



AIMS User guide on Handling FHL with OCI

Introduction

According to No. 56 announcement 2017 of General Administration of Customs People's Republic of China (GACC), shipper's identification code and contact number and consignee's identification code, contact number and contact person become mandatory in FWB and FHL data for shipment import or export China. The corresponding information shall be entered at the "Other Customs Information" session of the FWB & FHL according to the requirement.

To facilitate compliance with the announcement, this user guide will go through the steps and related functions for users to create, enquire, amend, delete and transmit FHL with OCI in AIMS.

Content

Submit House Manifest Data in AIMS

1A Create House Manifest _____ P. 2 – 4

1B Transmit House Manifest _____ P. 5 – 6

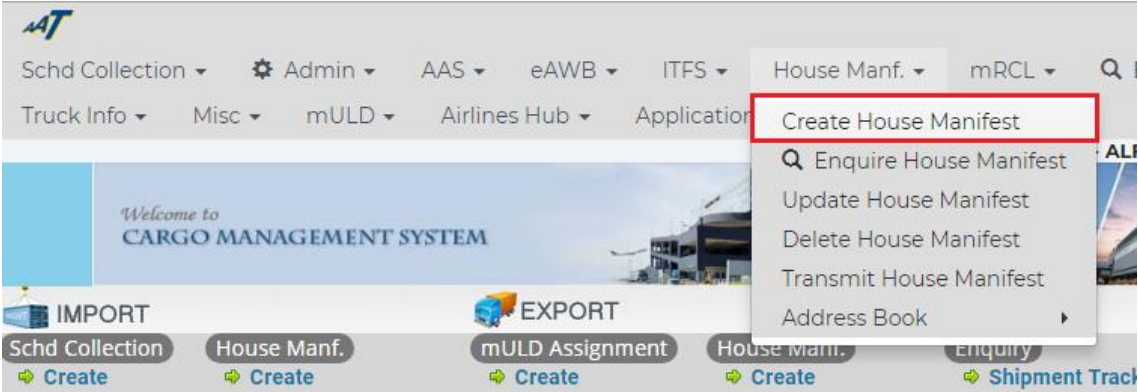
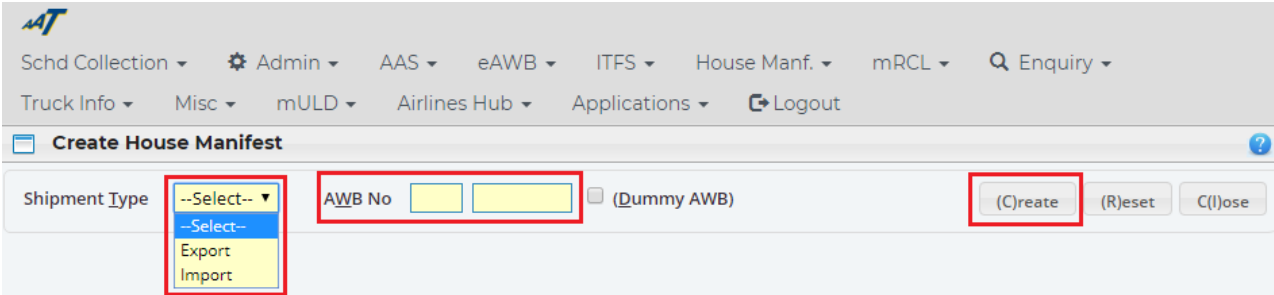
Maintain House Manifest Data in AIMS

