

# **AAT COSYS+ Cargo Portal Address Book Function User Guide**

Version 1.0

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## Maintain Address Book:

Maintain Address Book function can be found in the Customer category, as follows:

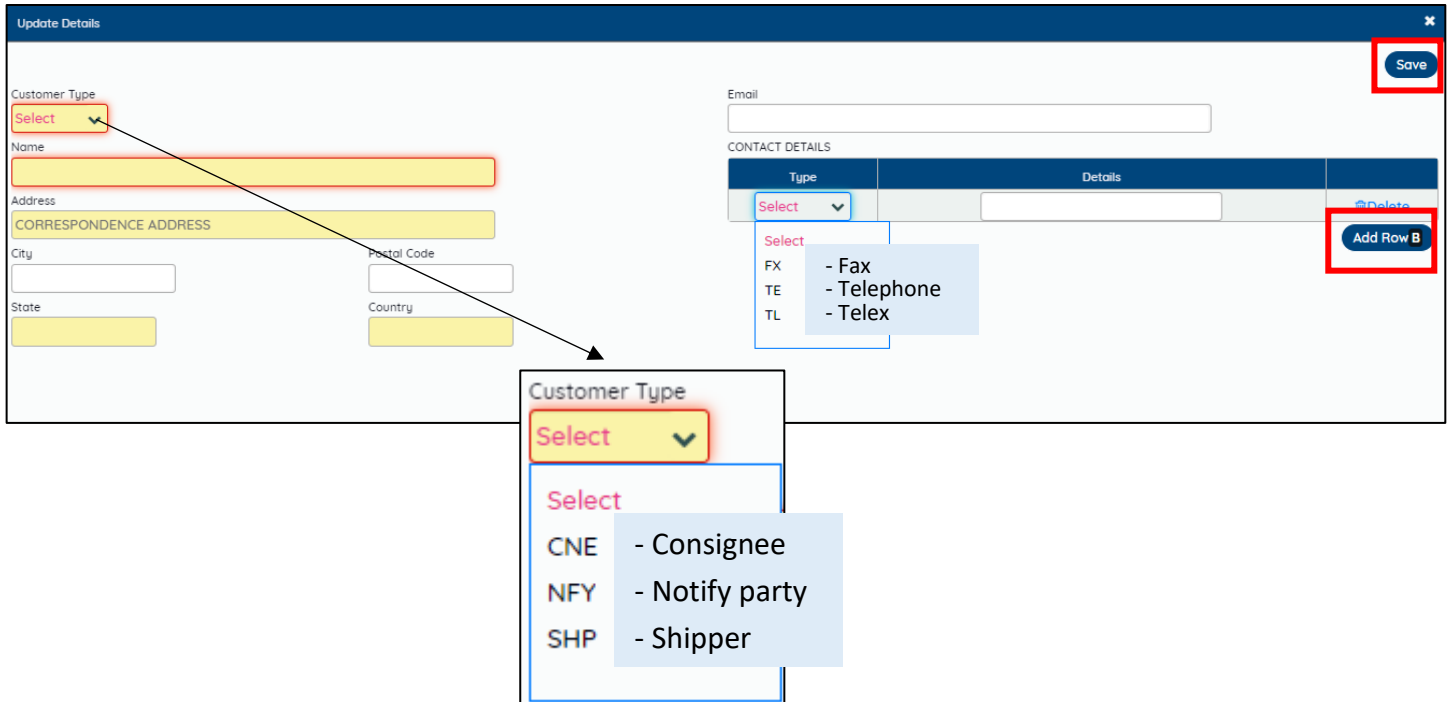


### 1. Add Address Book record

1. Click “Add” in Maintain Address Book.



2. Enter mandatory fields “Customer Type”, “Name”, “Address”, “State” and “Country” and other optional fields if needed.



3. Click “Save” after completing all mandatory fields.

**NOTE:** Special characters are not allowed in the data fields for the House Airway Bill List.  
**For adding an address book entry from House Airway Bill List, please refer to p.7.**

