# **STARTER GUIDE**

# Port Klang\*Net

# **FA Module**

Ver 1.1

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1	1 Bill of Lading (BL)	
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### **E-EXPORT STARTER GUIDE**

#### 1. Export Booking

- 1.1 Prepare Export Booking
  - Go to Export Process tab.
  - Click on **Booking Entry > New Booking > New Booking**.

RA	Ŧ	1	.Select Ex	port Pro	My1port I	FA Menu				1	_ [ <b>D</b> [ <b>X</b> ]
	Home Job F	File Manager	Export	Process	Import Proces	ss Tabl	e Center			🔏 Use	rName 🚦 🔻
Export Job Info	Export Job Status	Booking Entry •	Submit Booking	Booking Inquiry	ROT Booking •	Submit ROT	ROT Status	Empty CT Release	Laden Pickup		Download
Job Mana	ger (Export) 🦼	Ab I	New Booki Edit Bookin	ing 🕨	New B	looking (Fr	om Job N	lanager)	atus "		PKNetEx a
		<b></b>	Delete Book	ting	2.Click Boo	king Entr	y > New	Booking	1		

Export Booking - New		x
Booking Info		4. Click Save
EB Job No : Open Date : 31-01 Export Booking No : C/Ref. No :	-2017 • CE Job No :	Save
Shipment Mode : 2- Export Shipment Date :	▼ Transport Mode : 1 - By Sea ▼	Exit
3ob-Details	3. Enter necessary details	
Customer Info Cargo / Shipment Info		
Customer Details		Save
Customer ? : O Existing O New	FCL/LCL : O FCL O LCL	Cap sore
Local Trader :	Shipping Agent :	
Name :	Name ;	Exit
Address :	Qty CT Size Container Type	
	1. 0 20FT - ·	
	2. 0 20FT -	
Contact Name :	3. 0 20FT	
Tel No : Fax No :	Total CT : 0	

Export Booking - New			2
Booking Info			
EB Job No : 17013101EB Export Booking No : EBN17011301 Shipment Mode : 2- Export *	Open Date : 31-01-2017 = C/Ref. No : CRN3101001 Shipment Date : 31-01-2017 ▼	CE Job No : 17013101EB Transport Mode : 1 - By Sea	Save
Job dis Customer Info Cargo / Shipment Info 5. After all Customer Details Customer ? : @ Existing New Local Trader :	tabs are enable enter Cusi Container Shippin	Tomer necessary details	Save
Address :		Qty         CT Size         Container Typ           1.         0         20FT         •           2.         0         20FT         •           3.         0         20FT         •	e
Tel No : Fax No :	Tota	ICT: 0	

Details 6.	nter Cargo Shipment n	necessary detai	S Shipment Details			
			Ship Call No :	▼ ETA :	• •	
Commodity :		•	Voyage No :	ETD :	- ÷	
Cargo Description :				Closing :		×
< Package > Qty :	0		Vessel ID :	•		
< Package > Type :		•	Las Ras Darks			
Gross Weight :	0.0000 / KGM 👻		Loading Port :			
	and the second s		Discharge Port :		<b>+</b>	

#### 1.2 Edit Export Booking

- Go to Export Process tab.
- Click on **Booking Entry > Edit Booking**.

RA	Ŧ	1	1.Select Ex	kport Pro	My1port F	A Menu	7				_   <b>0</b>   ×
-	Home Job F	ile Manage	r Export	Process	Import Proces	ss Table	e Center			User User	rName 📕 🔻
			9				2				<b>∎</b> 1
Export Job Info	Export Job Status	Booking Entry 🔻	Submit Booking	Booking Inquiry	ROT Booking 🔻	Submit ROT	ROT Status	Empty CT Release	Laden Pickup		Download
Job Manag	er (Export) 🔒	B	N 0 1		RO	T Booking		Container S	tatus		PKNet Ex
		Aby E	Edit Bookin Delete Book	ing 🔁 2	2. Click on E	dit Book	ing				

a column	n header h	ere to group by	that column								5.	Click Ed
. Se	lect r	ecord to	) be edi	t				Shipment Info				b Edit
ck 💙	ob No	Open Date 🔻	CE JobNo	Export Booking No	Customer Name	Tr	rpt Mode	Shipping Agent	Shippment	Vessel ID	Vessel Name	
									3. Clicl	<b>Refres</b>	h to refre	sh listin
170	020101EB	01-02-2017	17020101EB	17020101EBN	LOCAL TRADER SDN BHD	1	- By Sea	RANK ALPHA SHIPPING	01-02-2017	L0498	LOW KIM CH	R
3900	0099	05-01-2017	390099	KMTC00200901	LOCAL TRADER SDN BHD	1	- By Sea	RANK ALPHA SHIPPING	05-01-2017	AA780	APL SANTIAG	Refresh

Expoort Booking - Edit Edit Job - 17020101EB	د
Booking Info	
Export Booking No :         17020101EB         Open Date :         01-02           Shipment Mode :         2-Export         Shipment Date :         01-02	1-2017 ▼ 102001 CE Job No : 17020101EB 2-2017 ▼ Transport Mode : 1 - By Sea ▼ Ext
Job Details	7. Click Serve
Customer Info Cargo / Shipment Info	7. Click Save
Customer Details	Container Details
Customer ? :   Existing New Local Trader : LOCAL  Name : LOCAL TRADER SDN BHD	FCL/LCL:     ICL     Save       Shipping Agent:     MYPKGRASA3       Name:     RANK ALPHA SHIPPING
Address : ADDRESS 1 ADDRESS 2	Qty CT Size Container Type
Contact Name :	
Tel No : ( Fax No : (	Total CT : 1

#### 1.3 Delete Export Booking

- Go to Export Process tab.
- Click on **Booking Entry > Delete Booking**.



	Lisong									5 Clic	k Dele
4. 9	Select r	ecord to	o be del	eted			Shipment Info		1	5. ch	
Pick 🔪	Job No	Open Date 🔻	CE JobNo	Export Booking No	Customer Name	Trpt Mode	Shipping Agent	Shippment	Vessel ID	Vessel Name	
								3. Click	Refre	sh to refre	şh listi
$\checkmark$	17020101EB	01-02-2017	17020101EB	17020101EBN	LOCAL TRADER SON BHD	 1 - By Sea	RANK ALPHA SHIPPING	01-02-2017	L0498	LOW KIM CH	R
	390099	05-01-2017	J90099	KMTC00200901	LOCAL TRADER SDN BHD	 1 - By Sea	RANK ALPHA SHIPPING	05-01-2017	AA780	APL SANTIAG	Refres

#### 1.4 Submit Export Booking

- Go to Export Process tab.
- Click on Submit Booking.



