



Griffin User Manual for Supplier

(eASN only)

– Version 3.0

Last Updated on Dec 09, 2016



Table of Contents

- Operation Flowcharts and Time Frame 3
- Login 4
- Information and User Profile 6

- ASN**
- Entering Air ASN Information 7
- Editing Air ASN Information 8
- Entering Ocean ASN Information 9
- Editing Ocean ASN Information 11

- Shipping Documents**
- Uploading Shipping Documents (if applicable)..... 12

- Reports**
- Printing Shipment Report 13



Operation Flowchart and Time Frame ...

**Enter Shipment ASN
(Ocean or Air)**

P.11

**Upload Documents
(if applicable)**

P.16

Print Shipment Report

P.17

- **Supplier requires to submit ASN 24 hours prior to vessel departure.**

Login

Yusen Logistics Griffin Supplier Portal :
<http://griffin.hk.yusen-logistics.com/easn2/>



Yusen Logistics

Login Form
Welcome to Griffin Lite Supplier Portal

Username

Password

Login

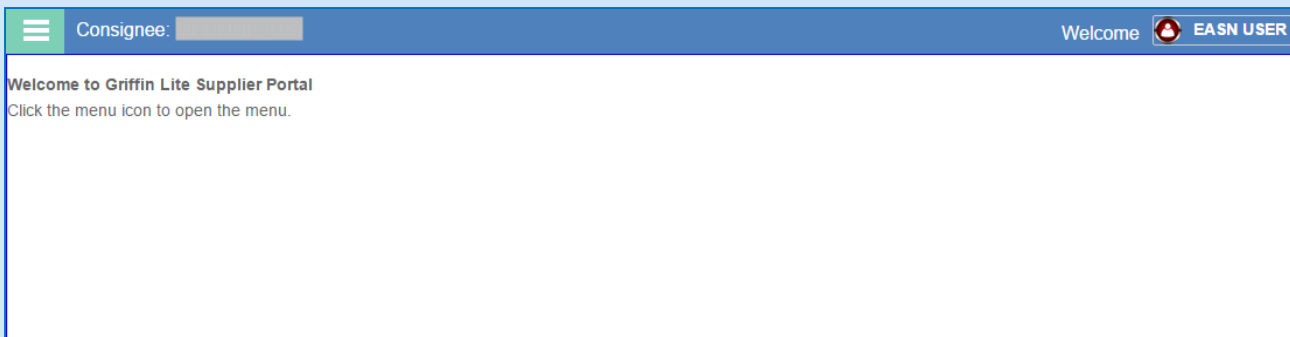
To gain access, registration is required, please contact Yusen Logistics local offices to obtain login ID and password.

A few points to note :

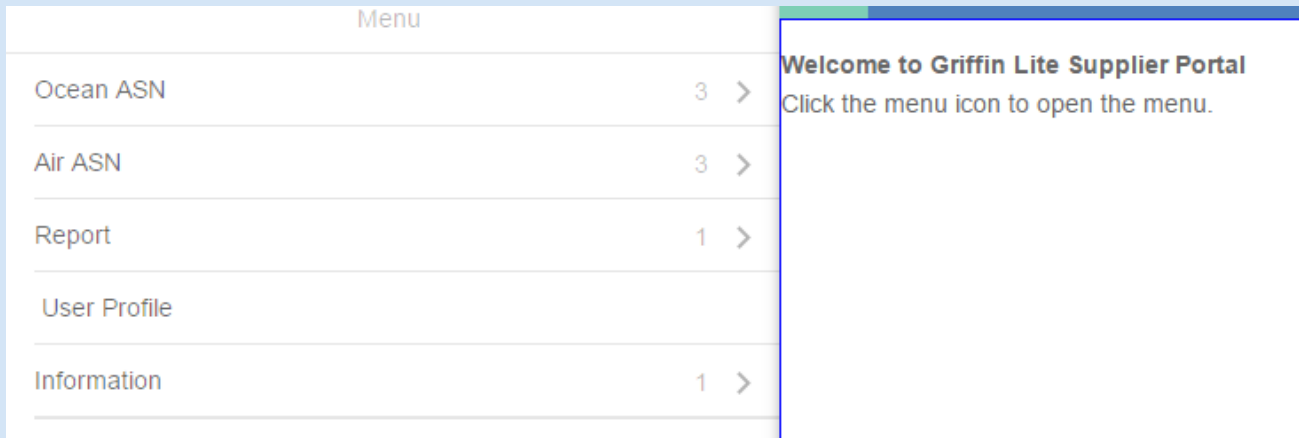
- For best results, please use Goggle Chrome, Firefox and Microsoft Internet Explorer version 10 or above in accessing our Griffin system.
- **Browser** pop-up blocking function may impact performance of the system operation, it is necessary to configure your browser to allow pop-up from our website.

