

A member of DNeX Group

# OCEAN BILL OF LADING & HOUSE BILL OF LADING (CUSCAR)

User Manual

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# INTRODUCTION

### A. About This User Manual

This user manual helps to understand and use of ALDec for Manifest declaration (CUSCAR). It describes the steps each of the module and explains the process and the steps to be followed for performing the system functions in the web portal.

### B. Pre-requisites

Before users submitting any declaration, you must make sure that your agent license is still active

### C. What is AlDec System?

AlDec is a client-based application that allows the flexibility to facilitate preparation and submission of trade declaration whist integrating with customer's in-house system. This will improve productivity, efficiency, and turnaround time in the trade declaration life cycle.

AlDec offers 2 methods, depending on the user's information required for trade declaration.

If user have ALL the information required for trade declaration, then choose the Full AlDec Manifest where all the information is extracted from in house system and all the processes in ALDec is automated.

However, if user only have SOME of the information required for trade declaration, then choose AlDec Partial Manifest where all the information available are extracted from the in-house system and most of the processes in GIG is automated.

### D. How does AlDec System Benefit Me?

- Improves productivity, efficiency, and turnaround time
- Mobility Transaction can be performed regardless of location over internet connection
- Provide information visibility across all parties

### E. User and their Roles

User roles is to understand a process on who should submit each of every module. Below are the roles and function.

Bil.	Application type	Submitted by (User)	Purpose	Result
1	Vessel Arrival Notification/Ship Call Number	Principal Shipping Agent (PSA) / Vessel owner	To apply for Vessel Arrival Notification / Ship Call Number	CUSREP is Approved at Port Authority
3	Ocean Bill of Lading	Shipping Agent (SA)	To obtain OBL approval for manifest (import, export, transshipment and nil manifest)	OBL Approved – CUSCAR is registered at SMK
4	House Bill of Lading	Shipping Agent (SA)	To obtain HBL approval for manifest (import, export, transshipment)	HBL Approved – CUSCAR is registered at SMK
5	House Bill of Lading	Freight Forwarder	To obtain HBL approval (import and export)	HBL Approved – BL number will be generated

Table 1: User Role

### F. Convention

Icon / Button	Description	Function (s)
LOGIN	Login	To sign into the application
Start	Start	To start the scheduler
STOPPED	Stopped	To stop the scheduler
Q Search	Search	To search for a particular list
🧈 Download	Download Button	To download lookup

la Reset	Reset	To undo changes
🛸 Refresh Response	Refresh Response Button	To manually refresh response in Declaration Listing
	Previous/ next	To go to next/previous/first/last page of a list
•	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
0	Radio Button	To select item
Save	Save Button	To save changes made
DELETE	Delete Button	To delete bank account
Print	Print Button	To print a certificate

Table 2: Convention

### G. Abbreviations

Expansions
CUStoms REport message
CUStoms CARgo report message
Shipping Agent
Forwarding Agent
Bill of Lading
Principal Shipping Agent
Slot Chartered Agent
House Bill of Lading
Ocean Bill of Lading
Vessel Arrival Notification
Ship Call Number
United Nations
Full Container Load

Table 3: Abbreviations

### 1. HOW TO CREATE OCEAN BILL OF LADING

PSA/SA can create OBL by providing the information of HEADER, SHIPPING PARTNER and OBL information in detail. Below are the steps:

### 1.1 Create OBL

• Login to ALDec by click the icon as per below



Figure 1 Aldec Icon

• Login page will be displayed

4	ALDEC
	PASSWORD
	LOGIN CANCEL

Figure 2: Login page

- i. In the Login page, enter the username and password as registered.
- ii. Click on LOGIN to login and below image is displayed

ALDEC		
		Menu 📰
	₽	

Figure 3: Dashboard

User may select Menu - Manifest to continue with data entry as per below image

ALDEC				
			Menu	
			Declaration +	
			Manifest 🕨	M Setting
			ZB 🕨	M Profile
				🚺 Lookups
				Maintenance
			🙆 CUSREP 🕨	🙆 Sea
	Minward (K4)	🙆 Ocean Bill of Lading 🔸	🙆 CUSCAR 🕨	🔞 New Sea Manifest
	Outward (K5)	🔕 House Bill of Lading 🔸		M Pre-Alert
	M Transhipment (K6)	M Final Out Turn		M Dashboard
	🚺 Nil (K4)		-	M Audit
	🚺 Nil (K5)			M Report

### Figure 4: Menu

- 1. Select click Menu and select Manifest
- 2. Select CUSCAR then choose OBL
- 3. For Import, select Inward K4 and for Export select Outward K5 as per image

4. Below image is displayed and click **NEW** button to create new Ocean BL information

BL	Inward (K4)								Menu	1
ОВ	L Inward (K4) 🛛 🗶									
Ð	New									
1 doC	No				Manifest No		^			
SCN										
Jert				0						
					Voyage No		~	Reset		
Vess					Status		, <b>.</b>	🔍 Search		
	JOB NO	SCN	VESSEL ID		MANIFEST NO	VOYAGE NO	SUBMITTED DATE	STATUS	EXTRACTION DATE	_
•	221231	RIA030	QM0001		MANUESTING	Voyage 01	5/11/2020 12:05 PM	Draft	5/11/2020 12:05 PM	
	40BL22JAN1F	RIA030	QM0001	226		Voyage 01	22/1/2019 11:58 AM	Submitted	22/1/2019 11:36 AM	-
	40BL15JAN2F	RIA030	QM0001	223		Voyage 01	15/1/2019 10:22 AM	Submitted	15/1/2019 10:00 AM	
	40BL15JAN1F	RIA030	QM0001	222		Voyage 01	15/1/2019 10:22 AM	Submitted	15/1/2019 10:00 AM	
	4OBL 14JAN 1P	RIA030	QM0001			Voyage 01	14/1/2019 4:12 PM	Submitted	14/1/2019 3:27 PM	Ξ
	40BL14JAN4F	RIA030	QM0001	212		Voyage 01	14/1/2019 3:42 PM	Submitted	14/1/2019 3:18 PM	
	40BL14JAN3F	RIA030	QM0001	211		Voyage 01	14/1/2019 3:42 PM	Submitted	14/1/2019 3:18 PM	
	40BL14JAN2F	RIA030	QM0001	210		Voyage 01	14/1/2019 3:41 PM	Submitted	14/1/2019 3:18 PM	
	40BL 14JAN 1F	RIA030	QM0001	209		Voyage 01	14/1/2019 3:40 PM	Submitted	14/1/2019 3:18 PM	
	40BL10JAN7F	RIA031	QM0001	204		Voyage 01	10/1/2019 4:28 PM	Submitted	10/1/2019 4:04 PM	
	4OBL9JAN6F	RIA031	QM0001	176		Voyage 01	9/1/2019 3:53 PM	Submitted	9/1/2019 3:29 PM	
	40BL9JAN5F	RIA031	QM0001	177		Voyage 01	9/1/2019 3:52 PM	Submitted	9/1/2019 3:29 PM	
	40BL9JAN4F	RIA031	QM0001	173		Voyage 01	9/1/2019 3:50 PM	Submitted	9/1/2019 3:28 PM	
	40BL9JAN3F	RIA031	QM0001	159		Voyage 01	9/1/2019 10:45 AM	Submitted	9/1/2019 10:23 AM	
	K4RMY07	SCN018	00001	164		11	9/1/2019 10:53 AM	Submitted	9/1/2019 10:23 AM	
	40BL9JAN2F	RIA031	QM0001	158		Voyage 01	9/1/2019 10:44 AM	Submitted	9/1/2019 10:22 AM	
	40BL9JAN 1F	RIA031	QM0001	157		Voyage 01	9/1/2019 10:44 AM	Submitted	9/1/2019 10:22 AM	
	K4RMY06	SCN018	00001	161		11	9/1/2019 10:04 AM	Submitted	4/1/2019 10:14 AM	
	K4RMY05	SCN018	00001	160		11	9/1/2019 10:02 AM	Submitted	4/1/2019 10:14 AM	_

#### Figure 5: Create Manifest

5. Key in all mandatory field which coloured in yellow as per below image

### **1.2 Header Information**

ALDEC					
K4 Inward OBL	_/				Menu
OBL Inward (K4)	<4 Inward OBL / 🗙				
Save 🔇 Delete					Î
Header Shipping Partner	OBL EAI Info				
		Ho	ader		
Shipping Agent Code	HZ0002		Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE	
Job No			Ship Notice/Manifest No		
			formation	2	
Ship Call No			Customs Station Code		
Vessel ID Inward Voyage No			Vessel Name Mode of Transport	•	
ETA	2/2/2021 12:00:00 AM		ETD	1 2/2/2021 12:00:00 AM  ▼	
Port Operator Code			Port Operator Name	2/2/2021 12:00:00 AP	
Port Name			Port of Loading		
Port of Discharge			Country of Origin		
			ATA	2/2/2021 12:00:00 AM 🔻	
			If this manifest is more that penalty from SMK may be	an 24 hours from date of submission, incurred.	
					0
					*

Figure 6: Data entry field

Note:

- 1. Create Job Number under Header
- 2. Select SCN Number by click look up/ search button under Carrier information. All related filed will be keyed in automatically
- 3. Continue to Select Port of Discharge, Port of Loading and Country of Origin
- 4. Click SAVE button and click OK continue as per below image

Save			
eader Shipping Partr	ner OBL EAI Info		Π
and grown a second		Header	
hipping Agent Code	HZ0002	Shipping Agent Name DAGANG' NET (M) & ENTERPRISE	
ob No	221231	Ship Notice/Manifest No	
		Carrier Information	
hip Call No	RIA030	ALDEC X	
'essel ID	QM0001	ALDEC X	
nward Voyage No	Voyage 01	Data has been saved successfully	
TA	4/1/2019 12:00:00 AM	Diata has been saved successfully	
ort Operator Code	BKPM01	Port Management	
ort Name	North Port	ОК	
ort of Discharge	MYPKG	Country of Origin AO	
		ATA 3/1/2019 12:00:00 AM 🔻	
		If this manifest is more than 24 hours from date of submission, penalty from SMK may be incurred.	
		penary non-oriental penarcar	

Figure 7: Header Information

# 1.3 Shipping Partner Information

Key in shipping partner information by click the search button. Then select the information accordingly

ALDEC		
K4 Inward OBL / 221231		Menu
OBL Inward (K4) 🕅 K4 Inward OBL / 221231 🗴		
Save 😮 Delete		î
Header Shipping Partner OBL EAI Info		
Header Shipping Partner OBL EAI Info		
Principle Shipping Agent Inf	ormation	
Principal Shipping Agent Code HZ0002		
Principal Shipping Agent Name DNT SHIPPING SDN BH	Principal Shipping Agent X	
Principal Shipping Agent Address TOWER 3, AVENUE 5 T		
BANGSAR SOUTH, NO	E Plasse select V search	
59200, KUALA LUMPUR	Principal Shipping Agent Code Principal Shipping Agent Name Ad	
	▶ 123456 111111111111111111111111111111111111	
	HZ0002 AIR-MARINE FREIGHT SERVICES SDN BHD TN	
	cchPSA2 cchPSA2 cch	
	cchPSA3 cchPSA23 cch	
	chinPSA1 chinPSA1 123	
	BS1234 JSDKHSD AS	
	234234 sdfdsfsdfdsf sdfs	
	dsfdsf sfsdfsdf sdfs	
	OK Cancel	
		U
		*

Figure 8: Shipping Partner

Note:

- i. Shipping Partner details must be maintained in Maintenance menu.
- ii. Use admin ID to do maintenance
- iii. Select the sipping partner then click OK button to continue

### 1.40BL Information

Complete the BL information by click the OBL tab as per below image

ader Shipping Par	ther OBL EAI In	nfo								
Verify B/L Re	blace B/L Cancel B/L	🛞 Delete	Submit All	🕏 Response	Output 📀	New				
Ocean Bill of Lading			Status	All			•			
lessage Ref #							Sea	irch		
Ocean Bill of Lading	Message Reference No	Total Cargo	Total Container	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	

Figure 9: OBL

Note:

6. Click New button to complete BL information and below image is displayed

leader Container Carg	o Response			
В	ll of Lading Information		Shipment Information	Í
Ocean Bill of Lading		Cargo Type	BREAK BULK/GENERAL BULK	
Containerized Cargo	V Yes	Approval Authority	PCA	
Port of Loading		Cargo Description		
Current Bill of Lading Sequence	e			
Shi	ppping Agent Information		Consignee Information	
Shipping Agent Code		Consignee Code		
Shipping Agent Name		Consignee Name		
Shipping Agent Address		Organization Type	REGISTRAR OF BUSINESS	
		Consignee Address		
	Consignor Information		Notify Party Information	
Consignor Code	Consignor Information	Notify Party Code	Notify Party Information	
	Consignor Information	Notify Party Code Notify Party Name	Notify Party Information	
Consignor Code	Consignor Information		Notify Party Information	
Consignor Code Consignor Name		Notify Party Name	Notify Party Information	
Consignor Code Consignor Name Organization Type		Notify Party Name	Notify Party Information	
Consignor Code Consignor Name Organization Type		Notify Party Name	Notify Party Information	
Consignor Code Consignor Name Organization Type		Notify Party Name	Notify Party Information	
Consignor Code Consignor Name Organization Type Consignor Address	REGISTRAR OF BUSINESS	Notify Party Name	Notify Party Information	
Consignor Code Consignor Name Organization Type Consignor Address Total Measurement Total Measurement	REGISTRAR OF BUSINESS	Notify Party Name     Address	Notify Party Information	
Consignor Code Consignor Name Organization Type Consignor Address Total Measurement Total Mo. of Packages Total No. of Container	REGISTRAR OF BUSINESS	Notify Party Name     Address	Notify Party Information	
Consignor Code Consignor Name Organization Type Consignor Address Total Measurement Total Measurement	REGISTRAR OF BUSINESS	Notify Party Name     Address	Notify Party Information	

#### Figure 10: Header

Note:

- Key in all mandatory field in HEADER
- If Containerized Cargo, tick YES on Containerized and container tab information will be enable
- Key in Container information by click New button as per below image

Hea	der	Container	Cargo	Response						
Γ		Container N	D	Type and Size	Seal No	Sealing Party	Full/Empty Indicator	/	Temperature Setting	Temperature Qualifier
(	) Nev	w 🔇 Dele	ete	Save X Cancel						
0	Contair	ner No		1		Container Typ	e and Size	20 FOOTER		-
5	eal No	D				Sealing Party		Carrier		<b>•</b>
F	ull/Em	npty Indicator	CONVEN	ITIONAL CARGO	•	· Reefer Conta	iner	YES		-
٦	emper	rature Setting				Temperature	Qualifier	CEL		•

Figure 11: Container Information

Note:

- click SAVE button after key in data into mandatory field which coloured in yellow
- To delete the container information, click DELETE button
- Click Cancel to cancel your data entry
- •

IMPORTANT: CUSCAR: LIMIT CONTAINER TO MAXIMUM 999 ONLY.

