



USER GUIDE

2017

Warehouse Module



Port Klang*Net

Port Single Window for Maritime & Logistics Communities

Web
Live Version 2.1



Rank Alpha Technologies Sdn Bhd®

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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

The screenshot shows the Port Klang*Net website interface. At the top, there is a navigation bar with a menu icon, the Port Klang*Net logo, and a 'Log In' button. Below the navigation bar is a large banner image of a port at night with the text 'Port Klang*Net' and 'Port Single Window for Maritime & Logistics Communities'. Below the banner is a navigation menu with 'News', 'Announcement', and 'Vessel Status' (which is selected). The 'Vessel Status' section contains a table with the following data:

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

LOG IN TO ACCOUNT

Account No

User ID

Password

LOG IN

[Forgot Password ?](#)

DONT HAVE AN ACCOUNT ?

Register Now !

[NEW REGISTRATION](#)

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


[RE-SUBMIT REGISTRATION](#)

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 Warehouse Registration

Warehouse Module is available at Port Klang *Net website: <http://www.my1port.com>.

Warehouse is allowed to register their company information so that they will be able to access and use this system any time.

2.1. New Registration

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

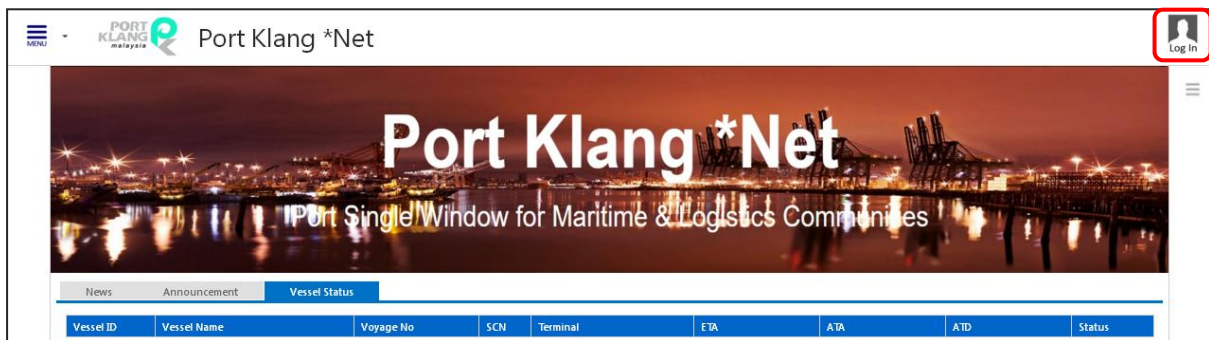


Figure 3

2. Click on **New Registration** button. This module will allow new warehouse to register.

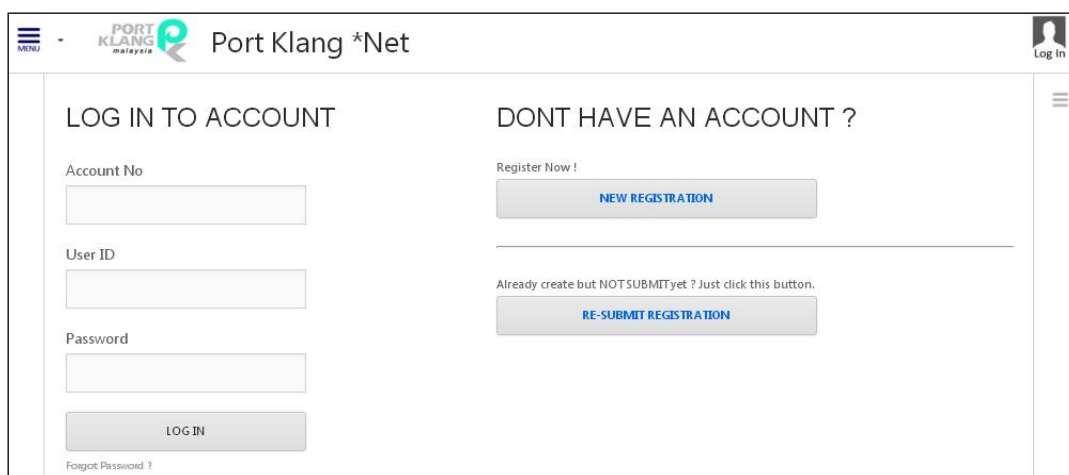


Figure 4

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

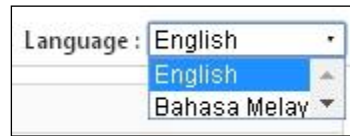


Figure 5

4. You need to complete all the above section:



Figure 6

5. Fill in your company information at **Company Particulars** section. All yellow color fields are mandatory. Click **Save** once completed.

Company Particulars

Registration Type: <input type="text" value="WH- OPERATOR GUDANG / WAREHOUSE OPERATC"/>	ROC / ROB No: <input type="text"/>
Name Of Company: <input type="text"/>	Paid-up Capital: <input type="text" value="0.00"/>
Date of Company / Business Registration: <input type="text" value="10/08/2016"/>	Warehouse No: <input type="text" value="1"/>
Registered Address: <input type="text"/> <input type="text"/> <input type="text"/>	
Postal Code: <input type="text"/>	
Tel No: <input type="text" value="() - - -"/> 2: <input type="text" value="() - - -"/>	
Fax No: <input type="text" value="() - - -"/> 2: <input type="text" value="() - - -"/>	
Business Address: <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> As above
Postal Code: <input type="text"/>	
Tel No: <input type="text" value="() - - -"/> 2: <input type="text" value="() - - -"/>	
Fax No: <input type="text" value="() - - -"/> 2: <input type="text" value="() - - -"/>	
Customs / PKA Registered Code: <input type="text" value=""/> if exist <i>e.g : BS1234</i>	<input type="button" value="Save"/>

Authorised Contact
Business

Port Klang Net Login

Administrator Login ID:

Authorised Contact

Authorised Contact: <input type="text"/>	Email: <input type="text"/>
Designation: <input type="text"/>	
Tel No: <input type="text" value="() - - -"/>	
Mobile Phone No: <input type="text" value="() - - -"/>	
Authorised Contact: <input type="text"/>	
Designation: <input type="text"/>	
Tel No: <input type="text" value="() - - -"/>	
Mobile Phone No: <input type="text" value="() - - -"/>	

Figure 7

- At **Director Particulars** tab, fill up all mandatory information by click **Add** button and click **Save** once you have done. This information can be edited and deleted by click on **Edit** or **Delete** button.

Figure 8

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

Figure 9

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

Figure 10

9. At **Acknowledgement** tab, an acknowledgement screen with Term & Conditions of Registration according to the type of user registration will appear as below. Tick on the check box to proceed with the registration.

Term & Conditions Of Registration

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

Warehouse Operator

Warehouse Management

- The warehouse operator is required to obtain approval to conduct activity (ZB6) from the Free Zone Authority before commencement of its activity.
- The warehouse operator is authorized to conduct its activity as per approval by the Free Zone Authority.
- The warehouse operator shall ensure the freight forwarder operating in its warehouse/premise has registered with the Free Zone Authority and in possession of the BZ registration number. The freight forwarder must be in possession of the approved gazette ZB4 declaration form for each cargo handling.
- If the warehouse operator allows any non-registered freight forwarder to operate within its warehouse/premise, the approval to conduct activity (ZB6) shall be withdrawn.
- The warehouse operator is responsible to ensure any freight forwarder operating within its warehouse/premise not to levy any charge not approved by Port Klang Authority.
- The warehouse operator is required to allocate separate storing areas for import, export and transshipment goods according to consignments and said areas must be clearly marked and arranged in such manners that ensure safety of the said goods.
- The warehouse operator is not authorized to import, export or transship any goods to/from the Free Zone, unless allowed in accordance with Free Zone Act 1990, Free Zone Regulations 1991, directives issued under the Act & Regulations and other related Acts/Regulations in force and any changes/amendments made from time to time.
- The warehouse operator shall be fully responsible for the safety and accountability of all goods stored in its warehouse/premise.
- The warehouse operator and freight forwarder shall abide to the Approved Tariff for Cargo Handling approved by the Free Zone Authority for customers. The warehouse operator and freight forwarder shall not levy any additional charge without first obtaining approval from Free Zone Authority. Operator and freight forwarder not complying to this condition may have the approval to conduct activity withdrawn.
- Value-added activity shall be allowed after obtaining approval from Free Zone Authority. The warehouse operator or freight forwarder shall submit declarations electronically for any value-adding activity approval. Activities that encompasses "dismantling" and "assembly" must first obtain approval from Ministry of Finance and Free Zone Authority, whereas activities on relabeling such as "Made in Malaysia", "Product of Malaysia", "Manufactured in Malaysia", etc are totally prohibited unless approval from Ministry of International Trade and Industry is obtained. Stern actions will be taken against those who are in defiance of this condition.

Stock and Inventory

Warehouse Premise Safety

Abandoned and Unclaimed Cargo

Enforcement of Written Regulations

Figure 11

10. At **Submit** tab, you have to tick on check box to agree with the declaration and click the **Submit** button to complete the registration to Port Authority for consideration.

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: MANIAM NRIC / Passport: Email: syazwanirankalpa@gr **Submit**

Figure 12

11. You shall see the see the message below upon successful submission as below. There have an option if you want to print form.

