



**YAMATO
LOGISTICS
HONG KONG**

Web B2 User Manual

Web B2 用戶手冊

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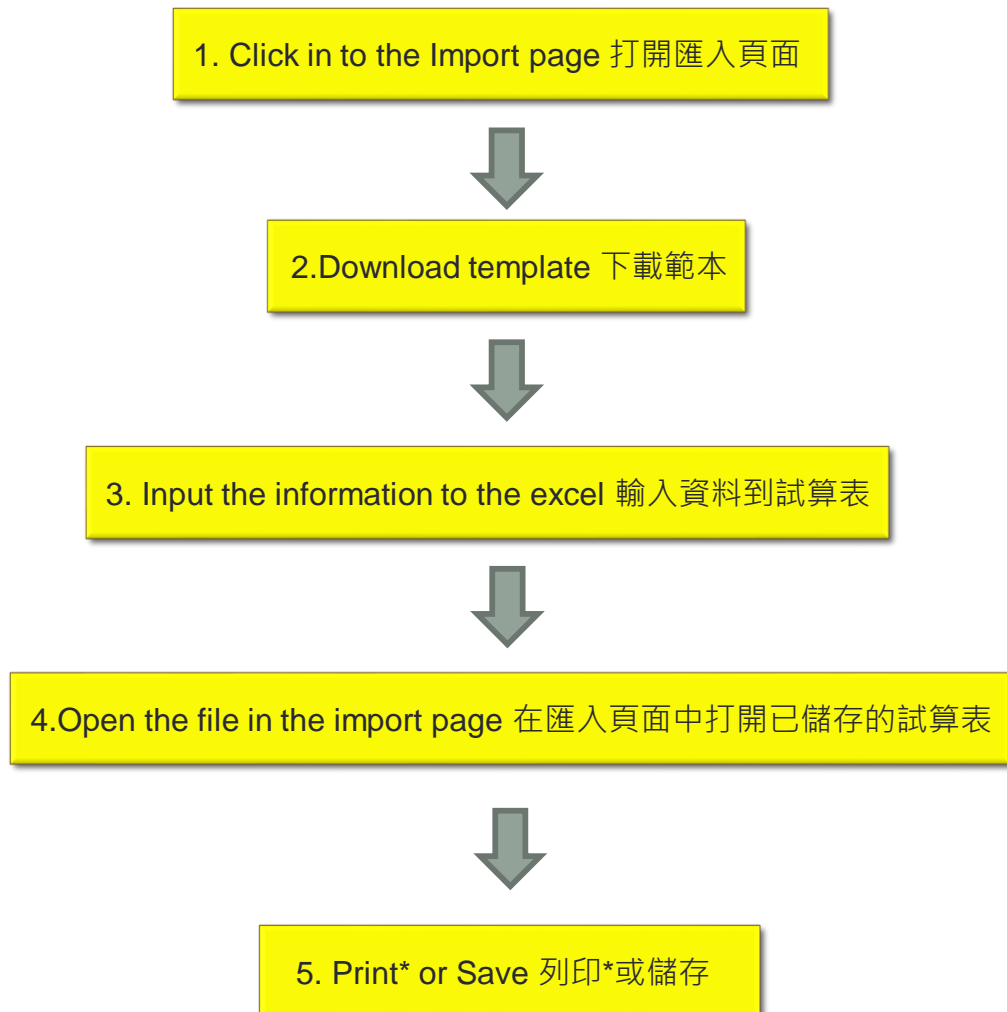
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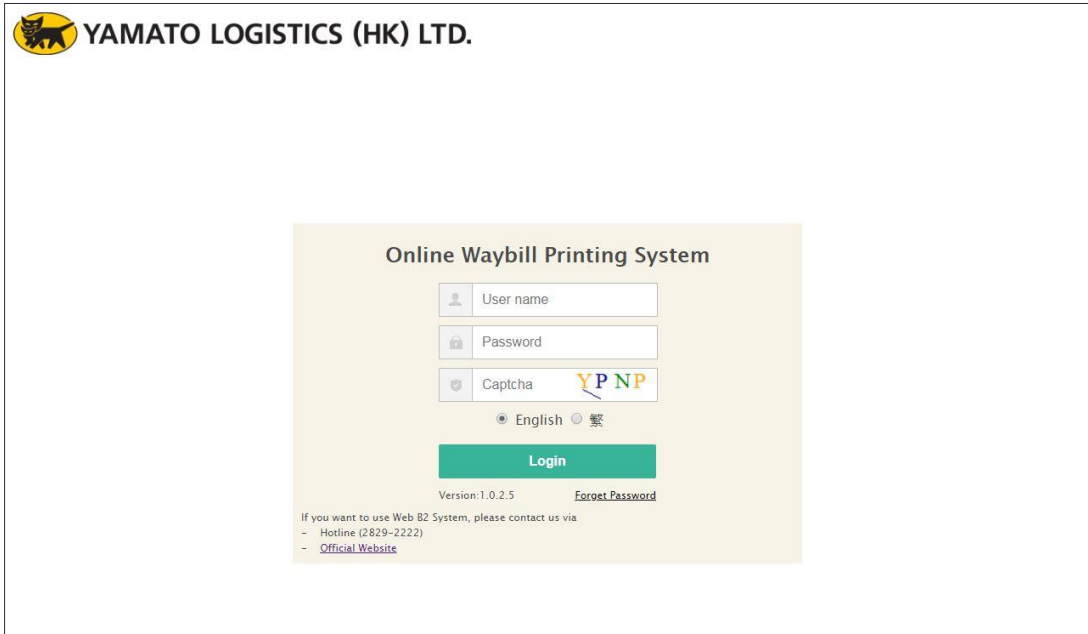
(請按標題進入頁面)

