

detailed guide My Freight

The following gives you a detailed guide on how to handle your freight using the freight module in the EIS system. If you want just a quick guide, please look [here](#).

Step-by-step detailed guide for My Freight

1) Basic information "My Freight"

As a registered participant of an expedition in the Expedition Interface System (EIS) your access to the freight module of EIS is granted. To use it, please click on „My Freight“ on the menubar on the left.

ALFRED WEGENER INSTITUT
HELVOLTZ-ZENTRUM FÜR POLAR- UND MEERESFORSCHUNG

EIS EXPEDITION INTERFACE SYSTEM
EN Timo Gerkens

Search in submitted freight lists

My freight

Please use this module to enter your freight

Please make sure that you enter all information completely and in due time. In particular for dangerous goods, please provide all necessary information.

Further information can also be found on the AWI website under [information for expedition participants](#). This freight module contains a lot of information on how to use this module and handle your freight. If you have any questions, please contact Nina Machner (Nina.Machner@awi.de) directly.

If you have technical questions about the Expedition Interface System (EIS), please contact EIS_Support@awi.de.

[Further information](#)

Freight

+ Create new freight

Order number	Short description	Expedition number	Flight no. / Cruise leg / Additional expeditions	Color code	Status	Action
PS122/3-1-11206		PS122/3				Q x
PS123-1-11211		PS123				Q x

If you have already created freight, these are displayed in the list below in "Freight". Here you also create new freight using the button **" + Create new freight "**.

The search function at the top right allows you to search for freight items in freight lists that have already been submitted. Using the search function it is sufficient if you only know parts of your search term.

"New freight" area

The **"New freight"** area contains the basic data of a freight.

You begin entering information about the **"Freight requisitioner"**, which can be yourself or - if an administrative substitute has been invited - a different person.

Freight requisitioner

Title Given name Surname

-- Timo Gerkens

Institute/Department

[Edit organisation](#)

Institut/Company Department

Alfred-Wegener-Institut Bertho-Polische Prozesse

Street, house number Additional address information (optional)

Am Alten Hafen 26

Zipcode City Country

27568 Bremerhaven Germany

E-mail address (business)

timo.gerkens@awi.de

Phone (business)

+4947148312098 [Add more](#)

Administrative substitute

[Administrative substitute \(0\)](#)

Additional information: "Administrative substitute"

As the menu title "**My freight**" described this as your personal freight area, you as the freight requisitioner can invite EIS user(s) as an "**Administrative substitute**" for the current freight you are working on. This can be helpful if you organise freight for a working group and you will let the team members take part in organising it. If you have been invited as an administrative substitute for a freight, you can enter and manage freight details for someone else.

The screenshot shows the 'Freight requisitioner' form. The form fields include: Title (dropdown), Given name (text), Surname (text), Institute/Department (dropdown), Institute/Company (text), Department (text), Street, house number (text), Additional address information (optional) (text), Zipcode (text), City (text), E-mail address (business) (text), Phone (business) (text), and Administrative substitute (dropdown). An 'Administrative substitute' modal is open, showing a table with columns: Name, E-mail address (business), and Action. The modal also contains a text box for 'The persons entered here can edit the data on this page and add new participants as well as groups if necessary' and an 'Add substitute' button.

In a second step, you need to enter the "**Freight information**", for example platform, expedition number, if your freight contains special cargo or if you want to upload your own packing lists as you maybe work for a different institute than the AWI and therefore you use your own lists, etc. (Please keep in mind: we recommend to enter your freight information in EIS). You always need to use the expeditions available. The "specify manually" option is **only allowed** in exceptional cases and when this has been agreed between you and Nina Machner from AWI logistics **in advance**. Don't forget to enter the freight receiver. This person is normally yourself, on board the vessel or land. In the case of you work as an administrative substitute, you enter the freight receiver you work for, on board the vessel or on land.

The screenshot shows the 'Freight information' form. The form fields include: Choose expedition (radio button), Specify manually (radio button), Platform (dropdown), Expedition number (dropdown), Freight receiver (text), Short description for freight overview (optional) (text), Special freight (checkbox), Direct delivery (checkbox), Dangerous good (checkbox), Refrigerated (checkbox), Own packing lists (checkbox), We recommend that you enter your freight items in EIS (text), Please note that you must enter dangerous goods in any case and cannot upload those from lists! (text), If you have selected that you want to upload your own packing lists, please note the following information: (text), Further information about own packing lists (link), Color code (optional) (text), Mark your packages additionally with color codes. You can obtain these color codes from your organisation or company, the AWI will assign these codes. If your organisation or company has not yet received a color code, please contact AWI Logistics. (text), First (dropdown), Second (dropdown), Third (dropdown).

