

AAT COSYS+ Cargo Portal User Guide - Export



<u>Content</u>

1. mRCL PreDeclaration	3
2. mRCL Summary	6
3. House Airway Bill List	9
4. Transmit House Manifest	. 12
5. FHL Log	. 14
6. Departed Cargo Summary	. 17
7. Shippers Instruction for Dispatch (SID)	18



1. mRCL Pre-Declaration

This function can be accessed from the "mRCL Pre-declaration", which is for creating new mRCL pre-declaration.

a. Select cargo Type (Such as Bulk, Prepark, Mix/Prepack Cargo), and enter the AWB or ULD numbers, and press "Create mRCL"

mRCL Summary 🔺 🗗					Print ■ F8 ■ F9 Clear Clear
Type Select	AWB Number 999-*99*9999	ULD Number A**9999****	Create mRCL		
Date (From) 01FEB2024	Date (To) 24FEB2024	Status All	Security Screening Option	Carrier III	Carrier Group
Agent TRAINING AGENT	IATA Code	Trucker Company	Booking Status Select	Pre-Declaration Number	Truck Number
Secured Transportation Method Select					
				Q S earch	mRCL Summary PDF mRCL Summary XLS

- b. Enter the mandatory fields which include Carrier, Destination, AWB No., Truck No., Pieces, Net Wt (kg) and Dimensions Length, Width, Height & Pieces
- c. Declare the "Security Status", SPX or UNK.

SPX:Known Cargo shipped from CAD Validated KC or Cleared by appropriate screening or
CAD approved Screening Exempted special cargo.UNK:Unknown Cargo which cannot fulfill above stated requirement of Known Cargo.

	AR TRAINING	Ø 23MAY2024 12:06	O AAT	Search Function (F3) Q	☆ Favourites	هر Change Password	€) Logout	
Maintain mrc	l Pre-Declaration (B	ulk) \star					Print	7 B F8 F9 F9 Clear Cancel
AWB Number 618-4938	8441 Carrier	Destination	Country	mRCL Pcs	mRCL Net WtKg	DG	Dutiable commodities	Export Prohibited Articles
Nature of Goods	Special Handling Cod	e			ASP Reference No			
Flight Number	Date	Security Status		0	23-May-2024	Planned Cargo Delive 24-May-2024	ery 🔿 25-May-2024	Onwards
PI for Lithium Batteries	Select 🗸	Select 🗸	✓ Selec	t 🗸 Select 🗸	Select 🗸			
FNA		FMA		e-Cargo Receipt Email				
Truck Number		Airside Acceptance		Direct Tow	Hand Carry			
Security Screening Option OX-Ray Screen	BACSF/KC/On Airp	oort Screening Facility	Screening Exempted	Sc	elect V			
				ExportLicer	ise			
Sel S.No	Document Type	Document Number		Issue Da	te Ö	Expiry Date	Add Row	Delete
				Dimension	n			
Sel	S.No Len	gth	Width	н	eight	Pieces	Add Row	Delete
	1							



d. If the Special Handling Code (SHC) is ELI, ELM, RLI, RLM, RBI or RBM, its respective PI has to be specified as per the table provided below. A notification message will pop up if any mismatching or missing of SHC code or PI

S/N	SHC Code	Its respective PI with Section
1	ELI	PI966(II)/ PI967(II)
2	ELM	PI969(II)/ PI970(II)
3	RLI	PI966(I)/ PI967(I)
4	RLM	PI969(I)/ PI970(I)
5	RBI	PI965(IA)/ PI965(IB)
6	RBM	PI968(IA)/ PI968(IB)

≡ *	은 HR TRAINING	O 23MAY2024 12:06	O AAT	Search Function (F3) Q	् ् ् Q Favourites Change Password		ۥ Logout	
Maintain mrc	l Pre-Declaration (Bu	ılk) ★					Pri	F7 B F8 F9 F10 Save Clear Cancel
AWB Number <mark>618-4938</mark> Nature of Goods	8441 Carrier SQI :≡ Special Handling Code	Destination	Country	mRCL Pcs	MRCL Net WtKg 0.0 ASP Reference No	DG	Dutiable commodities	Export Prohibited Articles
Flight Number	Date	Security Status		O 23	-May-2024	Planned Cargo Deliver	y 25-May-202	4 Onwards
PI for Lithium Batteries								
FNA		FMA		e-Cargo Receipt Email				
Truck Number		Airside Acceptance		Direct Tow	Hand Carry			
Security Screening Option	RACSF/KC/On Airpo	ort Screening Facility	Screening Exempted	Scre	ening Exemption Reason ect 🗸			
				ExportLicense	8			
Sel S.No	SNo Document Type Document Number					Expiry Date	Add Row	Delete
				Dimension				
Sel	SNo Leng	jth	Width	Hei	ght	Pieces	Add Row	Delete

e. Select one of the following "Security Screening Options":

Options	Description
5.1 X-RAY Screen:	Request cargo security screening at AAT
5.2 RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
5.3 Screening Exempted:	CAD approved Screening Exempted special cargo

- i. X-RAY Screen: No additional information for declaration
- ii. RACSF / KC / On Airport Screening Facility: Enter the Secured Transportation Method, RACSF/KC/On Airport Screening Facility Code and Seal No.





iii. Screening Exempted: If the CAD approved Screening Exempted special cargo, Select the Screening Exemption Reason and upload the relevant files

Security Scre	eening Option creen	RACSF/KC/On Airport Screening Facility	A	Screening Exempted	Screening Exemption Reason Select	Screening Exempted Supporting Document		tt File(s)
	ExportLicense							
Sel	S.No 1	Document Type Select	Document Num	ber	Issue Date	Expiry Date	Add R ow	Delete

f. Press "Save" to complete the Pre-declaration

≡ *	A HR TRAINING	O 23MAY2024 12:06	O AAT	Search Function (F3) Q	습 Favourites	مر Change Password	Cogout
Maintain mrc	l Pre-Declaration (Bu	ılk) ★					→ F7 ▶ F8 ₱ F8 ₽ F9 ← F10 Print Save Clear Cancel
AWB Number <mark>618-4938</mark> Nature of Goods	8441 Carrier SQ III Special Handling Code	Destination	Country	mRCL Pcs	MRCL Net WtKg 0.0 ASP Reference No	DG	Dutiable commodities Export Prohibited Articles
Flight Number	Date	Security Status		c	23-May-2024	Planned Cargo Delive 24-May-2024	ary 25-May-2024 Onwards
PI for Lithium Batteries	Select 🗸	Select 🗸 Select	✓ Sele	ect 🗸 Select 🗸	Select 🗸		
FNA		FMA		e-Cargo Receipt Email			
Truck Number		Airside Acceptance		Direct Tow	Hand Carry		
Security Screening Option	RACSF/KC/On Airpo	ort Screening Facility	Screening Exempted	S	icreening Exemption Reason Select 🗸		
				ExportLic	ense		
Sel 5.No Document Tupe Document Number 1 Select					Date	Expiry Date	Add R ow Delete
				Dimensi	ion		
Sel	SNo Leng	th	Width		Height	Pieces	Add Row Delete

