

STARTER GUIDE

Port Klang*Net

Haulage Module

Ver 1.1

Table of Contents

E-Export Starter Guide

- 1. Index 4
 - 1.1 Download Doc 4
- 2. Request of Transport (ROT) 5
 - 2.1 Confirm Export ROT 5
 - 2.2 Submit ROT Confirmation 7
- 3. CT Movement 9
 - 3.1 MT release 9
 - 3.2 Laden Pick 10
 - 3.3 CT Status Update - Depot Pickup 11
 - 3.4 CT Status Update - MT Delivered 12
 - 3.5 CT Status Update - Laden Pickup 13
 - 3.6 CT Status Update - Port Gate-In 14
- 4. Inquiry 15
 - 4.1 Container Status 15
 - 4.2 Export ROT Booking 16

E-Import Starter Guide

- 1. Index 17
 - 1.1 Download Docs 17
- 2. ROT Confirmation 18
 - 2.1 Confirm ROT 18
 - 2.2 Upload Document 19
- 3. Planning Schedule 20
 - 3.1 Container Planning - MT Collect Planning 20
 - 3.2 Container Planning - MT Collect Schedule 21
 - 3.3 Assign Driver - Assign Driver Entries 22
 - 3.4 Assign Driver - Upload Driver Info 23
- 4. Container Status 24
 - 4.1 Port Booking - Port Booking Entries 24

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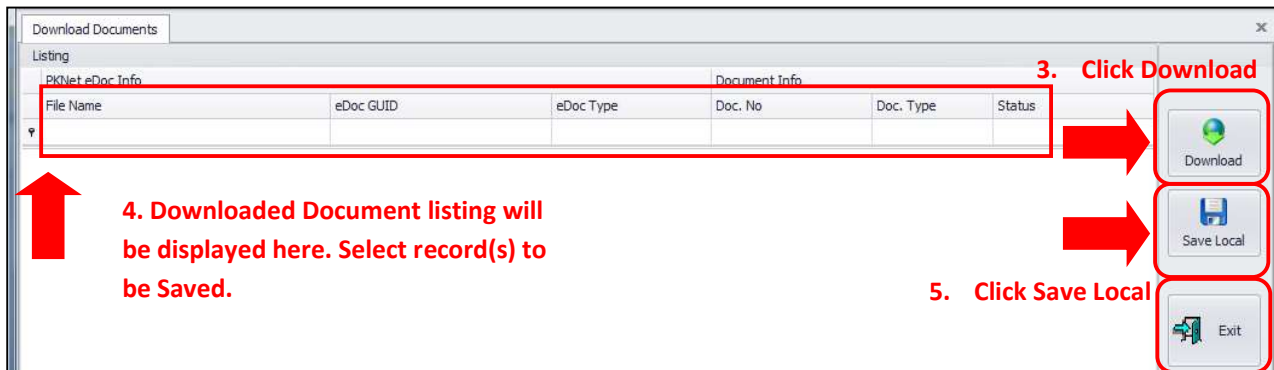
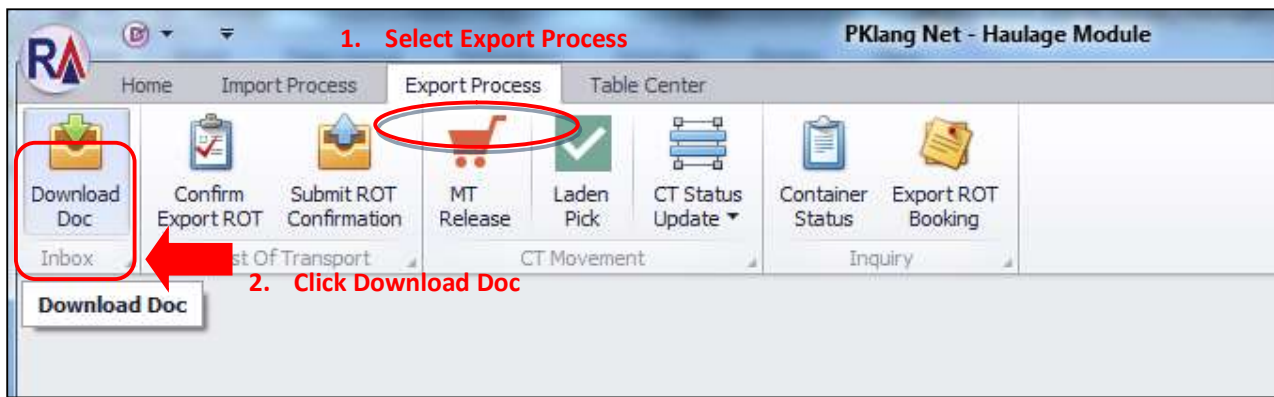
- 4.2 Port Booking - Submit Port Booking..... 25
- 4.3 CT Movement Update - Pickup From Port 26
- 4.4 CT Movement Update - Deliver To Consignee 27
- 4.5 CT Movement Update - Pickup From Consignee 28
- 4.6 CT Movement Update - Depot Return 29
- 4.7 CT Damage Photos Upload 30
- 5. Container Staging 32
 - 5.1 Container Staging - MT Staging 32
 - 5.2 Container Staging - Laden Staging..... 33
 - 5.3 Deliver to Consignee 34
 - 5.4 Depot Return From Staging 35
- 6. Track & Tracking 36
 - 6.1 Container Status..... 36
 - 6.2 ROT Booking Status..... 37
 - 6.3 Support Docs - Supporting Documents 38
 - 6.4 Support Docs - CT Damage Tracking 39

eEXPORT STARTER GUIDE

1. Inbox

1.1 Download Document

- Go to **Export Process** tab.
- Click on **Download Doc** option
- Click **Download** Button to download listing
- Select File name and Click **Save Local** to save downloaded PK Net eDocument Information
- Click **Exit** to exit Download Doc page

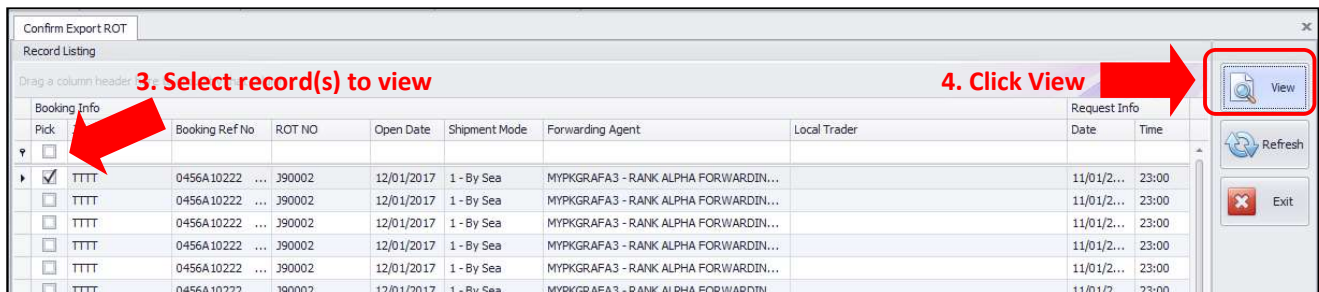
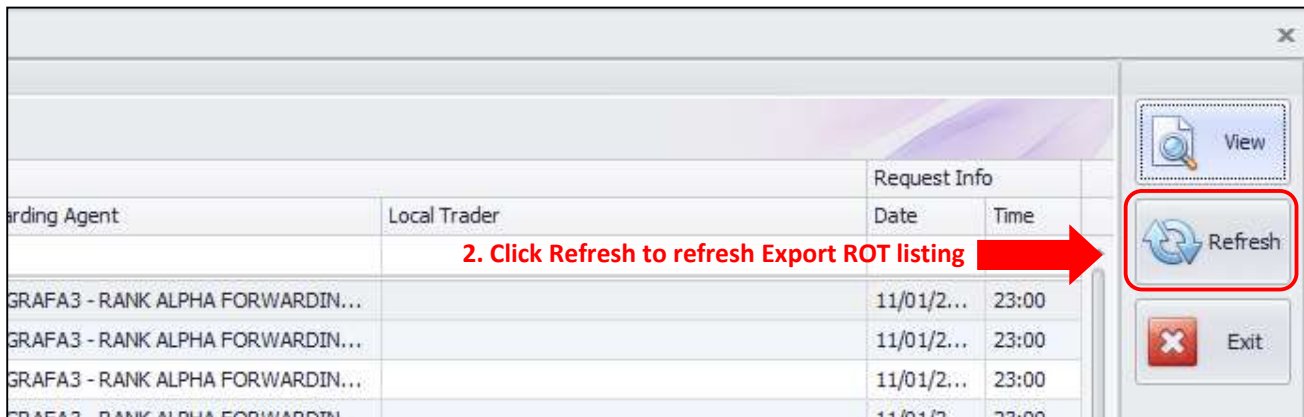
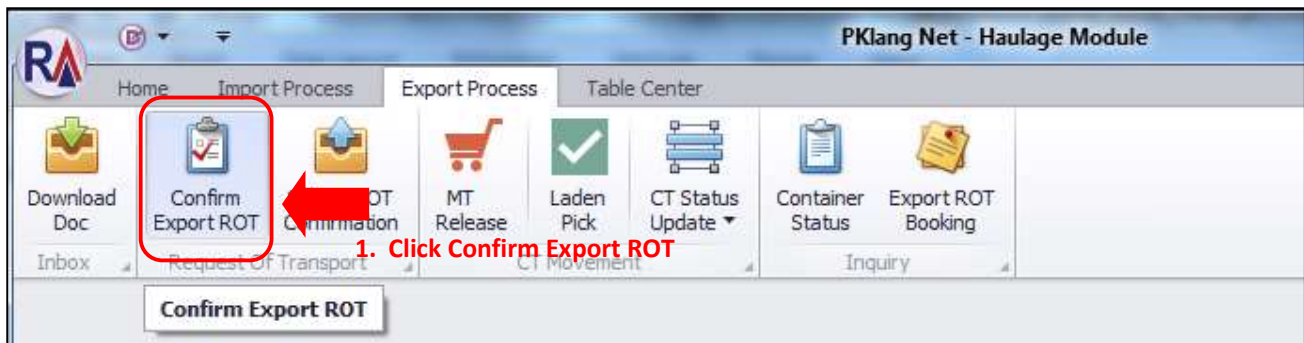


6. Click Exit

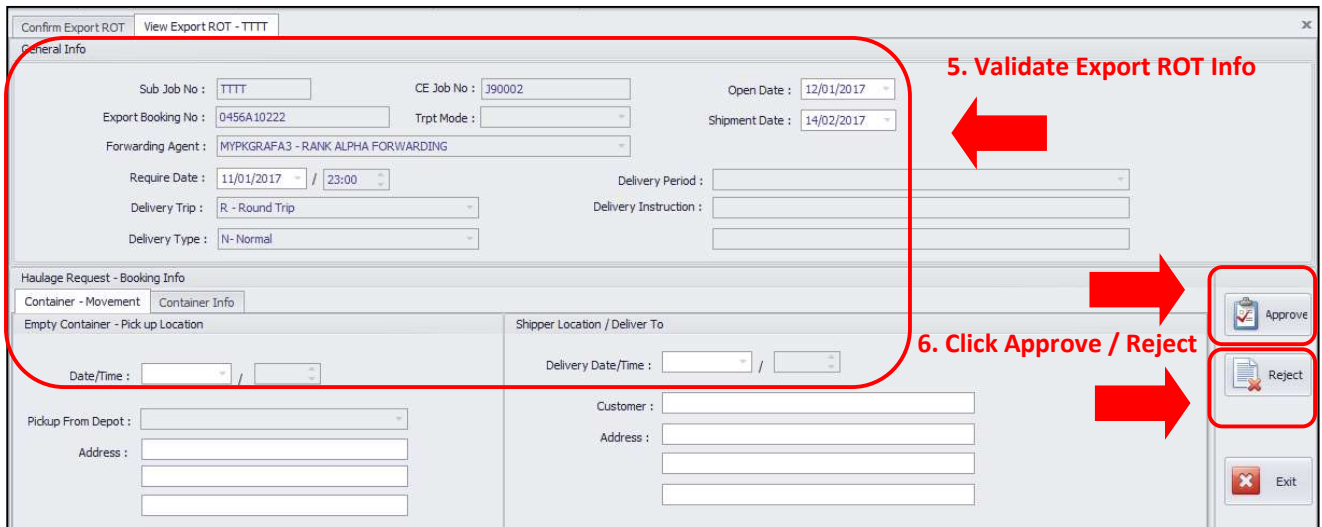
2. Request of Transport (ROT)

2.1 Confirm Export ROT

- Go to **Export Process** tab.
- Click on **Confirm Export ROT**
- Click **Refresh** button to refresh listing for viewing and Select records to view
- Click on **View** button to view submitted Export ROT list
- Click **Reject** button if decided to reject due to insufficient criteria or information
- Click on **Approve** button to approve and reply for Export ROT submitted by FA
- Click **Save** button to save ROT Export reply information
- Click **Exit** to exit Confirm Export Rot page



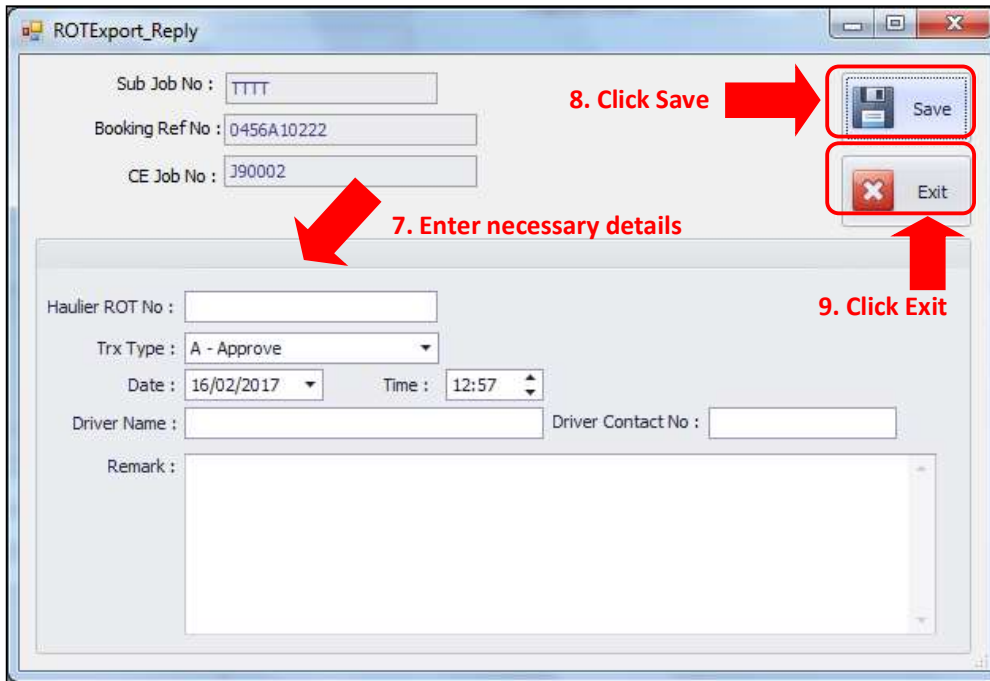
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5. Validate Export ROT Info

6. Click Approve / Reject

The screenshot shows a software window titled "Confirm Export ROT" with a sub-tab "View Export ROT - TTTT". The "General Info" section is highlighted with a red box and contains the following fields: Sub Job No: TTTT, CE Job No: J90002, Open Date: 12/01/2017, Export Booking No: 0456A10222, Trpt Mode: [dropdown], Shipment Date: 14/02/2017, Forwarding Agent: MYPKGRAFAJ - RANK ALPHA FORWARDING, Require Date: 11/01/2017 / 23:00, Delivery Period: [dropdown], Delivery Trip: R - Round Trip, Delivery Instruction: [text area], and Delivery Type: N - Normal. Below this is the "Haulage Request - Booking Info" section with tabs for "Container - Movement" and "Container Info". The "Empty Container - Pick-up Location" section includes "Date/Time" and "Pickup From Depot" fields. The "Shipper Location / Deliver To" section includes "Delivery Date/Time", "Customer", and "Address" fields. On the right side, there are three buttons: "Approve", "Reject", and "Exit". Red arrows point from the "Approve" and "Reject" buttons to the annotation "6. Click Approve / Reject". A red box around the "General Info" section is pointed to by an arrow from the annotation "5. Validate Export ROT Info".

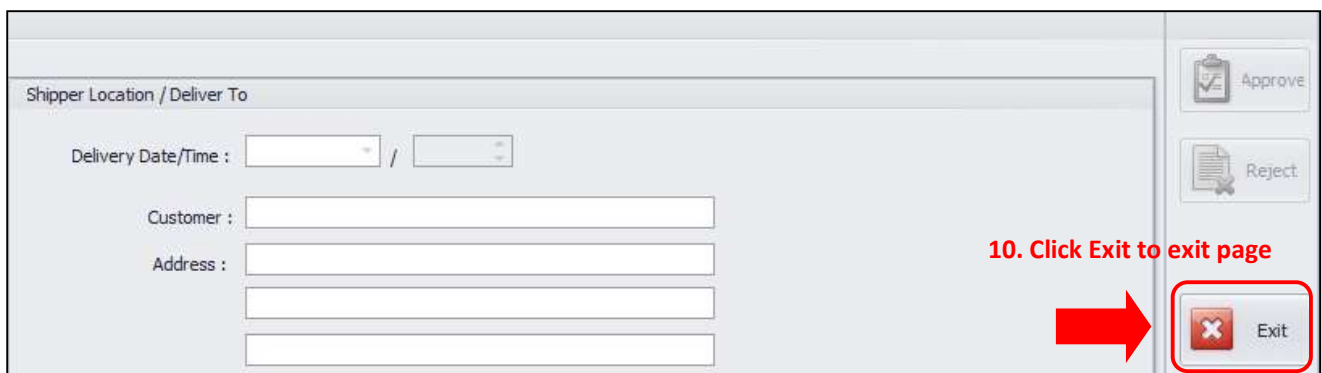


7. Enter necessary details

8. Click Save

9. Click Exit

The screenshot shows a software window titled "ROTEport_Reply". It contains the following fields: Sub Job No: TTTT, Booking Ref No: 0456A10222, CE Job No: J90002, Haulier ROT No: [text area], Trx Type: A - Approve, Date: 16/02/2017, Time: 12:57, Driver Name: [text area], Driver Contact No: [text area], and Remark: [text area]. On the right side, there are two buttons: "Save" and "Exit". Red arrows point from the "Save" button to the annotation "8. Click Save". A red arrow points from the "Exit" button to the annotation "9. Click Exit". A red arrow points from the "Remark" text area to the annotation "7. Enter necessary details".

