

本說明文件共 3 頁，旨在說明如何在 i-WiLL 系統中完成「預約上門收件」之操作。

登入 i-WiLL → 於首頁選擇「Pickup Order」。

The screenshot shows the i-WiLL Home Page. At the top left is the OCS ANA GROUP logo. To the right, it displays 'UserID: HK1CSALICE' and 'Account Code: PC6013 - A' with links for 'FAQ & User Guide' and 'Logout'. Below this is a navigation bar with 'Home', 'Shipping', 'My List', 'Document Download', and 'Shipment Information'. The 'Shipping' menu is expanded, and 'Pickup Order' is highlighted with a red box. Other menu items include 'Air Waybill/Invoice Entry', 'User ID Management', 'Address Book', 'Address Book Upload', 'Address Book Download', 'Description Template', 'Shipping Document Download(Export)', 'Shipment Information/Tracking(Export)', 'Tracking Notice', and 'Tracking Notice by User'. The page title is 'Top Page' and the view ID is 'PPCMG0204M' with a reference date of '28 Nov2024 21:51'.

☞ 查詢指定日期範圍內 所製作的收件預約，請點選「Search」。

☞ 創建新的預約，請點選「New」。

The screenshot shows the i-WiLL Pickup Order Search page. At the top left is the OCS ANA GROUP logo. To the right, it displays 'UserID: HK1CSALICE' and 'Account Code: PC6013 - A' with links for 'FAQ & User Guide' and 'Logout'. Below this is a navigation bar with 'Home', 'Shipping', 'My List', 'Document Download', and 'Shipment Information'. The 'Shipping' menu is expanded, and 'Pickup Order Search' is highlighted. The search form has 'Order Date' fields with values '28102024' and '28112024' and a format 'ddmmyyyy'. The 'Search' button is highlighted with a red box. There is also a 'Clear the condition' link. Below the search form is a table with columns: 'Order No.', 'Company', 'Section/Contact', 'Entered by', 'Pickup Date', and 'Status'. The table is currently empty. At the bottom left, it says 'Total Count: 0'. At the bottom right, there is a 'New' button highlighted with a red box. The page title is 'Pickup Order Search' and the view ID is 'PCSWG0301S' with a reference date of '28 Nov2024 21:52'.

- Customer CD                    黃格內輸入「001」, 然後按鍵盤上的 Tab 顯示收件地址資訊
- Contact Name                輸入聯繫人資料
- Small (文件)                如果是文件, 請在此填寫數量
- Medium (中型包裹)        可雙手運送的包裹, 請在此填寫數量
- Large (大型包裹)         ① 填寫需使用手推車運送的包裹數量  
                                       ② 勾選「Need Hand Cart」  
                                       ③「Nonstandard Size」中填寫大約重量
- Pickup Date (收件日期)   與 Ready for Pickup 的日期必需一致
- Ready for Pickup            週一至週五: 時間不能超過 14:00, 週六不能超過 11:30
- 其他備註                    請在「Nonstandard Size」欄位內填寫相關備註說明 (例如: 盡量於 17:00 前收件)