Expor	t Boo	king Submit							
Expor	t Boo	king Listing							Export Booking
Drag	colu	n biader.)	wre to proup by the	steplumn				100	Submit Job Error Submission
Pick	-	EB 3 No	Open Date	CE JobNo	Export Booking No	OX Customer Name	Shippment Date	Trpt Mode	rag a column header here to group by that column
9									Pick EB Job No CE JobNo Export Booking Shipment .
E		1	24-01-2017	1	1	test	24-01-2017	1 - By Sea	
1		170127	27-01-2017	17012701EB	EBN17012701		27-01-2017	1 - By Sea	Adjust your page width by drag
5	1	170131	31-01-2017	17013101EB	EBN17011301	LOCAL TRADER SDN BHD	31-01-2017	1 - By Sea	this sulfation to left on visite
I		J90001	04-01-2017	390001	EBJ90001	LOCAL TRADER SDN BHD	04-01-2017	1 - By Sea	this splitter to left or right
E		390002	04-01-2017	J90002	0456A10222	LOCAL TRADER SDN BHD	04-01-2017	1 - By Sea	
E	3	TEST99	12-01-2017	TEST9999	TESTEB	LOCAL TRADER SDN BHD	11-01-2017	1 - By Sea	
1		DXVD	12-01-2017	DXVD	SDFS	LOCAL TRADER SDN BHD	11-01-2017	1 - By Sea	
1	1	390099	05-01-2017	390099	KMTC00200901	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	
E		390003	05-01-2017	390003	15323035372A	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	
1		J90004	05-01-2017	J90004	APLU075543419	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	
_									
		10							
							4. Click Se	elect	
								10	
								🖊 Select 🛛 🔀 Exit	Submit Remove

E	oport Bo	ooking Submit	t						د
E	port Bo	ooking Listing	line.						Export Booking
Dr	ag a col								Submit Job Error Submission
	Pick	EB Job No	Open Date	CE JobNo	Export Booking No	Customer Name	Shippment Date	Trpt Mode	Drag a column header here to group by that column
٩									Pidk EB Job No CE JobNo Export Booking Shipment
		1	24-01-2017	1	1	test	24-01-2017	1 - By Sea	I 🗹 17013101EB 17013101EB EBN17011301 31-01-2017
		170127	27-01-2017	170 1270 1EB	EBN17012701	6	27-01-2017	1 - By Sea	
		DXVD	12-01-2017	DXVD	SDFS	LOCAL TRADER SDN BHD	11-01-2017	1 - By Sea	5 Selected record will be display at
		390099	05-01-2017	390099	KMTC00200901	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	5. Selected record will be display at
		J90003	05-01-2017	390003	15323035372A	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	here Select record to be submitted
		J90004	05-01-2017	390004	APLU075543419	LOCAL TRADER SDN BHD	05-01-2017	1 - By Sea	
		J90001	04-01-2017	390001	EBJ90001	LOCAL TRADER SDN BHD	04-01-2017	1 - By Sea	by tick on checkbox.
		J90002	04-01-2017	390002	0456A10222	LOCAL TRADER SDN BHD	04-01-2017	1 - By Sea	
		TEST99	12-01-2017	TEST9999	TESTEB	LOCAL TRADER SDN BHD	11-01-2017	1 - By Sea	
		9							
-									6. Click Submit
							~	🖊 Select 🔯 Exit	Submit Remove

#### 1.5 Export Booking Reply

- Go to Export Process tab.
- Click on **Download**.

RA	Ŧ	1.5	elect Exp	Export Boort Proc	ooking - New ess	- My1por	t FA Meni	E		X
	Home Job	File Manager	Export	Process	Import Proces	s Tabl	e Center			📶 UserName 📲 🔻
Export Job Info	Export Job Status	Booking Entry V	Submit Booking	Booking Inquiry	ROT Booking •	Submit ROT	ROT Status	Empty CT Release	Laden Pickup	Download
Job Mana	ager (Export)	Ex	port Booking	1	RO	T Booking		Container S	tatus 2.	Click on Download

Doc Record Listing							
						3	. Click Download
PKNet eDoc Info				Document Info			
File Name	eDoc GUID	Job No	eDoc Type	Doc. Type	Doc. No	Status	Download
EXP_BK_ACK_IFTMBC201	. IFTMBC201701311537185392	17013101EB	EXP_BK_ACK	Ex. Book	EBN17011301	Updated	
	d file will be list berg						
T. DUWINDauci	a me win be list here	-					Process_Save
						5. C	lick Process Save

#### 1.6 Export Booking Inquiry

- Go to Export Process tab.
- Click on **Booking Inquiry**.

R	<b>∓</b> Home Job	<b>1</b> . File Manager	Select Ex Export	Export Bo port Pro Process	ooking - New Cess Import Proces	- My1por ss Tabl	t FA Men e Center	E		🚼 User	Name
			9								
Export Job Info	Export Job Status	Booking Entry <b>T</b>	Submit Booking	Booking Inquiry	ROT Booking 🔻	Submit ROT	ROT Status	Empty CT Release	Laden Pickup		Download
Job Mana	ger (Export)	Ex	port Booking	2. Click o	n Booking	Inquiry		Container S	tatus 🦼		PKNetEx 4

Expo	t Booking Inq	uiry - Edit													
Reco	d Listing												la dia sina dia		
		er here to grou								4.	СПСК	terres	n to upda	te iis	stinį
3	. Subm	itted re	cord w	/ill be list a	at here					Sending		Ack Info			R
Pic	BK Job No	Open Date	CE JobNo	Export Booking	Customer Name	Trpt Mode	Shipping Agent		Shippment	Send Date	Send Time	Status	eDoc ID	Re	fresh
2	1													1	
	1	24-01-2017	1	1	test	1 - By S			24-01-2017	24-01-2	14:17	Ack.		8	Exit
E	170127	27-01-2017	1701270	EBN17012701		1 - By S			27-01-2017	31-01-2	15:23	Ack.		_	
	170131	31-01-2017	1701310	EBN17011301	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING		31-01-2017	31-01-2	15:35	Ack,	IFTMBC201		
E	J90001	04-01-2017	J90001	EBJ90001	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING	- 323	04-01-2017	24-01-2	13:55	Ack.			
E	J90002	04-01-2017	390002	0456A10222	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING	- 200	04-01-2017	04-01-2	12:17	Ack.	IFTMBC201		
E	TEST99	12-01-2017	TEST9999	TESTEB	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING		11-01-2017	12-01-2	18:06	Ack.	IFTMBC201		
E	DXVD	12-01-2017	DXVD	SDFS	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING	- 300	11-01-2017	24-01-2	18:10	Ack.	IFTMBC201		
E	J90003	05-01-2017	390003	15323035372A	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING		05-01-2017	05-01-2	16:55	Ack.			
	390004	05-01-2017	390004	APLU07554341	LOCAL TRADER SDN BH	1 - By S	RANK ALPHA SHIPPING		05-01-2017	05-01-2	17:19	Ack.			