- g. After completing the pre-declaration, user can navigate the following page to view the mRCL
- h. Press "Assign/Update Trucker" to assign or change the truck company



i. Press "mRCL Summary PDF" or "mRCL Summary XLS" to generate respective reports

mRCL Summary \star 🗗		Print Sove Zeros Clear Cancel
Type AWB Number Select 99-999999 Date (From) Date (To) 23MAY2024 □	ULD Number Create mRCL [A**9999*** Create mRCL status Security Screening Option Submitted RACSF/KC/On Airport V	Carrier Carrier Group
Agent LATA Code TRAINING AGENT Secured Transportation Method Select	Trucker Company Booking Status	Pre-Declaration Number 230524-00102 Truck Number
		Q S earch (mRCL Summary P DF) (mRCL Summary X LS) Recreate / mRCL copy Assign/Update Trucker (B ook Time Slot
Sel Type mRCL Number RCL No mRCL total pcs/Net W1Kg RCL Pcs/Wgt AWB Number	ULD Number Agent Name Carrier Date and Time for Submission Status Reject Reason	Security Screening Option Secured Transportation Method Trucker Company Booking Edit Print
Bulk 230524- 00102 10/100.0 61849388441	AGENT SQ 23MAY2024 14:09 Submitted	RACSF Boxed Truck
	G Go To 1 of 1 Rows 10 ↓ 1 - 1 of 1 O	

2. mRCL Summary

a. The function can be accessed from the mRCL Pre-declaration menu ->mRCL Summary

≡ *	8 HR TRAINING	0 06JUN20
Equipment Request	•	
Value Added Services	•	
User Management	•	
e-Freight e-Pouch	• (05)	earch
Shipper	•	
AWB Tracking	•	
nRCL Predeclaration	mRCL Predeclaration	n
AWB Management	mRCL Summary	
Enquiry	•	
Airlines Hub	•	
Truck Control System	•	
Import	•	

b. User can search mRCL records based on various filters provided. After entering the desired search criteria, press the "Search" button

mRCL Summary 🔺 🗗					Print Save C	F9 lear Cancel
Type Select	AWB Number 999-*99999	ULD Number A**9999****	Create mRCL			
Date (From) 23MAY2024	Date (To) 23MAY2024	Status All	Security Screening Option	Carrier III	Carrier Group	
Agent AAT TRAINING	IATA Code	Trucker Company	Booking Status Select	Pre-Declaration Number	Truck Number	
Secured Transportation Method Select						
						Search



c. All mRCL records matching search filters will be shown in the section below

mRCL S	ummary	* 🗗											F7 Print Sav	8 Clear	← F10 Cancel	у
Type Select	~		AWB Number 999-*99*9999			.D Number **9999****			Create mRCL							
Date (From) 01FEB2024 Agent	Ö		Date (To) 24FEB2024 IATA Code	Ë	St A Tr	atus JI ucker Company	~		Security Screening Option All Booking Status	•	Carrier	Carrier	Group IE			
Secured Trans	SENT			I			I		Select	~						
Select	~											Q Search mRCL Summ	nary PDF	mRCL Summar	ry XL	s
											R	ecreate / mRCL copy	ign/Update Truck	ker Book T	Time S	Slot
Sel Type	mRCL Number	r RCL No	mRCL total pcs/Net WtKg	RCL Pcs/Wgt	AWB Number	ULD Number	Agent Name	Carrier	Date and Time for Submission	Status	Reject Reason Security Screening Option	Secured Transportation Method	Trucker Company	Booking E	dit Pr	rint
Bulk	230224- 00106	230224- 000103m	10/100.0	10/100.0	61815823732		TRAINING AGENT	sQ	23FEB2024 17:19	Confirmed	RACSF	Boxed Truck		C	3	₽
Bulk	230224- 00104	230224- 000100m	10/100.0	10/100.0	20354622234		TRAINING AGENT	5J	23FEB2024 16:56	Confirmed	RACSF	Boxed Truck		C	3 (•
Bulk	230224- 00102	230224- 000096m	10/100.0	10/100.0	20315768093		TRAINING AGENT	5J	23FEB2024 16:21	Confirmed	RACSF	Boxed Truck		C	3	0
Bulk	230224- 00100	230224- 000088m	10/100.0	10/100.0	20315823732		TRAINING AGENT	5J	23FEB2024 15:35	Confirmed	RACSF	Boxed Truck		C	3	•
Bulk	230224- 00098	230224- 000079m	10/100.0	10/100.0	08131025481		TRAINING AGENT	QF	23FEB2024 14:51	Confirmed	RACSF	Boxed Truck		C	3	₽.
Bulk	230224- 00092	230224- 000075m	94/949.0	94/949.0	86900276953		TRAINING AGENT	RW	23FEB2024 14:02	Confirmed	x-Ray			0	3 (ə
Prepac	k 230224- 00058	230224- 000042m	124/1218.0	134/1218.0	38031025455	PAJ10673G/X5	TRAINING AGENT	3G	23FEB2024 11:54	Confirmed	RACSF	Boxed Truck		C	3 (₽

d. User can click on the "Edit" icon button to edit the mRCL record

Sel	Туре	mRCL Number	RCL No	mRCL total pcs/Net WtKg	RCL Pcs/Wgt	AWB Number	ULD Number	Agent Name	Carrier	Date and Time for Submission	Status	Reject Reason	Security Screening Option	Secured Transportation Method	Trucker Company	Booking	Edit	Print
	Bulk	230224-	230224-	10/100.0	10/100.0	61815823732		TRAINING	sQ	23FEB2024 17:19	Confirmed		RACSF	Boxed Truck			ø	₽
_		230224-	230224-					TRAINING									_	
	Bulk	00104	000100m	10/100.0	10/100.0	20354622234		AGENT	5J	23FEB2024 16:56	Confirmed		RACSF	Boxed Truck			6	•
	Bulk	230224-	230224-	10/100.0	10/100.0	20315768093		TRAINING	5J	23FEB2024 16:21	Confirmed		RACSF	Boxed Truck			ø	e.
_		00102	000096m					AGENT										
	Bulk	230224- 00100	250224- 000088m	10/100.0	10/100.0	20315823732		AGENT	5J	23FEB2024 15:35	Confirmed		RACSF	Boxed Truck			ß	₽
	Bulk	230224-	230224-	10/100.0	10/100.0	08131025481		TRAINING	OF	23FEB2024 14:51	Confirmed		RACSF	Boxed Truck			ø	A
		00098	000079m					AGENT	~									-
	Bulk	230224-	230224-	94/949.0	94/949.0	86900276953		TRAINING	BW	23FEB2024 14:02	Confirmed		x-Rau				8	A
		00092	000075m		,			AGENT									_	
	Prepack	230224-	230224-	124/1218.0	134/1218.0	38031025455	PAJ10673G/X5	TRAINING	3G	23FEB2024 11:54	Confirmed		RACSE	Boxed Truck			8	A
		00058	000042m	12 1, 121010	12 1, 121010			AGENT									-	-

e. User can modify and delete mRCL records, press "Save" after marking necessary changes

