



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





Contents

1. INTROD	UCTION	4
1.1. Port	fal Login	5
AIR HOUSE M	ANIFEST SERVICE	6
1.2. SUBM	літ Air House Manifest	7
1.2.1.	Master Airline Airway Bill	7
1.2.2.	Add HAWB (House Airway Bill)	8
1.2.2.1.	HAWB details	9
1.2.2.2.	Shipper & Consignee details	9
1.2.3.	Upload HAWB (House Airway Bill)	
1.2.4.	HAWB details	
1.3. Seaf	RCH, AMEND & CANCEL	12
2. Deliver	RY ADVICE SERVICE	16
2.1.1.	Generate Delivery Advice	17
2.1.2.	Delivery Advice details	17
2.1.3.	HAWB details	
2.1.4.	Enquire Delivery Advice	





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 (<u>www.dubaitrade.ae</u>) in the IE Window
- 6) Click Enter button

earchQ		Home Contact Us Shopping Cart Register Now
		Click Login Button
Service Centre Knowledge Centre Media	Centre Toolbox About Submit Suggestion or Complaint	yournewhabit
Dubai Trade launches "Tradeshield" C	Online Cargo Insurance Platform, read more	Suggestion Box
News & Updates		— TRADELINES
DP World Reports 9.3% Volume Growth DP World D 24 million equivalent. global port terminals d	Imited handled TEU (twenty) to the strategy of	QuarterlyOnlineNewsletter QuarterlyOnlineNewsletter
of 2014, with volumes gr	th gross container owing by 9.3%	
7) Click on the Logi	n button at Right Top corner of the page.	
8) Login screen will	be displayed.	
9) In the Login page	e, enter the Username and Password	
10) Click on "Sign In'	" button	
Search	Q	Home Contact L
التجارية	24/7 Customer Service New No. 600 55	Support from Dubai Trade
Service Centre Knowled	dge Centre Media Centre Toolbox At	your yourn
	Login details	
	Username	
	Password	
	Sign In	
⁻ House Manifest		Page 5





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.





View	By Service
÷ (OT Subscription
A B	mend
Đ B	ill Clearance
e c	ancel
e c	argo Booking
E c	PA Reports
Ð D	ownload
E E	nquiry
🕒 lr	spection Request
۰L	ogiGate
• N	IECRC
N	lirsal II
1.	Air House Manifest
	Search, Amend & Cancel
	Submit
Đ	Cargo Transfer
Đ	Support Services
Ð	Delivery Advice
10 C	Cargo Deconciliation
Đ	cargo Reconcination

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





use Manifest Type : * Air Hous	e Manifest	~	Manifest Type : 1	Please Select Air Cargo Manifest	
Master Airline AW8 Number :*				Courier Marifest	
laster Airline AWB					
Number of Pieces : *					

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

Number of Pieces : * 1000			
Weight : * 1000	Weight Unit :* Kilos 🔽		
Weight in Kgs : 1000.0			
	1 Unload HAWB	+ Add HAWBs	





1.2.2.1. HAWB details

- Enter House Airway bill Details

AWB Details	
HAWB Number ; *	
Number of Pieces : *	Sub Consolidation :
Weight : * Veight Unit : * Please S	Sub Agent Code :
Weight in Kgs :	Sub Agent Name :
Port of Origin :*	٩
Port of Destination : *	Q

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

- Consider constants	Consignee Details		
Shipper Nam	ie :	Shipper Street Address :	
Shipper Place	N	Shipper State/Province :	
Shipper Postal Code		Shipper Country :	٩
Shipper Phone			
Shipper Telex	2		
Shipper Telefax			
Security and Regulate	ory Control Information		
Customs Information :	Please Select	\checkmark	
Supplementary Customs Information :			
Add			
		🔉 Save 🧷 Reset 🗸 Back	





