



# **Community e-Platform User Manual**

**By  
GLSHK  
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## 1 Community e-Platform Overview

Community e-Platform is a platform for shipper & forwarder to exchange shipment information in order to enhance operation efficiency, process workflow and management control.

Our products offer a solution for forwarder to manage shipment data received from shipper & airline.

EzySuite Solution allows the user to

1. Manage shipment booking from Shipper (“Shipper Booking”)
2. Manage shipment document received from Shipper (“Shipper Booking Document”)
3. Manage shipment data
4. Manage shipment tracking status to shipper

Supported document includes:

1. Shipper Letter of Instruction (“SLI”)
2. Packing List (“PL”)
3. Commercial Invoice (“CI”)
4. Certificate of Origin (“COO”)
5. Dangerous Goods Declaration (“SDDG”)
6. Shipping Instruction (“HSO”)
7. Proforma Invoice (“PI”)
8. Purchase Order (“PO”)
9. Export license (“EL”)
10. Inspection Certificate (“ISC”)

## 2 Getting Started & Log in

1. Key in [www.ezycargo.com](http://www.ezycargo.com) in the “Address” box of the **Internet Explorer** browser.

Resulting Screen is shown as below:



2. Enter your Company ID (to be assigned by GLSHK).
3. Enter your User ID (to be assigned by your system administrator).
4. Enter your password in the “**Password**” field. Your password should be pre-assigned by your system administrator and changeable by user.
5. After log in for **one** hour with no activity of the application, your session will timeout, and you will have to log in again.
6. If you forget your **Ezycargo** password, click on the hyperlink “**Forgot Your Password?**” and then submit your company ID and login ID. We will notify you of your new password through email shortly.
7. Resulting screen after logging in is shown as below:



### 3 User Guide

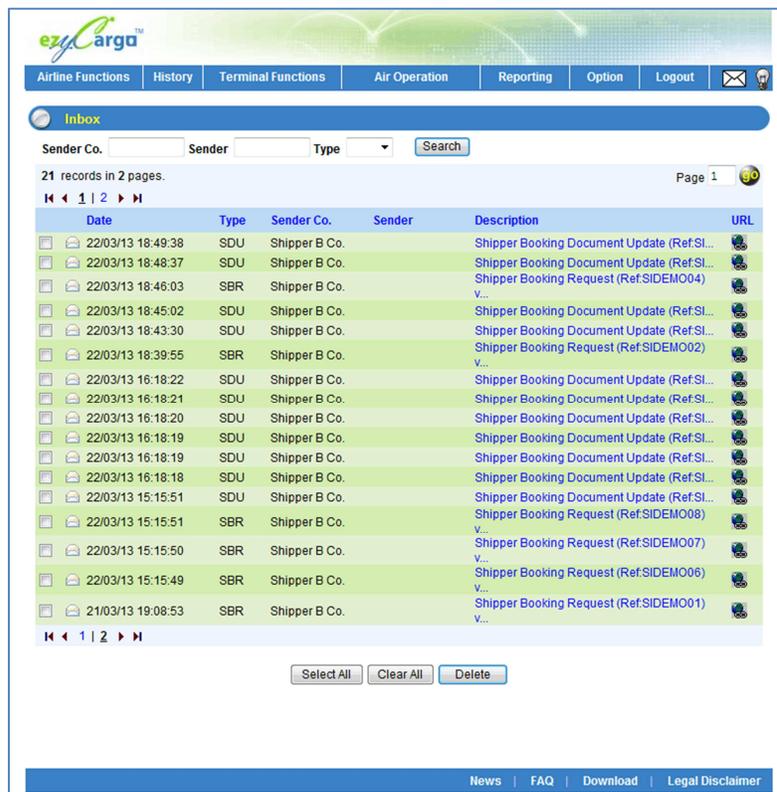
#### 3.1 Accept/Reject Shipper Booking

##### 3.1.1 Check Shipper Booking from inbox

1. After login EzyCargo, click  icon to view the inbox message.



2. If forwarder received a booking from shipper, a message will be sent to EzyCargo inbox. Click  to view the Shipper's Letter of Instructions Summary.



