



USER GUIDE

2017

Shipper Module

A wide, panoramic photograph of a port facility at night, with lights reflecting on the water and silhouettes of cranes and structures.

Port Klang*Net

Port Single Window for Maritime & Logistics Communities

Web
Live Version 2.1



Rank Alpha Technologies Sdn Bhd®

Table of Contents

Table of Contents

Table of Contents	2
Disclaimer	4
Table Conventions	5
Navigations	6
Chapter 1 : Getting Started	7
1.1 Before you begin.....	7
1.1.1 Technical Requirement.....	7
1.1.2 Web Browser.....	8
1.1.3 Login Information.....	8
1.2 Accessing <i>Port Klang*Net System</i>	8
1.3 Understanding user roles and permission	9
1.3.1 How you can have the login id.....	9
1.3.2 How to login	9
Chapter 2 : Registration	11
2 Shipper Registration	11
2.2 New Shipper Registration	11
Chapter 3 : Password.....	18
3 Reset Password.....	18
Chapter 4 : User.....	20
4 User Profile.....	20
4.1 Upload Photo.....	21
4.2 Change Password.....	22
4.3 Update Contact.....	22
5 Module Import – [Not Available]	23
Chapter 6 : Export.....	26
6 Export Module.....	26
6.1 Data Entries.....	26
6.1.1 Booking Request.....	26
6.1.2 Export Booking.....	28
6.1.3 Booking Request Forward	29
6.1.4 SOLAS VGM.....	30
6.1.4.1 New VGM.....	30
6.1.4.2 VGM Amendment	33
6.1.4.3 VGM Cancellation.....	36
6.2 Submit	41
6.2.1 Booking Request.....	41
6.2.2 Export Booking.....	43
6.2.3 SOLAS VGM.....	44
6.3 Container Movement.....	Error! Bookmark not defined.

6.3.1	Update Container Status – [Not Available].....	Error! Bookmark not defined.
6.3.2	CT Damage Photo Upload	Error! Bookmark not defined.
6.4	Inquiry.....	46
6.4.1	Booking Request.....	Error! Bookmark not defined.
6.4.1.1	Submitted List.....	Error! Bookmark not defined.
6.4.1.2	SA Acknowledgement – [Not Available].....	Error! Bookmark not defined.
6.4.2	Export Booking – [Not Available]	Error! Bookmark not defined.
6.4.2.1	Submitted List.....	Error! Bookmark not defined.
6.4.2.2	SA Acknowledgement	Error! Bookmark not defined.
6.4.2.3	FA Submission	Error! Bookmark not defined.
6.4.3	SOLAS VGM.....	Error! Bookmark not defined.
6.4.3.1	By Booking	Error! Bookmark not defined.
6.4.3.2	By Container.....	Error! Bookmark not defined.
6.4.3.3	FA Submission.....	Error! Bookmark not defined.
6.4.4	Container Movement.....	Error! Bookmark not defined.
6.4.4.1	CT Damage Photo – [Not Available].....	Error! Bookmark not defined.
6.5	Reports.....	48
6.5.1	VGM Slip.....	Error! Bookmark not defined.
Chapter 7 : Others		49
7	Others.....	49
7.1	JLM Registration Entries.....	49
7.2	Assign JLM (FA)	51
Chapter 8 : Maintenance.....		54
8	Maintenance	54
8.1	Admin	54
8.1.1	Transfer Admin	54
8.1.2	User Login ID	56
8.1.3	Company Detail.....	59
8.2	Setting	59
8.2.1	Email Notification – [Not Available]	60
8.2.2	Terminal Account.....	Error! Bookmark not defined.
Chapter 9 : Live Service.....		61
9	Live Service	61
9.1	Registered Company	61
9.1.1	Forwarding Agent List.....	62
9.1.2	Shipping Agent List.....	62
9.1.3	Haulier List	63
9.1.4	Depot List.....	63
9.1.5	Warehouse List	64
9.1.6	Freight Forwarder List	64
Chapter 10 : Active User		65
10	Active User.....	65

Disclaimer

The information contained in this document is the proprietary and exclusive property of Rank Alpha Technologies Sdn Bhd except as otherwise indicated. No part of this document, in whole or in part, may be reproduced, stored, transmitted, or used for design purposes without the prior written permission of Rank Alpha Technologies Sdn Bhd.

The information contained in this document is subject to change without notice. The contents in this document are provided for informational purposes only.

This document may contain information of a sensitive nature. System and documentation are provided solely for the use of customers of Rank Alpha Technologies Sdn Bhd.

Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.





Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
<i>text</i>	Bold and italicized text indicate an entries name
<i>italics</i>	Text in italics indicate field name
mono	Monospace indicate text you enter from keyboard

Table 1

Navigations

*Port Klang*Net System* was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the programme.

Icons have been used to identify the various types of functions used in *Port Klang *Net System*. Below are the most commonly used icons in the system.


















Icon	Description
	To view details records or to expand grid listing childs record.
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disk
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of <i>PortKlang*Net System</i>

Table 2

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is :

- ✓ *A current Web Browser running on your computer.*

*Port Klang*Net System* has been tested with and supports a variety of browsers. The following browsers are acceptable for use with *Port Klang*Net System*.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - <https://www.microsoft.com/en-ca/windows/microsoft-edge>



*You will encounter problems if you try to access **Port Klang*Net System** using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.*



For the very best results, use the current release of Chrome or Mozilla Firefox.

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.



If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy and Security* tabs in Internet Explorer, or *Tools > Options > Privacy and Web Features* tabs in Firefox.)

- ✓ *Internet access to the URL of **Port Klang*Net System**. Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.*

1.1.2 Web Browser

*Port Klang*Net System* dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using  and  buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating *Port Klang*Net System*.

*Port Klang*Net System* is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into *Port Klang*Net System*, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access *Port Klang*Net System*.



*Do not share your login information with anyone. **Port Klang*Net System** provide system access id and module access right according to job responsibility.*

1.2 Accessing *Port Klang*Net System*

To access *Port Klang*Net System* type the URL <http://www.my1port.com> into your web browser's address bar. You should see a screen similar to the one shown in *Figure 1*

Vessel ID	Vessel Name	Voyage No	SCN	Terminal	ETA	ATA	ATD	Status
X0162	X-PRESS HOOGLY	176	FTPB	WPORT - WEST PORT	08/06/2017 00:00			
HA352	HANSA HOMBURG	167N	FTLB	WPORT - WEST PORT	08/06/2017 00:00			
SB419	SCARLET ROSELLA	14	FU1K	NPORT - NORTH PORT	08/06/2017 00:00			
FA324	FABULOUS SW	015	FTYN	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073W	FTJB	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073N	FTJA	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073N	FTHY	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073W	FTHU	NPORT - NORTH PORT	08/06/2017 00:00			
BA775	BAGAN STAR	002N	FTGJ	WPORT - WEST PORT	08/06/2017 00:00			
KA274	KMTC DUBAI	1703E	FT84	WPORT - WEST PORT	08/06/2017 00:00			
IA125	MONI RICKMERS	003W	FT7L	WPORT - WEST PORT	08/06/2017 00:00			

Figure 1

1.3 Understanding user roles and permission

Your access to *Port Klang*Net System* depends on your user role and your institution and district associations. For example as administrator as district users can access and control Bank Info, User Access right and Permission. Others normal user maybe can only access for data entry.

1.3.1 How you can have the login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* (see **Chapter 2** for the step by step) from *Port Klang*Net System*.

1.3.2 How to login



Click on **Log In** at right corner on top of the screen to login into *Port Klang*Net System*

LOG IN TO ACCOUNT

Account No

User ID

Password

[Forgot Password ?](#)

DONT HAVE AN ACCOUNT ?

Register Now !

Already create but NOT SUBMIT yet ? Just click this button.

Figure 2

Figure 1 shows the **Port Klang*Net System** in screen. If you do not see a log in screen, verify that you have entered the URL correctly. If you did not make a typing mistake, contact your System Administrator to verify that you have the correct URL.

To proceed, follow below step:

1. Enter valid Account No which you authorized for.
2. Enter valid User Id which had been assigned to you.
3. Enter you own security password to login into the system.

4. Click on button to proceed login.

Chapter 2 Registration

2 Shipper Registration



*Please ignore this part if you have registered with **Port Klang*Net***

Business customers use our e-services as part of the conveyance process to request information from port authority, lodge applications or discharge Verified Gross Mass (VGM) online.

Forwarding Agent Module is available at **Port Klang *Net** website:

<http://www.my1port.com>. Forwarding agent can access the e-services manually at any time through the portal by registering their company information.

2.2 New Shipper Registration

1. Go to **Port Klang *Net** main page and click on **Log In** icon at top right hand corner.

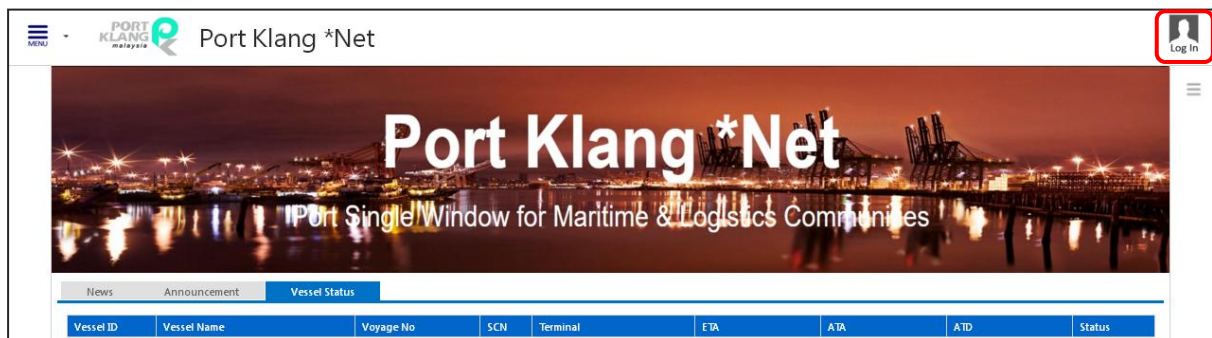


Figure 3

2. Online registration form as below will appear. Fill up your information. All yellow color fields are mandatory. Click **Submit** upon completion.

Figure 4

3. Choose **Language** type whether *English* or *Bahasa Melayu*.

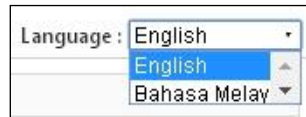


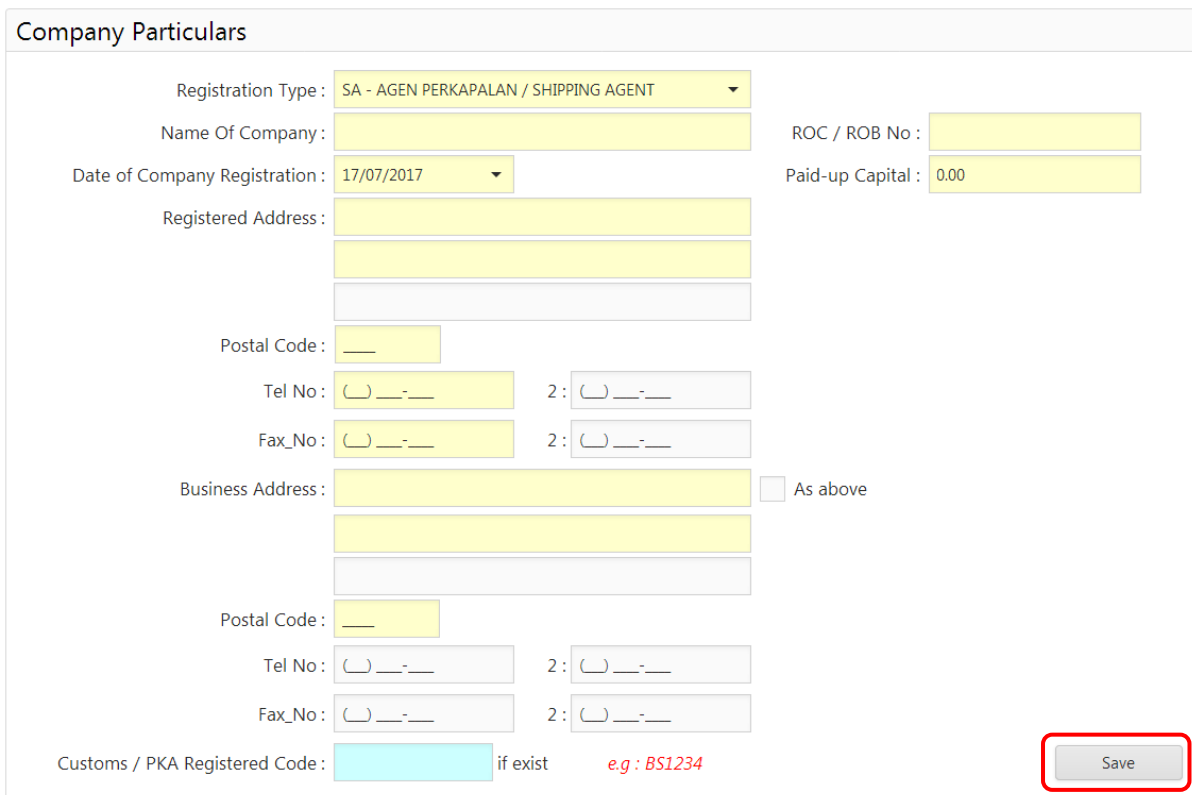
Figure 5

4. You need to fill in all the above sections.



Figure 6

5. Click on **Company Particulars** tab to fill in the details. All yellow color fields are mandatory. Click **Save** once completed.