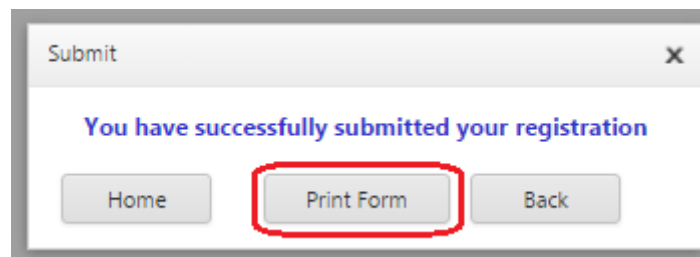


Figure 13

12. Page of printed file will show as below.

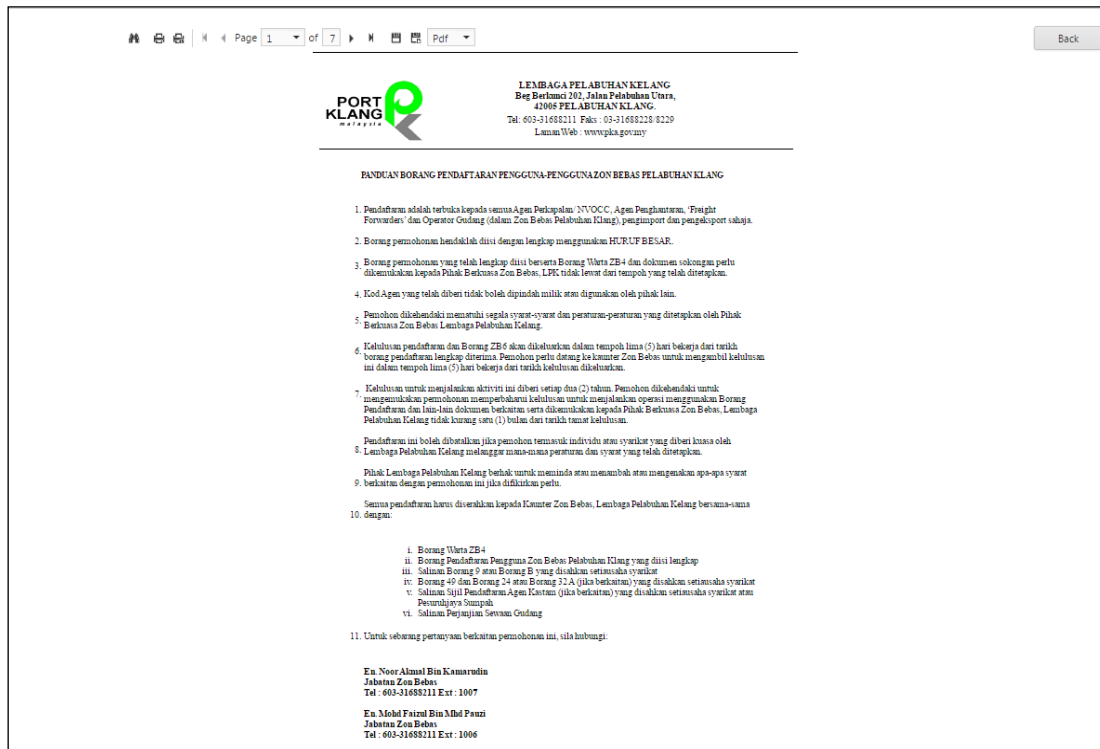


Figure 14

13. Upon successful registration, you will be provided with an email with your login details, sample as below:

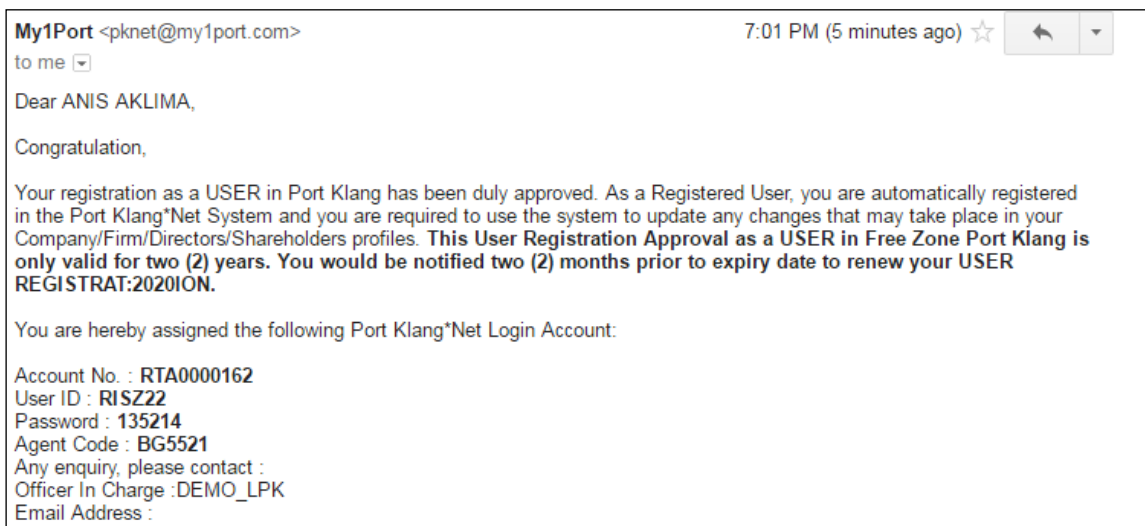


Figure 15

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 16

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

Figure 17

3. Fill in the details below then click on **Request Password**.

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 *: WH- OPERATOR GUDANG / WAREHOUSE OPERATOR

Warehouse No

* Required field in order to proceed.

Figure 18

4. A Reset Password email will be sent to you email as below. Click the URL as indicated in email to continue login page.

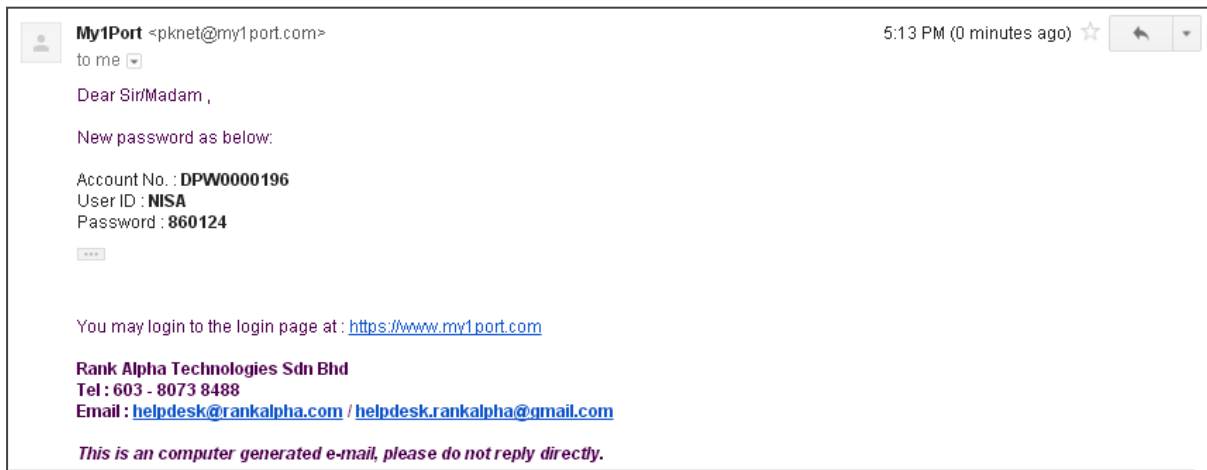


Figure 19

Chapter 4 : User Profile

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**.

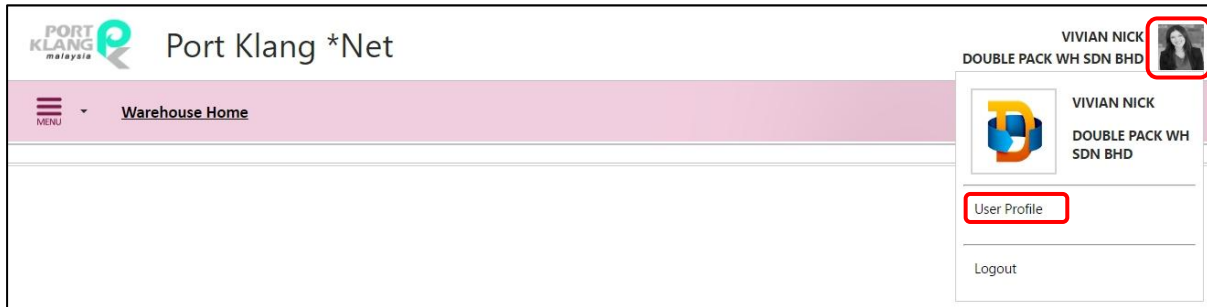


Figure 20

2. User Profile page will display

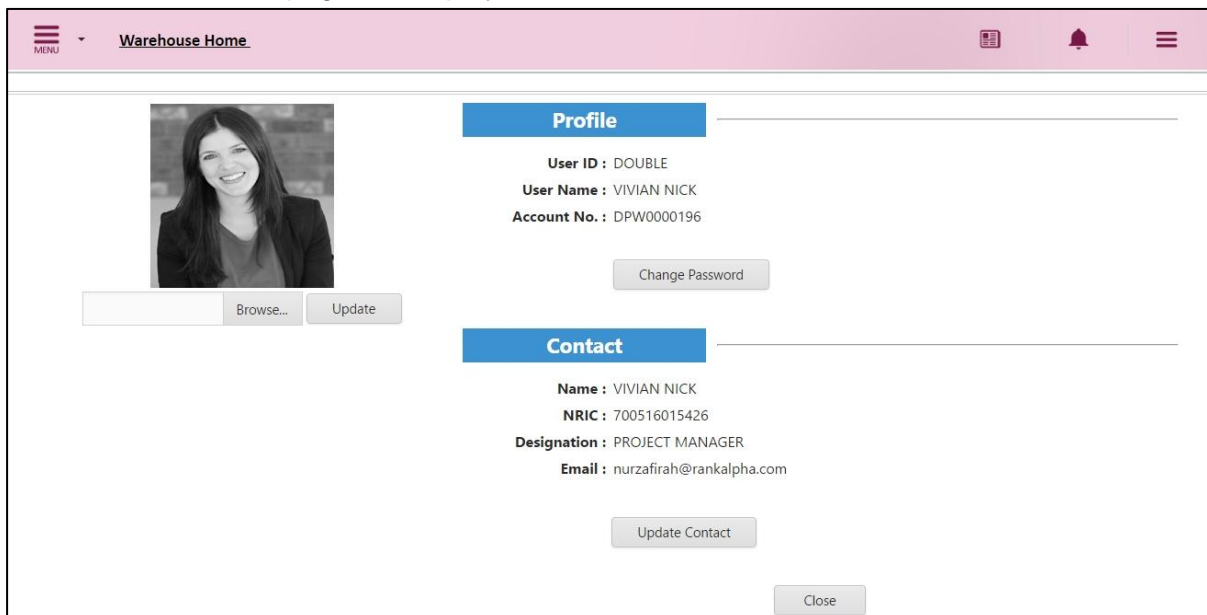


Figure 21

4.1 Upload Photo

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

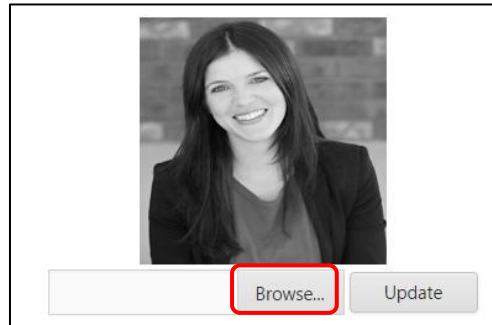


Figure 22

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.