For cargo detail, click on Cargo tab as per below image

		DEC rd OE	1/2	212	21												/lenu	_
																	nenu	=
		(K4)																
Header	Sh	pping Part	er OB		EAI Info													
Head	er (	ontainer	Cargo	Resp	onse													
	GN	ods Item	N	umber o sckages	f	Type of Packages	Mar Lab	ks and els	Volume o Goods	f	UOM	Gro	oss Weight	UO	м			
																		2
																		Ç₂
																		G
0	New	😮 Dele	e 🗸	Save	Xa	incel												
	New ods Ite		e 🗸	Save	× C2	ancel			Harmonized C	ode								ß
Got		n No	e 🖋	Save	× 02	incel			Harmonized C Type of Packa									2
Got	ods Ite	n No kage	e 🗸	Save	× 02	ancel		MTQ		ige	ne				KGM			ß
Goi No. Vol	ods Ite . of Pac ume of	n No kage		Save	<b>×</b> α	incel	KGM		Type of Packa	ige	ne				KGM			<i>C</i> ≉
Goo No. Vol Ite	ods Ite . of Pac ume of m's Gro	n No kage Goods		Save		ancel			Type of Packa	ige	ne				KGM			28
Goo No. Vol Ite	ods Ite . of Pac ume of m's Gro	n No kage Goods ss Weight		Save		ancel			Type of Packa	ige	ne				KGM		l	2

#### Figure 12: Booking Reference

Note:

- click NEW button to add new cargo then click SAVE button after completed
- To delete cargo after saved, click DELETE button
- Click cancel to cancel data entry
- To assign container with cargo click the check box as per below image

ickage id Labe	Marks									
	CIS									
naero	ous Good	?								
- gere	us Goou:	sr 🛄	Yes							
	assificatio		Yes			UN Number				
DG Cla	assificatio		Yes			UN Number Port Authori	ty DG Group			
DG Cla shpoir No	assification nt Conta	iner No	Type and Size	Seal No	Sealing Party	Port Authorit Full/Empty Indicator	Temperature !	Temperature Qualifier	Tick	
DG Cla Ishpoir No	assificatio	iner No		Seal No 34234	Sealing Party Carrier	Port Authori	Temperature !	Temperature Qualifier CEL	Tick	
DG Cla Ishpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
DG Cla shpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
DG Cla shpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
DG Cla Ishpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
DG Cla shpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
DG Cla Ishpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			
IDG Cla ashpoir No	assification nt Conta	iner No	Type and Size			Port Authorit Full/Empty Indicator	Temperature !			

Figure 13: Assign Container

Note: For Dangerous Goods, tick check box dan insert IMDG Classification and UN Number

After completed on HEADER, CONTAINER, and CARGO click SAVE and BACK button as per below

### IMPORTANT: CUSCAR: LIMIT CARGO (ITEM) ASSIGNED TO MAXIMUM 99 CONTAINER ONLY

No	Number of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM
					2		
New 😣 Delete	Save 💢	Cancel					
oods Item No				Harmonized Code			
_				Type of Package			
o. of Package			MTQ	Item's Metric Freight Ton	ne		KGM
			initig	2			
o. of Package			KGM -	2			
lume of Goods			_				

Figure 14: Assign Container

Note: Make sure all mandatory field has been completed

After clicking back button, below image will be displayed



Figure 15: Assign Container

Note:

- To add additional BL under the same manifest, click NEW button and repeat the same steps as previous.
- To submit click, VERIFY BL button and Data Has Been Saved notification will pop up. Click OK button to continue and below image is displayed
- Click OK to continue

	ward OBL / 22123	1 ×									
Sav											
ader Veri	Shipping Partn	er OBL EAI Info	O Delete	Submit All	🕏 Response 🧯	🖺 Output	New				
Ocean	Bill of Lading			Status	All			•			
Messag	ge Ref #							Sea	irch		
	Ocean Bill of Lading	Message Reference No	Total Cargo	Total Container	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	R
Þ	OBL123		1	1 Success		×	MTQ	250.0000	KGM	2/2/2021 10:	37 PM
					Successfully upd	lated To ready					
					Successionly upo	laced to ready					
						ОК					
						ОК					
						ОК					
						ОК					
						ОК					
					_	OK					

Figure 16: Assign Container

Before submitting, make sure you have verified the BL, then click RESPONE button. After you have clicked response button, SUBMIT ALL button will enable as per below image then you click submit.

ALDEC									
	3L / 221231								Menu
K4 Inward OBL / 2212	31 ×								
Save 😣 Dele	te								
ader Shipping Part	ner OBL EAI Info	ö							
Verify B/L Rep	lace B/L Cancel B/L	🛞 Delete 🚺	Submit All	nse 🏧 Output 💿	New				
	concersite	- Dece	Status		New				
Dcean Bill of Lading			Status	All		•			
Ocean Bill	**	Total Tota	al Total N	lo. Total		Sea		Submitted	
of Lading	Message Reference No	Cargo Con	ntainer of Pau	rage Measurement	UOM	Total Weight	UOM	Date	R D
OBL123		1 1	20	25.0000	MTQ	250.0000	KGM	2/2/2021 10:38	PM

Figure 17: Submit button

After you have click SUBMIT ALL button your BL will be submitted to KASTAM and the status now will be shown as submitted as per below image.

In	ward O	BL / 221	231								Menu
(4 In	nward OBL / 221	1231 ×									
Sa	ive 🙆 De	lete									
der	Shipping Pa	rtner OBL	EAI Info								
Ver	rify B/L Re	eplace B/L C	ancel B/L 💿 De	elete 🛛 🕞 S	Submit All 🧐 🕏 F	Response	Output	New			
cear	n Bill of Lading				Status	All			•		
essa	age Ref #								Search		
	ainer	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready
_											
		20	25.0000	MTQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.0000	МТQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.000	ΜΤQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.000	ΜΤQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.000	ΜΤQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.000	МТQ	250.0000	КСМ	2/2/2021 10:38 PM		Original	Submitted	1
		20	25.000	МТQ	250.0000	КСМ	2/2/2021 10:38 PM		Original		1
		20	25.000	мто	250.0000	КСМ	2/2/2021 10:38 PM		Original	Submitted	1

#### Figure 18: BL Submitted

### 1.1 Check Manifest (OBL) Status

To check manifest status, go to MENU and choose Manifest.

- 1.1.1 Select SEA then choose CUSCAR
- 1.1.2 Select Ocean Bill of Lading dan choose Inward K4 import or K5 for export
- 1.1.3 Below image is displayed

<pre></pre>			
		Menu	
		Declaration +	
		CUSREP 🕨	🙆 Sea 🔸
	🙆 Inward (K4) 😡 Ocean Bill of Lading	🛛 CUSCAR 🕨	Mew Sea Manifest 🔸
	🕥 Outward (K5) 🚺 House Bill of Lading		$\odot$
	M Transhipment (K6) M Final Out Turn		
	M Nil (K4)		
	💟 Nil (K5)		

#### Figure 19: Select Menu

- 1.1.4 You can search a specific application by field up the search
- 1.1.5 Then Click SEARCH button to display the list on listing as per below image

0	ALDEC								
OBL	Inward (K4)	)							Menu
	L Inward (K4) 🕱	, ,							
$\bigcirc$	New								
Job N	No				Manifest No	6	^		
SCN				$\sim$			~		
				$\sim$	Voyage No		^	Reset	
Vess	el Id			$\sim$			$\sim$	_	
	L			$\sim$	Status		•	🔾 Search	
	JOB NO	SCN	VESSEL ID		MANIFEST NO	VOYAGE NO	SUBMITTED DATE	STATUS	EXTRACTION DATE
•	221231	RIA030	QM0001			Voyage 01	5/11/2020 12:05 PM	Submitted	5/11/2020 12:05 PM
	40BL22JAN 1F	RIA030	QM0001	226		Voyage 01	22/1/2019 11:58 AM	Submitted	22/1/2019 11:36 AM
	4OBL15JAN2F	RIA030	QM0001	223		Voyage 01	15/1/2019 10:22 AM	Submitted	15/1/2019 10:00 AM
	4OBL15JAN1F	RIA030	QM0001	222		Voyage 01	15/1/2019 10:22 AM	Submitted	15/1/2019 10:00 AM
	4OBL 14JAN 1P	RIA030	QM0001			Voyage 01	14/1/2019 4:12 PM	Submitted	14/1/2019 3:27 PM
	4OBL14JAN4F	RIA030	QM0001	212		Voyage 01	14/1/2019 3:42 PM	Submitted	14/1/2019 3:18 PM
	4OBL14JAN3F	RIA030	QM0001	211		Voyage 01	14/1/2019 3:42 PM	Submitted	14/1/2019 3:18 PM
	40BL14JAN2F	RIA030	QM0001	210		Voyage 01	14/1/2019 3:41 PM	Submitted	14/1/2019 3:18 PM
	4OBL 14JAN 1F	RIA030	QM0001	209		Voyage 01	14/1/2019 3:40 PM	Submitted	14/1/2019 3:18 PM
	4OBL 10JAN 7F	RIA031	QM0001	204		Voyage 01	10/1/2019 4:28 PM	Submitted	10/1/2019 4:04 PM
	4OBL9JAN6F	RIA031	QM0001	176		Voyage 01	9/1/2019 3:53 PM	Submitted	9/1/2019 3:29 PM
	4OBL9JAN5F	RIA031	QM0001	177		Voyage 01	9/1/2019 3:52 PM	Submitted	9/1/2019 3:29 PM
	4OBL9JAN4F	RIA031	QM0001	173		Voyage 01	9/1/2019 3:50 PM	Submitted	9/1/2019 3:28 PM
	4OBL9JAN3F	RIA031	QM0001	159		Voyage 01	9/1/2019 10:45 AM	Submitted	9/1/2019 10:23 AM
	K4RMY07	SCN018	00001	164		11	9/1/2019 10:53 AM	Submitted	9/1/2019 10:23 AM
	4OBL9JAN2F	RIA031	QM0001	158		Voyage 01	9/1/2019 10:44 AM	Submitted	9/1/2019 10:22 AM
	4OBL9JAN1F	RIA031	QM0001	157		Voyage 01	9/1/2019 10:44 AM	Submitted	9/1/2019 10:22 AM
1				101		11	9/1/2019 10:04 AM	Submitted	4/1/2019 10:14 AM
	K4RMY06	SCN018	00001	161		11	5/1/2015 10:01 AM		1/ 2/ 20 20 2012 11/01

Figure 20: Application Listing

- 1.1.6 Double click the application
- 1.1.7 Click OBL Tab then BL Listing Status will be displayed as per below image

( <b>b</b> )	ALDE(	С										
K4 I	nward C	DBL / 22	231								Menu	=
M OBI	. Inward (K4) ave	M K4 Inward (	OBL / 221231 🕱									*
Heade	r Shipping F	artner OBL	EAI Info									0
V	erify B/L	Replace B/L	Cancel B/L 🔞 D	elete	🖥 Submit All	Response	Output 🔘	New				
Oce	an Bill of Lading				Status	All			•			
Mes	age Ref #								Search			
	ainer	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready	
Þ		20	25.0000	MTQ	250.0000	KGM	2/2/2021 10:38 PM		Original	Submitted	1	
												C3
												-0

#### Figure 21: OBL List

Note: To get response from customs, user must click RESPONSE button

IF your application APPROVED, the status will be shown as APPROVED as per below image.



Figure 22: Status Approved

IF your application rejected, the status will be shown as REJECTED as per below image.

Ve	rify B/L R	eplace B/L C	Cancel B/L 🔞 De	lete	Submit All	sponse	👕 Output 💿	New	<sup>2</sup>		
Ocea	n Bill of Lading				Status	All		•	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Mess	age Ref #								Search		
	ainer	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready
•		2000	1999998.0000	MTQ	1999999.9980	TNE	13/1/2017 4:30 PM		Original	Rejected	1

Figure 23: Status Rejected

Note:

- To know why your application is rejected, open the BL by doble click the application
- Go to RESPONSE tab it will display a remark as per below image

K4 Inward OBL / 180226171949             Image: Contract (M)       K4 Inward OBL / 0CLTESTDI       Image: Contract (M)       K4 Inward OBL / 180226171949       Image: Contract (M)       Image: Contract	Obl. Inward (K4)       W K4 Inward OBL / 40ECLTEST01       W K4 Inward OBL / 180226171949       x         Back       Sove       Response       Revice       Dubut         Error Code       Description       Ploce of Isd or dog invalid         A12       Shipping agent code invalid       A12       Shipping agent code invalid         T18       Vessel info not found       Vessel info not found		ALDEC			
Back       Save       Save       Response       Revise       Submit Replacement       Output         Header       Container       Cargo       Response       Revise       Revi	Back       Save       Save       Response       Revise       Submit Replacement       Output         Header       Container       Cargo       Response       Revise       Revi	K4 li	nward OBL / 180	0226171949	Menu 📰	
Back     Save     Response     Ready     Revise     Submit Replacement     Cutput       Header     Container     Cargo     Response       Error Code     Description       P15     Revise     Revise       A12     Shipping agent code invalid       A12     Shipping agent code invalid       T18     Vesel info not found	Back     Save     Response     Revise     Submit Replacement     Cutput       Header     Container     Cargo     Response       Error Code     Description       >     P15     Place of Bald on ginvald       A12     Shipping agent code invalid       T18     Vessel info not found	M OBL	. Inward (K4) 🚺 K4 Inward	DBL / 40ECLTEST01 🚺 K4 Inward OBL / 0ECLTEST01P 🚺 K4 Inward OBL / 180226171949 🗴		
Header     Container     Cargo     Response       Error Code     Description       P 15     Place of lad or dog invalid       A12     Shipping agent code invalid       A12     Shipping agent code invalid       T18     Vessel info not found	Header     Container     Cargo     Response       Error Code     Description       P 15     Place of lad or dog invalid       A12     Shipping agent code invalid       A12     Shipping agent code invalid       T18     Vessel info not found	в	adk 🗸 Save ổ	Response 🔲 Ready 🐻 Revise 🐻 Submit Replacement 🎬 Output		
Error Code     Description       P15     Place of lad or dog invald       A12     Shipping agent code invald       A12     Shipping agent code invald       T18     Vessel info not found	Error Code         Description           P15         Place of lad or dcg invalid           A12         Shipping agent code invalid           A12         Shipping agent code invalid           T18         Vessel info not found					
Error Code     Description       P15     Place of lad or dog invaild       A12     Shipping agent code invaild       A12     Shipping agent code invaild       T18     Vessel info not found	Error Code     Description       P D15     Place of lad or dog invalid       A12     Shipping agent code invalid       A12     Shipping agent code invalid       T18     Vessel info not found	Head		lesponse		
A12     Shipping agent code invalid       A12     Shipping agent code invalid       T18     Vessel info not found	A12         Shipping agent code invalid           A12         Shipping agent code invalid           T18         Vessel info not found				-0	
A12         Shipping agent code invalid           T18         Vessel info not found	A12         Shipping agent code invalid           T18         Vessel info not found	►				
T18 Vessel info not found	T 18 Vessel info not found					
T 18 Vessel info not found	T 18 Vessel info not found					
			T18	Vessel info not found		
					U	

Figure 24: Rejected Remark

### 2. HOW TO DO OBL CANCELLATION OR REPLACEMENT

Cancellation and amendment of OBL or HBL can be obtained after getting approval of Manifest. Below are the steps on how to cancel or amend your OBL and HBL

### 2.1 Cancel Ocean BL

• Under the OBL listing select the approved application to cancel.