2A Enquire House Manifest _____ P. 7 – 8

2B Update House Manifest _____ P. 9 – 10

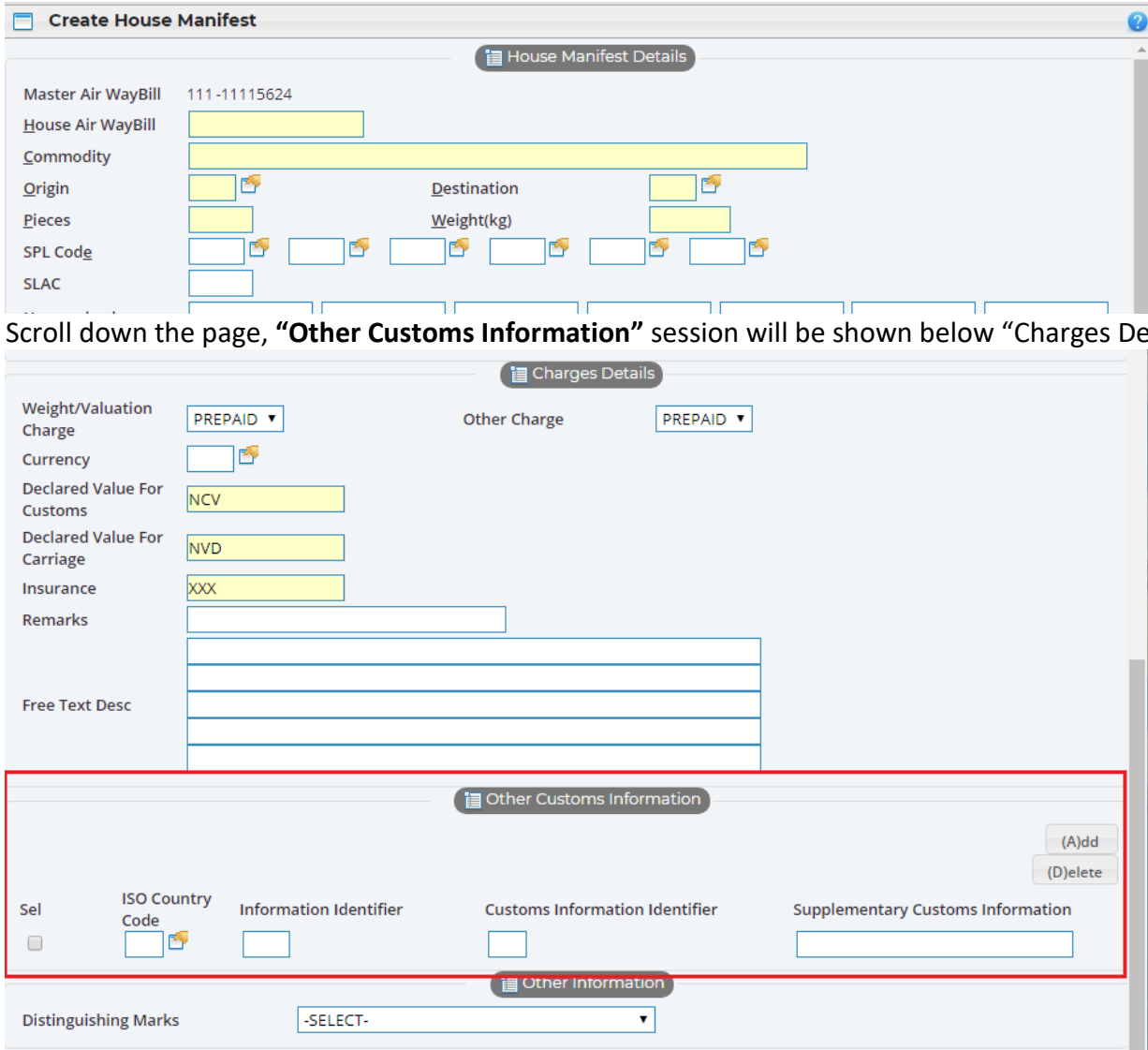
2C Delete House Manifest _____ P. 11 – 12

AIMS User guide on Handling FHL with OCI

1A	<u>Create House Manifest</u>
1A.1	<p>Select "House Manf. → Create House Manifest" in AIMS</p> 
1A.2	<p>Select "Export" or "Import" according to the type of shipment. Fill in AWB No. and then click "Create".</p> 

AIMS User guide on Handling FHL with OCI

1A.3 User will be redirected to this page to edit FHL data.



Create House Manifest

House Manifest Details

Master Air WayBill 111-11115624
 House Air WayBill
 Commodity
 Origin Destination
 Pieces Weight(kg)
 SPL Code
 SLAC

Charges Details

Weight/Valuation Charge PREPAID Other Charge PREPAID
 Currency
 Declared Value For Customs NCV
 Declared Value For Carriage NVD
 Insurance XXX
 Remarks
 Free Text Desc

Other Customs Information

(A)dd
(D)elete

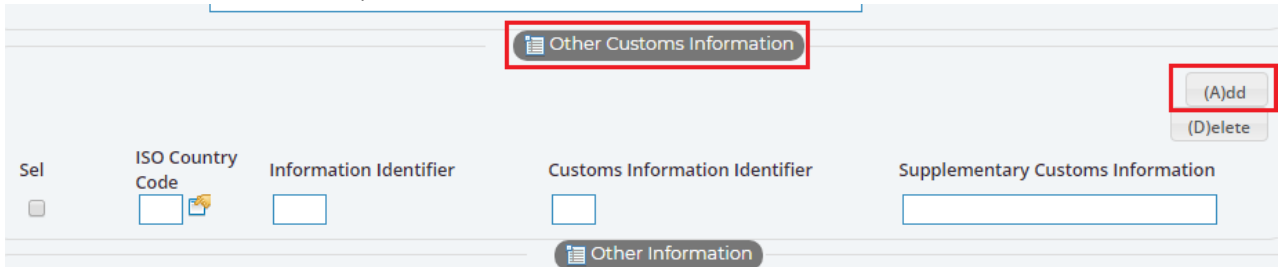
Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Information

Distinguishing Marks -SELECT-

Scroll down the page, **“Other Customs Information”** session will be shown below **“Charges Details”**.

1A.4 To add rows for OCI entries, click **“Add”**.



