AAT Cargo Pre-declaration User Guide

Version 2.1

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Introduction

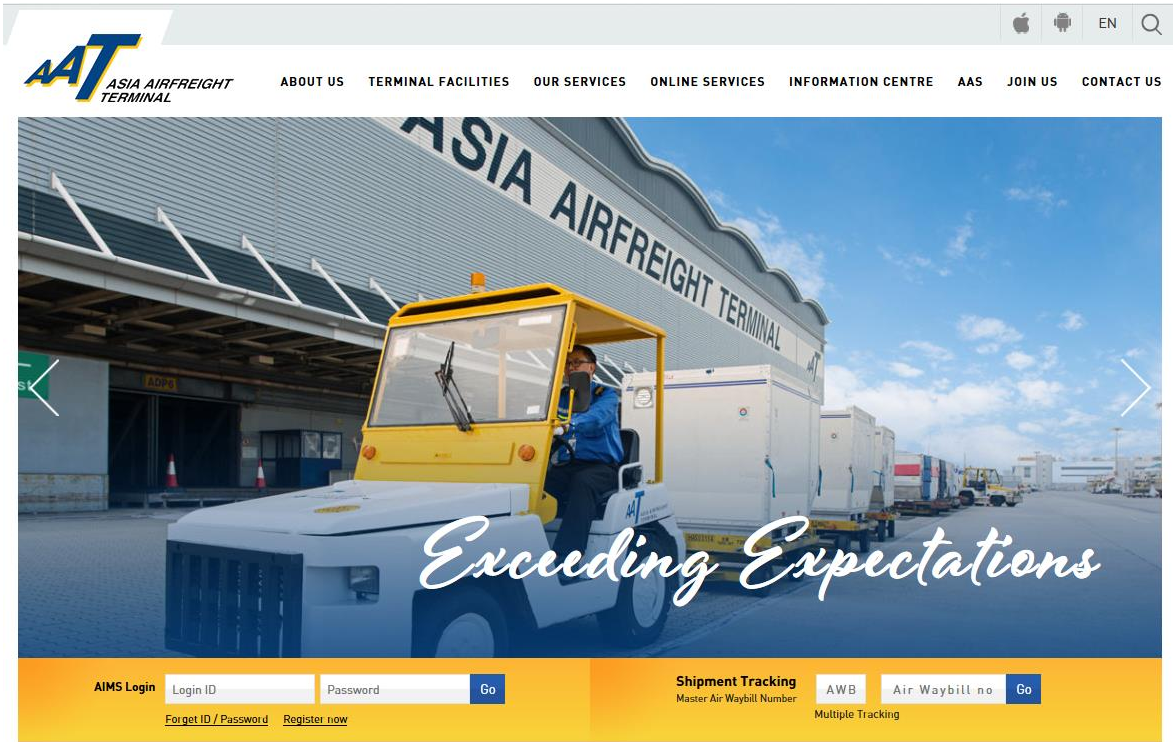
Cargo Pre-Declaration is a function that eliminates unnecessary waiting time for processing of RCLs at the terminal. By entering the export shipment details in AIMS before cargo are delivered to AAT, users can simply print the mRCL at their own office and submit it together with the AWB. This function saves time and resources for shippers / freight forwarders.

To enjoy Cargo Pre-Declaration function, the user should be a member of AAT AIMS. Registration for AAT AIMS is FREE and can be easily done online.

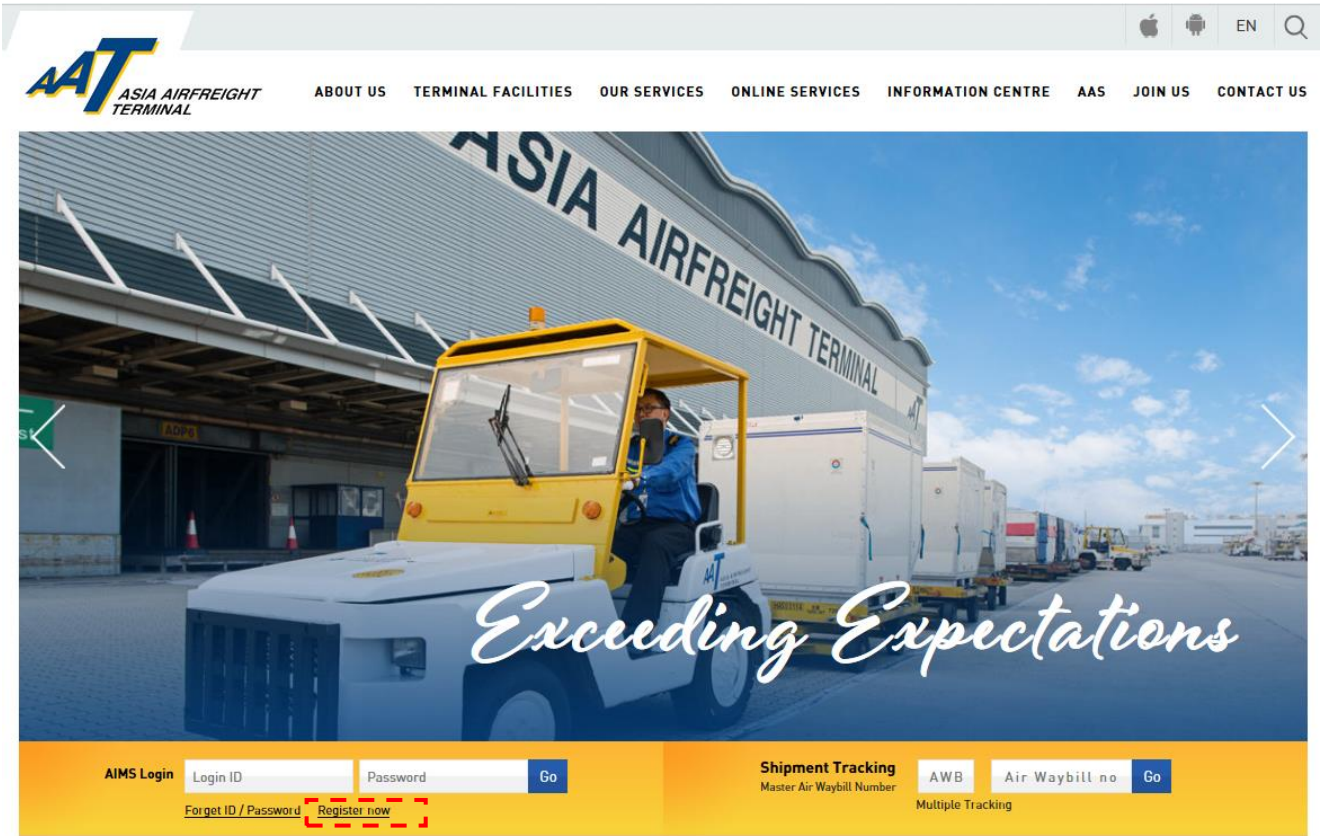
This document provides the guidelines for users to create, delete, update and enquire mRCL Pre-declaration for Bulk cargo, Pre-packed cargo and Mix Pre-packed cargo. Also, it provides the quick guides for users to register as a member of AAT AIMS.

Registration for AAT AIMS (for non-members only)

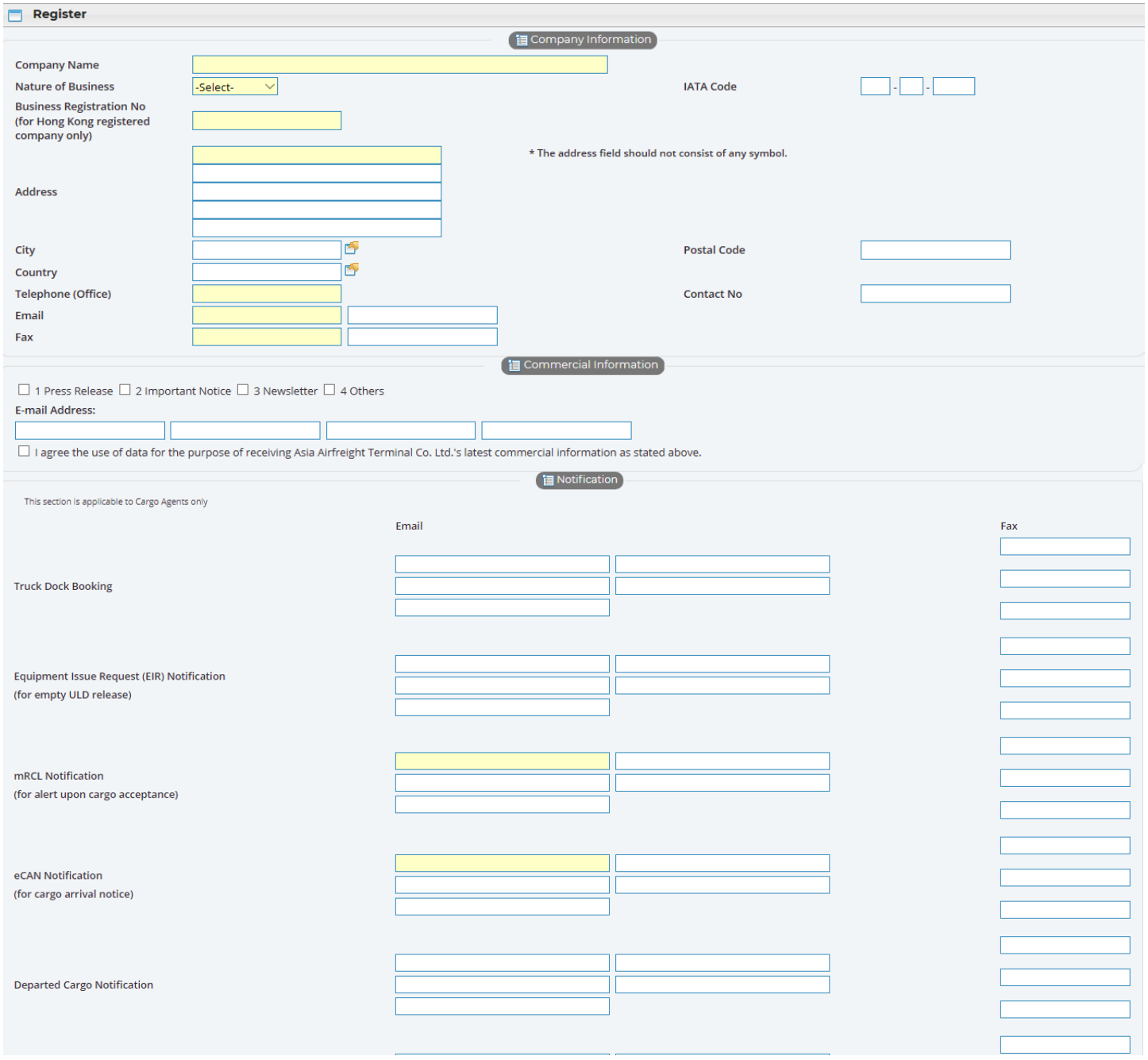
1. Open an Internet Explorer/Chrome and enter the URL: https://www.aat.com.hk, following page will be shown.

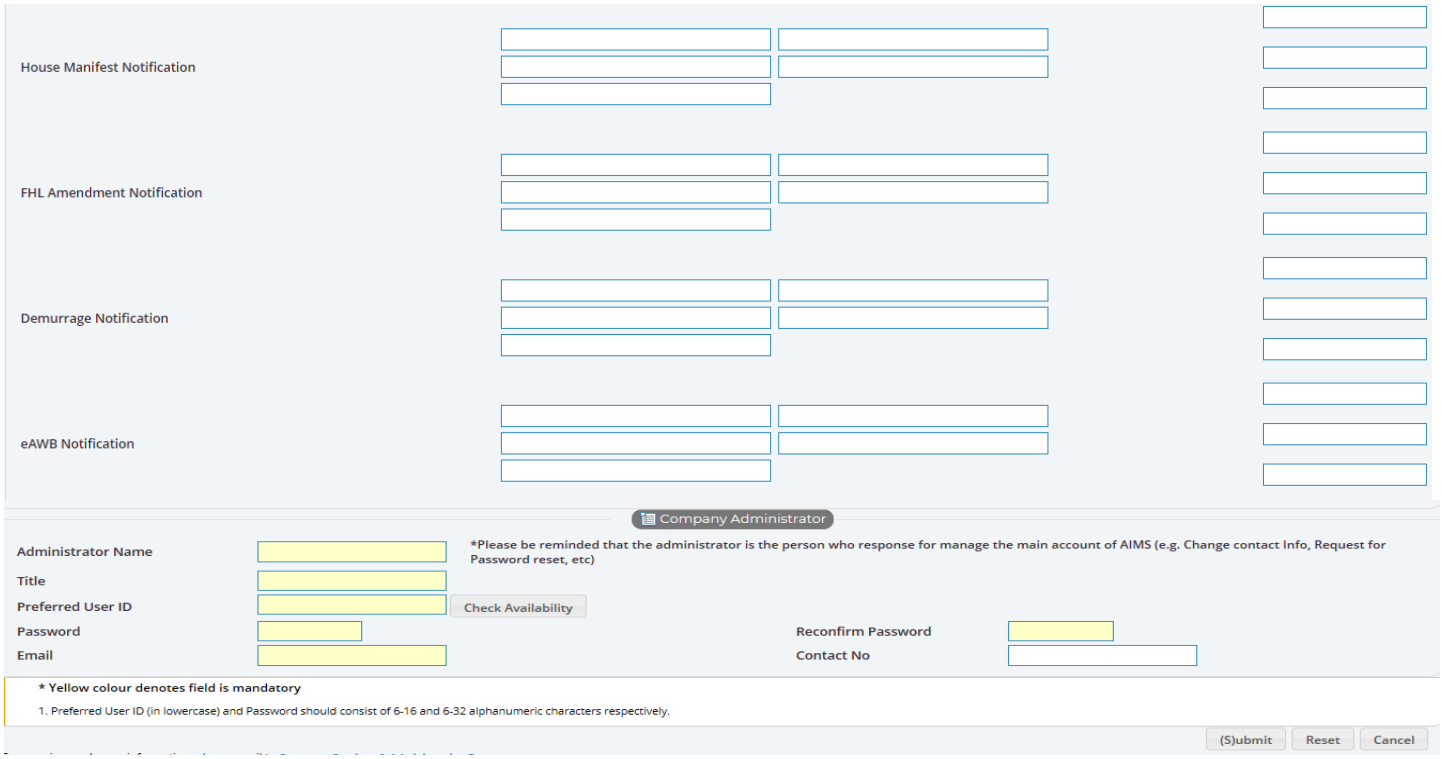


2. Click “Register now” to proceed with the registration process.



3. Fill in the registration details in the following pop-up screen (*Boxes in yellow are mandatory fields*)



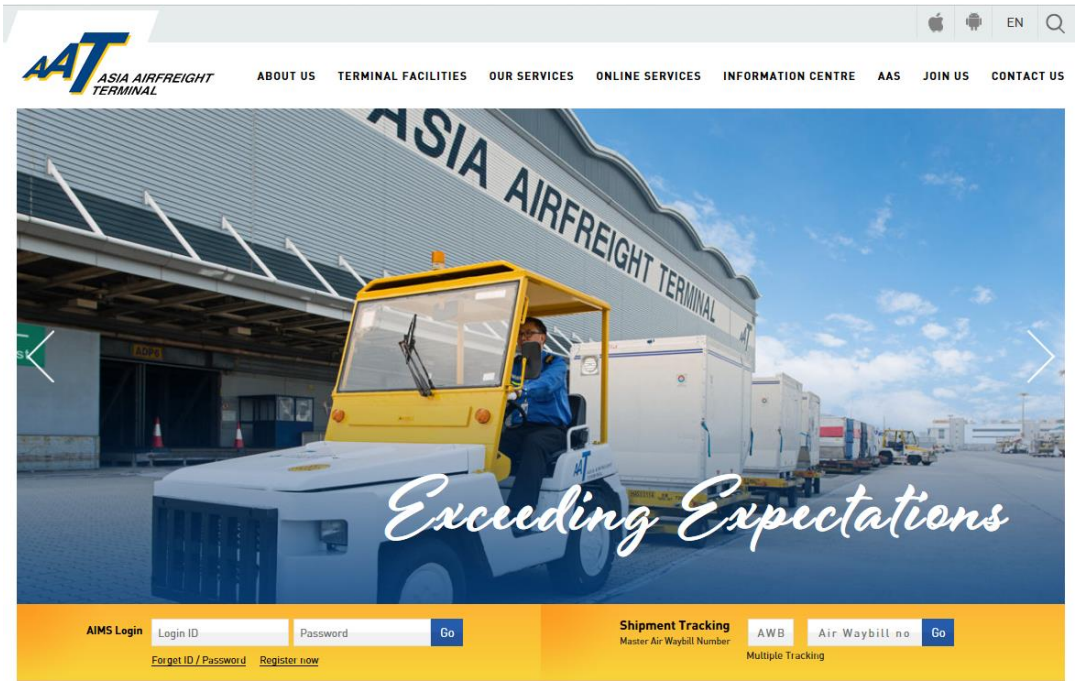


4. Click “Submit” button to complete the form and please fax the copy of the company’s Business Registration Certificate (BR) to our Customer Services & Administration Department at 2215 0152 for further processing.

5. Done.

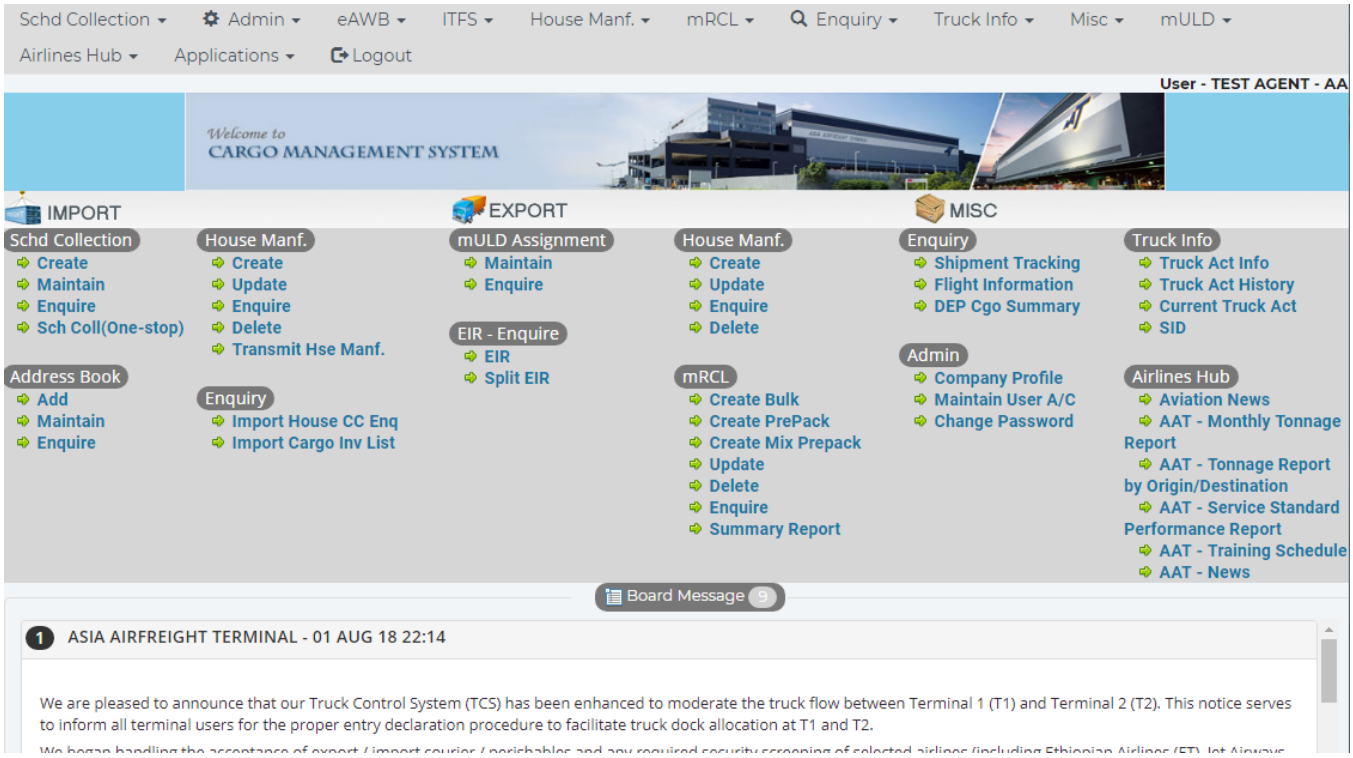
Get start to mRCL Pre-declaration functions

1. Open an Internet Explorer/Chrome and enter the URL: https://www.aat.com.hk, following page will be shown.

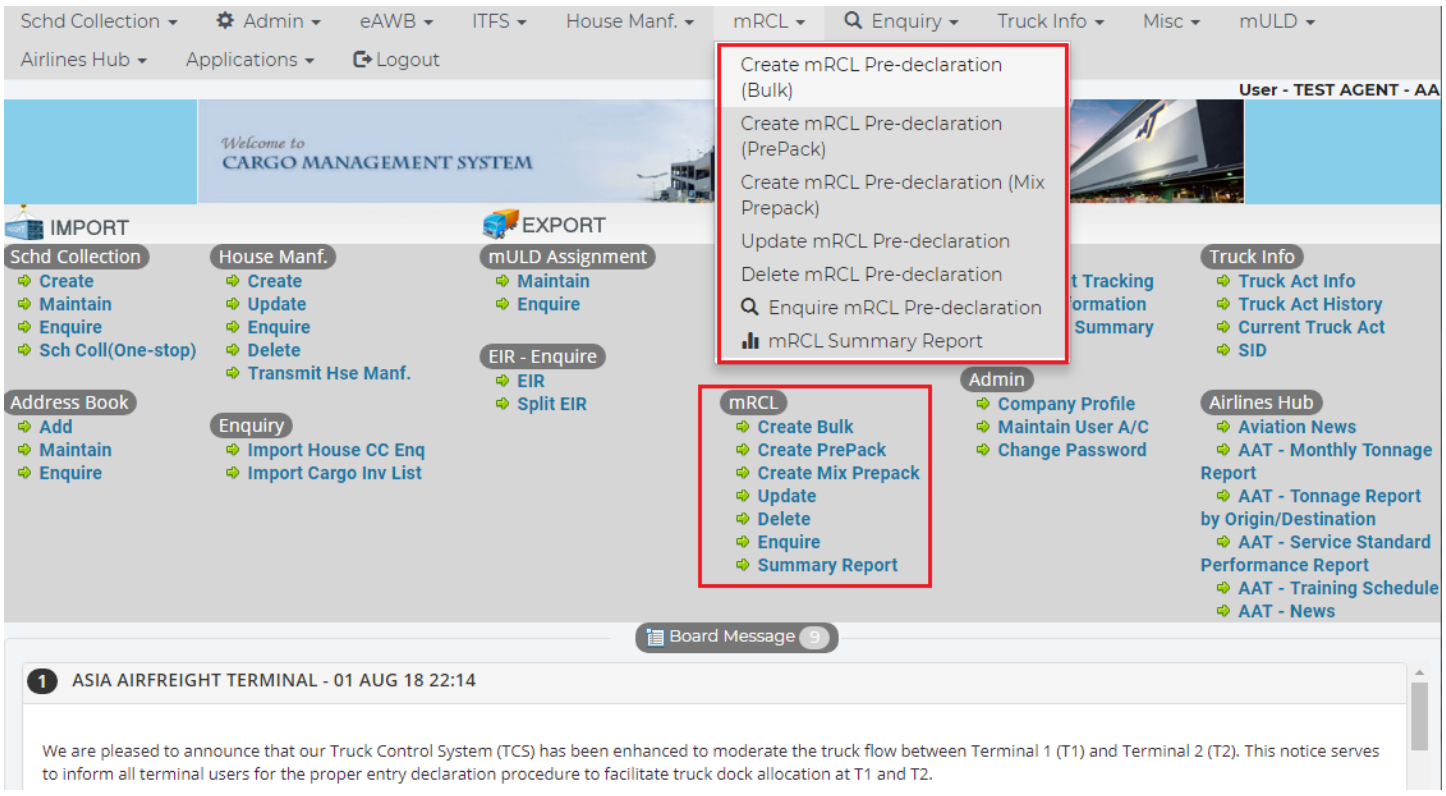


2. Fill in Login ID and Password.
   Click “Go” button to login.

3. For successful login, the following page will be shown.



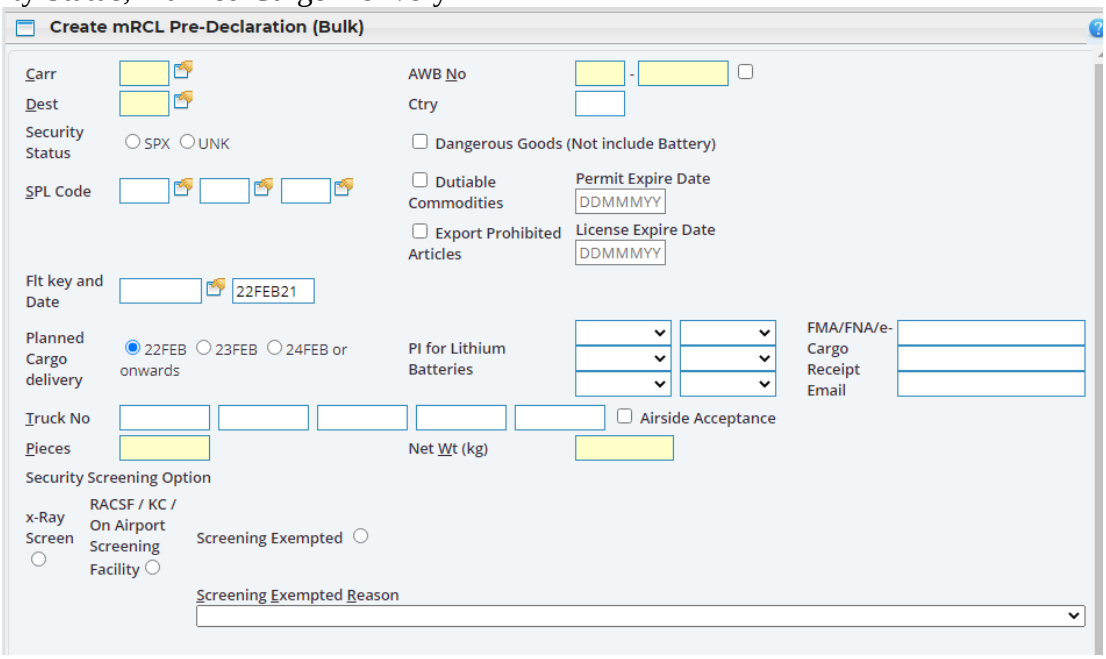
4. Choose mRCL Pre-declaration functions from menu or use the shortcut on display



Create mRCL Pre-declaration (Bulk)

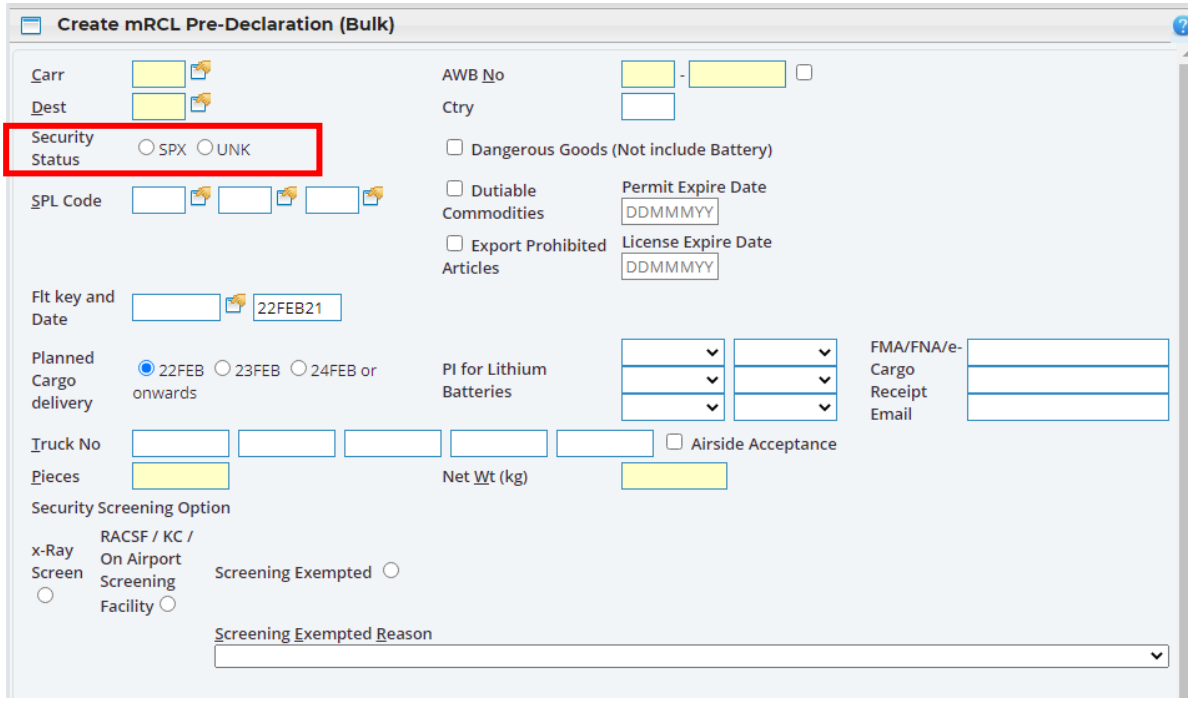
1. Click "mRCL > Create mRCL Pre-declaration (Bulk)" or "Create Bulk" on the shortcut.