### 3.1.2 Check Shipper Booking from Air Operation Menu

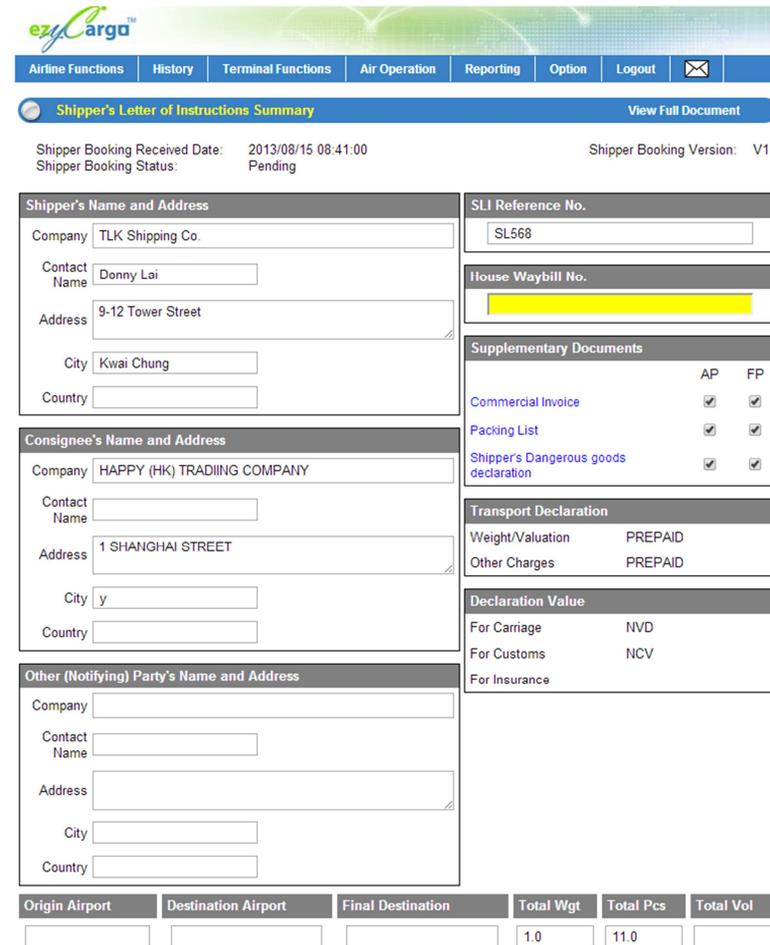
1. Click “Air Operation” -> “Shipper Booking” -> “Receive”

2. Click the “SLI Ref. No.” to display the Shipper’s Letter of Instruction Summary.

Date Time	SLI Ref. No.	Ver.	HAWB No.	Org.	Dest.	Pcs.	Wgt.	B.S.	AWB No.	Create Message
2013-03-22 17:17	SIDEMO07	1		HKG	PVG	120	211.00	✗		
2013-03-22 17:14	SIDEMO06	1	HAWB23456	HKG	PVG	120	211.00	✓	160-67307866	Edit FWB / ISAC
2013-03-22 17:13	SIDEMO05	1	HAWB1234	HKG	PVG	120	211.00	✓		Save
2013-03-22 15:16	SIDEMO08	1		HKG	PVG	120	211.00	🔄		
2013-03-21 19:11	SIDEMO04	1*		HKG	PVG	120	211.00	🔄		
2013-03-21 19:10	SIDEMO03	1		HKG	PVG	120	211.00	🔄		
2013-03-21 19:09	SIDEMO01	1		HKG	PVG	120	211.00	🔄		
2013-03-21 19:09	SIDEMO02	1*		HKG	PVG	120	211.00	🔄		