Login

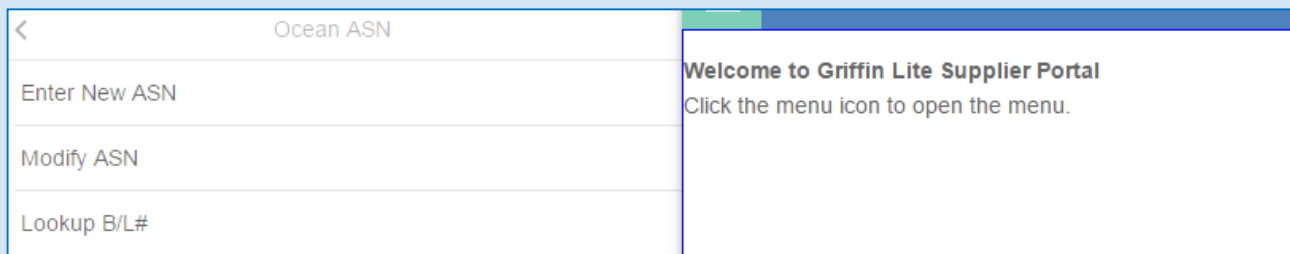
Once login, the following screen will appear.



Click the Menu icon , you will see the following Main Menu.

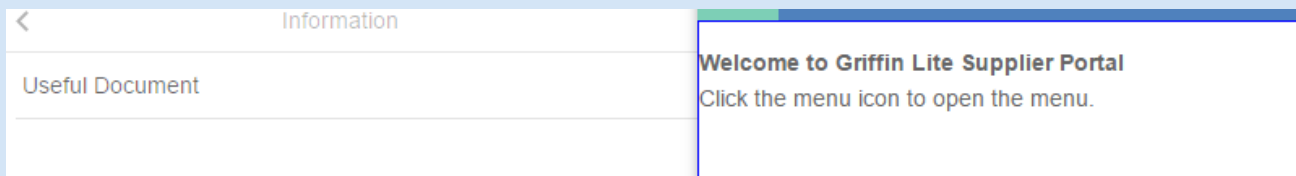


By clicking > , the screen will drill down to the following Sub-Menu.

