

WIN JOB ORDERS AIRFREIGHT ON WEB USER GUIDE

Version 1.0

The screenshot shows the WIN Job Orders Dashboard interface. At the top, there is a navigation bar with the 'Job Orders' tab selected and a 'New Job Order' button highlighted in a red box. Below the navigation bar is a search and filter area. On the left side, there is a 'Filter' sidebar with two sections: 'Created' and 'Received'. The 'Created' section shows counts for Draft (65), Shared (66), Closed (9), and Cancelled (3). The 'Received' section shows counts for View All (2), Shared (2), Closed (0), and Cancelled (0). The main area of the dashboard displays a grid of job order cards. Each card represents a job/shipment and is color-coded according to its status: Draft (blue), Updated (blue), Vessel Arrival (blue), Closed (green), and Cancelled (red). The cards show details such as Job Order ID, Origin, Destination, Updated On date, Sent To, Status, and House count. A 'New Job Order' button is located in the top right corner of the dashboard.

- Once you have logged into your WIN account and have proceeded to the Job Orders tab, you will see your company's WIN Job Orders Dashboard
- Each box represents a job/shipment and is color coded according to its status
- You may filter results on the left hand side
- To create a new Job Order-Master, choose the 'New Job Order' button on the top right screen

The screenshot shows a 'New Job Order' form with the following sections:

- General Details:** Reference ID (with a red asterisk), Transport Mode (Air), Shipment Type, and MAWB Number (1233333333).
- Sender & Recipients:** Sender (My Company, 13-Hexagon, Est. Street, CHONG NANSHA) and Recipient (My Partner, Sec 2 Noida, c 123 Noida, India).
- Parties:** Shipper, Consignee, Origin Agent (My Company), and Destination Agent (My Partner). The 'My Role' checkbox for the Destination Agent is highlighted with a red box. A red arrow points from this box to a dropdown menu of roles.
- References:** A table with columns for Reference Type, Number, and Description.
- Transport:** Movement Type (Airport to Airport), Incoterms, Place, Origin Airport, Destination Airport, and Pickup and Delivery Address Details.
- Flights:** A table with columns for From Airport, To Airport, Carrier, Flight No, Departure Date, and Arrival Date.

The dropdown menu for the Destination Agent role includes the following options:

- Additional Notify Party
- Bank
- Carrier
- Consignee
- Contract Party
- Customs Agent
- Destination Agent
- Forwarder
- Manufacturer
- Notify Party
- Origin Agent
- Other Party
- Recipient
- Sender
- Shipper
- Transport Agent

- Fill in the details of your shipment
- Use the 'My Role' Checkbox and Address Book feature to save time (An Address Book user guide is also available)
- Important: Do not forget to specify the roles of the parties involved in the shipment as indicated in the red box
- The red asterisks in each field signify that the field is mandatory and cannot be saved if the field is empty
- The red triangle on the top left of a field signifies that there is a help tool

The screenshot shows a web application interface for creating a new job order. It is divided into four main sections:

- Goods Details:** Contains fields for Pcs, Package Type, Goods Type, Gross Weight (KGS), Gross Volume (CBM), Cargo Value (USD), HS Codes, and Dimensions. There is a 'Description/Marks & Numbers' text area and an 'Add Good' button.
- Charges Details:** Contains fields for Charge Type, Description, Payment Terms, Amount, From Party, and To Party. There is an 'Add Charge' button.
- eDockets:** Shows 'No documents' and a 'Type' dropdown menu with a 'Browse' button. A 'Description' field is also present. A note says 'Files will be uploaded when you hit Save at the top of the form.' There is an 'Add Document' link.
- Notifications:** Contains a 'Send notifications to:' section with 'Name' and 'Email Address' fields. There is an 'Add more notifications' link. A 'Comments' text area is also present.

- **Notifications** Under notifications, you may add emails of those whom you would like to receive email status updates
- **eDockets** Attach any documents here. Attached documents will only be received by the party indicated as the 'recipient'
- Once you have completed the draft, click 'Save' on your topmost right hand side
- Once the Master has been saved, you have the option to discard, duplicate, get data, edit and send
- 'Get Data' is a special WIN feature that aids users by extracting the data of the shipment in JSON/XML formats

The screenshot shows a web application interface for creating a new house. The top navigation bar includes 'Job Orders' and 'MU-985451 House'. A 'New House' button is highlighted in the top left. The main form is divided into sections: General Details (Reference ID), Parties (Shipper and Consignee), References (Reference Type, Number, Description), Transport (Movement Type, Incoterms, Place, Place Of Receipt, Origin Airport, Final Place Of Delivery, Destination Airport), Goods Details (Pcs, Package Type, Goods Type, Gross Weight, Gross Volume, Cargo Value, HS Codes, Dimensions), and Notifications (Name, Email Address, Comments).

