

Easy

Steps



2017

How to Apply Gate Pass

Job File - New GatePass - New New GatePass

>> Job Record Info

General Info

Job Record Info

General Info

Job No : JDX4363F

Transport Mode : 1 - By Sea Shipment Date : 05-09-2017

Trx. Type : 1- Import

Name : RUZAIMAN

Address : NO 234

JALAN RESI

Post Code : 346346

eDoc GUID : IMP356S4TG

Job File Info

Cargo Details Shipments SMK Info

Cargo Description :

CARGO DESC 1

CARGO DESC 2

< Package > Qty : 5675 / BJ - BUCKET

Gross Weight : 5675.0000 / KGM

Volume : 5675.0000 / MTQ



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Table of Contents

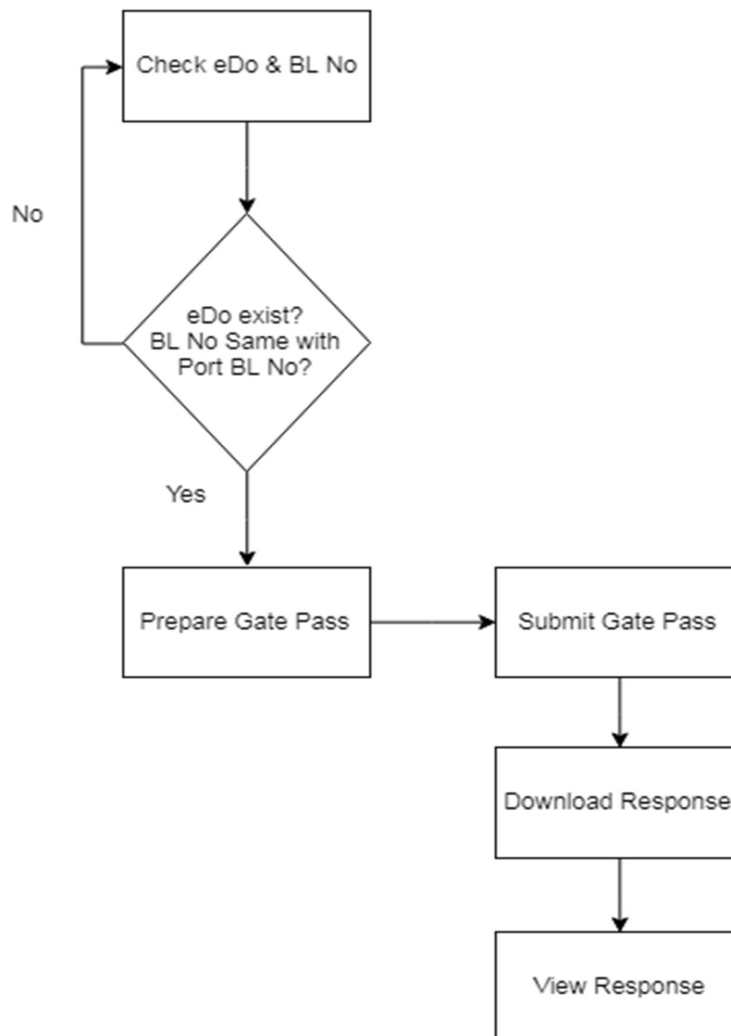
Table of Contents	1
Flow of Apply Gate Pass	2
4 Easy Steps for Apply Gate Pass.....	3
1 Setup Valid Ledger Account	4
2 Setup Terminal User Login	5
3 View eDO	7
4 Apply Gate Pass	8
4.1 Gate Pass Entry – New.....	8
4.2 Gate Pass Submit.....	11
4.3 Gate Pass Status.....	13
4.4 Gate Pass Slip.....	14

Flow of Apply Gate Pass

(a) Steps before Apply Gate Pass



(b) Steps for Apply Gate Pass



4 Easy Steps for Apply Gate Pass

1

Setup Valid Ledger Account

To ensure user use correct Ledger Account No for Apply Gate Pass

2

Setup Terminal User Login

To configure Gate Pass User Login setting use registered Terminal User Login details

3

View eDO

To make sure Container, BL and SCN are available to proceed with Gate Pass Application

