

STARTER GUIDE

Port Klang*Net

Depot Module

Ver 1.1

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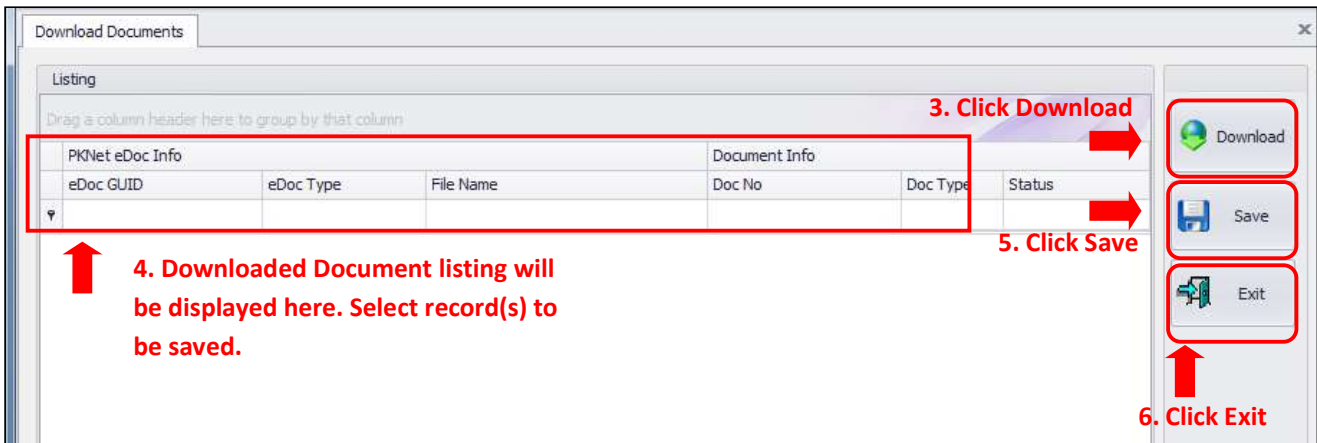
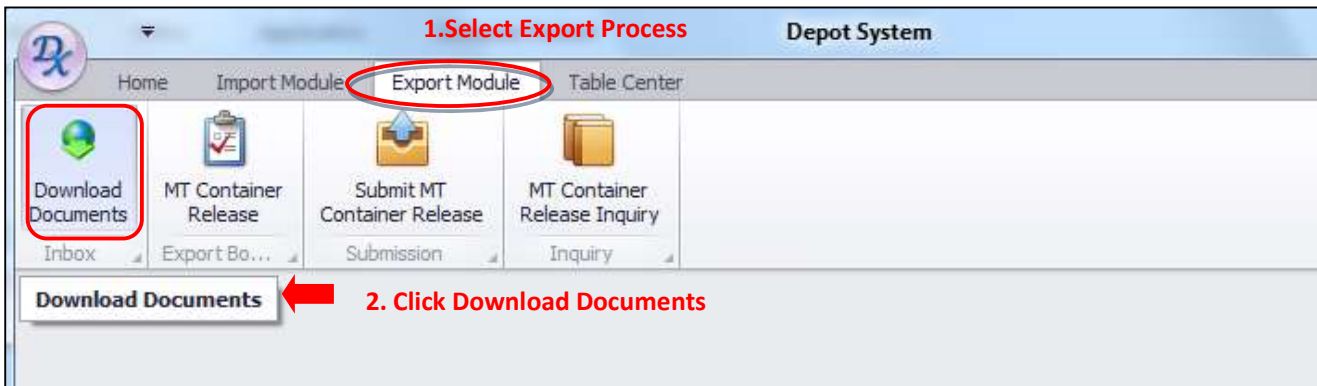
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E-EXPORT STARTER GUIDE

1. Inbox

1.1 Download Documents

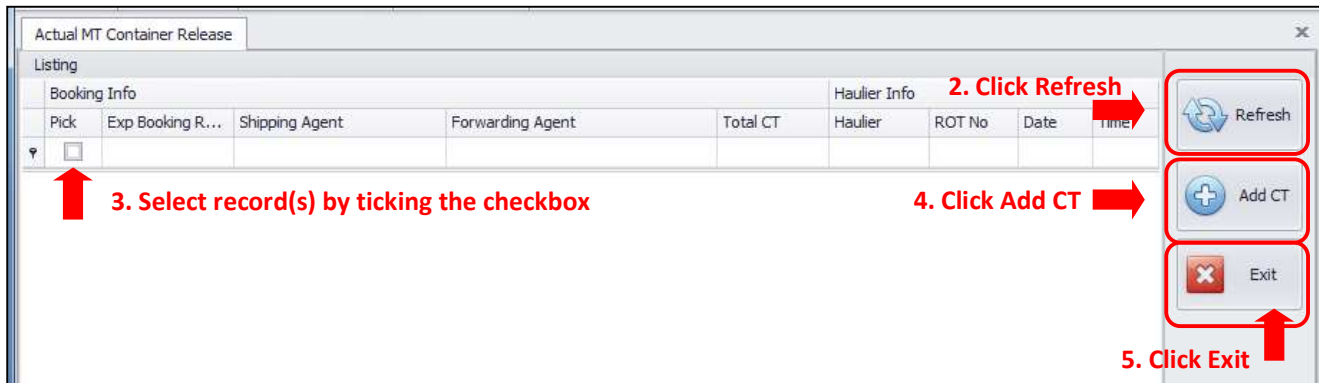
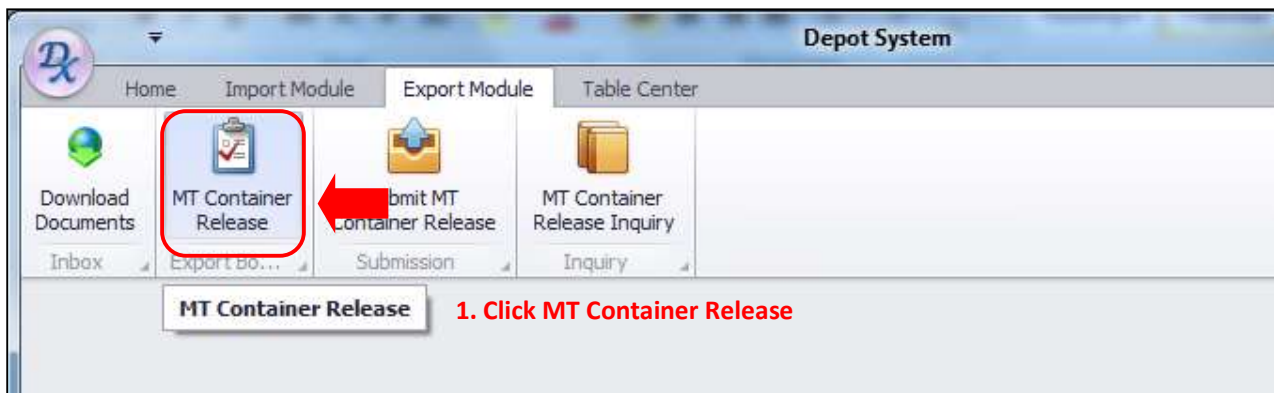
- Go to **Export Module** tab.
- Click on **Download Document** option
- Click **Download** Button to download ROT listing confirmed by Haulier
- Select File name and Click **Save** to save PK Net eDocument Information
- Click **Exit** to exit Download Documents page



