YAMATO
LOGISTICS
HONG KONG

Web B2 User Manual
Web B2 用戶手冊

Menu 目錄

(請按標題進入頁面)

匯入步驟 Import Flow

1. Click in to the Import page 打開匯入頁面

⬇

2.Download template 下載範本

⬇

3. Input the information to the excel 輸入資料到試算表

⬇

4.Open the file in the import page 在匯入頁面中打開已儲存的試算表

⬇

5. Print* or Save 列印*或儲存
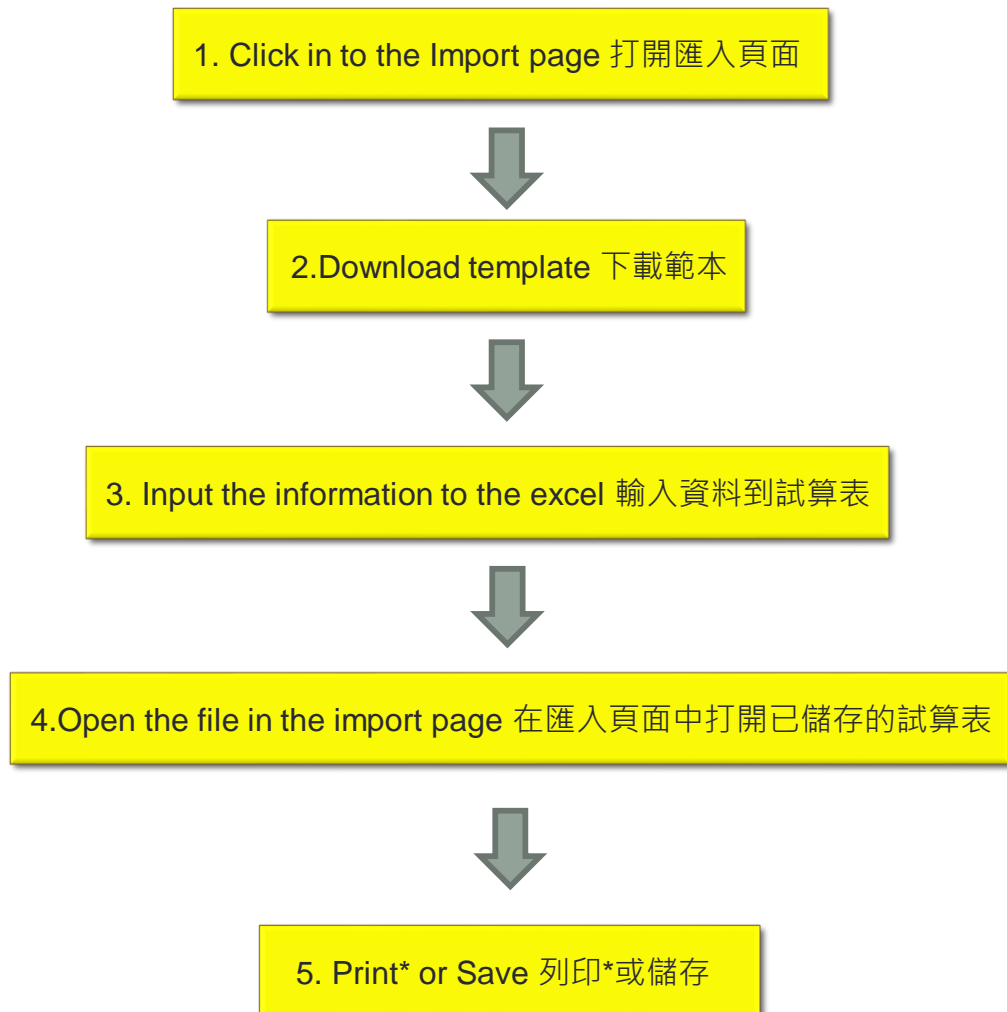
*You require to download the Clodop when you print in the first time. 你在首次使用時需要下載 「Clodop」。