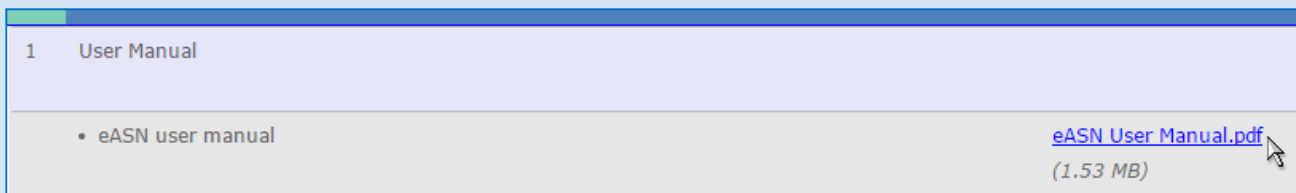


Information and User Profile

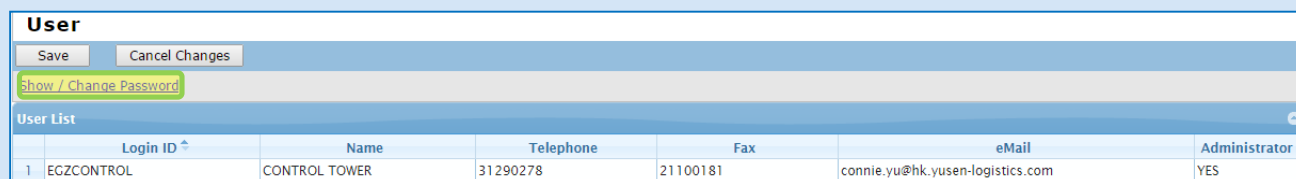
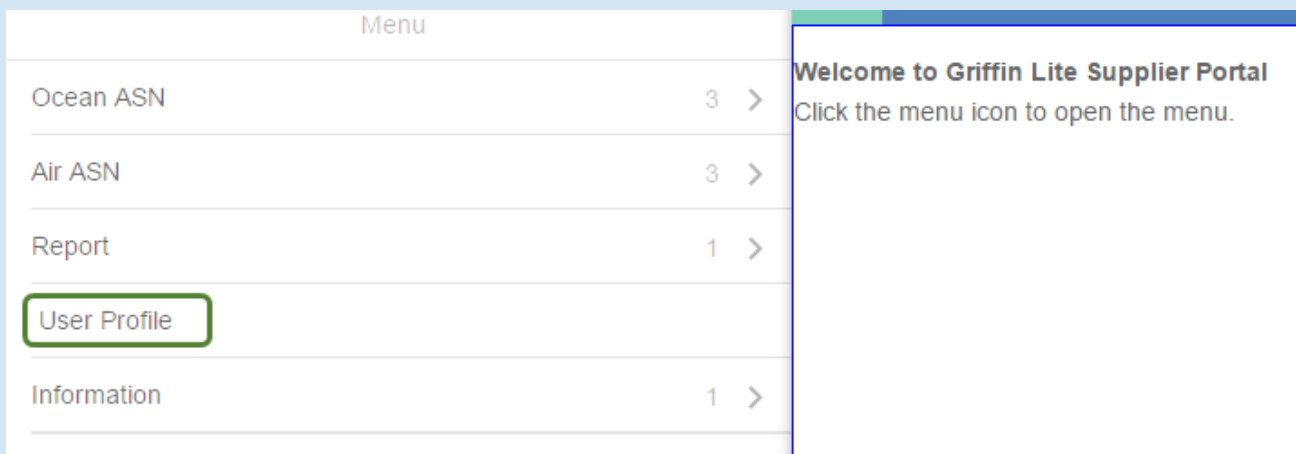
For first time user, it is recommended to go to the **‘Information’** menu and then select **‘Useful Document’** option to download system manual and see other useful information available in the system as shown below.



Under **‘Useful Document’** click the file hyperlink to download the document. E.g. User Manual



If user need update the registered Name, Tel No., Fax No...etc., please go to **‘User Profile’** Sub-Menu as below. The same editor can be used to change password by clicking **‘Show / Change Password’** option.



Entering Air ASN Information

Click on 'Air ASN' Sub-Menu and select 'Enter New ASN' option, the following screen will appear.

The screenshot shows the 'Air ASN' menu with options: 'Enter New ASN', 'Modify ASN', and 'Lookup HAWB #'. A mouse cursor is over 'Enter New ASN'. To the right is a 'Welcome to Griffin Lite Supplier Portal' message. Below is the 'Enter New Air Shipment ASN' form with the following fields:

- Air Shipment Ref #: EGZAHKG151009 (Entry isn't required. It will be generated by system after this screen is completed.)
- MAWB No.: MAWBTEST
- Air Forwarder: YUSEN AIR & SEA SERVICE
- Flight #: 001
- Place of Departure: HONG KONG
- Place of Destination Airport: SAVANNAH, GA
- Delivery in Destination: Door Airport
- Place of Final Destination: SAVANNAH, GA
- Remark: [Empty field]
- MAWB Issue Date: 2015-10-09 (yyyy-mm-dd)
- SCAC: [Empty field]
- Departure Date: 2015-10-09 (yyyy-mm-dd)
- Estimate Arrival Date: 2015-10-09 (yyyy-mm-dd)
- Estimate Arrival Date: 2015-10-09 (yyyy-mm-dd)

Buttons: Save, Clear for next shipment, ADD MODE. A link 'Enter HAWB to this Air Shipment' is highlighted at the bottom.