1.2.3. Upload HAWB (House Airway Bill)

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

Number of Disease	1000				
Number of Fleces	1000				
Weight :	1000	Weight Unit : * Kilos	~		
Weight in Kgs :	1000.0				
		± Uplo	ad HAWBs + Add	HAWBs	
load HAWBs					>
load HAWBs					×
load HAWBs nformation:	e is 3 Kbs				×
Ioad HAWBs Information: • Allowed FHL Ne sta • Allowed total file sta	e is 3 Kbs e of all FHL, files is 3	Mbs :			×
Ioad HAWBs Information: • Allowed FHL Ne sa • Allowed total file sa • Allowed file extensi • Allowed file extensi	e is 3 Kbs e of all FHL, files is 3 on type is 3d	Mbs			X
Noad HAWBs Information: - Allowed FHL Me sta - Allowed file extensis - Allowed maximum - Allowed maximum	e is 3 Kbs e of all FHL, files is 3 an type is .bd kumber of FHL files p wimber of FHL files fi	Mbs et upload is 1000 or a transaction * is 9999			2
Information: • Allowed FHL the sa • Allowed FHL the sa • Allowed fola the sa • Allowed file extensi • Allowed maximum • Allowed maximum • Miximum number of * Tess submission of Anemo	e is 3 Kbs e of all FHL, files is 3 an type is tot kumber of FHL files fo inmber of FHL files fo if HAWBs that can be ment of Ar House Monter	Mbs er upload is 1000 x' a transaction * is 9999 submitted per Air House Manifer i	A IS 15000		>
Noad HAWBs information: - Allowed FHL Ne siz - Allowed total file siz - Allowed file extensi - Allowed maximum - Misomum number o * New submission of Americ File Upload	e is 3 Kbs e of all FHL, files is 3 an type is .bd kumber of FHL files p umber of FHL files for i HAWBs that can be known of Ar House Mander	Mbs er upload is 1000 x a transaction * is 9999 submitted per Air House Manifer f	A IS 15000		>
Noad HAWBs Information: - Allowed FHL Me sta - Allowed total file sta - Allowed maximum - Allowed maximum - Allowed maximum - Maximum number of - New submission of Americ File Upload Select file(s) to upload 1	e is 3 Kbs e of all FHL files is 3 an type is tot kumber of FHL files fo umber of FHL files fo t HAWBs that can be next of Ar House Montes	Mbs er upload is 1000 or a transaction * is 9999 submitted per Air House Manifer f	if is 15000		>
Noad HAWB's Information: - Allowed FHL Me siz - Allowed FHL Me siz - Allowed file extensis - Allowed maximum - Allowed maximum - Miximum number of -	e is 3 Kbs e of all FHL, files is 3 on type is bit iumber of FHL files p number of FHL files fo f HAWBs that can be ment of Ar House Manifer	Mbs ber upload is 1000 or a transaction * is 9999 i submitted per Air House Manifer # Browse	it is 15000		>

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

Confirmation		
House Manifest Saved as Draft successful Draft House manifest will be deleted after	tor the Master Airline Airway Bill Number : 100011110044 ays.	
	Back to Minsal II Services Landing Page	

Submit confirmation

Confirmation		
House Manifest Submitted successfully for th	staster Alrline Alrway Bill Number : 100011110044	
	Back to Mirsal II Services Landing Page	

Happiness meter







1.3. Search, Amend & Cancel.

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

earch				
Master Airline AWB Number :	ſ		Sub Console AWB Number :	
Transaction Type :	Amend	\checkmark		
House Manifest Created		1	To Date :	a

Search Results

Master Airline AWB Number	Manifest Type	Weight and Weight Unit	Created Date	Transaction Type	Action
MAWB300300116	Air House Manifest	1000.0 Kilos	29/05/2018	Amend	• / 8
MAWB300300113	Air House Manifest	1004.0 Kilos	2 <mark>9/05/2018</mark>	Amend	
MAWB300300112	Air House Manifest	1000.0 Kilos	29/05/2018	Amend	• 🖉 🖻
MAWB300300108	Air House Manifest	10000.0 Kilos	28/05/2018	Amend	• / 🗈
MAWB300300106	Air House Manifest	1000.0 Kilos	28/05/2018	Amend	• / 🗈
MAWB300300104	Air House Manifest	1000.0 Kilos	28/05/2018	Amend	• / 8
MAWB300300100	Air House Manifest	1000.0 Kilos	28/05/2018	Amend	• / 8
qqqqqqqqqq	Air House Manifest	1000.0 Kilos	28/05/2018	Amend	• / •
AAA100100100	Air House Manifest	1004.0 Kilos	24/05/2018	Amend	• / 🗈
JUV100100100	Sub House Manifest	1250.0 Kilos	23/05/2018	Amend	

