



DAGANGNET

A member of DNeX Group

CUSTOMS DECLARATION FORM

User Manual

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INTRODUCTION

A. About This User Manual

This user manual helps to understand and use of ALDec for customs declaration (K1-K9). 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 Declaration 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 Declaration where all the information available are extracted from the in-house system and most of the processes in ALDec 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	K1 – K9	Forwarding Agent (FA)	To apply customs declaration form via ALDEC to SMK	Acknowledged by Customs if the job is Approved
3	K9	LMW License Holder	To apply customs declaration LMW related form via ALDEC to SMK	Acknowledged by Customs if the job is Approved

Table 1: User Role

F. Convention


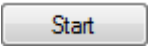


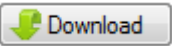
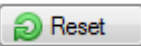
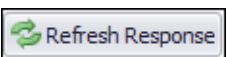
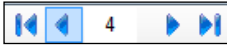


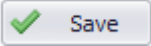

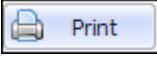
Icon / Button	Description	Function (s)
	Login	To sign into the application
	Start	To start the scheduler
	Stopped	To stop the scheduler
	Search	To search for a particular list
	Download Button	To download lookup
	Reset	To undo changes
	Refresh Response Button	To manually refresh response in Declaration 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
SA	Shipping Agent
FA	Forwarding Agent
BL	Bill of Lading
HBL	House Bill of Lading
OBL	Ocean Bill of Lading
LMW	License and Manufacturing Warehouse
SCN	Ship Call Number
UN	United Nations
FCL	Full Container Load

Table 3: Abbreviations

1. HOW TO CREATE K1 FORM

FA can create K1 form by preparing the document via ALDEC. Below are the steps:

1.1 Create K1

- Login to ALDec by click the icon as per below



Figure 1 ALDec Icon

- Login page will be displayed

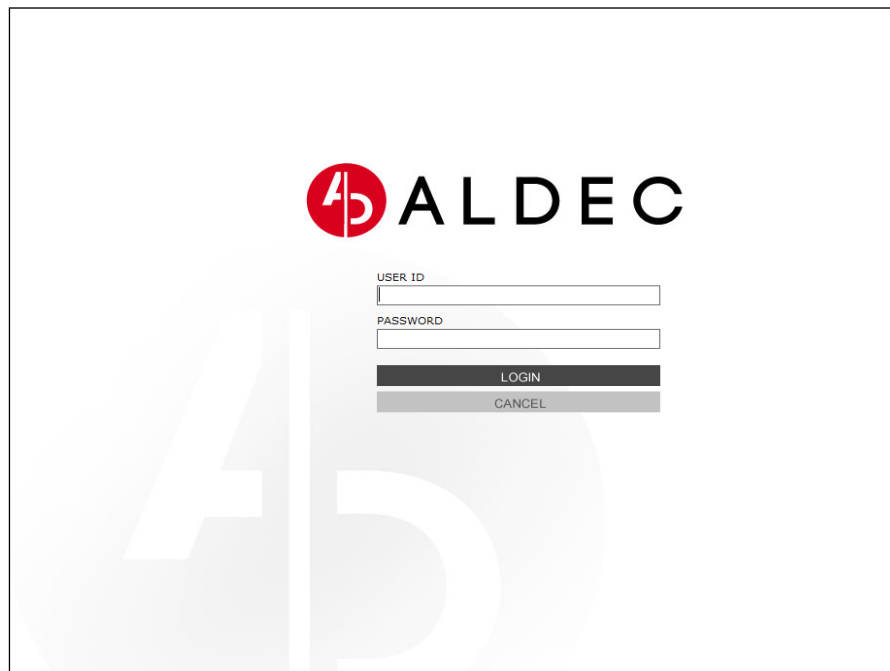


Figure 2: Login page

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

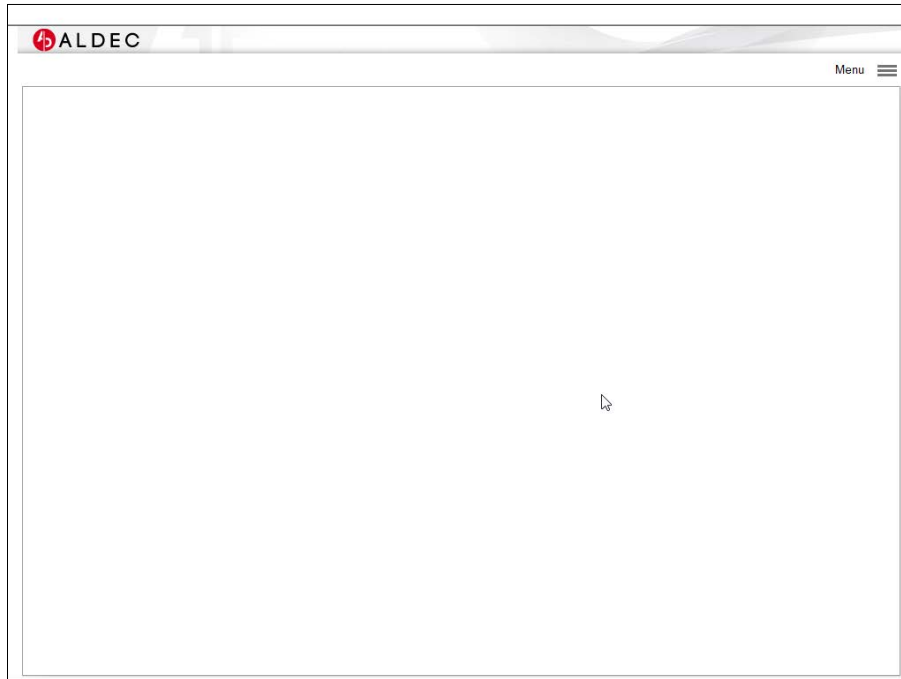


Figure 3: Dashboard

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

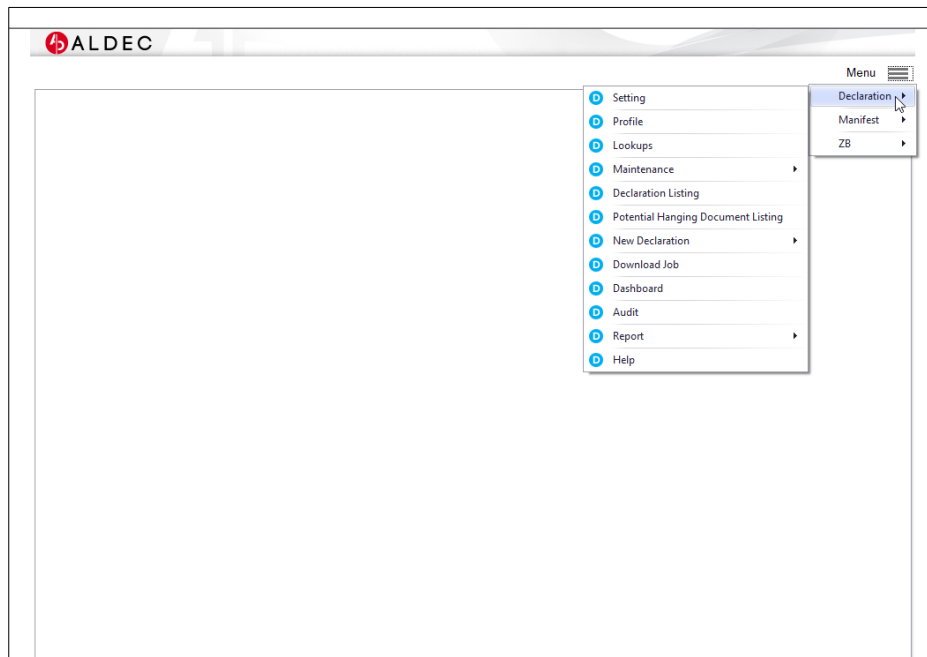


Figure 4: Menu

- i. Select click Menu and select Declaration
- ii. Select CUSCAR then choose New Declaration
- iii. For Import, select K1 as per below image

Important: Maintenance can be update before preparing any job

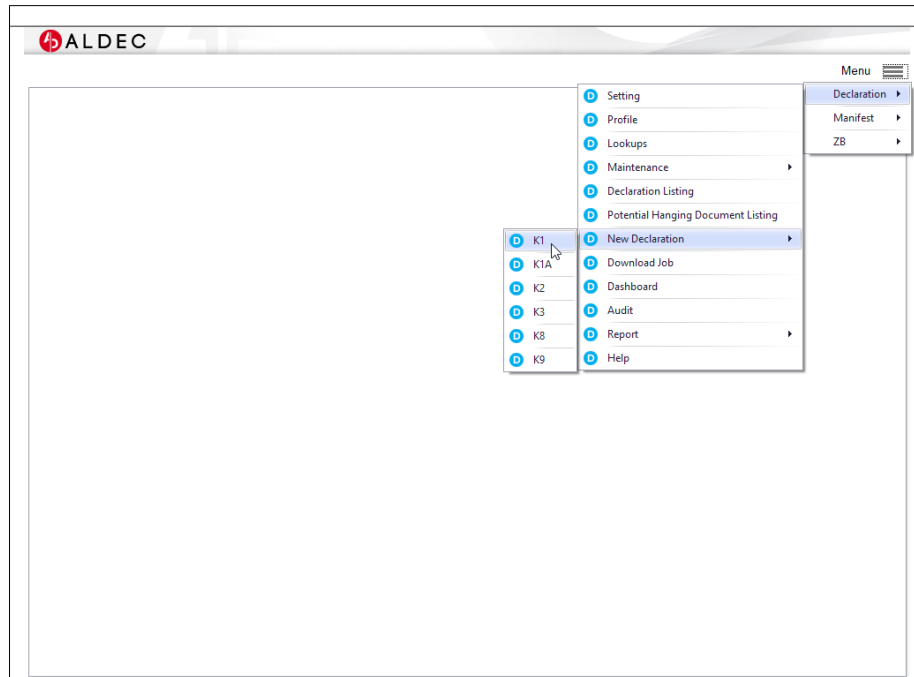


Figure 5: Create K1

1. Below image is displayed after click K1

A screenshot of the ALDEC application data entry field for K1. The interface is titled 'K1 /' and includes a 'Menu' icon. Below the title bar is a toolbar with buttons for Save, Delete, Ready, Revise, Correction, Submit, Response, Print, Output, Copy, and Release Lock. The main area is divided into several sections: Header, Invoice Information, Charges Information, and Cargo Description. The Header section contains fields for Declaration Job No., K8 Dec. Job No., PAM Job No., Shipment Type (Full), Import Date (08/02/2021), Agent Code (PF1001), Mode of Transport (SEA), and Transaction Type. The Invoice Information section includes Invoice No., Invoice Value (0.00), Date (08/02/2021), Inco Term (FOB), Currency, and Exchange Rate (0.0000). The Charges Information section shows Freight (0.00), Insurance (0.00), and Port (0.00) with their respective Currency and Exchange Rate fields. The Cargo Description section includes Cargo Class and General fields. The bottom section is labeled 'Shipment Information (Sea)' and contains fields for Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, and Packaging Material.

Figure 6: Data Entry Field

2. Key in all mandatory field which coloured in yellow as per above image

1.2 Header Information

The screenshot shows the ALDEC K1 Header Information form. The form is divided into several sections: Header, Invoice Information, Charges Information, Location, Package Information, and Shipment Information (Sea). Mandatory fields are highlighted in yellow. The Header section includes fields for Declaration Job No., K18 Dec. Job No., Shipment Type (Full), PAM Job No., Import Date (08/02/2021), Agent Code (HF1001), Mode of Transport (SEA), and Transaction Type. The Invoice Information section includes Invoice No., Inco Term (FOB), Invoice Value (0.00), Currency, Date (08/02/2021), and Exchange Rate (0.0000). The Charges Information section includes Freight, Insurance, Other, and Port, each with a Currency and Exchange Rate field. The Location section includes Place of Import, Port of Loading, Payment Made To, Port of Transshipment, Terminal Operator, and Warehouse Info. The Package Information section includes Gross Weight (0.0000), UOM (KGM), Measurement (0.0000), UOM (MTQ), No. of Package, and Type. The Shipment Information (Sea) section is at the bottom.

Figure 7: Header Details

Note:

- i. Create Job Number under Header
- ii. Field up invoice details under Invoice Information
- iii. Field up Location information
- iv. Field up Charges Information (if any)
- v. Field up Cargo Description
- vi. Field up Package information
- vii. Field up Shipment information (by Sea, Air or Road) is depending on Mode of transport

Important: Click Look Up table button



to search items in drop list

- Below is the completed header information

The screenshot displays the ALDEC software interface for a customs declaration. The main window title is "K1 / 6768878768". The interface is divided into several sections:

- Header:** Declaration Job No. 6768878768, K8 Dec. Job No., Shipment Type Full, PAM Job No., Import Date 30/06/2020, Agent Code F1001, Mode of Transport SEA, Customs Station 610, Transaction Type 0015, and a note: IMPORT WITH PREF TARIFF (ASEAN,CEPT,C.WEALTH).
- Invoice Information:** Invoice No. SAMPLE INVOICEABC, Inco Term FOB, Invoice Value 19,210.00, Currency MYR, Date 21/05/2017, Exchange Rate 1.0000.
- Charges Information:** Freight 4.00 (%), Insurance 1.0000 (%), Other 300.00 (MYR), Port 0.00, Exchange Rate 0.0000 (FOB).
- Location:** Place of Import MYJUL, Port of Loading SSSIN, Payment Made To SG, Port of Transhipment, Terminal Operator WAL001, Warehouse Info.
- Package Information:** Gross Weight 550.0000 / UOM KGM, Measurement 0.0000 / UOM MTQ, No. of Package 999,999, Type LN, Packaging Material 0.
- Cargo Description:** Cargo Class 0, OTHERS, General GENERAL CARGO.

At the bottom of the form, it says "Shipment Information (Sea)".

Figure 8: Header Information

Important: Make sure that all mandatory fields are completed

1.3 Trading Partner Information

Key in trading partner information by click the search button or by type in the information in the blank field as per below image

The screenshot displays the ALDEC system interface for a declaration with ID K1 / 6768878768. The interface is divided into several sections for entering partner details:

- Consignee Information:** Includes fields for Partner ID (APPLUCAS), Consignee Name (LUCAS AUTOMATIVE SDN BHD), three Address Lines (ADDRESS LINE 1, 2, 3), Organization Type (B), ROB/ROC No. (3736A), and Favourite Partner.
- Consignor Information:** Includes fields for Partner ID (PTI), SST No., Consignor Name (PT INDONESIA LIMITED), and three Address Lines (ADDRESS LINE 1, 2, 3).
- Shipping Agent Information:** Includes fields for Code (AS0012), Shipping Agent Name (LUMUT VENTURE SDN BHD), Shipping Agent Address (57A, PERSTARAN 3/5, PUSAT BANDAR SERI MANJUNG SEKSYEN 3, SERI MANJUNG, PERAK DR), and Agent Code (AS0012).
- Declarant Information:** Includes fields for Declarant ID (198), Declarant Name (Kina Abu Samah), Designation (Executive), and NRIC (690922105887).

Figure 9: Trading Partner

Note:

- i. Field up the consignee details
- ii. Field up the consignor details
- iii. Field up the Shipping Agent Information (If transport mode is by sea)
- iv. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu.

1.4 Exemption Information

Complete the Exemption information if the transaction is under exemption under the header information field

The screenshot displays the ALDEC software interface for a customs declaration. The main window title is "ALDEC" and the declaration number is "K1 / 6768878768". The interface includes a menu bar with options like "Save", "Delete", "Ready", "Revise", "Correction", "Submit", "Response", "Print", "Output", "Copy", and "Release Lock". Below the menu bar, there are tabs for "Header", "Trading Partner", "Exemption", "Declaration Items", "Container & Marking / No's", "Supporting Document", and "Response". The "Exemption" tab is active, showing several sections:

- Transaction Type:** Transaction Type: IMPORT WITH PREF-TARIFF (ASEAN,CEPT), SMK Code: S
- General / Treasury Exemption:** Type: G1, Reference No.:
- Claimant Information:** Claimant ID, Claimant Name: SYAHRIIL BIN JAMIL, Company Name: LUCAS AUTOMATIVE SDN BHD, Claimant NRIC: 780115146115, Designation: MANAGER
- Sales Tax Exemption:** Type: NE, Customs Station Code: W10, Ref. No./Item No: 34243245, Registration Date: 06/06/2017
- Special Treatment:** Type, Reference No.
- Clause:** A checkbox "With Clause" is checked. The clause title is "MIMM". The clause text reads: "Saya ([name]) No.K/P. ([no]) dengan ini mengesahkan bahawa mesin/alat gantian yg diimport ni digunakan di syarikat Gudang Pengilangan Berlesen. Pengecualian dut/cukai adalah dituntut dibawah butiran 88 Perintah Duti Kastam (Pengecualian) 1988 dan butiran 83, Jadual B Perintah Cukai Jualan (Pengecualian) 1980. Surat kelulusan Cawangan Industri Pulau Pinang bl ([L2refno]); bertarih ([L2refdate]) adalah berkaitan."

Total Characters: 417

Figure 10: Exemption

Note: To insert clause, user can type in manually or click the search button

1.5 Declaration Items

Complete the Declarations Items as per below image:

The screenshot shows the ALDEC software interface for a customs declaration. The main window is titled 'K1 / 6768878768'. Below the title bar, there are several tabs: 'K1 /', 'Declaration Listing', and 'K1 / 6768878768'. A toolbar contains buttons for 'Save', 'Delete', 'Ready', 'Revise', 'Correction', 'Submit', 'Response', 'Print', 'Output', 'Copy', and 'Release Lock'. The main area is divided into several sections: 'Header', 'Trading Partner', 'Exemption', 'Declaration Items', 'Container & Marking / No's', 'Supporting Document', and 'Response'. The 'Declaration Items' section is active, showing a table with the following data:

	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN
1	0101210000	PURE - BREE BREEDING ANIMALS	10.0000000	UNT	10.0000000	UNT	700.00	SG
2	3926400000	OTHERS	10.0000000	KGM	10.0000000	KGM	700.00	SG
3	3926400000	OTHERS	10.0000000	KGM	10.0000000	KGM	700.00	SG
4	0101210000	PURE - BREE BREEDING ANIMALS	10.0000000	UNT	10.0000000	UNT	700.00	SG
5	5511209000	PURE - BREE BREEDING ANIMALS	10.0000000	KGM	10.0000000	KGM	700.00	SG
6	0101210000	PURE - BREE BREEDING ANIMALS	10.0000000	UNT	10.0000000	UNT	700.00	SG
7	8703109000	VEHICLE	1.0000000	UNT	1.0000000	UNT	10000.00	SG
8	4008219040	PURE - BREE BREEDING ANIMALS	10.0000000	KGM	10.0000000	KGM	5000.00	SG
9	3926100000	OFFICE SUPPLIES	10.0000000	KGM	10.0000000	KGM	10.00	VN

Below the table, there are several input fields and buttons. The 'Total Estimated Duty Amount' is 238.70. The 'Total Amount' is 19,210.00 and the 'Invoice Value' is 19,210.00. There are buttons for 'New', 'Delete', 'Save', 'Cancel', and 'Duplicate'. Below the table, there are several input fields for 'Country of Origin', 'Statistical Qty', 'Declared Qty', 'Item Amount', 'HS Code', 'Statistical UOM', 'Declared UOM', 'Item Description', and 'Extra Item Description'. At the bottom, there are three sections for 'Import Duty', 'SST', and 'Anti Dumping', each with 'Method', 'Tariff Code Type', 'Percentage (%)', and 'Rate Exempted (%)' fields.

