TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Freight Forwarder User Guide

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CHAPTER 1
About this Guide

Welcome to the Trade Facilitation Baseline Single Electronic Window (TFB SEW) user guide for Freight Forwarders! This user guide aims to enumerate the process and steps involved in using TFB SEW.

This user guide is divided into different topics and sub-topics. Each topic discusses and shows the steps of the modules that the Freight Forwarders can do in TFB SEW.

Purpose and Audience

The purpose of this user guide is to help the Freight Forwarders in doing the following tasks:

- Create House Manifest
- Search House Manifest
- House Manifest Amendment
- House Manifest Cancellation
- Search and Approve House Manifest Submission
- Search and Approve House Manifest Amendment

Document Conventions

Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

Navigation

To assist you with accessing screens, pages, or windows, refer to the following navigation format:

Click **House Manifest**>> **House Create**

Buttons, fields, and other system elements

All system elements are highlighted in **Bold** text.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referenced topic.

Callouts

Callouts are presented differently from the original CONTENTS and highlight certain information.

There are two types of callouts: tips and warnings.

@ A Tip provides useful information that helps you complete a task or procedure.

! A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

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CHAPTER 2
About Trade Facilitation Baseline Single Electronic Window System

The TFB Single Electronic Window System is a trade facilitation system, for customs clearance of traded goods enabling parties involved in trade and transport to submit standardized information and documents with a single entry point, to fulfil legal import, export, and customs transit-related regulatory requirements. These documents are typically customs declarations, applications for import/export permits, and other supporting documents such as certificates of origin and trading invoices.

The main purpose for having a single window for a country or economy is to increase the efficiency through time and cost savings for traders in their dealings with government authorities for obtaining the relevant clearance and permit(s) for moving cargos across national or economic borders.

This chapter covers the following topics:

- Getting Started
- Common Icons and Buttons

Getting Started

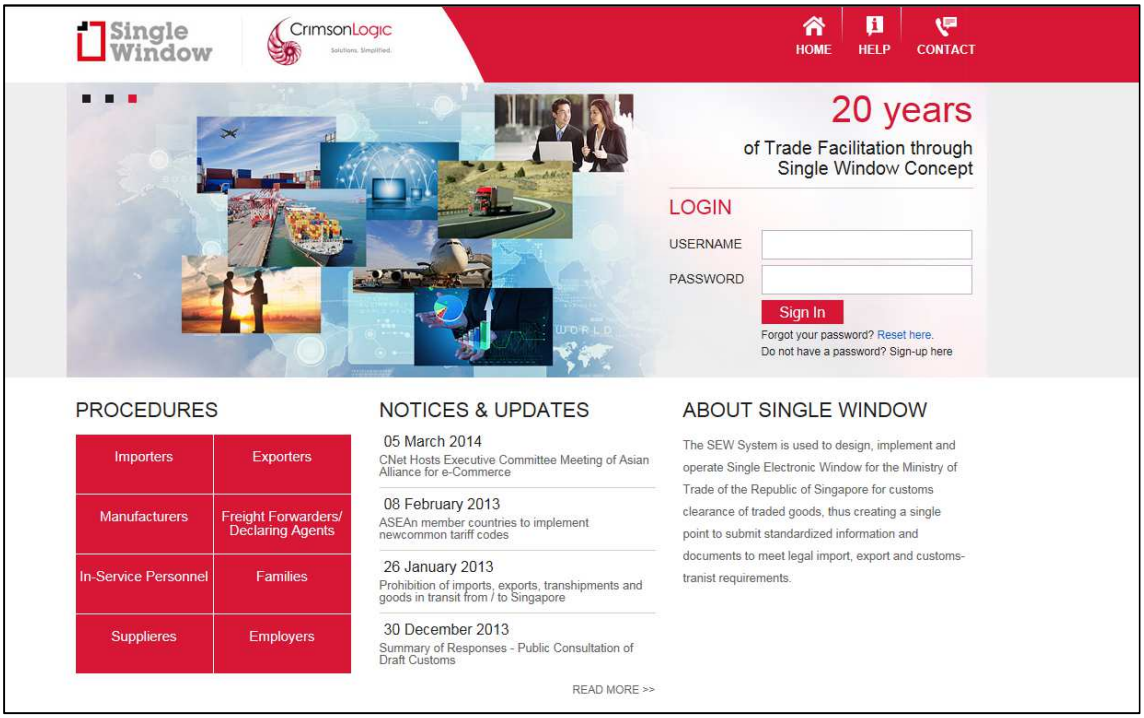
Refer to this section to familiarize yourself with the Trade Facilitation Baseline SEW System interface. This chapter also lists the process to follow in logging-in and logging-out of the system.

Logging In

To log in to the TFB SEW:

1. Type in URL https://tfb2.crimsonlogic.com/TFBSEW/cusLogin/login.cl in your Internet browser to access the TFB Single Window website.

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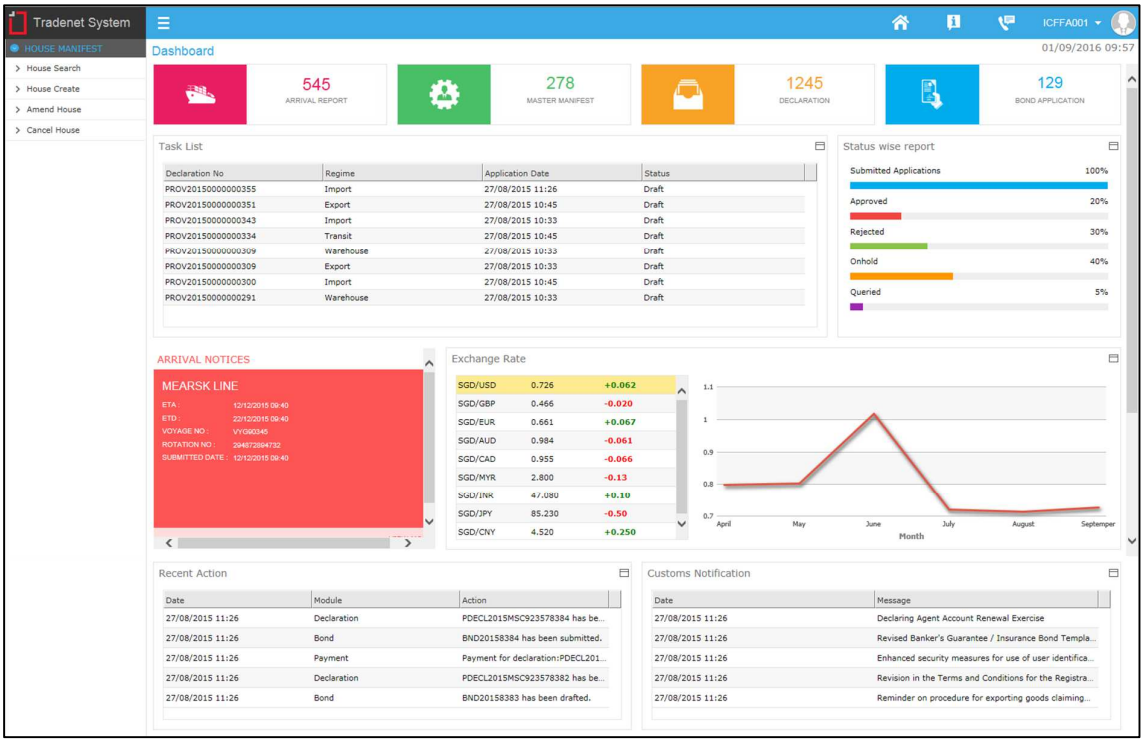


Trade Facilitation Single Window Login Page

2. Enter the **USERNAME** and the **PASSWORD** in the fields provided and Click 

button. Upon successful login the Trade Facilitation Single Window Home Page will be displayed.

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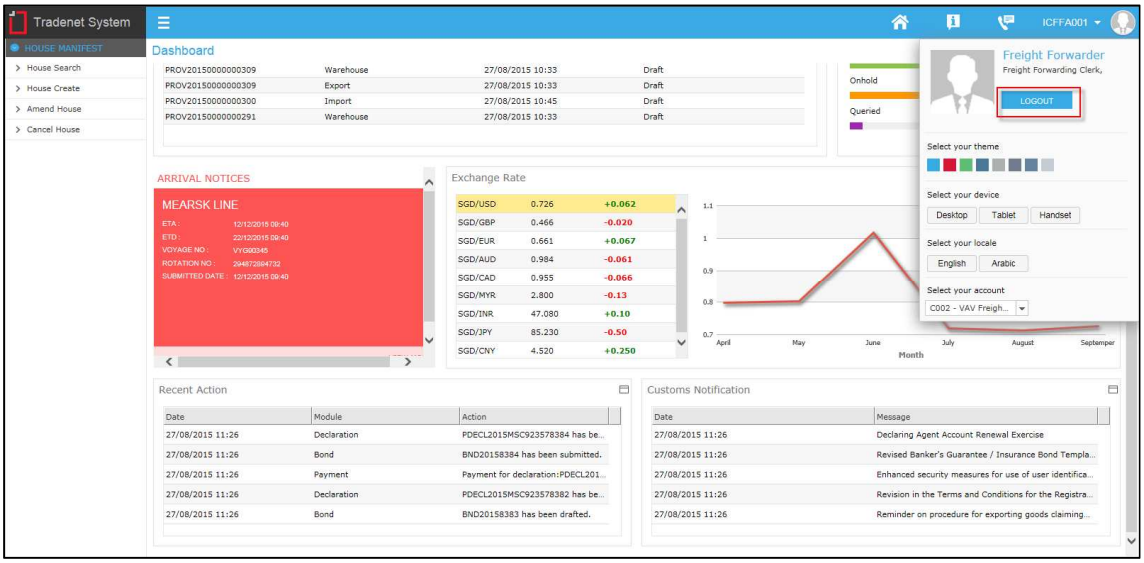


Trade Facilitation Single Window Home Page

Logging Out

1. This function allows the user to log out from the application any time. User can sign out from the Trade Facilitation Baseline Single Window any time by simply clicking the LOGOUT button available at the upper right corner of the main menu.

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Log Out Page

Common Icons and Buttons

The following are the list of icons and buttons referenced across screens and their functionality.

Field/Button description	Action/Input Required
	1. Click  to view the calendar. 2. Specify the required date and time from the respective portions of the calendar. 3. Click **Apply**. 
Submit	Click this button to submit the relevant details.
Close	Click this button to close the relevant tab details.

Field/Button description	Action/Input Required
Update	Click this button to update the modified details relevant to the respective tab.
Save	Click this button to save the details of that particular tab.
Reset	Click this button to clear the entered details and re-enter the field values.
Approve	Click this button to approve the entered approval details.
	Click this icon to search for the exact search results from the available details.
	Click this icon to add a new record relevant to the respective tab.
	Click this icon to view the relevant tab details.
	Click this icon to print the relevant tab details.
	Click this icon to overview the relevant tab details.
	Click this icon to edit the relevant tab details.
	Click this icon to select and delete the record from the database.
	Click this icon to download the relevant tab details as a PDF document.
	Click this icon to download the relevant tab details as an Excel document.

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CHAPTER 3
House Manifest

A Freight Forwarder/Agent submits the house manifest online or through a system -to -system. The submission of a house manifest will be done after the submission of master manifest. Multiple freight forwarders may be involved in a single cargo shipment, but the CMS/SEW expects only a single level of house and it should specify the final consignee. The House manifest mainly contains the House Bill of Ladings (HBL) and consignee. During the submission, the system will reconcile house manifest details against its master manifest including number of containers and container numbers, gross weight, number of BLs and Master BL numbers to ensure accuracy of the information submitted.

The BL can be a normal or a consolidated BL. For Consolidated BL, the Shipping Agent assigns Freight Forwarders who would submit the House BL for that consolidated master BL. The relationship between a master and a house BL is 1-to-many. When the Freight Forwarder submits a house BL on a master BL, the master BL is de-activated.

The Freight Forwarder can submit multiple Sub BLs and container details (house manifest) by entering or uploading for each Master BL using the Rotation Number.

The user is allowed to delete the Sub BLs before submission.

Important Business Validations

- Without IAR, Manifest cannot be created.
- No. of BL entered in the header should be equal to the total no of added BL in the manifest.
- No. of Container/Vehicle entered should be equal to total no of Container/Vehicle added.
- Only itemized Bill can be used in House manifest.
- Total quantity and total weight of master BL should be equal to sum of the Total quantity and sum of the total weight of House bill.
- Cancellation of Master bill should be before House Bill submission.
- Amendment of master bill should be before House Bill submission.
- Once House bill is approved by customs, Master bill should be inactivated.
- Agent should be notified if he has submitted IAR and he is not submitted Master Manifest.
- Upload manifest is used to upload No of BL.
- Cancellation of House bill should be before declaration Creation.
- Amendment of House bill should be before Declaration Creation.
- Once declaration is submitted, Manifest cannot be amended or cancelled.

The Freight Forwarder can Create Search, Update, View and Delete a House manifest in the Single Electronic Window system.

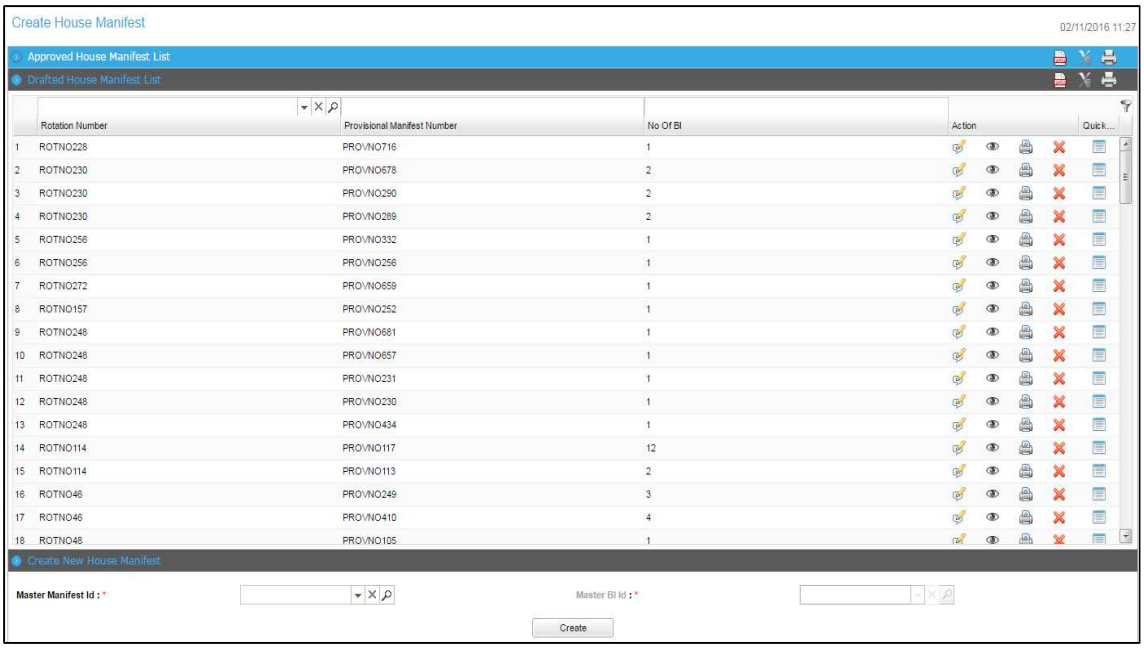
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Creating House Manifest

This functionality allows the Freight Forwarder Clerk to create a house manifest using the rotation number and the master BL number. The House manifest can only be created with the master BL type as "Consolidator" in the TFB system.

To create a house manifest:

1. Click **House Manifest** >> **House Create**. The Create House Manifest page is displayed.



Create House Manifest page

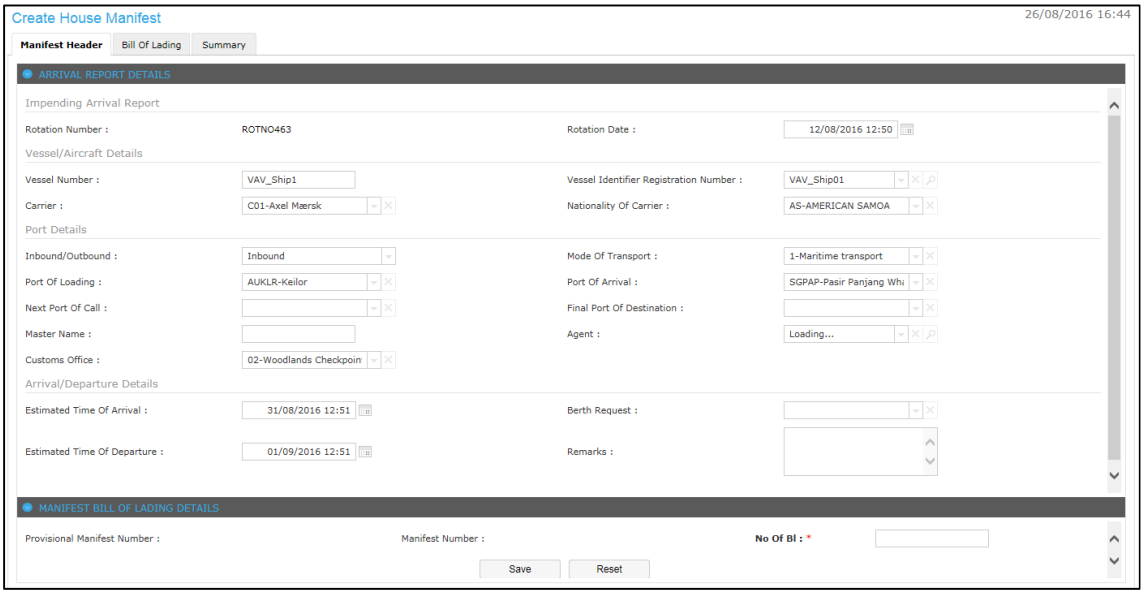
2. Enter information in the Create New House Manifest fields.

Create New House Manifest

Field/Button description	Action/Input Required
Master Manifest ID	Select the identification number of the master manifest to which you wish to create a house manifest.
Master BL Id	Select the identification number of the bill of lading of the master manifest from the dropdown list.

3. Click **Create** button. The Create House Manifest Header Details page will be displayed.

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Create House Manifest page

4. Enter information in the Manifest Header Details fields.

Manifest Header Details

Field/Button description	Action/Input Required
Impending Arrival Report	Displays the arrival report details of the vessel.
Rotation Number	This number is generated once the arrival report is created and submitted to the Customs for approval.
Rotation Date	By default, this field displays the date of creation of new arrival report.
Vessel/Aircraft Details	Displays the vessel or aircraft details containing the cargo.
Vessel Identification Registration Number	Displays the vessel identification registration number as registered in the system.
Vessel Number	Displays the vessel number.
Carrier	Displays the carrier name. (Ship/aircraft/vehicle)
Nationality of Carrier	Displays the nationality of the carrier.
Voyage Number	Displays the voyage number of the vessel.
Port Details	Displays the port details for the vessel containing the cargo.

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Field/Button description	Action/Input Required
Inbound/Outbound	Displays whether the vessel is coming into (Inbound) or going out (Outbound) of the country.
Mode of Transport	Displays the mode of transport of the vessel as Air or Sea from the dropdown list.
Port of Loading	Displays the port where the vessel was loaded with goods from the dropdown list.
Port of Arrival	Displays the port of arrival of the vessel from the dropdown list.
Next Port of Call	Displays the next port where the vessel goes after arriving at the port.
Final Port of Destination	Displays the final port of destination of the vessel where its journey ends from the dropdown list.
Master Name	Displays the name of the master manifest.
Agent	Displays the name of the agent handling the vessel.
Customs Office	Displays the customs office from the dropdown list.
Arrival/Departure Details	Displays the arrival and departure details of the vessel containing the cargo.
Estimate Time Of Arrival	Displays the estimated time of arrival of the vessel using the calendar icon. The ETA should be lesser than the ETD.
Estimated Time of Departure	Displays the estimated time of departure of the vessel using the calendar icon.
Berth Request	Displays the berth request for the vessel from the dropdown list.
Remarks	Displays the remarks relevant to the arrival or departure if any.
Manifest Bill of Lading Details	Specify the bill of lading details for the house manifest.
Provisional Number	The system generates this number once the manifest header details is saved. This number is used to retrieve the manifest details when it is in draft status.
Manifest Number	The system generates this number once the manifest header details is saved.

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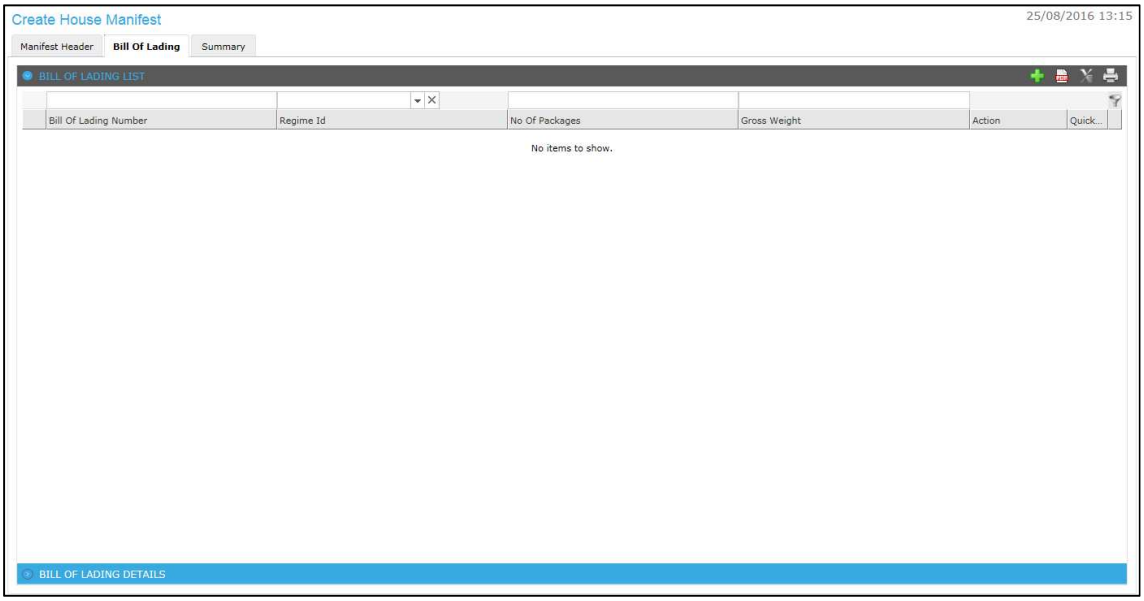
Field/Button description	Action/Input Required
Number of BL	Enter the number of bill of lading details attached in the manifest.

5. Click **Save** button to save the entered manifest header details. The Records saved successfully message will be displayed.



Records Saved Successfully Message

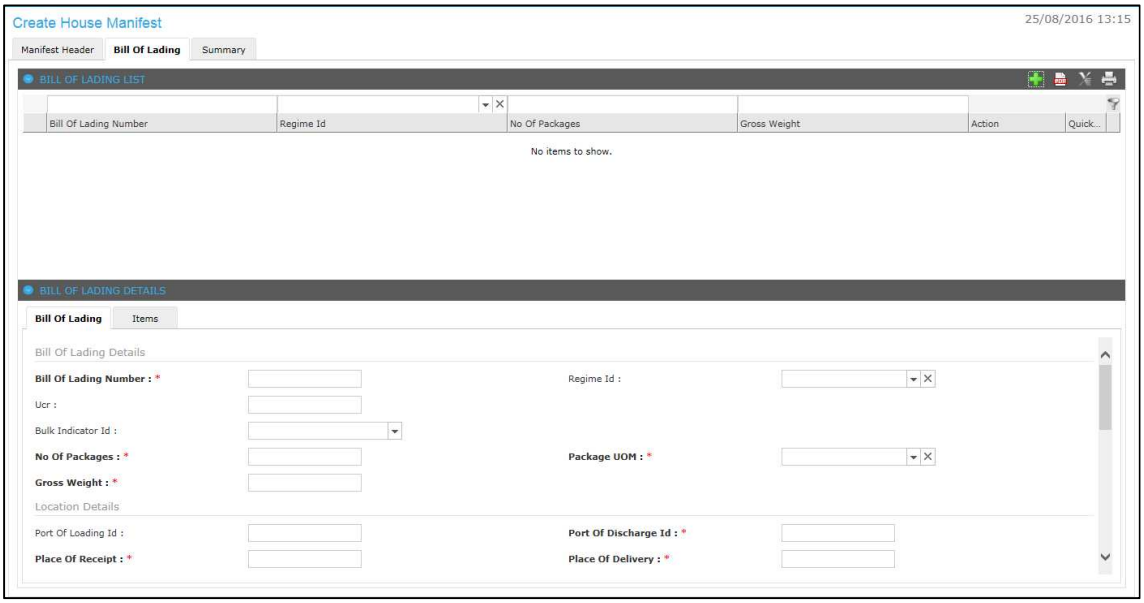
6. Click **Bill of Lading** Tab. The Bill of Lading Details page will be displayed.



Bill of Lading Details Tab page

7. Click  icon to add a new bill of lading details.

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Bill of Lading Details page

8. Enter information in the Bill of Lading Details fields.

Bill of Lading Details

Field/Button description	Action/Input Required
Bill of Lading Details	Specify the bill of lading details of the cargo manifest.
Bill of Lading Number	Enter a unique bill of lading number.
Regime ID	Select the appropriate regime ID of the BL from the dropdown list. Example: 1 Export, 2 Temporary Export etc.
UCR	Specify the Unique Consignment Reference number.
Bulk Indicator ID	Select the bulk indicator from the dropdown list. Example, **Container, Dry Bulk** etc
No of Containers	This field is displayed only if the Bulk Indicator is selected as **Container**.
No of Packages	Enter the number of packages of the items.
Packages in UOM	Select the Unit of Measurement of the packages.
Gross Weight	Enter the gross weight of the item.
Location Details	Specify the source and final destination of the cargo.

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Field/Button description	Action/Input Required
Port of Loading ID	Select the port where the vessel was loaded with goods from the dropdown list.
Port of Discharge ID	Select the port where the goods from the vessel is discharged from the dropdown list.
Place of Receipt	Enter the place where the goods were received for the vessel.
Place of Delivery	Enter the place where the goods have to be delivered.
Party Details	Specify the party details involved in the cargo transaction.
Shipper Name	Enter the name of the Shipper from whom the cargo is sent.
Shipper Address	Enter the Shipper's address details.
Consignee Name	Enter the name of the receiver to whom the cargo is delivered.
Consignee Address	Enter the Consignee's address details.
Notification Party Details	Specify the party details to whom the notification is sent for every transaction.
First Notify Name	Enter the name of the person to whom the notification will be sent.
First Notify Address	Enter the first notification address.
Second Notify Name	Enter the name of the person to whom the notification will be sent.
Second Notify Address	Enter the second notification address.
Third Notify Name	Enter the name of the person to whom the notification will be sent.
Third Notify Address	Enter the third notification address.
Remarks	Enter the remarks relevant to notification if any.

9. Click **Save** button. The Bill of Lading Saved successfully message will be displayed.

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Records Saved successfully message

10. Click **Ok** button. The Bill of Lading Added page will be displayed.



Bill of Lading Added page

Click the  icon to add more than one bill of lading details.

Click the **Edit** icon to edit the bill of lading details.

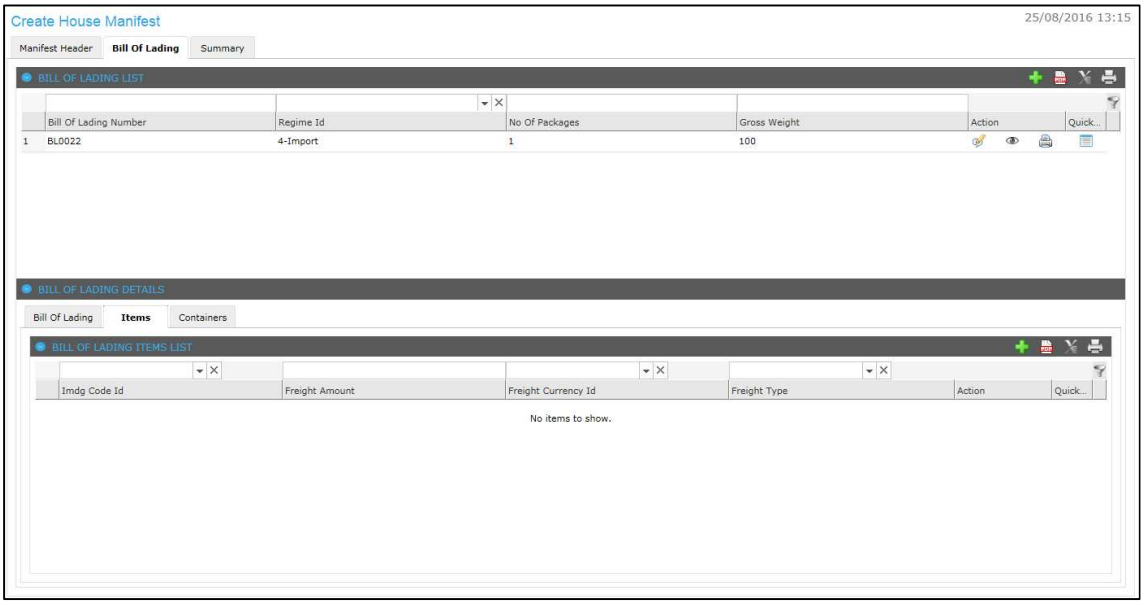
Click the **View** icon to view the added bill of lading details.

Click the **Print** icon to print the added bill of lading details from the available list.

Click **Quick View** icon to overview the bill of lading details.

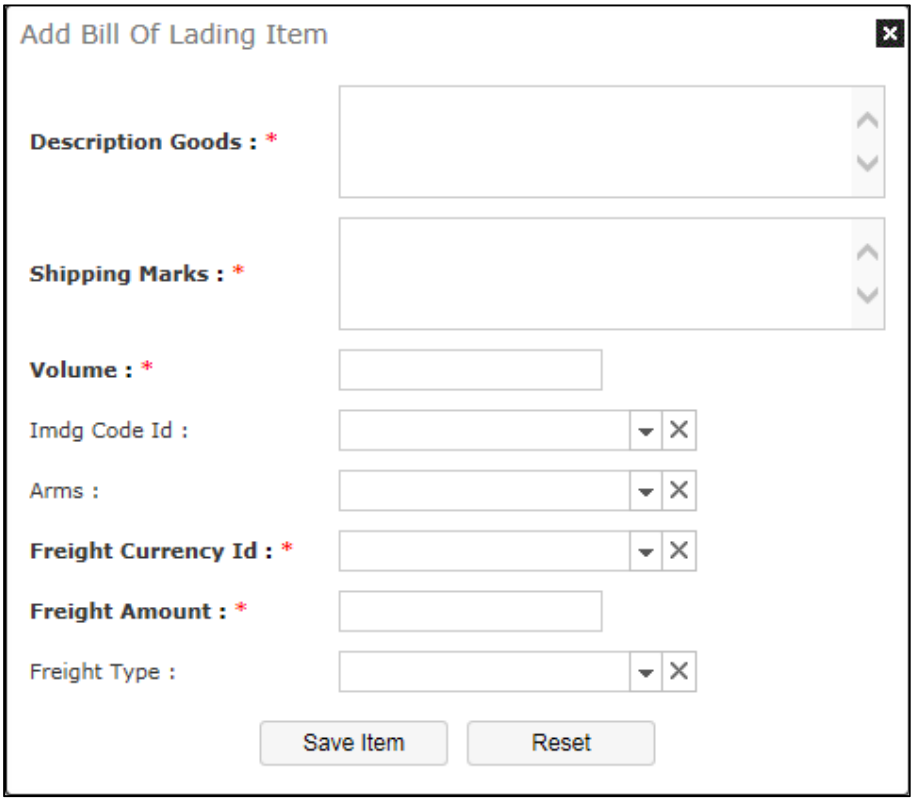
11. Click **Item** tab. The Item details page will be displayed.

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Item Details page

12. Click  icon to add item details.



Add Bill of Lading Item Details page

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13. Enter information in the Bill of Lading Item Details fields.

Bill of Lading Item Details

Field/Button description	Action/Input Required
Description Goods	Enter the description of goods being shipped.
Shipping Marks	Enter the shipping marks.
Volume	Enter the volume of items in the shipment.
Imdg Code ID	Enter the International Maritime Dangerous Goods Code if the goods are dangerous or hazardous in the transportation.
Arms	Select the weapons and ammunition type if the items are such.
Freight Currency ID	Select the freight currency from the dropdown list.
Freight Amount	Enter the amount for the freight in the shipment.
Freight Type	Select the freight type from the dropdown list.

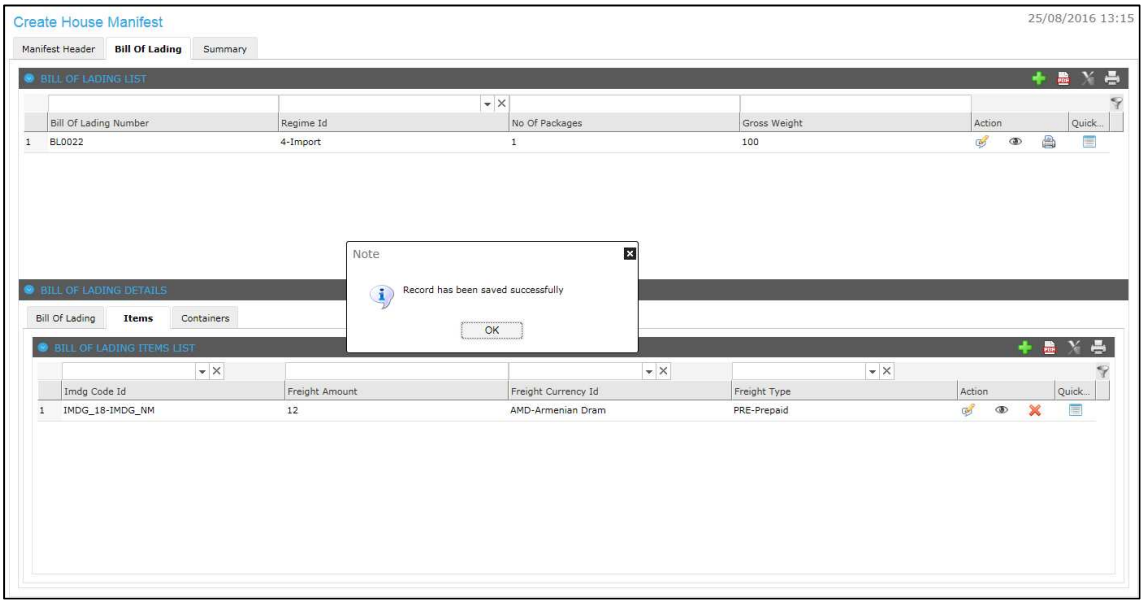
14. Click **Save Item** button. The Bill of Lading Item Saved successfully message will be displayed.



Records Saved successfully message

15. Click **Ok** button. The Item Details Added page will be displayed.

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Bill of Lading Item Added page

@

Click the  icon to add more than one bill of lading item details.

Click the **Edit** icon to edit the bill of lading item details.

Click the **View** icon to view the added bill of lading item details.

Click the **Delete** icon to delete the added bill of lading item details from the available list.

Click **Quick View** icon to overview the bill of lading item details.

@

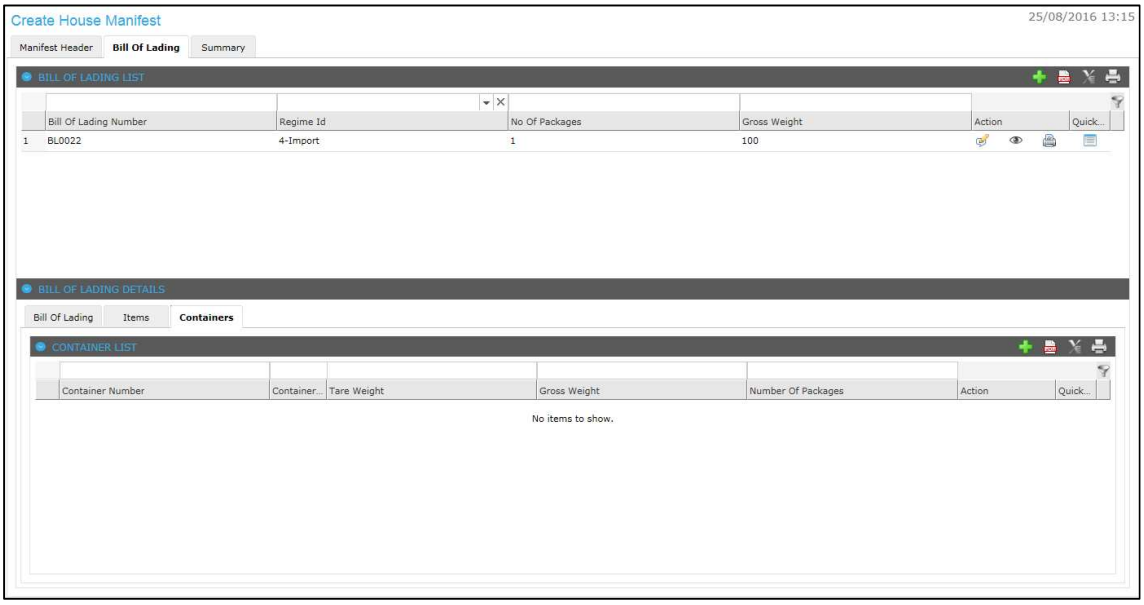
Click the **Print** icon to print the bill of lading item list.

Click the **Excel Sheet** icon to download the bill of lading item list as an excel sheet.

Click the **PDF** icon to download the bill of lading item list as a PDF document.

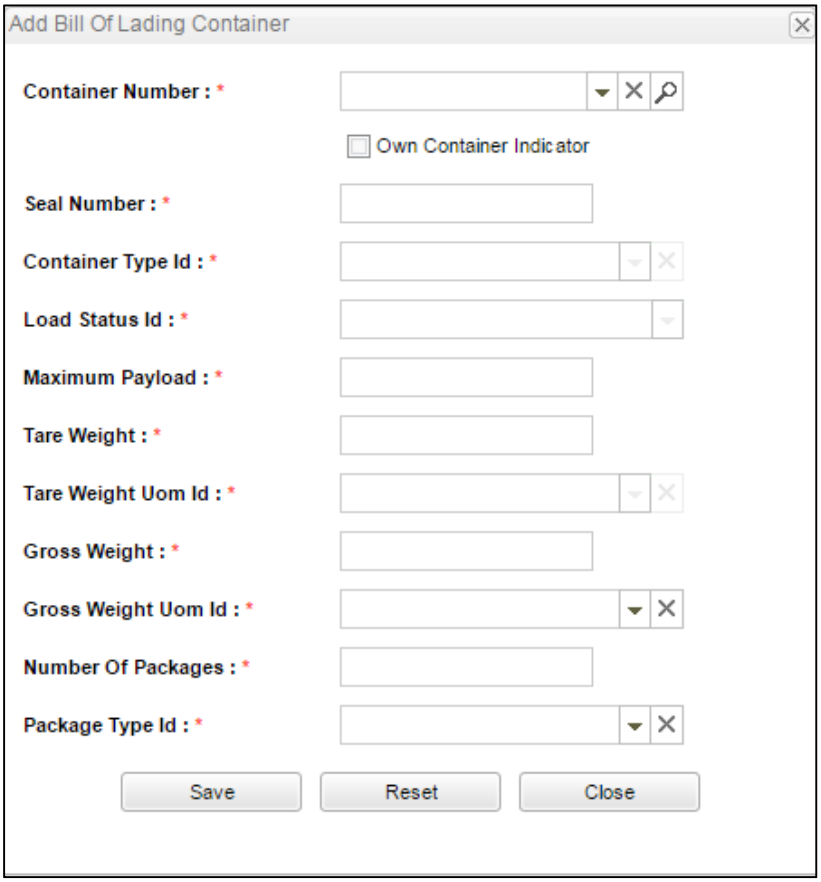
16. Click **Containers** tab. The Containers details page will be displayed.

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Containers Tab page

17. Click  icon to add the container details.



Add Bill of Lading Container Details page

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18. Enter information in the Bill of Lading Container Details fields.

