

New Seawaybill System Release



02/12/2015

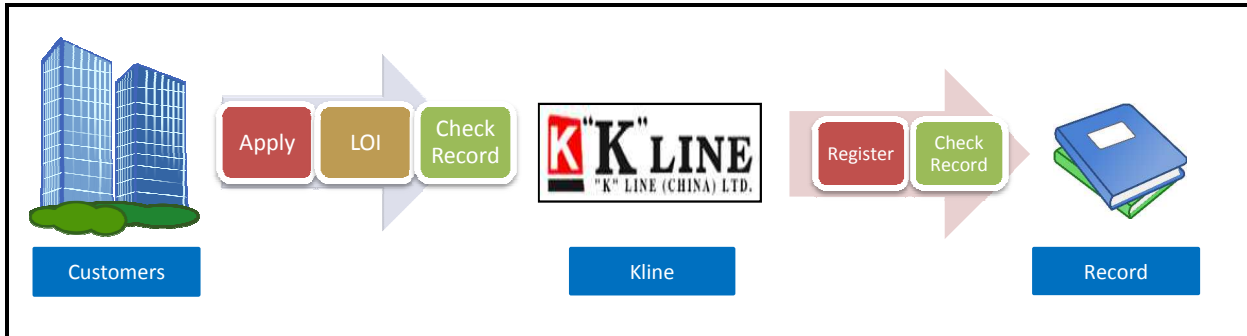
1. Background

We Kline China developed new seawaybill system!

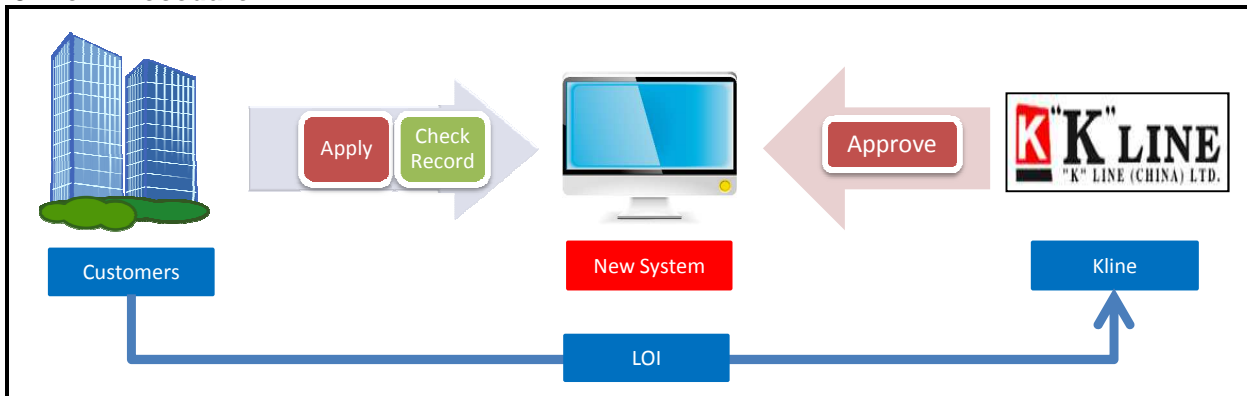
This allows all **customers who needs seawaybill to apply it online.**

Furthermore, **customers can refer to your registered data in the system whenever you want.**

2. Current Procedure



3. New Procedure



4. How to apply new record??

1. Log-on new system.
2. Fill out required items.
3. Press "Save And Submit". Then record status would be "NEW".
4. Kline checks such "NEW" records, and change the status to "Processing" if no problem.
5. "Processing" status makes auto e-mail to applicant, which includes our LOI format.
6. Applicant prints it out, and makes stamp and signature.
7. Applicant passes it to Kline.
8. Kline change the status to "Approved", it also makes auto e-mail to applicant.
9. Ready to issue seawaybill.

5. How to check registered records??

1. Log-on new system.
2. Click "Record List".
3. Press "Search" for data searching. (Your e-mail address is a key).
4. For more detail data, you can refer to it by clicking each "Reference Number".

Kline also prepared detailed user manual with each system screenshots (on our homepage).

If you have a questions, please refer to it or contact with nearest Kline office.