Ver. - SLI Submitted Version    Org. - Airport (Origin)    Dest. - Airport (Destination)    Pcs. - Total Pieces  
Wgt. - Total Weight    B.S. - Shipper Booking Status ( ✓ - Confirmed; ✗ - Rejected; 🔄 - Pending )

3. Shipper's Letter of Instruction summary will be shown as below.



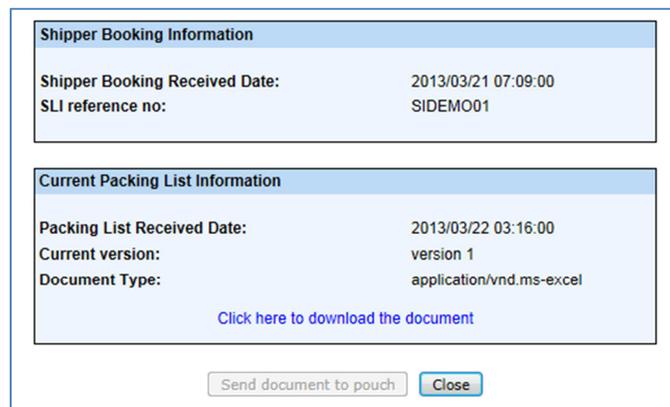
**Shipper's Letter of Instructions Summary** View Full Document

Shipper Booking Received Date: 2013/08/15 08:41:00  
 Shipper Booking Status: Pending  
 Shipper Booking Version: V1

<b>Shipper's Name and Address</b> Company: TLK Shipping Co. Contact Name: Donny Lai Address: 9-12 Tower Street City: Kwai Chung Country:		<b>SLI Reference No.</b> SL568												
<b>Consignee's Name and Address</b> Company: HAPPY (HK) TRADING COMPANY Contact Name: Address: 1 SHANGHAI STREET City: y Country:		<b>House Waybill No.</b> [Redacted]												
<b>Other (Notifying) Party's Name and Address</b> Company: Contact Name: Address: City: Country:		<b>Supplementary Documents</b> <table border="1"> <thead> <tr> <th></th> <th>AP</th> <th>FP</th> </tr> </thead> <tbody> <tr> <td>Commercial Invoice</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Packing List</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Shipper's Dangerous goods declaration</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		AP	FP	Commercial Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Packing List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shipper's Dangerous goods declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	AP	FP												
Commercial Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Packing List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Shipper's Dangerous goods declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
		<b>Transport Declaration</b> Weight/Valuation: PREPAID Other Charges: PREPAID												
		<b>Declaration Value</b> For Carriage: NVD For Customs: NCV For Insurance:												

Origin Airport	Destination Airport	Final Destination	Total Wgt	Total Pcs	Total Vol
			1.0	11.0	

4. Click the hyper-link in the "Supplementary Document", a pop up window will be displayed for open/download the document.



**Shipper Booking Information**

Shipper Booking Received Date: 2013/03/21 07:09:00  
 SLI reference no: SIDEMO01

**Current Packing List Information**

Packing List Received Date: 2013/03/22 03:16:00  
 Current version: version 1  
 Document Type: application/vnd.ms-excel

[Click here to download the document](#)

Send document to pouch

### 3.1.3 Accept/Reject Shipper Booking

1. In Shipper's Letter of Instruction summary, fill in the "House Waybill No." and click "Accept Booking" button to accept the booking

