

FHL Amendment Notification User Guide

Introduction

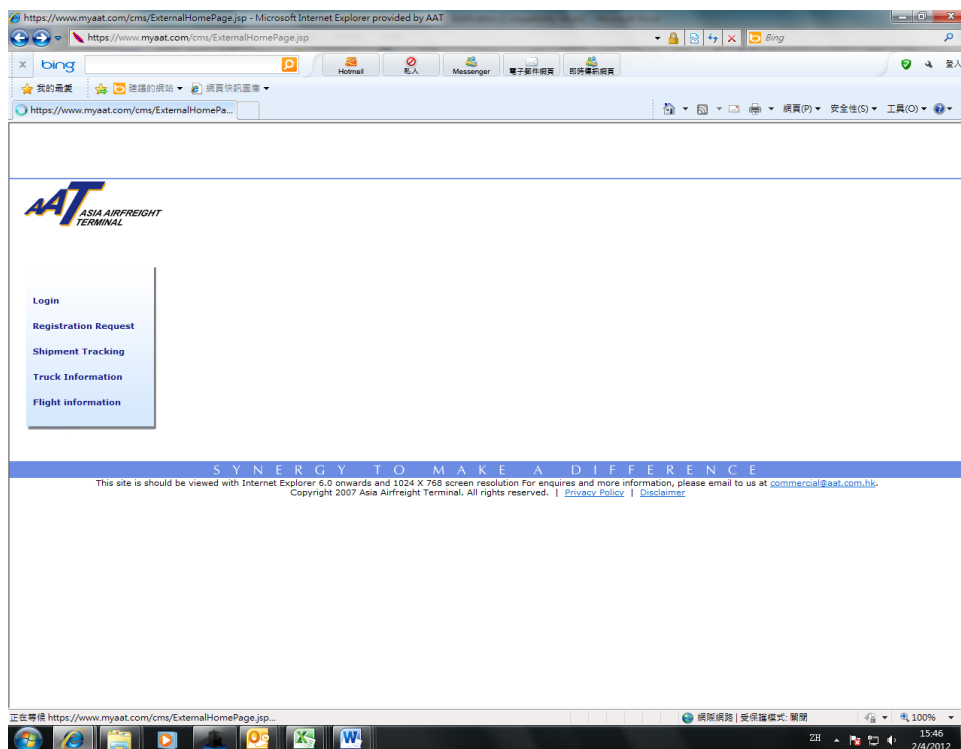
To provide timely information about the FHL amendment status, our AAT Internet Management System (AIMS) was further enhanced Notification messages to the appointed cargo agent automatically sent via email or fax upon flight departure. A notification will be sent to the AWB issuing agent if any amendment is made to their submitted HAWB date after the export documents are tendered to AAT Export Document Counter. The cargo agent can access the “Enquire House Manifest” function to view the details of FHL amendment.

Screen Flow for “FHL Amendment Notification”