匯入步驟 Import Flow



*You require to download the Clodop when you print in the first time. 你在首次使用時需要下載「Clodop」。

1. 登入畫面 Login



YAMATO LOGISTICS (HK) LTD.

Online Waybill Printing System

User name

Password

Captcha YPNP

English 繁

Login

Version:1.0.2.5 [Forget Password](#)

If you want to use Web B2 System, please contact us via
- Hotline (2829-2222)
- [Official Website](#)

1. 輸入用戶名稱，密碼及驗證碼以登入網上印製託運單系統
1. Login the system by your user name, password and captcha

2. 首頁 Home Page



Online Waybill Printing System Home

Print Waybill (Import)

Print Waybill (Single)

Waybill Management

Account Information

Change Password

Shipping Address Master

Delivery Address Master

Scan Print

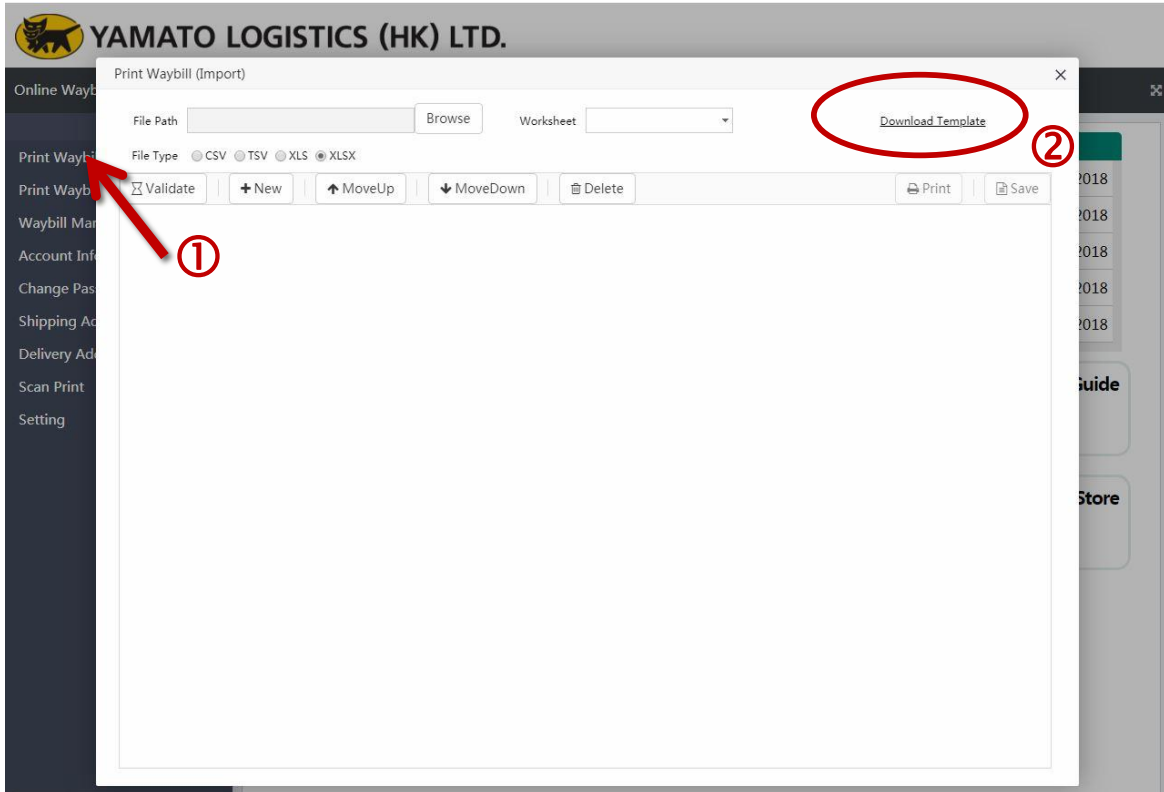
Setting

Menu 選單 :

1. Print Waybill (Import) 匯入
2. Print Waybill (Single) 列印單張託運單
3. Waybill Management 管理託運單
4. Account Information 客戶資料
5. Change Password 更改密碼
6. Shipping Address Master 寄件人地址資料庫
7. Delivery Address Master 收件人地址資料庫
8. Scan Print 掃瞄及列印
9. Setting 設定

3. 匯入 Import

3.1 下載範本 Download Template



1. 按下左邊列表的「匯入」鍵，會進入上圖的畫面
1. Press the "import" key to enter the page

2. 下載數據檔案去製作託運單
2. Download data file template to issue waybill

3.1.1 範本項目 Template Item

