(Shown on return Email)</b>	

**f. Documents**

-In the spaces provided, select documents that will be included in the booking, then upload attachments at the bottom of the form (Refer to i. attachments)

Required Documents		
<input type="checkbox"/> Invoice	<input type="checkbox"/> C/O	<input type="text"/>
<input type="checkbox"/> Packing List	<input type="checkbox"/> Form A	<input type="text"/>
<input type="checkbox"/> Export License		<input type="text"/>
If any others, please state:		
<input type="text"/>		

**g. Cargo delivery/pick-up arrangements**

-In the spaces provided, select cargo delivery/pick-up arrangements by selecting the drop-boxes.

Cargo Pick-up, Delivery and Unloading	
Pickup cargo by KWE?	<input type="text" value="-Please Select-"/>
If yes, provide address and contact details in the bracket below	
Self-delivery to KWE's warehouse at ATL?	<input type="text" value="-Please Select-"/>
Unload cargo by KWE?	<input type="text" value="-Please Select-"/>
Cargo Pick up details(* Required if Pickup cargo by KWE is selected)	
<input type="text"/>	

-If the shipments are picked up by KWE local trucks/CTD trucks, please also provide the pick-up details such as address and contacts by filling in the space provided.

Cargo Pick-up, Delivery and Unloading	
Pickup cargo by KWE?	* <input type="text" value="-Please Select-"/>
If yes, provide address and contact details in the bracket below	
Self-delivery to KWE's warehouse at ATL?	* <input type="text" value="-Please Select-"/>
Unload cargo by KWE?	* <input type="text" value="-Please Select-"/>
Cargo Pick up details(* Required if Pickup cargo by KWE is selected)	
<input type="text"/>	



### h. Important Information

-Answer all the questions about your shipment by selecting all the drop-boxes

* Important Information	
Is KWE required to lodge IMP/EXP declaration for shipper?	-Please Select- ▼
If no, shipper is required to lodge IMP/EXP declaration to HK Census and Statistics Dept within 14 days after shipment.	
Does the consignment contain Dangerous Goods?	-Please Select- ▼
If yes, please provide MSDS and Shipper's Declaration	
Does the consignment contain Lithium Battery?	-Please Select- ▼
If yes, please provide MSDS and Declaration letter	
Does the consignment contain any Controlled or Strategic Commodities and require for Export License?	-Please Select- ▼
If yes, shipper is required to provide Export License according to the Import and Export (Strategic Commodities) Regulations (Cap 60)	

-Please provide important documents (e.g. MSDS and declaration letters) if necessary

-You may enter other relevant information in the space provided.

Cargo delivery date to KWE Air Export Warehouse: \* mm/dd/yyyy 📅

Delivery by: -Please Select- ▼

**Special Request / Other Information**

Attachments:

No file chosen

### i. Attachments

-Select "Choose files" then upload all relevant documents (e.g. Case mark, commercial invoice) for the shipment.

Cargo delivery date to KWE Air Export Warehouse: \* mm/dd/yyyy 📅

Delivery by: -Please Select- ▼

**Special Request / Other Information**

Attachments:

No file chosen

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## SUBMITTING YOUR BOOKING

-Once the booking is ready to submit, input the company name in the spaces provided in the shipper's declaration section.

Shipper's Declaration:  
Shipper is responsible for the correctness of information provided in this form. Any consequential liabilities incurred due to false declaration will fully be borne by the shipper.  
\* Please sign the declaration by inputting your company name below:

Save

Import Excel      Save as Template

Load Template      Export to Excel

-Press save to save your booking as draft, a house airway bill number (starting with 5200) will then be generated for your booking.

Shipper's Declaration:  
Shipper is responsible for the correctness of information provided in this form. Any consequential liabilities incurred due to false declaration will fully be borne by the shipper.  
\* Please sign the declaration by inputting your company name below:

Save

Import Excel      Save as Template

Load Template      Export to Excel

-To submit your booking, select "Submit Booking" which will appear on top or bottom of the page upon saving