Figure 11: Declaration Items

Note:

- i. Click NEW button to key in items details manually or
- ii. You can import items details by uploading the information using excel template
By clicking the IMPORT FROM EXCEL button or
- iii. You can insert items information by selecting the Favourite Partner at Trading partner column under the consignor field

Important: To upload the excel template you can use a template which has been provided in C: DRIVE under ALDEC folder and you can copy the file at excel template folder

1.6 Container & Marking information

Complete the Container information (if any) and Marking as per below image:

The screenshot shows the ALDEC software interface for a customs declaration. The main window is titled 'K1 / 6768878768'. Below the title bar, there is a navigation bar with tabs for 'Header', 'Trading Partner', 'Exemption', 'Declaration Items', 'Container & Marking / No's', 'Supporting Document', and 'Response'. The 'Container & Marking / No's' tab is active. In this tab, there is an 'Import from Excel Template' button with an arrow pointing to it. Below this is a table with the following data:

	CONTAINER NO.	SIZE	STATUS	TYPE
1	213213123	20FT	FCL (Foreign)	Import
2	EISU40000001	45FT	LCL (Local)	Export
3	EISU40000001	45FT	LCL (Local)	Export
4	I43324234	20FT	FCL (Local)	Import

Below the table, there are buttons for 'New', 'Delete', 'Save', 'Cancel', and 'Duplicate'. Underneath these buttons are input fields for 'Container No.', 'Size', 'Status', and 'Type'. At the bottom, there is a 'Mark and No's' field with a 'Total Characters' counter.

Figure 12: Container & Marking

Note:

- iv. Key in container detail by click NEW button or import using excel template
- v. Click SAVE button once done.
- vi. Field up the Mark and No's field to complete the data entry
- vii. Next, go to Supporting Document as per below image

1.7 Supporting Document

Supporting Document can be field up if any

CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE TYPE	DATE
1	KEO	General Exemption Num...	KW.WB.1215678(8)35.0...	Issued	06/06/2017
2	911	Import Licence	4234324324234	Expired	16/10/2020
3	911	Import Licence	MAQ.1243235425454	Expired	31/12/2020

Figure 13: Supporting Document

Note:

- i. Click NEW button to add a supporting document reference number not an attachment
- ii. Click the SEARCH button under CODE field to search supporting document name e: g: Import License with code 911
- iii. Key in a reference number of a supporting document e: g. Import Permit Number
- iv. Then click SAVE button to save data

IMPORTANT: Insert a supporting document if any. If not, just leave it blank

2. HOW TO CREATE K2 FORM

FA can create K2 form by preparing the document via ALDEC. Below are the steps:

2.1 Create K2

- Login to ALDec by click the icon as per below



Figure 14 AlDec Icon

- Login page will be displayed

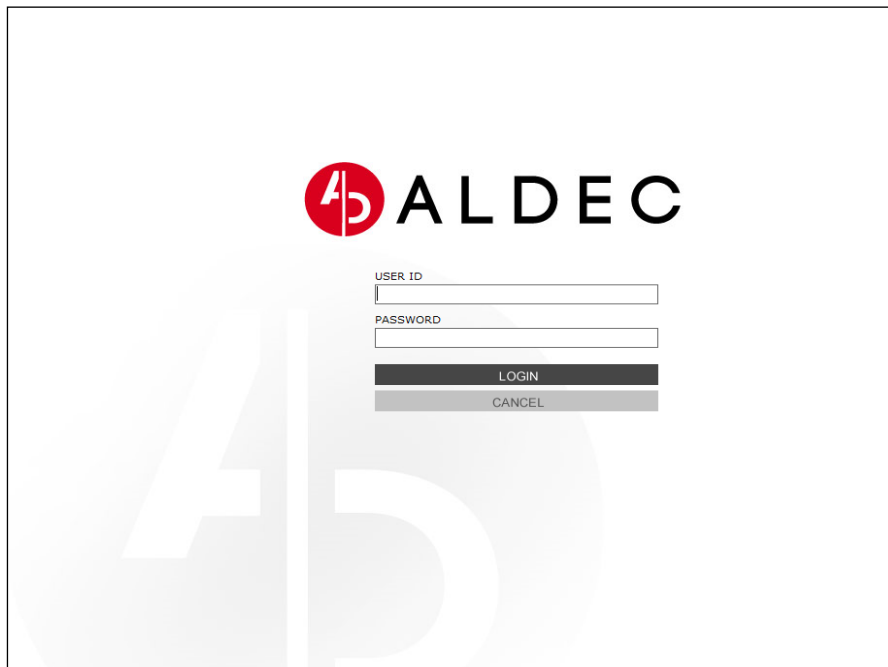


Figure 15: Login page

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

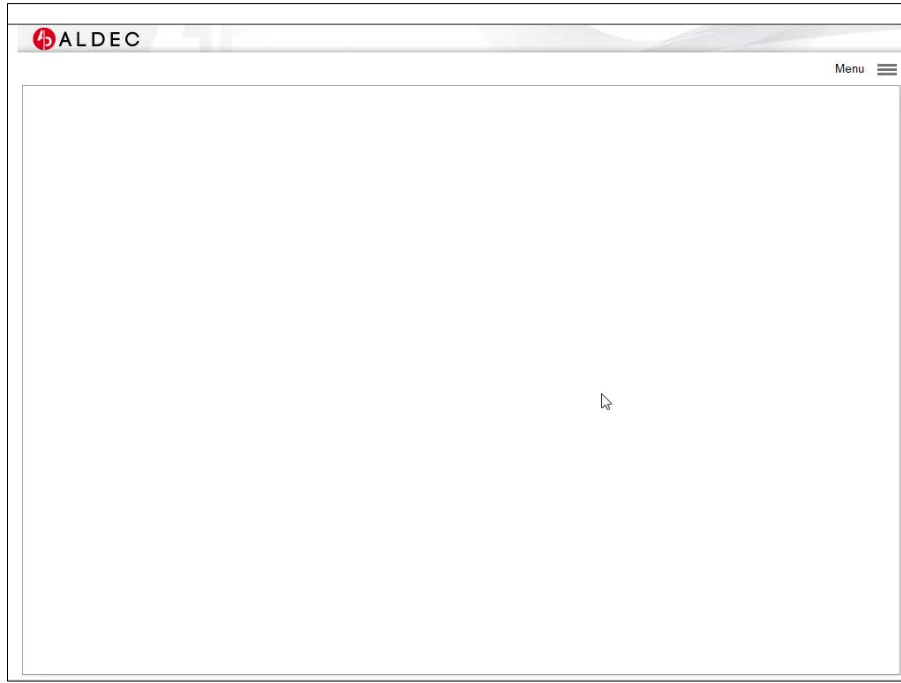


Figure 16: Dashboard

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

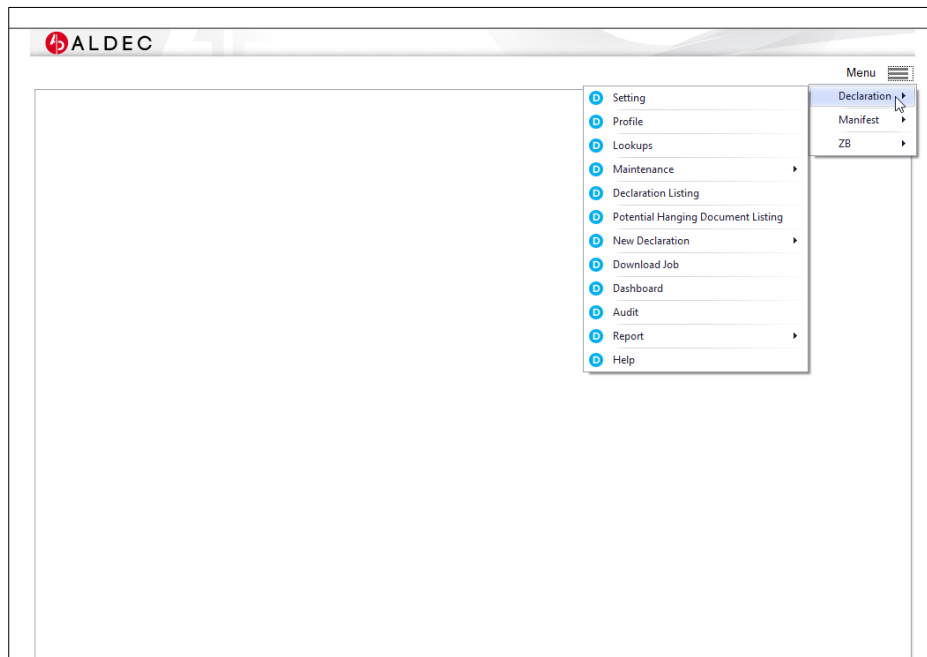


Figure 17: Menu

- iv. Select click Menu and select Declaration
- v. Select CUSCAR then choose New Declaration
- vi. For Import, select K2 as per below image

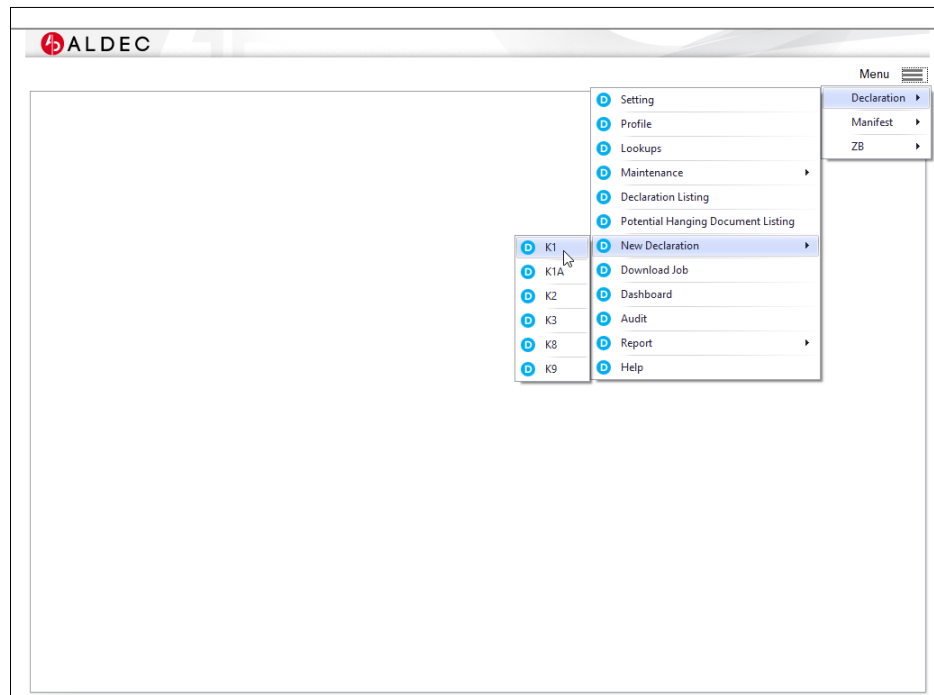


Figure 18: Create K2

Important: Maintenance can be update before preparing any job at maintenance menu.

3. Below image is displayed after click K2

The screenshot shows the ALDEC K2 / Data Entry Field interface. The form is divided into several sections: Header, Invoice Information, Charges Information, Package Information, Location, and Shipment Information (Sea). Mandatory fields are highlighted in yellow. The Agent Code is HF1001, Invoice No. is blank, Invoice Value is 0.00, Date is 09/02/2021, Mode of Transport is SEA, and Gross Weight is 0.0000. The form also includes a 'Splitting Option' section with 'Split Single Item' set to 'No' and a 'Strategic Trade Act (STA)' section with 'Required STA Permit' set to 'No'.

Figure 19: Data Entry Field

4. Key in all mandatory field which coloured in yellow as per above image

- i. Key in Header
- ii. Key in Trading Partner
- iii. Key in Exemption (if any)
- iv. Key in Declaration Items
- v. Key in Container (if any) and Mark & No's
- vi. Key in Supporting Document (if any)

5. Below are the steps to complete the details

2.2 Header Information

The screenshot displays the ALDEC software interface for a customs declaration header. The main title is 'K2 / 8888888'. Below the title is a navigation bar with tabs for 'Header', 'Trading Partner', 'Exemption', 'Declaration Items', 'Container /Mark & No's', 'Supporting Document', and 'Response'. The 'Header' tab is active, showing a form with the following sections:

- Header:** Declaration Job No. (8888888), Agent Code (HF1001), Shipment Type (Full), Export Date (03/03/2020), Mode of Transport (SEA), Customs Station (S87), Transaction Type (0001), Spitting Option (No).
- Invoice Information:** Invoice No. (SAMPLE INVOICE), Inco Term (FOB), Invoice Value (10,000.00), Currency (MYR), Date (06/06/2017), Exchange Rate (1.0000), Amount Received (10,000.00), Currency (MYR), Exchange Rate (1.0000).
- Location:** Place of Export (MYHSB), Port of Discharge (SGSIN), Payment for Goods received (SG), Port of Transshipment, Country of Origin (MY), Country of Final Destination (SG), Terminal Operator (BAL001).
- Charges Information:** Freight (0.00), Currency (MYR), Exchange Rate (1.0000), Insurance (0.0000), Other (0.00), Port (0.00), Freight based on Gross Weight (checkbox).
- Cargo Description:** Cargo Class (0), OTHERS, General (PERSONAL EFFECT).
- Package Information:** Gross Weight (2,000.0000), UOM (KGM), Measurement (0.0000), UOM (MTQ), No. of Package (50,000), Type (CT), Packaging Material (0).
- Shipment Information (Sea):** Ship Call No. (SDFSDF), Voyage No. (SDFSDF).
- Strategic Trade Act (STA):** Required STA Permit (No).

Figure 20: Header Details

Note:

- viii. Create Job Number under Header
- ix. Field up invoice details under Invoice Information
- x. Field up Location information
- xi. Field up Charges Information (if any)
- xii. Field up Cargo Description
- xiii. Field up Package information
- xiv. Field up Shipment information (by Sea, Air or Road) is depending on Mode of transport
- xv. Select YES or NO under Strategic Trade Act



Important: Click Look Up table button to search items in drop list

- Below is the completed header information

The screenshot displays the ALDEC software interface for a customs declaration. The main window title is 'K2 / 8888888'. The interface is divided into several sections:

- Header:** Declaration Job No. 8888888, Agent Code HF1001, Shipment Type Full, Export Date 03/03/2020, Mode of Transport SEA, Transaction Type 0001, Customs Station S87.
- Invoice Information:** Invoice No. SAMPLE INVOICE, Inco Term FOB, Invoice Value 10,000.00, Currency MYR, Date 06/06/2017, Exchange Rate 1.0000, Amount Received 10,000.00, Currency MYR, Exchange Rate 1.0000.
- Charges Information:** Freight 0.00, Currency MYR, Exchange Rate 1.0000, Insurance 0.0000, % 0.0000, Exchange Rate 1.0000, Other 0.00, Currency MYR, Exchange Rate 1.0000, Port 0.00, Exchange Rate 0.0000.
- Location:** Place of Export MYHSB, Port of Discharge SGSIN, Payment for Goods received SG, Port of Transhipment, Country of Origin MY, Country of Final Destination SG, Terminal Operator BAL001.
- Package Information:** Gross Weight 2,000.0000 / UOM KGM, Measurement 0.0000 / UOM MTQ, No. of Package 50,000, Type CT, Packaging Material 0.
- Shipment Information (Sea):** Shp Call No. SDFSD, Voyage No. SDFSD.
- Cargo Description:** Cargo Class 0, OTHERS, General PERSONAL EFFECT.
- Strategic Trade Act (STA):** Required STA Permit Yes No.

Figure 21: Header Information

Important: Make sure that all mandatory fields are inserted

2.3 Trading Partner Information

Key in trading partner information by click the search button or by type in the information in the blank field as per below image

The screenshot shows the ALDEC system interface for a trading partner. The main window is titled 'ALDEC' and 'K2 / 8888888'. Below the title bar, there are navigation tabs: 'Header', 'Trading Partner', 'Exemption', 'Declaration Items', 'Container / Mark & No's', 'Supporting Document', and 'Response'. The 'Trading Partner' tab is active. The interface is divided into four main sections:

- Consignor Information:** Fields include Partner ID (SONY), Consignor Name (SONY TECHNOLOGY SDN BHD), Consignor Address (ADD 1, ADD 2, ADD 3), Organization Type (B), and Favourite Partner.
- Consignee Information:** Fields include Partner ID, Consignee Name (ACE PRIVATE LIMITED), and Consignee Address (125 CECIL STREET, JURONG HIGH, SINGAPORE SG).
- Shipping Agent Information:** Fields include Code (SS0120), Shipping Agent Name (KUDRAT MARITIME (SABAH) SDN BHD), Shipping Agent Address (LOT 30, 2ND FLOOR, LAZENDA COMMERCIAL CENTRE, PHASE 2, P.O. BOX 80085, LABUAN), and Agent Code (SS0120).
- Declarant Information:** Fields include Declarant ID (isd), Declarant Name (firdaus), Designation (dfhdfh), and NRIC (5476456546).

Figure 22: Trading Partner

Note:

- v. Field up the consignee details
- vi. Field up the consignor details
- vii. Field up the Shipping Agent Information (If transport mode is by sea)
- viii. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu.

