

# AAT COSYS+ Cargo Portal User Guide - Import



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## 1.House Airway Bill List

1. The function can be accessed from AWB Management ->House Airway Bill List

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

## 2. Search by entering the AWB Number and/or other criteria (optional)

House Airway Bill List 🔺 🗗			Print 0
AWB Number	HAWB Number	Source Select	Search

3. User can press the "Y" button in "Enquiry FHL log" to view for more details.

y Bill List 🔺	e.											₽rint Bc	F8 SF9 Clear	<b>←</b> F10 Cancel
Dummy AWB			HA	AWB Number		Sol Si	urce slect v					Search	Print Repor	rt
Origin HKG	Der MN	stination NL	AV 10	WB Pieces	AWB Weigi 100.0	ht We K	ight Code SHC	Total Ho	ouse Way Bill	Total Pieces 10		Total Weight 100.0		
HAWB Number	Origin	Destingtion	Pieces	Weight	Nature of Goods	SHC	Shipper	Consignee	Source	Carao Clearance Status	Cargo Agent/	Enquiry FHL	Add D Submission Date	De <b>l</b> ete
TEST1	HKG	MNL	10	100.0	TOYS	5110	SUMITOMO HEAVY INDUSTRIES LTD	SUMITOMO HEAVY INDUSTRIES LTD	FHL		AAT User ID AAT-BATCH	Y	Time 23FEB2024 17:42	2
											l		1	
	y Bill List + Dummy AWB Origin HKG HAWB Number TEST1	y Bill List ★ 5 Dummy AWB Origin De HKG Mt HAWB Number Origin TEST1 HKG	y Bill List * 🕫	y Bill List * 9	y Bill List * Dummy AWB Origin Destination AWB Pieces HKG MNL 10 HAWB Number Origin Destination Pieces Weight TEST1 HKG MNL 10 100.0	y Bill List * 5 Dummy AWB Origin HKG HKG HKG HKG HKG MNL Destination HKG MNL 10 100.0 TOYS HKG MNL 10 100.0 TOYS HKG MNL 10 100.0 TOYS MKG MK	y Bill List ★♪ Dummy Aw8 AW8 Number Sou origin Destination Aw8 Pieces Aw8 Weight We HKG MNL 10 100.0 K HAW8 Number Origin Destination Pieces Weight Nature of Goods SHC TEST1 HKG MNL 10 100.0 TOYS	y Bill List ★ Dummy AWB Corgin Destination AWB Pieces AWB Weight Weight Weight Code SHC HKG MNL 10 10 100.0 K HWG Number Corgin Destination Pieces Weight Nature of Goods SHC SHC Shipper IEST1 HKG MNL 10 100.0 TOYS SUMITOMO HEAVY INDUSTRIES LTD	y Bill List * 51  Dummy AWB  Dummy AWB  Origin HKG MNL 10 HKG K K K K K K K K K K K K K K K K K K	y Bill List * 5 Dummy AWB AWB Number Source Select Origin HKG MNL 10 AWB Pieces AWB Weight Weight Code SHC Total House Way Bill 1 Total House Way Bill 1 Total House Way Bill 1 Total House Way Bill 1 HAWB Number Origin Destination Pieces Weight Nature of Goods SHC Shipper Consignee Source TEST1 HKG MNL 10 100.0 TOYS SUMITOMO HEAVY INDUSTRIES LTD FHL	y Bill List * 51        Dummy AWB     HAWB Number     Source       Origin     Destination     