

# AAT Cargo Pre-declaration User Guide

Version 2.1

## Content

Introduction .....	3
Registration for AAT AIMS (for non-members only) .....	4
Get start to mRCL Pre-declaration functions .....	7
Create mRCL Pre-declaration (Bulk) .....	9
Create mRCL Pre-declaration (Prepack) .....	16
Create mRCL Pre-declaration (Mix Prepack) .....	22
Update mRCL Pre-declaration .....	28
Delete mRCL Pre-declaration .....	31
Enquire mRCL Pre-declaration .....	35
mRCL Summary Report.....	38
Create Booking.....	41

## **Introduction**

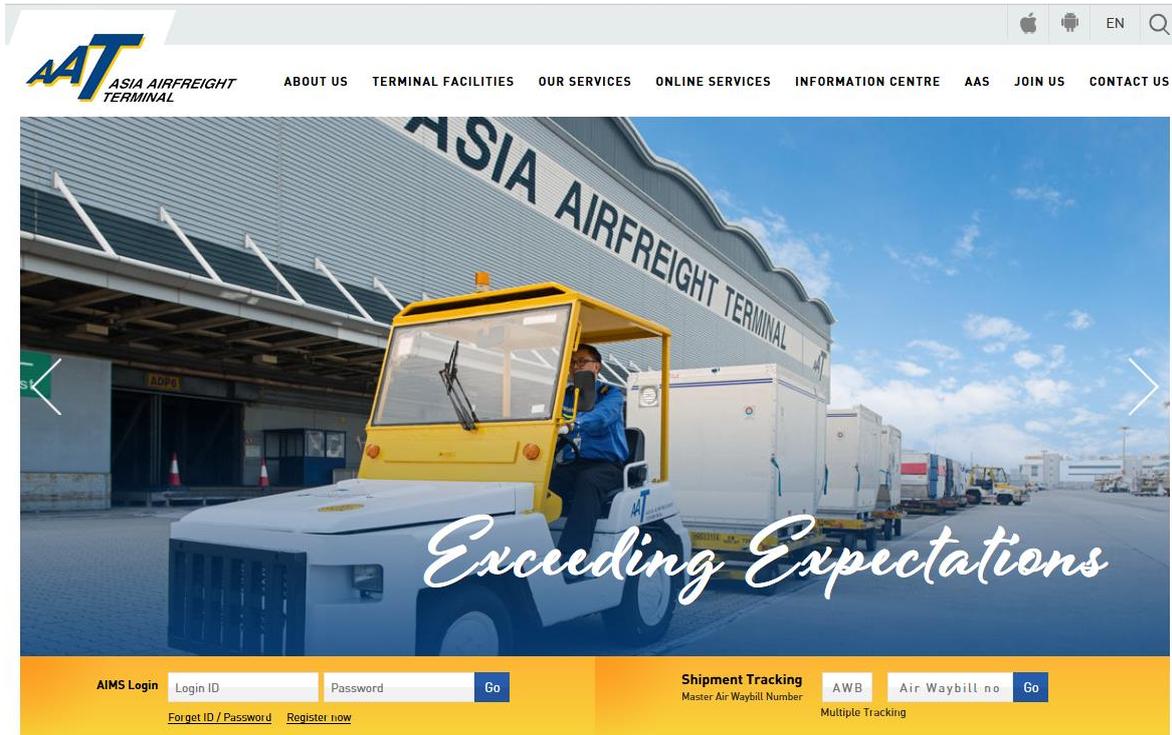
Cargo Pre-Declaration is a function that eliminates unnecessary waiting time for processing of RCLs at the terminal. By entering the export shipment details in AIMS before cargo are delivered to AAT, users can simply print the mRCL at their own office and submit it together with the AWB. This function saves time and resources for shippers / freight forwarders.

To enjoy Cargo Pre-Declaration function, the user should be a member of AAT AIMS. Registration for AAT AIMS is FREE and can be easily done online.

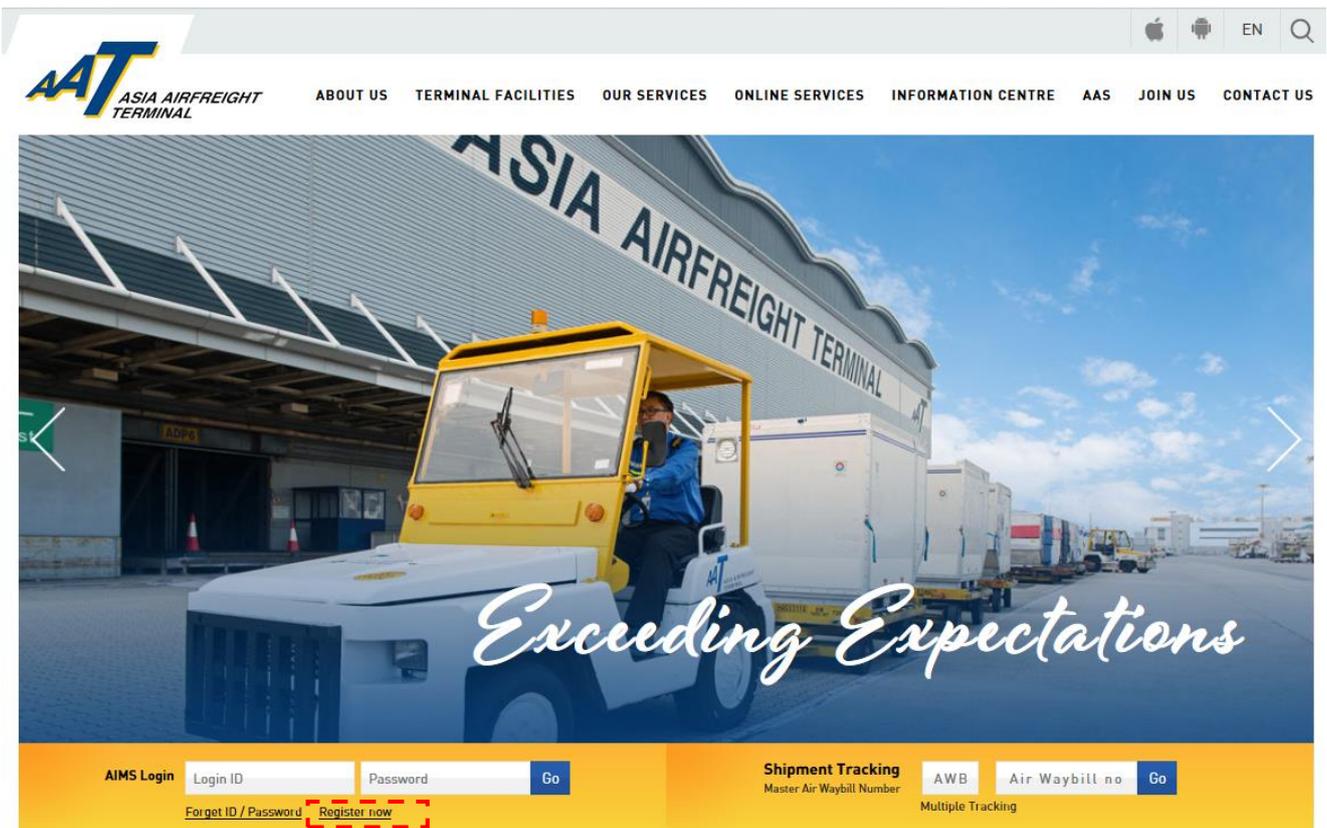
This document provides the guidelines for users to create, delete, update and enquire mRCL Pre-declaration for Bulk cargo, Pre-packed cargo and Mix Pre-packed cargo. Also, it provides the quick guides for users to register as a member of AAT AIMS.

**Registration for AAT AIMS (for non-members only)**

1. Open an Internet Explorer/Chrome and enter the URL: <https://www.aat.com.hk>, following page will be shown.



2. Click “Register now” to proceed with the registration process.



3. Fill in the registration details in the following pop-up screen  
*(Boxes in yellow are mandatory fields)*

**Register**

Company Information

Company Name			
Nature of Business	-Select-	IATA Code	[ ] - [ ] - [ ]
Business Registration No (for Hong Kong registered company only)			
Address			
City		Postal Code	
Country		Contact No	
Telephone (Office)			
Email			
Fax			

\* The address field should not consist of any symbol.

Commercial Information

1 Press Release  2 Important Notice  3 Newsletter  4 Others

E-mail Address:

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I agree the use of data for the purpose of receiving Asia Airfreight Terminal Co. Ltd.'s latest commercial information as stated above.

Notification

This section is applicable to Cargo Agents only

	Email	Fax
Truck Dock Booking		
Equipment Issue Request (EIR) Notification (for empty ULD release)		
mRCL Notification (for alert upon cargo acceptance)		
eCAN Notification (for cargo arrival notice)		
Departed Cargo Notification		

House Manifest Notification	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
FHL Amendment Notification	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Demurrage Notification	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
eAWB Notification	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>

**Company Administrator**

Administrator Name	<input type="text"/>	*Please be reminded that the administrator is the person who response for manage the main account of AIMS (e.g. Change contact Info, Request for Password reset, etc)	
Title	<input type="text"/>		
Preferred User ID	<input type="text"/>	<input type="button" value="Check Availability"/>	
Password	<input type="text"/>	Reconfirm Password	<input type="text"/>
Email	<input type="text"/>	Contact No	<input type="text"/>

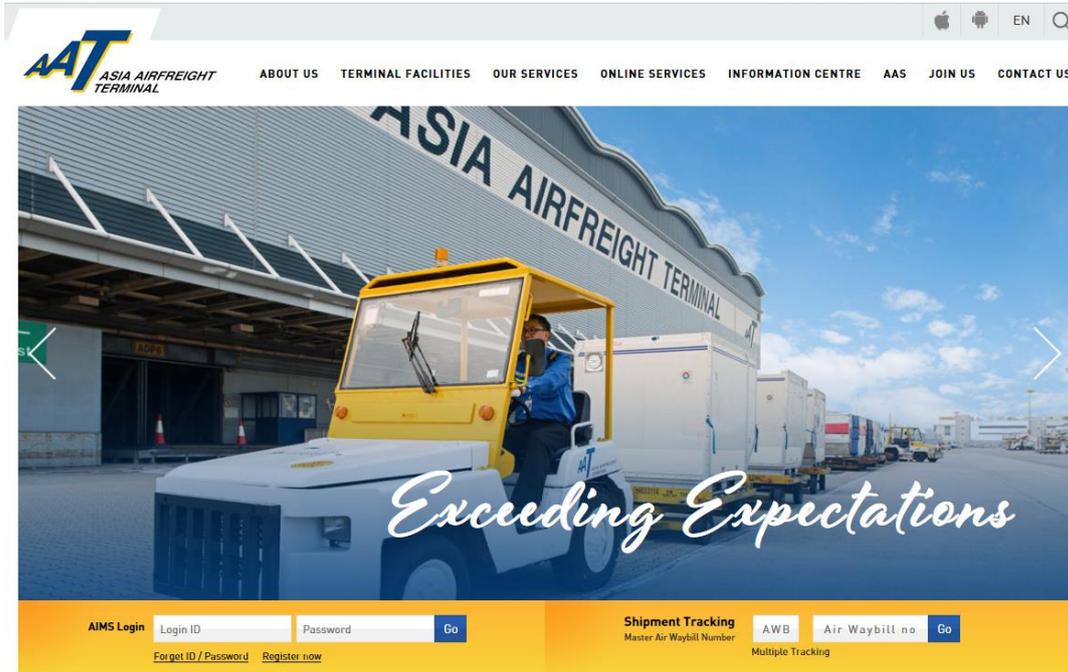
\* Yellow colour denotes field is mandatory

1. Preferred User ID (in lowercase) and Password should consist of 6-16 and 6-32 alphanumeric characters respectively.

4. Click “Submit” button to complete the form and please fax the copy of the company’s Business Registration Certificate (BR) to our Customer Services & Administration Department at 2215 0152 for further processing.
5. Done.

