



Nippon Express USA Inc.

The Leader in Logistics Design

e-Pelican Home Delivery Service

Web Operations USPS Manual

Version 1

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Introduction and Table of Contents

The e-Pelican System is a home delivery service to Japan that provides you the customer the following benefits:

- Quick, reliable and cost-effective
 - Web Application system, Data will generate to send the Branch in second
- Much better error handling than current Gen1 system
 - Upload error message will give you more pin point error message, this will resolve the upload process faster.
- Automated, Paperless Shipping Process
- Designed Specifically for e-Commerce
- Online Tracking
 - Our on line Tracking system to view the status of cargo
- Multi-Lingual Shipping System
- E-mail Shipping Notification to Customers
 - Our system able to send the notification e-mail with tracking trace number. Customers are quick notify the cargo status.
- Cash on Delivery (COD)
- Competitive Pricing
- Flexible Duty & Tax Collection
-



The following pages will provide you with the information necessary for you to efficiently take advantage of all features in the e-Pelican System. Sections in this operating manual will be divided according to the tasks available in e-Pelican, as shown below.

Requirements and Security

The Nippon Express e-Pelican System has the following requirements. Additional software denoted below with an asterisk, is freely available via the Internet.

- Microsoft Windows XP or 7-32bits
- Microsoft Internet Explorer 7 or above * (Recommended to 7.0 or Higher)
- Adobe Acrobat Reader 8.0 or higher *
- We highly recommend that our customers use a broadband connection for accessing the e-Pelican System online



Microsoft Internet Explorer

<http://www.microsoft.com/ie>



Adobe Acrobat Reader

<http://www.adobe.com/acrobat>



Our nittsu.com domain is secured with the industry standard 128-bit ssl encryption to ensure your information is transmitted securely

Nippon Express e-Pelican uses a simple menu that will let you get your job done quickly. Please refer to the diagram below to become familiar with the user interface before you get started.

Welcome to ePelican

User Account Log In 

User ID:

Password:

Remember User ID 

Order create screen

 **NIPPON EXPRESS USA**
GLOBAL LOGISTICS PROVIDER

e-Pelican Delivery Service to Japan

Company Name: DEMO2 ACCOU
User ID: DEM201

[Home](#) **[Orders](#)** [Maintenance](#) [Inquiry](#) [Printing](#) [Support](#) [Logout](#) Thursday, M

Order Menu

Please make your selection below.

- Create New Order
- Upload Orders
- Review Orders

You have no saved or sendpending orders

You have 0 saved order(s) ready for printing.
You have 0 pending order(s) ready to send.

Please select the "Review Orders" option.
Then, click the "Review Orders" button to proceed to the next step.

Manual Order Entry

Fill in all the required information (in Bold) and click on Save Order when done.

Home	Orders	Maintenance	Inquiry	Printing	Tracking	Shipping	Support	Logout	Tuesday, January 31, 2012
------	---------------	-------------	---------	----------	----------	----------	---------	--------	---------------------------

Create New Order

Edit Order: You have no saved orders. Edit Order Review Orders...

Please complete the form below. Fields in BOLD are required.

ORDER INFORMATION

1. Order #: <input type="text"/>	4. Sender Name on Label: <input type="text"/>
2. Agent Order #: <input type="text"/>	5. Service Type: Global Parcel Express <input type="text"/>
	Dest Country/Port: <input type="text"/>
3. Order Date: 01/31/2012 <input type="text"/>	6. Message Type: Use Default <input type="text"/> Preview..

RECIPIENT INFORMATION

Search address book (optional) Reset Recipient Info

7. Is this a Gift?: Yes No

8. Recipient Information <input type="checkbox"/> (Save in address book?) Postal Code: <input type="text"/> Lookup.. Recipient Name: <input type="text"/> Yomigane Name: <input type="text"/> Address1: <input type="text"/> Address2: <input type="text"/> Address3: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>	9. Consignee Information Postal Code: <input type="text"/> Lookup.. Consignee Name: <input type="text"/> Yomigane Name: <input type="text"/> Address1: <input type="text"/> Address2: <input type="text"/> Address3: <input type="text"/> Phone: <input type="text"/>
--	--