Bill of Lading Container Details

Field/Button description	Action/Input Required
Container Number	Select the container number carrying the goods from the dropdown list.
Own Container Indicator	Select the checkbox if the container is the own container.
Seal Number	Enter the seal number of the container.
Container Type ID	Select the container type id from the dropdown list.
Load Status ID	Select the container load status from the dropdown list.
Maximum Payload	Enter the maximum load that the container can carry.
Tare Weight	Enter the tare weight of the container (Empty container).
Tare Weight UOM ID	Select the Unit of Measurement of the Tare weight of the container.
Gross Weight	Enter the gross weight of goods in the container.
Gross UOM ID	Select the Unit of Measurement of the Gross weight of the container.
Number of Packages	Enter the number of packages of goods.
Packages Type ID	Select the package type for the goods in the container.

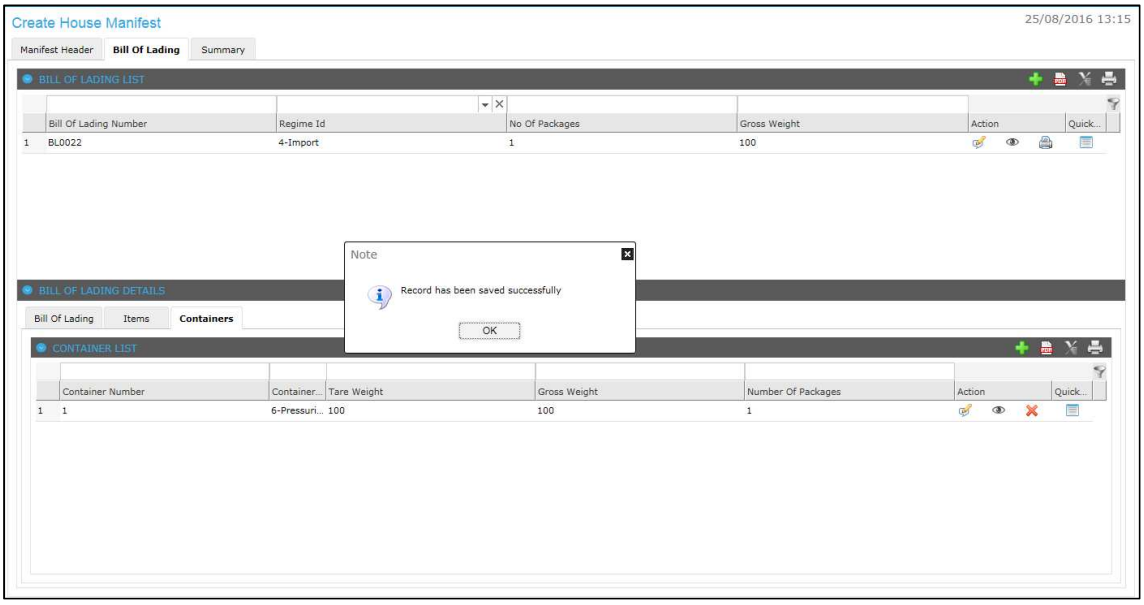
19. Click **Save** button. The Bill of Lading Container Saved successfully message will be displayed.



Records Saved successfully message

20. Click **Ok** button. The Container Details Added page will be displayed.

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Bill of Lading Container Added page

Click the  icon to add more than one bill of lading container details.

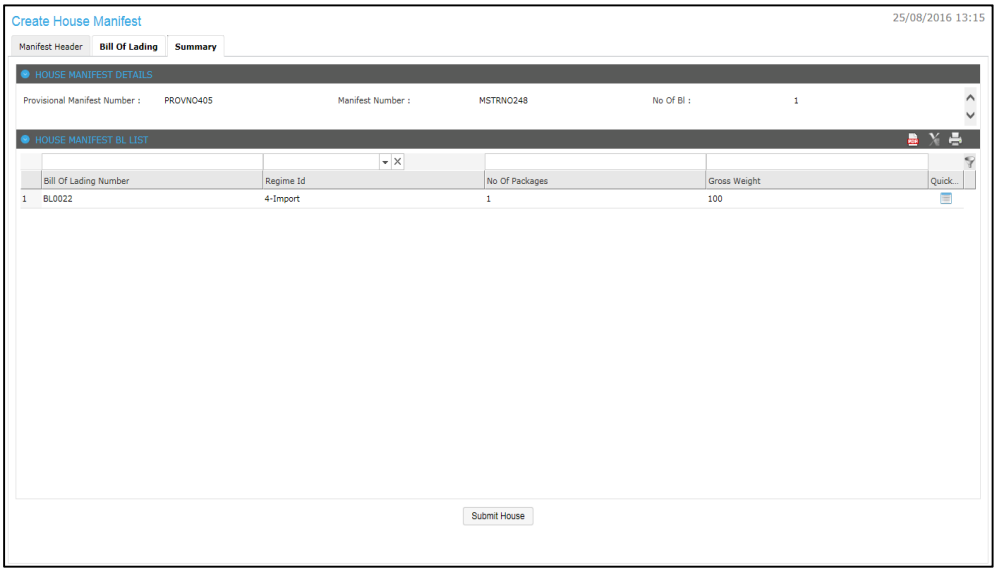
Click the **Edit** icon to edit the bill of lading container details.

Click the **View** icon to view the added bill of lading container details.

Click the **Delete** icon to delete the added bill of lading container details from the available list.

Click **Quick View** icon to overview the bill of lading container details.

21. Click **Summary** tab. The House manifest summary details page will be displayed.



Summary Tab page

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Click the **Excel Sheet** icon to download the manifest summary details as an excel sheet.

Click the **PDF** icon to download the manifest summary details as a PDF document.

Click the **Print** icon to print the manifest summary details.

Click **Quick View** icon to overview the manifest summary details.

22. Click **Submit House** button to submit the created house manifest details. The House Manifest submitted confirmation message will be displayed.



Submit Confirmation Message

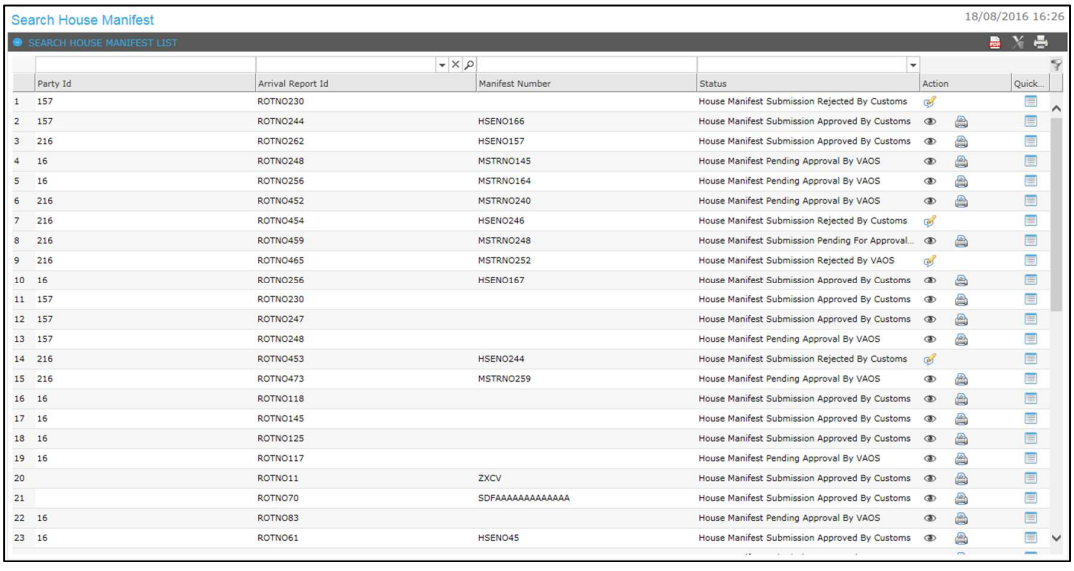
23. Click **OK** button to close the confirmation message.

Searching House Manifest Details

The functionality allows you to search for, view, print and edit the house manifest details in the TFB system.

To search for a house manifest:

1. Click **House Manifest**>>**House Search**. The Search House Manifest Page will be displayed.



	Party Id	Arrival Report Id	Manifest Number	Status	Action	Quick...
1	157	ROTNO230		House Manifest Submission Rejected By Customs		
2	157	ROTNO244	HSENO166	House Manifest Submission Approved By Customs		
3	216	ROTNO262	HSENO157	House Manifest Submission Approved By Customs		
4	16	ROTNO248	MSTRNO145	House Manifest Pending Approval By VAOS		
5	16	ROTNO256	MSTRNO164	House Manifest Pending Approval By VAOS		
6	216	ROTNO452	MSTRNO240	House Manifest Pending Approval By VAOS		
7	216	ROTNO454	HSENO246	House Manifest Submission Rejected By Customs		
8	216	ROTNO459	MSTRNO248	House Manifest Submission Pending For Approval...		
9	216	ROTNO465	MSTRNO252	House Manifest Submission Rejected By VAOS		
10	16	ROTNO256	HSENO167	House Manifest Submission Approved By Customs		
11	157	ROTNO230		House Manifest Submission Approved By Customs		
12	157	ROTNO247		House Manifest Submission Approved By Customs		
13	157	ROTNO248		House Manifest Pending Approval By VAOS		
14	216	ROTNO453	HSENO244	House Manifest Submission Rejected By Customs		
15	216	ROTNO473	MSTRNO259	House Manifest Pending Approval By VAOS		
16	16	ROTNO118		House Manifest Submission Approved By Customs		
17	16	ROTNO145		House Manifest Submission Approved By Customs		
18	16	ROTNO125		House Manifest Submission Approved By Customs		
19	16	ROTNO117		House Manifest Pending Approval By VAOS		
20		ROTNO11	ZXCV	House Manifest Submission Approved By Customs		
21		ROTNO70	SDFAAAAAAAAAAAA	House Manifest Submission Approved By Customs		
22	16	ROTNO83		House Manifest Pending Approval By VAOS		
23	16	ROTNO61	HSENO45	House Manifest Submission Approved By Customs		

Search House Manifest Page

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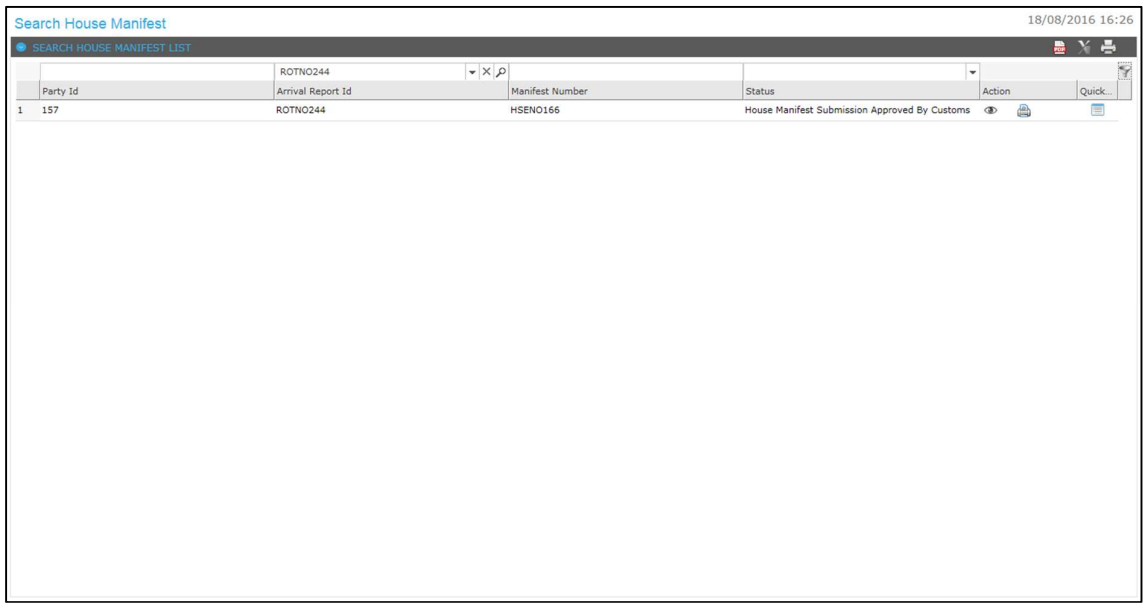
Following are the field and button descriptions of the **Search House Manifest** page.

Field/Button description	Action/Input Required
Party ID	Enter the party's identification details.
Arrival Report ID	Enter the identification number of the arrival report.
Manifest Number	Enter the number of the manifest that you are searching for.
Status	Select the appropriate status of the house manifest from the dropdown list.

@

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Manifest Number
  - Party Id
  - Arrival Report ID

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



Search Results Page

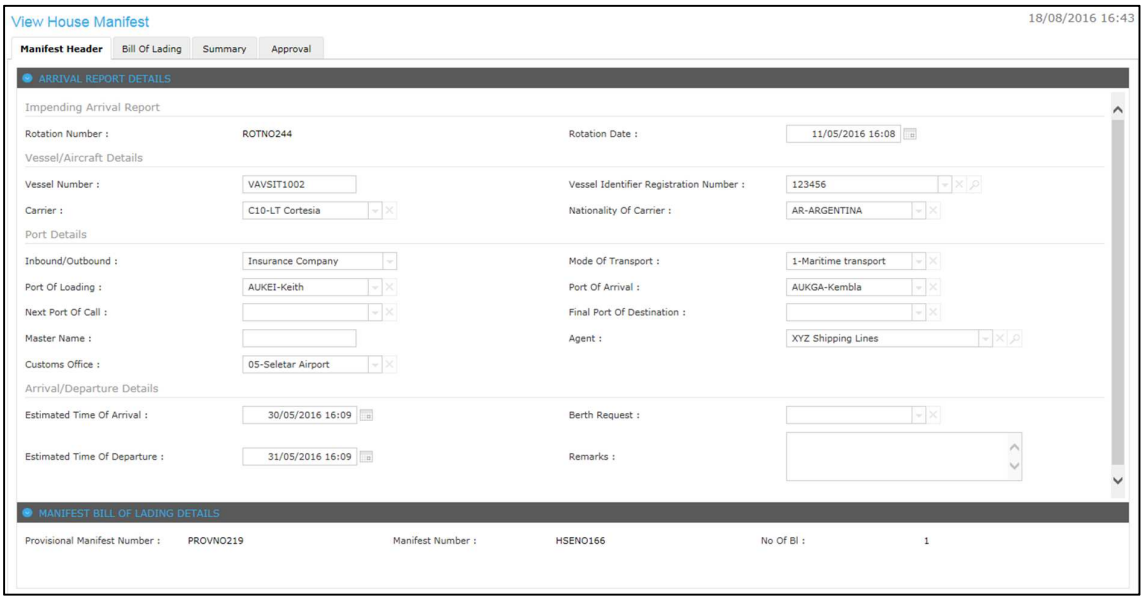
© CrimsonLogic Pte Ltd

View House Manifest Details

This functionality allows you to view the house manifest details.

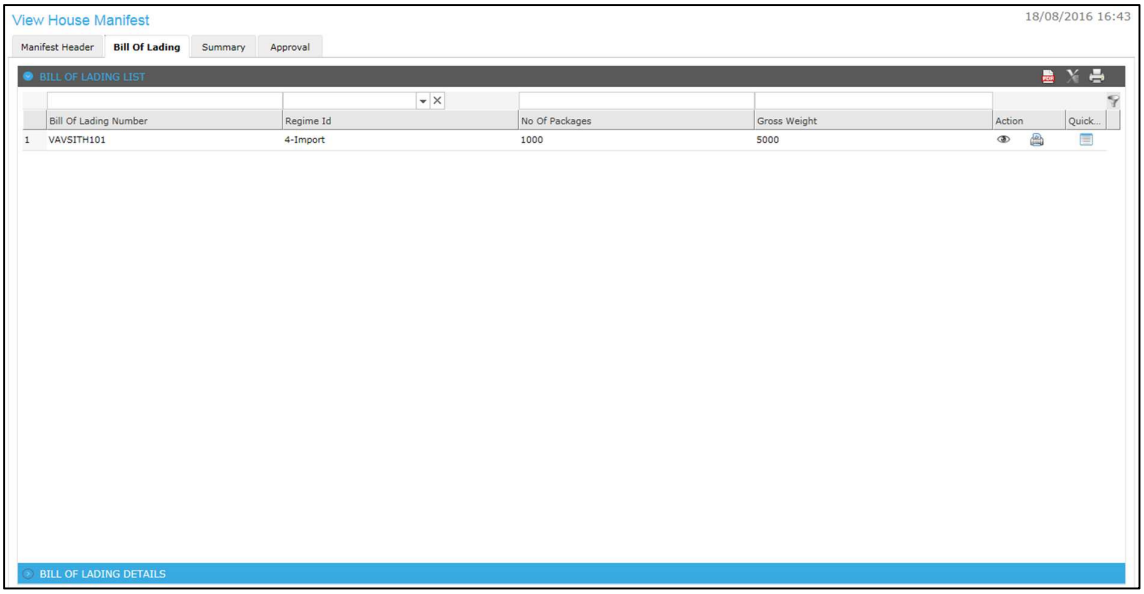
To view the house manifest details:

1. From the search results, click the  icon. The View House Manifest Details Page will be displayed.



View House Manifest Header Tab Page

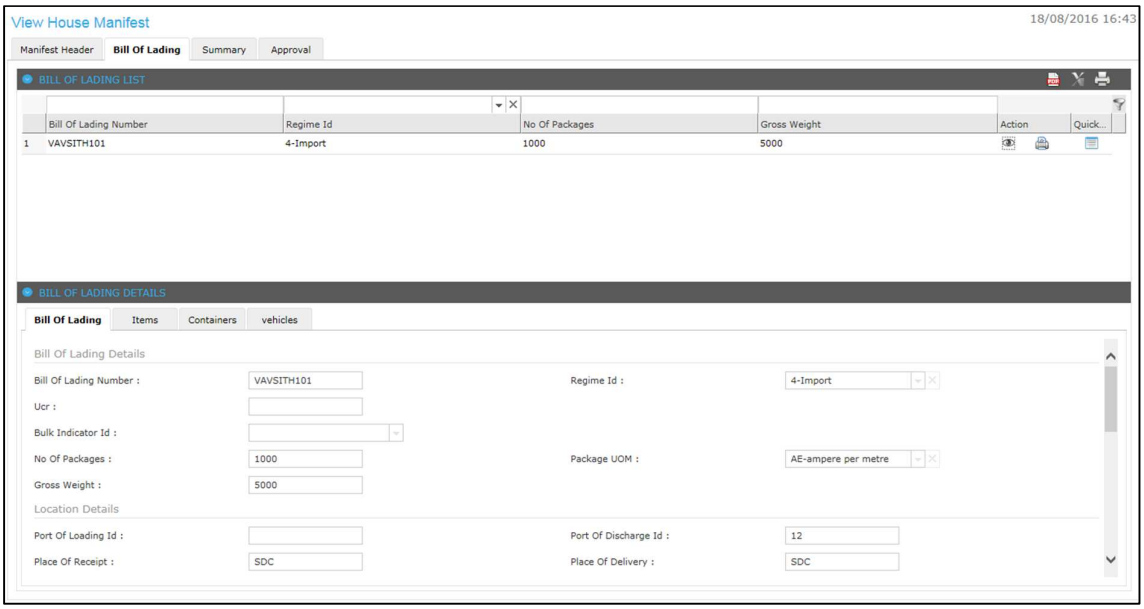
2. Click **Bill of Lading** tab to view the bill of lading details.



Bill of Lading Tab Page

© CrimsonLogic Pte Ltd

3. Click the  icon to view the bill of lading details.



Bill of Lading Details Page

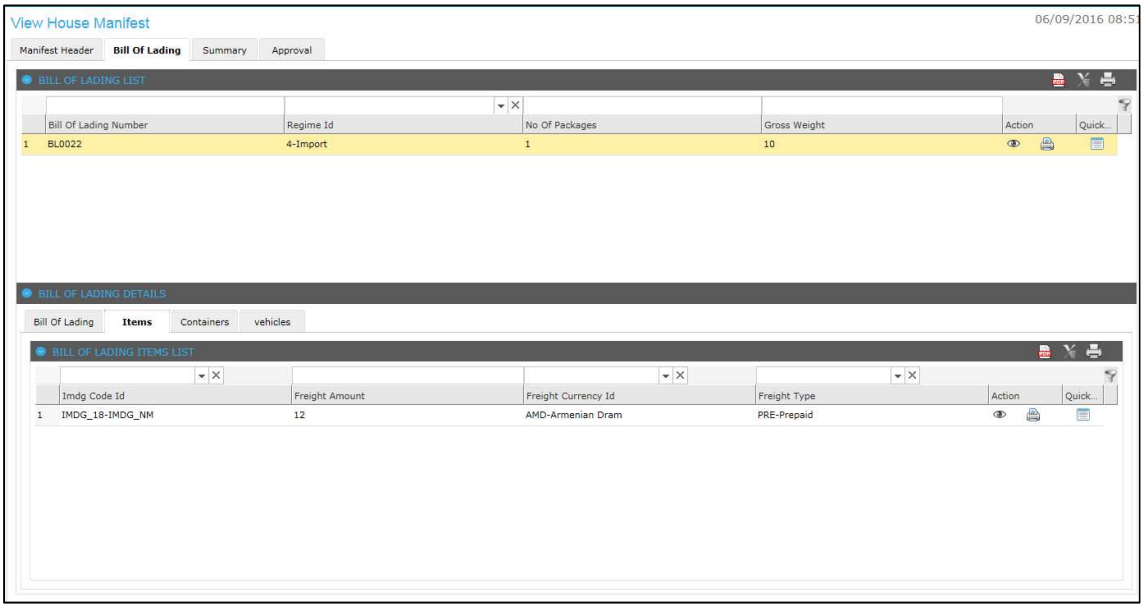
4. Click **Close** button to close the bill of lading tab details.

Click the **Print** icon to print the bill of lading details.
Click the **Quick View** icon to overview the bill of lading details.

Click the **Excel sheet** icon to download the bill of lading details as an excel sheet.
Click the **PDF** icon to download the bill of lading details as a PDF document.
Click the **Print** button to print the bill of lading details.

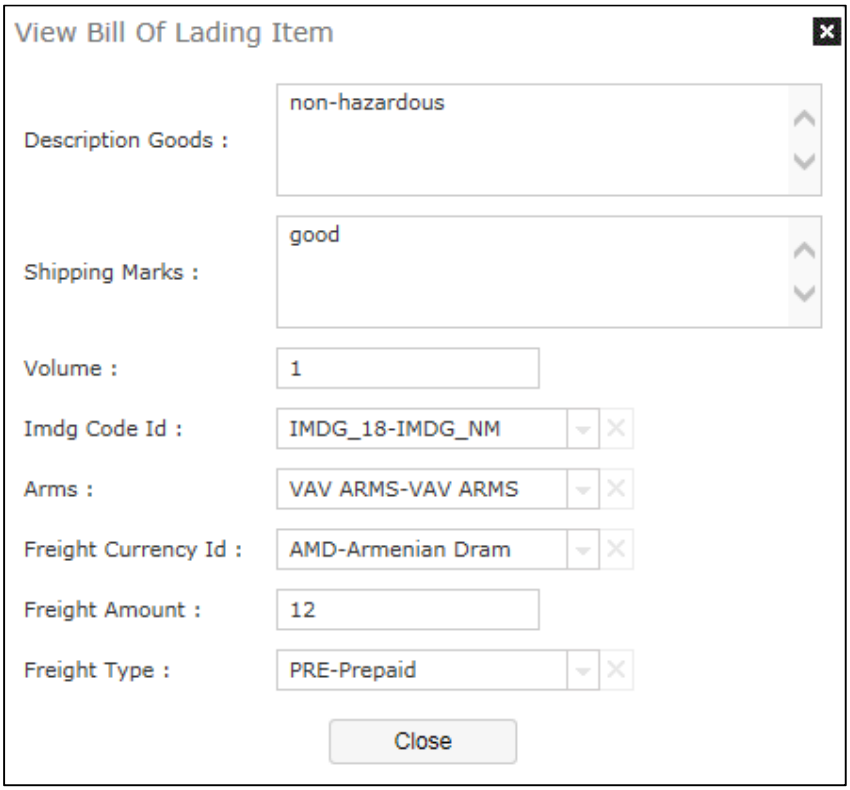
5. Click **Items** tab to view the item details.

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Item Tab Page

6. Click the  icon to view the bill of lading item details.



View Bill of Lading Details Page

7. Click **Close** button to close the bill of lading item details.

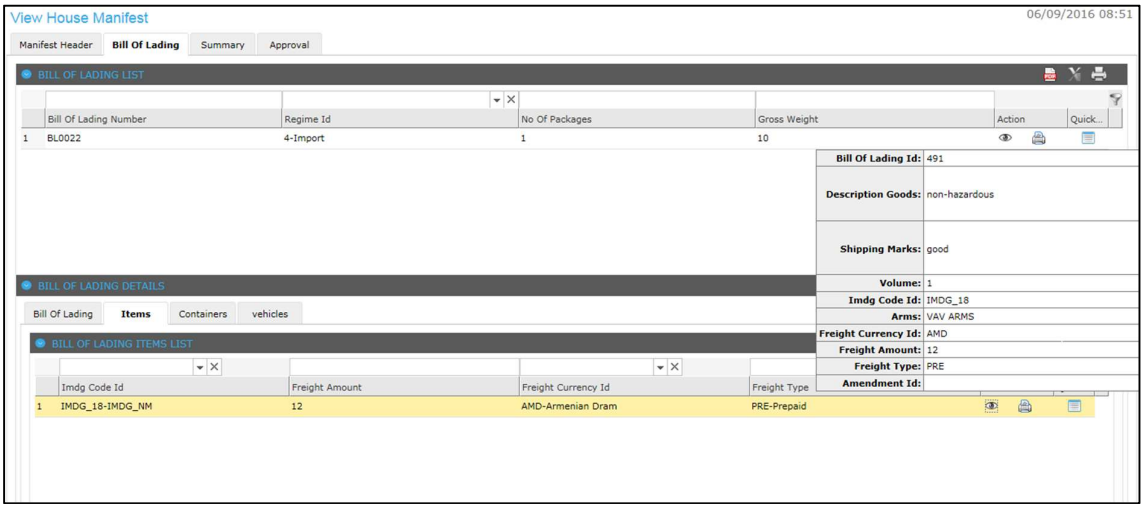
© CrimsonLogic Pte Ltd

Click the **Excel sheet** icon to download the bill of lading item details as an excel sheet.

Click the **PDF** icon to download the bill of lading item details as a PDF document.

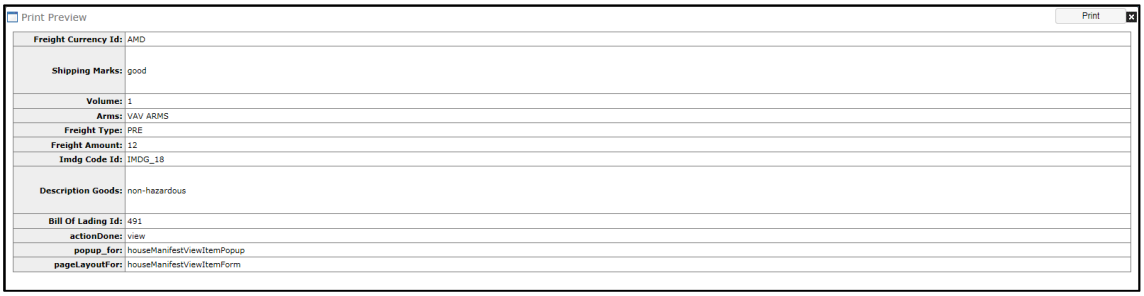
Click the **Print** button to print the bill of lading item details.

8. Click the  Quick view icon to view the item details.



Item Quick View Details Page

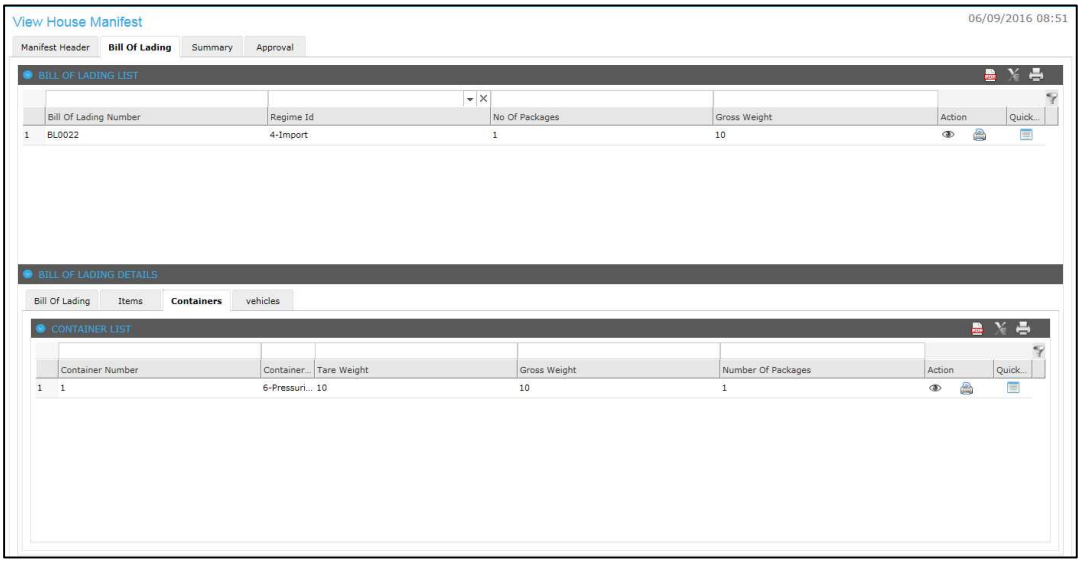
9. Click the  icon to print preview the item details.



Print Preview Item Details Page

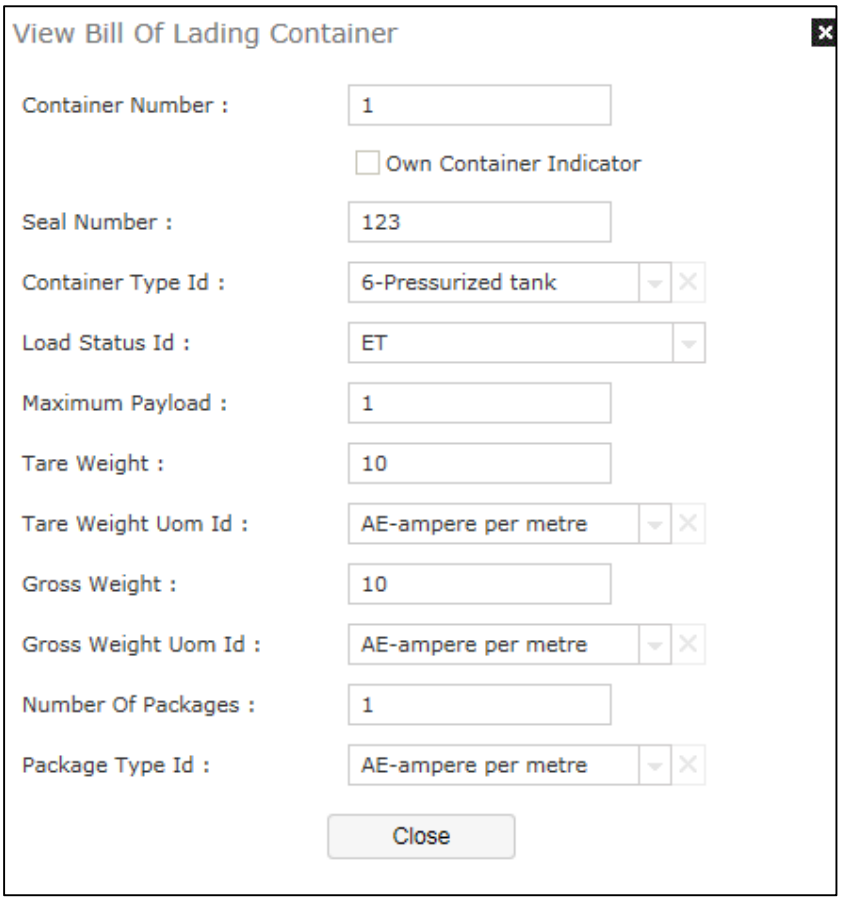
10. Click the **Print** button to print the bill of lading item details.
11. Click **Containers** tab to view the container details.

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Containers Tab Page

12. Click the  icon to view the bill of lading container details.



View Bill of Lading Container Details Page

13. Click **Close** button to close the bill of lading container details.

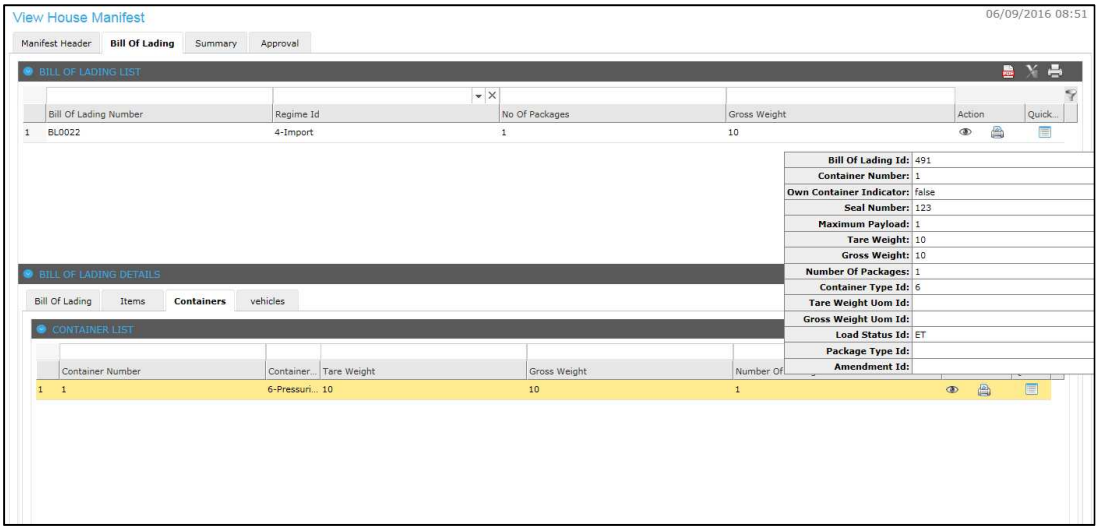
© CrimsonLogic Pte Ltd

Click the **Excel sheet** icon to download the bill of lading container details as an excel sheet.

Click the **PDF** icon to download the bill of lading container details as a PDF document.

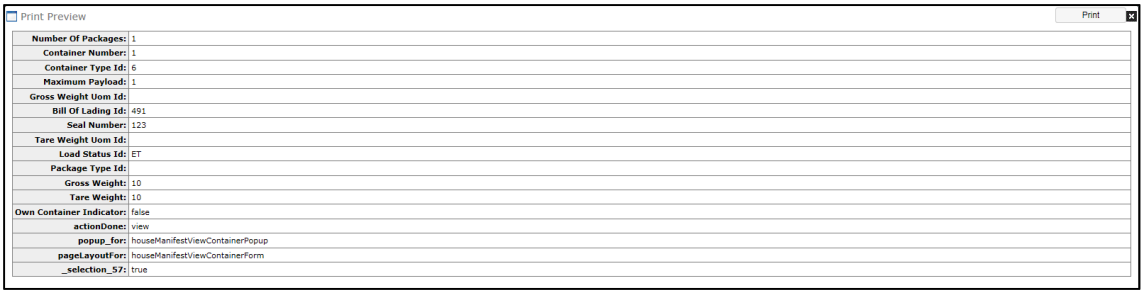
Click the **Print** button to print the bill of lading container details.

14. Click the  Quick view icon to view the container details.



Container Quick View Details Page

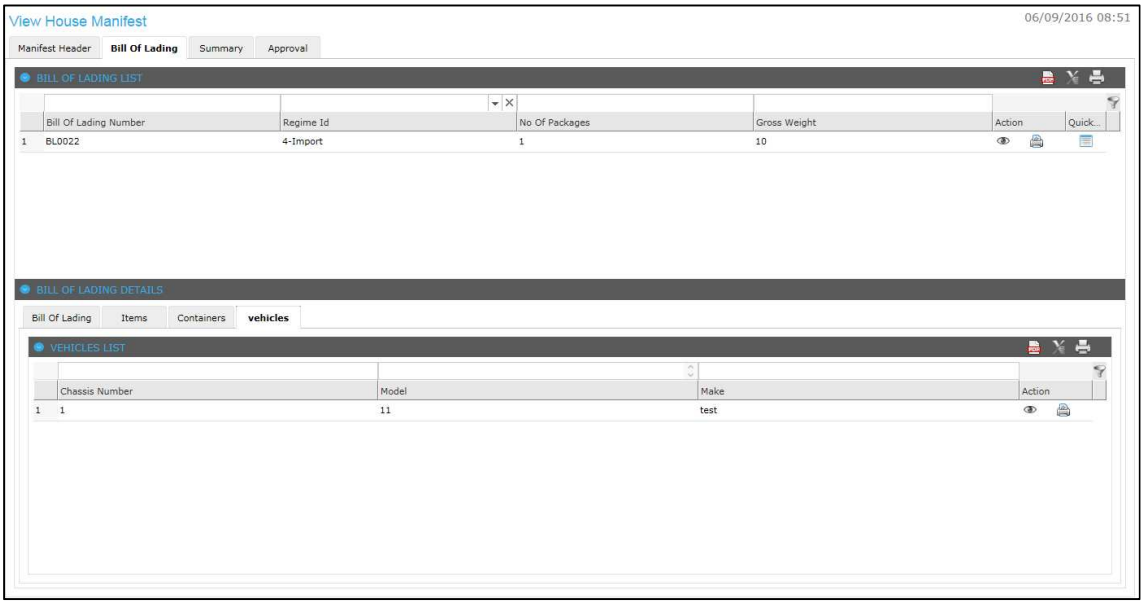
15. Click the  icon to print preview the container details.



Print Preview Container Details Page

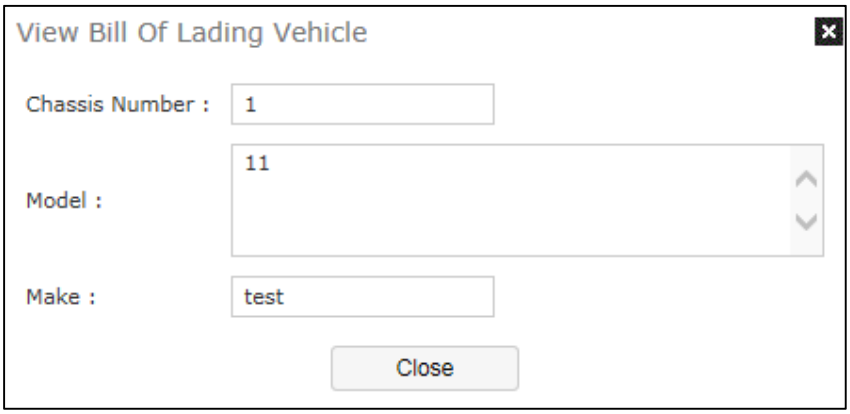
16. Click the **Print** button to print the bill of lading container details.
17. Click **Vehicles** tab to view the vehicle details.

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Vehicles Tab Page

18. Click the  icon to view the bill of lading vehicles details.



View Bill of Lading Vehicle Details Page

19. Click **Close** button to close the bill of lading vehicle details.

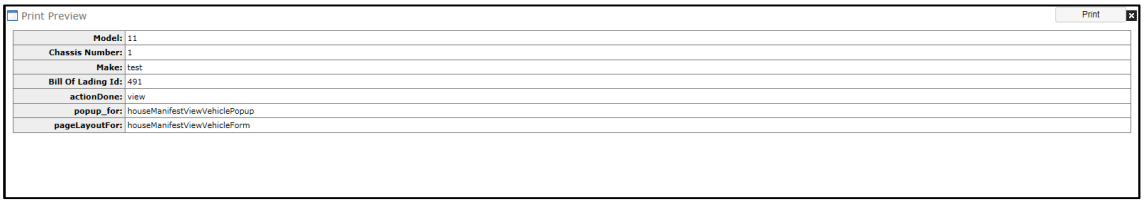
Click the **Excel sheet** icon to download the bill of lading vehicle details as an excel sheet.

Click the **PDF** icon to download the bill of lading vehicle details as a PDF document.