AWB Pieces     AWB Weight       HKG     MNL     10     100.0         HKMB Number     Source       Select     Image: Code       SHC     Total House Way Bill     Total Pieces       HKMB Number     10     100.0     K         HKMB Number     Containance     Source       TEST1     HKG     MNL     10         HMMB Number     10     100.0     TOYS         SUMITOMO HEAVY     SUMITOMO HEAVY     FHL	y Bill List * 5 <sup>3</sup> Bill List * 5 <sup>3</sup> Dummy AWB       HAWB Number       Source         Origin       Destination       AWB Pieces       AWB Weight       Weight Code       SHC       Total House Way Bill       Total Pieces       10         HKG       MNL       10       100.0       K       SHC       Total House Way Bill       Total Pieces       10         HKMB Number       Origin       Destination       Pieces       Make weight       Weight Code       SHC       Total House Way Bill       Total Pieces       10         HKMB Number       Origin       Destination       Pieces       Weight       Nature of Goods       SHC       Support       Consignee       Source       Cargo Agenty         TEST1       HKG       MNL       10       100.0       TOYS       SUMITOMO HEAVY       SUMITOMO HEAVY       FHL       AAT-BATCH	y Bill List * 51       HAWB Number       Source       Search         Dummy AWB       Bestination       AWB Pieces       AWB Weight       Weight Code       SHC       Total House Way Bill       Total Pieces       Total Weight       10       100.0         HKG       MNL       10       100.0       K       Stuntown K       Total House Way Bill       Total Pieces       Total Weight       10       100.0         HKG Number       Origin       Destination       AWB Number       Weight Code       SHC       Total House Way Bill       Total Pieces       Total Weight       10       100.0       Notare of Goods       SHC       SUMITOM HEAVY       Total House May Bill       Total Pieces       Total Weight       10       100.0       Enquing FHL       10       100.0       Enquing FHL       10       100.0       Enquing FHL       10       100.0       Enquing FHL       10       AAT-BATCH       Y       Y       Enquing FHL       AAT-BATCH       Y       INDUSTRIES LTD       FHL       AAT-BATCH       Y       Y       INDUSTRIES LTD       FHL       AAT-BATCH       Y       Y       INDUSTRIES LTD       FHL       AAT-BATCH       Y       Y       INDUSTRIES LTD       INDUSTRIES LTD       INDUSTRIES LTD       INDUSTRIES LTD       INDUSTRIES LTD	y Bill List ★ 5 <sup>1</sup> Image: Source select with the select with th



