

## House Manifest Validity Check User Guide

### Introduction

To facilitate freight forwarders compliance with the CLG best practice on House Manifest data submission for shipments to US, EU and Canada, AAT has enhanced the functions under “Create House Manifest” and “Update House Manifest” in AIMS.

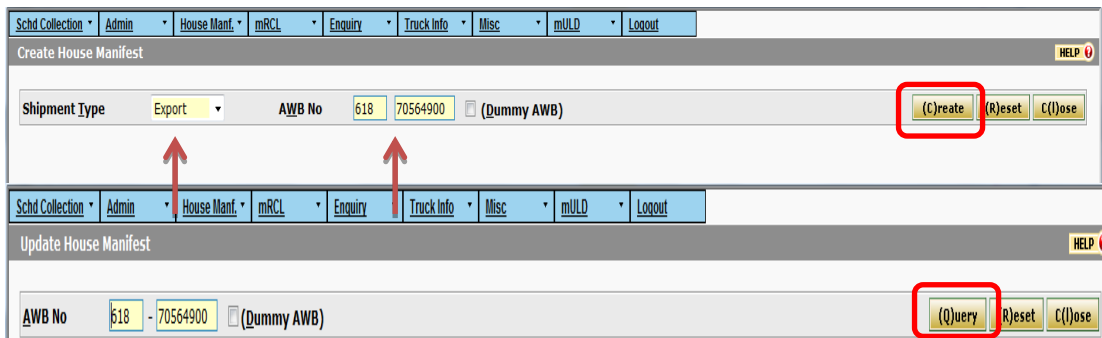
The system enhancements include: (1) Message boxes displaying the CLG recommendations for improving the House Manifest data quality and (2) Validity check on specific data content for shipments to Canada, US and EU.

### Step – by - Step Instructions

(1) Select “Create House Manifest” or “Update House Manifest” function



(2) Select Export under “Shipment Type”, enter MAWB No. and click the button “Create” in “Create House Manifest” or enter MAWB No. and click the button “Query” in “Update House Manifest”



## New Features

**Remark:** All special character / symbol of “-”, “\_”, “/”, “%”, “+”, etc. should not be used in FHL data.

(1) By placing the cursor in the field for “Commodity”, a message box which recommends the “Best Practice” would be automatically displayed.

**Display Message: \*Commodity\*** - According to the FHL Specification in IATA Cargo IMP Manual, only the first 15 characters will go into the airline system.

The screenshot shows the 'Create House Manifest' form. A red arrow points from the 'Enquiry' menu item to the 'Commodity' input field. A yellow message box is overlaid on the form, containing the text: "BEST PRACTICE: \*Commodity\* - According to the FHL Specification in IATA Cargo IMP Manual, only the first 15 characters will go into the airline system." The form includes fields for Master Air WayBill (618-70564900), House Air WayBill, Commodity, Origin, Destination, Pieces, Weight(kg), SPL Code, SLAC, Shipper, Name, Address, City, State, Ctry Code, and Postal Code.

(2) By placing the cursor in the field for “Destination”, a message box which recommends the “Best Practice” would be automatically displayed.

**Display Message: \*Destination\*** - Under the EU Customs requirements, all goods bought into the customs territory of the EU must be declared prior to arrival in the EU.

The screenshot shows the 'Create House Manifest' form. A red arrow points from the 'Misc' menu item to the 'Destination' input field. A yellow message box is overlaid on the form, containing the text: "BEST PRACTICE: \*Destination\* - Under the EU Customs requirements, all goods bought into the customs territory of the EU must be declared prior to arrival in the EU." The form includes fields for Master Air WayBill (618-70564900), House Air WayBill, Commodity, Origin, Destination, Pieces, Weight(kg), SPL Code, SLAC, Shipper, Name, Address, City, State, Ctry Code, and Postal Code.

## New Features

(3) By placing the cursor in the field for “Name” under Consignee Details, a message box which recommends the “Best Practice” would be automatically displayed.

**Display Message: \*Name\*** - The actual name as it appears on the documentation of the shipment should be used. No “C/O” and “Freight Forwarder” name to be shown.

The screenshot shows the 'Create House Manifest' form. The 'Consignee Details' section is expanded, and the 'Name' field is highlighted. A yellow message box is displayed over the 'Name' field, containing the text: "BEST PRACTICE: \*Name\* - The actual name as it appears on the documentation of the shipment should be used. No 'C/O' and 'Freight Forwarder' name to be shown." A red arrow points from the top of the message box to the 'Name' field.