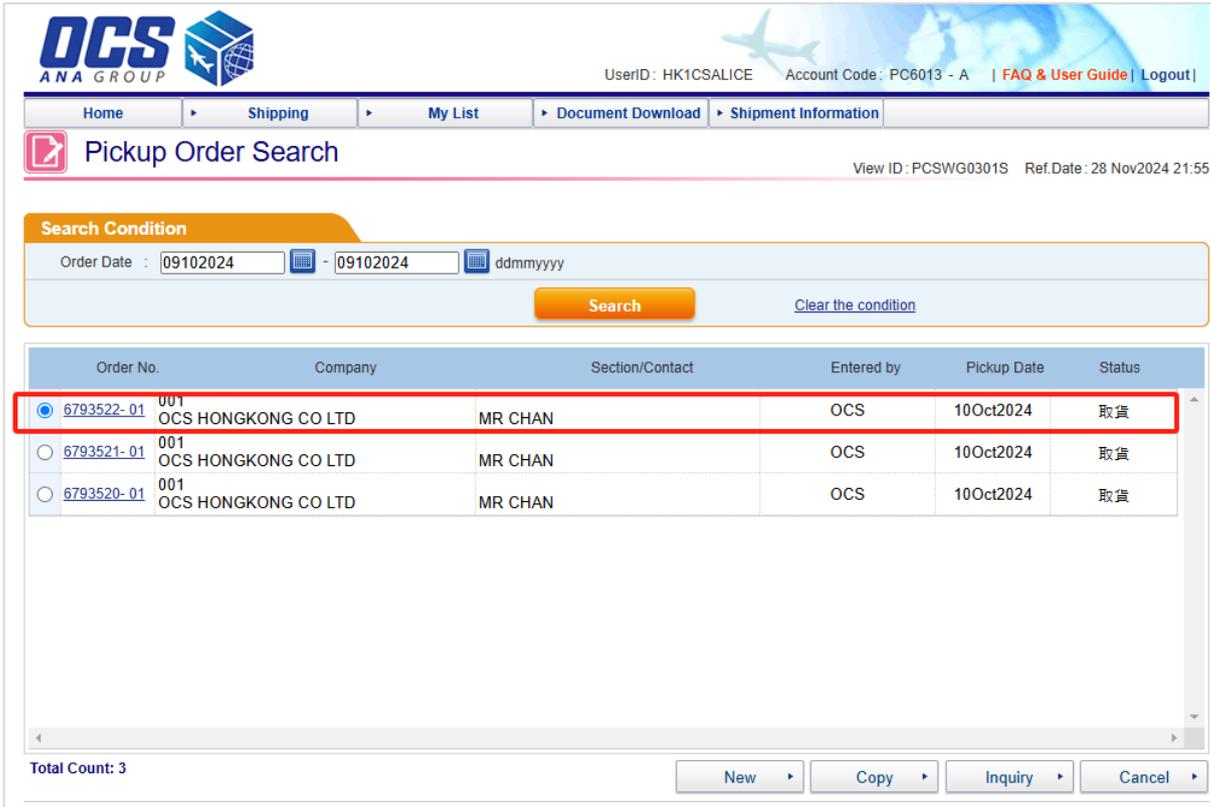
完成後按「Register」

**\*注意: 下單時間: 週一至週五的不能超過 14:00, 週六不能超過 10:30**

The screenshot shows the 'Pickup Order Entry' web form. Key elements include:

- Customer CD:** 001
- Contact Name:** MR CHAN
- Address:** SHOP 1&2, G/F, FREDER CENTRE, 62-68 SUNG WONG TOI RD, TO KWUA WAN
- City:** .
- Region:** .
- Phone No. 1:** 8522334441
- Pickup Date:** 28112024
- Cutoff Time for Pickup Order:** 14:00
- Ready for Pickup at:** 28112024, 14:00
- Others:**  Need Hand Cart
- Nonstandard Size:** 100kg
- No. of Pieces:** Small (Envelope, Bag) 0 Pcs., Medium 0 Pcs., Large (Heavy, Long) 10 Pcs.
- Register** button highlighted.

- 如需查詢預約，請返回搜尋頁面並點擊「Search」；
- 如需取消預約，請在左側選擇運單後，點擊下方的「Cancel」按鈕。



The screenshot shows the OCS ANA GROUP i-WILL Pickup Order search interface. At the top, there is a navigation bar with links for Home, Shipping, My List, Document Download, and Shipment Information. The main heading is "Pickup Order Search" with a view ID of PCSWG0301S and a reference date of 28 Nov 2024 21:55. Below the heading is a "Search Condition" section with input fields for Order Date (09102024), a date separator (-), another Order Date (09102024), and a format (ddmmyyyy). A "Search" button and a "Clear the condition" link are present. The search results are displayed in a table with columns: Order No., Company, Section/Contact, Entered by, Pickup Date, and Status. Three results are shown, all for OCS HONGKONG CO LTD, MR CHAN, entered by OCS, with a pickup date of 10Oct2024 and status of 取貨. The first result (6793522-01) is selected. At the bottom, there is a "Total Count: 3" and buttons for New, Copy, Inquiry, and Cancel.