### Get start to mRCL Pre-declaration functions

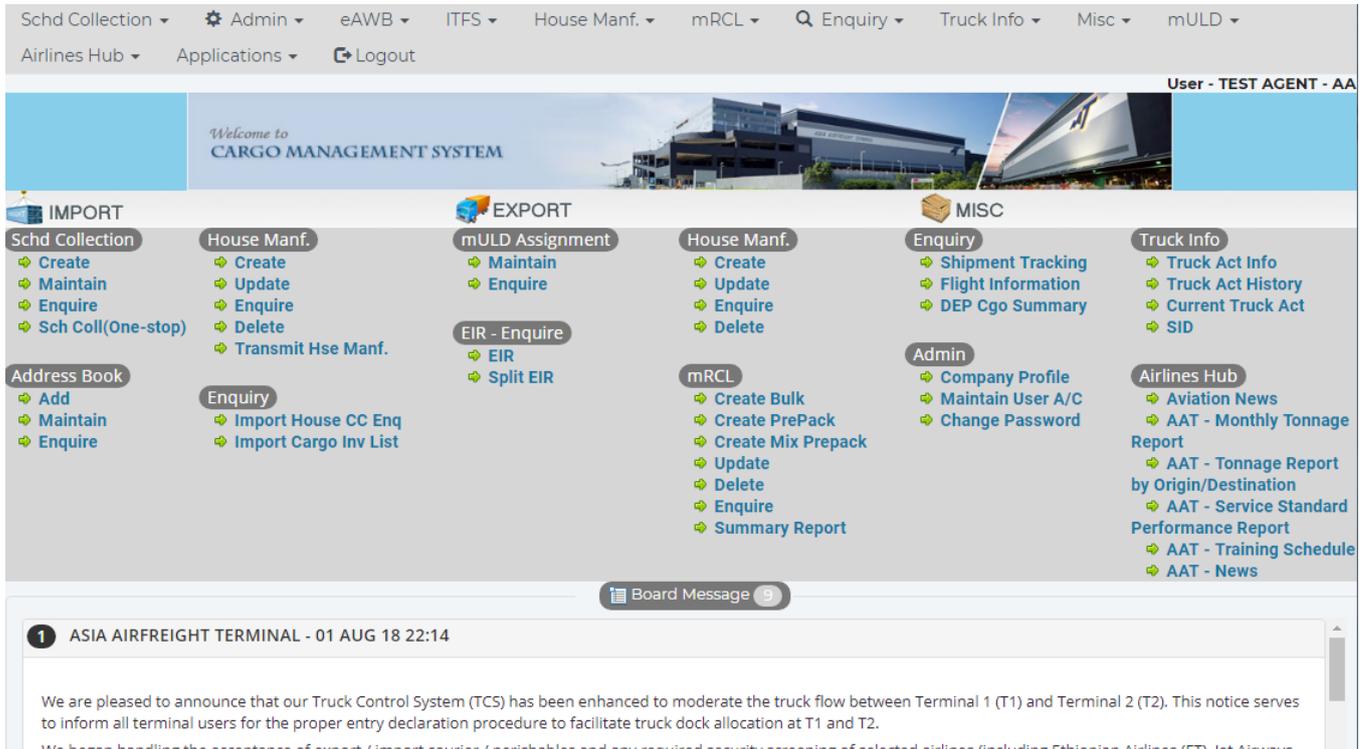
1. Open an Internet Explorer/Chrome and enter the URL: <https://www.aat.com.hk>, following page will be shown.



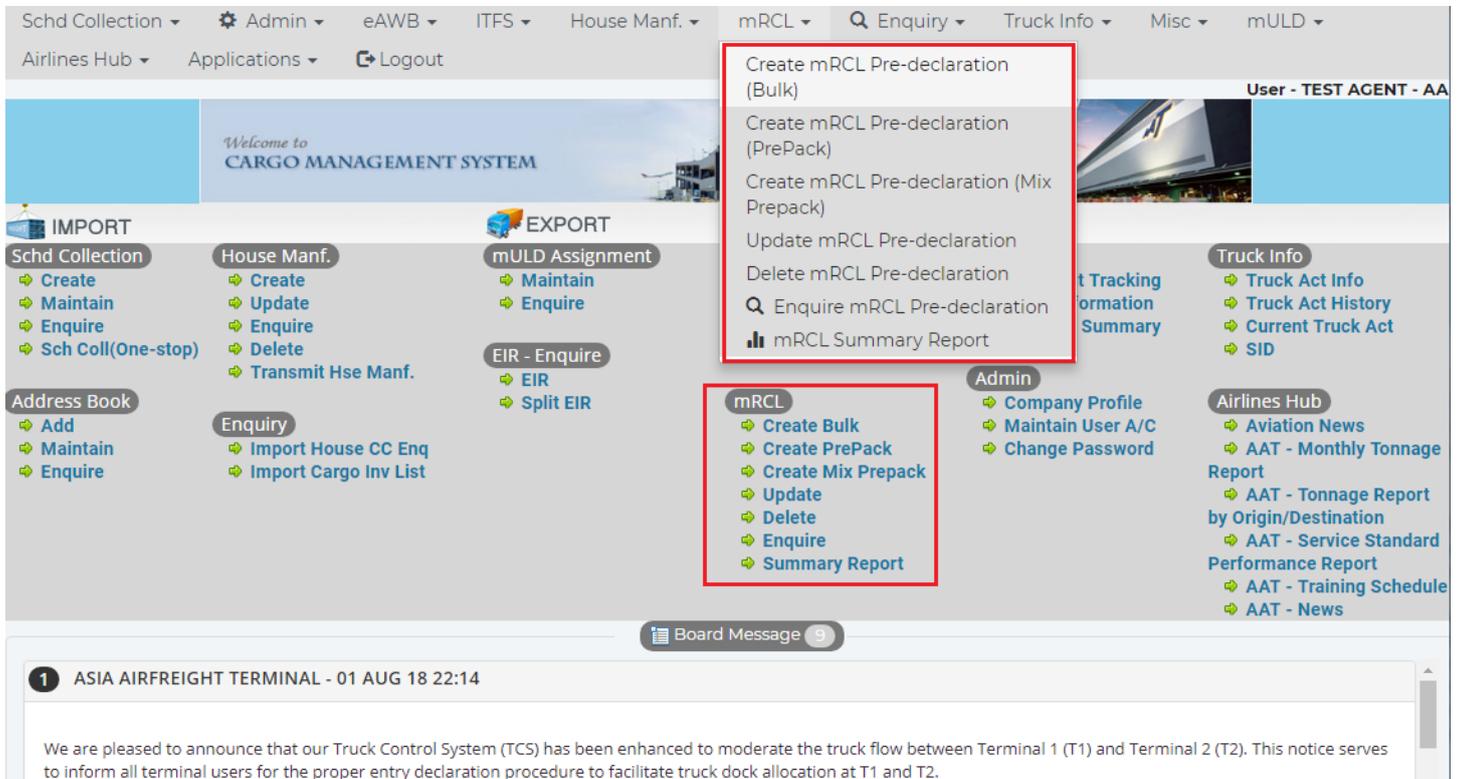
2. Fill in Login ID and Password.  
Click "Go" button to login.



3. For successful login, the following page will be shown.

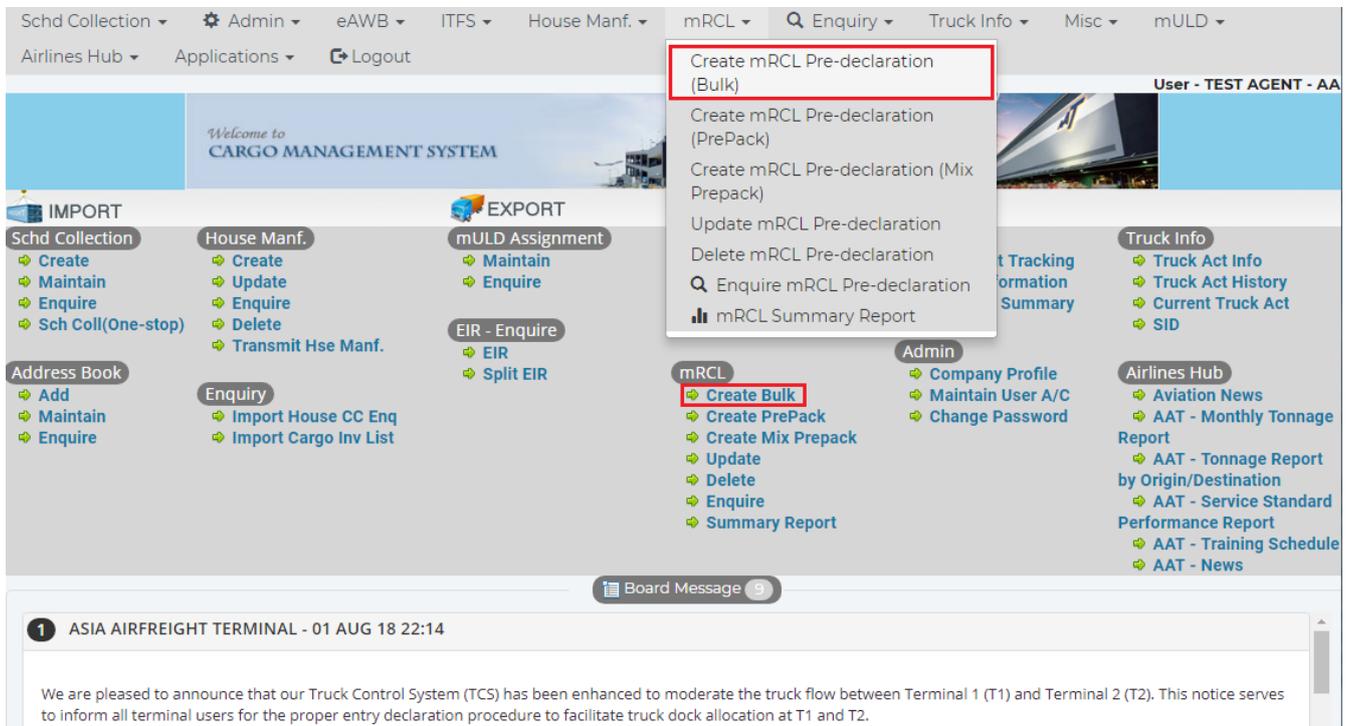


4. Choose mRCL Pre-declaration functions from menu or use the shortcut on display



## Create mRCL Pre-declaration (Bulk)

1. Click “mRCL > Create mRCL Pre-declaration (Bulk)” or “Create Bulk” on the shortcut.



2. Input required information.

### Mandatory fields

- Boxes in yellow:  
Carr, Dest, AWB No, Truck No., Pieces, Net Wt (kg) and Dimensions - Length, Width, Height & Pcs
- Radio - button for selection:  
Security Status, Planned Cargo Delivery