2. Export Booking

2.1 MT Container Release

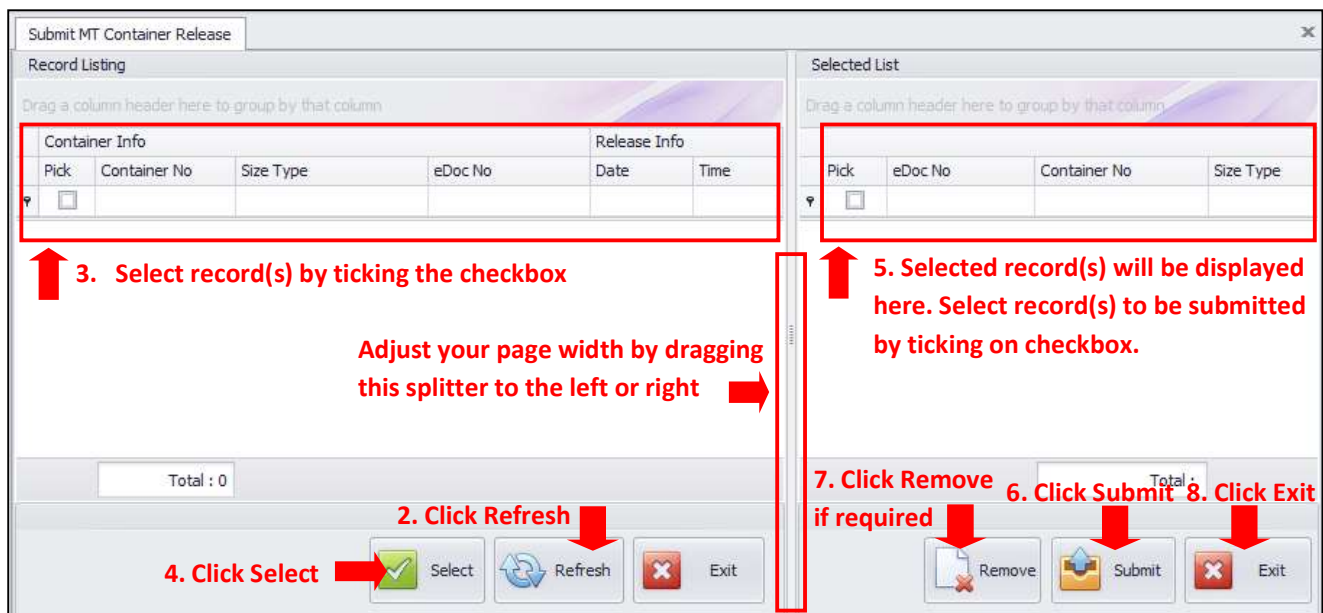
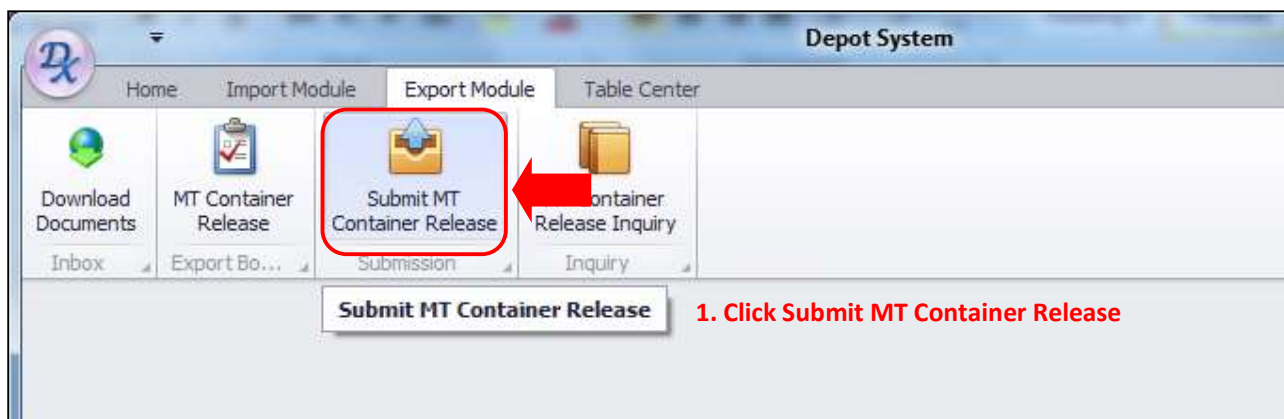
- Go to **Export Module** tab.
- Click on **MT Container Release** option
- Click **Refresh** Button to refresh MT Container listing
- Select records and Click **Add CT** to add container Information for MT Container to be released
- Enter necessary details and Click **Save**
- Click **Exit** to exit MT Container Release page



