



DAGANGNET

A member of DNeX Group

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

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User Manual

FEBRUARY 1, 2021  
DAGANG NET TECHNOLOGIES SDN BHD  
Version 1.0

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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 whilst 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


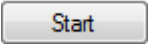

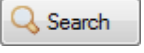
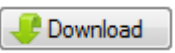
## E. User and their Roles

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	To sign into the application
	Start	To start the scheduler
	Stopped	To stop the scheduler
	Search	To search for a particular list
	Download Button	To download lookup

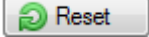
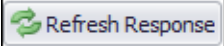
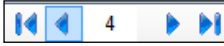


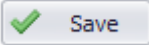

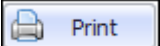
	Reset	To undo changes
	Refresh Response Button	To manually refresh response in Declaration Listing
	Previous/ next	To go to next/previous/first/last page of a list
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Radio Button	To select item
	Save Button	To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

Table 2: Convention

## G. Abbreviations

Abbreviations	Expansions
CUSREP	CUSStoms REport message
CUSCAR	CUSStoms CARgo report message
SA	Shipping Agent
FF	Forwarding Agent
BL	Bill of Lading
PSA	Principal Shipping Agent
SCA	Slot Chartered Agent
HBL	House Bill of Lading
OBL	Ocean Bill of Lading
VAN	Vessel Arrival Notification
SCN	Ship Call Number
UN	United Nations
FCL	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

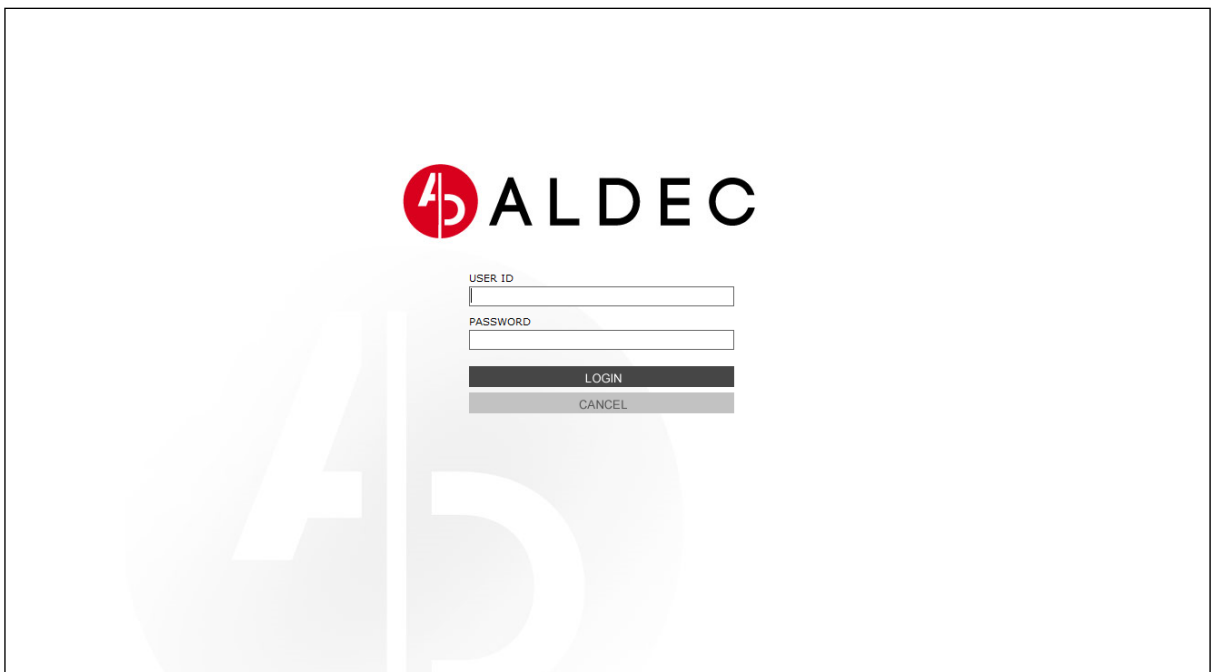
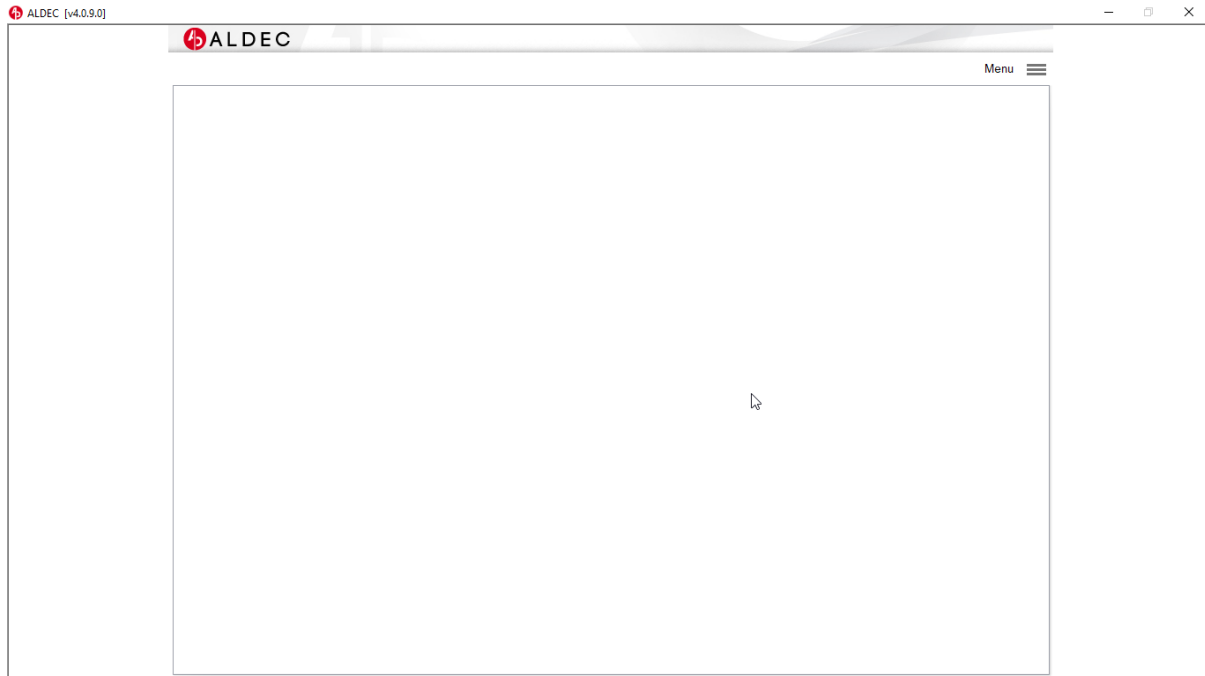


Figure 2: Login page

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



*Figure 3: Dashboard*

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



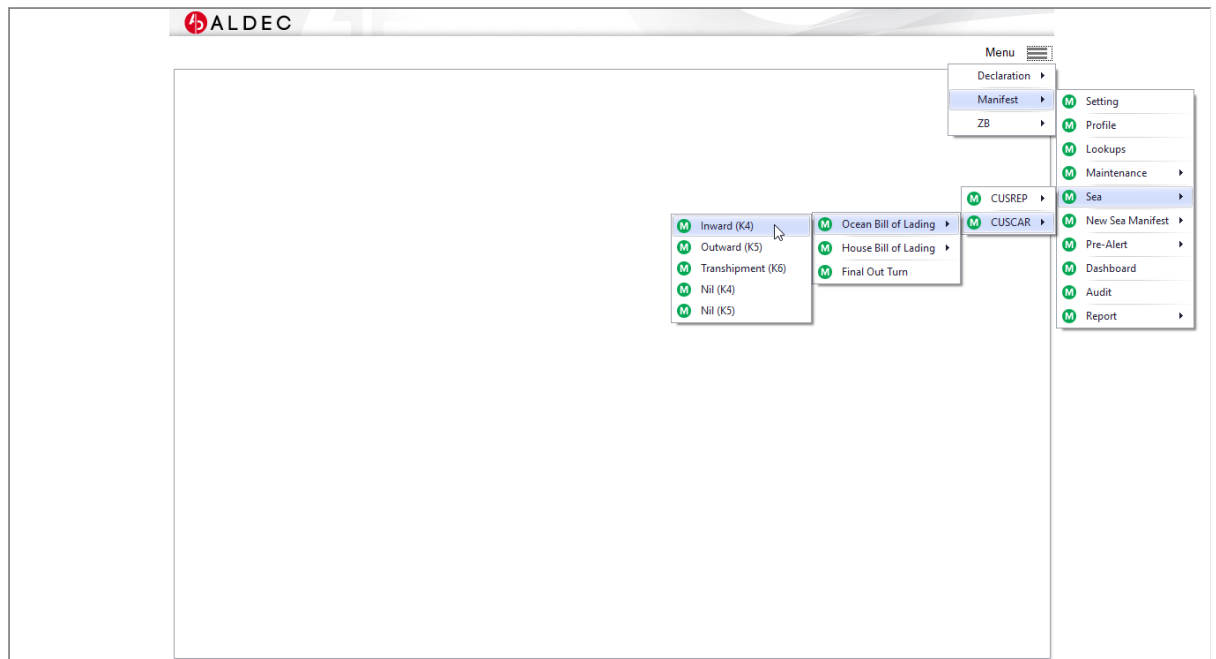


Figure 4: Menu

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

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

The screenshot shows the ALDEC OBL Inward (K4) application. At the top, there is a 'New' button with a blue arrow pointing to it. Below the button are input fields for Job No, SCN, Vessel Id, Manifest No, Voyage No, and Status. A 'Reset' button and a 'Search' button are also visible. Below the input fields is a table with the following data:

	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	Draft	5/11/2020 12:05 PM
	4OBL22JAN1F	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
	4OBL14JAN1P	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
	4OBL14JAN2F	RIA030	QM0001	210	Voyage 01	14/1/2019 3:41 PM	Submitted	14/1/2019 3:18 PM
	4OBL14JAN1F	RIA030	QM0001	209	Voyage 01	14/1/2019 3:40 PM	Submitted	14/1/2019 3:18 PM
	4OBL10JAN7F	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
	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

- 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) K4 Inward OBL / x

Save Delete

Header Shipping Partner OBL EAI Info

**Header**

Shipping Agent Code	H20002	Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE
Job No		Ship Notice/Manifest No	

**Carrier Information**

Ship Call No		Customs Station Code	
Vessel ID		Vessel Name	
Inward Voyage No		Mode of Transport	1
ETA	2/2/2021 12:00:00 AM	ETD	2/2/2021 12:00:00 AM
Port Operator Code		Port Operator Name	
Port Name		Port of Loading	
Port of Discharge		Country of Origin	
		ATA	2/2/2021 12:00:00 AM

If this manifest is more than 24 hours from date of submission, penalty from SMK may be incurred.

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

The screenshot shows the ALDEC web interface for 'K4 Inward OBL / 221231'. The 'Header' section contains the following data:

Header	
Shipping Agent Code	HZ0002
Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE
Job No	221231
Ship Notice/Manifest No	

The 'Carrier Information' section contains the following data:

Carrier Information	
Ship Call No	RIA030
Vessel ID	QM0001
Inward Voyage No	Voyage 01
ETA	4/1/2019 12:00:00 AM
Port Operator Code	BKPM01
Port Name	North Port
Port of Discharge	MYPKG
Country of Origin	AO
ATA	3/1/2019 12:00:00 AM

A modal dialog box titled 'ALDEC' is displayed in the center, showing the message 'Data has been saved successfully' with an 'OK' button. A blue arrow points to the 'Save' button in the top left corner of the form.

Figure 7: Header Information



## 1.4 OBL Information

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

Header Shipping Partner **OBL** EAI Info

Verify B/L Replace B/L Cancel B/L Delete Submit All Response Output **New**

Ocean Bill of Lading  Status All

Message Ref #  Search

Ocean Bill of Lading	Message Reference No	Total Cargo	Total Container	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Re De
----------------------	----------------------	-------------	-----------------	----------------------	-------------------	-----	--------------	-----	----------------	-------

Figure 9: OBL

Note:

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

The screenshot shows a web-based form titled "Header" with tabs for "Header", "Container", "Cargo", and "Response". The form is organized into several sections:

- Bill of Lading Information:** Includes fields for Ocean Bill of Lading, Containerized Cargo (checked "Yes"), Port of Loading, and Current Bill of Lading Sequence.
- Shipment Information:** Includes Cargo Type (BREAK BULK/GENERAL BULK), Approval Authority (PCA), and a large text area for Cargo Description.
- Shipping Agent Information:** Includes Shipping Agent Code, Name, and Address.
- Consignee Information:** Includes Consignee Code, Name, Organization Type (REGISTRAR OF BUSINESS), and Address.
- Consignor Information:** Includes Consignor Code, Name, Organization Type (REGISTRAR OF BUSINESS), and Address.
- Notify Party Information:** Includes Notify Party Code, Name, and Address.
- Summary:** Includes Total Measurement (MTQ), Total No. of Packages, Total No. of Container, Total Gross Weight (KGM), Type of Packages, and Total No. of Cargo.

At the top of the form, there are buttons for Back, Save, Response, Ready, Revise, Submit Replacement, and Output.

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

Header	Container	Cargo	Response			
Container No	Type and Size	Seal No	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier

Container No	<input type="text"/>	Container Type and Size	20 FOOTER
Seal No	<input type="text"/>	Sealing Party	Carrier
Full/Empty Indicator	CONVENTIONAL CARGO	Reefer Container	YES
Temperature Setting	<input type="text"/>	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

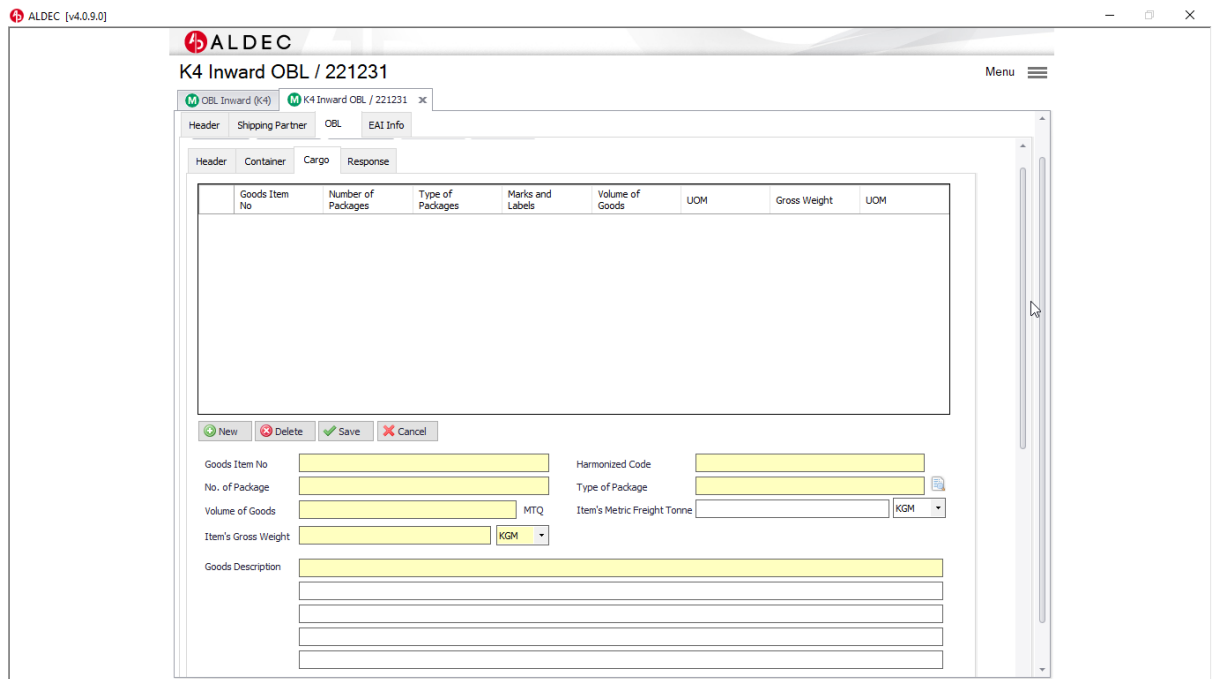


Figure 12: Booking Reference

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

Package Marks and Labels

Dangerous Goods?  Yes

IMDG Classification  UN Number

Flashpoint  Port Authority DG Group

No	Container No	Type and Size	Seal No	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier	Tick
▶ 1	1234123	20 FOOTER	34234	Carrier	CONVENTIONAL CARGO	10	CEL	<input type="checkbox"/>

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**

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Back Save Response Ready Revise Submit Replacement Output

Header Container Cargo Response

Goods Item No	Number of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM
---------------	--------------------	------------------	------------------	-----------------	-----	--------------	-----

