Air House Manifest

User Manual - External

Version 3.0

Version History

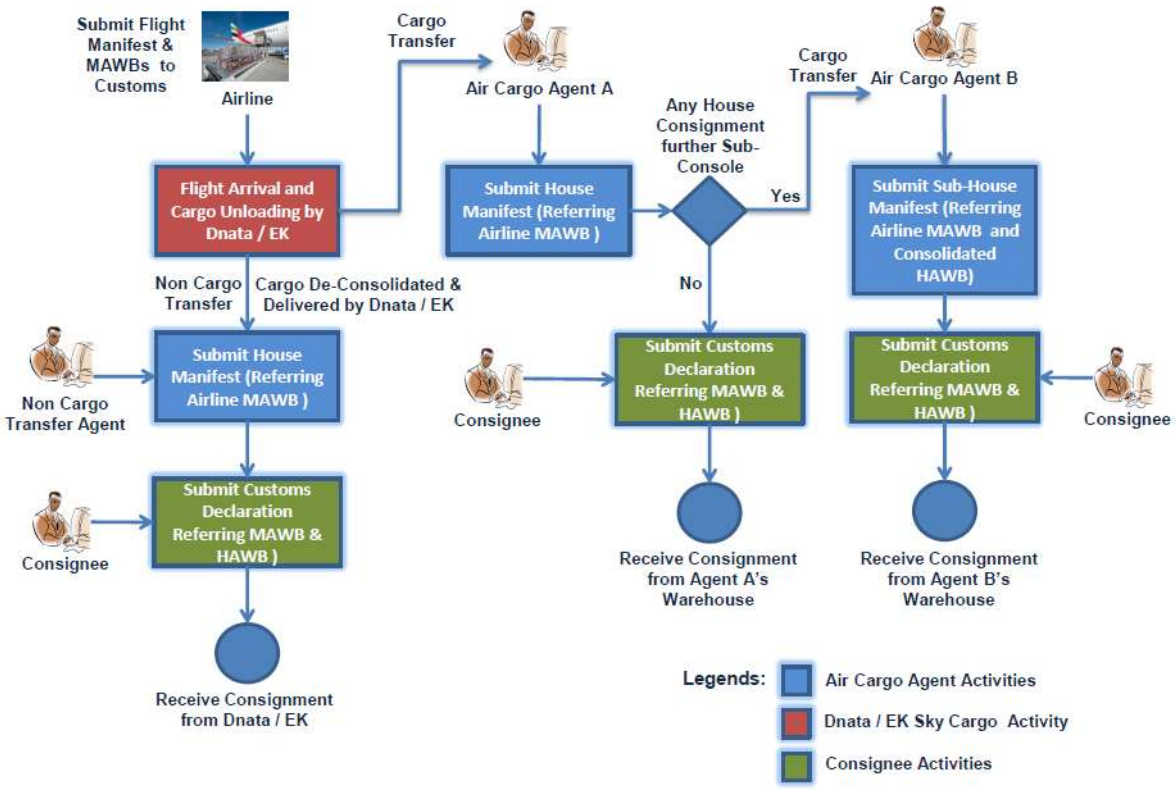
Date	No	Summary of Changes	Name
25-06-2018	1.0	Version 0.1	Dubai Customs
25-07-2018	1.1		Dubai Trade
15-09-2020	2.0	Upload more facility	Dubai Customs
16-02-2021	3.0	New attribute added to identity courier manifest	Dubai customs

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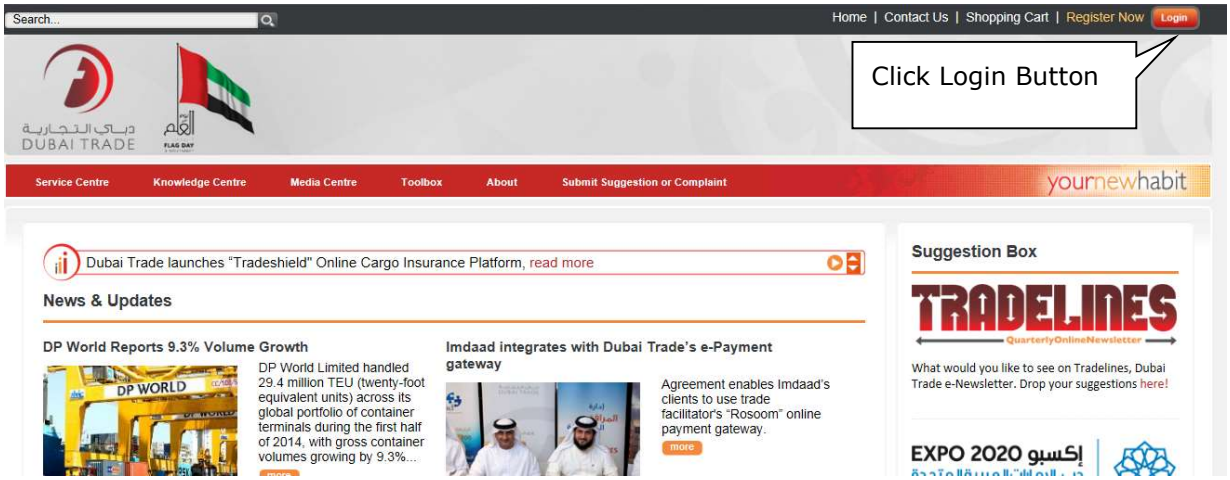
1. Introduction

1) Responsible Air Agents shall submit House manifest for air imports to Customs.
2) A house manifest containing all house AWBs consolidated in a master AWB shall be submitted to Customs.
3) House manifest is to be submitted for the consignments to be deconsolidated and delivered by Dnata or EK Sky Cargo.
4) There will be provision for submission of Sub-House manifest in case a house AWB is a further consolidation.