- Once the master has been saved a new tab – ‘House’ will appear on top, once clicked there will be a button on the top left ‘New House’, click to activate new House page
- Fill in the details of your house and click save on your top right hand side
- Once a house has been saved, you have the option to discard, duplicate and edit it
- To send the job order, go back to Master page and click send

The screenshot shows a web application interface for tracking a shipment. At the top, there is a navigation bar with 'Job Orders', 'Job - Mast-Air-001', 'House', and 'Track & Trace' (highlighted with a red box). On the right, there are icons for notifications, chat, help, and user profile, along with buttons for 'Job Completed' and 'New Status' (highlighted with a red box). Below the navigation bar, a message states: 'Dates & Times shown are in the local timezone of the respective port.' The main content area displays a list of status events grouped by location:

- USLAX - Los Angeles, California, United States** (15:00 28-Sep-2015):
 - POD PROOF OF DELIVERY** (15:00 28-Sep-2015): From: Destination Agent, 113 PK, 776 KGS, 99.443 CBM. Includes a 'Proof of Delivery' link and 'More details'.
 - DLV Consignment Delivered to consignee** (22:35 25-Sep-2015): From: BA - British Airways United Kingdom, 113 PK, 776 KG.
 - RCF Goods received from flight** (20:00 25-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA287, 113 PK, 776 KG.
 - CCD Consignment cleared for Customs** (17:00 25-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA9967, 113 PK, 776 KG.
- USSFO - San Francisco** (24-Sep-2015):
 - DEP Consignment departed** (24-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA9967, 113 PK, 776 KG.
 - RCF Goods received from flight** (10:00 23-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA287, 113 PK, 776 KG.
 - BKD Goods booked on flight** (22-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA9967.
- GBLHR - Heathrow Apt/London** (21-Sep-2015):
 - DEP Consignment departed** (21-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA287, 113 PK, 776 KG.
 - BKD Goods booked on flight** (20-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA287.
 - RCF Goods received from flight** (10:00 19-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA256, 113 PK, 776 KG.
- INDEL - Delhi** (13:04 05-Nov-2015):
 - RCT Consignment received from carrier** (13:04 05-Nov-2015): From: BA - British Airways United Kingdom, 12 PK, 111 KG.
 - DEP Consignment departed** (18-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA256, 113 PK, 776 KG.
 - RCS Ready for Carriage** (02:39 17-Sep-2015): From: BA - British Airways United Kingdom, 113 PK, 776 KG.
 - BKD Goods booked on flight** (16-Sep-2015): From: BA - British Airways United Kingdom, Flight No: BA256.
 - PUP PICK UP FREIGHT** (23:50 15-Sep-2015): From: Origin Agent, 113 PK, 776 KGS, 99.443 CBM. Includes 'More details' and a close icon.

A legend on the right side identifies agent types: Origin Agent (yellow), Other Party (grey), Carrier (blue), and Destination Agent (green). A callout box on the right contains the text: 'Once a master has been sent, the 'Track & Trace' tab will appear. Once clicked, it will take you to the 'Track & Trace' page where you will be able to view and input status events.'

Master House

Status * Agent Carrier

Location * Date & Time * 12/29/2015 9:35 AM

Comments

Goods

Pcs	Package Type	Gross Weight	Gross Volume
113	Package	776 KGS	99.443 CBM

Add Good

Local Transport

Carrier

Vehicle Reference Number

Flights

Carrier

Flight Number

ULD

+Add

eDockets

No documents.