3. Declare the “Security Status”, SPX or UNK.

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

The screenshot shows the 'Create mRCL Pre-Declaration (Bulk)' form. The 'Security Status' field is highlighted with a red box, showing radio buttons for 'SPX' and 'UNK'. Other fields include Carr, Dest, AWB No, Ctry, Dangerous Goods, Dutiable Commodities, Export Prohibited Articles, Permit Expire Date, License Expire Date, Flt key and Date, Planned Cargo delivery, PI for Lithium Batteries, FMA/FNA/e-Cargo Receipt Email, Truck No, Pieces, Net Wt (kg), Airside Acceptance, Security Screening Option, x-Ray Screen, and Screening Exempted Reason.

4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.

The screenshot shows the 'Create mRCL Pre-Declaration (Bulk)' form. The 'SPL Code' field is highlighted with a red box and set to 'EBM'. A dropdown menu for 'PI for Lithium Batteries' is open, with 'PI968 (II)' highlighted in red. Other fields include Carr, Dest, AWB No, Ctry, Dangerous Goods, Dutiable Commodities, Export Prohibited Articles, Permit Expire Date, License Expire Date, Flt key and Date, Planned Cargo delivery, FMA/FNA/e-Cargo Receipt Email, Truck No, Pieces, Net Wt (kg), Airside Acceptance, Security Screening Option, x-Ray Screen, and Screening Exempted Reason. A note at the bottom states: 'Note: RACSF / KC / On Airport Screening Facility Handling Procedure can be downloaded here. RACSF / KC / On Airport Screening Facility 貨物操作程序可在 此處下載。' Below the note is a 'Remarks' field and a 'Dimensions' table.

SNo	Length	Width	Height	Pcs
1				
2				



5.1 **RACSF/KC/On Airport Screening Facility**

5.1.1 If selected “RACSF/KC/On Airport screening Facility”, fill in necessary information for pre-declaration.

5.1.2 Select “Secured Transportation Method” and fill in corresponding required information. For example, Boxed Truck Seal/Lock No.

5.2 **Screening Exempted**

If selected “Screening Exempted”, select exempted reason from the scroll down list.

The following table shows the list of categories of cargo that are exempted from security screening.

Life-sustaining items such as blood, blood products, bone marrow and human organs
Human Remains / Ashes
Livestock
Biomedical samples, vaccines and other perishable medical items
Official diplomatic bags/ pouches, in accordance with the provisions of the Vienna Convention
Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

**Attention!** According to the updated arrangement on air cargo enhanced screening requirements from Civil Aviation Department (CAD), from 1<sup>st</sup> March 2021 onwards, proportion of cargoes required to be screened by Regulated Agents would be increased to 100% under the scheduled implementation of the ICAO new policy direction.

To fulfill the requirement, all cargoes must be

- Security screened at AAT or
- Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means or
- CAD approved Screening Exempted special cargo

### 6. Specify the date of “Planned Cargo Delivery”

The system will extend the validity of the “mRCL Pre-declaration record” according to the date of “Planned Cargo Delivery” provided.

The three options for the “planned delivery date” will be adjusted according to the date of user accessing to the page of “Create mRCL Pre-declaration”.

Default “Planned Cargo delivery date” will be set at “[Date of today]”

For example: If today is 22 FEB 2021, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

22FEB    23FEB    24FEB or onwards

7. Click “Save” button to save the mRCL Pre-Declaration (Bulk) Form.

Security Screening Option  
 x-Ray  RACSF / KC / On Airport      Screening Exempted   
 Screen  Screening Facility   
 Screening Exempted Reason  
 -Select-

Note:  
 RACSF / KC / On Airport Screening Facility Handling Procedure can be downloaded [here](#).  
 RACSF / KC / On Airport Screening Facility 貨物操作程序可在 [此處](#) 下載。

Remarks

Dimensions (Add)

SNo	Length	Width	Height	Pcs
1				
2				
3				
4				
5				
6				

(S)ave (R)eset (C)lose

8. Pre-declaration number shown on the left will be as reference and click “Print” button to generate the printable version for mRCL Pre-declaration (Bulk) Form.

Create mRCL Pre-Declaration (Bulk)

Pre-Declaration Submitted Successfully. The Pre-Declaration number is 190221-0015

Carr QF      AWB No 081 - 78624781  
 Dest SYD      Security Screening Option RACSF / KC / On Airport Screening Facility  
 Security Status SPX  
 SPL Code EBM      X-Ray Screen N  
 PI for (ELI/ELM/RLI/RLM) PI968 (II)  
 Planned Cargo delivery 19FEB  
 Fit key and Date / 19FEB21  
 Truck No TK123  
 Trucker Name CHAI TAI MAN  
 Trucker ID No A0417594  
 RACSF / KC / On Airport Screening Facility Code RF0001  
 Secured Transportation Method Boxed Truck  
 Boxed Truck Seal No 1234567  
 Pcs 10      Net Wt (kg) 100.0  
 Remarks

Length	Width	Height	Pcs
10	10	10	10

(P)rint (B)ack

\*You may perform Truck Dock Booking by pressing [Truck Dock Booking](#) to enjoy prioritized Truck Dock allocation service.\*

Sample of mRCL Pre-declaration Bulk Form (Printable version)



## Create mRCL Predeclaration Bulk

---

**Carrier :** QF

**Destination :** SYD

**Pieces :** 10

**Security Status :** SPX

**SPL Code :** EBM

**PI for Lithium Batteries :** PI968 (II)

**Truck No :** TK123

**Remarks :**

**AWB No :** 081-78624781

**Net Wt (Kg) :** 100.0

**Planned cargo delivery :** 19FEB

---

**Security Screening Option :** RACSF / KC / On Airport Screening Facility

**- RACSF / KC / On Airport Screening Facility Information -**

**Trucker Name :**

**Trucker ID No :**

**RACSF / KC / On Airport Screening Facility Code :**

**RACSF / KC / On Airport Screening Facility Company Name :**

CHAI T\*\* M\*\*

A041\*\*\*

RF0001

New Global Transportation & Warehousing Limited

**Secured Transportation Method :**

**Boxed Truck Seal No :**

Boxed Truck

1234567

---

**Dimensions**

S.No	Length (cm)	Width (cm)	Height (cm)	Pieces
1	10.0	10.0	10.0	10

---

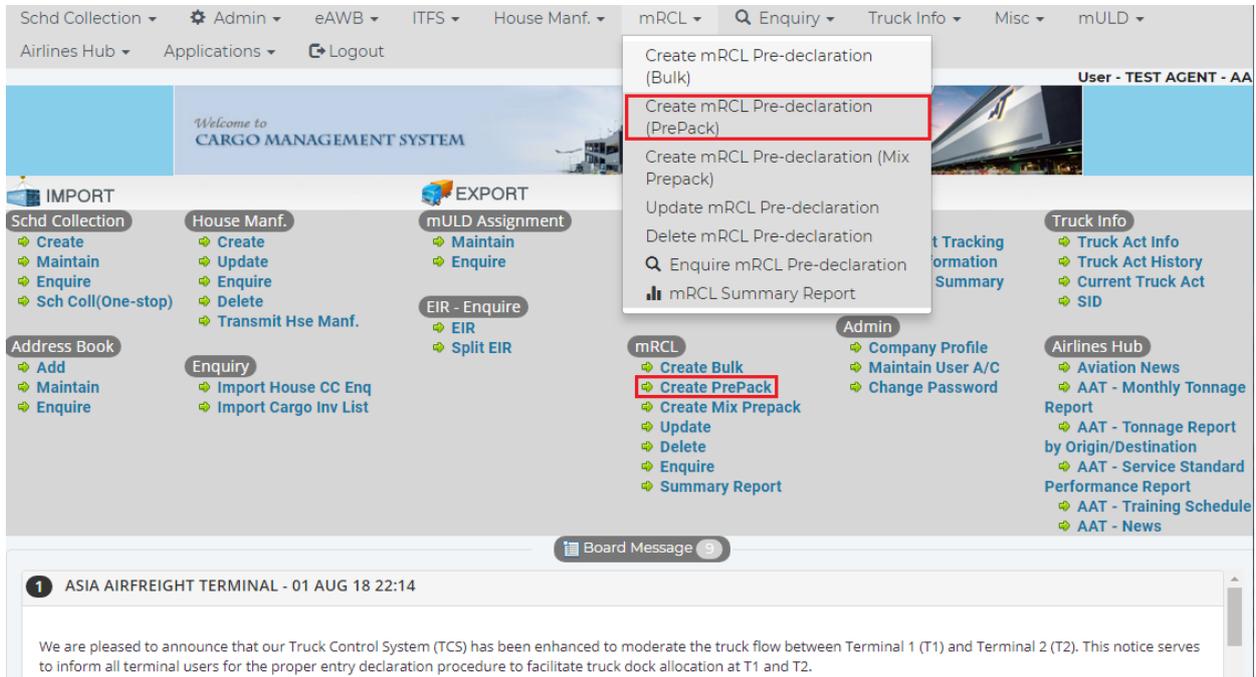
**Total Piece(s) :** 10

Please be reminded that cut-off time of physical AWB or FWB including all necessary shipping documents should be submitted at least 2 hours before scheduled departure time of booked flight. In addition, for airlines which implement 100% FWB submission, failure of FWB submission before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.

**There were 1 record(s) on this report.**

## Create mRCL Pre-declaration (Prepack)

1. Click “mRCL > Create mRCL Pre-declaration (PrePack)” or on the shortcut



2. Input required information

### Mandatory fields

#### Boxes in yellow:

Carr, Dest, AWB No, Pcs, Gross Wt, ULD, Contour Code, Truck No.

#### Radio- button for selection:

Security status, Planned Cargo Delivery

3. Declare the “Security Status”, SPX or UNK.

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

4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.

The following table presents the correct matching between the SPL code and PI with section.

