

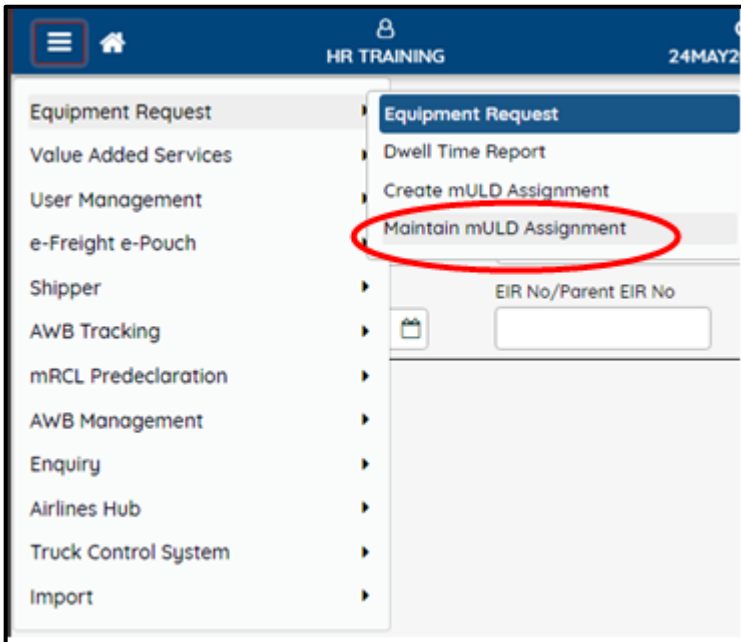
AAT COSYS+ Cargo Portal User Guide – ULD Release

Content

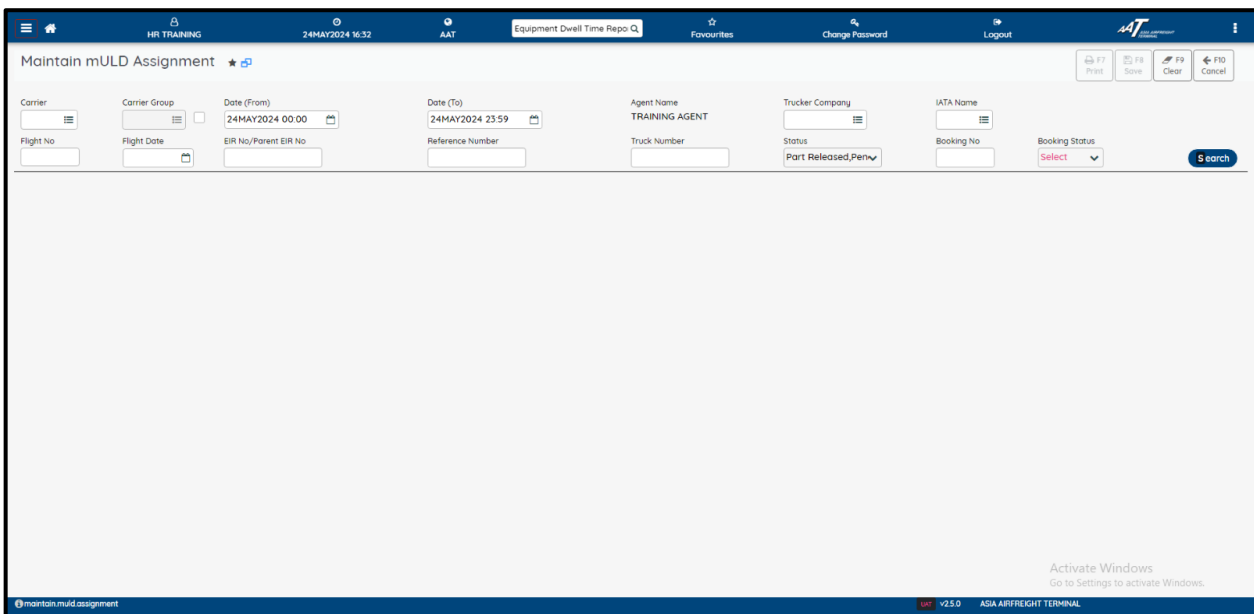
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1. Maintain mULD Assignment

1. The function can be accessed from Equipment Request menu -> Maintain mULD Assignment



2. The screen enables user to maintain mULD requests created



3. User can enter search criteria and press "Search" to retrieve the relevant records



- If the request status appears as 'Pending', user can edit or update or delete that specific request.

