USER GUIDE

2017

Depot Module

PORT KLANG *NET

Port Single Window for Maritime and Logistic Communities

Windows

Version 2.0

RA

Rank Alpha Technologies Sdn Bhd®

Table of Contents

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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 taje note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions tat 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.
text	Bold and italicized text indicate an entries name
italics	Text in italics indicate field name
`mono`	Monospace indicate 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
New	Create a new record
Delete	Delete an existing record
Save	Save a record
Exit	Exit from the current screen
Select	Select a record
Refresh	Refresh a listing
Remove	Remove a record from the listing
Submit	Submission
Download	Download a record
View	View a details record

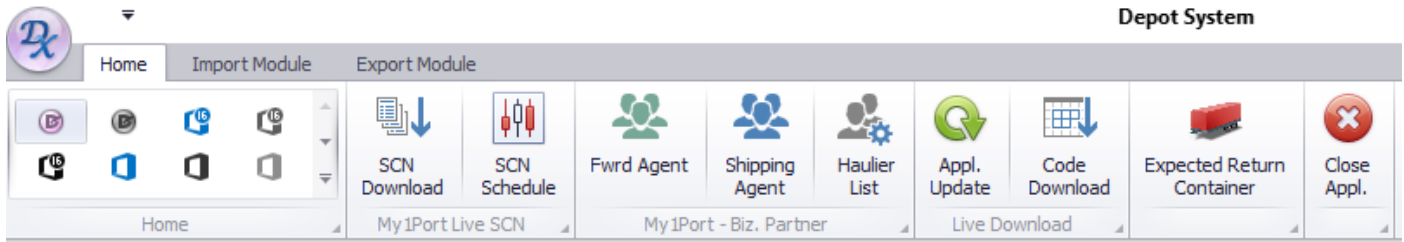*Table 2*

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*

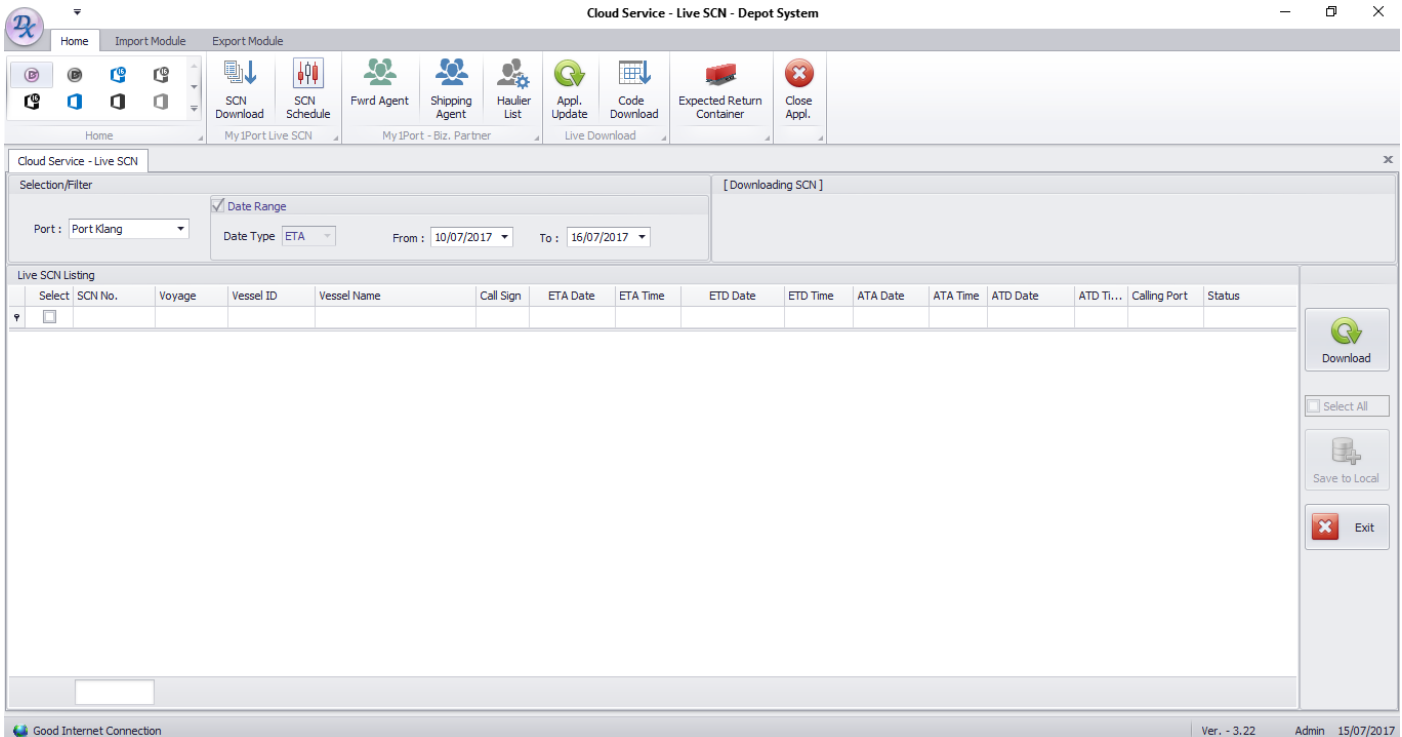1. Click on **SCN Download** tab to display the *Live SCN Llisting*.

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.
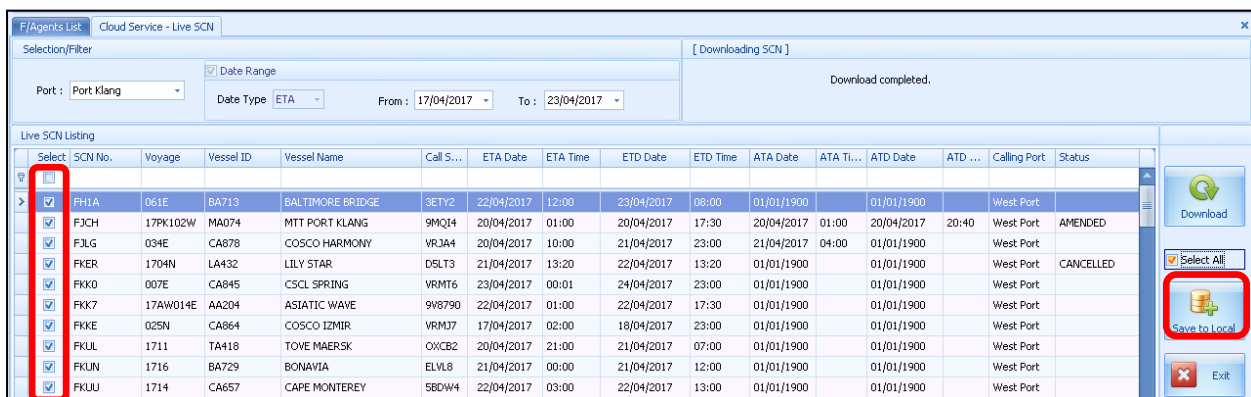

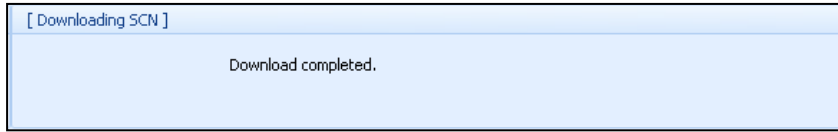*Figure 5*

4. Successful message will be displayed.

Figure 6
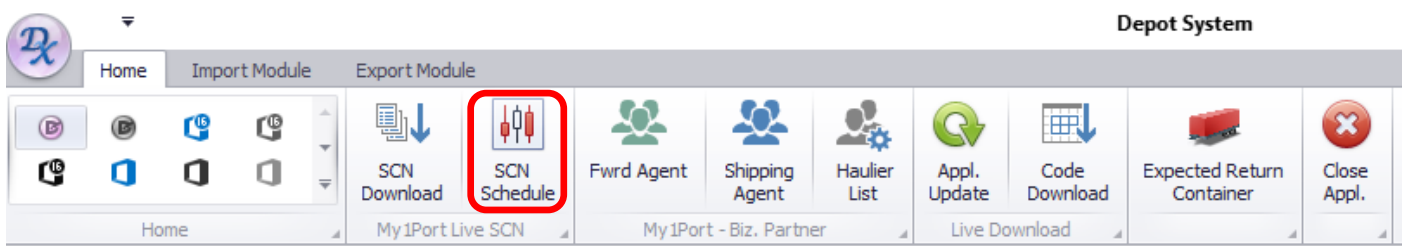
1.2.2 SCN Schedule

Figure 7

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

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

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

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

Figure 12

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

Figure 13

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

1.3.2   Shipping Agent

Figure 14

1.   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.
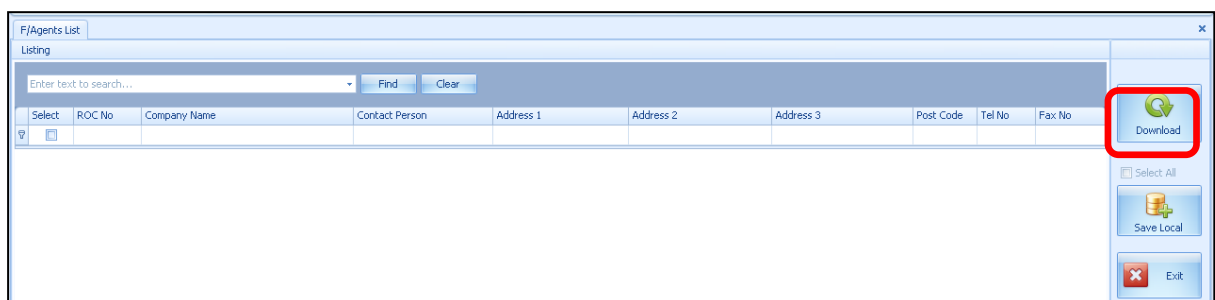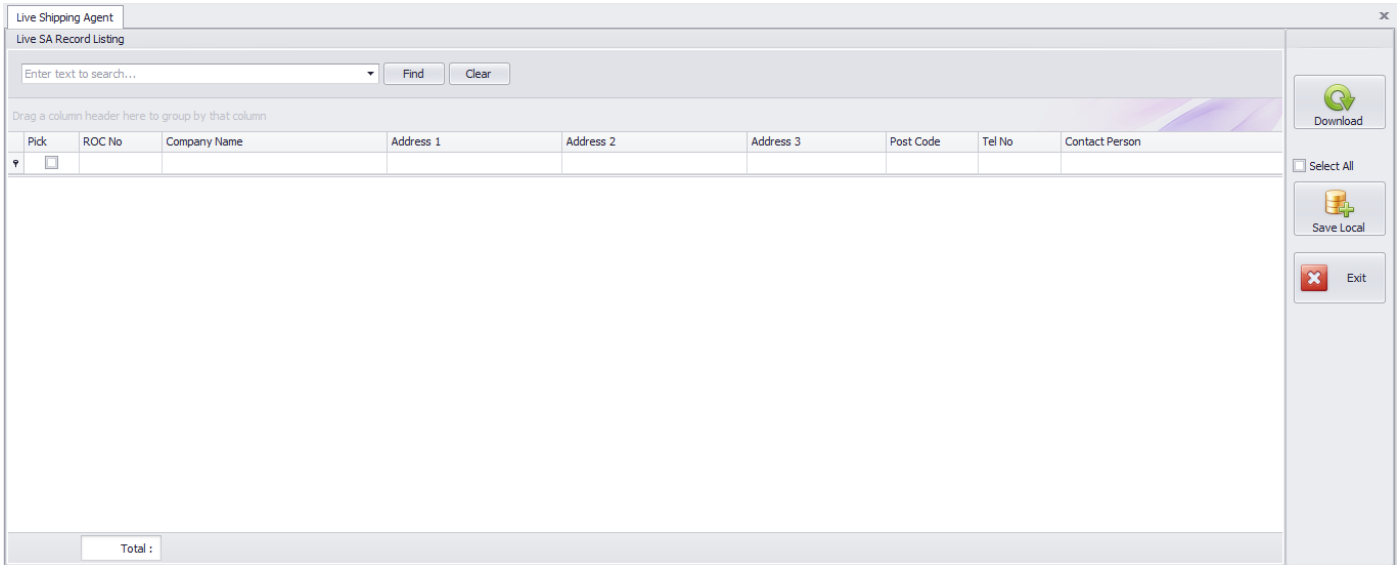

