

USER GUIDE

2017

Depot Module



PORT KLANG *NET

*Port Single Window for Maritime
and Logistic Communities*

**Windows
Version 2.0**



Rank Alpha Technologies Sdn Bhd®

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Document 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 useful information on how to perform a task.
text	Bold text indicates a link, button, dropdown list value or keyboard control that is clickable.
<i>text</i>	Bold and italicized text indicate an entry name
<i>text</i>	Text in italics indicates field name
mono	Monospace indicates text you enter from keyboard

Table 1

Navigations

Port Klang*Net Windows 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 Windows. Below are the most commonly used icons in the system.











Icon	Description
	Create a new record
	Delete an existing record
	Save a record
	Exit from the current screen
	Select a record
	Refresh a listing
	Remove a record from the listing
	Submission
	Download a record
	View a details record

Table 2

Chapter 1 Home

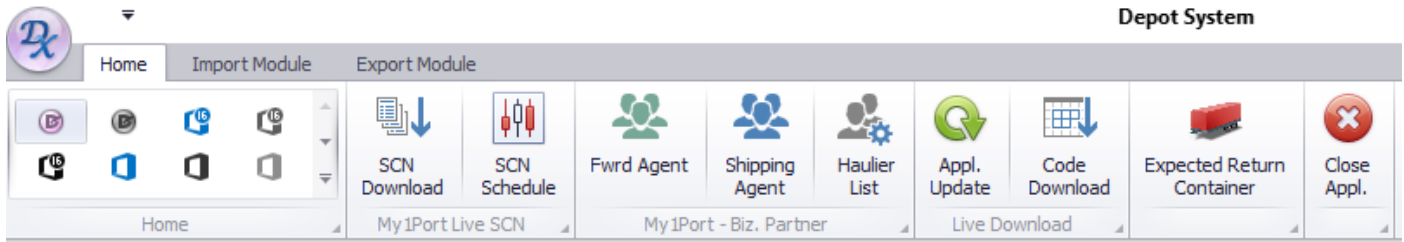


Figure 1

Accessing Home will provide user few options as below:

1. Home
2. My 1Port Live SCN
3. My 1Port Biz. Partner
4. Live Download

1.1 Skin Themes



Figure 2

Option allows user to setup Skin Themes and change how the system interface look like.

1.2 My1Port Live SCN

Two options available for user:

- a. SCN Download
- b. SCN Schedule

1.2.1 SCN Download



Figure 3



For users to download registered SCN at Port Klang Net*

1. Click on **SCN Download** tab to display the *Live SCN Listing*.

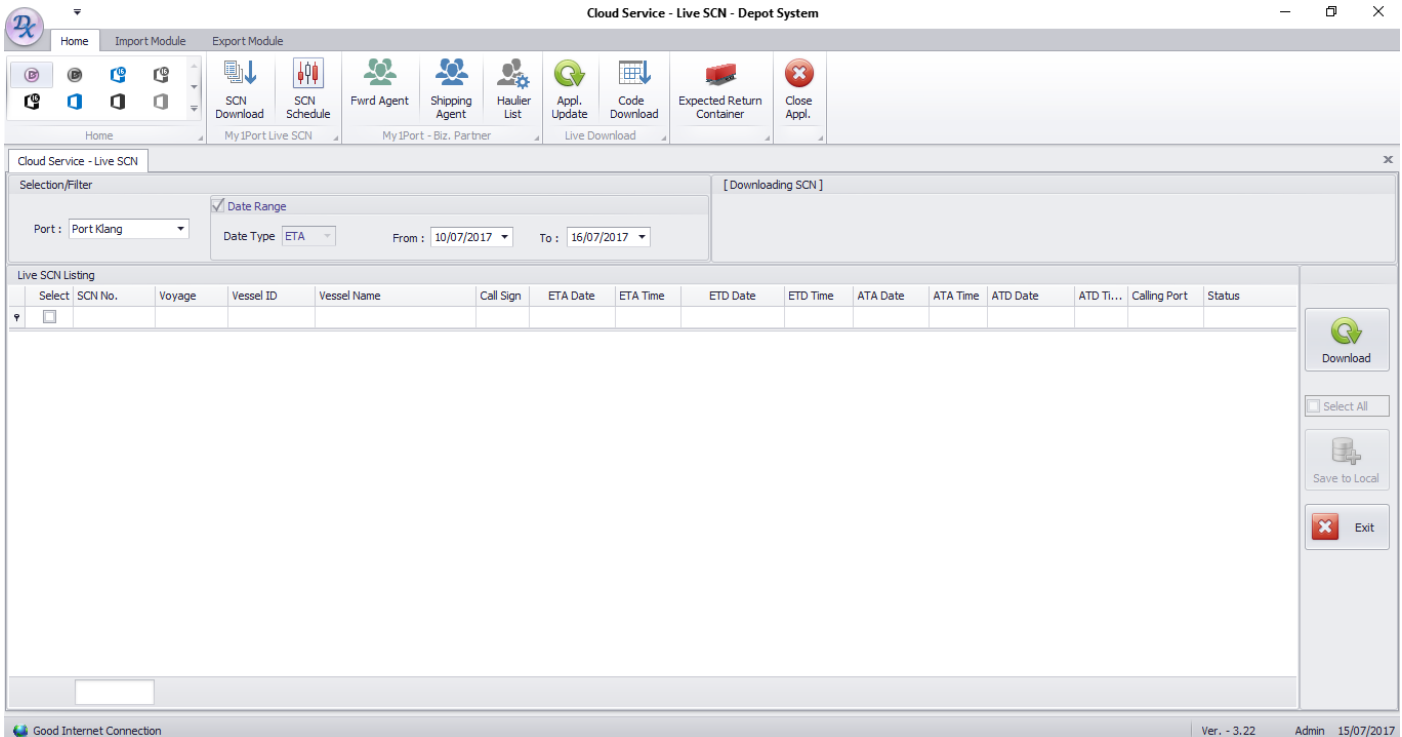



Figure 4



2. Proceed on  to start downloading SCN No and the details.
3. **SCN No** will be listed on the listing with all the voyage details. Select require SCN No and click on **Save to Local** button to save the information into the system.

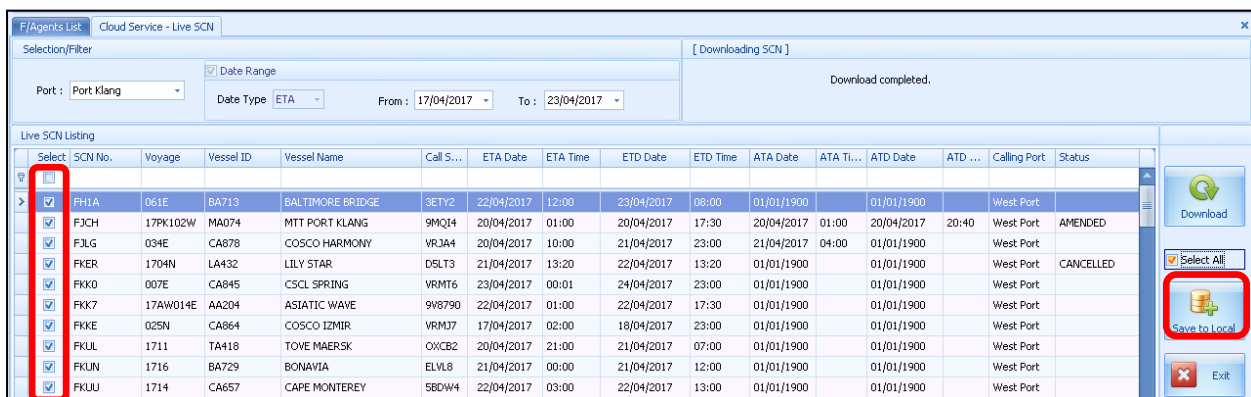


Figure 5

- Successful message will be displayed.

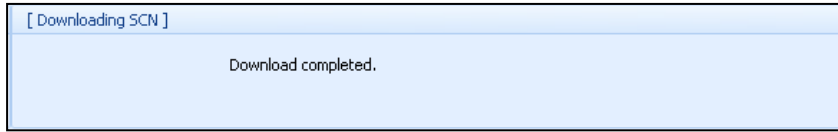


Figure 6

1.2.2 SCN Schedule

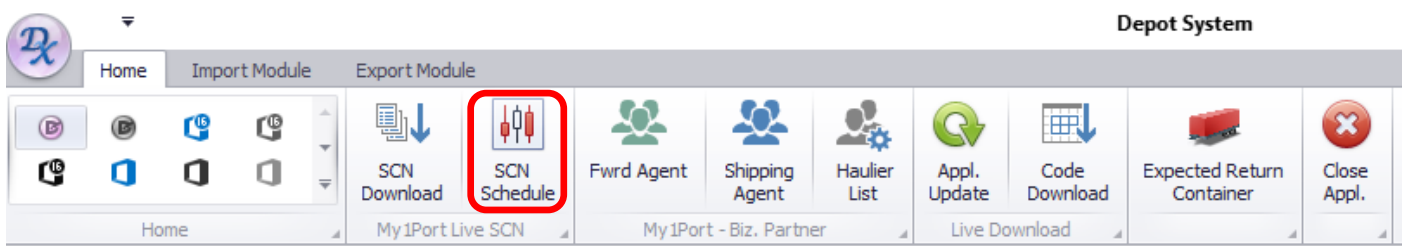


Figure 7



Listed all voyage scheduled per SCN and details with estimation arrival and departure.

- Click on **SCN Schedule** tab to list all the SCN scheduled.
- SCN Schedule Listing** will be displayed as below.

SCN Schedule Listing									
SCN No	Voyage No	Call Port	Vessel Name	Vsl Name	ETA Date	ETA Time	ETD Date	ETD Time	Status
FGMU	147N	P/Kdang-North ...	WA025	WEST SCENT ...	25-04-2017 00...	08:00	26-04-2017 00...	20:00	
FPVN	17OC022	P/Kdang-North ...	OA057	OCEAN STAR ...	23-04-2017 00...	15:47	24-04-2017 00...	11:47	
FPVH	17TR007	P/Kdang-North ...	M1666	MALAYSIA EXP ...	23-04-2017 00...	16:45	24-04-2017 00...	11:00	
FPVG	1703	P/Kdang-North ...	B1967	BANDAR BARU...	23-04-2017 00...	00:00	28-04-2017 00...	00:00	
FPVA	17TR007	P/Kdang-North ...	I0693	INDOMAL EXP...	23-04-2017 00...	17:25	24-04-2017 00...	11:00	
FPV7	001/17	P/Kdang-North ...	NA474	NORDPORT ...	23-04-2017 00...	10:00	25-04-2017 00...	10:00	
FPUP	WL02G	P/Kdang-North ...	WA125	WO LONG SON...	23-04-2017 00...	01:00	24-04-2017 00...	01:00	
FPUH	V.S1704	P/Kdang-North ...	PA510	PVT SEA LION ...	23-04-2017 00...	01:00	24-04-2017 00...	23:59	
FPTV	B234707	P/Kdang-West P...	BA427	BARLIAN 234 ...	23-04-2017 00...	20:00	24-04-2017 00...	20:00	
FPTU	B234707	P/Kdang-West P...	AA833	ALPHA PROGR...	23-04-2017 00...	20:00	24-04-2017 00...	20:00	
FPPL	02/17	P/Kdang-West P...	AA853	ARK ...	23-04-2017 00...	01:00	26-04-2017 00...	23:59	
FPRR	L87050N	P/Kdang-North ...	L0919	LOW KIM CHU...	23-04-2017 00...	21:00	24-04-2017 00...	07:00	
FPRR	L87050N	P/Kdang-North ...	L0980	LOW KIM CHU...	23-04-2017 00...	21:00	24-04-2017 00...	07:00	
FPPX	0009S	P/Kdang-North ...	PA459	PINYA STAR ...	23-04-2017 00...	08:00	24-04-2017 00...	08:00	
FPPPT	1704	P/Kdang-North ...	LA407	LEWANG ...	23-04-2017 00...	00:00	24-04-2017 00...	00:00	
FPPP	001N	P/Kdang-West P...	BA773	BAGAN STAR ...	23-04-2017 00...	08:00	24-04-2017 00...	08:00	

Figure 8

3. Select **Start date** and **End Date** at the Date Filter to list the require records and click on **Confirm Delete** button to proceed for deletion.



Figure 9

4. User are allows to purge the SCN by clicking on **Purge SCN** button.
5. Successful message will be displayed.

1.3 My1Port – Biz Partner

Three options available for online downloading:

- a. Forwarding Agent
- b. Haulier
- c. Depot

1.3.1 Forwarding Agent



Figure 10

1. Click on **Forwarding Agent** tab to download Forwarding Agent which registered at Port Klang Net.
2. The below screen will be displayed to allows user click on **Download** button and retrieve the require data.