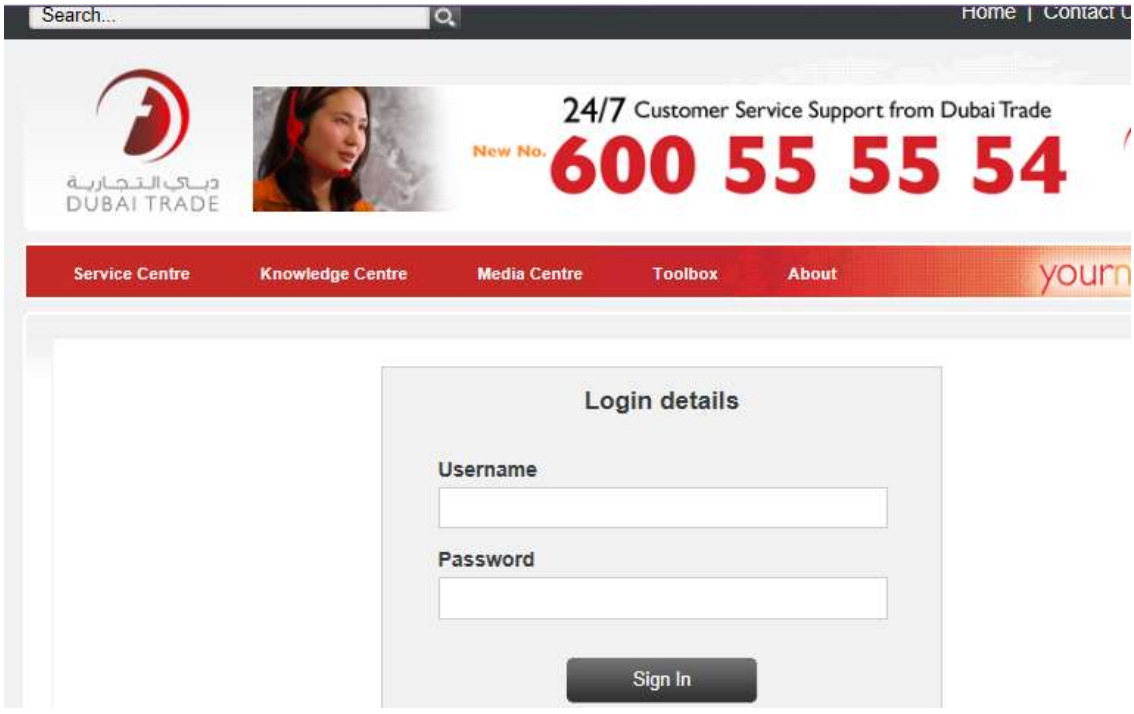


1.1. Portal Login

5) Enter the Application URL (**www.dubaitrade.ae**) in the IE Window
6) Click Enter button



7) Click on the Login button at Right Top corner of the page.
8) Login screen will be displayed.
9) In the Login page ,enter the Username and Password
10) Click on "Sign In" button



Air House Manifest Service

- Select "**Mirsal II** -> **Air House Manifest**" From the left menu

Air House Manifest menu has the following sub-menu under it.

- Search, Amend & Cancel

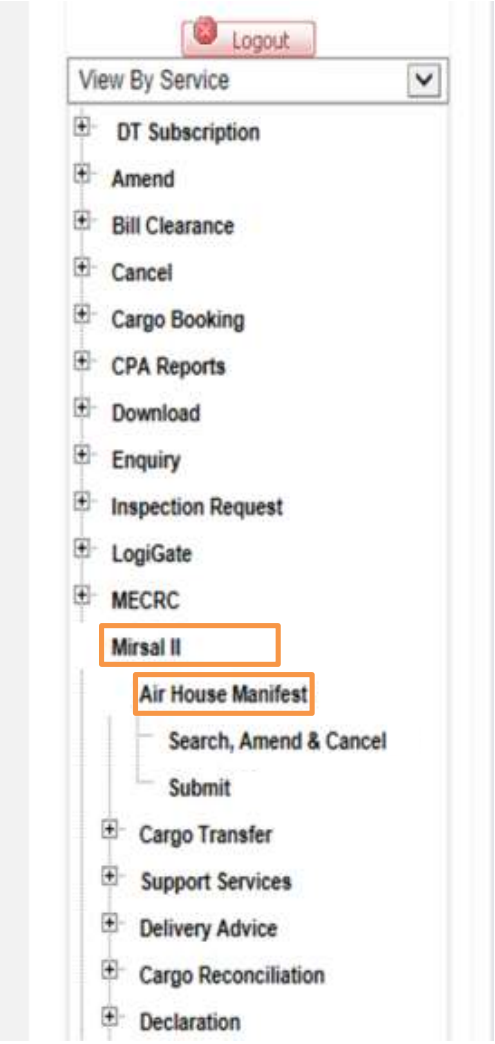
  A house manifest can be searched and viewed based on given search criteria. If required, a house manifest can be amended. Details of any of the House Airway Bill in house manifest can be amended or new House Airway Bill can be added or an existing House Airway Bill can be removed from the house manifest.

  A house manifest can be cancelled provided there is no Delivery Advice issued or declaration submitted against any of the House Airway Bill.

- Submit

  House manifest is to be submitted by the responsible Air Cargo Agent/Cargo Handler for all the Consolidated air consignments arriving through air channel. Air house manifest should contain details of all the House Airway Bills in a Consolidation. Air House Manifest will be submitted against the Master Airline Airway Bill number through which consolidated consignment arrived.

  In case any of the house consignment is consolidated and addressed to another Air Cargo Agent / Cargo Handler, then the main agent has to mark that particular House Airway Bill as Sub-Consolidation and provide the responsible Air Cargo Agent to whom that shipment is to be transferred. Sub Air House Manifest will be submitted by the agent who is receiving the sub-console only if the main agent has given business code of sub-agent in main house manifest against that sub-consolidated House Airway Bill.

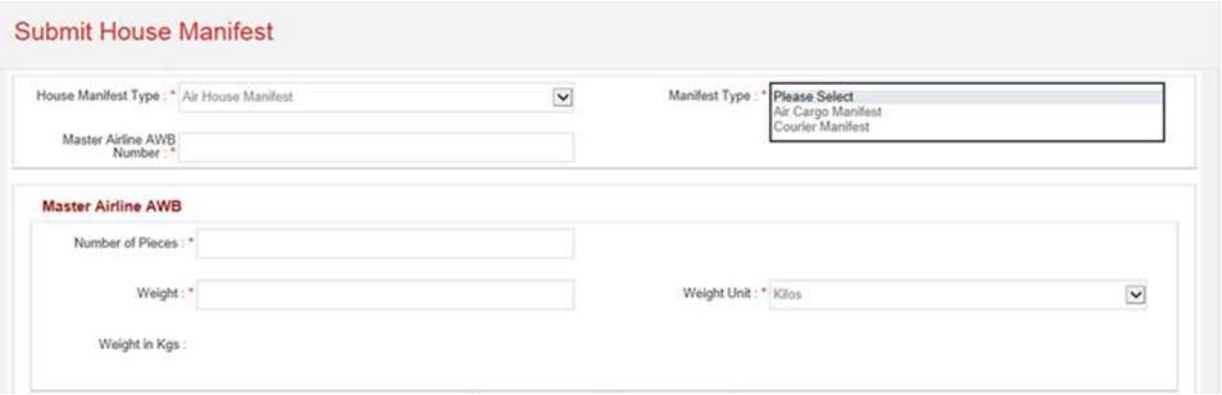


1.2. Submit Air House Manifest

Select "**Mirsal II** -> **Air House Manifest** -> **Submit"** From the left menu