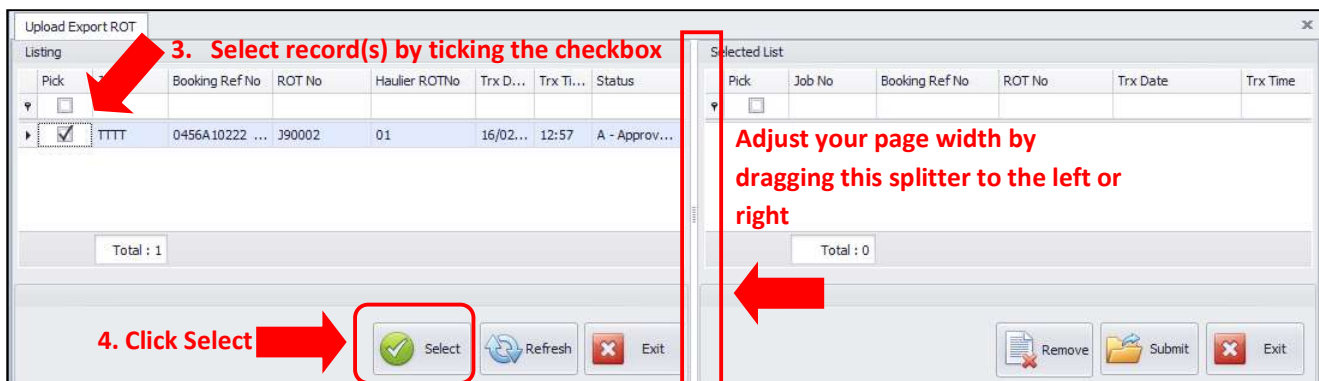
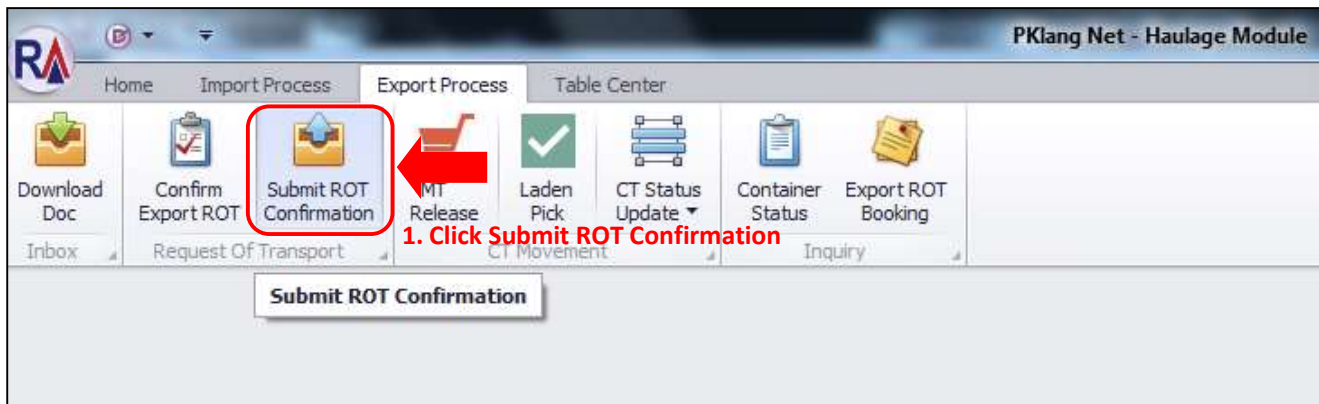


10. Click Exit to exit page

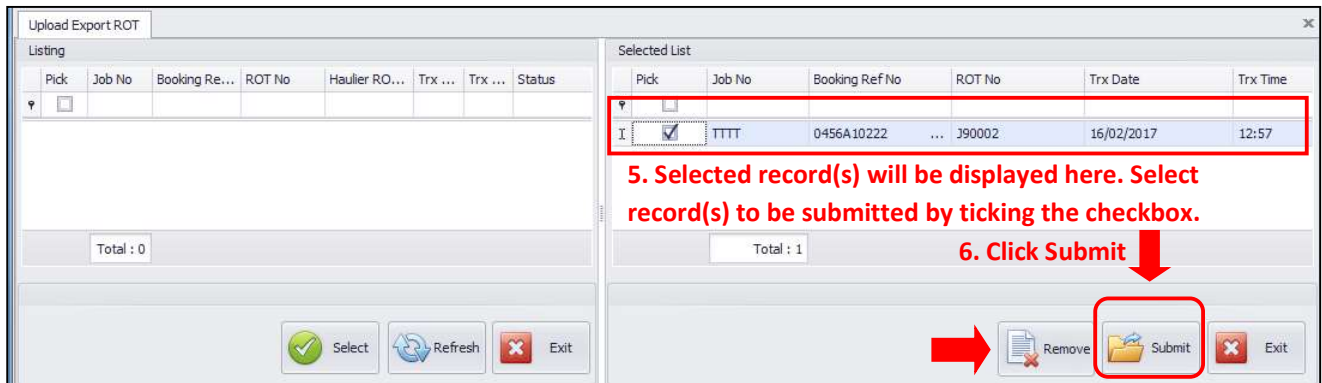
The screenshot shows the "Shipper Location / Deliver To" section of the software. It includes fields for "Delivery Date/Time", "Customer", and "Address". On the right side, there are three buttons: "Approve", "Reject", and "Exit". A red arrow points from the "Exit" button to the annotation "10. Click Exit to exit page".

2.2 Submit ROT Confirmation

- Go to **Export Process** tab.
- Click on **Submit ROT Confirmation**
- Click **Refresh** button to refresh confirmed ROT listing displayed at Upload Export ROT tab
- Select records and click **Select** button. The listing will be moved to Selected List table.
- Click on **Submit** button to Submit ROT confirmed list to **Depot** to prepare MT Containers
- Click **Remove** button if you decided to remove listing before submission
- Click **Exit** to exit Submit ROT Confirmation page



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| Pick | Job No | Booking Ref No | ROT No | Trx Date | Trx Time |
|-------------------------------------|--------|----------------|--------|------------|----------|
| <input checked="" type="checkbox"/> | TTTT | 0456A10222 ... | J90002 | 16/02/2017 | 12:57 |

5. Selected record(s) will be displayed here. Select record(s) to be submitted by ticking the checkbox.

6. Click Submit

7. Click Remove if required

8. Click Exit

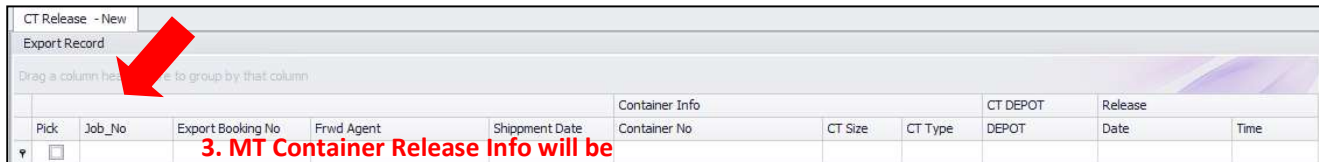
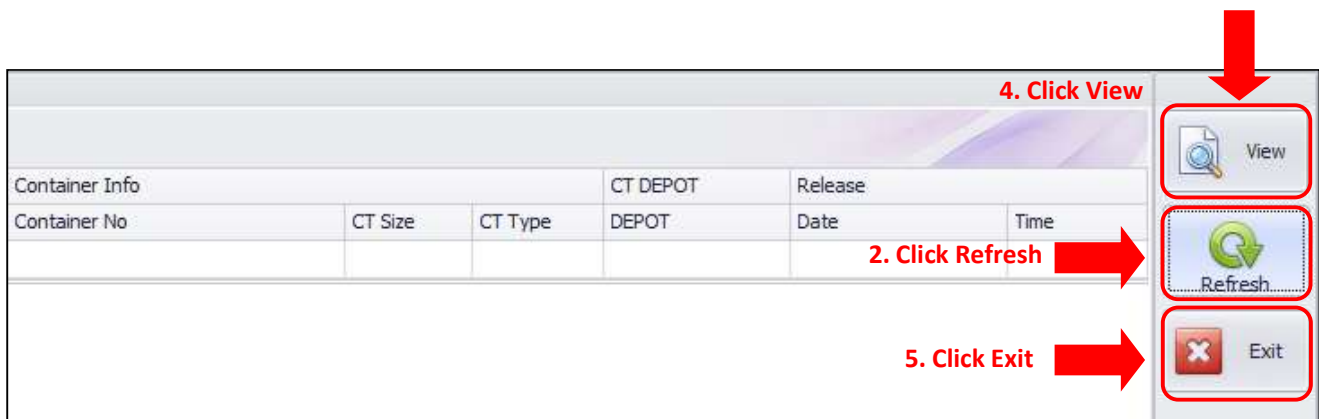
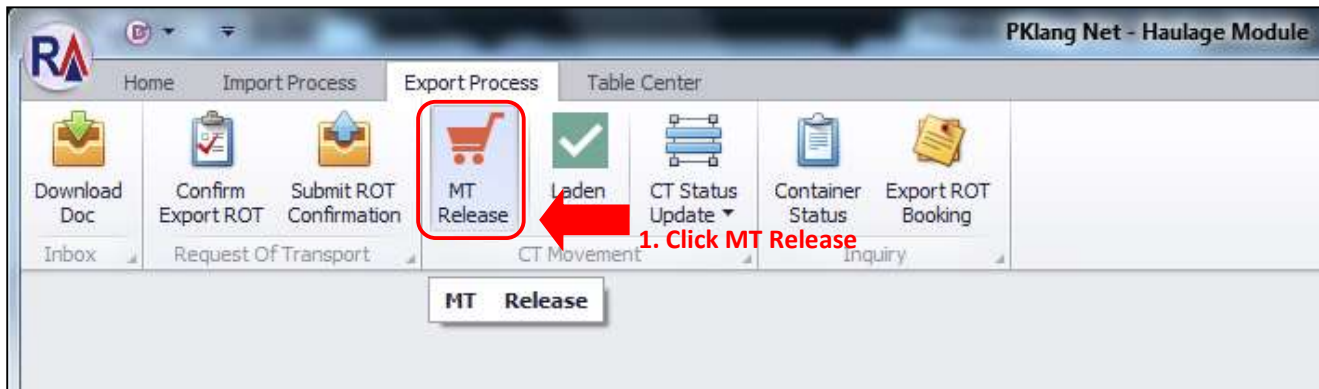


9. Confirmation pop up message will appear

3. CT Movement

3.1 MT Release

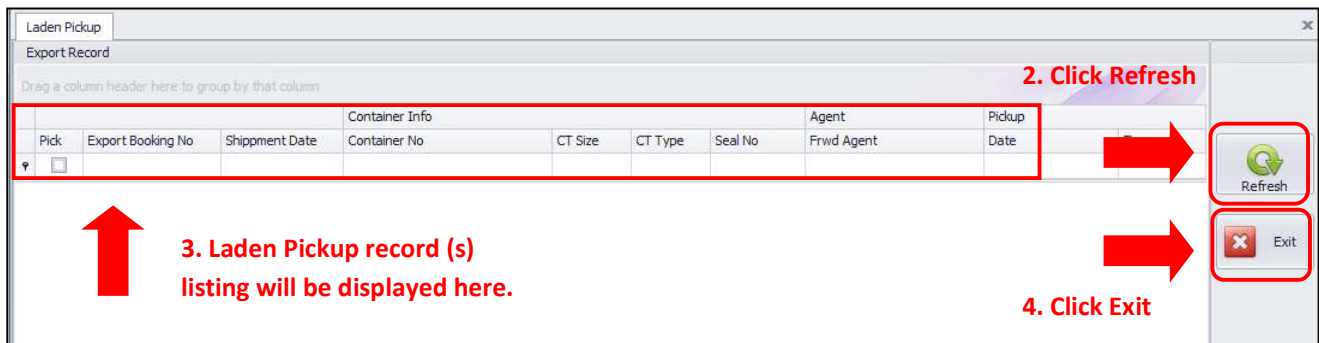
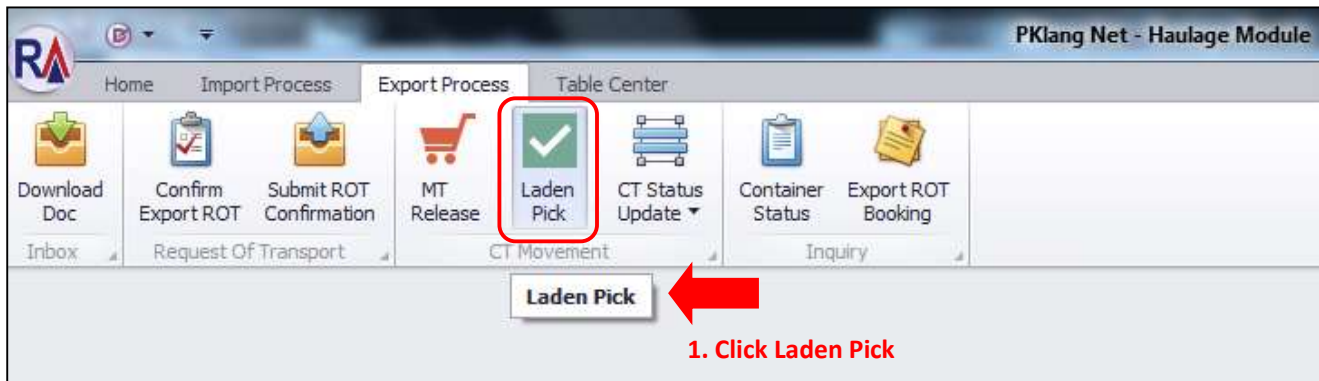
- Go to **Export Process** tab.
- Click on **MT Release** tab
- Click **Refresh** button to refresh MT Container listing to be released
- MT Container Release Info given by **Depot** will be displayed
- Select records and Click **View** button.
- Click **Exit** to exit MT Release page



3. MT Container Release Info will be displayed here. Select record(s) to be viewed by ticking the checkbox.

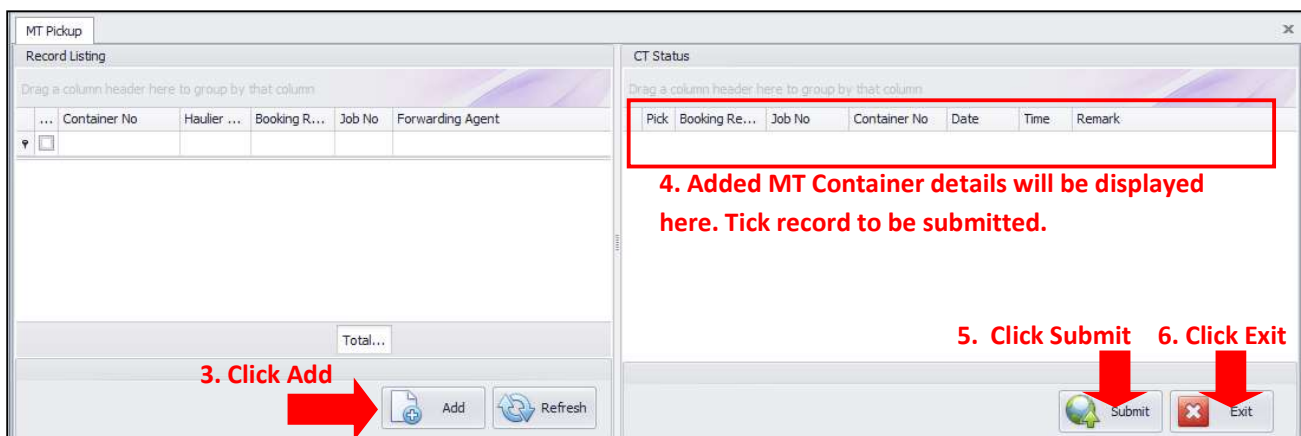
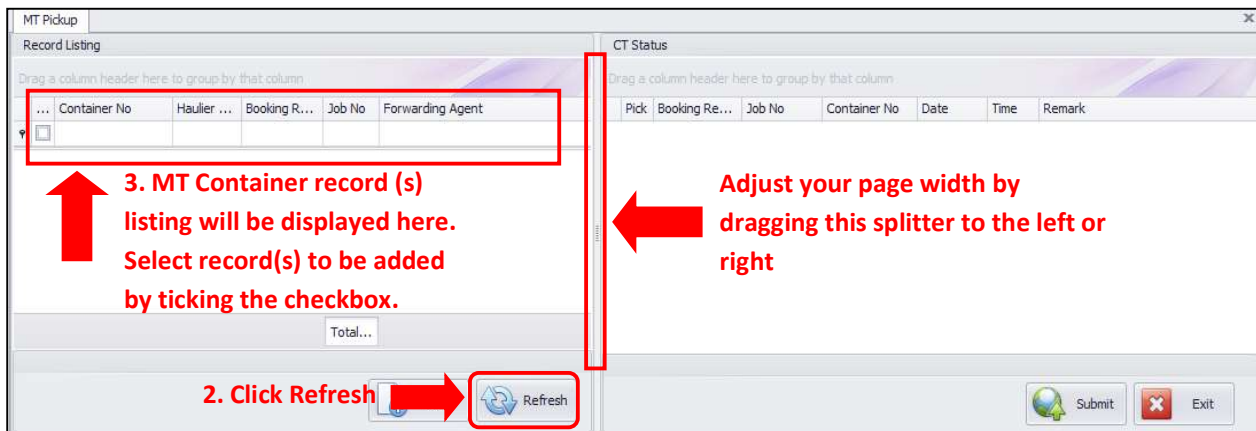
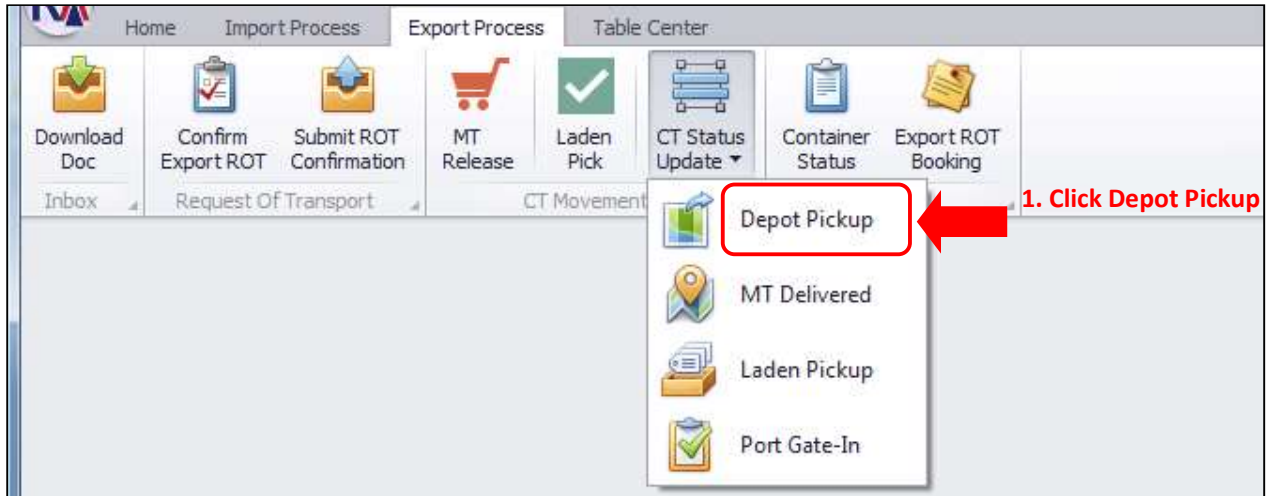
3.2 Laden Pick

- Go to **Export Process** tab.
- Click on **Laden Pick** option
- Click **Refresh** button to refresh Laden Pick information listing
- Laden Pickup Info will be displayed for viewing
- Click **Exit** to exit Laden Pick page