2. Input required information.
   Mandatory fields
   - Boxes in yellow:
     Carr, Dest, AWB No, Truck No., Pieces, Net Wt (kg) and Dimensions - Length, Width, Height & Pcs
   - Radio - button for selection:
     Security Status, Planned Cargo Delivery

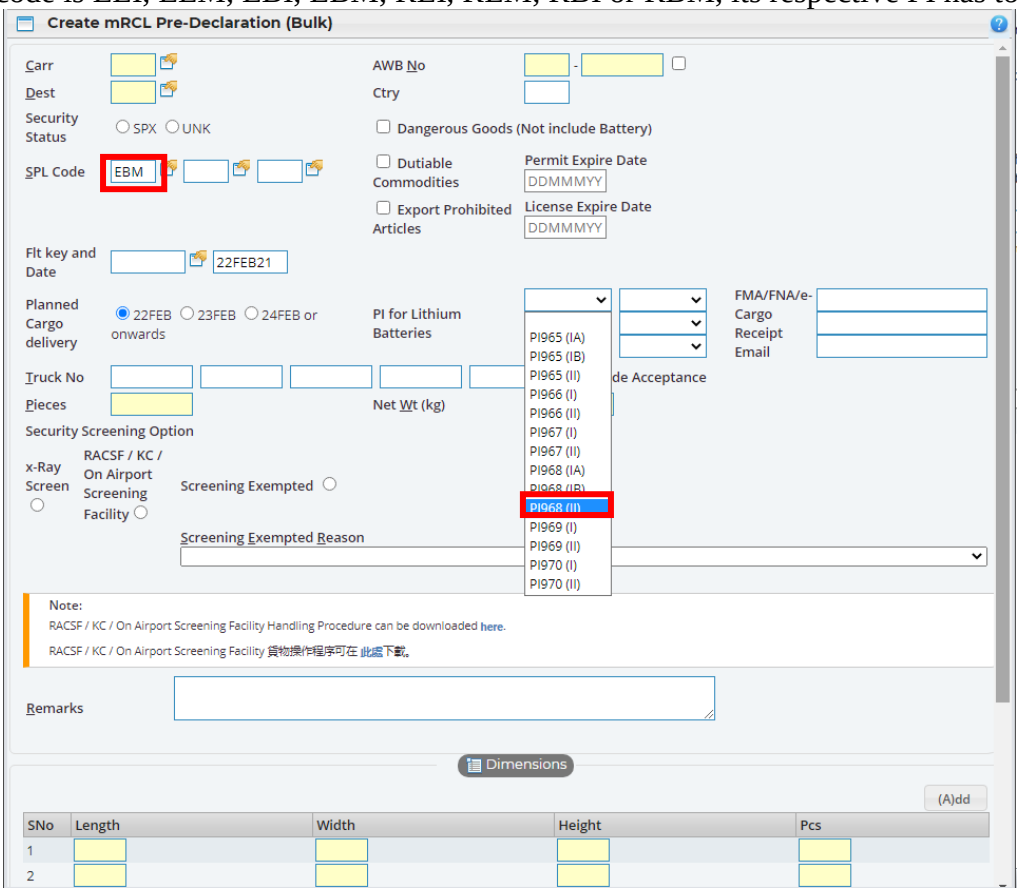


3. Declare the "Security Status", SPX or UNK.

SPX:	**Known Cargo** shipped from CAD Validated KC **or** Cleared by appropriate screening **or** CAD approved Screening Exempted special cargo.
UNK:	**Unknown Cargo** which cannot fulfill above stated requirement of Known Cargo.



4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.



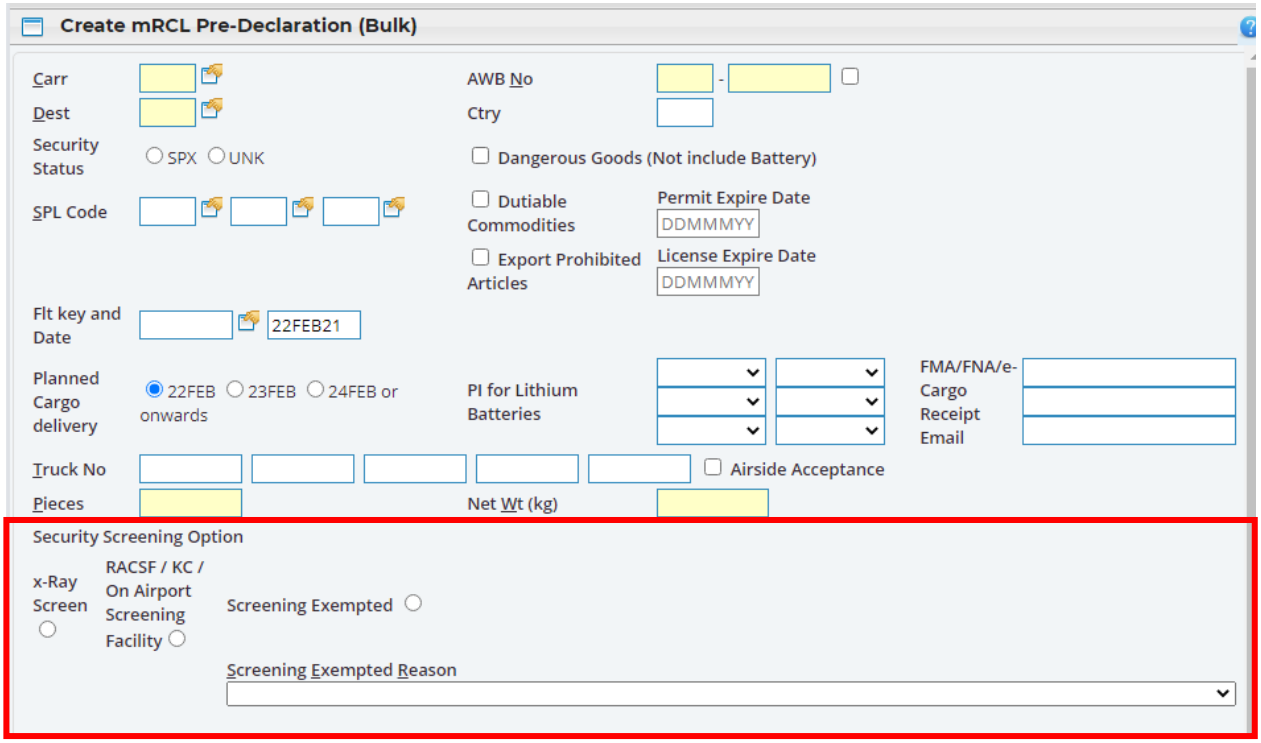
The following table presents the correct matching between the SPL code and PI with section.

S/N	SPL Code	Its respective PI with Section
1	ELI	PI966(II)/ PI967(II)
2	ELM	PI969(II)/ PI970(II)
3	EBI	PI965(II)
4	EBM	PI968(II)
5	RLI	PI966(I)/ PI967(I)
6	RLM	PI969(I)/ PI970(I)
7	RBI	PI965(IA)/PI965(IB)
8	RBM	PI968(IA)/ PI968(IB)

A notification message will be popped up if any mismatching or missing of SPL code or PI.

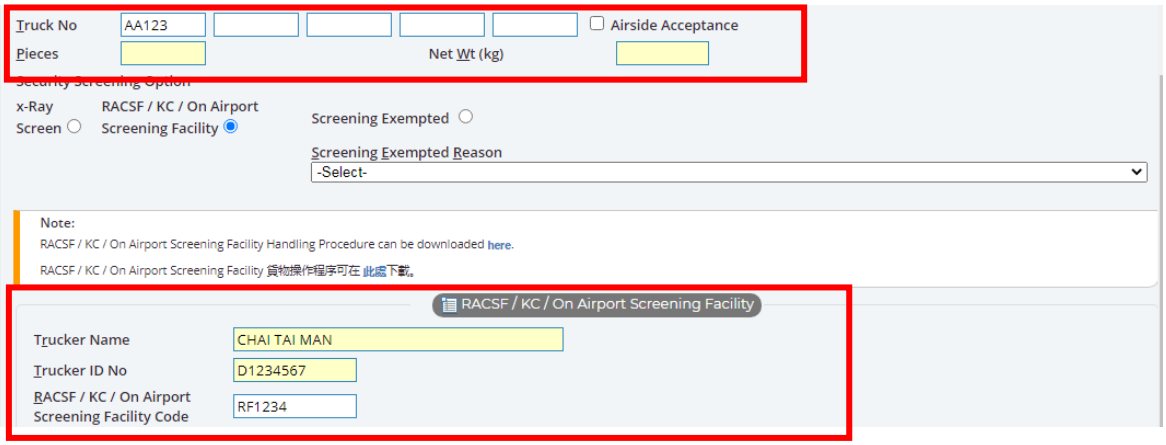
5. Select either one of the "Security Screening Options".

X-RAY Screen:	Request cargo security screening at AAT
RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
Screening Exempted:	CAD approved Screening Exempted special cargo

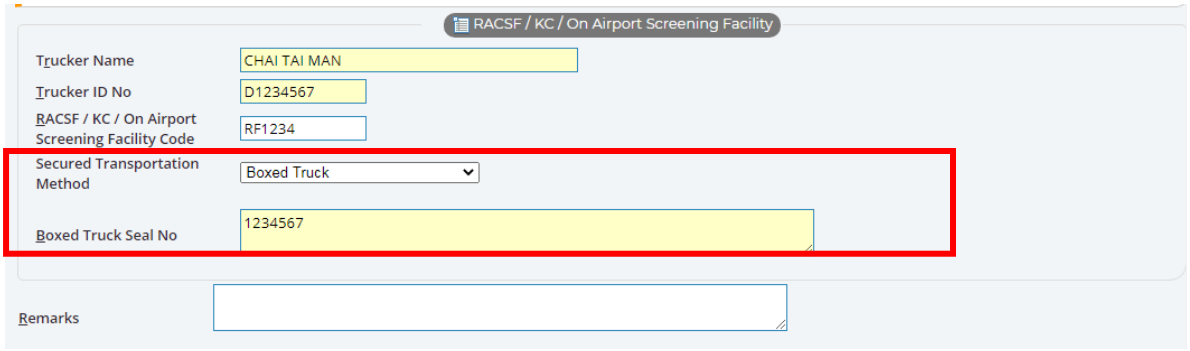


5.1 RACSF/KC/On Airport Screening Facility

5.1.1 If selected "RACSF/KC/On Airport screening Facility", fill in necessary information for pre-declaration.

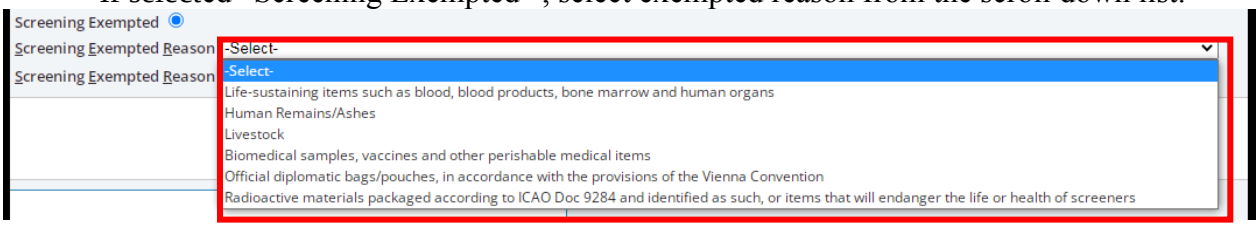


5.1.2 Select "Secured Transportation Method" and fill in corresponding required information. For example, Boxed Truck Seal/Lock No.



5.2 Screening Exempted

If selected "Screening Exempted" , select exempted reason from the scroll down list.



The following table shows the list of categories of cargo that are exempted from security screening.

Life-sustaining items such as blood, blood products, bone marrow and human organs
Human Remains / Ashes
Livestock
Biomedical samples, vaccines and other perishable medical items
Official diplomatic bags/ pouches, in accordance with the provisions of the Vienna Convention
Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

Attention! According to the updated arrangement on air cargo enhanced screening requirements from Civil Aviation Department (CAD), **from 1st March 2021 onwards, proportion of cargoes required to be screened by Regulated Agents would be increased to 100%** under the scheduled implementation of the ICAO new policy direction**.**
To fulfill the requirement, all cargoes must be

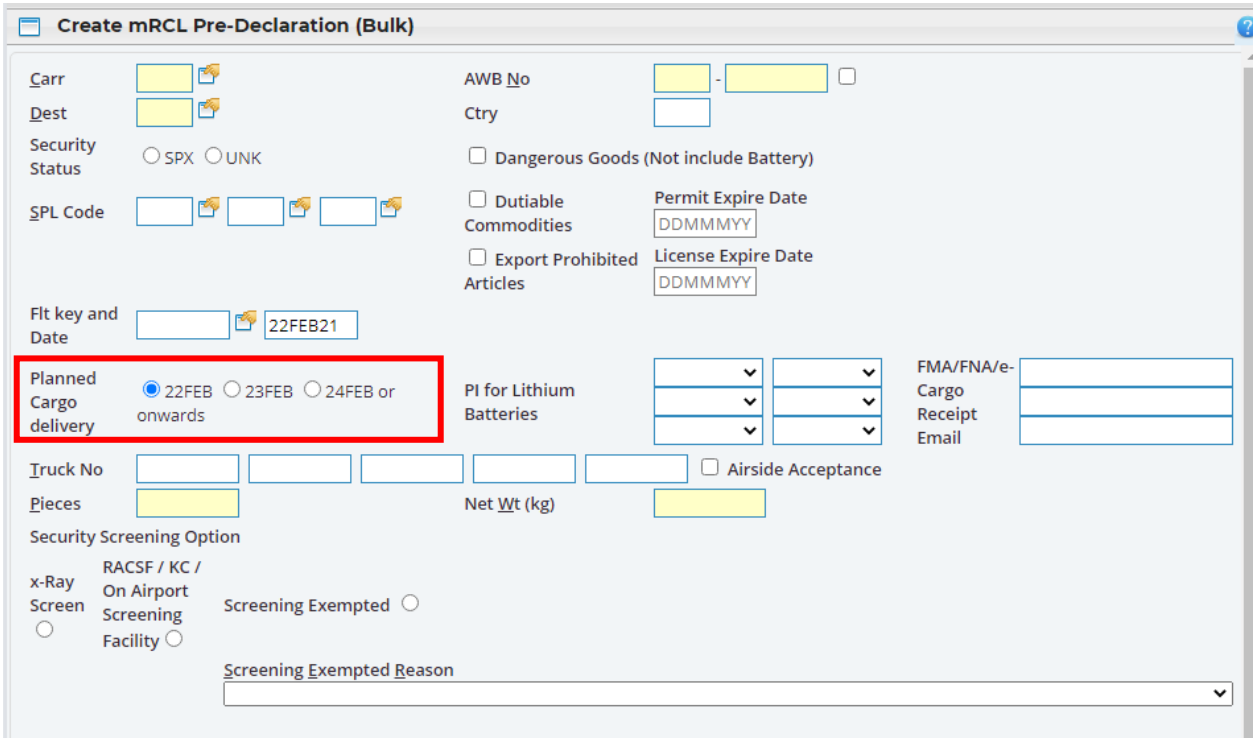
- Security screened at AAT **or**
- Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means **or**
- CAD approved Screening Exempted special cargo

6. **Specify the date of "Planned Cargo Delivery"**

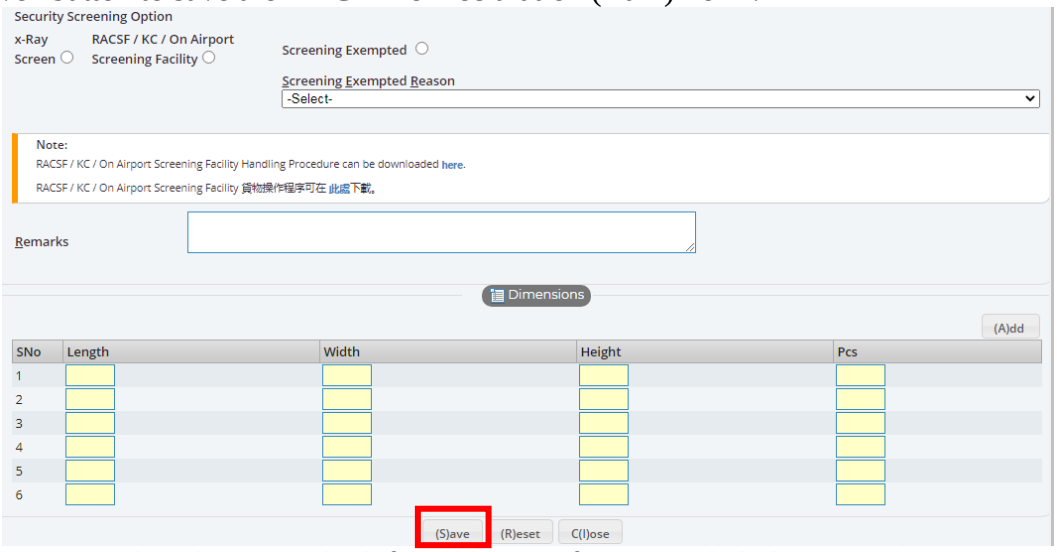
The system will extend the validity of the "mRCL Pre-declaration record" according to the date of "Planned Cargo Delivery" provided.
The three options for the "planned delivery date" will be adjusted according to the date of user accessing to the page of "Create mRCL Pre-declaration".

Default "Planned Cargo delivery date" will be set at "[Date of today]"
For example: If today is 22 FEB 2021, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

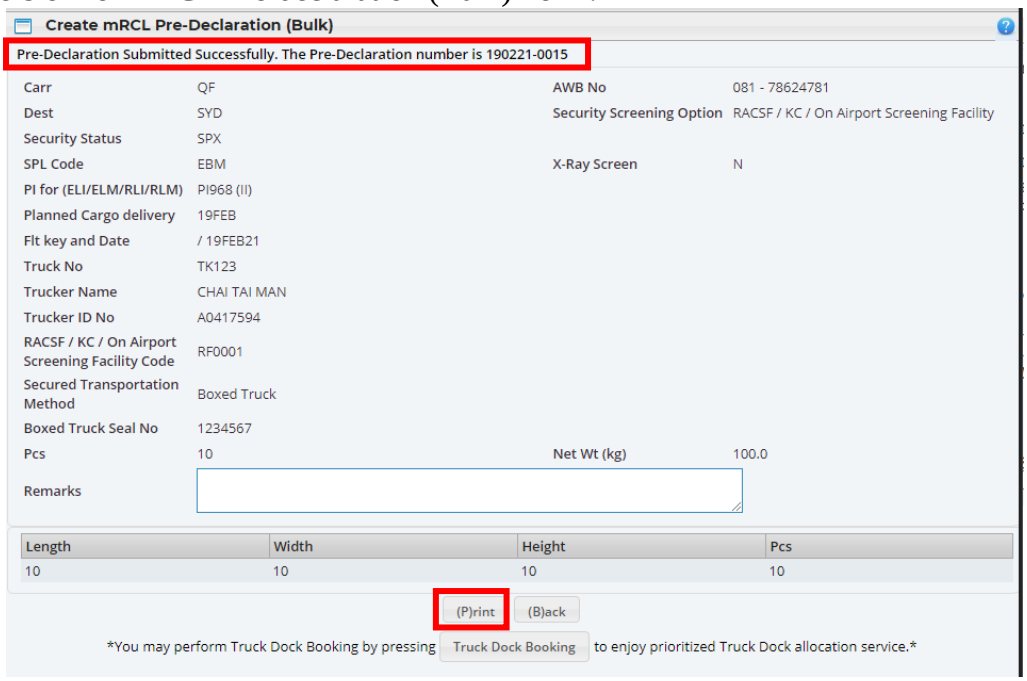
⦿ 22FEB ○ 23FEB ○ 24FEB or onwards



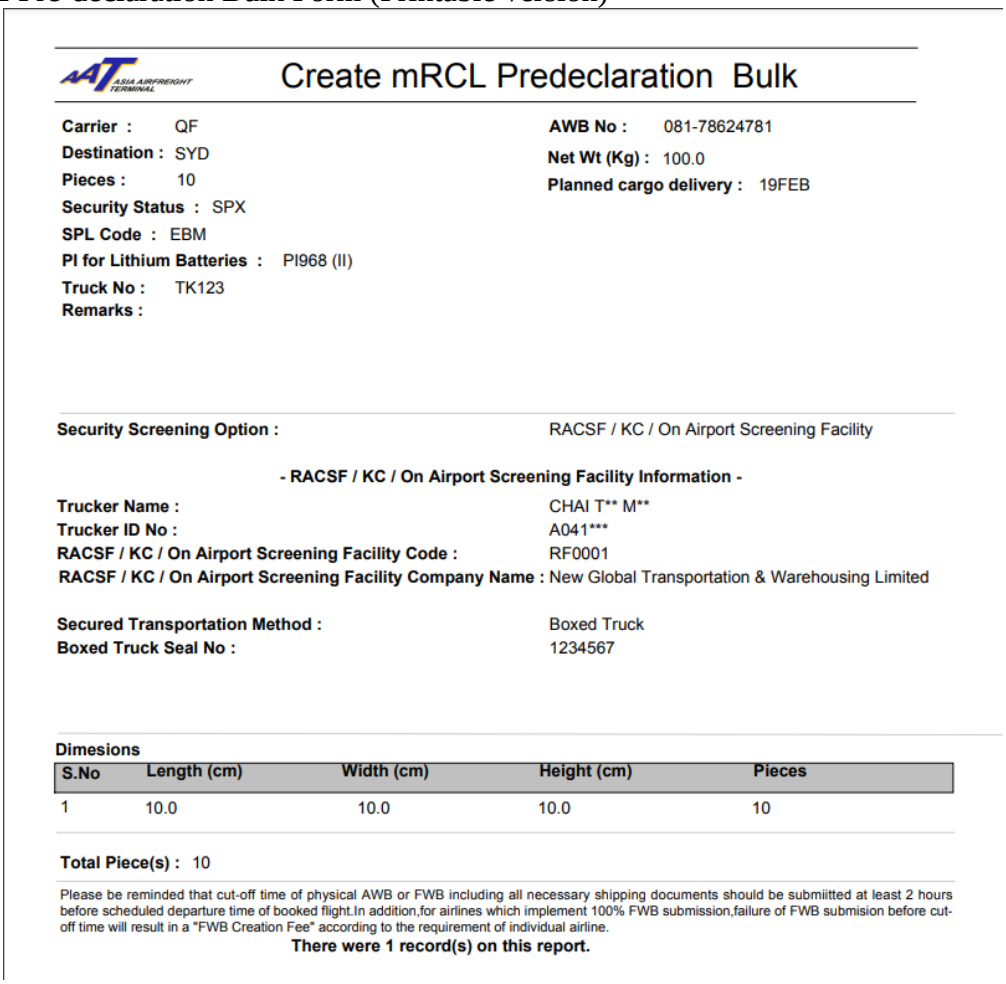
7. Click “Save” button to save the mRCL Pre-Declaration (Bulk) Form.



