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Various vendors have asked for clarification in how to enter air shipments or other special means of transportation. These instructions will answer some of those questions.

Containers in LOG-NET

All transportation information will be entered during the Load Container process. LOG-NET containers cover multiple modes: international, domestic, ocean, air, and truck. Changing different fields will change the type of container the user creates. Please see the Load Container instructions for questions on what to do. These instructions are to merely clarify what to enter for air shipments.

Entering Air transportation data in LOG-NET

1. Enter Container Data

Select "Air" in the container type field, and the Container Data header will change. Instead of fields for container size, container height, Vehicle ID, and Voyage #, instead you will see fields for Master B/L and Flight #.

Carrier ID

Select the proper Carrier ID.

1. For <u>courier service</u>, select the appropriate ID for FedEx, UPS or DHL.
2. For an <u>air freight forwarder</u>, select the ID for the forwarder. If none exists, contact lognet@fender.com to set one up.
3. For a <u>hand carry</u>, enter "HAND" as the Carrier ID.

Master B/L

For the Master B/L field, please enter the following.

1. For <u>courier service</u>, enter the tracking number.
2. For an <u>air freight forwarder</u>, enter the Master Airway Bill (MAWB) provided by the forwarder.
3. For <u>hand carry</u> shipments, enter "Hand" followed by the year, month and date in YYMMDD format. *Note: this must be a <u>unique</u> number. In the event that more than one hand carry shipment takes place in the course of the day, LOG-NET will display an error message. You simply need to add an additional digit after the YYMMDD to differentiate between the same-day shipments – for example HAND110501-<u>2</u>.*
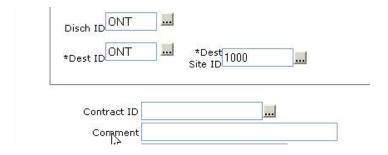
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Flight
For the Flight field, please enter the following.
1. For <u>courier service</u>, enter the Carrier ID of the carrier again or enter"001" instead.
2. For an <u>air freight forwarder</u>, enter the Flight # shown on the MAWB.
3. For a <u>hand carry</u>, enter the flight # of the ticket on the person carrying the item. If unknown, you can enter "001".

For hand carriers, you can also enter the name of the person doing the hand carry in the Comment field, although this is not required.
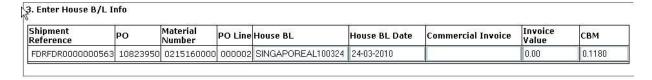

2. Enter Shipments
There is nothing done differently in this section.

3. Enter B/L Information
For the House BL field, do the following.
1. For <u>courier service</u>, enter tracking # again.
2. For an <u>air freight forwarder</u>, enter the House BL# instead of the air freight forwarder.
3. *For a <u>hand carry</u>, enter a unique number in this format: Enter the name of the Airline followed by the Year, Month, Date in YYMMDD format. If for some reason it is also in use, just add a number after it. "1", "2", etc. Below is an example using Singapore Airlines on March 24, 2010. The name of the airline does not need to be in any specific format. For this example, if you entered "SINGAPORE", "SINGAPOREAL", "SING", "SQ" (which is the two letter airline code), "618" (which is the airline prefix), or something else, it would be acceptable.*

For the House BL Date, enter the date of the shipment.

It is important to enter something into the House BL and House BL Date fields, because if there is no data in those fields, Log-Net will not send EDI information to our SAP system. So while the specific format is not critical, please enter these fields with relevant data.