4

Apply Gate Pass

To request Gate Pass from Terminal

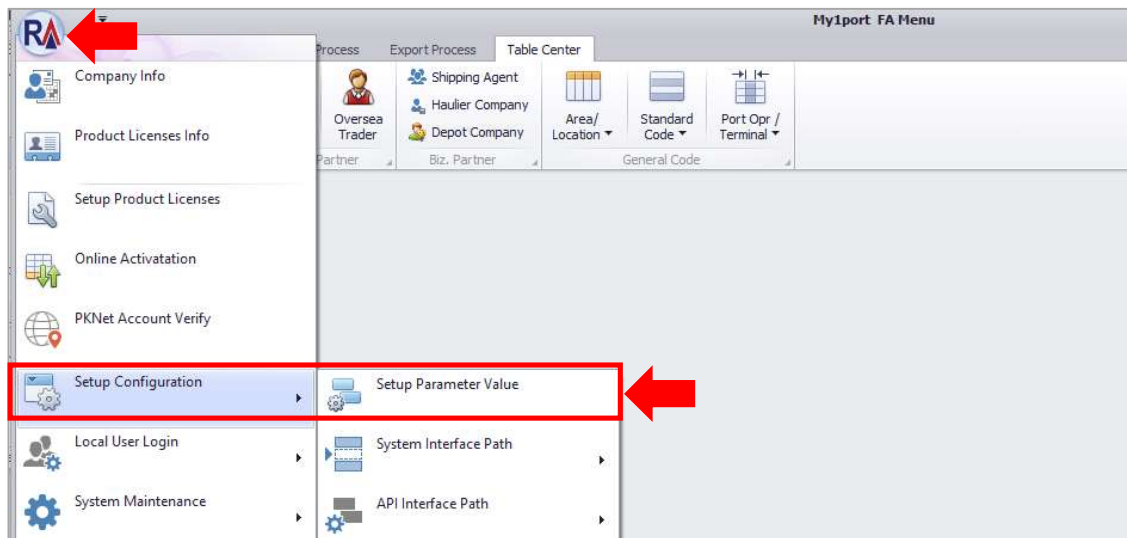


Container, BL and SCN must be available before proceed to apply Gate Pass

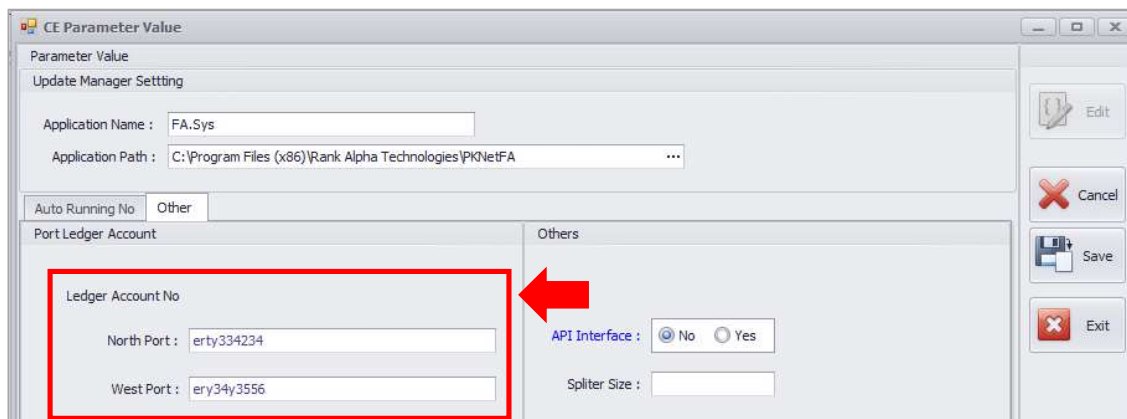
1 Setup Valid Ledger Account

Menu – Setup Configuration – Setup Parameter Value

Click on menu and select **Setup Parameter Value** menu.



Click  button and setup a valid **Ledger Account**.



Once done, click  button to save the record.



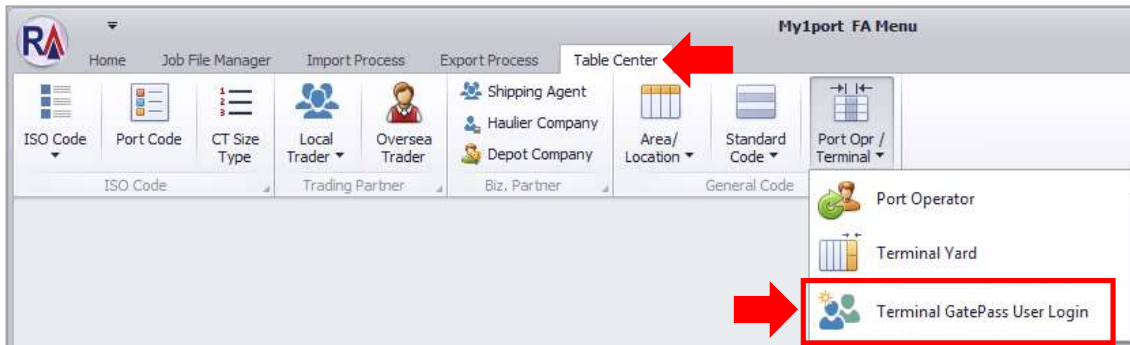
Please make sure enter **valid Ledger Account No.**
If don't have Ledger Account, please register at **Terminal.**

This is compulsory!

