TRADE FACILITATION BASELINE

SINGLE ELECTRONIC WINDOW

Ground Handling Agent User Guide

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CHAPTER 1
About this Guide

Welcome to the Ground Handling Agent guide for TFB! This user guide aims to enumerate the process and steps involved in using TFB SEW.

The TFB System is used to design, implement and operate Single Electronic Window for the Customs for clearance of goods, thus creating a single point to submit standardized information and documents to meet the import, export and customs-transit requirements. The main value proposition for having a single window 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 cargoes across national borders. In a traditional pre-single-window environment, traders may have had to contend with visits and dealings with multiple government agencies in multiple locations to obtain the necessary papers, permits, and clearances to complete their import or export processes.

Purpose and Audience

This user guide will help the user to get a quick reference on usage of the system.

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 **Air Manifest>>Master Manifest**

Buttons, fields, and other system elements

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

Hyperlinks

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

Callouts

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

There are two types of callouts: tips and warnings.



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

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

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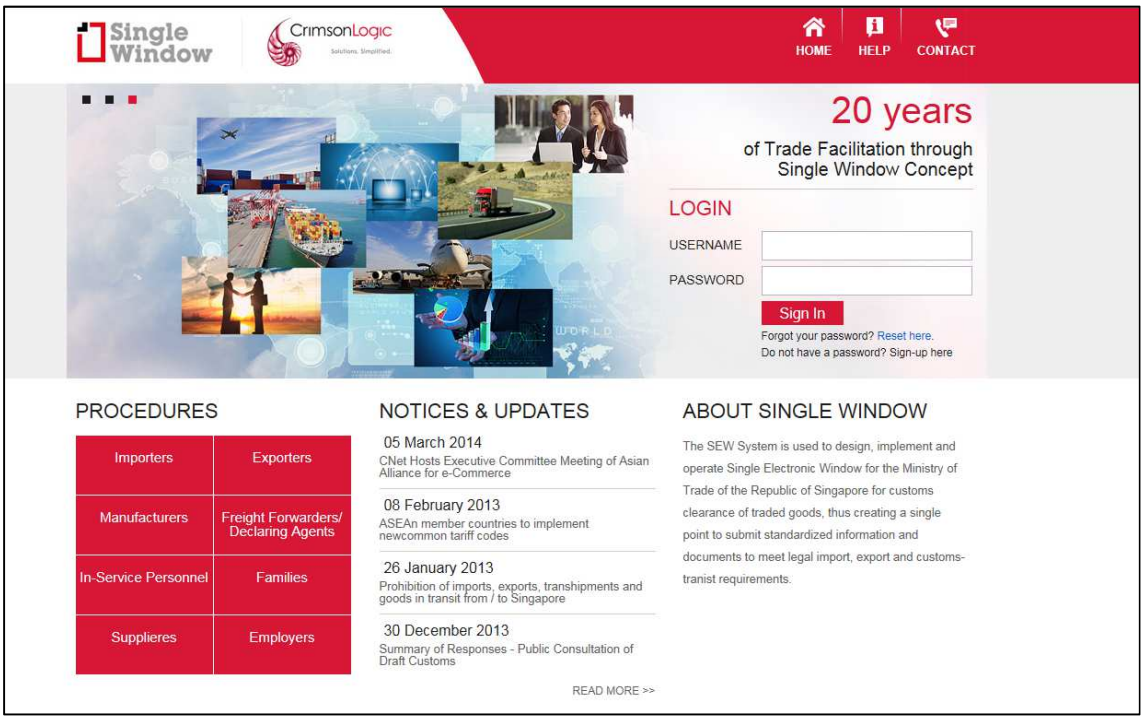
CHAPTER 2
Getting Started

Refer to this chapter to familiarize yourself with the TFB System; how to log in and log off from the system

Logging In

To log in to the TFB CMS:

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

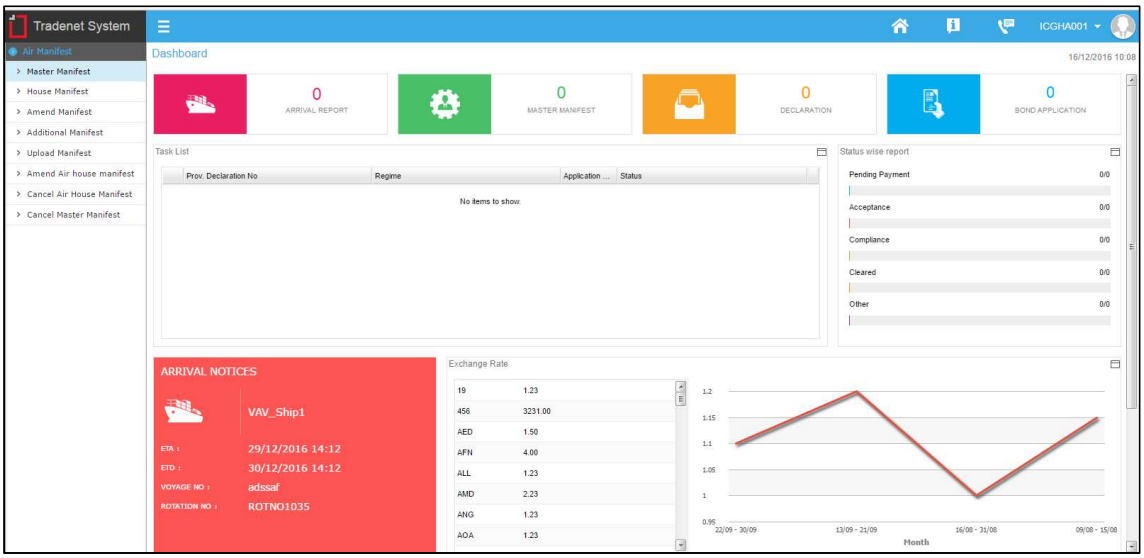


TFB Login Tab

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

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

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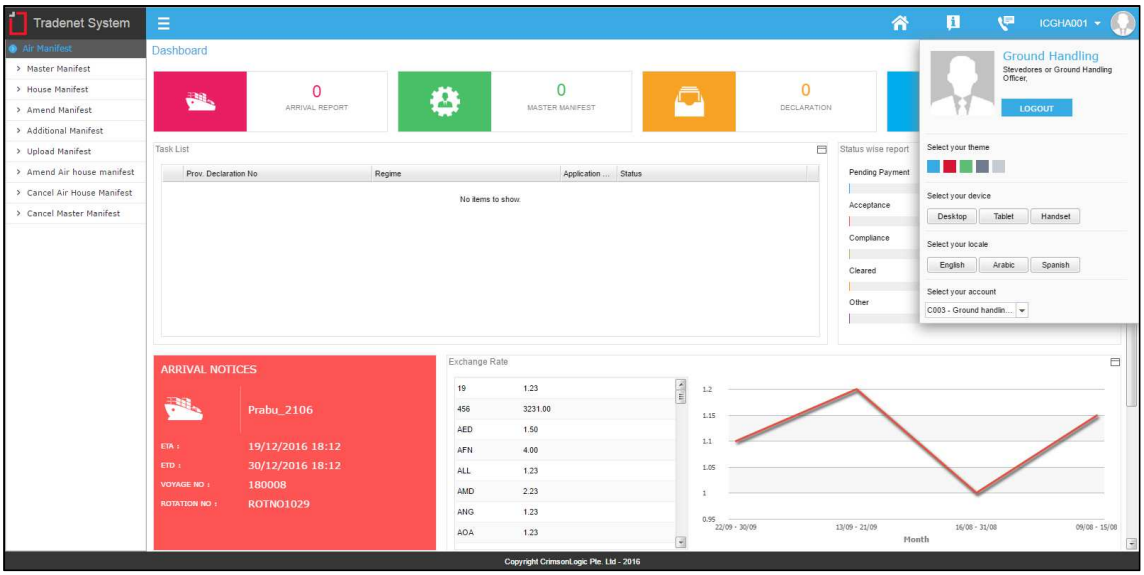


Dashboard Tab

Once the Ground Handling Agent logs in to the TFB system, the user can select the theme, device and the locale of his choice.

Logging Out

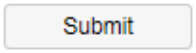
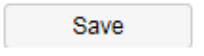
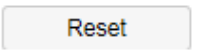
1. This function allows the user to log out from the application any time. User can sign out from the TFB System any time by simply clicking the LOGOUT button available at the upper right corner of the user logged-in window.



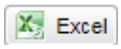
Log Out Tab

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**. 
	Click this button to submit the relevant details.
	Click this button to close the relevant tab details.
	Click this button to update the modified details relevant to the respective tab.
	Click this button to save the details of that particular tab.
	Click this button to clear the entered details and re-enter the field values.
	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.

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Field/Button description	Action/Input Required
	Click this icon to edit the relevant tab details.
 	Click this icon to open or save the list in PDF format.
 	Click this icon to open or save the list in Excel format.

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CHAPTER 2
Air Manifest

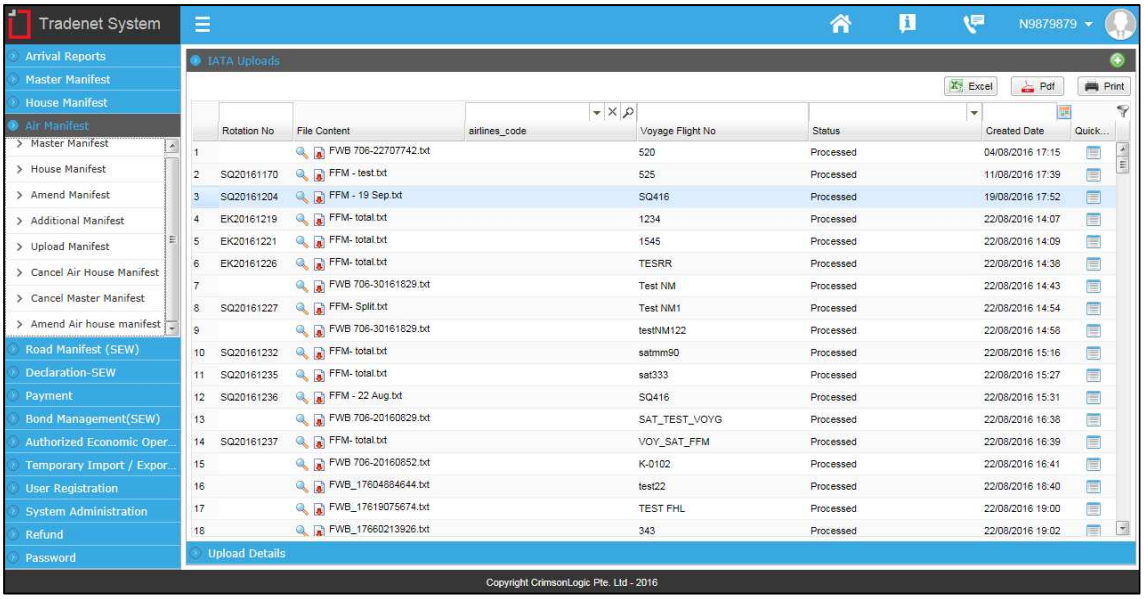
This functionality allows the TFB SEW Ground Handling Agent to create, search, upload, view, amend, update and cancel the Air Manifest.

Creating Upload Manifest

The Ground Handling Agent uploads the Manifest using the TFB Application.

To upload a manifest:

1. Click **Air Manifest** >> **Upload Manifest**. The subsequent screen will be displayed.



Upload Manifest List

> The users can perform the transaction only if he is a registered user in the system

2. Click  icon to upload new Manifest.



Upload Details Tab

3. Enter information in the Upload Details fields.

Field/Button description	Action/Input Required
Format	Select the file format of the manifest file to be uploaded.
Air Craft Code	Select the air craft code for the upload manifest.
Voyage Flight No	Enter the voyage flight number of the upload manifest.
Etd	Enter the estimated date.
File Content	Select the file to be uploaded.

4. Click **Save** button to save the upload manifest details.
5. Click **Ok** button in success message window.

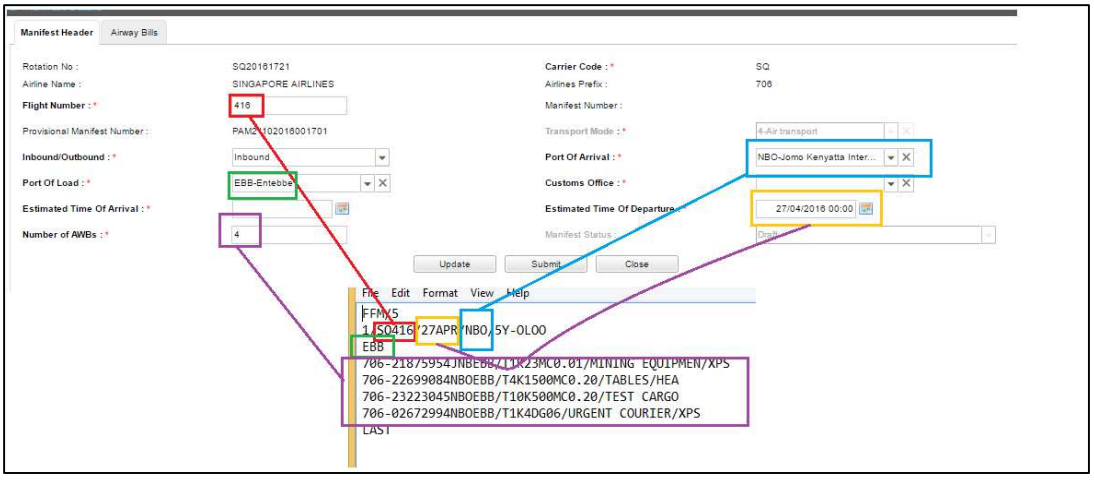
Click **Reset** button to clear the upload details.
Click **Close** button to close the manifest header details.

Click the **Add** icon to upload more than one manifest.
Click **Quick View** icon to overview the upload manifest details.

View IATA File Mapping

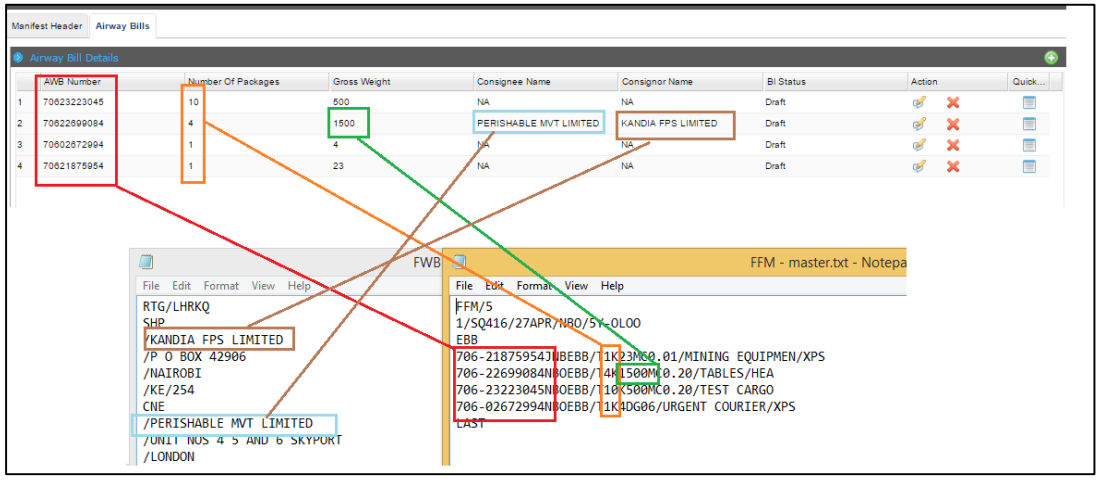
This section allows the Ground Handling Agent to view the IATA file mapped to the uploaded manifest in the TFB system. The examples are as follows:

Master Manifest Header Mapping



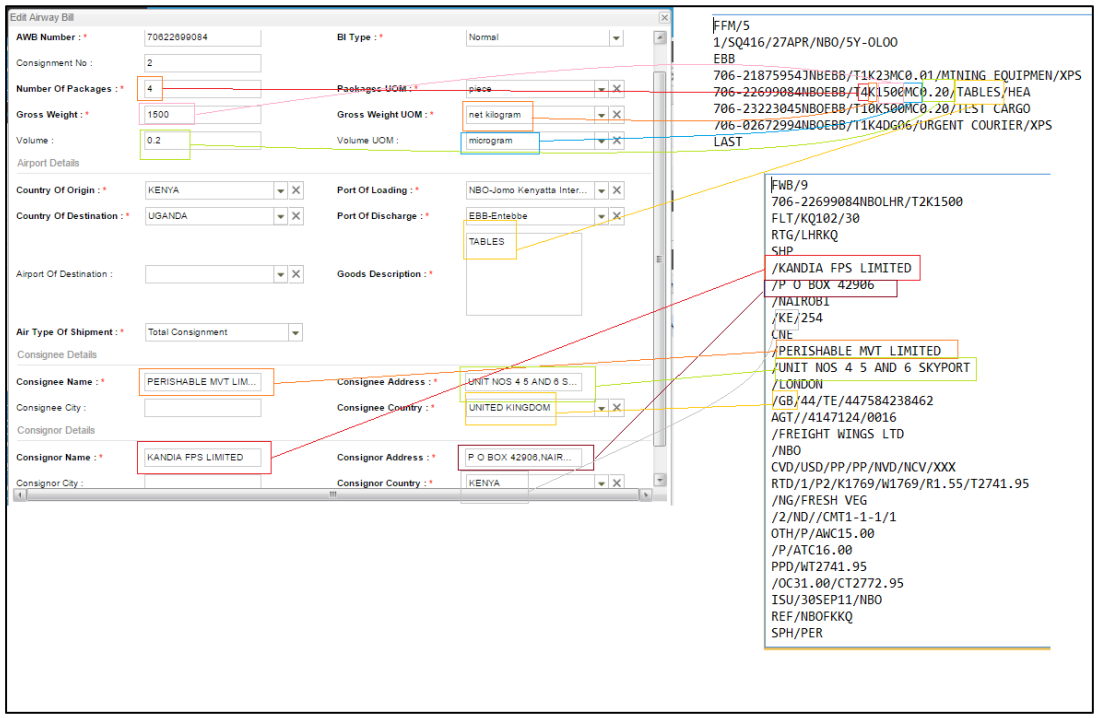
Master Manifest Header Mapping

Master Airway Bills Mapping



Master Airway Bills Mapping

Airway Bill Details Mapping:



Airway Bill Details Mapping

CIMP-27thEdition2007.pdf

For more information on IATA file mapping, refer to

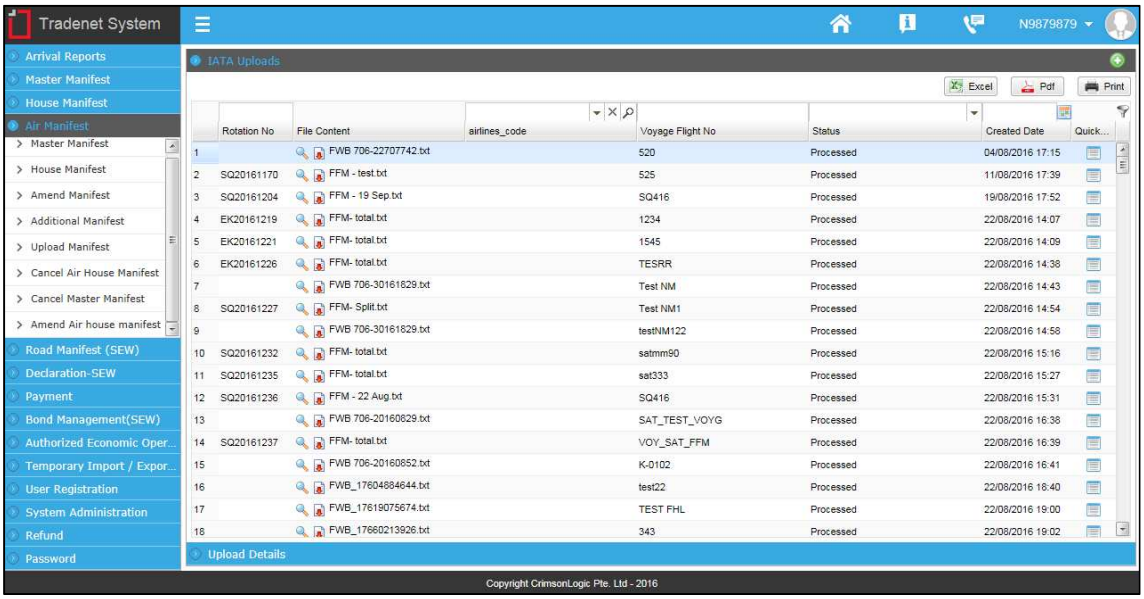
© CrimsonLogic Pte Ltd

Searching Upload Manifest

This section allows the Ground Handling Agent to search the uploaded manifest in the TFB system.

To search the upload manifest:

1. Click **Air Manifest**>> **Upload Manifest**. The subsequent screen will be displayed.



Upload Manifest List Search

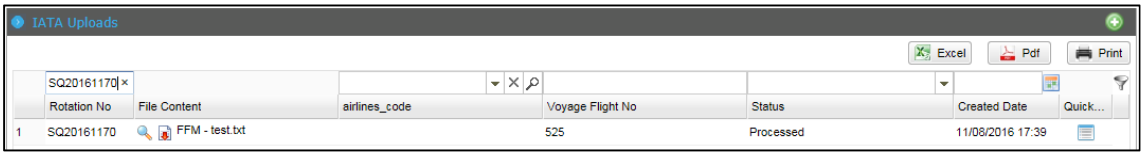
2. Enter any one of the search criteria to view the uploaded manifest details. Following are the field and button descriptions of the Search Uploaded Manifest.

Field/Button description	Action/Input Required
Rotation No	Select the rotation number of the uploaded manifest.
Airlines Code	Select the airlines code of the uploaded manifest.
Voyage Flight No	Enter the voyage flight number of the uploaded manifest.
Status	Select the status of the uploaded manifest.
Created Date	Enter the created date of the upload manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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

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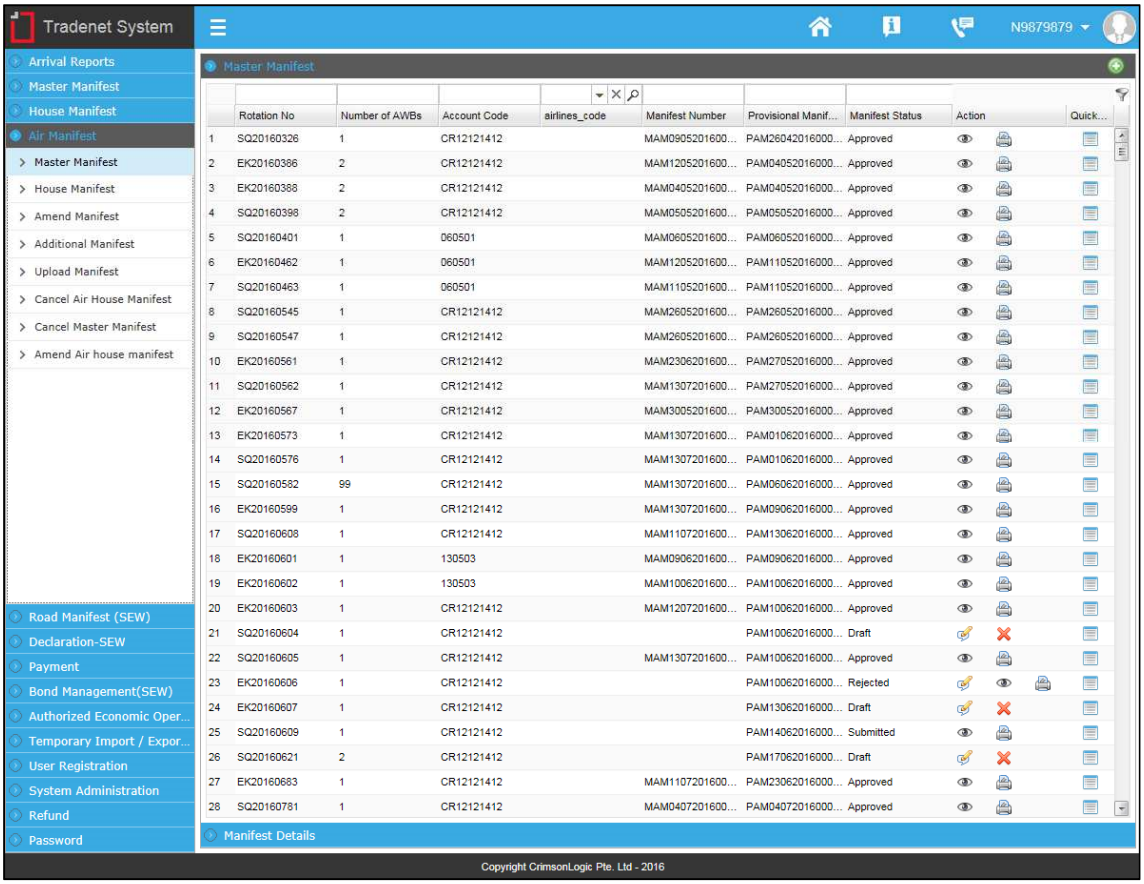
Upload Manifest List Search Result

Creating Master Manifest

The Ground Handling Agent creates the Air Master Manifest using the TFB Application.