PACKAGE INFO, WEIGHT, PAYMENT AND DELIVERY METHOD

10. Package Information Gross Weight: <input type="text"/> <input type="text"/> LBS <input type="text"/> # Of Pkgs: <input type="text"/> Volume Weight: <input type="text"/> <input type="text"/> Dimensions: Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> UOM <input type="text"/>	11. Payment & Delivery Delivery Request Time: No delivery times available <input type="text"/> Collection Type: Choose one ... <input type="text"/> Q Collection Amount (JPY): <input type="text"/> COD Payee: Choose one ... <input type="text"/> Other Charges: Handling (¥) <input type="text"/> Shipping (¥) <input type="text"/> Discount (JPY) <input type="text"/>
--	--

ADD, UPDATE, DELETE ITEMS

12. Item Information Refresh Item List Add New Item to Order...

ItemCode	Desc	Qty	Unit Price	Cur	Item Wt	UOM	Origin	N.C.V.	Se
There are no records available.									

REMARKS (OPTIONAL)

Remarks:

Save Order Review Orders...

Creating Orders

Create New Order

Order Information

1. **Order#** : this must be unique information for your order.
4. **Sender Name on Label**: This information will print in shipping label at 送り人 : line
5. **Service type**: select Global Parcel Economy or Express Drop down

5. **Service Type:** Global Parcel Express ▾

Dest Country/Port: ▾

Enter 2 digits country code, it should display port name
Please select from the list. Current list is these
JPKWS, JPKIX, CNBJS, HKHKG, KRSEL, SGSIN, TWTPE

6. **Message type**: not applicable with USPS

Recipient Information

Search address book : enter few character to look for Recipient name. It will return list of contain your character input.

8. **Recipient Information save check box** : if you check this box, after save button is click. Recipient Information is saving in Address Book.
Post Code: 7 digits number for Japan Post code Look UP key to search post code address table to display address.
Post Code is require for destination to Japan
USPS Require all English entry.
Address1: Address2: Phone: have to fill the information.
Address entry is same way of Japan address entry, such as " FUKUOKA-KEN FUKUOKA-SHI KAI-CHO 2-3-4"

Package INFO, Weight, payment and delivery method

10. Package Information

11. Payment & Delivery

Not applicable with USPS option

ADD, UPDATE, DELETE ITMES

12. Item Information

Click Add New Item to Order

Item code, description, qty, unit price, currency, Origin Net weight

These fields are require for USPS

Add Items to Order Close Window ✕

Please complete the item entry form below. Required fields in **bold**.
NOTE: Japanese text is NOT permitted in any field.

Select Item Code: ▾ Reset Item Info

Item Code:

Description:

Quantity:

Unit Price: Choose one ... ▾

Origin: Choose one ... ▾

Net Weight:

Non-Comm'l Value: No ▾

Item Set?: Single ▾

Click here to save this item to your Item Master.
Item information with the same "Item Code" will be updated.

Add Item to Order

Select Item Code: same type of concept for Recipient address book. You are type in few letter for search item code, if item code contain the letter, then it will list the item.

After enter all the information to save the Item master list, Please check box for saving data to Item Master.

Upload Order Process

To upload orders into the web, click on browse and select the file that you want to upload.

* Please use NEU Order Entry Form Template which is

Click on Upload File button to start the upload process.

If you use text file, must be tab delimited format

Upload Order File

Select an excel or tab-delimited text file to upload.

IMPORTANT: If uploading an excel file, you must use the template file provided by Nippon Express, which can be downloaded by clicking here.

Browse for a file to upload:

Browse...

Upload File

Back to Order Menu

Before you upload, read this important information...

- [Download the Order Entry Form Template](#) to use for uploading your orders in Excel format
- **UPDATED** The recipientname field will accept a MAXIMUM length of 31 english characters or 21 japanese characters *
- **UPDATED** The sendernameonlabel field will accept a MAXIMUM length of 34 english characters or 23 japanese characters *
- **UPDATED** The deliveryaddress fields will accept a MAXIMUM length of 34 english characters or 23 japanese characters *
- The heading columns in the template must not be modified
- The original formatting for the excel file must be maintained for your orders to upload successfully
- The original "Sheet" name must not be changed and should always contain the name "Order Data Entry Sheet" ([view sample](#))
- When entering order numbers that only contain digits, they should be entered with a preceding apostrophe. ([view sample](#))
- If you have problems with upload orders, please contact your local Nippon Express e-Pelican Representative

When you upload the file, file must be close from the windows.

Error message of order upload process

If the e-pelican system finds the error field of record, it will give you the detail information.