4. The FHL Log will be shown, allowing user to view before and after at the same time

FHL Log								×
AWB Number HAWB Nu 618-15823732 TEST1	imber	Q S earch					Q Expand All	QCollapse All
	A	AFTER			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 11 MNL	Postal Code	Name SUMITOMO HEAVY INDUSTRIES LTD	Address 6-1 ASAHI-CHO OHBU-SHI AICHI-KEN	City I MNL	Postal Code	
State	Country PH			State	Country PH			

5. Press "Edit" button to open a HAWB to update the existing house information

y Bill List 🔺	Ð												Print	F8 F9 Gave Clear	<b>€</b> F10 Cancel
Dummy AWB			H	AWB Number		s	iource Select	~					S earch	Print Rep	wort
Origin HKG	De Mi	stination NL	A\ 10	WB Pieces	AWB Weig 100.0	ht W K	Velght Code C	SHC	Total H	House Way Bill	Total Pieces 10		Total Weight 100.0		
HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	Shipp	er DHEAVY		Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Add Submission D Time 23EEB202	Dellete
TEST1	HKG	MNL	10	100.0	TOYS		INDUSTRIE	ES LTD	INDUSTRIES LTD	FHL		AAT-BATCH	Y	17:42	
	y Bill List ★ Dummy AWB Origin HKVB Number TEST1	y Bill List ★ ₽ Dummy AWB Origin De HKG MM HAWB Number Origin TEST1 HKG	y Bill List * ©  Dummy AWB  Origin HKG MNL  HAWB Number Origin Destination TEST1 HKG MNL	y Bill List ★ ₽ Dummy AWB Origin Destination Ai HKG MNL 10 HAWB Number Origin Destination Preces TESTI HKS MNL 10	y BIII LIST ★ ♪ Dummy AWB Origin HKG HKG HKG HKG MNL 10 HKG MNL 10 10.0 10.0	y Bill List ★ 5 Dummy AWB Origin Destination HKG Destination HKG NINL 10 NOTO NOTO NOTO NOTO NOTO NOTO NOTO NOT	y Bill List ★ 5 <sup>3</sup> Dummy AWB Origin Destination AWB Pieces AWB Weight V HKG MNL 10 10 100.0 FH HKG MNL 10 100.0 FH HKG FH HKG MNL 10 100.0 FH HKG FH	y BIII List ★ ♪ Dummy AWB HAWB Number Source Select Select Origin Destination HKG MNL 10 Noture of Goods SHC Shipp TESTI HKG MNL 10 100.0 TOYS SUMITOMC INDUSTRI	y BIII List ★ ⋻ Dummy AWB HAWB Number Source Select ✓ Origin Destinction AWB Pieces AWB Weight Weight Weight Code SHC SHC HKG MNL 10 10 100.0 TOYS SUMITOMO HEAVY INDUSTRIES LTD	y Bill List ★ 5 Dummy AWB Origin Destination AWB Pieces AWB Weight Weight Code SHC Total 1 HKG MNL 10 Number Origin Destination Pieces Weight Nature of Goods SHC SHC Shipper Consignme TESTI HKG MNL 10 10 100.0 TOYS SUMITOMO HEAVY SUMITOMO HEAVY SUMITOMO HEAVY INDUSTRIES LTD INDUSTRIES LTD	y Bill List ★ 5 Dummy AWB Corigin HKG Destination HKG MNL Cotal House AWB Pieces AWB Weight 10 10 10 10 10 10 10 1	y Bill List ★ 5 Dummy AWB Corigin HKG Destination HKG MNL Destination HKG HKG MNL Destination HKG	y Bill List ★ 5 Dummy AWB Corigin HKG Destination HKG MNL Destination HKG	P FF       From         Dummy AWB       HAWB Number       Source         Origin       Destination       AWB Pieces       AWB weight       Weight       SHC       Total House Way Bill       Total Pieces       Total Weight         HKG       MNL       10       100.0       K       SHC       Consignee       Source       Cargo Clearance Status       Cargo Agent/       Enduly FHL         HKMB Number       Origin       Destination       Pieces       Weight       SHC       Shipper       Consignee       Source       Cargo Clearance Status       Cargo Agent// Enduly FHL       Total Vieight         TESTI       HKG       MNL       10       100.0       TOYS       SUMITOMO HEAVY       SUMITOMO HEAVY       FHL       AAT-BATCH       Y	Initialiti ★ 5 <sup>3</sup> Image: Select in the select in



6. Press "Save" after any editing to complete the order.

≡ ₼	A HR TRAINING		O 23MAY2024 12:06	O AAT	Search Function (F3)	Q G Favourites	هر Change Password	€ <del>)</del> Logout	
Maintain Ho	ouse Way Bill - E	Edit \star 🗗							Frint Save Clear
AWB Number 618-15823732	HAWB Number TEST1	Origin HKG ☷	Destination	Pieces	Weight 100.0	Weight Code SLAC	Nature of Goods TOYS		SHC
Shipper									
Name	VY INDUSTRIES LTD		E		Address PLOT I-7 I-8 I-9 M	-2 M3 THANG LONG			City HONG KONG
Postal Code		State	Country	SHIPPER CONTAC	CT DETAILS				
10000			≡ нк ≔	Туре	Details				
				FX 🗸	8449550014		1 Delete		
				TE 🗸	8449550003	•	₫Delete		
Consignee									
Name					Address				City
SUMITOMO HEA	VY INDUSTRIES LTD		I		6-1 ASAHI-CHO O	HBU-SHI AICHI-KEN			MNL
Postal Code		State	Country	CONSIGNEE CON	TACT DETAILS				
			i≡ PH i≡	Туре	Details				
				Select 🗸		•	@Delete		