To create a master manifest:

1. Click **Air Manifest** >> **Master Manifest**. The subsequent screen will be displayed.

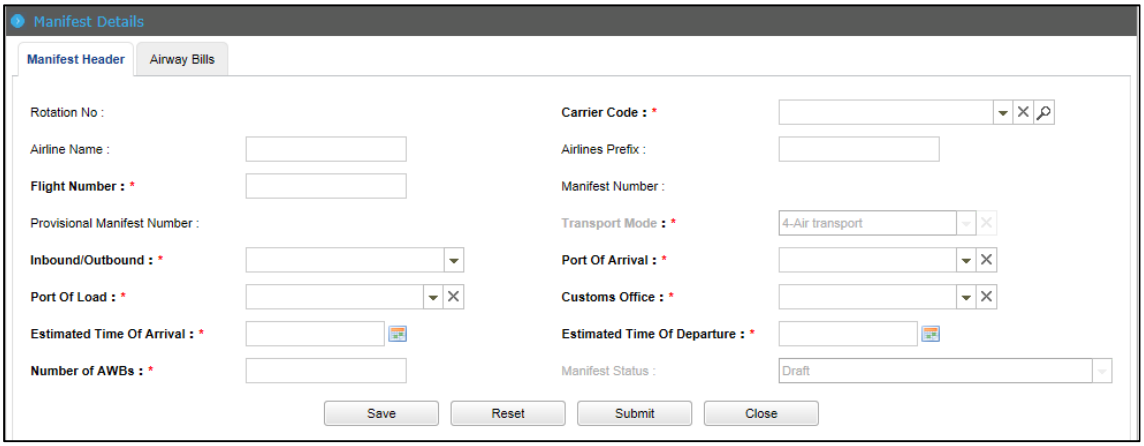


Master Manifest List

The users can perform the transaction only if he is a registered user in the system.

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2. Click  icon to create new Master Manifest.



Master Manifest Header Tab

3. Enter information in the Manifest Header fields.

Field/Button description	Action/Input Required
Carrier Code	Select the carrier code of the manifest.
Airline Name	Enter the airline name of the manifest.
Airline Prefix	Enter the airline prefix of the manifest.
Flight Number	Enter the flight number of the manifest.
Transport Mode	Default (4-Air Transport) is selected.
Inbound/Outbound	Select Inbound or Outbound of the manifest.
Port of Arrival	Select the port of arrival of the manifest.
Port of Load	Select the port of loading of the manifest.
Customs Office	Select the customs office of the manifest.
Estimated Time of Arrival	Select the estimated time of arrival of the manifest.
Estimated Time of Departure	Select the estimated time of departure of the manifest.
Number of AWBs	Enter the number of airway bills included in the manifest.

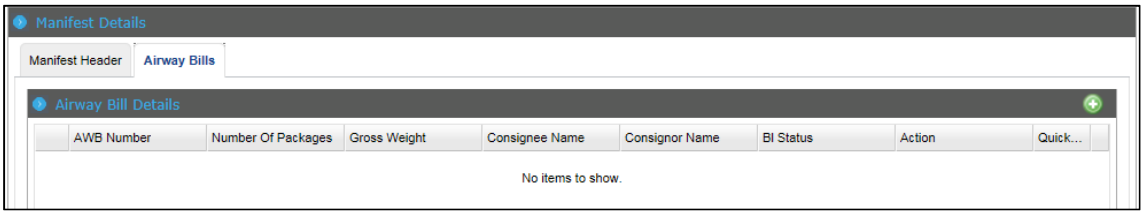
4. Click **Save** button to save the manifest header details.
5. Click **Ok** button in success message window.

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Click **Reset** button to clear the manifest header details.

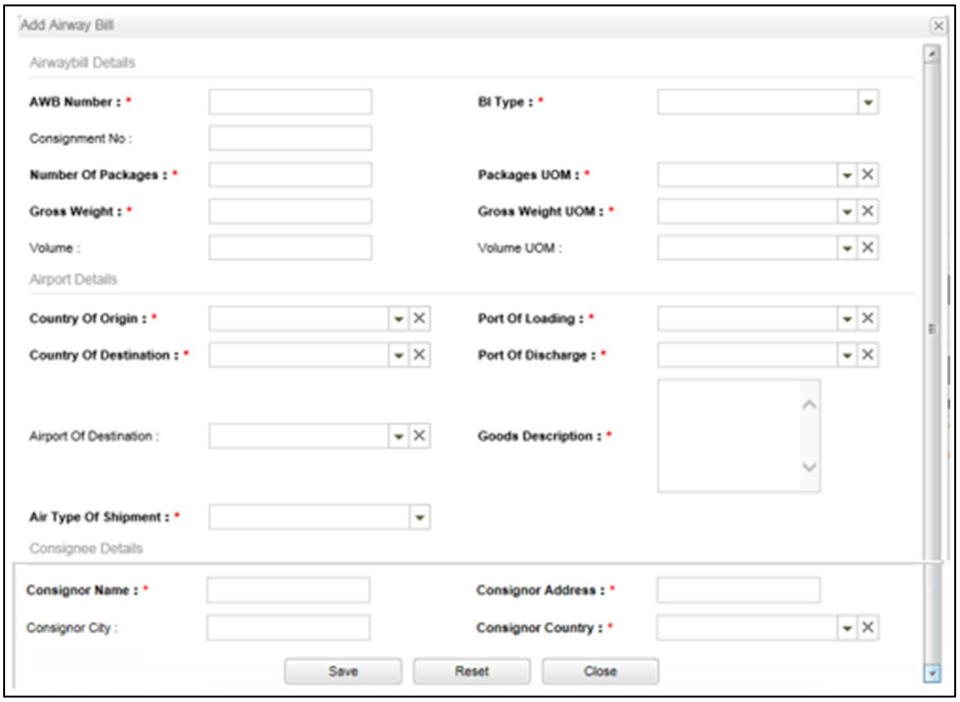
Click **Close** button to close the manifest header details.

6. Click **Submit** button to submit the master manifest after entering the information in Airway Bills (refer to step 9).
7. Click **Airway Bills** Tab. The subsequent screen will be displayed.



Airway Bills Tab

8. Click  icon to add airway bills in master manifest.



Add Airway Bill Window

9. Enter information in the Add Airway Bills fields.

Field/Button description	Action/Input Required
AWB Number	Enter airway bill number.
BI Type	Select the BI type of the airway bill.

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Field/Button description	Action/Input Required
Consignment No	Enter the consignment number of the airway bill.
Number of Packages	Enter the number of packages included in the airway bill.
Packages UOM	Select the packages' unit of measurement.
Gross Weight	Enter the gross weight of the airway bill.
Gross Weight UOM	Select the gross weight' unit of measurement.
Volume	Enter the volume of the airway bill.
Volume UOM	Select the volume' unit of measurement.
Country of Origin	Select the country of origin of airway bill.
Port of Loading	Select the port of loading of airway bill.
Country of Destination	Select the country of destination of airway bill.
Port of Discharge	Select the port of discharge of airway bill.
Airport of Destination	Select the destination airport of airway bill.
Goods Description	Enter the description of the goods.
Air Type Of Shipment	Select the air type of the shipment.
Consignee Name	Enter consignee name of airway bill.
Consignee Address	Enter consignee address of airway bill.
Consignee City	Enter consignee city of airway bill.
Consignee Country	Select consignee country of airway bill.
Consignor Name	Enter consignor name of airway bill.
Consignor Address	Enter consignor address of airway bill.
Consignor City	Enter consignor city of airway bill.
Consignor Country	Select consignor country of airway bill.

10. Click **Save** button to save the airway bills details.

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Success Message

11. Click **Ok** button in success message box to continue.

Click **Reset** button to clear the airway bills fields.

Click **Close** button to close the add airway bills.

Click the **Add** icon to add more than one Airway Bills details.

Click the **Edit** icon to edit the Airway Bills details.

Click the **View** icon to view the Airway Bills details.

Click the **Print** icon to print the Airway Bills details from the available list.

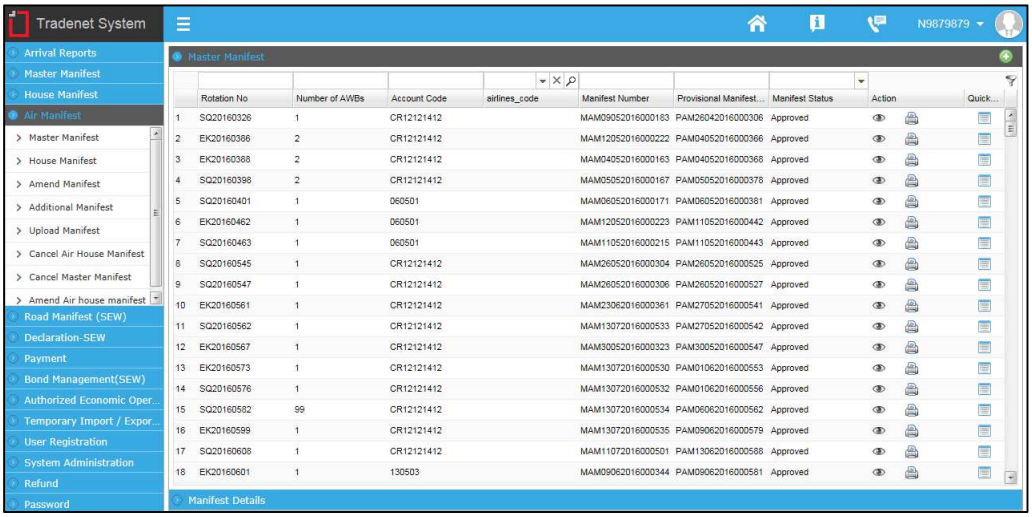
Click **Quick View** icon to overview the Airway Bills details.

Searching Master Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the master manifest in the TFB system.

To search the master manifest:

1. Click **Air Manifest**>> **Master Manifest**. The subsequent screen will be displayed.



Master Manifest List Search Tab

2. Enter any one of the search criteria to view the master manifest details. Following are the field and button descriptions of the Search Master Manifest.

Field/Button description	Action/Input Required
Rotation No	Enter rotation number of the master manifest
Number of AWBs	Enter number of airway bills included in the master manifest
Account Code	Enter account code of the master manifest
Airline Code	Select airline code of the master manifest
Manifest Number	Enter manifest number of the master manifest
Provisional Number	Enter provisional number of the master manifest
Manifest Status	Select the status of the master manifest

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



Master Manifest List Search Result

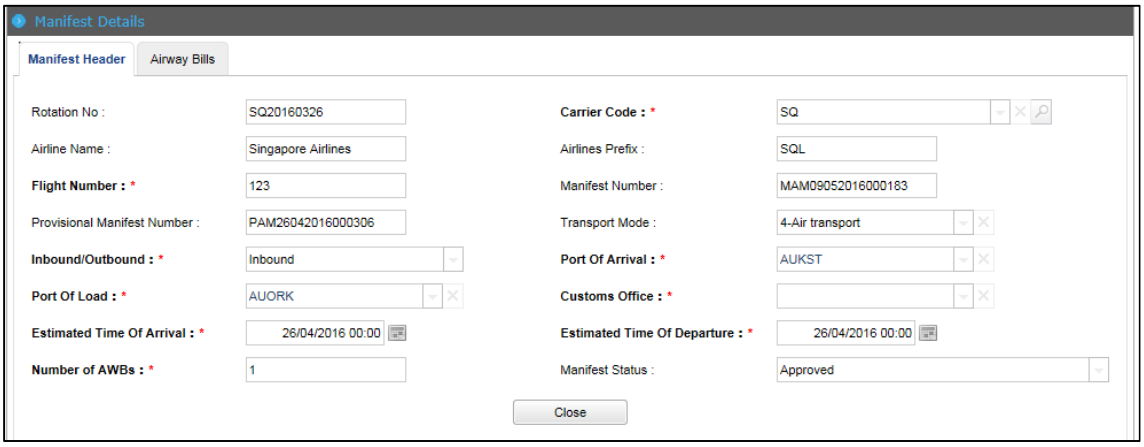
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Viewing Master Manifest Details

This functionality allows the Ground Handling Agent to view the Master Manifest details.

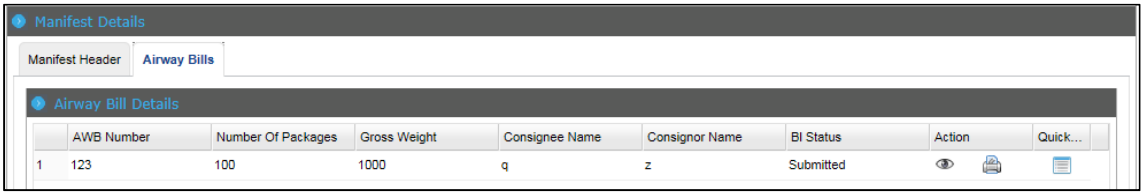
To view the master manifest details:

1. From the search results, click the  icon to View the master manifest header.



Manifest Header Tab

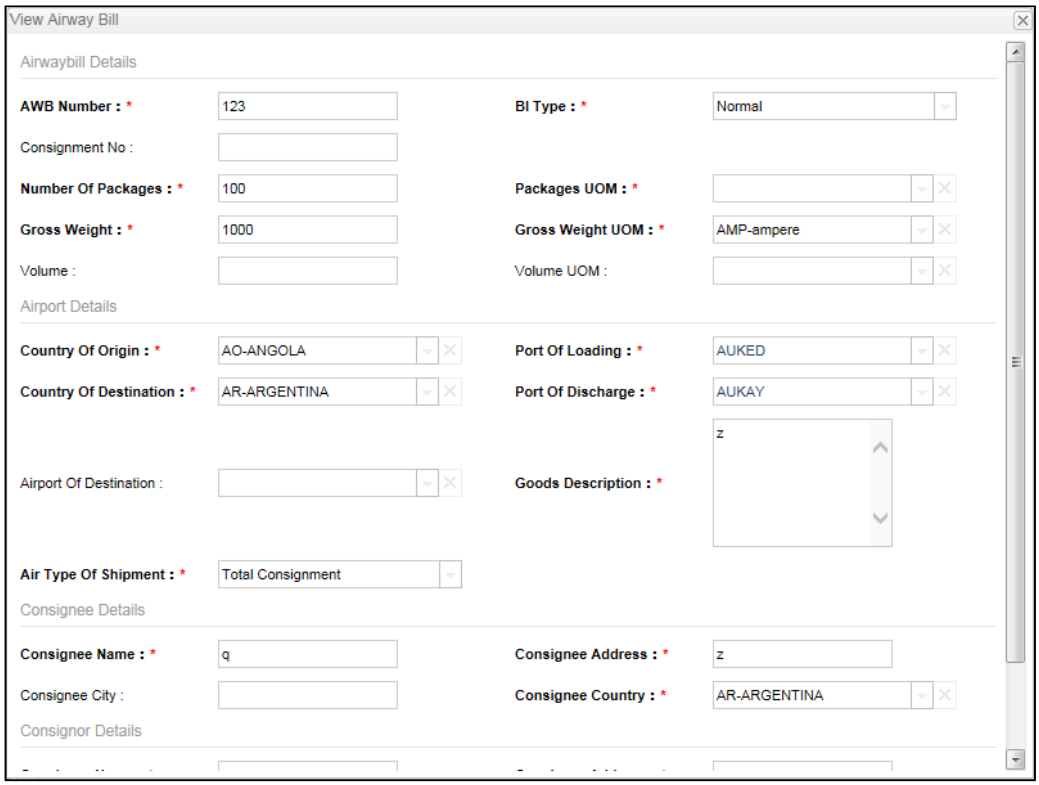
2. Click **Close** button to close master manifest header tab.
3. Click Airway Bills tab to view the airway bills details.



Airway Bills Tab

4. Click the  icon to view the airway bills details.

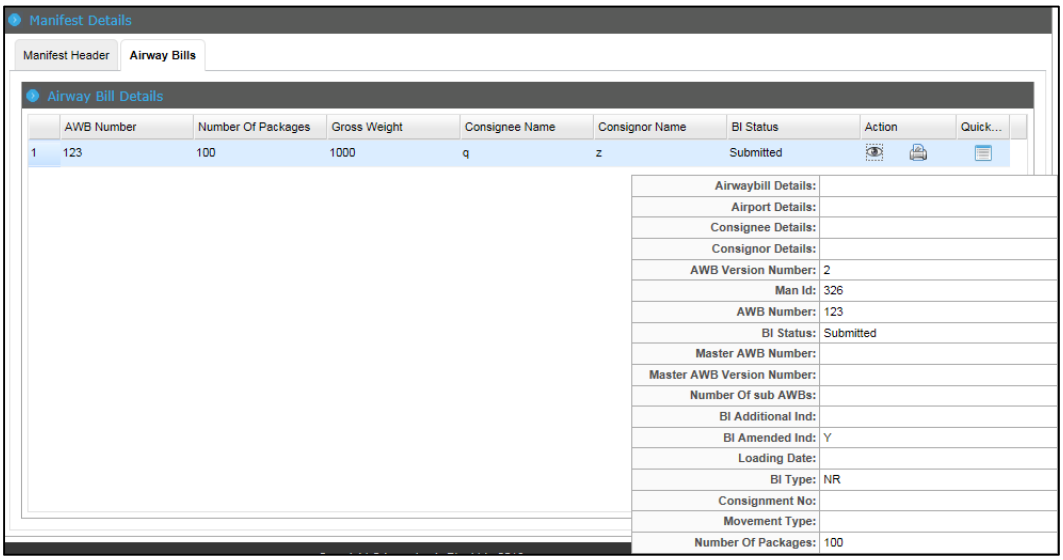
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View Airway Bill window

5. Click **Close** button to close view airway bill window.

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



Quick View Airway Bills Tab

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7. Click the  icon to print preview the airway bills details.



Print Preview Details Tab

8. Click the **Print** button to print the details.

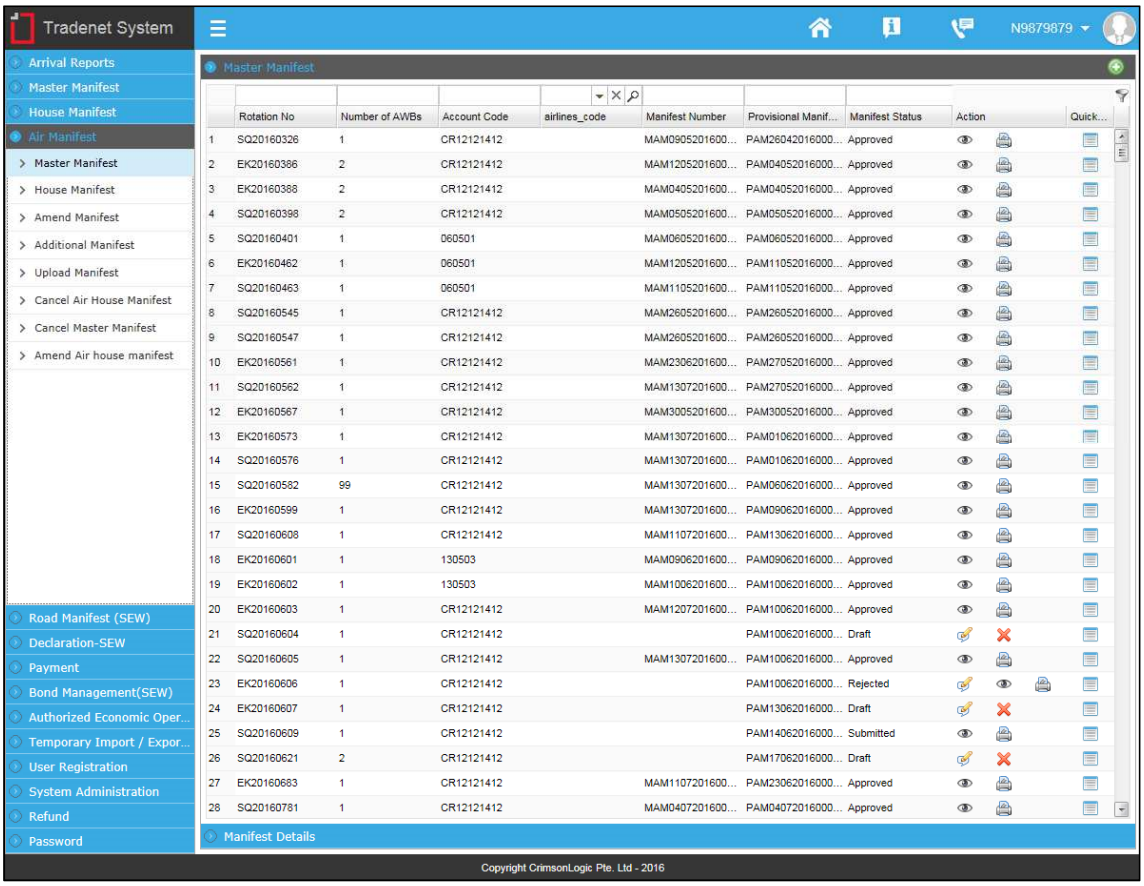
Updating Master Manifest Details

This section allows the Ground Handling Agent to search and edit the master manifest in the TFB system.

To update the master manifest:

1. Click **Air Manifest** >> **Master Manifest**. The subsequent screen will be displayed.

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Master Manifest List Search

2. Enter any one of the search criteria to view the master manifest.

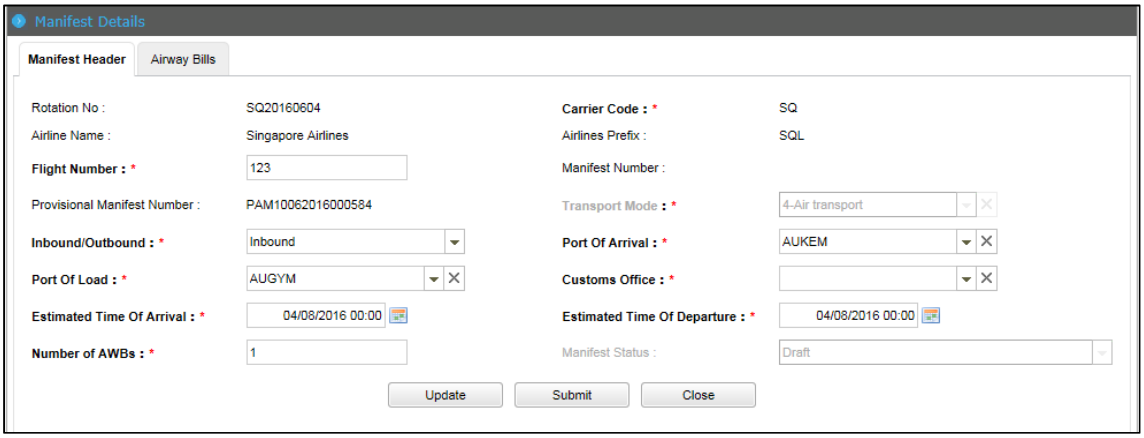
3. Enter the search criteria and Click  icon to view the matching results in the Search Results Tab.



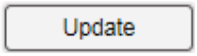
Master Manifest List Search Result

4. Click the  edit icon to update the master manifest details. The following screen will be displayed.

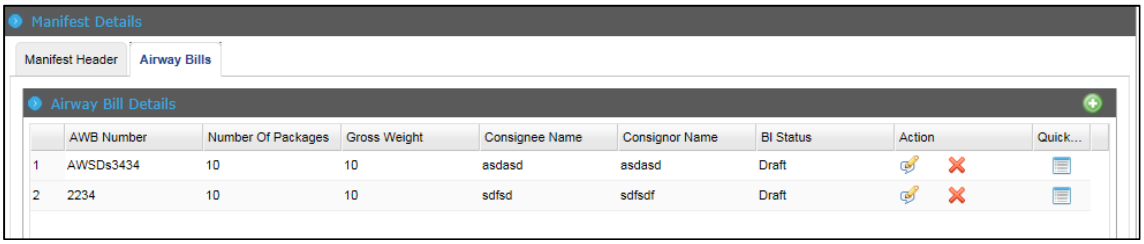
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Manifest Header Edit Tab

5. Modify the field values and click  button.

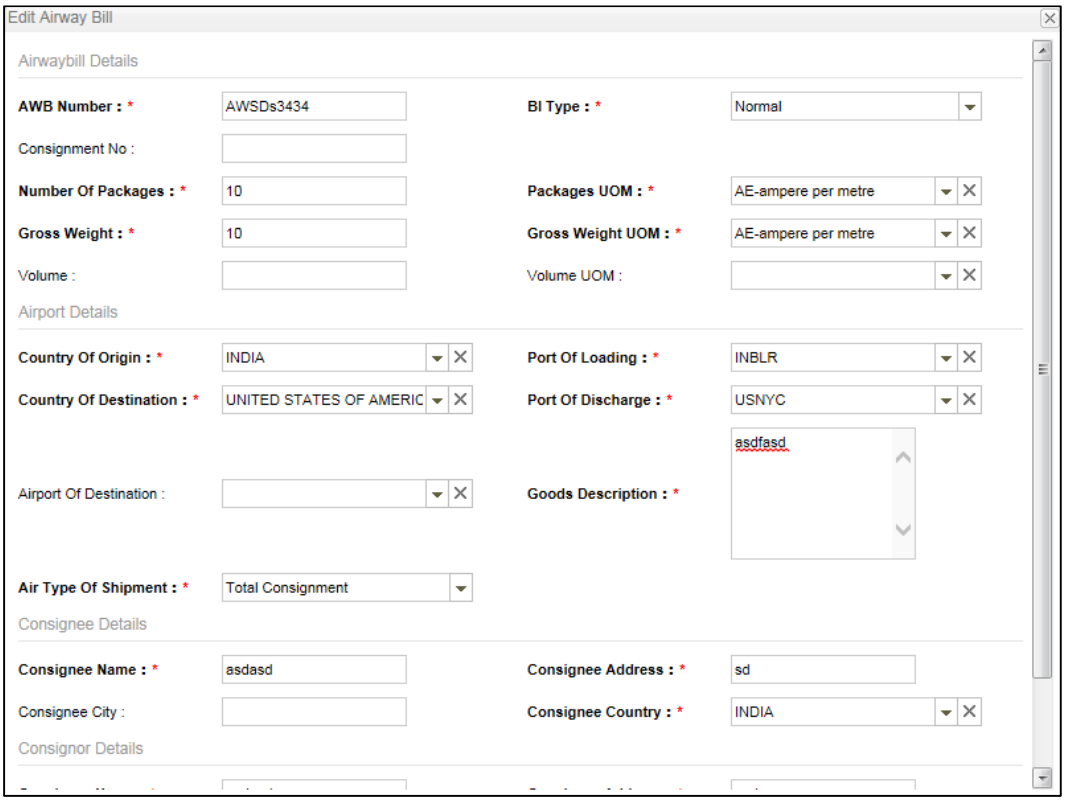
6. Click **Close** button to close Manifest Header tab.
7. Click Airway Bills tab to update airway bills details. The following screen will display.