Figure 15

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

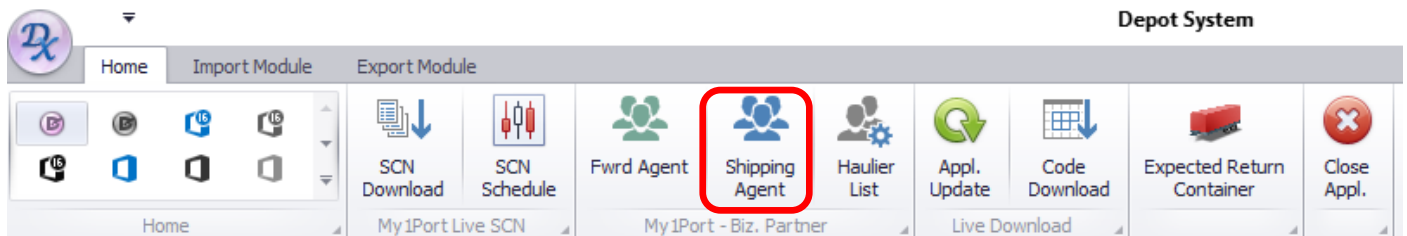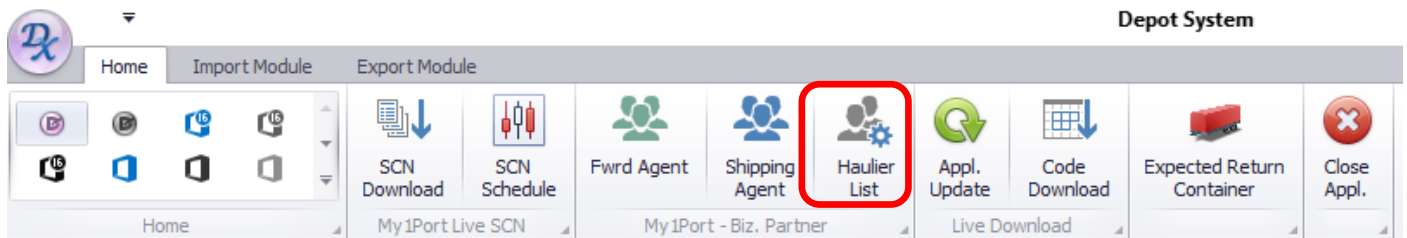*Figure 16*

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.
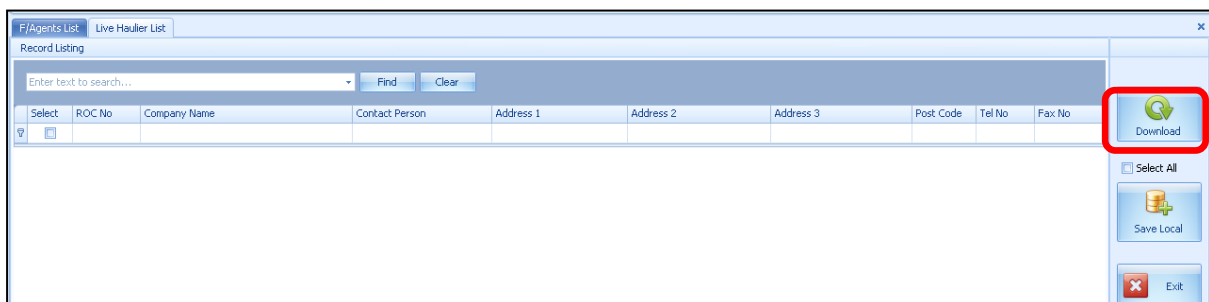
Figure 17

3. **Haulier List** will be shown as below. Select any **Haulier** and click on **Save to Local** button to save the record into the system.
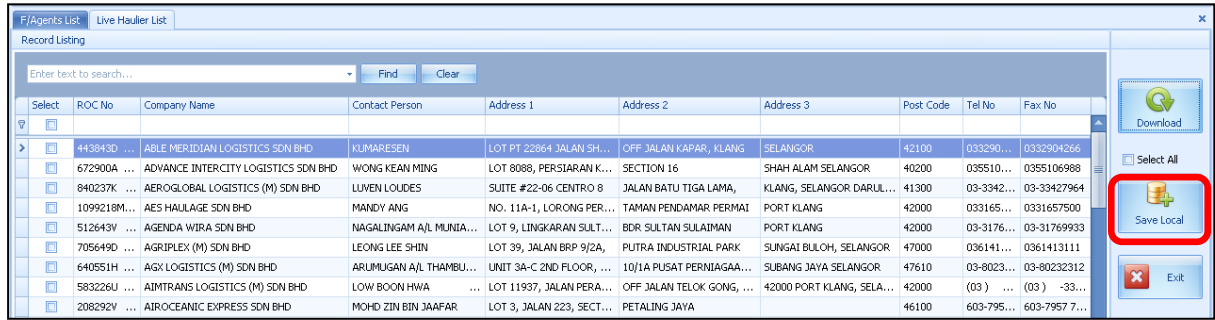
Figure 18

4. System will shows below message once downloading and updating is completed.
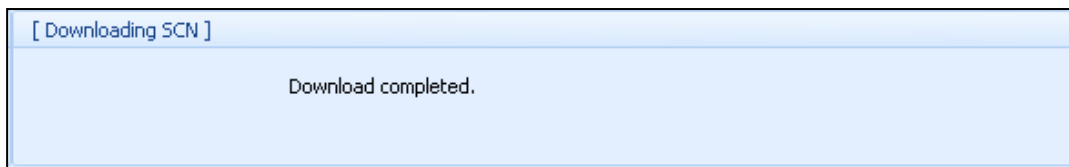
Figure 19

1.4   Live Download

1.4.1   Application Update

Figure 20

1. Choose **Home** tab and select **Download Update** to update the latest patches of *PK*Net System.*

2. Confirmation popup will appear before can proceed further. Click **Yes** to continue close current application before proceed.
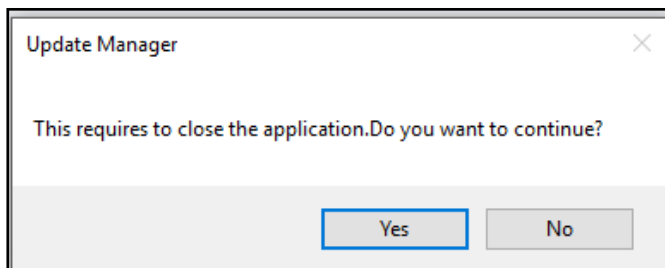
Figure 21

3. Disclaimer windows will popup and click on **Agree** checkbox to proceed further. **Next** button will be enabled to click before updating starts the process.
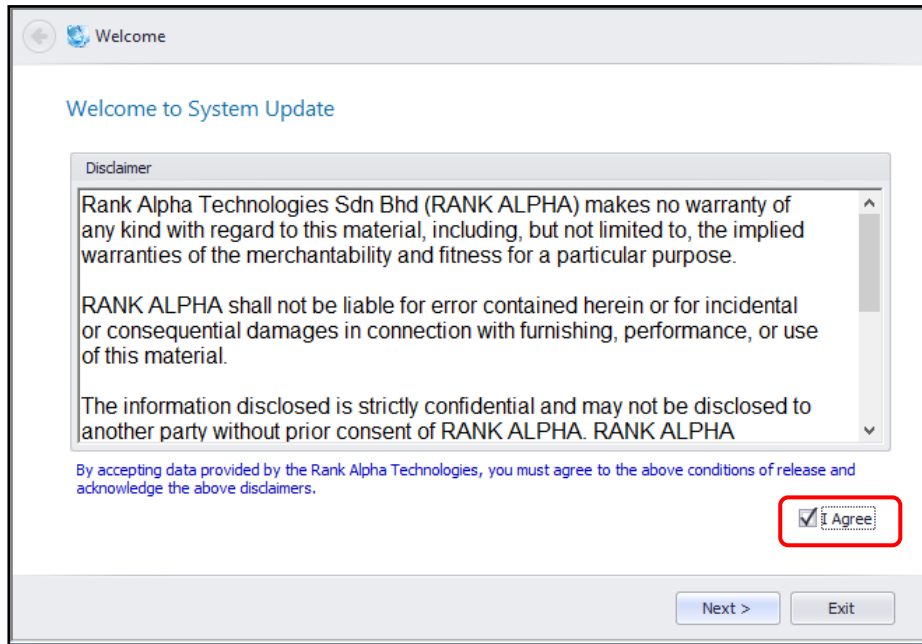
Figure 22

