TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Shipping Agent User Guide

Version: 1.0
Date: 18/11/2016

About CrimsonLogic

CrimsonLogic Pte Ltd delivers world-class eGovernment solutions by leveraging on best-practice technologies, quality human capital and global experiences. Our proven track record of end-to-end eGovernment solutions spans across trade facilitation and customs, judiciary, tax, healthcare, and IT security domains. With 20 years of experience in developing and managing nationwide, mission-critical IT systems and services in a Public-Private Partnership model, CrimsonLogic has set industry standards with world-first eGovernment solutions such as TradeNet, eStamping, eJudiciary and CertOfOrigin. For more information, visit www.crimsonlogic.com

Proprietary Information

This User Guide contains information, which is proprietary to CrimsonLogic. No part of this User Guide may be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of CrimsonLogic except in accordance with the Copyright Act of Singapore (Cap. 63).

DOCUMENT HISTORY

S.No	Date	Version. No	Description	Approved By
1	18/11/2016	1.0	First Release	

© CrimsonLogic Pte Ltd

CONTENTS

Chapter 1: About this Guide 5

Purpose and Audience **5**

Document Conventions **5**

Chapter 2: About Trade Facilitation Baseline Single Electronic Window System 7

Getting Started **7**

Logging In 7
Logging Out 9

Common Icons and Buttons **10**

Chapter 3: Arrival Reports 12

Creating Arrival Reports **12**

Searching Arrival Reports **19**

View Arrival Report Details 20
Print Arrival Report Details 24
Quick View Arrival Report Details 24
Edit Arrival Report Details 25

Cancelling Arrival Reports **30**

View Cancel Arrival Report Details 31
Print Arrival Report Details 34
Quick View Arrival Report Details 34
Edit Cancel Arrival Report Details 35

Chapter 4: Master Manifest 39

Creating Master Manifest **41**

Searching Master Manifest Details **55**

View Master Manifest Details 56
Print Master Manifest Details 62
Quick View Master Manifest Details 62
Edit Master Manifest Details 63
    View Draft Master Manifest Details 69
    Quick View Draft Master Manifest Details 74
    Delete Master Manifest Details 75

Searching and Approving Master Manifest Submission Details **76**

View Submitted Master Manifest Details 77
Quick View Submitted Master Manifest Details 83
Approve Submitted Master Manifest Details 83

Searching and Approving Master Manifest Amendment Details **90**

Approve Amended Master Manifest Details 91
Quick View Amended Master Manifest Details 100

Searching and Amending Master Manifest Details **100**

© CrimsonLogic Pte Ltd

Quick View Master Manifest Details for Amendment....102
Amend Master Manifest Details....103
Delete Draft Amend Master Manifest Details....110

Searching and Approving Cancelled Master Manifest Details....111

Quick View Cancelled Master Manifest Details....112
Approve Cancelled Master Manifest Details....113

Cancelling Master Manifest Details....121

View Cancel Master Manifest Details....123
Quick View Cancel Master Manifest Details....123
Create Cancellation Master Manifest Details....124
Edit Master Manifest Cancellation Details....126
Delete Draft Master Manifest Cancellation Details....128

© CrimsonLogic Pte Ltd

CHAPTER 1
About this Guide

Welcome to the Trade Facilitation Baseline Single Window (TFB SEW) user guide for Shipping Agents! 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 Shipping Agents can do in TFB SEW.

Purpose and Audience

The purpose of this user guide is to help the Shipping Agents in doing the following tasks:

- Create Arrival Reports
- Search Arrival Reports
- Cancel Arrival Reports
- Create Master Manifest
- Search Master Manifest
- Approve Master Manifest Submission
- Master Manifest Amendment
- Approve Master Manifest Amendment
- Master Manifest Cancellation
- Approve Master Manifest Cancellation

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 **Arrival Reports**>>**Create Arrival**

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.

© CrimsonLogic Pte Ltd

@ 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.

© CrimsonLogic Pte Ltd

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

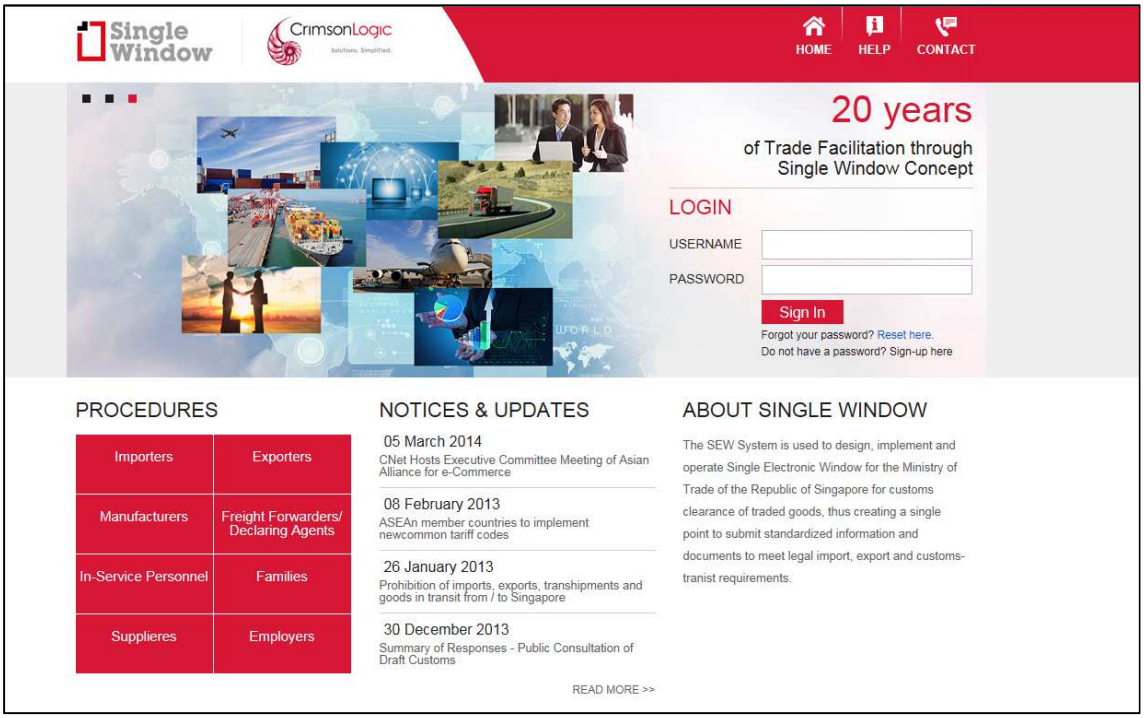
Refer to this section to familiarize yourself with the Trade Facilitation Baseline SEW System interface. This chapter also lists the process to follow in logging-in and logging-out of the system.

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.

© CrimsonLogic Pte Ltd

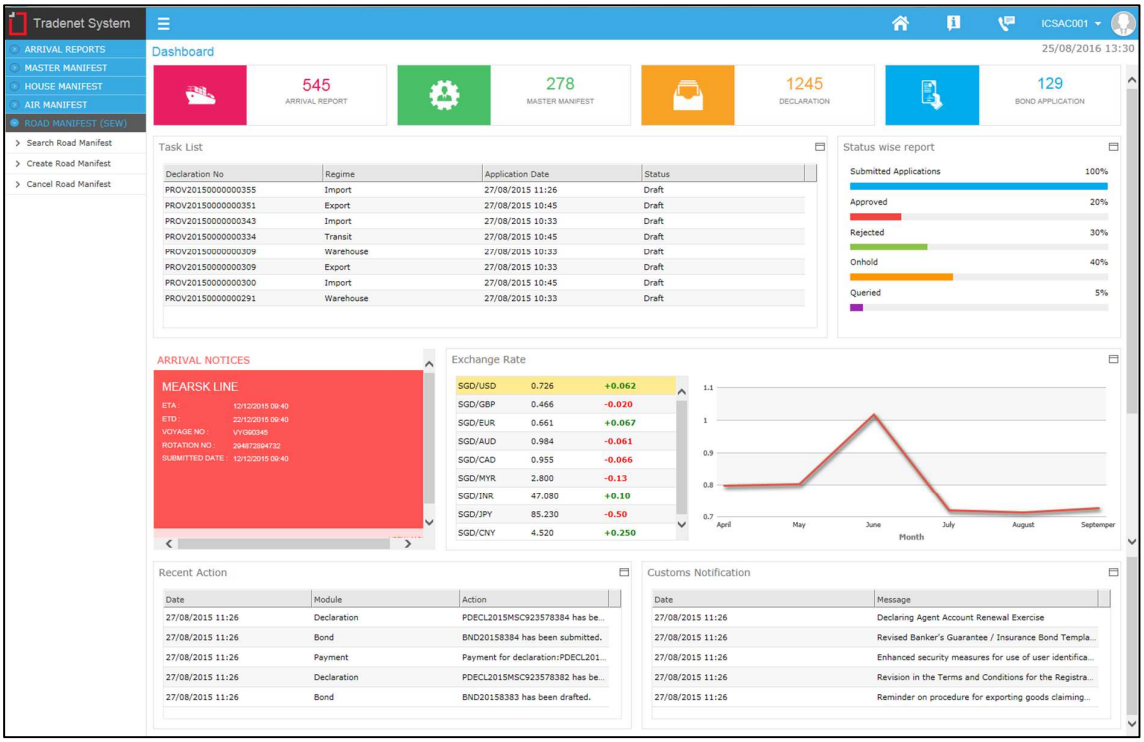


Trade Facilitation Single Window Login Page

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.

© CrimsonLogic Pte Ltd

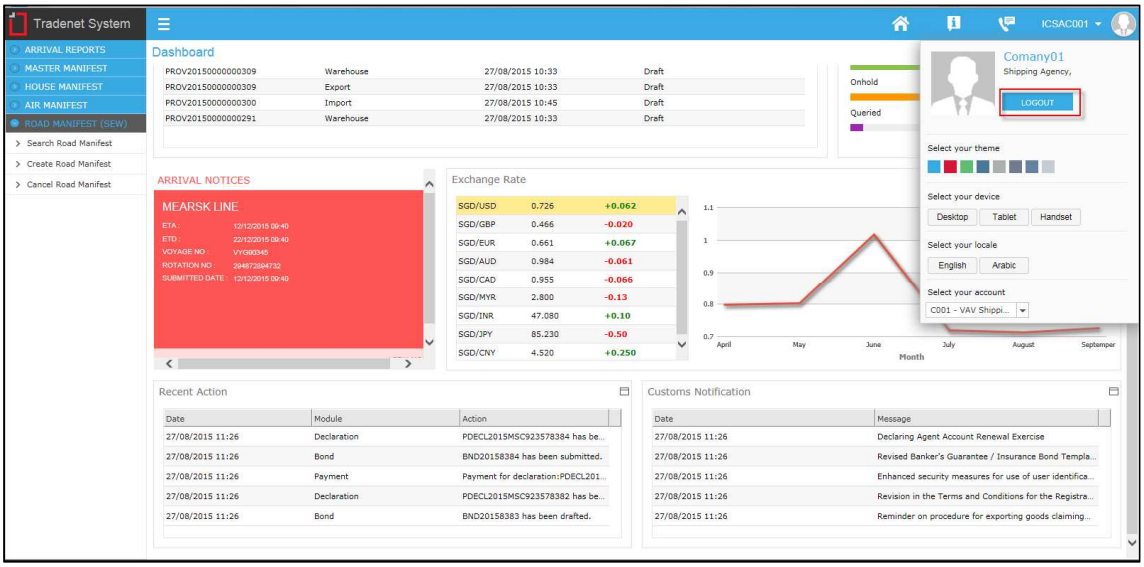


Trade Facilitation Single Window Home Page

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.

© CrimsonLogic Pte Ltd



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.

© CrimsonLogic Pte Ltd

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.

© CrimsonLogic Pte Ltd

CHAPTER 3
Arrival Reports

Creating Arrival Reports is the first step in Manifest submission. The Shipping Agent or the Slot Charterer creates the Impending Arrival Report (IAR). Once the IAR is submitted, a Rotation Number will be created which will be used in Manifest creation. When the vessel or aircraft arrives, the Port Authority will access the TFB system and searches for the IAR and update the IAR with the actual arrival details of the vessel or aircraft. This report is called the Actual Arrival Report (AAR). The Completion of Discharge Report (CDR) is an updated version of the AAR confirming that the discharge of the cargo is complete.

The Shipping Agent officer can Create, Search, Edit, View and Delete Impending Arrival Reports, in the TFB Single Electronic Window system.

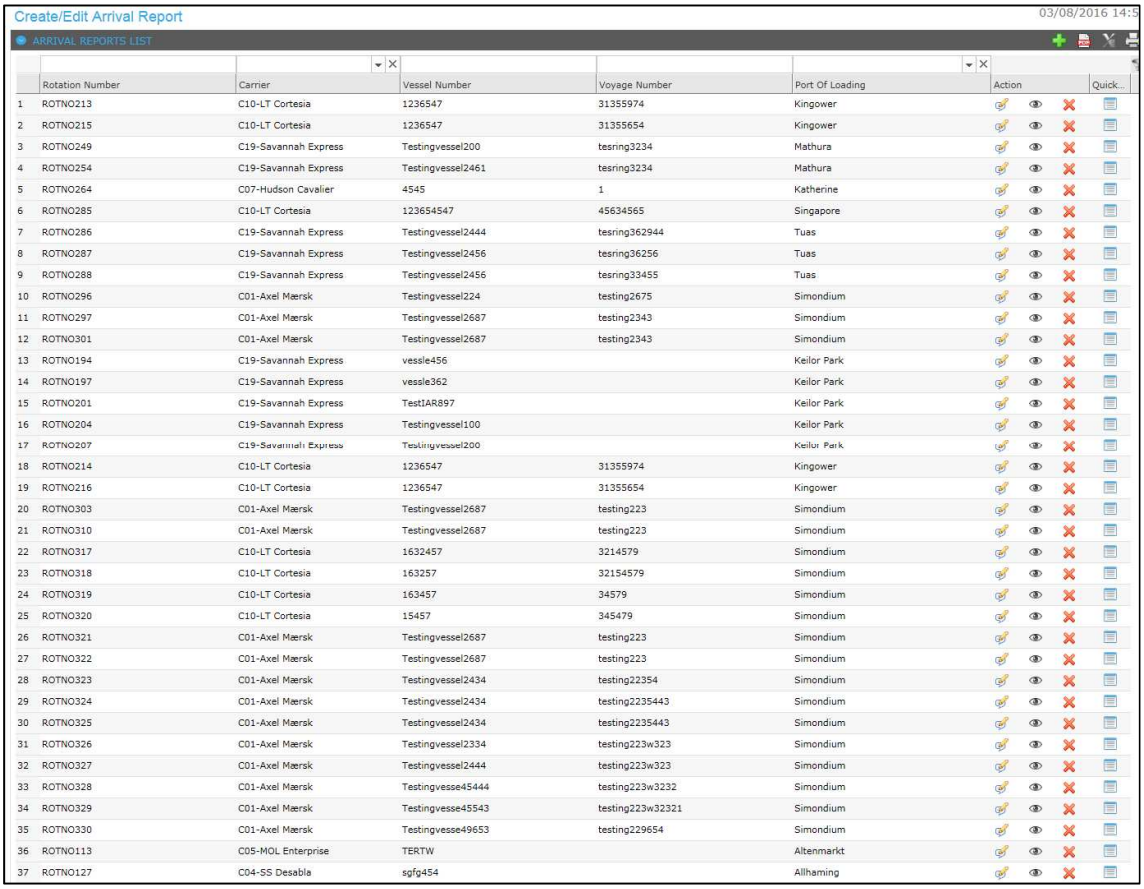
Creating Arrival Reports

This function allows the Shipping Agent to create arrival reports of the vessel containing the goods, the port details and the arrival details in the TFB system.

To create an arrival report:

1. Click **Arrival Reports** >> **Create Arrival**. The Create/Edit Arrival Report page will be displayed.

© CrimsonLogic Pte Ltd

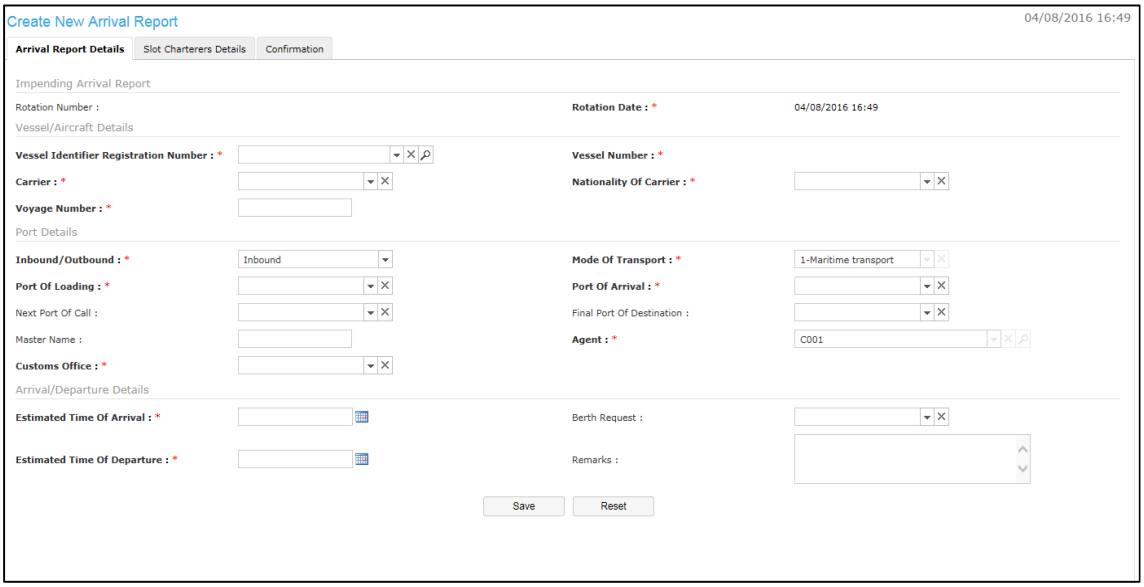


	Rotation Number	Carrier	Vessel Number	Voyage Number	Port Of Loading	Action	Quick...
1	ROTNO213	C10-LT Cortesia	1236547	31355974	Kingower		
2	ROTNO215	C10-LT Cortesia	1236547	31355654	Kingower		
3	ROTNO249	C19-Savannah Express	Testingvessel200	tesring3234	Mathura		
4	ROTNO254	C19-Savannah Express	Testingvessel2461	tesring3234	Mathura		
5	ROTNO264	C07-Hudson Cavalier	4545	1	Katherine		
6	ROTNO285	C10-LT Cortesia	123654547	45634565	Singapore		
7	ROTNO286	C19-Savannah Express	Testingvessel2444	tesring362944	Tuas		
8	ROTNO287	C19-Savannah Express	Testingvessel2456	tesring36256	Tuas		
9	ROTNO288	C19-Savannah Express	Testingvessel2456	tesring33455	Tuas		
10	ROTNO296	C01-Axel Mærsk	Testingvessel224	testing2675	Simondium		
11	ROTNO297	C01-Axel Mærsk	Testingvessel2687	testing2343	Simondium		
12	ROTNO301	C01-Axel Mærsk	Testingvessel2687	testing2343	Simondium		
13	ROTNO194	C19-Savannah Express	vessle456		Keilor Park		
14	ROTNO197	C19-Savannah Express	vessle362		Keilor Park		
15	ROTNO201	C19-Savannah Express	TestIAR897		Keilor Park		
16	ROTNO204	C19-Savannah Express	Testingvessel100		Keilor Park		
17	ROTNO207	C19-Savannah Express	Testingvessel200		Keilor Park		
18	ROTNO214	C10-LT Cortesia	1236547	31355974	Kingower		
19	ROTNO216	C10-LT Cortesia	1236547	31355654	Kingower		
20	ROTNO303	C01-Axel Mærsk	Testingvessel2687	testing223	Simondium		
21	ROTNO310	C01-Axel Mærsk	Testingvessel2687	testing223	Simondium		
22	ROTNO317	C10-LT Cortesia	1632457	3214579	Simondium		
23	ROTNO318	C10-LT Cortesia	163257	32154579	Simondium		
24	ROTNO319	C10-LT Cortesia	163457	34579	Simondium		
25	ROTNO320	C10-LT Cortesia	15457	345479	Simondium		
26	ROTNO321	C01-Axel Mærsk	Testingvessel2687	testing223	Simondium		
27	ROTNO322	C01-Axel Mærsk	Testingvessel2687	testing223	Simondium		
28	ROTNO323	C01-Axel Mærsk	Testingvessel2434	testing22354	Simondium		
29	ROTNO324	C01-Axel Mærsk	Testingvessel2434	testing2235443	Simondium		
30	ROTNO325	C01-Axel Mærsk	Testingvessel2434	testing2235443	Simondium		
31	ROTNO326	C01-Axel Mærsk	Testingvessel2334	testing223w323	Simondium		
32	ROTNO327	C01-Axel Mærsk	Testingvessel2444	testing223w323	Simondium		
33	ROTNO328	C01-Axel Mærsk	Testingvesse45444	testing223w3232	Simondium		
34	ROTNO329	C01-Axel Mærsk	Testingvesse45543	testing223w32321	Simondium		
35	ROTNO330	C01-Axel Mærsk	Testingvesse49653	testing229654	Simondium		
36	ROTNO113	C05-MOL Enterprise	TERTW		Altenmarkt		
37	ROTNO127	C04-SS Desabla	sgfg454		Allhaming		

Create/Edit Arrival Report page

2. Click  icon to create a new arrival report.

© CrimsonLogic Pte Ltd



Create New Arrival Report page

3. Enter information in the Arrival Report Details fields.

Arrival Report Details

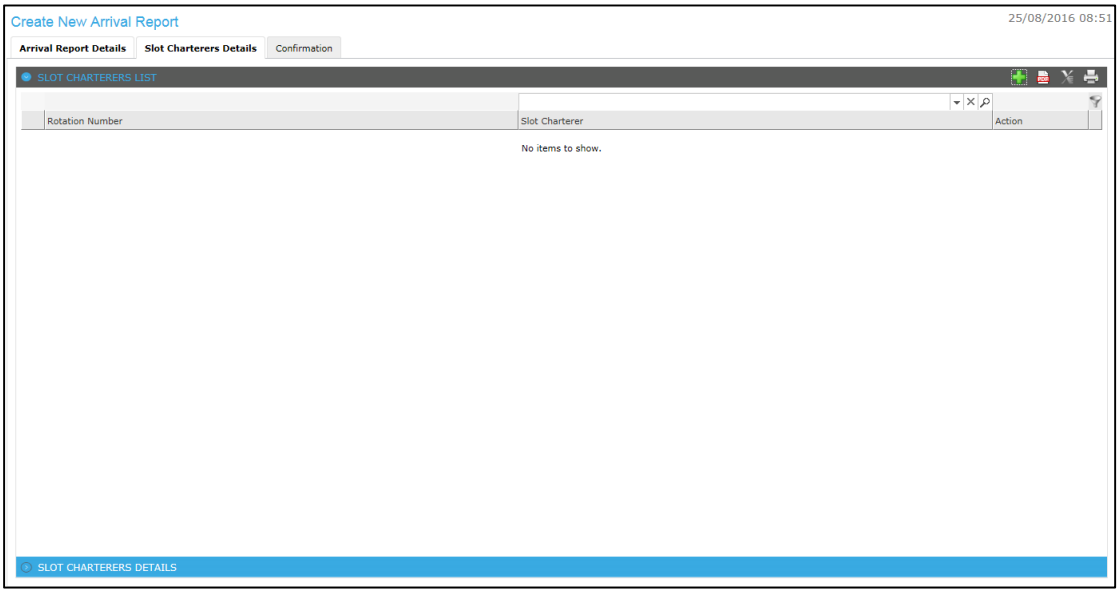
Field/Button description	Action/Input Required
Impending Arrival Report	Specify the arrival report details of the vessel.
Rotation Number	This number is generated once the arrival report is created and submitted to the Customs for approval.
Rotation Date	By default, this field displays the date of creation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

© CrimsonLogic Pte Ltd

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

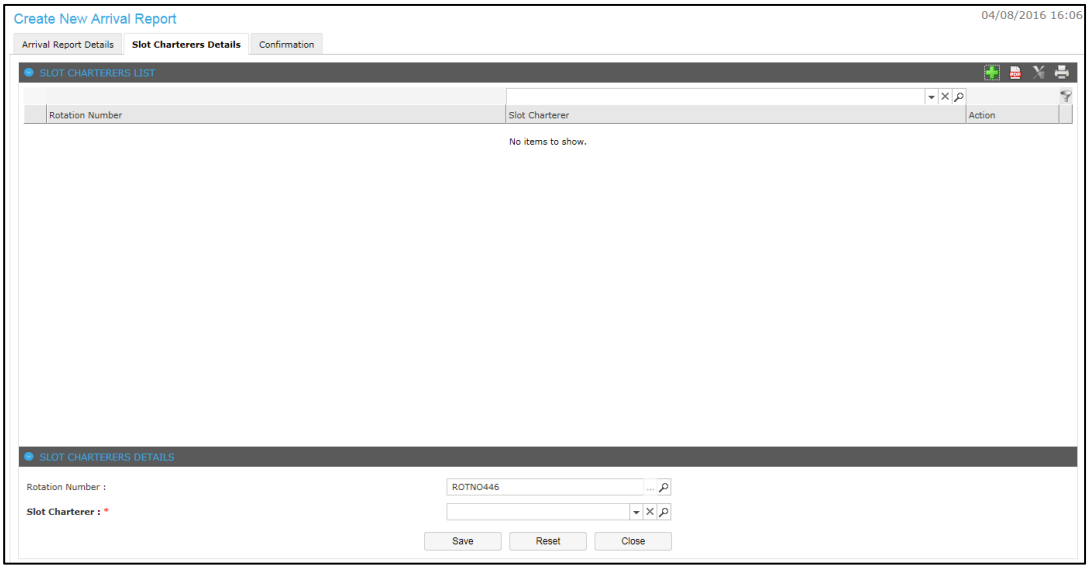
4. Click **Save** button to save the entered arrival report details.
5. Click **Slot Charterers Details** Tab. The Slot Charterers Details page will be displayed.

© CrimsonLogic Pte Ltd



Slot Charterers Details Tab page

6. Click  icon to add a new Slot charterer details.



Slot Charterer Details page

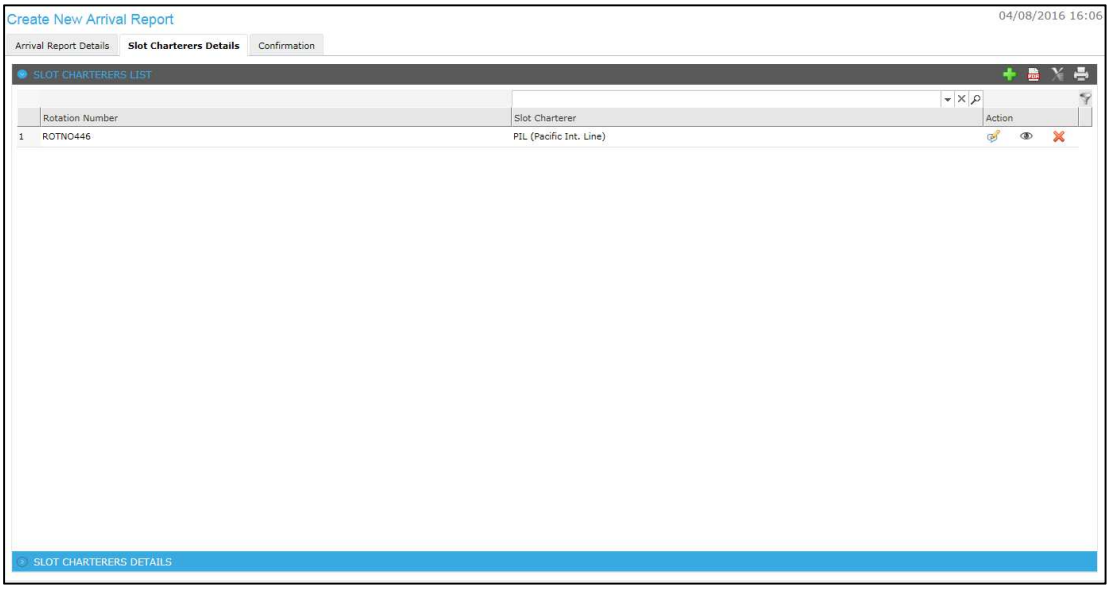
7. Select the **Slot Charterer** from the drop-down list.
8. Click **Save** button. The Slot Charterer Saved successfully message will be displayed.

© CrimsonLogic Pte Ltd



Slot Charterer Saved successfully message

9. Click **Ok** button. The Slot Charterer Added page will be displayed.



Slot Charterer Added page

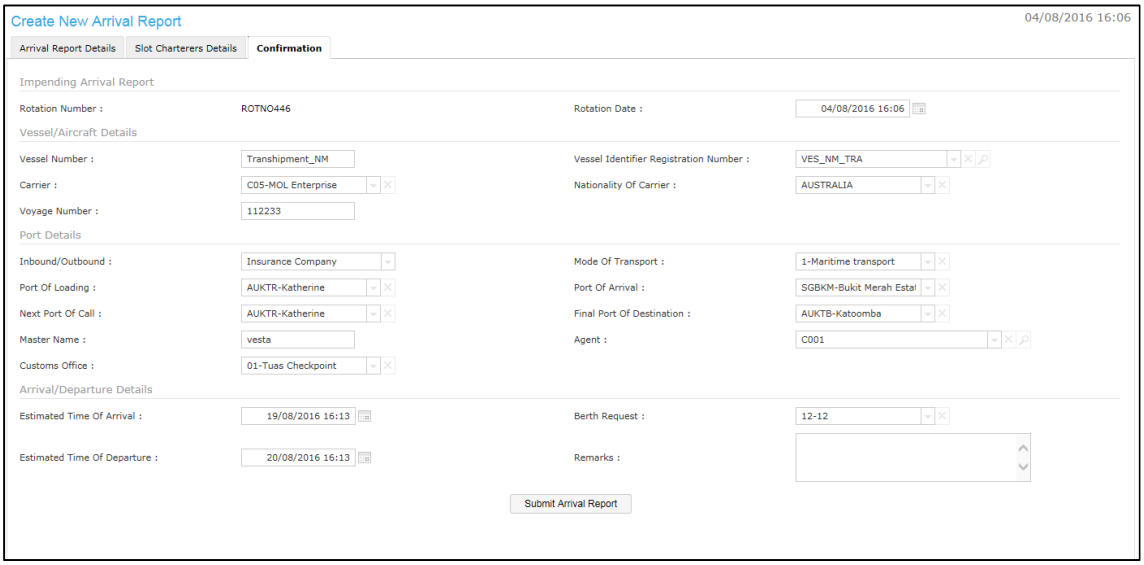
Click the **Edit** icon to edit the slot charterer details.

Click the **View** icon to view the added slot charterer detail.

Click the **Delete** icon to delete the added slot charterer details from the available list.

10. Click **Confimration** tab. The Confirmation details page will be displayed.

© CrimsonLogic Pte Ltd



Submit Confirmation page

11. Click **Submit Arrival Report** button to submit the created arrival report details. The Arrival Report submitted confirmation message will be displayed.



Submit Confirmation Message

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

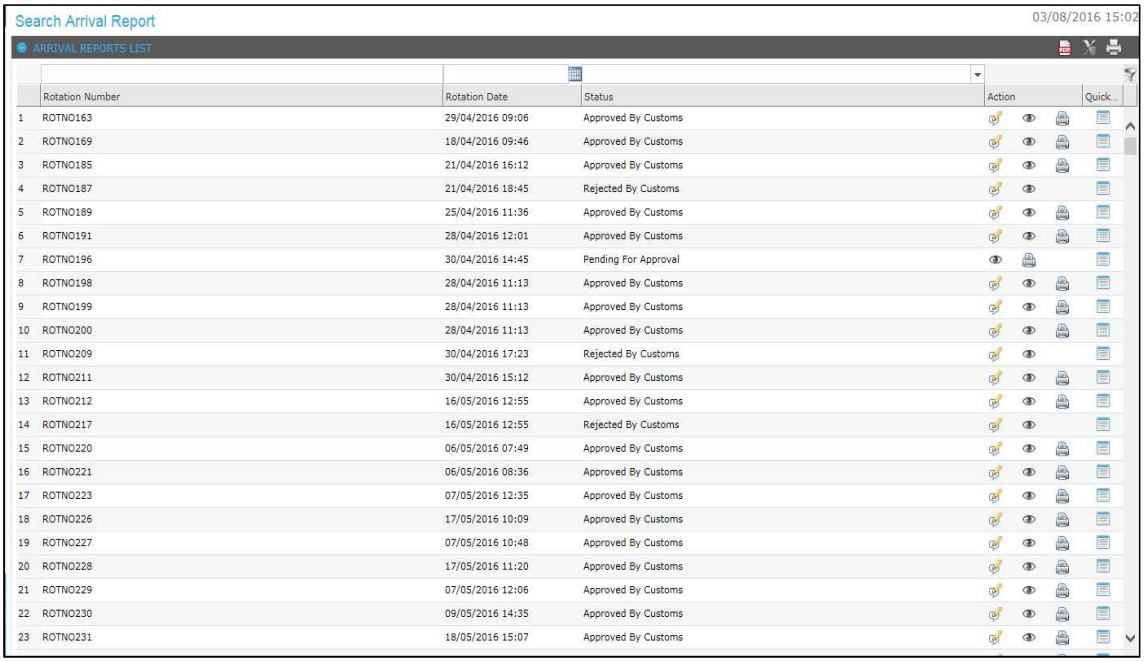
© CrimsonLogic Pte Ltd

Searching Arrival Reports

This function allows you to Search for, View, Edit, Print and Quick view the arrival report details in the TFB system.

To search for arrival reports:

1. Click **Arrival Reports**>>**Search Arrival**. The Search Arrival Report Page will be displayed.



	Rotation Number	Rotation Date	Status	Action	Quick..
1	ROTNO163	29/04/2016 09:06	Approved By Customs		
2	ROTNO169	18/04/2016 09:46	Approved By Customs		
3	ROTNO185	21/04/2016 16:12	Approved By Customs		
4	ROTNO187	21/04/2016 18:45	Rejected By Customs		
5	ROTNO189	25/04/2016 11:36	Approved By Customs		
6	ROTNO191	28/04/2016 12:01	Approved By Customs		
7	ROTNO196	30/04/2016 14:45	Pending For Approval		
8	ROTNO198	28/04/2016 11:13	Approved By Customs		
9	ROTNO199	28/04/2016 11:13	Approved By Customs		
10	ROTNO200	28/04/2016 11:13	Approved By Customs		
11	ROTNO209	30/04/2016 17:23	Rejected By Customs		
12	ROTNO211	30/04/2016 15:12	Approved By Customs		
13	ROTNO212	16/05/2016 12:55	Approved By Customs		
14	ROTNO217	16/05/2016 12:55	Rejected By Customs		
15	ROTNO220	06/05/2016 07:49	Approved By Customs		
16	ROTNO221	06/05/2016 08:36	Approved By Customs		
17	ROTNO223	07/05/2016 12:35	Approved By Customs		
18	ROTNO226	17/05/2016 10:09	Approved By Customs		
19	ROTNO227	07/05/2016 10:48	Approved By Customs		
20	ROTNO228	17/05/2016 11:20	Approved By Customs		
21	ROTNO229	07/05/2016 12:06	Approved By Customs		
22	ROTNO230	09/05/2016 14:35	Approved By Customs		
23	ROTNO231	18/05/2016 15:07	Approved By Customs		

Search Arrival Report Page

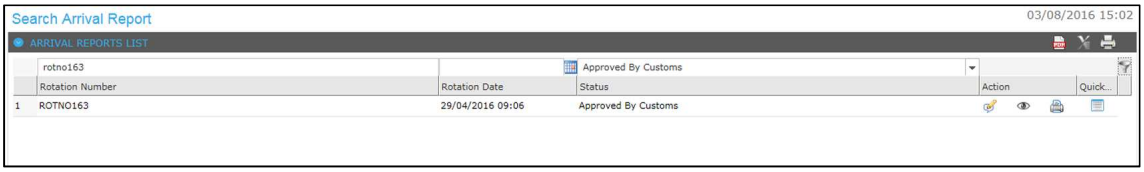
Following are the field and button descriptions of the **Search Arrival Report** page.

Field/Button description	Action/Input Required
Search	Specify the search criteria details. Click  or  to show or hide the details.
Rotation Number	Enter the Rotation number of the arrival report that you want to search.
Rotation Date	Select the calendar icon  to select the rotation date of the report.
Status	Select the appropriate status from the drop-down list.

© CrimsonLogic Pte Ltd

- 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:
  - Rotation Number
  - Rotation Date
  - Status

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



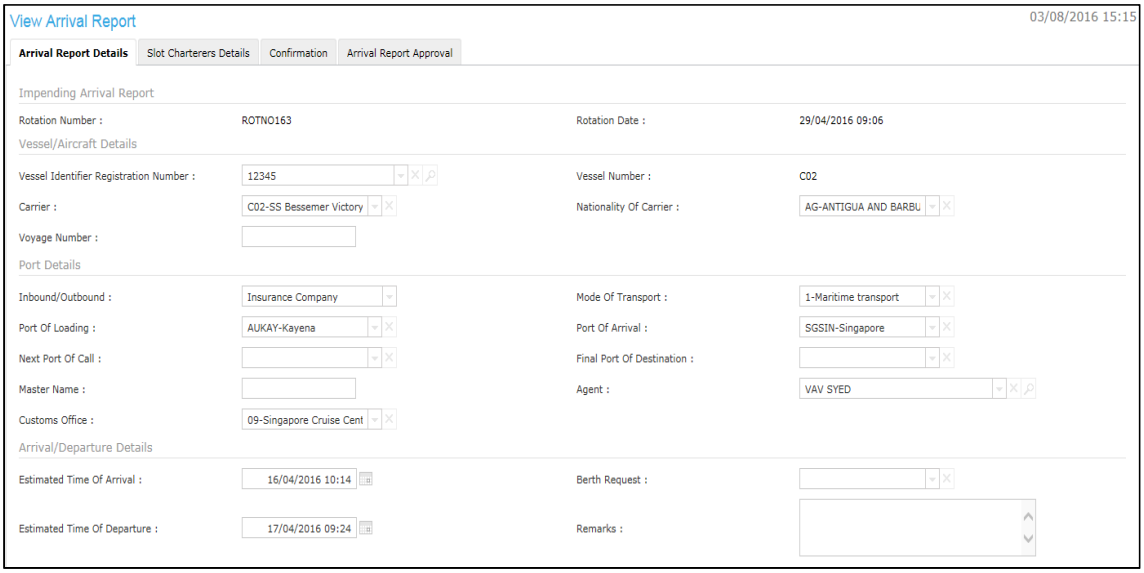
Search Results Page

View Arrival Report Details

This functionality allows you to view the arrival report details for the cargo in the TFB system.

To view the arrival report details:

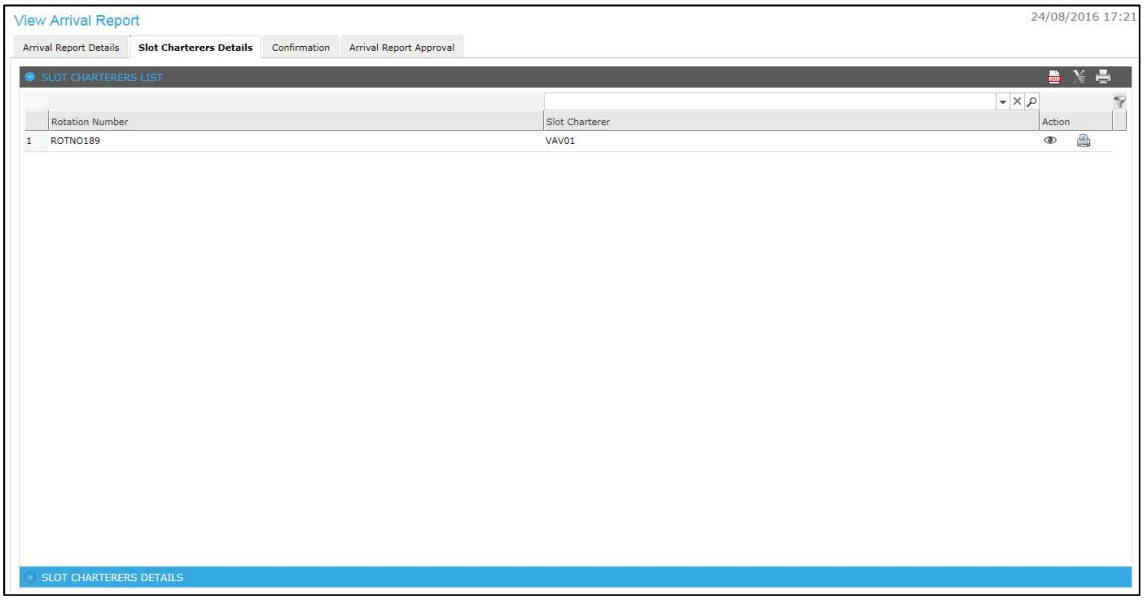
1. From the search results, click the  icon. The View Arrival Report Details Page will be displayed.



View Arrival Report Details Page

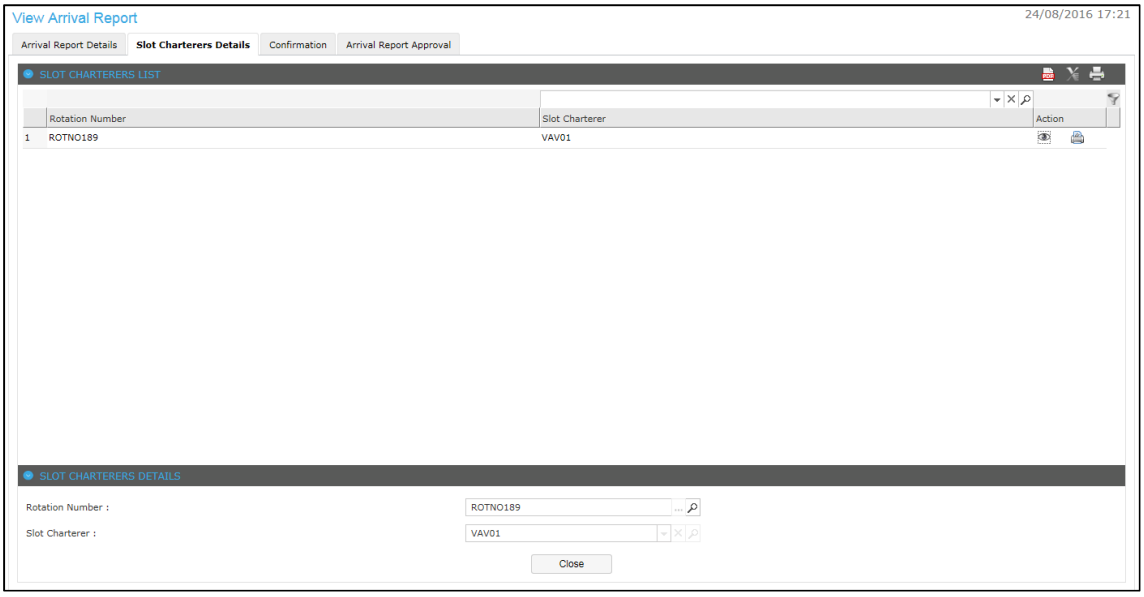
2. Click **Slot Charterer Details** tab to view the slot charterer details.

© CrimsonLogic Pte Ltd



Slot Charterers Details Page

3. Click  icon. The Slot Charterer Details page will be displayed.

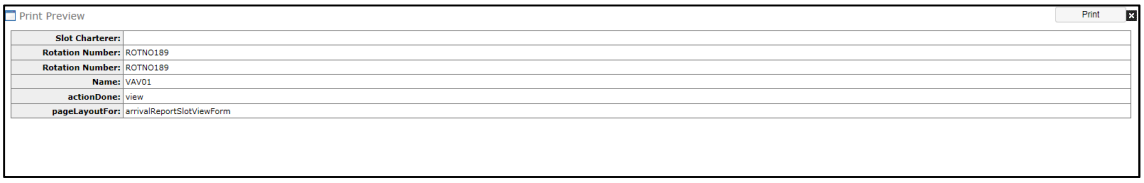


Slot Charterer Details Page

4. Click **Close** button to close the slot charterer details.

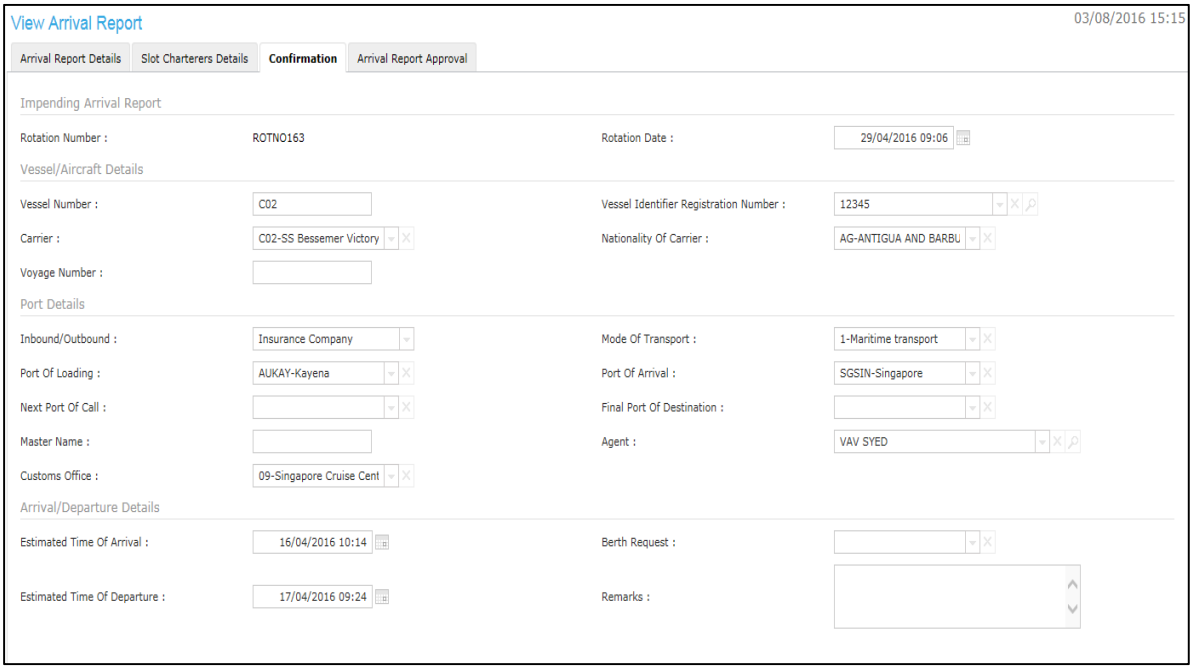
5. Click  icon to preview the slot charterer details.

© CrimsonLogic Pte Ltd



Slot Charterer Print Preview Page

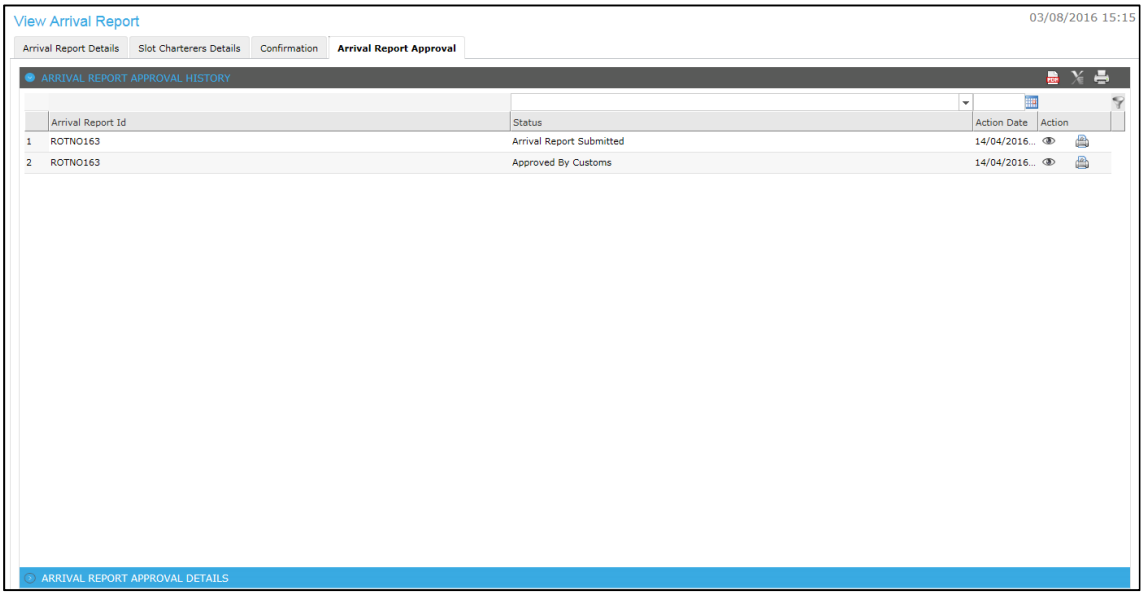
6. Click **Print** button to print the arrival report details.
7. In the View Arrival Report page, click **Confirmation** tab to view the arrival report details.



