



USER GUIDE

2017

Shipping Agent Module



Port Klang*Net

Port Single Window for Maritime & Logistics Communities

Web

Live Version 2.2



Rank Alpha Technologies Sdn Bhd®

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Disclaimer

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Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.





Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
<i>text</i>	Bold and italicized text indicate an entries name
<i>italics</i>	Text in italics indicate field name
mono	Monospace indicate text you enter from keyboard

Table 1

Navigations

*Port Klang*Net System* was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the programme.

Icons have been used to identify the various types of functions used in *Port Klang *Net System*. Below are the most commonly used icons in the system.












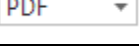





Icon	Description
	To view details records or to expand grid listing childs record.
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disk
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of <i>PortKlang*Net System</i>

Table 2

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is :

- ✓ *A current Web Browser running on your computer.*

*Port Klang*Net System* has been tested with and supports a variety of browsers. The following browsers are acceptable for use with *Port Klang*Net System*.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - <https://www.microsoft.com/en-ca/windows/microsoft-edge>



*You will encounter problems if you try to access **Port Klang*Net System** using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.*



For the very best results, use the current release of Chrome

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.



If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy and Security* tabs in Internet Explorer, or *Tools > Options > Privacy and Web Features* tabs in Firefox.)

- ✓ *Internet access to the URL of **Port Klang*Net System**. Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.*

1.1.2 Web Browser

*Port Klang*Net System* dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using  and  buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating *Port Klang*Net System*.

*Port Klang*Net System* is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into *Port Klang*Net System*, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access *Port Klang*Net System*.



*Do not share your login information with anyone. **Port Klang*Net System** provide system access id and module access right according to job responsibility.*

1.2 Accessing *Port Klang*Net System*

To access *Port Klang*Net System* type the URL <http://www.my1port.com> into your web browser's address bar. You should see a **Port Klang* Net Home** screen similar to the one shown in *Figure 1*

The screenshot shows the Port Klang*Net website interface. At the top, there is a navigation menu with 'News', 'Announcement', and 'Vessel Status' (which is selected). Below the menu is a large banner image of a port at night with the text 'Port Klang*Net' and 'Port Single Window for Maritime & Logistics Communities'. Underneath the banner is a table with the following data:

Vessel ID	Vessel Name	Voyage No	SCN	Terminal	ETA	ATA	ATD	Status
X0162	X-PRESS HOOGLY	176	FTPB	WPORT - WEST PORT	08/06/2017 00:00			
HA352	HANSA HOMBURG	167N	FTLB	WPORT - WEST PORT	08/06/2017 00:00			
S8419	SCARLET ROSELLA	14	FU1K	NPORT - NORTH PORT	08/06/2017 00:00			
FA324	FABULOUS SW	015	FTYN	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073W	FTJB	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073N	FTJA	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073N	FTHY	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073W	FTHU	NPORT - NORTH PORT	08/06/2017 00:00			
BA775	BAGAN STAR	002N	FTGJ	WPORT - WEST PORT	08/06/2017 00:00			
KA274	KIMTC DUBAI	1703E	FT84	WPORT - WEST PORT	08/06/2017 00:00			
IA125	MONI RICKMERS	003W	FT7L	WPORT - WEST PORT	08/06/2017 00:00			

Figure 1


1.3 Understanding user roles and permission


Your access to *Port Klang*Net System* depends on your user role and your institution and district associations. For example as administrator as district users can access and control Bank Info, User Access right and Permission. Others normal user maybe can only access for data entry.

1.3.1 General Menu



Figure 2

- i.  Will accessing the Pre Arrival Notification of Ship Security web page.

- ii.  Available to list out a community listing base on Forwarding Agent, Shipping Agent, Haulier, Depot, Freight Forwarder and Warehouse.

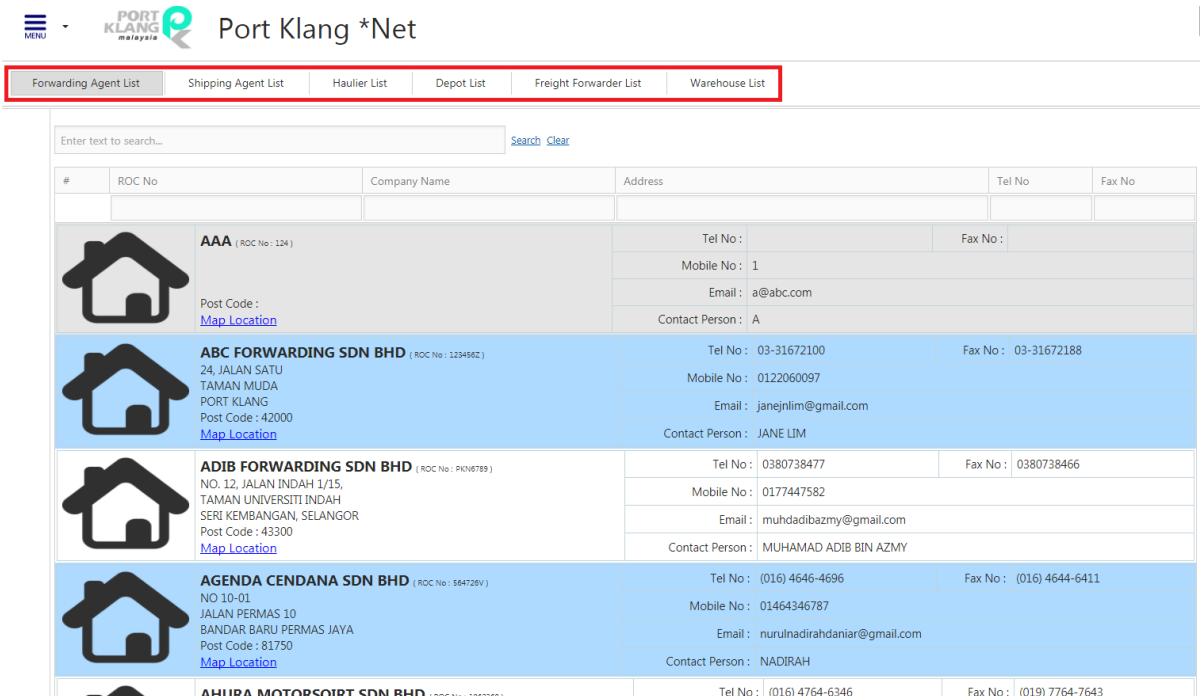


Figure 3



iii. **ISO CODE** Available for Vessel Id and ISO Code (Port Code and Country Code).

Vessel ID - ISO Code -
 Vessel ID Listing

Enter text to search... [Clear](#)

Drag a column header here to group by that column

Option	Vessel ID	Vessel Name	IMO Number	Nationality	Call Sign
View	1000	12345	123452345	AD - ANDORRA	DF45
View	1000	123 VESSEL	3622222	AD - ANDORRA	655
View	5000	547	LINYI	CN - CHINA	LINYI
View	5000	550	WEIFANG	CN - CHINA	WEIFAN
View	5000	547	LINYI	CN - CHINA	LINYI
View	5000	550	WEIFANG	CN - CHINA	WEIFAN
View	8000	887	WEISHANHU	CN - CHINA	WEISHANH
View	A0002	ASL 7			MH23
View	A0002	ASL 7			MH23
View	A0003	AMER VED			P3RQ2
View	A0003	AMER VED			P3RQ2
View	A0004	ANTARES			ZDDT2
View	A0004	ANTARES			ZDDT2
View	A0005	ALIANCA SHANGHAI			DDFT
View	A0005	ALIANCA SHANGHAI			DDFT

Vessel ID : Figure 4

Vessel ID - ISO Code -
 Port Code
 Country Code

Option	Port Code	Vessel Name	IMO Number	Nationality	Call Sign
View	A0030	ASIAN EXPRESS			3FIC2
View	A0033	ANRO BANGKOK			DNKW
View	A0033	ANRO BANGKOK			DNKW
View	A0035	AL-WATTYAH			A6LN
View	A0035	AL-WATTYAH			A6LN
View	A0036	ATLANTIS CHARM			P3WE7
View	A0036	ATLANTIS CHARM			P3WE7
View	A0038	AL HAFIZU			3ELR4
View	A0038	AL HAFIZU			3ELR4
View	A0039	ALCINOE			C6KW4
View	A0039	ALCINOE			C6KW4
View	A0041	AMRA			T1285
View	A0041	AMRA			T1285
View	A0042	AKA BHUM			A8JV7
View	A0042	AKA BHUM			A8JV7
View	A0043	AVALON			P3WP4
View	A0043	AVALON			P3WP4
View	A0053	ASCANIUS			ELBJ5
View	A0053	ASCANIUS			ELBJ5
View	A0056	AGATE			J8FA8

Port Code : Figure 5

Vessel ID ▾ ISO Code ▾

Port Code

Country Code

Code	Description
AD	ANDORRA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ANTIGUA AND BARBUDA
AI	ANGUILLA
AL	ALBANIA
AM	ARMENIA
AO	ANGOLA
AQ	ANTARCTICA
AR	ARGENTINA
AS	AMERICAN SAMOA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA
AX	ALAND ISLANDS
AZ	AZERBAIJAN
BA	BOSNIA AND HERZEGOVINA
BB	BARBADOS
BD	BANGLADESH
BE	BELGIUM

Total Record : 254

Page 1 of 13 (254 items) 1 2 3 4 5 6 7 ... 11 12 13

Country Code : Figure 6




iv.

For user to access the Container Tracking Summary.

1.3.2 How you can have the login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* (see **Chapter 2** for the step by step) from *Port Klang*Net System*.

1.3.3 How to login

 Click on **Log In** at right corner on top of the screen to login into *Port Klang*Net System*

LOG IN TO ACCOUNT

Account No

User ID

Password

LOG IN

[Forgot Password ?](#)

DONT HAVE AN ACCOUNT ?

Register Now !

[NEW REGISTRATION](#)

Already create but NOT SUBMIT yet ? Just click this button.

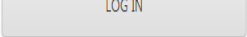
[RE-SUBMIT REGISTRATION](#)

Figure 7

Figure 1 shows the *Port Klang*Net System* in screen. If you do not see a log in screen, verify that you have entered the URL correctly. If you did not make a typing mistake, contact your System Administrator to verify that you have the correct URL.

To proceed, follow below step:

1. Enter valid Account No which you authorized for.
2. Enter valid User Id which had been assigned to you.
3. Enter you own security password to login into the system.

4. Click on  button to proceed login.

Chapter 2 Registration

2 Shipping Agent Registration

Shipping Agent Module is available at Port Klang *Net website:
<http://www.my1port.com>.

Shipping agent is allowed to register their company information so that they will be able to access and use this system any time.

2.1 New Shipping Agent Registration

1. Go to Port Klang *Net main page and click on **Log In** icon at top right hand corner.

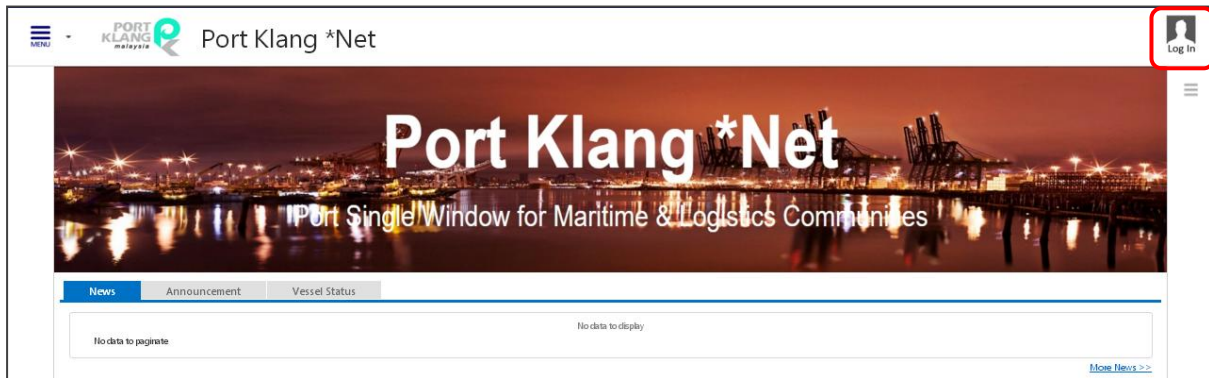


Figure 8

2. Click on **New Registration** button. This module will allow new shipping agent to register.

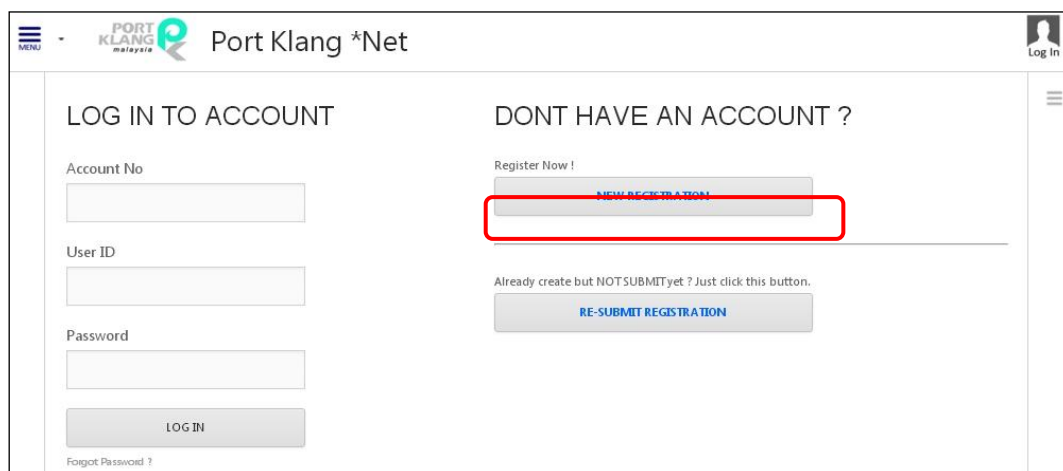


Figure 9

3. System provides two languages for this page. You can choose your preferred language.

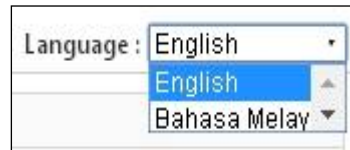


Figure 10

4. You need to complete all the above section:



Figure 11

5. Fill in your company information at **Company Particulars** section. All yellow color fields are mandatory. Click **Save** once completed.

Company Particulars

Registration Type: SA - AGEN PERKAPALAN / SHIPPING AGENT	ROC / ROB No: <input style="width: 100%;" type="text"/>
Name Of Company: <input style="width: 90%;" type="text"/>	Paid-up Capital: <input style="width: 100%;" type="text" value="0.00"/>
Date of Company / Business Registration: 15/08/2016	
Registered Address: <input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
Postal Code: <input style="width: 100%;" type="text"/>	
Tel No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	2: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Fax No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	2: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Business Address: <input style="width: 90%;" type="text"/>	<input type="checkbox"/> As above
<input style="width: 95%;" type="text"/>	
Postal Code: <input style="width: 100%;" type="text"/>	
Tel No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	2: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Fax No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	2: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Customs / PKA Registered Code: <input style="width: 150px;" type="text"/> if exist e.g : BS1234	<input style="border: 2px solid red;" type="button" value="Save"/>

Authorised Contact Business

Port Klang Net Login

Administrator Login ID:

Authorised Contact

Authorised Contact: <input style="width: 95%;" type="text"/>	
Designation: <input style="width: 95%;" type="text"/>	
Tel No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	Email: <input style="width: 95%;" type="text"/>
Mobile Phone No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	
Authorised Contact: <input style="width: 95%;" type="text"/>	
Designation: <input style="width: 95%;" type="text"/>	
Tel No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	Email: <input style="width: 95%;" type="text"/>
Mobile Phone No: <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	

Figure 12

6. At **Director Particulars** tab, fill up all mandatory information by click **Add** button and click **Save** once you have done. This information can be edited and deleted by click on **Edit** or **Delete** button.

Director Particulars

Name:
 NRIC / Passport:
 Address:
 Postal Code:

Nationality:
 Gender: Male
 Designation:

#	No ↑	Name	NRIC / Passport	Gender	Nationality	Designation
No data to display						

Figure 13

7. At **Shareholders Particulars** tab, you need to fill up all the information by click on **Add** button. After completed, click **Save** button to save and edit by clicking on **Edit** button or delete by click on **Delete** button.

Shareholders Particulars

Name:
 NRIC / Passport / ROC:
 Address:
 Postal Code:

Nationality:
 Gender: Male

#	No ↑	Name	NRIC / Passport	Gender	Nationality
No data to display					

Figure 14

8. Click on **Document** tab (optional) to upload document. Click **Save** button to save record.

Document

Document Type: Image
 Document Name:
 Remark:

Dokumen

#	No.	Nama Dokumen Document Name	Catatan Remark
No data to display			

Explanation

Attach the following documents:
 i. Gazetted 284 form.
 ii. Copy of Form 9 or Form 8 duly certified by com pany secretaries.
 iii. Copy of Form 49 & 24 or Form 32A (if applicable) duly certified by com pany secretaries.
 iv. Copy of Customs approval letter (if applicable) duly certified by com pany secretaries.

Explanation

Attach the following documents:
 i. Commercial Vehicle License and Vehicle Permit (Land and Public Transport Commission)
 ii. Copy of Form 9 or Form 8.
 iii. Copy of Form 49 & 24 or Form 32A (if applicable).

Keterangan / Explanation

Attach the following documents:
 i. Com pany Registration Certificate/Business Registration
 ii. Business License

Figure 15

9. At **Acknowledgement** tab, will appear Term & Conditions of Registration. Click on the check box to proceed with the registration.

