

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

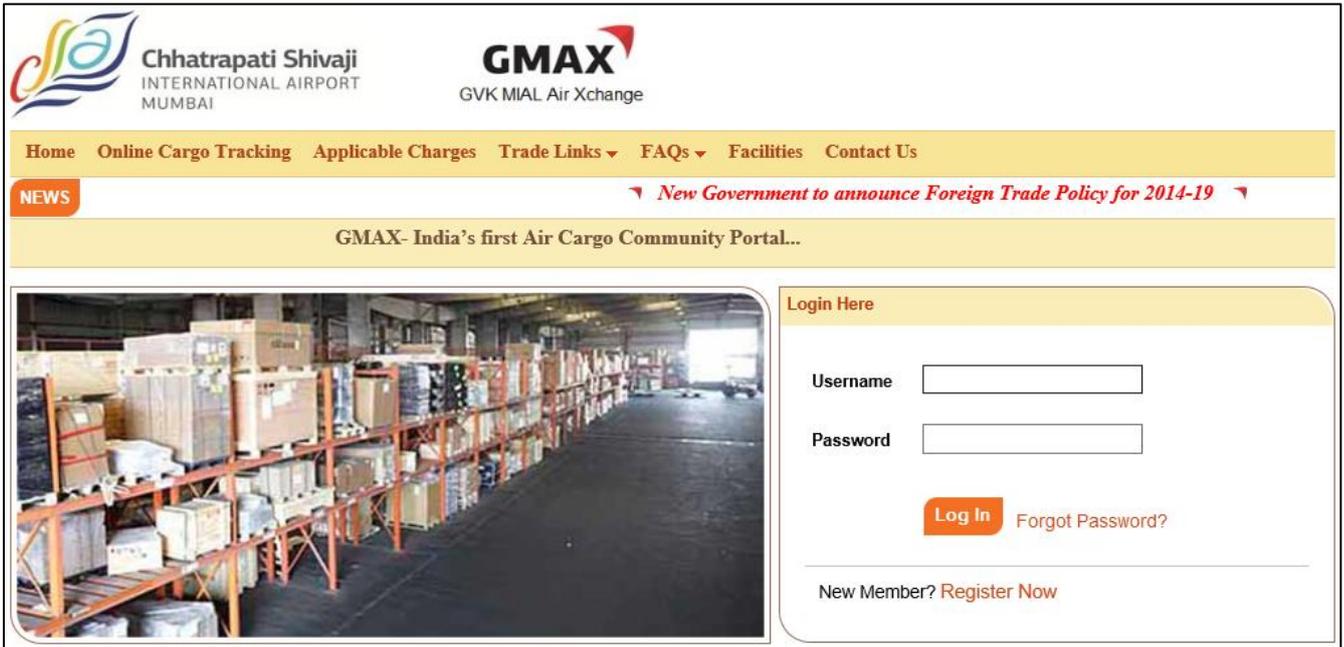


Figure 1: Login Page

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

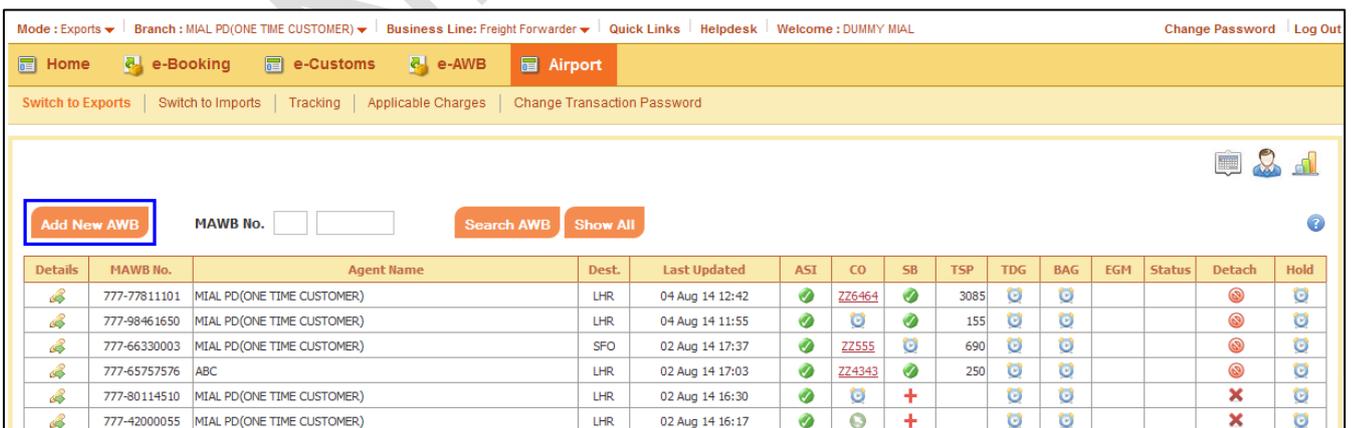


Figure 2: Switch To Exports

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:

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:

Figure 4: Add Shipper/ Consignee

Airport of Departure [Addr. of First Carrier] and Requested Routing

MUMBAI 

To	By first Carrier	To	By	To	By
DXB	AIR INDIA LTD	LHR			

Airport of Destination	Requested Flight/Date
LONDON HEATHROW AIR	AI 131 31/01/2014 



Flight Details of origin to routing point. In this case, Mumbai to DXB



Flight Details of routing point to destination. In this case, DXB to London

Figure 8: routing Details

13. Select Charge Code from 'Charg. Code' drop down list

14. To add dimension details, user needs to click the 'Add' icon () as highlighted in the figure below:

Handling Information

PLS INF CNEE IMMD ON ARR OF CGO MARKS N NO:

SCI Code: T1 Commodity: Select

Rates as agreed

Dimensions	No. of Pieces*	Gross Wt.*	Unit	Rate Class*	Commo Item No	Chargeable Wt.	Rate/Charges*	Total	Nature of Goods*	Action
1 	20	200	Kgs	Select		200		0	GARMENTS	

Prepaid

Weight Charge: 0.00

Valuation Charge: 0.00

Tax:

Total Other Charg. Due Agent:

Total Other Charg. Due Carrier:

Collect

Other Charges (ChargeCode ChargeAmount)

Due Agent	ChargeCode	ChargeAmount

Due Carrier *

Due Carrier	ChargeCode	ChargeAmount

Figure 9: Create AWB

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

No. Pcs*	Units	Length*	Width*	Height*	Volume(CBM)	Action
	cm					+

Ok Cancel

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
18. 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:

Other Charges (ChargeCode ChargeAmount)