Keiner       Keiner       Keiner       Keiner         Keiner       Keiner       Keiner       Keiner       Keiner         Keiner       Keiner       Keiner       Keiner       Keiner       Keiner         Keiner       Keiner       Keiner       Keiner       Keiner       Keiner       Keiner         Keiner       Kei	ALDEC [v4.0.9.0]		- 0 X
O CRL Inward (K4)       W K4 Inward OBL / 201231       W K4 Inward OBL / 40BL223N1F       x         Image: Status       Image:		<pre>   ALDEC </pre>	
Sove Delete     Header Shipping Partner     OR EAI Info     Verify BL     Replace BL     Cancel BL     @ Delete     @ Submit AI     @ Response     @ Output     @ Herr      Ocean Bil of Lading     Status     Al      Search      Fortal     Search      Search      Search      Search      Search      Search      Search      Search      Status     Al      Search      Status     Search      Search      Status     Search      Search      Status     Status		K4 Inward OBL / 4OBL22JAN1F Menu	
Header       Shipping Partner       OB.       EAI Info         Verify BL       Replace BA       Cancel BA       Cancel BA       Cancel BA       Cancel BA         Occean Bil of Lading       Status       All       Image: Cancel BA       Status       All         Message Ref #       Status       All       Image: Cancel BA       Status       Response Date       Message       Status       Ready         y       Total No       Total       UOM       Total       UOM       Submitted Date       Response Date       Message       Status       Ready         y       of Package       Message       Negs/tt       UOM       Submitted Date       Response Date       Message       Status       Ready         y       2000       1999998.0000       MTQ       1999999.9980       ThE       22/1/2019 11:58 AM       22/1/2019 11:40 AM       Original       Approved       1		OBL Inward (K4) 🕼 K4 Inward OBL / 221231 🕼 K4 Inward OBL / 408L22JAN1F 🗴	
Verify BL       Replace BA       Cancel B/L       Image: Concel B/L		Sove Delete	
Ocean Bill of Lading		Header Shipping Partner OBL EAI Info	
Message Ref #     Search       yr     Total of Package     Total Messurement     UOM     Total Weight     UOM     Submitted Date     Response Date     Message Function     Status     Ready       >     2000     1999998.0000     MTQ     1999999.9980     THE     22/1/2019 11:40 AM     Ongrinal     Approved     1		Verify BL Replace BA Cancel BA O Delete 🐻 Submit All 🔗 Response 🕋 Output 🔘 New	
r     Total Mo. of Package     Total Measurement     UOM     Total Weight     UOM     Submitted Date     Response Date     Measure Function     Status     Ready       >     2000     1999998.0000     MTQ     1999999.9980     THE     22/1/2019 11:58 AM     22/1/2019 11:40 AM     Original     Approved     1		Ocean Bil of Lading Status All	
2000         IS999998.0000         MTQ         IS999999.9980         THE         22/1/2019 11:58 AM         22/1/2019 11:40 AM         Original         Approved         1			
2000         1999998.0000         MTQ         1999999.9980         THE         22/1/2019 11:58 AM         22/1/2019 11:60 AM         Approved         1		Total No. Total v of Darkane Mean rement UOM Total Weicht UOM Submitted Date Response Date Function Status Ready	

Figure 25: Status Approved

Notes: Cancel can be made if necessary

• Click CANCEL BL button to cancel the job then below image is displayed

ALDEC					
K4 Inward OBL	/ QELTEST02			Menu 📰	
🚺 K4 Inward OBL / 40ECLTE	ST01 🚺 K4 Inward OBL / OECLTEST01P 🚺 K4 Inw	ard OBL / QELTEST02	X 🚺 K4 Inward OBL / 40BL 12JAN3F		
Save 🔇 Delete				î	
Header Shipping Partner	OBL EAI Info				
	Consignor Information		Notify Party Information		
Consignor Code	HZ0002	Notify Party Code	A 1999919		
Consignor Name	PT. NUSANTARA ANDALAN GLOBAL ABADI	Notify Party Name	PROMAC INDUSTRIES SON BHD		
Organization Type	REGISTRAR OF COMPANY	Address	LOT 3430, JALAN KERETAPI LAMA,		
Consignor Address	JL. MT. HARYONO NO.38 AA/43 KEL.		BATU 8 1/2 , JALAN KAPAR, 42200 KLANG SELANGOR DARUL EHSAN	_	
	PERWIRA KEC. TB . SELATAN KOTA		SELANGUR DARUL EHSAN	_	
	TANJUNG BALAI				
	Summary			0	
Total Measurement	50.0000 MTQ				
Total No. of Packages	1760				
Total No. of Container	2				
Total Gross Weight	44176.0000 KGM +				
Type of Packages	BG				
Total No of Cargo	1				
	Cancel	Remarks			
Remarks Wrong BL numb	per				
				-	

#### Figure 26: Cancel Remark

Note: Key in cancellation description in remarks column under HEADER tab at the bottom of the section

• Scroll up and click the SAVE button and data will be saved. Then click READY button and the SUBMIT FOR CANCELLATION button will be enable as per below image

ALDEC				
K4 Inward OBL /	QELTEST02			Menu 🗮
M K4 Inward OBL / 40ECLTEST	01 🚺 K4 Inward OBL / OECLTEST01P 🚺 K4 Inw	ard OBL / QELTEST02 3	K4 Inward OBL / 40BL 12JAN3F	
Save Save				î
	27			
Header Shipping Partner	OBL EAI Info			
Back 🖋 Save	Response 🔲 Ready	Submit Cancellation	Output	n ll
Header Container Carg	o Response			
B	ill of Lading Information		Shipment Information	
Ocean Bill of Lading	QELTEST02	Cargo Type	CONTAINER	
Containerized Cargo	Ves	Approval Authority	PCA	
Port of Loading		Cargo Description	2X20' GP CONTAINER STC :-SOAP NOODLES TFM	
Current Bill of Lading Sequen	e 2	Calgo Description	55%	
Shi	ppping Agent Information		Consignee Information	
Shipping Agent Code	HZ0002	Consignee Code	19999 19	
Shipping Agent Name	Q EXPRESS LINE SDN BHD	Consignee Name	PROMAC INDUSTRIES SDN BHD	
Shipping Agent Address	20A, Jalan Anggerik Vanilla Y31/Y	Organization Type	REGISTRAR OF BUSINESS	U
	Kota Kemuning, 40460 Shah Alam	Consignee Address	LOT 3430, JALAN KERETAPI LAMA,	
	Selangor Darul Ehsan. Malaysia		BATU 8 ½ , JALAN KAPAR, 42200 KLANG	
			SELANGOR DARUL EHSAN	
	Consignor Information		Notify Party Information	
Consignor Code	HZ0002	Notify Party Code	A 1999919	U
Consignor Name	PT. NUSANTARA ANDALAN GLOBAL ABADI	Notify Party Name	PROMAC INDUSTRIES SDN BHD	
Organization Type	REGISTRAR OF COMPANY	Address	LOT 3430, JALAN KERETAPI LAMA,	
Consignor Address	JL. MT. HARYONO NO.38 AA/43 KEL.		BATU 8 1/2 , JALAN KAPAR, 42200 KLANG	-

#### Figure 27: Submit Cancellation

• Click SUBMIT CANCELLATION button to submit. Then click RESPONSE button to get response as CANCELLED.

### 2.2 Replace Ocean BL

• Under the OBL listing select the approved application to replace.

ALDEC [v4.0.9.0]		– 🗆 X
	ALDEC	
	K4 Inward OBL / 4OBL22JAN1F Menu	
	🕼 OBL Inward (K4) 🕼 K4 Inward OBL / 221231 🕼 K4 Inward OBL / 40BL22JAN IF 🗴	
	Save Save	
	Header Shipping Partner OBL EAI Info	
	Verify B/L Replace B/L Cancel B/L 🕼 Delete 🐻 Submit All Screeponse 🕋 Output 🕼 New	
	Ocean Bill of Lading Status All	
	Message Ref # Search	
	Total No. Total of Padkage Measurement UOM Total UOM Submitted Date Response Date Hercition Status Ready	
	2000 1999998.0000 MTQ 1999999.9980 TNE 22/1/2019 11:58 AM 22/1/2019 11:40 AM Original Approved 1	
	hơ là	
	•	

Figure 28: Status Approved

Notes: Replace can be made only on Approved application

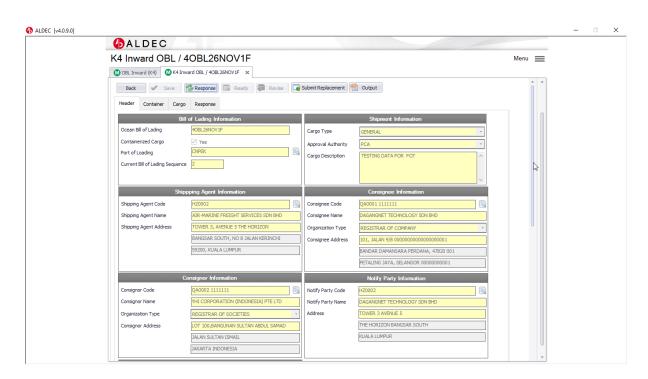
• Click REPLACE BL button to replace the job then below image is displayed

ALDEC				
K4 Inward OBL	/ 40BL26NOV1F			Menu
OBL Inward (K4)	FInward OBL / 4OBL26NOV1F 🛛 🗶			
	Consignor Information		Notify Party Information	<b>^</b>
Consignor Code	QA0002 1111111	Notify Party Code	HZ0002	
Consignor Name	YHI CORPORATION (INDONESIA) PTE LTD	Notify Party Name	DAGANGNET TECHNOLOGY SDN BHD	0
Organization Type	REGISTRAR OF SOCIETIES	Address	TOWER 3 AVENUE 5	
Consignor Address	LOT 100, BANGUNAN SULTAN ABDUL SAMAD		THE HORIZON BANGSAR SOUTH	
	JALAN SULTAN ISMAIL		KUALA LUMPUR	
	JAKARTA INDONESIA			
	Summary			
Total Measurement	1999998.0000 MTQ			
Total No. of Packages	2000			
Total No. of Container	5			
Total Gross Weight	1999999.9980 TNE •			à
Type of Packages	СТ			
Total No of Cargo	2			
	Replace	Remarks		
Remarks gross weight no	ot tally			
				U

#### Figure 29: Cancel Remark

Note: Key in replacement description in remarks column under HEADER tab at the bottom of the section

• Scroll up and click the SAVE button and data will be saved. Then click READY button and the SUBMIT FOR REPLACEMENT button will be enable as per below image



#### Figure 30: Submit Replacement

 Click SUBMIT REPLACEMENT button to submit. Then click RESPONSE button to get response as REPLACED.

### 2. HOW TO CREATE HOUSE BILL OF LADING

PSA/SA can create OBL by providing the information of HEADER, SHIPPING PARTNER and OBL information in detail. Below are the steps:

### 2.3 Create HBL

• Login to ALDec by click the icon as per below



Figure 31 Aldec Icon

• Login page will be displayed

	🗗 A L	DEC	
	USER ID PASSWORD		
		OGIN ANCEL	



iii. In the Login page, enter the username and password as registered.

User Manual Version 1.0	<ul> <li>ALDEC Manifest fo</li> </ul>	r CUSCAR	
iv.	Click on Loo	to login and below image is displaye	ed
ALDEC [v4.0.9.0]	ALDEC		- 0 >
			Menu 📃
		L <sub>2</sub>	

Figure 33: Dashboard

User may select Menu – Manifest to continue with data entry as per below image

ALDEC [v4.0.9.0]			- 0	×
	ALDEC			
	Menu			
	Declaration	·		
	Manifest	0	Sea	
	🚺 Ocean Bill of Lading 🔸 🚇 Cuscar 🕨		New Sea Manifes	at ▶
	Inward (KK) House Bill of Lading •	0	Report	- ·
	Outward (K5) Outward (K5)	-		

Figure 34: Menu

- 7. Select click Menu and select Manifest
- 8. Select NEW SEA MANIFEST then select CUSCAR
- 9. Choose House Bill of Lading then select Inward K4 for import or Outward K5 for Export

10. Below image is displayed

ALDEC K4 Inward HE						Menu 🚞
	7					wenu 🔤
🕅 K4 Inward HBL / 🛛 🛪						
Save 🔇 Dele	te					1
Header Shipping Part	ner HBL EAI Info					
			leader			
Shipping Agent Code	HZ0002		Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE		
Job No			Ship Notice/Manifest No			
		Carrier	r Information			
Ship Call No			Customs Station Code			
Vessel ID Inward Voyage No			Vessel Name			
ETA	3/2/2021 12:00:00 AM		Mode of Transport	1		
Port Operator Code	3/2/2021 12:00:00 AM		ETD	3/2/2021 12:00:00 AM	•	
Port Name		E44	Port Operator Name Port of Loading		8	
Port of Discharge			Country of Origin			
			ATA	3/2/2021 12:00:00 AM	-	
			If this manifest is more th	an 24 hours from date of submission.		
			penalty from SMK may be	incurred.		

#### Figure 35: Create Manifest

11. Key in all mandatory field which coloured in yellow as per below image

## 2.4 Header Information

🚯 A L D E C K4 Inward HB					Menu
MK4 Inward HBL / x					
					4
Save 🔇 Delet	e				
Header Shipping Partn	ner HBL EAI Info				
		н	eader		
Shipping Agent Code	HZ0002		Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE	
Job No			Ship Notice/Manifest No		
		Carrier	Information		
Ship Call No Vessel ID			Customs Station Code		
Inward Voyage No			Vessel Name Mode of Transport		
ETA	3/2/2021 12:00:00 AM	-	ETD	3/2/2021 12:00:00 AM	
Port Operator Code	-,-,-	Ð	Port Operator Name	5/2/2021 12:00:00 AM	
Port Name			Port of Loading		
Port of Discharge		B	Country of Origin		
			ATA	3/2/2021 12:00:00 AM	
			If this manifest is more the penalty from SMK may be	nan 24 hours from date of submission,	
			penalty from SMK may be	e incurrea.	
				3	
					l

#### Figure 36: Data entry field

Note:

- 5. Create Job Number under Header
- 6. Select SCN Number by click look up/ search button under Carrier information. All related filed will be keyed in automatically
- 7. Continue to Select Port of Discharge, Port of Loading and Country of Origin
- 8. Click SAVE button and click OK continue as per below image

Fisher     Reader     Shipping Agent Code     120002     Joh 0     1211243     Ship Notice/Manifest No     Carrier Information     Ship Call No     Son 0     1211243     Ship Call No     Son 0     1211243     Ship Notice/Manifest No     Carrier Information     Ship Call No     Son 0     1211243     Ship Notice/Manifest No     Country of Origin     Namifest is more than 24 hours from date of submission, penalty from SMK may be incurred.	4 Inward HB		ward HBL / sklhdakshdaj	Menu
Header         Header         Shipping Agent Code       H20002       Shipping Agent Name       DAGANG'NET (M) & ENTERPRISE         Job No       1241243       Ship Notice/Manifest No	Save			
Shipping Agent Code       H20002       Shipping Agent Name       DAGANG' NET (M) & ENTERPRISE         Job No       1241243       Ship Notice/Manifest No         Carrier Information         Ship Call No         Sci N0 18       ALDEC         Vessel ID       VAN000001         Inward Voyage No       INWARD VOYAGE 001         ETA       27/11/2018 12:00:00 AM         Port Operator Code       BKCT01         Port of Discharge       MPKG         Country of Origin       N         ATA       26/11/2018 12:00:00 AM         If this manifest is more than 24 hours from date of submission.	leader Shipping Partr	er HBL EAI Info		
Job No          Job No       1241243       Ship Notice/Manifest No         Carrier Information         Ship Call No         Ship Call No       SCN018         ALDEC       FST 1         Inward Voyage No       INWARD VOYAGE 001         ETA       27/11/2018 12:00:00 AM         Port Operator Code       BKCT01         Port Name       North Port         Port of Discharge       MTPKG         Country of Origin         ATA       25/11/2018 12:00:00 AM         If this manifest is more than 24 hours from date of submission.			Header	
Carrier Information       Ship Call No     SCN018       ALDEC     ST 1       Inward Voyage No     Inward Voyage 001       ETA     27/11/2018 12:00:00 AM       Port Operator Code     BKCT01       Port Name     North Port       Port of Discharge     MYPKG       Country of Origin     N       ATA     26/11/2018 12:00:00 AM       If this manifest is more than 24 hours from date of submission.	Shipping Agent Code	HZ0002	Shipping Agent Name DAGANG' NET (M) & ENTERPRISE	
Ship Call No     SCN018       Vessel ID     VAN000001       Inward Voyage No     INWARD VOYAGE 001       ETA     27/11/2018 12:00:00 AM       Port Operator Code     BKCT01       Port Name     North Port       Port of Discharge     MYPKG       Country of Origin     N       ATA     25/11/2018 12:00:00 AM	Job No	1241243	Ship Notice/Manifest No	
ALDEC × EST 1 Inward Voyage No Inward Voyage No ETA 27/11/2018 12:00:00 AM Port Operator Code BKCT01 Port Name North Port Port of Discharge MYPKG Country of Origin CN ATA 26/11/2018 12:00:00 AM ▼ If this manifest is more than 24 hours from date of submission.			Carrier Information	
Vessel ID VAN000001 Inward Voyage No INWARD VOYAGE 001 ETA 27/11/2018 12:00:00 AM Port Operator Code BKCT01 Port of Discharge MYPKG Country of Origin CN ATA 25/11/2018 12:00:00 AM If this manifest is more than 24 hours from date of submission.	Ship Call No	SCN018		
ETA     27/11/2018 12:00:00 AM       Port Operator Code     BKCT01       Port of Discharge     MYPKG       OK     CONTAINERISED TERMINAL       Port of Discharge     MYPKG       Country of Origin     CN       ATA     26/11/2018 12:00:00 AM       If this manifest is more than 24 hours from date of submission.	Vessel ID	VAN000001		
ETA 27/1/2018 12:00:00 AM Port Operator Code BKCT01 Port Name North Port Port of Discharge MYPKG Country of Origin CN ATA 26/11/2018 12:00:00 AM If this manifest is more than 24 hours from date of submission.	Inward Voyage No	INWARD VOYAGE 001		
Port of Discharge MYPKG Country of Origin ON Control 12:00:00 AM	ETA	27/11/2018 12:00:00 AM		
Port Name North Port Port of Discharge MYPKG Country of Origin ON ATA 26/11/2018 12:00:00 AM	Port Operator Code	BKCT01	CONTAINERISED TERMINAL	
ATA 26/11/2018 12:00:00 AM	Port Name	North Port	ОК	
If this manifest is more than 24 hours from date of submission.	Port of Discharge	мүркд	Country of Origin	
If this manifest is more than 24 hours from date of submission, penalty from SMIK may be incurred.			ATA 26/11/2018 12:00:00 AM -	
			If this manifest is more than 24 hours from date of submission,	
			penaky non-one may be mean car	