Terma & Syarat-Syarat Pendaftaran | Term & Conditions Of Registration

Warehouse Operator FF / SA/ FA (Non Warehouse Operator) Haulier Container Depot

FF / SA/ FA (Non Warehouse Operator)

1. The operator shall notify the Free Zone Authority if there are any amendments or changes relating to company particulars, such as name change, change of address, Board of Directors and others within 1 month/30 days. Particulars of the applicant, if not notified and updated may cause the Free Zone Authority to withdraw this approval.
2. The Free Zone Authority reserved its right to amend or add or imposed any conditions related to this approval to conduct activity, if deemed necessary.
3. This approval to conduct activity may be suspended/revoked, if the Agent, including individual or company that is authorized by Free Zone Authority, violates any condition stated above or found guilty of violating Free Zone Act 1990, Free Zone Regulations 1991, Customs Act 1967 or any other Act, Regulation, Directives or Circulars currently in force or any future amendments/ changes.
4. All parties, including "main line operator", "feeder operator", "box operator", "freight forwarder" and "Forwarding Agent" are obliged to declare the gazette ZB1 form (Import), ZB2 (Export), ZB3 (Transshipment), or any other methods approved by Free Zone Authority, LPK as provided under Article 21(1), 22 & 23 of Free Zone Regulations 1991, before handling the goods.

I agree Term & Condition above

Figure 16

10. At **Submit** tab, you have to tick on check box to agree with the declaration and click the **Submit** button to complete the registration to Port Authority for consideration.

Submit

Declaration Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct.

I/We understand that should there be falsification in the particulars provided in the above registration form, my/our application for registration will not be considered and any approval, if given, will be revoked.

I agree Term & Condition above

Name CHONG HOCK TUNG NRIC / Passport Email c.h.tung@fsl.com Submit

Figure 17

11. You may see the message below upon successful submission as below. Click on **Print Form** button to print form.

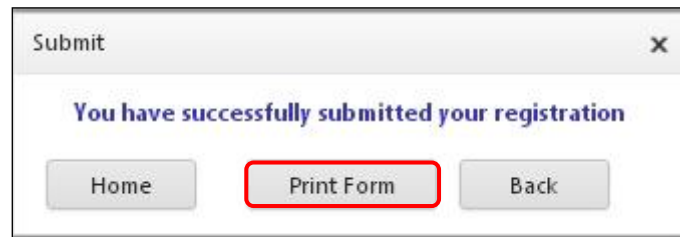


Figure 18

12. Page of printed file will be shown as below.

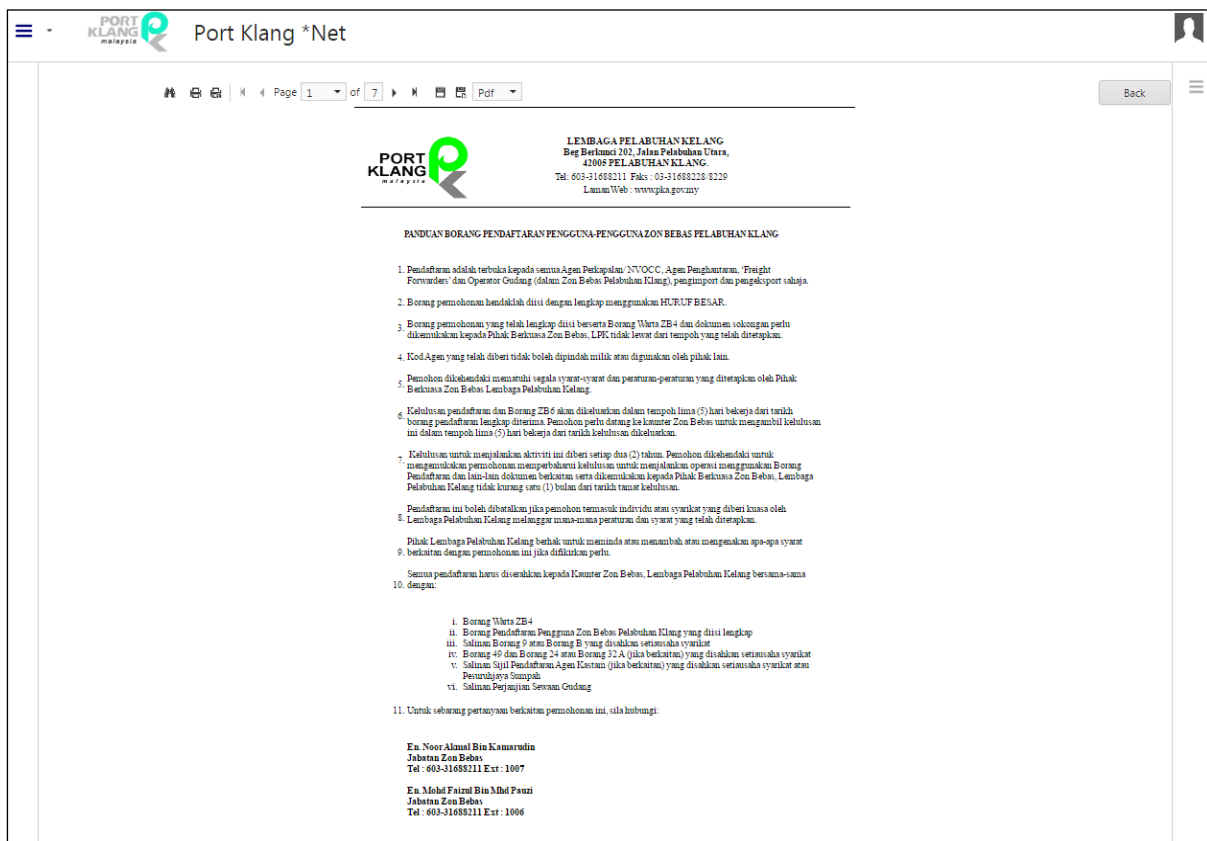


Figure 19

13. Upon successful registration, you will be provided with an email with your login details, sample as below.

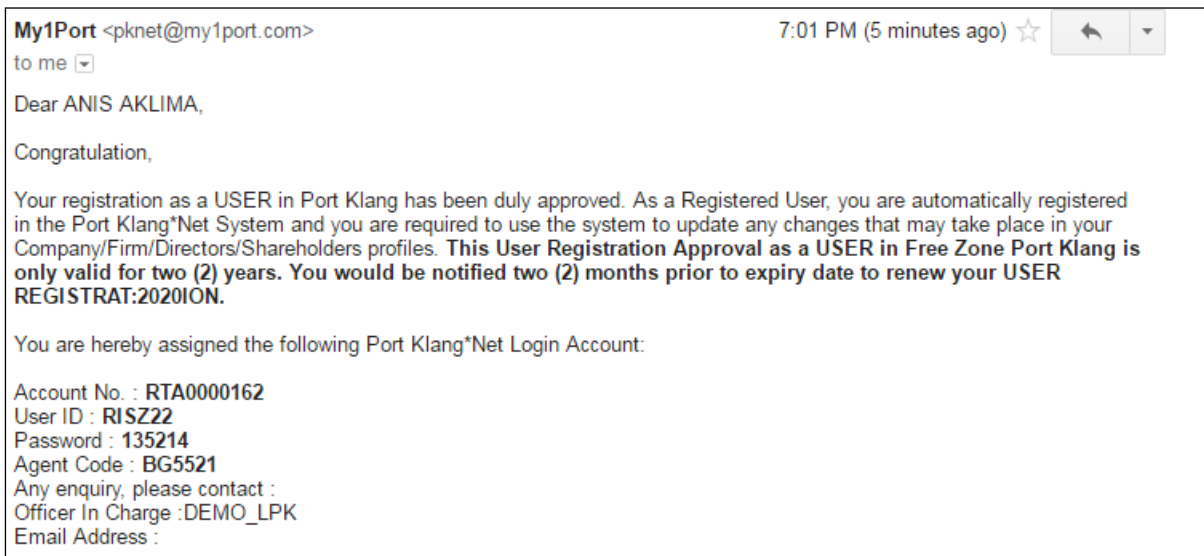


Figure 20

Chapter 3 Password

3 Reset Password

1. Go to Port Klang *Net main page and click on the people icon on top right hand corner and system bring you to the login screen.



Figure 21

2. Click on **Forgot Password** at login page.

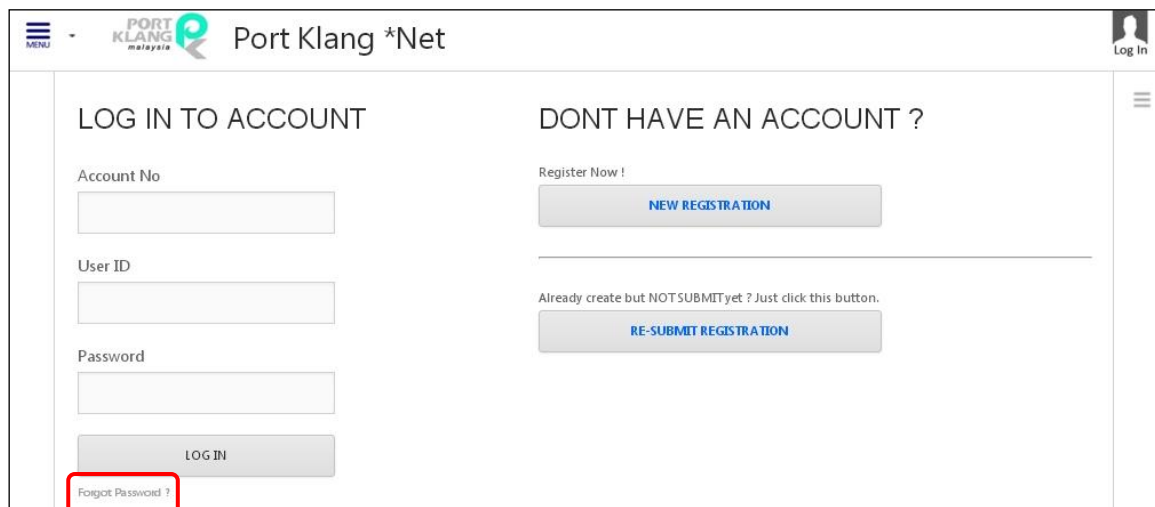


Figure 22

3. Screen as below will appear. You need to fill in the details.

Forgotten Password

To restore your account password, please enter the email address you used when registering with us. System will send email for new password.

Email *:

ROC No *:

Category *:

HR - HAULIER / HAULIER

* Required field in order to proceed

Request Password Cancel

Figure 23

4. A Reset Password email will be sent to you email as below. Click the URL as indicated in email to continue login page.

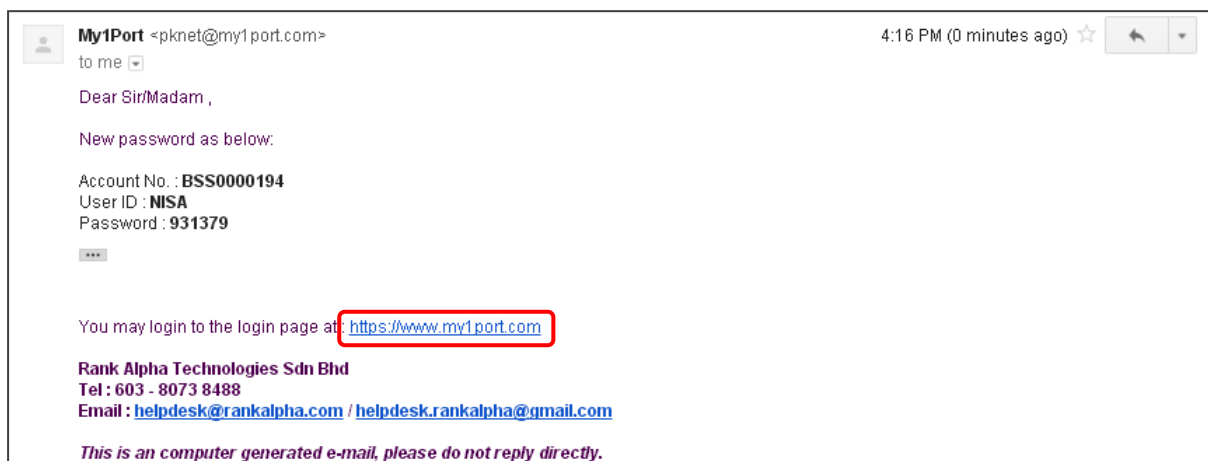


Figure 24

Chapter 4 User

4 User Profile

1. Go to Port Klang *Net main page and click on **Login** icon on top right hand corner and click on **User Profile**.

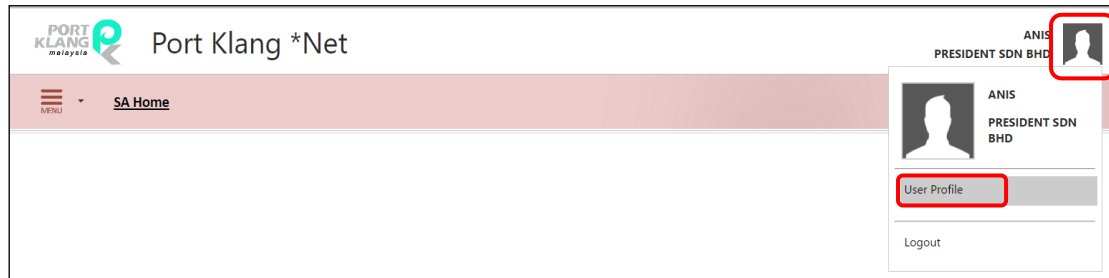


Figure 25

2. **User Profile** page will display.

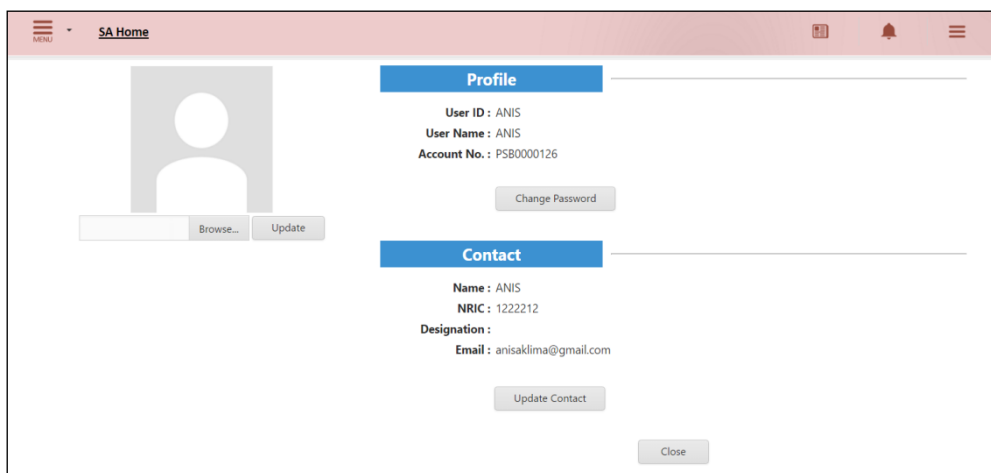
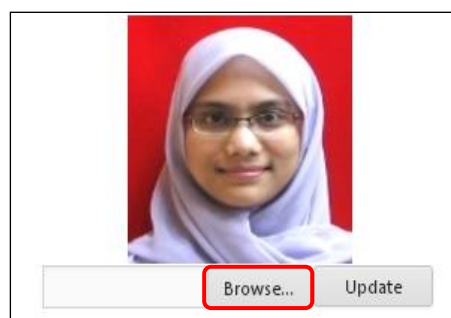


Figure 26

4.1 Upload Photo

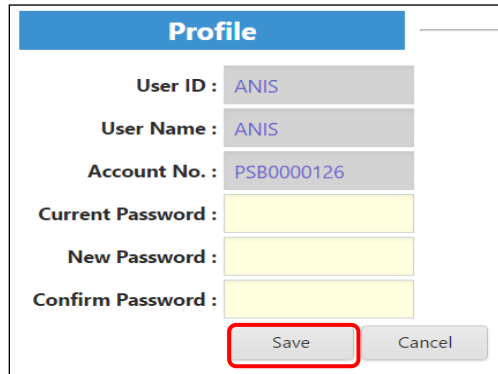
1. Select photo using **Browse** button.



2. Click on **Update**. "Upload photo successfully!" message will be displayed.

4.2 Change Password

Click on **Change password** to change the password. You are required to fill in the details below. Click on **Save** button to save new password. **“Password is updated!”** message will display.

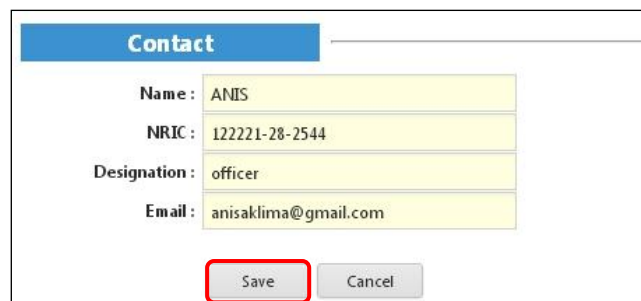


The screenshot shows a web form titled "Profile" with a blue header. The form contains several fields: "User ID" with the value "ANIS", "User Name" with "ANIS", and "Account No." with "PSB0000126". Below these are three password fields: "Current Password", "New Password", and "Confirm Password", all of which are empty. At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border.

Figure 27

4.3 Update Contact

Click on **Update Contact** button and **Contact** page will be displayed as below. Click **Save** once you have done. **“User Profile successfully updated!”** message will display.



The screenshot shows a web form titled "Contact" with a blue header. The form contains four fields: "Name" with the value "ANIS", "NRIC" with "122221-28-2544", "Designation" with "officer", and "Email" with "anisaklima@gmail.com". At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border.

Figure 28

Chapter 5 Public Info

5 Public Info

Click on the menu icon and select **Public Info**.



Figure 29

5.1 SCN Listing

1. Select **SCN Listing** tab.



Figure 30

2. **SCN Listing** page will display as below. Click on **View** button to review the details of the records.