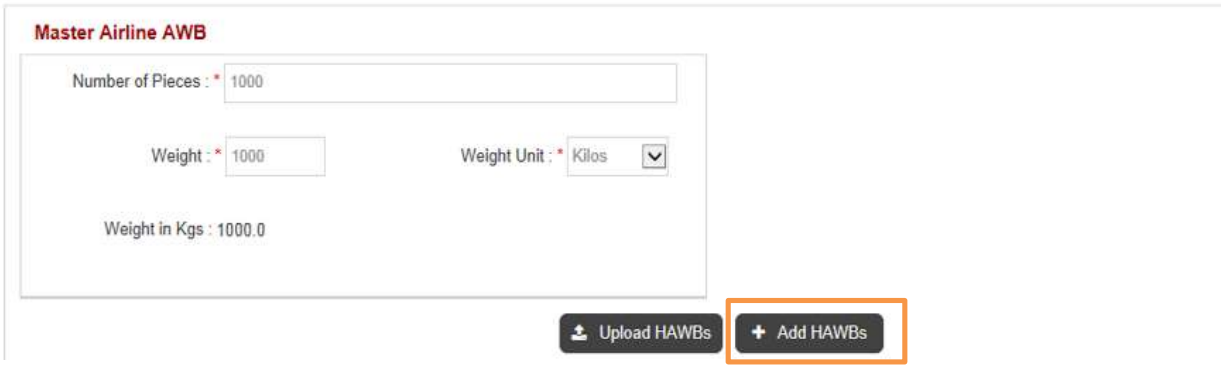
1.2.1. Master Airline Airway Bill

- Click on Submit Service
- Select House Manifest Type
- Select Manifest Type
- Enter Master Airline AWB Number



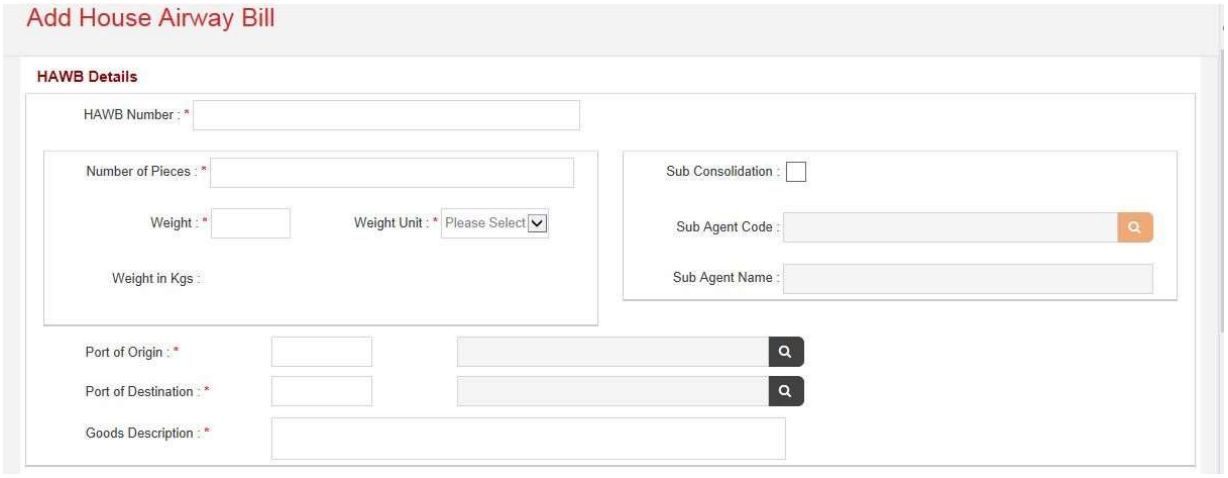
1.2.2. Add HAWB (House Airway Bill)

- Enter Master Airline AWB Details (Number of Pieces, Weight, Weight Unit)
- Click on Add HAWBs to add House Airway Bill/s manually