Additional information: "Special Freight" and "own packing lists"

Special Freight can be a "Direct delivery", "Dangerous good" or "Refrigerated" freight. If your freight is related to or might contain this, please check the particular boxes here to inform the AWI logistics team.

Please note: Add normal freight and dangerous goods ALWAYS into separate freights, meaning at least create one freight for dangerous goods and one for normal freight, if you have both available! The reason is, that both types might have different delivery dates!

We recommend to enter your freight in EIS. Sometimes, e.g. when you are from a different institute, you want to **use your own packing lists**. Clicking this option will deactivate area (1) in the next step. Please read the information we provided at each step directly in the related area of freight in EIS.

If your organisation is not provided with a colour code yet, you can select one from the available.

When all is done, you click on "**To collect freight**".

The screenshot shows a button labeled "To collect freight" and a "Cancel" button.

2) Detailed information "Collect freight"

The basic information of your freight, which you entered in the step before, are still available, when you use the pen-symbol on top right. As we now concentrate on the freight items, we do not need this information currently, but you can easily access it.

Collect freight

Basic information

Name

Timo Gerkens

Platform

Polarstern

Expedition number

PS122/3

Kind of freight

Normal

Please note

Enter your freight as described in the individual steps.
Note that articles can contain dangerous goods. These articles may require special packaging. For batteries we have prepared a [special information sheet](#) for you. Please deal with this topic. If articles are not correctly declared, especially in the case of dangerous goods, penalties may be imposed on you personally.
[Further information / help to register freight](#)

Do you want apply old freight or freight lists?

Input saved?

Import article or packing

Draft saved!

1 Create item

Create your individual articles here before you prepare them for shipping. Items that can be transported unpacked, please pull down directly to area 3.
Alternatively, you can also put the articles directly into an existing packaging (in area 2).

+ Create new item

2 Put article in box

Create a package and involve all the items to be transported. Then please pull this package down to area 3.
[If you use your own packing lists](#)

+ Create packing

If you have been taking part in a former expedition from PS121 onwards, maybe you or your group has already entered freight items into EIS and now you can re-use these or parts of it. It is additionally possible to use the upload function via Microsoft Excel-template which you find on the web pages of the AWI logistics. If you want to use it, please take care about the version of the templates shown in dialogue boxes and help-information directly in EIS.

Import using EXCEL-template

Import articles or packings

Please indicate from which source you would like to import the data:
You can use Microsoft(R) EXCEL templates of a specific format or import from old freight.
Please click the appropriate radio button.
It is not possible to import EXCEL lists containing dangerous goods!
[Further information](#)
☒ **Import existing freight list (Excel)**
You can import existing freight and packing lists using a dedicated Microsoft(R)-EXCEL template.
[Import Instruction](#)

Drag file to this location or [Search](#)

Please note that for security reasons only Excel documents smaller than 30MB are allowed.

☐ Apply freight from former freight lists starting from PS121 [?](#)

Next

Cancel

Import using former freight lists

Import articles or packings

Please indicate from which source you would like to import the data:
You can use Microsoft(R) EXCEL templates of a specific format or import from old freight.
Please click the appropriate radio button.
It is not possible to import EXCEL lists containing dangerous goods!
[Further information](#)
☐ Import existing freight list (Excel)
☒ **Apply freight from former freight lists starting from PS121** [?](#)

Please select order number

Please select order number

BPS122.2-1-10541 - Ice thickness systems

BPS122.2-1-10542

BPS122.2-1-10543

Starting from scratch,

1 Create item

Create your individual articles here before you prepare them for shipping. Items that can be transported unpacked, please pull down directly to area 3.
Alternatively, you can also put the articles directly into an existing packaging (in area 2).

+ Create new item

2 Put article in box

Create a package and involve all the items to be transported. Then please pull this package down to area 3.
[If you use your own packing lists:](#)

+ Create packing

3 Move here: Packed and unpacked items (0)

→ Submit freight

please begin creating your articles using area (1),

Create new item

Please note: always create separate records for normal freight and dangerous goods freight.

Battery information

Please determine here if the freight is special (if it is):

☐ Dangerous goods ☐ Biological samples

1. Kind of article and description

Value

100

Serial- or AWI inventory number (if exists)

Quantity

20

Description

100 m Dynema-Leine, 12mm Durchmesser auf Haspel

2. Packaging

Would you like to place the article in an existing packing?