Shipper's Letter of Instructions

Discard Draft

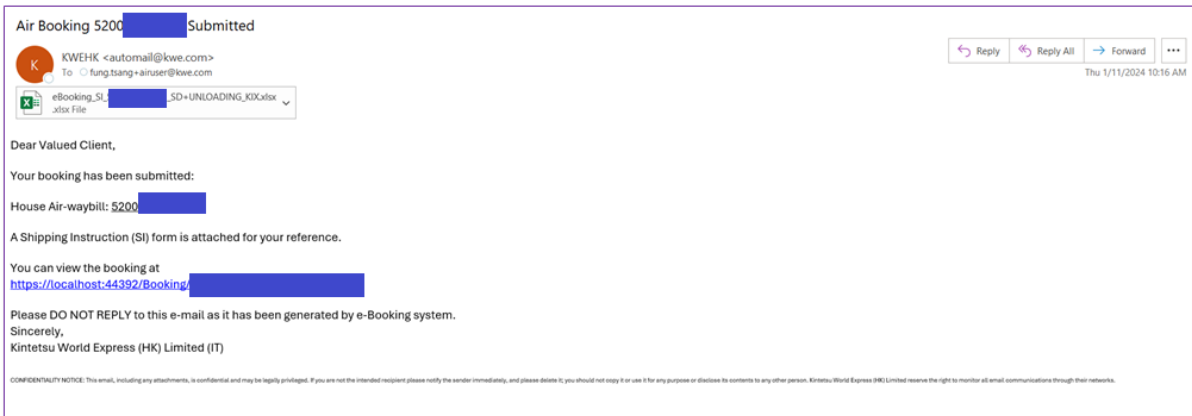
Save

Save as Template

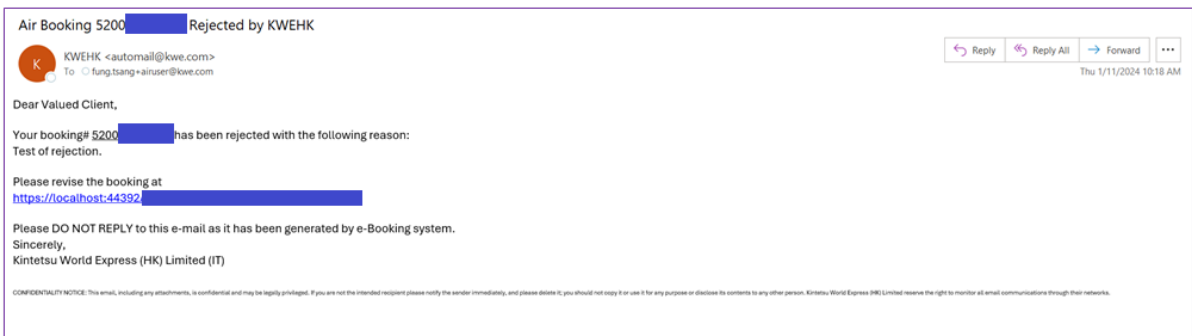
Export to Excel      **Submit Booking**

**\*IMPORTANT: Pressing "save" only DOES NOT submit the bookings to KWEHK, bookings will only be submitted when "Submit Booking" is pressed\***

-After pressing "Submit Booking", a confirmation email with the following format will be sent to confirm your submission. A link to access the booking directly and digital copy of the shipping instruction will also be provided.



-If a booking is rejected, an email will also be sent with reasons of rejection.



### 3. Tracking and Managing Your Shipments

Once you saved or submitted your booking, you may view them in the “Main Menu” Page

Status	Create Date	Submission Date	House Air-waybill	Airport of Destination	Cargo Ready Date	ETD Date	Delivery By	Air Waybill (PDF)
Draft	2024-02-02			FRANKFURT, GERMANY (FRA)	2024-02-05	2024-02-06	Vendor	
Completed	2023-10-12	2023-10-12		FRANKFURT, GERMANY (FRA)	2023-10-16	2023-10-17	Vendor	
Completed	2023-10-12	2023-10-12		TAIPEI, TAIWAN (TPE)	2023-10-16	2023-10-17	Vendor	
Completed	2023-09-20	2023-09-20		NEW DELHI, INDIA (DEL)	2023-09-25	2023-09-26	Vendor	
Completed	2023-09-20	2023-09-20		FRANKFURT, GERMANY (FRA)	2023-09-25	2023-09-26	Vendor	
Completed	2023-09-20	2023-09-20		TAIPEI, TAIWAN (TPE)	2023-09-25	2023-09-26	Vendor	

# SEARCH/FILTER YOUR BOOKINGS

- Input in the spaces provided to search specific shipments or shipments fitting certain criteria(s)

## Main Menu

House Air-waybill  Status

Submission Date   To

ETD Date   To

HAWB (PDF)

- Select "show" after input to show search results, select "clear filters" to clear all the input spaces

## Main Menu

House Air-waybill  Status

Submission Date   To

ETD Date   To

HAWB (PDF)

# MODIFYING YOUR BOOKINGS

- To access and change details for certain bookings, select the words in the "Status" column to reveal the details entered into the booking form.