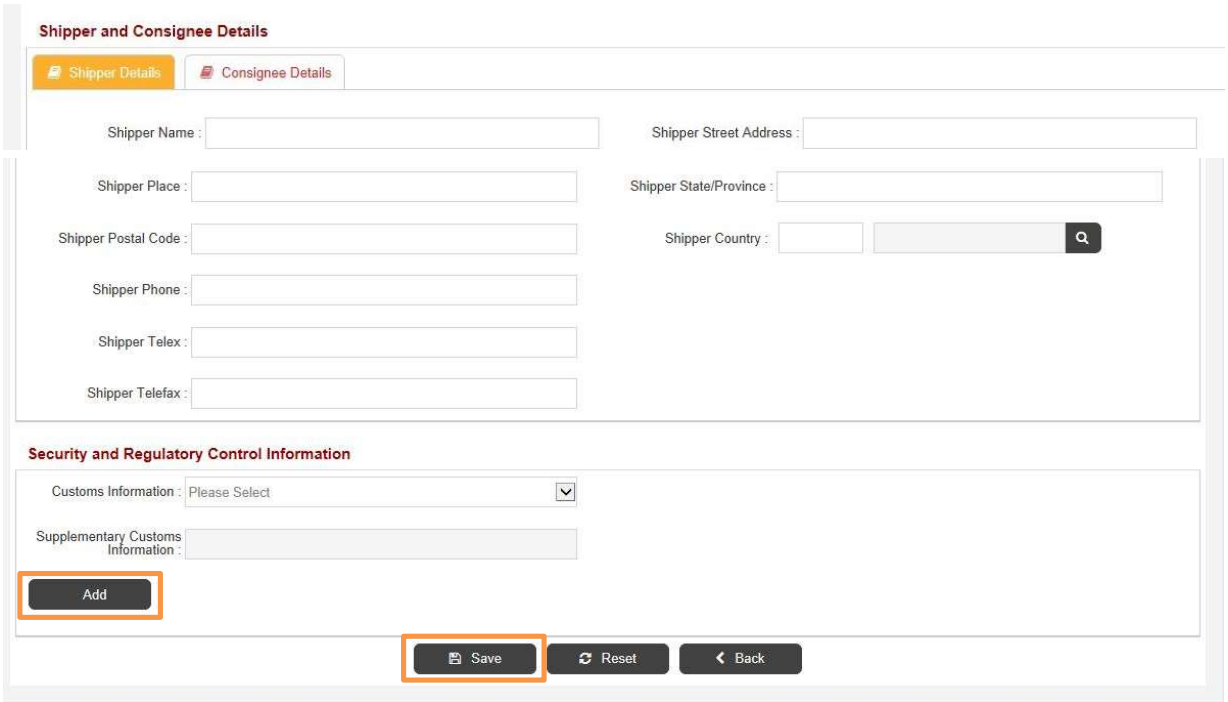
1.2.2.1. HAWB details

- Enter House Airway bill Details



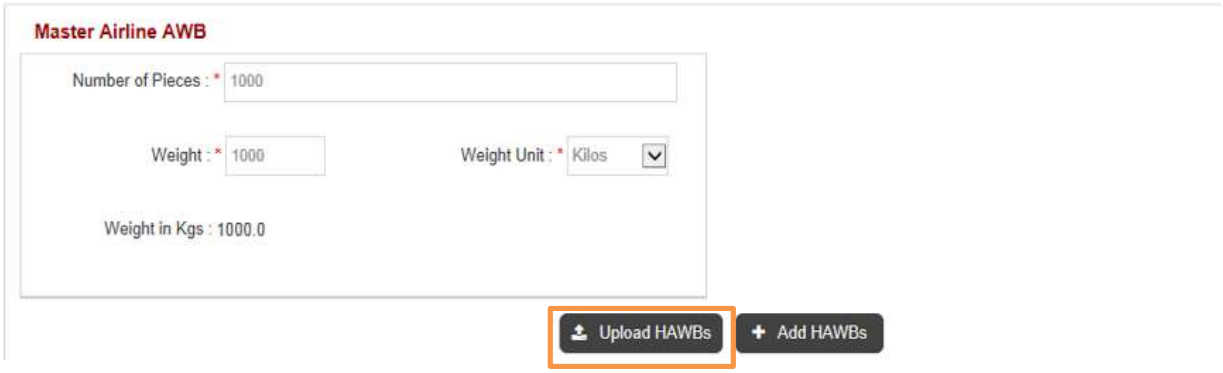
1.2.2.2.Shipper & Consignee details

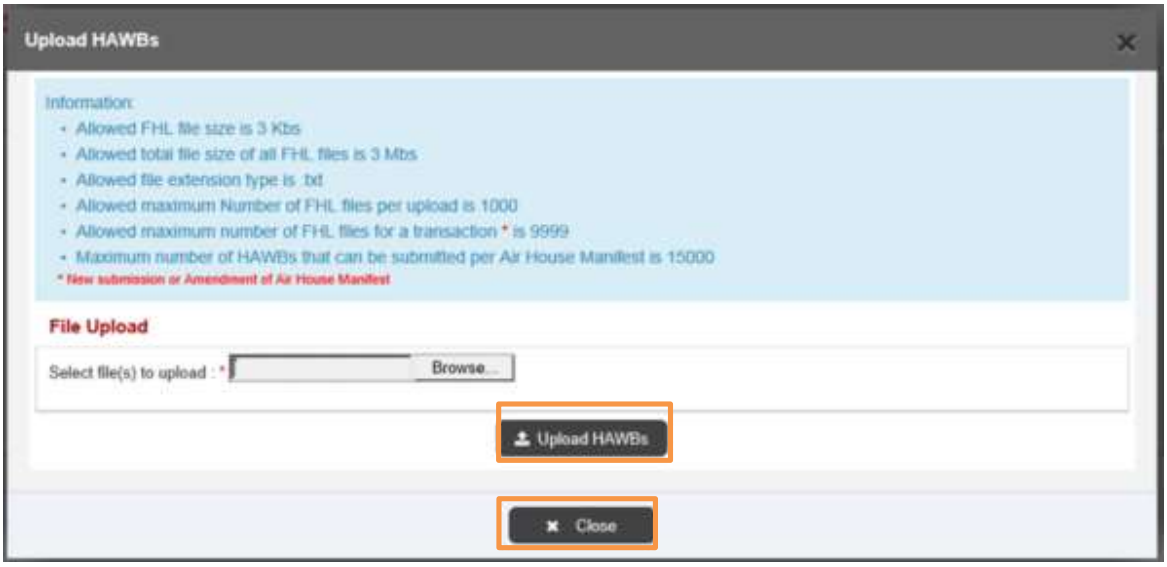
- Enter House Airway bill Shipper and Consignee Details
- Click on Add to add multiple House Airway Bill
- Click on Save



1.2.3. Upload HAWB (House Airway Bill)

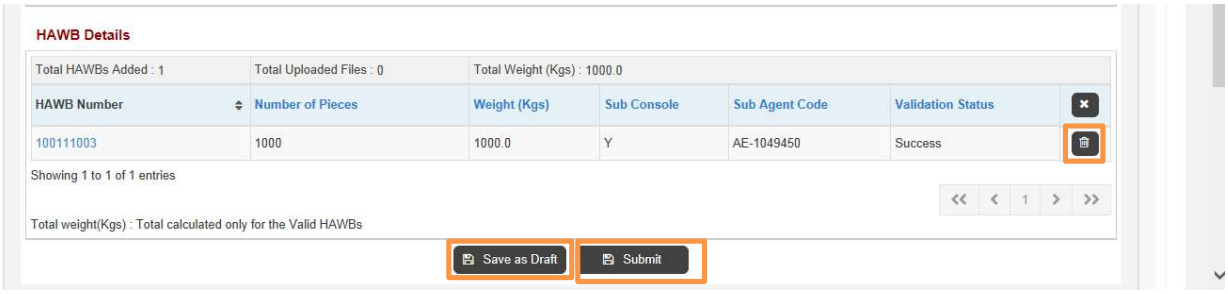
- Click on Upload HAWBs to upload House Airway bill/s file





1.2.4. HAWB details

Click on Submit to proceed with the Request or Click on Save as Draft to save the request