New Delete Save Cancel

Goods Item No  Harmonized Code

No. of Package  Type of Package

Volume of Goods  MTQ Item's Metric Freight Tonne  KGM

Item's Gross Weight  KGM

Goods Description

Figure 14: Assign Container

Note: Make sure all mandatory field has been completed

After clicking back button, below image will be displayed

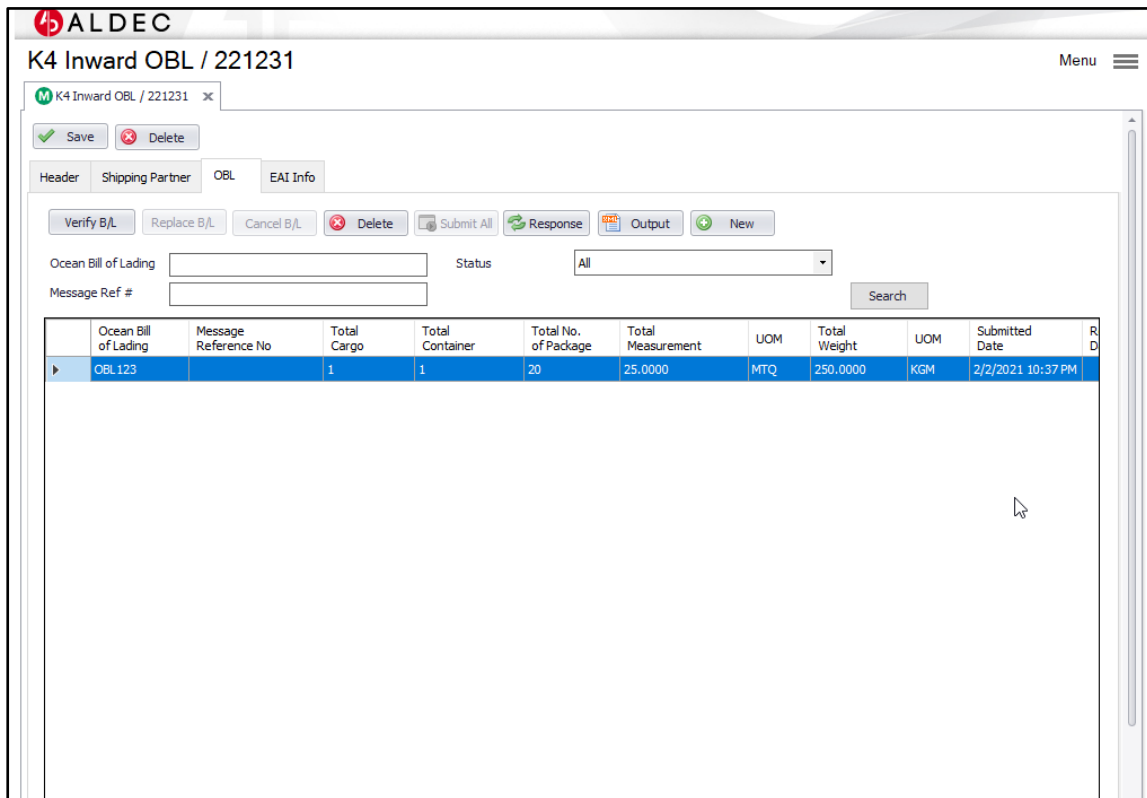


Figure 15: Assign Container

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

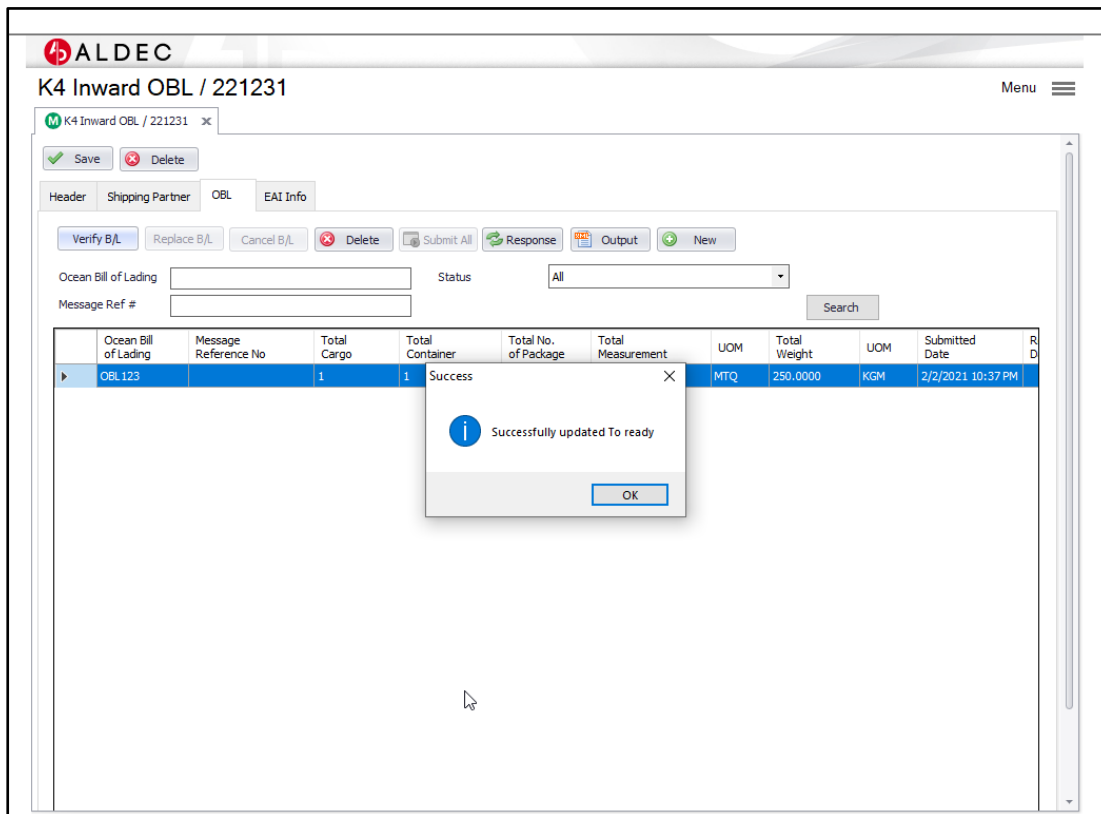


Figure 16: Assign Container

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

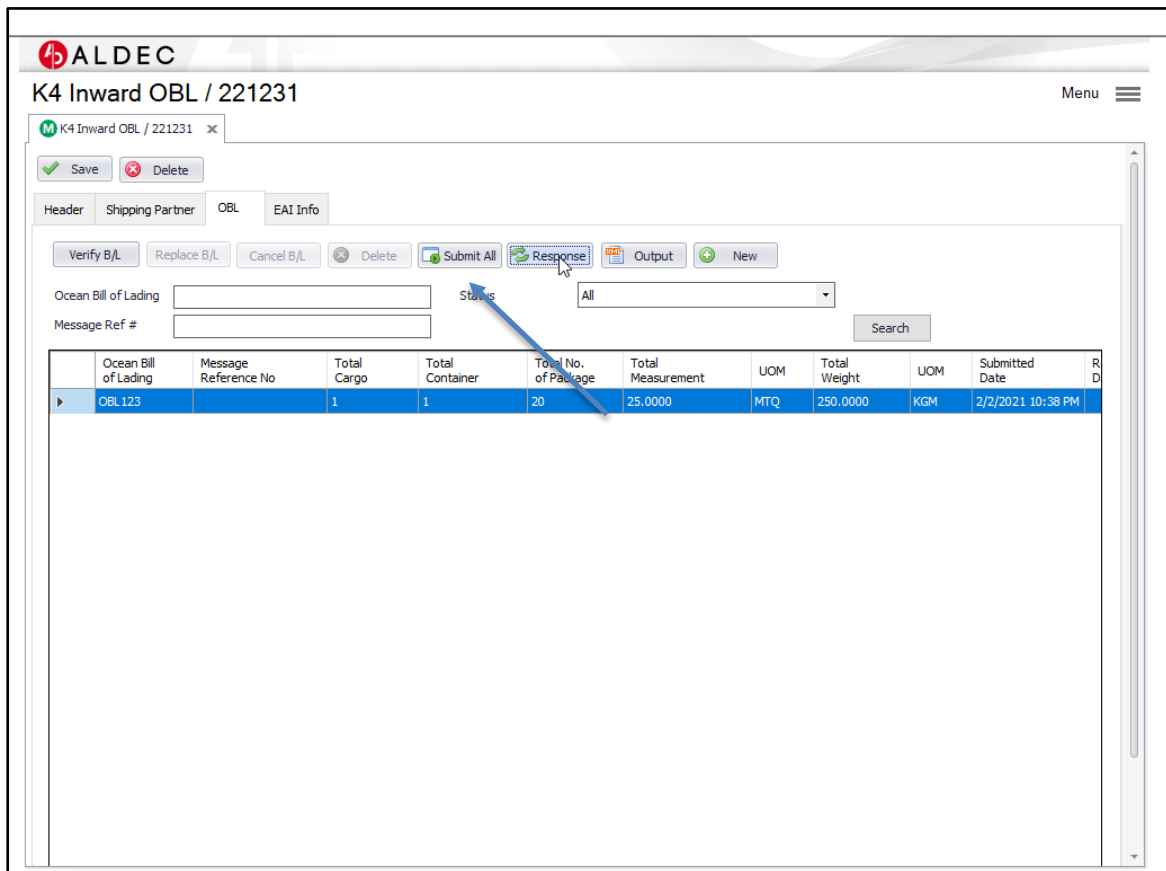


Figure 17: Submit button

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.

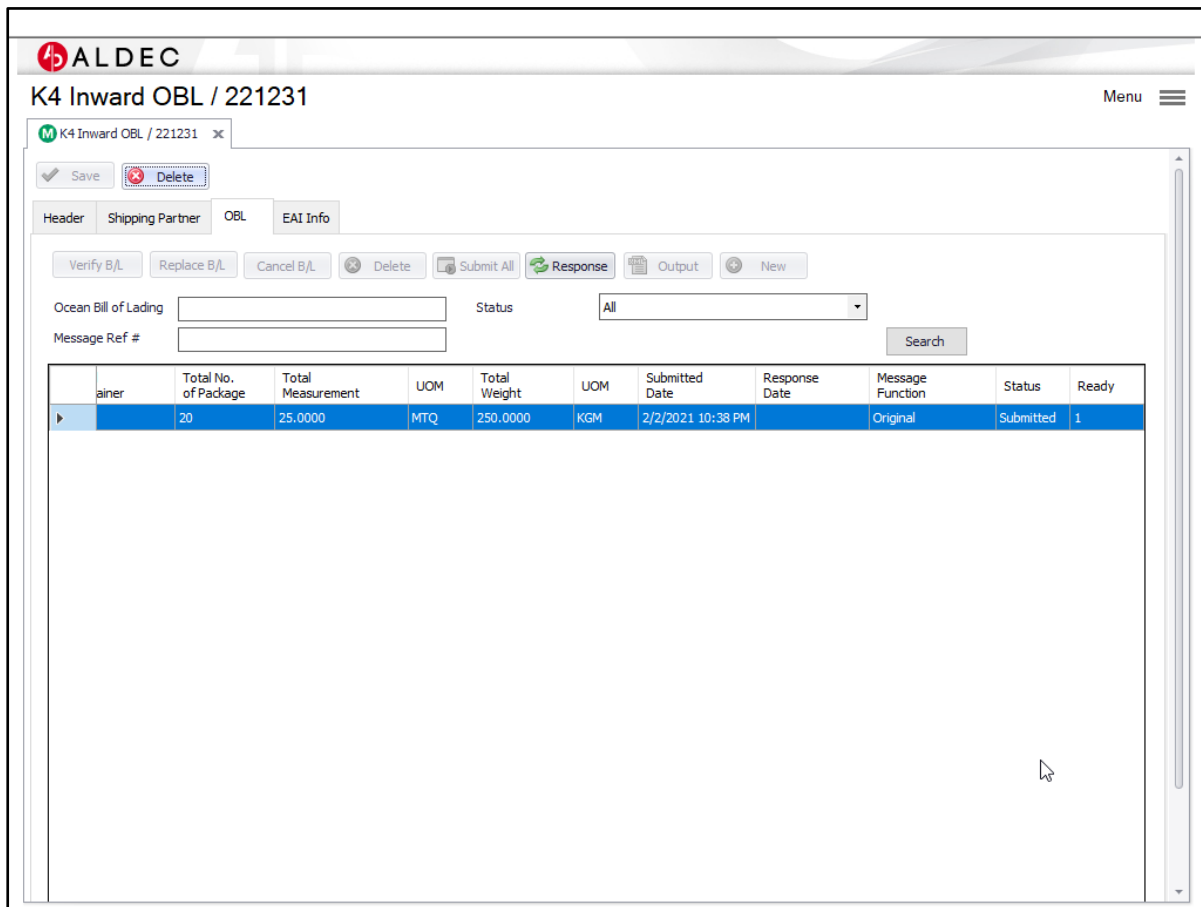


Figure 18: BL Submitted

## 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

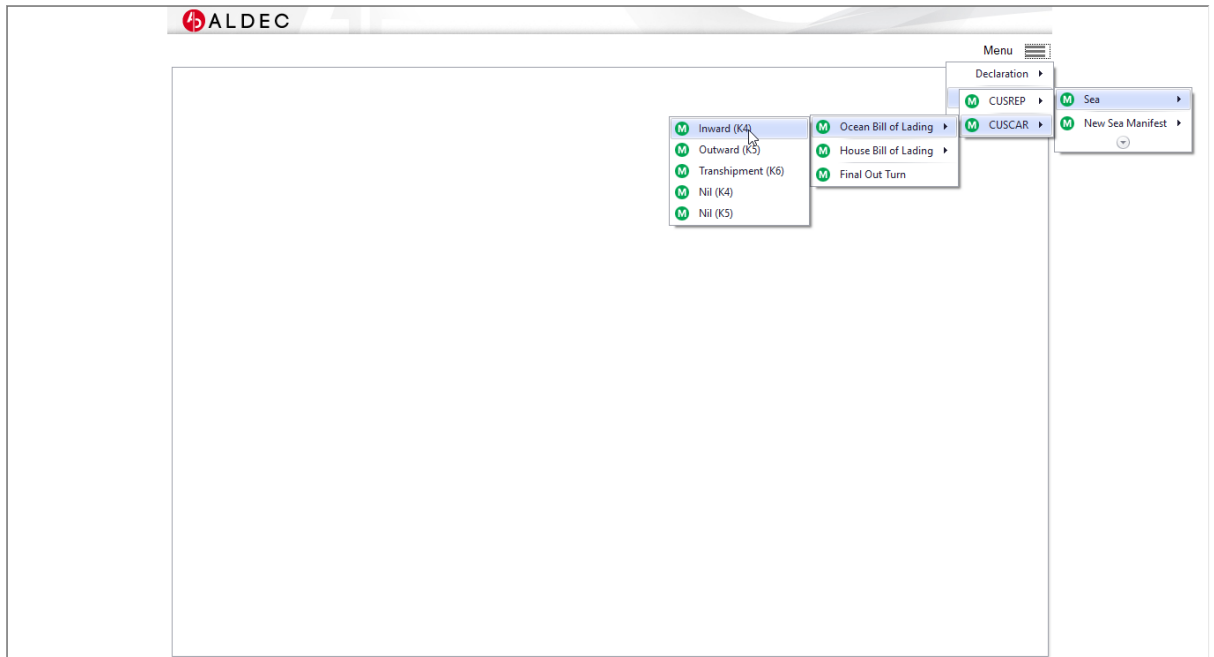


Figure 19: Select Menu

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

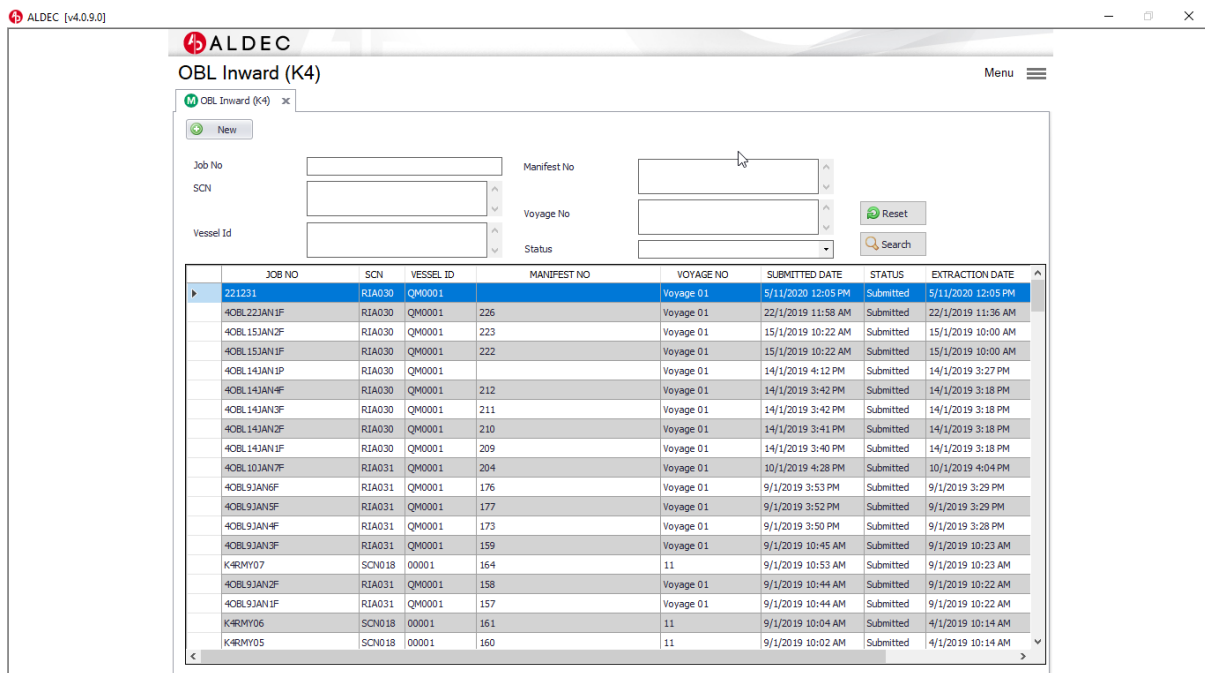


Figure 20: Application Listing



1.1.6 Double click the application

1.1.7 Click OBL Tab then BL Listing Status will be displayed as per below image

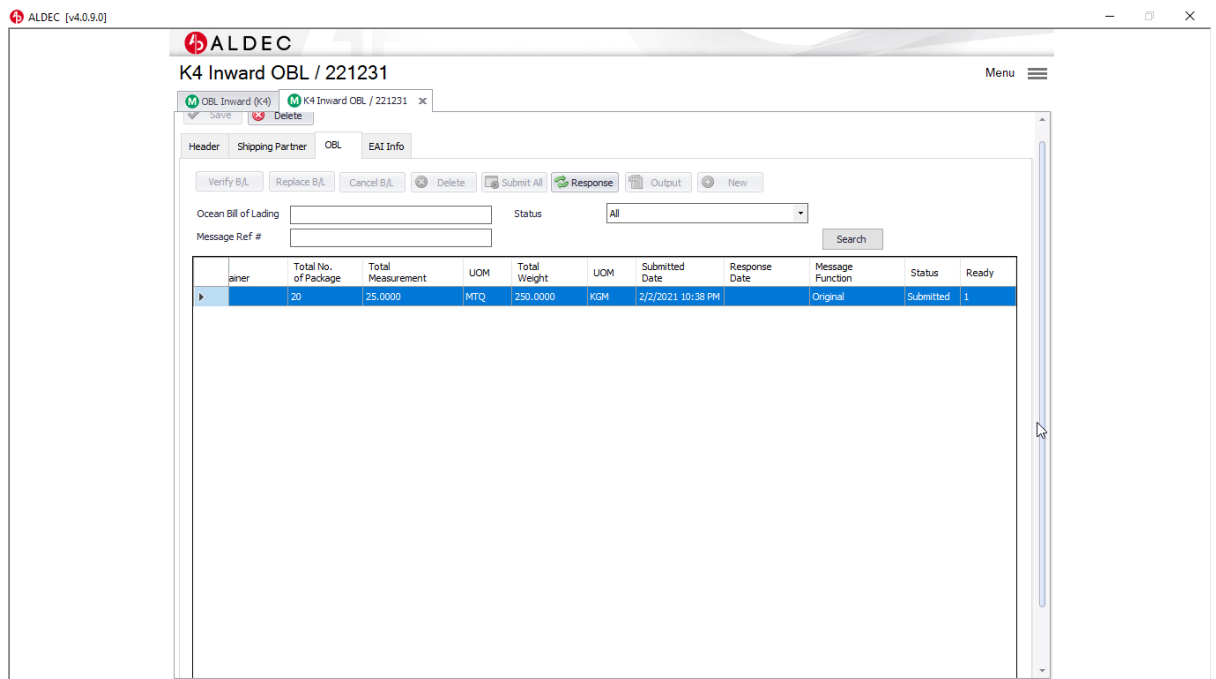


Figure 21: OBL List

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.