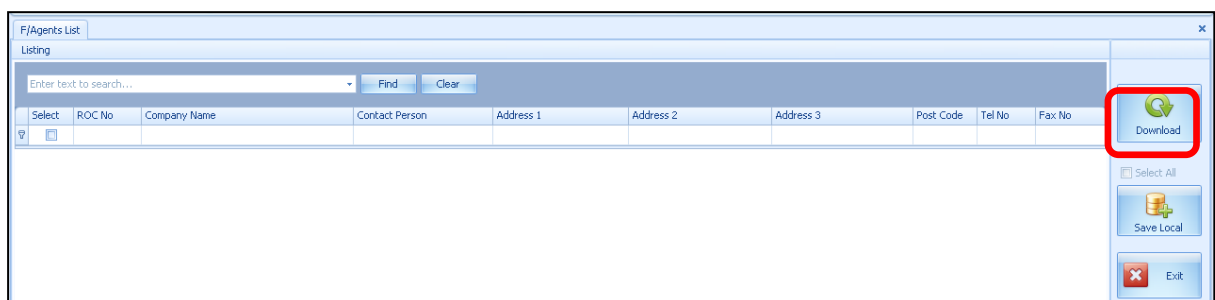


Figure 11

- A list of Forwarding Agent will be displayed as below. Tick on the check box to select any required Forwarding Agent.

Select	ROC No	Company Name	Contact Person	Address 1	Address 2	Address 3	Post Code	Tel No	Fax No
<input type="checkbox"/>	165948D	A M FORWARDING SDN BHD	ASOKHAN NAIDU	NO. 27-A, LORONG SANG...	BANDAR PUTERI,	KLANG SELANGOR	41200	03-5167...	03-516734...
<input type="checkbox"/>	601040H	AB SUCCESS MARINE (M) SDN BHD	SUSILAWATI BINTI AB M...	NO.3-1,JALAN KASUARI...	AMBANG BOTANIC,BUKIT ...	KLANG	41200	(03) 33...	(03) 3325...
<input type="checkbox"/>	237204T	ABLE FREIGHT FORWARDING SDN BHD	WANDA WONG	NO.63B-65B, JALAN BAY...	6/KS6, BATU UNJUR, TAM...	TINGGI, KLANG	41200	03-3324...	03-33249411
<input type="checkbox"/>	451383T	ACE FREIGHT SYSTEMS (M) SDN BHD	IRENE KONG	NO. 2, LOT 2610, JALAN ...	TAMAN PERINDUSTRIAN S...	SUBANG JAYA, SELANGOR...	47500	03-8024...	03-8024 6670
<input type="checkbox"/>	241754T	ACE VISION SDN BHD	KAMARUL ZAMAN BIN HA...	NO.55B, JALAN BAYU TI...	BATU UNJUR,KLANG,SELA...		42100	03-3319...	03-3319 4499
<input type="checkbox"/>	476586M	ACTPRO FREIGHT SDN BHD	SURESH A/L KARUNAKARAN	NO 12 JALAN BAYU TING...	BAYU TINGGI KLANG	SELANGOR DARUL EHSAN	41200	033325...	0333257755
<input type="checkbox"/>	457094D	ADANTSU FREIGHT FORWARDING SDN B...	ZULKARNAIN BIN MD NO...	NO.6B LORONG SANGGU...	BANDAR PUTERI KLANG S...	MALAYSIA	41200	603-516...	603-51627...
<input type="checkbox"/>	228190A	ADVANCE LOGISTICS SDN BHD	HANIRA MOHD HUSSIN	LOT 37, LEBUH SULTAN ...	PERINDUSTRIAN BANDAR ...	SULEIMAN, PORT KLANG, ...	42000	603 317...	603 3176 1...

Figure 12

- Click on **Save to Local** button to save the data into the system.

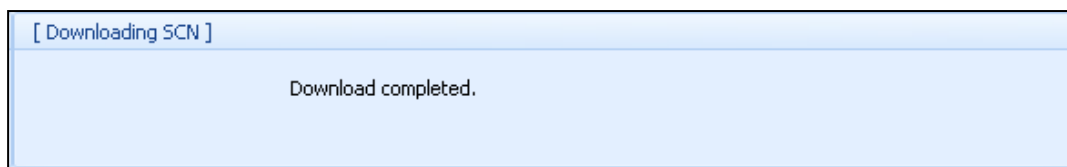


Figure 13

- Message will be displayed once finished downloading and data successfully saved.

1.3.2 Shipping Agent

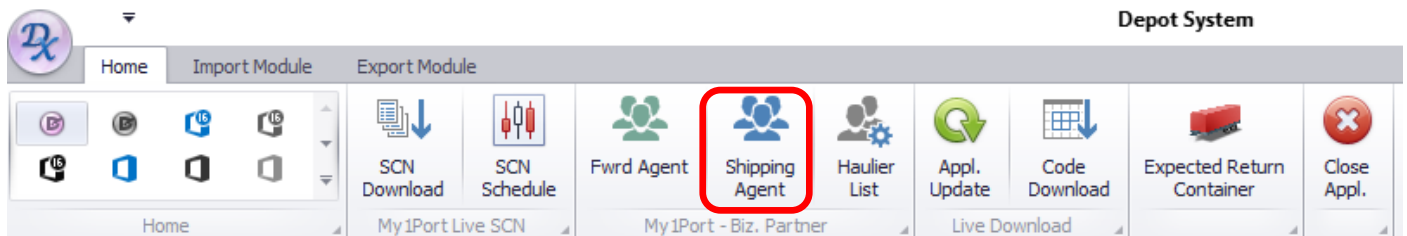


Figure 14

- Click on **Shipping Agent** tab to download Forwarding Agent which registered at Port Klang Net.

2. The below screen will be displayed to allows user click on **Download** button and retrieve the require data.

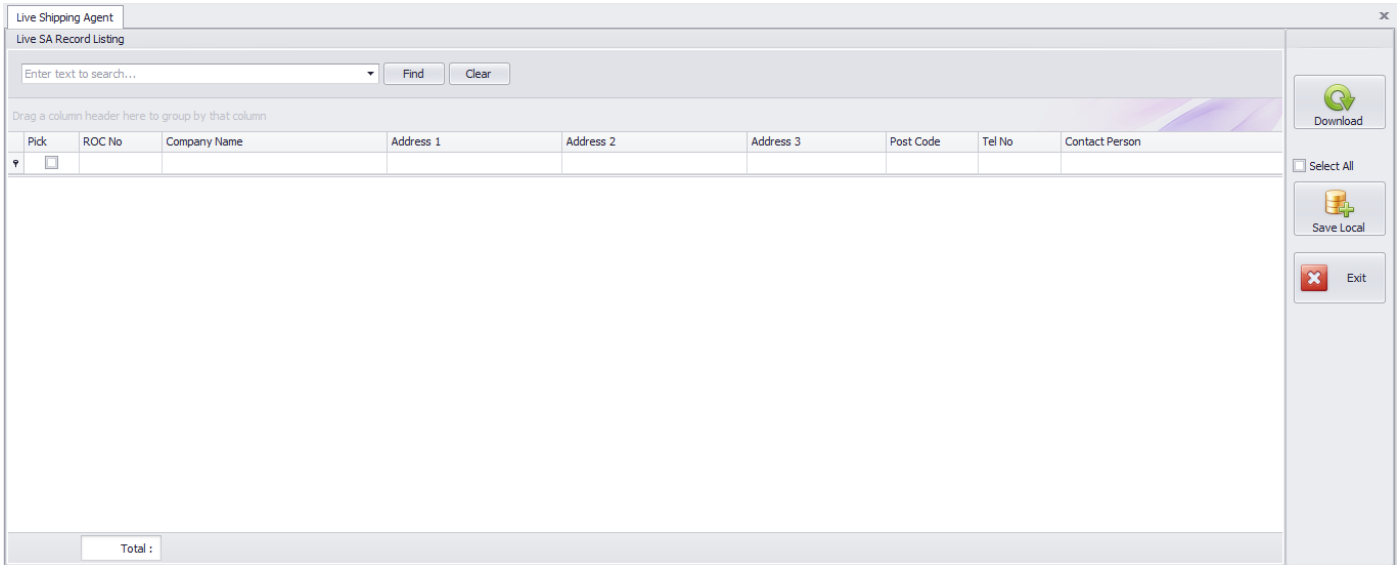


Figure 15

3. A list of Forwarding Agent will be displayed as below. Tick on the check box to select any required Shipping Agent.
4. Click on **Save to Local** button to save the data into the system.
5. Message will be displayed once finished downloading and data successfully saved.

1.3.3 Haulier List

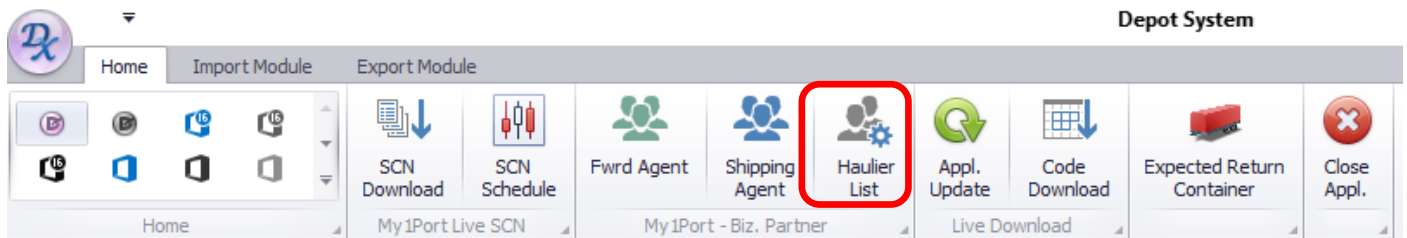


Figure 16

1. Click on **Haulier List** tab to proceed download Haulier which registered at Port Klang*Net.
2. The screen will be displayed as below to allow you click on **Download** button and retrieve a list of Haulier.

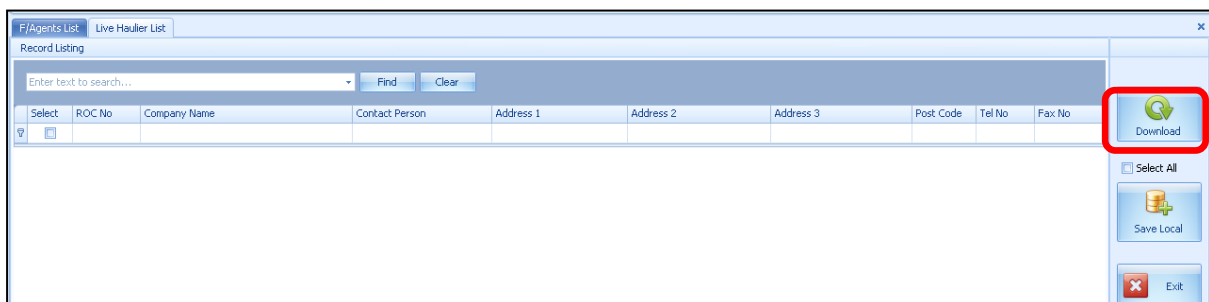


Figure 17

- Haulier List** will be shown as below. Select any **Haulier** and click on **Save to Local** button to save the record into the system.

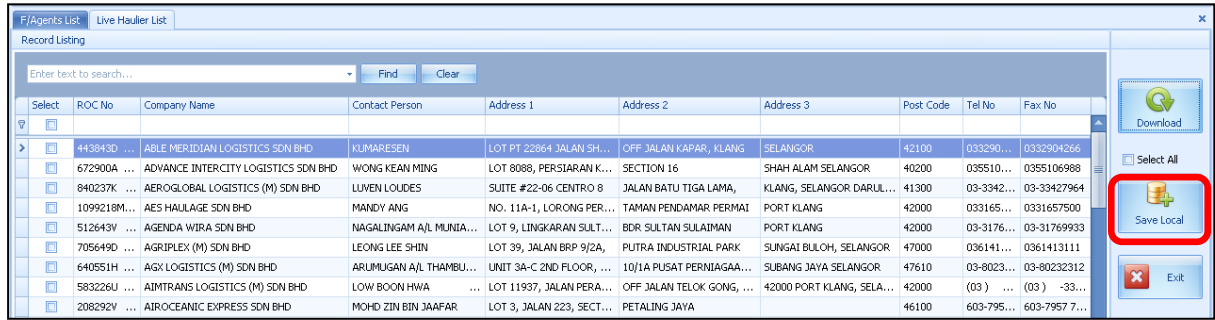


Figure 18

- System will shows below message once downloading and updating is completed.

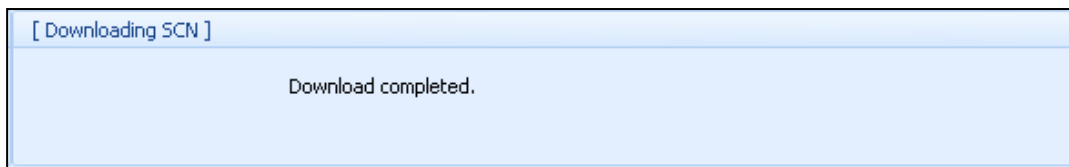


Figure 19

1.4 Live Download

1.4.1 Application Update



Figure 20

- Choose **Home** tab and select **Download Update** to update the latest patches of **PK*Net System**.
- Confirmation popup will appear before can proceed further. Click **Yes** to continue close current application before proceed.