Click the **Print** button to print the bill of lading vehicle details.

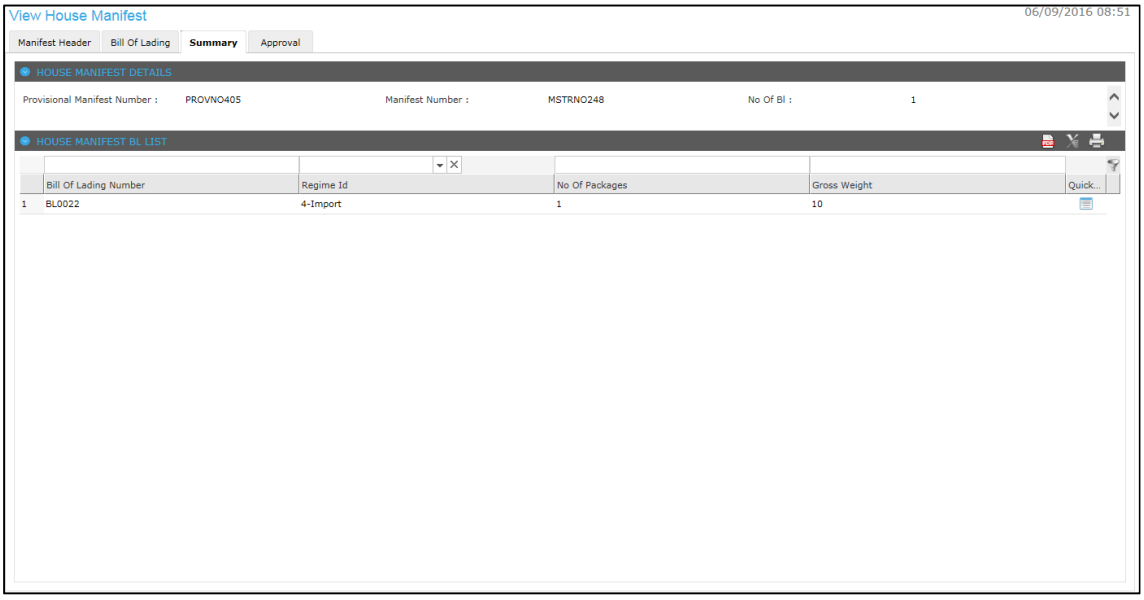
20. Click the  icon to print preview the vehicle details.

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Print Preview Vehicle Details Page

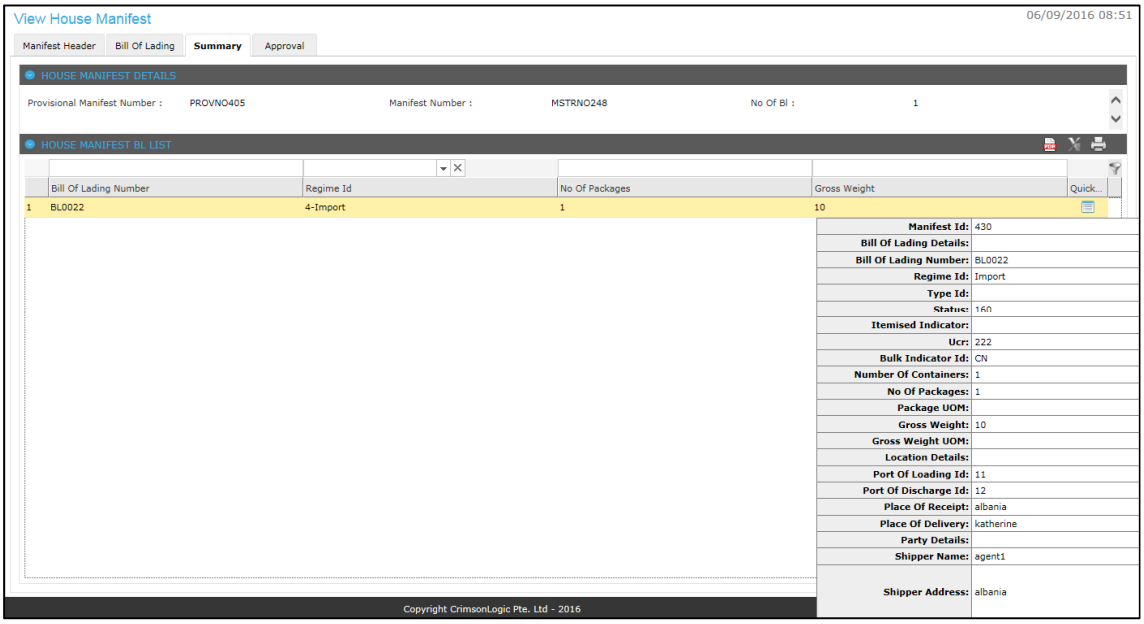
21. Click the **Print** button to print the bill of lading vehicle details.
22. In the View House Manifest page, click **Summary** tab to view the house manifest summary details.



Summary Tab Page

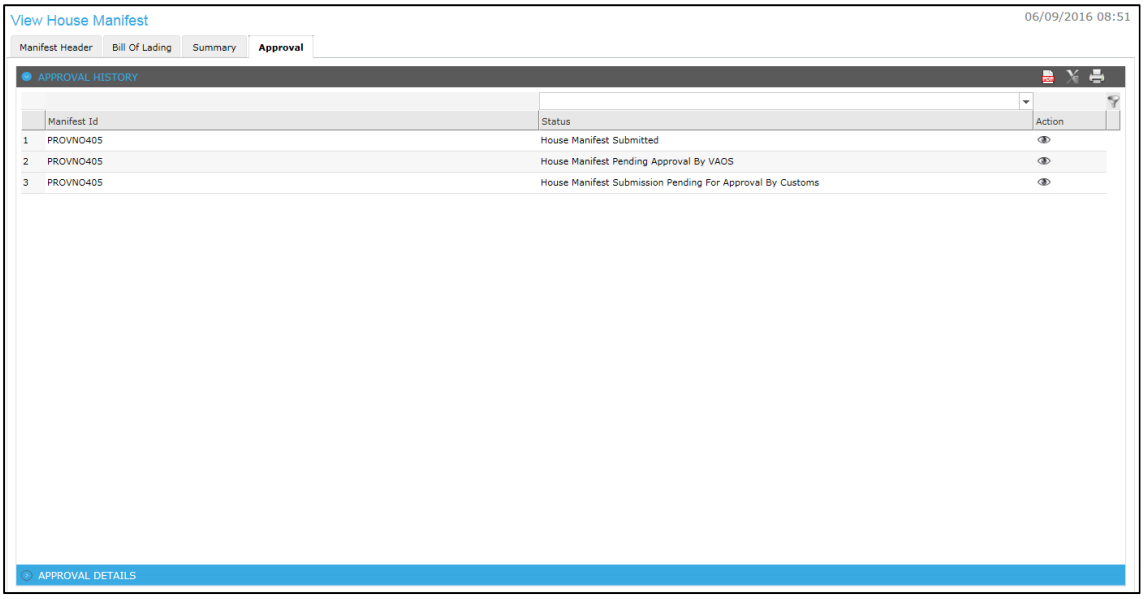
23. Click the  quick view icon to view the house manifest summary details.

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House Manifest Summary Quick View Page

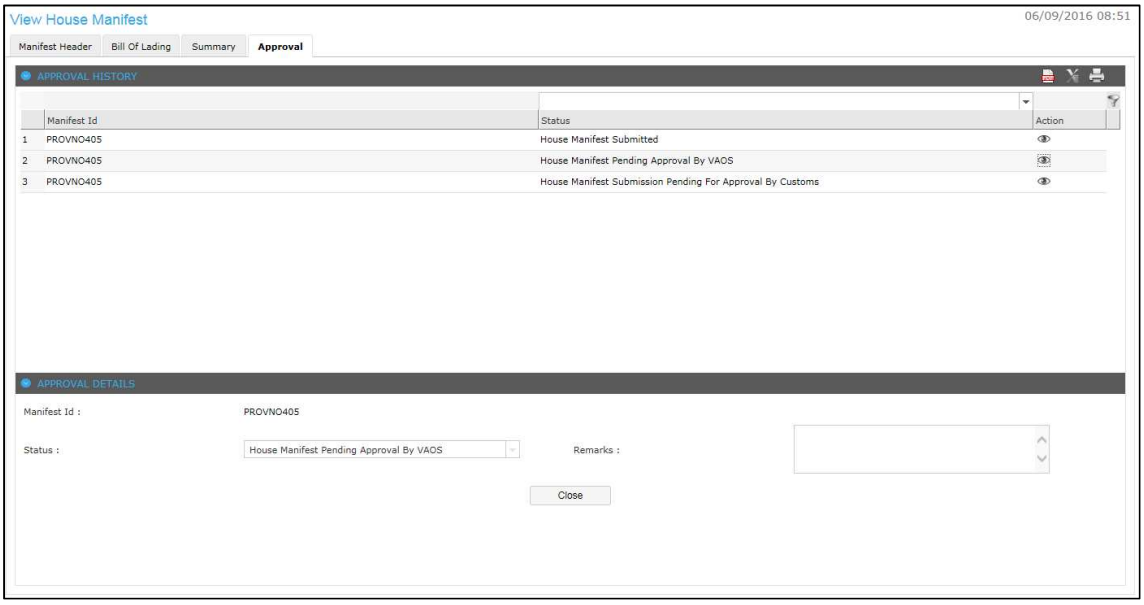
24. Click **Approval** tab to view the approval details page.



Approval Tab page

25. Click the  icon to view the manifest approval details.

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View Manifest Approval Page

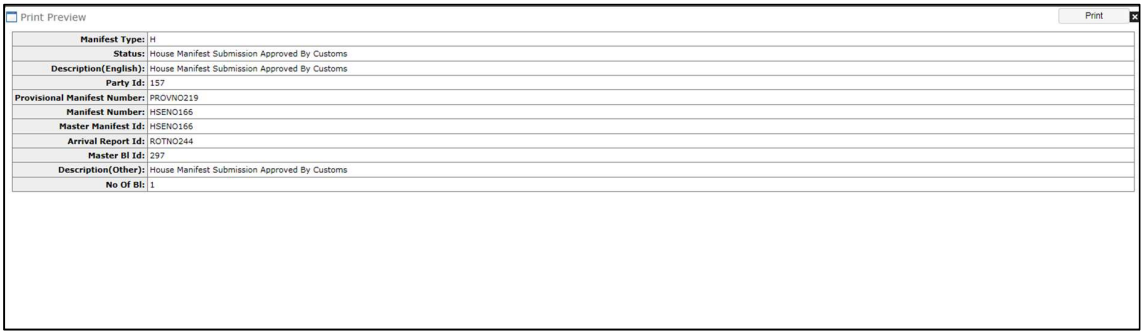
26. Click **Close** button to close the approval details.

Print House Manifest Details

This functionality allows you to print the house manifest details such as Manifest Type, Manifest Number, and Master Manifest ID etc.

To print the house manifest details:

1. From the search results, click the  icon. The Print Preview Page will be displayed.



Print Preview Page

2. Click **Print** button to print the House manifest details.

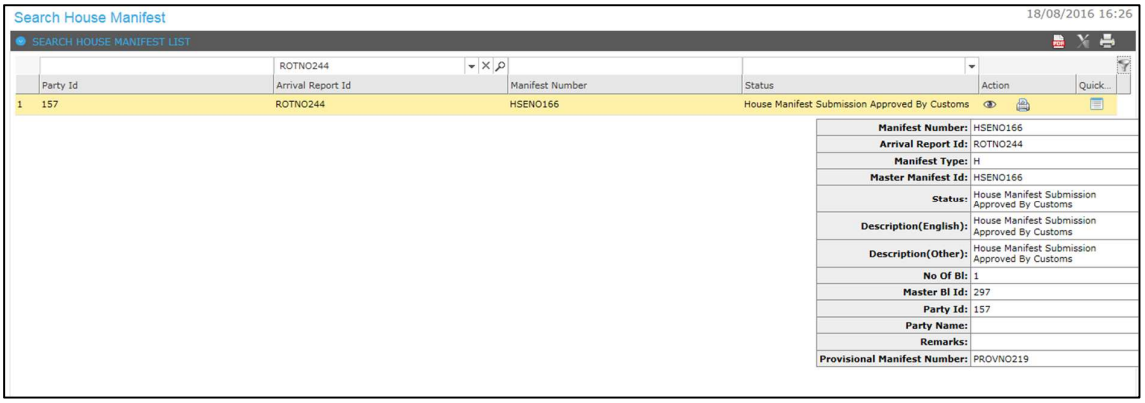
© CrimsonLogic Pte Ltd

Quick View House Manifest Details

This functionality allows you to overview view the house manifest details such as Manifest identification number, Arrival Report ID, Manifest number etc.

To quick view the house manifest details:

1. From the search results, click the  icon. The House Manifest Quick View Page will be displayed.



House Manifest Quick View Details Page

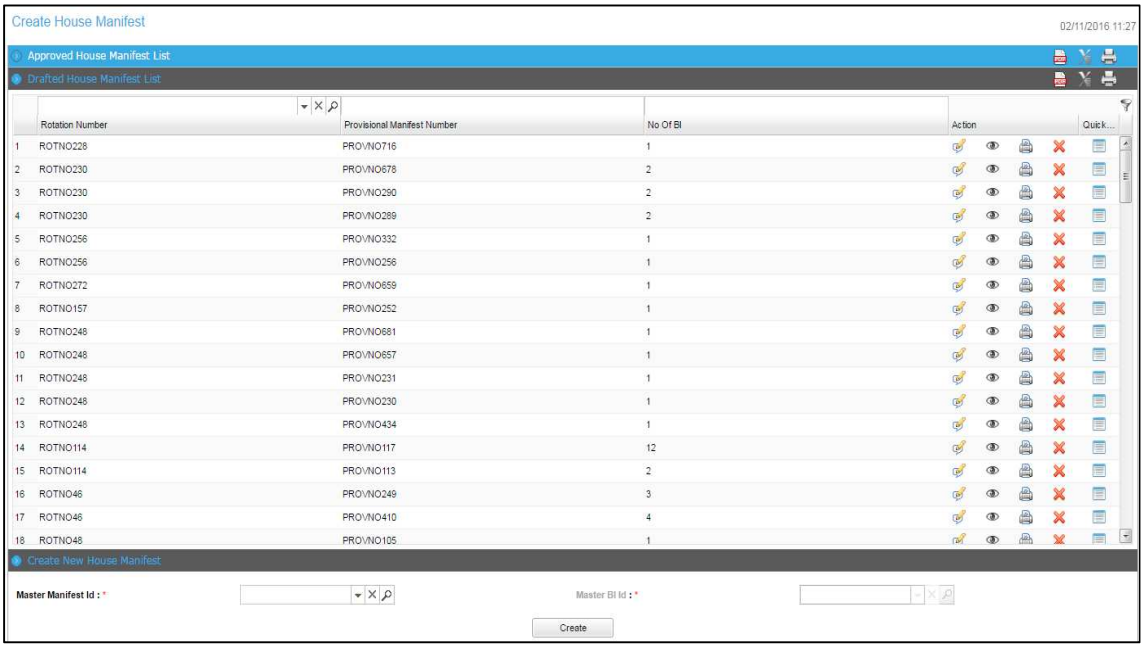
Edit House Manifest Details

This functionality allows you to edit the house manifest details which is in draft status or which is rejected by Customs in the TFB system.

To edit the house manifest details:

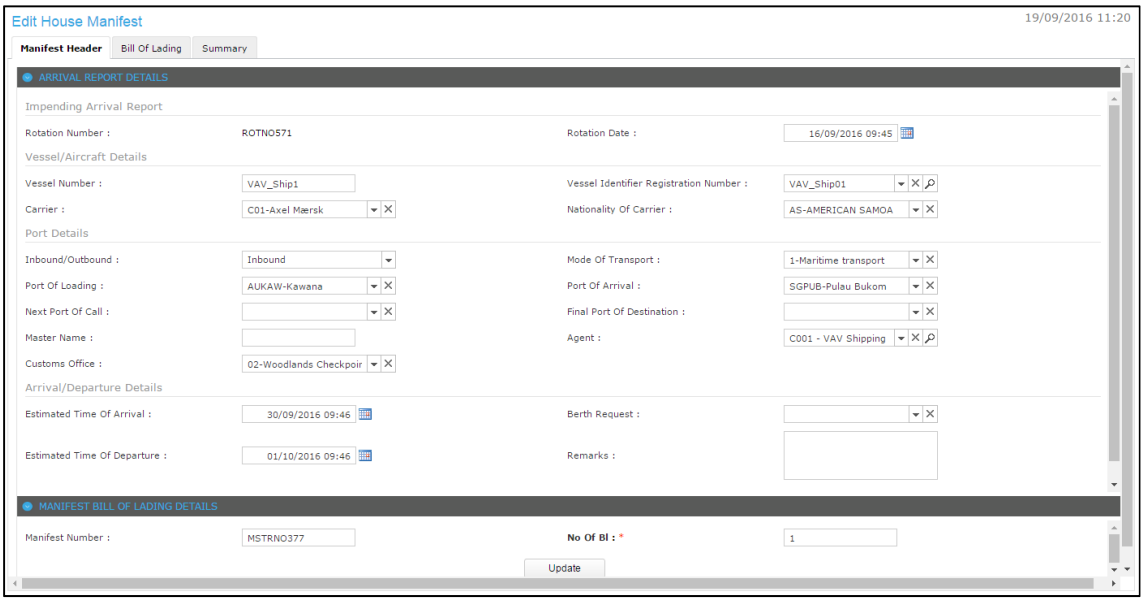
1. Perform a search for the House manifest with Draft status. The House Manifest Search Results page will be displayed.

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House Manifest Search Results page

2. From the search results, click the  icon. The Edit House Manifest Details Page will be displayed.



Edit House Manifest Details Page

3. Modify the necessary information in the House manifest header Details tab page. For more information, refer to field descriptions in House Manifest Details.

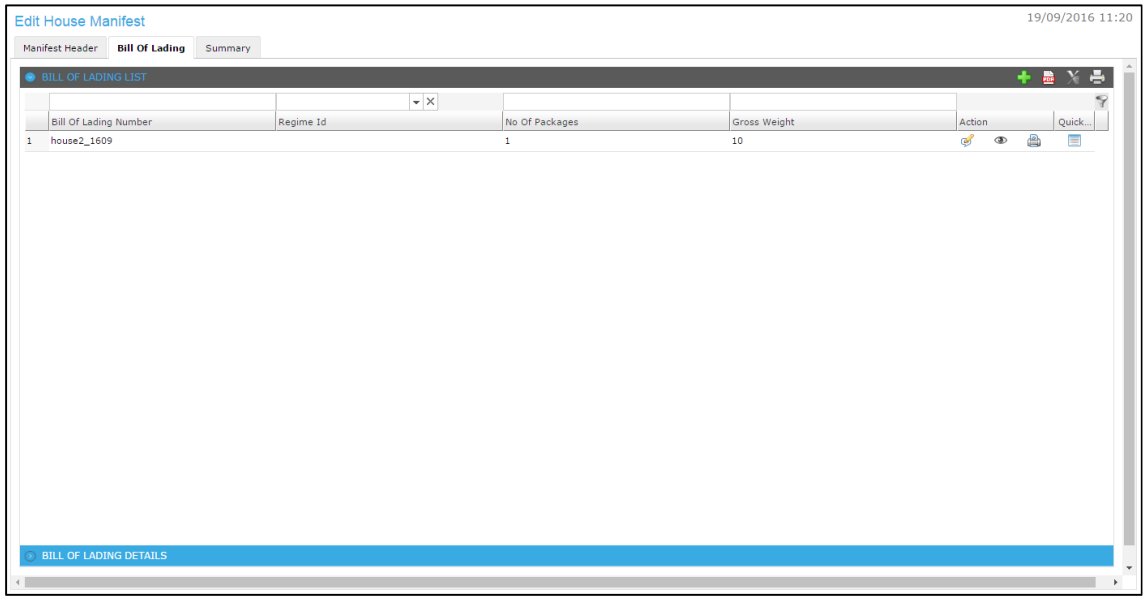
4. Click **Update**. The Records updated successfully message will be displayed.

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Records Updated Successfully Message

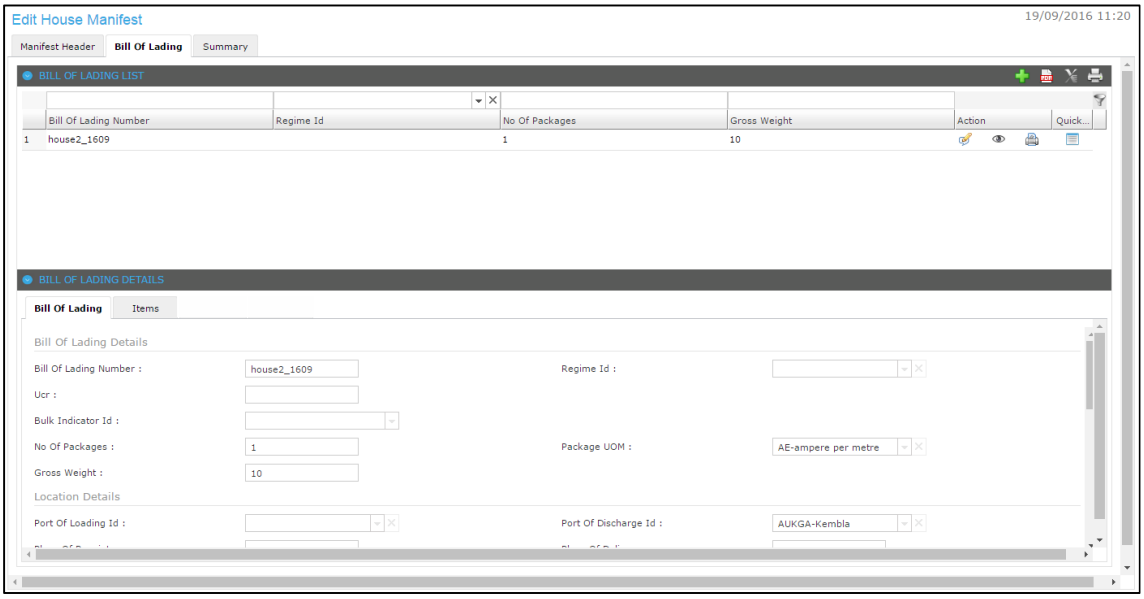
5. Click **Ok** button to close the confirmation message.
6. Click **Bill of Lading** tab.The Bill of Lading Details tab page will be displayed.



Bill of Lading Details Page

7. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.

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View Bill of Lading Details Page

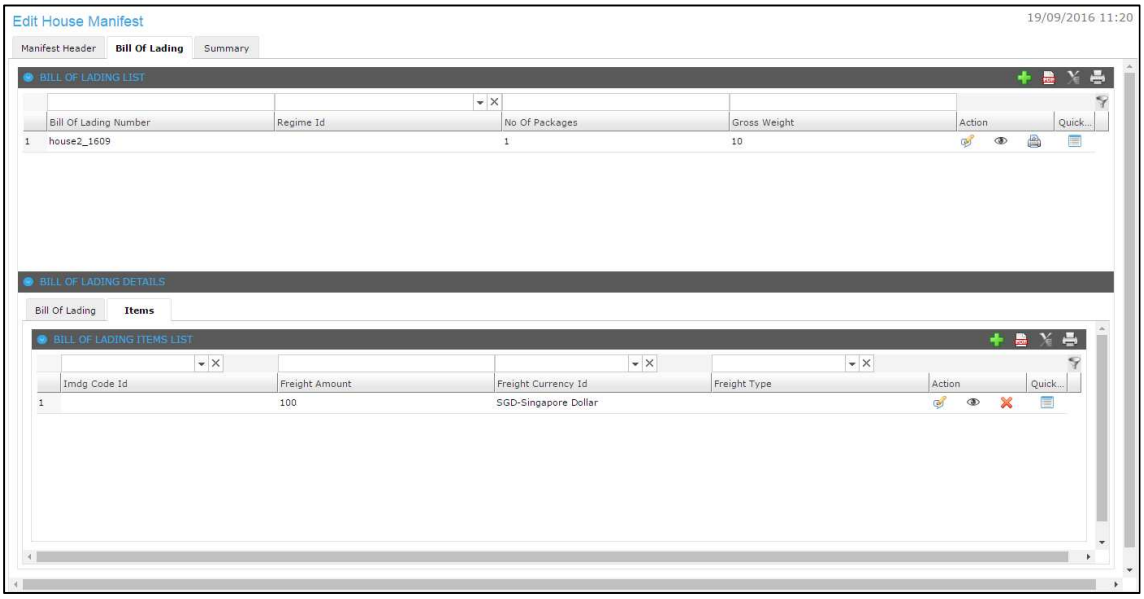
8. Click **Close** button to close the bill of lading details.

Click the **Edit** icon to edit the bill of lading list details.
Click the **Print** icon to print the bill of lading list details.
Click the **Quick View** icon to overview the bill of lading list details.

Click **Excel sheet** icon to download the bill of lading list as an excel sheet.
Click **PDF** icon to download the bill of lading as a PDF document.
Click **Print** button to print the bill of lading details.
Click **Add** icon to add another bill of lading details.

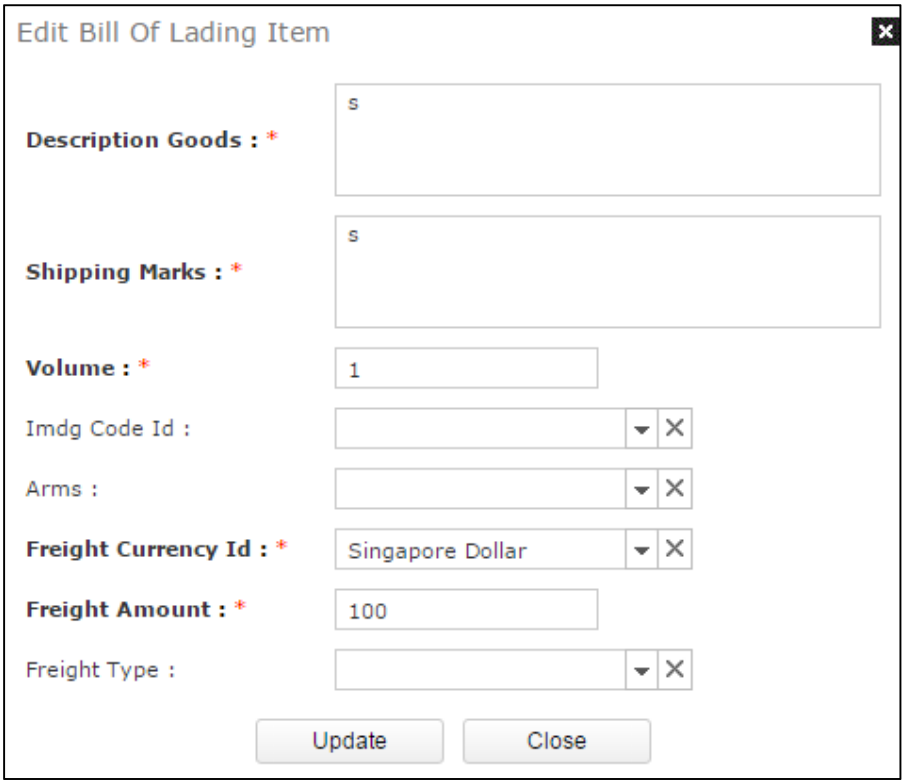
9. Click **Item** Tab details to view the Bill of lading Item details page.

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Item Details Tab page

10. Click the  button to modify the necessary information in the Bill of lading item details page. For more information refer to field descriptions in the Item Details.



Edit Bill of Lading Item Details Page

11. Click **Update.** The Records updated successfully message will be displayed.

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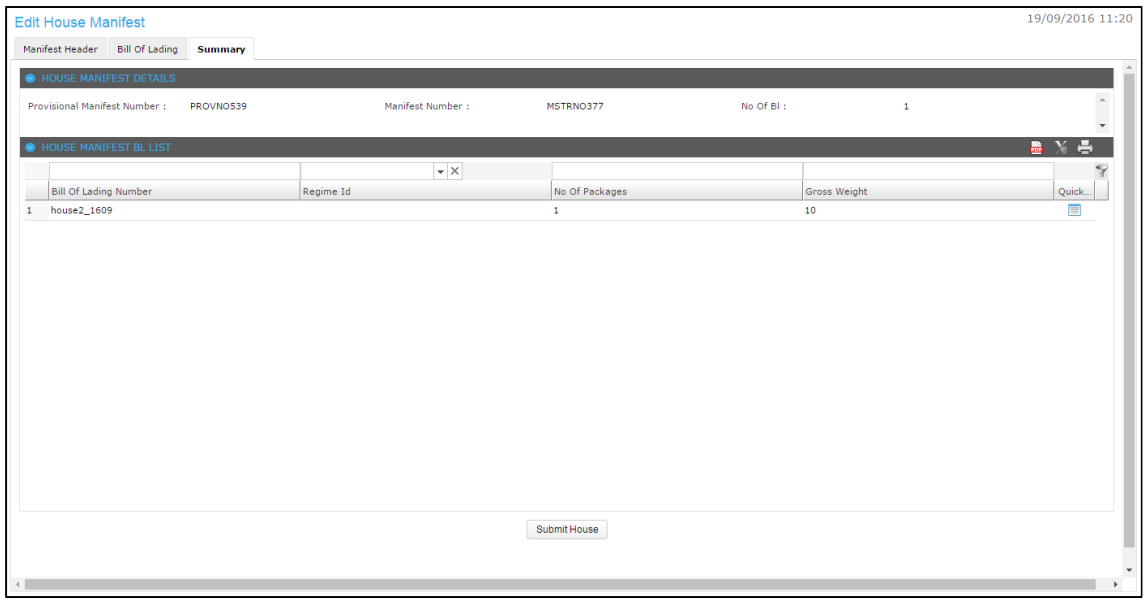
Records Updated Successfully Message

12. Click **OK** button.

Click the **View** icon to view the bill of lading item details.
Click the **Print** icon to print the bill of lading item details.
Click the **Quick View** icon to overview the bill of lading item details.

Click **Excel sheet** icon to download the bill of lading item details as an excel sheet.
Click **PDF** icon to download the bill of lading item details as a PDF document.
Click **Print** button to print the bill of lading item details.
Click **Add** icon to add another bill of lading item details.

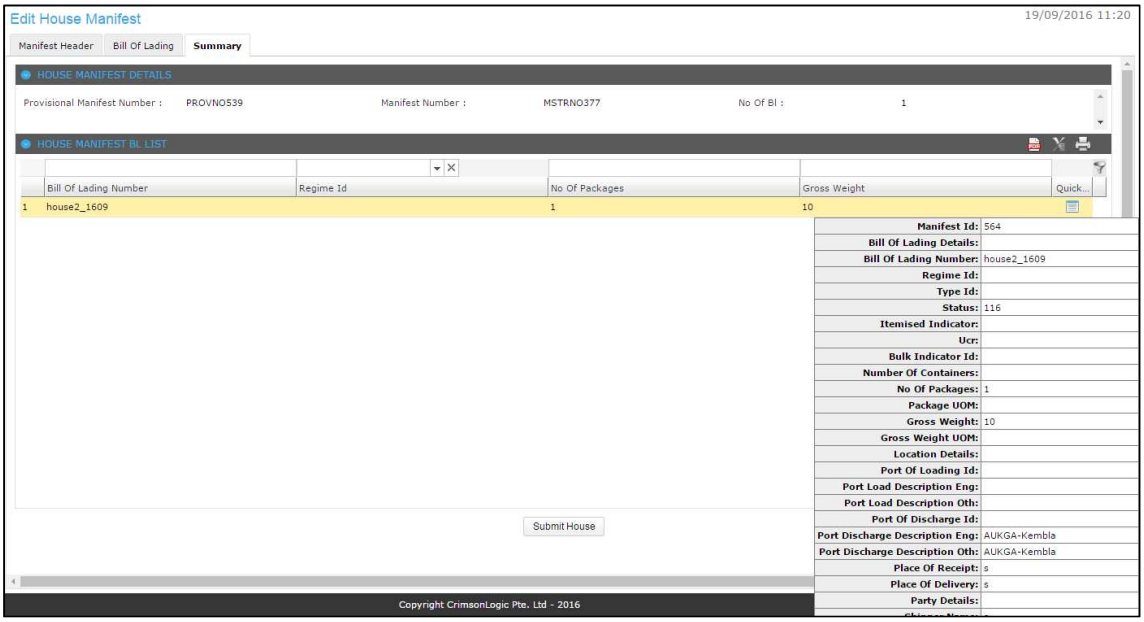
13. Click **Summary** tab to view the summary details.



Summary Tab Page

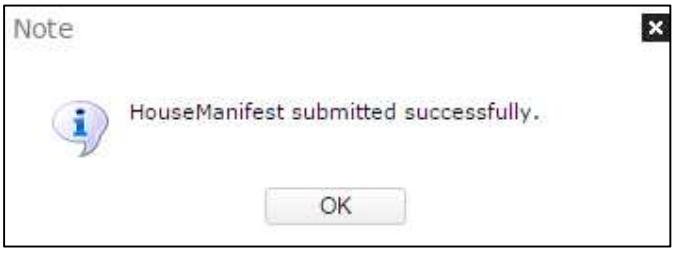
14. Click the  Quick View icon. The House Manifest Quick View Page will be displayed.

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House Manifest Summary Quick View Details Page

15. Click **Submit House** button to submit the edited house manifest details. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

16. Click **OK** button to close the confirmation message.

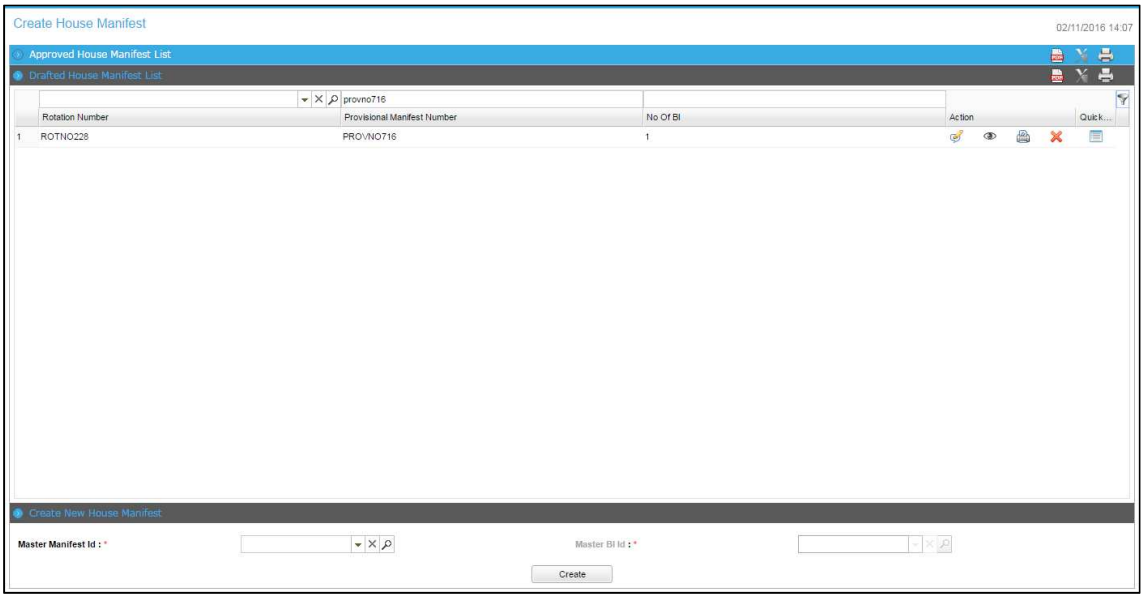
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View Draft House Manifest Details

This functionality allows you to view the house manifest details in draft status.

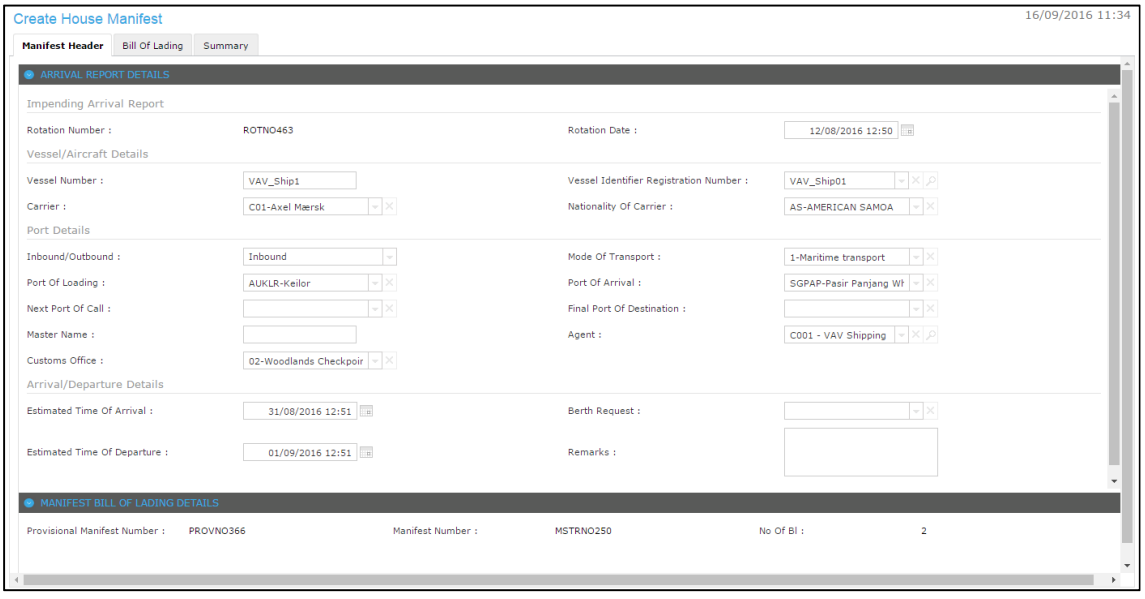
To view the house manifest details as a draft:

1. Perform a search with master manifest whose status is **Draft**. The House Manifest Draft Search Results page will be displayed.



House Manifest Draft Search Results Page

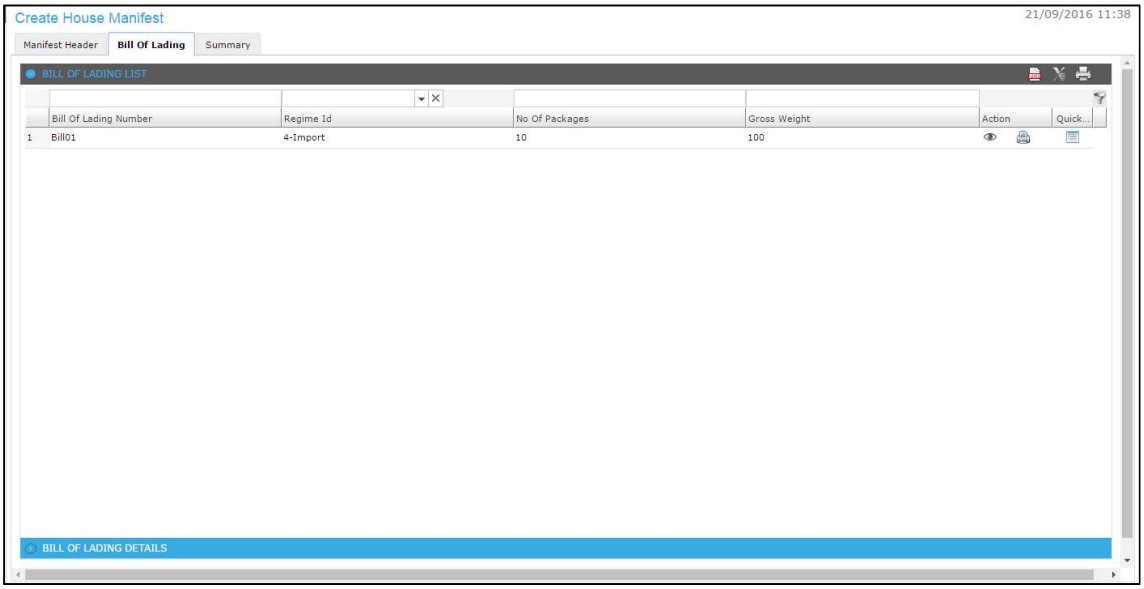
2. Click the  icon. The View Manifest Header Details Page will be displayed.