Maintain mrcl Pre	e-Declaration (Bull	k) ★				F10
Pre-Declaration Number 040724-00009	mRCL Pcs 10	mRCL Net WtKg 10	mRCL Issue date 04JUL2024 09:12	Agent Name TRAINING AGENT	Rejection Code	Print Save Clear Cancel Rejection Remarks/Reason IATA Code
AWB Number 618-49388463	Carrier	Destination Country SIN = SG	mRCL Pcs	mRCL Net WtKg 10.0	DG	Dutiable commodities Export Prohibited Articles
TEST	SPX X					
Flight Number	Date	Security Status SPX UNK		04-Jul-2024	Planned C 05-Jul-2024	Cargo Delivery O6-Jul-2024 Onwards
PI for Lithium Batteries	Select 🗸	Select V	Select 🗸 Select	▼ Select ▼		
FNA		FMA	e-Cargo Receipt Email			
Truck Number	DD100	Airside Acceptance	Direct Tow	Hand Carry		
Security Screening Option X-Ray Screen	RACSF/KC/On Airport	Screening Facility OScreening Exe	mpted	Screening Exemption Reason		





f. User can print the mRCL by clicking the "Print" icon button. The following page is the sample reference of the Create mRCL Pre-declaration Bulk printable page.

Sel	Type	mRCL Number	RCL No	mRCL total pcs/Net WtKg	RCL Pcs/Wgt	AWB Number	ULD Number	Agent Name	Carrier	Date and Time for Submission	Status	Reject Reason	Security Screening Option	Secured Transportation Method	Trucker Company	Booking	Edit	Print
	Bulk	230224- 00106	230224- 000103m	10/100.0	10/100.0	61815823732		TRAINING AGENT	sQ	23FEB2024 17:19	Confirmed		RACSF	Boxed Truck			8	0
	Bulk	230224- 00104	230224- 000100m	10/100.0	10/100.0	20354622234		TRAINING AGENT	5J	23FEB2024 16:56	Confirmed		RACSF	Boxed Truck			ø	0
	Bulk	230224- 00102	230224- 000096m	10/100.0	10/100.0	20315768093		TRAINING AGENT	5J	23FEB2024 16:21	Confirmed		RACSF	Boxed Truck			ø	₽
	Bulk	230224- 00100	230224- 000088m	10/100.0	10/100.0	20315823732		TRAINING AGENT	5J	23FEB2024 15:35	Confirmed		RACSF	Boxed Truck			ß	₽
	Bulk	230224- 00098	230224- 000079m	10/100.0	10/100.0	08131025481		TRAINING AGENT	QF	23FEB2024 14:51	Confirmed		RACSF	Boxed Truck			ø	₽
	Bulk	230224- 00092	230224- 000075m	94/949.0	94/949.0	86900276953		TRAINING AGENT	RW	23FEB2024 14:02	Confirmed		x-Ray				ø	₽
	Prepack	230224- 00058	230224- 000042m	124/1218.0	134/1218.0	38031025455	PAJ10673G/X5	TRAINING AGENT	3G	23FEB2024 11:54	Confirmed		RACSF	Boxed Truck			ø	₽
	лĂ	ASIA AIRFR TERMINAL	EIGHT	Create mR(CL Predec	laration I	Bulk			_								
	Carrier: Destinati	on:		SQ SIN	AWB Total	No: Wt (Kg):	618-4 10	49388463										
	Pieces:			10	Plann	ed cargo delive	ry: 04JU	L2024										
	Security SPL Cod	Check: e:		SPX SPX														
	PI for Lit	thium Pattari																
	Truck N	unum batteri	cs.	DD100														
	Remarks			100100														
	Security	Screening Op	tion:	RACSF														
	RACSE /	KC / On Air	port Screen	ing Facility Information	n													
	RACSF	Company Nar	ne:	Sea-Air Logis	tics (Hong Kong) Limited												
	Secured 7 Boxed Tr	Transportatio ruck Seal No:	on Method:	Boxed Truck 123456														
	Dimen	sions:																
		S.No 1		Length(cm) 10	Width(cm) 10		Height(cm) 10	Pi	eces 10									
	Total P	iece(s).	10															
	Discost			in f - hunis - LAMP -														
	at least 2 submissi individua	e reminded to 2 hours before ion, failure of I airline.	e schedule FWB subm	d departure time of boo d departure time of boo hission before cut-off tin	ked flight. In ad ne will result in a	dition, for airlin a "FWB Creation	y snipping docume es which impleme on Fee" according	nts should b nts 100% FV to the require	e subm VB ement c	of								
			1	There were 1 reco	ord(s) on this r	eport.												
L																		



3. House Airway Bill (HAWB) List

a. The function can be accessed from the AWB Management menu ->House Airway Bill List

≡ м	8 HR TRAINING) 06JUN20
Equipment Request	•	
Value Added Services	•	
User Management	•	
e-Freight e-Pouch		ırch
Shipper	•	_
AWB Tracking	•	
mRCL Predeclaration	•	
AWB Management	AWB Management	
Enquiry	House Airway Bill List	
Airlines Hub	Transmit House Manife	est
Truck Control System	•	
Import	•	

b. Enter the AWB Number and other optional search criteria to search

House AirwayBill List 🔺 🗗			⊖ F7 Print
AWB Number	HAWB Number	Source Select	Search

c. The HAWB matching the search criteria will be shown. User can press the "Y" under "Enquiry FHL Log" to view more details