(4) By placing the cursor in the field for “Address” under Consignee Details, a message box which recommends the “Best Practice” would be automatically displayed.

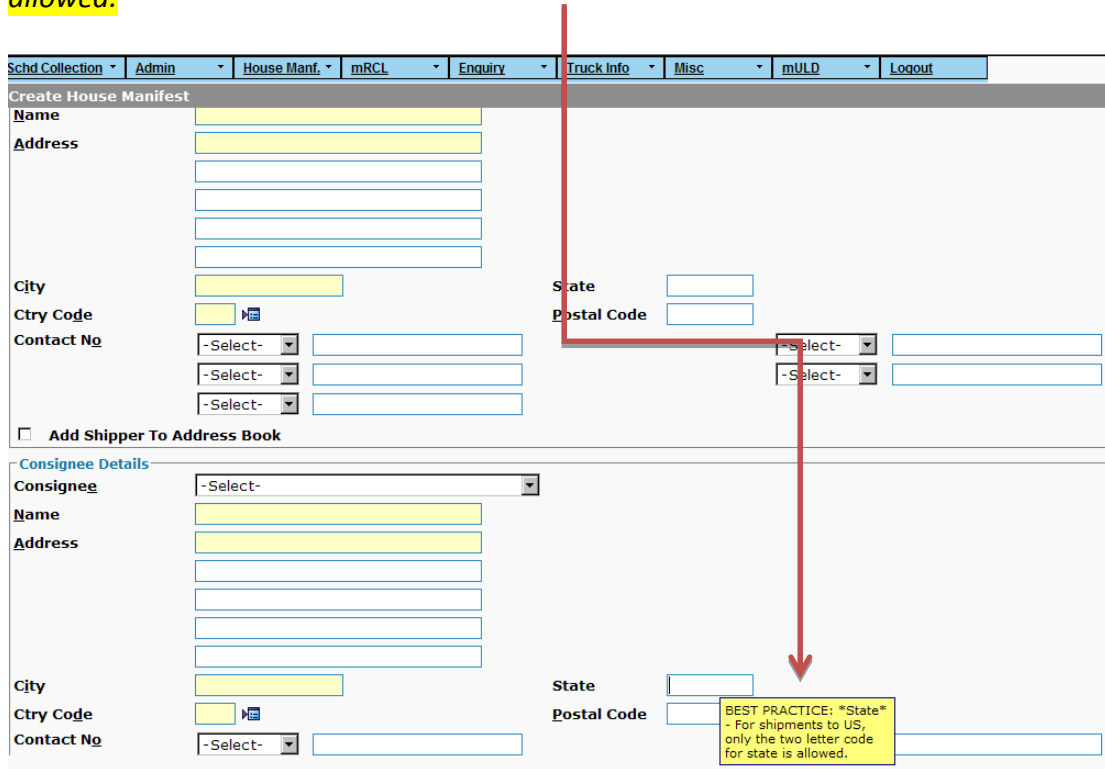
**Display Message: \*Address\*** - The house number and street number should be used.

The screenshot shows the 'Create House Manifest' form. The 'Consignee Details' section is expanded, and the 'Address' field is highlighted. A yellow message box is displayed over the 'Address' field, containing the text: "BEST PRACTICE: \*Address\* - The house number and street number should be used." A red arrow points from the top of the message box to the 'Address' field.

## New Features

(5) By placing the cursor in the field for “State” under Consignee Details, a message box which recommends the “Best Practice” would be automatically displayed.

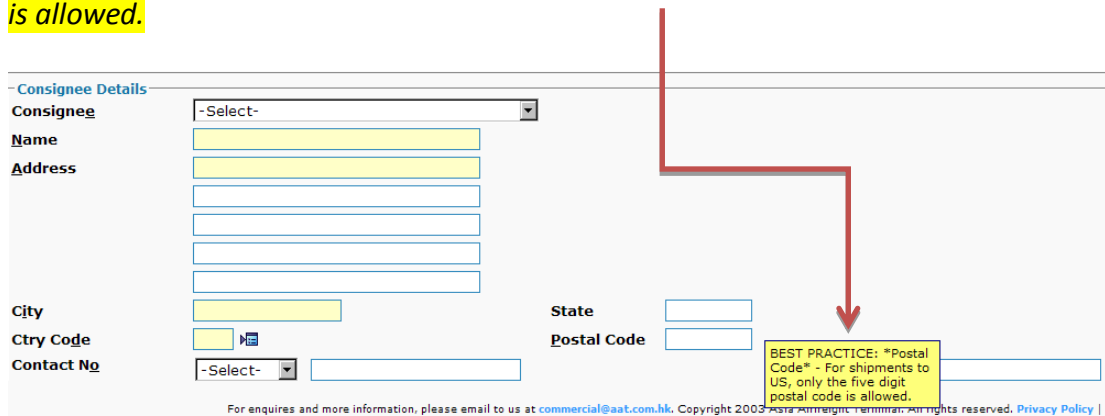
**Display Message: \*State\*** - For shipments to US, only the two letter code for state is allowed.