Shipper's Letter of Instructions Summary
View Full Document

Shipper Booking Received Date: 2013/08/15 08:41:00

Shipper Booking Status: Pending

Shipper Booking Version: V1

<div style="background-color: #d3d3d3; padding: 2px;"><b>Shipper's Name and Address</b></div> <p>Company <input type="text" value="TLK Shipping Co."/></p> <p>Contact Name <input type="text" value="Donny Lai"/></p> <p>Address <input type="text" value="9-12 Tower Street"/></p> <p>City <input type="text" value="Kwai Chung"/></p> <p>Country <input type="text"/></p>	<div style="background-color: #d3d3d3; padding: 2px;"><b>SLI Reference No.</b></div> <p><input type="text" value="SL568"/></p> <div style="background-color: #d3d3d3; padding: 2px;"><b>House Waybill No.</b></div> <p><input style="background-color: yellow;" type="text"/></p> <div style="background-color: #d3d3d3; padding: 2px;"><b>Supplementary Documents</b></div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">AP</th> <th style="text-align: center;">FP</th> </tr> </thead> <tbody> <tr> <td><a href="#">Commercial Invoice</a></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Packing List</a></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		AP	FP	<a href="#">Commercial Invoice</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Packing List</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	AP	FP								
<a href="#">Commercial Invoice</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
<a href="#">Packing List</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
<div style="background-color: #d3d3d3; padding: 2px;"><b>Consignee's Name and Address</b></div>										

2. In Shipper's Letter of Instruction summary, click "Reject Booking" button to reject the booking.

**Handling Information**

[View Full Document](#)

Accept Booking
Reject Booking
Back

### 3.1.4 View Shipper Booking Version Summary

1. Click "Air Operation" -> "Shipper Booking" -> "Receive"
2. Click the "Ver." of the selected shipper booking
3. The shipper booking version summary will be shown

Shipper Booking Version Summary

Date

Booking Status

Record Per Page

SLI Reference No: DEMO007    Shipper Co.: Shipper B Co.

3 records in 1 page(s) 1

Date Time	Type	Ver.	Org.	Dest.	Pcs.	Wgt.	HWB No.	B.S.	A.P.	F.P.	AWB No.
2014-08-12 10:38	SLI	1	HKG	PVG	120	211.00	TEST	✓			
2013-08-22 14:14	PO	1									
2013-06-20 09:42	SLI	2	HKG	PVG	120	211.00		⚙️			

Ver. - SLI Submitted Version    Org. - Airport (Origin)    Dest. - Airport (Destination)    Pcs. - Total Pieces

Wgt. - Total Weight    B.S. - Shipper Booking Status ( ✓ - Accepted; ✗ - Rejected; ⚙️ - Pending; 🚫 - Unavailable )

A.P. - Document sent to airline pouch ( ✓ - Accepted; ⚙️ - Pending )

F.P. - Document sent to forwarder pouch ( ✓ - Accepted; ⚙️ - Pending )

## 3.2 Manage Shipper Documents

### 3.2.1 Assign AWB and send document(s) to pouch

1. Click "Air Operation" -> "Shipper Booking" -> "Receive"
2. Fill in the "AWB No." in selected shipper booking record and press "Save" button. OR
3. Select multiple shipper booking records and fill in the "AWB No." at the top of the list and then press "Save Selected" button

Shipper Booking Summary

**Shipper Booking Summary**

Date   HAWB No.  AWB No.  Shipper Co.

Airport (Origin)  Airport (Destination)  Total Pieces  Total Weight  Record Per Page

Booking Status

AWB No.

5 records in 1 page(s)

<input type="checkbox"/>	Date Time	SLI Ref. No.	Ver.	HAWB No.	Org.	Dest.	Pcs.	Wgt.	B.S.	AWB No.	FSU	Create Message
<input type="checkbox"/>	2014-08-12 10:39	DEMO008	2		HKG	PVG	120	211.00	✖			
<input type="checkbox"/>	2014-08-12 10:38	DEMO007	1*	TEST	HKG	PVG	120	211.00	✔	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>
<input type="checkbox"/>	2014-08-08 11:30	DEMO0013	2	TEST	HKG	PVG	120	211.00	✔	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>
<input type="checkbox"/>	2014-07-31 15:41	DEMO002	2	testcase4	HKG	NYC	500	1.00	✔	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>
<input type="checkbox"/>	2014-07-29 14:47	DEMO0011	1	testcase3	HKG	NYC	500	1.00	✔	160-59681042	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> FWB/ISAC

