



GMAX User Manual

ASI (Advanced Shipment Information)

Creation of Air Waybill and House Manifest

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1. Generate ASI (Advanced Shipment Information)

1.1. Create Air Waybill

1.1.1. Direct AWB (Only Master AWB)

To generate a Direct shipment, user needs to follow the steps mentioned below:

1. Login into GMAX application with valid login credentials



Figure 1: Login Page

2. Switch to Exports screen will appear as shown in the figure below:

Ν	lode : Expor	ts 👻 🕴 Branch : I	NAL PD(ONE TIME CUSTOMER) 🗸 🕴 Business Line: Freight Forwarder	r 🗸 🕴 Qui	ck Links Helpdesk	Welcome	e : DUMMY	MIAL					Chang	ge Password	Log Out
6	B Home	🛃 е-Во	oking 📻 e-Customs 🛃 e-AWB 🖬 Airr	oort											
	Switch to E	xports Switc	h to Imports Tracking Applicable Charges Change T	ransactio	n Password										
	🕮 🧟 🛋														
	Add New AWB No. Search AWB Show All														
	Details	MAWB No.	Agent Name	Dest.	Last Updated	ASI	СО	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
	æ	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	0	ZZ6464	0	3085	Ø	Q			8	Q
	æ	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	0	0	0	155	Ø	Q			8	Q
	æ	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	Q	690	Ø	Q			8	Q
	æ	777-65757576	ABC	LHR	02 Aug 14 17:03	0	ZZ4343	0	250	Q	Q			8	Q
	æ	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	0	+		0	Q			×	0
	A	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	Ø	0	+		Ø	Q			×	Q

Figure 2: Switch To Exports

3. Click on <Add New AWB> button as highlighted in the above figure





4. User will be navigated to **Create AWB** screen as shown in the figure below:

📰 Home 🛃 e-Booking 📰 e-Customs 🛃 e-AWB 📰 Airport	
MAWB Saved HAWB Saved Create AWB Quick Update House Manifest Attach MAWE	3 to HAWB Templates
Create AWB as/from New Direct Consol/HAWB AWB No.*	©
Shipper's Name And Address* ③ Shipper's Account Number	Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity
Consignee's Name And Address* Consignee's Account Number	It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF, ALL GOODS MAY BE CARRIED WAY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LINUITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

Figure 3: Create AWB

- 5. By default, option 'New' will be selected in 'Create AWB as/from' field (Refer above figure)
- 6. Select the option 'Direct' and enter 'AWB No'
- 7. Enter name and address of Shipper and Consignee in 'Shipper's Name And Address' and 'Consignee's Name And Address' field
- 8. To add new shipper and consignee details click on 'Add' icon (). 'Add Shipper/ Consignee' pop-up will appear on screen. Enter all mandatory details as shown in the figure below:

T Shipper	Detail	\$					 Consig 	nee:						
Search St	ipper:						Search C	onsignee:						
Name: *		PAREKH INTEGRATED	PVT LTD				Consignee	Name: *	FIRST FLIGHT CARRIER P	VTLTD				
Shipper Nam	e: *	NIKITA JAGTAP					Consignee N	ame: *	CHRISTOPHER	-î	Account No:			
Account No:			Contact No.:		Fa	xa	Contact No.				Eav No.			
Address:							Address		<u>1</u>		1.04.765			
Address Line 1: *	C/OF	PAREKH PRINTS, VIT BHA	TI NAGAR, P.O	BOX NO	76656,		Address	SILICON VALL	EY, OXFORD STEET, NR 5TH COR	NER				
Address Icine 2: GOREGAON MULUND LINK RD, NR OBEROI MALL, GOREGAON EAST							Address	BEVERLY HILL	LONDON					
Block:	1		Årea:	PAREK	H PRINTING		Block:	5	Area:	FDDEN	GARDENS			
PinCode:	40060	02	Country:*	IN	INDIA		PinCode:	123456	Country:*	GB	GREAT BRITAIN			
State:	MH	MAHARASHTRA	City:*	BOM	MUMBAI	Other City:	State:		City:*	LHR	[
and the second														
Save														

Figure 4: Add Shipper/ Consignee





9. To enter the routing details, user has to click on 'Routing Information' icon (), as highlighted in figure below:

Issuing Carrier's Agent Name and City	Accounting Information
MIAL PD(ONE TIME CUSTOMER)	
CREATED FOR BANK PAYMENTS BY ONE TIME CUSTOMER,	
MUMBAI,400099	
22222222	
Agent's IATA Code CASS Addr. 1234567 Airport of Departure [Addr. of First Carrier] and Requested Routing	Reference Number Optional Shipping Information
To By First Carrier To By To By TEST AIRLINE	Currency Code Charg. Code WT/VAL Other Value for Carriage Value for customs

Figure 5: Create AWB

10. 'Routing Details' pop-up will appear on the screen. User needs to enter appropriate data in 'Origin Port', 'Destn. Port'. Route points, if any, must be entered in 'Via 1' and 'Via 2'. After entering all the details, 'Routing Details' pop-up will appear as shown in the figure below:

Origin Port: *	BOM	MUMBAI	Destn. Port: *	LHR	LONDON HEATH	IROW AIR
/ia 1:	DXB	DUBAI INTERNATIONAL A	Via 2:		[
					Ok	Close

Figure 6: Routing Details

11. After entering all the details as shown in the above figure, user needs to click <**Ok**> button. Routing information is populated on the screen as shown in the figure below:

MUMBAI	Arport of Departure	[Addr. of First Carrier] a	and Requested I	Routing	
To DXB	By first Carrier AIR INDIA LTD	To LHR	Ву	To By	Currency Code Charg. Code WT VAL Other Value for Carriage Value for customs
Airport of I LONDON	Destination HEATHROW AIR • AI			Requested Flight/Date	Amount of INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount".

Figure 7: Create AWB

12. User needs to enter flight details in 'Airport of Destination' section as shown in the figure below:





MUMBAT	Airport of Departure [/	Addr. of First Carri	er] and Reques	ted Routing	
То	By first Carrier	То	Ву	То	Ву
DXB	AIR INDIA LTD	LHR			
LONDON	HEATHROW AIR * AI 131	31/01/2014	A	131	31/01/2014
	Flight Details of routing point. In Mumbai to	origin to this case, DXB	Flig po this	ant Details of int to destin	f routing ation. In



- 13. Select Charge Code from 'Charg. Code' drop down list
- 14. To add dimension details, user needs to click the 'Add' icon (

Ha																						
P	LS INF C	NEE IN NO:		IN ARR OF CGO												.:i sci o	Code T1	L Cor	nmodity	Select		~
Din	Dimensions No.of Pieces* Gross Wt.* Unit Rate Class* Commo Item No Chargeable Wt. Pieces* Total Nature of Goods* Action																					
I	1 💞		20	200	Kgs	~	Select 🗸		200				D	GARMENTS								
F	Prepaid			(۱ 0.00	Neigh	t Charge	(Collect	1	Other Cha Due Ager	arges (ChargeC nt	od	le ChargeAmount)						_		
					Valu	uation	Charge		0.00													
						Та	x															
				T	otal Othe	er Cha	arg. Due Age	nt			Due Carri	ier *										
				To	otal Othe	r Cha	rg. Due Carr	ier														

Figure 9: Create AWB

15. 'Dimensions' pop-up will appear on the screen as shown in the figure below:





0

Figure 10: Dimensions

- 16. Click <**Ok**> button to close the pop-up
- 17. Select 'Rate Class' from drop down list and enter 'Rate/Charges'. Considering the values entered in both these fields, 'Total' will be auto populated
- Select the name of commodity which is being shipped from 'Commodity' drop down list for TSP generation
- 19. User has to enter 'Due Carrier charges' and 'Due Agent Charges' as shown in the figure below:

MYA	700.00	SCA	700.00							
][
ue Carrie	r *									
CGC	500.00	MYC	1000.00							
nipper cer angerous oplicable (tifies that the goods, such Dangerous Go	e particular part is pro oods Regul	rs on the face perly describe ations.	e hereof are o ed by name a BIBI	orrect and nd is in pro	that insof per condit	ar as any p ion for carri	art of th age by a	ne consignm air according	ent con ; to the
nipper cer angerous oplicable (tifies that the goods, such Dangerous Go	e particular part is pro oods Regul	rs on the face perly describe ations.	e hereof are o ed by name a BIRI Signature of S	correct and nd is in pro .A GROUP Shipper or h	that insof per condit nis Agent	ar as any p ion for carri	art of th age by a	ne consignm air accordin <u>o</u>	ent con ; to the
nipper cer angerous oplicable (tifies that the goods, such Dangerous Go n [Date]	e particular part is pro pods Regul 19/06/201	rs on the face perly describe ations.	e hereof are o ed by name a BIRI Signature of S At [Place]*	Correct and nd is in pro A GROUP Shipper or h BOM	that insof per condit nis Agent MUMBA	ar as any p ion for carri I	art of th age by a	ne consignm air according Signature	ent con ; to the
hipper cer langerous pplicable (cxecuted o	tifies that the goods, such Dangerous Go n [Date]	e particular part is pro pods Regul 19/06/201	A A	e hereof are o ed by name a BIRI Signature of S At [Place]* Remark	A GROUP	that insof per condit nis Agent MUMBA	ar as any p ion for carri	art of th age by a	ne consignm air according] Signature	ent co to th

Figure 11: Other Charges section

- 20. 'At [Place]' field will populate name of Origin port of the shipment
- 21. GMAX provides an option to select CHA entity that will be performing further process of TSP generation. There are three ways in which this can be done





- A forwarder needs to select his CHA organization name from 'Select CHA' drop down list where forwarding and CHA activities are performed from same organization
- A forwarder needs to select its preferred CHA trade partner from 'Select CHA' drop down list where forwarding and CHA activities are performed from different organization (*Please refer "Adding Trade Partner"* module for mapping preferred trade partners at the end of this document)
- A forwarder needs to select option 'Other' from 'Select CHA' drop down list where forwarding and CHA activities are performed from different organization. This will be used where TSP is generated by an adhoc CHA