Please correct the error fields and upload again.

e-Pelican Upload Processing Error

Errors Found in Your File

 An error has occurred, please refer to the error message below...

Error No.: DATAERR1

Description: Errors found in data file.

Solution: The 6 errors listed in the table below have been found in you data file. Please make corrections to those order fields indicated below, then try your upload again.

Order No.	Field Name	Error Type
a100	PkgGrsWt	Empty
a100	UOMpkggrswt	Empty
b100	PkgGrsWt	Empty
b100	UOMpkggrswt	Empty
c100	PkgGrsWt	Empty

Please click the **"Retry"** button below to retry this upload process.

Back to Main Menu

Retry Upload

Creating Orders

The upload process is successful, press **Review All Saved Orders**.

Upload Order File

 Your file upload was successful

File Name: C:\Documents and Settings\Masashi_Shigetani\My Documents\lepelican sample data\senario\Price catagory\WVG Customer.xls

File Size: 18944 (bytes)

File Type: application/vnd.ms-excel

Status of Uploaded Orders: 0

Number of orders uploaded: 3

Number of orders with errors: 0

Create Another Order

Upload an Order File

Review All Saved Orders

Reviewing, Editing and Deleting Orders

On the Review Order Screen, you can edit or delete the order.

If the Yellow color is need to Print the shipping label to get Tracking number.

Review Orders

All saved and sendpending orders are shown here. Highlighted orders indicate a problem that must be corrected.

When ready to submit your orders, click on the "Send Orders" button below.

New Feature: You may now choose which orders to hold and keep them from being submitted to your branch.

Hold	Order No	Create Date	Order Date	Type	SenderName	Recipient	Tracking #	Options
<input type="checkbox"/>	a100	12/17/2010	12/12/2010	L	ABC Company	Yamada Taro		Edit Delete
<input type="checkbox"/>	b100	12/17/2010	12/12/2010	L	ABC Company	Sato ichiro		Edit Delete
<input type="checkbox"/>	c100	12/17/2010	12/12/2010	L	ABC Company	kato hajime		Edit Delete

Records per page: 50

Show Filter - Records: 1 to 3 of 3 - Pages: << < 1 > >>

Update Hold Status

Reset Data

LEGEND

- RED** indicates order(s) with error(s) which must be edited and corrected before the data is sent.
- ORANGE** indicates order(s) that need shipping labels to be re-printed after being modified.
- YELLOW** indicates order(s) that need shipping labels to be printed.
- WHITE** indicates order(s) that are ready to be sent.

Print Daily Shipment Report

Send Orders

Delete All Saved Orders...

Delete All SendPending Orders...

Print Bill Of Lading (USPS)

Click Option button for Edit or Delete, Hold check mark will be hold the cargo until you release.

Also, we add delete all function at bottom of review screen.

When just update or save with out tracking # use Delete all Save Orders, it will delete all orders has no tracking#.

After assigned tracking# and you still want to delete all the orders use delete all sendPending Orders, It will delete all the order has Tracking #. ** When you have hold check, then it will not delete from these function. You have to delete one by one.

Print Daily Shipment Report

Send Orders

Delete All Saved Orders...

Delete All SendPending Orders...

Creating Orders

Printing Order

Display remains counter for print require orders.

Click Preview Labels for see the PDF format label. (Require Adobe Reader to install)

Printing Menu
Please make your selection below.
Shipping Labels include all currently SAVED and MODIFIED orders. Cancelled Labels include all orders that have been

Label Type: **ePelican/USPS Global Parcel Economy**

Select a Sort Order: **Order #**

Print Pending Shipping Labels: Total Orders: **0**

Re-Print Cancelled Shipping Labels: Total Orders: **0**

Re-Print (by Order#):

Re-Print (by Tracking#):

Re-Print (by Upload/Saved Date):

Check for silent printing of labels

Preview Labels... **Review Orders**

Print preview like this. To print Nippon Express Label, must select right Printer to print.

Make sure that the Citizen CLP-521 printer/Sato Printer is selected printer and click OK to start printing the label.

Once Preview the label, System assigned the tracking Number for each order.

The screenshot shows a printer preview window. On the left is a preview of a USPS Customs Declaration form (PS Form 2976) for a 'cherry bag' with a tracking number LM 084 666 897 US. On the right is the printer selection dialog for a Citizen CLP-521 printer. The dialog includes options for Print Range (All, Current view, Current page), Page Handling (Copies: 1, Collate, Page Scaling: Shrink to Printable Area), and checkboxes for Auto-Rotate and Center, Choose paper source by PDF page size, and Use custom paper size when needed. The Units: Inches Zoom is set to 96%.

