DAGANGNET

A member of **DNeX Group**

# CUSTOMS DECLARATION FORM

User Manual

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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 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 whist integrating with customer's in-house system. This will improve productivity, efficiency, and turnaround time in the trade declaration life cycle.

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

If user have ALL the information required for trade declaration, then choose the Full AlDec 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
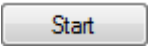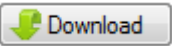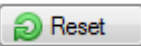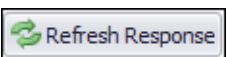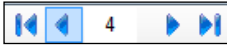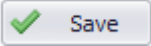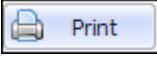
| Icon / Button | Description | Function (s) |
|---------------|-------------|--------------|
| LOGIN | Login | To sign into the application |
| Start | Start | To start the scheduler |
| STOPPED | Stopped | To stop the scheduler |
| Search | Search | To search for a particular list |
| Download | Download Button | To download lookup |
| Reset | Reset | To undo changes |
| Refresh Response | Refresh Response Button | To manually refresh response in Declaration Listing |
| ◀◀ ◀ 4 ▶ ▶▶ | 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 | Save Button | To save changes made |
| DELETE | Delete Button | To delete bank account |
| Print | Print Button | To print a certificate |

*Table 2:  Convention*

## G.    Abbreviations

| 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
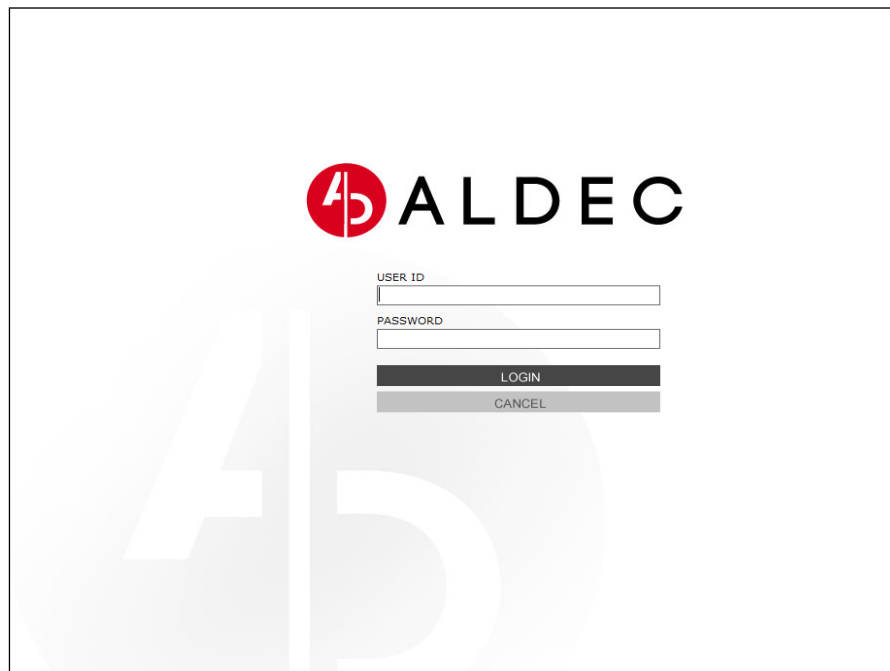


*Figure 2: Login page*

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

ii.   Click on [ LOGIN ] to login and below image is displayed
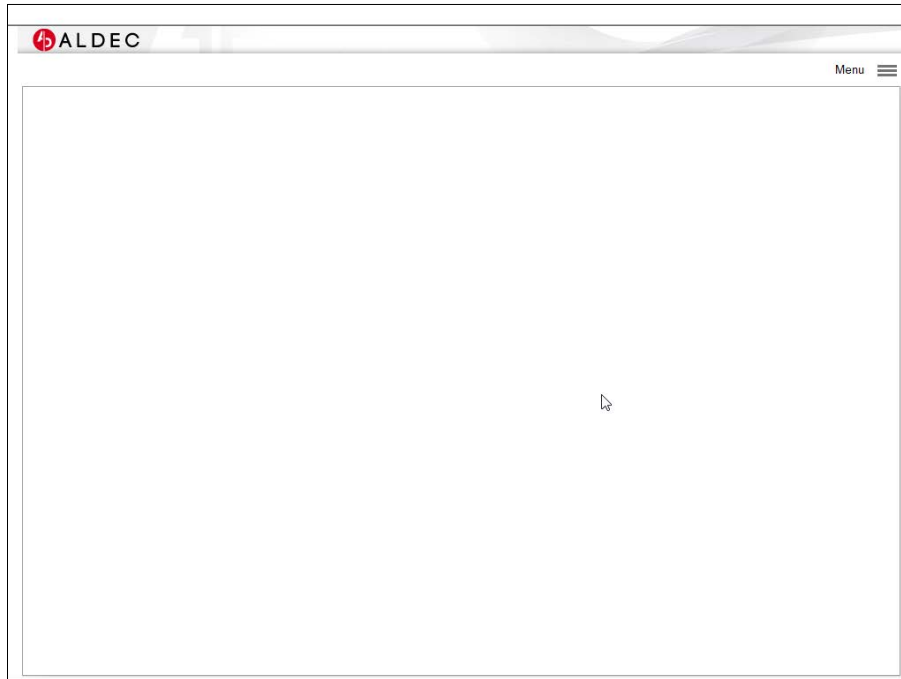