Confirmation Page

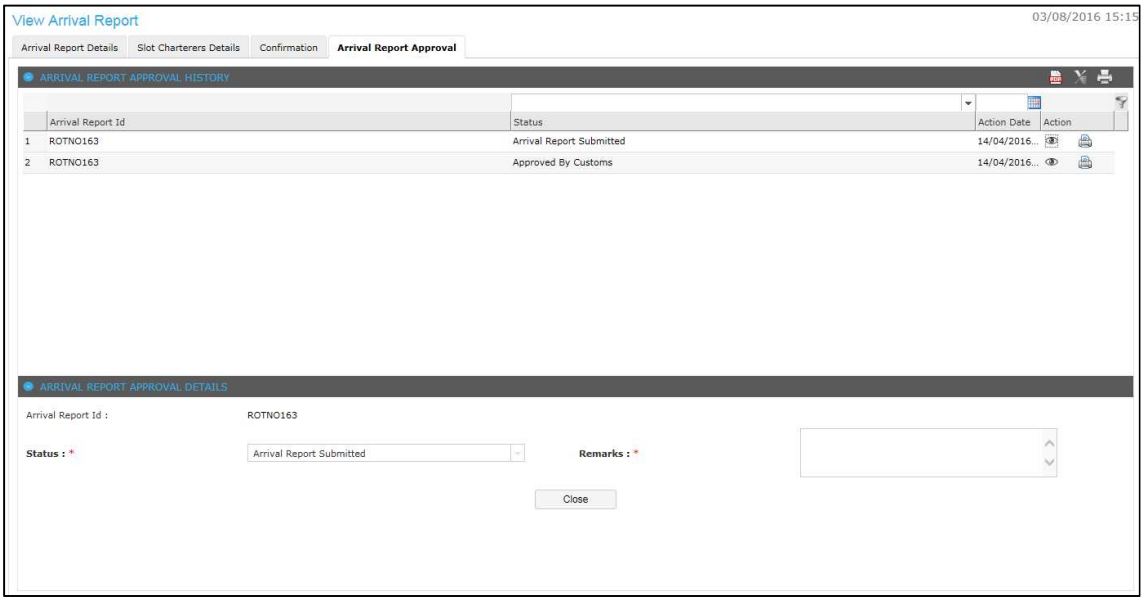
8. Click **Arrival Report Approval** tab to view the approval details.

© CrimsonLogic Pte Ltd



Arrival Report Approval Details Page

9. Click  icon of the approval report ID that you want to view. The Arrival Report Approval Details view page will be displayed.

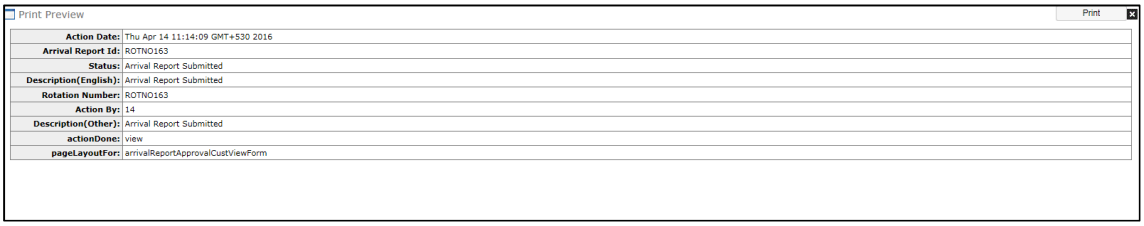


Arrival Report Approval Details Page

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

11. Click  icon to preview the actual arrival report details.

© CrimsonLogic Pte Ltd



Arrival Report Print Preview Page

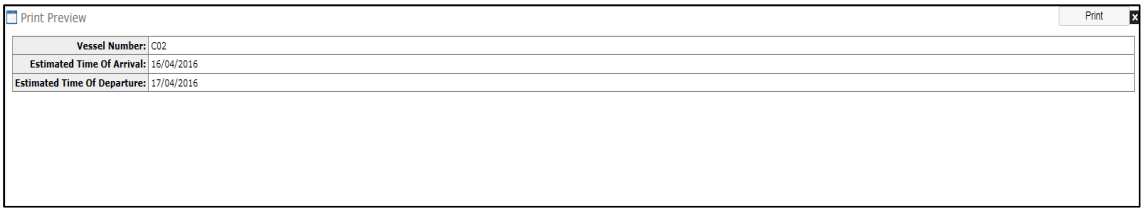
12. Click **Print** button to print the arrival report details.

Print Arrival Report Details

This functionality allows you to print the Vessel Number, Estimated Time of Arrival and Estimated Time of Departure details of the cargo in the TFB system.

To print the arrival report details:

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



Print Preview Page

2. Click **Print** button to print the Vessel Number, Estimated Time of Arrival and Time of Departure details.

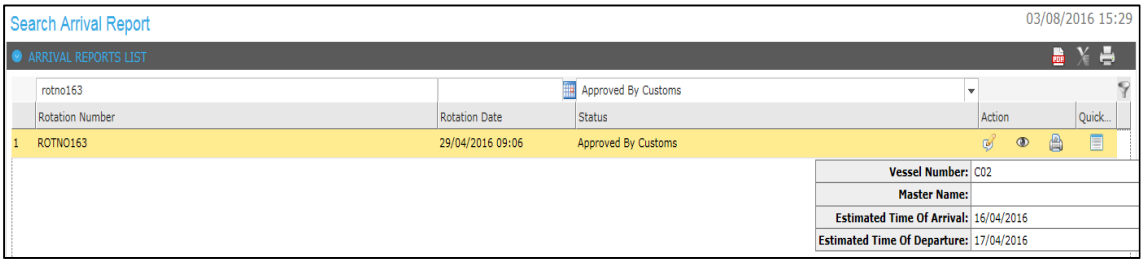
Quick View Arrival Report Details

This functionality allows you to overview the arrival report details such as Vessel Number, Master Name, Estimated Time of Arrival and Estimated Time of Departure details of the cargo in the TFB system.

To quick view the arrival report details:

1. From the arrival report search results, click the  icon. The Arrival Report Quick View Page will be displayed.

© CrimsonLogic Pte Ltd



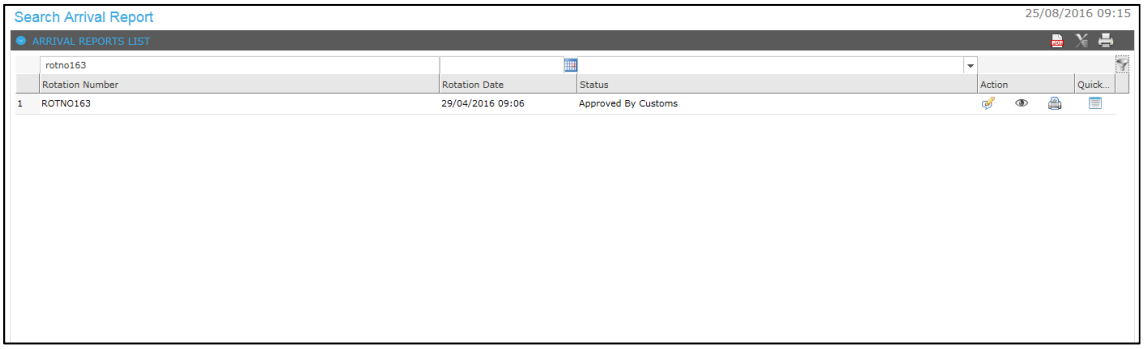
Arrival Report Quick View Details Page

Edit Arrival Report Details

This functionality allows you to edit the arrival report details in the TFB system.

To edit the arrival report details:

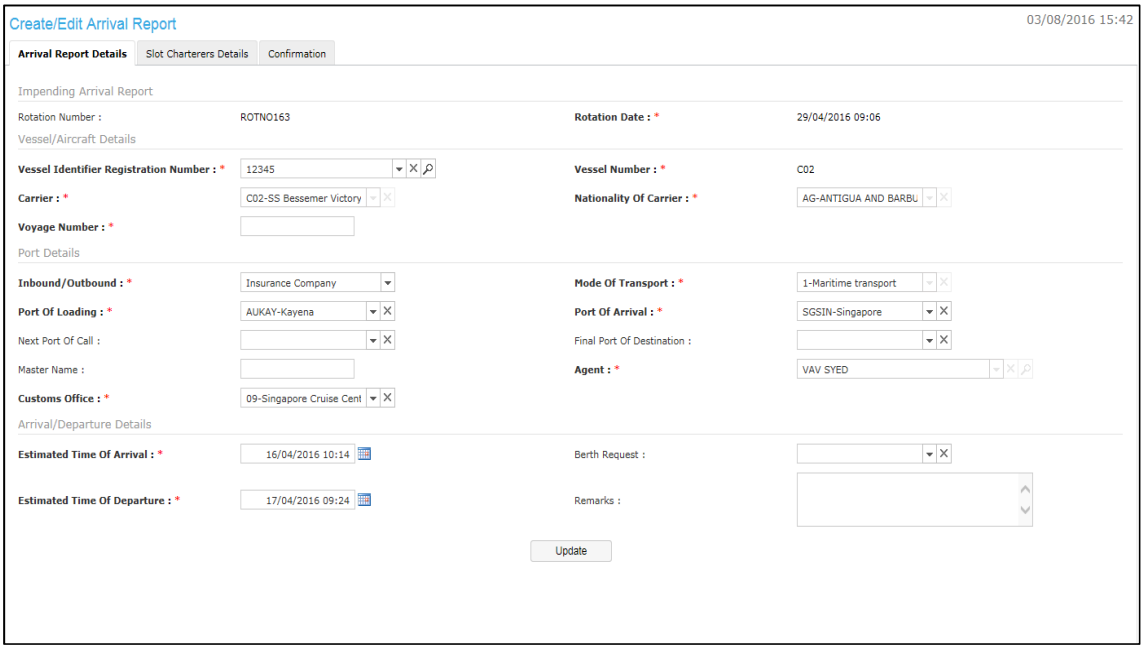
1. Perform a search using the search criteria on the arrival report. The Search Results page will be displayed.



Search Results page

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

© CrimsonLogic Pte Ltd



Edit Arrival Report Details Page

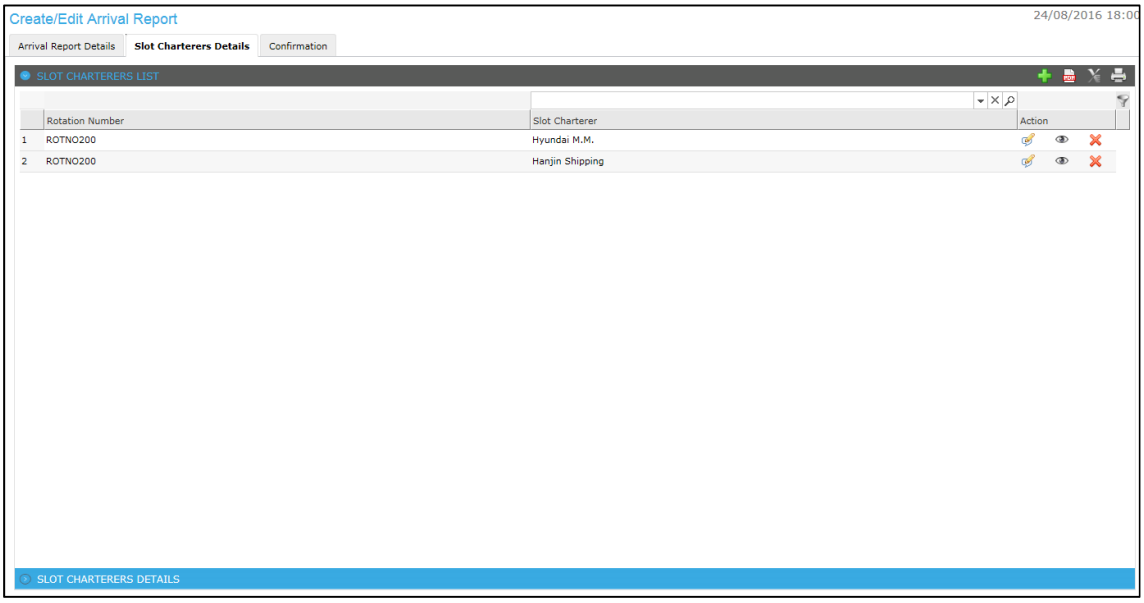
3. Modify the necessary information in the Arrival report Details tab page. For more information refer to field descriptions in the Arrival Report Details tab.
4. Click **Update**. The Records updated successfully message will be displayed.



Records Updated Successfully Message

5. Click **Ok** button to close the confirmation message.
6. Click **Slot Charterer** tab. The Slot Charterers Details tab page will be displayed.

© CrimsonLogic Pte Ltd



Slot Charterers Details Page

7. Click the  icon. The edit slot charterer details page will be displayed.



Edit Slot Charterer Details Page

8. Modify the necessary information in the Slot Charterers Details tab page.
9. Click **Update**. The Record updated successfully message will be displayed.

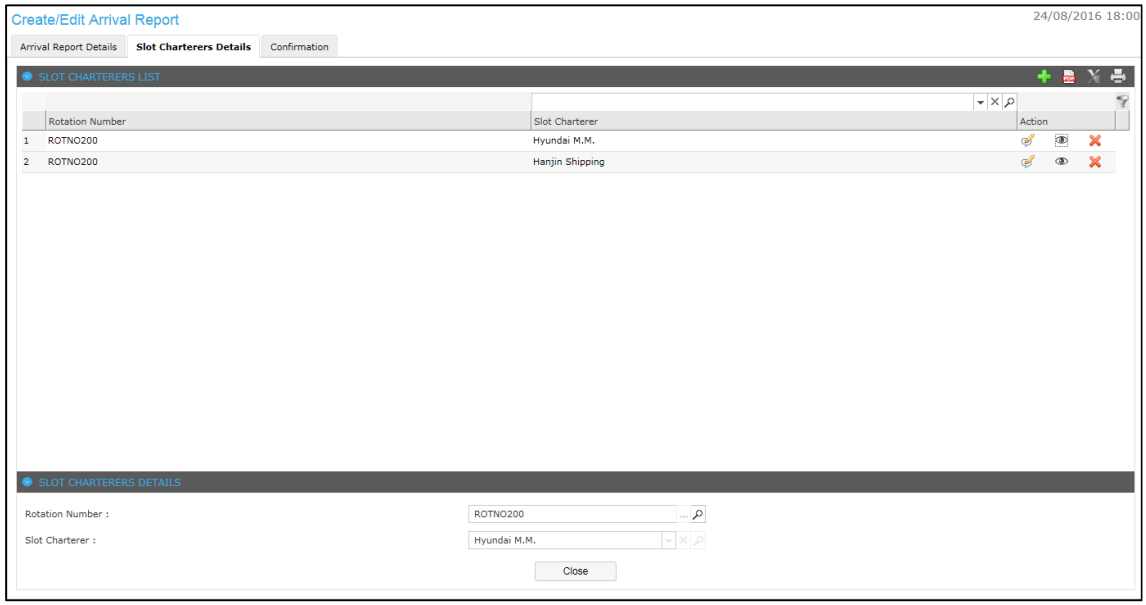
© CrimsonLogic Pte Ltd



Records Updated Successfully Message

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

11. Click  icon to view the slot charterer details. The View Slot Charterer details page will be displayed.



View Slot Charterer Details page

12. Click **Close** button to close the details.

13. Click  to delete the slot charterer from the available list. The following confirmation message will be displayed.

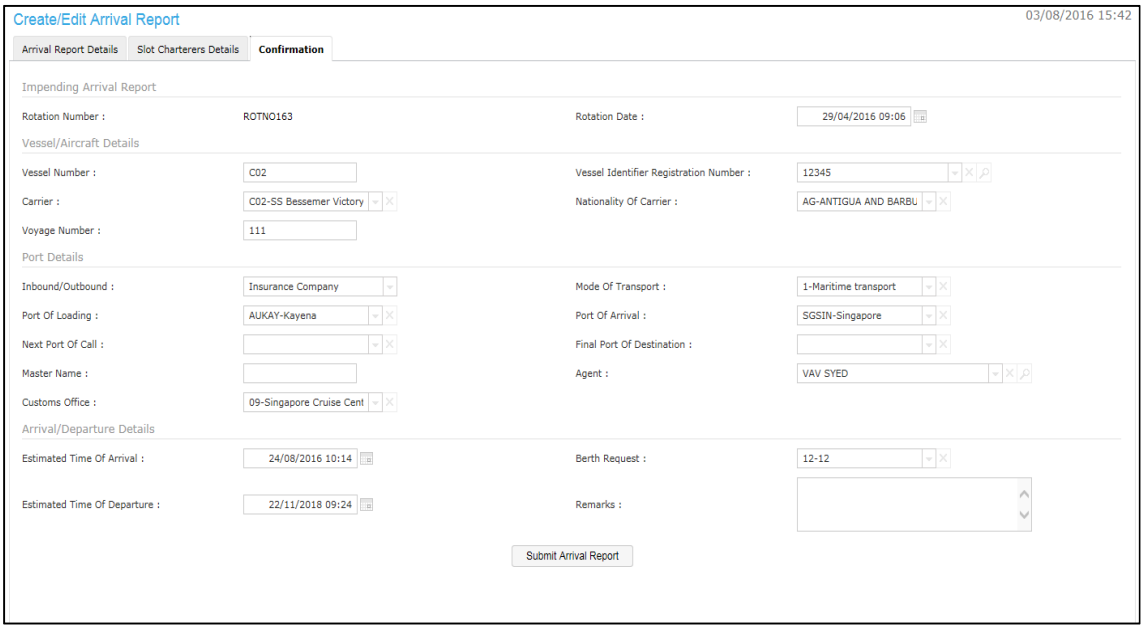


Delete Confirmation Message

14. Click **Yes** button to confirm the deletion else click **No** button.

© CrimsonLogic Pte Ltd

15. In the Edit Arrival report page, click **Confirmation** tab to view the arrival report details.



Arrival Report Details Confirmation Page

16. Click **Submit Arrival Report** button to submit the arrival report details. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

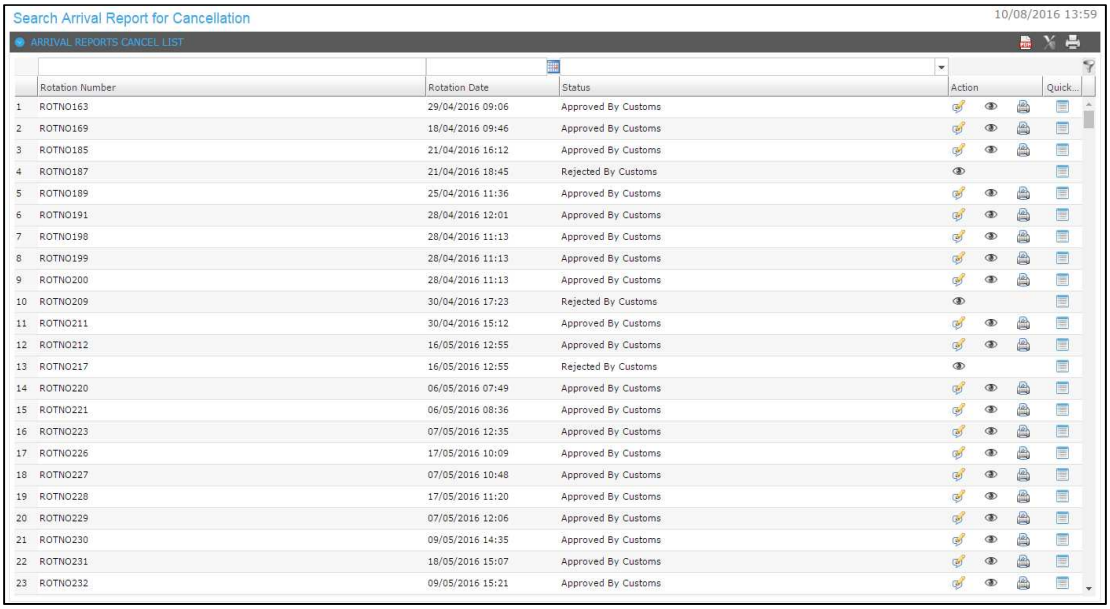
© CrimsonLogic Pte Ltd

Cancelling Arrival Reports

This functionality allows you to Search for, Edit, View, Print and Quick View the arrival reports for cancellation in the TFB system.

To cancel an arrival report:

1. Click **Arrival Reports**>>**Cancel Arrival**. The Search Arrival Report Page will be displayed.



	Rotation Number	Rotation Date	Status	Action	Quick...
1	ROTNO163	29/04/2016 09:06	Approved By Customs		
2	ROTNO169	18/04/2016 09:46	Approved By Customs		
3	ROTNO185	21/04/2016 16:12	Approved By Customs		
4	ROTNO187	21/04/2016 18:45	Rejected By Customs		
5	ROTNO189	25/04/2016 11:36	Approved By Customs		
6	ROTNO191	28/04/2016 12:01	Approved By Customs		
7	ROTNO198	28/04/2016 11:13	Approved By Customs		
8	ROTNO199	28/04/2016 11:13	Approved By Customs		
9	ROTNO200	28/04/2016 11:13	Approved By Customs		
10	ROTNO209	30/04/2016 17:23	Rejected By Customs		
11	ROTNO211	30/04/2016 15:12	Approved By Customs		
12	ROTNO212	16/05/2016 12:55	Approved By Customs		
13	ROTNO217	16/05/2016 12:55	Rejected By Customs		
14	ROTNO220	06/05/2016 07:49	Approved By Customs		
15	ROTNO221	06/05/2016 08:36	Approved By Customs		
16	ROTNO223	07/05/2016 12:35	Approved By Customs		
17	ROTNO226	17/05/2016 10:09	Approved By Customs		
18	ROTNO227	07/05/2016 10:48	Approved By Customs		
19	ROTNO228	17/05/2016 11:20	Approved By Customs		
20	ROTNO229	07/05/2016 12:06	Approved By Customs		
21	ROTNO230	09/05/2016 14:35	Approved By Customs		
22	ROTNO231	18/05/2016 15:07	Approved By Customs		
23	ROTNO232	09/05/2016 15:21	Approved By Customs		

Search Arrival Report Page

Following are the field and button descriptions of the **Search Arrival Report** page.

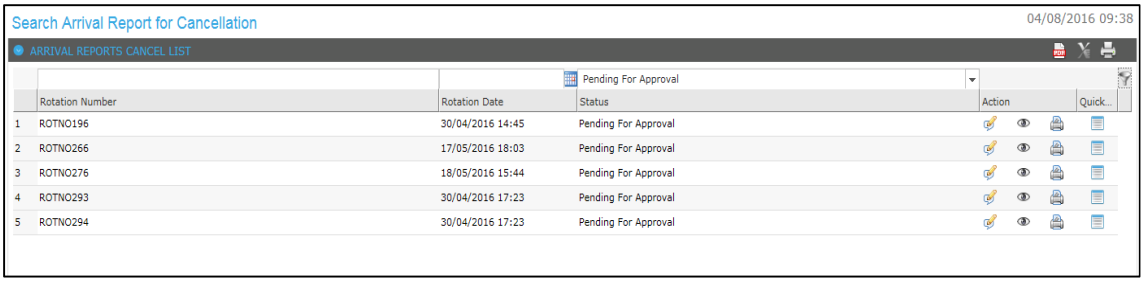
Field/Button description	Action/Input Required
Search	Specify the search criteria details. Click  or  to show or hide the details.
Rotation Number	Enter the Rotation number of the arrival report that you want to search.
Rotation Date	Select the calendar icon  to select the rotation date of the report.
Status	Select the appropriate status from the drop-down 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:
  - Rotation Number

© CrimsonLogic Pte Ltd

- Rotation Date
- Status

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



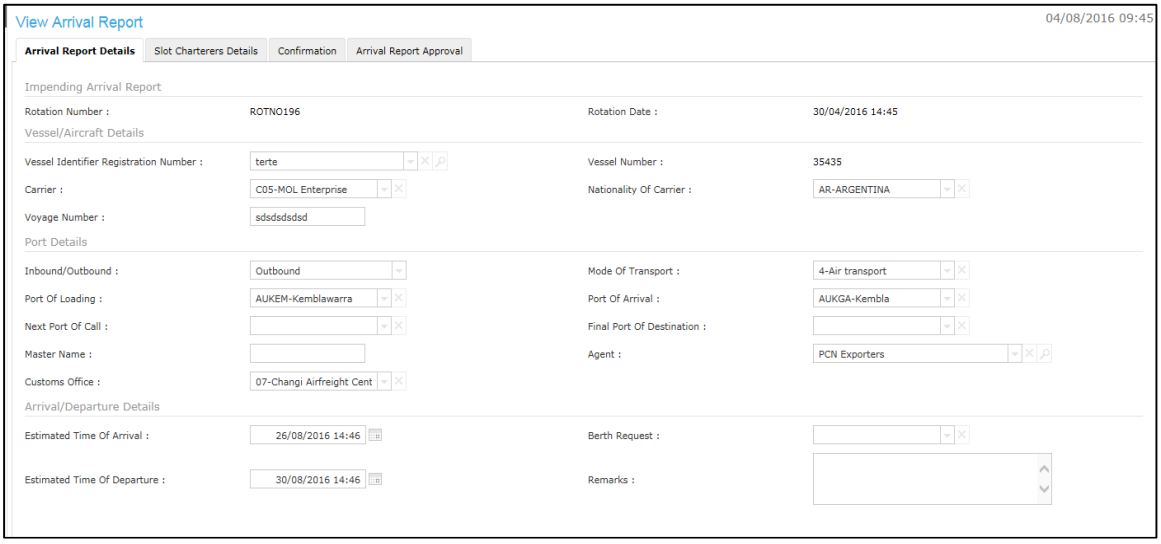
Search Results Page

View Cancel Arrival Report Details

This functionality allows you to view the arrival report cancellation details.

To view the arrival report details:

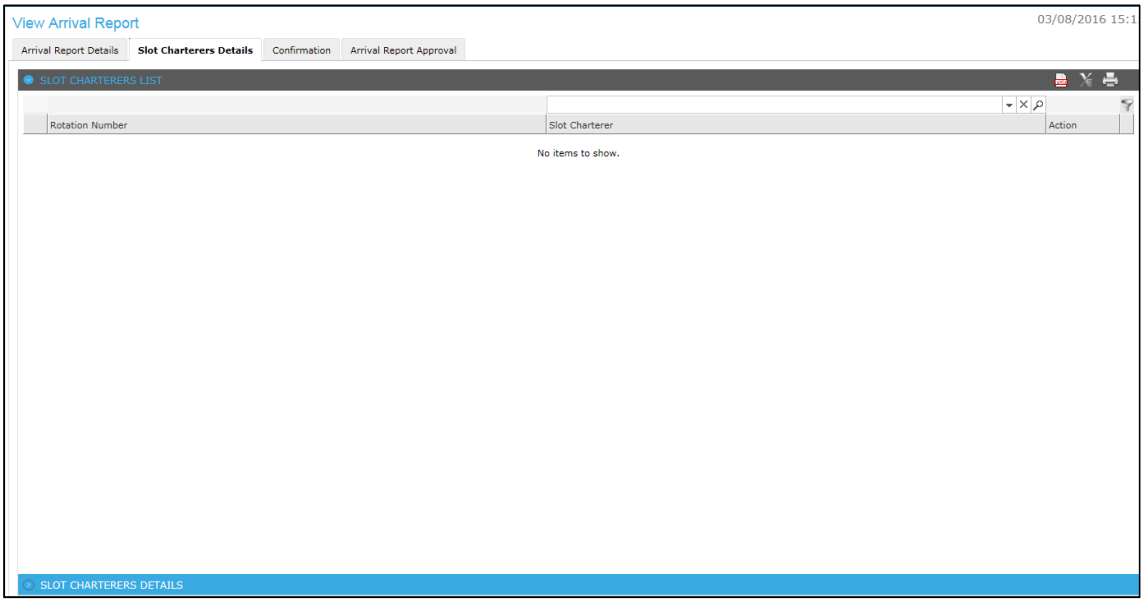
1. From the search results, click the  icon. The View Arrival Report Details Page will be displayed.



View Arrival Report Details Page

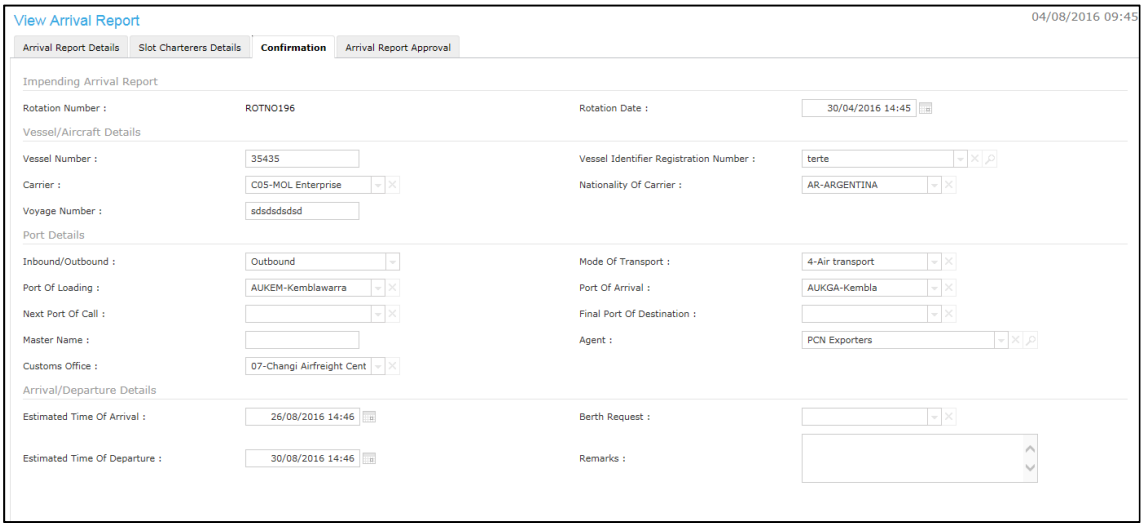
2. Click **Slot Charterer Details** tab to view the slot charterer details.

© CrimsonLogic Pte Ltd



Slot Charterers Details Page

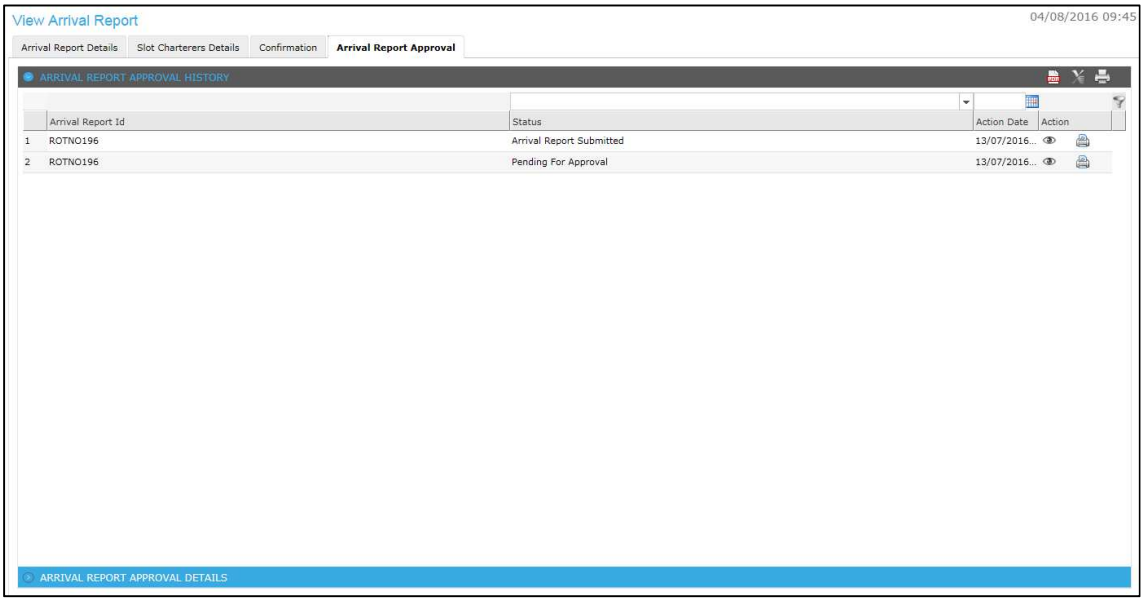
3. Click **Confirmation** tab to view the arrival report details.



Confirmation Page

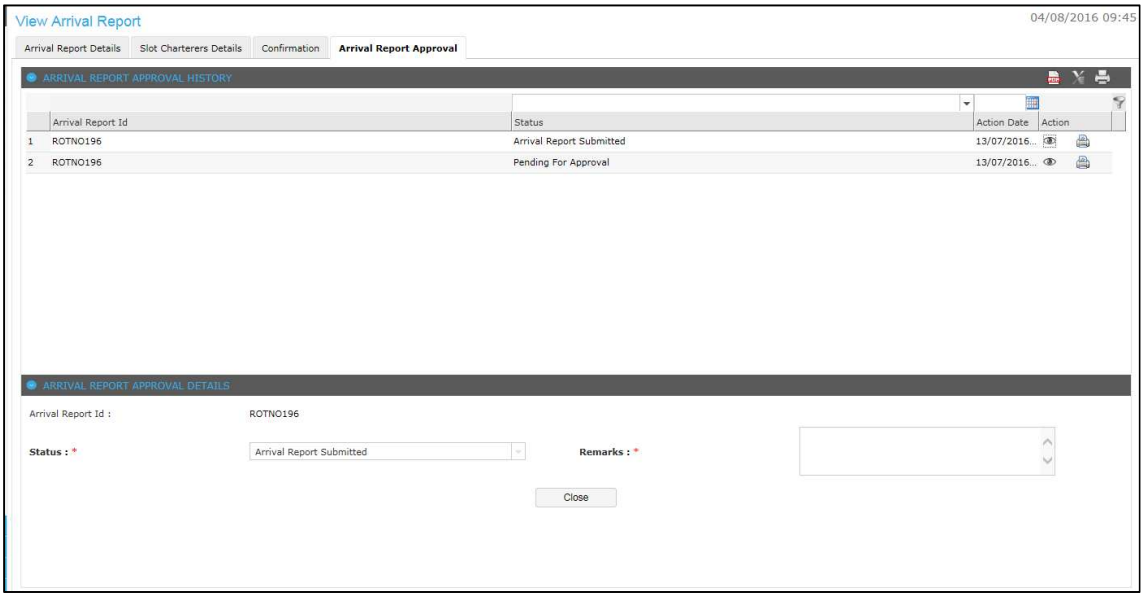
4. Click **Arrival Report Approval** tab to view the approval details.

© CrimsonLogic Pte Ltd



Arrival Report Approval Details Page

5. Click  icon of the arrival report ID that you want to view. The Arrival Report Approval Details view page will be displayed.

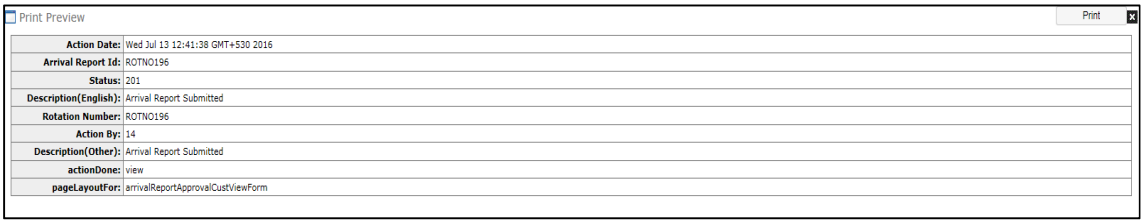


Arrival Report Approval Details Page

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

7. Click  icon to preview the actual arrival report details.

© CrimsonLogic Pte Ltd



Arrival Report Print Preview Page

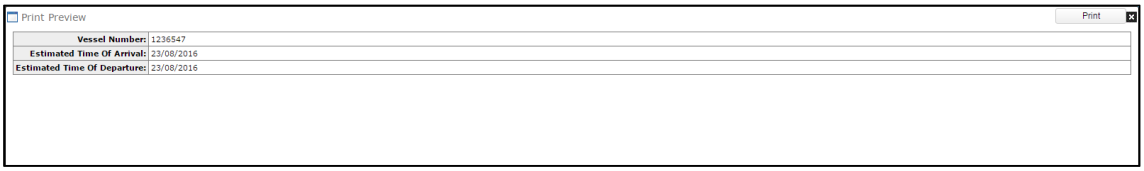
8. Click **Print** button to print the actual arrival report details.

Print Arrival Report Details

This functionality allows you to print the Vessel Number, Estimated Time of Arrival and Time of Departure details.

To print the arrival report details:

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



Print Preview Page

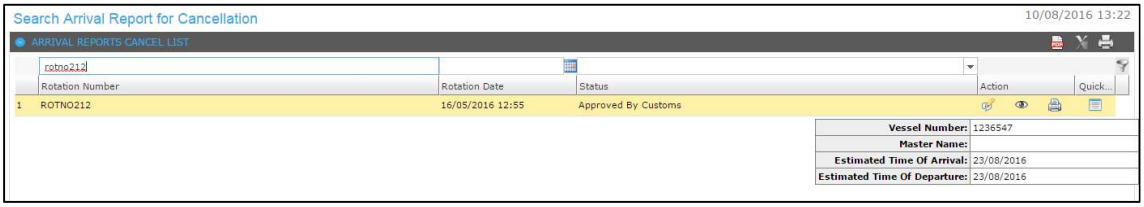
2. Click **Print** button to print the Vessel Number, Estimated Time of Arrival and Time of Departure details.

Quick View Arrival Report Details

This functionality allows you to overview the arrival reports details such as Vessel Number, Master Name, Estimated Time of Arrival and Estimated Time of Departure details.

To quick view the arrival report details:

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



Arrival Report Quick View Details Page

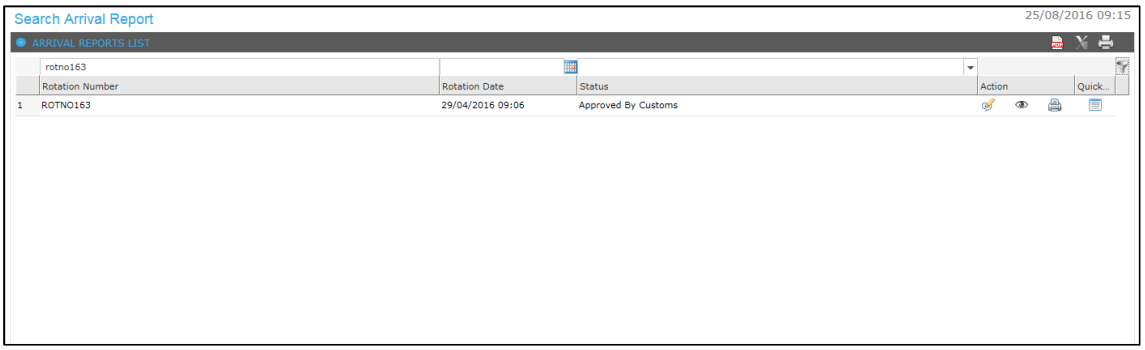
© CrimsonLogic Pte Ltd

Edit Cancel Arrival Report Details

This functionality allows you to edit the cancel arrival report details.

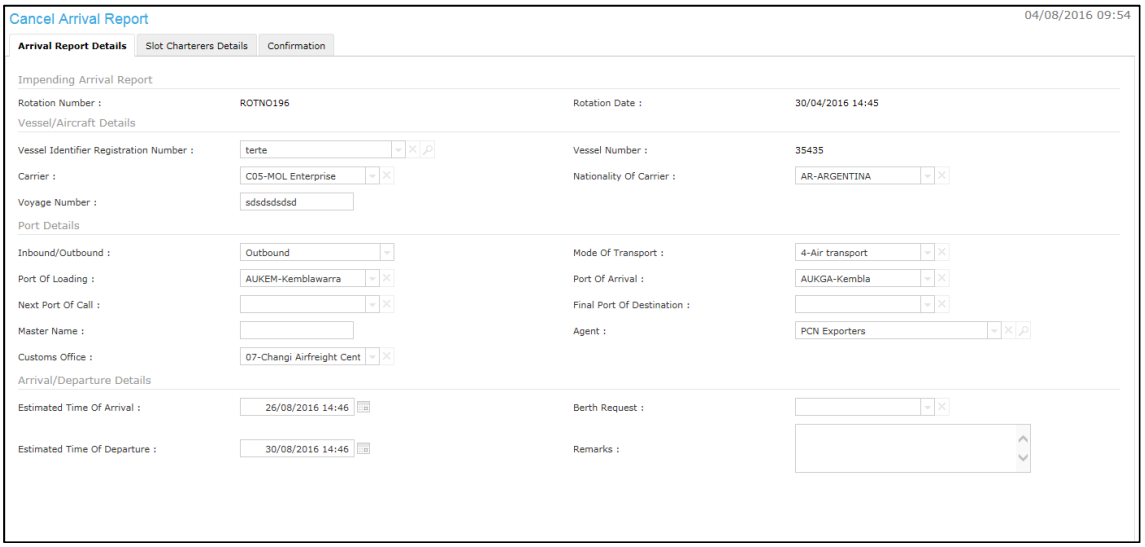
To edit the cancel arrival report details:

1. Perform a search using the search criteria on the arrival report details. The Search Results page will be displayed.



Search Results page

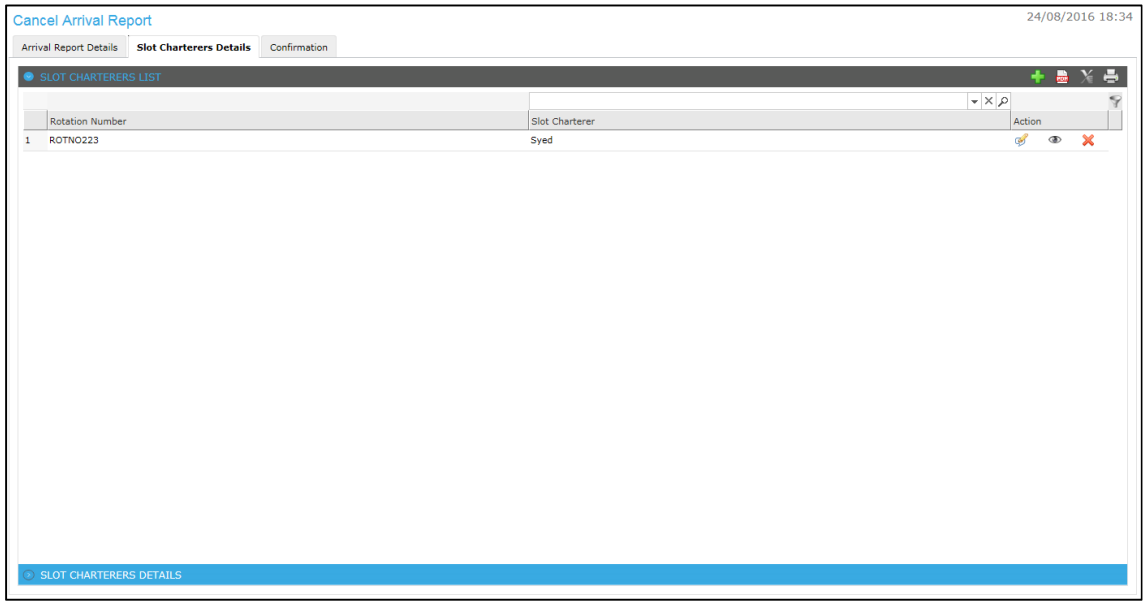
2. Click the  icon. The Cancel Arrival Report Details Page will be displayed.



Cancel Arrival Report Details Page

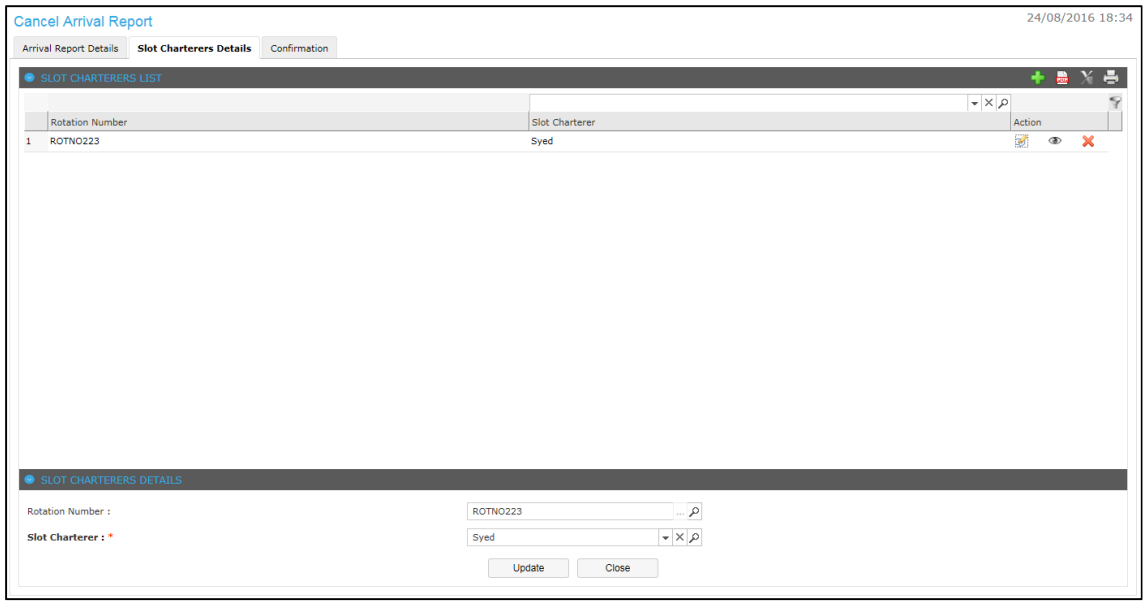
3. Click **Slot Charterers Details** tab. The Slot Charterers Details tab page will be displayed.

© CrimsonLogic Pte Ltd



Slot Charterers Details Page

4. Click the  icon. The Slot charterer edit details page will be displayed.



Edit Slot Charterer Details Page

5. Modify the necessary information in the Slot Charterers Details tab page.
6. Click **Update**. The Record updated successfully message will be displayed.

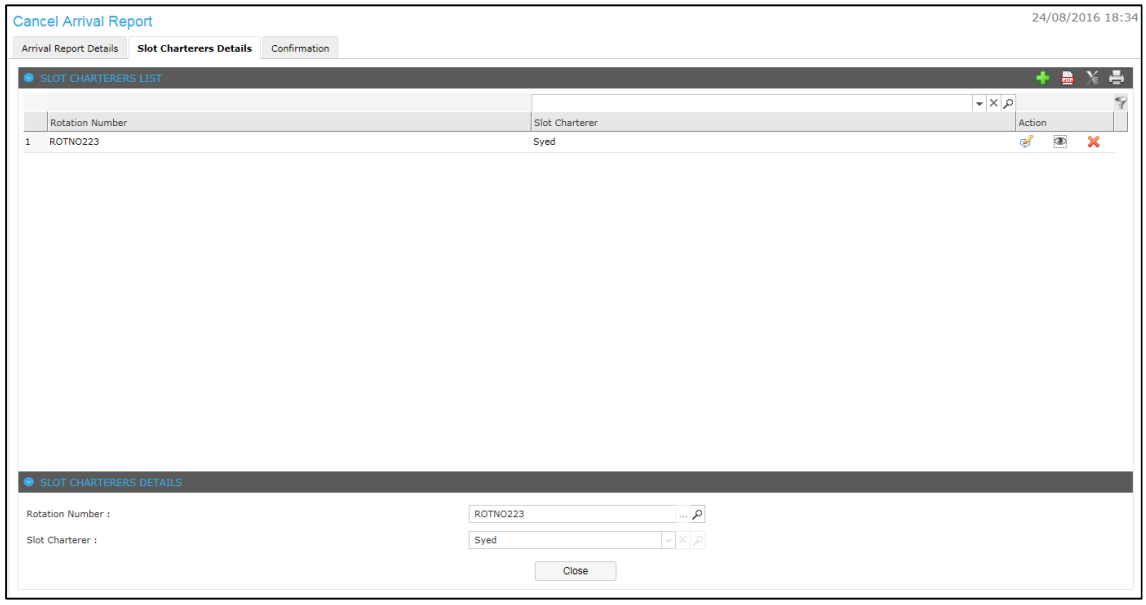
© CrimsonLogic Pte Ltd



Records Updated Successfully Message

7. Click **Ok** button.

8. Click  icon to view the slot charterer details. The View Slot Charterer details page will be displayed.



View Slot Charterer Details page

9. Click **Close** button to close the details.

10. Click  to delete the slot charterer from the available list. The following confirmation message will be displayed.

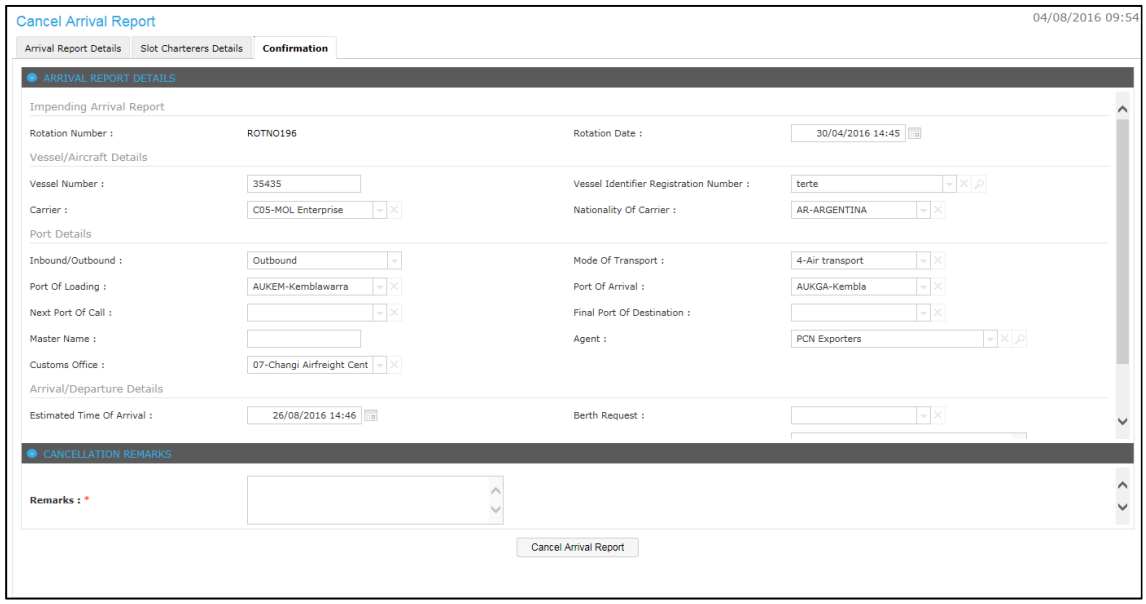


Delete Confirmation Message

11. Click **Yes** button to confirm the deletion else click **No** button.

© CrimsonLogic Pte Ltd

12. In the Cancel Arrival Report page, click **Confirmation** tab to view the arrival report details.



Arrival Report Details Confirmation Page

13. Enter the reason for cancellation of the report and click **Cancel Arrival Report** button to submit the cancellation of arrival report details. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

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

© CrimsonLogic Pte Ltd

CHAPTER 4
Master Manifest

A Cargo Manifest is a list of the cargo carried by a ship (Sea), airplane (Air), Truck/train (Land) lodged by Shipper/Agent (information such as cargo, passengers, and crew of a ship, aircraft, or vehicle), to be used by customs and various officials at the ports of destination. Customs use this document to pre-screen cargo for the security reasons.