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

A notification message will be popped up if any mismatching or missing of SPL code or PI

5. Select either one of the “Security Screening Options”.

RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
Screening Exempted:	CAD approved Screening Exempted special cargo

**5.1 RACSF/KC/On Airport Screening Facility**

5.1.1 If selected “RACSF/KC/On Airport Screening Facility”, fill in necessary information for pre-declaration.

- 5.1.2 Select “Secured Transportation Method”, fill in corresponding required information.  
 For example, Seal No.  
 For multiple ULDs applied Secured Net/Seal, input <ULD No.>/<Seal No.> for each ULD.

The screenshot shows a form titled 'RACSF / KC / On Airport Screening Facility'. Fields include:
 

- Trucker Name: CHAI TAI MAN
- Trucker ID No: A0417594
- RACSF Code: RF0001 (New Global Transportation & Warehousing Limited)
- Secured Transportation Method: Secure Net (CX) (highlighted with a red box)
- Seal No: 1234567 (highlighted with a red box)
- Remarks: (empty)

5.2 **Screening Exempted**

If select “Security Exempted”, select exempted reason from the scroll down list.

The screenshot shows the 'Screening Exempted Reason' dropdown menu with the following options:
 

- Select-
- Life-sustaining items such as blood, blood products, bone marrow and human organs
- Human Remains/Ashes
- Livestock
- Biomedical samples, vaccines and other perishable medical items
- Official diplomatic bags/pouches, in accordance with the provisions of the Vienna Convention
- Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

The following table shows the list of categories of cargo that are exempted from security screening.

Life-sustaining items such as blood, blood products, bone marrow and human organs
Human Remains / Ashes
Livestock
Biomedical samples, vaccines and other perishable medical items
Official diplomatic bags/ pouches, in accordance with the provisions of the Vienna Convention
Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

**Attention!** According to the updated arrangement on air cargo enhanced screening requirements from Civil Aviation Department (CAD), **from 1<sup>st</sup> March 2021 onwards, proportion of cargoes required to be screened by Regulated Agents would be increased to 100%** under the scheduled implementation of the ICAO new policy direction.

To fulfill the requirement, all cargoes must be

- Security screened at AAT **or**
- Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means **or**
- CAD approved Screening Exempted special cargo

6. **Specify the date of “Planned Cargo Delivery”**

The system will extend the validity of the “mRCL Pre-declaration record” according to the date of “Planned Cargo Delivery” provided.

The three options for the “planned delivery date” will be adjusted according to the date of user accessing to the page of “Create mRCL Pre-declaration”.

Default “Planned Cargo Delivery date” will be set at “[Date of today]”

For example: If today is 14 Jan 2019, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

22FEB  23FEB  24FEB or onwards

7. Click “Save” button to save the mRCL Pre-Declaration (Pre-packed) Form.

SNO	Pcs	Gross Wt	ULD	Contr Code
1	1	1500	PMC12345QF	Q6
2				
3				
4				
5				
6				

(S)ave (R)eset C(l)ose

8. Pre-declaration number shown on the left will be as reference and click “Print” button to generate the printable version for mRCL Pre-declaration (Prepack) Form.

Pre-declaration submitted successfully. The pre-declaration number is 190221-0021

Carr	QF	AWB No	081-78624792
Dest	SYD	Security Screening Option	RACSF / KC / On Airport Screening Facility
Security Status	SPX	X-Ray Screen	N
SPL Code			
PI for Lithium Batteries			
Planned Cargo delivery	19FEB		
Fit key and Date	/ 19FEB21		
Truck No	AB123		
Trucker Name	CHAI TAI MAN		
Trucker ID No	A0417594		
RACSF / KC / On Airport Screening Facility Code	RF0001		
Secured Transportation Method	Secure Net (CX)		
Seal No	1234567		
Pcs	1	Gross Wt	1500.0
Remarks			

(P)rint (B)ack

\*You may perform Truck Dock Booking by pressing [Truck Dock Booking](#) to enjoy prioritized Truck Dock allocation service.\*

Sample of mRCL Pre-declaration Prepack Form (Printable version)

S.No	Pieces	Gross Weight(kg)	ULD No	Contour Code
1	1	1500.0	PMC12345QF	Q6

**Total Piece(s) :** 1  
**Total Gross Weight (Kg) :** 1,500.0

Please be reminded that cut-off time of physical AWB or FWB including all necessary shipping documents should be submitted at least 2 hours before scheduled departure time of booked flight. In addition, for airlines which implement 100% FWB submission, failure of FWB submission before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.  
**There were 1 record(s) on this report.**



Create mRCL Predeclaration Prepack

Carrier : QF  
 Destination : SYD  
 Pieces : 1  
 Security Status : SPX  
 SPL Code :

AWB No : 081-78624792  
 Total Wt (Kg): 1500.0  
 Planned cargo delivery : 19FEB

PI for Lithium Batteries :  
 Truck No : AB123  
 Remarks :

Security Screening Option : RACSF / KC / On Airport Screening Facility

- RACSF / KC / On Airport Screening Facility Information -

Trucker Name : CHAI T\*\* M\*\*  
 Trucker ID No : A041\*\*\*  
 RACSF / KC / On Airport Screening Facility Code: RF0001  
 RACSF / KC / On Airport Screening Facility Company Name: New Global Transportation & Warehousing Limited

Secured Transportation Method : Secure Net (CX)  
 Seal No : 1234567

## Create mRCL Pre-declaration (Mix Prepack)

1. Click “mRCL > Create mRCL Pre-declaration (Mix Prepack)” or on the shortcut.



2. Input required information.

### Mandatory fields

#### Fields in yellow:

Carr, ULD Dest, ULD No, Contr Code, AWB No., Dest, Pcs, Net Wt, Truck No.

#### Radio-button for selection:

Security status, Planned Cargo Delivery

3. Declare the “Security Status”, SPX or UNK.

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

4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.

The following table presents the correct matching between the SPL code and PI with section.

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

A notification message will be popped up if any mismatching or missing of SPL code or PI.

5. Select either one of the “Security Screening Options”

RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
Screening Exempted:	CAD approved Screening Exempted special cargo

5.1 **RACSF/KC/On Airport Screening Facility**

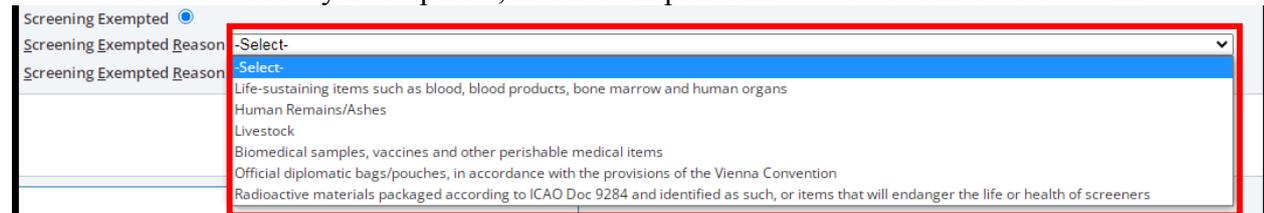
5.1.1 If selected “RACSF/KC/On Airport Screening Facility”, fill in necessary information for pre-declaration.

5.1.2 Select “Secured Transportation Method”, fill in corresponding and required information. For example, Seal No.



## 5.2 Screening Exempted

If select “Security Exempted”, select exempted reason from the scroll down list.



The following table shows the list of categories of cargo that are exempted from security screening.

Life-sustaining items such as blood, blood products, bone marrow and human organs
Human Remains / Ashes
Livestock
Biomedical samples, vaccines and other perishable medical items
Official diplomatic bags/ pouches, in accordance with the provisions of the Vienna Convention
Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

**Attention!** According to the updated arrangement on air cargo enhanced screening requirements from Civil Aviation Department (CAD), **from 1<sup>st</sup> March 2021 onwards, proportion of cargoes required to be screened by Regulated Agents would be increased to 100%** under the scheduled implementation of the ICAO new policy direction.

To fulfill the requirement, all cargoes must be

- Security screened at AAT **or**
- Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means **or**
- CAD approved Screening Exempted special cargo

## 6. Specify the date of “Planned Cargo Delivery”

The system will extend the validity of the “mRCL Pre-declaration record” according to the date of “Planned Cargo Delivery” provided.

The three options for the “planned delivery date” will be adjusted according to the date of user accessing to the page of “Create mRCL Pre-declaration”.

Default “Planned Cargo Delivery date” will be set at “[Date of today]”

For example: If today is 14 JAN 2019, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

- 22FEB  
  23FEB  
  24FEB or onwards

**Create mRCL Pre-declaration (Mix Prepack)**

Carr  ULD Dest   
 ULD No  Ctry   
 Contr Code  Truck No       Airside Acceptance  
 Security Status  SPX  UNK  
 Dangerous Goods (Not include Battery)  
 Dutiable Commodities Permit Expire Date  DDMMYY  
 Export Prohibited Articles License Expire Date  DDMMYY  
 SPL Code     
 Fit key and Date  22FEB21  
 Planned Cargo delivery  22FEB  23FEB  24FEB or onwards  
 Security Screening Option  
 x-Ray Screen  RACSF / KC / On Airport Screening Facility  Screening Exempted   
 Screening Exempted Reason

7. Click “Save” button to save the mRCL Pre-Declaration (Mix Prepack) Form.

SNo	AWB No	Dest	Pcs	Net Wt	SPL Code	PI for Lithium Batteries	QCP	FMA/FNA/e-Cargo Receipt Email
1	081 - 78624803	SYD	10	1000.0	SPX	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	081 - 78624814	SYD	9	900.0	SPX	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					
4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					
5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					
6	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					

(S)ave (R)eset (C)lose

8. Pre-declaration number shown on the left will be as reference and click “Print” button to generate the printable version for mRCL Pre-declaration (Mix-Prepack) Form.