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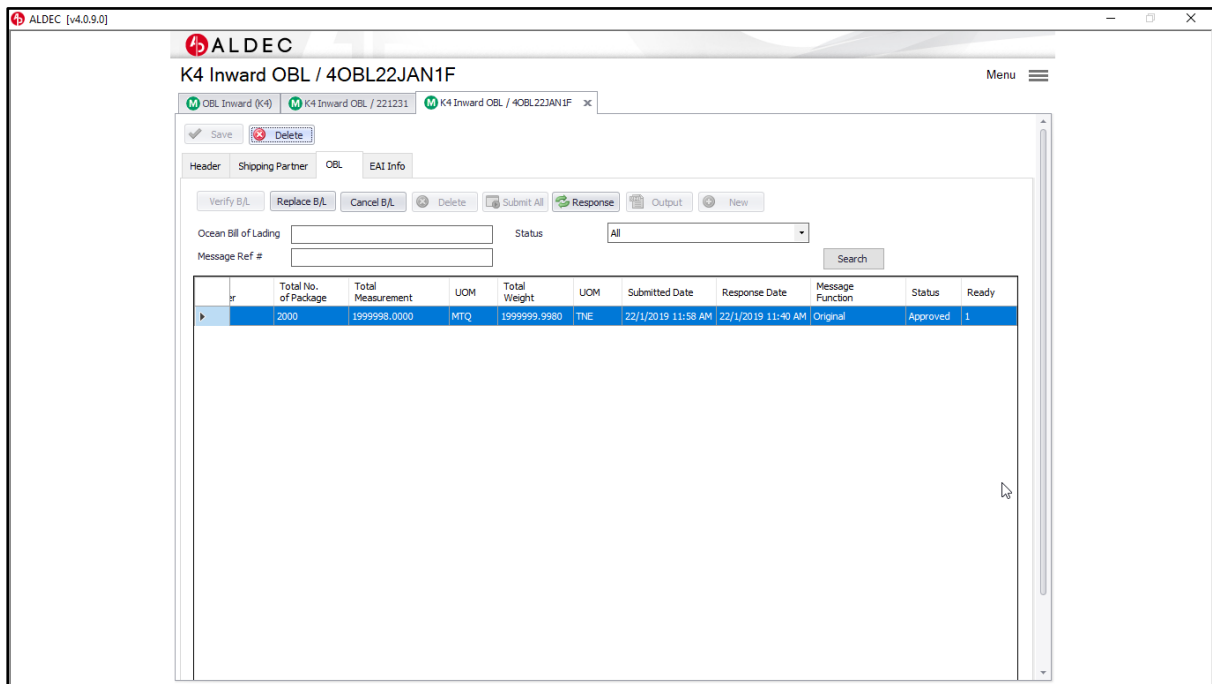


Figure 22: Status Approved

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

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Verify B/L   Replace B/L   Cancel B/L   Delete   Submit All   Response   Output   New

Ocean Bill of Lading    Status

Message 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 double click the application
- Go to RESPONSE tab it will display a remark as per below image

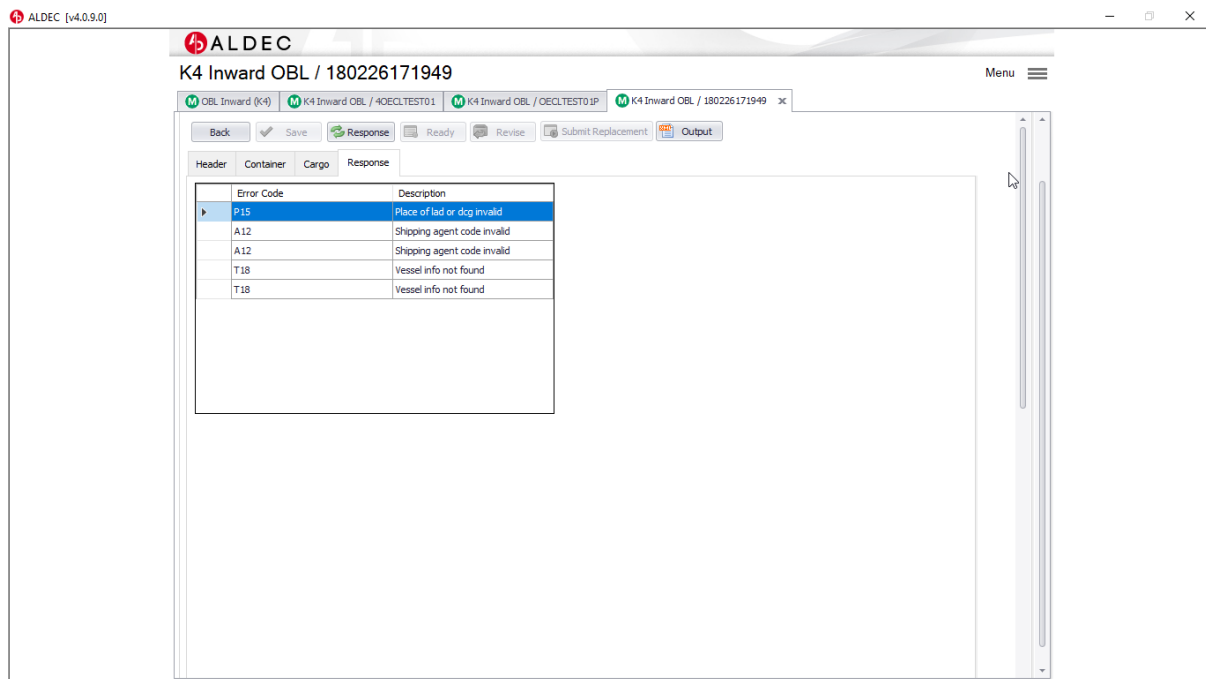


Figure 24: Rejected Remark

## 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.

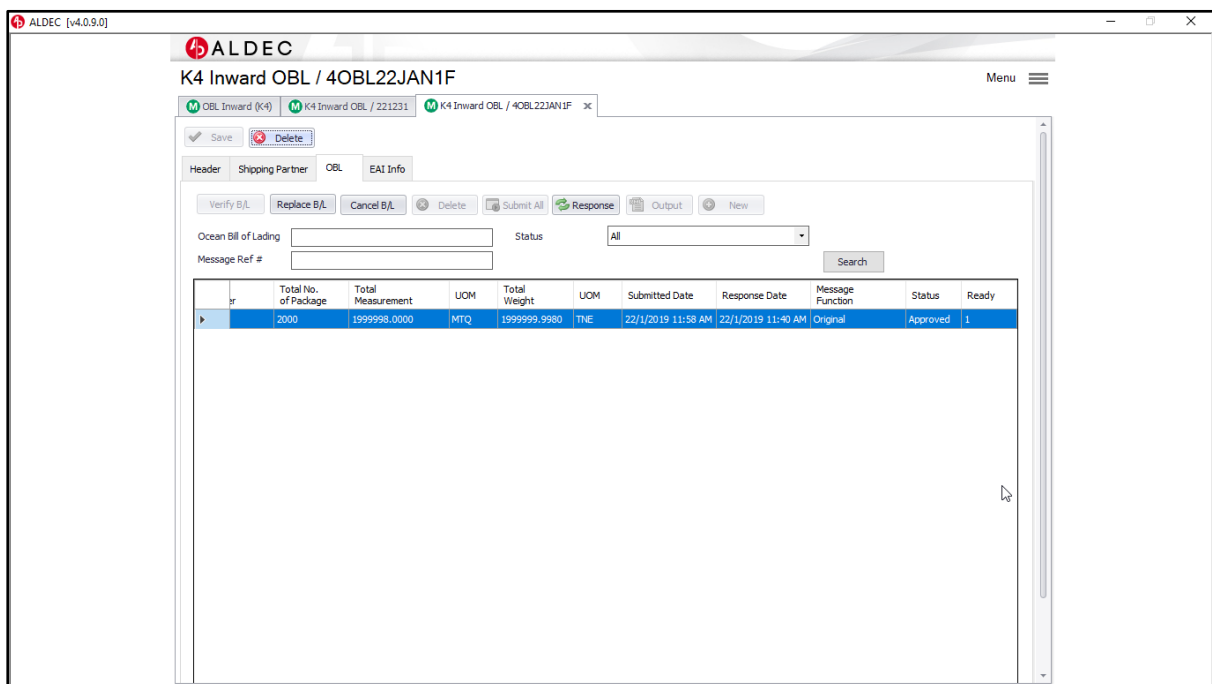


Figure 25: Status Approved

Notes: Cancel can be made if necessary

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

ALDEC [v4.0.9.0]

ALDEC

K4 Inward OBL / QELTEST02

Save Delete

Header Shipping Partner OBL EAI Info

Consignor Information		Notify Party Information	
Consignor Code	420002	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, BATU 8 1/2, JALAN KAPAR, 42200 KLANG SELANGOR DARUL EHSAN
Consignor Address	JL. MT. HARYONO NO. 38 AA/43 KEL. PERWIRA KEC. TB. SELATAN KOTA TANJUNG BALAI		

Summary	
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 number

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

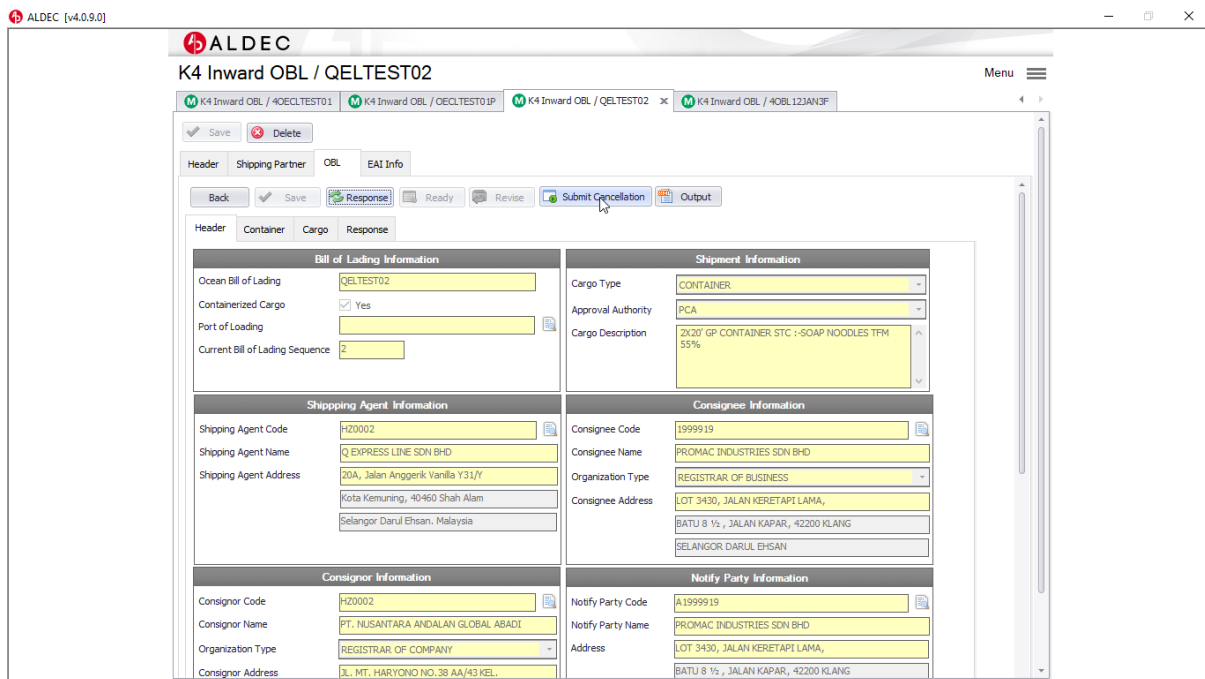


Figure 27: Submit Cancellation

- 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.

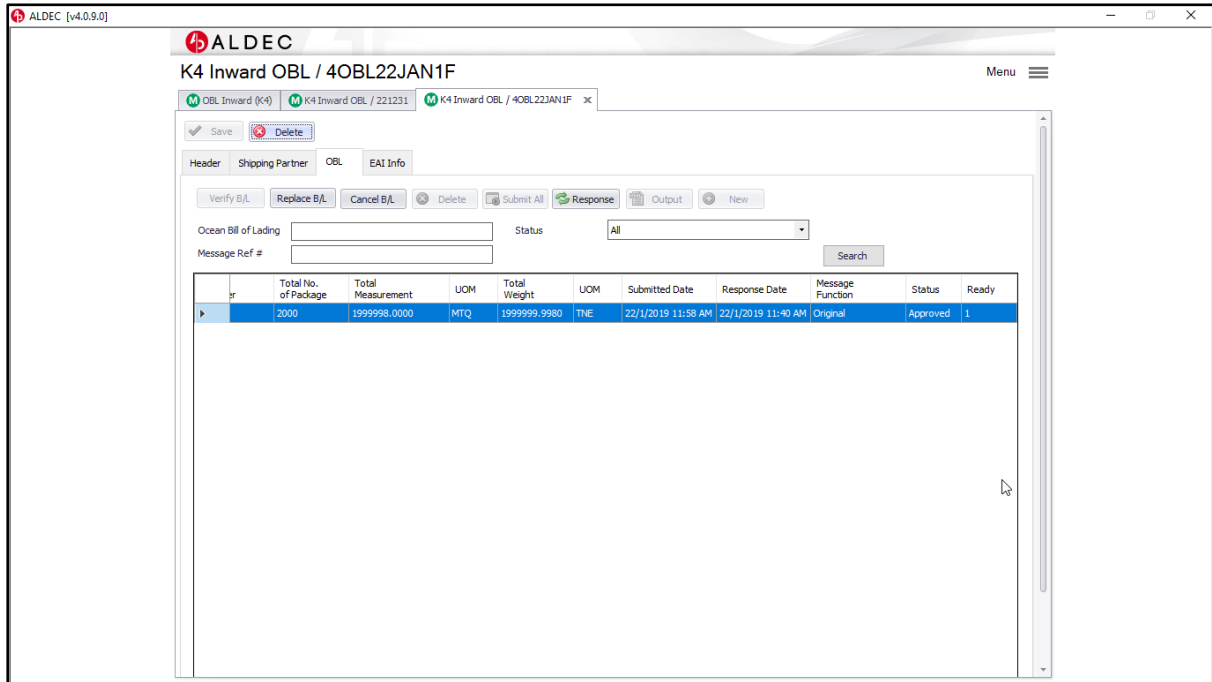


Figure 28: Status Approved

Notes: Replace can be made only on Approved application



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

ALDEC [v4.0.9.0]

ALDEC

K4 Inward OBL / 4OBL26NOV1F

Menu

OBL Inward (K4) K4 Inward OBL / 4OBL26NOV1F

Consignor Information		Notify Party Information	
Consignor Code	QA0002 1111111	Notify Party Code	HZ0002
Consignor Name	YHI CORPORATION (INDONESIA) PTE LTD	Notify Party Name	DAGANGNET TECHNOLOGY SDN BHD
Organization Type	REGISTRAR OF SOCIETIES	Address	TOWER 3 AVENUE 5
Consignor Address	LOT 100, BANGUNAN SULTAN ABDUL SAMAD JALAN SULTAN ISMAIL JAKARTA INDONESIA		THE HORIZON BANGSAR SOUTH KUALA LUMPUR

Summary	
Total Measurement	1999998.0000 MTQ
Total No. of Packages	2000
Total No. of Container	5
Total Gross Weight	1999999.9980 TNE
Type of Packages	CT
Total No. of Cargo	2