Due Agent

MYA	700.00	SCA	700.00				

Due Carrier *

CGC	500.00	MYC	1000.00				

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

BIRLA GROUP

Signature of Shipper or his Agent

Executed on [Date] 19/06/2014 At [Place]* BOM MUMBAI Signature

Total Collect Charge Remark

Select CHA

Select

Save Save As Template

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

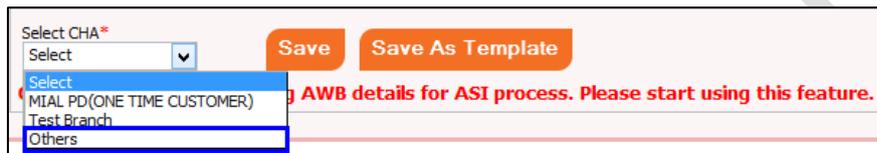


Figure 12: Selecting Adhoc CHA

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 No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kgs)	Edit AWB	Copy AWB	ASI	Attach Job	CO	Add SB	TSP	T&T	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	Receipt	SIR
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status		
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status		
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135					ZZ9526	56023	5660.00							Send	Send	Upload		Update Status	View Receipt
777-67576574	04/08/2014	BOM	DXB	ZZ	MAWB Created	15	165						+							Send	Send	Upload		Update Status		
777-45436694	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5						+							Send		Upload		Update Status		
777-45436650	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5						+							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

Figure 16: Login Page

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

Mode : Exports | Branch : MIAL PD(ONE TIME CUSTOMER) | Business Line: Freight Forwarder | Quick Links | Helpdesk | Welcome : DUMMY MIAL | Change Password | Log Out

Home | e-Booking | e-Customs | e-AWB | **Airport**

Switch to Exports | Switch to Imports | Tracking | Applicable Charges | Change Transaction Password

Add New AWB MAWB No. Search AWB Show All

Details	MAWB No.	Agent Name	Dest.	Last Updated	ASI	CO	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42		Z26464		3085						
	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55				155						
	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37		Z2555		690						
	777-65757576	ABC	LHR	02 Aug 14 17:03		Z24343		250						
	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30										
	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17										

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 | **Create AWB** | Quick Update | House Manifest | Attach MAWB to HAWB | Templates

Create AWB as/from: Direct Consol/HAWB AWB No.*

Shipper's Name And Address* 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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

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: Direct Consol/HAWB From Stock AWB No.*

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

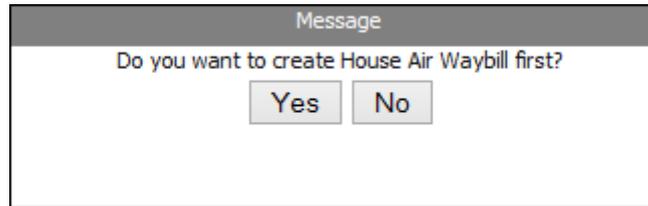


Figure 20: Create Direct AWB screen

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

House Manifest

▼ Create HAWB

HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>										
<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>										
<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>										

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:

House Manifest

▼ Create HAWB

HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
31111	ABC	<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>								
<input type="text"/>	ABC#SV ROARD #BOM	<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>								
<input type="text"/>	ABCD SHIPPER TEST TEST TEST TEST TEST TEST#LINKING ROAD#BOM	<input type="text"/>	Select ▼	Selec ▼	<input type="text"/>								

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 () located beside 'Shipper' field. 'Add Shipper/Consignee' pop-up will appear on screen. Enter all mandatory details as shown in the figure below:

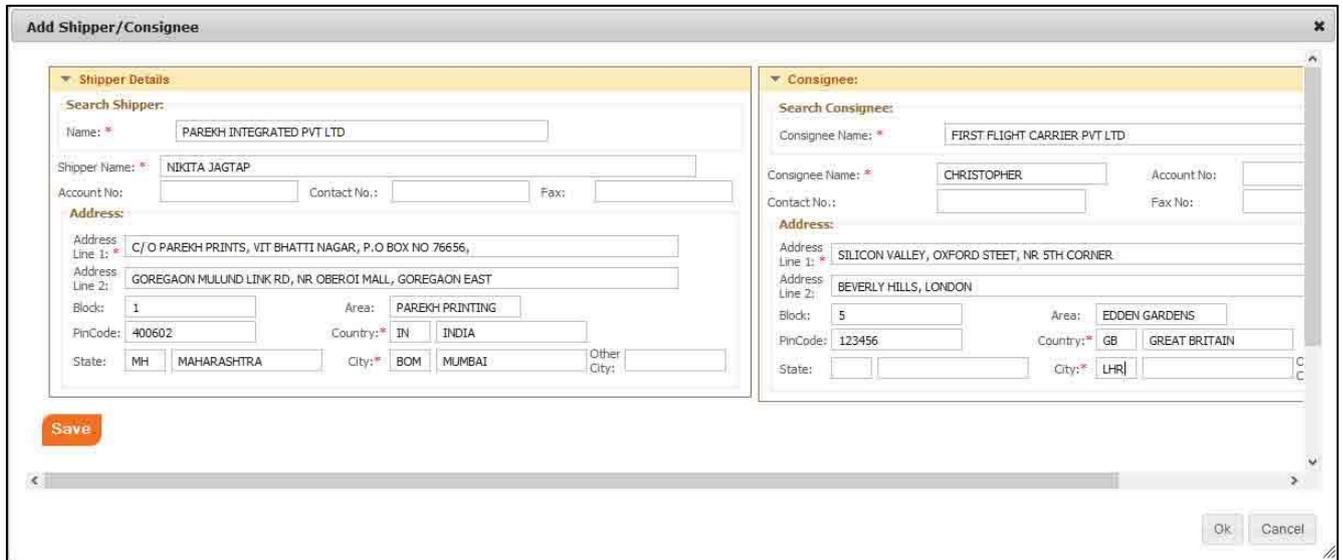


Figure 23: Add Shipper/ Consignee

- 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:

A pop-up window titled "Special Handling Code" with a close button (X) in the top right corner. It contains a table with three columns and three rows of empty input fields. At the bottom right, there are "Ok" and "Cancel" buttons.

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:

A pop-up window titled "Optional Shipping Information" with a close button (X) in the top right corner. It contains a large empty text area for input. At the bottom right, there are "Ok" and "Cancel" buttons.

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:

A "House Manifest" pop-up window with a "Create HAWB" dropdown menu. It features a table with the following columns: HAWB No.*, Shipper*, Consignee*, Org.*, Destn.*, Pkgs.*, Gross WT.*, Currency*, Charge Code*, Cargo Desc.*, Special Handling Code, Optional Shipping Information, Copy, and Action. The table contains two rows of data, with the second row highlighted in blue. Below the table are "Save" and "Clear" buttons, and a "Close" button at the bottom right. A green plus icon in the bottom right corner of the table area is highlighted with a blue box.

HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross WT.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
31111	ABC	XYZ IMPORTER	BOM	LHR	10	100	INR	PX	GARMENTS				
	ABC	XYZ IMPORTER	BOM	LHR	10	100	INR	PX	GARMENTS				

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:

The screenshot shows the 'Create AWB' interface. At the top, there are fields for 'Create AWB as/from' (set to 'New'), 'Direct' (radio button), 'Consol/HAWB' (radio button, selected), 'AWB No.' (777), and a reference number (34343433). There is an 'Add House Manifest' button. Below these are two summary fields: 'Master AWB Pkgs.' (20) and 'Master Grs. Wt. (Kgs.)' (200,000), both highlighted with a blue border. A table below shows the details of the houses:

Sr No.	HAWB No.	HAWB Date	Shipper	Packages	Gross Wt
1	31111	04/08/2014	ABC	10	100
2	32222	04/08/2014	ABC	10	100

Below the table are several form sections: 'Shipper's Name And Address' (with an 'Add' icon), 'Shipper's Account Number', 'Not Negotiable', 'AIR WAYBILL', 'Issued By', and 'Copies 1,2 and 3 of this Air Waybill are Originals and have the same validity'. There is also a disclaimer text. Below that is 'Consignee's Name And Address' (with an 'Add' icon) and 'Consignee's Account Number'. At the bottom, there are 'Issuing Carrier's Agent Name and City' and 'Accounting Information' fields.

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

Routing Details

Origin Port: * BOM MUMBAI Destn. Port: * LHR LONDON HEATHROW AIR

Via 1: DXB DUBAI INTERNATIONAL A Via 2:

Ok Close

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:

Airport of Departure [Addr. of First Carrier] and Requested Routing MUMBAI			
To DXB	By first Carrier AIR INDIA LTD	To LHR	By
Currency Code INR	Charg. Code * Select	WT/VAL Select	Other Select Value for Carriage Value for customs
Airport of Destination LONDON HEATHROW AIR * AI	Requested Flight/Date 		Amount of Insurance 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 30: Create AWB

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

Airport of Departure [Addr. of First Carrier] and Requested Routing

MUMBAI

To	By first Carrier	To	By	To	By
DXB	AIR INDIA LTD	LHR			

Airport of Destination	Requested Flight/Date
LONDON HEATHROW AIR	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> * AI 131 31/01/2014 </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> AI 131 31/01/2014 </div>

Flight Details of origin to routing point. In this case, Mumbai to DXB

Flight Details of routing point to destination. In this case, DXB to London

Figure 31: routing Details

19. Select Charge Code from 'Charg. Code' drop down list

20. To add dimension details, user needs to click the 'Add' icon () as highlighted in the figure below:

Handling Information

PLS INF CNEE IMMD ON ARR OF CGO
MARKS N NO:

SCI Code T1 Commodity Select

Rates as agreed

Dimensions	No. of Pieces	Gross Wt.*	Unit	Rate Class*	Commo Item No	Chargeable Wt.	Rate/Charges*	Total	Nature of Goods*	Action
1	20	200	Kgs	Select		200		0	CONSOL CARGO	+

<p>Prepaid</p> <p>Weight Charge Collect</p> <p>0.00</p> <p>Valuation Charge 0.00</p> <p>Tax</p> <p>Total Other Charg. Due Agent</p> <p>Total Other Charg. Due Carrier</p>	<p>Other Charges (ChargeCode ChargeAmount)</p> <p>Due Agent</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>Due Carrier *</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																																

Figure 32: Create AWB

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

No. Pcs*	Units	Length*	Width*	Height*	Volume (CBM)	Action
	cm					+

Ok Cancel

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:

Other Charges (ChargeCode ChargeAmount)

Due Agent

MYA	700.00	SCA	700.00				

Due Carrier *

CGC	500.00	MYC	1000.00				

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

BIRLA GROUP

Signature of Shipper or his Agent

Executed on [Date] 19/06/2014 At [Place]* BOM MUMBAI Signature

Total Collect Charge Remark

Select CHA

Select

Save Save As Template

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 "[Section 2 - Map Preferred Trade Partners](#)" 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

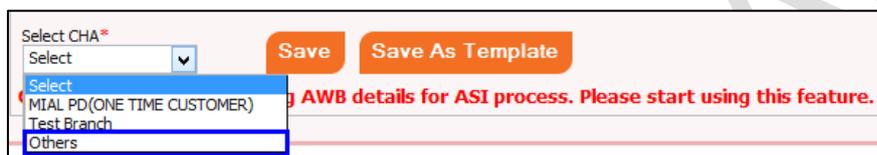


Figure 35: Selecting Adhoc CHA

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 Saved HAWB Saved Create AWB Quick Update House Manifest Attach MAWB to HAWB Templates																										
Quick Search																										
Saved MAWB <input type="checkbox"/> Load Entire Organization MAWBs																										
MAWB No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kgs)	Edit AWB	Copy AWB	ASI	Attach Job	CO	Add SB	TSP	T&T	HAWB View	HAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	Receipt	SIR
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status		
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status		
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135					ZZ9526	56023	5660.00						Send	Send	Upload		Update Status	View Receipt	
777-67576574	04/08/2014	BOM	DXB	ZZ	MAWB Created	15	165						+							Send	Send	Upload		Update Status		
777-45436694	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5						+							Send		Upload		Update Status		
777-45436650	04/08/2014	BOM	LHR	ZZ	MAWB Created	36	48.5						+							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