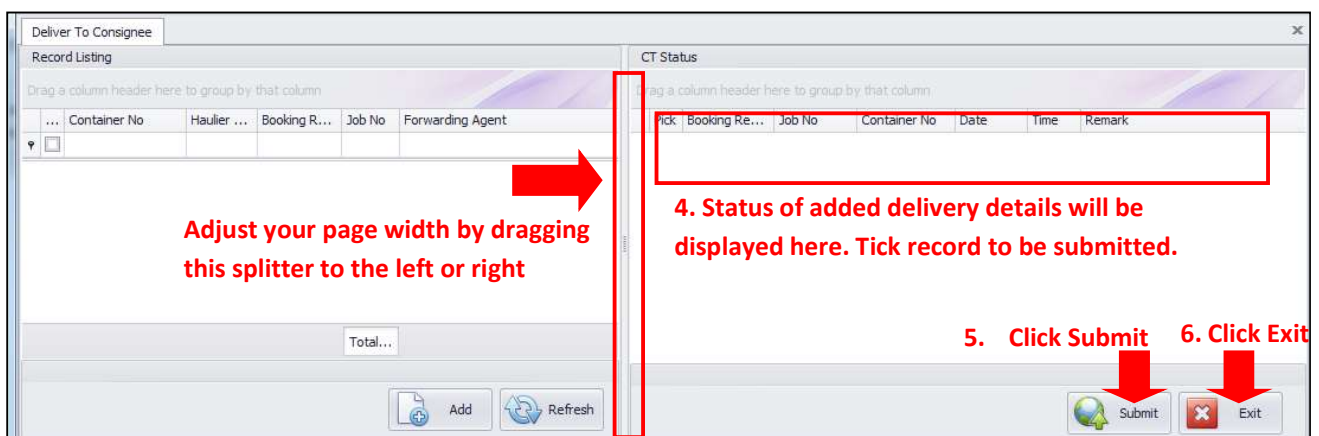
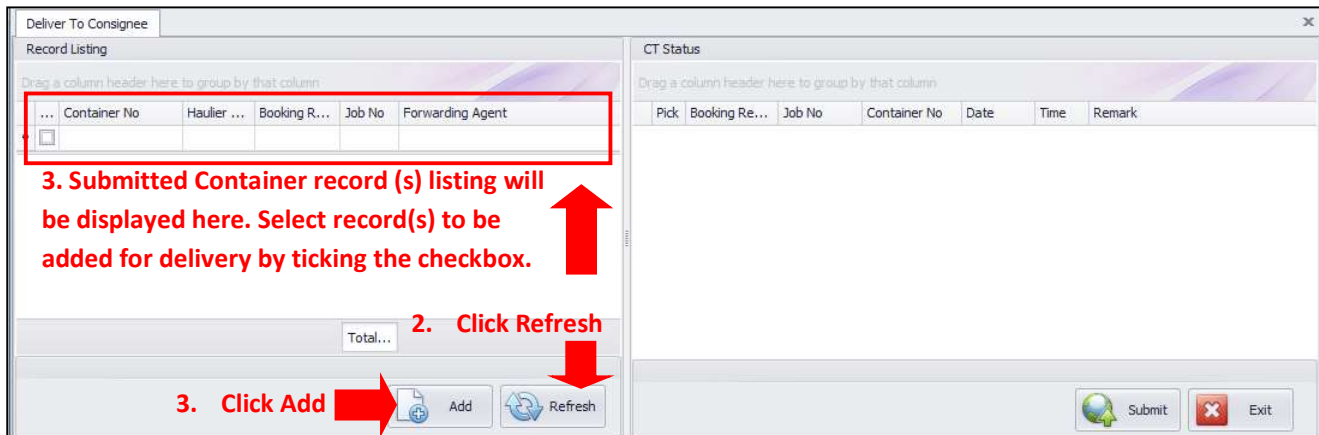
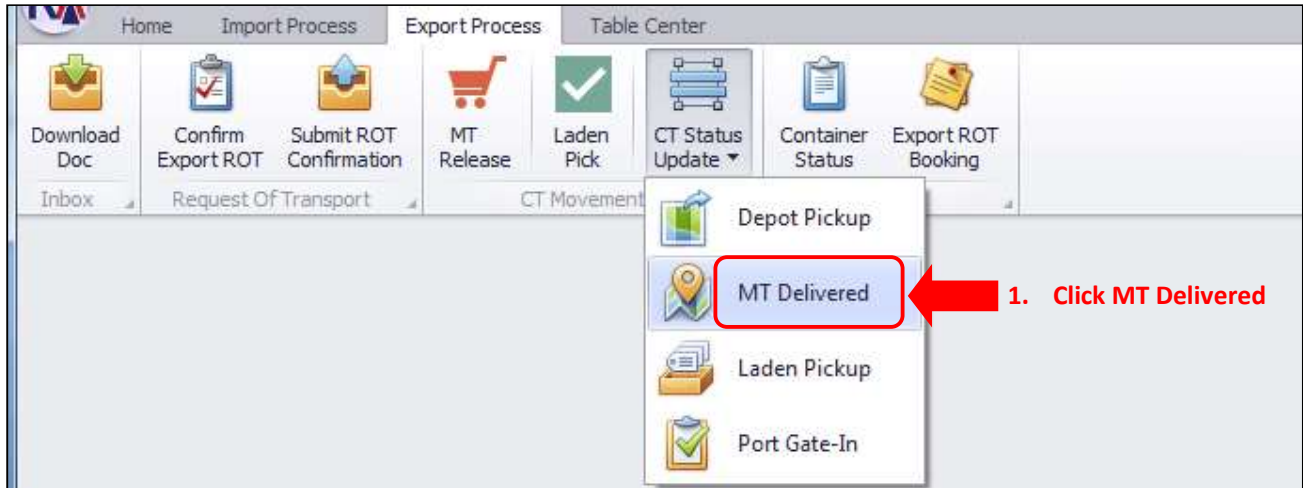
3.3 CT Status Update – Depot Pickup

- Go to **Export Process** tab.
- Click on **CT Status Update** tab, select **Depot Pickup**.
- MT Container listing submitted by Depot will be displayed to be added for Laden to pickup.
- Click **Add** button. MT container listing will be added and moved to Container status tab.
- Once added, tick record to be submitted and Click **Submit**
- Click **Exit** to exit Depot Pickup page



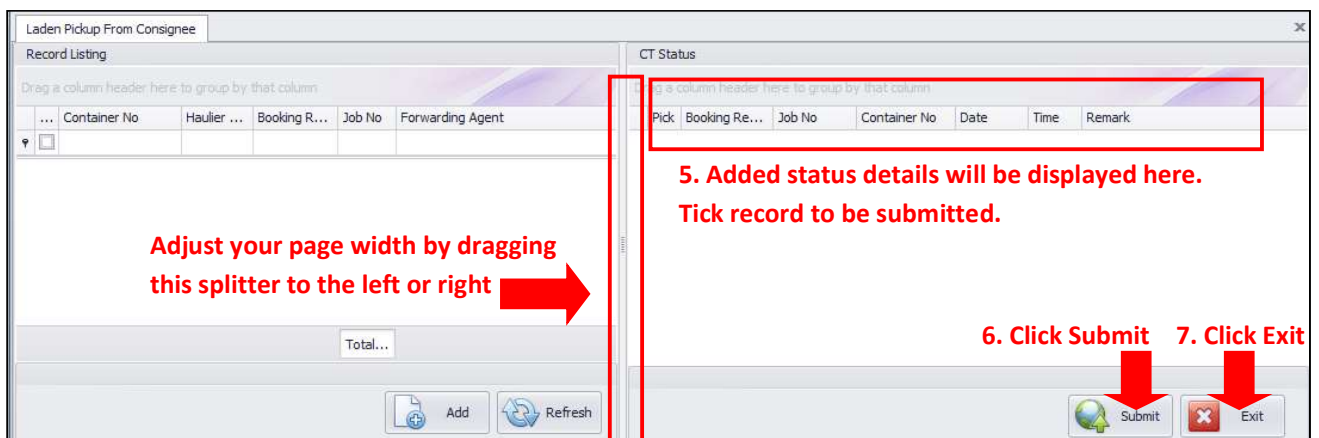
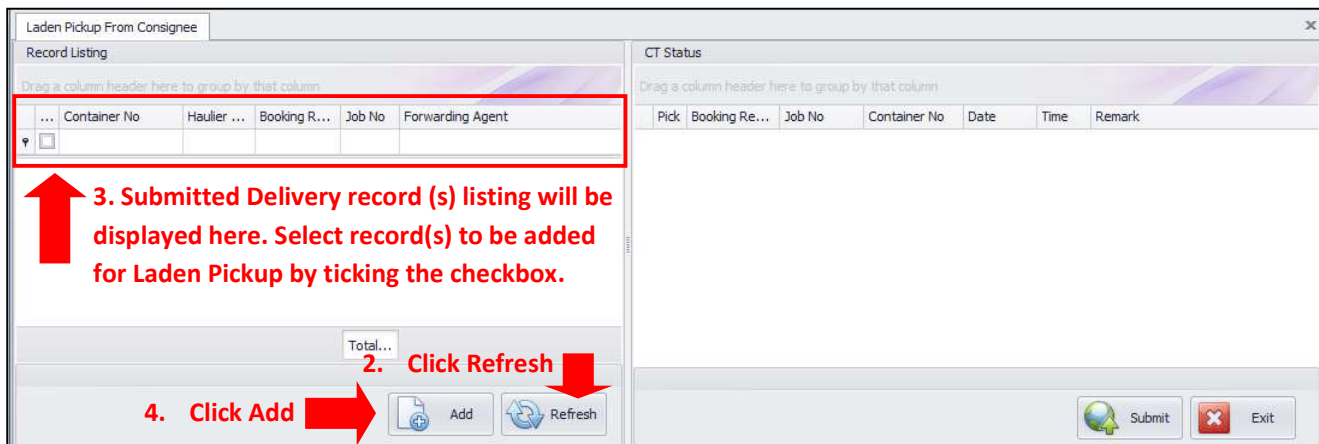
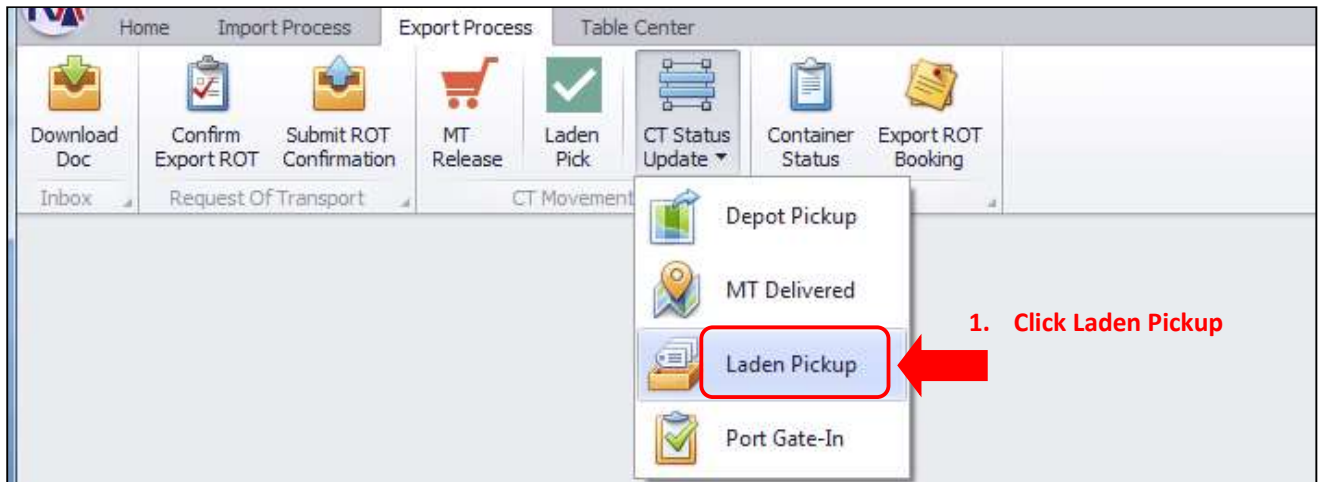
3.4 CT Status Update – MT Delivered

- Go to **Export Process** tab.
- Click on **CT Status Update** tab, select **MT Delivered**.
- Added Container listing will be displayed to arrange for Container delivery.
- Click **Add** button. The Container listing will be added and moved to Container delivery status.
- Once added, tick record to be submitted and Click **Submit** to submit deliver details to Consignee.
- Click **Exit** to exit MT Delivered page



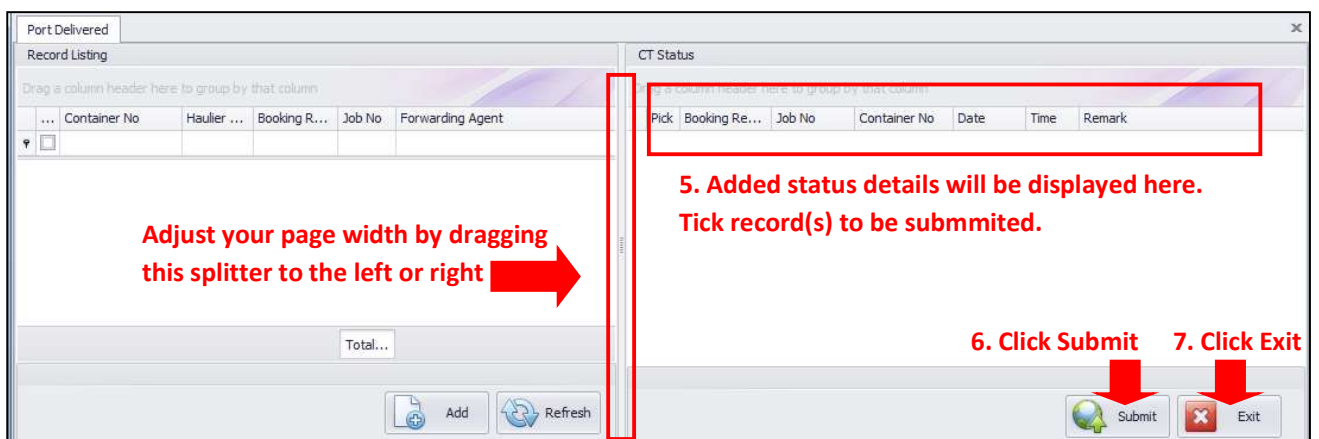
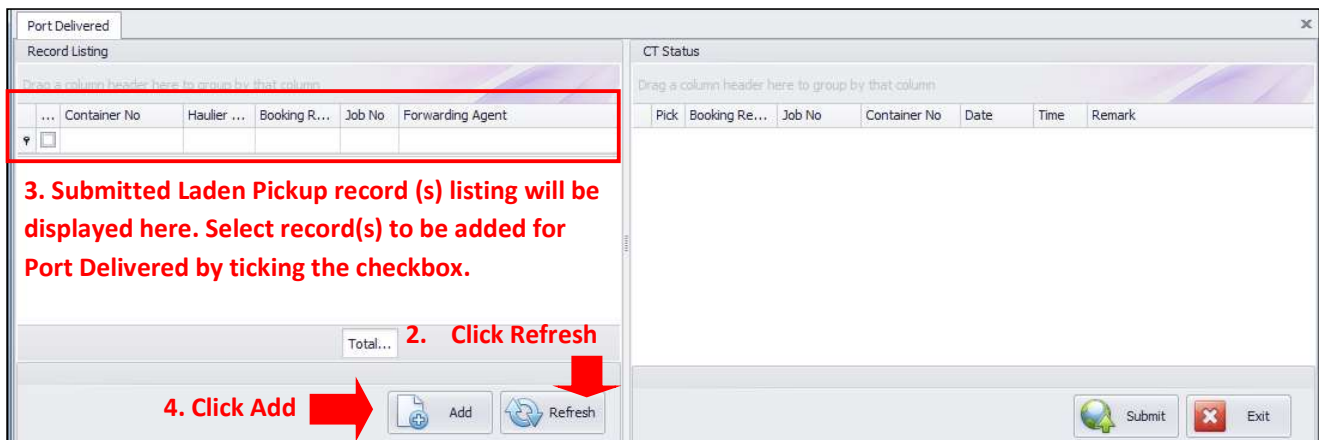
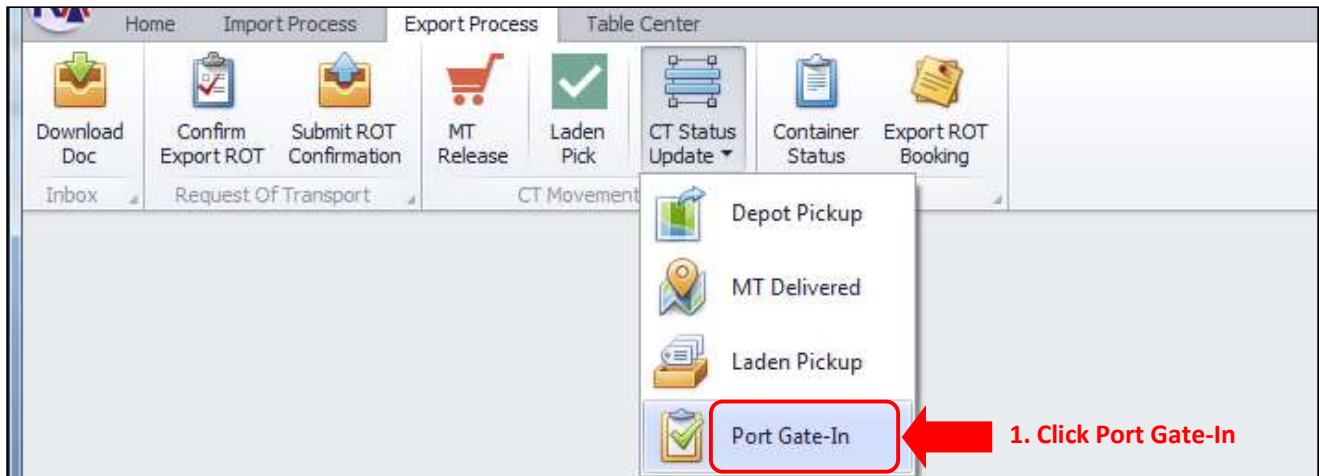
3.5 CT Status Update – LADEN Pickup

- Go to **Export Process** tab.
- Click on **CT Status Update** tab, select **Laden Pickup from Consignee**.
- Added Delivery listing will be displayed for **Laden Pickup from Consignee**.
- Click **Add** button. The delivery listing will be added and moved to Container Laden Pickup status.
- Once added, tick record to be submitted and Click **Submit**.
- Click **Exit** to exit Laden Pickup page



3.6 CT Status Update – Port Gate-In

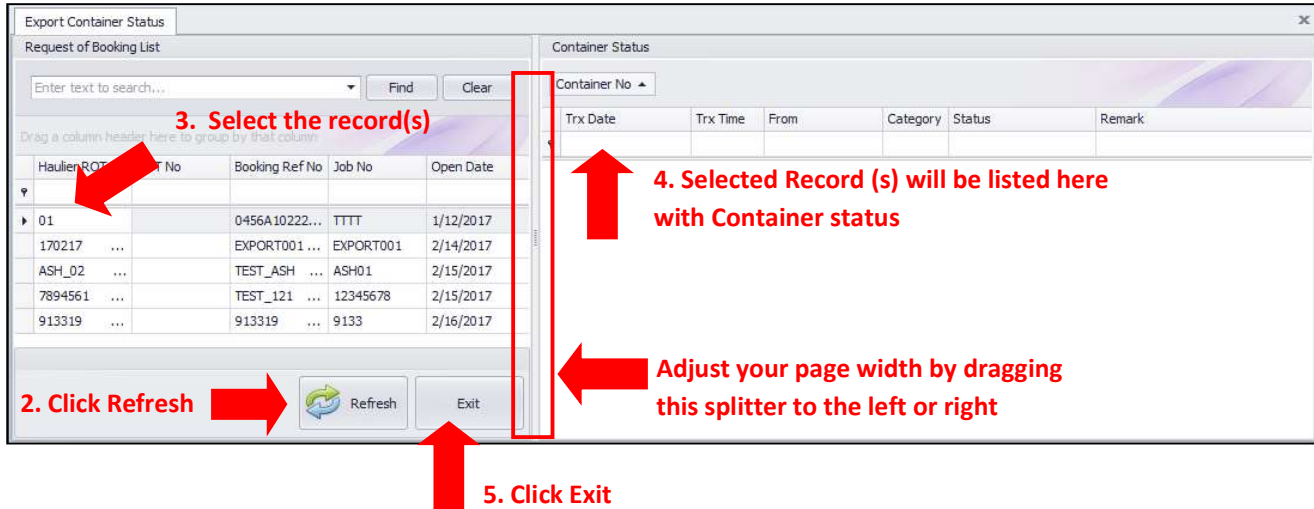
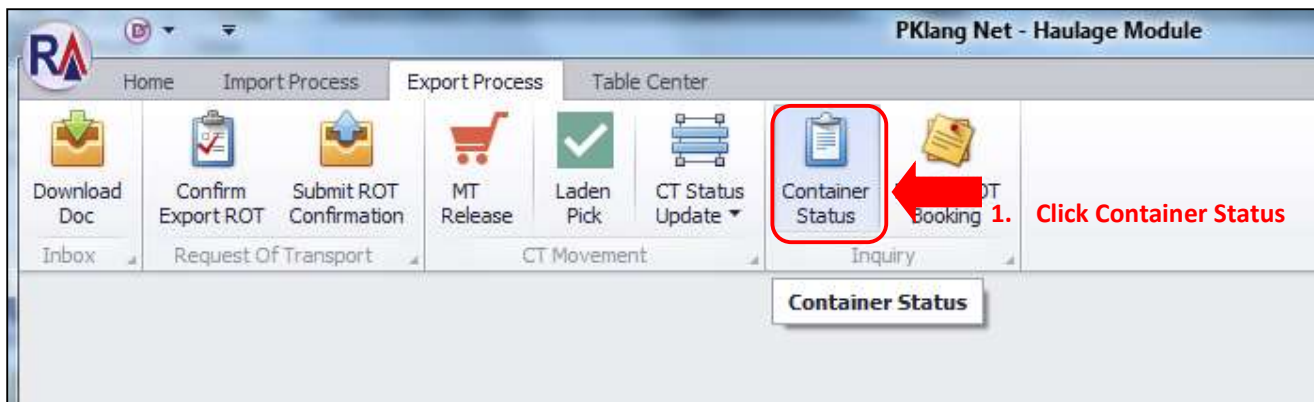
- Go to **Export Process** tab.
- Click on **CT Status Update** tab, select **Port Gate-In** .
- Added Laden Pickup listing will be displayed for **Port Delivered** submission
- Click **Add** button. The Port Delivery details listing will be added and moved to Container status tab.
- Once added, tick record to be submitted and Click **Submit** to submit information.
- Click **Exit** to exit Port Gate-In page