#### 2. Request of Transport (ROT)

#### 2.1 Prepare ROT

- Go to **Export Process** tab.
- Click on ROT Booking > New ROT.



ort Re	cord													
a co	içk ch	eckbox	to	o sele	ct record								5. Click Ne	ew RO
								Shipment Info				Submit Status		
ick	JobNo	Export Booking	0	Open Date	Customer Name	Trpt Mode	Shipment	Shipment Date	Shipping Agent	Vessel ID	Vessel Name	Sent Date	eDoc GUID	
											3. Click	Refresh	to refresh	New RC
$\checkmark$	17013101EB	EBN17011301	3	81-01-2017	LOCAL TRADER SDN BH	1 - By Sea	2-Export	31-01-2017	RANK ALPHA SHIPPI	WA016	WIN 2	31-01-2017	IFTMBC2017013.	
	390002	0456A10222	0	04-01-2017	LOCAL TRADER SDN BH	1 - By Sea	2- Export	04-01-2017	RANK ALPHA SHIPPI	WA035	WAN HAI 301	04-01-2017	IFTMBC2017010	
	TEST9999	TESTEB .	1	12-01-2017	LOCAL TRADER SDN BH	1 - By Sea	2-Export	11-01-2017	RANK ALPHA SHIPPI	AA589	ALIDRA	12-01-2017	IFTMBC2017011	Refres
1	DXVD	SDFS .	1	2-01-2017	LOCAL TRADER SDN BH	1 - By Sea	2-Export	11-01-2017	RANK ALPHA SHIPPI	L0498	LOW KIM CHUAN N	24-01-2017	IFTMBC2017012	1

ROT Job No: Export Booking No: Haulier:	8 EBN17011301	CE Job No : [	17013101EB 1 - By Sea •	Open Date : Shipment Date :	01-02-2017 = 31-01-2017 =	
Require Date : Delivery Trip ;	R - Round Trip	•	Deliv Delivery I	ery Period :		
aner - Novement Container ty Container - Pick up Location Date/Time :	* /		Shipper Location / Delive Delivery Date/Time	r70	4 10	
up From Depot :			Customer II Custome	r : LOCAL	)	

Edit Job - 17013101EB General Info					×
ROT Job No : Export Booking No : Haulier :	17013101RT EBN17011301 ALS0000596 - ARTHA LOGISTICS S	CE Job No : [ Trpt Mode : [ DN BHD	17013101EB 1 - By Sea -	Open Date : 01-02-2017 * Shipment Date : 31-01-2017 *	Save.
Require Date : Delivery Trip : Delivery Type :	01-02-2017 R - Round Trip N- Normal Delivery	•	Deliver Delivery Ins	r Period : vruction : NORMAL ROUND TRIP DELIVERY	
Haulage Request - Booking Info Container - Movement Container Empty Container - Pick up Location	Info 8. After all t	abs are	enable enter Co Shipper Location / Deliver T Delivery Date/Time :	<ul> <li>ntainer Location details</li> <li> Image: state of the sta</li></ul>	Save
Pidup From Depot :		] ] ]	Customer ID : Customer : Address :	LOCAL   LOCAL TRADER SDN BHD ADDRESS 1 ADDRESS 2	Exit
		-		ADDRESS 3	

Haulage Request - Booking Info	
Container - Movement Container Info 9. Enter Container Movement	details 10. Çlick Save
Container Details	Laden Container - Delivery To Port
Qty         CT Size         Group 1           1.         20FT -         Pick CT         Qty         Require Date/Time :           Container Type :         22GP - 20 FOOT DRY SHIPPING C         1.         0         01-02-2017 -         /	22:00 Dert/Terminal : NP - NORTH PORT
Qty         CT Size         Group 2.           1.         0         20FT         Pick CT         Qty         Require Date/Time :           Container Type :         -         0         01-02-2017         /	Closing Date/Time : 31-01-2017 /
Qty         CT Size         Group 3           1.         0         20FT *         Pick CT           Container Type :         -         3.         0         01-02-2017 *	22:00

#### 2.2 Edit ROT

- Go to Export Process tab.
- Click on **ROT Booking > Edit ROT**.

RA	Ŧ	1	. Select E	xport Pr	My1port F	A Menu			_ <b>D</b> X
Ho	ome Job F	ile Manager	Export	Process	Import Proces	s Table	e Center		📶 UserName 📲 🕶
Export Job Info	Export Job Status	Booking Entry *	Submit Booking	Booking Inquiry	ROT Booking ¥	Submit ROT	ROT Status	Container Status Tracking 🔻	Download
Job Manager	r (Export) 🔄	Ex	port Bookin <u>s</u>		Edi	w ROT t ROT 🗲 ete ROT	<b>2.</b> Cli	ck on ROT Bookin	g> Edit ROT

A. Select record by tick checkbox       5. 1         Pick Verte No       CE JobNo       Export Booking No       Open Date       Exporter       Shippment Date       Trpt Mode       Haulier       Divr       Divr       Record Shippment Date       Trpt Mode       Haulier       Divr       Divr       Record Shippment Date       Trpt Mode       Haulier       Divr       Divr	lick New F
Pick Variab No CE JobNo Export Booking No Open Date Exporter Shippment Date Trpt Mode Haulier Divr Divr Re	
	uire Date
3. Click Refresh to	refresh list
🗹 17013101RT 17013101EB EBN17011301 01-Feb-17 LOCAL TRADER SDN BHD 31-Jan-17 1 - By Sea ALS0000596 - ARTHA R - R N-No 01	eb-17
TTTT J90002 0456A10222 12-Jan-17 LOCAL TRADER SDN BHD 04-Jan-17 1 - By Sea R - R N-No 11	Jan-17