Airway Bills List Tab

8. Click the  edit icon to update the airway bills details. The following screen will be displayed.

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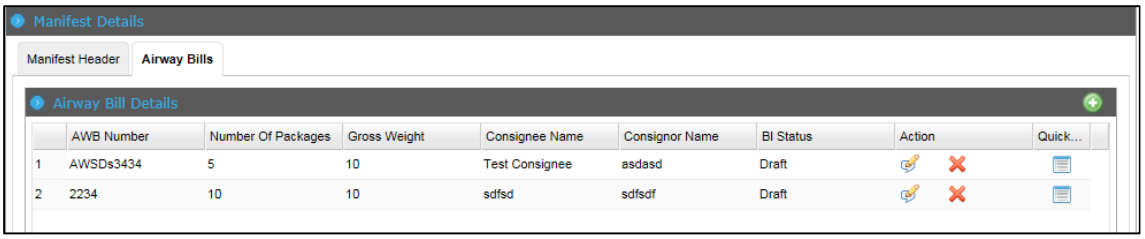
Edit Airway Bill Window

9. Modify the field values and click **Update** button.



Success Message

10. Click **Close** button to close edit airway bills window.
11. Click **OK** button. The changes get reflected in the search airway bills grid as shown in the below screen



Airway Bills Tab

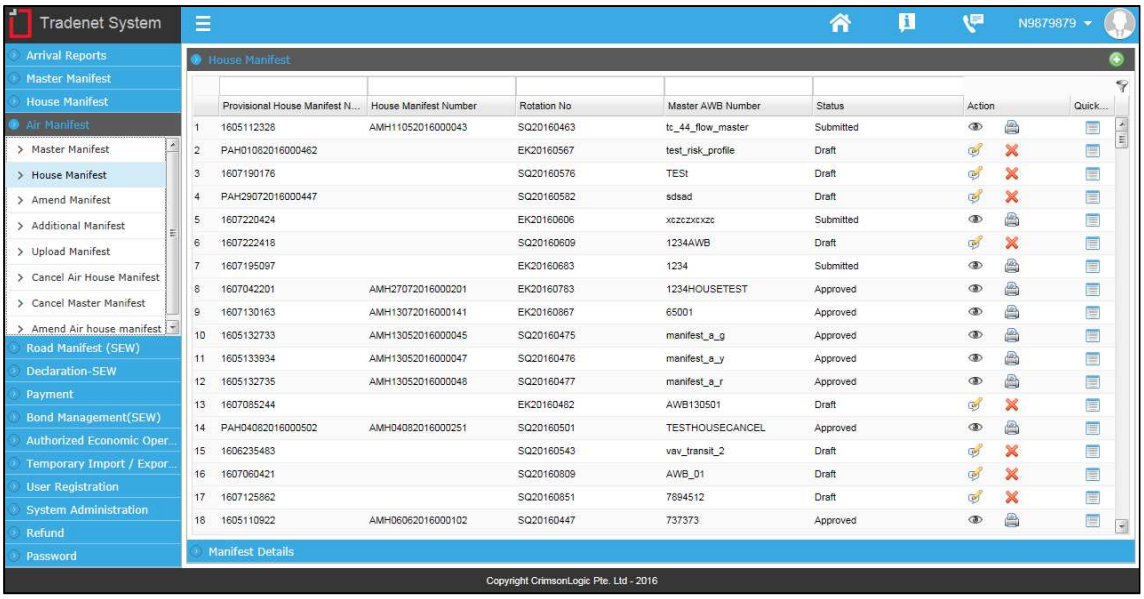
© CrimsonLogic Pte Ltd

Creating House Manifest

The Ground Handling Agent creates the Air House Manifest using the TFB Application.

To create a house manifest:

1. Click **Air Manifest** >> **House Manifest**. The subsequent screen will be displayed.

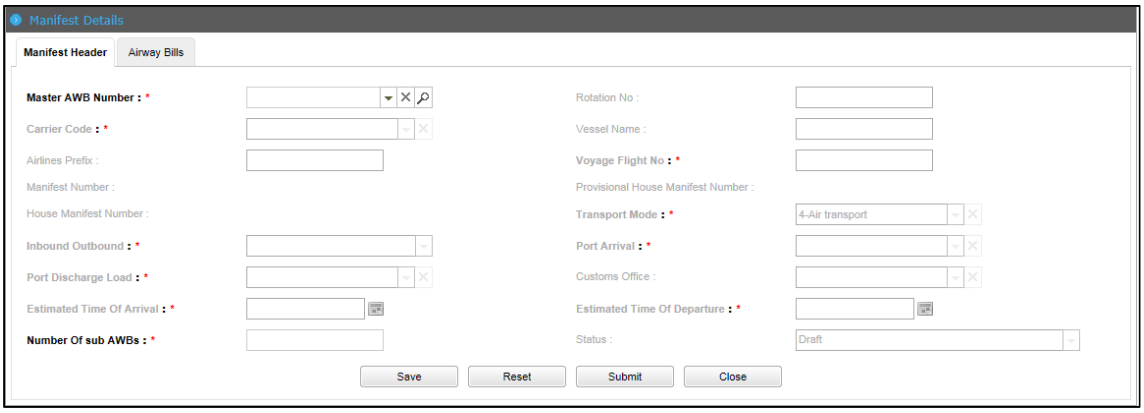


House Manifest List



The users can perform the transaction only if he is a registered user in the system

2. Click  icon to create new House Manifest.



House Manifest Header Tab

3. Enter information in the Manifest Header fields.

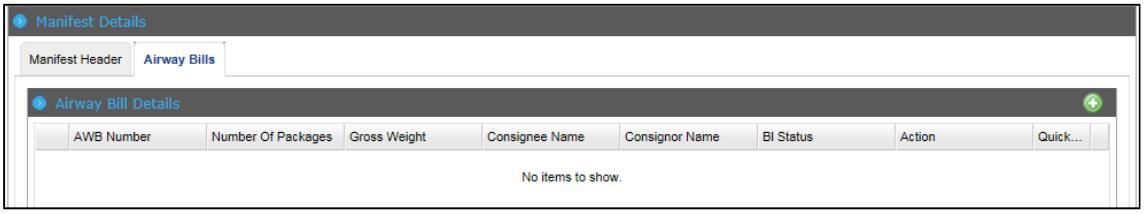
© CrimsonLogic Pte Ltd

Field/Button description	Action/Input Required
Master AWB Number	Select the master airway bill number of the house manifest.
Number of sub AWBs	Enter the number of sub airway bills included in the manifest.

4. Click **Save** button to save the house manifest header details.
5. Click **Ok** button in success message window.

> Click **Reset** button to clear the manifest header details.
>
> Click **Close** button to close the manifest header details.

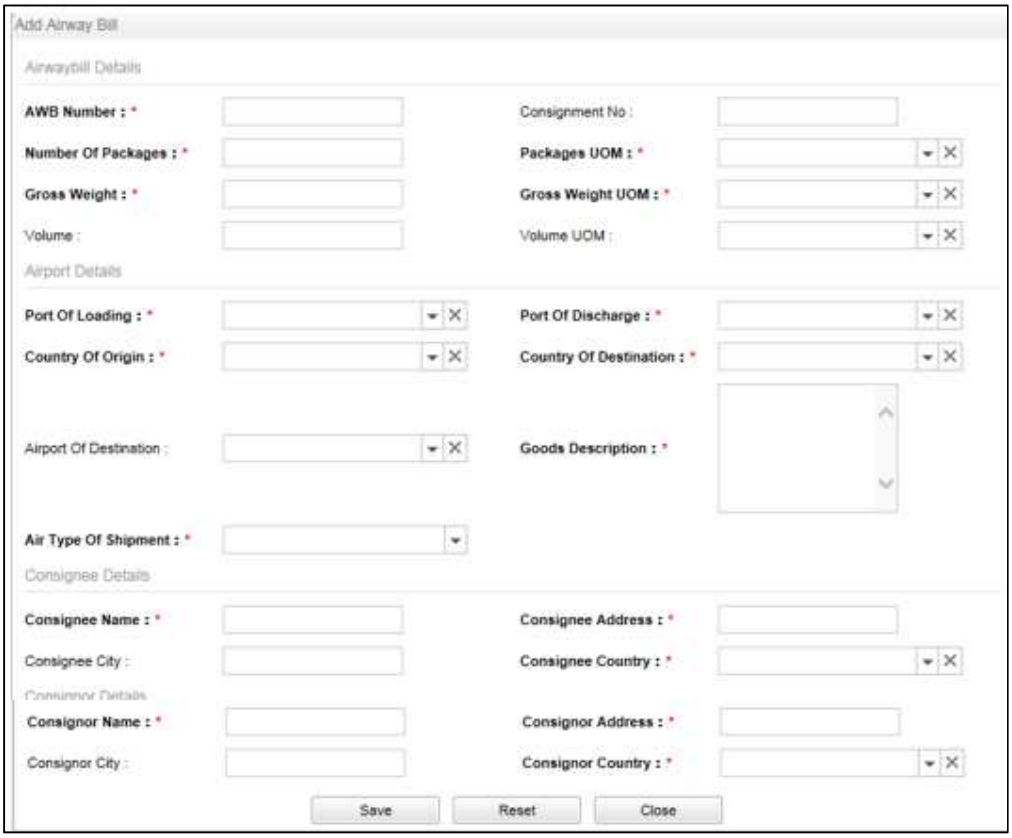
6. Click **Submit** button to submit the master manifest after entering the information in Airway Bills (refer to step 9).
7. Click **Airway Bills** Tab. The subsequent screen will be displayed.



Airway Bills Tab

8. Click  icon to add airway bills in house manifest.

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Add Airway Bill Window

9. Enter information in the Add Airway Bills fields.

Field/Button description	Action/Input Required
AWB Number	Enter airway bill number.
Consignment No	Enter the consignment number of the airway bill.
Number of Packages	Enter the number of packages included in the airway bill.
Packages UOM	Select the packages' unit of measurement.
Gross Weight	Enter the gross weight of the airway bill.
Gross Weight UOM	Select the gross weight' unit of measurement.
Volume	Enter the volume of the airway bill.
Volume UOM	Select the volume' unit of measurement.
Port of Loading	Select the port of loading of airway bill.

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Field/Button description	Action/Input Required
Port of Discharge	Select the port of discharge of airway bill.
Country of Origin	Select the country of origin of airway bill.
Country of Destination	Select the country of destination of airway bill.
Airport of Destination	Select the destination airport of airway bill.
Goods Description	Enter the description of the goods.
Air Type Of Shipment	Select the air type of the shipment.
Consignee Name	Enter consignee name of airway bill.
Consignee Address	Enter consignee address of airway bil.l
Consignee City	Enter consignee city of airway bill.
Consignee Country	Select consignee country of airway bill.
Consignor Name	Enter consignor name of airway bill.
Consignor Address	Enter consignor address of airway bill.
Consignor City	Enter consignor city of airway bill.
Consignor Country	Select consignor country of airway bill.

10. Click **Save** button to save the airway bills details.



Success Message

11. Click **Ok** button in success message box to continue.

Click **Reset** button to clear the airway bills details.

Click **Close** button to close the add airway bills details.

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Click the **Add** icon to add more than one Airway Bills details.

Click the **Edit** icon to edit the Airway Bills details.

Click the **View** icon to view the Airway Bills details.

Click the **Print** icon to print the Airway Bills details from the available list.

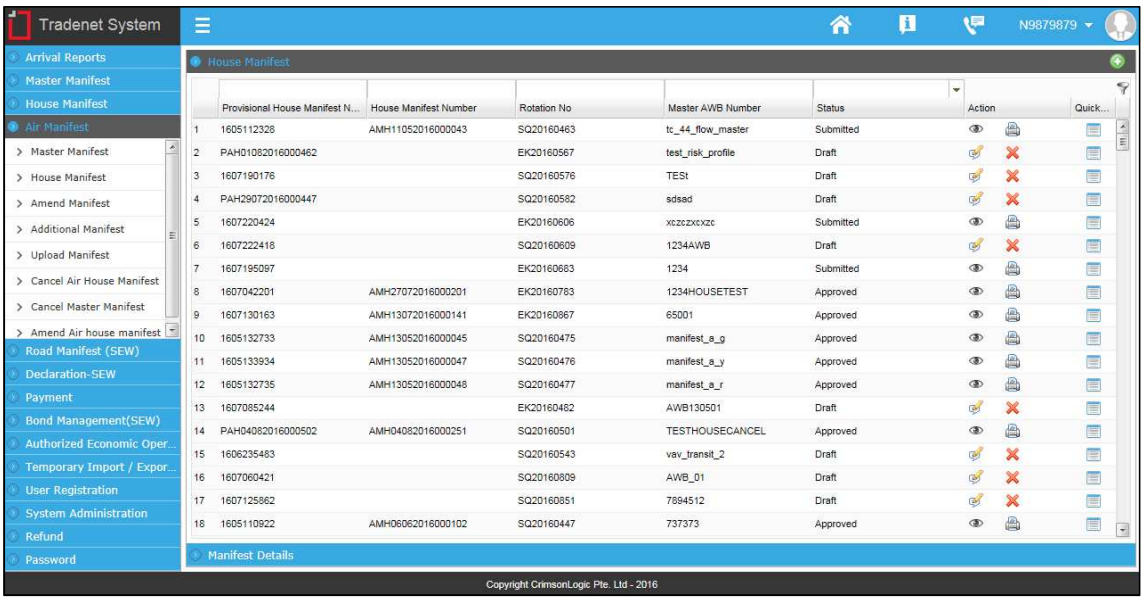
Click **Quick View** icon to overview the Airway Bills details.

Searching House Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the house manifest in the TFB system.

To search the house manifest:

1. Click **Air Manifest**>> **House Manifest**. The subsequent screen will be displayed.



House Manifest List Search Tab

2. Enter any one of the search criteria to view the house manifest details. Following are the field and button descriptions of the Search House Manifest.

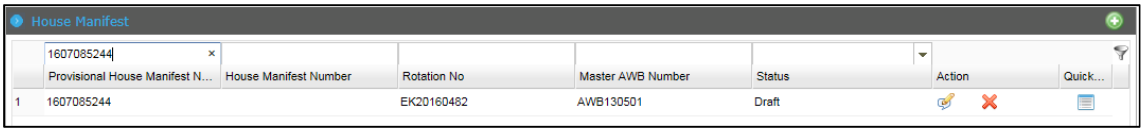
Field/Button description	Action/Input Required
Provisional House Manifest Number	Enter the provisional number of the house manifest.
House Manifest Number	Enter the house manifest number.
Rotation No	Enter the rotation number of the house manifest.

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Field/Button description	Action/Input Required
Master AWB Number	Enter the master airway bill number of the house manifest.
Status	Select the status of the house manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



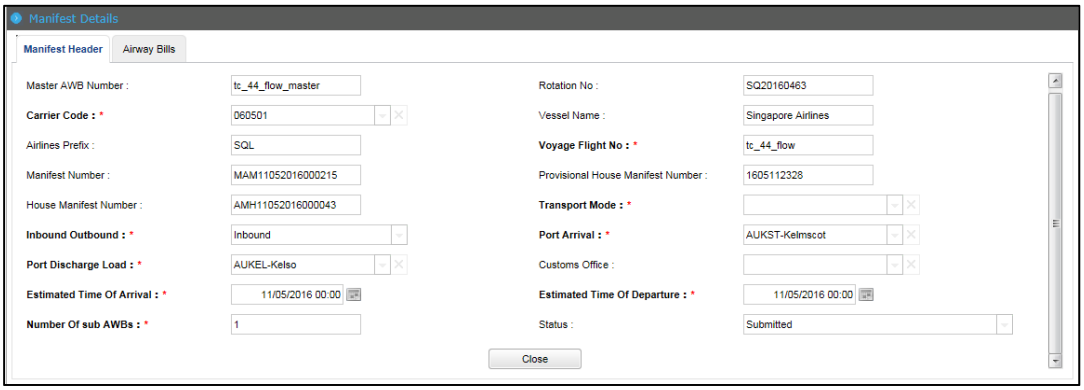
House Manifest List Search Result

Viewing House Manifest Details

This functionality allows the Ground Handling Agent to view the House Manifest details.

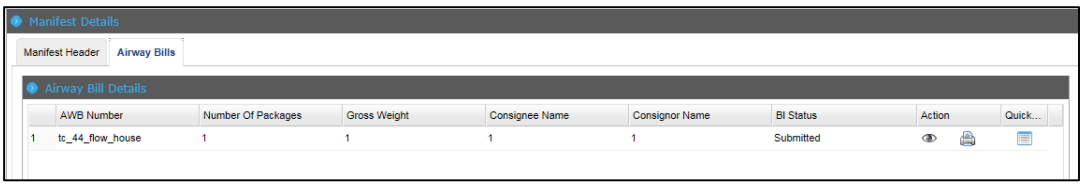
To view the house manifest details:

1. From the search results, click the  icon to View the house manifest header.



Manifest Header Tab

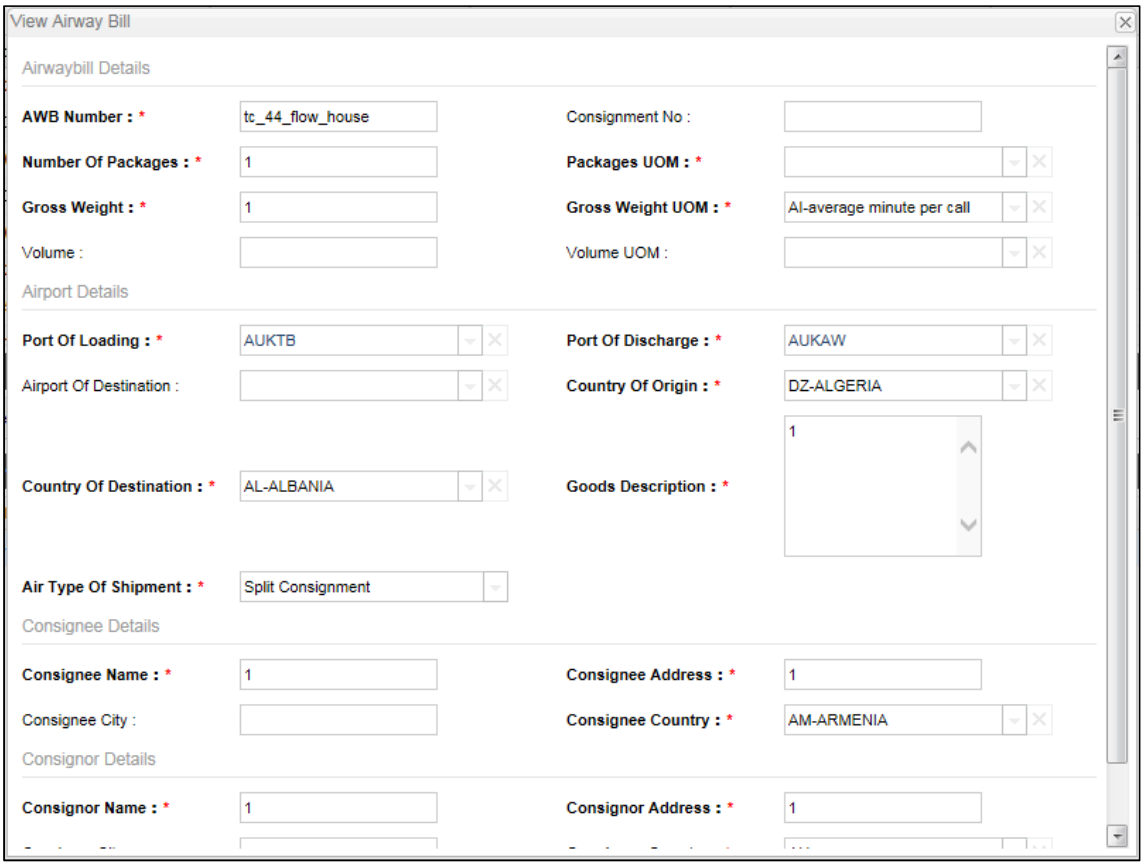
2. Click **Close** button to close master manifest header tab.
3. Click Airway Bills tab to view the airway bills details.



Airway Bills Tab

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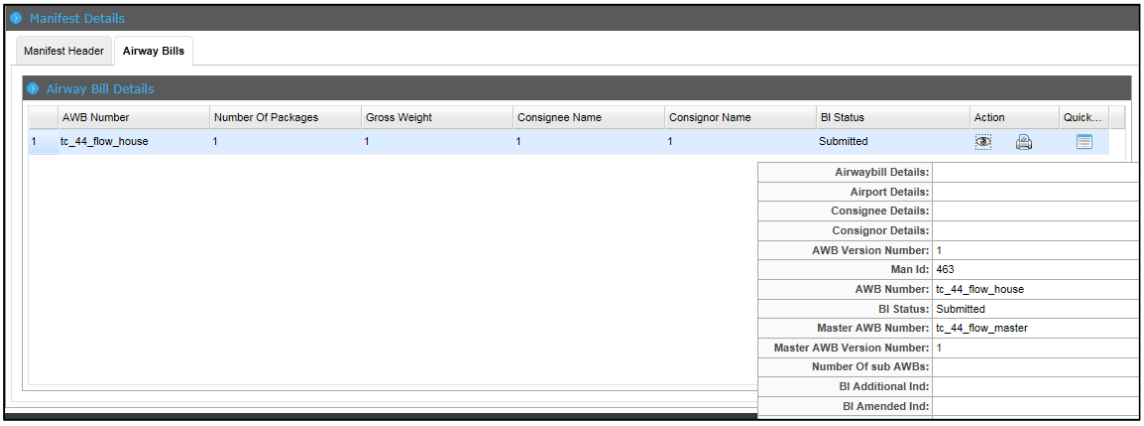
4. Click the  icon to view the airway bills details.



View Airway Bill page

5. Click **Close** button to close view airway bill window.

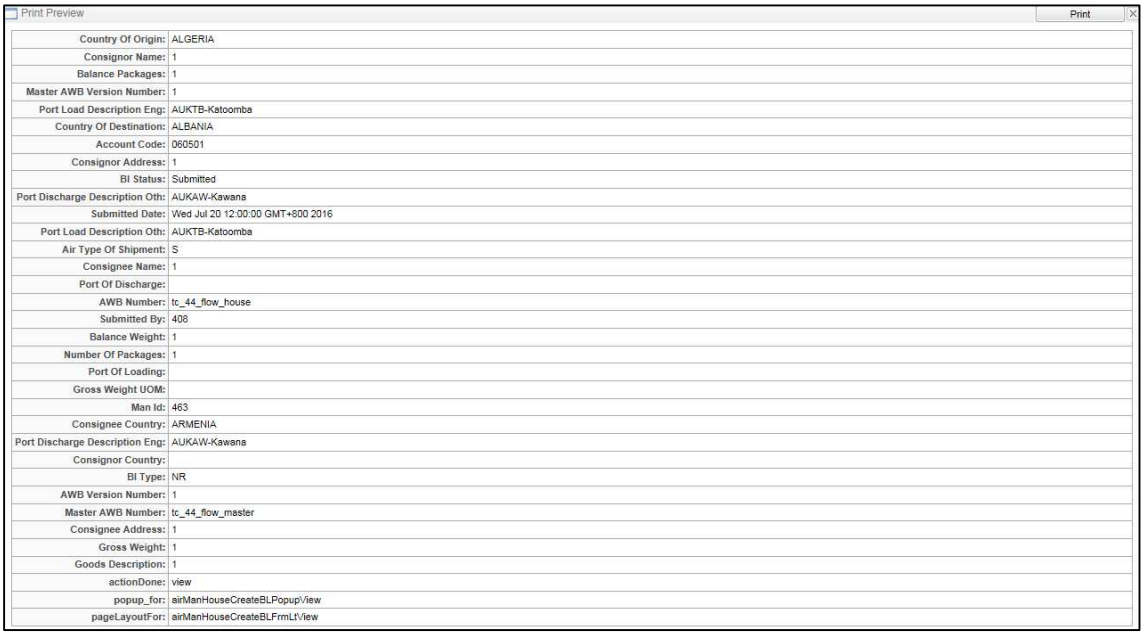
6. Click the  Quick view icon to view the item details.



Quick View Airway Bills Tab

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7. Click the  icon to print preview the airway bills details.



Print Preview Details Tab

8. Click the **Print** button to print the details.

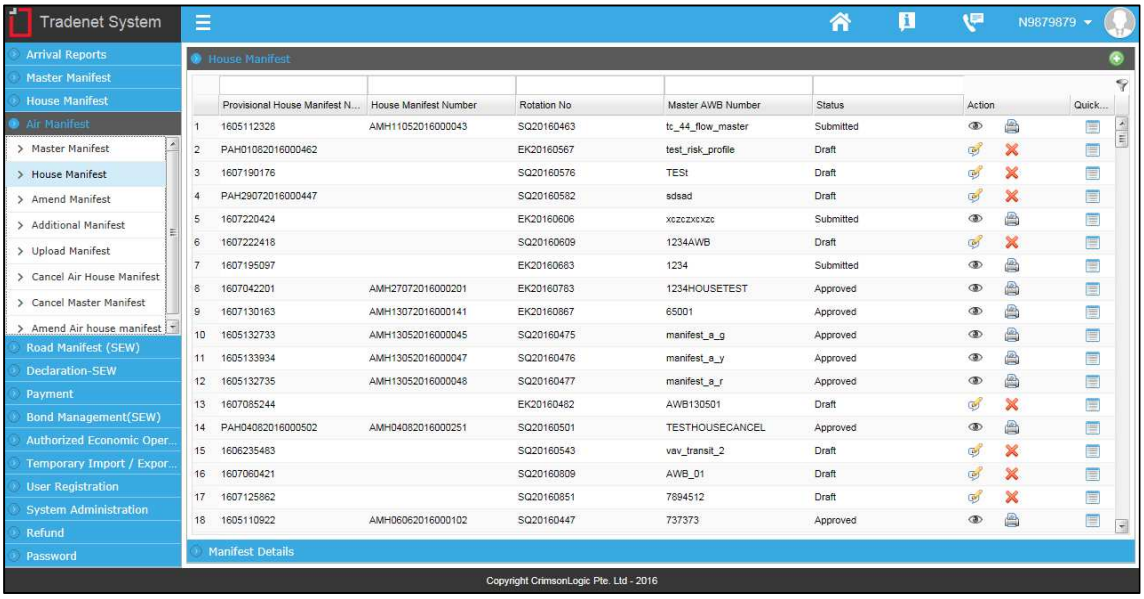
Updating House Manifest Details

This section allows the Ground Handling Agent to search and edit the house manifest in the TFB system.