4. Inquiry

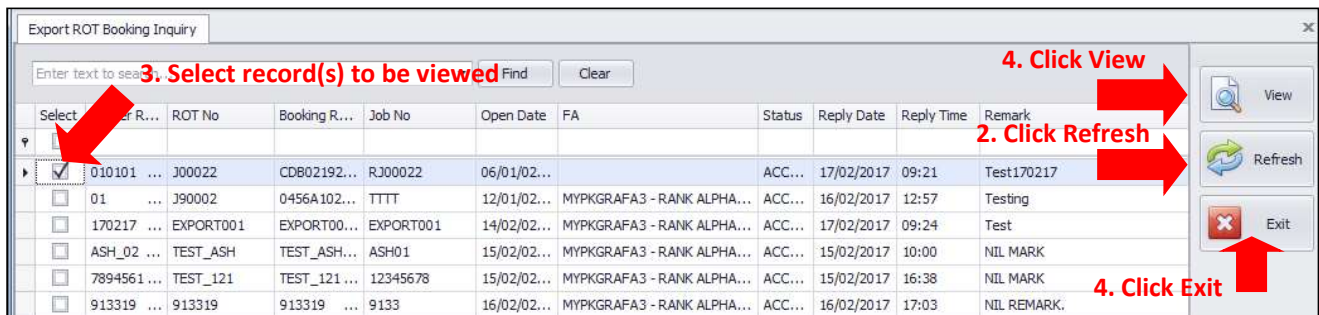
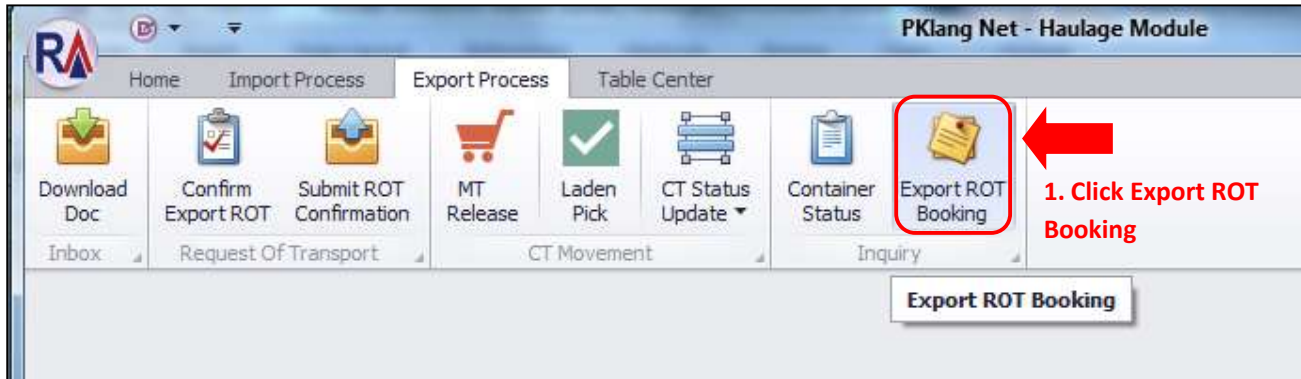
4.1 Container Status

- Go to **Export Process** tab.
- Click on **Container Status** option
- Click **Refresh** button to refresh confirmed ROT listing
- Select Job from listing to view **Container Status**
- Click **Exit** to exit Container Status page



4.2 Export ROT Booking

- Go to **Export Process** tab.
- Click on **Export ROT Booking** tab
- Click **Refresh** button to refresh confirmed ROT listing
- Select Job from listing to view ROT Information
- Click **Exit** to exit Export ROT Booking page

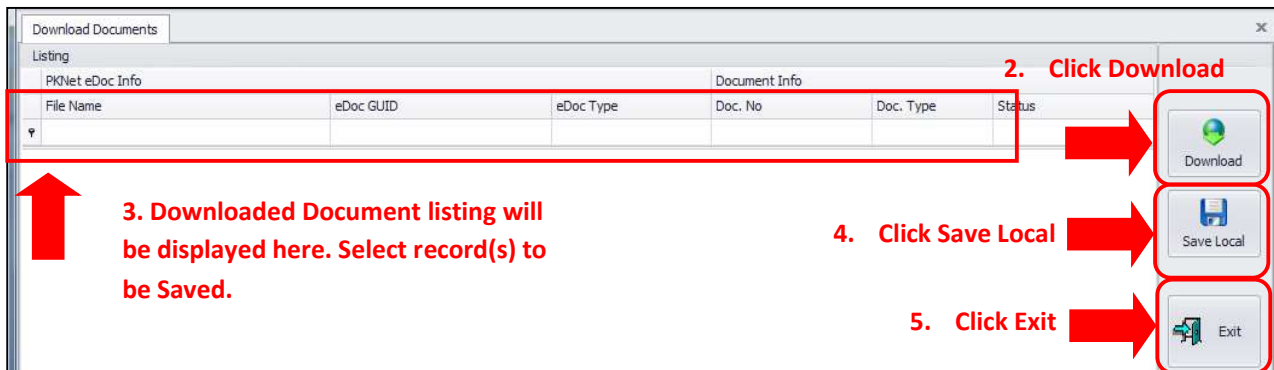
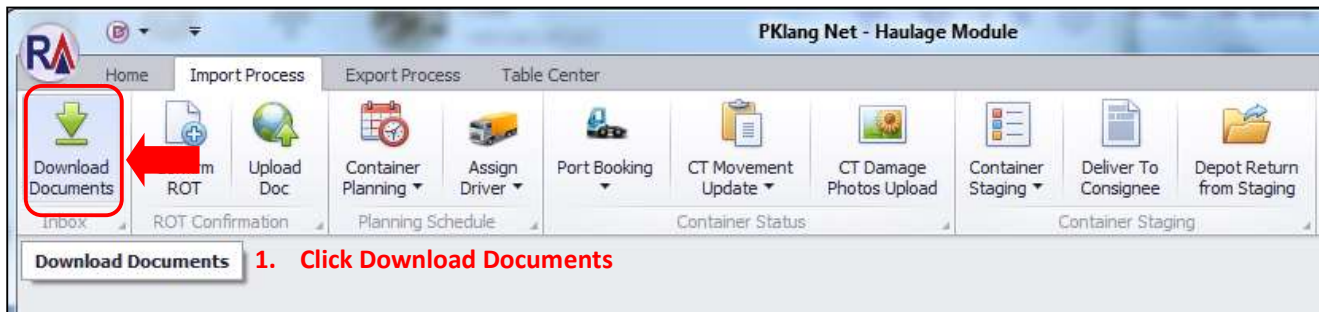


e-IMPORT STARTER GUIDE

1. Inbox

1.1 Download Documents

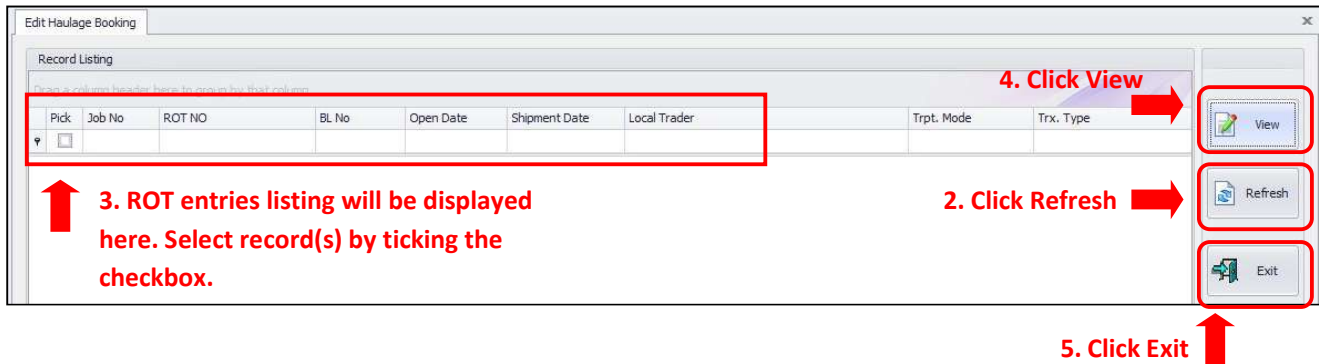
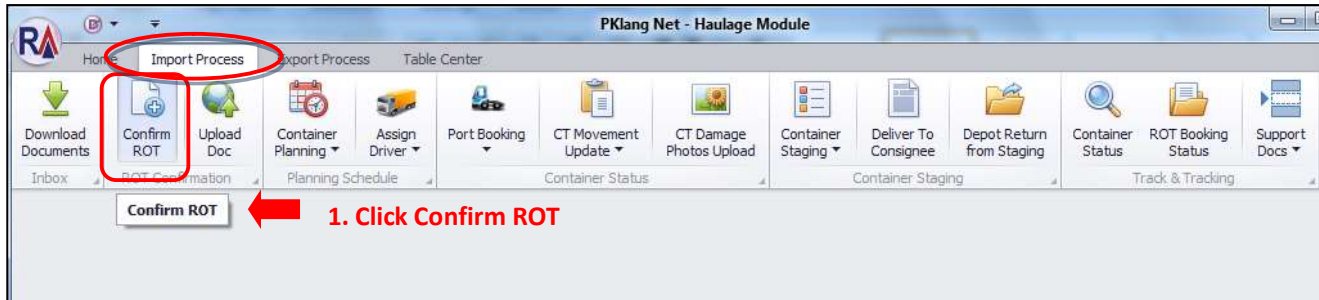
- Go to **Import Process** tab.
- Click on **Download Documents** option
- Click **Download** Button to download listing
- Select File name and Click **Save Local** to save downloaded PK Net eDocument Information
- Click **Exit** to exit Download Documents page



2. ROT Confirmation

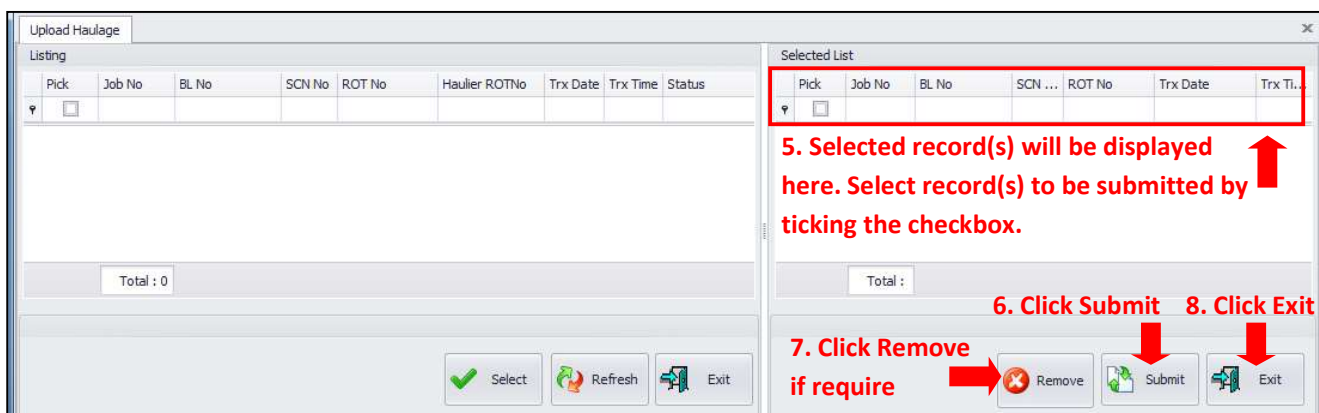
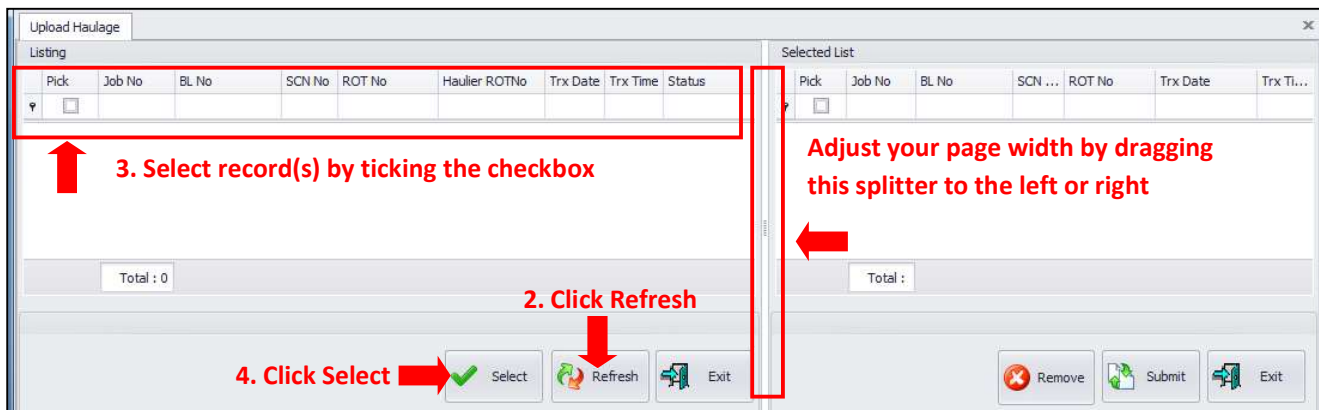
2.1 Confirm ROT

- Go to **Import Process** tab.
- Click on **Confirm ROT** tab to view ROT entries by FA
- Click **Refresh** Button to refresh listing
- Click **View** to validate ROT enties Information
- Click **Exit** to exit Confirm ROT page



2.2 Upload Document

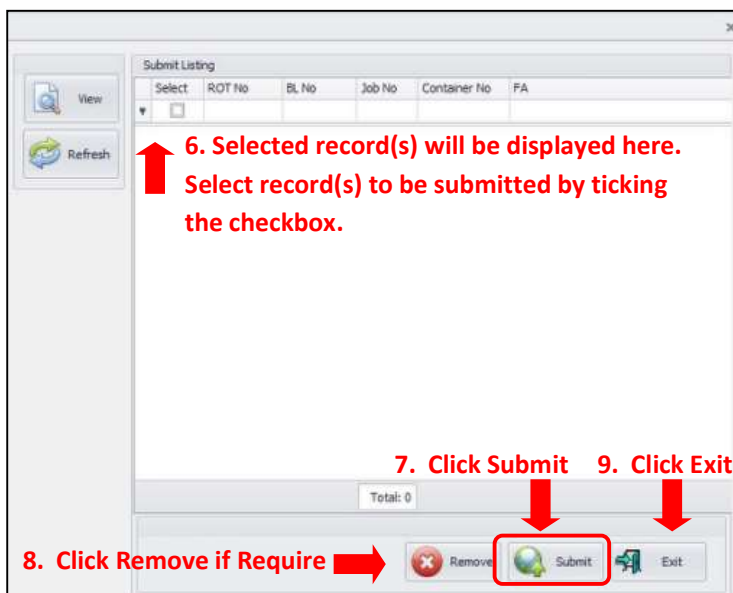
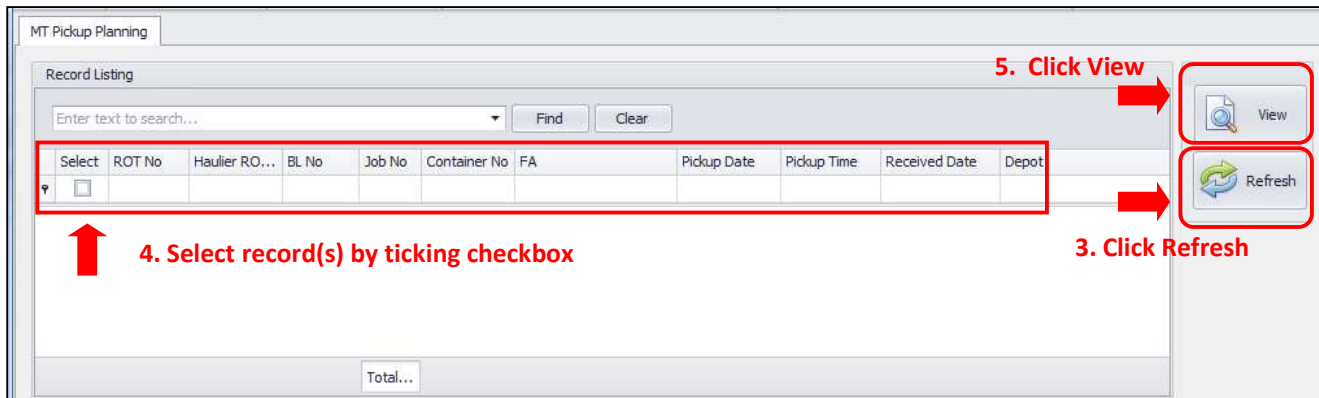
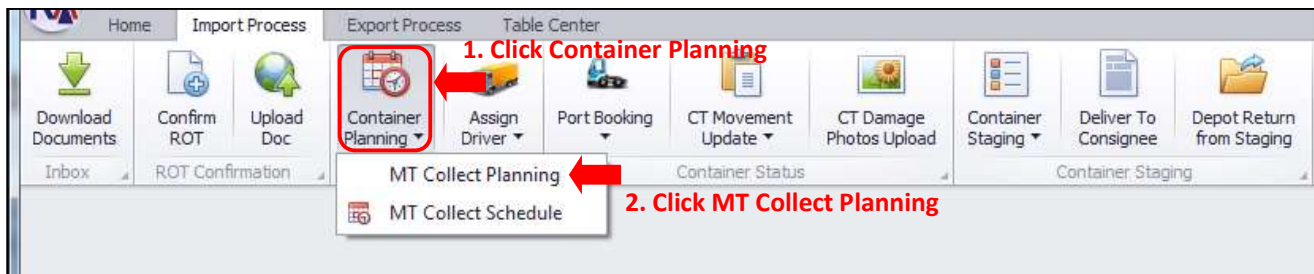
- Go to **Import Process** tab.
- Click on **Upload Doc** tab
- Click **Refresh** Button to refresh Haulier ROT listing
- Select record from listing and Click **Submit** button for **ROT Confirmation**
- Click **Remove** button if required to remove before submission
- Click **Exit** to exit Upload Doc page



3. Planning Schedule

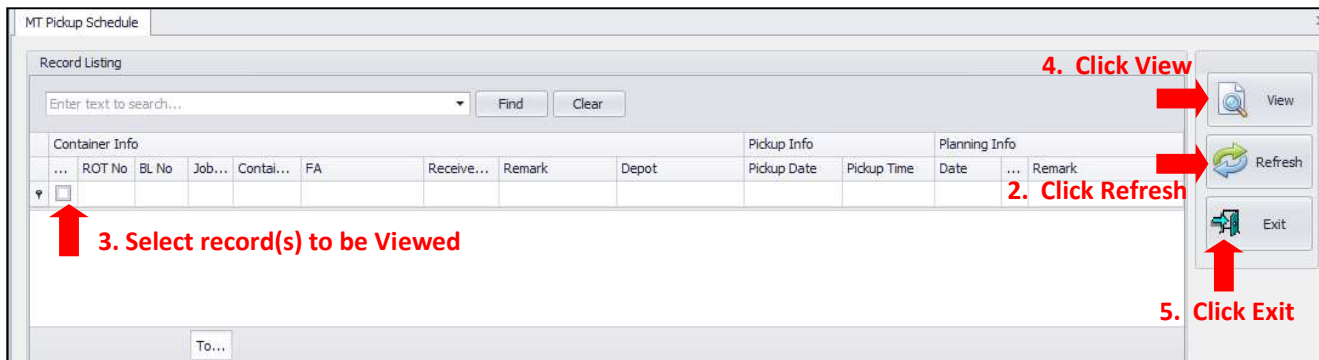
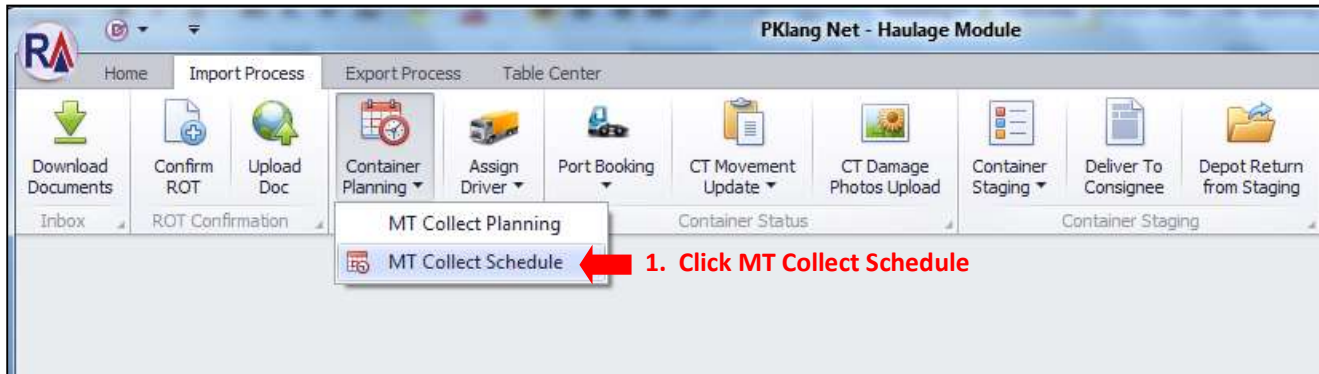
3.1 Container Planning - MT Container Planning

- Go to **Import Process** tab.
- Click on **Container Planning**, select **MT Collect Planning**.
- Click **Refresh** Button to refresh listing.
- Click **View** to move MT Container planning details to Submit Listing.
- Click **Submit** to submit MT Container Planning.
- Click **Remove** button if required to remove before submission.
- Click **Exit** to exit MT Collect Planning page.