8. Pre-declaration number shown on the left will be as reference and click “Print” button to generate the printable version for mRCL Pre-declaration (Bulk) Form.



Sample of mRCL Pre-declaration Bulk Form (Printable version)



Create mRCL Predeclaration Bulk

Carrier : QF
Destination : SYD
Pieces : 10
Security Status : SPX
SPL Code : EBM
PI for Lithium Batteries : PI968 (II)
Truck No : TK123
Remarks :

AWB No : 081-78624781
Net Wt (Kg) : 100.0
Planned cargo delivery : 19FEB

Security Screening Option : RACSF / KC / On Airport Screening Facility

- RACSF / KC / On Airport Screening Facility Information -

Trucker Name : CHAI T** M**
Trucker ID No : A041***
RACSF / KC / On Airport Screening Facility Code : RF0001
RACSF / KC / On Airport Screening Facility Company Name : New Global Transportation & Warehousing Limited

Secured Transportation Method : Boxed Truck
Boxed Truck Seal No : 1234567

Dimesions

S.No	Length (cm)	Width (cm)	Height (cm)	Pieces
1	10.0	10.0	10.0	10

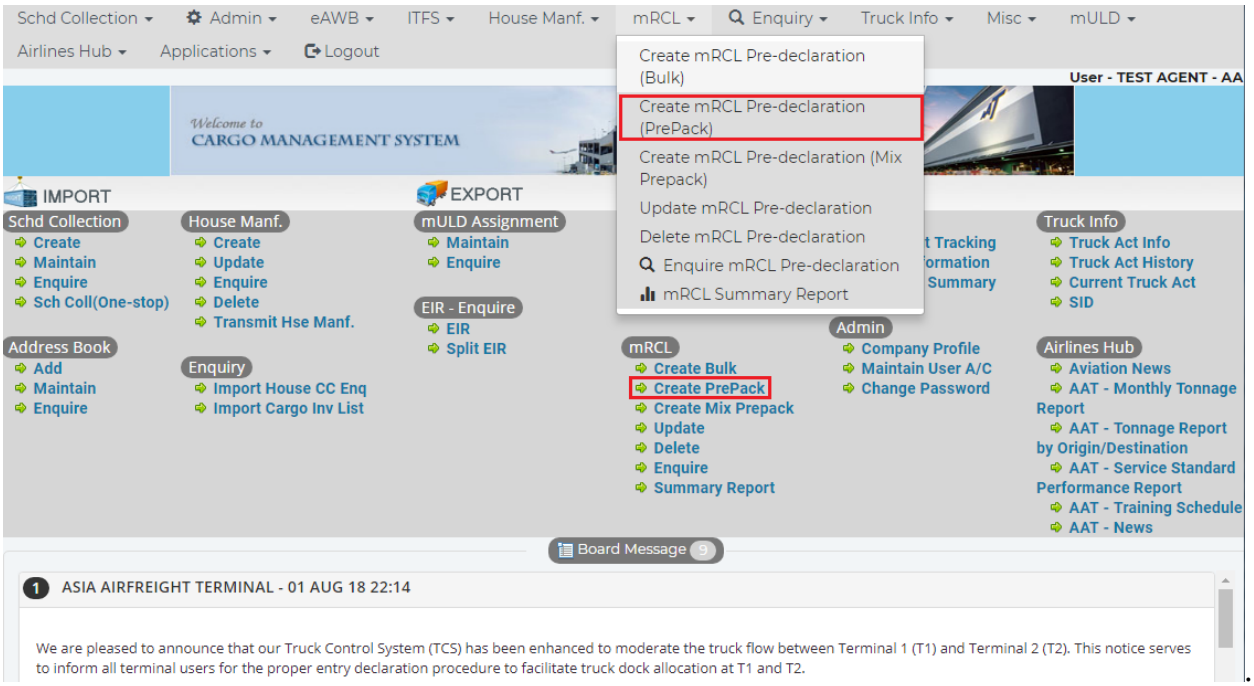
Total Piece(s) : 10

Please be reminded that cut-off time of physical AWB or FWB including all necessary shipping documents should be submiitted at least 2 hours before scheduled departure time of booked flight.In addition,for airlines which implement 100% FWB submission,failure of FWB submision before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.

There were 1 record(s) on this report.

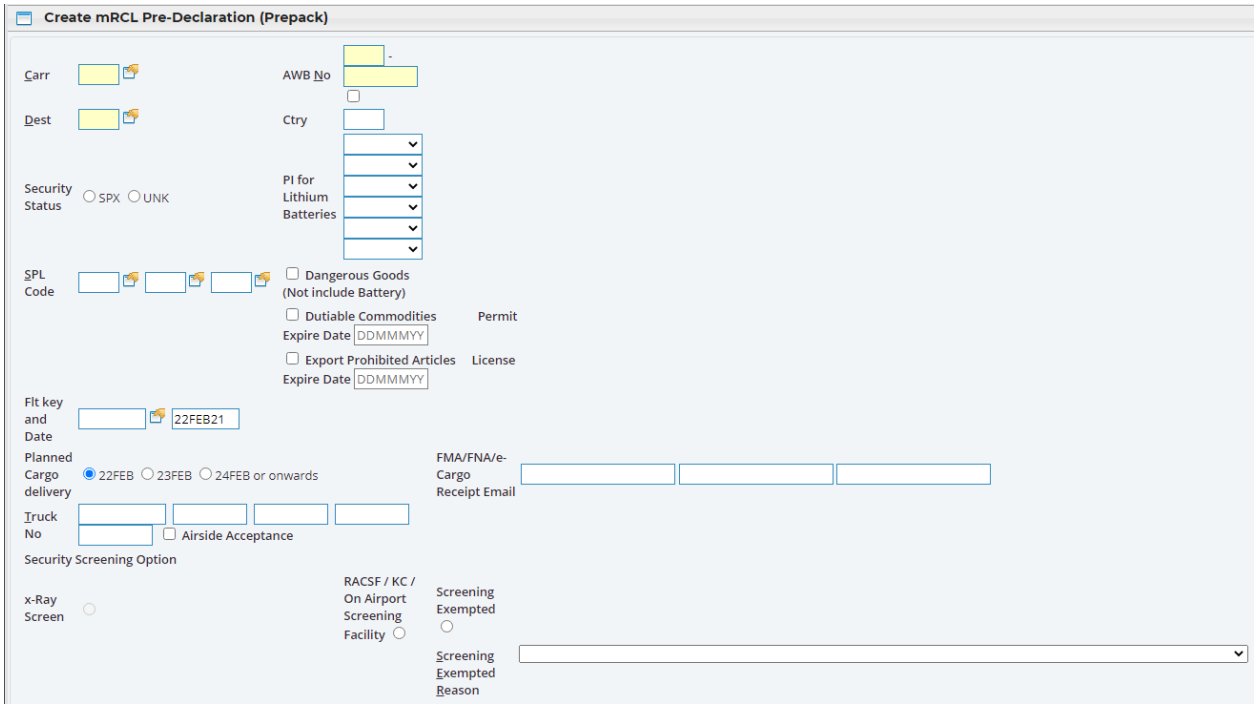
Create mRCL Pre-declaration (Prepack)

1. Click “mRCL > Create mRCL Pre-declaration (PrePack)” or on the shortcut



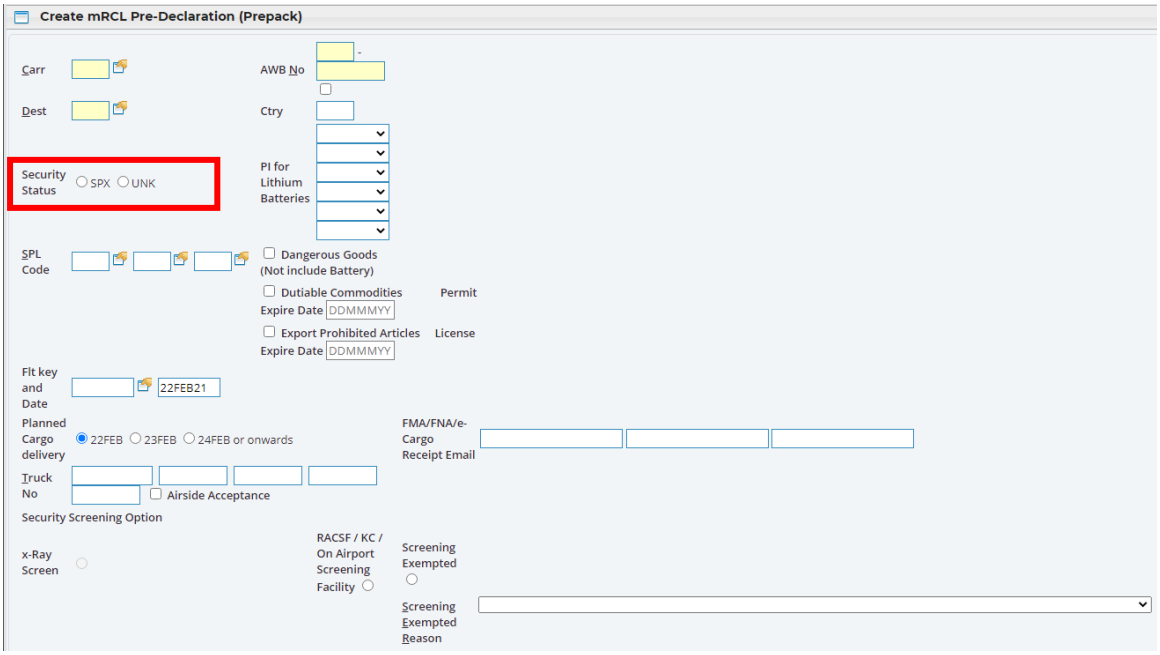
2. Input required information

Mandatory fields
Boxes in yellow:
Carr, Dest, AWB No, Pcs, Gross Wt, ULD, Contour Code, Truck No.
Radio- button for selection:
Security status, Planned Cargo Delivery

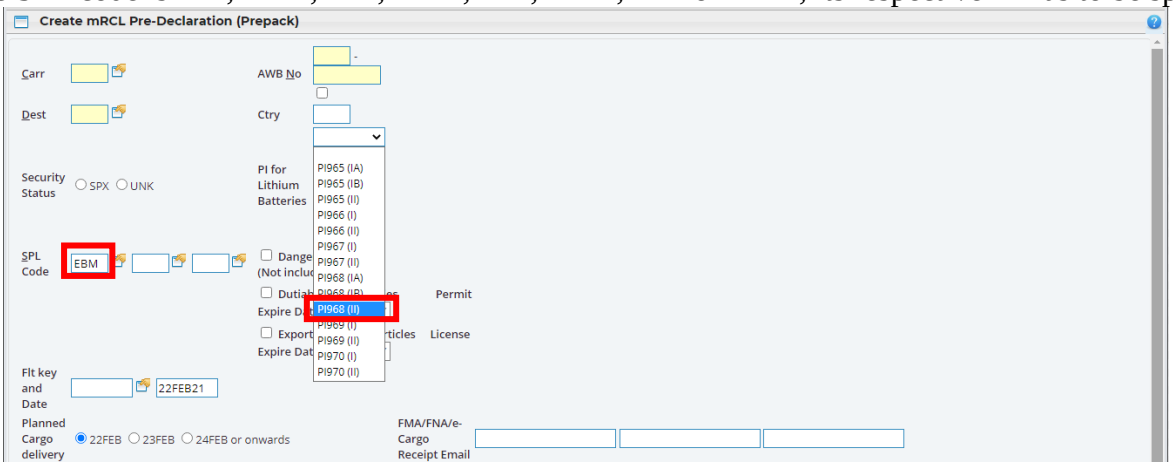


3. Declare the "Security Status", SPX or UNK.

SPX:	**Known Cargo** shipped from CAD Validated KC **or** Cleared by appropriate screening **or** CAD approved Screening Exempted special cargo.
UNK:	**Unknown Cargo** which cannot fulfill above stated requirement of Known Cargo.



4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.



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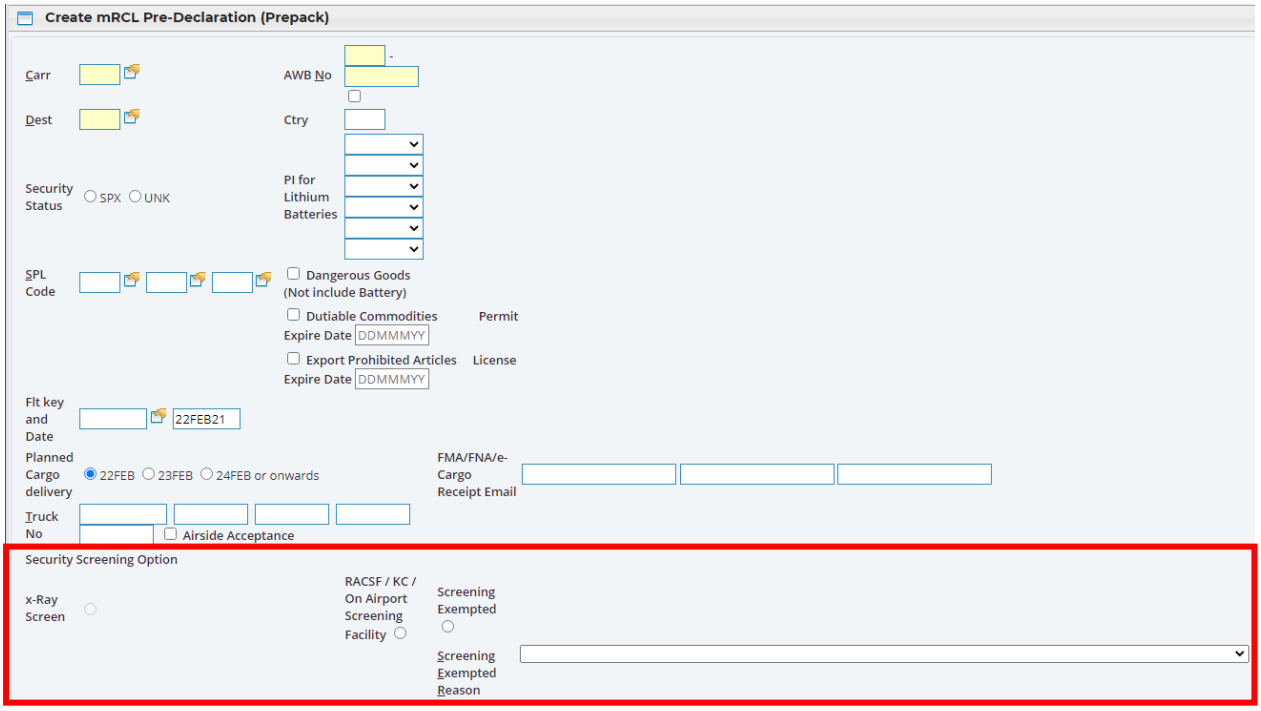
6	RLM	PI969(I)/ PI970(I)
7	RBI	PI965(IA)/PI965(IB)
8	RBM	PI968(IA)/ PI968(IB)

A notification message will be popped up if any mismatching or missing of SPL code or PI

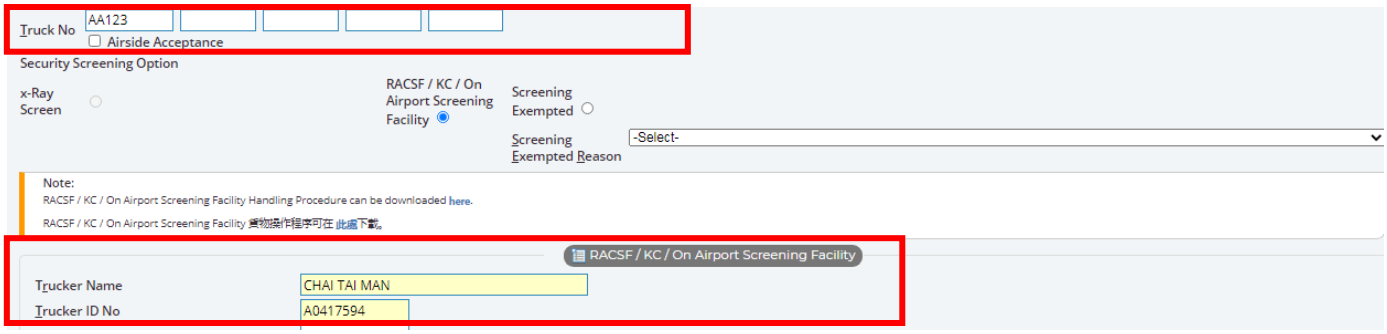
5. Select either one of the "Security Screening Options".

RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
Screening Exempted:	CAD approved Screening Exempted special cargo

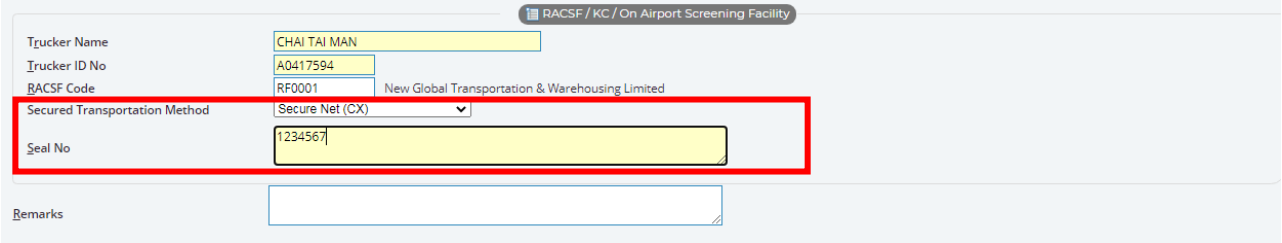


5.1 RACSF/KC/On Airport Screening Facility

5.1.1 If selected "RACSF/KC/On Airport Screening Facility", fill in necessary information for pre-declaration.

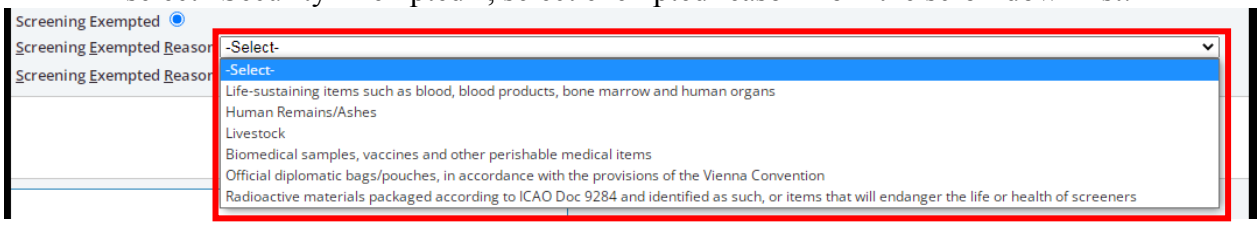


5.1.2 Select "Secured Transportation Method", fill in corresponding required information.
For example, Seal No.
For multiple ULDs applied Secured Net/Seal, input <***ULD No.***>/<***Seal No.***> for each ULD.



5.2 **Screening Exempted**

If select "Security Exempted" , select exempted reason from the scroll down list.



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- Security screened at AAT **or**
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6. **Specify the date of "Planned Cargo Delivery"**
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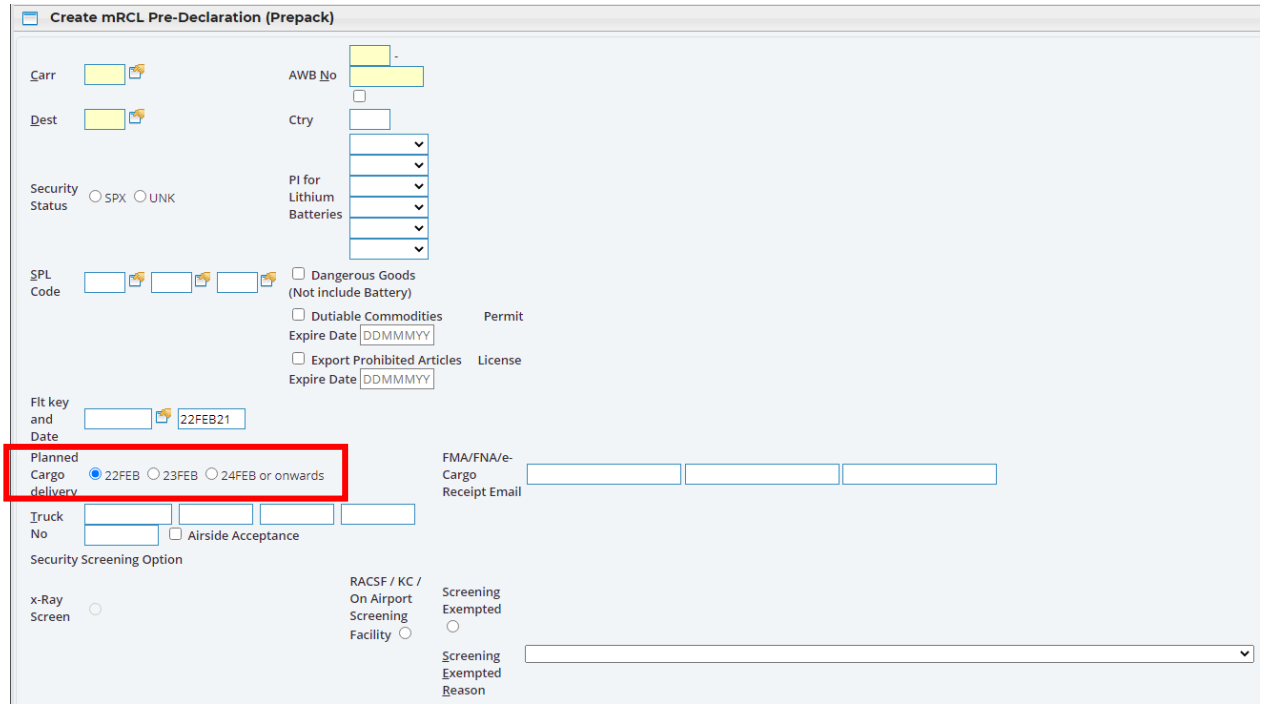
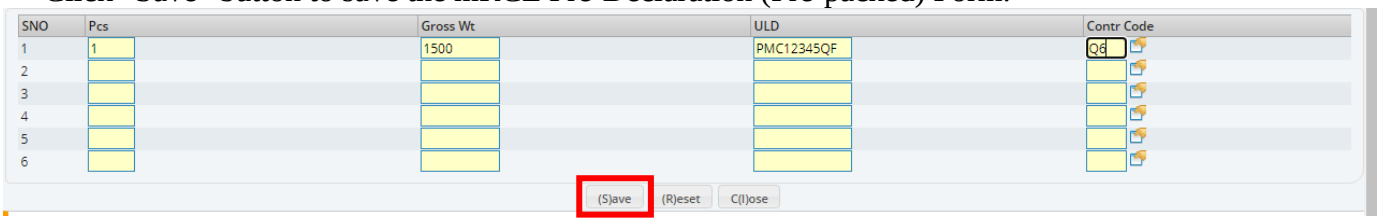
The three options for the "planned delivery date" will be adjusted according to the date of user accessing to the page of "Create mRCL Pre-declaration".