To update the house manifest:

1. Click **Air Manifest** >> **House Manifest**. The subsequent screen will be displayed.

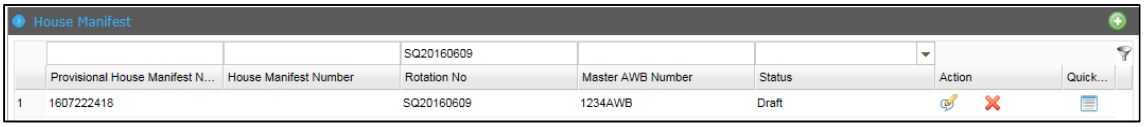
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House Manifest List Search

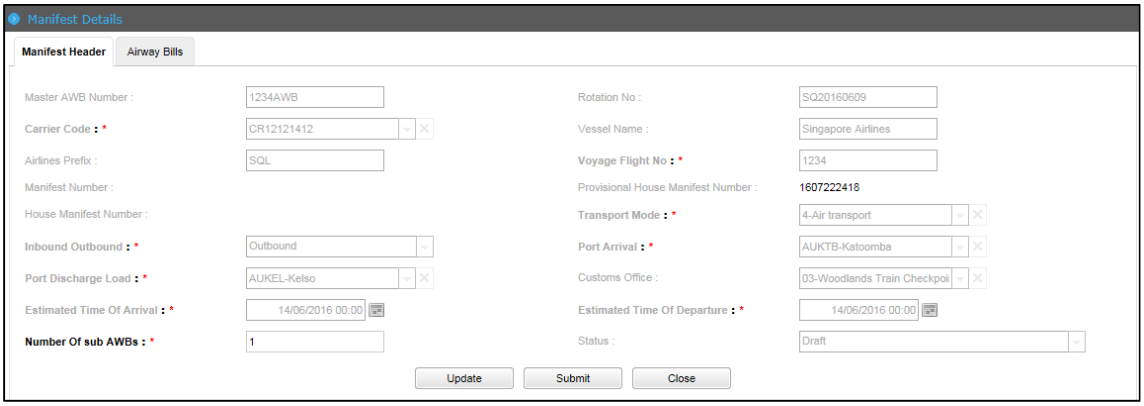
2. Enter any one of the search criteria to view the house manifest.

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

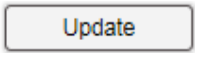


House Manifest List Search Result

4. Click the  edit icon to update the house manifest details. The following screen will be displayed.



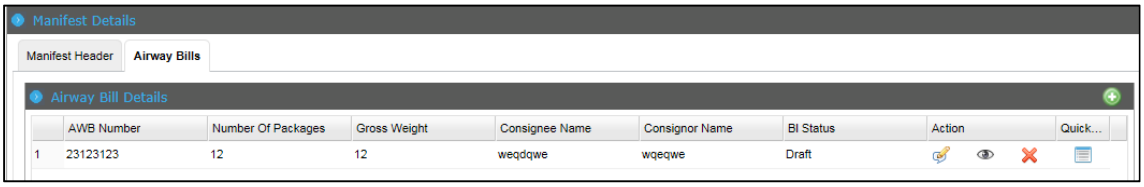
House Header Edit Tab

5. Modify the field values and click  button.

6. Click **Close** button to close Manifest Header tab.

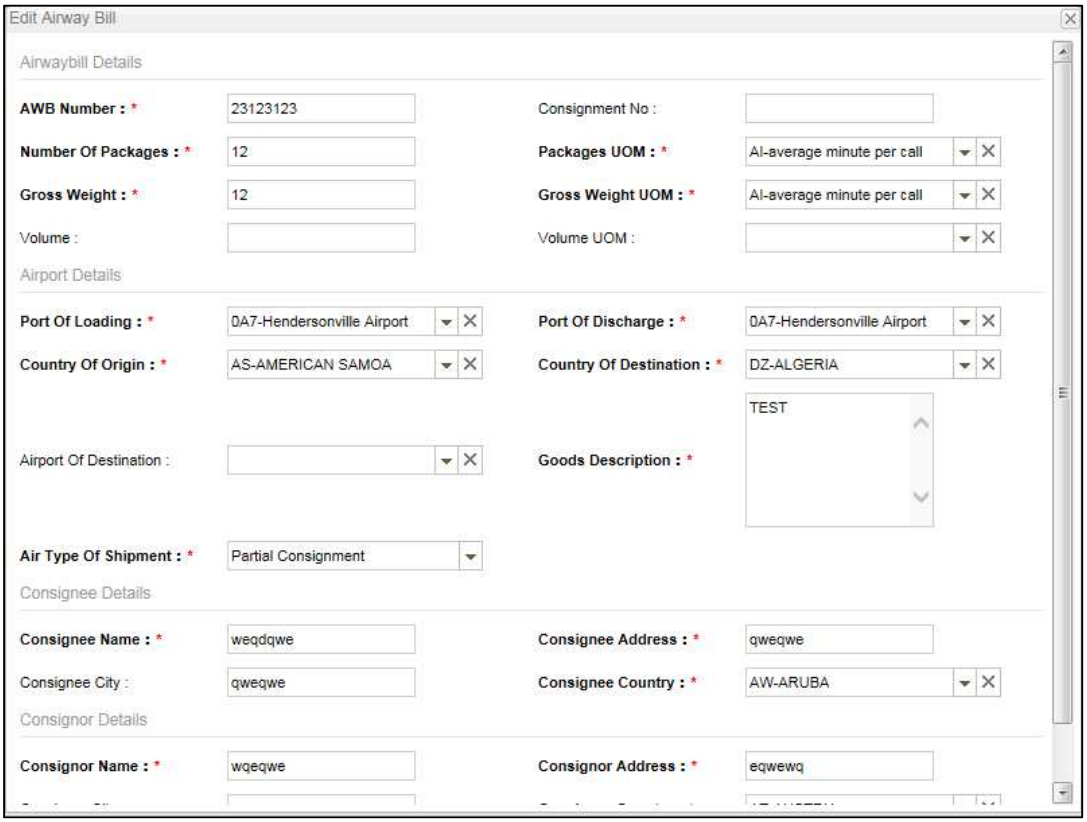
© CrimsonLogic Pte Ltd

7. Click Airway Bills tab to update airway bills details. The following screen will display.



Airway Bills List Tab

8. Click the edit icon to update the airway bills details. The following screen will be displayed.



Edit Airway Bill Window

9. Modify the field values and click **Update** button.

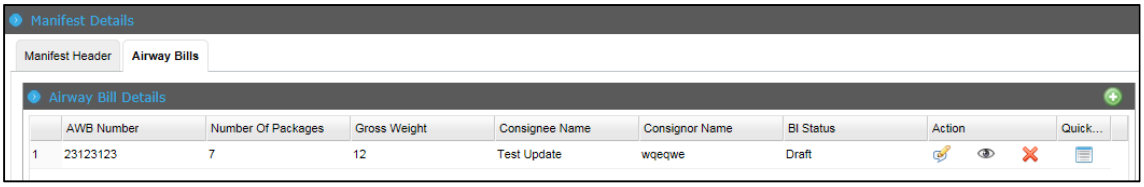


Success Message

10. Click **Close** button to close edit airway bills window.

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11. Click **OK** button. The changes get reflected in the search airway bills grid as shown in the below screen.



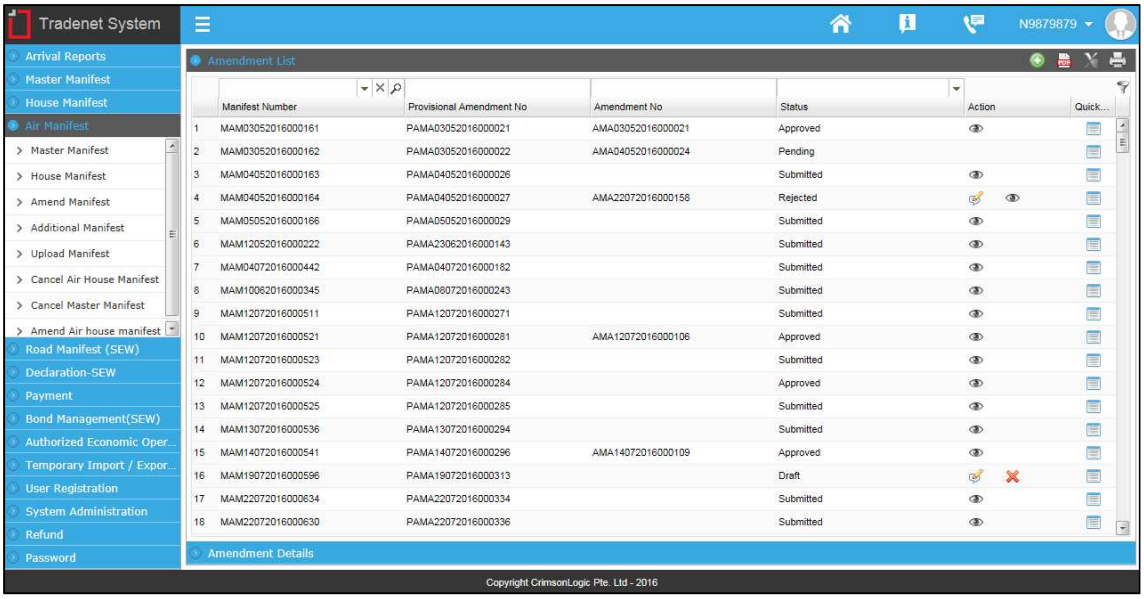
Airway Bills Tab

Creating Amendment Master Manifest

The Ground Handling Agent creates the Amendment Air Master Manifest using the TFB Application.

To create an amendment master manifest:

1. Click **Air Manifest**>> **Amend Manifest**. The subsequent screen will be displayed.

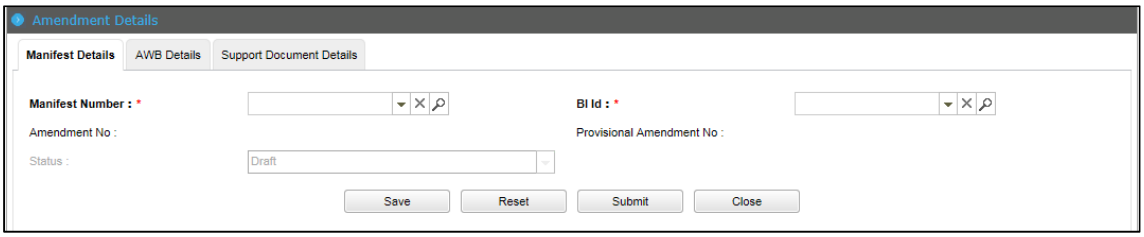


Amendment Master Manifest List

The users can perform the transaction only if he is a registered user in the system

2. Click  icon to create new amendment Master Manifest.

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Amendment Master Manifest Details Tab

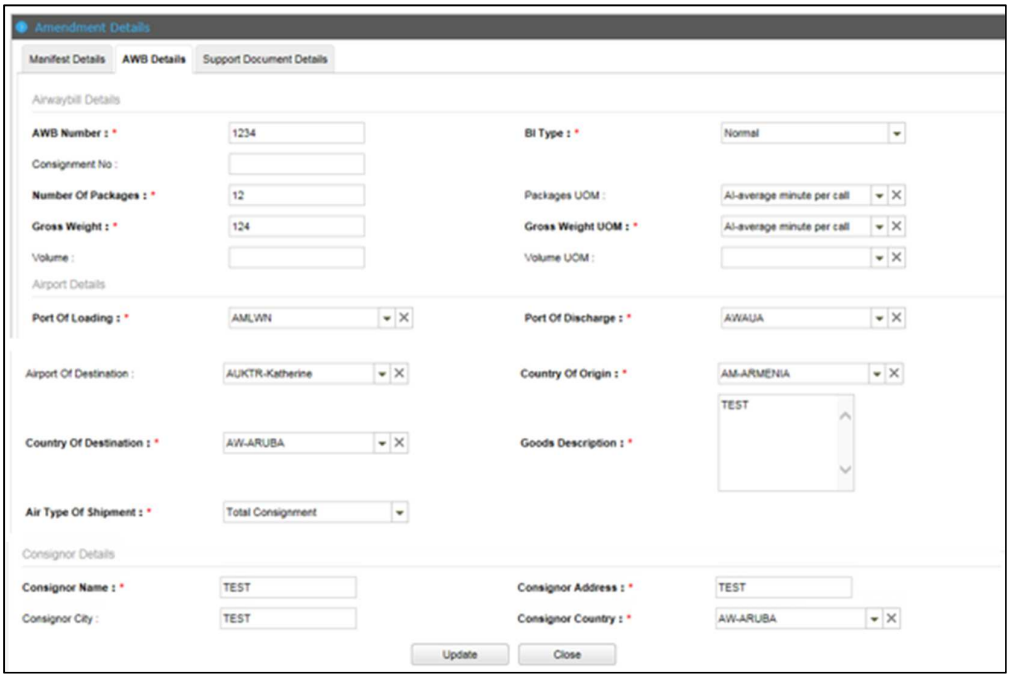
3. Enter information in the Manifest Details fields.

Field/Button description	Action/Input Required
Manifest Number	Select the manifest number to amend
BI ID	Select the BI ID/AWB number of the manifest

4. Click **Save** button to save the manifest details.
5. Click **Ok** button in success message window.

> Click **Reset** button to clear the manifest details.
>
> Click **Close** button to close the manifest details.

6. Click **Submit** button to submit the amendment master manifest after entering the information in AWB Details and Supporting Document Details (refer to step 9).
7. Click **AWB Details** Tab. The subsequent screen will be displayed.



AWB Details Tab

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8. Enter information in the AWB Details fields.

Field/Button description	Action/Input Required
AWB Number	Enter airway bill number.
BI Type	Select the BI type of the airway bill.
Consignment No	Enter the consignment number of the airway bill.
Number of Packages	Enter the number of packages included in the airway bill.
Packages UOM	Select the packages' unit of measurement.
Gross Weight	Enter the gross weight of the airway bill.
Gross Weight UOM	Select the gross weight' unit of measurement.
Volume	Enter the volume of the airway bill.
Volume UOM	Select the volume' unit of measurement.
Port of Loading	Select the port of loading of airway bill.
Port of Discharge	Select the port of discharge of airway bill.
Airport of Destination	Select the destination airport of airway bill.
Country of Origin	Select the country of origin of airway bill.
Country of Destination	Select the country of destination of airway bill.
Goods Description	Enter the description of the goods.
Air Type Of Shipment	Select the air type of the shipment.
Consignee Name	Enter consignee name of airway bill.
Consignee Address	Enter consignee address of airway bill.
Consignee City	Enter consignee city of airway bill.
Consignee Country	Select consignee country of airway bill.
Consignor Name	Enter consignor name of airway bill.
Consignor Address	Enter consignor address of airway bill.
Consignor City	Enter consignor city of airway bill.

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Field/Button description	Action/Input Required
Consignor Country	Select consignor country of airway bill.

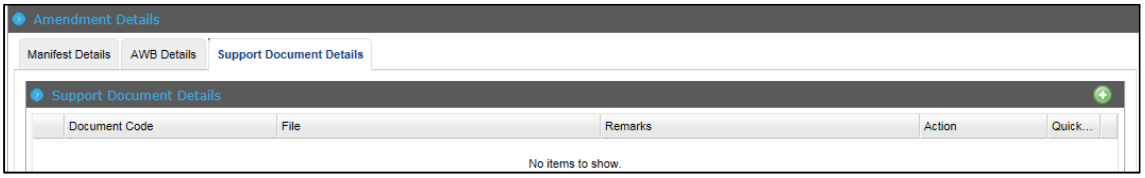
Click **Close** button to close the AWB details details.

9. Click **Update** button to save the airway bills details.



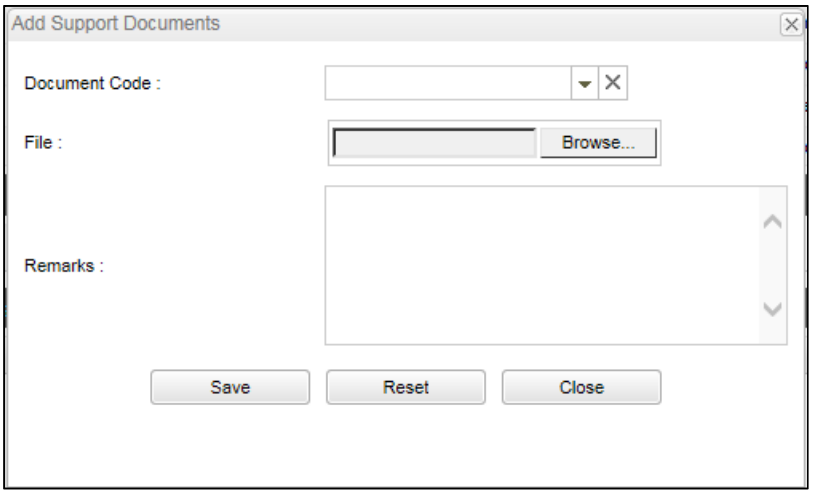
Success Message

10. Click **Ok** button in success message box to continue.
11. Click **Support Document Details** Tab. The subsequent screen will be displayed.



Support Document Details Tab

12. Click  icon to add supporting document details in the amendment master manifest.



Add supporting Documents Window

13. Enter information in the Add Support Documents window fields.

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Field/Button description	Action/Input Required
Document Code	Select the document code of the supporting document
File	Click **Browse** button to select the document to be attached
Remarks	Enter the remarks of the supporting document

14. Click **Save** button to save the supporing document details.



Success Message

15. Click **Ok** button in success message box to continue.

Click **Reset** button to clear the supporting document fields.
Click **Close** button to close the add support document window.

Click the **Add** icon to add more than one supporting document.
Click the **Edit** icon to edit the supporting document.
Click the **View** icon to view the supporting document.
Click **Quick View** icon to overview the supporting document.

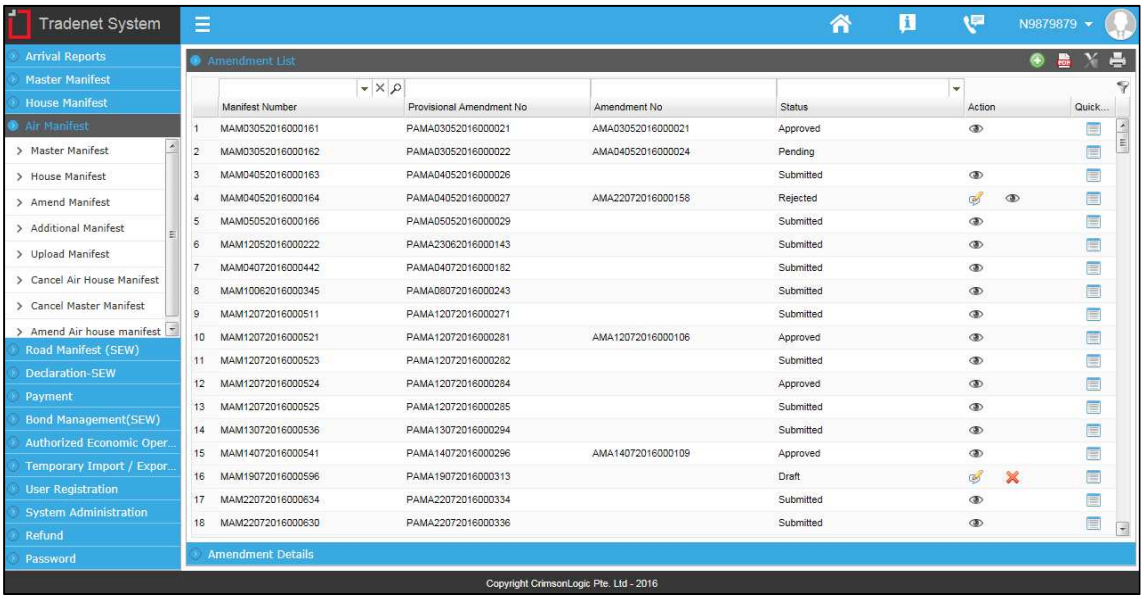
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Searching Amendment Master Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the amendment master manifest in the TFB system.

To search the amendment master manifest:

1. Click **Air Manifest**>> **Amend Manifest**. The subsequent screen will be displayed.



Amendment Master Manifest List Search Tab

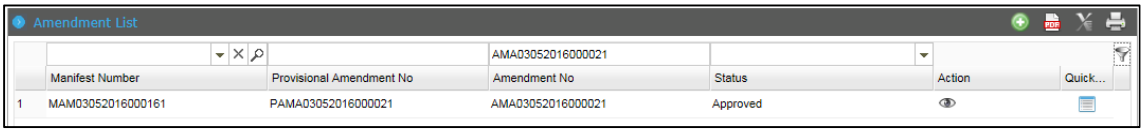
2. Enter any one of the search criteria to view the amendment master manifest details. Following are the field and button descriptions of the Search Amendment Master Manifest.

Field/Button description	Action/Input Required
Manifest Number	Select the manifest number of the master manifest
Provisional No	Enter the provisional amendment number of the master manifest
Amendment No	Enter the amendment number of the master manifest
Status	Select the status of the amendment master manifest

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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

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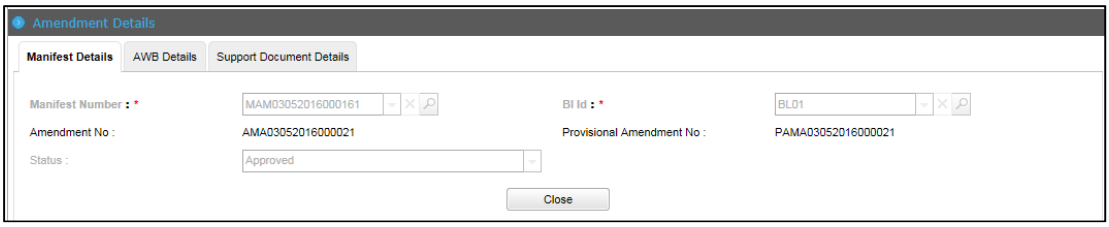
Amendment Master Manifest List Search Result

Viewing Amendment Master Manifest Details

This functionality allows the **Ground Handling Agent** to view the Amendment Master Manifest details.

To view the amendment master manifest details:

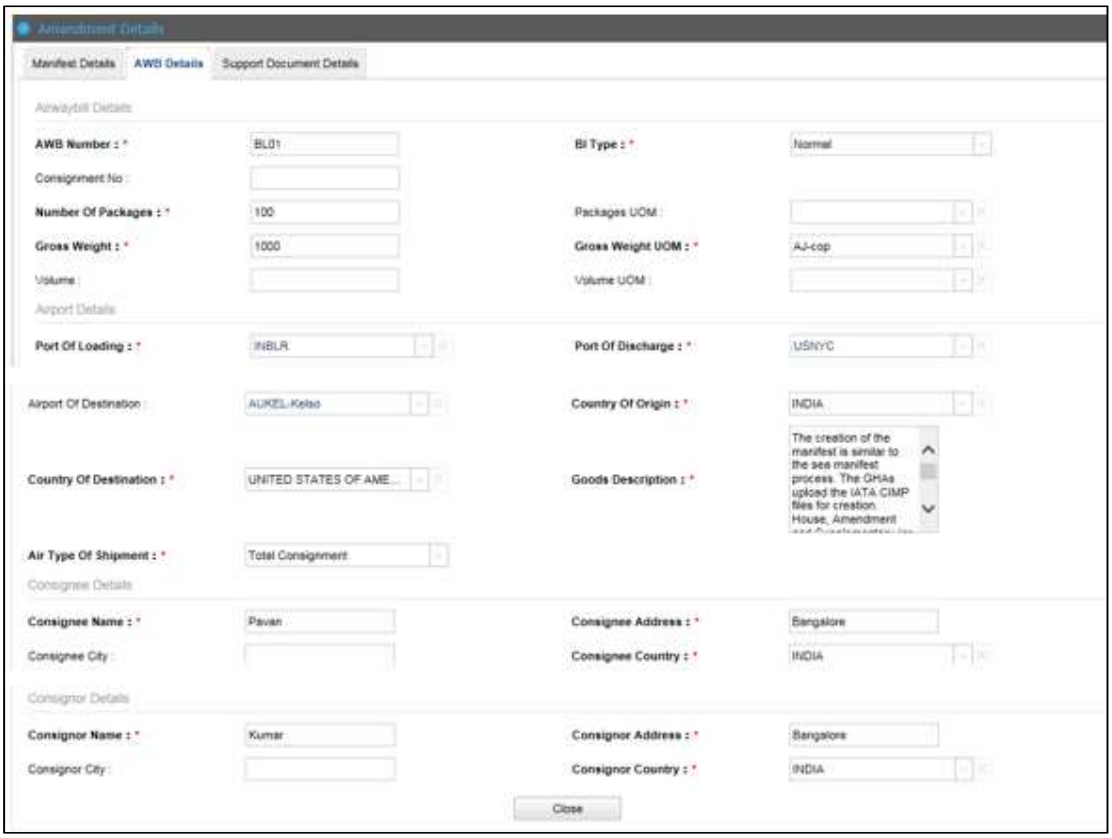
1. From the search results, click the  icon to View the amendment master manifest details



Amendment Manifest Details Tab

2. Click **Close** button to close amendment master manifest details tab.
3. Click AWB Details tab to view the airway bills details.