Figure 12: Selecting Adhoc CHA

- 22. Functionality of buttons appearing on this screen is as follows:
 - <Save>: After entering all the mandatory fields with appropriate values, user needs to click the <Save> button. On successful generation of MAWB, a pop-up appears on the screen as shown below:



Figure 13: AWB Success pop-up

- Newly created AWB record will appear on MAWB Saved screen
- <**Save as Template**>: User can save the AWB as a template. When this button is clicked, the following pop-up appears:



Figure 14: AWB Success pop-up

• Click <**Ok**> button to close the pop-up and save the AWB. Newly generated AWB can be viewed in **MAWB Saved** screen as highlighted in the figure below:





MAWB Save	ed HAW	B Save	ed	Create A	AWB Q	luick l	Jpdate	e	Hous	se Ma	nifest	Att	ach MA\	NB to H	AWB	Te	mplates	3							
Quick Se	arch																								
 Saved M. 	AWB																			Load E	ntire Or	ganization l	MAWBs		0
MAWB No.	MAWB Date	Orgn.	. Dest.	. Carrier	Status	NoP	Gross Wt. (Kqs)	Edit AWB	Copy AWB	ASI	Attach Job	со	Add SB	TSP	т&т	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	ReceiptSIR
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow	C	\$		0	+		Q	Q				Send	Send	Upload	٢	Update Status	
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow	5	\$		0	+		٩	Q				Send	Send	Upload	٢	Update Status	
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135				6	ZZ9526	56023	5660.00	Q	Q				Send	Send	Upload	٢	Update Status	View Receipt
777-67576574	04/08/2014	BOM	DXB	ZZ	MAWB Created	15	165	\swarrow	C	\$		0	+		Q	Q				Send	Send	Upload	٢	Update Status	
777-45436694	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5	Z		\$		0	+		٩	٩				Send		Upload		Update Status	
777-45436650	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5	\swarrow		2		٥	+		٩	٩				Send		Upload		Update Status	

Figure 15: MAWB Saved

1.1.2. Consol AWB (House Manifest First)

To generate a Consol shipment where House Air Waybill (HAWB) will be generated first, user needs to follow the steps mentioned below:

1. Login into GMAX application with valid login credentials

Chhatrapati Shivaji INTERNATIONAL AIRPORT MUMBAI	
Home Online Cargo Tracking Applicable Charges Trade Links - FAQs - Faciliti	ies Contact Us
NEWS 7 New Governme	ent to announce Foreign Trade Policy for 2014-19 🦄
GMAX- India's first Air Cargo Community Portal	L
	Log In Forgot Password?

Figure 16: Login Page

2. Switch to Exports screen will appear as shown in the figure below:





Мо	de : Expor	ts 👻 🕴 Branch : N	NAL PD(ONE TIME CUSTOMER) 🗸 🕴 Business Line: Freight Forwarder	r 🚽 🕴 Qui	ck Links Helpdesk	Welcome	e : DUMMY	MIAL					Chan	ge Password	Log Out
	📰 Home 🚯 e-Booking 📰 e-Customs 🚯 e-AWB 🔚 Airport														
Sv	Switch to Exports Switch to Imports Tracking Applicable Charges Change Transaction Password														
	Add Ne	w AWB	MAWB No. Search AWB	Show A											
	Details	MAWB No.	Agent Name	Dest.	Last Updated	ASI	СО	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
	4	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	٢	<u>ZZ6464</u>	0	3085	Ø	Q			8	Ø
	2	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	0	0	0	155	Ø	Q			8	0
	a	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	0	690	Q	Ø			8	0
	æ	777-65757576	ABC	LHR	02 Aug 14 17:03	0	<u>ZZ4343</u>	0	250	Q	Q			(3)	0
	æ	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	0	+		Ø	Q			×	0
	4	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	0	0	+		Ø	0			×	Q

Figure 17: Switch to Exports

3. Click on <Add New AWB> button as highlighted in the above figure

4. User will be navigated to **Create AWB** screen as shown in the figure below:

🖬 Home	🍓 e-Booking	📄 e-Customs	🛃 e-AWB	Airport		
MAWB Saved	HAWB Saved C	reate AWB Quick Upd	ate House Man	ifest Attach MAWE	to HAWB Templates	
Create AWB as	/from New	∨ Direct ⊙	Consol/HAWB	AWB No.*		0
Shipper's Nam	e And Address* 🧿	Shipper's A	ccount Number		Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity	
Consignee's N	lame And Address* 3	Consignee's A	ccount Number		It is agreed that the goods described herein are accepted in apparent good order and condition (excepted for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS M CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CON- INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT M CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SY ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIERS LIMITATION OF LIABULTY. Shipper such limitation of liability by declaring a higher value for carriage and paying supplemental charge if rec	ot as noted) IY BE RARY IY BE IPPER'S may increase uired

Figure 18: Create AWB

- 5. By default, option 'New' will be selected in 'Create AWB as/from' field (Refer above figure)
- 6. Select the option 'Consol' and enter 'AWB No' as shown in the figure below:

Create AWB as/from	New	¥	Direct ()	Consol/HAWB	۲	From Stock	AWB No.* 099	34343433
							The second secon	

Figure 19: Create AWB

7. A pop-up appears on the screen asking the user if he wishes to create a House Air Waybill first





Message
Do you want to create House Air Waybill first?
Yes No

Figure 20: Create Direct AWB screen

8. Since we need to create a House Air Waybill first, click <**Yes**> button. 'House Manifest' popup will appear on the screen as shown in the figure below:

Но	louse Manifest													
	Create HA	AWB												
	HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
		0	0					Select 🗸	Selec 🗸		÷	÷		٢
		0	0					Select 🗸	Selec 🗸		÷	÷		٢
		0	0					Select 🗸	Selec 🗸		÷	÷		٢
														٢
	Save	Clear												
]
														Close

Figure 21: House Manifest Pop-up

- 9. Enter the details as mentioned below in 'House Manifest':
 - House number in 'HAWB No.' field
 - To enter Shipper name, enter first three letters of shipper/ shipper organization in the field 'Shipper'. If the record exists in the system, it will appear on the screen as shown in the figure below:

HAWB No.*	Shippe	*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Current	cy*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
31111	ABC	٥	0					Select	¥	Selec' 🗸		di anti anti anti anti anti anti anti ant	÷		٢
	ABC#SV ROA	RD #BOM						Select	۷	Select 🗸		di anti anti anti anti anti anti anti ant	÷		٢
	ABCD SHIPPE	R TEST T	EST TEST TEST TEST TEST	r test#l	INKING RO	DAD#BOM		Select	¥	Select 🗸		A	de la companya de la		0
															٢
Save	Clear														

Figure 22: House Manifest Pop-up

• If shipper record does not exist in the system, it will not appear in the list





• In this case, click 'Add' icon (^(Q)) located beside 'Shipper' field. 'Add Shipper/ Consignee' pop-up will appear on screen. Enter all mandatory details as shown in the figure below:

T Shipper	Details							T Consig	nee:					
Search Sh	ipper:							Search 0	onsignee	5				
Name: *		PAREKH INTEGRATE	D PVT LTD					Consigner	e Name: *	FIRST FLIGH	T CARRIER P	/T LTD		
Shipper Nam	e: *	NIKITA JAGTAP						Consignee 1	lame: *	CHRISTOPHER	l.	ĩ	Account No:	
Account No:			Contact No.:			Fax:		Contact No.				-	Eavilla	
Address:								Address		<u>F.</u>			TOX NO.	
Address Line 1: *	C/OP	AREKH PRINTS, VIT BH	ATTI NAGAR, P.O	BOX NO	76656,			Address	SILICON	VALLEY, OXFORD STEET,	NR 5TH CORI	NER.		
Address Line 2:	Address GOREGAON MULUND LINK RD, NR OBEROI MALL, GOREGAON EAST							Address	BEVERLY	HILLS, LONDON				
Block:	1		Area:	PARE	H PRINTING			Block:	5		Area:	EDDEN	GARDENS	
PinCode:	40060	2	Country:*	IN	INDIA			PinCode:	123456		Country;*	GB	GREAT BRITAIN	
State:	MH	MAHARASHTRA	City:*	BOM	MUMBAI		Other City:	State:			City:*	LHR	1	
ave														

Figure 23: Add Shipper/ Consignee

- Click <Save> button to save shipper and consignee record in the system
- Click <**Ok**> to close the pop-up
- Shipper and Consignee name will be auto populated in House Manifest pop-up
- Enter name of origin port in 'Org.'
- Enter name of destination port in 'Destn.'
- Enter number of packages in shipment in 'Pkgs.'
- Enter gross weight of shipment in 'Gross Wt.'
- Select 'Currency' from the drop down list
- Select charge code applicable for shipment from 'Charge Code' drop down list
- Enter name of shipment e.g. BAGGAGE, AUTO PARTS, ELECTRICAL EQUIPMENTS etc. in 'Cargo Desc'
- 'Special Handling Code' field is not mandatory. Yet, to enter the details, click () placed under 'Special Handling Code' column. A pop-up appears on the screen as shown in the figure below:





Special Handling Cod	e	×
1		
L		Ok Cancel

Figure 24: Special Handling Code

- User can enter special handling codes here. E.g. VAL, FRO, ATT
- Click <**Ok**> button to close the pop-up
- To enter additional shipping information, user can click () placed under the column 'Optional Shipping Information'. A pop-up appears on the screen as shown in the figure below:

Optional Shipping Information	×
	28
	Ok Cancel

Figure 25: Optional Shipping Information

- Click <**Ok**> button to close the pop-up
- To copy HAWB details of a particular House, click 'Copy' icon () placed against that particular record. HAWB details will get copied in a separate row as shown in the figure below:

Ho	ouse Manifest																		
	▼ Create HA	WB																	
	HAWB No.*		Shipper*		Consignee*		Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currer	асу*	Cha Cod	rge le*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
	31111	ABC		0	XYZ IMPORTER	0	BOM	LHR	10	100	INR	*	PX	۷	GARMENTS	W	÷		٢
		ABC		0	XYZ IMPORTER	0	BOM	LHR	10	100	INR	~	PX	~	GARMENTS	W	V		٢
																			٢
	Save	Clear																	
																			Close

Figure 26: House Manifest Pop-up

- User needs to enter a new House number
- To add more Houses, click 'Add' icon () as highlighted in the above figure





- After entering House details, user needs to click <Save> located at the bottom of screen
- Click <**Close**> to close 'House Manifest' pop-up
- 10. After saving the House Manifest details, it will appear on **Create AWB** screen. Also, total number of pieces and total gross weight of all the Houses will be auto populated in 'Master AWB Pkgs' and 'Master Grs. Wt.' fields respectively as highlighted in the figure below:

Create AWB as/from New V Direct Consol/HAWB					AWB No.* 777	34343433	Add House M	anifest ?					
			Master AWB Pkgs.	20	Master Grs. Wt.(Kgs.) 200.000							
Sr No	. HAWB No.	HAWB Date	S	hipper		Packages	Gross Wt						
1	31111	04/08/2014	ABC			10	100						
2	32222	04/08/2014	ABC			10	100						
Shipp MIA CRE ,MU 222	er's Name And Addre L PD(ONE TIME CUST ATED FOR BANK PAY MBAI,400099 22222	SSE 3	Shipper's Account Num	ber]]]	Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity							
	gnee's Name And Ad	dress* 📀	Consignee's Account Num	iber]]]	It is agreed that the goods for carriage SUBJECT TO TI CARRIED BY ANY OTHER M INSTRUCTIONS ARE GIVEN CARRIED VIA INTERMEDIA ATTENTION IS DRAWN TO such limitation of liability by	described herein are acc HE CONDITIONS OF CON EANS INCLUDING ROAD HEREON BY THE SHIPPE TE STOPPING PLACES W THE NOTICE CONCERNII declaring a higher value	repted in apparent good order and condition (except as noted) ITRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY BR, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE HIGH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S NG CARRIER'S LIMITATION OF LIABILITY. Shipper may increase for carriage and paying supplemental charge if required					
Issuir and (ng Carrier's Agent Na City	ame				Accounting Information							
MIA	PD(ONE TIME CUST	OMER)											
CRE	ATED FOR BANK PAY	MENTS BY ONE TIME CUS	TOMER,										
MUN	IBAI,400099							.::					
222	22222												

Figure 27: Create AWB

- 11. For a Consol shipment, name and address of a Shipper will be same as name and address of Issuing Carrier Agent
- 12. In this case 'Shipper's Name And Address' field will be auto populated
- 13. User can edit this field by clicking 'Add' icon (⁴)
- 14. Enter name and address of Consignee in 'Consignee's Name And Address' field
- 15. To enter the routing details, user has to click on 'Routing Information' icon (), as highlighted in figure below:





Issuing Carrier's Agent Name and City	Accounting Information
MIAL PD(ONE TIME CUSTOMER)	
CREATED FOR BANK PAYMENTS BY ONE TIME CUSTOMER,	
MUMBAI,400099	
22222222	
Agent's IATA Code CASS Addr. 1234567	Reference Number Optional Shipping Information
Airport of Departure [Addr. of First Carrier] and Requested Routing	
To By First Carrier To By To By TEST AIRLINE	Currency Code Charg. Code WT/VAL Other Value for Carriage Value for customs

Figure 28: Create AWB

16. 'Routing Details' pop-up will appear on the screen. User needs to enter appropriate data in 'Origin Port', 'Destn. Port'. Route points, if any, must be entered in 'Via 1' and 'Via 2'. After entering all the details, 'Routing Details' pop-up will appear as shown in the figure below:

Origin Port: *	BOM	MUMBAI	Destn. Port: *	LHR	LONDON HEATH	IROW AIR
via 1:	DXB	DUBAI INTERNATIONAL A	Via 2:			

Figure 29: Routing Details

17. After entering all the details as shown in the above figure, user needs to click <**Ok**> button. Routing information is populated on the screen as shown in the figure below:

IABMUM	Airport of Departure	Addr. of First Carrie	r] and Reque	sted Routing	<i>8</i> -						
To DXB	By first Carrier AIR INDIA LTD	To LHR	Ву	To	8y	Currency Code	e Charg. Code * Select v	WT VAL	Other Select	Value for Carriage V	alue for customs
Airport of D	EATHROW AIR AI		6 0	Request	ted Flight/Date				Amount o Insurance	f INSURAN such insu the cond insured in	CE - If Carrier offers insurance, and rance is requested in accordance with tons thereof, indicate amount to be infigures in box marked "Amount".

Figure 30: Create AWB

18. User needs to enter flight details in 'Airport of Destination' section as shown in the figure below:





MUMBAI	Airport of Departure [A	ddr. of First Carrie	r] and Requeste	ed Routing	*
To DXB	By first Carrier AIR INDIA LTD	To LHR	Ву	То	Ву
Airport of I	Destination HEATHROW AIR * AI 131	31/01/2014	AI	Reques	ted Flight/Date 31/01/2014
	Flight Details of routing point. In Mumbai to	origin to this case, DXB	Fligh poin this c	nt Details o nt to destin case, DXB t	f routing ation. In to London



- 19. Select Charge Code from 'Charg. Code' drop down list
- 20. To add dimension details, user needs to click the 'Add' icon (

Handli	ng Infi	ormati	n																
PLS I MARI	NF CN KS N N	IEE IMI IO:	ND OI	N ARR OF CGO				.::							 CI Code	T1	Commodity	Select	v
Ra	Rates as agreed																		
Dimens	sions P	lo.of ieces*	G	Fross Wt.*	Unit		Rate Class*	Commo Item No	Chargeable Wt.	Rate/0	Charges*	Total		Nature of Goods*					Action
1			20	200	Kgs	~	Select 🗸		200				0	CONSOL CARGO					0
Prep	baid					Weigh	nt Charge	(Collect		Other Chi	arges (Charge	Cod	le ChargeAmount)					
					0.00						Due Ager	nt	_						
					Val	luatior	n Charge												
									0.00										
						Та	ах												
											Due Carr	ier *							
				T	otal Oth	er Cha	arg. Due Age	ent											
				To	otal Othe	er Cha	arg. Due Car	rier											

Figure 32: Create AWB

21. 'Dimensions' pop-up will appear on the screen as shown in the figure below:





0

Figure 33: Dimensions

- 22. Click <**Ok**> button to close the pop-up
- 23. Cargo details will be auto populated on the screen based upon the House Manifest details entered previously
- 24. Select 'Rate Class' from drop down list and enter 'Rate/Charges'. Considering the values entered in both these fields, 'Total' will be auto populated
- 25. Select the name of commodity which is being shipped from 'Commodity' drop down list. In this case, user needs to select the option 'CONSOLE CARGO'
- 26. User has to enter 'Due Carrier charges' and 'Due Agent Charges' as shown in the figure below:

MYA	700.00	SCA	700.00						
								_	
Due Carrie	er *								
CGC	500.00	MYC	1000.00						
Shipper ce	rtifies that th	e particular	rs on the fac	e hereof are c	orrect and	that inso	far as any p	art of th	e consignment con
Shipper cer dangerous applicable	rtifies that th goods, such Dangerous G	e particular part is pro oods Regul	rs on the fac perly describ ations.	e hereof are c ed by name a	orrect and nd is in pro	that inso per condi	far as any p tion for carri	art of th age by a	ne consignment con air according to the
Shipper cer dangerous applicable I	rtifies that th goods, such Dangerous G	e particular part is pro oods Regul	rs on the fact perly describ ations.	e hereof are c ed by name a BIRL	orrect and nd is in proj A GROUP	that inso per condi	far as any p tion for carri	art of th age by a	e consignment con air according to the
Shipper cei dangerous applicable I	rtifies that th goods, such Dangerous G	e particula part is pro oods Regul	rs on the fac perly describ ations.	e hereof are o ed by name a BIRL Signature of S	orrect and nd is in proj A GROUP	that inso per condi nis Agent	far as any p tion for carri	art of th age by a	e consignment con air according to the
Shipper cei dangerous applicable i	rtifies that th goods, such Dangerous G on [Date]	e particular part is pro oods Regul 19/06/201	rs on the face perly describ ations.	e hereof are c ed by name ar BIRL Signature of S At [Place]*	orrect and nd is in prop A GROUP Shipper or h BOM	that inso per condi nis Agent MUMB/	far as any p tion for carri	art of th age by a	e consignment con air according to the Signature
Shipper ce dangerous applicable l Executed o	rtifies that th goods, such Dangerous G on [Date]	e particular part is pro oods Regul	rs on the fac perly describ ations.	e hereof are c ed by name a BIRL Signature of S At [Place]*	orrect and nd is in proj A GROUP Shipper or h BOM	that inso per condi nis Agent MUMB/	far as any p tion for carri	art of th age by a	e consignment con air according to the Signature
Shipper ce dangerous applicable l Executed o Total Colle	rtifies that th goods, such Dangerous G on [Date]	e particular part is pro oods Regul 19/06/201	4	e hereof are c ed by name a BIRL Signature of S At [Place]* Remark	A GROUP	that inso per condi nis Agent MUMB/	far as any p tion for carri	art of th age by a	e consignment con air according to the Signature

Figure 34: Other Charges section

27. 'At [Place]' field will populate name of Origin port of the shipment





- 28. GMAX provides an option to select CHA entity that will be performing further process of TSP generation. There are three ways in which this can be done
 - A forwarder needs to select his CHA organization name from 'Select CHA' drop down list where forwarding and CHA activities are performed from same organization
 - A forwarder needs to select its preferred CHA trade partner from 'Select CHA' drop down list where forwarding and CHA activities are performed from different organization (*Please refer "<u>Section 2 - Map Preferred Trade Partners</u>" below in the document for mapping preferred trade partners)*
 - A forwarder needs to select option 'Other' from 'Select CHA' drop down list where forwarding and CHA activities are performed from different organization. This will be used where TSP is generated by an adhoc CHA

Select CHA*	Save	Save As Template
Select MIAL PD(ONE TIME CUSTOMER) Test Branch Others	J AWB	details for ASI process. Please start using this feature.