Other Customs Information

(A)dd
(D)elete

Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Information

AIMS User guide on Handling FHL with OCI

1A.5 To delete rows of OCI entries, check the checkbox then click “Delete”.

Other Customs Information

(Add) (Delete)

Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
<input type="checkbox"/>	HK	SHP	T	TRADE REGISTER NUMBER21321231
<input type="checkbox"/>	CN	CNE	T	USCI123456789123456789
<input checked="" type="checkbox"/>	CN	CNE	CP	XIAO MING
<input checked="" type="checkbox"/>	CN	CNE	CT	860212345678

Click “OK” to confirm delete.

Request Confirmation

Are you sure, you want to Delete ?

Ok Cancel

1A.6 Click “Save” after adding all necessary FHL information to create the FHL.

Other Customs Information

(Add) (Delete)

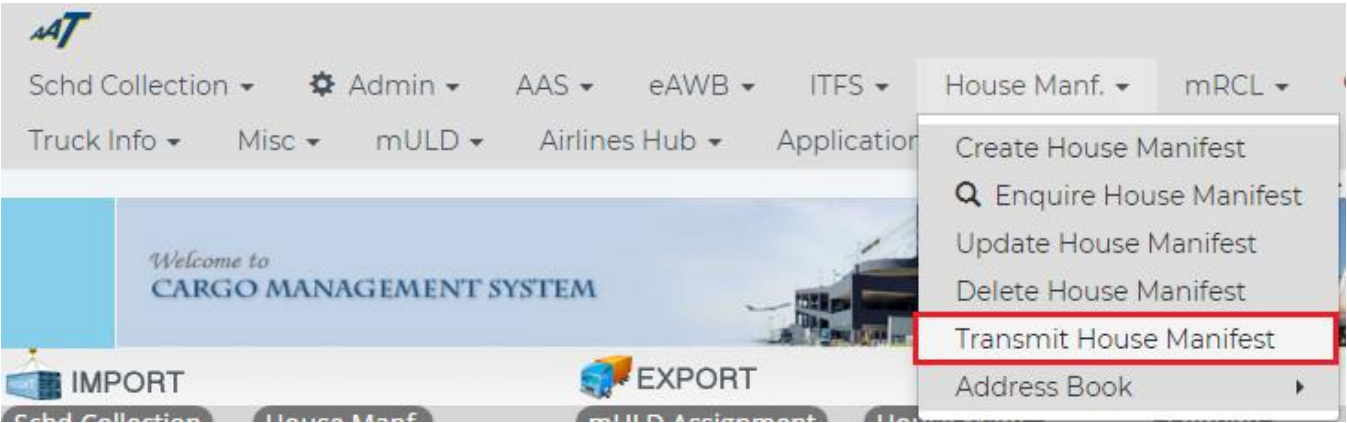
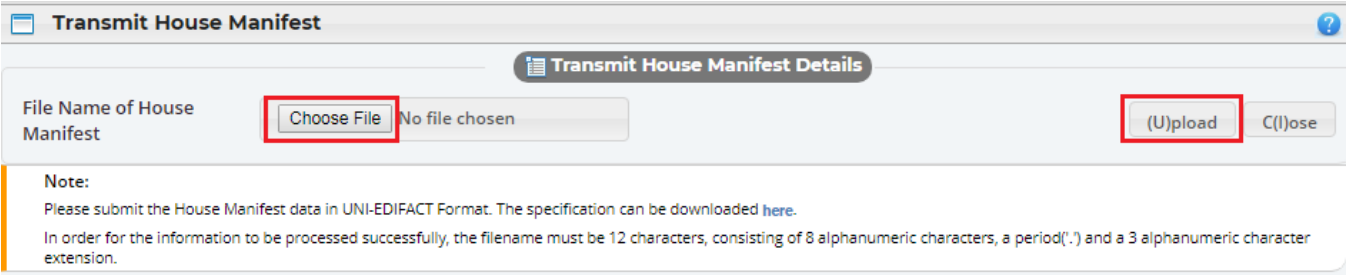
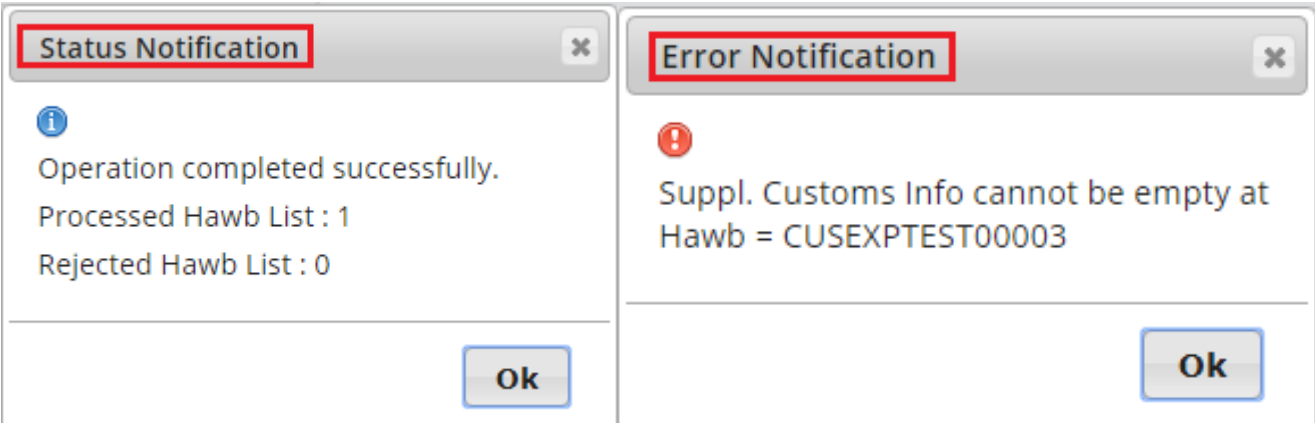
Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
<input type="checkbox"/>	HK	SHP	T	TRADE REGISTER NUMBER21321231
<input type="checkbox"/>	CN	CNE	T	USCI123456789123456789