Item	Digit Limit (Half width)	Digit Limit (Full width)	Acceptable Unit
Reference No	20		English & Numbers only
Reception Date*	8		DDMMYYYY (Numbers)
Planned Delivery Date	8		DDMMYYYY (Numbers)
Time Zone Delivery	4		0000 / 0913 / 1318 / 1820 (9am-1pm / 1-6pm / 6-8pm)
Consignees Name*	32	16	Free entry
Consignees Phone No*	11		XXXXXXXXXXXX (Numbers)
Consignee District*	20	10	Free entry
Consignees Detailed Address (Including Street)*	126	63	Free entry
Shippers Name*	32	16	Free entry
Shippers Phone No*	8		XXXXXXXX (Numbers)
Shippers District*	20	10	Free entry
Shippers Detailed Address (Including Street)*	76	38	Free entry
Label Type*	2		01 / 31 / 05 (Sender paid / receiver paid / Collect: COD) 4 / 5
Agency Self pick-up setting	1		(Circle K / 7-11)
Self Pick-up Store Code	4		XXX / XXXX (Numbers) (Circle K / 7-11)
Collect Amount	6		0-10000.0 (1 decimal place)
Same Point	1		"1" if it is same point order
Same Point Order	5		Sort same point order (Numbers)
Return	1		"1" if return order requested
Return Contact Person	32	16	Free entry
Return Phone No	8		XXXXXXXX (Numbers)
Return District	20	10	Free entry
Return Detailed Address (Including Street)	126	63	Free entry
Temperature Range*	1		0 / 1 / 2 (Normal / Frozen/ Chilled)
Item	50	25	Free entry
Remarks	50	25	Free entry