Maintain mULD Assignment

Carrier: [SA] Carrier Group: [AA2] Date (From): [25APR2024 00:00] Date (To): [27MAY2024 23:59] Agent Name: [TRAINING AGENT] Truck Company: [] ULD Name: []
 Flight No: [] Flight Date: [] EIR No/Parent EIR No: [] Reference Number: [] Truck Number: [] Status: [Cancelled/Collective] Booking No: [] Booking Status: [Select] Search

Sr	U.No	Carrier	ULD Type/ Truck Co.	Accessory Type/ Qty	EIR No/ Parent EIR No	Schedule Date/Time	Reference Number	Flight Info	Agent Name	Creation Date	Status	Truck Company	Booking	Edit/View	Delete
1	SA	AA2/2	Foreign Strap/1				2702400074		TRAINING AGENT	27MAY2024 14:48	PENDING			🔍	🗑️
2	SA	AA2/1	Half Size PVC/1				2702400075		TRAINING AGENT	27MAY2024 14:48	PENDING			🔍	🗑️
3	SA	AA2/1	Airline Strap/1				2702400076		TRAINING AGENT	27MAY2024 14:48	PENDING			🔍	🗑️
4	SA	AA2/1	Full Size PVC/1				2702400077		TRAINING AGENT	27MAY2024 14:47	PENDING			🔍	🗑️
5	OZ	AA2/2/PNC/6	Full Size PVC/2/Half Size PVC/4		2702400006		2702400006		TRAINING AGENT	27MAY2024 08:01	COLLECTED			🔍	🗑️
6	SQ	PNC/1			2702400008		2702400008		TRAINING AGENT	27MAY2024 08:57	COLLECTED			🔍	🗑️
7	SQ	PNC/1	Full Size PVC/14		2702400008		2702400008		TRAINING AGENT	27MAY2024 08:48	COLLECTED			🔍	🗑️
8	TK	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2		2702400007		2702400007		TRAINING AGENT	27MAY2024 08:52	COLLECTED			🔍	🗑️
9	ET	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2		2702400006		2702400006		TRAINING AGENT	27MAY2024 08:52	COLLECTED			🔍	🗑️
10	OZ	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2		2702400006		2702400006		TRAINING AGENT	27MAY2024 08:31	COLLECTED			🔍	🗑️

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- Press "Edit" button to edit EIR details and press "Update" to save the updated information.

Maintain mULD Assignment

Carrier: [SA] Carrier Group: [AA2] Date (From): [25APR2024 00:00] Date (To): [27MAY2024 23:59] Agent Name: [TRAINING AGENT] Truck Company: [] ULD Name: []
 Flight No: [] Flight Date: [] EIR No/Parent EIR No: [] Reference Number: [] Truck Number: [] Status: [Cancelled/Collective] Booking No: [] Booking Status: [Select] Search

Sr	U.No	Carrier	ULD Type/ Truck Co.	Accessory Type/ Qty	EIR Details	Booking	Edit/View	Delete
1	SA	AA2/2	Foreign Strap/1		Carrier: [SA] Required by Carrier: [] Flight No: [] Flight Date: [] Agent Name: [TRAINING AGENT] Truck Number: [] Schedule Date/Time: []		🔍	🗑️
2	SA	AA2/1	Half Size PVC/1				🔍	🗑️
3	SA	AA2/1	Airline Strap/1				🔍	🗑️
4	SA	AA2/1	Full Size PVC/1				🔍	🗑️
5	OZ	AA2/2/PNC/6	Full Size PVC/2/Half Size PVC/4		ULD Type/Qty: [AA2] [2] Delete: [] Accessory Type/Qty: [FOREIGN STRAP] [1] Delete: []		🔍	🗑️
6	SQ	PNC/1			Remarks: []		🔍	🗑️
7	SQ	PNC/1	Full Size PVC/14				🔍	🗑️
8	TK	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2				🔍	🗑️
9	ET	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2				🔍	🗑️
10	OZ	AA2/1/PNC/1	Full Size PVC/2/Half Size PVC/2				🔍	🗑️

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- For requests that have been processed or approved, the system will show the EIR number in 'EIR No/ Parent EIR No' column.