2.4 Exemption Information

Complete the Exemption information if the transaction is under exemption under the header information field

The screenshot displays the ALDEC software interface for a customs declaration. The window title is 'ALDEC K2 / 8888888'. The interface includes a menu bar with options: Save, Delete, Ready, Revise, Correction, Submit, Response, Print, Output, Copy, and Release Lock. Below the menu bar are tabs for Header, Trading Partner, Exemption, Declaration Items, Container /Mark & No's, Supporting Document, and Response. The main form is divided into several sections:

- Transaction Type:** Transaction Type: NORMAL EXPORT, SMK Code: E.
- General / Treasury Exemption:** Type: TG, Reference No.: 132131231/KL.
- Claimant Information:** Code: 2011, Claimant Name: ABD HALIM ABD HAMID, Company Name: OKUMURA METALS (M) SDN BHD, Claimant NRIC: 8888888888, Designation: SALES MANAGER.
- Sales Tax Exemption:** Type: [empty], Customs Station Code: [empty], Ref. No./Item No: [empty], Registration Date: 06/06/2017.
- Special Treatment:** Type: [empty], Reference No.: [empty].
- Clause:** With Clause, Clause Title: KEO. Below this is a text area containing a legal disclaimer: "Saya (name) k/p (icno), (jobtitle), (companyname) dgn ini menegesahkan bhw barang-barang terstbt di atas di import oleh/ diekspor oleh/ akan dibekalkan kpd (companyname) & pengecualian duti kastam adalah di tuntut di bawah butiran (refno) kpd Perintah Duti Kastam (Pengecualan)1988 tertakluk kpd syarat-syarat yg di terkandung dimnyia."

Figure 23: Exemption

Note: To insert clause (if any), user can type in manually or click the search button then choose any template according to document

2.5 Declaration Items

Complete the Declarations Items as per below image:

HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	
1	2709001000	PERSONNEL EFFECT	2000.0000000	KGM	2000.0000000	KGM	10000.00

Figure 24: Declaration Items

Note:

- viii. Click NEW button to key in items details manually or
- ix. You can import items details by uploading the information using excel template
By clicking the IMPORT FROM EXCEL button or
- x. You can insert items information by selecting the Favourite Partner at Trading partner column under the consignor field

Important: To upload the excel template you can use a template which has been provided in C: DRIVE under ALDEC folder and you can copy the file at excel template folder

2.6 Container & Marking information

Complete the Container information (if any) and Marking as per below image:

The screenshot displays the ALDEC software interface for a customs declaration. The main window title is 'K2 / 8888888'. The 'Container /Mark & No's' tab is selected, showing a table with the following columns: CONTAINER NO., SIZE, STATUS, and TYPE. Below the table, there are buttons for 'New', 'Delete', 'Save', 'Cancel', and 'Duplicate'. There are also input fields for 'Container No.', 'Size', 'Status', and 'Type'. At the bottom, there is a 'Mark and No's' field containing 'NIL' and a 'Total Characters' counter showing '3'. Two black arrows point to the 'Import from Excel Template' button and the 'New' button.

Figure 25: Container & Marking

Note:

- xi. Key in container detail by click NEW button or import using excel template
- xii. Click SAVE button once done.
- xiii. Field up the Mark and No's field to complete the data entry
- xiv. Next, go to Supporting Document as per below image

2.7 Supporting Document

Supporting Document can be field up if any

CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE	DATE TYPE
------	-------------	-----------------	----------	------	-----------

New Delete Save Cancel Duplicate

Code

Customs Station

Reference No.

Date Type

Date 09/02/2021

Figure 26: Supporting Document

Note:

- v. Click NEW button to add a supporting document reference number not an attachment
- vi. Click the SEARCH button under CODE field to search supporting document name e: g: Import License with code 911
- vii. Key in a reference number of a supporting document e: g. Import Permit Number
- viii. Then click SAVE button to save data

IMPORTANT: Insert a supporting document if any. If not, just leave it blank

3. HOW TO CREATE K3 FORM

FA can create K2 form by preparing the document via ALDEC. Below are the steps:

3.1 Create K3

- Login to ALDec by click the icon as per below



Figure 27 ALDec Icon

- Login page will be displayed



Figure 28: Login page

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

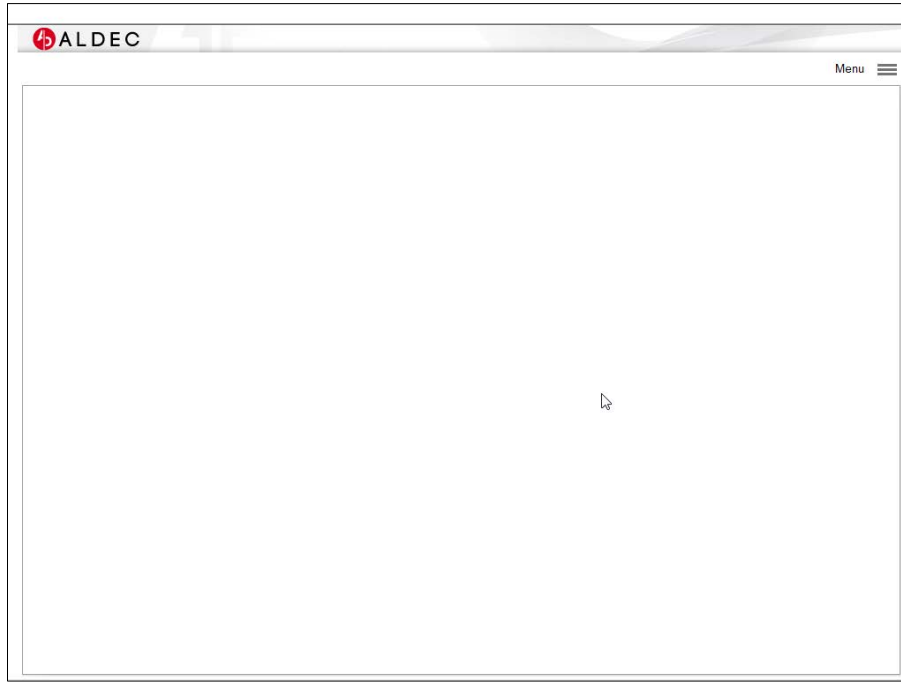


Figure 29: Dashboard

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

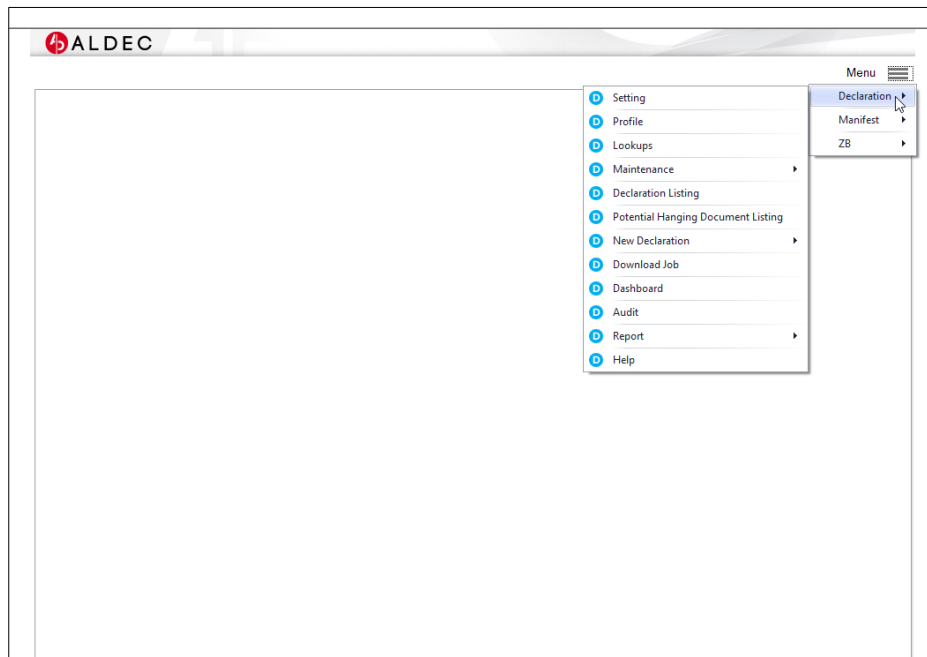


Figure 30: Menu

- vii. Select click Menu and select Declaration
- viii. Select CUSCAR then choose New Declaration
- ix. For Import, select K3 as per below image

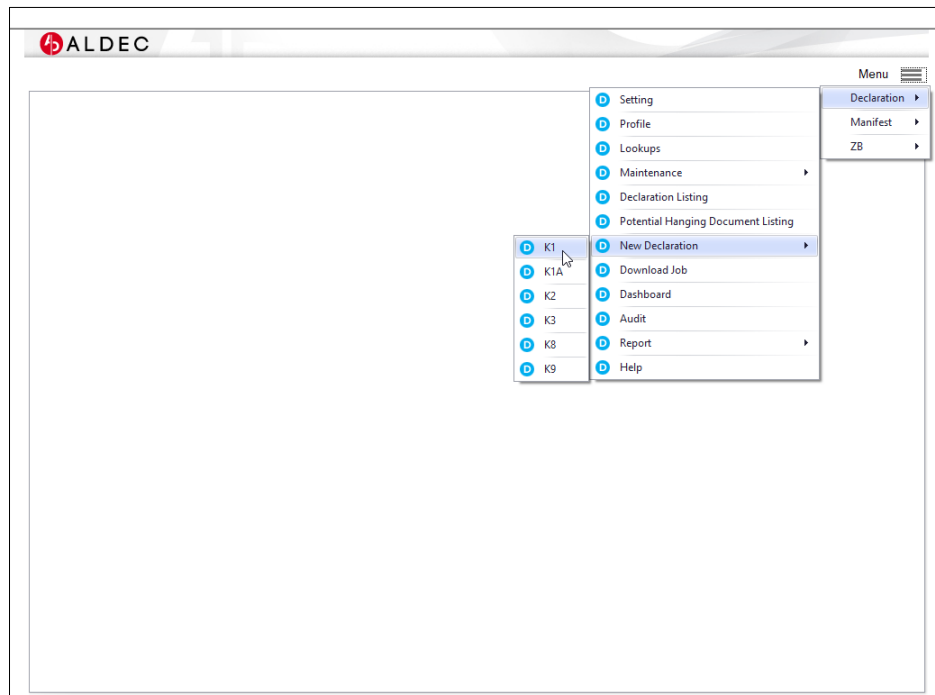


Figure 31: Create K3

Important: Maintenance can be update before preparing any job at maintenance menu.

6. Below image is displayed after click K3

The screenshot shows the ALDEC K3 data entry form. The form is divided into several sections: Header, Invoice Information, Charges Information, Location, Package Information, Shipment Information (Sea), Cargo Description, Security Details, and Applicant Details. Many input fields are highlighted in yellow, indicating they are mandatory. The 'Header' section includes fields for Declaration Job No., Agent Code (PF1001), Shipment Type (Full), Despatch Date (09/02/2021), Customs Station, Mode of Transport (SEA), and Declaration Type (OUTGOING CARGO). The 'Invoice Information' section includes Invoice No., Inco Term (FOB), Invoice Value (0.00), Currency, Date (09/02/2021), and Exchange Rate (0.0000). The 'Charges Information' section includes Freight, Insurance, Other, and Port, all with values of 0.00 and an Exchange Rate of 0.0000. The 'Location' section includes Port of Lading, Port of Discharge, Final Destination, and Move To. The 'Package Information' section includes Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, and Packaging Material. The 'Shipment Information (Sea)' section includes Ship Call No. and Voyage No. The 'Cargo Description' section includes Cargo Class and General. The 'Security Details' section includes Ref. No., Year, Station, and Amount (0.00). The 'Applicant Details' section includes Name, NRIC, and Designation.

Figure 32: Data Entry Field

7. Key in all mandatory field which coloured in yellow as per above image

- vii. Key in Header
- viii. Key in Trading Partner
- ix. Key in Declaration Items
- x. Key in Container (if any) and Mark & No's
- xi. Key in Supporting Document (if any)

8. Below are the steps to complete the details

3.2 Header Information

The screenshot displays the ALDEC software interface for a customs declaration. The 'Header' tab is active, showing a form with the following sections and fields:

- Header:** Declaration Job No., Agent Code (PF1001), Shipment Type (Full), Despatch Date (09/02/2021), Mode of Transport (SEA), Declaration Type (OUTGOING CARGO), Transaction Type, Splitting Option (Yes/No), Master Job No.
- Invoice Information:** Invoice No., Inco Term (FOB), Invoice Value (0.00), Currency, Date (09/02/2021), Exchange Rate (0.0000).
- Charges Information:** Freight (0.00), Insurance (0.00), Other (0.00), Port (0.00), Exchange Rate (0.0000), Freight based on Gross Weight (checkbox).
- Location:** Port of Lading, Port of Discharge, Final Destination, Move To, Terminal Operator.
- Package Information:** Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, Type, Packaging Material.
- Shipment Information (Sea):** Ship Call No., Voyage No.
- Cargo Description:** Cargo Class (General), General description field.
- Security Details:** Ref. No., Year, Station, Amount (0.00).
- Applicant Details:** Name, NRIC, Designation.

Figure 33: Header Details

Note:

- xvi. Create Job Number under Header
- xvii. Field up invoice details under Invoice Information
- xviii. Field up Location information
- xix. Field up Charges Information (if any)
- xx. Field up Cargo Description
- xxi. Field up Package information
- xxii. Field up Shipment information (by Sea or Air) is depending on Mode of transport
- xxiii. Field up Security details (if any) and Applicant Details (If any)



Important: Click Look Up table button to search items in drop down list

- Below is the completed header information

The screenshot shows the ALDEC K3 / 02 interface with the following data entered in the header information form:

Header		Invoice Information	
Declaration Job No.	02	Invoice No.	1
Agent Code	HF1001	Inco Term	FOB
Shipment Type	Partial	Invoice Value	5.00
Despatch Date	29/11/2018	Currency	BDT
Customs Station	A10	Date	29/11/2018
Mode of Transport	SEA	Exchange Rate	4.1200
Declaration Type	OUTGOING CARGO	Charges Information	
Transaction Type	0001 DUTIABLE ON EXPORT	Freight	0.00
Splitting Option		Insurance	0.00
Split Single Item	<input type="radio"/> Yes <input checked="" type="radio"/> No	Other	0.00
Master Job No.	0	Port	0.00
Location		Cargo Description	
Port of Lading	ADFMO	Cargo Class	1
Port of Discharge	ADFMO	General	123
Final Destination	AEABU	Security Details	
Move To	A11	Ref. No.	
Terminal Operator	BBL001	Year	
Package Information		Station	
Gross Weight	5.0000 / UOM KGM	Amount	0.00
Measurement	10.0000 / UOM MTQ	Applicant Details	
No. of Package	10	Name	
Type	II	NRIC	
Packaging Material	7	Designation	
Shipment Information (Sea)			
Ship Call No.	1		
Voyage No.			

Figure 34: Header Information

Important: Make sure that all mandatory fields are inserted

3.3 Trading Partner Information

Key in trading partner information by click the search button or by type in the information in the blank field as per below image

The screenshot displays the ALDEC software interface for the 'Trading Partner' form. The form is titled 'K3 / 02' and includes a 'Menu' button in the top right corner. Below the title bar, there are navigation tabs: 'Header', 'Trading Partner', 'Declaration Items', 'Container & Marking / No's', 'Supporting Document', and 'Response'. A toolbar contains buttons for 'Save', 'Delete', 'Ready', 'Revise', 'Correction', 'Submit', 'Response', 'Print', 'Output', 'Copy', and 'Release Lock'. The form is divided into four main sections:

- Consignee Information:** Fields include Partner ID (PTI), Consignee Name (PT INDONESIA LIMITED), Consignee Address (ADDRESS LINE 1, 2, 3), and Organization Type (B). A blue arrow points to the Partner ID field.
- Consignor Information:** Fields include Partner ID (PTI), SST No., Consignor Name (PT INDONESIA LIMITED), Consignor Address (ADDRESS LINE 1, 2, 3), Organization Type (D), and ROB/ROC No. (123).
- Shipping Agent Information:** Fields include Code (AS0012), Shipping Agent Name (LUMUT VENTURE SDN BHD), Shipping Agent Address (57A, PERSIARAN 3/5, PUSAT BANDAR, SERI MANJUNG SEKSYEN 3, SERI MANJUNG, PERAK DR), and Agent Code (AS0012).
- Declarant Information:** Fields include Declarant ID (SYAHRIL), Declarant Name (SYAHRIL BIN JAMIL), Designation (TESTER), and NRIC (780115146115).

Figure 35: Trading Partner

Note:

- ix. Field up the consignee details
- x. Field up the consignor details
- xi. Field up the Shipping Agent Information (If transport mode is by sea)
- xii. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu.