Once you have entered all the required information, click on the 'Enter HAWB to this Air Shipment' to enter HAWB information.

The screenshot shows the 'Air Shipment ASN Entry - Add HAWB' form with the following fields:

- HAWB No.: HAWB01
- Chargeable Weight: 123 KGS
- MAWB #: MAWB01
- Flight #: CW123
- Air Forwarder: YASV - YUSEN LOGISTICS
- Shipper Name: EGZ VENDOR
- Air Shipment Ref #: EGZAHKG130816
- Departure: 08/16/2013 HONG KONG
- Arrival Airport: 08/17/2013 LOS ANGELES, CA
- Arrival Destination: 08/17/2013 LOS ANGELES, CA

Buttons: Save, Close, ADD MODE. A link 'Add New Line for entering item without booking' is highlighted.

Loading Details

Line	* PO No.	* SKU No.	* Cargo Description	* CTN / PKG	* CBM	* KGS	* QTY	UOM	
1		N/A						PCS	New Delete

Enter the required loading information.

To add additional PO / SKU to HAWB, click on 'Add New Line for entering item without booking' to manually insert the additional PO data.

Once you have entered all the required information, click on 'Save' button to exit.

Editing Air ASN Information

To edit an existing Air ASN, click on 'Air ASN' Sub-Menu and select 'Modify ASN' option to see the following screen.

Air ASN

Welcome to Griffin Lite Supplier Portal

Enter New ASN

Modify ASN

Lookup HAWB #

Modify Air Shipment ASN EDIT MODE

Save Delete Clear for next shipment

Fields marked with an asterisk * are required.
If flight information is amended on this screen, please press [Save] button.

* Air Shipment Ref #: **EGZAHKG151009**

* MAWB No.: MAWBTEST

* Air Forwarder: YUSEN AIR & SEA SERVICE

* Flight #: 001

* Place of Departure: HONG KONG

* Place of Destination Airport: SAVANNAH, GA

* Delivery in Destination: Door Airport

* Place of Final Destination: SAVANNAH, GA

Remark:

MAWB Issue Date: 2015-10-09 (yyyy-mm-dd)

SCAC:

Departure Date: 2015-10-09 (yyyy-mm-dd)

Estimate Arrival Date: 2015-10-09 (yyyy-mm-dd)

Estimate Arrival Date: 2015-10-09 (yyyy-mm-dd)

Enter HAWB to this Air Shipment

Listing of HAWB 1 HAWB found

Total:	100	5	500	10000
HAWB No.	PO No.	CTN / PKG	CBM	KGS
HAWBTEST01	PO1	100	5	500
				10000 PCS

[Edit / Delete](#)

Enter Air Shipment Ref # or click on search icon right next to it to search the ASN you want to amend. Click on 'Edit / Delete' to see the following screen.

Air Shpment ASN Entry - Edit / Delete HAWB EDIT MODE

Save Delete HAWB

Fields marked with an asterisk * are required.

* HAWB No.: HAWBTEST01 **Change HAWB No.**

Chargeable Weight: 1000 KGS

MAWB #: MAWBTEST

Flight #: 001

Air Forwarder: - YUSEN AIR & SEA SERVICE

Air Shipment Ref #: EGZAHKG151009

Place of Departure: 2015-10-09 HONG KONG

Place of Destination Airport: 2015-10-09 SAVANNAH, GA

Place of Final Destination: 2015-10-09 SAVANNAH, GA

* Shipper Name: EGZ VENDOR EGZVENDOR Add Shipper

Batch Update Apply To All Lines

UN DG No.:

Loading Details

Add New Line for entering item without booking **Add item from booking** 1 detail(s) found

Total:	100	5	500	10000
* CTN / PKG	* CBM	* KGS	* QTY	UOM
100	5	500	10000	PCS

Line	* PO No.	* SKU No.	* Cargo Description ± =	* CTN / PKG	* CBM	* KGS	* QTY	UOM	Delete
1.	PO1	N/A	GDSM	100	5	500	10000	PCS	Delete

UN DG No.:

Click 'Change HAWB No.' option to amend HAWB No. or modify Loading information.

Once completed editing all the information, click 'Save' button.