Sl. No.	EIR No.	Carrier	ULD Type/Quantity	Accessory Type/Qty	EIR No/Parent EIR No	Schedule Date/Time	Reference Number	Flight Info	Agent Name	Contract Date	Network	Status	Trailer Company	Booking	View	Delete
1	3A	AAZ/2	Foreign Straps/1				2792400074		TRAINING AGENT	27Nov2024 14:48		PENDING				
2	3B	AAZ/1	Half Size PVC/1				2792400005		TRAINING AGENT	27Nov2024 14:48		PENDING				
3	3A	AAZ/1	Airline Straps/1				2792400002		TRAINING AGENT	27Nov2024 14:48		PENDING				
4	3A	AAZ/1	Full Size PVC/1				2792400001		TRAINING AGENT	27Nov2024 14:47		PENDING				
5	02	AAZ/2/PNC/1	Full Size PNC/2/Half Size PNC/1		2792400006		2792400008		TRAINING AGENT	27Nov2024 14:01		COLLECTED				
6	3Q	PNC/1			2792400009		2792400009		TRAINING AGENT	27Nov2024 10:57		COLLECTED				
7	3Q	PNC/1	Full Size PNC/14		2792400008		2792400008		TRAINING AGENT	27Nov2024 09:45		COLLECTED				
8	7K	AAZ/1/PNC/1	Full Size PNC/2/Half Size PNC/2		2792400007		2792400007		TRAINING AGENT	27Nov2024 08:52		COLLECTED				
9	0T	AAZ/1/PNC/1	Full Size PNC/2/Half Size PNC/2		2792400006		2792400006		TRAINING AGENT	27Nov2024 08:52		COLLECTED				
10	02	AAZ/1/PNC/1	Full Size PNC/2/Half Size PNC/2		2792400005		2792400005		TRAINING AGENT	27Nov2024 08:51		COLLECTED				

- For requests that have been processed or approved, user can view EIR details by pressing "View" button.

Sl. No.	EIR No.	Carrier	ULD Type/Quantity	Accessory Type/Qty	EIR No/Parent EIR No	Schedule Date/Time	Reference Number	Flight Info	Agent Name	Contract Date	Network	Status	Trailer Company	Booking	View	Delete
5	02	AAZ/2/PNC/1	Full Size PNC/2/Half Size PNC/1		2792400006		2792400008		TRAINING AGENT	27Nov2024 14:01		COLLECTED				

View EIR Details

Carrier: AAZ
Requested by Carrier: TRAINING AGENT
Flight No: 2792400008
Flight Date: 27Nov2024 14:01
Agent Name: TRAINING AGENT
Trailer Number: 2702

ULD Type/Form	Quantity	Status	Accessory Type	Quantity	Status
PNC	2		Full Size PNC	14	

Remarks:

Received ULD		Received Accessory	
Uld No	ULD Number	Uld No	Accessory Type
1	PNC140829Q	1	Full Size PNC
2	PNC16599Q		
3	PNC16579Q		
4	PNC12249Q		
5	PNC16659Q		
6	PNC17129Q		
7	PNC16419Q		

8. Agent can assign or update trucker of selected record by pressing “Assign/Update Trucker”.

Maintain mULD Assignment

Carrier: OZ, Carrier Group: N6/2, Date From: 21APR2024 00:00, Date To: 27MAY2024 23:59, Agent Name: TRAINING AGENT, Trucker Company: [Dropdown], ULD Name: [Dropdown]

Flight No: [Dropdown], Flight Date: [Dropdown], EIR No/Parent EIR No: [Dropdown], Reference Number: [Dropdown], Trac Number: [Dropdown], Status: Processed, Booking No: [Dropdown], Booking Status: [Dropdown]