Company Particulars

Registration Type: SA - AGEN PERKAPALAN / SHIPPING AGENT

Name Of Company: [Yellow field]

Date of Company Registration: 17/07/2017

Registered Address: [Yellow field]

Postal Code: [Yellow field]

Tel No: () - - 2: () - -

Fax_No: () - - 2: () - -

Business Address: [Yellow field] As above

Postal Code: [Yellow field]

Tel No: () - - 2: () - -

Fax_No: () - - 2: () - -

Customs / PKA Registered Code: [Cyan field] if exist e.g: BS1234

ROC / ROB No: [Yellow field]

Paid-up Capital: 0.00

Save

Figure 7

Authorised Contact Business

Port Klang Net Login

Administrator Login ID:

Authorised Contact

Authorised Contact:

Designation:

Tel No: () - - Email:

Mobile Phone No: () - -

Authorised Contact:

Designation:

Tel No: () - - Email:

Mobile Phone No: () - -

Figure 8

- At **Director Particulars** tab, fill in all mandatory information by click **Add** button and click **Save** once you have done. To delete information, click on **Edit** or **Delete** button.

Director Particulars

Name:

NRIC / Passport:

Address:

Postal Code:

Nationality:

Gender: Male

Designation:

#	No ↑	Name	NRIC / Passport	Gender	Nationality	Designation
No data to display						

Figure 9

7. At **Shareholders Particulars** tab, you need to fill in all the information by clicking on **Add** button. After completed, click **Save** button and edit by clicking on **Edit** button or delete with **Delete** button.

Shareholders Particulars

Name:

NRIC / Passport / ROC:

Address:

Postal Code:

Nationality:

Gender:

Save **Cancel**

Add **Edit** **Delete**

#	No	Name	NRIC / Passport	Gender	Nationality
No data to display					

Figure 10

8. Click on **Document** tab (optional) to upload document. Click **Save** button to save record.

Document

Document Type:

Document Name: **Browse...**

Remark:

Next **Save** **Cancel**

Dokumen

#	No.	Nama Dokumen Document Name	Catatan Remark
No data to display			

Add **Delete**

Explanation

Attach the following documents:

- Gazetted ZB4 form
- Copy of Form 9 or Form 8 duly certified by company secretaries.
- Copy of Form 49 & 24 or Form 32A (if applicable) duly certified by company secretaries.
- Copy of Customs approval letter (if applicable) duly certified by company secretaries.

Explanation

Attach the following documents:

- Commercial Vehicle License and Vehicle Permit (Land and Public Transport Commission)
- Copy of Form 9 or Form 8.
- Copy of Form 49 & 24 or Form 32A (if applicable).

Keterangan / Explanation

Attach the following documents:

- Company Registration Certificate/ Business Registration
- Business License

Figure 11

9. At **Acknowledgement** tab, will appear Term & Conditions of Registration. Click on the check box to proceed with the registration.

Term & Syarat-Syarat Pendaftaran | Term & Conditions Of Registration

Warehouse Operator FF / SA/ FA (Non Warehouse Operator) Haulier Container Depot

FF / SA/ FA (Non Warehouse Operator)

1. The operator shall notify the Free Zone Authority if there are any amendments or changes relating to company particulars, such as name change, change of address, Board of Directors and others within 1 month/30 days. Particulars of the applicant, if not notified and updated may cause the Free Zone Authority to withdraw this approval.
2. The Free Zone Authority reserved its right to amend or add or imposed any conditions related to this approval to conduct activity, if deemed necessary.
3. This approval to conduct activity may be suspended/revoked, if the Agent, including individual or company that is authorized by Free Zone Authority, violates any condition stated above or found guilty of violating Free Zone Act 1990, Free Zone Regulations 1991, Customs Act 1967 or any other Act, Regulation, Directives or Circulars currently in force or any future amendments/ changes.
4. All parties, including "main line operator" , "feeder operator", "box operator", "freight forwarder" and "Forwarding Agent" are obliged to declare the gazette ZB1 form (Import), ZB2 (Export), ZB3 (Transshipment), or any other methods approved by Free Zone Authority, LPK as provided under Article 21(1), 22 & 23 of Free Zone Regulations 1991, before handling the goods.

I agree Term & Condition above

Figure 12

10. At **Submit** tab, you need to tick on "I agree Term & Condition above" check box and click the **Submit** button to complete the registration.

Submit

Declaration Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct. I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act, 1963, Port Klang Authority Regulations, Free Zone Act, 1990, Free Zone Regulations, 1991, Customs Act, 1967, and other laws and regulations currently in force and all amendments from time to time.

I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked.

I agree Term & Condition above

Name ANISAH NRIC / Passport Email sitianisahjagi@gmail.cc Submit

Figure 13

11. You will see the message below upon successful submission. You have an option to print form.

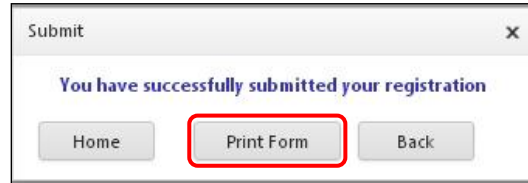


Figure 14

12. An example of printed form as below.

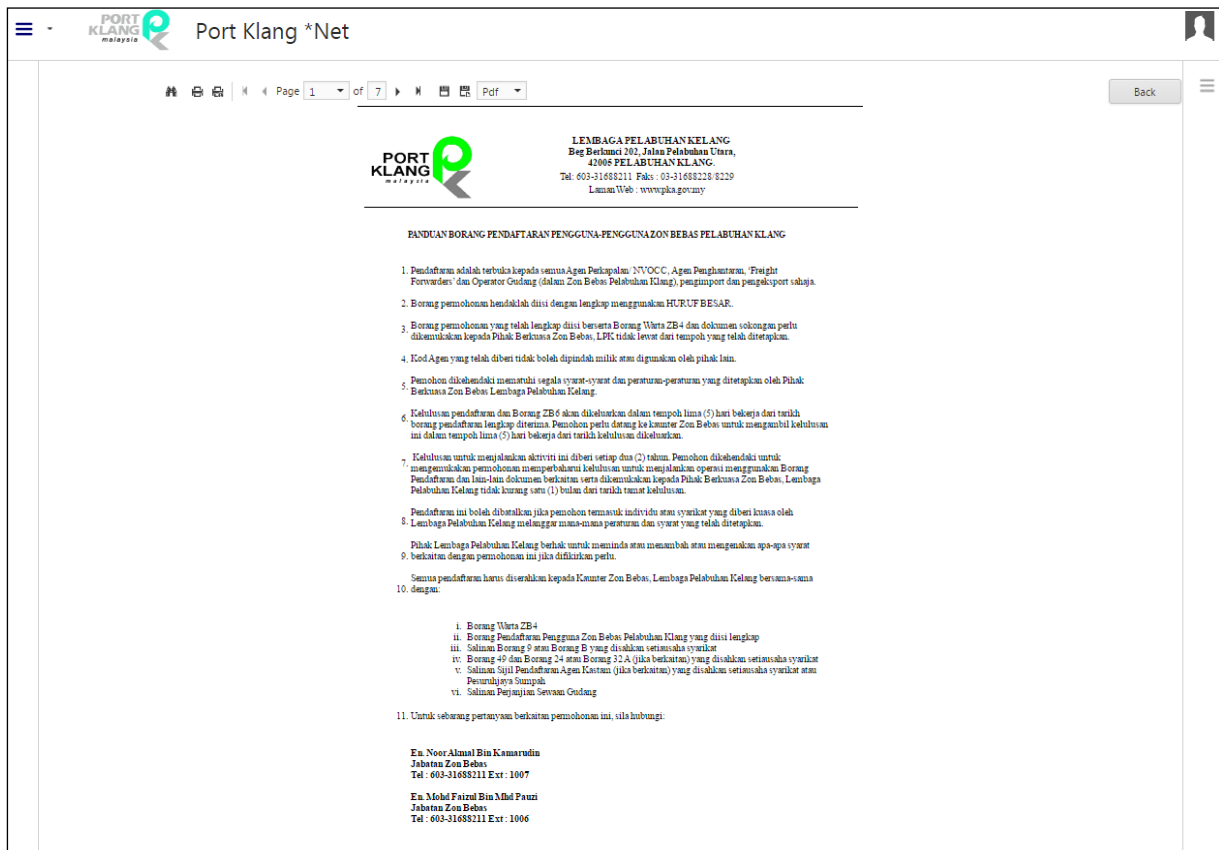


Figure 15

13. Upon successful registration, an email with your login details will be sent to your mailbox (sample as below):

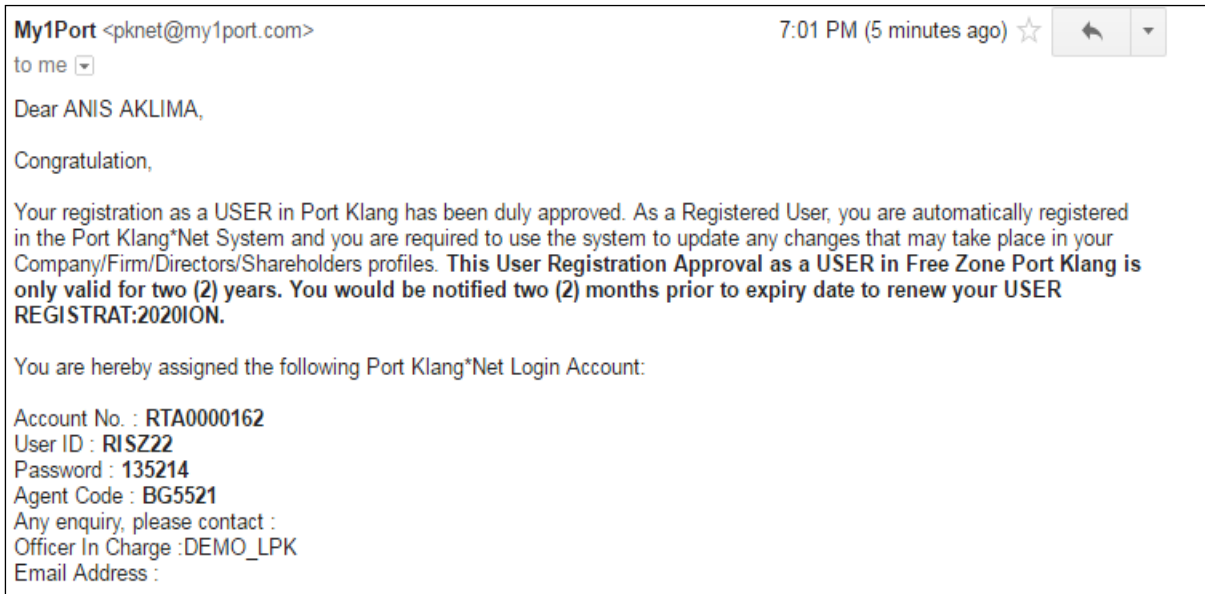


Figure 16

Chapter 3 Password

3 Reset Password

1. Go to Port Klang *Net main page and click on the **Log In** icon on top right hand corner and system bring you to the login screen.

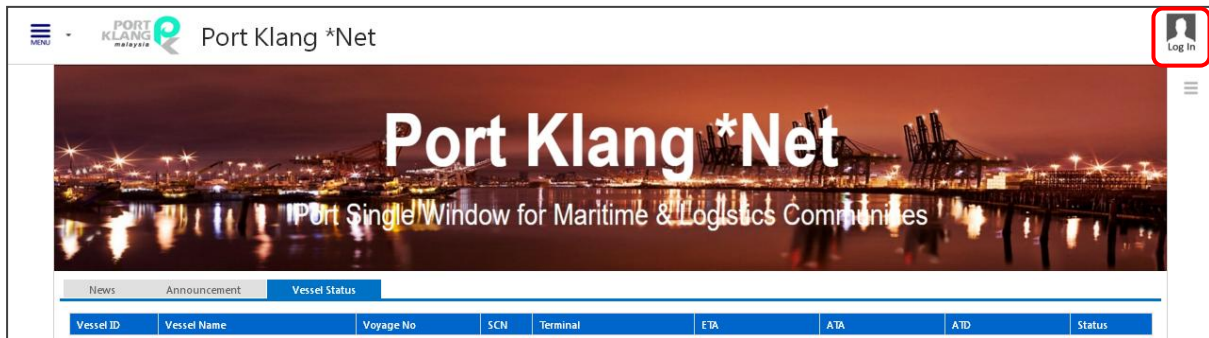


Figure 17

2. Click **Forgot Password** at login page.

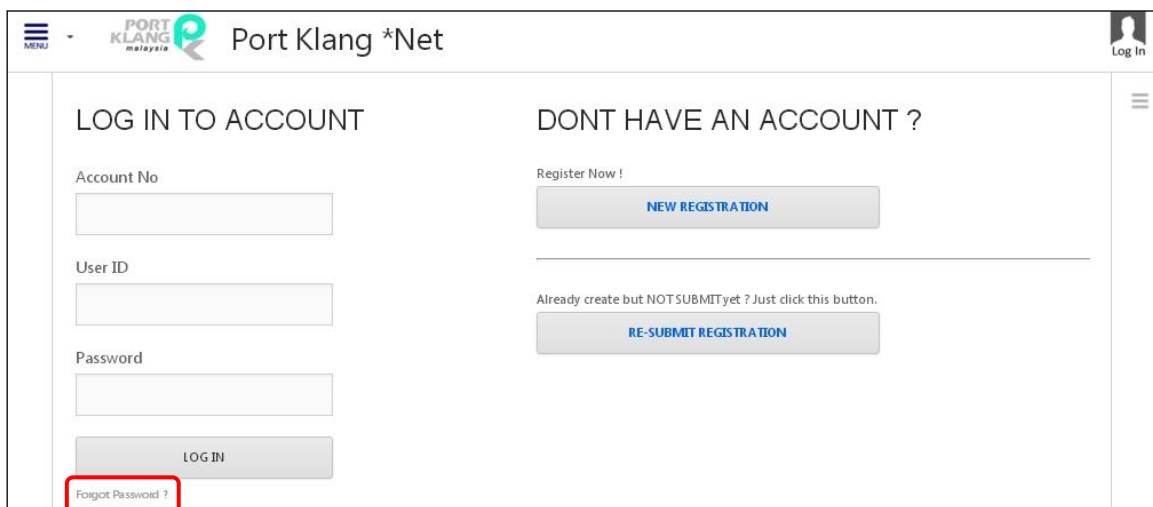


Figure 18

3. Screen as below will appear. Enter you email address and ROC No. Click **Request Password**. If the information match with the database, your login details and temporary password will be sent to your email.