Replace Remarks	
Remarks	gross weight not tally

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



## 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



Figure 32: Login page

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

- iv. Click on **LOGIN** to login and below image is displayed



*Figure 33: Dashboard*

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

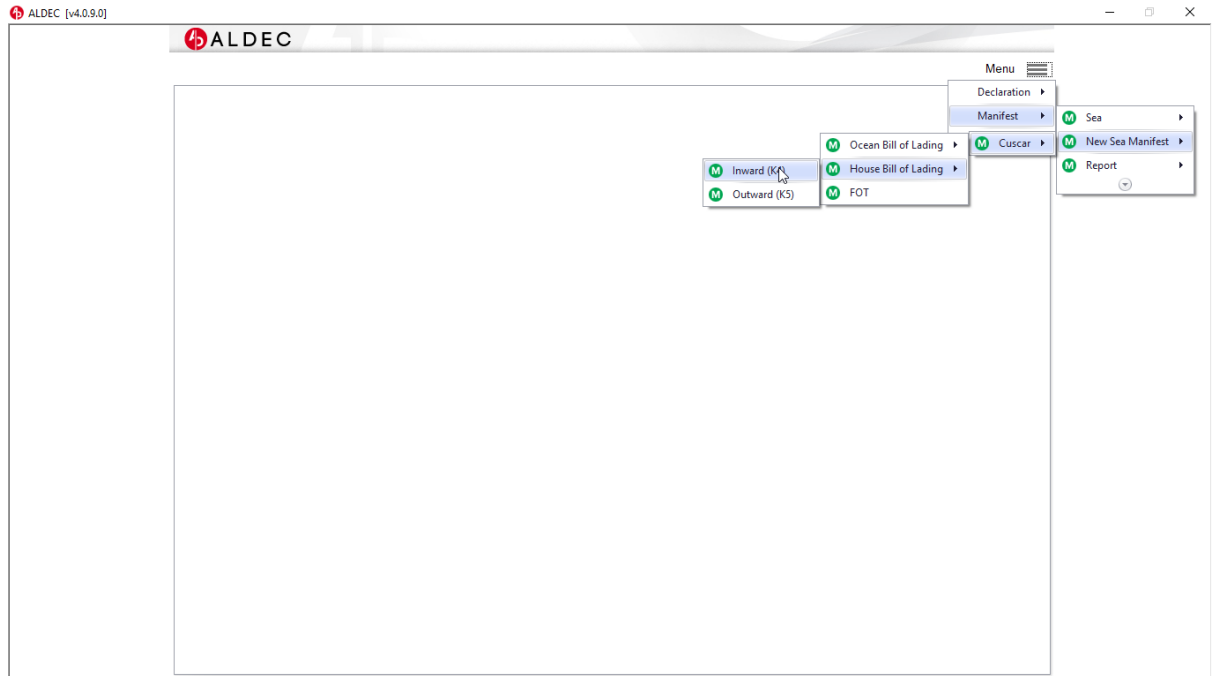


Figure 34: Menu

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

The screenshot shows the ALDEC web application interface for creating a manifest. The window title is 'ALDEC [v4.0.9.0]'. The main heading is 'K4 Inward HBL /'. Below the heading, there are tabs for 'Header', 'Shipping Partner', 'HBL', and 'EAI Info'. The 'Header' tab is active, showing a form with the following fields:

Header	
Shipping Agent Code	H20002
Shipping Agent Name	DAGANG NET (M) & ENTERPRISE
Job No	
Ship Notice/Manifest No	

Below the header section is the 'Carrier Information' section, which contains the following fields:

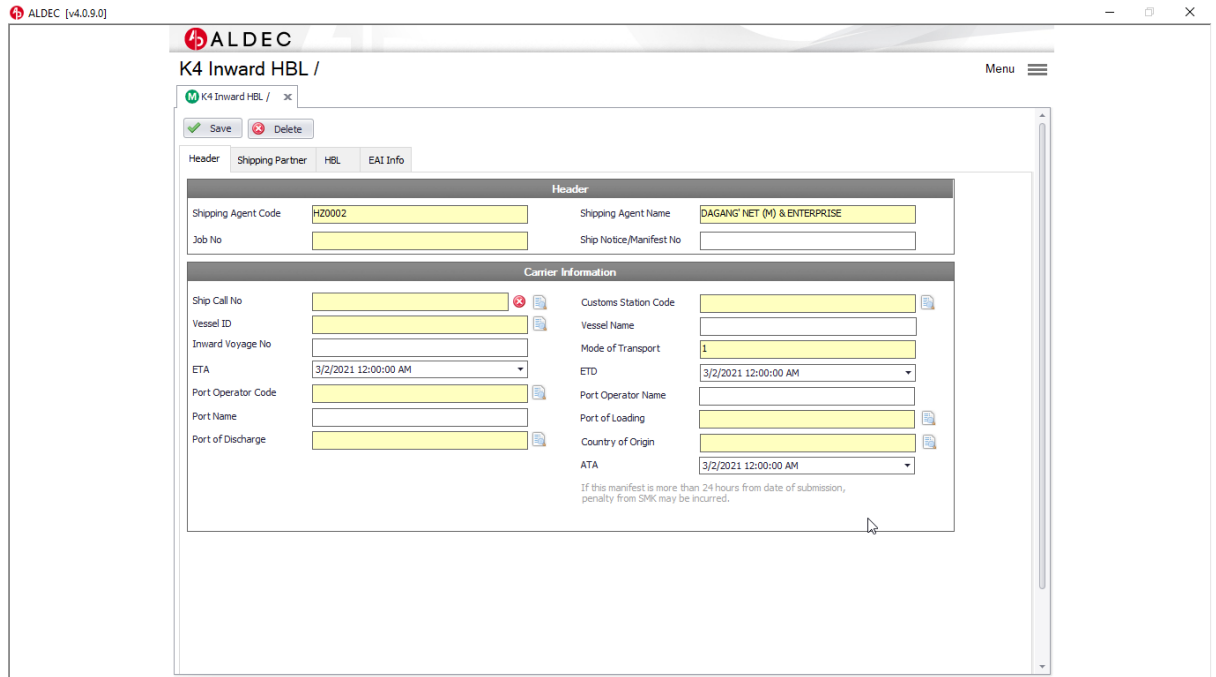
Carrier Information	
Ship Call No	
Vessel ID	
Inward Voyage No	
ETA	3/2/2021 12:00:00 AM
Port Operator Code	
Port Name	
Port of Discharge	
Customs Station Code	
Vessel Name	
Mode of Transport	1
ETD	3/2/2021 12:00:00 AM
Port Operator Name	
Port of Loading	
Country of Origin	
ATA	3/2/2021 12:00:00 AM

At the bottom of the form, there is a note: "If this manifest is more than 24 hours from date of submission, penalty from SHK 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



ALDEC [v4.0.9.0]

ALDEC

K4 Inward HBL /

Menu

Save Delete

Header Shipping Partner HBL EAI Info

**Header**

Shipping Agent Code	H20002	Shipping Agent Name	DAGANG NET (M) & ENTERPRISE
Job No		Ship Notice/Manifest No	

**Carrier Information**

Ship Call No		Customs Station Code	
Vessel ID		Vessel Name	
Inward Voyage No		Mode of Transport	1
ETA	3/2/2021 12:00:00 AM	ETD	3/2/2021 12:00:00 AM
Port Operator Code		Port Operator Name	
Port Name		Port of Loading	
Port of Discharge		Country of Origin	
		ATA	3/2/2021 12:00:00 AM

If this manifest is more than 24 hours from date of submission, penalty from SHK may be incurred.

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

**ALDEC**

K4 Inward HBL / 1241243

Menu

HBL Inward (K4) K4 Inward HBL / 1241243 K4 Inward HBL / skhdakshdaj

Save

Header Shipping Partner HBL EAI Info

**Header**

Shipping Agent Code	HZ0002	Shipping Agent Name	DAGANG' NET (M) & ENTERPRISE
Job No	1241243	Ship Notice/Manifest No	

**Carrier Information**

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	CN
		ATA	26/11/2018 12:00:00 AM

ALDEC

Data has been saved successfully

OK

If this manifest is more than 24 hours from date of submission, penalty from SMK may be incurred.

Figure 37: Header Information



## 2.5 Shipping Partner Information

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

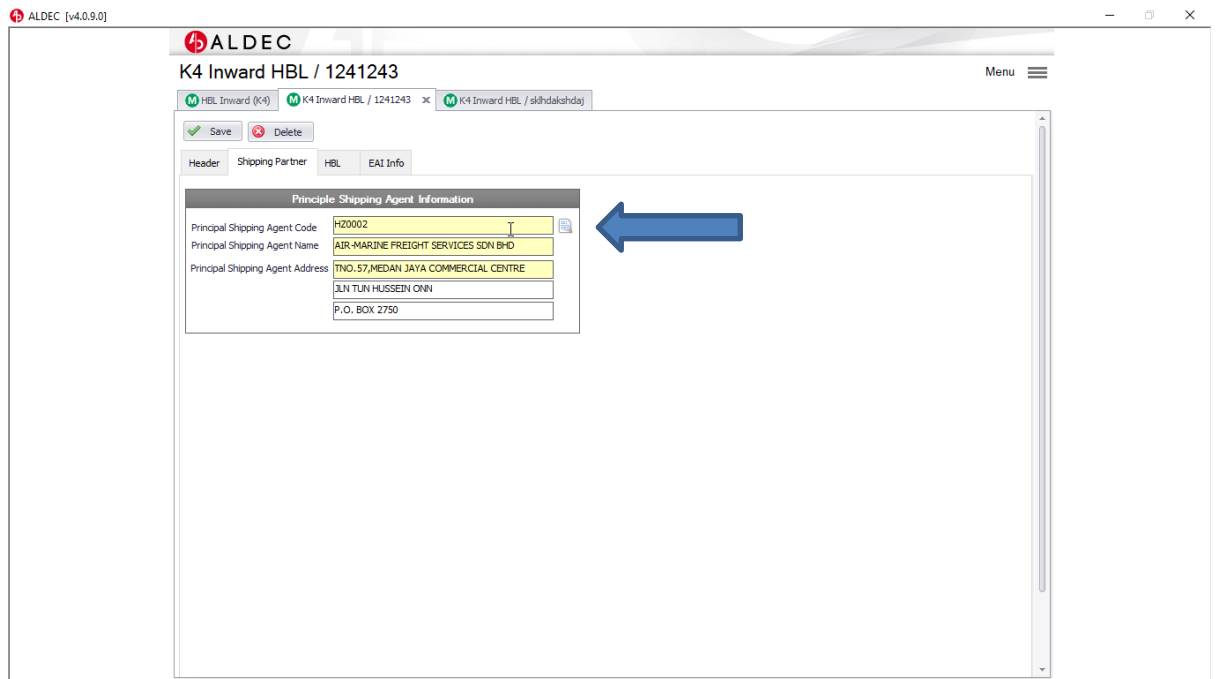


Figure 38: Shipping Partner

Note:

3. Shipping Partner details can also be maintained at Maintenance menu.
4. Use admin ID to do maintenance
5. Select the shipping 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

Header Shipping Partner **HBL** EAI Info

Verify B/L Replace B/L Cancel B/L Delete Submit All Response Output **New**

Ocean Bill of Lading  Status All

Message Ref #  House Bill of Lading  Search

Ocean Bill of Lading	House Bill of Lading	Message Reference No	Total Cargo	Total Container	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Sub Date
----------------------	----------------------	----------------------	-------------	-----------------	----------------------	-------------------	-----	--------------	-----	----------

Figure 39: OBL

Note:

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

ALDEC [v4.0.9.0]

K4 Inward HBL / 1241243

Header Cargo Response

Back Save Response Ready Revise Submit Replacement Output

Bill of Lading Information

Ocean Bill of Lading  
House Bill of Lading  
Containerized Cargo  Yes  
Port of Loading  
Current Bill of Lading Sequence  
PSA Agent Code HZ0002 \*For HBL, please select Agent Code of Ocean BL

Shipment Information

Cargo Type BREAK BULK/GENERAL BULK  
Approval Authority PCA  
Cargo Description

Shipping Agent Information

Shipping Agent Code  
Shipping Agent Name  
Shipping Agent Address

Consignee Information

Consignee Code  
Consignee Name  
Organization Type REGISTRAR OF BUSINESS  
Consignee Address

Consignor Information

Consignor Code  
Consignor Name  
Organization Type REGISTRAR OF BUSINESS  
Consignor Address

Notify Party Information

Notify Party Code  
Notify Party Name  
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.

Container No	Type and Size	Seal No	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier
--------------	---------------	---------	---------------	----------------------	---------------------	-----------------------

Container No

Seal No

Full/Empty Indicator

Temperature Setting

Container Type and Size

Sealing Party

Reefer Container

Temperature Qualifier

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

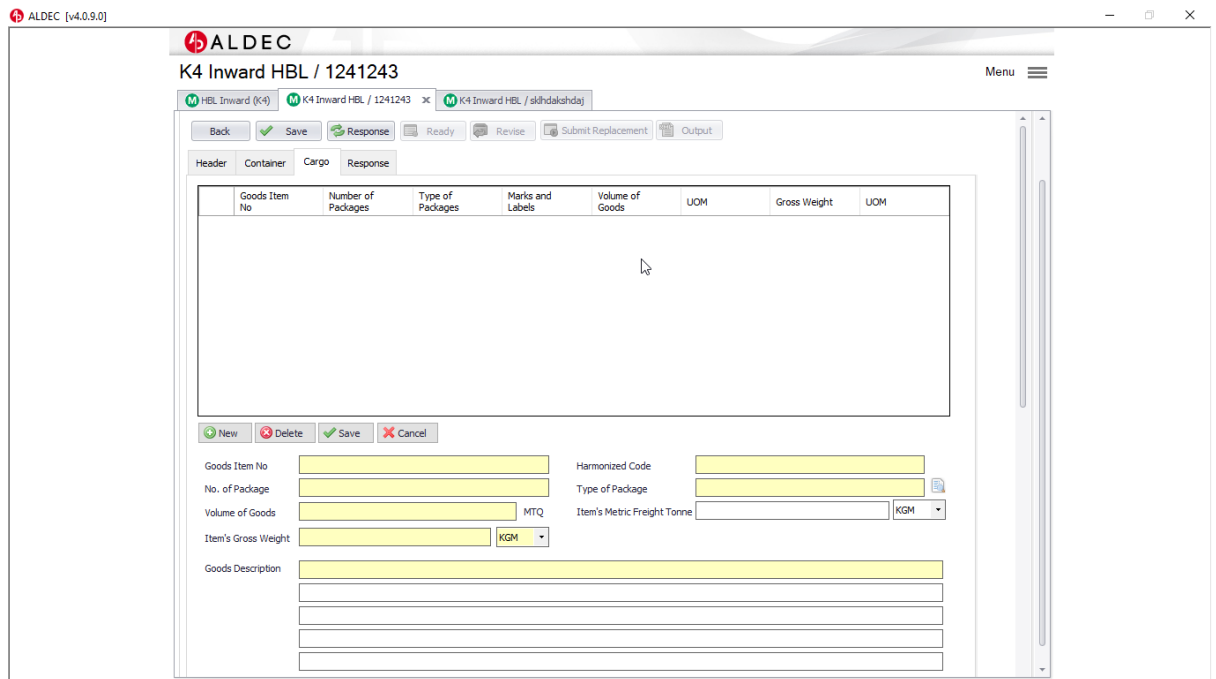


Figure 42: Cargo Details

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**

Package Marks and Labels

Dangerous Goods?  Yes

IMDG Classification  UN Number

Flashpoint  Port Authority DG Group

No	Container No	Type and Size	Seal No	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier	Tick
▶ 1	1234123	20 FOOTER	34234	Carrier	CONVENTIONAL CARGO	10	CEL	<input type="checkbox"/>

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

The screenshot shows the 'Assign Container' screen in the ALDEC Manifest software. At the top, there is a toolbar with buttons: 'Back', 'Save', 'Response', 'Ready', 'Revise', 'Submit Replacement', and 'Output'. Below the toolbar are tabs: 'Header', 'Container', 'Cargo', and 'Response'. The 'Container' tab is active, and a blue arrow points to it. Below the tabs is a table with the following columns: 'Goods Item No', 'Number of Packages', 'Type of Packages', 'Marks and Labels', 'Volume of Goods', 'UOM', 'Gross Weight', and 'UOM'. The table is currently empty. Below the table are several input fields and buttons. The buttons are: 'New', 'Delete', 'Save', and 'Cancel'. The input fields are: 'Goods Item No', 'No. of Package', 'Volume of Goods' (with 'MTQ' unit), 'Item's Gross Weight' (with 'KGM' unit), 'Harmonized Code', 'Type of Package', and 'Item's Metric Freight Tonne' (with 'KGM' unit). Below these fields is a 'Goods Description' field with multiple lines for text entry.

