e-Parcel®

VCN-Web Enterprise
Operation Manual

September, 2019

e-Parcel Corporation

CONTENTS

Features

●**Easily, Securely and Surely Delivering from your Browser**

You can deliver the data securely and surely by easy operation as if you use the web mail. You only configure the client certificates on your computer without installing the particular software.

●**Tracking delivery for your uploading file on your Browser**

You can confirm on your browser whether your uploading data has reached the recipient or not. You only click Outbox button and see the status of that item. Also you can check that if you click Delivery Tracking button in a mail that you received from the e-Parcel Secure Delivery as a copy.

●**Delivering large-volume data**

You can deliver a large-volume data per one delivering. It is difficult to do that by using an e-mail.

●**Easily Downloading a data by only clicking a Download button**

If you are a recipient, you can access and download the data by only clicking a Download button in a mail you received from the e-Parcel Secure Delivery. Also you can access it from Inbox of the e-Parcel secure window on your browser.

Advance Preparation

To use the e-Parcel VCN-Web Enterprise, you need to import your **Client Certificate** on your computer.
You can see the procedure to import it on the next page.

[SYSTEM REQUIREMENTS]

*Microsoft Windows 2000 and over

*Internet Connection

*Web Browser – Edge, Internet Explorer 6.0 and over, Firefox 1.5 and over

(You need the code intensity of 128 bit and availability for TLS1.0 and over)

Importing Client Certificate

1. Access to the following URL.
   https://www.e-parcel.ne.jp/epweb/

2. Click Download Certificate (for New User) menu on menu bar.

3. Click Download Client Certificate button at the bottom of the page.

4. [STEP1]
   Enter your e-Parcel ID & default password and then click Login button.
   ＊ You can change your password after. Refer to page 10.

5. [STEP2]
   Select the kind of your browser and then click Next button.

6. [STEP3]
   Follow the procedures indicated to check the security of this web site
   and then click Next button.

7. [STEP4]
   Download & install a client digital certificate. Follow the procedure
   indicated on the page to install a client digital certificate.
   ＊ In the case of Windows 10, select "Current User" as Store Location on the Welcome to
   　 the Certificate Import Wizard window.
   After the installation, click Next button.

8. [STEP5]
   Click e-Parcel Web Browser button on the page. The select digital
   certificate window appears. Click appropriate certificate on its window
   and then click OK button. The another browser window for the
   e-Parcel Electronic Delivery system appears. After this window
   indicated, Go back to previous browser window and click Completed
   Access button.

9. [STEP6]
   You are all set.
   Click Top button or shut this window down if unnecessary.

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Create New

Please access the following URL to start delivery of the data.
https://secure.e-parcel.ne.jp/
We recommend you to bookmark this URL.

You'll encounter the client certificate selection screen. Please click a proper client certificate and then click OK button. The Create New screen is opened.

＊After this, you don't encounter the client certificate selection screen until you shut the browser down.

To, CC, BCC, Subject and Message

You can enter the destination ID into To, CC, BCC, like the usual mail system. If you'd like to enter several addresses on each line, please separate each address with commas.

Account

The Account group name (which your ID belongs to) appears. If your ID belongs to several accounts, you can select an account to send the data by the dropdown button.

Account	e-Parcel Test e-Parcel Test Account - MS (Parcel Size Limit Unlimited) e-Parcel Test e-Parcel Test Account - MS2 (Parcel Size Limit 50 MB)
Attachment File 1	Browse...
Attachment File 2	Browse...

Attachment File

Please click right button to select a file you'd like to upload.

*1. You can attach up to five files per one delivery.

*2. You can not delivery the files named as Japanese if your browser has not Japanese language setting.

Account	e-Parcel Test e-Parcel Test Account - MS (Parcel Size Limit Unlimited) e-Parcel Test e-Parcel Test Account - MS2 (Parcel Size Limit 50 MB)
Attachment File 1	Browse...
Attachment File 2	Browse...

Upload

If you are all set, please click the Upload button to start the delivery.

* You can not send the message only without attached file.

Attachment File 3	Browse...
Attachment File 4	Browse...
Attachment File 5	Browse...

