

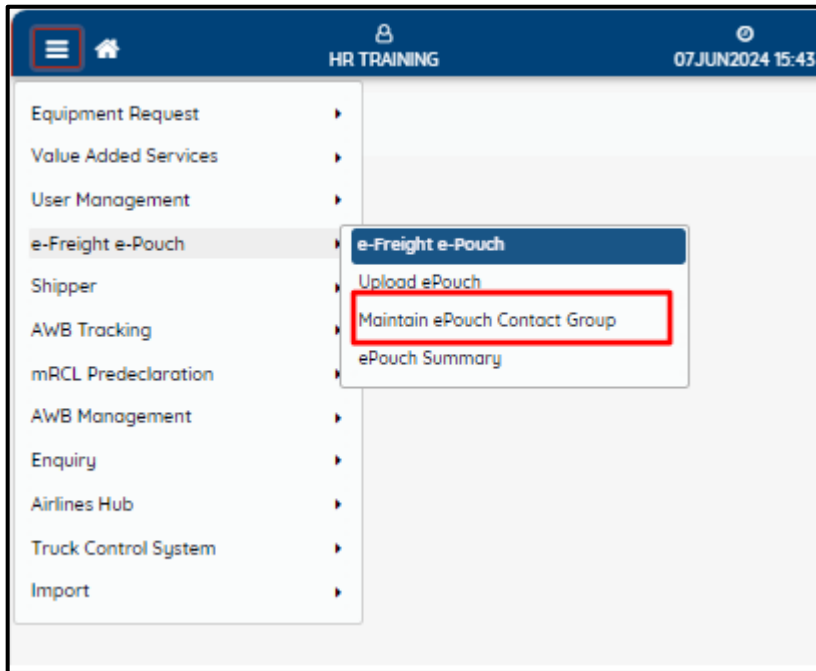
# **AAT COSYS+ Cargo Portal User Guide – E-pouch Handling**

## Content

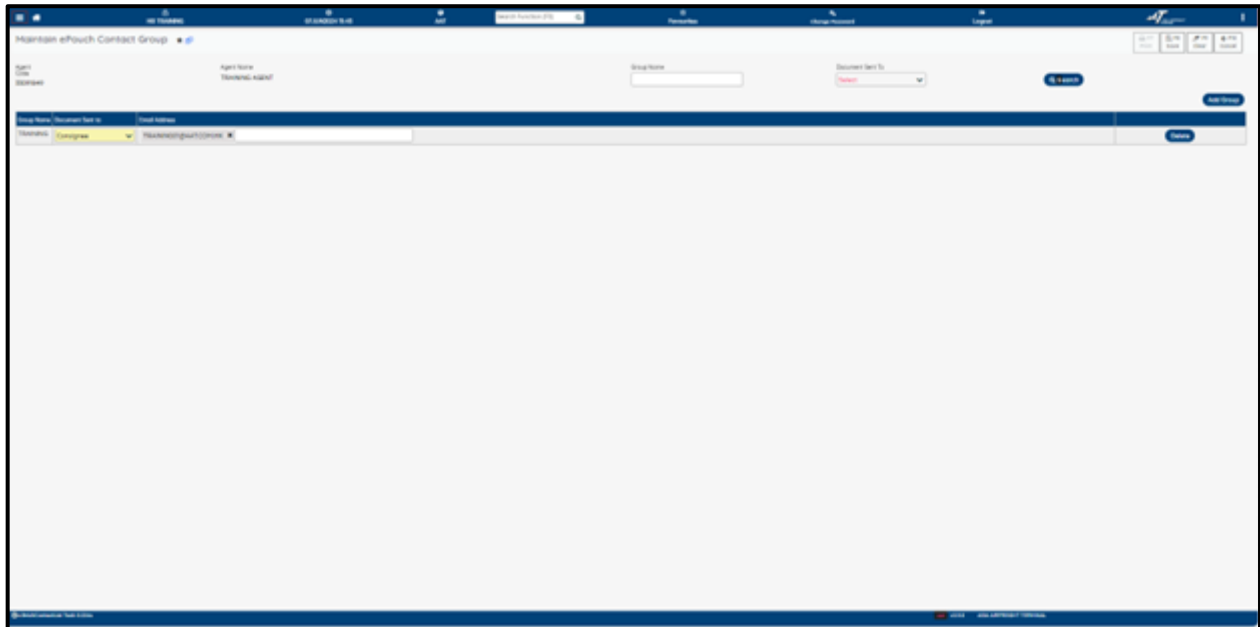
1. Maintain ePouch Contact Group .....	3
2. Upload ePouch .....	5
3. ePouch Summary.....	8