4. Click on **Next** button on *Figure 22,* below screen will appear for user to confirm the system name and Id.
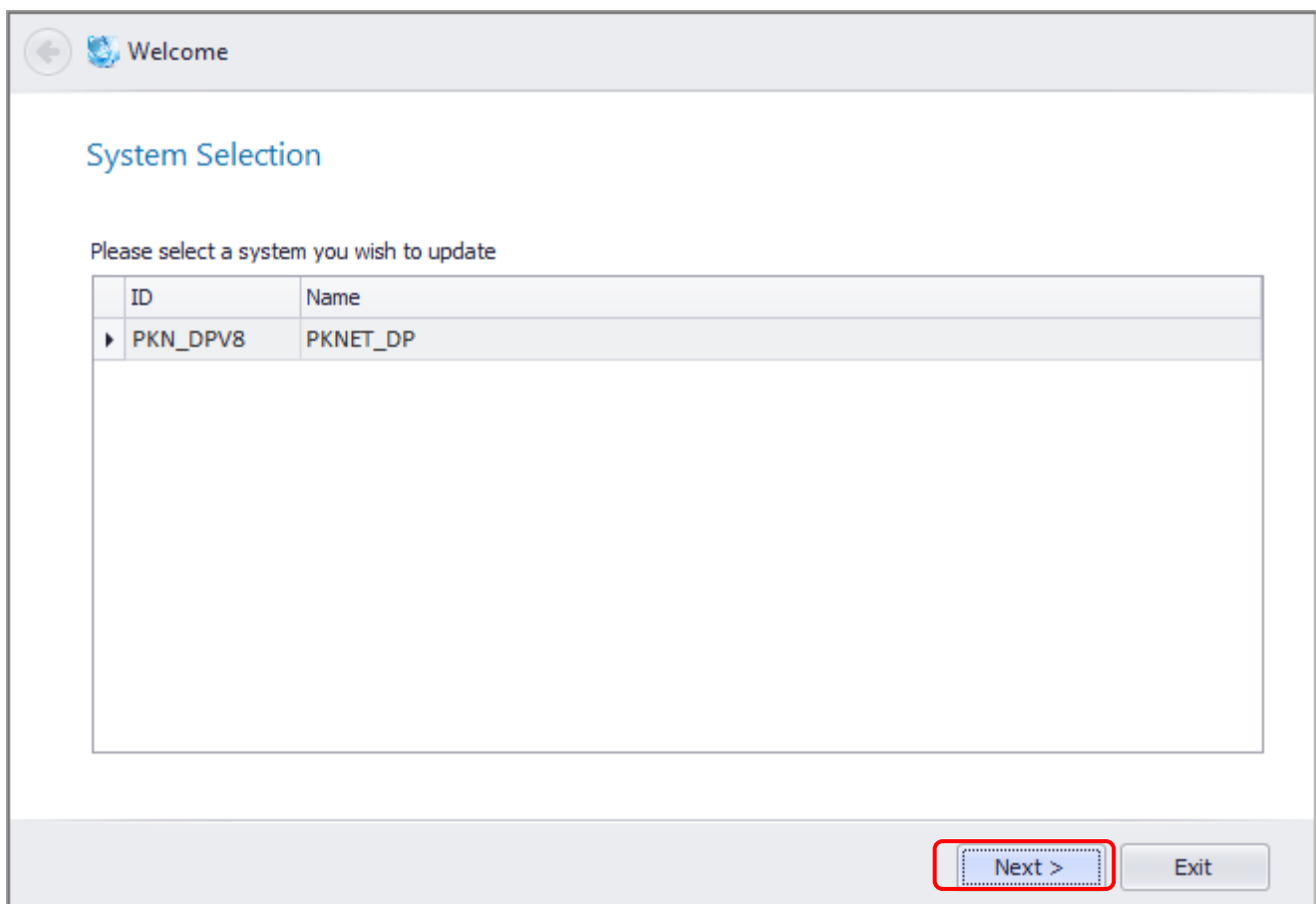
Figure 23

5. Click on **Check Update** button to check for any latest patches. System will show all the patches that have to update.
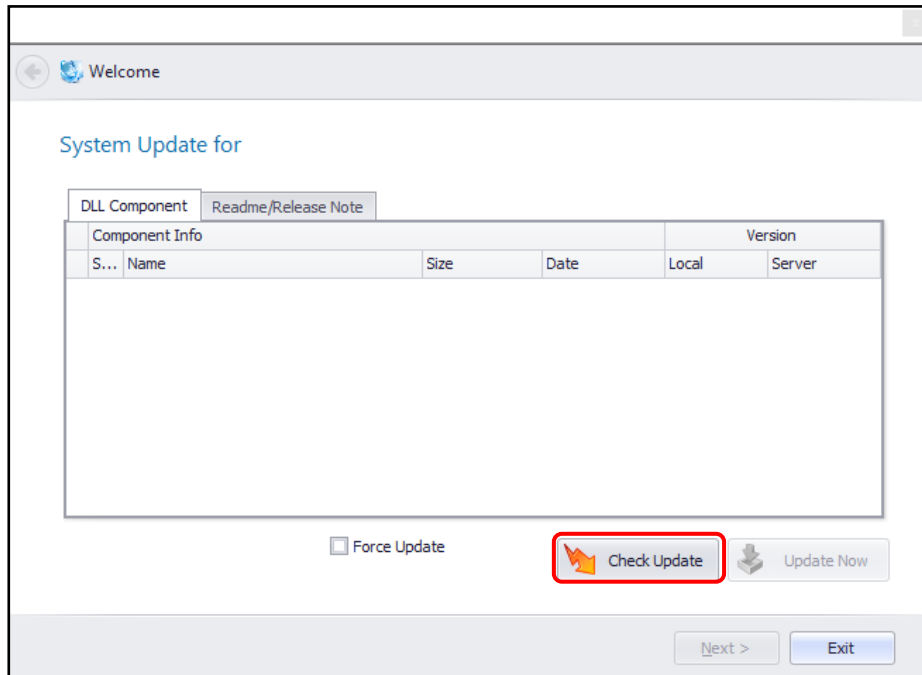
Figure 24

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.
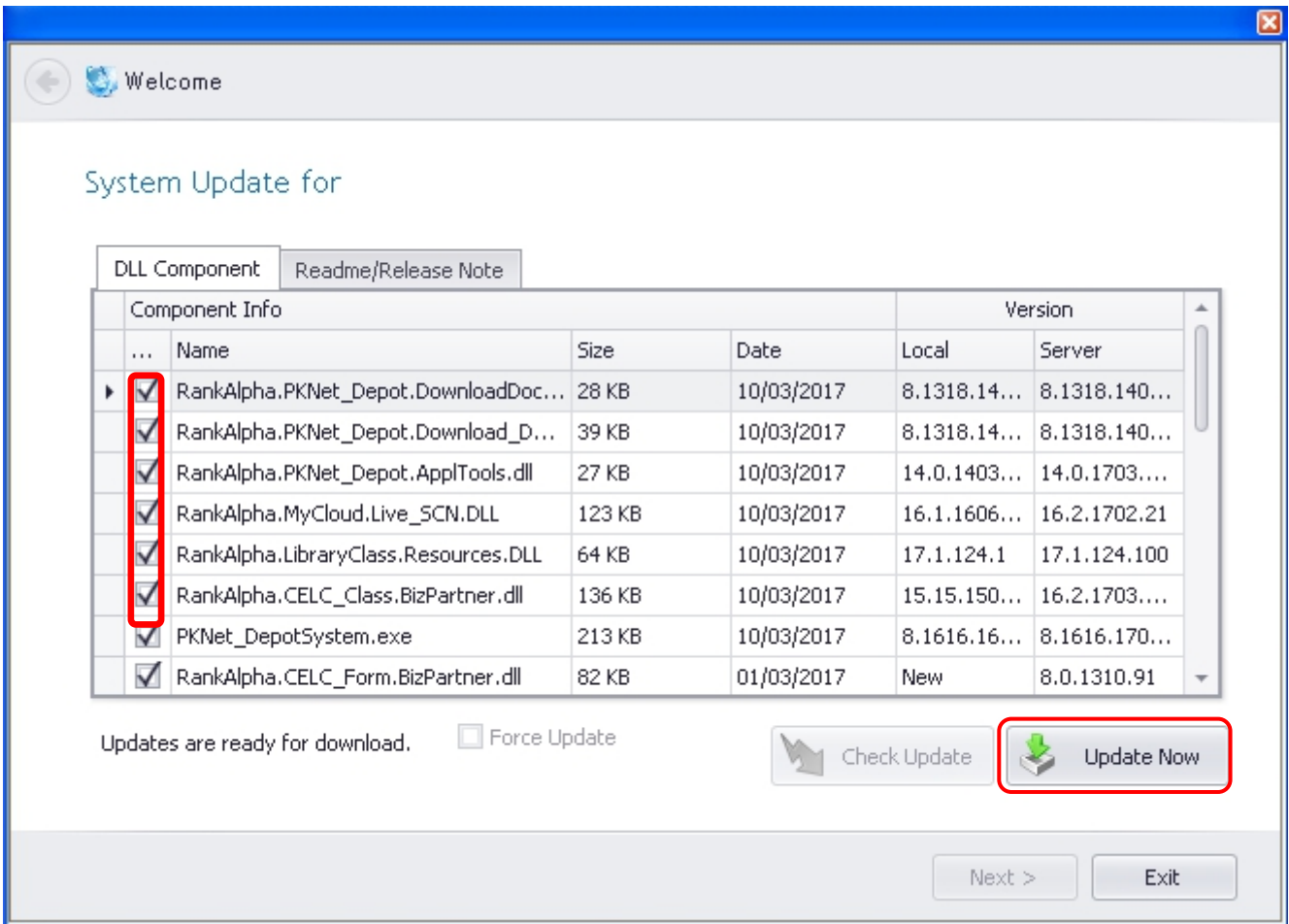
Figure 25

7. Click on **Finish** button and your system ready for the latest updated system.
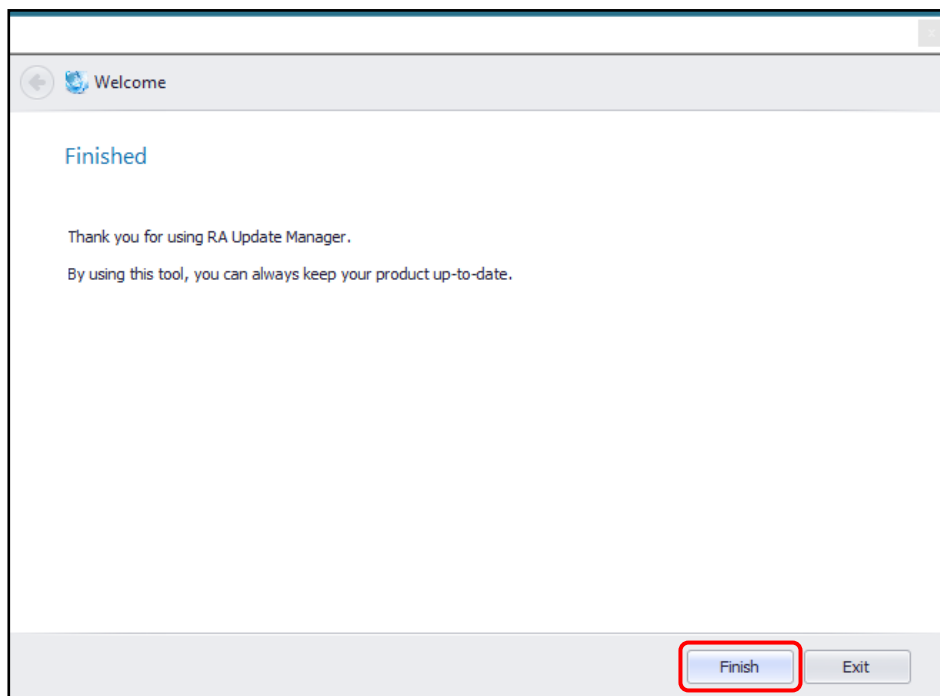
Figure 26