Forgotten Password

To restore your account password, please enter the email address you used when registering with us. System will send email for new password.

Email *:
ROC No *:
Category *:
SA - AGEN PERKAPALAN / SHIPPING AGENT

* Required field in order to proceed

Request Password Cancel

Figure 19

4. A Reset Password email will be sent to you. Click on URL below to continue login with new password.

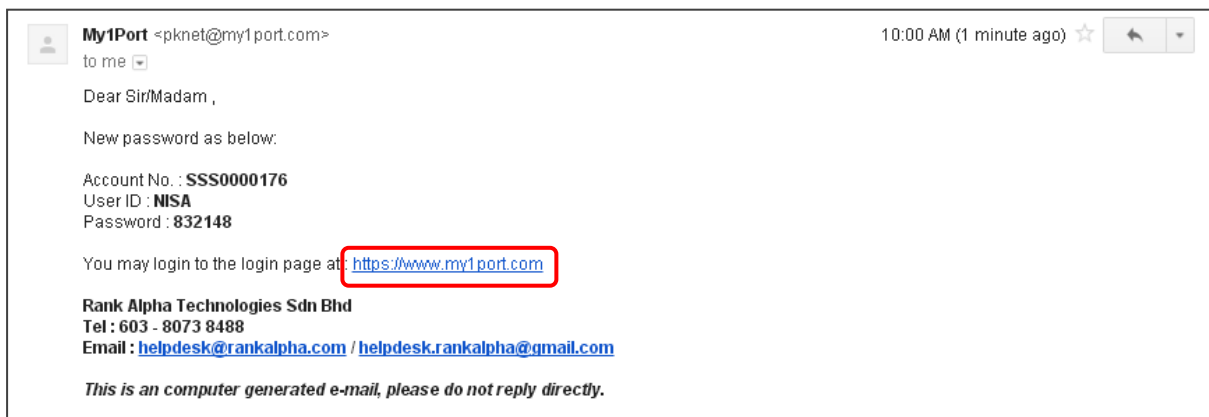


Figure 20

Chapter 4 User Profile

4 User Profile

1. Login to Port Klang *Net and click on **Log In** icon on top right hand corner. Then click on **User Profile**.



Figure 21

2. User Profile page will display.



Figure 22

4.1 Upload Photo

1. Select photo using **Browse** button.



Figure 23

2. Click on **Update**.
3. **“Upload photo successfully!”** message will display.

4.2 Change Password

Click on **Change Password** button. Fill in the yellow fields and click on **Save** button to save new password. “**Password is updated!**” message will display.



The screenshot shows a 'Profile' form with the following fields and values:

User ID :	anis001
User Name :	Nazrin Nawri
Account No. :	RA00000115
Current Password :	
New Password :	
Confirm Password :	

At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Figure 24

4.3 Update Contact

Click on **Update Contact** button and **Contact** page will be displayed as below. Click **Save** once you have done. “**User Profile successfully updated!**” message will display.



The screenshot shows a 'Contact' form with the following fields and values:

Name :	Nazrin Nawri
NRIC :	840210-0-5_23
Designation :	Officer
Email :	anisaklima@gmail.com

At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Figure 25

Chapter 5 Import

5 Module Import

Click on the Menu and select **Import Module**.

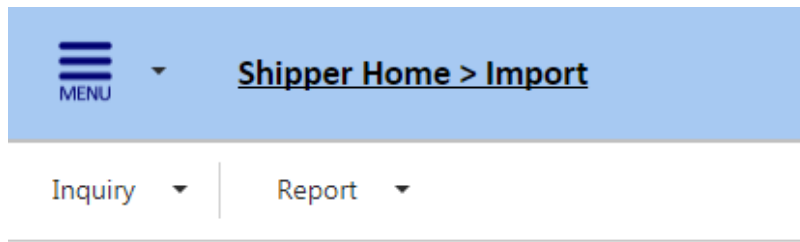


Figure 26

6.1 Inquiry

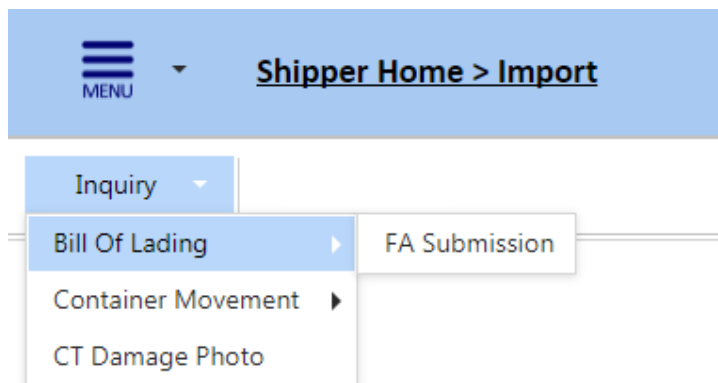


Figure 27

5.1.1 Bill of Lading - FA Submission

Select **Inquiry > Bil of Lading > FA Submission**

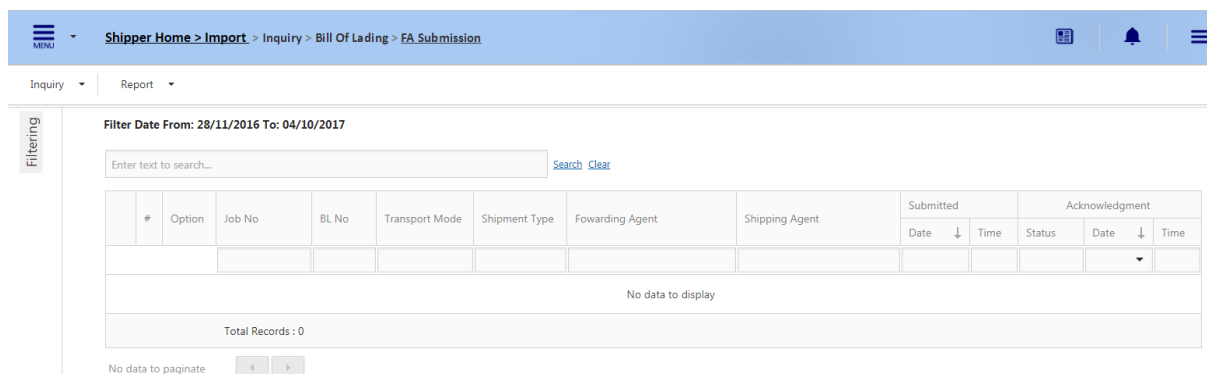


Figure 28

5.1.2 Container Movement - eContainer Tracking

Select **Inquiry > Container Movement > eContainer Tracking**

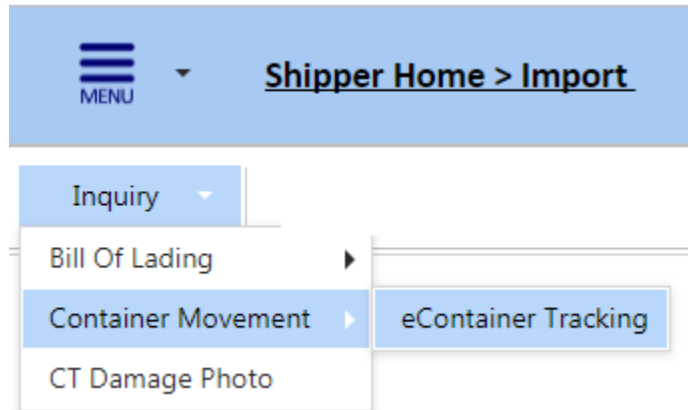


Figure 29

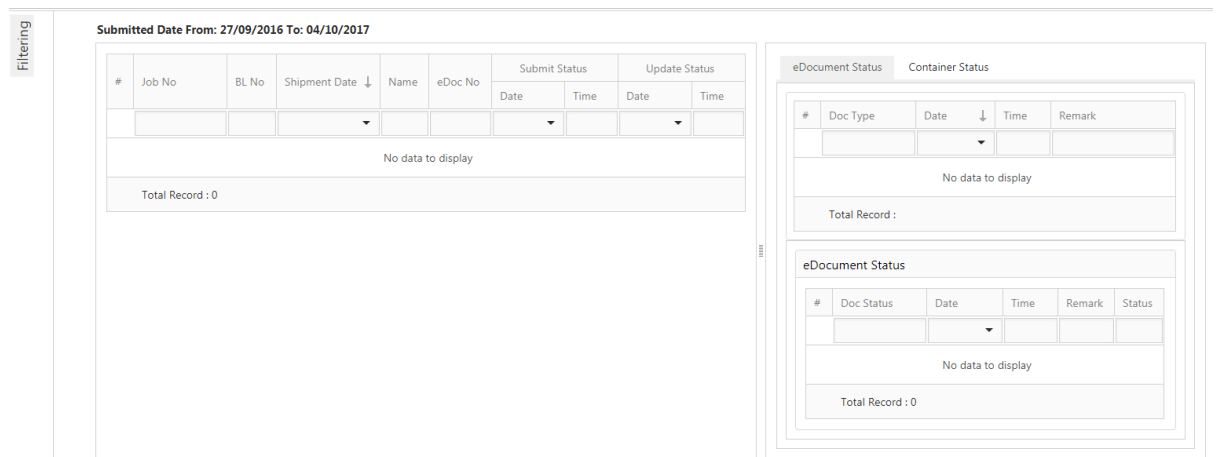


Figure 30

5.1.3 CT Damage Photo

Select Inquiry > CT Damage Photo

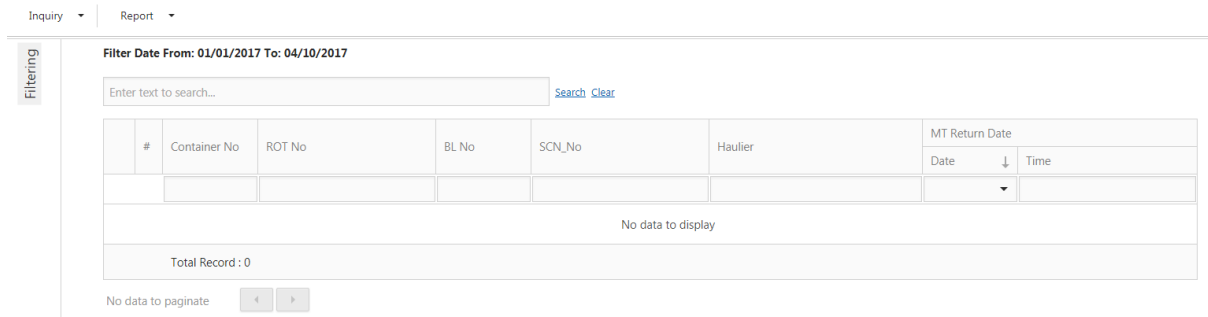


Figure 31

6.2 Report



Figure 32

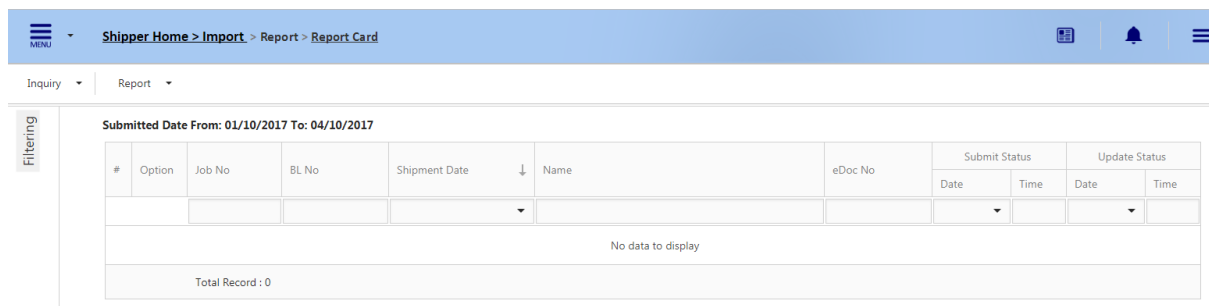


Figure 33

Chapter 6 Export

6.1 Export Module

Click on the Menu and select **Export Module**.