House Airw	/ayBill List 🖌	r eP											Print Sc	F8 ave Clear C	€ F10 Cancel
AWB Number 618-15823732	Dummy AWB			H	AWB Number			Source Select					Search	Print Report	
AWB Number 618-15823732	Origin HKG	De	estination NL	A\ 10	WB Pieces)	AWB Weigh 100.0	it	Weight Code SHC K	Total H	House Way Bill	Total Piece 10	5	Total Weight 100.0		
														Add D	elete
Sel S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	Shipper	Consignee	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Submission Date Time	Edit
1	TEST1	HKG	MNL	10	100.0	TOYS		SUMITOMO HEAVY INDUSTRIES LTD	SUMITOMO HEAVY INDUSTRIES LTD	FHL		AAT-BATCH	Y	23FEB2024 17:42	8
												l			



d. The FHL Log will be shown, allowing user to view the Before and After details at the same time

FHL Log								×
AWB Number HAWB Nu 618-15823732 TEST1	imber	Q S earch					QExpand All	Q Collapse All
	A	FTER			BE	FORE		
AWB Info			~	AWB Info				~
Origin HKG Weight Code K	Destination MNL SLAC	Pieces 10 Nature of Goods TOYS	Weight 100.00 SHC	Origin HKG Weight Code K	Destination MNL SLAC	Pieces 10 Nature of Goods TOYS	Weight 100.00 SHC	
Shipper			~	Shipper				~
Name SUMITOMO HEAVY INDUSTRIES LTD	Address PLOT I-7 I-8 I-9 M-2 M3 THANG LONG	City HONG KONG	Postal Code 10000	Name SUMITOMO HEAVY INDUSTRIES LTD	Address PLOT I-7 I-8 I-9 M-2 M3 THANG LONG	City HONG KONG	Postal Code 10000	
State	Country HK			State	Country HK			
SHIPPER CONTACT DETAILS				SHIPPER CONTACT DETAILS				
Type FX TE		Details 8449550014 8449550003		Type FX TE		Details 8449550014 8449550003		
Consignee			*	Consignee				~
Name SUMITOMO HEAVY INDUSTRIES LTD	Address 6-1 ASAHI-CHO OHBU-SH AICHI-KEN	City I MNL	Postal Code	Name SUMITOMO HEAVY INDUSTRIES LTD	Address 6-1 ASAHI-CHO OHBU-SH AICHI-KEN	City I MNL	Postal Code	
State	Country PH			State	Country PH			

e. Press "Edit" button to open the Edit HAWB screen and update the existing house information

House Airw	vay BillList 🔺	Ð												Print Sc	F8 / F9 Clear Cancel	
AWB Number 618-15823732	Dummy AWB			H	AWB Number			Source Select	~					Search	Print Report	
AWB Number 618-15823732	Origin HKG	De Mi	stination NL	AV 10	WB Pieces	AWB Weigl 100.0	ht	Weight Code K	SHC	Total Ho	ouse Way Bill	Total Piece: 10	3	Total Weight 100.0)
													Correct America	For purpose of the	Add Delete	2
Sel S.No	HAWB Number TEST1	Origin HKG	Destination	Pieces 10	Weight 100.0	Nature of Goods TOYS	SHC	SUM	Shipper IITOMO HEAVY OUSTRIES LTD	Consignee SUMITOMO HEAVY INDUSTRIES LTD	FHL	Cargo Clearance Status	AAT User ID	log Y	23FEB2024 17:42	dit Z
																2

f. Press "Save" after any editing

≡ #	8 HR TRAINING		0 23MAY2024 12:06	O AAT	Search Function (F3)	Q Fa	☆ vourites	هر Change Password	G o Logout	AT interest i
Maintain Ho	ouse Way Bill - E	dit \star 🗗								⊖ F7 Print Save Gear Cancel
AWB Number 618-15823732	HAWB Number TEST1	Origin HKG ☷	MNL I	Pieces 10	Weight 100.0	Weight Code	SLAC	Nature of Goods TOYS	SH	
Shipper										
Name SUMITOMO HEAV	Y INDUSTRIES LTD		=		Address PLOT I-7 I-8 I-9 M-	2 M3 THANG LONG			City	NG KONG
Postal Code		State	Country	SHIPPER CONTACT	DETAILS					
10000			≡ нк ≔	Туре	Details					
				FX 🗸	8449550014			由 Delete		
				TE 🗸	8449550003		0	1) Delete		
Consignee										
Name					Address				City	
SUMITOMO HEAV	Y INDUSTRIES LTD		=		6-1 ASAHI-CHO OF	BU-SHI AICHI-KEN			MN	L
Postal Code		State	Country	CONSIGNEE CONT/	ACT DETAILS					
			I≣ PH I≣	Туре	Details					
				Select 🗸			•	會 Delete		



g. User can press "Add" to add a new HAWB

House Airw	vay BillList 🔺	đ												F7 Print	B F8 Gave Clear Cancel
AWB Number 618-15823732	Dummy AWB			H	AWB Number			Source Select	~					Search	Print Report
AWB Number 618-15823732	Origin HKG	De MI	estination NL	AV 10	WB Pieces)	AWB Weig 100.0	yht	Weight Code K	SHC	Total H	House Way Bill	Total Piece 10	ŝ	Total Weight 100.0	Add Delete
Sel S.No	HAWB Number TEST1	Origin HKG	Destination MNL	Pieces 10	Weight 100.0	Nature of Goods	SHC	SUM	Shipper	Consignee SUMITOMO HEAVY	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID AAT-BATCH	Enquiry FHL log Y	Submission Date/ Time 23FEB2024
								IND	USTRIES LTD	INDUSTRIES LTD					17.42

h. User can delete the HAWB by selecting the HAWB, then press the "Delete". A "Confirmation" message box will pop up, press "Yes" to confirm the deletion of the HAWB.

	ŀ	8 HR TRAN	NG		254402	0 024 12:06	Q AAT		a francisco d'Al	0	¢	a, Changa Pasav	and L	000 teacher	<i></i>	T	I
Hous	e Airv	vay Bill List 🔞	r dP					Confirmat	ion			×			Rist St	11 / 19 cear 1	€ F10 Concel
Auril 14.4 010-158	riber 23752	Durning AVB			Ĩ	Aw® Number		Do You want	to deleted the record	rd?	N NO				Search	Print Report	
Abr/8 Nov 618-1582	riber 23732	Origin HHG	0w 840	atrotios NL	44 90	n'E Paces	.coviti totaig 100.0	ht wi	erght Code	SHC	Total Ha	vce kiay Bill	Tatal Piece 20	1	Total Weight 200.0		\square
																	be l ete
Set	5.No	HAVE Number	Origin	Destination	Pieces	Weight	Nature of Goods		Shipper		Consignee	Source	Corgo Georonce Status	Congs Agent/ AAT User ID	Enquiry Fill, log	Submission Den Time	101
D	1	TESTI	HKG	MNL	10	100.0	TOYS		SUMITOMO I INDUSTRIES	HEAVY S LTD	SUMITOMO HEAVY INDUSTRIES LTD	DIL.		AAT-BATCH	Y	25FEB2024 17:42	×.
	2	SN151251513	HKS	MNL	10	100.0	CONSOL		ANKIT SAXE	NA JN	LEVISTONE LTD	AGENT		TRAININGAGE	N	23MAY2024 14:38	Ø
\sim																	

i. When the "Add" button is pressed, a new page for creating HAWB will be shown. User can click "Save" to create a new HAWB.