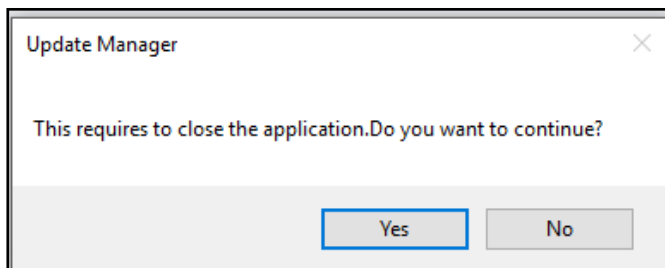


Figure 21

- Disclaimer windows will popup and click on **Agree** checkbox to proceed further. **Next** button will be enabled to click before updating starts the process.

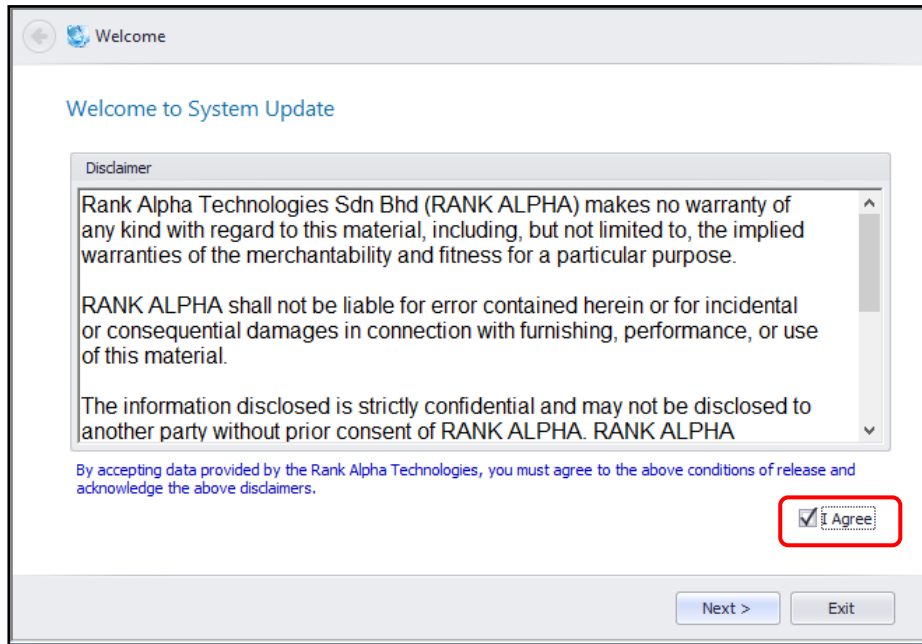


Figure 22

- Click on **Next** button on *Figure 22*, below screen will appear for user to confirm the system name and Id.

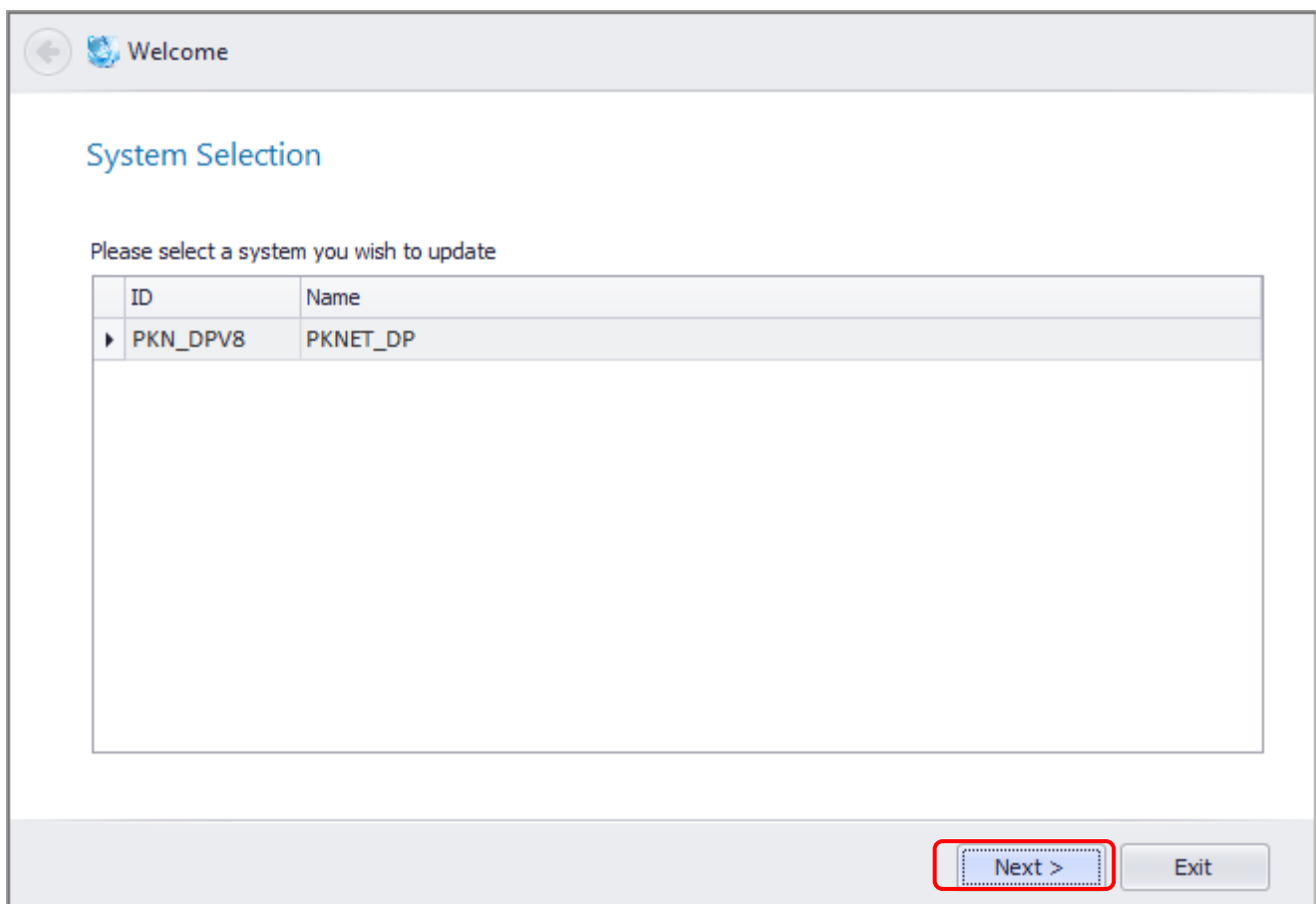


Figure 23

5. Click on **Check Update** button to check for any latest patches. System will show all the patches that have to update.

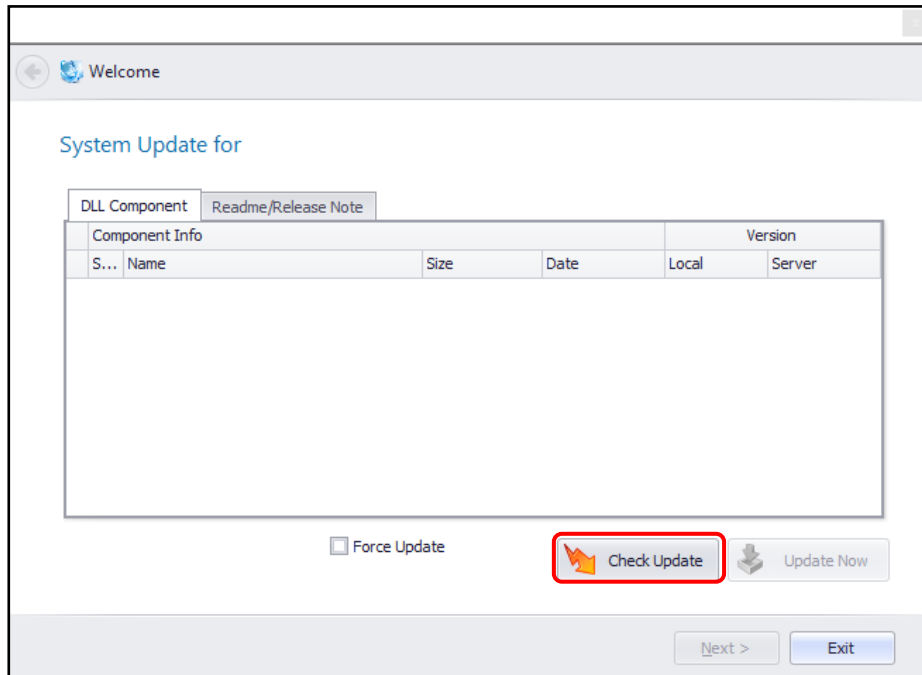


Figure 24

6. User are allows to check and compare the latest patches with the current patches used. Tick the check box for any requires patches to be updated. Click on **Update Now** to proceeds update on the current system.