Assign/Update Trucker | Ask Time Slot | Edit

S.No	Carrier	ULD Type/ Group/ Qty	Accessory Type/ Qty	EIR No/ Parent EIR No	Schedule Date/Time	Reference Number	Flight Info	Agent Name	Creation Date	Remark	Status	Trucker Company	Booking	Tab View	Delete
1	OZ	N6/2		24052400016		24052400017		TRAINING AGENT	24MAY2024 15:51	Authorized Agent is TRAINING AGENT	PROCESSED				
1	SQ	PNC/1	Full Size PVC/1	23052400015/23052400017		23052400016		TRAINING AGENT	22MAY2024 15:03	Authorized Agent is DHL ANATION HONG KONG LIMITED	PROCESSED				
1	SQ	PNC/1	Full Size PVC/1	23052400015/23052400017		23052400015		TRAINING AGENT	22MAY2024 15:03	Authorized Agent is DHL ANATION HONG KONG LIMITED	PROCESSED				
4	TS	PNC/2		23052400007		23052400008		TRAINING AGENT	22MAY2024 14:39		PROCESSED				
5	HR	PNC/3		16052400008		16052400007		TRAINING AGENT	16MAY2024 16:55		PROCESSED				
4	BA	BAE/1		16052400006		16052400007		TRAINING AGENT	16MAY2024 15:42		PROCESSED				
1	HR	PNC/1	Full Size PVC/1	16052400005		16052400006		TRAINING AGENT	16MAY2024 15:38		PROCESSED				
4	HR	PNC/1	Full Size PVC/2	16052400002		16052400005		TRAINING AGENT	16MAY2024 15:46		PROCESSED				
4	SQ	PNC/1		16052400016	16MAY2024 17:15	16052400017		TRAINING AGENT	16MAY2024 16:47		PROCESSED	16MAY2024 17:15			
10	SQ	PNC/1		16052400014		16052400016		TRAINING AGENT	16MAY2024 15:48		PROCESSED				

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9. Agent can choose the Trucker Company and press “Save” to update.