Create mRCL Pre-Declaration (Mixed)

Pre-Declaration submitted successfully. The Pre-Declaration number is 190221-0022

Carr	QF	Dest	SYD
ULD No	PMC23456QF	Security Screening Option	RACSF / KC / On Airport Screening Facility
SPL Code	SPX		
Flt key and Date	19FEB21	X-Ray Screen	N
Security Status	SPX		
Planned Cargo delivery	19FEB		
Contr Code	Q6		
Truck No	AC123		
Trucker Name	CHAI TAI MAN		
Trucker ID No	A0417594		
RACSF / KC / On Airport Screening Facility Code	RF0001		
Secured Transportation Method	Secure Net (CX)		
Seal No	1234567		
Remarks	<input type="text"/>		

AWB No	Dest	Pcs	Net Wt	SPL Code	PI for Lithium Batteries
081-78624803	SYD	10	1000.0	SPX	
081-78624814	SYD	9	900.0	SPX	
		Total: 19	1900.0		

(Print) (Back)

Sample of mRCL Pre-declaration Mix Prepack Form (Printable version)

## Create mRCL Predeclaration Mix Prepack

---

**Carrier :** QF **ULD Destination :** SYD  
**ULD No :** PMC23456QF **Contour Code :** Q6  
**SPL Code :** SPX  
**Security Status :** SPX  
**Planned cargo delivery :** 19FEB  
**Truck No :** AC123  
**Remarks :**

---

**Security Screening Option :** RACSF / KC / On Airport Screening Facility  
**- RACSF / KC / On Airport Screening Facility Information -**  
**Trucker Name :** CHAI T\*\* M\*\*  
**Trucker ID No :** A041\*\*\*  
**RACSF / KC / On Airport Screening Facility Code:** RF0001  
**RACSF / KC / On Airport Screening Facility Company Name:** New Global Transportation & Warehousing Limited

---

**Secured Transportation Method :** Secure Net (CX)  
**Seal No :** 1234567

---

**Cargo Breakdown List**

S.No	AWB No	Destination	Pieces	Net Weight (Kg)	SPL CODE	PI for Lithium Batteries
1	081-78624803	SYD	10	1,000.0	SPX	
2	081-78624814	SYD	9	900.0	SPX	

---

**Total Piece(s) :** 19  
**Total Net Weight (Kg) :** 1,900.0

---

Please be reminded that cut-off time of physical AWB or FWB including all necessary shipping documents should be submitted at least 2 hours before scheduled departure time of booked flight. In addition, for airlines which implement 100% FWB submission, failure of FWB submission before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.

There were 2 record(s) on this report.

## Update mRCL Pre-declaration

1. Click “mRCL > Update mRCL Pre-declaration” or on the shortcut.

2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period.

Update mRCL Pre-Declaration

AWB No  -

ULD No

mRCL Type

Submission Date From  To

Please use any one of the 3 search criteria for the query

3. Click “Query” button for searching.

Update mRCL Pre-Declaration

AWB No  -

ULD No

mRCL Type

Submission Date From  To

Please use any one of the 3 search criteria for the query

4. Click “Action” icon next to the record that will be modified.

**Update mRCL Pre-Declaration**

AWB No  -

ULD No

mRCL Type  All

Submission Date From  19FEB21 To  19FEB21

Please use any one of the 3 search criteria for the query

(Q)uery (R)eset (C)lose

mRCL Type	Pre-declaration No	AWB No	ULD No	Date & Time of Submission	Status	Action
Mixed	1902210022		PMC23456QF	19FEB21 15:47	SUBMITTED	
Prepack	1902210021	081-78624792		19FEB21 15:27	SUBMITTED	
Bulk	1902210015	081-78624781		19FEB21 14:50	SUBMITTED	
Bulk	1902210014	081-78624770		19FEB21 14:25	SUBMITTED	
Bulk	1902210009	851-15496283		19FEB21 12:30	SUBMITTED	
Bulk	1902210002	851-57540988		19FEB21 10:17	SUBMITTED	

"Wt. Diff": Weight difference between cargo breakdown list and actual cargo acceptance. Please update the cargo breakdown list.

**Legend:**

mRCL Type:- Status

"Bulk" - Bulk cargo "Submitted" - mRCL Pre-declaration submitted

"BUP" - Prepack cargo "Confirmed" - Shipment was received at AAT and RCL was confirmed

"Mix" - Mix Prepack cargo "Expired" - mRCL Pre-declaration expired

"WLDiff" - Weight difference found. Need to reconcile, update and re-submit

5. Update information

Click into “RACSF/KC/On Airport Screening Facility” circular box to update “RACSF/KC/On Airport Screening Facility” Pre-declaration information.

**Update mRCL Pre-Declaration (Prepack)**

mRCL Pre-Declaration No 190221-0021

Agent Name QQ

IATA Code

Carri  QF

Dest  SYD

Security Status  SPX  UNK

SPL Code

AWB No  081 - 78624792

CTry  AU

PI for Lithium Batteries

Dangerous Goods (Not include Battery)

Dutiable Commodities Permit Expire Date  DDMMYY

Export Prohibited Articles License Expire Date  DDMMYY

Fit key and Date  19FEB21

Planned Cargo delivery  22FEB  23FEB  24FEB or onwards

Truck No  AB123  Airside Acceptance

FMA/FNA/e-Cargo Receipt Email

Security Screening Option

x-Ray Screen

**RACSF / KC / On Airport Screening Facility**  Screening Exempted

Screening Exempted Reasons

Note: RACSF / KC / On Airport Screening Facility Handling Procedure can be downloaded [here](#).  
RACSF / KC / On Airport Screening Facility 貨物操作程序可在 [此處](#) 下載。

**RACSF / KC / On Airport Screening Facility**

Trucker Name  CHAI TAI MAN

Trucker ID No  A0417594

BACSF / KC / On Airport Screening Facility Code  RF0001 New Global Transportation & Warehousing Limited

Secured Transportation Method  Secure Net (CX)

Seal No  1234567

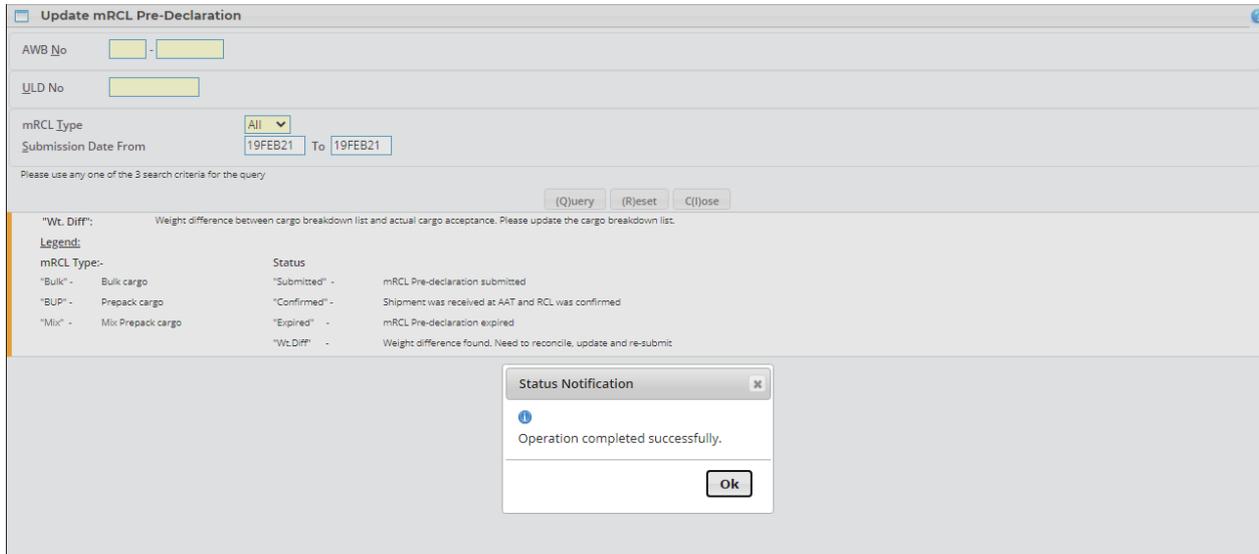
6. Click “Save” button to save the updated record.

(C)reate

Del	Pieces	GrossWeight	ULD	Contr Code
<input type="checkbox"/>	1	1500.0	PMC12345QF	Q6

(S)ave (D)elete (C)ancel (I)ose

7. Updated record was saved.



The screenshot shows a web application window titled "Update mRCL Pre-Declaration". It contains several input fields: "AWB No" (with a hyphen separator), "ULD No", "mRCL Type" (a dropdown menu set to "All"), and "Submission Date From" (with "19FEB21" entered) and "To" (with "19FEB21" entered). Below these fields is a note: "Please use any one of the 3 search criteria for the query". There are three buttons: "(Q)uery", "(R)eset", and "(C)lose".

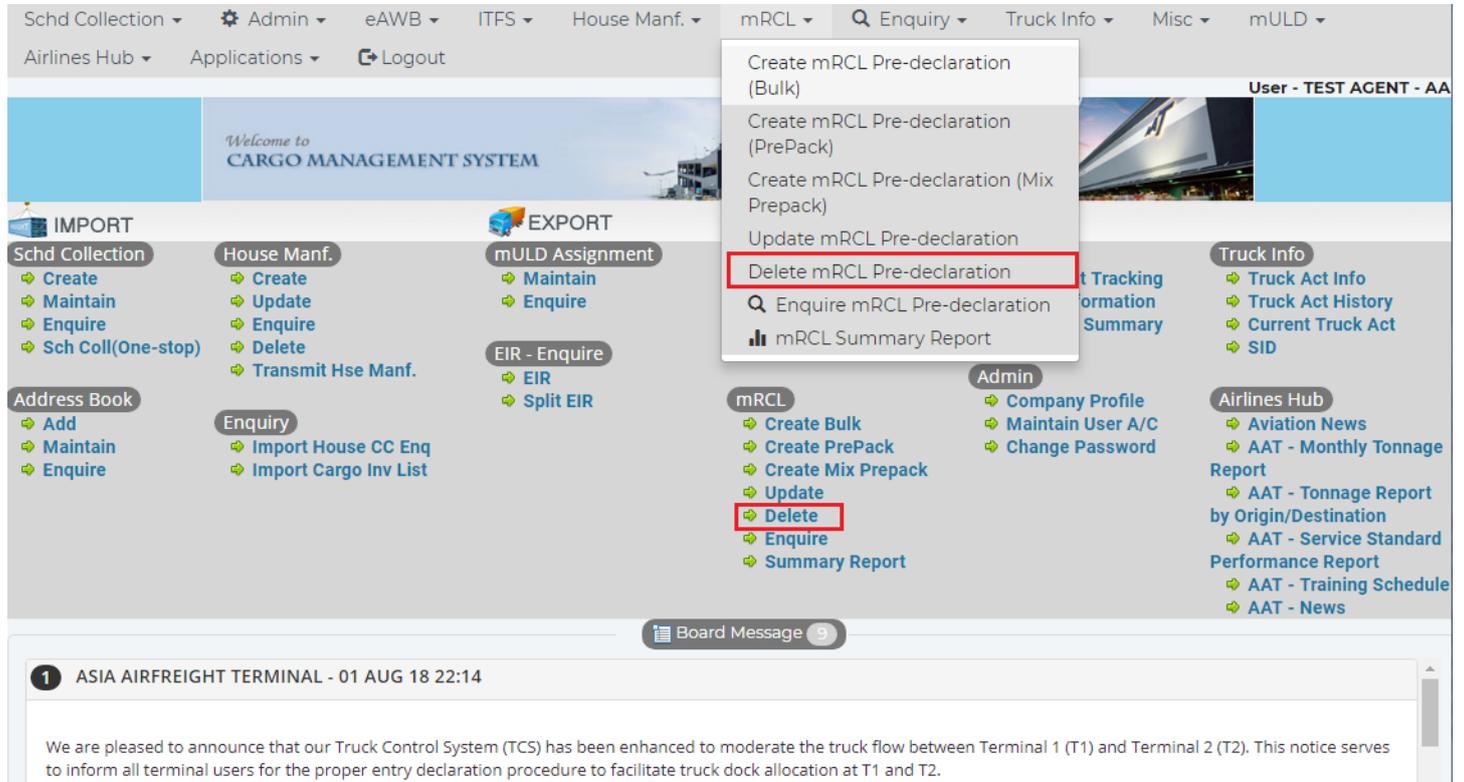
Below the search criteria is a section titled "Legend:" with the following information:

mRCL Type:-		Status	
"Bulk" -	Bulk cargo	"Submitted" -	mRCL Pre-declaration submitted
"BUP" -	Prepack cargo	"Confirmed" -	Shipment was received at AAT and RCL was confirmed
"Mix" -	Mix Prepack cargo	"Expired" -	mRCL Pre-declaration expired
		"Wt.Diff" -	Weight difference found. Need to reconcile, update and re-submit

A "Status Notification" dialog box is overlaid on the bottom right of the window. It contains a blue information icon, the text "Operation completed successfully.", and an "Ok" button.

