

How to create shipping data

SAGAWA GLOBAL EXPRESS

Ver.1.2

2019/9/9

WEB System Access (E-CIS system)

<https://www.e-cis.sgh-global.com/Shipper/Login>

① Select Language (English, Japanese, Thai, Vietnamese, Chinese)



E-CIS System Shipper Login

Email

② Input Email address

Password

③ Input Password (When login for the first time, Password change is required)

Log in

[Forgot your password? Please click here.](#)

④ Please click here if you forgot your password. When you see the following screen, please input the email address in Email field and click the Send button. The new password will be send to your email address.

(General Term & Condition)
Please refer to the following web address.
<https://www.e-cis.sgh-global.com/en/Shipper/Term>

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www.e-cis.sgh-global.com



クリックして検証 ▶
2019-02-21 15:38 JST

+Forgot your password? Please click here.

Please type your email address above and press the Send(Reset Password) button. A new password will be sent to your email address which you may change later.

Send



There are two ways to register shipping data.

- 1. Register the shipping data one by one.
「Contract Information management」
⇒ Please see the next page.**
- 2. Upload Excel file.
「Upload Contracts」
⇒ Please see page 15.**

1. Register shipping data one by one.

Shipper Management Page Top

Operation Management

- [Contract Information Management](#)
- [Consignee Management](#)
- [Upload Contracts](#)

① Click “Contract Information Management”

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1. Register shipping data from screen

TOP / Contract Management

Contract Management - List

UnFixed Fixed

Q Search

Created: Search

Click "Add"

<input type="button" value="Fix"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>									
Id	HAWB No.	Order No	Name1	Address1	Phone No.	Created	Scan...	Descriptions	
Empty table body content									

1. Register shipping data from screen

***Required item**

Contract Management - New Registration

Login Shipper

Name SG SAGAWA USA, INC.

You can select the consignee registered. If not register, you can select from the next time after you register below. You can also register from "Consignee Management" menu.

Consignee

Select Consignee

Name *	Sagwa Taro	① Consignee name
Postal Code*	5960825	② Postal code
	Search Address	③ Input postal code and be sure to click.
Address *	9-99-99	④ Street no, Building name, etc (Required)
	HABUCHO	⑤ District, Town name (additional available)
	KISHIWADA SHI	City or country (Automatically display)
	OSAKA FU	Prefecture (Automatically display)
Phone No.*	08099999999	⑥ Phone number

1. Register shipping data from screen

** In case of 1 box **

***Required item**

Package

Total No. of Packages*

① Input number of package.
If 2 boxes or more, go to page 9.

Unit Measure *

KGS, CM LBS, INCH

② Select Unit of Measure.

Total Actual Weight*

Kgs

③ Input Total Actual Weight.

Cargo Size

Total Volume Weight:

Kgs

Total Volume Weight is automatically calculated from inputted size.

Length:

cm

Width:

cm

④ In case of 1 box, please input dimension.

Height:

cm

1. Register shipping data from screen

** In case of 2 boxes or more **

***Required item**

Package

Total No. of Packages*

① In case of 2 boxes or more, click "Detail". You can input up to 20 sizes. Please go to page 10 for more details.
Please fill in the package details (Up to 20 sizes)

Unit Measure *

KGS, CM LBS, INCH

② Select Unit of Measure.

Total Actual Weight*

Kgs

The Total of Actual Weight inputted in Detail is displayed.

Cargo Size

Total Volume Weight:

Kgs

The Total of Volume Weight inputted in Detail is displayed.

Length:

cm

Width:

cm

Height:

cm

1. Register shipping data from screen

Cargo Detail Size (Units cm/kg) ** Detail input (In case of multiple cargo) **

Total No. of Packages = 13

NO.	Length*	Width*	Height*	Weight*	Pcs*	A/W	V/W
1	20	20	30	1.2	2	2.4	4
2	20	30	30	0.7	1	0.7	3
3						3.2	1
4						1	6
5	40	35	45	1.3	1	1.3	10.5
6	50	30	40	0.6	1	0.6	10
7	25	25	35	0.9	1	0.9	4
8	20	10	20	0.4	1	0.4	1
9	33	33	40	1.2	1	1.2	7.5
10	50	50	50	2.1	2	4.2	42
11						0	0
12						0	0
13						0	0
Total					13	15.9	89

***Required item**

① Input dimension (Length, Width, Height) Weight, Pcs

Total No. of Packages and Pcs total must be the same.

Calculated automatically A/W and V/W

Back Save

② Click "Save" after input all items.

1. Register shipping data from screen

***Required item**

Freight Charge

Freight Charge*
 Prepaid (PPD)
 Collect (COL)
 ① Who pays freight?