Edit Job - 17013101EB General Info <b>4. Edit necessary detai</b>	ls	x
ROT Job No :         17013101RT         CO           Export Booking No :         EBN17011301         T           Haulier :         ALS0000596 - ARTHA LOGISTICS SDN R	CE Job No :         17013101EB         Open Date :         01-02-2017 *           Trpt Mode :         1 - By Sea         *         Shipment Date :         31-01-2017 *           BHD         *         *         *         *         *	Save
Require Date : 01-02-2017   / 02:00	Delivery Period :	
Haulage Request - Booking Info Container - Movement Container Info		
Date/Time : VI Cocation	Delivery Date/Time : V C	Save
Pidkup From Depot :  Address :	Customer ID : LOCAL  Customer : LOCAL TRADER SDN BHD	Exit
	Address: ADDRESS 1 ADDRESS 2	
	ADDRESS 3	

Haulage Request - Booking Info			1
Container - Movement Container Info	5. Edit necessary details		6. Click Save
Container Details		Laden Container - Delivery To Port	Save
Qty         CT Size           1.         1         20FT         -           Container Type :         22GP - 20 FOOT DRY S	Group 1 Qty Require Date/Time : SHIPPING C + 0 01-02-2017 / 02:00 *	Shipping Agent : MYPKGRASA3 - RANK ALPHA SHIPPING Port/Terminal : NP - NORTH PORT	Exit
Qty         CT Size           1.         0         20FT ~           Container Type :	Group 2 Pick CT Qty Require Date/Time : 2. 0 01-02-2017 + / 02:00 +	Closing Date/Time : 31-01-2017 /	*
Qty         CT Size           1.         0         20FT         =           Container Type :	Group 3 Pick CT Qty Require Date/Time : 3. 0 01-02-2017 + / 02:00 +		*

#### 2.3 Delete ROT

- Go to Export Process tab.
- Click on **ROT Booking > Delete ROT**.

R	<b>₩</b> Home Job F	1 ile Manager	. Select E	xport Pro	My1port F DCESS Import Proces	<b>A Menu</b> is Table	e Center		<u>1</u> L	IserName
Export Job Info	Export Job Status	Booking Entry *	Submit Booking	Booking Inquiry	ROT Booking ▼	Submit ROT	ROT Status	Container Status Tracking ▼		Download
Job Manaç	ger (Export) 🔒	Ex	port Booking	3 4	Edir	w ROT t ROT ete ROT	2. Clie	ck on ROT Bookin	ng> Dele	PKNet Ex , a

4. Select record by tick checkbox  Pick to Job No CE JobNo Export Booking No Open Date Exporter Shippment Date Trpt Mode Haulier Divr Divr Pick Require Date Booking Info  Booking Info Booking In	kport F	Record											
Pick truck b No CE JobNo Export Booking No Open Date Exporter Shippment Date Trpt Mode Haulier Divr. Divr. Require Date Del 17013101RT 17013101RE EBN17011301 01-Feb-17 LOCAL TRADER SDN BHD 31-Jan-17 1 - By Sea ALS0000596 - ARTHA R - R N - No 01-Feb-17		alum header he	cord by	tick chock								5. Clic	k Delet
Pick v zob No CE JobNo Export Booking No Open Date Exporter Shippment Date Trpt Mode Haulier Divr Divr Require Date Dele Dele 17013101RT 17013101EB EBN17011301 01-Feb-17 LOCAL TRADER SDN BHD 31-Jan-17 1 - By Sea ALS0000596 - ARTHA R - R N-No 01-Feb-17			cord by	tiek cheekk					Booking Info				
International control in the set of the set	Pick	o Job No	CE JobNo	Export Booking No	Open Date	Exporter	Shippment Date	Trpt Mode	Haulier	Dlvr	Dlvr	Require Date	Delete
17013101RT 17013101EB EBN17011301 01-Feb-17 LOCAL TRADER SDN BHD 31-Jan-17 1 - By Sea ALS0000596 - ARTHA R - R N-No 01-Feb-17									3. Click	Ref	resh t	o refres	h listin
		17013101RT	17013101EB	EBN17011301	01-Feb-17	LOCAL TRADER SDN BHD	31-Jan-17	1 - By Sea	ALS0000596 - ARTHA	R - R	N- No	01-Feb-17	0
M 1111 J90002 0456A10222 12-Jan-17 LOCAL IRADEK SDN BHD 04-Jan-17 1-By Sea R-R N-No 11-Jan-17 💆	$\checkmark$	TTTT	390002	0456A10222	12-Jan-17	LOCAL TRADER SDN BHD	04-Jan-17	1 - By Sea		R - R	N-No	11-Jan-17	

#### 2.4 Submit ROT

- Go to Export Process tab.
- Click on Submit ROT.

R	<b>∓</b> Home Job∣	1 File Manager	L.Select E Export	Export Bo xport Pro Process	ooking - New DCess Import Proces	- My1por ss Tabl	t FA Menu e Center	E		UserName	× •
			9	-			2			₽J	
Export Job Info	Export Job Status	Booking Entry 🔻	Submit Booking	Booking Inquiry	ROT Booking 🔻	Submit ROT	ROT Status	Empty CT Release	Laden Pickup	Download	d
Job Mana	ger (Export) 🔒	Ex	port Booking	1 4	2. Clic	k on Sub	mit ROT	Container S	tatus 🦼	# PKNetEx.	o. 4

Exp	oort RC	T Submit							DOT Submission
Drag	3.ol	。 Tick the	checkbo	k to select re	ecor	rd			Submit ROT Error Submission
P	lick	Re ob No	CE JobNo	Export Booking No		Local Trader	Haulier	Shippment Date	Drag a column header here to group by that column
٩									Pick Job No CE JobNo Export Booking Haulier Shippment
•	$\mathbf{A}$	17013101RT	17013101EB	EBN17011301		LOCAL TRAD	ALS0000596 - ARTHA LOGI	31-Jan-17	
		TTT	390002	0456A10222		LOCAL TRAD		04-Jan-17	Adjust your page width by drag
							4. Click S	Select	Submit Remo

Ex	port RC	T Submit											3
RC	OT Listin	g						ROT Sub	omission				
			to group by that e					Submit F	ROT Err	or Submissio	n		
	Pick	ROT Job No	CE JobNo	Export Booking No	Local Trader	Haulier	Shippment Date	Drag e.o					
٩								Pick	Job No	CE JobNo	Export Booking	Haulier	Shippment D
		TIT	J90002	0456A10222	LOCAL TRAD		04-Jan-17	I 🗸	170131	170131	EBN1701130	ALS000059	31-Jan-17
								by t	tick o	n cheo	ckbox.		
											5. Cl <u>i</u> ck S	ubmit	
							Select Exit					Submit	Remove

#### 2.5 ROT Status

- Go to Export Process tab.
- Click on ROT Status.