Ver. - SLI Submitted Version    Org. - Airport (Origin)    Dest. - Airport (Destination)    Pcs. - Total Pieces  
Wgt. - Total Weight    B.S. - Shipper Booking Status ( ✔ - Accepted; ✖ - Rejected; ⚙ - Pending; ⚠ - Unavailable; )

4. After click the save button, and dialog box will be prompted as below for you to send document(s) to pouch.

AWB No:

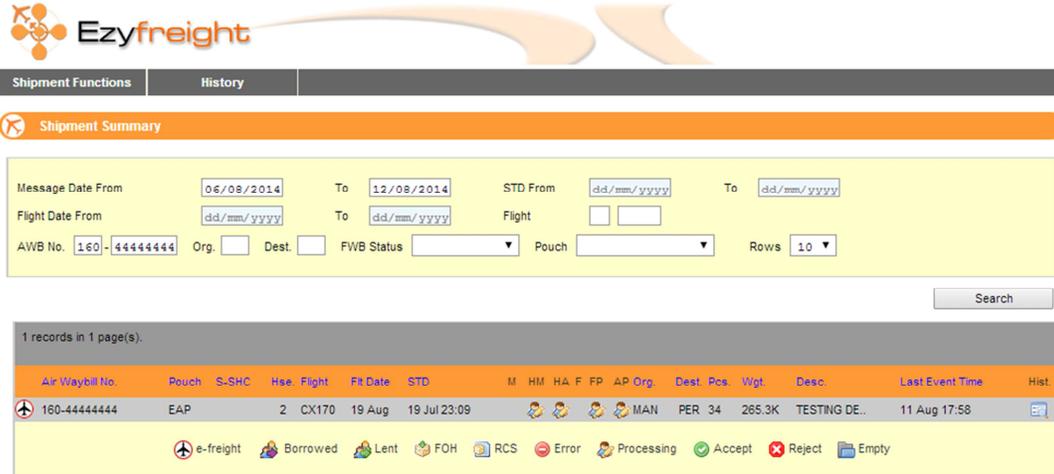
Org:  Dest:

HWB No: TEST99999

Supplementary Documents			
Document Type	Version	Airline Pouch	Forwarder Pouch
Commercial Invoice	1 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Packing List	1 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 3.2.2 View document(s) in Airline/Forwarder Pouch

1. Click “Air Operation”->”Ezyfreight”
2. Input the searching criteria and then click “Search”
3. Click  of airline pouch/forwarder pouch to view document(s)



**Ezyfreight**

Shipment Functions | History

**Shipment Summary**

Message Date From: 06/08/2014 To: 12/08/2014 STD From: dd/mm/yyyy To: dd/mm/yyyy  
 Flight Date From: dd/mm/yyyy To: dd/mm/yyyy Flight: [ ] [ ]  
 AWB No. 160-44444444 Org. [ ] Dest. [ ] FWB Status: [v] Pouch: [v] Rows: 10 [v]

Search

1 records in 1 page(s).