Figure 23

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 web form titled "Contact" with a blue header. Below the header, there are four input fields with labels: "Name" (value: SOFIA), "NRIC" (value: 950421-03-5421), "Designation" (value: QA), and "Email" (value: ANISAKLIMA@GMAIL.COM). At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red border.

Figure 24

Chapter 5 SCN

5. SCN Listing

1. Click on the Menu and select **SCN Listing**.



Figure 25

2. SCN Listing page will display as below:

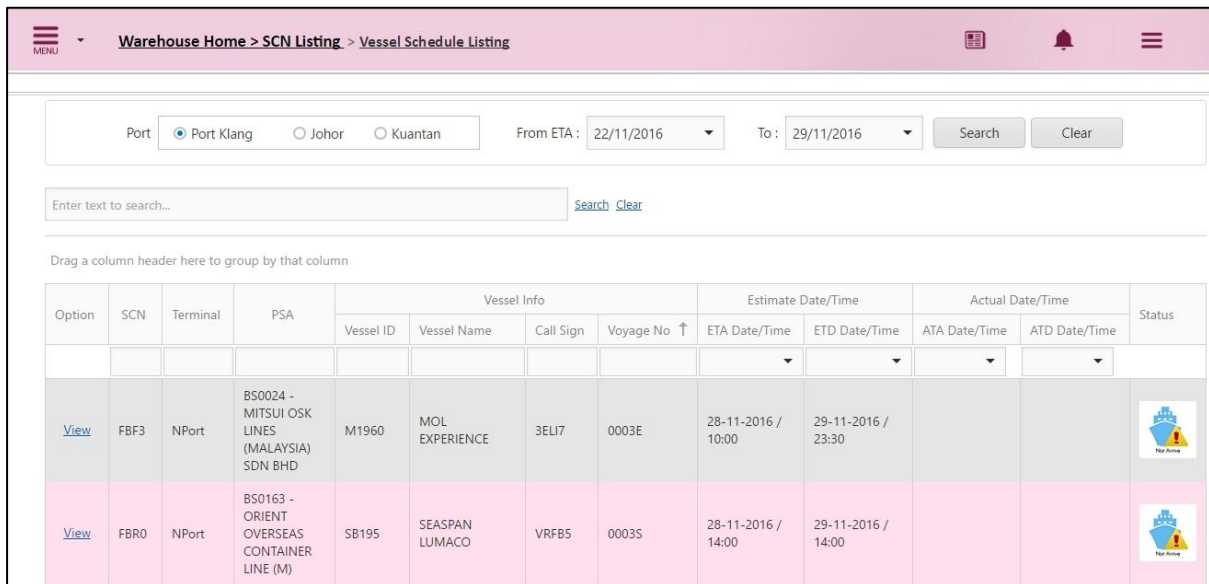


Figure 26

3. Click **View** to display Vessel Schedule Detail. Pop-up as below will appear:

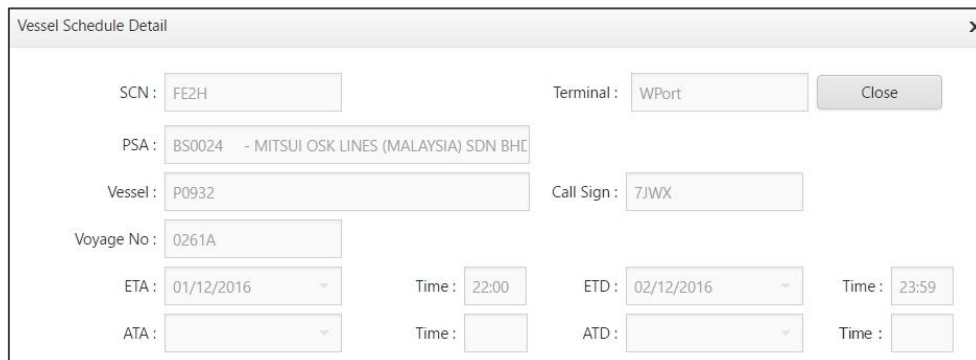


Figure 27

Chapter 6 : Export

Chapter 6 Export

6. Export Module

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



Figure 28

6.1.Data Entries



Figure 29

6.1.1 SOLAS VGM

6.1.1.1 New VGM

1. Go to **Data Entries > SOLAS VGM > New VGM**. The page will be displayed as below.

The screenshot shows the 'Warehouse Home > Export' interface. At the top, there are navigation menus for 'Data Entries', 'Submit', 'Inquiry', and 'Reports'. Below this is a search bar with the text 'Enter text to search...' and a 'Search Clear' button. The main area contains a table with the following columns: #, Option, Job No, Booking Ref No, SCN No, JLM Registration No, Port Terminal, Request Port Weighing, Port Weighing, and Created Date. The table lists 10 records, each with a 'New Edit Delete' link. The 'Request Port Weighing' column has checkboxes, with the third record (Job No: Q12345) checked. The 'Created Date' column shows dates from 02/02/2017 to 20/01/2017. At the bottom of the table, it says 'Total Record : 85'. Below the table is a pagination control showing 'Page 1 of 9 (85 items)' and a set of numbered links from 1 to 9.

#	Option	Job No	Booking Ref No	SCN No	JLM Registration No	Port Terminal	Request Port Weighing	Port Weighing	Created Date
▶	New Edit Delete	233	11345	EHR4	27061601JFY	NORTH PORT	<input type="checkbox"/>	NPORT STATION	08/02/2017
▶	New Edit Delete	222	BRNWH2304	EHR4	WHJM16062302	WEST PORT	<input type="checkbox"/>	TESTPORT	08/02/2017
▶	New Edit Delete	Q12345	BRN12345	FC19	WHJM16062406	WEST PORT	<input checked="" type="checkbox"/>	WPORT STATION	02/02/2017
▶	New Edit Delete	J0667	BRNWH0334	FET8	WHJM16062409	NORTH PORT	<input type="checkbox"/>	CARGO PORT	23/01/2017
▶	New Edit Delete	J0445	BRNWH0556	FEE1	WHJM16062410	NORTH PORT	<input type="checkbox"/>	MELAKA PORT	23/01/2017
▶	New Edit Delete	J0034	BRNWH0998	FBBK	WHJM16062409	WEST PORT	<input type="checkbox"/>	CARGO PORT	23/01/2017
▶	New Edit Delete	J0086	BRNWH0034	FC19	WHJM16062407	WEST PORT	<input type="checkbox"/>	TEBRAU PORT	23/01/2017
▶	New Edit Delete	J2991	BRNWH266	FET2	WHJM16062407	NORTH PORT	<input type="checkbox"/>	TEBRAU PORT	23/01/2017
▶	New Edit Delete	q1	q1	FBBK	WHJM16062409	NORTH PORT	<input type="checkbox"/>	CARGO PORT	20/01/2017
▶	New Edit Delete	J4480	BRNWH4467	FETD	WHJM16062402	NORTH PORT	<input type="checkbox"/>	JAKARTA PORT	20/01/2017

Figure 30

2. Click on **New** button to add new VGM. You are required to fill in General Info section first and click on **Save** button once you have done.

The screenshot shows the 'Warehouse Home > Export' interface for adding a new VGM. The 'General Info' section contains several input fields: 'Job No.', 'Shipping Agent', 'Booking Ref No.', 'SCN No.', 'Hauler', and 'Bill To Account'. To the right, there is a 'Terminal & JLM Info' section with 'JLM Registration No.', 'Port Terminal', and a 'Request Port Weighing' checkbox. A 'Save' button is highlighted with a red box, and a 'Close' button is also visible. Below this is the 'Container VGM' section, which includes a search bar and a table for recording VGM data. The table has columns for '#', 'Option', 'Container No', 'ISO CT Type', 'Verified Gross Mass (VGM)' (with sub-columns for 'Ref No', 'Weight', 'Unit', 'Date', 'Time'), 'Last Updated' (with sub-columns for 'Date', 'Time'), and 'Certificate'. The 'Total Record' is currently 0.

Figure 31

3. Then fill in the details in Container VGM section by click **New** button.

#	Option	Container No	ISO CTType	Verified Gross Mass (VGM)					Last Updated		Certificate
				Ref No	Weight	Unit	Date	Time	Date	Time	
<input type="button" value="New"/>											
Total Record : 0											

Figure 32

4. Container VGM section will be appeared as below. Click on **Save** button once you have done. Successful message will be displayed.

Container VGM

Container Info

Container No. :

ISO CTType : ▼

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 33

- Click on **Save** button to save the record. Successful message will be displayed.

The screenshot shows a web application interface for 'Warehouse Home > Export'. It features a navigation bar with 'Data Entries', 'Submit', 'Inquiry', and 'Reports' menus. The main content area is divided into two sections: 'General Info' and 'Container VGM'. The 'General Info' section contains several input fields for 'Job No.', 'Shipping Agent', 'Booking Ref No.', 'SCN No.', 'Hauler', and 'Bill To Account'. To the right, there is a 'Terminal & JLM Info' section with fields for 'JLM Registration No.' and 'Port Terminal', along with a 'Request Port Weighing' checkbox. A 'Save' button is highlighted with a red box, and a 'Close' button is located below it. The 'Container VGM' section includes a search bar and a table with columns for '#', 'Option', 'Container No', 'ISO CT Type', 'Verified Gross Mass (VGM)', 'Last Updated', and 'Certificate'. The table contains one record with a weight of 15451.0000 KGM, dated 18/02/2017.

Figure 34

- Click on **Edit** button to edit General Info & Container VGM details. Click **Delete** to delete record.