3. Submission

3.1 Submit MT Container Release

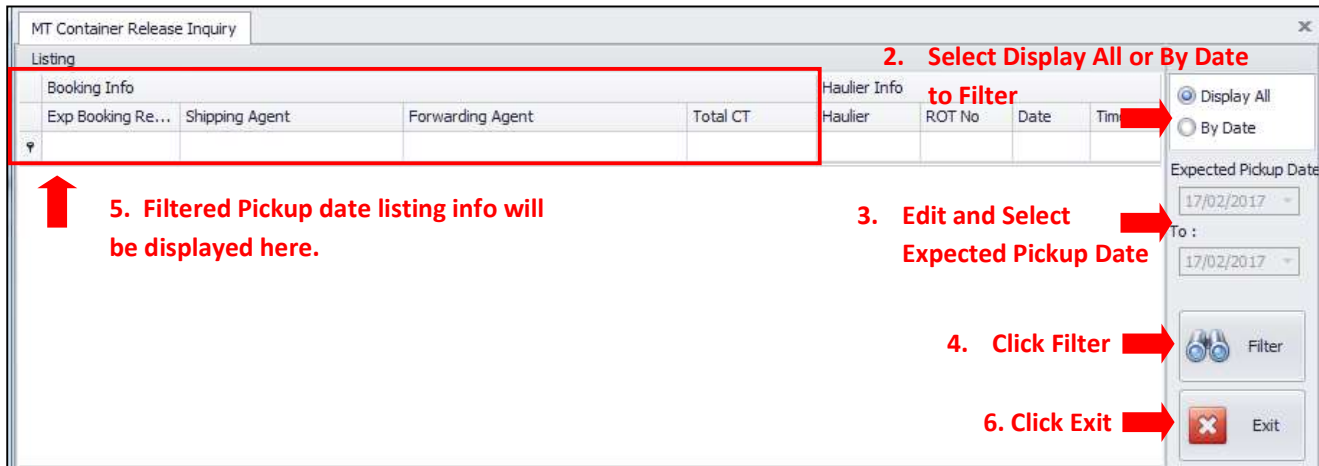
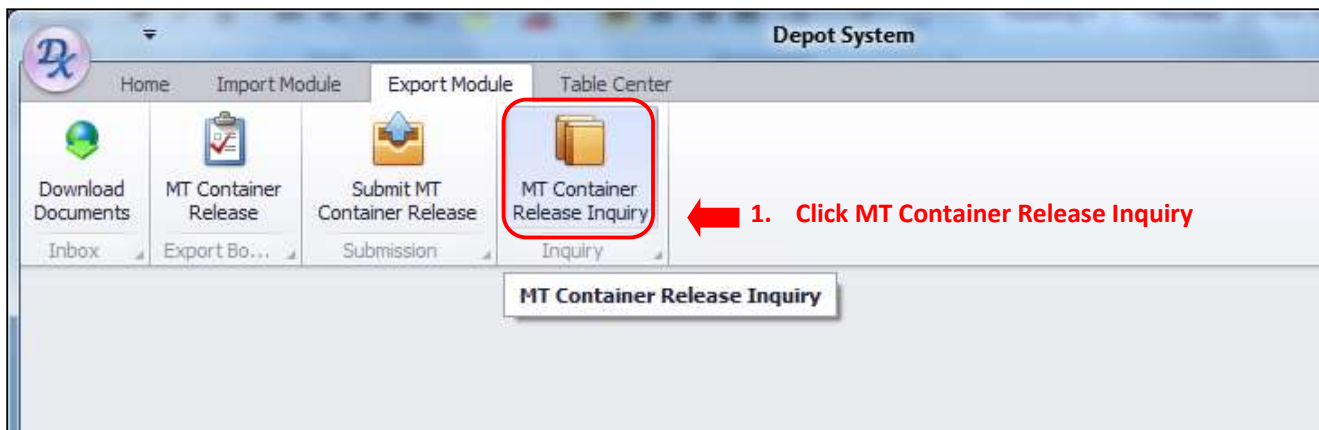
- Go to **Export Module** tab.
- Click on **Submit MT Container Release** tab
- Click **Refresh** Button to refresh added MT Container Release listing
- Select record and Click **Select** Button to move listing to **Selected List** tab for submission
- Select record and Click **Submit** Button. You may Click **Remove** button if required to remove listing
- Click **Exit** to exit Submit MT Container Release page



4. Inquiry

4.1 MT Container Release Inquiry

- Go to **Export Module** tab.
- Click on **MT Container Release Inquiry** tab
- Select **Display All** or **By Date** to filter submitted MT Container Release listing by Expected Pickup date
- Edit particular date to filter and Click **Filter** button
- Selected MT Container pickup date listing will be displayed
- Click **Exit** to exit MT Container Release Inquiry page