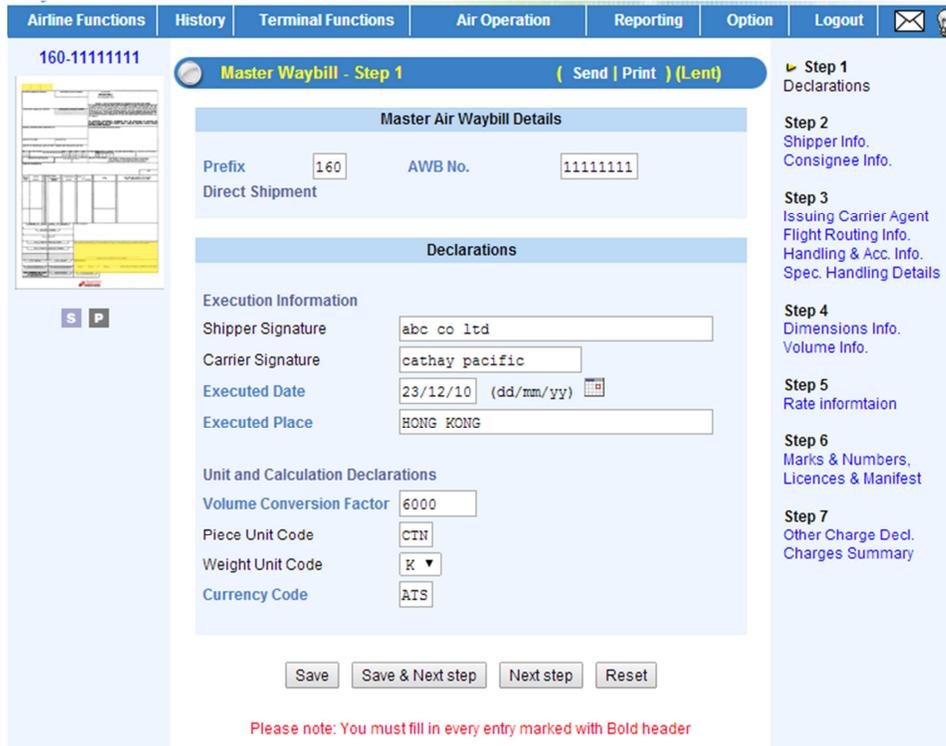
Air Waybill No.	Pouch	S-SHC	Hse	Flight	Flt Date	STD	M	HM	HA	F	FP	AP	Org	Dest	Pcs	Wgt	Desc	Last Event Time	Hist
 160-44444444	EAP		2	CX170	19 Aug	19 Jul 23:09							MAN	PER	34	265.3K	TESTING DE...	11 Aug 17:58	

 e-freight 
  Borrowed 
  Lent 
  FOH 
  RCS 
  Error 
  Processing 
  Accept 
  Reject 
  Empty

### 3.3 Manage Shipment Data

#### 3.3.1 Create FWB

1. Click “Air Operation” -> “Shipper Booking” -> “Receive”
2. Click “FWB” of selected shipper booking, it will re-direct to the FWB function and some information will be pre-filled in the FWB



**160-11111111**

**Master Waybill - Step 1** ( Send | Print ) (Lent)

**Master Air Waybill Details**

Prefix **160** AWB No. **11111111**  
 Direct Shipment

**Declarations**

Execution Information  
 Shipper Signature **abc co ltd**  
 Carrier Signature **cathay pacific**  
 Executed Date **23/12/10** (dd/mm/yy)  
 Executed Place **HONG KONG**

Unit and Calculation Declarations  
 Volume Conversion Factor **6000**  
 Piece Unit Code **CTN**  
 Weight Unit Code **K**  
 Currency Code **ATS**

Save Save & Next step Next step Reset

Please note: You must fill in every entry marked with Bold header

Step 1  
Declarations

Step 2  
Shipper Info.  
Consignee Info.

Step 3  
Issuing Carrier Agent  
Flight Routing Info.  
Handling & Acc. Info.  
Spec. Handling Details

Step 4  
Dimensions Info.  
Volume Info.