Other Information

Distinguishing Marks -SELECT-

(Save) (Reset) (Close)

AIMS User guide on Handling FHL with OCI

1B	<u>Transmit House Manifest</u>
1B.1	<p>Select “House Manf. → Transmit House Manifest” in AIMS</p> 
1B.2	<p>Choose House Manifest file (in CUSEXP format) which user would like to upload, and then click “Upload”.</p> 
1B.3	<p>If the upload was successful, user will see a “Status Notification” pop-up stating “Operation completed successfully” with no. of house manifest received. If the upload was unsuccessful, user will see an “Error Notification” pop-up stating what error occur in the file.</p> 

AIMS User guide on Handling FHL with OCI

1B.4 Recent CUSEXP format has been updated to provide consignee and shipping identification related information in FHL. Free text (FXT) part has included new “CUS” session for input of “Other Customs Information” to fulfill 2017 GACC Announcement No.56’s requirement.

Below is a snapshot of the newly updated part of “CUSEXP Message Implementation Guide” Chapter 7.42:

CUSEXP Message Implementation Guide

Version 4.3

7.42

FTX - C - 1 - FREE TEXT

Segment Group : 15

Function: To provide free form or coded text information.

Element	Element Name	M/C	Format	Req.	Meaning
4451	TEXT SUBJECT QUALIFIER	M	an.. 3	Y	"AAA" = Goods Description "HAR" = Harmonized commodity Code <u>"CUS" = Other Customs Information</u>
4453	TEXT FUNCTION, CODED	C	an.. 3	Y	"1" – Text for subsequent use
C107	TEXT REFERENCE	C			
4441	Free text, coded	M	an.. 3	N	
1131	Code list qualifier	C	an.. 3	N	
3055	Code list responsible agency, coded	C	an.. 3	N	
C108	TEXT LITERAL	C			
4440	Free Text	M	an.. 70	Y	Free Text Description of Goods (AAA) Maximum length is 65 characters. Harmonized Commodity Code (HAR) Length from 8 to 18 characters Supplementary Customs, Security and Regulatory Control Information (CUS) Maximum length is 35 characters.
4440	Free Text	C	an.. 70	N	ISO Country Code (CUS) Length with 2 characters
4440	Free Text	C	an.. 70	N	Information Identifier (CUS) Length with 3 characters
4440	Free Text	C	an.. 70	N	Customs, Security and Regulatory Control Information Identifier (CUS) Maximum length is 2 characters
4440	Free Text	C	an.. 70	N	
3453	LANGUAGE, CODED	C	an.. 3	N	

Example 1: FTX+AAA+1++BOOKS'

Example 2: FTX+CUS+1++TESTINGOCIINFO1:SG:SHP:ST'

1B.5 For detailed CUSEXP specification document, user may download the pdf in “Transmit House Manifest” page as indicated.

Transmit House Manifest
?