Entering Ocean ASN Information

Click on 'Ocean ASN' Sub-Menu, select 'Enter New ASN' option to see the following screen.

The screenshot shows the 'Ocean ASN' menu with three options: 'Enter New ASN', 'Modify ASN', and 'Lookup B/L#'. The 'Enter New ASN' option is highlighted with a green box and a mouse cursor. To the right, a blue box contains the text: 'Welcome to Griffin Lite Supplier Portal' and 'Click the menu icon to open the menu.'

The screenshot shows the 'Enter New Ocean Shipment ASN' form. At the top right is an 'ADD MODE' button. Below the title are 'Save' and 'Clear for next Sailing' buttons. A note states: 'Fields marked with an asterisk * are required. After complete sailing information, please press [Save] button before adding B/L information.' The form contains several fields:

- Sea Shipment Ref #: EGZLHKG150816 (Note: Entry isn't required, system-generated)
- * Carrier: YUSEN LOGISTICS
- * Vessel: NYK NEBULA
- * Move Type: MLB
- * POL: HONG KONG
- * POD: LOS ANGELES, CA
- * POA: LOS ANGELES, CA (Note: Destination place where full container is emptied for cargo delivery)
- SCAC: YASV
- * Voyage #: 123
- * Delivery in Destination: Door Port
- * Departure Date: 2015-08-16 (yyyy-mm-dd)
- * Estimate Arrival Date: 2015-08-28 (yyyy-mm-dd)
- Remark: (empty field)

 At the bottom, there is a green button labeled 'Enter B/L to this Sailing' and a section header 'B/L & Container'.

Once you have entered all the required information, click on the 'Enter B/L to this Sailing' to enter B/L information.

The screenshot shows the 'ASN Entry - Add Ocean Shipment B/L' form. At the top right is an 'ADD MODE' button. A note states: 'Fields marked with an asterisk * are required.' The form contains:

- * B/L No. : (empty field)
- Sea Shipment Ref #: EGZLHKG151009
- Vessel & Voyage: NYK ALTAIR V. 001 (SEA)
- Carrier: YASV - YUSEN LOGISTICS
- * Shipper Name: (empty field)
- EGZVENDOR (with 'Add Shipper' button)

 At the bottom, there is a green button labeled 'Add Container Loading' and a section header 'Container Information'.

To enter B/L No. and Shipper Name, loading information should be completed by clicking on 'Add Container Loading' as per above screen.

Entering Ocean ASN Information

After clicking on the **'Add Container Loading'**, you will see the following screen.

B/L Entry - Add Container Loading										
Save										
Fields marked with an asterisk * are required.										
B/L No. : <input type="text" value="BLTEST001"/>										
* Container No.	* Seal No.	* Size	* Type	Service Type in Origin	* Load & Delivery Type	Carrier Booking No.	Service Contract No.	Ocean Fgt (In this B/L)		
<input type="text"/>	<input type="text"/>	10 - TON	TON	Port	CY - CY	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Date of Empty Container Dispatch at Origin	Date of Container Picked up from Warehouse (Ex-Work)	Date of Full Gate in Origin CY Terminal								
<input type="text"/> (yyyy-mm-dd)	<input type="text"/> (yyyy-mm-dd)	<input type="text"/> (yyyy-mm-dd)								
Batch Update				Apply To All Lines UN DG No. : <input type="text"/>						
Loading Details										
Add New Line for entering item without booking				Add item from booking				No detail found		
Total :										
Line	* PO No.	* SKU No.	* Cargo Description ± ±	* CTN / PKG	* CBM	* KGS	* QTY	UOM	New	Delete
1.	<input type="text"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PCS	New	Delete
UN DG No. : <input type="text"/>										

Enter the required loading information.

To add additional PO to this container, click on **'Add New Line for entering item without booking'** to manually insert the additional booking data.

Once you have entered all the required information, click on **'Save'** button, the system will go back to the following screen.