Maintain Ha	ouse Way Bill	ADD NEW	* 8						Prin E F8 € F9 € F10 Save Clear Cancel
AWB Number 618-15823732	HAWB Number	Origin HKG	Destination MNL	Pieces	Weight 0.0	Weight Code	SLAC	Nature of Goods	SHC SHP/CNE Info
Shipper									
Name					Address				City
		1	=						
Postal Code		State	Country	SHIPPER CONTAC	T DETAILS				
				те	Details				
								@Delate	
				FX V			•	BDelete	
Consignee									
Name					Address				City
			i=						
Postal Code		State	Country	CONSIGNEE CON	TACT DETAILS				
		:		Туре	Details				
				TE 🗸					
				FX 🗸			•		
					0		_		
Notify									
Name					Address				City
Postal Code		State	Country	NOTIFY CONTACT	DETAILS				
				Туре	Details				



j. The new HAWB will be shown under "House Airway Bill List" page

HOUS	e Alf w	ay biii List 🔹	9											Print Sa	ive Clear C	Cancel
WB Nur 618-158	nber 23732	Dummy AWB				HAWB Number		5	Source					6 earch	Print Report	
AWB Nur 618-158:	nber 23732	Origin HKG	De MI	estination NL	1	AWB Pieces	AWB Weight 100.0	N H	Weight Code SHC	Total Hor 2	use Way Bill	Total Piece 20	8	Total Weight 200.0		
									_			_			Add D	elete
Sel	S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	Shipper	Consignee	Source	Cargo Clearance Status	AAT User ID	Enquiry FHL log	Submission Date/ Time	Ed
	1	TEST1	HKG	MNL	10	100.0	TOYS		SUMITOMO HEAVY	SUMITOMO HEAVY	FHL		AAT-BATCH	Y	23FEB2024	C
	2	SN151251513	HKG	MNL	10	100.0	CONSOL		ANKIT SAXENA .IN	LEVISTONE LTD	AGENT		TRAININGAGE	N	23MAY2024	G

14.Transmit House Manifest

a. The function can be accessed from AWB Management menu ->Transmit House Manifest

	A HR TRAINING	(06JUN2
Equipment Request	•	
Value Added Services	•	
User Management	•	
e-Freight e-Pouch	Q Sea	rch
Shipper	•	
AWB Tracking	•	
mRCL Predeclaration	•	
AWB Management	AWB Management	
Enquiry	House Airway Bill List	
Airlines Hub	Transmit House Manife	st
Truck Control System	•	
Import	Þ	

b. Press "Select File" button to choose the file they want to upload. After selecting the file, then press "Upload" button to complete the order

	음 HR TRAINING	0 23MAY2024 12:06	O AAT	Search Function (F3)	۵	ជំ Favourites	Chan
Transmit Hous	e Manifest 🔺 🗗						
					(+Select File(s)	Upload
Errors During File Process							
						li.	
Note:	alfast data in UNI EDIEACT Format Dia	ass submit the Llouse Manifest Data in	CLICEVE Format (Liss	r Cuido can ha doumloadod, han) The energifice	tion can be downloaded	hora
In order for the information	to be processed successfully, the filence	use submit the nouse Manifest Data in	f 8 alphanumeric chr	racters a period(/) and a 3 alph	anumeric chara	cter extension	nere
	to be processed soccessibility, the menu	and most be 12 characters, consisting o	r o apriarioniene ene	naciona, a ponod(.) ana a 5 alph		oter extension.	



	은 HR TRAINING	O 20JUN2024 10:49	O AAT	Search Function (F3)	ু Q Favou	rites	Char
Transmit House	e Manifest 🔺 🗗						
To be Uploaded					+Se	ect File(t) 🗘 Up	load
	CUSEXP2.edi			399 B	0	Û	
Errors During File Process							
Note:						10	
Please submit the House Man	ifest data in UNI-EDIFACT Format. Pleas	e submit the House Manifest Data in	CUSEXP Format (Use	r Guide can be downloaded here) Th	he specification can be	downloaded here	
In order for the information to	o be processed successfully, the filenam	e must be 12 characters, consisting o	t 8 alphanumeric cha	rracters, a period(".") and a 3 alphanun	neric character extensi	on.	

c. If the file contains the correct data and in correct format, the file will be processed and a Processing Info message box will pop up, indicating that file(s) is being processed. (Right Picture). Otherwise, a "Processing Info" message box will pop up, indicating that the file(s) are being rejected. (Left Picture)

Message Processing Info		×	Message Processing Info	Message Processing Info
Processed	3		Processed	Processed 0
Rejected	0		Rejected	Rejected 1

d. The information can be seen on House Airway Bill List if the file upload was successful

≡ *		8 HR TRAIN	ING		(20JUN2	Ø 1024 10:49	O AAT	Searc	h Function (F3)	α	습 Favourites	م Change Pas	sword I	ۥ ogout	лĄ	T _{erre} and the second	
House	e Airwo	ay Bill List	* 🗗												Print So	F8 Ø F9 ve Clear Co	F10 ancel
AWB Numi 828-1635	ber 55894	Dummy AWB			HA	AWB Number		so	elect	~					earch	Print Report	
AWB Numi 828-1635	ber 5894	Origin CHN	De	stination SA	AV 1	wB Pieces	AWB Wei 89.8	ight W K	eight Code	SHC	Total He	ouse Way Bill	Total Piece 4	S	Total Weight 47.9		
																Add De	lete
Sel	S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	Shipp	ver	Consignee	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Submission Date/ Time	Edi
	1	HAWB001	CHN	USA	1	10.3	В		Se n	d1	rec eive1	CUSEXP		TRAININGAGE NT/TRAINING AGENT	N	20JUN2024 11:13	ß
	2	HAWB002	CHN	USA	2	14.9	D		Send	12	receive2	CUSEXP		TRAININGAGE NT/TRAINING AGENT	N	20JUN2024 11:13	ø
	3	HAWB003	CHN	USA	1	22.7	с		Send	13	receive3	CUSEXP		TRAININGAGE NT/TRAINING	N	20JUN2024	ø



5. FHL Log

a. The function can be accessed from AWB Management Menu -> FHL Log.



b. Input AWB number and HAWB number in the corresponding fields, then click "Search" button to proceed