Transmit House Manifest Details

File Name of House Manifest

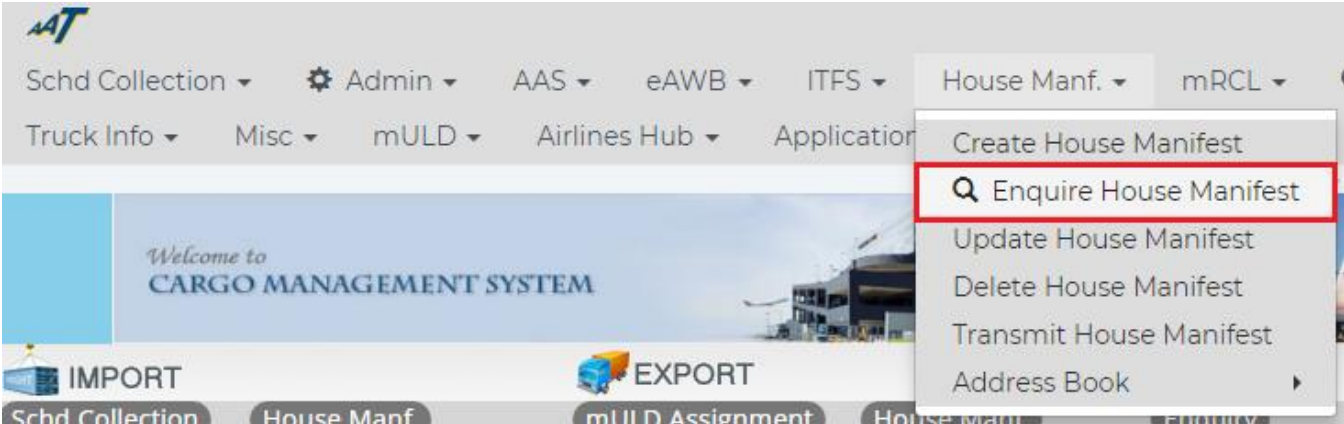
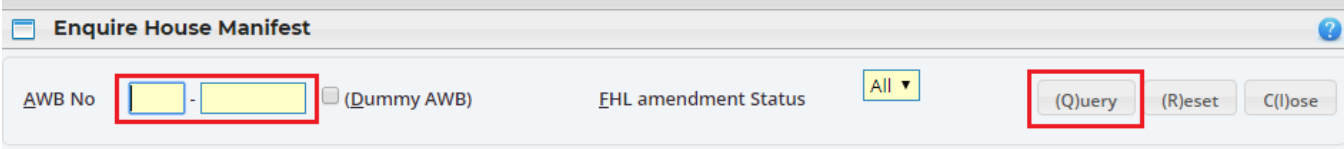
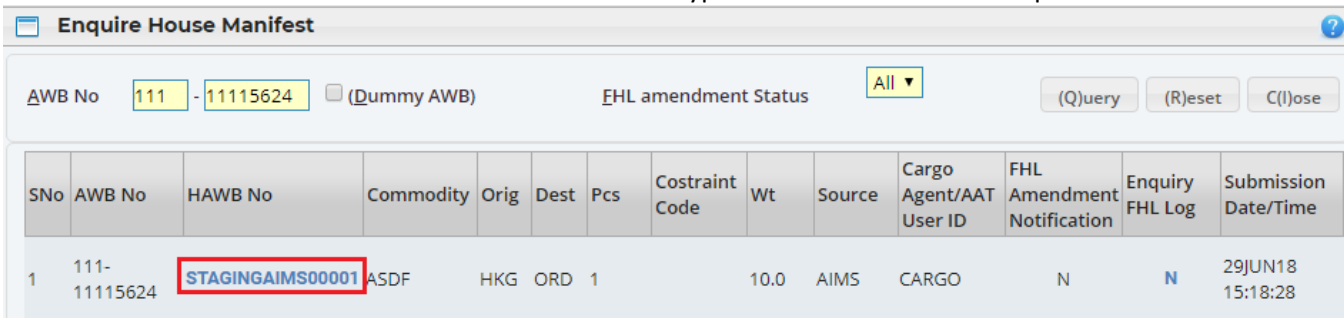
No file chosen

Note:

Please submit the House Manifest data in UNI-EDIFACT Format. The specification can be downloaded [here](#)

In order for the information to be processed successfully, the filename must be 12 characters, consisting of 8 alphanumeric characters, a period('.') and a 3 alphanumeric character extension.