*Figure 3: Dashboard*

User may select Menu – Declaration to continue with data entry as per below image
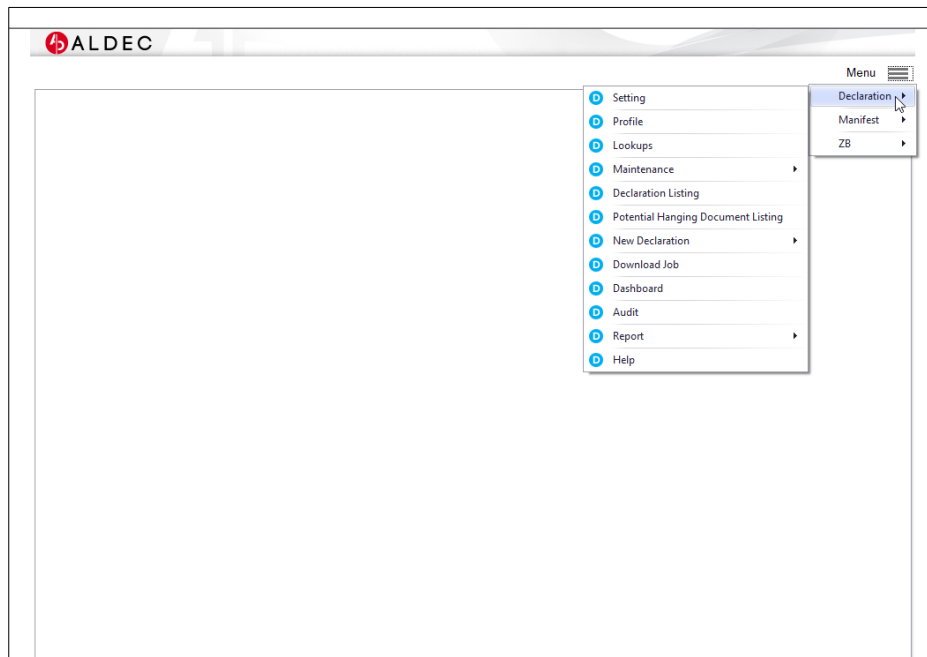
*Figure 4: Menu*

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**
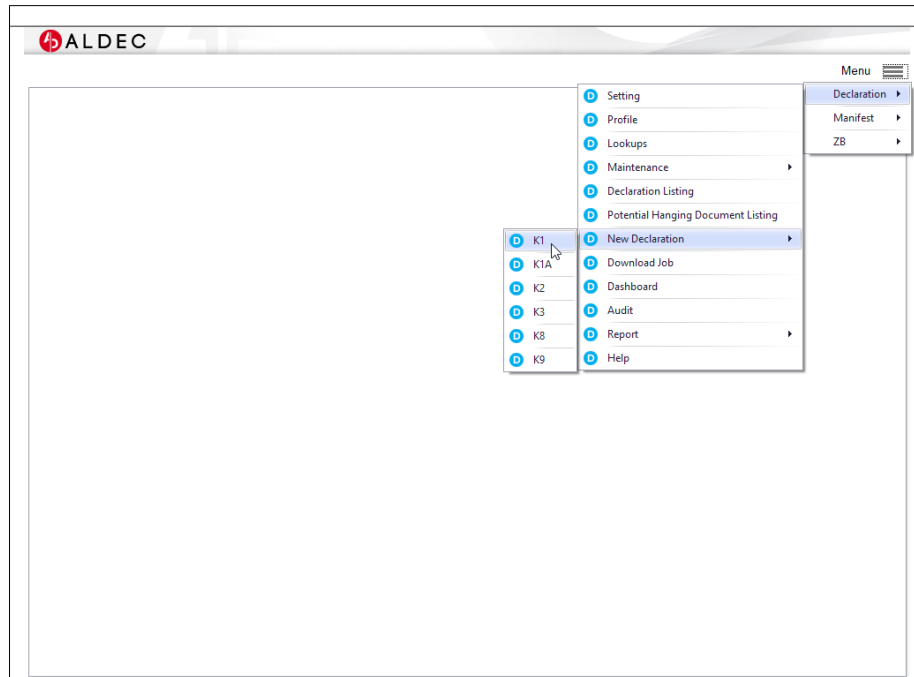
*Figure 5: Create K1*

1. Below image is displayed after click K1



*Figure 6: Data Entry Field*

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

## 1.2 Header Information



*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



*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



*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



*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:



*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 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**

## 1.6 Container & Marking information

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



*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



*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



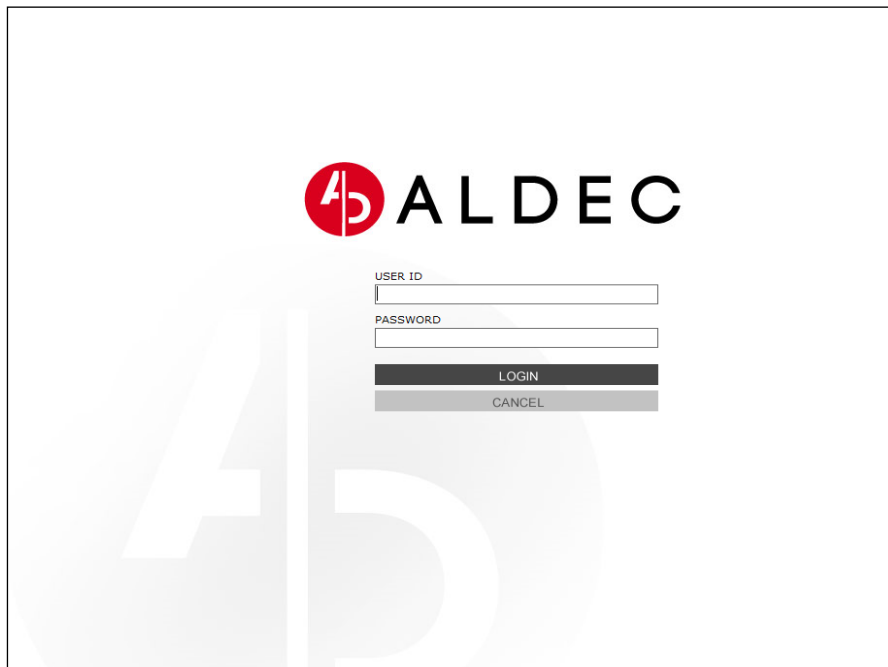*Figure 14 AlDec Icon*

- Login page will be displayed



*Figure 15: Login page*

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

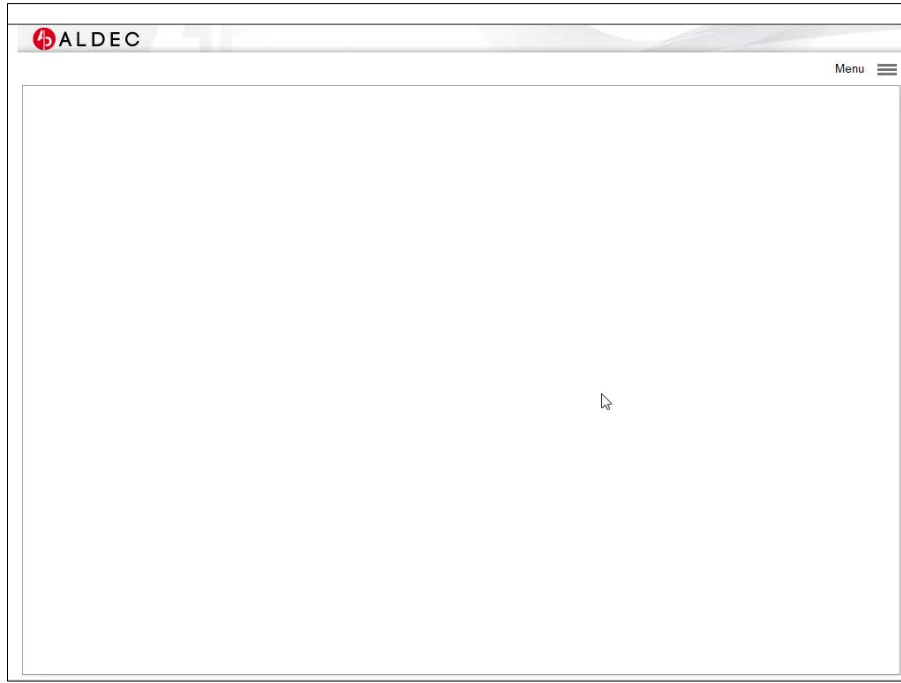iv.    Click on **LOGIN** to login and below image is displayed