Figure 37: Header Information

## 2.5 Shipping Partner Information

Key in shipping partner information by click the search button. Then select the information accordingly

ALDEC [v4.0.9.0]			- 0 ×
	<pre></pre>		
	K4 Inward HBL / 1241243	enu 📃	
	HBL Inward (K4) 🚯 K4 Inward HBL / 1241243 🗴 🚯 K4 Inward HBL / skihdaksihdaj	_	7
	Save 🔇 Delete	Î	
	Header Shipping Partner HBL EAI Info		
	Principal Shipping Agent Lifermution         Principal Shipping Agent Name         Principal Shipping Agent Name         Principal Shipping Agent Addres         IND-SJ.MEDAN JAYA COMMERCIAL CENTRE         Lixit Tulin Husselin Oniv         P.O. BOX 2750		

#### Figure 38: Shipping Partner

Note:

- 3. Shipping Partner details can also be maintained at Maintenance menu.
- 4. Use admin ID to do maintenance
- 5. Select the sipping partner then click OK button to continue (if need to be changed)

# MEMO: SHIPPING PARTNER INFORMATION IS AUTO POPULATED BASE ON SELECTED SCN NUMBER AT HEADER

## **5.1 HBL Information**

Complete the BL information by click the HBL tab as per below image

ader Shipping P		EAI Info	: Submit All	🟂 Response	Output 📀	New				
Ocean Bill of Lading 1essage Ref #			Status House Bill (	All		•	Seard	١		
Ocean Bill of Lading	House Bill of Lading	Message Reference No	Total Cargo			Total Measurement	UOM	Total Weight	UOM	Sui Da
						<i>⊊</i>				

Figure 39: OBL

Note:

12. Click New button to complete BL information and below image is displayed

K4 Inward HBL / 1241243			Menu
M HBL Inward (K4) K4 Inward HBL / 1241243 🗴 🚺 K	(4 Inward HBL / skihdakshdaj		
Back 🖌 Save Save Response 📃 Ready	Revise 🛛 🕞 Submit Replacement 🏻 🖤 Ou	itput	î î
Header Cargo Response			
coligo responde			
Bill of Lading Information		Shipment Information	
Ocean Bill of Lading	Cargo Type BRI	EAK BULK/GENERAL BULK	
House Bill of Lading Containerized Cargo	Approval Authority PC	A 🗸	
Port of Loading	Cargo Description	^	
Current Bill of Lading Sequence			
PSA Agent Code HZ0002	BL, please select Code of Ocean BL	v	
Shippping Agent Information		Consignee Information	
Shipping Agent Code	Consignee Code	8	
Shipping Agent Name	Consignee Name		
Shipping Agent Address	Organization Type REC	GISTRAR OF BUSINESS	U
	Consignee Address		
Consignor Information		Notify Party Information	
Consignor Code	Notify Party Code		
Consignor Name	Notify Party Name		
Organization Type REGISTRAR OF BUSINESS	Address		
Consignor Address			
Consignor Address			

#### Figure 40: Header

Note:

- Key in all mandatory field in HEADER
- If Containerized Cargo, tick YES on Containerized and container tab information will be enable
- Key in Container information at container tab by click New button as per below image

IMPORTANT: For HBL that submitted by FF, under Header column at Shipping Agent Information, it should be FF details.

						Full/Empty	Temperature	Temperatu
	Container No	)	Type and Size	Seal No	Sealing Party	Indicator	Setting	Temperatur Qualifier
🕜 Nev	w 🔞 Dele	te 🗸	Save X Cancel					
Contai	ner No		Ĺ		Container	Type and Size 20 FO	OTER	
Seal No	D				Sealing Pa	rty Carrie	r	
Full/Em	npty Indicator	CONVEN	TIONAL CARGO		▼ Reefer Co	ntainer YES		

Figure 41: Container Information

Note:

- click SAVE button after key in data into mandatory field which coloured in yellow
- To delete the container information, click DELETE button
- Click Cancel to cancel your data entry

### IMPORTANT: CUSCAR: LIMIT CONTAINER TO MAXIMUM 999 ONLY.

For cargo detail, click on Cargo tab as per below image

	DEC									
K4 Inv	vard HBL	/ 1241243							Me	enu 📃
MBL In	ward (K4) 🚺 K	4 Inward HBL / 1241	243 🗴 🚺 K4 In	nward HBL / skihdaksi	hdaj					
Back	🖌 Save	🤣 Response	Ready	Revise 🕞 S	ubmit Replacement	Output				î î
Header	Container C	argo Response								
	Goods Item No	Number of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM		
					G.					
					45					
										U
© Ne	w 🔇 Delete	✓ Save 🗙	Cancel							
	w 😵 Delete Item No	Save X	Cancel		Harmonized Code					
Goods		Save X	Cancel		Harmonized Code Type of Package					
Goods No. of	Item No	Save X	Cancel	MTQ						
Goods No. of Volum	Item No	Save X	Cancel	MTQ	Type of Package	nne				U
Goods No. of Volum Item's	Item No	Save X	Cancel		Type of Package					
Goods No. of Volum Item's	Item No Package e of Goods Gross Weight	Save X	Cancel		Type of Package	nne				
Goods No. of Volum Item's	Item No Package e of Goods Gross Weight	Save X	Cancel		Type of Package					

#### Figure 42: Cargo Details

Note:

- click NEW button to add new cargo then click SAVE button after completed
- To delete cargo after saved, click DELETE button
- Click cancel to cancel data entry
- To assign container with cargo click the check box as per below image

#### IMPORTANT: CUSCAR: LIMIT CARGO (ITEM) ASSIGNED TO MAXIMUM 99 CONTAINER ONLY

ickage Marks id Labels										
d Labels										
					UN Number					
G Classification						ity DG Group				
OG Classification		and Size	Seal No	Sealing Party		ity DG Group Temperature	Setting	Temperature Qualifier	Tick	
OG Classification	er No Type	and Size	Seal No 34234	Sealing Party Carrier	Port Authori	Temperature	-	Temperature Qualifier CEL	Tick	
OG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
OG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
DG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
DG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
DG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
DG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			
DG Classification shpoint No Contain	er No Type				Port Authori Full/Empty Indicator	Temperature	-			

Figure 43: Assign Container

Note: For Dangerous Goods, tick check box and insert IMDG Classification and UN Number

After completed on HEADER, CONTAINER, and CARGO click SAVE and BACK button as per below

IMPORTANT: FOR BULK CARGO, UNTICK THE CONTAINER CHECKBOX

• Click BACK button to continue

Goods Item No	Number of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM
					3		
) New 🙆 Delete	Save 💢 C	Cancel					
	Save X C	Cancel		Harmonized Code			
oods Item No	Save X C	Cancel		Harmonized Code Type of Package			
oods Item No o. of Package	Save X C	ancel					KGM
New Code Item No o. of Package olume of Goods em's Gross Weight	Save X C	lancel		Type of Package			
oods Item No o. of Package	Save X C	Cancel	мто	Type of Package			

Figure 44: Assign Container

### IMPORTANT: MAKE SURE ALL MANDATORY FIELD HAS BEEN KEYED IN

,

#### After clicking back button, below image will be displayed

Figure 45: BL Listing

#### Note:

- To add additional BL under the same manifest, click NEW button and repeat the same steps as previous.
- To submit, click VERIFY BL button and Data Has Been Saved notification will pop up. Click OK button to continue and below image is displayed
- Click OK to continue

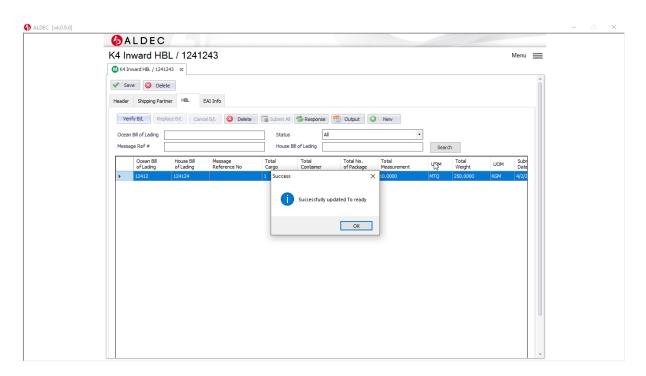


Figure 46: Successfully Updated

Before submitting, make sure you have verified the BL, then click RESPONE button. After you have clicked response button, SUBMIT ALL button will enable as per below image then you click submit.

K4 Inward HBL / 1241243 X Swe Collect Feder Shipping Partner HBL EAL Info Verify BAL Replace BAL Concert IDAL Collect Statement & Colput Collect Verify BAL Replace BAL Concert IDAL Collect Statement & Response & Output Collect Verify BAL Replace BAL Concert IDAL Collect Statement A Collect	Immarch HBL / 1241243       x	- <b>(</b> )	ALDEC											
Save  Delete Header Shipping Partner HBL EAI Info Verify BL Replace B/L Cancel B/L @ Delete @ Submit Al @ Response @ Output @ New Ocean Bil of Lading	Save       Delete         Header       Shipping Partner         Header       Shipping Partner         Header       Shipping Partner         Header       Shipping Partner         HBL       EAI Info         Verify BJL       Replace BA         Cancel BA       Oclean BII of Lading         All       •         Message Ref #       House BII tading         Cocean BII       House BII tading         Stadm       Total         Oclashing       Total         Oclashing       Total         Oclashing       Total         Oclashing       Total	K4 I	nward HI	BL / 1241	243								Menu 📃	
Header Shipping Partner HBL EAI Info Verify BJL Replace BJL Cancel BJL Cancel BJL Cancel BJL Cancel BJL Cancel BJL Cancel BJL All News Ocean Bill of Lading State House Bill Lading Total No. Ocean Bill House Bill Message Cotage Cotage Total No. Of Package Messagement UCM Total UCM Total	Header       Shipping Partner       HBL       EAI Info         Verify BL       Replace BL       Cancel BL       Cancel BL       Cancel BL         Occens Bli of Lading       Stat       All       Image: Cancel BL       State         Message Ref #       House Bli Ltading       Search       Search         Cocens Bli       House Bli       Message       Cargo       Total No.         of Lading       Total       Orban       of Package       Messurement       UOM       Subh	🚺 К4	Inward HBL / 124	1243 🕱										_
Verify B.L.       Replace B.L.       Cancel B.L.       Concel B.L.	Wenfy B/L       Replace B/L       Cancel B/L       © Delete       Submit All       © Response       Image: Comput Computies and the computation of the computation of Package       New         Ocean Bill of Lading       Station       All       Image: Computation of Package       Search         Ocean Bill of Lading       House Bill Message       Total       Ocean Bill Message       Search         Ocean Bill of Lading       Reference No       Total       Total No.       of Package       Messurement       UOM       Submit Date	🖋 s	Save 🙆 Del	ete										î
Ocean Bill of Lading     Stat     All       Message Ref #     House Bill Milliong     Search       Ocean Bill     House Bill Milliong     Search       Ocean Bill     House Bill     Total     Search	Ocean Bill of Lading         Start         All         •           Message Ref #         House Bill Lading         Search           Ocean Bill         House Bill         Total         Search           Ocean Bill         House Bill         Total         Total         Search	Heade	er Shipping Par	tner HBL	EAI Info									
Ocean Bill of Lading     Stat     All       Message Ref #     House Bill Milliong     Search       Ocean Bill     House Bill Milliong     Search       Ocean Bill     House Bill     Total     Search	Ocean Bill of Lading         Start         All         •           Message Ref #         House Bill Lading         Search           Ocean Bill         House Bill         Total         Search           Ocean Bill         House Bill         Total         Total         Search	v	erify B/L Re	place B/L Cano	rel BA	Submit All	Response	🖷 Output	New					
Message Ref #         House Bill VLading         Search           Ocean Bill         House Bill         Total         Total         UOM         Total           Ocean Bill         House Bill         Message         Total         Total         Total         UOM         Total           Ocean Bill         House Bill         Message         Total         Cortains         Total         UOM         Total	Message Ref #         House Bill         House Bill         Search           Ocean Bill         House Bill         Total         Total         Total           Ocianng         Grading         Total         Total         UOM         Total					_	8			1				
Ocean Bill House Bill Message Total Total Total Total Orhanage Messurement UOM Total UOM Date	Ocean Bill House Bill Message Total Total Total Total Of Data		-							Searc	h			
			Ocean Bill	House Bill	Message	Total	Total	Total No.	Total				Subr	
b 12412 124124 1 1 1 20 10.0000 MHQ 1250.0000 KGM 44/2/2	▶ 12412 124124 1 1 20 10.0000 MTQ 2250.0000 KGM 44/2/2		ofLading	of Lading	Reference No	Cargo	Containe	of Package	Measurement			_	Date	

#### Figure 47: Submit All button

• After you have click SUBMIT ALL button your BL will be submitted to KASTAM and the status now will be shown as submitted as per below image.

K4 Inward HBL / 1241243 x  K4 Inward HBL / 1241243 x  K4 Inward HBL / 1241243 x  Kenu Source	- 4	DA	LDE	С										
Sove     Orderte       Header     Shipping Partner       HBL     EA1 Info       Verify B/L     Replace B/L       Cancel B/L     Delete       Status     All       Message Ref #     House Bill of Lading       Search     Search	K	4 In۱	ward ⊢	HBL / 124	41243								Menu	$\equiv$
Header     Shipping Partner     HBL     EAI Info       Verify BJA     Replace BJA     Cancel BJA     Delete     Submit AII     Response     Output     New       Ocean BII of Lading     Status     AII     •       Message Ref #     House BII of Lading     Search	0	K4 Inv	vard HBL / 12	241243 🕱										
Venfy B/L     Replace B/L     Cancel B/L <td>4</td> <td>Save</td> <td>e 🔞 D</td> <td>Delete</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>î</td>	4	Save	e 🔞 D	Delete										î
Venfy B/L     Replace B/L     Cancel B/L <td>F</td> <td>leader</td> <td>Shipping P</td> <td>Partner HBL</td> <td>EAI Info</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	F	leader	Shipping P	Partner HBL	EAI Info									
Ocean Bil of Lading     Status     All       Message Ref #     House Bil of Lading     Search														
Message Ref # House Bill of Lading Search		Verif	y B/L F	Replace B/L	Cancel B/L 🛞 De	lete 🕞	Submit All 🥵	Response	🖺 Output	New				
			-								•			
I Total No. Total Total Submitted Resource Message		Messag	e Ref #				House Bill of I	ading			Search			
ainer of Package Measurement UOM Weight UOM Date Date Function Status Ready			l tainer	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready	
		Þ		20	10.0000	MTQ	250.0000	кдм	4/2/2021 9:19 A		Original	Submitted	1	
					1010000	1.1.2	20010000	Korr	100000000		onginar	Ş	*	
												*0		

Figure 48: BL Submitted

## 5.2 Check Manifest (HBL) Status

To check manifest status, go to MENU and choose Manifest.