Selection

without (put into area 1)

Save and close

Save and next

Cancel

fill all the details demanded and save your data, continue with the next article.

Create new item

Please note: always create separate records for normal freight and dangerous goods freight.

Battery information

Please determine here if the freight is special (if it is):

☐ Dangerous goods ☐ Biological samples

1. Kind of article and description

Value

1000

Serial- or AWI inventory number (if exists)

AWI123456

Quantity

1

Description

Selwinde mit Drehstrommotor

2. Packaging

Would you like to place the article in an existing packing?

Selection

without (put into area 1)

Save and close

Save and next

Cancel

When you have finished this job and all your articles are shown in area (1),

1

Create item

Create your individual articles here before you prepare them for shipping. Items that can be transported unpacked, please pull down directly to area 3. Alternatively, you can also put the articles directly into an existing packaging (in area 2).

+ Create new item

100 m Dynema-Leine. 12mm Durchmesser auf Haspel

20 Pieces

Value: 100.- €

Ser.Nr.: AWI123456 - Seilwinde mit Drehstrommotor

1 Pieces

Value: 1000.- €

create your packings, if needed.

Specify Packing Type

Identification Number (appears on the freight list and will be attached to the package)

T699

Normal freight

Dangerous goods

Packing Type

Alubox

Cage pallet

Carton

Plastic box

Plywood box

Wooden box

Styrofoam Box

Thermo Box

Drift bag

Pallet

Container

Cable drum

The following information can also be added when you have completed the packing and moving it down

Measures (optional)

Length

Width

Height

60

x

40

cm

x

40

cm

Weight and value of the package

Gross amount

Value

12

kg

3750

€

Summary of the contents (optional: e.g. "labor equipment" or "private things")

20 Litzen à 100m Dynema

Save and close

Save and next

Cancel

Pull each article into the packings that you create in area (2). If you have articles that don't need packings such as e.g. compressors, these can be pulled directly into area (3).

1

Create item

Create your individual articles here before you prepare them for shipping. Items that can be transported unpacked, please pull down directly to area 3. Alternatively, you can also put the articles directly into an existing packaging (in area 2).

+ Create new item

100 m Dynema-Leine. 12mm Durchmesser auf Haspel

20 Pieces

Value: 100.- €

Ser.Nr.: AWI123456 - Seilwinde mit Drehstrommotor

1 Pieces

Value: 1000.- €

2

Put article in box

Create a package and involve all the items to be transported. Then please pull this package down to area 3.

If you use your own packing lists

+ Create packing

T699

3

Move here: Packed and unpacked items (0)

Submit freight

Pull also your now filled packings into area (3), too.

Enter all necessary additional information demanded in the appearing window.

Prepare packing for shipment

Packing Type

ALU_BOX

Identification Number (appears on the freight list and will be attached to the package)

TG99

Length

60.0

cm

x

Width

40.0

cm

x

Height

40.0

cm

Gross amount

12.00

kg

Value

3750.00

€

Summary of the contents (e.g. "labor equipment" or "private things")

20 Längen à 100m Dynema

Save

Cancel

View Packing

Freight packing data

[Edit data](#)



TG99

ALU_BOX: 60.0 cm x 40.0 cm x 40.0 cm | Gross amount: 12.00 kg | Value: 3750.00 €
Description: 20 Längen à 100m Dynema

Documents

Please **label** your packing according to the specifications and attach the required documents.



PS122/3-1-11206_Packinglist_TG99.pdf

[View](#)

Item

20
piece(s)

100 m Dynema-Leine. 12mm Durchmesser auf Haspel

Close

If all your freight items showing up in area (3), press the button "**Submit freight**" on the bottom right of this area. Read all following information thoroughly, confirm the tick-boxes if you have cheked and provided all necessary information.

3

Move here: Packed and unpacked items (2)

[→ Submit freight](#)



TG100





TG99

Your list shows up for an additional check, press "Next" or "Cancel".

Submit freight

Have you thought of everything?
Have you entered all the freight items, have you stored all the information in EIS? Are your packages marked on all pages and do you use the correct colour code? Have you registered the dangerous goods information, including the [batteries that may be in your equipment](#)? If you are unsure, please read "further information".
[Further information](#)

Freight items							Open all freight items
Ident-Nr.	Packaging	Description	Measures in cm (L x B x H)	Value (€)	Weight (Kg)	Volume (m³)	
▶ TG100	 Unpacked	Seilwinde mit Drehstrommotor	100.0 cm x 100.0 cm x 80.0 cm	1000.00 €	1000.00 kg	0.800 m³	
▶ TG99	 Aluminium box	20 Längen à 100m Dynema	60.0 cm x 40.0 cm x 40.0 cm	3750.00 €	12.00 kg	0.096 m³	

Next

Cancel

Set the green tick on the bottom of the following dialogue box to confirm that no dangerous goods is part of your particular freight. Press "Submit".

