

An Introduction of Manifest

1. Define Manifests

Manifests in this introduction reflect the information of all cargos and passengers are carried by transportations in and out of country including original manifests, estimated loading instructions and loading instructions.

Inbound and outbound transportations carry cargos and articles should supply master airway bill and house airway bills.

2.

a. Company response for entering and transferring manifests

Carriers, forwarders, post offices and express agencies should enter and transfer electric data of manifests to customs by the time dictated by customs.

b. Companies response for transferring manifests

Warehouses and export departments supervised by customs should transfer electric data of manifests to customs by the time dictated by customs.

c. All the related companies should supply backup files to customs or other agencies authorized by customs.

Please supply following documents when submit backup files to customs.

1. Backup Registration spreadsheet (annex 1)
2. Samples of airway bill and dead load
3. The seal of the company and the mold of seal
4. The copies of permission documents and qualification documents released by China administrative ministry.
5. All the documents are required by customs

Please show the original documents to customs for verification when supply all the copy of documents.

Related companies should apply for revising backup files to customs once there are any contents in the backup file need to be altered.

d. The Penalty

Customs is able to reject to accept application for inbound and outbound of transportations under circumstance that electric data of manifests aren't entered and transferred by related companies as per the regulations.

Aircrafts should be supervised by customs which has transportation management system.

4. Manifest System Process

Import

Inbound manifests should be transferred to customs in advance. → Customs verify the inbound manifests → Customs clearance manifests → Analyze manifests → Master Airway bill report for all the inbound cargos → Compare master airway bill report with inbound manifest → Apply to customs → Import cargos arrival reports for master airway bill → Cargos clearance reports for house airway bills → Compare cargos clearance reports for house airway bill with house airway bill manifests → Apply for custom paper work procedure

When above manifests system is in motion all the electric data of manifests and master airway bill reports should be transferred and verified by the time dictated by the regulation.

a. Airlines should transfer original manifest to customs as per customs' regulations.

Inbound manifests should be transferred to customs before take off, if the flight duration is below 4 hours.

The major data of inbound manifests should be transferred to customs 4 hours in advance before the flight arrived at the first destination in China if the flight duration is over 4 hours. The rest data of original manifest should be transferred before flight arrival.

b. The inbound manifest is verified by customs including logical verification, legal verification and so on.

c. The inbound manifest which has already been verified by customs will form a cargo clearance manifest in the manifest management system.

d. The clearance manifest will be analyzed. If the analysis result is to forbid the whole aircraft to offload, customs will send a command to carrier to forbid the whole aircraft to offload. If the analysis result is to forbid offloading, customs will send a command to carrier to forbid offloading.

e. Airlines or their ground handling agencies should supply a report of master airway bill to customs within 6 hours once they finished offloading.

f. Customs will compare the report of master airway bill with cargo clearance manifest and will mark on it if any discrepancy.

g. When cargos are planned to be distributed separately, company monitored cargos should supply an application of cargos import separately.

h. The warehouses or carriers which carried separated cargos should send a report of master airway bill to customs after the separated cargos arrived to the warehouse.

i. After cargos listed on the master airway bills are transferred from ground handling agency to warehouse, warehouse should send a report of house airway bill to customs within 2 hours once they finished offloading.

j. Compare the report of house airway bills with the data of house airway bills in the clearance manifest and mark on it if any discrepancy.

k. The result of wholly arrived cargos and separately shipped cargos will be marked as inbound confirmed and cargos are able to be checked by customs. The manifest will be verified and cancelled.

Export

The process is as follows:

Estimated manifests should be transferred to customs in advance → Customs accept the applications of export cargos → supply reports of house airway bill once cargos arrived → Customs check cargos and release procedure → The reports for arrival cargos on the master airway bills → on load cargo as per manifests → transportation allow to leave → Reports of master airway bills → Reports of house airway bills → Compare the reports of master airway bill and house airway bills with cargos arrival reports → Finalize customs paper work

When above manifests system is in motion all the electric data of manifests and master airway bill reports should be transferred and verified by the time dictated by the regulations.