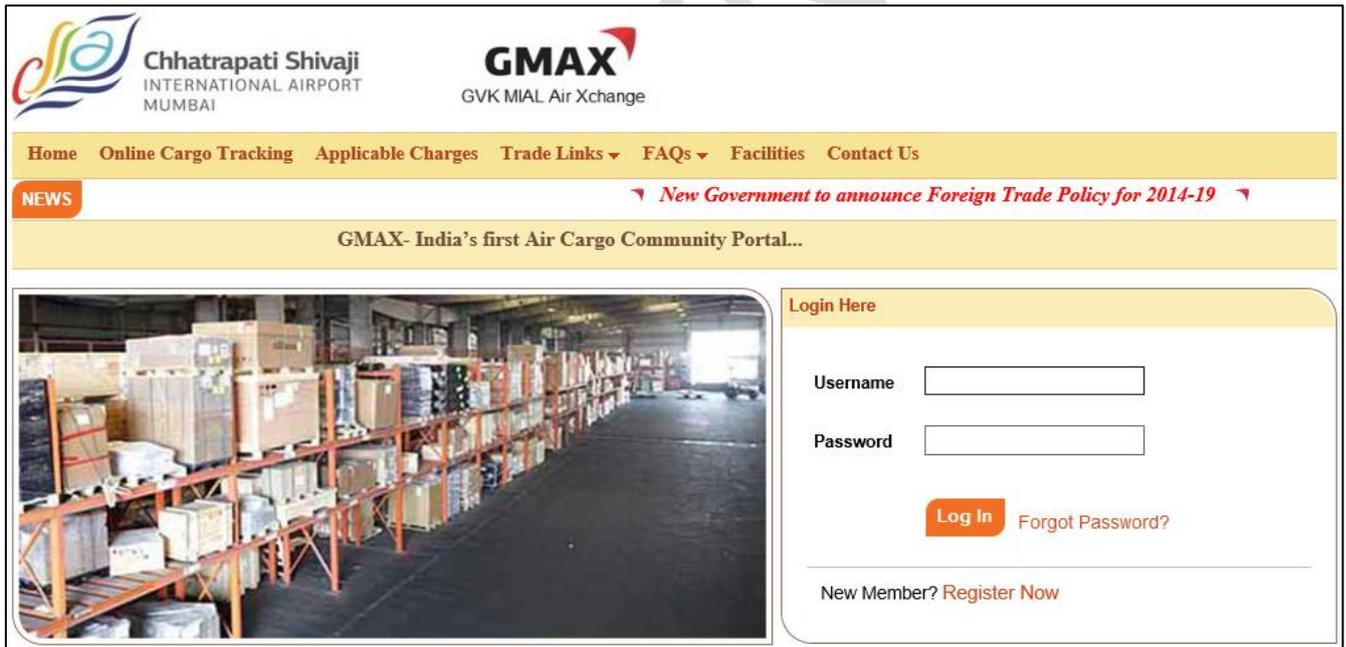


Figure 39: Login Page

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

Mode : Exports | Branch : MIAL PD(ONE TIME CUSTOMER) | Business Line: Freight Forwarder | Quick Links | Helpdesk | Welcome : DUMMY MIAL | Change Password | Log Out

Home | e-Booking | e-Customs | e-AWB | **Airport**

Switch to Exports | Switch to Imports | Tracking | Applicable Charges | Change Transaction Password

Add New AWB MAWB No. Search AWB Show All

Details	MAWB No.	Agent Name	Dest.	Last Updated	ASI	CO	SB	TSP	TDG	BAG	EGM	Status	Detach	Hold
	777-77811101	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 12:42		Z26464		3085						
	777-98461650	MIAL PD(ONE TIME CUSTOMER)	LHR	04 Aug 14 11:55				155						
	777-66330003	MIAL PD(ONE TIME CUSTOMER)	SFO	02 Aug 14 17:37		Z2555		690						
	777-65757576	ABC	LHR	02 Aug 14 17:03		Z24343		250						
	777-80114510	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:30										
	777-42000055	MIAL PD(ONE TIME CUSTOMER)	LHR	02 Aug 14 16:17										

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 | **Create AWB** | Quick Update | House Manifest | Attach MAWB to HAWB | Templates

Create AWB as/from: Direct Consol/HAWB AWB No.*

Shipper's Name And Address* 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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

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: Direct Consol/HAWB AWB No.*

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

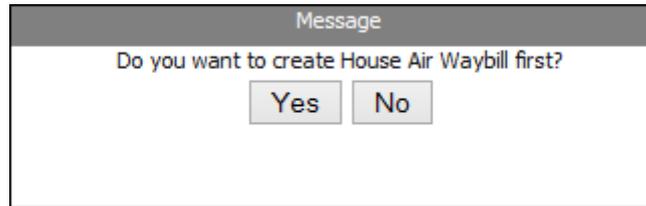


Figure 43: Create Direct AWB screen

- 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 <input type="radio"/> Consol/HAWB <input checked="" type="radio"/>	AWB No.* 777	64646466
Master AWB Pkgs.	Master Grs. Wt.(Kgs.)		
Shipper's Name And Address*	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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability 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 CUSTOMER,			
MUMBAI,400099			
22222222			
Agent's IATA Code	CASS Addr.	Reference Number	Optional Shipping Information
1234567			
Airport of Departure [Addr. of First Carrier] and Requested Routing			
To	By First Carrier	To	By
	TEST AIRLINE		
Currency Code	Charg. Code	WT/VAL	Other
INR	* Select	Select	Select
Value for Carriage	Value for customs		

Figure 44: Create AWB

- To add Shipper and Consignee details, click 'Add' icon () placed in front of respective fields
- To enter other MAWB details, [Click here](#)
- Newly generated MAWB record can be viewed on **MAWB Saved** screen as highlighted in the figure below:

MAWB No.	MAWB Date	Orgn. Dest.	Carrier	Status	NoP	Gross Wt. (Kgs)	Edit AWB	Copy AWB	ASI	Attach Job	CO	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													Send		Upload		Update Status	
777-33344872	04/08/2014	BOM LHR	ZZ	MAWB Created	23	23													Send	Send	Upload		Update Status	
777-54564031	04/08/2014	BOM DXB	ZZ	MAWB Created	10	10													Send		Upload		Update Status	
777-34343433	04/08/2014	BOM LHR	ZZ	MAWB Created	20	200													Send	Send	Upload		Update Status	
777-54545455	04/08/2014	BOM LHR	ZZ	MAWB Created	20	200													Send	Send	Upload		Update Status	
777-11555994	04/08/2014	BOM LHR	ZZ	MAWB Created	162	135					ZZ9526	56023	5660.00						Send	Send	Upload		Update Status	View Receipt

Figure 45: MAWB Saved

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

HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
							Select	Select					

Save **Clear**

Figure 46: House Manifest

- 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.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
31111	ABC						Select	Selec					
	ABC#SV ROAD #BOM						Select	Selec					
	ABCD SHIPPER TEST TEST TEST TEST TEST#LINKING ROAD#BOM						Select	Selec					

Save **Clear**

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 () located beside 'Shipper' field. 'Add Shipper/Consignee' pop-up will appear on screen. Enter all mandatory details as shown in the figure below:

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:

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 () placed under the column 'Optional Shipping Information'. A pop-up appears on the screen as shown in the figure below:



The image shows a pop-up window titled "Optional Shipping Information". It contains a large empty text area for entering information. At the bottom right of the window, there are two buttons: "Ok" and "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:

House Manifest													
▼ Create HAWB													
HAWB No.*	Shipper*	Consignee*	Org.*	Destn.*	Pkgs.*	Gross Wt.*	Currency*	Charge Code*	Cargo Desc.*	Special Handling Code	Optional Shipping Information	Copy	Action
31111	ABC	XYZ IMPORTER	BOM	LHR	10	100	INR	PX	GARMENTS				
	ABC	XYZ IMPORTER	BOM	LHR	10	100	INR	PX	GARMENTS				

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.
 4. 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:

Attach MAWB to HAWB									
MAWB No.*	Origin:	Destination:	Total Pkgs.	Total Grs. Wt.(Kgs.)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Available HAWBs									
<input type="checkbox"/>	HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kgs)	Shipper	Consignee	
<input type="checkbox"/>	32222	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER	
<input type="checkbox"/>	31111	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER	
<input type="checkbox"/>	HAWB12322123	04/08/2014	IND	DXB	12	50TESTAIR		TEST CONSIGNEE	
<input type="checkbox"/>	MAWB12345674	04/08/2014	IND	ASA	12	50TEST ORGANIZATION		TEST CONSIGNEE	
<input type="checkbox"/>	HAWB12312123	04/08/2014	IND	UKR	12	100QUALITY		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 MAWB to HAWB									
MAWB No.*	Origin:	Destination:	Total Pkgs.	Total Grs. Wt.(Kgs.)					
<input type="text" value="777"/>	<input type="text" value="64646466"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text" value="BOM"/>	<input type="text" value="LHR"/>	<input type="text" value="20"/>	<input type="text" value="200"/>					
Available HAWBs									
<input type="checkbox"/>	HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kgs)	Shipper	Consignee	
<input type="checkbox"/>	32222	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER	
<input type="checkbox"/>	31111	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER	
<input type="checkbox"/>	HAWB12322123	04/08/2014	IND	DXB	12	50TESTAIR		TEST CONSIGNEE	
<input type="checkbox"/>	MAWB12345674	04/08/2014	IND	ASA	12	50TEST ORGANIZATION		TEST CONSIGNEE	
<input type="checkbox"/>	HAWB12312123	04/08/2014	IND	UKR	12	100QUALITY		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>

MAWB Saved | HAWB Saved | Create AWB | Quick Update | House Manifest | Attach MAWB to HAWB | Templates

▼ Attach MAWB to HAWB

MAWB No: Origin: Destination: Total Pkgs. Total Grs. Wt.(Kgs.)