ASN Entry - Add Ocean Shipment B/L											ADD MODE			
Fields marked with an asterisk * are required.														
* B/L No. : <input type="text" value="BLTEST001"/>											Change B/L No.			
Sea Shipment Ref # : EGZLHKG151009				POL : 2015-10-09		HONG KONG								
Vessel & Voyage : NYK ALTAIR V. 001 (SEA)				POD : 2015-10-31		SAVANNAH, GA								
Carrier : YASV - YUSEN LOGISTICS				POA : 2015-10-31		SAVANNAH, GA (PORT)								
* Shipper Name : <input type="text" value="EGZ VENDOR"/>											<input type="text" value="EGZVENDOR"/> Add Shipper			
Add Container Loading				Container Information				1 Container(s) found						
Container Information List											Total :			
	Container	Seal No.	Size	Type	Service T ₁	Load &	Carrier	Service	Ocean Fgt	DG	CTN / I	CBM	KGS	QTY
Edit	CNTR1	SEAL1	40'	DRY	PORT	CY/CY	CSO1	NIL	0		100	55	10,000	10,000

If you want to add additional container to this B/L, click on **'Add Container Loading'**, otherwise click **'Close'** button to exit.

Editing Ocean ASN Information

To edit an existing Ocean ASN, click on the ‘Ocean ASN’ Sub-Menu and select ‘Modify ASN’ option, the following screen will appear.

Modify Ocean Shipment ASN EDIT MODE

Save Delete Clear for next Sailing

Fields marked with an asterisk * are required.
If sailing information is amended on this screen, please press [Save] button.

* Sea Shipment Ref #: EGZLHKG131010

* Carrier: YUSEN LOGISTICS

* Vessel: NYK ALTAIR

* Move Type: MLB

* POL: HONG KONG

* POD: SYDNEY, NS

* POA: SYDNEY, NS

SCAC: YASV

* Voyage #: 001

* Delivery in Destination: Door Port

* Departure Date: 2013-10-10 (yyyy-mm-dd)

* Estimate Arrival Date: 2013-10-20 (yyyy-mm-dd)

* Estimate Arrival Date: 2013-10-20 (yyyy-mm-dd)

Remark:

Enter B/L to this Sailing

B/L & Container		B/L No.	Container No.	Seal No.	Size & Type
Edit / Delete		BL001	NYKU1234567	SEAL001	20' DRY

Enter Sea Shipment Ref # or click on search icon right next to it to search the ASN you want to amend. Click on ‘Edit / Delete’ to see the following screen.

ASN Entry - Edit / Delete Ocean Shipment B/L EDIT MODE

Delete

Fields marked with an asterisk * are required.

* B/L No.: BL001 [Change B/L No.](#)

Sea Shipment Ref #: EGZLHKG131010

Vessel & Voyage: NYK ALTAIR V. 001 (MLB)

Carrier: YASV - YUSEN LOGISTICS

* Shipper Name: EGZ VENDOR 2 [Add Shipper](#)

POL: 2013-10-10 HONG KONG

POD: 2013-10-20 SYDNEY, NS

POA: 2013-10-20 SYDNEY, NS (PORT)

Add Container Loading Container Information 1 Container(s) fo

Container Information List											Total:	1001	30	10002	12003
Container No	Seal No.	Size	Type	Service Type	Load &	Carrier	Service	Ocean Fgt	DG	CTN / PKI	CBM	KGS	QTY		
Edit	NYKU1234567	SEAL001	20'	DRY	PORT	CY/CY	CSO001	NIL	0	1,001	30	10,002	12,003		

Container Loading Details 2 items line(s) fo

Container Loading Details List						
Container No.	PO No.	CTN / PKG	CBM	KGS	QTY & UOM	
NYKU1234567	PO-4	1	2	2		
NYKU1234567	PO3	1000	28	10000	1:	

[Close](#)


Click on ‘Change B/L No.’ to amend B/L No. or click on ‘Edit’ to modify Loading information.

Once completed editing all the information, click ‘Save’ button.

Uploading Shipping Documents if applicable

Click on the 'Ocean ASN' or 'Air ASN' Sub-Menu and select 'Lookup B/L#' option to display the following screen.