## 1. Maintain ePouch Contact Group

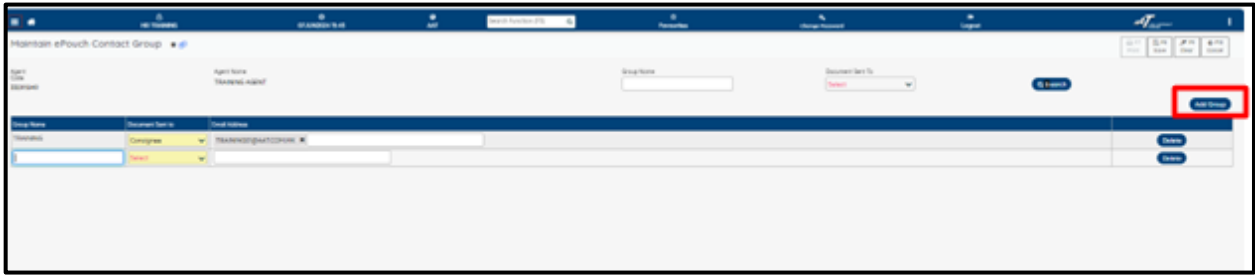
1. This function can be accessed from “e-Freight e-Pouch” -> “Maintain ePouch Contact Group”



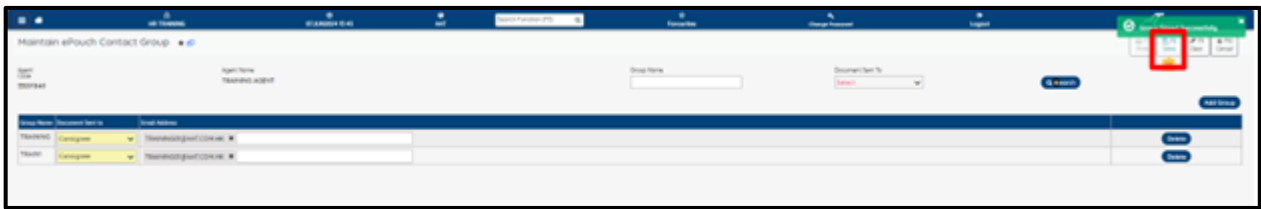
2. This function is for maintaining ePouch Contact Group.



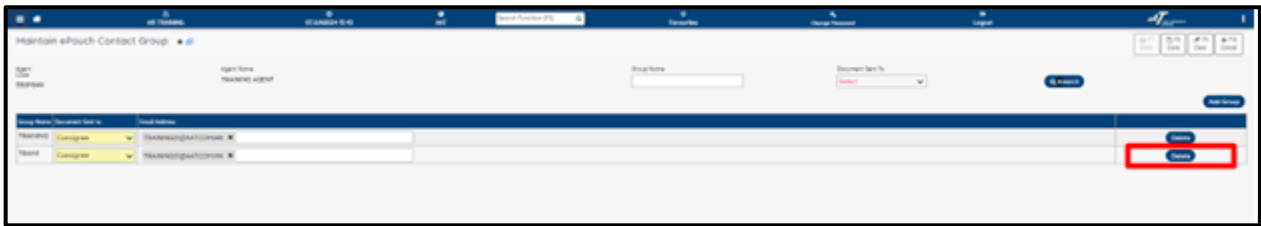
3. Press “Add Group” to add a new contact group