Based on "Mode of Transport", Manifest and items is classified as:

- Vessel Manifest (Sea) - Bill of Lading [BL]
- Air Manifest (Air)- Airway Bill [AWB]
- Road/Train Manifest (Land)- Invoice

Master Manifest is a document containing details of the cargo transported in or out or through the country using various modes of transport including sea, air and land (road & rail). The Customs uses this document to pre-screen cargo for the security reasons.

The manifest allows Shipping Agents to declare the goods for bringing in and out of the country. It is created for the following inbound regimes such as Import, Transit, Transshipment, Warehouse, Temporary Import and Re-Import.

Manifest is the first step in the inbound process. Prior to the manifest, the Shipping Agent or the Vessel Operator (VAOS) submits the arrival report. The manifest details can be used for the cargo declaration.

The manifest comprises of the components such as Arrival Report (Impending, Actual), Completion of Discharge Report, Master Manifest (Lead agent and co-loaders), House Manifest, Additional Manifest and Amendment Manifest.

Prior to the manifest creation, the lead Shipping Agent who is primarily responsible for the particular vessel/voyage, creates the IAR (Impending Arrival Report). The lead agent also indicates in the IAR, the other co-loaders (or slot charterers) who will submit the master manifest for that vessel. Once the IAR is submitted, the lead agent and the co-loaders start submission of the master manifest. After the master manifest is submitted and approved, the additional/amendment and house manifest may be submitted. The AAR (Actual Arrival Report) and the CDR (Completion of Discharge Report) is updated by the port authority on actual arrival of the vessel and the completion of the discharge respectively.

When the Shipping Agent or VAOS submits the IAR, the rotation number is generated. The IAR is used as the basis for the AAR and the CDR. The steps are as below:

1. **Impending Arrival Report** (IAR) allows the shipping agents to enter port, vessel slot details etc.

2. **Actual Arrival Report** (AAR) allows the port users to update additional fields on the IAR after arrival.

3. **Cargo Discharge Report** (CDR) allows the port user to update additional fields on the AAR after the discharge is completed.

© CrimsonLogic Pte Ltd

Manifest Creation

The user has two options to create a Master Manifest:

1. The VAOS (lead agent or the slot charterer) user can manually create a manifest from the IAR based on the rotation number. The system uses all the information in the IAR as header details for the manifest. Use can add Master BL's and cargo/container details.

2. The VAOS user can upload the BL details for Manifest creation.

Master Manifest contains information like conveyance details (vessel, flight/truck/train), route, container and Master Bill of Ladings (MBL)/Particular Bill of Ladings (BL).

The BLs (Bill of lading) relationship is 1-to-Many. The BL may be a normal BL or a consolidated BL. If it is a consolidated BL, it is further sub-divided by the House BL. The house BL is submitted by the Freight Forwarders. The master BL can have many House BLs. When House BLs are submitted on a master, the master BL is de-activated.

- The cargo types supported at the master BL include Containers, Dry Bulk, Vehicles, General Cargo and Liquid.
- The cargo types supported at the house BL includes Vehicles and General Cargo.

Once the Agent submits the master manifest online prior to the arrival of goods, the respective freight forwarder submits the house manifests.

Manifests will be subject to risk assessment by the Customs Management System. The Risk assessment results of the master manifest will be used for the assessment of related declarations.

In this chapter, the Shipping Agent can Create, Search, Approve Manifest Submission, Amend Manifest, Approve Manifest Amendment, Cancel Manifest and Approve Manifest Cancellation in the TFB Single Electronic Window system.

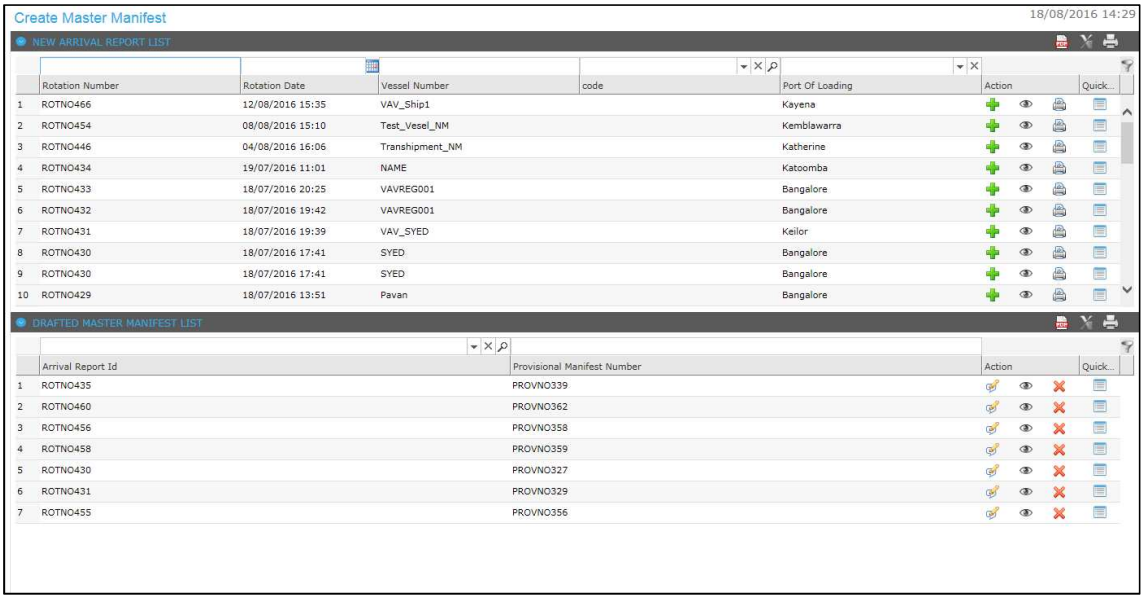
© CrimsonLogic Pte Ltd

Creating Master Manifest

This functionality allows you to create a master manifest based on the arrival report of the vessel containing the goods in the TFB Single Electronic Window system.

To create a master manifest:

1. Click **Master Manifest** >> **Master Create**. The Create Master Manifest page will be displayed.



Create Master Manifest page

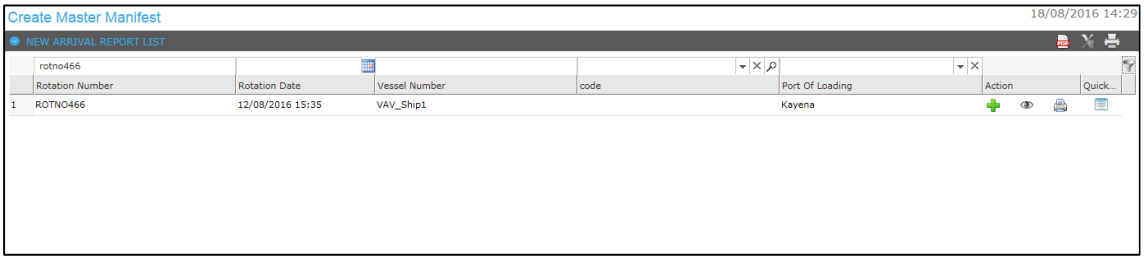
2. Enter information in the Arrival Report Search fields.

Arrival Report Search

Field/Button description	Action/Input Required
Rotation Number	Enter the Rotation number of the arrival report that you want to search.
Rotation Date	Select the calendar icon to select the rotation date of the report.
Vessel Number	Enter the identification number of the vessel containing the cargo.
Port of Loading	Enter the port where vessel was loaded with cargo.

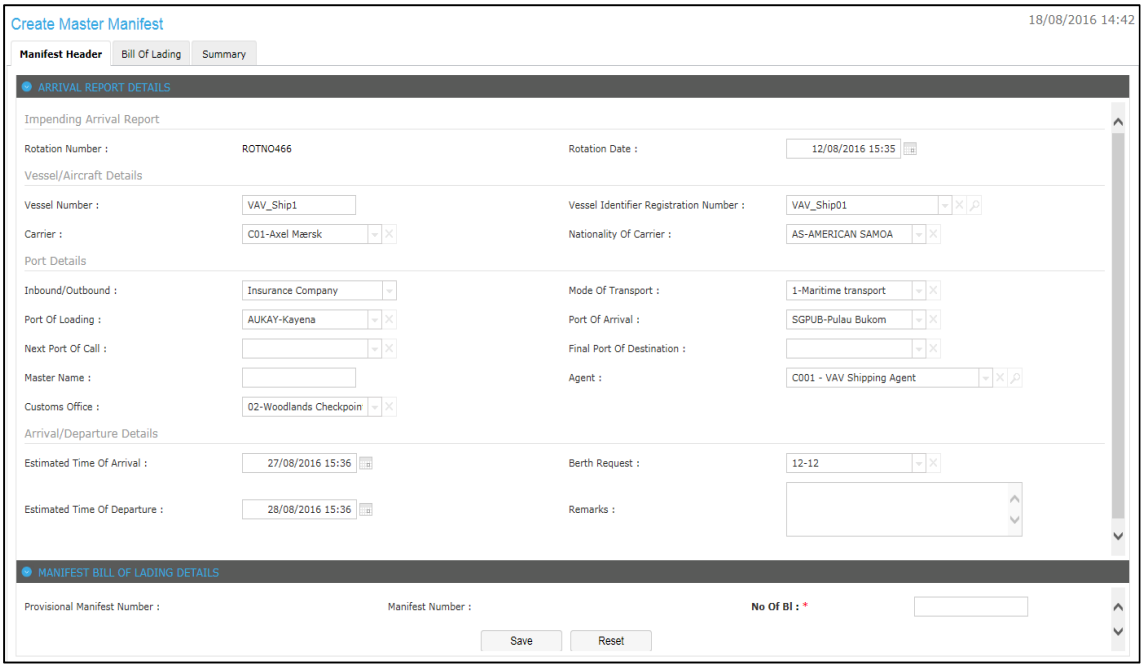
3. Enter the search criteria and Click icon to view the matching results in the **Search Results Page**.

© CrimsonLogic Pte Ltd



Search Results Page

4. Click  add button. The Create Master Manifest Header Details page will be displayed.



Create Master Manifest page

5. 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.

© CrimsonLogic Pte Ltd

Field/Button description	Action/Input Required
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.
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.

© CrimsonLogic Pte Ltd

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

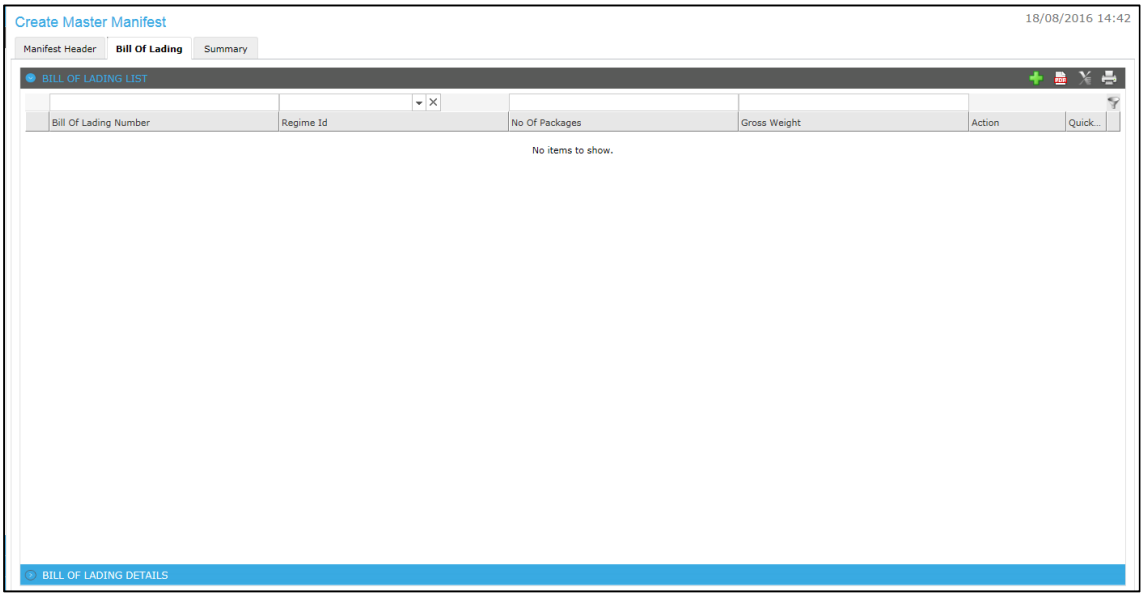
6. Click **Save** button to save the entered manifest header details. The Records saved successfully message will be displayed.



Records Saved Successfully Message

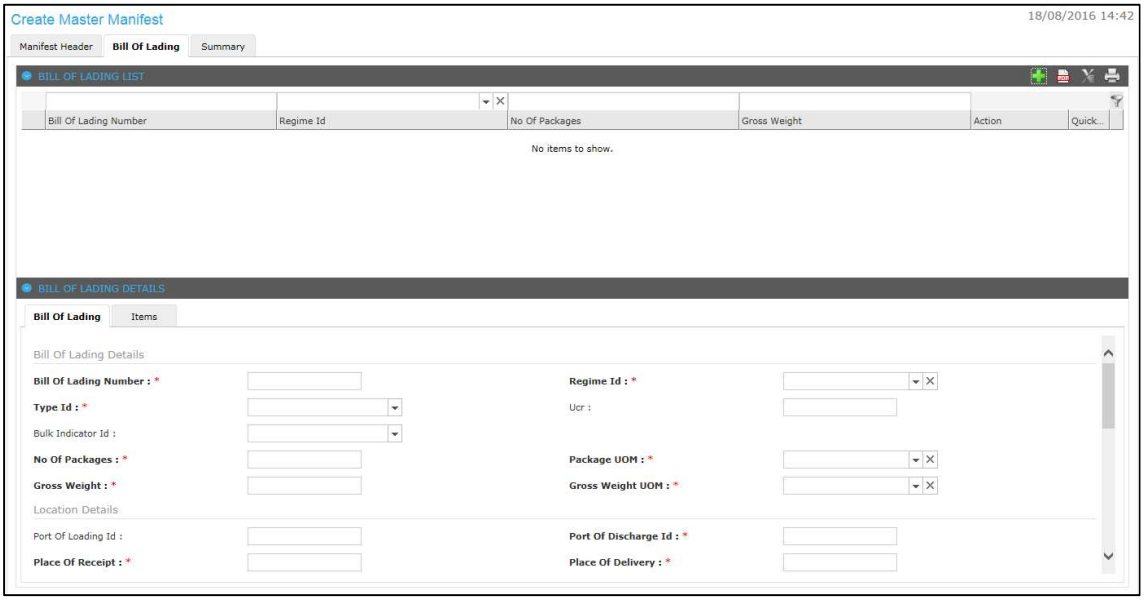
7. Click **Bill of Lading** Tab. The Bill of Lading Details page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Details Tab page

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



Bill of Lading Details page

9. 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.

© CrimsonLogic Pte Ltd

Field/Button description	Action/Input Required
Regime ID	Select the appropriate regime ID of the BL from the dropdown list. Example: 1 Export, 2 Temporary Export etc.
Type ID	Select the appropriate bill of lading type from the dropdown list. Example: **Normal** or **Consolidator**.
Consolidator	This field will be displayed only if the Type ID is selected as Consolidator.
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 will be 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.
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.

© CrimsonLogic Pte Ltd

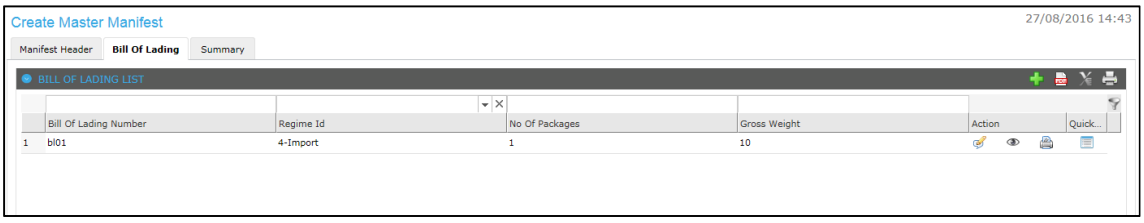
Field/Button description	Action/Input Required
Notification Party Details	Specify the party details to whom the notification is sent for every transaction.
First Notify Name	Enter the name of the person to whom the notification will be sent.
First Notify Address	Enter the first notification address.
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.

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



Records Saved successfully message

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

© CrimsonLogic Pte Ltd

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

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

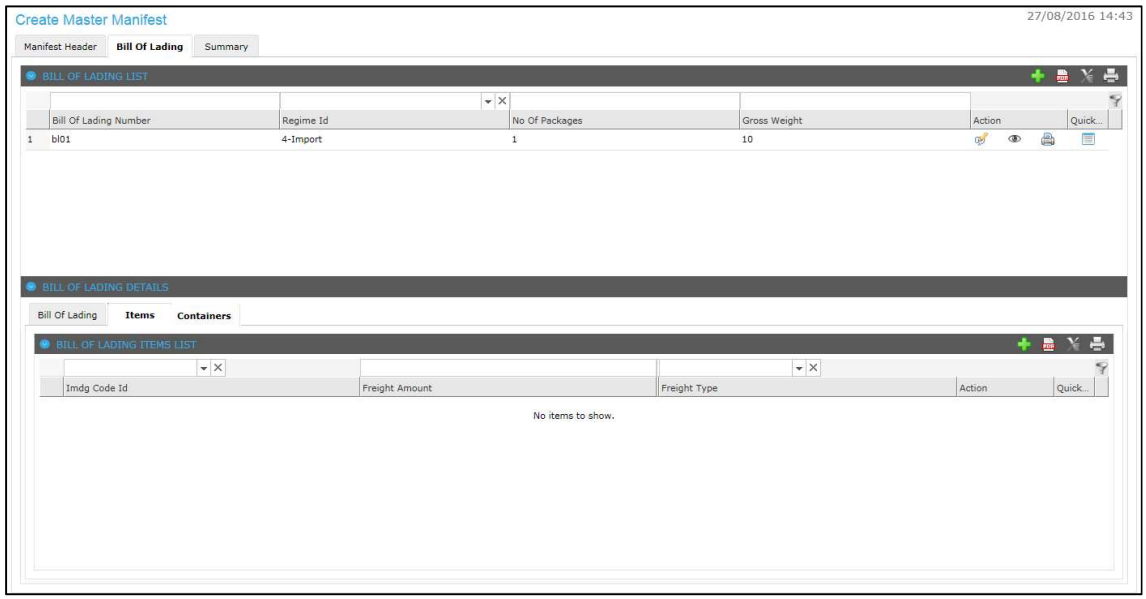
Click the **Edit** icon to edit the bill of lading details.

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.

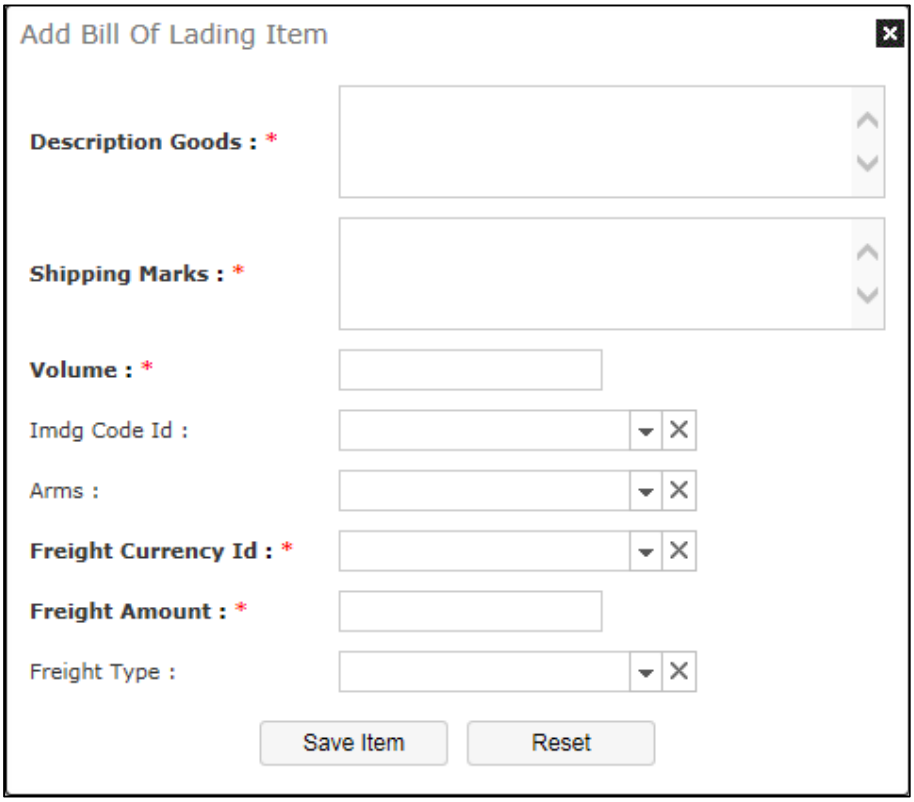
12. Click **Item** tab. The Item details page will be displayed.



Item Details page

13. Click  icon to add item details.

© CrimsonLogic Pte Ltd



Add Bill of Lading Item Details page

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

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 type of arms/weapons from the dropdown list.
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.

© CrimsonLogic Pte Ltd

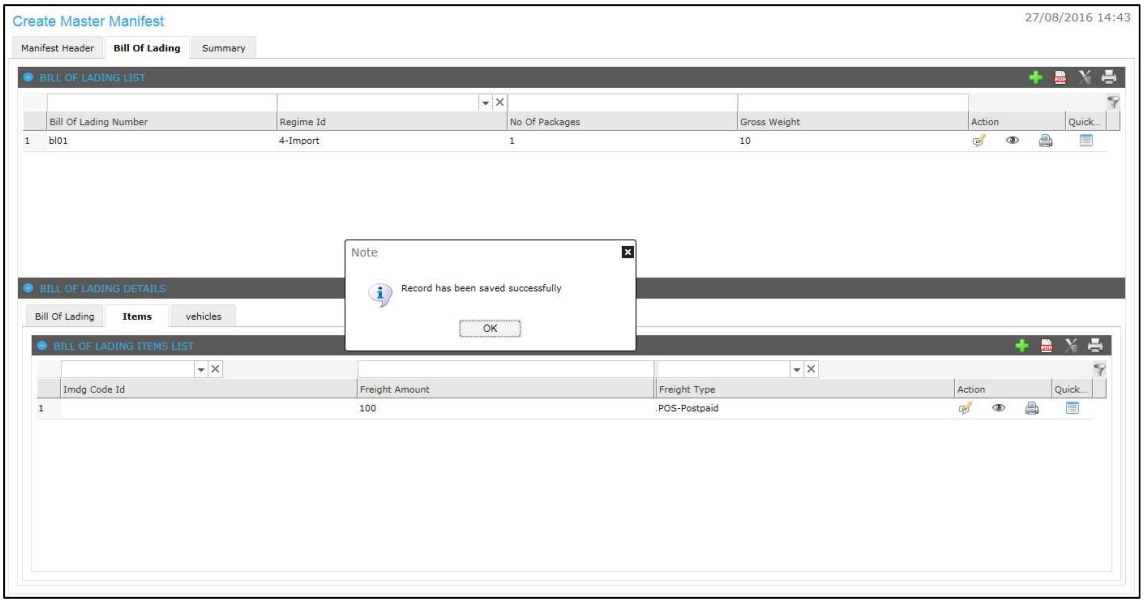
Field/Button description	Action/Input Required
Save Item	Click this button to save the entered details.

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



Records Saved Successfully Message

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



Bill of Lading Item Added page

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

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

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

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

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

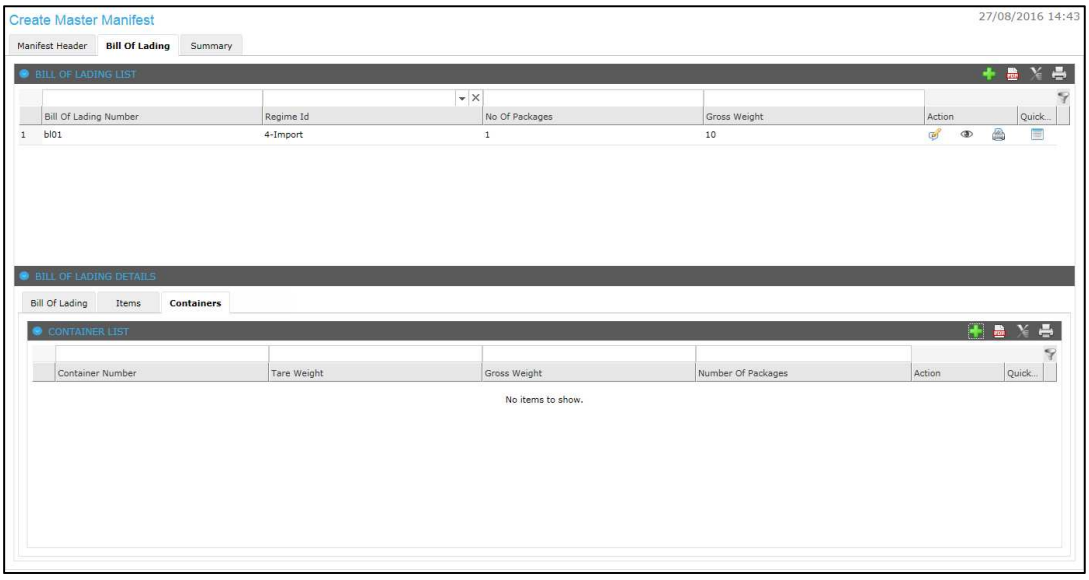
Click the **View** icon to view the added bill of lading item details.

© CrimsonLogic Pte Ltd

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

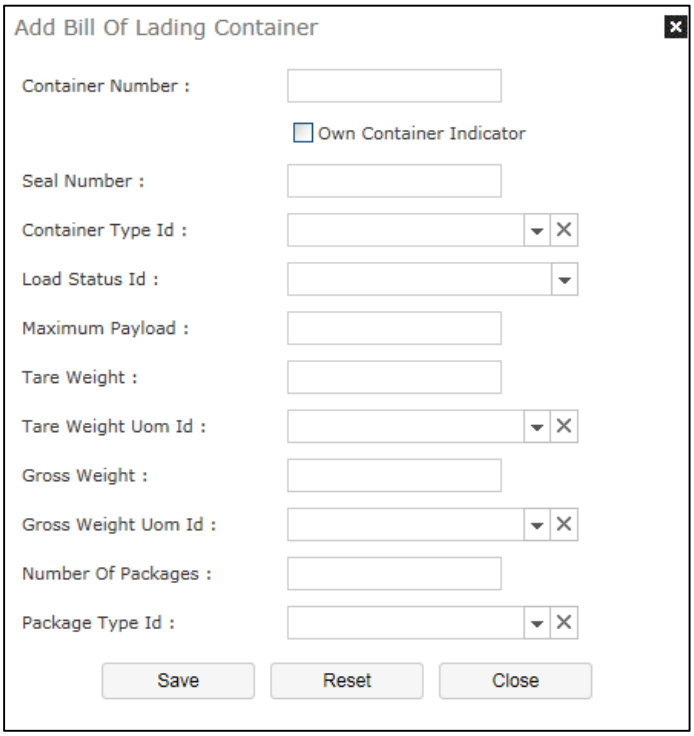
Click **Quick View** icon to overview the bill of lading item details.

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



Containers Tab page

18. Click  icon to add the container details.



Add Bill of Lading Container Details page

© CrimsonLogic Pte Ltd

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

Bill of Lading Container Details

Field/Button description	Action/Input Required
Container Number	Enter the container number carrying the goods.
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.

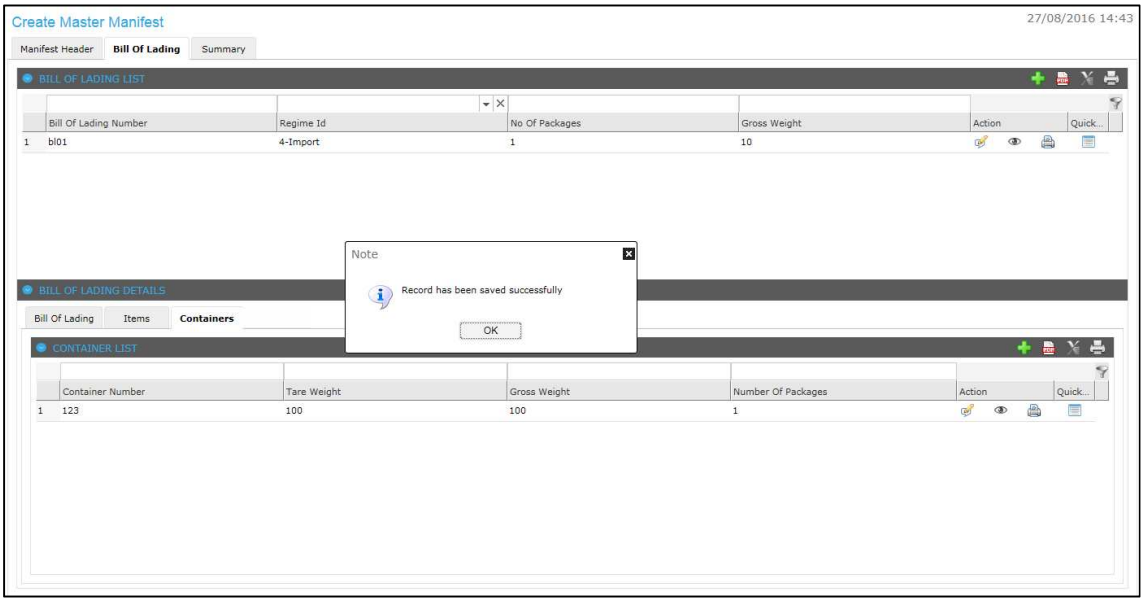
20. Click **Save** button. The Bill of Lading Container Saved successfully message will be displayed.



Records Saved successfully message

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

© CrimsonLogic Pte Ltd



Bill of Lading Container Added page

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

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

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

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

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

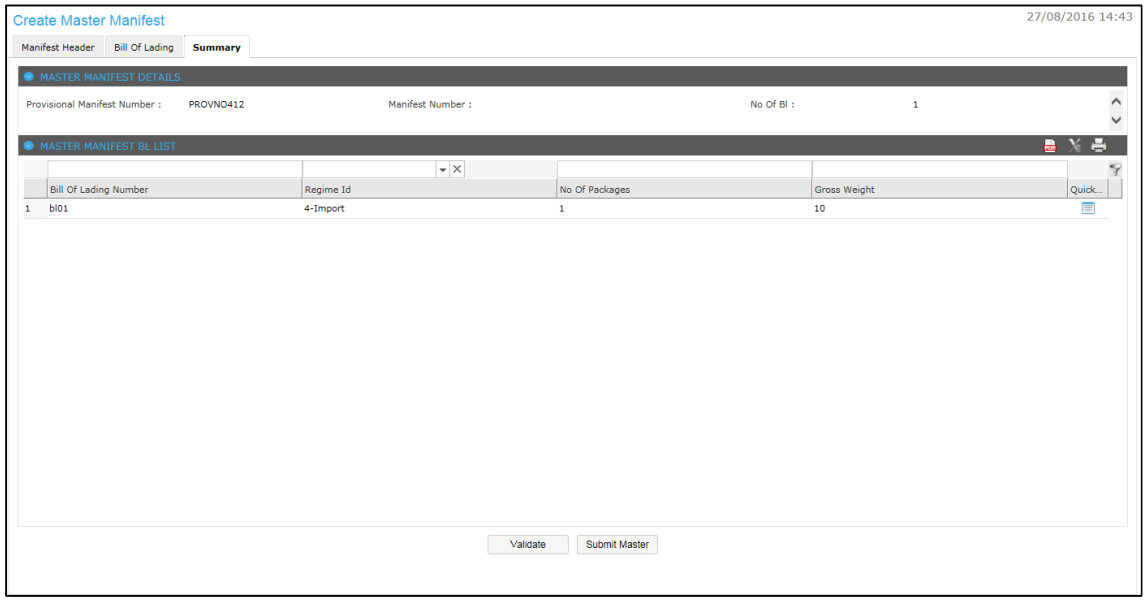
Click the **View** icon to view the added bill of lading Container details.

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

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

22. Click **Summary** tab. The Master manifest summary details page will be displayed.

© CrimsonLogic Pte Ltd



Summary Tab page

@

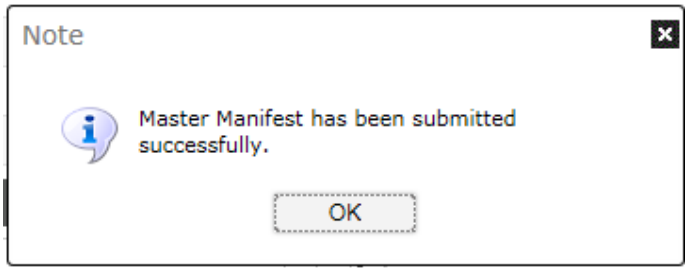
Click the **Excel Sheet** icon to download the manifest summary details as an excel sheet.

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.

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



Submit Confirmation Message

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

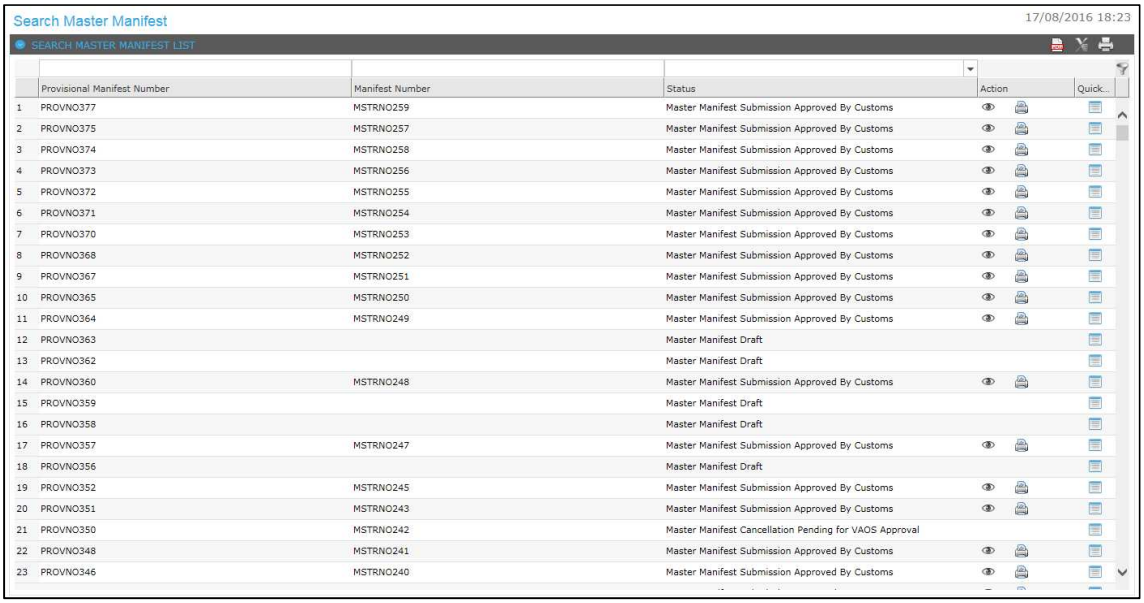
© CrimsonLogic Pte Ltd

Searching Master Manifest Details

The functionality allows you to search for, view, print and edit the master manifest details in the TFB Single Electronic Window system.

To search for a master manifest:

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



	Provisional Manifest Number	Manifest Number	Status	Action	Quick...
1	PROVNO377	MSTRNO259	Master Manifest Submission Approved By Customs		
2	PROVNO375	MSTRNO257	Master Manifest Submission Approved By Customs		
3	PROVNO374	MSTRNO258	Master Manifest Submission Approved By Customs		
4	PROVNO373	MSTRNO256	Master Manifest Submission Approved By Customs		
5	PROVNO372	MSTRNO255	Master Manifest Submission Approved By Customs		
6	PROVNO371	MSTRNO254	Master Manifest Submission Approved By Customs		
7	PROVNO370	MSTRNO253	Master Manifest Submission Approved By Customs		
8	PROVNO368	MSTRNO252	Master Manifest Submission Approved By Customs		
9	PROVNO367	MSTRNO251	Master Manifest Submission Approved By Customs		
10	PROVNO365	MSTRNO250	Master Manifest Submission Approved By Customs		
11	PROVNO364	MSTRNO249	Master Manifest Submission Approved By Customs		
12	PROVNO363		Master Manifest Draft		
13	PROVNO362		Master Manifest Draft		
14	PROVNO360	MSTRNO248	Master Manifest Submission Approved By Customs		
15	PROVNO359		Master Manifest Draft		
16	PROVNO358		Master Manifest Draft		
17	PROVNO357	MSTRNO247	Master Manifest Submission Approved By Customs		
18	PROVNO356		Master Manifest Draft		
19	PROVNO352	MSTRNO245	Master Manifest Submission Approved By Customs		
20	PROVNO351	MSTRNO243	Master Manifest Submission Approved By Customs		
21	PROVNO350	MSTRNO242	Master Manifest Cancellation Pending for VAOS Approval		
22	PROVNO348	MSTRNO241	Master Manifest Submission Approved By Customs		
23	PROVNO346	MSTRNO240	Master Manifest Submission Approved By Customs		

Search Master Manifest Page

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

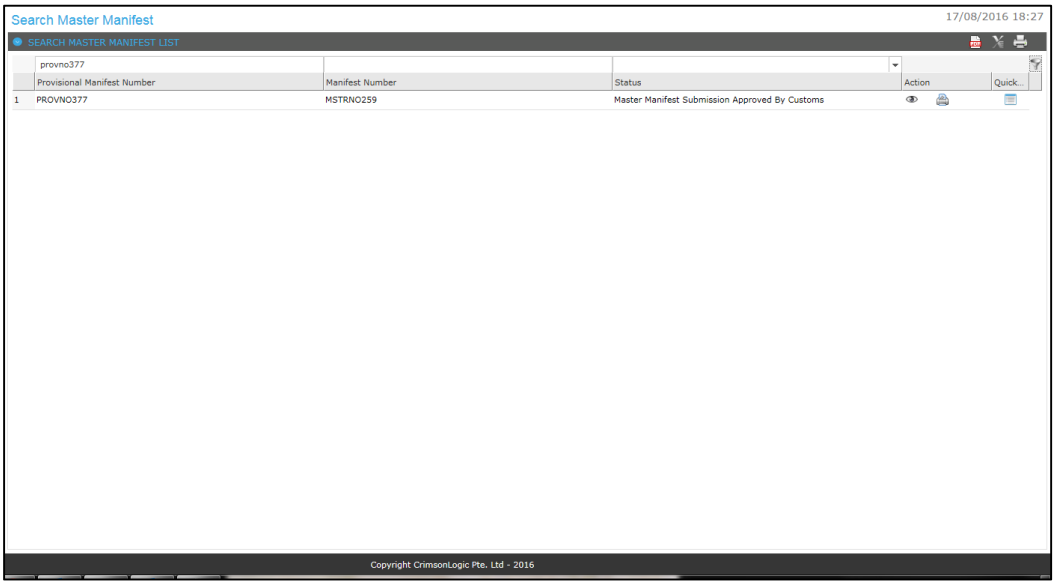
Field/Button description	Action/Input Required
Provisional Manifest Number	Enter the provisional number of the manifest.
Manifest Number	Enter the number of the manifest that you are searching for.
Status	Select the appropriate status of the master manifest from the dropdown list.

@

- 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:
  - Provisional Manifest Number
  - Manifest Number
  - Status

© CrimsonLogic Pte Ltd

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



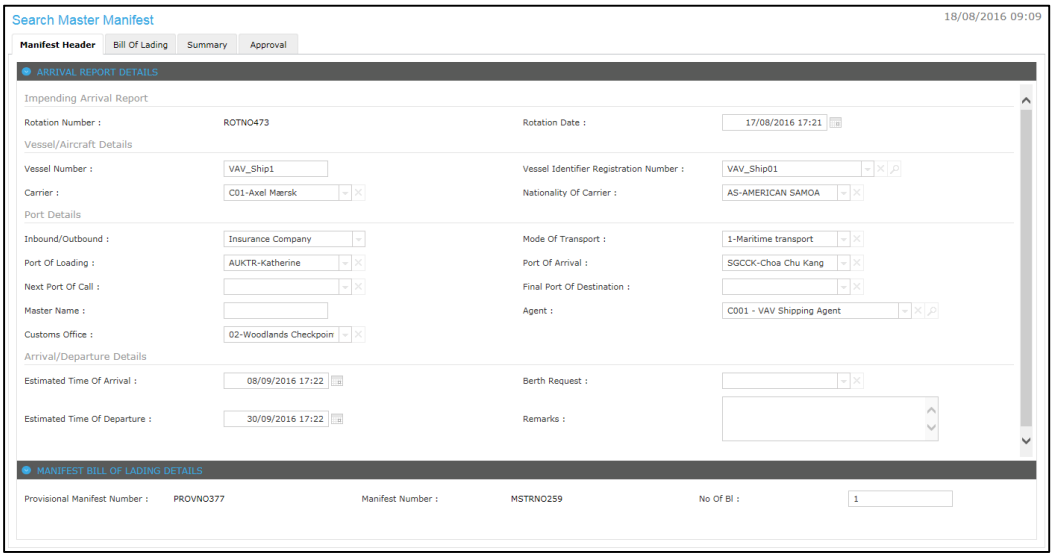
Search Results Page

View Master Manifest Details

This functionality allows you to view the master manifest details.

To view the master manifest details:

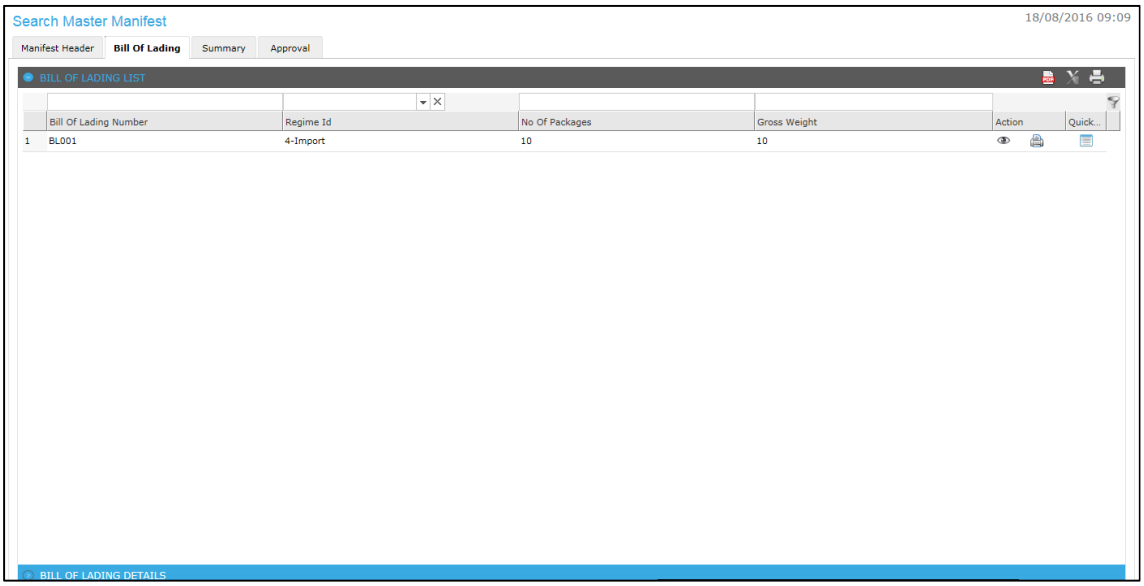
1. From the search results, click the  icon. The View Master Manifest Details Page will be displayed.



View Master Manifest Header Tab Page

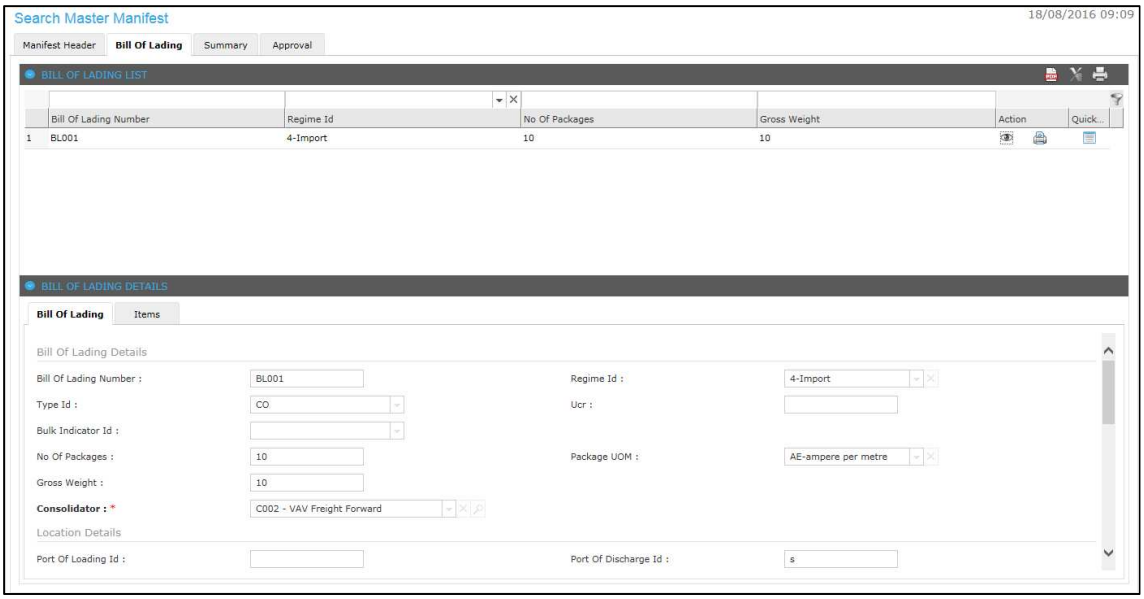
© CrimsonLogic Pte Ltd

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.



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.

