

Contact List



Contact E-Mail Address

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.

E-BOOKING PORTAL MANUAL



TABLE OF CONTENTS

1. Overview	2
Logging in	2
Main Menu	2
2. Making a new Booking	3
Getting Started	3
a. Pre-made Templates	4
b. Import Filled Excel Template	4
c. Blank Booking Form	5
Filling the Booking Form	5
a. Destination	5
b. Payment Terms	5-6
c. Shipper, Consignee & Notify person	7
d. Cargo details	8
e. Shipper Reference Number (FOR SPECIFIC CUSTOMERS ONLY)	8
f. Documents	8
g. Cargo delivery/pick-up arrangements	9
h. Important Information	9-10
i. Attachments	10
Submitting Your Booking	10-11
3. Tracking and Managing Your Shipments	12
Search/Filter Your Bookings	12
Modifying Your Bookings	13
Extracting Shipments Checklist	13
4. Making a Template	14
Creating a New Template	14
Accessing and Managing Your Templates	15

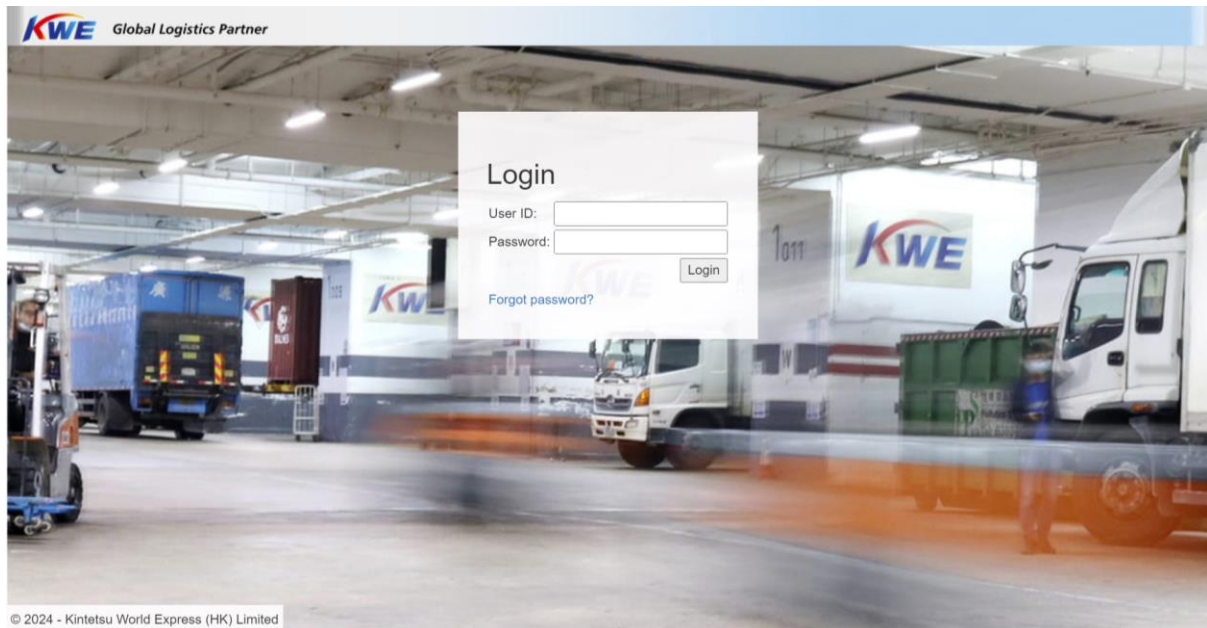
1. Overview

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

KWE Global Logistics Partner

Main Menu New Booking Template List [\[Change PW \]](#) [Logout](#)

Main Menu

House Air-waybill Status [Show](#)

Submission Date To

ETD Date To

HAWB (PDF) ☐

[Clear filters](#)

[Export to Excel](#)

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	

[Previous](#) 1 / 1 Page [Next](#)

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

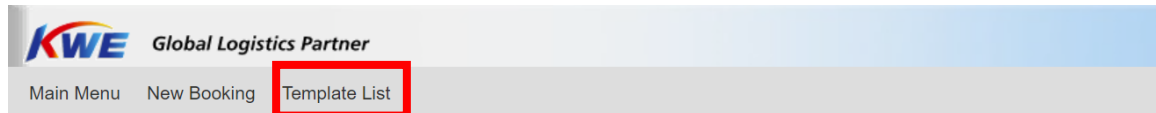
2. Making a New Booking

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 selector), and 'Airport of Destination:'. These filters are enclosed in a red box, with a blue arrow pointing to a text box that says 'Input parameters in the spaces provided for easier searching'. Below the filters are 'Search' and 'Clear filters' buttons. The main part of the interface is a table with columns: 'Template Name', 'Modify Date', 'Airport of Destination', 'Rename', and 'Delete'. The table contains four rows of data. The 'Rename' and 'Delete' buttons for each row are highlighted with a red box, with a blue arrow pointing to a text box that says 'Use the buttons to rename/delete templates'. At the bottom of the table, there are 'Previous', '1 / 1 Page', and 'Next' buttons.