Preview Labels... **Review Orders**

Review Order Again

GPExpress (PMI shipping label)

GPExpress has same process to print shipping label.

GPExpress is communicating to USPS system with API communication.

This process will slow to bring PDF shipping image on screen.

1order has 4 shipping labels to produce.

1. Shipping label
2. Customs Declaration
3. Customs Declaration
4. Dispatch Note

You must put 2 labels in box 1 and 2

 UNITED STATES POSTAL SERVICE		PRIORITY MAIL INTERNATIONAL U.S. POSTAGE PAID San Francisco, CA 94108 PERMIT NO. 482
FROM: ABC Company 3553 nw 50st Miami FL 33142 U.S.A.		
SHIP TO: Yamada Taro Tokyo Japan Higashi 1-2 1240014 JAPAN		JAPAN
 CG052119164US		

 PG Form 2876A-055		Customs Declaration / Pro Forma Invoice This item/parcel may be opened officially.			
From: ABC Company 3553 nw 50st Miami FL 33142 U.S.A.		 CG052119164US			
To: Yamada Taro Tokyo Japan Higashi 1-2 1240014 JAPAN		Recipient Telephone No. 03-3485-373-10	Package Type Merchandise		
		Sender's Instruction: If undeliverable <input checked="" type="checkbox"/> Return to Sender			
No.	Qty	Itemized Contents	Val (USD)	Ctry. of Origin	NOTE: Item is subject to return charges at sender's expense. Gross Parcel Weight 1 lbs. 3.2 ozs. Fees Date: 1/8/2012 Total Value (USD) 49.00
1	2	test	49.00	us	
Identify the particulars given in this customs declaration are correct. This form does not contain any dangerous articles, or articles prohibited by legislation or by postal or customs regulations. There are all applicable export filing requirements under the Foreign Trade Regulations.					
PFC/EEL - NOEEI 30.37(a)		Signature of Sender ABC Company	License Number(s) N/A	Certificate Number(s) N/A	

2 label in pouch 3 and 4



PS Form 2876A-085

Customs Declaration / Pro Forma Invoice

This item/parcel may be opened officially.

From ABC Company 3553 nw 50st Miami FL 33142 U.S.A.		 CG052119164US			
To Yamada Taro Tokyo Japan higashi 1-2 1240014 JAPAN					Recipient Telephone No. 03-3485-373-10
No	Qty	Itemized Contents	Val (USD)	Ctry. of Origin	NOTE: Item is subject to return charges at sender's expense. Gross Parcel Weight 1 lbs. 3.2 ozs. Fees Date: 1/8/2012 Total Value (USD) 49.00
1	2	book	49.00	us	
<small>I certify the particulars given in this customs declaration are correct. This form does not contain any dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.</small>		PFC/EEL - NOEEI 30.37(a)			
Signature of Sender ABC Company		License Number(s) N/A	Certificate Number(s) N/A	Invoice Number N/A	



PS Form 2876A-085

Dispatch Note

This item/parcel may be opened officially.

From ABC Company 3553 nw 50st Miami FL 33142 U.S.A.		 CG052119164US			
To Yamada Taro Tokyo Japan higashi 1-2 1240014 JAPAN					Recipient Telephone No. 03-3485-373-10
Office of Exchange		Customs Stamp	Please affix labels here when required		
		Customs Duty			
PFC/EEL - NOEEI 30.37(a)		Gross Parcel Weight 1 lbs. 3.2 ozs.			
<small>I certify the particulars given in this customs declaration are correct. This form does not contain any dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.</small>		Signature of Sender ABC Company	Postage, Fees (USD)	Total Value (USD) 49.00	

Creating Orders

Review Order with Tracking number

Now system gives you the Tracking number display in Review screen.

You could edit, delete, reprint and Hold in this screen.

If you edit order after assigned tracking number, system will ask you confirmation message box.

Once edit the order, Order is highlighted to Orange. This indicated that Label must be reprint to complete the order process. If you send order to Nippon Express with out reprint. This order will not submit to Nippon Express.