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Amendment AWB Details Tab

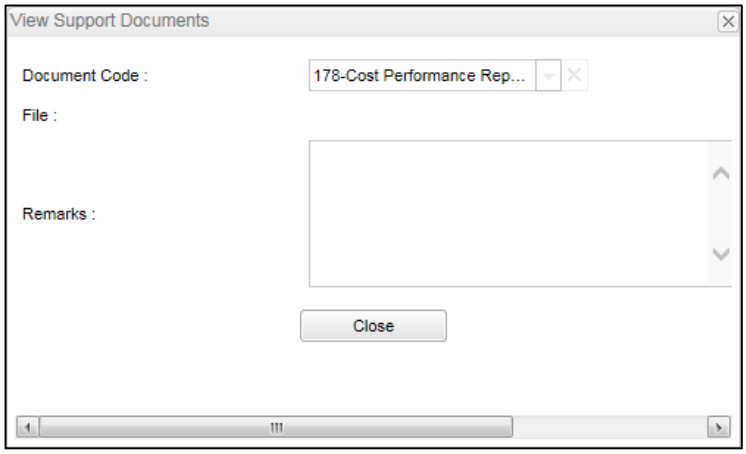
4. Click **Close** button to close amendment AWB details tab.
5. Click **Support Document Details** tab to view the supporting document details.



Support Document Details Tab

6. Click the  icon to view the supporting doucment details.

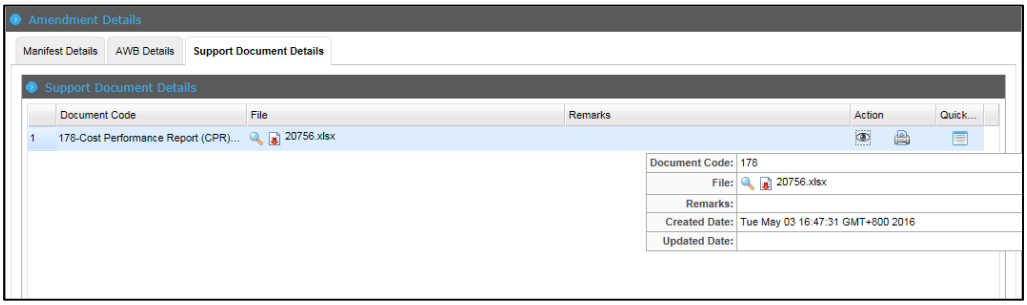
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View Support Documents window

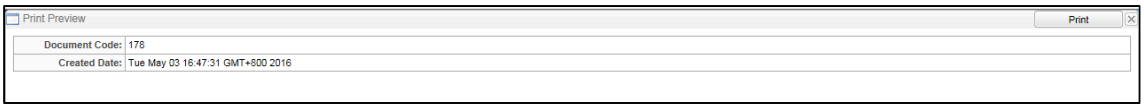
7. Click **Close** button to close view support document window.

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



Quick View Support Document Details Tab

9. Click the  icon to print preview the airway bills details.



Print Preview Details Tab

10. Click the **Print** button to print the details.

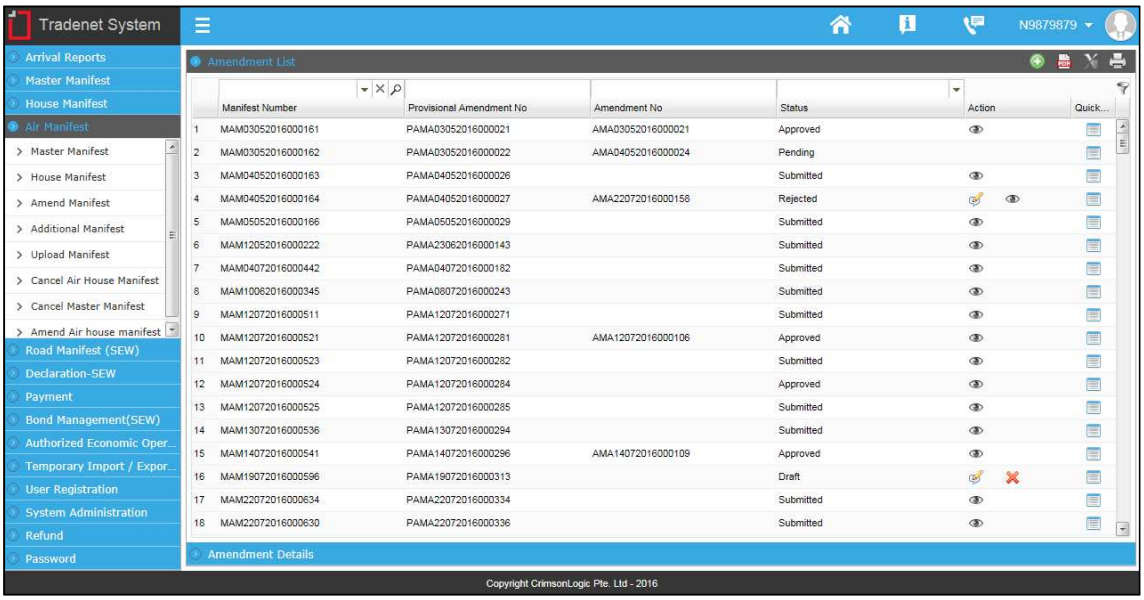
© CrimsonLogic Pte Ltd

Updating Amendment Master Manifest Details

This section allows the Ground Handling Agent to search and edit the amendment master manifest in the TFB system.

To update the amendment master manifest:

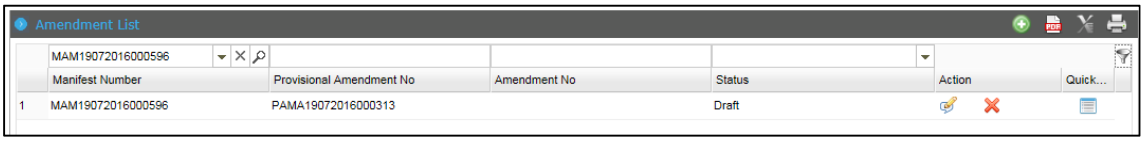
1. Click **Air Manifest** >> **Amend Manifest**. The subsequent screen will be displayed.



Amendment Master Manifest List Search

2. Enter any one of the search criteria to view the amendment master manifest.

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



Amendment Master Manifest List Search Result

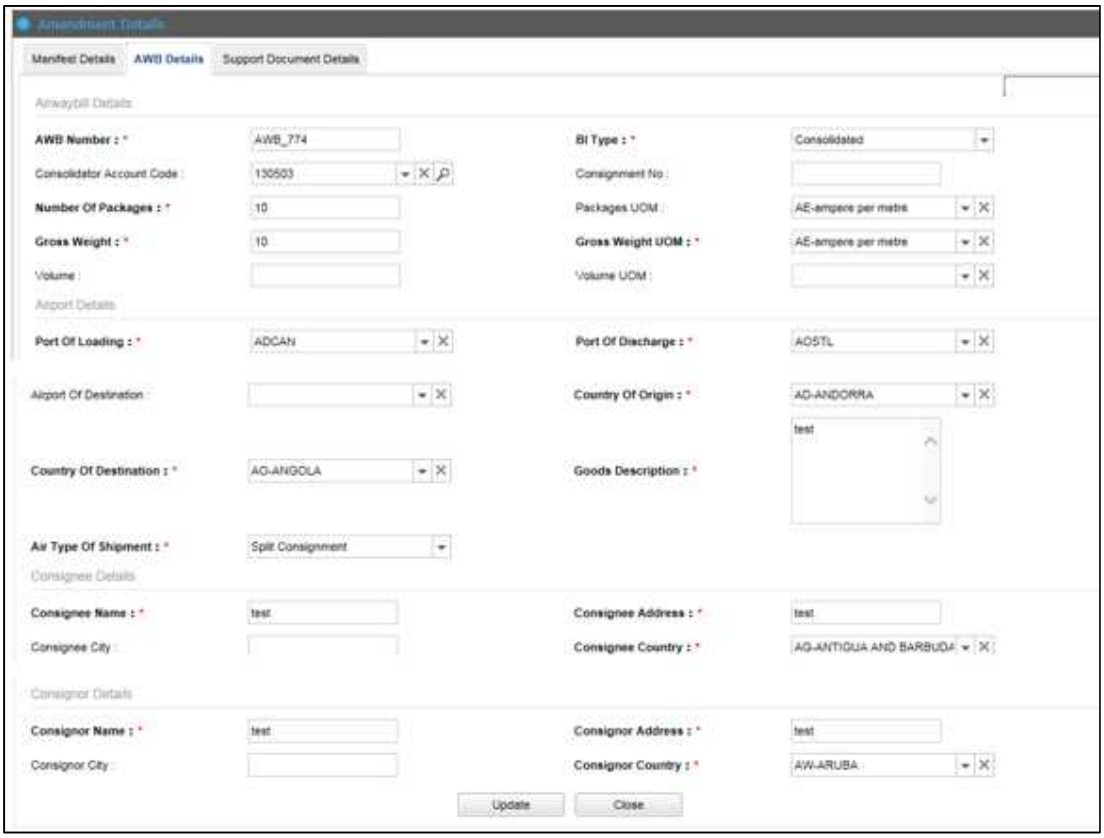
4. Click the  edit icon to update the amendment master manifest details. The following screen will be displayed.



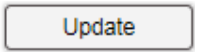
Amendment Manifest Details Tab

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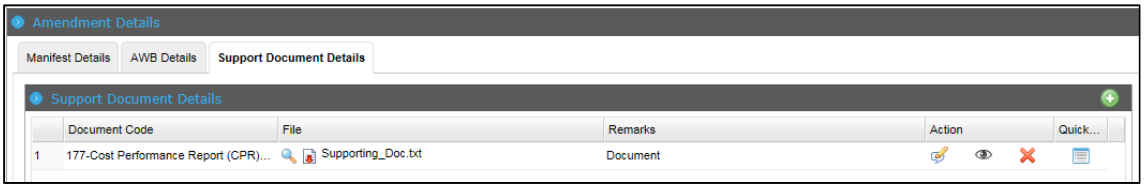
5. Click AWB Details tab to update airway bills details. The following screen will display.



AWB Details page

6. Modify the field values and click  button.

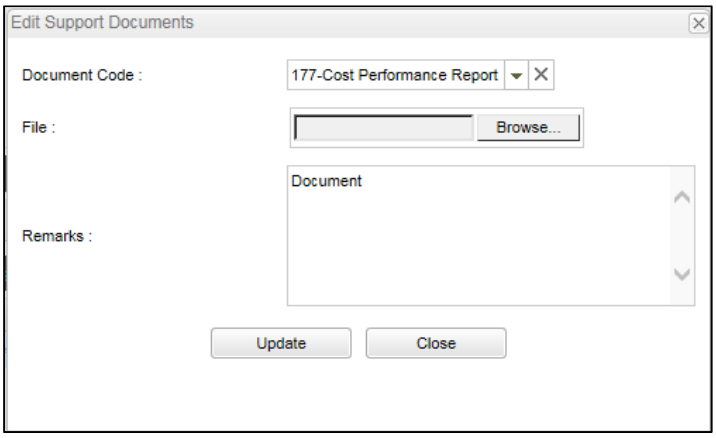
7. Click **Close** button to close AWB Details tab.
8. Click Support Document Details tab to update supporting document details. The following screen will display.



Support Document List Tab

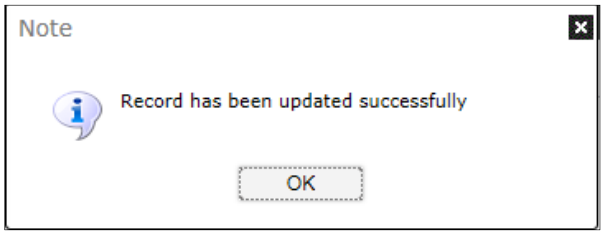
9. Click the  edit icon to update the supporting document details. The following screen will be displayed.

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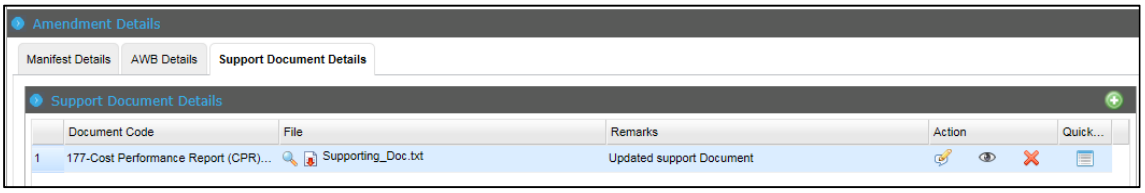
Edit Support Documents Window

10. Modify the field values and click **Update** button.



Success Message

11. Click **Close** button to close edit support document window.
12. Click **OK** button. The changes get reflected in the search airway bills grid as shown in the below screen



Support Document Details Tab

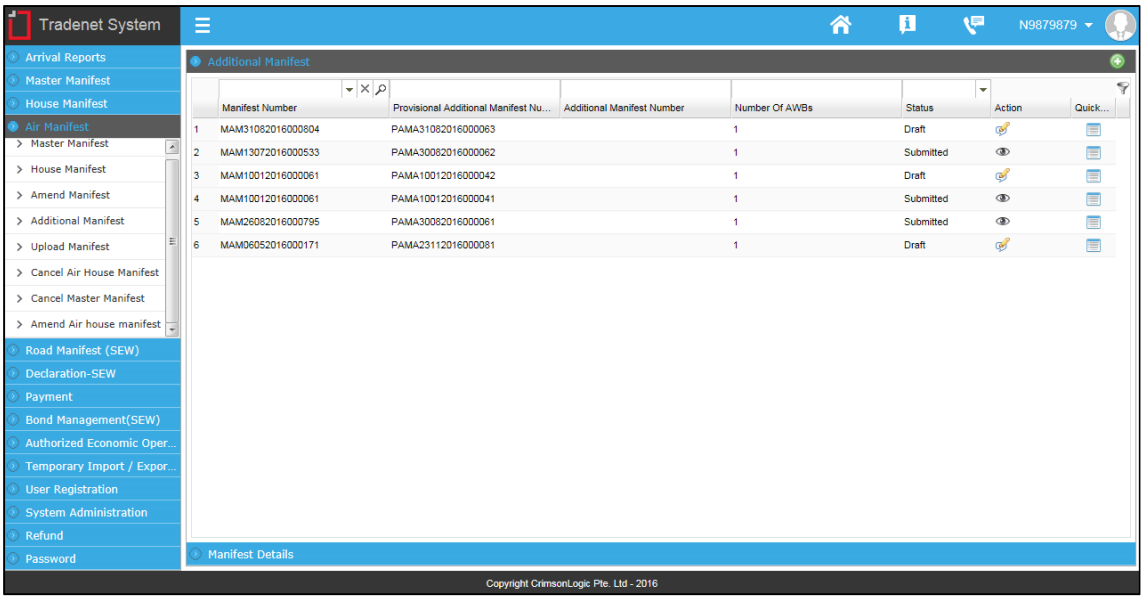
© CrimsonLogic Pte Ltd

Creating Additional Manifest

The Ground Handling Agent creates the Additional Manifest using the TFB Application.

To create an additional manifest:

1. Click **Air Manifest**>> **Additional Manifest**. The subsequent screen will be displayed.

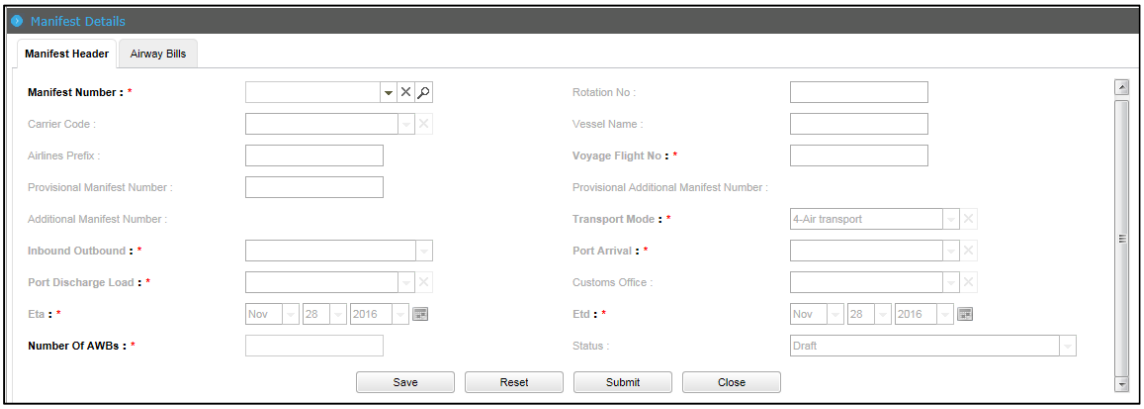


Additional Manifest List



The users can perform the transaction only if he is a registered user in the system

2. Click  icon to create new Additional Manifest.



Additional Manifest Header Tab

3. Enter information in the Manifest Header fields.

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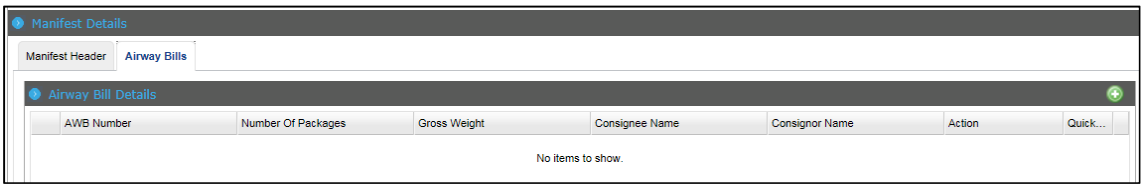
Field/Button description	Action/Input Required
Manifest Number	Select the manifest number to add the additional manifest
Number of AWBs	Enter the number of airway bills included in the manifest

4. Click **Save** button to save the manifest header details.
5. Click **Ok** button in success message window.
6. Click **Submit** button to submit the master manifest after entering the information in Airway Bills (refer to step 9).

Click **Reset** button to clear the manifest header details.

Click **Close** button to close the manifest header details.

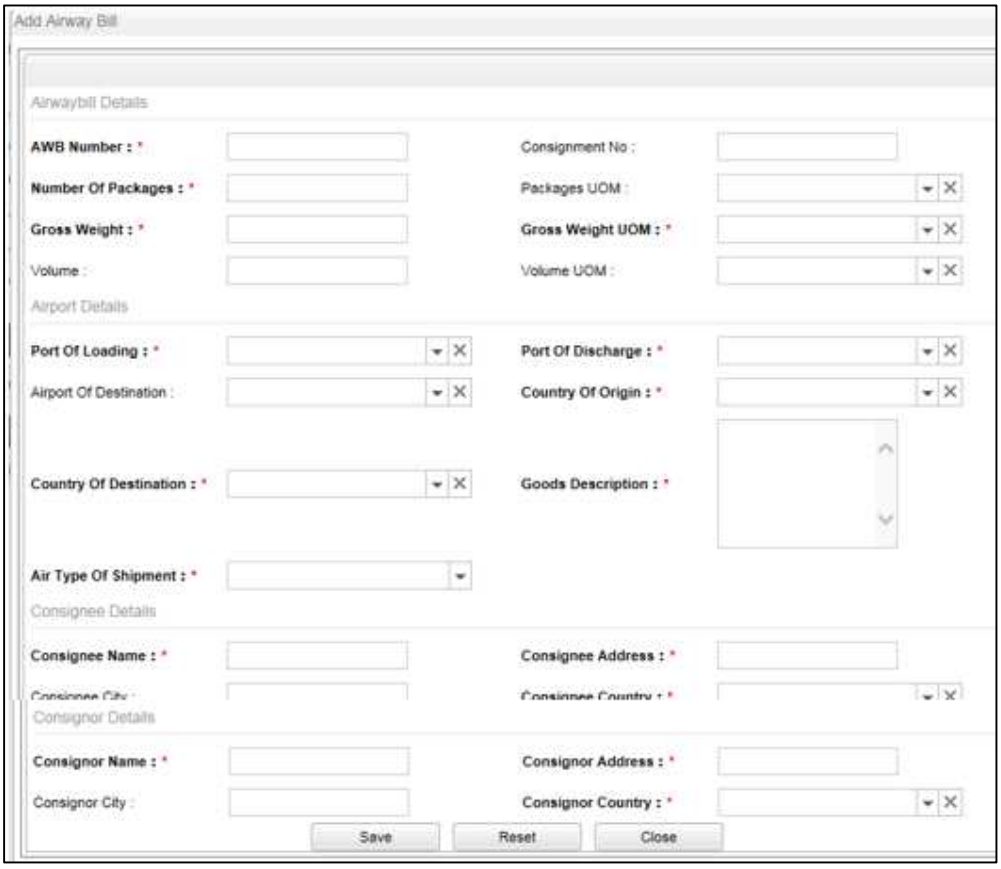
7. Click **Airway Bills** Tab. The subsequent screen will be displayed.



Airway Bills Tab

8. Click  icon to add airway bills in additional manifest.

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Add Airway Bill Window

9. Enter information in the Add Airway Bills fields.

Field/Button description	Action/Input Required
AWB Number	Enter airway bill number.
Consignment No	Enter the consignment number of the airway bill.
Number of Packages	Enter the number of packages included in the airway bill.
Packages UOM	Select the packages' unit of measurement.
Gross Weight	Enter the gross weight of the airway bill.
Gross Weight UOM	Select the gross weight' unit of measurement.
Volume	Enter the volume of the airway bill.
Volume UOM	Select the volume' unit of measurement.
Port of Loading	Select the port of loading of airway bill.

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Field/Button description	Action/Input Required
Port of Discharge	Select the port of discharge of airway bill.
Airport of Destination	Select the destination airport of airway bill.
Country of Origin	Select the country of origin of airway bill.
Country of Destination	Select the country of destination of airway bill.
Goods Description	Enter the description of the goods.
Air Type Of Shipment	Select the air type of the shipment.
Consignee Name	Enter consignee name of airway bill.
Consignee Address	Enter consignee address of airway bill.
Consignee City	Enter consignee city of airway bill.
Consignee Country	Select consignee country of airway bill.
Consignor Name	Enter consignor name of airway bill.
Consignor Address	Enter consignor address of airway bill.
Consignor City	Enter consignor city of airway bill.
Consignor Country	Select consignor country of airway bill.

10. Click **Save** button to save the airway bills details.



Success Message

11. Click **Ok** button in success message box to continue.

Click **Reset** button to clear the airway bills fields.
Click **Close** button to close the add airway bills.

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Click the **Add** icon to add more than one Airway Bills details.

Click the **Edit** icon to edit the Airway Bills details.

Click the **View** icon to view the Airway Bills details.

Click the **Print** icon to print the Airway Bills details from the available list.

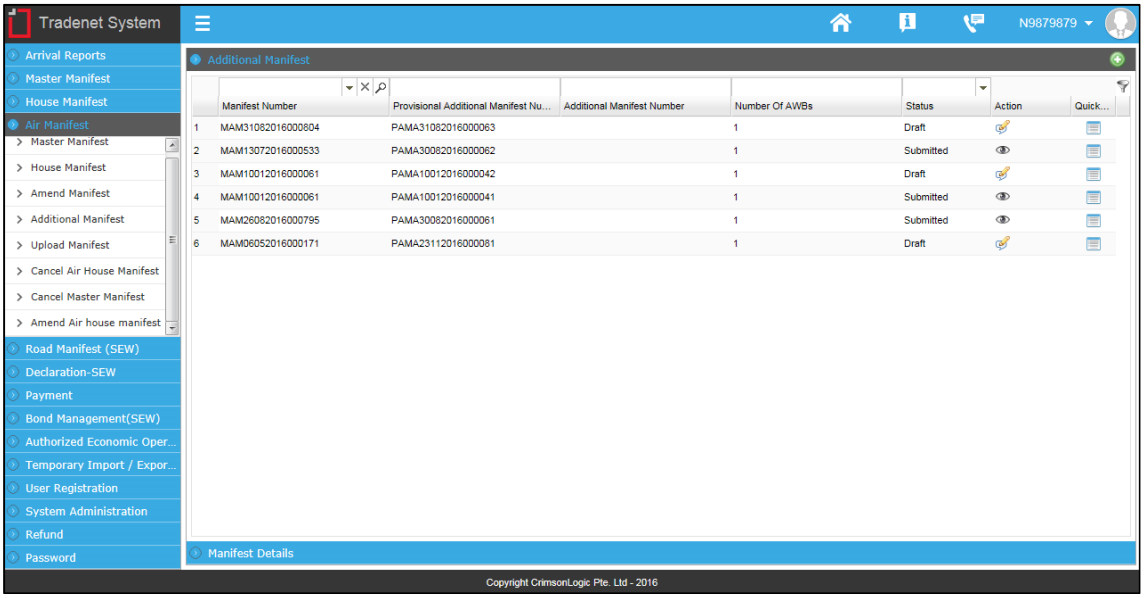
Click **Quick View** icon to overview the Airway Bills details.

Searching Additional Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the additional manifest in the TFB system.

To search the additional manifest:

1. Click **Air Manifest**>> **Additional Manifest**. The subsequent screen will be displayed.



Additional Manifest List Search

2. Enter any one of the search criteria to view the additional manifest details. Following are the field and button descriptions of the Search Additional Master Manifest.