View House Manifest Header Tab Page

3. Click **Bill of Lading** tab to view the bill of lading details.

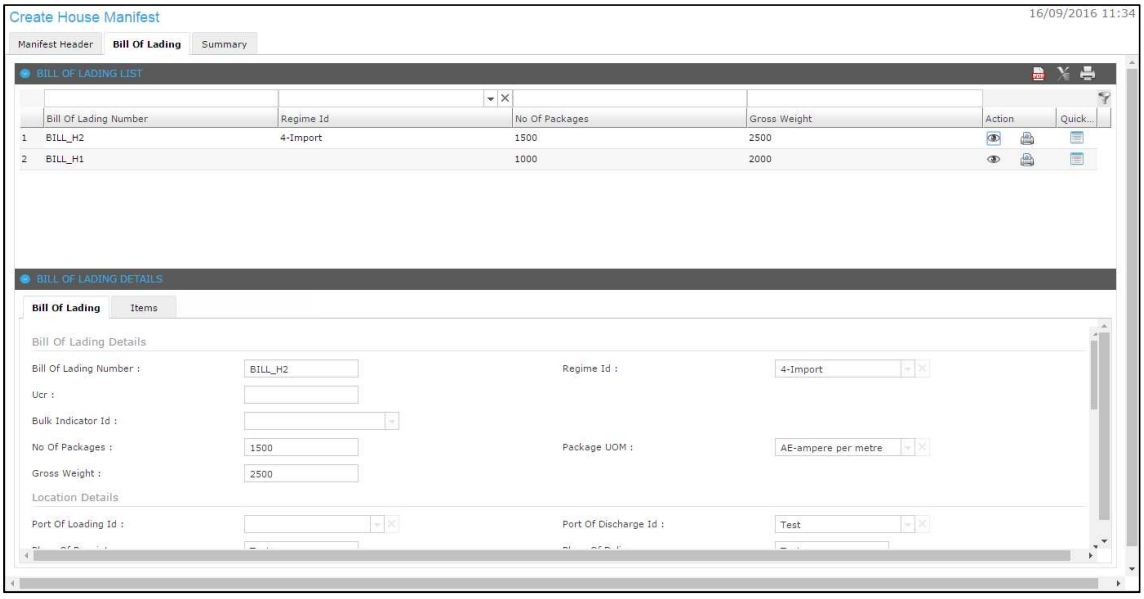
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Bill of Lading Tab Page

Click the **Excel** icon to download the bill of lading list as an excel sheet.
Click the **PDF** icon to download the bill of lading list as a PDF document.
Click the **Print** button to print the bill of lading list details.

4. Click the  icon of the bill of lading item that you wish to view. The bill of lading details page will be displayed.

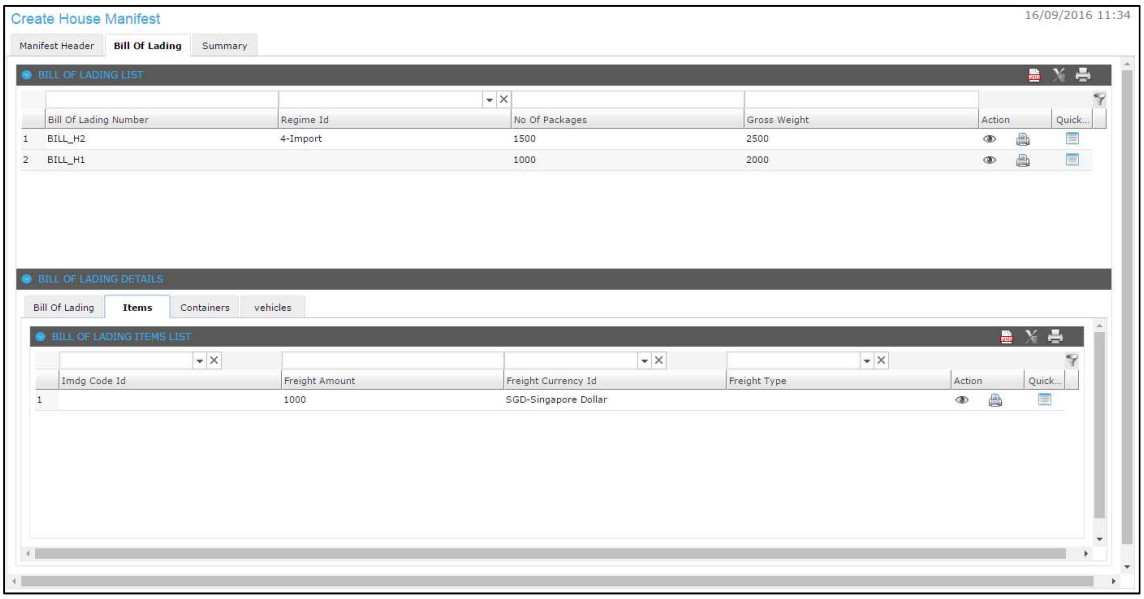


Bill of Lading Details Page

5. Click **Close** button to close the bill of lading details.

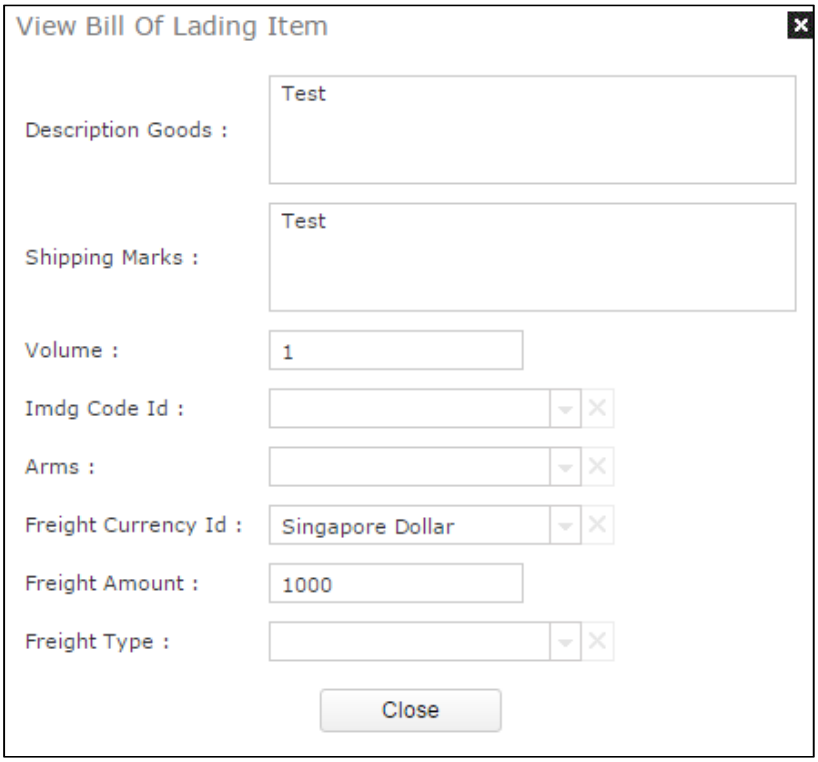
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6. Click **Items** tab to view the item details.



Item Details Tab Page

7. Click the  icon of the bill of lading item that you wish to view. The bill of lading details page will be displayed.

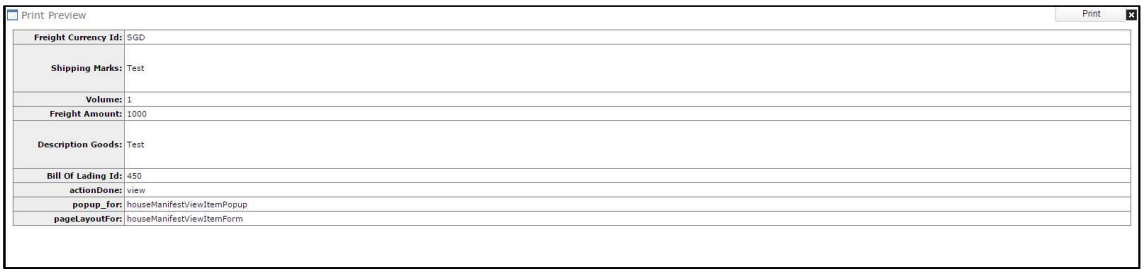


Bill of Lading Details Page

8. Click **Close** button to close the bill of lading item details.

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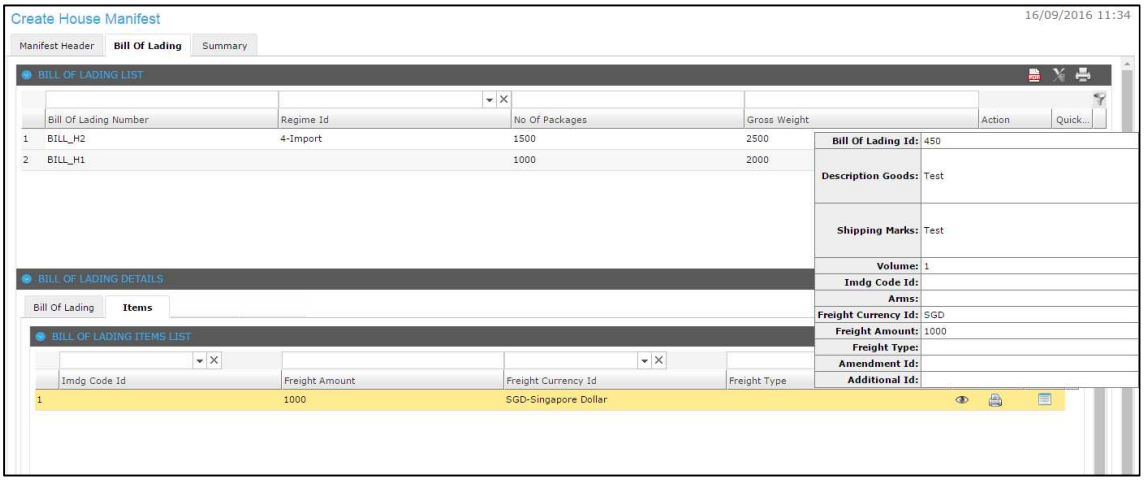
9. Click the  icon. The Print Preview Page will be displayed.



Print Preview Page

10. Click **Print** button to print the bill of lading item details.

11. Click the  icon to quick view the bill of lading items. The bill of lading details page will be displayed.



Bill of Lading Item Quick View Page

Click the **Excel** icon to download the bill of lading item list as an excel sheet.
Click the **PDF** icon to download the bill of lading item list as a PDF document.
Click the **Print** button to print the bill of lading item list details.

Click the **Quick View** icon to overview the bill of lading details.
Click the **Print** button to print the bill of lading details.

12. Click **Summary** tab to view the house manifest summary details. The Summary details page will be displayed.

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Summary Tab page

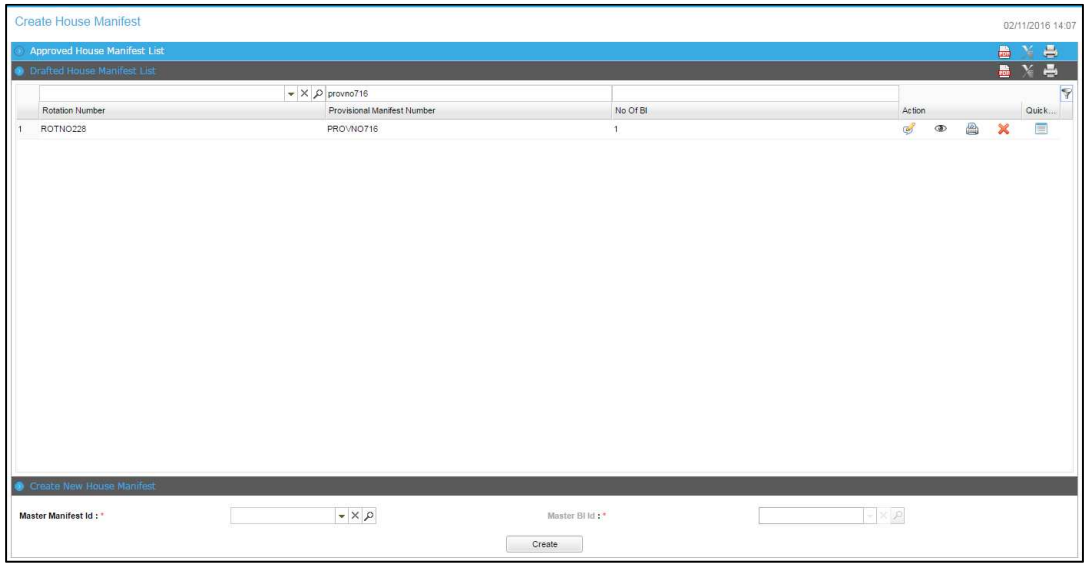
13. Click the  icon to view the Summary House Manifest Details.

Print House Manifest Details

This functionality allows you to print the house manifest details such as Manifest Type, Manifest Number, Provisional manifest Number, Master Manifest ID etc.

To print the house manifest details:

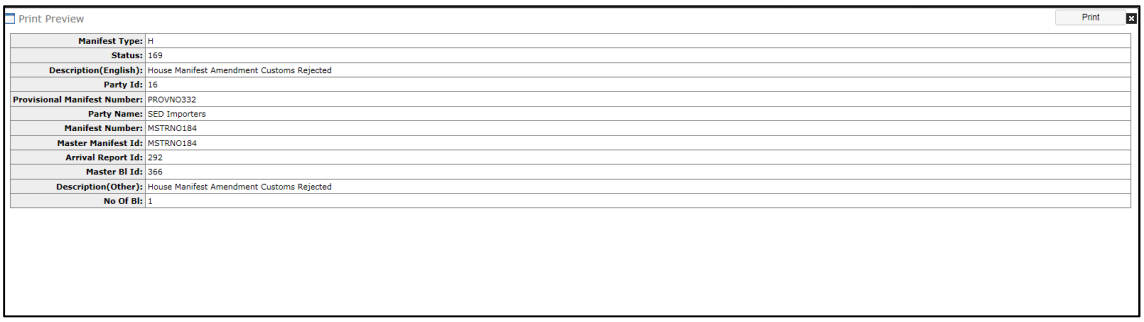
1. Perform a search with house manifest whose status is **Draft**. The House Manifest Draft Search Results page will be displayed.



House Manifest Draft Search Results Page

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2. Click the  icon. The Draft House Manifest Print Preview Page will be displayed.



Draft House Manifest Print Preview Page

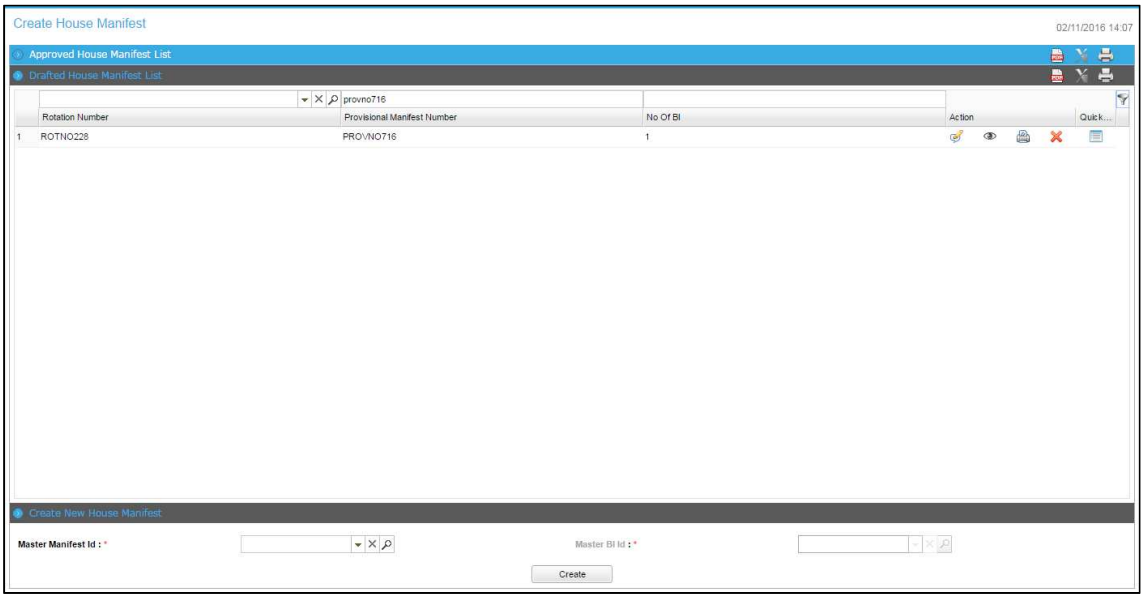
3. Click **Print** button to print the House manifest details.

Quick View House Manifest Details

This functionality allows you to overview the house manifest details such as Manifest identification number, Arrival Report ID, Manifest number, Provisional Manifest Number etc.

To quick view the house manifest details:

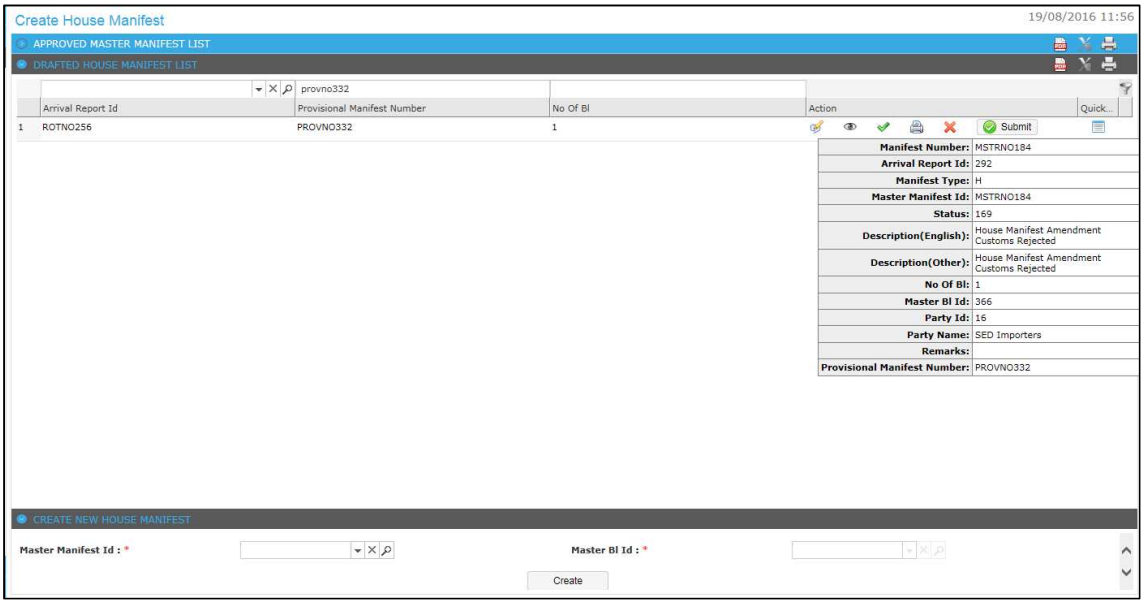
1. Perform a search with house manifest whose status is **Draft**. The House Manifest Draft Search Results page will be displayed.



House Manifest Draft Search Results Page

2. Click the  icon. The **Draft** House Manifest Quick View Page will be displayed.

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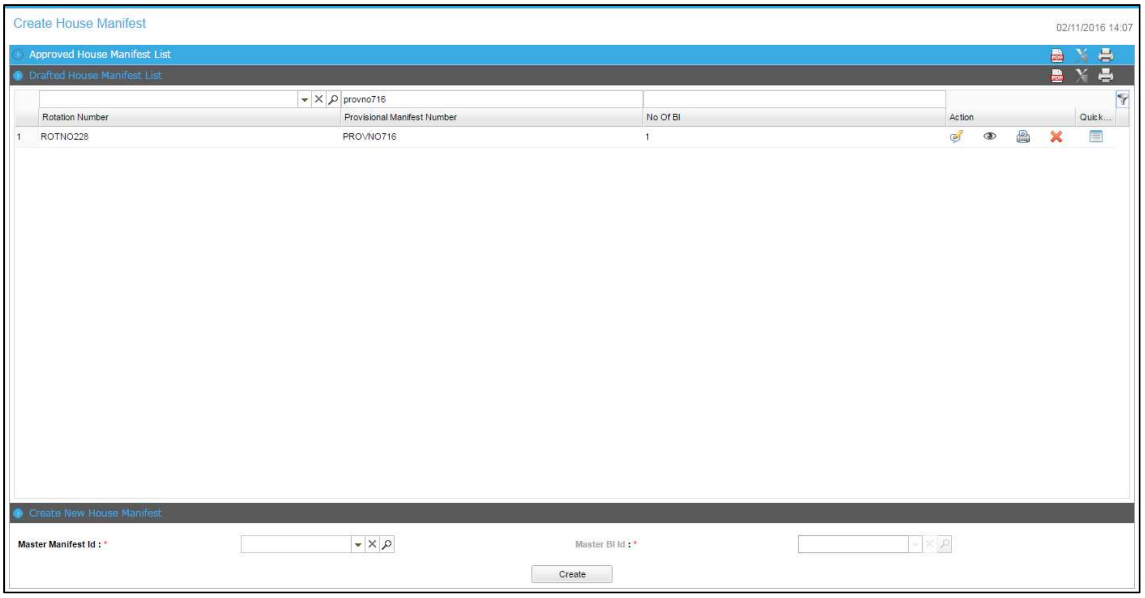
Draft House Manifest Quick View Details Page

Delete House Manifest Details

This functionality allows you to delete the house manifest details in **Draft** status only.

To delete a house manifest:

1. Perform a search with house manifest whose status is **Draft**. The House Manifest Draft Search Results page will be displayed.



House Manifest Draft Search Results Page

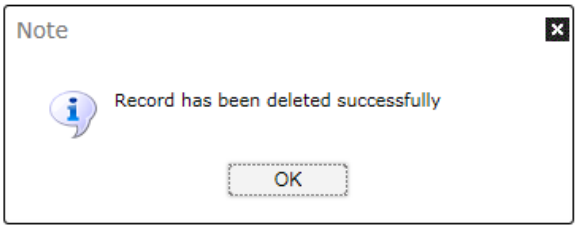
2. Click the  icon to delete the house manifest details. The Delete Confirmation message will be displayed.

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Delete Confirmation Message

3. Click **Yes** button to delete the house manifest details.



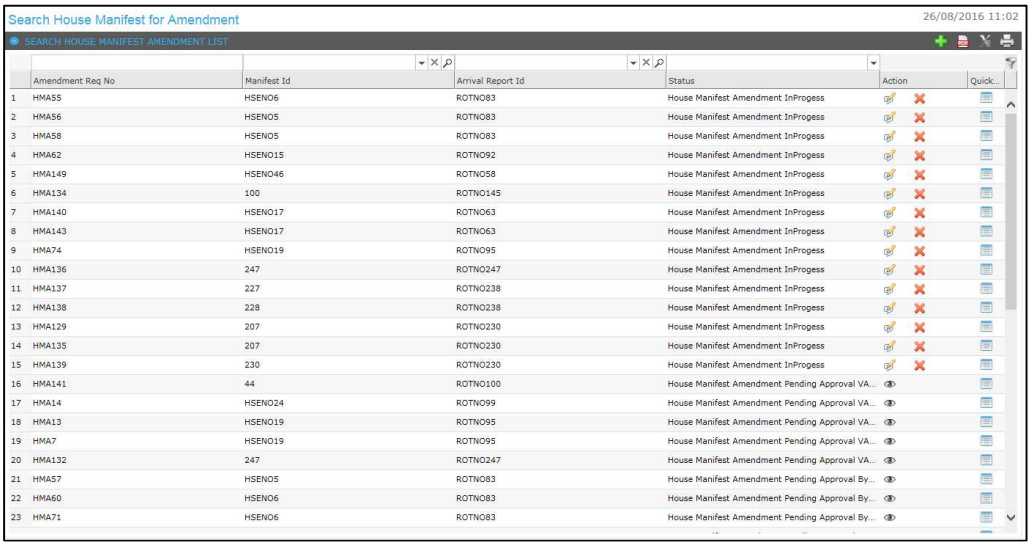
Record Deleted Successfully Message

Creating House Manifest Amendment Request

The functionality allows you to create a new amendment request for a house manifest in the TFB system.

To create a new amendment request for house manifest:

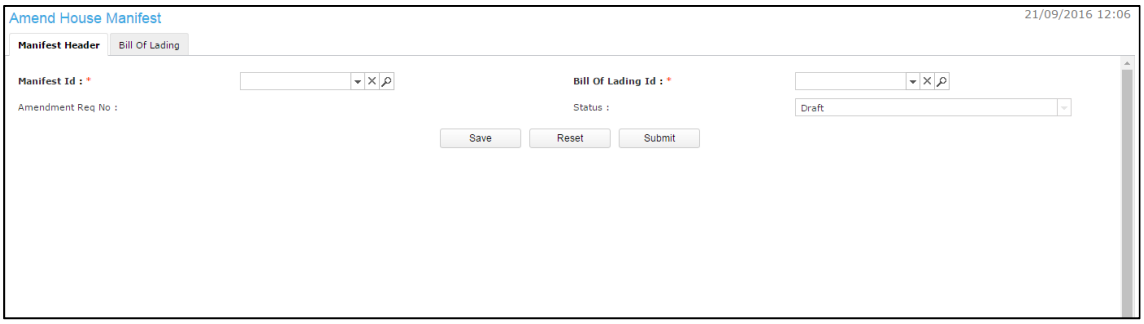
1. Click **House Manifest**>>**Amend House**. The Search House Manifest for Amendment Page will be displayed.



Search House Manifest for Amendment Page

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2. Click the  add icon to add anew amendment request for the house manifest. The Amend House Manifest header page will be displayed.



Amend House Manifest Header page

3. Enter information in the Amend Manifest Header fields.

Amend House Manifest Header

Field/Button description	Action/Input Required
Manifest ID	Enter the manifest identification number of the house manifest that you wish to amend.
Bill of Lading ID	Select the bill of lading details from the dropdown list.
Amendment Request Number	This number is auto-generated once the manifest header details has beed saved.
Status	The default status is **Draft.** Once the header details has been saved, the status is automatically changed to **House Manifest Amendment Inprogress**.

Click  button to clear the entered values and re-enter the filed values.

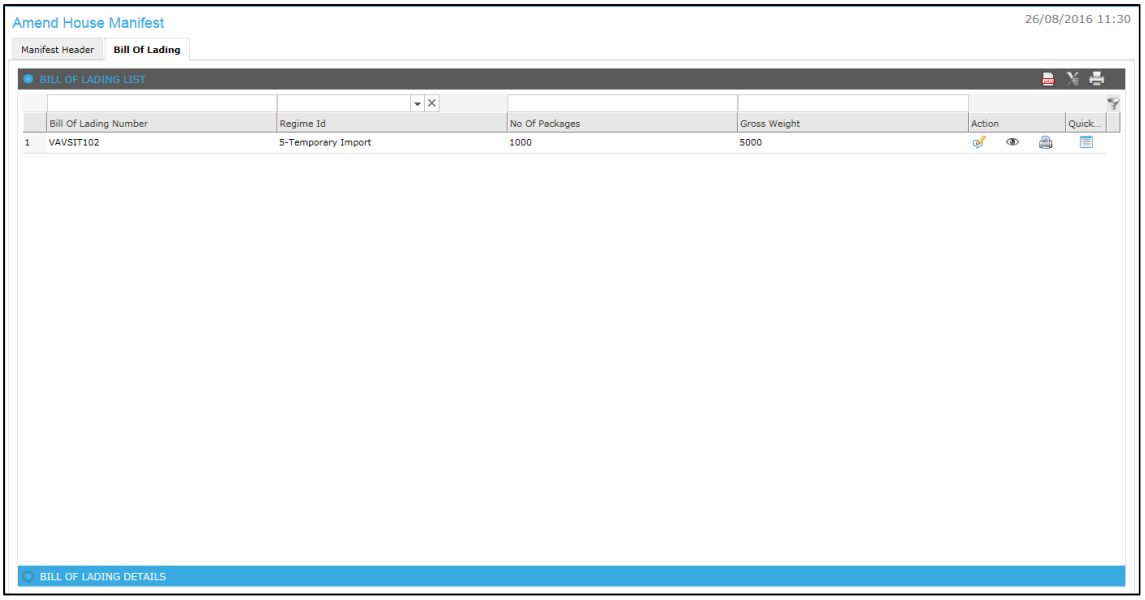
4. Click **Save** button to save the header details. The Records saved successfully confirmation message will be displayed.



Records Saved Successfully Message

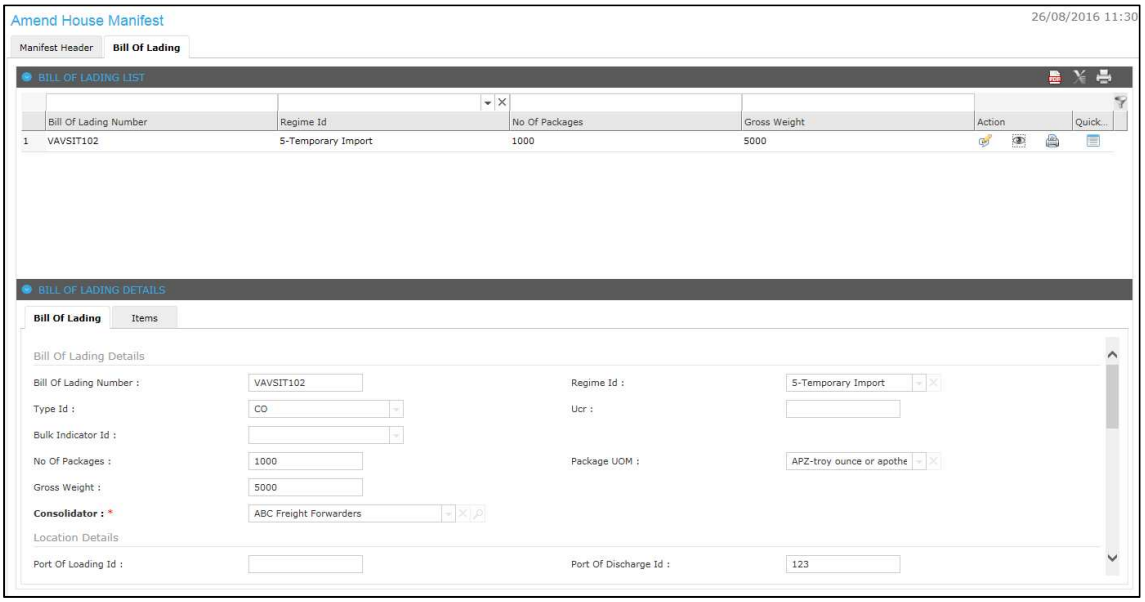
© CrimsonLogic Pte Ltd

5. Click **OK** button to close the confirmation message.
6. Click **Bill of Lading** tab.The bill of lading tab page will be displayed.



Bill of Lading Tab Page

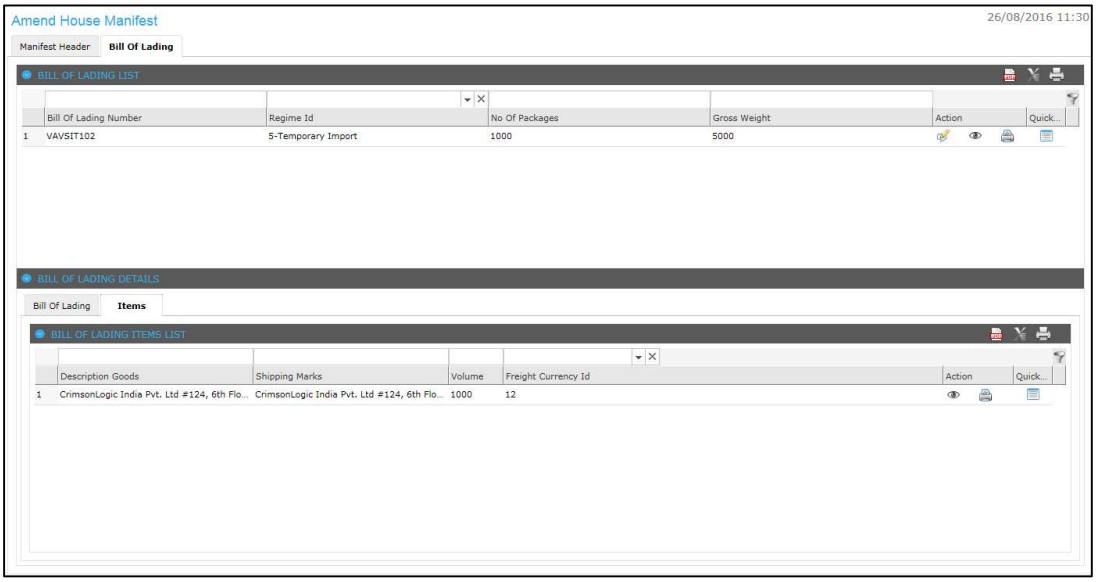
7. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

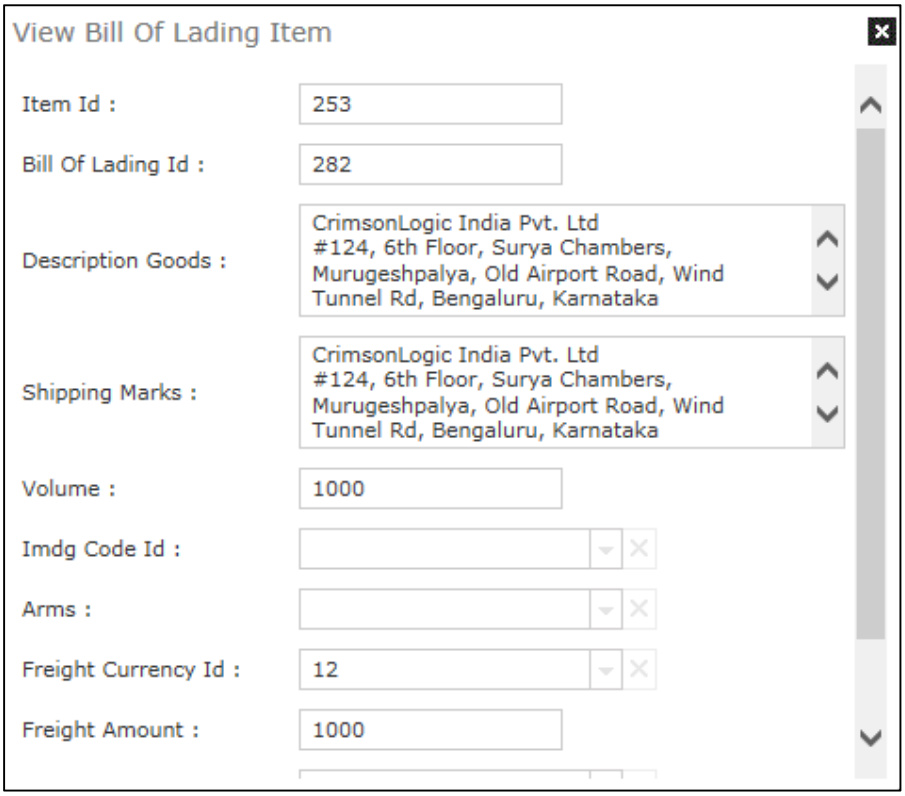
8. Click **Close** button to close the Bill of Lading details.
9. Click **Item** tab. The Bill of Lading Item Details page will be displayed.

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Bill of Lading Item Details page

10. Click the  icon to view the item details.

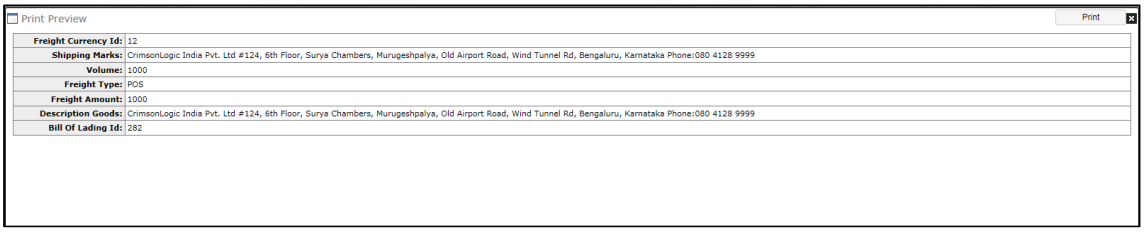


Item Details Page

11. Click **Close** button to close the item details page.

12. In the Bill of Lading Item Details page, click the  icon to print preview the item details.

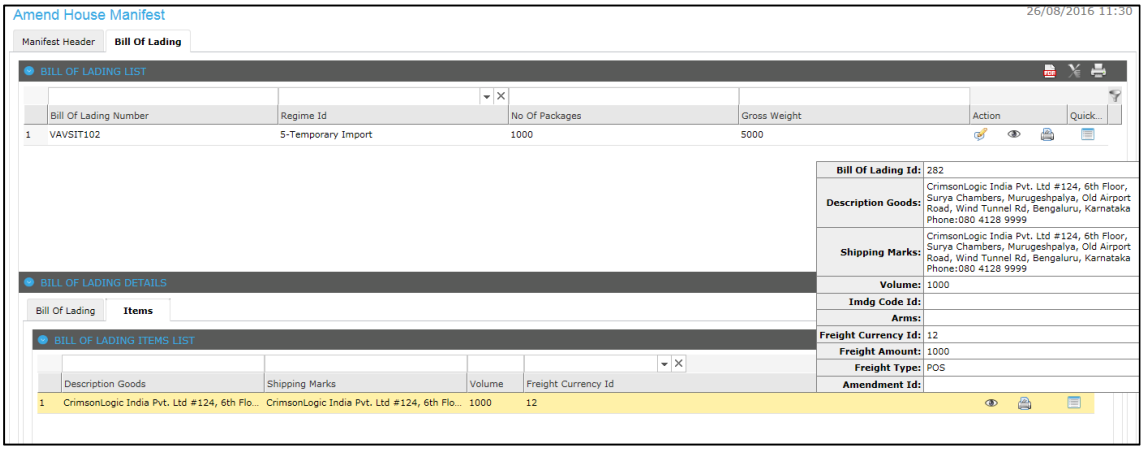
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Print Preview Item Detail Page

13. Click **Print** button to print the Bill of lading item details.

14. In the Bill of Lading Item Details page, click the  Quick view icon to view the bill of lading item details.



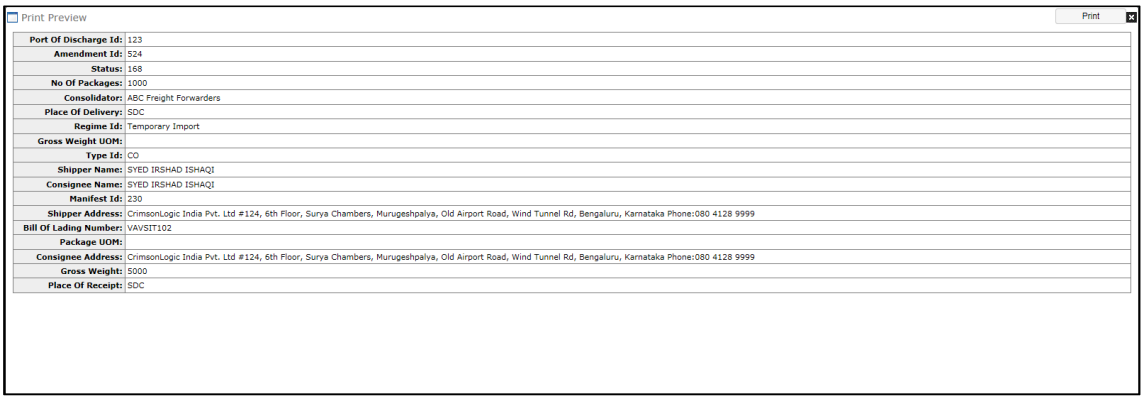
Bill of Lading Quick View Tab Page

Click the **Excel** button to download the bill of lading details as an excel sheet.

Click the **PDF** icon to download the bill of lading details as a PDF document.

Click the **Print** button to print the bill of lading details.

15. In the Bill of Lading Tab page, click the  icon to print preview the bill of lading. The Bill of Lading Print preview page will be displayed.