Order No.	Company	Section/Contact	Entered by	Pickup Date	Status
<input checked="" type="radio"/> 6793522-01	001 OCS HONGKONG CO LTD	MR CHAN	OCS	10Oct2024	取貨
<input type="radio"/> 6793521-01	001 OCS HONGKONG CO LTD	MR CHAN	OCS	10Oct2024	取貨
<input type="radio"/> 6793520-01	001 OCS HONGKONG CO LTD	MR CHAN	OCS	10Oct2024	取貨

如有任何查詢，歡迎致電 2334 4441 與客戶服務團隊聯繫

感謝您的支持！

本說明文件共 7 頁，旨在說明如何在 i-WiLL 系統中完成「填寫運單」之操作。

登入 i-WiLL → 於首頁選擇「Air Waybill/Invoice Entry」。

The screenshot shows the i-WiLL system home page. At the top, there is the OCS ANA GROUP logo and user information: UserID: HK1CSALICE, Account Code: PC6013 - A, with links for FAQ & User Guide and Logout. Below this is a navigation bar with tabs: Home, Shipping, My List, Document Download, and Shipment Information. The 'Shipping' tab is selected. Underneath, there is a 'Top Page' section with a globe and airplane background, and the 'i-WiLL' logo. Below this are four main menu categories: Shipping, My List, Document Download, and Shipment Information. The 'Shipping' category is highlighted with a red box, and the 'Air Waybill/Invoice Entry' option is also highlighted with a red box. Other options in the 'Shipping' category include 'Pickup Order'. The 'My List' category includes 'User ID Management', 'Address Book', 'Address Book Upload', 'Address Book Download', and 'Description Template'. The 'Document Download' category includes 'Shipping Document Download(Export)'. The 'Shipment Information' category includes 'Shipment Information/Tracking(Export)', 'Tracking Notice', and 'Tracking Notice by User'.

- 如需查詢指定範圍內所製作的運單，請點選「Search」。
- 如需創建新的運單，請點選「New」➡ 選「Air Waybill」。

The screenshot shows the 'Air Waybill / Invoice List' page. At the top, there is the OCS ANA GROUP logo and user information: UserID: HK1CSALICE, Account Code: PC6013 - A, with links for FAQ & User Guide and Logout. Below this is a navigation bar with tabs: Home, Shipping, My List, Document Download, and Shipment Information. The 'Shipping' tab is selected. Underneath, there is a 'Air Waybill / Invoice List' section with a globe and airplane background, and the 'i-WiLL' logo. Below this is a 'Search Condition' form with a 'Search' button highlighted in red. The search form includes fields for 'Entry Date' (13112024 - 28112024), a date format dropdown (ddmmyyyy), and a 'Status' dropdown (All, Cancel Included, Editing, Issued, Picked up, Cancelled). Below the search form is a table with columns: User ID, Air Waybill No., Shipment Type, Receiver, Section, Address, Status, and Entry Date. The table is currently empty. At the bottom right, there is a 'New' button highlighted in red. An inset window shows the 'Air Waybill / Invoice Entry' form with a dropdown menu for 'Air Waybill/Invoice' and options for 'Air Waybill' and 'Air Waybill & Invoice'. The 'Air Waybill & Invoice' option is selected. There is also a 'Back' button and a 'Jump to Top' link.

## 1. Shipper (寄件人) :

- 👉 系統將自動顯示開戶時的註冊地址, 不能更改。
- 👉 如顯示的地址不適用, 或需新增收件地址, 請聯繫客服部。
- 👉 黃色欄位為必填項目, 白色欄位可選擇性填寫。

**Air Waybill / Invoice Entry**
View ID : PCSWG1602E Ref.Date : 28 Nov2024 20:19

\* Air Waybill/Invoice Air Waybill

**Air Waybill No.**

**Air Waybill**

| All | Shipper | Receiver | Importer | Description of Good(s) | Shipper's Reference No. | Shipment Information | Optional Service | Payment |