Field/Button description	Action/Input Required
Manifest Number	Select the manifest number of the additional manifest.
Provisional Additional Manifest Number	Enter the provisional number of the additional manifest.
Additional Manifest Number	Enter the additional manifest number.

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Field/Button description	Action/Input Required
Number of AWBs	Enter the number of airway bills included in the additional manifest.
Status	Select the status of the additional manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



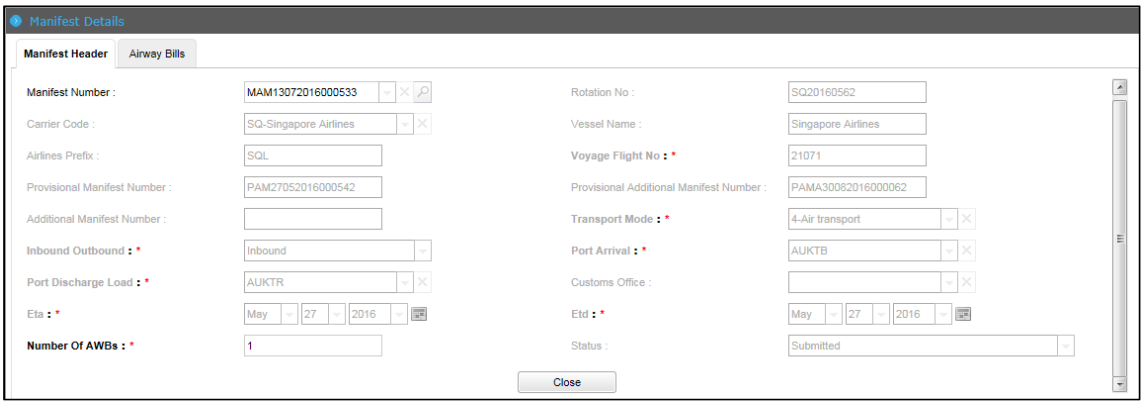
Additional Manifest List Search Result

Viewing Additional Manifest Details

This functionality allows the Ground Handling Agent to view the Additional Manifest details.

To view the additional manifest details:

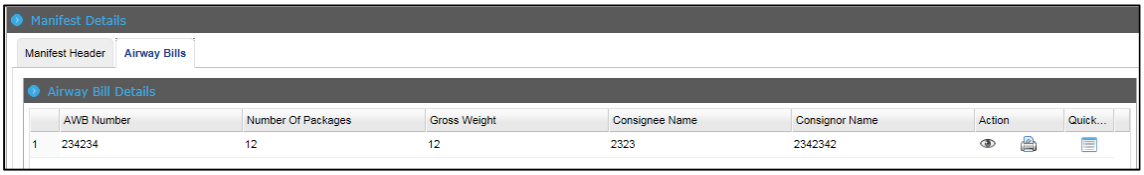
1. From the search results, click the  icon to View the additional manifest header.



Manifest Header Tab

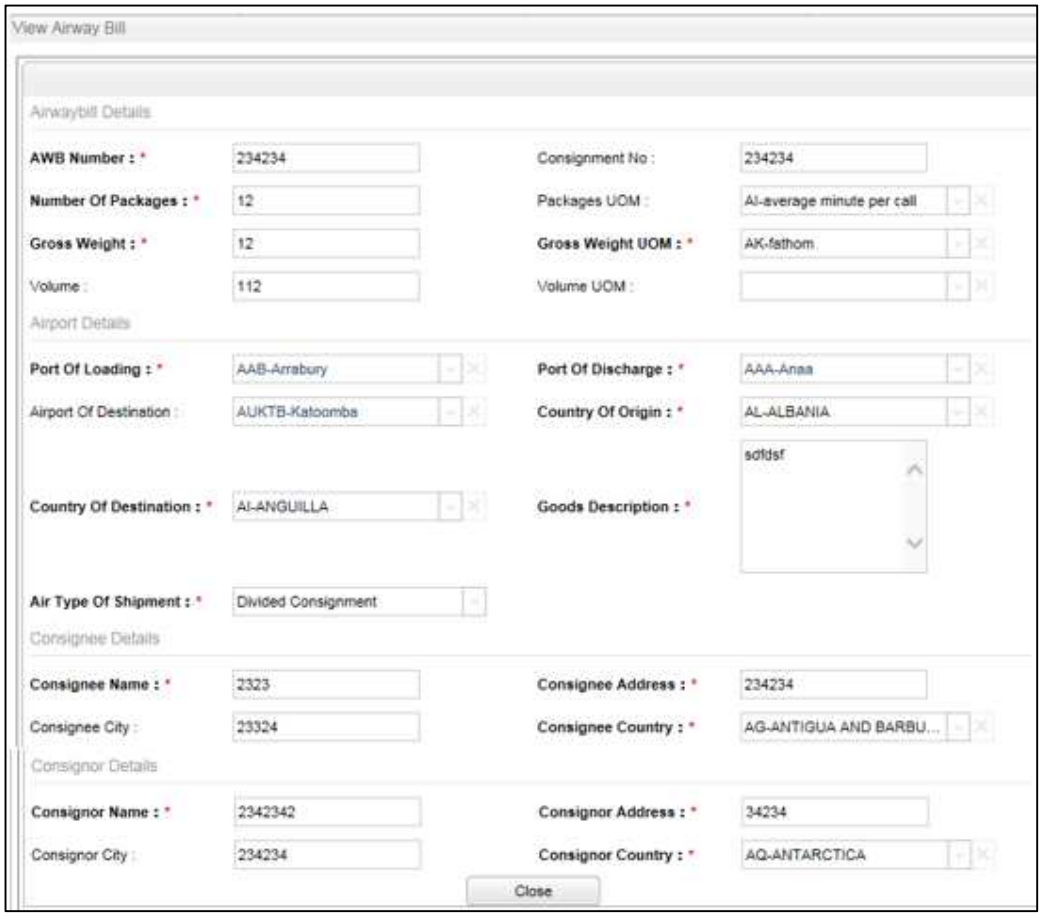
2. Click **Close** button to close additional manifest header tab.
3. Click Airway Bills tab to view the airway bills details.

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Airway Bills Tab

4. Click the  icon to view the airway bills details.

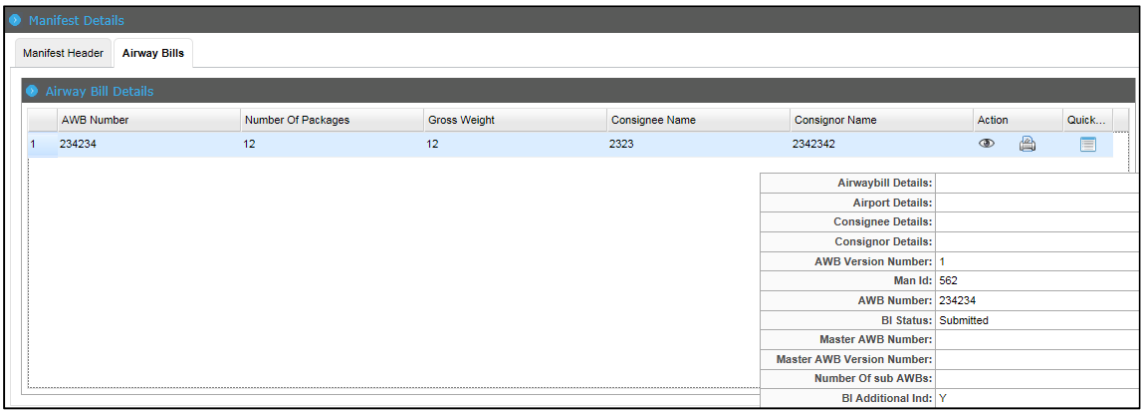


View Airway Bill window

5. Click **Close** button to close view airway bill window.

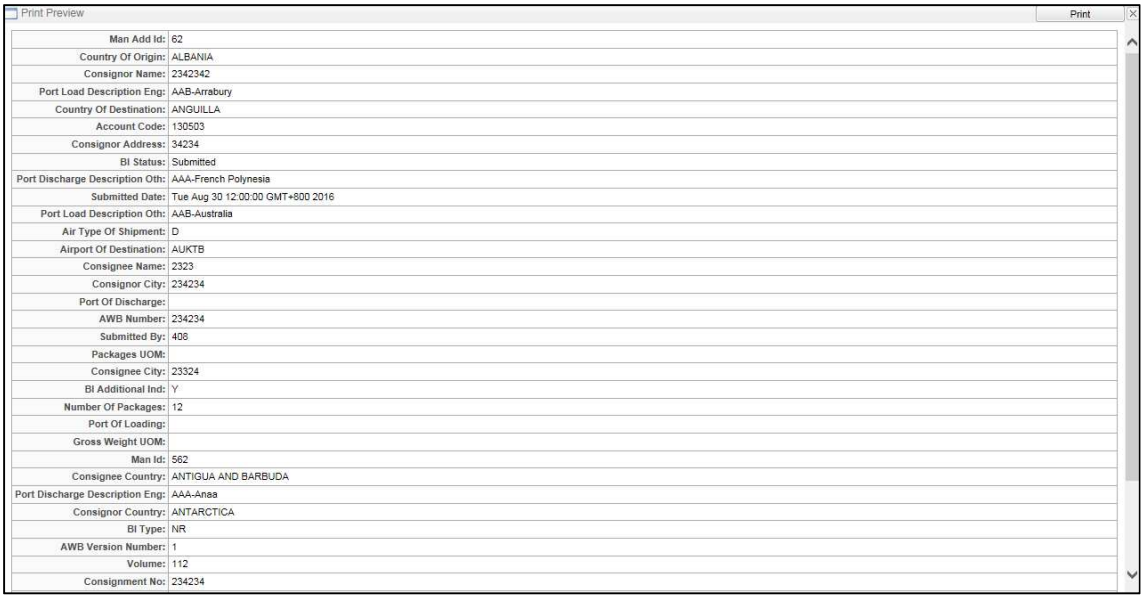
6. Click the  Quick view icon to view the item details.

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Quick View Airway Bills Tab

7. Click the  icon to print preview the airway bills details.



Print Preview Details Tab

8. Click the **Print** button to print the details.

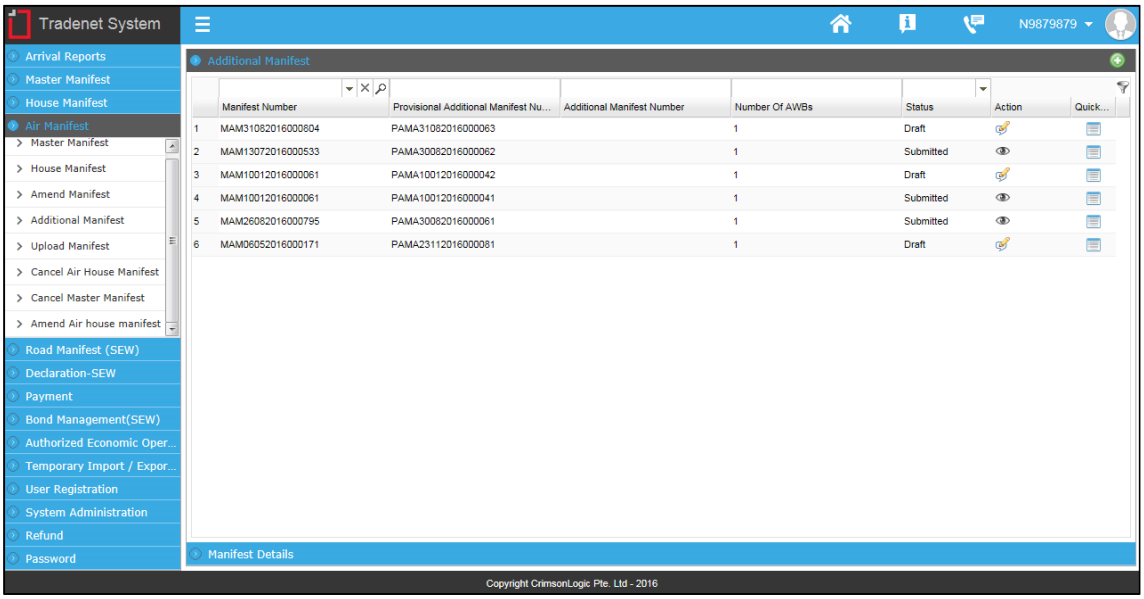
© CrimsonLogic Pte Ltd

Updating Additional Manifest Details

This section allows the Ground Handling Agent to search and edit the additional manifest in the TFB system.

To update the additional manifest:

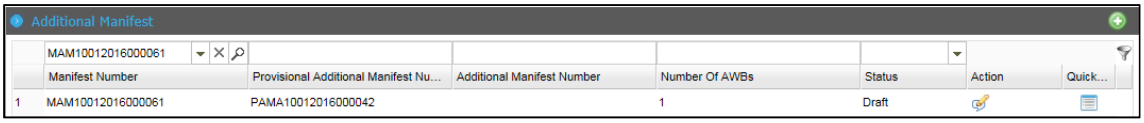
1. Click **Air Manifest** >> **Additional Manifest**. The subsequent screen will be displayed.



Additional Manifest List Search

2. Enter any one of the search criteria to view the additional manifest.

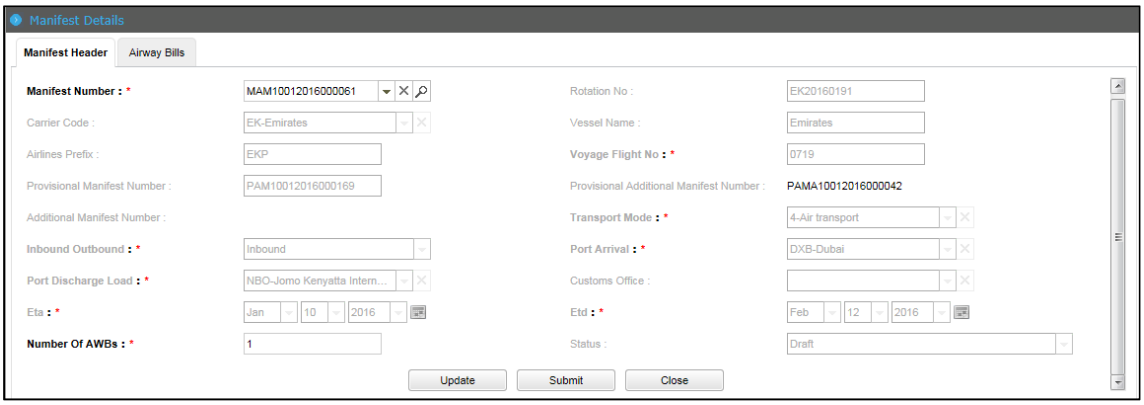
3. Enter the search criteria and Click  icon to view the matching results in the Search Results Tab.



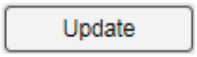
Additional Manifest List Search Result

4. Click the  edit icon to update the additional manifest details. The following screen will be displayed.

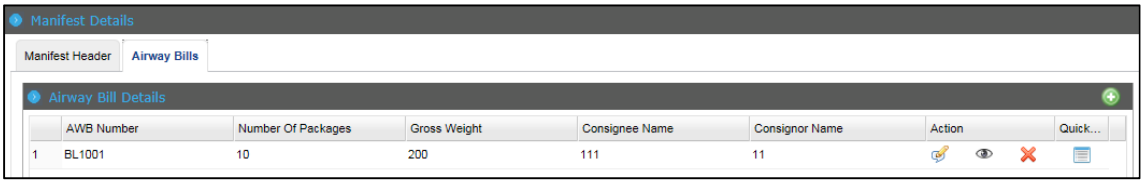
© CrimsonLogic Pte Ltd



Manifest Header Edit Tab

5. Modify the field values and click  button.

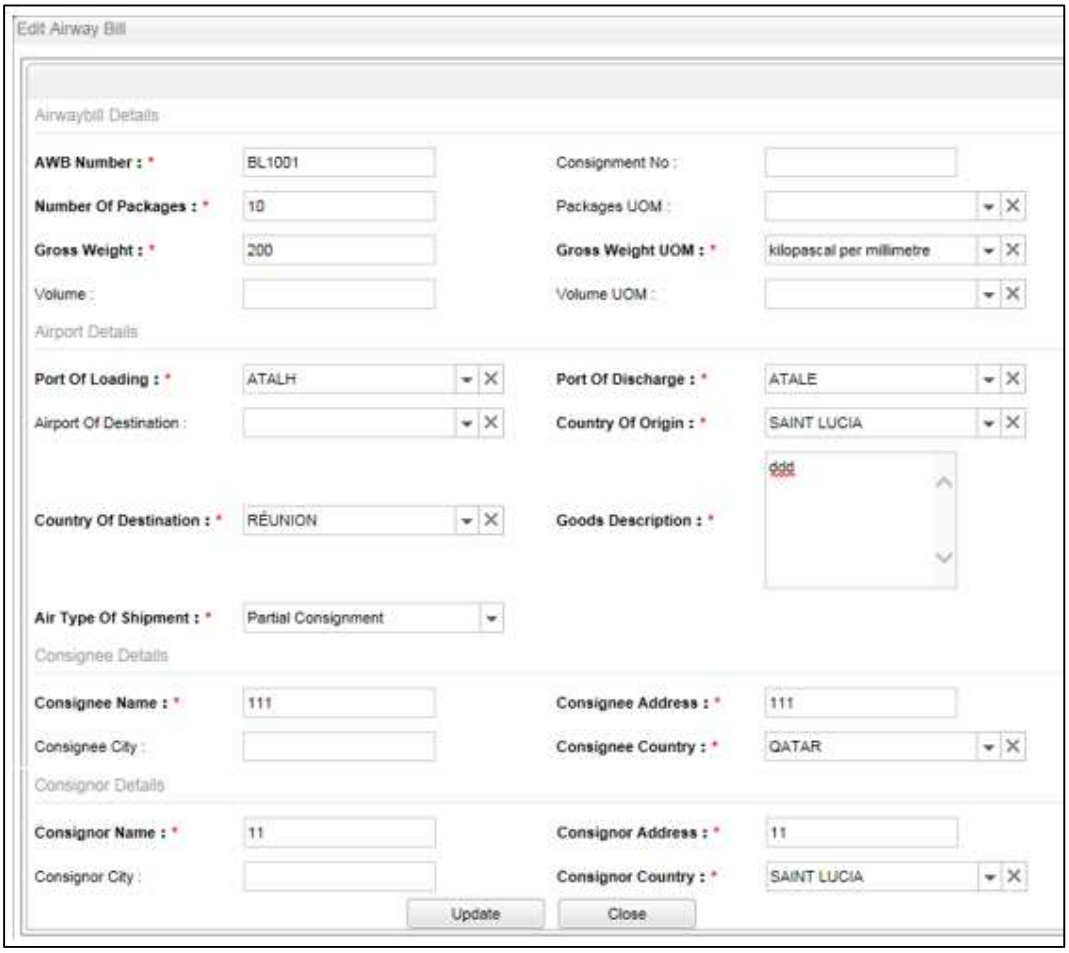
6. Click **Close** button to close Manifest Header tab.
7. Click Airway Bills tab to update airway bills details. The following screen will display.



Airway Bills List Tab

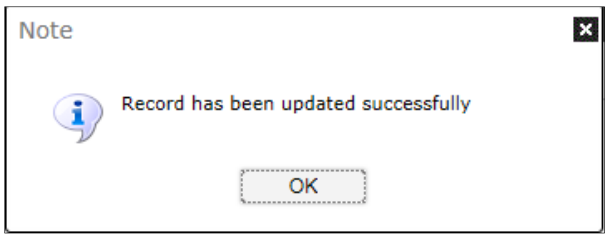
8. Click the  edit icon to update the airway bills details. The following screen will be displayed.

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Edit Airway Bill Window

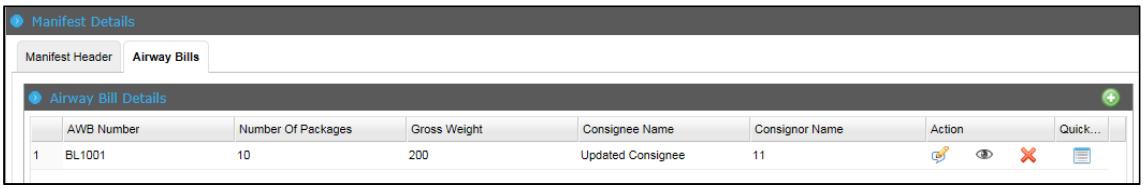
9. Modify the field values and click **Update** button.



Success Message

10. Click **Close** button to close edit airway bills window.
11. Click **OK** button. The changes get reflected in the search airway bills grid as shown in the below screen

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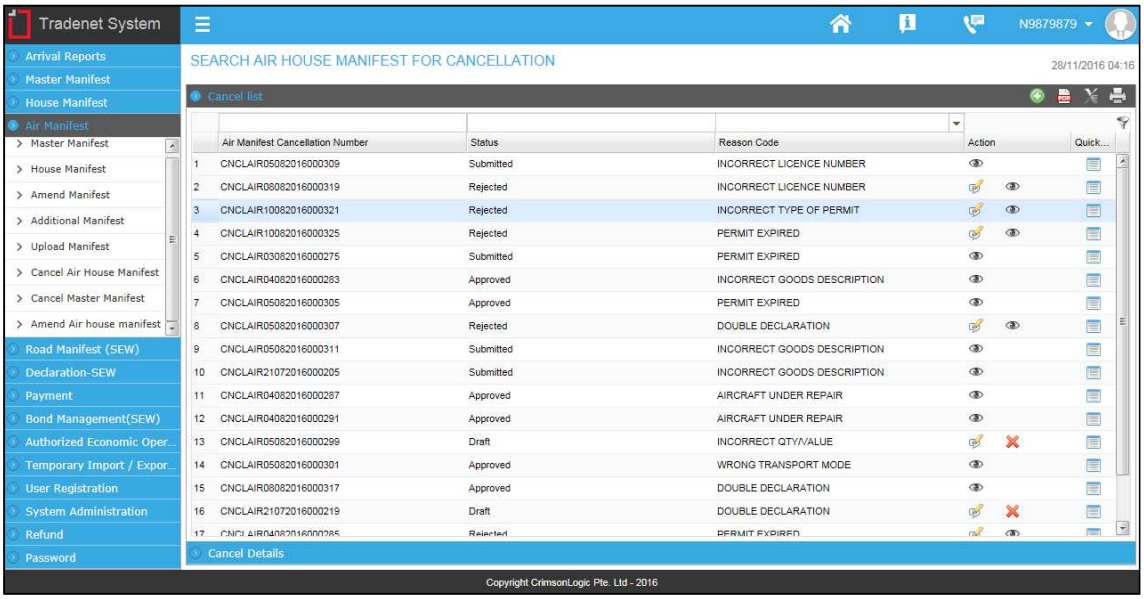
Airway Bills Tab

Creating Cancel Air House Manifest

The Ground Handling Agent creates the Cancel Air House Manifest using the TFB Application.

To create a cancellation air house manifest:

1. Click **Air Manifest**>> **Cancel Air House Manifest**. The subsequent screen will be displayed.

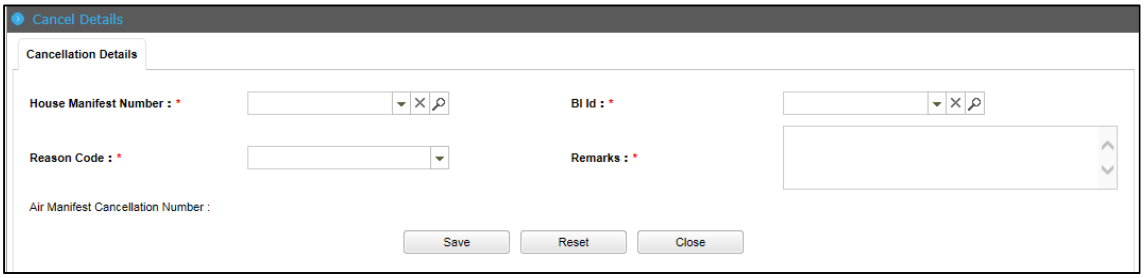


Cancel Air House Manifest List

> The users can perform the transaction only if he is a registered user in the system

2. Click  icon to create new cancelation house Manifest.

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Cancellation Details Tab

3. Enter information in the Cancellation Details fields.

Field/Button description	Action/Input Required
House Manifest Number	Select the house manifest number to cancel.
BI Id	Select the BI id of the house manifest to cancel.
Reason Code	Select the reason of the house manifest cancellation.
Remarks	Enter the remarks of the cancellation manifest.

4. Click **Save** button to save the cancellation details.
5. Click **Ok** button in success message window.

Click **Reset** button to clear the cancellation details.

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

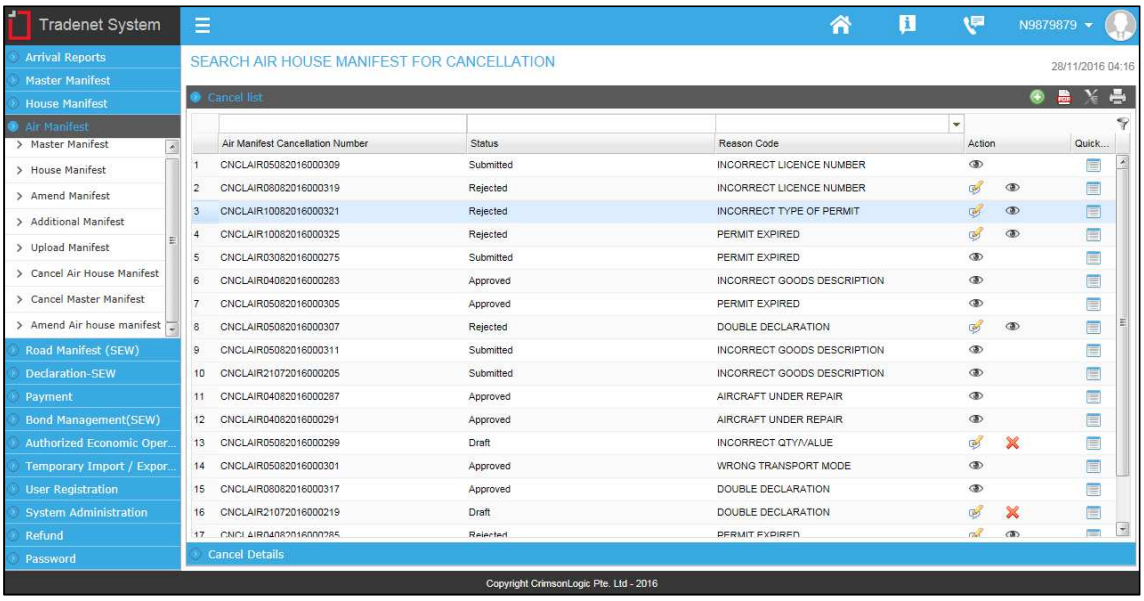
Searching Cancel Air House Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the cancellation air house manifest in the TFB system.