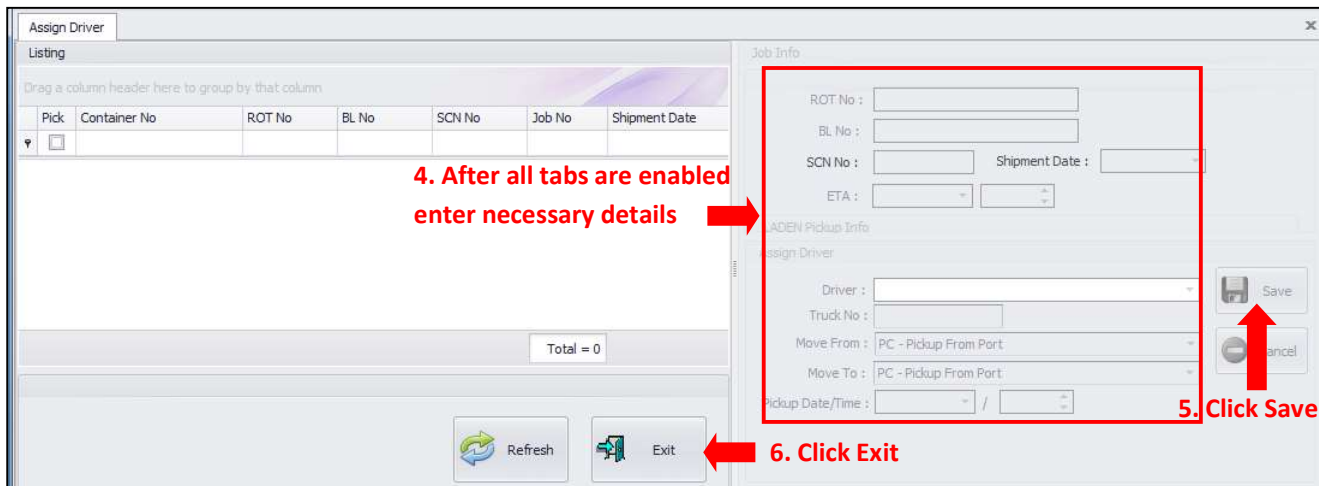
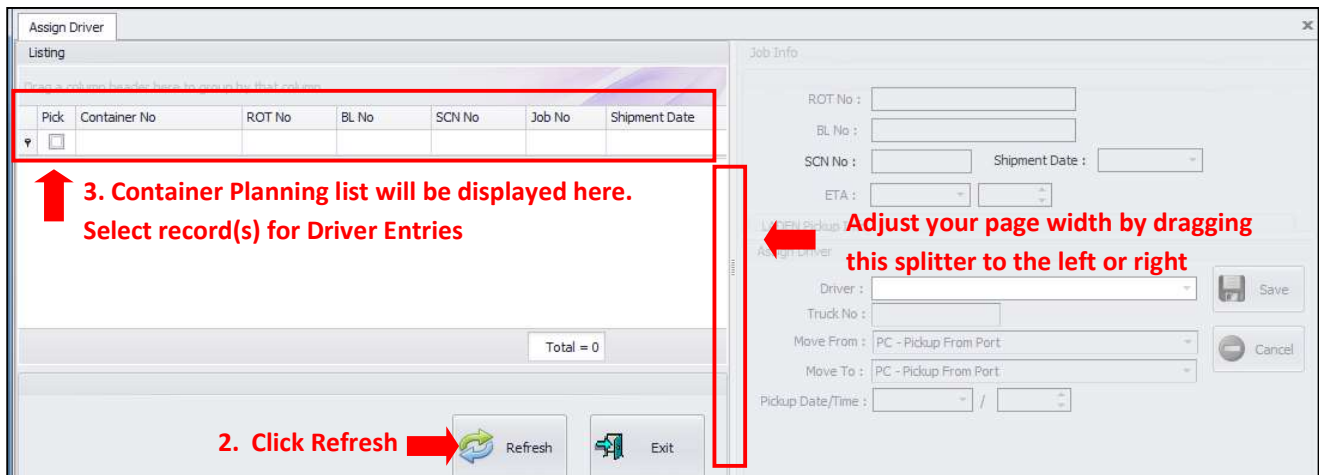
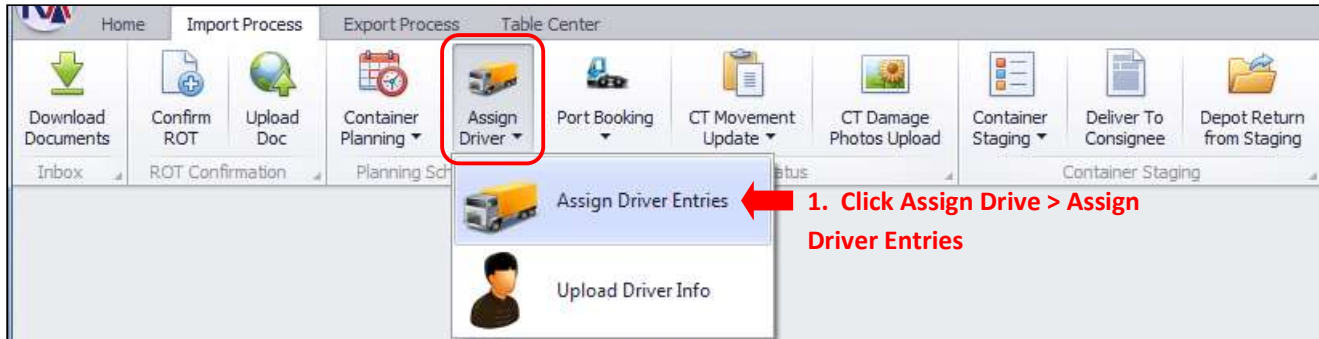
3.2 Container Planning - MT Collect Schedule

- Click on **Container Planning**, select **MT Collect Schedule**.
- Click **Refresh** Button to refresh listing
- Click **View** to view MT Pickup Schedule
- Click **Exit** to exit MT Collect Schedule page



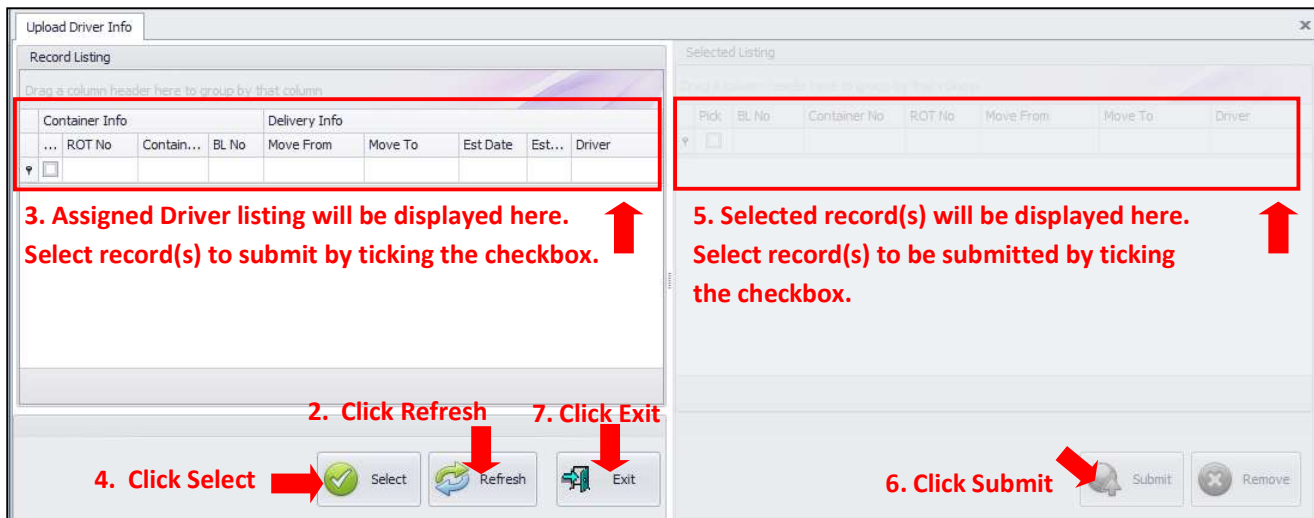
3.3 Assign Driver – Assign Driver Entries

- Go to **Import Process** tab.
- Click **Assign Driver**, select **Assign Driver Entries**.
- Click **Refresh** to refresh listing.
- Container Planning listing will be displayed to Assigned Driver.
- Click **Save** Button to save entered Information.
- Click **Exit** to exit Assign Driver Entries page



3.4 Assign Driver – Upload Driver Info

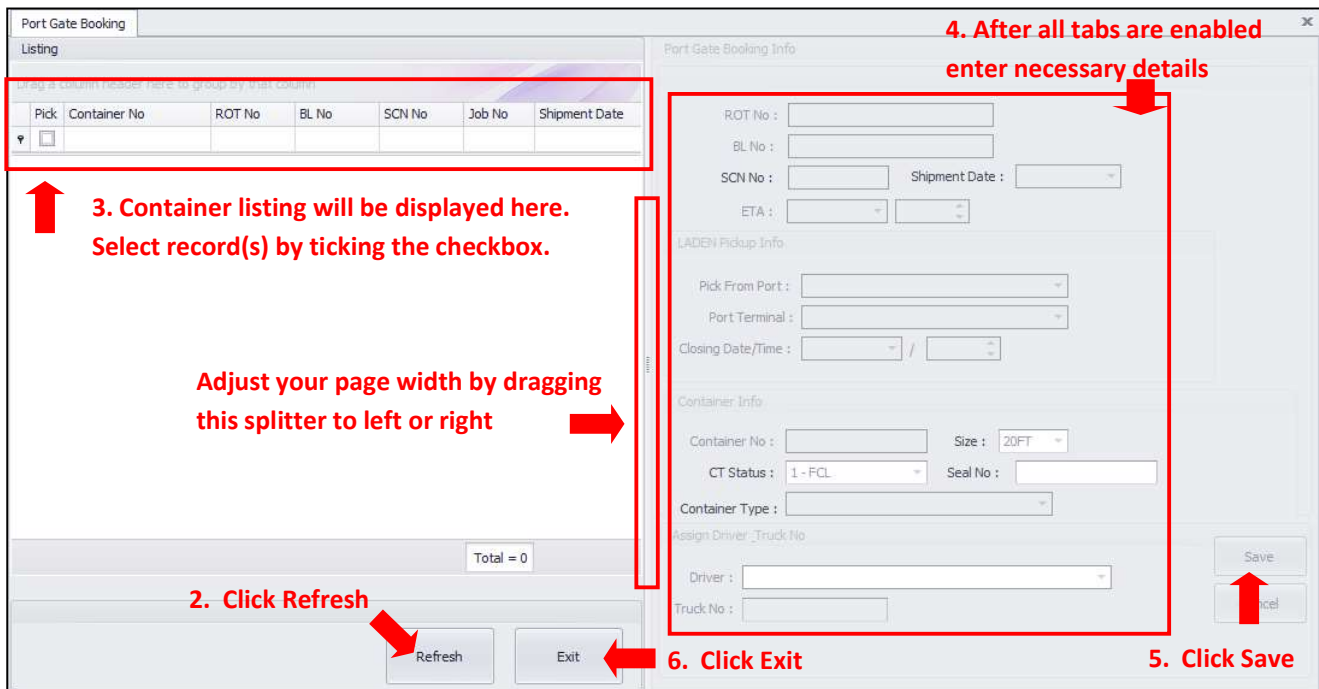
- Go to **Import Process** tab.
- Click **Assign Driver**, select **Upload Driver Info**.
- Click **Refresh** to refresh listing.
- Entered Driver Information listing will be displayed for submission
- Click **Select** to move listing to Selected Listing tab.
- Select record and Click **Submit** to upload Driver Information.
- Click **Exit** to exit Upload Driver Info page



4. Container Status

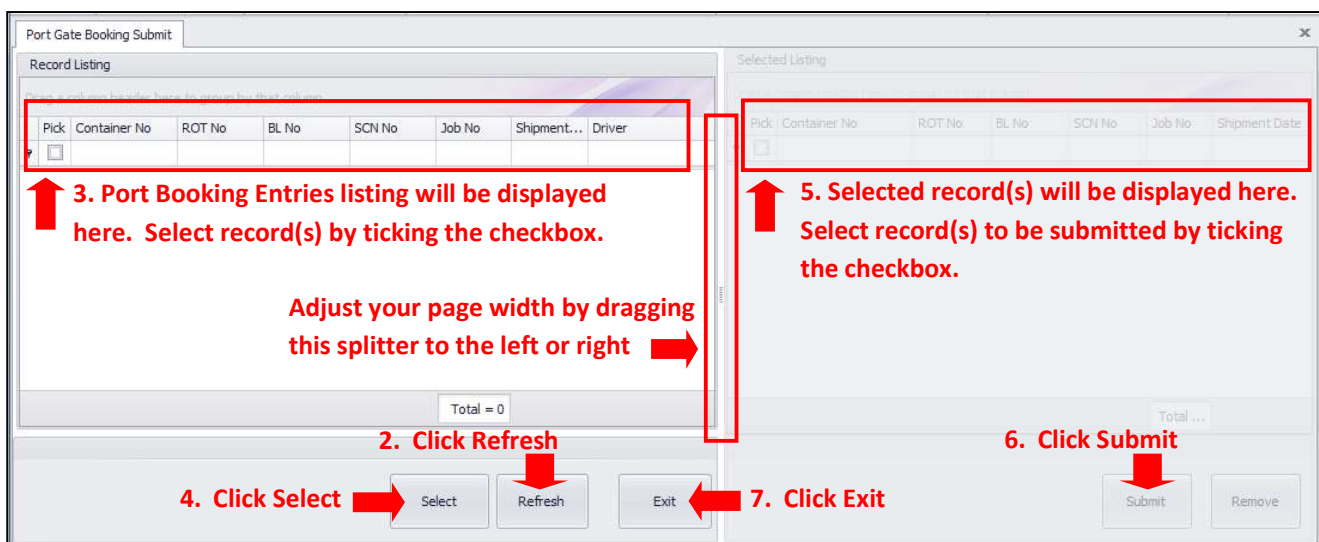
4.1 Port Booking – Port Booking Entries

- Go to **Import Process** tab.
- Click **Port Booking > Port Booking Entries**
- Click **Refresh** Button to refresh listing
- Container listing will be displayed for Port Booking Entries
- Select record and enter necessary Port Gate booking information
- Click **Save** Button to save all entered Information
- Click **Exit** Button to exit Port Booking Entries page



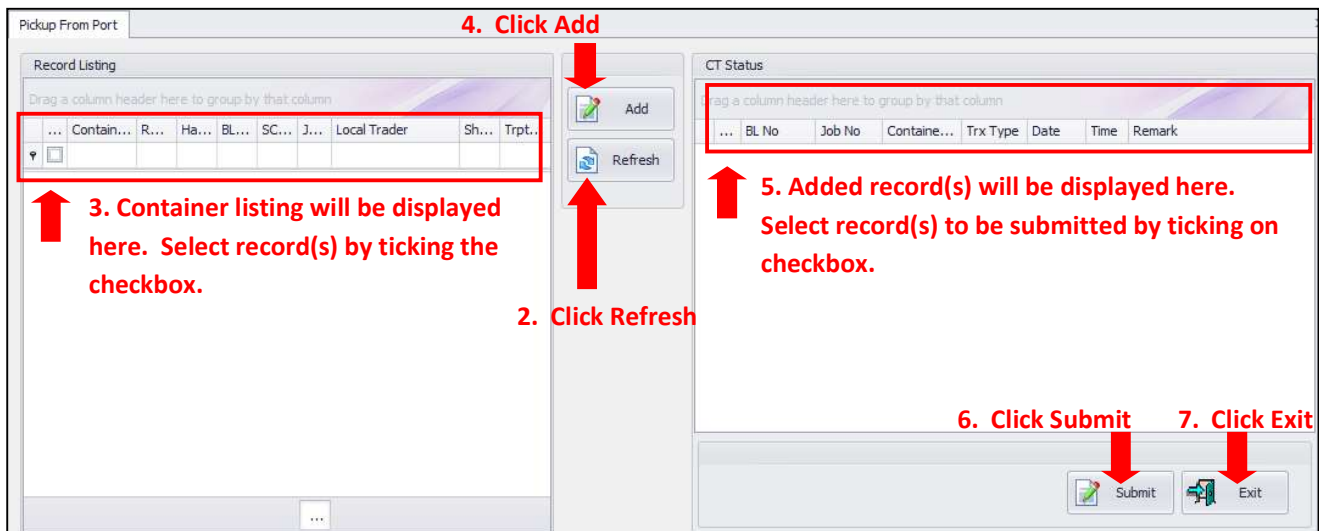
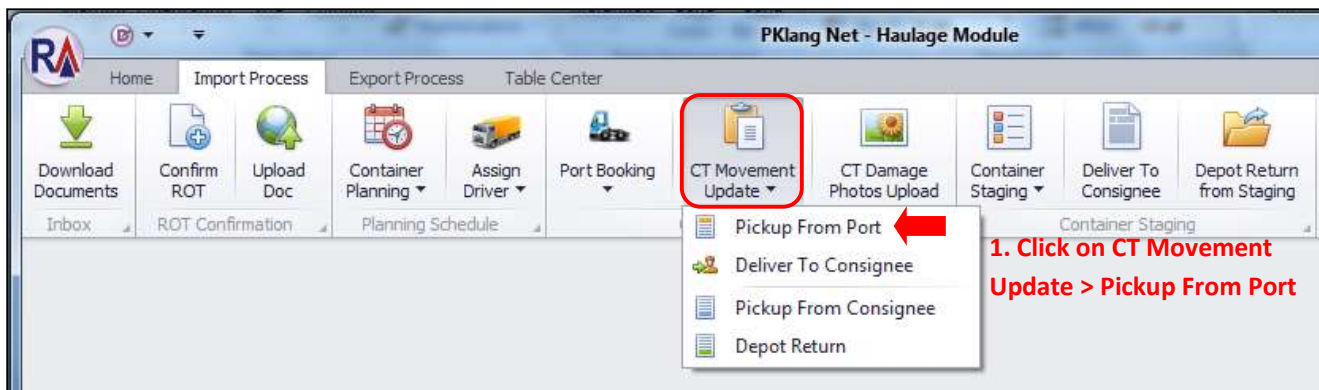
4.2 Port Booking – Submit Port Booking