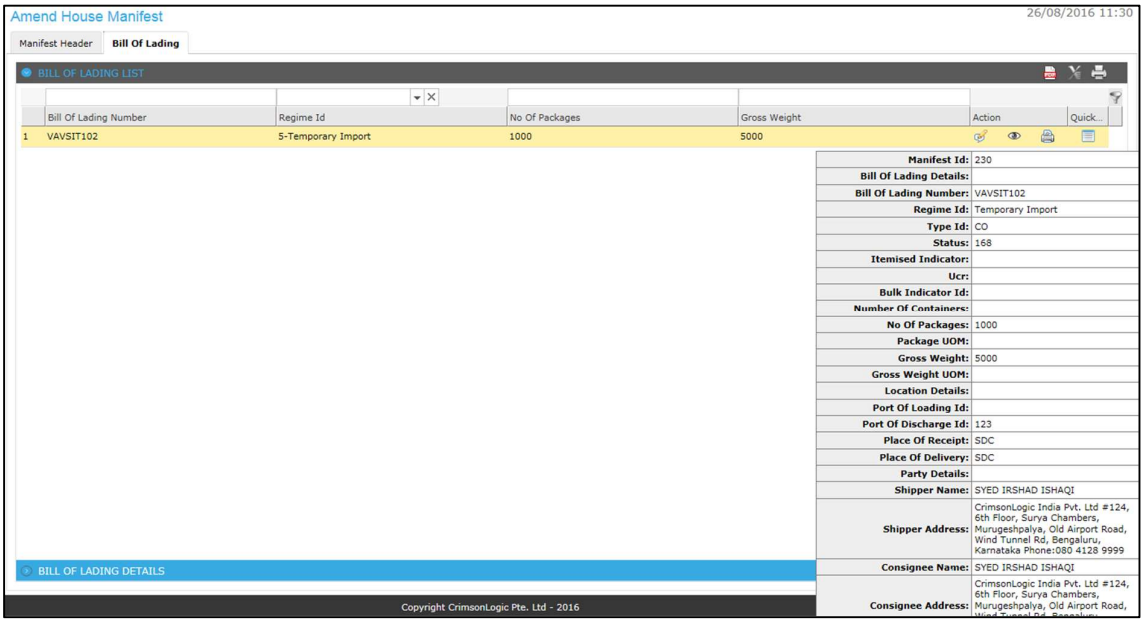


Bill of Lading Print Preview Page

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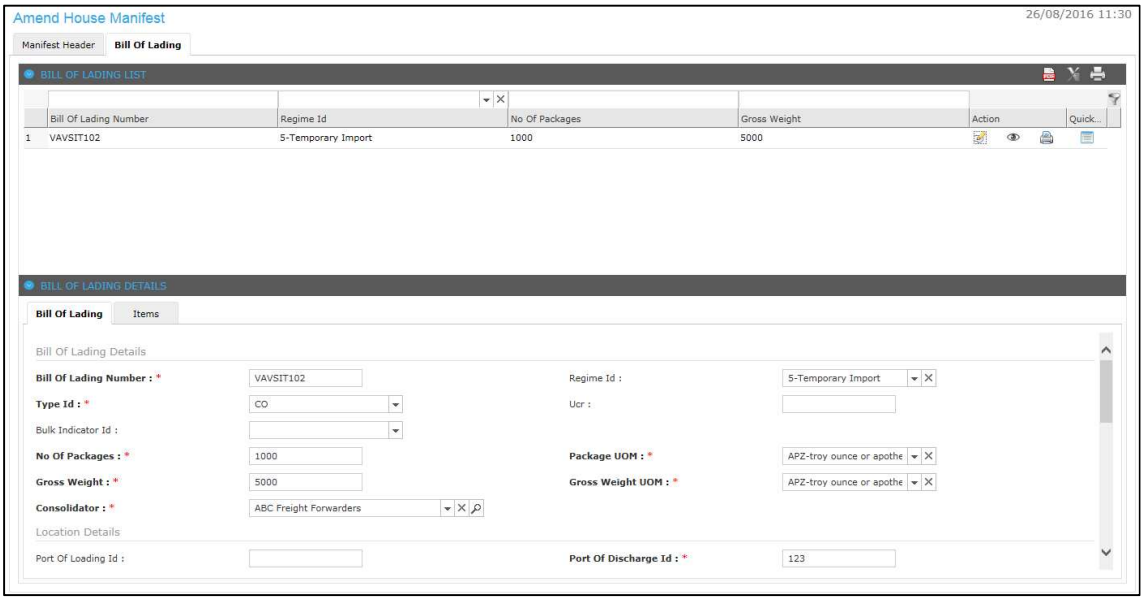
16. Click **Print** button to print the Bill of lading details.

17. In the Bill of Lading tab page, click the  Quick view icon to quick view the bill of lading details.



Bill of Lading Quick View Tab Page

18. Click the  button to approve the amended house manifest details. The Edit Bill of Lading Details page will be displayed.



Edit Bill of Lading Details Page

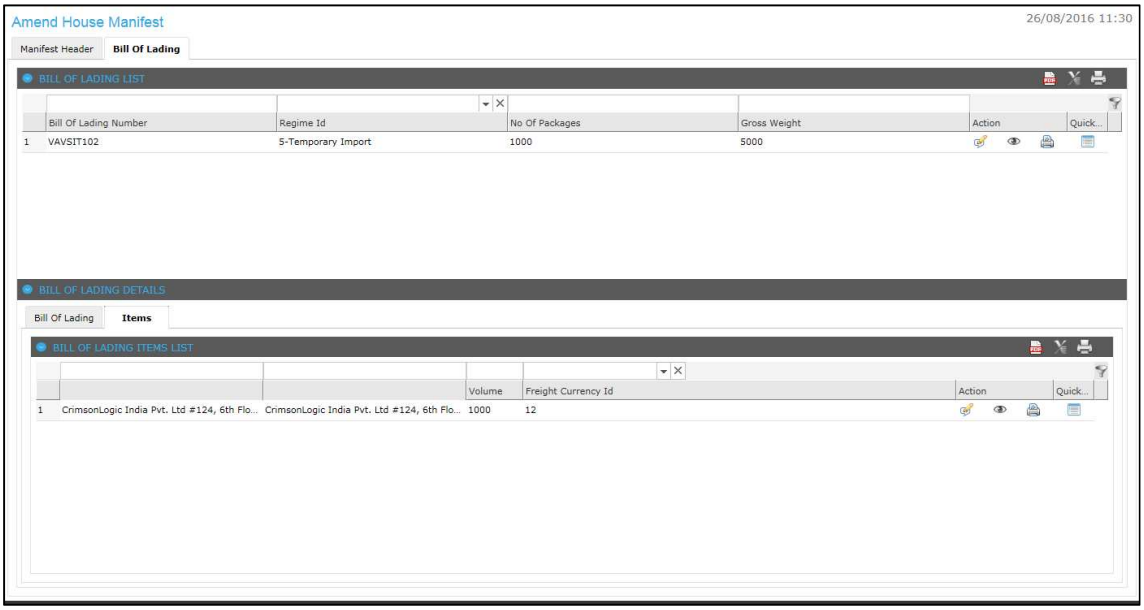
© CrimsonLogic Pte Ltd

19. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

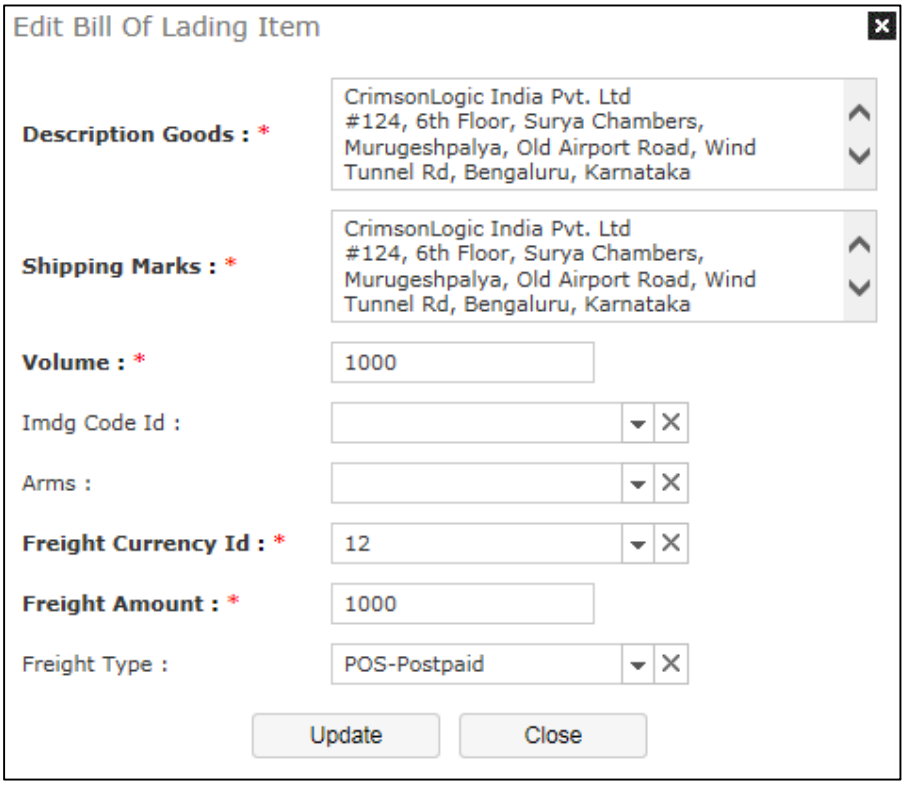
20. Click **Items** tab. The Item Details page will be displayed.



Item Details page

21. Click the  button to edit the bill of lading item details. The Edit Bill of Lading Item Details page will be displayed.

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Edit Bill of Lading Item Details Page

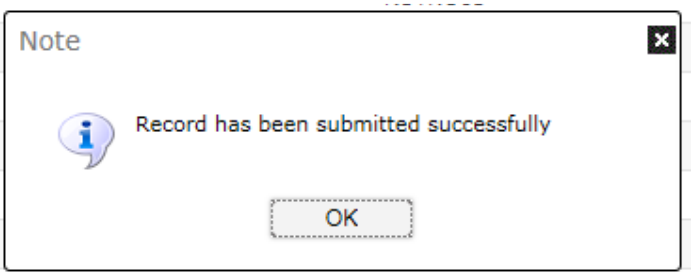
22. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

23. Click **OK** button to close the confirmation message.
24. In the **Manifest Header** tab page and click **Submit** to submit the amended house manifest details. The Record submitted successfully message will be displayed.

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Records Submitted Successfully Message

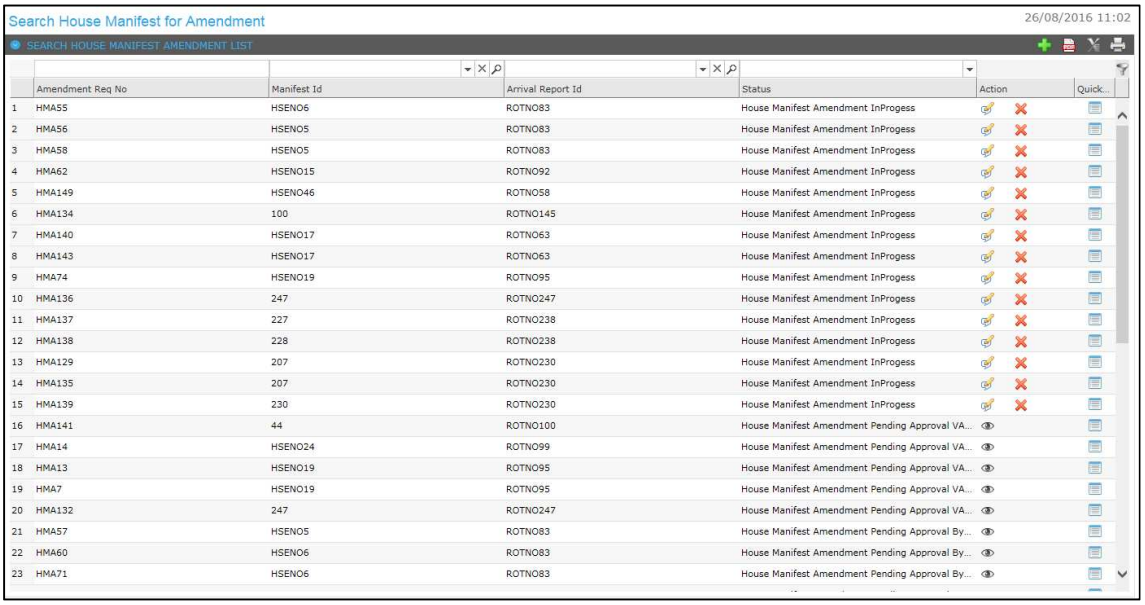
25. Click **OK** button to close the confirmation message.

Searching and Amending House Manifest Details

The functionality allows you to search for, amend, overview and delete the house manifest details in the TFB system.

To search for and amend house manifest:

1. Click **House Manifest**>>**Amend House**. The Search House Manifest for Amendment Page will be displayed.



	Amendment Req No	Manifest Id	Arrival Report Id	Status	Action	Quick...
1	HMA55	HSENO6	ROTNO83	House Manifest Amendment InProgess		
2	HMA56	HSENO5	ROTNO83	House Manifest Amendment InProgess		
3	HMA58	HSENO5	ROTNO83	House Manifest Amendment InProgess		
4	HMA62	HSENO15	ROTNO92	House Manifest Amendment InProgess		
5	HMA149	HSENO46	ROTNO58	House Manifest Amendment InProgess		
6	HMA134	100	ROTNO145	House Manifest Amendment InProgess		
7	HMA140	HSENO17	ROTNO63	House Manifest Amendment InProgess		
8	HMA143	HSENO17	ROTNO63	House Manifest Amendment InProgess		
9	HMA74	HSENO19	ROTNO95	House Manifest Amendment InProgess		
10	HMA136	247	ROTNO247	House Manifest Amendment InProgess		
11	HMA137	227	ROTNO238	House Manifest Amendment InProgess		
12	HMA138	228	ROTNO238	House Manifest Amendment InProgess		
13	HMA129	207	ROTNO230	House Manifest Amendment InProgess		
14	HMA135	207	ROTNO230	House Manifest Amendment InProgess		
15	HMA139	230	ROTNO230	House Manifest Amendment InProgess		
16	HMA141	44	ROTNO100	House Manifest Amendment Pending Approval VA...		
17	HMA14	HSENO24	ROTNO99	House Manifest Amendment Pending Approval VA...		
18	HMA13	HSENO19	ROTNO95	House Manifest Amendment Pending Approval VA...		
19	HMA7	HSENO19	ROTNO95	House Manifest Amendment Pending Approval VA...		
20	HMA132	247	ROTNO247	House Manifest Amendment Pending Approval VA...		
21	HMA57	HSENO5	ROTNO83	House Manifest Amendment Pending Approval By...		
22	HMA60	HSENO6	ROTNO83	House Manifest Amendment Pending Approval By...		
23	HMA71	HSENO6	ROTNO83	House Manifest Amendment Pending Approval By...		

Search House Manifest for Amendment Page

Following are the field and button descriptions of the **Search House Manifest for Amendment** page.

Field/Button description	Action/Input Required
Amendment Request Number	Enter the amendment request number of the manifest.

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Field/Button description	Action/Input Required
Manifest ID	Enter the manifest identification number.
Arrival Report ID	Enter the arrival report's identification number of the manifest.
Status	Select the status of the house manifest from the dropdown list.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Amendment Request Number
  - Manifest ID
  - Arrival Report ID

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



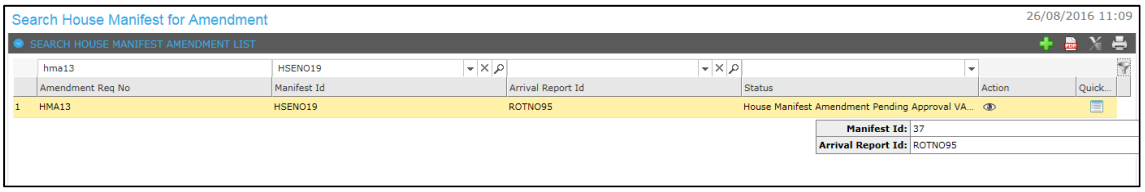
Search Results Page

Quick View Amended House Manifest Details

This functionality allows you to overview the house manifest details for amendment such as Manifest identification number and Arrival Report Id etc.

To quick view the amended house manifest details:

1. From the search results, click the  icon. The House Manifest for Amendment Quick View Page will be displayed.



House Manifest for Amendment Quick View Details Page

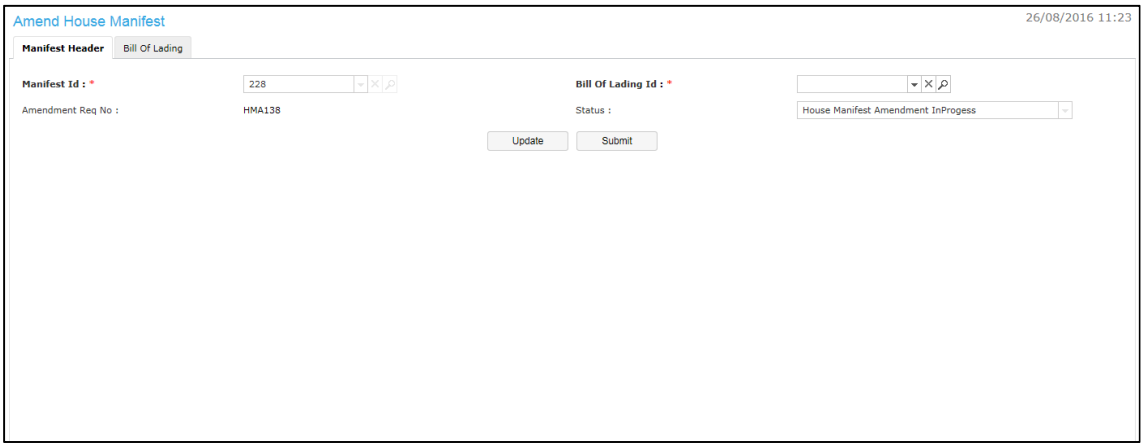
© CrimsonLogic Pte Ltd

Amend House Manifest Details

This functionality allows you to amend the house manifest details.

To amend the house manifest details:

1. From the search results, click the  icon. The Amend House Manifest Header Details Page will be displayed.



Amend House Manifest Header Details Page

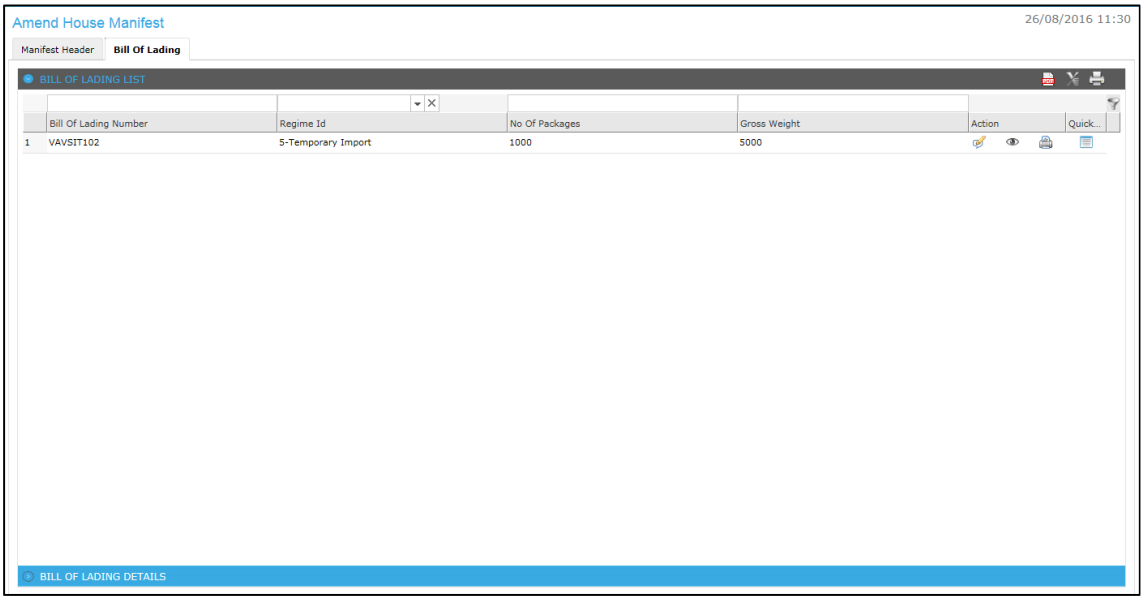
2. Select the **Bill of Lading Id** from the dropdown list.
3. Click **Update**. The Record updated successfully message will be displayed.



Records Updated Successfully Message

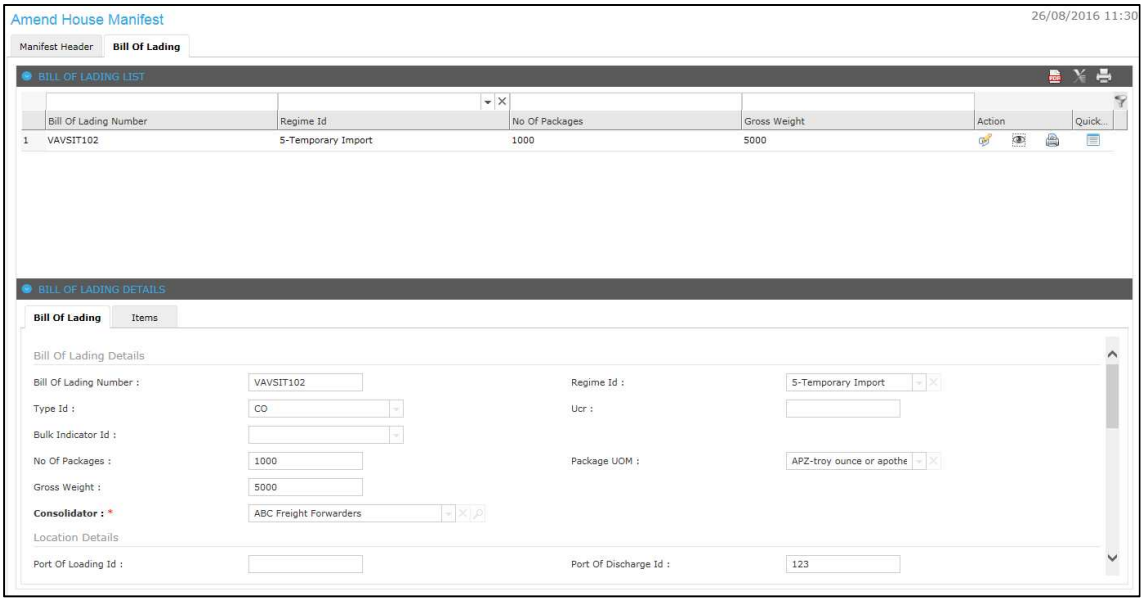
4. Click **OK** button to close the confirmation message.
5. In the Amend House manifest page, click **Bill of Lading** tab.The bill of lading tab page will be displayed.

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Bill of Lading Tab Page

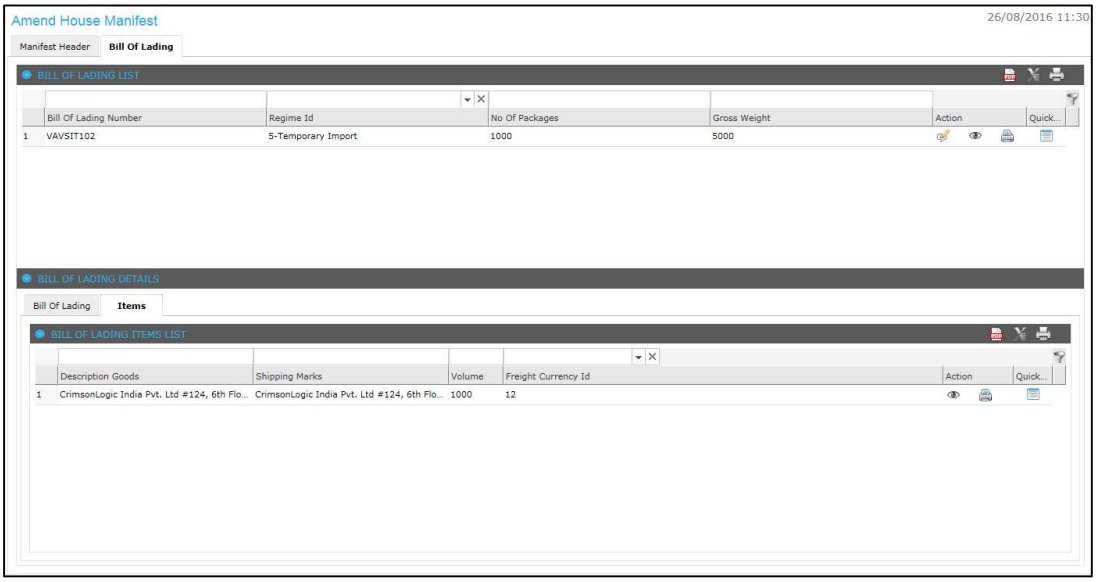
6. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

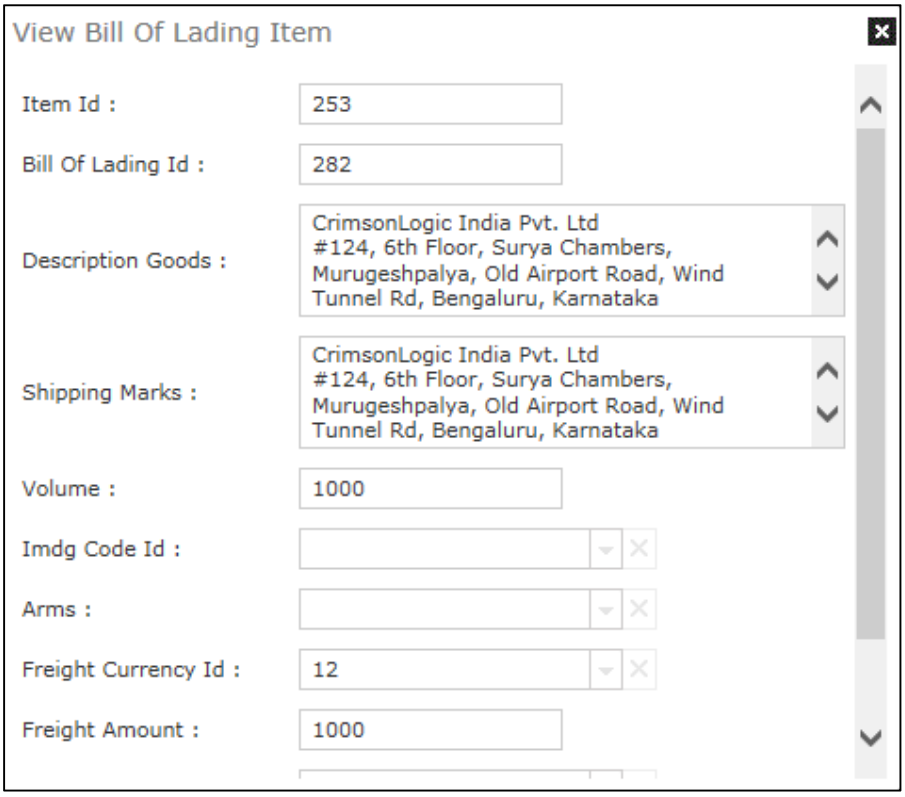
7. Click **Close** button to close the Bill of Lading details.
8. Click **Item** tab. The Bill of Lading Item Details page will be displayed.

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Bill of Lading Item Details page

9. Click the  icon to view the item details.

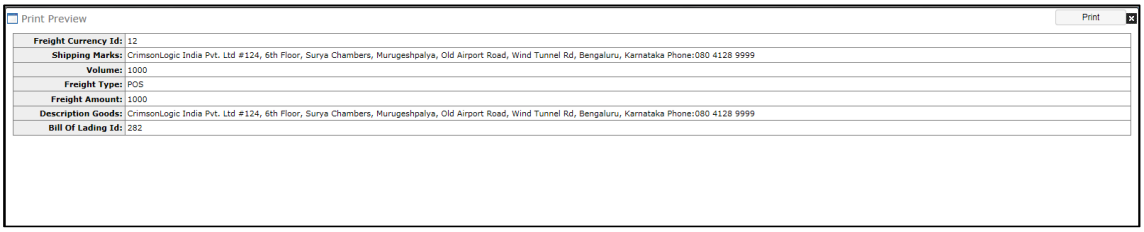


Item Details Page

10. Click **Close** button to close the item details page.

11. In the Bill of Lading Item Details page, click the  icon to print preview the item details.

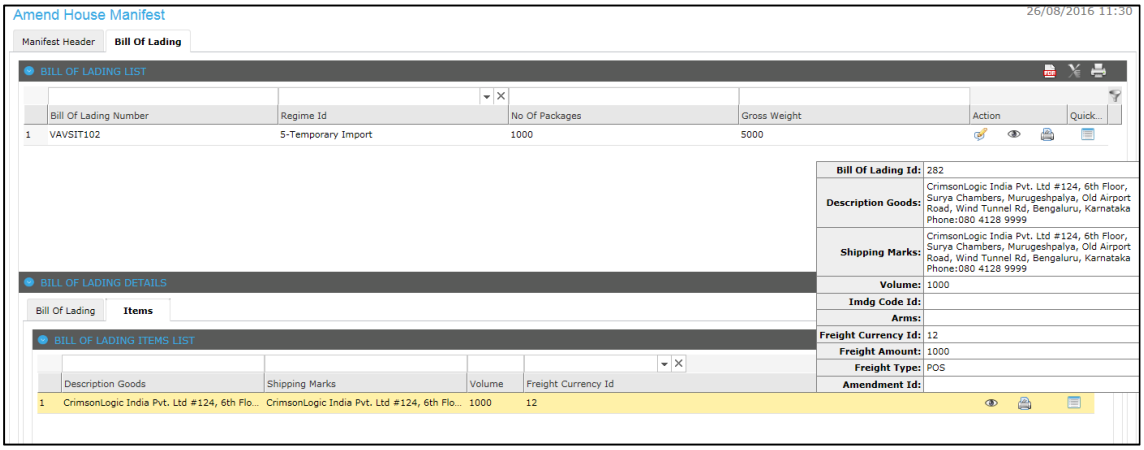
© CrimsonLogic Pte Ltd



Print Preview Item Detail Page

12. Click **Print** button to print the Bill of lading item details.

13. In the Bill of Lading Item Details page, click the  Quick view icon to view the bill of lading item details.



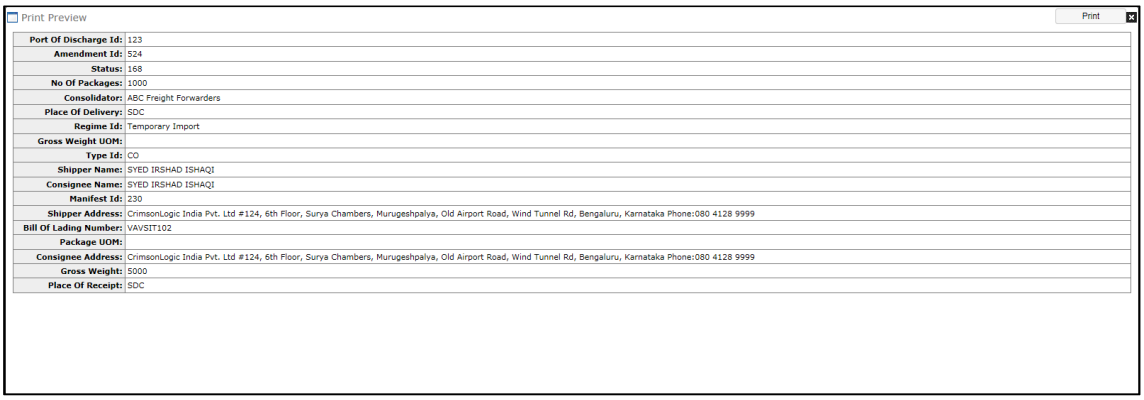
Bill of Lading Quick View Tab Page

Click the **Excel** button to download the bill of lading details as an excel sheet.

Click the **PDF** icon to download the bill of lading details as a PDF document.

Click the **Print** button to print the bill of lading details.

14. In the Bill of Lading Tab page, click the  icon to print preview the bill of lading. The Bill of Lading Print preview page will be displayed.

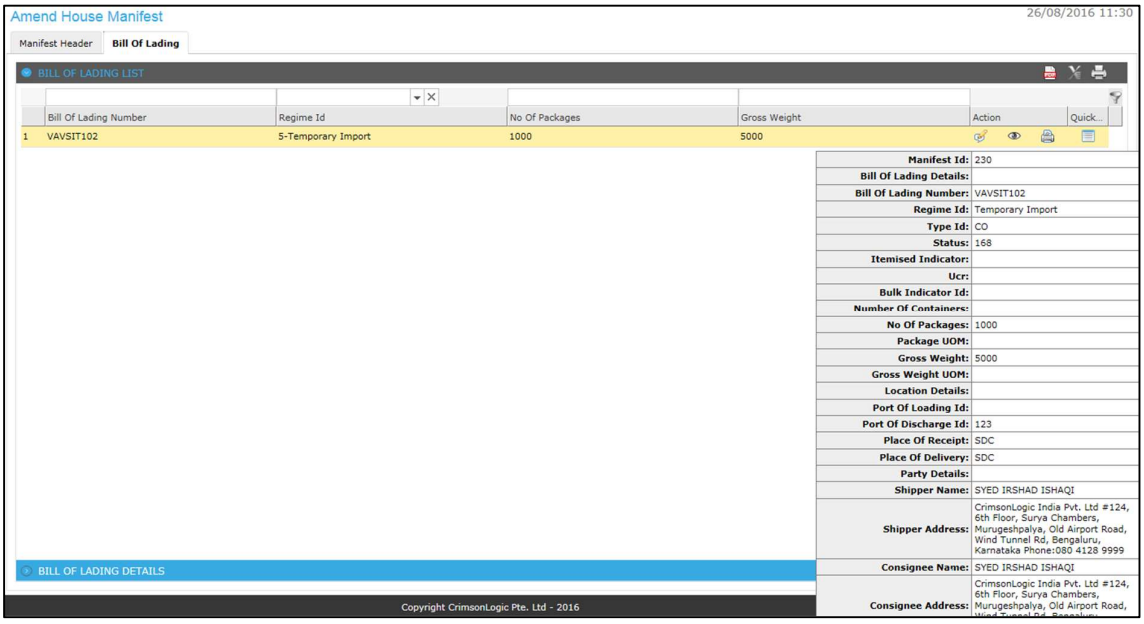


Bill of Lading Print Preview Page

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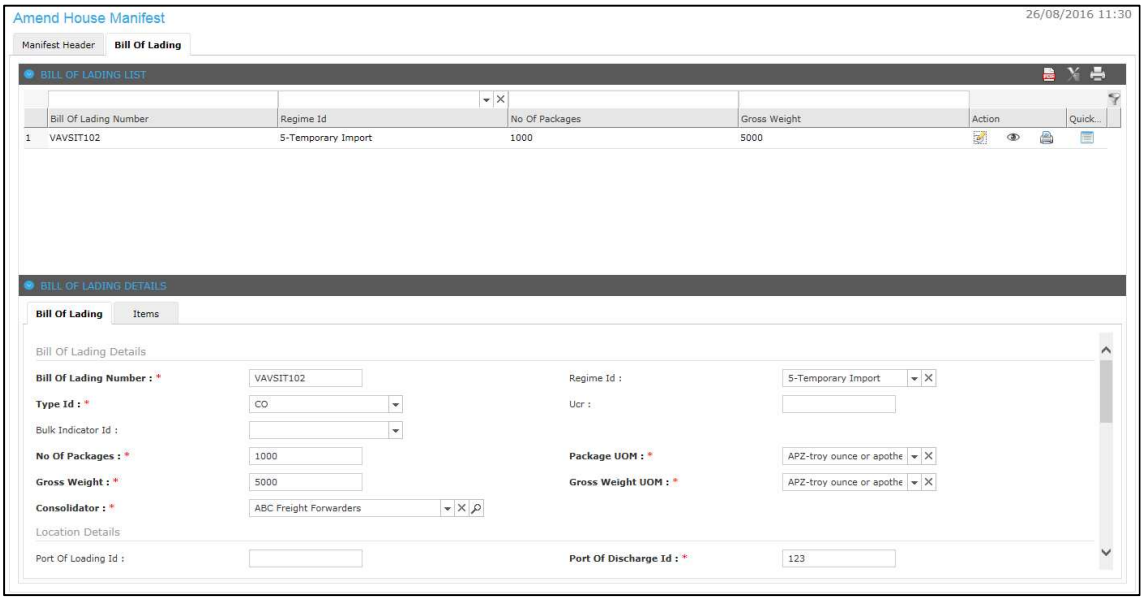
15. Click **Print** button to print the Bill of lading details.

16. In the Bill of Lading tab page, click the  Quick view icon to quick view the bill of lading details.



Bill of Lading Quick View Tab Page

17. Click the  button to approve the amended house manifest details. The Edit Bill of Lading Details page will be displayed.



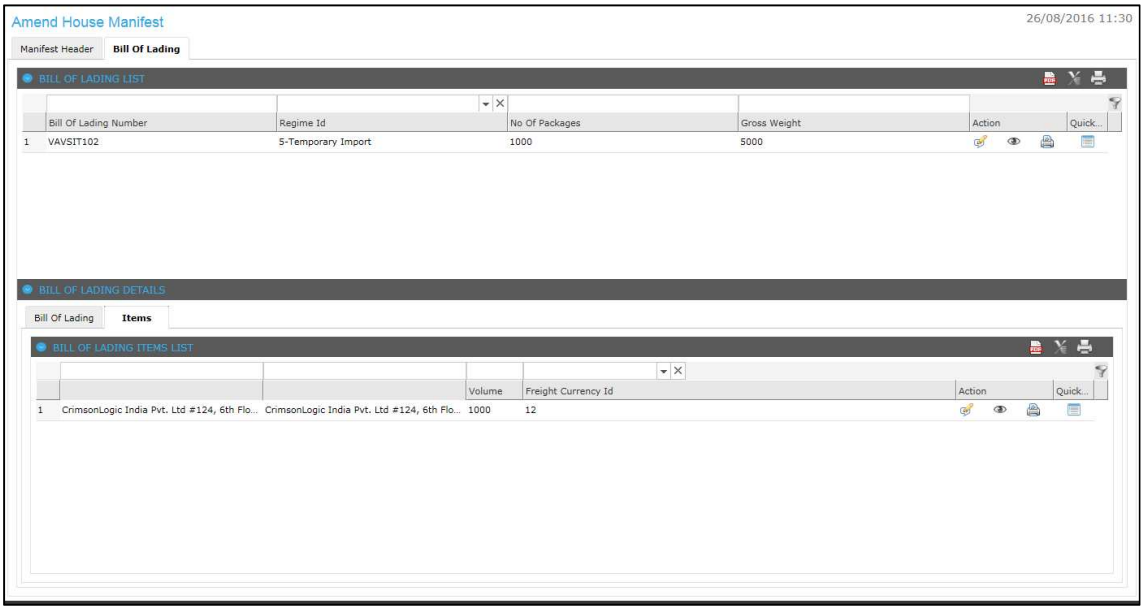
Edit Bill of Lading Details Page

18. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

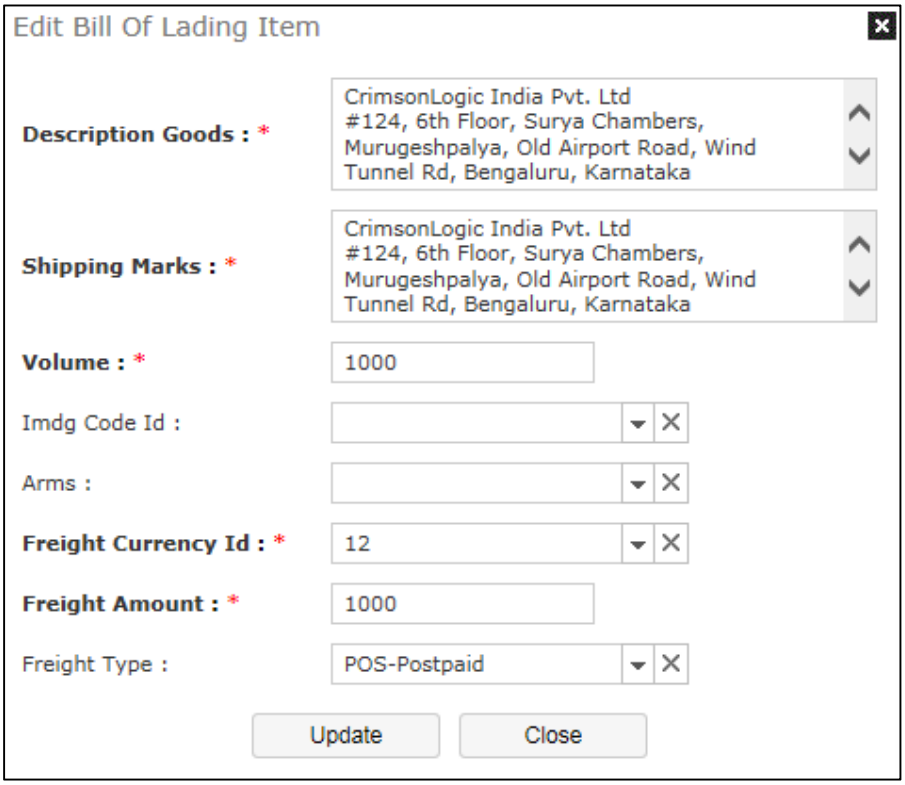
19. Click **Items** tab. The Item Details page will be displayed.