Default "Planned Cargo Delivery date" will be set at "[Date of today]"
For example: If today is 14 Jan 2019, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

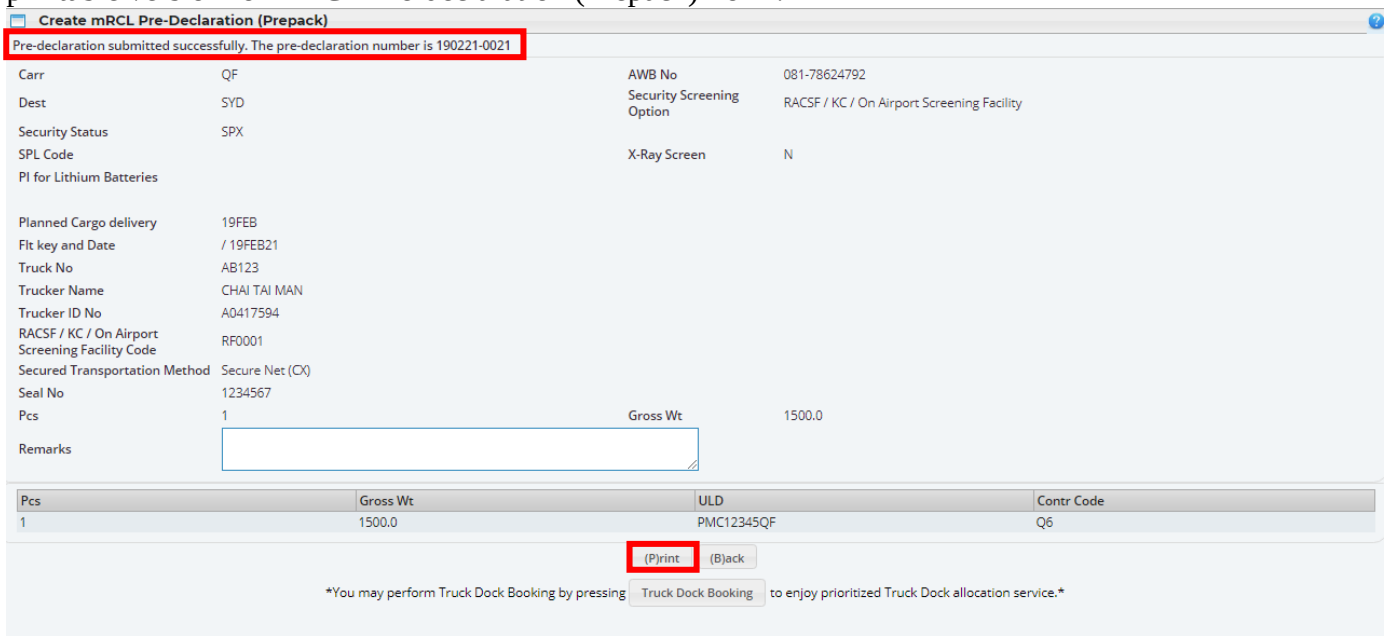
⦿ 22FEB ○ 23FEB ○ 24FEB or onwards



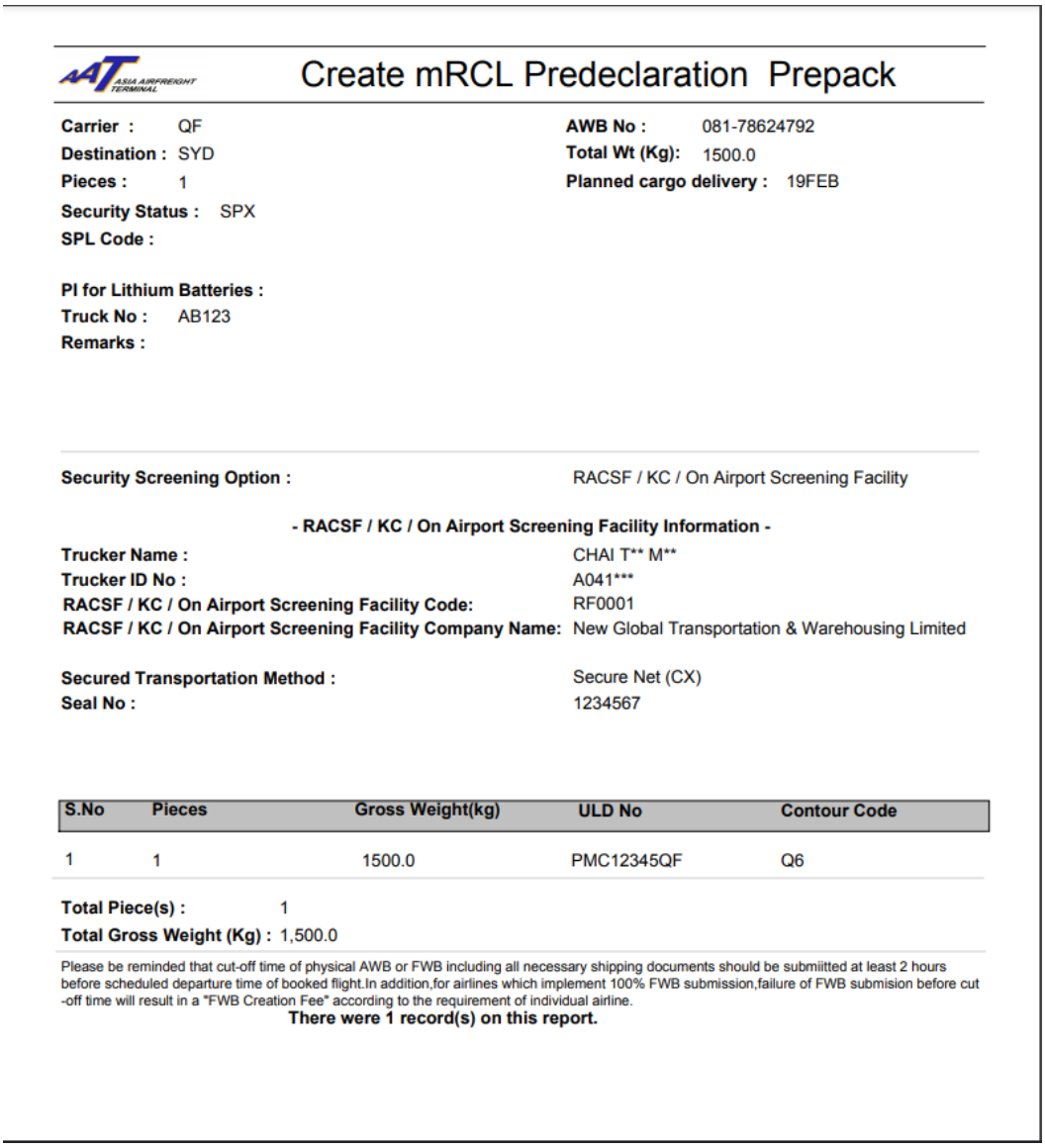
7. Click "Save" button to save the mRCL Pre-Declaration (Pre-packed) Form.



8. Pre-declaration number shown on the left will be as reference and click "Print" button to generate the printable version for mRCL Pre-declaration (Prepack) Form.



Sample of mRCL Pre-declaration Prepack Form (Printable version)



Create mRCL Predeclaration Prepack

Carrier : QF
Destination : SYD
Pieces : 1
Security Status : SPX
SPL Code :

PI for Lithium Batteries :
Truck No : AB123
Remarks :

AWB No : 081-78624792
Total Wt (Kg): 1500.0
Planned cargo delivery : 19FEB

Security Screening Option : RACSF / KC / On Airport Screening Facility

- RACSF / KC / On Airport Screening Facility Information -

Trucker Name : CHAI T** M**
Trucker ID No : A041***
RACSF / KC / On Airport Screening Facility Code: RF0001
RACSF / KC / On Airport Screening Facility Company Name: New Global Transportation & Warehousing Limited

Secured Transportation Method : Secure Net (CX)
Seal No : 1234567

S.No	Pieces	Gross Weight(kg)	ULD No	Contour Code
1	1	1500.0	PMC12345QF	Q6

Total Piece(s) : 1
Total Gross Weight (Kg) : 1,500.0

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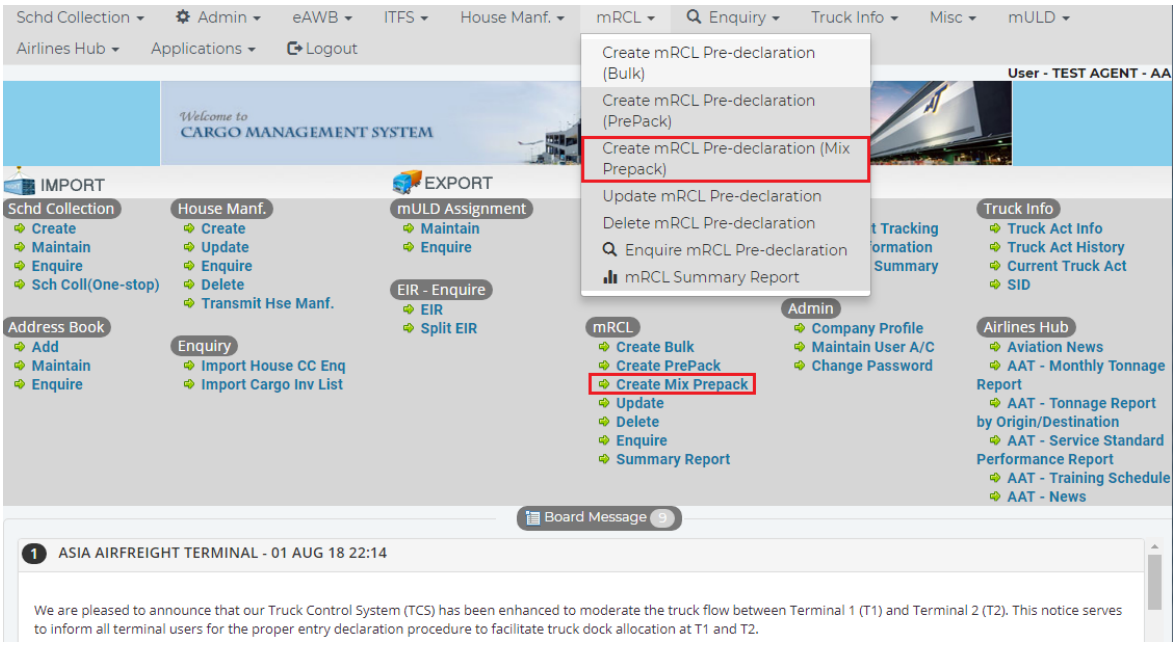
There were 1 record(s) on this report.

Create mRCL Pre-declaration (Mix Prepack)

1. Click “mRCL > Create mRCL Pre-declaration (Mix Prepack)” or on the shortcut.



2. Input required information.

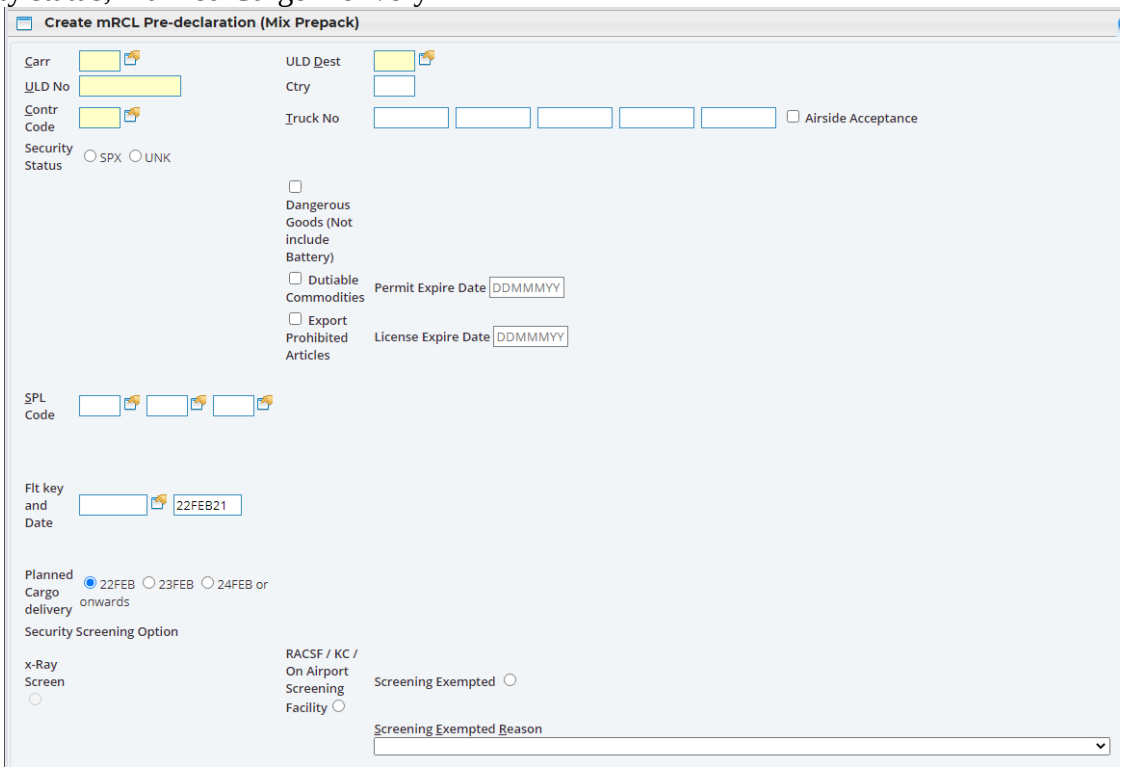
Mandatory fields

Fields in yellow:

Carr, ULD Dest, ULD No, Contr Code, AWB No., Dest, Pcs, Net Wt, Truck No.

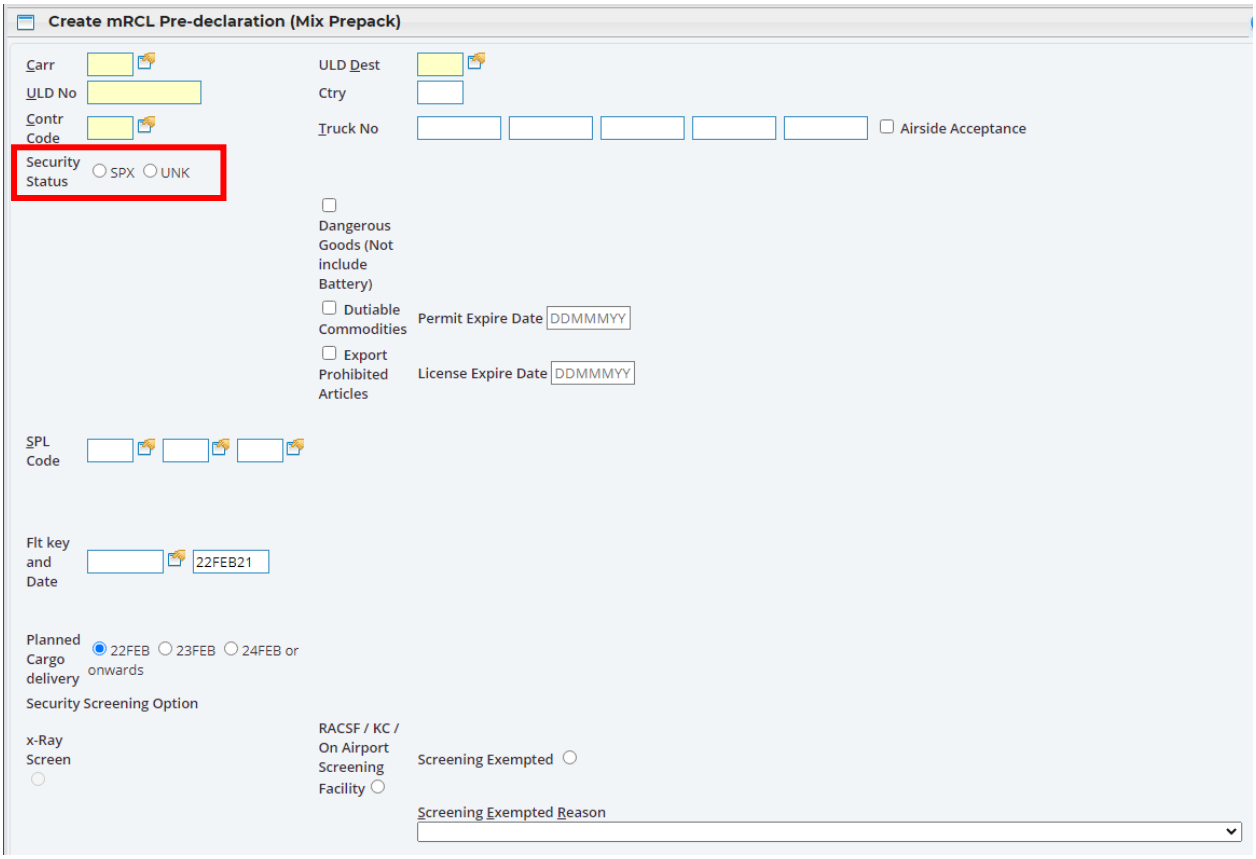
Radio-button for selection:

Security status, Planned Cargo Delivery

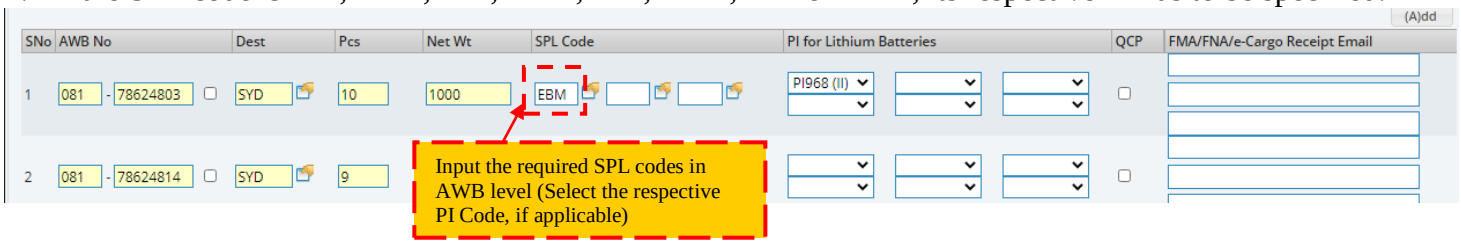


3. Declare the "Security Status", SPX or UNK.

SPX:	**Known Cargo** shipped from CAD Validated KC **or** Cleared by appropriate screening **or** CAD approved Screening Exempted special cargo.
UNK:	**Unknown Cargo** which cannot fulfill above stated requirement of Known Cargo.



4. If the SPL code is ELI, ELM, EBI, EBM, RLI, RLM, RBI or RBM, its respective PI has to be specified.



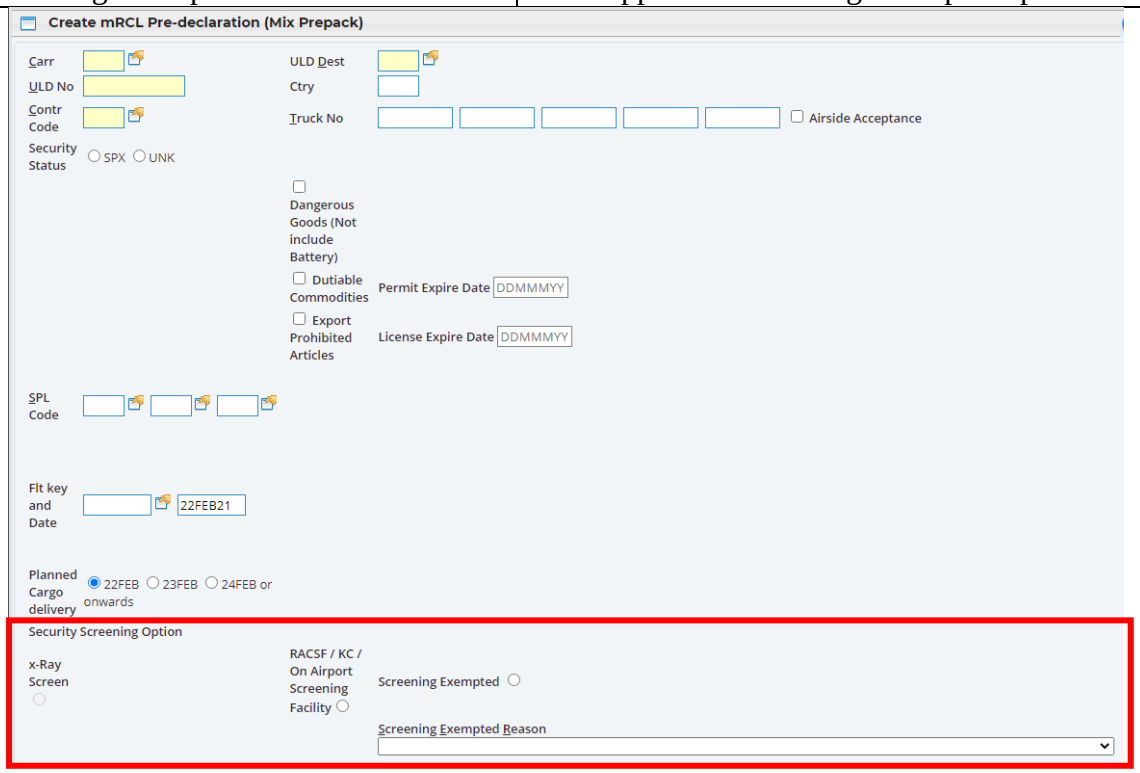
The following table presents the correct matching between the SPL code and PI with section.

S/N	SPL Code	Its respective PI with Section
1	ELI	PI966(II)/ PI967(II)
2	ELM	PI969(II)/ PI970(II)
3	EBI	PI965(II)
4	EBM	PI968(II)
5	RLI	PI966(I)/ PI967(I)
6	RLM	PI969(I)/ PI970(I)
7	RBI	PI965(IA)/PI965(IB)
8	RBM	PI968(IA)/ PI968(IB)

A notification message will be popped up if any mismatching or missing of SPL code or PI.

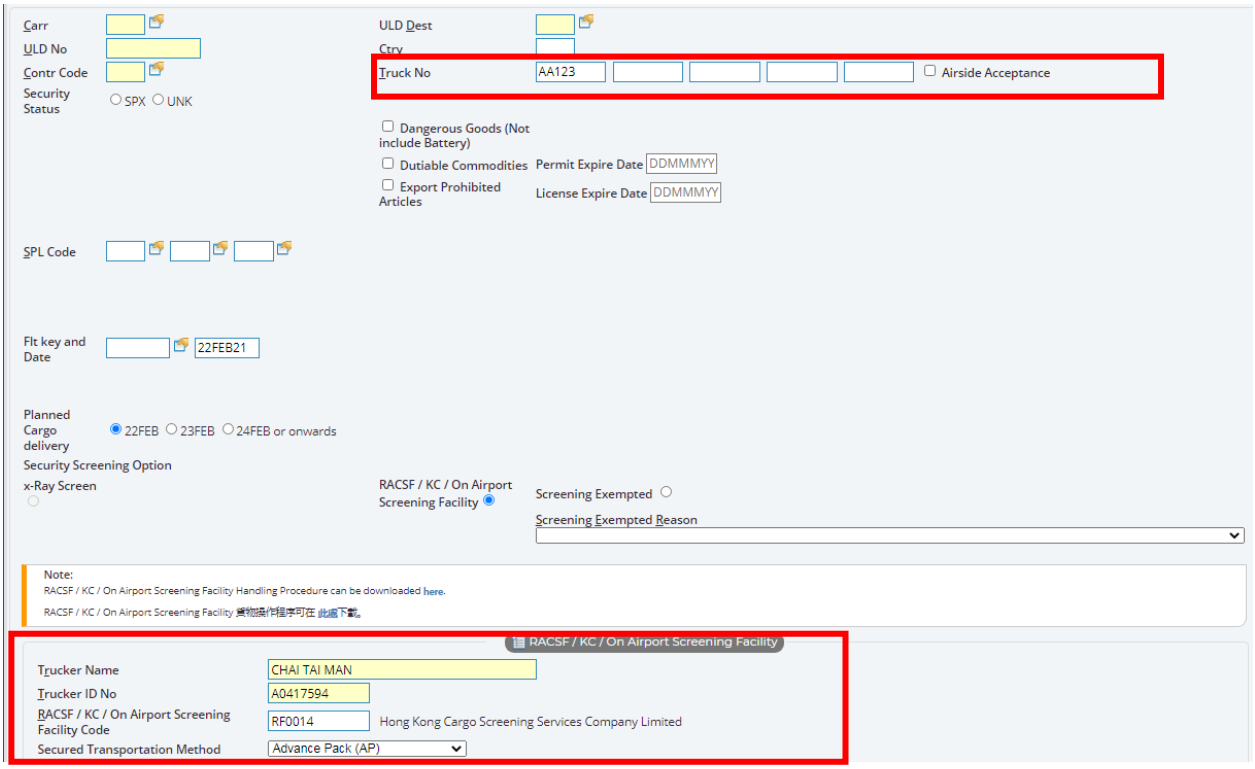
5. Select either one of the "Security Screening Options"

RACSF / KC / On Airport Screening Facility:	Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means
Screening Exempted:	CAD approved Screening Exempted special cargo

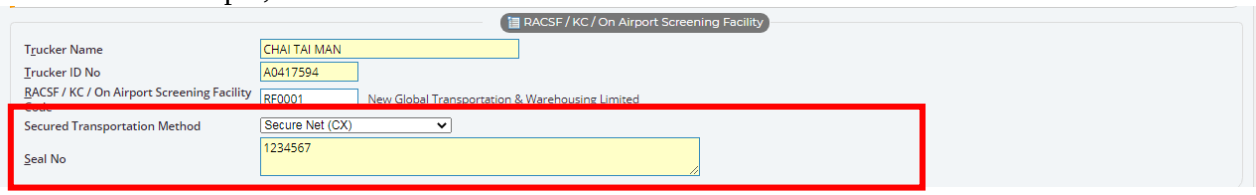


5.1 RACSF/KC/On Airport Screening Facility

5.1.1 If selected "RACSF/KC/On Airport Screening Facility", fill in necessary information for pre-declaration.

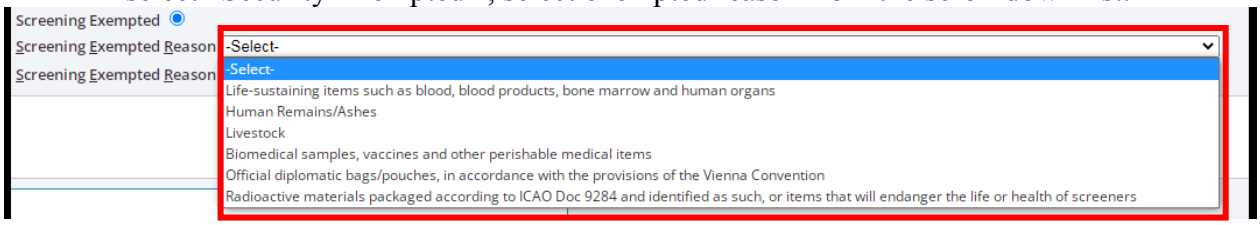


5.1.2 Select "Secured Transportation Method", fill in corresponding and required information. For example, Seal No.



5.2 **Screening Exempted**

If select "Security Exempted" , select exempted reason from the scroll down list.



The following table shows the list of categories of cargo that are exempted from security screening.