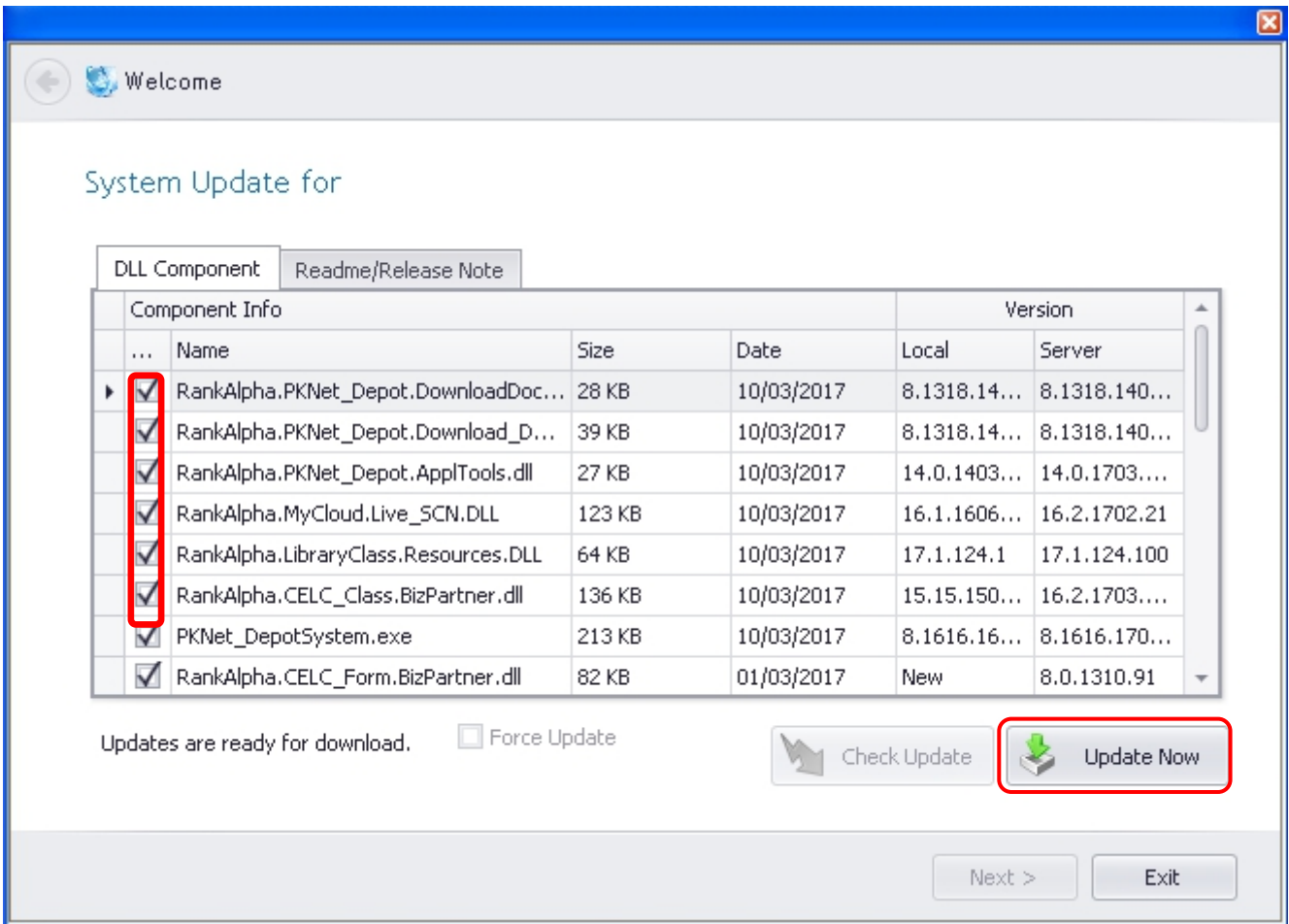


Figure 25

7. Click on **Finish** button and your system ready for the latest updated system.

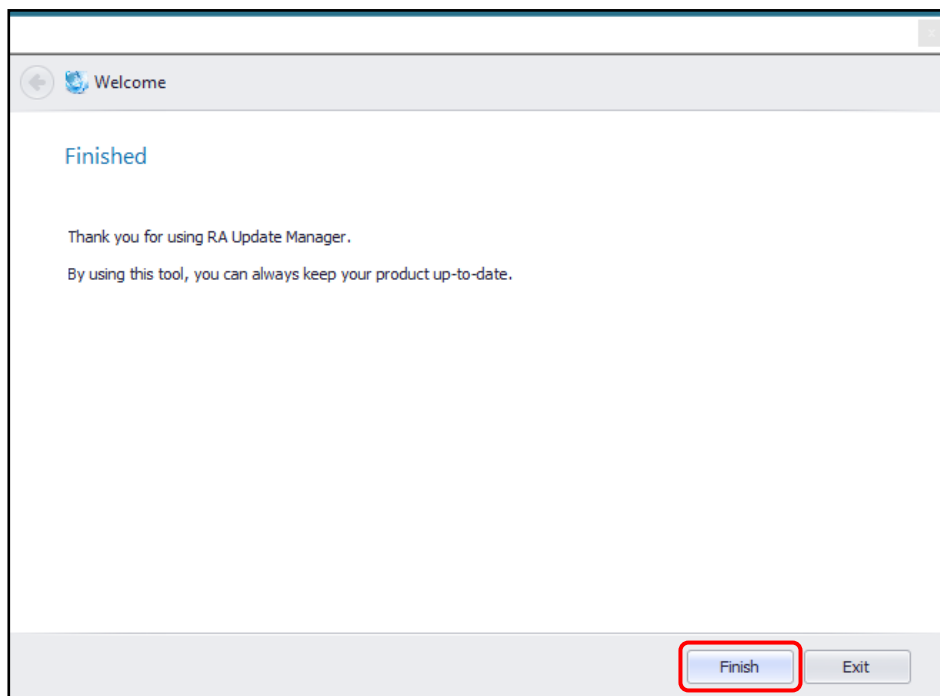


Figure 26

1.4.2 Code Download

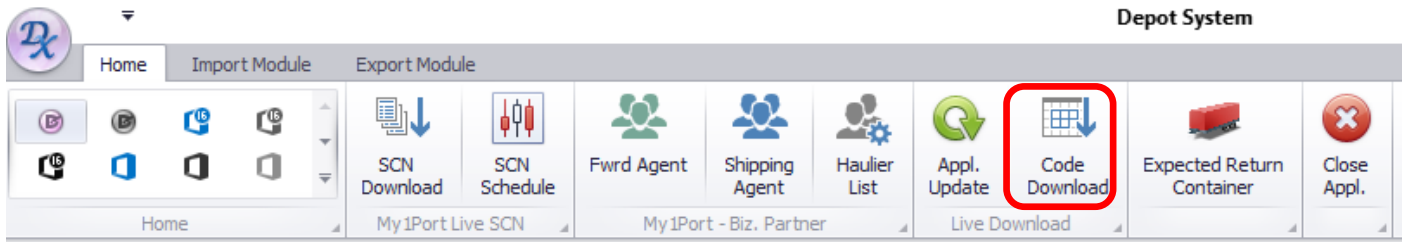


Figure 27

1. Click on **Code Download** tab to proceed for Table Center update.
2. The below screen will be displayed and user ready to click on **Get Table List** button to proceed further.

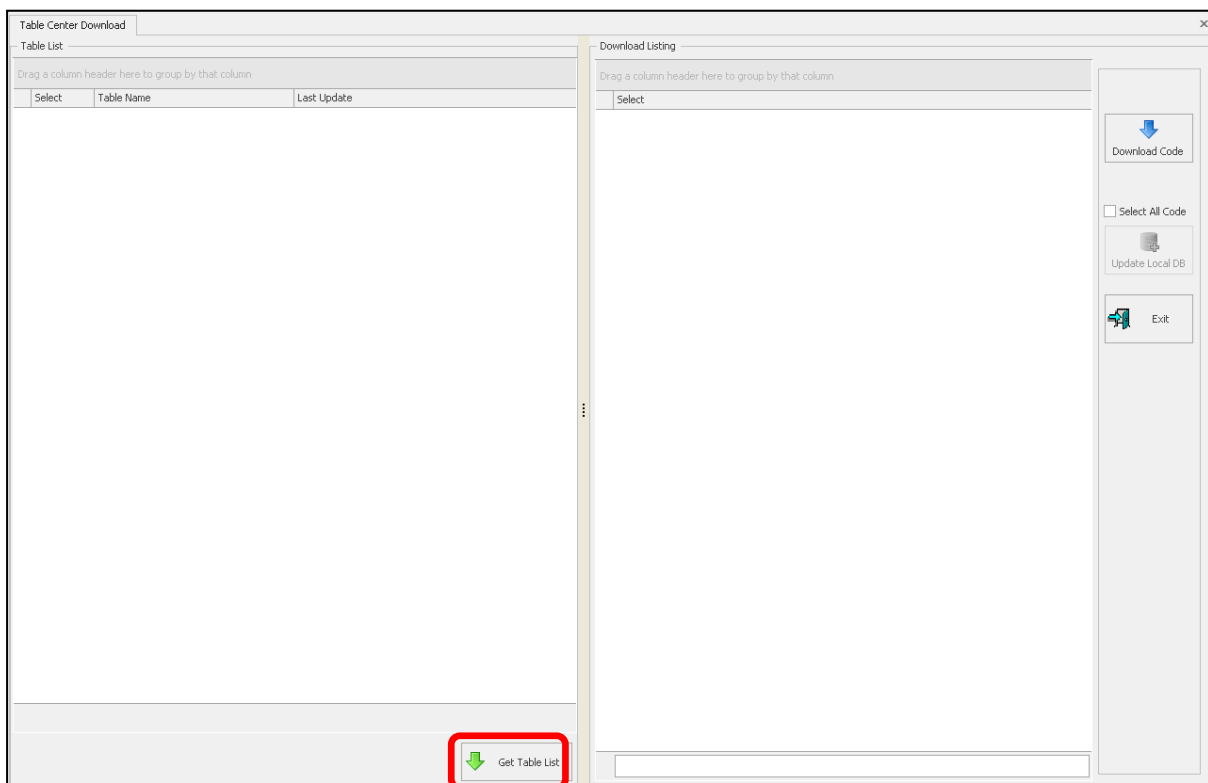


Figure 28

3. From below screen, user have to tick on the check box to select any require **Table Name** from the **Table List**. Click on **Download Code** button to retrieve the list of codes for the selected table.

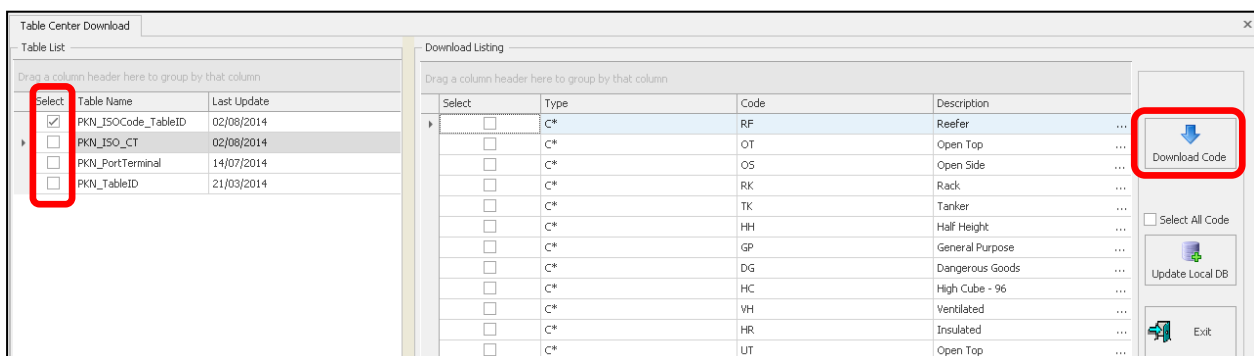


Figure 29

- Once successfully downloaded, a list of codes for the selected table will be listed on the right windows.
- Tick any required **Code** from the list, otherwise tick the check box **Select All Code** to select all entire codes and click on **Update Local DB** button to save the code into the system.

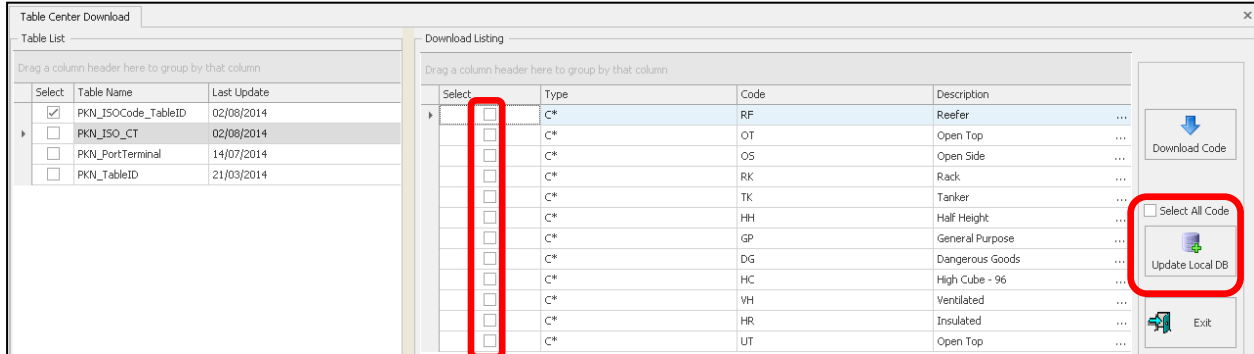


Figure 30

- System will prompt a successful message once updating is successfully completed



Figure 31

1.5 Expected Return Container

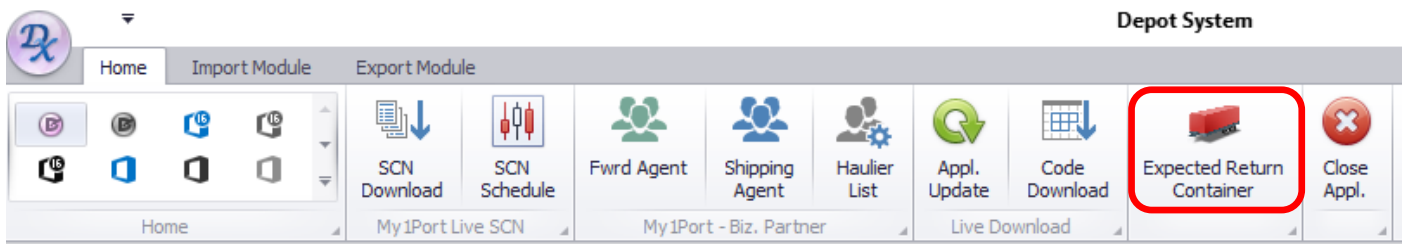
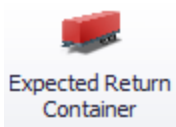
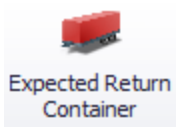


Figure 32



1. Click on  option to proceed for the Expected Return Container.

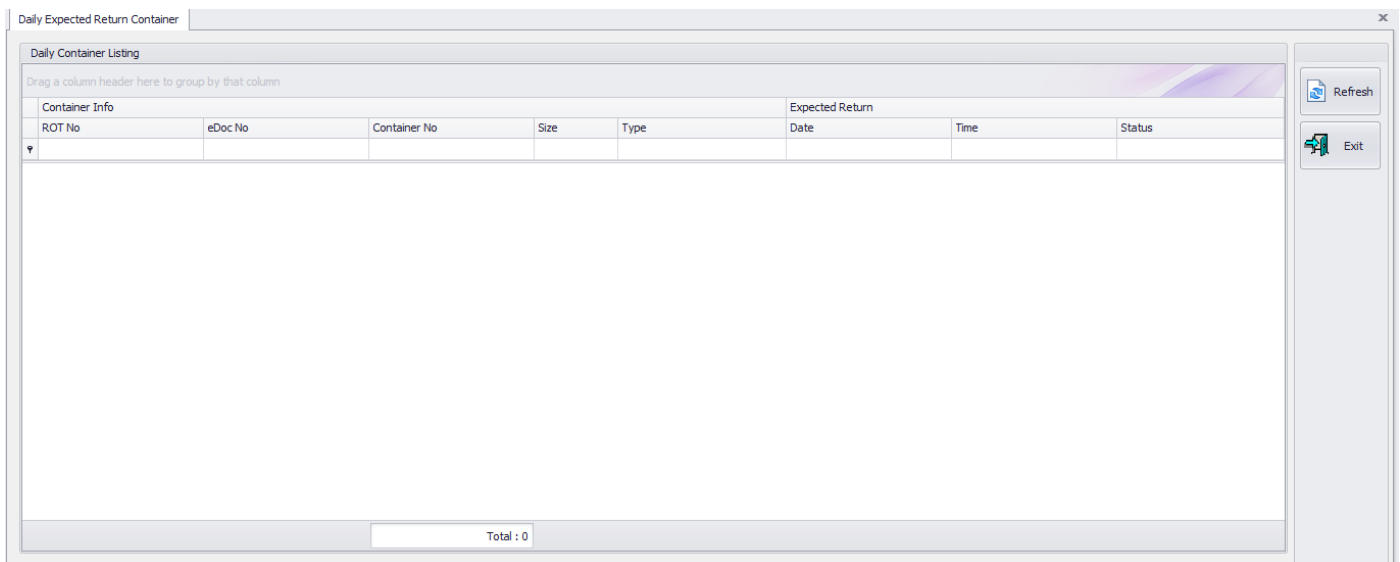
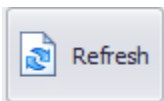
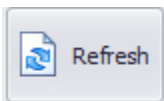


Figure 33



2.  button will list out all expected containers to be returned.