The screenshot shows the Vessel Schedule Listing page with search filters for Port (Port Klang, Johor, Kuantan), From ETA (08/02/2017), and To (15/02/2017). Below the filters is a table of vessel records.

#	Option	SCN	Terminal	PSA	Vessel Info				Estimate Date/Time		Actual Date/Time		Status
					Vessel ID	Vessel Name	Call Sign	Voyage No	ETA Date/Time	ETD Date/Time	ATA Date/Time	ATD Date/Time	
View	FFLN	WPort	B50435 - MTTSHIPPING SDN BHD	AA204	ASIATIC WAVE	9V8790	17AW009E	11-02-2017 / 01:00	11-02-2017 / 17:30				
View	FG19	WPort	B50397 - CMA CGM MALAYSIA SDN BHD	WA053	WESTERLAND	DPKZ	1744GE	11-02-2017 / 00:00	12-02-2017 / 00:00				
View	FFLX	WPort	B50435 - MTTSHIPPING SDN BHD	MA107	MTT TAWAU	9MQB6	17TW096W	10-02-2017 / 01:00	10-02-2017 / 17:30				
View	FG07	NPort	PS0031 - BEN LINE AGENCIES (MALAYSIA) SDN BH	CA319	CAP ARNAUTI	D5EG8	701W	09-02-2017 / 08:00	10-02-2017 / 08:00				
View	FF7P	WPort	B50397 - CMA CGM MALAYSIA SDN BHD	CA528	CMA CGM ATILA	HA2742	1784FE	09-02-2017 / 00:00	10-02-2017 / 00:00				
View	FC18	NPort	B50436 - INTERASIA LINES (M) SDN BHD	MA707	MUNK STRAIT	D5185	S/N043	08-02-2017 / 07:00	09-02-2017 / 22:00				

Total Record: 6

Figure 31

3. The **Vessel Schedule Detail** tab will be appeared as below.

The screenshot shows a window titled "Vessel Schedule Detail" with a close button (X) in the top right corner. The window contains the following fields:

SCN :	FG07	Terminal :	NPort	Close			
PSA :	PS0031 - BEN LINE AGENCIES (MALAYSIA) SDN BH						
Vessel :	CA319	Call Sign :	D5EG8				
Voyage No :	701W						
ETA :	09/02/2017	Time :	08:00	ETD :	10/02/2017	Time :	08:00
ATA :		Time :		ATD :		Time :	

Figure 32

Chapter 6 Vessel

6 Vessel Application

Click on **Vessel Application** tab.



Figure 33

6.1 New Vessel ID

6.1.1 Vessel ID Application (P5)

1. Go to **New Vessel ID > Vessel ID Application (P5)**. Click on **New** button to add new vessel ID application (P5).

The screenshot shows the Vessel ID Application (P5) interface with a table of vessel records. The table has columns for #, Option, Ref No., Vessel Name, Open Date, Declare Date, IMO Code, Call Sign, and Status. The table contains 17 records, each with a 'New Edit Delete' link in the Option column.

#	Option	Ref No.	Vessel Name	Open Date	Declare Date	IMO Code	Call Sign	Status
	New Edit Delete	JOB00003	TEST	11/02/2017	11/02/2017	IMO00003	TEST	New
	New Edit Delete	0010	PONVO	06/02/2017	07/02/2017	1258	01058596	New
	New Edit Delete	A1001	AMAN WO	02/02/2017	02/02/2017	I101	CS101	New
	New Edit Delete	V111111	MAX FLURRY	27/01/2017	27/01/2017	789V44	MMMMM	New
	New Edit Delete	17012501VI	MIKO VESSEL	25/01/2017	25/01/2017	IMOMV01	CSMV01	New
	New Edit Delete	STEST	TEST	23/01/2017	23/01/2017	345	345	New
	New Edit Delete	S20012017	SVASHIMI AB	20/01/2017	03/01/2017	S2001	S2017	New
	New Edit Delete	TEST788888	TESTING	17/01/2017	17/01/2017	23423423	IN777324	New
	New Edit Delete	VID0001	MELATI VESSEL	15/12/2016	15/12/2016	IMO0001	CS0001	New
	New Edit Delete	JOB322	AAAA123	06/12/2016	06/12/2016	A1A2A4	WASD	New
	New Edit Delete	JOB321	ASDF	06/12/2016	06/12/2016	321654	12345667	New
	New Edit Delete	MAI TEST	MAI TEST	27/07/2016	27/07/2016	144656	01233	New
	New Edit Delete	1233333333	TESTING 1	14/07/2016	14/07/2016	1	012	New
	New Edit Delete	SA16071201	TESTSA	12/07/2016	28/07/2016	4512	1234	New
	New Edit Delete	SA16070101	BAHTERA SA	12/07/2016	10/07/2016	IMO001	TRZ	New
	New Edit Delete	SG-002	TOYATA	01/07/2016	27/06/2016	12344	WEQ	New
	New Edit Delete	SG-001	ACHILLE LAURO	01/07/2016	30/06/2016	1234	123	New

Total Record: 17

Page 1 of 1 (17 items)

Figure 34

2. **Vessel ID Application (P5)** entries will be appeared and you need to fill in the required details. Click on **Save** button once you have completed. Successful message will be displayed.

Vessel ID Application (P5)

Job No./Ref. No :	<input type="text"/>	Open Date :	10/02/2017	<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Close"/>
Vessel Name :	<input type="text"/>	Declare Date :	<input type="text"/>	
IMO Code :	<input type="text"/>	Call Sign :	<input type="text"/>	
OR No :	<input type="text"/>	Vessel Category :	<input type="text"/>	
1. Port Operator :	<input type="text"/>	Ledger Acct No :	<input type="text"/>	
2. Port Operator :	<input type="text"/>	Ledger Acct No :	<input type="text"/>	

Figure 35

3. You are required to fill in the required details.

Agent/Additional Info (Ship Owner/Charterer & Additional Info)

Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info
<p>Ship Owner/Charterer Additional Info</p> <p><input type="checkbox"/> Ship Owner <input type="checkbox"/> Charterer</p> <p>Agent Code : BSA123 Agent Code : <input type="text"/></p> <p>Name : BAHTERA SA SDN BHD Name : <input type="text"/></p> <p>Address : NO 02-13, MENARA CROWN Address : <input type="text"/></p> <p>MENARA CROWN <input type="text"/></p> <p><input type="text"/></p>			

Figure 36

Vessel Particular

Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info
<p>Vessel Particular</p> <p>Nationality : <input type="text"/></p> <p>Ship Flag : <input type="text"/></p> <p>Class of Ship : <input type="text"/></p> <p>Type of Ship : <input type="text"/></p> <p>Sub Type of Ship : <input type="text"/></p> <p>Port of Registration : <input type="text"/></p> <p>Registration Country : <input type="text"/></p> <p>Year Build : <input type="text"/></p> <p>Type of Cargo : <input type="text"/></p> <p>Ship Liner : <input type="text"/></p> <p>Service Name : <input type="text"/></p> <p>Ex. Call Sign : <input type="text"/></p> <p>Ex. Vessel Name : <input type="text"/></p> <p>Conference : <input type="text"/></p> <p>Consortium : <input type="text"/></p>			

Figure 37

Weight/Measurement

Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info
Vessel Weight / Measurement			
Registered Gross Tonnage (GRT) :	<input type="text" value="0"/>	TNE	
Registered Net Tonnage (NRT) :	<input type="text" value="0"/>	TNE	
Vessel Overall Length (LOA) :	<input type="text" value="0.0000"/>	MTR	
Dead Weight (DWT) :	<input type="text" value="0"/>	TNE	
Standard Draft (MAX) :	<input type="text" value="0"/>	MTR	
Beam :	<input type="text" value="0"/>	MTR	
Maximum (TEUS) :	<input type="text" value="0"/>	TEU	

Figure 38

**** Vessel Overall Length (LOA) cannot exceed 500 MT**
**** Standard Draft (MAX) cannot exceed 25 MTR**
**** Beam cannot exceed 70 MTR**

Other Info (Co-Loaders & Port Rotations)

Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info
Co-Loaders Port Rotations			
Drag a column header here to group by that column			
#	Option	Agent	Name
New			
Total Record:			
No data to paginate			

Figure 39

4. Click on **Print** button to print Ship Particulars.

Vessel ID Application (P5)			
Job No/Ref. No :	<input type="text" value="JOB00003"/>	Open Date :	<input type="text" value="11/02/2017"/>
Vessel Name :	<input type="text" value="TEST"/>	Declare Date :	<input type="text" value="11/02/2017"/>
IMO Code :	<input type="text" value="IMO00003"/>	Call Sign :	<input type="text" value="TEST"/>
OR No :	<input type="text"/>	Vessel Category :	<input type="text" value="2 - Container"/>
1. Port Operator :	<input type="text" value="NP - North Port"/>	Ledger Acct No :	<input type="text" value="L00003"/>
2. Port Operator :	<input type="text"/>	Ledger Acct No :	<input type="text"/>
Record successfully saved!			
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Close"/>			
Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info
Vessel Weight / Measurement			
Registered Gross Tonnage (GRT) :	<input type="text" value="41564"/>	TNE	
Registered Net Tonnage (NRT) :	<input type="text" value="44554"/>	TNE	
Vessel Overall Length (LOA) :	<input type="text" value="300.0000"/>	MTR	
Dead Weight (DWT) :	<input type="text" value="1215"/>	TNE	
Standard Draft (MAX) :	<input type="text" value="15"/>	MTR	
Beam :	<input type="text" value="65"/>	MTR	
Maximum (TEUS) :	<input type="text" value="0"/>	TEU	

Figure 40

5. The printed Ship Particulars as below.

SHIP PARTICULARS Application for Ship ID						
SHIP ID:		Date : 2017/02/11				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Agent Code</td> <td style="width: 50%;">NMB Ledger A/C</td> </tr> <tr> <td style="text-align: center;">BSA123</td> <td style="text-align: center;">L00003</td> </tr> </table>	Agent Code	NMB Ledger A/C	BSA123	L00003
Agent Code	NMB Ledger A/C					
BSA123	L00003					
No	Particulars of Ship	For NMB Use				
1	Ship Name	TEST				
2	Call Sign	TEST				
3	Year of Built	_____				
4	Gross Registered Tonnage (GRT)	_____				
5	Net Registered Tonnage (NRT)	_____				
6	Deadweight Tonnage	_____				
7	Lenght Overall (LOA)	_____				
8	Draft (MAX)	_____				
9	Class of Ship (e.g. Foreign Going / Local Trade)	_____				
10	Type of Ship (e.g. Wooden Boat/ Tug/Barge/Container/Conv.)	_____				
11	Type of Cargo	_____				
12	Registration - Port	_____				
	- Country	_____				
13	Nationality (Country)	_____				
14	Conference	_____				
15	Line	_____				
16	Consortium	_____				
17	Name of Agency	_____				
18	Charterer	_____				
	Address	_____				

19	Beam	_____				
20	Maximum TEUS	_____				
additional info required by terminal (W/sport)						
	Svc Name	_____				
	Port Rotation	_____				
	Co-loaders	_____				
Prepared by : NISA						

Figure 41

6. Click on **Save** button to save the completed details. A pop-up menu will appear.

Message

Successfully Save! Please submit your application in order to get approval from authority.
 To submit, please click on the Menu, click New Vessel ID and select Submit Vessel ID.

Figure 42

6.1.2 Summit Vessel ID (P5)

1. Go to **New Vessel ID > Submit Vessel ID (P5)**. Click on **View** button to review new vessel ID.

#	Option	Ref No.	Vessel Name	Open Date	Declare Date	Call Sign	IMO Code	Status
	View	JOB00003	TEST	11/02/2017	11/02/2017	TEST	IMO00003	New
	View	0010	PONVO	06/02/2017	07/02/2017	01058596	1258	New
	View	A1001	AMAN WO	02/02/2017	02/02/2017	CS101	I101	New
	View	V111111	MAX FLURRY	27/01/2017	27/01/2017	MMMMM	789F44	New
	View	17012501VI	MIKO VESSEL	25/01/2017	25/01/2017	CSMV01	IMOMV01	New
	View	STEST	TEST	23/01/2017	23/01/2017	345	345	New
	View	S20012017	SYASHIMI AB	20/01/2017	03/01/2017	S2017	S2001	New
	View	tEST788888	TESTING	17/01/2017	17/01/2017	IN777324	23423423	New
	View	VID0001	MELATI VESSEL	15/12/2016	15/12/2016	CS0001	IMO0001	New
	View	JOB322	AAAA123	06/12/2016	06/12/2016	WASD	A1A2A4	New
	View	JOB321	ASDF	06/12/2016	06/12/2016	12345667	321654	New
	View	MAI TEST	MAI TEST	27/07/2016	27/07/2016	01233	144656	New
	View	123333333	TESTING 1	14/07/2016	14/07/2016	012	1	New
	View	SA16071201	TESTSA	12/07/2016	28/07/2016	1234	4512	New
	View	SA16070101	BAHTERA SA	12/07/2016	10/07/2016	TRZ	IMO001	New
	View	SG-002	TOYATA	01/07/2016	27/06/2016	WEQ	12344	New
	View	SG-001	ACHILLE LAURO	01/07/2016	30/06/2016	123	1234	New

Total Record: 17

Figure 43

2. **Submit Vessel ID (P5)** page will be appeared.

Submit Vessel ID (P5)

Job No./Ref. No: <input type="text" value="JOB00003"/>	Open Date: <input type="text" value="11/02/2017"/>	<input type="button" value="Submit"/>
Vessel Name: <input type="text" value="TEST"/>	Declare Date: <input type="text" value="11/02/2017"/>	<input type="button" value="Print"/>
IMO Code: <input type="text" value="IMO00003"/>	Call Sign: <input type="text" value="TEST"/>	<input type="button" value="Close"/>
OR No: <input type="text"/>	Vessel Category: <input type="text" value="2 - Container"/>	
1. Port Operator: <input type="text" value="NP - North Port"/>	Ledger Acct No: <input type="text" value="L00003"/>	
2. Port Operator: <input type="text"/>	Ledger Acct No: <input type="text"/>	

Agent/Additional Info	Vessel Particular	Weight/Measurement	Other Info		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Ship Owner/Charterer</p> <p>Ship Owner <input type="checkbox"/></p> <p>Agent Code: <input type="text" value="BSA123"/></p> <p>Name: <input type="text" value="BAHTERA SA SDN BHD"/></p> <p>Address: <input type="text" value="NO 02-13, MENARA CROWN"/></p> <p><input type="text" value="MENARA CROWN"/></p> <p><input type="text"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Charterer <input type="checkbox"/></p> <p>Agent Code: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> </td> </tr> </table>				<p>Ship Owner/Charterer</p> <p>Ship Owner <input type="checkbox"/></p> <p>Agent Code: <input type="text" value="BSA123"/></p> <p>Name: <input type="text" value="BAHTERA SA SDN BHD"/></p> <p>Address: <input type="text" value="NO 02-13, MENARA CROWN"/></p> <p><input type="text" value="MENARA CROWN"/></p> <p><input type="text"/></p>	<p>Charterer <input type="checkbox"/></p> <p>Agent Code: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>Ship Owner/Charterer</p> <p>Ship Owner <input type="checkbox"/></p> <p>Agent Code: <input type="text" value="BSA123"/></p> <p>Name: <input type="text" value="BAHTERA SA SDN BHD"/></p> <p>Address: <input type="text" value="NO 02-13, MENARA CROWN"/></p> <p><input type="text" value="MENARA CROWN"/></p> <p><input type="text"/></p>	<p>Charterer <input type="checkbox"/></p> <p>Agent Code: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>				

Figure 44

6.2 Vessel ID Maintenance

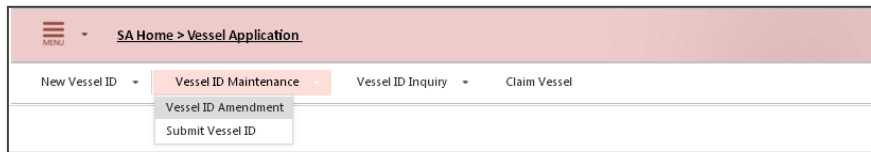


Figure 45

6.2.1 Vessel ID Amendment

1. Go to **Vessel ID Maintenance > Vessel ID Amendment**. Vessel ID Amendment page will be displayed.

The screenshot shows the 'Vessel ID Amendment' page. At the top, there is a navigation bar with 'SA Home > Vessel Application > Vessel ID Amendment'. Below the navigation bar, there are four menu items: 'New Vessel ID', 'Vessel ID Maintenance', 'Vessel ID Inquiry', and 'Claim Vessel'. The main content area contains a table with the following columns: '#', 'Option', 'Ref No.', 'Vessel ID', 'Vessel Name', 'Open Date', 'Declare Date', 'IMO Code', 'Call Sign', and 'Status'. The table contains 12 rows of data, each with an 'Edit' link in the 'Option' column. Below the table, it says 'Total Record: 12' and 'Page 1 of 1 (12 items)'.

#	Option	Ref No.	Vessel ID	Vessel Name	Open Date	Declare Date	IMO Code	Call Sign	Status
	Edit	V000001	UA002	ULTIMATE	27/01/2017	27/01/2017	JK12345	UPI11111	Approved
	Edit	17012701VI	IA005	INI VESSEL FIFI	27/01/2017	27/01/2017	IMOVF01	CSVF01	Approved
	Edit	2017012401	VA011	VESSELNAME	24/01/2017	24/01/2017	213232	123	Reject
	Edit	520170120	SA018	SYASHIMI	20/01/2017	20/01/2017	S2017	S2017	Approved
	Edit	17011701VI	WA009	WAVE VESSEL	17/01/2017	17/01/2017	IMO01	CS001	Approved
	Edit	asd123das	VESELM999	VESELM999	05/01/2017	05/01/2017	IMO420	DASAA	Reject
	Edit	JOBm19renz	VA006	VESEM19	24/12/2016	24/12/2016	ASDD	AASSD	Approved
	Edit	RW1		VN1	20/12/2016	24/12/2016	MO1	CS1	Reject
	Edit	2522		VS1	05/12/2016	05/12/2016	6221	VESSEL 1	Reject
	Edit	VJA00001	MA018	MERIAH VESSEL	01/12/2016	01/12/2016	IMO00001	CS00001	Approved
	Edit	RN0609001	RA007	REAL SHIP	06/09/2016	06/09/2016	985-24	985	Approved
	Edit	SA16071101	TA017	TEST	11/07/2016	06/09/2016	12345	1245	Approved

Figure 46

2. Click on **Edit** button to edit details. Then click on **Save** button once you have done.

Figure 47

3. Certain information are allows to edit and others are controlled information to be set for viewing purposes and not allow to change.