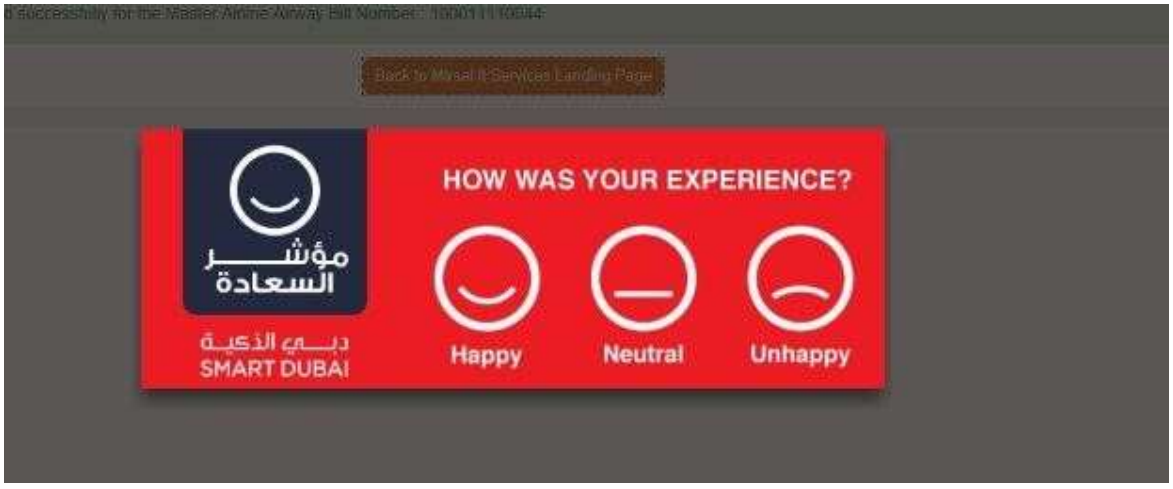
Draft confirmation



Submit confirmation

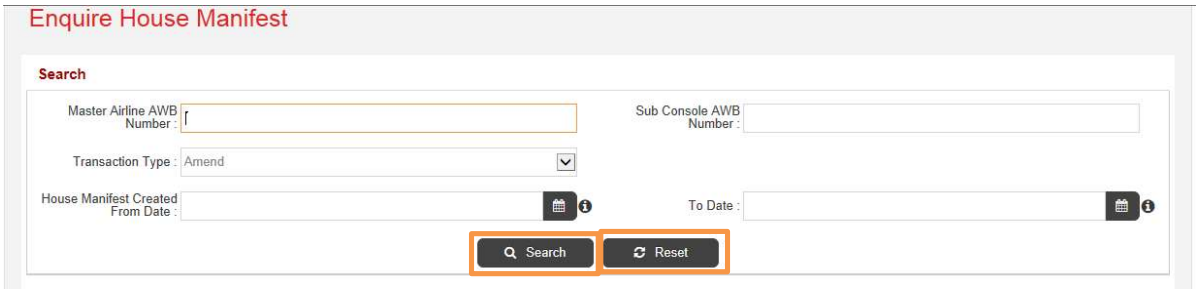


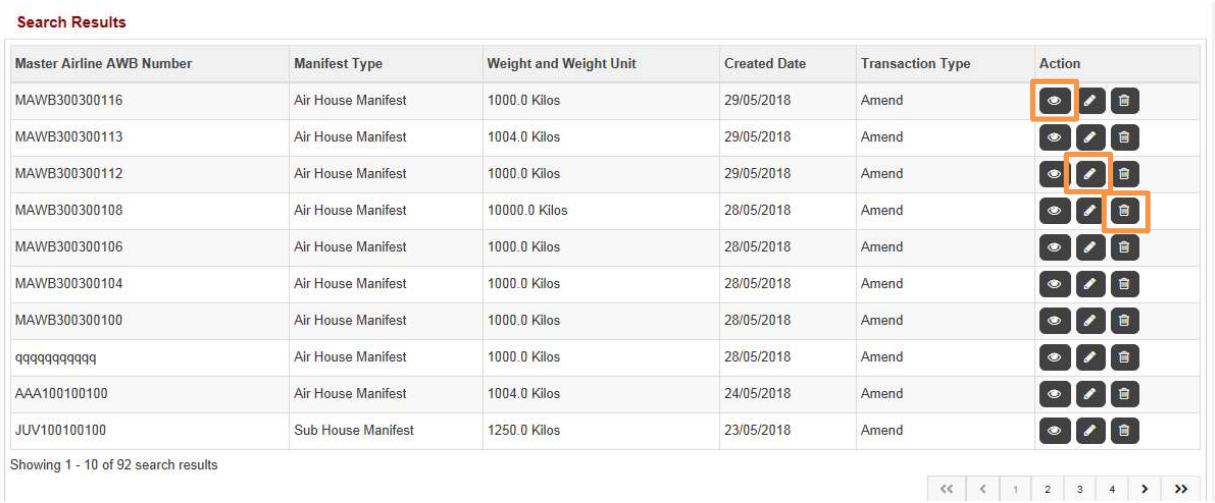
Happiness meter



1.3. Search, Amend & Cancel.

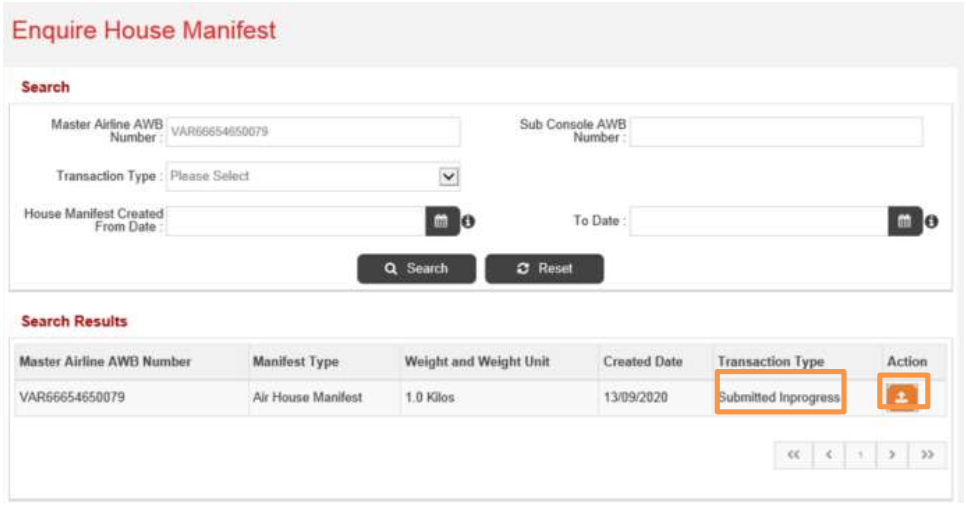
- Select "**Mirsal II** -> **Air House Manifest** -> **Search Amend & Cancel**" from the left menu
- Enter search criteria