Assign/Update Trucker

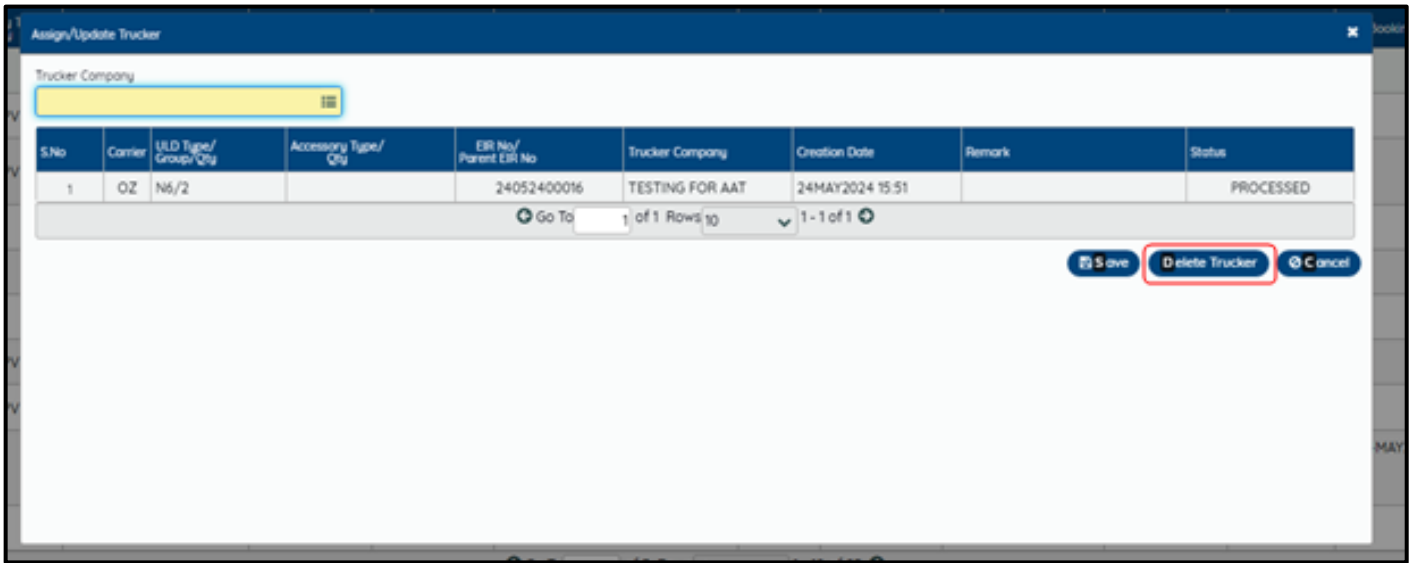
Trucker Company: **TESTING FOR AAT**

S.No	Carrier	ULD Type/ Group/ Qty	Accessory Type/ Qty	EIR No/ Parent EIR No	Trucker Company	Creation Date	Remark	Status
1	OZ	N6/2		24052400016		24MAY2024 15:51		PROCESSED

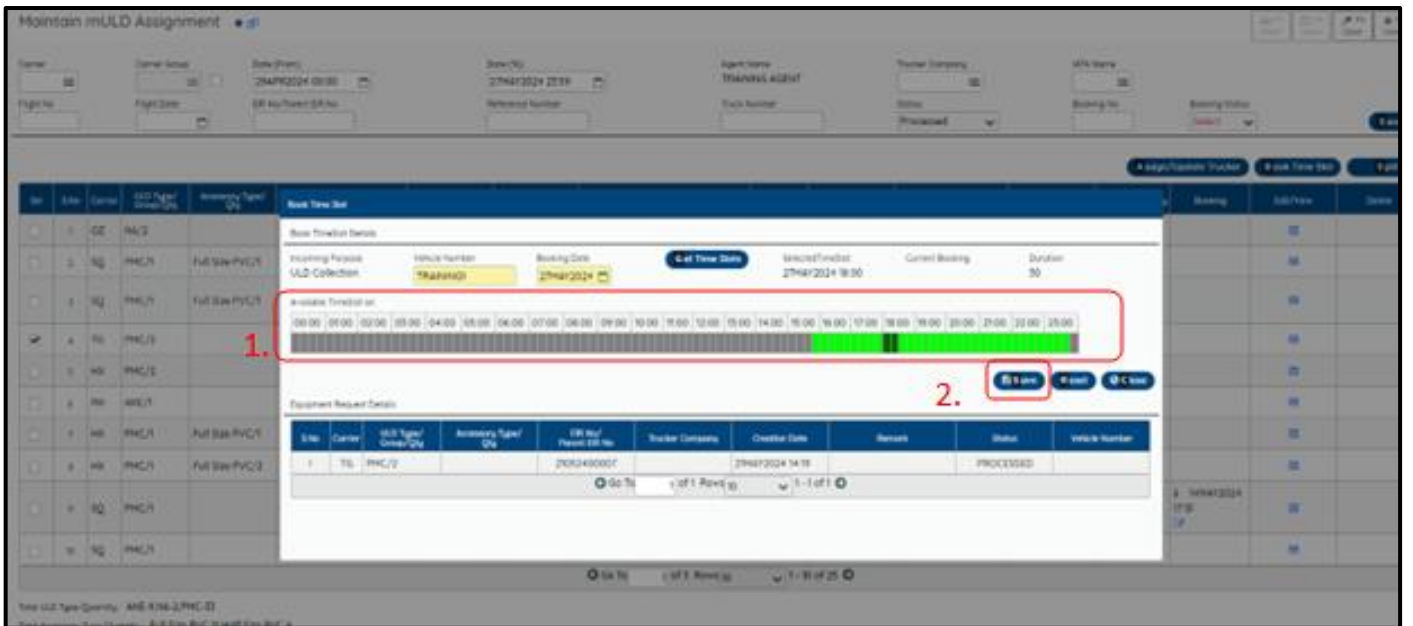
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Save | Delete Trucker | Cancel

