



i-WiLL Guide

i-WiLL is a web-based system that allows the customers to prepare shipping and manage their information.

Customers can create CWB and Invoice themselves and make pickup orders through the systems.

Customers can keep their address book on the system. Record copy function makes the operation easy.

*Please note the screen images in this instruction are screen shots of Japanese i-WiLL system, only for your reference.

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i-Will New registrations







<テレワーク中のみなさまへ>

OCSは個人宅からの集荷も手配いたします。

集荷についてのご相談は、日本語直通ダイヤルでお気軽にお問合せください。

TEL: 06107 -705-6920 ocs@ocsgermany.de

国際宅配便・航空貨物についての お問い合わせはこちらから





最新のお知らせ

- (1)Open OCS website r https://www.ocs-de.com/de/
- 2Click on "i-WiLL New Registration" on the top left of the TOP screen.

JAPAN ※国を選択してください。リストにない場合は本処理でのユーザー申請はできません。 AB1234 - 001 セット ※アカウントコードを入力し、セットボタンを押して下さい。

(3) Please select country and enter your account code.

*We will notify each customer of the account code via email shortly. We apologize for the inconvenience, but if you have not received the email, or if you are using our service for the first time, please contact us at <ocs@ocsgermany.de>



i-Will New registrations



*国	JAPAN ✓ (JP) ※国を選択してください。リストにない場合は本処理でのユーザー申請はできません。
*アカウントコード	AB1234 - 001 セット ※アカウントコードを入力し、セットボタンを押して下さい。
1 *ユーザー名	OCS TARO
2 *会社名	OVERSEAS COURIER SERVICE CO.,LTD.
部署名	
3 *電話番号	0120-627-012
内線番号	
FAX番号	
4 *メールアドレス	ocs@ocs.co.jp
5 法人番号	※輸入貨物の書類ダウンロードをご希望のお客様は、法人番号を入力して下さい。

4 Please enter your information.

*We may not be able to provide you with your ID and password if there is an error in your registered e-mail address. Please make sure to enter the correct information.

5Please confirm your registration details and click "OK".

XYou will receive your user ID and initial password to the e-mail address you applied for within one business day.

	Title	Details		
1	Username	Please enter the name of the person in charge. **For password management, please do not share i-WiLL user ID and obtain one for each person.		
2	Company Name	Please enter your company name in half width alphabetical characters.		
3	Phone number	Enter your company phone number.		
4	E-mail address	Please enter your e-mail address. If the domain (after @) is not a corporate domain, please indicate "no domain" in the remarks field.		











(1)User ID and password

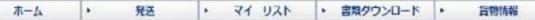
(8 to 16 single-byte alphanumeric characters, including uppercase and lowercase letters)

%Change password

You can reset your password from the "Login Trouble (Password Re-registration)" on the login page. You can also change your password from the top page "Change Password" after logging in to i-WiLL.