## 2. Update Address Book record

1. Click “Search” by Company Name in Address Book and click “Edit” to open a new screen.

Maintain Address Book ★ 🔗 F7 Print F8 Save F9 Clear F10 Cancel

Company Name:  Search Add

SNo	Company Name	Customer Type	Address	City	Postal Code	State	Country Code	Email Id	Edit	Delete
1	TEST	SHP	TEST			TE	HK		<span>Edit</span>	<span>Delete</span>

Go To:  of 1 Rows | 50 | 1-1 of 1

2. Update corresponding details if necessary.

Update Details ✕ Save

Customer Type:

Name:

Address:

City:  Postal Code:

State:  Country:

Email:

CONTACT DETAILS

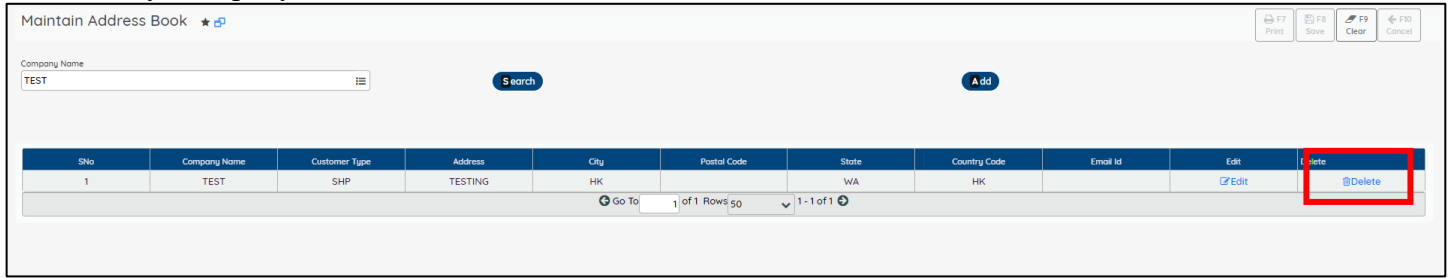
Type	Details	
<input type="text" value="TE"/>	<input type="text" value="TEST"/>	<span>Delete</span>

Add Row B

3. Click “Save” after updating all mandatory fields.

### 3. Delete Address Book record

1. Search by Company Name, and click “Delete”.



Maintain Address Book ★ 🔗

Company Name:  Search Add

SNo	Company Name	Customer Type	Address	City	Postal Code	State	Country Code	Email Id	Edit	Delete
1	TEST	SHP	TESTING	HK		WA	HK		<a href="#">Edit</a>	<a href="#">Delete</a>

Go To:  of 1 Rows:  1 - 1 of 1

2. The record will be removed from the Address Book.

## Application for House Airway Bill List:

### 4. Populate Address Book details on House Airway Bill List

1. Search by AWB Number and click “Add” to create House Airway Bill List.

2. Enter the company name initials to select from the dropdown list or click the “List” icon button to search and select the registered company on Address Book.

3. Information details will be auto-filled.

## 5. Add or Replace Address Book record

1. Enter the information of Shipper/Consignee/Notify Party, then click the check-box “Add to Address Book” and “Save”.

Maintain House Way Bill - ADD NEW

Print  Save  Clear  Cancel

AWB Number: 999-99999999 | HAWB Number: A1 | Origin: HKG | Destination: PVG | Pieces: 1 | Weight: 111.0 | Weight Code: K | SLAC: | Nature of Goods: COL | SHC:

**Shipper**  
 Name: ABC | Address: ABC123 | City: HK  
 Postal Code: 1 | State: ES | Country: HK

SHIPPER CONTACT DETAILS  

Type	Details		
TE	123	<input type="button" value="+"/>	<input type="button" value="Delete"/>

Add to Address Book

2. Record will be Added in Maintain Address Book function.

Maintain Address Book

Company Name: ABC

Sno	Company Name	Customer Type	Address	City	Postal Code	State	Country Code	Email Id	Edit	Delete
1	ABC	SHIP	ABC123	HK	1	1	HK		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Go To: 1 of 1 Rows go 1-1 of 1

NOTE: The steps for replacing an Address Book entry are the same as adding a new Address Book. By clicking the “Add to Address Book” checkbox, the updated address details will replace the original record in the Address Book.