10. Agent can delete trucker by clicking “Delete Trucker”.



11. Agent can select the timeslot and then press “Save”.



12. Booked Timeslot will be shown in the “Booking” column.

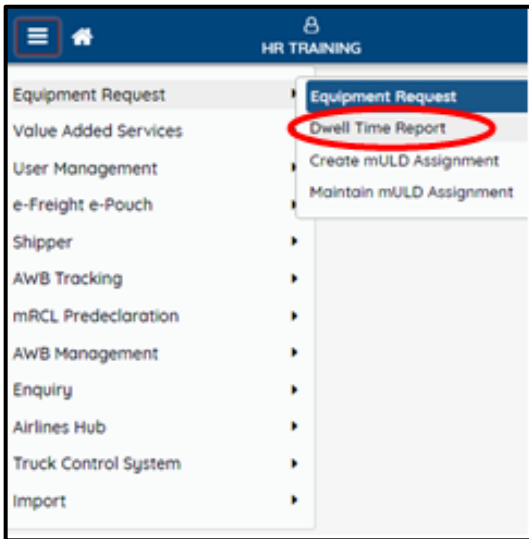
S/N	ULD	Carrier	ULD Type	Accessory Type	EIR No	Schedule Date/Time	Reference Number	Flight Info	Agent Name	Creation Date	Remarks	Status	Transfer Company	Booking	EIR/Type	Delete
1	02	HK/2			2405240006		2405240007		TRAINING AGENT	24MAR2024 15:30		PROCESSED				
2	3Q	PHC/1	Full Size PHC/1		2305240005/2305240007		2305240006		TRAINING AGENT	23MAR2024 15:01	Authorized Agent is TRAINING AGENT	PROCESSED				
3	3Q	PHC/1	Full Size PHC/1		2305240005/2305240007		2305240005		TRAINING AGENT	23MAR2024 15:01	Authorized Agent is DHL AVIATION HONG KONG LIMITED	PROCESSED				
4	76	PHC/2			2305240007	27MAR2024 16:30	2305240009		TRAINING AGENT	27MAR2024 14:39		PROCESSED		27MAR2024 16:30		
5	HK	PHC/2			1605240008		1605240007		TRAINING AGENT	16MAR2024 16:32		PROCESSED				
6	HK	AME/1			1605240006		1605240007		TRAINING AGENT	16MAR2024 15:42		PROCESSED				
7	HK	PHC/1	Full Size PHC/1		1605240005		1605240006		TRAINING AGENT	16MAR2024 15:38		PROCESSED				
8	HK	PHC/1	Full Size PHC/1		1605240005		1605240005		TRAINING AGENT	16MAR2024 15:46		PROCESSED				
9	3Q	PHC/1			1405240006	14MAR2024 17:15	1405240005		TRAINING AGENT	14MAR2024 16:47		PROCESSED		14MAR2024 17:15		
10	3Q	PHC/1			1405240004		1405240008		TRAINING AGENT	14MAR2024 16:48		PROCESSED				

13. To split the mULD assignment, user can click “Split” button, enter the Authorized Agent, ULD Type or Accessory Type and their respective Quantity, then press “Save”.

14. Data will be saved and EIR Number will be generated.

2. Dwell Time Report

1. The function can be accessed from Equipment Request menu -> Dwell Time Request



2. This function is part of Equipment Release & Return module, which provides daily reports used by operational staff for tracking equipment that is dwelling at the user's end. It also displays the Release/Return history of individual equipment.

Dwell Time Report

Customer Code: 33091849 | Customer Name: TRAINING AGENT | Date (From): 01MAY2024 | Date (To): 24MAY2024 | Carrier: | Include Return:

Equipment Number, Drop off Date

Equipment Number	Drop off Date/Time	Date of Collection	EIR Number	Returned By	Returned Date & Time	Dwell Period In Days	Demurrage Fee(\$)
PMC920025Q	02MAY2024 12:05	02MAY2024	02052400007			22	
ALF15120RJ	03MAY2024 11:28	03MAY2024	03052400004			21	
PAG5123RJ	03MAY2024 11:28	03MAY2024	03052400004			21	
PMC10271HX	06MAY2024 10:01	06MAY2024	06052400002			18	
PMC10912HX	06MAY2024 10:01	06MAY2024	06052400002			18	
PMC00366HX	06MAY2024 09:29	06MAY2024	06052400004			18	
AMJ00888ET	06MAY2024 10:03	06MAY2024	06052400005			18	
AA200001ET	06MAY2024 10:23	06MAY2024	06052400006			18	
AAA00001ET	06MAY2024 10:23	06MAY2024	06052400006			18	
AAY00001ET	06MAY2024 10:23	06MAY2024	06052400006			18	

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3. If the "Include Return" option is selected, the records will include the equipment's return details.

Dwell Time Report

Customer Code: 33091849 | Customer Name: TRAINING AGENT | Date (From): 01MAY2024 | Date (To): 24MAY2024 | Carrier: | Include Return:

Equipment Number, Drop off Date

Equipment Number	Drop off Date/Time	Date of Collection	EIR Number	Returned By	Returned Date & Time	Dwell Period In Days	Demurrage Fee(\$)
AKF98205Q	02MAY2024 10:00	03MAY2024	02052400002	AA00049	02MAY2024 10:07	0	
AKF98205Q	02MAY2024 10:00	03MAY2024	02052400002	AA00049	02MAY2024 10:08	0	
AKF98205Q	02MAY2024 10:00	03MAY2024	02052400002	AA00049	02MAY2024 10:09	0	
AKF98205Q	02MAY2024 10:00	03MAY2024	02052400002	AA00049	02MAY2024 10:10	0	
AKF92503QF	02MAY2024 10:42	03MAY2024	02052400005	AA02445	02MAY2024 10:48	0	
AKF92820QF	02MAY2024 10:42	03MAY2024	02052400005	AA02445	02MAY2024 10:50	0	
PMC1380QF	02MAY2024 10:42	03MAY2024	02052400005	AA02445	02MAY2024 10:50	0	
AMJ2298ET	02MAY2024 11:47	03MAY2024	02052400006	AA02984	02MAY2024 14:33	0	
PA02448ET	02MAY2024 11:47	03MAY2024	02052400006	AA02984	02MAY2024 12:06	0	
PA022598ET	02MAY2024 11:47	03MAY2024	02052400006	AA02984	02MAY2024 14:53	0	

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4. Dwell Time Report can be generated in PDF, Excel or printed directly.

Dwell Time Report

Customer Code: 3309B49 Customer Name: TRAINING AGENT Date (From): 02MAY2024 Date (To): 24MAY2024 Carrier: Include Return: Search

Equipment Number Drop off Date

Equipment Number	Drop off Date/Time	Date of Collection	EB Number	Returned By	Returned Date & Time	Dwell Period in Days	Damage Fee(s)
AKF9H235Q	02MAY2024 10:00	03MAY2024	02052400002	AAR00049	02MAY2024 10:07	0	
AKF9H235Q	02MAY2024 10:00	03MAY2024	03052400002	AAR00049	02MAY2024 10:08	0	
AKF9H235Q	02MAY2024 10:00	03MAY2024	02052400002	AAR00049	02MAY2024 10:09	0	
AKF9H235Q	02MAY2024 10:00	03MAY2024	03052400002	AAR00049	02MAY2024 10:10	0	
AKF92503QF	02MAY2024 10:43	03MAY2024	02052400005	AAR02445	02MAY2024 10:48	0	
AKF92503QF	02MAY2024 10:43	03MAY2024	02052400005	AAR02445	02MAY2024 10:50	0	
PHC13860QF	02MAY2024 10:43	03MAY2024	02052400005	AAR02445	02MAY2024 10:50	0	
AMJ2529RET	02MAY2024 15:47	03MAY2024	02052400006	AAR02984	02MAY2024 14:33	0	
PAQ2144RET	02MAY2024 15:47	03MAY2024	02052400006	AAR02984	02MAY2024 13:56	0	
PAQ2259RET	02MAY2024 15:47	03MAY2024	02052400006	AAR02984	02MAY2024 14:33	0	

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