DDP
 Required
 ② Who pays customs• consumption tax ?

Duty and Tax will be paid by Shipper

Insurance
 Required
 ③ Insurance?

Personal Use Only
 Yes
 ④ Personal use?

Consignee must be individual

Other Info

Order No

⑤ An arbitrary management number with 16 alphanumeric characters. Use of existing number is not possible.

Shipment Type*
 Small Package (SPX)
 Document (DOX)
 ⑥ Select package type

Total Value Currency Unit*

⑦ Select currency, as shown in Invoice

Comment

⑧ 10 alphanumeric characters, such as, BOI, Export Formality (เดินพิธีการ), pick up pm. Etc.

Detail Invoice*
 Yes
 No
 ⑨ If you want to input multiple items, select Yes, if you want to input 1 Item, select No.

⑩ Click

1. Register shipping data from screen

**** This process is necessary only if you click “No” on “Detail Invoice” ****
If you click “Yes” skip this page and go to next page.

Make Invoice *

Yes No

***Required
item**

General item name:

*

① General item name (Auto parts / Apparel etc.)

Total item pcs:

*

② Total item pcs in the package

Total invoice value:

*

③ Total invoice Value

Back

Save

④ Click “Save”,
Please skip Page 13~14.

1. Register shipping data from screen

**** This process is necessary only if you click “Yes” on “Detail Invoice” ****

Descriptions

***Required item**

+ Add new item
✓ Save changes
⊘ Cancel changes
Refresh

Product Name	Quantity	Unit Price (US\$)	Total Value (US\$)	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #004a99; padding: 2px 5px; margin-right: 5px;">☰</div> Sweater knit wool 100% </div>	3	20.00	60.00	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f2f2f2;">✕ Delete</div>
<div style="border: 1px solid #004a99; padding: 5px; margin-top: 10px;"> ② Item description 100 characters </div>		<div style="border: 1px solid #004a99; padding: 5px; margin-top: 10px;"> ③ Quantity </div>	<div style="border: 1px solid #004a99; padding: 5px; margin-top: 10px;"> ④ Unit price </div>	<div style="border: 1px solid #004a99; padding: 5px; margin-top: 10px;"> Display total price Automatically </div>
		Total(Q) : 0	Total(U) : 0	Total(V) : 0

1. Register shipping data from screen

**** This process is necessary only if you click “Yes” on “Detail Invoice” ****

Descriptions ***Required item**

① **+ Add new item** ② **✓ Save changes** ⓧ Cancel changes Refresh

Product Name	Quantity	Unit Price (US\$)	Total Value (US\$)	
T-Shirts woven Polyester 100%	10	5.00	50.00	X Delete
Sweater knit wool 100%	3	20.00	60.00	X Delete
Total(Q) : 3		Total(U) : 20	Total(V) : 60	

① If you have still additional item, click “+Add new item”

② Click “Save changes” after adding all items

2^{TOP} Upload Excel file

Shipper Management Page Top

Operation Management

- [Contract Information Management](#)
- [Consignee Management](#)
- [Upload Contracts](#)

① Click "Upload Contracts"

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2. Upload Excel file

**** Notes when creating upload data ****

- 1). Please use the specified Excel file from SG Sagawa by contact our CS Team to send you the file.
- 2). Items marked with * are required items and must be inputted.
- 3). Do not change (add, delete, etc.) columns in Excel. Changing the form causes an error when downloading.
- 4). Order No can be set for optional. Used numbers cannot repeatedly use.
- 5). If you create an invoice (Make Invoice = Yes) and there are multiple Items, copy the same data from column A to column BL and enter the BP column from the BM column. The entered item data (BM column to BP column) is output to Invoice.
- 6). Up to 1,000 can upload at one time. If exceeds 1,000 separate the Excel file and upload.
- 7). If there is an error after uploaded, check the line that error occurs, correct the data and re-upload.

2. Upload Excel file

Contract Management - Upload

***Required
item**

Contract Upload File*

C:\Users\0626202.SGHG

参照...

① Set to Excel file of upload

Update

② Click "Update"

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※Up to 1,000 can upload at one time.
If exceeds 1,000 separate the Excel file and upload.

2. Upload Excel file

- In case of normal completion (No error).

① Moving to “Contract Management – List” screen and the shipping data is added. Please fixed process after confirming the shipping data.
(See page 21)

Contract Management - List

Contract upload success!

② The counts of uploaded data is displayed.