3.4 Declaration Items

Complete the Declarations Items as per below image:

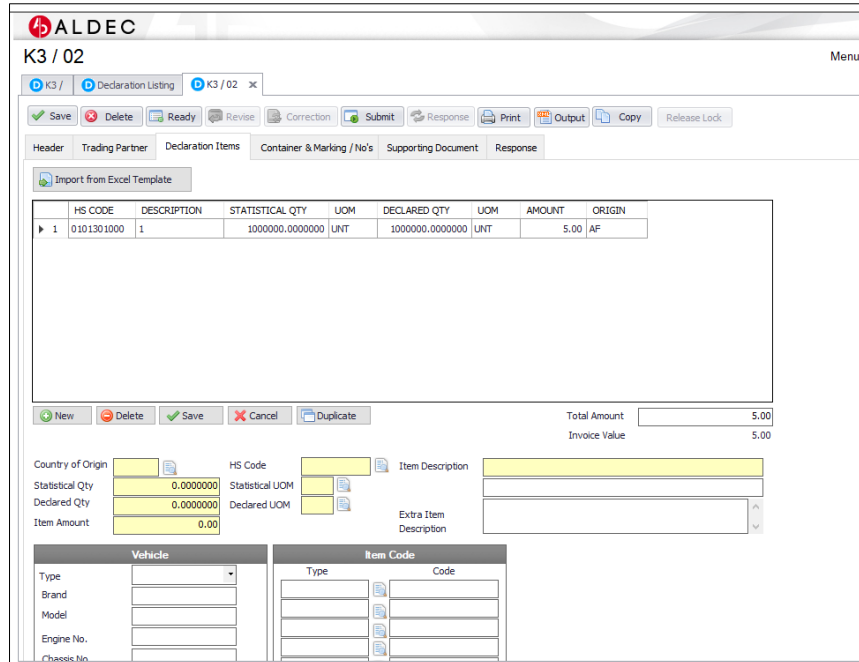


Figure 36: Declaration Items

Note:

- xv. Click NEW button to key in items details manually or
- xvi. You can import items details by uploading the information using excel template
By clicked the IMPORT FROM EXCEL button or
- xvii. You can insert items information by select the Favourite Partner at Trading partner column
under the consignor field

**Important: To upload the excel template you can use a template which has been provide
in C: DRIVE under ALDEC folder and you can copy the file at excel template folder**

3.5 Container & Marking information

Complete the Container information (if any) and Marking as per below image:

The screenshot displays the ALDEC software interface for the 'Container & Marking / No's' section. The interface includes a menu bar with options like Save, Delete, Ready, Revise, Correction, Submit, Response, Print, Output, Copy, and Release Lock. Below the menu bar, there are tabs for Header, Trading Partner, Declaration Items, Container & Marking / No's, Supporting Document, and Response. The 'Container & Marking / No's' tab is active, showing a table with columns for CONTAINER NO., SIZE, STATUS, and TYPE. Below the table, there are buttons for New, Delete, Save, Cancel, and Duplicate. There are also input fields for Container No., Size, Status, and Type. At the bottom, there is a 'Mark and No's' section with a yellow highlighted area and a 'Total Characters' field showing '1'. Two black arrows point to the 'Import from Excel Template' button and the 'New' button.

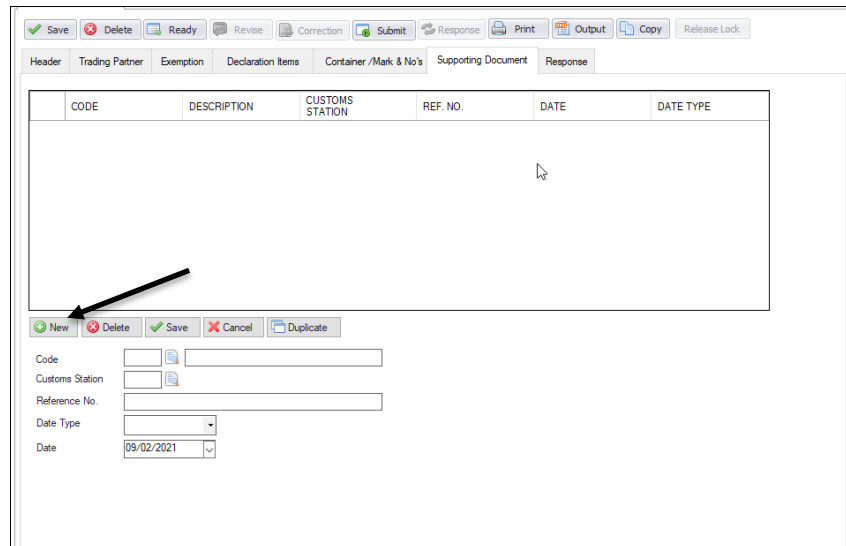
Figure 37: Container & Marking

Note:

- xviii. Key in container detail by click NEW button or import using excel template
- xix. Click SAVE button once done.
- xx. Field up the Mark and No's field to complete the data entry
- xxi. Next, go to Supporting Document as per below image

3.6 Supporting Document

Supporting Document can be field up (if any)



CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE	DATE TYPE
------	-------------	-----------------	----------	------	-----------

Figure 38: Supporting Document

Note:

- ix. Click NEW button to add a supporting document reference number not an attachment
- x. Click the SEARCH button under CODE field to search supporting document name e: g: Import License with code 911
- xi. Key in a reference number of a supporting document e: g. Import Permit Number
- xii. Then click SAVE button to save data

IMPORTANT: Insert a supporting document if any. If not, just leave it blank

4. HOW TO CREATE K8 FORM

FA can create K8 form by preparing the document via ALDEC. Below are the steps:

4.1 Create K8

- Login to ALDec by click the icon as per below



Figure 39 ALDec Icon

- Login page will be displayed

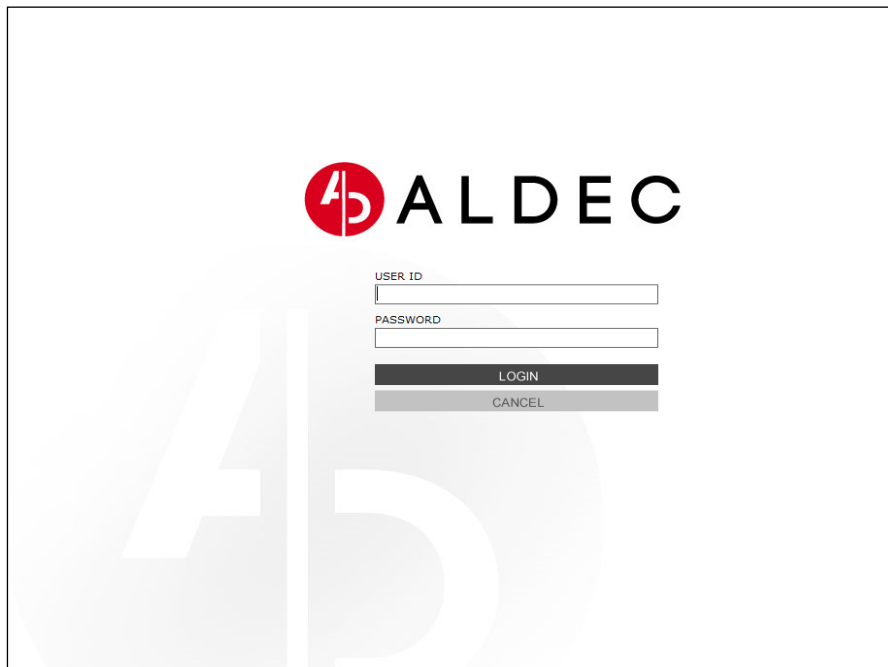


Figure 40: Login page

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

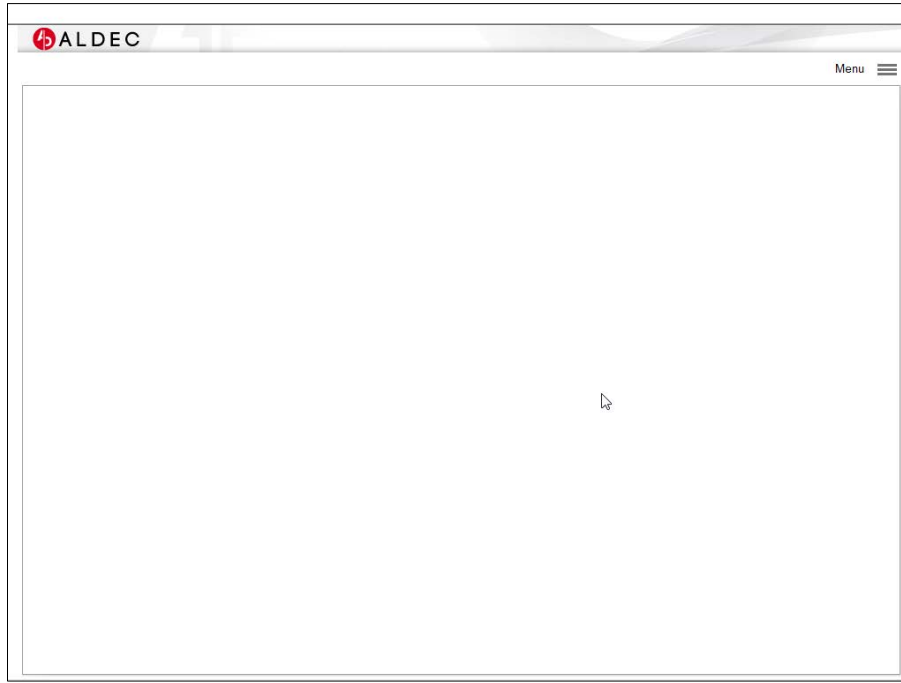


Figure 41: Dashboard

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

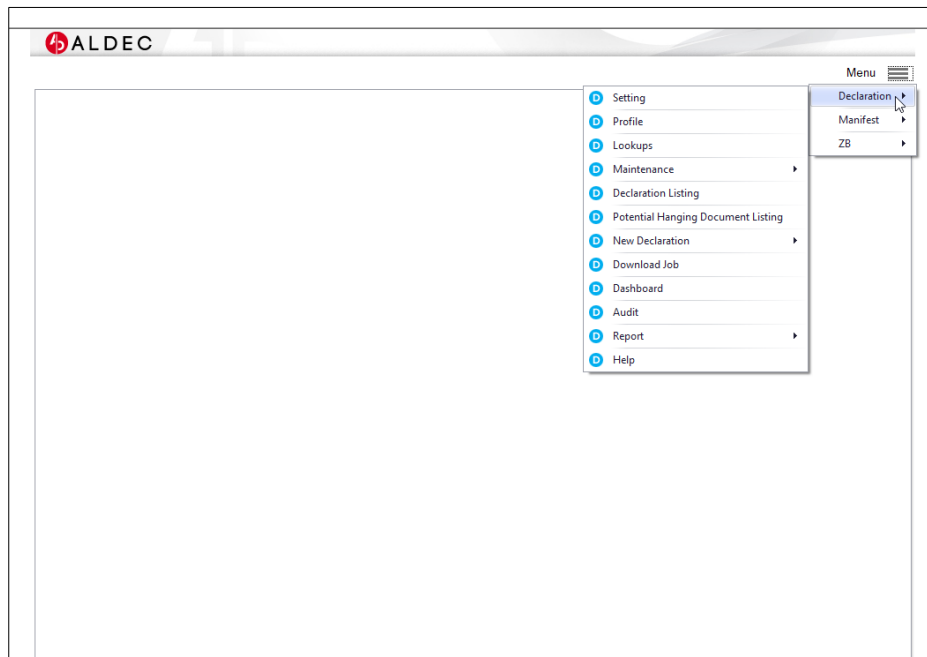


Figure 42: Menu

- x. Select click Menu and select Declaration
- xi. Select CUSCAR then choose New Declaration
- xii. For Import, select K3 as per below image

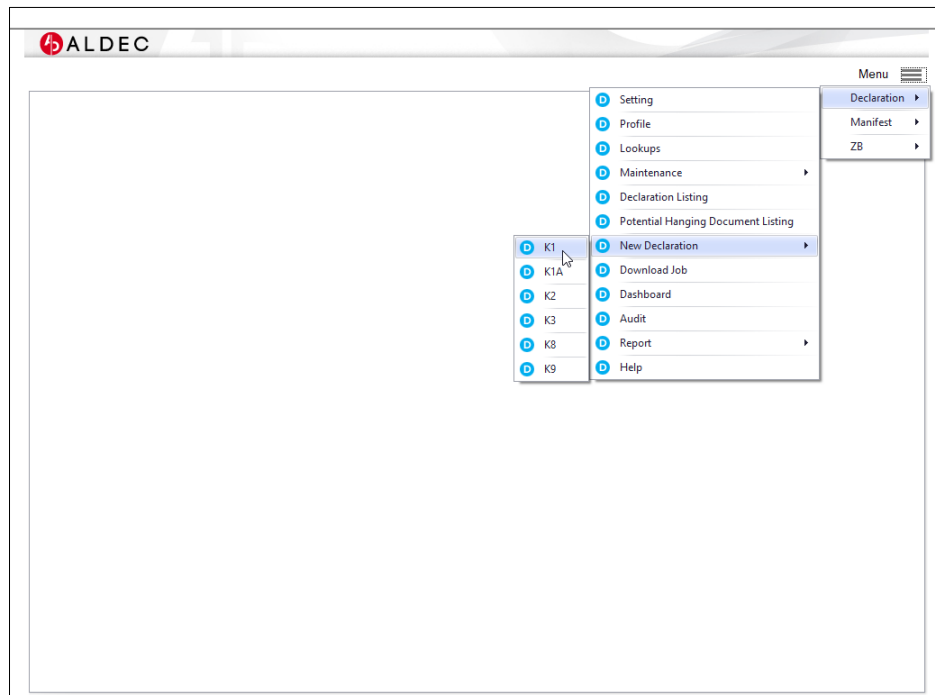


Figure 43: Create K8

Important: Maintenance can be update before preparing any job at maintenance menu.

9. Below image is displayed after click K8

The screenshot shows the ALDEC K8 / Data Entry Field interface. The form is divided into several sections: Header, Invoice Information, Charges Information, Location, Package Information, and Strategic Trade Act (STA). Mandatory fields are highlighted in yellow. The Header section includes fields for Declaration Job No., Shipment Type, Import Date, Declaration Type, and Mode of Transport. Invoice Information includes Invoice No., Invoice Value, Date, and Amount to be Received. Charges Information includes Freight, Insurance, and Other. Location includes Port of Loading, Place of Discharge, and Port of Transhipment. Package Information includes Gross Weight, Measurement, No. of Package, and Packaging Material. The STA section includes a Required STA Permit field with YES and NO radio buttons.

Figure 44: Data Entry Field

10. Key in all mandatory field which coloured in yellow as per above image

- i. Key in Header
- ii. Key in Additional Info
- iii. Key in Trading Partner
- iv. Key in Declaration Items
- v. Key in Container (if any) and Mark & No's
- vi. Key in Supporting Document (Either Bank Guarantee or General Bond)
- vii. Key in Conveyance (type of vehicle e: g. Trailer)

11. Below are the steps to complete the details

4.2 Header Information

The screenshot displays the ALDEC software interface for a customs declaration. The title bar shows 'ALDEC' and the declaration number 'K8 / 46546456'. The interface is organized into several sections:

- Header:** Contains fields for Declaration Job No (46546456), Shipment Type (Full), Agent Code (HF1001), Export Date (10/11/2020), Declaration Type (EXPORT), Mode of Transport (ROAD), and Transaction Type (0001 EXPORT TRANSHIPMENT).
- Invoice Information:** Includes Invoice No (INVOICE), Invoice Value (200,000.00), Date (14/09/2016), and Amount to be Received (100,000.00).
- Charges Information:** Lists Freight (5,000.00), Insurance (1.00), Other (600.00), and Port (0.00).
- Cargo Description:** Shows Cargo Class (0) and General description (SCHOOL SUPPLIES).
- Location:** Details Port of Export (MYPKG), Payment Received (SG), and Terminal Operator (BAL001).
- Package Information:** Specifies Gross Weight (50,000.0000), Measurement (0.0000), and No. of Package (1,000).
- Strategic Trade Act (STA):** Features a 'Required STA Permit' section with radio buttons for YES and NO.

Figure 45: Header Details

Note:

- i. Create Declaration Job Number under Header
- ii. Field up invoice details under Invoice Information
- iii. Field up Location information
- iv. Field up Charges Information (if any)
- v. Field up Cargo Description
- vi. Field up Package information
- vii. Select YES if export under STA or NO if not applicable, under Strategic Trade Act (STA)



Important: Click Look Up table button to search required items in a drop-down list

- Below is the completed header information

The screenshot displays the ALDEC system interface for a customs declaration. The main title is "ALDEC" with a logo. Below it, the declaration number "K8 / 46546456" is shown. The interface includes a navigation bar with tabs: "Header", "Additional Info", "Trading Partner", "Declaration Item (Export)", "Container & Marking / No's", "Supporting Document", "Conveyance", and "Response". The "Header" tab is active, showing the following information:

Header		Invoice Information			
Declaration Job No.	46546456	K1 Declaration Job			
Shipment Type	Full	Agent Code	HF1001		
Export Date	10/11/2020	Customs Station	J25		
Declaration Type	EXPORT	Invoice No.	INVOICE		
Mode of Transport	ROAD	Inco Term	FOB		
Transaction Type	0001 EXPORT TRANSHIPMENT	Invoice Value	200,000.00		
Splitting Option	Split Single Item <input type="radio"/> Yes <input checked="" type="radio"/> No	Currency	USD		
Master Job No.		Date	14/09/2016		
Location		Amount to be Received	100,000.00		
Port of Export	MYPKG	Currency	USD		
Place of Discharge	SSSIN	Exchange Rate	4.2038		
Payment Received	SG	Freight	5,000.00		
Terminal Operator	BAL001	Insurance	1.00		
Country of Final Destination	SG	Other	600.00		
Package Information		Part	0.00		
Gross Weight	50,000.0000 / UOM KGM	Freight based on Gross Weight	<input type="checkbox"/>		
Measurement	0.0000 / UOM MTQ	Cargo Description			
No. of Package	1,000	Type	CR	Cargo Class	0 OTHERS
Packaging Material	3	General		SCHOOL SUPPLIES	
Strategic Trade Act (STA)		Required STA Permit		<input type="radio"/> YES <input checked="" type="radio"/> NO	

Figure 46: Header Information

Important: Please make sure that all mandatory fields are inserted

4.3 Additional Info

Key in additional info by click the search button or by type in the information in the blank field as per below image

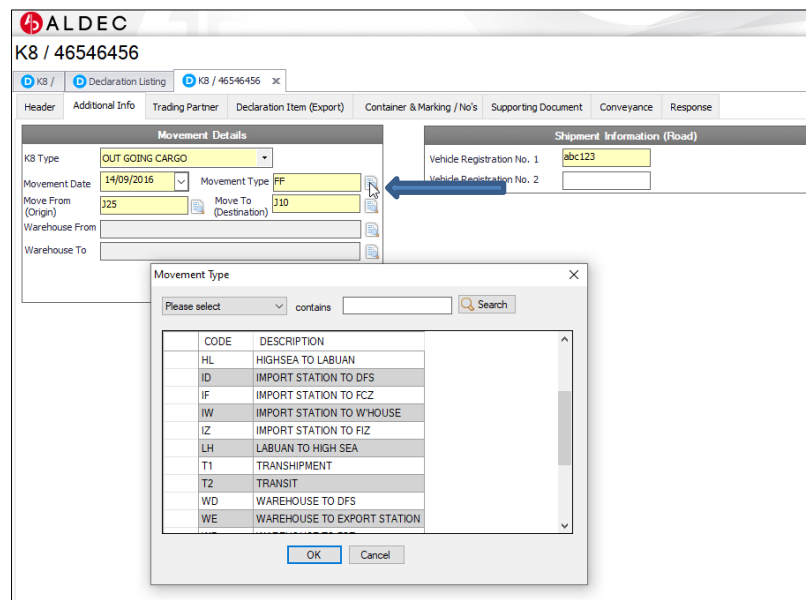


Figure 47: Additional Info

Note:

- i. Field up K8 Type (Outgoing Cargo or Change of Conveyance)
- ii. Field up the movement date
- iii. Field up the Movement Type by clicked the search button
- iv. Field up the Move From (Origin) and Move To (Destination)
- v. Field up the Shipment Information

Important:

4.4 Trading Partner Information

Key in trading partner information by click the search button or by type in the information in the blank field as per below image

The screenshot displays the ALDEC web application interface for a customs declaration. The 'Trading Partner' tab is active, showing four main information sections: Consignor Information, Consignee Information, Shipping Agent Information, and Declarant Information. Each section contains various input fields for partner details, addresses, and organizational information. A blue arrow highlights the search button in the Consignor Information section.