▼ Quick Search

▼ Available HAWBs

<input type="checkbox"/>	HAWB No.	HAWB Date	Orgn.	Dest.	NoP	Gross Wt. (Kgs)	Shipper	Consignee
<input checked="" type="checkbox"/>	32222	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER
<input checked="" type="checkbox"/>	31111	04/08/2014	BOM	LHR	10	100ABC		XYZ IMPORTER
<input type="checkbox"/>	HAWB12322123	04/08/2014	IND	DXB	12	50TESTAIR		TEST CONSIGNEE
<input type="checkbox"/>	MAWB12345674	04/08/2014	IND	ASA	12	50TEST ORGANIZATION		TEST CONSIGNEE
<input type="checkbox"/>	HAWB12312123	04/08/2014	IND	UKR	12	100QUALITY		CENTRE
<input type="checkbox"/>	HAWB2222	30/07/2014	BOM	MAN	25	250ABC		XYZ
<input type="checkbox"/>	HAWB1111	30/07/2014	BOM	LHR	25	250ABC		JOHN IMPORTS

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Figure 55: Attach MAWB to HAWB

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

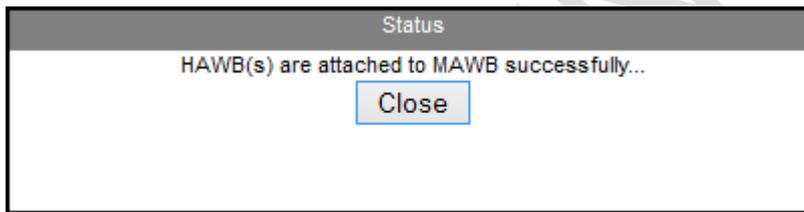


Figure 56: Success pop-up

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 Saved | HAWB Saved | Create AWB | Quick Update | House Manifest | Attach MAWB to HAWB | Templates

▼ Quick Search

▼ Saved MAWB Load Entire Organization MAWBs

MAWB No.	MAWB Date	Orgn.	Dest.	Carrier	Status	NoP	Gross Wt. (Kgs)	Edit AWB	Copy AWB	ASI	Attach Job	CO	Add SB	TSP	T&T	HAWB View	MAWB Sent	HAWB Sent	Airline ACK	MAWB	HAWB	e-Docket	Send Manifest	Update Status	Receipt/SIR
777-64646466	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send		Upload		Update Status	
777-33344872	04/08/2014	BOM	LHR	ZZ	MAWB Created	23	23						+							Send	Send	Upload		Update Status	
777-54564031	04/08/2014	BOM	DXB	ZZ	MAWB Created	10	10						+							Send		Upload		Update Status	
777-34343433	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status	
777-54545455	04/08/2014	BOM	LHR	ZZ	MAWB Created	20	200						+							Send	Send	Upload		Update Status	
777-11555994	04/08/2014	BOM	LHR	ZZ	MAWB Created	162	135					ZZ9526	56023	5660.00						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:

Details	AWB No.	Shipper	Dest.	Last Updated	ASI	Shipping Bill	Hold	CO	TC [INR]	TDG Scan	BAG Scan	EGM	Status	Detach
	77720114684	ABCD SHIPPER	LHR	29 Jul 14 16:56				ZZ8895						
	77720114673	ABCD SHIPPER	LHR	29 Jul 14 16:52				ZZ001						
	77720114695	ABCD SHIPPER	LHR	29 Jul 14 16:47				ZZ131						

Note 1: 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: 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 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 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 to attach it to your organization?

OK 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.:* 7777777770 Cargo Processing: Local Bonded

Agent Name: ABC Airline Name: Test Airline

Origin as per AWB: * BOM Destination:* LHR

Exporter Name: ABC

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



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:

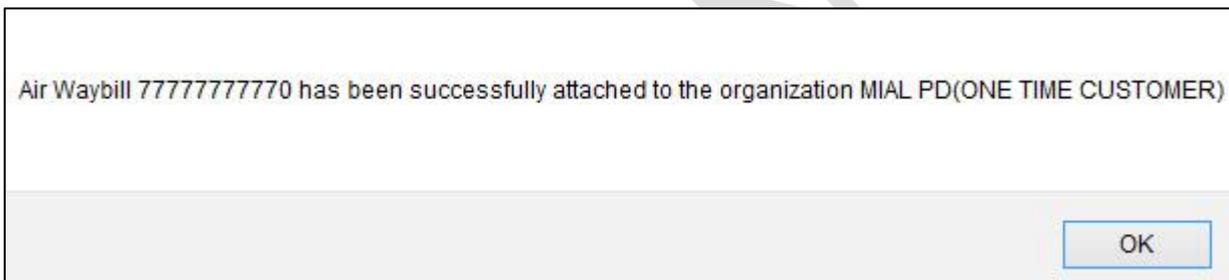


Figure 62: Success Pop-up

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:

Details	AWB No.	Shipper	Dest.	Last Updated	ASI	Shipping Bill	Hold	CO	TC [INR]	TDG Scan	BAG Scan	EGM	Status	Detach
	7777777770	MIAL PD(ONE TIME CUSTOMER)	LHR	29 Jul 14 16:53										
	77720114673	ABCD SHIPPER TEST	LHR	29 Jul 14 16:52				Z2001						
	77720114695	ABCD SHIPPER	LHR	29 Jul 14 16:47				Z2131						
	09811245787	MIAL PD(ONE TIME CUSTOMER)	DXB	28 Jul 14 16:12				Z25454	155					

Note 1: 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: 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 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