*為必填項目

*Required information in template

3.1.2 範本項目 (中文) Template Item (Chinese)

項目	字元限制 (半角)	字元限制 (全角)	注意事項
客戶管理編號	20		只限英文或數字
預定出貨日*	8		DDMMYYYY (只限數字)
預定收件日	8		DDMMYYYY (只限數字)
希望收件時段	4		0000 / 0913 / 1318 / 1820 (9am-1pm / 1-6pm / 6-8pm)
收件人姓名*	32	16	沒有限制
收件人電話*	11		XXXXXXXXXXXX (只限數字)
收件人地區*	20	10	沒有限制
收件人詳細地址 (須包涵街道)*	126	63	沒有限制
寄件人姓名*	32	16	沒有限制
寄件人電話*	8		XXXXXXXX (只限數字)
寄件人地區*	20	10	沒有限制
寄件人詳細地址 (須包涵街道)*	76	38	沒有限制
托運單種類*	2		01 / 31 / 05 (寄付/到付 /客樂得)
自取店設定	1		4 / 5 (Circle K / 7-11)
自取店編號	4		XXX / XXXX (只限數字) (Circle K / 7-11)
貨款金額	6		0-10000.0 (小數點後一位)
同點派送	1		如是同點派送必須填寫「1」
同點派送編號	5		同點派送訂單分類(只限數字)
回件	1		如是回件必須填寫「1」
回件聯絡人	32	16	沒有限制
回件聯絡電話	8		XXXXXXXX (只限數字)
回件地區	20	10	沒有限制
回件詳細地址(須 包涵街道)	126	63	沒有限制
溫度帶設定*	1		0 / 1 / 2 (常溫/ 急凍/冷藏)
商品名	50	25	沒有限制
注意事項	50	25	沒有限制

*為必填項目

*Required information in template

3.2.1 寄付/到付託運單發行步驟

Step of issuing Sender-Pay/ Receiver Pay waybill

1. 輸入預定出貨日

1. Input the reception date

B
Reception Date*
10052018

2. 輸入收件人及寄件人的資料

2. Input the information of consignee and shipper

E	F	G	H
Consignees Name*	Consignees Phone No*	Consignees District	Consignees Detailed Address(Including Street)*
Testing	98765432	Kowloon Bay	Unit C, 3/F., First Group Centre, 14 Wang Tai Road, Kowloc
I	J	K	L
Shippers Name*	Shippers Phone No*	Shippers District*	Shippers Detailed Address(Including Street)*
Testing	91234567	San Po Kong	23/F, AIA Financial Centre, 712 Prince Edward Road East,

3. 如要寄付請輸入「01」,到付則輸入「31」。

3. Sender pay must type "01" and receiver pay is "31".

M
Label Type*
01

4. 溫度帶輸入「0」為常溫，如要選擇低溫宅急便，請輸入「1」為急凍，「2」為冷藏。

4. If you type "0" in "column "X", temperature range is normal. If you need the cool TQB service, please type "1" for frozen and "2" for chilled.

X
Temperature Range*
0

3.2.2 發行DO Return 回件步驟

Step of issuing DO Return waybill

- 1.如需要回件，須在「回件」該欄輸入「1」
- 1.If you would like to return DO, input "1" in the "return" column