FHL Log ★ 🗗			
AWB Number -90320764	HAWB Number S5AF4		Q S earch
		٨	стер

≡ *	A FIONA LI	0 26JUN2024 15:43	AAT Searc	ch Function (F3)	수 Favourites	ور Change Password	le Logout	~AT	. 1
FHLLog 🛨 🗗								Print Sove Cl	F9 € F10 cancel
AWB Number HAW -90320764 \$54	VB Number	Q Search						QExpand All	Q Collapse All
		AFTER					BEFORE		
AWB Info				~ /	AWB Info				~
Origin ZTI Weight Code K	Destination NRT SLAC	Pieces 1 Nature of Goods TEEST	Weight 10.00 SHC		Origin ZTI Weight Code K	Destination NRT SLAC	Pieces 1 Nature of Goods TEEST	Weight 10.00 SHC	
Shipper				~	Shipper				~
Name DIRECT SHIPPER State	Address HONG KONG Country HK	City HONG KONG	Postal Code		Name AAT TESTING State	Address STREET1 Country HK	City NOIDA	Postal Code 2013281	
Type		Details			Type		Details		
Consignee					Consignee				
Name	Address	City HONG KONG	Postal Code O		Name	Address	City HONG KONG	Postal Code O	
State	Country HK					Country HK			
Туре		Detail			Туре		Detail		
Notify				v	Notify				~
Name State	Address Country	City	Postal Code		Name State	Address Country	City	Postal Code	
Effect FhiLogDetailsOnSearch T	look 1.704s						V2.5.0 ASIA AIRFREIGHT	TERMINAL	



Expand Information Section

i. To access all the information, click the "Expand All" button



ii. All FHL Log information will be shown on the system as follows

= *	8 henryho	0 28JUN) 12024	O AAT	Fo	☆ vourites	лА	ASIA ANTREIGHT
FHL Log	*5					Print	Save	F F9 lear Cancel
AWB Number -90320764	HAWB	Number 4	≡ Q	Searc	h	QExpar	nd All	Q Collapse All
	AF	TER				BE	FORE	
AWB Info				~	AWB Info			~
Origin ZTI Weight Code K	Destination NRT SLAC	Pieces 1 Nature of Goods TEEST	Weight 10.00 SHC		Origin ZTI Weight Code K	Destination NRT SLAC	Pieces 1 Nature of Goods TEEST	Weight 10.00 SHC
Shipper				~	Shipper			~
Name DIRECT SHIPPER	Address HONG KONG	City HONG KONG	Postal Code		Name AAT TESTING State	Address G STREET1	City NOIDA Country	Postal Code 2013281
		нк			SHIPPER CONT	ACT DETAILS		
SHIPPER CONTA Type	CT DETAILS	Details			Туре		Details	
Consignee				~	Consignee			~
Name	Address	City HONG KONG	Postal Code O		Name	Address	City HONG KONG	Postal Code O
State		Country HK			State		Country HK	
CONSIGNEE CON	NTACT DETAILS				CONSIGNEE CO	ONTACT DETAILS		
Туре		Detail			Туре		Detail	
t.fetchFhlLogDeta	illsOnSearch Tool	(4.808s				PRO V2	02 ASIA AIR .5.0	FREIGHT TERMINAL

**Note: Section with modification will be marked in red



Print Button

Report will be generated by clicking the "Print" button on the top right-hand corner.



**Note: Printing function is only applicable when both "Before" and "After" Log details are available.

Example of Printout Report

(i) FHL Log Enquiry Before Image

AT TANKA ANT THE CASE		FHL Log Enquiry	7	
FHL Log Enquiry Before image				
AWB No : 90320764	HAWB No	: S5AF4	Org/Dest : ZTI / NRT	
HAWB Pc/Wt : 1 / 10	Cont :			
Spl Code :			SLAC :	
Inputted by : AA101572	Amendment D	ate : 25JUN24 10:16	Source : AA101572	
Harm Commodity :				
Shipper Information		Consignee Information		
Name : AAT TESTING		Name :		
Addr : STREET1		Addr :		
State :		State :		
City :	Ctry Code : HK	City :	Ctry Code : HK	
Postal Code :		Postal Code : 0		
Contact ID/No :		Contact ID/No :		
Charges				
Curr Code :		Wt/Val Chrg		
Decl Val(Carr) :		Decl/Val (Ctm) :		
Free Text Desc :		Oth Chrg :		
		Insur Amt :		

(ii)

FHL Log Enquiry After Image

ATT IS A ADDRESSAT		FHL Log Enquiry	
FHL Log Enquiry After image		FHL Amendm	nent Status : Y
AWB No : 90320764	HAWB No	: S5AF4	Org/Dest : ZTI / NRT
HAWB Pc/Wt : 1 / 10	Cont	:	
Spl Code :			SLAC :
Inputted by : AA101572	Amendment Date :	25JUN24 10:16	Source : AA101572
Harm Commodity :			
Shipper Information		Consignee Information	
Name : DIRECT SHIPPER Addr : HONG KONG		Name :	
		Addr :	
State :		State :	
City :	Ctry Code : HK	City :	Ctry Code : HK
Postal Code :		Postal Code : 0	
Contact ID/No :		Contact ID/No :	
Tharges			
Curr Code :		Wt/Val Chrg :	
Decl Val(Carr) :		Decl/Val (Ctm) :	
Free Text Desc :		Oth Chrg :	
		Insur Amt :	
Other Customs Information-OCI			
ISO Country Code Informatio	n Identifier Cu	ustom Info Identifier	Suppl. Customs Info Identifier



6. Departed Cargo Summary

a. The function can be accessed from Enquiry menu ->Departed Cargo Summary

	8 HR TRAINING	@ 06JUN20:
Equipment Request Value Added Services User Management e-Freight e-Pouch Shipper AWB Tracking mRCL Predeclaration	· · · · · · · · · · · · · · · · · · ·	Search
Enquiry Airlines Hub Truck Control System Import	Enquiry Import House Con Departed Cargo S Flight Information Import Cargo Inve Enquiry E-Invoice Credit Balance Re	straint Code Enquiry ummary intory List port

b. Enter the Date range, select Carrier (Optional) and press "Query" to proceed

=	은 HR TRAINING	O 23MAY2024 12:06	S AAT
Departed Carg	o Summary 🔺 🗗		
Date (From) 01FEB2024	Date (To) 29FEB2024	Carrier	QQuery

c. The General Information of the departed shipments will be listed in the following page