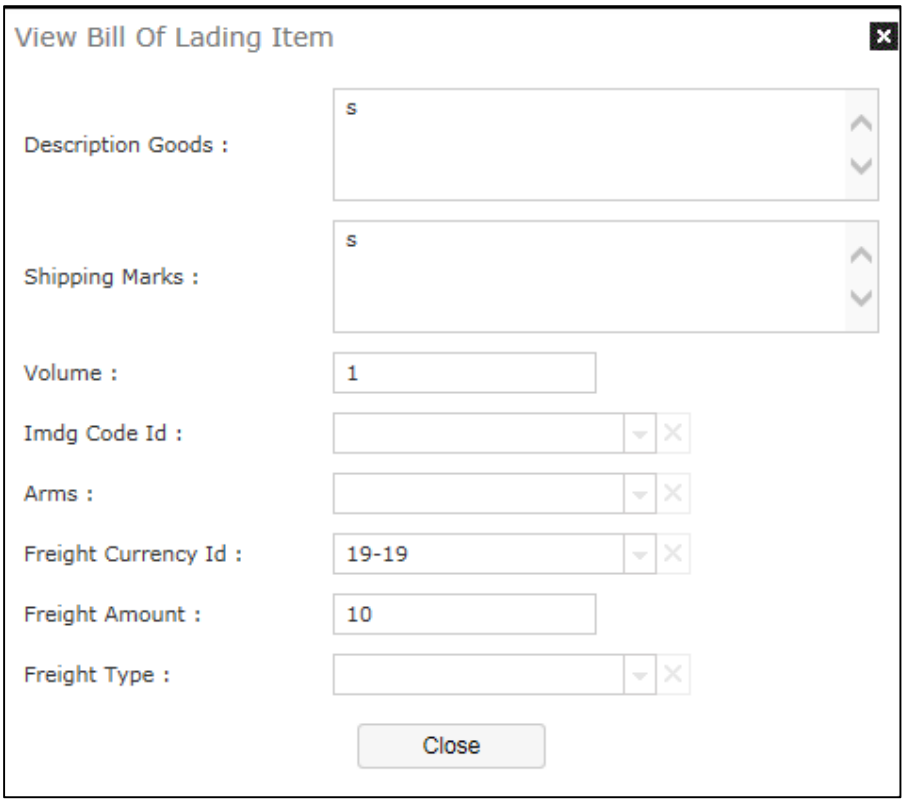
5. Click **Items Details** tab to view the item details.

© CrimsonLogic Pte Ltd



Item Details Tab Page

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

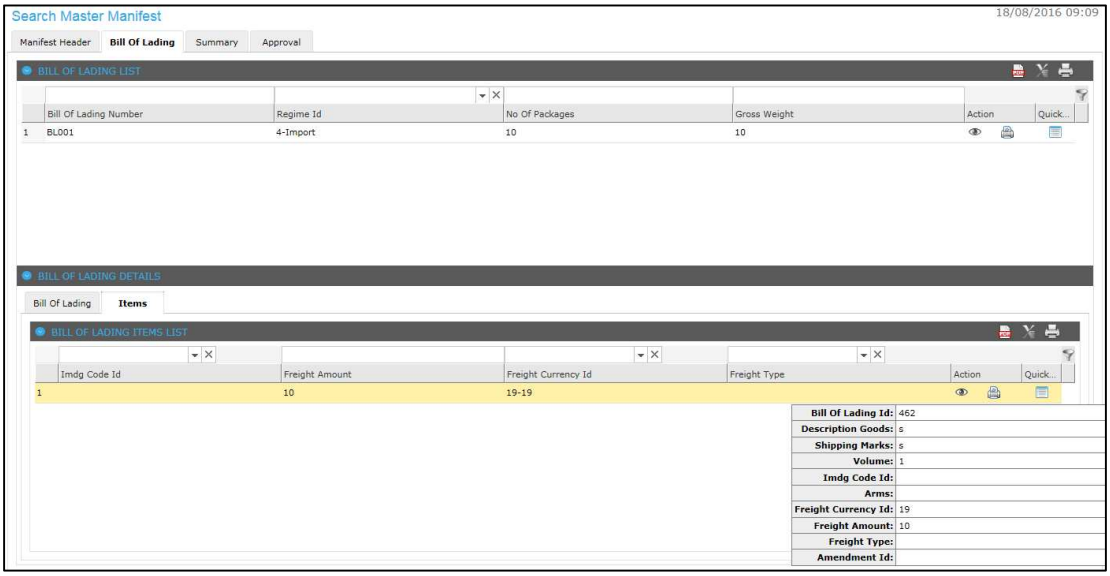


View Bill of Lading Details Page

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

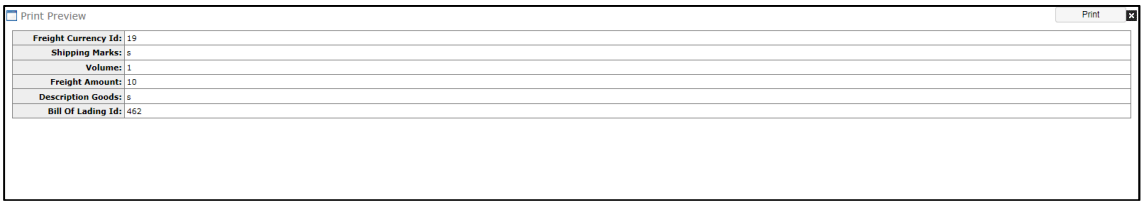
© CrimsonLogic Pte Ltd

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



Item Quick View Details Page

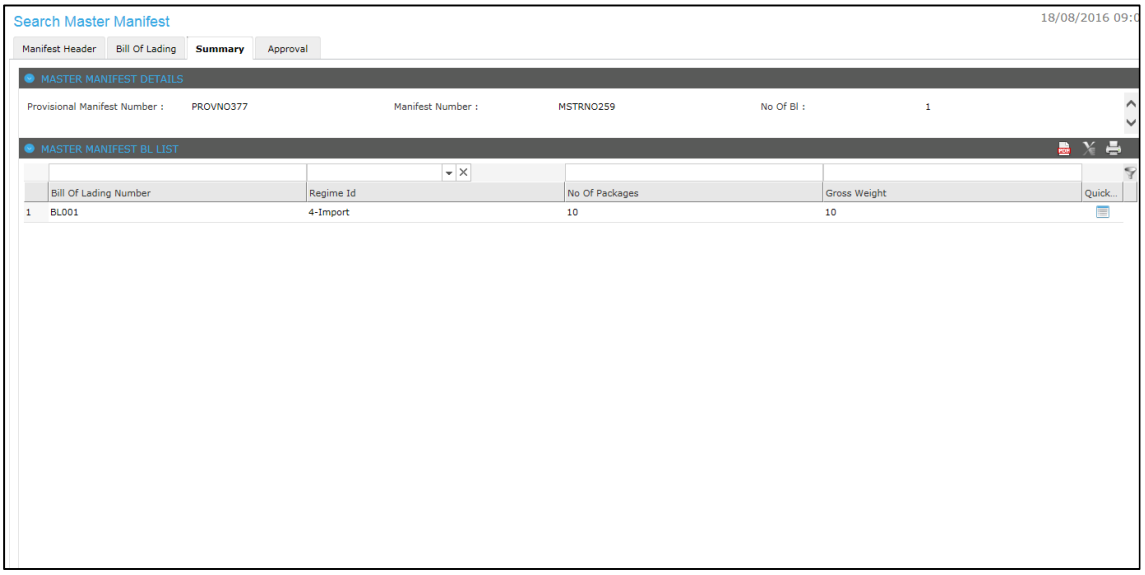
9. Click the  icon to print preview the item details.



Print Preview Item Details Page

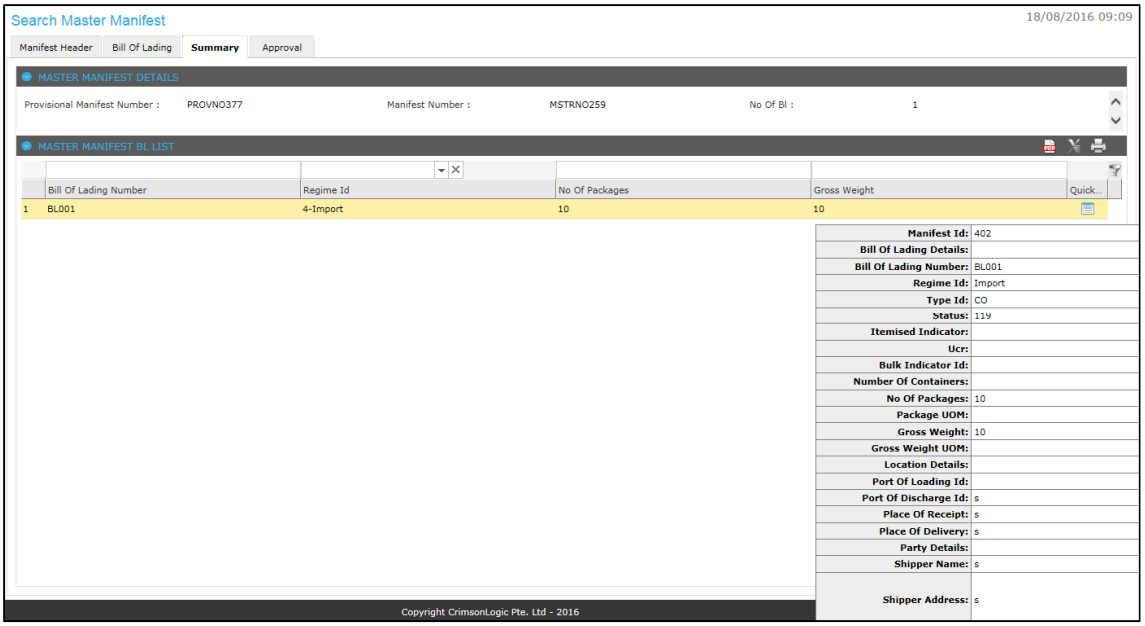
10. Click the **Print** button to print the bill of lading item details.
11. In the Search master manifest page, click **Summary** tab to view the road manifest approval details.

© CrimsonLogic Pte Ltd



Summary Tab Page

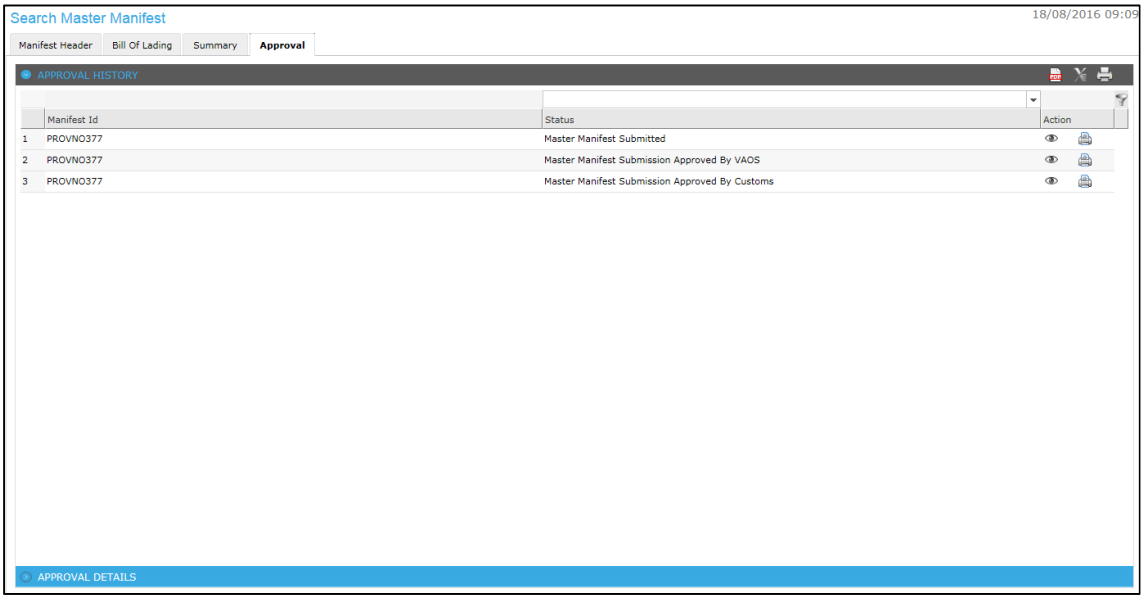
12. Click the  quick view icon to view the manifest summary details.



Manifest Summary Quick View Page

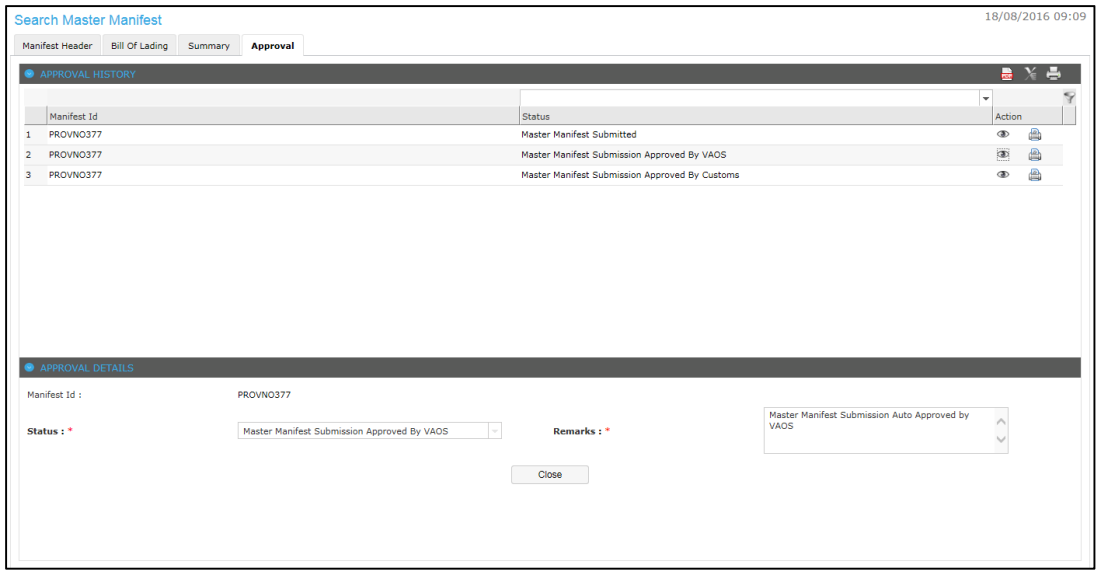
13. Click **Approval** tab to view the approval details page.

© CrimsonLogic Pte Ltd



Approval Tab page

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

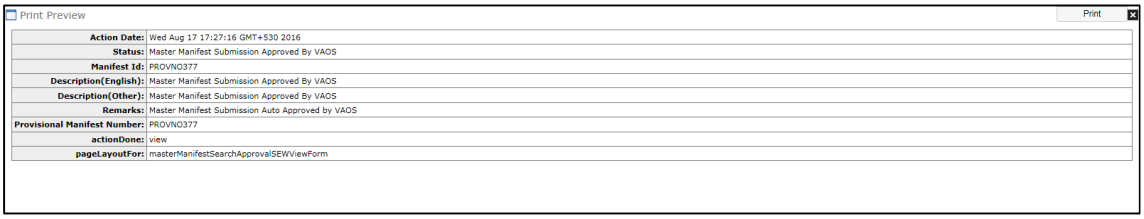


View Manifest Approval Page

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

16. Click the  icon to print the manifest approval details.

© CrimsonLogic Pte Ltd



Print Preview Approval Details Page

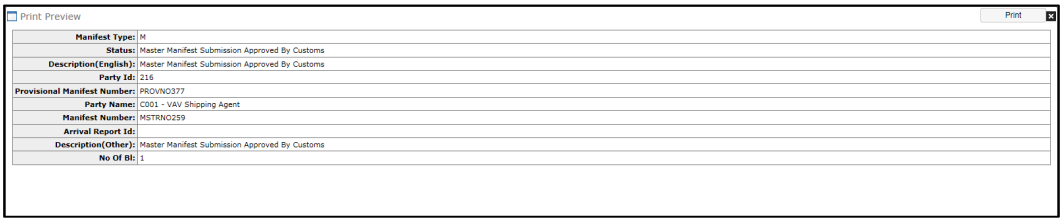
17. Click the **Print** button to print the approval details.

Print Master Manifest Details

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

To print the master 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 Master manifest details.

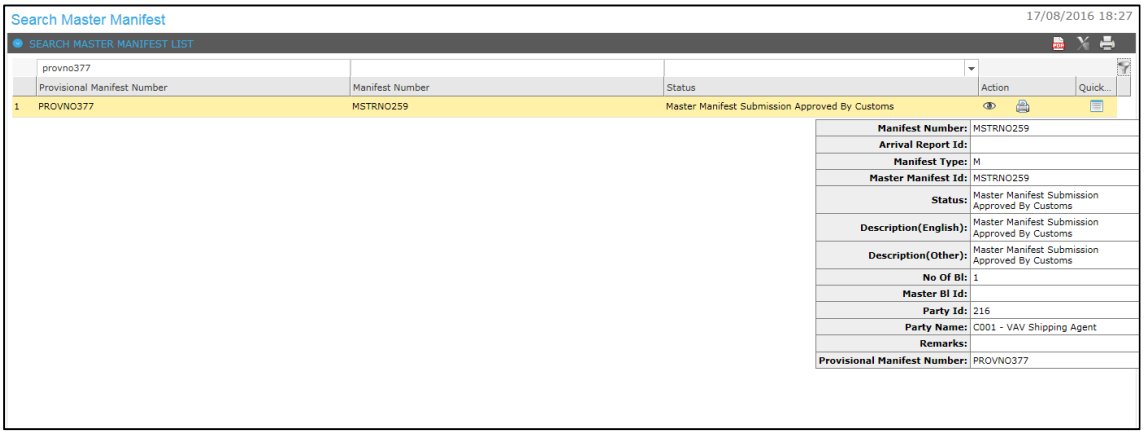
Quick View Master Manifest Details

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

To quick view the master manifest details:

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

© CrimsonLogic Pte Ltd



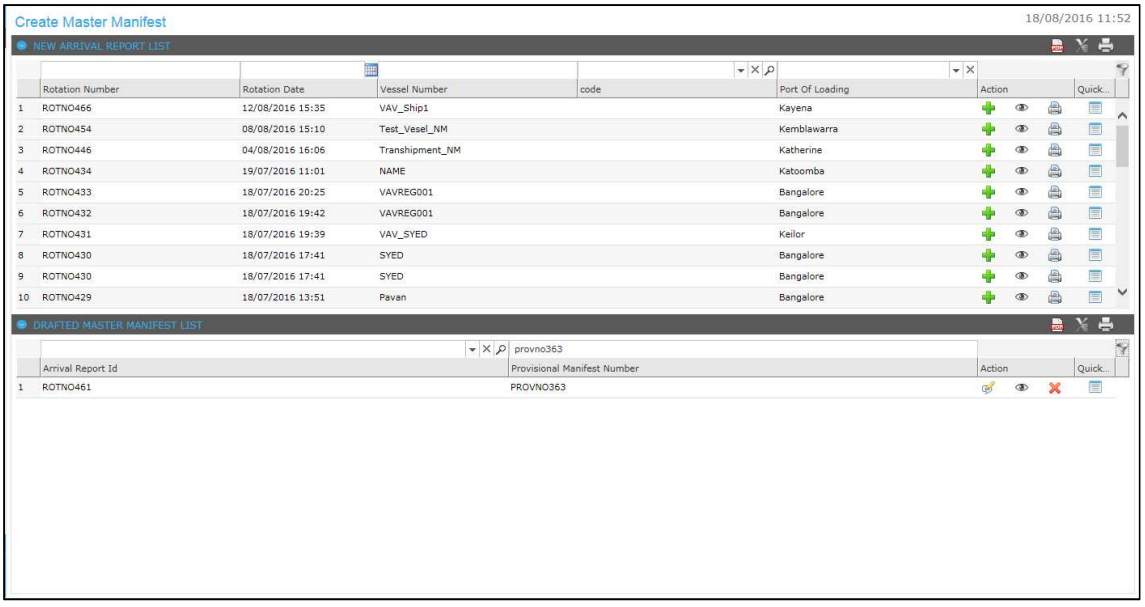
Master Manifest Quick View Details Page

Edit Master Manifest Details

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

To edit the master manifest details:

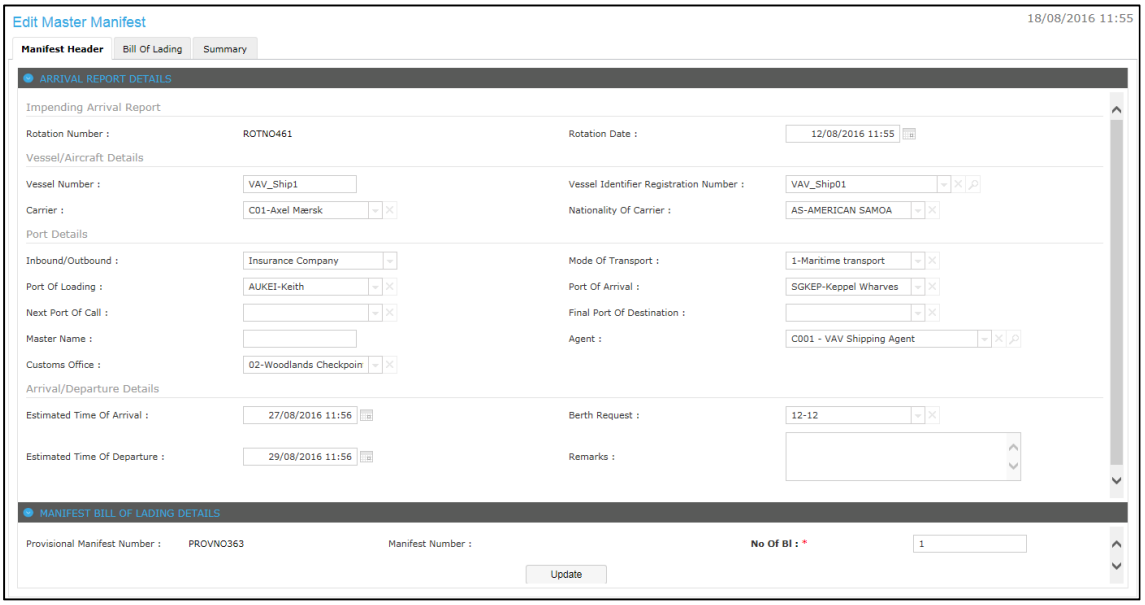
1. Perform a search for the Master manifest with Draft status. The Master Manifest Search Results page will be displayed.



Master Manifest Search Results page

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

© CrimsonLogic Pte Ltd



Edit Master Manifest Details Page

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

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

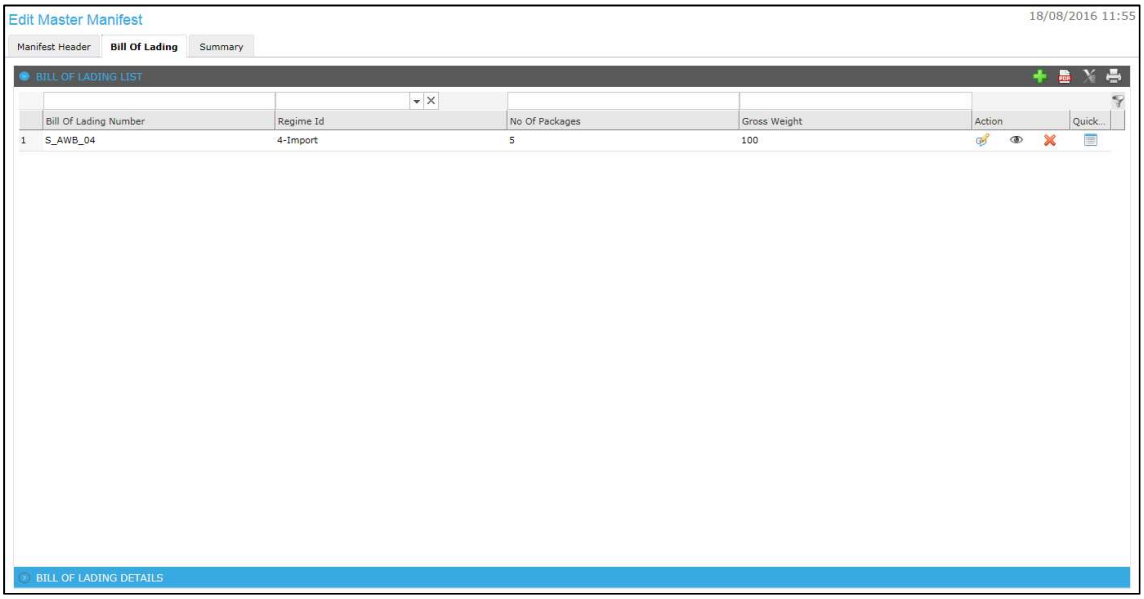


Records Updated Successfully Message

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

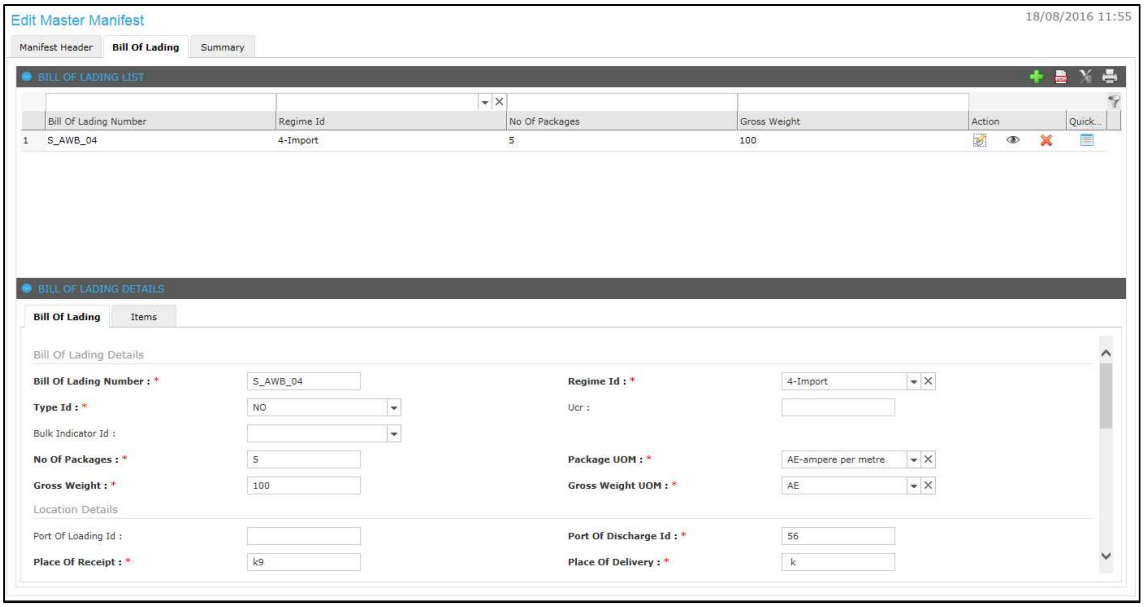
6. Click **Bill of Lading** tab.The Bill of Lading Details tab page will be displayed.

© CrimsonLogic Pte Ltd



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.



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 **Delete** icon to delete the bill of lading from the available list.
> Click the **Quick View** icon to overview the bill of lading list details.

© CrimsonLogic Pte Ltd

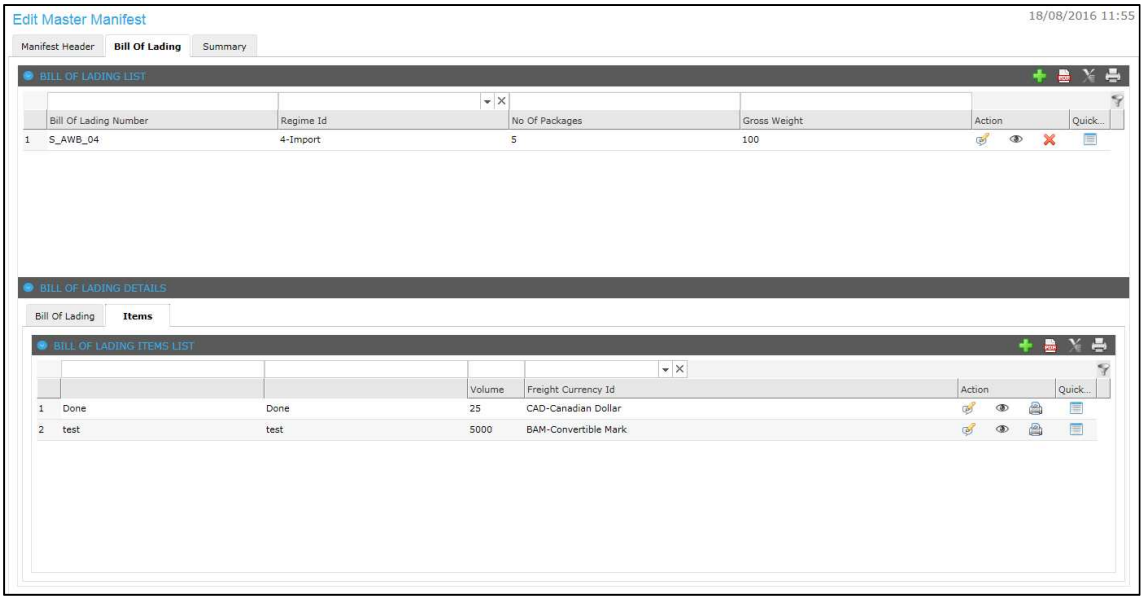
Click **Excel sheet** icon to download the bill of lading list as an excel sheet.

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.

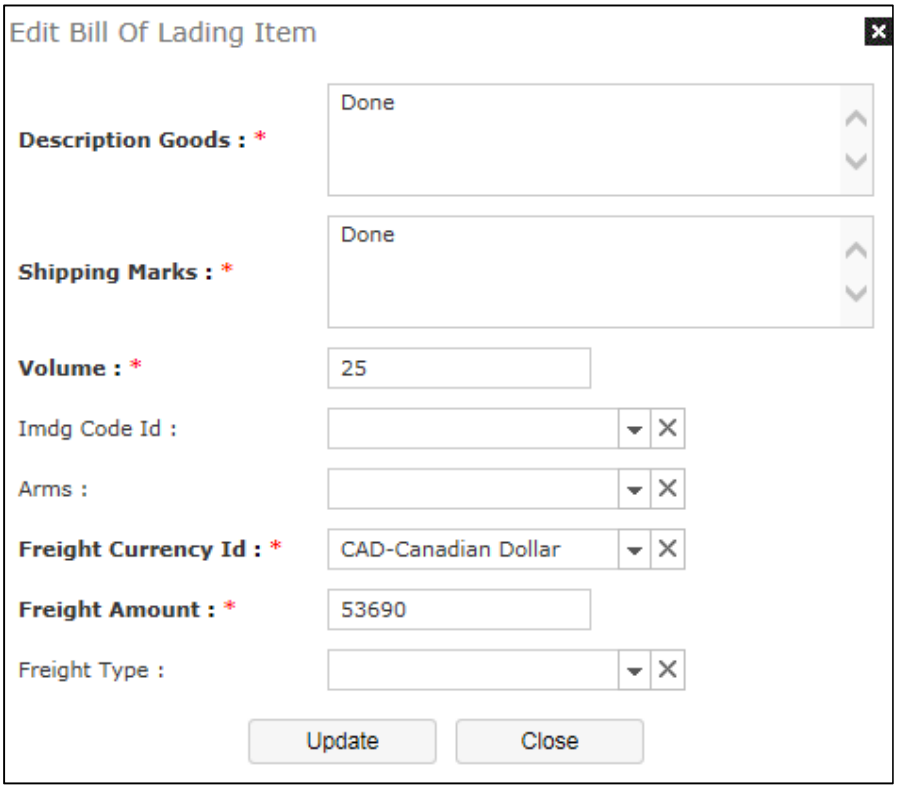
9. Click **Item** Tab details to view the Bill of lading Item details page.



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.

© CrimsonLogic Pte Ltd



Edit Bill of Lading Item Details Page

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



Records Updated Successfully Message

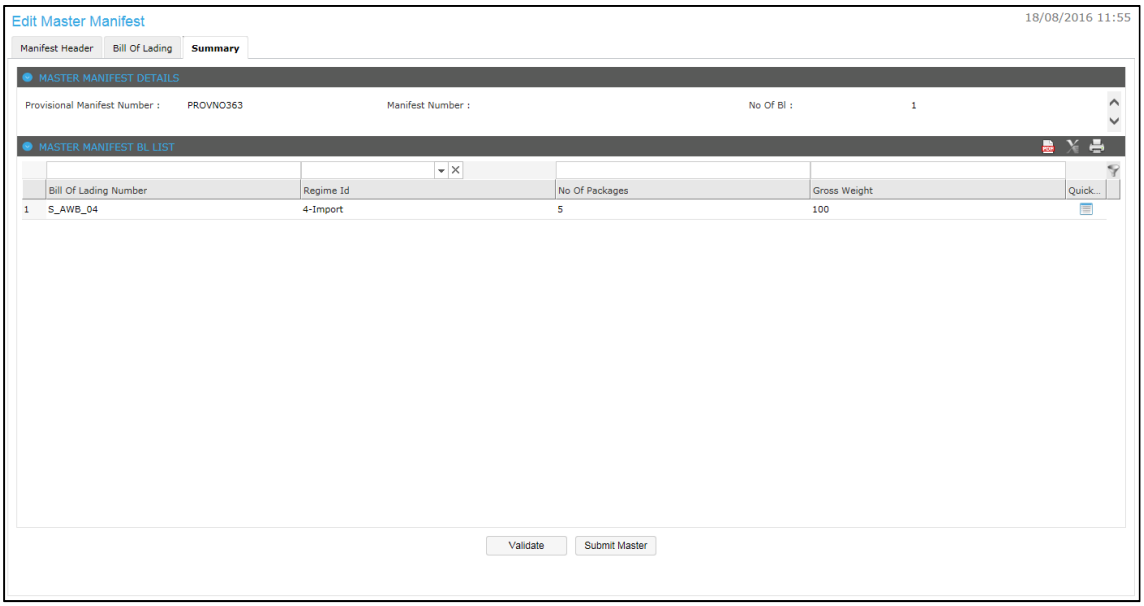
12. Click **OK** button to close the confirmation message.

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.

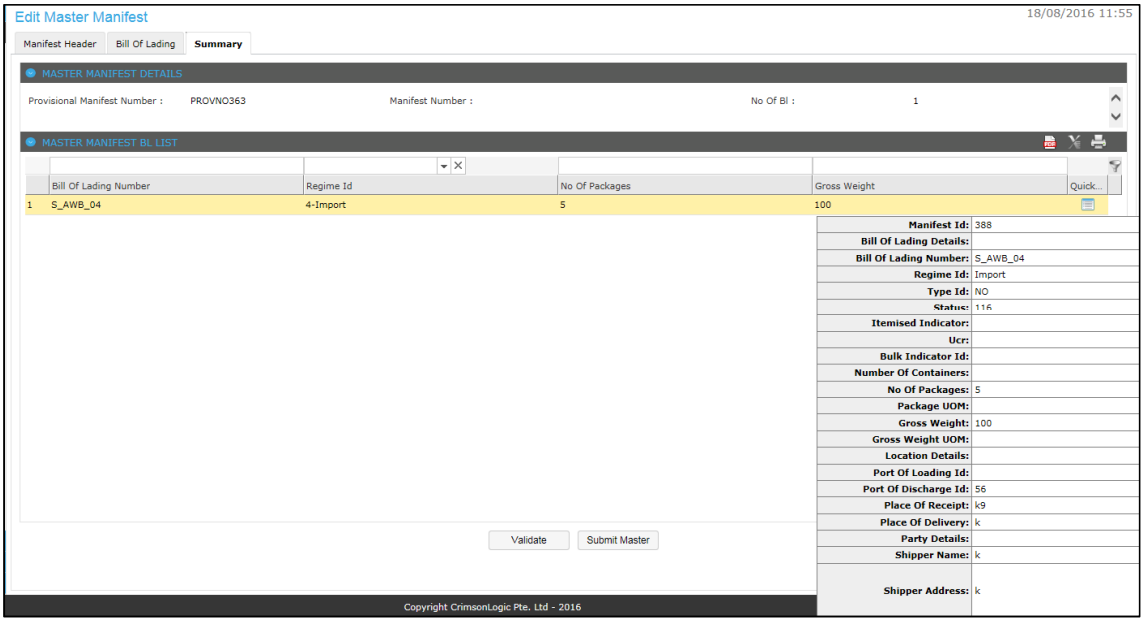
© CrimsonLogic Pte Ltd

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



Summary Tab Page

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



Master Manifest Summary Quick View Details Page

15. Click **Validate** button to validate the entered master manifest details. The manifest validated successfully message will be displayed.

© CrimsonLogic Pte Ltd



Manifest Validated Successfully Message

16. Click **OK** button to close the confirmation message.
17. Click **Submit Master** button to submit the edited master manifest details. The Records submitted successfully message will be displayed.



Records Submitted Successfully Message

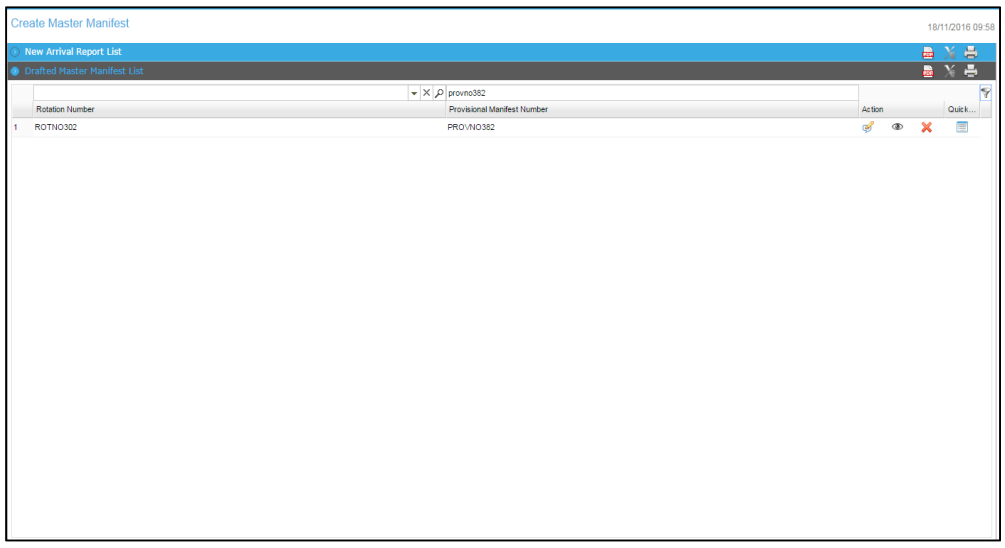
18. Click **OK** button to close the confirmation message.

View Draft Master Manifest Details

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

To view the draft master manifest details:

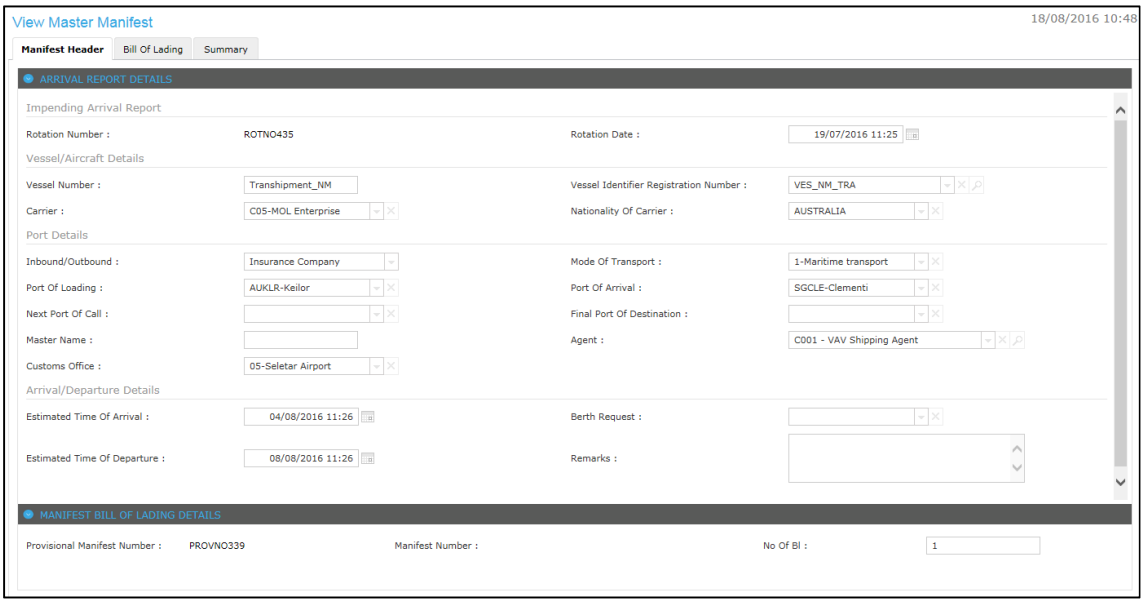
1. Perform a search with master manifest whose status is **Draft**. The Master Manifest Draft Search Results page will be displayed.



Master Manifest Draft Search Results Page

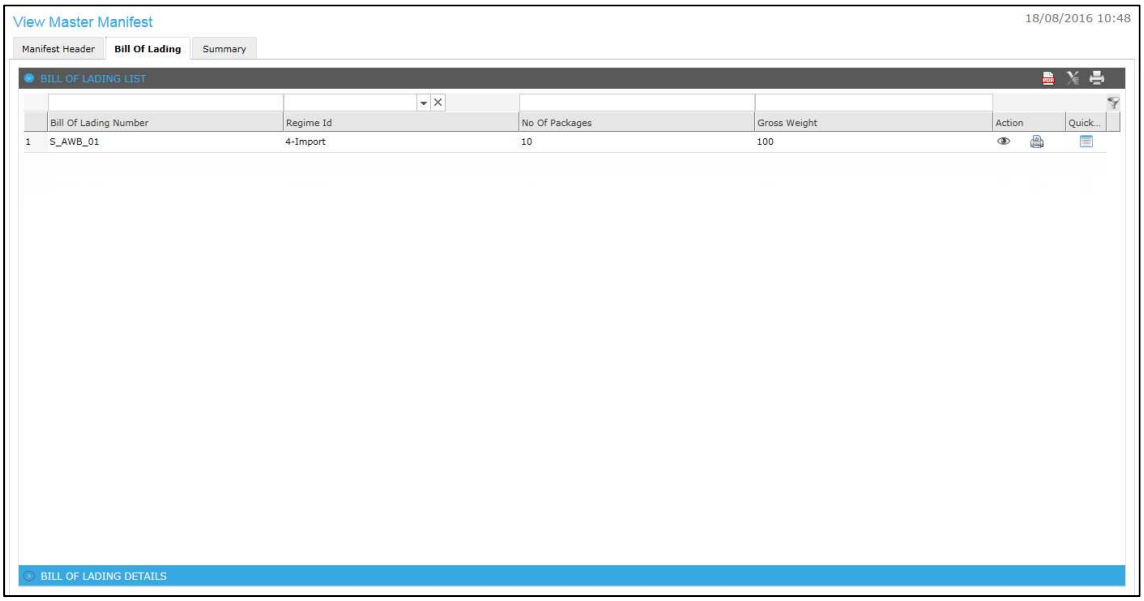
© CrimsonLogic Pte Ltd

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



View Master Manifest Header Tab Page

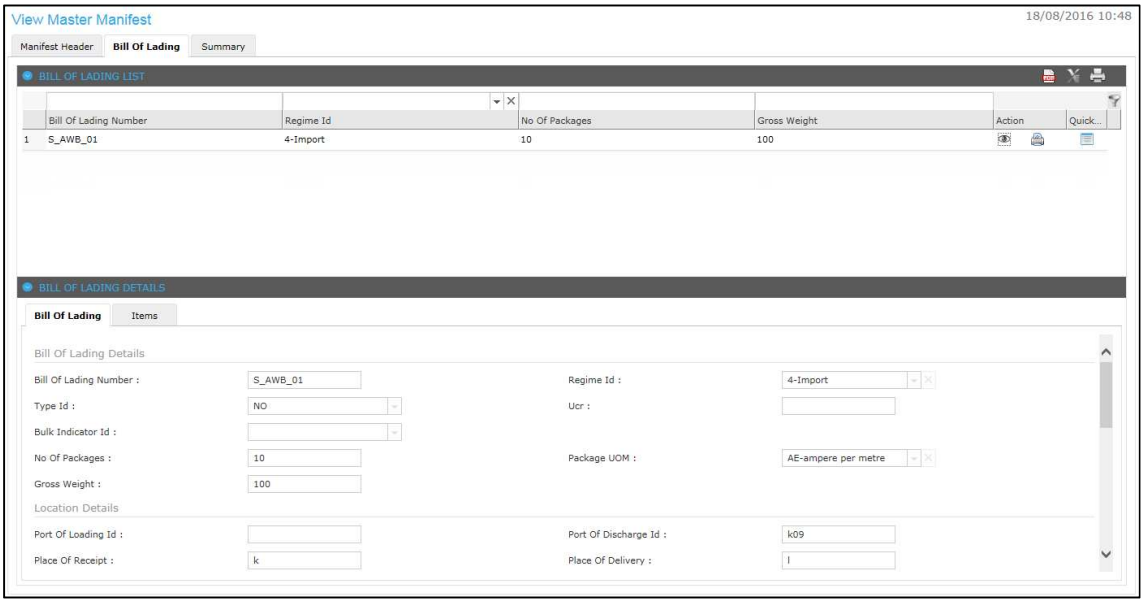
3. Click **Bill of Lading** tab to view the bill of lading details.



Bill of Lading Tab Page

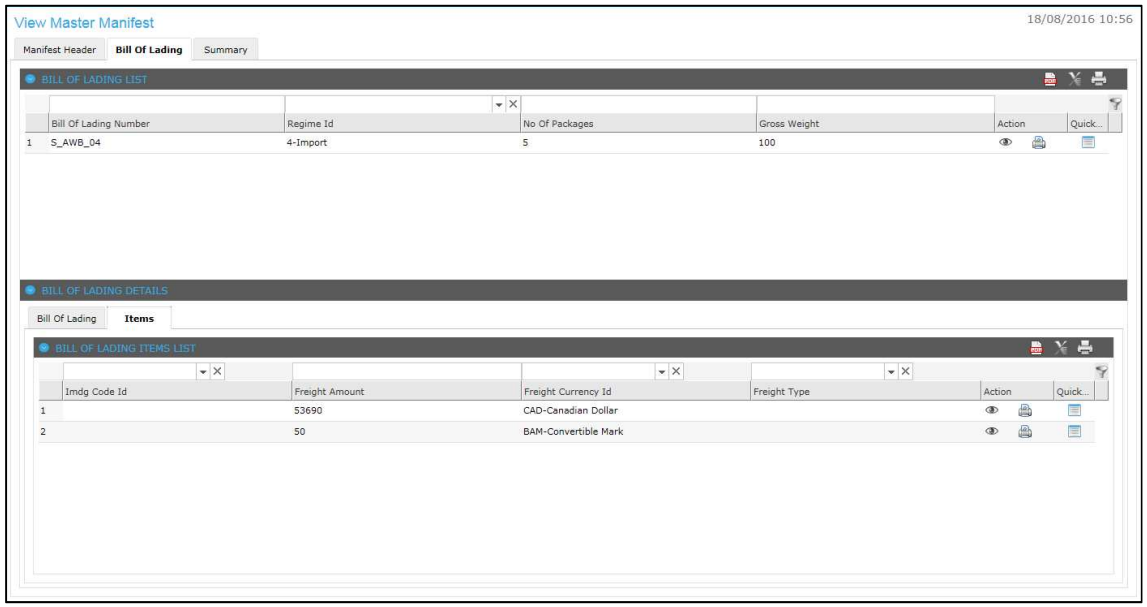
4. Click the  icon of the bill of lading item that you wish to view. The bill of lading details page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Details Page

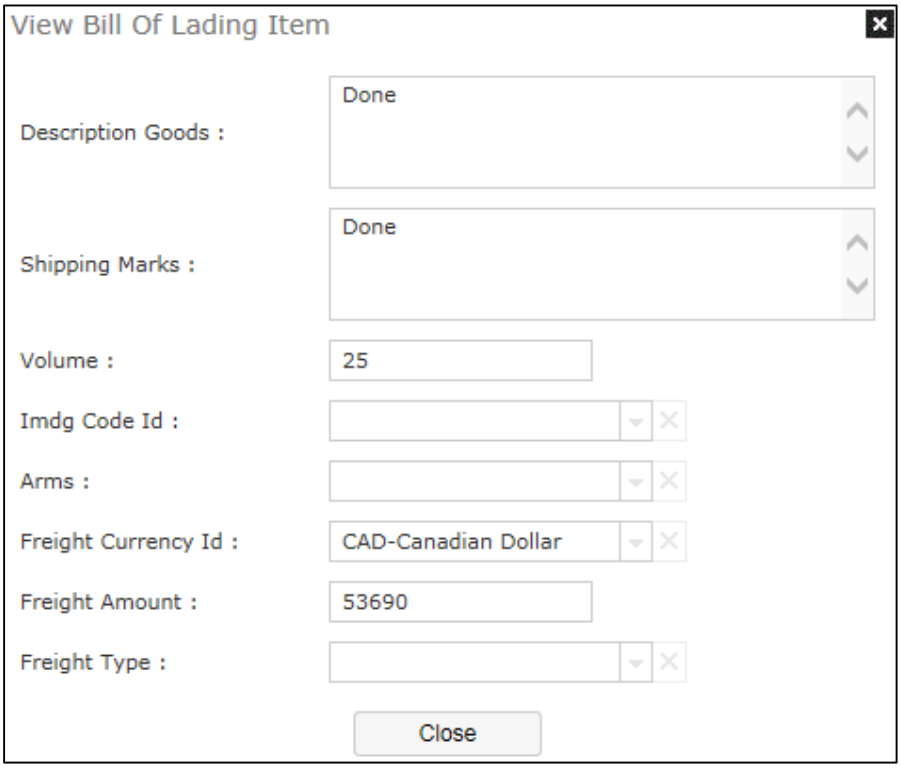
5. Click **Close** button to close the bill of lading details.
6. Click **Items Details** tab to view the item details.