7. User can press "Add" to add a new house airway bill

8. User can press "Delete" to delete the selected house airway bill

House Airw	vay BillList 🔺	đ													Print	E F8 Save	Ø F9 Clear	← F10 Cancel
AWB Number 618-15823732	Dummy AWB			н	AWB Number			Source Select	~						S earch		Print Repo	ort
AWB Number 618-15823732	Origin HKG	De M	estination NL	A) 10	WB Pieces	AWB Weigh 100.0	ıt	Weight Code K	SHC	Tc 1	otal Hou	use Way Bill	Total Pieces 10		Total Weight 100.0			
Sel S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	SUMIT	Shipper FOMO HEAVY	Consignee SUMITOMO HE/	AVY	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry F log	HL SU	Add bmission Da Time 23FEB2024	Delete
1	TEST1	HKG	MNL	10	100.0	TOYS			ISTRIES LTD	SUMITOMO HE/ INDUSTRIES L	AVY .TD	FHL		AAT-BATCH	Y	2	23FEB2024 17:42	• 🗷



9. User can press "Add" to add new column and click "Save" to create a new HAWB



#### 10. The new HAWB will be shown in the House Airway Bill List

Hous	e Air	wayBill List 🔺	Ð											Print Sa	F8 Z F9 ve Clear C	<b>€</b> F10 Cancel
AWB Nur 618-158	nber 23732	Dummy AWB			H	AWB Number			Source Select					earch	Print Report	
AWB Nur 618-158	nber 23732	Origin HKG	De MN	stination NL	A\ 10	WB Pieces	AWB Weig 100.0	ht	Weight Code SH K	SHC Total House Way Bill Total Pieces Tota 20 200		Total Weight 200.0	Add	Delete		
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 HEA	Y SUMITOMO HEAV	Y FHL		AAT-BATCH	Y	23FEB2024	8
	2	SN151251513	HKG	MNL	10	100.0	CONSOL		ANKIT SAXENA .	N LEVISTONE LTD	AGENT		TRAININGAGE NT	N	23MAY2024 14:38	ß

### 11. Select the HAWB and press "Delete"

Но	ouse	e Airw	ay Bill List 🔺	đ												Print Sav	F8 Ø F9 ve Clear C	<b>€</b> F10 Cancel
AW8	B Numb 8-1582	ber 23732	Dummy AWB			H/	AWB Number		ę	Source Select	~					s earch	Print Report	
AW8 618	B Numk -15823	ber 3732	Origin HKG	Origin Destination AWB Pieces AWB Wi HKG MNL 10 100.0		AWB Weigh 100.0	π V	Weight Code K	SHC	Total Ho 2	ouse Way Bill	Total Pieces 20		Total Weight 200.0	Add	Delete		
E	Sel	S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	st	nipper	Consignee	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Submission Date	Edit
		1	TEST1	HKG	MNL	10	100.0	TOYS		SUMITO INDUS	MO HEAVY TRIES LTD	SUMITOMO HEAVY INDUSTRIES LTD	FHL		AAT-BATCH	Y	23FEB2024 17:42	8
(	)	2	SN151251513	HKG	MNL	10	100.0	CONSOL		ANKIT S	AXENA .IN	LEVISTONE LTD	AGENT		TRAININGAGE NT	N	23MAY2024 14:38	Ø



## 12. Press "Yes" to confirm the deletion of the HAWB

=		ا hr train	ling		23MAY	0 2024 12:06	O AAT		Sussian (57)	¢	م Change Pass	word L	€∳ ogout	лА	Tanana	÷
House	e Airv	way Bill List	* 67					Confirmati	on	,	×			₽rint So	F8 Ø F9 Ve Clear C	F10 Lancel
AWB Num	iber				н	AWB Number		Do You want t	to deleted the record?		_					
618-1582	23732	Dummy AWB								X Nc Yes	2			S earch	Print Report	
AWB Numb 618-1582	ber 3732	Origin HKG	De	stination NL	A) 10	WB Pieces D	AWB Weig 100.0	ht We K	light Code SHC	Total Hor 2	use Way Bill	Total Pieces 20	3	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	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	ß
	2	SN151251513	HKG	MNL	10	100.0	CONSOL		ANKIT SAXENA .IN	LEVISTONE LTD	AGENT		TRAININGAGE NT	N	23MAY2024 14:38	C