UnFixed Fixed

Q Search

Created: - Search

#	HAWB No.	Order No	Name1	Address1	Phone No.	Created	Scanned	Descriptions	
<input type="checkbox"/> 1	010175219935	Test003	Taro03	DAI2 BIRU 8F	0336571236	02/27/2019	false	1 items Detail	Edit Delete
<input type="checkbox"/> 2	010287345902	Test002	Taro02	DAI2 BIRU 7F	0336571235	02/27/2019	false	1 items Detail	Edit Delete
<input type="checkbox"/> 3	010020503194	Test001	Taro01	DAI2 BIRU 6F	0336571234	02/27/2019	false	1 items Detail	Edit Delete
<input type="checkbox"/> 4	010057553391	201902273000	TN011000	123 Street	123-456-7890	02/26/2019	false	1 items Detail	Edit Delete
<input type="checkbox"/> 5	010238467680	201902272999	TN010999	123 Street	123-456-7890	02/26/2019	false	1 items Detail	Edit Delete
<input type="checkbox"/> 6	010078261664	201902272998	TN010998	123 Street	123-456-7890	02/26/2019	false	1 items Detail	Edit Delete

2. Upload Excel file

- In case of Error.

Contract Management - Upload

Error!

Error Occurred

2: Duplicate: Order #T1008 already exists.

It represents a line error on a line-by-line basis and error details are also displayed.

Error Rows: #2 #3 #5 #6

It is a cell error. If you mouse over the error cell (pink) of the error line number, the error details will be displayed.

Received Data:

1	*Pickup_Date (YYYY/MM/DD)	Order_No (16 alphanumeric half size characters)	*Consignee_Name (32 alphanumeric half size characters) *ENGLISH ONLY*	Consignee_Name2 (32 alphanumeric half size characters) *ENGLISH ONLY*	*Postal Code (8 alphanumeric half size characters)	*Consignee_Address1 (32 alphanumeric half size characters) *ENGLISH ONLY*	*Consignee_Address2 (32 alphanumeric half size characters) *ENGLISH ONLY*	Consignee_Address3 (32 alphanumeric half size characters) *ENGLISH ONLY*	Consignee_Address4 (32 alphanumeric half size characters) *ENGLISH ONLY*	*Consignee_PhoneNo (14 alphanumeric half size characters)
2	2/20/19	T1008	Taro01	Sagawa	1234567	DAI2 BIRU 6F	SHINSUNA 1-8-1	KOTO-KU	TOKYO	0336571234
3	2/20/19	Test002	Taro02	Sagawa	1234567	第二ビル	HINSUNA 1-8-2	KOTO-KU	TOKYO	0336571235
4	2/20/19	Test003	Taro03	Sagawa	1234567	DAI2 BIRU 8F	SHINSUNA 1-8-3	KOTO-KU	TOKYO	0336571236
5	2/20/19	Test004	Taro04	Sagawa	1234567	DAI2 BIRU 10F	SHINSUNA 1-8-4	KOTO-KU	TOKYO	0336571237
6	2/20/19	Test005	Taro05	Sagawa	1234567	DAI2 BIRU 10F	SHINSUNA 1-8-5	KOTO-KU	TOKYO	0336571238

The field Address1 may only contain half-width characters.

Detailed display with mouseover
(Japanese input disabled)

3. Fixed Processing

- 1). After registered the shipping data, check the data and fixed processing in HAWB unit. It is also possible to fixed at once. (See page 21)

- 2). After fixed processing, it is possible to print Label, Invoice, Shipping List. (See page 22~25)
 - Label : Put label on your shipment
 - Invoice : Email your invoice to SAGAWA
 - Shipping List : Please hand it with your shipment

3. Fixed Processing

(After the shipping data registered, Fixed and output the list.)

Contract Management - List

UnFixed **Fixed**

④ When click "FIXED", move to "Fixed List" screen
(Please go to page 22)

Search

Created: - Search

③ Click "FIX"

Fix Delete Add

① Shipping data has been created

#	HAWB No.	Order No	Name1	Address	Phone No.	Created	Fixed	Descriptions	Detail	Edit	Delete
<input type="checkbox"/> 1	010287345902	Test002	Taro02	DAI2 BIRU 7F	0336571235	02/27/2019	false	1 items	Detail	Edit	Delete
<input type="checkbox"/> 2	010020503194	Test001	Taro01	DAI2 BIRU 6F	0336571234	02/27/2019	false	1 items	Detail	Edit	Delete
<input type="checkbox"/> 3	010057553391	201902273000	TN011000	123 street	123-456-7890	02/26/2019	false	1 items	Detail	Edit	Delete

② ✓ to target data
If you want to select all items, ✓ to #.

"Detail" : See the shipping data
"Edit" : Edit the shipping data
"Delete" : Delete the shipping data

• Explanation of items
"HAWB No" : Automatically assigned by system

3. Fixed Processing (After fixed processing, output various lists)

Contract Management - Fixed List

All fixed data will be displayed.
You can search target data from the following search.