AIMS User guide on Handling FHL with OCI

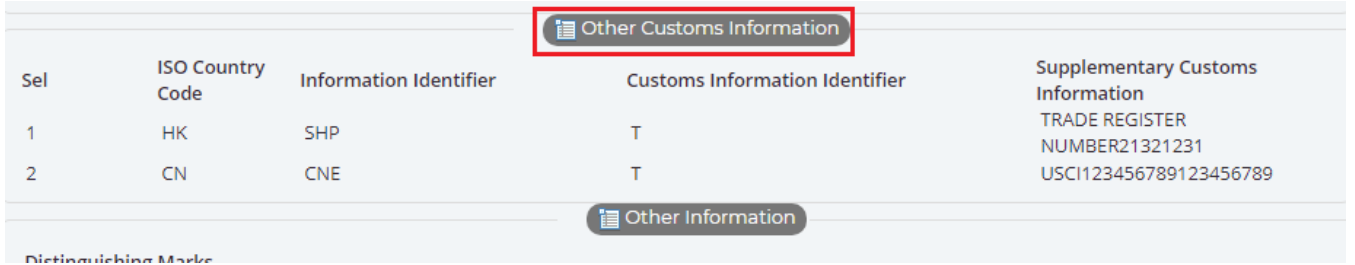
2A	<u>Enquire House Manifest</u>																												
2A.1	<p>Select "House Manf. → Enquire House Manifest" in AIMS</p>  <p>The screenshot shows the AIMS Home page with the 'House Manf.' dropdown menu open. The 'Enquire House Manifest' option is highlighted with a red box. Other options include 'Create House Manifest', 'Update House Manifest', 'Delete House Manifest', 'Transmit House Manifest', and 'Address Book'.</p>																												
2A.2	<p>Fill in MAWB of FHL which user would like to enquire, and then click "Query".</p>  <p>The screenshot shows the 'Enquire House Manifest' form. The MAWB No. field is filled with '111 - 11115624' and the 'Query' button is highlighted with a red box. Other fields include 'EHL amendment Status' set to 'All' and buttons for '(Query)', '(Reset)', and '(Close)'.</p> <p>The screen will show all FHL under the MAWB. Click the hyperlink of the FHL no. to enquire its details.</p>  <p>The screenshot shows the FHL list table with the first row highlighted. The 'STAGINGAIMS00001' link is highlighted with a red box.</p> <table border="1" data-bbox="245 1262 1549 1430"> <thead> <tr> <th>SNo</th> <th>AWB No</th> <th>HAWB No</th> <th>Commodity</th> <th>Orig</th> <th>Dest</th> <th>Pcs</th> <th>Costraint Code</th> <th>Wt</th> <th>Source</th> <th>Cargo Agent/AAT User ID</th> <th>FHL Amendment Notification</th> <th>Enquiry FHL Log</th> <th>Submission Date/Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111-11115624</td> <td>STAGINGAIMS00001</td> <td>ASDF</td> <td>HKG</td> <td>ORD</td> <td>1</td> <td></td> <td>10.0</td> <td>AIMS</td> <td>CARGO</td> <td>N</td> <td>N</td> <td>29JUN18 15:18:28</td> </tr> </tbody> </table>	SNo	AWB No	HAWB No	Commodity	Orig	Dest	Pcs	Costraint Code	Wt	Source	Cargo Agent/AAT User ID	FHL Amendment Notification	Enquiry FHL Log	Submission Date/Time	1	111-11115624	STAGINGAIMS00001	ASDF	HKG	ORD	1		10.0	AIMS	CARGO	N	N	29JUN18 15:18:28
SNo	AWB No	HAWB No	Commodity	Orig	Dest	Pcs	Costraint Code	Wt	Source	Cargo Agent/AAT User ID	FHL Amendment Notification	Enquiry FHL Log	Submission Date/Time																
1	111-11115624	STAGINGAIMS00001	ASDF	HKG	ORD	1		10.0	AIMS	CARGO	N	N	29JUN18 15:18:28																

AIMS User guide on Handling FHL with OCI

2A.3 Afterwards, user will be redirected to a page showing FHL details.

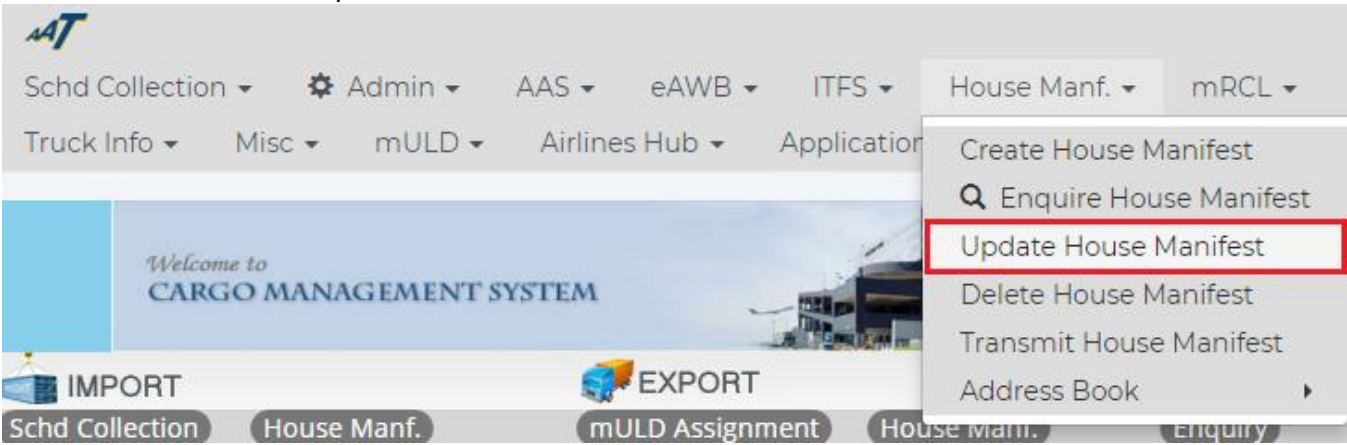
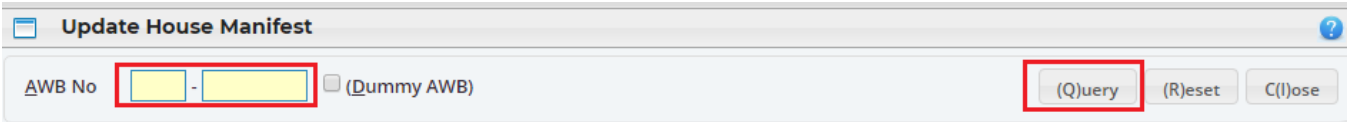
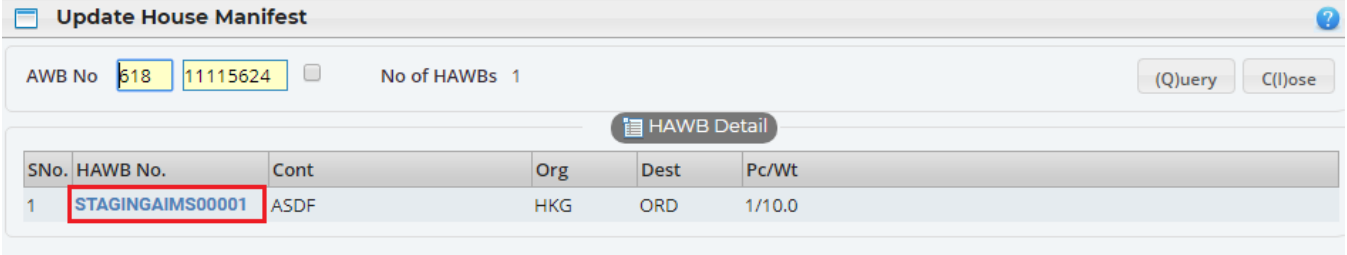