Item Details page

20. Click the  button to edit the bill of lading item details. The Edit Bill of Lading Item Details page will be displayed.

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Edit Bill of Lading Item Details Page

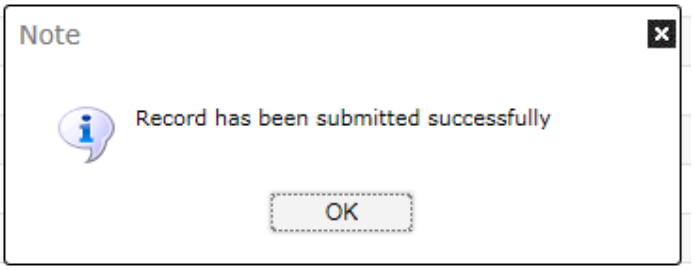
21. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

22. Click **OK** button to close the confirmation message.
23. In the **Manifest Header** tab page and click **Submit** to submit the amended house manifest details. The Record submitted successfully message will be displayed.

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Records Submitted Successfully Message

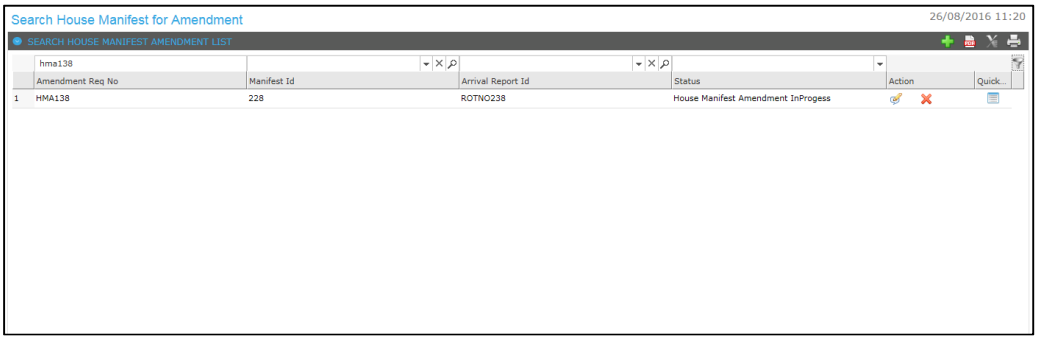
24. Click **OK** button to close the confirmation message.

Delete House Manifest for Amendment Details

This functionality allows you to delete the house manifest for amendment details in the TFB system.

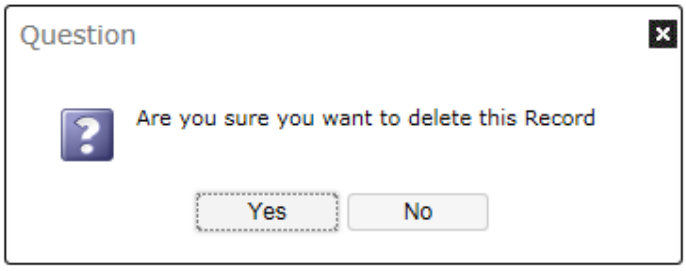
To delete a house manifest for amendment:

1. Perform a search with house manifest for amendment. The House Manifest for Amendment Search Results page will be displayed.



House Manifest Amendment Search Results Page

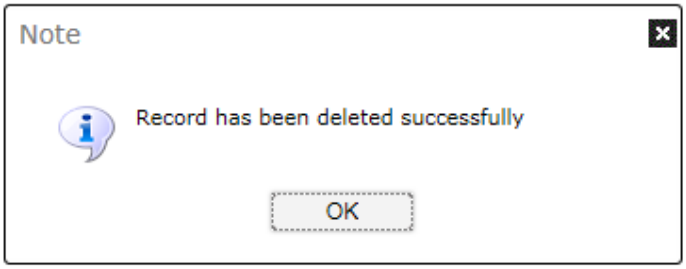
2. Click the  icon to delete the house manifest details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

3. Click **Yes** button to delete the house manifest for amendment details.

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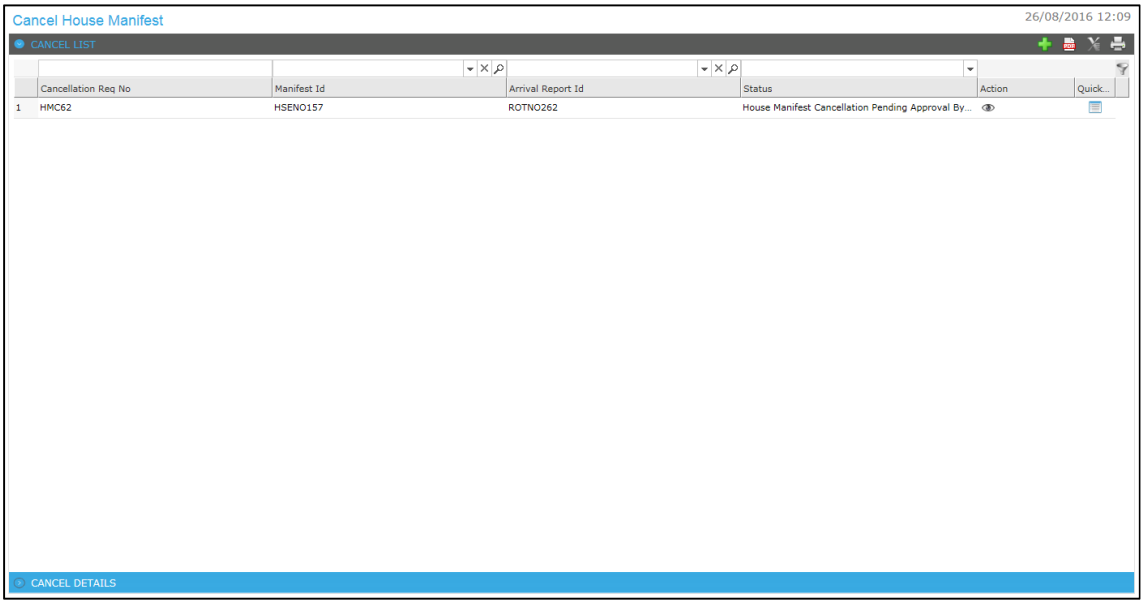
Record Deleted Successfully Message

Cancelling House Manifest Details

This functionality allows you to search for and cancel the house manifest using the cancellation request number in the TFB system. If the manifest has been used by a declaration, the cancellation is rejected else the system cancels the house manifest.

To cancel a house manifest:

1. Click **House Manifest**>>**Cancel House**. The Search Cancel House Manifest Page will be displayed.



Search Cancel House Manifest Page

Following are the field and button descriptions of the **Search Cancel House Manifest** page.

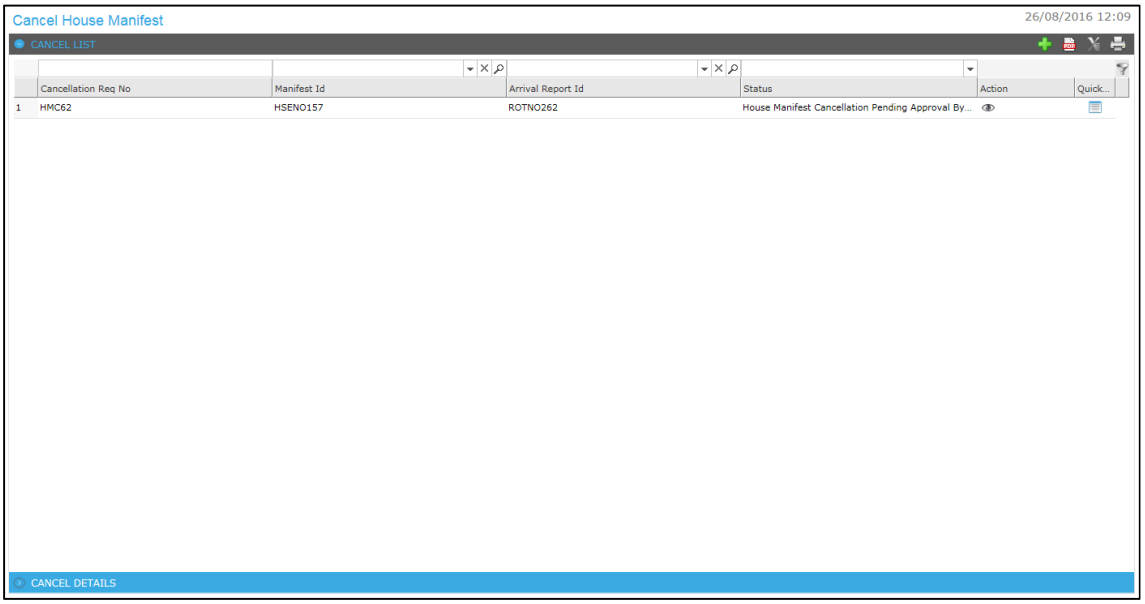
Field/Button description	Action/Input Required
Search	Specify the search criteria details.
Cancellation Request Number	Enter the Cancellation request number of the manifest.

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Field/Button description	Action/Input Required
Manifest ID	Enter the manifest identification number.
Arrival Report ID	Enter the identification number of the arrival report.
Status	Select the status of the house manifest from the dropdown list.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Cancellation Request Number
  - Manifest ID
  - Arrival Report ID

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



Search Results Page

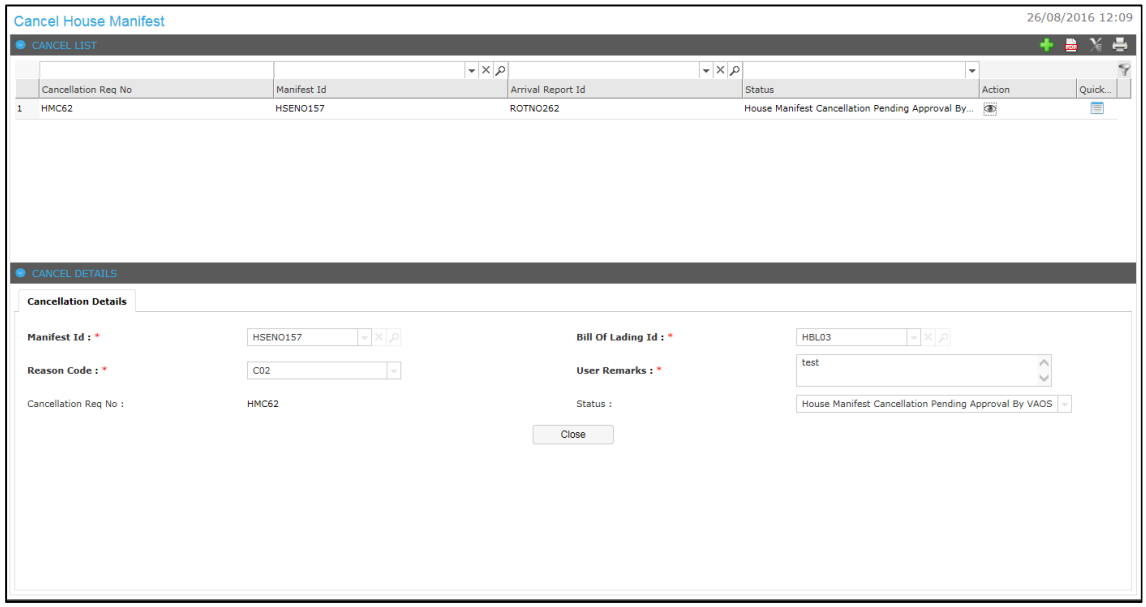
View House Manifest Cancellation Details

This functionality allows you to view the cancellation details of the house manifest in the TFB system.

To view the house manifest cancellation details:

1. From the search results, click the  icon. The View Cancellation Details Page will be displayed.

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View Cancellation Details Page

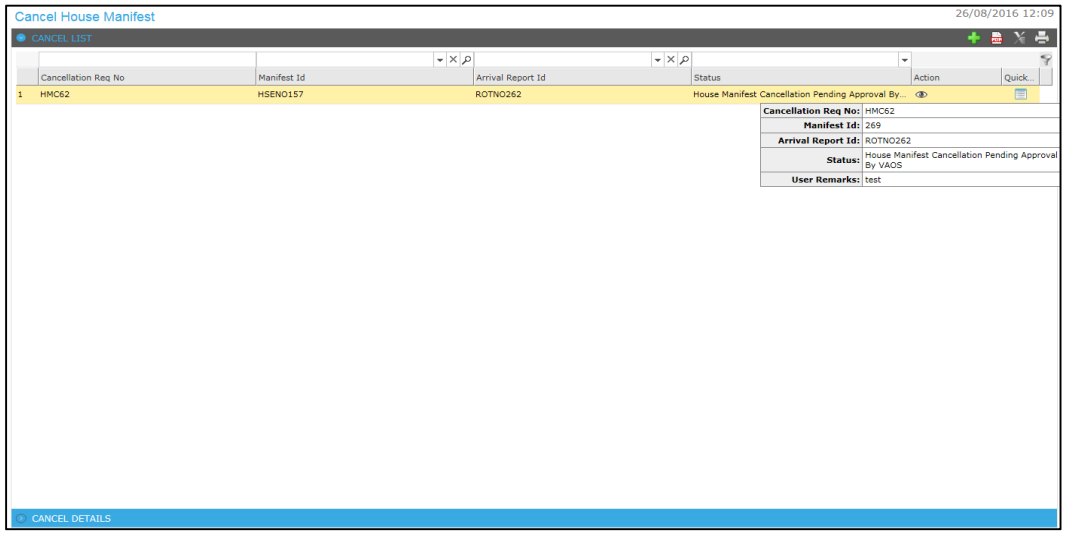
2. Click **Close** button to close the cancellation details.

Quick View Cancel House Manifest Details

This functionality allows you to overview the house manifest cancellation details such as Cancellation Request Number, Manifest ID, and Arrival report ID etc.

To quick view the cancel house manifest details:

1. From the search results, click the  icon. The Cancel House manifest Quick View Page will be displayed.



Cancel House Manifest Quick View Details Page

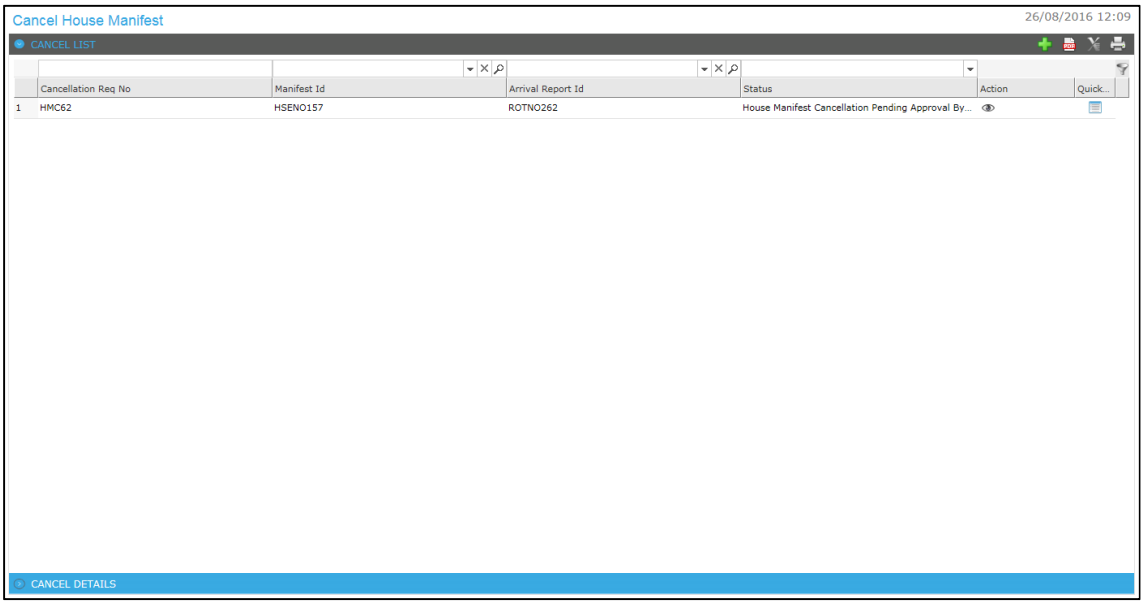
© CrimsonLogic Pte Ltd

Create Cancellation House Manifest Details

This functionality allows you to create and submit a new cancellation request for the house manifest details.

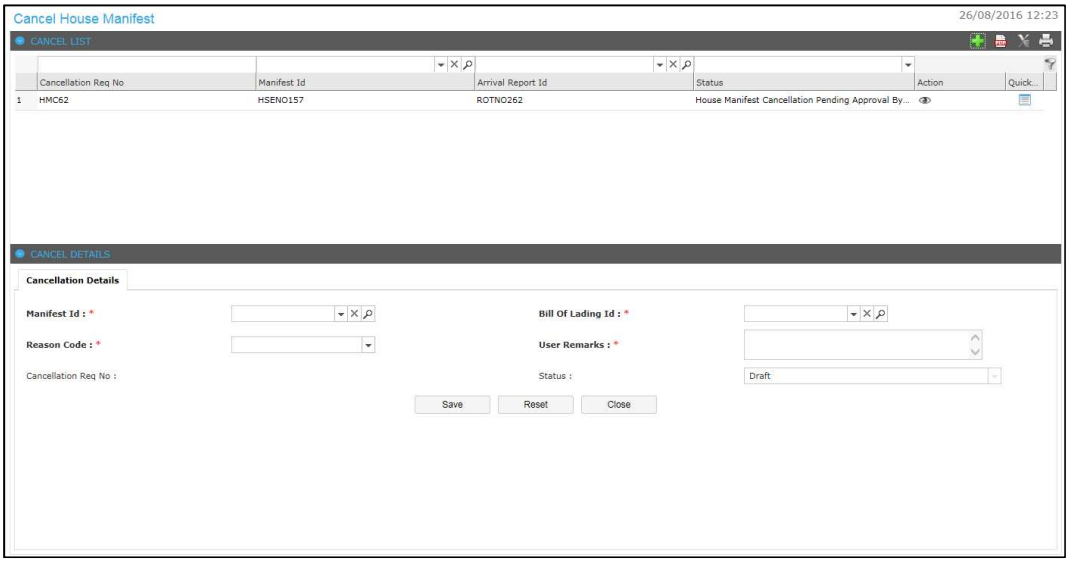
To create a cancellation house manifest details:

1. Click **House Manifest**>> **Cancel House**. The Cancel House Manifest page will be displayed.



Cancel House Manifest page

2. Click  add icon to add new cancellation details.



Cancellation Details page

3. Enter information in the Cancellation details fields.

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Cancellation Details

Field/Button description	Action/Input Required
Cancellation Details	Specify the cancellation details of the house manifest.
Manifest ID	Enter the manifest identification number.
Bill of Lading ID	Select the bill of lading identification number of the house manifest you wish to cancel.
Reason Code	Select the reason code for cancellation from the dropdown list.
User Remarks	Enter the remarks for cancelling the house manifest.
Status	Select the status of the house manifest from the dropdown list.

4. Click **Save** button. The Records have been saved successfully message will be displayed.



Records Saved Successfully Message

5. Click **Ok** button to close the confirmation message.

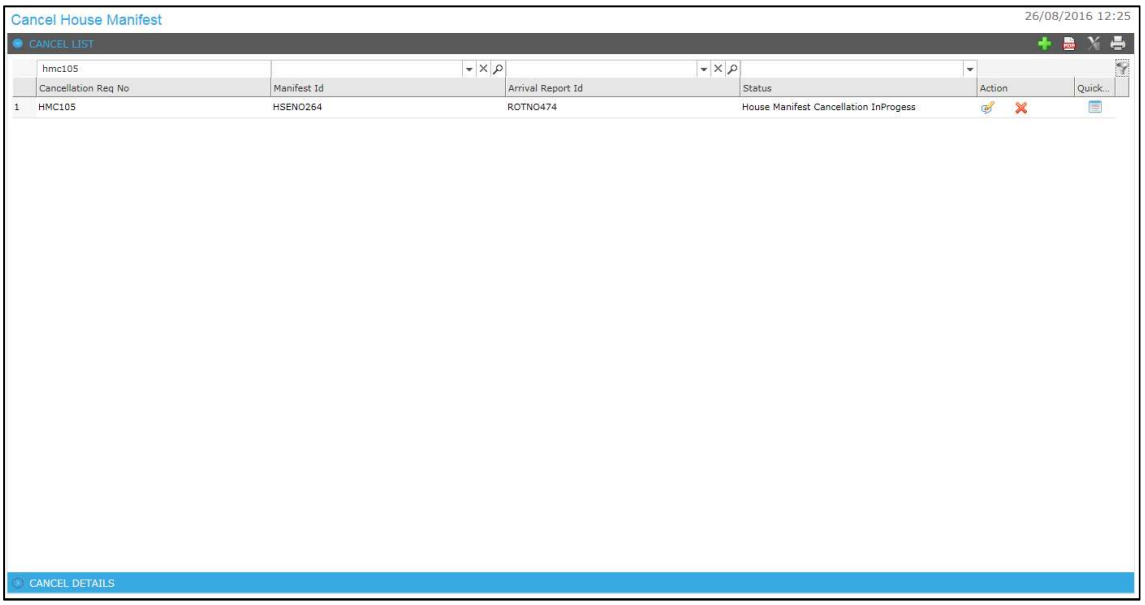
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Edit Cancellation House Manifest Details

This functionality allows you to edit the cancellation details of the house manifest in the TFB system.

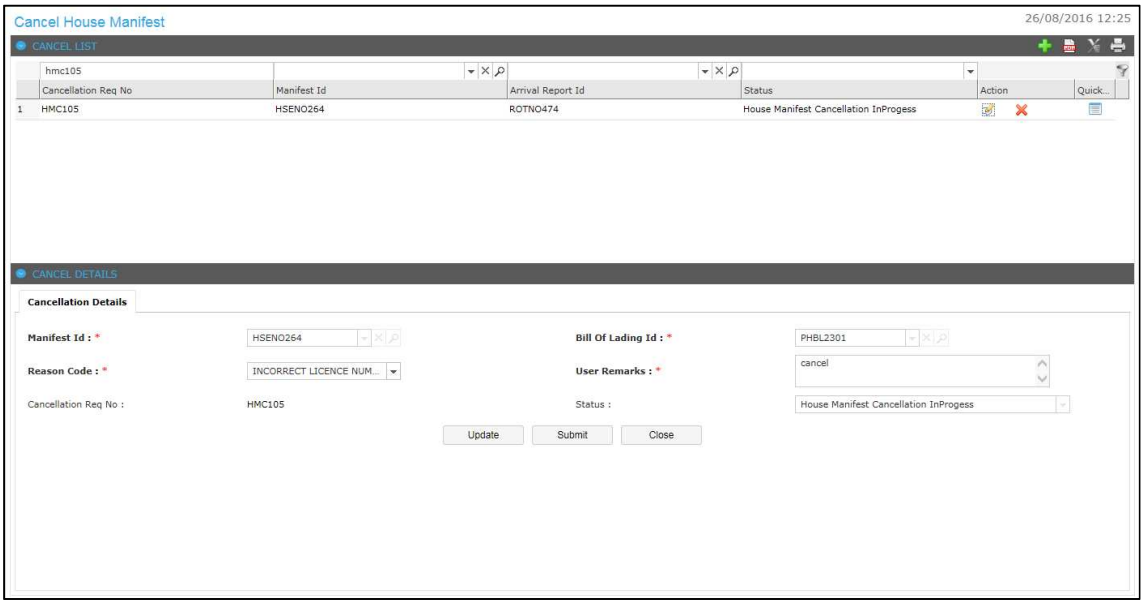
To edit the cancellation details of the house manifest:

1. Perform a search for the Cancel house manifest with Draft status. The Cancel House Manifest Search Results page will be displayed.



Cancel House Manifest Search Results page

2. Click the  icon. The Edit Cancellation Details Page will be displayed.



Edit Cancellation Details Page

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3. Modify the necessary information in the cancellation manifest Details page. For more information refer to field descriptions in Cancellation Details.

4. Click **Update.** The Records updated successfully message will be displayed.



Records Updated Successfully Message

5. Click **OK** button to close the confirmation message.

Click **Excel sheet** icon to download the cancel house manifest details as an excel sheet.

Click **PDF** icon to download the cancellation of house manifest details as a PDF document.

Click **Print** button to print the cancellation of house manifest details.

Click **Add** icon to add another house manifest cancellation details.

Click the **Quick View** icon to view the house manifest cancellation details.

6. In the Cancellation Details page, click **Submit** button to submit the house manifest cancellation details. The Record submitted successfully message will be displayed.



Record Submitted Successfully Message

7. Click **Close** button to close the confirmation message.

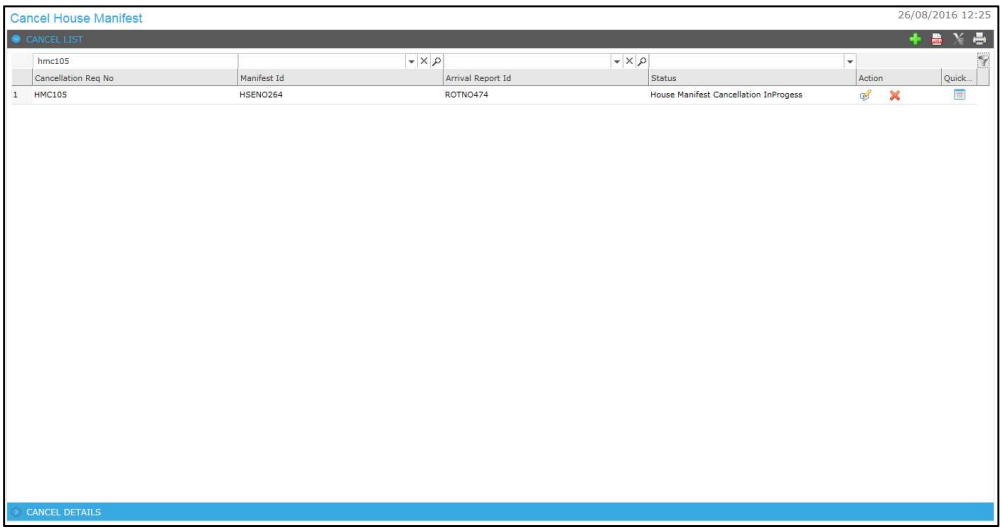
© CrimsonLogic Pte Ltd

Delete Draft House Manifest Cancellation Details

This functionality allows you to delete the cancellation house manifest details in **Draft** status only.

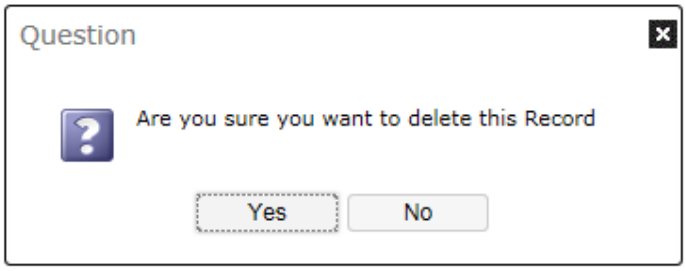
To delete a draft cancellation house manifest:

1. Perform a search with cancel house manifest whose status is Draft. The Cancel House Manifest Search Results page will be displayed.



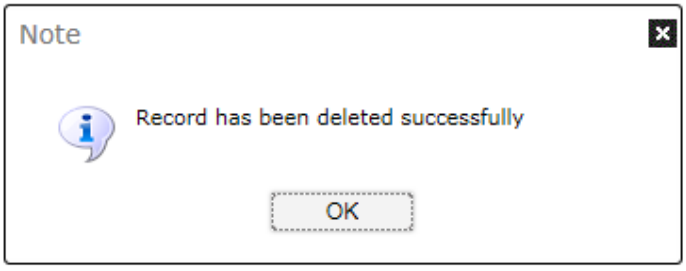
Cancel House Manifest Search Results page

2. Click the  icon to delete the cancellation house manifest details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

3. Click **Yes** button to delete the house manifest details.



Record Deleted Successfully Message

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CHAPTER 4
Search and Approve House Manifest

This chapter explains Freight Forwarder Managers on how to search and approve the submitted and amended house manifest in the Trade Facilitation Baseline Single Electronic Window system.

The Freight Forwarder Manager searches for the submitted house manifest using their login credentials, views and approves the submitted and amended house manifests.

This chapter covers the following topics:

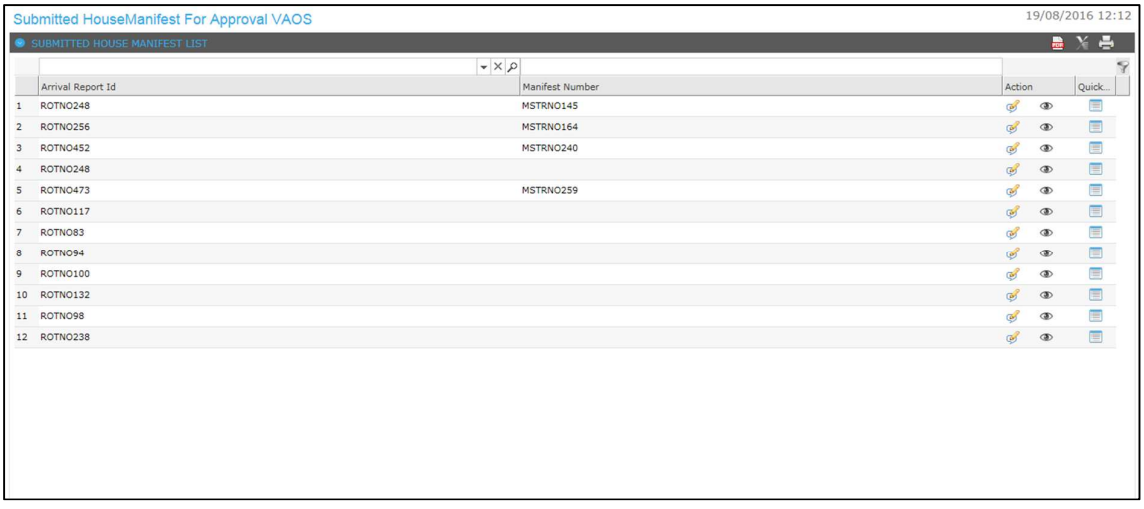
- Searching and Approving Submitted House Manifest Details
- Searching and Approving Amended House Manifest Details

Searching and Approving House Manifest Submission Details

This functionality allows you to search for; view, edit and quick view the submitted house manifest details in the TFB system.

To search for and approve submitted house manifest:

1. Click **House Manifest**>>**Approve Submission**. The Search Submitted House Manifest Page will be displayed.



Search Submitted House Manifest Page

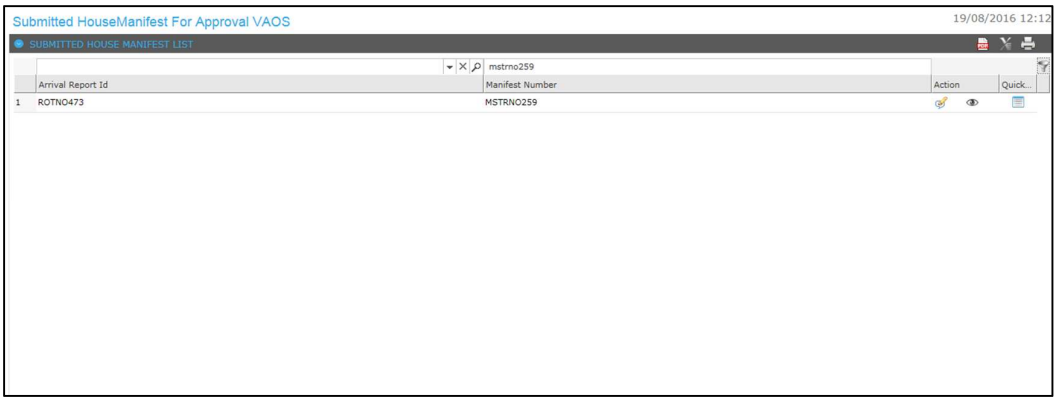
© CrimsonLogic Pte Ltd

Following are the field and button descriptions of the **Search Submitted House Manifest** page.

Field/Button description	Action/Input Required
Arrival Report ID	Enter the identification number of the arrival report of the manifest.
Manifest Number	Enter the submitted manifest number.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Manifest Number
  - Arrival Report ID

2. Enter the search criteria and Click  icon to view the matching results in the Search Results Page.



Search Results Page

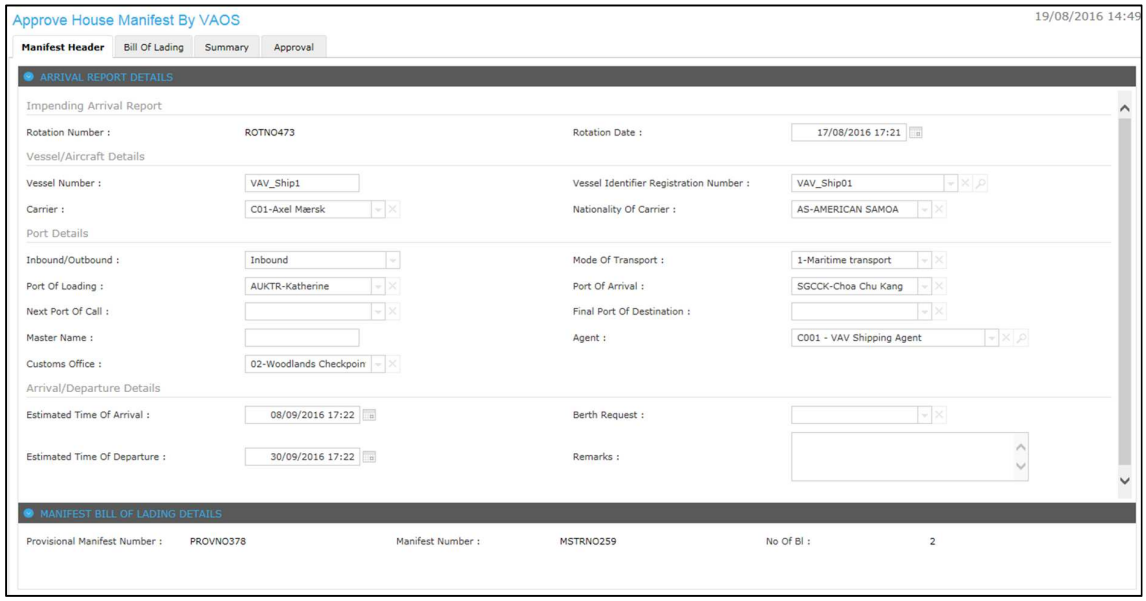
View Submitted House Manifest Details

This functionality allows you to view the submitted house manifest details.

To view the submitted house manifest details:

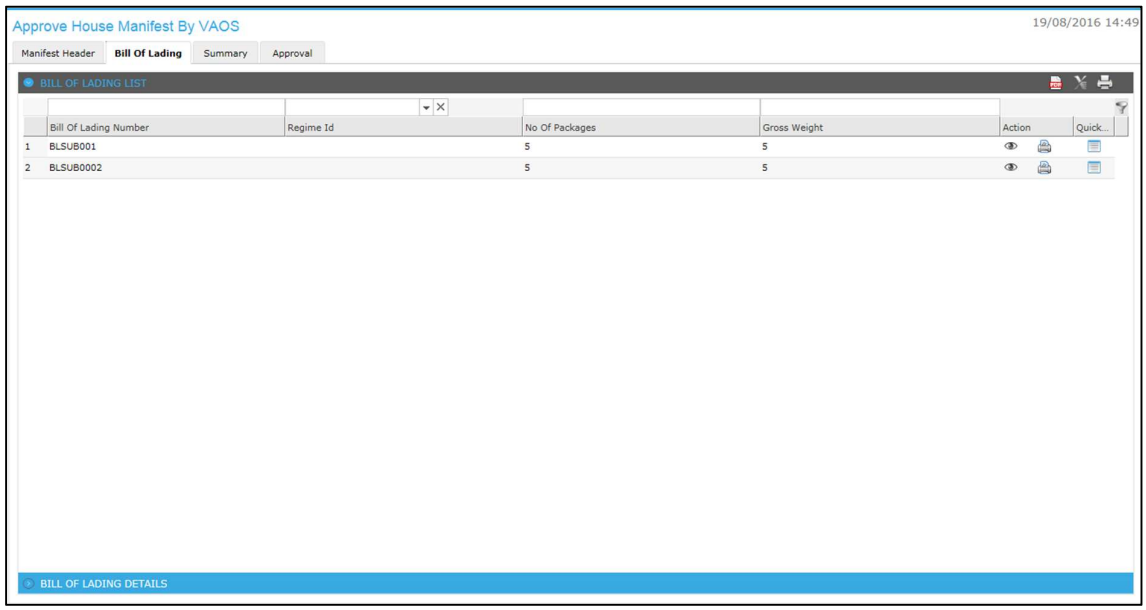
1. From the search results, click the  icon. The View Approve House Manifest Details Page will be displayed.

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View Approve House Manifest Header Tab Page

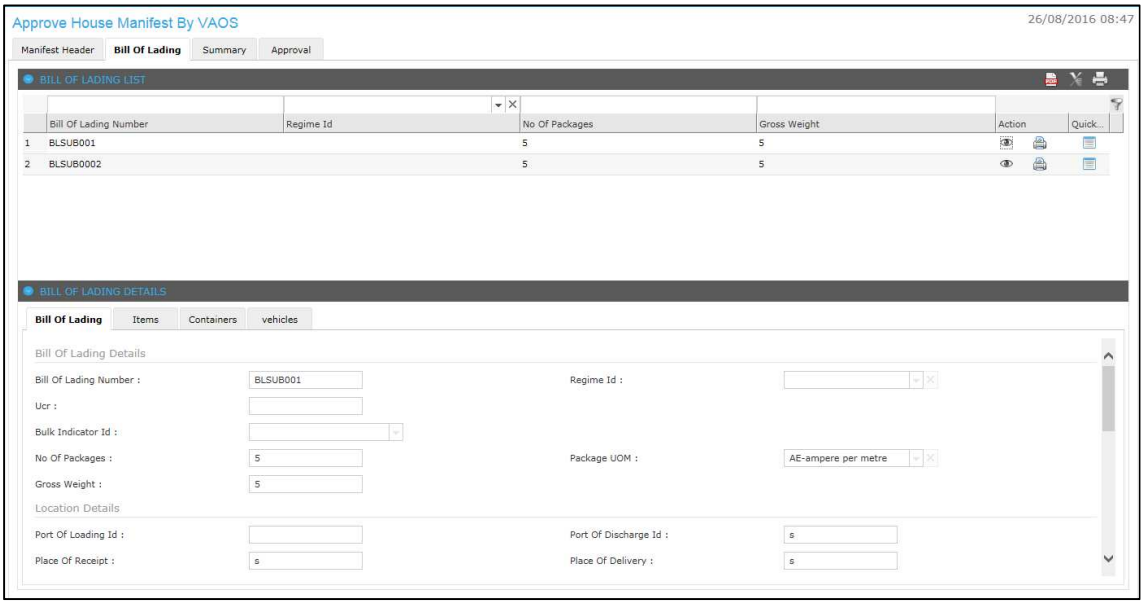
2. Click **Bill of Lading** tab to view the bill of lading details.