	* _H	8 R TRAINING	Ø 23MAY2024 12:06	Search Function (F3)	수 Q Favourites	هر Change Password	€) Logout	А	Tessa sereccor
Dep	arted Cargo Su	mmary \star 🗗						F7 Print	F8 ave Clear Cancel
O1FEE	70m) 32024 🗂	29FEB2024	Carrier	QQuery					
Gene	eral Information								
									D D 🖶
S.No	Carrier	AWB Number	Destination	AWB Pieces/Weight	Departed Pieces/Weight(Kg)	Flight Number	Departed Date	Unload Port	Part Shipment
1	ET	07148090976	ADD	11/ 840.0	10/ 40.0	ET1414	29FEB2024 21:00	ADD	~
2	ET	07148090980	ADD	1/ 100.0	1/ 100.0	ET1414	29FEB2024 21:00	ADD	×
3	ET	07148091621	ADD	250/ 2370.0	250/ 2370.0	ET1414	29FEB2024 21:00	ADD	×
4	ET	07148091746	ADD	20/ 500.0	20/ 500.0	ET1414	29FEB2024 21:00	ADD	×
5	ET	07148091750	ADD	5/ 1500.0	5/ 1500.0	ET1414	29FEB2024 21:00	ADD	×
6	ET	07155442505	ADD	1/ 1164.0	1/ 1164.0	ET1414	29FEB2024 21:00	ADD	×
7	RH	82825811693	ВКК	30/ 600.0	30/ 600.0	RH321	29FEB2024 16:00	ВКК	×
8	RH	82825811774	ВКК	1/ 500.0	1/ 500.0	RH321	29FEB2024 16:00	ВКК	×
9	RH	82825811936	ВКК	10/ 100.0	10/ 100.0	RH321	29FEB2024 16:00	ВКК	×
10	RH	82890823062	ВКК	15/ 150.0	15/ 150.0	RH321	29FEB2024 16:00	ВКК	×
				G Go To 1 of 16 R	ows 10 🗸 1 - 10 of 153 🕥				
Sum	mary Information								
S.No	Carr	ier	Total No of AWBs		Departed Pieces/Weight(Kg)				
1	Wh	/	18		882/ 13214.0				
2	TW		1		22/ 131.0				
3	RW		1		94/ 949.0				
4	<u></u>		7		478/ 3744.0				
5	AK		1		38/ 726.0				



7. Shippers Instruction for Dispatch (SID)

a. The function can be accessed from Shipper menu ->Shippers Instruction for Dispatch (SID) User can view, create, update and delete SID records through this function

	A HR TRAINING	O 12JUN2024 19:35	O AAT	Search Function (F3)	۹	Fc
Equipment Request	•					
Value Added Services	•					
User Management	•					
e-Freight e-Pouch	•					
Shipper	Shipper					
AWB Tracking	Shippers Instruction	for Dispatch (SID)				
mRCL Predeclaration	•					
AWB Management	•					
Enquiry	•					
Airlines Hub	•					
Truck Control System	•					
Import	•					

b. Press "Search" button to search SID records

≡ *	8 HR TRAINING	© 12JUN2024 19:35	O AAT	Search Function (F3)	۹	☆ Favourites	a _e Change Password	U	l⊛ ogout	AT ::
Shippers Instr	uction for Disp	oatch (SID) \star 🗗								⊕ F7 № F8 Ø F9 € F10 Print Save Clear Cancel
SID)	Date (From)	Date (To)	2	Q S earch	+Create SID				
										tivate Windows to Settings to activate Windows.
agent.searchTitle								UAT V2.5.0 AS	IA AIRFREIGHT TERM	INAL



c. SID records will be shown as the following page

≡ *	쓰 HR TRAINING	⊘ ♥ 12JUN2024 19:35 AAT	Search Function (F3) Q	র Favourites Change	A _e (€) Password Logout	AT in an and the second
Shippers	Instruction for Dispatch (SID) * D				EF7 EF8 Ø F9 4 F10
						Since Cool Concer
SID	Date (From)	Date (To)		arch +Create SID @Delete		
Select	SID	AWB Number	NAME OF CONSIGNOR	DESIGNATION	Status	Edit
	20240216064841	82810000009	CHAN TAI MAN	ATEST	Created	8
	20240224053442	85146565761	CONSIGNOR01	SIN	Created	Ø
	20240507071900	61868677103	123	123	Created	8
			Go To 1 of 1 Rows 10	🗸 1 - 3 of 3 🖸		
						A structure Million discuss
						Go to Settings to activate Windows.
E. TetrieveSidSear	chDetails Took 0.798s				UNT V2.5.0 ASIA AIRFREIGHT	TERMINAL

d. Edit SID - Press "Edit" button to view and edit SID details

≡ *	HR TRAINING	0 12JUN2024 19:35	AAT	Search Function (F3)	Q Favourites	مر Change Password	t es Logout	AAT in Advanced I
Shippe	rs Instruction for Dispatch	(SID) \star 🗗						F7 EF8 F9 4 F10
								Print Sove Clear Cancer
SID	Date (Fro	om)	Date (To)	m	Q Search + Create SID	RDelete		
						Bornin		
Sele	ct SID	AWB Number		NAME OF CONSIGNOR	DESIGNATION	Status		Edit
	20240216064841	82810000009		CHAN TAI MAN	ATEST	Created		8
	20240224053442	85146565761		CONSIGNOR01	SIN	Created		Ø
	20240507071900	61868677103		123	123	Created		8
				G Go To of 1 R	1.3 of 3 0			
					ows10 V. 55.5 V			
								Activate Windows Go to Settings to activate Windows.
@t.retrieveSic	SearchDetails Took 0.798s					UAT V2.5.0	ASIA AIRFREIGHT 1	ERMINAL



e. SID details will be shown as the following page. If user make any changes, press "Save" to proceed



f. After pressing "Save", a "Terms and Conditions" window will pop up. Enter the Name of Shipper, Consignor and Designation, then tick "I Accept", and press "OK" to confirm the change.