i-Will CWB/Invoice preparation

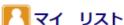




トップページ











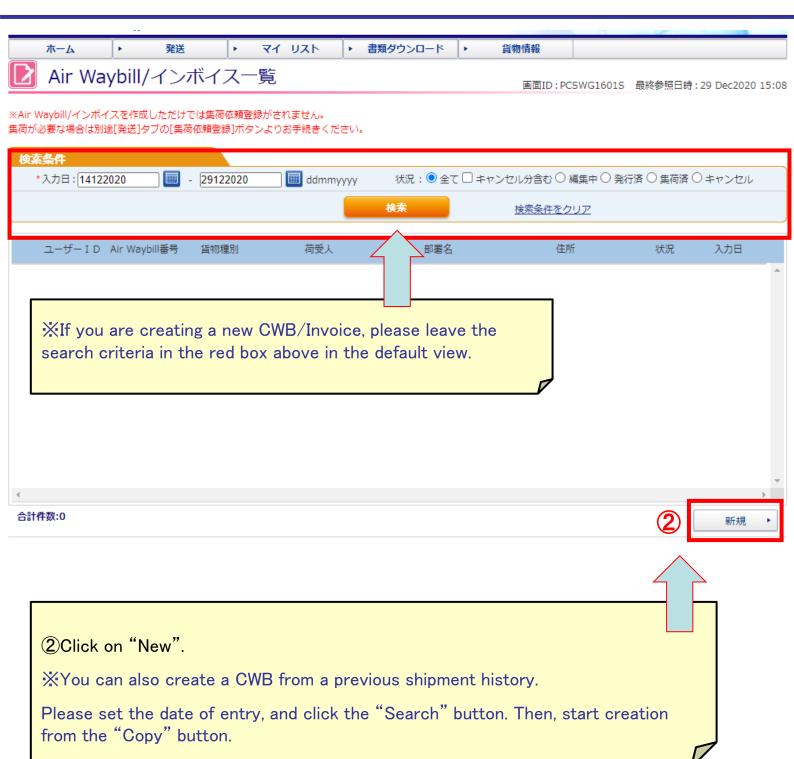
- Air Waybill/インボイス作成

- アドレス帳ダウンロード
- 品目テンプレート
- 書類ダウンロード(輸出)
- ▶ 貨物情報照会(輸出)
- ▶ Eメール通知
- ▶ Eメール通知 (ユーザー別)

1) Click on "Air Waybill/Invoice Creation".