## Delete mRCL Pre-declaration

1. Click “mRCL > Delete mRCL Pre-declaration” or on the shortcut.



2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period

**Delete mRCL Pre-declaration**

AWB No  -

ULD No

mRCL Type

Submission Date From  To

Please use any one of the 3 search criteria for the query

(Q)uery (R)eset C(l)ose

---

"Wt. Diff": Weight difference between cargo breakdown list and actual cargo acceptance. Please update the cargo breakdown list.

**Legend:**

mRCL Type:-	Status
"Bulk" - Bulk cargo	"Submitted" - mRCL Pre-declaration submitted
"BUP" - Prepack cargo	"Confirmed" - Shipment was received at AAT and RCL was confirmed
"Mix" - Mix Prepack cargo	"Expired" - mRCL Pre-declaration expired
	"Wt.Diff" - Weight difference found. Need to reconcile, update and re-submit

3. Click “Query” button for searching.

**Delete mRCL Pre-declaration**

AWB No  -

ULD No

mRCL Type All ▼

Submission Date From  To

Please use any one of the 3 search criteria for the query

"Wt. Diff": Weight difference between cargo breakdown list and actual cargo acceptance. Please update the cargo breakdown list.

**Legend:**

mRCL Type:-	Status
"Bulk" - Bulk cargo	"Submitted" - mRCL Pre-declaration submitted
"BUP" - Prepack cargo	"Confirmed" - Shipment was received at AAT and RCL was confirmed
"Mix" - Mix Prepack cargo	"Expired" - mRCL Pre-declaration expired
	"Wt.Diff" - Weight difference found. Need to reconcile, update and re-submit

4. Click “Action” icon next to the record that will be deleted.

**Delete mRCL Pre-declaration**

AWB No  -

ULD No

mRCL Type All ▼

Submission Date From  To

Please use any one of the 3 search criteria for the query

mRCL Type	Pre-declaration No	AWB No	ULD No	Date & Time of Submission	Status	Security Screening Option	Secured Transportation Method	Action
Mixed	190221-0022		PMC23456QF	19FEB21 15:47	SUBMITTED	RACSF / KC / On Airport Screening Facility	Secure Net (CX)	
Prepack	190221-0021	081-78624792		19FEB21 15:27	SUBMITTED	RACSF / KC / On Airport Screening Facility	Secure Net (CX)	
Bulk	190221-0015	081-78624781		19FEB21 14:50	SUBMITTED	RACSF / KC / On Airport Screening Facility	Boxed Truck	
Bulk	190221-0014	081-78624770		19FEB21 14:25	SUBMITTED	RACSF / KC / On Airport Screening Facility	Boxed Truck	
Bulk	190221-0009	851-15496283		19FEB21 12:30	SUBMITTED	Screening Exempted		

5. Click “Delete” button to delete the record.

**Delete mRCL Pre-Declaration (Mixed)**

Pre-Declaration No: 190221-0022  
 Carr: QF Dest: SYD  
 ULD No: PMC23456QF  
 Contr Code: Q6 Truck No: AC123  
 Security Status: SPX  
 SPL Code: SPX  
 Planned Cargo delivery: 19FEB  
 Remarks:   
 Security Screening Option: RACSF / KC / On Airport Screening Facility Screening Exempted Reason:

**RACSF / KC / On Airport Screening Facility Information**

Trucker Name: CHAI TAI MAN Trucker ID No: A0417594  
 RACSF / KC / On Airport Screening Facility Code: RF0001 Secured Transportation Method: Secure Net (CX) Seal No: 1234567  
 RACSF / KC / On Airport Screening Facility Checking Result:

AWB No	Dest	Pcs	Net Wt	SPL Code	PI for Lithium Batteries	QCP
081-78624803	SYD	10	1000.0	SPX		
081-78624814	SYD	9	900.0	SPX		

Buttons: **Delete** (highlighted), Cancel, C()lose

6. Click “OK” button to confirm the “delete” action.

**Delete mRCL Pre-Declaration (Mixed)**

Pre-Declaration No: 190221-0022  
 Carr: QF Dest: SYD  
 ULD No: PMC23456QF  
 Contr Code: Q6 Truck No: AC123  
 Security Status: SPX  
 SPL Code: SPX  
 Planned Cargo delivery: 19FEB  
 Remarks:   
 Security Screening Option: RACSF / KC / On Airport Screening Facility Screening Exempted Reason:

**RACSF / KC / On Airport Screening Facility Information**

Trucker Name: CHAI TAI MAN Trucker ID No: A0417594  
 RACSF / KC / On Airport Screening Facility Code: RF0001 Secured Transportation Method: Secure Net (CX) Seal No: 1234567  
 RACSF / KC / On Airport Screening Facility Checking Result:

AWB No	Dest	Pcs	Net Wt	SPL Code	PI for Lithium Batteries	QCP
081-78624803	SYD	10	1000.0	SPX		
081-78624814	SYD	9	900.0	SPX		

**Request Confirmation**  
 Are you sure you want to delete?  
 Buttons: **Ok** (highlighted), Cancel

7. Selected record was deleted.

☐ Delete mRCL Pre-declaration ?

AWB No  -

ULD No

mRCL Type All ▾

Submission Date From 19FEB21 To 19FEB21

Please use any one of the 3 search criteria for the query

(Q)uery
(R)eset
(C)lose

mRCL Type	Pre-declaration No	AWB No	ULD No	Date & Time of Submission	Status	Security Screening Option	Secured Transportation Method	Action
Prepack	190221-0021	081-78624792		19FEB21 15:27	SUBMITTED	RACSF / KC / On Airport Screening Facility	Secure Net (CX)	
Bulk	190221-0015	081-78624781		19FEB21 14:50	SUBMITTED	RACSF / KC / On Airport Screening Facility	Boxed Truck	
Bulk	190221-0014	081-78624770			SUBMITTED	RACSF / KC / On Airport Screening Facility	Boxed Truck	
Bulk	190221-0009	851-15496283			SUBMITTED	Screening Exempted		
Bulk	190221-0002	851-57540988			SUBMITTED	X-Ray Screen		

"Wt. Diff": Weight difference between cargo breakdown list and manifest  
 Legend:

Status Notification ✕

i Operation completed successfully.

Ok

## Enquire mRCL Pre-declaration

1. Click “mRCL > Enquire mRCL Pre-declaration” or on the shortcut.

The screenshot shows the AAT Cargo Management System interface. At the top, there is a navigation bar with various menu items like 'Schd Collection', 'Admin', 'eAWB', 'ITFS', 'House Manf.', 'mRCL', 'Enquiry', 'Truck Info', 'Misc', and 'mULD'. Below this, there is a 'Welcome to CARGO MANAGEMENT SYSTEM' banner. The main area is divided into several sections: 'IMPORT' (Schd Collection, Address Book, Enquiry), 'EXPORT' (House Manf., mULD Assignment, EIR - Enquire), 'Truck Info', and 'Airlines Hub'. A dropdown menu is open over the 'mRCL' menu item, listing actions: 'Create mRCL Pre-declaration (Bulk)', 'Create mRCL Pre-declaration (PrePack)', 'Create mRCL Pre-declaration (Mix Prepack)', 'Update mRCL Pre-declaration', 'Delete mRCL Pre-declaration', 'Enquire mRCL Pre-declaration' (highlighted with a red box), and 'mRCL Summary Report'. Below the menu, there is a 'Board Message' section with a message from ASIA AIRFREIGHT TERMINAL dated 01 AUG 18 22:14, announcing an enhancement to the Truck Control System (TCS).

2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period

The screenshot shows the 'Enquire mRCL Pre-Declaration' search form. It includes input fields for 'AWB No.' (with a hyphen separator), 'ULD No.', 'mRCL Type' (dropdown menu set to 'All'), 'Status' (dropdown menu set to 'All'), 'Submission Date From' (19FEB21) and 'To' (19FEB21), and 'Security Screening Option' (dropdown menu set to 'All'). Below the form, there are buttons for '(Q)uery', '(R)eset', and '(C)lose'. A 'Note' section states: 'Wt. Diff': Weight difference between cargo breakdown list and actual cargo acceptance. Please update the cargo breakdown list. A 'Legend' section defines mRCL Types and Statuses: 'Bulk' (Bulk cargo), 'Prepack cargo' (Confirmed), 'Mix' (Mix Prepack cargo), 'Submitted' (mRCL Pre-declaration submitted), 'Confirmed' (Shipment was received at AAT and RCL was confirmed), 'Expired' (mRCL Pre-declaration expired), 'Wt.Diff' (Weight difference found. Need to reconcile, update and re-submit), and 'Rejected' (mRCL Pre-declaration rejected).