Status	Create Date	Submission Date	House Air-waybill	Airport of Destination
Draft	2024-02-02			FRANKFURT, GERMANY (FRA)
Completed	2023-10-12	2023-10-12		FRANKFURT, GERMANY (FRA)
Completed	2023-10-12	2023-10-12		TAIPEI, TAIWAN (TPE)
Completed	2023-09-20	2023-09-20		NEW DELHI, INDIA (DEL)
Completed	2023-09-20	2023-09-20		FRANKFURT, GERMANY (FRA)
Completed	2023-09-20	2023-09-20		TAIPEI, TAIWAN (TPE)



Status : **Completed**      Submission Date : **2023-10-12**      Created By : [REDACTED]

Mandatory fields are marked with \*, and are highlighted in yellow color.


House Air-waybill	Master Air-waybill	Requested Flight no.	Flight Date	Airport of Destination
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	FRANKFURT, GERMANY (FRA)
Payment Terms	* Airfreight Fee	Collect	* HK Local Charges	Prepaid
Destination Charges -Please Select-				
<b>PLEASE INPUT CARGORCVD</b>				
* Shipper ID:	[REDACTED]	BillTo ID:	[REDACTED]	
* Shipper Name:	[REDACTED]	BillTo Name:	[REDACTED]	
Shipper Address:	[REDACTED] <input type="button" value="Expand"/>	Other details:	[REDACTED]	
Shipper Contact:	[REDACTED] <input type="button" value="Expand"/>			
Email:	[REDACTED]			
* Consignee ID:	[REDACTED]	Notify:	<input type="checkbox"/> Same As Consignee	
* Consignee Name:	[REDACTED]	Notify ID:	[REDACTED]	
Consignee Address:	[REDACTED] <input type="button" value="Expand"/>	Notify Name:	[REDACTED]	
Consignee Contact:	[REDACTED] <input type="button" value="Expand"/>	Notify Address:	[REDACTED] <input type="button" value="Expand"/>	
		Notify Contact:	[REDACTED] <input type="button" value="Expand"/>	
No.	* No. of Package	* Gross Weight (KG)	* Dimension / Volume	Shipper Reference no.(Shown on return Email)

## EXTRACTING SHIPMENTS CHECKLIST

- You may also extract a checklist in the form of an excel file by selecting "Export to Excel" in the "Main Menu" page for own use.

Airport of Destination	Cargo Ready Date	ETD Date	Delivery By	Air Waybill (PDF)
FRANKFURT, GERMANY (FRA)	2024-02-05	2024-02-06	Vendor	
FRANKFURT, GERMANY (FRA)	2023-10-16	2023-10-17	Vendor	
TAIPEI, TAIWAN (TPE)	2023-10-16	2023-10-17	Vendor	
NEW DELHI, INDIA (DEL)	2023-09-25	2023-09-26	Vendor	
FRANKFURT, GERMANY (FRA)	2023-09-25	2023-09-26	Vendor	
TAIPEI, TAIWAN (TPE)	2023-09-25	2023-09-26	Vendor	

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HAWB#	Release HAWB da	Destination	Regio	PGPRHK Pl	Package	G.W	CBM	DELIVERY B	Cargo delivery da	ETD Date
[REDACTED]	2023-10-12	FRANKFURT, GERMANY (FRA)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2024-02-05	2024-02-06
[REDACTED]	2023-10-12	FRANKFURT, GERMANY (FRA)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2023-10-16	2023-10-17
[REDACTED]	2023-10-12	TAIPEI, TAIWAN (TPE)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2023-10-16	2023-10-17
[REDACTED]	2023-09-20	NEW DELHI, INDIA (DEL)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2023-09-25	2023-09-26
[REDACTED]	2023-09-20	FRANKFURT, GERMANY (FRA)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2023-09-25	2023-09-26
[REDACTED]	2023-09-20	TAIPEI, TAIWAN (TPE)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Vendor	2023-09-25	2023-09-26

## 4. Making a Template

To facilitate large number of similar bookings and avoid entering the same information multiple times, you may make templates in the E-booking portal for your convenience.

### CREATING A NEW TEMPLATE

-When make a new booking for the first time, after filling up all the information, you may select "Save as Template" at either top or below the of the web page.