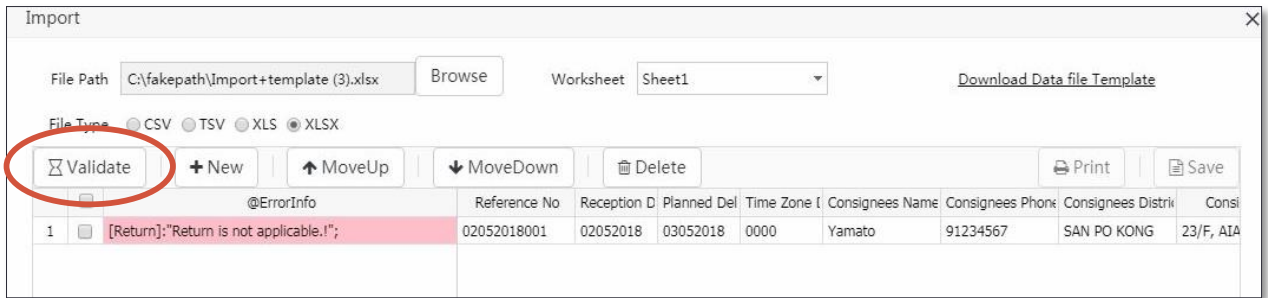
S
Return
1

- 2.輸入回件資料
- 2.Input the information of return shipment

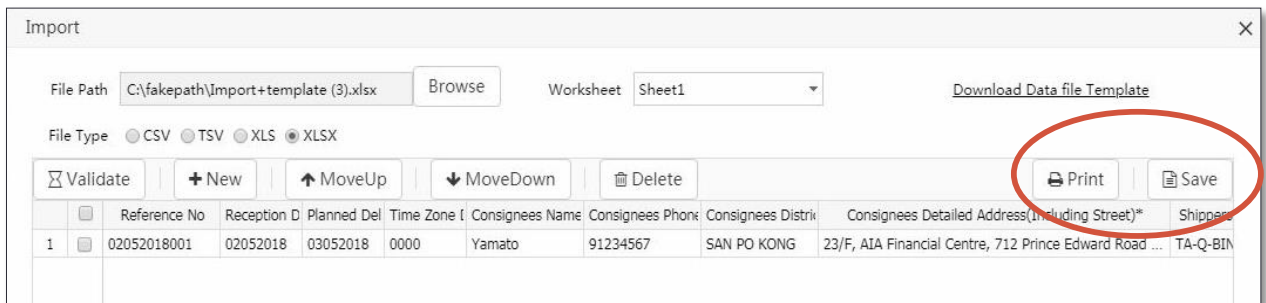
T	U	V	W
Return Contact Person	Return Phone No	Return District	Return Detailed Address(Including Street)
Testing	91234567	San Po Kong	23/F, AIA Financial Centre, 712 Prince Edward Road E

- *回件服務不適用於到付及客樂得
- *DO Return service not available for Receiver pay and Collect TA-Q-BIN waybill order

3.3 匯入檔案 Import



- 匯入已輸入資料的檔案，如有錯誤可在此版面進行更改。更改完成請按下「驗證」。
- 1.Import the template. If there are error occurred, You can change the data in this page. After the change, please press the “Validate” to refresh the page.



- 更新後如沒有錯誤便可以列印或儲存。
- 2.If there is no error occurred, you could print or save the waybill
- 3.如要儲存託運單，建議列印為PDF檔。
- 3.If you would like to save the waybill, we recommend to print in PDF.

3.4 B2樣式 B2 Sample

託運單號碼 1799-0000-7571	
收件人 Yamato SAN PO KONG (0120700) 23/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong 電話 91234567	預定出貨日 02/May/2018
寄件人 TA-Q-BIN KOWLOON BAY (0121900) Unit C, 3/F., First Group Centre, 14 Wang Tai Rd., Kowloon Bay, Kowloon, HK 電話 28292222	預定派貨日及時間 03/May/2018
	貨款金額
商品名/參考號碼/注意事項 02052018001 0000001	附加服務
託運單的生效期限: 02/Jun/2018 強得多運輸有限公司  a179900007571a	
 託運單號碼 1799-0000-7571	
收件人 Yamato SAN PO KONG (0120700) 23/F, AIA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong 電話 91234567	預定出貨日 02/May/2018
寄件人 TA-Q-BIN KOWLOON BAY (0121900) Unit C, 3/F., First Group Centre, 14 Wang Tai Rd., Kowloon Bay, Kowloon, HK 電話 28292222	預定派貨日及時間 03/May/2018
	貨款金額
附加服務	
強得多運輸有限公司  a179900007571a	

1. 託運單號碼
Waybill No.