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.

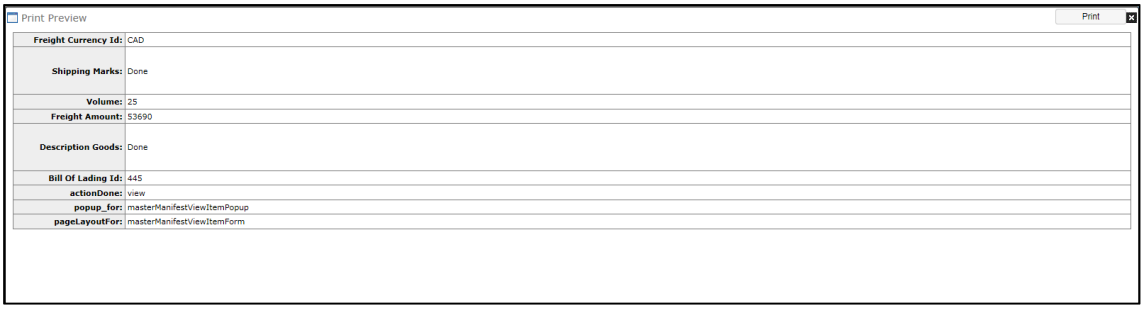
© CrimsonLogic Pte Ltd



Bill of Lading Details Page

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

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

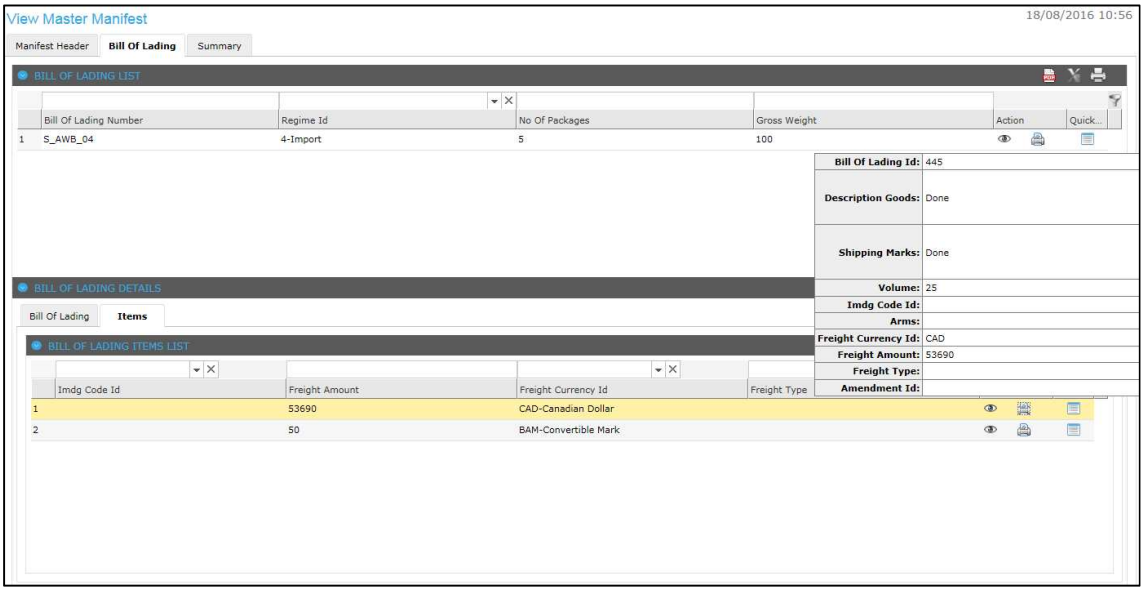


Print Preview Page

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

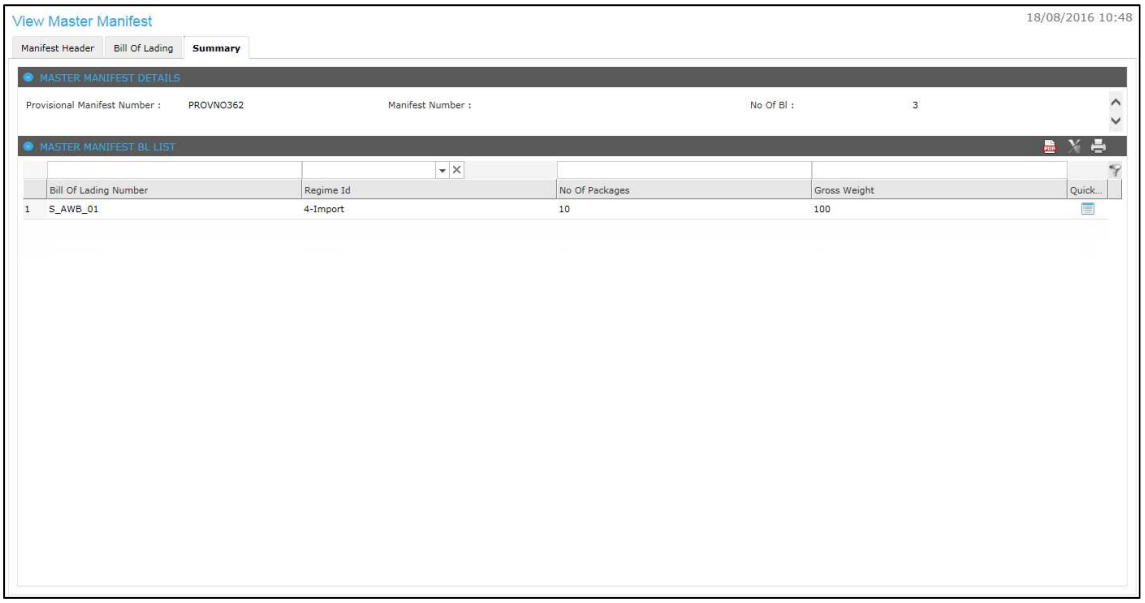
11. Click the  icon to quick view the bill of lading items. The bill of lading details page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Item Quick View Page

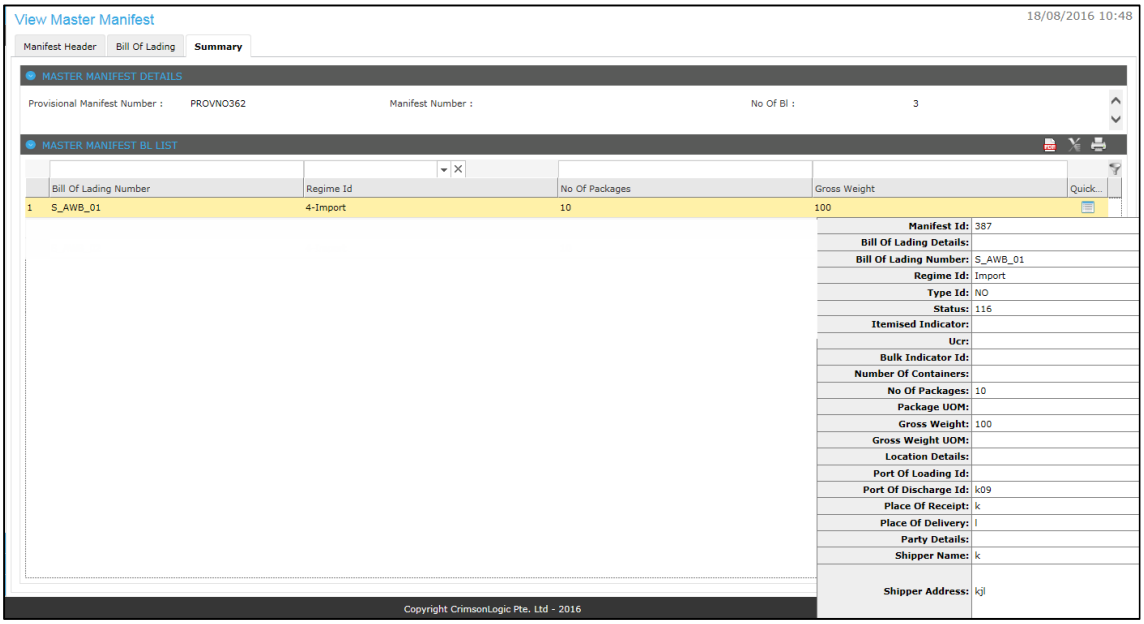
12. Click **Summary** tab to view the master manifest summary details. The Summary details page will be displayed.



Summary Tab page

13. Click the  icon. The Summary Master Manifest Quick View Page will be displayed.

© CrimsonLogic Pte Ltd



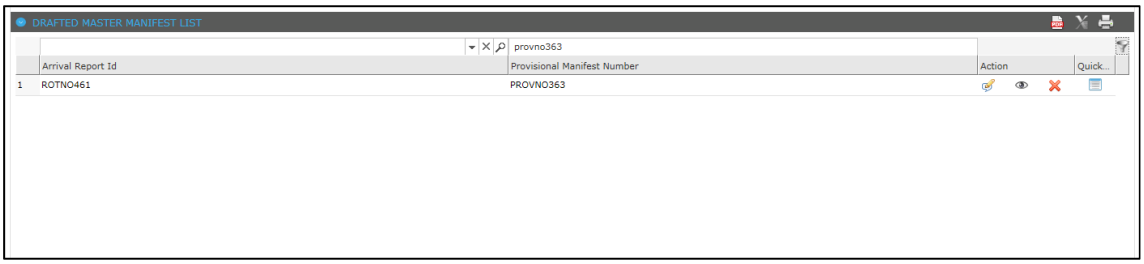
Summary Master Manifest Quick View Details Page

Quick View Draft Master Manifest Details

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

To quick view the draft master manifest details:

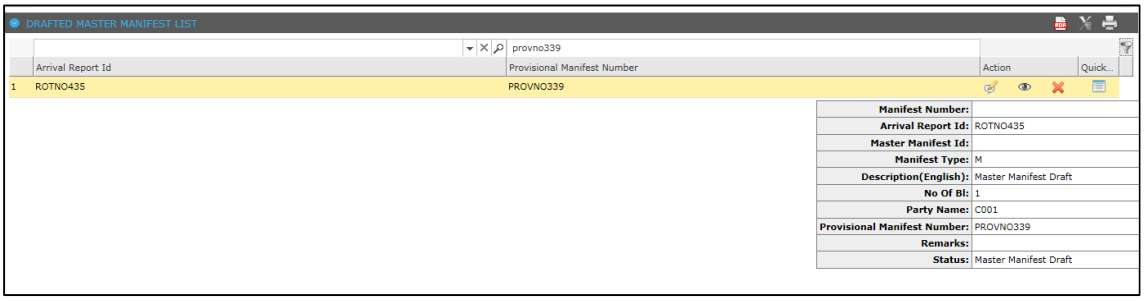
1. Perform a search with master manifest whose status is **Draft**. The Master Manifest Draft Search Results page will be displayed.



Master Manifest Draft Search Results Page

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

© CrimsonLogic Pte Ltd



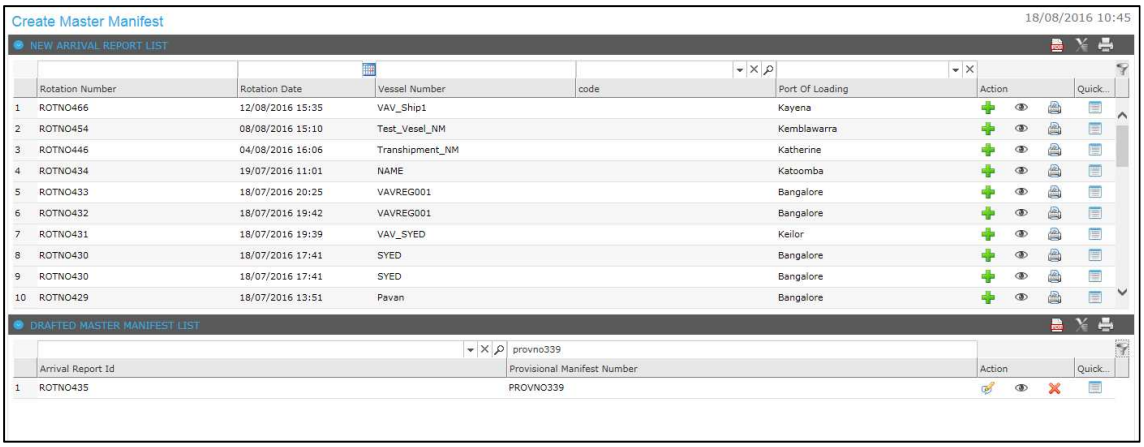
Draft Master Manifest Quick View Details Page

Delete Master Manifest Details

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

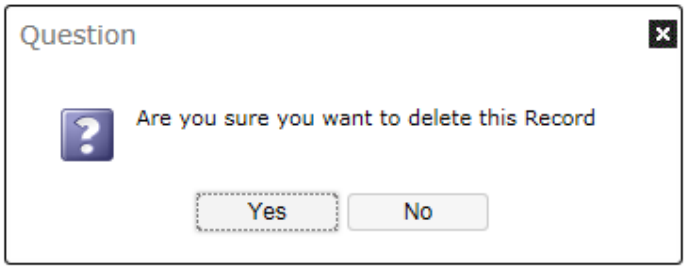
To delete a master manifest:

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



Master Manifest Draft Search Results Page

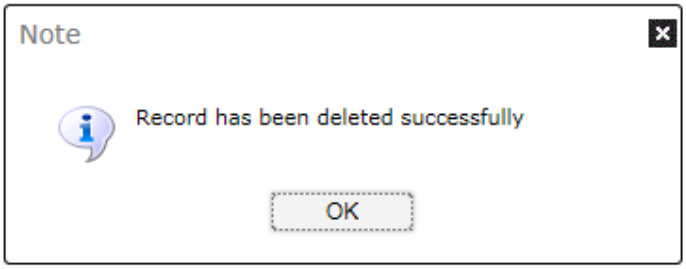
2. Click the  icon to delete the master manifest details. The Delete Confirmation message will be displayed.



Delete Confirmation Message

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

© CrimsonLogic Pte Ltd



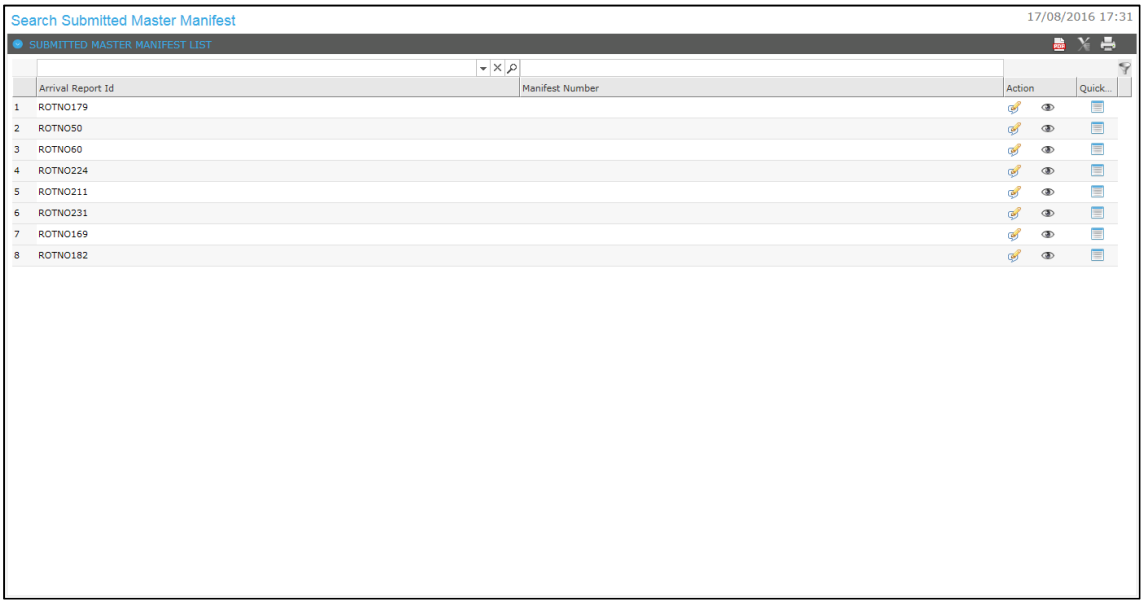
Record Deleted Successfully Message

Searching and Approving Master Manifest Submission Details

The function allows you to search for, view, edit, and quick view and approve the submitted master manifest details in the TFB system.

To search for and approve submitted master manifest:

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



Search Submitted Master Manifest Page

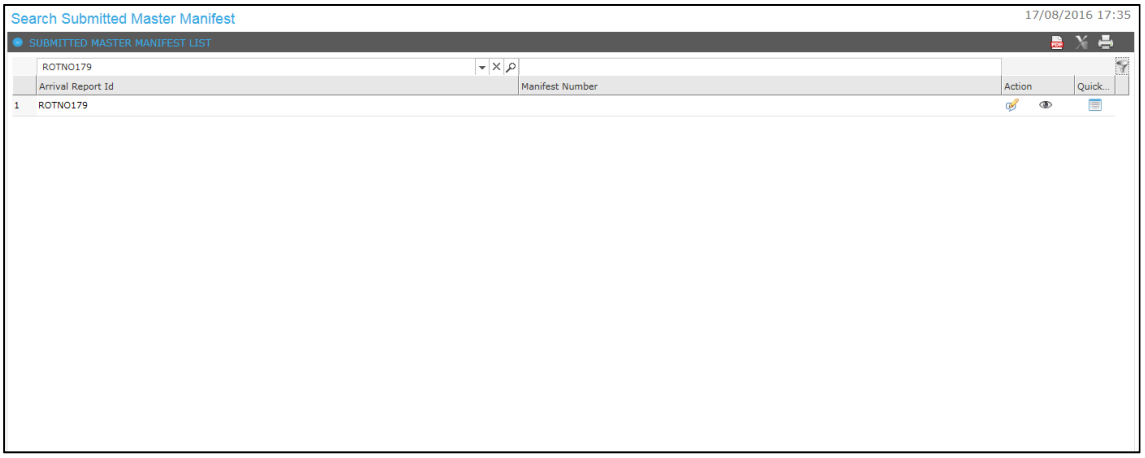
Following are the field and button descriptions of the **Search Submitted Master Manifest** page.

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.

© CrimsonLogic Pte Ltd

- 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

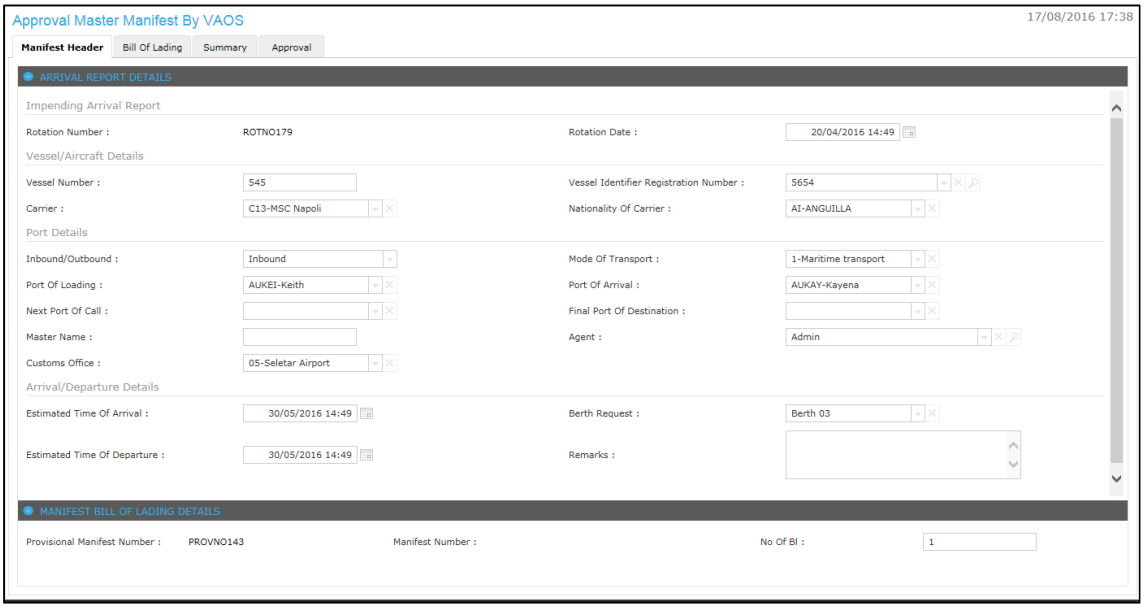
View Submitted Master Manifest Details

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

To view the submitted master manifest details:

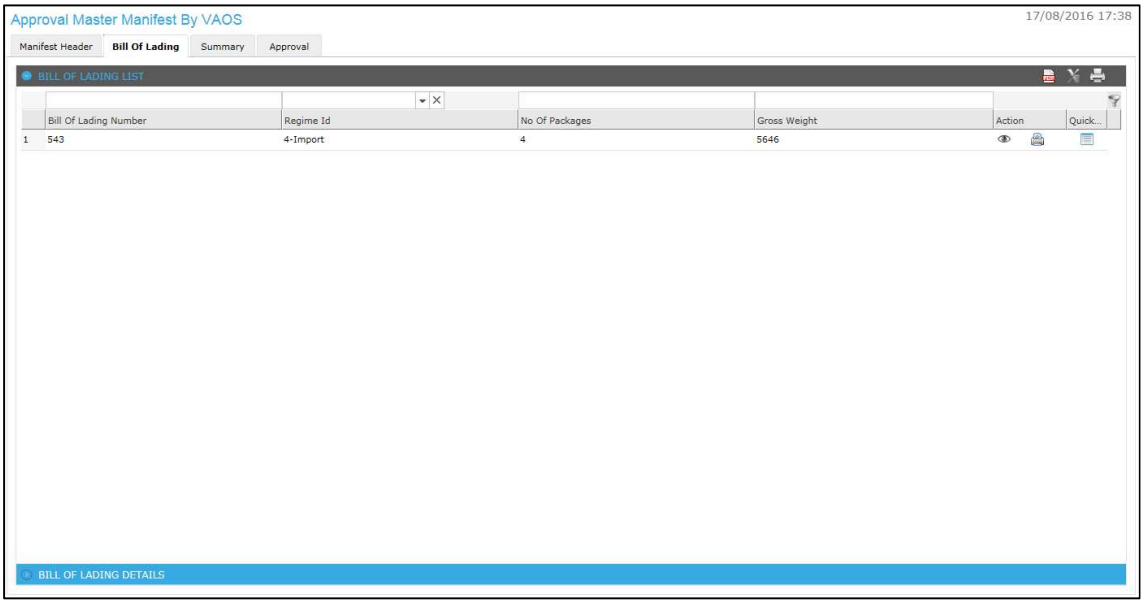
1. From the search results, click the  icon. The View Approve Master Manifest Details Page will be displayed.

© CrimsonLogic Pte Ltd



View Approve Master Manifest Header Tab Page

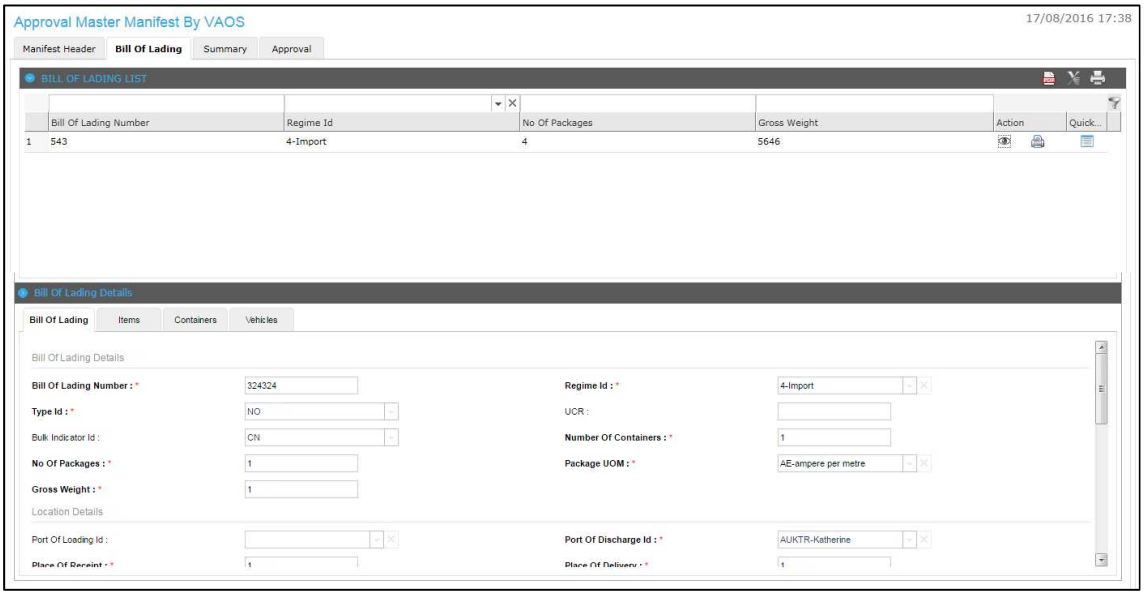
2. Click **Bill of Lading** tab to view the bill of lading details.



Bill of Lading Tab Page

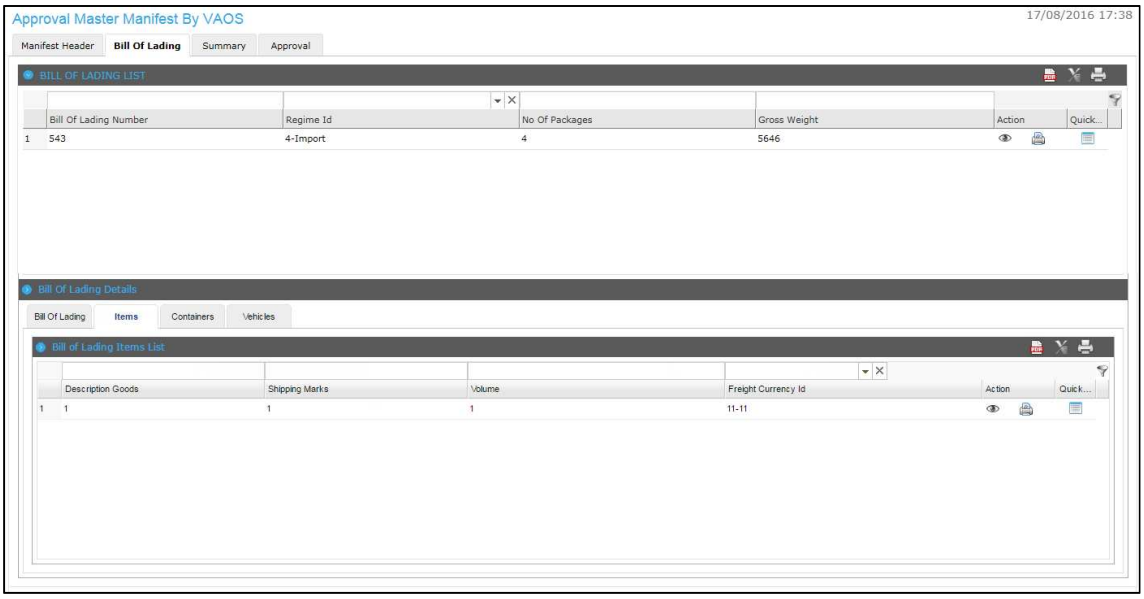
3. Click the  icon to view the bill of lading details.

© CrimsonLogic Pte Ltd



Bill of Lading Details Page

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

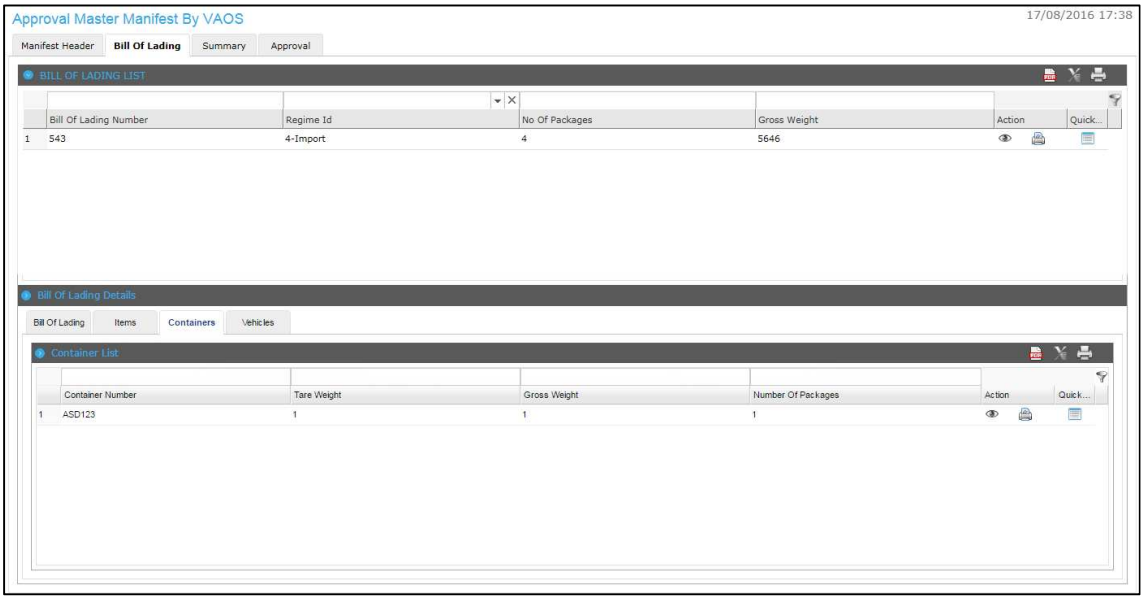


Item Details Page

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

5. Click the **Container** tab. The Bill of lading container details page will be displayed.

© CrimsonLogic Pte Ltd



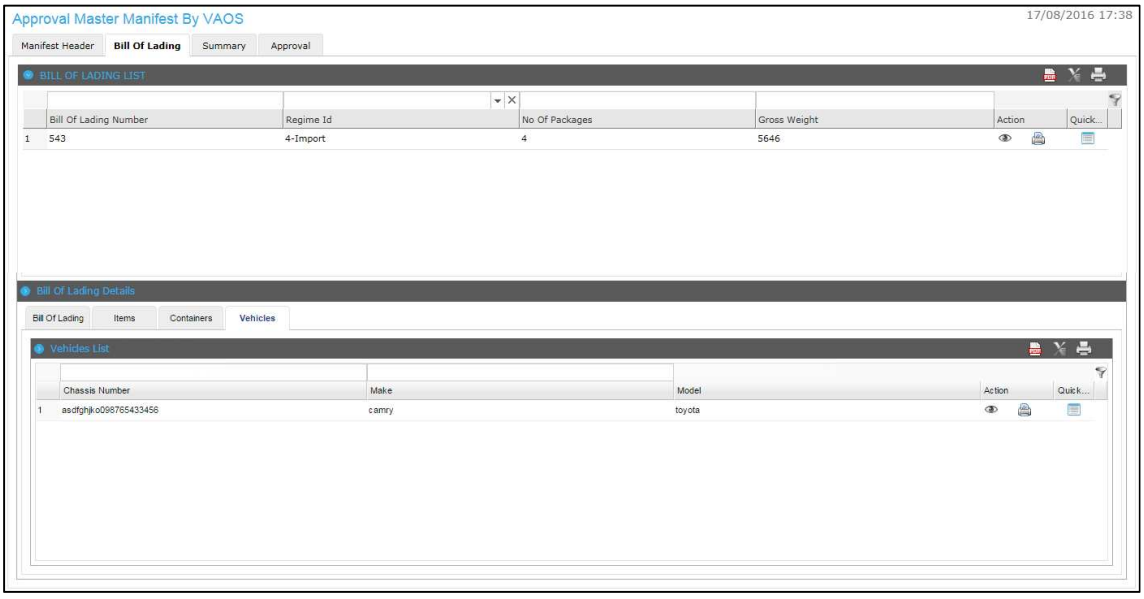
Container Details Page

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

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

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

6. Click the **Vehicles** tab. The Bill of lading vehicle details page will be displayed.



Vehicle Details Page

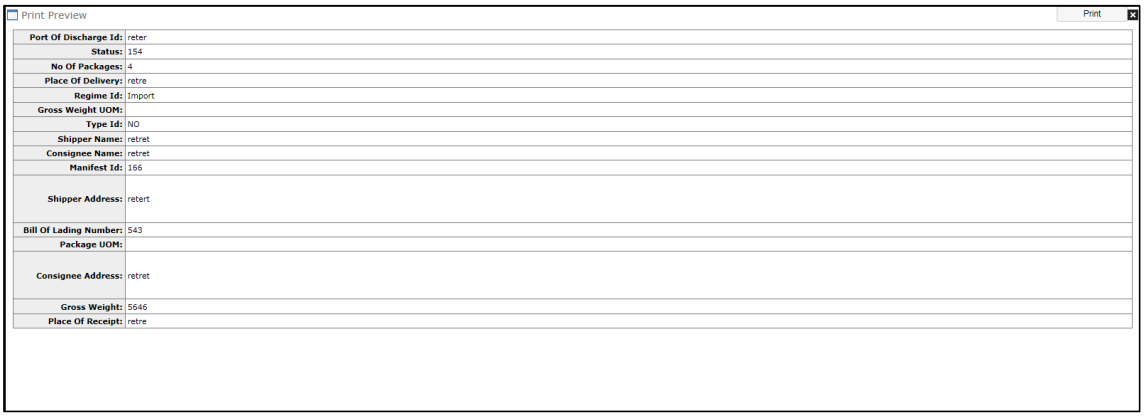
Click the **View** icon to view the bill of lading vehicle details.

© CrimsonLogic Pte Ltd

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

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

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



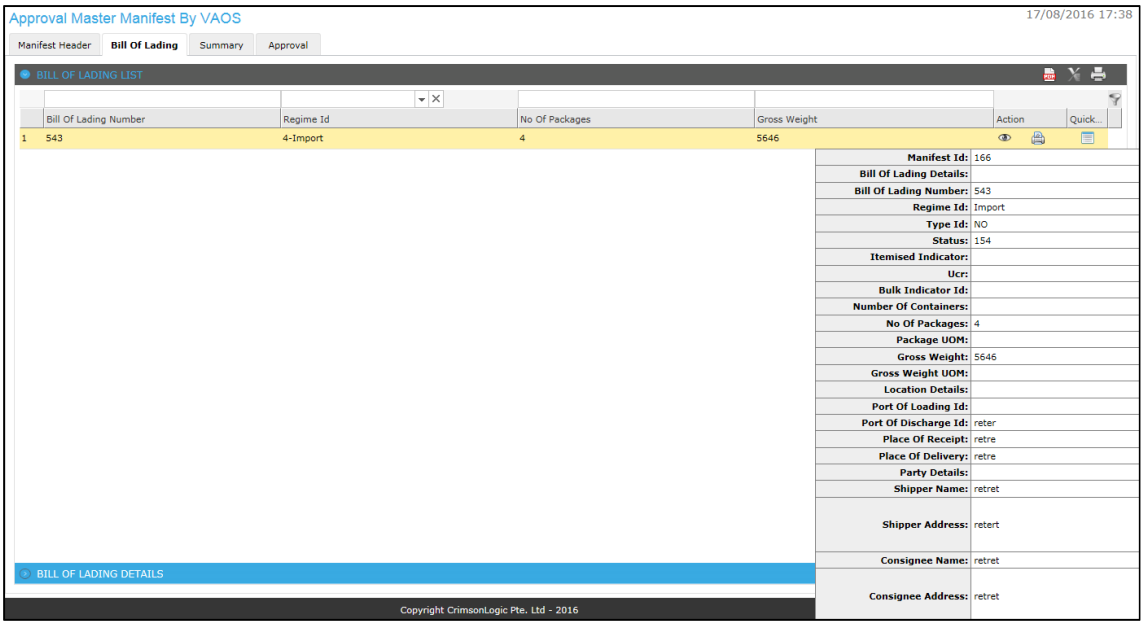
Bill of lading Print Prview Details Page

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.

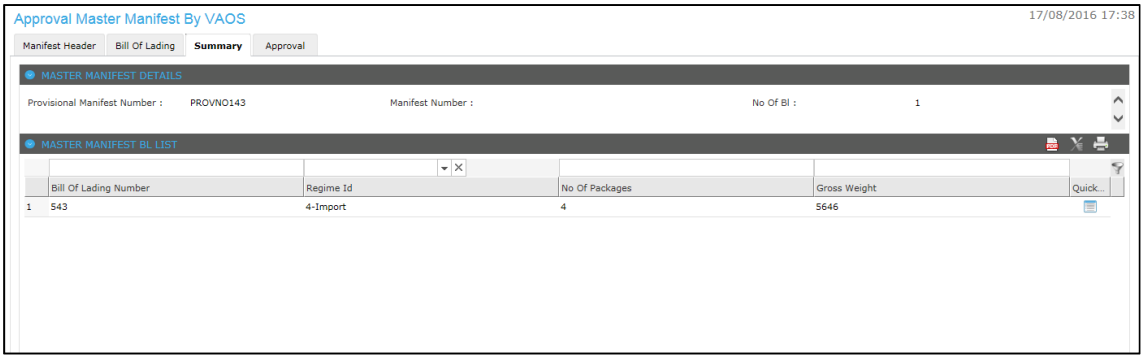
8. Click the  icon to quick view the billl of lading details.



Bill of Lading Quick View Page

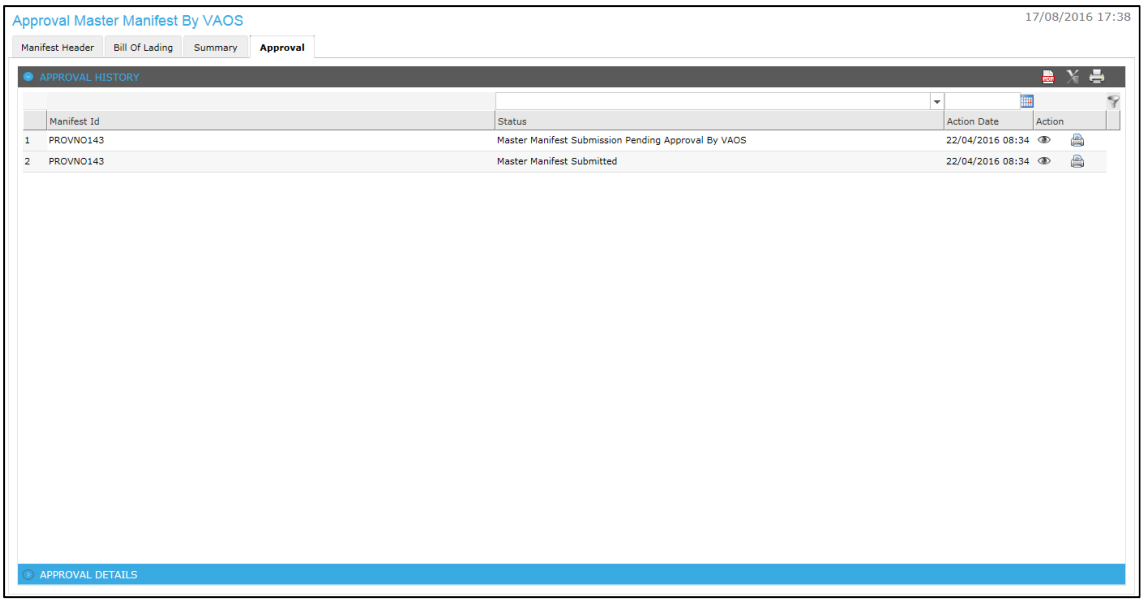
© CrimsonLogic Pte Ltd

9. In the Approve Master Manifest page, click **Summary** tab to view the master manifest summary details.



Summary Tab page

10. Click **Approval** tab to view the submitted master manifest approval details.



Submitted Master Manifest Approval Tab Page

11. Click the  icon to view the approval details.

12. Click the  icon to print the approval details.

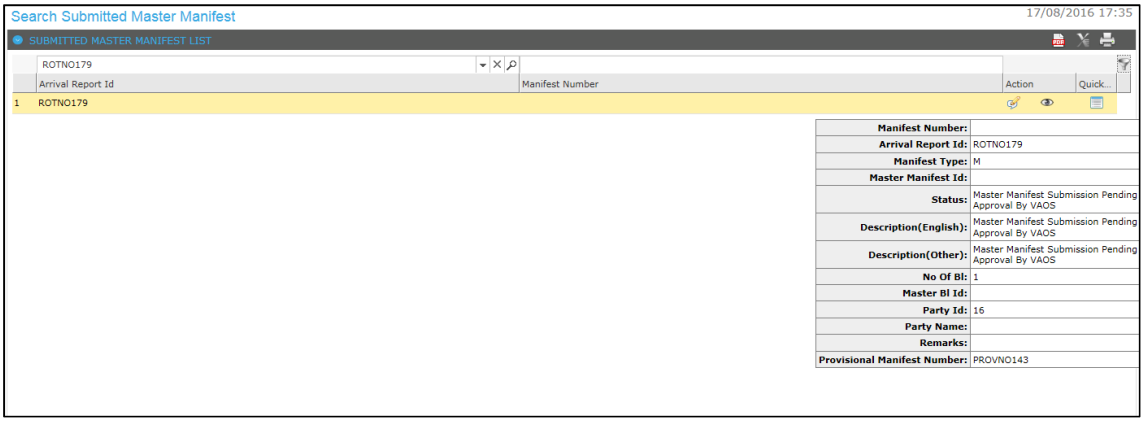
© CrimsonLogic Pte Ltd

Quick View Submitted Master Manifest Details

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

To quick view the submitted master manifest details:

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



Submitted Master Manifest Quick View Details Page

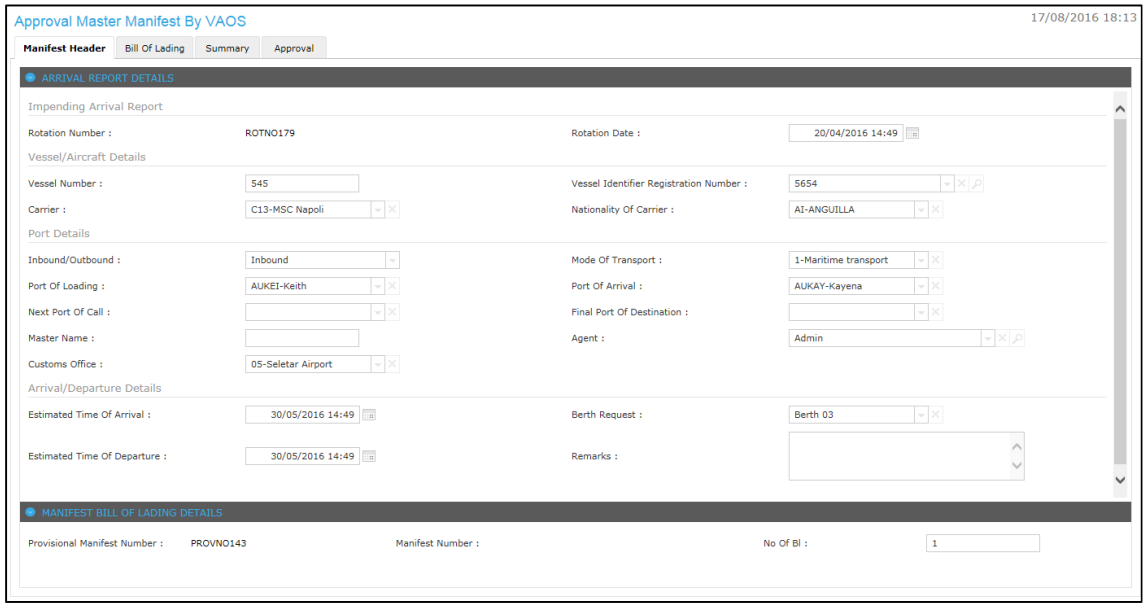
Approve Submitted Master Manifest Details

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

To approve the submitted master manifest details:

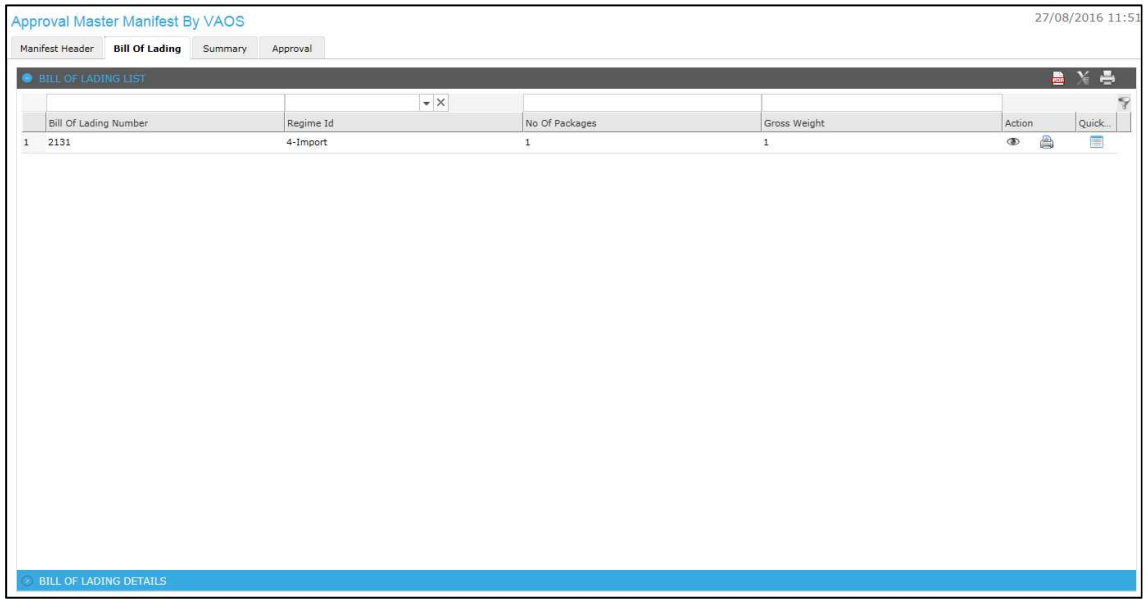
1. From the search results, click the  icon. The Manifest Header Details Page will be displayed.

© CrimsonLogic Pte Ltd



Manifest Header Details Page

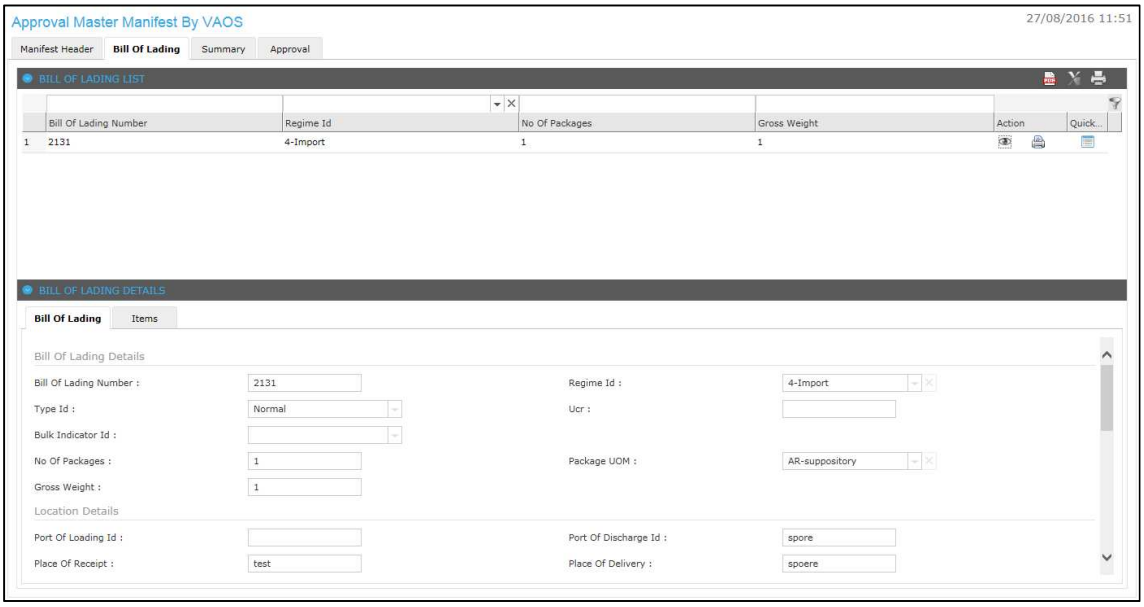
2. Click **Bill of Lading** tab.The Bill of Lading tab page will be displayed.