Chapter 2 IMPORT Module

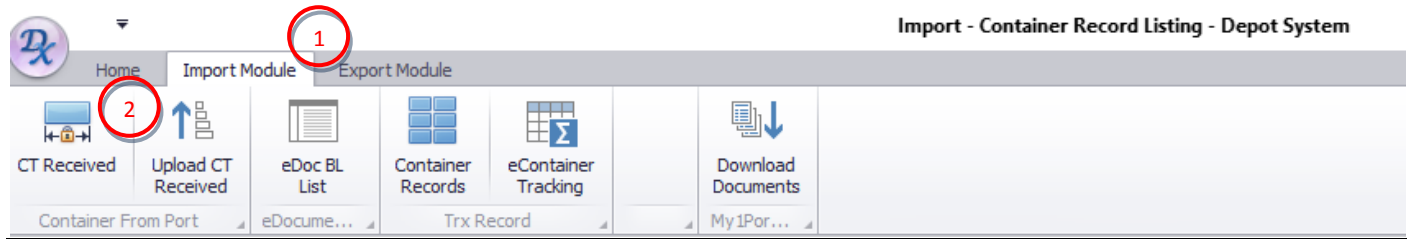


Figure 34

2.1 Container From Port have two process:

- a. CT Received
- b. Upload CT Received

2.1.1 CT Received

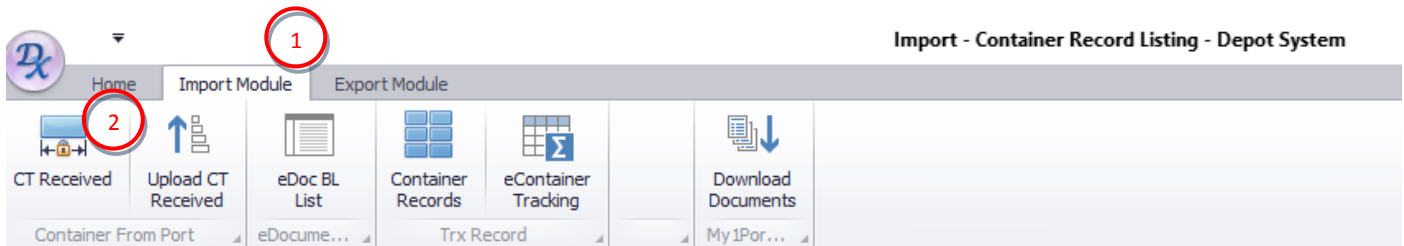


Figure 35

1. Go to **Import Process** tab to see all available option.
2. Click on **CT Update** to start update container details informtaion.
3. **Container Info Listing** will be displayed. Tick the check box to select record for updating Import Container Information.

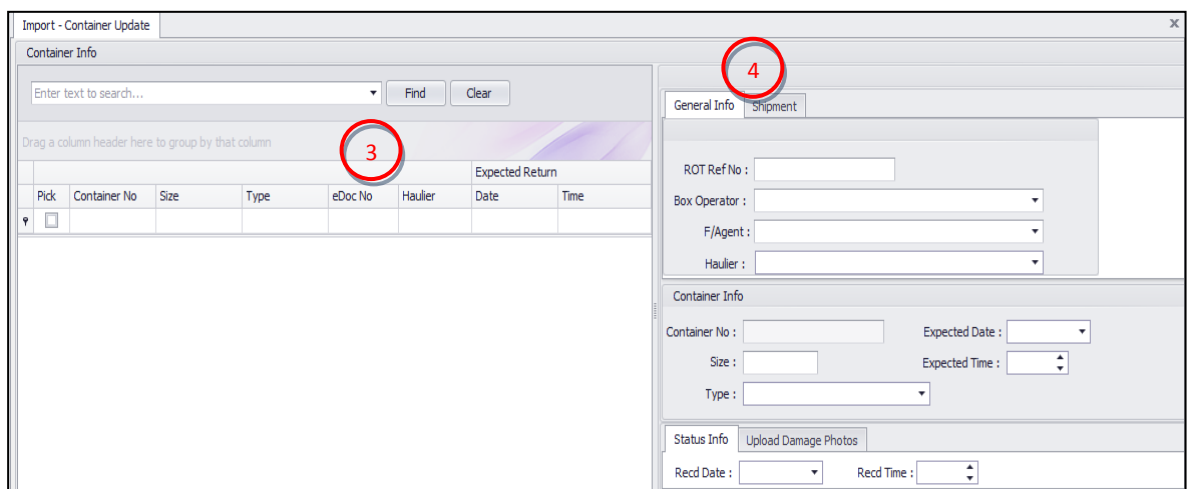


Figure 36

4. Enter necessary details in **General Info, Container Info, Shipment Details, Status Info** column and **Upload Damage Photos**.

General Info :


- i. Enter *Request of Transport* Number in the textbox
- ii. Select *Box Operator* from drop down listing
- iii. *Forwarding Agent* can be defined from drop down listing
- iv. Choose *Haulier* from drop down listing

Container Info

- i. Key in *Container No* in the textbox
- ii. Container *Expected Date* can be entered or select from Date Picker
- iii. *Expected time* for the container can be set here
- iv. Enter Container *Size* in the textbox
- v. Select Container *Type* from drop down list
- vi. Container *Status* Information can be define here
- vii. Select container *Status* from drop down list
- viii. Any require container *Remark* can enter here

Remark :

ix. Upload Damaged Photo

Click  to select photo for any location.

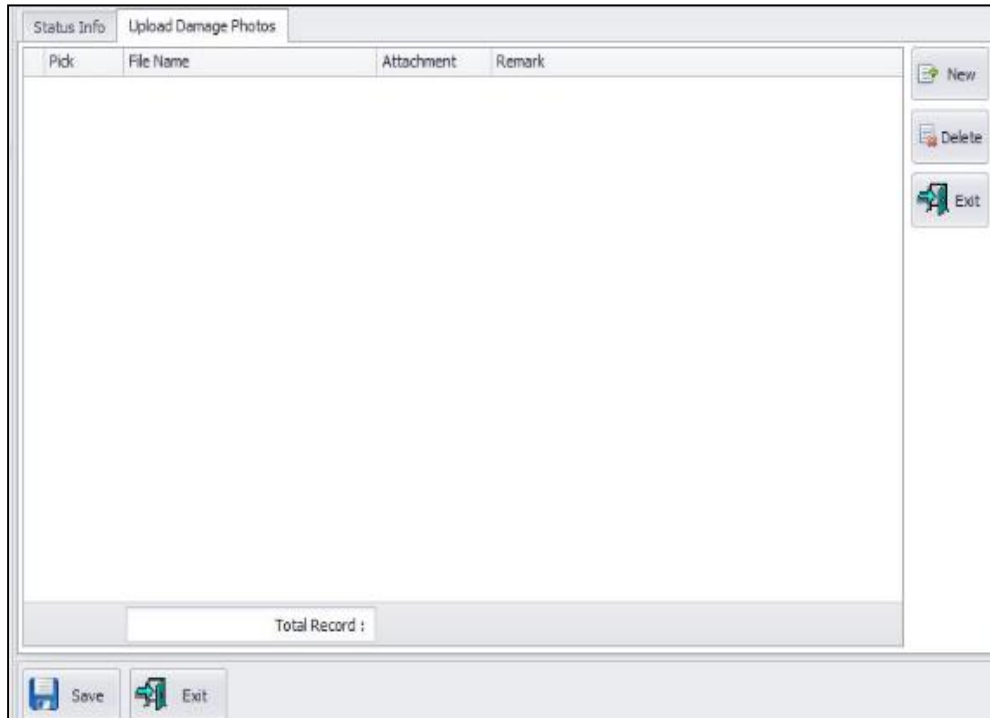




Figure 37

5.  button to save entered Information
6. Click  to exit from the screen.

2.1.2 Upload CT Received

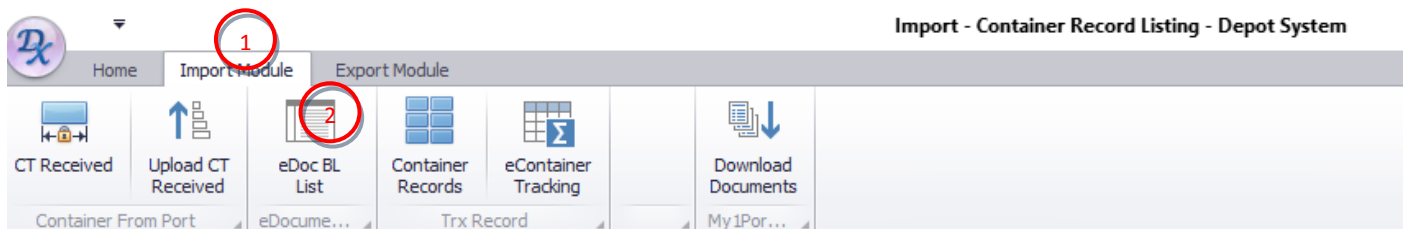


Figure 38

1. Go to **Import Process** tab to find all available option.
2. Click on **Upload CT Received** option to upload for the container received.

- Updated Import Container will be displayed on the listing. Tick the checkbox to select the record as container movement. Selected record will be moved to the Selected List on the right screen.

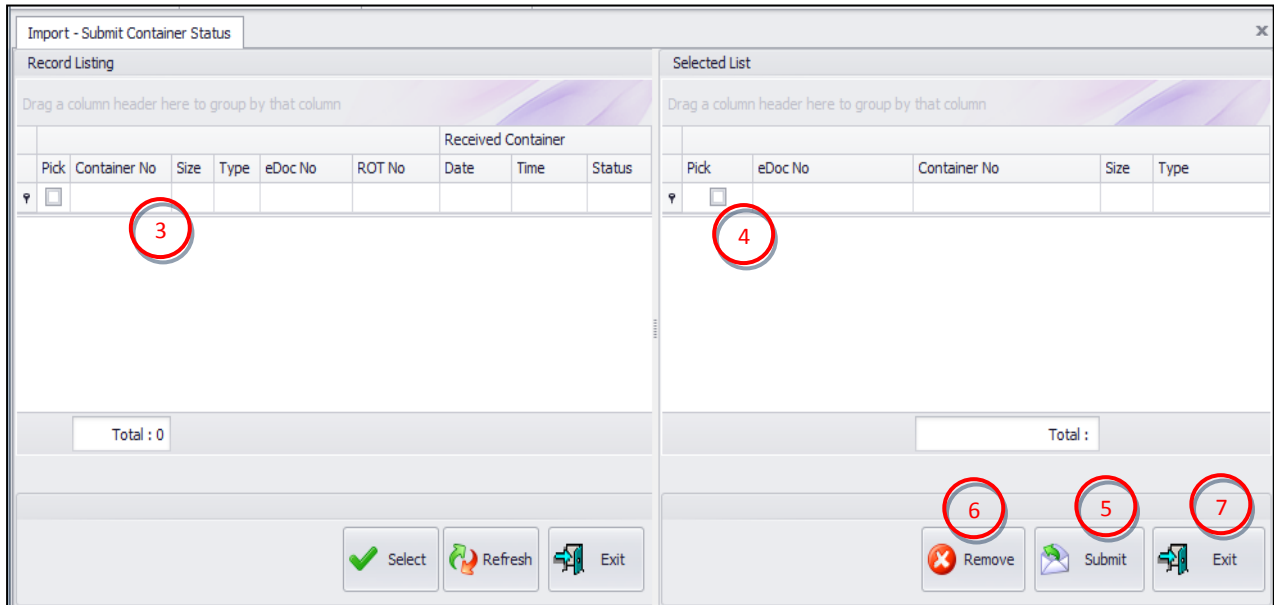


Figure 39

- Tick the check box on the Selected List listing for require record to be summited.
- Click on **Submit** button to proceed for submission.
- You may Click **Remove** button if require to remove listing before submission.
- Click **Exit** to exit **Upload CT Received** screen.