## Shipper's Letter of Instructions

Import Excel      Save  
Load Template      Save as Template  
Export to Excel

Status : **New**      Submission Date :      Created By :

Mandatory fields are marked with \* , and are highlighted in yellow color.

House Air-waybill	Master Air-waybill	Requested Flight no.	Flight Date	Airport of Destination
-------------------	--------------------	----------------------	-------------	------------------------

Shipper's Declaration:  
Shipper is responsible for the correctness of information provided in this form. Any consequential liabilities incurred due to false declaration will fully be borne by the shipper.  
\* Please sign the declaration by inputting your company name below:

Import Excel      Save  
Load Template      Save as Template  
Export to Excel

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-Alternatively, you may also access previous bookings in the “Main Menu” page then press “Save as Template” once opened

- In the “Save Template” box, input name for your template or overwrite a previous template

**Save Template** [X]

Create new:

Or overwrite:

Ok      Cancel

-After saving, your template will appear in the “Template List” page

### Template List

Template name:

Modify Date  To

Airport of Destination:

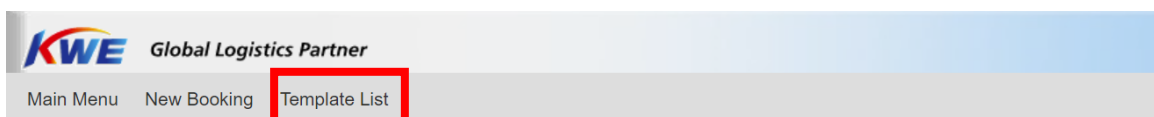
Search      Clear filters

Template Name	Modify Date	Airport of Destination		
	2024-02-02	FRANKFURT, GERMANY (FRA)	Rename	Delete
	2023-09-20	NEW DELHI, INDIA (DEL)	Rename	Delete
	2023-09-20	FRANKFURT, GERMANY (FRA)	Rename	Delete
	2023-09-20	TAIPEI, TAIWAN (TPE)	Rename	Delete

Previous      1 / 1 Page      Next

## ACCESSING AND MANAGING YOUR TEMPLATES

-Once a new template has been created, you may access the templates in the “Template List” page.



## Template List

Template name:   
Modify Date:  To   
Airport of Destination:



Input parameters in the spaces provided for easier searching

Template Name	Modify Date	Airport of Destination		
	2024-02-02	FRANKFURT, GERMANY (FRA)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	NEW DELHI, INDIA (DEL)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	FRANKFURT, GERMANY (FRA)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	TAIPEI, TAIWAN (TPE)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>

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-Alternatively, you may load templates from the “New Booking” page.

## Shipper's Letter of Instructions

-To manage your templates, use the buttons in the “Template List” page to rename or delete your templates.

## Template List

Template name:   
Modify Date:  To   
Airport of Destination:

Template Name	Modify Date	Airport of Destination		
	2024-02-02	FRANKFURT, GERMANY (FRA)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	NEW DELHI, INDIA (DEL)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	FRANKFURT, GERMANY (FRA)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
	2023-09-20	TAIPEI, TAIWAN (TPE)	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>

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## Appendix 3

Country	Mode	Contact Person	Tel No.	Email address
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Sydney / Melbourne / Brisbane				
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<b>AUSTRIA</b>				
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DACHSER Austria Air & Sea GmbH Concorde Business Park 3/1 A-2320 Schwechat	SEA Export	Manfred Raus	+43 1 7064840 51	<a href="mailto:manfred.raus@dachser.com">manfred.raus@dachser.com</a>
<b>BELGIUM</b>				
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DACHSER Spedition AG Niederlassung Basel Sternenhofstr. 15a CH-4153 Reinach BL	SEA Export	Elvira Jasari	+41 (0)61 716 16 22	<a href="mailto:elvira.jasari@dachser.com">elvira.jasari@dachser.com</a>
<b>CANADA</b>				
ITN Logistics 6975D Pacific Circle, Mississauga, ON, L5T 2H3	AIR Export	BOB RISCH	+ 1 (905) 362 1111 Ext: 254	<a href="mailto:bobr@itn-logistics.ca">bobr@itn-logistics.ca</a>
6975 D Pacific Circle, Mississauga, ON, L5T 2H3	SEA Export	PRABHJOT KAUR VIRK (GOLDY)	(905) 362 1111 Ext: 298	<a href="mailto:prabhjotv@itn-logistics.ca">prabhjotv@itn-logistics.ca</a>
<b>CHINA</b>				
<b>Shanghai</b>				
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DACHSER Shanghai Co., Ltd. 6/F, Tower B, SMOC Building, No 1033 Xiehe Road, Shanghai 200335, P.R. China	SEA Export	Lilly Li	86 21 3217 4790 - 5104	<a href="mailto:Lilly.li@dachser.com">Lilly.li@dachser.com</a>
<b>TIANJIN</b>				
DACHSER Shanghai Co.,Ltd. Beijing Branch Unit C209, Guo Men Building, No.1 Zuo Jia Zhuang Chao Yang District	AIR Export	Cherry Xue	+86 10 64684610-103	<a href="mailto:Cherry.Xue@dachser.com">Cherry.Xue@dachser.com</a>
DACHSER Shanghai Co., Ltd. Tianjin Branch Room1309, Vantone Center, North Dagou Road & Xuzhou Road Intersection, Heping District, Tianjin, P.R.China 300042	SEA Export	Riqi Wang	86 22 58586009	<a href="mailto:riqi.wang@dachser.com">riqi.wang@dachser.com</a>
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<b>GERMANY</b>				