The screenshot shows the 'Create House Manifest' form. The 'Consignee Details' section is active. The 'State' field is highlighted with a red arrow pointing to a yellow tooltip message that reads: "BEST PRACTICE: \*State\* - For shipments to US, only the two letter code for state is allowed."

(6) By placing the cursor in the field for “Postal Code” under Consignee Details, a message box which recommends the “Best Practice” would be automatically displayed.

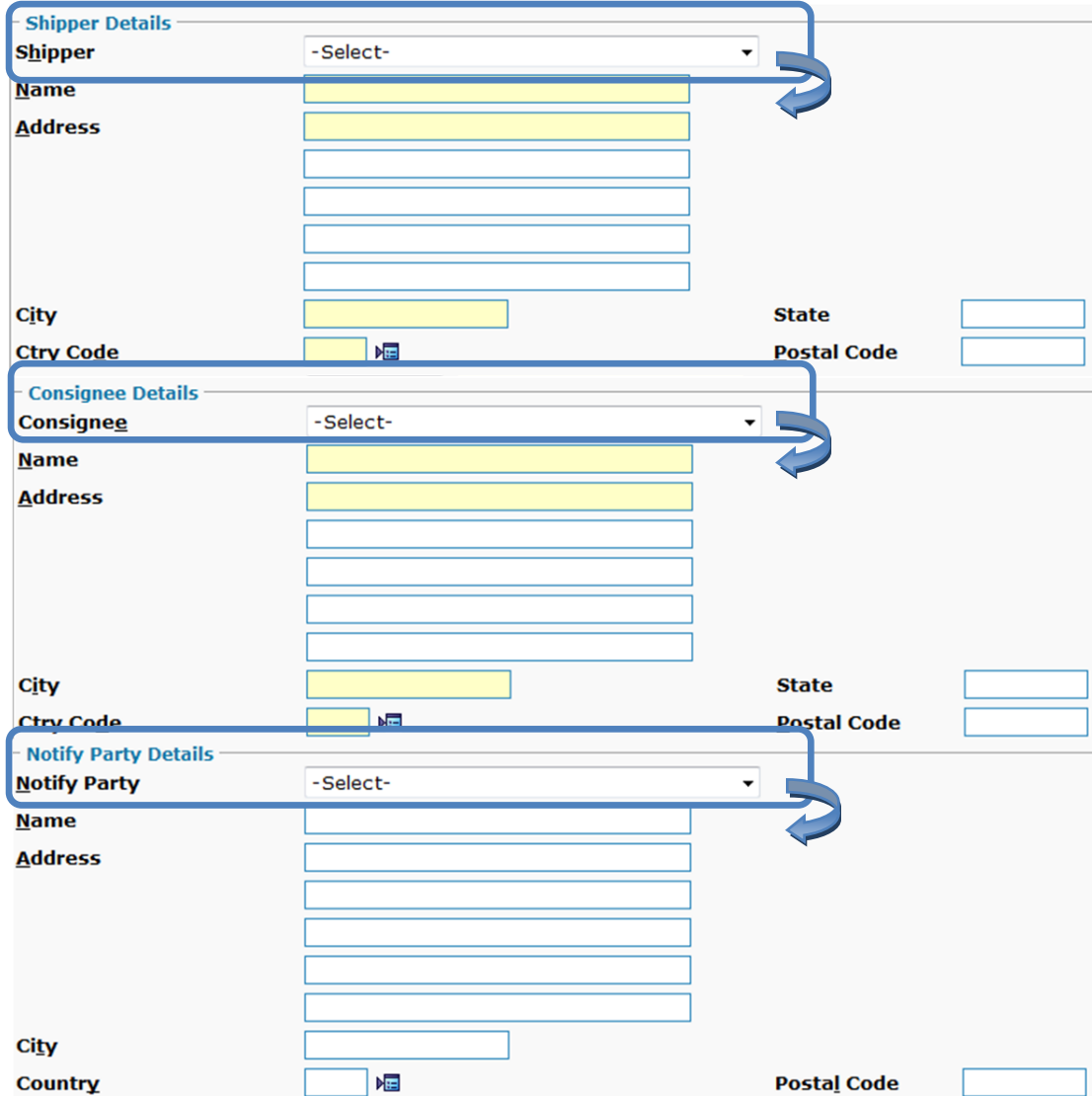
**Display Message: \*Postal Code\*** - For shipments to US, only the five digit postal code is allowed.