- Go to **Import Process** tab.
- Click **Port Booking > Submit Port Booking**
- Click **Refresh** Button to refresh listing
- Port Booking Entries listing will be displayed for submission
- Select record and Click **Select** Button to move record to Selected Listing tab
- Select record and Click **Submit** Button to submit Port Booking entries
- Click **Exit** Button to exit Submit Port Booking page



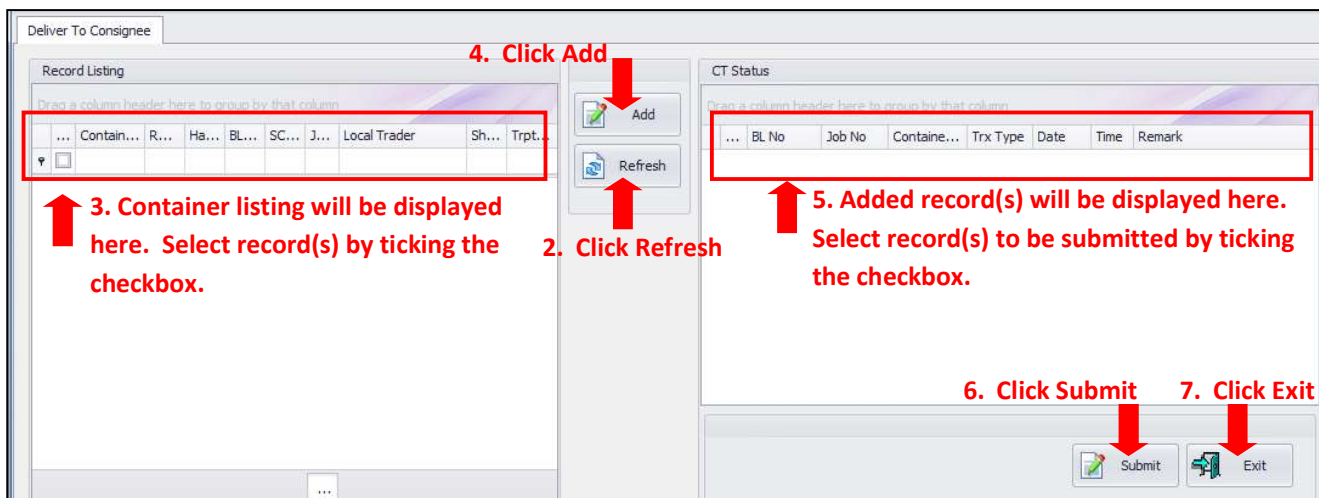
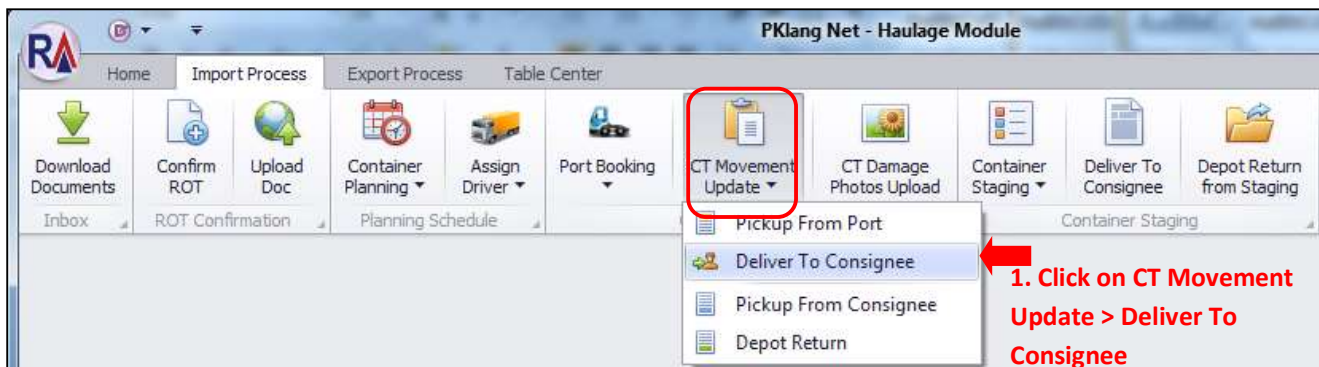
4.3 CT Movement Update – Pickup from Port

- Go to **Import Process** tab.
- Click **CT Movement Update**, select **Pickup From Port**
- Click **Refresh** to refresh listing
- Container listing will be displayed for CT movement update
- Click **Add** Button to add listing for Pickup From Port update
- Added listing will be displayed. Click **Submit** button to submit Container Pickup Information
- Click **Exit** Button to exit Pickup From Port page



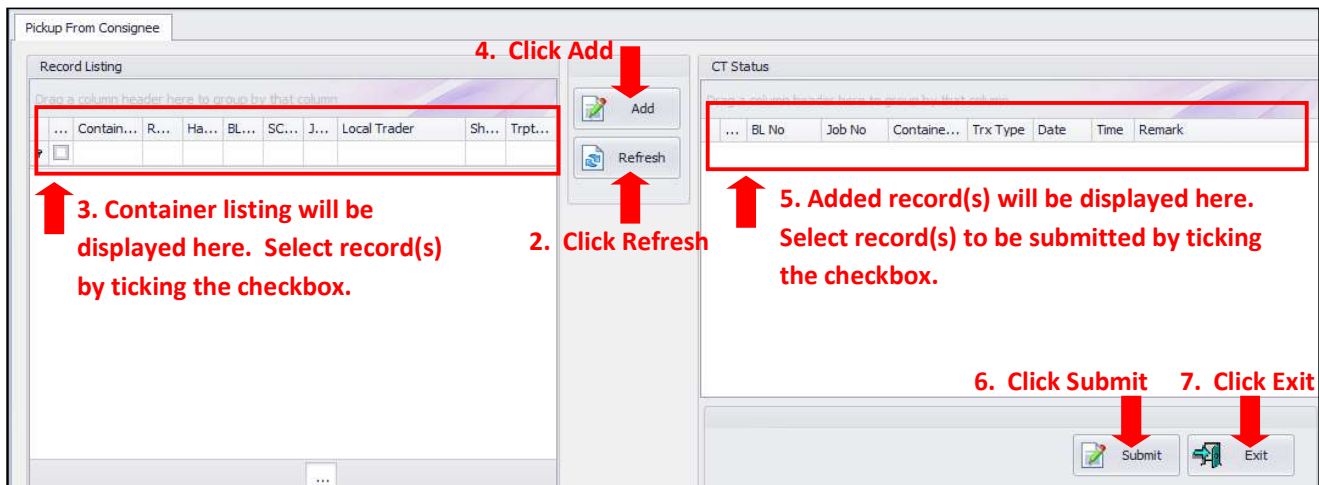
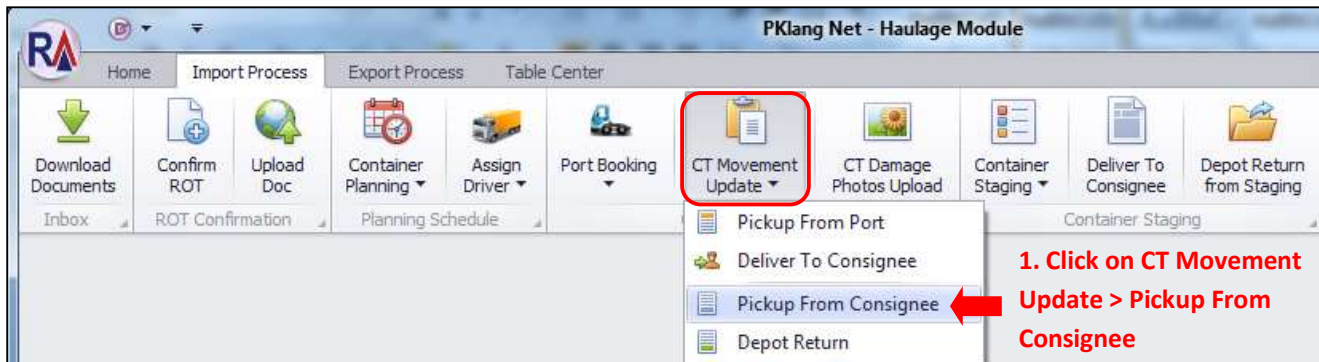
4.4 CT Movement Update – Deliver to Consignee

- Go to **Import Process** tab.
- Click **CT Movement Update > Deliver To Consignee**
- Click **Refresh** to refresh listing
- Container listing will be displayed to add Deliver To Consignee information
- Click **Add** Button to add listing for Deliver To Consignee update
- Added listing will be displayed. Click **Submit** button to submit information on Container Delivery
- Click **Exit** Button to exit Deliver to Consignee page



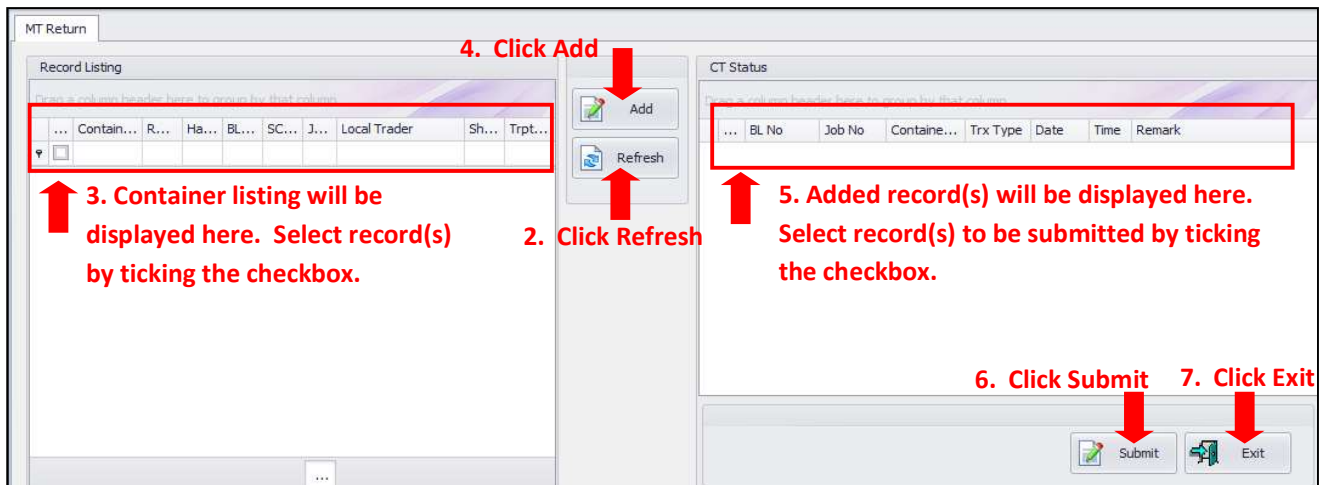
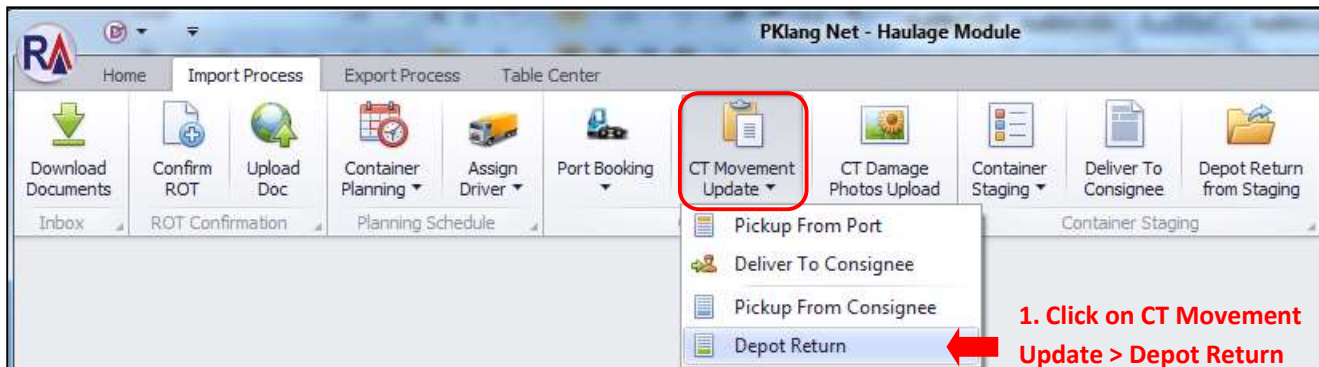
4.5 CT Movement Update – Pickup from Consignee

- Go to **Import Process** tab.
- Click **CT Movement Update > Pickup From Consignee**
- Click **Refresh** to refresh listing
- Container listing will be displayed to add Pickup From Consignee information
- Click **Add** Button to add listing for Pickup From Consignee update
- Added listing will be displayed. Click **Submit** button to submit Pickup Information
- Click **Exit** Button to exit Pickup From Consignee page



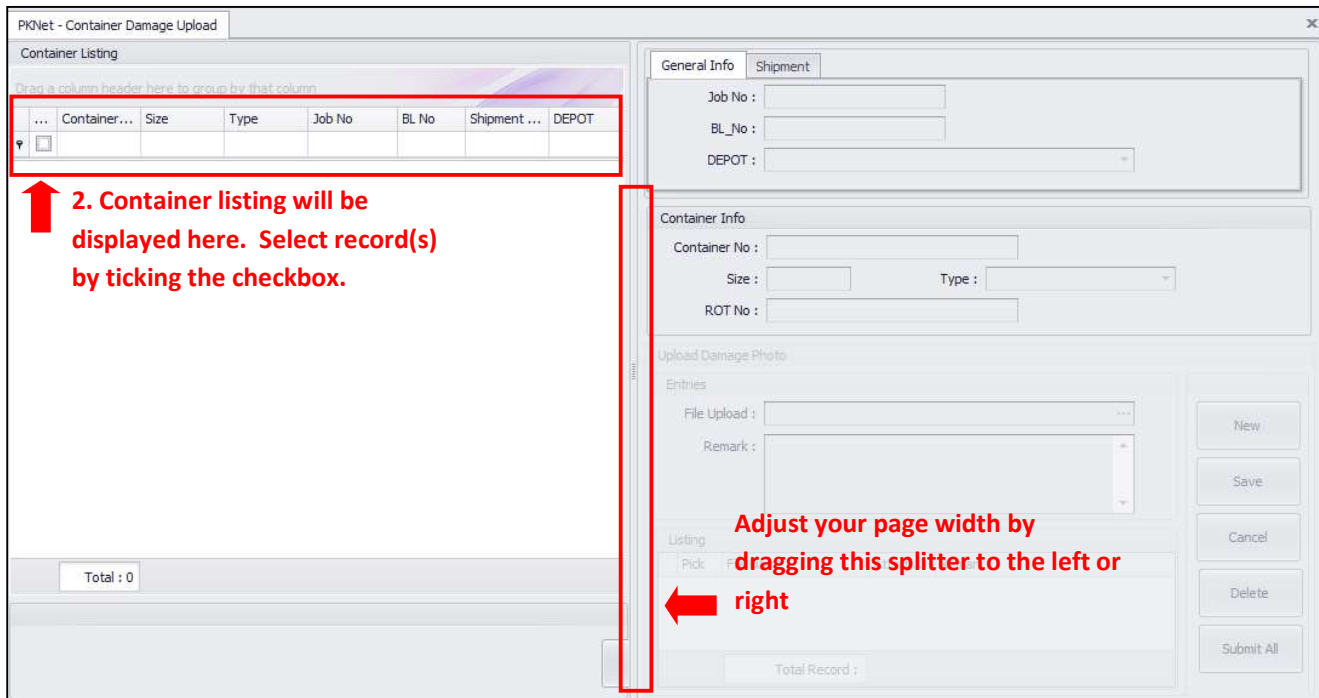
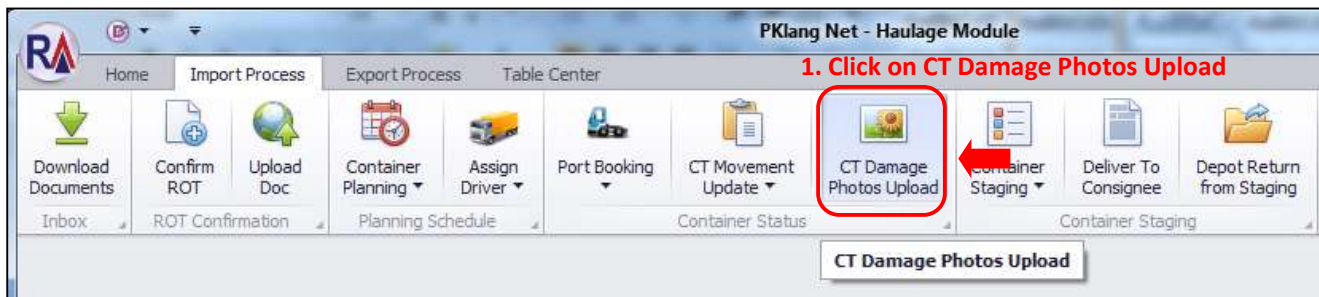
4.6 CT Movement Update – Depot Return

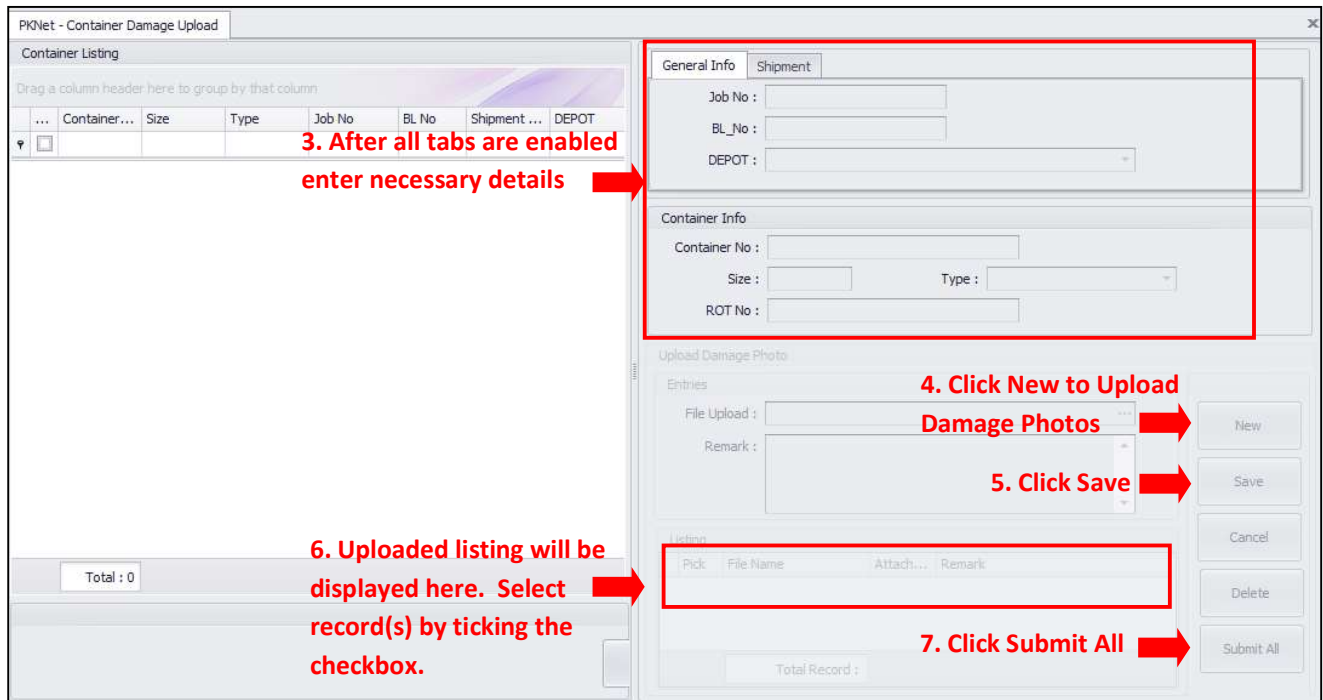
- Go to **Import Process** tab.
- Click **CT Movement Update**, select **Depot Return**
- Click **Refresh** to refresh listing
- Container listing will be displayed to add MT Container return Information
- Click **Add** Button to add listing for MT Return update
- Added listing will be displayed. Click **Submit** button to submit MT Return Information
- Click **Exit** Button to exit Depot Return page