Figure 35: Selecting Adhoc CHA

- 29. Functionality of buttons appearing on this screen is as follows:
 - <Save>: After entering all the mandatory fields with appropriate values, user needs to click the <Save> button. On successful generation of MAWB, a pop-up appears on the screen as shown below:



Figure 36: AWB Success pop-up

- Newly created AWB record will appear on MAWB Saved screen
- <**Save as Template**>: User can save the AWB as a template. When this button is clicked, the following pop-up appears:



Figure 37: AWB Success pop-up

 Click <Ok> button to close the pop-up and save the AWB. Newly generated AWB can be viewed in MAWB Saved screen as highlighted in the figure below:





MAWB Save	ed HAWI	B Save	ed	Create A	AWB Q	uick L	Jpdate	e	Hous	se Ma	nifest	Atta	ach MAV	VB to H	AWB	Te	mplates	3							
• QUICK Se	* Quick search																								
 Saved M. 	▼ Saved MAWB □ Load Entire Organization MAWBs 3																								
MAWB No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kqs)	Edit AWB	Copy AWB	ASI	ttach Job	со	Add SB	TSP	т&т	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	ReceiptSIR
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow	s	1		0	+		Q	Q				Send	Send	Upload	٢	Update Status	
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow	5	1		0	+	D	٩	٩				Send	Send	Upload		Update Status	
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135				Ø	ZZ9526	56023	5660.00	Q	٩				Send	Send	Upload		Update Status	View Receipt
777-67576574	04/08/2014	BOM	DXB	ZZ	MAWB Created	15	165	2		1		0	+		Q	Q				Send	Send	Upload		Update Status	
777-45436694	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5	Z		\$		0	+		٩	Q				Send		Upload		Update Status	
777-45436650	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5	\swarrow		2		0	+	2	٩	٩				Send		Upload		Update Status	

Figure 38: MAWB Saved

1.2. Consol AWB (MAWB First)

To generate a Consol shipment where House Air Waybill (HAWB) will be generated first, user needs to follow the steps mentioned below:

1. Login into GMAX application with valid login credentials

Chhatrapati Shivaji INTERNATIONAL AIRPORT MUMBAI	
Home Online Cargo Tracking Applicable Charges Trade Links - FAQs - Facilit	ties Contact Us
NEWS 7 New Governme	ent to announce Foreign Trade Policy for 2014-19 🦄
GMAX- India's first Air Cargo Community Portal	L
	Log In Forgot Password? New Member? Register Now

Figure 39: Login Page

2. Switch to Exports screen will appear as shown in the figure below:





Mod	le : Expor	ts 👻 🕴 Branch : I	NAL PD(ONE TIME CUSTOMER) 🗸 🕴 Business Line: Freight Forwarde	r 🚽 🕴 Qui	ck Links Helpdesk	Welcome	e : DUMMY	MIAL					Chan	ge Password	Log Out
	Home	🛃 е-Во	oking 💼 e-Customs 🛃 e-AWB 🖬 Air	port											
Sw	itch to E	xports Swite	h to Imports Tracking Applicable Charges Change T	ransactio	n Password										
														E	
														Щ 🎸	
															_
	Add Ne	w AWB	MAWB No. Search AWB	Show A											•
	otaile	MAWRING	AgentName	Doct	Last Updated	ACT	60	CD	тср	TDC	PAC	ECM	Chatur	Dotach	Hold
	Clairs	PIAWD NO.	Agent Name	Dest.	Last opuateu	ASI		50	1.51	200	DAG	Lari	Status	Detacii	noid
	4	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	Ø	<u>ZZ6464</u>	Ø	3085	U	U			((())	Q
i l	2	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	Ø	0	Ø	155	C	0			8	0
	i al an	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	0	690	0	0			8	0
	4	777-65757576	ABC	LHR	02 Aug 14 17:03	0	<u>ZZ4343</u>	0	250	Q	Q			(3)	0
	4	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	0	+		Ø	Ø			×	0
	2	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	0	0	+		Ø	Q			×	0

Figure 40: Switch To Exports

3. Click on <Add New AWB> button as highlighted in the above figure

4. User will be navigated to **Create AWB** screen as shown in the figure below:

🖬 Home	🛃 e-Booking	📄 e-Customs	🛃 e-AWB	Airport		
MAWB Saved	HAWB Saved C	reate AWB Quick Upd	ate House Man	ifest Attach MAWE	to HAWB Templates	
Create AWB as	/from New	V Direct (Consol/HAWB 🔘	AWB No.*		0
Shipper's Nam	e And Address* 😨	Shipper's A	ccount Number		Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity	
Consignee's N	Name And Address* 3	Consignee's A	ccount Number		It is agreed that the goods described herein are accepted in apparent good order and condition (exce for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF, ALL GOODS M CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CON INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT M CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SI ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIERS LIMITATION OF LIABUITY. Shipper such limitation of liability by declaring a higher value for carriage and paying supplemental charge if rec	ot as noted) YY BE TRARY YY BE HIPPER'S may increase juired

Figure 41: Create AWB

- 5. By default, option 'New' will be selected in 'Create AWB as/from' field (Refer above figure)
- 6. Select the option 'Consol' and enter 'AWB No' as shown in the figure below:

Create AWB as/from	New	~	Direct 🔘	Consol/HAWB 🔘	AWB No.*	777	64646466

Figure 42: Create AWB

7. A pop-up appears on the screen asking the user if he wishes to create a House Air Waybill first





	Mess	age
Do you want to	o create l	House Air Waybill first?
	Yes	No

Figure 43: Create Direct AWB screen

8. Since we need to create a Master Air Waybill first, click <**No**> button. **Create AWB** screen will appear as shown in the figure below:

Create AWB as/from New 🗸	Direct 🔘 Consol/HAWB 🖲	AWB No.* 777	64646466
	Master AWB Pkgs.	Master Grs. Wt.(K	js.)
Shipper's Name And Address* ③	Shipper's Account Number		Not Negotiable AIR WAYBILL
			Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity
Consignee's Name And Address* ③	Consignee's Account Number		It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF, ALL GODOS MAY BE CARIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPPENT MAY BE CARRIED VIA NITERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of lability by declaring a higher value for carriage and paying supplemental charge if required
Issuing Carrier's Agent Name and City			Accounting Information
MIAL PD(ONE TIME CUSTOMER) CREATED FOR BANK PAYMENTS BY ONE TIME CUSTOM MUMBAI,400099 22222222	IER,		
Agent's IATA Code CASS Ad 1234567 Airport of Departure [Addr. of F	dr.	© *	Reference Number Optional Shipping Information
To By First Carrier T TEST AIRLINE	To By To	Ву	Currency Code Charg. Code WT/VAL Other Value for Carriage Value for customs INR v Select V Select v

Figure 44: Create AWB

- 9. To add Shipper and Consignee details, click 'Add' icon ($^{\textcircled{O}}$) placed in front of respective fields
- 10. To enter other MAWB details, <u>Click here</u>
- 11. Newly generated MAWB record can be viewed on **MAWB Saved** screen as highlighted in the figure below:





MAWB Save	ed HAWI	B Save	ed	Create A	AWB Q	uick l	Jpdate	9	Hous	se Mar	nifest	Att	ach MAV	VB to H	AWB	Te	mplates	6							
Quick Sea	arch																								
 Saved MA 	AWB																			Load E	ntire Or	ganization	MAWBs		?
MAWB No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kqs)	Edit AWB	Copy AWB	ASI	ttach Job	со	Add SB	TSP	T&T	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	ReceiptSIR
777-64646466	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	Z		1		0	+		Q	Q				Send		Upload	٢	Update Status	
777-33344872	04/08/2014	BOM	LHR	ZZ	MAWB Created	23	23	Z		1		0	+		٩	Q				Send	Send	Upload		Update Status	
777-54564031	04/08/2014	BOM	DXB	ZZ	MAWB Created	10	10	\swarrow		1		0	+		Q	Q				Send		Upload		Update Status	
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow		1		0	+		٩	Q				Send	Send	Upload		Update Status	
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	\swarrow		\$		0	+		Q	Q				Send	Send	Upload		Update Status	
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135				Ø	ZZ9526	56023	5660.00	٩	٩				Send	Send	Upload		Update Status	View Receipt

Figure 45: MAWB Saved

1. To generate House Manifest, click on **House Manifest** option. **House Manifest** screen appears as shown in the figure below:

MAWB Saved	HAWB Saved Create AW	B Quick Update House I	lanifest	Attach MAW	/B to HAWB	Templ	ates						
Create HAW	B												
HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
	0	0					Select 🗸	Select 🗸		e de la companya de l	. (0
Save C	lear					~	~						٢

Figure 46: House Manifest

- 2. Enter the details as mentioned below in 'House Manifest':
 - House number in 'HAWB No.' field
 - To enter Shipper name, enter first three letters of shipper/ shipper organization in the field 'Shipper'. If the record exists in the system, it will appear on the screen as shown in the figure below:

_			-														
Но	use Manifes	it															
	Create HA	WB															
	HAWB No.*	Shipper*		Consignee*		Org.*	Destn.*	Pkgs.*	Gross Wt.*	Curren	cy*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
	31111	ABC	٢		0					Select	*	Selec 🗸		-	÷		٢
		ABC#SV ROARD	#BOM							Select	¥	Selec' 🗸		-	÷		0
		ABCD SHIPPER T	EST TE	ST TEST TEST TEST T	EST	TEST#L	INKING RO	AD#BOM		Select	¥	Select 🗸		-	÷		٢
																	٢
	Save	Clear															
L																	
																	Close

Figure 47: House Manifest Pop-up

• If shipper record does not exist in the system, it will not appear in the list





• In this case, click 'Add' icon (^(O)) located beside 'Shipper' field. 'Add Shipper/ Consignee' pop-up will appear on screen. Enter all mandatory details as shown in the figure below:

Search Shipper: Search Consignee Name: * PAREMINTEGRATED PVT LTD Shipper Name: * NIXITA JAGTAP Kocount No: Contact No.: Address: Fax: Address: Contact No.: Address: Fax: Address: Contact No.: Address: Fax: Address: Contact No.: Fine: * C/O PAREM PRINTS, VIT BHATTI NAGAR, P.O BOX NO 76655, Line 1: Contact No.: Finc de: GOREGAON MULUND LINK RD, NR OBERDI MALL, GOREGAON EAST Block: 1 Actrass: PAREM PRINTS, VIT BHATTI NAGAR, P.O BOX NO 76655, Address: Line 1: State: NH Man MARASHTRA City;* NH MAHARASHTRA	Shipper	Details							T Consig	gnee:					
Name: * PAREHEI INTEGRATED PVT LTD Consignee Name: * FIRST FLIGHT CARRIER PVT LTD Shipper Name: * NIXITA JAGTAP Consignee Name: * CHRISTOPHER Account No: Address: Address: Address: Address: Address: Address: Conseque Name: * Conseque Name: * Conseque Name: * Conseque Name: * Address: Address: Address: Address: Address: Address: Conseque Name: * Conseque Name: * Conseque Name: * Biod: 1 Area: PAREH PRINTING Biod: 1 Area: PAREH PRINTING Biod: 2 Country:* N State: MH MAHARASHTRA City:*	Search St	ipper:							Search (Consignee:					
Shipper Name: * NIRITA JAGTAP Account No: Consignee Name: * CHRISTOPHER Account No: Address Contact No:: Fax: Contact No:: Fax: Address Address Address Address Address Address Context No:: Fax: Contact No:: Address Address Concept Name: * CHRISTOPHER Account No: Address Context No:: Fax: No: Address Address GOREGAON MULUND LINK RD, NR OBERDI MALL, GOREGAON EAST Ine 1:* SILICON VALLEY, OXFORD STEET, NR 5TH CORNER Block: 1 Area: PAREICH PRINTING Block: 5 Area: EDEN GARDENS FinCode: 400602 Country:* IN IN DIA Other State: City:* LHR EDEN GARDENS State: MH MAHARASHTRA City:* Bod State: City:* LHR EDEN GARDENS	Name: *		PAREKH INTEGRA	TED PVT LTD					Consigner	e Name: *	FIRST FLIGH	CARRIER PV	T LTD		
Address Address Address Address Address Address Address Address Contact No.: Fax No: Address Address Fax No: Address Contact No.: Fax No: Address Contact No.: Address Contact No.: Address Address Address Contact No.: Fax No: Address Contact No.: Address Block: 1 Area: PAREH PRINTING Block: 1 Area: PAREH PRINTING Block: 1 Area: EDEN GARDENS PinCode: 400602 Country:* IN INDIA State: MH MAHARASHTRA City:* BOM	hipper Nam		NIKITA JAGTAP						Consignee 1	Name: *	CHRISTOPHER		Ĩ.	Account No:	-
Address: Address: Fax Ho: Address: Address: Address: Address: Address: GOREGAON MULLIND LINK RD, NR OBEROI MALL, GOREGAON EAST Line 1:* SILICON VALLEY, OXFORD STEET, NR 5TH CORNER Address: Address: Block: 1 PinCode: 400602 State: MH Maharashtra City;* Book City;*	ccount No:			Contact No.:			Fax:		Contraction				-	Tree Mary	
Address C/O PAREKH PRINTS, VIT BHATTI NAGAR, P.O. BOX NO 76556, Address Line 1:* SILICON VALLEY, OXFORD STEET, NR STH CORNER Address GOREGAON MULUND LINK RD, NR OBEROI MALL, GOREGAON EAST Block: 1 Areas: PAREKH PRINTING Block: 400602 Country:* IN INDIA Other State: MH MAHARASHTRA City:* BOM Mumbai	Address:								Address		<u>F.</u>			TOX HO:	
Address GOREGAON MULUND LINK RD, NR OBEROI MALL, GOREGAON EAST Line 2: BeVERLY HILLS, LONDON Biods: 1 Area: PAREKH PRINTING Biods: 400602 Country:* IN INDIA State: MH MAHARASHTRA City:* BOM MUMBAI Other State: City:* LHR	Address Line 1: *	C/OP	AREKH PRINTS, VIT E	HATTI NAGAR, P.O	BOX NO	76656,			Address	SILICON VALL	EY, OXFORD STEET.	NR 5TH CORI	IER.		
Block: 1 Ares: PARENCH PRINTING Elliot: 5 Ares: EDDEN GARDENS PinCode: 400602 IN INDIA Block: 5 Ares: EDDEN GARDENS State: MH MAHARASHTRA City:* BOM MUMBAI Other State: City:* LHR	Address Line 2:	GOREG	AON MULUND LINK F	D, NR OBEROI MAL	L, GORE	GAON EAST			Address	BEVERLY HILL	S, LONDON				
PinCode: 400602 Country:* IN INDIA State: MH MAHARASHTRA City:* BOM MUMBAI Other State: Country:* GB GREAT BRITAIN	Block:	1		Area:	PARE	H PRINTING			Block:	5		Area:	EDDEN	GARDENS	
State: MH MAHARASHTRA City:* BOM MUMBAI Other State: City:* LHR	PinCode:	400602	2	Country:*	IN	INDIA			PinCode:	123456		Country:*	GB	GREAT BRITAIN	
	State:	MH	MAHARASHTRA	City:*	BOM	MUMBAI		Other City:	State:			City:*	LHR		
										1					
	-														

Figure 48: Add Shipper/ Consignee

- Click <Save> button to save shipper and consignee record in the system
- Click <**Ok**> to close the pop-up
- Shipper and Consignee name will be auto populated in House Manifest pop-up
- Enter name of origin port in 'Org.'
- Enter name of destination port in 'Destn.'
- Enter number of packages in shipment in 'Pkgs.'
- Enter gross weight of shipment in 'Gross Wt.'
- Select 'Currency' from the drop down list
- Select charge code applicable for shipment from 'Charge Code' drop down list
- Enter name of shipment e.g. BAGGAGE, AUTO PARTS, ELECTRICAL EQUIPMENTS etc. in 'Cargo Desc'
- 'Special Handling Code' field is not mandatory. Yet, to enter the details, click () placed under 'Special Handling Code' column. A pop-up appears on the screen as shown in the figure below:

e					,
][
				OK	Cancel
	e				e





Figure 49: Special Handling Code

- User can enter special handling codes here. E.g. VAL, FRO, ATT
- Click <**Ok**> button to close the pop-up
- To enter additional shipping information, user can click (is) placed under the column 'Optional Shipping Information'. A pop-up appears on the screen as shown in the figure below:

Optional Shipping Information	×
	Ok Cancel

Figure 50: Optional Shipping Information

- Click <**Ok**> button to close the pop-up
- To copy HAWB details of a particular House, click 'Copy' icon () placed against that particular record. HAWB details will get copied in a separate row as shown in the figure below:

Но	use Manifes	t													
	Create HA	WB													
	HAWB No.*	Shipper*		Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Сору	Action
	31111	ABC	0	XYZ IMPORTER	BOM	LHR	10	100	INR 🗸	PX 🗸	GARMENTS	-	÷	5	0
		ABC	0	XYZ IMPORTER	BOM	LHR	10	100	INR 🗸	PX 🗸	GARMENTS	-	V		٢
															٢
	Save	Clear													
															Close

Figure 51: House Manifest Pop-up

- User needs to enter a new House number
- To add more Houses, click 'Add' icon () as highlighted in the above figure
- After entering House details, user needs to click <Save> located at the bottom of screen
- Click <Close> to close 'House Manifest' pop-up
- 3.
- After saving House Manifest details, success pop-up will appear on the screen as shown in the figure below:







Figure 52: Success Pop-up

- 5. Click **<Ok>** button to close the pop-up
- 6. User will be navigated to **Attach MAWB To HAWB** screen. Newly generated HAWB records will be viewed as highlighted in the figure below:

MAWB Save	ed HAWB Saved Create A	WB Quick Update House Ma	nifest Attach	MAWB to HAWB	Templat	tes		
 Attach M 	AWB to HAWB							0
MAWB No:*		Search Origin:	Destin	ation:		Total Pkgs	. Total Grs. Wt.(Kgs	.)
🔻 Quick Se	arch							
 Availabl 	e HAWBs							
	HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kgs)	Shipper	Consignee
	32222	04/08/2014	BOM	LHR	10	1004	BC	XYZ IMPORTER
	31111	04/08/2014	BOM	LHR	10	100 <i>A</i>	BC	XYZ IMPORTER
	HAWB12322123	04/08/2014	IND	DXB	12	501	ESTAIR	TEST CONSIGNEE
	MAWB12345674	04/08/2014	IND	ASA	12	501	EST ORGANIZATION	TEST CONSIGNEE
	HAWB12312123	04/08/2014	IND	UKR	12	1000	QUALITY	CENTRE