The screenshot shows the 'Consignee Details' form. The 'Postal Code' field is highlighted with a red arrow pointing to a yellow tooltip message that reads: "BEST PRACTICE: \*Postal Code\* - For shipments to US, only the five digit postal code is allowed."

## New Features

(7) Under “Create House Manifest” and “Update House Manifest”, after selecting the record in the dropdown menu of “Shipper Details”, “Consignee Details” & “Notify Party Details”, the cursor would be kept at the same place instead of scrolling to the Top of the Page after auto feeding the information.



The screenshot displays three sections of the form: Shipper Details, Consignee Details, and Notify Party Details. Each section has a dropdown menu for selection and several input fields for details. Blue arrows highlight the dropdown menus and the corresponding input fields, showing that the cursor remains at the selected field after auto-feeding the information.

Shipper Details	
Shipper	-Select-
Name	[Yellow Highlighted Field]
Address	[Yellow Highlighted Field]
	[Empty Field]
	[Empty Field]
	[Empty Field]
City	[Yellow Highlighted Field]
State	[Empty Field]
Ctry Code	[Yellow Highlighted Field]
Postal Code	[Empty Field]

Consignee Details	
Consignee	-Select-
Name	[Yellow Highlighted Field]
Address	[Yellow Highlighted Field]
	[Empty Field]
	[Empty Field]
	[Empty Field]
City	[Yellow Highlighted Field]
State	[Empty Field]
Ctry Code	[Yellow Highlighted Field]
Postal Code	[Empty Field]

Notify Party Details	
Notify Party	-Select-
Name	[Empty Field]
Address	[Empty Field]
	[Empty Field]
	[Empty Field]
	[Empty Field]
City	[Empty Field]
Country	[Empty Field]
Postal Code	[Empty Field]

## New Features

(8) Under “Shipper Details”, “Consignee Details” and “Notify Party Details”, after entering city name in the field of “City”, system will search the database and auto fill in the corresponding state code in the field of “State”.

When the entered city name is a common name in two or more countries, then, the state code will auto fill in only if the country code is entered under the field of “Ctry Code”. For example, Sydney could be in Australia (AU) or Canada (CA).

