



# ***Air Manifest Toolkit***

# ***E2M Error and Solution:***

***ERROR:*** *No Documents Found – Previous Documents does not Exist*

***Reason:*** *MBL is not existing or no record found in e2m server or the details such as MAWB, Registry number and Port are different as declared*

***Solution:*** *Check status of MBL using manifest viewer or check correct details to Airline*

# ***E2M Error and Solution:***

***ERROR:*** Previous Documents cannot be de-grouped – wrong B/L type

***Reason:*** Status of MBL is stored only in e2m server

***Solution:*** Re-submit the HBL once the status of MBL is already validated

# ***E2M Error and Solution:***

***ERROR:*** *BL Reference is not unique for this manifest*

***Reason:*** *B/L number read twice or there's already existing B/L in one registry number and port within e2m server*

***Solution:*** *CDEC will check if there's a record of same B/L number. If no same B/L found, CDEC will change the status into modify and advise client to re-submit their manifest.*

# ***E2M Error and Solution:***

***ERROR:*** *Access Denied to Binder*

***REASON:*** *Validation of B/L is read twice by e2m server or there's already existing validated B/L in one registry number and port*

***SOLUTION:*** *CDEC will email BOC helpdesk to check status of B/L, once confirm validated in e2m server CDEC will update status into validated*

# ***E2M Error and Solution:***

***ERROR:*** Gross mass is greater than gross masses of parent B/L

***REASON:*** The weight declared in the submission of HBL is greater than to the gross weight of MBL in e2m server

***SOLUTION:*** Check to Airline what gross weight declared on your MBL

# ***E2M Error and Solution:***

***ERROR: Document is Locked***

***REASON: e2m error during slowdown or downtime – B/L is lock in e2m server***

***SOLUTION: CDEC will email BOC-MISTG to unlocked the B/L, once B/L is unlocked to e2m server forwarder need to resubmit their manifest***

# ***E2M Error and Solution:***

***ERROR:*** Unable to store B/L – Parent B/L does not exist

***REASON:*** It's either B/L already abandon or the broker already lodged the entry

***SOLUTION:*** Broker need to lift the abandonment or broker need to cancel the entry



# ***Types of Late Manifest***

## ***1. Late Manifest due to e2m Problem***

- CDEC will extract all affected bills of lading for creation of draft memorandum for direct Registration/Validation*
- Draft Memo is subject to thorough checking of BOC-MISTG Chief (Ms. Nomie Gonzales) and endorses it to the Office of the DEPCOM for signature.*
- Once memo is signed, it will be endorsed to BOC-Operation for direct Registration/Validation without any penalty.*

# ***Types of Late Manifest***

- ***2. Late Manifest (Submission Time has Elapsed)***
- *Forwarder shall prepare a Letter Request for Direct Validation.*
- *Shall submit the Request Letter to Deputy Collector for Approval*
- *Subject to payment of the penalty to be coursed thru Cash Division*
- *Shall present the OR to BOC Operation together with any supporting documents for direct validation.*

# ***Two Types of Amendment***

## ***1. Resending of BL with Suffix A***

- *Amendment of Consignee's Name and Address*
- *Amendment of Exporter's Name and Address*
- *Amendment of BL Nature Code*
- *Amendment of BL Number*
- *Amendment of Place of Departure*
- *Amendment of Place of Destination*

# ***Two Types of Amendment***

## ***2. Excess and Shortages – Modification of Manifest by BOC-Operation***

- Amendment of Gross Weight*
- Amendment of Description*
- Amendment of Type of Packages*
- Amendment of Quantity*

*Thank  
you*