Life-sustaining items such as blood, blood products, bone marrow and human organs
Human Remains / Ashes
Livestock
Biomedical samples, vaccines and other perishable medical items
Official diplomatic bags/ pouches, in accordance with the provisions of the Vienna Convention
Radioactive materials packaged according to ICAO Doc 9284 and identified as such, or items that will endanger the life or health of screeners

Attention! According to the updated arrangement on air cargo enhanced screening requirements from Civil Aviation Department (CAD), **from 1st March 2021 onwards, proportion of cargoes required to be screened by Regulated Agents would be increased to 100%** under the scheduled implementation of the ICAO new policy direction**.**

To fulfill the requirement, all cargoes must be

- Security screened at AAT **or**
- Known Cargo tendered from RACSF/ CAD Validated KC / On Airport Screening Facility to AAT with Secure Transportation Means **or**
- CAD approved Screening Exempted special cargo

6. **Specify the date of "Planned Cargo Delivery"**

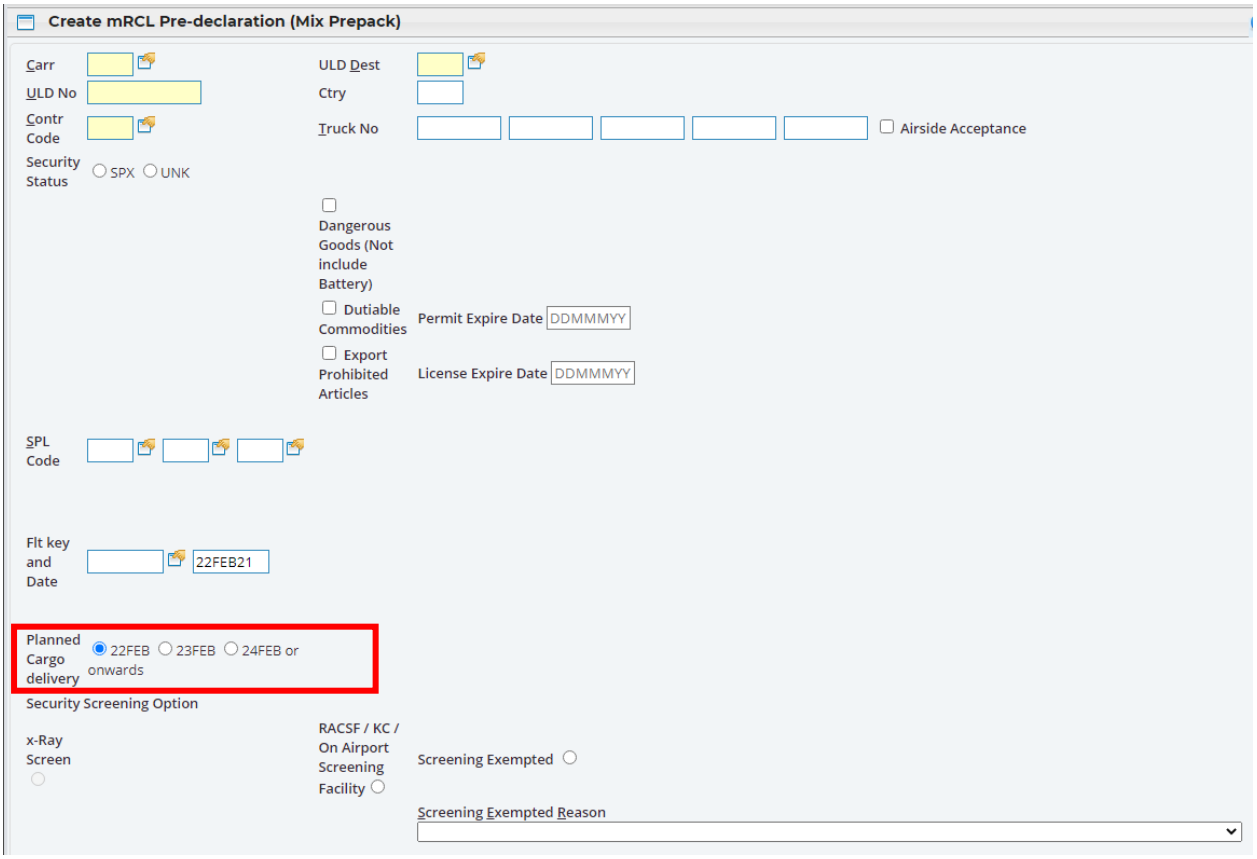
The system will extend the validity of the "mRCL Pre-declaration record" according to the date of "Planned Cargo Delivery" provided.

The three options for the "planned delivery date" will be adjusted according to the date of user accessing to the page of "Create mRCL Pre-declaration".

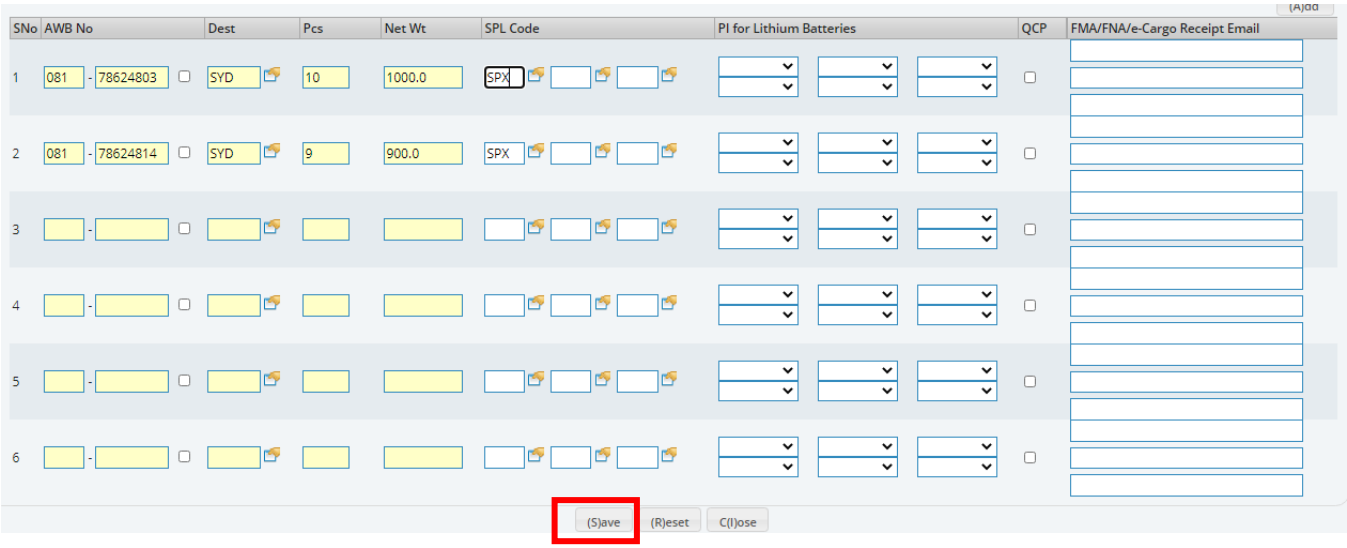
Default "Planned Cargo Delivery date" will be set at "[Date of today]"

For example: If today is 14 JAN 2019, the system will display the date of today, tomorrow and the day after tomorrow for selection, as follows:

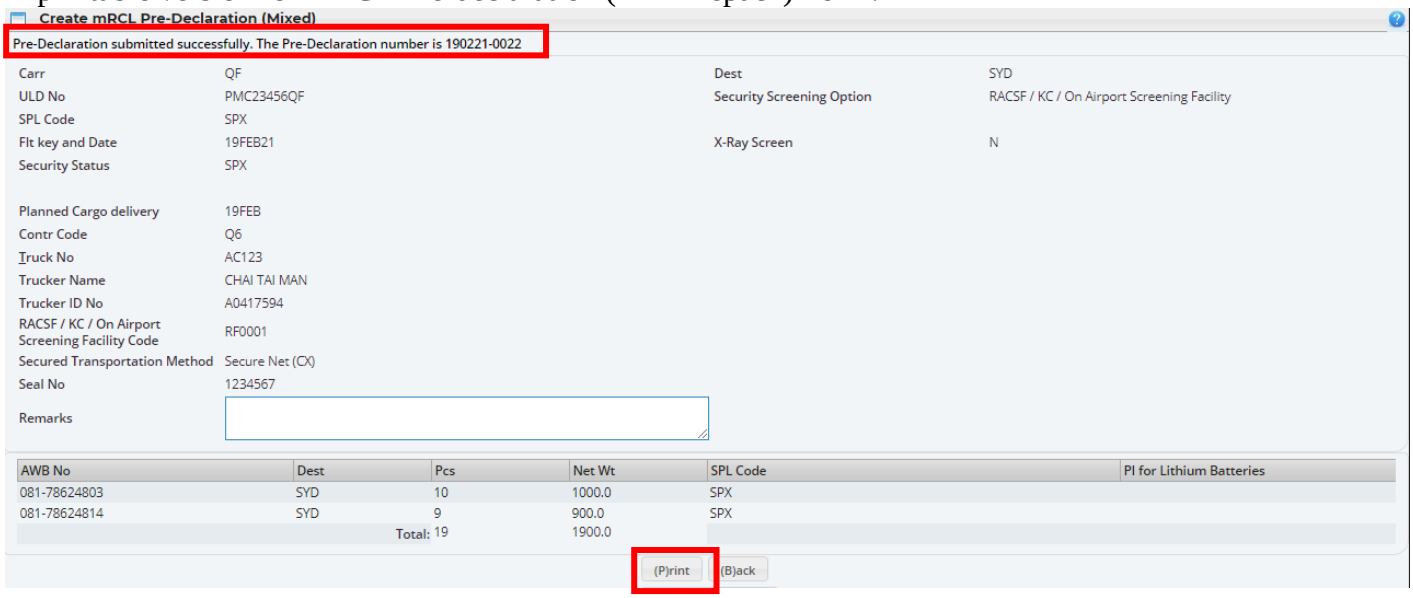
⦿ 22FEB ○ 23FEB ○ 24FEB or onwards



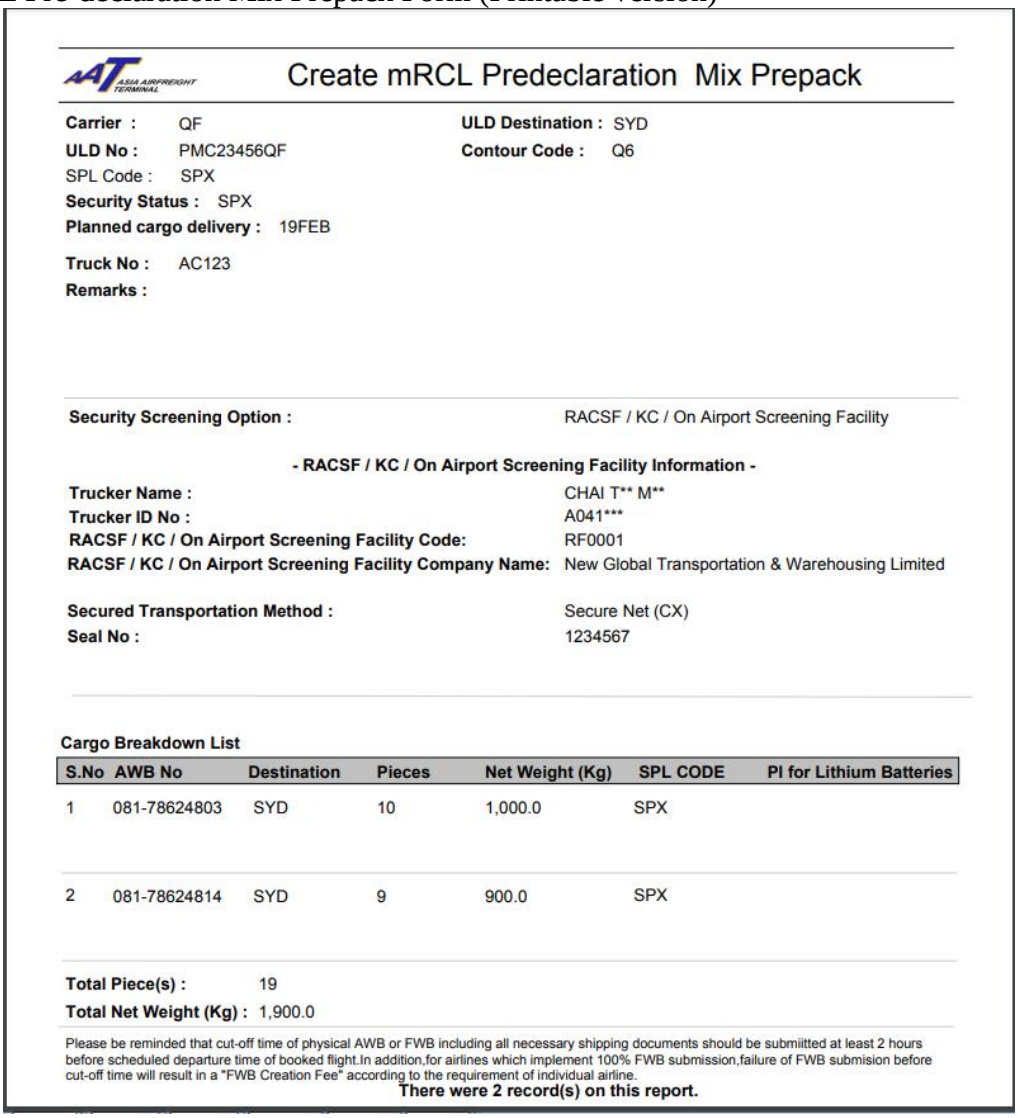
7. Click “Save” button to save the mRCL Pre-Declaration (Mix Prepack) Form.



8. Pre-declaration number shown on the left will be as reference and click "Print" button to generate the printable version for mRCL Pre-declaration (Mix-Prepack) Form.



Sample of mRCL Pre-declaration Mix Prepack Form (Printable version)



Create mRCL Predeclaration Mix Prepack

Carrier : QF
ULD Destination : SYD
ULD No : PMC23456QF
Contour Code : Q6
SPL Code : SPX
Security Status : SPX
Planned cargo delivery : 19FEB
Truck No : AC123
Remarks :

Security Screening Option : RACSF / KC / On Airport Screening Facility

- RACSF / KC / On Airport Screening Facility Information -

Trucker Name : CHAI T** M**
Trucker ID No : A041***
RACSF / KC / On Airport Screening Facility Code: RF0001
RACSF / KC / On Airport Screening Facility Company Name: New Global Transportation & Warehousing Limited

Secured Transportation Method : Secure Net (CX)
Seal No : 1234567

Cargo Breakdown List

S.No	AWB No	Destination	Pieces	Net Weight (Kg)	SPL CODE	PI for Lithium Batteries
1	081-78624803	SYD	10	1,000.0	SPX	
2	081-78624814	SYD	9	900.0	SPX	

Total Piece(s) : 19
Total Net Weight (Kg) : 1,900.0

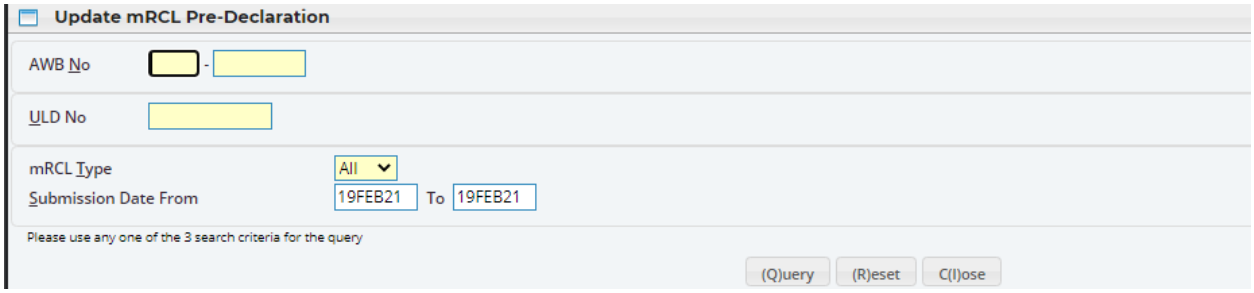
Please be reminded that cut-off time of physical AWB or FWB including all necessary shipping documents should be submiitted at least 2 hours before scheduled departure time of booked flight.In addition,for airlines which implement 100% FWB submission,failure of FWB submision before cut-off time will result in a "FWB Creation Fee" according to the requirement of individual airline.

There were 2 record(s) on this report.

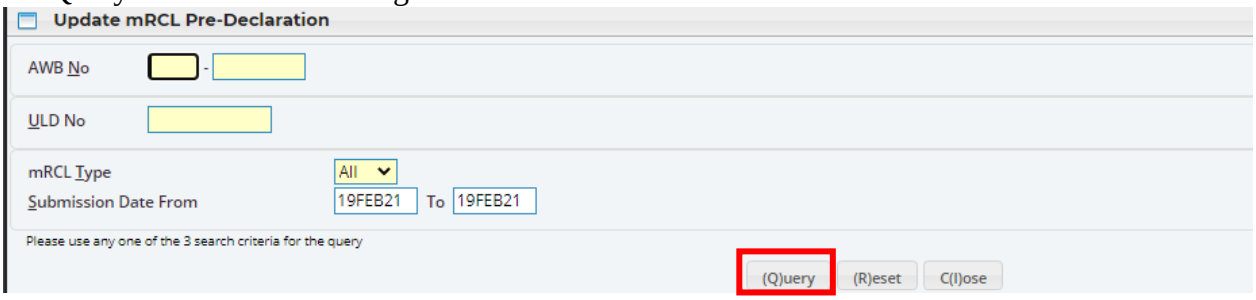
Update mRCL Pre-declaration

1. Click “mRCL > Update mRCL Pre-declaration” or on the shortcut.

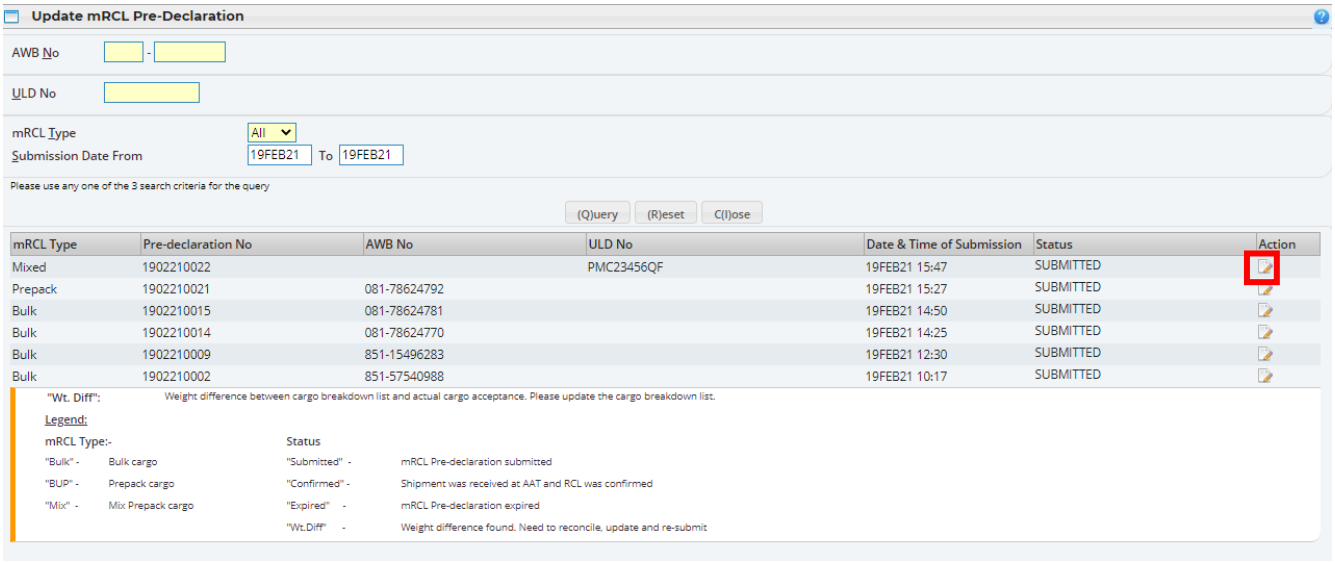
2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period.



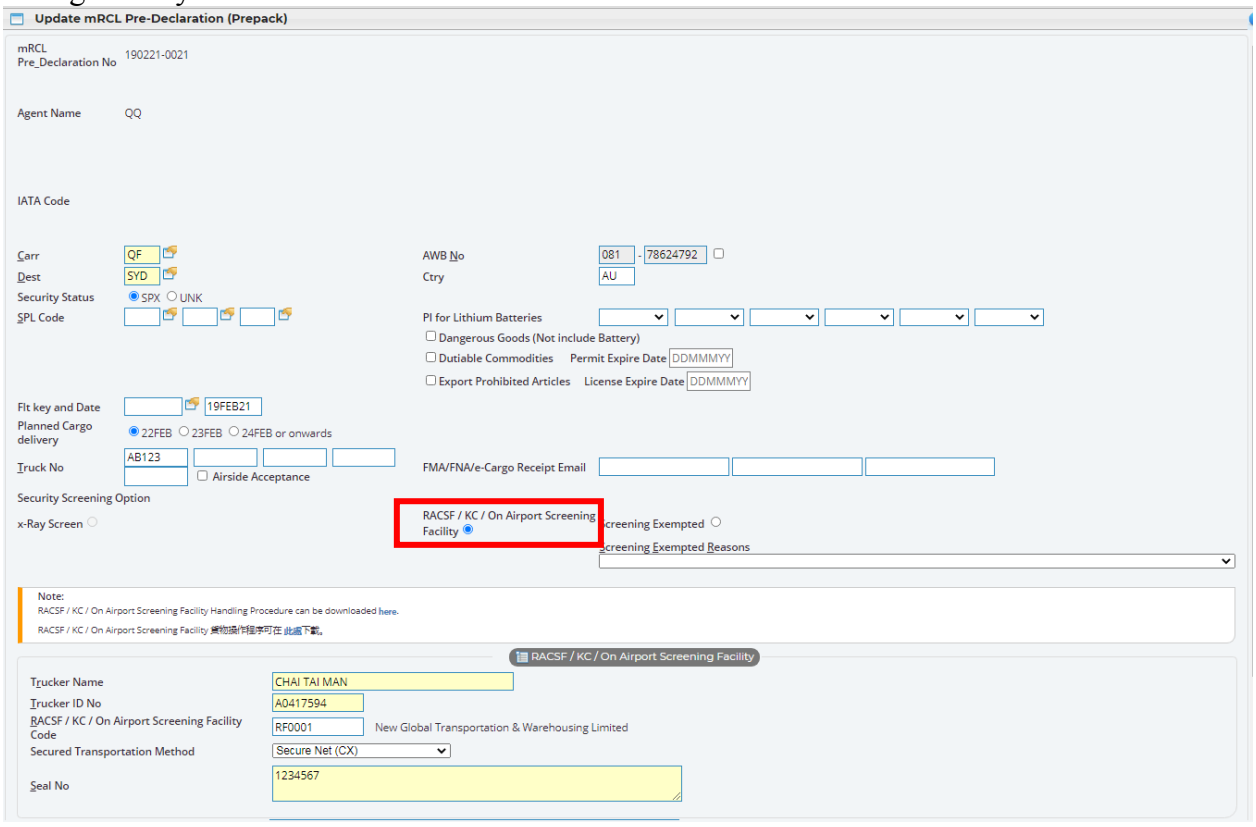
3. Click “Query” button for searching.



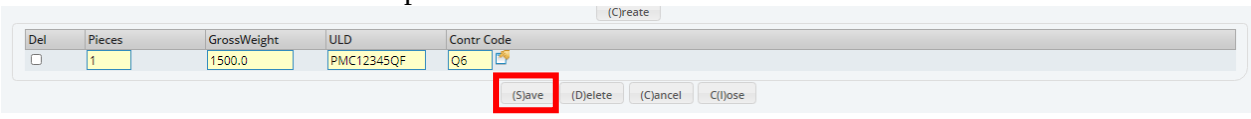
4. Click “Action” icon next to the record that will be modified.



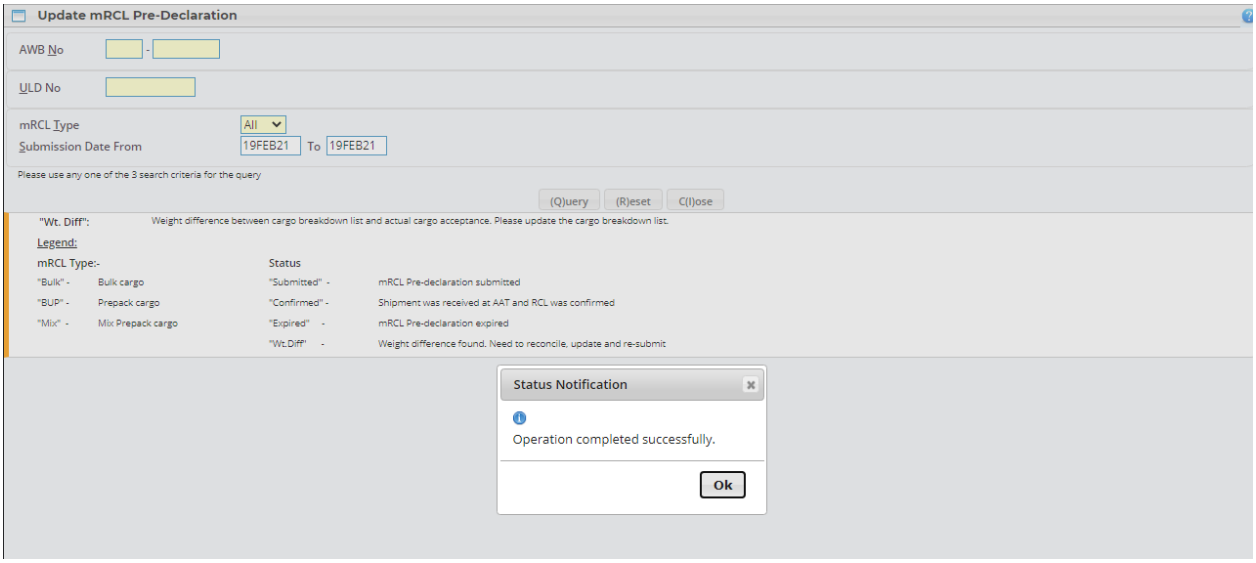
5. Update information
   Click into “RACSF/KC/On Airport Screening Facility” circular box to update “RACSF/KC/On Airport Screening Facility” Pre-declaration information.