4. Press “Save” after entering the required information.



5. Press “Delete” to delete a contact group



6. After pressing “Delete”, a Confirmation message will pop up, select “Yes” to confirm the deletion.

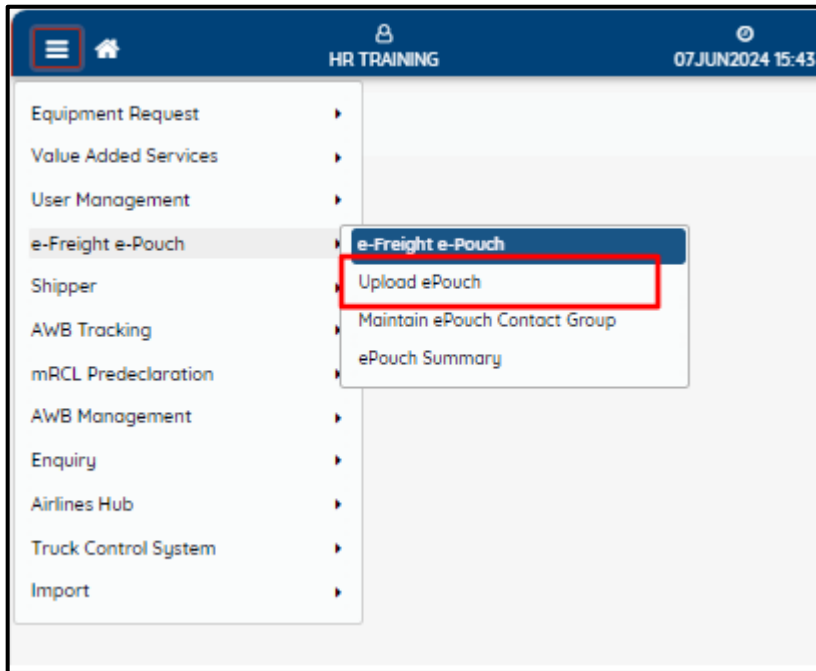


7. Popup message will be shown when the group was deleted successfully.