4.7 CT Damage Photos Upload

- Go to **Import Process** tab.
- Click **CT Damage Photos Upload**
- Container listing will be displayed. Select Listing to upload damage photos accordingly
- Click **New** Button to upload photos and Click **Save** Button to save entries.
- Click **Submit All** button to submit CT damage Information
- Click **Exit** to exit CT Damage Photos Upload page





PKNet - Container Damage Upload

Container Listing

Drag a column header here to group by that column

| ... | Container... | Size | Type | Job No | BL No | Shipment ... | DEPOT |
|--------------------------|--------------|------|------|--------|-------|--------------|-------|
| <input type="checkbox"/> | | | | | | | |

3. After all tabs are enabled enter necessary details

General Info Shipment

Job No :

BL_No :

DEPOT :

Container Info

Container No :

Size : Type :

ROT No :

Upload Damage Photo

Entries

File Upload :

Remark :

4. Click New to Upload Damage Photos


5. Click Save

6. Uploaded listing will be displayed here. Select record(s) by ticking the checkbox.

| ... | File Name | Attach... | Remark |
|--------------------------|-----------|-----------|--------|
| <input type="checkbox"/> | | | |

7. Click Submit All

Total Record :



Total : 0

Refresh

Exit

8. Click Exit

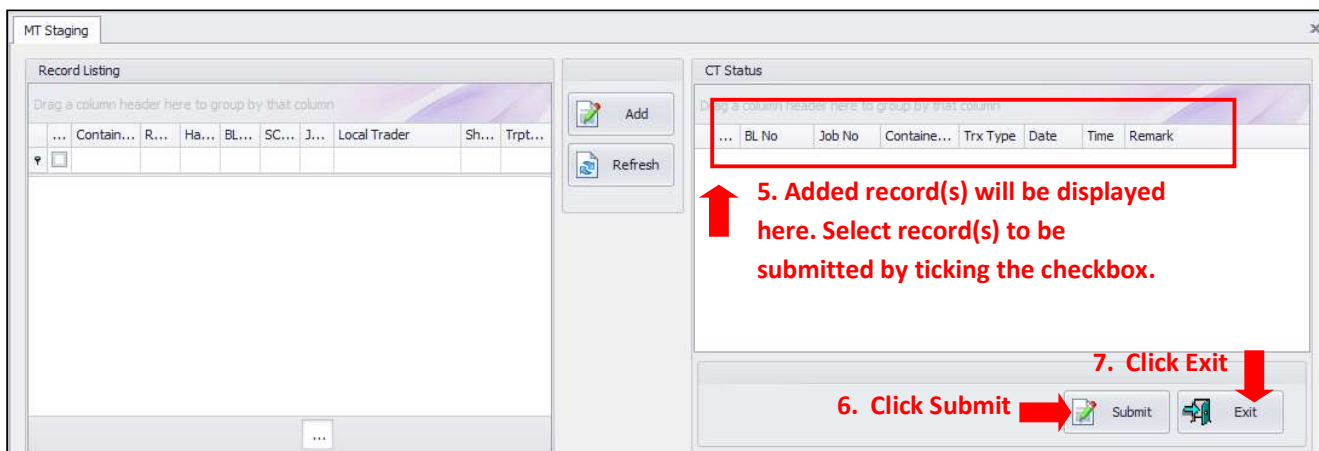
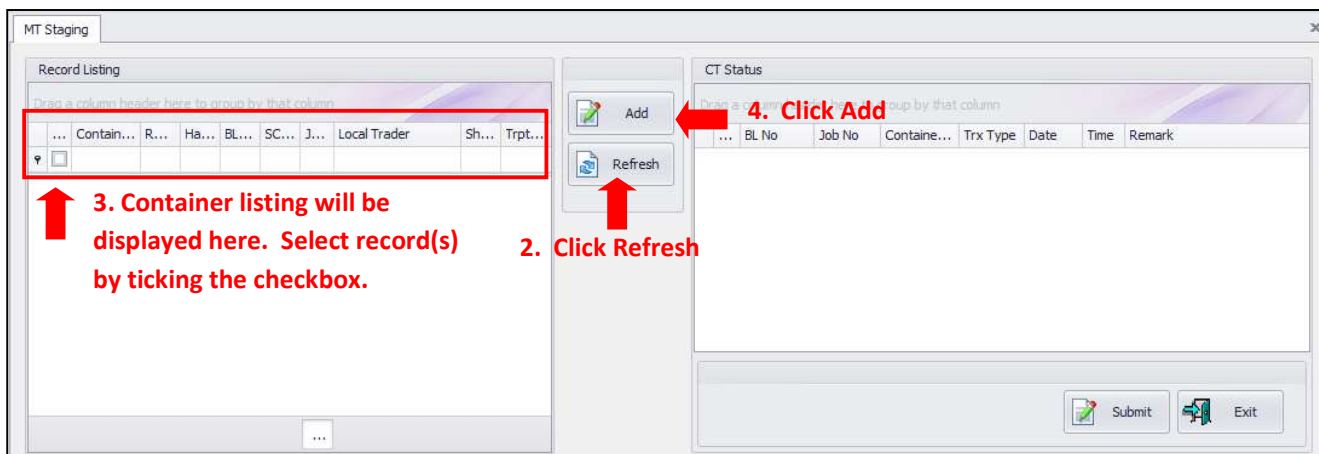
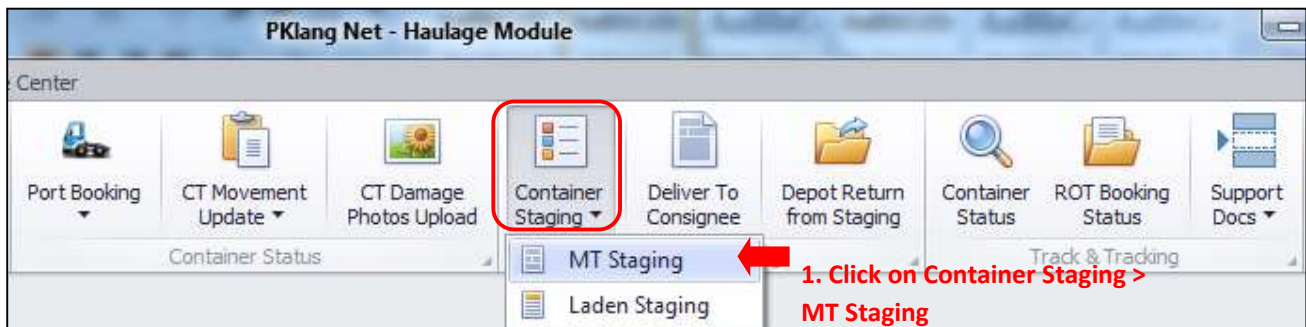
Delete

Submit All

5. Container Staging

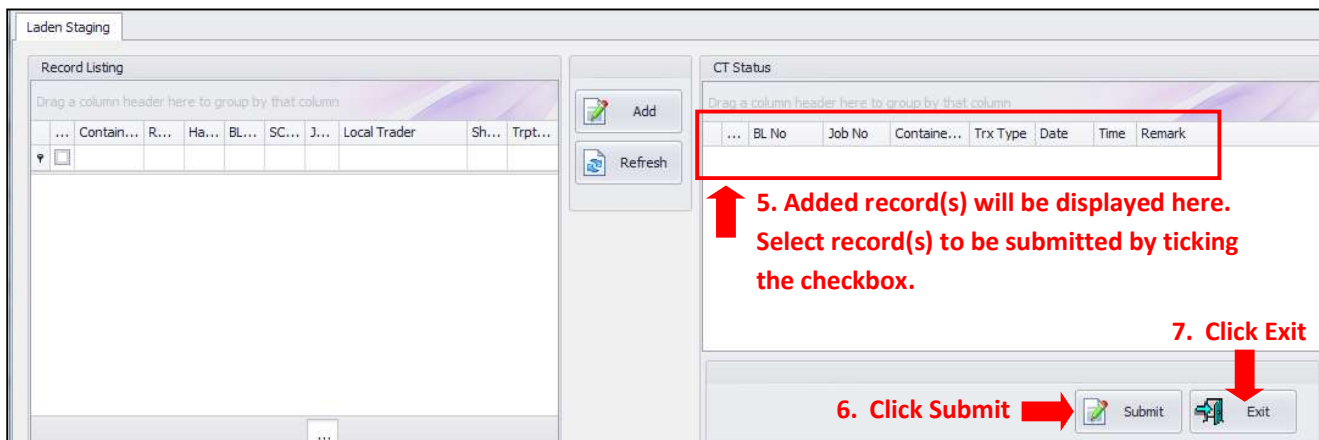
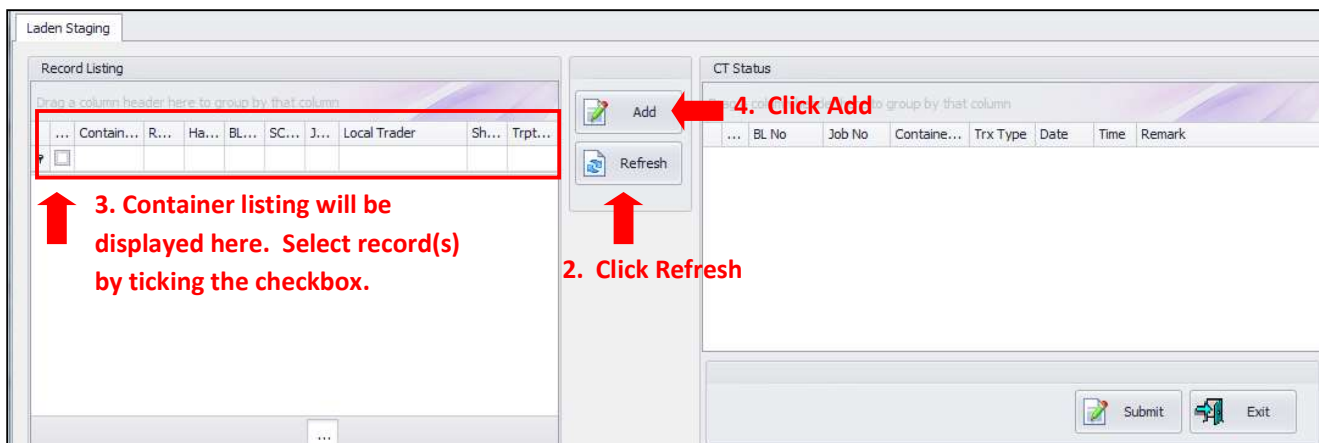
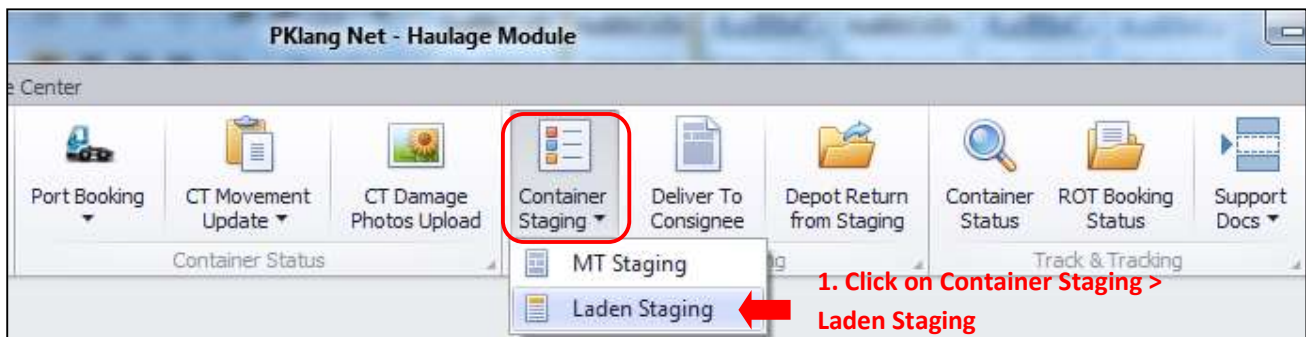
5.1 Container Staging – MT Staging

- Go to **Import Process** tab.
- Click **Container Staging**, select **MT Staging**
- Click **Refresh** Button to refresh listing
- Click **Add** Button for MT container staging.
- Select record and Click **Submit** Button
- Click **Exit** Button to exit MT Staging page



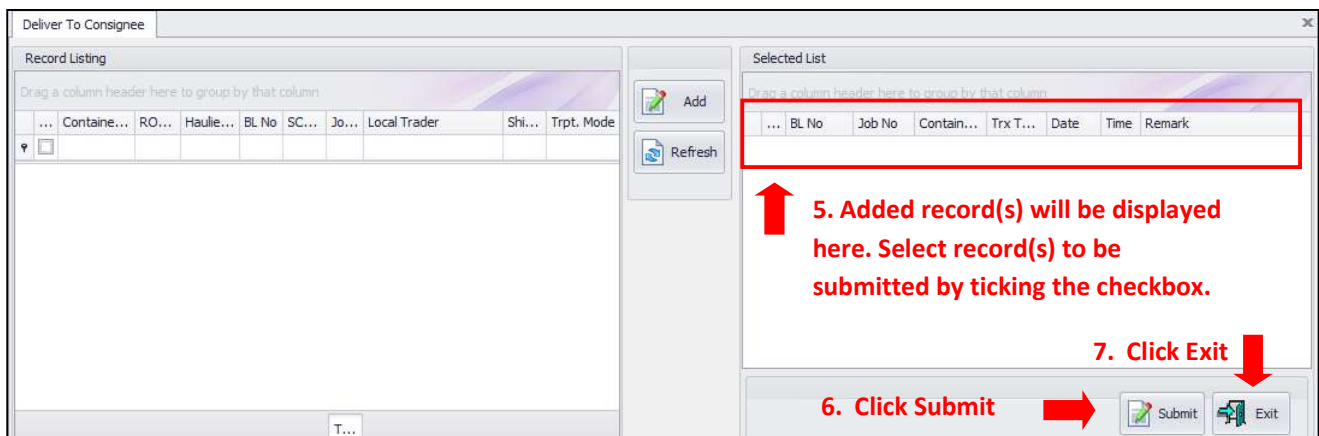
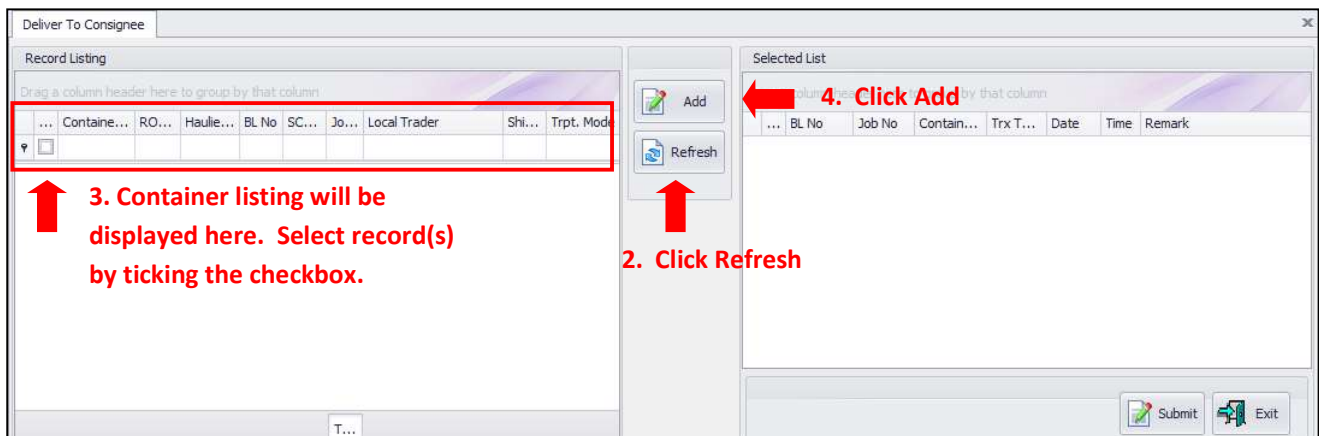
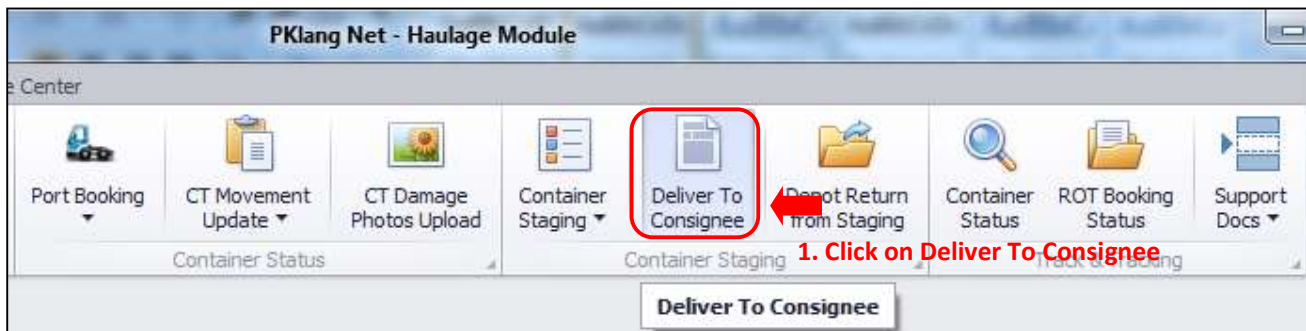
5.2 Container Staging – Laden Staging

- Go to **Import Process** tab.
- Click **Container Staging > Laden Staging**
- Click **Refresh** Button to refresh listing
- Click **Add** Button for Laden container staging.
- Added listing will be displayed under CT status tab
- Select record and Click **Submit** Button
- Click **Exit** Button to exit Laden Staging page



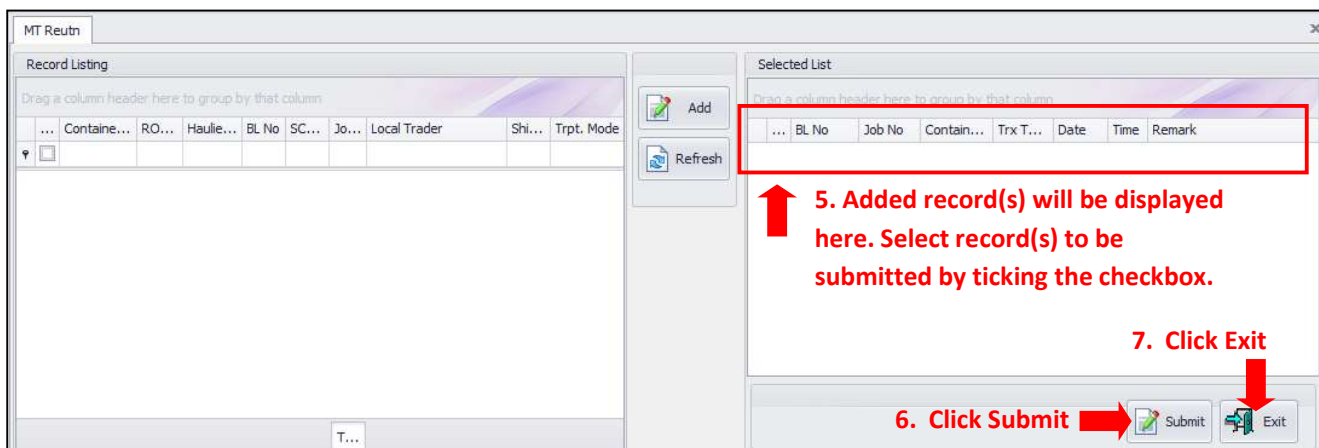
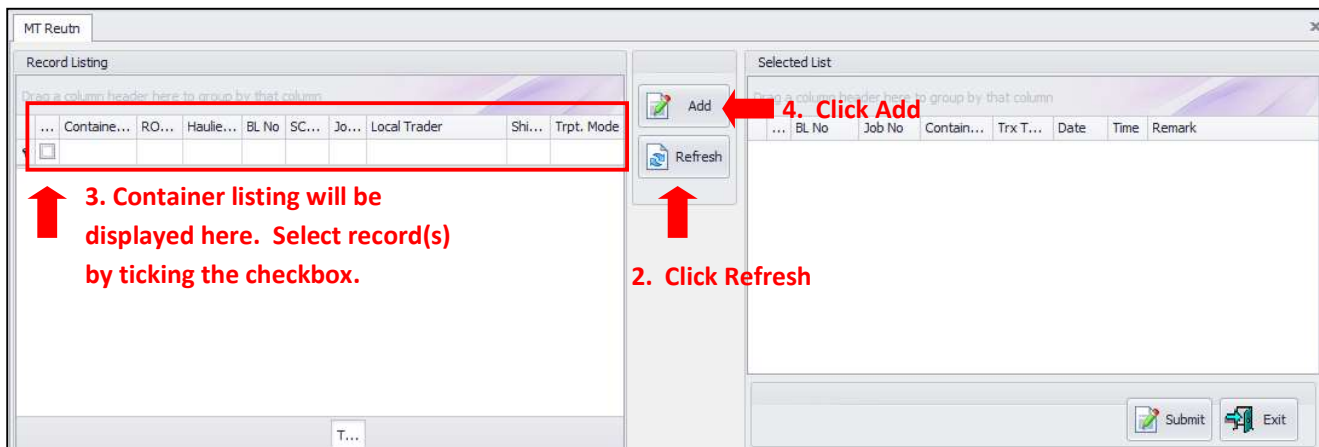
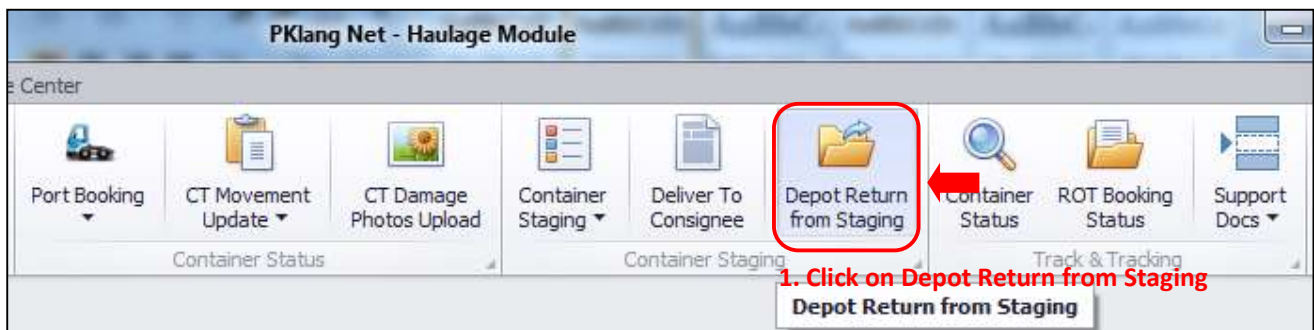
5.3 Deliver To Consignee