1.4.2 Code Download
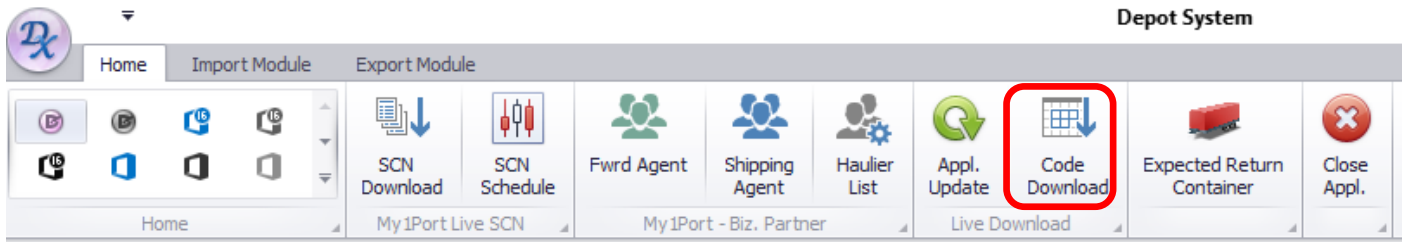
Figure 27

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.
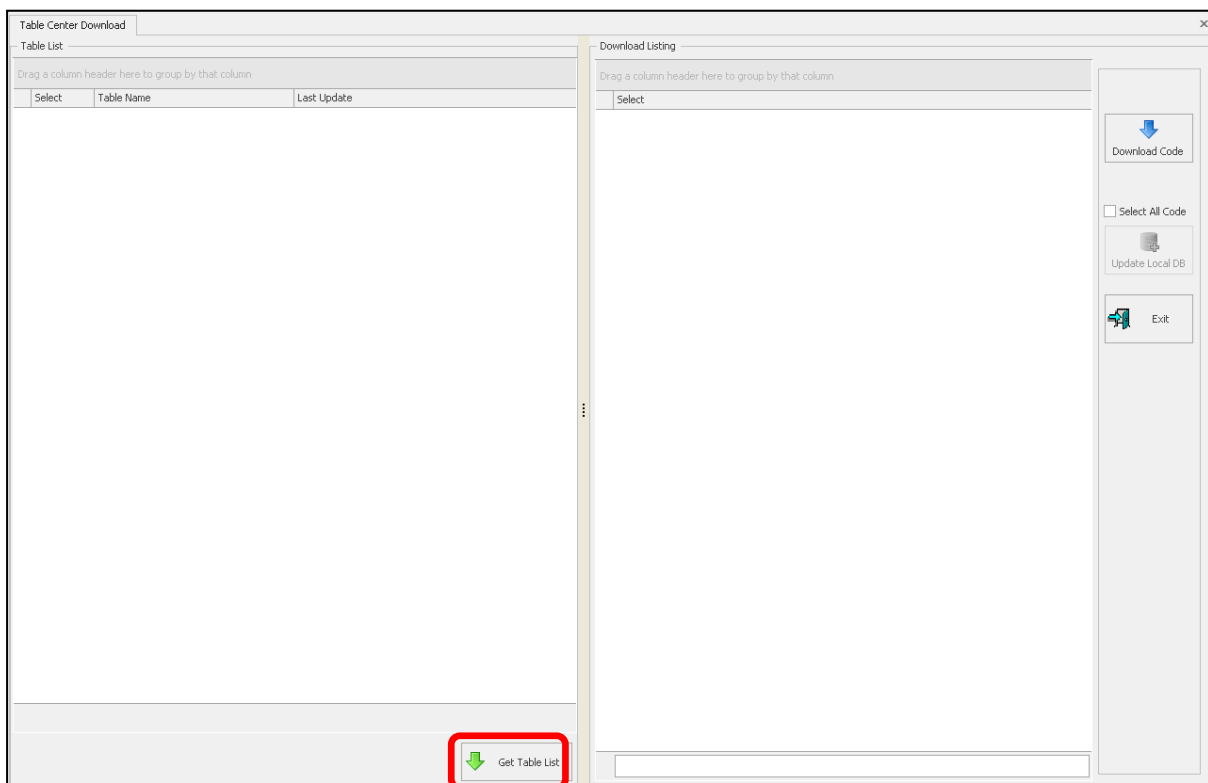
Figure 28

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.
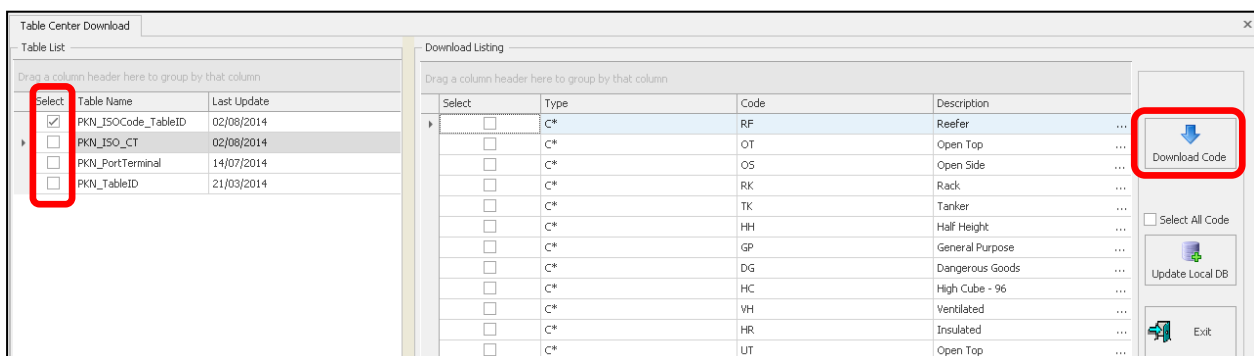
Figure 29

4.　Once successfully downloaded, a list of codes for the selected table will be listed on the right windows.

5.　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.
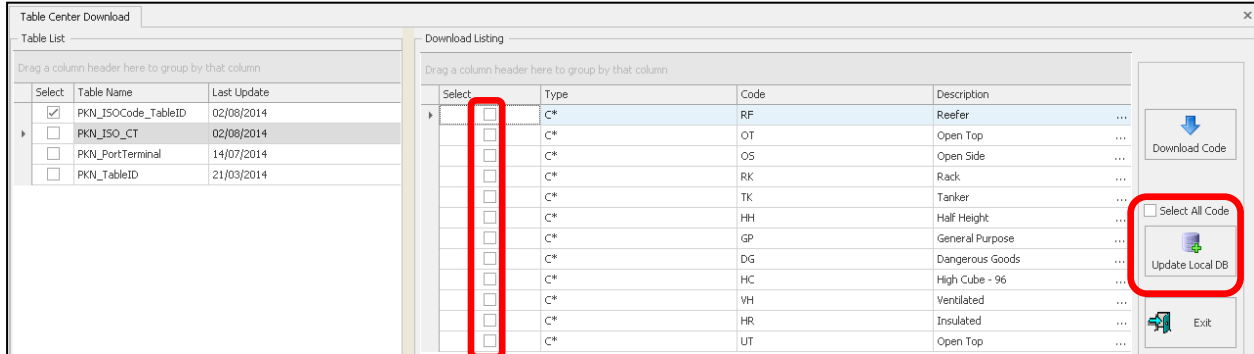
Figure 30

6.　System will prompt a successful message once updating is successfully completed

Figure 31

1.5 Expected Return Container

Figure 32
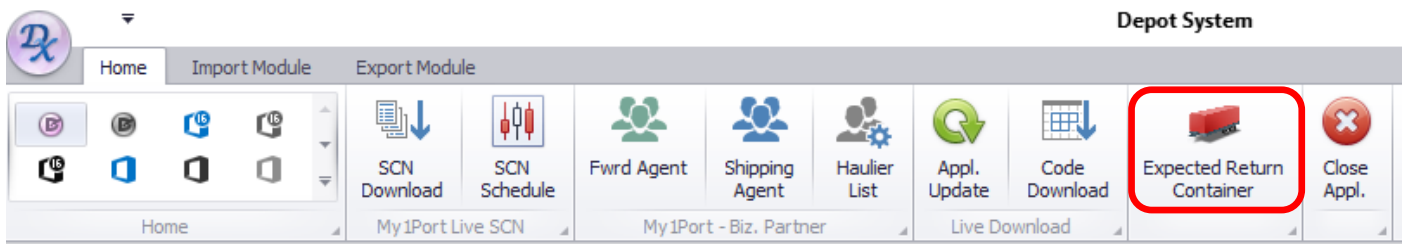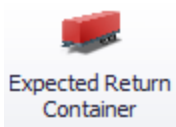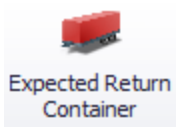
1. Click on [Expected Return Container] option to proceed for the Expected Return Container.
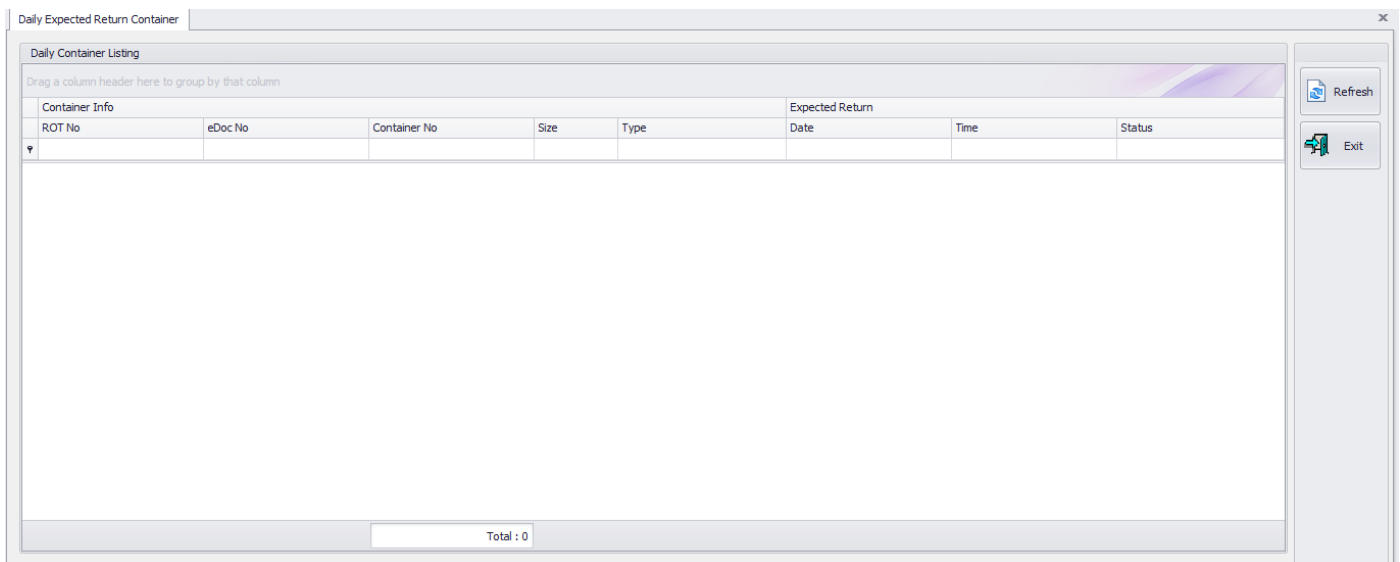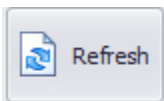
Figure 33
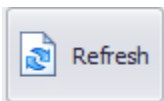
2. [Refresh] button will list out all expected containers to be returned.