Bill of Lading Tab Page

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

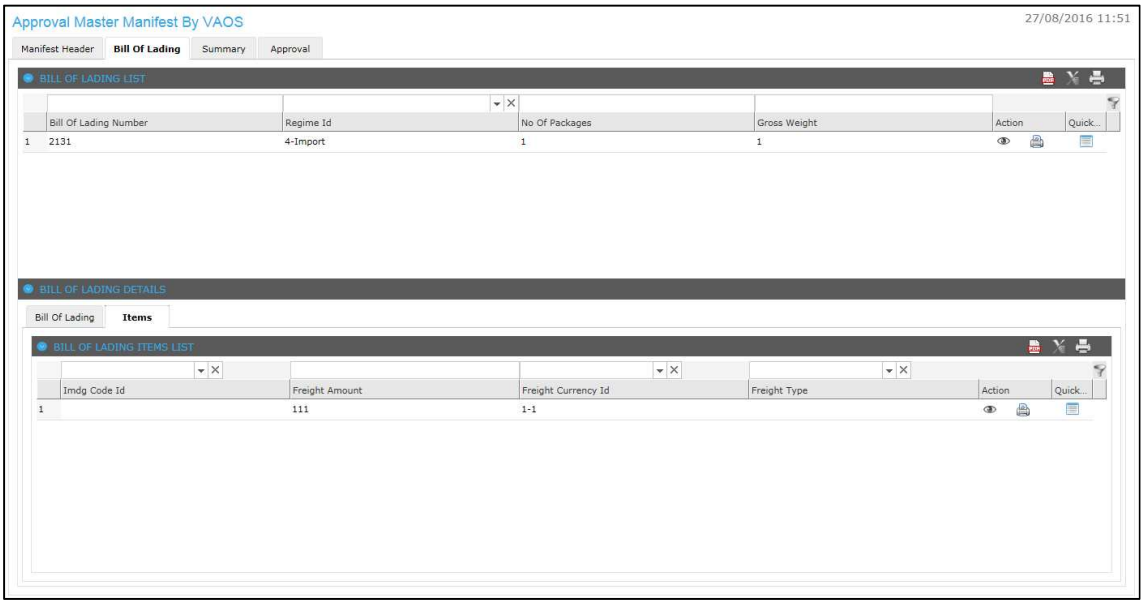
© CrimsonLogic Pte Ltd



View Bill of Lading Details Page

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

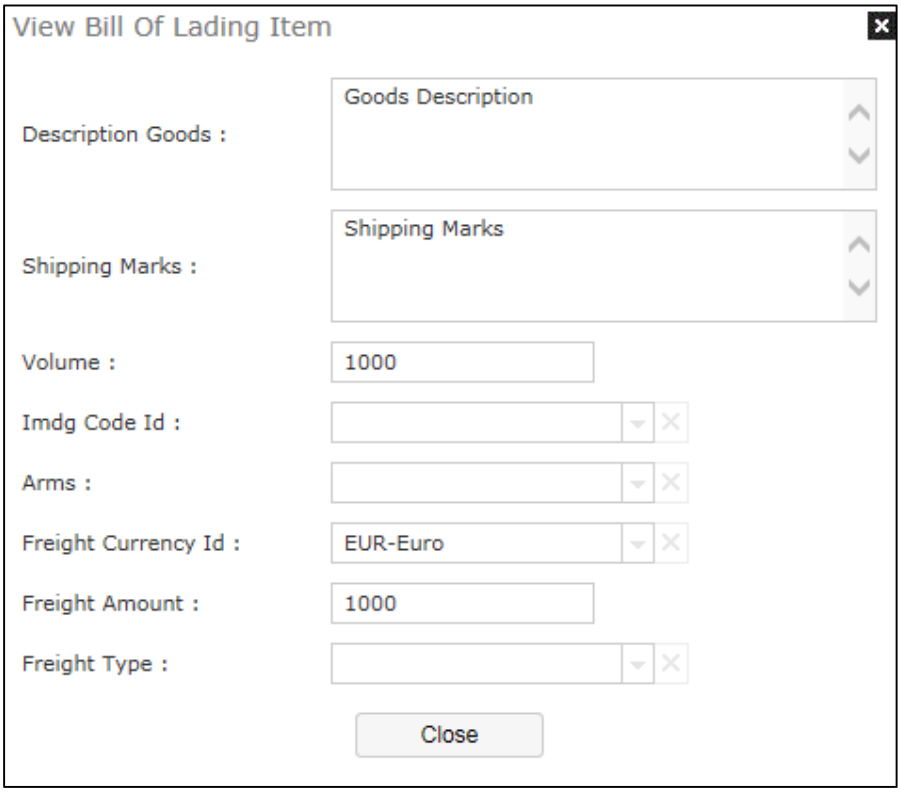
5. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



Bill of Lading Item Details page

6. Click the  icon to view the item details.

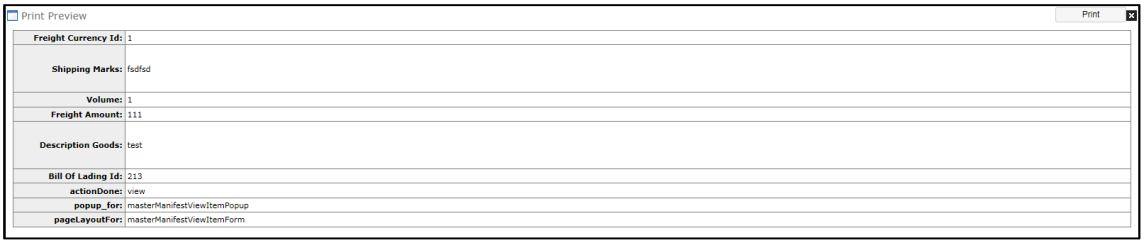
© CrimsonLogic Pte Ltd



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.

© CrimsonLogic Pte Ltd



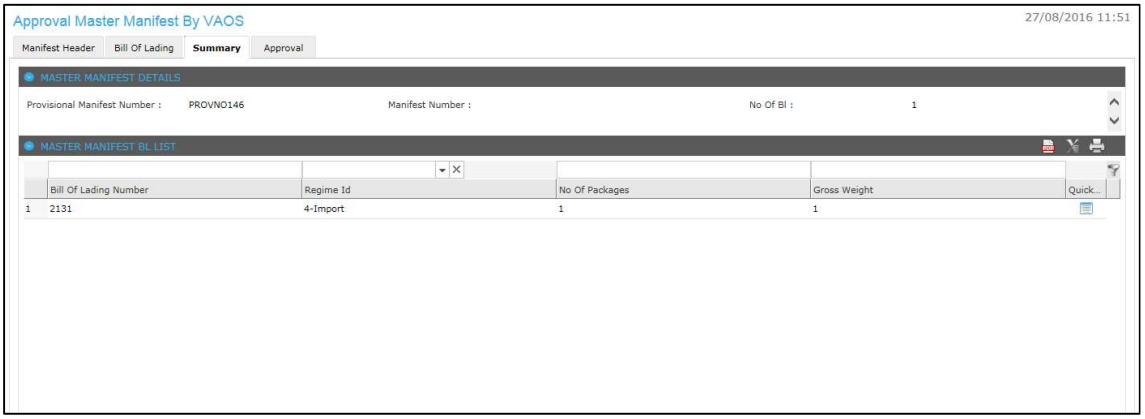
Bill of Lading Quick View Tab Page

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.

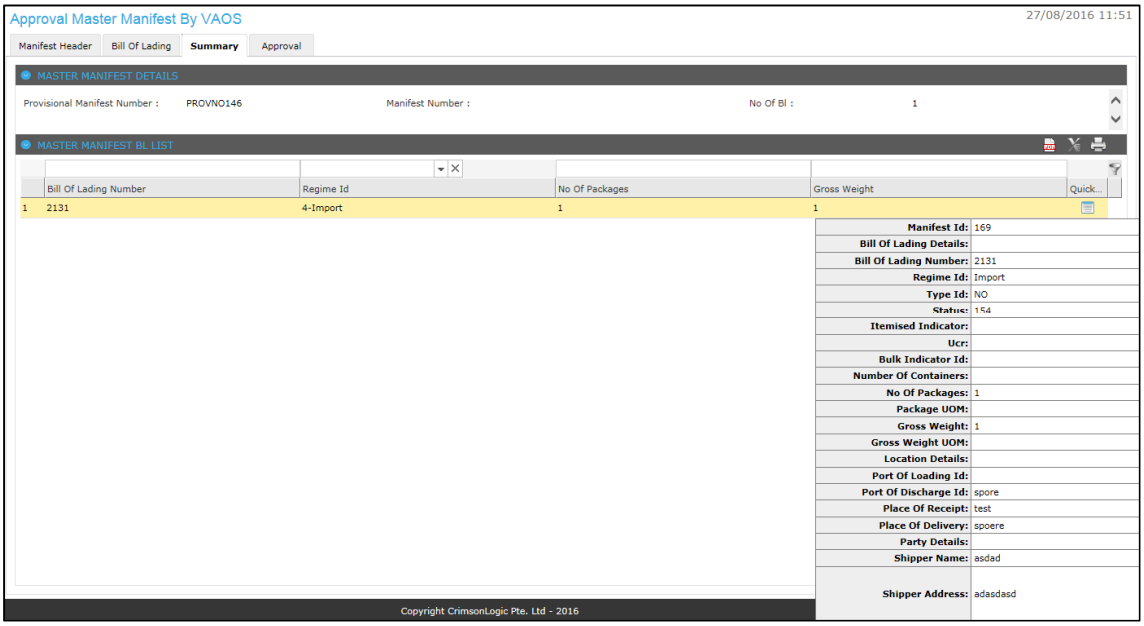
11. In the Submitted Master Manifest page, click **Summary** tab. The Summary Details page will be displayed.



Summary Tab Page

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

© CrimsonLogic Pte Ltd



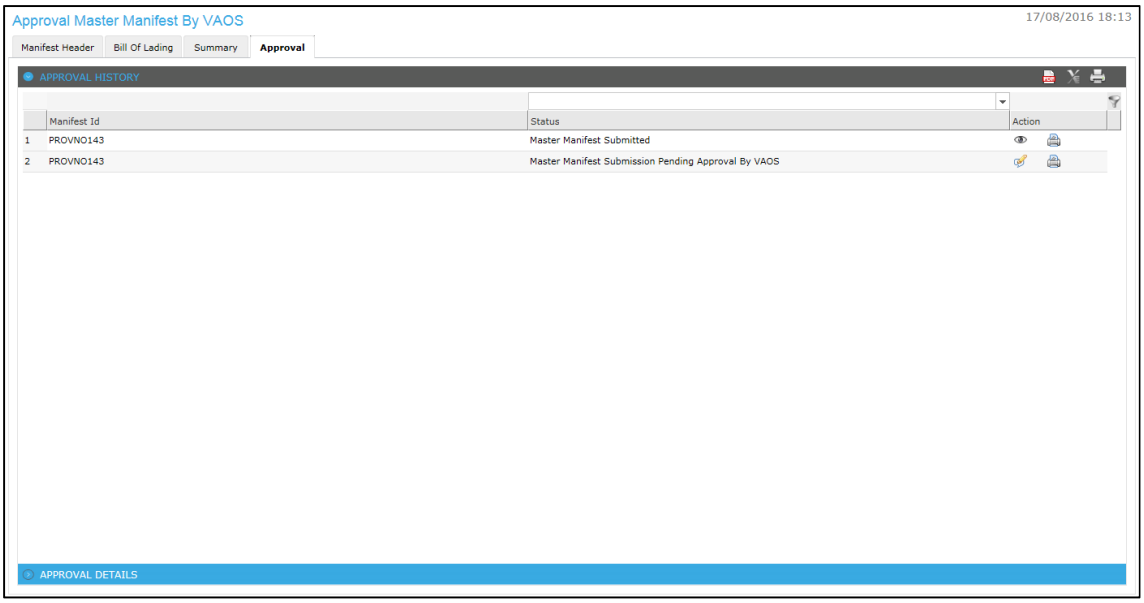
Quick View Summary Details page

Click the **Excel sheet** icon to download the master manifest BL details as an excel sheet.

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

Click the **Print** button to print the master manifest BL details.

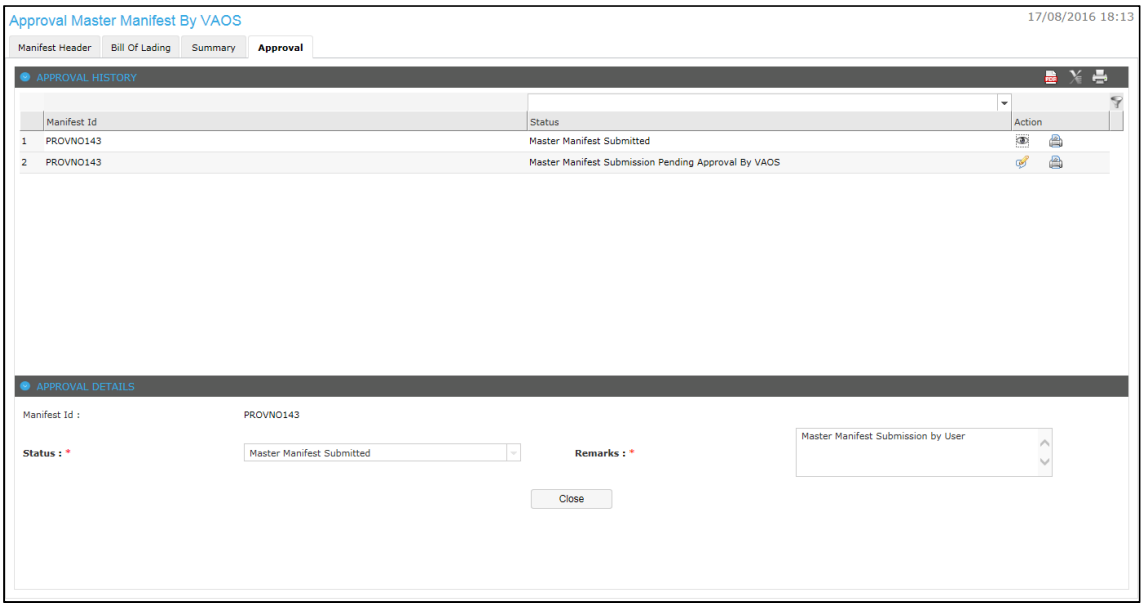
13. Click **Approval** tab to view the submitted master manifest approval details.



Approval Tab Page

© CrimsonLogic Pte Ltd

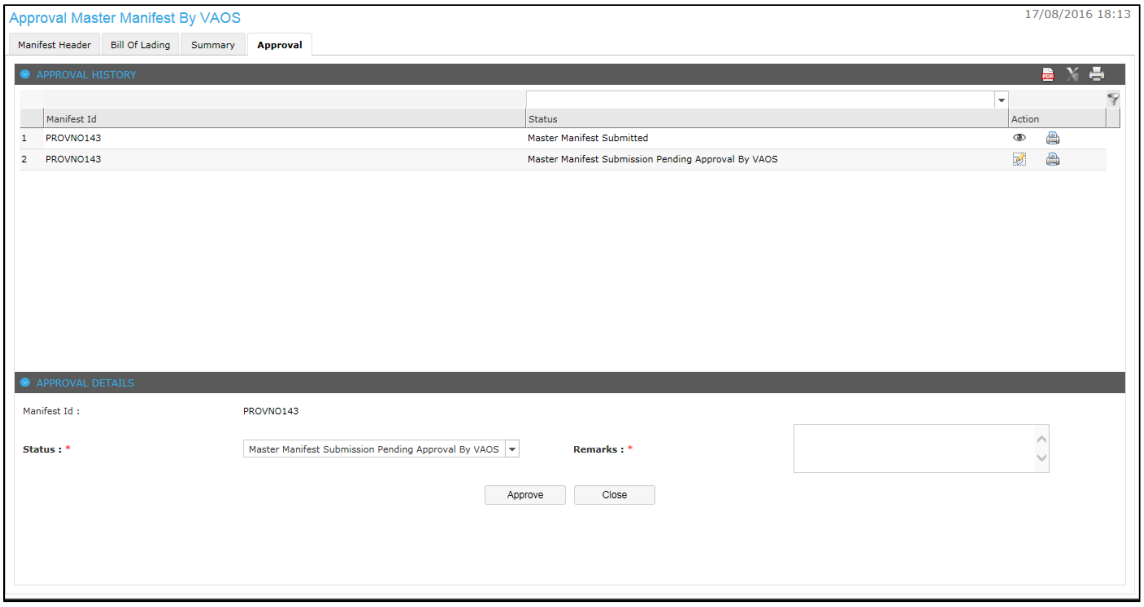
14. Click the  view icon to view the approval details. The Approval View Details page will be displayed.



View Approval Details Page

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

16. Click the  button to approve the submitted master 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.

© CrimsonLogic Pte Ltd

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



Records Saved Successfully Message

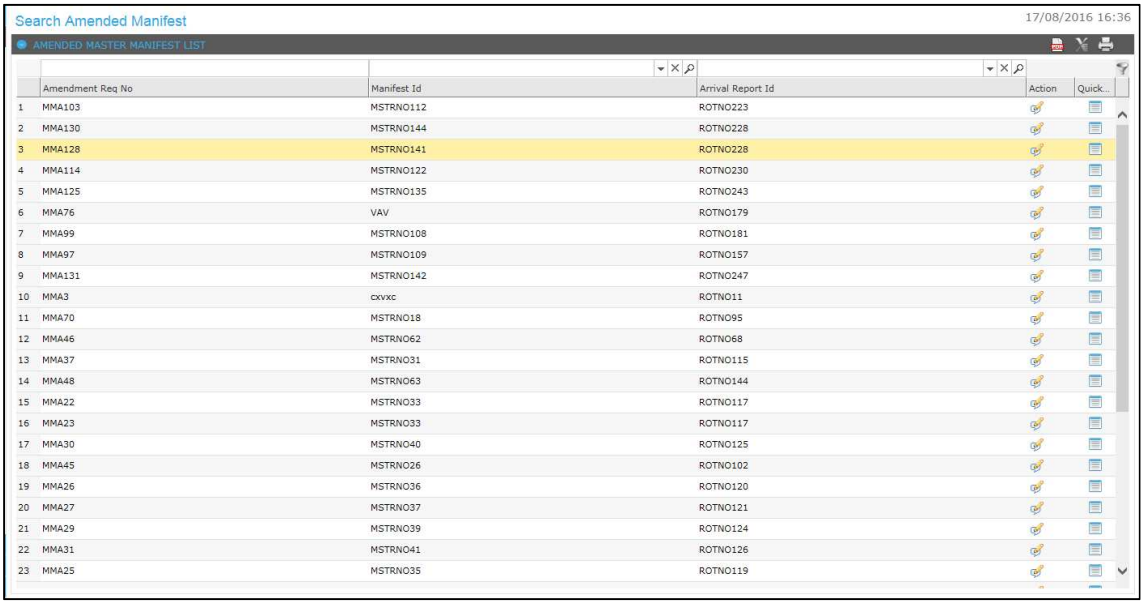
19. Click **OK** button to close the confirmation message.

Searching and Approving Master Manifest Amendment Details

The function allows you to search for, view, edit, and overview and approve the amended master manifest details in the TFB system.

To search for and approve amended master manifest:

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



Search Amended Master Manifest Page

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

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

© CrimsonLogic Pte Ltd

Field/Button description	Action/Input Required
Arrival Report ID	Enter the identification number of the arrival report of the manifest.
Manifest ID	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 of the following search criteria:
  - Amendment Request Number
  - 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

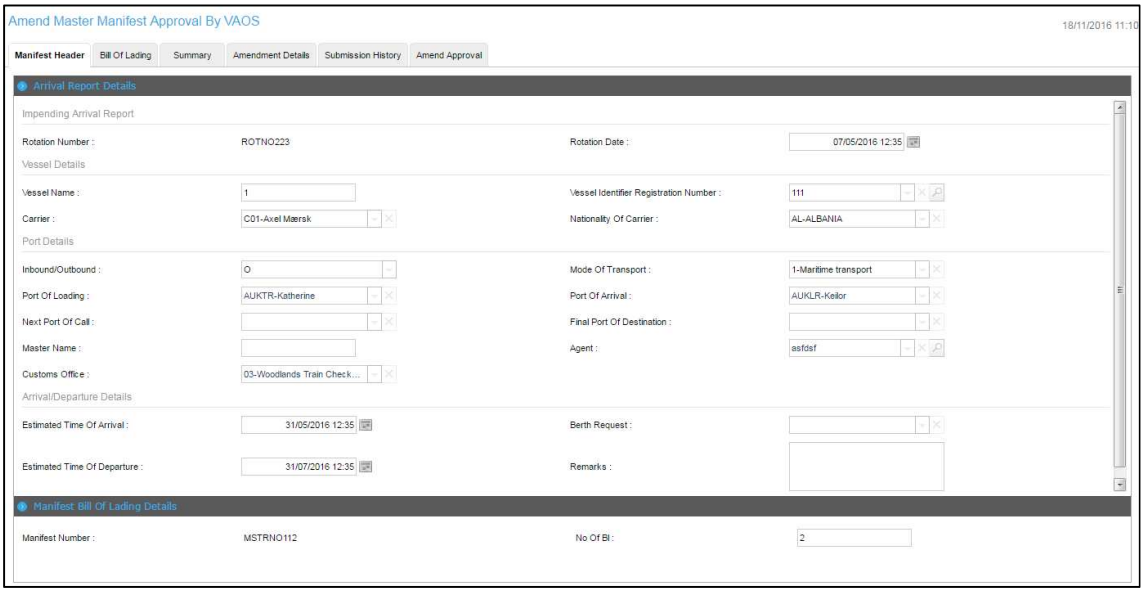
Approve Amended Master Manifest Details

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

To approve the amended master manifest details:

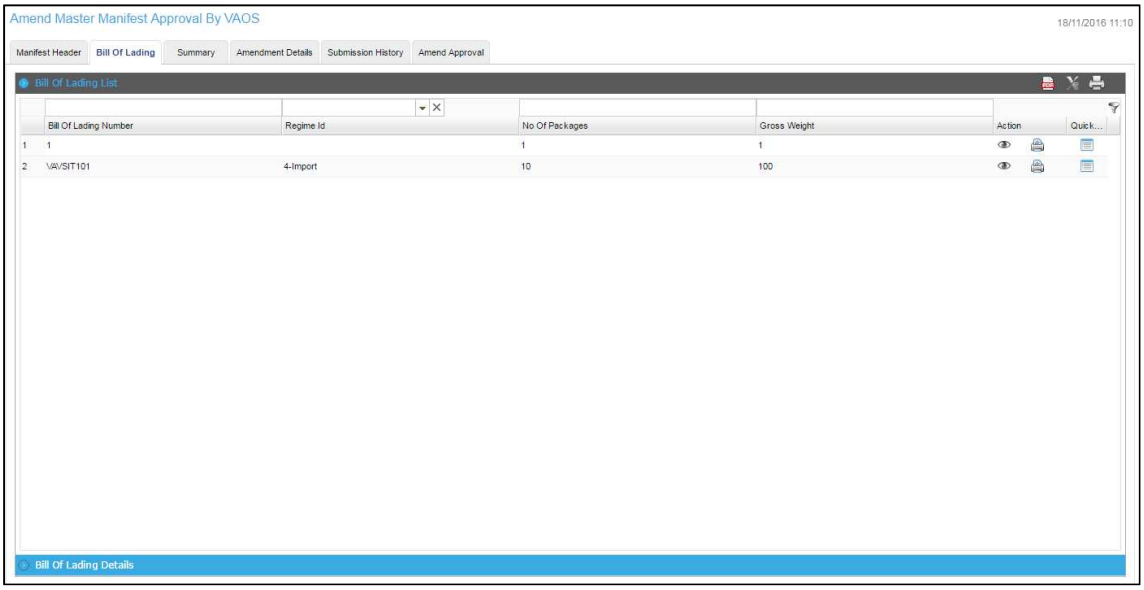
1. From the search results, click the  icon. The Manifest Header Details Page will be displayed.

© CrimsonLogic Pte Ltd



Manifest Header Details Page

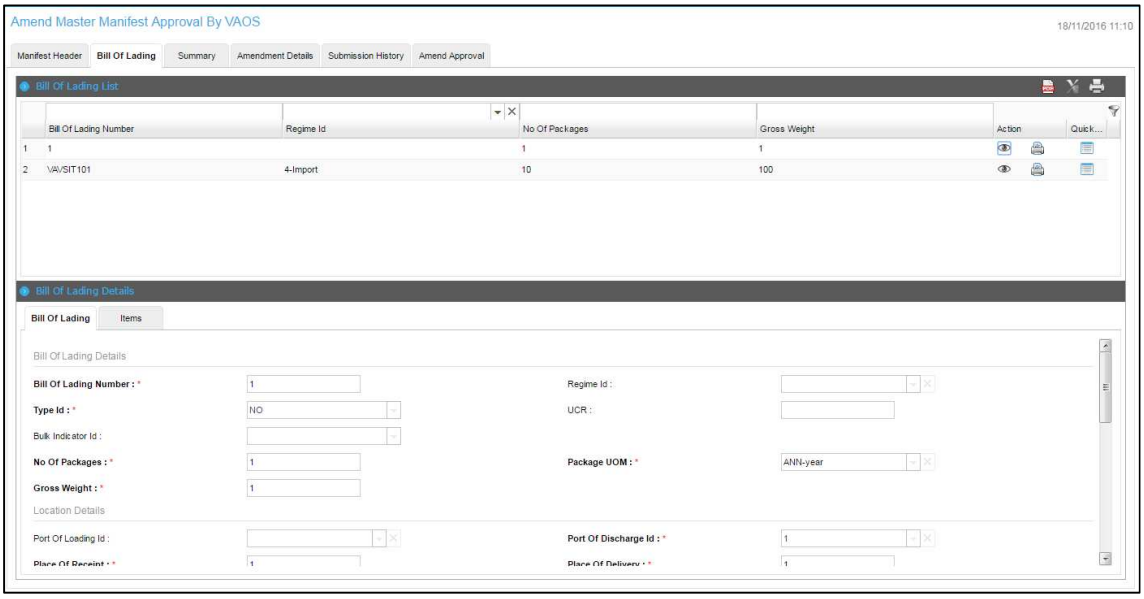
2. Click **Bill of Lading** tab.The Bill of Lading tab page will be displayed.



Bill of Lading Tab Page

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

© CrimsonLogic Pte Ltd

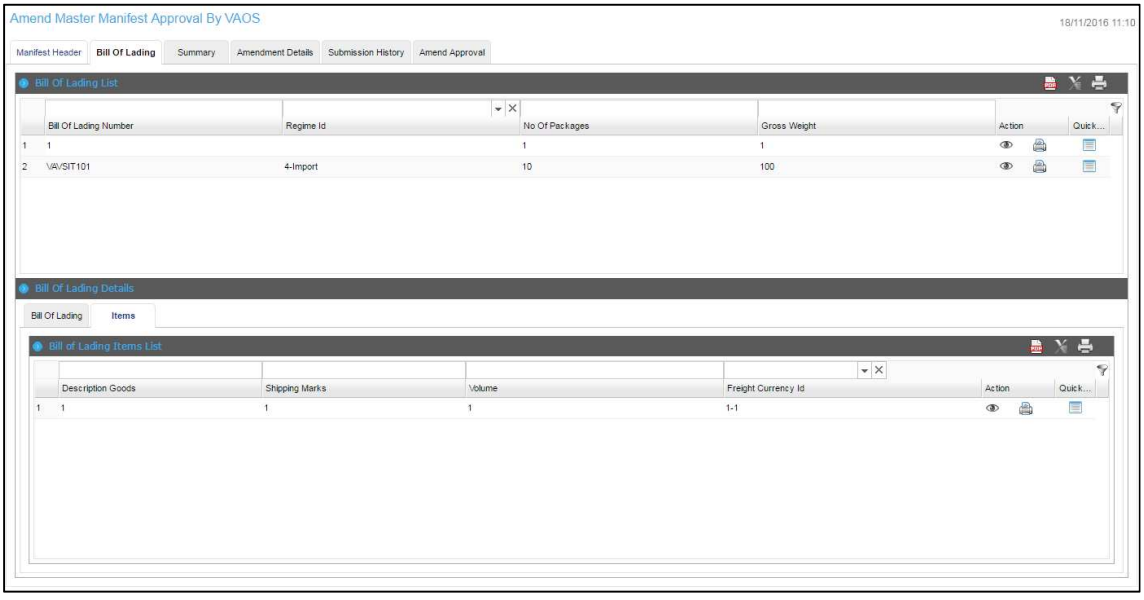


View Bill of Lading Details Page

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

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

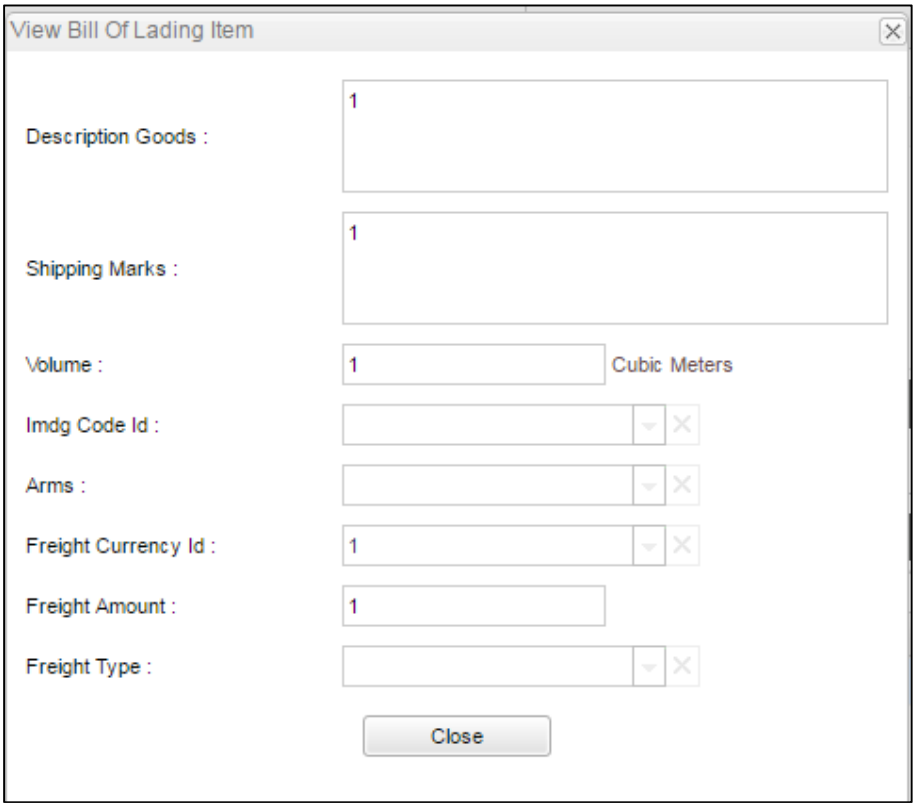
5. Click **Item** tab. The Bill of Lading Item Details page will be displayed.



Bill of Lading Item Details Page

6. Click the  icon to view the item details.

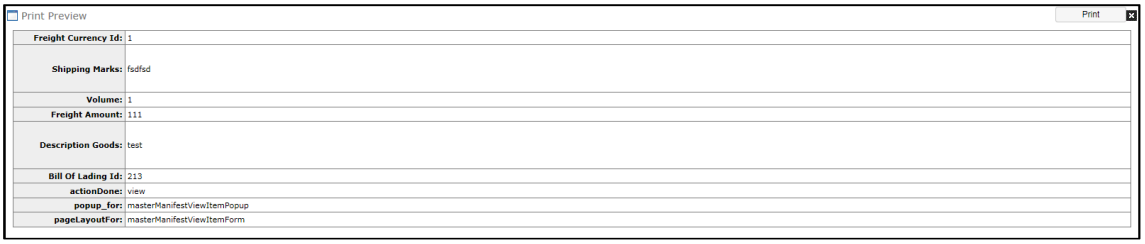
© CrimsonLogic Pte Ltd



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.

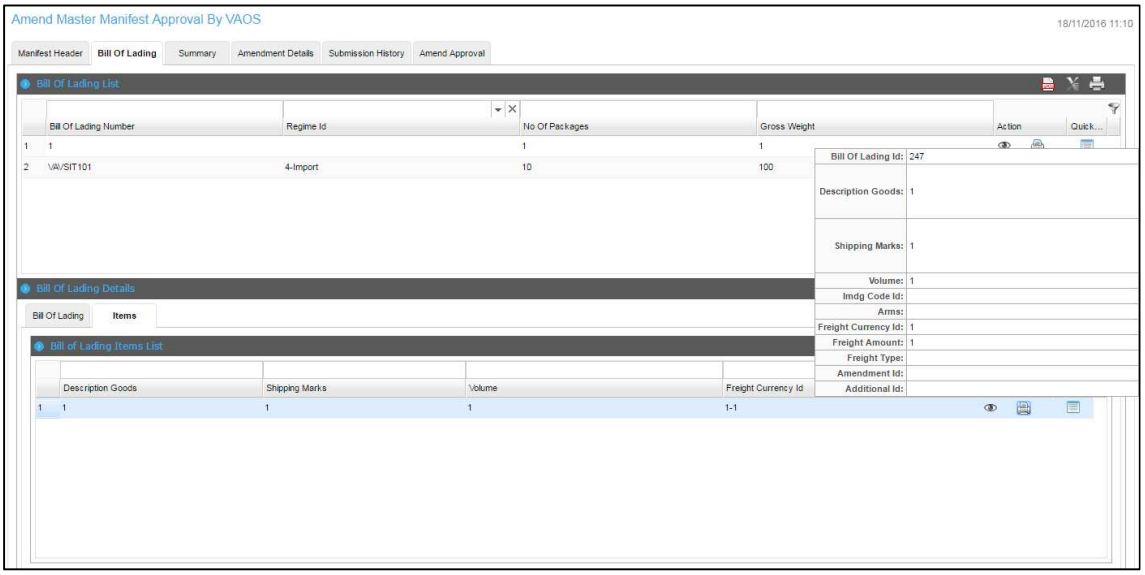


Print Preview Item Detail Page

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.

© CrimsonLogic Pte Ltd



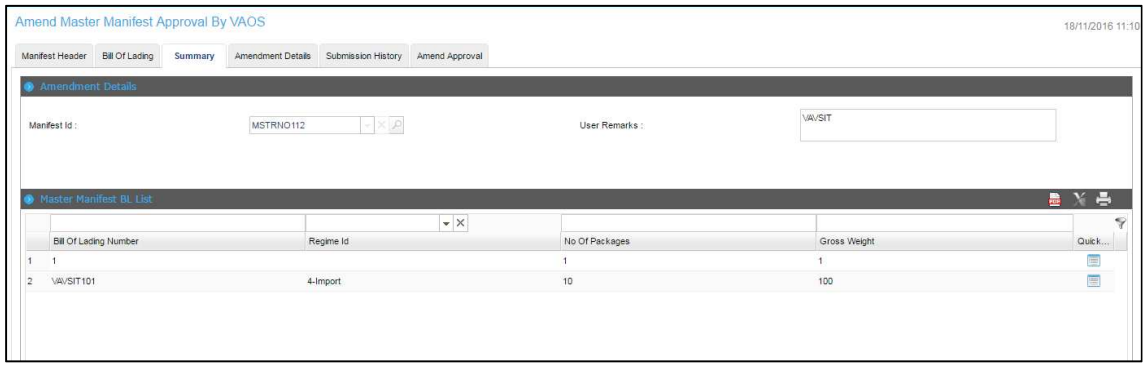
Bill of Lading Quick View Tab Page

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.

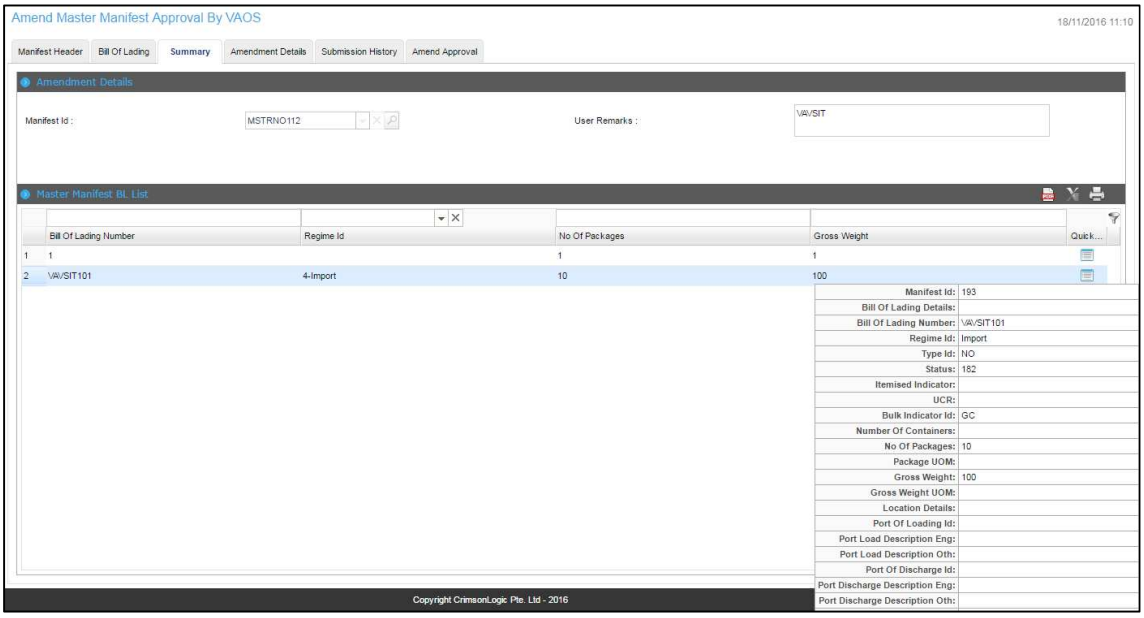
11. In the Amended Master Manifest page, click **Summary** tab. The Summary Details page will be displayed.



Summary Tab Page

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

© CrimsonLogic Pte Ltd



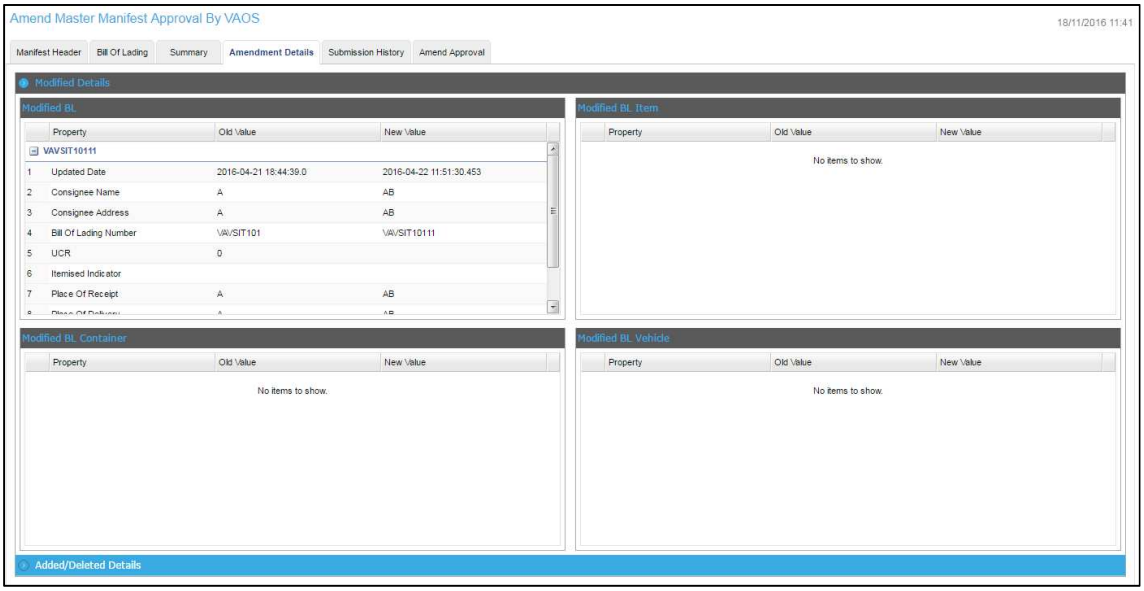
Quick View Summary Details page

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

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

Click the **Print** button to print the master manifest summary.

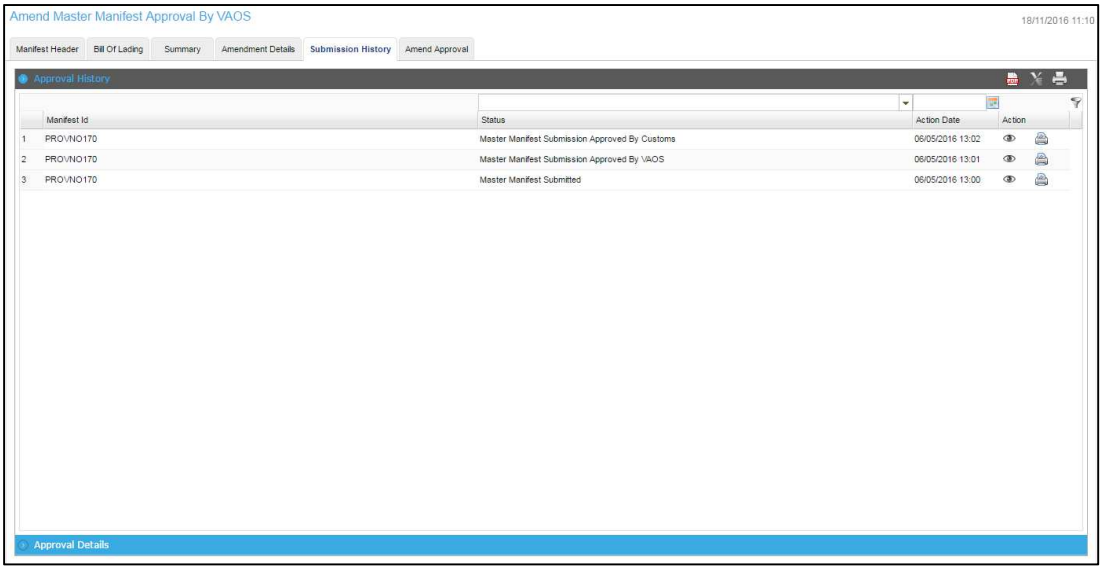
13. In the Amended Master Manifest page, click **Amendment Details** tab. The master manifest Amendment details page will be displayed.



Amendment Details Page

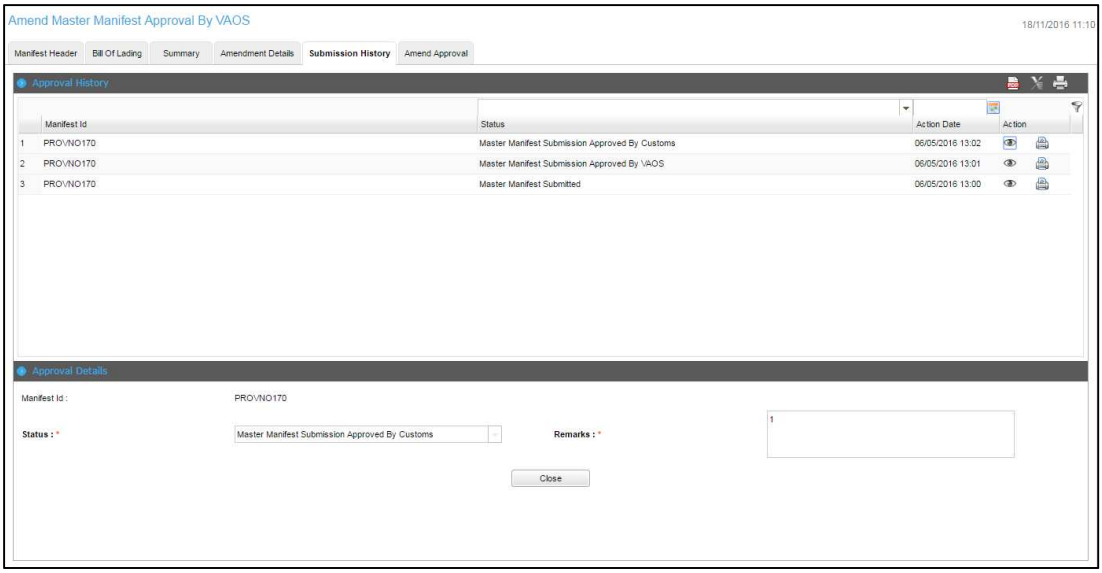
© CrimsonLogic Pte Ltd

14. In the Amended Master Manifest page, click **Submission History** tab. The master manifest Submission history details page will be displayed.



Submission History Tab Page

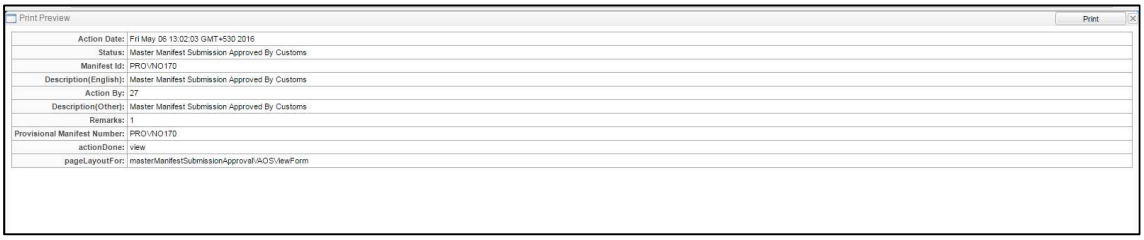
15. Click the  icon to view the submission approval details.



View Master Manifest Submission Approval Details page

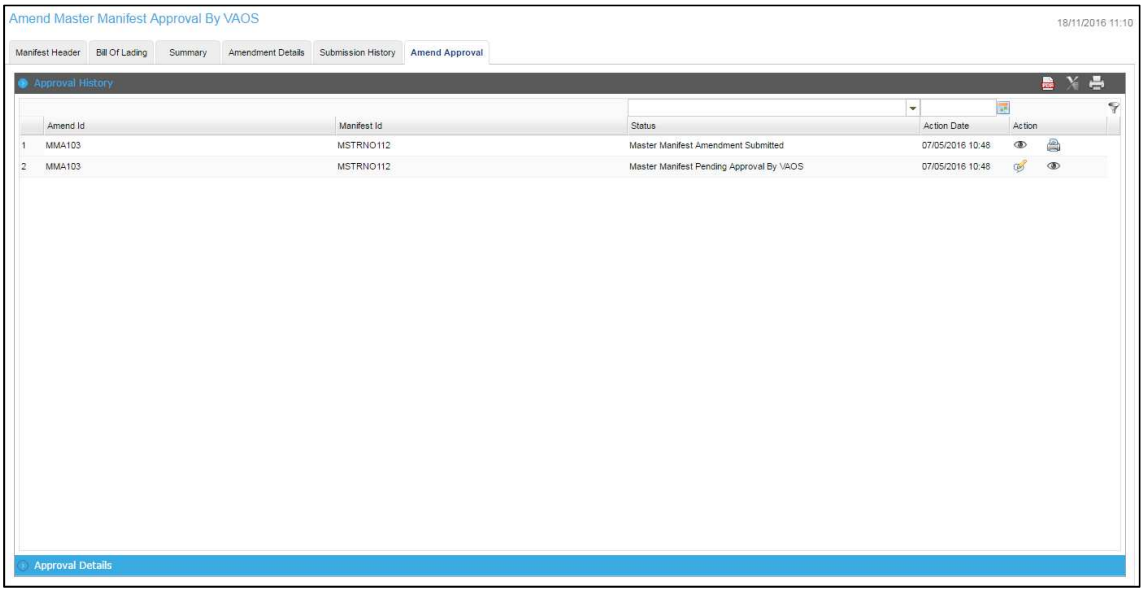
16. Click the  icon to print the master manifest submission approval details.

© CrimsonLogic Pte Ltd



Master Manifest Approval Print Preview Details page

17. Click the **Print** button to print the approval details.
18. In the Amend Master Manifest page, click **Amend Approval** tab to view the amended master manifest approval details.

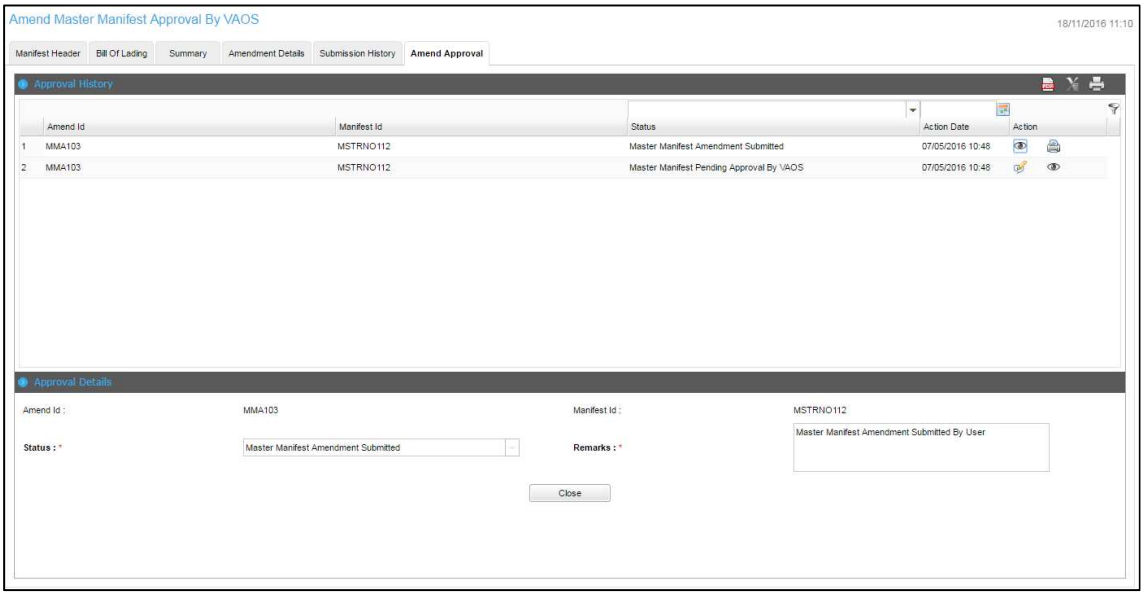


Amend Approval Tab Page

Click the **Print** icon to print the amended details of the master manifest.