2. 收件人資料
Consignees information

3. 寄件人資料
Shipper information

4. 預定出貨日 Reception Date

5. 預定派貨日及時間
Planned Delivery Date &
Time Zone

6. 貨款金額 (現金/信用卡支付)
Collect Amount (Cash/Credit
Card)

7. 附加服務
(到付/有回件/客樂得/急凍/冷藏/同點)
Added value service
(Receiver Paid/ DO Return /
Collect/ Frozen/ Chilled/ Same Point)

8. 商品名/參考號碼/注意事項
Item/Reference No./Remark
*寄付/到付及客樂得的的樣式相同
*Same waybill format for Sender-
pay/Receiver-pay and Collect
shipment

4. 列印單張託運單 Print Waybill (Single)

Print Waybill (Single) [X]

Consignee Information	Shipper Information
Consignee Name *	Shipper Name *
Phone No *	Phone No *
Area and District * ==Please Select==	Area and District * ==Please Select==
Address *	Address *

Waybill Information	
Reference No	Label Type * ==Please Select==
Reception Date * [09/11/11]	Temperature * <input checked="" type="radio"/> Normal <input type="radio"/> Frozen <input type="radio"/> Chilled
Delivery Date [09/11/11]	COD Amount
Delivery Time Zone 0000	Self Pick-up <input type="checkbox"/> ==Please Select==
Item	Return <input type="checkbox"/> Contact Person Name Telephone
Remarks	Area and District * ==Please Select==
	Address

Issue Number * 1

Save Print Close

- 1.輸入所需的資料(格式與範本相同)
- 2.輸入發行張數 (2張以上會視作為同點派送)
- 3.完成後可儲存或列印託運單

- 1.Input the data(format is same with template)
- 2.Input the issue number (the no. more than 2 will become same point delivery)
- 3.Could save or print the waybill after completed

4. 列印單張託運單 Print Waybill (Single)

例子 Example

Print Waybill (Single)
✕

<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Consignee Information ==Please Select== </div> <p>Consignee Name * <input type="text" value="Testing"/></p> <p>Phone No * <input type="text" value="91234567"/></p> <p>Area and District * <input type="text" value="Kowloon 九龍"/> <input type="text" value="TSIM SHA TSUI"/></p> <p>Address * <input type="text" value="Tsim Sha Tsui"/></p>	<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Shipper Information Yamato </div> <p>Shipper Name * <input type="text" value="Yamato"/></p> <p>Phone No * <input type="text" value="28292222"/></p> <p>Area and District * <input type="text" value="Kowloon 九龍"/> <input type="text" value="KOWLOON BAY"/></p> <p>Address * <input type="text" value="HQ 3C"/></p>
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Waybill Information
Issue Number *

<p>Reference No <input type="text"/></p> <p>Reception Date * <input type="text" value="18/09/2018"/> <small>(E8)</small></p> <p>Delivery Date <input type="text"/> <small>(E8)</small></p> <p>Delivery Time Zone <input type="text" value="0000"/></p> <p>Item <input type="text"/></p> <p>Remarks <input type="text"/></p>	<p>Label Type * <input type="text" value="SenderPaid"/></p> <p>Temperature * <input checked="" type="radio"/> Normal <input type="radio"/> Frozen <input type="radio"/> Chilled</p> <p>COD Amount <input type="text"/></p> <p>Self Pick-up <input type="checkbox"/> <input type="text" value="==Please Select=="/></p> <p>Return <input type="checkbox"/> <input type="text" value="Contact Person Name"/> <input type="text" value="Telephone"/></p> <p>Area and District <input type="text" value="==Please Select=="/> <input type="text" value="==Please Select=="/></p> <p>Address <input type="text"/></p>
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Save
 Print
 Close

Print
✕

Print Summary

Start Position: Left Center Right

Printer: Preview

Normal TA-Q-BIN: 0

Samepoint: 2

Collect: 0

Samepoint Collect: 0

DO: 0

Agency: 0

Print
 Close

Please print to PDF if softcopy is preferred.