2.2 eDoc BL List

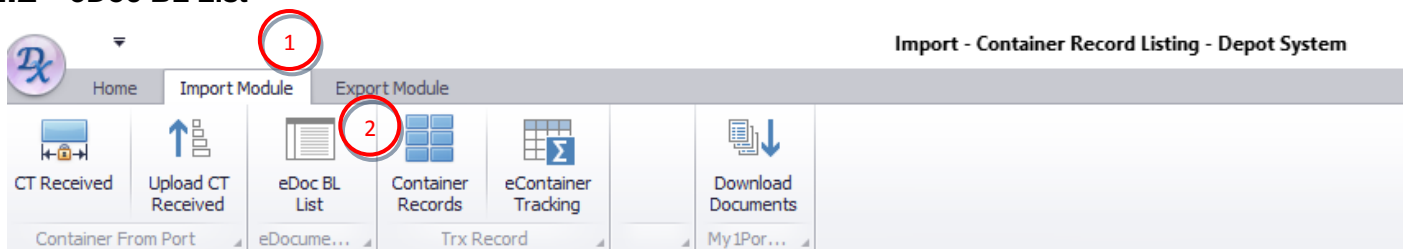


Figure 40

- Go to **Import Process** tab and click on it to see all the option available.
- Click on **eDoc BL List** option to list all downloaded eBoking records

3. **Booking Listing** will be displayed. Tick the check box to select record and view the details.

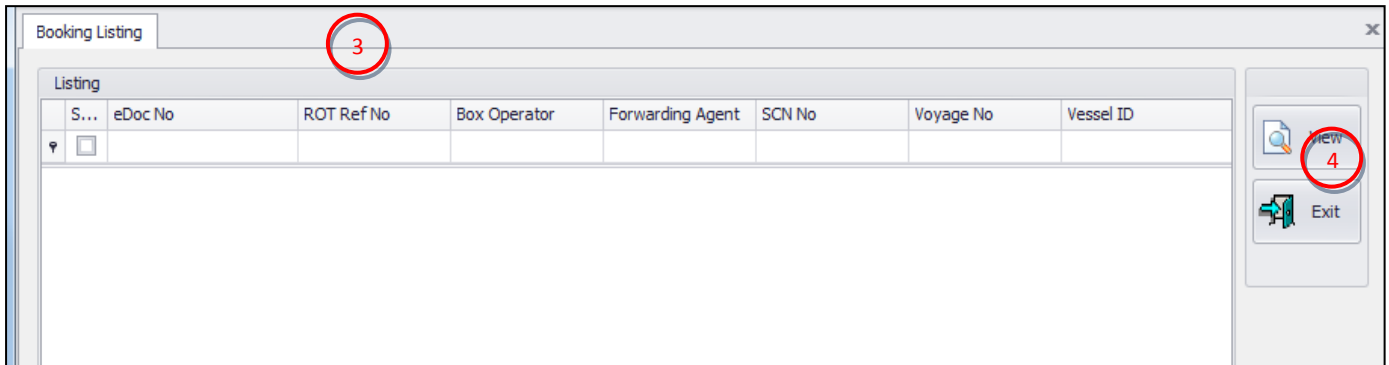


Figure 41

3. Click on **View** Button to view Container Booking Information
4. Click Exit to exit from eDoc BL List screen.

2.3 Transaction Records

Transaction Record used to query any import container.

2.3.1 Container Records

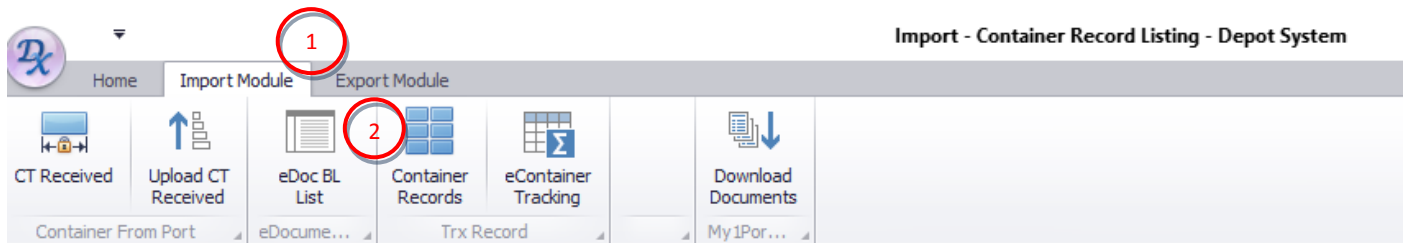


Figure 42

- 1 Choose **Import Process** tab to see all available option for Import Container.
- 2 Click on **Container Records** option to proceed further.
- 3 Tick in the checkbox *Display All* to display all records or enter *Filter Date* accordingly if require to filter by date range.

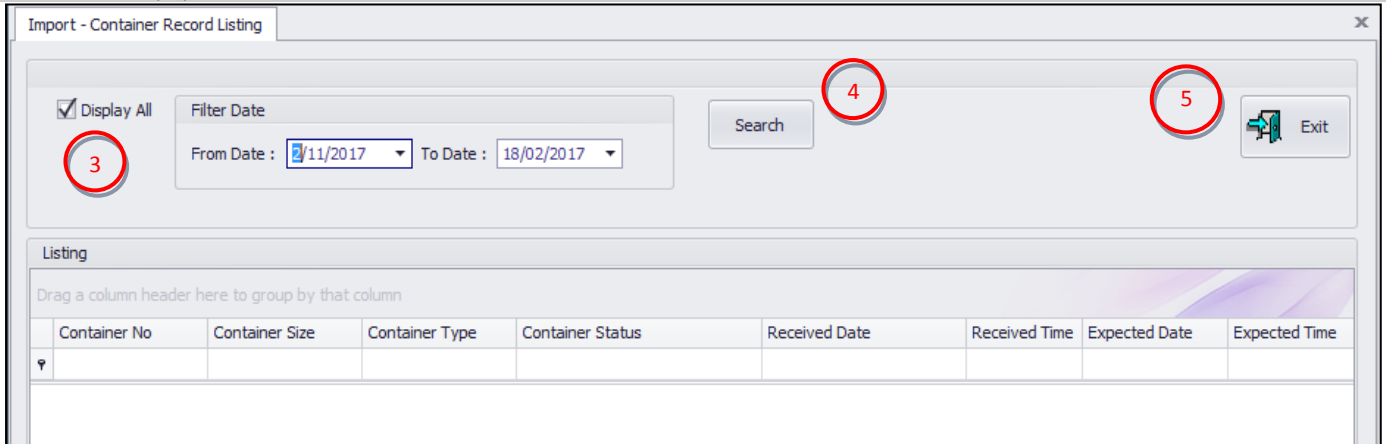



Figure 43

- 4 Click **Search** button to proceed and search the record.
- 5 Click **Exit** to exit from **Container Records Listing** screen.
- 6 Click  to exit from the screen.

2.3.2 eContainer Tracking

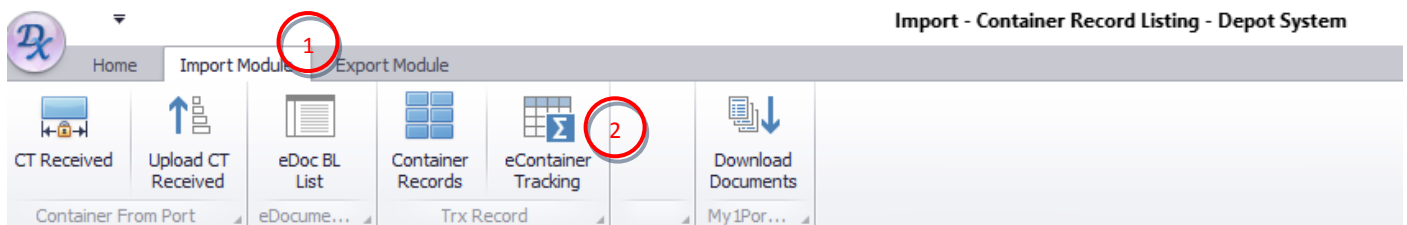


Figure 44

1. Go to **Import Process** tab to see all available option for import.
2. Click on **eContainer Tracking** option to trace Import container movement.

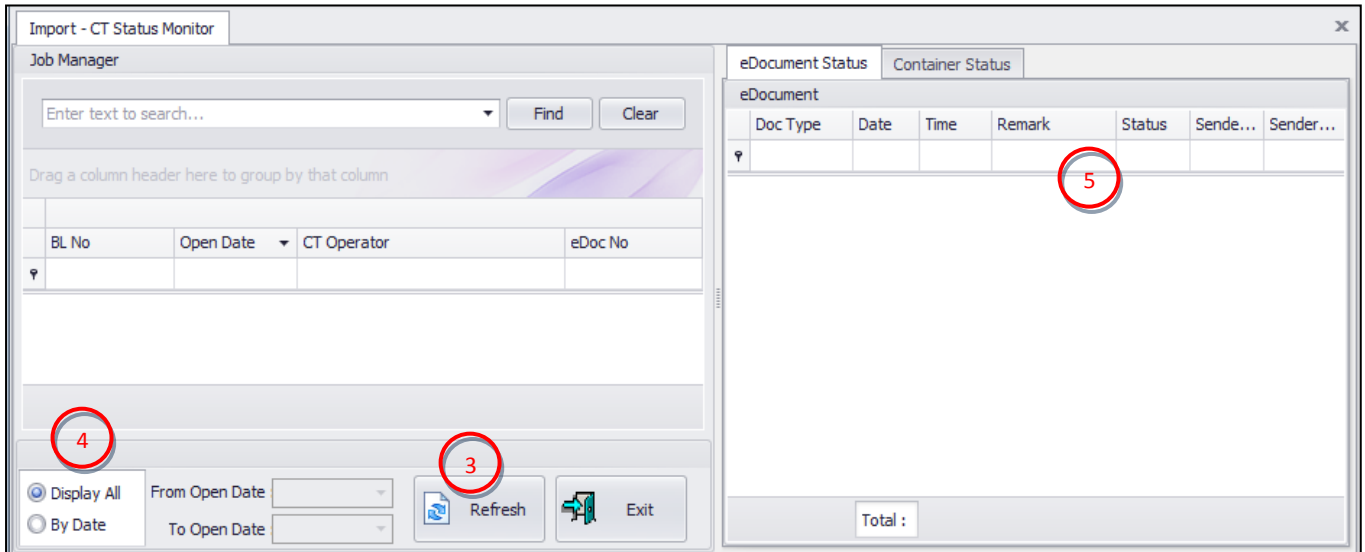


Figure 45

3. Click **Refresh** to refresh listing.
4. Press radio button *Display All* or *By date* to filter Import Container Status listing and Click Find button to start find the records.
5. Selected records will be displayed under **eDocument Status** and **Container Status** at right of the screen.
6. Click **Exit** to exit **Container Status Monitor** screen.

2.4 My 1Port – Download Document

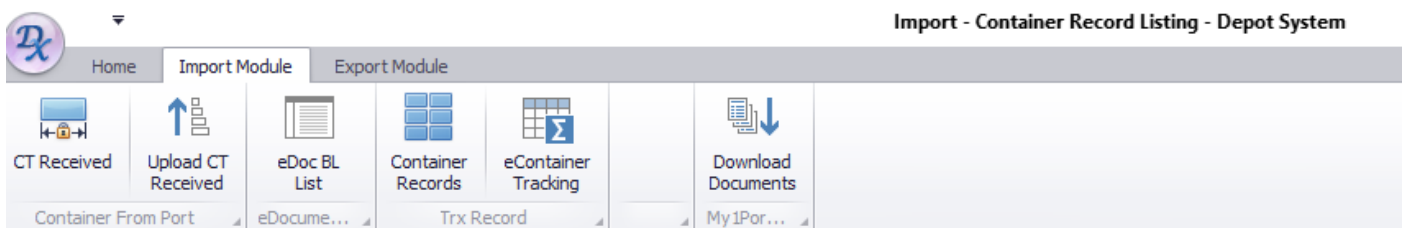


Figure 46

1. Click on **Import Module** tab to find the option to download online booking records.
2. Choose **Download Documents** option download all online booking from PK*Net.
3. To start downloading documents, click on **Download** button. Listing will list out all documents prepared by Haulier.

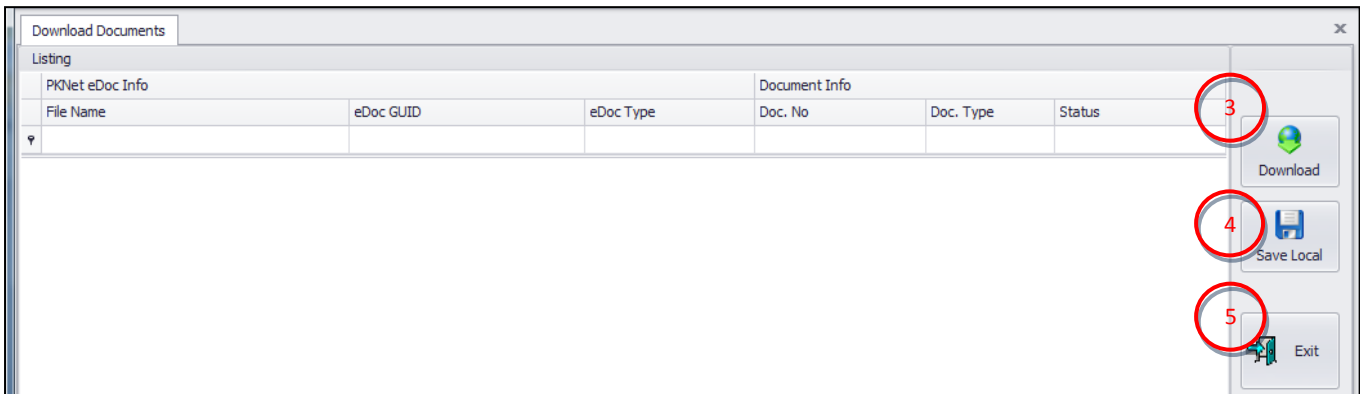


Figure 47

4. Select File name and Click **Save Local** to save downloaded PK*Net eDocument Information.
5. Click **Exit** to close **Download Documents Listing**

Chapter 3 EXPORT Module

Consist all of the export process require for Depot.