Chapter 2	IMPORT Module
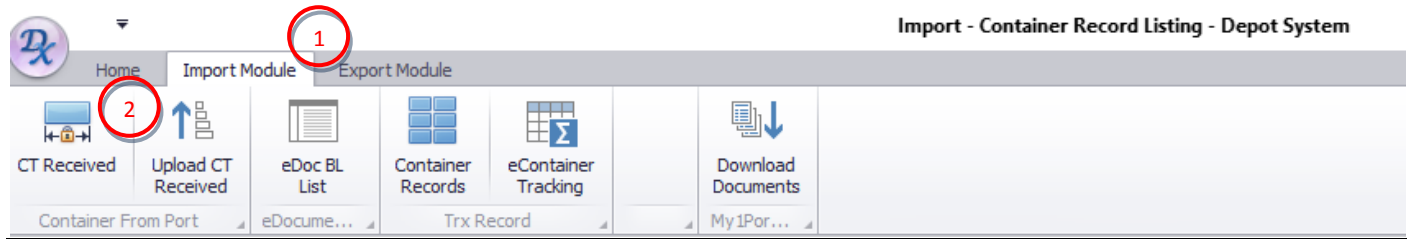
Figure 34

2.1 Container From Port have two process:

a. CT Received

b. Upload CT Received

2.1.1 CT Received
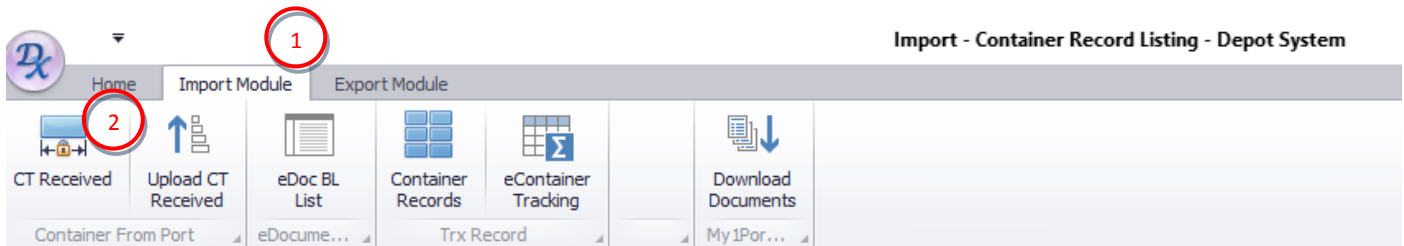
Figure 35

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.
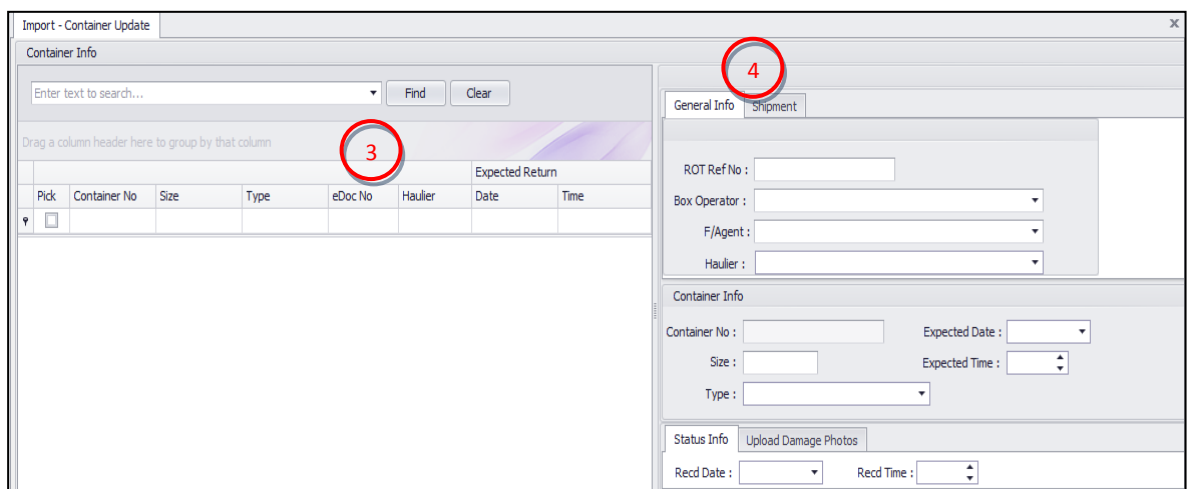
Figure 36

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   ROT Ref No :

    ii. Select *Box Operator* from drop down listing   Box Operator :

    iii. *Forwarding Agent* can be defined from drop down listing   F/Agent :

    iv. Choose *Haulier* from drop down listing   Haulier :

Container Info

    i. Key in *Container No* in the textbox   Container No :

    ii. Container *Expected Date* can be entered or select from Date Picker   Expected Date :

    iii. *Expected time* for the container can be set here   Expected Time :

    iv. Enter Container *Size* in the textbox   Size :

    v. Select Container *Type* from drop down list   Type :

    vi. Container *Status* Information can be defince here   Recd Date :   Recd Time :

    vii. Select container *Status* from drop down list

Status :

    viii. Any require container *Remark* can enter here

Remark :

ix. *Upload Damaged Photo*

Click [New] to select photo for any location.

Figure 37

5. [Save] button to save enterred Information

6. Click [Exit] to exit from the screen.

2.1.2 Upload CT Received
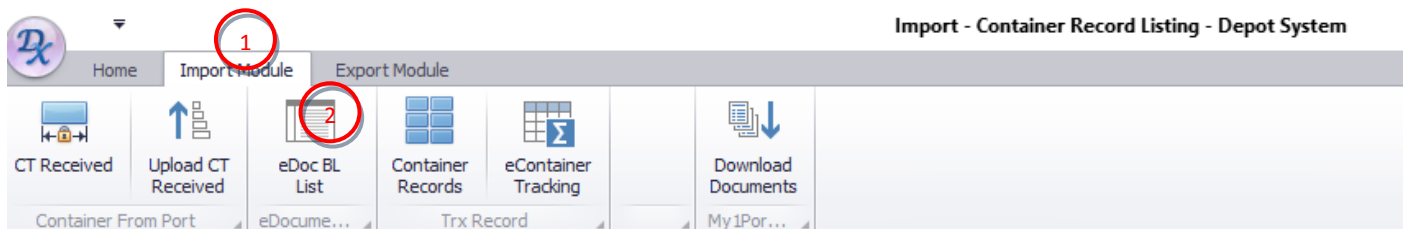
Figure 38

1. Go to **Import Process** tab to find all available option.
2. Click on **Upload CT Received** option to upload for the container received.
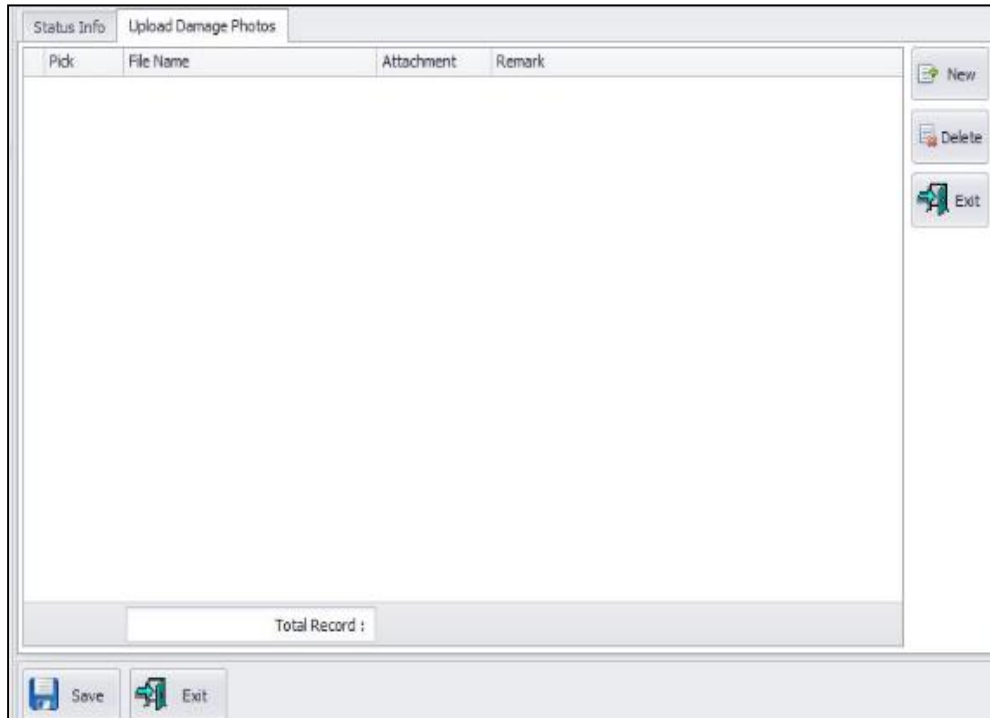
3. Updated Import Container will be displayed on the listing. Tick the checkbox to select the record as container movement. Selected record will be moved to the Selected List on the right screen.
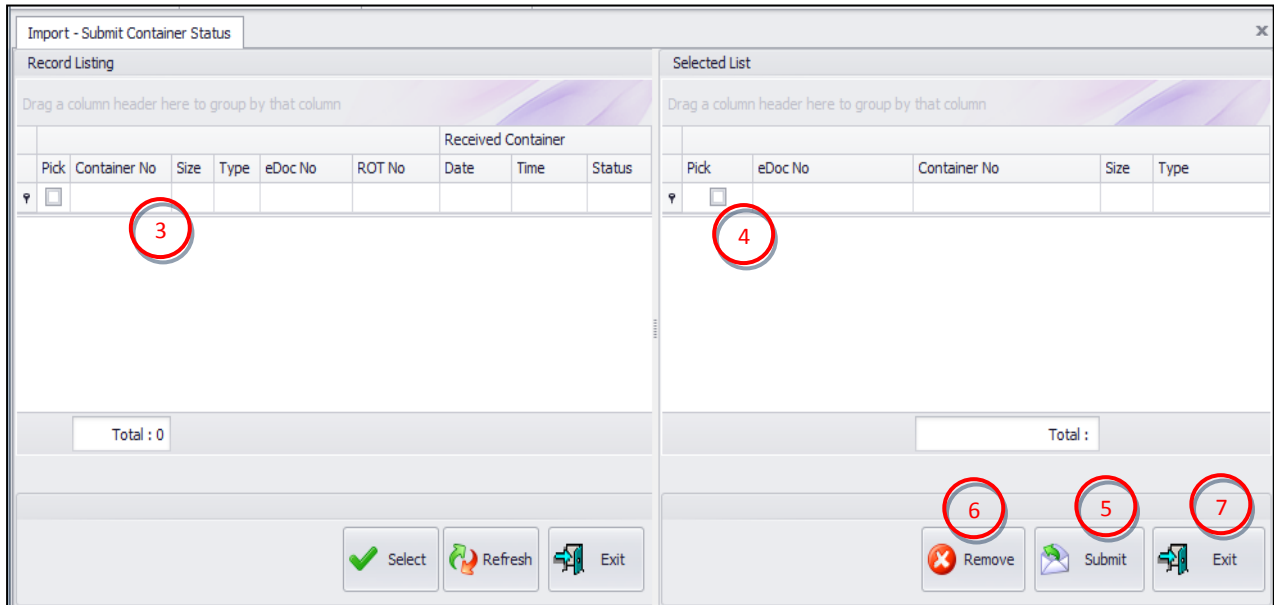
Figure 39

