

YAMATO LOGISTICS HONG KONG

Web B2 User Manual Web B2 用戶手冊

※建議使用Google Chrome 最新版※

Version 3.0 版權所有,不得翻印

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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. 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

🦝 ΥΑΜΑΤΟ	LOGISTICS (HK) LTD.
Online Waybill Printing System	Home
 Print Waybill (Import) Print Waybill (Single) Waybill Management	Menu 選單:
Account Information Change Password Shipping Address Master Delivery Address Master Scan Print Setting	 Print Waybill (Import) 匯入 Print Waybill (Single) 列印單張託運單 Waybill Management 管理託運單 Account Information 客戶資料 Change Password 更改密碼 Shipping Address Master 寄件人地址資料庫 Delivery Address Master 收件人地址資料庫 Scan Print 掃瞄及列印 Setting 設定



3. 匯入 Import

3.1 下載範本 Download Template

YAMATO LOGISTICS (HK) LTD		
Print Waybill (Import)	\frown	×
File Path Browse	Worksheet	
Print Wayl-i File Type 💿 CSV 💿 TSV 💿 XLS 💿 XLSX		2
Print Wayb	iown ☐ Delete ☐ Print ☐ Save	2018
Waybill Mar		2018
Account Inf		2018
Change Pas		2018
Shipping Ac		2018
Delivery Ad		
Scan Print		uide
setting		
		Store
· · · · · · · · · · · · · · · · · · ·		

- 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

li e e	Digit Limit	Digit Limit	
Item	(Half width)	(Full width)	Acceptable Unit
Reference No	20		English & Numbers only
Reception Date*	8		DDMMYYYY (Numbers)
Planned Delivery Date	8		DDMMYYYY (Numbers)
-			0000 / 0013 / 1318 / 1820
Time Zone Delivery	4		(9am - 1pm / 1 - 6pm / 6 - 8pm)
Consignoos Namo*		16	Free optry
Consignees Name	32	10	
Consignees Phone No"	11		
Consignee District*	20	10	Free entry
Consignees Detailed Address	100	62	
(including Street)"	120	63	
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		(Sender paid / receiver paid / Collect: COD)
Agapay Salf pick up actting	4		4/5
Agency Sell pick-up setting	1		(Circle K / 7-11)
Solf Rick up Store Code	Л		(Circle K/7.11)
Collect Amount	6		(0.1000, 0.00, 0
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
			0/1/2
Temperature Range*	1		(Normal / Frozen/ Chilled)
ltem	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)

	字元限制	字元限制	
項目	(半角)	(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)
			0000/0913/1318/1820
希望收件時段	4		(9am-1pm / 1-6pm / 6-8pm)
收件人姓名*	32	16	2
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
七法品社教	2		01 / 31 / 05 (実付/到付/定继律)
11)建单性頬↑	Ζ		((可)/10)/各架符)
自取店設定	1		4/5 (Circle K / 7-11)
	•		XXX / XXXX (只限數字)
自取店編號	4		(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		XXXXXXXXX (只限數字)
<u>回件地區</u>	20	10	沒有限制
回件詳細地址(須			
巴凼街炟)	126	63	沒 月 സ 而
迴 度帶铅完*	1		U/1/2 (受溫/刍油/冷藏)
商品名	50	25	₩₩/₩/₩ ₩ /
<u>注意事項</u>	50	25	沒有限制

*為必填項目

*Required information in template

<u>3.2.1</u>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



2. 輸入收件人及寄件人的資料

2. Input the information of consignee and shipper

E	F	G	Н
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]]	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".



 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。
 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.



<u>3.2.2 發行DO Return 回件步驟</u> 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

Т	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

File Path	C:\fakep	ath∖Import	+ten	nplate (3).xlsx	Browse W	orksh	leet Sł	heet1			Download Dat	ta file Template	
File Type	⊖ CSV (●TSV ●X	(LS (XLSX									
⊠ Valida	te	+ New		↑ MoveUp	✤ MoveDown		🖻 De	elete				😝 Print	🖹 Save
		0	Error	Info	Reference No	Rec	eption D	Planned Del	Time Zone [Consignees Name	Consignees Phone	Consignees Dist	rie Cor
	D = h = m - 1. "D -	turn is not	nadi	able I".	02052019001	020	52018	02052018	0000	Vamato	01224567	SAN DO KONG	23/E A