#	Option	Job No	Booking Ref No
	New Edit Delete	JOB1111	BN0011
	New Edit Delete	233	11345

Figure 35

6.1.1.2 VGM Amendment (By Booking)

1. Go to **Data Entries > SOLAS VGM > VGM Amendment > By Booking**. The page will be displayed as below.

Warehouse Home > Export > SOLAS VGM > Amendment By Booking

Data Entries | Submit | Inquiry | Reports

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

#	Option	Job No	Booking Ref No	SCN No	Port Terminal	Request Port Weighing	JLM Registration No	Response	
								Status	Remark
	Amend	WH16062304	BRNWH2304	EHR4	WESTPORT	✓	WJLM16062302	Message Rejected	
	Amend	test1	11345	EHR4	NORTH PORT	✓	27061601JFY	Message Rejected	

Total Record : 2

Page 1 of 1 (2 items) < 1 >

Figure 36

2. Click on **Amend** button and you are required to key in New Job No. Click **Save** button once you have keyed in the New Job No.

Confirm Amendment

Current Job No : Save

New Job No : Close

Figure 37

- General Info page will be appeared with new Job No. Click on **Save** once you have done amend the details. Successful message will be displayed.

General Info

Job No.: **JOB000041**

Shipping Agent: KXS0000044 - KAI XUAN SHIPPING SDN BHD

Booking Ref No.: BRNWH2304

SCN No.: EHR4

Hauler: ALS0000596 - ARTHA LOGISTICS SDN BHD

Bill To Account:

Terminal & JLM Info

JLM Registration No.: WJLM16062302

Port Terminal: WPORT- WESTPORT

Request Port Weighing

Save **Close**

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	PRT001	42G0							32100.0000	KGM	18/02/2017	09:54
	Edit	PRT002	L2G0							32000.0000	KGM	18/02/2017	09:54

Total Record : 2

Figure 38

6.1.1.3 VGM Amendment (By Container)

- Go to **Data Entries > SOLAS VGM > VGM Amendment > By Container**. The page will be displayed as below.

Warehouse Home > Export > SOLAS VGM > Amendment By Container

Data Entries | Submit | Inquiry | Reports

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

#	Option	Job No	SCN No	Booking Ref No	Container No	Verified Gross Mass (VGM)				Response		Certificate
						Weight	Unit	Date	Time	Status	Remark	
	Amend	WH16062318	EJ3	BRNWH2318	JGH002	10000.0000	KGM	23/06/2016	15:17	CR	Container Rejected	
	Amend	WH16062318	EJ3	BRNWH2318	JGH001	12000.0000	KGM	23/06/2016	15:16	CR	Container Rejected	

Total Record : 2

Page 1 of 1 (2 items) [1](#)

Figure 39

- Click on **Amend** button to do amendment of records. Key in the New Job No then click **Save**.

Confirm Amendment

Current Job No :

New Job No :

Figure 40

- General Info page will be appeared with new Job No. Click on **Save** once you have done amend the details. Successful message will be displayed.

Warehouse Home > Export

Data Entries | Submit | Inquiry | Reports

General Info

Job No. :

Shipping Agent : SBS0000092 - SYARIKAT BERSATU SDN BHD

Booking Ref No. : BRNWH2318

SCN No. : EJJ3

Hauler : ATF0000143 - AZ TECH FORWARDING SDN BHD

Bill To Account :

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

JLM Registration No. :

Port Terminal :

Request Port Weighing

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	JGH002	20G1	ADF001	10000.0000	KGM	23/06/2016	15:17			18/02/2017	10:17

Total Record : 1

Figure 41

6.1.1.4 VGM Cancellation (By Booking)

1. Go to **Data Entries > SOLAS VGM > VGM Cancellation > By Booking**. The page will be displayed as below. You may search record by key in **Job No**, **SCN** or **Booking Ref No**. Then click **Search**.

The screenshot shows the 'Warehouse Home > Export > SOLAS VGM > Cancellation By Booking' page. On the left, there are search input fields for 'Job No', 'SCN', and 'Booking Ref No', which are enclosed in a red rectangular box. To the right of these fields is a 'Search' button, also highlighted with a red box. Below the search fields is a 'Confirm' button. The main table area displays 'No data to display'. On the right side of the page, 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.

Figure 42

2. The searched record will be displayed as below. Click on the radio button and click **Confirm** to see the details of cancellation record.

The screenshot shows the same interface as Figure 42, but with a search result displayed. The 'Job No' field is filled with 'q12345'. The 'Confirm' button is highlighted with a red box. Below it, a table has one row highlighted with a red box. The table columns are: #, Job No, SCN No, Booking Ref No, Port Terminal, Request Port, Submitted Date, and Time. The row contains: 1, Q12345, FC19, BRN12345, WESTPORT, , 18/02/2017, and 10:25. The 'Total Record' is 1, and the page is 'Page 1 of 1 (1 items)'. The right side of the page remains the same as in Figure 42.

Figure 43

- The details of searched record will indicate as below. Tick on check box button and click on **Cancel** button to confirm record cancellation.

Warehouse Home > Export > SOLAS VGM > Cancellation By Booking

Data Entries - Submit - Inquiry - Reports -

Job No: Q12345
 SCN: FC19
 Booking Ref No: BRN12345

Search Confirm

#	Job No	SCN No	Booking Ref No	Port Terminal	Request Port	Submitted Date	Time
1	Q12345	FC19	BRN12345	WESTPORT	<input checked="" type="checkbox"/>	18/02/2017	10:25

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

Job No: Q12345
 SCN: FC19
 Booking Ref No: BRN12345
 JLM Reg. No: WHJLM16062406
 Port Terminal: WESTPORT
 Request Port Weighing

Cancel

Container No	Weight	Unit	Ref No	Status	Remark
Q123456					

Page 1 of 1 (1 items)

Figure 44

- You are required to fill in The Cancel Job No and Remark. Then click on **Save & Submit** once you have done. Successful message will be displayed.

Confirm Cancellation

Job No: Q12345

Cancel Job No:

Remark:

Save & Submit
 Close

Figure 45

6.1.1.5 VGM Cancellation (By Container)

1. Go to **Data Entries > SOLAS VGM > VGM Cancellation > By Booking**. The page will be displayed as below. You may search record by key in **Job No, Booking Ref No or Container No**. Then click **Search**.

The screenshot shows the 'Cancellation By Container' page. At the top, there are navigation menus: 'Warehouse Home > Export > SOLAS VGM > Cancellation By Container'. Below this, there are tabs for 'Data Entries', 'Submit', 'Inquiry', and 'Reports'. The search section contains three input fields: 'Job No:', 'Booking Ref No:', and 'Container No:'. A red box highlights these three fields and the 'Search' button to their right. Below the search fields is a 'Confirm' button. The main data area is a table with columns: '#', 'Job No', 'SCN No', 'Booking Ref No', 'Port Terminal', 'Request Port', 'CTNo', 'Submitted Date', and 'Time'. The table is currently empty, displaying 'No data to display'. There are also 'Total Record' and 'No data to paginate' indicators.

Figure 46

2. The searched record will be displayed as below. Click on the radio button and click **Confirm** to see the details of cancellation record.

The screenshot shows the same 'Cancellation By Container' page, but now with search results. The search fields are filled with 'JOB000044', 'EJJ3', and 'BRNWH2318'. The 'Search' button is highlighted with a red box. The table below now contains one record, which is also highlighted with a red box. The record details are: Job No: JOB000044, SCN No: EJJ3, Booking Ref No: BRNWH2318, Port Terminal: NORTH PORT, Request Port: (empty), CTNo: JGH002, Submitted Date: 18/02/2017, and Time: 10:55. The 'Total Record' is now 1, and the pagination shows 'Page 1 of 1 (1 items)'. There are also 'Total Record' and 'No data to paginate' indicators.

Figure 47

- The details of searched record will indicate as below. Click on **Cancel** button to confirm record cancellation.

Warehouse Home > Export > SOLAS VGM > Cancellation By Container

Data Entries | Submit | Inquiry | Reports

Job No:
 Booking Ref No:
 Container No:

#	Job No	SCN No	Booking Ref No	Port Terminal	Request Port	CTNo	Submitted Date	Time
1	JOB000044	EJJ3	BRNWH2318	NORTH PORT	<input type="checkbox"/>	JGH002	18/02/2017	10:55

Total Record : 1

Page 1 of 1 (1 items)

Job No:
 SCN:
 Booking Ref No:
 JLM Reg. No:
 Port Terminal:
 Request Port Weighing

#	Container No	VGM Info			Response	
		Weight	Unit	Ref No	Status	Remark
1	JGH002	10000.0000	KGM	ADF001		

Page 1 of 1 (1 items)

Figure 48

- Confirm Cancellation tab will be appeared. You are required to key in Cancel Job No and Remark. Click on **Save & Submit** once you have done. Successful message will be displayed.

Confirm Cancellation

Job No:

Container No:

Cancel Job No:

Remark:

Figure 49

6.2.Submit

Select **Submit** tab.



Figure 50

6.2.1 SOLAS VGM

1. Go to **Submit > SOLAS VGM**. The page will be displayed as below. Click on the check box and click **Submit** to submit selected records. You may submit more than one (1) record.