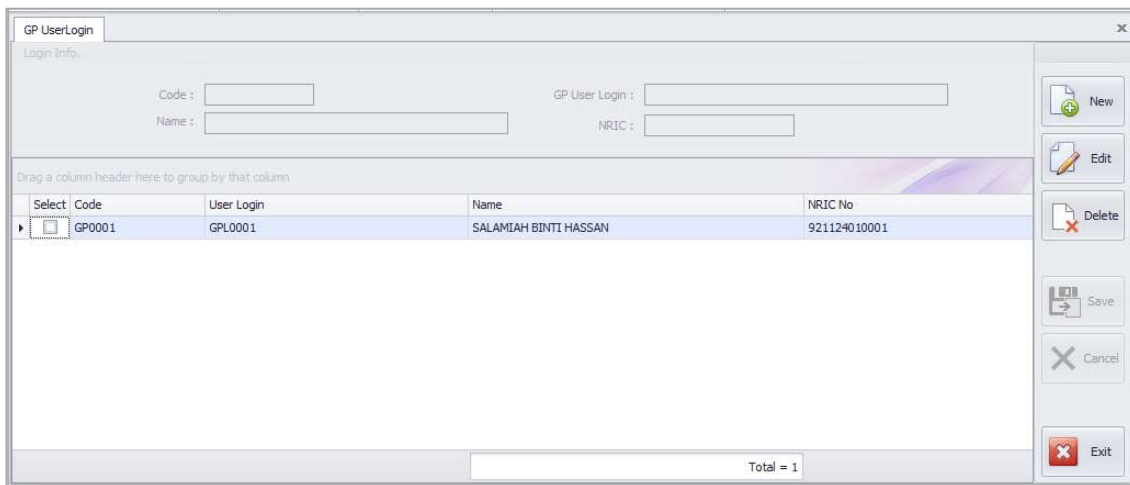
2 Setup Terminal User Login

Table Center – Port Opr / Terminal – Terminal Gate Pass User Login

Click on Table Center module, then select **Terminal Gate Pass User Login** menu.



Gate Pass User Login screen will display as below.



Click on  button to create new login.



Login Info entries will be enable. Fill up the details and click button.

If want Edit or Delete current record, select record at listing by the checkbox. Then click at or button.

Select	Code	User Login	Name	NRIC No
<input checked="" type="checkbox"/>	GP0001	GPL0001	SALAMIAH BINTI HASSAN	921124010001



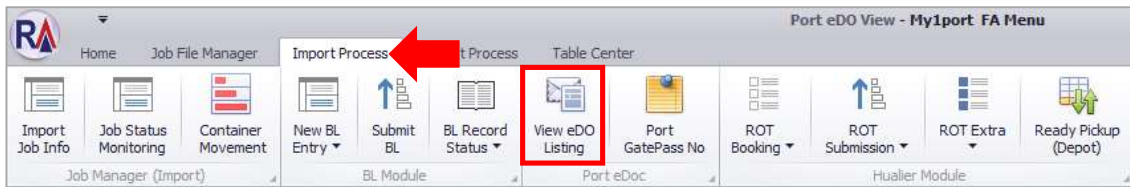
If **Edit**, Login Info entries will be enable. Fill up the details and click button.



Please make sure enter a **valid User ID** and **NRIC No.**
 If don't have Terminal Gate Pass Login, please apply at **Terminal.**
 Do not enter any special character at **NRIC** field.
This is compulsory!

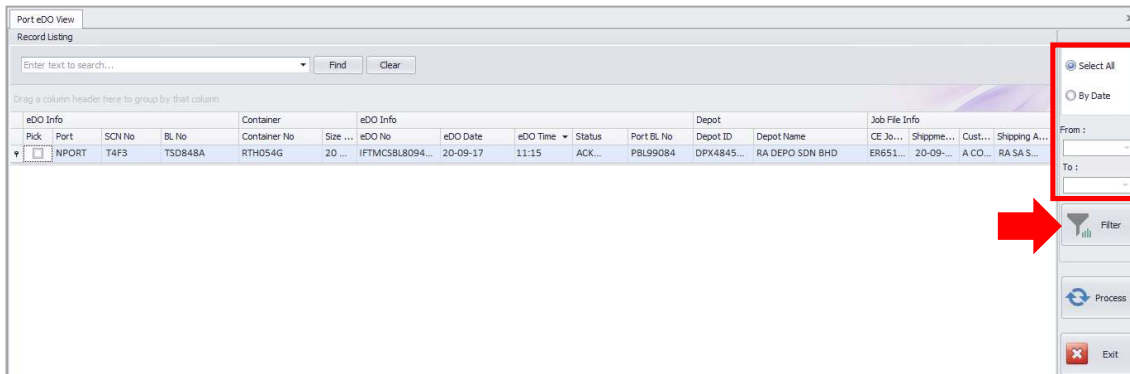
3 View eDO Import Process – View eDO Listing

Click on Import Process module and select **View eDO** menu.



eDO Listing will display as below. To filter listing select Option by click Select All or By Date.

If filter 'By Date', select 'From Date' and 'To Date' and click  button.



Please make sure Container, BL and SCN are available to proceed with **Gate Pass Application**.

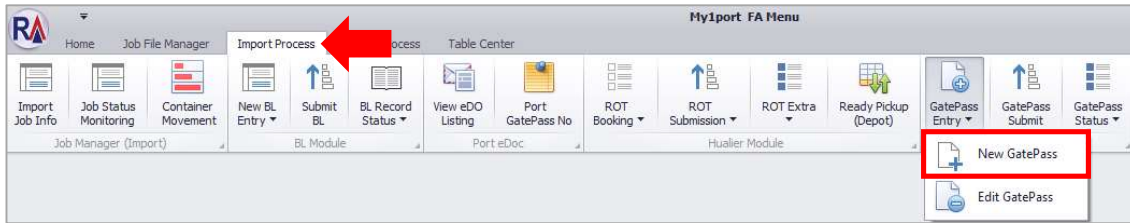
If record not available, please **Download eDocument** to retrieve record.