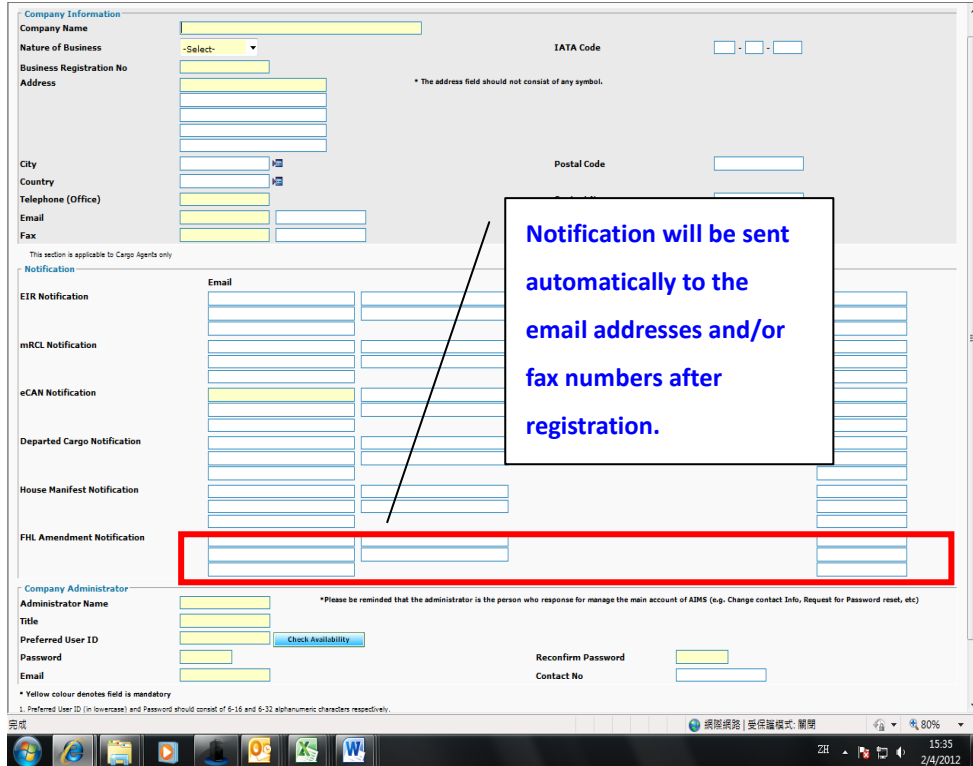
A. Set up for “New AIMS Users”

1. AIMS Registration

- i. Go to <http://www.myaat.com> and select “Registration Request” to access registration page



- ii. In the registration page, there is an additional FHL Amendment Notification field that required email addresses and/or fax numbers to be entered.



The screenshot displays a registration form with several sections. The 'Company Information' section includes fields for Company Name, Nature of Business, Business Registration No, Address, City, Country, Telephone (Office), Email, and Fax. The 'Notification' section, applicable to Cargo Agents only, lists various notification types: EIR, mRCL, eCAN, Departed Cargo, House Manifest, and FHL Amendment. The FHL Amendment Notification field is highlighted with a red border. A callout box with a black border and blue text points to this field, stating: 'Notification will be sent automatically to the email addresses and/or fax numbers after registration.' The 'Company Administrator' section at the bottom includes fields for Administrator Name, Title, Preferred User ID, Password, Email, Reconfirm Password, and Contact No. A Windows taskbar is visible at the bottom of the screenshot.

- iii. Refer to the *AIMS User Manual, Section 3-Online Registration* for more details about registration procedure.

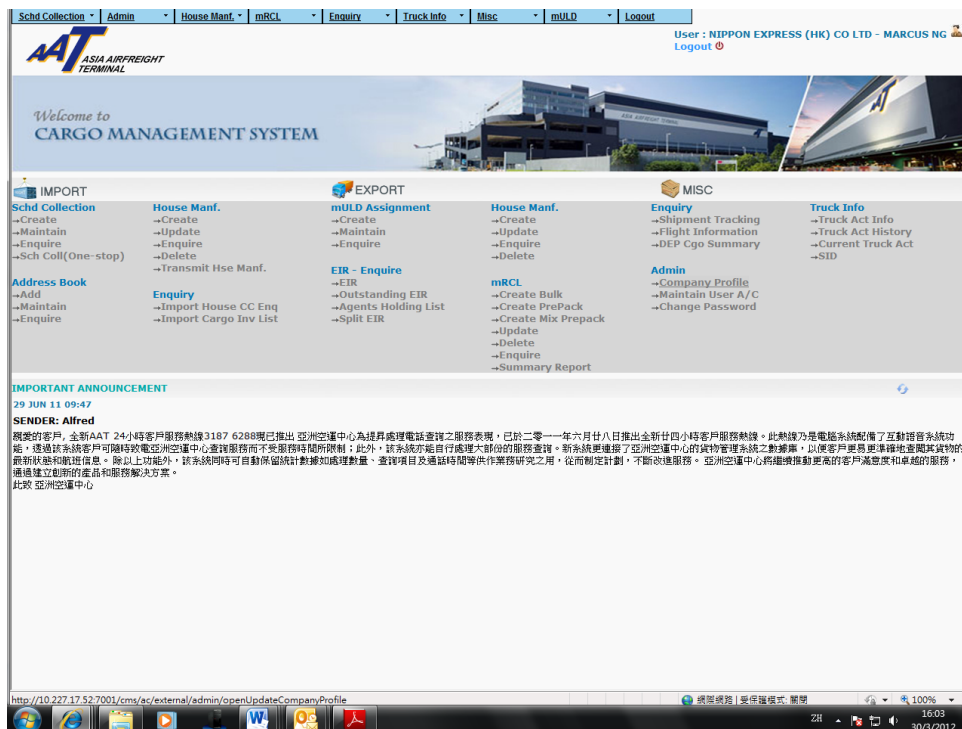
B. Set up for “Current AIMS Users”