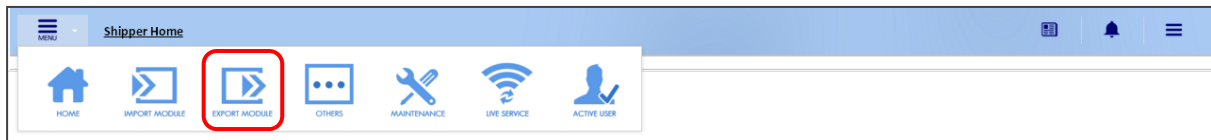


Figure 34

6.1 Data Entries

Select **Data Entries** tab.



Figure 35

6.1.1 Booking Request

1. Booking Request page displays as below. Click **New** button to add new booking request.

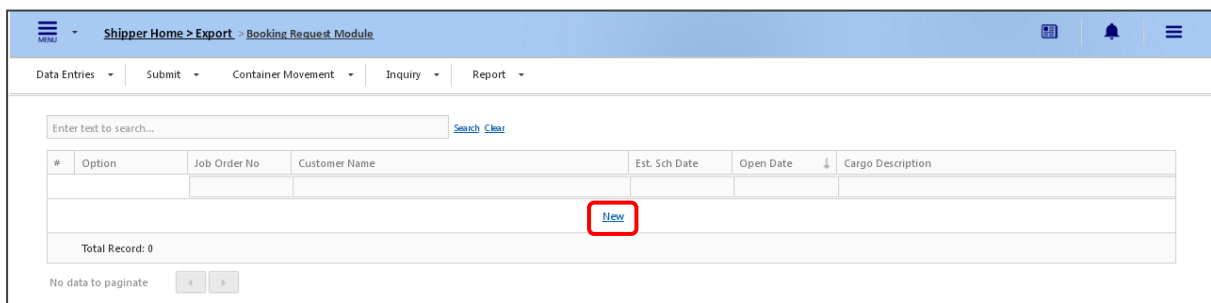


Figure 36

- The Data Entries page will appear as below. You are required to fill in the fields. Click **Save** once you have done. Successful message will be displayed.

Figure 37

- Click on **Edit** button to edit booking request and **Delete** button to delete booking request.

#	Option
	New Edit Delete

Figure 38

6.1.2 Export Booking

1. Go to **Data Entries > Export Booking**. The page will be displayed as below.

The screenshot shows the 'Export Booking Module' interface. At the top, there is a search bar with the text 'Enter text to search...' and a 'Clear' button. Below the search bar, there is a table with the following columns: #, Option, Job Order No, Customer Name, Shipping Agent, Shipment Date, Open Date, and Cargo Description. The table contains two records:

#	Option	Job Order No	Customer Name	Shipping Agent	Shipment Date	Open Date	Cargo Description
	New Edit Delete	EEB1610210155	SYAWAL SHIPPER SDN BHD	B550000194 - BAHTERA SA SDN BHD	21/10/2016	21/10/2016	Q1 Q2
	New Edit Delete	16101201EB55	SYAWAL SHIPPER SDN BHD	B550000194 - BAHTERA SA SDN BHD	12/10/2016	12/10/2016	1 1

Below the table, it says 'Total Record: 2' and 'Page 1 of 1 (2 items)' with navigation buttons.

Figure 39

2. Click **New** button to add new export booking. Data Entries page will appear as below. Click **Save** once you have done fill in the details.

The screenshot shows the 'Export Booking' data entry form. The form is divided into several sections:

- Export Booking:** Includes fields for Job Order No, Open Date (28/02/2017), Export Booking No, Shipping Agent, Shipment Mode (1 - Export), Shipment Date (28/02/2017), Transport Mode (1 - By Sea), FCL / LCL (radio buttons for FCL and LCL), and Depot (Empty Pickup).
- Customer Details:** Includes Name (SYAWAL SHIPPER SDN BHD), Address (NO 103, JALAN KEAMPUNAN 103), Contact Name (AMAR BAHRIN), Tel No (012) 3456-789, and Fax No (012) 3456-789. A **Save** button is highlighted with a red box.
- Cargo & Container Info:**
 - Cargo Info:** Includes Cargo Description, <Package> Qty (0), <Package> Type, Gross Weight (0.0000 / KGM), and Volume (0.0000 / MTQ).
 - Container Info:** Includes a table for container details with columns for Qty, CTSize Type, and CTSize. The table shows 3 rows with Qty values of 0, 0, and 0, and a Total CT of 0.

Figure 40

- Click on **Edit** button to edit booking request and **Delete** button to delete booking request.

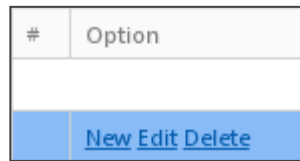


Figure 41

6.1.3 Booking Request Forward

- Go to **Data Entries > Booking Request Forward**. The page will be displayed as below.

#	Option	Job Order No	Export Booking Ref No	Shipping Agent	Open Date	Transport Mode	Cargo Description
Forward		17011203BRSS	17011203BRSA	BSS0000194 - BAHTERA SA SDN BHD	12/01/2017	2 - By Rail	60DAYS BANANAS
Forward		17011202BRSS	17011202BRSA	BSS0000194 - BAHTERA SA SDN BHD	12/01/2017	1 - By Sea	WHITE BOARD
Forward		BRNO6789	EBNO02130	BSS0000194 - BAHTERA SA SDN BHD	16/12/2016	1 - By Sea	
Forward		BRNO4334	EBNO0000	BSS0000194 - BAHTERA SA SDN BHD	14/12/2016	1 - By Sea	LOLOLOL
Forward		JHB101	EBN101	BSS0000194 - BAHTERA SA SDN BHD	06/12/2016	1 - By Sea	CARGO 1
Forward		16112501BRSS	6885454	BSS0000194 - BAHTERA SA SDN BHD	25/11/2016	1 - By Sea	FULL OF BARREL
Forward		16112305BRSS	16112305BRSA	BSS0000194 - BAHTERA SA SDN BHD	23/11/2016	1 - By Sea	CARGO LIMOS
Forward		16112304BRSS	16112304BRSA	BSS0000194 - BAHTERA SA SDN BHD	23/11/2016	4 - By Air	CARGO OMPET
Forward		16112303BRSS	16112303BRSA	BSS0000194 - BAHTERA SA SDN BHD	23/11/2016	3 - By Road	CARGO TIGOS
Forward		16112302BRSS	16112302BRSA	BSS0000194 - BAHTERA SA SDN BHD	23/11/2016	2 - By Rail	CARGO DUOS
Forward		16112301BRSS	16112301BRSA	BSS0000194 - BAHTERA SA SDN BHD	23/11/2016	1 - By Sea	CARGO SATUS
Forward		081116FAI	081116BOOKREQ	TSF0000224 - FAIDHI SHIPPING AGENT	08/11/2016	1 - By Sea	KERETA
Forward		16110302BRSS	J9033	BSS0000194 - BAHTERA SA SDN BHD	03/11/2016	1 - By Sea	2
Forward		16110301BRSS	J9336	BSS0000194 - BAHTERA SA SDN BHD	03/11/2016	1 - By Sea	1

Figure 42

- Booking Request Forward Details section will appear and you are required to fill in the Forwarding Agent Info. Click **Save** once you have done. Successful message will be displayed.

Booking Request Forward Details

Book Ref No : 17011203BRSA

Forwarding Agent Info

ROC No : ▼

Name :

Save **Close**

Figure 43

6.1.4 SOLAS VGM

6.1.4.1 New VGM

New Entries

- SOLAS VGM page displays as below:
- Click **New** for adding new data of VGM.

Shipper Home > Export

Data Entries | Submit | Inquiry | Reports

Enter text to search... [Search](#) [Clear](#)

#	Option	Job No	Booking Ref No	SCN No	JLM Registration No	Port Terminal	Request Port Weighing	Port Weighing	Created Date ↓

New

Total Record : 0

No data to paginate

Figure 44

- Page will display General Info section. You are required to fill in the details. Click **Save** once you have done.

Figure 45

- Disclaimer pop-up will appear. Click on the check box button to agree and click **Yes**.

Figure 46

- To add Container, click on **New** at Container VGM tab.

Figure 47

6. Container VGM section will appear. Fill in the details then click **Save**. Successful message will be displayed.

Container VGM

Container Info

Container No. :

ISO CT Type: ▼

Container Max Gross: / ▼

VGM Info

Duly Authorized Officer: ▼

Duly Authorized Officer NRIC:

VGM Ref. No. :

Verified Gross Mass: / ▼ (VGM)

VGM Date/Time: /

Upload:

Allowed file extensions: *.jpg, *.jpeg, *.png, *.pdf
Maximum file size: 2MB

Figure 48

7. Click **Edit** to edit SOALS VGM details and **Delete** to delete SOLAS VGM record.

#	Option
▶	New Edit Delete
▶	New Edit Delete

Figure 49

6.1.4.2 VGM Amendment



Figure 50

By Booking

1. Amendment By Booking page will be displayed as below:

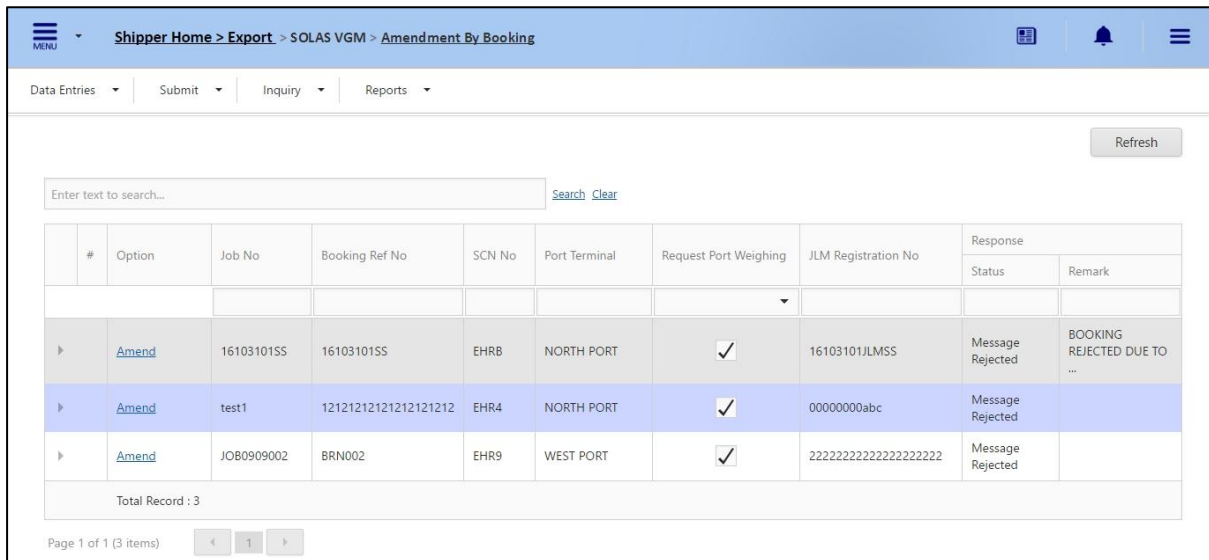


Figure 51

2. Click **Amend** to do amendment for SOLAS VGM.

#	Option	Job No	Booking Ref No	SCN No	Port Terminal	Request Port Weighing	JLM Registration No	Response	
								Status	Remark
	Amend	test1	12121212121212121212	EHR4	NORTH PORT	<input checked="" type="checkbox"/>	00000000abc	Message Rejected	

#	Container No	ISO CT Size Type	Verified Gross Mass (VGM)				Container Max Gross		Last Updated		Certificate
			Weight	Unit	Date	Time	Weight	Unit	Date	Time	
	0123	20G0					21222	KGM	02/08/2016	16:39	

Total Record : 1

Figure 52

3. Enter New Job No and click **Save**.

Confirm Amendment

Current Job No :

New Job No :

Figure 53

4. Export VGM Entries page will be displayed. Click **Save** after do amendment.
 Successful message will be displayed.

Shipper Home > Export

Data Entries | Submit | Inquiry | Reports

General Info

Job No.: Terminal & JLM Info JLM Registration Info

Shipping Agent: JLM Registration No.:

Booking Ref No.: Port Terminal:

SCN No.: Request Port Weighing

Haulier:

Container VGM

Enter text to search...