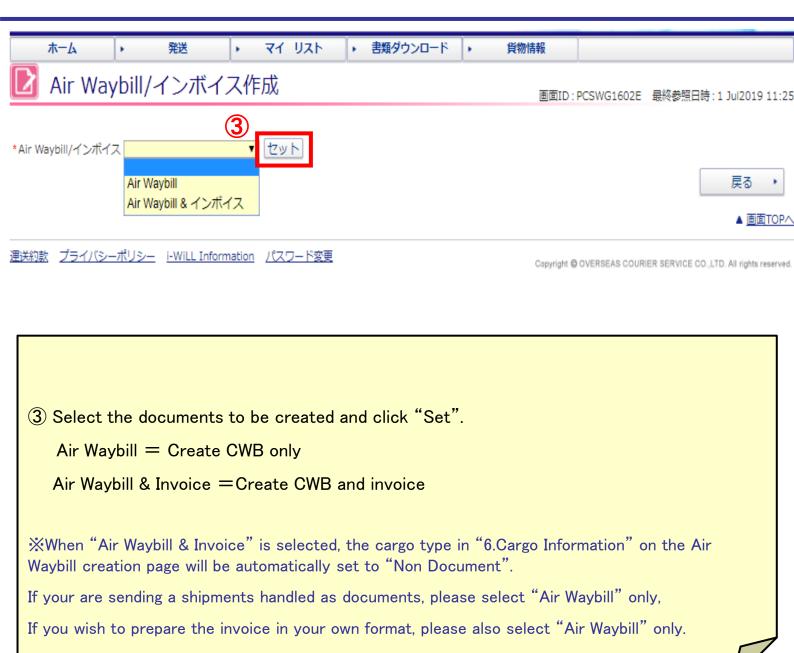
i-Will CWB/Invoice preparation





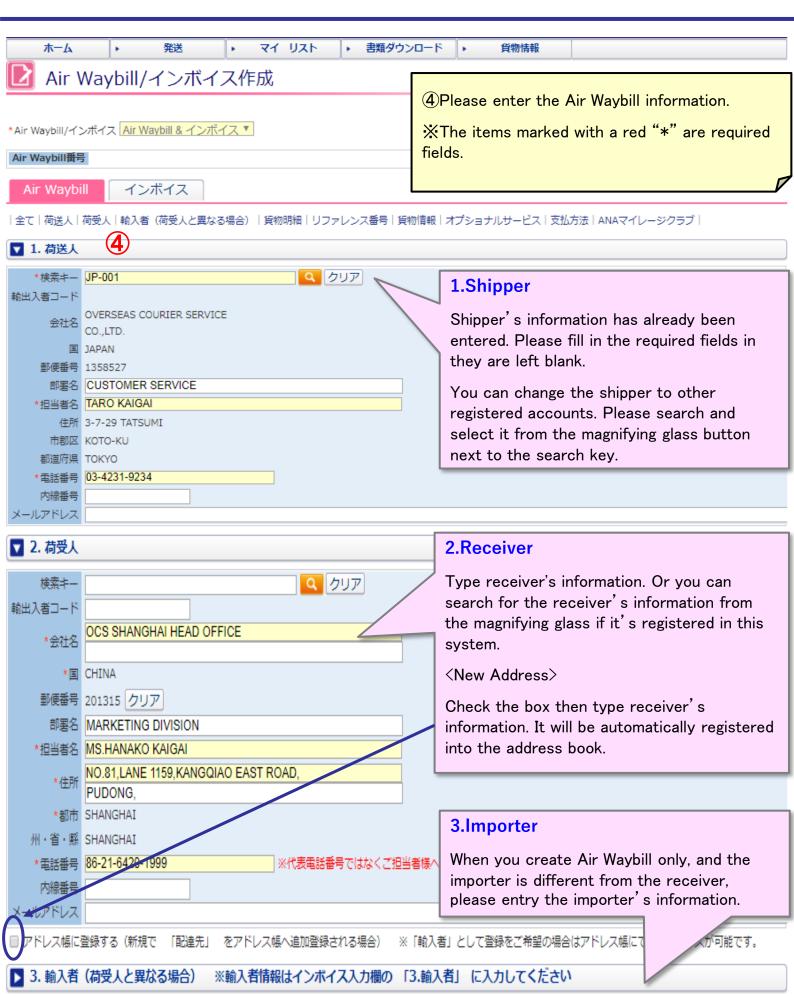
i-Will CWB/Invoice preparation





i-Will Air Waybill Creation







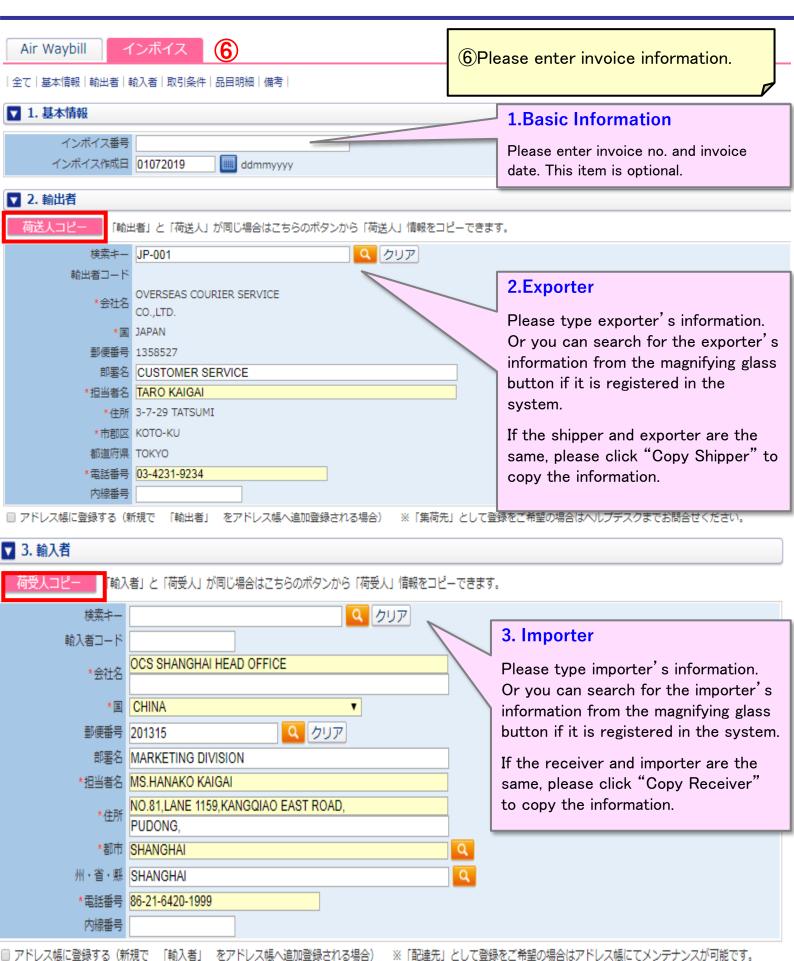
i-Will Air Waybill Creation





i-Will Invoice creation

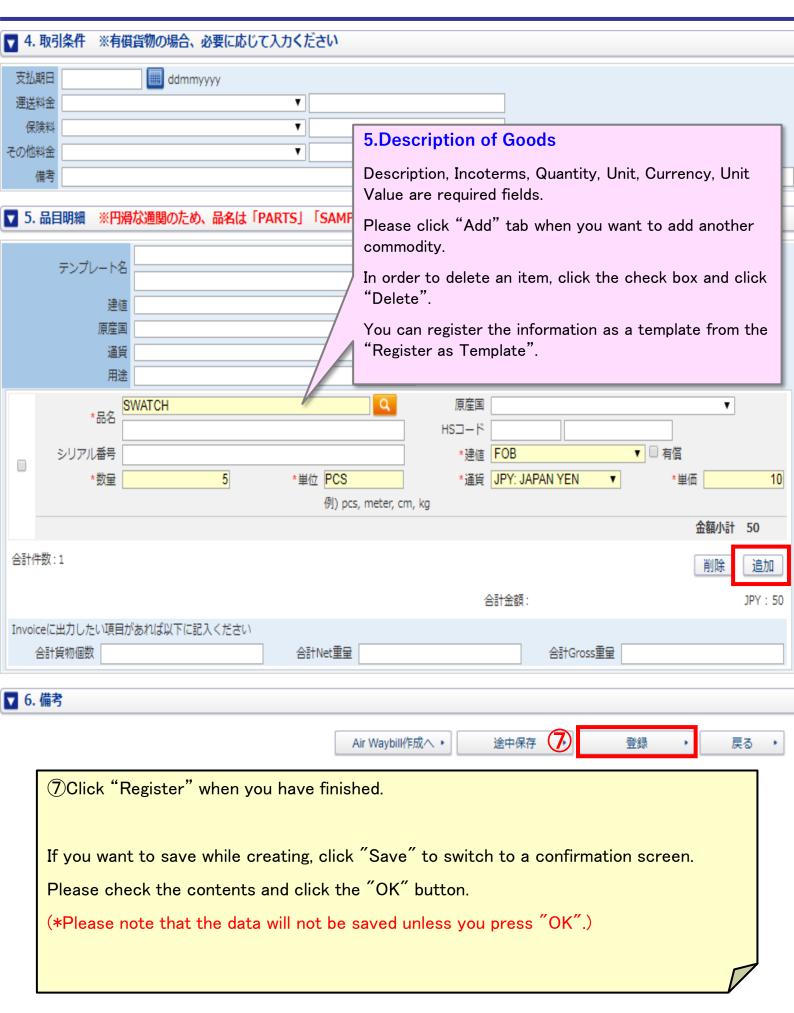






i-Will Invoice creation







CWB/Invoice registration & printing





Air Waybill/インボイス確認

入力内容をご確認の上、OKボタンを押下すると登録が完了します。一旦登録したAir Waybill/インボイスは修正できません。 印刷されたAir Waybillはすべて貨物に添付してください。 Upper part