The screenshot shows the 'Ocean ASN' menu with 'Lookup B/L' highlighted. The 'Lookup Ocean Shipment B/L#' form includes a 'Delete B/L' button, a 'Clear for next B/L' button, and a note that fields with an asterisk are required. The 'B/L No.' field is highlighted in green, with a search icon and a document icon next to it. Other fields include 'Sea Shipment Ref #', 'Vessel & Voyage', 'Carrier', and 'Shipper Name'. There are also fields for 'POL', 'POD', and 'POA', and an 'Add Shipper' button.

Enter B/L No. (for Ocean Shipment), HAWB No. (for Air Shipment), or click on the search icon right next to it to search the B/L you want to upload documents. Thereafter, click on the icon  to display the following screen.

The screenshot shows a 'NOTICE' section with the following instructions:

- Complete set of document per B/L must be scanned to one image file in 'PDF' format. The file name must start with 'EGZ_BL_' followed by B/L# with file extension of required format. So the document image file name of above said B/L should be **EGZ_BL_BLTEST001.PDF**
- To upload document, select file through [Browse...] button then click on the [Upload] button
- Once document is uploaded in here, it will be picked up in the following fixed schedule:
07:00 - 08:00 (GMT+8)
15:00 - 16:00 (GMT+8)
23:00 - 00:00 (GMT+8)
Before picked up, it can be removed by pressing [Delete] button or replaced by upload again.
- The upload and delete are unavailable during the above schedule.

Below the notice is the 'Upload file' section with a 'Description' field and an 'UPLOAD' button. There is also an 'Uploaded File(s)' table with columns for 'Description' and 'Upload Date/Time (GMT +8)'. A 'DELETE' button is at the bottom.

A point to note:

- The file name must start with 'XXX_BL_' followed by B/L # with file extension of required format.

Click 'Browse' button to search your document file from your PC, select the file and click 'Upload' button. System will alert user if the upload is successful or not.

Once completed, click 'Close' button to exit.

Printing Shipment Report

Click **'Report'** from Sub Menu and select **'Shipment Report'** option to see the following screen.

←
Report

Booking Report

Shipment Report

Welcome to Griffin Lite Supplier Portal

Click the menu icon to open the menu.

Shipment Report

Select type of criteria from the list that you want to enter for getting the report :

	For Ocean Shipment Only :	For Air Shipment Only :
<input checked="" type="radio"/> Period of Input Date (GMT)	<input type="radio"/> Sea Shipment Ref#	<input type="radio"/> Air Shipment Ref#
<input type="radio"/> Period of Shipment Date (Departure)	<input type="radio"/> B/L No.	<input type="radio"/> HAWB No.
	<input type="radio"/> Container No.	

From Date : (yyyy-mm-dd)
 To Date : (yyyy-mm-dd)

Excel
PDF

A selection of printing the report by Input Date, by Departure Date, by Shipment Ref #, by B/L No., or by Container No., is available. Click on **'Excel'** or **'PDF'** button after selecting the needed criteria, the following report will then be generated

ENERGIZER AUSTRALIA PTY. LTD
eASN LNH Shipment Report
 Print Date : 10/9/2015 2:53:48PM

B/L No. : BLTEST001 Page 1 of 1

size

Sea Shipment Ref # : EGZLHKG151009 Carrier : YUSEN LOGISTICS Vessel & Voyage : NYK ALTAIR V. 001 (SEA) Remark :	POL ETD : 2015-10-09 HONG KONG (HK) POD ETA : 2015-10-31 SAVANNAH, GA (US) POA ETA : 2015-10-31 SAVANNAH, GA (US)
--	--

B/L No. : BLTEST001 Shipper : EGZ VENDOR	Input By & Date : EGZCONTROL at 2015-10-09 06:06 Shipper Code : EGZVENDOR
---	--