3.1 Download Documents

1. Go to **Export Module** tab to see all available option for export process.
2. Click on **Download Document** option where it can bring you to inbox for Request of Transport.
3. Listing will display all eDocument Info from PK*Net after click **Download** button. All Request of Transport confirmed by Haulier will be listed.
4. Select any require file and click **Save** button to save PK Net eDocument Information.
5. Click **Exit** to exit from Download Documents screen.

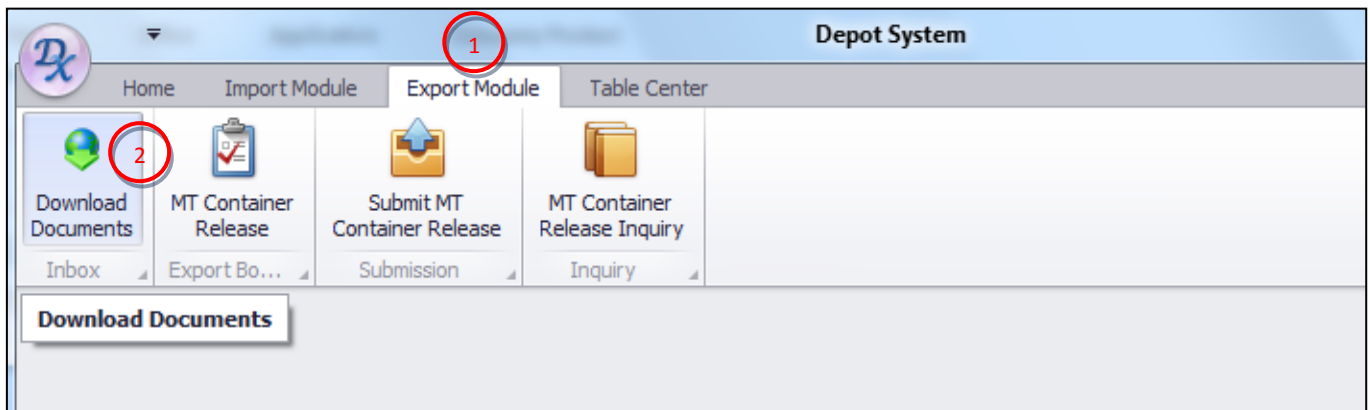


Figure 48

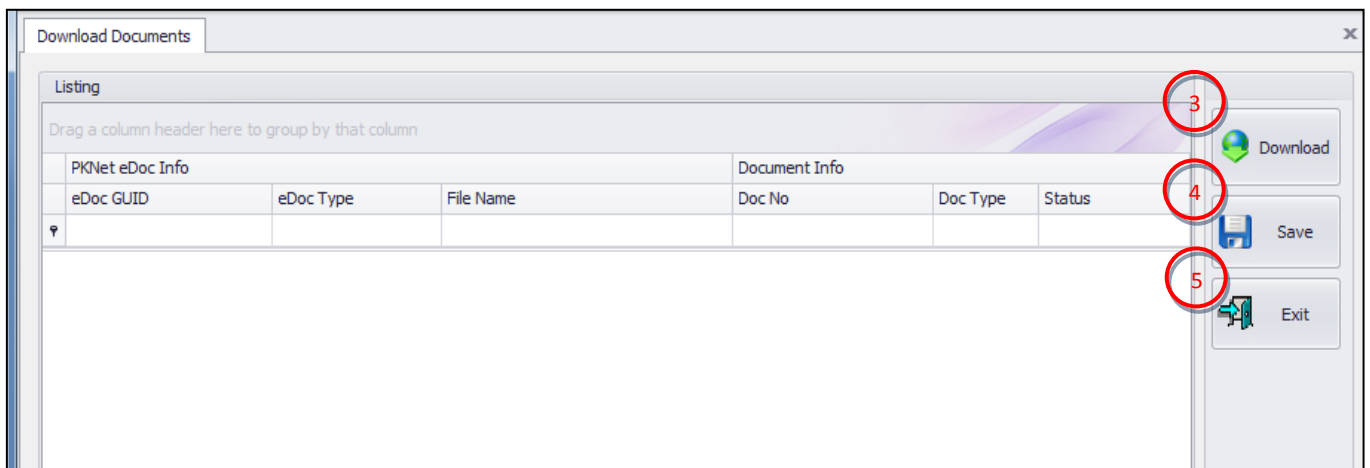


Figure 49

3.2 Export Booking : MT Container Release

1. Go to **Export Module** tab to see any available option under export module.
2. Click on **MT Container Release** option to proceed further.
3. Click **Refresh** button to refresh MT Container listing
4. Tick the checkbox to select record and Click **Add CT** to add container Information for MT Container to be released.
5. Enter necessary details and Click **Save**
6. Click **Exit** to exit MT Container Release page

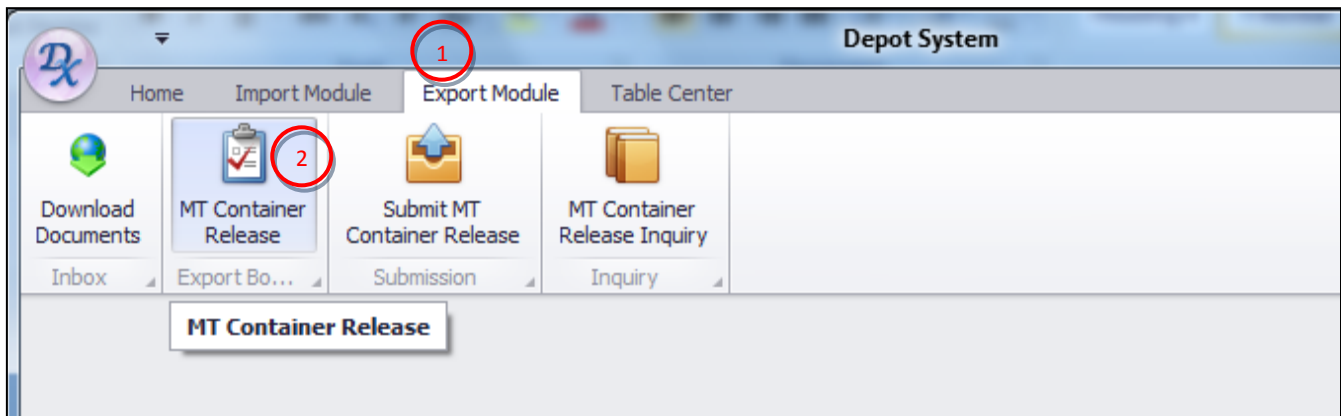


Figure 50

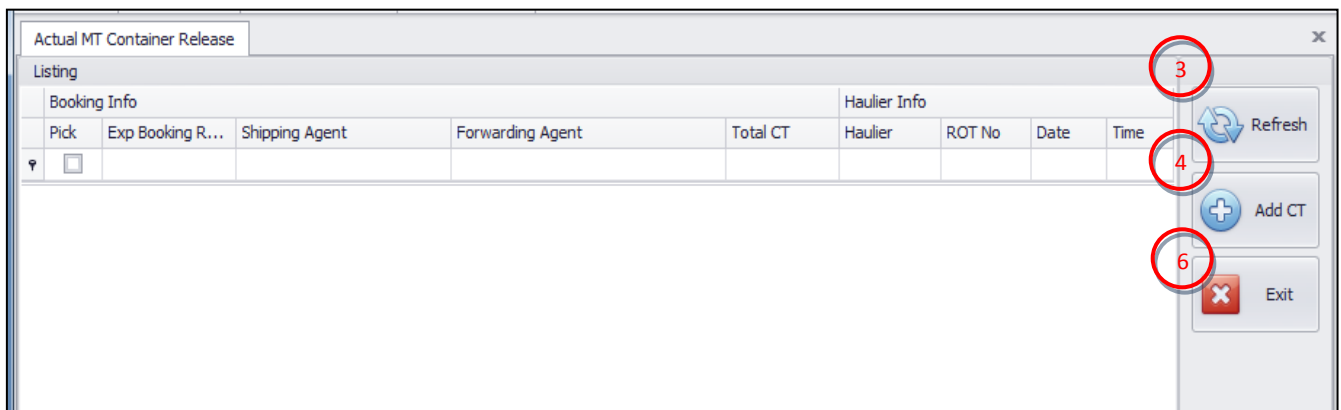


Figure 51

3.3 Submission : Submit MT Container Release

1. Go to **Export Module** tab to expand all the option under export process.
2. Click on **Submit MT Container Release** option to proceed further.
3. Click **Refresh** Button to refresh added MT Container Release listing
4. Tick the checkbox under **Pick** column to select record and click **Select** Button to move listing to **Selected List** tab for submission.
5. Under **Selected List**, tick checkbox for an required record to be submmited.
6. Click **Submit** button to proceed for submission.
7. You may Click **Remove** button if required to remove record from submission listing.
8. Click **Exit** to exit from Submit MT Container Release screen.

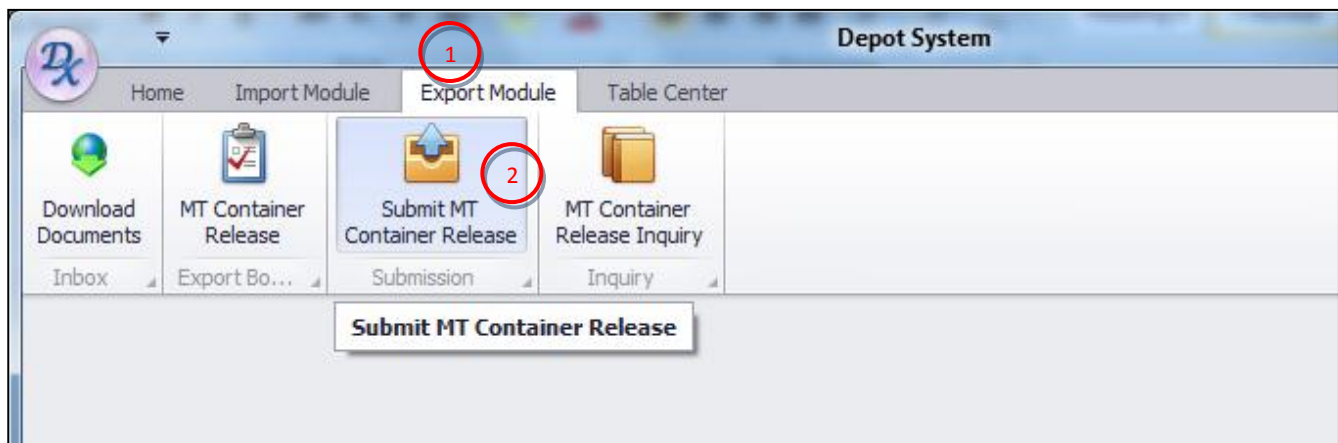


Figure 52

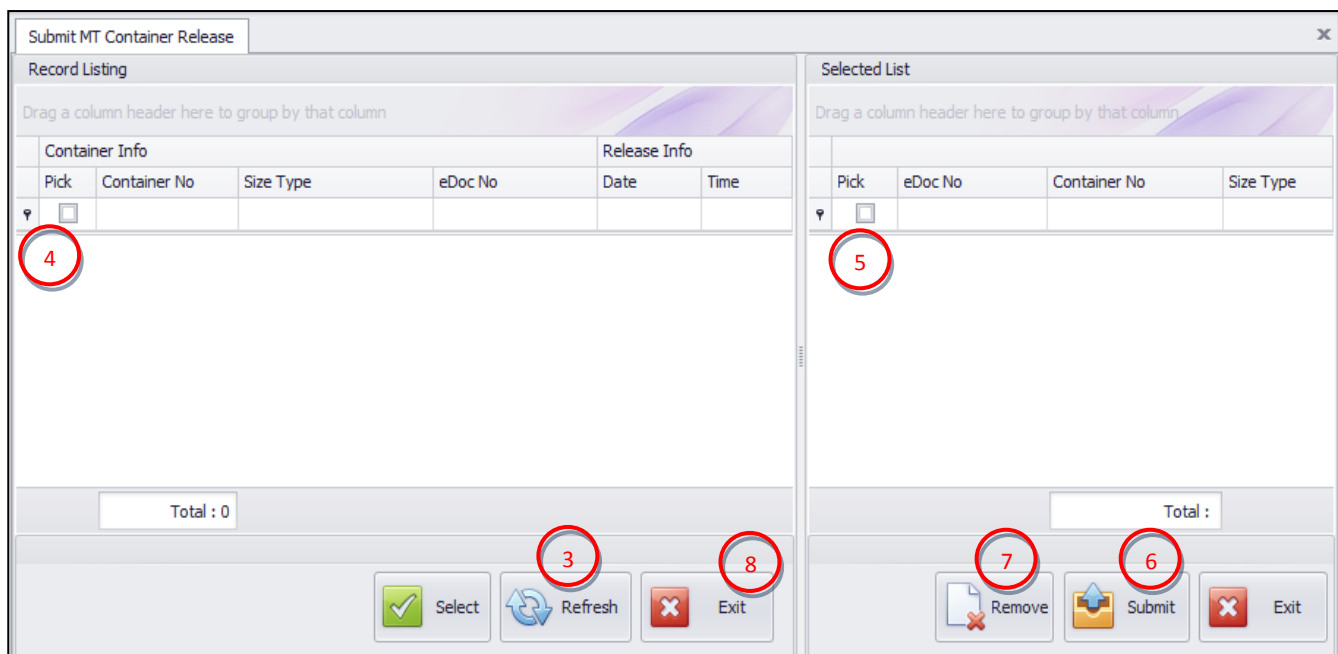


Figure 53

3.4 Inquiry : MT Container Release Inquiry

1. Go to **Export Module** tab to expand all available option.
2. Click on **MT Container Release Inquiry** to proceed for inquiry screen of MT Container Released.
3. Select **Display All** or **By Date** to filter submitted MT Container Release listing by Expected Pickup date.
4. Edit particular date to filter and Click **Filter** button
5. Selected MT Container pickup date listing will be displayed
6. Click **Exit** to exit MT Container Release Inquiry page