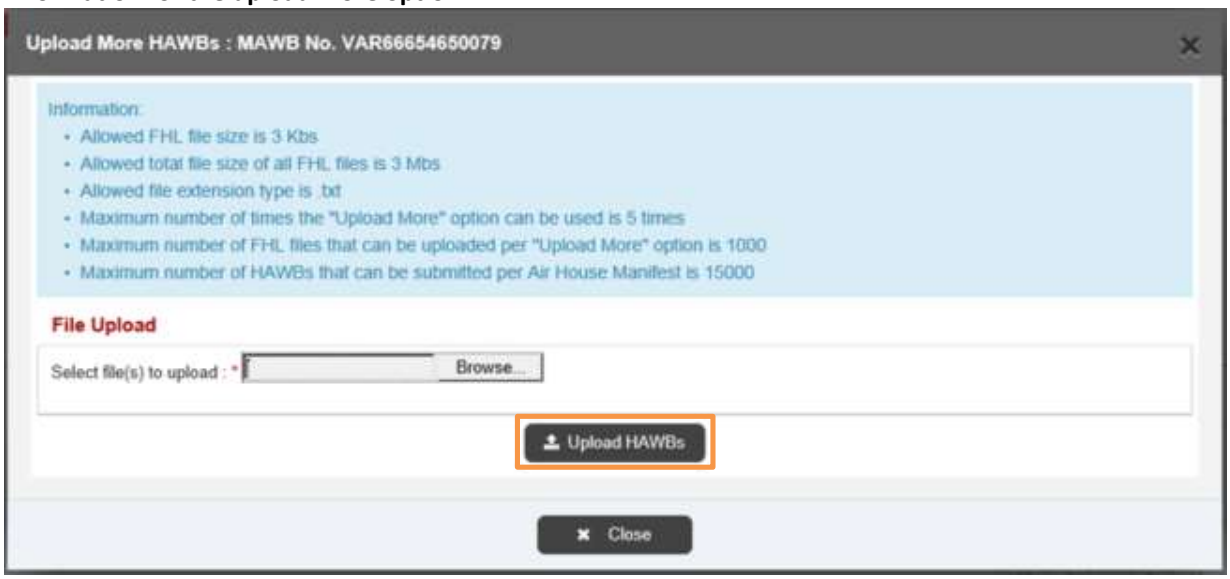
1. Click on the **View** icon ( ) to view
2. Click on the **Edit** icon ( ) to amend the request
3. Click on the **Delete** icon ( ) to delete the request

Upload more option when the status is "submitted in progress"

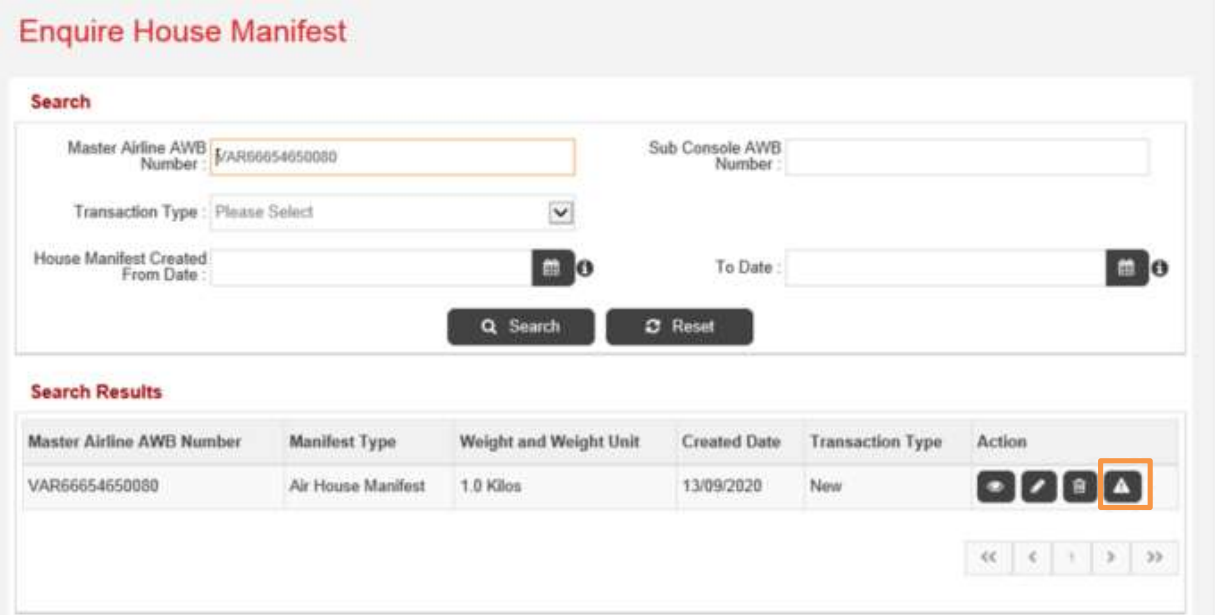


4. Click on the **Upload more** icon( ) to upload more files

Information for the upload more option:

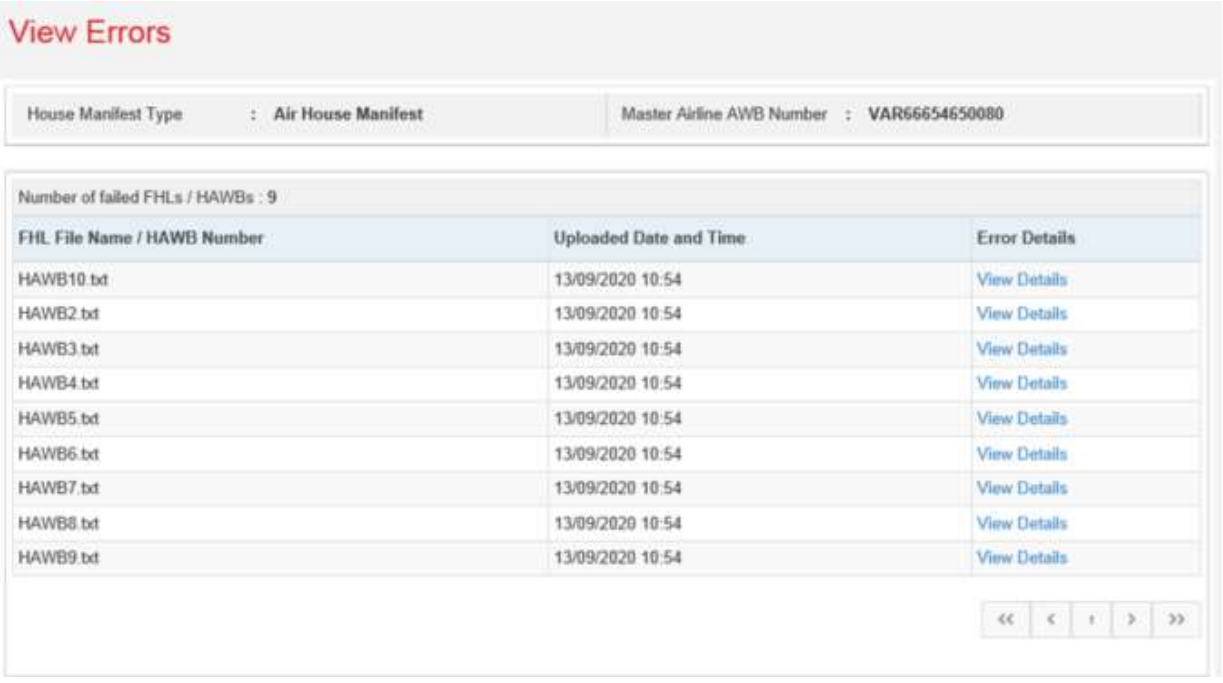


View errors Status

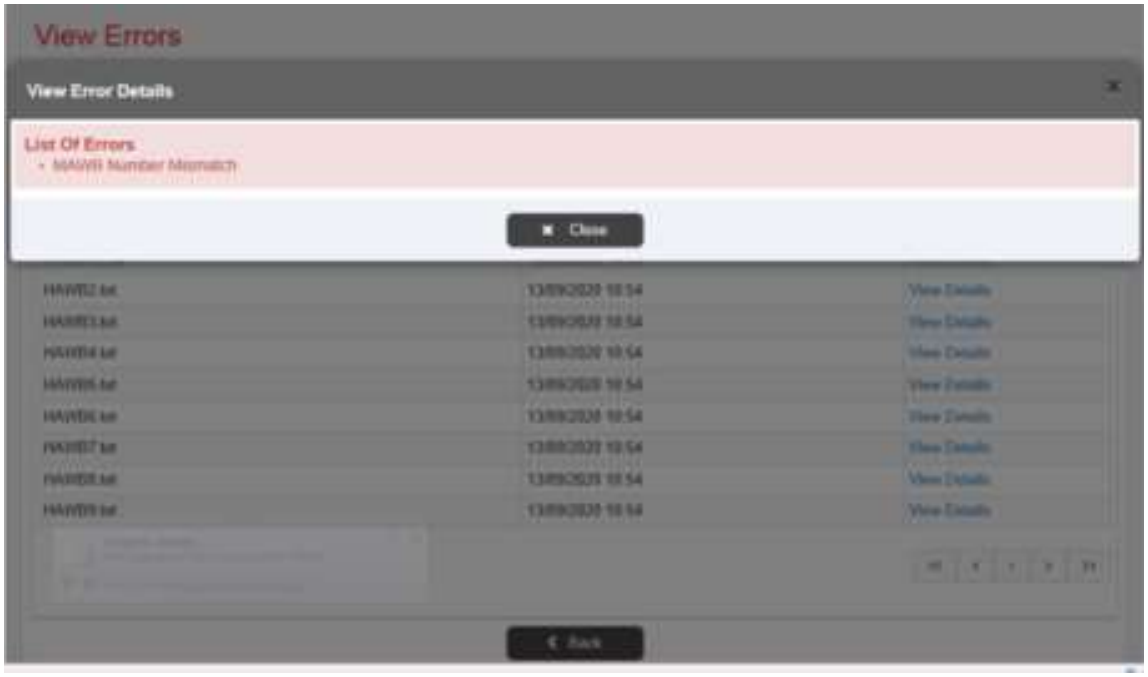


1. Click on the **View Error** icon( ) to view errors in the uploaded files

View Errors:



View Error Details:


View Errors
View Error Details
List Of Errors
Close

Delivery Advice service

Select "**Mirsal II** -> **Delivery Advice**" From the left menu

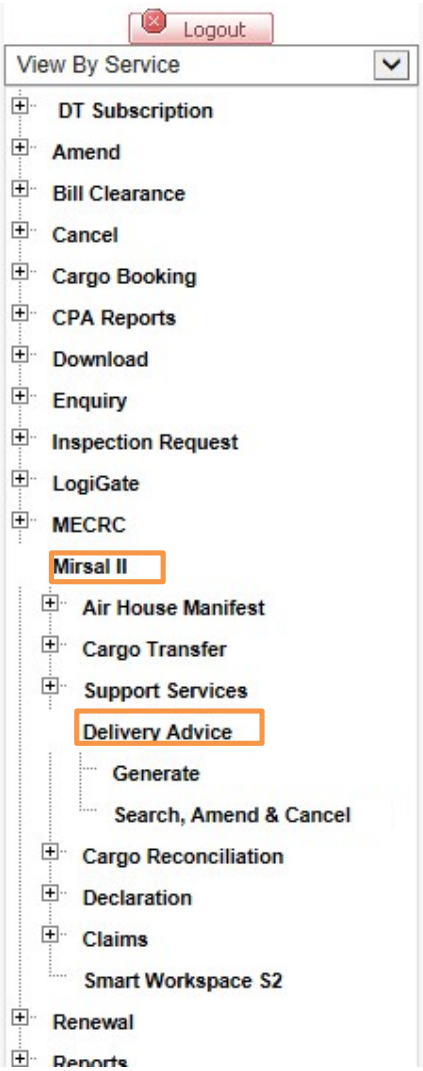
Delivery Advice menu has the following sub-menu under it.