R	<b>∓</b> Home Job	<b>1.</b> File Manager	Select Ex Export	Export Bo port Process	ooking - New Cess Import Proces	- My1por s Tabl	t FA Mem e Center	E		UserName	• •
			9	-			2				1
Export Job Info	Export Job Status	Booking Entry <b>T</b>	Submit Booking	Booking Inquiry	ROT Booking 🔻	Submit ROT	ROT Status	Empty CT Release	Laden Pickup	Do	wnload
Job Mana	iger (Export) 🚽	Ex	port Booking	1 4	RO	T Booking	2. Click o	n ROT Sta	tuss		etEx "

S. Submitted record will be list at here											1
Pick         ROT Job No         CE JobNo         Export Booking No         Open Date         Exporter         Shippment Date         Trpt Mode         Haulier         HR ROT         HR Date         Ref           I         17013101RT         17013101EB         EBN17011301         0.1-Feb-17         LOCAL TRADER SDN BHD         31-Jan-17         1 - By Sea         ALS0000596 - ARTHA LOG	omitte	d recor	d will be lis	t at her	e			4. Click Ref	resh	to upda	te listing
Pick         ROT Job No         CE JobNo         Export Booking No         Open Date         Exporter         Shippment Date         Trpt Mode         Hauler         HR ROT         HR Date         Refin           I/1013101RT         17013101BB         EBN17011301         01-Feb-17         LOCAL TRADER SDN BHD         31-Jan-17         1 - By Sea         ALS0000596 - ARTHA LOG								ROT Ack.			
17013101RT 17013101EB EBN17011301 01-Feb-17 LOCAL TRADER SDN BHD 31-Jan-17 1 - By Sea ALS0000596 - ARTHA LOG	Job No	CE JobNo	Export Booking No	Open Date	Exporter	Shippment Date	Trpt Mode	Haulier	HR ROT	HR Date	Refresh
	3101RT	17013101EB	EBN17011301	01-Feb-17	LOCAL TRADER SDN BHD	31-Jan-17	1 - By Sea	ALS0000596 - ARTHA LOG			Exit
	3	ob No 101RT	ob No CE JobNo DIDIRT 17013101EB	Imitted record will be list           ob No         CE JobNo         Export Booking No           101RT         17013101EB         EBN17011301	Demitted record will be list at her           ob No         CE JobNo         Export Booking No         Open Date           101RT         17013101EB         EBN17011301          01-Feb-17	Demitted record will be list at here           ob No         CE JobNo         Export Booking No         Open Date         Exporter           101RT         17013101EB         EBN17011301          01-Feb-17         LOCAL TRADER SDN BHD	Demitted record will be list at here           ob No         CE JobNo         Export Booking No         Open Date         Exporter         Shippment Date           101RT         17013101EB         EBN17011301          01-Feb-17         LOCAL TRADER SDN BHD         31-Jan-17	Imitted record will be list at here         ob No       CE JobNo       Export Booking No       Open Date       Exporter       Shippment Date       Trpt Mode         101RT       17013101EB       EBN17011301       01-Feb-17       LOCAL TRADER SDN BHD       31-Jan-17       1 - By Sea	Mainted record will be list at here       A. Click Ref         ob No       CE JobNo       Export Booking No       Open Date       Exporter       Shippment Date       Trpt Mode       Hauler         101RT       17013101EB       EBN17011301       01-Feb-17       LOCAL TRADER SDN BHD       31-Jan-17       1 - By Sea       ALS0000596 - ARTHA LOG	A. Click Refresh 1         ROT Adk.         No       CE JobNo       Export Booking No       Open Date       Shippment Date       Trpt Mode       Haulier       H R.OT         1010T       17013101EB       EBN17011301        01-Feb-17       LOCAL TRADER SDN BHD       31-Jan-17       1 - By Sea       ALS0000596 - ARTHA LOG	Imitted record will be list at here       A. Click Refresh to update         ROT Ack.       ROT Ack.         ob No       CE JobNo       Export Booking No       Open Date       Exporter       Shippment Date       Trpt Mode       Haulier       HR ROT       HR Date         101RT       17013101EB       EBN17011301        01-Feb-17       LOCAL TRADER SDN BHD       31-Jan-17       1 - By Sea       ALS0000596 - ARTHA LOG

#### 3. Job Manager (Export)

- 3.1 Export Job Info
  - Go to **Export Process** tab.
  - Click on **Export Job Info**.

R	<b>∓</b> Home Job	<b>1.</b> File Manager	Select Ex Export	Export Bo port Proc Process	oking - New Cess Import Proces	- My1por s Tabl	t FA Ment e Center	E		🔏 Use	rName
Export	Export Job	Booking	Submit Booking	Booking	ROT	Submit	ROT	Empty CT Pelease	Laden		Download
2. Click	on Export J	ob Info Ex	port Booking		RO	T Booking	Juus	Container S	tatus "	-	PKNetEx 4

Job Reg	jister (Export) - E	Export									×
Record	Listing										
Drai <b>3</b> .	All the	register	ed job v	will be list at he	re						
		-	-				Shipment Info				Text
Pick	Job No	Open Date	▼ Trpt. Mode	Local Trader	Shipmen Mode	Trade Doc No	Shipment Date	Vsl ID	Trpt Name	Trpt No	
9									4. CIICK RETI	resn to updat	e listing
	17020101EB	01-02-2017	1 - By Sea	LOCAL TRADER SDN BHD	2-Export	17020101EBN	01-02-2017	L0498	LOW KIM CHUAN NO.1	LK11703	
	17013101EB	31-01-2017	1 - By Sea	LOCAL TRADER SDN BHD	2-Export	EBN17011301	31-01-2017	WA016	WIN 2	01/17	Refresh
	17012701EB	27-01-2017	1 - By Sea		2-Export	EBN17012701	27-01-2017				
	1	24-01-2017	1 - By Sea	test	2- Export	1	24-01-2017				Evit
	DXVD	12-01-2017	1 - By Sea	LOCAL TRADER SDN BHD	2-Export	SDFS	11-01-2017	L0498	LOW KIM CHUAN NO.1	LK11703	
	TEST9999	12-01-2017	1 - By Sea	LOCAL TRADER SDN BHD	2-Export	TESTEB	11-01-2017	AA589	ALIDRA	030W	

#### 3.2 Export Job Status

- Go to Export Process tab.
- Click on **ROT Status**.