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

2.2   eDoc BL List
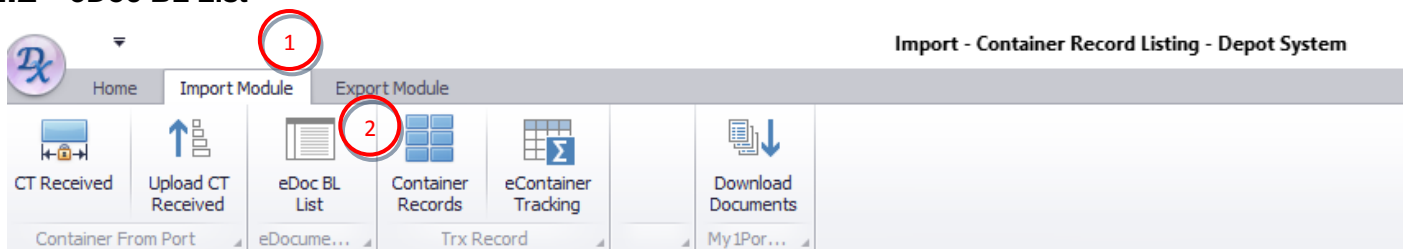
Figure 40

1. Go to **Import Process** tab and click on it to see all the option available.
2. 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.
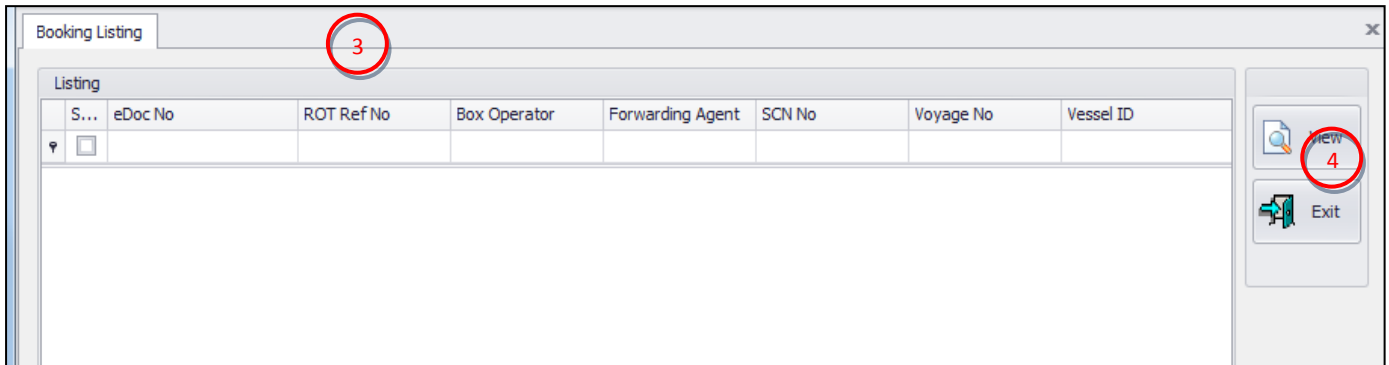
Figure 41

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 [Exit icon] to exit from the screen.
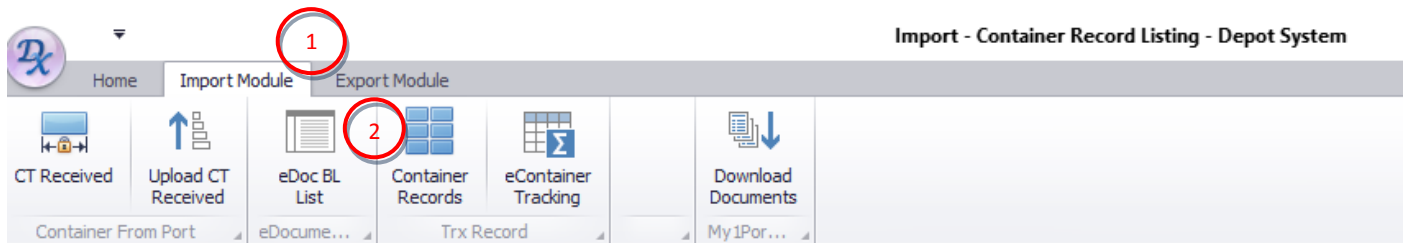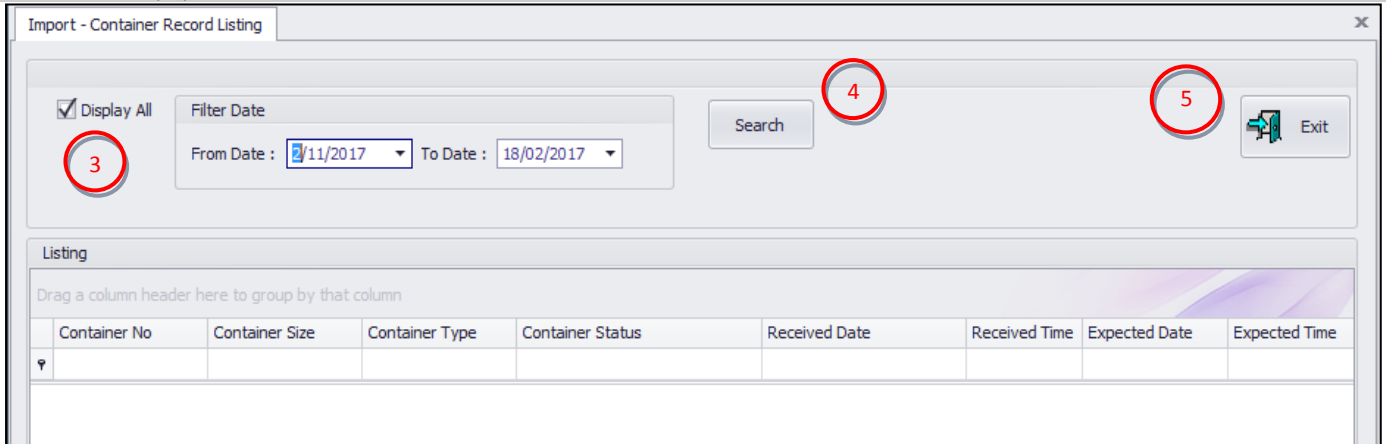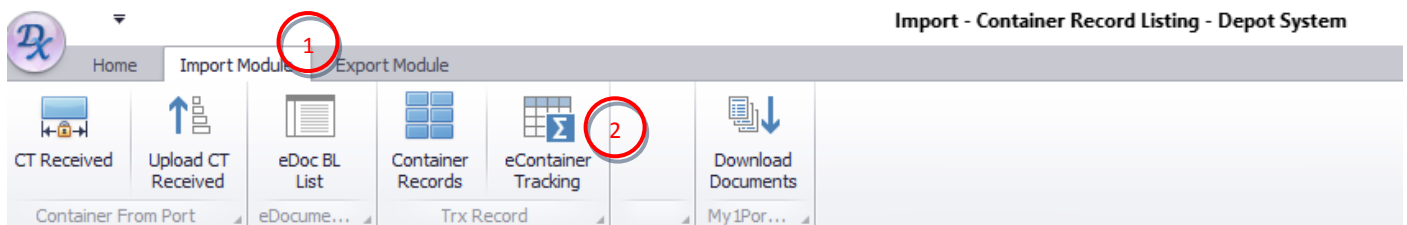
2.3.2   eContainer Tracking

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.
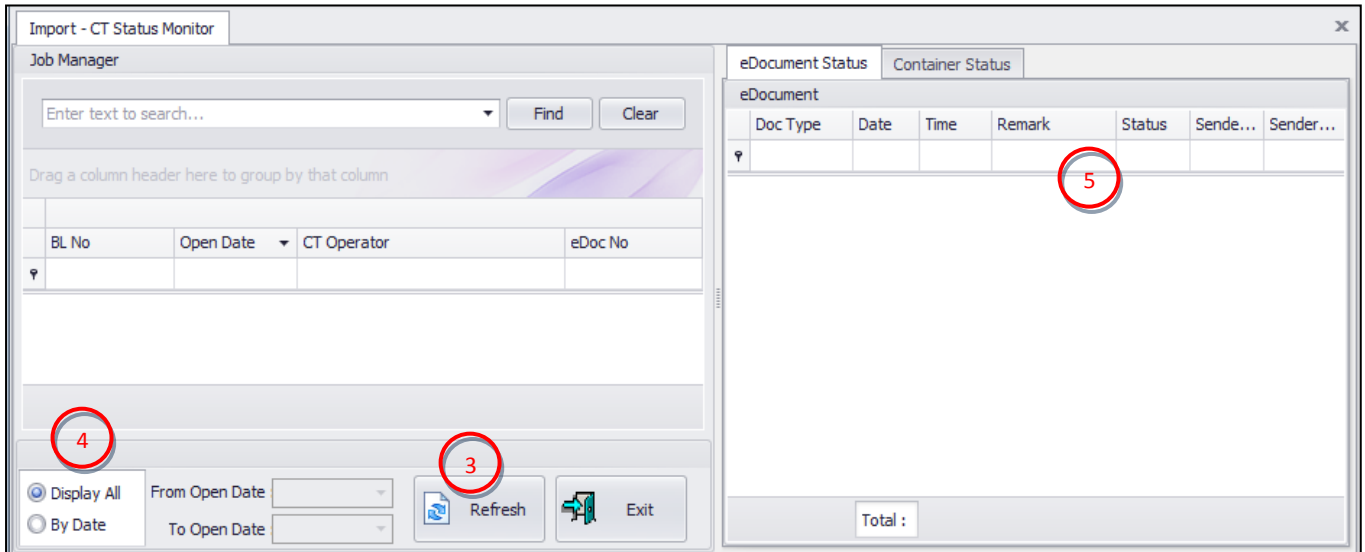
Figure 45

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.

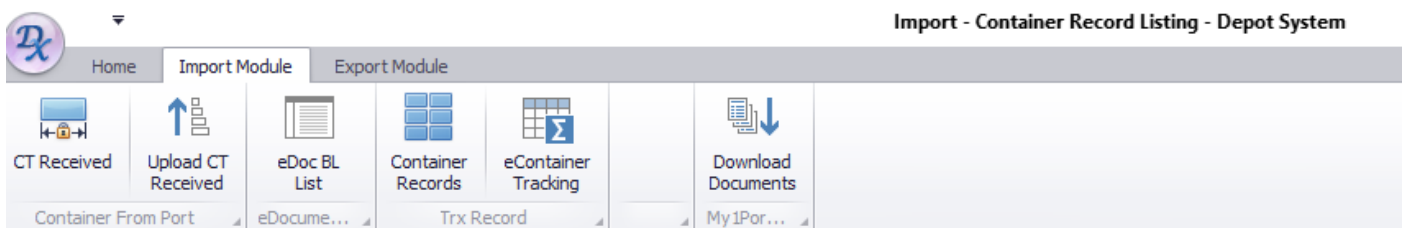## 2.4   My 1Port – Download Document

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.
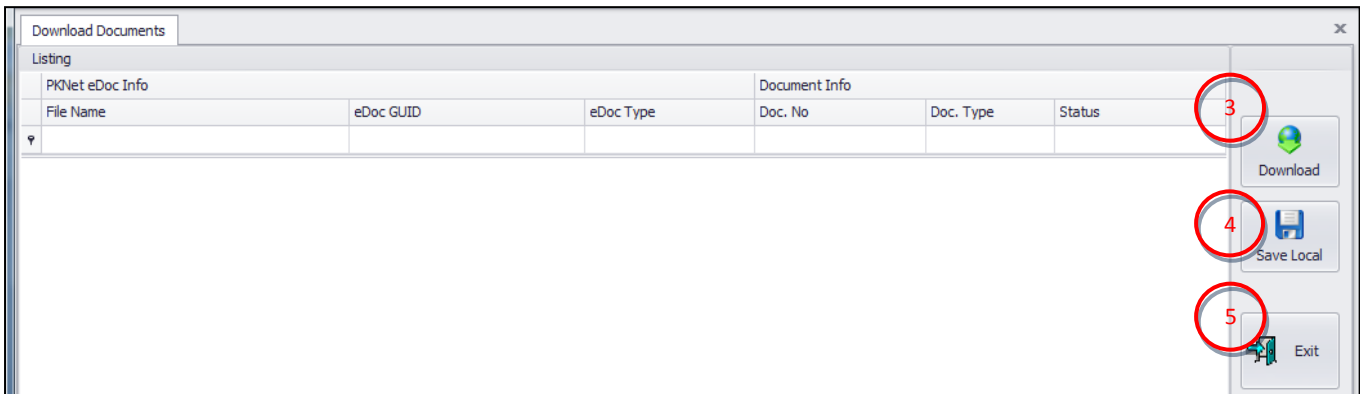
Figure 47