Figure 53: Attach MAWB To HAWB

- 7. Once the MAWB and House(s) are ready, user can now attach the former to latter. User needs to follow the steps mentioned below for doing the same
- 8. Enter the MAWB number that needs to be attached in 'MAWB No.' field and click <Search>
- 9. Master details will be auto populated on the screen as highlighted in the figure below:

Attach M	AWB to HAWB							
MAWB No:*	777 64646466	Search Origin: B	OM Desti	nation: L	HR	Total Pkgs.	20 Total Grs. Wt.(Kgs	.) 200
🔹 Quick Se	arch							
 Available 	e HAWBs							
	HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kgs)	Shipper	Consignee
	32222	04/08/2014	BOM	LHR	10	100 ABC		XYZ IMPORTER
	31111	04/08/2014	BOM	LHR	10	100 ABC		XYZ IMPORTER
	HAWB12322123	04/08/2014	IND	DXB	12	50TESTA	R	TEST CONSIGNEE
	MAWB12345674	04/08/2014	IND	ASA	12	50TEST C	RGANIZATION	TEST CONSIGNEE
	HAWB12312123	04/08/2014	IND	UKR	12	100QUALT	ΓΥ	CENTRE

Figure 54: Attach MAWB to HAWB

- 10. Now select the House(s) that needs to be attached. While selecting the House(s) see to it that total number of pieces in House(s) and their gross weight must match with total number of pieces in Master Air Waybill and their gross weight
- 11. Select the House(s) as highlighted in the figure below and click <Attach>





I	/AWB Sav	ed HAWB Saved Create A	WB Quick Update House Ma	nifest Attach	MAWB to HAWB	Templat	es							
	Attach I	IAWB to HAWB							0					
M. No	AWB	777 64646466	Search Origin: BOM	Destin	ation: L	HR	Total Pkgs.	20 Total Grs. Wt.(Kgs	.) 200					
	▼ Quick Search													
	Available HAWBs													
		HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kqs)	Shipper	Consignee					
	•	32222	04/08/2014	BOM	LHR	10	100 ABC		XYZ IMPORTER					
	✓	31111	04/08/2014	BOM	LHR	10	100 ABC		XYZ IMPORTER					
		HAWB12322123	04/08/2014	IND	DXB	12	50TESTAIR		TEST CONSIGNEE					
		MAWB12345674	04/08/2014	IND	ASA	12	50TEST ORG	ANIZATION	TEST CONSIGNEE					
		HAWB12312123	04/08/2014	IND	UKR	12	100QUALITY		CENTRE					
		HAWB2222	30/07/2014	BOM	MAN	25	250 ABC		XYZ					
		HAWB1111	30/07/2014	BOM	LHR	25	250 ABC		JOHN IMPORTS					
Pa	ge 1 of 2							Go To Page	Go Go To: 4 Previous Ne					
	Attach Cancel													

Figure 55: Attach MAWB to HAWB

12. A pop-up appears on the screen confirming that House(s) are attached successfully to MAWB

Status
HAWB(s) are attached to MAWB successfully Close

Figure 56: Success pop-up

13. Click <**Close**> to close the pop-up. Newly created record can be viewed on **MAWB Saved** screen as shown in the figure below:

						_																			
MAWB Save	ed HAW	B Save	ed	Create	AWB Q	uickl	Jpdate	e	Hous	se Ma	anifest	Att	ach MAV	/VB to H	AWB	Te	mplates	3							
💌 Quick Se	V Quick Search																								
Saved M/	Saved MAWB Load Entire Organization MAWBs																								
MAWB No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kqs)	Edit AWB	Copy AWB	ASI	Attach Job	со	Add SB	TSP	T&T	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	ReceiptSIR
777-64646466	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	Z		\$		0	+		Q	Q				Send		Upload	٢	Update Status	
777-33344872	04/08/2014	BOM	LHR	ZZ	MAWB Created	23	23	Z		1		0	+		Q	Q				Send	Send	Upload	٢	Update Status	
777-54564031	04/08/2014	BOM	DXB	ZZ	MAWB Created	10	10	\swarrow		\$		0	+		Q	Q				Send		Upload		Update Status	
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	2	٢	1		0	+		٩	٩				Send	Send	Upload	٢	Update Status	
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200	2		1		0	+		Q	٩				Send	Send	Upload	٢	Update Status	
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135				Ø	ZZ9526	56023	5660.00	9	٩				Send	Send	Upload		Update Status	View Receipt

Figure 57: MAWB Saved

1.3. Attaching AWB By Adhoc CHA Organization

Air Waybill created by a forwarding agent in GMAX can be accessed by CHA who is not a preferred trade partner.





To attach AWB to CHA organization who is not a preferred trade partner, CHA needs to follow the steps mentioned below:

- 1. Obtain the Air Waybill number from GMAX forwarder (either by e-mail or phone) that needs to be attached with CHA organization
- 2. Enter the AWB number in the field highlighted in the figure given below:

														🚨 🔬
Add N	Add New AWB AWB No: Search AWB Show All													
Details	AWB No.	Shipper	Dest.	Last Updated	ASI	Shipping Bill	Hold	C0	TC [INR]	TDG Scan	BAG Scan	EGM	Status	Detach
a	77720114684	77720114684 ABCD SHIPPER			0	+	0	<u>ZZ8895</u>		0	0			×
æ	77720114673	ABCD SHIPPER	LHR	29 Jul 14 16:52	0	+	0	<u>ZZ001</u>		0	0			X
2	77720114695	ABCD SHIPPER	LHR	29 Jul 14 16:47	0	+	0	<u>ZZ131</u>		0	0			×
Note 1:	^e Complete Air Waybill detail is required for filing "ASI - Advanced Shipment Information" by MIAL security agency, Airline(s), Custodian and other key stakeholders. Kindly record the same on "Create AWB" page after clicking on "Add New AWB" option or contact your forwarding agent to provide this information electronically to you for further processing.													
Note 2:	Note 2: Air Waybill information captured by forwarding agent on GMAX portal can be accessed by CHA online. Please search for the Air Waybill by inputting required Air Waybill no. in the text box provided next to "Search AWB" field. Once Waybill details are displayed, click on "Attach" option to link this Air Waybill to your Organization/User Id. In case, Air Waybill desn't exist, please contact your forwarding agent.										. Once Air			

Figure 58: Switch To Exports

- 3. Click <Search AWB> button
- 4. A pop-up appears on the screen asking user confirmation to attach the AWB with CHA organization as shown in the figure below:

This Air Waybill is currently not associated to your organization, Do you want t	o attach it to you	ır organization?
	ОК	Cancel

Figure 59: Confirmation Pop-up

- 5. Click < OK> to attach the Air Waybill to CHA organization
- 6. 'Air Waybill Details' pop-up appears as shown in the figure below:

Air Waybill Details				×
AirwayBill No.:* Agent Name: Origin as per AWB: * Exporter Name:	777777770 ABC BOM ABC	Cargo Processing: Airline Name: Destination:*	Local O Bonded Test Airline LHR Attach AWB]
				Close





Figure 60: Air Waybill Details

- 7. CHA can edit Air Waybill details before attaching it to his organization
- 8. Click <**Attach AWB**> button. Again, a confirmation pop-up appears on the screen asking if the user wants to attach the AWB to its organization

re you Sure, you want to at	ttach Air Waybill with ye	our organization?

Figure 61: Confirmation Pop-up

- 9. Click **<OK**> button to attach the AWB to CHA organization
- 10. A pop-up appears on the screen confirming that AWB number has been attached with CHA organization as shown in the figure below:

Air Waybill 77777777770 has been successfully attached to the organization	on MIAL PD(ONE TIME CUSTOMER)
	ОК

Figure 62: Success Pop-up

- 11. Click <OK> button to close the pop-up
- 12. Attached AWB can be viewed on CHA dashboard screen as highlighted in the figure below:

Add N	Add New AWB AWB No: Search AWB Show All													
Details	AWB No.	Shipper	Dest.	Last Updated	ASI	Shipping Bill	Hold	CO	TC [INR]	TDG Scan	BAG Scan	EGM	Status	Detach
æ	77777777770	MIAL PD(ONE TIME CUSTOMER)	LHR	29 Jul 14 16:53	0	+	Ø	Q		Ø	Q			×
4	77720114673	ABCD SHIPPER TEST	LHR	29 Jul 14 16:52	۲	+	Ø	<u>ZZ001</u>		Ø	Ö			×
æ	77720114695	ABCD SHIPPER	LHR	29 Jul 14 16:47	0	+	Q	<u>ZZ131</u>		Ø	Ö			×
æ	09811245787	MIAL PD(ONE TIME CUSTOMER)	DXB	28 Jul 14 16:12	0	Ø	Ø	<u>ZZ5454</u>	155	Ø	0			8
Note 1: Note 2:	Complete Air Waybill information captured by forwarding agent to growta can be accessed by CHA online. Please search for the Air Waybill by inputting required Air Waybill no. in the text box provided next to "Search AWB" field. Once Air Waybill details are displayed, click on "Attach" option to link this Air Waybill to your Organization/User Id. In case, Air Waybill doesn't exist, please contact your forwarding agent.													

Figure 63: CHA Dashboard screen

1.4. Generate ASI from "Existing AWB"

To generate a new Air Waybill from existing AWB, user needs to follow the steps mentioned below:





1. Login into GMAX application with valid login credentials

Chhatrapati Shivaji INTERNATIONAL AIRPORT MUMBAI	
Home Online Cargo Tracking Applicable Charges Trade Links - FAQs - Facilit	ties Contact Us
NEWS New Governm	nent to announce Foreign Trade Policy for 2014-19 🦪
GMAX- India's first Air Cargo Community Porta	l
	Log In Forgot Password?