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





Enquire House	e Mani	ifest				
Search						
Master Airline AWB Number :	VAR666546	150079	Sub Con	sole AWB Number :		
Transaction Type :	Please Sel	ect	×			
House Manifest Created				To Date :		m
rion pare .						
			Q Search D Rese			
Search Results						
Master Airline AWB Num	nber	Manifest Type	Weight and Weight Unit	Created Date	Transaction Type	Action
VAR66654650079		Air House Manifest	1.0 Kilos	13/09/2020	Submitted Inprograss	1
					outrinition inprograms	and the second se
					and the state of t	
					66 6 1	3 33
Click on the Up tion for the up	bload i bload r	more icon() to upload mo	ore files		3 33
Click on the Up tion for the up More HAWBs : M	bload i bload r	more icon() to upload mo	ore files		3 21
Click on the Up tion for the up More HAWBs : M	bload i bload r AWB No	more icon(more option:) to upload mo	ore files		3 23
Click on the Up tion for the up More HAWBs : M	bload r bload r AWB No	more icon(more option: >. VAR666546500) to upload me	ore files		3 3

File Upload		
Select file(s) to upload : *	Browse.	
	± Upload HAWBs	
	THE PARTY OF T	





View errors Status

Master Airline AWB Number Transaction Type : Please House Manifest Created	6654650080 e Select	5			
Transaction Type : Please House Manifest Created From Date	e Select		Sub Console AWB Number :		
House Manifest Created		\mathbf{v}			
and the second se		m 3	To Date :		m 0
		Q Search 2	Reset		
Search Results					
Aaster Airline AWB Number	Manifest Type	Weight and Weight Unit	Created Date	Transaction Type	Action
AR66654650080	Air House Manifest	1.0 Kilos	13/09/2020	New	0200
					<c +="" c=""> >></c>
w Errors:	ew Error icon() to view errors in	the uploade	ed files	
w Errors: ew Errors ouse Manifest Type :	ew Error icon() to view errors in	the uploade	ed files nber : VAR666546	50080
w Errors: ew Errors louse Manifest Type : mber of failed FHLs / HAWBs :	ew Error icon() to view errors in	the uploade	ed files nber : VAR666546	50080
w Errors: ew Errors louse Manifest Type : mber of failed FHLs / HAWBs : L File Name / HAWB Number	ew Error icon(Air House Manifest) to view errors in Mast	the uploade ter Akline AWB Nut	ed files nber : VAR666546	50080 Error Details
W Errors: W Errors W Errors Unuse Manifest Type : The Name / HAWB Number WB10.tst	ew Error icon(Air House Manifest) to view errors in Mast	the uploade ter Airline AWB Nur te and Time	ed files nber : VAR666546	50080 Error Details View Details
Crick on the Vie W Errors: ew Errors louse Manifest Type : mber of failed FHLs / HAWBs : IL File Name / HAWB Number WB10.bd WB2.bd	ew Error icon(Air House Manifest) to view errors in Mast Uploaded Dat 13/09/2020 10 13/09/2020 10	ter Akline AWB Nur ter and Time	ed files nber : VAR666546	50080 Error Details View Details View Details
W Errors: Errors Ew Errors iouse Manifest Type : mber of failed FHLs / HAWBs : IL File Name / HAWB Number WB10.bd WB2.bd	ew Error icon(Air House Manifest) to view errors in Mast Uploaded Day 13/09/2020 10 13/09/2020 10	ter Airline AWB Nur te and Time 1554	ed files	50080 Error Details View Details View Details View Details
W Errors: ew Errors index of failed FHLs / HAWBs index of failed FHLs / HAWB Number	ew Error icon(Air House Manifest : 9 r) to view errors in Mast Uploaded Da 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10	the uploade ter Airline AWB Nur te and Time 154 154	ed files	SUOBO Error Details View Details View Details View Details View Details
Crick on the Vie W Errors: ew Errors iouse Manifest Type : mber of failed FHLs / HAWBs : IL File Name / HAWB Number WB10 bd WB2 bd WB3 bd WB4 bd WB5 bd wB5 bd	ew Error icon(Air House Manifest :9 r) to view errors in Mast Uploaded Dat 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10	te and Time 54 54 54	ed files	SUBO Error Details View Details View Details View Details View Details View Details View Details
Crick on the Vie W Errors: ew Errors iouse Manifest Type : mber of failed FHLs / HAWBs : IL File Name / HAWB Number WB10 br WB3 brt WB3 brt WB4 brt WB5 brt	ew Error icon(Air House Manifest :9 r) to view errors in Mast Uploaded Dat 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10	te and Time 154 154 154 154 154 154 154 154	ed files	50080 Error Details View Details View Details View Details View Details View Details View Details View Details View Details
Crick on the Vie W Errors: ew Errors louse Manifest Type : mber of failed FHLs / HAWBs the Mame / HAWB Number WB10.bd WB2.bd WB3.bd WB5.bd WB5.bd WB5.bd WB5.bd WB5.bd	ew Error icon(Air House Manifest) to view errors in Mast Uploaded Dat 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10	the uploade ter Airline AWB Nur te and Time 154 154 154 154 154 154	ed files	SUOBO Error Details View Details View Details View Details View Details View Details View Details View Details View Details View Details
Crick on the Vie W Errors: ew Errors iouse Manifest Type : imber of failed FHLs / HAWBs : IL File Name / HAWB Number WB10.bd WB2.bd WB3.bd WB5.bd WB5.bd WB6.bd WB6.bd WB7.bd WB8.bd WB8.bd	ew Error icon(Air House Manifest : 9 r) to view errors in Mast Uploaded Dat 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10 13/09/2020 10	the uploade ter Aldine AWB Nur te and Time 154 154 154 154 154 154 154 154 154	ed files	SUBU Fror Details View Details
w Errors: ew Errors louse Manifest Type : mber of failed FHLs / HAWBs L File Name / HAWB Number	ew Error icon(Air House Manifest) to view errors in Mast	the uploade ter Airline AWB Nur te and Time	ed files nber : VAR666546	50080 Error Details