**Shipper Details**

**Shipper**

**Name**

**Address**

**City**  **State**

**Ctry Code**  **Postal Code**

**Contact No**

**Consignee Details**

**Consignee**

**Name**

**Address**

**City**  **State**

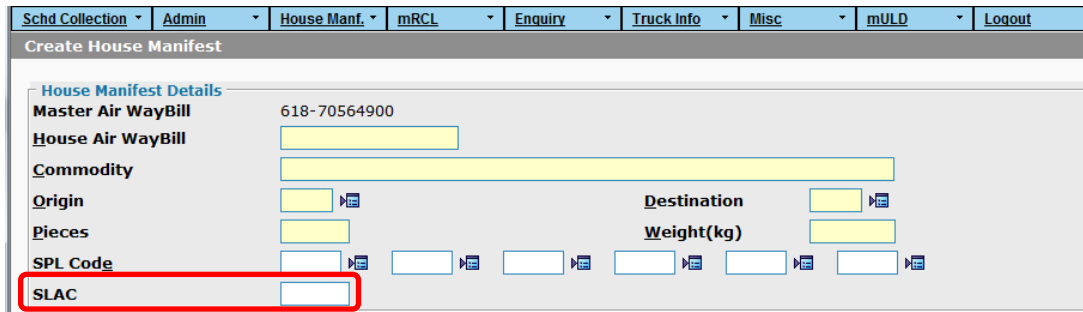
**Ctry Code**  **Postal Code**

**Contact No**

## New Features

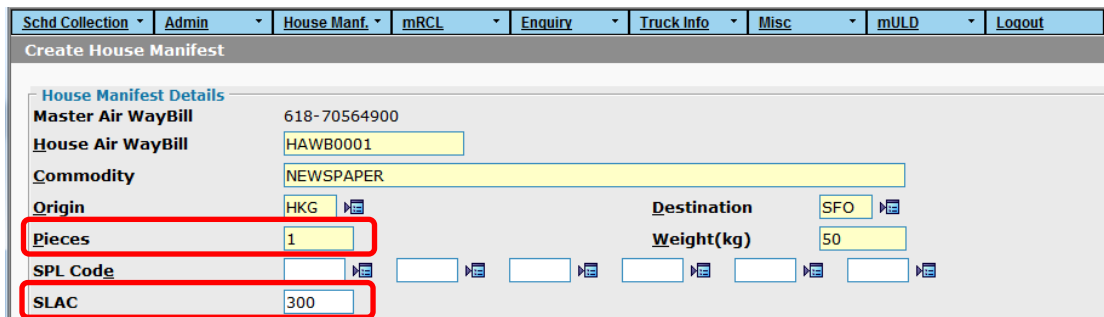
(9) To facilitate the requirement of US Customs and Border Protection (CBP), a new field of “SLAC” (shipper’s load and count) is added in the function of “Create House Manifest”, “Enquire House Manifest” and “Update House Manifest”. And it also can view in the associated print PDF format. In order to transfer the “SLAC” information, airlines & cargo agents’ system should be synchronized with FHL version 4 that the SLAC line was in place. (With reference to the 30th Edition of the IATA Cargo Interchange Message Procedures Manual (Cargo-IMP) for the FHL message specification 3.7.6)

It is an optional field, with format in 5 numeric characters, which allows cargo agent to update the quantity of “smallest external package in AIMS.



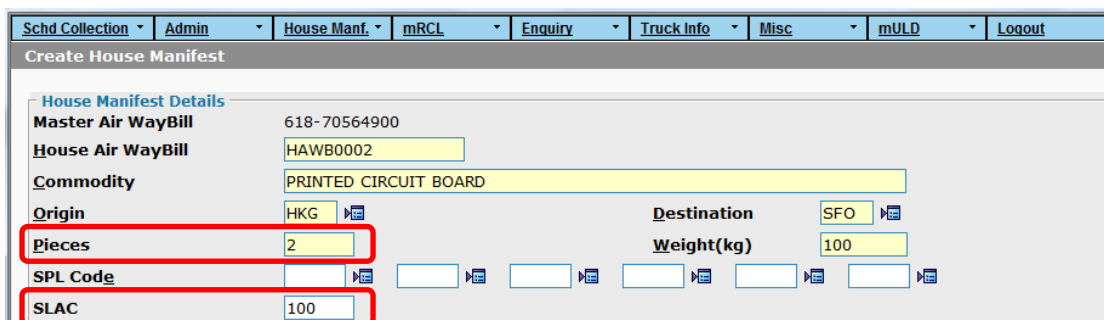
The screenshot shows the 'Create House Manifest' interface. The 'House Manifest Details' section includes fields for Master Air WayBill (618-70564900), House Air WayBill, Commodity, Origin, Destination, Pieces, Weight(kg), SPL Code, and SLAC. The SLAC field is highlighted with a red box.

For example: Consolidation shipments with 2 HAWBs and pre-packed in 3 pallets export to San Francisco (USA). In 1<sup>st</sup> HAWB which contains 1 pallet having 300 items, the piece & SLAC should be filled:



The screenshot shows the 'Create House Manifest' interface for the 1st HAWB. The 'House Manifest Details' section includes fields for Master Air WayBill (618-70564900), House Air WayBill (HAWB0001), Commodity (NEWSPAPER), Origin (HKG), Destination (SFO), Pieces (1), Weight(kg) (50), SPL Code, and SLAC (300). The Pieces and SLAC fields are highlighted with red boxes.