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)				Container Max Gross		Last Updated		Certificate
				Ref No	Weight	Unit	Date	Time	Weight	Unit	Date	
	Edit	CT00109	22G0						32000.0000	KGM	21/11/2016	17:35
	Edit	CT00209	45U1						800.0000	KGM	21/11/2016	17:35

Total Record : 2

Figure 54

By Container

1. Amendment By Container page will be displayed as below. Click **Amend** to do amendment for selected record.

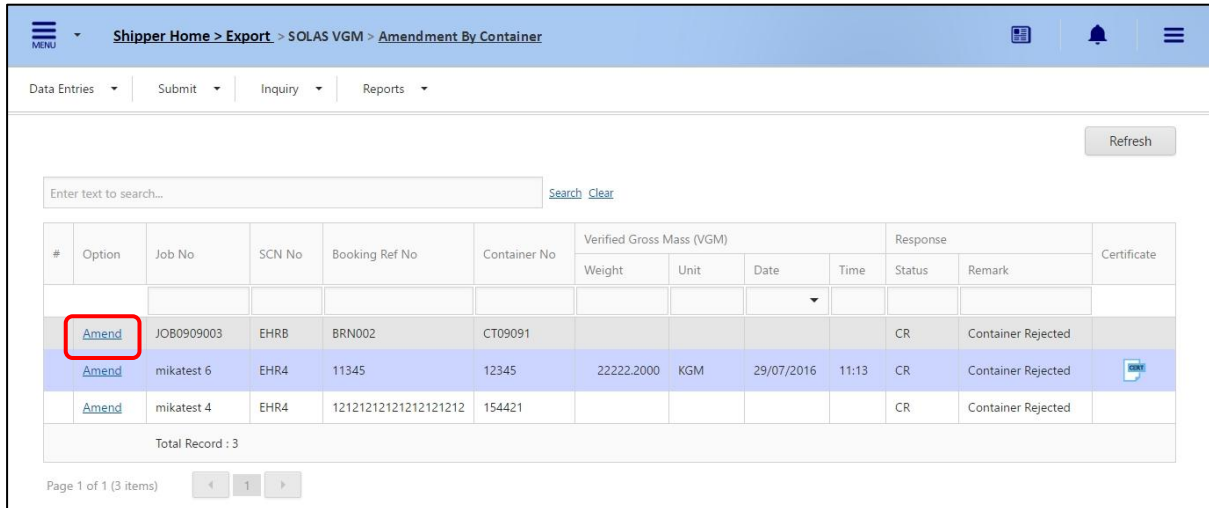


Figure 55

2. Confirm Amendment windows will appear and you need to key-in the New Amendment Job No. Then click **Save**.



Figure 56

- Export VGM Entries page will be displayed. Click **Save** once you have done amendment. Successful message will be displayed.

General Info

Job No.: AMD211102
 Shipping Agent: PDZ0000060 - PERKAPALAN DAI ZHUN SDN BH-
 Booking Ref No.: BRN002
 SCN No.: EHRB
 Haulier: MFS0000544 - MULTIMODAL FREIGHT SDN BHI

Terminal & JLM Info | **JLM Registration Info**

JLM Registration No.: 989898989898989898
 Port Terminal: NPORT - NORTH PORT
 Request Port Weighing

Container VGM

Enter text to search... [Clear](#)

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)					Container Max Gross		Last Updated		Certificate	
				Ref No	Weight	Unit	Date	Time	Weight	Unit	Date	Time		
	Edit	CT09091	LSG1									21/11/2016	17:37	

Total Record : 1

Figure 57

6.1.4.3 VGM Cancellation

Shipper Home > Export

Data Entries | Submit | Inquiry | Reports

- Booking Request
- Export Booking
- SOLAS VGM**
 - New VGM
 - VGM Amendment
 - VGM Cancellation**
 - By Booking
 - By Container

Figure 58

By Booking

1. Go to **Data Entries > SOLAS VGM > VGM Cancellation > By Booking**. You may search record by key in the Job No, SCN or Booking Ref No.

The screenshot shows the 'Cancellation By Booking' interface. On the left, there are search fields for Job No, SCN, and Booking Ref No, with a 'Search' button. Below these is a table with columns: #, Job No, SCN No, Booking Ref No, Port Terminal, Request Port, Submitted (Date, Time). The table is empty with the message 'No data to display'. Below the table is a 'Total Record' field and 'No data to paginate' with navigation arrows. On the right, there are additional search fields for Job No, SCN, Booking Ref No, JLM Reg. No, and Port Terminal, along with a 'Request Port Weighing' checkbox and a 'Cancel' button. Below this is another table with columns: #, Container No, VGM Info (Weight, Unit, Ref No), and Response (Status, Remark). This table is also empty with 'No data to display' and 'No data to paginate' with navigation arrows.

Figure 59

2. Choose one (1) data from listing below and click **Confirm** button.

The screenshot shows the 'Cancellation By Booking' interface with search results. The search fields on the left now contain: Job No: VGM091116, SCN: EHRN, and Booking Ref No: TESTVGM333. The 'Confirm' button is highlighted with a red box. The table below has one row: #, Job No, SCN No, Booking Ref No, Port Terminal, Request Port, Submitted (Date, Time). The row contains: (radio button), VGM091116, EHRN, TESTVGM333, NORTH PORT, [checkbox checked], 09/11/2016, 14:49. Below the table is 'Total Record : 1' and 'Page 1 of 1 (1 items)' with navigation arrows. On the right, the search fields are populated with the same values. The 'Request Port Weighing' checkbox is checked. Below this is a table with columns: #, Container No, VGM Info (Weight, Unit, Ref No), and Response (Status, Remark). The table has one row: (checkbox), CONFAI121, [empty], [empty], [empty], [empty], [empty]. Below the table is 'Page 1 of 1 (1 items)' with navigation arrows.

Figure 60

3. Data at the right side will display. Choose one (1) or more data, click **Cancel**.

Shipper Home > Export > SOLAS VGM > Cancellation By Booking

Data Entries | Submit | Inquiry | Reports

Job No: VGM091116
 SCN: []
 Booking Ref No: [] [Search] [Confirm]

#	Job No	SCN No	Booking Ref No	Port Terminal	Request Port	Submitted	
						Date ↓	Time ↓
<input checked="" type="radio"/>	VGM091116	EHRN	TESTVGM333	NORTH PORT	<input checked="" type="checkbox"/>	09/11/2016	14:49

Total Record : 1
 Page 1 of 1 (1 items)

Job No: VGM091116
 SCN: EHRN
 Booking Ref No: TESTVGM333
 JLM Reg. No: 123456789134
 Port Terminal: NORTH PORT
 Request Port Weighing [Cancel]

<input checked="" type="checkbox"/>	Container No	VGM Info			Response	
		Weight	Unit	Ref No	Status	Remark
<input checked="" type="checkbox"/>	CONF1121					

Page 1 of 1 (1 items)

Figure 61

4. **Confirm Cancellation** tab will appear and you need to fill in the following information. Then click on **Save & Submit**.

Confirm Cancellation

Job No: VGM091116 [Save & Submit] [Close]

Cancel Job No: []

Remark: []

Figure 62

By Container

1. Cancellation By Container page will be displayed as below. You may search record by key in the Job No, Booking Ref No or Container No.

The screenshot shows the 'Cancellation By Container' page. On the left, there are search fields for Job No, Booking Ref No, and Container No, which are highlighted with a red box. Below these fields is a 'Search' button and a 'Confirm' button. A table with columns for Job No, SCN No, Booking Ref No, Port Terminal, Request Port, CT No, and Submitted (Date and Time) is shown, but it contains no data. On the right, there are additional search fields for Job No, SCN, Booking Ref No, JLM Reg. No, and Port Terminal, along with a 'Request Port Weighing' checkbox and a 'Cancel' button. Below this is another table with columns for Container No, VGM Info (Weight, Unit, Ref No), and Response (Status, Remark), also showing no data.

Figure 63

2. Choose one (1) data from the listing below and click **Confirm** button.

The screenshot shows the 'Cancellation By Container' page with search results. The search fields on the left now contain Job No: VGM091116, Booking Ref No: TESTVGM333, and Container No: CONFAI121. The 'Confirm' button is highlighted with a red box. The table below shows one record:

#	Job No	SCN No	Booking Ref No	Port Terminal	Request Port	CT No	Submitted	
							Date ↓	Time ↓
1	VGM091116	EHRN	TESTVGM333	NORTH PORT	✓	CONFAI121	09/11/2016	14:49

 The 'Total Record' is 1. On the right, the search fields are populated with the same values, and the 'Request Port Weighing' checkbox is checked. The table below shows one record:

#	Container No	VGM Info			Response	
		Weight	Unit	Ref No	Status	Remark
1	CONFAI121					

 The 'Total Record' is 1.

Figure 64

3. Confirm Cancellation tab will appear and you need to fill in the information below. Click **Save & Submit** once you have done. Successful message will be displayed.

Confirm Cancellation

Job No: VGM091116

Container No: CONF1121

Cancel Job No:

Remark:

Save & Submit

Close

Figure 65

6.2 Submit

Select **Submit** tab.

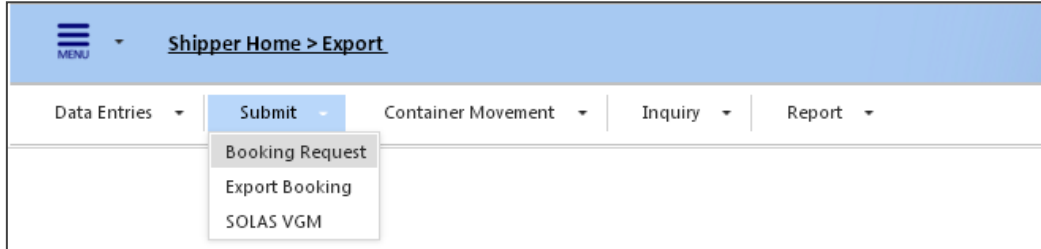


Figure 66

6.2.1 Booking Request

1. Go to **Submit > Booking Request**. The page will be displayed as below.

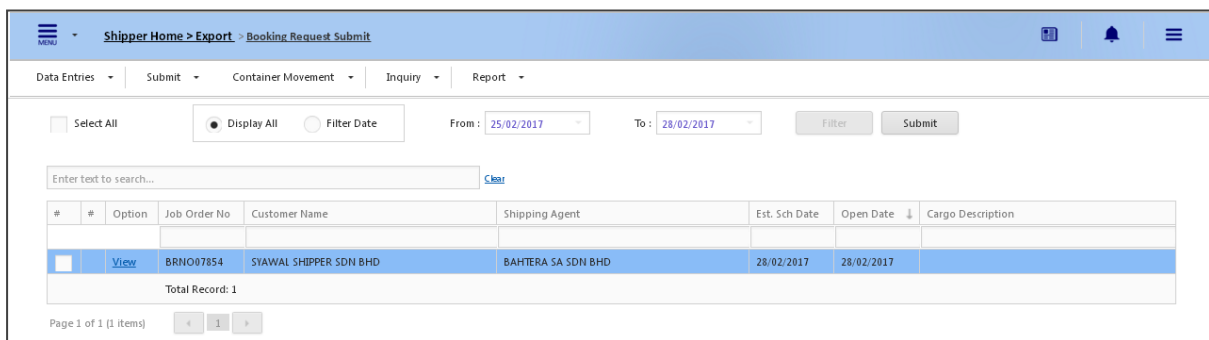


Figure 67

2. Click on **View** button to view booking request details. View Entries page will be displayed.

Figure 68

3. Select record that wants to be submitted by click on the check box button and click **Submit**. Successful message will be displayed.

#	#	Option	Job Order No	Customer Name	Shipping Agent	Est. Sch Date	Open Date	Cargo Description
<input checked="" type="checkbox"/>		View	BRNO07854	SYAWAL SHIPPER SDN BHD	BAHTERA SA SDN BHD	28/02/2017	28/02/2017	

Figure 69

6.2.2 Export Booking

1. Go to **Submit > Export Booking**. The page will be displayed as below.

#	Option	Job Order No	Shipping Agent	Customer Name	Cargo Description	Open Date	Shipment Date	Depot
	View	EEB1610210155	BAHTERA SA SDN BHD	SYAWAL SHIPPER SDN BHD	Q1	21/10/2016	21/10/2016	BERJAYA DEPOH SDN BHD
	View	16101201EB55	BAHTERA SA SDN BHD	SYAWAL SHIPPER SDN BHD	1	12/10/2016	12/10/2016	BERJAYA DEPOH SDN BHD

Total Records : 2

Page 1 of 1 (2 items)

Figure 70

2. Click on **View** button to view export booking details. View Entries page will be displayed.

Export Booking

Job Order No: EEB1610210155 Open Date: 21/10/2016

Export Booking No: 16102101EB55

Shipping Agent: B550000194 - BAHTERA SA SDN BHD

Shipment Mode: 1 - Export Shipment Date: 21/10/2016

Transport Mode: 1 - By Sea FCL / LCL: FCL LCL

Depot: B550000198 - BERJAYA DEPOH SDN BHD (Empty Pickup)

Customer Details

Name: SYAWAL SHIPPER SDN BHD

Address: NO 103
 JALAN KEAMPUNAN 103

Contact Name: AMAR BAHRIN

Tel No: (012) 3456789 Fax No: (012) 3456789

Cargo & Container Info

Cargo Info

Cargo Description: Q1
 Q2

<Package> Qty: 33333

<Package> Type: BF - BALLOON, NON-PROTECTED

Gross Weight: 33,333,333.3333 / KGM

Volume: 33,333,333.3333 / MTQ

Container Info

	Qty	CT Size Type	CT Size
1.	3	RF - REEFER-FROOZEN	20 - 20 FOOTER
2.	3	RF - REEFER-FROOZEN	40 - 40 FOOTER
3.	3	RF - REEFER-FROOZEN	45 - 45 FOOTER
Total CT:	9		

Figure 71

3. Select record that wants to be submitted by click on the check box button and click **Submit**. Successful message will be displayed.