Bill of Lading Tab Page

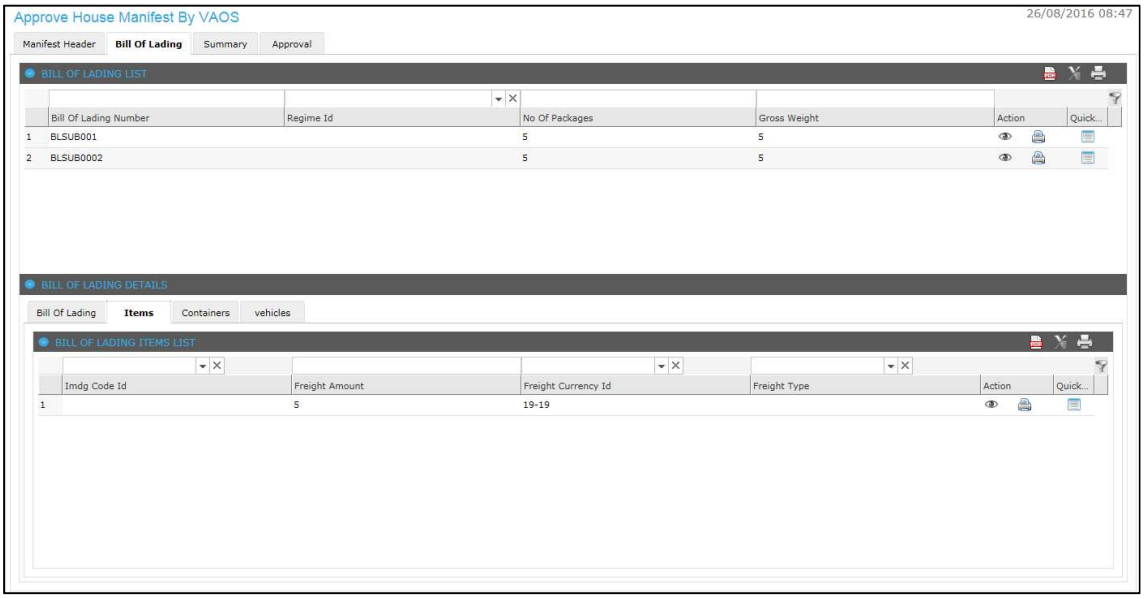
3. Click the  icon to view the bill of lading details.

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Bill of Lading Details Page

4. Click the **Item** tab to view the item details.



Item Details page

5. Click the icon to view the bill of lading item details.

6. Click the  icon to print the bill of lading item details.

7. Click the  icon to quick view the bill of lading item details.

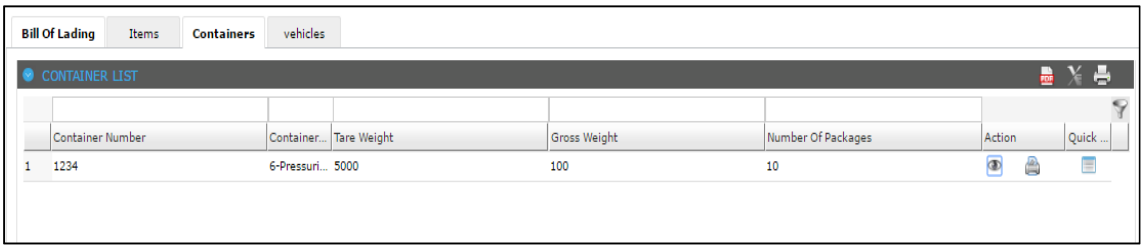
© CrimsonLogic Pte Ltd

Click the **Excel** button to download the bill of lading item details as an excel sheet.

Click the **PDF** icon to download the bill of lading item details as a PDF document.

Click the **Print** button to print the bill of lading item list.

8. Click the **Container** tab to view the container details.



Container Tab page

Click the **Print** icon to print the bill of lading container details.

Click the **Quick View** icon to overview the bill of lading container details.

Click the **Excel** button to download the bill of lading container details as an excel sheet.

Click the **PDF** icon to download the bill of lading container details as a PDF document.

Click the **Print** button to print the bill of lading container list.

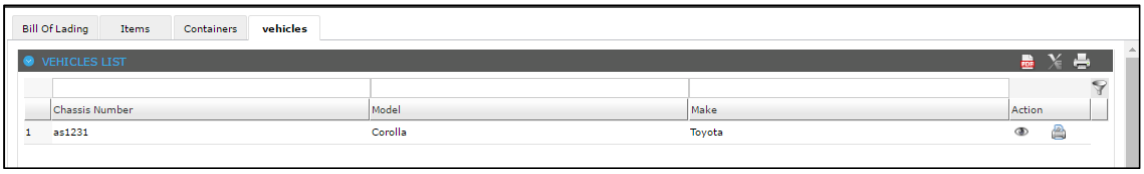
9. Click the  icon to view the bill of lading container details.



Bill of Lading Container page

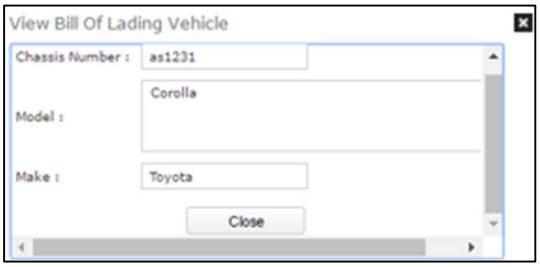
10. Click **Close** button to close the bill of lading container details.
11. Click the **Vehicles** tab to view the bill of lading vehicle details.

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Vehicles Tab page

12. Click the  icon to view the bill of lading vehicle details.



Bill of Lading Vehicle page

13. Click **Close** button to close the bill of lading vehicle details.

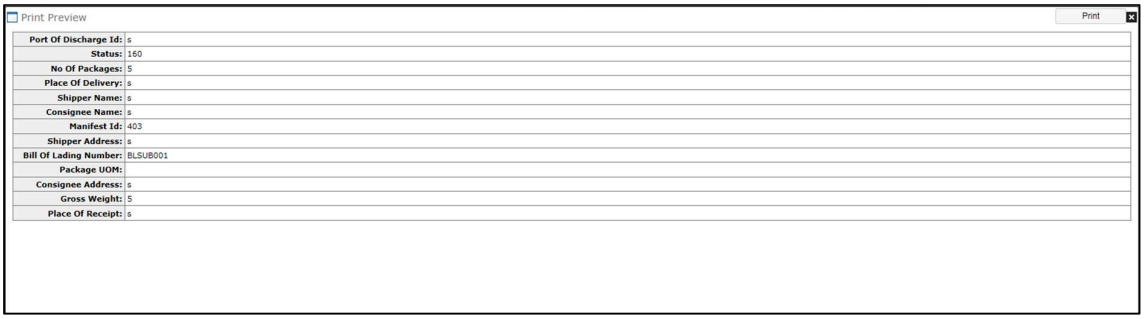
Click the **Print** icon to print the bill of lading vehicle details.

Click the **Excel** button to download the bill of lading vehicle details as an excel sheet.

Click the **PDF** icon to download the bill of lading vehicle details as a PDF document.

Click the **Print** button to print the bill of lading container list.

14. In the Approve House manifest page, click the  icon to print preview the bill of lading details.



Bill of lading Print Prview Details Page

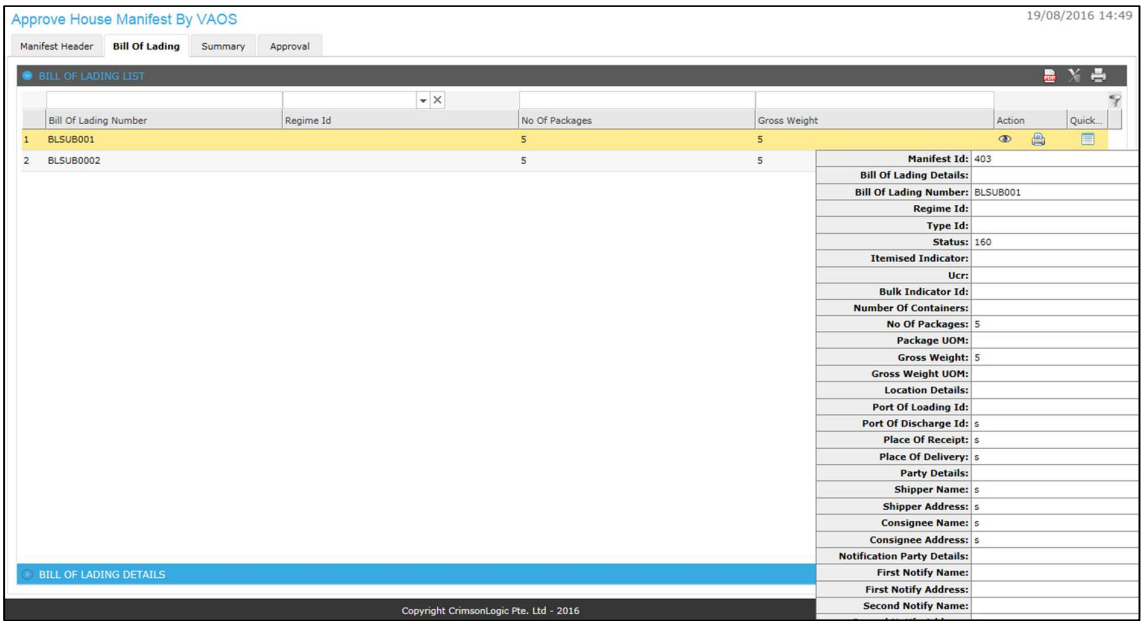
Click the **Excel** button to download the bill of lading details as an excel sheet.

Click the **PDF** icon to download the bill of lading details as a PDF document.

Click the **Print** button to print the bill of lading details.

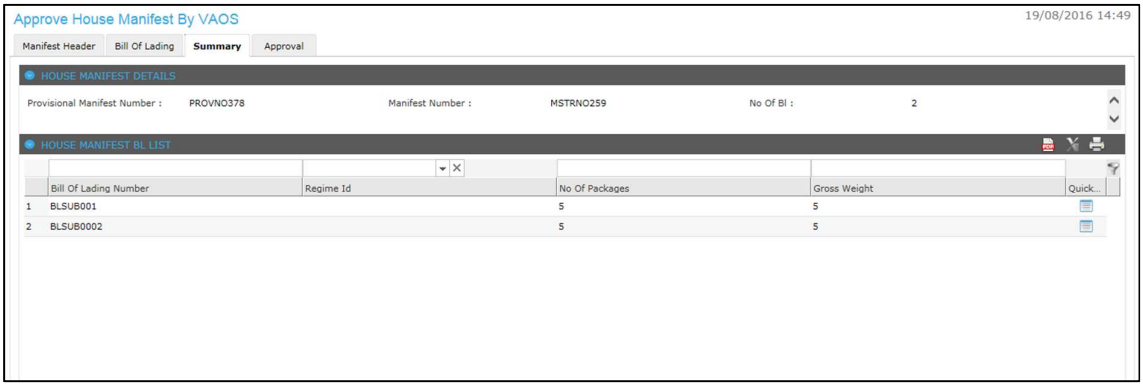
© CrimsonLogic Pte Ltd

15. Click the  icon to quick view the billl of lading details.



Bill of Lading Quick View Page

16. In the Approve House Manifest page, click **Summary** tab to view the house manifest summary details.

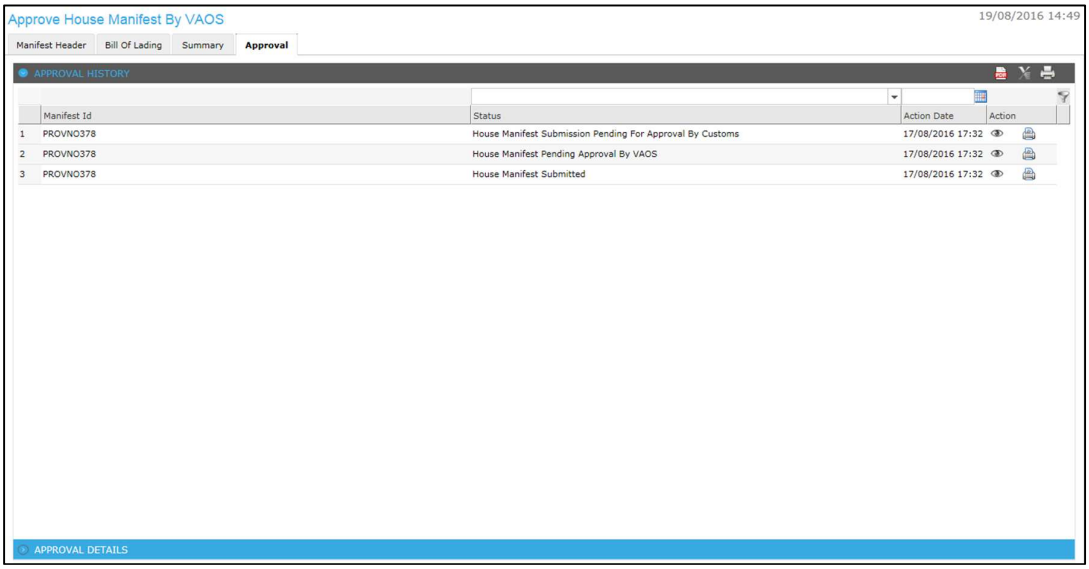


Summary Tab page

Click the **Quick View** icon to overview the summary details of the house manifest.

17. Click **Approval** tab to view the submitted house manifest approval details.

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Submitted House Manifest Approval Tab Page

18. Click the  icon to view the approval details.

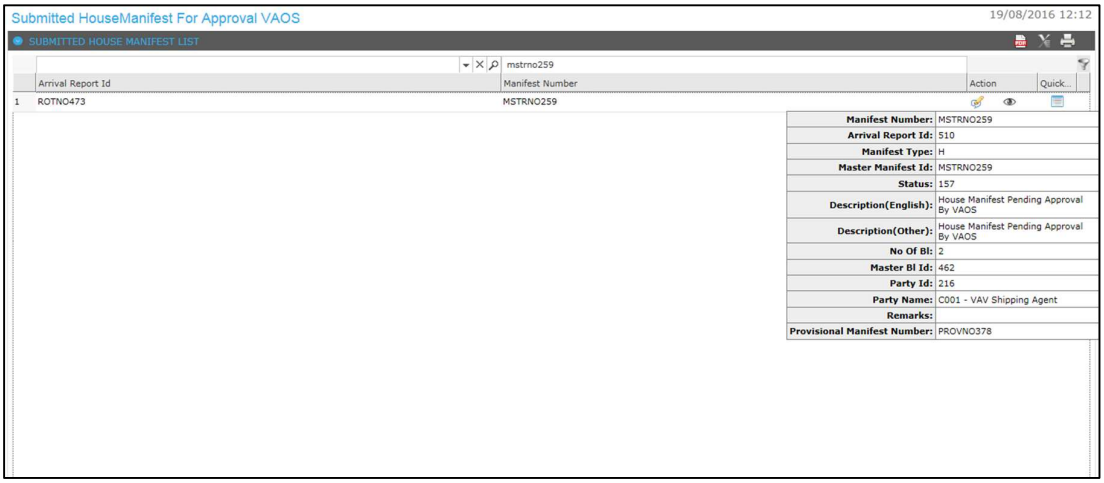
19. Click the  icon to print the approval details.

Quick View Submitted House Manifest Details

This functionality allows you to overview the submitted house manifest details such as manifest identification number, Arrival Report ID, Manifest Type etc.

To quick view the submitted house manifest details:

1. From the search results, click the  icon. The House Manifest Quick View Page will be displayed.



Submitted House Manifest Quick View Details Page

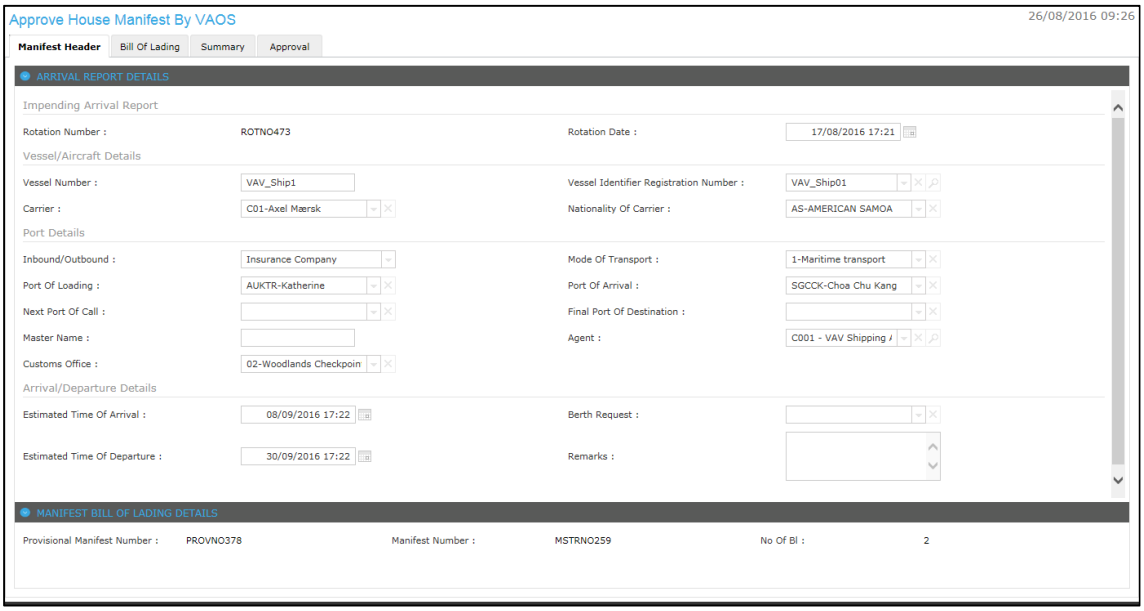
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Approve Submitted House Manifest Details

This functionality allows you to approve the submitted house manifest details.

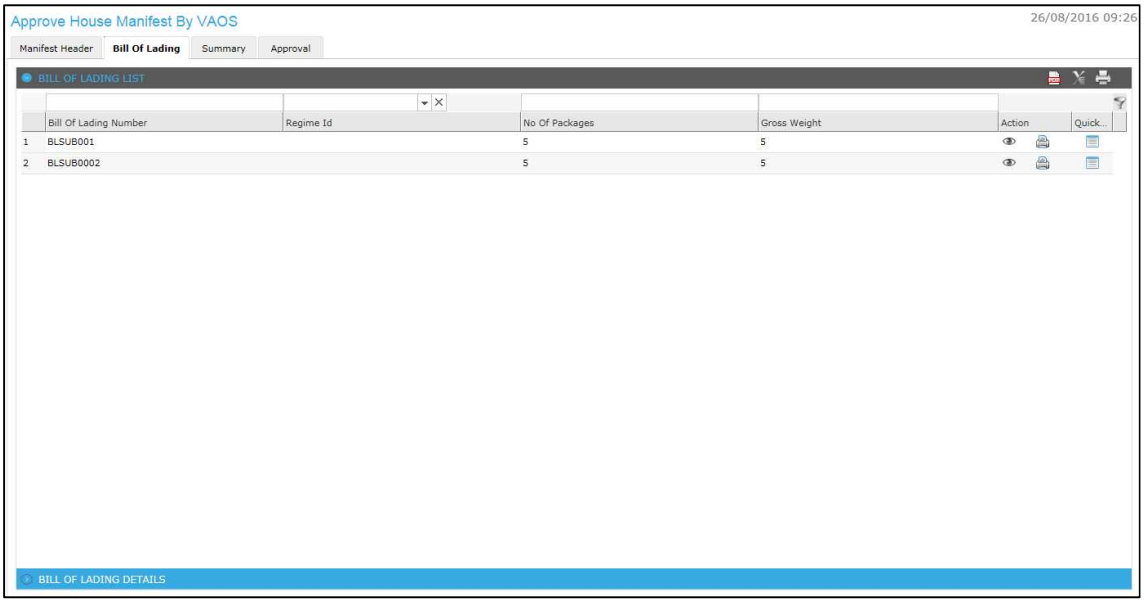
To approve the submitted house manifest details:

1. From the search results, click the  icon. The Manifest Header Details Page will be displayed.



Manifest Header Details Page

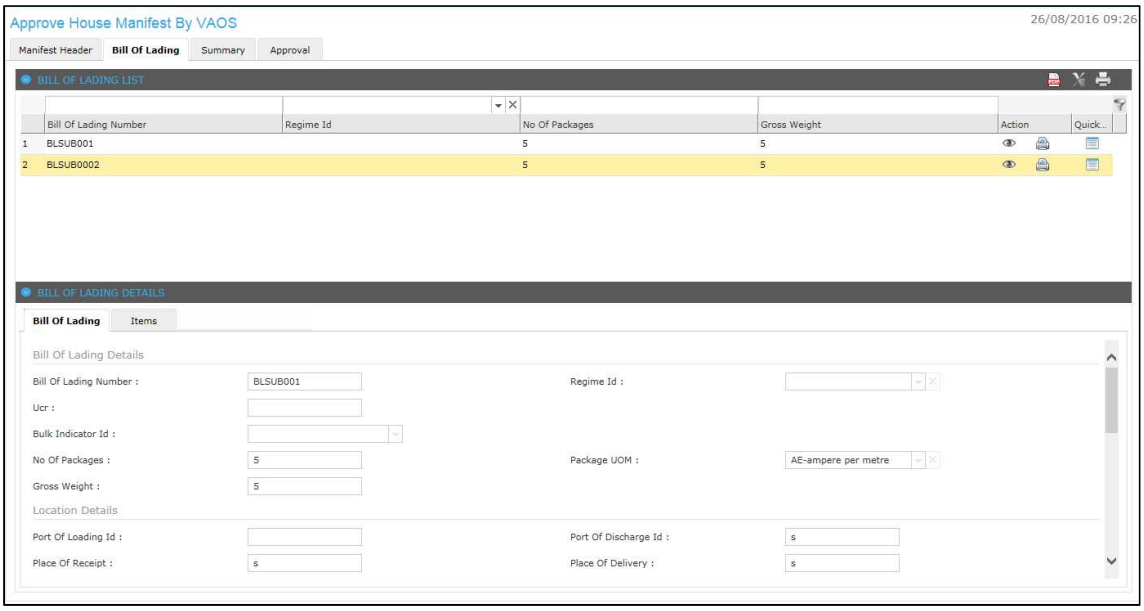
2. Click **Bill of Lading** tab.The Bill of Lading tab page will be displayed.



Bill of Lading Tab Page

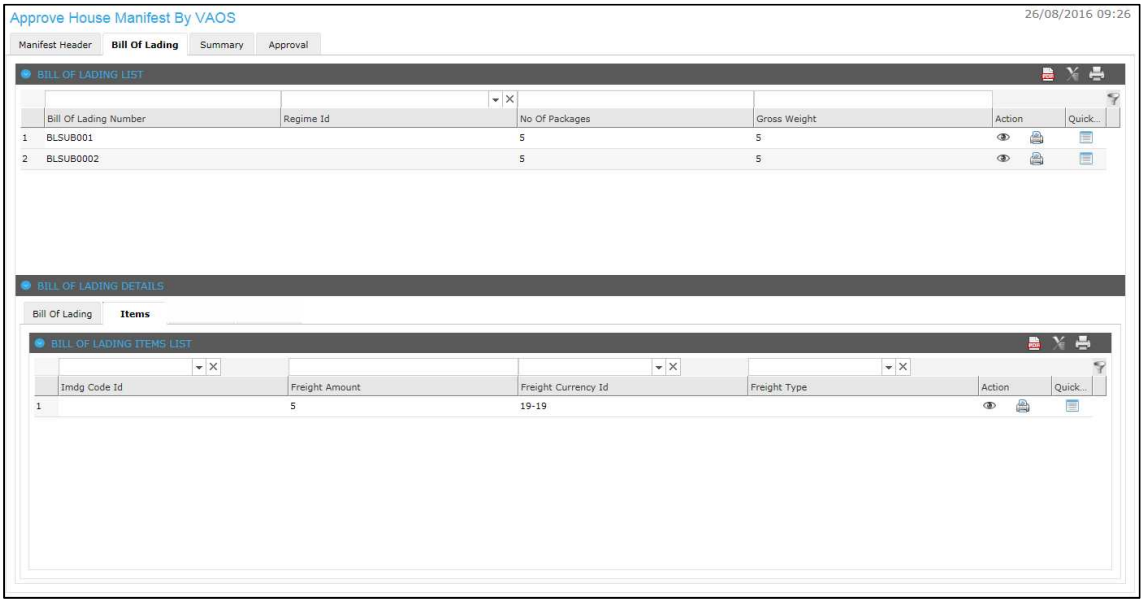
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3. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

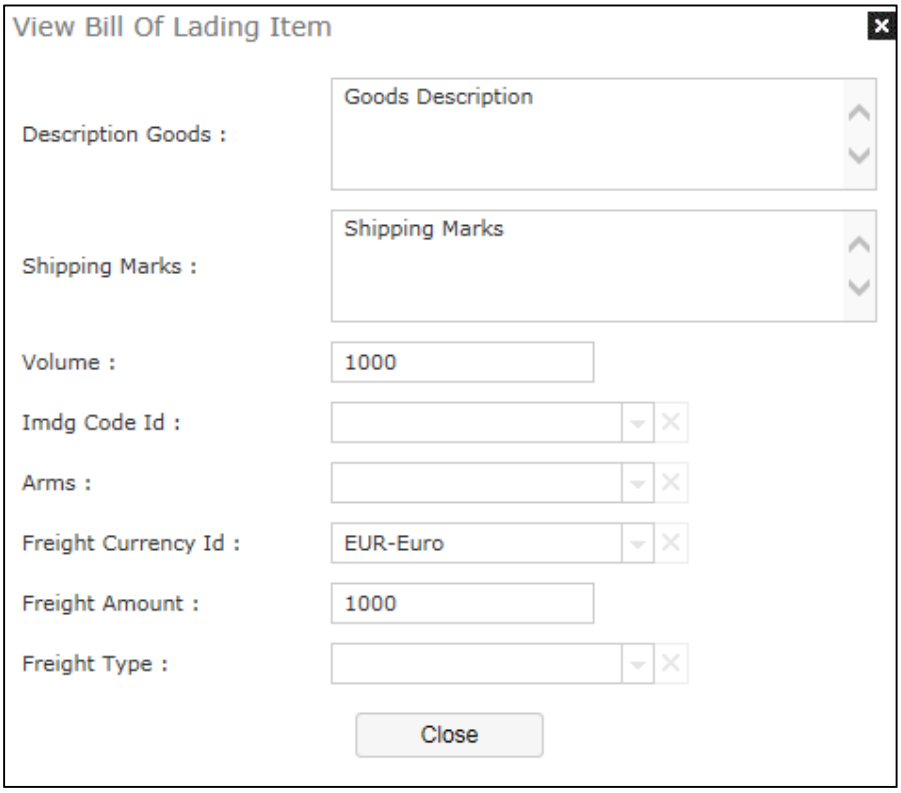
4. Click **Close** button to close the Bill of Lading details.
5. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



Bill of Lading Item Details page

6. Click the icon to view the item details.

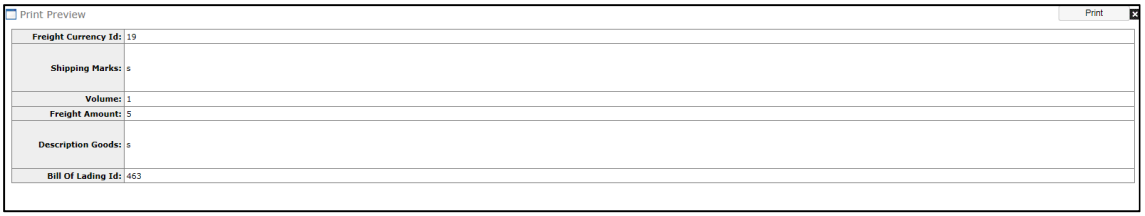
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Item Details Page

7. Click **Close** button to close the item details page.

8. In the Bill of Lading Item Details page, click the icon to print preview the item details.

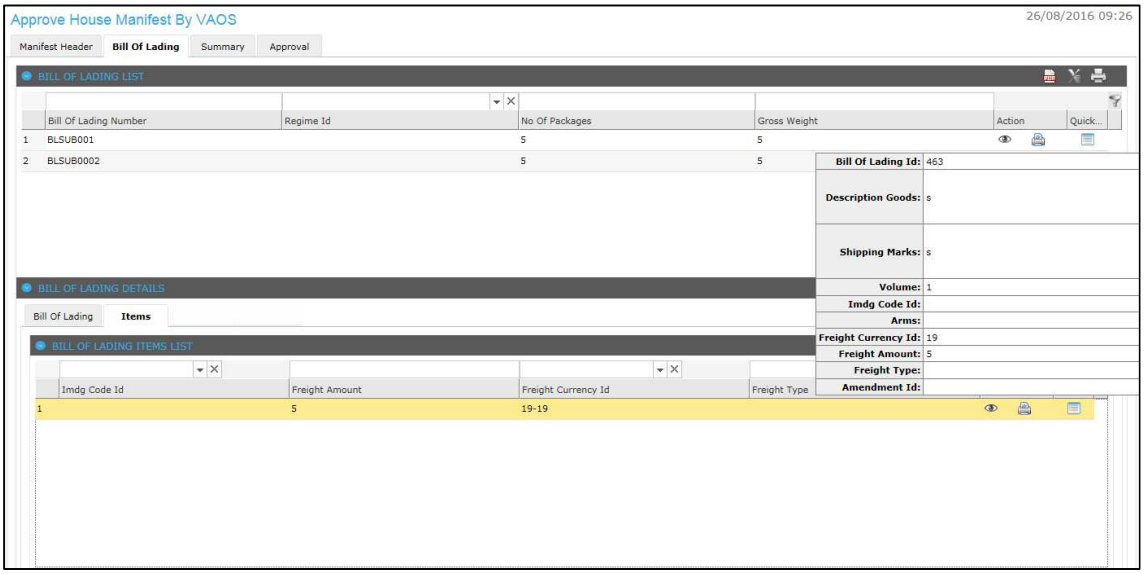


Print Preview Item Detail Page

9. Click **Print** button to print the Bill of lading item details.

10. In the Bill of Lading Item Details page, click the Quick view icon to view the bill of lading item details.

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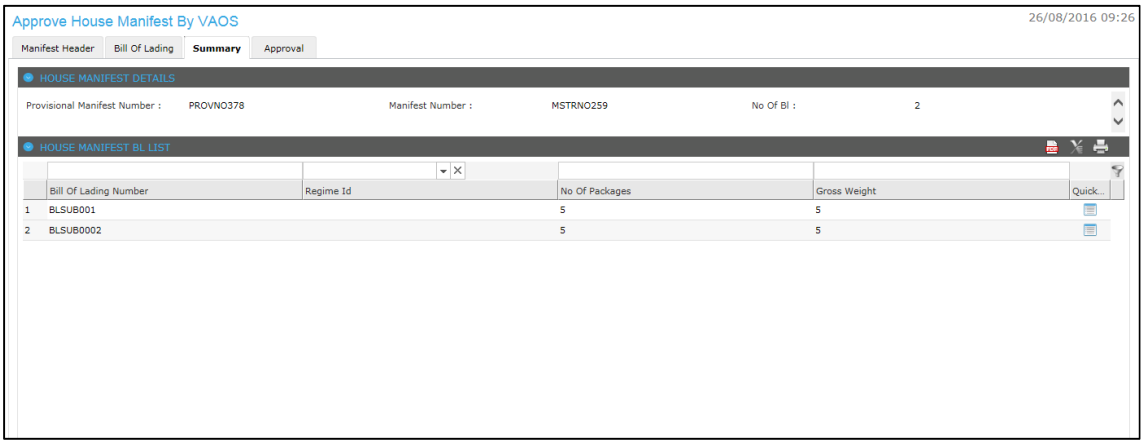
Bill of Lading Quick View Tab Page

Click the **Excel** button to download the bill of lading details as an excel sheet.

Click the **PDF** icon to download the bill of lading details as an excel sheet.

Click the **Print** button to print the bill of lading details.

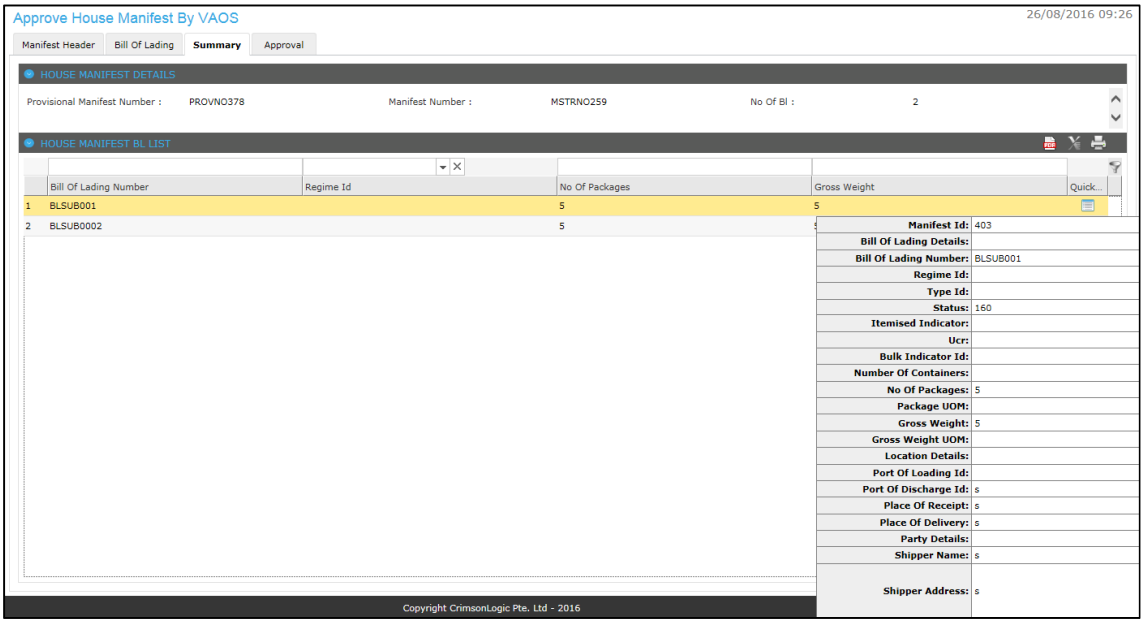
11. In the Submitted House Manifest page, click **Summary** tab. The Summary Details page will be displayed.



Summary Tab Page

12. Click the  Quick view icon to view the summary details.

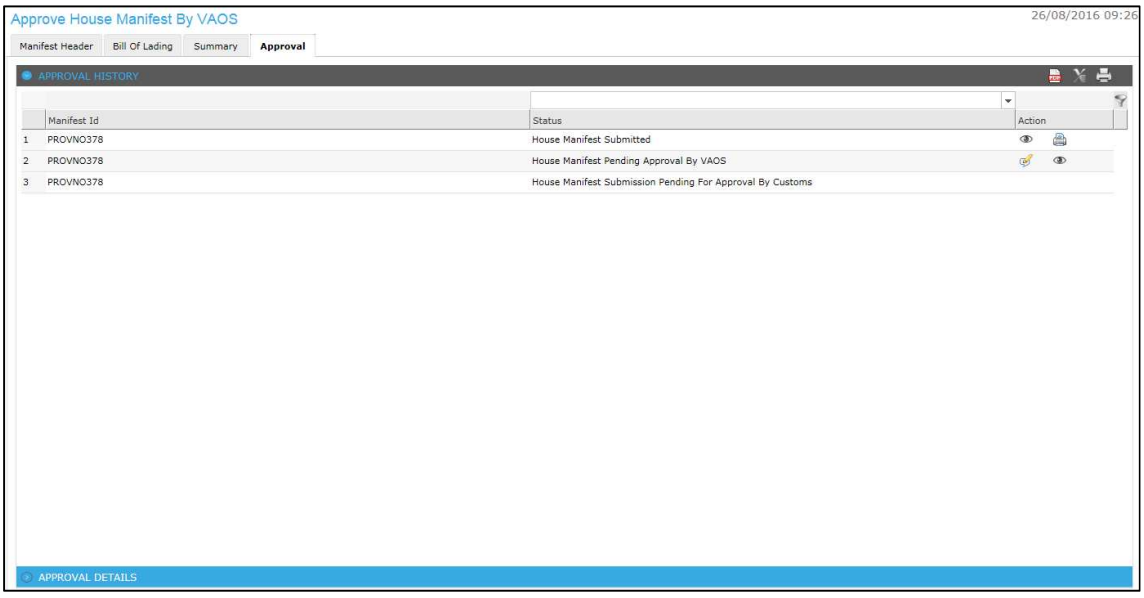
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Quick View Summary Details page

Click **Excel sheet** icon to download the house manifest BL details as an excel sheet.
Click **PDF** icon to download the house manifest BL details as a PDF document.
Click **Print** button to print the house manifest BL details.

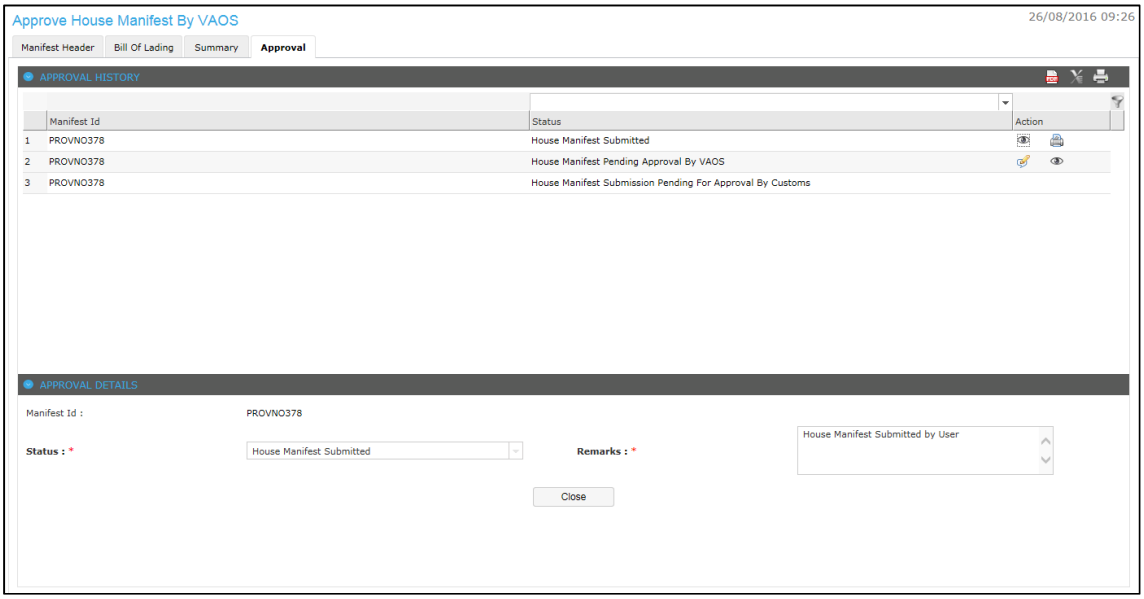
13. Click **Approval** tab to view the submitted house manifest approval details.