1. AIMS Logon

- iv. Go to <http://www.myaat.com> and select “Login” to Logon AIMS

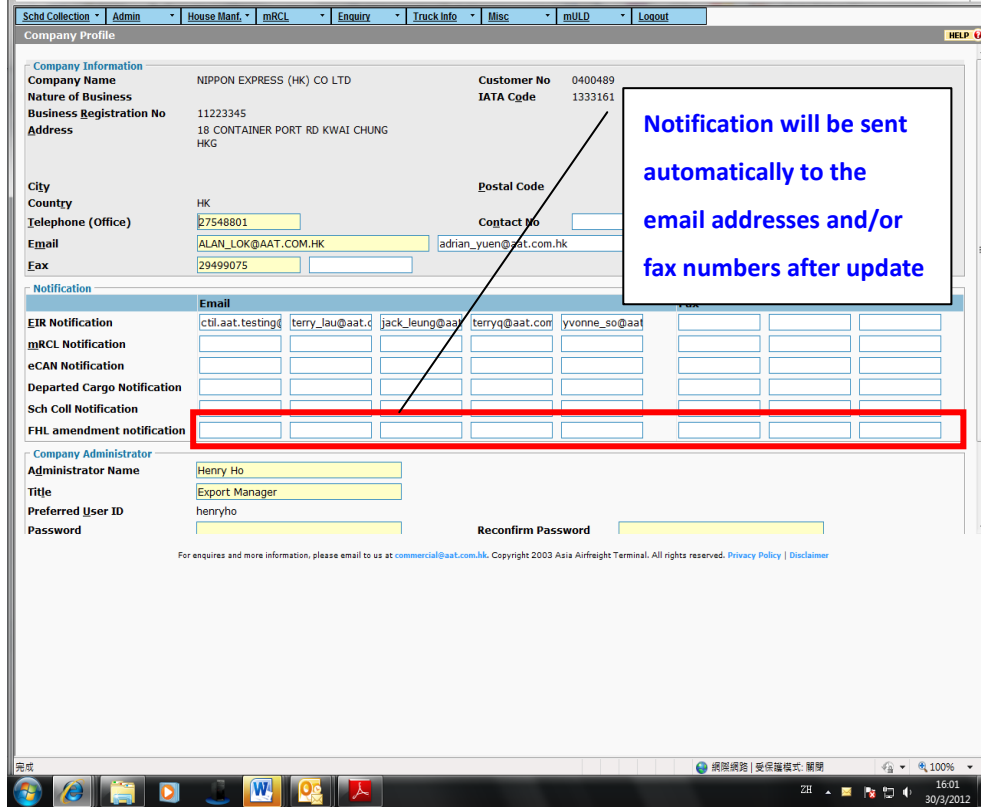


- v. Select “Company Profile” in the welcome page under category “Admin” to update the email addresses and/or fax numbers.