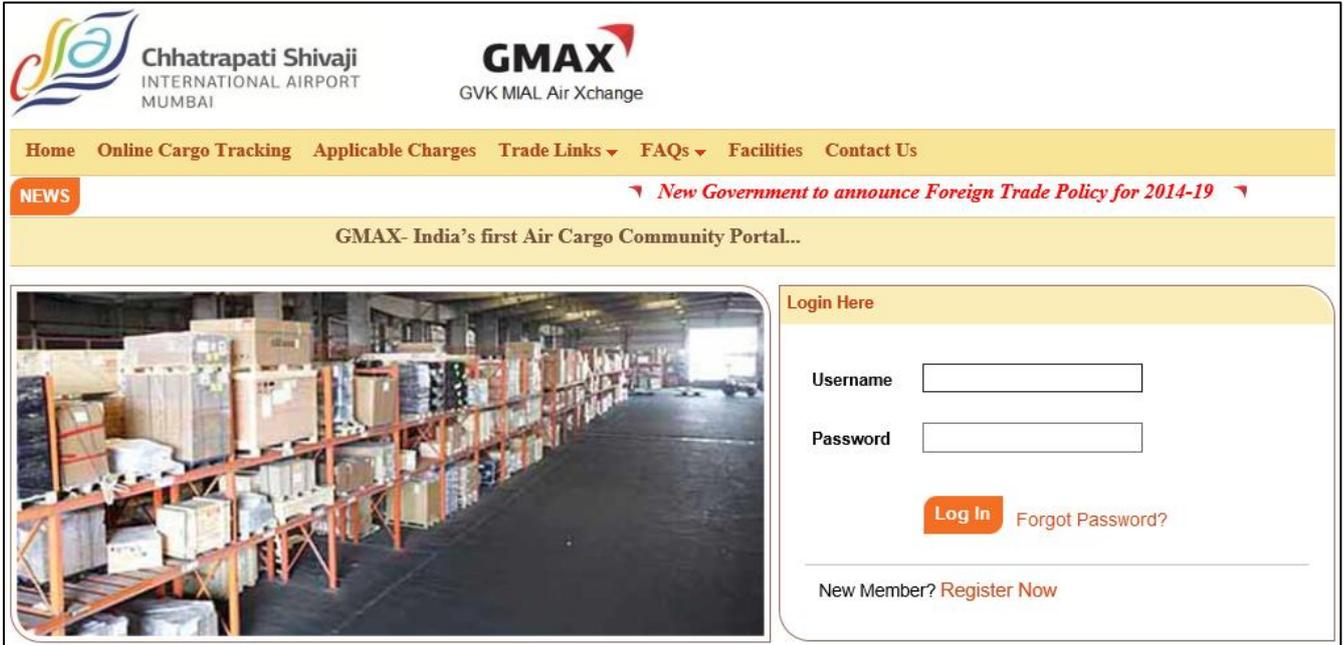


Figure 64: Login Page

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

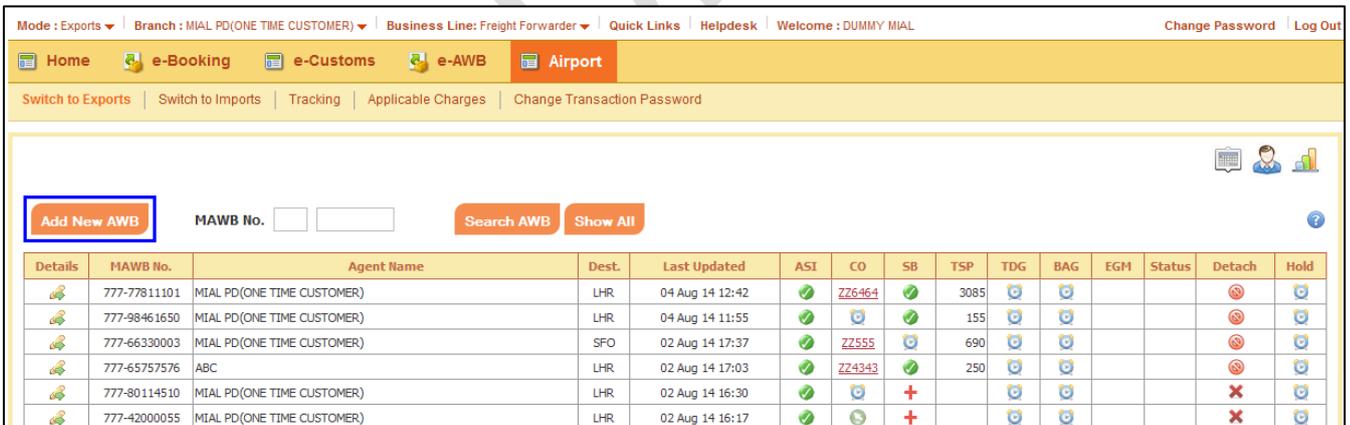


Figure 65: Switch To Exports

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 | e-Customs | **e-AWB** | Airport

MAWB Saved | HAWB Saved | Create AWB | Quick Update | House Manifest | Attach MAWB to HAWB | Templates

Create AWB as/from: **New** | Direct | Consol/HAWB | AWB No. *

Shipper's Name And Address* Shipper's Account Number

Consignee's Name And Address* Consignee'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

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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

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** (dropdown menu open showing: New, Existing AWB, Template) | Direct | Consol/HAWB | AWB No. *

Shipper's Name And Address* Shipper's Account Number

Consignee's Name And Address* Consignee'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

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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

Figure 67: Create AWB

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

Air Waybill List							
Quick Search							
Master AirWaybill List							
Select	MAWB No.	Shipper	Consignee	Orgn.	Dest.	NoP	Gross Wt. (Kgs)
<input type="radio"/>	777-64646466	MIAL PD(ONE TIM	XYZ IMPORTER	BOM	LHR	20	200
<input type="radio"/>	777-33344872	MIAL PD(ONE TIM	GMAX CONSIGNEE	BOM	LHR	23	23
<input type="radio"/>	777-54564031	ABC GARMENT EXP	ABC FARMACEUTIC	BOM	DXB	10	10
<input type="radio"/>	777-34343433	ABC	XYZ IMPORTER	BOM	LHR	20	200
<input type="radio"/>	777-54545455	ABC	XYZ IMPORTER	BOM	LHR	20	200
<input type="radio"/>	777-1155994	MIAL PD(ONE TIM	NAIK OCEANIC EX	BOM	LHR	162	135
<input type="radio"/>	777-67576574	MIAL PD(ONE TIM	ABC	BOM	DXB	15	165

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Ok

Figure 68: Air Waybill List

- 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 | Templates

Direct Consol/HAWB AWB No.*

HAWB No. Master AWB Pkgs. Master Grs. Wt.(Kgs.)

Shipper's Name And Address* Shipper's Account Number Message

MIAL PD(ONE TIME CUSTOMER)

CREATED FOR BANK PAYMENTS BY ONE TIME CUSTOMER,

MUMBAI,400099

22222222

Consignee's Name And Address* Consignee's Account Number

XYZ IMPORTER

DIAOMOND ROAD,STREET NO 2,

CARDIFF,DR 1234

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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

The AWB Details are copied. Please enter new AWB No. Verify the details and check 'Other Charge codes' are as per requirement.