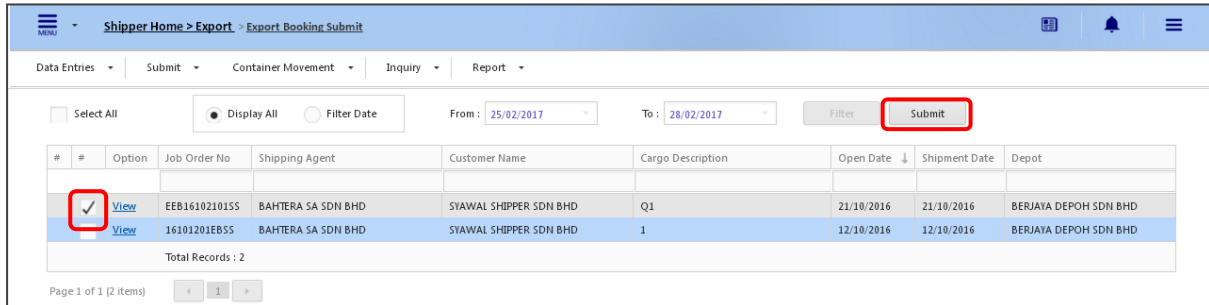


Figure 72

6.2.3 SOLAS VGM

1. Submit page will be displayed as below:

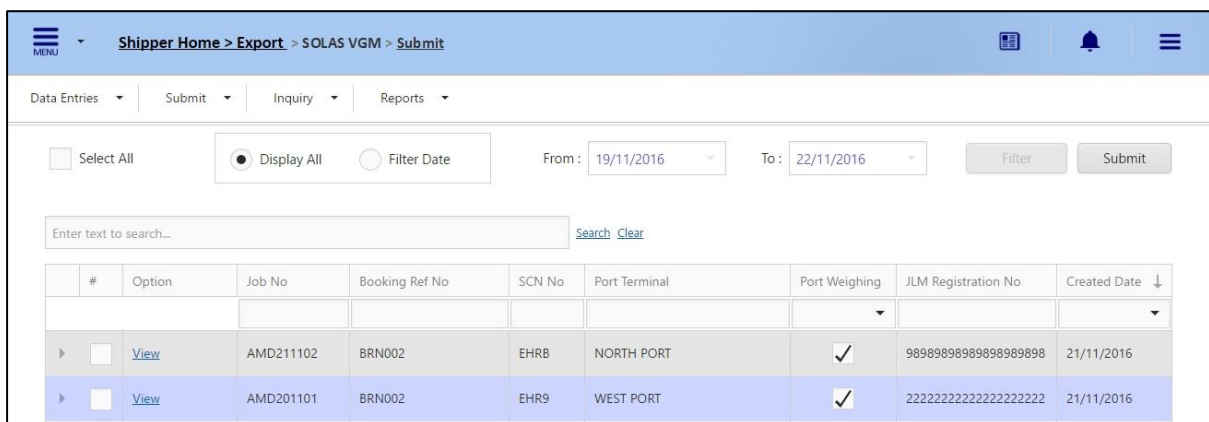


Figure 73

2. Click on **View** hyperlink to preview details of the record. The preview details as below:

General Info

Job No. :	2155	Terminal & JLM Info	JLM Registration info	<input type="button" value="Close"/>
Shipping Agent :	ASB0000227 - AMSTRON SDN BHD	JLM Registration No. :	92516842rbg	
Booking Ref No. :	74111	Port Terminal :	NORTH PORT	
SCN No. :	EHR8	<input type="checkbox"/> Request Port Weighing		
Haulier :	ALS0000596 - ARTHA LOGISTICS SDN BHD			
Bill To Account :	PSB0000119 - PRESIDENT SDN BHD			

Container VGM

Enter text to search...

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)					Last Updated		Certificate	
				Ref No	Weight	Unit	Date	Time	Date	Time		
	View	LFTL68452254	22B0							08/08/2016	12:48	

Total Record : 1

Figure 74

3. You may submit more than one (1) job or tick pn the check box **Select All** to submit all. Then click **Submit**.

Select All Display All Filter Date From : 06/08/2016 To : 09/08/2016

Enter text to search...

#	Option	Job No	Booking Ref No	SCN No	Port Terminal	Port Weighing	JLM Registration No	Created Date
	<input checked="" type="checkbox"/> View	2155	74111	EHR8	NORTH PORT	<input type="checkbox"/>	92516842rbg	08/08/2016
	<input checked="" type="checkbox"/> View	211	5645	EHR8	WESTPORT	<input checked="" type="checkbox"/>	36544974jkl	06/08/2016

Total Record : 2

Figure 75

4. The pop-up Declaration screen display. Click on check box **I Agree** then click **Submit**.

Declaration

I hereby certify that the submitted particulars, including the Verified Gross Mass (VGM), are true and correct. I hereby acknowledge that I am fully aware of the rules and regulations governing the Safety of Life At Sea (SOLAS) Convention, Chapter VI, Regulation 2 – Cargo Information, regarding mandatory container gross weight verification. I also agree that the Terminal will revise the VGM as per weight derived by the Terminal if the variance is more than +/- 5% to proceed with stowage planning and shall indemnify the Terminal against any liability arising from the VGM revision.

I agree

Figure 76

6.3 Inquiry

Select **Inquiry** tab.

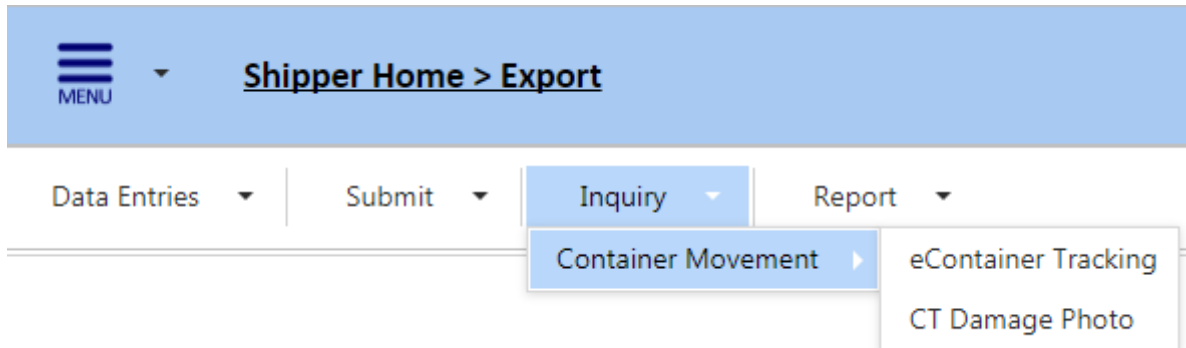


Figure 77

6.3.1 Container Movement

6.3.1.1 eContainer Tracking

1. Go to **Inquiry > Container Movement > eContainer Tracking**. The page will be displayed as below.

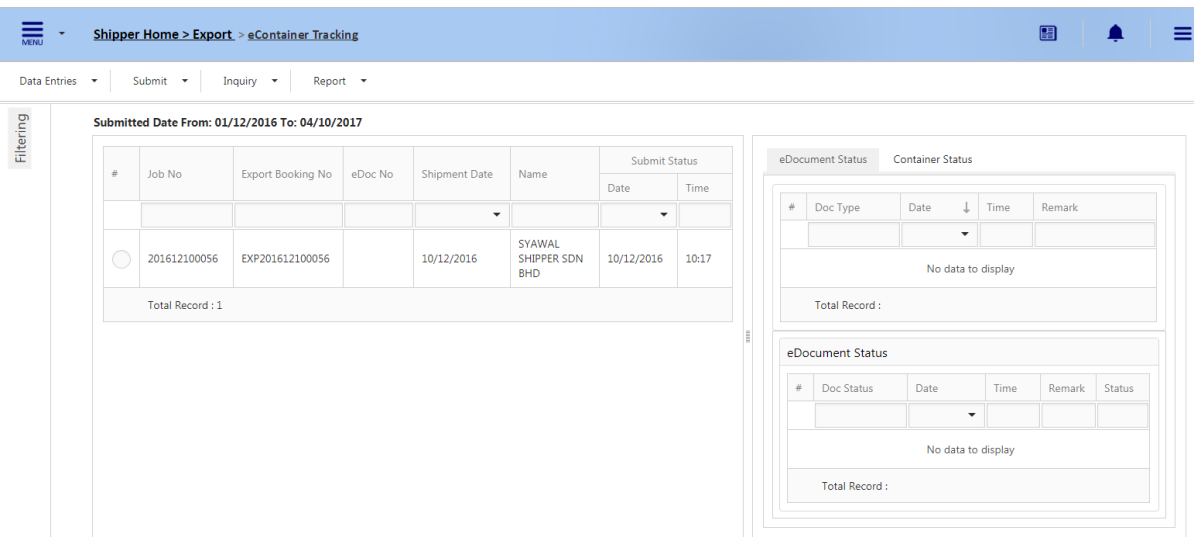


Figure 78

6.3.1.2 CT Damage Photo

1. Go to **Inquiry > Export Booking > FA Submission**. The page will be displayed as below.

#	Option	Job Order No	Export Booking Ref No	SCN No	Forwarding Agent	Depot	Open Date	Shipment Date	Submitted		Acknowledgment	
									Date	Time	Date	Time
1	View	303030	2323	BF2C	GFS0000184 - GEMILANG FORWARDING SDN BHD	BDS0000198 - BERJAYA DEPOH SDN BHD	25/02/2017	25/02/2017	25/02/2017	09:36		

Total Record : 1

Figure 79

2. Click on **View** button to view export booking details. View entries page will be displayed as below.

Export Booking

Job Order No: 303030 Open Date: 25/02/2017

Export Booking No: 2323

Shipping Agent: BSS0000194 - BAHTERA SA SDN BHD

Shipment Mode: 1 - Export Shipment Date: 25/02/2017

Transport Mode: 1 - By Sea FCL / LCL: FCL LCL

Depot: BDS0000198 - BERJAYA DEPOH SDN BHD (Empty Pickup)

Customer Details

Name: STAWAL SHIPPER SDN BHD

Address: NO 103
 JALAN KEAMPUNAN 103

Contact Name: AMAR BAHRIN

Tel No: (012) 3456789 Fax No: (012) 3456789

Cargo & Container Info

Cargo Info

Cargo Description: MY CAR

<Package> Qty: 30

<Package> Type: CV - COVER

Gross Weight: 560.0000 / KGM

Volume: 0.0000 / MTQ

Container Info

Qty	CT Size Type	CT Size
4	GP - GP-GENERAL	40 - 40 FOOTER
0		
0		
Total CT: 4		

Figure 80

6.4 Reports

Select **Reports** tab.

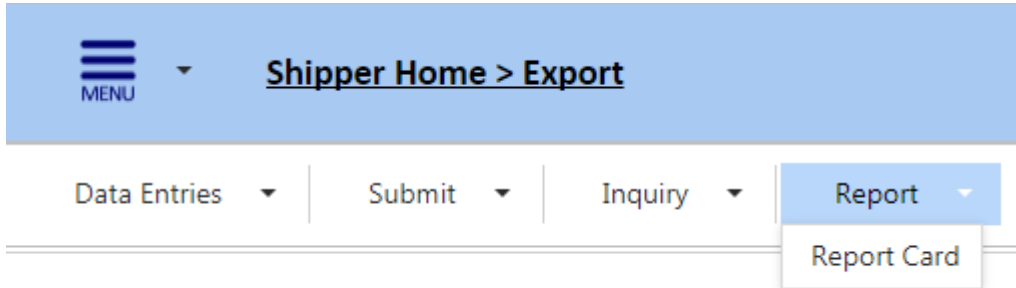


Figure 81

6.5.1 Report Card

1. Report Card page will display as below:

The screenshot shows the 'Report Card' page. The breadcrumb trail is 'Shipper Home > Export > Report > Report Card'. Below the navigation bar, there is a table of records. The table has columns for '#', 'Option', 'Job No', 'Export Booking No', 'Shipment Date', 'Name', 'eDoc No', and 'Submit Status'. The 'Submit Status' column is further divided into 'Date' and 'Time'. There are 5 records displayed, each with a 'View Print' link. The total record count is 5.

#	Option	Job No	Export Booking No	Shipment Date ↓	Name	eDoc No	Submit Status	
							Date ↓	Time
	View Print	16102503EEBSS	16102503EBNSS	25/10/2016	SYAWAL SHIPPER SDN BHD	IFTMBCSSS00001762016102514411610250	25/10/2016	14:45
	View Print	16102502EEBSS	16102502EBNSS	25/10/2016	SYAWAL SHIPPER SDN BHD	IFTMBCSSS00001762016102514381610250	25/10/2016	14:45
	View Print	16102501BRSS	16102501EBNBSA	25/10/2016	SYAWAL SHIPPER SDN BHD		25/10/2016	12:41
	View Print	16102501BRSS	16102501EBNBSA	25/10/2016	SYAWAL SHIPPER SDN BHD		25/10/2016	12:41
	View Print	16102501EEBSS	16102501EBNSS	25/10/2016	SYAWAL SHIPPER SDN BHD	IFTMBCSSS00001762016102511591610250	25/10/2016	12:39

Total Record : 5

Figure 82

2. Click on **View** or **Print** button to preview details of the record. The preview details as below:

Chapter 7 Others

7 Others

Click on the Menu and select **Others**.