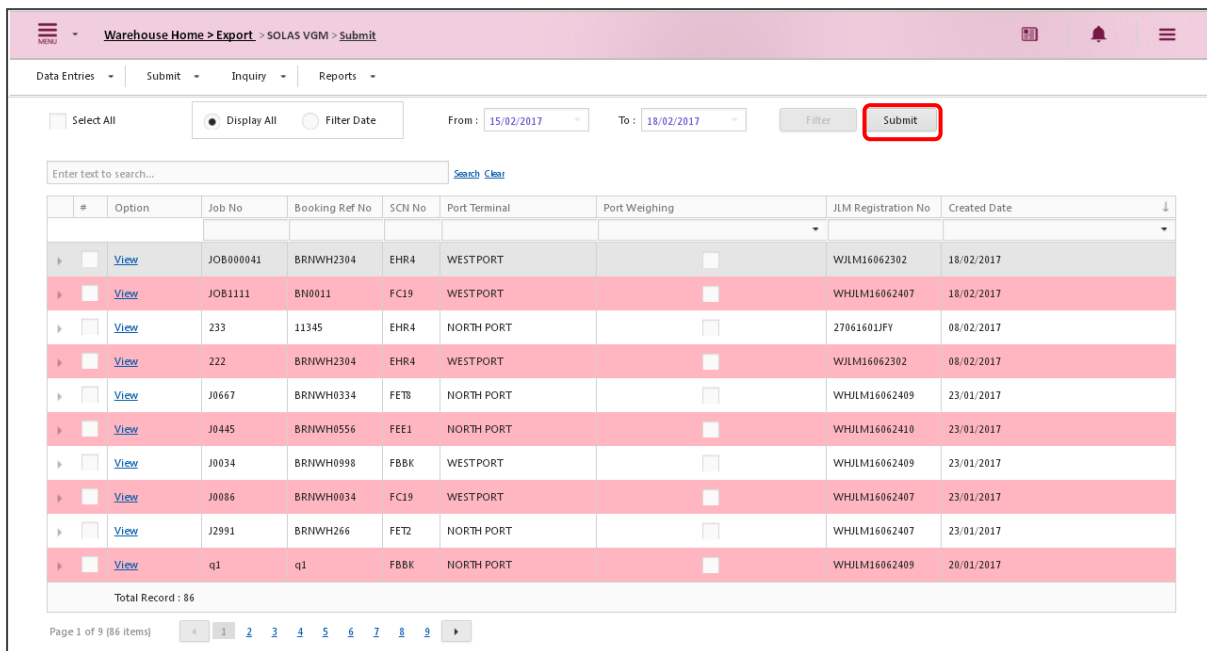


Figure 51

2. Click on **View** button to review details. General Info page will be displayed as below.

General Info

Job No.: JOB000041

Shipping Agent: KXS0000044 - KAI XUAN SHIPPING SDN BHD

Booking Ref No.: BRNWH2304

SCN No.: EHR4

Haulier: ALS0000596 - ARTHA LOGISTICS SDN BHD

Bill To Account: GFS0000184 - GEMBLANG FORWARDING SDN BHD

Terminal & JLM Info

JLM Registration No.: WJLM16062302

Port Terminal: WESTPORT

Request Port Weighing

Container VGM

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)			Date	Time	Last Updated		Certificate
				Ref No	Weight	Unit			Date	Time	
View		PRT002	L2G0						18/02/2017	09:54	
View		PRT001	42G0						18/02/2017	09:54	

Total Record : 2

Figure 52

6.3. Inquiry

Select **Inquiry** tab.

Warehouse Home > Export

Data Entries | Submit | **Inquiry** | Reports

SOLAS VGM

Figure 53

6.3.1 SOLAS VGM

1. Go to **Inquiry > SOLAS VGM**. The page will be displayed as below. Click View button to review details.

Warehouse Home > Export > SOLAS VGM > Inquiry By Booking

Data Entries | Submit | Inquiry | Reports

Submitted Date From: 15/02/2017 To: 18/02/2017

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

#	Option	Job No	Booking Ref No	SCN No	Port Terminal	Request Port Weighing	JLM Registration No	Submitted			Response	
								Date ↓	Time	By	Status	Remark
View		JOB000052	BRNWH2318	EJJ3	NORTH PORT	<input type="checkbox"/>	WHJLM16062301	18/02/2017	11:02	NISA		
View		JOB000044	BRNWH2318	EJJ3	NORTH PORT	<input type="checkbox"/>	WHJLM16062301	18/02/2017	10:55	NISA		
View		JOB000091	BRN12345	FC19	WESTPORT	<input checked="" type="checkbox"/>	WHJLM16062406	18/02/2017	10:44	NISA		
View		Q12345	BRN12345	FC19	WESTPORT	<input checked="" type="checkbox"/>	WHJLM16062406	18/02/2017	10:25	TONYWH		

Total Record : 4

Page 1 of 1 (4 items)

Figure 54

2. The details of page will be displayed as below.

Warehouse Home > Export

Data Entries | Submit | Inquiry | Reports

General Info

Job No.:

Shipping Agent:

Booking Ref No.:

SCN No.:

Hauler:

Bill To Account:

Terminal & JLM Info | **JLM Registration info** Close

JLM Registration No.:

Port Terminal:

Request Port Weighing

Container VGM

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

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)			Date	Time	Last Updated		Certificate
				Ref No	Weight	Unit			Date	Time	
View		JGH002	20G1	ADF001	10000.0000	KGM	23/06/2016	15:17	18/02/2017	11:02	

Total Record : 1

Figure 55

6.4.Reports

Select **Reports** tab.

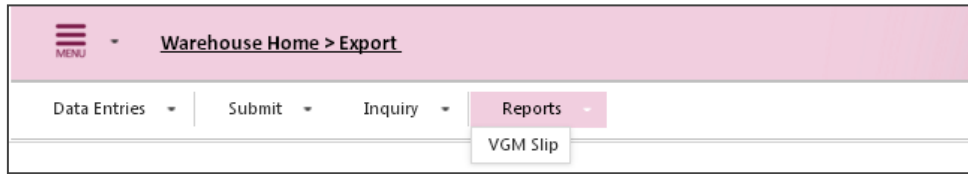


Figure 56

6.4.1 VGM Slip

1. Go to **Reports > VGM Slip**. The page will be displayed as below. Click on the check box button and click **Print** to print VGM Slip.

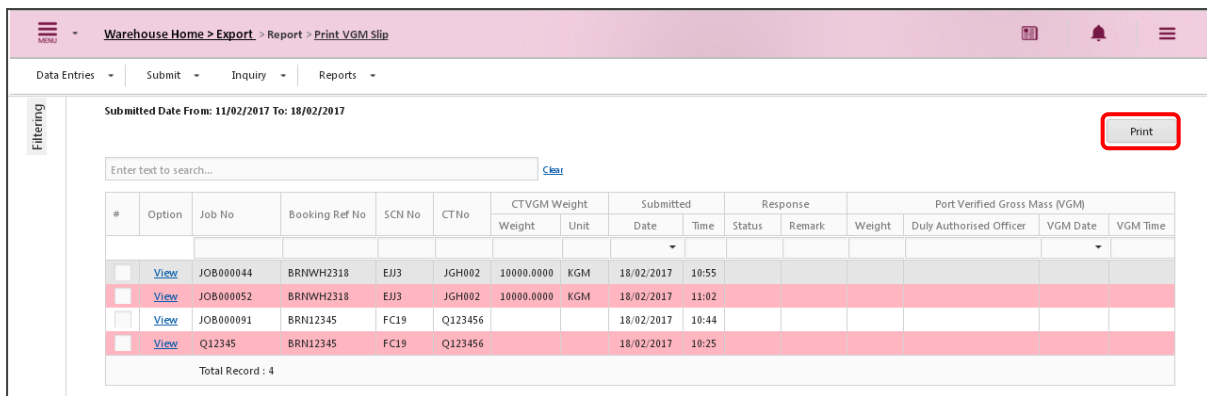


Figure 57

2. The printed VGM Slip as below.

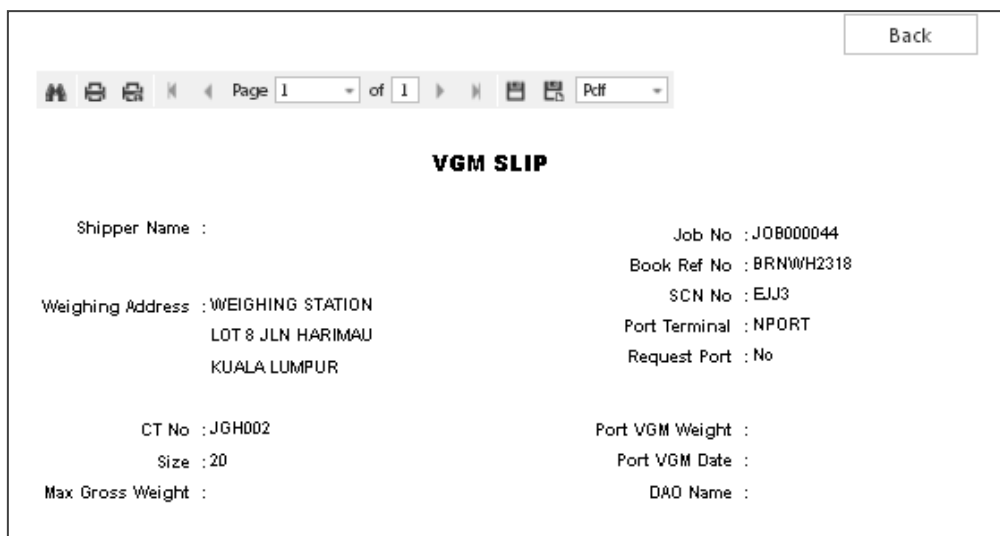


Figure 58

- Click on **View** button to review details of VGM. The page will be displayed as below.

General Info

Job No.:

Shipping Agent:

Booking Ref No.:

SCN No.:

Haulier:

Bill To Account:

Terminal & JLM Info | **JLM Registration info** Close

JLM Registration No.:

Port Terminal:

Request Port Weighing

Container VGM

Enter text to search... Clear

#	Option	Container No	ISO CT Type	Verified Gross Mass (VGM)					Last Updated		Certificate
				Ref No	Weight	Unit	Date	Time	Date	Time	
	View	JGH002	20G1	ADF001	10000.0000	KGM	23/06/2016	15:17	18/02/2017	10:17	

Total Record : 1

Figure 59

Chapter 7 Others

7 Others

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

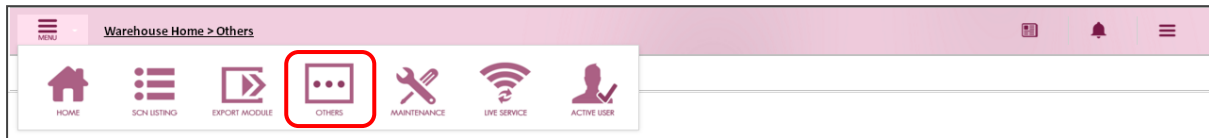


Figure 60

7.1 JLM Registration

1. Select **JLM Registration** tab.



Figure 61

2. Click **New** for adding new data of VGM.

The screenshot shows the 'JLM Registration Module' interface. It includes a search bar and a table with the following data:

#	Option	JLM Reg. No.	ROC No.	Company Name	Method	Expired Date	Issued Date	Issued Place	Certificate
	New Edit Delete	WHJLM16062407	ROC2407	GREENTECH SDN BHD	2 - METHOD 2	19/06/2019	24/06/2016	JOHOR BAHRU	
	New Edit Delete	WHJLM16062409	ROC2409	RECHECK BHD	1 - METHOD 1	24/06/2016	24/06/2016	JOHOR BAHRU	
	New Edit Delete	WHJLM16062410	ROC2410	HABOUR SDN BHD	1 - METHOD 1	24/06/2016	24/06/2016	MELAKA	

Total Record : 3

Page 1 of 1 (3 items)

Figure 62

Chapter 8 Maintenance

8 Maintenance

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

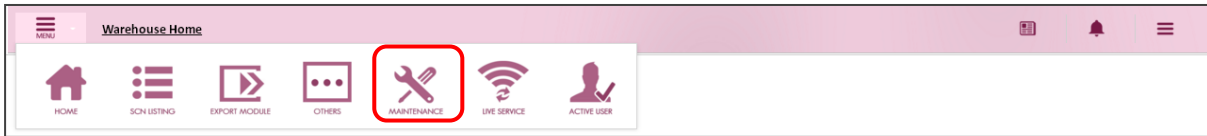


Figure 63

8.1 Admin

Select **Admin** tab.