Create Shipper's Instructions for Dispatch * 1	≡ *	A HR TRAINING	© 12JUN2024 19:35	O AAT	Search Function (F3)	٩	∯ Favourites	ه Change Password	Ge Logout		AT	1
For Your Information Use a proposed in upor balanting to groups achies finded for an the Subgest instruction of Collegand. States considered in groups achies finded for an the Subgest instruction of Collegand. States considered in groups achies finded for an the Subgest instruction of Collegand. States considered in groups achies finded construction. States considered in groups achies finded construction. States construction. <td>Create Shipp</td> <td>per's Instructions for Di</td> <td>ispatch \star 🗗</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E F8 F9 Clear Car</td> <td>F10 ancel</td>	Create Shipp	per's Instructions for Di	ispatch \star 🗗								E F8 F9 Clear Car	F10 ancel
SHIPER INFORMATION Nore The mean of Contact INFORMATION CONTACT INFORM	For Your Infor 1.An airway bill will be 2.When completed be 3.Please be explicit a	mation prepared on your behalf by singapore at y shippers, this document may be presente of accurate when completing this docume	rlines limited from the information enter d to any singapore airlines cargo office int.	red on this Shippers for acceptance and	instruction for Dispatch. dispatch of the cargo.							
Nome CONTACT REFORMATION CONTACT REFORMATION CON	SHIPPER INFOR	MATION										
CONSIGNEE INFORMATION Consigned and a consign	Name TRAINING AGENT Address1 10 CHUN PING R CONTACT INFORMA Tupe Select	DAD. HONG KONG TION Detail	Terms and Conditions NAME OF SHIPPER : 123 NAME OF CONSIGNOR : 12	13					ode - III	Country Code	State	
CONTACT NRORMATION Add Contact 1sch Ontal TELEPHONV E2322312 ROUTING INFORMATION	CONSIGNEE INF Name 123 Address1 123	ORMATION	DESIGNATION : 123			123		1 on a loos 123		Country Code	State	
ROUTING INFORMATION		110N Detail 12312312	Add Conto	kt						Activate Wa	dows.	
ULT VEE 0. ASIA ADDRDIGHT TEDAMIAI	ROUTING INFO	RMATION							1017 V250 ASIA MORE	Go to Settings to	activate Windows.	

g. A "Successfully Updated" message will pop up

≡ #	8 HR TRAINING	Ø 12JUN2024 19:35	Q AAT	20240507071900 SID Successfully Lindeted	مر Change Password	0+ Logout	20240507071900 SID *
Shippers	Instruction for Dispatch (S	SID) \star 🗗					Successfully Updated Print Save Clear Cancel
SID	Date (From	n)	Date (To)	Q Search + Create SID			



h. Create New SID - Press "Create SID" to create new Shipper Instruction for Dispatch (SID)

≡ ₩	A HR TRAINING	Ø 12JUN2024 19:35	O AAT	Search Function (F3)	Q	☆ Favourites	a, Change Password	Description (€ 1) Description (€ 1)	AT in arrest
Shippers Instru	uction for Dispatch (SII	C) ★ ₫							Print Bave Clear F9 Cancel
SID	Date (From)	8	Date (To)	3	Q Search	+C reate SID			
								Act Go t	ivate Windows o Settings to activate Windows.
gent.searchTitle							UAT V2.5.0	ASIA AIRFREIGHT TERMI	NAL

i. Enter Shipper, Consignee, Routing and Payment Information, then press "Save" to proceed

= *	8 TRAINING ADMIN2	O 13JUN2024 18:10	O SAAT	earch Function (F3)	Q Å Favourites	هر Change Password	C Logout	
Create Shipp	per's Instructions	for Dispatch 🔺 🗗						F7 Print Save Clear Concel
For Your Infor 1.An airway bill will be 2.When completed by 3.Please be explicit a	mation e prepared on your behalf by sli y shippers, this document may b nd accurate when completing th	ngapore airlines limited from the information entere e presented to any singapore airlines cargo office f isi document.	ed on this Shippers instruction or acceptance and dispatch	on for Dispatch. h of the cargo.				
SHIPPER INFOR	MATION							
Name SHIPPER1								
Address1 ADDRESS1		Address2 ADDRESS1			City HKG	Postal Code 000000	City Code	Country Code State
CONTACT INFORMA	TION	Add Contac						
TELEFAX 🗸	Detail 1234567899	🕆 Delete						
CONSIGNEE INF	ORMATION							
CONSIGNEE1								
Address1 CONSIGNEE1		Address2 CONSIGNEE2			City SIN	Postal Code 000000	City Code	Country Code State
CONTACT INFORMA	TION	Add Contac	at least					
Type Select 🗸	Detail	@ Delete						
ROUTING INFO	RMATION							Activate Windows Go to Settings to activate Windows.
Carrier SQ I≡	Flight	Date	Airport Of Origin HKG		Airport Of Destination			
PAYMENT INFOR	RMATION							
Currency HKD III	Weight & Valuation Charges	Other Charges At Origin Cash Will be Paid	*	Pieces 1	Nature of Goods NOG			
Declared Values For Ca	rrioge t	Declared Values For Customs	Handling Information					
NAME OF SHIPPER : SH	IPPER1	NAME OF CONSIGNOR :	CONSIGNEE		DESIGNATION : DESIGNAT	ION	Date : 13JUN2024	Activate Windows

j. After pressing "Save", a "Terms and Conditions" window will pop up. Enter the Name of Shipper, Consignor and Designation, then tick "I Accept", and press "OK" to confirm the creation of new SID.

Create Shipper's Instructions for Dispat	ch \star 🕫	Print Save Clear Cancel
For Your Information 1.An anway bill will be prepared on your behalf by singapore arrines lim 2.When completed by shppers.this document may be presented to any 3.Please be explicit and accurate when completing this document.	ted from the information entered on this Shippers instruction for Dispatch. Impipore arrines cargo office for acceptance and dispatch of the cargo.	
SHIPPER INFORMATION		
Nome		
SHIPPER1 Address1	Terms and Conditions X	Country Code State
ADDRESSI CONTACT INFORMATION		HK III
Tupe Detall TELEFAX V 1234567899	DESIGNATION : DESIGNATION	
CONSIGNEE INFORMATION	OK Cancel	
Name		
CONSIGNEE1		
Address1 CONSIGNEE1		Country Code State
CONTACT INFORMATION	Add Context	
Type Detail		
Select	g Devete	
ROUTING INFORMATION		Go to Settings to activate Windows.

k. A "Successfully Updated" message will pop up.

	CONTRAINING ADMIN2	0 15.JUN2024 18:01	aat l	Parash Function (PT)	ជ	Change Password	te Logout	A
	Trouvinto Addrinta	1350112024 10.51	2001	20240613100818 SID Successfully Updated	×	charge rassword	Logost	Updated 20240613100818 SID Successfully
Shippers Inst	ruction for Dispatch	n (SID) ★ ₽						Print Save Clear Cancel
					(v ok			
SID	Date (F	From)	Date (To)					
				C Q Search	+Create SID			

I. Delete SID - Select the SID first and press "Delete" button

≡ #	C TRAINING ADMIN2	Ø 13.JUN2024 18:10	O AAT	Search Function (F3)	đ	ু Favourites	change	4 Password	() Logout	м		I.
Shippers I	nstruction for Dispatch (SI	D) \star 🗗								Print Sov	0 F 9 Clear	← F10 Cancel
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m. Press "yes" to confirm the deletion

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n. A "Operation Completed Successfully" will po pup for successful deletion

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