UnFixed Fixed

Search

HAWB: 010569614613 Name1: Address1: Phone No.:

② Label print out (Large/Small)

Order No: Check: Not Scanned Scanned All Search

⑥ ✓ to # and all data unfixed

④ Shipping list print out

Label 215x285 Label 100x100 Invoice Download SHIPPING LIST Export

Unfix

③ Invoice download

#	HAWB No.	Order No.	Company	Phone No.	Created	Scanned	Descriptions	Unfix
<input checked="" type="checkbox"/>	010569614613	T1001	Sagawa	0312345678	02/13/2019	false	2 items Detail	<input type="checkbox"/> Unfix

① ✓ to target data.
If you want to select all items, ✓ to #.

⑤ Make to unfix the target data

3. Fixed Processing (Label)

① Put label on your shipment.
Two types of label can be print.

Label 215 x 280

Sagawa Global Express

Shipper's Information

Account No.	Y01SGUSA0829
Ref. No.	223
Name	SG SAGAWA USA, INC.
Phone No.	3103540028
Address	90248 16927 S.Main St Unit A Gardena, CA USA

Consignee's Information

Name	Sagawa Taro
Phone No.	0312345678
Address	136-0075 1-2-3 SHINSUNA KOTO KU TOKYO TO

(General Term & Condition)
Please refer to the following web address.
<https://www.e-cis.sgh-global.com/en/Term>

Other's Information

Total No. of Packages	1 / 1
Total Weight (Kgs)	3.5

Origin	Los Angeles / US
Destination	/ JAPAN
Terms of Trade	FHD All charge prepaid
Insurance	●Yes●
Dimension	L: 100 cm x W: 20 cm x H: 30 cm



HAWB#: A010569614613A
Order #: T1001

Label 100 x 100

Shipper's Information

Account No.	Y01SGUSA0829	Ref. No.	223
Name	SG SAGAWA USA, INC.		
Phone No.	3103540028		
Phone No.	90248 16927 S.Main St Unit A Gardena, CA USA		

Consignee's Information

Consignee's name	Sagawa Taro		
Phone No.	0312345678		
Address	136-0075 1-2-3 SHINSUNA KOTO KU TOKYO TO		

Total No. of Packages	1 / 2	Origin	Los Angeles / US
Total Weight (Kgs)	1	Destination	/ JAPAN
Terms of Trade	FHD	Insurance	●Yes●

A010569614613A Order #:T1001



3. Fixed Processing (Invoice)

**Email your invoice to SAGAWA.
(Also, you can request for pick up)**

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SG SAGAWA USA, INC.										Invoice	
3	16927 S.Main St Unit A Gardena,											
4	CA											
5	3103540028											
6											Date	Invoice#
7	Ship To										02/18/2019	
8	Sagawa											
9	Taro											
10	1-2-3 SHINSUNA											
11	KOTO KU											
12	TOKYO TO											
13	0312345678											
14												
15	HAWB	Order #	Terms	Rep	Ship	Via	POL	Project				
16	010569614613	T1001					Los Angeles					
17												
18	Description						Quantity	Price	Amount (USD)			
19	Sweater knit wool 100%						2	20	40			
20	Jacket L size						1	50	50			
21	TOTAL								90			

3. Fixed Processing (SHIPPING LIST)

SHIPPING LIST (Shipper copy)

SG SAGAWA USA, INC.

02/19/2019 02:24 PM

HAWB#	Consignee's name	Pcs	KG	Dimension(Cm)	C/W	Insu	Term of trade	I/V value	Order #	Remark
010569614613	Sagawa Taro	1	3.5	L: 100 cm x W:20 cm x H: 30 cm	10.00	Yes	<u>FHD</u> All charge prepaid	USD90.00	T1001	

Total Pcs **1Pcs**

Pick up driver's signature

Actual Weight **3.5kg**

SG SAGAWA USA, INC.

16927 S.Main St Unit A Gardena, CA 90248

① Print both copies

Customer's copy

Sagawa copy



Now you have these listed below at hand.

- 1. Shipment with label printed out**
- 2. Shipping List (Customer's copy)**
- 3. Shipping List (Sagawa copy)**

All you have to do is just wait for pick up.

Thank you,

REMARKS

- In case of special request; such as, customs formality (เดินพิธีการ) please input this request in comment (Page11) and send us the proper invoice to sgt-intercourier@sgh-global.com before noon of ship out date.
- If you have any inquiries, please contact 085-111-4901, 085-111-4902 or
Email : sgt-intercourier@sgh-global.com