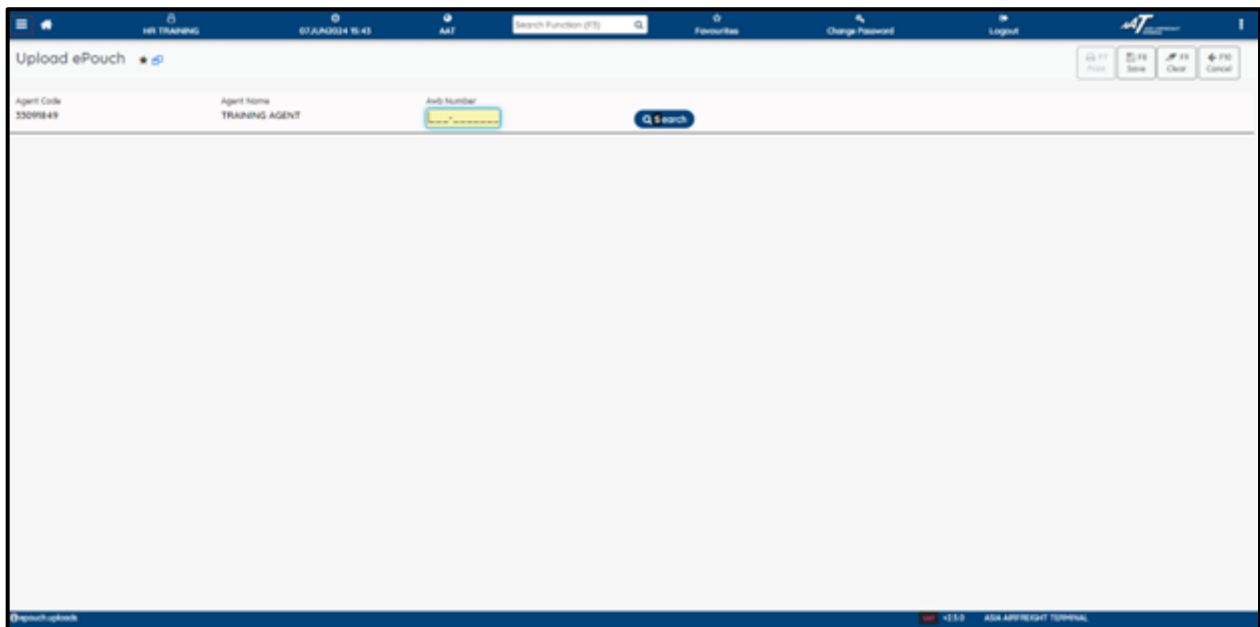


## 2. Upload ePouch

1. This function can be accessed from “e-Freight e-Pouch” -> “Upload ePouch”



2. This function is for creating ePouch.



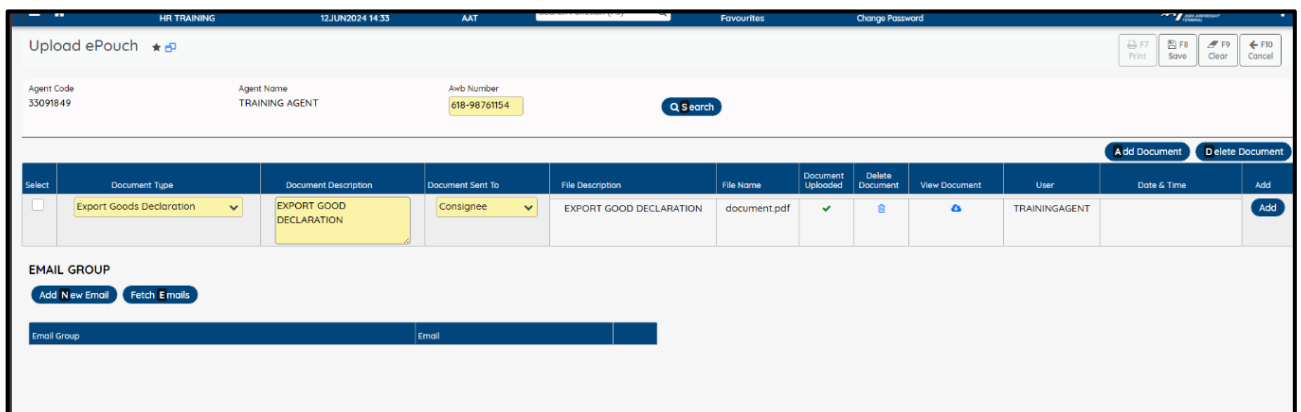
3. Enter AWB number and press “Search”.