13. The deleted row will be removed in the House Airway Bill list.

	8 HR TRAINING		0 23MAY2024 1	<b>9</b> ≥06 AAT	Search	Function (F3)	۹	☆ Favourites	ې Change Passwo	ord Lo	E <del>)</del> Igout		K Completed
House Airwa	ıy Bill List 🔺 🗗	9										Successfull Print Sav	Y 79 4 F10 e Clear Cancel
AWB Number 618-15823732	Dummy AWB		HAWB N	Jmber	Sour	.rce Ject	~					Search	Print Report
AWB Number 618-15823732	Origin HKG	Destination MNL	AWB Pier 10	es AWB Wei 100.0	ght Weiç K	ght Code	SHC	Total Ho	use Way Bill	Total Pieces 10		Total Weight 100.0	
													Add Delete
Sel S.No	HAWB Number	Origin Destination	Pieces We	ight Nature of Goods	SHC	Shipper		Consignee	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Submission Date/ Edit Time
	TEST1	HKG MNL	10 10	J.0 TOYS		SUMITOMO H	LTD	SUMITOMO HEAVY INDUSTRIES LTD	FHL		AAT-BATCH	Y	23FEB2024 17:42



#### 2. Transmit House Manifest

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

	පි HR TRAINING	( 06JUN2
Equipment Request	•	
Value Added Services	•	
User Management	•	
e-Freight e-Pouch	• QSearc	h
Shipper	•	-
AWB Tracking	•	
mRCL Predeclaration	•	
AWB Management	AWB Management	
Enquiry	House Airway Bill List	
Airlines Hub	Transmit House Manifest	
Truck Control System	•	
Import	•	

2. First, user can press "Select File" and press "Upload" button to complete the order

	A HR TRAINING	Ø 23MAY2024 12:06	O AAT	Search Function (F3)	۹	☆ Favourites	Chan
Transmit Hous	e Manifest 🔺 🗗						
					(	+Select File(s)	
Errors During File Process							
Note:						11	
Please submit the House Ma	nifest data in UNI-EDIFACT Forma	it. Please submit the House Manifest Data in	CUSEXP Format (L	Jser Guide can be downloaded here	) The specificatio	n can be downloaded	here
In order for the information	to be processed successfully, the	filename must be 12 characters, consisting o	f 8 alphanumeric o	characters, a period('.') and a 3 alph	anumeric characte	er extension.	



	용 HR TRAINING	© 20JUN2024 10:49	O AAT	Search Function (F3)	Q Fav	ය vourites	Chan
Transmit House	e Manifest 🔺 🗗						
To be Uploaded					+	Select File(s)	Upload
	CUSEXP2.edi			399 B	0	Û	
Errors During File Process							
Note:						10	
Please submit the House Man	ifest data in UNI-EDIFACT Format. P	lease submit the House Manifest Data in	CUSEXP Format (Use	er Guide can be downloaded here	) The specification can	be downloaded here	
	be processed soccessioning, the men	name most be 12 chaldcters, consisting t	si o dipitanomene chi	aracters, a penda( . ) and a 5 alpha	nomene endructer exte	1001.	

