



Sample Errors Covered by this instruction:

CHANGE OF BL NATURE CODE (Ex. 23 to 24)

PLACE OF DESTINATION FOR P03 (Ex. PHMNL to PHMN3)

Note: Please advise your airline / AEO/ Air freight forwarder to contact CDEC before performing any of below instructions.

FOR AIRLINE:

1. Please click the amend button
2. System auto-generates new manifest with suffix-A
3. Type in the correct the BL nature code.
4. System adds previous BL number to the revised BL

FOR AIR FREIGHT FORWARDER:

If your previous HAWB encountered wrong BL nature code error,

1. Please create a new manifest, as in "Create New Manifest"
2. Use the original flight information, except that on this new Manifest, the previous HAWB now becomes the MAWB.
3. On the Add House function, add the HBL with the suffix A.

*Original Manifest requiring amendment: MAWB- ABCDEFG1 HAWB- 12345678 B/L nature code 23

*Newly created Manifest with amendment: MAWB- 12345678 HAWB- 12345678A B/L nature code 24

4. Submit until system returns a "Validated" status
5. Once Validated, use the HAWB with suffix-A for the lodgment of entry.