6. Click “Save” button to save the updated record.



7. Updated record was saved.

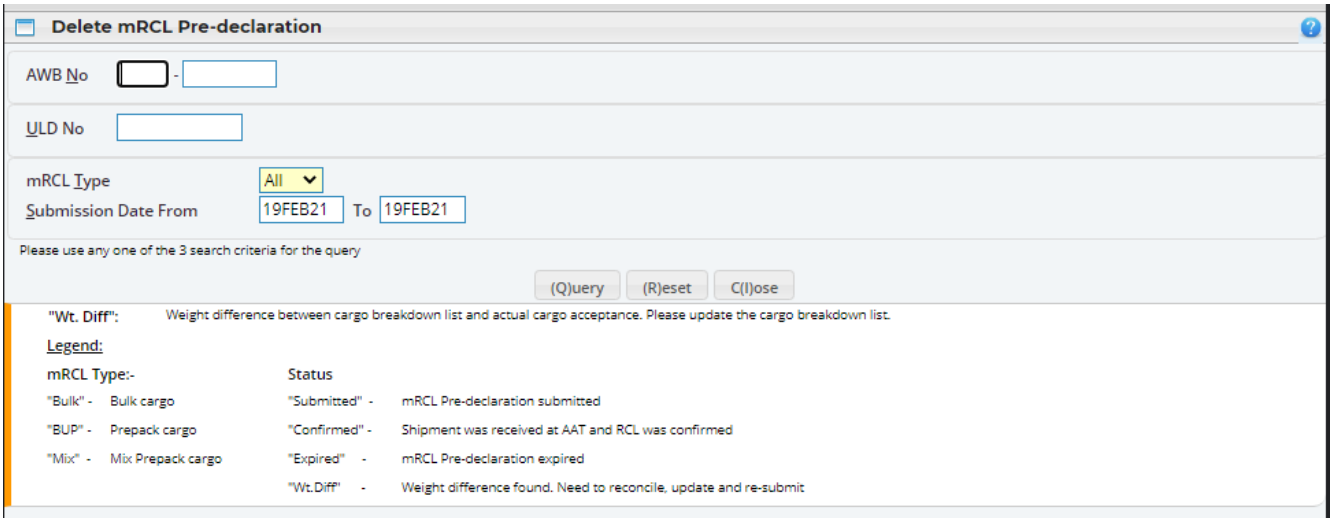


Delete mRCL Pre-declaration

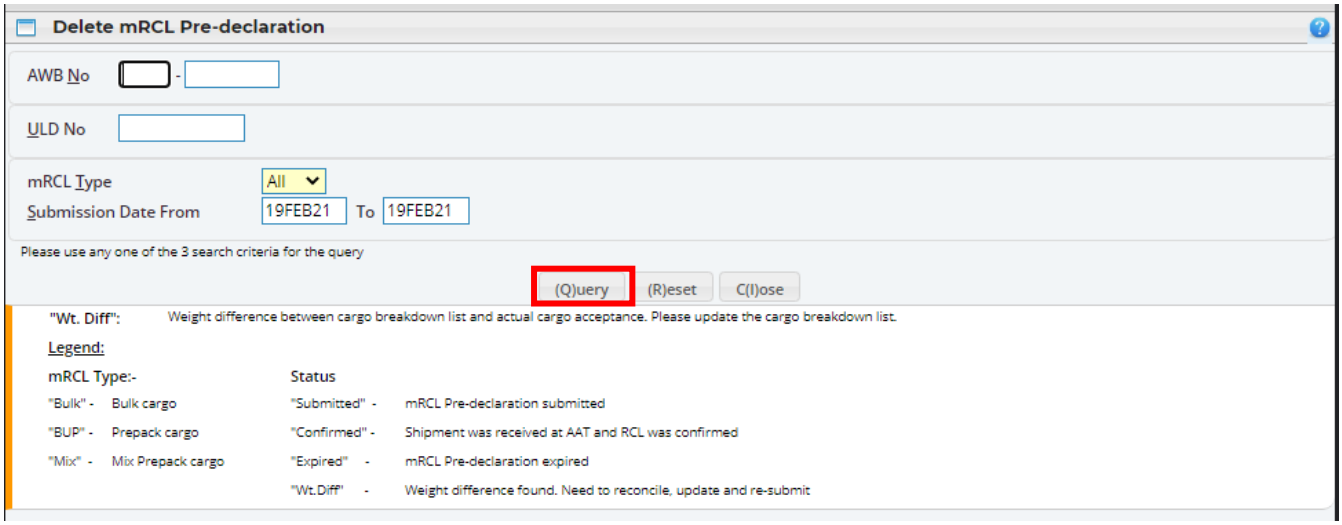
1. Click “mRCL > Delete mRCL Pre-declaration” or on the shortcut.

.

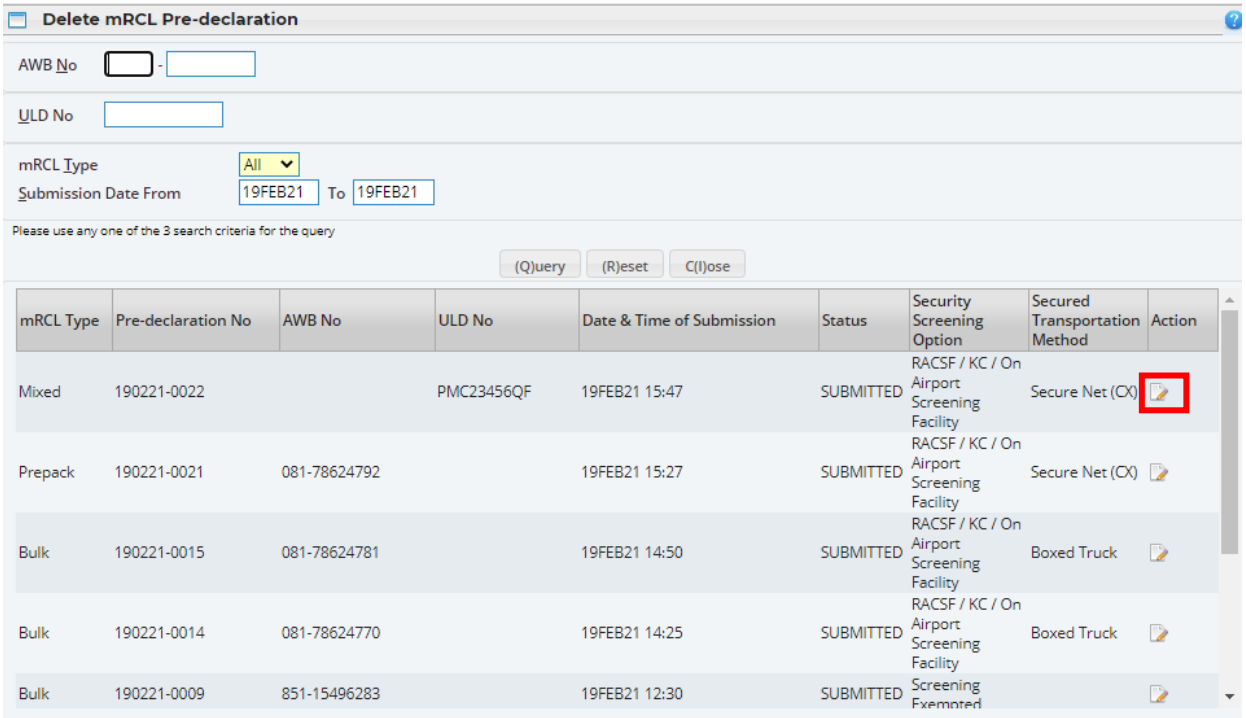
2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period



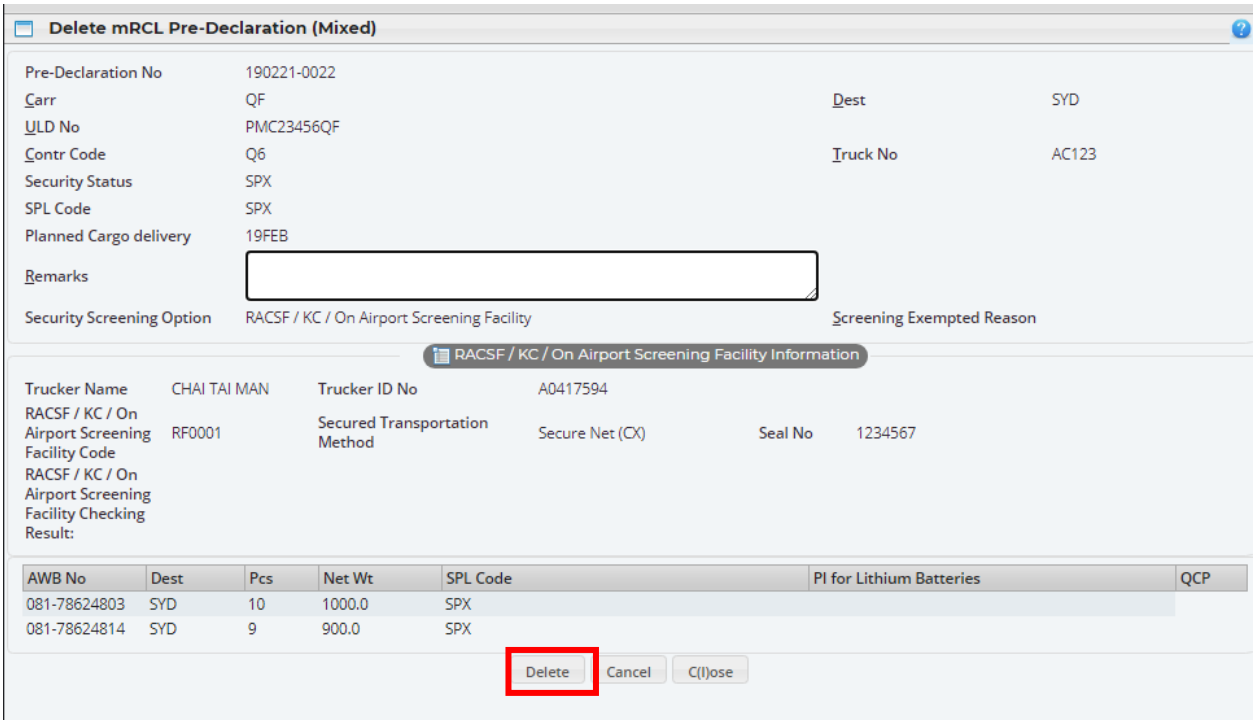
3. Click “Query” button for searching.



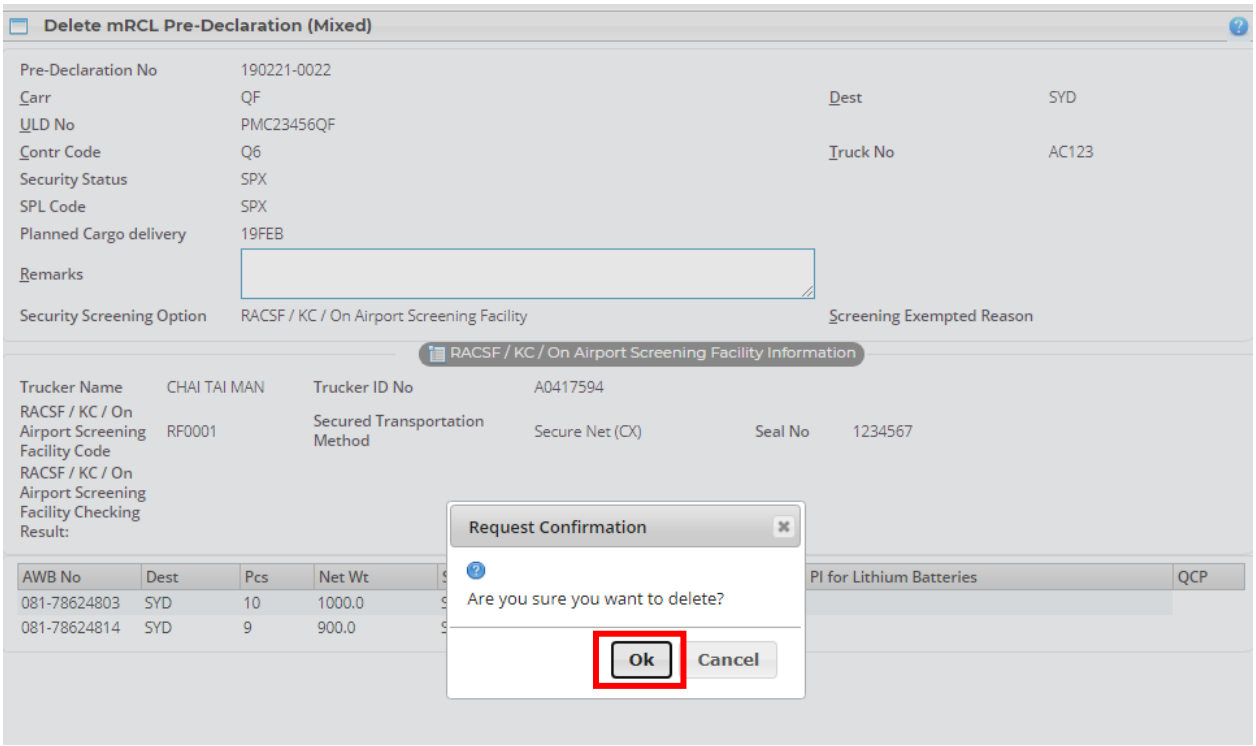
4. Click “Action” icon next to the record that will be deleted.



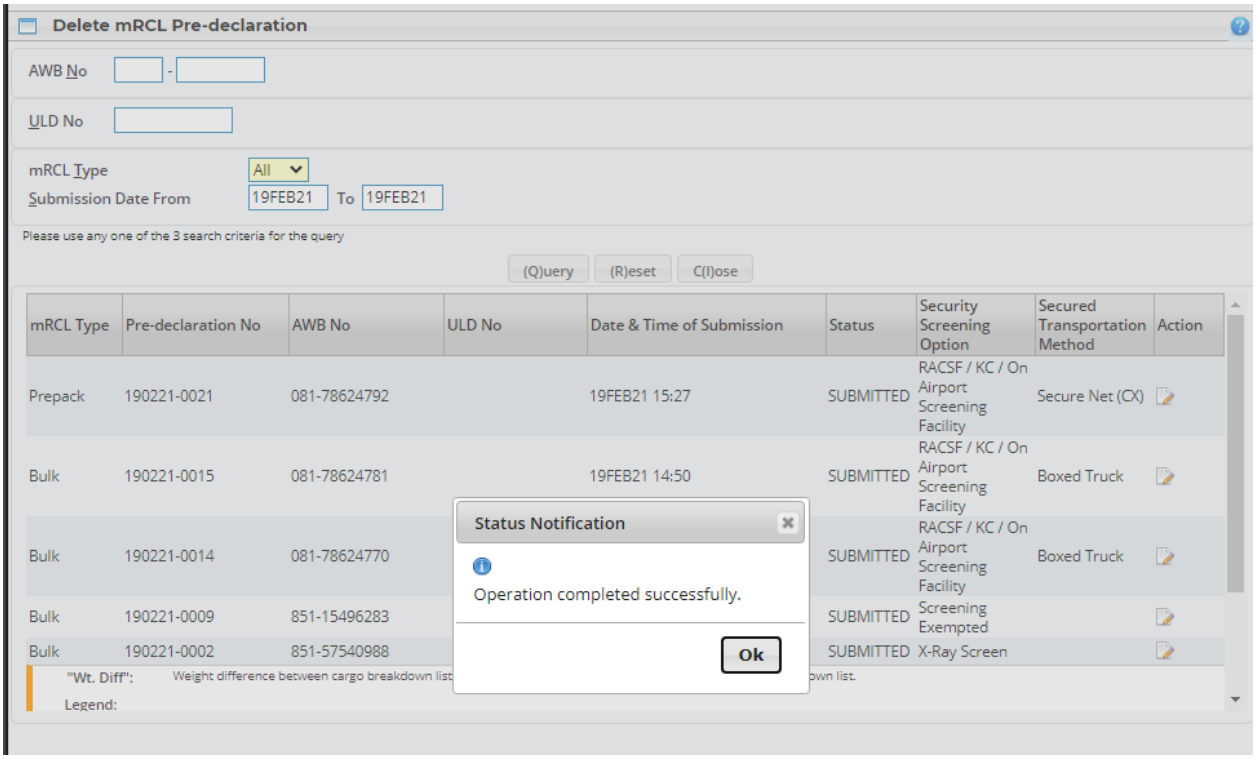
5. Click “Delete” button to delete the record.



6. Click “OK” button to confirm the “delete” action.

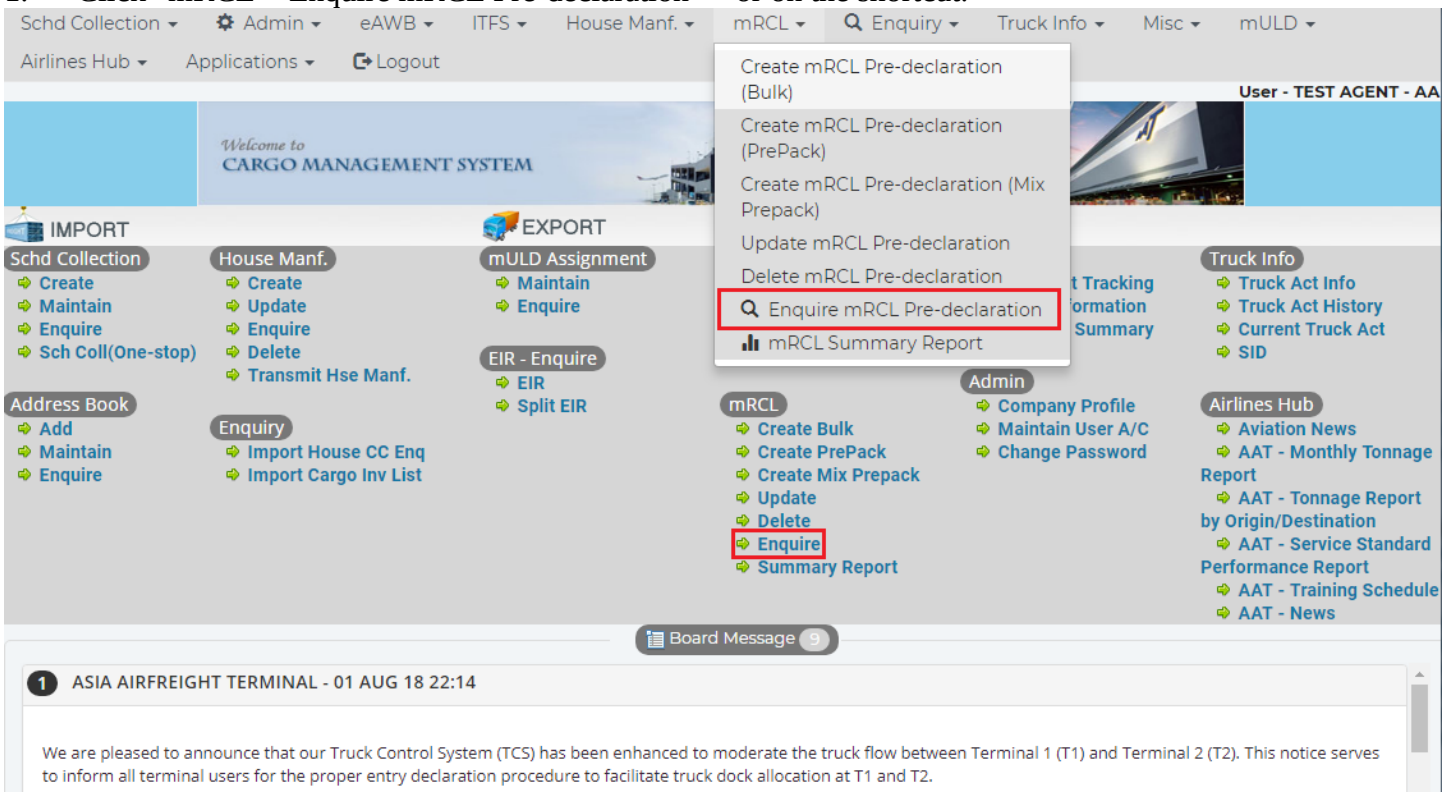


7. Selected record was deleted.

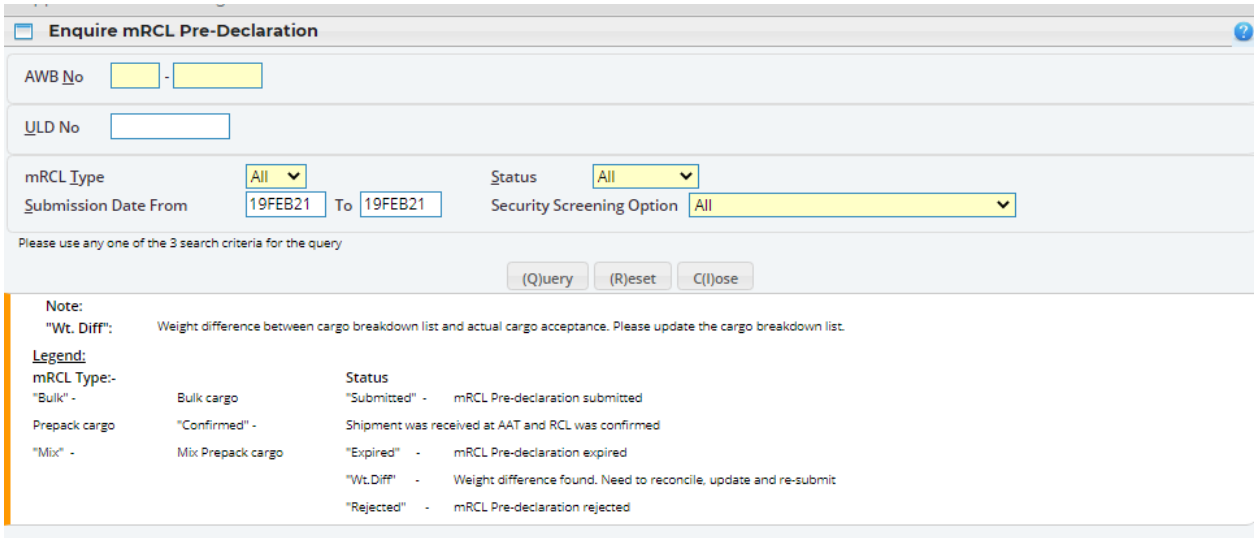


Enquire mRCL Pre-declaration

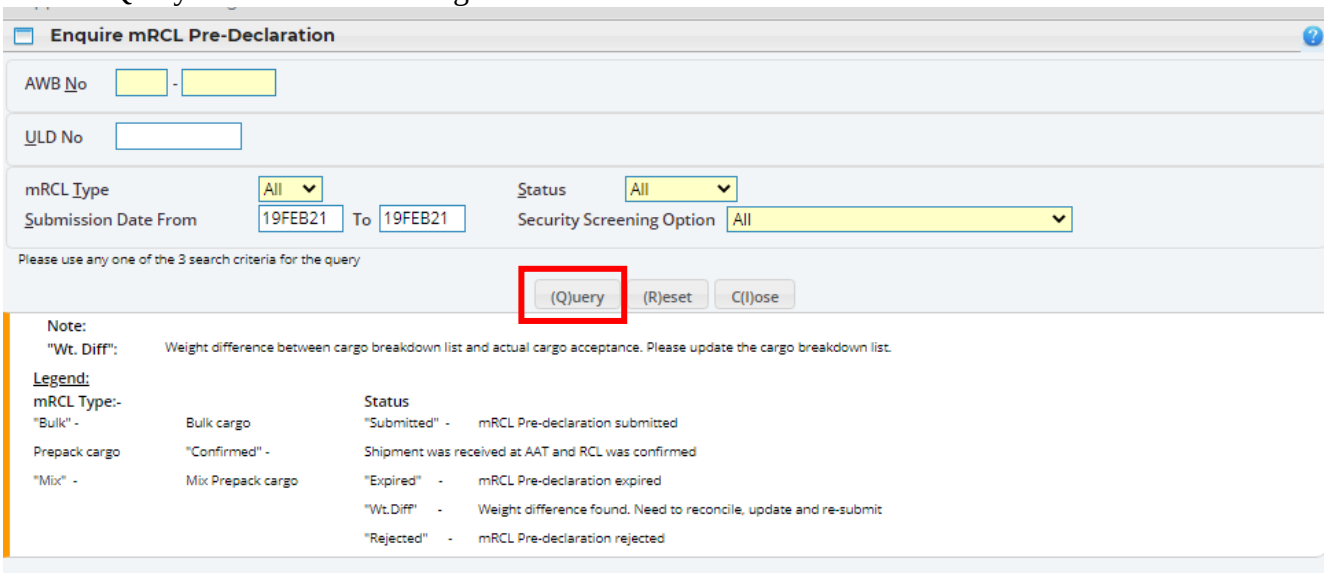
1. Click “mRCL > Enquire mRCL Pre-declaration” or on the shortcut.



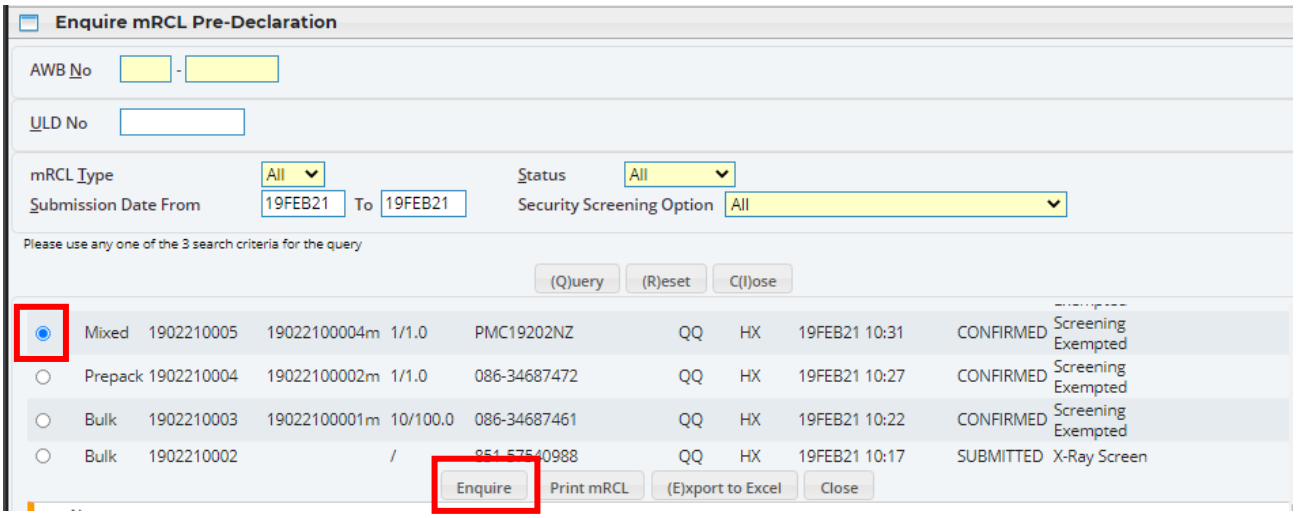
2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period



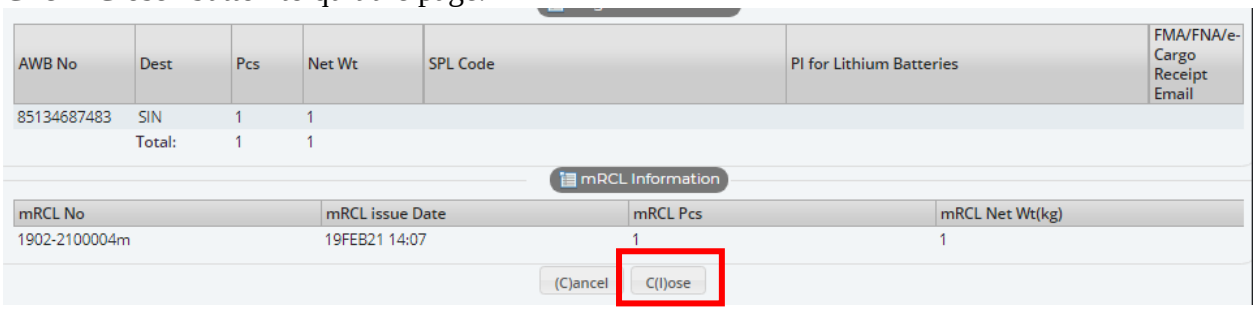
3. Click “Query” button for searching.