xport Bo	oking Listing								Export Boo	oking				
3.9	elect rec	ord to be tra	ack						Document	s Containers				
Pick	CF No	Export Booking No	Customer Name	Shippment Date		Trpt Mode	New Update	5.	Sele	cted re	cord will	be o	display	her
									Pick	eDoc Type	Date	Time	User ID	Remark
	1	1	test	24-Jan-17				-	8	EB	31-Jan-17	12:15		
	17012701EB	EBN17012701		27-Jan-17	6.	Click this	'+' icon		• • •	ROT	01-Feb-17	17:31		
$\checkmark$	17013101EB	EBN17011301	LOCAL TRADER SDN BHD	31-Jan-17				2		evel1				
	J90001	EBJ90001	LOCAL TRADER SDN BHD	04-Jan-17	to e	xpand th	e listing				A Section 1	. there are the		
	390002	0456A10222	LOCAL TRADER SDN BHD	04-Jan-17		-			1.004	añ a colouis bes	ider nere to group by	current coluit	10	1
	TEST9999	TESTEB	LOCAL TRADER SDN BHD	11-Jan-17		1 - By Sea		-	٩	Trx Date	Trx Time		Status	
	DXVD	SDFS	LOCAL TRADER SDN BHD	11-Jan-17		1 - By Sea		2	•	01-Feb-17	17:31		Create	
	390099	KMTC00200901 .	LOCAL TRADER SDN BHD	05-Jan-17		1 - By Sea				01-Feb-17	17:31		Create	
	390003	15323035372A	LOCAL TRADER SDN BHD	05-Jan-17		1 - By Sea				01-Feb-17	17:31		Submit	
	390004	APLU075543419 .	LOCAL TRADER SDN BHD	05-Jan-17		1 - By Sea				01-Feb-17	17:31		Create	
					4. Cli	ck Select	Evit		7	7. Job a	ictivity w	ill be	e list ou	Jt,

#### 4. Container Status

- 4.1 Empty CT Release
  - Go to **Export Process** tab.
  - Click on Empty CT Release.

R	<b>∓</b> Home Job I	<b>1.</b> File Manager	Select Ex Export	Export Bo port Proc Process	oking - New Cess Import Proces	- My1por s Tabl	t FA Men e Center	u		UserName
Export Job Info	Export Job Status	Booking Entry •	Submit Booking	Booking Inquiry	ROT Booking •	Submit ROT	ROT Status	Empty CT Release	Laden Pickup	<b>⊡</b> ↓ Download
Job Mana	iger (Export) 🚽	Ex	port Booking	1 4	RO	T Booking		2. Click on	Empty C	T Release KNet Ex 4

xporti	lecord							4 0		ch to und	ata lictin
3.	All the	empty cont	ainer relea	se will be list	at here			4. 0	ICK REITE	si to upu	ate listin
					Container Info			CT DEPOT	Release		C C
Pick	CE JobNo	Export Booking No	Exporter	Shippment Date	Container No	CT Size	CT Type	DEPOT	Date	Time	Refresh
لسا											X

### **E-IMPORT STARTER GUIDE**

#### 1. Bill of Lading (BL)

#### 1.1 Prepare New BL

- Go to Import Process tab.
- Click on New BL Entry > New (BL and Job File).

R	₩ Home Job	File Manager	- Expor	1.Sel t Process	My1 ect Import P Import Process	port FA Menu FOCESS Table Center				UserNa	me 📕 🔻
Import Job Info	Import Job Status	Report Card	New BL Entry V	Submit BL	Ab BL Amendment •	DO Listing View DO Listing	ROT Booking •	ROT Submit	ROT Amendment •	<b>N</b> T Return	Incoming Msg
Job	Manager (Impo	rt) a		New BL Edit BL Delete BL	New     Fror	v (BL and Job File) n Job File	<b>2</b> .	Hualier Mod Click Ne	w BL > New	CT Status 🦼 (BL & Job	Mess a

Bill of Lading - New Job Header								3
BL Job No : 😒 Local Trader : Oversea Trader : Shipping Agent :	Open Date :      Name/Address :      Name/Address :      Name/Address :	02-02-2017	CE Job No :		Ocean BL : Shipment Mode : Transport Mode : Shipment Date :	1-Import   I-By Sea	4.	Save
Other Info Cargo Details Shipment Info Container I				3. Enter ne	cessary det	ails		
Cargo Description :				Invoice Value :	0.00]	Currency Exh. Rate		Save
Origin :	1			Invoice No :	-	Invoice Date :	w.	Exit
Gross Weight : 0.00 Measurement : 0.00 BL/AWB :	/ Unit:			Working Note Insurance :  Freight :  Freight Term :	Charges C 0.00 0.00	umency         Ex. Rate           •         0.0000           •         0.0000		

Cargo Description :			Currency Exh. Rate Invoice Value : 0.00 • / 0.0000	
Origin :		•	Incoterm : FOB	
Package Qty/Type :	0]/	*	Working Note	
Gross Weight :	0.0000 / Unit : 🔻		Charges Currency Ex. Rate	
Measurement :	0.0000 / Unit: 🔹		Insurance : 0.00 - 0.0000	
	(Master) (House)		Freight : 0.00 - 0.0000	

ad Transhinmont Type	Marking and Nos.
6. Enter Ship	ment details
	*
Loading Port :	
Discharge Port :	•
Final Dest. :	
Depot :	
	ed Transhipment Type 6. Enter Ship Loading Port : Discharge Port : Final Dest. : Depot :

Other Info								
Cargo Details	s Shipment Info	Container Info						
Container De	rtadis							
c	ontainer No :		Size : 20FT -	CT Size Type	e [			Save
	CT Status : 1 - FC	1	Seal No :	Container Type	·	w	Save 🔞 Cancel	Exit
groupControl	13						7 Click New	
Select	Container No	Size		Seal No	Status	Size Type		
							New	
							Abo	
							Edit	
							Delete	

Cargo Details Shipment Info Con	tainer Info		
Container Details 8. Enter	<b>Container details</b>		
Container No :	Size :	▼ CT Size Type :	9. Click Save
CT Status :	▼ Seal No :	Container Type :	- Estered Save

er Info						
go Details	Shipment Info Co	ntainer Info				
itainer De	tails	12. Edit n	ecessary details			
C	ontainer No : CT001	Size :	20FT -	CT Size Type : 22GP - 20 FC	DOT DRY SHIPPING CONTAINER	13. Click Save
	CT Status : 1 - FCL	- Seal No :	SNCT001 C	ontainer Type :		Save 🔞 Can
upControl	3					
elect	Container No	Size	Seal No	Status	Size Type	
$\checkmark$	CT001	20FT	SNCT001	1 - FCL	22GP	A Ne
LO. Se	elect record t	to be Edited by ti	ck the checkbox			11. Click E
		•				Ab E
						C

Other Info								
Cargo Details	Shipment Info Co	ontainer Info						
	alle 71	1						
Cor	ntainer No :		Size :	CT Size Type :		=		
)	CT Status :	- Sea	il No :	Container Type :		~	Save	Cancel
groupControl3								
Select C	Container No	Size	Seal No		Status	Size Type		
• 🗹 c	T001	45FT	SNCT001		1 - FCL			New New
14. Sel	ect record t	o be Deleted	by tick the chec	kbox			15. Cl	Ab Edit

#### 1.2 Submit BL

- Go to Import Process tab.
- Click on New BL Entry > New (BL and Job File).