**1. Shipper**

* Search Key	<span style="border: 1px solid #ccc; padding: 2px;">PC6013001</span> <span style="float: right;">🔍 CLEAR</span>
Tax ID for Customs	
Company	OCS HONGKONG CO LTD
Country	HONG KONG
Postal Code	
Section Name	<span style="border: 1px solid #ccc; display: inline-block; width: 150px; height: 20px;"></span>
* Contact Name	<span style="background-color: #ffff00; border: 1px solid #ccc; padding: 2px;">MR CHAN</span>
Address	SHOP 1&2, G/F, FREDER CENTRE, 62-68 SUNG WONG TOI RD, TO KWUA WAN
City	.
Region	.
* Phone No.	<span style="background-color: #ffff00; border: 1px solid #ccc; padding: 2px;">85223344441</span>
Ext No.	<span style="border: 1px solid #ccc; display: inline-block; width: 80px; height: 20px;"></span>
Email	<span style="border: 1px solid #ccc; display: inline-block; width: 150px; height: 20px;"></span>

## 2. Receiver (收件人) :

- 👉 如要選取已保存在地址簿的資料, 點選放大鏡, 選取所需要的地址。
- 👉 亦可直接重新填寫, 完成後在下方的「Save in the Address Book」的空格打勾, 可保存到地址簿。

**2. Receiver**

Search Key  🔍 CLEAR

Tax ID for Customs

\* Company

\* Country ▼

Postal Code  🔍 CLEAR

Section Name

\* Contact Name

\* Address

\* City 🔍

Region 🔍

\* Phone No.  \* For smooth delivery, please enter acc

Ext No.

Email

Save in the Address Book this address will be saved as "Delivery". Please add Address Type "Importer" at Address

**3. Importer**

**4. Description of Good(s)**

Description

**5. Shipper's Reference No.**

**6. Shipment Information**

\* Product IEX EXPORT

\* Shipment Type  DOCUMENT  NON DOCUMENT  Commercial Value

Address Book - Google Chrome

webcsw.ocs.co.jp/csw/EPCMX3901X00001P.do

**Address Book**

View ID : PPCMX3901X Ref.Date : 28 Nov2024 20:23

**Search Condition**

Search Key:  Country: ▼

Company Name:

Address Type:  Pickup(P)  Exporter(E)  Importer(I)  Delivery(D)  Bill To(B)

Search Clear the condition

Code	Search Key	Company Name	Contact Name	Address	P	E	I	D	B
<input checked="" type="radio"/> 005	PC6013005	OCS TOKYO SKY GATE (	IMPORT CLEARAN	KOTO-KU TOKYO JAPAN			*	*	
<input type="radio"/> 007	PC6013008	International Air Cargo Ter		Narita JAPAN			*	*	
<input type="radio"/> 008	PC6013008	MR TANIMOTO HIROSHI		USHIKU-SHI IBARAKI JAPAN				*	
<input type="radio"/> 009	PC6013009	Mr. SUMIMURA TETSUO		SAGAMIHARA-SHI KANAGAWA JAPAN				*	
<input type="radio"/> 011	PC6013011	OCS CO LTD		KOTO-KU TOKYO JAPAN			*	*	
		PRINCETON LTD		YOSHIGAYA-SHI					

Total Count: 8

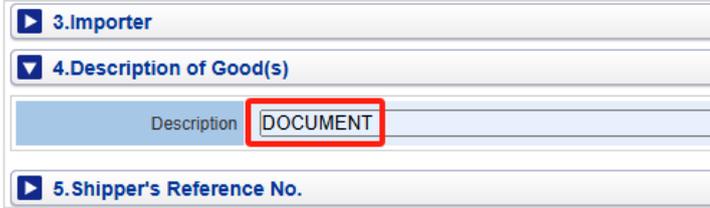
Select Cancel

### 3. Importer (進口商) :

- 👉 若與收件人相同，請忽略此欄位；
- 👉 若與收件人不同，請點擊「Importer」展開欄位，取消勾選「Same as Delivery」，填寫進口商資訊，或從放大鏡按鈕中選擇。

### 4. Description of Good(s) (貨物內容) :

- 👉 請填寫貨物的具體內容。
- 👉 如果有多項貨物，請列出數量較多的貨物名稱。



3.Importer

4.Description of Good(s)

Description DOCUMENT

5.Shipper's Reference No.