- a. Airlines supply the data of estimated loading instructions listed on the master airway bills and forwarders supply the data of estimated loading instruction listed both on the master airway bills and house airway bills. The system will proceed to logical verification as per the data of loading instructions and form estimated loading data in the system accordingly.
- b. When export cargos are planned to be distributed to the warehouse supervised by customs, warehouse should supply the data of cargos arrival reports to customs through the system. Once the cargos arrival reports and data of estimated loading instructions are approved by system the system will mark them as cargos arrival as usual.
- c. When company applies customs for export, customs will verify the estimated loading instructions through H2000 system. H2000 system will automatically match the numbers of pieces and weights of cargos listed on the arrival reports with the numbers of pieces and weights listed on custom paper work. If the numbers are identical, the arrival export cargos reports will be released by system and will be marked as released as usual.
- d. Airlines and ground handling agencies should send a report of arrival export cargo report the same pattern as master airway bill through system after they received export cargos.
- e. Customs will release master airway bills manually or automatically by system and the system will mark release as usual on the export cargos arrival report. Cargo can be on loaded and shipped.
- f. Airlines or ground handling agencies should send information of flight number and shipping date or the data of loading instructions to customs 30 minutes in advance before they upload cargos on the aircraft.
- g. The loading instructions and arrival export cargos reports will be verified automatically by system. If the export master airway bill is along with both export cargos report and customs' released and meanwhile there is no customs watched sign on it, the system will mark uploading granted on master airway bill automatically.
- h. When all the master airway bills of the same flight are marked as upload granted sign, the system will send a command of uploading granted to airline or ground handling agency and the aircraft is allowed to take off.
- i. Airlines or ground handling agencies should supply final export manifest to customs through system by the time dictated by customs after aircraft fly out of China.
- j. The final export manifests received by system can be used to finalize the export procedure.

The requirement of transferring estimated loading instructions

1. Requirement of Time – The time for customs to receive the data of estimated loading instructions is the same as the time to transfer the data of export manifests.

- a. If aircraft will carry cargo and article, company should send the data of estimated loading instructions firstly to customs before they apply to customs clearance for cargos and articles.
- b. Once customs received major data of estimated loading instructions, the rest data of estimated loading instructions should be sent to customs 4 hours in advance before aircraft start uploading.

c. The estimated loading instruction doesn't have to be sent separately. Company is able to send data at one time. However, the time should meet the requirement of the time of sending major data of estimated loading instruction.

2. The source of data – The estimated loading instruction should be in line with the source of data required by customs.

3. The transferring of the estimated loading instructions

a. Airlines should backup the data of master airway bills.

b. Forwarders and express agencies should send master airway bills and house airway bills when they book flight.

c. Airlines and ground handling agencies should supply master airway bills when they book flight directly.

Verify the estimated loading instruction

a. Logical Verification – should match the source of data

b. Legal Verification – People who send manifests should register in customs first.

c. Time Verification – Time of sending the manifests should meet the requirement of regulations.

d. Other Verification – The verification will be run by system's request. (i.e. The airway bill number is duplicate within 2 years.)

Clearance Manifest – Estimated loading instruction passed the verification will form clearance manifests in the manifest management system.

a. The structure of manifest – The estimated loading instruction should be a form including two layers. Layer one – The form's head includes flight number and shipping date. The form's body includes master airway bill number

Layer two – The form's head includes a master airway bill number. The form's body including a house airway bill number.

b. Apply for customs – Customs accept the application after estimated loading instruction form into clearance manifest in the system

- Customs accept the application once the major data of estimated loading instruction are available.

- Enterprises which have privileges to go through customs clearance quickly can apply to customs without estimated loading instruction.

- Other data and cargo arrival reports without estimated loading instruction won't be released by customs.