Type

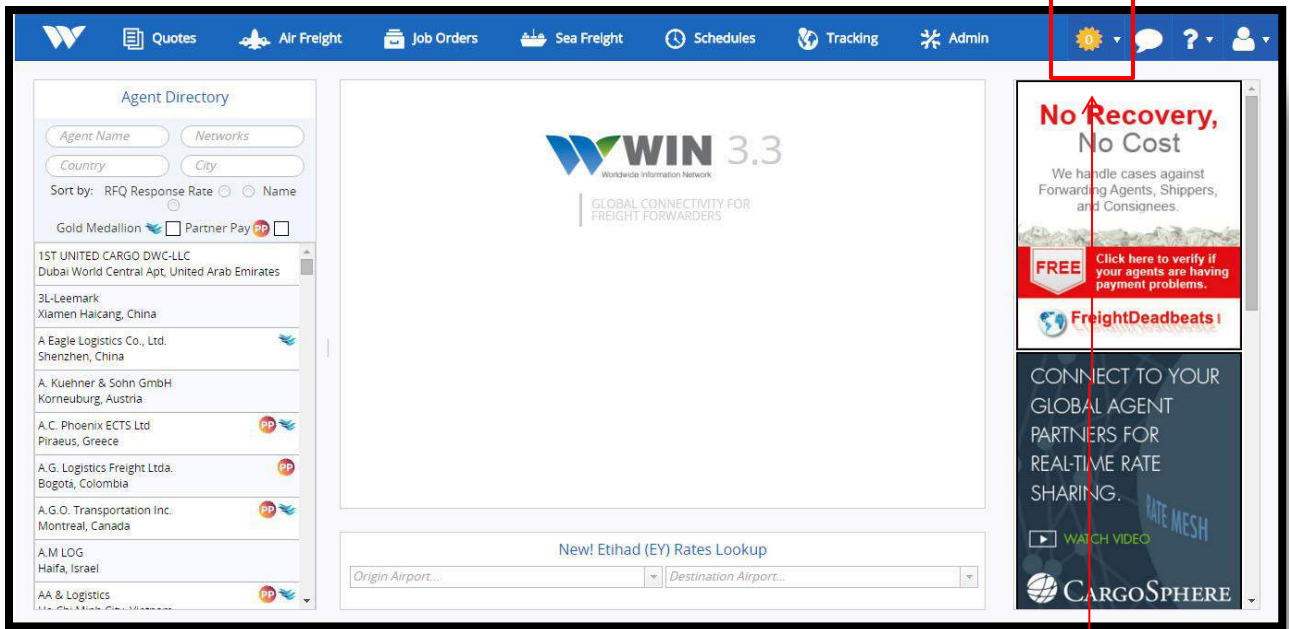
Browse

Description

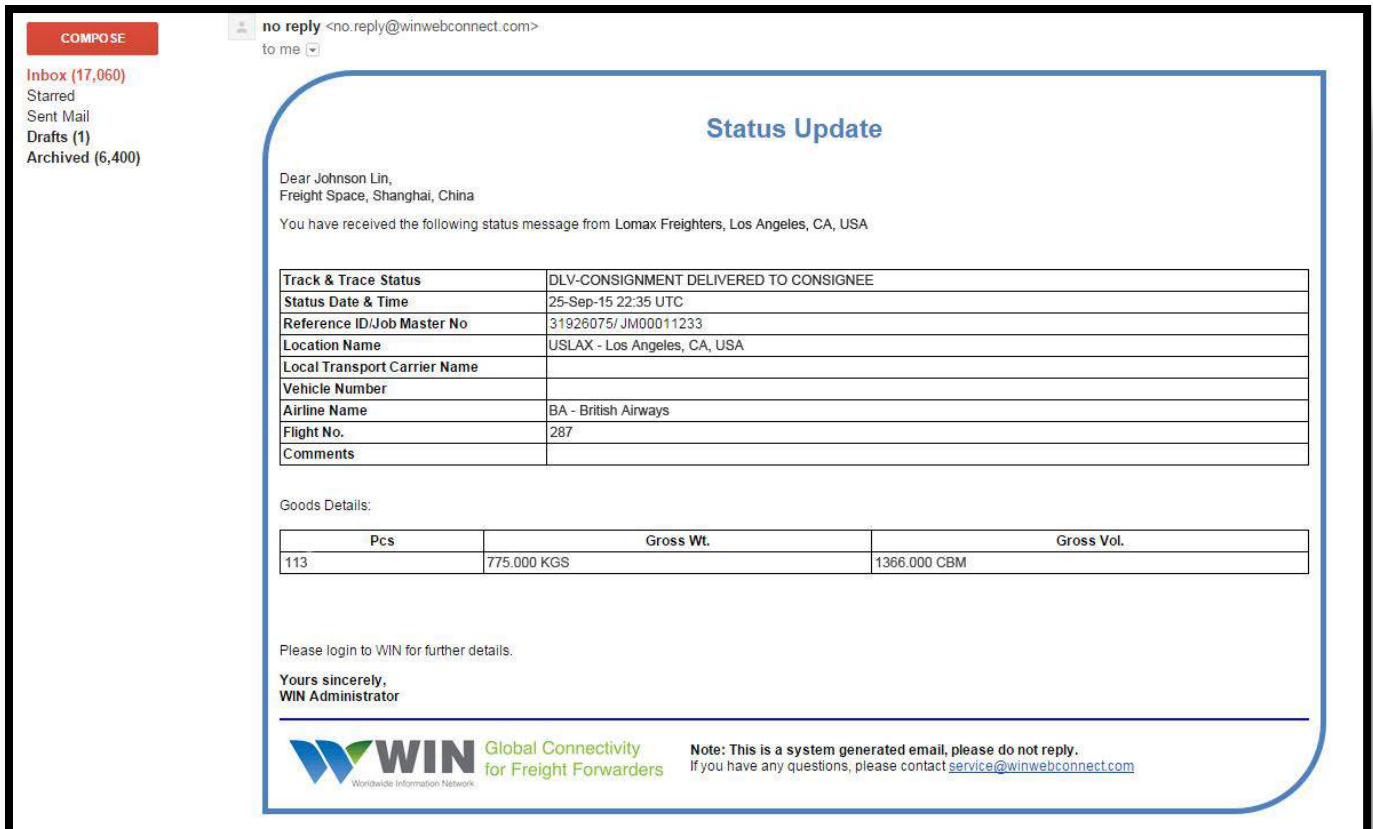
+ Add Document Files will be uploaded when you hit Save at the top of the form.