Air Waybill/インボイス Air Waybill & インボイス

Air Waybill番号

Air Waybill

インボイス

全て | 基本情報 | 輸出者 | 輸入者 | 取引条件 | 品目明細 | 備考 |

▼ 1. 基本情報

インボイス番号

インボイス作成日 02072019

▼ 6. 備考

備考

Lower part

入力内容をご確認の上、OKボタンを押下すると登録が完了します。一旦登録したAir Waybill/インボイスは修正できません。 印刷されたAir Waybillはすべて貨物に添付してください。

®Please review if everything is ok or not. If it's ok, please click "OK". (Once an AWB or invoice has been created, it cannot be edited. If you find any errors or corrections after completion, please re-create it.)

If there is an error, it will be indicted in red. Please enter the corrected information.

8

OK

戻る

▼ 6. 備考

備考

AWB/INVOICEの登録が完了しました。14052807996



Air Waybill印刷 🕨

インボイス印刷・

その他印刷 🕨

戻る

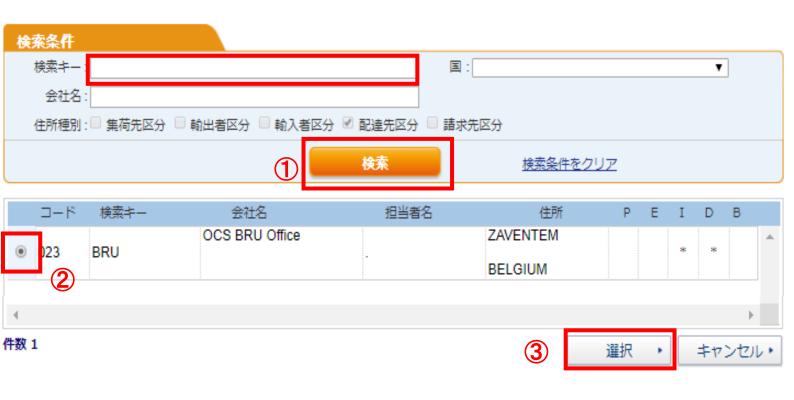
- (9) Click on "Print Air Waybill" or "Print Invoice", the subject document will popup and you can print it on one side in black and white.
- XAir Waybill/Invoice creation does not register a pickup request.
- Please be sure to register separately for pickup request.