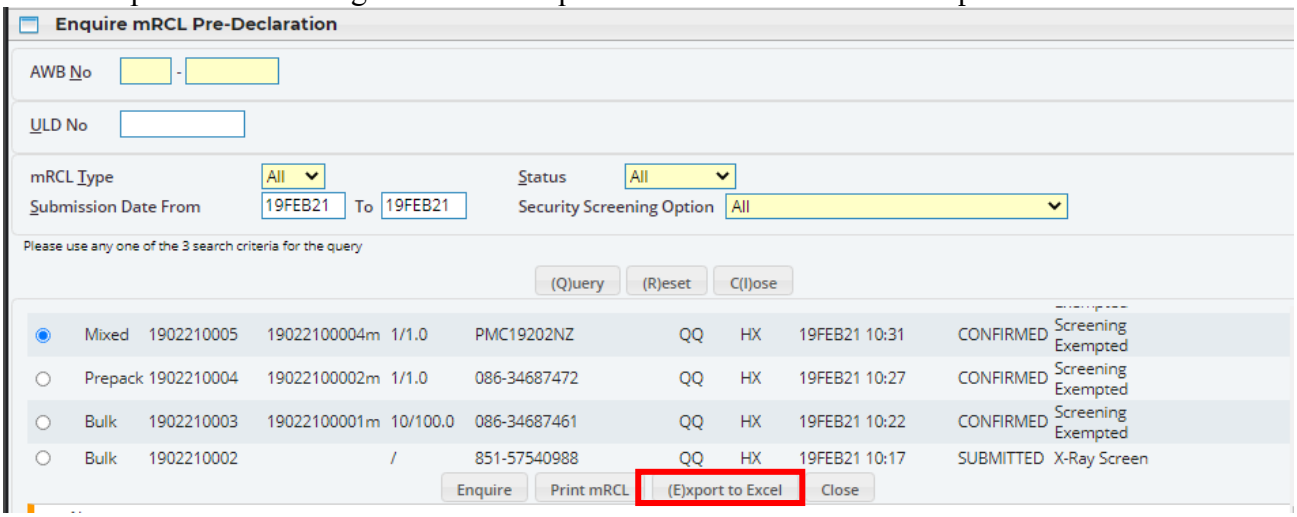
4. Select record and click “Enquire” button.



5. Click “Close” button to quit the page.

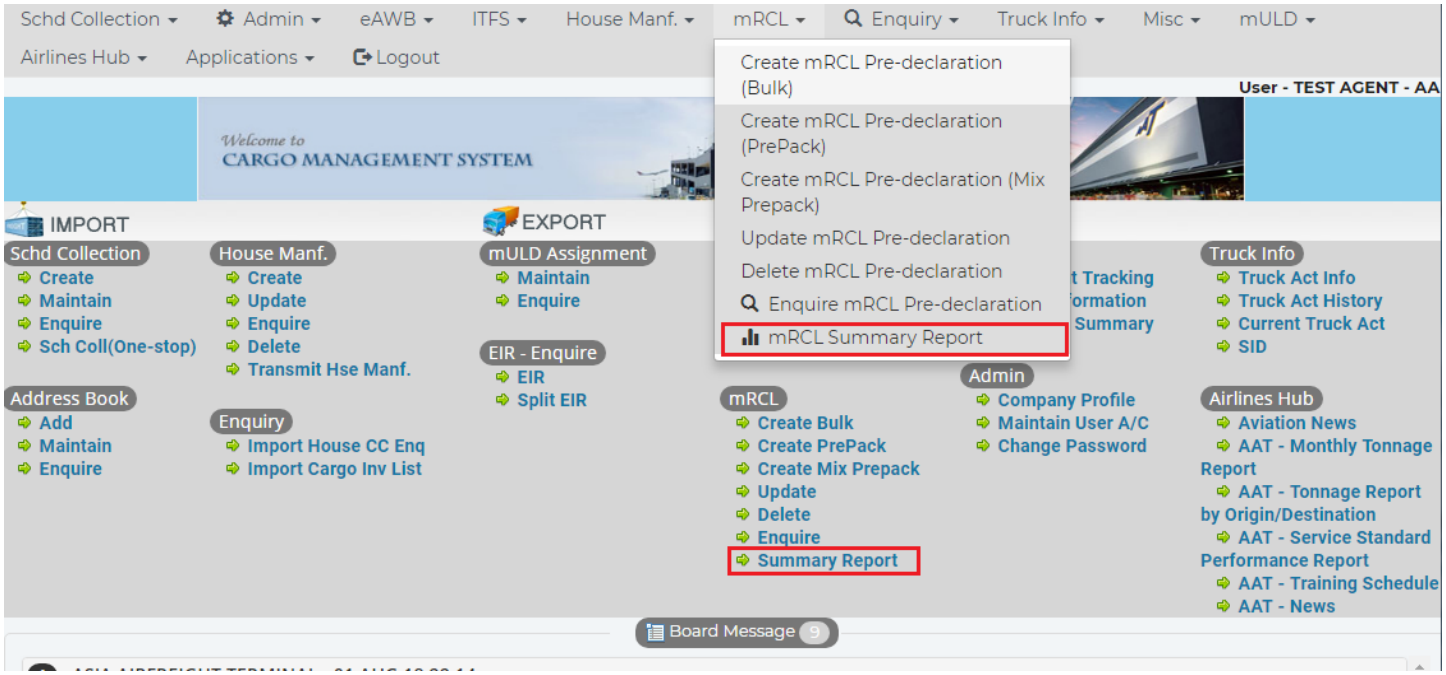


6. Click “Export to Excel” to generate the Enquire mRCL Pre-declaration Report in Excel format.

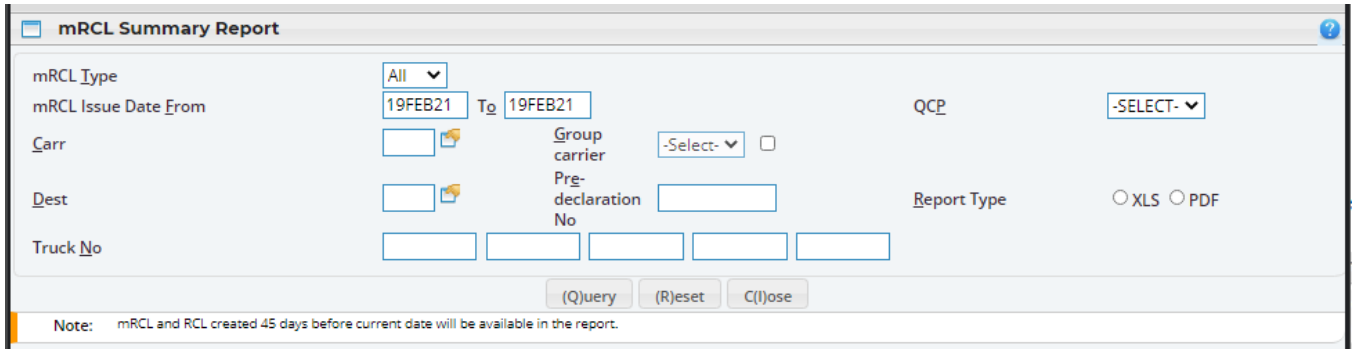


mRCL Summary Report

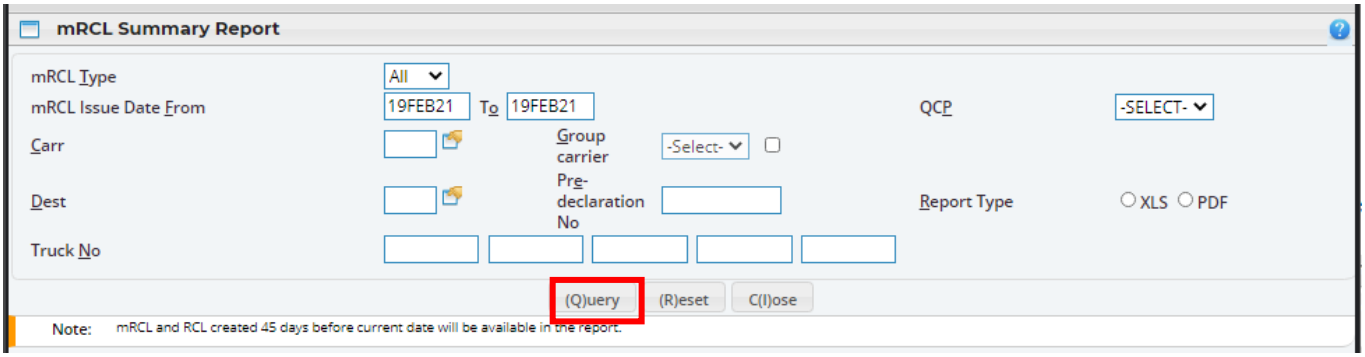
1. Click “mRCL > mRCL Summary Report” or on the shortcut



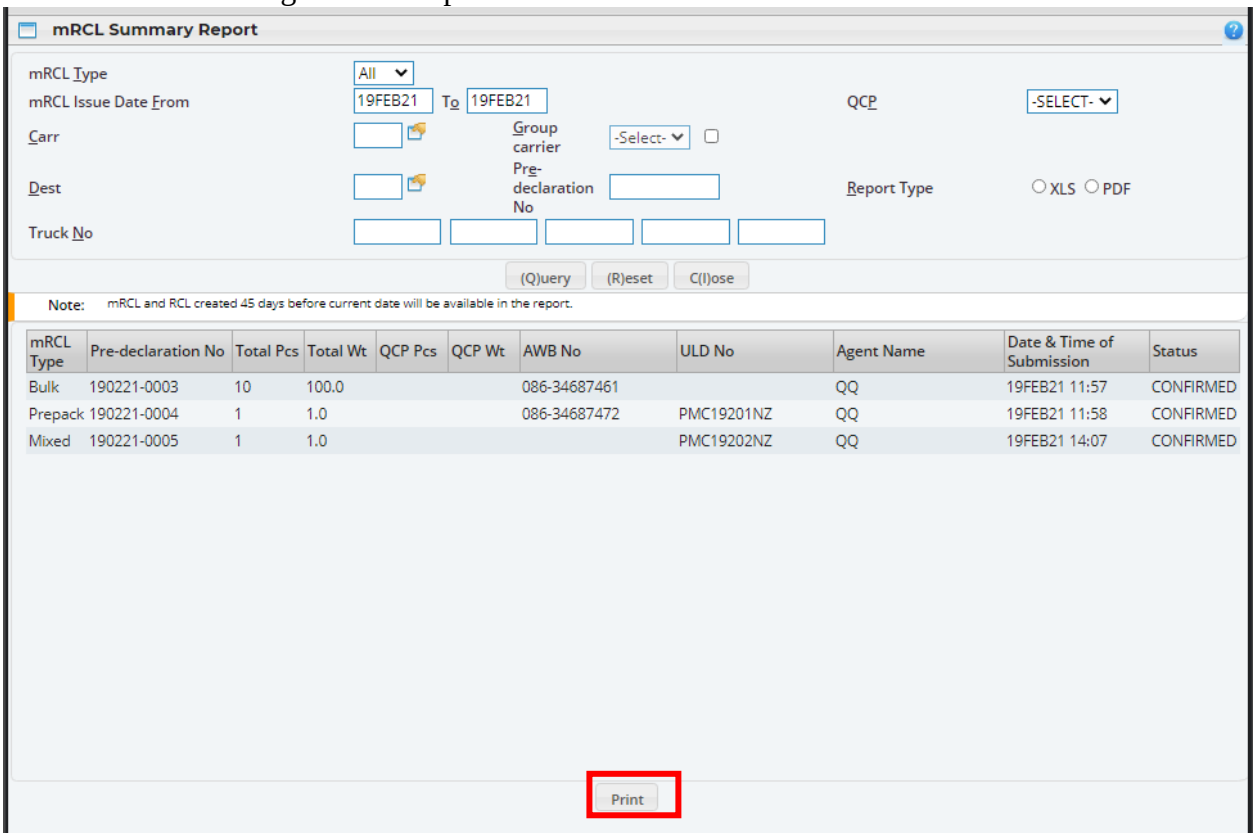
2. Input the searching criteria. It can be searched by AWB No. , ULD No., mRCL Type or Submission Period



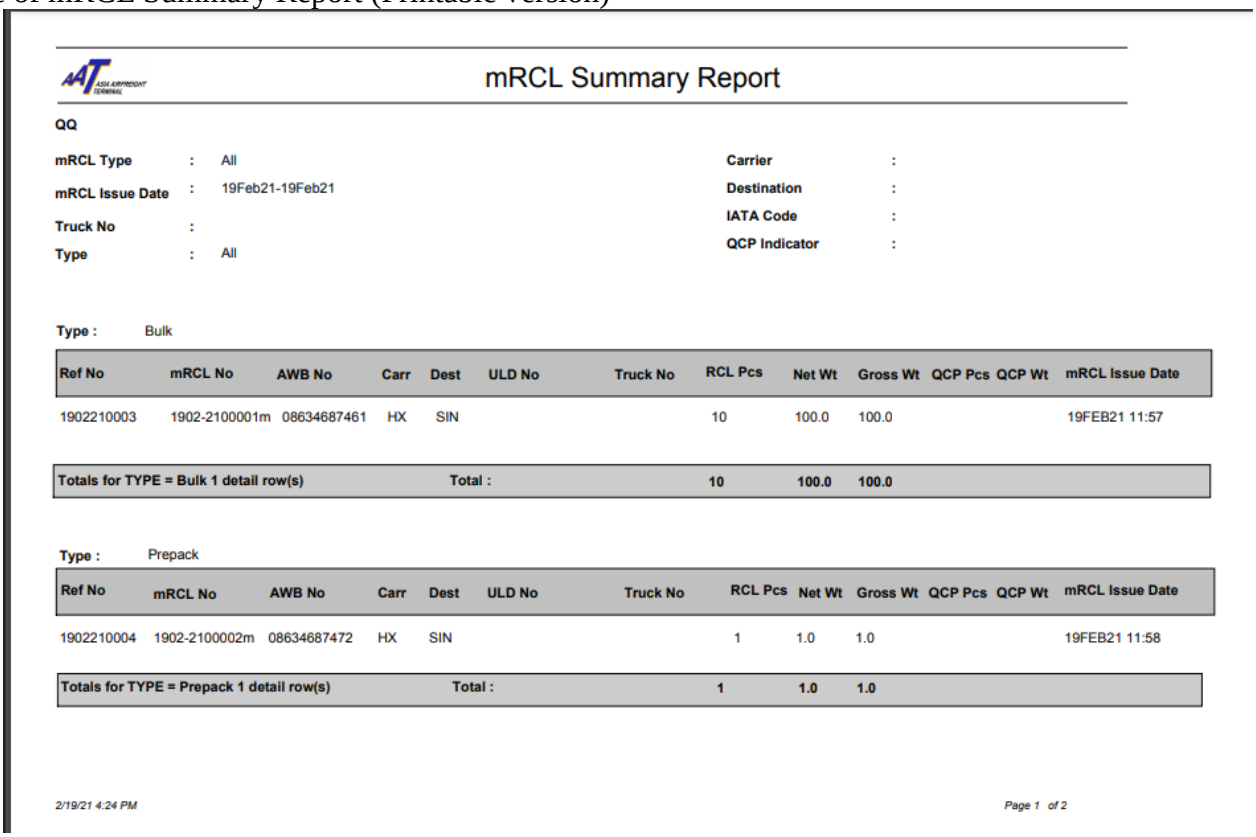
3. Click “Query” button for searching.



4. Click “Print” button to generate the printable version.



Sample of mRCL Summary Report (Printable version)



mRCL Summary Report

QQ

mRCL Type : All
mRCL Issue Date : 19Feb21-19Feb21
Truck No :
Type : All

Carrier :
Destination :
IATA Code :
QCP Indicator :

Type : Bulk

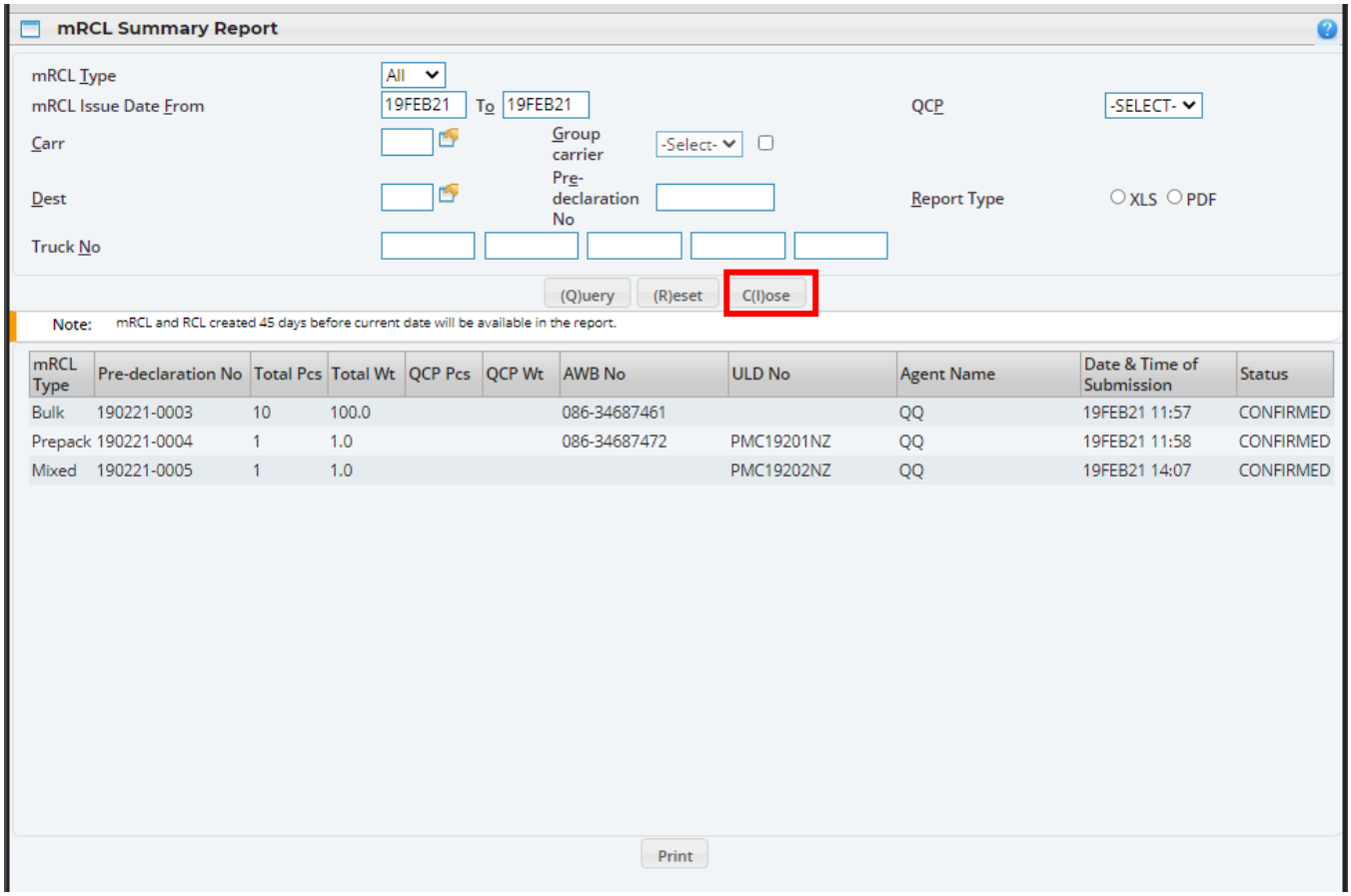
Ref No	mRCL No	AWB No	Carr	Dest	ULD No	Truck No	RCL Pcs	Net Wt	Gross Wt	QCP Pcs	QCP Wt	mRCL Issue Date
1902210003	1902-2100001m	08634687461	HX	SIN			10	100.0	100.0			19FEB21 11:57
Totals for TYPE = Bulk 1 detail row(s)						Total :	10	100.0	100.0			

Type : Prepack

Ref No	mRCL No	AWB No	Carr	Dest	ULD No	Truck No	RCL Pcs	Net Wt	Gross Wt	QCP Pcs	QCP Wt	mRCL Issue Date
1902210004	1902-2100002m	08634687472	HX	SIN			1	1.0	1.0			19FEB21 11:58
Totals for TYPE = Prepack 1 detail row(s)						Total :	1	1.0	1.0			

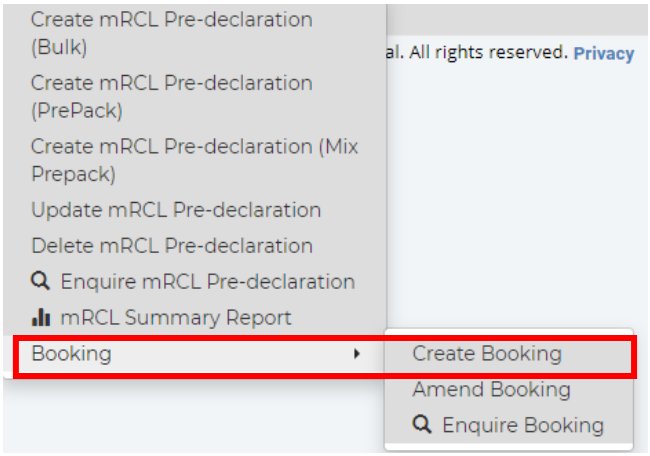
2/19/21 4:24 PM Page 1 of 2

5. Click “Close” button to quit the function.

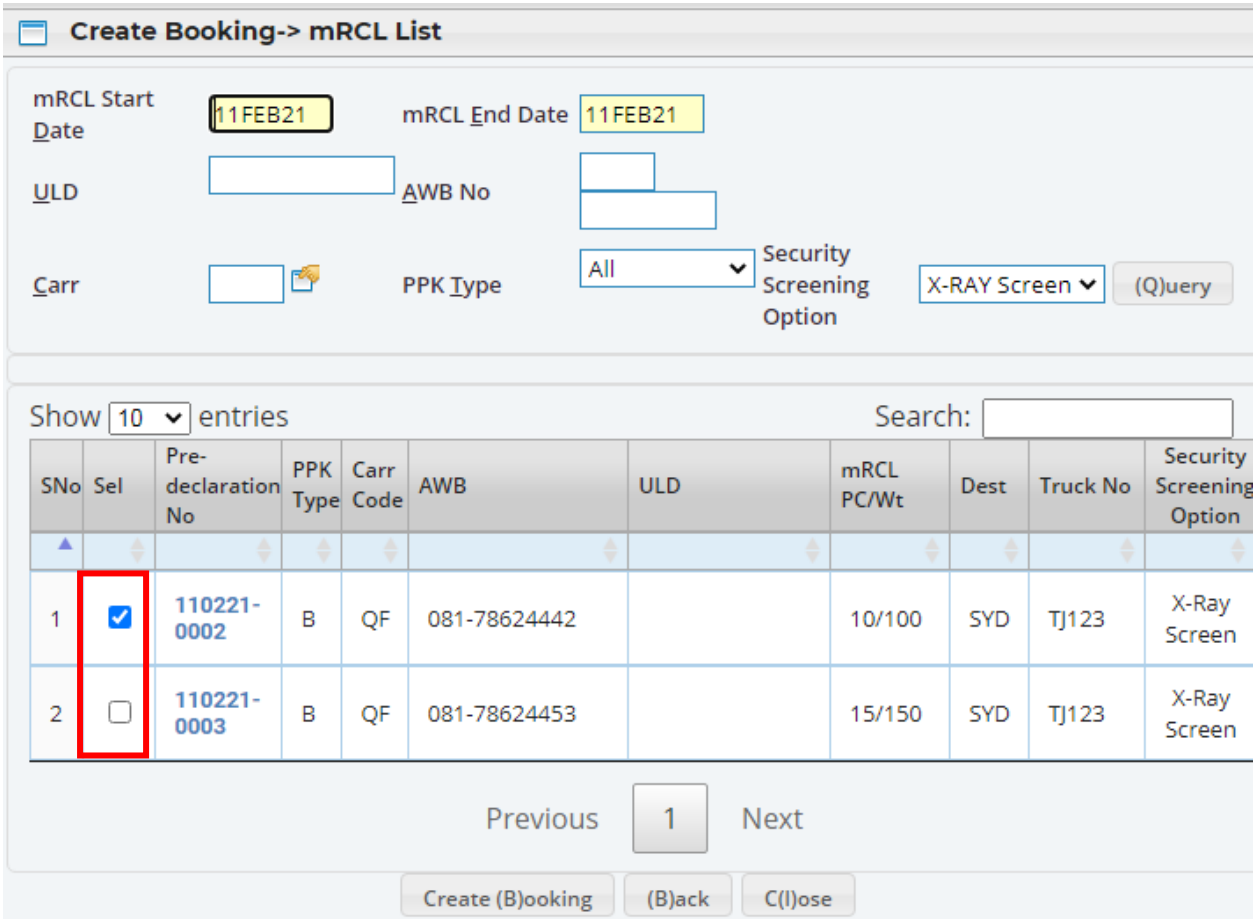


Create Booking

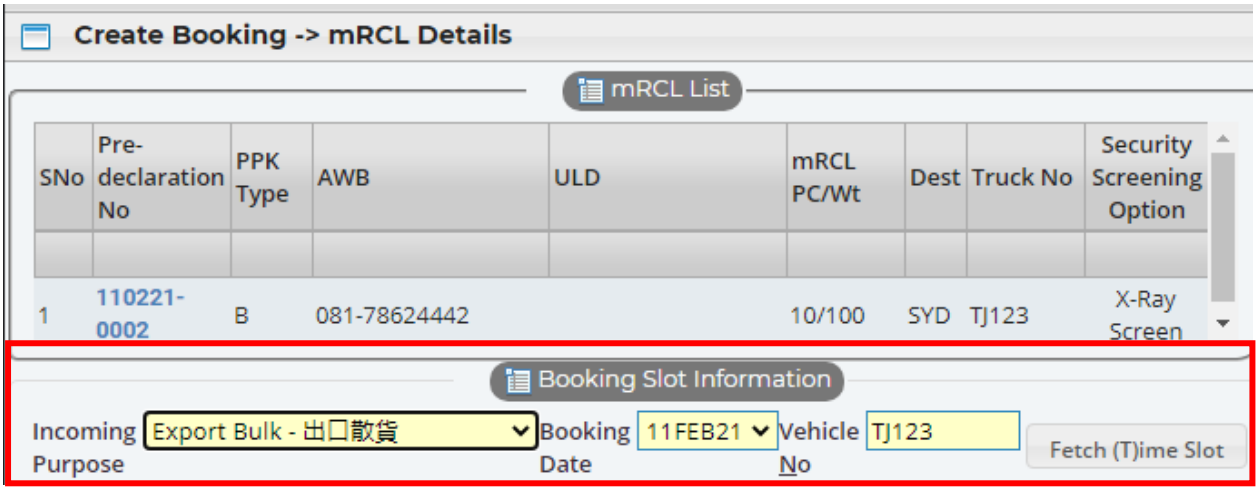
1. After completing mRCL Pre-declaration, click "mRCL > Booking > Create Booking" to start create booking process.