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.
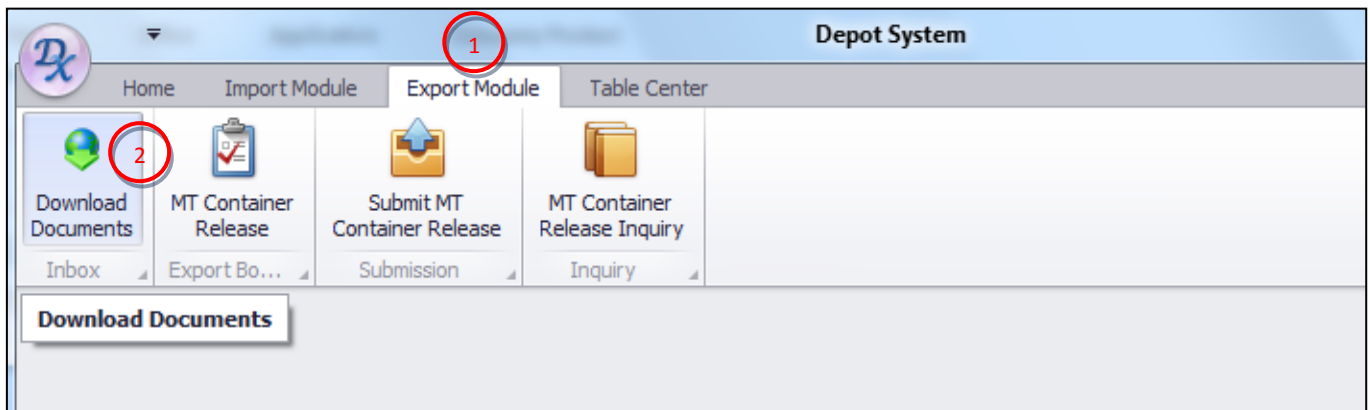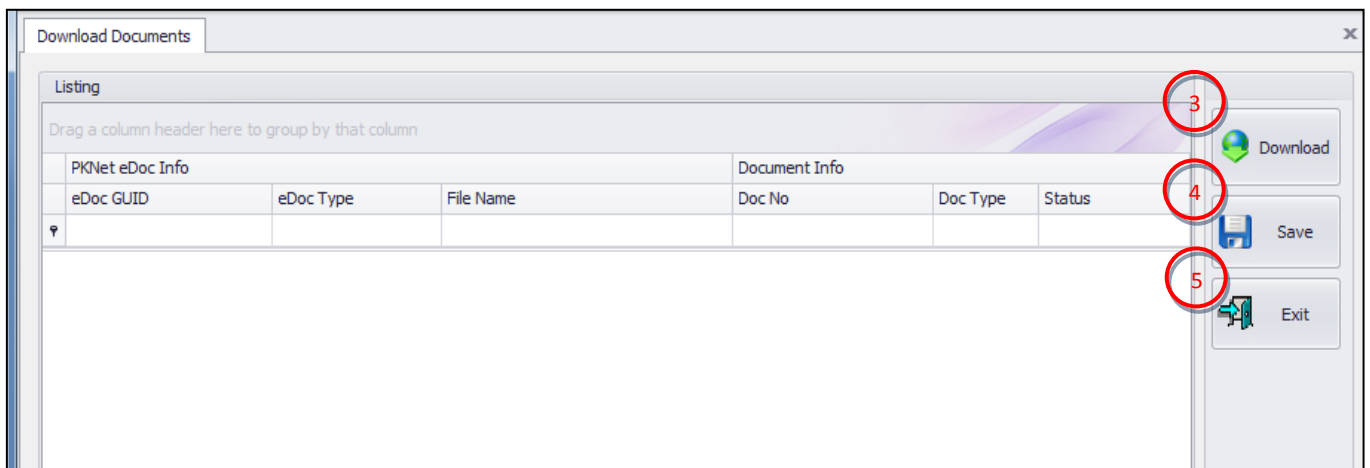5. Click **Exit** to exit from Download Documents screen.

Figure 48

Figure 49

3.2 Export Booking : MT Container Release

1. Go to **Export Module** tab to see any avilable 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**

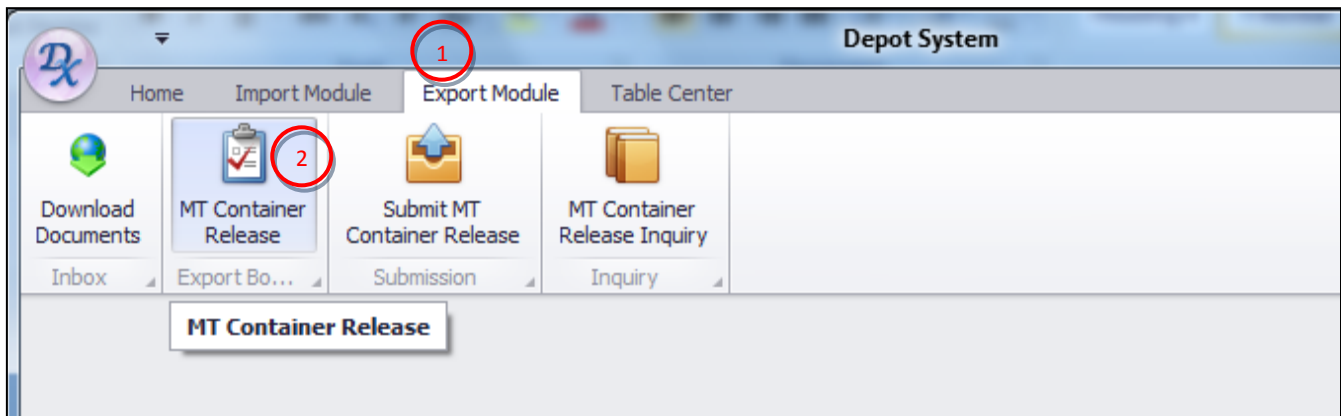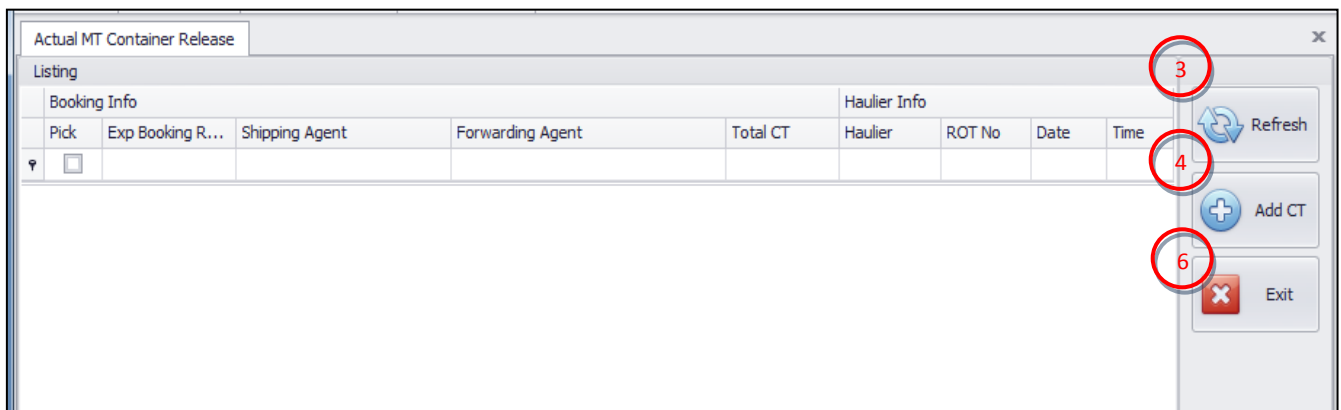6. Click **Exit** to exit MT Container Release page

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.

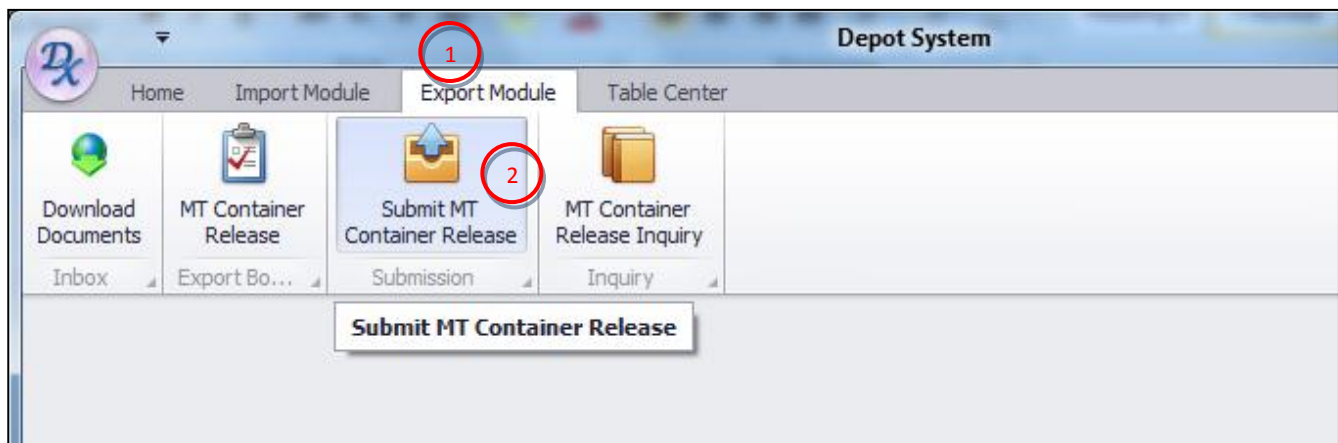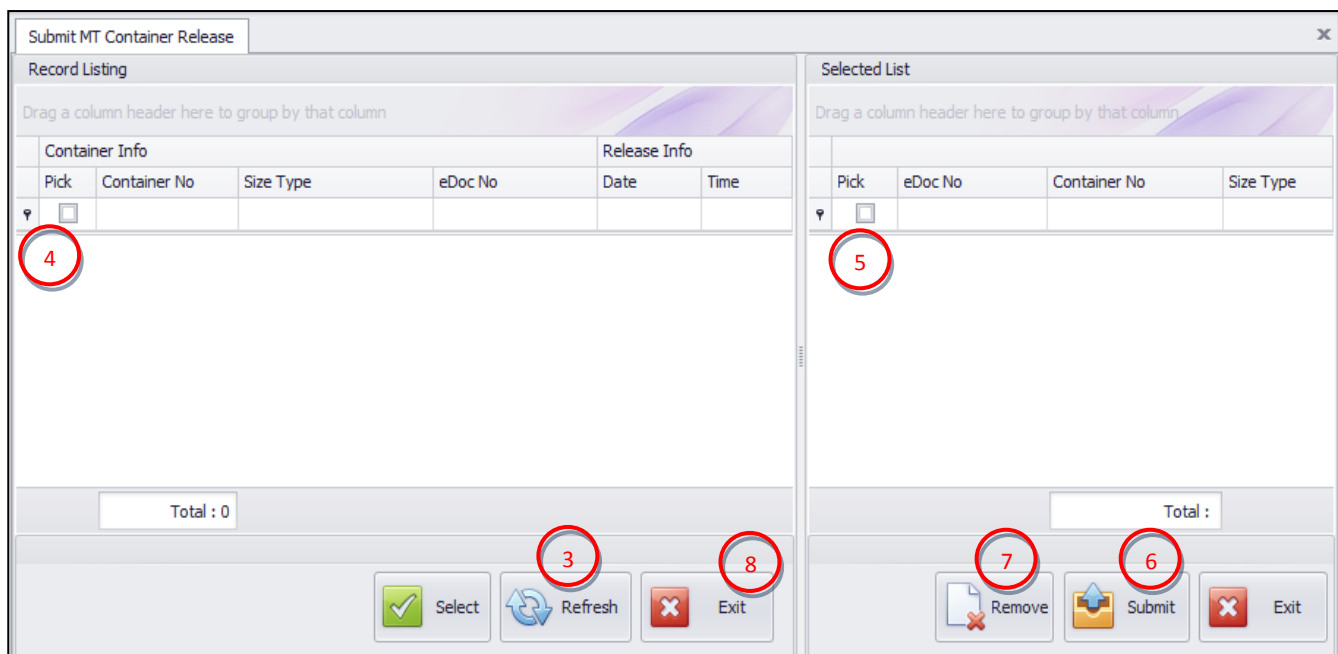8. Click **Exit** to exit from Submit MT Container Release screen.