4. Vessel Particular

Figure 48

5. Weight Measurement

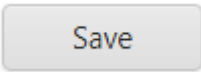
Vessel Weight / Measurement		
Registered Gross Tonnage (GRT) :	33	TNE
Registered Net Tonnage (NRT) :	33	TNE
Vessel Overall Length (LOA) :	3.0000	MTR
Dead Weight (DWT) :	7	TNE
Standard Draft (MAX) :	7	MTR
Beam :	2	MTR
Maximum (TEUS) :	13	TEU

Figure 49

6. Others Info

Co-Loaders		Port Rotations	
Drag a column header here to group by that column			
#	Option	Agent	Name
	New Edit Delete	AA1234	AA SHIPPING AGENT SDN BHD
Total Record: 1			
Page 1 of 1 (1 items)		←	1 →

Figure 50

7. Click on  and system will prompt a pop up to enter Amendment Remark.

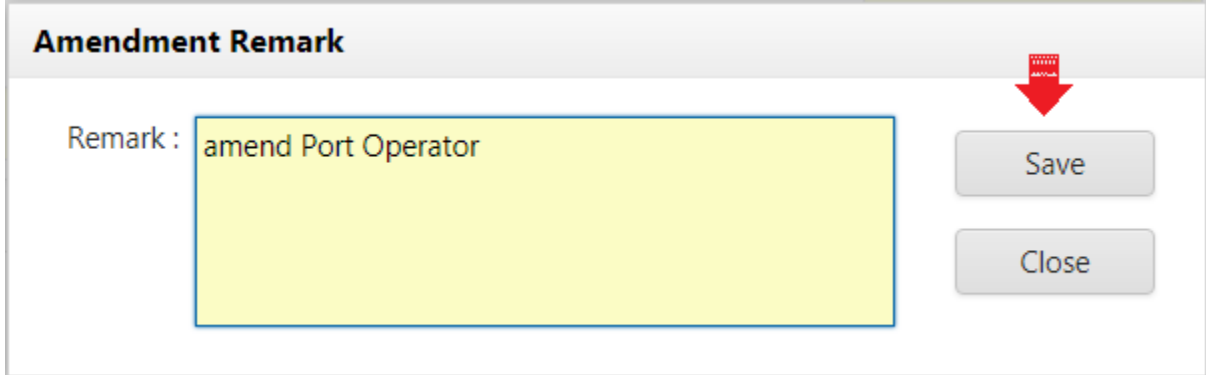
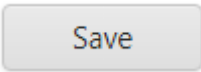


Figure 51

8. Click on  and system will prompt another popup message to guide user on next step of submission process.

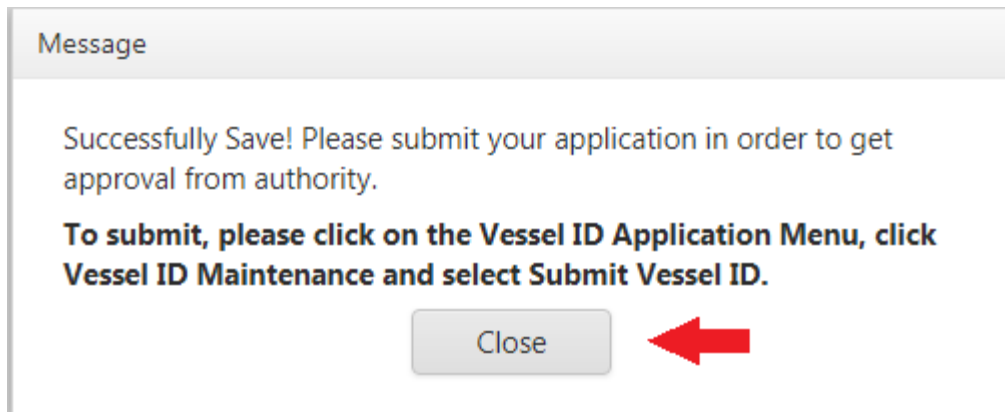
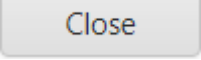


Figure 52

9. Click on  to close the current page.

6.2.2 Submit Vessel ID

1. Select Vessel Id Maintenance > Submit Vessel Id.

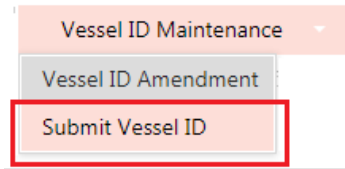


Figure 53

2. Below page will list out all available vessel ID ready for submission.

A screenshot of a web application interface showing a table of vessel IDs. The table has columns for '#', 'Option', 'Ref No.', 'Vessel Name', 'Open Date', 'Declare Date', 'Call Sign', 'IMO Code', and 'Status'. Two rows are visible, each with a 'View' button highlighted in a blue box. Below the table, it says 'Total Record: 2' and 'Page 1 of 1 (2 items)'.

#	Option	Ref No.	Vessel Name	Open Date	Declare Date	Call Sign	IMO Code	Status
	View	17040701V1	FIFI VESSEL	07/04/2017	08/04/2017	CS040701	I17040701	Amendment
	View	123000000000030	HARBOUR IVORY	24/08/2017	24/08/2017	9WGM2	IMX0023QA	Amendment

Figure 54

3. Click on [View](#) to preview details before confirm submission.

A screenshot of a web application form titled 'Submit Vessel ID (P5)'. The form contains various input fields for job details, vessel information, and dates. A 'Submit' button is highlighted with a red box. Below the form, there are tabs for 'Agent/Additional Info', 'Vessel Particular', 'Weight/Measurement', and 'Other Info'. The 'Agent/Additional Info' tab is selected, showing details for 'Ship Owner' and 'Charterer'.

Submit Vessel ID (P5)

Job No/Ref. No: 123000000000030
 Vessel Name: HARBOUR IVORY
 IMO Code: IMX0023QA
 OR No:
 1. Port Operator: NP - North Port
 2. Port Operator:
 Open Date: 24/08/2017
 Declare Date: 24/08/2017
 Call Sign: 9WGM2
 Vessel Category: 3 - Barge
 Ledger Acct No: LPT0002
 Ledger Acct No:

[Submit](#) [Print](#) [Close](#)

Agent/Additional Info | Vessel Particular | Weight/Measurement | Other Info

Ship Owner/Charterer: Additional Info

Ship Owner: Charterer
 Agent Code: BSA123
 Name: BAHTERA SA SDN BHD
 Address: NO 02-13, MENARA CROWN
 MENARA CROWN

Charterer:
 Agent Code: AA1234
 Name: AA SHIPPING AGENT SDN BHD
 Address: 30-01, JALAN PERMAS 10,
 BANDAR BARU PERMAS JAYA
 JOHOR BAHRU

Figure 55

4. Click on [Submit](#) to proceed for submission and system will show a message once successfully submitted.

Successfully submit JOB: 123000000000030!

6.3 Vessel ID Inquiry

Select **Vessel ID Inquiry** tab.

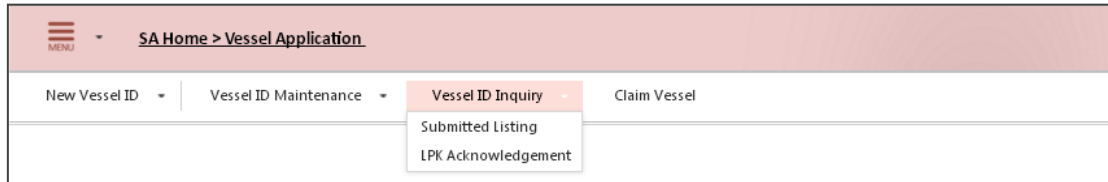


Figure 56

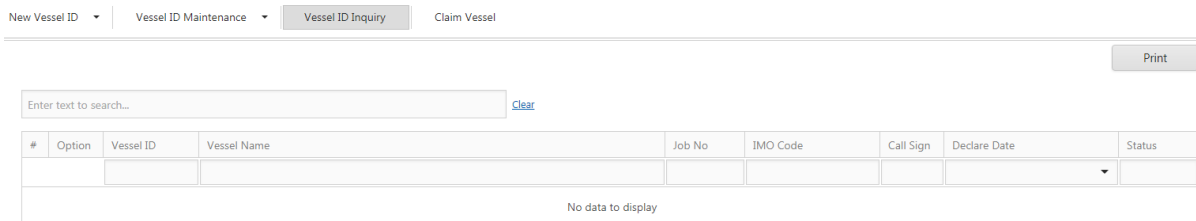


Figure 57

6.4 Claim Vessel – [Will Available soon]

1. Click on **Claim Vessel** tab.

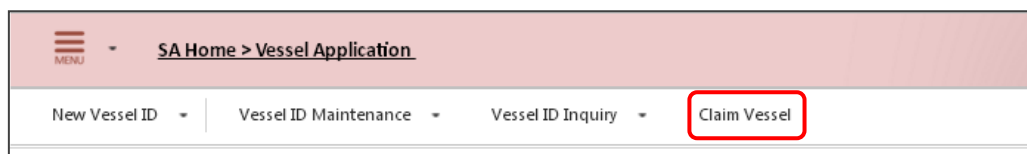


Figure 58

Chapter 7 Import

7 Import Module

Click on the **Menu** and select **Import Module**.



Figure 59

7.1 Data Entries

Select **Data Entries** tab.



Figure 60

7.1.1 BL Confirmation

- Go to **Data Entries > BL Confirmation**. The list of **Bill of Lading Confirmation** will be displayed as below. Click on Reply button to reply the bill of lading.

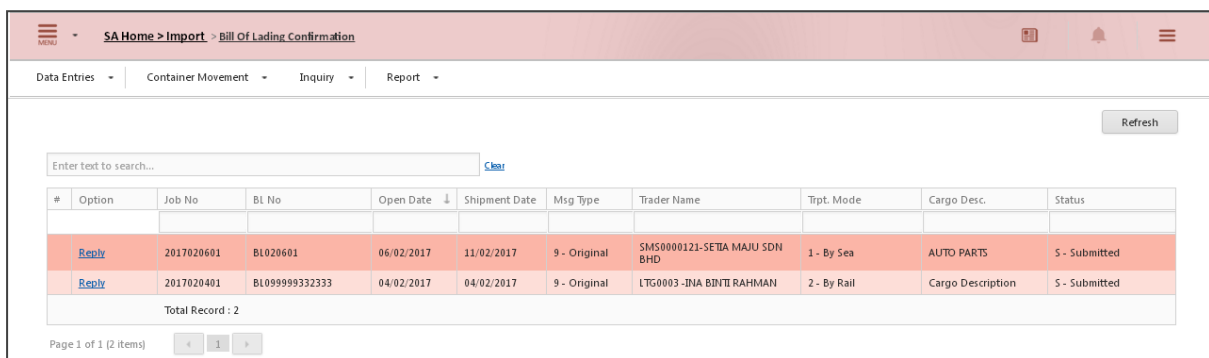


Figure 61

- The **View Entries** page will be appeared as below. Click on **Reply** whether to approve or reject bill.

Figure 62

- BL Status Info** tab will be appeared and you need to choose whether to **Approve** or **Reject** the bill of lading and select the Depot. Then click on **Confirm** button. "BL Status successfully confirmed!" message will be displayed.

Figure 63

7.1.2 Re-Assign Depot

1. Go to Re-Assign from main menu page.



Figure 64

2. Depot. Re-Assign Depot listing will be displayed for user to proceed further.

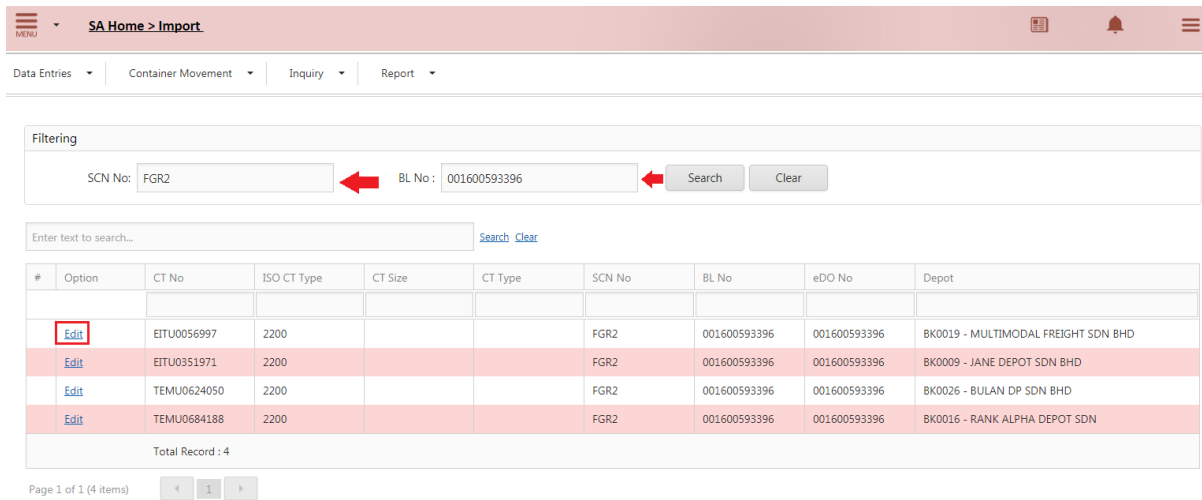


Figure 65

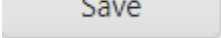
- Users have to filter by SCN No or BL No to search and result will listed out the record which ready to re-Assign Depot.

Figure 66

- Enter **New Depot :** to proceed assign the depot. New Port is mandatory for BL/Booking No information. Lookup table for Dept available to choose the valid Depot Code.

Agent Code	Name
BK0023	DEEP DEPOH SDN BHD
BK0025	DEPO DP SDN BHD
BK0003	DEPOH 123 COMPANY
BK0015	DEPOH SAKURA INSPIRASI
BK0002	DEPOH TESTING COMPANY
BK0005	DEPOT COMPANY SDN BHD
BK0014	DERAM INDAH DP SDN BHD

Figure 67

- Click  to update the change accordingly.

7.1.2 Re-Export Container

1. Go to Re-Assign Container page from Import module

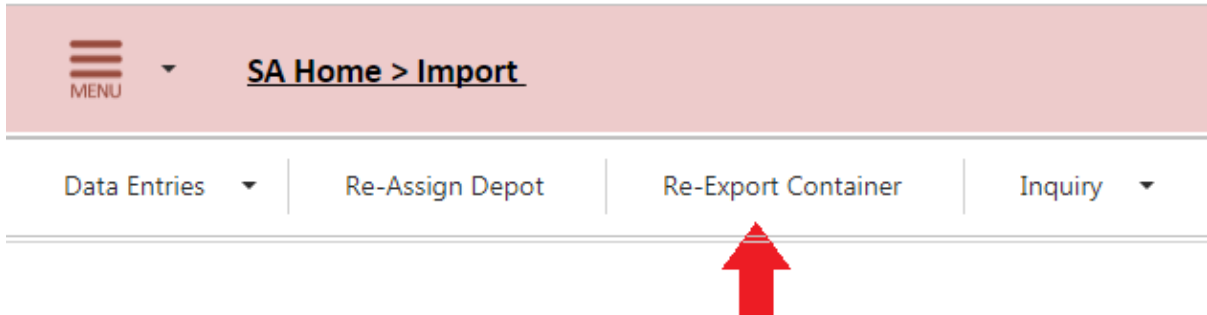


Figure 68

2. . Re-Assign Container listing will be displayed for user to proceed further.

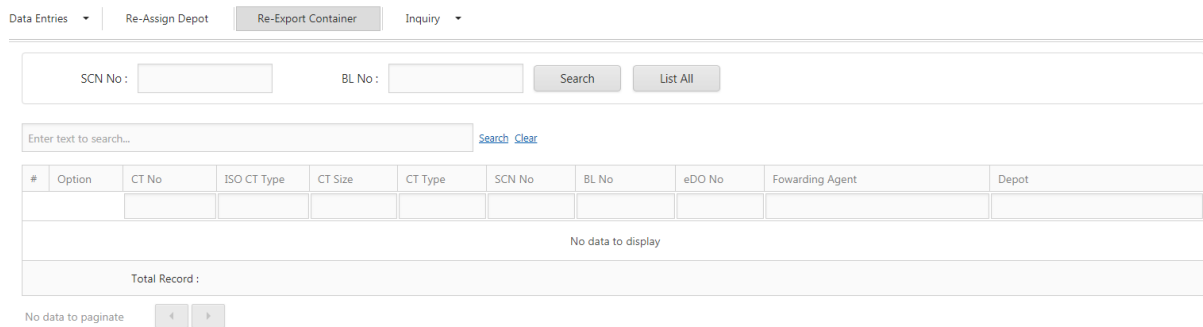


Figure 69

7.2 Inquiry

Select **Inquiry** tab.



Figure 70

7.2.1 Container Status

1. Go to **Inquiry > Container Status**. The page will be displayed as below. You can select SCN No, BL No or Container No to search details. Then click **Search** button.