To search the cancellation air house manifest:

1. Click **Air Manifest**>> **Cancel Air House Manifest**. The subsequent screen will be displayed.

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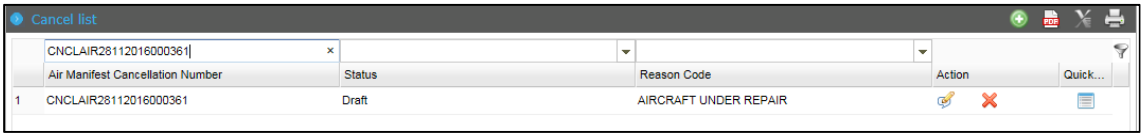
Cancel Air House Manifest List Search Tab

2. Enter any one of the search criteria to view the cancellation house manifest details. Following are the field and button descriptions of the Search Cancelation Air House Manifest.

Field/Button description	Action/Input Required
Air Manifest Cancellation Number	Enter the cancellation house manifest number.
Status	Select the status of the cancellation house manifest.
Reason Code	Select the reason of the cancellation house manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



Cancellation House Manifest List Search Result

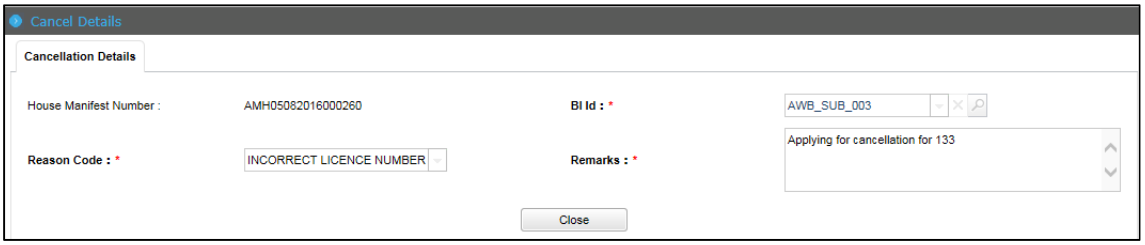
© CrimsonLogic Pte Ltd

Viewing Cancel Air House Manifest Details

This functionality allows the **Ground Handling Agent** to view the Cancellation Air House Manifest details.

To view the cancellation air house manifest details:

1. From the search results, click the  icon to View the cancellation details



Cancellation Details Tab

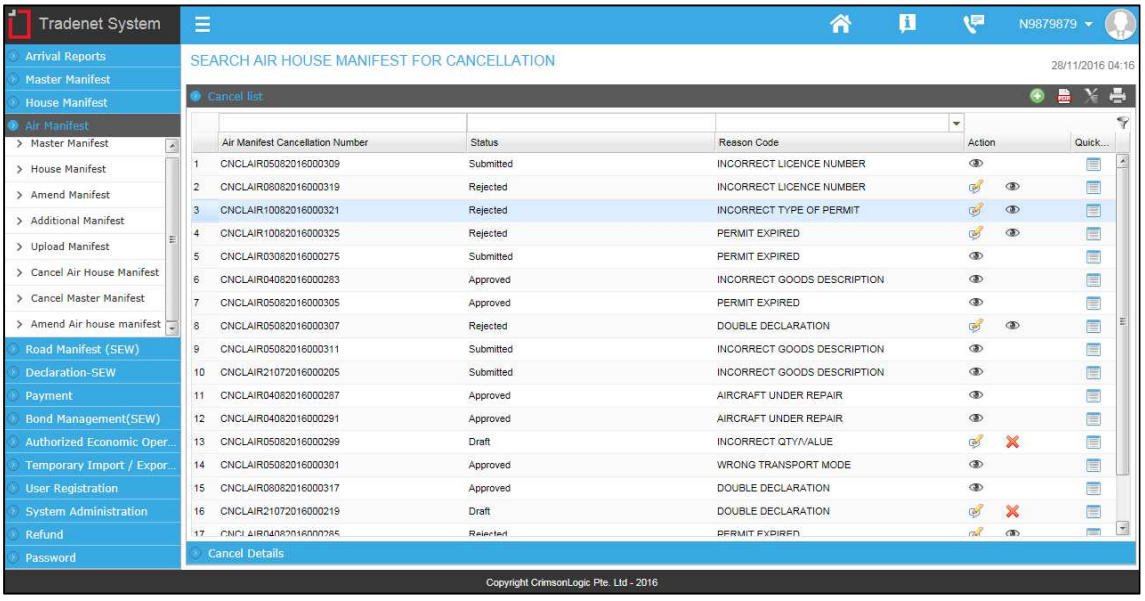
2. Click **Close** button to close the cancellation details tab.

Updating Cancel Air House Manifest Details

This section allows the Ground Handling Agent to search and edit the cancellation air house manifest in the TFB system.

To update the cancellation air house manifest:

1. Click **Air Manifest** >> **Cancel Air House Manifest**. The subsequent screen will be displayed.



Cancel Air House Manifest List Search

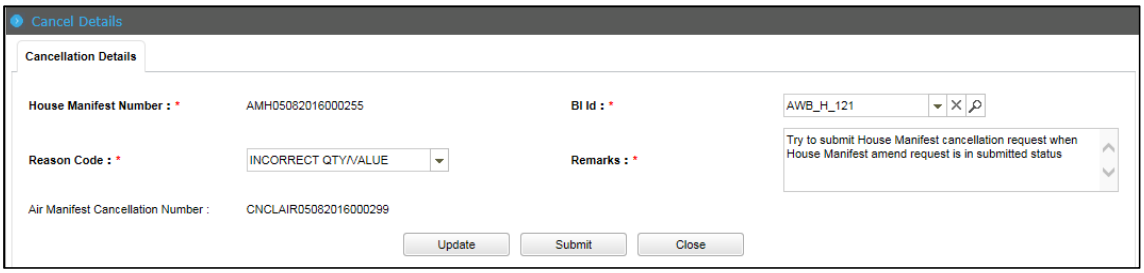
2. Enter any one of the search criteria to view the cancellation house manifest.

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

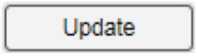


Cancellation House Manifest List Search Result

4. Click the  edit icon to update the cancellation house manifest details. The following screen will be displayed.



Cancellation Details Edit Tab

5. Modify the field values and click  button.



Success Message

6. Click **Ok** button in success message window.
7. Click **Close** button to close Cancellation Details tab.
8. Click **Submit** button to submit the cancellation house manifest.

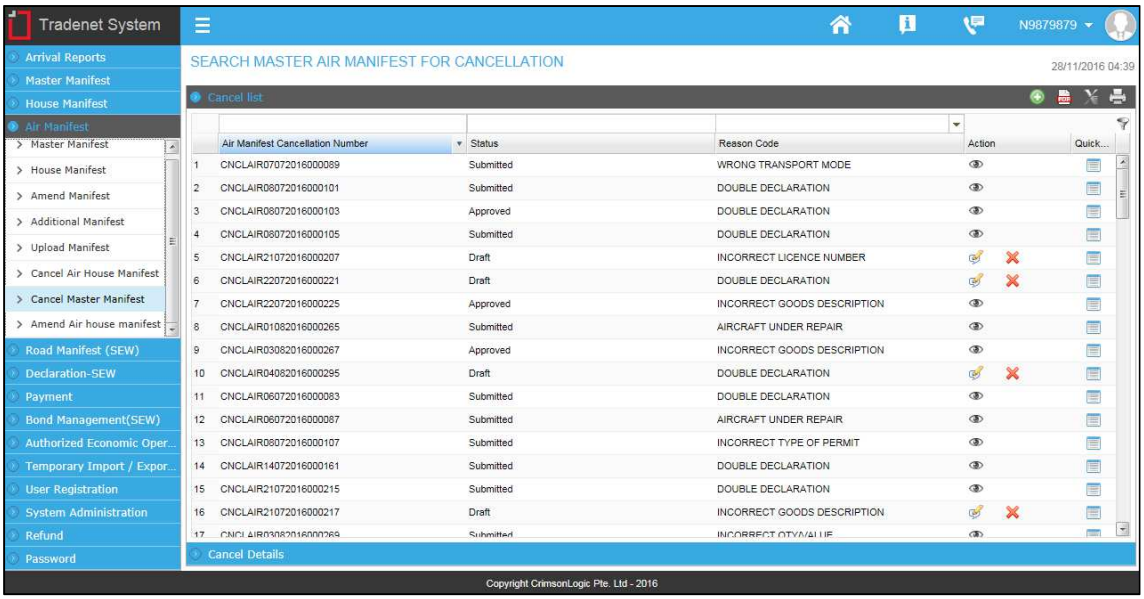
© CrimsonLogic Pte Ltd

Creating Cancel Master Manifest

The Ground Handling Agent creates the Cancel Master Manifest using the TFB Application.

To create a cancellation master manifest:

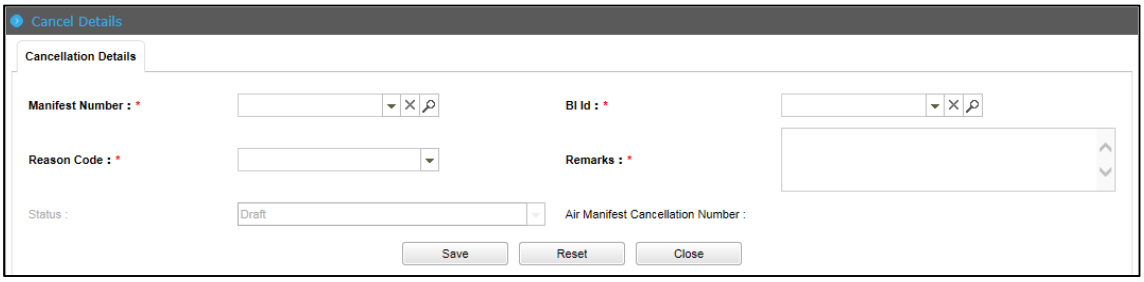
1. Click **Air Manifest**>> **Cancel Master Manifest**. The subsequent screen will be displayed.



Cancel Master Manifest List

> The users can perform the transaction only if he is a registered user in the system.

2. Click  icon to create new cancelation master Manifest.



Cancellation Details Tab

3. Enter information in the Cancellation Details fields.

Field/Button description	Action/Input Required
Manifest Number	Select the master manifest number to cancel.

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Field/Button description	Action/Input Required
BI Id	Select the BI id of the master manifest to cancel.
Reason Code	Select the reason of the master manifest cancellation.
Remarks	Enter the remarks of the cancellation manifest.

4. Click **Save** button to save the cancellation details.
5. Click **Ok** button in success message window.

Click **Reset** button to clear the cancellation details.

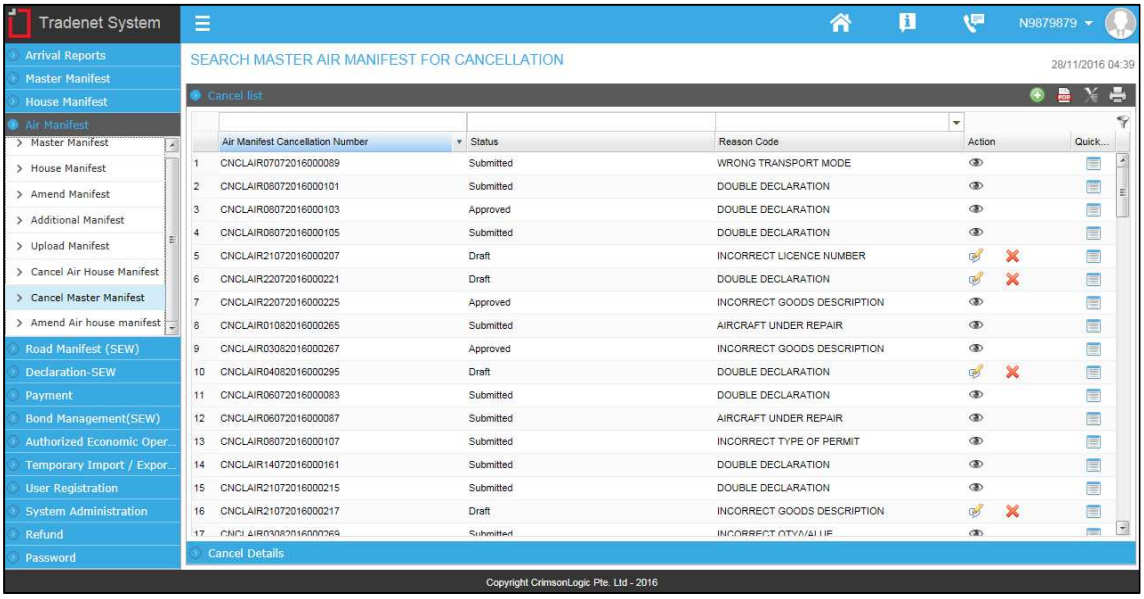
Click **Close** button to close the cancellation details.

Searching Cancel Master Manifest

This section allows the Ground Handling Agent to search, edit, view and delete the cancellation master manifest in the TFB system.

To search the cancellation master manifest:

1. Click **Air Manifest**>> **Cancel Master Manifest**. The subsequent screen will be displayed.



Cancel Master Manifest List Search Tab

2. Enter any one of the search criteria to view the cancellation master manifest details.
   Following are the field and button descriptions of the Search Cancellation Master Manifest.

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Field/Button description	Action/Input Required
Air Manifest Cancellation Number	Enter the cancellation house manifest number.
Status	Select the status of the cancellation house manifest.
Reason Code	Select the reason of the cancellation house manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



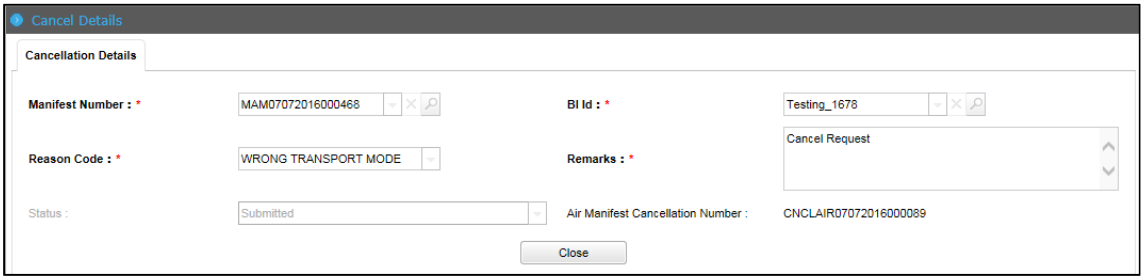
Cancellation Master Manifest List Search Result

Viewing Cancel Master Manifest Details

This functionality allows the Ground Handling Agent to view the Cancellation Master Manifest details.

To view the cancellation master manifest details:

1. From the search results, click the  icon to View the cancellation details.



Cancellation Details Tab

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

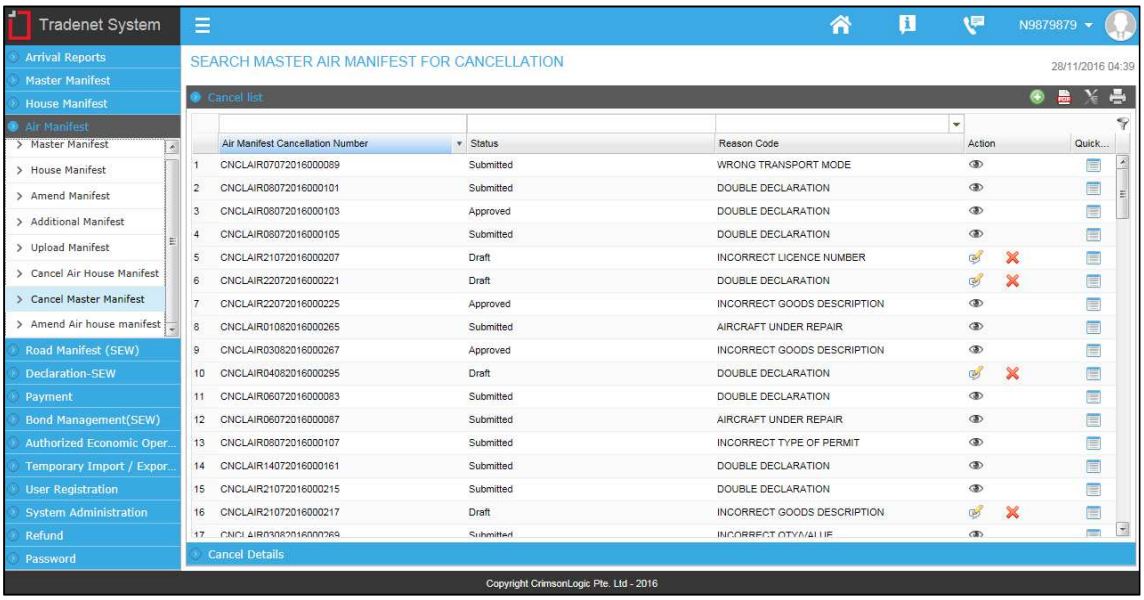
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Updating Cancel Master Manifest Details

This section allows the Ground Handling Agent to search and edit the cancellation master manifest in the TFB system.

To update the cancellation master manifest:

1. Click **Air Manifest** >> **Cancel Master Manifest**. The subsequent screen will be displayed.



Cancel Master Manifest List Search

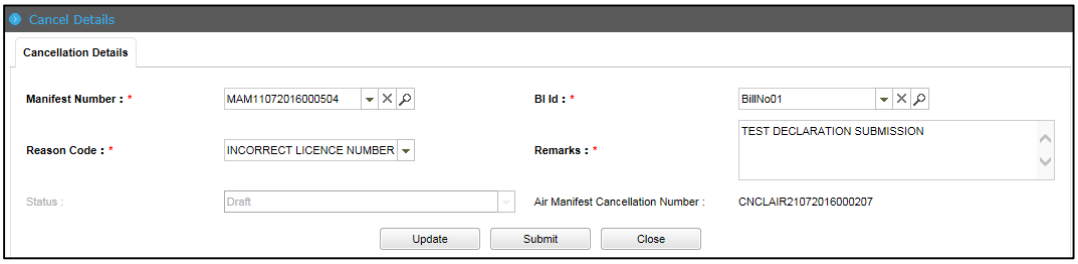
2. Enter any one of the search criteria to view the cancellation master manifest.

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



Cancellation Master Manifest List Search Result

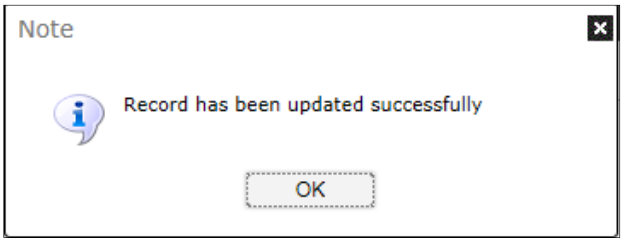
4. Click the  edit icon to update the cancellation master manifest details. The following screen will be displayed.



Cancellation Details Edit Tab

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5. Modify the field values and click Update button.



Success Message

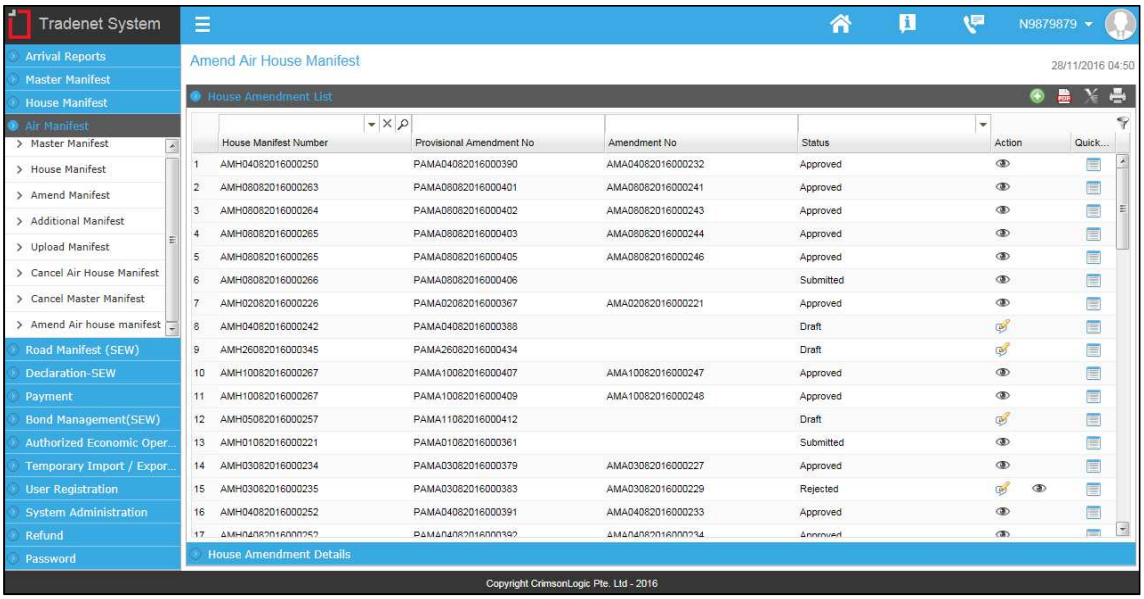
6. Click **Ok** button in success message window.
7. Click **Close** button to close Cancellation Details tab.
8. Click **Submit** button to submit the cancellation master manifest.

Creating Amendment House Manifest

The Ground Handling Agent creates the Amendment Air House Manifest using the TFB Application.

To create an amendment house manifest:

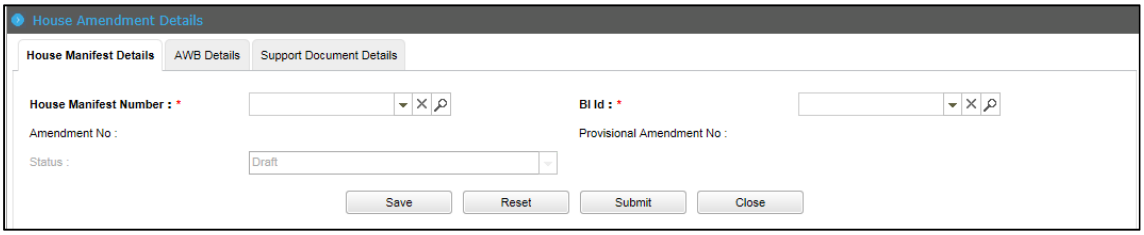
1. Click **Air Manifest** >> **Amend Air House Manifest**. The subsequent screen will be displayed.



Amendment Air House Manifest List

The users can perform the transaction only if he is a registered user in the system.

2. Click  icon to create new amendment House Manifest.



Amendment House Manifest Details Tab

3. Enter information in the Manifest Details fields.

Field/Button description	Action/Input Required
House Manifest Number	Select the house manifest number to amend.
BI ID	Select the BI ID/AWB number of the house manifest.

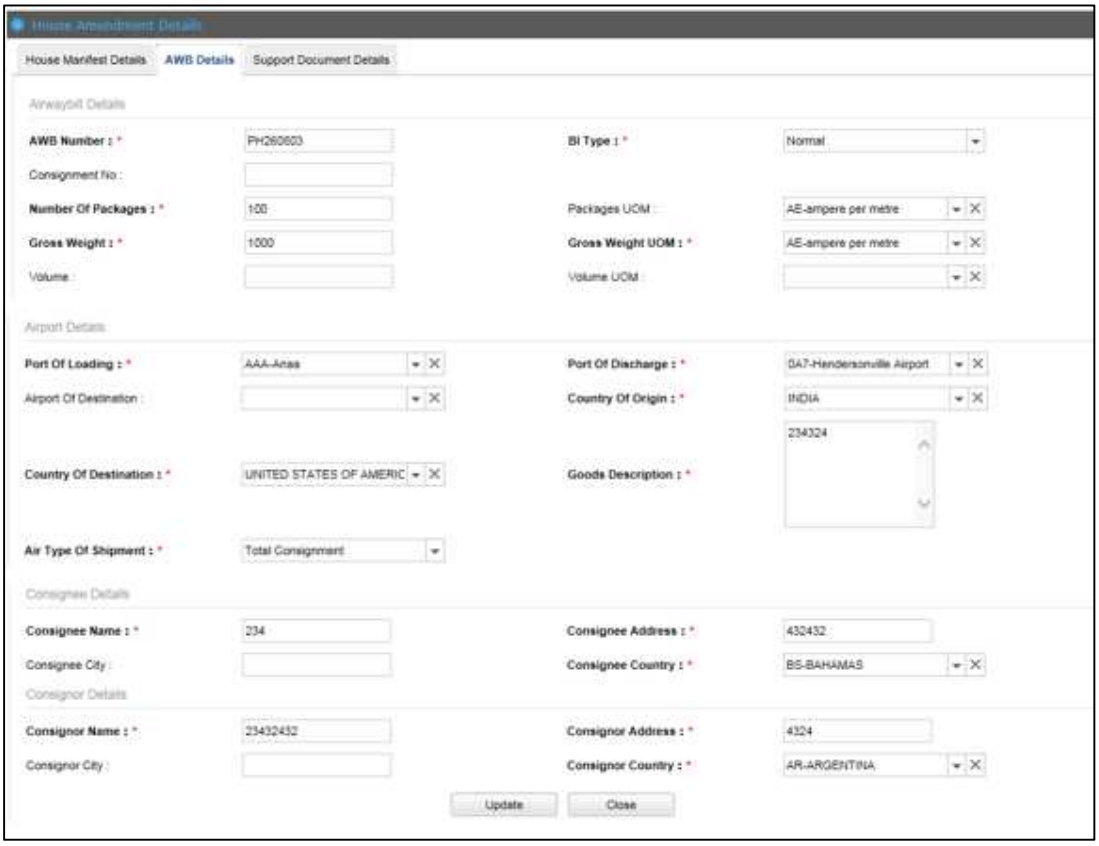
4. Click **Save** button to save the manifest details.
5. Click **Ok** button in success message window.