Figure 44: Assign Container

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

After clicking back button, below image will be displayed

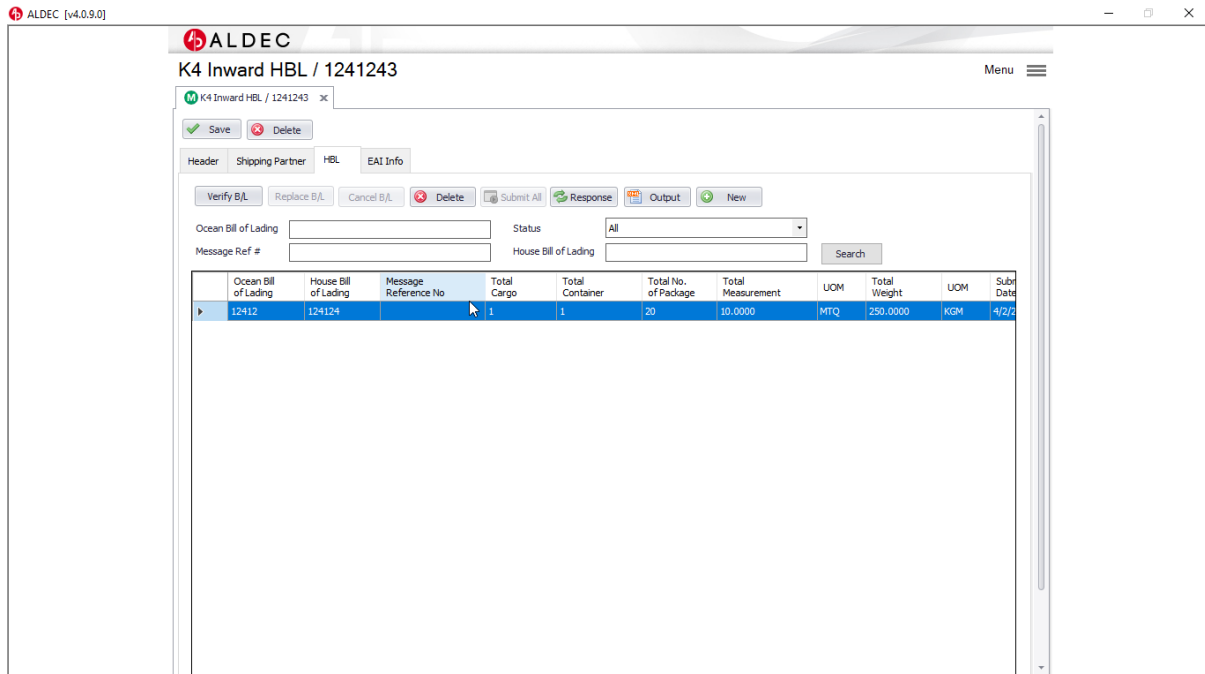


Figure 45: BL Listing

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



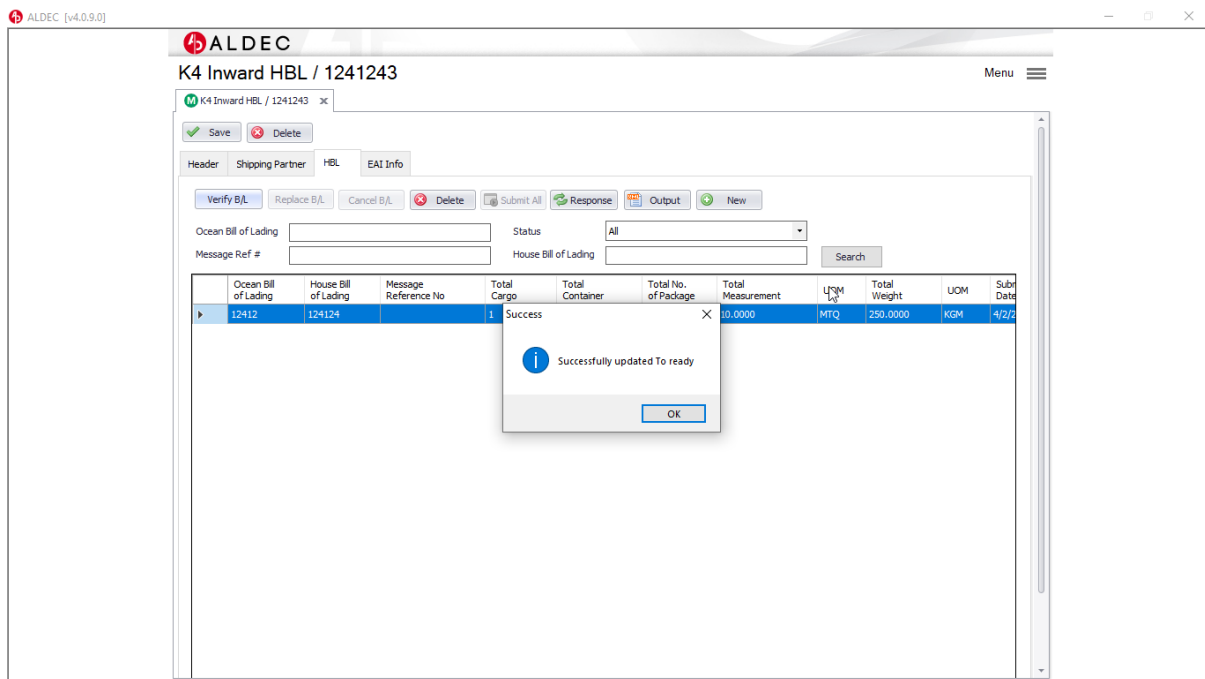


Figure 46: Successfully Updated

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

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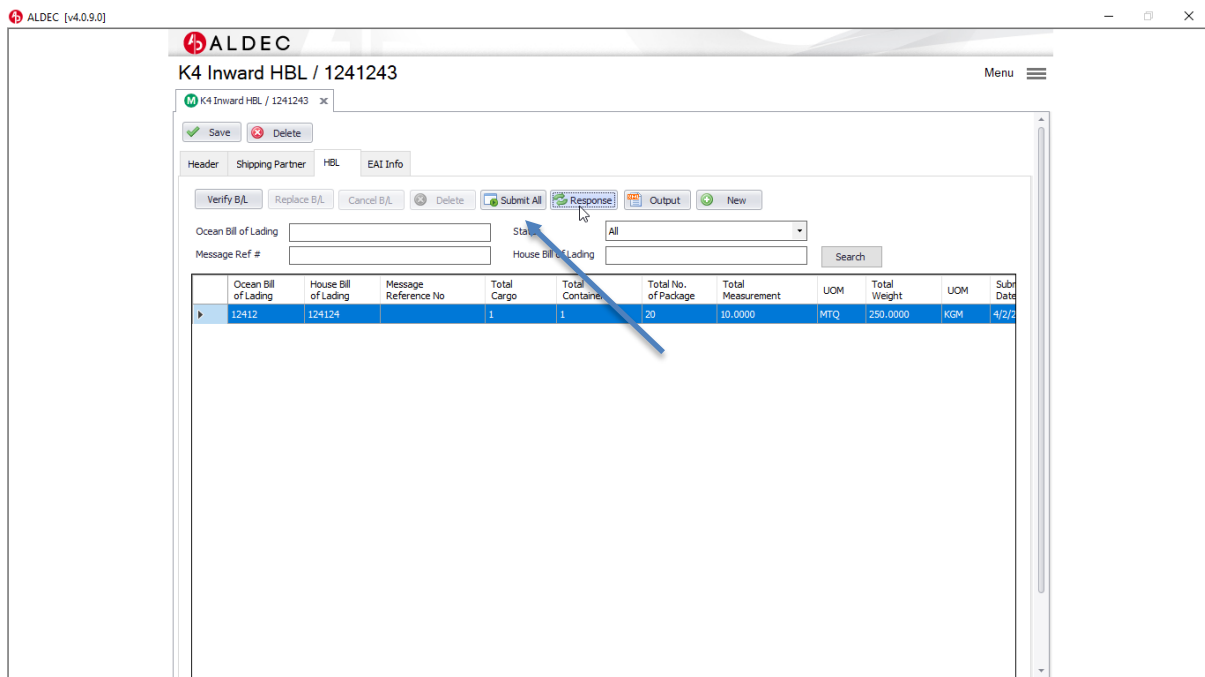


Figure 47: Submit All button

- 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.

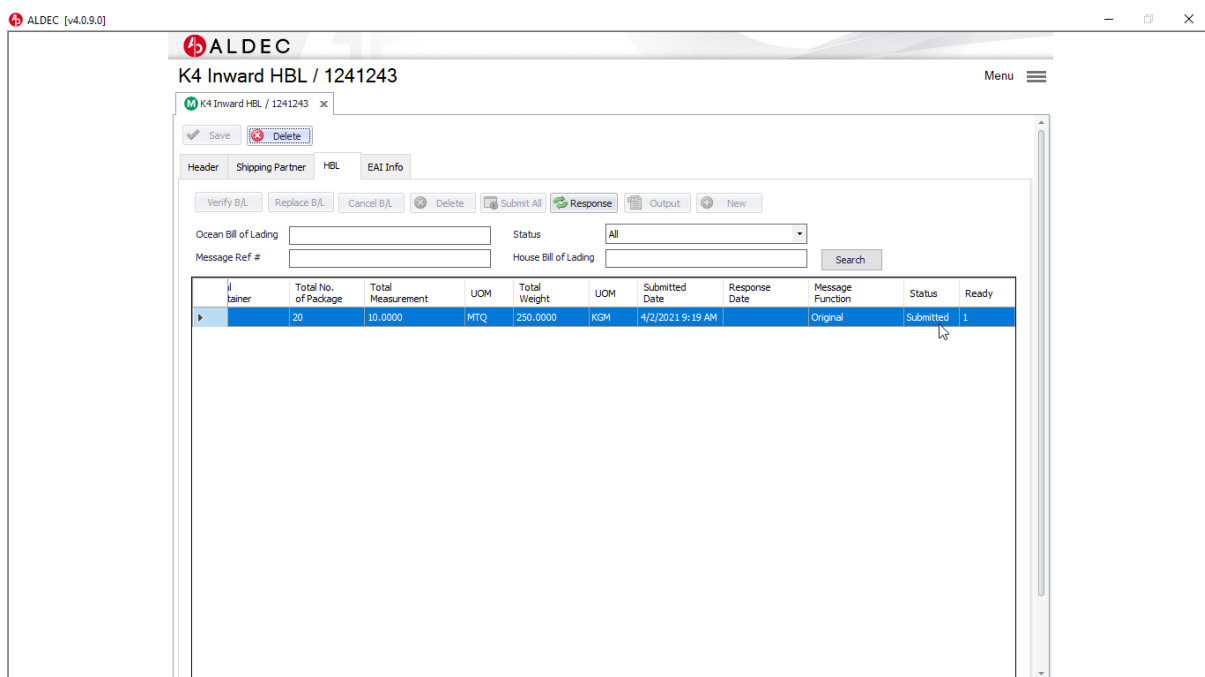


Figure 48: BL Submitted

## 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

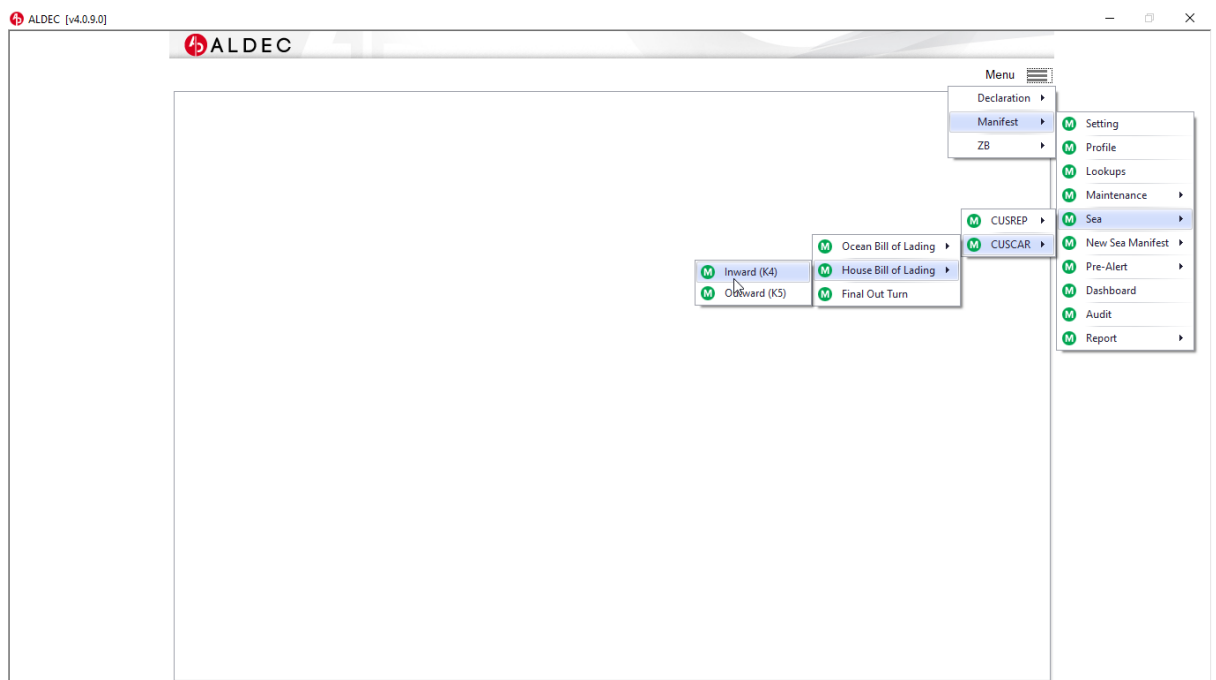


Figure 49: Select Menu

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

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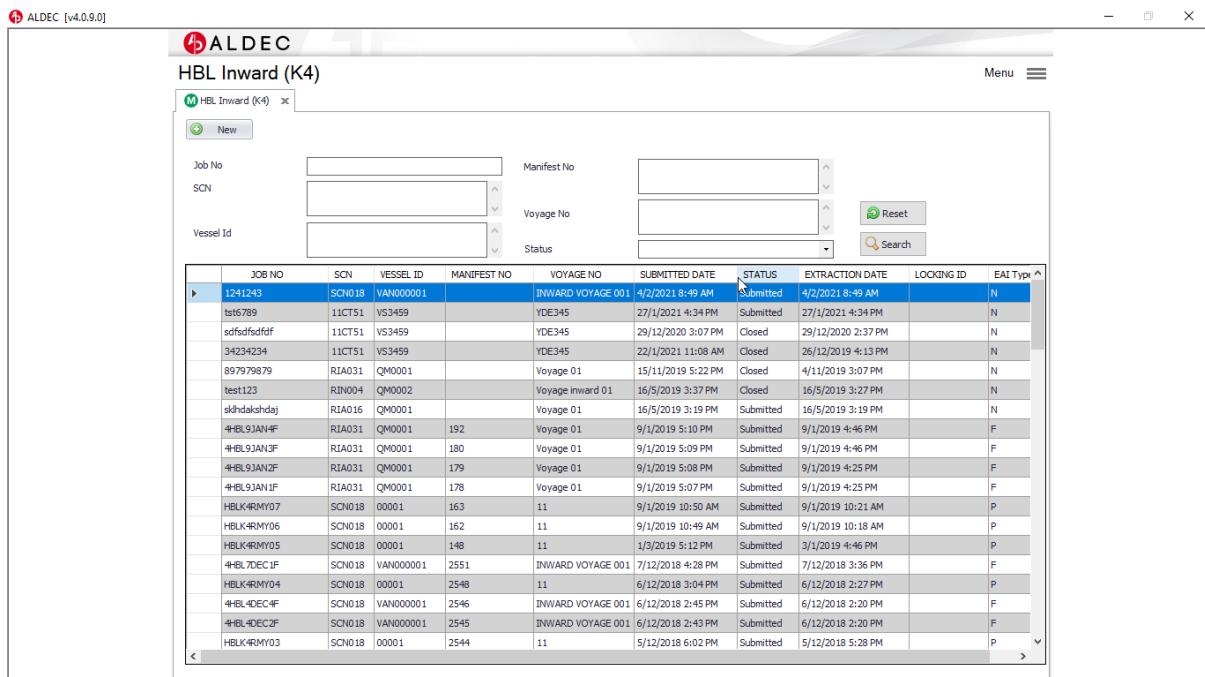


Figure 50: Application Listing

5.2.5 Double click the application

5.2.6 Click HBL Tab then BL Listing Status will be displayed as per below image

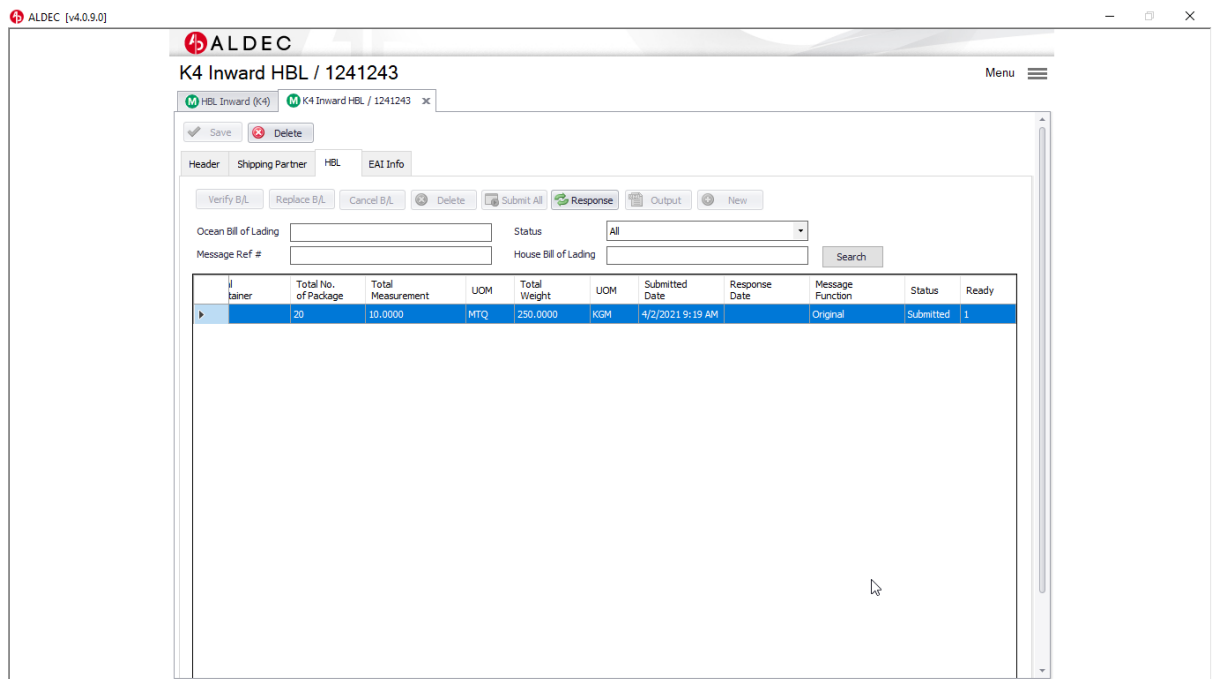


Figure 51: HBL List

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.