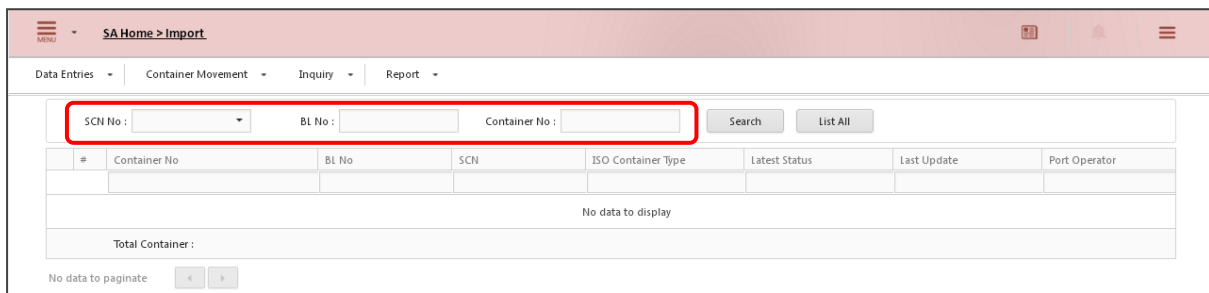


Figure 71

2. The result will show as below.

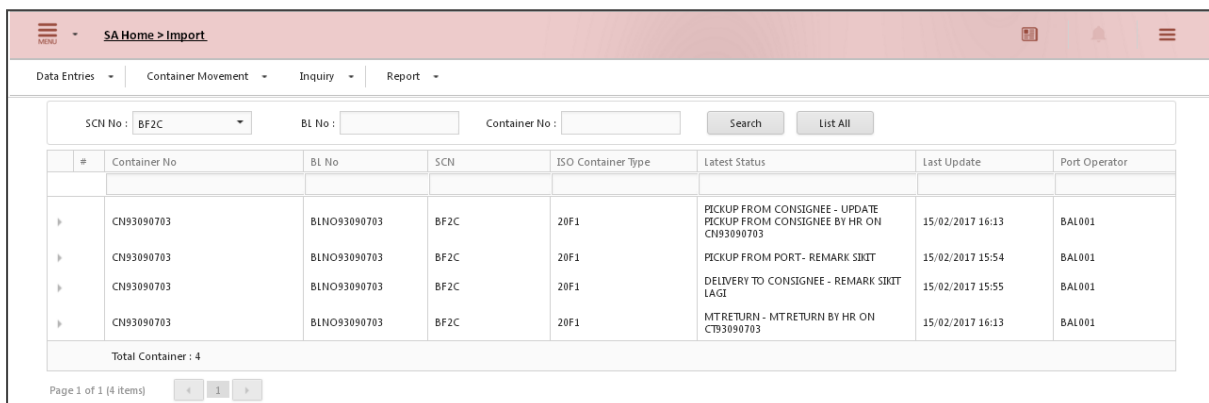


Figure 72

7.2.2 BL Documents Status

Go to **Inquiry > BL Documents Status**. Documents Status page will be appeared as below. You may filter the forwarding agent by filtering the Forwarding Agent.

#	BL No	Job No	Open Date	Forwarding Agent	Status	Reply Date	Reply Time	Remark
	BLNO93090704	JN93090704	15/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	15/02/2017	15:20	APPROVED JN93090703
	BLNO93090703	JN93090703	15/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	15/02/2017	14:46	BL CONFIRMATION JN93090703
	BLNO93090702	JN93090702	15/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	15/02/2017	11:48	APPROVED JN93090702
	BLN930907	JN930907	15/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	15/02/2017	11:07	bl confirm jn930907
	BLC009	CANCEL1	14/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD		15/02/2017	10:25	
	BL003	MYN003	13/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	13/02/2017	14:27	
	BL002	MYJN002	13/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	13/02/2017	12:33	
	BL001	MYJN001	13/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	13/02/2017	11:44	
	BL020	JB020	08/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	08/02/2017	15:26	
	BLF201702	20170206F2	06/02/2017	RATD000119 - RANK ALPHA TECHNOLOGIES SDN BHD	A - Accept	06/02/2017	12:36	BERJAYA
	BLF1170206	20170206F1	06/02/2017	RATD000119 - RANK ALPHA TECHNOLOGIES SDN BHD	A - Accept	06/02/2017	12:36	BERJAYA
	BL9787234234333	2017020603	06/02/2017	RATD000119 - RANK ALPHA TECHNOLOGIES SDN BHD	A - Accept	06/02/2017	12:15	TESTING
	BL0987727121212	2017020602	06/02/2017	RATD000119 - RANK ALPHA TECHNOLOGIES SDN BHD	A - Accept	06/02/2017	12:18	
	BL020601	2017020601	06/02/2017	RATD000119 - RANK ALPHA TECHNOLOGIES SDN BHD				
	BL01	NISA01	04/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	08/02/2017	15:26	
	BL00001	JOB00001	04/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	10/02/2017	10:35	
	BL099999332333	2017020401	04/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD				
	BL8988822212112	2017030201	03/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	03/02/2017	16:16	
	BL2548	J2250	03/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	03/02/2017	14:46	
	0015	MD014	03/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	A - Accept	03/02/2017	12:16	POOH

Figure 73

7.2.3 BL Confirmation

Go to **Inquiry > BL Confirmation**. The Accepted Listing page will be displayed as below.

Select	Msg Type	Job No	Tipt Mode	BL No	Shipment Date	Local Trader	Cargo D
<input checked="" type="radio"/>	9 - New	JB020	2 - By Rail	BL020	08/02/2017	LTC0009 - CHOCOLATE MILK SDN BHD	CHOCOL

Date	Status	Remark
08/02/2017	A - Accept	

Figure 74

7.3 Report

Click on **Report** tab.

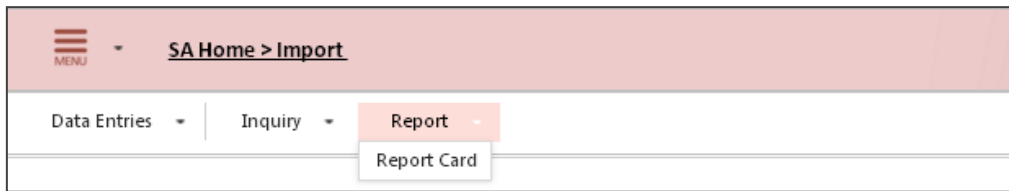


Figure 75

6.3.1 Report Card

- The **Report Card** page will be displayed as below. Click on **Print** button to print the report card.

The screenshot shows the 'Report Card' page with a table of container movement records. The table includes columns for Job No, BL No, Shipment Date, Name, eDoc No, and Submit/Update Status. A 'Filtering' sidebar is visible on the left.

#	Option	Job No	BL No	Shipment Date ↓	Name	eDoc No	Submit Status		Update Status	
							Date	Time	Date	Time
	Print	JN93090704	BLN093090704	15/02/2017	CSH TOP	IFTMCSBLGFS0000184201702151511JN930	15/02/2017	15:19	15/02/2017	15:20
	Print	JN93090703	BLN093090703	15/02/2017	CHOCOLATE MILK SDN BHD	IFTMCSBLGFS0000184201702151435JN930	15/02/2017	14:45	15/02/2017	14:47
	Print	JN93090702	BLN093090702	15/02/2017	CYBERPOWER SDN BHD	IFTMCSBLGFS0000184201702151113JN930	15/02/2017	11:47	15/02/2017	11:48
	Print	CANCEL1	BLC009	14/02/2017	JACKSON	IFTMCSBLGFS0000184201702141126CANCE	14/02/2017	11:46	15/02/2017	10:26
	Print	MYN003	BL003	13/02/2017	HESHAM BIN HAMID	IFTMCSBLGFS0000184201702131255MYN00	13/02/2017	14:26	13/02/2017	14:27
	Print	MYJN002	BL002	13/02/2017	JACKSON	IFTMCSBLGFS0000184201702131203MYJN0	13/02/2017	12:20	13/02/2017	12:34
	Print	MYJN001	BL001	13/02/2017	JACKSON	IFTMCSBLGFS0000184201702131056MYJN0	13/02/2017	11:39	13/02/2017	11:44

Total Record : 7

Figure 76

- You will be given **Container Tracking Report** as below.

Container Tracking Report			
Job No : JB020	SCN No :		
BL No : BL020	Shipment Date : 08/02/2017		
Local Trader : CHOCOLATE MILK SDN BHD			
Doc Type : BL			
Doc Status	Date	Time	Remark
BL	08/02/17	15:24	Bil Of Lading
Doc Type : BL_ACK			
Doc Status	Date	Time	Remark
BL_ACK	08/02/17	15:26	Bil of Lading Acknowledgement
Container No :			
Flow Status	Date	Time	Remark

Figure 77

Chapter 8

Export

8 Export Module

Click on the menu icon and select **Export Module**.

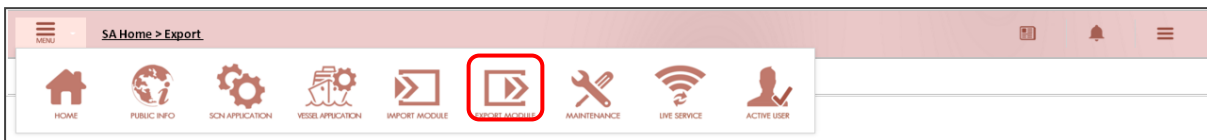


Figure 78

8.1 Data Entries

Select **Data Entries** tab.



Figure 79

8.1.1 Booking Request Confirmation

1. Go to **Data Entries > Booking Request Confirmation**. **Booking Request Confirmation** page will be displayed as below. Click on **Reply** button to reply the confirmation.

#	Option	Job Order No	Shipper	Sender	Est. Sch Date	Cargo Description	Sent Date	Time
Reply	J6011		SYAWAL SHIPPER SDN BHD	SYAWAL SHIPPER SDN BHD	15/02/2017	CARGO 101	15/02/2017	16:37
Reply	J8788		SYAWAL SHIPPER SDN BHD	SYAWAL SHIPPER SDN BHD	15/02/2017	FLATRACK CARGO	15/02/2017	16:33
Reply	J9898		SYAWAL SHIPPER SDN BHD	SYAWAL SHIPPER SDN BHD	15/02/2017	BARREL CARGO	15/02/2017	16:26
Reply	MD0896		SYAWAL SHIPPER SDN BHD	SYAWAL SHIPPER SDN BHD	03/02/2017	JET	04/02/2017	12:58
Reply	RS0001N		RAMADHAN SHIPPER SDN BHD	RAMADHAN SHIPPER SDN BHD	02/02/2017	HOME FURNITURE	02/02/2017	10:37
Reply	16101001BRSS		SYAWAL SHIPPER SDN BHD	SYAWAL SHIPPER SDN BHD	10/10/2016	C123	02/02/2017	10:11
Reply	J5865		CHOCOLATE MILK SDN BHD	GEMILANG FORWARDING SDN BHD	27/01/2017	BARREL CARGO	27/01/2017	16:21
Reply	J48837		HISHAM BIN HAMID	GEMILANG FORWARDING SDN BHD	27/01/2017	CARGO 101	27/01/2017	16:21

Total Record: 8

Page 1 of 1 (8 items)

Figure 80

- Booking Request entries will be appeared. Click on **Reply** button to approve or reject booking request.

Booking Request

Booking Request No: Open Date:

Shipping Agent:

Freight forwarder:

Container Status: FCL LCL

Transport Mode: Est. Sche. Date:

Vessel ID:

Loading Port:

Discharge Port:

Customer Details

Name:

Address:

Contact Name:

Tel No: Fax No:

Cargo & Container Info

Cargo Info

Cargo Description:

<Package> Qty:

<Package> Type:

Gross Weight: /

Volume: /

Container Info

	Qty	CT Size Type	CT Size
1.	<input type="text" value="1"/>	<input type="text" value="FR - FLATRACK"/>	<input type="text" value="40 - 40 FOOTER"/>
2.	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Total CT:

Buttons: Reply (highlighted), Close

Figure 81

- Booking Request Status Info section will be appeared. You are required to fill in the details. Click on **Confirm** button to confirm approve or reject request. “Booking Request Status successfully saved!” message will be displayed.

Booking Request Status Info

Booking Request No: Est. Schedule Date:

eDoc GUID:

Export Booking No:

Trx Date: Status:

Depot:

Remarks:

Buttons: Confirm (highlighted), Close

Figure 82

8.1.2 Export Booking Confirmation

1. Go to **Data Entries > Export Booking Confirmation**. Export Booking Confirmation page will be displayed as below. Click on **Reply** button to reply the confirmation.

#	Option	Job Order No	Export Booking No	Customer Name	Shipment Date	Forwarding Agent	Transport Mode	Cargo Description	Sent Date	Time
	Reply	NAD0404	EBX0990901	JUNAIIDI BIN JUNIR	03/02/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	1 - By Sea	BAGGAGE	03/02/2017	11:32
	Reply	JOB803003030333	EXP066366332323	INA BINI RAHMAN	24/01/2017	GFS0000184 - GEMILANG FORWARDING SDN BHD	1 - By Sea	Cargo Description Cargo Description 1	27/01/2017	12:32
	Reply	JOB159	EB159	CYBERPOWER SDN BHD	27/10/2016		1 - By Sea	AUTO PART ACCESSORIES	22/10/2016	09:57
	Reply	2111111111111111	EXP0989955235235235	JUNAIIDI BIN JUNIR	22/10/2016		1 - By Sea	Crgo descriptionnv Crgo descriptionnv	22/10/2016	09:46
	Reply	EEB16102102GF	16102102EBNGF	JACKSON	21/10/2016		3 - By Road	111 222	21/10/2016	16:34
	Reply	EEB16102101GF	16102101EBNGF	JACKSON	21/10/2016		1 - By Sea	CARGO EB1 EB2	21/10/2016	16:34

Total Record: 6

Page 1 of 1 (6 items)

Figure 83

2. Export Booking Information entries will be appeared. Click on **Reply** button to approve or reject booking request.

Export Booking Information

Job Order No: Open Date: Shipper: **Reply**

Export Booking No:

Shipping Agent:

Shipment Mode: Shipment Date:

Transport Mode: FCL / LCL: FCL LCL

Depot: (Empty Pickup)

Customer Details

Name:

Address:

Contact Name:

Tel No: Fax No:

Cargo & Container Info

Cargo Info

Cargo Description:

<Package> Qty:

<Package> Type:

Gross Weight: /

Volume: /

Container Info

	Qty	CT Size Type	CT Size
1.	<input type="text" value="1"/>	<input type="text" value="GP - GP-GENERAL"/>	<input type="text" value="40 - 40 FOOTER"/>
2.	<input type="text" value="0"/>		
3.	<input type="text" value="0"/>		
Total CT:	<input type="text" value="1"/>		

Figure 84

3. Export Booking Status Info tab will be appeared as below. You need to fill in the details. Then click on **Confirm** button to confirm approve or reject request. “Export Booking successfully confirmed!” message will be displayed.

Export Booking Status Info

Job Order No : TESTBYN01

Export Booking No : BOOK0001

eDoc No : IFTMBCGFS0000184201701271100TESTBYN

SCN No : FEE1

Export Booking Status

Trx Date/Time : 10/02/2017 14:46

Status :

Depot :

Remark :

Confirm Close

Figure 85

8.1.3 Container Release

1. Click on **New** button to add new container.

#	Option	Book Ref. No	SCN No	Container No.	ISO CTType	Container Max Gross Weight (MGW)	Created	
							Date	By
							New	
Total Record: 0								

Figure 86

2. Export – Container Info section will be appeared. You are required to fill in the details below. Click on **Save** button once you have done.

Export - Container Info

Book Ref No :

SCN No : ▼

Container No. :

ISO CTType : ▼

Container Max Gross : / KGM (MGW)

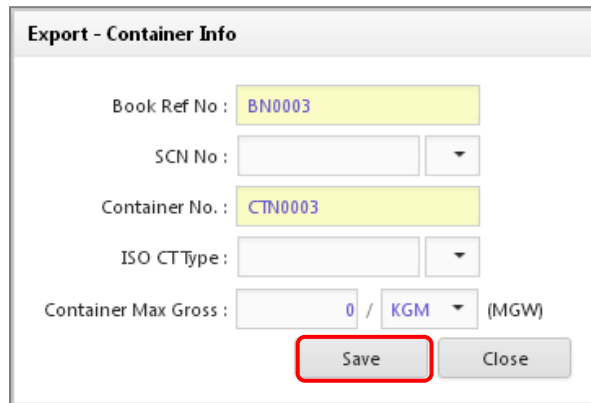
Figure 87

3. The new record of container will be listed in grid listing as below.

#	Option	Book Ref. No	SCN No	Container No.	ISO CTType	Container Max Gross Weight (MGW)	Created	
							Date	By
	New Edit Delete	BN0002		CTN0002			10/02/2017	NISA
Total Record: 1								

Figure 88

4. Click on **Edit** button to edit container details. The Export – Container Info section will be appeared as below. You can do editing the details. Then click on **Save** button to save edited details.



Export - Container Info

Book Ref No :

SCN No : ▼

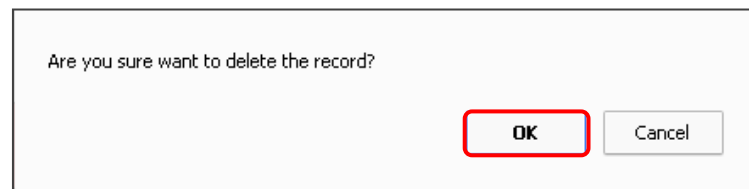
Container No. :

ISO CT Type : ▼

Container Max Gross : / ▼ (MGW)

Figure 89

5. Click On **Delete** button to delete container record. Click on **OK** button to proceed delete record. “Record successfully deleted!” message will be displayed.



Are you sure want to delete the record?

Figure 90

8.2 Submit

Click on **Submit** tab.