2. Update Company Profile

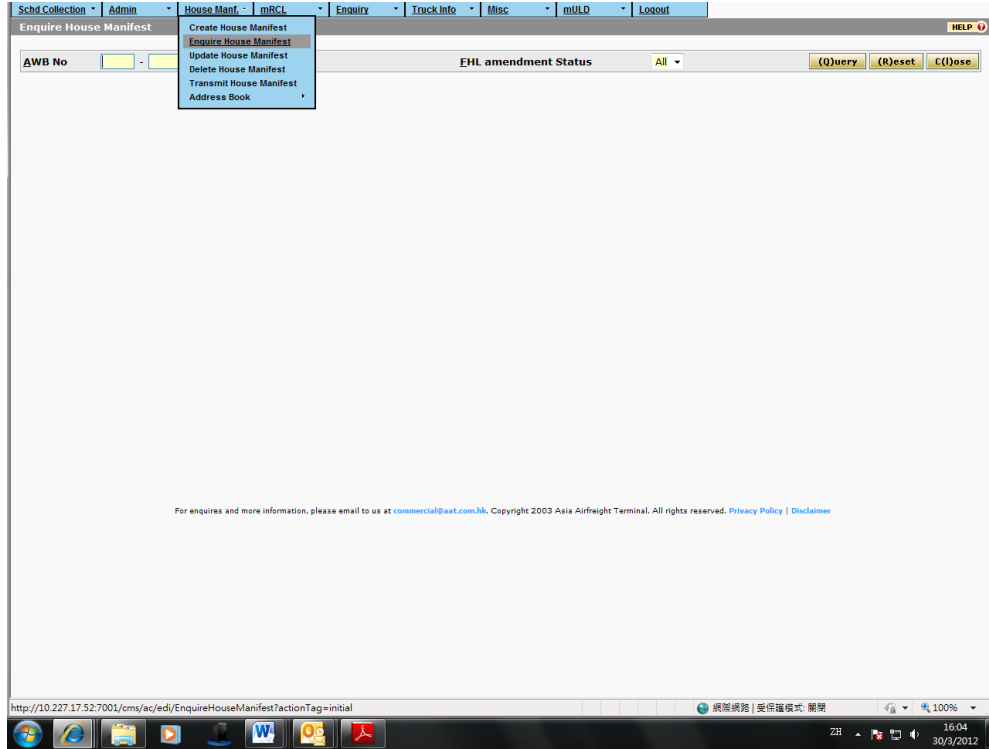
- i. Add a new field “FHL Amendment Notification” under notification section. The user will need to update the corresponding email addresses and faxing numbers to receive the notification message.
- ii. Users may modify the profile list to change the recipient list anytime



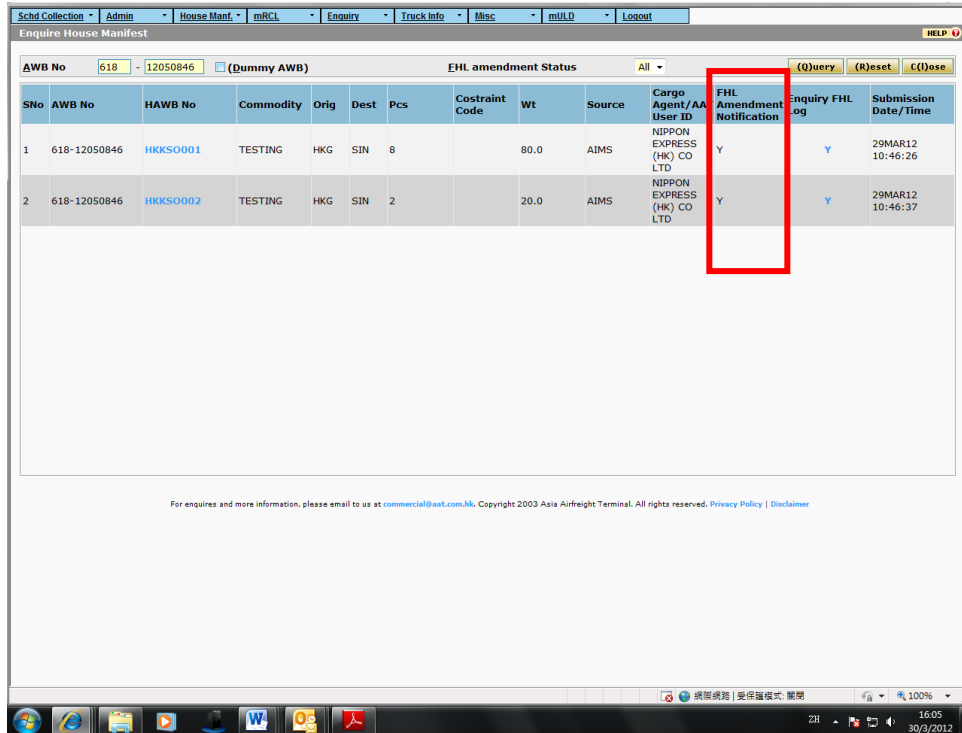
C. Verification of FHL Amendment status and Notification Triggering Rules