Click **Reset** button to clear the manifest details.

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

6. Click **Submit** button to submit the amendment master manifest after entering the information in AWB Details and Supporting Document Details (refer to step 9).
7. Click **AWB Details** Tab. The subsequent screen will be displayed.

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AWB Details page

Click **Close** button to close the AWB details tab.

8. Enter information in the AWB Details fields.

Field/Button description	Action/Input Required
AWB Number	Enter airway bill number.
BI Type	Select the BI type of the airway bill.
Consignment No	Enter the consignment number of the airway bill.
Number of Packages	Enter the number of packages included in the airway bill.
Packages UOM	Select the packages' unit of measurement.
Gross Weight	Enter the gross weight of the airway bill.
Gross Weight UOM	Select the gross weight' unit of measurement.
Volume	Enter the volume of the airway bill.

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Field/Button description	Action/Input Required
Volume UOM	Select the volume' unit of measurement.
Port of Loading	Select the port of loading of airway bill.
Port of Discharge	Select the port of discharge of airway bill.
Airport of Destination	Select the destination airport of airway bil.l
Country of Origin	Select the country of origin of airway bill.
Country of Destination	Select the country of destination of airway bill.
Goods Description	Enter the description of the goods.
Air Type Of Shipment	Select the air type of the shipment.
Consignee Name	Enter consignee name of airway bill.
Consignee Address	Enter consignee address of airway bill.
Consignee City	Enter consignee city of airway bill.
Consignee Country	Select consignee country of airway bill.
Consignor Name	Enter consignor name of airway bill.
Consignor Address	Enter consignor address of airway bill.
Consignor City	Enter consignor city of airway bill.
Consignor Country	Select consignor country of airway bill.

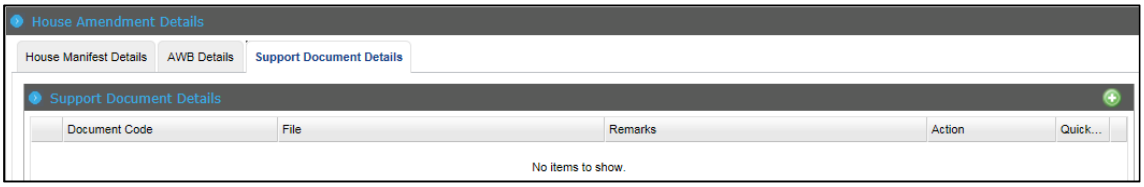
9. Click **Update** button to save the airway bills details.



Success Message

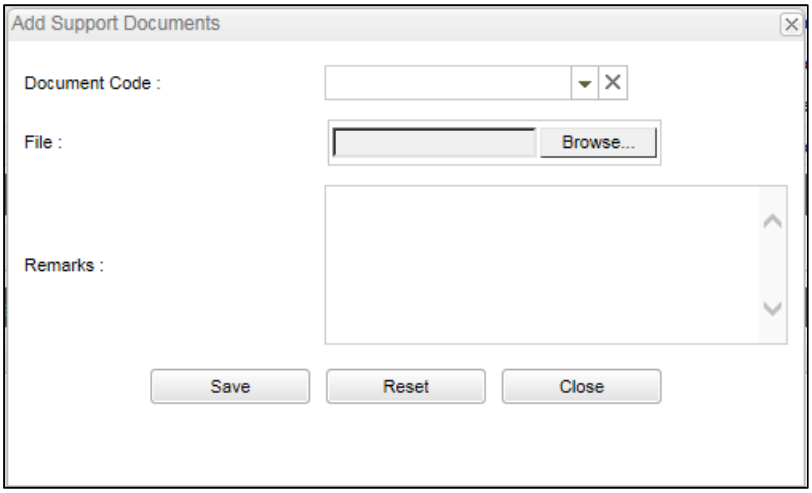
10. Click **Ok** button in success message box to continue.
11. Click **Support Document Details** Tab. The subsequent screen will be displayed.

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Support Document Details Tab

12. Click  icon to add supporting document details in the amendment house manifest.



Add supporting Documents Window

13. Enter information in the Add Support Documents window fields.

Field/Button description	Action/Input Required
Document Code	Select the document code of the supporting document.
File	Click **Browse** button to select the document to be attached.
Remarks	Enter the remarks of the supporting document.

14. Click **Save** button to save the supporing document details.



Success Message

15. Click **Ok** button in success message box to continue.

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Click **Reset** button to clear the supporting document fields.

Click **Close** button to close the add support document window.

Click the **Add** icon to add more than one supporting document.

Click the **Edit** icon to edit the supporting document.

Click the **View** icon to view the supporting document.

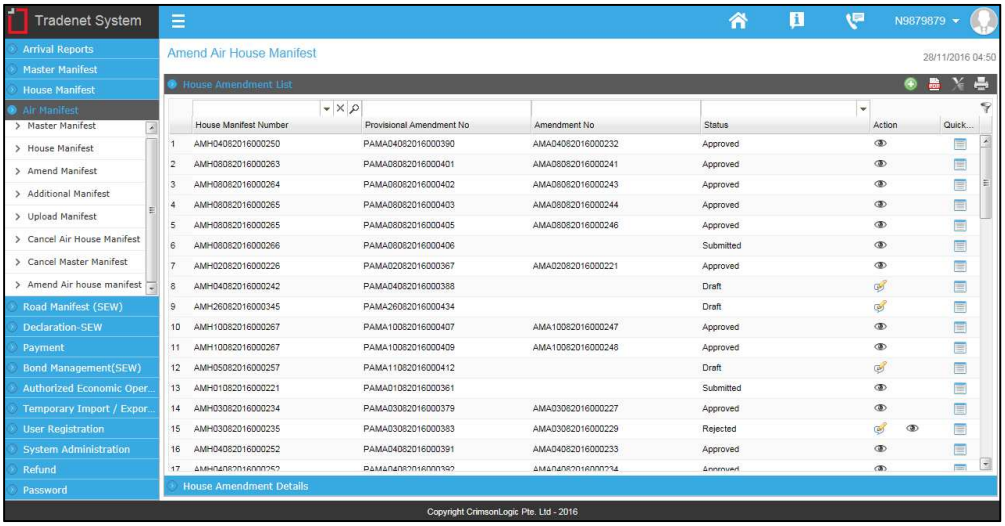
Click **Quick View** icon to overview the supporting document.

Searching Amendment House Manifest

This section allows the Ground Handling Agent to search, view and edit the amendment air house manifest in the TFB system.

To search the amendment house manifest:

1. Click **Air Manifest**>> **Amend Air House Manifest**. The subsequent screen will be displayed.



Amendment Air House Manifest List Search Tab

2. Enter any one of the search criteria to view the amendment house manifest details. Following are the field and button descriptions of the Search Amendment House Manifest.

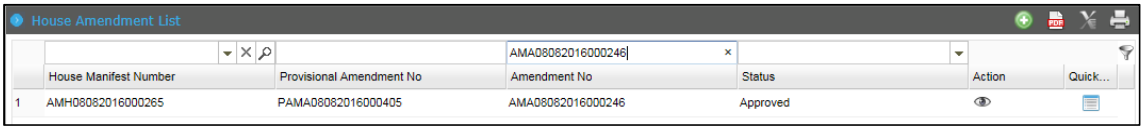
Field/Button description	Action/Input Required
House Manifest Number	Select the manifest number of the house manifest.
Provisional Amendment No	Enter the provisional amendment number of the house manifest.
Amendment No	Enter the amendment number of the house manifest.

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Field/Button description	Action/Input Required
Status	Select the status of the amendment house manifest.

- If you do not know the complete search phrase (words) for any criterion, enter partial search phrase (words) and click the **Search** icon.

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



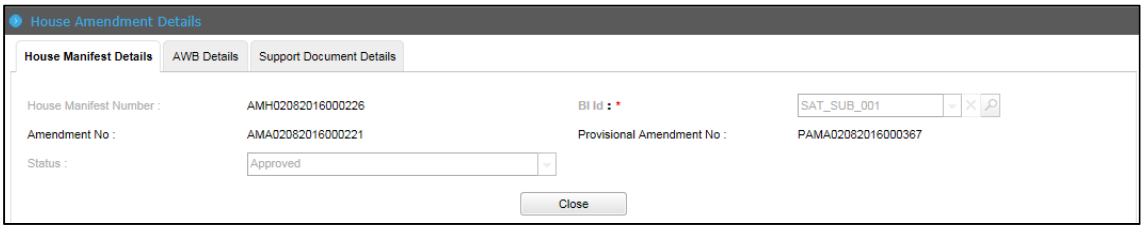
Amendment House Manifest List Search Result

Viewing Amendment House Manifest Details

This functionality allows the **Ground Handling Agent** to view the Amendment House Manifest details.

To view the amendment house manifest details:

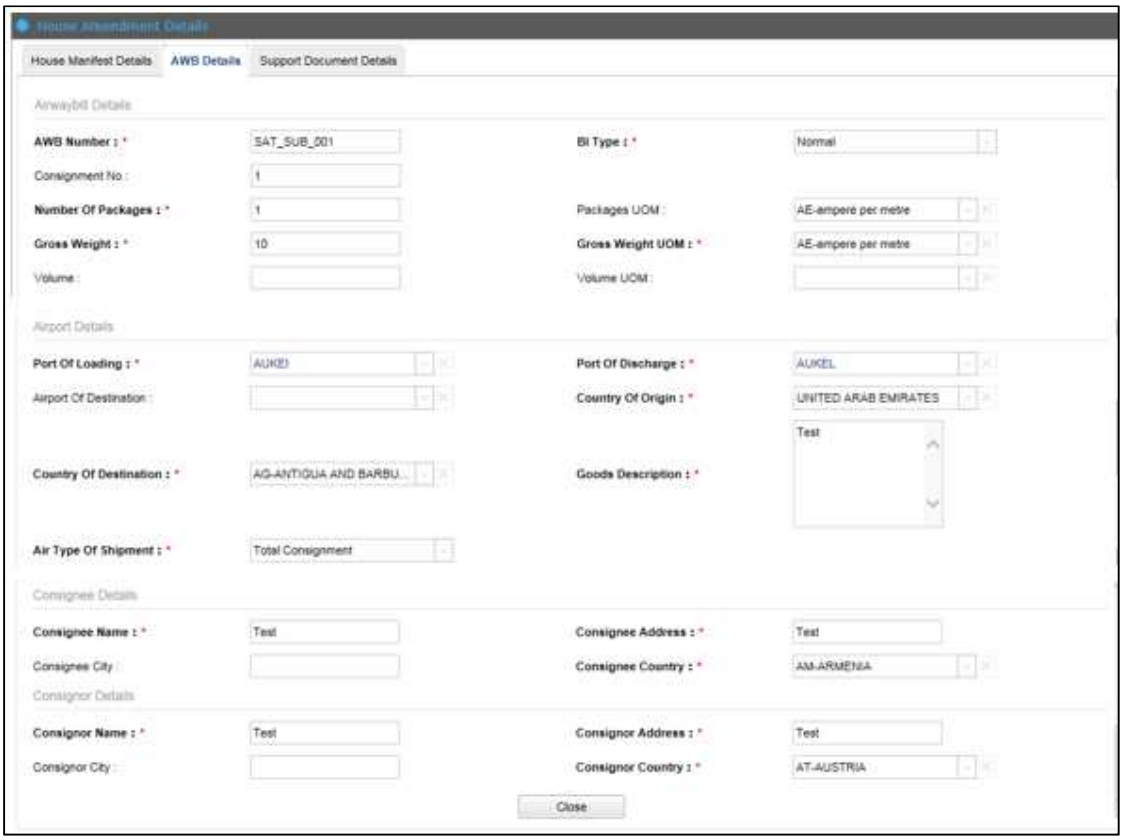
1. From the search results, click the  icon to View the amendment house manifest details.



Amendment House Manifest Details Tab

2. Click **Close** button to close amendment house manifest details tab.
3. Click **AWB Details** tab to view the airway bills details.

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Amendment AWB Details Tab

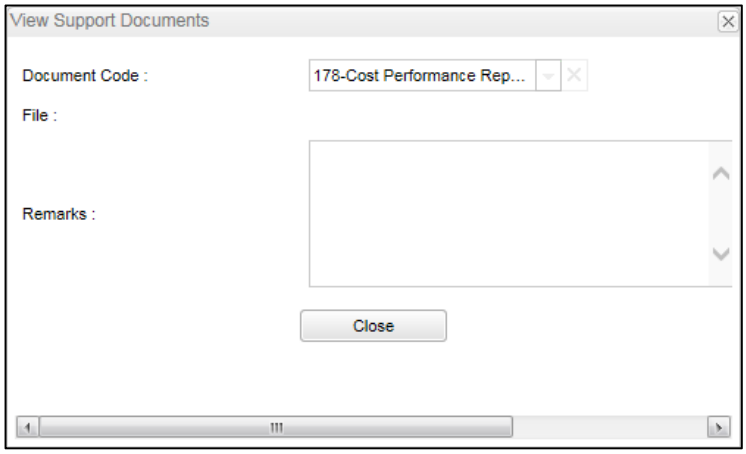
4. Click **Close** button to close amendment AWB details tab.
5. Click **Support Document Details** tab to view the supporting document details.



Support Document Details Tab

6. Click the  icon to view the supporting doucment details.

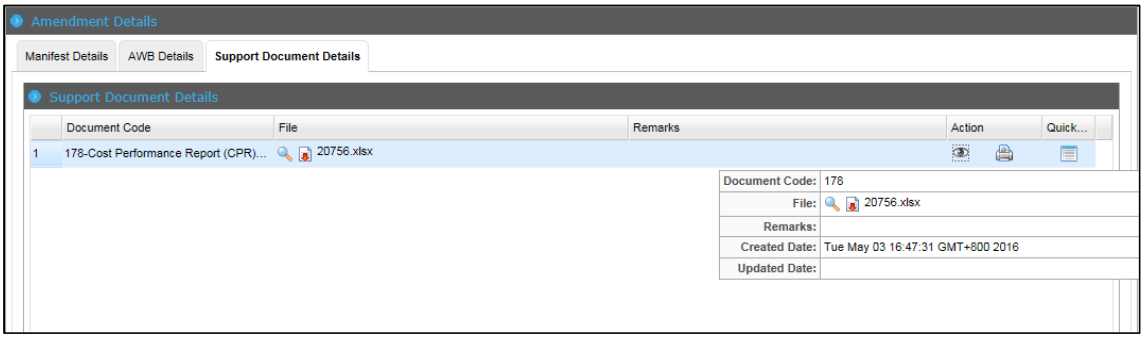
© CrimsonLogic Pte Ltd



View Support Documents window

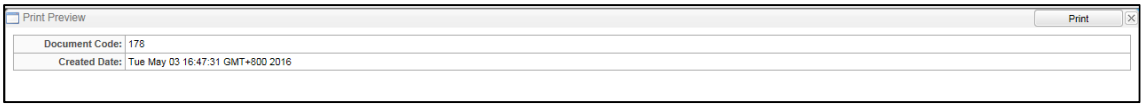
7. Click **Close** button to close view support document window.

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



Quick View Support Document Details Tab

9. Click the  icon to print preview the airway bills details.



Print Preview Details Tab

10. Click the **Print** button to print the details.

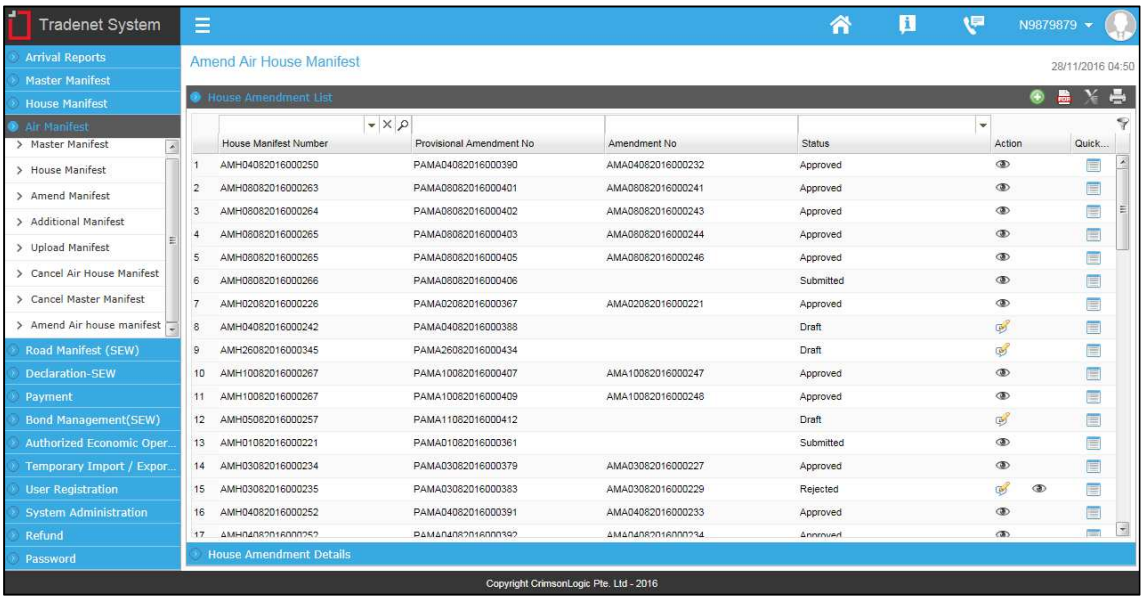
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Updating Amendment House Manifest Details

This section allows the Ground Handling Agent to search and edit the amendment air house manifest in the TFB system.

To update the amendment house manifest:

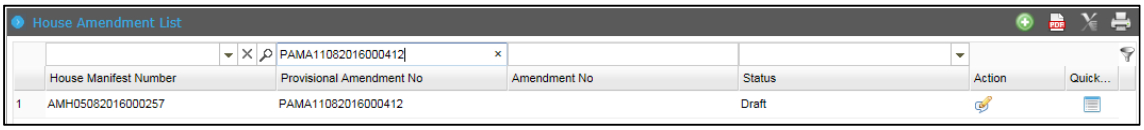
1. Click **Air Manifest** >> **Amend Air House Manifest**. The subsequent screen will be displayed.



Amendment Air House Manifest List Search

2. Enter any one of the search criteria to view the amendment house manifest.

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



Amendment House Manifest List Search Result

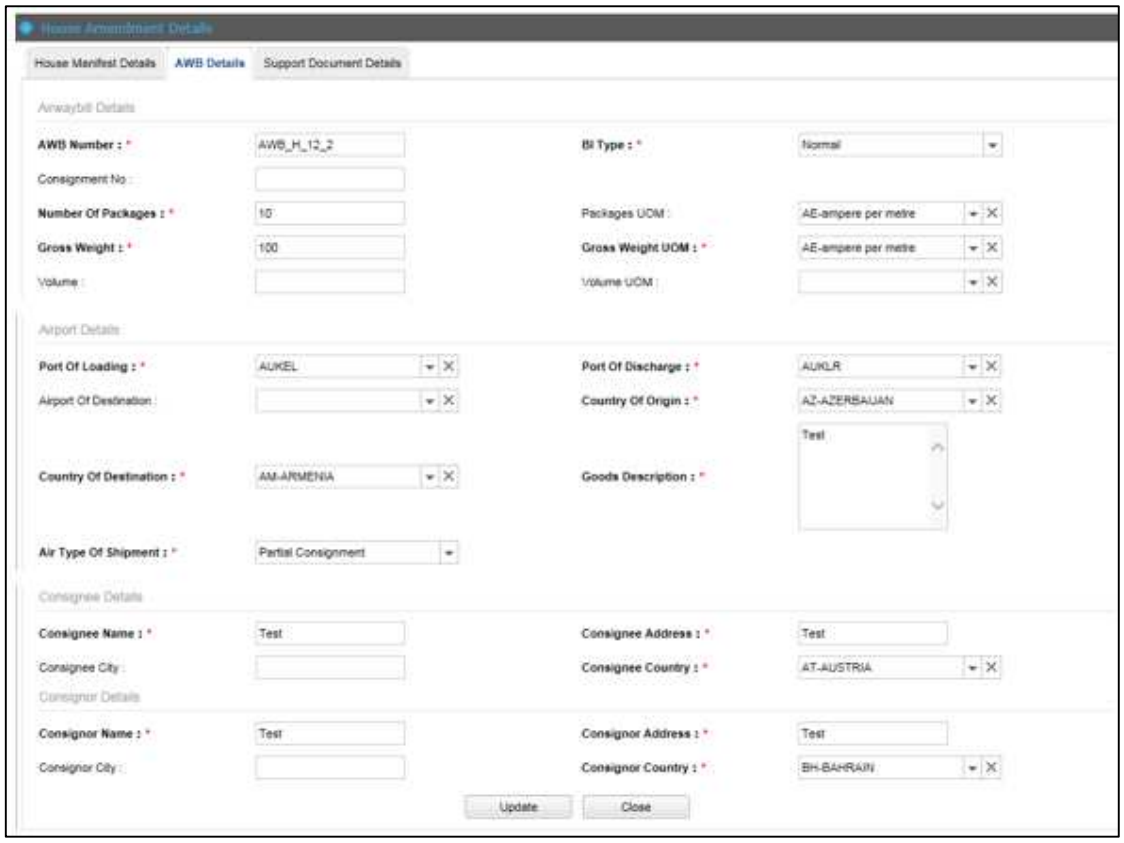
4. Click the  edit icon to update the amendment house manifest details. The following screen will be displayed.



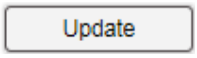
Amendment House Manifest Details Tab

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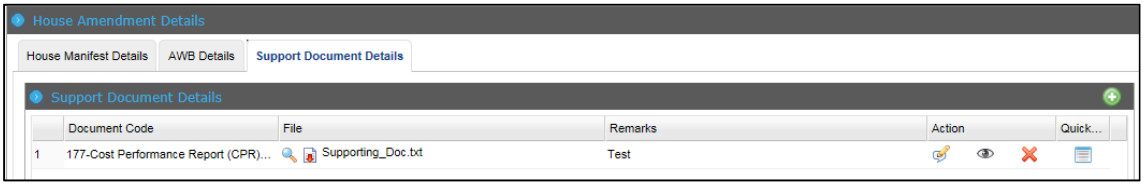
5. Click AWB Details tab to update airway bills details. The following screen will display.



AWB Details page

6. Modify the field values and click  button.

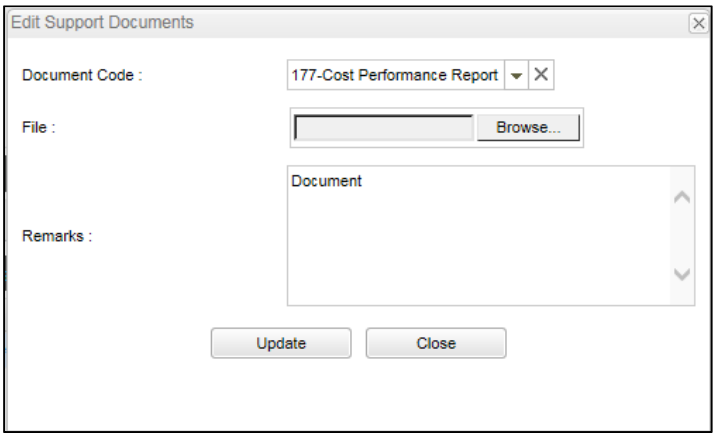
7. Click **Close** button to close AWB Details tab.
8. Click **Support Document Details** tab to update supporting document details. The following screen will display.



Support Document List Tab

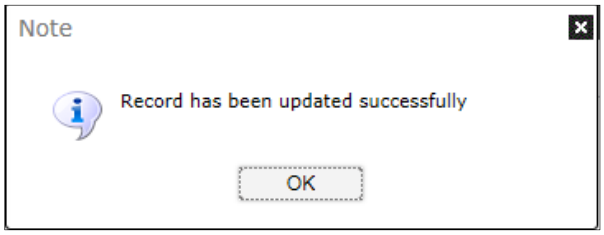
9. Click the  edit icon to update the supporting document details. The following screen will be displayed.

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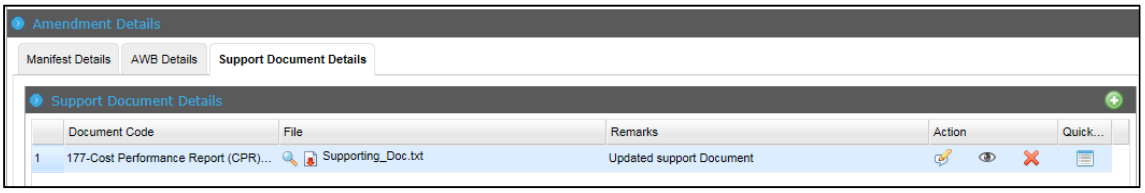
Edit Support Documents Window

10. Modify the field values and click **Update** button.



Success Message

11. Click **Close** button to close edit support document window.
12. Click **OK** button. The changes get reflected in the search airway bills grid as shown in the below screen



Support Document Details Tab

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