STARTER GUIDE

Port Klang*Net

Depot Module

Ver 1.1

Table of Contents

E-Ex	port Starter Guide	
1.	Inbox	
	1.1 Download Documents	
2.	. Export Booking	4
	2.1 MT Container Release	4
3.	Submission	5
	3.1 Submit MT Container Release	
4.	. Inquiry	6
	4.1 MT Container Release Inquiry	6

E-Ir	np	ort S	Starter Guide	
	• 1.	Onlin	ne Booking	7
		1.1	Download Documents	7
		1.2	eDoc BL List	8
	2.	Cont	ainer Update	9
		2.1	CT Update	9
		2.2	Upload CT Status	11
	3.	Trx F	Record	12
		3.1	Container Records	12
		3.2	eContainer Tracking	13

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



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PKNet eDoc Info			Document Info			U Downia
eDoc GUID	eDoc Type	File Name	Doc No	Doc Type	Status	
						Save
4. Dow	vnloaded Docun plaved here. Sel	nent listing will ect record(s) to			J. CIER Save	Exit

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

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Download Documents	MT Container Release	bmit MT	MT Container Release Inquiry	
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isting Booking	g Info				Haulier Inf	。 2. Cli	ck Ref	re <u>sh</u>	
Pick	Exp Booking R	Shipping Agent	Forwarding Agent	Total CT	Haulier	ROT No	Date	Time	Refre
	3. Select ri	ecora(s) by tick	ing the checkbox			4. CIICK			Adde
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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



Submit	MT Container Relea	ise							2
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Cont	ainer Info			Release In	nfo				
Pick	Container No	Size Type	eDoc No	Date	Time	Pick	eDoc No	Container No	Size Type
•						9			
•	5. Selectie	cord(s) by tick	ting the checkbo Adjust your page	width by	dragging	0000	here. Selected by ticking	ct record(s) will b ct record(s) to b on checkbox.	e submitted
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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



MT Container Release Inquiry							x
Listing			2	. Select	: Displa	y All or	By Date
Booking Info			Haulier Info	to Filt	er		Display All
Exp Booking Re Shipping Agent	p Booking Re Shipping Agent Forwarding Agent Total CT Haulier ROT No Date Ti						O By Date
5. Filtered Pick be displayed he	up date listing info will re.		3.	Edit and Expecte	Select d Picku	p Date	Expected Pickup Date 17/02/2017 + To: 17/02/2017 +
				4.	Click Fil	ter 📕	Filter
				6	i. Click I	Exit 📕	Exit

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

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Download Documents	BL List	CT Update	Upload CT Status	Container Records	eContainer Tracking	
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Download Doo	cuments	2. Click	Download	Documen	t	

isting				3	Click Dov	wnload
PKNet eDoc Info			Document Info			
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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



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S	eDoc No	ROT Ref No	Box Operator	Forwarding Agent	SCN No	Voyage No	Vessel ID	
	2 Calcat				-h			

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 enterred Information
 - Click Exit to exit CT Update page



Import -	- Container Updat	te									×
Contair	ner Info										
Enter	r text to search	2 1		•	Find	Clear		General Info Shi	ipment		
Drag a d	column header he	re to group by	that column				1				
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Pick	Container No	Size	Туре	eDoc No	Haulier	Date	Time	Box Operator :		-	
9 🗆								F/Agent :		•	
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General Info Shipm	nt 3. Enter neccessary details
ROT Ref No :	
Box Operator :	▼
F/Agent :	
Haulier :	▼
Container Info	
Container No :	Expected Date : 👻
Size :	Expected Time :
Type :	
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Status Into Upload	Jamage Photos
Recd Date :	▼ Recd Time :
Status :	
Remark :	A.

Pkk File Name Attachment Remark Damage Photo 4. Enter neccessary details 6. Click Delete if require
4. Enter neccessary details 6. Click Delete if require
7. Click Save 8. Click Exital 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

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Download Documents	eDoc BL List	CT Update	Upload CT Status	Records				
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Import - Submit Container Status	3							
Record Listing	Selected List							
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9	P 🗌							
Total:0	Total :							
2.Click Refresh	6. Click Submit 8. Click Exit							
4. Click Select Select Refresh	7. Click Remove							

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



		4. Ent	ter required date	3. Clic	k Search		
Display All	Filter Date From Date : 11/2 K the checkbox	To Date :	18/02/2017 • play All	Search		6. C	Exit
rag a columo bea	der here in group by the	t column					1
Container No	Container Size	Container Type	Container Status	Received Date	Received Time	Expected Date	Expected Time

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



Import - CT Sta	atus Monitor										
Job Manager 4. Enter information and Click Find					eDocument St	atus (Container St	atus			
				-	eDocument						
Enter text to	o search		Find	Clear	Doc Type	Date	Time	Remark	Status	Sende	Sender
Drag a column l	Open Date CT Op	verator	eDo	oc No	1 6. di	Impo splay	ort Cont ed here	ainer Flo	ow Statu	s will b	e
5. Selecte to view st 3. Se	ed record(s) will be tatus elect Display All	2. Click R	e. Choc efresh	ose list	Adju draj righ	ust yo gging t	our page this spl	e width b litter to t	y he left o	r	
Display All	From Open Date			5 .4	7 Click I	vit					

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