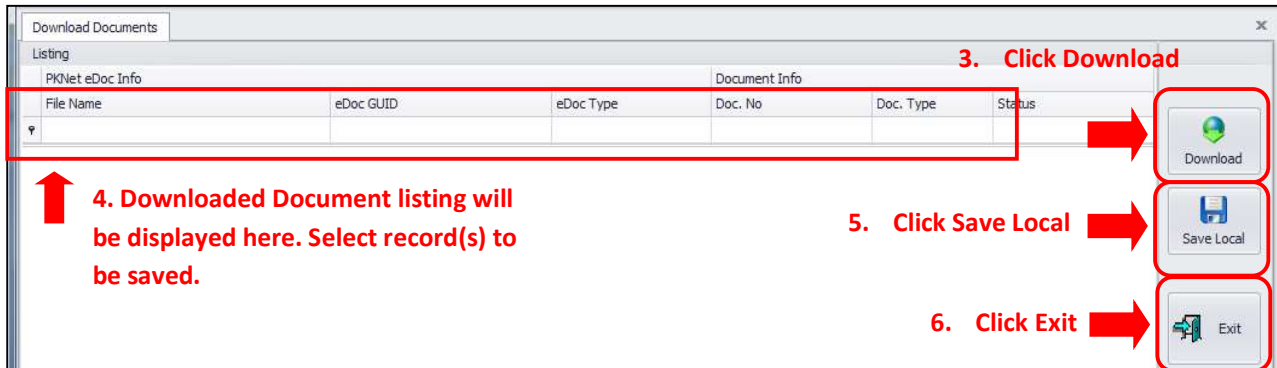
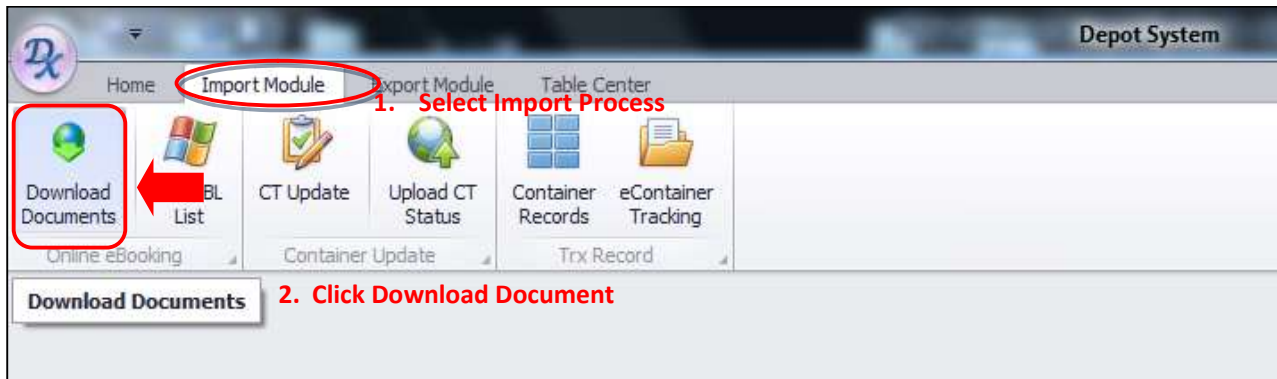


E-IMPORT STARTER GUIDE

1. Online Booking

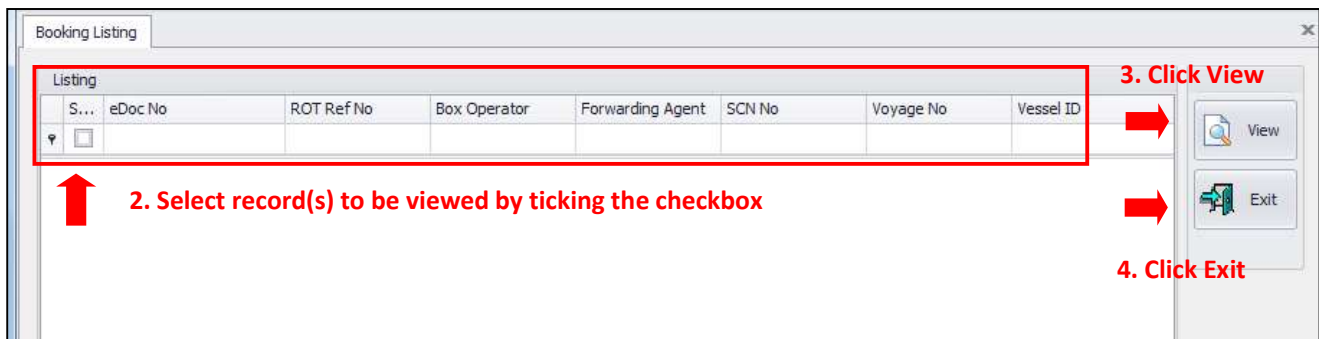
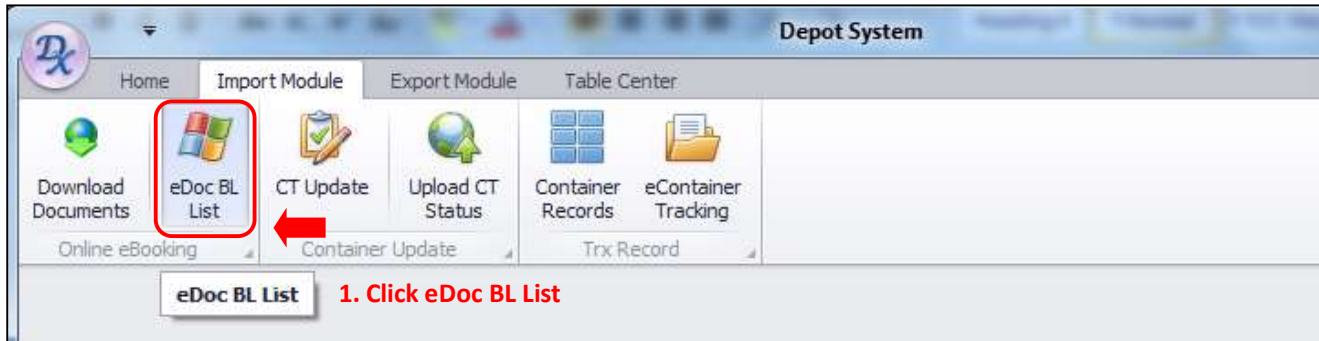
1.1 Download Documents