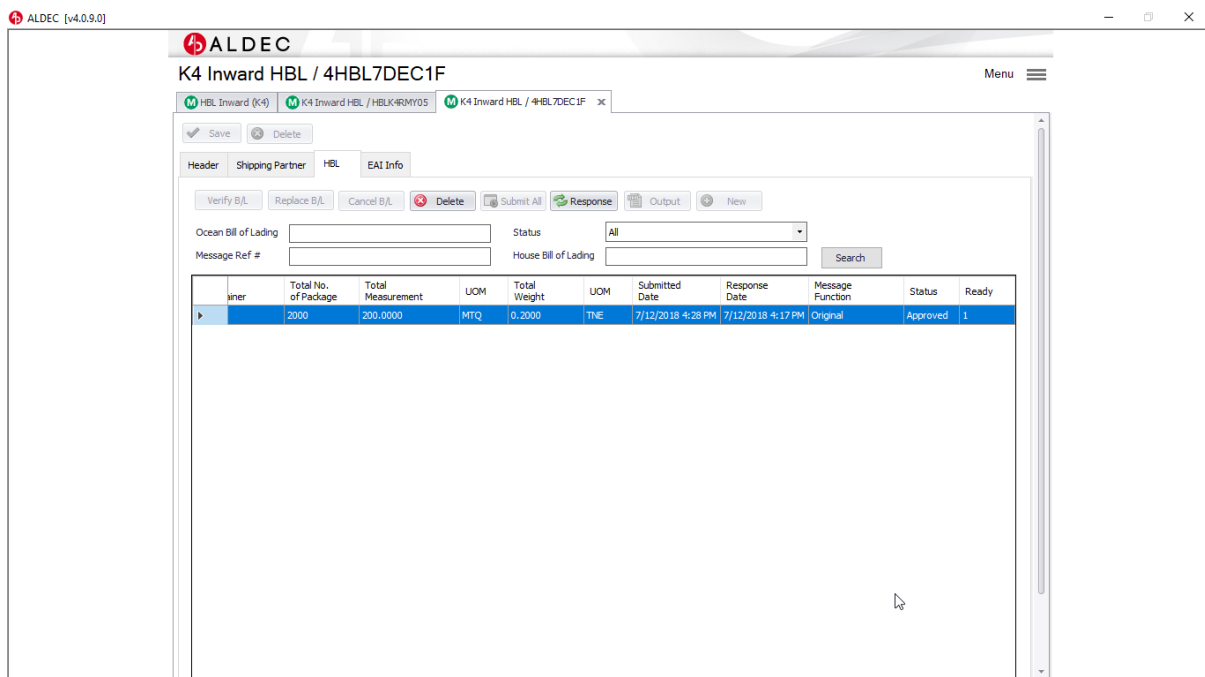


Figure 52: Status Approved

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

The screenshot displays the ALDEC Manifest application interface. At the top, there is a toolbar with buttons for 'Verify B/L', 'Replace B/L', 'Cancel B/L', 'Delete', 'Submit All', 'Response', 'Output', and 'New'. Below the toolbar, there are input fields for 'Ocean Bill of Lading' and 'Message Ref #', and a 'Status' dropdown menu set to 'All'. A 'Search' button is located to the right of the input fields. The main area contains a table with the following data:

Carrier	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 double click the application
- Go to RESPONSE tab it will display a remark as per below image

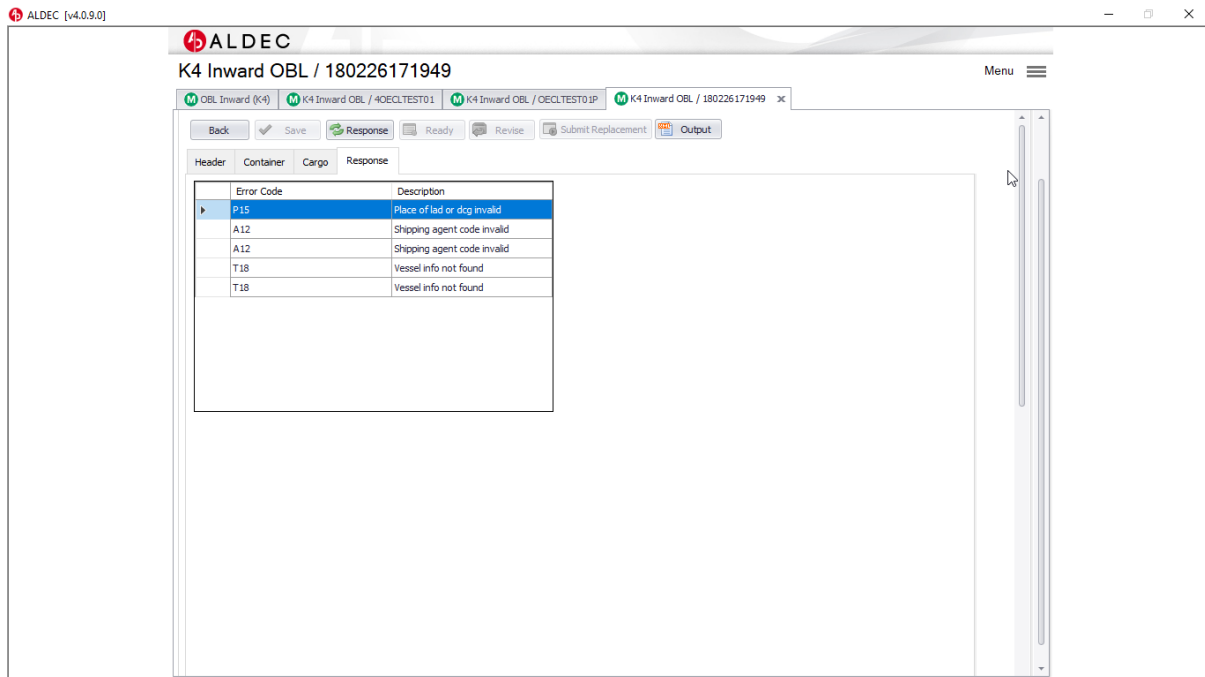


Figure 54: Rejected Remark

## 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.

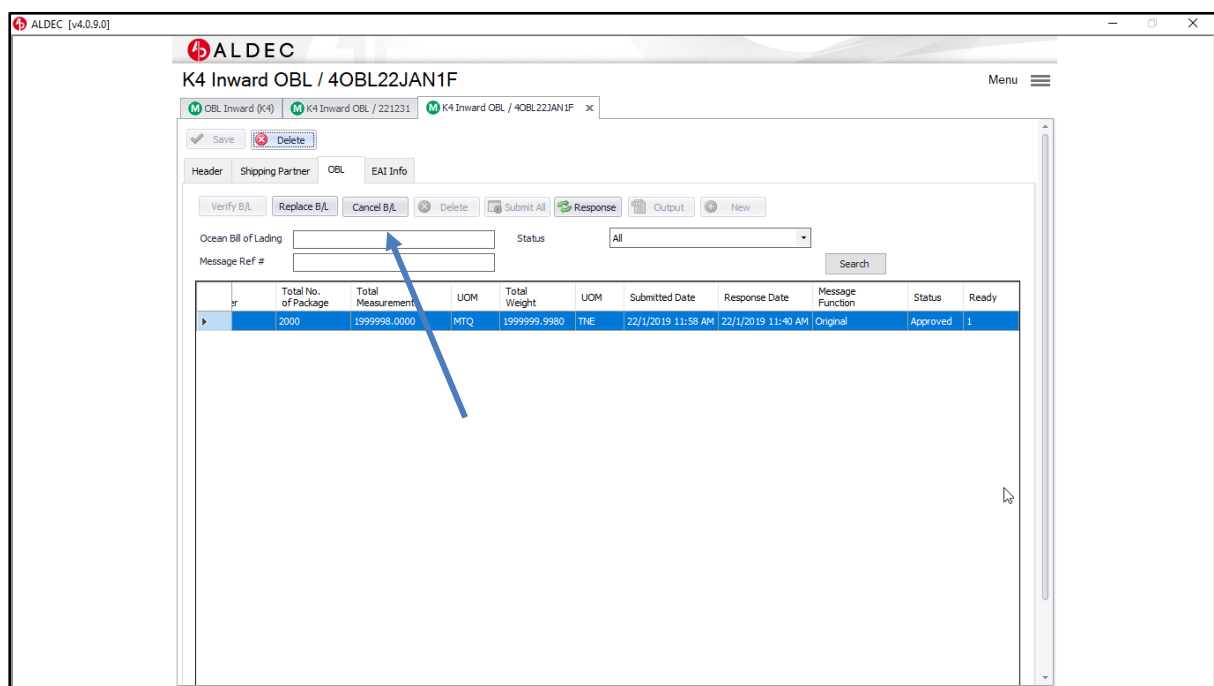


Figure 55: Status Approved

**Notes: Cancel can be made only on APPROVED BL**



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

ALDEC [v4.0.9.0]

ALDEC

K4 Inward OBL / QELTEST02

Save Delete

Header Shipping Partner OBL EAI Info

Consignor Information		Notify Party Information	
Consignor Code	420002	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, BATU 8 1/2, JALAN KAPAR, 42200 KLANG SELANGOR DARUL EHSAN
Consignor Address	JL. MT. HARYONO NO. 38 AA/43 KEL. PERWIRA KEC. TB. SELATAN KOTA TANJUNG BALAI		

Summary	
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 number

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

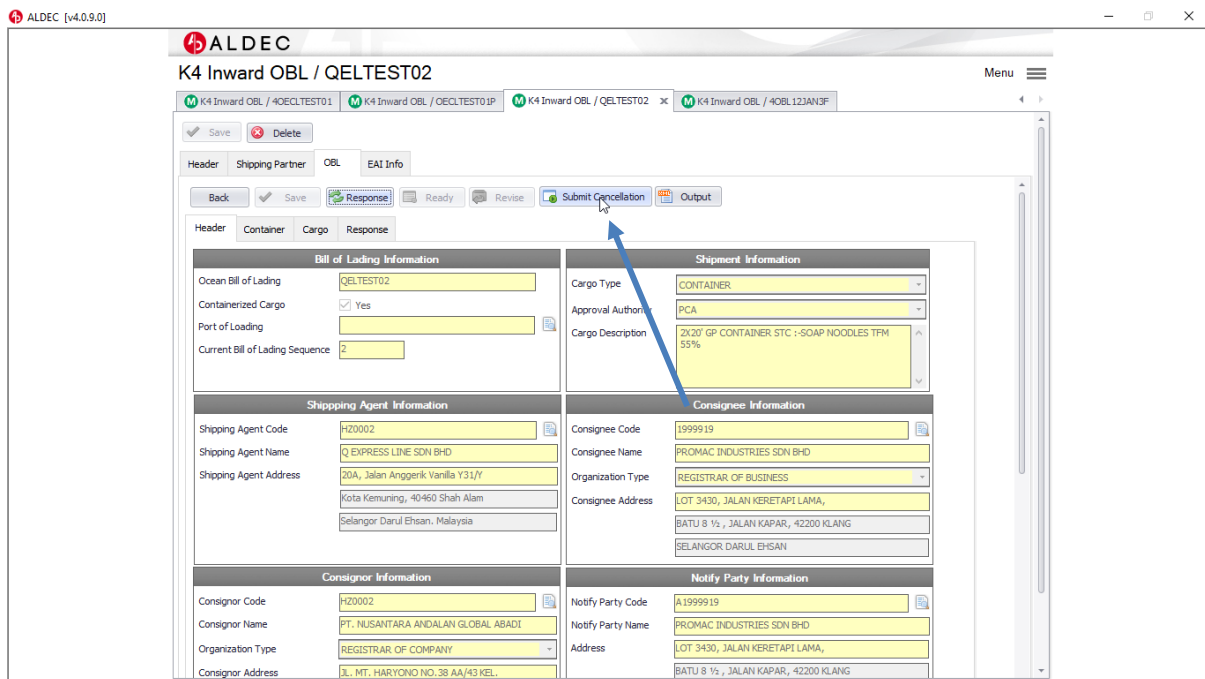


Figure 57: Submit Cancellation

- 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.

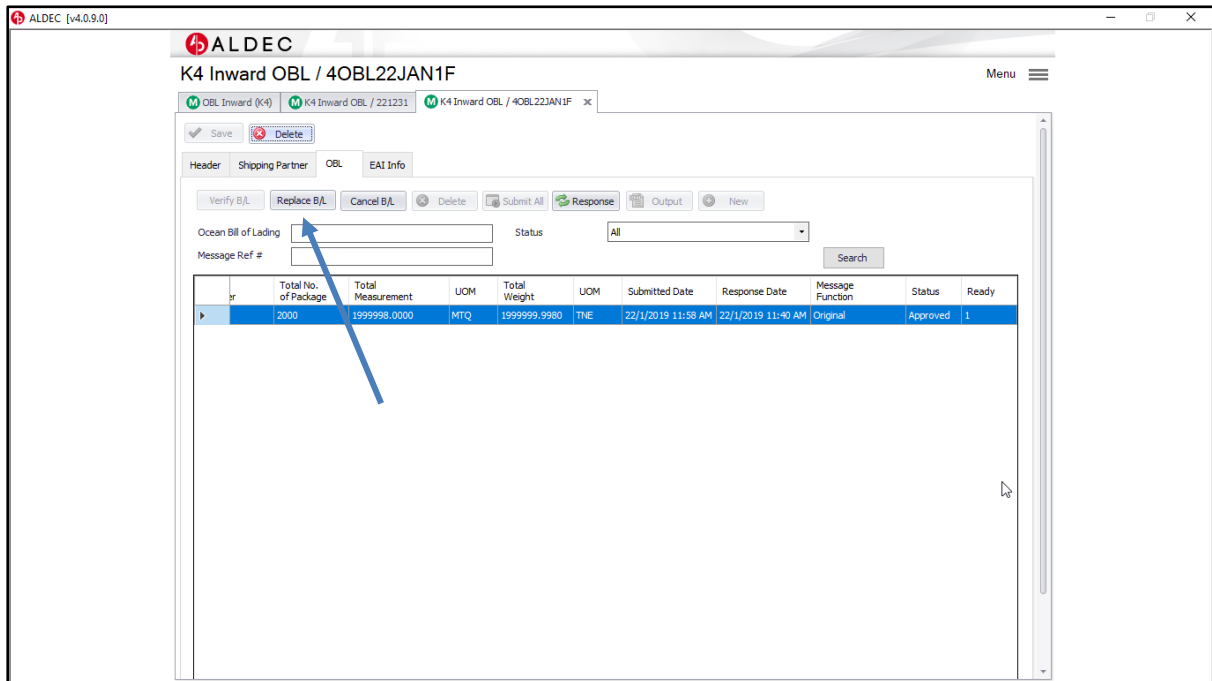


Figure 58: Status Approved

**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

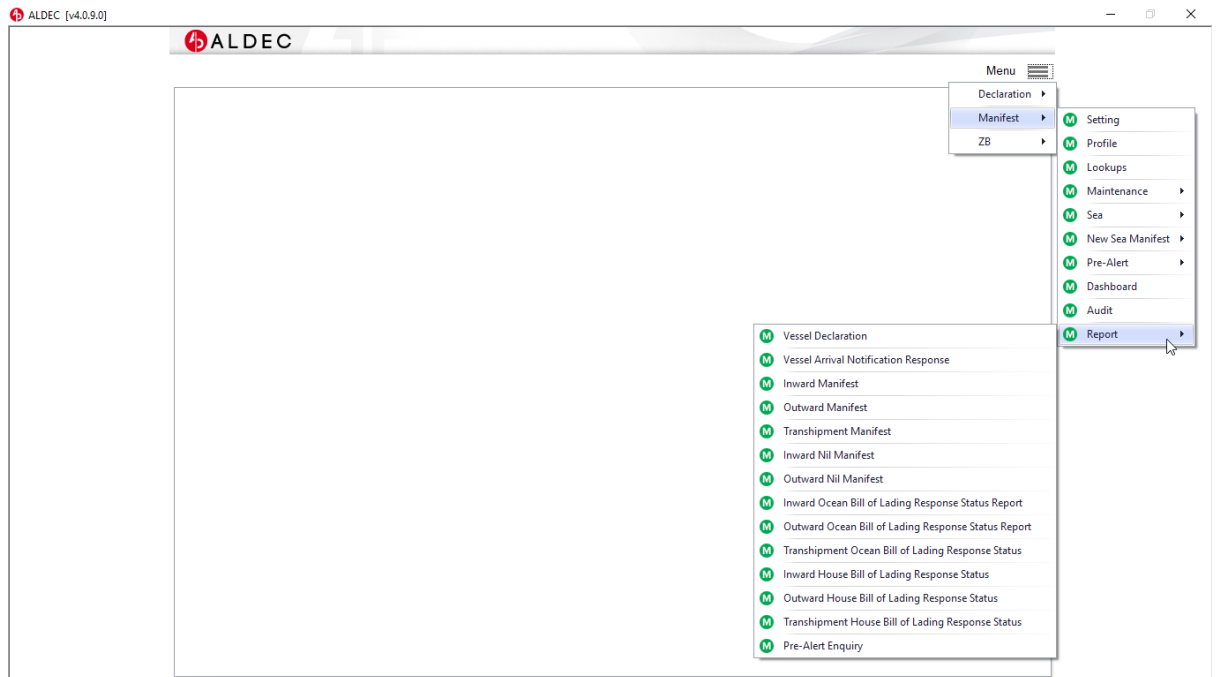


Figure 59: Report

### 7.1.2 Select Inward Manifest to print K4 manifest or select Outward

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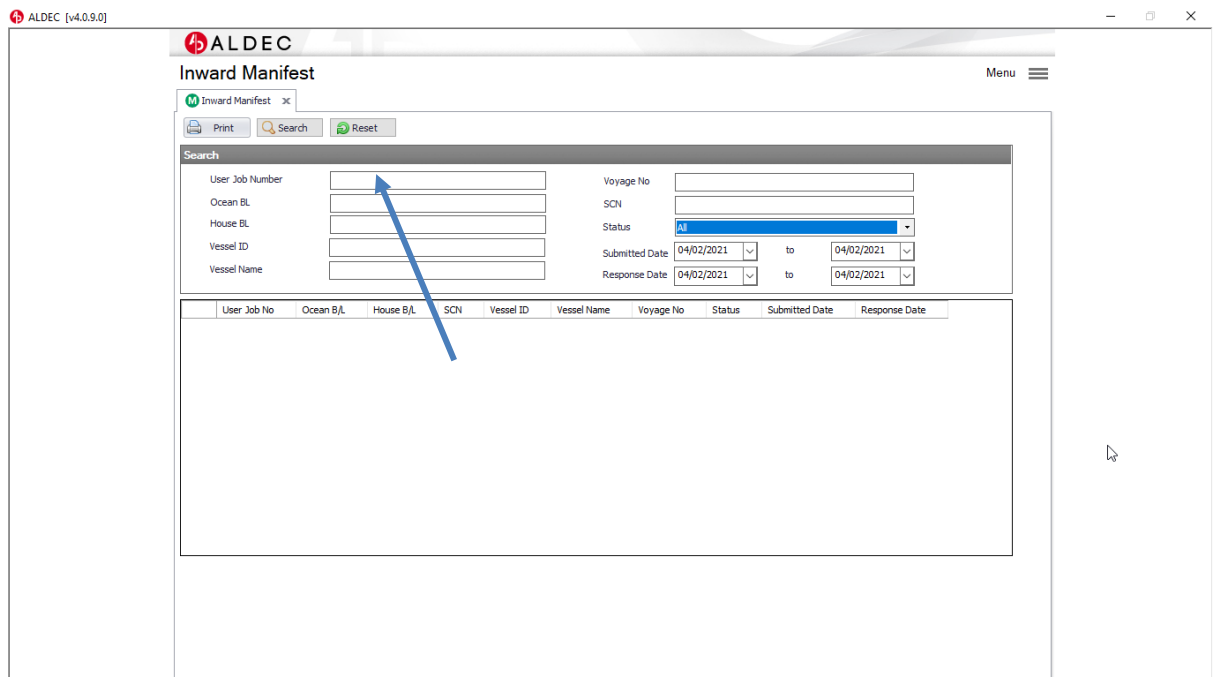