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

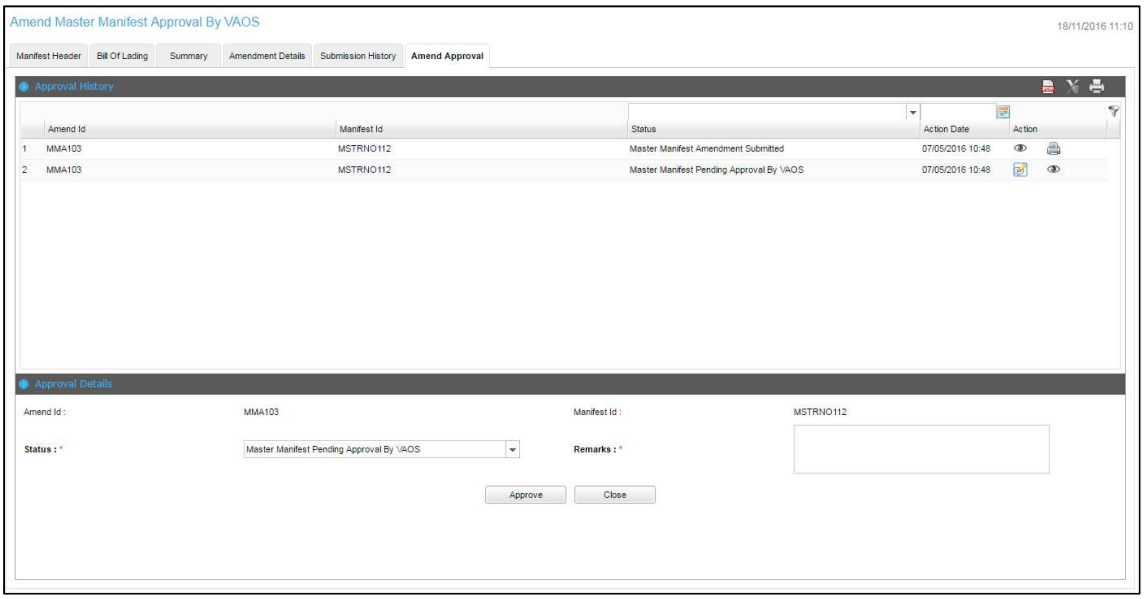
© CrimsonLogic Pte Ltd



View Approval Details Page

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

21. Click the  button to approve the amended master manifest details. The Edit Approval Details page will be displayed.



Edit Approval Details Page

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

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

© CrimsonLogic Pte Ltd



Records Saved Successfully Message

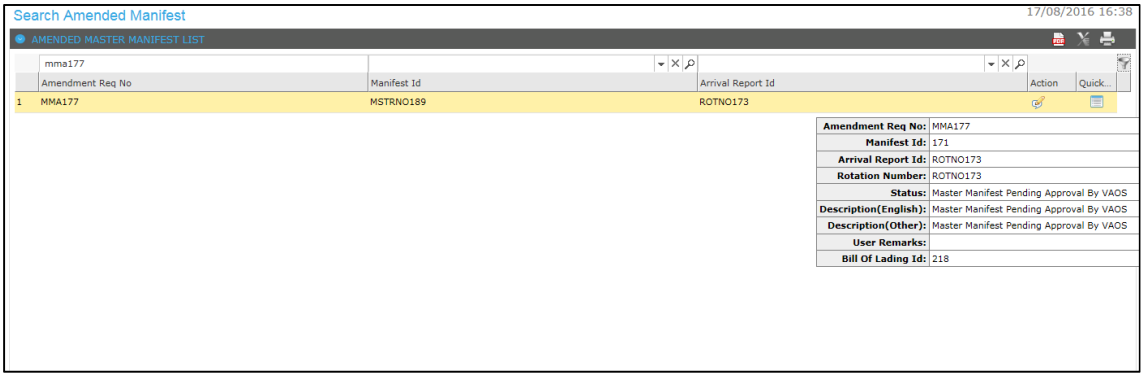
24. Click **OK** button to close the confirmation message.

Quick View Amended Master Manifest Details

This functionality allows you to overview the amended master manifest details such as Amendment Request Number, Arrival Report ID, and Manifest ID etc.

To quick view the amended master manifest details:

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



Amended Master Manifest Quick View Details Page

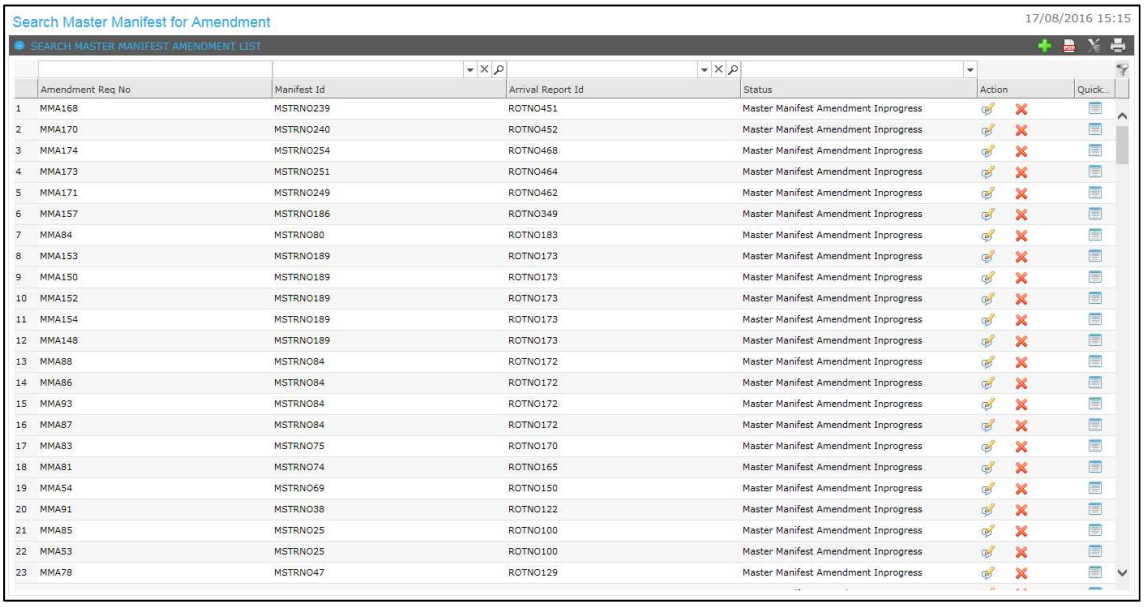
Searching and Amending Master Manifest Details

The function allows you to search for, amend, quick view and delete the master manifest details in the TFB Single Electronic Window system.

To search for and amend master manifest:

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

© CrimsonLogic Pte Ltd



	Amendment Req No	Manifest Id	Arrival Report Id	Status	Action	Quick...
1	MMA168	MSTRNO239	ROTNO451	Master Manifest Amendment Inprogress		
2	MMA170	MSTRNO240	ROTNO452	Master Manifest Amendment Inprogress		
3	MMA174	MSTRNO254	ROTNO468	Master Manifest Amendment Inprogress		
4	MMA173	MSTRNO251	ROTNO464	Master Manifest Amendment Inprogress		
5	MMA171	MSTRNO249	ROTNO462	Master Manifest Amendment Inprogress		
6	MMA157	MSTRNO186	ROTNO349	Master Manifest Amendment Inprogress		
7	MMA84	MSTRNO80	ROTNO183	Master Manifest Amendment Inprogress		
8	MMA153	MSTRNO189	ROTNO173	Master Manifest Amendment Inprogress		
9	MMA150	MSTRNO189	ROTNO173	Master Manifest Amendment Inprogress		
10	MMA152	MSTRNO189	ROTNO173	Master Manifest Amendment Inprogress		
11	MMA154	MSTRNO189	ROTNO173	Master Manifest Amendment Inprogress		
12	MMA148	MSTRNO189	ROTNO173	Master Manifest Amendment Inprogress		
13	MMA88	MSTRNO84	ROTNO172	Master Manifest Amendment Inprogress		
14	MMA86	MSTRNO84	ROTNO172	Master Manifest Amendment Inprogress		
15	MMA93	MSTRNO84	ROTNO172	Master Manifest Amendment Inprogress		
16	MMA87	MSTRNO84	ROTNO172	Master Manifest Amendment Inprogress		
17	MMA83	MSTRNO75	ROTNO170	Master Manifest Amendment Inprogress		
18	MMA81	MSTRNO74	ROTNO165	Master Manifest Amendment Inprogress		
19	MMA54	MSTRNO69	ROTNO150	Master Manifest Amendment Inprogress		
20	MMA91	MSTRNO38	ROTNO122	Master Manifest Amendment Inprogress		
21	MMA85	MSTRNO25	ROTNO100	Master Manifest Amendment Inprogress		
22	MMA53	MSTRNO25	ROTNO100	Master Manifest Amendment Inprogress		
23	MMA78	MSTRNO47	ROTNO129	Master Manifest Amendment Inprogress		

Search Master Manifest for Amendment Page

© CrimsonLogic Pte Ltd

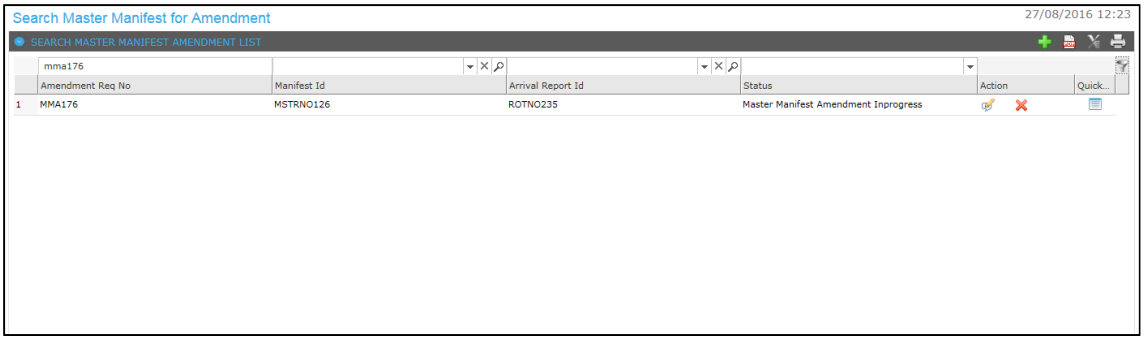
Following are the field and button descriptions of the **Search Master Manifest for Amendment** page.

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.
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

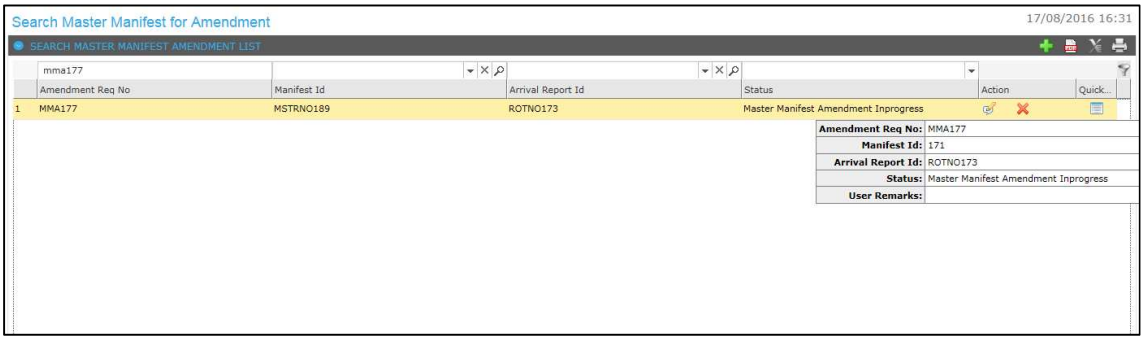
Quick View Master Manifest Details for Amendment

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

To quick view the master manifest details for amendment:

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

© CrimsonLogic Pte Ltd



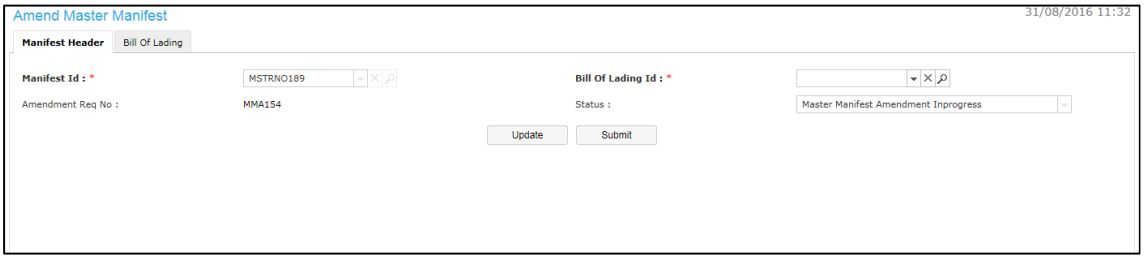
Master Manifest for Amendment Quick View Details Page

Amend Master Manifest Details

This functionality allows you to amend the master manifest details.

To amend the master manifest details:

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



Amend Master Manifest Header Details Page

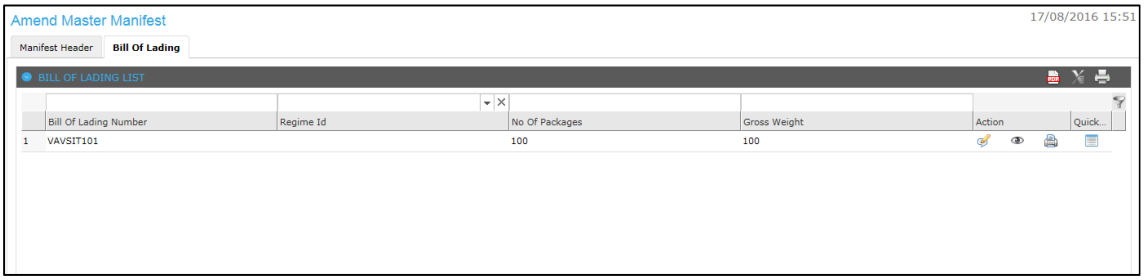
2. Select the **Bill of Lading Id** from the dropdown list.
3. Click **Update**. The Record updated successfully message will be displayed.



Records Updated Successfully Message

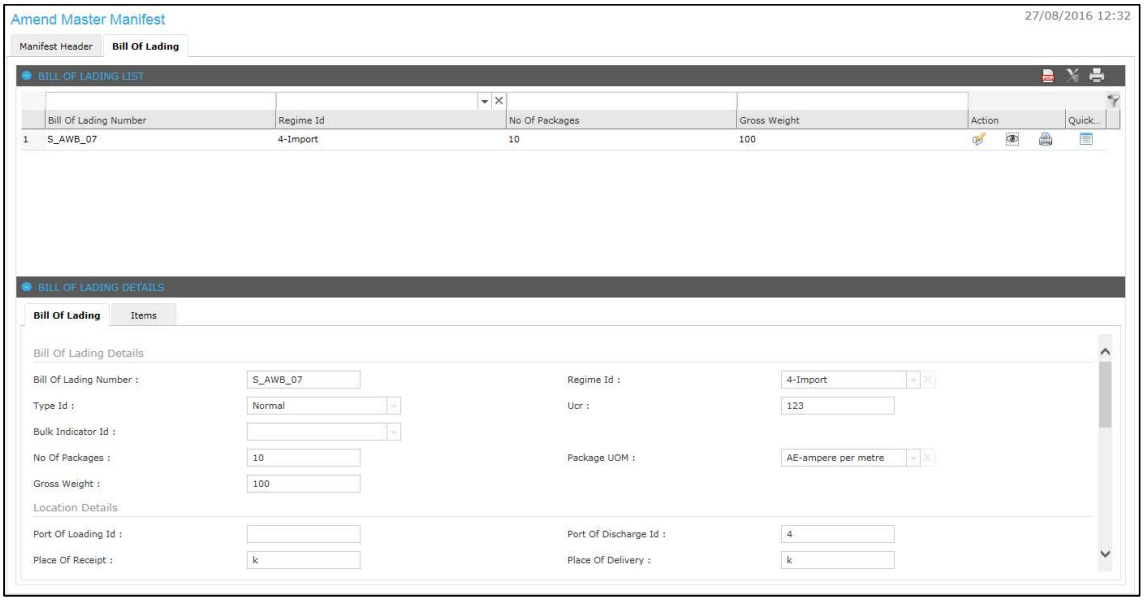
4. Click **OK** button to close the confirmation message.
5. In the Amend Master manifest page, click **Bill of Lading** tab.The bill of lading tab page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Tab Page

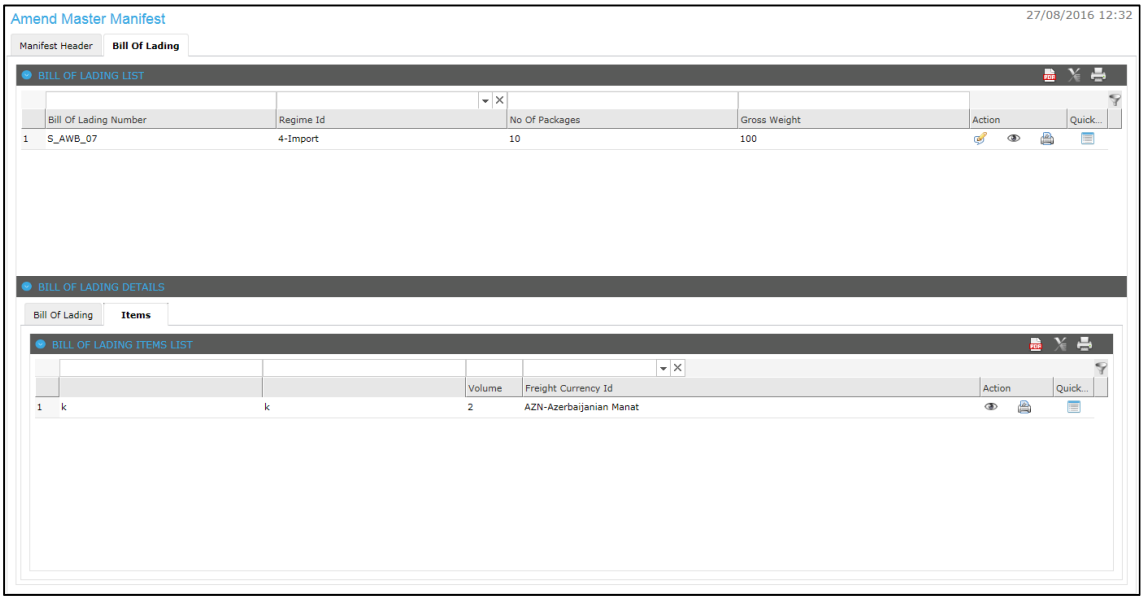
6. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

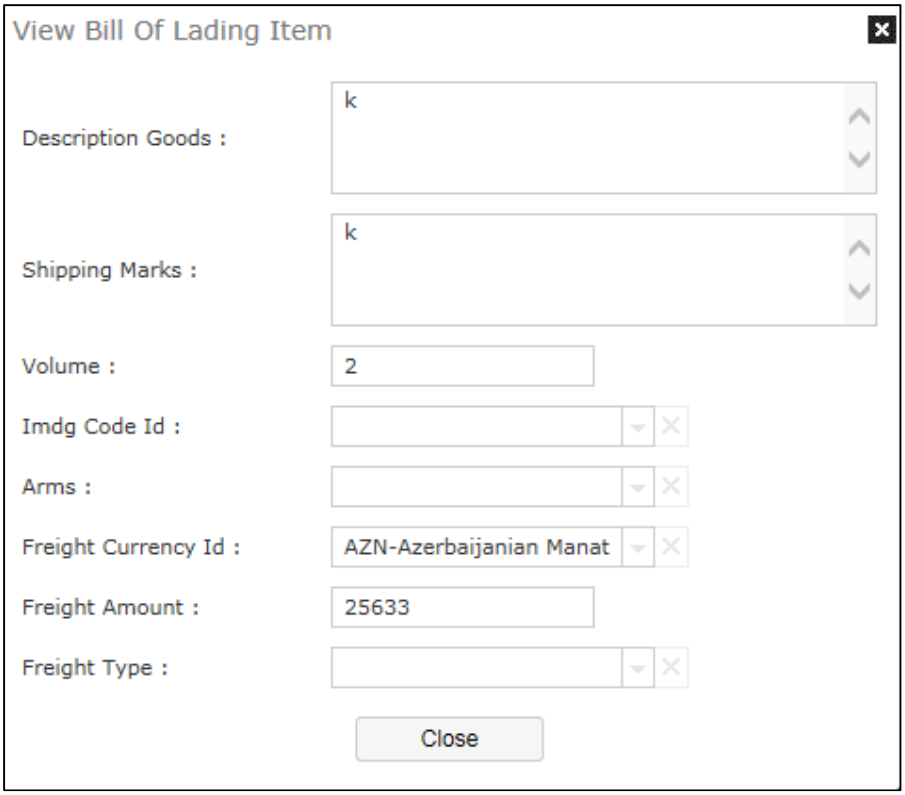
7. Click **Close** button to close the Bill of Lading details.
8. Click **Item** tab. The Bill of Lading Item Details page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Item Details page

9. Click the  icon to view the item details.

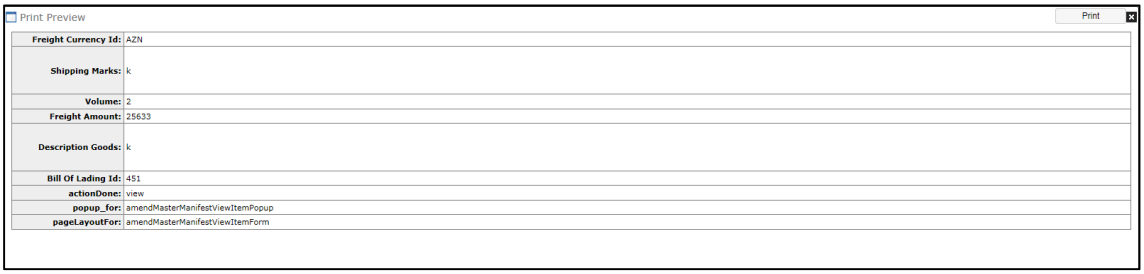


Item Details Page

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.

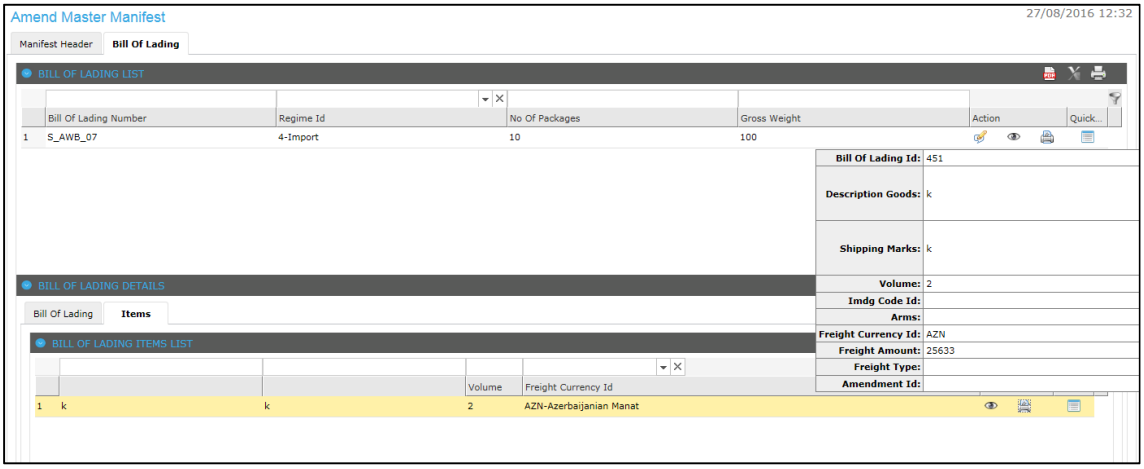
© CrimsonLogic Pte Ltd



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

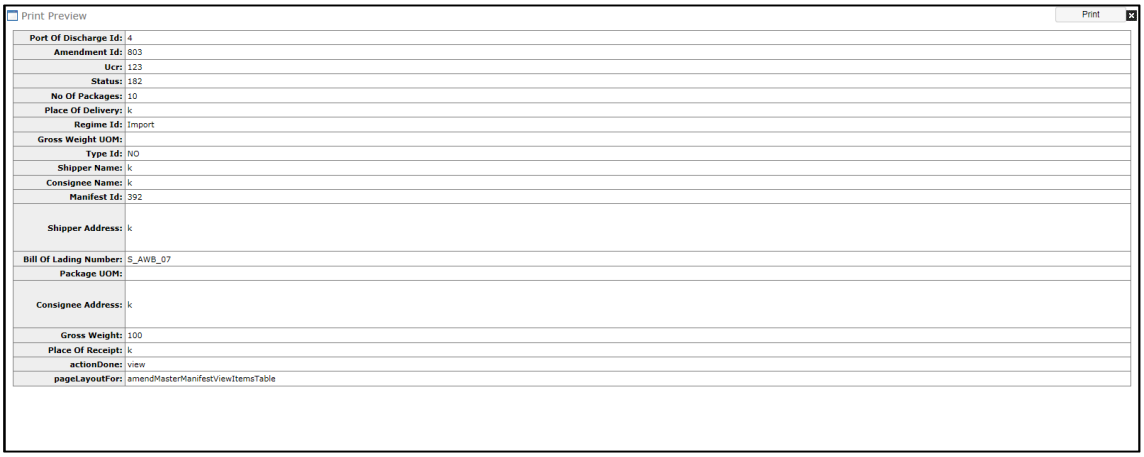
Click the **Excel** button to download the bill of lading details as an excel sheet.

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.

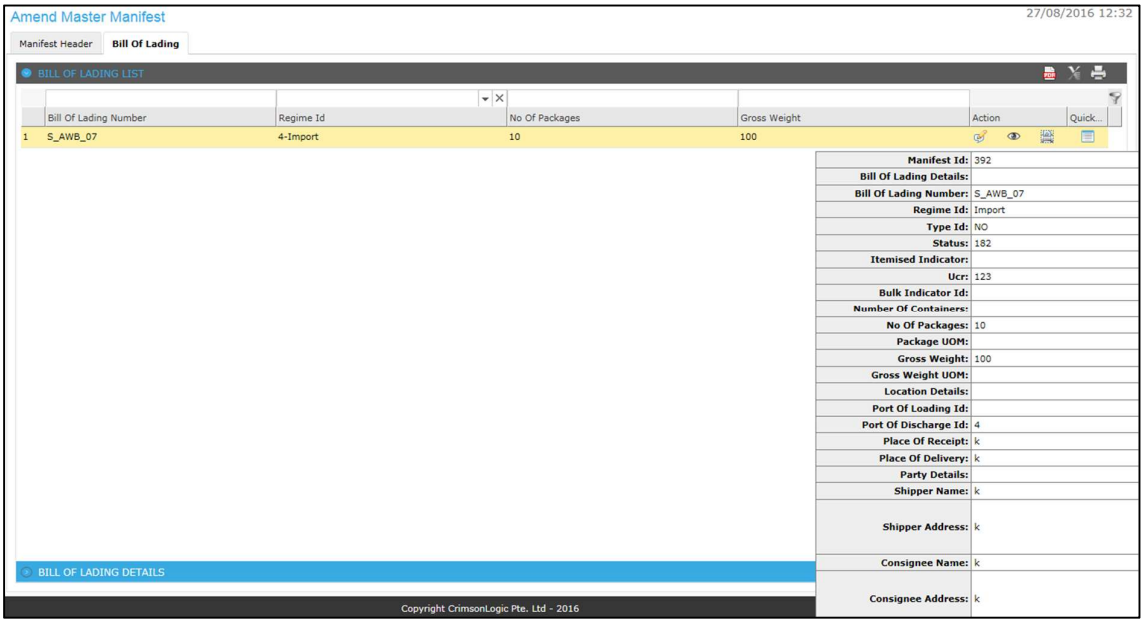
© CrimsonLogic Pte Ltd



Bill of Lading Print Preview Page

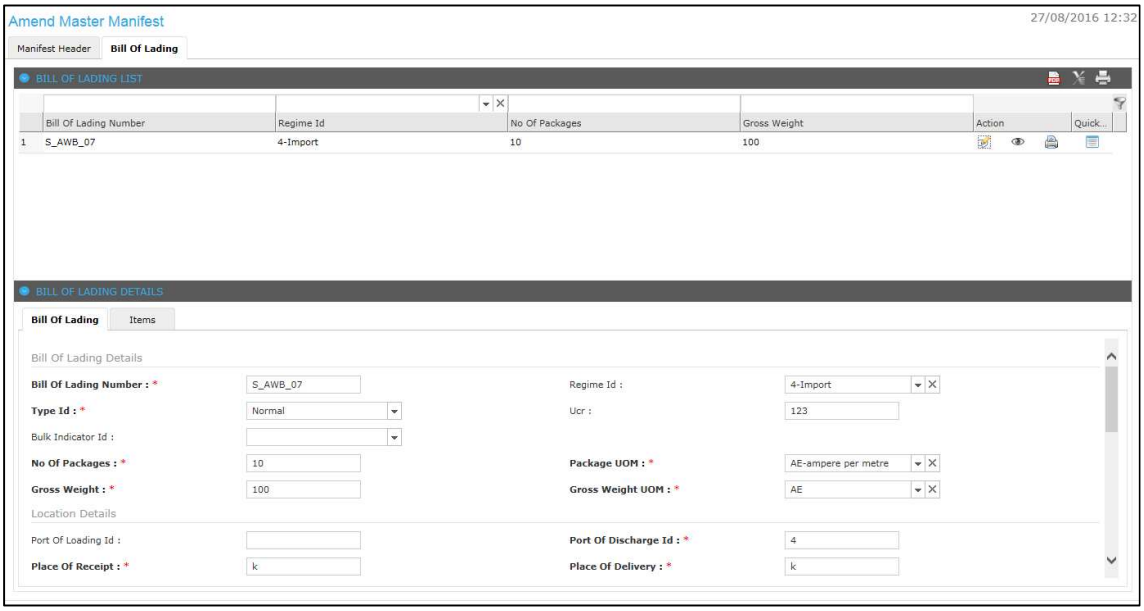
15. Click **Print** button to print the Bill of lading details.

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

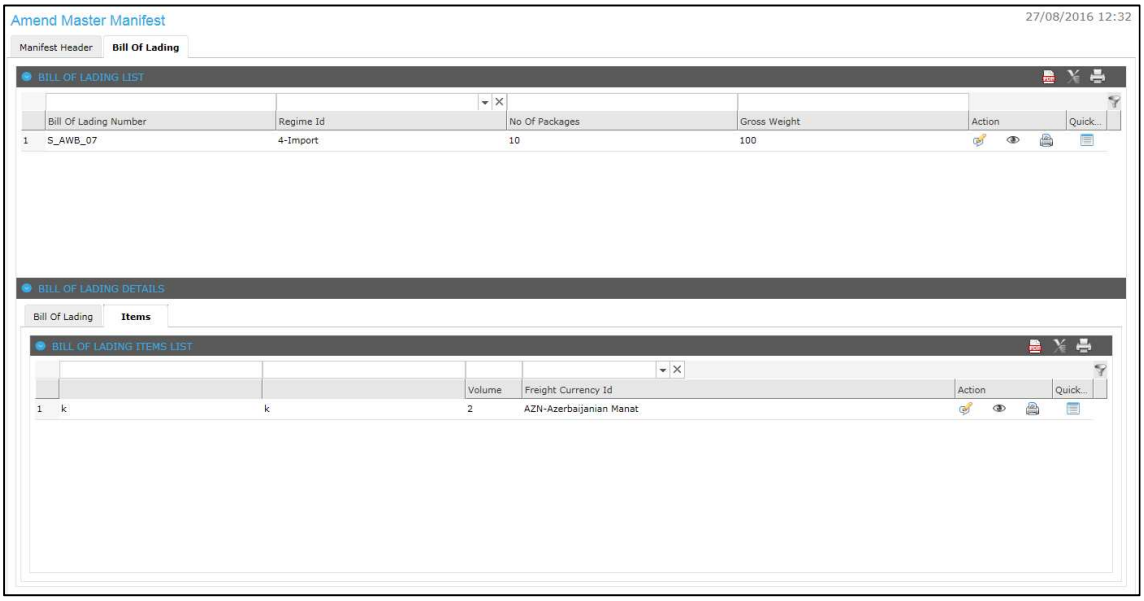
18. Modify the necessary information and click **Update** button. The Records updated successfully message will be displayed.



Records Updated Successfully Message

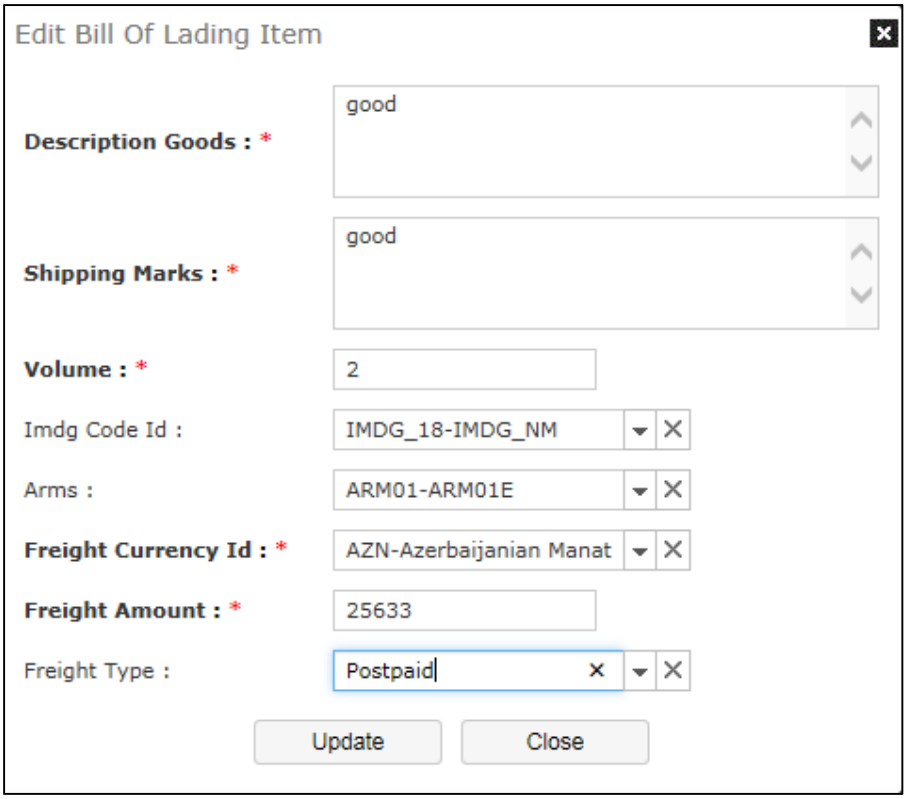
19. Click **Items** tab. The Item Details page will be displayed.

© CrimsonLogic Pte Ltd



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.



Edit Bill of Lading Details Page

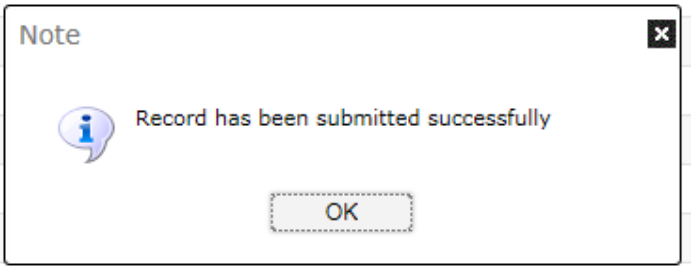
21. Modify the necessary information and click **Update**. The Records updated successfully message will be displayed.

© CrimsonLogic Pte Ltd



Records Updated Successfully Message

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



Records Submitted Successfully Message

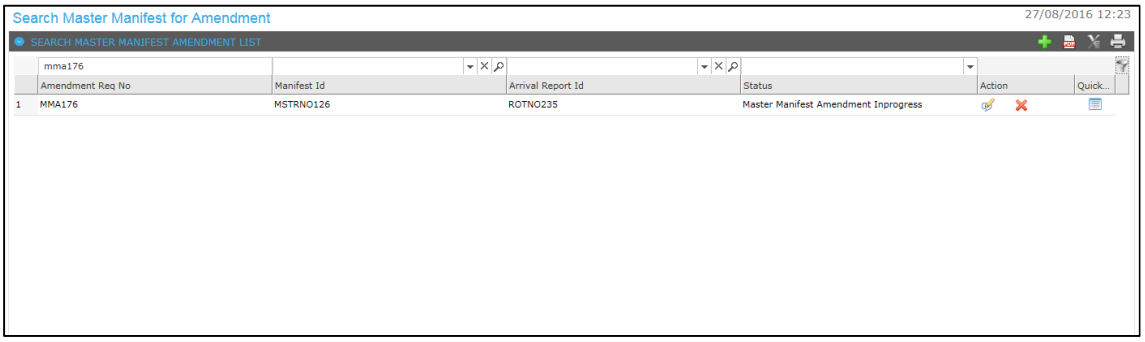
24. Click **OK** button to close the confirmation message.

Delete Draft Amend Master Manifest Details

This functionality allows you to delete amend master manifest details in **Draft** status only.

To delete a draft amend master manifest:

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



Master Manifest Amendment Search Results Page

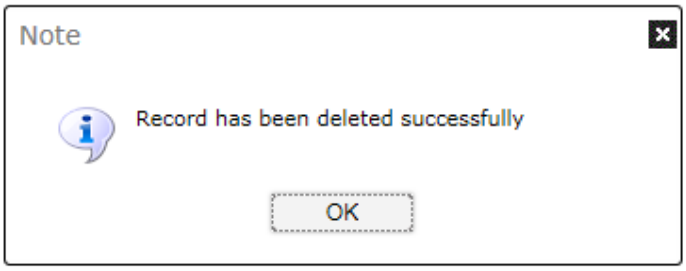
2. Click the  icon to delete the master manifest details. The Delete Confirmation message will be displayed.

© CrimsonLogic Pte Ltd



Delete Confirmation Message

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



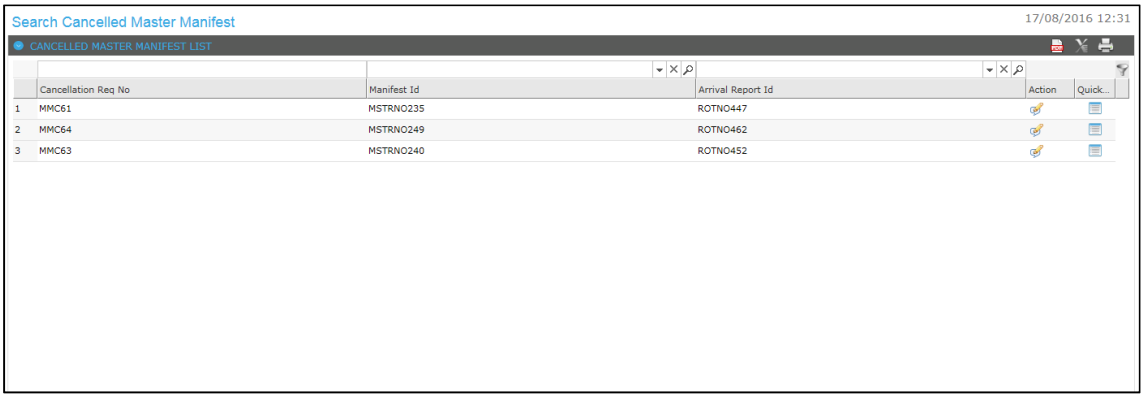
Record Deleted Successfully Message

Searching and Approving Cancelled Master Manifest Details

The function allows you to search for, view, edit, and quick view and approve the cancelled master manifest details in the TFB system.

To search for and approve cancelled master manifest:

1. Click **Master Manifest**>>**Approve Cancel**. The Search Cancelled Master Manifest Page will be displayed.



Search Cancelled Master Manifest Page

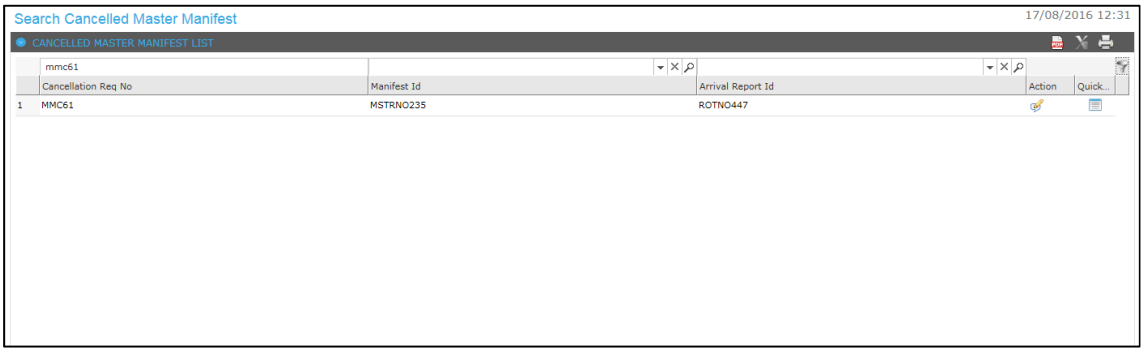
© CrimsonLogic Pte Ltd

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

Field/Button description	Action/Input Required
Cancellation Request Number	Enter the Cancellation request number of the manifest.
Arrival Report ID	Enter the identification number of the arrival report of the manifest.
Manifest ID	Enter the manifest identification 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:
  - Cancellation Request Number
  - 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

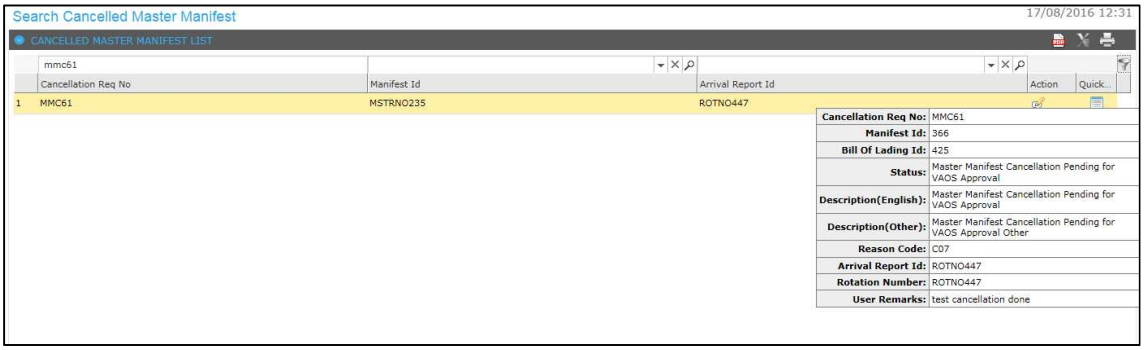
Quick View Cancelled Master Manifest Details

This functionality allows you to overview the cancelled master manifest details such as Cancellation Request Number, Manifest identification number, Arrival Report ID, Manifest Type etc.

To quick view the cancelled master manifest details:

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

© CrimsonLogic Pte Ltd



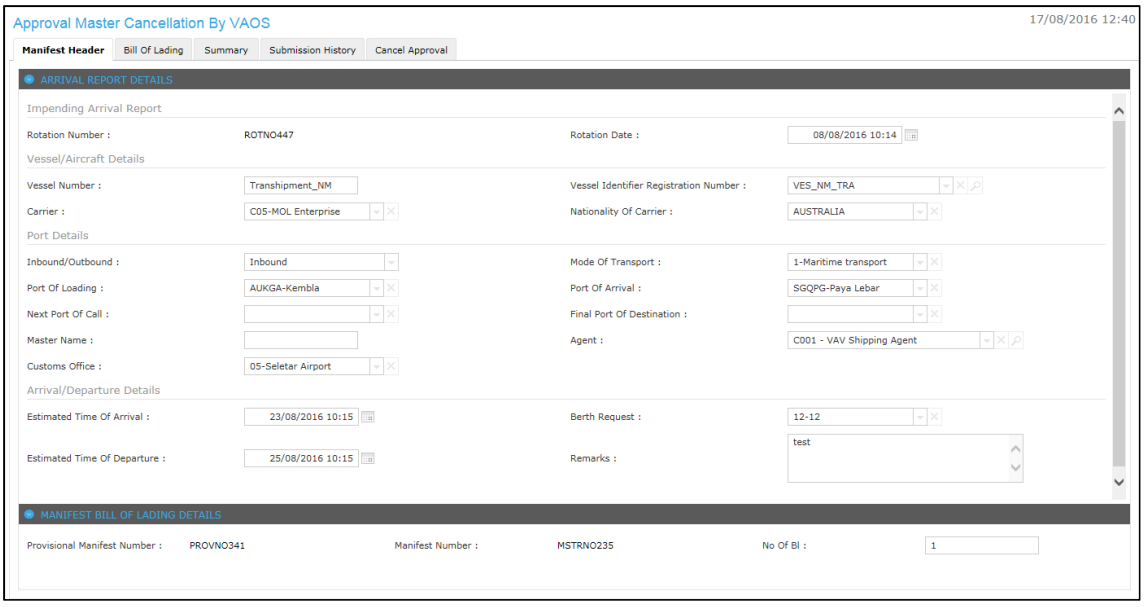
Cancelled Master Manifest Quick View Details Page

Approve Cancelled Master Manifest Details

This functionality allows you to approve the cancelled master manifest details.

To approve the cancelled master manifest details:

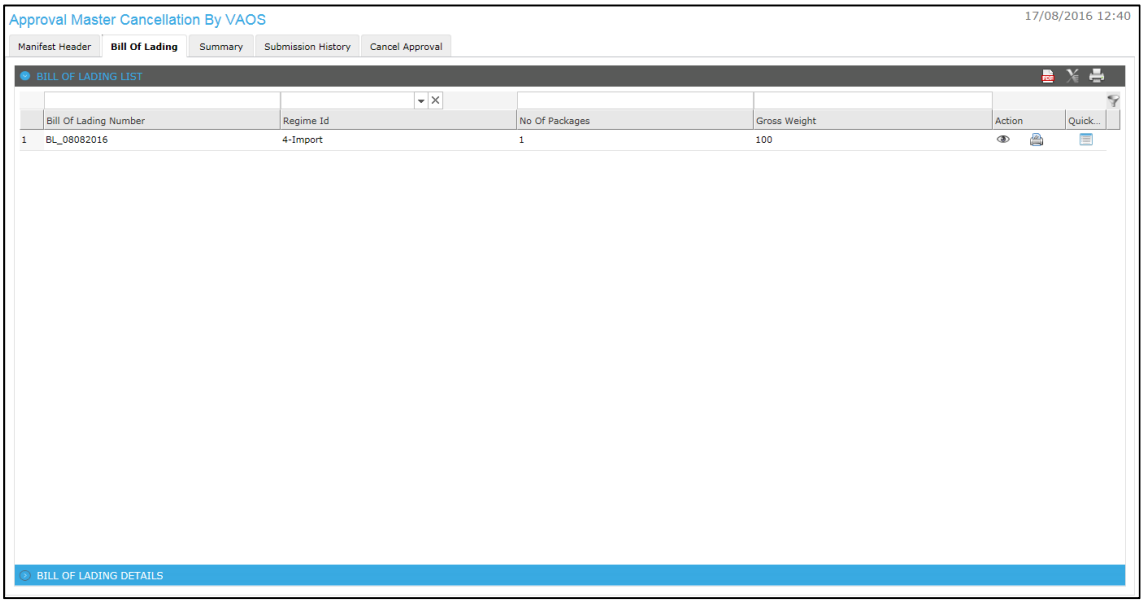
1. From the search results, click the  icon. The Manifest Header Details Page will be displayed.