- Go to **Import Process** tab.
- Click on **Download Documents** tab
- Click **Download** Button to download Container Listing prepared by Haulier
- Select File name and Click **Save Local** to save downloaded PK Net eDocument Information
- Click **Exit** to exit Download Documents page



1.2 eDoc BL List

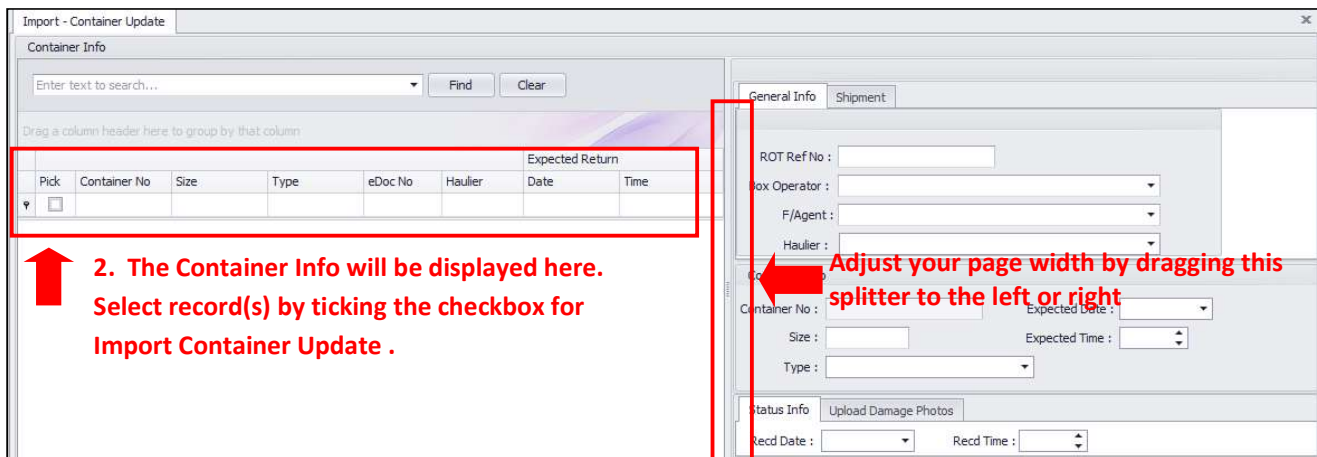
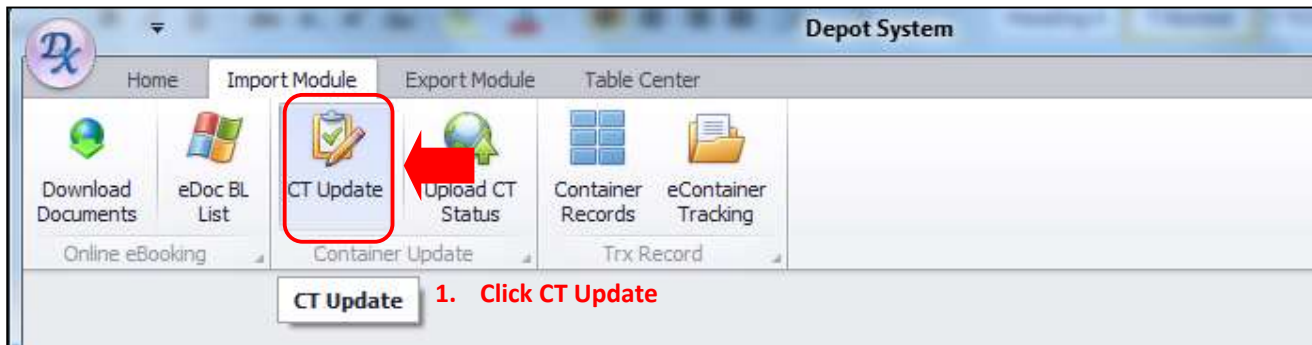
- Go to **Import Process** tab.
- Click on **eDoc BL List** option
- Booking Listing will be displayed. Select record to be viewed.
- Click **View** Button to view Container Booking Listing Information
- Click **Exit** to exit eDoc BL List page