*Figure 16: Dashboard*

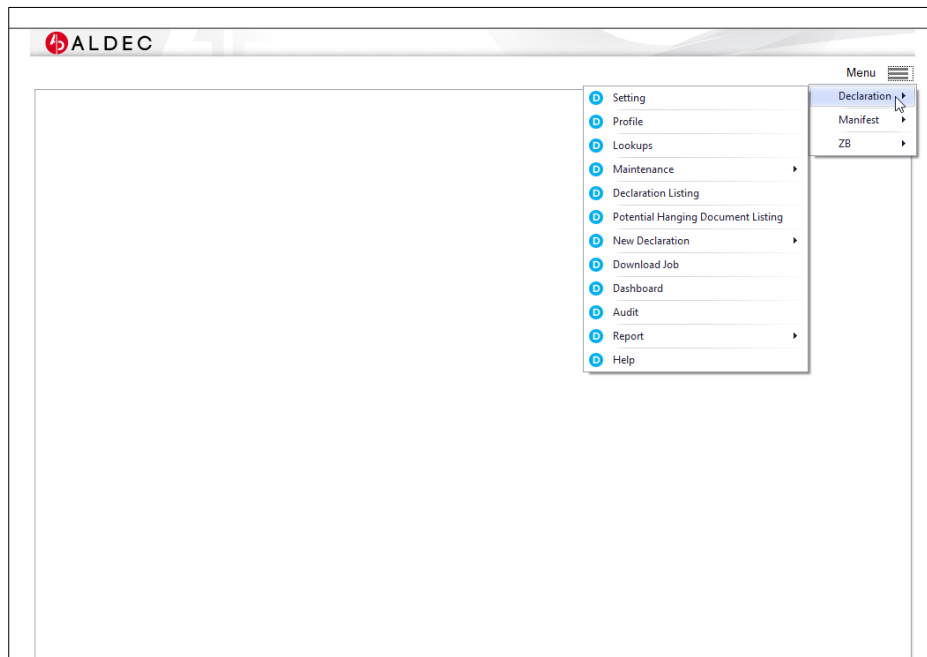User may select Menu – Declaration to continue with data entry as per below image

*Figure 17: Menu*

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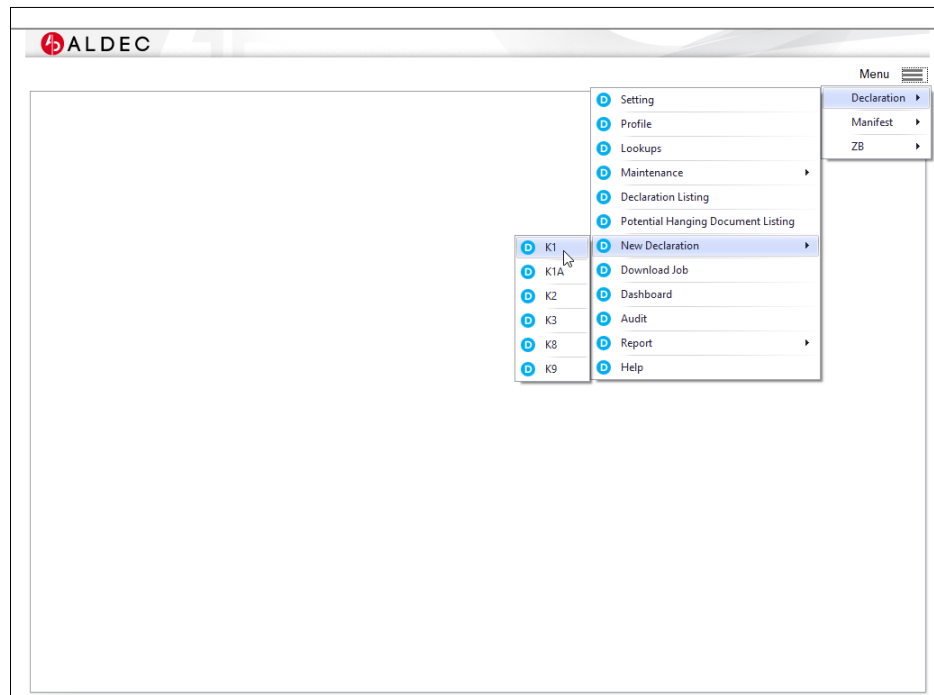vi.   For Import, select K2 as per below image

*Figure 18: Create K2*

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

3. Below image is displayed after click K2



*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



*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



*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



*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



*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:



*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 clicked the IMPORT FROM EXCEL button or