Ok

Figure 69: Create AWB

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

1.5. Generate ASI from "Template"

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

- Login into GMAX application with valid login credentials

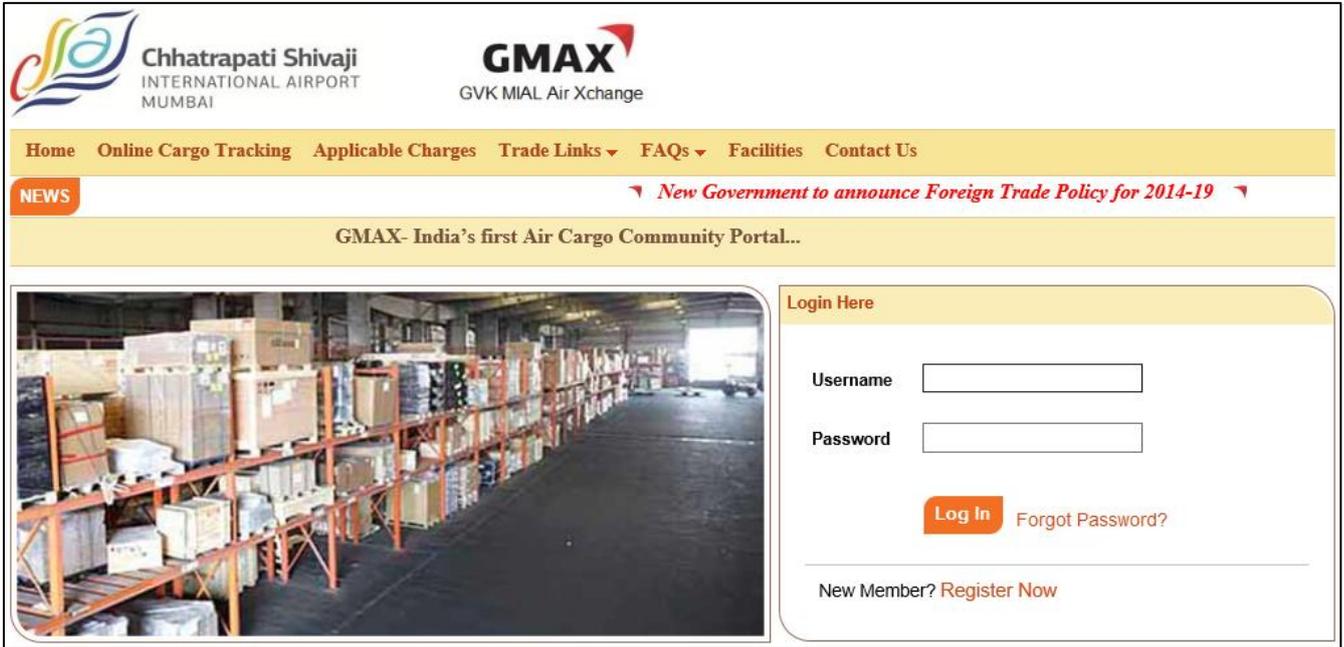


Figure 70 : Login Page

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

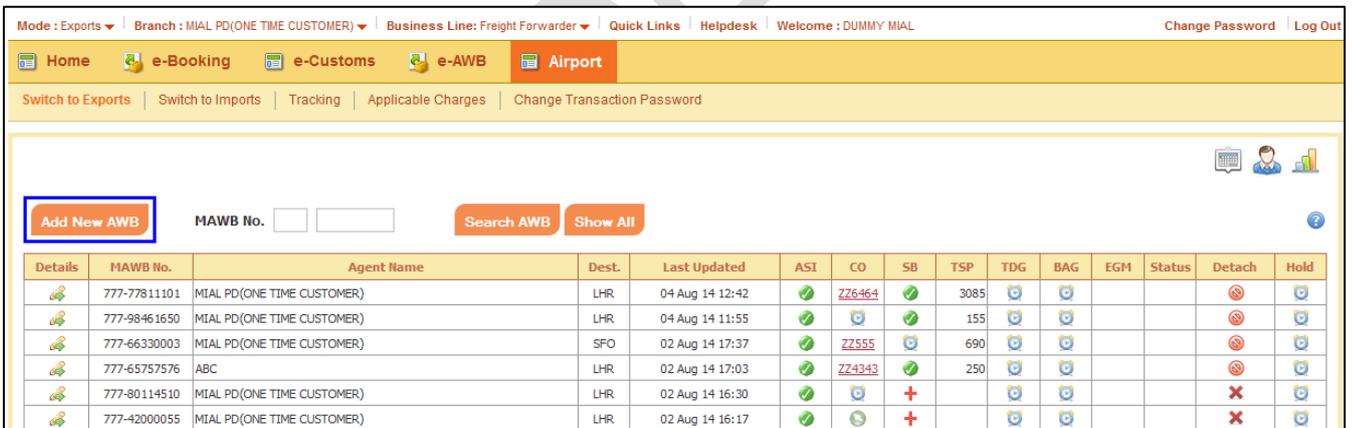


Figure 71: Switch To Exports

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:

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:

Figure 73: Create AWB

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

Templates

Quick Search

AWB Template list

Select	Template No.	Template Name	Date	Type	Edit Delete
<input type="radio"/>	40	SAMPLE	04/08/2014	HAWB	
<input type="radio"/>	39	SAMPLE	04/08/2014	HAWB	
<input type="radio"/>	38	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	37	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	36	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	35	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	34	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	33	546	04/08/2014	MAWB	
<input type="radio"/>	32	TEMPLATE	04/08/2014	HAWB	
<input type="radio"/>	31	TEMPLATE	04/08/2014	HAWB	

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Ok

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 Manifest | Attach MAWB to HAWB | Templates

Direct Consol/HAWB AWB No. *

Master AWB Pkgs. Master Grs. Wt. (Kgs.)

Shipper's Name And Address* Shipper's Account Number

ABC
SV ROARD ,
MUMBAI, 400601

Consignee's Name And Address* Consignee's Account Number

XYZ IMPORTER
DIAOMOND ROAD, STREET NO 2,
CARDIFF, DR. 1234

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 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 LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge if required