Hold	Order No	Create Date	Order Date	Type	SenderName	Recipient	Tracking #	Options
<input type="checkbox"/>	a1000	12/16/2010	12/16/2010	L	ABC COMPANY	yamada taro	LM084566897US	Edit Delete Reprint

Records per page: 50 - Records: 1 to 1 of 1 - Pages: << < 1 > >>

LEGEND

- RED** indicates order(s) with error(s) which must be edited and corrected before the data is sent.
- ORANGE** indicates order(s) that need shipping labels to be re-printed after being modified.
- YELLOW** indicates order(s) that need shipping labels to be printed.
- WHITE** indicates order(s) that are ready to be sent.

Delete All Saved Order --- delete all orders did not have tracking number.

Delete All SendPending Orders – delete all orders has tracking number.

When you put hold check, both of function did not delete

2 ways to reprint the label.

One from Review Orders screen with Reprint button

Other way is to go “printing” function to reprint the label.

If you have multiple labels to print Printing function will be faster way to print the label all at once.

Creating Orders

Print BOL

Bill of lading print out:

When Nittsu driver come to pick up the cargo, you have to provide BOL.

Just print click **Print Bill of Lading (USPS)** button

Print Daily Shipment Report Send Orders

Print Bill Of Lading (USPS) 

Indicate Carrier's Name, Point of Pickup, Dates, Etc., to be Completed by N.E. U.S.A., Personnel at Point of Pickup.
STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE
RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

From Demo
2233 e. Grand ave
El Segundo Ca 90245
CA

CONSIGNEE TO: USPS LAX ICS
THROUGH: Nippon Express USA, Inc.
15500 S. Vermont Ave
Torrance, CA 90502

Shippers Bill of Lading No. GPA10000002
Carrier Name NIPPON EXPRESS USA, INC.
Carrier's Pro No. _____
Carrier's Pickup No. _____
Customer's PO No. _____

The property described herein, in accordance with the terms and conditions of contracts of carriage (contracts), received, consigned, and delivered as indicated herein, which said carrier (the said carrier being understood throughout this bill of lading) is hereby agreed to be held liable for any loss or damage to the property under the contract of carriage to the extent of the value of the property, if so insured, otherwise to deliver to another carrier on the date to and destination. It is hereby agreed, that the said carrier of all or any part of the property, and that to each party or any time interest in all or any part of the property, that any person to be performed hereunder shall be subject to the terms and conditions of the Uniform Customs Straight Bill of Lading.

Shipper hereby certifies that herein is a bill of lading with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions hereby agreed to by the originator and accepted for transit and its receipt.

PAYMENT METHOD	C.O.D. AMOUNT	PER LB.	Signature of Consignor
3rd Party			

NUMBER OF PACKAGES	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*WEIGHT
	Mall/Web/Catalog ordered items	

TOTAL OUTER PACKAGE QTY	BILL TO:	TOTAL OUTER PACKAGE WT (LBS)
	NIPPON EXPRESS USA, INC. Attn: Accounts Payable 15500 S. Vermont Ave Torrance, CA 90502	

SPECIAL DELIVERY INSTRUCTIONS:

This is to certify that the above named articles are properly classified, described and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Interstate Commerce Commission. The files herein used for this shipment conform to the specifications set forth in the box maker's certificate hereon and all other requirements of Rule 41 of the Consolidated Freight Classification. Shipper's receipt in lieu of bills, not a part of bill of lading approved by the Interstate Commerce Commission.

SHIPPER'S SIGNATURE: _____ DATE: _____

12/16/2010 9:17:01 PM

\$1.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged, but not less than \$50.00 per shipment.

Creating Orders

Sending Orders

After the label has been printed out, click on Send Orders.

On the send order screen, you will have an option to Hold or Delete the order before sending the order information to the branch.

Hold	Order No	Create Date	Order Date	Type	SenderName	Recipient	Tracking #	Options
<input type="checkbox"/>	a1000	12/16/2010	12/16/2010	L	ABC COMPANY	yamada taro	LM084566897US	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Reprint"/>

Records per page: 50 Show Filter - Records: 1 to 1 of 1 - Pages: << < 1 > >>

LEGEND

- RED** indicates order(s) with error(s) which must be edited and corrected before the data is sent.
- ORANGE** indicates order(s) that need shipping labels to be re-printed after being modified.
- YELLOW** indicates order(s) that need shipping labels to be printed.
- WHITE** indicates order(s) that are ready to be sent.