Figure 64: Login Page

2. Switch to Exports screen will appear as shown in the figure below:

Mode : Exp	orts 👻 🕴 Branch :	MIAL PD(ONE TIME CUSTOMER) 🗸 🕴 Business Line: Freight Forwards	er 🗸 🕴 Quid	k Links Helpdesk	Welcome	e:DUMMY	MIAL					Chang	ge Password	Log Out
📰 Hom	е 🛃 е-Во	oking 💼 e-Customs 🛃 e-AWB 🖬 Air	port											
Switch to	Switch to Exports Switch to Imports Tracking Applicable Charges Change Transaction Password													
Add N	ew AWB	MAWB No. Search AWB	Show Al											0
Details	MAWB No.	Agent Name	Dest.	Last Updated	ASI	СО	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
4	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	Ø	<u>ZZ6464</u>	Ø	3085	Ø	0			8	Ø
4	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	0	0	0	155	Ø	0			8	Ø
A	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	Ø	690	Ø	Q			8	Q
a	777-65757576	ABC	LHR	02 Aug 14 17:03	0	<u>ZZ4343</u>	0	250	Ø	0			8	Q
a	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	Ø	+		Ø	0			×	Q
a	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	0	0	+		Ø	0			×	0

Figure 65: Switch To Exports

- 3. Click on <Add New AWB> button as highlighted in the above figure
- 4. User will be navigated to **Create AWB** screen as shown in the figure below:





📰 Home	🛃 e-Booking	n e-Customs	🛃 e-AWB	Airport		
MAWB Saved	HAWB Saved C	reate AWB Quick Up	late House Manife	st Attach MAWB	to HAWB Templates	
Create AWB as/fr	om New	∨ Direct ●	Consol/HAWB	AWB No.*		?
Shipper's Name A	And Address* 💿	Shipper's i	Account Number]	Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity	
Consignee's Nam	e And Address* ③	Consignee's	Account Number]	It is agreed that the goods described herein are accepted in apparent good order and condition (excep for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF, ALL GOODS MA CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONT INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MA CARRIED VI. INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEMS APPROPRAITE. THE SH ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LLABILITY. Shipper such limitation of liability by declaring a higher value for carriage and paying supplemental charge if requ	t as noted) Y BE RARY Y BE IPPER'S may increase uired

Figure 66: Create AWB

- 5. By default, option 'New' will be selected in 'Create AWB as/from' field (Refer above figure)
- 6. Select option 'Existing AWB' from drop down list as highlighted in the figure below:

Create AWB as/from New	Direct Consol/HAWB AWB No.*	*		0
Existing AWB Shipper's Name And Template	Shipper's Account Number		Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity	
Consignee's Name And Address* ③	Consignee's Account Number	I f C I C A A S	It is agreed that the goods described herein are accepted in apparent good order and condition (excep for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MA CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONT INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MA CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SH THENTIN IS DRAWN TO THE NEATO CONCERNING CARRIER'S LIMITATION OF LLABLITY. Shipper such limitation of liability by declaring a higher value for carriage and paying supplemental charge if req	t as noted) Y BE RARY Y BE IPPER'S may increase uired

Figure 67: Create AWB

7. A list of existing AWBs will appear as shown in the figure below:





Master AirWaybill List												
Select	MAWB No.	Shipper	Consignee	Orgn.	Dest.	NoP	Gross Wt. (Kgs)					
0	777-64646466	MIAL PD(ONE TIM	XYZ IMPORTER	BOM	LHR	20	200					
0	777-33344872	MIAL PD (ONE TIM	GMAX CONSIGNEE	BOM	LHR	23	23					
С	777-54564031	ABC GARMENT EXP	ABC FARMACEUTIC	BOM	DXB	10	10					
0	777-34343433	ABC	XYZ IMPORTER	BOM	LHR	20	200					
0	777-54545455	ABC	XYZ IMPORTER	BOM	LHR	20	200					
0	777-11555994	MIAL PD (ONE TIM	NAIK OCEANIC EX	BOM	LHR	162	135					
0	777-67576574	MIAL PD (ONE TIM	ABC	BOM	DXB	15	165					
age 1 of 14			Go To Page	Go	Go To: 🐧 F	Previous	Next 🕨					

Figure 68: Air Waybill List

8. Select the AWB that needs to be copied and click < Ok>. AWB Details will be copied on Create AWB screen as shown in the figure below:

MAWB Saved HAWB Saved Create AWB House Manifest	Attach MAWB to HAWB Tem	nplates	
Direct Consol/HAWB AWB No.* HAWB No. Master AWB Pkgs.	Master Grs. Wt.	(Kgs.)	Ø
Shipper's Name And Address* S Shipper's Account MIAL PD(ONE TIME CUSTOMER) CREATED FOR BANK PAYMENTS BY ONE TIME CUSTOMER, MUMBAI, 400099 22222222	The AWB Details are copied. Please entr	Message er new AWB No. Verify the details and check 'Other Charg s' are as per requirement.	e re the same validity
Consignee's Name And Address* Consignee's Account XYZ IMPORTER DIAOMOND ROAD,STREET NO 2, CARDIFF,DR 1234		It is agreed that the goods described herein are accepte for carriage SUBJECT TO THE CONDITIONS OF CONTRA CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, A CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH ATTENTION IS DRAWN TO THE NOTICE CONCERNING C such limitation of liability by declaring a higher value for o	d in apparent good order and condition (except as noted) CT ON THE REVERSE HEREOF, ALL GOODS MAY BE ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY IN SHIPPER AGREES THAT THE SHIPMENT MAY BE THE CARRIERS DEMES APPROPRIATE. THE SHIPPER'S ARRIER'S LIMITATION OF LIABLITY. Shipper may increase tarriage and paying supplemental charge if required

Figure 69: Create AWB

- 9. Click <**Ok**> to close the pop-up
- 10. Enter AWB number, edit the required fields and save the AWB
- 11. Newly created AWB record will be viewed on MAWB Saved screen to generate ASI

Generate ASI from "Template" 1.5.

To generate a new Air Waybill from existing template, user needs to follow the steps mentioned below:

1. Login into GMAX application with valid login credentials







Figure 70 : Login Page

2. Switch to Exports screen will appear as shown in the figure below:

Mode : E	xports 👻 🕴 Branch :	MIAL PD(ONE TIME CUSTOMER) 🗸 🕴 Business Line: Freight Forwards	er 🗸 🕴 Qui	ck Links Helpdesk	Welcom	e : DUMMY	MIAL					Chang	ge Password	I Log Out
📰 Но	🖀 Home 🛃 e-Booking 📾 e-Customs 🛃 e-AWB 🔚 Airport													
Switch	Switch to Exports Switch to Imports Tracking Applicable Charges Change Transaction Password													
Switch														
													- e	
Add	New AWB	MAWB No. Search AWB	Show A											()
Detai	ls MAWB No.	Agent Name	Dest.	Last Updated	ASI	СО	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
4	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	0	<u>ZZ6464</u>	0	3085	Ø	Ø			8	Ø
a	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	0	0	0	155	0	0			8	0
a	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	Q	690	0	Q			8	0
a di seconda di second	777-65757576	ABC	LHR	02 Aug 14 17:03	0	<u>ZZ4343</u>	0	250	Ø	Q			8	Q
A	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	0	+		Ø	Ø			×	0
4	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	0	0	+		Ø	Ø			×	0

Figure 71: Switch To Exports

- 3. Click on <Add New AWB> button as highlighted in the above figure
- 4. User will be navigated to **Create AWB** screen as shown in the figure below:





E Home	🛃 e-Booking	💼 e-Customs	🛃 e-AWB	Airport		
MAWB Saved	HAWB Saved C	reate AWB Quick Upc	ate House Mani	iest Attach MAWE	I to HAWB Templates	
Create AWB as/	from New	∨ Direct ⊙	Consol/HAWB 🔘	AWB No.*		0
Shipper's Name	2 And Address* 3	Shipper's /	ccount Number		Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity	
Consignee's Na	ame And Address* 🧿	Consignee's J	ccount Number		It is agreed that the goods described herein are accepted in apparent good order and condition (exce for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS M CARRIED BY ANY OTHER MEANS INCLUDING ROAD CR ANY OTHER CARRIER UNLESS SPECIFIC CON INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT M CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER CEMS APPROPRIATE. THE ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABUITY. Shipper such limitation of liability by declaring a higher value for carriage and paying supplemental charge if rec	pt as noted) AY BE TRARY AY BE HIPPER'S may increase quired

Figure 72: Create AWB

- 5. By default, option 'New' will be selected in 'Create AWB as/from' field (Refer above figure)
- 6. Select option 'Template' from drop down list as highlighted in the figure below:

📻 Home 👌 <u>e-Booking</u> 📻 e-Customs 🌄 e-AWB 📻 Airport	
MAWB Saved HAWB Saved Create AWB House Manifest Attach MAWB to HAWB Tem	plates
Create AWB as/from New Direct Consol/HAWB AWB No.*	©
Shipper's Name And Template Shipper's Account Number	Not Negotiable AIR WAYBILL Issued By Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity
Consignee's Name And Address* Consignee's Account Number	It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPPENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPRORIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

Figure 73: Create AWB

7. A list of existing templates will appear as shown in the figure below:





 Quick Set 	earch				
 AWB Ten 	nplate list				
Select	Template No.	Template Name	Date	Туре	EditDelete
0	40	SAMPLE	04/08/2014	HAWB	
0	39	SAMPLE	04/08/2014	HAWB	
0	38	TEMPLATE	04/08/2014	HAWB	
0	37	TEMPLATE	04/08/2014	HAWB	
0	36	TEMPLATE	04/08/2014	HAWB	
0	35	TEMPLATE	04/08/2014	HAWB	
0	34	TEMPLATE	04/08/2014	HAWB	
0	33	546	04/08/2014	MAWB	
0	32	TEMPLATE	04/08/2014	HAWB	
0	31	TEMPLATE	04/08/2014	HAWB	
ige 1 of 4		Go To Page	Go Go	To:	Next