3. File fulfills the file format requirements will be successfully processed with pop-up notification (Left), whilst error message will pop up to notify the user. (Right)

Message Processing	) Info	×
Processed	3	
Rejected	0	

4. Same information will be displayed on House Airway Bill List if Transmit House Manifest is successfully uploaded.

	= *		8 HR TRAIN	ING		20JUN2	Ø 1024 10:49	O AAT	Search	h Function (F3)	۵	습 Favourites	م Change Pas	sword I	C+ .ogout	лА	T <sub>ana an</sub> necesar	:
	House	e Airv	wayBill List 🚽	e en												Print Sa	F8 Ø F9 Clear C	← F10 ancel
	AWB Num 828-1635	ber 55894	Dummy AWB			н	AWB Number		So	ource ielect	~					S earch	Print Report	
	AWB Num 828-1635	ber 5894	Origin CHN	De	stination A	A\ 1	WB Pieces	AWB Wei 89.8	ght We K	eight Code	SHC	To 3	otal House Way Bill	Total Piece 4	s	Total Weight 47.9		
																	Add D	elete
L	Sel Sel	S.No	HAWB Number	Origin	Destination	Pieces	Weight	Nature of Goods	SHC	Sh	ipper	Consignee	Source	Cargo Clearance Status	Cargo Agent/ AAT User ID	Enquiry FHL log	Submission Date, Time	Edit
		1	HAWB001	CHN	USA	1	10.3	в		Se	nd1	rec eive1	CUSEXP		TRAININGAGE NT/TRAINING AGENT	N	20JUN2024 11:13	æ
l		2	HAWB002	CHN	USA	2	14.9	D		Se	nd2	receive2	CUSEXP		TRAININGAGE NT/TRAINING AGENT	N	20JUN2024 11:13	æ
l		3	HAWB003	CHN	USA	1	22.7	с		Se	nd3	receive3	CUSEXP		TRAININGAGE NT/TRAINING AGENT	N	20JUN2024 11:13	8
L																		



## **3.** Import House Constraint Code Enquiry

1. The function can be accessed from Enquiry ->Import House Constraint Code Enquiry

≡ ₼	8 HR TRAINING	O 06JUN20:
Equipment Request Value Added Services User Management e-Freight e-Pouch Shipper AWB Tracking mRCL Predeclaration AWB Management	) ) ) ) )	earch
Enquiry Airlines Hub Truck Control System Import	Enquiry Import House Const Departed Cargo Sur Flight Information Import Cargo Invent Enquiry E-Invoice Credit Balance Repo	raint Code Enguiry nmary tory List ort

2.Enter the AWB Number and press "Query"



## 3. The row will display customs clearance status

≡ *	8 HR TRAINING	Ø 23MAY2024 12:06	O AAT	Search Function (F3)	Q	☆ Favourites	مر Change Password	€+ Logout	
Import I	House Constraint Code Enquiry	* 🗗							➡ F7     ➡ F8     ■ F9     ← F10       Print     Save     Clear     Cancel
AWB Number 618 - 155	505490 QQuery								
S.No	HAWB Number			Content			Flight number / Date		Cargo Clearance Status
1	000000000000000000000000000000000000000			TEST2			SQ888/15FEB2024		CUSTOMS CLEARANCE COMPLETED
				Go To 1 of 1	Rows 10	✓ 1-1of1 🖸			
l									