### 5. Shippers Reference No (發件人備註) :

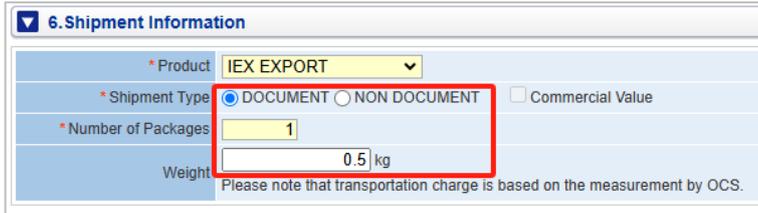
- 👉 如無備註，請忽略；如有，請自行填寫。

### 6. Shipment Information (訂單資訊) :

Shipment Type : 如果是文件，請選擇「Document」；如果不是文件，請選擇「Non-Document」。

Number of Packages : 請填寫包裹數量。

Weight : 請填寫總重量。



6.Shipment Information

\*Product IEX EXPORT

\*Shipment Type  DOCUMENT  NON DOCUMENT  Commercial Value

\*Number of Packages 1

Weight 0.5 kg

Please note that transportation charge is based on the measurement by OCS.

### 7. Optional Service (可選服務) :

- 👉 請忽略

## 8. Payment (支付方式) – Transportation Charge (運費) 及 Duties & Taxes (當地進口稅金):

Shipper : 寄件人支付

Other – Importer (Non Account) : 收件人到付

World Account : 收件人月結

(必需於「Billing Account」中填寫支賬號碼, 三個空格填入的格式例: WJP 0000 001)

完成後按「Register」→ 預覽畫面 → 檢查無誤後按「Ok」

⚠ 按下「OK」即生成運單號碼, 內容將被鎖定, 無法修改。

💡 如需更改, 請於「Search」畫面中選擇該運單, 然後按「Copy」進行複製。

系統將自動生成新的運單號碼, 你可刪除舊的運單號碼, 或保留以供下次使用。

The screenshot shows the '8.Payment' section of the i-WiLL AWB Entry form. It is divided into two main parts: 'Transportation Charge' and 'Duties & Taxes'. Each part has a dropdown menu for payment method (Shipper, Other, Importer (Non Account)), a 'Billing Account' field, and a 'Section Code' field. A red box highlights the 'Other Importer (Non Account)' selection in both dropdowns. A red asterisk note states: '\* In the event of non-payment by Other, Shipper shall be responsible for payment.' Below the form are three buttons: 'Temporary Register', 'Register', and 'Back'.

在彈出視窗中會顯示運送單 (AWB) 的 PDF 檔案。

👉 若為 1 件貨物, 則會顯示 2 頁;

👉 若為 2 件貨物, 則會顯示 3 頁;