When the order is sent to the branch, a confirmation page will be displayed.

**NIPPON EXPRESS USA**
GLOBAL LOGISTICS PROVIDER

e-Pelican Delivery Service to Japan Company

[Home](#) [Orders](#) [Maintenance](#) [Inquiry](#) [Printing](#) [Support](#) [Logout](#)

Order Confirmation

3 order(s) have been sent to our branch for processing.
Thank you for choosing Nippon Express!

System Information: ePelican Generation 2 (V2.R2.M1-20080407) © Copyright 2
CORPORATE SITES: USA / JAPAN

Order Inquiry

Review Order inquiry screen and Download to excel file

Search function by Order No, Tracking No, Recipient Name, Nippon House Air Wail bill No.

Select the Search field option and enter text information into Search text box. Then Find button to search the Order information.

Inquiry Menu

Search for orders using the form below. Your search results may also be downloaded in excel format.

Search by:

Search Text:

Search Range: thru

LEGEND

ORANGE indicates order(s) that have been DELETED.

GREY indicates order(s) that have been SHIPPED.

WHITE indicates order(s) that are CURRENT.

Another option is Order date and Upload/Save order date tracking# to search the order information.

You have to use Search Range

Once you have display for your search result, you are able to download to Excel file.

Inquiry Menu

Search for orders using the form below. Your search results may also be downloaded in excel format.

Search by:

Search Text:

Search Range: thru

LEGEND

ORANGE indicates order(s) that have been DELETED.

GREY indicates order(s) that have been SHIPPED.

WHITE indicates order(s) that are CURRENT.

Your last search | by Save/Upload Date for range 12/17/2010 thru 12/17/2010

TrackingNo	OrderNo	OrderDate	SaveDate	RecipientName	Service	Status	More Info
LM084566906US	a100	12/12/2010	12/17/2010 3:1	Yamada Taro	ISAL	SENT	view items
LM084566910US	b100	12/12/2010	12/17/2010 3:1	Sato ichiro	ISAL	SENT	view items
LM084566923US	c100	12/12/2010	12/17/2010 3:1	kato hajime	ISAL	SENT	view items
N/A	a100	12/12/2010	12/17/2010 4:2	Yamada Taro	ISAL	SAVED	view items
N/A	b100	12/12/2010	12/17/2010 4:2	Sato ichiro	ISAL	SAVED	view items
N/A	c100	12/12/2010	12/17/2010 4:2	kato hajime	ISAL	SAVED	view items

Click from the TrackingNo to get detail information

Order Details

<p>Order</p> <p>Order No: a100</p> <p>Tracking No: LM084566906US</p> <p>Svc Kind: L</p> <p>Ship Inst Date: ISAL20101217JPKWSL</p> <p>Cust Code: ISAL</p> <p>Order Date: 12/12/2010</p> <p>Freight Term: P</p> <p>Coll Type: 4 Payee: <input type="text"/></p> <p>Coll Amt: 0</p> <p>Gift: N</p> <p>Sender Name: ABC Company</p>	<p>Recipient</p> <p>Name: Yamada Taro</p> <p>Address L1: Tokyo Japan</p> <p>Address L2: higashi 1-2</p> <p>Address L3: <input type="text"/></p> <p>Postal Code: 1240014</p> <p>Phone: 03-3485-373-10</p> <p>Email: <input type="text"/></p> <p>Hid Branch Code: <input type="text"/></p> <p>Consignee</p> <p>Name: Yamada Taro</p> <p>Address L1: Tokyo Japan</p> <p>Address L2: higashi 1-2</p> <p>Address L3: <input type="text"/></p> <p>Postal Code: 1240014</p> <p>Phone: 03-3485-373-10</p>	<p>Wt & Charge</p> <p>Pkg Grs Wt: <input type="text"/> LBS</p> <p>Pkg Vol Wt: <input type="text"/></p> <p>L <input type="text"/> W <input type="text"/> H <input type="text"/></p> <p>Pkg Chg Wt: <input type="text"/></p> <p>Ttl Frt Chg: <input type="text"/> USD</p> <p>Pricing Cat: WG</p>
--	---	--

Home	Orders	Maintenance	Inquiry	Printing	Support	Logout
------	--------	--------------------	---------	----------	---------	--------

Maintenance Menu

Please make your selection below.