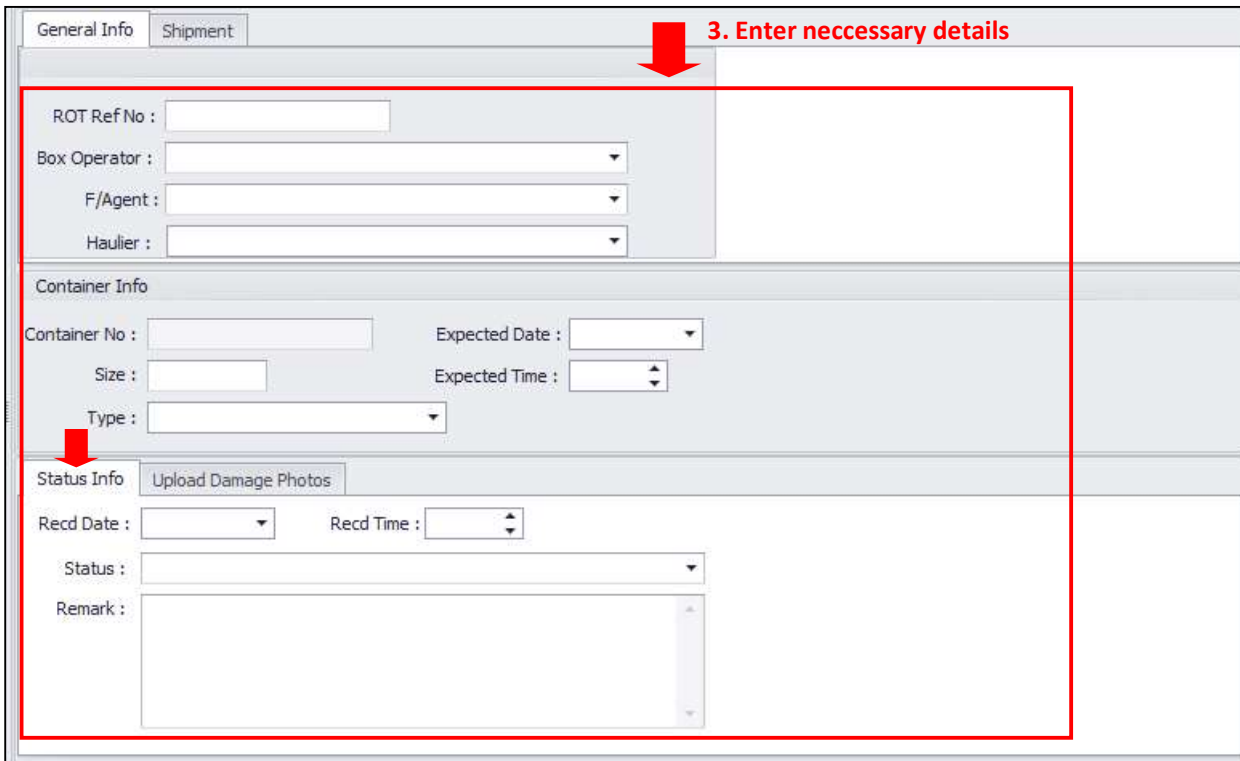
2. Container Update

2.1 CT Update

- Go to **Import Process** tab.
- Click on **CT Update** tab
- Container Info Listing will be displayed. Select record to update Import Container Information
- Enter necessary details in General Info, Container Info, Shipment Details, Status Info column and Upload Damage Photos.
- Click **Save** Button to save entered Information
- Click **Exit** to exit CT Update page



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3. Enter necessary details

General Info | Shipment

ROT Ref No :

Box Operator :

F/Agent :

Haulier :

Container Info

Container No : Expected Date :

Size : Expected Time :

Type :

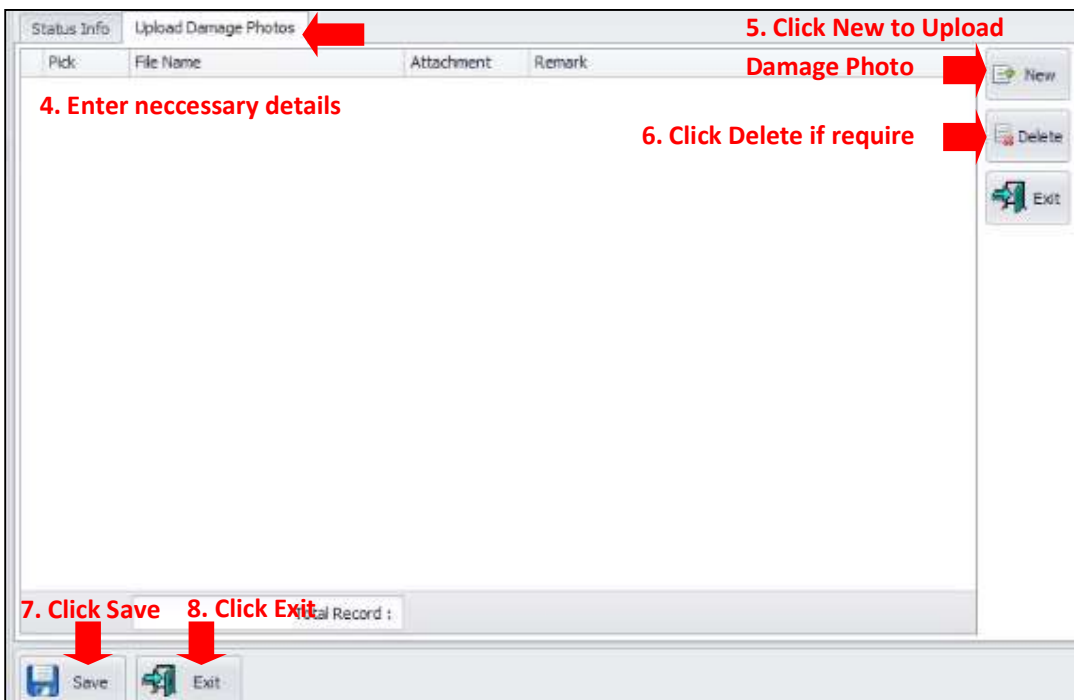
4. Enter necessary details

Status Info | Upload Damage Photos

Recd Date : Recd Time :

Status :

Remark :