Upload

Current Cipher: ECDHE-ECDSA-AES/256GCM-SHA384

After finish uploading

1. You can see the Process Result "OK" and unique Parcel ID on your browser.
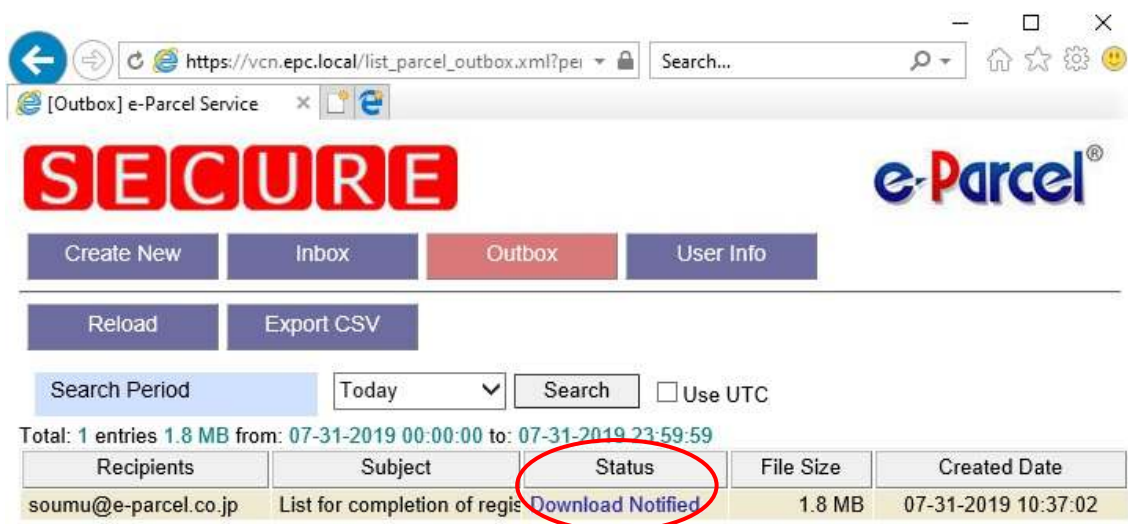

*1. It takes a long time until the Process Result appears with increasing the volume of data.

*2. The following error message is indicated if you send to unregistered e-Parcel ID.

The following user(s) are not registered on e-Parcel service, or invalid. (Code:10000019)

XXXXXX@XXXXXX.com

2. The copied mail is sent to the mail address of the sender.

You can check the delivery tracking at that point as you click the Delivery Tracking button. Also, you can check it by clicking the status of that data on Outbox when you are using the VCN–Web Enterprise service.

(Refer to the next page to check Outbox.)

Track Delivery (on Outbox)

The Track Delivery window appears if you click Delivery Tracking button on the copied e-mail which is sent to you or click status of that data on Outbox.

You can check a current download status in a part indicated by above red line box.

- ● Initializing ・・・・・・The notification mail to the recipients is in preparation.
- ● Waiting Download ・・・・・・The data has not been downloaded by the recipient yet.
- ● Download Notified ・・・・・・The notification mail has been sent to the recipients.
- ● Downloading ・・・・・・・・The data is downloading now.

   ＊If you find "Downloading" indication, the data receiving may be canceled on the way

    by the recipient for any reason.

- ● Download Complete ・・・・・・The data has already finished downloading by the recipient who use the VCN Web browser.
- ● Delivery Confirmed ・・・・・・The data has already finished downloading by the recipient who use the VCN-CommCenter 7.0 or VCN-AX 4.0/4.5.
- ● Item Moved ・・・・・・・・The data has already moved other place by the recipient who use the VCN-CommCenter 7.0 or VCN-AX 4.0/4.5.

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User Info

You can check your user information by clicking User Info button and you can also change each of them except the User ID.

User GID
The serial number of your client certificate（check only）

e-Parcel ID
Your e-Parcel ID（check only）

User Name
The upper is your First Name and the Lower is your Last Name.

Description and Contact Tel

Description box indicates your Company Name and so on. Contact Tel box indicates your company's telephone number.

Language

You can select "English" or "Japanese" about the language of the notification mail to the recipient.

Time Zone

You can configure that regional time zone here if you use VCN-Web Enterprise service abroad. If you use it in Japanese, you can select "UTC +9:00", which is Japanese standard time zone.

Daylight Savings

You can select "Summer Time" or "Winter Time" depending on season if you use VCN-Web Enterprise service in the country which introduce Daylight saving time. If you use it in other country, you can select "Not Configure".

New Password and New Password (re-enter)

If you need to reconfigure your e-parcel password, please enter new password in New Password box and then enter same password in New Password (re-enter) box to confirm the password.

Password Protect

You can select "Yes" or "No". If you select "Yes", you'll come to be asked to enter your e-Parcel ID and your own password whenever you open Create New window.

＊ On the Internet Explorer, you may encounter the error window if you click the update button after you select "Yes", but that password protect configuration is valid. In this case, the dialog box which requires your ID and Password appears after you restart your IE and then access the Create New window again.

Monthly Total

This is the total size of your sending data from the beginning of this month.

All configurations are applied by clicking "Update" button after you configure each item.