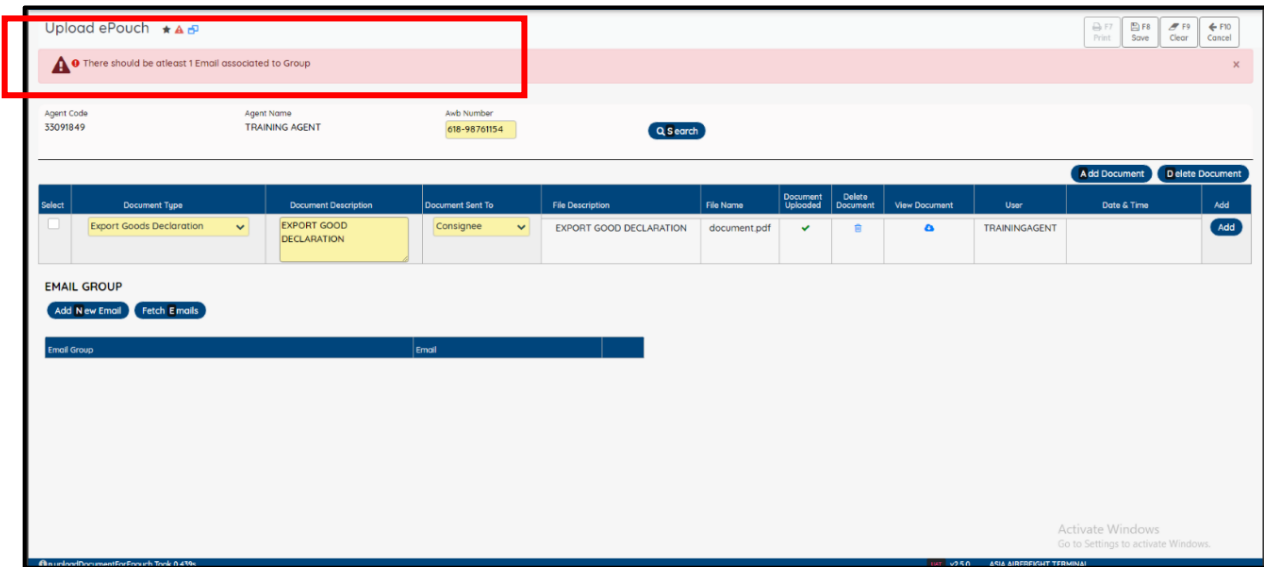


4. Press “Add Document” to generate a new row where you can input details.

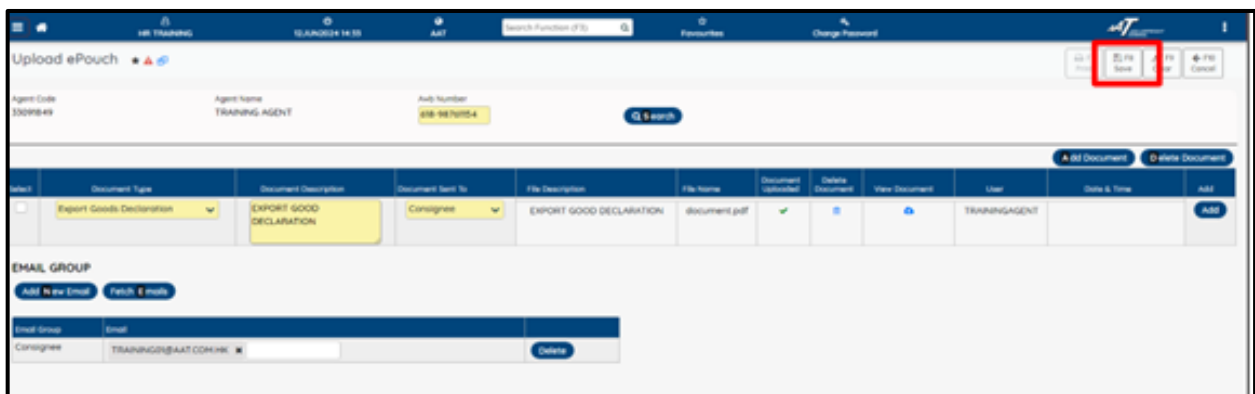


5. User can enter details for the document and upload the file. You must also add at least one email, or the system will prompt you with the message “There should be at least 1 email associated to group”