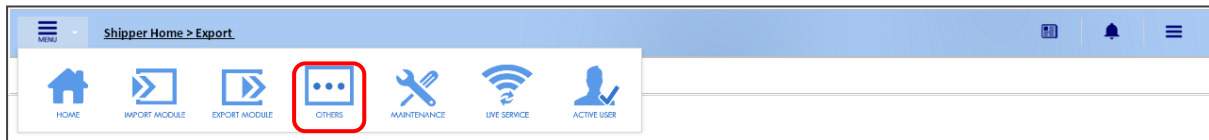


Figure 83

7.1 JLM Registration Entries

1. Select **JLM Registration Entries** tab.



Figure 84

2. The page will be displayed as below. Click **New** for adding new data of JLM.

#	Option	JLM Reg. No.	ROC No.	Company Name	Method	Expired Date	Issued Date	Issued Place	Certificate
	New Edit Delete	0000001JLMSS	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	30/11/2018	30/11/2016	JOHOR BAHRU	New Edit Delete
	New Edit Delete	000000030300	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	23/02/2017	23/02/2017	sini	New Edit Delete
	New Edit Delete	0102267810JLS	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	22/07/2016	22/07/2016	SENTOSA	New Edit Delete
	New Edit Delete	0123456789	SA0002	SYAWAL SHIPPER SDN BHD	2-METHOD 2	25/02/2017	25/02/2017	KL	New Edit Delete
	New Edit Delete	0137774502	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	19/07/2016	19/07/2016	MELAKA	New Edit Delete
	New Edit Delete	10101010101010101010	SA0002	SYAWAL SHIPPER SDN BHD	2-METHOD 2	13/07/2016	13/07/2016	JOHOR	New Edit Delete
	New Edit Delete	111111111111111111111111	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	10/07/2016	17/07/2016	JOHOR	New Edit Delete
	New Edit Delete	1122334455JLMS	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	02/09/2016	02/09/2016	KEDANG	New Edit Delete
	New Edit Delete	1208160001	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	23/08/2016	23/08/2016	CBR	New Edit Delete
	New Edit Delete	12233564564679464321	SA0002	SYAWAL SHIPPER SDN BHD	1-METHOD 1	14/07/2016	14/07/2016	MELAKA	New Edit Delete

Total Record : 47

Page 1 of 5 (47 items)

Figure 85

3. Page will display Company Details section. Fill in the fields below and click **Save**.

Figure 86

4. System will ask for fill in at Duly Authorized Officer by display "Please continue to key in Duly Authorized Officer". Click **Save** once you have done. Successful message will be displayed.

Figure 87

- Click on **Edit** to edit Duty Authorized Officer record and **Delete** to delete record.

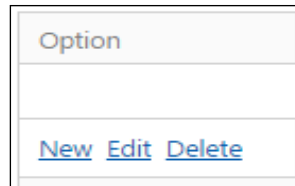


Figure 88

7.2 Assign JLM (FA)

Select **Assign JLM (FA)** tab.



Figure 89

- Assign JLM (FA) page will display as below. Select one record from Marine Registration Slip panel. Click **New** at Forwarding Agent panel.

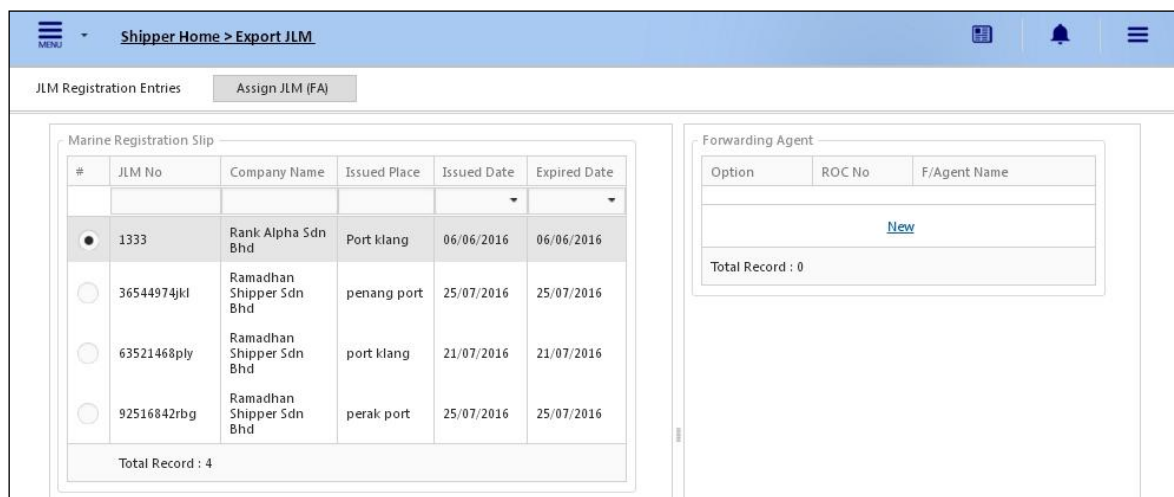


Figure 90

2. Assign JLM (FA) popup display as below. Click **Save** once you have completed.

Figure 91

3. Successful saved record will display as below:

Marine Registration Slip						Forwarding Agent		
#	JLM No	Company Name	Issued Place	Issued Date	Expired Date	Option	ROC No	F/Agent Name
<input checked="" type="radio"/>	1333	Rank Alpha Sdn Bhd	Port klang	06/06/2016	06/06/2016	New Delete	56666B	CYBERPOWER SDN BHD
<input type="radio"/>	36544974jkl	Ramadhan Shipper Sdn Bhd	penang port	25/07/2016	25/07/2016			
<input type="radio"/>	63521468ply	Ramadhan Shipper Sdn Bhd	port klang	21/07/2016	21/07/2016			
<input type="radio"/>	92516842rbg	Ramadhan Shipper Sdn Bhd	perak port	25/07/2016	25/07/2016			
Total Record : 4						Total Record : 1		

Figure 92

7.3 Nominate FA

1. Nominate FA page will display as below

Shipper Home > Others > Business Partner > Nominated Business Partner

JLM Registration Entries | Assign JLM (FA) | **Nominate FA**

Enter text to search... [Search](#) [Clear](#)

#	Option	User Type	ROC No	Name	Nominated Status	Last Updated Date ↓
▶	New Cancel	FA	ROCGF123	GEMILANG FORWARDING SDN BHD	A - Accept	27/09/2017 15:26
▶	New Cancel	FA	269711	RANK ALPHA TECHNOLOGIES SDN BHD	P - Pending	27/09/2017 15:24
▶	New Cancel	FA	ROCTEST	RA TEST	P - Pending	27/09/2017 15:22
▶	New Cancel	FA	269716T	PANAMA FORWARDING SDN BHD	P - Pending	21/09/2017 16:18
▶	New Cancel	DP	801MM	PRESIDENT SDN BHD	P - Pending	11/02/2017 09:29
▶	New Cancel	SA	8541SS	PRESIDENT SDN BHD	P - Pending	11/02/2017 09:28

Total Record : 6

Page 1 of 1 (6 items) < 1 >

Figure 93

2. You can either click n **New** or **Cancel** to proceed for the Nominate FA entries,

Chapter 8 Maintenance

8 Maintenance

Click on the Menu and select **Maintenance**.

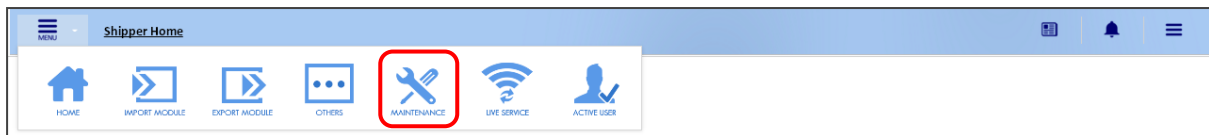


Figure 94

8.1 Admin

Select **Admin** tab.

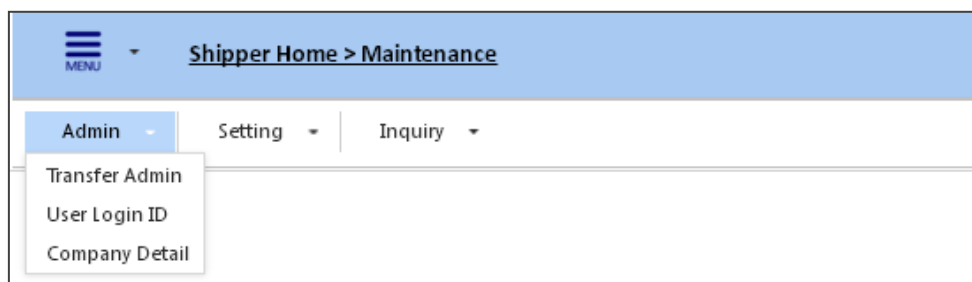


Figure 95

8.1.1 Transfer Admin

This option allows user to change the Admin of the account. The page as below:

The screenshot shows the 'Shipper Home > Maintenance > Transfer Admin Right' page. It features a table with columns: Option, User ID, User Name, Email, Admin, Status, and Deactivate. There are three rows of data, each with a 'Transfer' link in the 'Option' column. The first row has a checked 'Admin' checkbox and 'Approved' status. The second and third rows have unchecked 'Admin' checkboxes and 'Approved' status. A 'Total Records : 3' summary is shown at the bottom of the table.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	anis001	Nazrin Naw	anisaklima@gmail.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	sofia	sofia	sofia@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	anuar	anuar	anuar@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Total Records : 3

Figure 96

Transfer:

1. Click **Transfer** button on the required record. The check box Admin will change.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	anis001	Nazrin Naw	anisaklima@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	sofia	sofia	sofia@ram.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	anuar	anuar	anuar@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Total Records : 3						

Figure 97

8.1.2 User Login ID

This page displays the active and deactive user for this account.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	anis001	Nazrin Nawi	anisaklima@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	anuar	anuar	anuar@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	sofia	sofia	sofia@ram.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 98

Active User

Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	anis001	Nazrin Nawi	anisaklima@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	anuar	anuar	anuar@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	sofia	sofia	sofia@ram.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 99

Add:

1. To create new user, click on **Add** button.
2. User Information popup will display.

User Information NEW

Online ID
 Account No
 User ID
 User Name
 Password
 Show Password

NRIC
 Expiry Days:
 Email
 Port Station:

Figure 100

3. Click **Save** button to save the new user.
4. The **“Record successfully saved!”** statement will be displayed.

5. The new record will be added in grid listing as below:


Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	anis001	Nazrin Nawi	anisaklima@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	anuar	anuar	anuar@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	salmah	Salmah Rabu	salmah@ram.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	sofia	sofia	sofia@ram.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 101

Edit:

1. Click **Edit** button on the appropriate record. The selected record will be displayed:

User Information EDIT



Browse...

Online ID : ra00000115

Account No : RA00000115

User ID : salmah

User Name : Salmah Rabu

Password : salmah

Show Password

NRIC : 966325-58-5555

Expiry Days : 30 - Days

Email : salmah@ram.com

Port Station : MYPKG - PORTKLANG

Save
Close

Figure 102

2. To record changes that you have made, click **Save** button.

Deactive:

1. To deactivate current user, click **Deactive** button on the appropriate record.
2. A confirmation pop-up will be displayed. Click **OK** button to proceed.
3. The **“Successful deactivated the user!”** statement will displayed as below:



Figure 103

Deactive User

Option	User ID	User Name	Email	Admin	Status	Deactivate
View Activate	Azman	mohd azman	anis001	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	nadia	nadia	nadia@ram.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	salmah	Salmah Rabu	salmah@ram.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	suhaila	suhaila	suhaila@ram.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>

Figure 104

View:

1. Click **View** button on the appropriate record.
2. User Information popup will be shown as below:

User Information VIEW

Online ID : ra00000115

Account No : RA00000115

User ID : nadia

User Name : nadia

NRIC : 325478-53-2150

Expiry Days : 60 - Days

Email : nadia@ram.com

Port Station : MYPKG - PORTKLANG

Figure 105

Activate:

1. To activate user, click **<Active>** hyperlink on the appropriate record.
2. A confirmation pop-up will be displayed. Click **OK** button to proceed.
3. The **"Successful activate the user!"** statement will displayed as below:

Message X

Successful activate the user!

Figure 106

8.1.3 Company Detail

1. Update company logo and information accordingly and click **Update**.

Shipper Home > Maintenance > Admin > Company Detail

Admin | Setting | Inquiry

Online ID : SSS0000176 ROC No * : SA0002

Account No : SSS0000176 Custom Agents Code :

Company Type : Manufacturer / Shipper

Company Name * : SYAWAL SHIPPER SDN BHD

Contact Person * : AMAR BAHRIN

Tel No * : 0123456789 Fax No * : 0123456789

Contact Email * : nurzafirah@rankalpha.com

Company Address * : NO 103
JALAN KEAMPUNAN 103

Postal Code * : 68452

* Required field in order to proceed

Update Cancel

Browse...

Figure 107

8.2 Setting

Select **Setting** tab.