Figure 74: Templates

8. Select the template that needs to be copied and click <**Ok**>. AWB Details will be copied on **Create AWB** screen as shown in the figure below:

MAWB Saved HAWB Saved Create AWB House Manifes	Attach MAWB to HAWB Templates	
Direct Consol/HAWB AWB No.* Master AWB Pkgs.	Master Grs. Wt. (kgs.)	0
Shipper's Name And Address* Shipper's Accour	Message The Template is copied. Please verify the details and enter new AWB no Ok	ve the same validity
Consignee's Name And Address* Consignee's Accour	t Number It is agreed that the goods described herein are for carriage SUBJECT TO THE CONDITIONS OF C CARRIED BY ANY OTHER MEANS INCLUDING RO INSTRUCTIONS ARE GIVEN HEREON BY THE SHIT CARRIED VIA INTERNEDIATE STOPPING PLACES	accepted in apparent good order and condition (except as noted) CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE AD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY PPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE WHICH THE CARRIER DEBMAS APPROPRIATE. THE SHIPPER'S
DIAOMOND ROAD,STREET NO 2, CARDIFF,DR 1234	ATTENTION IS DRAWN TO THE NOTICE CONCER such limitation of liability by declaring a higher val	NIING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase lue for carriage and paying supplemental charge if required

- Figure 75: Create AWB
- 9. Click <**Ok**> to close the pop-up
- 10. Enter AWB number, edit the required fields and save the AWB
- 11. Newly created AWB record will be viewed on MAWB Saved screen to generate ASI





2. Map Preferred Trade Partners

GMAX provides a unique feature where a booking or a Job created by FF can be forwarded to CHA. For this, user needs to select CHA name from the list. These CHA names can be mapped using **Map Preferred Trade Partner** module. Not only for mapping CHA organizations, but this module also facilitates for mapping organizations related to Airlines, Chamber of Commerce, CHA, Freight Forwarder etc.

To map a preferred trade partner, user needs to follow the steps mentioned below:

1. Login into GMAX application with valid login credentials



Figure 76: Login Page

2. Switch to Exports screen will appear as shown in the figure below:

Mode	: Export	s 🔫 🕴 Branch : I	NIAL PD(ONE TIME CUSTOMER) - Business Line: Freight Forwarder	🚽 🗌 Qui	ick Links Helpdesk 1	Welcome	e : DUMMY	MIAL					Chan	ge Password	Log Out
	📰 Home 🛃 e-Booking 📰 e-Customs 🛃 e-AWB 🔚 Airport														
Swit	Switch to Exports Switch to Imports Tracking Applicable Charges Change Transaction Password														
	📖 🚨 💷														
A	Add New AWB MAWB No. Search AWB Show All												7		
De	tails	MAWB No.	Agent Name	Dest.	Last Updated	ASI	CO	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
	4	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42	۷	<u>ZZ6464</u>	Ø	3085	Ø	Ø			8	Q
	2	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55	0	0	0	155	0	0			8	0
	2	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37	0	<u>ZZ555</u>	Ø	690	Ø	0			8	0
	2	777-65757576	ABC	LHR	02 Aug 14 17:03	0	ZZ4343	0	250	Ø	0			8	0
	2	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30	0	0	+		Ø	0			×	0
	2	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17	0	0	+		Q	0			×	Ø

Figure 77: Switch To Exports





- 3. For navigating to **Admin** module, click option **Mode** as highlighted in the above figure and select the option **Admin**
- 4. User will be navigated to **Admin** module. By default, Roles & Rights screen will appear as shown in the figure below:

🎳 Org. Profile	🖬 Roles & Rights	🎳 User Mgn	nt 🛛 🚮 Configuration	off Trac	de Partners	💌 Da	ta Export	Not	her Charges
Create View									
 Organization Roles 	\$						0		
Role	Descriptio	n		Rights			Action		
Organization Admin	This is Organization Admin respor other users	Isible for managing A A A A A A	ccept Quotation ccess Contract Details .dd Charge Code .dd CostHeads .dd Job Sequence			^			
Branch User	Branch User	م م م م	dd Charge Code (dd Job Sequence (dd Pre-Alert Booking (dd Service Tax (dd Service Tax Item			× ×	20		

Figure 78: Roles & Rights

- 5. Click the option Trade Partners as highlighted in the above figure
- 6. By default, Customer Master List screen will appear as shown in the figure below:

🎳 Org. Profile 🛛 🗖	Roles & Rights	🎳 User Mgi	mt 🍯	🗊 Config	uration 🛃	Trade Partners	📓 Data Expo	ort 🛛 🛃 Ot	her Charges
Customer Master Custo	omer Master List	Map Preferred Trade	Partner	View Pref	erred Trade Partner	s Consignee Mas	ter Consignee li	st	
Customer Search									
Organization Name:		Clear							
• Organizations								U	
Customer Name	IECode	Business Line	City	Country	Emai	iIID	Contact	Action	
1	1232412131	Both	Mumbai	India	will.joe@gmail.com		123123213	20	
Imagica Business services	7894565555	Both	Mumbai	India	manoj.jangle@imagica	a.com	02222122333		
agility crago	2487568755	Both			agility@gmail.com		347684555897		
SELA ENTERPRIZES	4593033211	Both	Mumbai	India	suraj.sela@sela.co.in		022-3555 4444444		
Acer Computers Pvt Ltd	8909890989	Both	Mumbai	India	ranjit.virdi@kalelogisti	ics.in	6679990191	20	
Page 1 of 2					Go To Pag	ge	Go Go To: 4 Previ	ous Next 🕨	

Figure 79: Customer Master List

7. Click the option **Map Preferred Trade Partner** as highlighted in the above figure. **Map Preferred Trade Partner** screen appears as shown in the figure below





Customer Master 0	Customer Master List 📔 🛛	lap Preferred Trade Partner	View Preferred Trade F	Partners Consignee N	laster View Consignee
▼ Trade Partner					
Organization Relation*	Select	v	Organization Type*	Select	v
Select Organizat	tion				
NOTE: Relations which are	e already existing will be ignore	d.			
Save					

Figure 80: Map Preferred Trade Partner

- 1. Select 'Organization Relation' as 'Preferred'
- 2. Click on 'Organization Type' drop down list. This list provides available business lines
- 3. Select 'CHA' from the drop down list
- 4. Now, click on **<Select Organization>** button. 'Select Organizations' pop-up appear on the screen as shown in the figure below:

Search Organizations		×
Name:	Location: Search	9
Begin search to select organization(s)		
_		_
Select		Cancel
		///

Figure 81: Select Organizations

- 5. To search a particular organization, type the organization name in 'Name' field
- 6. If the organization has multiple branches, user can enter the location of the branch in 'Location' field to get specific search results
- 7. Note that, an organization cannot be searched on the location parameter alone
- 8. Enter organization name and clicks on **Search**> button. Result will be displayed as shown in the figure below:





Search Organizations						
Name: 4 record	ABC Location:		Search			
	Organization	City	Country			
	ABC Clearing Enterprise	Mumbai	India			
	ABC CLG. ENTERPRISES	Mumbai	India			
	ABC LOGISTICS PVT.LTD	Mumbai	India			
	ABC OVERSEAS SHIPPING	Mumbai	India			
Select			Cancel			
			///			

Figure 82: Search Organizations

- 9. Select an organization that needs to be mapped with your organization. For this, click the check box provided against each organization name. Multiple selections is allowed
- 10. Now, user needs to click on the **<Select>** button. **Map Preferred Trade Partner** screen appears as shown in the figure below:

Trade Partner							
Organization Relation*	Preferred	~	Organization Type*	CHA		*	
Select Organizat	lion						
NOTE: Relations which are	already existing will be ignored.						
Branches	O EXA & COMPANY KOLKATA		Trade Partner		Branches		
	O EXA & COMPANY BENGALURU		ABC LOGISTICS PVT.LT	D	ABC LOGISTICS PVT.LTD		٢
	O EXA & COMPANY MUMBAI						
Save							

Figure 83: Trade Partners

- 11. Selected organization(s) along with its branch(s) will appear as highlighted in the above figure
- 12. Select the branch name which needs to be mapped with your organization/ organization branch as displayed in the figure below:





 Trade Partner 								
Organization Relation*	Preferred	¥	Organization Type*	CHA		~		
Select Organizat	ion							
NOTE: Relations which are already existing will be ignored.								
Branches	O EXA & COMPANY KOLKATA		Trade Partner		Branches			
O EXA & COMPANY BENGALURU	O EXA & COMPANY BENGALURU		ABC LOGISTICS PVT.LTD		ABC LOGISTICS PVT.LTD			
	EXA & COMPANY MUMBAI							
Save								

Figure 84: Trade Partner

- 13. Selection made in the above figure indicates that organization 'ABC LOGISTICS PVT LTD' is mapped with 'EXA & COMPANY MUMBAI'
- 14. Click on **Save** button
- 15. Selected organization branch and user organization branch will be set as preferred trade partners. A confirmation pop-up will be displayed on the screen as shown in the figure below:



Figure 85: Trade Partner Status pop-up

- 16. Click <**OK**> to close the pop-up
- 17. Newly created trade partner can be viewed on **View Preferred Trade Partner** screen as shown in the figure below:

Customer Master Customer Master List Map Preferred Trade Partner View Preferred Trade Partners Consignee Master View Consignee								
Trade Partners								
Organization Name	Organization Type	Organization Branch	Relationship	User Branch	Delete			
ABC LOGISTICS PVT.LTD	Freight Forwarder	A BC LOGISTICS PVT.LTD	Preferred	EXA & COMPANY MUMBAI	0			
Birla Logistics	Shipper		Preferred	EXA & COMPANY MUMBAI	0			
MGM FORWARDRES	Shipper	MGM FORWARDERS	Preferred	EXA & COMPANY MUMBAI	0			

Figure 86: View Preferred Trade Partners