- Generate

  The Air cargo agent can issue Delivery Advice (DA) against a particular House Airway Bill (HAWB). Issuing delivery advice service is to facilitate agents for tracking and delivery of the cargo.

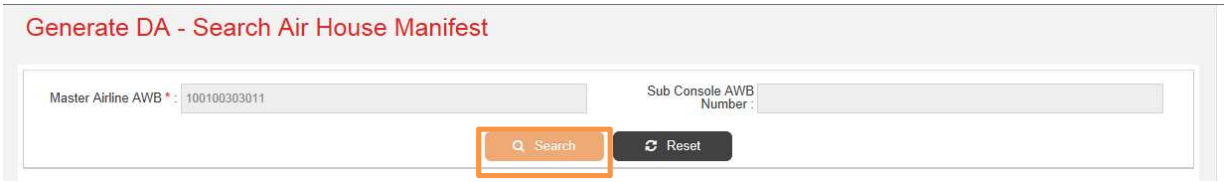
- Search, Amend & Cancel

  Delivery Advice can be searched based on the given search criteria or if required, information given in the delivery advice can be amended or delivery advice can be cancelled.



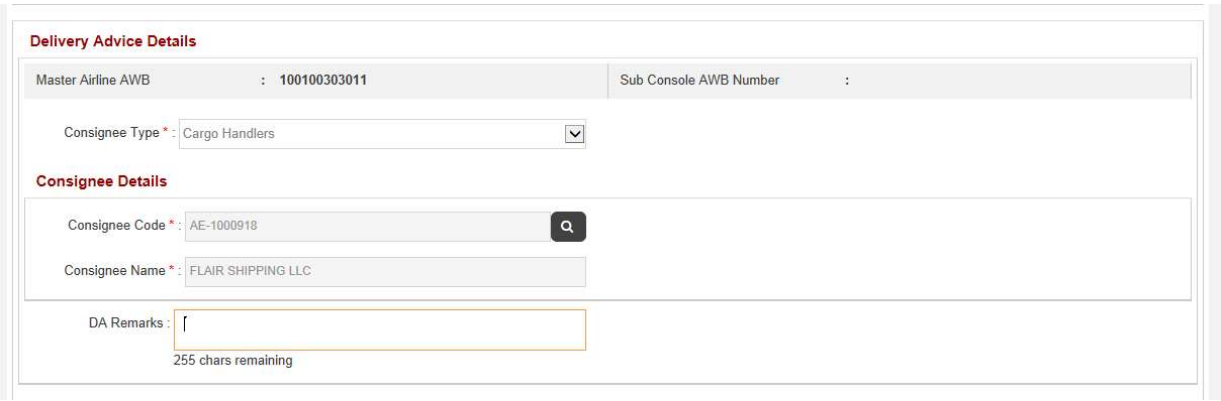
1.3.1. Generate Delivery Advice

- Enter Master Airway bill number
- Click on Search



1.3.2. Delivery Advice details

- Select Consignee Type
- Search Consignee code
- Enter Remarks if any

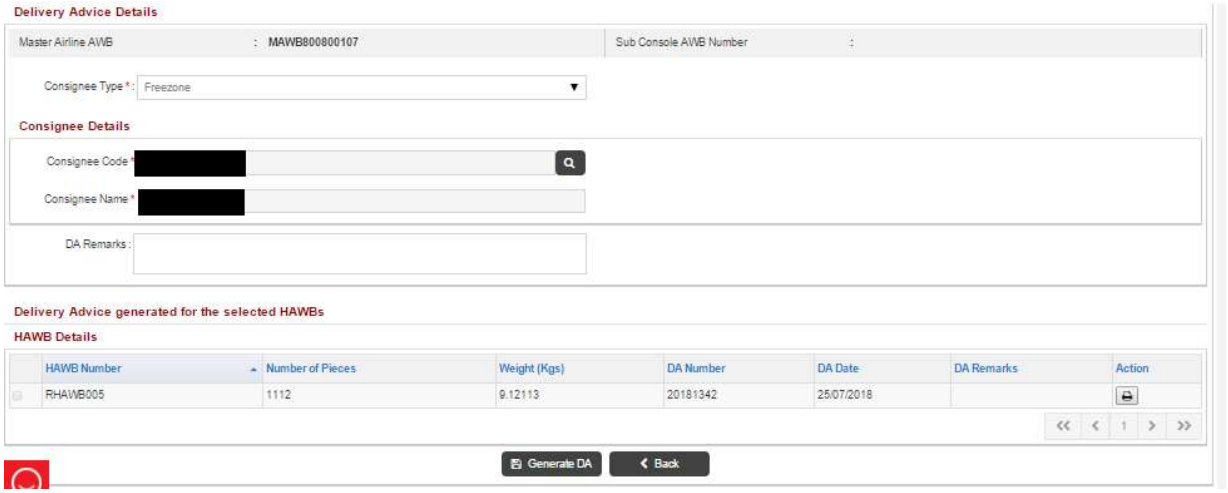


1.3.3. HAWB details

- Select House Airway bill
- Click on Generate DA to generate the Delivery Advice



Submission confirmation

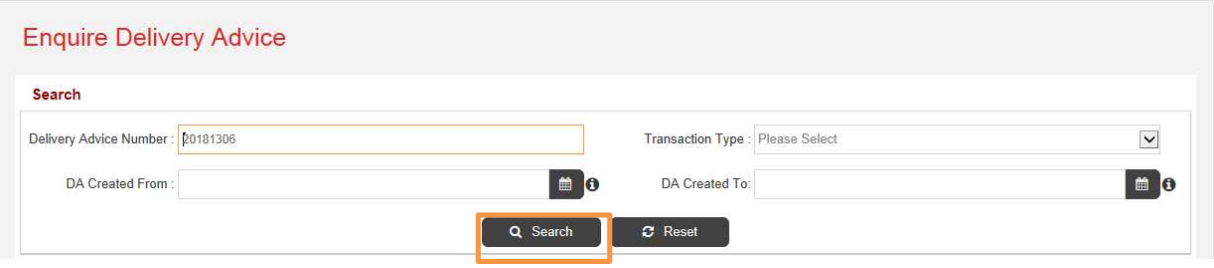


Happiness meter



1.3.4. Enquire Delivery Advice

- Enter Search criteria
- Click on Search



Search results



1. Click on the **View** icon ( ) to view
2. Click on the **Edit** icon ( ) to amend the request
3. Click on the **Delete** icon ( ) to delete the request