Received Mail

If you are recipient side, as the data sent from the sender is uploaded to our server, you receive an e-mail with the sender's message and Download link button.
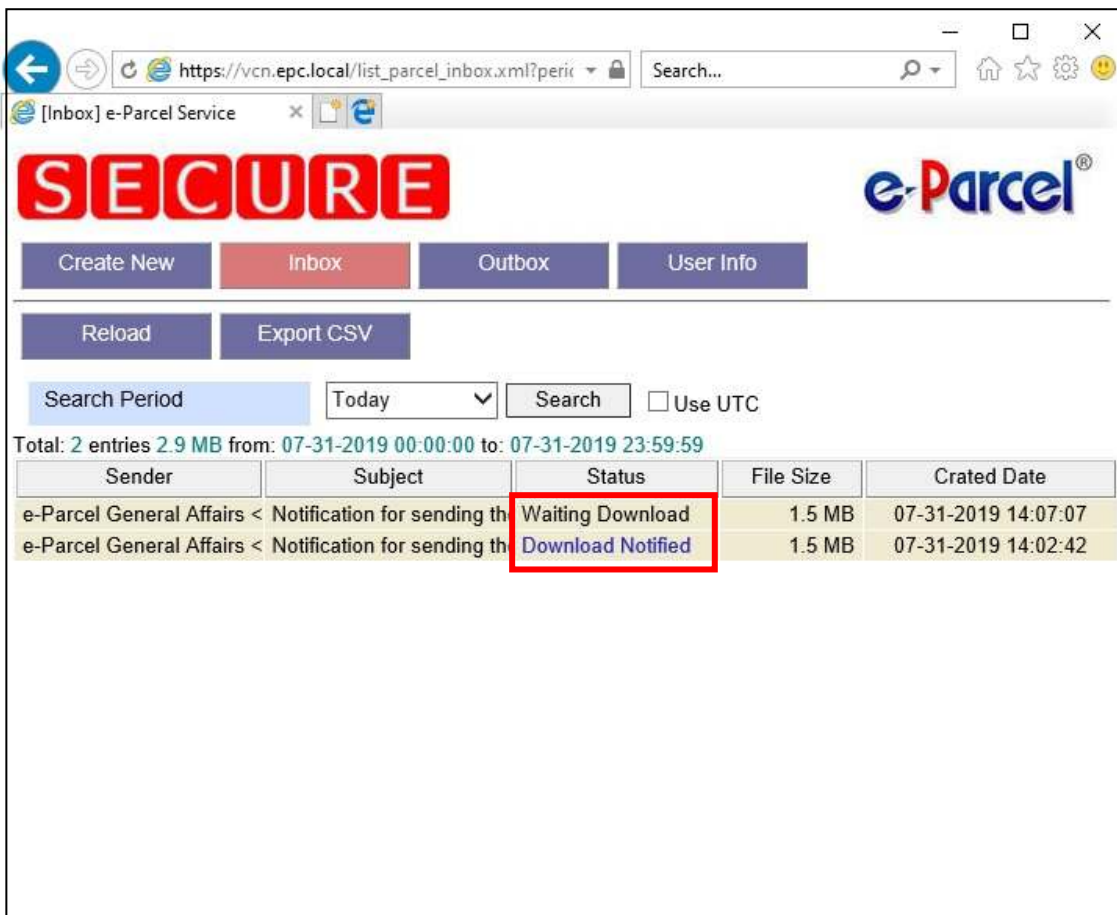

You can get the data by clicking "Download" link button, upper part of the Logo image "SECURE" or the "Download Notified" status of that data on Inbox when you are using the VCN-Web Enterprise service.

*1. Please get the file within 31 days after you receive that mail. Or you become impossible to get the file.

*2. You can never download same file since 5 minutes after you finish downloading the file.

*3. If you cancel downloading or saving the necessary file along the way, it may be recognized that you finish downloading the file despite your intention. In this case, please finish downloading it within 5 minutes.

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Receiving Status (on Inbox)

You can check each receiving status for your received items by clicking Inbox button.

You can check a current download status in a part indicated by above red line box.

- ● Waiting Download ･････The data has been started uploading by the sender..
- ● Download Notified ･････The notification mail has been sent to the recipients.
- ● Downloading ･･･････The data is downloading now.
- ● Download Complete ･････The data has already finished downloading by the recipient who use the VCN Web browser.
- ● Delivery Confirmed ･････The data has already finished downloading by the recipient who use the VCN-CommCenter 7.0 or VCN-AX 4.0/4.5.
- ● Item Moved ･･････The data has already moved other place by the recipient who use the VCN-CommCenter 7.0 or VCN-AX 4.0/4.5.

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