Figure 48: Trading Partner

Note:

- i. Field up the consignee details
- ii. Field up the consignor details
- iii. Field up the Shipping Agent Information (If transport mode is by sea)
- iv. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu.

4.5 Declaration Items

Complete the Declarations Items as per below image:

HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN
3925400000	SCHOOL SUPPLIES	1000.0000000	KGM	1000.0000000	KGM	1000000.00	MY
3925400000	SCHOOL SUPPLIES	1000.0000000	KGM	1000.0000000	KGM	1000000.00	MY

Figure 49: Declaration Items

Note:

- i. Click NEW button to key in items details manually or
- ii. You can import items details by uploading the information using excel template
By clicked the IMPORT FROM EXCEL button or
- iii. You can insert items information by select the Favourite Partner at Trading partner column under the consignor field

Important: To upload the excel template you can use a template which has been provide in C: DRIVE under ALDEC folder and you can copy the file at excel template folder

4.6 Container & Marking information

Complete the Container information (if any) and Marking as per below image:

ALDEC
K8 / 46546456

Declaration Listing K8 / 46546456 x

Save Delete Ready Revise Correction Submit Response Print Output Copy Release Lock

Header Additional Info Trading Partner Declaration Item (Export) Container & Marking / No's Supporting Document Conveyance Response

Import from Excel Template

	CONTAINER NO.	SIZE	STATUS	TYPE
1	EISU4000001	45FT	LCL (Local)	Export
2	234324	20FT	FCL (Foreign)	Import

New Delete Save Cancel Duplicate

Container No. Size Status Type

Mark and No's

AS PER ADDRESS

Total Characters 14

Figure 50: Container & Marking

Note:

- i. Key in container detail by click NEW button or import using excel template
- ii. Click SAVE button once done.
- iii. Field up the Mark and No's field to complete the data entry
- iv. Next, go to Supporting Document as per below image

4.7 Supporting Document

Supporting Document can be field up

CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE	DATE TYPE
430	BANKERS GUARANTEE		H1000000005	14/09/2016	Issued

Buttons: New, Delete, Save, Cancel, Duplicate

Code:

Customs Station:

Reference No.:

Date Type:

Date:

Figure 51: Supporting Document

Note:

- i. Click NEW button to add a supporting document reference number not an attachment
- ii. Click the SEARCH button under CODE field to search supporting document name e: g: Bankers Guarantee with code 430
- iii. Key in a reference number of a supporting document
- iv. Then click SAVE button to save data

IMPORTANT: For K8, supporting document is required either Bankers Guarantee or General Bond

4.8 Conveyance

Conveyance can be field up as per below image

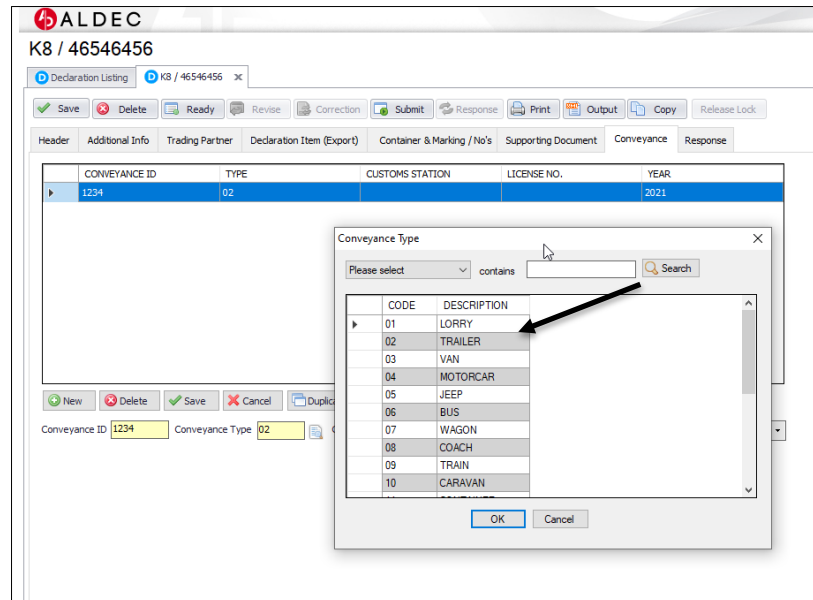


Figure 52: Supporting Document

Note:

- i. Click NEW button to add a conveyance detail
- ii. Click the SEARCH button and list will be displayed
- iii. Select the required items then click SAVE to save data

5. HOW TO CREATE K9 FORM

FA can create K1 form by preparing the document via ALDEC. Below are the steps:

5.1 Create K9

- Login to ALDec by click the icon as per below



Figure 53 ALDec Icon

- Login page will be displayed

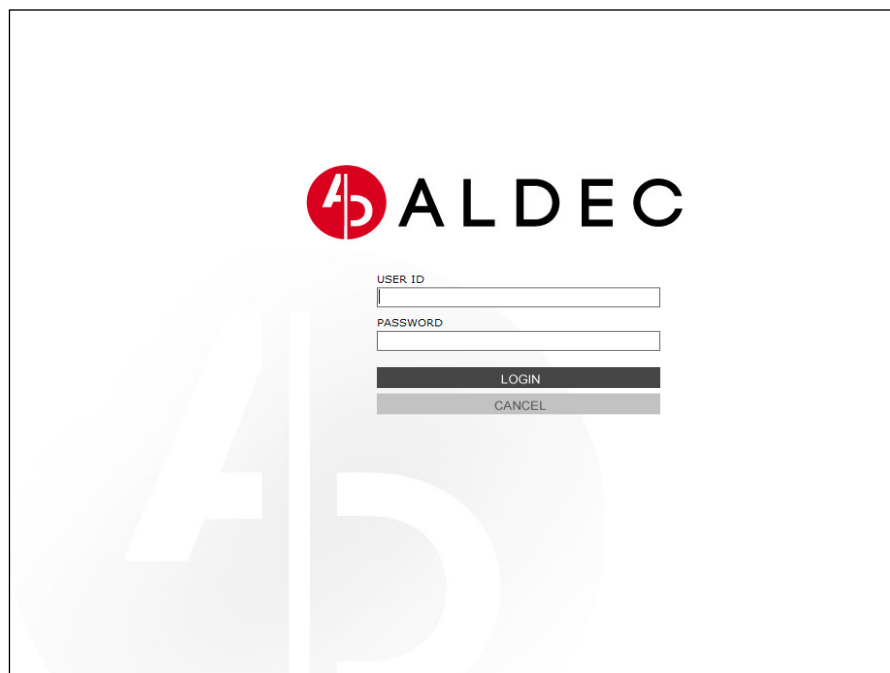


Figure 54: Login page

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



Figure 55: Dashboard

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

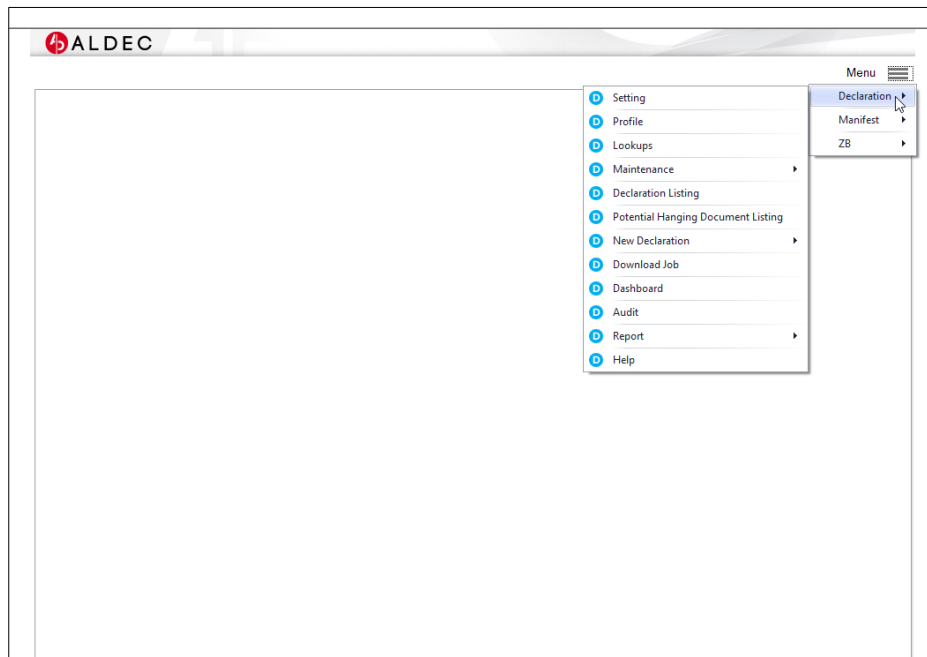


Figure 56: Menu

- i. Select click Menu and select Declaration
- ii. Then choose New Declaration
- iii. Click K9 to start new job as per below image

Important: Maintenance can be update before preparing any job

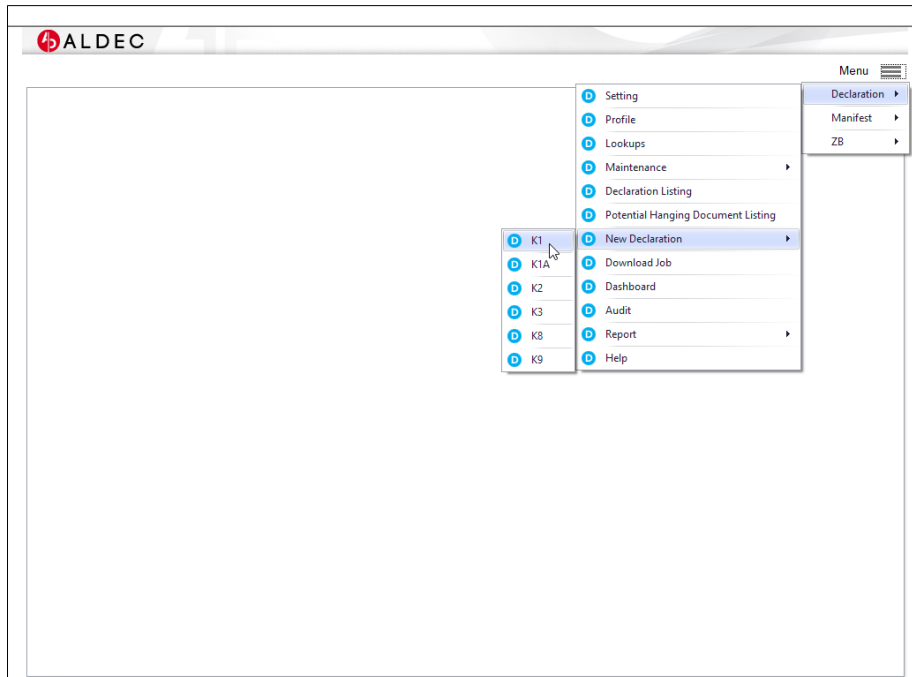


Figure 57: Create K9

12. Below image is displayed after click K9

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ALDEC

K9 /

K9 / x

Header | Trading Partner | Exemption | Declaration Items | Container & Marking / No's | Supporting Document | Response

Header

Declaration Job No. Agent Code

Shipment Type Forwarding Job No.

Declaration Date Customs Station

Mode of Transport

Transaction Type

Splitting Option

Split Single Item Yes No Master Job No. Split

Invoice Information

Invoice No. Inco Term

Invoice Value Currency

Date Exchange Rate

Charges Information

	Currency	Exchange Rate
Freight	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>
Insurance	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/> <input type="text" value="FOB"/>
Other	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>
Port	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>

Freight based on Gross Weight

Location

Warehouse Code Place of Import

Warehouse Name

Warehouse Address

Warehouse Info

Warehouse Deposit Receipt No. Warehouse Deposit Date

Package Information

Gross Weight / UOM

Measurement / UOM

No. of Package Type

Packaging Material

Shipment Information (Road)

Vehicle Registration No. 1

Vehicle Registration No. 2

Cargo Description

Cargo Class

General

Figure 58: Data Entry Field

13. Key in all mandatory field which coloured in yellow as per above image

5.2 Header Information

The screenshot shows the ALDEC software interface for a customs declaration. The main title is 'K9 / 87989789'. Below the title is a navigation bar with tabs for 'Header', 'Trading Partner', 'Exemption', 'Declaration Items', 'Container & Marking / No's', 'Supporting Document', and 'Response'. The 'Header' tab is active, showing a form with the following sections:

- Header:** Declaration Job No. (87989789), Agent Code (HF1001), Shipment Type (Partial), Forwarding Job No., Declaration Date (19/11/2020), Customs Station (H10), Mode of Transport (ROAD), Transaction Type (0028), and LMW LOCAL SALE.
- Invoice Information:** Invoice No. (SAMPLE INVOICE), Inco Term (FOB), Invoice Value (40,000,000.00), Currency (MYR), Date (25/05/2017), and Exchange Rate (1.0000).
- Charges Information:** Freight (4.00), Insurance (1.0000), Other (0.00), and Port (0.00). Exchange Rate is 0.0000.
- Location:** Warehouse Code (00000022), Warehouse Name (MICROMECHANICS (M) SDN BHD), Warehouse Address (LOT 115127 KAW, PERIND MERU, JELAPANG, 30020 IPOH PERAK), Warehouse Info (A10G62008900000022), Warehouse Deposit Receipt No. (A1234567), and Warehouse Deposit Date (25/05/2017).
- Package Information:** Gross Weight (40,000.0000), Measurement (0.0000), No. of Package (10,000), and Type (CR).

Figure 59: Header Details

Note:

- Create Job Number under Header
- Field up invoice details under Invoice Information
- Field up Location information (Insert Warehouse detail by selecting the info on warehouse code)
- Field up Charges Information (if any)
- Field up Cargo Description
- Field up Package information
- Field up Shipment information (by Sea, Air or Road) is depending on Mode of transport

Important: Click Look Up table button



to search items in drop list

5.3 Trading Partner Information

Key in trading partner information by click the search button or by type in the information in the blank field as per below image

The screenshot shows the ALDEC system interface for a declaration with ID K9 / 87989789. The 'Trading Partner' tab is active, displaying four main sections of information:

- Consignee Information:** Partner ID (with a search icon), Consignee Name (LUCAS AUTOMATIVE SDN BHD), Consignee Address (PLO 17 KAWASAN PERINDUSTRIAN, FASA 1, 81400 SENAI, JOHOR, MALAYSIA), Organization Type (B), and ROB/ROC No. (1010M). A 'Favourite Partner' field is also present.
- Consignor Information:** Partner ID (with a search icon), SST No., Consignor Name (ACE PRIVATE LIMITED), and Consignor Address (125 CECIL STREET, 13959 SINGAPORE, JURONG HIGHWAY).
- Applicant Information:** Code, SST No., Applicant Name (LUCAS AUTOMATIVE SDN BHD), Applicant Address (ADDRESS LINE 1, ADDRESS LINE 2, ADDRESS LINE 3), Organization Type (B), and ROB/ROC No. (3736A).
- Declarant Information:** Declarant ID (with a search icon), Declarant Name (SYAHRIL BIN JAMIL), Designation (TESTER), and NRIC (780115146115).

Figure 60: Trading Partner

Note:

- i. Field up the consignee details (choose favourite partner if wanted to auto populate items detail in declaration items)
- ii. Field up the consignor details
- iii. Field up the Applicant Information
- iv. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu.

5.4 Exemption Information

Complete the Exemption information if the transaction is exempted

The screenshot displays the ALDEC web application interface for transaction K1 / 6768878768. The form is titled "Exemption" and is divided into several sections:

- Transaction Type:** Transaction Type is set to "IMPORT WITH PREF-TARIFF (ASEAN,CEPT)" and SMK Code is "S".
- Claimant Information:** Claimant ID is empty, Claimant Name is "SYAHRIL BIN JAMIL", Company Name is "LUCAS AUTOMATIVE SDN BHD", Claimant NRIC is "780115146115", and Designation is "MANAGER".
- General / Treasury Exemption:** Type is "G1" and Reference No. is empty.
- Sales Tax Exemption:** Type is "ME", Customs Station Code is "W10", Ref. No/Item No is "34243245", and Registration Date is "06/06/2017".
- Special Treatment:** Type and Reference No. are empty.
- Clause:** A checkbox "With Clause" is checked. The Clause Title is "LMWM". The clause text reads: "Saya {{name}} No.K/P {{no}} dengan ini mengesahkan bahawa mesin/alat ganitan yg dimport ini digunakan di syarikat Gudang Pengilangan Berlesen. Pengecualan duti/cukai adalah dituntut dibawah butiran 88 Perintah Duti Kastam (Pengecualan) 1988 dan butiran 83, Jadual B Perintah Cukai Jualan (Pengecualan) 1980. Surat kelulusan Cawangan Industri Pulau Pinang bil {{l.2refno}} bertarikh {{l.2refdate}} adalah berkaitan." Total Characters: 417.