x.    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**

## 2.6 Container & Marking information

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



*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



*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
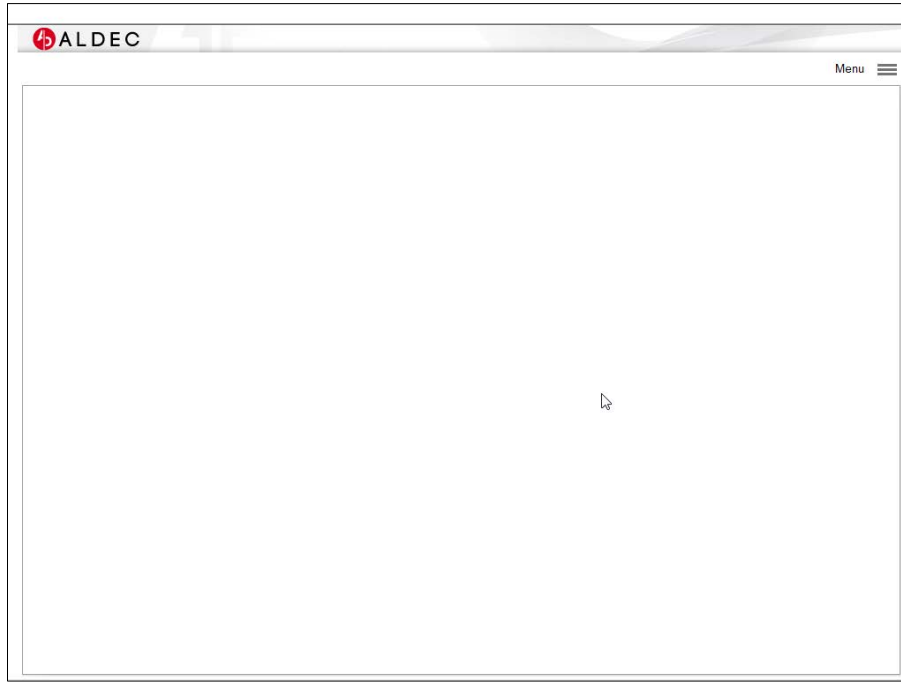


*Figure 29: Dashboard*

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

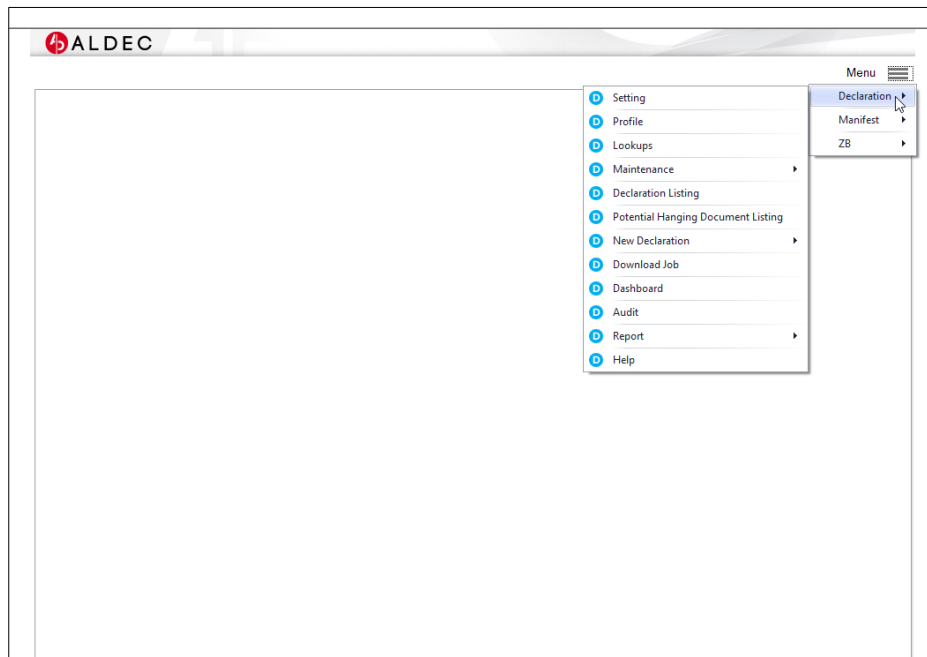*Figure 30: Menu*

vii.    Select click Menu and select Declaration

viii.   Select CUSCAR then choose New Declaration
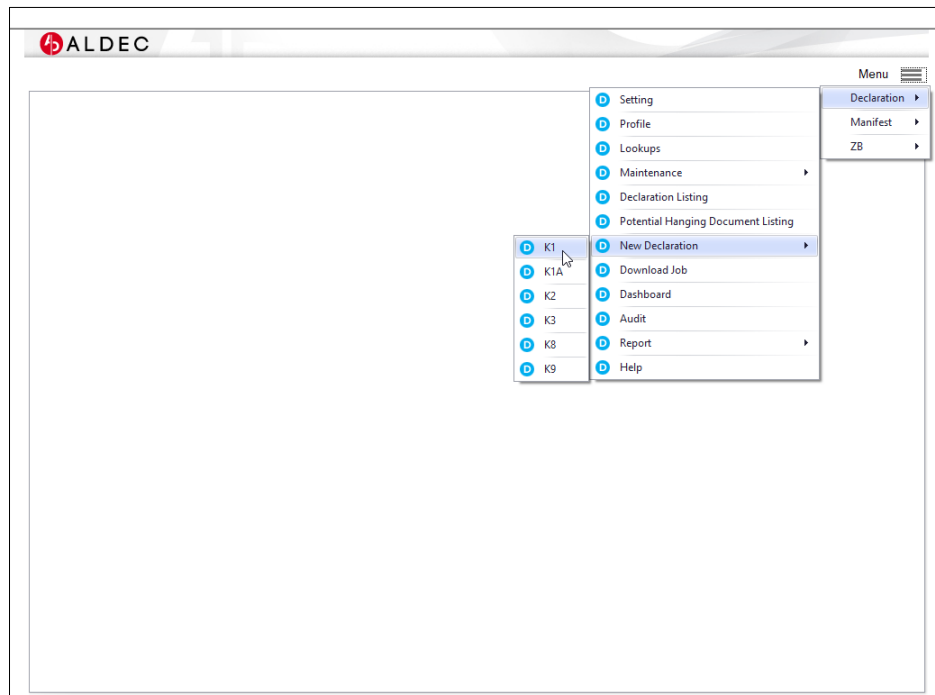
ix.     For Import, select K3 as per below image