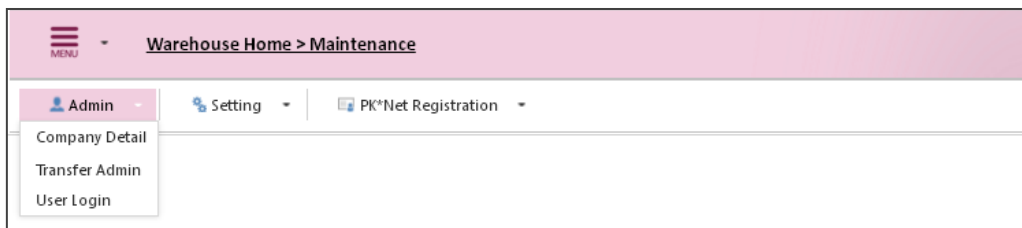


Figure 64

8.1.1 Company Details

1. Company details page will display ad below. Update company logo and information accordingly and click **Update**.

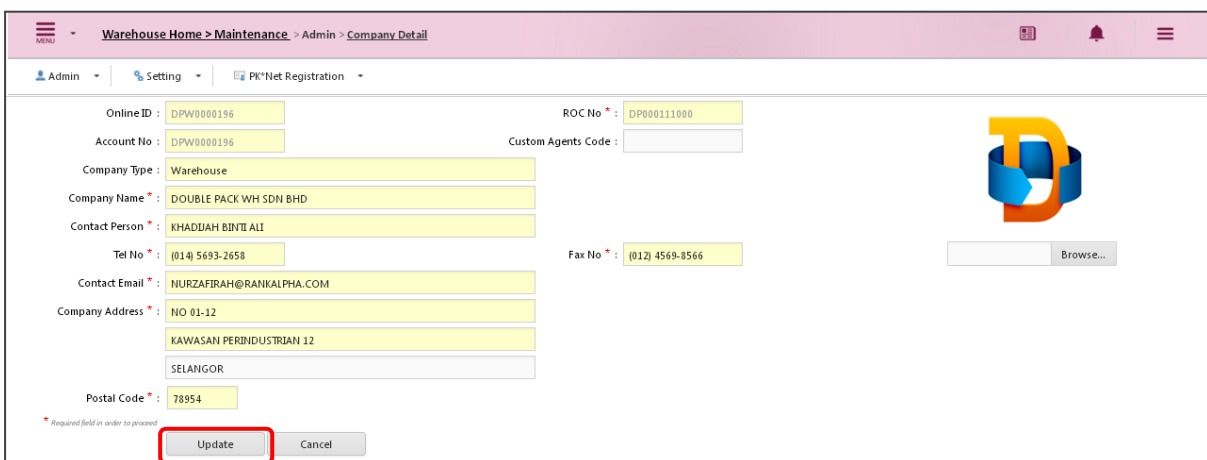


Figure 65

2. Successful message will be displayed as below.



Figure 66

8.1.2 Transfer Admin

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

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	DOUBLE	VIVIAN NICK	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	KELVIN	KELVIN	kkelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	NISA	NISA	sitianisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AISHAH	AISHAH	callmenuraisya@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AMBRA	AMBRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Total Records : 5

Figure 67

2. Click **Transfer** button on the required record. If successful, the check box Admin will change.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	DOUBLE	VIVIAN NICK	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	MOLYWH	MOLY	moly@dpw.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	TONYWH	TONY	tony@dpw.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	tang	tang	tang@dpw.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Total Records : 4

Figure 68

8.1.3 User Login

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

The screenshot shows a web application interface for 'User Login'. The breadcrumb trail is 'Warehouse Home > Maintenance > Admin > User Login'. The page title is 'User Login'. There are tabs for 'Active User' and 'Deactive User', with 'Active User' selected. The table below lists active users with columns for Option, User ID, User Name, Email, Admin, Status, and Deactivate.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	AISHAH	AISHAH	callmenuraisya@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	DOUBLE	VIVIAN NICK	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	NISA	NISA	sitanisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 69

Active User

The screenshot shows the 'Active User' page. The breadcrumb trail is 'Admin > Setting > PK*Net Registration'. The page title is 'Active User'. There are tabs for 'Active User' and 'Deactive User', with 'Active User' selected. The table below lists active users with columns for Option, User ID, User Name, Email, Admin, Status, and Deactivate.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	AISHAH	AISHAH	callmenuraisya@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	DOUBLE	VIVIAN NICK	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	NISA	NISA	sitanisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 70

Deactive User

The screenshot shows the 'Deactive User' page. The breadcrumb trail is 'Admin > Setting > PK*Net Registration'. The page title is 'Deactive User'. There are tabs for 'Active User' and 'Deactive User', with 'Deactive User' selected. The table below lists deactive users with columns for Option, User ID, User Name, Email, Admin, Status, and Deactivate. At the bottom, there is a pagination control showing 'Page 1 of 2 (13 items)'.

Option	User ID	User Name	Email	Admin	Status	Deactivate
View Activate	DOUBLE2	DOUBLE	tst@gmail.com.my	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	JOE	JOE FLIZZOW		<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	mai	mai	AZRUL@YAHOO.COM	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	MIKA	MIKA	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	MOLYWH	MOLY	moly@dpw.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	ROSSA	ROSSA	DOUBLE	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	SOFIA122	SOFIA	sofia@yahoo.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	SYAHR	SYAHR	maimizu77@gmail.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	tang	tang	tang@dpw.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	TONYWH	TONY	tony@dpw.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>

Page 1 of 2 (13 items)

Figure 71

- Click on **Add** button to add new user. **User Information** field will be appeared and you are required to fill in the details. Click on **Save** button to save completed details and successful message will be displayed.

Figure 72

**The number of users cannot more than 5 users.

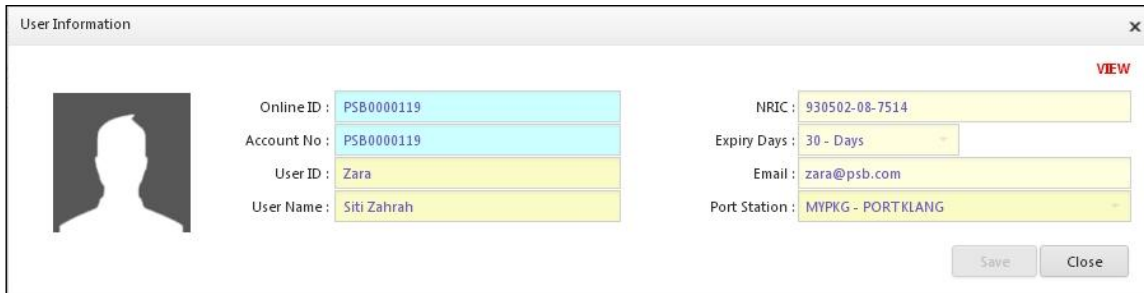
- Click on **Edit** button to edit user's login details. Then click **Save**.

Figure 73

- To deactivate user, click on **Deactive** button and confirmation message will be asked. Then click on **OK** to confirm deactivate user. Successful message will be displayed as below.

Figure 74

- To view deactive user, click on **View** button and user information will be displayed.



The 'User Information' dialog box displays the following details for user Zara:

Online ID :	PSB0000119	NRIC :	930502-08-7514
Account No :	PSB0000119	Expiry Days :	30 - Days
User ID :	Zara	Email :	zara@psb.com
User Name :	Siti Zahrah	Port Station :	MYPKG - PORTKLANG

Buttons: Save, Close, VIEW

Figure 75

- To active back user account, click on **Active** button and confirmation message will be asked. Click **OK** to active back user and you will be displayed a successful message as below.



The 'Message' dialog box displays the following text:

Successful activate the user!

Buttons: Close

Figure 76

8.2 Setting

Select **Setting** tab.



The 'Warehouse Home > Maintenance' menu shows the following options:

- Admin
- Setting (selected)
- PK*Net Registration

Sub-menu for Setting:

- Email Notification
- Terminal Account
- Account Authorized

Figure 77

8.2.1 Email Notification – [Not Available]

8.2.1 Terminal Account

1. Go to **Setting > Terminal Account**. Terminal Account page will be displayed as below.

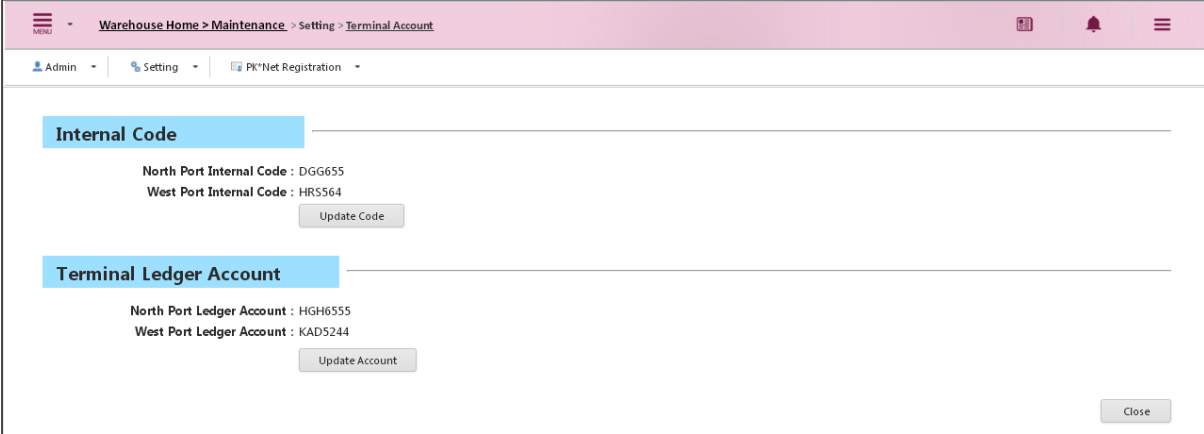


Figure 78

2. To update Internal Code, click on **Update Code** button. Then click **Save**. Successful message will be displayed.

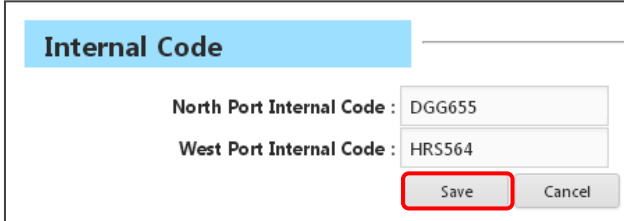


Figure 79

3. To update Terminal Ledger Account, click on **Update Code** button. Then click **Save**. Successful message will be displayed.