Figure 61: Exemption

Note: To insert clause, user can type in manually or click the search button

Important: Exemption column is applicable if the transaction type at header choose as exemption

5.5 Declaration Items

Complete the Declarations Items as per below image:

The screenshot shows the ALDEC software interface for a Customs Declaration (K9 / 87989789). The main window displays a table of Declaration Items. The table has the following columns: HS CODE, DESCRIPTION, STATISTICAL QTY, UOM, DECLARED QTY, UOM, AMOUNT, ORIGIN, PACK QTY, and PACK UOM. A single item is listed with the following details:

HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN	PACK QTY	PACK UOM
0101210000	PERSONNEL EFFECT	1,000,000.1234000	UNIT	1,000,000.1234000	UNIT	40,000,000.00	ID	50,000.00000000	LTR

Below the table, there are several input fields for item details:

- Country of Origin: ID
- HS Code: 0101210000
- Item Description: PERSONNEL EFFECT
- Statistical Qty: 1,000,000.1234000
- Statistical UOM: UNIT
- Declared Qty: 1,000,000.1234000
- Declared UOM: UNIT
- Item Amount: 40,000,000.00
- Extra Item Description: (empty)

At the bottom, there is a section for 'Package or Quantity to be released' with the following fields:

- No. of Package or Quantity: 50,000.00000000
- UOM: LTR
- Lot No: KL123188
- Location: KL
- Stock Balance: 100,000.00000000

Figure 62: Declaration Items

Note:

- i. Click NEW button to key in items details manually or
- ii. You can import items details by uploading the information using excel template
By clicking the IMPORT FROM EXCEL button or
- iii. You can insert items information by selecting the Favourite Partner at Trading partner column under the consignor field

Important: For K9, Package or Quantity to be released is Mandatory

5.6 Container & Marking information

Complete the Container information (if any) and Marking as per below image:

	CONTAINER NO.	SIZE	STATUS	TYPE
1	213213123	20FT	FCL (Foreign)	Import
2	EISJ40000001	45FT	LCL (Local)	Export
3	EISJ40000001	45FT	LCL (Local)	Export
4	143324234	20FT	FCL (Local)	Import

Mark and No's
NIL

Total Characters

Figure 63: Container & Marking

Note:

- i. Key in container detail by click NEW button or import using excel template
- ii. Click SAVE button once done.
- iii. Field up the Mark and No's field to complete the data entry
- iv. Next, go to Supporting Document as per below image

5.7 Supporting Document

Supporting Document can be field up if any

	CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE TYPE	DATE
1	KEO	General Exemption Num...		KW.WB1215678(8)35.0...	Issued	06/06/2017
2	911	Import Licence		4234324324234	Expired	16/10/2020
3	911	Import Licence		MAQ1243235425454	Expired	31/12/2020

Buttons: New, Delete, Save, Cancel, Duplicate

Code:

Customs Station:

Reference No.:

Date Type:

Date: 09/02/2021

Figure 64: Supporting Document

Note:

- xiii. Click NEW button to add a supporting document reference number not an attachment
- xiv. Click the SEARCH button under CODE field to search supporting document name e: g: Import License with code 911
- xv. Key in a reference number of a supporting document e: g. Import Permit Number
- xvi. Then click SAVE button to save data

IMPORTANT: Insert a supporting document if any. If not, just leave it blank

6. HOW TO SUBMIT JOB

Before submitting, make sure you have SAVE the job and preview. Below steps are to show you how to save and preview your saved job:

6.1 Save job and preview

- i. Click SAVE button under the job number
- ii. Data Has Been saved successfully notification will be pop up
- iii. Click OK button to save the job as per below image

The screenshot displays the ALDEC software interface for a customs declaration. The main window is titled 'K1 / 6768878768'. A notification pop-up is centered on the screen, displaying the message 'Data has been saved successfully' with an 'OK' button. The background form is partially obscured but shows various fields for declaration details. Mandatory fields are highlighted in yellow. The form is organized into several sections: Header, Invoice Information, Charges Information, Location, Package Information, and Shipment Information (Sea). The 'Save' button is visible in the top toolbar.

Header		Invoice Information	
Declaration Job No.	6768878768	Invoice No.	SAMPLE INVOICEABC
Shipment Type	Full	Invoice Value	19,210.00
Import Date	30/06/2020	Date	21/05/2017
Mode of Transport	SEA	Currency	MYR
Transaction Type	0015	Exchange Rate	1.0000

Location		Package Information	
Place of Import	MYKUL	Gross Weight	550.0000 / UOM KGM
Port of Loading	SGSIN	Measurement	0.0000 / UOM MTQ
Payment Made To	SG	No. of Package	999,999
Terminal Operator	WAL001	Type	LN
Warehouse Info		Packaging Material	0

Charges Information		Cargo Description	
Currency	%	Cargo Class	0 OTHERS
Exchange Rate	0.0000	General	GENERAL CARGO

Figure 65: Notification

Important: Make sure that you have field up all the mandatory field which coloured in yellow colour.

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- iv. Click PRINT button to preview you job as per below image
- v. Then click OK button under the printing notification

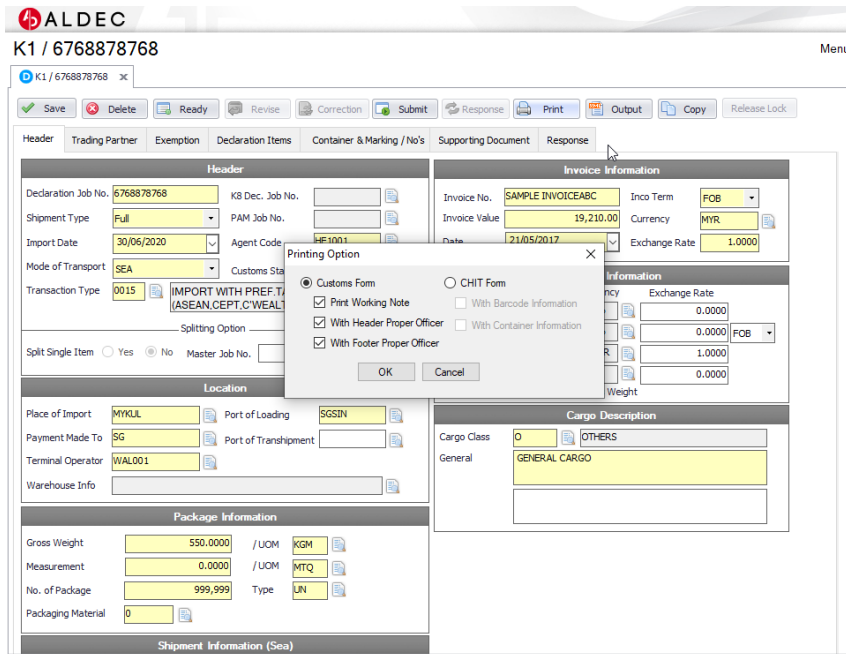


Figure 66: Printing Option Notification

- vi. Draft PREVIEW will be displayed as per below image

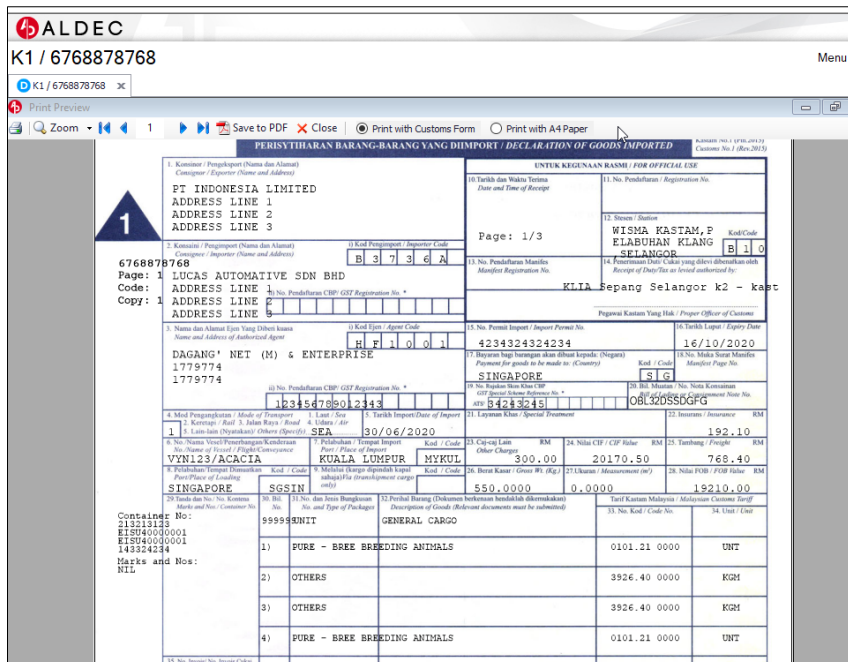


Figure 67: Print Preview

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- vii. Click CLOSE button to close the draft then you can submit the job
- viii. To submit the job, you can click the SUBMIT button as per below image
- ix. Click YES button to continue then the job will be submitted to SMK

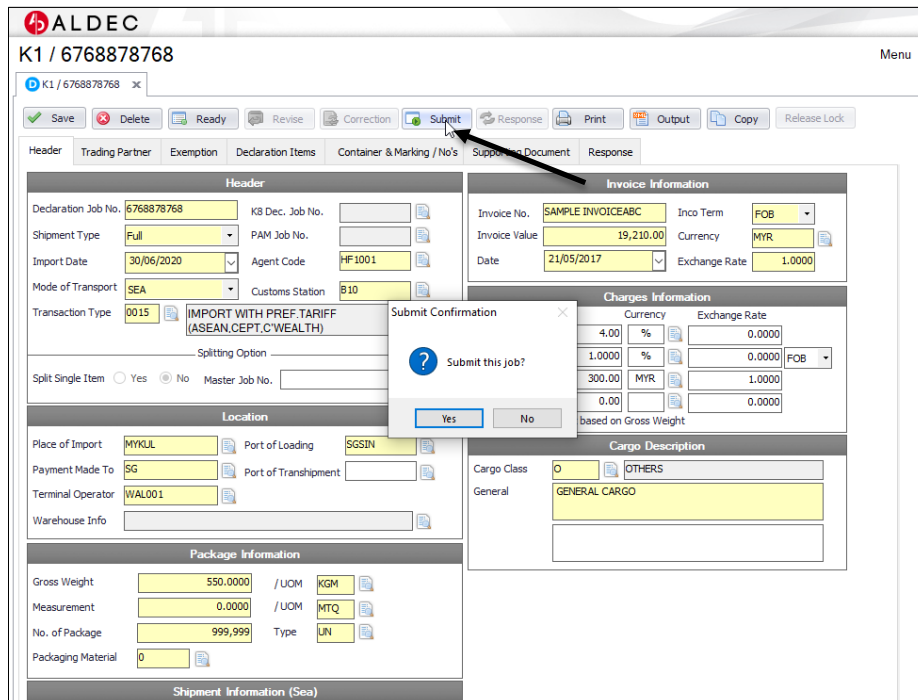


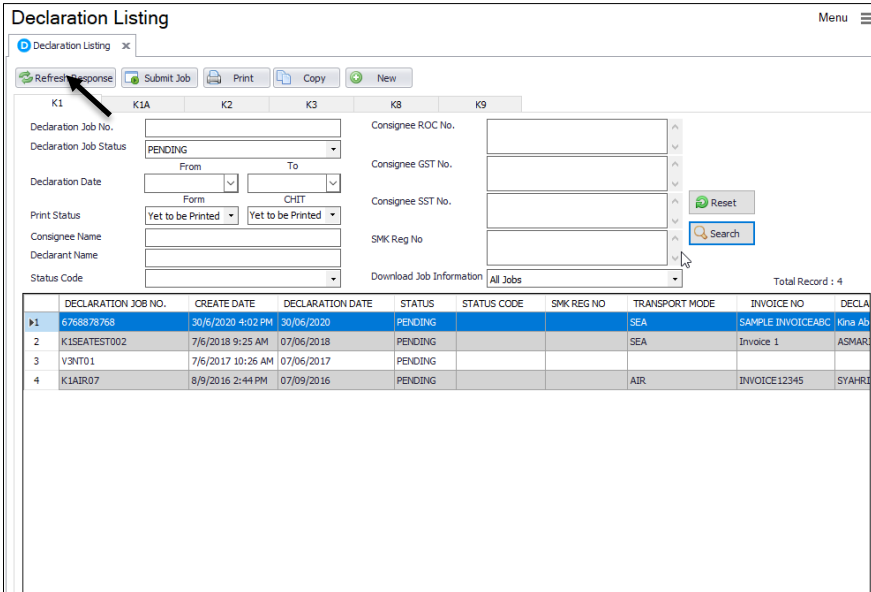
Figure 68: Submit Button

7. HOW TO GET RESPONSE

After submitting the job, you can start to get response from Customs. Below steps are to show you how to get response from customs:

7.1 Refresh Response

- i. Under declaration listing, select a job you want to get a response
- ii. Click Refresh Response Button
- iii. Received response from customs will show in STATUS column



The screenshot shows the 'Declaration Listing' interface. At the top, there is a 'Refresh Response' button with a green circular arrow icon, highlighted by a black arrow. Other buttons include 'Submit Job', 'Print', 'Copy', and 'New'. Below these are search filters for Declaration Job No., Declaration Job Status (set to 'PENDING'), Declaration Date (with 'From' and 'To' fields), Print Status (with 'Form' and 'CHIT' options), Consignee Name, Declarant Name, and Status Code. On the right side, there are input fields for Consignee ROC No., Consignee GST No., Consignee SST No., and SMK Reg No., along with 'Reset' and 'Search' buttons. A 'Download Job Information' dropdown is set to 'All Jobs'. At the bottom right, it says 'Total Record : 4'. Below the filters is a table with the following data:

	DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	SMK REG NO	TRANSPORT MODE	INVOICE NO	DECLA
1	6768878768	30/6/2020 4:02 PM	30/06/2020	PENDING			SEA	SAMPLE INVOICEABC	Kina Ab
2	K1SEATEST002	7/6/2018 9:25 AM	07/06/2018	PENDING			SEA	Invoice 1	ASMAR
3	V3NTO1	7/6/2017 10:26 AM	07/06/2017	PENDING					
4	K1AIR07	8/9/2016 2:44 PM	07/09/2016	PENDING			AIR	INVOICE12345	SYAHR

Figure 69: Declaration Listing

Important: Make sure that you clicked the REFRESH RESPONSE button to get final response from customs

8. HOW TO PRINT CUSTOMS FORM

After getting approval from customs you can print out into original customs form or A4 paper. Below are the steps:

8.1 Print Customs Form or Chit Form

- i. Under declaration listing, select a job you wanted to print
- ii. Double click the job and it will open the selected item

DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	SMK REG NO	TRANSPORT MODE	INVOICE NO	DECLARATION DATE
6768878768	30/6/2020 4:02 PM	30/06/2020	PENDING			SEA	SAMPLE INVOICEABC	Kina Ab
KISEATEST002	7/6/2018 9:25 AM	07/06/2018	PENDING			SEA	Invoice 1	ASMAR
V3NT01	7/6/2017 10:26 AM	07/06/2017	PENDING					
K1AIR07	8/9/2016 2:44 PM	07/09/2016	PENDING			AIR	INVOICE12345	SYAHRI

Figure 70: Declaration Listing

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- iii. Click PRINT button to view you job as per below image
- iv. Select Customs form to print into customs form or Chit Form to print

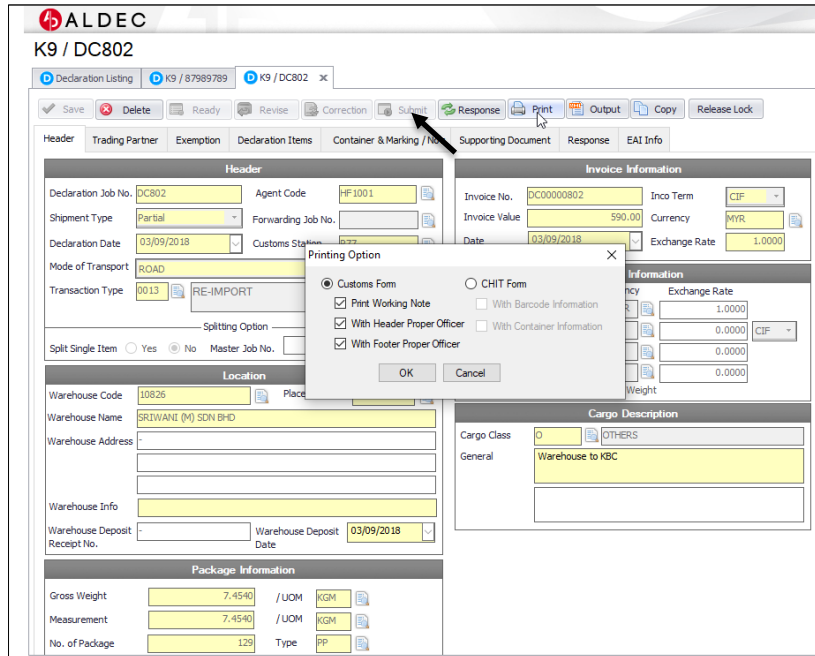


Figure 71: Select Print

- v. Below image is displayed

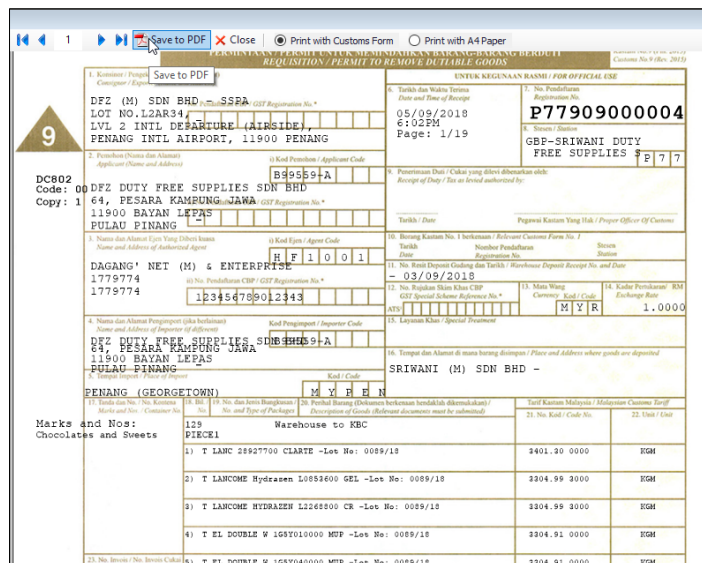


Figure 72: Print Form

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 Trading Partner

User can add new consignee as is steps below:

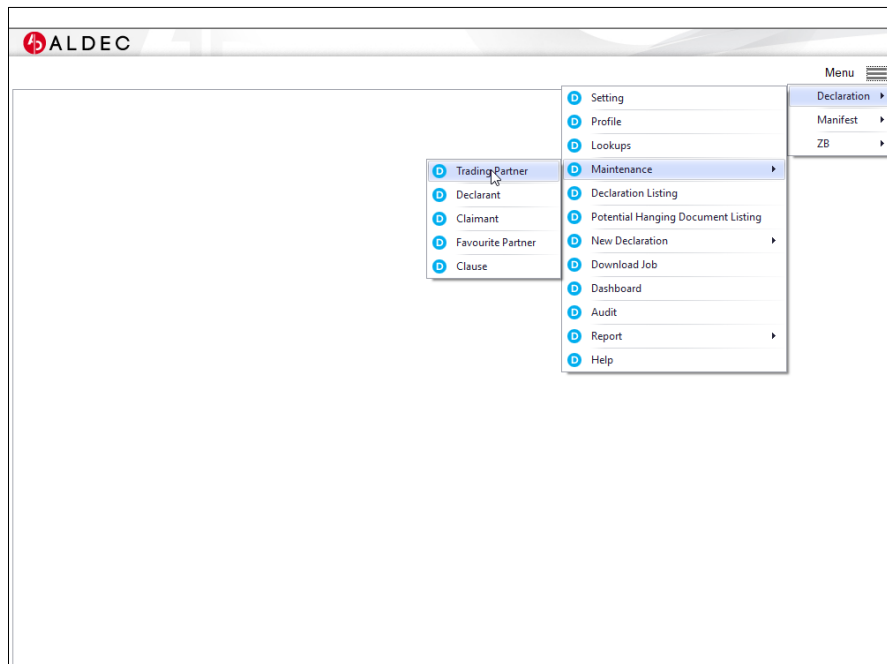

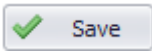


Figure 73: Maintenance

- i. In the Trading Partner 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.

