

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. <u>Set up for "New AIMS Users"</u>

- 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					
Company Name	1				
Nature of Business	-Select-		IATA Code	 . _ . _	
Business Registration No.					
Address		The address field should	f not consist of any symbol.		
City	ka ka		Postal Code		
Country	ME I				
Telephone (Office)					
Email] ,			
Fax] /	Notification wil	l be sent	
This section is applicable to Cargo Agents only		/			
Notification		/	automotically t	a 4h a	
FIR Notification	Email	/	automatically to	othe	
		/			
		/	email addresse	s and/or	
mRCL Notification		/	eman addresse.	s and/or	
			fax numbers af	ter	
eCAN Notification					
		/	registration.		
Departed Cargo Notification			-		
House Manifest Notification			7		
nouse manifest Nouncation		_/	1		
	L	1	1		
FHL Amendment Notification					
			1		
			-		
Company Administrator					
Administrator Name	*Please be re	eminded that the administrator is the pe	rson who response for manage the main account of A	IMS (e.g. Change contact Info, Req	quest for Password reset, etc)
Title					
Preferred User ID	Check Availability				
Password			Reconfirm Password		
Email			Contact No		
Yellow colour denotes field is mandatory					
1. Preferred User ID (in lowercase) and Password	should consist of 6-16 and 6-32 alphanumeric characters resp	rectively.			
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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.

Schd Collection · Admin	House Manf. mRCL	Enquiry Truck Info	Misc * <u>mULD</u> *	Logout User : NIPPON EXPRE Logout ဖိ	ESS (HK) CO LTD - MARCUS NG 👗
Welcome to CARGO MA	NAGEMENT SYSTE	M			
		EXPORT		MISC	
Schd Collection -Create -Maintain -Enquire -Sch Coll(One-stop) Address Book -Add -Maintain -Enquire	House Manf. - Create - Create - Create - Enquire - Delete - Transmit Hse Manf. Enquiry - Import House CC Enq - Import Cargo Inv List	MUID Assignment Create Maintain Enquire ER OUTstanding EIR Agents Holding List Split EIR	House Monf. Create Enquire Delete MCL Create Bulk Create Bulk Create Bulk Create Bulk Create Mik Prepack Update Delete Enquire Summary Report	Englity -Shipment Tracking -Flight Information -DEP Cgo Summary Admin -Sompany Profile -Maintain User A/C -Change Password	Track Info Track Act Info Track Act History Current Truck Act SID
IMPORTANT ANNOUNCE	MENT				
29 JUN 11 09:47					3
SENDER: Alfred					
翻變的客戶。全新AAT 24小 業,透過该系統客戶可隨時到 最新狀態和瞭逛信息。除以 通過建立創新的產品和服務集 此數 亞洲空蓮中心	時客戶局稅務總線3187 6280現已推出3 確認出始這些小心者強服務時不受服務時 上功能外,就系統同時可自動保留統計畫 約北方業。	洲控導中心為提昇處理電話查讀之間。 補助所開制:此外,訪系統亦能自行處 對後如處理數量、查讀項目及通話時間	務表現,已於二零──年六月廿八日〕 理大部份的服務室前。新先就更連載 寧供作業務研究之用,從而制定計劃	崔出金新社印心科客学用服务触续。此数 了253州空道中心的接纳教育建筑结之数, 不斷改進服務。 155洲空道中心將繼續	識乃是單隘条約動借。互動著管系統的 第一以便客戶更要連種地查應其其餘物的 實施動更高的客戶減意度和卓越的服務,
http://10.227.17.52.7001/cms	/ac/external/admin/openUpdateComp	anyProfile	_	《 網際網路 受保護模式	開閉 4日 - 100% -
					20 🎽 🔯 🖵 🌓 30/3/2012

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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

Schd Collection * Admin * House Manf.	* mRCL * Enquiry * Truck	Info • Misc • mULD	+ Logout		
Company Profile				-	HELP
Company Information Company Name NIPPON F	EXPRESS (HK) CO LTD	Customer No 040	0489		
Nature of Business		IATA Code 133	3161		
Business Registration No 11223345	5			tentine cuill be	
Address 18 CONT	AINER PORT RD KWAI CHUNG	,		ication will be	sent
HKG		/			
			auto	matically to th	ie 🗌
Ci <u>t</u> y		Postal Code		,	
Country HK		/ _	-		
Telephone (Office) 2754880	1	Contact No	emai	i addresses an	
Email ALAN_LO	DK@AAT.COM.HK	adrian_yuen@aat.com.hk			
Eax 2949907	5		fax n	umbers after i	update
Notification					· ·
Email					
EIR Notification ctil.aat.	testing(terry_lau@aat.d jack_leung(@aay_terryq@aat.com_yvonn	ie_so@aat		
mRCL Notification					
eCAN Notification					
Departed Cargo Notification					
Sch Coll Notification					
FHL amendment notification					
Company Administrator					
Administrator Name Henry Ho					
Title Export M	lanager				
Preferred User ID henryho					
Password		Reconfirm Password			
For enquires and	more information, please email to us at commercial	@aat.com.hk. Copyright 2003 Asia Airfr	eight Terminal. All rights res	served. Privacy Policy Disclaimer	
完成				● 網際網路 受保護模式: 關閉	4 v € 100% v



- 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.