- ▶ **Your Company and User Accounts**

This feature is currently under maintenance and will be available soon.
Keep your company profile updated so we can contact you in a moment's notice. Your user accounts and e-mail address
- ▶ **Your Item Master List**
 - ▶ [Manage Item Master](#)

Your "Item Master" should always be kept up-to-date. All orders must contain only items that exist in the item master.
- ▶ **Message Types**

This feature is currently under maintenance and will be available soon.
Your "Message Types" are your company's custom signature that we will include at the bottom of all outgoing e-mail communications.
- ▶ **Recipient & Consignee Address Book**
 - ▶ [Manage Consignee Master](#)

This "Address Book" allows you to save time during the order creation process by simply selecting the recipient from a list of saved addresses.
- ▶ **Customer Profiles**

This feature is currently under maintenance and will be available soon.
Choose this option if you have a "customer's" profile that you re-use often. Setting a default profile will stay enabled as long as you have at least one profile.
- ▶ **Tracking Numbers**
 - ▶ [Pre-Assign Tracking Numbers](#)

Allocate a block of tracking numbers for pre-assigned orders.

1. Company

[You company information to save](#)

[Not available](#)

Your Item Master List

Items information to add, change and delete

If you add the item, check box the first line of "New Item?"

If you update the item, use Search Item Master field to find the item name.

Manage Item Master

Please complete the item entry form below. Required fields in **bold**. Double-byte text is NOT permitted in any field.

 **Search Item Master**
enter a few letters of the item code...

New Item?: Click here if this will be added as a NEW item.

Item Code:

Description:

Unit Price: Choose one ...

Origin: Choose one ...

Net Weight:

Remarks:
(for reference only)

IMPORTANT NOTES:

The ePelican system no longer allows the use of "double-byte" text for the item description. To add a new item, please be sure to check the "NEW ITEM" checkbox above. Depending on the terms of your agreement, not all information above will be required.

Message Types

This Option is not available for USPS shipment

Recipient & Consignee Address Book

Recipient & Consignee information to add, change and delete

If you add the recipient or Consignee, check box the first line of "New Consignee?"

If you update the Consignee, use Search Consignee Master field to find the Consignee name.

Manage Consignee Master

Please complete the form below. Required fields in **bold**. Double-byte text allowed in fields with an asterisk (*).

 Search Consignee Master enter a few letters of the recipient name...	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="Reset Consignee Info"/>
--	----------------------	----------------------------------	---

New Consignee?: Click here if this will be added as a NEW consignee.

Postal Code:

Recipient Name: *

Yomigana Recipient: *

Address 1: *

Address 2: *

Address 3: *

Phone:

Email:

IMPORTANT NOTES:

The postal code lookup feature above will allow you to optionally use our postalmaster database for completing your recipients' prefecture and town information. Please note that the street address must still be provided.

<input type="button" value="Update Consignee"/>	<input type="button" value="Delete Consignee..."/>	<input type="button" value="Add Consignee"/>
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Customer Profiles

This is the option to set default setting for manual entry screen.

If you add the Profile, check box the first line of "New Profile?"

If you update the Profile, use Search Customer Profile field to find the Profile name.

Silent Printing: If this is Yes, You must have barcode printer with default printer. Also, Adobe Silent print Function has to be installed

USPS Label item description: If you enter this field, it will be display on label .

Set Default: If this profile is default then set "Yes"

Manage Customer Profiles

Please complete the form below. Required fields in bold.

New Profile?: Click here if this will be added as a NEW customer profile.

Profile Name:

SenderName On Label:

Collection Type: Choose one ... ▾

COD Payee: Choose one ... ▾

Package Gross Weight (UOM): (blank) ▾

Show on Label: Item Code ▾

Silent Printing: No ▾

USPS Label Item Description:

Set Default: No ▾

IMPORTANT NOTES:

To add a new profile, please be sure to check the "NEW PROFILE" checkbox above. Depending on the terms of your agreement, not all information above will be required.

Tracking Numbers

Not available for USPS shipment

Support

You could send Technical support request by e-mail

Technical Support Request

Please provide as much information as possible with regards to your technical problem.
Provide the page or section, error messages or screenshots (if any) so that we can resolve your problem as soon as possible.

Your Full Name:

Your Email Address:

Description:

(Please provide a detailed description of your problem)

1000 characters left

Attachments:

(Please attach any files, screenshots or images of the error, if any)

Browse... (optional)

Browse... (optional)

Send Request

Cancel