

FHL Amendment Notification User Guide FHL Amendment Notification User Guide

Introduction

To provide timely information about the FHL amendment status, our AAT Internet Management System (AIMS) was further enhanced Notification messages to the appointed cargo agent automatically sent via email or fax upon flight departure. A notification will be sent to the AWB issuing agent if any amendment is made to their submitted HAWB date after the export documents are tendered to AAT Export Document Counter. The cargo agent can access the "Enquire House Manifest" function to view the details of FHL amendment.

Screen Flow for "FHL Amendment Notification"

A. Set up for "New AIMS Users"

- 1. AIMS Registration
 - i. Go to <u>http://www.myaat.com</u> and select " Registration Request" to access registration page





ii. In the registration page, there is an additional FHL Amendment Notification field that required email addresses and/or fax numbers to be entered.

Company Information					
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Business Registration No					
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This section is applicable to Cargo Agents only		/			
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FHL Amendment Notification			J		
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Title					
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Password			Reconfirm Password		
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Yellow colour denotes field is mandatory					
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iii. Refer to the *AIMS User Manual, Section 3-Online Registration* for more details about registration procedure.



- B. <u>Set up for "Current AIMS Users"</u>
- 1. AIMS Logon
 - iv. Go to http://www.myaat.com and select "Login" to Logon AIMS



v. Select "Company Profile" in the welcome page under category "Admin" to update the email addresses and/or fax numbers.

A	* House Manf. * mRCL	Enquiry Truck Info	Misc * mULD * 1	<u>.oqout</u> User : NIPPON EXPRE Logout ර්	SS (HK) CO LTD - MARCUS NG
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2. Update Company Profile

- Add a new field "FHL Amendment Notification" under notification section.
 The user will need to update the corresponding email addresses and faxing numbers to receive the notification message.
- ii. Users may modify the profile list to change the recipient list

anytime

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For enquires and more information, please email to us at commercial@aat.com.lik. Copyright 2003 Asia Airfreight Terminal. All rights reserved. Privacy Policy Disclaimer
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- C. Verification of FHL Amendment status and Notification Triggering Rules
- 1. Verification on the amendment status
 - i. Go to "Enquire House Waybill" under the "House Manf." Menu and enter the corresponding AWB number.

Enquire House Manifest Create House Manifest Enquire House Manifest	Schd Collection *	Admin *	House Manf	mPCI v	Enquiry	Truck Info *	Misc	mULD	* Logout				
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 Additional column "FHL Amendment Notification" is available to check if notification has been sent out. "Y" stands for FHL amendment notification was sent out whereas "N" stands for FHL amendment notification was not sent



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	ire House													HELP
AWB	No	618 -	12050846	(Dummy AWB)				EHL amendr	nent Status		All -		(Q)uery (I	t)eset C(l)ose
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	618-1205	50846	HKKSO001	TESTING	НКG	SIN	8		80.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	¥	29MAR12 10:46:26
	618-1205	50846	HKKSO002	TESTING	НКG	SIN	2		20.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	Y	29MAR12 10:46:37
			For enquires	ind more information, p	lesse ema	il to us at	commercial@aat.4	com.blc. Copyright	2003 Asia Airfre	ight Terminal.	All rights reserved.	Privacy Policy Disc	laimer	
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 iii. Also the "Enquiry FHL Log" column shows if there is any FHL amendment made after export document handover to AAT Export Document Counter.
 "Y" stands for amendment made whereas "N" stands for no amendment.

	ollection • Admin	 House Manf. 	• <u>mRCL</u>	• Enqu	iry	<u>Truck Info</u>	 Misc 	▼ <u>mULD</u>	- Logo	ut			
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iv. Enter "Enquiry FHL Log" by clicking the status highlighted in blue of the

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corresponding HAWB number to show details.

v. For the amended HAWB after export document handover, the edited parts will be showed in <u>RED</u>.

Schd Collection * Adm	nin • House Manf. • mRC	L • Enquiry • Truck	LINFO * MISC * MULD	 Logout 	
FHL Log Enquire					
FHL Log Enquire Af					
	618-12050846	HAWB No	HKKSO001	FHL Amendment Status	Y
	8 / 80.0	Orig/Dest	HKG / SIN	Cont	TESTING
Inputted by	aa100054	Source	AIMS	Amendment Date	29MAR12 15:32
SPL Code					
SLAC					
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Addr	VERY VERY GOO	n	Name Addr	DF	
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			Contact ID/No		
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2. Notification Template

i. The template of the content of notification shows as below

Dear Customer(AAT UAT CMS3 UAT CO LTD)

致客戶

<u>Notification of House AWB data amendment (副提單資料修改通知書)</u>

Please be informed that your HAWB data (FHL) has been amended, details are as follows: 以下副提單資料已被修改,詳細資料如下:

MAWB No.	HAWB No.	Flt No. / Date	Updated Time/Date
(主提單號碼)	(副提單號碼)	(航班編號及日期)	(修改時間及日期)
618-12050824	H001	SQ002/29MAR12	29MAR12 14:57
618-12050824	H002	SQ002/29MAR12	29MAR12 14:57
618-12050835	GSADFH001	SQ002/29MAR12	29MAR12 14:58

Please access to our Cargo Management System (CMS) (<u>www.myaat.com</u>) for more details. Should you have any enquiry, please feel free to contact our Customer Services Supervisor at (852)29497617 or via email (<u>DPU@aat.com.hk</u>).

請進入本公司貨物管理系統(<u>www.myaat.com</u>)參考詳細資料。如有任何查詢,歡迎 致電(852)29497617 或電郵致 <u>DPU@aat.com.hk</u> 與客戶服務主任聯絡。

Thank you for using our services.

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Yours sincerely,

謹啟

Asia Airfreight Terminal Co. Ltd.

亞洲空運中心有限公司



Conditions of triggering FHL Amendment Notification

Once flight departs, an email notification will be sent if there was an amendment made on the HAWB data.

- ii. Only one notification per flight will be sent to the AWB issuing agent under normal circumstance;
- iii. If the FHL amendment is done after flight departure, a new notification will be sent out to the AWB issuing agent for the particular HAWB separately.
- iv. For Part shipment, the notification email for part-shipment will be sent out individually upon flight departure.