Manifest Header Details Page

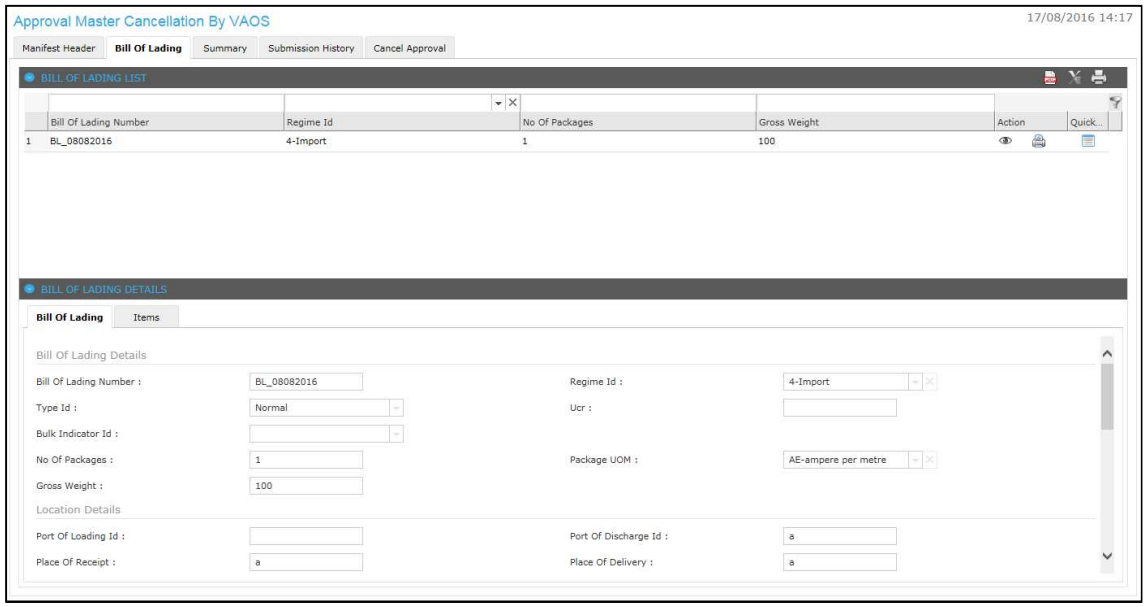
2. Click **Bill of Lading** tab.The Bill of Lading tab page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Tab Page

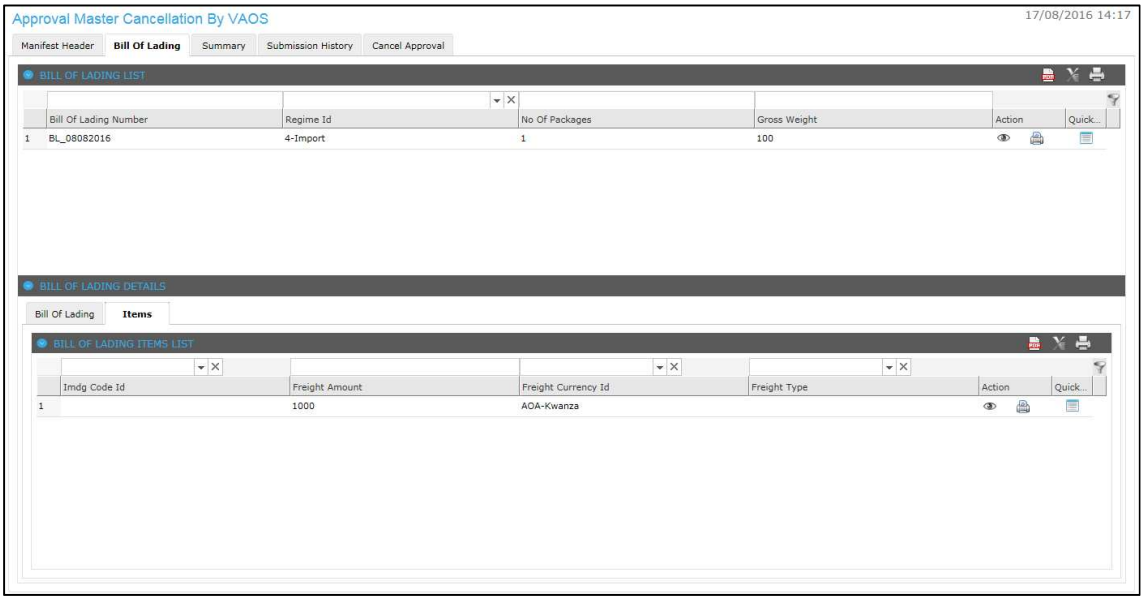
3. Click the  view icon to view the bill of lading details. The Bill of Lading Details View page will be displayed.



View Bill of Lading Details Page

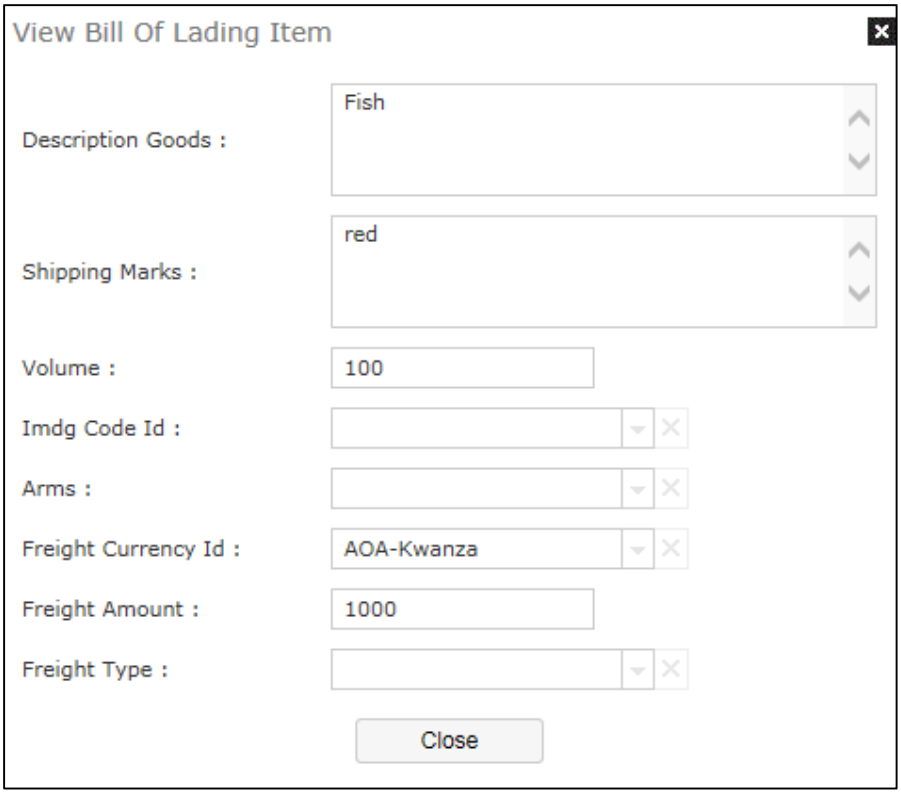
4. Click **Close** button to close the Bill of Lading details.
5. Click **Item** tab. The Bill of Lading Item Details page will be displayed.

© CrimsonLogic Pte Ltd



Bill of Lading Item Details page

6. Click the  icon to view the item details.

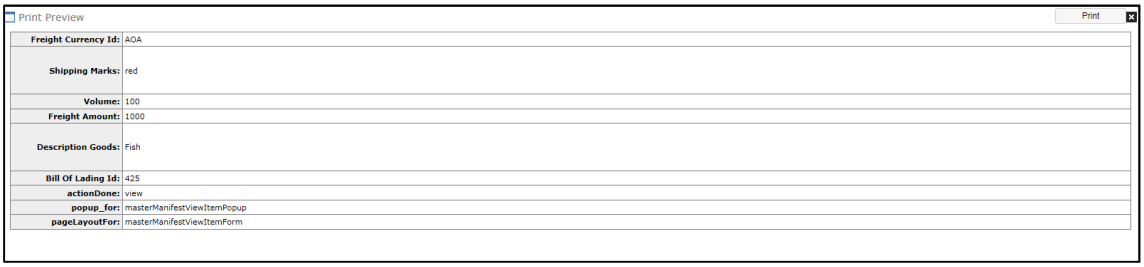


Item Details Page

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.

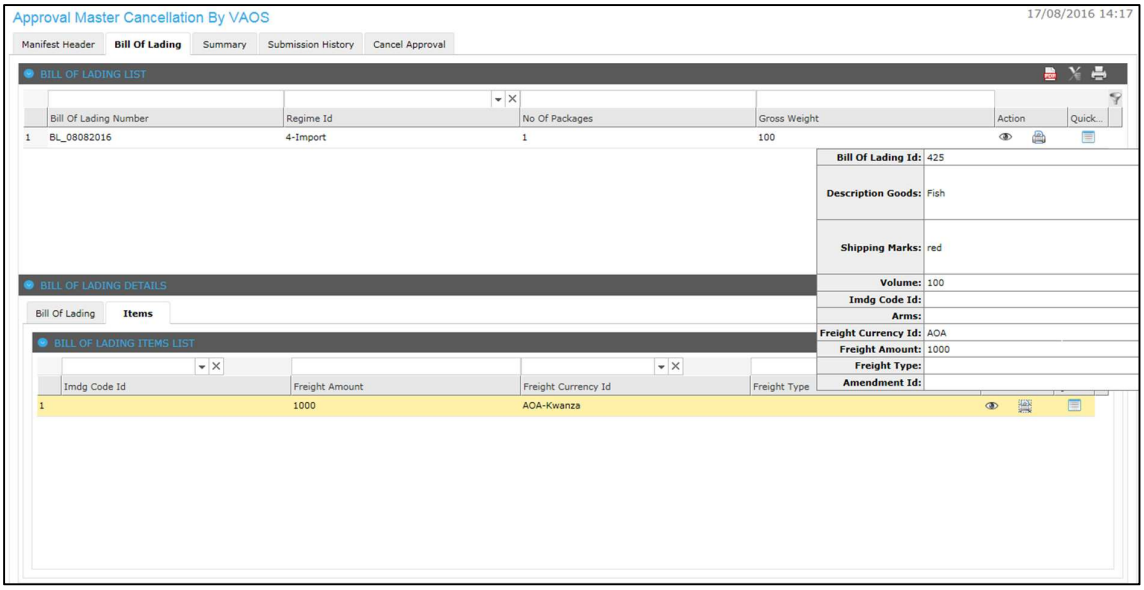
© CrimsonLogic Pte Ltd



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.



Bill of Lading Quick View Tab Page

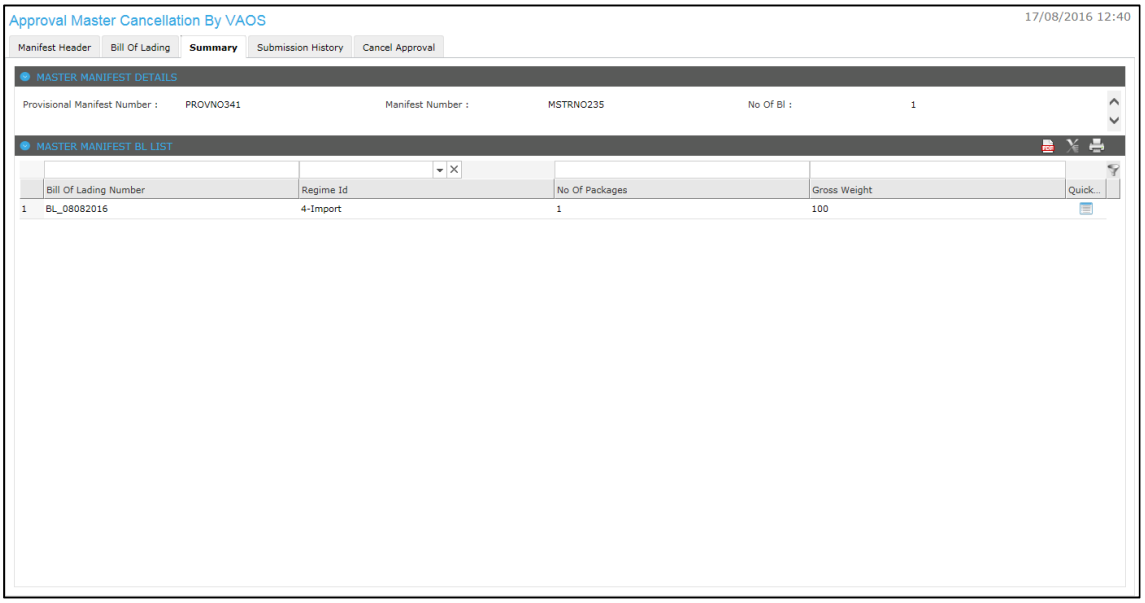
Click the **Excel** button to download the bill of lading details as an excel sheet.

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.

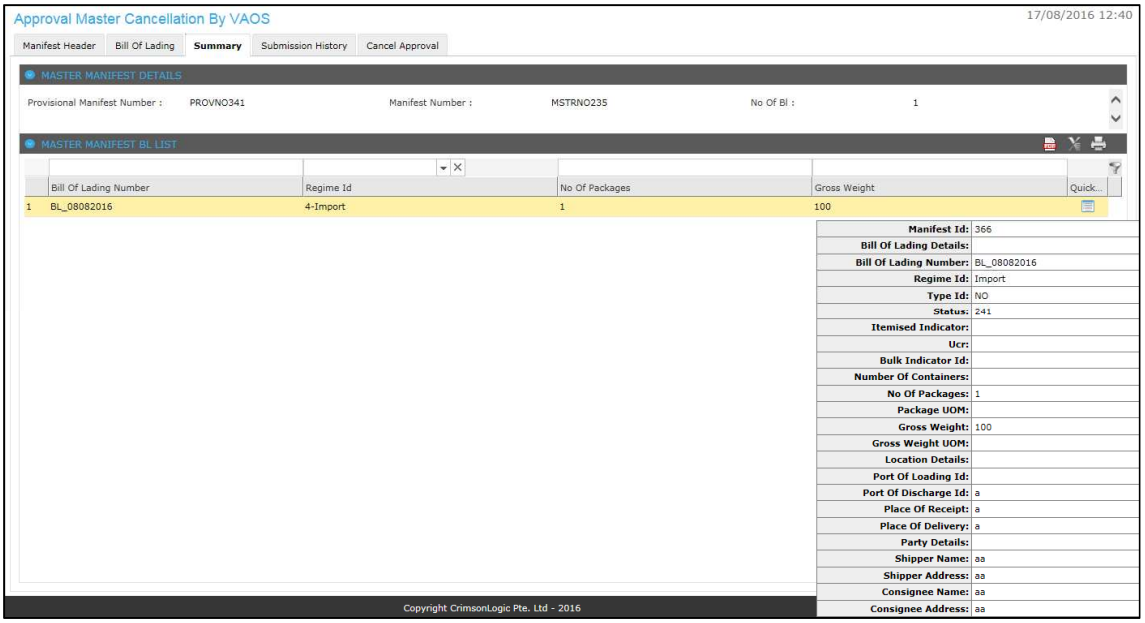
11. In the Cancellation Master Manifest page, click **Summary** tab. The Summary Details page will be displayed.

© CrimsonLogic Pte Ltd



Summary Tab Page

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



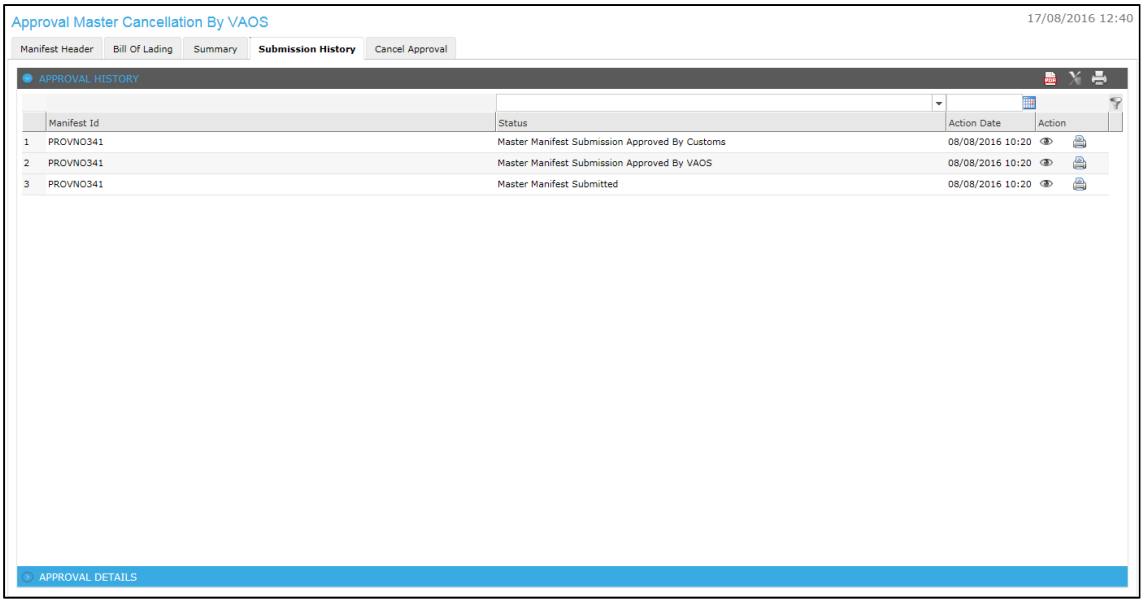
Quick View Summary Details page

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

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

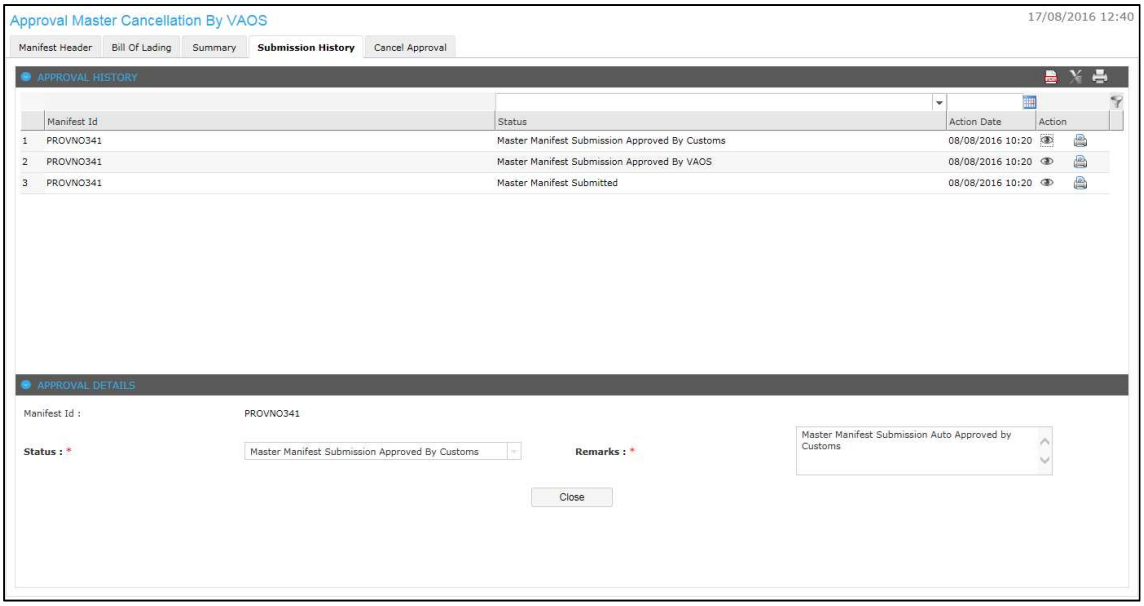
Click the **Print** button to print the master manifest summary.

13. In the Cancellation Master Manifest page, click **Submission History** tab. The master manifest Approval history details page will be displayed.



Submission History Tab Page

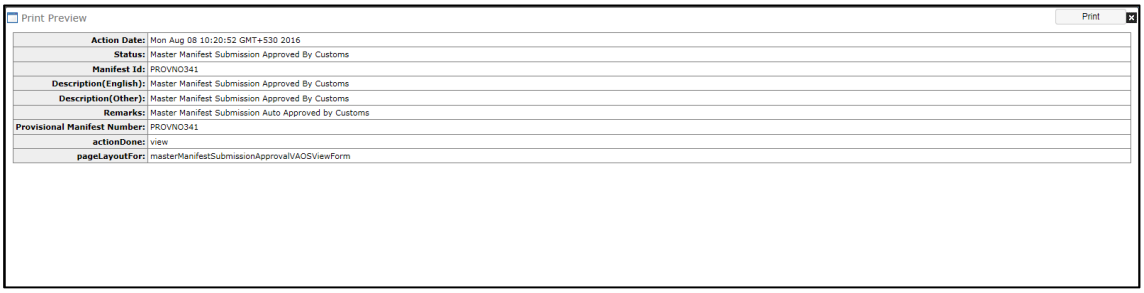
14. Click the  icon to view the approval details.



View Master Manifest Approval Details page

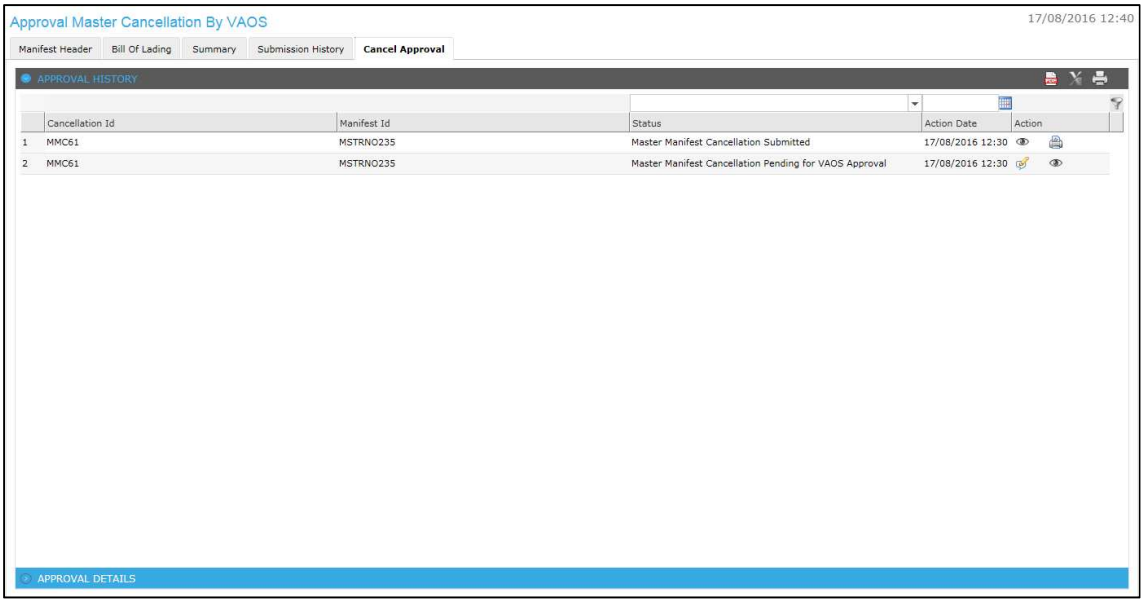
15. Click the  icon to print the master manifest submission approval details.

© CrimsonLogic Pte Ltd



Master Manifest Approval Print Preview Details page

16. Click the **Print** button to print the approval details.
17. In the Cancellation Master Manifest page, click **Cancel Approval** tab to view the Cancel master manifest approval details.

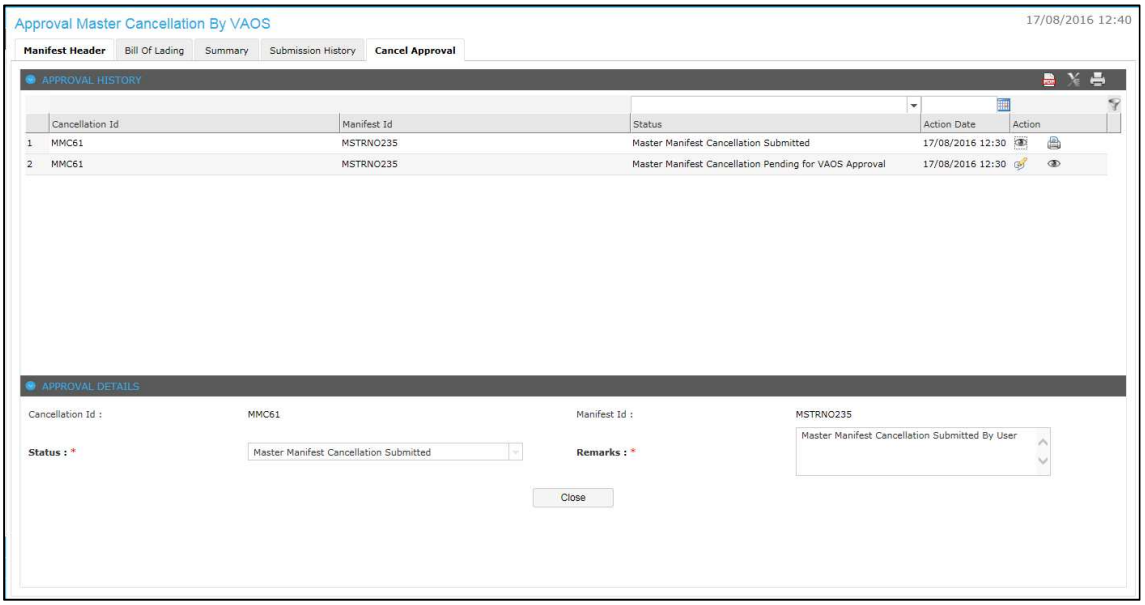


Cancel Approval Tab Page

Click the **Print** icon to print the cancellation details of the master manifest.

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

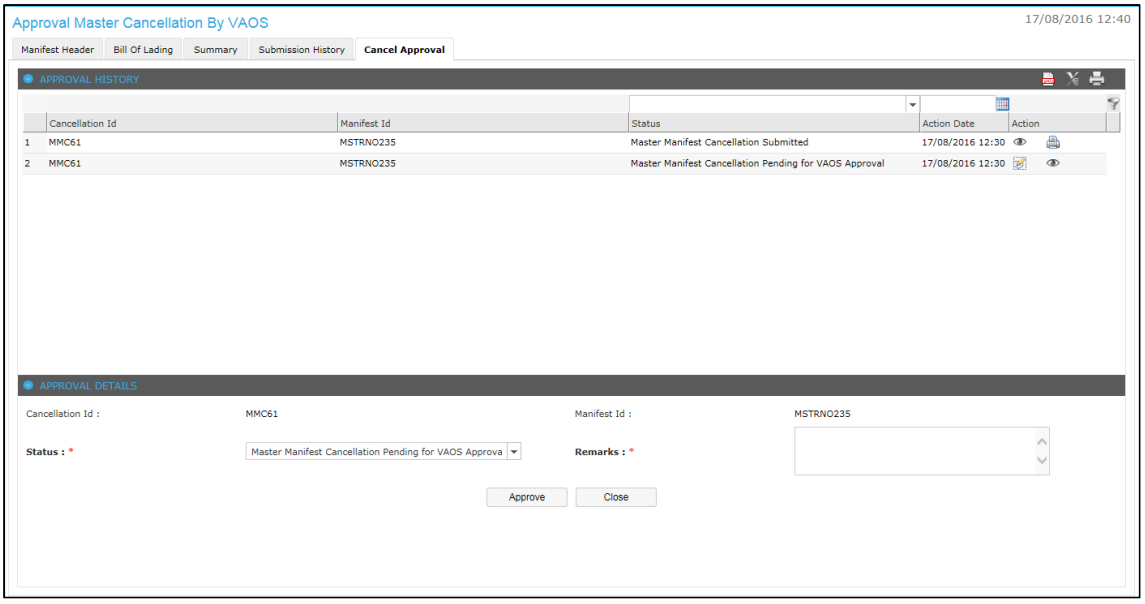
© CrimsonLogic Pte Ltd



View Approval Details Page

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

20. Click the  button to approve the cancel master manifest details. The Edit Approval Details page will be displayed.



Edit 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.

© CrimsonLogic Pte Ltd



Records Saved Successfully Message

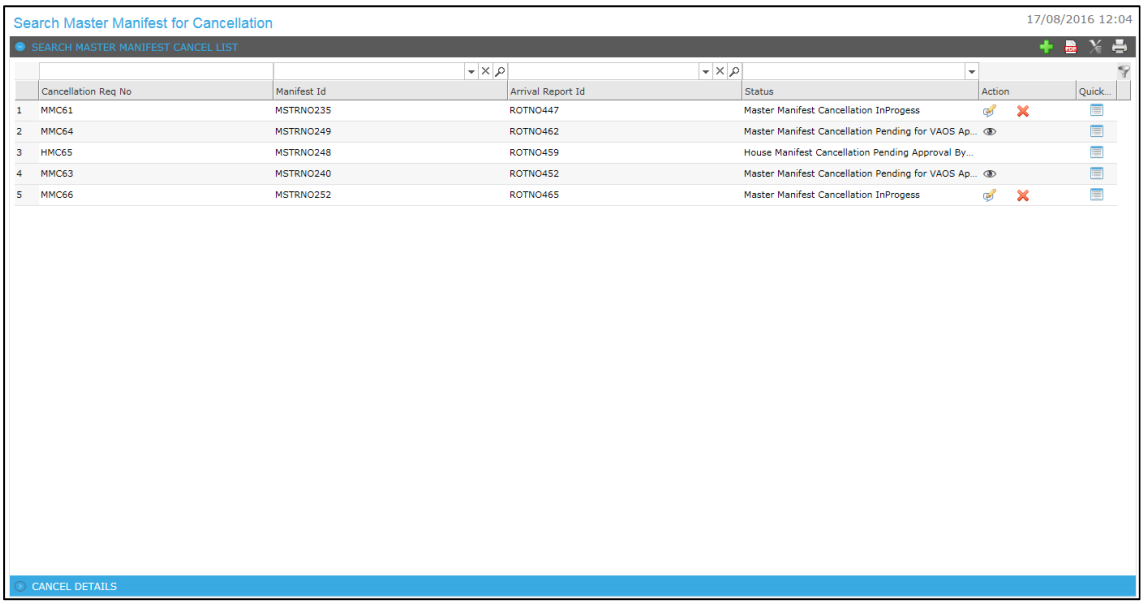
23. Click **OK** button to close the confirmation message.

Cancelling Master Manifest Details

The function 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 master manifest from the database.

To cancel a master manifest:

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



Search Cancel House Manifest Page

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

Field/Button description	Action/Input Required
Search	Specify the search criteria details.

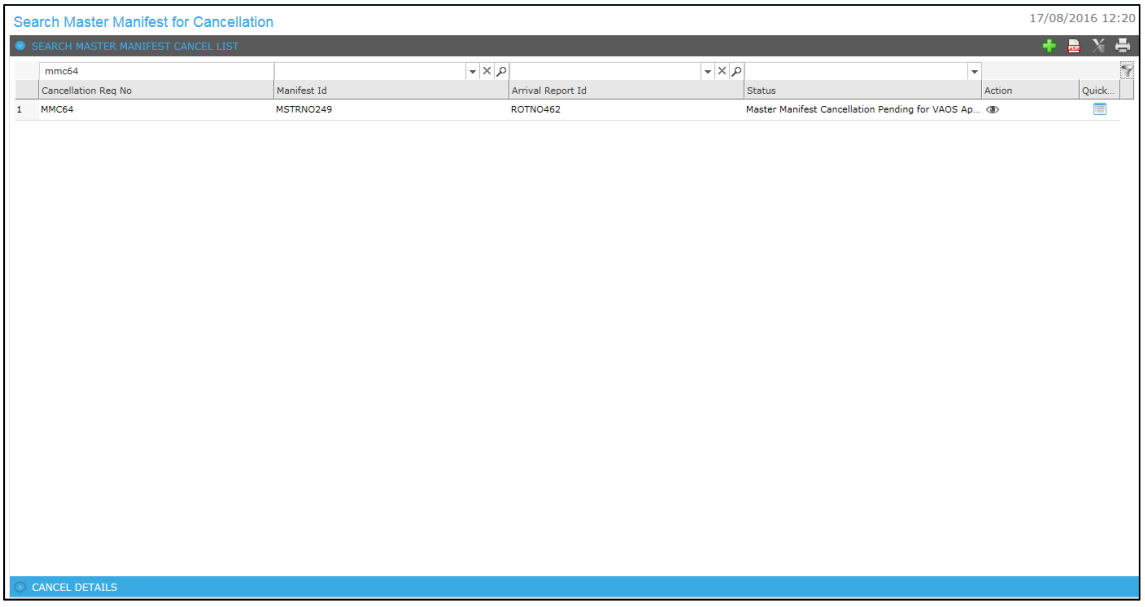
© CrimsonLogic Pte Ltd

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

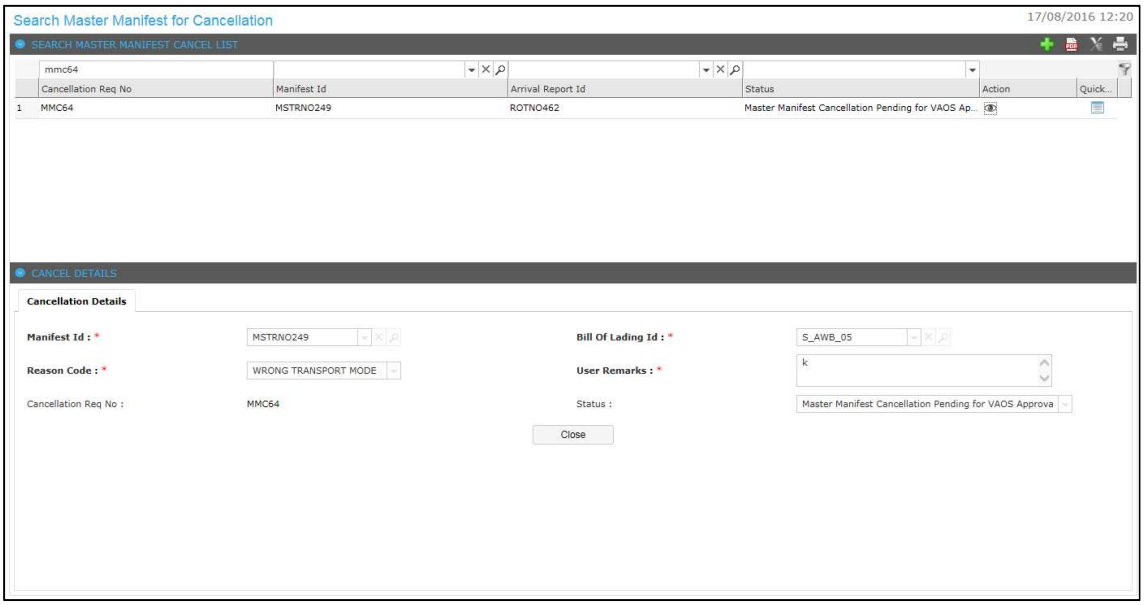
© CrimsonLogic Pte Ltd

View Cancel Master Manifest Details

This functionality allows you to view the cancel master manifest details.

To view the cancel master manifest details:

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



View Cancellation Details Page

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

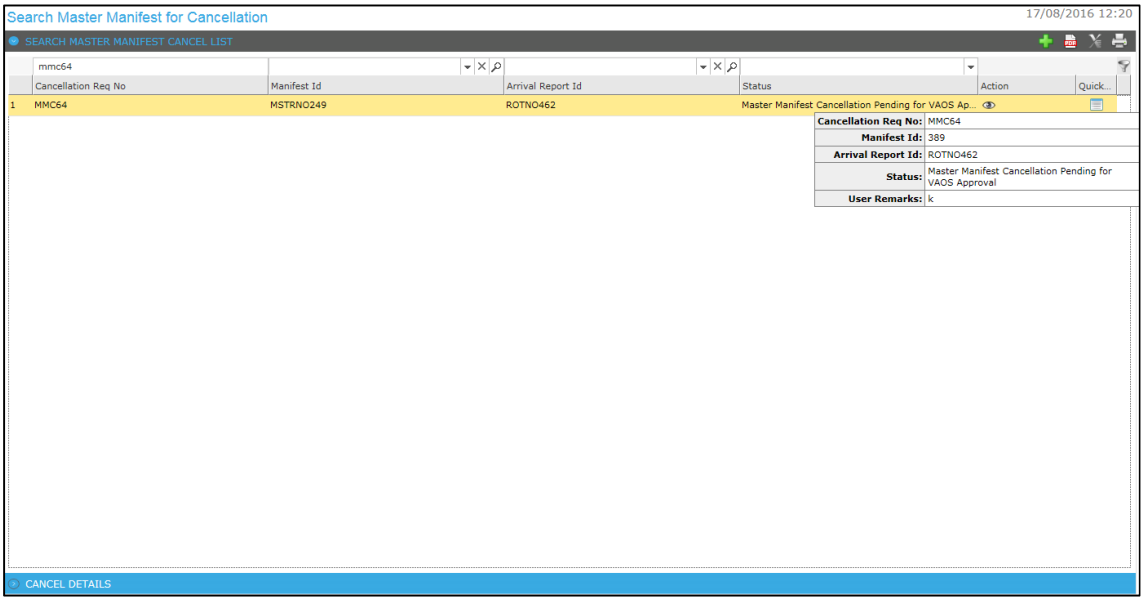
Quick View Cancel Master Manifest Details

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

To quick view the cancel master manifest details:

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

© CrimsonLogic Pte Ltd



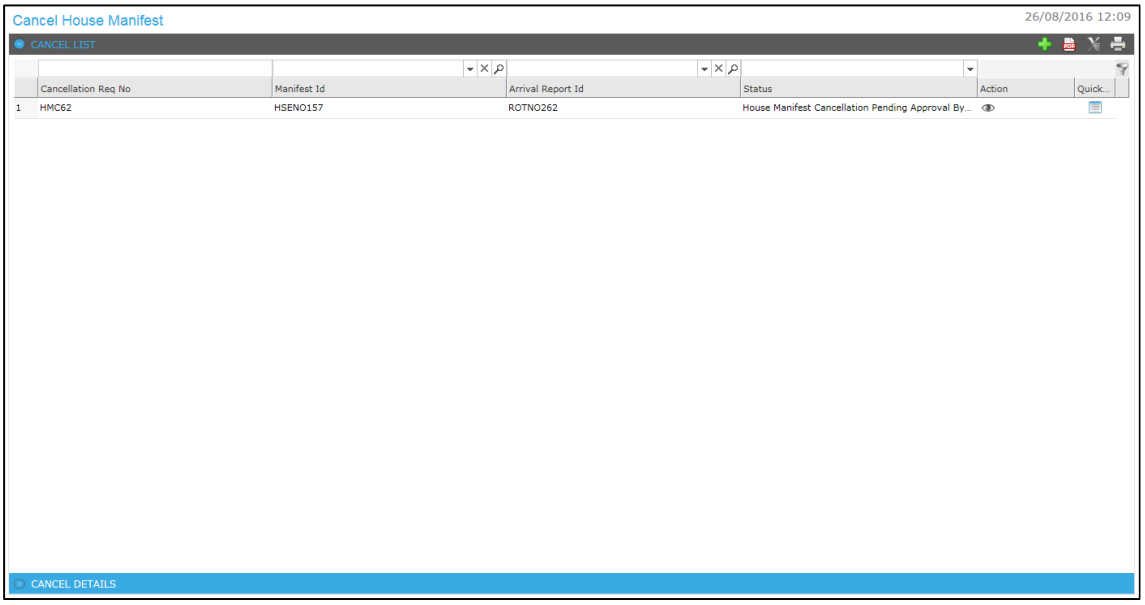
Cancel Master Manifest Quick View Details Page

Create Cancellation Master Manifest Details

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

To create a cancellation master manifest details:

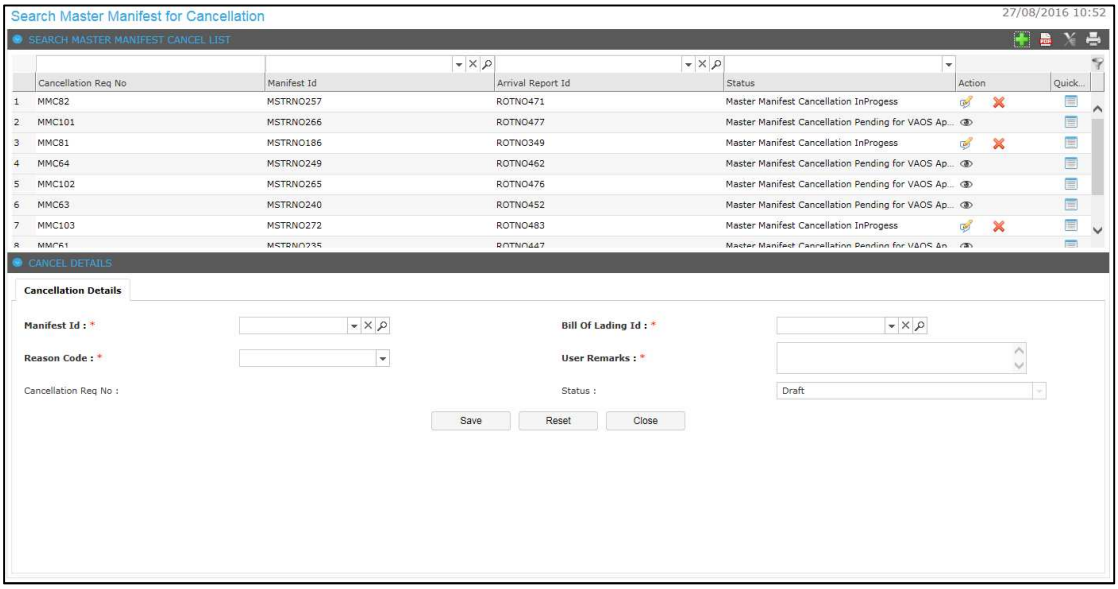
1. Click **Master Manifest**>> **Cancel Master**. The Cancel Master Manifest page will be displayed.



Cancel Master Manifest page

2. Click  add icon to add new cancellation details.

© CrimsonLogic Pte Ltd



Cancellation Details page

3. Enter information in the Cancellation details fields.

Master Manifest 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 master 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.

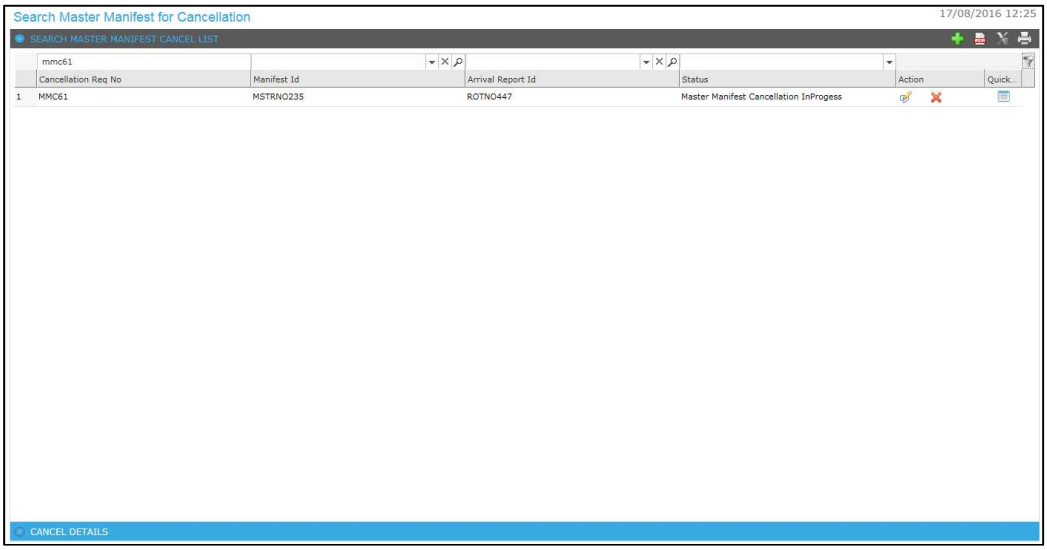
© CrimsonLogic Pte Ltd

Edit Master Manifest Cancellation Details

This functionality allows you to edit the cancellation details of the master manifest in the TFB Single Electronic Window system.

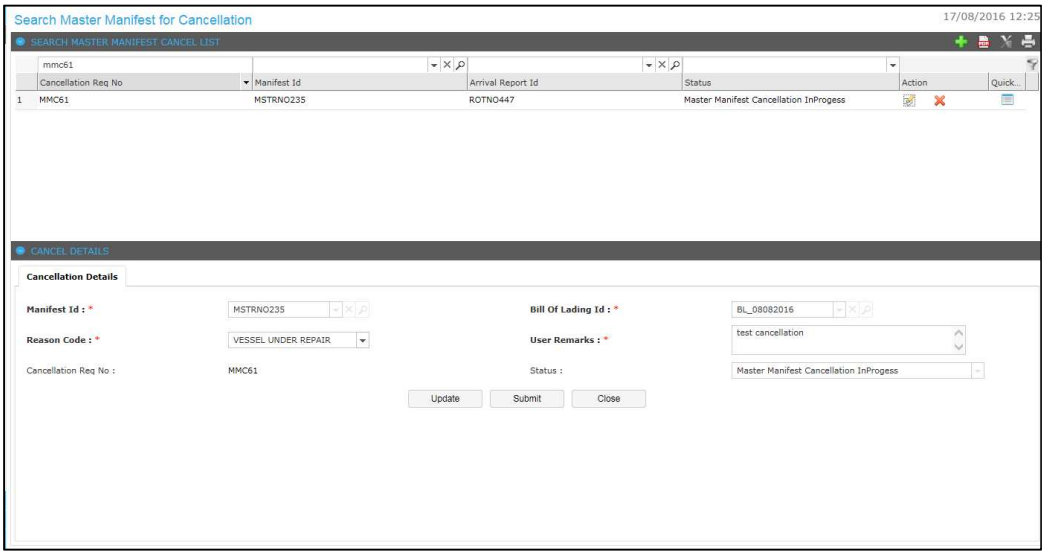
To edit the master manifest cancellation details:

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



Cancel Master Manifest Search Results page

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



Edit Cancellation Details Page

© CrimsonLogic Pte Ltd

3. Modify the necessary information in the cancellation manifest Details page. For more information refer to field descriptions in Master Manifest 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 the **Excel sheet** icon to download the cancel master manifest details as an excel sheet.

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

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

Click the **Add** icon to add another master manifest cancellation details.

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

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



Record Submitted Successfully Message

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

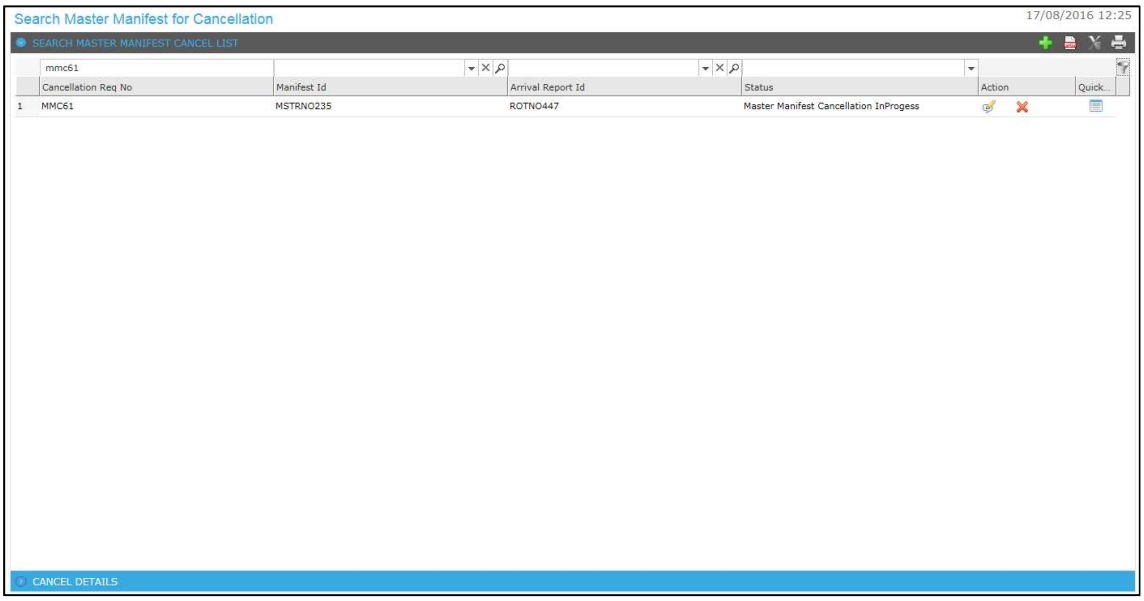
© CrimsonLogic Pte Ltd

Delete Draft Master Manifest Cancellation Details

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

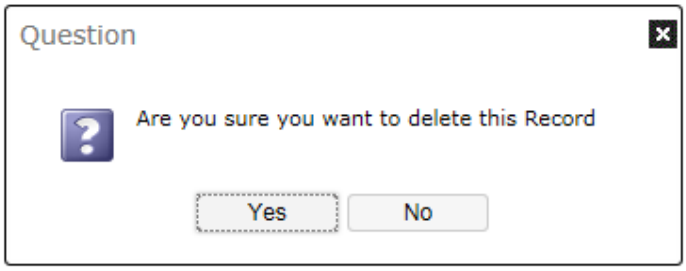
To delete a draft cancellation master manifest:

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



Cancel Master Manifest Search Results page

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



Delete Confirmation Message

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

© CrimsonLogic Pte Ltd