*Figure 31: Create K3*

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

6. Below image is displayed after click K3



*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



*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



*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



*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:
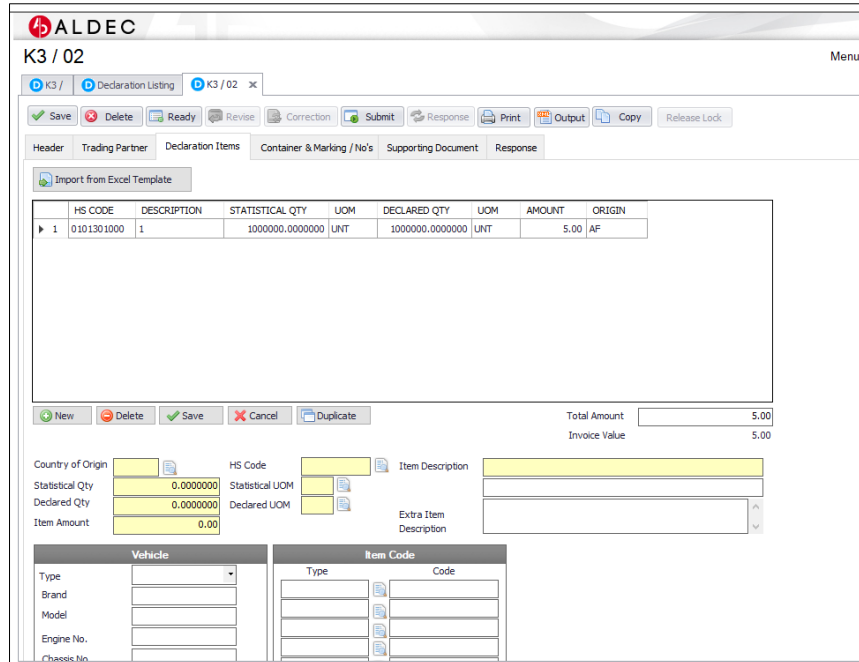


*Figure 36: Declaration Items*

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:



*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)



*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*

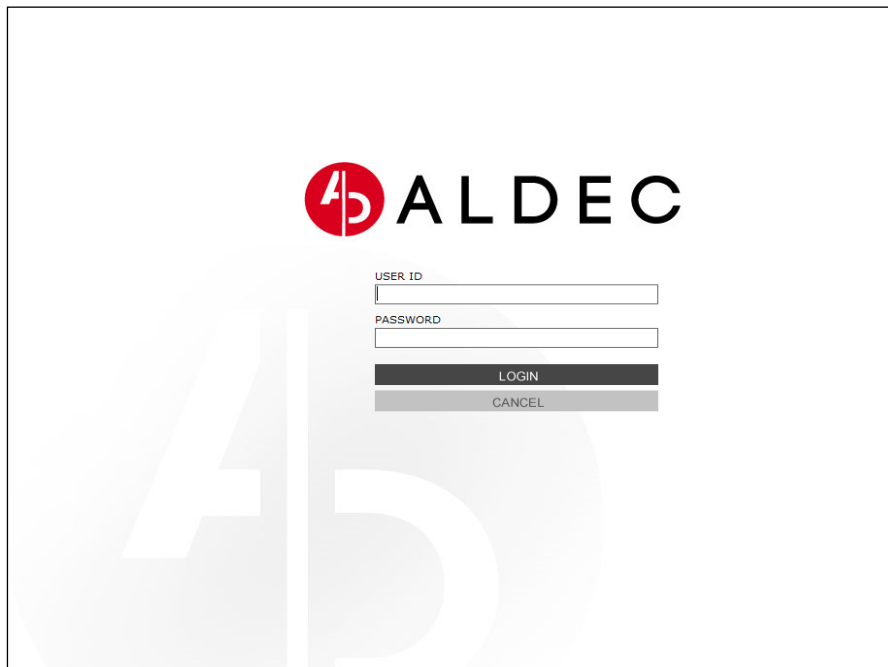vii.     In the Login page, enter the username and password as registered.