Message
The Template is copied. Please verify the details and enter new AWB no

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

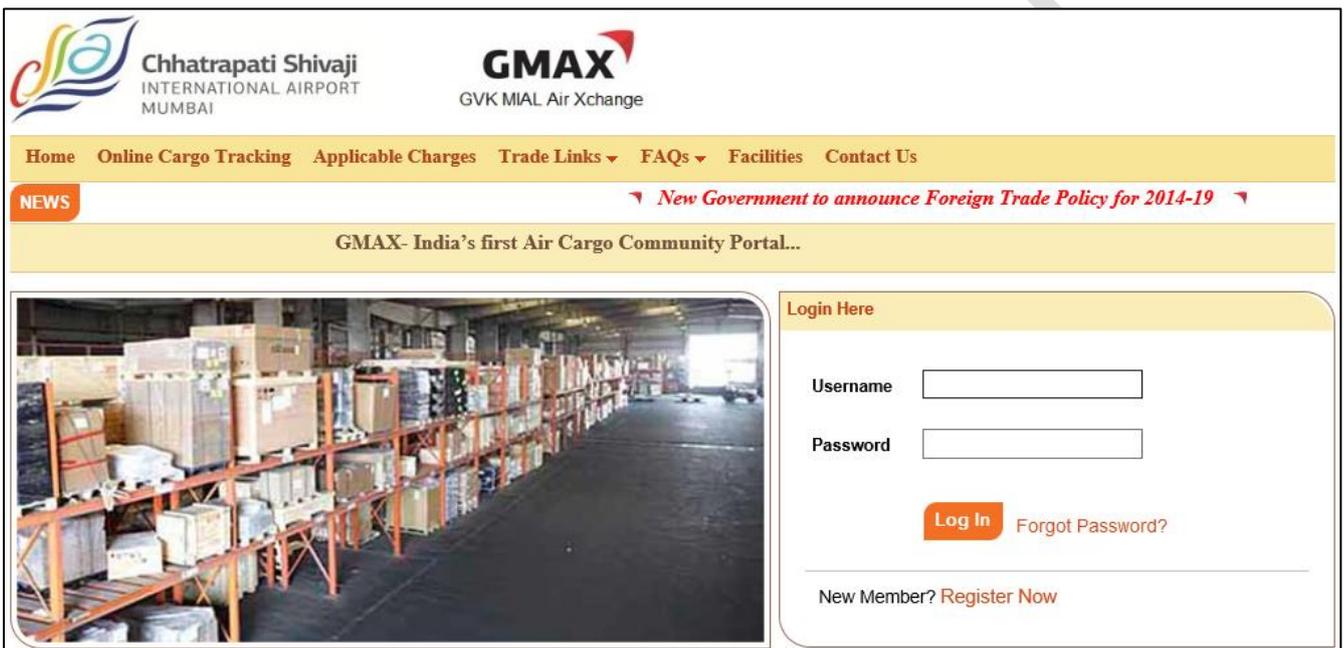


Figure 76: Login Page

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

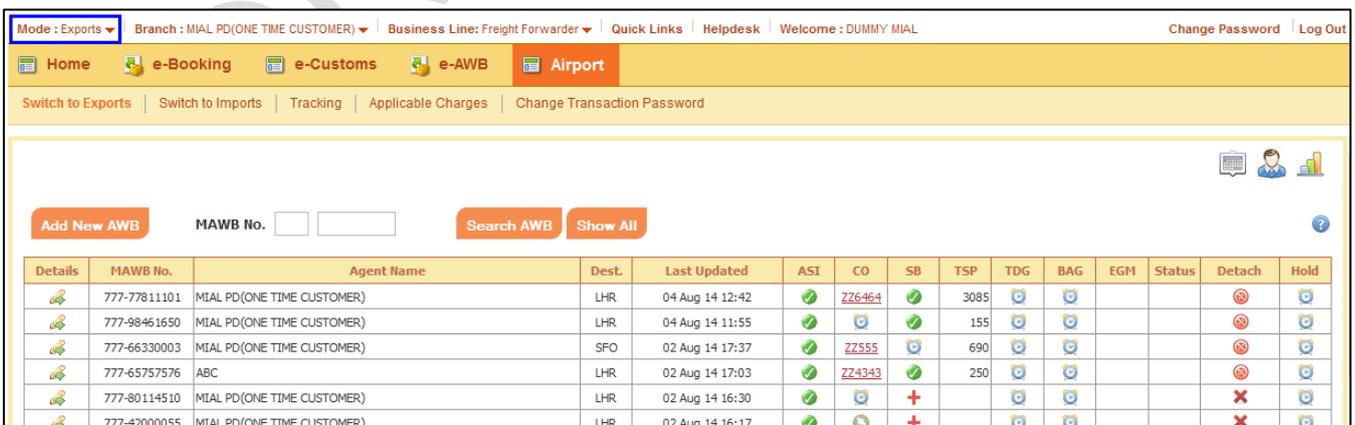


Figure 77: Switch To Exports

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

Role	Description	Rights	Action
Organization Admin	This is Organization Admin responsible for managing other users	Accept Quotation Access Contract Details Add Charge Code Add CostHeads Add Job Sequence	⬆️ ⬇️
Branch User	Branch User	Add Charge Code Add Job Sequence Add Pre-Alert Booking Add Service Tax Add Service Tax Item	⬆️ ⬇️

Figure 78: Roles & Rights

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

Customer Name	IECode	Business Line	City	Country	EmailID	Contact	Action
1	1232412131	Both	Mumbai	India	will.joe@gmail.com	123123213	🔗 -
Imagica Business services	7894565555	Both	Mumbai	India	manoj.jangle@imagica.com	02222122333	🔗 -
agility crago	2487568755	Both			agility@gmail.com	347684555897	🔗 -
SELA ENTERPRIZES	4593033211	Both	Mumbai	India	suraj.sela@sela.co.in	022-35554444444	🔗 -
Acer Computers Pvt Ltd	8909890989	Both	Mumbai	India	ranjit.virdi@kalelogistics.in	6679990191	🔗 -

Figure 79: Customer Master List

- 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

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:

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 [X]

Name: Location: **Search**

4 records found for Ajay

<input type="checkbox"/>	Organization	City	Country
<input type="checkbox"/>	ABC Clearing Enterprise	Mumbai	India
<input type="checkbox"/>	ABC CLG. ENTERPRISES	Mumbai	India
<input type="checkbox"/>	ABC LOGISTICS PVT.LTD	Mumbai	India
<input type="checkbox"/>	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* Organization Type*

Select Organization

NOTE: Relations which are already existing will be ignored.

Branches	<input type="radio"/> EXA & COMPANY KOLKATA <input type="radio"/> EXA & COMPANY BENGALURU <input type="radio"/> EXA & COMPANY MUMBAI	Trade Partner <div style="border: 2px solid blue; padding: 2px;">ABC LOGISTICS PVT.LTD</div>	Branches <input type="checkbox"/> ABC LOGISTICS PVT.LTD
----------	--	--	---

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:

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:

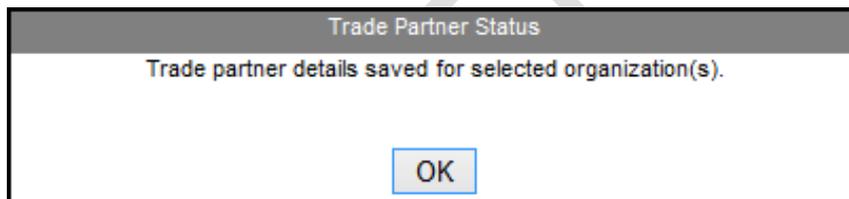


Figure 85: Trade Partner Status pop-up

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:

Organization Name	Organization Type	Organization Branch	Relationship	User Branch	Delete
ABC LOGISTICS PVT.LTD	Freight Forwarder	ABC LOGISTICS PVT.LTD	Preferred	EXA & COMPANY MUMBAI	
Birla Logistics	Shipper		Preferred	EXA & COMPANY MUMBAI	
MGM FORWARDRES	Shipper	MGM FORWARDERS	Preferred	EXA & COMPANY MUMBAI	

Figure 86: View Preferred Trade Partners