Scroll down and “Other Customs Information” will be shown at the end of the page for double checks.



Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
1	HK	SHP	T	TRADE REGISTER NUMBER21321231
2	CN	CNE	T	USCI123456789123456789

AIMS User guide on Handling FHL with OCI

2B	<u>Update House Manifest</u>												
2B.1	<p>Select “House Manf. → Update House Manifest” in AIMS</p> 												
2B.2	<p>Fill in MAWB of FHL which user would like to update, and then click “Query”.</p>  <p>The screen will show all FHL under the MAWB. Click the hyperlink of the FHL no. to update its details.</p>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 20%;">HAWB No.</th> <th style="width: 15%;">Cont</th> <th style="width: 10%;">Org</th> <th style="width: 10%;">Dest</th> <th style="width: 10%;">Pc/Wt</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="border: 1px solid red;">STAGINGAIMS00001</td> <td>ASDF</td> <td>HKG</td> <td>ORD</td> <td>1/10.0</td> </tr> </tbody> </table>	SNo.	HAWB No.	Cont	Org	Dest	Pc/Wt	1	STAGINGAIMS00001	ASDF	HKG	ORD	1/10.0
SNo.	HAWB No.	Cont	Org	Dest	Pc/Wt								
1	STAGINGAIMS00001	ASDF	HKG	ORD	1/10.0								

AIMS User guide on Handling FHL with OCI

2B.3 Afterwards, user will be redirected to a page to edit FHL details.

Update House Manifest
?

House Manifest Details

Master Air WayBill	618- 11115624			
House Air WayBill	STAGINGAIMS00001			
Commodity	ASDF			
Origin	HKG	Destination	ORD	
Pieces	1	Weight(kg)	10	
SPL Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SLAC	<input type="text"/>			
Harmonised Commodity Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shipper Details

OCI session will be shown at the bottom of the page. Click "Update" to save changes made on the FHL.