viii.    Click on  LOGIN  to login and below image is displayed
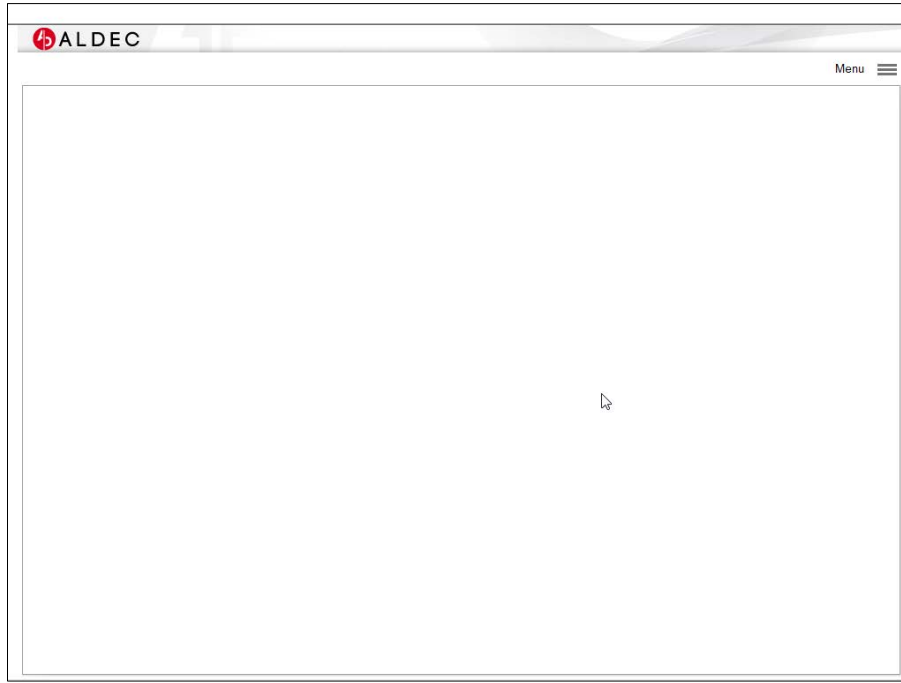


*Figure 41: Dashboard*

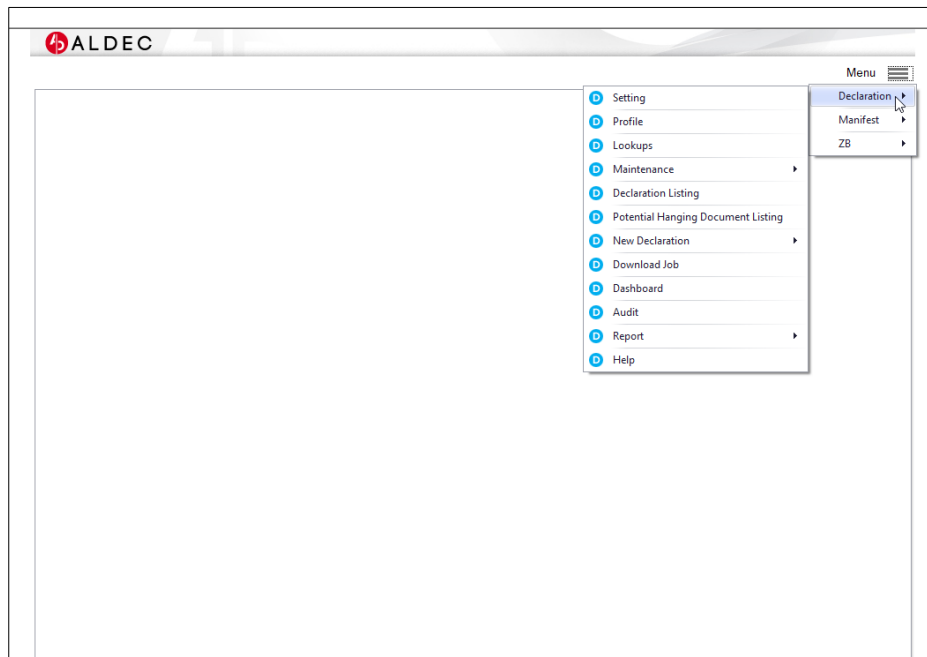User may select Menu – Declaration to continue with data entry as per below image