The screenshot shows the ALDEC Trading Partner interface. At the top, there is a header with the ALDEC logo and the text 'Trading Partner'. Below the header, there are navigation buttons: 'New', 'Save', and 'Delete'. The main area is divided into two sections: 'Partner List' and 'Details'.

Partner List

Partner ID	Partner Name	ROC/ROB No.	Address	Address 2	Address
1	ACE2	ACE PRIVATE LIMITED	12345	125 CECIL STREET	JURONG HIGHWAY SINGAPORE
2	ACEP	ACE PRIVATE LIMITED sdfgsdfsd	12345x	125 CECIL STREET jghjhasdsfSDSDFSD	JURONG HIGHWAY SINGAPORE
3	GEO	Aplity Logistics Sdn Bhd	12345x	asfgfhjsgjsgdfj	
4	APPLICANT	BLOOMERS SDN BHD	12343T	PETRONAS TWIN TOWERS ergergerer	KLCC KUALA LUMPUR
5	BOMB	BOMBARDIER kjshdf jkhsdf		CANADA	
6	CAHAYA	CAHAYA BUMI SDN BHD	186908-D	123, Jln 456	Lebuhr 678 Kuala Lumpur
7	CAHAYA1	CAHAYA RI IMT SDN BHD	186908-D	123, Jln 456	Lebuhr 678 Kuala Lumpur

Details

Partner ID: Active

Name:

SST No.:

ROB / ROC No.:

Organization Type:

Address:

Telephone No.: Contact Name:

Fax No.: Mobile No.:

Email:

Figure 74: Trading Details

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

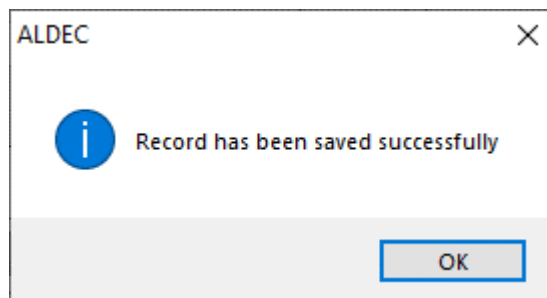


Figure 75: Notification

Note: In Trading Partner, user can update Consignee and Consignor Details

6.2 How to delete Trading Partner

To delete a Consignee, please follow the steps below.

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

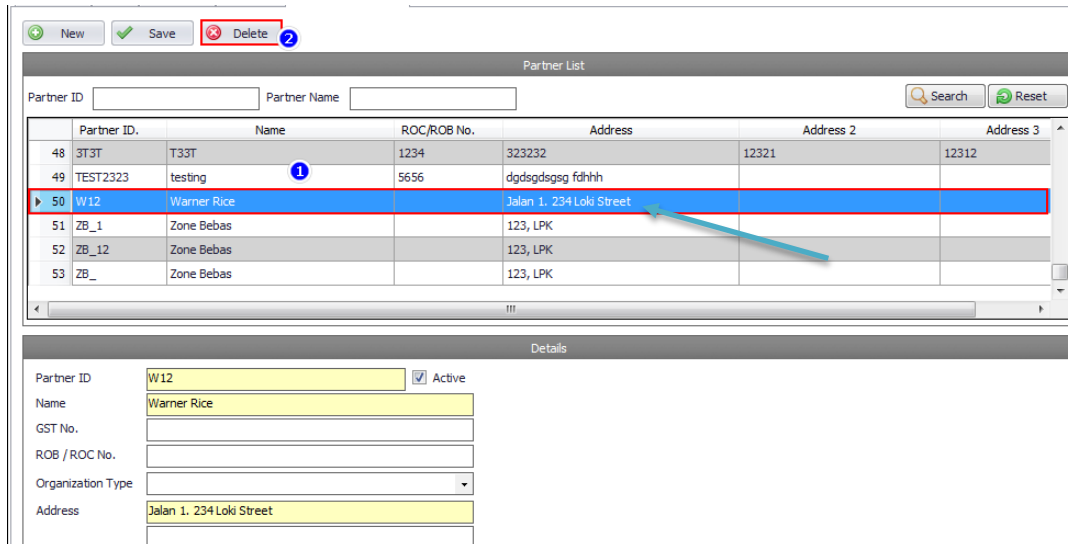
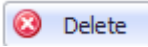


Figure 76: Delete Item

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

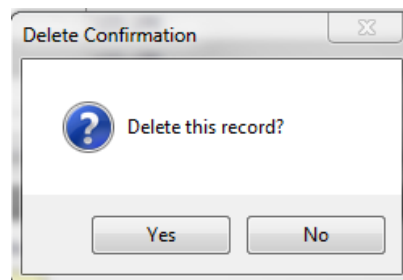


Figure 77: Delete Notification

6.3 How to add Declarant

User can add new consignor as is steps below:

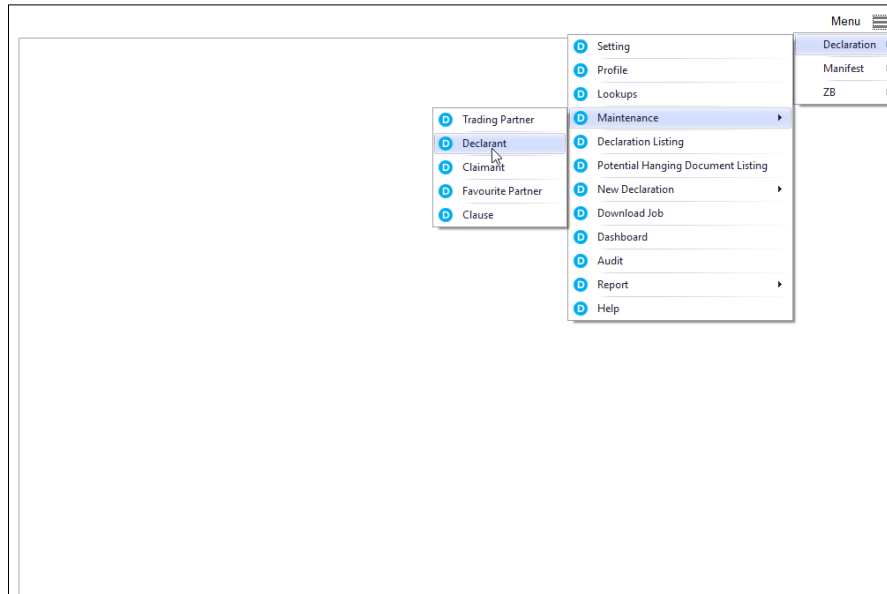

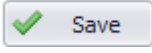


Figure 78: Add Declarant

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

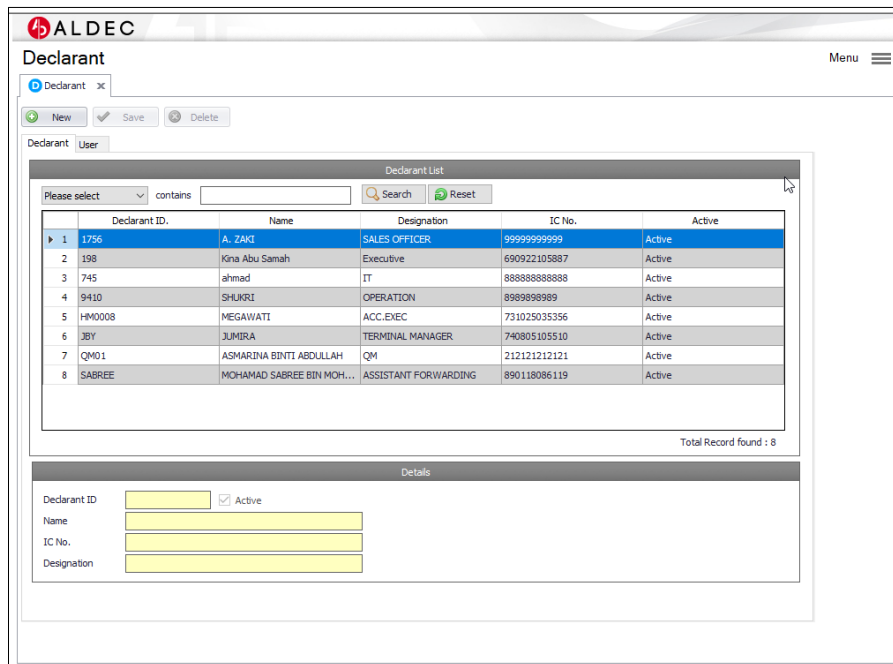


Figure 79: Declarant Detail

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

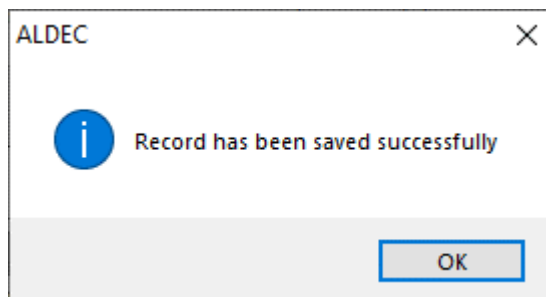


Figure 80: Notification

6.4 How to delete Declarant

To delete a Declarant, please follow the steps below.

- i. From the Declarant List, select on the declarant as in image below.

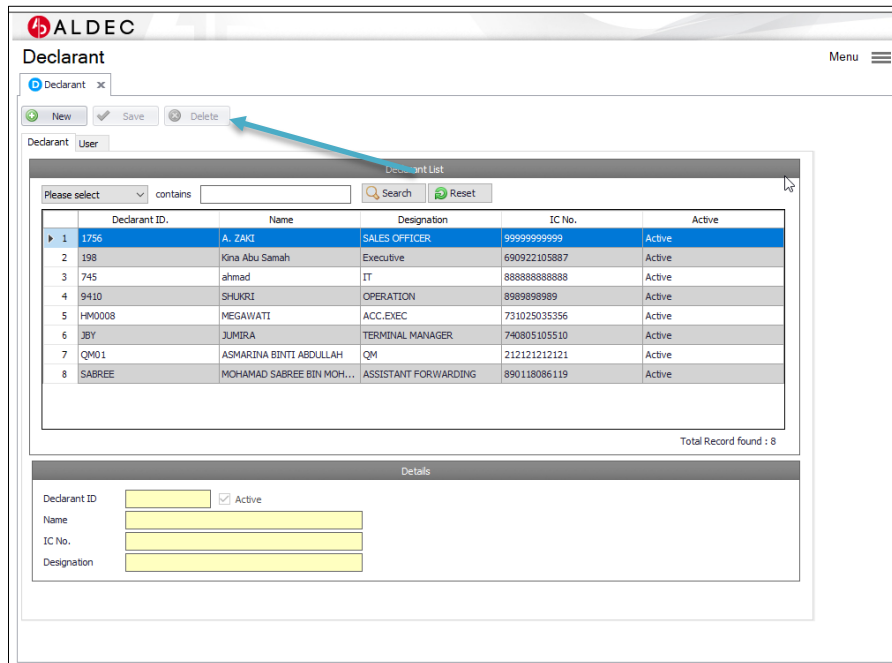
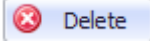


Figure 81: Delete Item

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

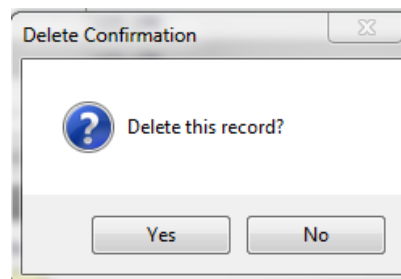


Figure 82: Delete Notification

6.3 How to add Claimant

User can add new claimant as is steps below:

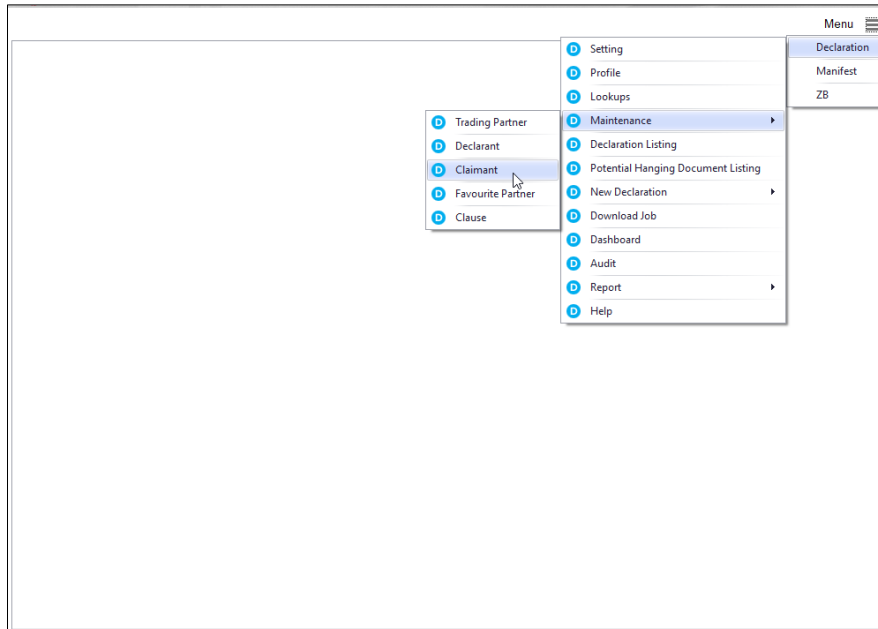
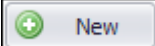
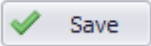


Figure 83: Add Declarant

- x. In the Claimant page as in image above, click on  to add declarant.
- xi. In the details, enter the new Partner Id, Name, Address, and other required details.
- xii. Then, click on  to save the new partner.
- xiii. The new added Claimant will be listed in the table as in image below.

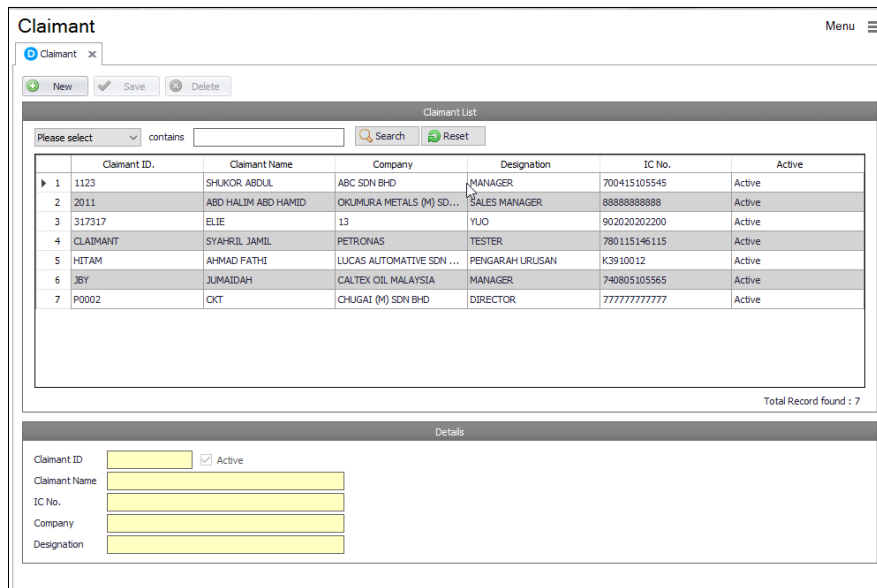


Figure 84: Claimant Detail

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

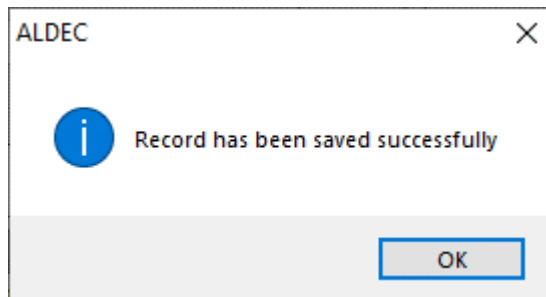


Figure 85: Notification

6.4 How to delete Claimant

To delete a Claimant, please follow the steps below.

- iv. From the Claimant List, select on the claimant as in image below.