Schd Collection * Admin *	House Manf mRCL	Enquiry Truck	Info • Misc	mULD -	Logout		
Enquire House Manifest	Create House Manifest						HELP 🕖
	Enquire House Manifest						
AWB No -	Update House Manifest		<u>F</u> HL amendmen	t Status	All 👻	(Q)uery	(R)eset C(l)ose
	Transmit House Manifest						
	Address Book						
	For onguings and more information in	ance empilite us at commerciald	ant com ble Converight 200	2 Onio Oirfroight Top	minal All rights recorded Driver	- Doline Directoimor	
	For enquites and more mormation, p	ease email to us at commercially	Particonnink, Copyright 200	o Asia Anneight Ten	initial. All fights reserved. Privac	Foncy Discianties	
http://10.227.17.52:7001/cms/ac/edi/	EnquireHouseManifest?actionTa	g=initial			😜 網際網路	受保護模式: 關閉	🖓 🔻 🍕 100% 👻
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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



Schd C	ollection - Admin	 House Manf. 	• mRCL	• Enqu	iry	Truck Info	 Misc 	 mULD 	- Log	out			
Enqu	ire House Manife	it .		_									HELP 😥
AWB	No 618 -	12050846	Dummy AWB)				EHL amendr	nent Status		All 👻		(Q)uery (F	.)eset C(l)ose
SNo	AWB No	HAWB No	Commodity	Orig	Dest	Pcs	Costraint Code	Wt	Source	Cargo Agent/AA User ID	FHL Amendment Notification	Enquiry FHL .og	Submission Date/Time
1	618-12050846	HKKSO001	TESTING	HKG	SIN	8		80.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	Y	29MAR12 10:46:26
2	618-12050846	HKKSO002	TESTING	НКG	SIN	2		20.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	Y	29MAR12 10:46:37
		For enquires and	more information, p	lease emai	il to us at	commercial@aat.4	om.bk. Copyright	2003 Asia Airfre	sight Terminal, A	ll rights reserved.	Princey Policy Disc	lainer	
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1	<i>()</i>	0			×							ZH 🔺 隆	16:05 30/3/2012

 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.

Schd	Collection • Admin	 House Mant 	<u>f.</u> ▼ <u>mRCL</u>	- Eng	uiry	Truck Info	 <u>Misc</u> 	 mULD 	- Loge	out			
Enq	uire House Manife	st											HELP 0
												[
Aw	B No 618	12050846	(<u>D</u> ummy AWB))			<u>F</u> HL amendr	nent Status		All -		(Q)uery (R	eset C(l)ose
SNG	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	618-12050846	HKKSO001	TESTING	HKG	SIN	8		80.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	Y	29MAR12 10:46:26
2	618-12050846	HKKSO002	TESTING	НКG	SIN	2		20.0	AIMS	NIPPON EXPRESS (HK) CO LTD	Y	Y	29MAR12 10:46:37
		Click ⁴ detail	"Y" or "N is of the I	″ in t	the f B.	ield for	more	ia Airfre	light Terminal. A	Il rights reserved. I	Privacy Policy Dis	claimer	
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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>.

chd Collection * Admin	1 * House Manf. * mRC				
HL Log Enquire					
EHL Log Enquiro Afto	r Imago				
AWB No 6	18-12050846	HAWB No	HKKSO001	FHL Amendment Status	Y
HAWB Pc/Wt 8	/ 80.0	Orig/Dest	HKG / SIN	Cont	TESTING
Inputted by aa	a100054	Source	AIMS	Amendment Date	29MAR12 15:32
SPL Code					
SLAC					
Shipper and Consigne	ee Information				
Shipper Information	05405		Consignee Information	on	
Name	SFAUF	00	Name	GEGJ	
City	SDAF	State	City	DFGSDF	State
Ctry Cod <u>e</u>	НК	Postal Code	Ctry Cod <u>e</u>	НК	Postal Code
Contact ID/No			Contact ID/No		
Notify Party					
Notify Party Name Addr					
Notity Party Name Addr City Ctry Code		Postal Code			
Notity Party Name Addr City Ctry Code Contact ID/No		Postal Code			
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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.