1. 登入畫面 Login

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

Menu 選單：

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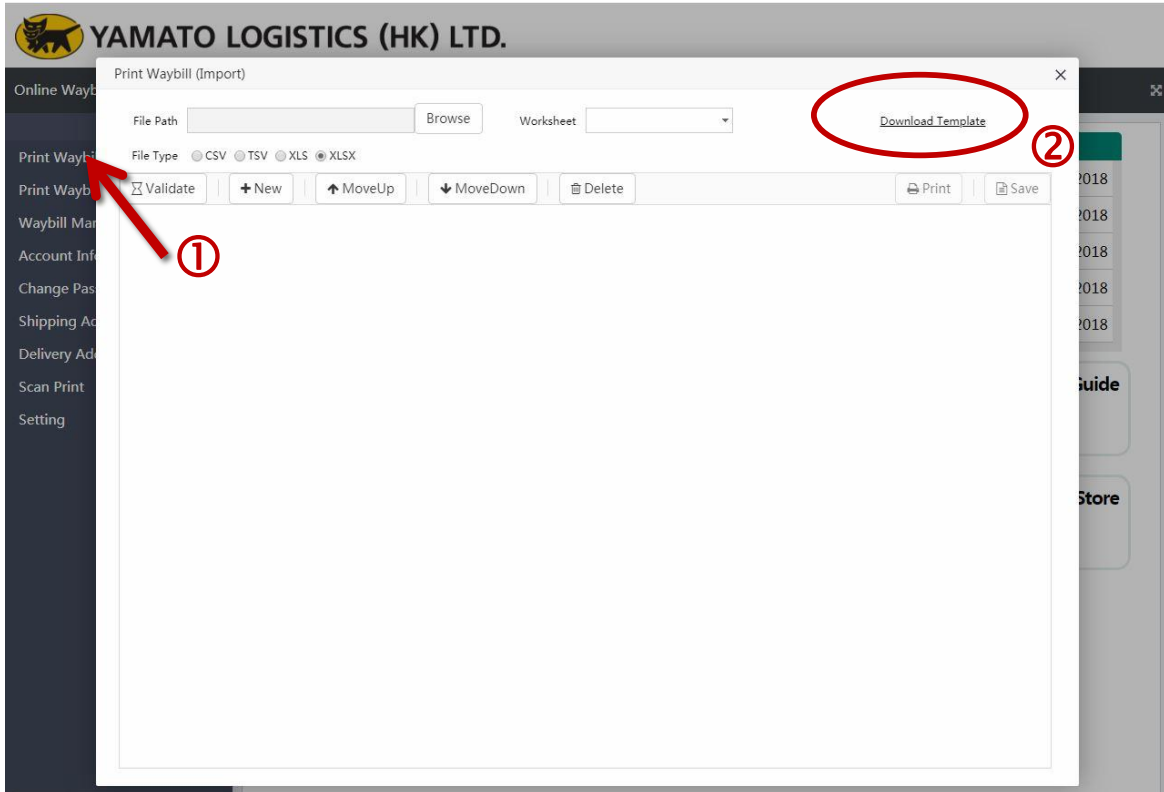3. Waybill Management 管理託運單
4. Account Information 客戶資料
5. Change Password 更改密碼
6. Shipping Address Master 寄件人地址資料庫
7. Delivery Address Master 收件人地址資料庫
8. Scan Print 掃瞄及列印
9. Setting 設定

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		XXXXXXXXXXX (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)
Agency Self pick-up setting	1		4 / 5 (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		XXXXXXXXXX (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, Kowloo