Remarks

Free Text Desc

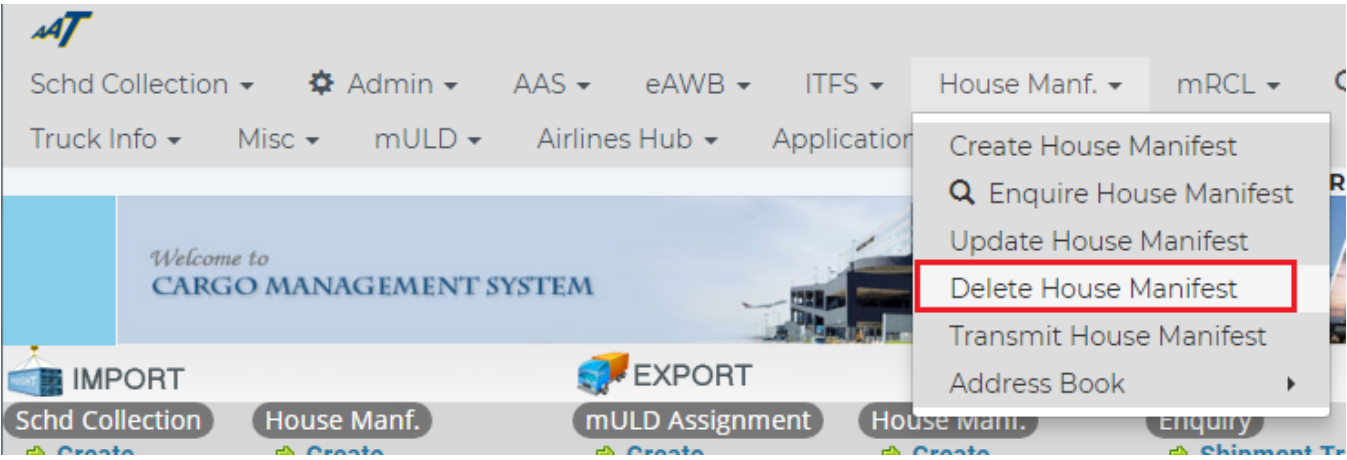
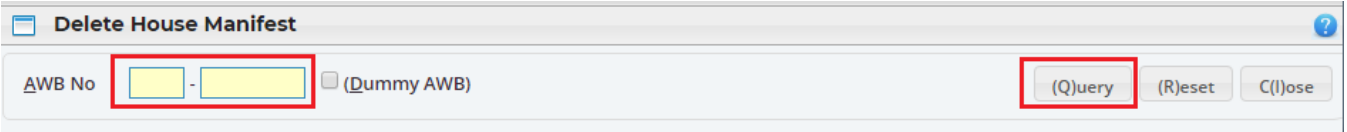
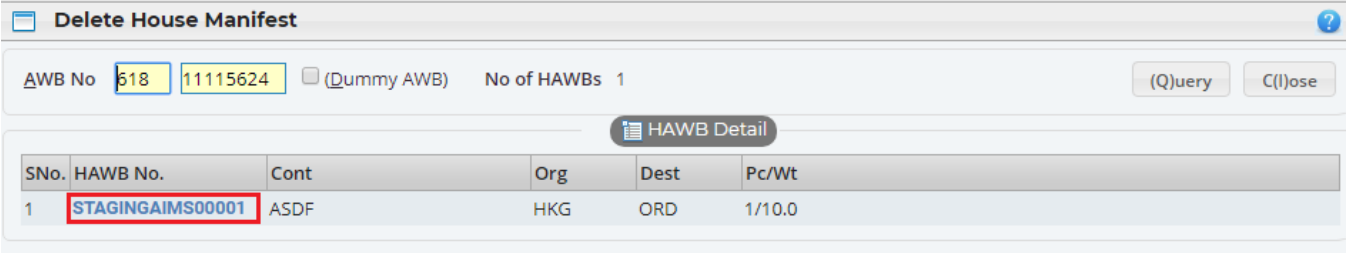
Other Customs Information

Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
<input type="checkbox"/>	HK	SHP	T	TRADE REGISTER NUMBER21321231
<input type="checkbox"/>	CN	CNE	T	USC1123456789123456789

Other Information

Distinguishing Marks

AIMS User guide on Handling FHL with OCI

2C	<u>Delete House Manifest</u>												
2C.1	<p>Select "House Manf. → Delete House Manifest" in AIMS</p> 												
2C.2	<p>Fill in MAWB of FHL which you would like to delete, and then click "Query".</p>  <p>The screen will show all FHL under the MAWB. Click the hyperlink of the FHL no. to process to delete.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>HAWB No.</th> <th>Cont</th> <th>Org</th> <th>Dest</th> <th>Pc/Wt</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-decoration: underline;">STAGINGAIMS00001</td> <td>ASDF</td> <td>HKG</td> <td>ORD</td> <td>1/10.0</td> </tr> </tbody> </table>	SNo.	HAWB No.	Cont	Org	Dest	Pc/Wt	1	STAGINGAIMS00001	ASDF	HKG	ORD	1/10.0
SNo.	HAWB No.	Cont	Org	Dest	Pc/Wt								
1	STAGINGAIMS00001	ASDF	HKG	ORD	1/10.0								

AIMS User guide on Handling FHL with OCI

2C.3 Afterwards, user will be redirected to a page showing the details of the FHL.

☐ Delete House Manifest
?

AWB No	618-11115624	HAWB No	STAGINGAIMS00001
HAWB Pc/Wt	1/10	Org / Dest	HKG/ORD
Spl Code		Cont	ASDF

☰ Shipper and Consignee Information

Shipper Information		Consignee Information	
Name	AABITTA COMAPNY LTD	Name	PVG PVG
Addr	XXX9999	Addr	ABC STREET
City	HKG	City	TEXAS
State		State	

☰ Other Information

Distinguishing Marks

☰ Other Customs Information

Sel	ISO Country Code	Information Identifier	Customs Information Identifier	Supplementary Customs Information
1	HK	SHP	T	TRADE REGISTER NUMBER21321231
2	CN	CNE	T	USCI123456789123456789

(D)elete
(C)ancel
C(l)ose

Click "Delete" at the bottom of the page to confirm deletion of the FHL.