RA ·					ect Import Pr	port FA Menu OCESS				<u> </u>			
	Home Job	File Manager	Export	t Process	Import Process	Table Center			% UserName 🚦 🔹				
		-		▲	Ab	DO Listing		14	AB	Q			
Import Job Info	Import Job Status	Report Card	New BL Entry 🔻	Submit BL	BL Amendment ▼	View DO Listing	ROT Booking 🔻	ROT Submit	ROT Amendment <b>*</b>	MT Return	Incoming Msg		
Job	Manager (Impo	wt) "	2.Cli	ck Subn	nit BL 🚽	eDocuments 🦼		Hualier Mod	ule "	CT Status 🦼	Mess "		

ord Listing									Select	ed Listing			
. Tick th	ne chec	kbox to	select	t record					Drag a				
BL 34	CE Job No	BL No	Msg Type	Local Trader	Ship. Date	Trpt. Mode	Shipment Type	Cargo Description	Pid Y	c BL Job No	BL No	Shipment Date	Trpt. Mod
BL02021701	BL02021701 BL020201	OBL0202170 OBL020201	9 - Original 9 - Original	LOCAL TRADER SDN BHD	 02-02-2017	1 - By Sea 1 - By Sea			Ad	ljust yo	our page	e width by	drag
380001	380001	OBL380001	9 - Original	LOCAL TRADER SDN BHD	 05-01-2017	1 - By Sea			th	this splitter to left or right			
Total = 3										Total	-		
					5. Click	Select	3. Click	Refresh					

Ex	port E	Booking Subr	iit														х
Re	cord I	Listing											Selected I	Listing			
Dra												1	Drag.a.co	ilumn header	here to group by th	nat cólumn	-/1
	E	BL Job No	CE Job No	BL No	Msg Type	Local Trader		Ship. Date	Trpt. Mode	Shipment Type	Cargo Description		Pick B	BL Job No	BL No	Shipment Date	Trpt. Mode
٩	0												۹ 🗌				
		380001	J80001	OBL380001	9 - Original	LOCAL TRADER SDN BHD	·	05-01-2017	1 - By Sea				• 🗆 E	BL020201	OBL020201 .	02-02-2017	1
	E 8	BL02021701	BL02021701	OBL0202170	9 - Original	LOCAL TRADER SDN BHD		02-02-2017	1 - By Sea			6	مامک	ctod	record w	ill he dis	nlav at
												۷.	Juic	u			piay ac
												he	ere. S	Select	record t	o be sub	mitted
		Total = 2										by	τιςκ	On Cl	ческрох.		
															7 Click	Submit	
										0					7. Chek		٨
									Select	Refres	h 🔛 Exit					TB Submit	Remove

#### 2. Request of Transport (ROT)

#### 2.1 Prepare ROT

- Go to Import Process tab.
- Click on **ROT Booking > New ROT**.

RA	Ŧ	-			1.Select Im	port Process	My1port	FA Menu			
-	Home Job I	File Manager	Expor	t Process	Import Process	Table Center					
		T T		12	Ab	DO Listing		↑≧	AB	R	↓≞
Import Job Info	Import Job Status	Report Card	New BL Entry 🔻	Submit BL	BL Amendment ▼	View DO Listing	ROT Booking ▼	ROT Submit	ROT Amendment ▼	MT Return	Incoming Msg
Job	Manager (Impo	rt) 4		BL Modu	le "*	eDocuments "		POT	2 Click	CT Status	Mess "
								EWINOT	Z.CIICK I	New KOT	
							Ed Ed	lit ROT			
							D D	elete ROT			

Record											
g a column header	here to group b	y that column							1	5. Click	New RC
. Select re	ecord by	tick the c	heckbo	(			Shipment Info				
BL No	CE JobNo	BL No	Open Date	Customer Name	Trpt Mode	Shipmen	Shippment Date	Shippi	Vessel	Vessel Name	Naw BO
										3 Click	Refre
BL02021701	BL02021701	OBL02021701	02-Feb-17	LOCAL TRADER SDN BHD	 1 - By Sea	1	02-02-2017				
🖊 BL020201	BL020201	OBL020201	02-Feb-17	LOCAL TRADER SDN BHD	 1 - By Sea	1	02-02-2017				
J80001	J80001	OBL380001	05-Jan-17	LOCAL TRADER SDN BHD	 1 - By Sea	1	05-01-2017				Refrest
APIFILE	APIFILE	OBL000001	13-Jan-17	LOCAL TRADER SDN BHD	 1 - By Sea	1	14-01-2017				

General Info 6. Enter necessary details		Click Save
ROT Job No :         Open Date :         02-02-2017 •           BL No :         OBL020201         CE Job No :         BL020201           Haulier :         •         •           Delivery Trip :         R - Round Trip         •	Pick From Port :	Save
Require Date : <ul></ul>	CT Operator :	•
Job Record Info	Haulage Request - Booking Info	
Job Info Cargo Details Shipments	Container Joho Container - Delivery Place	
Job No : BL020201 Trx. Type : 1-Import	S, ROT Job No. Container No. Size Type Seal No.	Save
Transport Mode : 1 - By Sea Shipment Date : 02-02-2017	BL020201 CT001 45FT SNCT001 Update CT Int	fo
eDoc GUID :		Exit
Local Trader		
Name: LOCAL TRADER SDN BHD		
Address : ADDRESS 1	Undo nauler	
ADDRESS 2		
ADDRESS 3		
Post Code :		

## Rank Alpha Technologies Sdn Bhd



Record Info				Haulage Request	- Booking Info			
o Info Cargo De	tails Shipments			Container Info	Container - Deliv	ery Place		
neral Info				Container Details	s		9. Click Upda	te CT Info
Job No :	BL020201	Trx. Type :	1-Import -	S., ROT Job	No Container No	Size	Type Seal No	
Transport Mode :	1 - By Sea	Shipment Date :	02-02-2017		1 01001	4951	SNCTUUT	Update CT Info
eDoc GUID : cal Trader				8. Selec	t record	by tick	the checkbox	Edit
Name :	LOCAL TRADER SDN BHD		]					<b>*</b>
Address :	ADDRESS 1		]					Undo Haulier
			1					
	ADDRESS 2		1					
	ADDRESS 2 ADDRESS 3		]					