- 5.2.1 Select SEA then choose CUSCAR
- 5.2.2 Select House Bill of Lading dan choose Inward K4 import or K5 for export as per below image

ALDEC [v4.0.9.0]			- 0	×
	() ALDEC			
	Menu			
	Declaration	•		
	Manifest	• 🚳	Setting	
	28	۲ 🛛	Profile	
		0	Lookups	
		0	Maintenance	
	🔘 CUSREP		Sea	•
	🔞 Ocean Bill of Lading 🕨 🙆 CUSCAR		New Sea Manif	iest →
	Inward (K4)     Offward (K5)     Offward (K5)     Offward (K5)		Pre-Alert	- ·
	🔞 Odsward (K5) 🛛 🚷 Final Out Turn		Dashboard	
			Audit	
			Report	•

Figure 49: Select Menu

- 5.2.3 You can search a specific application by field up the search
- 5.2.4 Then Click SEARCH button to display the list on listing as per below image

<b>W</b> /	LDEC										
HBL	Inward (K4	4)								Menu	=
🚺 HBL	Inward (K4) 🕱										
	New										
	NEW										
Job N	lo				Manifest No			~			
SCN				^				~			
				~	Verme No.			^ @ Rese			
Vesse	d tel			0	Voyage No			V Rese			
70550				~	Status			- Q Searc	h		
	JOB NO	SCN	VESSEL ID	MANIFEST NO	VOYAGE NO	SUBMITTED DATE	. STATUS	EXTRACTION DATE	LOCKING ID	EAI Typ	
•	1241243	SCN018	VAN000001		INWARD VOYAGE 001	4/2/2021 8:49 AM	Submitted	4/2/2021 8:49 AM		N	
	tst6789	11CT51	VS3459		YDE345	27/1/2021 4:34 PM	Submitted	27/1/2021 4:34 PM		N	
	sdfsdfsdfdf	11CT51	VS3459		YDE345	29/12/2020 3:07 PM	Closed	29/12/2020 2:37 PM		N	
	34234234	11CT51	VS3459		YDE345	22/1/2021 11:08 AM	Closed	26/12/2019 4:13 PM		N	
	897979879	RIA031	QM0001		Voyage 01	15/11/2019 5:22 PM	Closed	4/11/2019 3:07 PM		N	
	test123	RIN004	QM0002		Voyage inward 01	16/5/2019 3:37 PM	Closed	16/5/2019 3:27 PM		N	
	skihdakshdaj	RIA016	QM0001		Voyage 01	16/5/2019 3:19 PM	Submitted	16/5/2019 3:19 PM		N	
	4HBL9JAN4F	RIA031	QM0001	192	Voyage 01	9/1/2019 5:10 PM	Submitted	9/1/2019 4:46 PM		F	
	4HBL9JAN3F	RIA031	QM0001	180	Voyage 01	9/1/2019 5:09 PM	Submitted	9/1/2019 4:46 PM		F	
	4HBL9JAN2F	RIA031	QM0001	179	Voyage 01	9/1/2019 5:08 PM	Submitted	9/1/2019 4:25 PM		F	
	4HBL9JAN 1F	RIA031	QM0001	178	Voyage 01	9/1/2019 5:07 PM	Submitted	9/1/2019 4:25 PM		F	
	HBLK4RMY07	SCN018	00001	163	11	9/1/2019 10:50 AM	Submitted	9/1/2019 10:21 AM		P	
	HBLK4RMY06	SCN018	00001	162	11	9/1/2019 10:49 AM	Submitted	9/1/2019 10:18 AM		P	
	HBLK4RMY05	SCN018	00001	148	11	1/3/2019 5:12 PM	Submitted	3/1/2019 4:46 PM		P	
	4HBL7DEC1F	SCN018	VAN000001	2551	INWARD VOYAGE 001	7/12/2018 4:28 PM	Submitted	7/12/2018 3:36 PM		F	
	HBLK4RMY04	SCN018	00001	2548	11	6/12/2018 3:04 PM	Submitted	6/12/2018 2:27 PM		P	
	4HBL4DEC4F	SCN018	VAN000001	2546	INWARD VOYAGE 001	-11	Submitted	6/12/2018 2:20 PM		F	
	4HBL4DEC2F	SCN018 SCN018	VAN000001 00001	2545 2544	INWARD VOYAGE 001	6/12/2018 2:43 PM 5/12/2018 6:02 PM	Submitted Submitted	6/12/2018 2:20 PM		F	

Figure 50: Application Listing

- 5.2.5 Double click the application
- 5.2.6 Click HBL Tab then BL Listing Status will be displayed as per below image

	ΑI	DEC	2										
K4	Inv	vard H	IBL / 124	1243								Menu	
Юн	BL Inv	ward (K4)	M K4 Inward H	BL/1241243 🗙									
<b>V</b>	Save	🙆 De	elete										î
Head	ler	Shipping Pa	artner HBL	EAI Info									
	Verify	B/L Re	eplace B/L	Cancel B/L 🛞 D		Submit All	esnonse	🖹 Output 🔘	New				
		ill of Lading				Status	All			1			
		e Ref #				House Bill of La				Search			
	)		Total No.	Total	UOM	Total Weight	UOM	Submitted	Response	Message	Status	Ready	
•	-	ainer	of Package 20	Measurement 10.0000	MTQ	Weight 250.0000	KGM	Date 4/2/2021 9:19 AM	Date	Function	Submitted		
										₽ D			

#### Figure 51: HBL List

Note: To get response from customs, user must click RESPONSE button

IF your application is APPROVED, the status will be shown as APPROVED as per below image.

	ALDE	С										
K4	Inward F	HBL / 4H	BL7DEC1F								Menu	
🚺 HE	BL Inward (K4)	🕅 K4 Inward H	HBL / HBLK4RMY05	🚺 K4 Inwar	d HBL / 4HBL7DE	C1F 🗙						
<b>v</b>	Save 🛞 🛛	Delete										Â
Head	ler Shipping F	Partner HBL	EAI Info									
	Verify B/L	Replace B/L	Cancel B/L 🙆 De	elete 🕠	Submit All	Response	Toutput	New				
00	ean Bill of Lading				Status	All			•			
	ssage Ref #				House Bill of L				Search			
		Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready	
•	ainer	2000	200.0000	MTQ	0.2000	TNE	7/12/2018 4:28 PM			Approved		
		2000	200.0000	MIQ	0.2000	INE	7/12/2018 4:28 PM	1   7/12/2018 4:17 P	M Original	Approved	1	
										Ç,		
										2		

Figure 52: Status Approved

IF your application rejected, the status will be shown as REJECTED as per below image.

	eplace B/L C	Cancel B/L 🕺 De	elete	Submit All 🧐 😂 Res	_	Toutput	New	_ &		
n Bill of Lading age Ref #				Status	All			Search		
ainer	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status	Ready
	2000	1999998.0000	MTQ	1999999.9980	TNE	13/1/2017 4:30 PM		Original	Rejected	1

#### Figure 53: Status Rejected

Note:

- To know why your application is rejected, open the BL by doble click the application
- Go to RESPONSE tab it will display a remark as per below image

ALDEC		
K4 Inward OBI	/ 180226171949	Menu 📰
🚺 OBL Inward (K4)	4 Inward OBL / 40ECLTEST01 🛛 🕅 K4 Inward OBL / 0ECLTEST01P 🛛 🕅 K4 Inward OBL / 180226171949 🔹	c
Back Save	🛜 Response 🔲 Ready 💭 Revise 🗔 Submit Replacement 🎬 Output	
Header Container	targo Response	
Error Code	Description	45
▶ P15	Place of lad or dcg invalid	
A12	Shipping agent code invalid	
A12	Shipping agent code invalid	
T18	Vessel info not found	
T18	Vessel info not found	

Figure 54: Rejected Remark

## 6. HOW TO DO HBL CANCELLATION OR REPLACEMENT

Cancellation and amendment of OBL or HBL can be obtained after getting approval of Manifest. Below are the steps on how to cancel or amend your OBL and HBL

### 6.1 Cancel House BL

• Under the HBL listing select the approved application to cancel.

ALDEC [v4.0.9.0]			– 0 X
	(BALDEC		
	K4 Inward OBL / 4OBL22JAN1F Menu		
	🕼 OBL Inward (K4) 🔹 K4 Inward OBL / 221231		
	Save Save	î	
	Header Shipping Partner OBL EAI Info		
	Verify B/L Replace B/L Cancel B/L 🔕 Delete 🐻 Submit All 🛸 Response 🕋 Output 🚳 New		
	Ocean Bil of Lading Status All		
	Message Ref # Search		
	Total No. Total UOM Total UOM Weight UOM Submitted Date Response Date Message Function Status Ready		
	D         2000         1999998.0000         MTQ         1999999.9980         TNE         22/1/2019 11:58 AM         22/1/2019 11:40 AM         Original         Approved         1		
		U	

Figure 55: Status Approved

Notes: Cancel can be made only on APPROVED BL

• Click CANCEL BL button to cancel the job then below image is displayed

ALDEC				
K4 Inward OBL	QELTEST02			Menu
K4 Inward OBL / 40ECLTES	T01 🚺 K4 Inward OBL / OECLTEST01P 🚺 K4 I	ward OBL / QELTEST02	× 🚺 K4 Inward OBL / 40BL12JAN3F	4 - >
Save 🙆 Delete				î
Header Shipping Partner	OBL EAI Info			
	Consignor Information	- · · · · · · · · · · · · · · · · · · ·	Notify Party Information	-
Consignor Code	HZ0002	Notify Party Code	A1999919	
Consignor Name	PT. NUSANTARA ANDALAN GLOBAL ABADI	Notify Party Name	PROMAC INDUSTRIES SDN BHD	
Organization Type	REGISTRAR OF COMPANY	Address	LOT 3430, JALAN KERETAPI LAMA,	
Consignor Address	JL. MT. HARYONO NO. 38 AA/43 KEL.	, Address	BATU 8 1/2 , JALAN KAPAR, 42200 KLANG	-
Consignor Address	PERWIRA KEC, TB , SELATAN KOTA		SELANGOR DARUL EHSAN	
	TANJUNG BALAI			
	Summary	-		0
Total Measurement	50.0000 MTC	2		
Total No. of Packages	1760	-		
Total No. of Container	2 44176.0000	-		
Total Gross Weight Type of Packages	44176.0000 KGM	·		
Total No of Cargo	1			
Total No of Cargo	1			
	Canc	el Remarks		
Remarks Wrong BL number	erl			

#### Figure 56: Cancel Remark

Note: Key in cancellation description in remarks column under HEADER tab at the bottom of the section

• Scroll up and click the SAVE button and data will be saved. Then click READY button and the SUBMIT FOR CANCELLATION button will be enable as per below image

ALDEC				
K4 Inward OBL /	QELTEST02			Menu 📃
🚺 K4 Inward OBL / 40ECLTEST	T01 🚺 K4 Inward OBL / OECLTEST0 1P 🚺 K4 Ir	ward OBL / QELTEST02 x	M K4 Inward OBL / 40BL 12JAN3F	4 ►
Save 🔇 Delete				1
Header Shipping Partner	OBL EAI Info			
Back 🖋 Save	Response 🔍 Ready	Submit Cancellation	Output	Â
Header Container Carg	go Response	45		
Ocean Bill of Lading	3ill of Lading Information QELTEST02		Shipment Information	-
Containerized Cargo	Ves	Cargo Type	CONTAINER	
Port of Loading	V 16	Approval Authority	PCA -	
Current Bill of Lading Sequen	ice 2	Cargo Description	2X20' GP CONTAINER STC :-SOAP NOODLES TFM 55%	
	HZ0002		Consignee Information	
Shipping Agent Code Shipping Agent Name	O EXPRESS LINE SDN BHD	Consignee Code	1999919 PROMAC INDUSTRIES SDN BHD	9
Shipping Agent Address	20A, Jalan Anggerik Vanilla Y31/Y			
Unipping Agent Address	Kota Kemuning, 40460 Shah Alam	Organization Type	REGISTRAR OF BUSINESS	
	Selangor Darul Ehsan. Malaysia	Consignee Address	LOT 3430, JALAN KERETAPI LAMA, BATU 8 ½ , JALAN KAPAR, 42200 KLANG	
		-11	SELANGOR DARUL EHSAN	
	Consignor Information		Notify Party Information	
Consignor Code	HZ0002	Notify Party Code	A 19999 19	<u>a</u>
Consignor Name	PT. NUSANTARA ANDALAN GLOBAL ABADI	Notify Party Name	PROMAC INDUSTRIES SDN BHD	
Organization Type	REGISTRAR OF COMPANY	Address	LOT 3430, JALAN KERETAPI LAMA,	

#### Figure 57: Submit Cancellation

Click SUBMIT CANCELLATION button to submit. Then click RESPONSE button to get response from Kastam

## 6.2 Replace House BL

• Under the HBL listing select the approved application to replace.

	– 0 X
nu 🔳	
Â	
~3	
Ū	

Figure 58: Status Approved

Notes: Replace can be made only on Approved application

# 7. HOW TO PRINT MANIFEST

After Manifest has been approved, user can print out into A4 paper. Below are the steps to print out manifest.