Figure 91

8.2.1 Container Release

1. Submit page will be displayed.

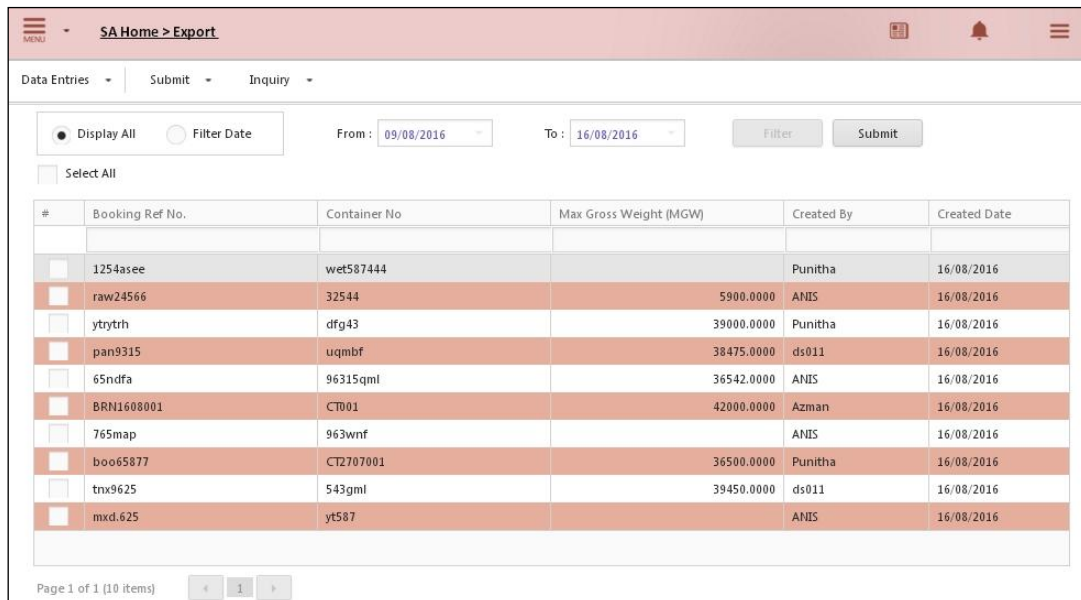


Figure 92

- You may submit more than one (1) job or tick on the check box **“Select All”** to submit all records. Click on **Submit** button to submit the selected record. **“Record Successfully saved!”** message will be displayed.

Display All
 Filter Date

From : 09/08/2016
To : 16/08/2016

Filter
Submit

Select All

#	Booking Ref No.	Container No	Max Gross Weight (MGW)	Created By	Created Date
<input checked="" type="checkbox"/>	1254asee	wet587444		Punitha	16/08/2016
<input checked="" type="checkbox"/>	raw24566	32544	5900.0000	ANIS	16/08/2016
<input checked="" type="checkbox"/>	ytrytrh	dfg43	39000.0000	Punitha	16/08/2016
<input checked="" type="checkbox"/>	pan9315	uqmbf	38475.0000	ds011	16/08/2016
<input checked="" type="checkbox"/>	65ndfa	96315qml	36542.0000	ANIS	16/08/2016
<input checked="" type="checkbox"/>	BRN1608001	CT001	42000.0000	Azman	16/08/2016
<input checked="" type="checkbox"/>	765map	963wnf		ANIS	16/08/2016
<input checked="" type="checkbox"/>	boo65877	CT2707001	36500.0000	Punitha	16/08/2016
<input checked="" type="checkbox"/>	tnx9625	543gml	39450.0000	ds011	16/08/2016
<input checked="" type="checkbox"/>	mxd.625	yt587		ANIS	16/08/2016

Figure 93

8.3 Inquiry

Select **Inquiry** tab.

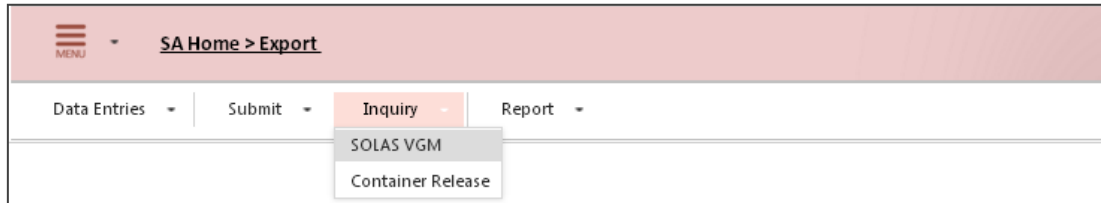


Figure 94

8.3.1 SOLAS VGM

1. Go to **Inquiry > SOLAS VGM**. SOLAS VGM Inquiry page will display as below.

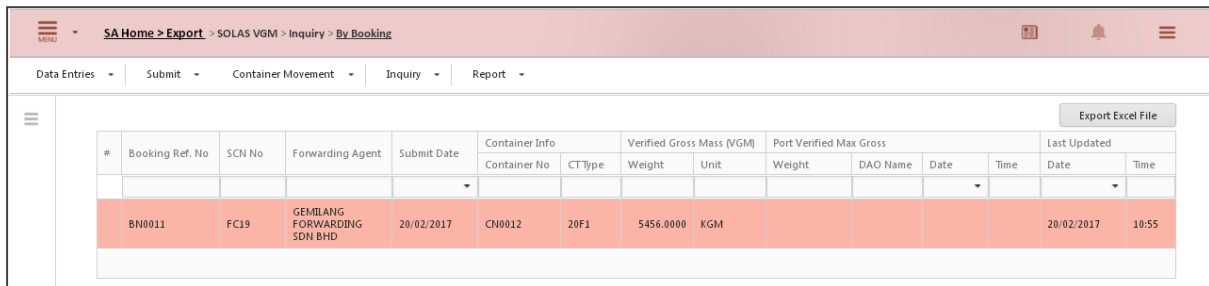


Figure 95

2. Click on **Export Excel File** to export record in excel file. Excel File appeared as below.

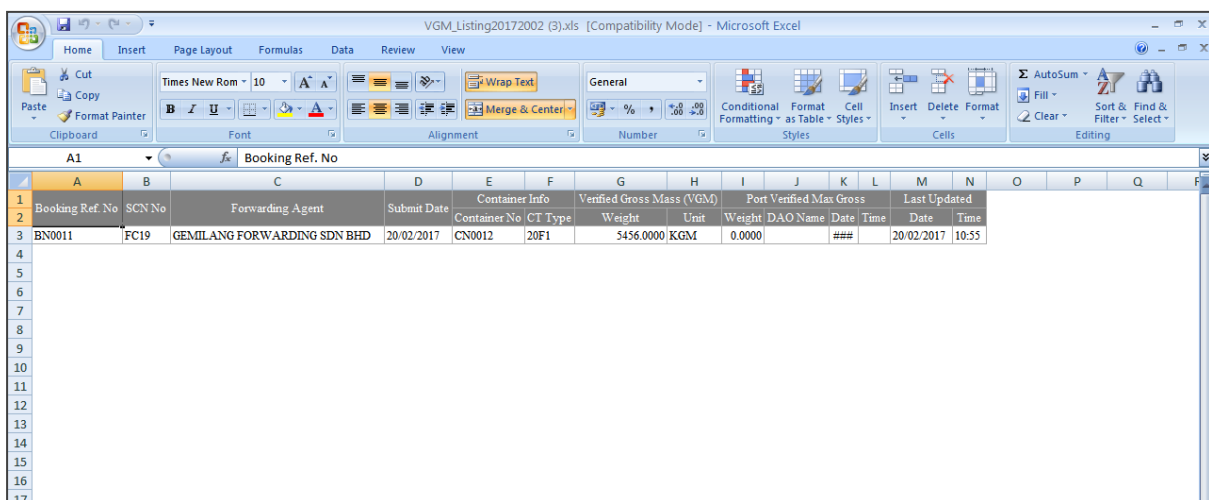


Figure 96

8.3.2 Container Release

1. **Container Release** page will display as below:

Option	SCN No.	Book No.	Container No.	Container Max Gross Weight (MGW)		Created Date	Created By
				Weight	Unit		
View	BF2C	BN00001	CTN00001		KGM	10/02/2017	NISA
Total Record: 1							

Figure 97

2. Click on **View** button to review details of the record. The review details as below.

Export - Container Info

Book Ref No :

SCN No :

Container No. :

ISO CT Type :

Container Max Gross : / (MGW)

Figure 98

Chapter 9 SCN Appliation

9 SCN Application

Click on the **Menu** and select **SCN Application**.

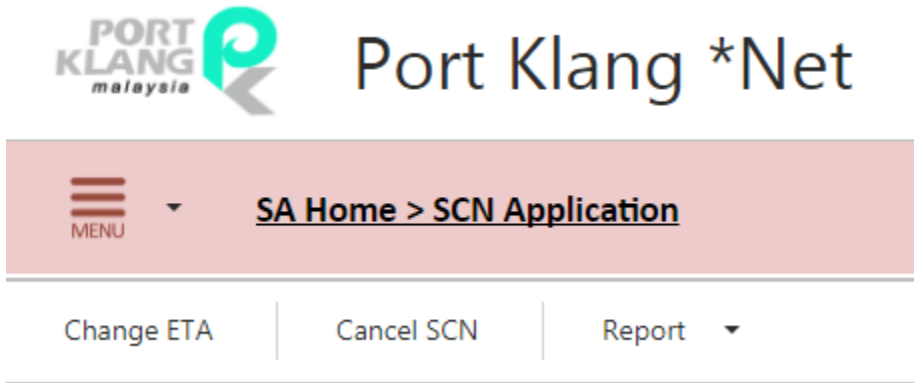


Figure 99

9.1 Change ETA

Enter text to search... [Search](#) [Clear](#)

#	Option	SCN No	Call Sign	Vessel ID	Voyage No	ETA Date	ETA Time	ETD Date	ETD Time	PSA Agent	Job No
	Edit	FU1B	9V8740	NA163	031W	29/09/2017	03:00	29/09/2017	07:00	BSA123	34600010900
	Edit	FUSX	HA3999	CA959	720E	29/09/2017	05:35	29/09/2017	09:35	BSA123	07000010900
	Edit	FU18	9VFC3	N1167	413N	27/07/2017	05:00	28/07/2017	07:00	BSA123	00800010900
	Edit	FU1A	LXME	EA404	039W	27/07/2017	14:00	28/07/2017	08:00	BSA123	29200010900
	Edit	FU5W	A8KY8	NA248	016E	27/07/2017	16:00	28/07/2017	04:00	BSA123	42300010900
	Edit	FU17	9V8740	NA163	030E	21/07/2017	01:00	22/07/2017	04:00	BSA123	37100010900
	Edit	FU5V	HA2713	EA382	024E	20/07/2017	16:00	21/07/2017	04:00	BSA123	98200010900
	Edit	FU14	9VFC4	NA357	048N	20/07/2017	09:00	20/07/2017	21:00	BSA123	06100010900
	Edit	FU13	9VFC3	N1167	412N	13/07/2017	05:00	14/07/2017	07:00	BSA123	60600010900
	Edit	FU15	9V8740	NA163	030W	09/07/2017	16:00	10/07/2017	16:00	BSA123	09600010900
	Edit	FU12	9VFC4	NA357	047N	06/07/2017	09:00	06/07/2017	21:00	BSA123	25700010900
	Edit	FU11	LXME	EA404	038E	04/07/2017	12:00	05/07/2017	12:00	BSA123	14200010900
	Edit	FTFC	H3HZ	MA847	027	29/06/2017	22:00	30/06/2017	22:00	BSA123	98100010900
	Edit	FRVG	9V8740	NA163	029E	29/06/2017	16:00	30/06/2017	16:00	BSA123	89500010900
	Edit	FRVF	A8KY8	NA248	015E	29/06/2017	16:00	30/06/2017	08:00	BSA123	53700010900

Figure 100

1. Click on [Edit](#) to change the ETA

Change ETA

SCN No. :	<input type="text" value="FU1B"/>	<input type="button" value="Update"/>
Vessel ID :	<input type="text" value="NA163"/>	<input type="button" value="Close"/>
Voyage No :	<input type="text" value="031W"/>	
Port :	<input type="text" value="NORTH PORT"/>	
Call Sign :	<input type="text" value="9V8740"/>	
ETA :	<input type="text" value="29/09/2017"/>	<input type="text" value="03:00"/>
ETD :	<input type="text" value="29/09/2017"/>	<input type="text" value="07:00"/>

Figure 101

2. You have to click on to let system update the ETA accordingly.

9.2 Cancel SCN

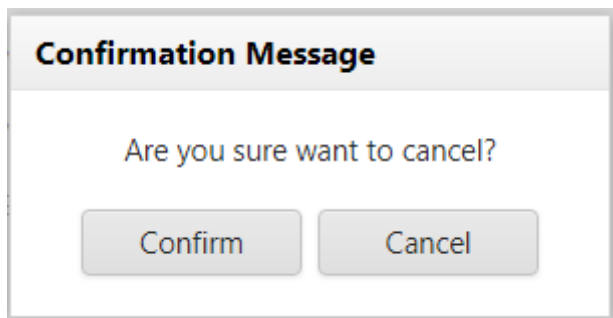
Change ETA Report ▾

Drag a column header here to group by that column

#	SCN	Terminal	Vessel ID	Vessel Name	ETA Date	ETA Time	ETD Date	ETD Time
Cancel	AMLF	NPort	AA034	ADELINA D	31/07/2013	06:00	31/07/2013	18:00
Cancel	AMLL	NPort	A2407	ACX PEARL	11/07/2013	00:01	11/07/2013	11:00
Cancel	AMLN	NPort	A2223	ACX CRYSTAL	25/07/2013	00:01	25/07/2013	11:00
Cancel	AWW3	WPort	N1182	NYK SILVIA	11/11/2013	15:00	12/11/2013	02:30
Cancel	AMNW	WPort	WA021	WESTERBROOK	22/07/2013	22:00	23/07/2013	12:00
Cancel	AXAT	NPort	A2407	ACX PEARL	26/12/2013	00:01	26/12/2013	11:00
Cancel	AXF6	NPort	R0646	RIO CARDIFF	15/12/2013	09:30	15/12/2013	18:00
Cancel	AXK1	WPort	N1061	NYK APOLLO	02/12/2013	05:30	02/12/2013	23:00

Figure 102

1. Click on [Cancel](#) to cancel the selected SCN and system will shows a confirmation message before proceed the cancellation.



2. Click to proceed for the cancellation.

9.3 Report



1. Click on **Cancel SCN Letter** to cancel Letter

Cancel SCN Letter Print

Drag a column header here to group by that column

#	SCN	Terminal	Vessel ID	Vessel Name	ETA Date	ETA Time	ETD Date	ETD Time	Cancelled By	Cancelled Date
<input checked="" type="radio"/>	AACP	NPort	S0652	SUMIRE	27/03/2013	06:00	27/03/2013	18:00	A.Meientiran	04/06/2014 09:15
<input type="radio"/>	AY8T	WPort	M2495	MERCURY LEADER	15/02/2013	06:00	15/02/2013	18:00	A.Meientiran	08/06/2014 00:40
<input type="radio"/>	BBTR	NPort	R0646	RIO CARDIFF	06/02/2014	15:30	07/02/2014	02:00	A.Meientiran	21/01/2014 09:19
<input type="radio"/>	BBTW	WPort	WA021	WESTERBROOK	22/02/2014	22:00	23/02/2014	12:00	A.Meientiran	16/06/2014 09:04
<input type="radio"/>	BBUA	NPort	R0646	RIO CARDIFF	23/02/2014	09:30	23/02/2014	21:00	A.Meientiran	21/01/2014 09:19
<input type="radio"/>	AKUM	WPort	R0647	RIO CHICAGO	11/05/2013	22:00	12/05/2013	13:00	A.Meientiran	16/06/2014 09:04
<input type="radio"/>	AKXF	WPort	R0647	RIO CHICAGO	15/06/2013	22:00	16/06/2013	13:00	A.Meientiran	16/06/2014 09:04
<input type="radio"/>	AKX1	NPort	JA030	JPO LIBRA	30/05/2013	02:00	30/05/2013	15:00	A.Meientiran	21/05/2013 11:54
<input type="radio"/>	BC40	WPort	S3586	STRAITS VOYAGER	31/01/2014	02:00	31/01/2014	16:00	A.Meientiran	15/01/2014 09:17
<input type="radio"/>	AEE8	NPort	S3431	SANUKI	20/03/2013	06:00	20/03/2013	18:00	A.Meientiran	08/06/2014 00:44
<input type="radio"/>	AET7	WPort	N1062	NYK THEMIS	11/03/2013	06:00	11/03/2013	18:00	A.Meientiran	08/06/2014 00:38
<input type="radio"/>	AEE5	NPort	I0760	IWAKI	27/01/2013	09:00	27/01/2013	20:00	A.Meientiran	08/06/2014 00:45
<input type="radio"/>	AXAP	NPort	N1216	NYK MARIA	05/12/2013	00:01	05/12/2013	11:00	A.Meientiran	03/12/2013 14:53
<input type="radio"/>	AXAR	NPort	NA103	NYK PAULA	12/12/2013	00:01	12/12/2013	15:00	A.Meientiran	26/11/2013 14:01
<input type="radio"/>	AXN7	WPort	GA102	GRAND QUEST	22/11/2013	09:00	22/11/2013	23:00	A.Meientiran	15/11/2013 11:46

Figure 103

2. Tick the require record and

Change ETA | Cancel SCN | Report ▾

Cancel SCN Letter Print

Drag a column header here to group by that column

#	SCN	Terminal	Vessel ID	Vessel Name	ETA Date	ETA Time	ETD Date	ETD Time	Cancelled By	Cancelled Date
<input checked="" type="radio"/>	AACP	NPort	S0652	SUMIRE	27/03/2013	06:00	27/03/2013	18:00	A.Meientiran	04/06/2014 09:15
<input type="radio"/>	AY8T	WPort	M2495	MERCURY LEADER	15/02/2013	06:00	15/02/2013	18:00	A.Meientiran	08/06/2014 00:40
<input type="radio"/>	BBTR	NPort	R0646	RIO CARDIFF	06/02/2014	15:30	07/02/2014	02:00	A.Meientiran	21/01/2014 09:19

Figure 104

3. Click **Print** to preview and print the CANCEL SCN.

(Reg. No. BSA0000)

Tel :

Fax :

Tarikh : 04/10/2017

Jabatan Kastam Diraja Selangor,
Unit Kawalan Manifest,
Aras 1, Wisma Kastam,
42007 Pelabuhan Klang,
Selangor Darul Ehsan.