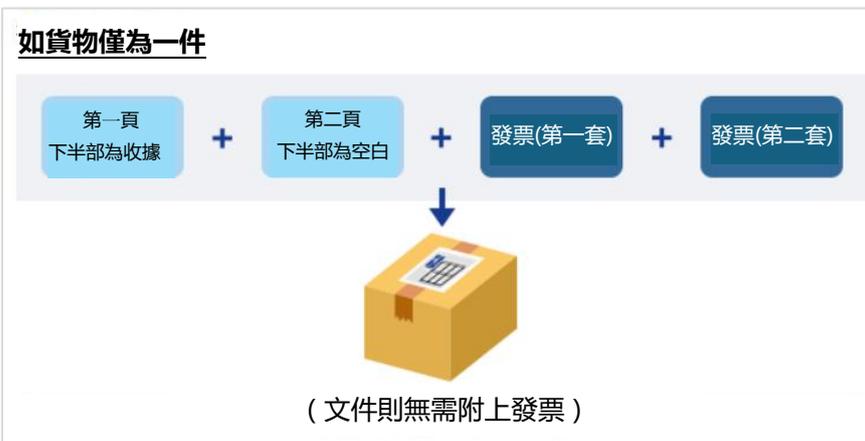
👉 若為 3 件以上, 則會顯示「總包裹數 + 1」頁。請列印所有頁面。

The screenshot shows the OCS Air Waybill / Invoice Confirmation page on the left and its PDF printout on the right. The left page displays the 'Air Waybill / Invoice Confirmation' header, the AWBINVOICE number (14109493005), and the '1. Shipper' details including search key, tax ID, company (OCS HONGKONG CO LTD), country (HONG KONG), and contact information for MR CHAN. The right page is the PDF printout, showing a detailed 'Shipment Information' table with fields for Shipper (PC6013-A-001, OCS HONGKONG CO LTD), Receiver (PC6013-A-005, OCS TOKYO SKY GATE OPC), and various addresses. It also includes a barcode, a 'Payment' section, and a 'Dimensions' table with values 1 and 0.5.

## 如貨物僅為一件

- ✦ 請將列印出的兩張運送單 (AWB) 連同兩套發票 (Invoice) 一起放入透明文件袋, 並貼於貨物上
- ※ 如為文件, 則無需附上發票
- ※ 如需透明文件袋, 請隨時向客服查詢。
- ※ 如需要 OCS 人員簽名作為客戶的備份, 請自行列印或複印此頁, 並另行準備作為簽名頁。

第 1 頁	第 2 頁
<p>下半部為收據 (Delivery Receipt)</p>	<p>下半部為空白</p>



## 如有兩件以上的貨物

- ✎ 請將「Piece ID 1」的運送單 + 未標註 Piece ID 的最後一頁 (下半部為空白的頁面) + 兩套發票，一併放入透明文件袋中，並貼於第一件貨物上。
- ⚠ Piece ID 請朝外張貼，以便於掃描。
- ✎ 第二件的貨物貼上「Piece ID 2」的運送單，第三件及以後的貨物則同樣貼上相應的運送單。
- ※ 如需透明文件袋，請隨時向客服查詢。
- ※ Piece ID 的顯示位置，請參閱下圖。
- ※ 如需要 OCS 人員簽名作為客戶的備份，請自行列印或複印此頁，並另行準備作為簽名頁。

第 1 頁	第 2 頁及後續頁面	最後一頁
包含第一個 Piece ID	包含第 2 個及後續 Piece ID	沒有 Piece ID, 下半部為空白
連同 最後一頁運單 及 <b>兩份發票</b> 放入透明文件袋, 並貼在第一件貨物外箱上。	請將第 2 個, 及後續 Piece ID 的運單, 貼在第 2 件 及 後續的所有貨物上。	請參照第一頁的做法。



- 如需查詢運單，請返回搜尋頁面並點擊「Search」；
- 需取消運單，請在左側選擇運單後，點擊下方的「Cancel」按鈕。

### Air Waybill / Invoice List

View ID : PCSWG1601S Ref.Date : 28 Nov2024 20:28

Pickup order will not be registered just by Air Waybill/Invoice Entry.  
If pickup is necessary, please register from [Shipping]-[Pickup Order] button.

**Search Condition**  
Entry Date: 28112024 - 28112024 ddmmyyyy Status:  All  Cancel Included  Editing  Issued  Picked up  Cancelled  
 [Clear the condition](#)

User ID	Air Waybill No.	Shipment Type	Receiver	Section	Address	Status	Entry Date	
<input checked="" type="radio"/>	HK1CSALICE	14109493005	DOCUMENT	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458554	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458532	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458473	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458403	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458311	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458263	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458230	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458134	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458064	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109458016	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109457784	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109457736	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024
<input type="radio"/>	HK1CSHARA	14109457692	NON DOCUME	OCS TOKYO SKY GAT		TOKYO,JAPAN	Issued	28Nov2024

Total Count:21

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如有任何查詢，歡迎致電 2334 4441 與客戶服務團隊聯繫

感謝您的支持！