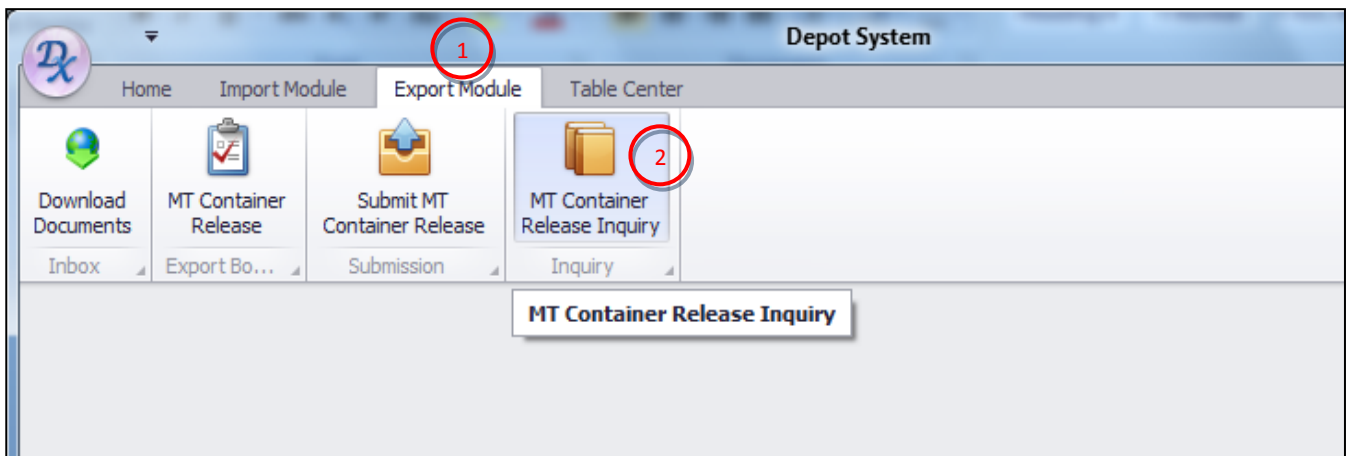


Figure 54

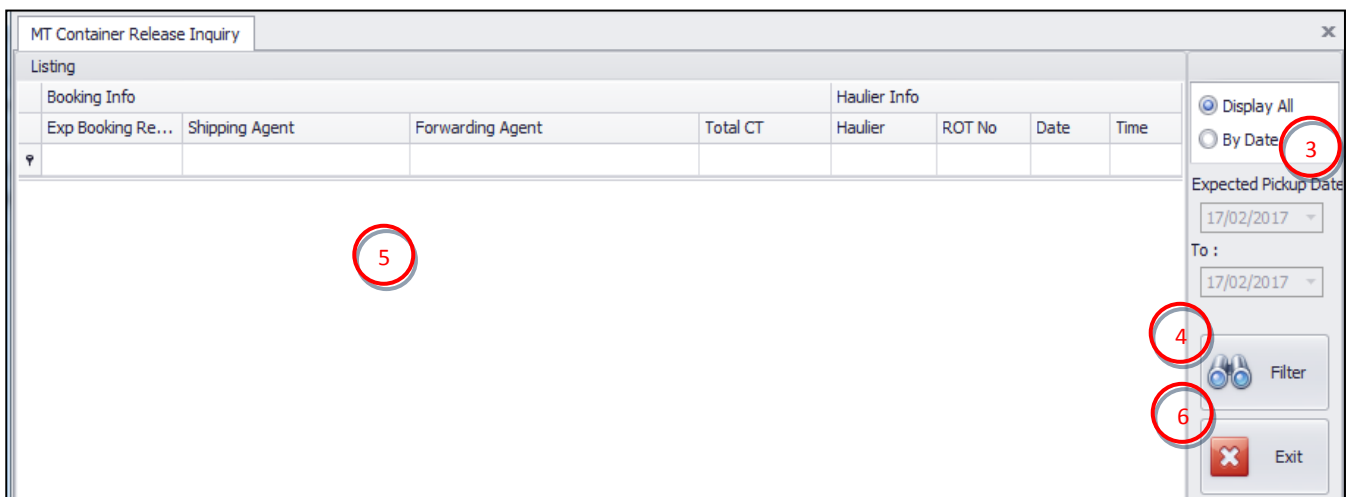


Figure 55

Chapter 4 TABLE CENTER

4.1 Forwarding Agent

1. Go to **Table Center** tab to see all available option for business partner module.
2. Click on **Forwarding Agent** option where it can bring you to inbox for Request of Transport.
3. Click **New** to create new record.
4. Enter necessary details, then click **Save** button to save the record.
5. Click **Exit** to exit from Download Documents screen.

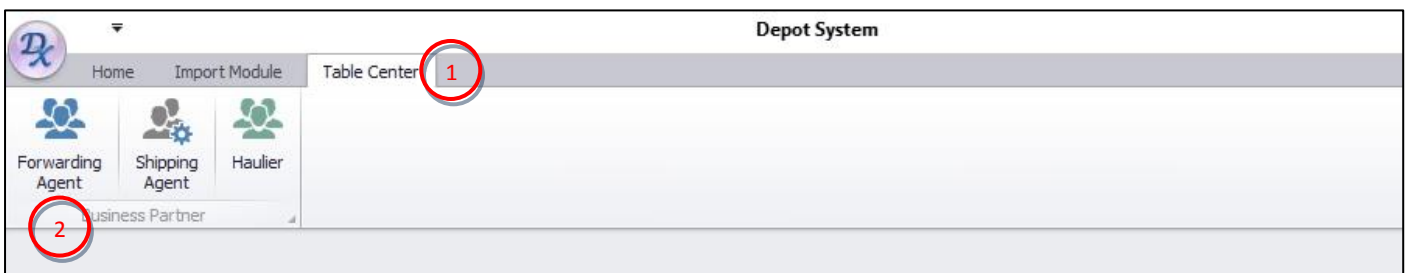


Figure 22

The screenshot shows the 'General Info.' form for a Forwarding Agent. The form has several input fields: Code, ROC No., Name, Tel. No., Fax. No., and PKNet Cloud ID. There is also a 'Company Address' section with multiple input fields and a 'Post Code' field. On the right side, there are buttons for 'New', 'Edit', 'Delete', 'Cancel', 'Save', and 'Exit'. The 'Save' button is circled with a red '4' and the 'Exit' button is circled with a red '5'. At the bottom, there is a table with columns for 'Select', 'Code', 'Name', 'ROC No', 'Agent Code', and 'Online ID'. The table contains three rows of data. The 'Table Center' tab from the previous screenshot is circled with a red '3'.

Select	Code	Name	ROC No	Agent Code	Online ID
<input type="checkbox"/>	BF9999	RANK ALPHA TECHNOLOGIES SDN BHD			MYPKGRASA5
<input type="checkbox"/>	SF9999	RANK ALPHA SHIPPING AGENT			MYPKGRASA5
<input type="checkbox"/>	MYPKGRASA5	RANK ALPHA SHIPPING AGENT			MYPKGRASA5

TTI = 193

Figure 23

4.2 Shipping Agent

1. Go to **Table Center** tab to see all available option for business partner module.
2. Click on **Shipping Agent** option where it can bring you to inbox for Request of Transport.
3. Click **New** to create new record.
4. Enter necessary details, then click **Save** button to save the record.
5. Click **Exit** to exit from Download Documents screen.

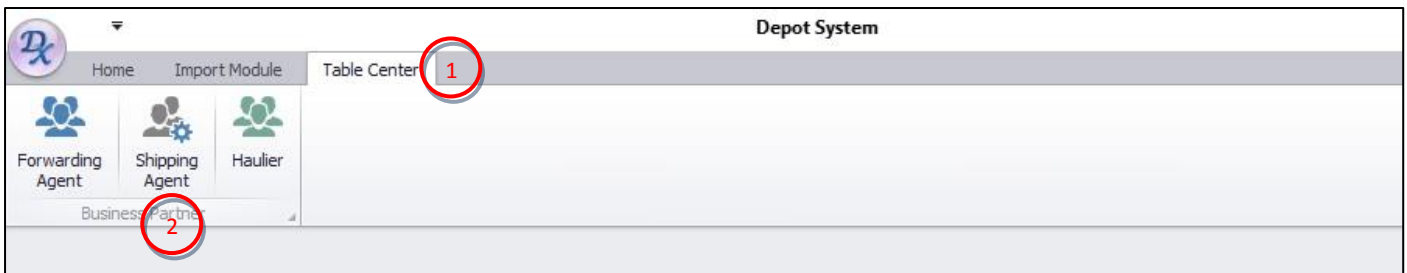


Figure 24

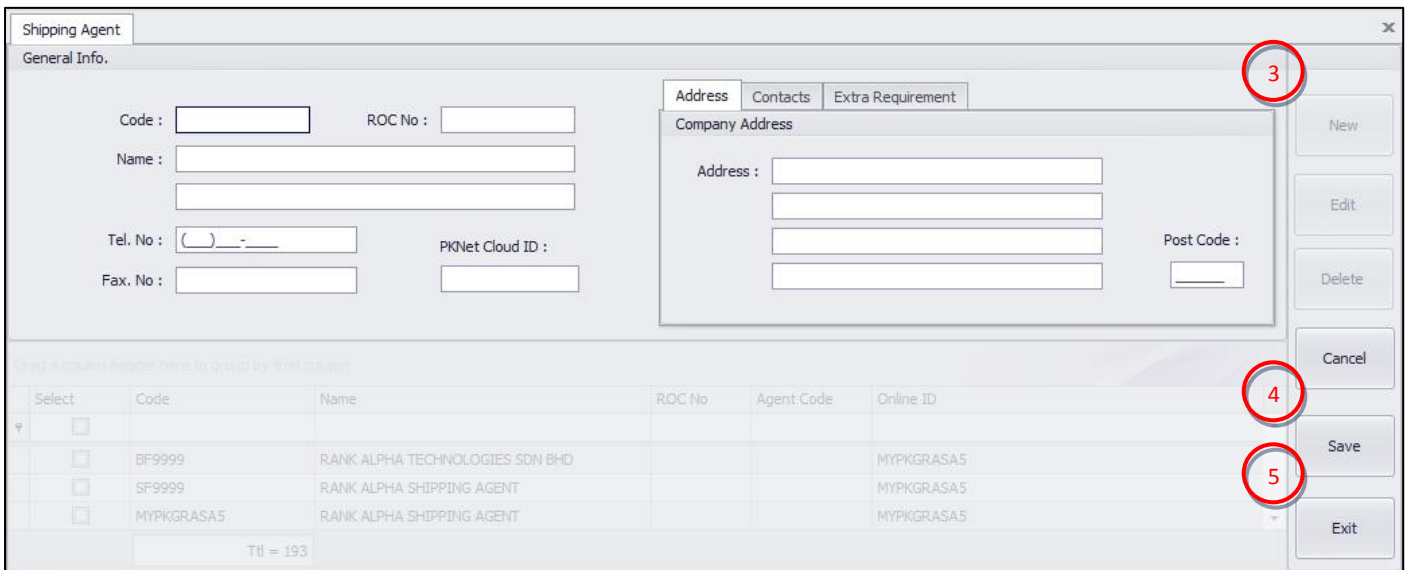


Figure 25

- END OF USER GUIDE -