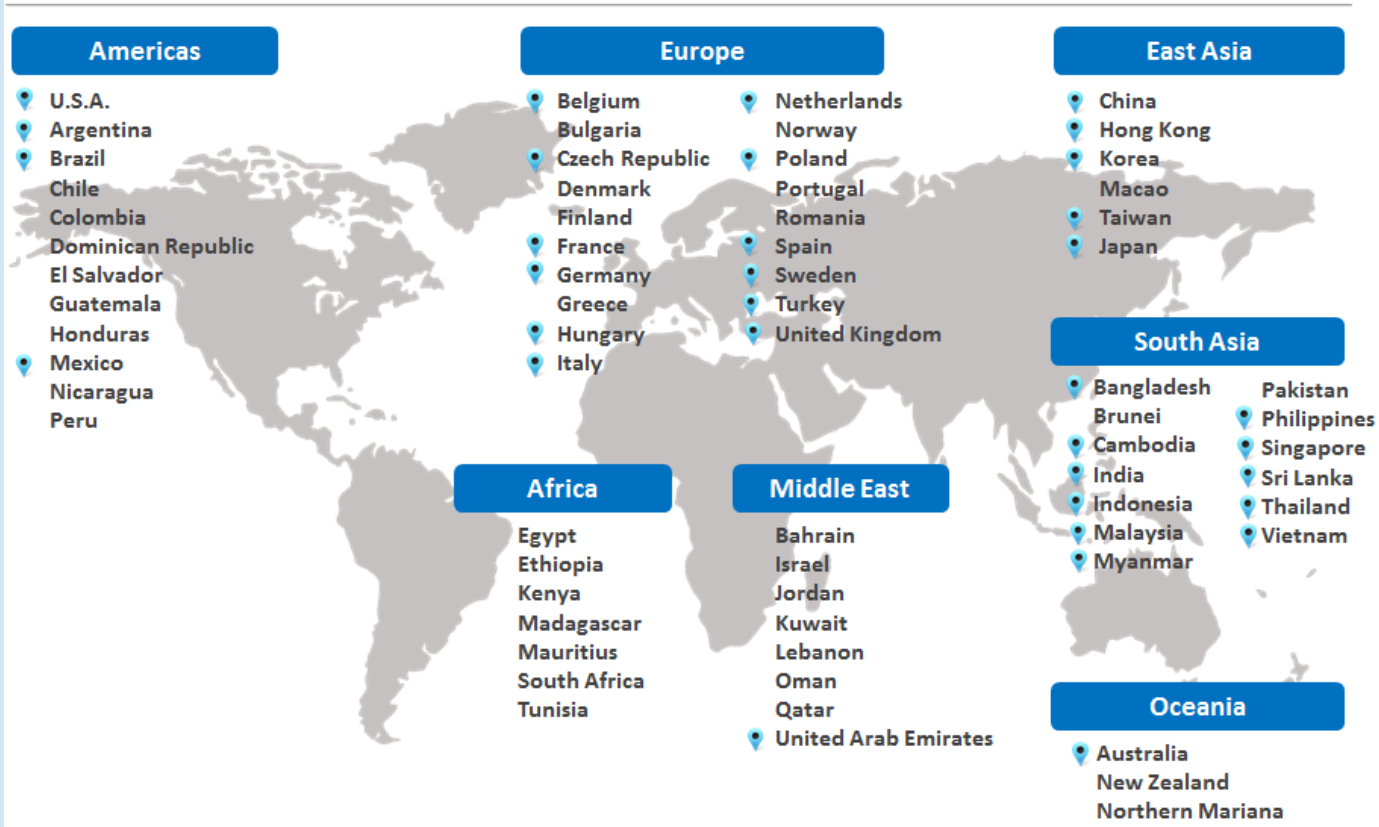
Container Count : 1 of 1 Container No. : CNTR1 Size & Type : 40' DRY Seal Number : SEAL1 Type of Shipment : CY - CY Date of Empty Continaer Dispatch at Origin : 2015-10-08 Date of Container Picked up from Warehouse (Ex-Work) : 2015-10-09 Date of Full Gate in Origin CY Terminal : 2015-10-09	Carrier Booking No. : CSO1 Service Contract No. : NIL Container Ocean Freight : 0.00 Service Type : PORT to PORT	Total CTN : 100 Total Volume : 55,000 CBM Total Weight : 10,000,000 KGS Total QTY : 10,000 PCS
---	---	---

PO No.	Item No.	Description	CTN	Volume	Weight	QTY
PO1	N/A	GDSM	100	55,000	10,000,000	10,000 PCS

*** End of Report ***

At a glance

Yusen Logistics – OCM Geographic Coverage



.... End of user manual

Thank you for using Griffin Supplier system.

Please contact nearby Yusen Logistics office
for any question or assistance.