Step 5  
Rate information

Step 6  
Marks & Numbers,  
Licences & Manifest

Step 7  
Other Charge Decl.  
Charges Summary

### 3.3.2 Create ISAC

1. Click “Air Operation” -> “Shipper Booking” -> “Receive”
2. Click “ISAC” of selected shipper booking, and a dialog box will be prompted as below

**Air Waybill Information**

Flight No.:

Origin:

Destination:

3. Fill in the Air Waybill information and click “Save”, it will redirect to House Air Waybill function.

Airline Functions	History	Terminal Functions	Air Operation	Reporting	Option	Logout	✉	💡
-------------------	---------	--------------------	---------------	-----------	--------	--------	---	---

Master AWB NO.: N/A

**House Air Waybill** ( )

**Detail Information**

House Waybill No.	<input style="width: 100%;" type="text"/>		
No. of Pieces	<input style="width: 30px;" type="text"/>	Gross Weight	<input style="width: 30px;" type="text"/> <small>KGM</small> ▼
Origin	<input style="width: 30px;" type="text"/>	Destination	<input style="width: 30px;" type="text"/>
Goods Description	<input style="width: 100%;" type="text"/>		
Marks	<input style="width: 100%;" type="text"/>		
Custom Declared Val.	<input style="width: 30px;" type="text"/>	Carriage Declared Val.	<input style="width: 30px;" type="text"/>
Insurance Amount	<input style="width: 30px;" type="text"/>	Currency	<input style="width: 30px;" type="text"/>
Special Handling Code	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		
SLAC	<input style="width: 100%;" type="text"/>		

Also Notified Information (Optional)

**Licences No(s)**

1 <input style="width: 80%;" type="text"/>	2 <input style="width: 80%;" type="text"/>	3 <input style="width: 80%;" type="text"/>
4 <input style="width: 80%;" type="text"/>	5 <input style="width: 80%;" type="text"/>	6 <input style="width: 80%;" type="text"/>
7 <input style="width: 80%;" type="text"/>	8 <input style="width: 80%;" type="text"/>	9 <input style="width: 80%;" type="text"/>

### 3.3.3 Send House Waybill (FZB) to shipper

1. Click “Air Operation” -> “Shipper Booking” -> “House Waybill (Shipper)”
2. Input the searching criteria and then click “Send”

Airline Functions
History
Terminal Functions
Air Operation
Reporting
Option
Logout
✉

🔍
House Waybill to shipper

House Waybill to shipper

Date(DD/MM/YY)

Shipper Co.

AWB No.

Airport (Origin)

HAWB No.

Airport (Destination)

Status   
 All ▼

Record Per Page 10 ▼

10 records in 1 page(s)

Date Time	AWB No	HAWB No	Shipper Co.	Org.	Dest.	Status
08Aug14 11:30	160-11111111	TEST	Shipper B Co.	HKG	PVG	🔄
31Jul14 15:41	160-50152583	testcase4	Shipper B Co.	HKG	NYC	✓
29Jul14 14:47	043-22222222	testcase3	Shipper B Co.	HKG	NYC	✓
29Jul14 10:29	160-50152583	testcase1	Shipper B Co.	HKG	NYC	✓
24Jul14 11:36	043-22222222	TEST99999	Shipper B Co.	HKG	NYC	🔄
06Aug13 15:13	160-11111111	HWB012345678	Shipper B Co.	HKG	SHA	✓
31Jul13 09:43	160-11111111	HWB123456	Shipper B Co.	HKG	PVG	🔄
25Jul13 16:21	160-50152583	HWB123456	Shipper B Co.	HKG	SHA	🔄
21Mar13 17:42	043-22222222	abc123456	Shipper B Co.	HKG	PVG	✓
19Mar13 18:41	160-11111111	HAWB231	Shipper B Co.	HKG	PVG	🔄

Date - Shipper Booking received date    Org. - Airport (Origin)    Dest. - Airport (Destination)

Status - FZB sent out status ( ✓ - Sent; 🔄 - Ready to send )

3. Click the "HAWB No.", it will re-direct to the FZB function and some information will be pre-filled in the FZB
4. After fill in all the House Waybill information, click "Send" to send FZB to shipper

● House Waybill to shipper

Master Air Waybill: 160   11111111	House Waybill: TEST	
------------------------------------	---------------------	--