Tuan,

Per : Pembatalan Ship Call No (SCN) - CUSREP

Nama Kapal / Voy. No : SUMIRE / 154N/155N
Estima Time Arrival :
Ship Call No :
Vessel ID :
Agent Code : BSA123 - BAHTERA SA SDN BHD

Merujuk perkara diatas, pihak kami ingin membuat pembatalan Ship Call No (SCN) bagi kapal tersebut. Ini kerana kapal tidak masuk (omit) ke Port Klang atas sebab yang tidak dapat dielakkan. Diharap pihak tuan dapat membuat pembatalan tersebut.

Segala kerjasama pihak tuan amat kami hargai.

Sekian, Terima Kasih.

Yang Benar,

Figure 105

Chapter 10 Maintenance

10 Maintenance (Admin used only)

Click on the **Menu** and select **Maintenance**.

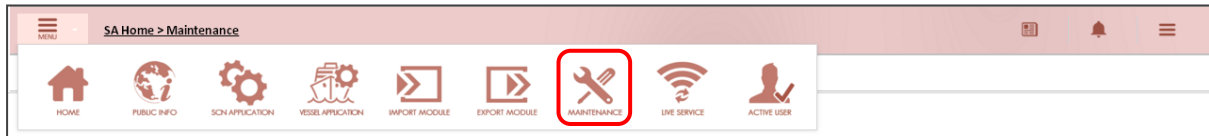


Figure 106

10.1 Admin

Select **Admin** tab.

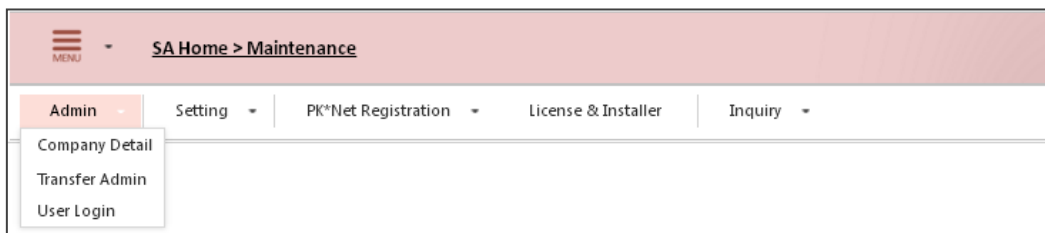


Figure 107

10.1.1 Company Detail

1. Go to **Admin > Company Detail**. Company Detail page will be appeared.

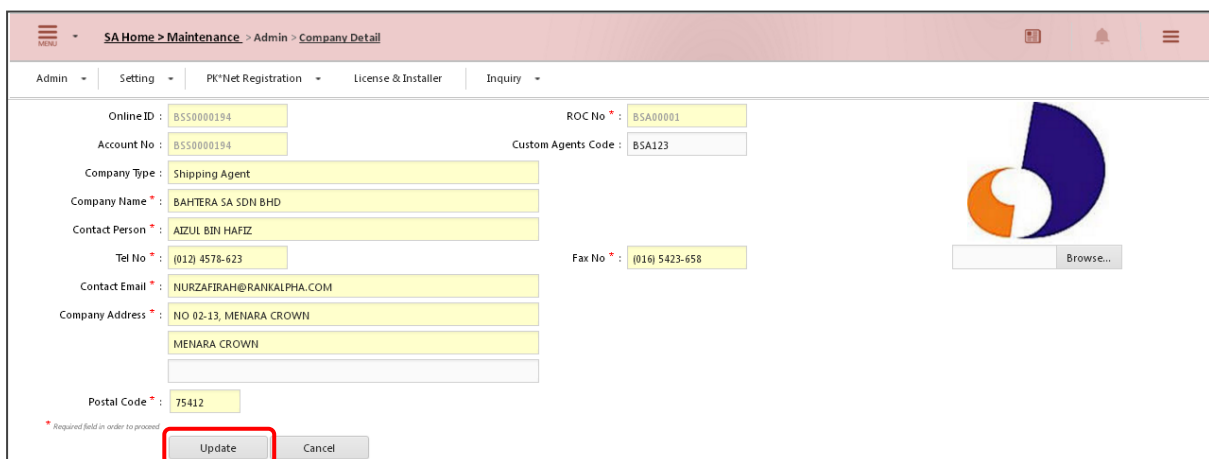


Figure 108

2. Successfully message will be displayed as below.

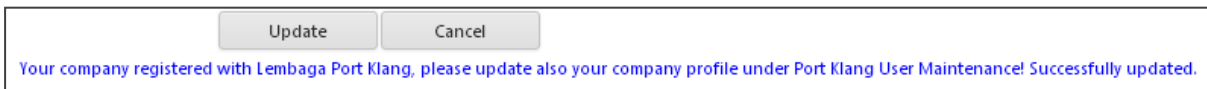


Figure 109

10.1.2 Transfer Admin

1. Go to **Admin > Transfer Admin**. The list of users will be displayed.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	NISA	NISA	sitianisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	BAHTERASA	BAHTERASA	bah@bss.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AISHAH	AISHAH	callmenuraisy@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Total Records : 5

Figure 110

2. Click on **Transfer** button and a pop-up message will be appeared as below. Click on **OK** button to confirm transfer admin.

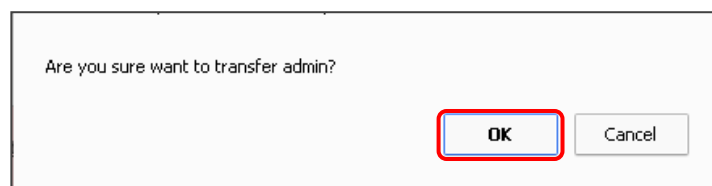


Figure 111

10.1.3 User Login

1. Go to **Admin > User Login**. The list of **Active User** and **Deactive User** will be displayed as below.

Active User

Admin - Setting - PK*Net Registration - License & Installer - Inquiry							
Active User				Deactive User			
Option	User ID	User Name	Email	Admin	Status	Deactivate	
Add Edit Deactive	AISHAH	AISHAH	callmenuraisy@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>	
Add Edit Deactive	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>	
Add Edit Deactive	BAHTERASA	BAHTERASA	bah@bss.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>	
Add Edit Deactive	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	
Add Edit Deactive	NISA	NISA	sitianisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>	

Figure 112

Deactive User

Admin - Setting - PK*Net Registration - License & Installer - Inquiry							
Active User				Deactive User			
Option	User ID	User Name	Email	Admin	Status	Deactivate	
View Activate	Azman	Azman	azman@bss.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	CHANDRA_SA	CHANDRA	chandra@ra.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	EZZA	EZZA	maimizu77@gmail.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	mai	MAI	mai@bss.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	MIKA	MIKA	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	SA_TEST1	TESTER	war@nyo.vom	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	SA_TEST2	SA_TEST2	war@nyo.vom	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	SAM_SA	SAM	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	SYAHR	SYAHR	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	
View Activate	THOMAS_SA	THOMAS	nurzafirah@rankalpha.my	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>	

Page 1 of 2 (12 items) < 1 2 >

Figure 113

2. Click on **Add** button to add new user. **User Information** field will be appeared and you are required to fill in the details. Click on **Save** button to save completed details and successful message will be displayed.

Figure 114

**The number of users cannot more than 5 users.

3. Click on **Edit** button to edit user's login details. Then click **Save**.

Figure 115

4. To deactivate user, click on **Deactive** button and confirmation message will be asked. Then click on **OK** to confirm deactive user. Successful message will be displayed as below.

Figure 116

- To view deactive user, click on **View** button and user information will be displayed.

The 'User Information' dialog box displays the following details for user Zara:

- Online ID: PSB0000119
- Account No: PSB0000119
- User ID: Zara
- User Name: Siti Zahrah
- NRIC: 930502-08-7514
- Expiry Days: 30 - Days
- Email: zara@psb.com
- Port Station: MYPKG - PORTKLANG

Buttons: Save, Close, VIEW

Figure 117

- To active back user account, click on **Active** button and confirmation message will be asked. Click **OK** to active back user and you will be displayed a successful message as below.

The 'Message' dialog box displays the following text:

Successful activate the user!

Buttons: Close

Figure 118

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	ANIS	SOFIA	ANISAKLIMA@GMAIL.COM	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	Zara	Siti Zahrah	zara@psb.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AZRUL	AZRUL	azrul@psb.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Total Records : 3						

Figure 119

10.2 Setting

Select **Setting** tab.

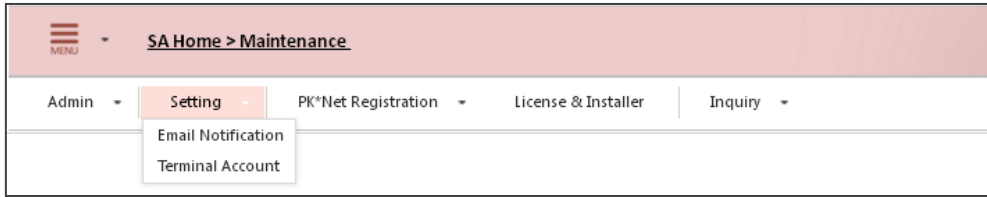


Figure 120

10.2.1 Email Notification

** Will available soon **

10.2.2 Terminal Account

1. Go to **Setting > Terminal Account**. Terminal Account page shown as below.

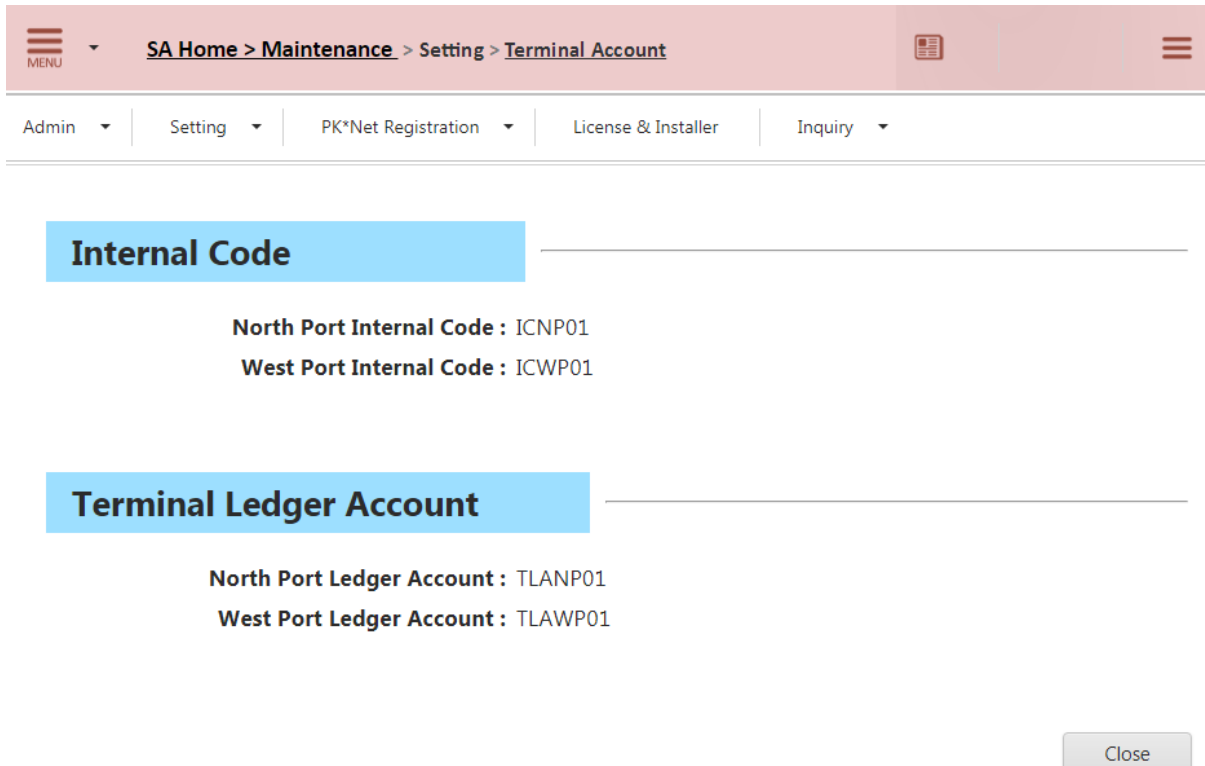


Figure 121

10.3 PK*Net Registration

Select **PK*Net Registration** tab.

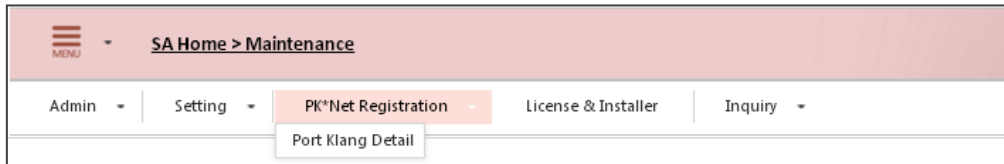


Figure 122

10.3.1 Port Klang Detail

User may change their company details such as **Company Particulars**, **Director Particulars**, **Shareholders Particulars** and **Document**.



Figure 123

Company Particulars:

Tick on the check box to edit details.

Company Particulars

Registration Type: SA - AGEN PERKAPALAN / SHIPPING AGI	ROC / ROB No: BSA00001
Name Of Company: BAHTERA SA SDN BHD <input type="checkbox"/>	Paid-up Capital: 500,000,000.00
Date of Company: 06/06/2016	
Registered Address: NO 02-13, MENARA CROWN <input type="checkbox"/>	
MENARA CROWN	
Postal Code: 75412	
Tel No: (012)_457-8623 2: <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/>	
Fax_No: (016)_542-3658 2: <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/>	
Business Address: NO 02-13, MENARA CROWN <input type="checkbox"/>	
MENARA CROWN	
Postal Code: 75412	
Tel No 1: (012)_457-8623 2: <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/>	
Fax_No 1: (016)_542-3658 2: <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/>	
Customs / PKA Registered Code: BSA123	<input type="button" value="Save"/>

Authorised Contact Business

Authorised Contact: AIZUL BIN HAFIZ <input type="checkbox"/>	Authorised Contact: <input type="text"/> <input type="checkbox"/>
Designation: PROJECT MANAGER <input type="checkbox"/>	Designation: <input type="text"/> <input type="checkbox"/>
Tel No: (012)_457-8456 <input type="checkbox"/>	Tel No: <input type="text"/> - <input type="text"/> <input type="checkbox"/>
Mobile Phone No: (016)_754-6896 <input type="checkbox"/>	Mobile Phone No: () - <input type="text"/> <input type="checkbox"/>
Email: NURZAFIRAH@RANKALPHA.COM <input type="checkbox"/>	Email: <input type="text"/> <input type="checkbox"/>

Figure 124

Director Particulars:

1. Click on **Add** button to add new director.

Director Particulars

Name: <input type="text"/> <input type="checkbox"/>	Designation: <input type="text"/> <input type="checkbox"/>	<input type="button" value="Save"/>
NRIC / Passport: <input type="text"/> <input type="checkbox"/>	Gender: <input type="text"/> <input type="checkbox"/>	<input type="button" value="Cancel"/>
Address: <input type="text"/> <input type="checkbox"/>	Nationality: <input type="text"/> <input type="checkbox"/>	
		<input type="button" value="Next"/>
Postal Code: <input type="text"/>		

#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input type="checkbox"/>	0001	SHAHRIZAD BIN SANI	600816016466	NO 8 JALAN ALPHA 1/7 BANDAR BARU ALPHA NEW	L - Lelaki	MALAYSIA	DIRECTOR	Active
Total : 1								

Page 1 of 1 [1 items]

Figure 125

2. Fill in the yellow fields. Click on **Save** button to save new director particulars.

Director Particulars

Name: ✓ Designation: ✓

NRIC / Passport: ✓ Gender: L - Lelaki ✓

Address: ✓ Nationality: ✓

Postal Code:

Save Cancel

Next

Figure 126

3. To edit record, tick on the check box and click **Edit** button.

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input checked="" type="checkbox"/>	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0002	AMINAH SAMAD	87666312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Active

Total : 2

Page 1 of 1 (2 items)

Figure 127

4. To enable edit, tick on the check box button. Then click on **Save** button.

Shareholders Particulars

Name: DHIA MIA BINTI RAMZI ✓ Gender: P - Perempuan

NRIC / Passport / ROC: 700915421265 ✓ Nationality: MALAYSIA

Address: NO 99 JALAN DAUN 15

TAMAN DEDAUN

Postal Code: 45785

Save Cancel

Next

Figure 128

5. If user wants to resign, click on **Resign** button. The status of user will be indicated as "Resign".

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input type="checkbox"/>	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active
<input checked="" type="checkbox"/>	0002	AMINAH SAMAD	87666312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Resign

Total : 2

Figure 129

6. To active user, click on **Active** button and the status will change to “Active”.

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input type="checkbox"/>	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active
<input checked="" type="checkbox"/>	0002	AMINAH SAMAD	87666312312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Active
Total : 2							

Figure 130

Document:

1. Click on **Add** button to add new document.

Document

Document Type :

Document Name :

Remark :

#	LineNo	Document Name :	Remark :
<input type="checkbox"/>		2.png	document HR

Page 1 of 1 (1 items)

Explanation

Attach the following documents:

- i. Gazatted ZB4 form
- ii. Duly Completed Free Zone User Registration Form
- iii. Copy of Form 9 or Form B duly certified by company secretaries.
- iv. Copy of Form 49 and 24 or Form 32A (if applicable) duly certified by company secretaries.
- v. Copy of Customs approval letter (if applicable) duly certified by company secretaries.
- vi. Copy of Warehouse rental/lease agreement.