6. Click “Export to Excel” to generate the Enquire mRCL Pre-declaration Report in Excel format.

**Enquire mRCL Pre-Declaration**

AWB No  -

ULD No

mRCL Type Status
All

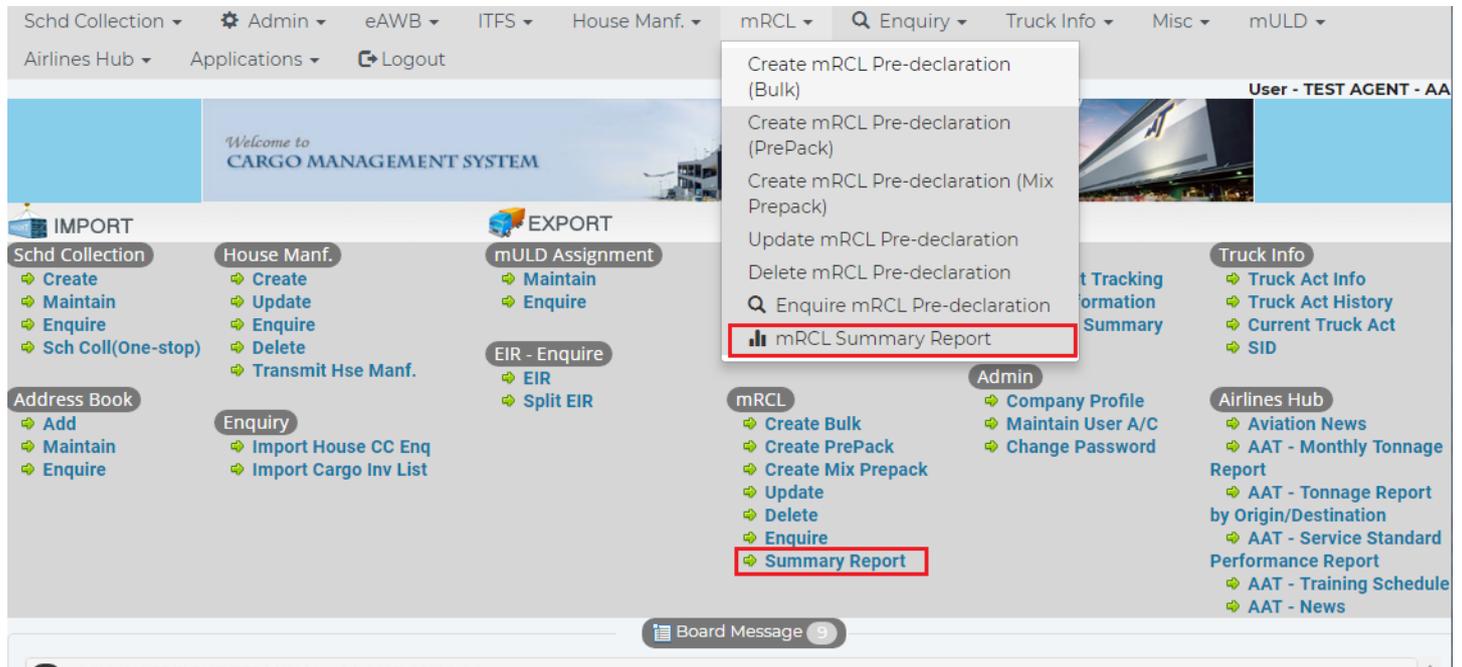
Submission Date From  To 
Security Screening Option All

Please use any one of the 3 search criteria for the query

<input checked="" type="radio"/>	Mixed	1902210005	19022100004m	1/1.0	PMC19202NZ	QQ	HX	19FEB21 10:31	CONFIRMED	Screening Exempted
<input type="radio"/>	Prepack	1902210004	19022100002m	1/1.0	086-34687472	QQ	HX	19FEB21 10:27	CONFIRMED	Screening Exempted
<input type="radio"/>	Bulk	1902210003	19022100001m	10/100.0	086-34687461	QQ	HX	19FEB21 10:22	CONFIRMED	Screening Exempted
<input type="radio"/>	Bulk	1902210002	/		851-57540988	QQ	HX	19FEB21 10:17	SUBMITTED	X-Ray Screen

## mRCL Summary Report

1. Click “mRCL > mRCL Summary Report” or on the shortcut



2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period

The screenshot shows the 'mRCL Summary Report' search form. The form contains the following fields and options:

- mRCL Type:** A dropdown menu set to 'All'.
- mRCL Issue Date From:** A date input field containing '19FEB21'.
- To:** A date input field containing '19FEB21'.
- QCP:** A dropdown menu set to '-SELECT-'.
- Group carrier:** A dropdown menu set to '-Select-'.
- Pre-declaration No:** A text input field.
- Report Type:** Radio buttons for 'XLS' and 'PDF'.
- Truck No:** Five text input fields.

At the bottom of the form, there are three buttons: '(Q)query', '(R)eset', and '(C)lose'. A note at the bottom states: 'Note: mRCL and RCL created 45 days before current date will be available in the report.'

3. Click “Query” button for searching.

This screenshot is identical to the previous one, showing the 'mRCL Summary Report' search form. In this version, the '(Q)query' button is highlighted with a red box, indicating the next step in the process.

4. Click “Print” button to generate the printable version.

mRCL Summary Report
?

mRCL Type: All

mRCL Issue Date From: 19FEB21 To: 19FEB21

Carr:

Dest:

Truck No:

QCP: -SELECT-

Group carrier: -Select-

Pre-declaration No:

Report Type:  XLS  PDF

**Note:** mRCL and RCL created 45 days before current date will be available in the report.

mRCL Type	Pre-declaration No	Total Pcs	Total Wt	QCP Pcs	QCP Wt	AWB No	ULD No	Agent Name	Date & Time of Submission	Status
Bulk	190221-0003	10	100.0			086-34687461		QQ	19FEB21 11:57	CONFIRMED
Prepack	190221-0004	1	1.0			086-34687472	PMC19201NZ	QQ	19FEB21 11:58	CONFIRMED
Mixed	190221-0005	1	1.0				PMC19202NZ	QQ	19FEB21 14:07	CONFIRMED

Print

Sample of mRCL Summary Report (Printable version)

### mRCL Summary Report

**QQ**

mRCL Type : All	Carrier :
mRCL Issue Date : 19Feb21-19Feb21	Destination :
Truck No :	IATA Code :
Type : All	QCP Indicator :

Type : Bulk

Ref No	mRCL No	AWB No	Carr	Dest	ULD No	Truck No	RCL Pcs	Net Wt	Gross Wt	QCP Pcs	QCP Wt	mRCL Issue Date
1902210003	1902-2100001m	08634687461	HX	SIN			10	100.0	100.0			19FEB21 11:57
<b>Totals for TYPE = Bulk 1 detail row(s)</b>							<b>Total :</b>	<b>10</b>	<b>100.0</b>	<b>100.0</b>		

Type : Prepack

Ref No	mRCL No	AWB No	Carr	Dest	ULD No	Truck No	RCL Pcs	Net Wt	Gross Wt	QCP Pcs	QCP Wt	mRCL Issue Date
1902210004	1902-2100002m	08634687472	HX	SIN			1	1.0	1.0			19FEB21 11:58
<b>Totals for TYPE = Prepack 1 detail row(s)</b>							<b>Total :</b>	<b>1</b>	<b>1.0</b>	<b>1.0</b>		

2/19/21 4:24 PM
Page 1 of 2

5. Click “Close” button to quit the function.

☐ mRCL Summary Report
?

mRCL Type

mRCL Issue Date From  To

Carr

Dest

Truck No

QCP

Group carrier

Pre-declaration No

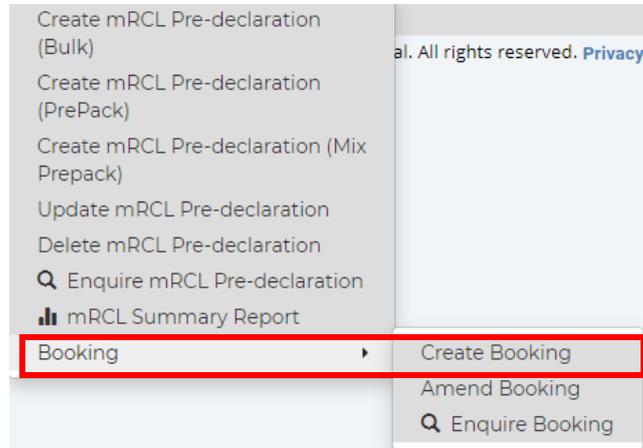
Report Type  XLS  PDF

Note: mRCL and RCL created 45 days before current date will be available in the report.

mRCL Type	Pre-declaration No	Total Pcs	Total Wt	QCP Pcs	QCP Wt	AWB No	ULD No	Agent Name	Date & Time of Submission	Status
Bulk	190221-0003	10	100.0			086-34687461		QQ	19FEB21 11:57	CONFIRMED
Prepack	190221-0004	1	1.0			086-34687472	PMC19201NZ	QQ	19FEB21 11:58	CONFIRMED
Mixed	190221-0005	1	1.0				PMC19202NZ	QQ	19FEB21 14:07	CONFIRMED

## Create Booking

1. After completing mRCL Pre-declaration, click “mRCL > Booking > Create Booking” to start create booking process.



2. Select mRCL(s) (Multiple selection is allowed) that would be carried by the vehicle for booking.

**Create Booking-> mRCL List**

mRCL Start Date:  mRCL End Date:

ULD:  AWB No:

Carr:  PPK Type:  Security Screening Option:  (Query)

Show  entries Search:

SNo	Sel	Pre-declaration No	PPK Type	Carr Code	AWB	ULD	mRCL PC/Wt	Dest	Truck No	Security Screening Option
1	<input checked="" type="checkbox"/>	110221-0002	B	QF	081-78624442		10/100	SYD	TJ123	X-Ray Screen
2	<input type="checkbox"/>	110221-0003	B	QF	081-78624453		15/150	SYD	TJ123	X-Ray Screen

Previous  Next

3. Select Incoming Purpose, Booking Date and input Vehicle No., then click “Fetch Time Slot”

**Create Booking -> mRCL Details**

mRCL List

SNo	Pre-declaration No	PPK Type	AWB	ULD	mRCL PC/Wt	Dest	Truck No	Security Screening Option
1	110221-0002	B	081-78624442		10/100	SYD	TJ123	X-Ray Screen

Booking Slot Information

Incoming Purpose: **Export Bulk - 出口散貨** | Booking Date: **11FEB21** | Vehicle No: **TJ123** | **Fetch (T)ime Slot**

4. Select Vehicle Arrival Time Slot then click “Save” (e.g. 1500 – 1515), the vehicle which arrives AAT within 10 minutes before or after the booked time slot can enjoy the prioritized truck dock allocation service.