5. 管理託運單 Waybill Management



Online Waybill Printing System Home Waybill Management ×

Print Waybill (Import)
Print Waybill (Single)
Waybill Management
Account Information
Change Password
Shipping Address Master
Delivery Address Master
Scan Print
Setting

Search By: ==All== Please enter the keyword(s) ==All== Import Print Pick-up Request Export Delete

==All== Please enter the keyword(s) Waybill Status ==All== Search

Waybill No	Delivery Status	Reference No	Consignee Name	Consignee Telephone	Consignees District	Consignee Address

在此頁面管理已列印或已儲存的託運單。

This is the function page for managing issued waybill.

- 1.Import :
匯入資料製作託運單 Import waybill data
- 2.Print :
列印託運單 Print waybill
- 3.Pick-up Request :
預約收件 Take pick up order
- 4.Export :
匯出檔案 Export waybill data
- 5.Delete :
刪除託運單 Delete waybill data

6. 客戶資料 Account Information

Account Information

Basic Information Settlement Information

ID No*

Account 01 (852)

Account 02 (811)

Account 03 (00)

Customer Name*

(Abbreviation)*

BR No.

Contact Person

Contact Tel.

Contact Email

Remark

PickUp Address

1

2

3

4

5

6

客戶可以在此頁面瀏覽客戶登記的基本資料

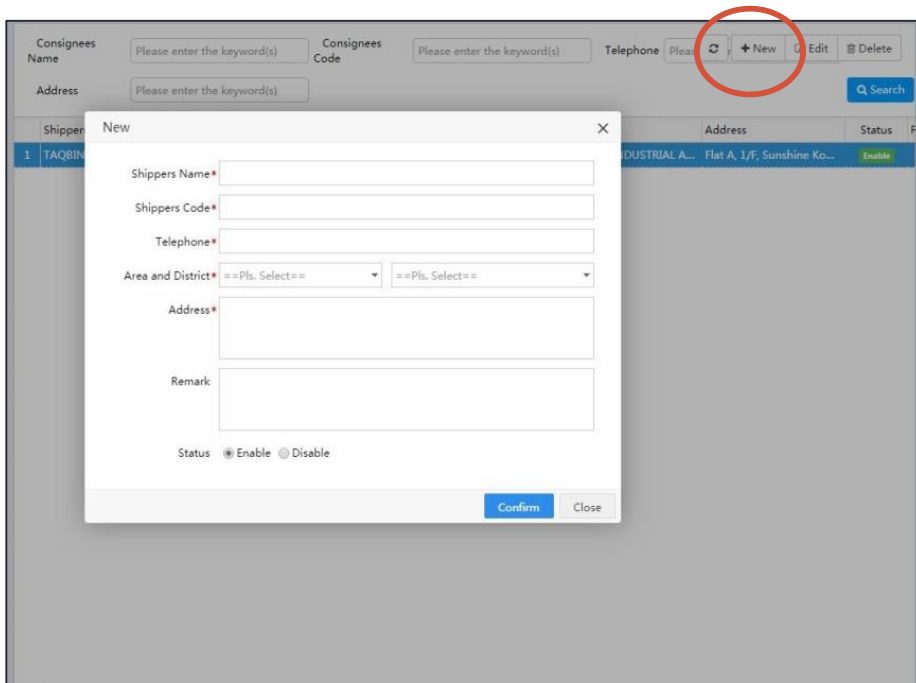
客戶資料只供參考，如有需要更改，請通知營業部

The information for reference only. Please contact Sales Dept (sales@ta-q-bin.com.hk) if the information need to update.

*可以在「管理託運單」頁面的「預約收件」中選擇儲存在這裡的收貨地址。

*You could choose the pickup address showed in this page when you place the pick up order.