-	EachCT_Input						_ D X
L	isting rag a column header	here to grou	by that col		Delivery To 10. Enter neces	sary details	11. Click Save
۲ •	Container No CT001	Size 45FT	Status 1	Туре	Addr Location : Name : Address : Post Code : Contact Person : Delivery Date/Time :	LOCAL TRADER SDN BHD ADDRESS 1 ADDRESS 2 ADDRESS 3 Tel No :	Save
					Emply Return [DEPOT] : Date/Time :	- MCY SDN, BHD,	<b>-</b>

Job Record Info					Haulag	e Request - B	ooking Info					1
Job Info Cargo De	tails Shipments				Contai	iner Info C	ontainer - Deliv	ery Place			13. Çli	ck Save
General Info					Contai	iner Details						
Joh No. (	PI 020201	Turner	1. Tennest		S	ROT Job No	Container No	Size	Type	Seal No		
JON 00 :		. type:	1- Tubbu r		I	BL020201	CT001	45FT		SNCT001		
Transport Mode :	1 - By Sea 👘 Shipmer	nt Date :	02-02-2017	*							Update CT Info	
eDoc GUID :												
											📝 Edit	
Local Trader												
					-							
Name :	LOCAL TRADER SDN BHD										Linda Linda	
Address :	ADDRESS 1										Undo Haulier	
	ADDRESS 2											
	MODICESS 2	_										
	ADDRESS 3											

#### 2.2 Submit ROT

- Go to Import Process tab.
- Click on ROT Submit.

R	<b>∓</b> Home Job	File Manager	Expor	1.S t Process	elect Import Import Process	Process Table Center				🔄 🗖					
Import	Import Job Status	Report	New BL	18 Submit	Ab BL Amendment *	DO Listing View DO Listing	ROT	ROT Submit	ROT Amendment T	<b>R</b> MT Return					
Job	Manager (Impo	rt) a		BL Modu	le "	eDocuments "	2.(	lick RO	- F <sup>I</sup> Submit	CT Status 🦼	Mess "				

Select record by tick the checkbox         Image: Shipment Date         Local Trader         Trpt. Mode         Trx. Type         Phd ROT No         BL No         Job No         Shipment Date         Image: Shipment Date	ting											
Job         ROT NO         BL No         Haulier         Shipment Date         Local Trader         Trx. Type         Pick         ROT No         BL No         Job No         Shipment Date         I           ROT020201         OBL020201         OBL020201         DHT0000413         Image: Comparison of the shipe of	elect r	record	by tick	the che	ckbox				Drag e pilarm heatin he			
ROT020201       OBL020201	R	OT NO B	BL No	Haulier	Shipment Date	Local Trader	Trpt. Mode	Trx. Type	Pick ROT No		Shipment Date	
ROT020201         OBL020201          DHT0000413           Total = 1         Total =         Total =									* D			
Total = 1 Total =  5. Click Select 3. Click Refresh	T020201	C	DBL020201	DHT0000413								
Total = 1 Total =  To												
Total = 1         Total =           5. Click Select         3. Click Refresh												
Total = 1 Total =  5. Click Select 3. Click Refresh												
Total = 1 Total =  To												
Total = 1 5. Click Select 3. Click Refresh												
Total = 1 5. Click Select 3. Click Refresh									Name			
Total = 1 5. Click Select 3. Click Refresh									. Common			
5. Click Select 3. Click Refresh									in the second se			
5. Click Select 3. Click Refresh	Total = 1									Total =		
	Total = 1									Total =		
	Total = 1				5. Cli	ck Select	3. Click	Refresh		Total =		

Impor	t ROT Subm	it											
Reco	rd Listing								Selected Listing				
									Drag a column he				
	Job No	ROT NO	BL No	Haulier	Shipment Date	Local Trader	Trpt. Mode	Trx, Type	Pick ROT No	BL No	Job No	Shipment Date	Trpt. Mode
9	1								P 🗌				
-		- II.	-ial-		d.	-h-	ha		I 🗹	OBL020201.	ROT020201		
									by ticl	c on ch	eckbox	•	
	Total =	• 0									Total =	1	
						·					5	5. Click Sul	omit
						Select	Refresh	Exit				S s	ubmit Remove

#### 3. Job Manager (Import)

- 3.1 Import Job Info
  - Go to Import Process tab.
  - Click on Import Job Info.

R	₩ Home Jo	b File Manage	r Expor	1.S t Process	elect Import	Process Table Center				UserNa	me 🚺 🔻
		-1		<b>1</b> ₽	Ab	DO Listing		↑₽	AB	Q	<b>↓</b> ≞
Import Job Info	Import Job Status	Report Card	New BL Entry 🔻	Submit BL	BL Amendment ▼	View DO Listing	ROT Booking 🔻	ROT Submit	ROT Amendment ▼	MT Return	Incoming Msg
2.Click	Import	b Info		BL Modu	le 4	eDocuments "		Hualier Mod	ule	CT Status 🦼	Mess "

nport	Job													
ecord	Listing												3. Click	Refresh
4.	Select	record	by tick	th	e chec	kbox				Sending		Ack Info		Q.
Pick	E o No	CE JobNo	BL No		Open Date	Customer Name	Trpt Mode	Shipping Agent	Shippment	Send Date	Send Time	Status	eDoc ID	Refresh
1	BL02021	BL02021701	OBL02021701		02-02-2017	LOCAL TRADER SDN BHD	1 - By Sea		02-02-2017			Pending		Exit
	BL020201	BL020201	OBL020201		02-02-2017	LOCAL TRADER SDN BHD	1 - By Sea		02-02-2017	02-02-2017	17:38	Pending		
	J80001	J80001	OBL380001		05-01-2017	LOCAL TRADER SDN BHD	1 - By Sea		05-01-2017			Pending		
	APIFILE	APIFILE	OBL000001		13-01-2017	LOCAL TRADER SDN BHD	1 - By Sea		14-01-2017	13-01-2017	18:00	Pending		
	0123	Q123	OBL 123		02-02-2017	LOCAL TRADER SDN BHD	1 - By Sea		01-01-1900	02-02-2017	19:06	Pending		

#### 3.2 Import Job Status

- Go to Import Process tab.
- Click on Import Job Status.

RA	Ŧ			1.S	elect Import	port FA Menu Process				-	
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