1. Verification on the amendment status

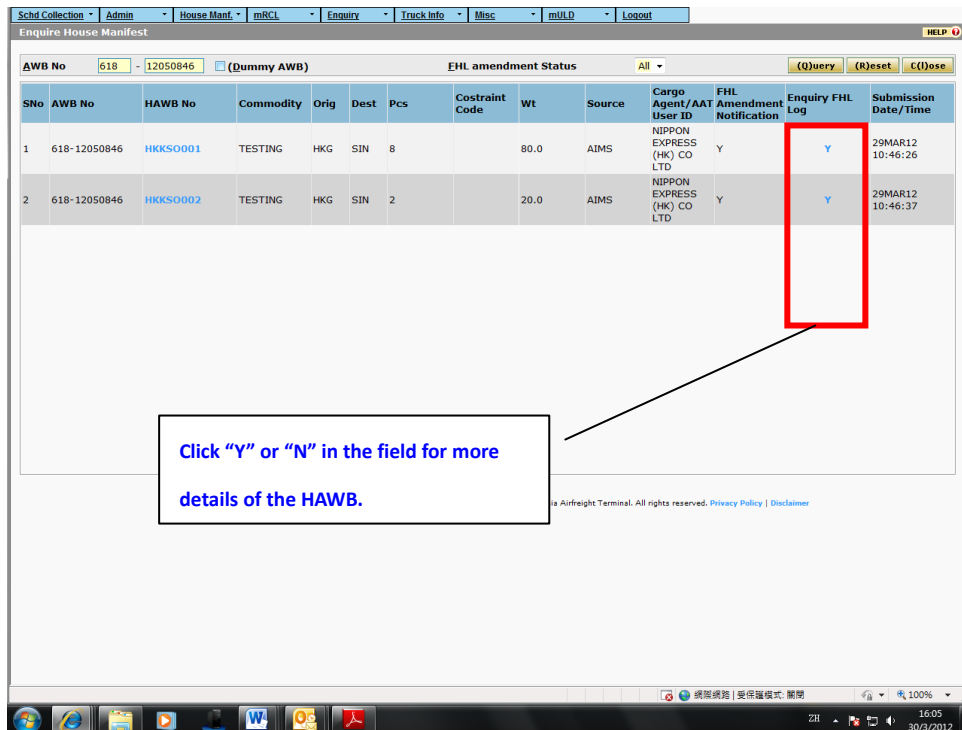
- i. Go to “Enquire House Waybill” under the “House Manf.” Menu and enter the corresponding AWB number.



- ii. Additional column “FHL Amendment Notification” is available to check if notification has been sent out. “Y” stands for FHL amendment notification was sent out whereas “N” stands for FHL amendment notification was not sent