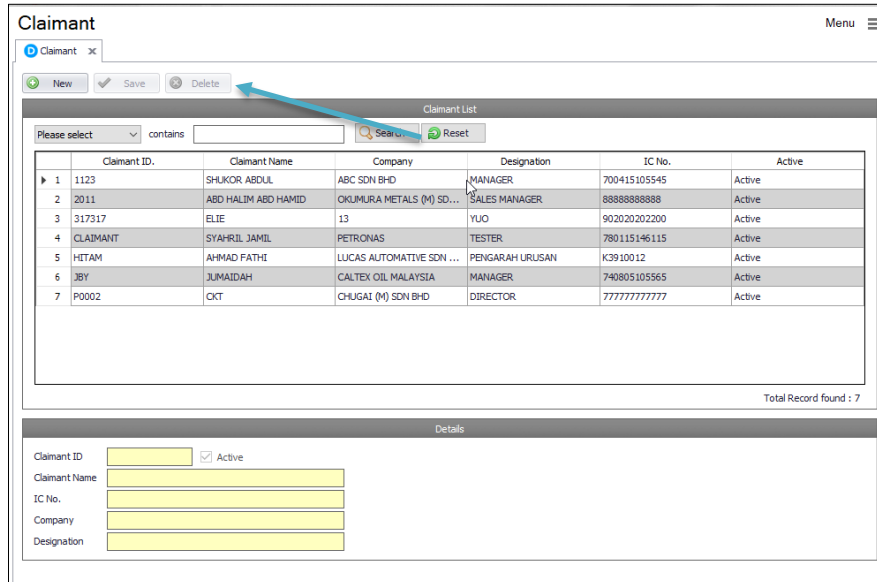
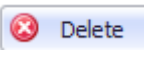


Figure 86: Delete Item

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

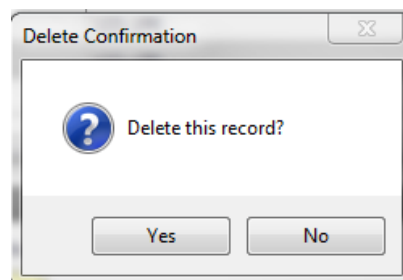


Figure 87: Delete Notification

6.5 How to add Favorite Partner

User can add new Favourite Partner as is steps below:

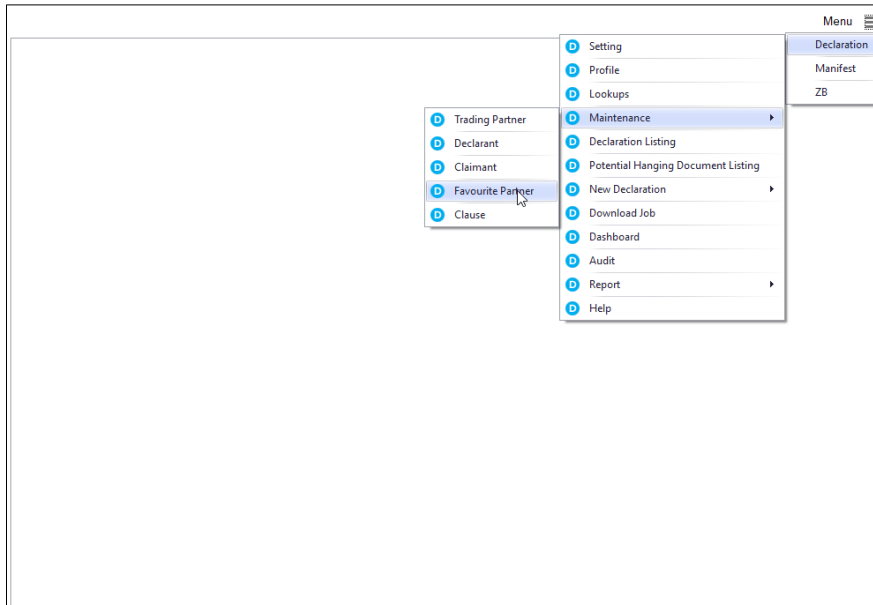

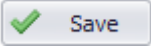


Figure 88: Maintenance

- xv. In the Favourite Partner page as in image above, click on  to add new Favourite Partner.
- xvi. In the details, enter the new Partner Id, Name, Address, and other required details.
- xvii. Then, click on  to save the new partner as in image below.

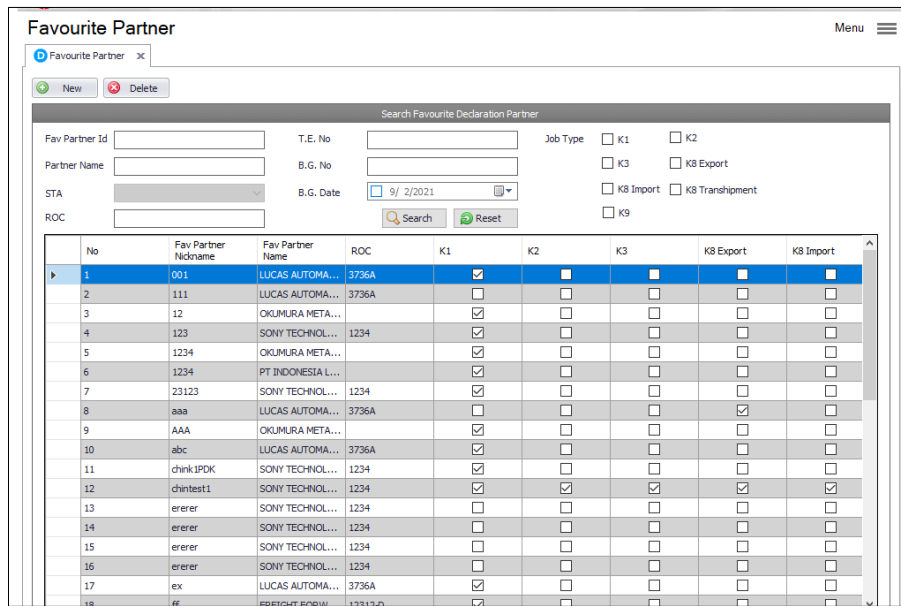


Figure 89: Favourite Partner

xviii. A successful notification will appear. Click OK.

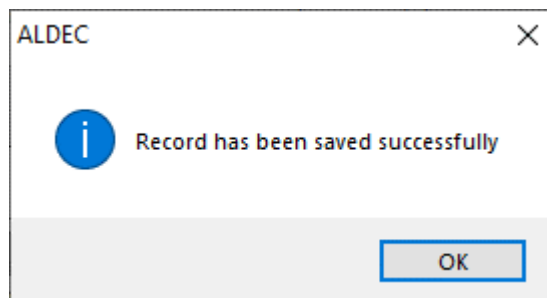


Figure 90: Notification

6.6 How to delete Favorite Partner

To delete a Favourite Partner, please follow the steps below.

- iv. From the Favourite Partner List, click on the consignee as in image below.

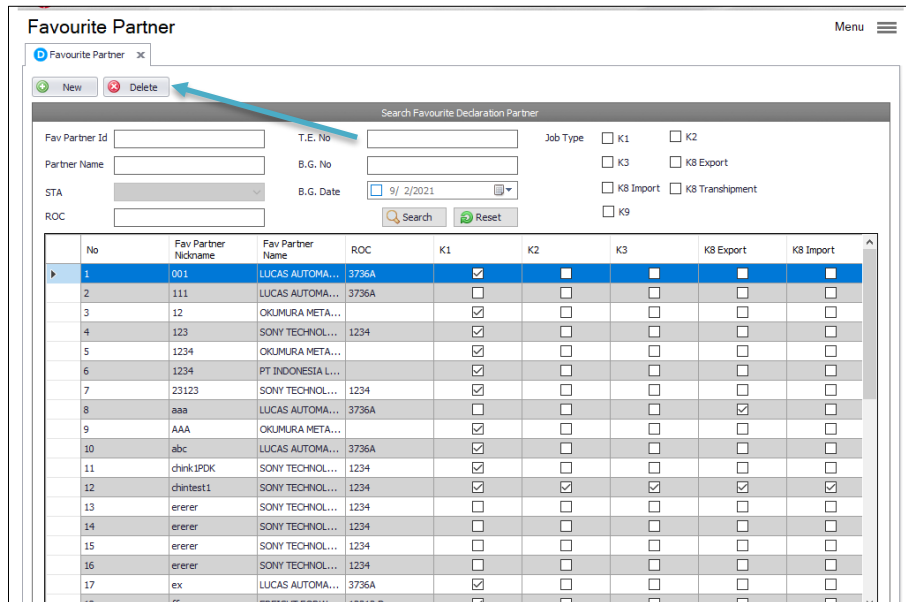
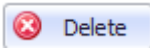


Figure 91: Delete Item

- v. Then, click on  to delete the selected Favourite Partner.
- vi. A confirmation to delete will appear as in image below. Click Yes.

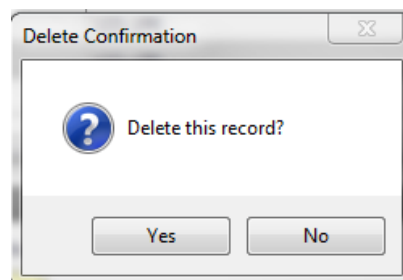


Figure 92: Delete Notification

6.3 How to add Clause

User can add new clause as is steps below:

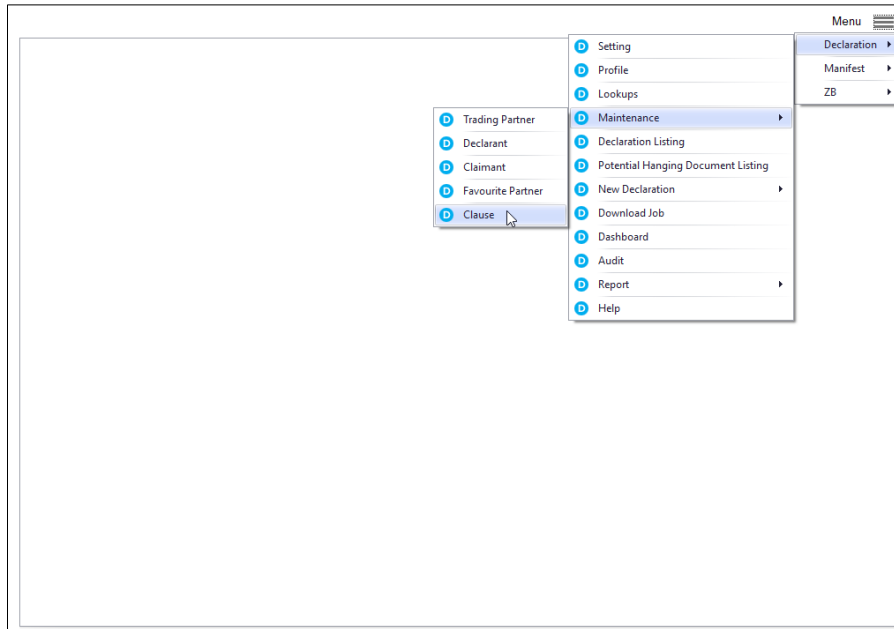

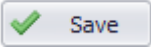


Figure 93: Add Clause

- xix. In the Clause page as in image above, click on  to add clause.
- xx. In the details, clause details.
- xxi. Then, click on  to save the new clause.
- xxii. The new added Clause will be listed in the table as in image below.

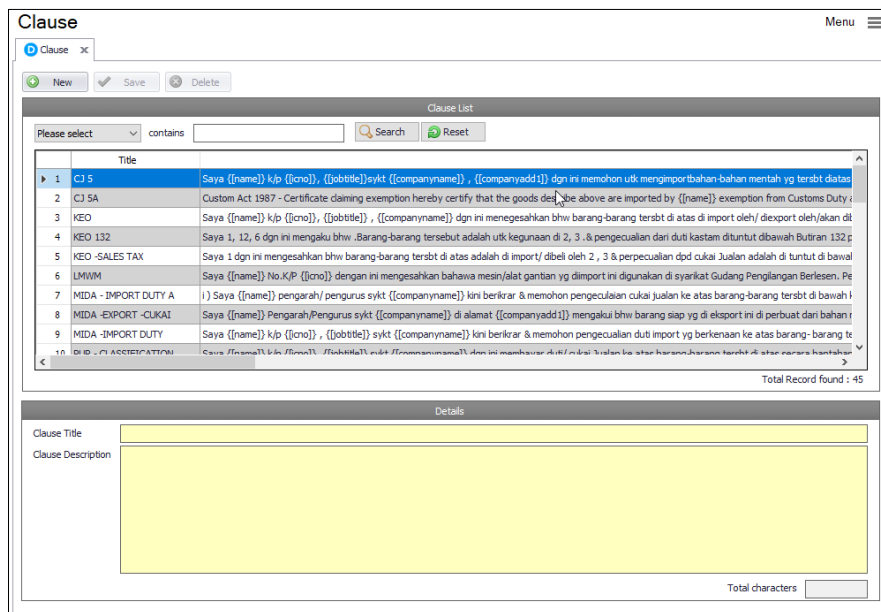


Figure 94: Clause Detail

xxiii. A successful notification will appear. Click OK.

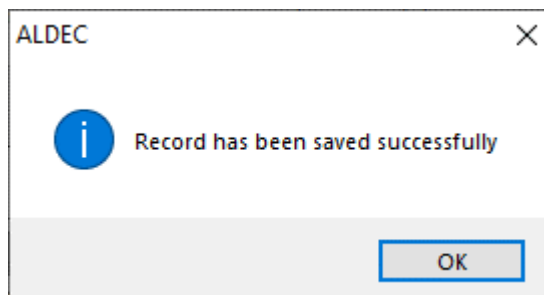


Figure 95: Notification

Note: You can use a sample template in the list

6.4 How to delete Clause

To delete a Clause, please follow the steps below.

- vii. From the Clause List, select on the clause as in image below.

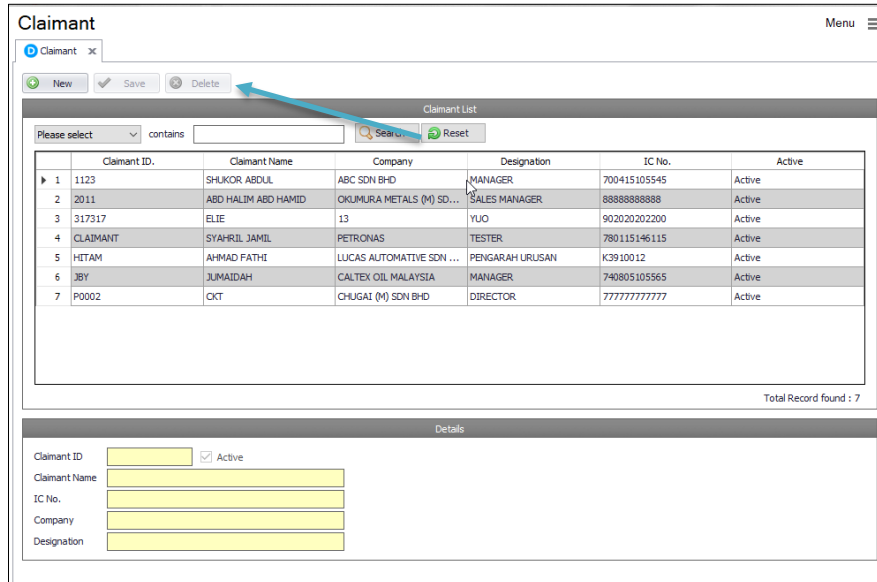


Figure 96: Delete Item

- viii. Then, click on  to delete the selected clause.

- ix. A confirmation to delete will appear as in image below. Click Yes.

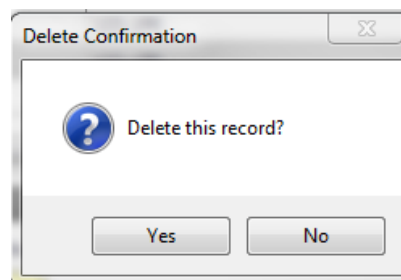


Figure 97: Delete Notification

10. TRANSACTION FLOW DIAGRAM

7.1 Customs Declaration Process Flow

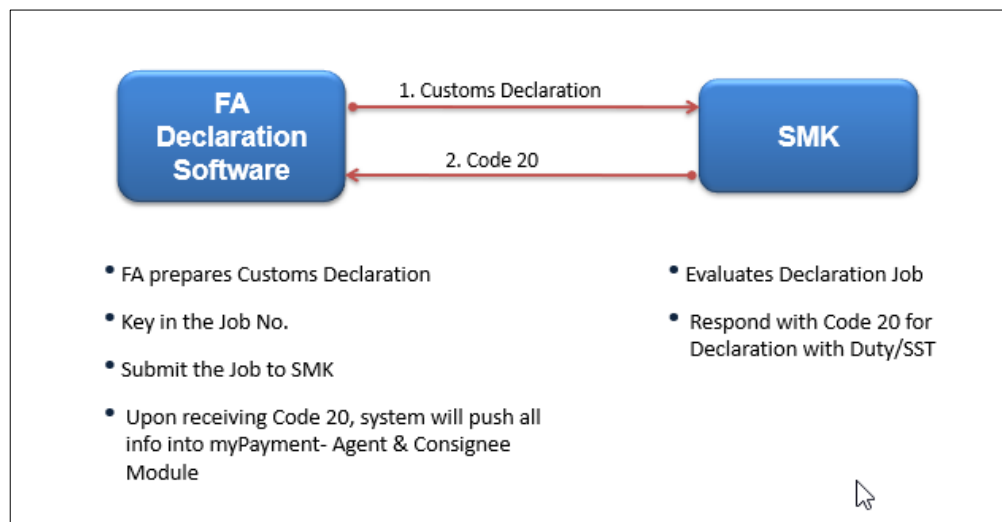


Figure 98: Flow Diagram

7.2 Customs Duty Payment Flow

Duty can be made after getting response from customs with code 20

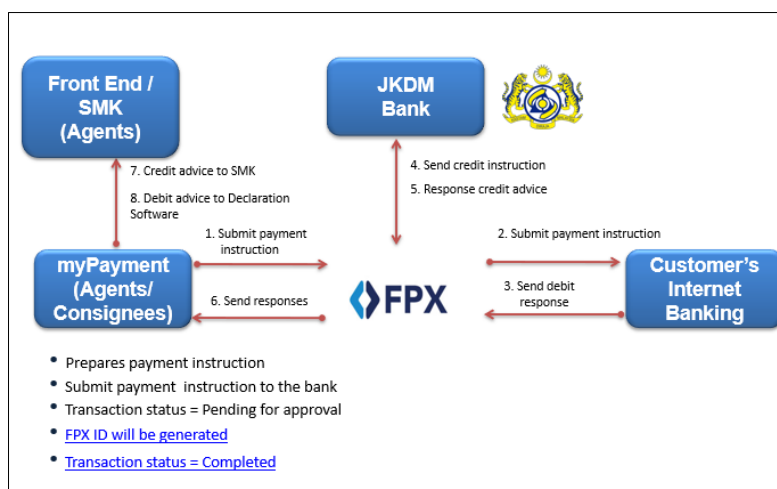


Figure 99: Duty Payment flow



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