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

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
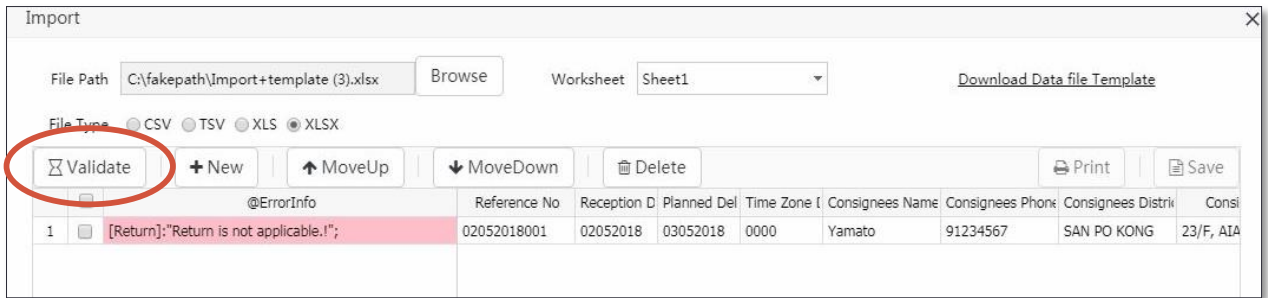
1.匯入已輸入資料的檔案，如有錯誤可在此版面進行更改。更改完成請按下「驗證」。
1.Import the template. If there are error occurred,
You can change the data in this page. After the change, please press the "Validate" to refresh the page.
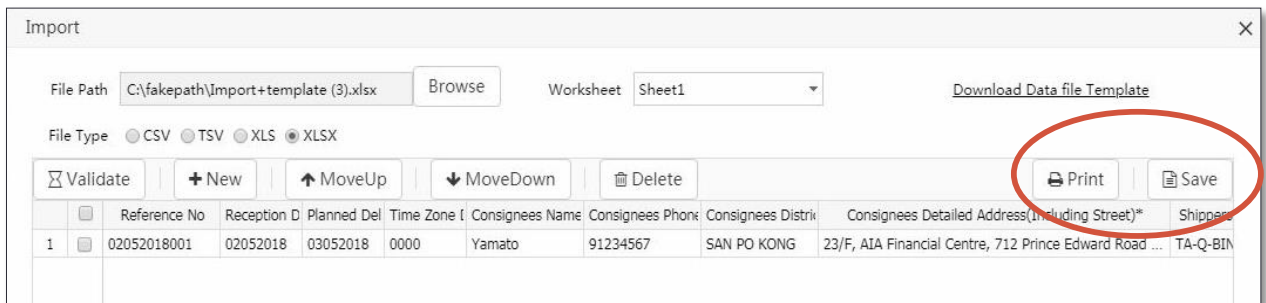
2.更新後如沒有錯誤便可以列印或儲存。
2.If there is no error occurred, you could print or save the waybill

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 Sender-
pay/Receiver-pay and Collect
shipment

4. 列印單張託運單 Print Waybill (Single)

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

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.

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
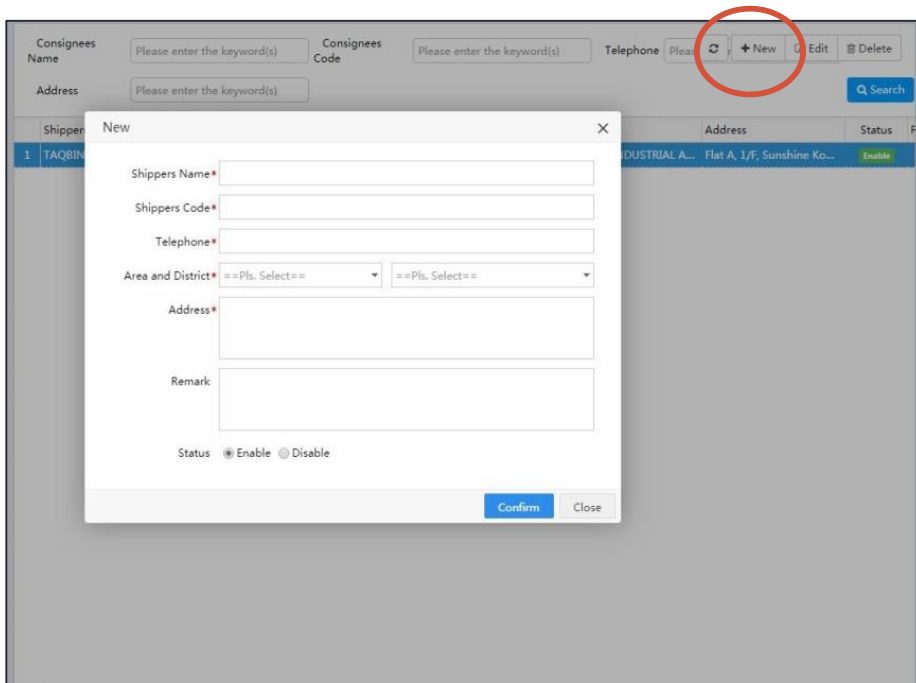