View Error Details:

Air House Manifest





View Errors		
View Error Details		
List Of Errors - MANYII Mandair Mechalisty		
	# One	
HANNES INC.	13/09/2022 10:54	West Datable
HARTING	13/09/09/19 10:54	Three Details
HILDING ME	1388/3029 10.54	Water Denalty
MANYON NO.	13/89/00/01/01/64	Wave Patients
HAVE NO	13892020 10:54	These Double
PACHED? her	138803037 19.54	these Database
Phillippi net	13/89/2003 18:54	Manual Distantion
HALINEE BAL	13/00/00/00 10:54	Week Establish
		10 1 1 1 1
	C Aux	





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.

View E	By Service	~
± D1	Subscription	
🗄 🗛	nend	
🗄 🛛 🖪 🗄	I Clearance	
± Ca	ncel	
🗄 Ca	rgo Booking	
E CP	A Reports	
± Do	wnload	
🗄 En	quiry	
± Ins	pection Request	
± Lo	giGate	
🗄 ME	CRC	
Mir	rsal II	
+	Air House Manifest	
+	Cargo Transfer	
+	Support Services	
	Delivery Advice	
	Generate	
	Search, Amend & Cancel	
+	Cargo Reconciliation	
+	Declaration	
+	Claims	
	Smart Workspace S2	
+ Re	newal	





1.3.1. Generate Delivery Advice

- Enter Master Airway bill number
- Click on Search

Generate DA - Search Air House Manifest

Master Airline AWB * :	100100303011		Sub Console AWB Number:
		Q Search	C Reset

1.3.2. Delivery Advice details

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

livery Advice Details			
aster Airline AWB	: 100100303011	Sub Console AWB Number :	
Consignee Type * : Cargo	Handlers	V	
onsignee Details			
Consignee Code * : AE-1	000918	٩	
Consignee Name * : FLAI	R SHIPPING LLC		
DA Remarks :			
255.1	Reconfiguration in the second		

1.3.3. HAWB details

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

HAWB Number	 Num 	ber of Pieces	Weight	(Kgs)	DA Number	DA Date	DA Rem	arks		Ac	ion
10111	1000		1000.0								
ing 1 to 1 of 1 entries											
								<<	<	1	>





Submission confirmation

	ster Airline AWB	: MAWB800800107		Sub Console AWB Number	\$		
	Consignee Type *: Freezone						
C	nsignee Details						
	Consignee Code *	[٩				
	Consignee Name *	56 					
	DA Remarks :						
	ivery Advice generated for the sel	ected HAWBs					
el	ivery Advice generated for the sele WB Details HAWB Number	Number of Pieces	Weight (Kas)	DA Number	DA Date	DA Remarks	Action
ei Al	ivery Advice generated for the sel WB Details HAWB Number RHAWB005	Number of Pieces 1112	Weight (Kgs) 9.12113	DA Number 20181342	DA Date 25/07/2018	DA Remarks	Action

Happiness meter







1.3.4. Enquire Delivery Advice

- Enter Search criteria
- Click on Search

arch		
very Advice Number : 20181306	Transaction Type : Please Select	×
DA Created From :	DA Created To:	m

Search results

Search Results

Delivery Advice Number	HAWB Number	DA Date	DA Remarks	Transaction Type	Action
20181306	10111	03/06/2018		New	
Showing 1 - 1 of 1 search results					
Showing 1 - 1 of 1 search results					

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