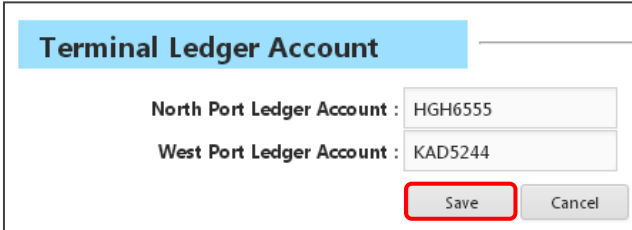


Figure 80

8.2.2 Account Authorized

8.2.2.1 Assign

1. Go to **Setting > Account Authorized > Assign**. The page will be displayed as below. You may search record by key in ROC No, Online ID and Account Type. Then click **Search**.

The screenshot shows the 'Account Authorized Assign' page. On the left, there are input fields for 'ROC No', 'Online ID', and 'Account Type' (set to 'FF - PENGHANTAR BARANG / FREIGHTFORW'). A red box highlights these search criteria. Below them are fields for 'Company Name', 'Address', 'Contact Person', and 'Tel No'. A 'Search' button is visible. On the right, there are 'North Port Ledger Account' (HGH6555) and 'West Port Ledger Account' (KAD5244). Below these is a table with columns: '#', 'ROC No', 'Online ID', 'Company Name', 'Contact Person', and 'Account Typ'. The table is empty, showing 'No data to display'. A 'Total Record' section also shows 'No data to paginate'.

Figure 81

2. The page will appear as below. Click **Save** to save searched record. Successful message will be displayed.

The screenshot shows the 'Account Authorized Assign' page with the form filled out. The 'ROC No' is 12346A and 'Online ID' is FF50000055. The 'Company Name' is JANE FF FORWARDING SDN BHD, 'Address' is 88, JALAN MIDAH 88, KUALA LUMPUR, and 'Contact Person' is FIJIE. The 'Tel No' is 0122060097. A red box highlights the 'Save' button. The table on the right remains empty, showing 'No data to display'.

Figure 82

8.2.2.2 Inquiry

1. Go to **Setting > Account Authorized > Inquiry**. The page will be displayed as below.

#	Option	ROC No	Online ID	Company Name	Contact Person	Account Type
	Remove	DP000111000	DPW0000196	DOUBLE PACK WH M SDN BHD	KHADIAH BINTI ALI	WH
	Remove	12346A	FF50000055	JANE FF FORWARDING SDN BHD	FIFIE	FF
	Remove	LFF123456	LFS0000195	LION FF SDN BHD	MUNIRAH BINTI SAMSUL	FF
	Remove	SA0002	SS50000176	SYAWAL SHIPPER SDN BHD	AMAR BAHRIN	MFT

Total Record : 4
 Page 1 of 1 (4 items)

Figure 83

2. Click on **Remove** button to remove record. Confirmation message will be asked. Click **OK** to proceed remove record. Successful message will be displayed.

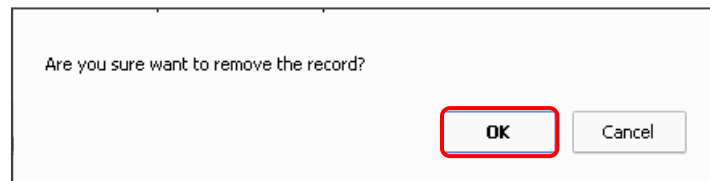


Figure 84

8.3 PK*Net Registration

Select **PK*Net Registration** tab.

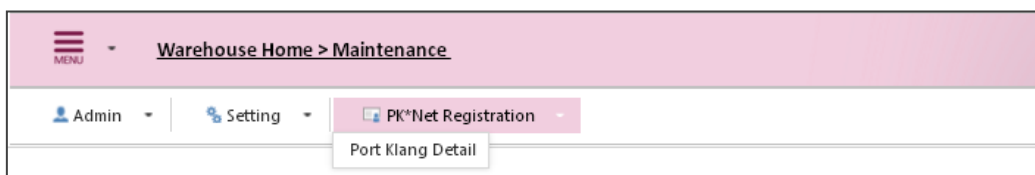


Figure 85

8.3.1 Port Klang Details

1. Port Klang Details page will display as below:

The screenshot shows a web application interface for 'Port Klang Details'. The page title is 'Warehouse Home > Maintenance > Port Klang Detail'. The user is logged in as 'Admin'. The language is set to 'English'. The page is divided into two main sections: 'Company Particulars' and 'Authorised Contact'.

Company Particulars

Registration Type:	WH - OPERATOR GUDANG / WAREHOUS	ROC / ROB No.:	DP000111000
Name Of Company:	DOUBLE PACK WH SDN BHD	Paid-up Capital.:	600,000,000.00
Date of Company:	10/06/2016	Warehouse No.:	1
Registered Address:	NO 01-123 KAWASAN PERINDUSTRIAN 12		
Postal Code:	78954		
Tel No:	0131111111111111	2:	
Fax No:	0121111111111111	2:	() -
Business Address:	NO 01-12 KAWASAN PERINDUSTRIAN 12 SELANGOR		
Postal Code:	78954		
Tel No 1:	(014) 5693-2658	2:	() -
Fax No 1:	(012) 4569-8566	2:	() -
Customs / PKA Registered Code:	DPW123		

Authorised Contact

Business			
Authorised Contact:	KHADIJAH BINTI ALI	Authorised Contact:	
Designation:	PROJECT MANAGER	Designation:	
Tel No:	(012) 4563-2588	Tel No:	() -
Mobile Phone No:	(012) 5456-8566	Mobile Phone No:	() -
Email:	NURZAFIRAH@RANKALPHA.COM	Email:	

Figure 86

2. User may change their company details such as **Company Particulars, Director Particulars, Shareholders Particulars** and **Document**.

Company Particulars:

Tick the appropriate checkbox to enable the textbox. Click on **Save button to save the changes that you have made.

Company Particulars

Registration Type: WH - OPERATOR GUDANG / WAREHOUS <input type="checkbox"/>	ROC / ROB No.: DP000111000
Name Of Company: DOUBLE PACK WH SDN BHD <input type="checkbox"/>	Paid-up Capital: 600,000,000.00 <input type="checkbox"/>
Date of Company: 10/06/2016 <input type="checkbox"/>	Warehouse No.: 1
Registered Address: NO 01-123 <input type="checkbox"/>	
KAWASAN PERINDUSTRIAN 12	
Postal Code: 78954	
Tel No: 0131111111111111 2: <input type="checkbox"/>	
Fax_No: 0121111111111111 2: () - <input type="checkbox"/>	
Business Address: NO 01-12 <input type="checkbox"/>	
KAWASAN PERINDUSTRIAN 12	
SELANGOR	
Postal Code: 78954	
Tel No 1: (014) 5693-2658 2: () - <input type="checkbox"/>	
Fax_No 1: (012) 4569-8566 2: () - <input type="checkbox"/>	
Customs / PKA Registered Code: DPW123	<input type="button" value="Save"/>

Authorised Contact Business

Authorised Contact: KHADIJAH BINTI ALI <input type="checkbox"/>	Authorised Contact: <input type="checkbox"/>
Designation: PROJECT MANAGER <input type="checkbox"/>	Designation: <input type="checkbox"/>
Tel No: (012) 4563-2588 <input type="checkbox"/>	Tel No: () - <input type="checkbox"/>
Mobile Phone No: (012) 5456-8566 <input type="checkbox"/>	Mobile Phone No: () - <input type="checkbox"/>
Email: NURZAFIRAH@RANKALPHA.COM <input type="checkbox"/>	Email: <input type="checkbox"/>

Figure 87

Director Particulars:

Director Particulars

Name : Designation :

NRIC / Passport : Gender :

Address : Nationality :

Postal Code :

#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Active
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DOIRECTOR	Active
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active

Total : 3

Page 1 of 1 (3 items)

Figure 88

Add

Click on **Add** button to add new director. The new data that you have create, click **Save** button.