7.1.1 Go to Manifest, then choose REPORT as per below image

ALDEC [v4.0.9.0]			– 🗆 X
	<pre></pre>		
		Menu 🗮	
		Declaration +	
		Manifest 🔸 🚺	Setting
		ZB 🕨 🚺	Profile
		0	Lookups
		0	Maintenance +
		0	Sea 🕨
		0	New Sea Manifest 🕨
		0	Pre-Alert
			Dashboard
			Audit
		M Vessel Declaration	Report
		Wessel Arrival Notification Response	1/3
		🔞 Inward Manifest	
		🔞 Outward Manifest	
		🔞 Transhipment Manifest	
		🕥 Inward Nil Manifest	
		🐼 Outward Nil Manifest	
		Inward Ocean Bill of Lading Response Status Report	
		🐼 Outward Ocean Bill of Lading Response Status Report	
		🐼 Transhipment Ocean Bill of Lading Response Status	
		M Inward House Bill of Lading Response Status	
		Outward House Bill of Lading Response Status	
		M Transhipment House Bill of Lading Response Status	
		M Pre-Alert Enquiry	

Figure 59: Report

7.1.2 Select Inward Manifest to print K4 manifest or select Outward

Image: Search Market Status         Image: Search Market Status <th>Inward Marifest x   Immed Marifest x     Immed Marifest x     Immed Marifest x     Vessel D     Voyage No     Voyage No     Sch     Status     Vessel D     Vessel D     Vessel Name     <td< th=""><th></th><th>inward Manfest x   Image: Search     Search     User Job Number     Voyage No     Scan BL     House BL     Vessel D     Submitted Date     04/02/2021     Vessel Name     User Job No     Ocean B/L     House B.     Submitted Date     04/02/2021     Vessel Name     Voyage No     Status     Submitted Date     Response Date     Voyage No     Status     Submitted Date     Vessel No     Vessel No     Vessel No     Vessel No     Vessel No  <th></th><th></th><th>ALDEC</th><th></th><th></th><th></th></th></td<></th>	Inward Marifest x   Immed Marifest x     Immed Marifest x     Immed Marifest x     Vessel D     Voyage No     Voyage No     Sch     Status     Vessel D     Vessel D     Vessel Name     Vessel Name <td< th=""><th></th><th>inward Manfest x   Image: Search     Search     User Job Number     Voyage No     Scan BL     House BL     Vessel D     Submitted Date     04/02/2021     Vessel Name     User Job No     Ocean B/L     House B.     Submitted Date     04/02/2021     Vessel Name     Voyage No     Status     Submitted Date     Response Date     Voyage No     Status     Submitted Date     Vessel No     Vessel No     Vessel No     Vessel No     Vessel No  <th></th><th></th><th>ALDEC</th><th></th><th></th><th></th></th></td<>		inward Manfest x   Image: Search     Search     User Job Number     Voyage No     Scan BL     House BL     Vessel D     Submitted Date     04/02/2021     Vessel Name     User Job No     Ocean B/L     House B.     Submitted Date     04/02/2021     Vessel Name     Voyage No     Status     Submitted Date     Response Date     Voyage No     Status     Submitted Date     Vessel No     Vessel No     Vessel No     Vessel No     Vessel No <th></th> <th></th> <th>ALDEC</th> <th></th> <th></th> <th></th>			ALDEC			
Search       Image: Constraint of the search         User Job Number       Voyage No         Ocean BL       SCN         House BL       Status         Vessel ID       Submitted Date         Vessel Name       B4/02/2021         User Job No       Ocean BA         House BA       SCN         Vessel Name       Voyage No         User Job No       Ocean BA	Image: Search       Image: Search         User Job Number       Voyage No         Ocean BL       SCN         House BL       SLAN         Vessel ID       SLANNINTEd Date         Vessel Name       Response Date         User Job No       Ocean BJL         User Job No       Ocean BJL         User Job No       Ocean BJL         Vessel ID       Vessel ID         Vessel Name       Voyage No         Status       Submitted Date         Response Date       Voyage No         Status       Submitted Date	Search         Search         User Job Number         Ocean BL         House BL         Vessel ID         Submitted Date         Overane         Response Date         User Job No         Ocean BJL         Vessel ID         Vessel ID         Submitted Date         Response Date         Ovgage No         Status         Submitted Date         Response Date         Ovgage No         Status         Submitted Date         Response Date         Ovgage No         Status         Submitted Date         Response Date	Image: Search       Image: Search         User Job Number       Voyage No         Ocean BL       SCN         House BL       Status         Vessel ID       Submitted Date         Vessel Name       Response Date         User Job No       Ocean B/L         User Job No       Ocean B/L         User Job No       Ocean B/L         Vessel ID       Voyage No         Status       Submitted Date         Response Date       No	Image: Search       Image: Search         User Job Number       Voyage No         Occan BL       SCN         House BL       Submitted Date         Vessel ID       Submitted Date         Vessel Name       Response Date         User Job No       Occan B/L         House BL       SUB         User Job No       Occan B/L         Vessel ID       Vessel ID         Vessel Name       Response Date	Print       Search         User Job Number       Voyage No         Ocean BL       SCN         House BL       SL         Vessel ID       Submitted Date         Vessel Name       Response Date         User Job No       Ocean BA         House BA       SCN         Vessel ID       Submitted Date         User Job No       Ocean BA	Inward Manifest			Menu
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House BL     Status       Vessel ID     Submitted Date       Vessel Name     04/02/2021 v       User Job No     Ocean B/L       House B/L     SCIN       Vessel ID     Vessel Name       Voyage No     Status       Submitted Date     Response Date	House BL Vessel ID Vessel Name User Job No Ocean BJL House BJL SCN Vessel ID Vessel Name Voyage No Status Submitted Date Voyage No Status Submitted Date Response Date Voyage No Status Submitted Date Response Date No No Status Submitted Date Response Date No Status Submitted Date Response Date Status Submitted Date Response Date No Status Submitted Date Response Date Status Submitted Date Status Submitted Date Status S	House BL. Status Submitted Date Response Date	House BL. Vessel ID Vessel Name User Job No Ocean B/L House B/L SCN Vessel ID Vessel Name Voyage No Status Submitted Date Response Date	House BL     Status       Vessel ID     Submitted Date       Vessel Name     G4/02/2021       User Job No     Ocean B/L       House B/L     SON       Vessel Name     Voyage No       Status     Submitted Date       Response Date     G4/02/2021	House BL     Status     At       Vessel ID     Submitted Date     04/02/2021       Vessel Name     Response Date     04/02/2021       User Job No     Ocean B/L     House B/L     SCN       Vessel ID     Vessel Name     Voyage No     Status	User Job Number		Voyage No	
Vessel ID     Submitted Date     04/02/2021     to     04/02/2021       Vessel Name     Submitted Date     04/02/2021     to     04/02/2021       User Job No     Ocean B/L     House B/L     SCN     Vessel Name     Voyage No     Status     Submitted Date     Response Date	Vessel ID     Submitted Date     04/02/2021     to     04/02/2021       Vessel Name     04/02/2021     to     04/02/2021     to       User Job No     Occan B/L     House B/L     SCN     Vessel Name     Voyage No     Status     Submitted Date	Vessel ID Vessel ID Vessel Name Submitted Date P4/02/2021 v to P4/02/2021 v to P4/02/2021 v User Job No Ocean B/L House B/L SCN Vessel ID Vessel Name Voyage No Status Submitted Date Response Date	Vessel ID     Submitted Date     04/02/2021     v     to     04/02/2021       Vessel Name     Response Date     04/02/2021     v     to     04/02/2021	Vessel ID     Submitted Date     04/02/2021     v     to     04/02/2021       Vessel Name     Response Date     04/02/2021     v     to     04/02/2021       User Job No     Ocean B/L     House B/L     SCN     Vessel Name     Voyage No     Status     Submitted Date     Response Date	Vessel ID     Submitted Date     04/02/2021     to     04/02/2021       Vessel Name     Response Date     04/02/2021     to     04/02/2021       User Job No     Ocean B/L     House B/L     SCN     Vessel ID     Vessel Name     Voyage No     Status     Submitted Date     Response Date				
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						TODAT HUTL		Response Date 04/02/2021 v to 04/02/2021 v	
						User Job No Oc	ean B/L House B/L SCN Vessel ID	Vessel Name Voyage No Status Submitted Date Response Date	

### Figure 60: Inward Manifest

### 7.1.3 To view all listing, click RESET button then all list will be displayed as per below image.

	ALDEC									
Inw	ard Manifest								Menu	
🙆 li	nward Manifest  🕱									
	Print Q Search	2 Reset								
Sear	ch	13								
	User Job Number				7	Voyage No				
	Ocean BL				ī	SCN		=		
	House BL				i i	Status All		•		
	Vessel ID				ī					
	Vessel Name				i					
						Response Date v to	, 	$\sim$		
	User Job No	Ocean B/L	House B/L	SCN	Vessel ID	Vessel Name	Voyage No	Status	Submitte ^	
•	1241243	12412	124124	SCN018	VAN000001	VAN TEST 1	INWARD VOYAGE 001	Submitted	04/02/20	
	221231	OBL123		RIA030	QM0001	KAPAL TITANIC01	Voyage 01	Submitted	02/02/20	
	tst6789	DSFDSF	435435345	11CT51	VS3459	BUNGA TANJUNG	YDE345	Submitted	27/01/20	
	tst6789	OBL		11CT51	VS3459	BUNGA TANJUNG	YDE345	Submitted	27/01/20	
	sdfsdfsdfdf	OBL1234	HBL1234	11CT51	VS3459	BUNGA TANJUNG	YDE345	Submitted	29/12/20	
	sklhdakshdaj	1234	hbl53654645	RIA016	QM0001	KAPAL TITANIC01	Voyage 01	Submitted	21/12/20	
	34234234	OBL123	HBL12345	11CT51	VS3459	BUNGA TANJUNG	YDE345	Submitted	22/01/20	
	4HBL9JAN2F	40BL9JAN4F	4HBL9JAN2F	RIA031	QM0001	KAPAL TITANIC01	Voyage 01	Submitted	11/02/20	
	897979879	40BL9JAN2F	HBL12423423	RIA031	QM0001	KAPAL TITANIC01	Voyage 01	Submitted	15/11/20	
	4HBL9JAN3F	40BL9JAN4F	4HBL9JAN3F	RIA031	QM0001	KAPAL TITANIC01	Voyage 01	Submitted	21/08/20	
		BLK4RMY04	HBLK4RMY05	SCN018	00001	0ARCO POLO	11	Approved	01/07/20	
	HBLK4RMY05									

Figure 61: Job Listing

- 7.1.4 To print manifest, select any the job you want to print by double click the application
- 7.1.5 Inward K4 form will be displayed in PDF format as per below image.

	il and an in a second		2. Nama Bahtera / Kapal Udara / No. Pel	(Ma Decela	3. Pelabuhan Laporan Dibuat/	Debahan Kathaan		. Tarikh Tiba	5. Tarikh Pelepasa
	kil perkapalan / penerbangan R-MARINE FREIGHT SER	VICES SDN BHD)	<ol> <li>Nama Bantera / Kapai Odara / No. Pel VAN000001 (VAN TEST 1) INWAR SCN018</li> </ol>		S. Pelaounan Laporan Diouau CNPEK (BELIING SHOUDU			7/11/2018	27/11/2018
SCN CN018		7.Port Operator BKCT01	8 Bangsa Kapal MY	9 Pelabuha CNPEK (B	n Muatan ELIING SHOUDU INT APT)	10.Pelabuhan Punggah MYPKG (PORT KLANG	)	11.Destinasi T	erakhir
8.Nama / A hak diberi	lamat pengirim, Konsaini, tahu Alamat Perhubungan	14.No. Surat Muatan B/L Number	15. Tanda-tanda Alat Bungkusan Marks and No.	16.Bilangan dan jenis bungkusan	17.Deskripsi Barang;unit Desc of goods:unit No.	18.Berat Kasar Gross Weight	19.Ukuran Measure		20.Butiran Tambang,caj,dll Freight details,charg
hipper: sgnee:	LONG SIN NOR (CONSIGNOR), BURIT SEDLANG NEUVITRIAL PARK, LONDON, UK ABC SON BHD (CUSI), 133, JALAN 244, RUALA LUMPUR MCMAGN, TONERS MCMAGN, TONERS SOUTH, KUALA LUMPUR	Ocan BL : 12412 House BL : 124124	Marking : MARKING Container OCCL123213 Total Container: 1	20 (CARTON)	Des: JOX CARTON of PERSONAL EFFECT	250 (KGM)	10 (MTQ)		Carge Class : COSTAINER Customs Station : HIG
	Saya mengaku t I hereby declare	ahawa daftar muatan in this manifest is comple		74.5% 👻	C   H 🐼	<b>F</b>			

Figure 62: Print Manifest

## 8. HOW TO CHECK STATUS AT MYDAGANG NET PORTAL

• To check your submission at Myport via Dagang Net Portal, user can login to <u>https://www.mydagangnet.com</u>



Figure 63: myDagangnet Portal

• Login in to myDagangnet portal by key in same user id and password into Dagang Net portal.



Figure 64: Login Page

• Below image is displayed and choose MYPORT

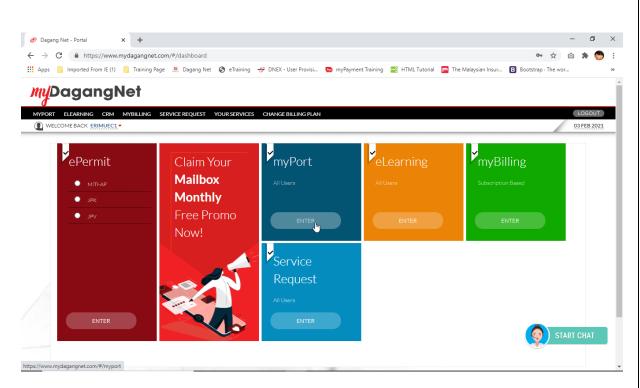


Figure 65: Menu

• Field up the required field to search information as per below image

	📙 Training Page 🚇 Dagang Net 🔇 eTraining 🚭 DNEX - User Provisi 🧔 myPayment Training 🔜 HTML Tutorial 🔟 The Malaysian Insur 🖪	Bootstrap · The wor.	-	
Dagapa	lot			
n <mark>y</mark> DagangN	161			
YPORT ELEARNING CRM	MYBILLING SERVICE REQUEST YOUR SERVICES CHANGE BILLING PLAN		LOG	DUT
WELCOME BACK ERIMUEC1			03 FEB	202
MYPORT				
GENERAL INFO				
TARIFF CODES	CUSCAR Info			
ISO CODES	Query Port By			
REFERENCE CODES	MYPKG-PORT KLANG V Ship Call Number (SCN) V			
REGISTERED CUSCAR	For *			
000010/00	QUERY			

#### Figure 66: MyPort Menu

#### Note: Select Registered CUSCAR

• Search by select QUERY PORT, BY, and FOR, then click QUERY button to continue

uCustoms		
Query Port *	By *	
Please select	Please select	•
For *	QUERY	

Figure 67: Query

Note: fill in the required information and click QUERY and below image is displayed

Daga	ng Net - Portal	× +											_	٥
$\rightarrow$	C https://www.m	ydagang	net.com/#/r	myport/reg	isteredCuscar								• 🕁 🙆 🗯	0
Apps	Imported From IE (1)	📙 Trainin	ng Page 🛛 🙇	Dagang Ne	t 🔇 eTraining	g 🥩 DNEX - Us	er Provisi 💀	myPayment Trai	ning 🚾 H	FML Tutorial	The Malaysian Insu	r 🖪 Bootstr	ap · The wor	
пyı	DagangN	let												
IYPOR	t elearning Crm	MYBILLIN	g servici	E REOUEST	YOUR SERVICE	ES CHANGE BIL	LING PLAN						LOG	OUT
) WE	LCOME BACK ERIMUEC1 -												03 FEI	B 2021
-	GENERAL INFO													
	TARIFF CODES	CUS	CAR Info											
	ISO CODES	Query	Port			Ву								
	REFERENCE CODES	MYP	KG - PORT KI	LANG	~	Ship Call Numb	er (SCN)	~						
	REGISTERED CUSCAR	For *												
	UCUSTOMS	20												
	000310103	Q	QUERY											
		There a	are 16245 rec	ord(s) found							Go To	Page: 1	¥ H H	
		No.	Port Operator	Ship Call	*ETA	*ETD	*ATA	*ATD	Last Port Of Call	PSA Code	PSA Name	Vessel Id	Vessel Narr	
		1.	Code BKMT01	Number 201AAA	02/01/2020 06:00:00 PM	03/01/2020 12:00:00 PM	-	-	SGSIN- SGP-S	BS0435	-	LMY16240	MTT SAISUNE	
		2.	BKMT01	201AAB	02/01/2020 05:00:00 AM	02/01/2020 11:00:00 PM	-	-	SGSIN- SGP-S	BS0513	-	FLR14036	VEGA ALPHA	
		3.	BKPM01	201AAC	01/01/2020 09:00:00 PM	02/01/2020 11:00:00 PM	-	-	CNTNJ- CHN-S	BS0554	-	FCN12679	DAXIN	
		4.	BKMT01	201AAD	06/02/2020 02:00:00 AM	07/02/2020 12:00:00 PM		-	AUBNE- AUS-S	BS0397		FPA12608	FELIXSTOWE BRIDGE	

Figure 68: Application List

Note: Click Ship Call Number to view registered BL

## 9. MAINTENANCE

There were 5 sections of Maintenance. To access these sections, go to the menu, then drag the cursor to Maintenance and select the section as required.