1.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.

npc	ort												:
Fi	le Patł	h C	:\fakep	ath∖In	nport+tem	plate (3).xlsx	Br	owse Work	sheet Shee	t1 ·	Download D	ata file Template	
Fil	е Тур	e 🤅) CSV	© TSV	∕⊚xls ⊛	XLSX							
Ξ	Valic	date		+ N	ew	↑ MoveUp			🖻 Dele	te	(⊖ Print	Save 🖹
		Re	eference	No	Reception [Planned Del	Time Zon	ne (Consignees Name	Consignees P	hone Consignees Distri	Consignees Detailed Address()	ncluding Street)*	Shipper
1		020	5201800	01	02052018	03052018	0000	Yamato	91234567	SAN PO KONG	23/F, AIA Financial Centre, 712 Pr	ince Edward Road	TA-Q-BIN

2.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



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 Senderpay/Receiver-pay and Collect shipment

4. 列印單張託運單 Print Waybill (Single)

onsignee Informat	ion	==Please Select== 👻	Shipper Informa	ition	==Please Select==
onsignee Name*			Shipper Name *		
Phone No*	1925		Phone No*		
rea and District* ==Ple	ase Select== 🔹 🚽	Nease Select== 🔹	Area and District* =	=Please Select== 🔹	==Please Select==
Address*			Address*		
aybill Information Reference No			Label Type*	==Please Select==	Issue Number* 1
Reception Date *		7.9 2 2	Temperature*	🖲 Normal 🔘 Frozen 🔘	Chilled
Delivery Date	(Line)		COD Amount		
Delivery Time Zone	0000	•	Self Pick-up	==Please Select=	
			Return	Contact Person 1	lame Telephone
Item			Area and District	==Please Select==• =	=Please Select==
Item Remarks					
Item Remarks			Address		

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

consignee into	rmation	==Please Selec	t== *	Shipper Informa	ition	Yamat	to
onsignee Name*	Testing			Shipper Name* Y	'amato		
Phone No *	91234567			Phone No * 2	8292222		
Area and District *	Kowloon 九龍 🛛 👻	TSIM SHA TSUI		Area and District* K	íowloon 九龍 *	KOWLOON	I BAY
Address *	<u>Tsim Sha</u> Tsui			Address * H	IQ 3C		
/aybill Informa	ation					Issue	Number* 2
Reference	• No			Label Type	SenderPaid	*	
Reception [Date * 18/09/2018	[212] [212]		Temperature *	🖲 Normal 🔘 Frozen () Chilled	
Delivery [Date			COD Amount			
Delivery Time Z	one 0000	•		Self Pick-up	==Please Selec	t==	
I	ltem			Return	Contact Person	n Name	Telephone
				Area and District	==Please Select==+	==Please Sel	lect==
Rem	arks		1.1	Area and District	Theose ochere		
Rem	arks			Address			
Rem Save	int Close			Address			
Rem	int Close Print			Address			×
Rem Save ☐ 🖨 Pri	int Close Print		Print S	Address			×
Rem	int Close Print	Start Position:	Print S	Address Summary Center © Right			×
Rem	int Close Print	Start Position: Printer:	Print S • Left © C □ Preview	Address Summary Center @ Right iR-ADV 4235			×

Printer:	📄 Preview	iR-ADV 4235	*
Normal TA-Q-BIN:	0		
Samepoint:	2		
Collect:	0		
Samepoint Collect:	0		
DO:	0		
Agency:	0		
	🔒 Print	I Close	

Please print to PDF if softcopy is preferred.

5. 管理託運單 Waybill Management



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.