4 Apply Gate Pass

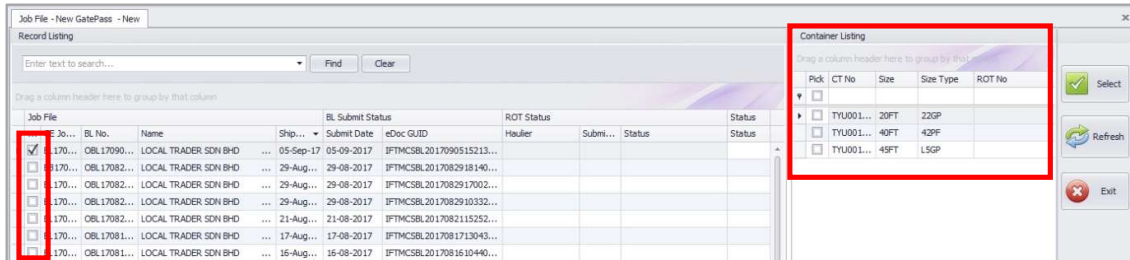
Import Process – Gate Pass Entry – Apply Gate Pass

4.1 Gate Pass Entry – New

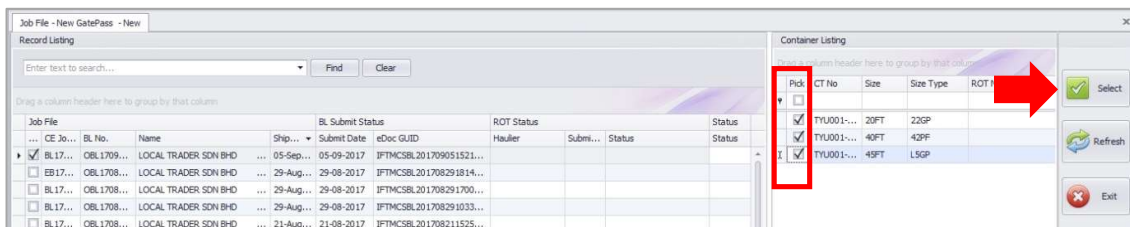
Click on Import Process module and select **New Gate Pass** menu.



Job File listing will be displayed as below. Tick on checkbox to select record at record listing (Left side). And selected record will be displayed at Container Listing (Right side).



Under Container Listing, select container by on the checkbox. Then click button.



New Gate Pass entries will displayed as below.

The screenshot shows the 'New GatePass' application window. The 'Job Record Info' section is expanded, displaying the following data:

- CE Job No: BL17090501
- Shipment Date: 05-09-2017
- eDoc GUID: IFTMCSBL201709051521315284
- BL No: OBL17090501
- SCN No: FTDR
- Local Trader: LOCAL TRADER SDN BHD

The 'Container Details' table is as follows:

Pick	Container No	Size	Size Type	Type
<input type="checkbox"/>	TYU001-1	20FT	22GP	
<input type="checkbox"/>	TYU001-2	40FT	43PF	
<input type="checkbox"/>	TYU001-3	49FT	L5GP	

The 'General Info' section on the right contains fields for GP Sub Job No, Open Date, Hauler, Port Operator, Port GatePass Login, Ledger Account No, and ROT No. There are also buttons for 'New GP', 'Save', and 'Exit'.

To see Job File Info, click on left panel. The info will be expanded.


The screenshot shows the 'New GatePass' application window with the 'Job File Info' section expanded on the left panel. The 'Job Record Info' section is collapsed. The 'Job File Info' section displays the following data:

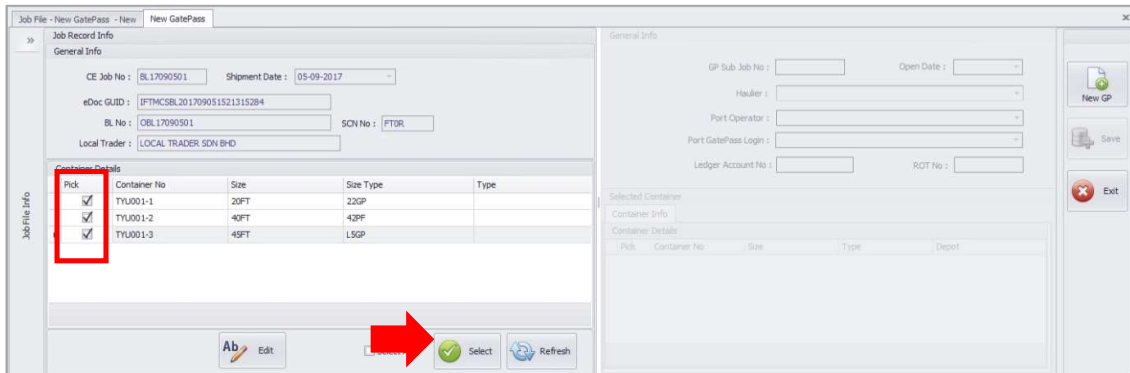
- Job No: JDX4363F
- Transport Mode: 1 - By Sea
- Trx. Type: 1- Import
- Shipment Date: 05-09-2017
- Name: RUZAIMAN
- Address: NO 234, JALAN RESI
- Post Code: 346346
- eDoc GUID: IMP356S4TG