Cargo arrival report

1. The requirement of submitting cargos arrival reports

a. Company who are capable of submitting report: ground handling agencies, forwarders and express agencies.

b. The cargos arrival reports should be in line with the source of data required by customs.

c. The way of submitting: Submitting cargos arrival reports should go through the entry end offered by system.

d. The structure of data – Export cargos arrival report should be a form covers two layers. Layer one – The form's head includes flight number and shipping date. The form's body including master airway bill number

Layer two – The form's head includes master airway bill number. The form's body includes house airway bill number.

The structure of cargo arrival report can be as follows:

Master airway bills

Or

Master airway bills + house airway bills

2. Verify the cargos arrival reports

- a. the source of data verification
- b. legal verification

3. Other process

a. The export estimated loading instructions and cargo arrival reports will be marked as arrival as usual after the data of export cargos arrival reports are entered into data base.

b. The numbers of pieces and weights in the export cargos arrival reports will be entered into export estimated loading instructions.

c. If the data of export cargos arrival reports are available and export estimated loading instruction is also applied to customs, customs paper work can be released by system.

If the data of export cargos arrival reports aren't available or export estimated loading instruction isn't applied to customs, customs paper work can't be released by system.

The system will automatically match the numbers of pieces and weights of cargos are listed on the export arrival report with the numbers of pieces and weights are listed on the customs paper work (the same requirement as H2000). If the numbers are identical, the export cargos arrival reports will be released and cancelled by system and will be marked as released as usual. If not, the export cargos arrival reports won't be released and company applied the customs will be reminded by relevant information.

d. When entered the result of cargos verification into H2000 system, H2000 system will take the same airway bill number to check if the arrival report has been submitted to the customs clearance system or not. If not, the result of cargos verification won't be accepted by H2000 system,

4. Master airway bill arrival reports

a. After system received the export cargos arrival reports which are the pattern of master airway bill + house airway and airlines or ground handling agencies received export cargos, they should send export cargos arrival reports which are a master airway bill pattern to customs.

b. After customs received this master airway bill arrival report, they will release it manually or automatically if house airway bills which are listed on this master airway bill are marked as released as usual.

5. On load Manifest

a. Airlines or ground handling agencies should send the flight number as well as shipping date information or data of uploading manifests to customs before they upload export cargos released by customs. The same flight number + shipping date uploading manifest can be sent separately

b. The data of master airway bill under the upload manifest can be acceptable only if 1) the master airway bill arrival report of coordinate cargo is available 2) Customs has released this master airway bill 3) There is no customs watched sign on it.

c. When upload manifest is verified, the system will check if relevant export cargo arrival report is marked as released as usual. If yes, system will sent a command of uploading granted to airline or ground handling agency automatically and relevant export cargos arrival report will also be marked as uploading granted.

6. Cargos Clearance Reports

a. Airlines or ground handling agencies should send the data of cargos clearance reports to customs by the time dictated by customs (Within 6 hours after aircraft take off from the original port)

b. Cargos clearance reports will be verified with export cargos arrival reports by system after report received. Cargos clearance reports as well as export cargos arrival reports will be marked as shipment as usual once the numbers of pieces and weights are identical in both reports.

c. If the numbers of pieces and weights in cargos clearance report are smaller than export cargos arrival report's. These numbers should be added into the report and marked as shipping separately. The system will marked as finalized separate shipment once the numbers are listed on the cargos clearance report and export cargos arrival report are identical.

d. If the numbers of pieces and weights in cargo clearance report are bigger than export cargos arrival report's. These numbers will be added into overload spreadsheets.

e. The procedure of cargo clearance report for house airway bills

- If the result of cargos clearance for master airway bill is shipped as usual or finalized separate shipment, system will mark all house airway bills listed under this master airway bill as the same results.

- If the result of cargos clearance for master airway bill is shipping as usual or finalizing separate shipment, system can receive the cargos clearance report for house airway bills by manual at maximum one time.