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

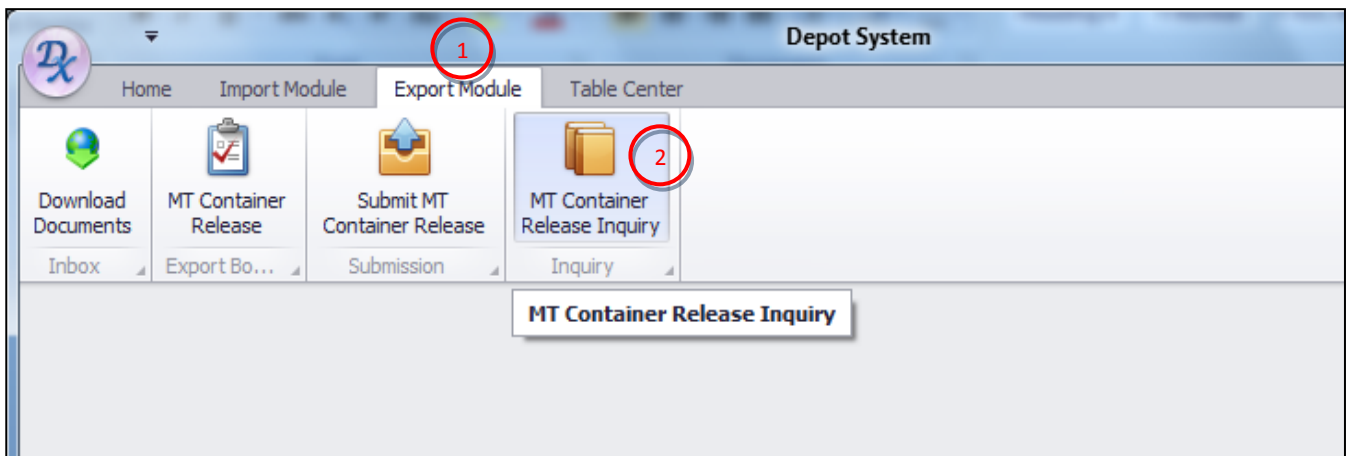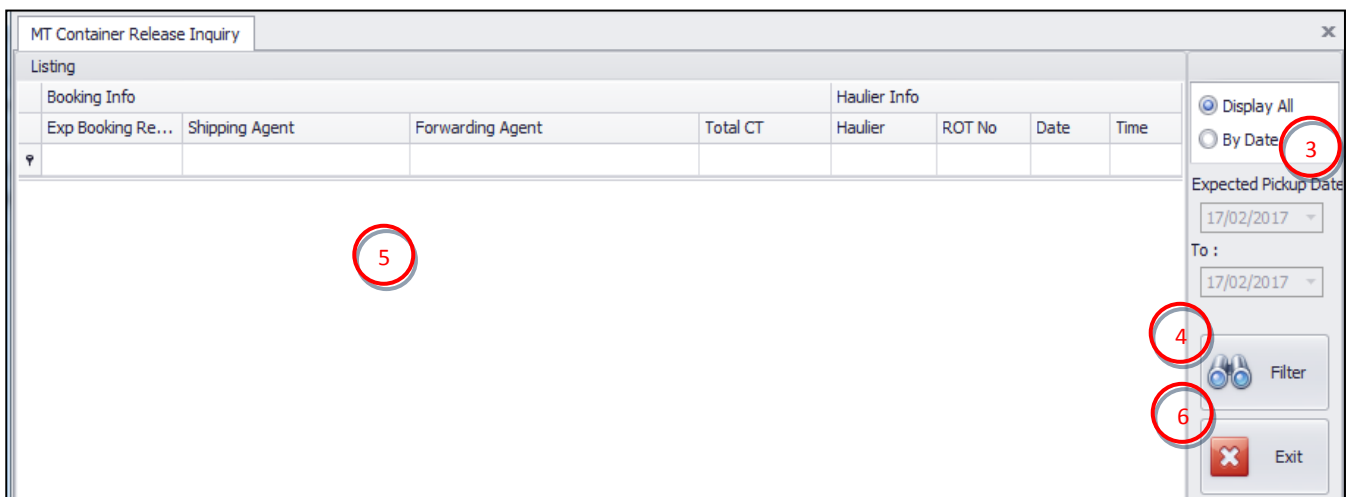6. Click **Exit** to exit MT Container Release Inquiry page

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 neccessary details, then click **Save** button to save the record.

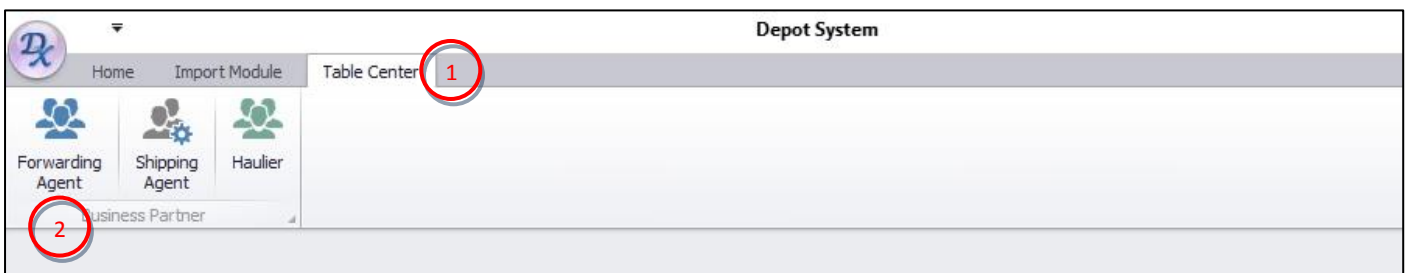5. Click **Exit** to exit from Download Documents screen.

Figure 22

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 neccessary details, then click **Save** button to save the record.

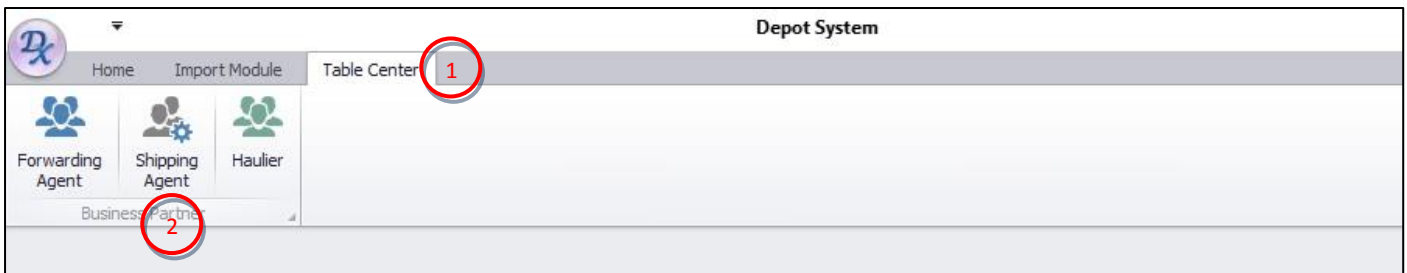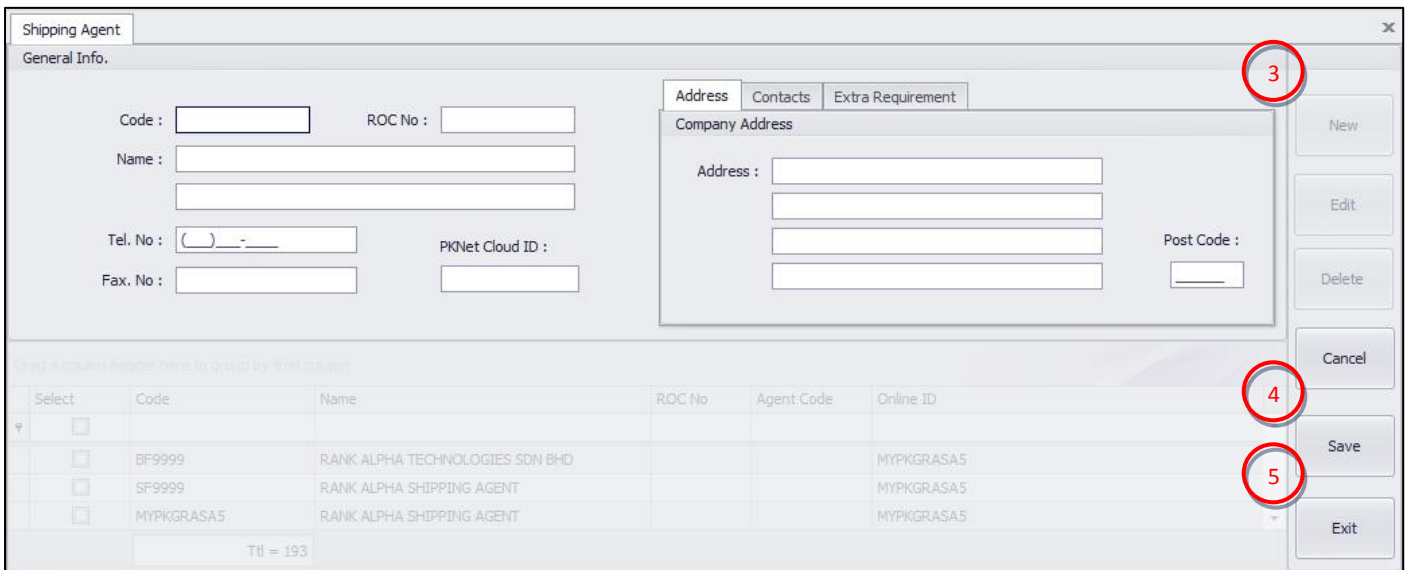5. Click **Exit** to exit from Download Documents screen.

Figure 24

Figure 25

- END OF USER GUIDE -