Incoming Purpose: Export  
Date: 11FEB21 Bulk - XRAY Duration: (15) min Your Entry:

Truck Dock Occupancy on: 11FEB21

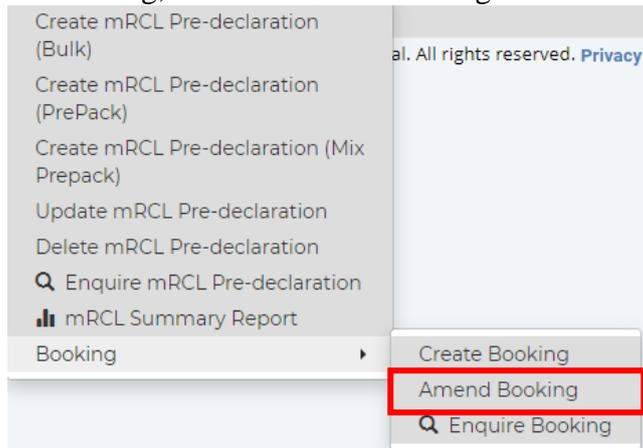
0-40%  
40% to 70%  
70% to 99%  
100%

Time Slot List

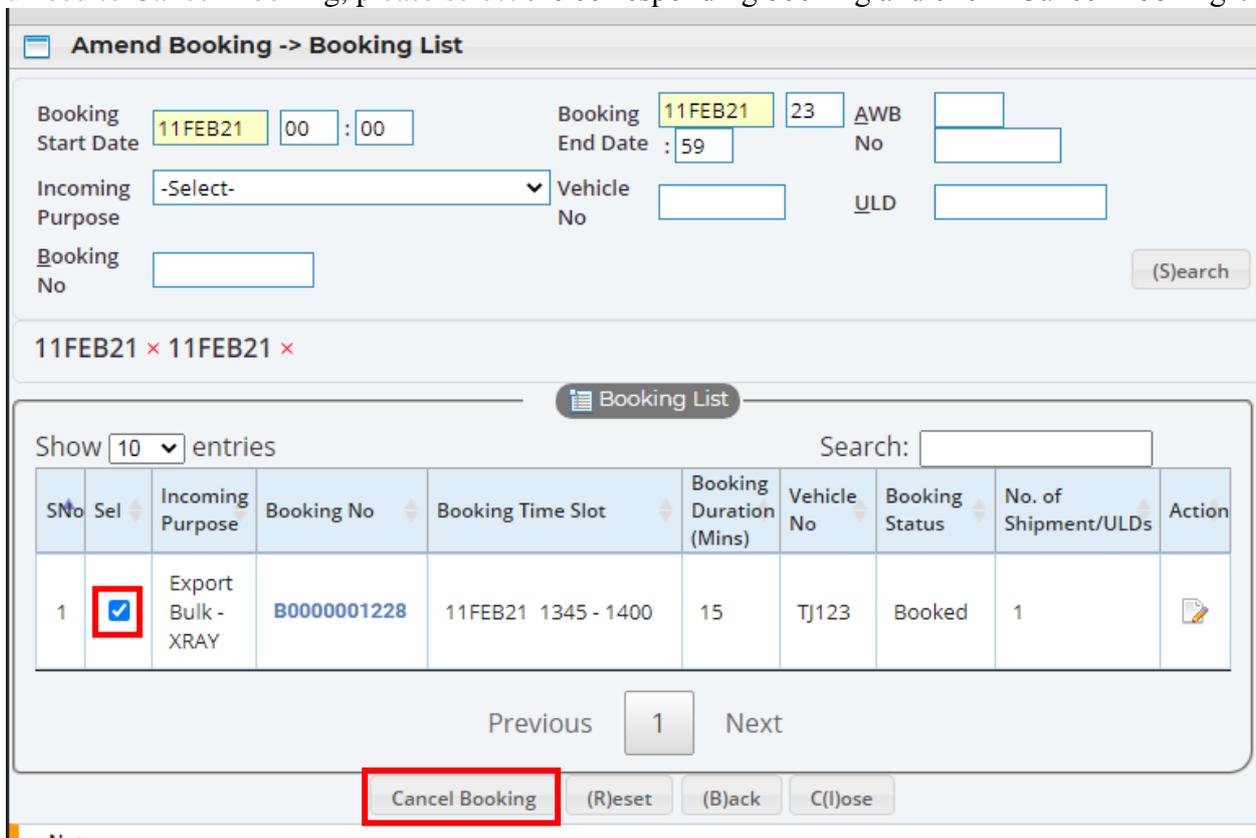
Sel	Time Slot	Sel	Time Slot
<input type="radio"/>	00:00 - 00:15	<input type="radio"/>	12:00 - 12:15
<input type="radio"/>	00:15 - 00:30	<input type="radio"/>	12:15 - 12:30
<input type="radio"/>	00:30 - 00:45	<input type="radio"/>	12:30 - 12:45
<input type="radio"/>	00:45 - 01:00	<input type="radio"/>	12:45 - 13:00
<input type="radio"/>	01:00 - 01:15	<input type="radio"/>	13:00 - 13:15
<input type="radio"/>	01:15 - 01:30	<input type="radio"/>	13:15 - 13:30
<input type="radio"/>	01:30 - 01:45	<input type="radio"/>	13:30 - 13:45
<input type="radio"/>	01:45 - 02:00	<input checked="" type="radio"/>	13:45 - 14:00
<input type="radio"/>	02:00 - 02:15	<input checked="" type="radio"/>	14:00 - 14:15
<input type="radio"/>	02:15 - 02:30	<input checked="" type="radio"/>	14:15 - 14:30
<input type="radio"/>	02:30 - 02:45	<input checked="" type="radio"/>	14:30 - 14:45

(S)ave (R)eset (B)ack C(l)ose

5. If you need to Amend / Cancel Booking, click “mRCL > Booking > Amend Booking”.



6. If you need to Cancel Booking, please select the corresponding booking and click “Cancel Booking”.



7. If you need to Amend Booking, click “Action” on the corresponding booking, then select the mRCL, and amend the booking information, click “Save” after amendment.

Booking List

Show  entries Search:

SNo	Sel	Incoming Purpose	Booking No	Booking Time Slot	Booking Duration (Mins)	Vehicle No	Booking Status	No. of Shipment/ULDs	Action
1	<input type="checkbox"/>	Export Bulk - XRAY	B0000001228	11FEB21 1345 - 1400	15	TJ123	Booked	1	

Previous  Next

Cancel Booking (R)eset (B)ack C(l)ose

Amend Booking -> mRCL Lists

Booking No B0000001228 Time Slot 11FEB21 1345 - 1400

mRCL List

Delete	SNo	Pre-declaration No	PPK Type	AWB/ULD	ULD	mRCL PC/Wt	Dest	Truck No	Security Screening Option
	1	110221-0003	B	081-78624453		15/150	SYD	TJ123	X-Ray Scree

Booking Slot Information

Incoming Purpose  Booking Date  Vehicle No

Date: 11FEB21 Incoming purpose: Export Bulk - XRAY Duration: (15) min Your Entry:

Truck Dock Occupancy on: 11FEB21

0-40%

40% to 70%

70% to 99%

100%

Time Slot List

Delete	Time Slot	Sel	Time Slot
<input type="radio"/>	00:00 - 00:15	<input type="radio"/>	12:00 - 12:15
<input type="radio"/>	00:15 - 00:30	<input type="radio"/>	12:15 - 12:30
<input type="radio"/>	00:30 - 00:45	<input type="radio"/>	12:30 - 12:45
<input type="radio"/>	00:45 - 01:00	<input type="radio"/>	12:45 - 13:00
<input type="radio"/>	01:00 - 01:15	<input type="radio"/>	13:00 - 13:15
<input type="radio"/>	01:15 - 01:30	<input type="radio"/>	13:15 - 13:30
<input type="radio"/>	01:30 - 01:45	<input type="radio"/>	13:30 - 13:45
<input type="radio"/>	01:45 - 02:00	<input type="radio"/>	13:45 - 14:00
<input type="radio"/>	02:00 - 02:15	<input checked="" type="radio"/>	14:00 - 14:15
<input type="radio"/>	02:15 - 02:30	<input checked="" type="radio"/>	14:15 - 14:30
<input type="radio"/>	02:30 - 02:45	<input checked="" type="radio"/>	14:30 - 14:45

(R)eset (B)ack (A)dd mRCL C(l)ose

8. If you need to check your booking(s), click “mRCL > Booking > Enquire Booking”.

- Create mRCL Pre-declaration (Bulk)
- Create mRCL Pre-declaration (PrePack)
- Create mRCL Pre-declaration (Mix Prepack)
- Update mRCL Pre-declaration
- Delete mRCL Pre-declaration
- 🔍 Enquire mRCL Pre-declaration
- 📊 mRCL Summary Report

Booking ▾

- Create Booking
- Amend Booking
- 🔍 Enquire Booking

**Enquire Booking -> Booking List**

Booking Start Date: 11FEB21 00 : 00      Booking End Date: 11FEB21 23 : 59      AWB No:

Agent Name: TNT EXPRESS WORLDWIDE (HK) LTD      Incoming Purpose: -Select-      Vehicle No:

ULD:       Booking No:       (S)earch

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11FEB21 × 11FEB21 ×

**Booking List**

Show 10 entries      Search:

SNo	Incoming Purpose	Booking No	Booking Date/Time Slot	Booking Duration (Mins)	Vehicle No	Status	Booked By
1	Export Bulk - XRAY	<b>B0000001228</b>	11FEB21 13:45 - 14:00	15	TJ123	Booked	TNT EXPRESS WORLDWIDE (HK) LTD

Previous 1 Next

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**Enquire Booking -> mRCL List**

Booking No: B0000001228

**mRCL List**

SNo	Pre-declaration No	PPK Type	Agent Name	AWB	ULD	mRCL Pc/Wt	Status	Security Screening Option
1	110221-0003	B	TNT EXPRESS WORLDWIDE (HK) LTD	081 - 78624453		15/150	Booked	X-Ray Screen

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**Booking Slot Information**

Booking Creation Date & Time: 11FEB21 13:33      Booking TimeSlot: 11FEB21 1345 - 1400      Booking Duration (Mins): 15

Incoming Purpose: Export Bulk - XRAY      Vehicle No: TJ123

(B)ack      (C)lose      (E)xport to Excel

9. If you prefer to receive relevant booking notifications by email, click “Admin > Company Profile”, proceed to Truck Dock Booking Notification column and input email addresses.

Company Profile
Company Information

Company Name	QQ	Customer No	0600227
Nature of Business	Cargo Agent	IATA Code	
Business Registration No	12345665		
Address	TEST		
City	HKG	Postal Code	
Country	HK		
Telephone (Office)	<input style="width: 100%;" type="text"/>	Contact No	<input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>		
Fax	<input style="width: 100%;" type="text"/>		

Commercial Information

1 Press Release  2 Important Notice  3 Newsletter  4 Others

E-mail Address:

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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I agree the use of data for the purpose of receiving Asia Airfreight Terminal Co. Ltd.'s latest commercial information as stated above.

E-Invoice

Enable E-Invoice

Remarks: For all credit based invoice, electronic version will be available to download it through the function of enquire e-invoice.

Notification

	Email				Fax	
EIR Notification	<input style="width: 100%;" type="text"/>					
mRCL Notification	<input style="width: 100%;" type="text"/>					
eCAN Notification	<input style="width: 100%;" type="text"/>					
Truck Booking Co. Notification	<input style="width: 100%;" type="text"/>					

10a. (For user with Permanent i-Pass) If the vehicle reached AAT within the booked time slot (included 10 minutes buffer before or after the booked time slot), it can enjoy the prioritized truck dock allocation service. Truck Dock No. would be displayed at AAT entrance gate kiosk.

10b. (For user without Permanent i-Pass) Press “Print slip” at entrance gate kiosk, park the vehicle and bring along with the slip and proceed to Facility Management Office which located at Terminal 2 Ground Floor for Single i-Pass registration. If the vehicle reached AAT within the booked time slot (included 10 minutes buffer before or after the booked time slot), it can enjoy the prioritized truck dock allocation service.