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

-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:

Choose File


 No file chosen

Attachments:

Choose Files

 No file chosen

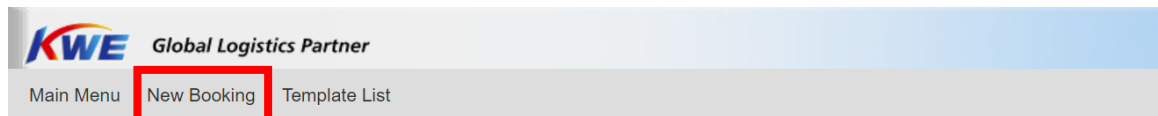
Download Excel Template

	
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.

The image shows a dropdown menu for "Destination Charges". The menu is open, showing options: "-Please Select-", "-Please Select-", "DDP", "DAP", and "DAT". A magnifying glass icon is visible in the background of the form.

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.

The image shows a shipping form with various fields. A red box highlights the "BillTo" section, which includes fields for "BillTo ID:", "BillTo Name:", and "Other details:". The "BillTo ID" field has a magnifying glass icon. The "Other details" field is a large text area. The form also includes fields for "Shipper ID:", "Shipper Name:", "Shipper Address:", "Shipper Contact:", and "Email:". The "Destination Charges" dropdown menu is also visible.

-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

The image shows a "BillTo" search form. It includes fields for "BillTo ID:", "BillTo Name:", and "Other details:". A magnifying glass icon is highlighted in a red box next to the "BillTo ID" field. A large blue arrow points down from this section to the "Search BillTo" window below.

The image shows a "Search BillTo" window. It has a search bar with the text "Search by ID or Name: 3" and a "Search" button. Below the search bar is a table with the following columns: "Customer ID", "Customer Name", "Address 1", "Address 2", "Address 3", "Address 4", "City", "Postal Code", "Country", and "Sa". The table contains several rows of data, with the first row highlighted in blue.

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"/>	
* Shipper Name:	<input type="text"/>	<input type="text"/>
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"/>	
* Shipper Name:	<input type="text"/>	<input type="text"/>
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" 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
Volume	Shipper Reference no.(Shown on return Email)	

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="checkbox"/> Packing List	<input type="checkbox"/> Form A	
<input type="checkbox"/> Export License		
If any others, please state:		

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?	-Please Select- ▼
If yes, provide address and contact details in the bracket below	
Self-delivery to KWE's warehouse at ATL?	-Please Select- ▼
Unload cargo by KWE?	-Please Select- ▼
Cargo Pick up details(* Required if Pickup cargo by KWE is selected)	

-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?	* -Please Select- ▼
If yes, provide address and contact details in the bracket below	
Self-delivery to KWE's warehouse at ATL?	* -Please Select- ▼
Unload cargo by KWE?	* -Please Select- ▼
Cargo Pick up details(* Required if Pickup cargo by KWE is selected)	

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	
<div></div>	
Attachments:	
<div>Choose Files No file chosen</div>	

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	
<div></div>	
Attachments:	
<div>Choose Files No file chosen</div>	

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:

Import Excel

Load Template

Save

Save as 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:

Import Excel

Load Template

Save

Save as 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

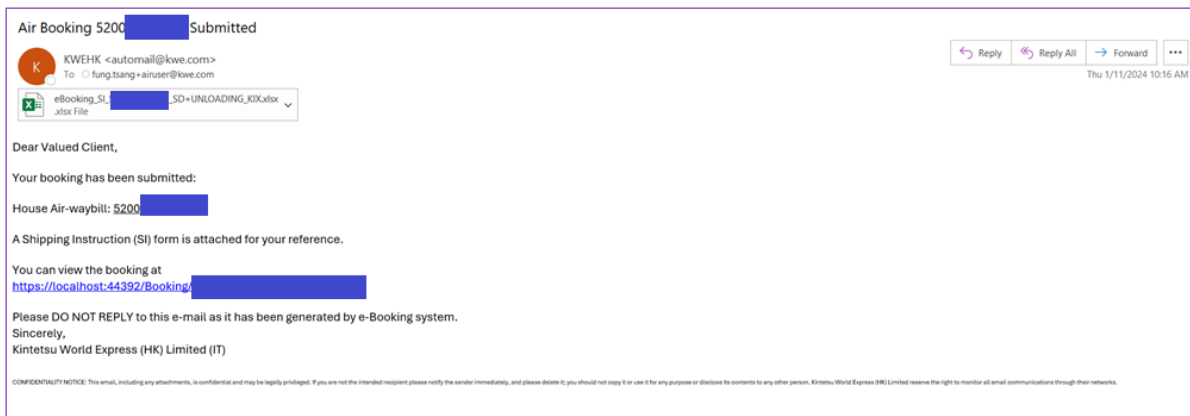
Save as Template

Export to Excel

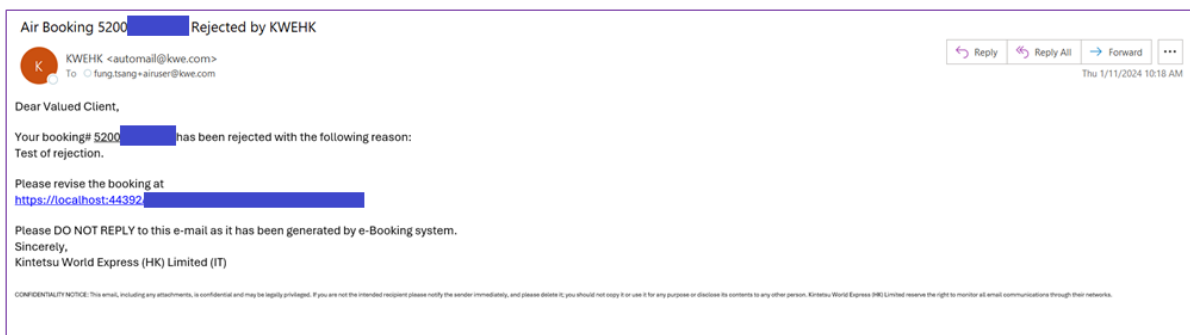
Submit Booking

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

Global Logistics Partner

Main Menu New Booking Template List [Change PW] Logout

Main Menu

House Air-waybill: Status:

Submission Date: To

ETD Date: To

HAWB (PDF) ☐

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	

1 / 1 Page

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

All

Show

Submission Date

mm/dd/yyyy

To

mm/dd/yyyy

ETD Date

mm/dd/yyyy

To

mm/dd/yyyy

HAWB (PDF)

☐

Clear filters

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

Main Menu

House Air-waybill

Status

All

Show

Submission Date

mm/dd/yyyy

To

mm/dd/yyyy

ETD Date

mm/dd/yyyy

To

mm/dd/yyyy

HAWB (PDF)

☐

Clear filters

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)



[Save as Template](#)
[Export to Excel](#)
[Go UFS](#)

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-

PLEASE INPUT CARGORCVD

* Shipper ID: [REDACTED]
* Shipper Name: [REDACTED]
Shipper Address: [REDACTED] [Expand](#)
Shipper Contact: [REDACTED] [Expand](#)
Email: [REDACTED]

BillTo ID: [REDACTED]
BillTo Name: [REDACTED]
Other details: [REDACTED]

* Consignee ID: [REDACTED]
* Consignee Name: [REDACTED]
Consignee Address: [REDACTED] [Expand](#)
Consignee Contact: [REDACTED] [Expand](#)

Notify: ☐ Same As Consignee
Notify ID: [REDACTED]
Notify Name: [REDACTED] [Expand](#)
Notify Address: [REDACTED] [Expand](#)
Notify Contact: [REDACTED] [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.

[Export to Excel](#)

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	

[Previous](#)
1 / 1 Page
[Next](#)

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]				Vendor	2024-02-05	2024-02-06
[REDACTED]	2023-10-12	FRANKFURT, GERMANY (FRA)		[REDACTED]				Vendor	2023-10-16	2023-10-17
[REDACTED]	2023-10-12	TAIPEI, TAIWAN (TPE)		[REDACTED]				Vendor	2023-10-16	2023-10-17
[REDACTED]	2023-09-20	NEW DELHI, INDIA (DEL)		[REDACTED]				Vendor	2023-09-25	2023-09-26
[REDACTED]	2023-09-20	FRANKFURT, GERMANY (FRA)		[REDACTED]				Vendor	2023-09-25	2023-09-26
[REDACTED]	2023-09-20	TAIPEI, TAIWAN (TPE)		[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

© 2024 - Kintetsu World Express (HK) Limited

-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

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.

KWE Global Logistics Partner

Main Menu New Booking **Template List**

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"/>

1 / 1 Page

-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"/>

1 / 1 Page