

Ocean and River cargo electronic manifests Joint Test Procedures and Guidelines

1. Enrollment for the Joint Test

1.1 Please complete the Joint Test Enrollment Form and Carrier Submission Checklist.

1.2 Please put down details of the manifests you would like to submit for the joint test in the Carrier Submission Checklist. The manifests to be submitted to the Government should be within the past 2 months.

1.3 Fax the completed Enrollment Form and Carrier Submission Checklist to Tradelink Customer Service at 25060388.

2. Preparation for the Joint Test

A testing kit will be delivered to you upon receipt of your Enrolment and the Carrier Submission Checklist. The kit encloses :

- (i) The testing software - LogiNet version 1.6 (Login screen shows “For Joint Test only”);
- (ii) A quick software installation guide;
- (iii) ID-Cert for the joint test; and
- (iv) Confidentiality key for the testing account.

2.1 Please install the Testing Software, the Testing ID-Cert and the Testing confidentiality key onto a PC where no “LogiNet” software has been previously installed.

2.2 Please prepare your flat files for the joint test with manifest details specified in the submitted Carrier Submission Checklist.

2.3 Please make available the scanned copy (image) in PDF format of both the paper manifests and the paper import and export statements (if applicable) specified in the Carrier Submission Checklist.

3. Joint Test Procedures

You may send the testing manifests according to the following procedures at anytime convenient to you but not later than 30 May 2006. The test will involve message flows between carriers, Tradelink and the Government.

3.1 **Submission** - You can submit the test manifests to Tradelink by uploading the flat files to the Testing Software using the flat file interface;

3.2 **Validation** – For successfully validated manifests, Tradelink will generate acknowledgement messages and send them to the Testing software after validation. For rejected manifests, Tradelink will generate appropriate error messages and send them back to the Testing software.

3.3 **Amendment** - For the successfully validated manifests, Tradelink will pass the testing messages to the Government EMAN system. For the rejected manifests, you can re-submit the testing manifests. You can also initiate the cargo manifest amendment to the Government (if needed).

3.4 **Government Queries** - Government may issue Government Queries to enquire about the submitted testing manifests (in case of their operational needs). You can review and reply to the Government Query message by sending Query Response or Cargo Manifest Amendment.

3.5 **Checking by Government** - To facilitate checking by Government, please use the UMR number as the name of the scanned file and send the file to the Government at fcnma@ogcio.gov.hk after you have submitted a testing manifest. Please quote 'EMAN Joint Test' as subject of the email.

4. End of Joint Test

The joint test will end on 30 May 2006. Any messages sent after 30 May 2006 will be rejected.

5. Enquiry and Assistance

If you have any questions or require assistance, please call our Customer Service Hotline at 2917 8866.

TRADELINK ELECTRONIC COMMERCE LIMITED