Director Particulars

Name : Designation :

NRIC / Passport : Gender :

Address : Nationality :

Postal Code :

Figure 89

Edit

1. Tick the required record as below:

									Add	Edit	Resign	Aktif
#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status				
<input checked="" type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Active				
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active				
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active				
Total : 3												

Figure 90

2. Click on **Edit** button. The data automatically display as below:

Director Particulars

Name :	AHMAD BIN ABU	<input type="checkbox"/>	Designation :	DIRECTOR	<input type="checkbox"/>
NRIC / Passport :	700226065462	<input type="checkbox"/>	Gender :	L - Lelaki	<input type="checkbox"/>
Address :	NO 05-05	<input type="checkbox"/>	Nationality :	MALAYSIA	<input type="checkbox"/>
	MENARA LILIAN 05				
	BANDAR LILIAN				
Postal Code :	75426				

Figure 91

3. Tick the appropriate checkbox to enable the textbox.
4. Click **Save** button to save the changes that you have made.

Resign

1. Tick the required record as below:

									Add	Edit	Resign	Aktif
#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status				
<input checked="" type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Active				
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active				
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active				
Total : 3												

Figure 92

2. Click on **Resign** button.
3. The “**Record Resign!**” statement will display.
4. The status of the record will change to **Resign** as below:

#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input checked="" type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Resign
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
Total : 3								

Figure 93

Active

1. Tick the required record as below:

#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input checked="" type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Resign
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
Total : 3								

Figure 94

2. Click on **Active** button.
3. The “**Record Active!**” statement will display.
4. The status of the record will change to **Active** as below:

#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input checked="" type="checkbox"/>	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Active
<input type="checkbox"/>	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
<input type="checkbox"/>	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
Total : 3								

Figure 95

Shareholders Particulars:

Shareholders Particulars

Name : Gender :

NRIC / Passport / ROC : Nationality :

Address :

Postal Code :

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active
Total : 4							

Page 1 of 1 (4 items)

Figure 96

Add

1. Click on **Add** button to add new shareholder.

Figure 97

Edit

1. Tick the required record as below:

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input checked="" type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 98

2. Click on **Edit** button. The data automatically display as below:

Figure 99

3. Tick the appropriate checkbox to enable the textbox.
4. Click **Save** button to save the changes that you have made.

Resign

1. Tick the required record as below:

								Add	Edit	Resign	Aktif
#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status				
<input checked="" type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active				
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active				
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active				
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active				

Figure 100

2. Click on **Resign** button.
3. The “**Record Resign!**” statement will display.
4. The status of the record will change to **Resign** as below:

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status				
<input checked="" type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Resign				
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active				
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active				
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active				

Figure 101

Active

1. Tick the required record as below:

								Add	Edit	Resign	Aktif
#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status				
<input checked="" type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Resign				
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active				
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active				
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active				

Figure 102

2. Click on **Active** button.
3. The “**Record Active!**” statement will display.

4. The status of the record will change to **Active** as below:

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
<input checked="" type="checkbox"/>	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
<input type="checkbox"/>	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
<input type="checkbox"/>	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 103

Document:

Document

Document Type : Save Cancel

Document Name : Browse... Explanation

Remark :

Add Edit Delete

#	LineNo	Document Name :	Remark :
<input type="checkbox"/>		2.png	Doc
<input type="checkbox"/>		2.png	form 99
<input type="checkbox"/>		download.jpg	form 49
<input type="checkbox"/>		2.png	zb4
<input type="checkbox"/>		ssm.pdf	SUPPORTING DOCUMENT

Page 1 of 1 (5 items)

Explanation

Attach the following documents:

- i. Gazatted ZB4 form
- ii. Duly Completed Free Zone User Registration Form
- iii. Copy of Form 9 or Form B duly certified by company secretaries.
- iv. Copy of Form 49 and 24 or Form 32A (if applicable) duly certified by company secretaries.
- v. Copy of Customs approval letter (if applicable) duly certified by company secretaries.
- vi. Copy of Warehouse rental/lease agreement.

Figure 104

Add

1. Click on **Add** button to add new document.

Document

Document Type : Image Save Cancel

Document Name : Click here to browse files... Browse...

Remark :

Figure 105

Edit

1. Tick the required record as below:

#	LineNo	Document Name :	Remark :
<input checked="" type="checkbox"/>		ssm.pdf	SUPPORTING DOCUMENT
<input type="checkbox"/>		download.jpg	form 49

Figure 106

2. Click on **Edit** button. The data automatically display as below:

Document

Document Type : PDF

Document Name :

Remark :

Figure 107

3. Click **Save** button to save the changes that you have made.

Delete

1. Tick the required record as below:

#	LineNo	Document Name :	Remark :
<input checked="" type="checkbox"/>		ssm.pdf	SUPPORTING DOCUMENT
<input type="checkbox"/>		download.jpg	form 49

Figure 108

2. Click on **Delete** button.
3. The selected record will be deleted automatically.

Chapter 9 Live Service

9 Live Service

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

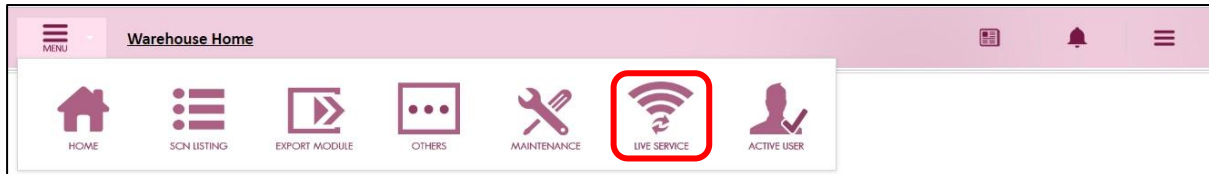


Figure 109

9.1 Registered Company






Select **Registered Company** tab.



Figure 110

9.1.1 Forwarding Agent List

Forwarding Agent List page will display as below:

Warehouse Home > Live Service > Registered Company > Forwarding Agent List					
Registered Company					
Enter text to search... Search Clear					
#	ROC No	Company Name	Address	Tel No	Fax No
	AAA (ROC No : 124)			Tel No : Mobile No : 1 Email : a@abc.com Contact Person : A	Fax No :
	ABC FORWARDING SDN BHD (ROC No : 1234562)	24, JALAN SATU TAMAN MUDA PORTKLANG Post Code : 42000		Tel No : 03-31672100 Mobile No : 0122060097 Email : janejnim@gmail.com Contact Person : JANE LIM	Fax No : 03-31672188
	ADIB FORWARDING SDN BHD (ROC No : PKNG789)	NO. 12, JALAN TIDAH 1/15, TAMAN UNIVERSITI INDAH SERI KEMBANGAN, SELANGOR Post Code : 43300		Tel No : 0380738477 Mobile No : 0177447582 Email : muhdadibazmy@gmail.com Contact Person : MUHAMAD ADIB BIN AZMY	Fax No : 0380738466
	AMIR CONTROL SDN BHD (ROC No : 7895678)	111, JALAN PUTERI 5/7, BANDAR PUTER PUCHONG, SELANGOR. Post Code : 47100		Tel No : (0) 4444-4888 Mobile No : (0) 4222-2222 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (04) 4444-4499
	AMIR CONTROL SDN BHD (ROC No : 2564321)	111, JALAN PUTERI 5/7, BANDAR PUTER PUCHONG, SELANGOR. Post Code : 47100		Tel No : (044) 4444-4444 Mobile No : (044) 4444-444 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (04) 4444-4444

9.1.2 Shipping Agent List

Shipping Agent List page 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 AMPUNJAN ZABEDAH ES/IE SECTION 9, SHAH ALAM, SELANGOR DARU Post Code : 40100	Tel No : 55102400 Mobile No : 0192613112 Email : k1mpkopn@pk.my.kline.com Contact Person : YUSOF LATIF	Fax No : 55102382
		AA SHIPPING AGENT SDN BHD (ROC No : AA1234)	30-01, JALAN PERMAS 10, BANDAR BARU PERMAS JAYA JOHOR BAHRU Post Code : 81750	Tel No : (607) 3861-313 Mobile No : (607) 3865-110 Email : STISUHADAHA@RANKALPHA.COM Contact Person : STI	Fax No : (600) 3861-5110
		AMSTRON SDN BHD (ROC No : 23689Y)	PUNCAK ALAM 2, TAMAN KUAT SELANGOR Post Code : 13300	Tel No : (04) 5566-7899 Mobile No : (04) 5789-6555 Email : amirankalpha@gmail.com Contact Person : JAHAL	Fax No : (04) 5566-7899
		AN SHIPPING AGENT (ROC No : 62315P)	BANGUNAN JALIL DAMAI, NO. D-11-11, BLOCK D, JALAN 14/155C Post Code : 42000	Tel No : (03) 5445-4541 Mobile No : (013) 5451-4266 Email : anisaklima@gmail.com Contact Person : SURAYA	Fax No : (013) 5654-5222
		APL-NOL MALAYSIA SDN BHD (ROC No : 45972K)	3RD FLOOR, EASTWING, WISMA CONSPLA NO.7, JALAN SS 16/1 47500 SUBANG JA Post Code : 47500	Tel No : 603 - 56386000 Mobile No : 012 - 2378470 Email : anuar_ahmad@apl.com Contact Person : ANUAR BIN AHMAD	Fax No : 603 - 56318963

Figure 111

9.1.3 Haulier List

Haulier List page 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 : nurzafrah1314@gmail.com Contact Person : ZACK	Fax No : (07) 4526-895
		ABSOLUTE HAULAGE (ROC No : AHR0001)	LOT2 & 3 JALAN KUNCI BANDAR BARU KUNCI Post Code : 54645	Tel No : (015) 7845-785 Mobile No : (011) 4646-454 Email : nurzafrah1314@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 : nurzafrah1314@gmail.com Contact Person : MELISA	Fax No : (013) 1345-645
		ARTHA LOGISTICS SDN BHD (ROC No : 803595M)	LOT8819, JALAN TELOK GONG PELABUHAN KLANG, SELANGOR Post Code : 42000	Tel No : 31343241 Mobile No : 0123905713 Email : nathan@arthalogistics.com Contact Person : VISHNA NATHAN	Fax No : 31343243
		AZ TECH FORWARDING SDN BHD (ROC No : 7895641D)	Q55DFGH AWTQRT RTQRTQRT Post Code : 25655	Tel No : (03) 8073-8488 Mobile No : (013) 3133-543 Email : wan@rankalpha.com Contact Person : WAN AZUAN	Fax No : (03) 8073-8499

Figure 112

Chapter 10 Active User

10 Active User

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



Figure 113

2. This option allows admin of the account to view who is login using this account.

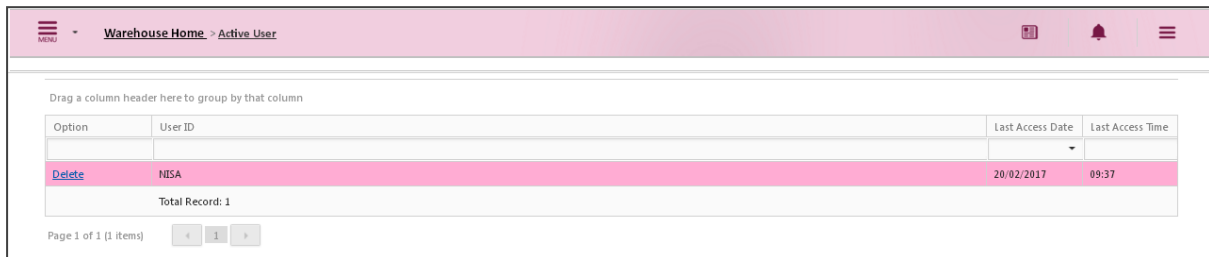


Figure 114

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

{ End of User Manual }