### 6.1 How to add Consignee

User can aadd new consignee as is steps below:

ALDEC [v4.0.9.0]			- 0	×
ALDEC				
		Menu		
		Declaration 🕨		
		Manifest 🕨 🕅	Setting	
		ZB 🕨 🚺	Profile	
		M	Lookups	
	🖸 Cor	nsignee	Maintenance	•
	🕐 Cor	isignoi 🗳	) Sea	+
	M Frei	ght Forwarder 🛛 🕺	New Sea Manife	ast →
	M Not		Pre-Alert	- <b>-</b>
	M Prir		Dashboard	
	M Shi		Audit	
	🚺 Shi	-	Report	•
	M Ves	sel Profile		
	🚺 Dec			
	🚺 Lon	y Driver		

Figure 69: Add Consignee

- i. In the Consignee page as in image above, click on New to add new Consignee.
- ii. In the details, enter the new Partner Id, Name, Address, and other required details.
- iii. Then, click on Save to save the new partner as in image below.

Consignee Consignee       Image: Consignee Consignee Name       Consignee Nam	Consignee       X         Consignee       Consignee         Consignee       EN         B       WEWE         Consignee       Consignee	Consignee       X         Consignee       Consignee         Consignee       EN         B       WEWE         Consignee       Consignee	ALDE	С				
Consignee       X         Consignee       Consignee         Labula 678	Consignee x         Rest         Consignee x         Consignee x         Rest         Consignee X         Consignee X         Rest         Consignee X         Kuals Lumpur         Consignee X	Consignee x         Rest         Consignee x         Consignee x         Rest         Consignee X         Consignee X         Rest         Consignee X         Kuals Lumpur         Consignee X	Consignee					Menu
Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Apility Logistics 5th Bhd       8       astigdhisig/fadf       Lebuh 673         2       CANAYA BLANS BND BHD       9       123, 3h 456       Lebuh 673         3       CISB       CARARER, INTERNATIONAL       8       BANDAR BARU BANGI         4       QAOID       DaGAMONET TECHNOLOGY SON BH-bipliahfa       TOVIERS 3 AVENUE 5       THE HORIZON BANGSAR SOU         5       WTERT       dfgdfgdf       8       sidtadfhgdfry       2         6       EWR       ER       8       WEWE       1231       >         Consignee Code       CAHAYA BLMI SON BHD       Organization Type       9       -REGISTRAR OF COMPANY       •         Address       1223, 3h 456       Exbuh 678       Magel Lumpur       Organization Type       9       -REGISTRAR OF COMPANY       •         Consignee Name       CAHAYA BLAN ESD BHD       Agent Code       Agent Code       Agent Code       Agent Code       Agent Code         Address       122356767       -       -       -       -       -       -	Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Apility Logistics 50h Bhd       B       astigdhisigsfodif       Lebuh 678         2       CANAVA BLANI SCN BHO       B       1232, 3n 456       Lebuh 678         3       CISB       CARAPER INTERNATIONAL       B       BANARA BARU BANGI         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         5       WTERT       dfgdfgdf       B       sdtaddfrighty       5         6       EVR       ER       B       WEWE       1231       >         Consignee Code       CAHAYA BUMI SON BHO       Organization Type       Principal Shipping       Agent Code         Address       1223, 3n 455       Haddin Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Consignee Name       CAHAYA BUMI SON BHO       Multi Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Address       123356767       Contact No.       123356767       Sector Figure 2000 <th>Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Apility Logistics 50h Bhd       B       astigdhisigsfodif       Lebuh 678         2       CANAVA BLANI SCN BHO       B       1232, 3n 456       Lebuh 678         3       CISB       CARAPER INTERNATIONAL       B       BANARA BARU BANGI         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         5       WTERT       dfgdfgdf       B       sdtaddfrighty       5         6       EVR       ER       B       WEWE       1231       &gt;         Consignee Code       CAHAYA BUMI SON BHO       Organization Type       Principal Shipping       Agent Code         Address       1223, 3n 455       Haddin Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Consignee Name       CAHAYA BUMI SON BHO       Multi Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Address       123356767       Contact No.       123356767       Sector Figure 2000<th></th><th></th><th></th><th></th><th></th><th></th></th>	Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Apility Logistics 50h Bhd       B       astigdhisigsfodif       Lebuh 678         2       CANAVA BLANI SCN BHO       B       1232, 3n 456       Lebuh 678         3       CISB       CARAPER INTERNATIONAL       B       BANARA BARU BANGI         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         4       QADOI       DogAMONET TECHNOLOGY SON BH-bipliahfs       A       TOVIER 3.4 MINUE 5         5       WTERT       dfgdfgdf       B       sdtaddfrighty       5         6       EVR       ER       B       WEWE       1231       >         Consignee Code       CAHAYA BUMI SON BHO       Organization Type       Principal Shipping       Agent Code         Address       1223, 3n 455       Haddin Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Consignee Name       CAHAYA BUMI SON BHO       Multi Limpur       Organization Type       Principal Shipping       Sector Figure 2000         Address       123356767       Contact No.       123356767       Sector Figure 2000 <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Apility Logistics 5th Bhd       8       astigdhisig/fadf       Lebuh 673         2       CANAYA BLANS BND BHD       9       123, 3h 456       Lebuh 673         3       CISB       CARARER, INTERNATIONAL       8       BANDAR BARU BANGI         4       QAOID       DaGAMONET TECHNOLOGY SON BH-bipliahfa       TOVIERS 3 AVENUE 5       THE HORIZON BANGSAR SOU         5       WTERT       dfgdfgdf       8       sidtadfhgdfry       2         6       EWR       ER       8       WEWE       1231       >         Consignee Code       CAHAYA BLMI SON BHD       Organization Type       9       -REGISTRAR OF COMPANY       •         Address       1223, 3h 456       Exbuh 678       Magel Lumpur       Organization Type       9       -REGISTRAR OF COMPANY       •         Consignee Name       CAHAYA BLAN ESD BHD       Agent Code       Agent Code       Agent Code       Agent Code       Agent Code         Address       122356767       -       -       -       -       -       -	Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Agiity Logistics Shi Bid       8       astigdripig/fadif       Icles         2       CHAVA1       CAMAYA BLMI SIN PHO       9       123, 3h 456       Icles       Icles         3       CISB       CARAPIER INTERNATIONAL       8       BANDAR BARU BANGI       THE HORIZON BANGSAR SOU         4       QADOI       DAGANNET TECHNICLOGY SIN BHA/Hiahfa       A       TOWER 3 AVENUE 5       THE HORIZON BANGSAR SOU         5       WTERT       dfgdfigdf       5       sdtsddftgdfty       5         6       EVR       ER       8       WEWE       1231       >         Consignee Code       CAMAYA BLMI SIN BHO       Organization Type       8-REGISTRAR OF COMPANY       •         Address       123, 3n 455       Handie Stripping       Agent Code       Agent Code       Agent Code         Address       123356787       Contact No.       123356787       Contact No.       123356787	Consignee List         Consignee       Consignee Name       Organization       Address       Address       Address 2         1       GEO       Agiity Logistics Shi Bid       8       astigdripig/fadif       Icles         2       CHAVA1       CAMAYA BLMI SIN PHO       9       123, 3h 456       Icles       Icles         3       CISB       CARAPIER INTERNATIONAL       8       BANDAR BARU BANGI       THE HORIZON BANGSAR SOU         4       QADOI       DAGANNET TECHNICLOGY SIN BHA/Hiahfa       A       TOWER 3 AVENUE 5       THE HORIZON BANGSAR SOU         5       WTERT       dfgdfigdf       5       sdtsddftgdfty       5         6       EVR       ER       8       WEWE       1231       >         Consignee Code       CAMAYA BLMI SIN BHO       Organization Type       8-REGISTRAR OF COMPANY       •         Address       123, 3n 455       Handie Stripping       Agent Code       Agent Code       Agent Code         Address       123356787       Contact No.       123356787       Contact No.       123356787						
Contigree Code       Consignee Name       Organization Type       Address       Address       Address 2         1       CEO       Apility Logistics 5th Bhd       B       astigrafhigigfadif       Imit astigrafhigigfadif       Imit astigrafhigigfadif         2       CHAVA1       CANAYA BLANI SON BHO       B       123, 3h 456       Lebuh 678         3       CISB       CARARER INTERNATIONAL       B       BANDAR BARU BANGI       Imit HORIZON BANGSAR SOU         4       QAOID       DaGANONETT ECONOLOGY SON BHahykahfa       TOVIERS 3 AVENUE 5       THE HORIZON BANGSAR SOU         5       WTERT       dfgdfgdf       B       sidtadfhgdfty       Imit HORIZON BANGSAR SOU         6       EWR       ER       B       WEWE       1231       V         c	Consignee Code     Consignee Name     Organization Type     Address     Address       1     CCO     Agiity Logistics 5th Bhd     B     astigdhisig/fadif     I       2     CHAVA1     CAMAYA BLMI SON BHD     B     123, 3h 456     Lebuh 678       3     CISB     CARARER INTERNATIONAL     B     BANDAR BARU BANGI       4     QADOI     DaGAMONET TECHNOLOGY SON BHahykahfa     TOVIERS 3 VENUE 5     THE HORIZON BANGSAR SOU       5     WTERT     dfgdfigdf     B     sidtadfhgdfry       6     EVR     ER     B     WEWE       1231     V	Consignee Code     Consignee Name     Organization Type     Address     Address       1     CCO     Agiity Logistics 5th Bhd     B     astigdhisig/fadif     I       2     CHAVA1     CAMAYA BLMI SON BHD     B     123, 3h 456     Lebuh 678       3     CISB     CARARER INTERNATIONAL     B     BANDAR BARU BANGI       4     QADOI     DaGAMONET TECHNOLOGY SON BHahykahfa     TOVIERS 3 VENUE 5     THE HORIZON BANGSAR SOU       5     WTERT     dfgdfigdf     B     sidtadfhgdfry       6     EVR     ER     B     WEWE       1231     V		Save 😺 Delete				
Consignee Code     Consignee Name     Organization Type     Address     Address       1     CEO     Agilty Logetics Sh Bhd     B     astipchizig/fodf       2     CMMXA1     CMMXAB LMI, SON BHD     B     123, Jh 456       3     CISB     CARRER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANET TECHNOLOGY SON BHolpiahfia     A     TOWER 3 AVENUE 5       5     WTERT     dfgdfgdf     B     sdsddfgtfy       6     EWR     ER     B     WEVVE       231     V	Consignee Code     Consignee Name     Organization Type     Address     Address       1     CEO     Agilty Logetics Sh Bhd     B     astipchizig/fodf       2     CMMXA1     CMMXAB LMI, SON BHD     B     123, Jh 456       3     CISB     CARRER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANET TECHNOLOGY SON BHolpiahfia     A     TOWER 3 AVENUE 5       5     WTERT     dfgdfgdf     B     sdsddfgtfy       6     EWR     ER     B     WEVVE       231     V	Consignee Code     Consignee Name     Organization Type     Address     Address       1     CEO     Agilty Logetics Sh Bhd     B     astipchizig/fodf       2     CMMXA1     CMMXAB LMI, SON BHD     B     123, Jh 456       3     CISB     CARRER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANET TECHNOLOGY SON BHolpiahfia     A     TOWER 3 AVENUE 5       5     WTERT     dfgdfgdf     B     sdsddfgtfy       6     EWR     ER     B     WEVVE       231     V						
Code     Code Consigner name     Type     Address     Addres     Address     Address     Address<	Code     Code Current control of the con	Code     Code Current control of the con		<ul> <li>✓ contains</li> </ul>	🔾 Sear	ch 😥 Reset		
1         CEO         Apility Logistics Sdn Bhd         8         asifydhjisgficdjif           2         CAHAVA I         CAHAVA BLAYL SDN BDO         B         123,3,455         Lebuh 678           3         CIS8         CARRIER INTERNATIONAL         8         BANDAR BARU BANGI         HE HORIZON BANGSAR SOU           4         QA01         DAGANONET TECHNOLOGY SON BH-bhylashifi A         TOVIER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         digdfgdf         B         adtaddftgdfty         E           6         EVR         ER         B         WEWE         1231         V           <	1         CEO         Apility Logistics Sdn Bhd         8         asifydhjisgficdjif           2         CAHAVA I         CAHAVA BLAYL SDN BDO         B         123,3,455         Lebuh 678           3         CIS8         CARRIER INTERNATIONAL         8         BANDAR BARU BANGI         HE HORIZON BANGSAR SOU           4         QA01         DAGANONET TECHNOLOGY SON BH-bhylashifi A         TOVIER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         digdfgdf         B         adtaddftgdfty         E           6         EVR         ER         B         WEWE         1231         V           <	1         CEO         Apility Logistics Sdn Bhd         8         asifydhjisgficdjif           2         CAHAVA I         CAHAVA BLAYL SDN BDO         B         123,3,455         Lebuh 678           3         CIS8         CARRIER INTERNATIONAL         8         BANDAR BARU BANGI         HE HORIZON BANGSAR SOU           4         QA01         DAGANONET TECHNOLOGY SON BH-bhylashifi A         TOVIER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         digdfgdf         B         adtaddftgdfty         E           6         EVR         ER         B         WEWE         1231         V           <	Consigne Code	e Consignee Name	Organization Type	Address	Address 2	
3     CIS8     CAARLER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANGNET TECHNOLOGY SDN Bhahylahfa     A     TOWER 3 AVENUE 5     THE HORIZON BANGSAR SOU       5     WTERT     dfgdfgdf     B     sidtaddhgdfry     B       6     EVR     ER     B     WEVE     1231       Consignee Code     CAHAYA BUNT SDN BHD     Princhal Shipping     Princhal Shipping       Address     123,1 n 456     Exbuh 578     Exbuh 578       Contact No.     12356/67     Contact No.     12356/67	3     CIS8     CAARLER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANGNET TECHNOLOGY SDN Bhahylahfa     A     TOWER 3 AVENUE 5     THE HORIZON BANGSAR SOU       5     WTERT     dfgdfgdf     B     sidtaddhgdfry     B       6     EVR     ER     B     WEVE     1231       Consignee Code     CAHAYA BUNT SDN BHD     Princhal Shipping     Princhal Shipping       Address     123,1 n 456     Exbuh 578     Exbuh 578       Contact No.     12356/67     Contact No.     12356/67	3     CIS8     CAARLER INTERNATIONAL     B     BANDAR BARU BANGI       4     QA001     DAGANGNET TECHNOLOGY SDN Bhahylahfa     A     TOWER 3 AVENUE 5     THE HORIZON BANGSAR SOU       5     WTERT     dfgdfgdf     B     sidtaddhgdfry     B       6     EVR     ER     B     WEVE     1231       Consignee Code     CAHAYA BUNT SDN BHD     Princhal Shipping     Princhal Shipping       Address     123,1 n 456     Exbuh 578     Exbuh 578       Contact No.     12356/67     Contact No.     12356/67				asjfgdhjsjgfsdjf		
4         QA001         DAGANGNET TECHNOLOGY SON BHaly/Lahfin         A         TOWER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         dfpdfgdf         B         adtaddftgdfry         1           6         BUR         ER         B         wewe         1231         V                 1231         V               B         wewe         1231         V                 3         V         V         V         X           Consignee Code         CAHAYA BLMI SON BHD         Organization Type         B - RECISTRAR OF COMPANY         Principal Shipping         Principal Shipping         Quent Code	4         QA001         DAGANGNET TECHNOLOGY SON BHaly/Lahfin         A         TOWER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         dfpdfgdf         B         adtaddftgdfry         1           6         BUR         ER         B         wewe         1231         V                 1231         V               B         wewe         1231         V                 3         V         V         V         X           Consignee Code         CAHAYA BLMI SON BHD         Organization Type         B - RECISTRAR OF COMPANY         Principal Shipping         Principal Shipping         Quent Code	4         QA001         DAGANGNET TECHNOLOGY SON BHaly/Lahfin         A         TOWER 3 AVENUE 5         THE HORIZON BANGSAR SOU           5         WTERT         dfpdfgdf         B         adtaddftgdfry         1           6         BUR         ER         B         wewe         1231         V                 1231         V               B         wewe         1231         V                 3         V         V         V         X           Consignee Code         CAHAYA BLMI SON BHD         Organization Type         B - RECISTRAR OF COMPANY         Principal Shipping         Principal Shipping         Quent Code	▶ 2 CAHAYA1	CAHAYA BUMI SDN BHD	В	123, Jin 456	Lebuh 678	
S         WTERT         dfgdfgdf         B         sdtaddfigdfry           6         EVR         E         R         B         WEWE         1231           c         E         E         B         WEWE         1231         >           c         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         F         E	S         WTERT         dfgdfgdf         B         sdtaddfigdfry           6         EVR         E         R         B         WEWE         1231           c         E         E         B         WEWE         1231         >           c         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         F         E	S         WTERT         dfgdfgdf         B         sdtaddfigdfry           6         EVR         E         R         B         WEWE         1231           c         E         E         B         WEWE         1231         >           c         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         E         F         E	3 CISB	CARRIER INTERNATIONAL	в	BANDAR BARU BANGI		
6         EWR         ER         B         WEWE         1231              >         >         >               >         >         >         >           Consignee Code         CArtAYA BLME SON BHD         Organization Type         B - REGISTRAR OF COMPANY           Principal Shipping	6         EWR         ER         B         WEWE         1231              >         >         >               >         >         >         >           Consignee Code         CArtAYA BLME SON BHD         Organization Type         B - REGISTRAR OF COMPANY           Principal Shipping	6         EWR         ER         B         WEWE         1231              >         >         >               >         >         >         >           Consignee Code         CArtAYA BLME SON BHD         Organization Type         B - REGISTRAR OF COMPANY           Principal Shipping	4 QA001	DAGANGNET TECHNOLOGY SDN BHahjk	ahfa A	TOWER 3 AVENUE 5	THE HORIZON BANGSAR SOU	
Consignee Code CAHAYA1 Consignee Code CAHAYA1 Consignee Name CAHAYABUMI SON BHD Principal Shoping Agent Code Code Anno Principal Shoping Agent Code Code Code Code Code Code Code Code	Consignee Code CAHAYA1 Consignee Code CAHAYA1 Consignee Name CAHAYABUMI SON BHD Principal Shoping Agent Code Code Anno Principal Shoping Agent Code Code Code Code Code Code Code Code	Consignee Code CAHAYA1 Consignee Code CAHAYA1 Consignee Name CAHAYABUMI SON BHD Principal Shoping Agent Code Code Anno Principal Shoping Agent Code Code Code Code Code Code Code Code	5 WTERT	dfgdfgdf	В	sdtsddftgdfty		
Details           Consignee Code         CAHAYA 1         Organization Type         B - REGISTRAR OF COMPANY	Details           Consignee Code         CAHAYA 1         Organization Type         B - REGISTRAR OF COMPANY	Details           Consignee Code         CAHAYA 1         Organization Type         B - REGISTRAR OF COMPANY	6 EWR	ER	в	WEWE	1231 🗸	
Consignee Name CAHAYA BUMI SDN BHD Princhal Shipping Agent Code Address Lebuh 678 Lebuh 678 Luala Lumpur Contact No. 123356767	Consignee Name CAHAYA BUMI SDN BHD Princhal Shipping Agent Code Address Lebuh 678 Lebuh 678 Luala Lumpur Contact No. 123356767	Consignee Name CAHAYA BUMI SDN BHD Princhal Shipping Agent Code Address Lebuh 678 Lebuh 678 Luala Lumpur Contact No. 123356767			Details			
Address         123, Jin 456         Agent Code           Lebuh 678	Address         123, Jin 456         Agent Code           Lebuh 678	Address         123, Jin 456         Agent Code           Lebuh 678	Consignee Code	CAHAYA1				
Address 123, in 455 Lebuh 678 Kuala Lumpur Contact Ne. 12336767	Address 123, in 455 Lebuh 678 Kuala Lumpur Contact Ne. 12336767	Address 123, in 455 Lebuh 678 Kuala Lumpur Contact Ne. 12336767						
Kuala Lumpur Contact No. 12336767	Kuala Lumpur Contact No. 12336767	Kuala Lumpur Contact No. 12336767	Address					
Contact No. 123356767	Contact No. 123356767	Contact No. 123356767						
Email test@abc.com	Email test@abc.com	Email test@abc.com	Contact No.					
			Email	test@abc.com				