In 2<sup>nd</sup> HAWB which contains 2 pallets having 100 items, the piece & SLAC should be filled:



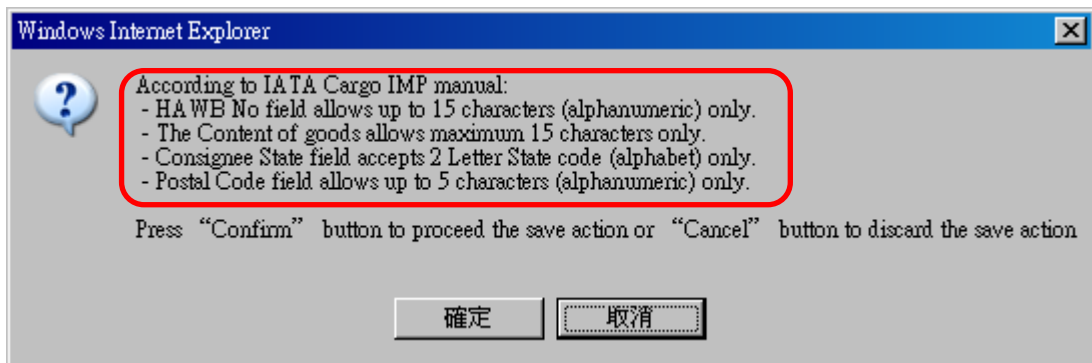
The screenshot shows the 'Create House Manifest' interface for the 2nd HAWB. The 'House Manifest Details' section includes fields for Master Air WayBill (618-70564900), House Air WayBill (HAWB0002), Commodity (PRINTED CIRCUIT BOARD), Origin (HKG), Destination (SFO), Pieces (2), Weight(kg) (100), SPL Code, and SLAC (100). The Pieces and SLAC fields are highlighted with red boxes.

## New Features

(10) For shipments to destination under “CA”, “US” or “EU”. Validity check would be triggered when you click “Save”. Checks include “House Air WayBill”, “Commodity”, “Consignee Name”, “Consignee Address”, “Consignee City”, “Consignee State”, “Consignee Country Code” & “Consignee Postal Code”

For example, a House Manifest’s destination is to “FLL” and errors were detected under “House Air WayBill”, “Commodity”, “State” & “Postal Code”.

After clicking “Save”, an alert message would be displayed:



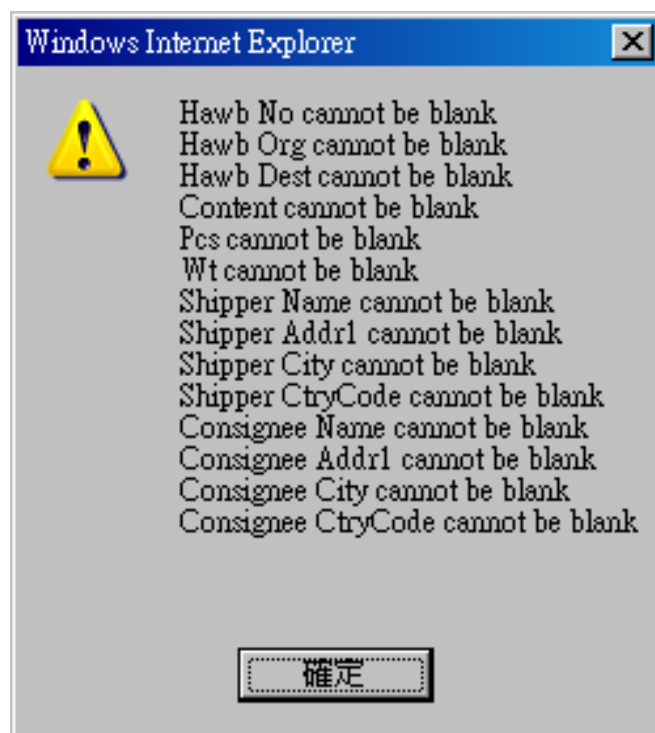
When you click “Confirm”, you can by-pass the alert message and continue saving the data. Finally, system would perform another validity check on all mandatory field(s) in House Manifest. If system detects non-compliances, an error message would pop up. The House Manifest would not be saved unless correction has been made. (Details would be discussed in (11))

### New Features

(10) When you click “Cancel”, the entered House Manifest would not be saved, the screen would return to create or update House Manifest function, and you can continue to edit the House Manifest data.

(11) For all House Manifest, when you click “**Save**”, another validity check on all mandatory field(s) would be performed. If system detects non-compliances, an error message would pop up. The House Manifest would not be saved unless correction has been made.

For example, if you create an empty House Manifest and click “**Save**” accidentally, an error message would be displayed:



### **Enquiry**

Should you have any queries or feedback for technical and operations issue, please feel free to either contact our Data Processing Team (DPT) at 2949 7617 / email to [DPU@aat.com.hk](mailto:DPU@aat.com.hk) or IT Department at 2949 7712 / email to [itsupport@aat.com.hk](mailto:itsupport@aat.com.hk).