#### 4. Import Cargo Inventory List

1. This function can be accessed from Enquiry -> Import Cargo Inventory List



2. Select the Carrier Group and Carrier Code (Optional) or press "Query" directly

	8 HR TRAINING	O 23MAY2024 12:06
Import Cargo I	nventoryList 🔺 🗗	
Carrier Group	Carrier Code	QQuery

3. The relevant Import Cargo Inventory List will be shown as follow:

Import Carg	o Inventory L	ist ★ 🗗								🔒 F7	🖺 F8 🍠 F9 🗲 F10	
										Print	Save Clear Cancel	
Carrier Group	Carrier	Code										
			( LELDS)								6 A A	
	Import Inventory Outstandin											
	Flight Number	Date	AWB Number	Pieces	Weight(Kg)	Goods Description	Storage Charge Start Date/Time	Cargo Clearance Status	Cash	Credit	Last Updated On	
	EY777	16APR2024	60715506142	15	650	FDCA CIR	16APR2024 11:00		22357	0	16APR2024 11:15	
	EY777 22APR2024 60715506201 15 200 FDCA 22APR202412.00 6901											
	EY900	25MAR2024	60715505873	2	20	TFD		CUSTOMS CLEARANCE COMPLETED	0	0		
	EY900 25MAR2024		60715505884	8	80	CIR	25MAR2024 15:05	CUSTOMS CLEARANCE COMPLETED	2738.4	0	26MAR2024 14:17	
	EY900	25MAR2024	60715505906	5	50	ONE MORE JUST IN CASE	25MAR2024 15:05	CUSTOMS CLEARANCE COMPLETED	1764	0	26MAR2024 14:18	
	QF777	02APR2024	08115506116	16	450	TEST CIR	02APR2024 15:05	CUSTOMS CLEARANCE COMPLETED	14389	0	02APR2024 15:23	
	RH4569A	13MAR2024	82816709615	56	187	CONSOL	13MAR2024 10:00	CUSTOMS CLEARANCE COMPLETED	2571.2	0	17MAY2024 12:17	
	RH4569A	13MAR2024	82816803275	7	79	CONSOL	15MAR2024 10:00	CUSTOMS CLEARANCE COMPLETED	2420.9	0	14MAR2024 18:20	
	RH999	15APR2024	82816500654	1	100	TEST2	15APR2024 16:45		3541	0	15APR2024 17:16	
	SQ431	16APR2024	61816042401	10	100	с	16APR2024 14:00		3541	0	16APR2024 16:37	
					Go To 1 0	f 2 Rows 10 🗸 1 - 1	10 of 19 🖸					



## **5.** Booking Timeslot for Delivery

1. This function can be accessed from Import ->Booking Timeslot For Delivery

≡ ♣	8 HR TRAINING	e 06JUN20
Equipment Request	•	
Value Added Services	•	
User Management	•	
e-Freight e-Pouch	•	QSearch
Shipper	•	
AWB Tracking	•	
mRCL Predeclaration	•	
AWB Management	•	
Enquiry	•	
Airlines Hub	•	
Truck Control System	•	
Import	Import	
	Booking Tir	meslot For Delivery

2. Enter the Date Period and other items (optional) and press "Search"

≡ *	은 HR TRAINING	O 23MAY2024 12:06	O AAT	Search Function (F3)	۹	습 Favourites	هر Change Password	€) Logout	лА <b>Т</b>	utersteistev? 41	:
Booking <sup>-</sup>	TimeSlot For Delivery	★₽							F7 Print Save	/ F9 Clear	← F10 Cancel
Date (From) 23MAY2024 Vehicle Number	D 2 B	ate (To) 23MAY2024 🗂 ooking No	Carrier  E Booking Status Select	~	Agent 33091849	II	Trucker Company	]	AWB Number 999-*99*9999		S earch
							A ssign/Update Trucker	Booki	ng TimeSlot		