The 'Cargo Details' section is also visible, showing:

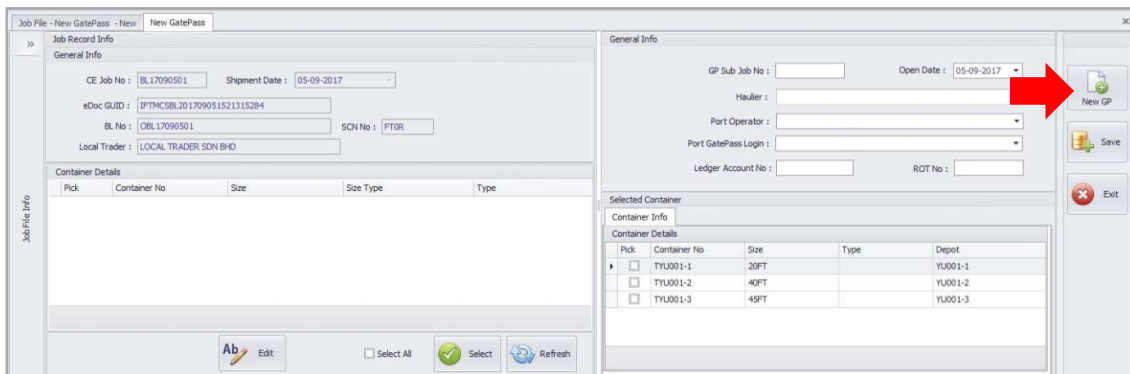
- Cargo Description: CARGO DESC 1, CARGO DESC 2
- Package > Qty: 5675 / BJ - BUCKET
- Gross Weight: 5675.0000 / KGM
- Volume: 5675.0000 / MTQ


The 'Job File Info' label on the left panel is highlighted with a red box.

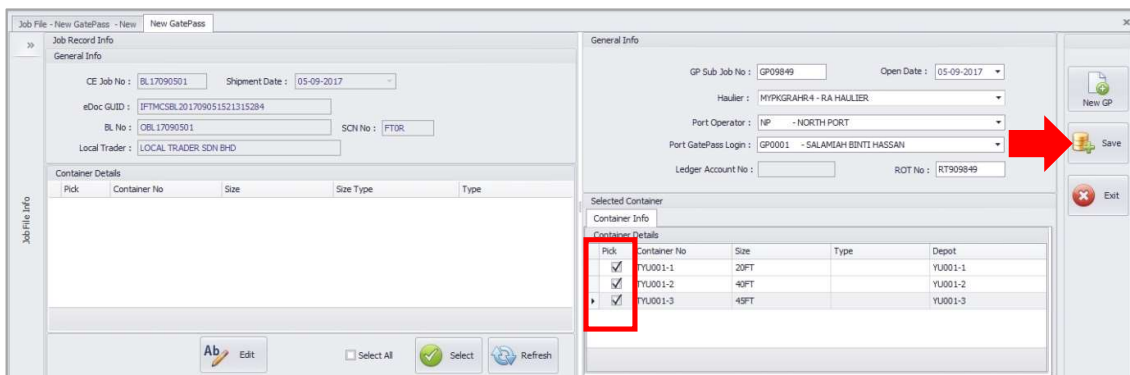
Tick the checkbox to select container. And click  button to create new Gate Pass.



Click button  to create new gate pass record. The entries will be display as below.



Tick the checkbox to select container. And click  button to save the record.