Figure 131

2. Click on **Save** button once you have completed the details.

Document

Document Type :

Document Name :

Remark :

Figure 132

3. To edit record, tick on any one of the records then click **Edit** button.

#	No	Document Name :	Remark
<input checked="" type="checkbox"/>		pdf-sample.pdf	
<input type="checkbox"/>		perry.jpg	New logo for company

Figure 133

4. After done edit details, click on **Save** button to save edited record.

Document

Document Type : PDF

Document Name : pdf-sample.pdf

Remark :

Figure 134

5. To delete record, tick on any one of the records then click on **Delete** button.

#	No	Document Name :	Remark
<input type="checkbox"/>		pdf-sample.pdf	supporting doc
<input checked="" type="checkbox"/>		perry.jpg	New logo for company

10.4 License & Installer

10.4.1 Software License

The screenshot shows the 'Software License' page. The breadcrumb is 'SA Home > Maintenance > License and Installer'. The navigation menu includes 'Admin', 'Setting', 'PK*Net Registration', 'License & Installer', and 'Inquiry'. The sub-menu includes 'Software License', 'Software Installer', 'Tools/User Guide', and 'Online Training'. The main content area is titled 'Please Download Software Licence for client application :'. It contains a table with the following data:

#	Subject	Release Note	Release Date	Download URL
	Port Klang*Net SA System License	License Released Port Klang*Net SA System	21/09/2017	Port Klang*Net SA License Key ver 1.1.xml

Below the table, it says 'No data to display' and 'No data to paginate'.

Figure 135

10.4.2 Software Installer

The screenshot shows the 'Software Installer' page. The breadcrumb is 'SA Home > Maintenance > License and Installer'. The navigation menu includes 'Admin', 'Setting', 'PK*Net Registration', 'License & Installer', and 'Inquiry'. The sub-menu includes 'Software License', 'Software Installer', 'Tools/User Guide', and 'Online Training'. The main content area is titled 'Please Download Software Installer for client application :'. It contains a table with the following data:

#	Subject	Release Note	Last Updated Date	Download
	PKNet Installation for Shipping Agent	PKNet Installer for SA	21/09/2017	SetupSA 29092017.msi

Below the table, it says 'No data to display' and 'Total Record: 0'. At the bottom, it says 'No data to paginate'.

Figure 136

10.4.3 Tools/User Guide

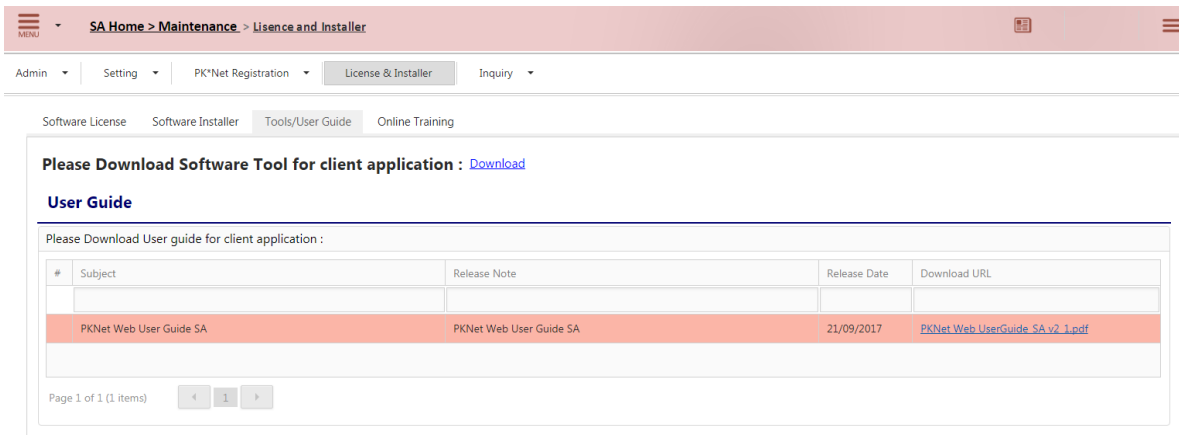


Figure 137

10.4.4 Online Training

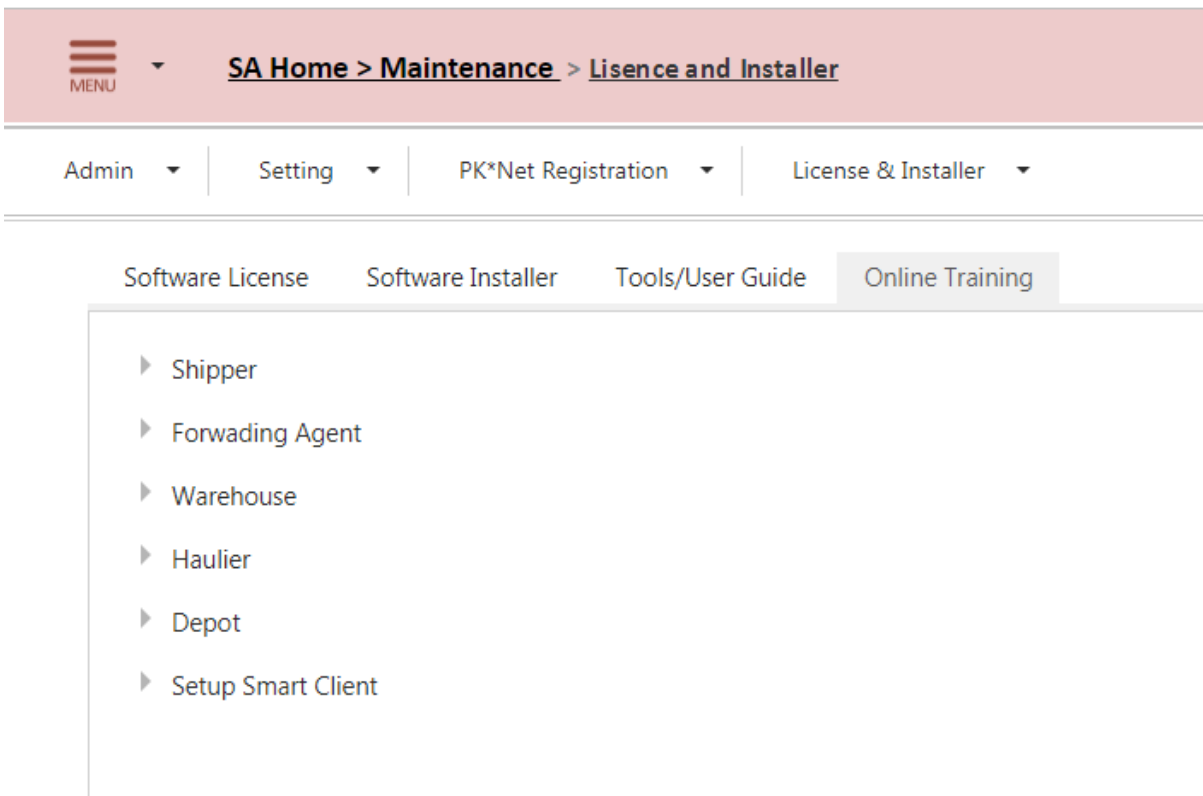


Figure 138

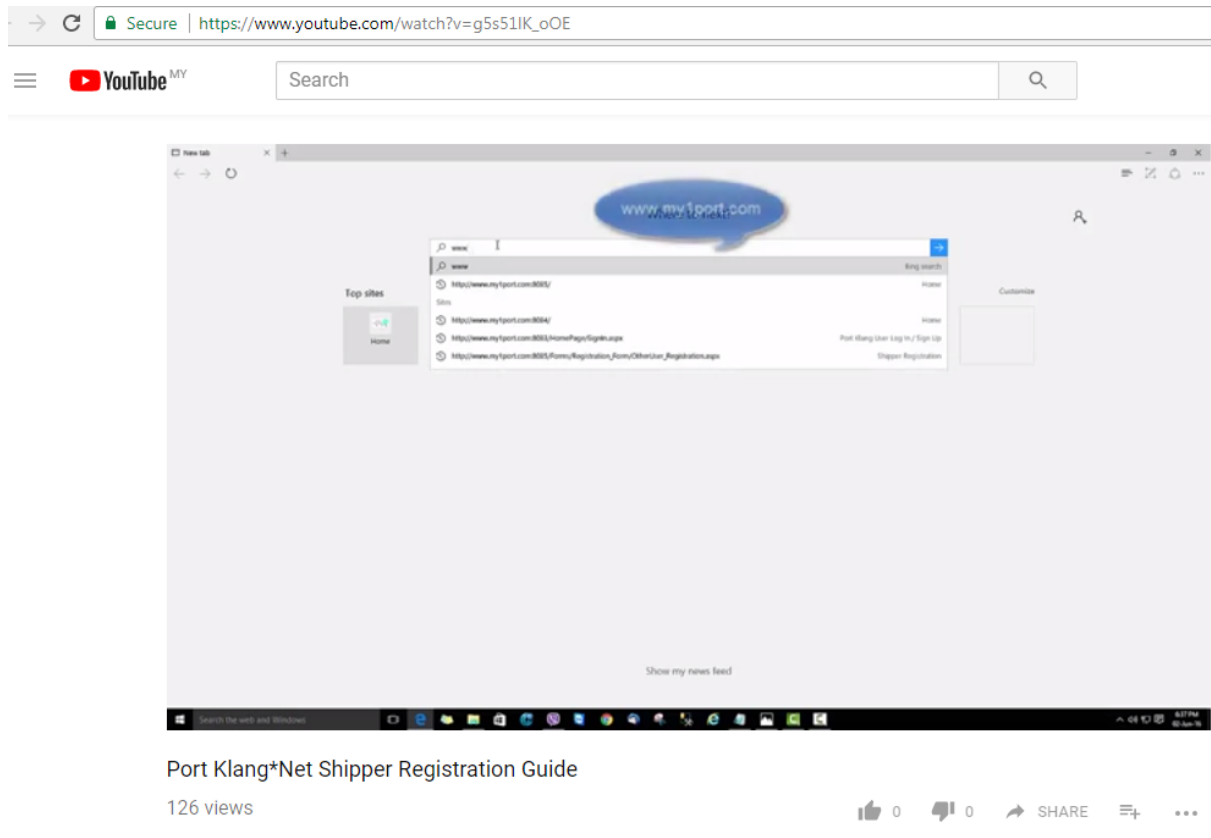


Figure 139

Chapter 11 Live Service

11.4.1 Live Service

Click on the Menu and select **Live Service**.

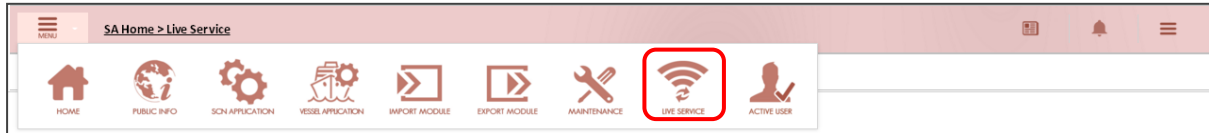


Figure 140

11.1 Registered Company

Select Registered Company tab.



Figure 141

11.1.1 Forwarding Agent List

Forwarding Agent List page will display as below:

#	ROC No	Company Name	Address	Tel No	Fax No
	AAA (ROC No: 124)			Tel No : Mobile No : 1 Email : a@abc.com Contact Person : A	Fax No :
	ABC FORWARDING SDN BHD (ROC No: 123456Z)	24, JALAN SATU TAMAN KUEA PORTKLANG Post Code : 42000		Tel No : 03-31672100 Mobile No : 0122060097 Email : jane@lim@gmail.com Contact Person : JANE LIM	Fax No : 03-31672188
	ADIB FORWARDING SDN BHD (ROC No: PKN0789)	NO. 12, JALAN INDAH 1/15, TAMAN UNIVERSITI INDAH SERI KEMBARANGAN, SELANGOR Post Code : 43300		Tel No : 0380738477 Mobile No : 0177447582 Email : muhdadibazmy@gmail.com Contact Person : MUHAMMAD ADIB BIN AZMY	Fax No : 0380738466
	AMIR CONTROL SDN BHD (ROC No: 789543R)	111, JALAN PUTERI 5/7, BANDAR PUTER PUCHONG, SELANGOR. Post Code : 47100		Tel No : (0) 4444-4488 Mobile No : (0) 4222-2222 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (04) 4444-4499
	AMIR CONTROL SDN BHD (ROC No: 25643H)	111, JALAN PUTERI 5/7, BANDAR PUTER PUCHONG, SELANGOR Post Code : 47100		Tel No : (044) 4444-4444 Mobile No : (044) 4444-444 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (04) 4444-4444
	AZ TECH FORWARDING SDN BHD (ROC No: 123456P)			Tel No : (03) 8073-8488 Mobile No : (013) 3133-543 Email : wan@rankalpha.com Contact Person : WAN AZUAN	Fax No : (03) 8073-8499

Figure 142

11.1.2 Haulier List

Haulier List page will display as below.

#	ROC No.	Company Name	Address	Tel No	Fax No
		A STAR HAULAGE (ROC No.: A3H0001) NO 3 JALAN BINTANG 3 TAMAN BINTANG Post Code: 31452		Tel No : (013) 7458-695 Mobile No : (011) 5464-6463 Email : nurzafrah1314@gmail.com Contact Person : ZACK	Fax No : (07) 4526-895
		ABSOLUTE HAULAGE (ROC No.: A4H0001) LOT 2 & 3 JALAN KUNCI BANDAR BARU KUNCI Post Code : 54645		Tel No : (015) 7845-785 Mobile No : (011) 4646-454 Email : nurzafrah1314@gmail.com Contact Person : JESSICA	Fax No : (012) 4587-956
		ABSTRACT HR (ROC No.: A8H0001) NO 45 JALAN BERJAYA 45 Post Code : 98546		Tel No : (012) 4587-964 Mobile No : (015) 4679-879 Email : nurzafrah1314@gmail.com Contact Person : MELISA	Fax No : (013) 1345-645
		ARTHA LOGISTICS SDN BHD (ROC No.: 803905M) LOT 8919, JALAN TELOK GONG, PELABUHAN KLANG, SELANGOR Post Code : 42000		Tel No : 31343241 Mobile No : 0123905713 Email : nathan@arthalogistics.com Contact Person : VISHNA NATHAN	Fax No : 31343243
		AZ TECH FORWARDING SDN BHD (ROC No.: 789661D) QSSDFGH AWTQKRT RTQKPORT Post Code : 25655		Tel No : (03) 8073-8488 Mobile No : (013) 3133-543 Email : wan@rankalpha.com Contact Person : WAN AZUAN	Fax No : (03) 8073-8499
		BARVEN GLOBAL RESOURCES SDN. BHD. (ROC No.: 793040W) LOT 8951-D, JALAN BESAR TELOK GONG, KAMPONGTELOK GONG, PELABUHAN KLANG, Post Code : 42000		Tel No : 013-269 9999 Mobile No : 013-269 9999 Email : nghtiti@hotmail.com Contact Person : MR.ALEX SOH SENG CHAI	Fax No :

Figure 143

11.1.3 Depot List

Depot List page will display as below:

#	ROC No.	Company Name	Address	Tel No	Fax No
		ACME DEPOT (ROC No.: AC20001) NO 45 JALAN BERANTAI 45 TAMAN HAJU Post Code : 15454		Tel No : (014) 6797-5464 Mobile No : (015) 6796-4646 Email : nurzafrah1314@gmail.com Contact Person : HISHAM	Fax No : (013) 5979-8956
		ADEPT DEPOT (ROC No.: AD20001) NO 6 TAMAN BERLIUKU 6 BANDAR BARU LIUKU Post Code : 75846		Tel No : (016) 5476-4646 Mobile No : (016) 5989-3275 Email : nurzafrah1314@gmail.com Contact Person : MARY	Fax No : (018) 8974-6989
		ALEGE DEPOT (ROC No.: AL20001) NO 56 JALAN PERDANIA 5 TAMAN PERDANIA Post Code : 15655		Tel No : (014) 8796-9756 Mobile No : (015) 9794-6465 Email : nurzafrah1314@gmail.com Contact Person : FIFI	Fax No : (016) 9562-9555
		AZ TECH FORWARDING SDN BHD (ROC No.: 456327D) ASXD CFV AZSXDCFVRFBG Post Code : 65499		Tel No : (03) 8073-8488 Mobile No : (013) 3133-543 Email : wan@rankalpha.com Contact Person : WAN AZUAN	Fax No : (03) 8073-8499
		BERJAYA DEPOH SDN BHD (ROC No.: B200001) NO 07A-07-12 TAMAN PERINDUSTRIAN KULTUR 12 Post Code : 12456		Tel No : (012) 5487-9266 Mobile No : (014) 9744-464 Email : NURZAFRAH@RANKALPHA.COM Contact Person : HAFIZUL BIN PUDON	Fax No : (012) 1644-6164
		BOB DEPOH (ROC No.: 123456D) NO.13, JALAN PENING, PORTKLANG, SELANGOR MALAYSIA Post Code : 41000		Tel No : 03-12345678 Mobile No : 03-12345679 Email : anisah@rankalpha.com Contact Person : ANISA	Fax No : 03-12345679

Figure 144

Chapter 11 Active User

11.4.2 Active User

1. Click on the **Menu** and select **Active User**.



Figure 145

2. This option allows user to view who is login using this account.

Option	User ID	Last Access Date	Last Access Time
Delete	NISA	10/02/2017	16:59

Total Record: 1

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Figure 146

3. **Delete** button is used to terminate user.

{ End of User Manual }