Page 1/4

<p><b>Shipper's Name and Address</b></p> <p>Company: TLK Shipping Co.</p> <p>Contact Name: Donny Lai</p> <p>Address: 9-12 Tower Street</p> <p>City: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Tel. Number: 20123456</p>	<p><b>Shipper's Account Number</b></p> <p><input type="text"/></p> <p>Company Tax No.: <input type="text"/></p> <p>Country Code: HK</p> <p>Email: <input type="text"/></p> <p><b>Consignee's Name and Address</b></p> <p>Company: HAPPY (HK) TRADING COMPANY</p> <p>Contact Name: <input type="text"/></p> <p>Address: 1 SHANGHAI STREET</p> <p>City: Alpharetta</p> <p>Country: <input type="text"/></p> <p>Tel. Number: 12345678</p>	<p>NOT NEGOTIABLE <b>AIR WAYBILL</b></p> <p>Company: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country Code: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity</p> <p><small>It is agreed that the goods described herein are accepted in apparent good order and conditions (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 of carriage and paying a supplemental charge if required.</small></p> <p><b>Accounting Information</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p><b>Issuing Carrier's Agent Name and City</b></p> <p>Company: <input type="text"/></p> <p>Contact Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Tel. Number: <input type="text"/></p>	<p>Agent's IATA Code: <input type="text"/> - <input type="text"/></p> <p>Account No.: <input type="text"/></p>	

Save << 1 2 3 4 >>

### 3.4 Shipment tracking status to shipper history

1. Click "History" -> "Status (Shipper) History"
2. Input the searching criteria and click "Search" button
3. The Shipment Tracking Status to Shipper History will be shown

Airline Functions
History
Terminal Functions
Air Operation
Reporting
Option
Logout


 Shipment Tracking Status to Shipper History

**Shipment Tracking Status to Shipper History**

Date  

AWB No.  -

Shipper Co.

HWB No.

Shipment Tracking Status ALL ▾

Record Per Page 10 ▾

58 records in 6 page(s) 1 2 3 4 5 6 >

AWB No.	HWB No.	Status	Shipper Co.	Airline	Date Time
160-11111111	23456789	BKD	Shipper B Co.	CX	2014-05-30 11:43
160-11111111	HWB123456	BKD	Shipper A Co.	CX	2014-05-30 11:43
160-11111111	23456789	RCS	Shipper B Co.	CX	2014-05-30 11:26
160-11111111	HWB123456	RCS	Shipper A Co.	CX	2014-05-30 11:26
160-11111111	23456789	BKD	Shipper B Co.	CX	2014-05-30 11:10
160-11111111	HWB123456	BKD	Shipper A Co.	CX	2014-05-30 11:10
160-22222222	ABC1234	BKD	Shipper A Co.	CX	2013-09-02 10:26
160-22222222	ABC1234	BKD	Shipper A Co.	CX	2013-09-02 10:20
043-58070526	HWB012345678	BKD	Shipper B Co.	CX	2013-08-26 17:13
043-58070526	HWB012345678	RCS	Shipper B Co.	CX	2013-08-26 17:13

### 3.5 Receive email booking from shipper

1. There is an option for user to receive email booking from shipper.
2. To enable this option, click "Option" -> "Company Management".
3. Enable the option "Receive E-mail Booking from Shipper" (The booking is sent to your e-mail address provided by shipper, not to the e-mail address(es) stored in EzyCargo).
4. Click "Update" button to confirm receive email booking from shipper.

**Company Profile - Edit**

**Company Record**

Company ID : GLSHK

Company Name :

Company Address :

Company Contact Email :

Stock Alert Email :

Co-loader H2H Alert E-mail :

PIMA :

Max. No. Of Users : 999

Max. No. Of ConCurrent Users : 999

IATA Code :

CASS Code :

RAR Code :

Default Density Code:

Default Volume Code:

Default Weight Code:

Default Length Code:

Default Currency:

WOS ID :

WOS Default User ID :

Receive E-mail Booking from Shipper  
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