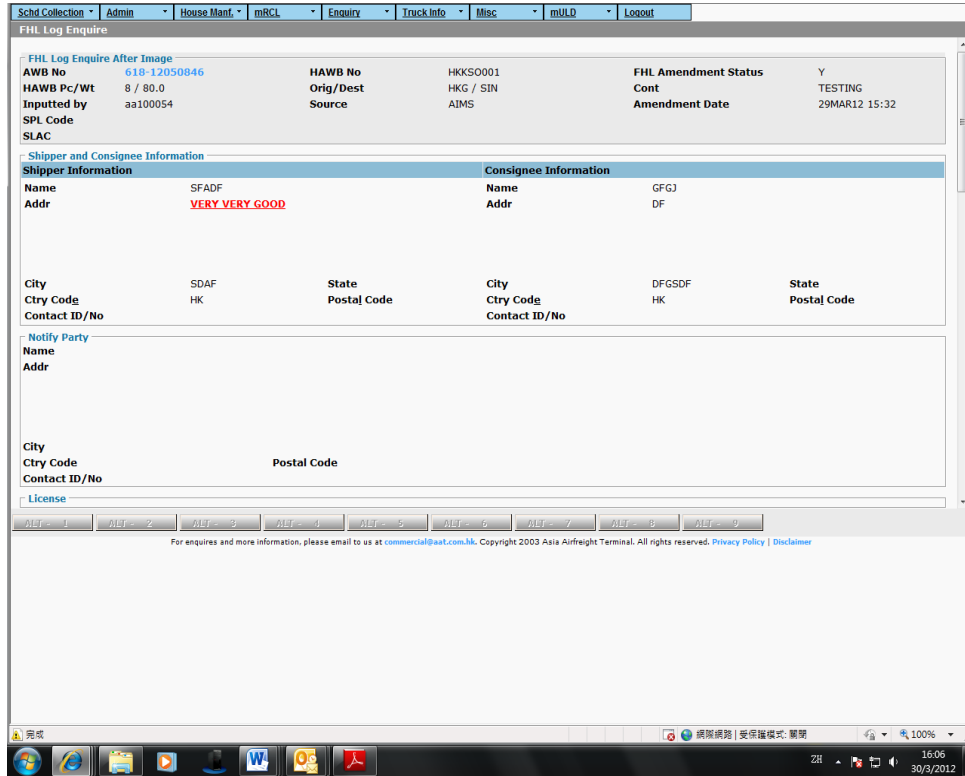
- iii. Also the “Enquiry FHL Log” column shows if there is any FHL amendment made after export document handover to AAT Export Document Counter. “Y” stands for amendment made whereas “N” stands for no amendment.



- iv. Enter “Enquiry FHL Log” by clicking the status highlighted in blue of the

corresponding HAWB number to show details.

- v. For the amended HAWB after export document handover, the edited parts will be showed in **RED**.



2. Notification Template

- i. The template of the content of notification shows as below

Dear Customer(AAT UAT CMS3 UAT CO LTD)

致客戶

Notification of House AWB data amendment (副提單資料修改通知書)

Please be informed that your HAWB data (FHL) has been amended, details are as follows:

以下副提單資料已被修改，詳細資料如下：

MAWB No. (主提單號碼)	HAWB No. (副提單號碼)	Flt No. / Date (航班編號及日期)	Updated Time/Date (修改時間及日期)
618-12050824	H001	SQ002/29MAR12	29MAR12 14:57
618-12050824	H002	SQ002/29MAR12	29MAR12 14:57
618-12050835	GSADFH001	SQ002/29MAR12	29MAR12 14:58

Please access to our Cargo Management System (CMS) (www.myaat.com) for more details. Should you have any enquiry, please feel free to contact our Customer Services Supervisor at (852)29497617 or via email (DPU@aat.com.hk).

請進入本公司貨物管理系統(www.myaat.com) 參考詳細資料。如有任何查詢，歡迎致電(852)29497617 或電郵致 DPU@aat.com.hk 與客戶服務主任聯絡。

Thank you for using our services.

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Yours sincerely,

謹啟

Asia Airfreight Terminal Co. Ltd.

亞洲空運中心有限公司

Conditions of triggering FHL Amendment Notification

Once flight departs, an email notification will be sent if there was an amendment made on the HAWB data.

- ii. Only one notification per flight will be sent to the AWB issuing agent under normal circumstance;
- iii. If the FHL amendment is done after flight departure, a new notification will be sent out to the AWB issuing agent for the particular HAWB separately.
- iv. For Part shipment, the notification email for part-shipment will be sent out individually upon flight departure.