Approval Tab Page

14. Click the  view icon to view the approval details. The Approval View Details page will be displayed.

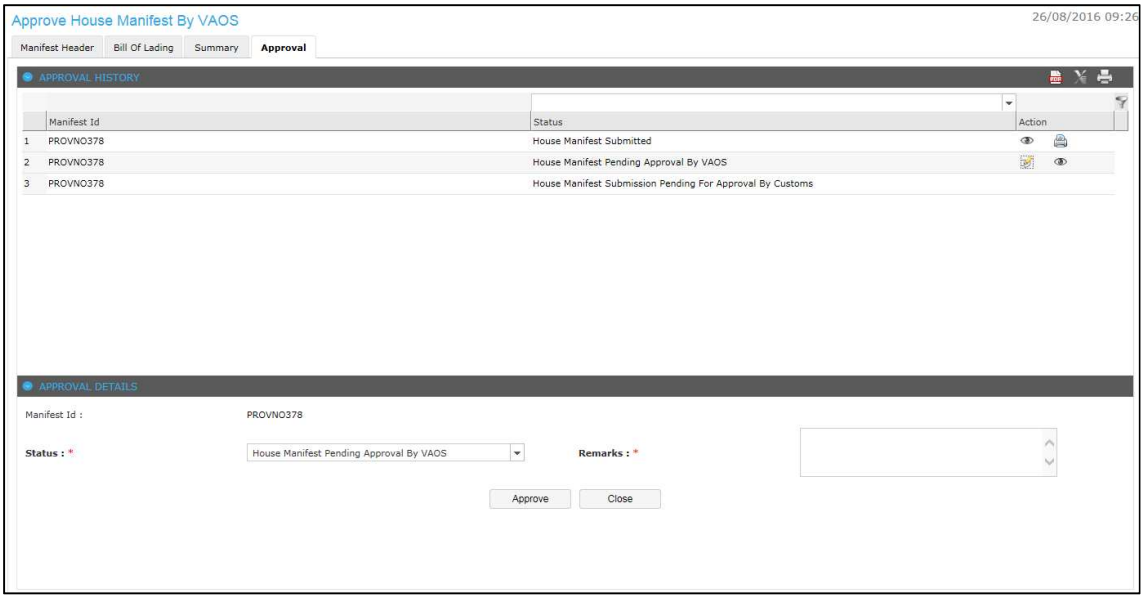
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View Approval Details Page

15. Click **Close** button to close the approval details.

16. Click the  button to approve the submitted house manifest details. The Edit Approval Details page will be displayed.



Edit Approval Details Page

17. Select the status of the approval from the dropdown list and enter the remarks relevant to approval if any.

18. Click **Approve.** The Records saved successfully message will be displayed.

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Records Saved Successfully Message

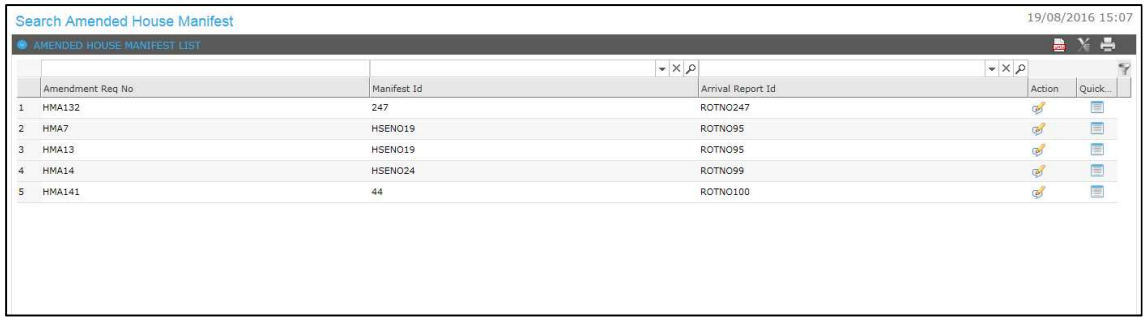
19. Click **OK** button to close the confirmation message.

Searching Amended House Manifest Details

This functionality allows you to search for; edit and overview the amended house manifest details in the TFB system.

To search for an amended house manifest:

1. Click **House Manifest**>>**Approve Amend**. The Search Amended House Manifest Page will be displayed.



Search Amended House Manifest Page

Following are the field and button descriptions of the **Search Amended House Manifest** page.

Field/Button description	Action/Input Required
Amendment Request Number	Enter the amendment request number of the manifest.
Manifest ID	Enter the manifest identification number.
Arrival Report ID	Enter the arrival report's identification number of the manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.
- To get an exact search result, you must enter the following search criteria:
  - Amendment Request Number
  - Manifest ID

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- Arrival Report ID

2. Enter the search criteria and Click  icon to view the matching results in the **Search Results Page**.



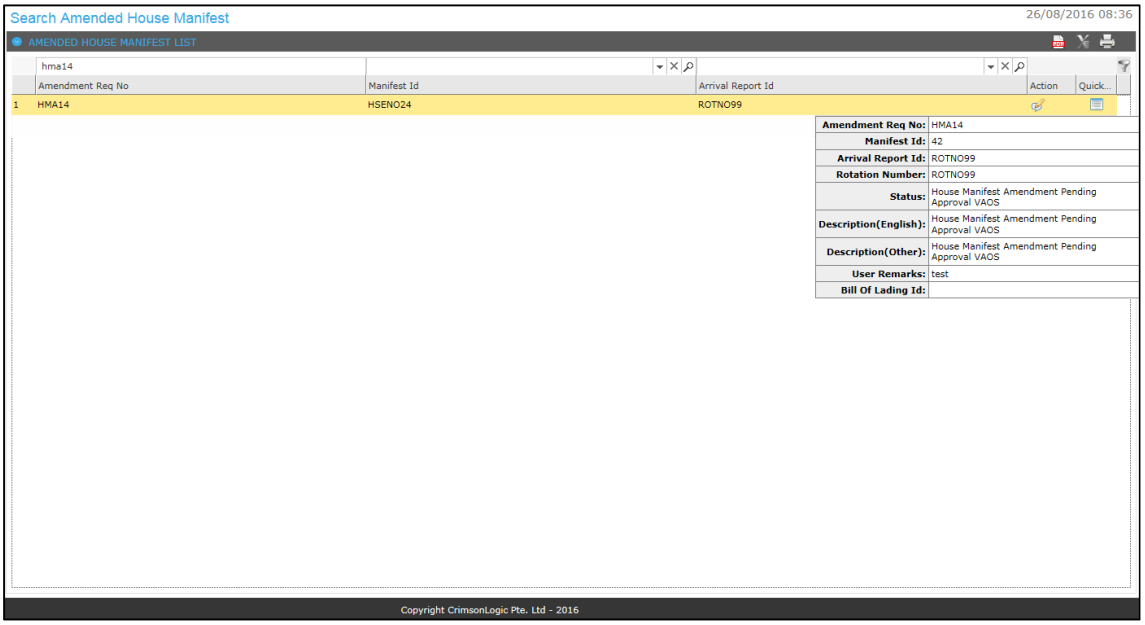
Search Results Page

Quick View Amended House Manifest Details

This functionality allows you to overview the amended house manifest details such as Manifest identification number, Amendment Request Number, Arrival Report Id etc.

To quick view the amended house manifest details:

1. From the search results, click the  icon. The Road Manifest Quick View Page will be displayed.



Amended House Manifest Quick View Details Page

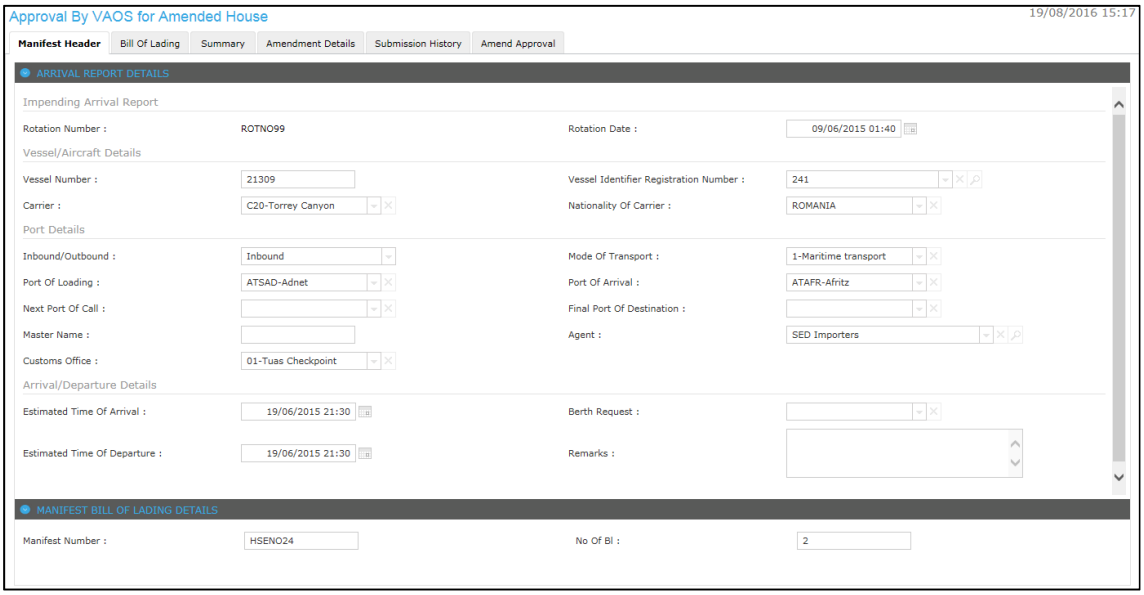
© CrimsonLogic Pte Ltd

Approve Amended House Manifest Details

This functionality allows you to approve the amended house manifest details.

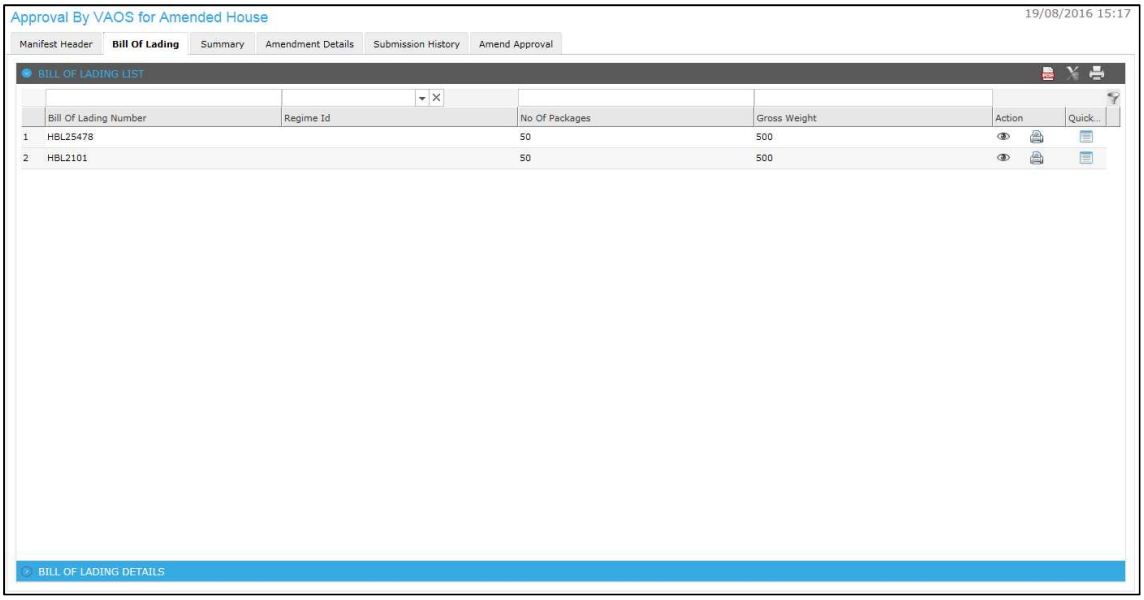
To approve the amended house manifest details:

1. From the search results, click the  icon. The Manifest Header Details Page will be displayed.



Manifest Header Details Page

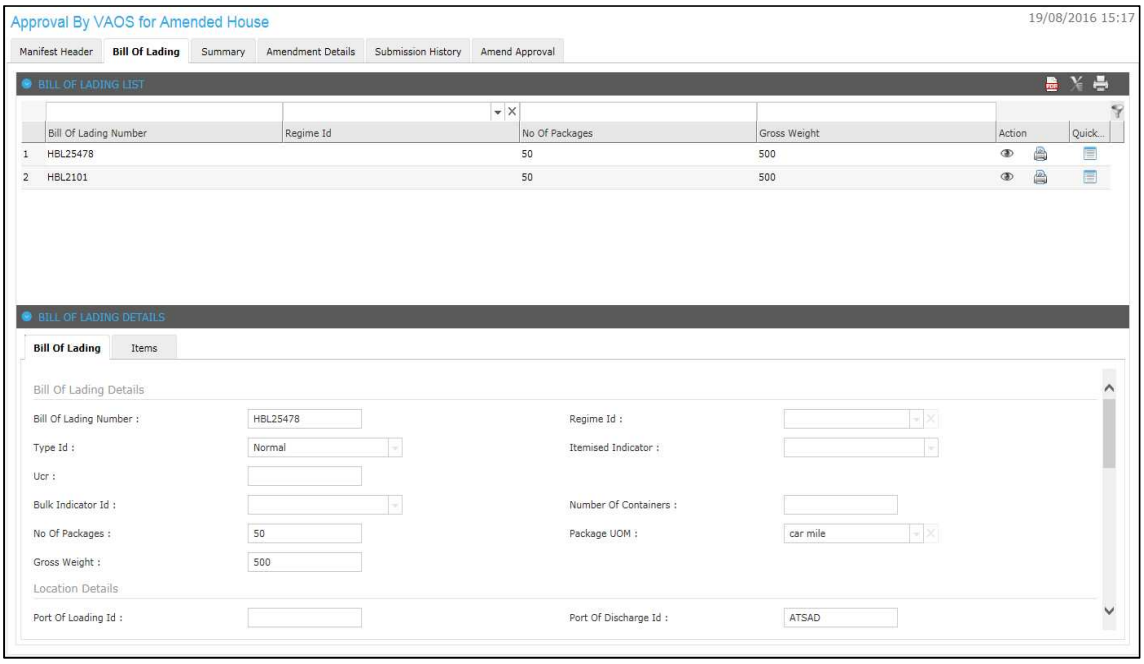
2. Click **Bill of Lading** tab.The bill of lading tab page will be displayed.



Bill of Lading Tab Page

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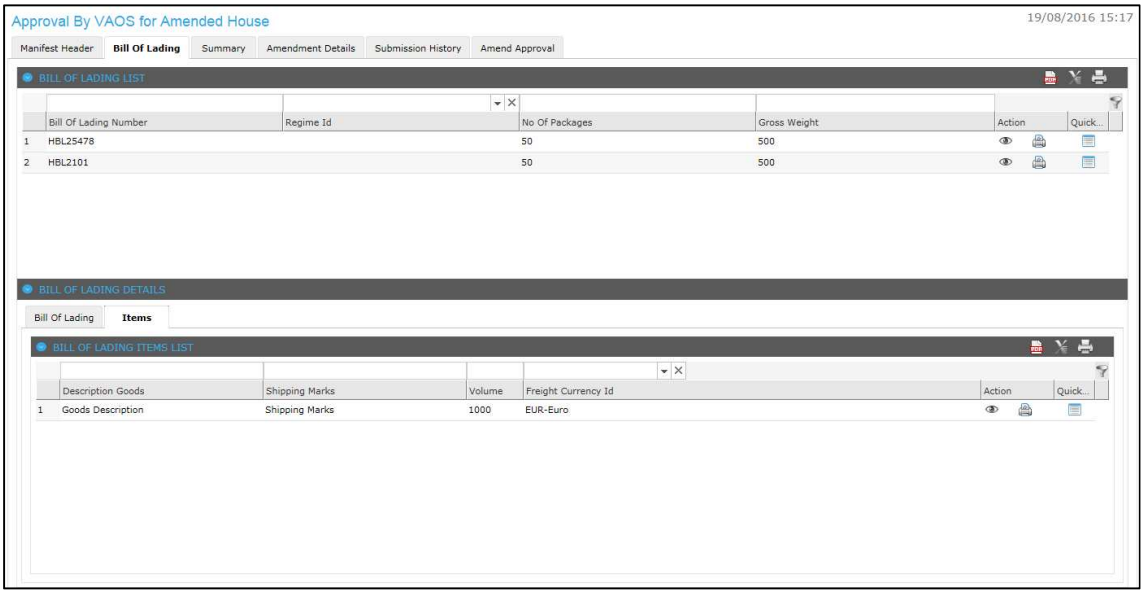
3. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

4. Click **Close** button to close the Bill of Lading details.

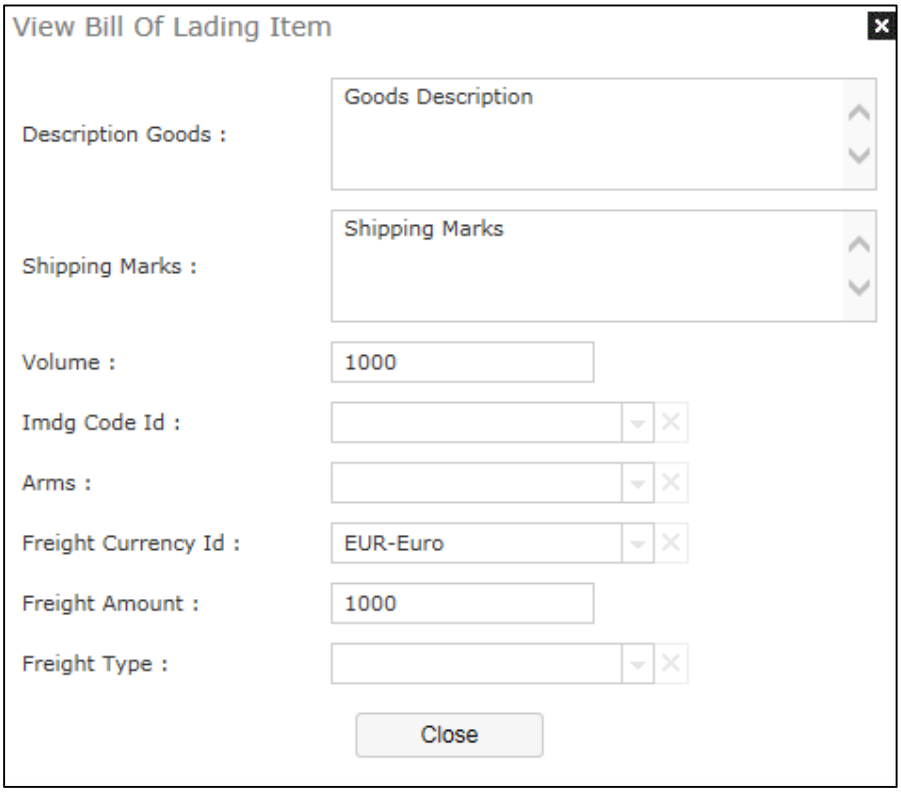
5. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



Bill of Lading Item Details page

6. Click the icon to view the item details.

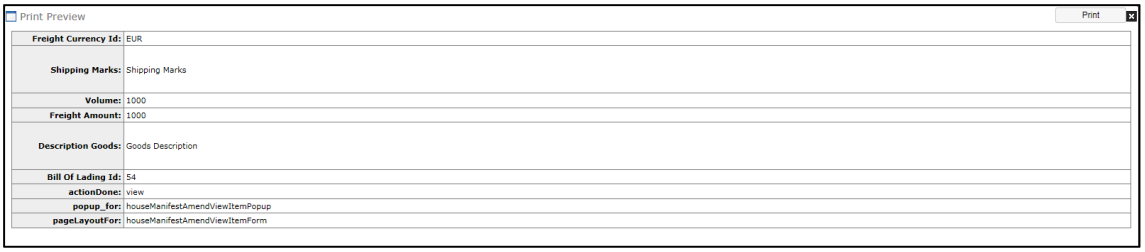
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Item Details Page

7. Click **Close** button to close the item details page.

8. In the Bill of Lading Item Details page, click the icon to print preview the item details.

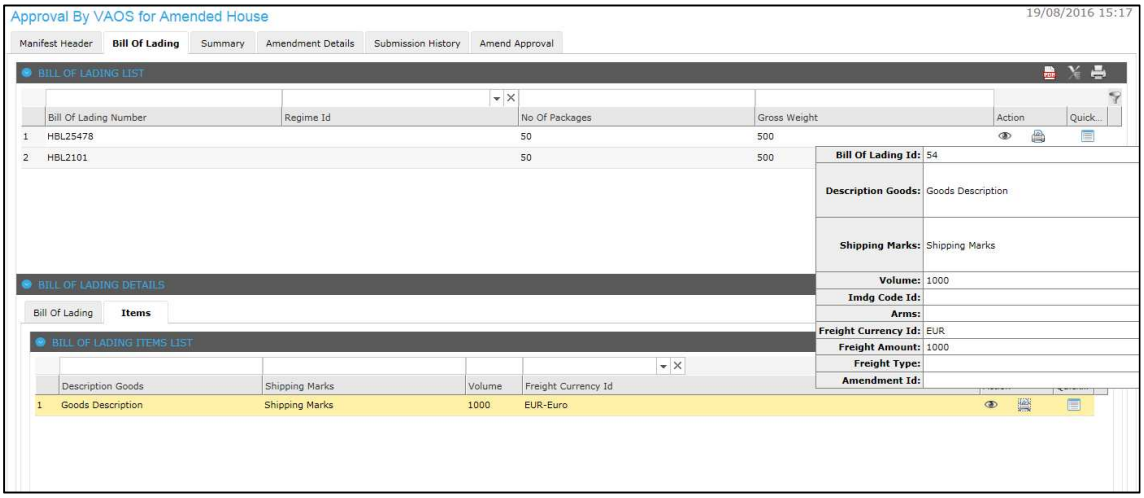


Print Preview Item Detail Page

9. Click **Print** button to print the bill of lading item details.

10. In the Bill of Lading Item Details page, click the Quick view icon to view the bill of lading item details.

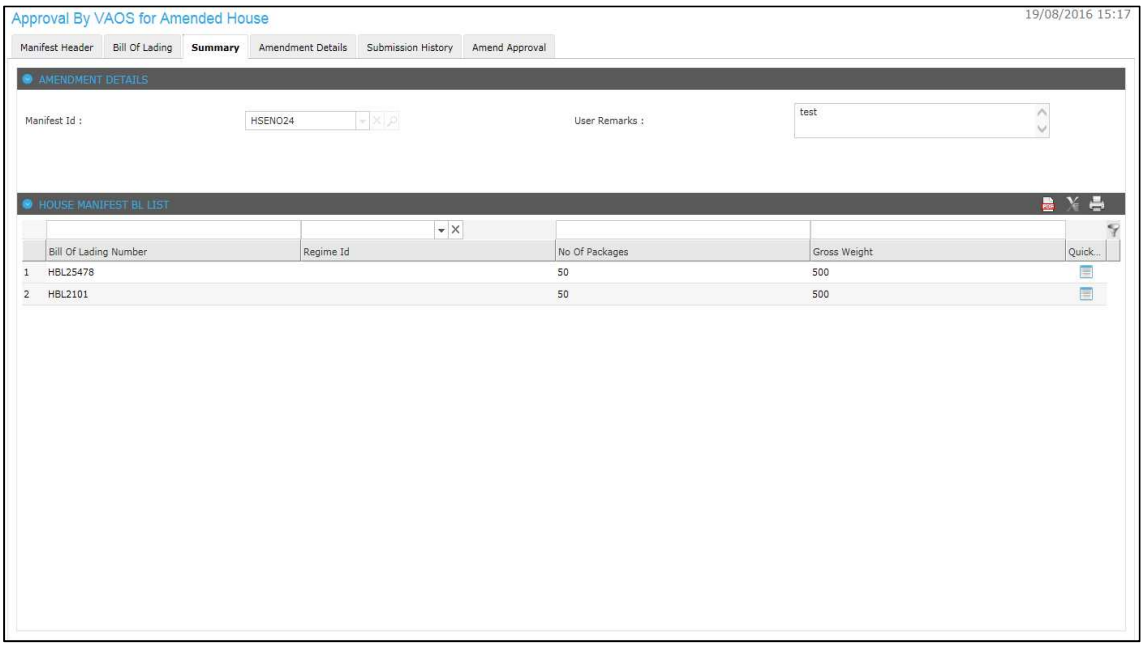
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Bill of Lading Quick View Tab Page

Click the **Excel** button to download the bill of lading details as an excel sheet.
Click the **PDF** icon to download the bill of lading details as an excel sheet.
Click the **Print** button to print the bill of lading details.

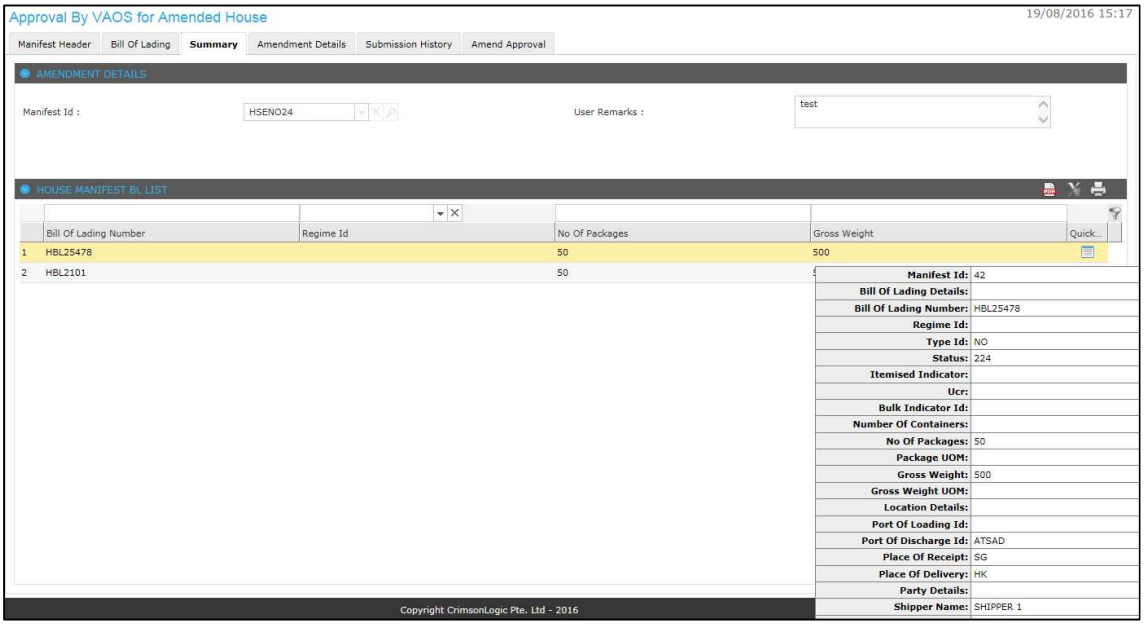
11. In the Amended House Manifest page, click **Summary** tab. The Summary Details page will be displayed.



Summary Tab Page

12. Click the  Quick view icon to view the summary details.

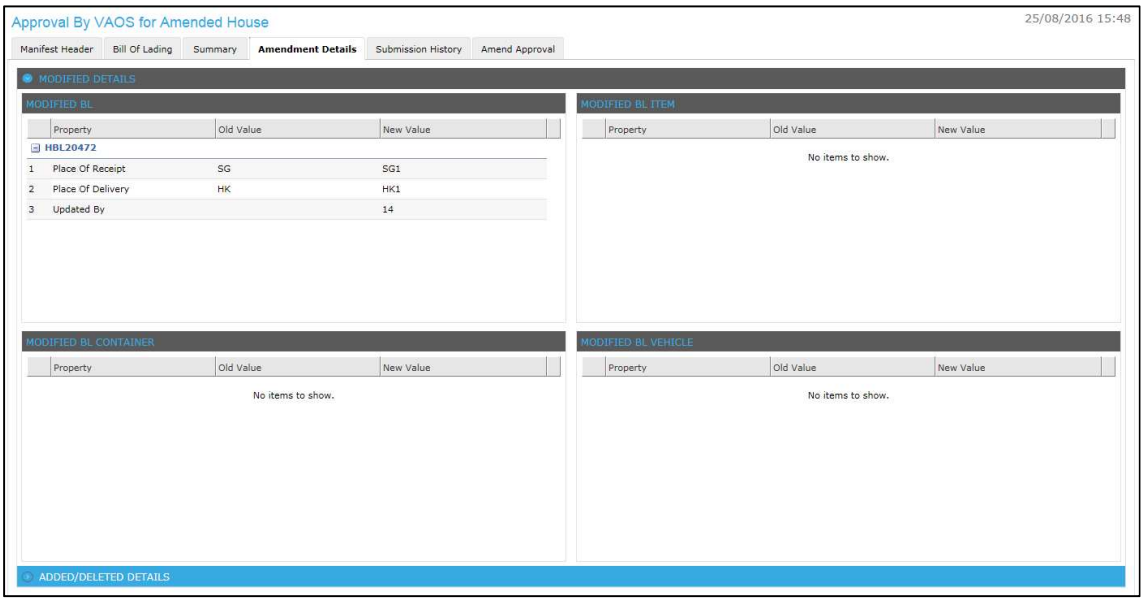
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Quick View Summary Details page

Click **Excel sheet** icon to download the house manifest BL details as an excel sheet.
Click **PDF** icon to download the house manifest BL details as a PDF document.
Click **Print** button to print the house manifest BL details.

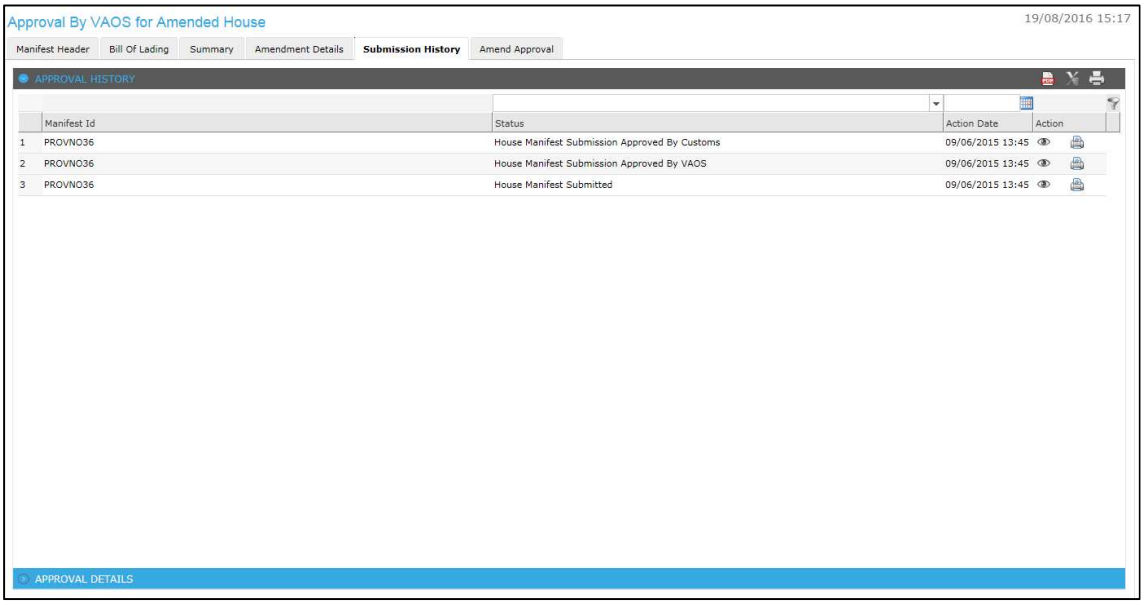
13. Click **Amendment Details** tab to view the manifest amendment details.



Amendment Detail Tab Page

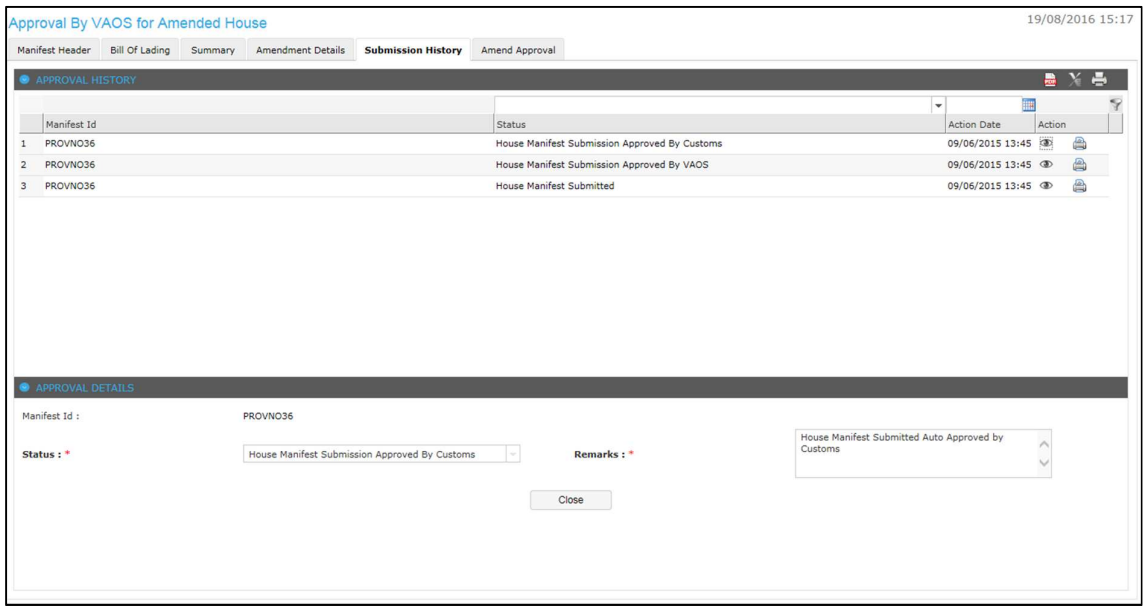
14. Click **Submission History** tab to view the house manifest submission history details. The Submission History Details page will be displayed.

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Submission History Details Page

15. Click the icon to view the submission history of the amended house manifest.



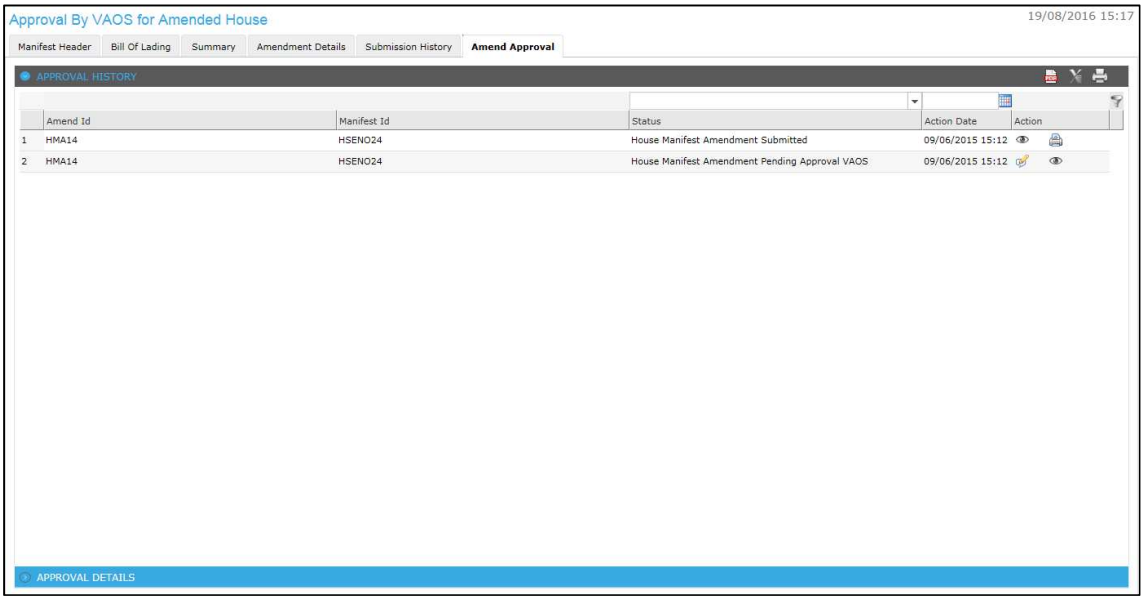
Submission History View Page

16. Click **Close** button to close the Submission history tab details.

Click **Excel sheet** icon to download the submission history details as an excel sheet.
Click **PDF** icon to download the submission history details as a PDF document.
Click **Print** button to print the submission history details.

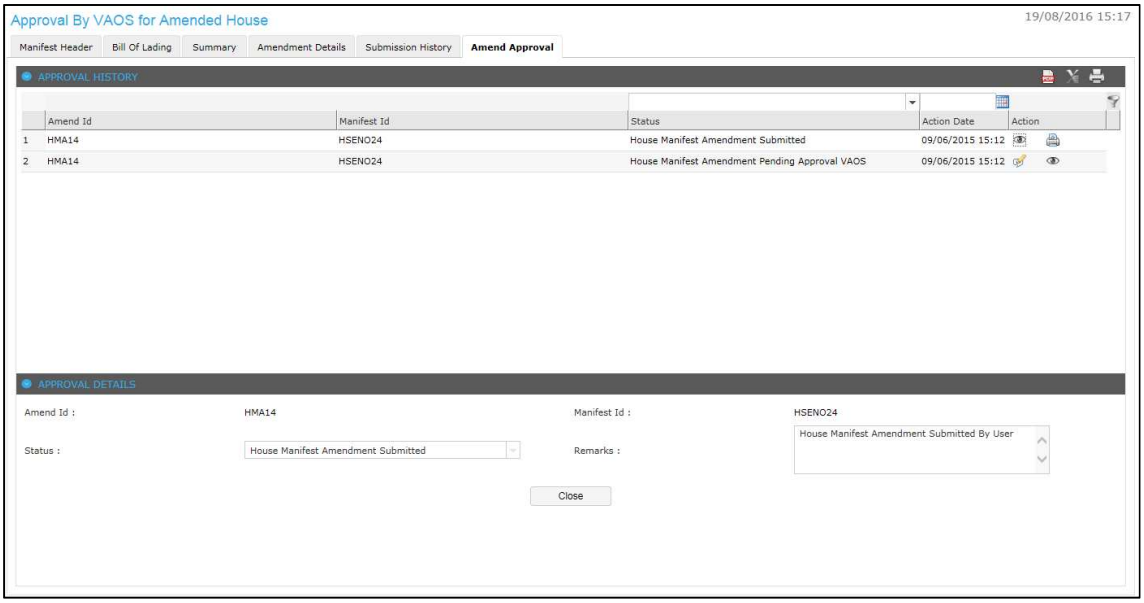
17. Click **Amend Approval** tab to view the amend approval details.

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Amend Approval Tab Page

18. Click the  view icon to view the approval details. The Amend Approval View Details page will be displayed.

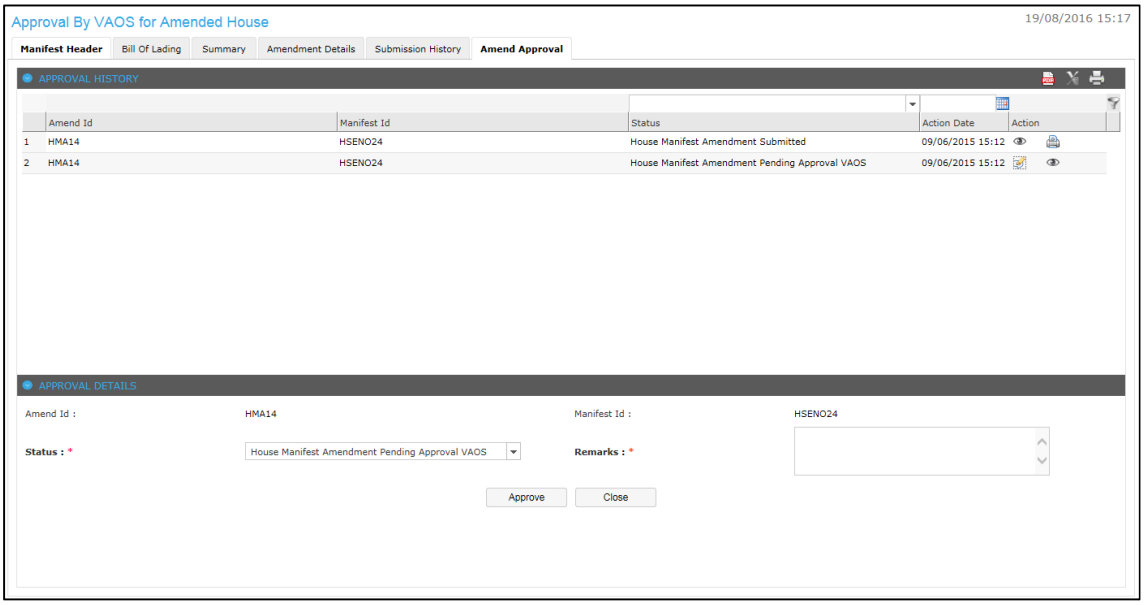


View Amend Approval Details Page

19. Click **Close** button to close the approval details.

20. Click the  button to approve the amended house manifest details. The Edit Amend Approval Details page will be displayed.

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Edit Amend Approval Details Page

21. Select the status of the approval from the dropdown list and enter the remarks relevant to approval if any.
22. Click **Approve.** The Records saved successfully message will be displayed.



Records Saved Successfully Message

23. Click **OK** button to close the confirmation message.

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