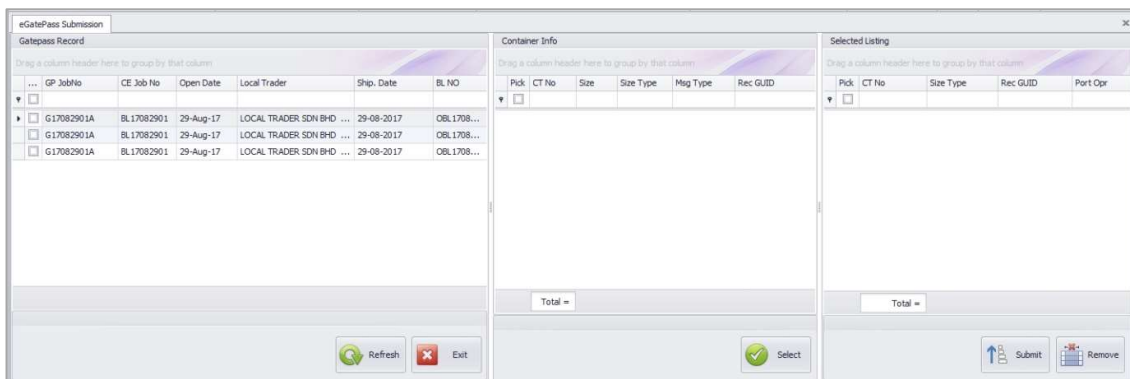


4.2 Gate Pass Submit

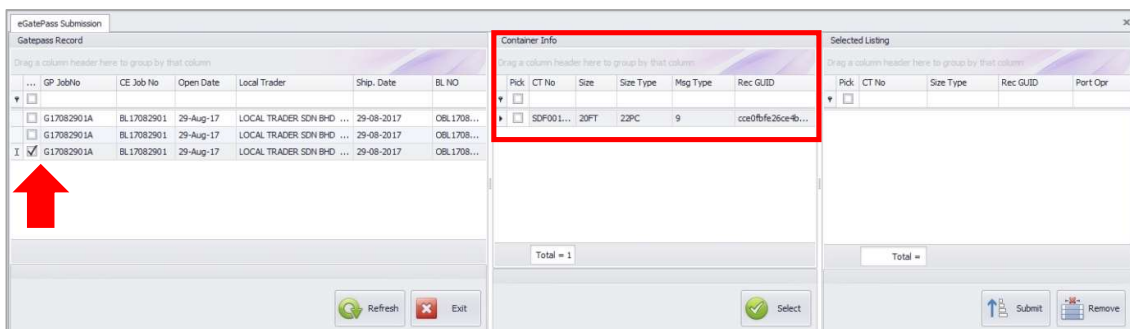
Click on Import Process module and select **Gate Pass Submit** menu.




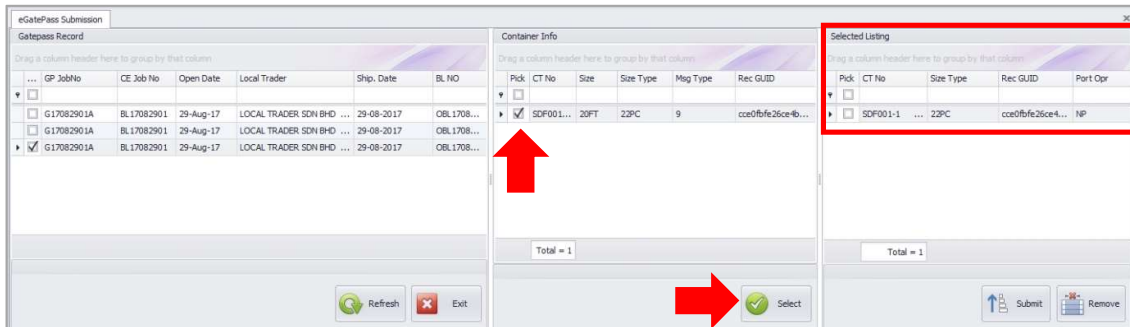
Submission screen will be display as below.




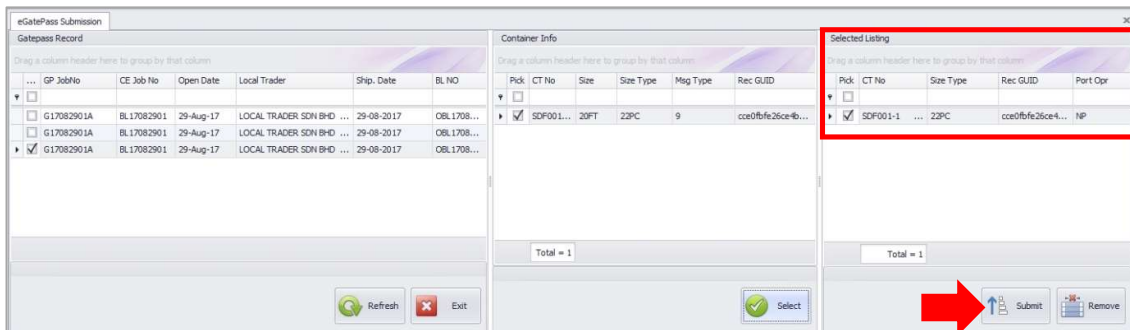
Tick the checkbox to select Gate Pass record. Selected record will be moved to Container Info.



Tick the checkbox to select Container record. Then click  button. Selected container will be moved to Selected Listing.

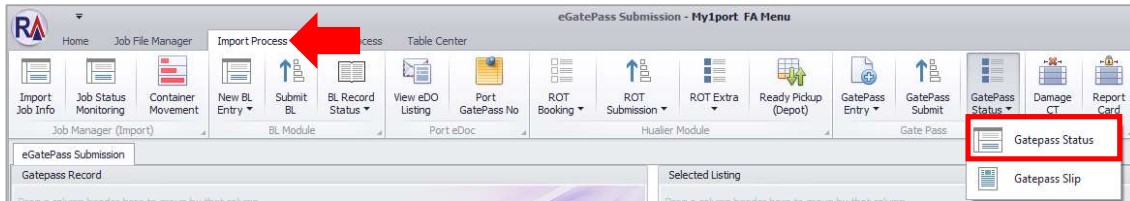


Tick the checkbox to select record at Selected Listing. Then click  button to submit record.