- Go to **Import Process** tab.
- Click on **Deliver To Consignee** tab
- Container listing will be displayed
- Click **Add** Button to move listing to Selected List tab
- Added listing will be displayed and Click **Submit** button to submit Deliver to Consignee entries
- Click **Exit** Button to exit Deliver to Consignee page



5.4 Depot Return From Staging

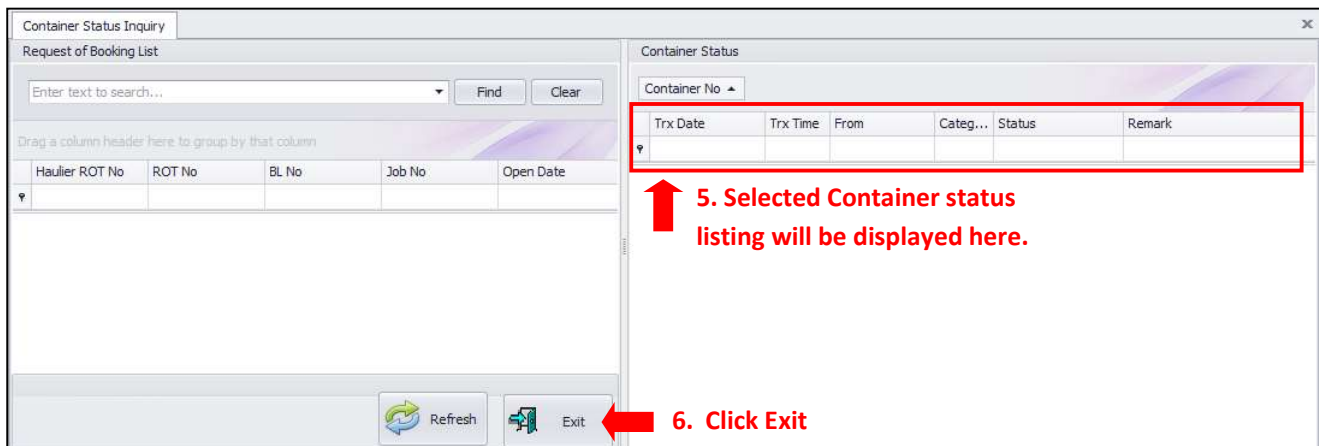
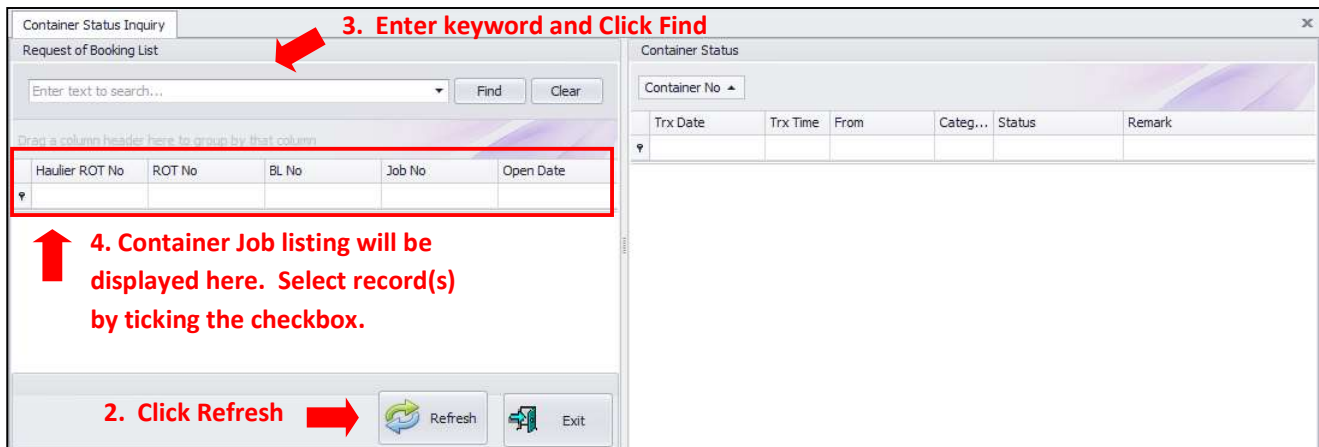
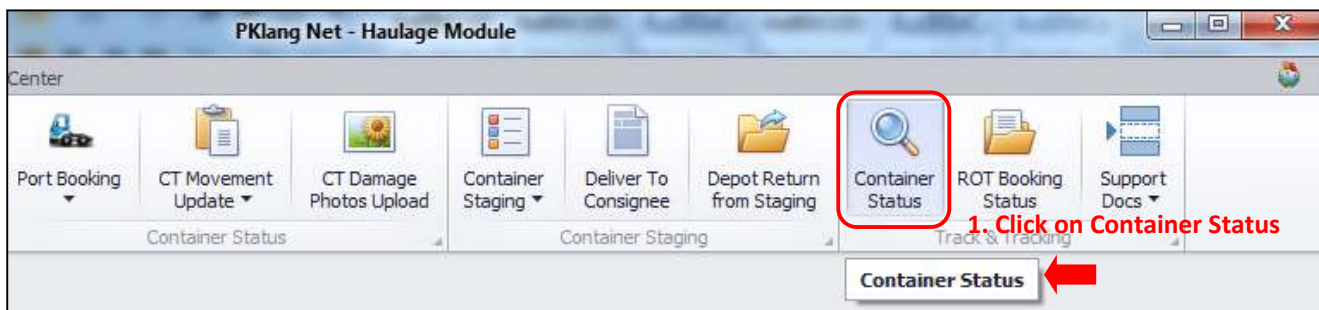
- Go to **Import Process** tab.
- Click on **Depot Return from Staging** tab
- Container listing will be displayed
- Click **Add** Button to move listing to Selected List tab
- Added listing will be displayed and Click **Submit** button to submit MT Return entries from Staging
- Click **Exit** Button to exit Depot Return From Staging page



6. Track & Tracking

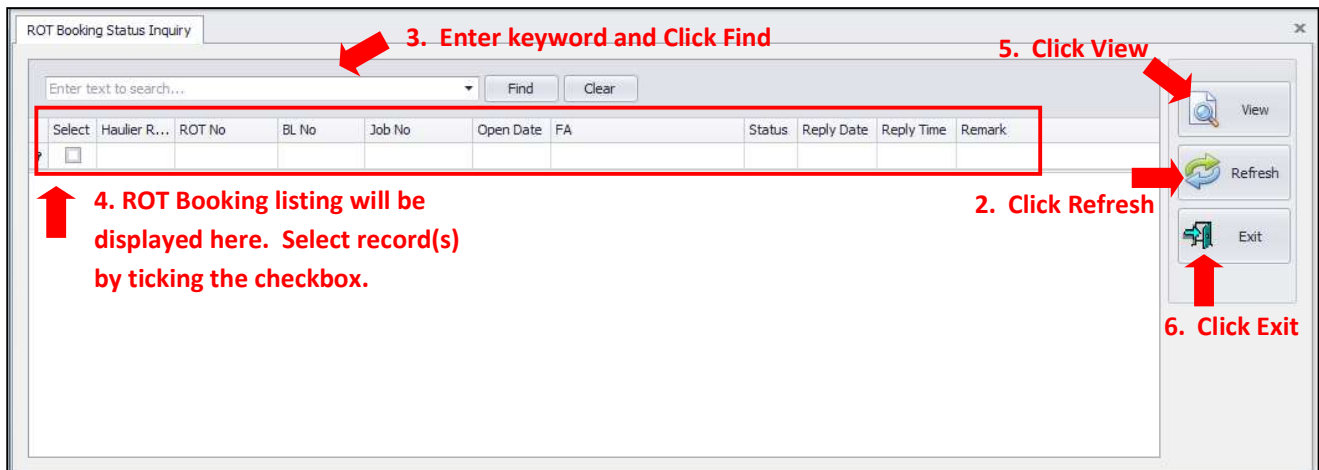
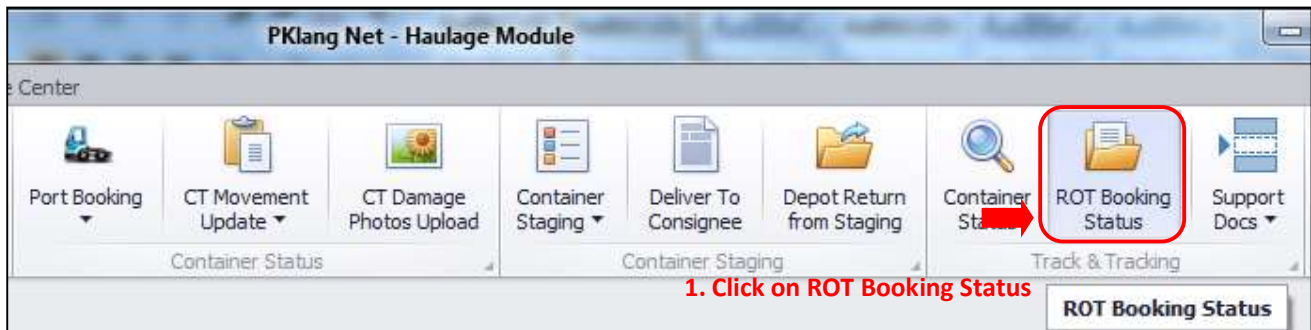
6.1 Container Status

- Go to **Import Process** tab.
- Click **Container Status** tab
- Click **Refresh** button to refresh listing
- Enter Job keyword and Click **Find** to search Container Job listing
- Selected Job listing will be displayed with Container Status Information under Container Status tab
- Click **Exit** Button to exit Container Status page



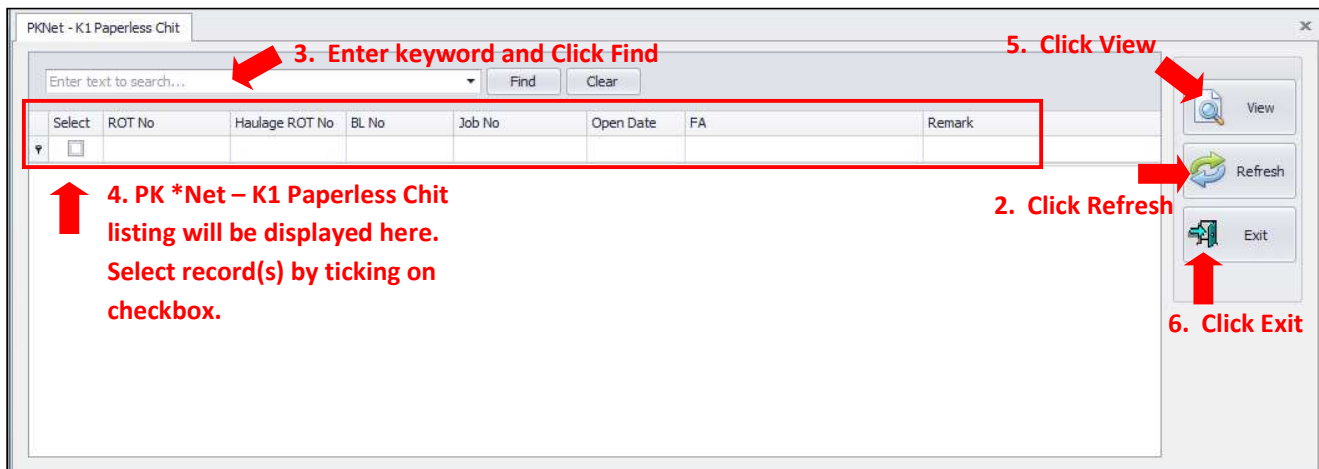
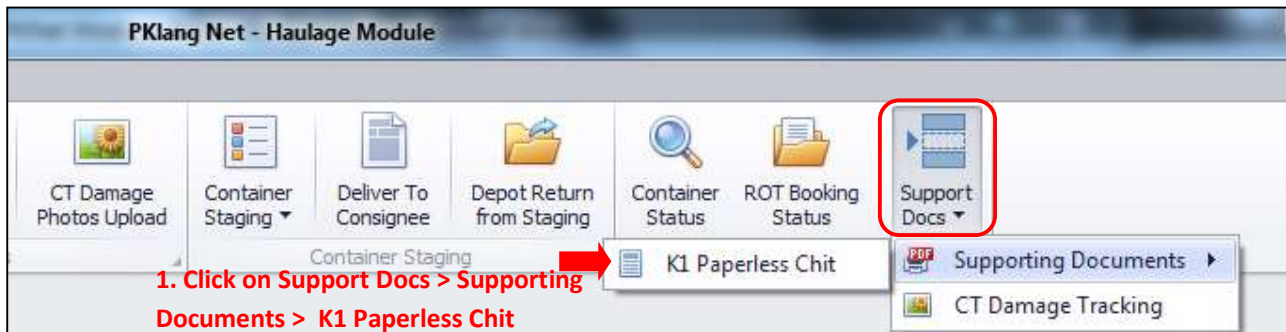
6.2 ROT Booking Status

- Go to **Import Process** tab.
- Click **ROT Booking Status** tab
- Click **Refresh** button to refresh listing
- Enter Job keyword and Click **Find** to search ROT Booking listing
- Selected Job listing will be displayed.
- Click **View** Button to view ROT Booking Status Inquiry Information in detail
- Click **Exit** Button to exit ROT Booking Status page



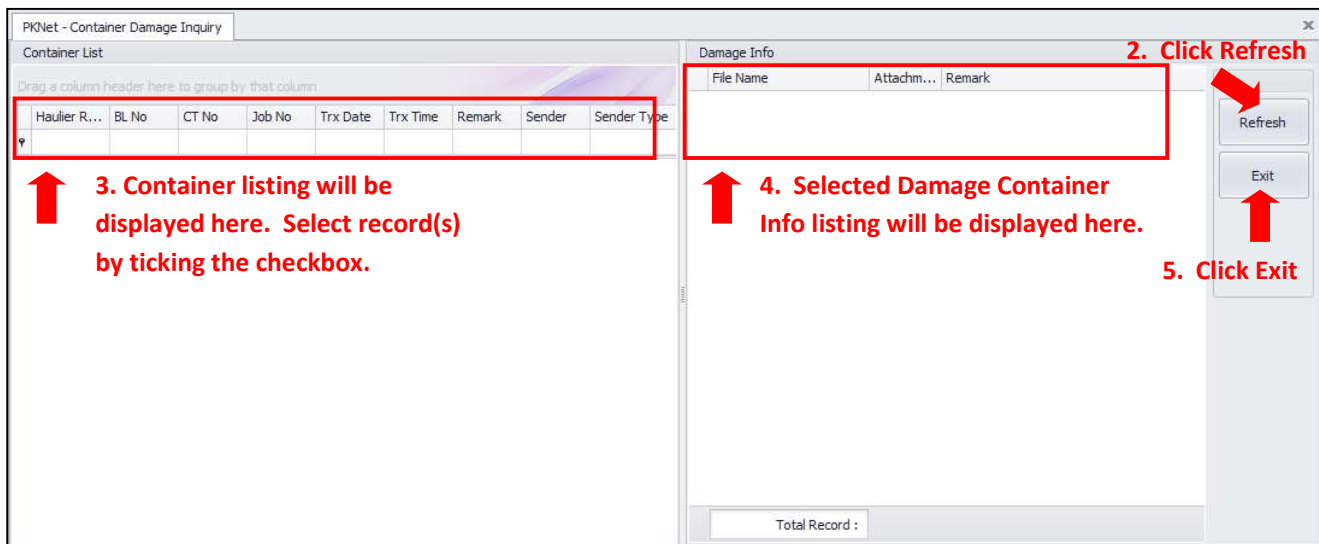
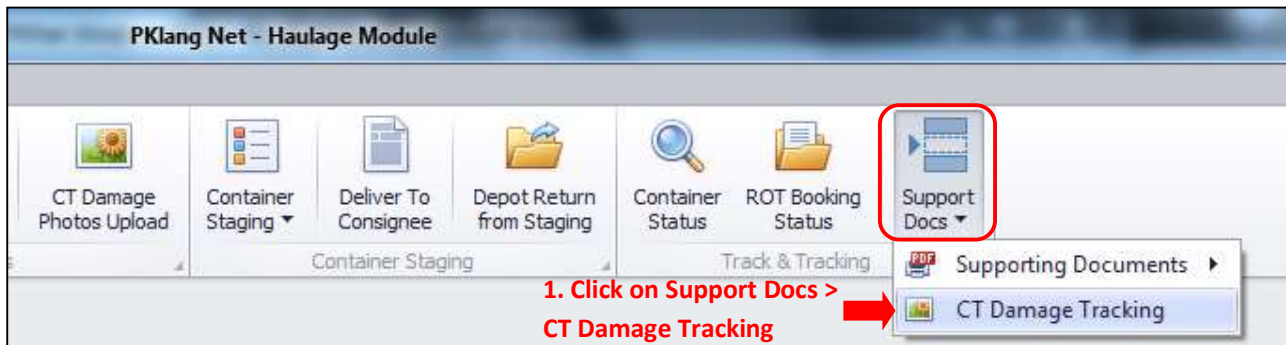
6.3 Support Documents – K1 Paperless Chit

- Go to **Import Process** tab.
- Click **Support Docs**, select **Supporting Documents > K1 Paperless Chit**
- Click **Refresh** button to refresh listing
- Enter Job keyword and Click **Find** to search K1 Paperless Chit listing
- Selected Job listing will be displayed.
- Click **View** Button to view K1 Paperless Chit Information in detail
- Click **Exit** Button to exit K1 Paperless Chit page



6.4 Supporting Documents – CT Damage Tracking

- Go to **Import Process** tab.
- Click **Support Docs** tab > **CT Damage Tracking**
- Click **Refresh** button to refresh listing
- Container Listing will be displayed
- Selected record to track Damage Info
- Damage File details will be displayed under Damage Info tab with attachment/photo
- Click **Exit** Button to exit CT Damage Tracking page



- END OF STARTER GUIDE -