

Dear all

再次重申：请与我司确认舱位后再安排订舱。以免大量废单导致我司 EDI 系统拥堵，同时也节约关单号的使用。

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## HSQ AEX BKG PROCEDURE

1. A/C is requested to provide us forecast at least 14days before ETD with ETD, target vsl, pod,S/C.  
(It's for all A/C even the one who has space commitment,  
space may not be reserved for no/late forecast shipments in case of tight space situation.)
2. We will assign space around 12days before ETD against overall fcst & our allocation situation.  
etc and give space confirmation to each A/C accordingly.
3. **A/C need to arrange bkg base on our space confirmation** & provide us bkg number to rls within  
1-2days after space confirmation.  
(space may not be reserved for late bkg in case of tight space situation.)
4. If any change of the bkg, A/C need to inform us in timely manner.  
Especially for big vol decrease / bkg cancel cases for our proper space management.
5. Generally, bkg should be released base on proper rate filing.  
For rate renew period, we could rls bkg first but A/C need to let PIC renew the S/C with proper  
rate before ETD, otherwise, B/L will be blocked due to "no rate".
6. SWB should be confirmed case by case.  
A/C (bkg agent) need to send us SWB application after ENS filing (B/L creation) / before vsl  
departure then we will coordinate with Doc Dept for SWB issue.

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