3. The relevant "Booking Date / TimeSlot For Delivery" will be shown as follow:

D	Booking TimeSlot For Delivery * 🗗																Г		
БС	οκιτις	y fillesiot	FOI Delivery	* 🗗														Print Save	Clear Cancel
Date (From) Date (From) Date (To) 23MAY2024 Dehicle Number Booking No NOTE : First select on AWB and click save to initiate the request.						Carrier Agent Trucker Company III 33091849 III Booking Status Select  Assign/Update T						y IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	AWB Number IE 999-999999 Q S earch Trucker B coking TimeSiot						
Firs	First select an AVB and click sove to initiate the request. After that veloading of documents. Assian/Veloate Trucker and Booking Timesiot can be performed.											2 C <del>8</del>							
s	I S.NO.	AWB	Flt No/Date	AWB Pcs/wt	Inv Pcs/Wt	Agent Name	Consignee	SHC	CC Desc	DOC Required	DOC Uploaded	Doc Status	Trucker Company	Vehicle Number	Bkg Status	Booking Date /Timeslot	Booking No	SRF No	SRF Date
	1	82816709615	RH4569A/13MAR24	56/187	56/187	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved		ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i	P2400015374T2	17MAY2404:17
	2	82816803275	RH4569A/13MAR24	7/79	7/79	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 🗎	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i		
	3	60715505884	EY900/25MAR24	3/30	8/80	TRAINING AGENT	TRAINING AGENT		i	N	N				Pending				
	4	60715505906	EY900/25MAR24	5/50	5/50	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 💼	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i		
	5	21715505921	TG100/27MAR24	15/600	15/600	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved		ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i	P2400014684T2	27MAR2403:46



4. Select the Airway Bill in the "Sel" column and press "Assign/Update Trucker" to add or revise the Trucker Company

	A ssign/Update Trucker B coking TimeSlot																		
NOTE : virst select an AVB and click save to initiate the request. virter that uploading of documents. Assign/Update Trucker and Booking Timestot can be performed.																			
Sel SNO. AWB Fit No/Date AWB Pos/wt Inv Pcs/wt Agent Name Consignee SHC CC Desc DOC Required DOC Uploaded Doc Status Tracker Vehicle Number Bkg Status Booking Date Booking No. SRF No. SRF Date														SRF Date					
	1	82816709615	RH4569A/13MAR24	56/187	56/187	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	company	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i	P2400015374T2	17MAY2404:17
	2	82816803275	RH4569A/13MAR24	7/79	7/79	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 🍵	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i g		
	3	60715505884	EY900/25MAR24	3/30	8/80	TRAINING AGENT	TRAINING AGENT		i	N	N				Pending				
	4	60715505906	EY900/25MAR24	5/50	5/50	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 💼	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i 🗭		
	5	21715505921	TG100/27MAR24	15/600	15/600	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved		ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i ?	P2400014684T2	27MAR2403:46
•	6	08115506116	QF777/02APR24	10/200	16/450	TRAINING AGENT TRAINING	TRAINING AGENT		i	N	N	Submitted	TESTING FOR AAT 💼		Trucker Assigned				

5. After pressing "Assign/Update Trucker", user can add or change the Trucker Company by clicking "Save"



6. User can view or delete Trucker Company in the column below:

	Г																			
Sel	S.NO.	AWB	Fit No/Date	AWB Pcs/wt	Inv Pcs/Wt	Agent Name	Consignee	ѕнс	CC Desc	DOC Required	DOC Uploaded	Doc Statu:	Trucker Company	Vehicle Number	Bkg Status	Booking Date /Timeslot	Booking No	SRF No	SRF Date	
	1	82816709615	RH4569A/13MAR24	56/187	56/187	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved		ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i 3	P2400015374T2	17MAY2404:17	
	2	82816803275	RH4569A/13MAR24	7/79	7/79	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 🗊	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i			
	3	60715505884	EY900/25MAR24	3/30	8/80	TRAINING AGENT	TRAINING AGENT		i	N	N				Pending					
	4	60715505906	EY900/25MAR24	5/50	5/50	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved	TESTING FOR AAT 🗊	ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i			
	5	21715505921	TG100/27MAR24	15/600	15/600	TRAINING AGENT	TRAINING AGENT		i	N	N	Approved		ETOE3	Booked	02APR2024 21:00 - 22:00	TDS20240402161513702 i i	P2400014684T2	27MAR2403:46	
	6	08115506116	QF777/02APR24	10/200	16/450	TRAINING AGENT	TRAINING AGENT		i	N	N	Submitte	FOR AAT	LK007	Booked	23MAY2024 17:30 - 17:45	TDI20240523163323557 i i			