客戶可以在此頁面瀏覽客戶登記的基本資料

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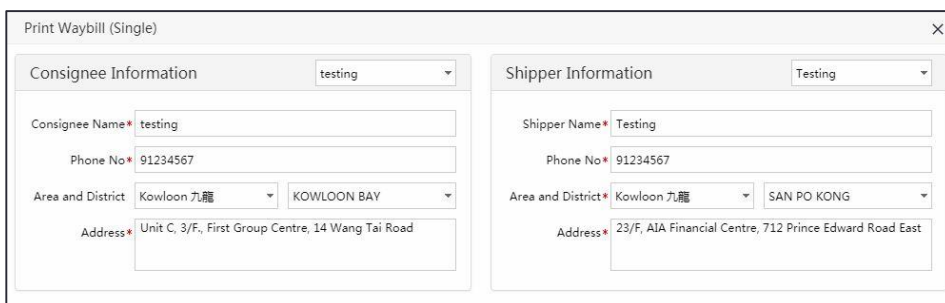
7. 寄件人地址/收件人地址
Shipping/ Delivery Address Master

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.
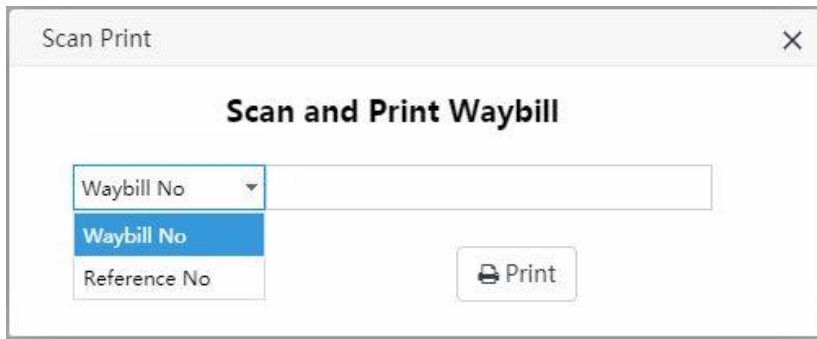

2.新增成功後會顯示在頁面上。
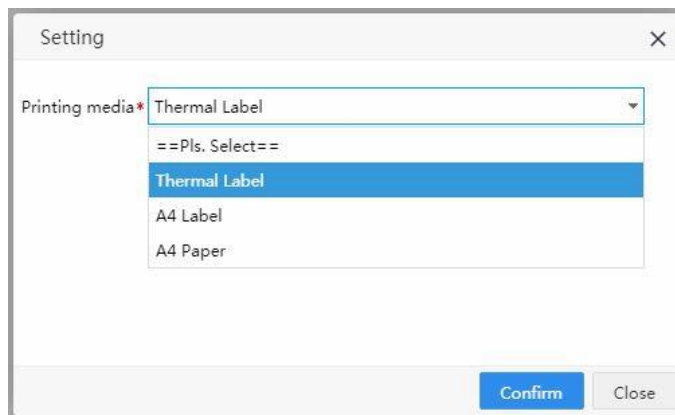2.The address will show on the page after confirmed

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. 掃瞄與列印 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

貼紙 Label

A4紙 A4 Paper

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