Figure 70: Consignee Detail

iv. A successful notification will appear. Click OK.

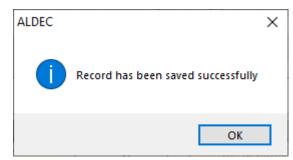


Figure 71: Notification

v. The new added Consignee will be listed in the table as in image below.

C	ons	signee								
(	Con:	ignee ×								
1	N	ew. 🗸	Save	🔞 Delete						
		13				Consignee List				
[			~	contains		🔍 Search	🔊 Reset			
		Consignee Code	2	Consignee Name	Org	ganization Type		Address	Address 2	^
	1	GEO		Agility Logistics Sdn Bhd	в		asjfgdhjsjgfsdj	f		-
	▶ 2	CAHAYA1		CAHAYA BUMI SDN BHD	в		123, Jln 456		Lebuh 678	
	3	CISB		CARRIER INTERNATIONAL	в		BANDAR BARU	BANGI		
	4	QA001		DAGANGNET TECHNOLOGY SDN BHahjkahfa	A		TOWER 3 AVEN	IUE 5	THE HORIZON BANGSAR SOL	J
	5	WTERT		dfgdfgdf	в		sdtsddftgdfty			
	6	EWR		ER	в		WEWE		1231	~
	<								>	
					_					_
						Details		_		
	Consig	nee Code	CAHAY	'A1		Org	anization Type	B - REGISTRAR OF COMPA	NY	٠
	Consig	nee Name	CAHAY	A BUMI SDN BHD			cipal Shipping nt Code			
	Addre	ss	123, Ji	n 456		Age	nt Code			
			Lebuh	678						
			Kuala L	umpur		<b>-</b>				
	Cont	act No.	123356	5767						
	Email		test@a	abc.com						

Figure 72: Consignee Details

### 6.2 How to delete consignee

To delete a Consignee, please follow the steps below.

i. From the Consignee List, click on the consignee as in image below.

🕑 N	ew 🗸	Save 🔇 Delete 2				
				Partner List		
Partner	ID	Partner Name				🔍 Search 🔊 Reset
	Partner ID.	Name	ROC/ROB No.	Address	Address 2	Address 3 🔺
48	зтзт	тззт	1234	323232	12321	12312
49	TEST2323	testing 1	5656	dgdsgdsgsg fdhhh		
▶ 50	W12	Warner Rice		Jalan 1. 234 Loki Street		
51	ZB_1	Zone Bebas		123, LPK		
52	ZB_12	Zone Bebas		123, LPK		
53	ZB_	Zone Bebas		123, LPK		
•						
	555 g 520 5			Details		
Partne	er ID	W12	Active			
Name		Warner Rice				
GST N	o.					
ROB /	ROC No.					
Organ	ization Type		•			
Addre		Jalan 1. 234 Loki Street				
I						
			Figure	2 73: Delete Item		

- ii. Then, click on Orelete to delete the selected consignee.
- iii. A confirmation to delete will appear as in image below. Click Yes.



#### Figure 74: Delete Notification

### 6.3 How to add Consignor

User can add new consignor as is steps below:

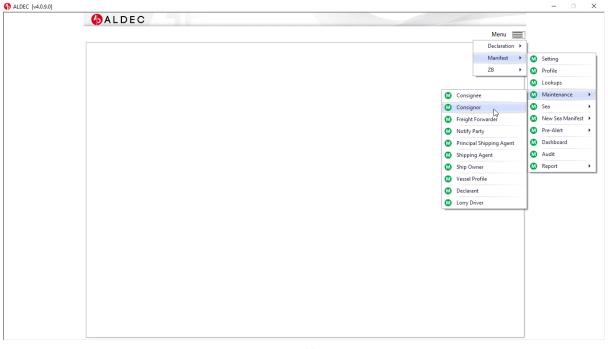


Figure 75: Add Consignor

- vi. In the Consignor page as in image above, click on New to add new Consignor.
- vii. In the details, enter the new Partner Id, Name, Address, and other required details.
- viii. Then, click on <u>Save</u> to save the new partner.
- ix. The new added Consignor will be listed in the table as in image below.

Consignor Consignor Consignor Sure Sure Sure Sure Sure Consignor Sure Consignor Sure Consignor Sure Consignor Name Consignor Consignor Name
Consignor List       Consignor     Consignor Name     Organization Type     Address     Address     Address 2       1     ACEP     ACE PRUVATE LIMITED seffgedfield     B     125 CECIL STREET jojh/sedSCFSOFSO     JLRONG HIGHWAY       2     B0MB     BOMB     BOMBARADER kjøldf ýhødf     X     CANADA       3     CAHAVA2     CAHAVA2     CAHAVA5 BUM SON BHD     B     123, jh 456     Libuh 678       4     CHUGAL     CHUGAL     CHUGAL     CHUGAL     CHUGAL     CHUGAL     CHUGAL       5     WTERT     dfgefgef     B     edddfgeffy     seindit 2     v       4     Chume     jalen serindit 2     v     V
Consignor List       Consignor     Consignor Name     Organization Type     Address     Address       1     ACEP     ACE PRUVATE LIMITED sofpadfied     B     125 CECIL STREET jojh/handsDF50F50     JLRONG HIGHWAY       2     B0MB     BOMB     BOMB     BOMB     Lobuh 678       3     CAHAVA2     CAHAVA2 BLMI SON BHD     B     123, JIn 456     Lebuh 678       4     OHLGAL     OHLGAL (M) SON BHD     B     123, JIA 456     Lebuh 678       5     WTERT     dfigdfigdf     B     addrdhgdfty     KAWASAN PERINDUSTRIAN HICC       6     FTM     föamtec     jalan serindt 2     v
Consignor List       Consignor     Consignor Name     Organization Type     Address     Address       1     ACEP     ACE PRIVATE LIMITED selfpashid     B     125 CECIL STREET join/hasdS0F50F50     JLRONG HIGHWAY       2     BOMB     BOMB     BOMB     135 CECIL STREET join/hasdS0F50F50     JLRONG HIGHWAY       3     CAHAYA2     CAHAYA2     CAHAYABUMI SON BHD     B     123, JIn 456     Lebuh 678       4     OHUGAL     OHUGAL (M) SON BHD     B     123, JIn 456     Lebuh 678       5     WTENT     dfigdfigdf     B     addedhigdrighty     KMWASAN PERINDUSTRIAN HICC       6     FTM     foamitec     jalan serindt 2     v
Consignor         Consignor Name         Organization Type         Address         Address         Address 2           Image: ACEP         ACEP REVATE LIMITED sofgedfed         8         125 CECIL STREET jg/hj/and/SCFS0FS0         3.RCWG HIGHWAY           2         BOMB         BOMB         BOMB         CMARADER kjand/fjoadf         X         CANADA           3         CAHAVA2         CAHAVA2         CAHAVA5 ILMISDN BHD         8         123, Jh 456         Lebuh 578           4         CHUGAL         CHUGAL OFUGAL(M) SDN BHD         LOT 8, JALAN 26/1,         KAWASAN PERINDUSTRIAN HICK           5         WTRT         dfgaffgdf         B         adddfgaffy         v           6         FTM         foantec         jalad seindt 2         v
Consignor Code     Consignor Name     Organization Type     Address     Address     Address 2       1     ACEP     ACE PRIVATE LIMITED softpadfid     B     125 CECIL STREET jojh/hardsDFSDFSD     JLRONG HIGHNAY       2     BOMB     BOMB     BOMBARDER kjehr/f yhodr     X     CANADA       3     CANAVA2     CANAVA2 UAL SON BHD     B     123, Jin 456     Lebuh 578       4     OHUGAI     OHUGAI (M) SON BHD     B     123, Jin 456     Lebuh 578       5     WTERT     dfgdfgdf     B     addddfgdffy       6     FTM     foamtec     jalan serindit 2     v
Image: 1     ACE: PRIVATE LIMITED softpadfid     B     125 CECIL STREET jph/backSDFSDPSD     JURONG HIGHWAY       2     BOMB     BOMBARDIER kjuld fjihodf     X     CANADA        3     CAHAVA2     CAHAVA BUMI SON BHD     B     123, Jn 456     Lebuh 678       4     CHUGAL O'CHUGAH (MJ SON BHD     LOT 8, JALAN 26/1,     KAWASAN PERINDUSTRIAN HICK       5     WTERT     dfgdfgdf     B     adsddftgdfty       6     FTM     foamtec     jalan serindt 2
2     BOMB     BOMBARDIER kightif jähedif     X     CANADA       3     CAHAYA2     CAHAYA2 BLMI SON BHO     B     123, Jin 456     Lebuh 678       4     OHUGAI     OHUGAI (M) SON BHO     LOT 6, JALAN 26/L,     KAWASAN PERINDUSTRIAN HECK       5     WTERT     digdifgif     B     adladdhgiffy       6     FTM     foamtec     jalan serindit 2     V
3     CAHAYA2     CAHAYA2     CAHAYA2     CAHAYA2     CAHAYA2     Lebuh 678       4     CHUGA1     CHUGA2     CHUGA2     LOT 6, JAAAA 26/1,     KAWASAN PERINDUSTRIAN HICC       5     WTERT     dfgdfgdf     B     sdtaddfgdfy       6     FIM     foamtec     jalen serindit 2     V
4     CHUGAI     CHUGAI (M) SON BHD     LOT 8, JALAN 26/1,     KAWASAN PERINDUSTRIAN HICC       5     WTERT     dfgdfgdf     B     sdtsddftgdfty       6     FTM     foamtec     jalan serindt 2     v
5     WTERT     dfgdfgdf     B     sdtsddfgdffy       6     FTM     foamtec     jalan serindit 2          >
6 FTM foamtec jalan serindt 2 v
Consignor Code     Organization Type        Consignor Code     Principal Shoping        Address     Address

Figure 76: Consignee Detail

x. A successful notification will appear. Click OK.

ALDEC		×
1	Record has been saved successfully	
	ОК	

Figure 77: Notification

### 6.4 How to delete consignee

To delete a Consignor, please follow the steps below.

i. From the Consignee List, click on the consignee as in image below.

New Save ODelete									
Partner List									
Partn	Partner ID Partner Name Q Search Reset								
	Partner ID.	Name	ROC/ROB No.	Address	Address 2	Address 3			
4	8 3T3T	тззт	1234	323232	12321	12312			
4	9 TEST2323	testing 1	5656	dgdsgdsgsg fdhhh					
▶ 5	50 W12 Warner Rice Jalan 1. 234 Loki Street								
5	1 ZB_1	Zone Bebas		123, LPK					
5	2 ZB_12	Zone Bebas		123, LPK					
5	3 ZB_	Zone Bebas		123, LPK					
•	۲ ( ۱۱۱ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲ (۲۰۰۰ ) ۲								
Details									
Part	ner ID	W12	Active						
Nam	e	Warner Rice							
GST	No.								
ROB	/ROC No.								
Orga	Organization Type		-						
Add	Address Jalan 1. 234 Loki Street								
1		L							

Figure 78: Delete Item

- ii. Then, click on Orelete to delete the selected consignee.
- iii. A confirmation to delete will appear as in image below. Click Yes.



Figure 79: Delete Notification

# **10. TRANSACTION FLOW DIAGRAM**

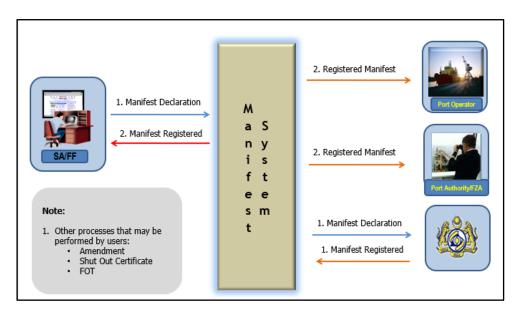


Figure 80: Flow Diagram

Note:

• A user of this system will be submitting their Ocean BL or House BL to SMK via Dagang Net server through ALDEC

• A user will be getting a response from SMK