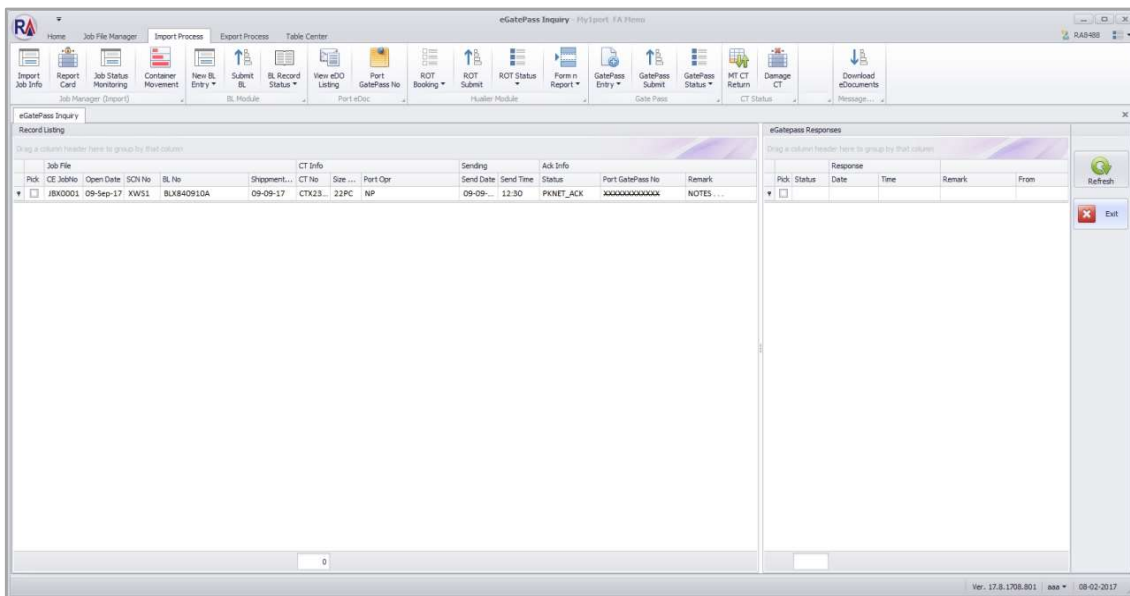


4.3 Gate Pass Status

Click on Import Process module and select **Gate Pass Status** menu.



Status screen will be display as below.

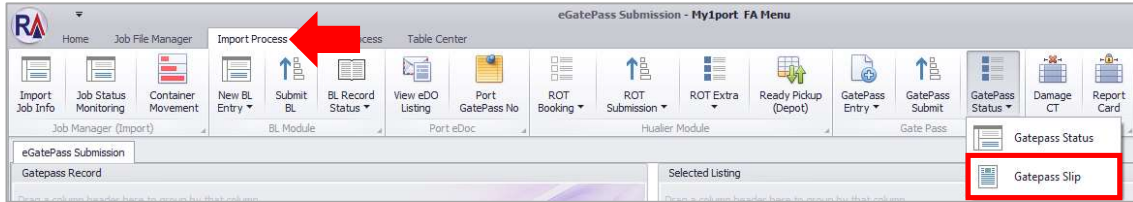


Tick the checkbox to select Gate Pass record. Selected record will be moved to eGatePass Responses.

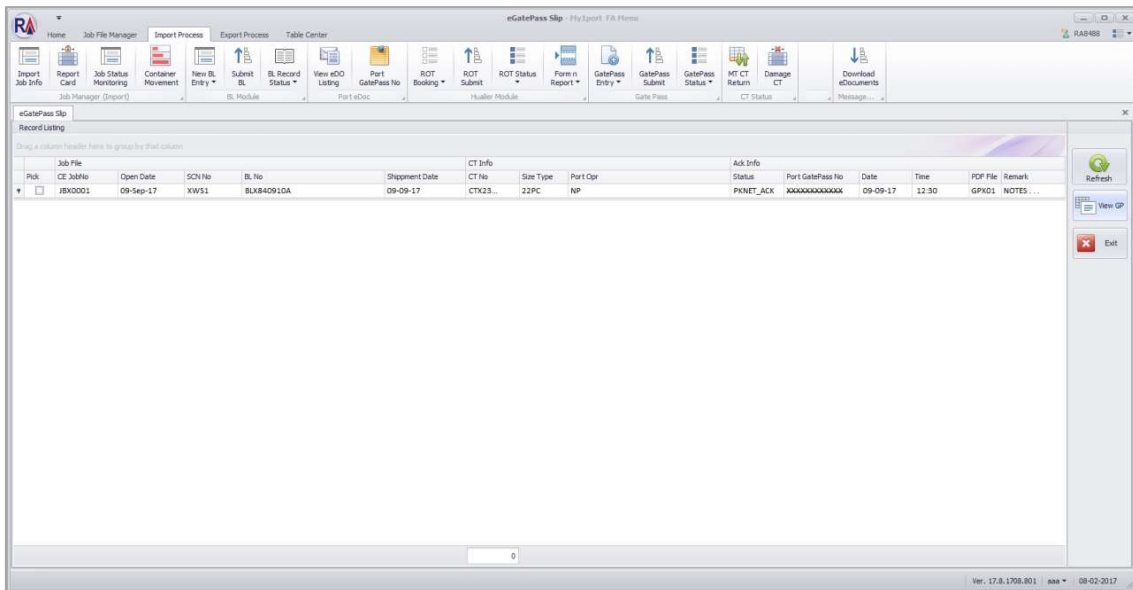


4.4 Gate Pass Slip

Click on Import Process module and select **Gate Pass Slip** menu.