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1st Floor, Sandringham House Hollins Brook Park 2 Little 66 Bury, BL9 8RN United Kingdom	SEA Export	Alfie Dowling	+44 1706694 210	<a href="mailto:Alfie.Dowling@trans-global.com">Alfie.Dowling@trans-global.com</a>
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<b>New York</b>				
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<b>Los Angeles</b>				
Dachser USA Air & Sea Logistics Inc. Los Angeles Office 5220 Pacific Concourse, suite 360 Los Angeles, CA, 90045 USA	AIR Export	Air Export Team	+1 (310) 645-0088	<a href="mailto:airexport.losangeles-asl@dachser.com">airexport.losangeles-asl@dachser.com</a>

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<b>Atlanta</b>				
DACHSER USA Air & Sea Logistics, Inc. Atlanta Branch 3000 Centre Parkway Suite 100 East Point, GA 30344	AIR Export	Andrea Willoughby	+1 (770) 991-7555 ext 2635	<a href="mailto:andrea.willoughby@dachser.com">andrea.willoughby@dachser.com</a>
DACHSER USA Air & Sea Logistics, Inc. Atlanta Branch 3000 Centre Parkway Suite 100 East Point, GA 30344	SEA Export	Jessica Underwood	+1 770 991 7555.2665	<a href="mailto:jessica.underwood@dachser.com">jessica.underwood@dachser.com</a>
<b>Vietnam</b>				
DACHSER Vietnam Co. Ltd. 9th floor, Dinh Le Building, No. 1 Dinh Le, Ward 13, District 04	AIR Export	Ms. Le Thi Thuy Hien	0084 - 28 - 3826 5548	<a href="mailto:hien.le@dachser.com">hien.le@dachser.com</a>
DACHSER Vietnam Co. Ltd. 9th floor, Dinh Le Building, No. 1 Dinh Le, Ward 13, District 04	SEA Export	Ms. Le Thi Thuy Hien	0084 - 28 - 3826 5548	<a href="mailto:hien.le@dachser.com">hien.le@dachser.com</a>
<b>Hong Kong</b>				
Dachser Hong Kong Ltd 18/F Octagon, 6 Sha Tsui Road, Tsuen Wan, N.T.	Air Import Ops Escalation	Vanessa Chau / Vicky Leung Ken Li	+852 27515727 / +852 27515550 +852 27515563	<a href="mailto:vanessa.chau@dachser.com">vanessa.chau@dachser.com</a> <a href="mailto:vicky.leung@dachser.com">vicky.leung@dachser.com</a> <a href="mailto:ken.li@dachser.com">ken.li@dachser.com</a>
		Sea Import Ops Escalation	Irene Kwan /Serena Chan/Ginny Sheh Carol Ng	+852 27515763 / 27515790 / 27515549 +852 27515791
	Sales in Charge	Terence Luk	+852 27515778	<a href="mailto:terence.luk@dachser.com">terence.luk@dachser.com</a>

## Appendix 4



Country of Origin	City	Name	Email address	Company address	Contact Number
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AU	Sydney	Jessica Kawana	<a href="mailto:jessica.kawana@kuehne-nagel.com">jessica.kawana@kuehne-nagel.com</a>	8 Bradford Street Alexandria NSW 2015 Australia	
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