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

6. 客戶資料 Account Information

Account Information	n X
Basic Information	Settlement Information
	PickUp Address
ID NO*	1
Account 01 (852)	
Account 02 (811)	
Account 03 (00)	2
Customer Name*	
(Abbreviation)*	3
BR No.	
Contact Person	
Contact Tel.	4
Contact Email	
Remark	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 (<u>sales@ta-q-bin.com.hk</u>) 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

Address Please enter the keyword(s) Shipper New Shippers Name* Shippers Code* Telephone* Area and District* ==Pls, Select==		DUSTRIAL	Address A Flat A, 1/F, Sunshine Ko	Q Search Status Enable
Shipper New 1 TAQBIN Shippers Name* Shippers Code*		X DUSTRIAL	Address A Flat A, 1/F, Sunshine Ko	Status Enuide
TAQBIN Shippers Name* Shippers Code* Telephone* Area and District* ==Pls, Select==		IDUSTRIAL	A Flat A, 1/F, Sunshine Ko	Enable
Address •	▼ =PIs.Select==	•		
Remark Status 💩 Enable 🔾 Disable	Confirm	Close		

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	S <mark>h</mark> ippers Name	Please en	ter the keywo <mark>r</mark> d(s)	Shipp	oers Code	lease enter the keyword(s)	Telephone	Please ent	0	+ New	🗷 Edit	🗎 Delete
3	Address	Please en	ter th <mark>e</mark> keyword(s)								•	Q Search
	Shippers Name	э	Shippers Code	Telephone	Area	District			Addr	ess		Status
	Tankas		Testine 01	01004567	Kouloon	SAN DO	KONC		22/5		cial Contr	

2.新增成功後會顯示在頁面上。

2. The address will show on the page after confirmed

Consignee Inf	ormation	testing	*	Shipper Inforn	nation		Testing	,
Consignee Name*	signee Name* testing				Testing			
Phone No*	91234567		Phone No*	• 91234567				
Area and District	Kowloon 九龍	KOWLOON BAY	-	Area and District* Ko	Kowloon 九 龍	▼ S.	AN PO KONG	
Address*	Unit C, 3/F., First Group		Address*	23/F, AIA Financial C	entre, 71	2 Prince Edward Ro	ad East	

- 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. 掃瞄與列印 Scan and Print Waybill

an Print	×
Scan and	Print Waybill
Waybill No 💌	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Waybill No	

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

Setting			×
Printing media*	Thermal Label		•
	==Pls. Select==		
	Thermal Label		
	A4 Label		
	A4 Paper		
		Confirm	Close

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

	役仲人 Terreto SAN PO KONG (0120700) 23,77, ALA Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong	第三面発音 02/Mm/2018 第三元発音法時間 03/May/2018	ビービー ドの単生体的 IT799-0 ICホーム Ternato SAN PO KONG (5120700)	0000-7571 東定出致日 02/May/2018	илиние на	0000-7571 現尼出資目 02/May/2018	1
	電 括 91234567		 22/F, AA Financial Centre, 712 Prince Edward Road East, Kowloor, Hong Kong	03/May/2018	23/7, 44 Financial Centre, 712 Prince Edward Road East, Kowloon, Hong Kong	預定消貨日及時間 03/May/2018	
	KOWLOON BAY (D121900) Unit C, 3/P., First Group Centre, 14 Wang		 電話 91234567 一帮件人 TAQ-BN	資料金額	電話 91234567 寄伟人 TA-Q-BN	建聚金額	
	Tai Re, Kowloon Bey, Kowloon, HK 電話 3825222 帝品名/命号號時/江登事項	1 PT 10 58 36	KOWLOON BAY (0121900) Unit C, 3/F., First Group Centre, 14 Wang Tai Rd., Kewloon Bey, Kowloon, HK	附加程務	KOWLOON BAR (0121900) (0121900) Unit C, 3(F., First Group Centre, 14 Wang Tai Rd., Kowloon Bay, Kowloon, HE	附加發展	
	02052018001 0000001 #df#reiz##63: m/w/ms		度品名/参考领塔/注意事項 02052018001 0000001		電話 23292222 夜品名/命号抗感/注意事項 02052018001		
	Life 出来るので a17 エロシーズの エロン ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ ビーズ	9900007573a 「東空云泉日 10,04,04/2018 「東市波日三時間 03,044/2018 東市金額	REFERENCE AND A LT	9900007571a	REFERENCE HONORA	99900007571a	
	電話 91234567 晋伟人TA-Q-BIN KOWLOON BAY (0121900)	附加租務	 17990000	7571	17990000	7571	
	Tai Rd, Kawloon Bay, Kowloon, HK 백년 26292222 경제6년년년년32년		貨單	8	簽收		
L	a17	#1/C/U0099)
		hal		14T A A	Donor		1 返回日錄

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