Submit freight

Unprecedented packings
Please note that only items that have been dragged down to area 3 and whose data is complete will be included in the freight list.

Are you sure you do not want to take the items that are not in the bottom section 3 yet? Then just click on "continue". Otherwise, please cancel and prepare these items for shipping by dragging them down to area 3.

Please note that it can have serious consequences (up to prosecution) if dangerous goods or items subject to export authorization are not properly declared. We therefore point out that you yourself are responsible for the declaration and must bear the consequences in case of omission. In case of doubt, please contact the appropriate contact person at the AWI in advance.

Confirmation of the proper declaration of dangerous goods
☒ This consignment does not contain dangerous goods.

Submit

Cancel

Additional information: **"Special freight"**

"Special freight" named here relates to: refrigerated cargo, biological samples or dangerous goods
refrigerated cargo/biological samples

If you add **"refrigerated cargo"** to your freight, please add the information of the temperature to the details of the normal freight details.

If you add **"biological samples"** to your freight, please add the information of the taxom and while you pull this freight item down to area (3), you need to enter the sample origin. Please take care of the value of your samples. Your samples should not show more value than just some EURO-Cents, as the whole value of the ship's samples load should not exceed more than EUR 45,-!

Dangerous goods

It is necessary that you declare **dangerous goods** completely. [Remember that you are legally obliged to do so and don't forget: you can be held personally liable.](#)
Let the specialists at AWI logistics help you and ask your questions - whether it's about dangerous goods or anything else on the subject of freight.

The information on items and packaging is more complex in connection with dangerous goods than for normal freight. Please fill in all the information correctly in areas (1) and (2) before pulling and submitting your freight items in area (3). Please make sure that all required information is be available to you before you start entering your data.

IMO declaration

EIS offers you the possibility to generate the appropriate IMO declaration from a template when dangerous goods are registered. Save this on your computer and upload this IMO back into EIS. In this case, the IMO does not need to be signed because it was created automatically.

Own packing lists used?

If you have used your own packing lists - please upload the dangerous goods packing list afterwards. Please use the version provided by AWI logistics on the website.

If you are not offered the IMO template in EIS because you use your own packing lists and thus exclude article creation in area (1), please download the instructions on how to fill in an IMO correctly from the AWI website.

Additional information: **"Status"** of your freight

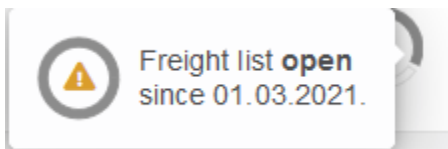
In the overview of your freight (clicking on "MyFreight" in the EIS-initial screen), you can see the symbol "Status".

Freight						+ Create new freight	
Order number	Short description	Expedition number	Flight no. / Cruise leg / Additional expeditions	Color code	Status	Action	
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>				
PS122/3-1-11206		PS122/3					

The status-display shows you information about the status of your freight.

The sign in the middle can be a yellow triangle or a green tick. The three circle segments around can appear in four colours each, white, grey, yellow and green.

As long as your freight has not been submitted, your status can be watched like this:

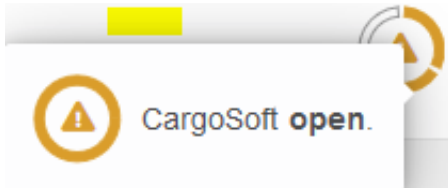


The 12-to-4-segment (according to a clock) shows grey, so your Freight list is open. The remaining two circle-segments show white.

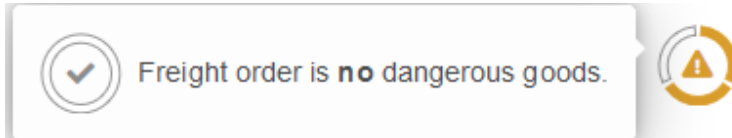
When your freight has been submitted, immediately the status changes to the following for the three segments:



The 12-to-4-segment shows yellow, so your freight list is in verification.



The 4-to-8-segment shows yellow - CargoSoft action is open - this is an information for AWI logistics.



The 8-to-12-segment shows white - this displays, that this Freight order does not contain any dangerous goods.

Related articles