Gate Pass Slip record screen will be display as below.

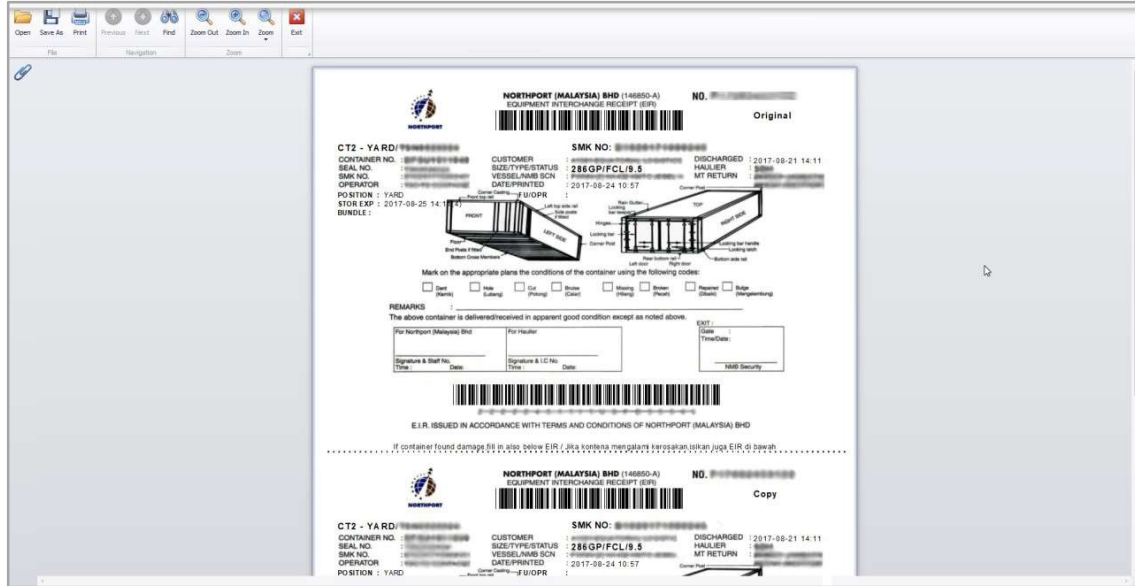


Tick the checkbox to select record and click View GP button to view the slip.

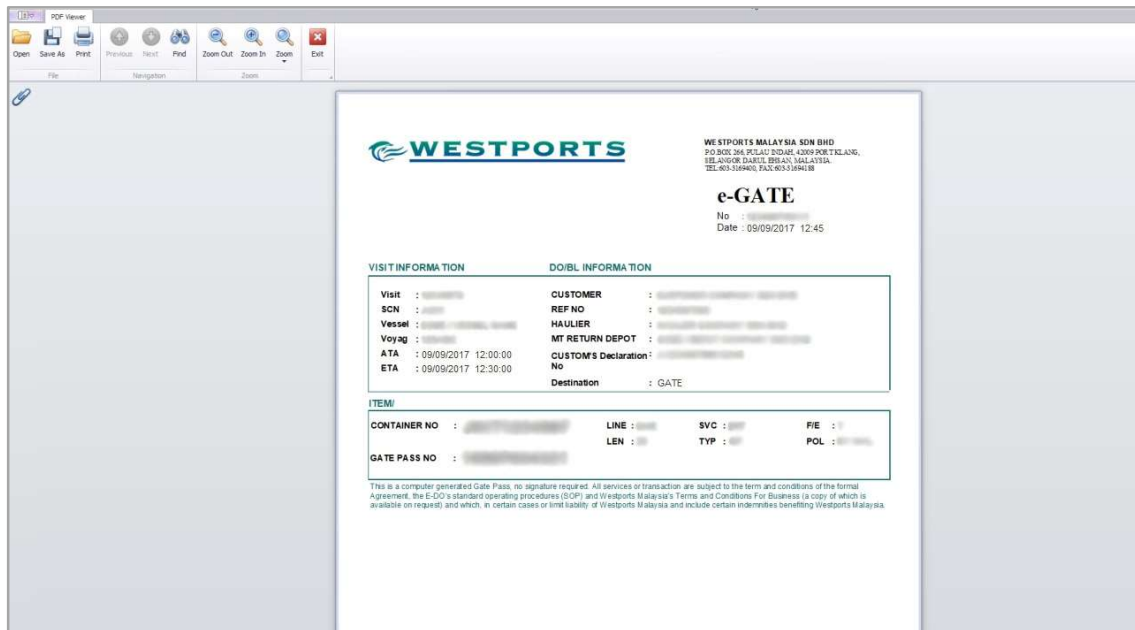


View GP screen will be display based on selected Port as below:

1. If send job to **North Port**, slips will be display as below.



2. If send job to **West Port**, slips will be display as below.



{ End of Easy Steps }