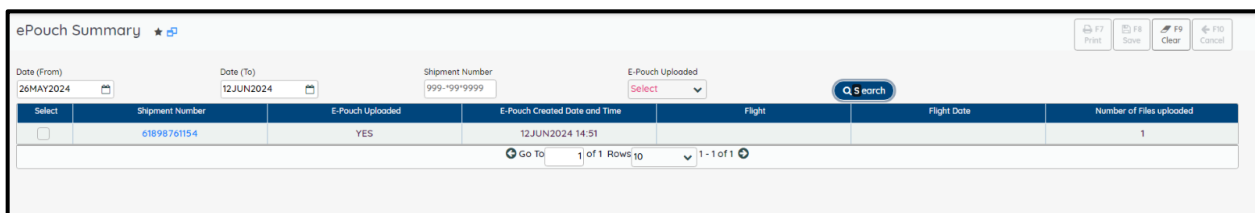




6. Press "Save" after inputting all necessary details.

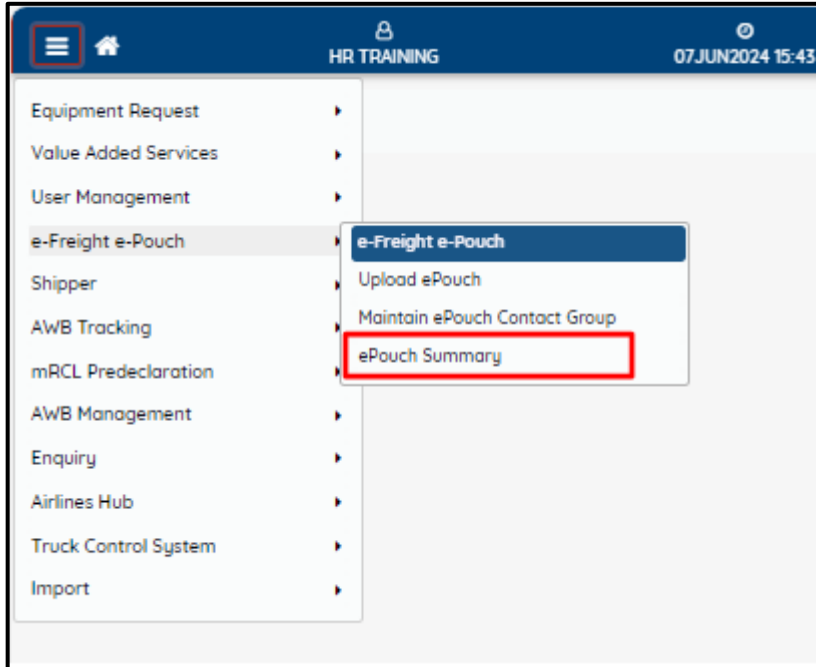


7. Saved record can be found in ePouch Summary.



### 3. ePouch Summary

1. This function can be accessed from e-Freight e-Pouch -> "ePouch Summary"



2. This function shows the summary of ePouch records that have been created.



3. Search by entering a date range for when the ePouch was created.





- Records will be shown in the summary. Press the Shipment Number of an ePouch to view for more detailed information.

Select	Shipment Number	E-Pouch Uploaded	E-Pouch Created Date and Time	Flight	Flight Date	Number of Files uploaded
<input type="checkbox"/>	61815505464	NO	15FEB2024 08:48	SQ777	15FEB2024 15:00	0
<input checked="" type="checkbox"/>	82816500551	YES	20MAY2024 11:25	HX9366	20MAY2024 09:00	1
<input type="checkbox"/>	82854665376	YES	16FEB2024 14:44	HX666D	16FEB2024 12:00	1
<input type="checkbox"/>	85121397364	YES	07MAY2024 17:15			2

- For an ePouch record, you can select current email or add a new email, and then press “Resend” to resend the ePouch.

**All Recipients**

**Add New Email**   **Fetch E-mails**

Select	Email Group	Email	Delete
<input type="checkbox"/>	GHA	LUCY_LO@AAT.COM.HK	Delete
<input type="checkbox"/>		RONALD_WONG@AAT.COM.HK	Delete
<input type="checkbox"/>		KEN_NG@AAT.COM.HK	Delete
<input checked="" type="checkbox"/>	Consignee	TRAINING01@GMAIL.COM	Delete

**Resend**

- A popup notification will be shown if the email is resent successfully.

Select	Shipment Number	E-Pouch uploaded	E-Pouch Created Date and Time	Flight	Flight Date	Number of Files uploaded
<input type="checkbox"/>	61815505464	NO	15FEB2024 08:48	SQ777	15FEB2024 15:00	0
<input checked="" type="checkbox"/>	82816500551	YES	20MAY2024 11:25	HX9366	20MAY2024 09:00	1
<input type="checkbox"/>	82854665376	YES	16FEB2024 14:44	HX666D	16FEB2024 12:00	1
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