Figure 60: Inward Manifest

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

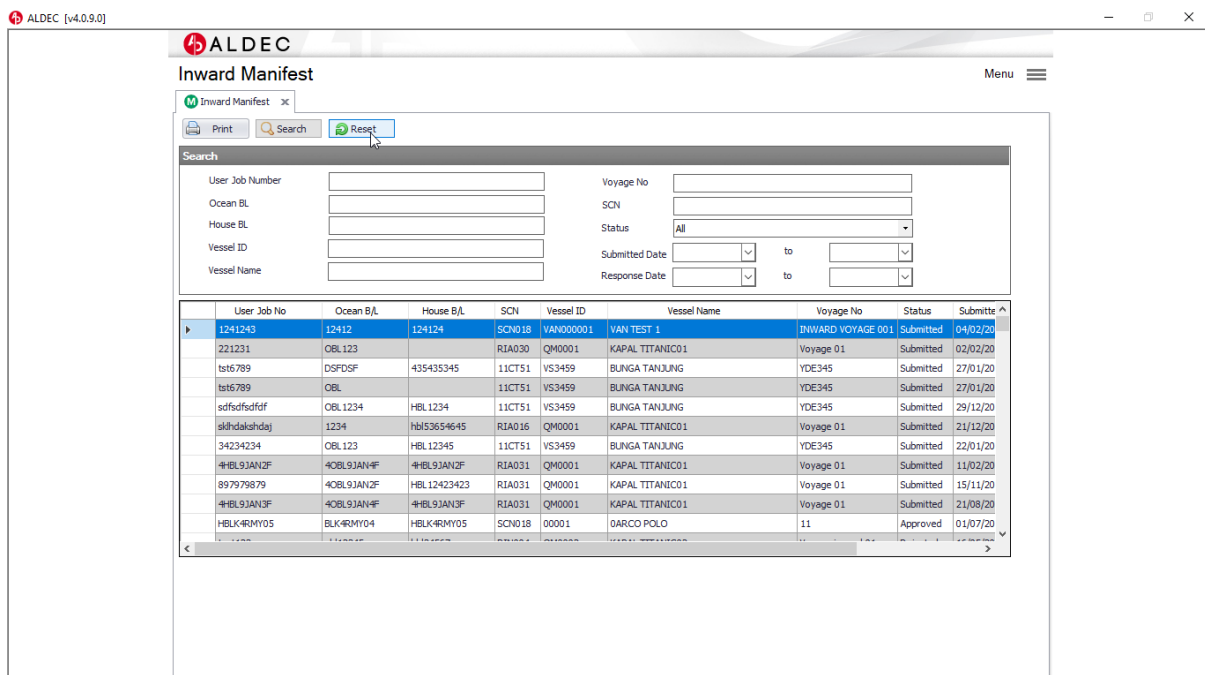


Figure 61: Job Listing

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- 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.

Inward (K-9) Manifest (23) <b>KASTAM DIRAJA MALAYSIA / MALAYSIA ROYAL CUSTOMS</b>						No. Pendaftaran:		M/S 1/1	
1. Nama wakil perkapalan / penerbangan HZ0002 (AIR-MARINE FREIGHT SERVICES SDN BHD)		2. Nama Bahera / Kapal Udara / No. Pelayaran / No. Penerbangan VAN000001 (VAN TEST 1) INWARD VOYAGE 001		3. Pelabuhan Laporan Dibuat/ Pelabuhan Kestibaan CNPEK (BEIJING SHOUDU INT APT)		4. Tarikh Tiba 27/11/2018		5. Tarikh Pelepasan 27/11/2018	
6. SCN SCN018		7. Port Operator BKCT01		8. Bangsa Kapal MY		9. Pelabuhan Muatan CNPEK (BEIJING SHOUDU INT APT)		10. Pelabuhan Pungkah MYPKG (PORT KLANG)	
13. Nama / Alamat pengirim, Konsain, Pihak dibertahu 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 Kotor Gross Weight		19. Ukuran Measurement		20. Bilangan Tambung & caj dll Freight details, charge, etc		21. Destinasi Terakhir		22. Bilangan Tambung & caj dll Freight details, charge, etc	
Shipper: KONG SIN NOR (CONSIGNOR), BUKIT SERDANG INDUSTRIAL PARK, LONDON, UK		Ocean BL : 12412		Marking : MARKING		20 (CARTON)		Desc: 20 X CARTON of PERSONAL EFFECT	
Cusnee: ABC SDN BHD (CUS1), 123, JALAN 234, KUALA LUMPUR		House BL : 124124		Container: OOC133213				250 (KGM)	
Notify: MEWAH SDN BHD (CARO), TOWER 3 AVENUE 5, THE HORIZON BANGSAR, SOUTH KUALA LUMPUR				Total Container: 1				10 (MTC)	
								Cargo Class : CONTAINER Customs Station : H10	

Saya mengaku bahawa daftar muatan ini  
I hereby declare this manifest is complete

74.5%

Pilot / Wakil

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 <https://www.mydagangnet.com>

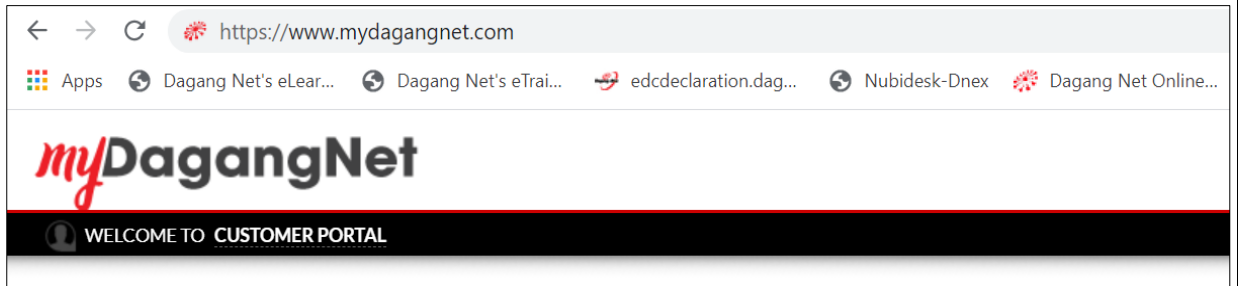


Figure 63: myDagangnet Portal

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

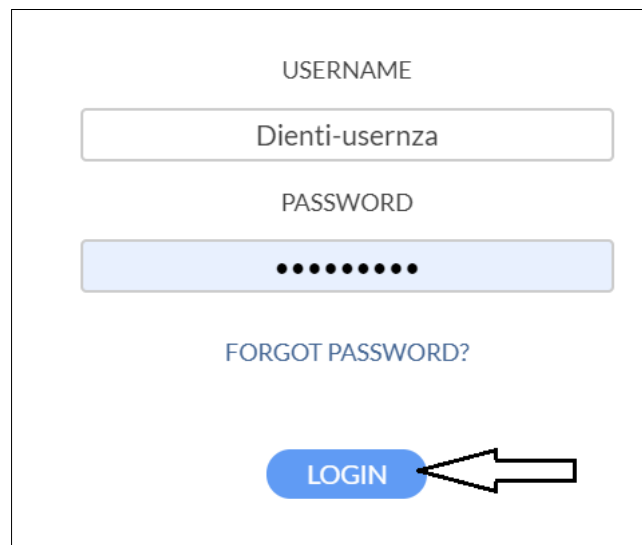
A screenshot of the login page on the myDagangNet portal. The page is white with a black border. At the top, the word 'USERNAME' is centered. Below it is a white text input field containing the text 'Dienti-usernza'. Underneath the input field, the word 'PASSWORD' is centered. Below that is a blue text input field containing ten black dots, representing a masked password. Below the password field, the text 'FORGOT PASSWORD?' is centered. At the bottom of the form, there is a blue rounded rectangular button with the word 'LOGIN' in white capital letters. A white arrow with a black outline points to the right, pointing directly at the 'LOGIN' button.

Figure 64: Login Page

- Below image is displayed and choose MYPORT

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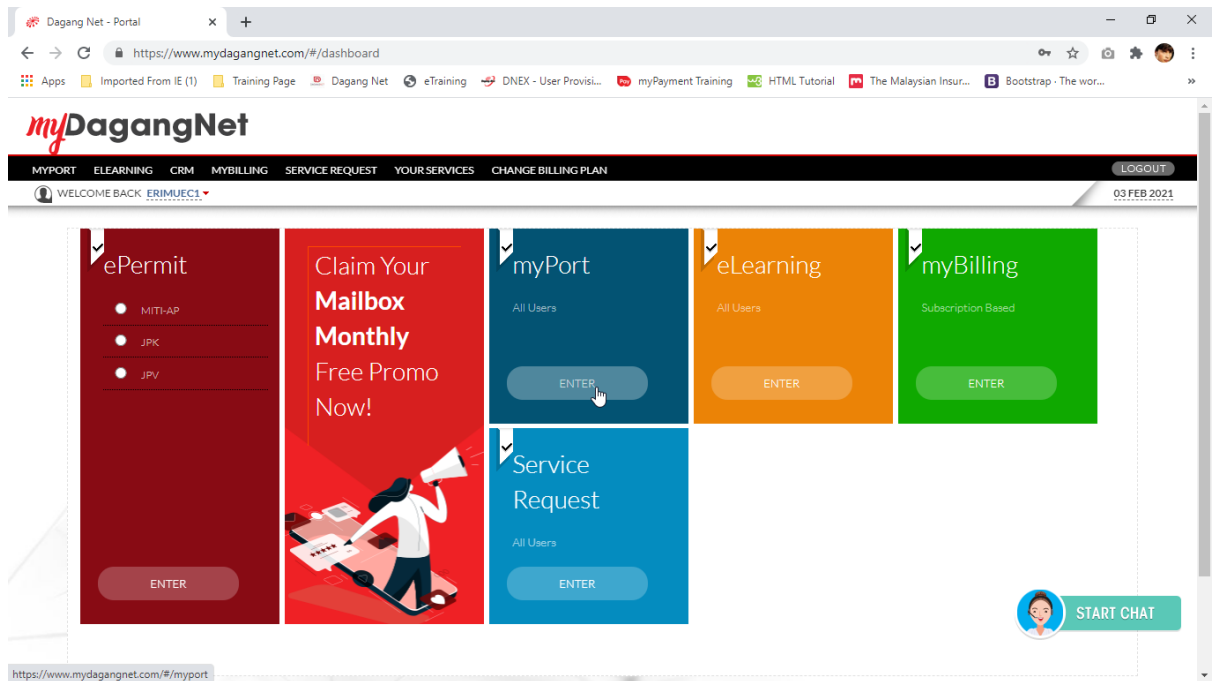


Figure 65: Menu



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

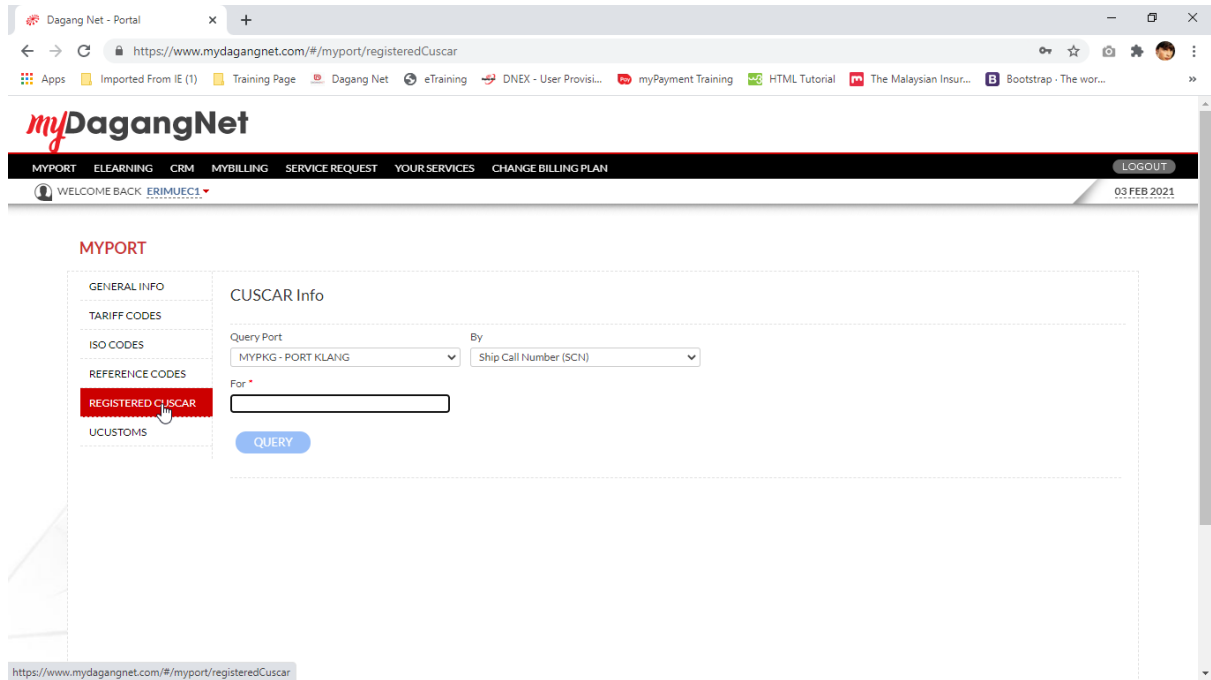


Figure 66: MyPort Menu

Note: Select Registered CUSCAR

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

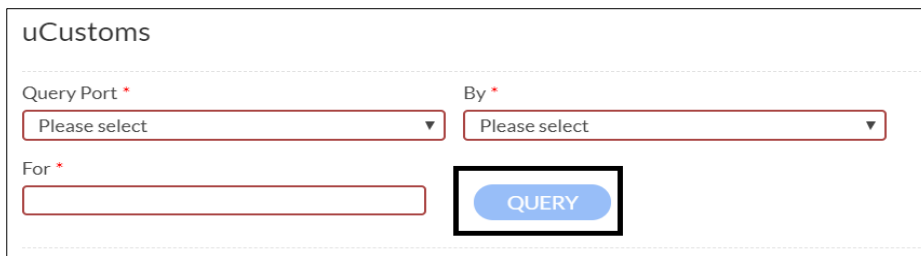


Figure 67: Query

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

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The screenshot shows the myDagangNet portal interface. The main content area is titled "CUSCAR Info". It features a search form with the following fields:

- Query Port: MYPKG - PORT KLANG
- By: Ship Call Number (SCN)
- For: 20

A "QUERY" button is located below the search form. Below the search form, it states "There are 16245 record(s) found". A table displays the first five records of the application list:

No.	Port Operator Code	Ship Call Number	*ETA	*ETD	*ATA	*ATD	Last Port Of Call	PSA Code	PSA Name	Vessel Id	Vessel Name
1.	BKMT01	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	DA XIN
4.	BKMT01	201AAD	06/03/2020 02:00:00 AM	07/03/2020 12:00:00 PM	-	-	AUBNE- AUS-S	BS0397	-	FPA12608	FELIXSTOWE BRIDGE
5.	BKMT01	201AAE	19/03/2020 02:00:00 AM	20/03/2020 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 add new consignee as is steps below:

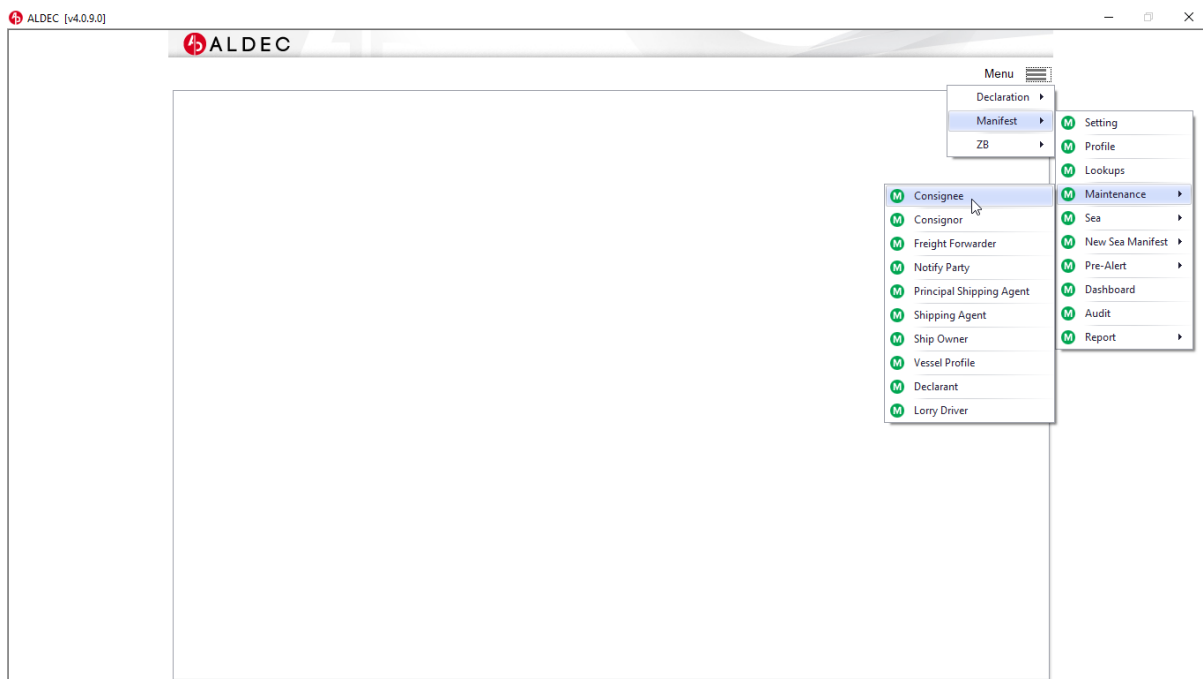

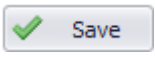


Figure 69: Add Consignee

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

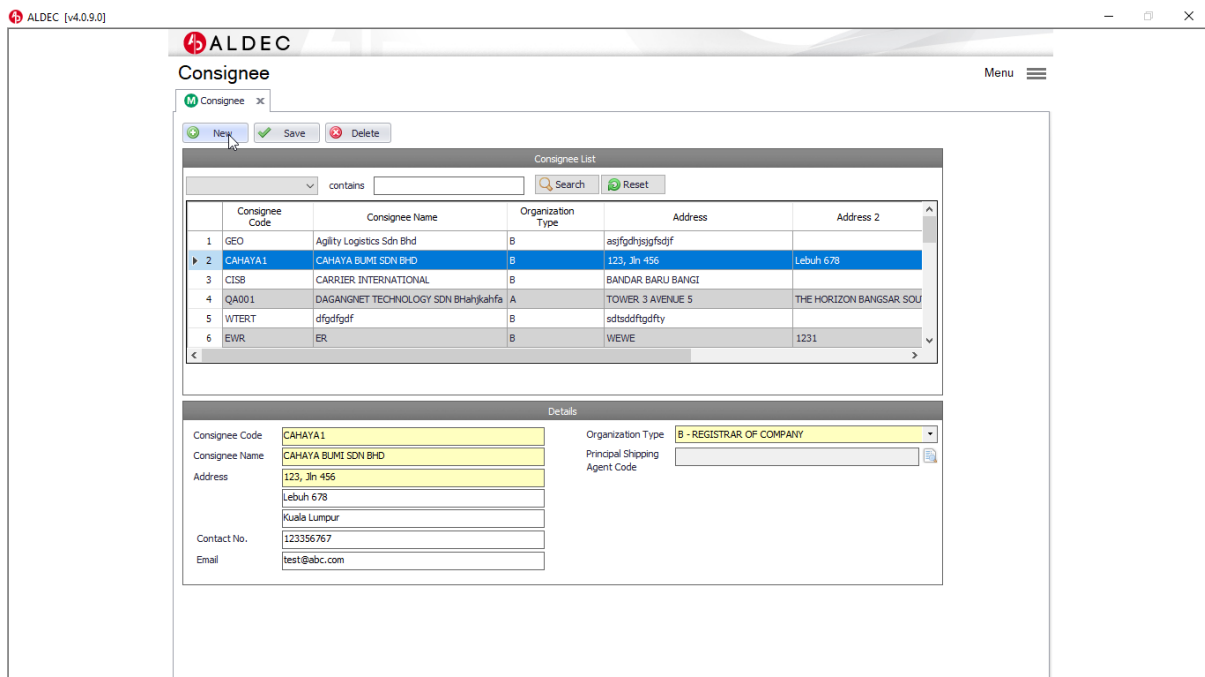


Figure 70: Consignee Detail

- iv. A successful notification will appear. Click OK.

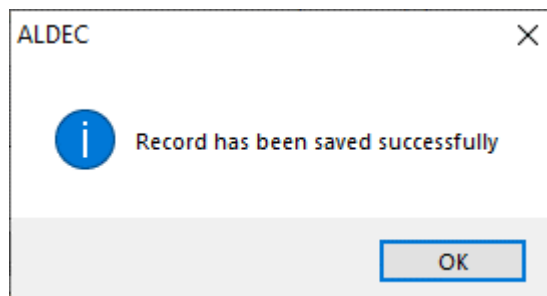


Figure 71: Notification

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

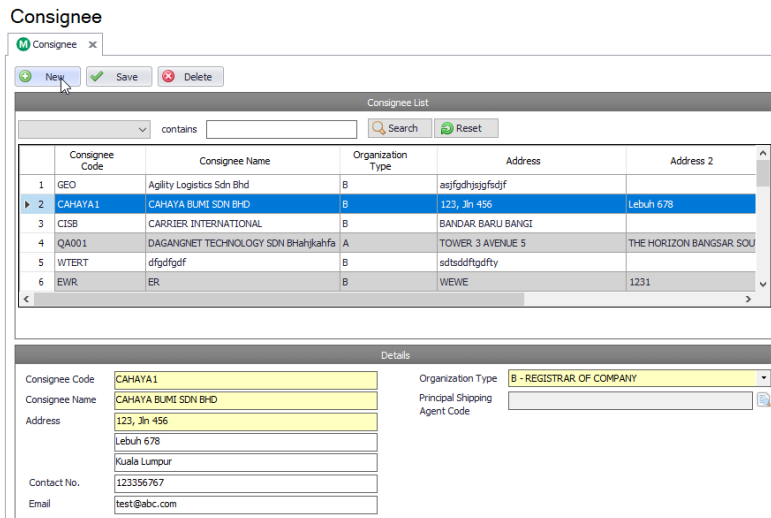


Figure 72: Consignee Details

## 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.

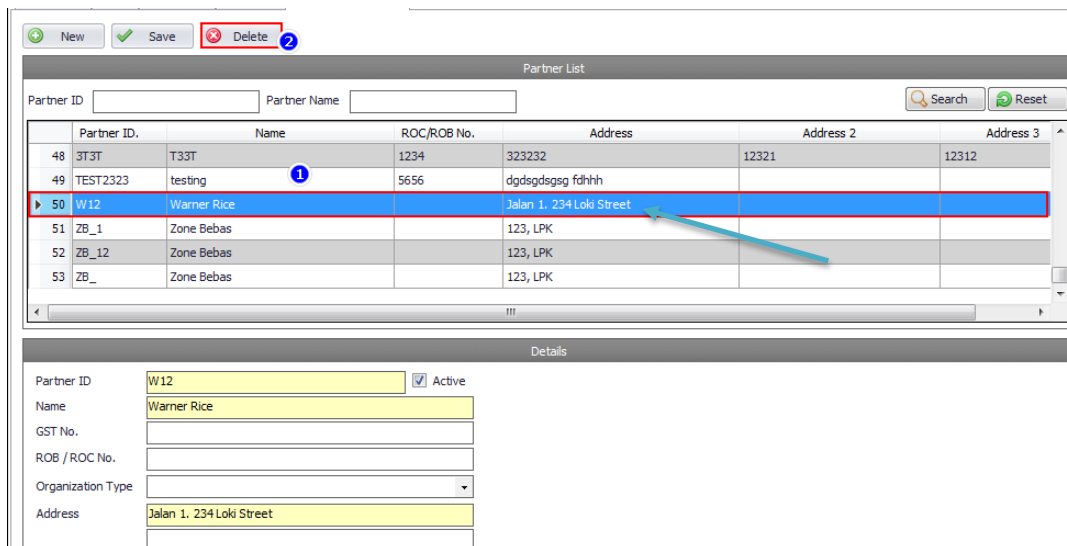
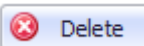


Figure 73: Delete Item

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

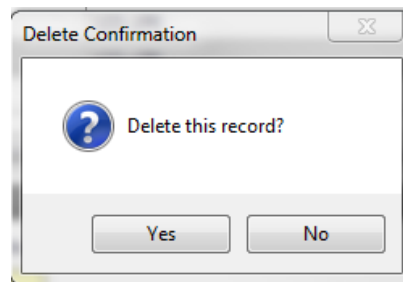


Figure 74: Delete Notification

### 6.3 How to add Consignor

User can add new consignor as is steps below:

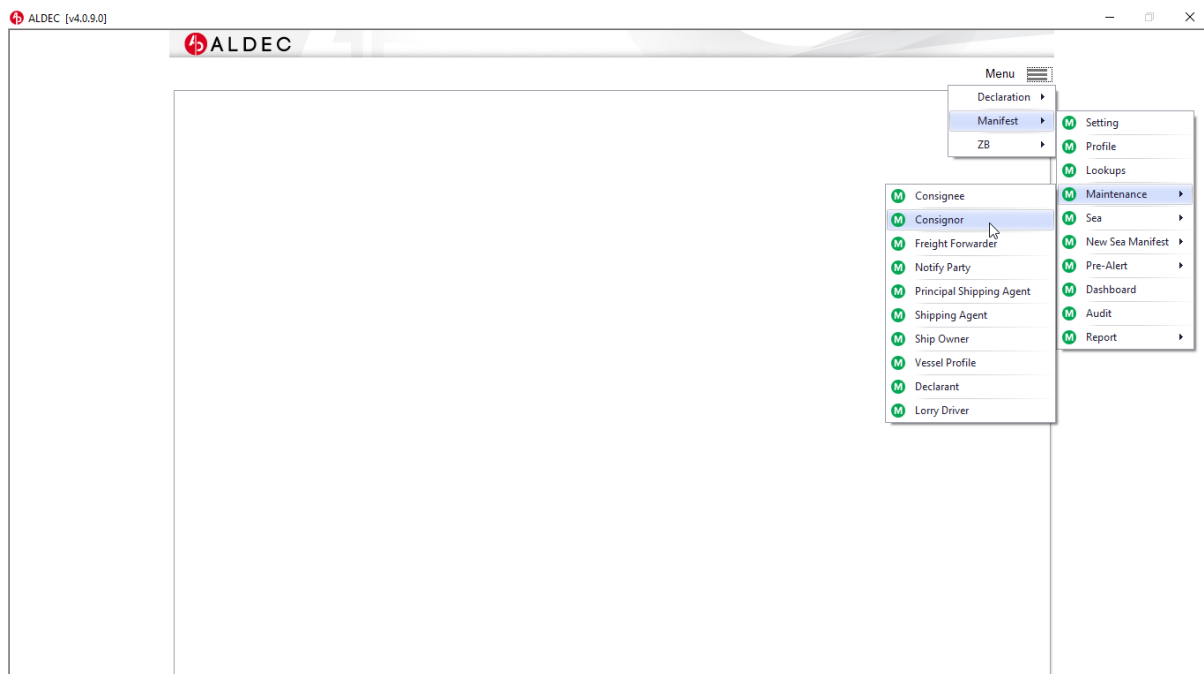

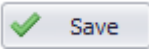


Figure 75: Add Consignor

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

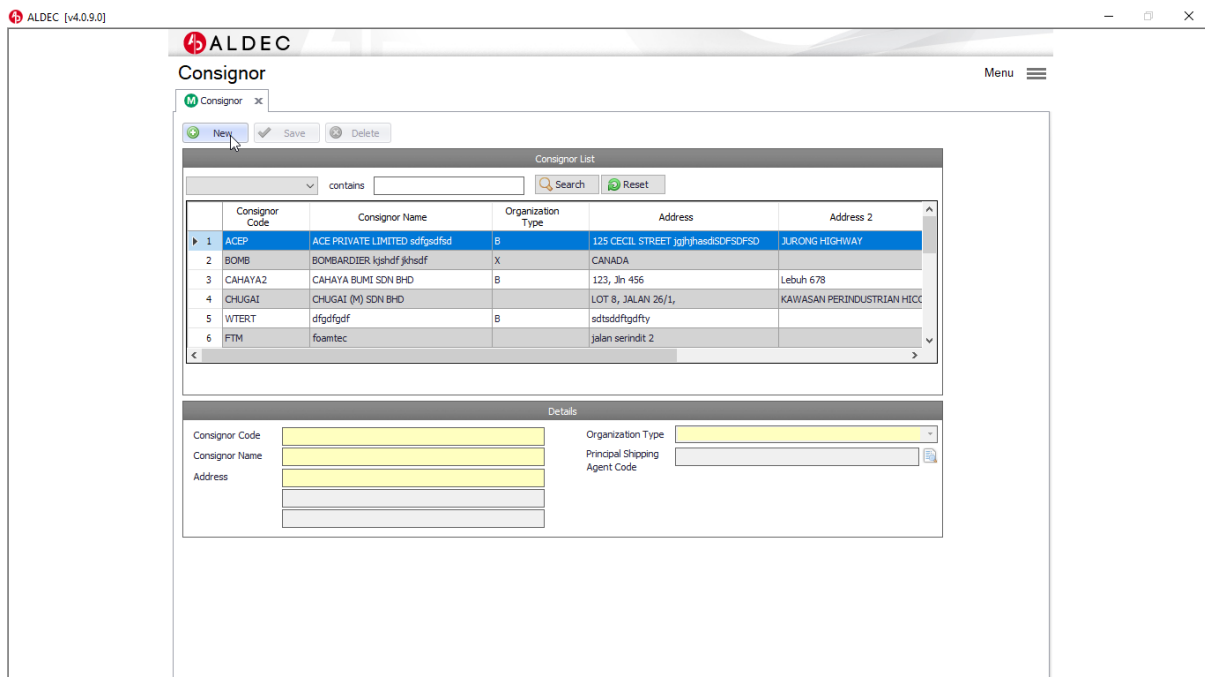


Figure 76: Consignee Detail

- x. A successful notification will appear. Click OK.

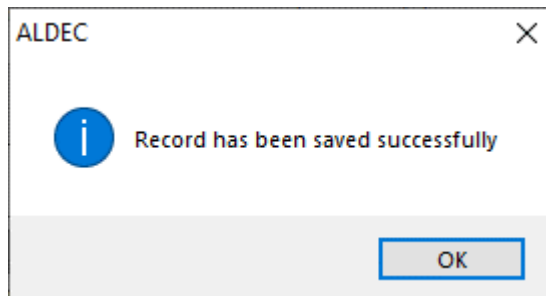


Figure 77: Notification

## 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.

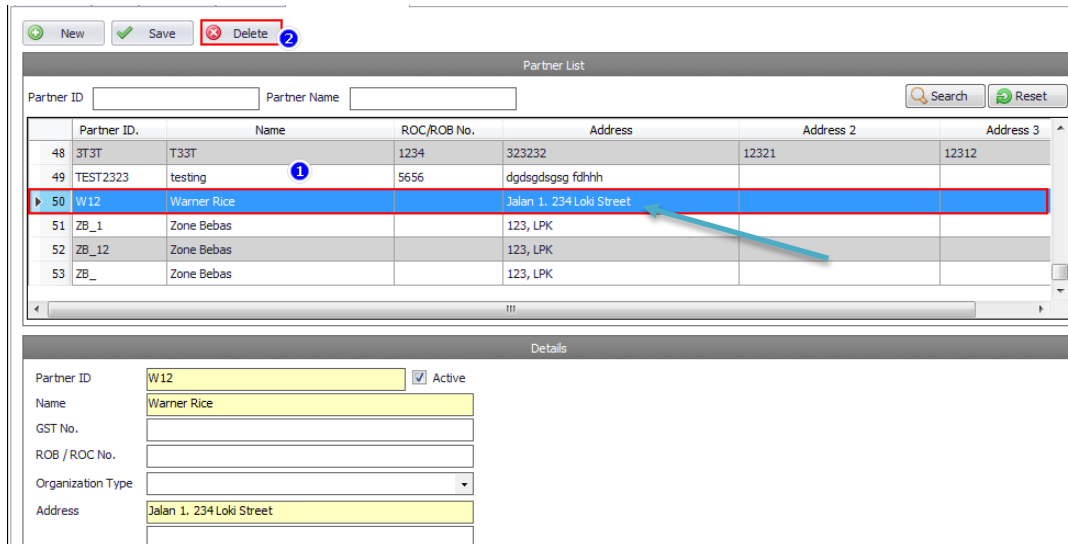
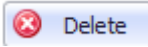


Figure 78: Delete Item

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

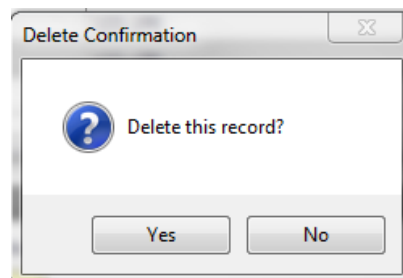


Figure 79: Delete Notification



## 10. TRANSACTION FLOW DIAGRAM

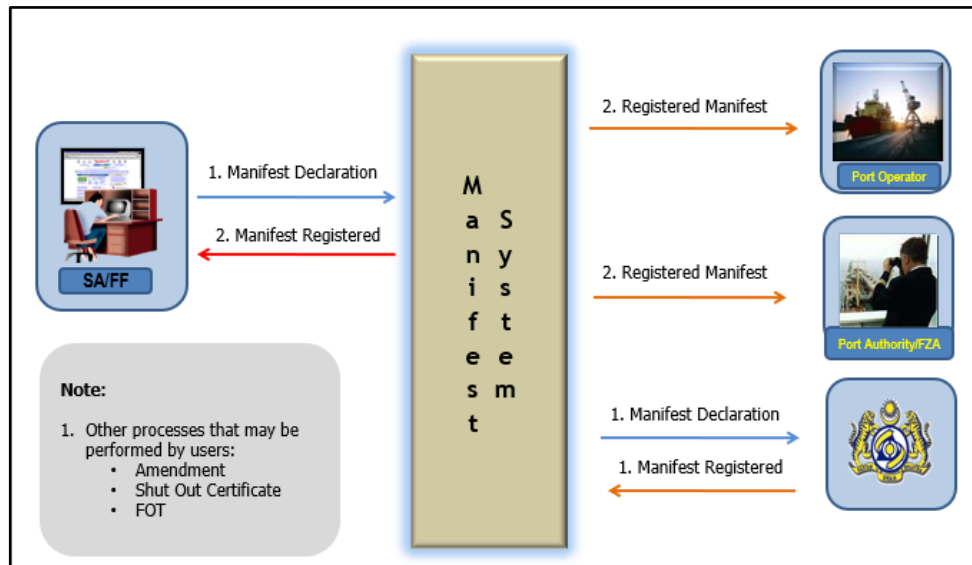


Figure 80: Flow Diagram

**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