5. Click New to Upload Damage Photo

6. Click Delete if require

7. Click Save **8. Click Exit**

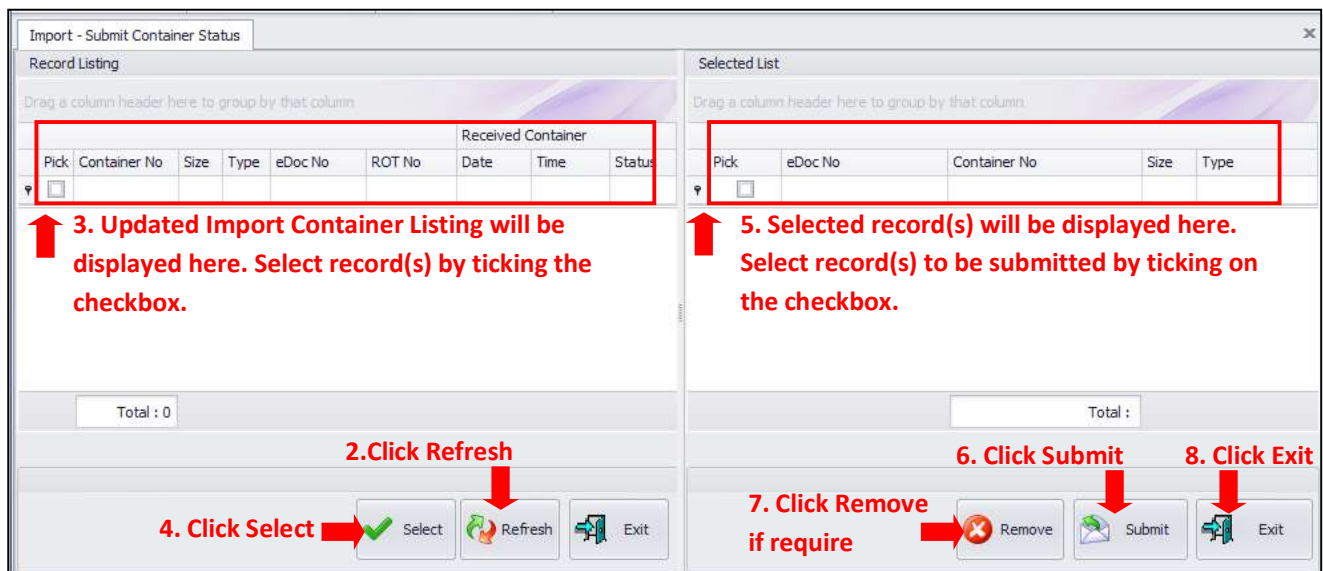
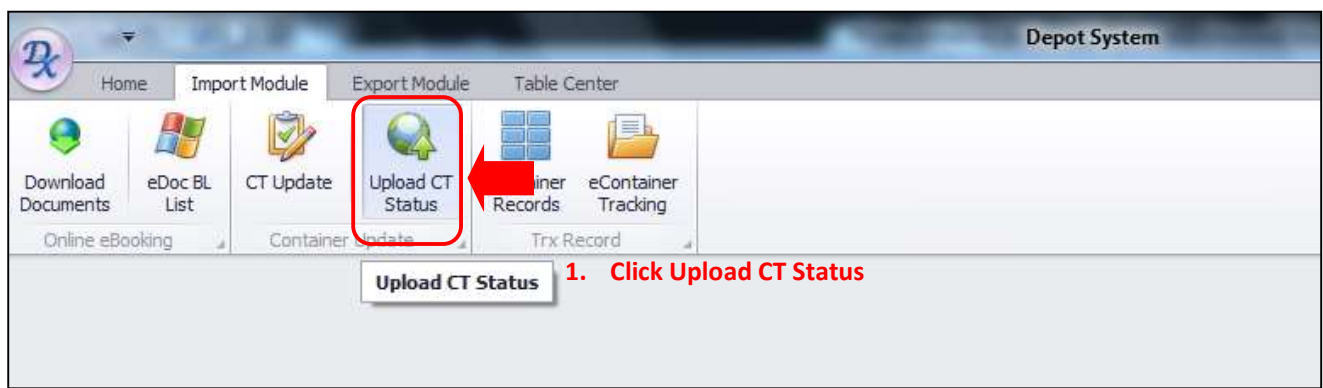
Status Info | Upload Damage Photos

Pick	File Name	Attachment	Remark
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Total Record :

2.2 Upload CT Status

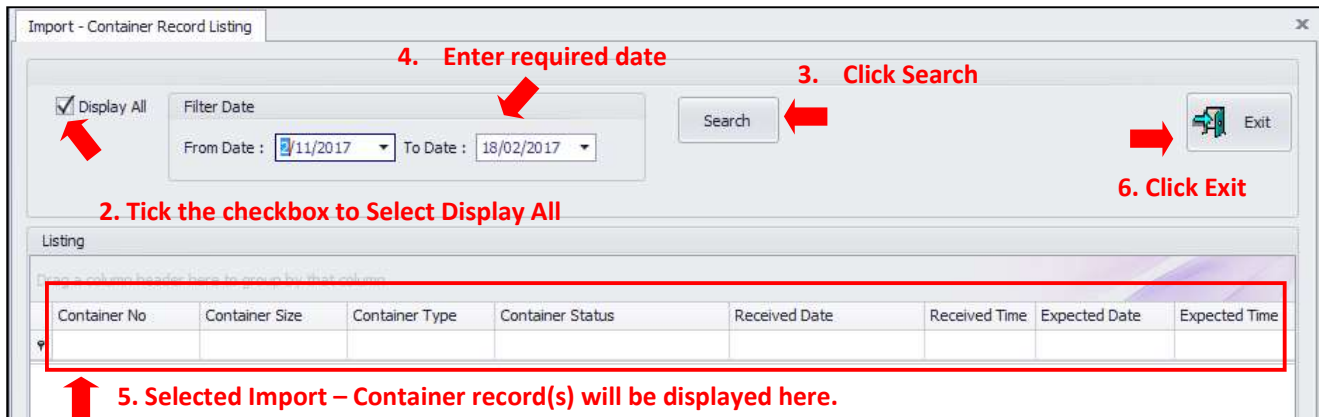
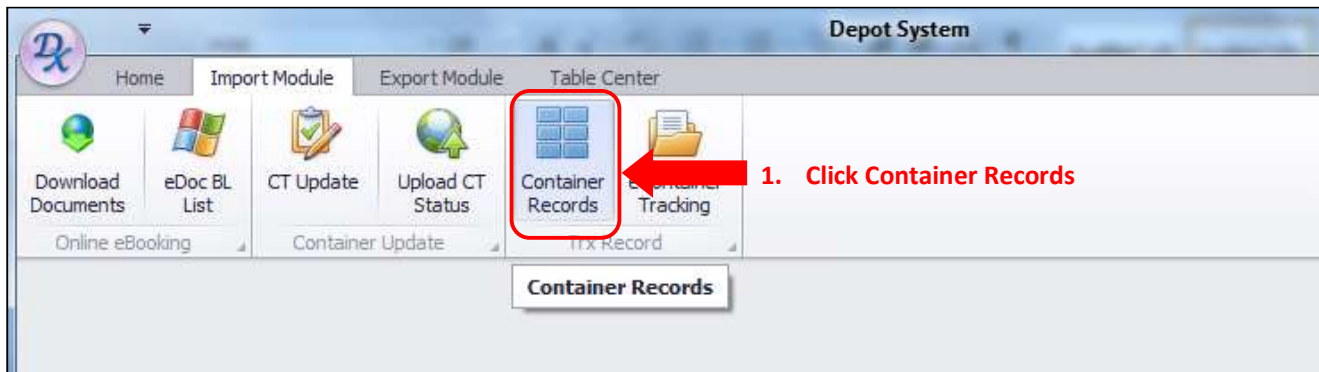
- Go to **Import Process** tab.
- Click on **Upload CT Status** option
- Updated Import Container Info Listing will be displayed. Select record to move Information to Selected List tab.
- Select Record and Click **Submit** Button.
- You may Click **Remove** Button if require to remove listing before submission
- Click **Exit** to exit Upload CT Status page