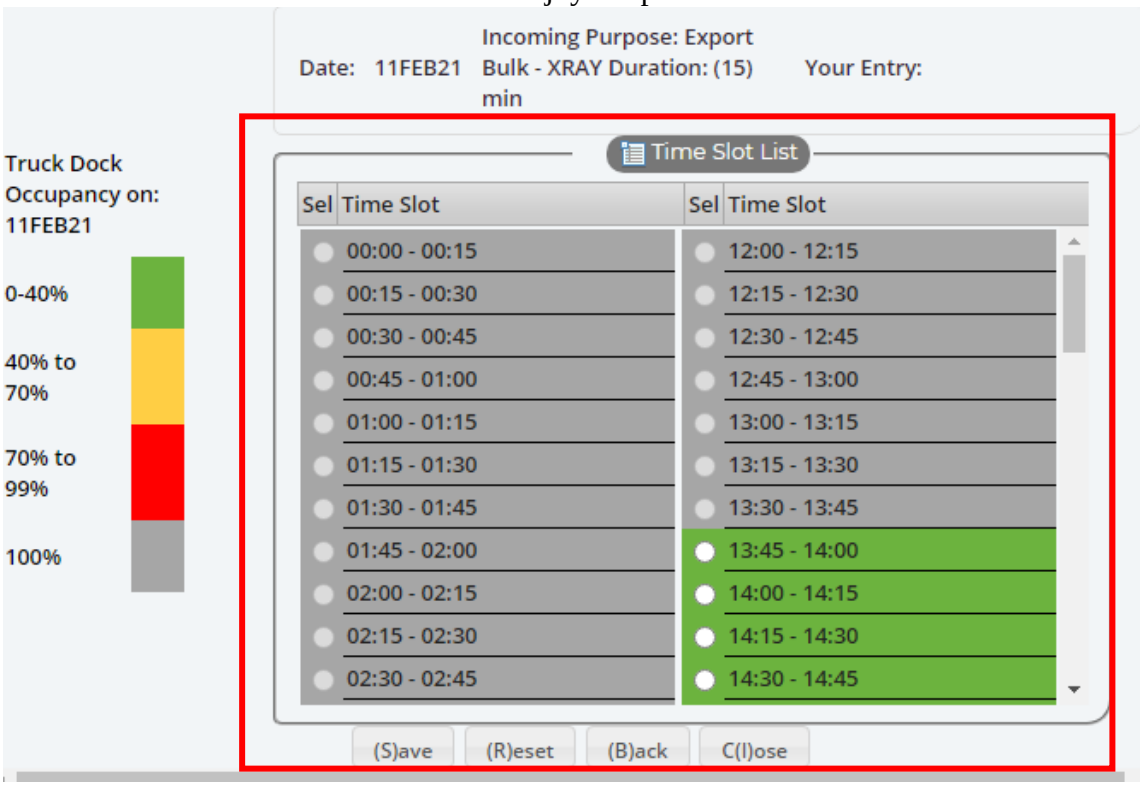
2. Select mRCL(s) (Multiple selection is allowed) that would be carried by the vehicle for booking.



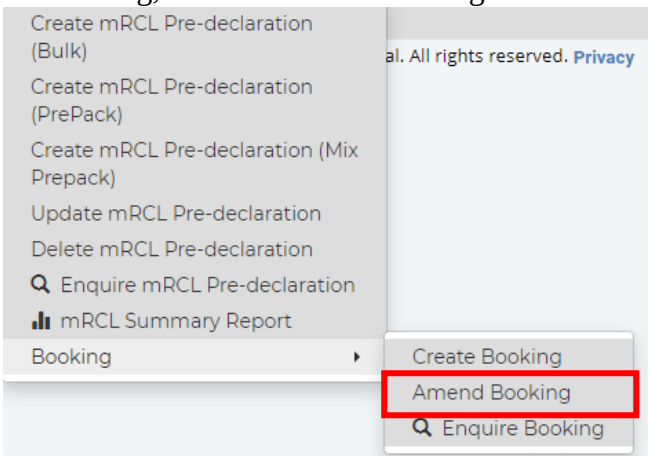
3. Select Incoming Purpose, Booking Date and input Vehicle No., then click “Fetch Time Slot”



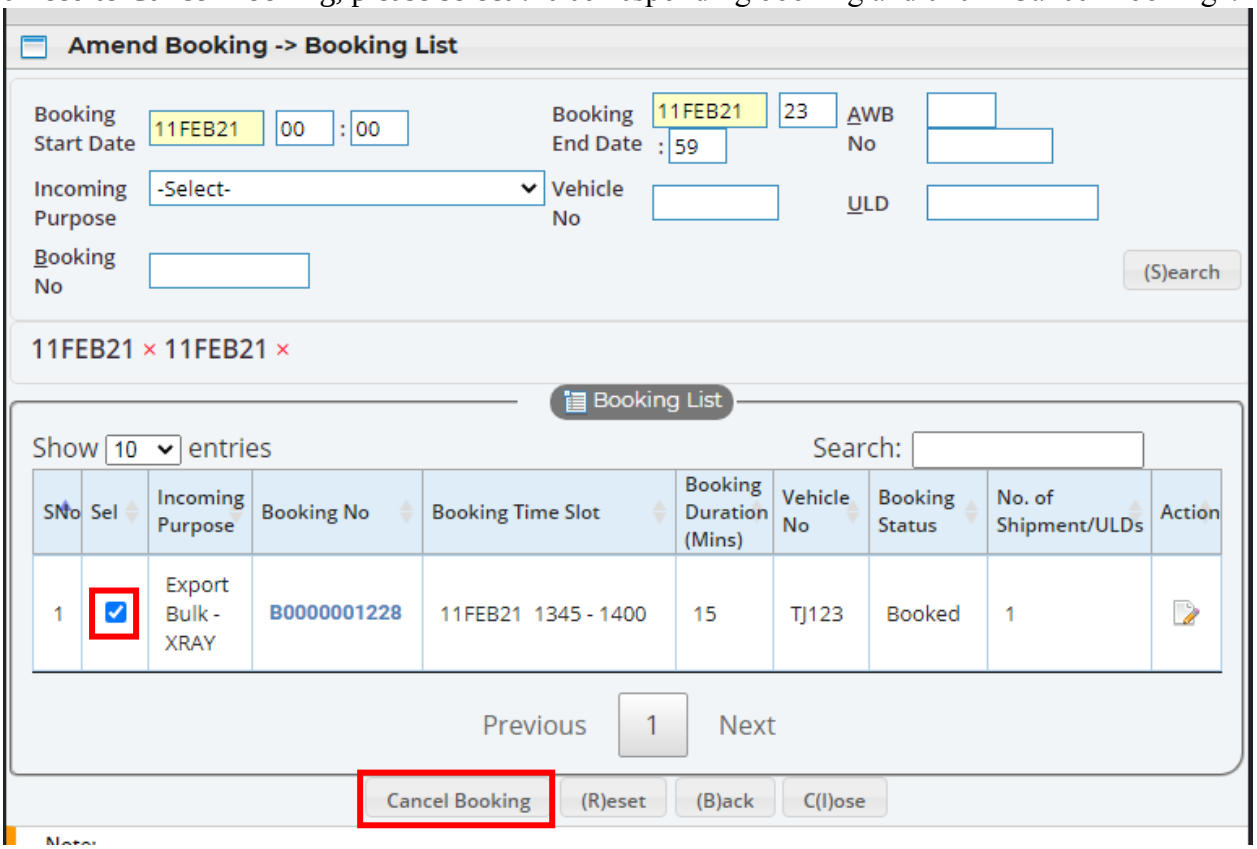
4. Select Vehicle Arrival Time Slot then click “Save” (e.g. 1500 – 1515), the vehicle which arrives AAT within 10 minutes before or after the booked time slot can enjoy the prioritized truck dock allocation service.



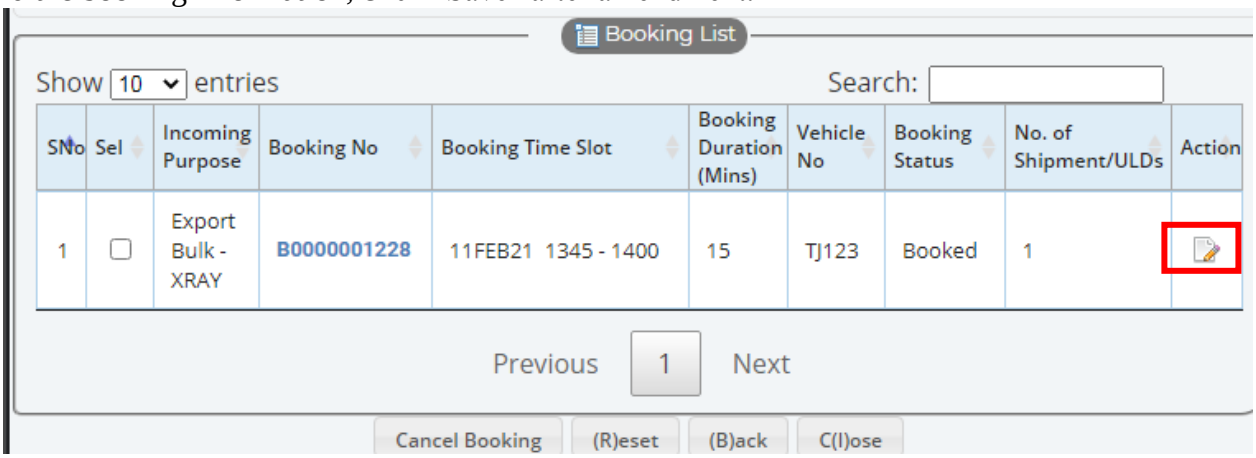
5. If you need to Amend / Cancel Booking, click “mRCL > Booking > Amend Booking”.

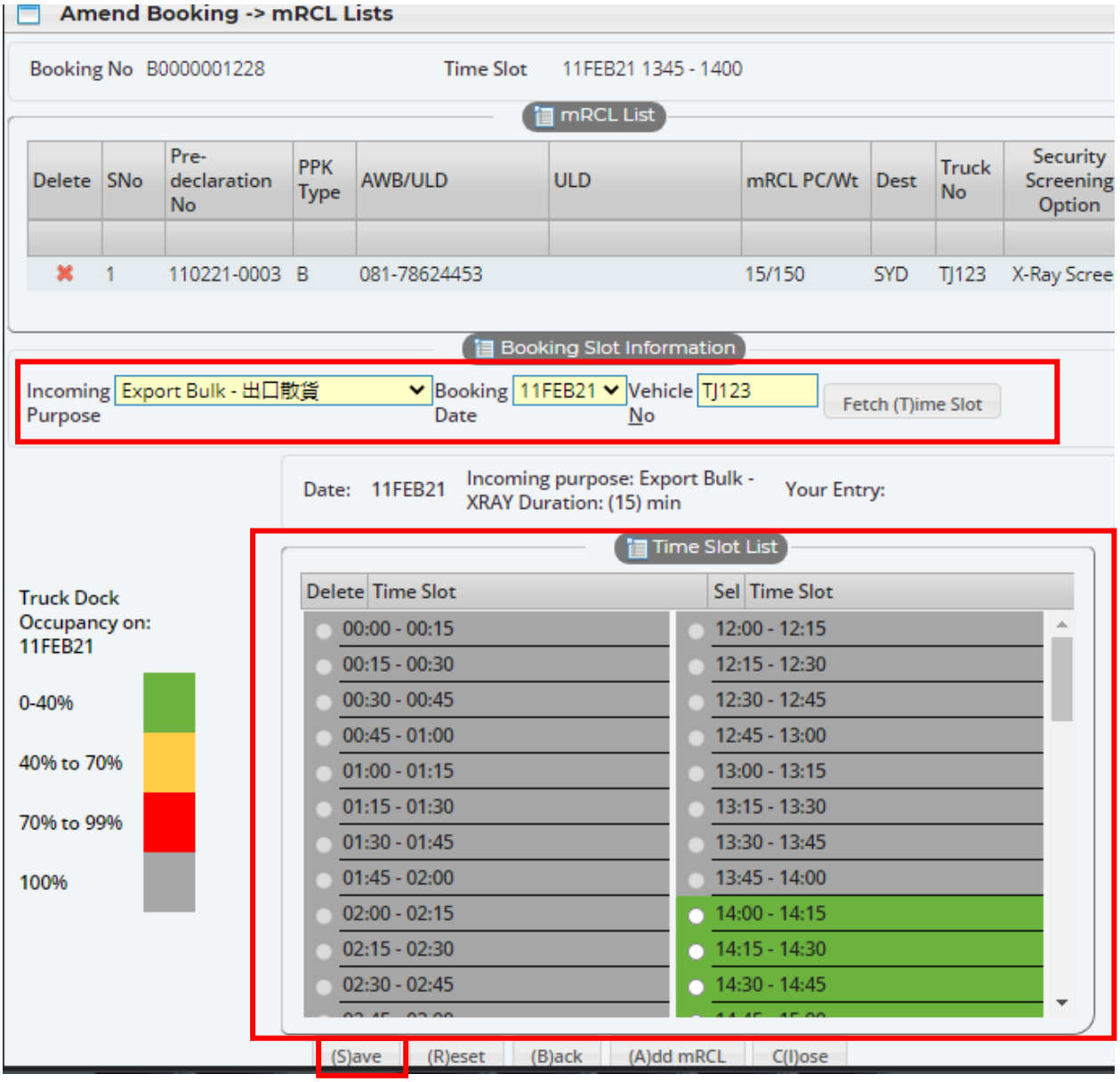


6. If you need to Cancel Booking, please select the corresponding booking and click “Cancel Booking”.

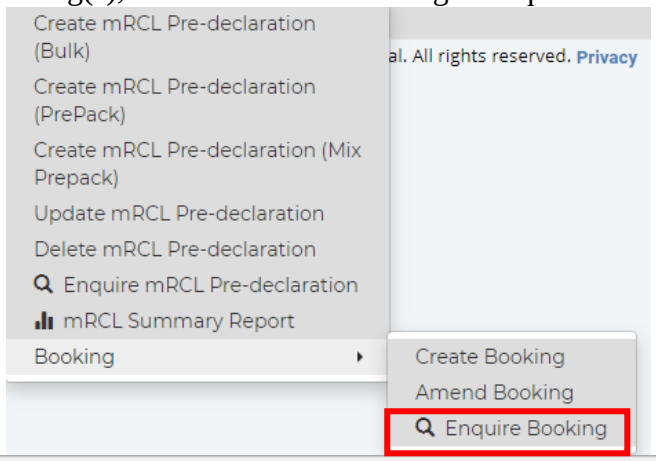


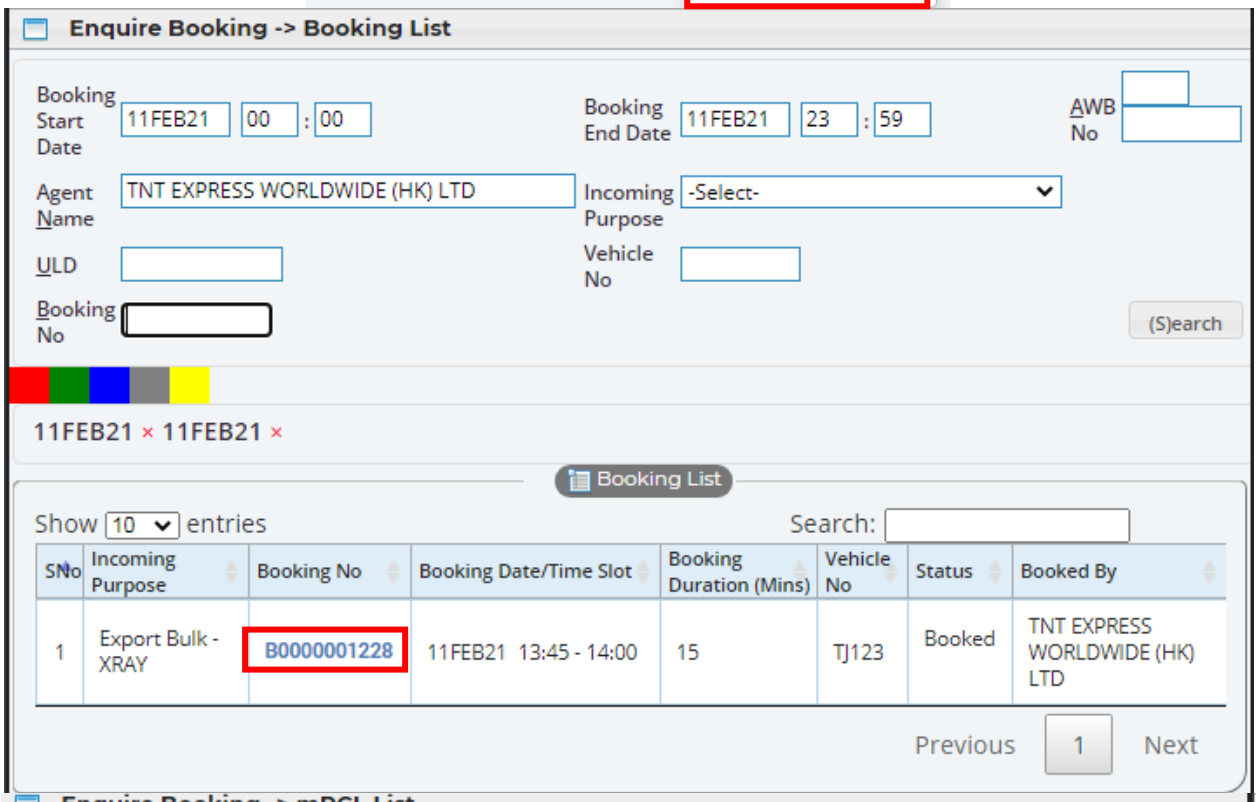
7. If you need to Amend Booking, click “Action” on the corresponding booking, then select the mRCL, and amend the booking information, click “Save” after amendment.

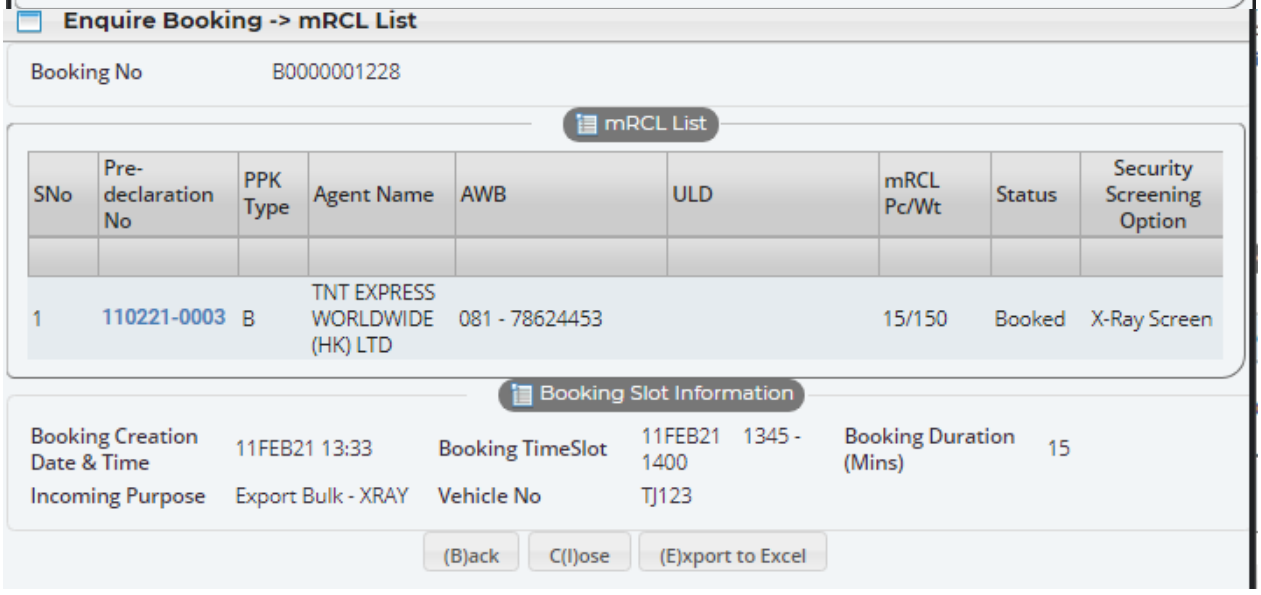




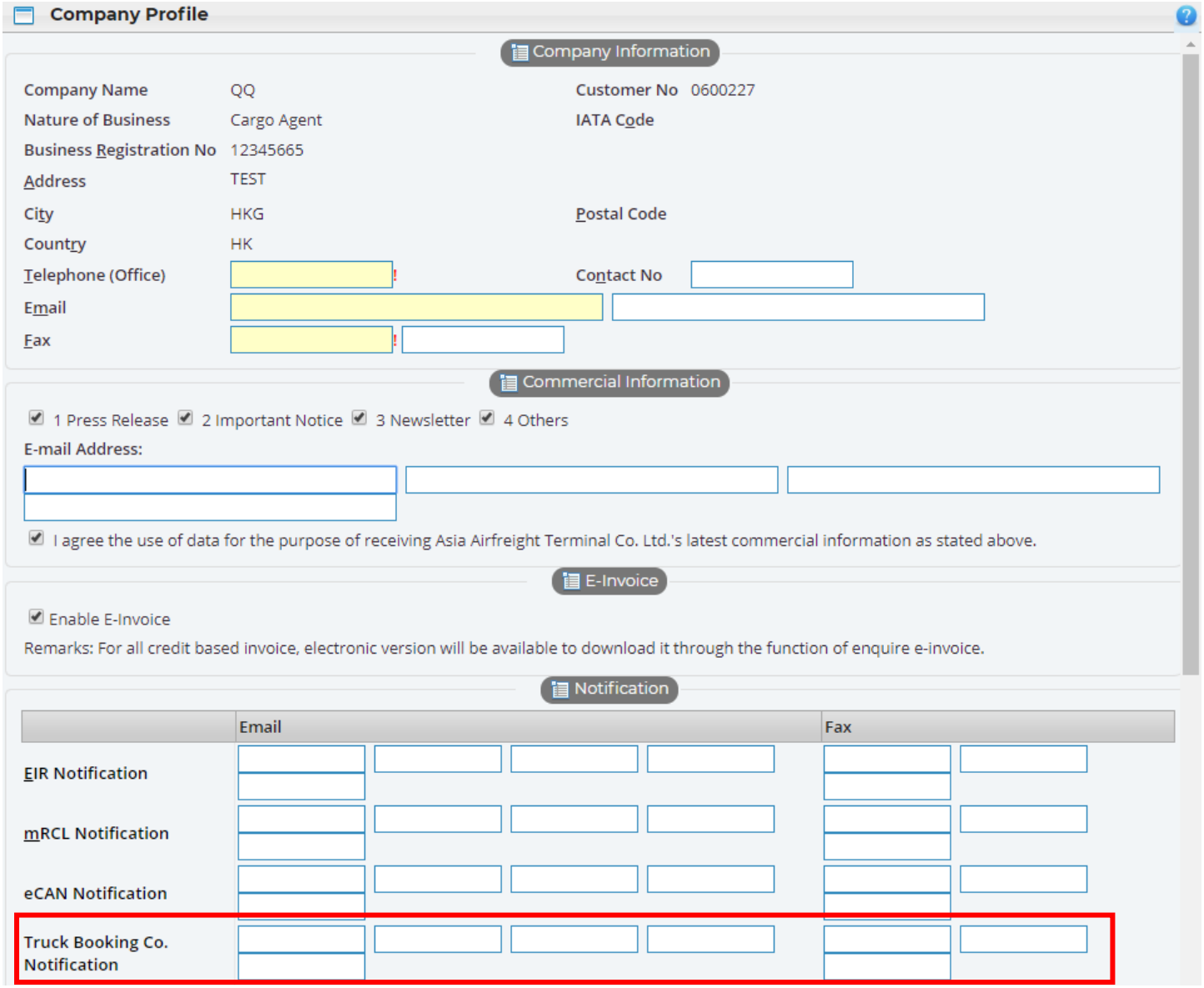
8. If you need to check your booking(s), click “mRCL > Booking > Enquire Booking”.







9. If you prefer to receive relevant booking notifications by email, click “Admin > Company Profile”, proceed to Truck Dock Booking Notification column and input email addresses.



10a. (For user with Permanent i-Pass) If the vehicle reached AAT within the booked time slot (included 10 minutes buffer before or after the booked time slot), it can enjoy the prioritized truck dock allocation service. Truck Dock No. would be displayed at AAT entrance gate kiosk.

10b. (For user without Permanent i-Pass) Press “Print slip” at entrance gate kiosk, park the vehicle and bring along with the slip and proceed to Facility Management Office which located at Terminal 2 Ground Floor for Single i-Pass registration. If the vehicle reached AAT within the booked time slot (included 10 minutes buffer before or after the booked time slot), it can enjoy the prioritized truck dock allocation service.