i-Will Address Book Search



アドレス帳検索



- 1 When you click the magnifying glass mark, you go to your address book. Please click "Search"
- 2 Choose the needed address.
- 3 Then, please click "Select".



i-Will CWB/Invoice correction and inquiry / Cancellation





Button	Details
New	For creating a new document.
Сору	For shipping to the same destination as the history. The document creation screen will be displayed with the contents of the history copied, so please enter the changes and register them. Please note that documents that have already been issued cannot be amended. Please use the copy function here to reissue documents.
Revision	Documents saved during the process can be modified here.(only the documents before been issued.)
Inquiry	The registration details of the documents can be found here.
Cancel	Please click here to cancel unnecessary documents that have already been registered and issued.
Deletion	Please click here to delete unnecessary documents saved during the process.





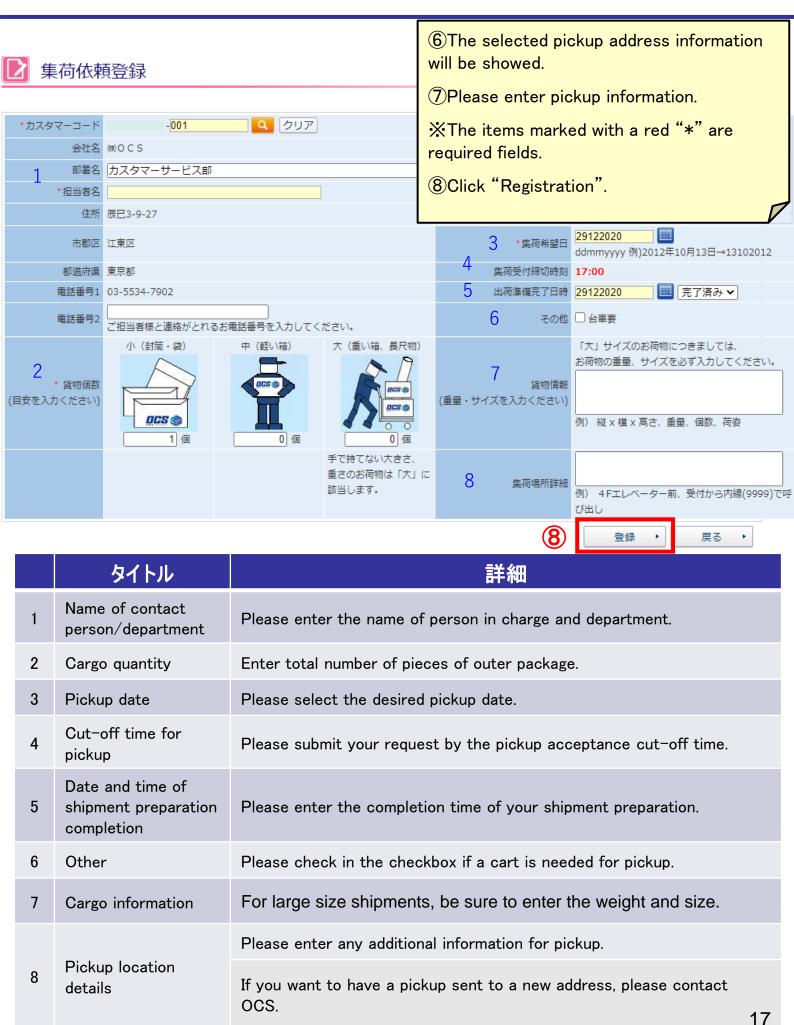






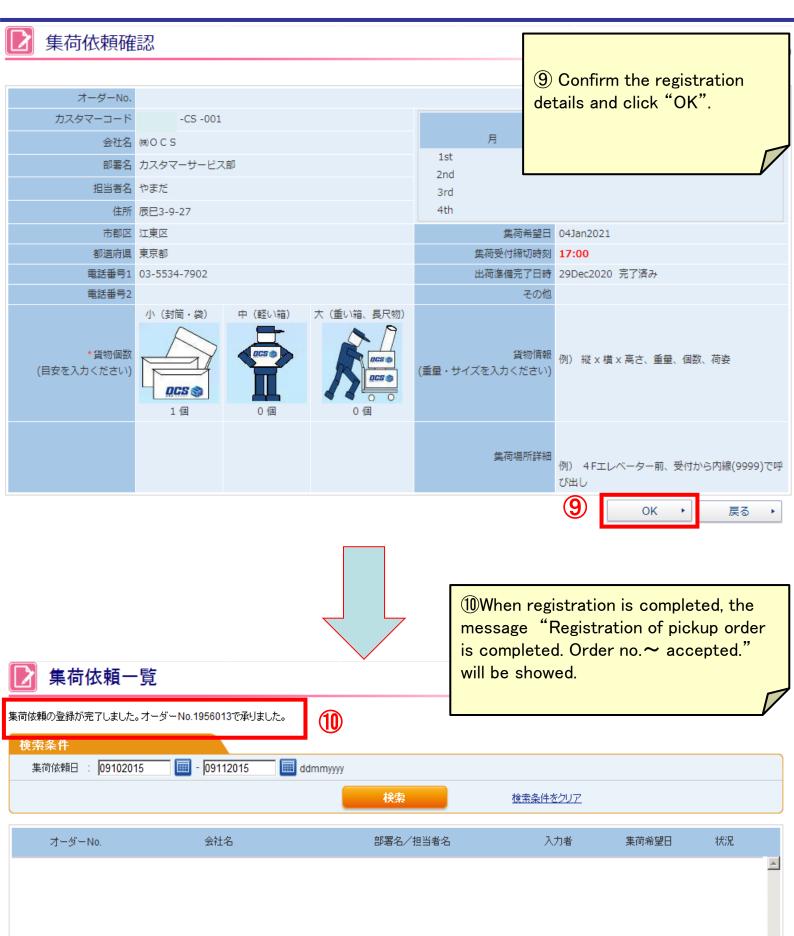








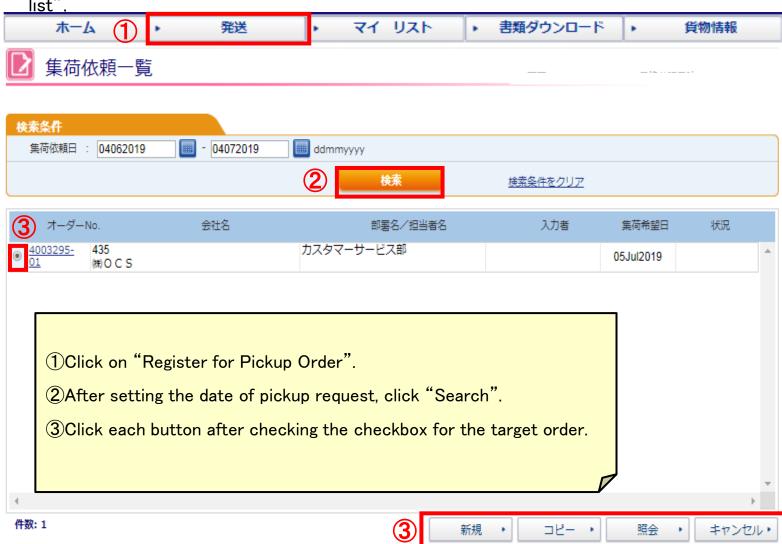








You can check the details or cancel the registered request from the "Pickup request list"



Button	Details
New	To register a new pickup order.
Сору	If the pickup address is the same as the address in your history, please use the copy function. The system will switch to the pickup registration screen with the contents of the history copied, then please enter the changes and register.
Inquiry	You can check the registration details of your pickup order here.
Cancel	If you want to cancel your pickup order, please use the cancel function here. Clicking the "Cancel" button, then the system will switch to the confirmation screen. After confirming the contents, please click "Yes" button to cancel the order.

New

Copy

Inquiry

Cancel