Shipper Home > Maintenance

Admin | Setting | Inquiry

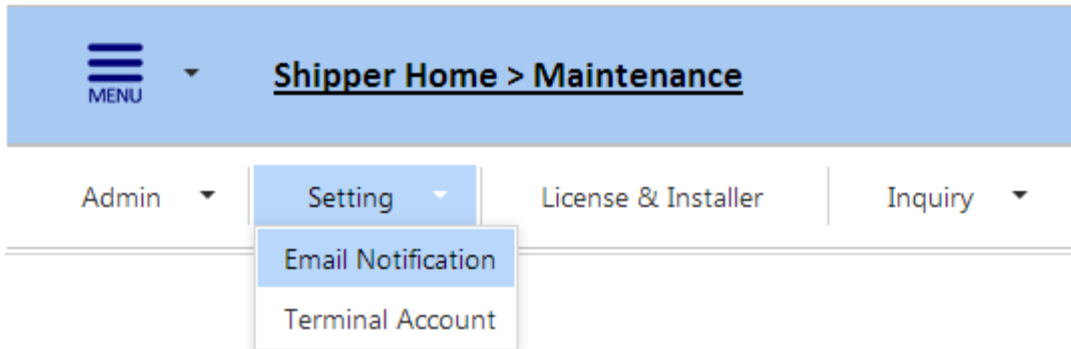
Email Notification

Terminal Account

Figure 108

8.2.1 Email Notification

1. Option can be retrieve from Setting Tab and below option will be displayed.



- 2.

Module: Save

Sub Module: Cancel

User ID:

User Name:

Email Address:

Enter text to search... [Search](#) [Clear](#)

Option	User ID	User Name	Email Address	Module	Sub Module
New					
Total Record : 0					

No data to paginate

Chapter 9 Live Service

9 Live Service

Click on the Menu and select **Live Service**.

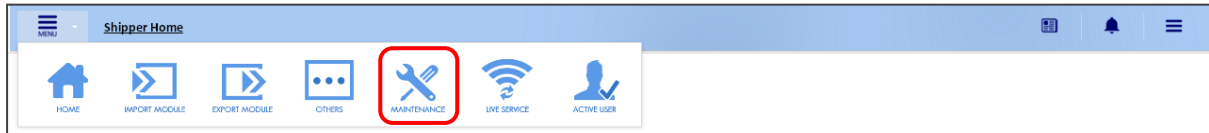


Figure 109

9.1 Registered Company

Select **Registered Company** tab.



Figure 110

9.1.1 Forwarding Agent List

Forwarding Agent List will display as below:

#	ROC No	Company Name	Address	Tel No	Fax No
	AAA (ROC No: 124)			Tel No: Mobile No: 1	Fax No:
	Post Code:			Email: a@abc.com	
				Contact Person: A	
	ABC FORWARDING SDN BHD (ROC No: 1234562)	24, JALAN SATU TAMAN MUDA PORT KLANG Post Code: 42000		Tel No: 03-31672100 Mobile No: 0122060097	Fax No: 03-31672188
				Email: janejnim@gmail.com	
				Contact Person: JANE LIM	
	ADIB FORWARDING SDN BHD (ROC No: PKH6789)	NO. 12, JALAN INDAH 1/15, TAMAN UNIVERSITI INDAH SERI KEMBANGAN, SELANGOR Post Code: 43300		Tel No: 0380738477 Mobile No: 0177447582	Fax No: 0380738466
				Email: muhdadibazmy@gmail.com	
				Contact Person: MUHAMAD ADIB BIN AZMY	
Total: 42					

Page 1 of 5 (42 items) < Prev 1 2 3 4 5 Next >

Figure 111

9.1.2 Shipping Agent List

Shipping Agent List will display as below:

#	ROC No.	Company Name	Address	Tel No	Fax No
	"K'LINE MARITIME (MALAYSIA) SDN. BHD. (ROC No: 202208H)	LEVEL 15-02, PLAZA MASALAM, NO.2 JALAN TENGGU AMPUAN ZABEDAH E9/E, SECTION 9, SHAH ALAM, SELANGOR DARU Post Code: 40100		Tel No: 55102400 Mobile No: 0192613112	Fax No: 55102382
				Email: klmpkopn@pk.my.kline.com	
				Contact Person: YUSOF LATIF	
	AMSTRON SDN BHD (ROC No: 234569Y)	PUNCAK ALAM 2, TAMAN KUJAT SELANGOR Post Code: 13300		Tel No: (04) 5566-7899 Mobile No: (04) 5789-6555	Fax No: (04) 5566-7899
				Email: amirankalpha@gmail.com	
				Contact Person: JAHAL	
	APL-NOL MALAYSIA SDN BHD (ROC No: 455972K)	3RD FLOOR, EAST WING, WISMA CONSPLA NO.7, JALAN SS 16/1 47500 SUBANG JA Post Code: 47500		Tel No: 603 - 56386000 Mobile No: 012 - 2378470	Fax No: 603 - 56318963
				Email: anuar_ahmad@apl.com	
				Contact Person: ANUAR BIN AHMAD	
Total: 41					

Page 1 of 5 (41 items) < Prev 1 2 3 4 5 Next >

Figure 112

9.1.3 Haulier List

Haulier List will display as below:

#	ROC No.	Company Name	Address	Tel No	Fax No
		A STAR HAULAGE (ROC No : ASH0001) NO 3 JALAN BINTANG 3 TAMAN BINTANG Post Code : 31452		Tel No : (013) 7458-695 Mobile No : (011) 5464-6463 Email : nurzafirah1314@gmail.com Contact Person : ZACK	Fax No : (07) 4526-895
		ABSOLUTE HAULAGE (ROC No : AHR0001) LOT 2 & 3 JALAN KUNCI BANDAR BARU KUNCI Post Code : 54645		Tel No : (015) 7845-785 Mobile No : (011) 4646-454 Email : nurzafirah1314@gmail.com Contact Person : JESSICA	Fax No : (012) 4587-956
		ABSTRACT HR (ROC No : ABH0001) NO 45 JALAN BERJAYA 45 Post Code : 98546		Tel No : (012) 4587-964 Mobile No : (015) 4679-879 Email : nurzafirah1314@gmail.com Contact Person : MELISA	Fax No : (013) 1345-645
Total : 41					

Page 1 of 5 (41 items) < < Prev 1 2 3 4 5 Next > >

Figure 113

9.1.4 Depot List

Depot List will display as below:

#	ROC No.	Company Name	Address	Tel No	Fax No
		ACME DEPOT (ROC No : ACD0001) NO 45 JALAN BERANTAI 45 TAMAN MAJU Post Code : 15454		Tel No : (014) 6797-6464 Mobile No : (015) 6796-4646 Email : nurzafirah1314@gmail.com Contact Person : HISHAM	Fax No : (013) 5979-8956
		ADEPT DEPOT (ROC No : ADD0001) NO 6 TAMAN BERLIKU 6 BANDAR BARU LIKU Post Code : 75846		Tel No : (016) 5476-4646 Mobile No : (016) 5989-3275 Email : nurzafirah1314@gmail.com Contact Person : MARY	Fax No : (018) 8974-6989
		ALEGE DEPOT (ROC No : ALD0001) NO 56 JALAN PERDANA 5 TAMAN PERDANA Post Code : 15655		Tel No : (014) 8796-9756 Mobile No : (015) 9794-6465 Email : nurzafirah1314@gmail.com Contact Person : FIFI	Fax No : (016) 9562-9555
Total : 41					

Page 1 of 5 (41 items) < < Prev 1 2 3 4 5 Next > >

Figure 114

9.1.5 Warehouse List

Warehouse List will display as below:

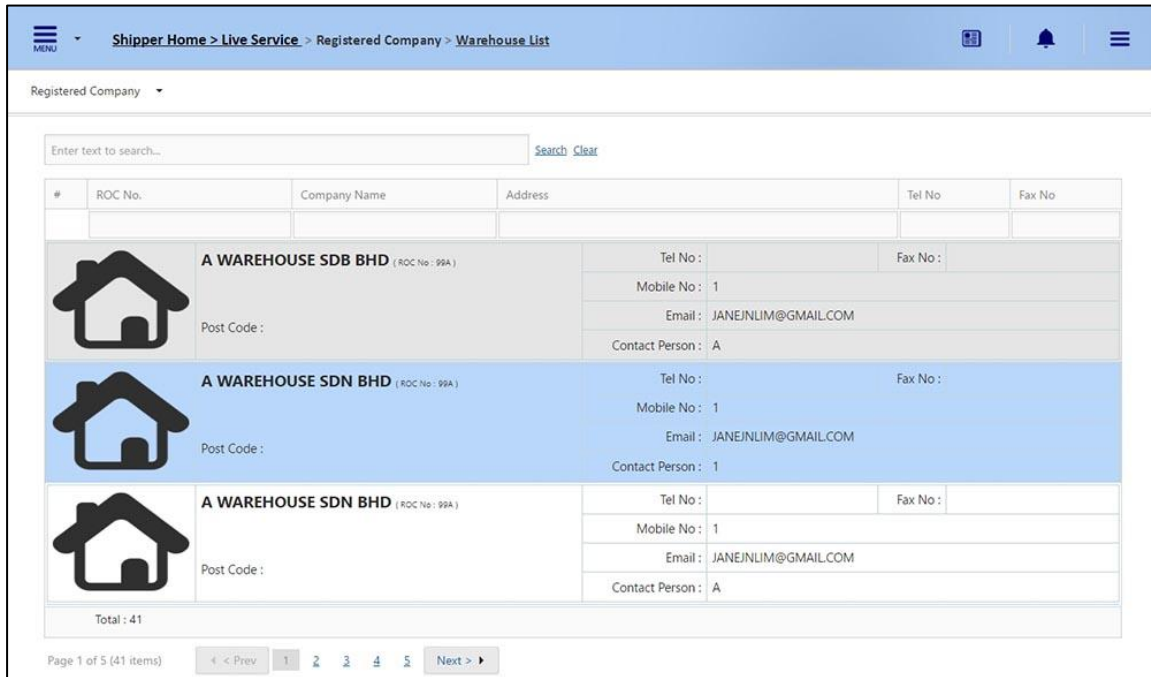


Figure 115

9.1.6 Freight Forwarder List

Freight Forwarder List will display as below:

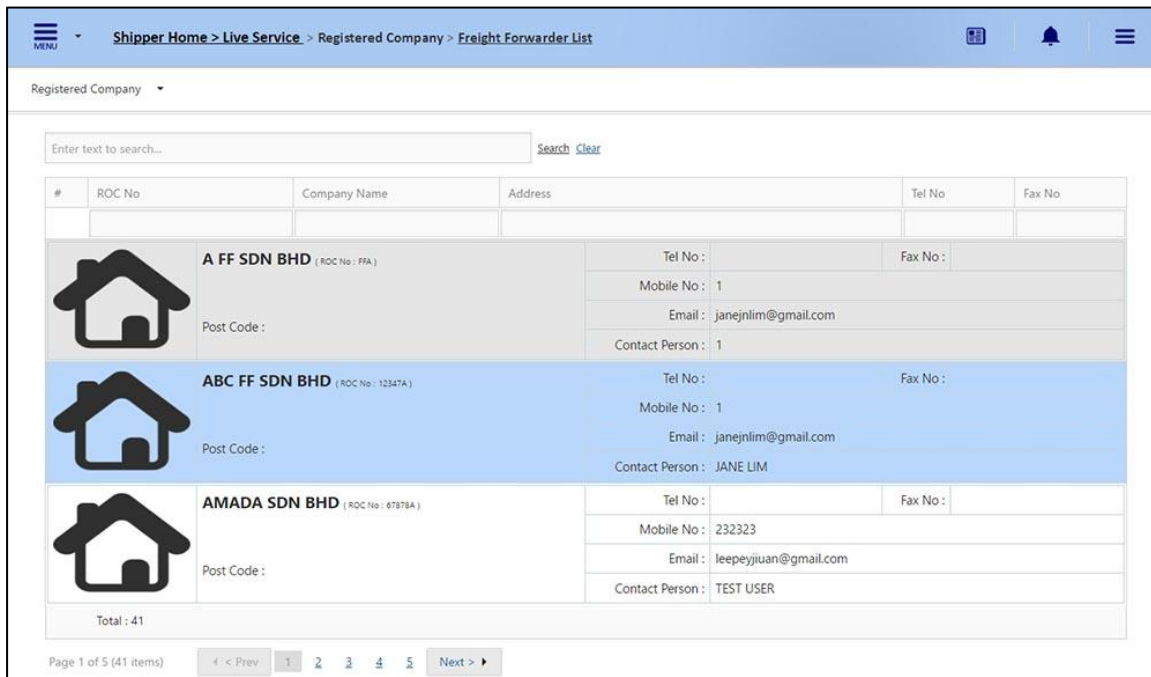


Figure 116

Chapter 10 Active User

10 Active User

1. Click on the Menu and select **Active User**.

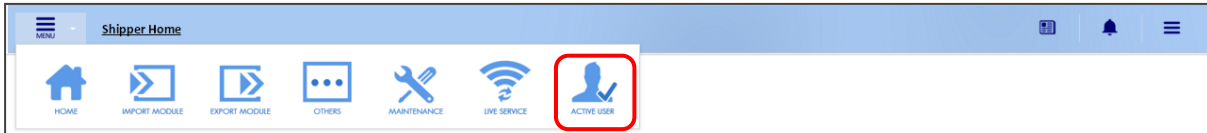


Figure 117

2. This option allows user to view who is login using this account.



Figure 118

3. **Delete** hyperlink is used to terminate others user.

{ End of User Manual }