7. 寄件人地址/收件人地址 Shipping/ Delivery Address Master



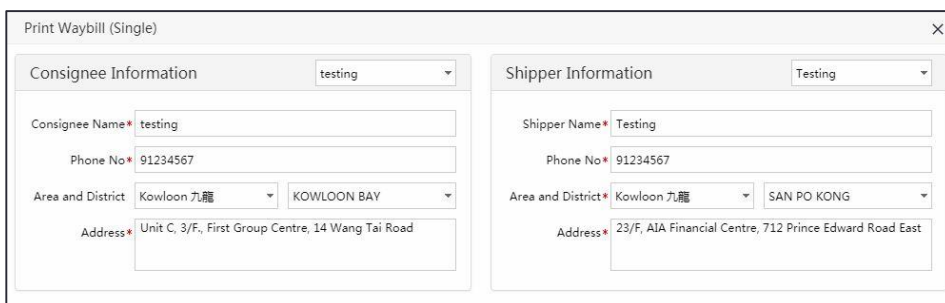
1.按「新增」增加寄件人/收件人地址，並輸入所需的資料後確認儲存。

1.Add the shipper/ delivery address by “new” button, input the data and save the information by click the “confirm” button.



2.新增成功後會顯示在頁面上。

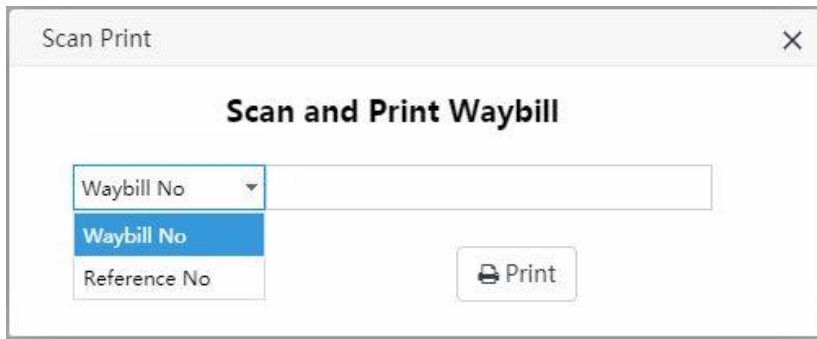
2.The address will show on the page after confirmed



3.新增的地址可以在「列印單張託運單」頁面中選取。

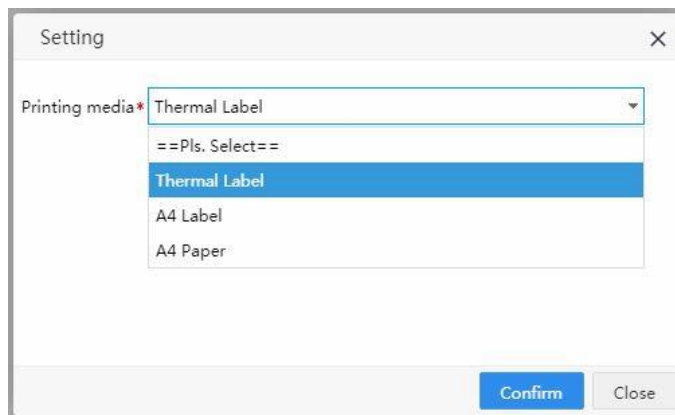
3.You could choose the address in the “Print Waybill (Single)” page .

8. 掃描與列印 Scan and Print Waybill



利用託運單號碼或參考號碼找出要列印的託運單。按下「列印」便可。
Search by waybill no. or reference no. to find the waybill you would like to print out.

9. 設定 Setting



設定列印用紙以列印合適的託運單
Set the paper type to print the waybill



常見問題 FAQs

1. 為什麼製作了託運單卻不能列印?

答: 列印前需要下載「Clodop」方能列印託運單。

2. 我已下載了「Clodop」，為什麼依然無法列印?

答: 請重新啟動Clodop應用程式便可。

3. 為何託運單的條碼只有「aa」?

答: 請先行清理緩存，並再次列印託運單。

4. 為何不能登入系統?

答: 因為賬號已被停用，詳情請與營業部聯絡。

5. 為何登入系統後，不能製作託運單?

答: 因為賬號已被凍結，詳情請與營業部聯絡。

營業部聯絡電郵:

sales@ta-q-bin.com.hk