3. Trx Record

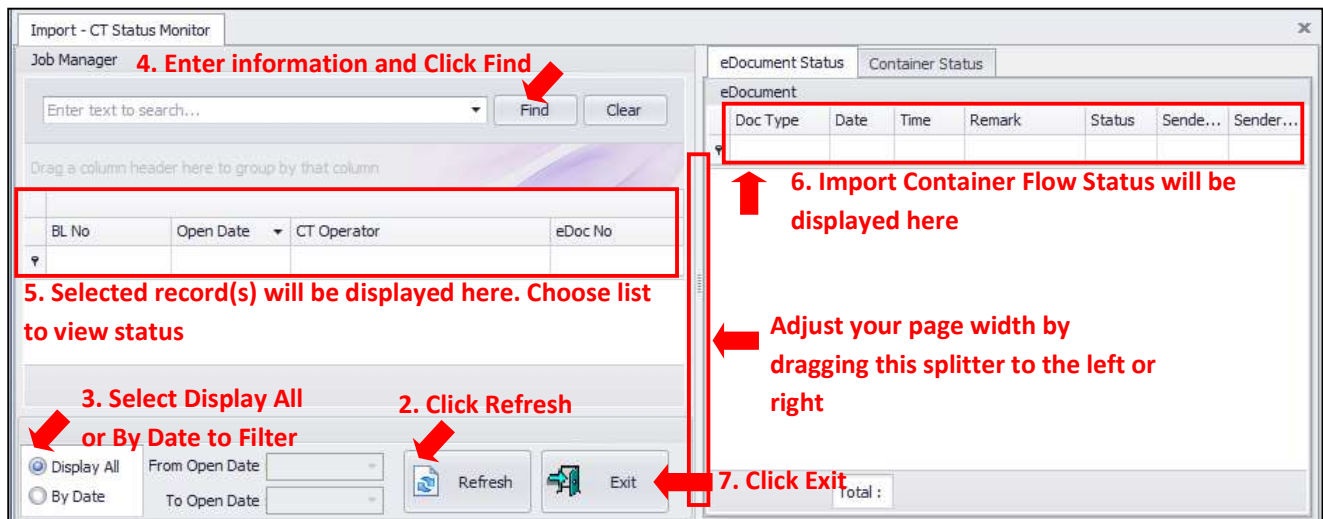
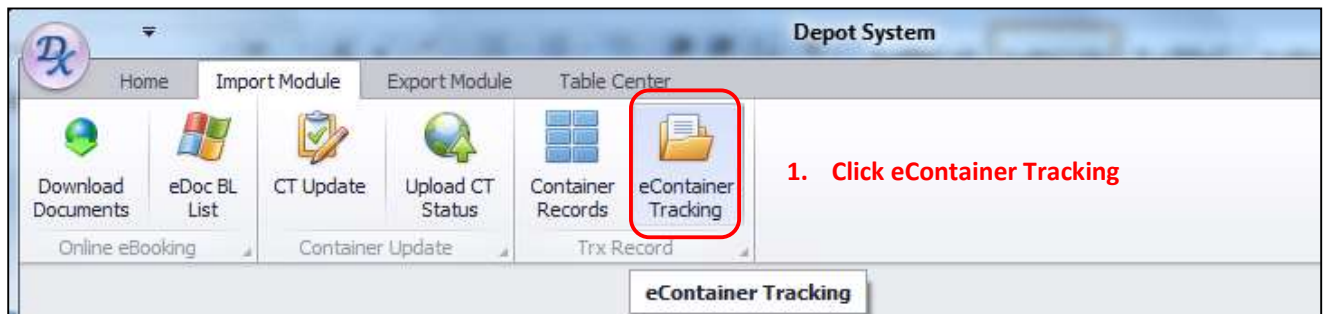
3.1 Container Records

- Go to **Import Process** tab.
- Click on **Container Records** option
- Tick in the checkbox to select **Display All** option or Enter necessary date information to **Filter** accordingly.
- Click **Search** to search record
- Click **Exit** to exit Container Records page



3.2 eContainer Tracking

- Go to **Import Process** tab.
- Click on **eContainer Tracking** option
- Click **Refresh** to refresh listing.
- Select **Display All** or **By date** to filter Import Container Status listing and Click **Find**.
- Selected records will be displayed with **eDocument Status** and **Container Status**
- Click **Exit** to exit eContainer Tracking page



- END OF STARTER GUIDE -