- DIH - TRUCK DEPARTURE IMPORT HUB WAREHOUSE /CFS
- OPD - GOODS OUT FOR DELIVERY
- POD - PROOF OF DELIVERY
- RIH - RECEIVED AT IMPORT HUB WAREHOUSE
- RIW - RECEIVED AT IMPORT WAREHOUSE
- REW - RECEIVED AT FORWARDERS WAREHOUSE
- DEH - TRUCK DEPARTURE EXPORT HUB WAREHOUSE /CFS
- DEW - TRUCK DEPARTURE TO EXPORT WAREHOUSE
- DOC - TRUCK ARRIVAL AT DEPARTURE AIRPORT
- FHL - TRANSMIT MANIFEST
- FWB - TRANSMIT MAWB
- PUP - PICK UP FREIGHT
- REH - RECEIVED AT EXPORT HUB WAREHOUSE
- OTH - OTHERS
- CCI - CUSTOM CLEARANCE AT IMPORT
- CCE - CUSTOM CLEARANCE AT EXPORT

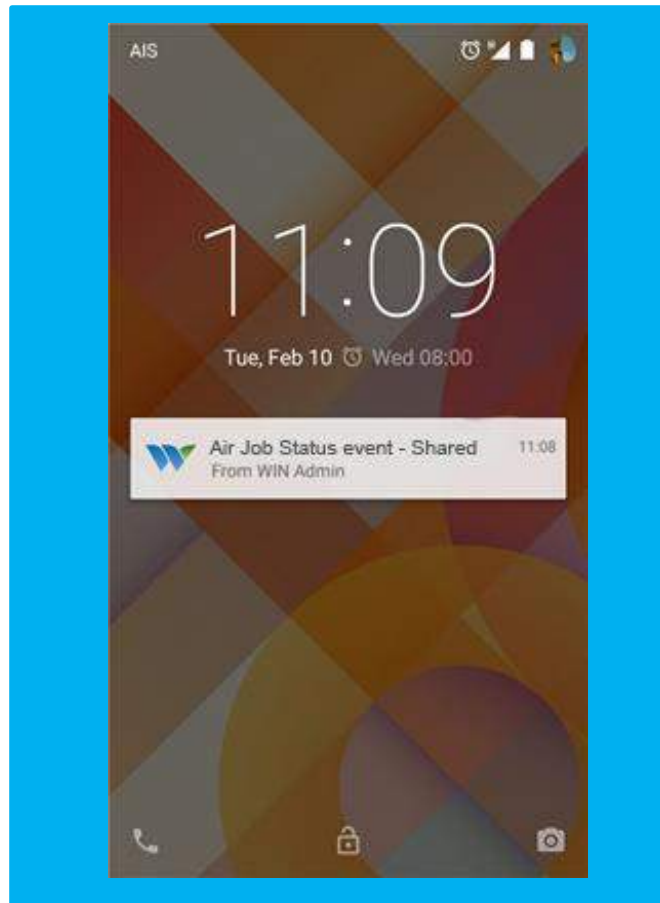
- Once a 'New Status' has been clicked, you can begin to fill in the details of the latest status event
- Notifications are sent my web, email and mobile (make sure that you and your partner download the free app to receive alerts on mobile)



- Click here to access new Notifications for Job Orders on Web



- WIN Job Order new status email notification



- WIN Job Order for Mobile (Available on iOS and Android)