*Figure 42: Menu*

x. Select click Menu and select Declaration

xi. Select CUSCAR then choose New Declaration
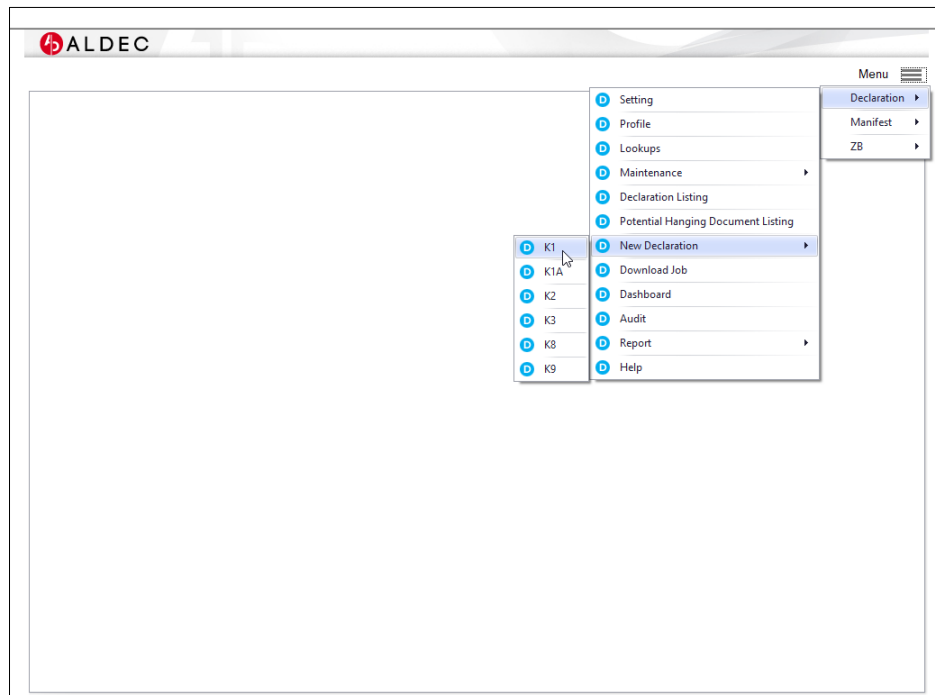
xii. For Import, select K3 as per below image

*Figure 43: Create K8*

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

9. Below image is displayed after click K8



*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



*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



*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
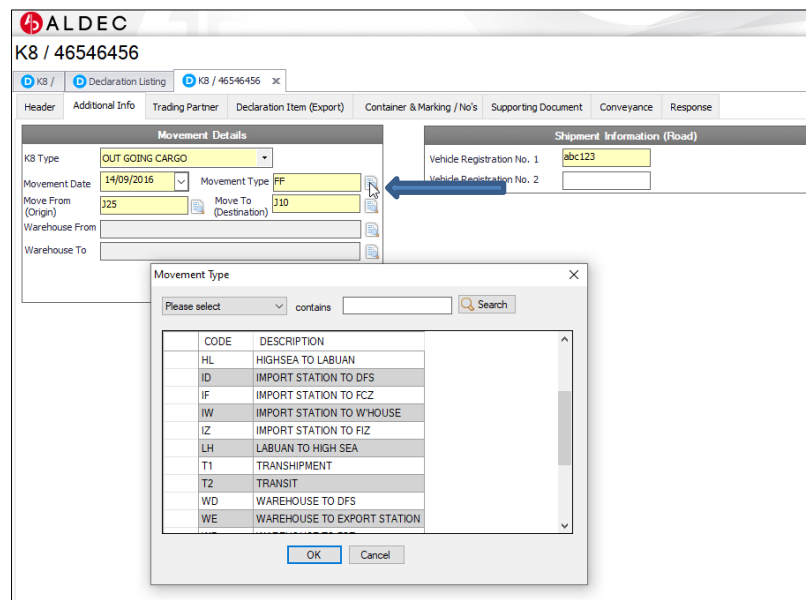


*Figure 47: Additional Info*

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



*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:



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:



*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



*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

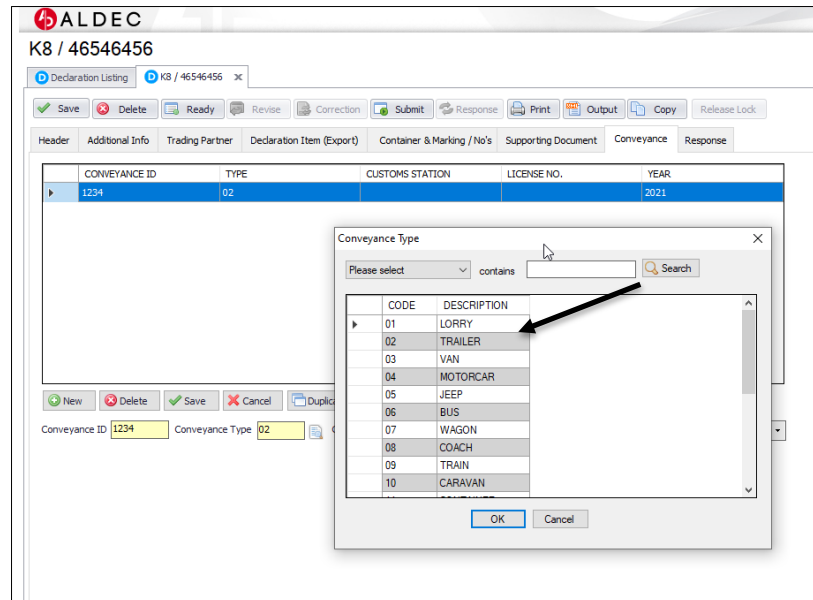Conveyance can be field up as per below image



*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



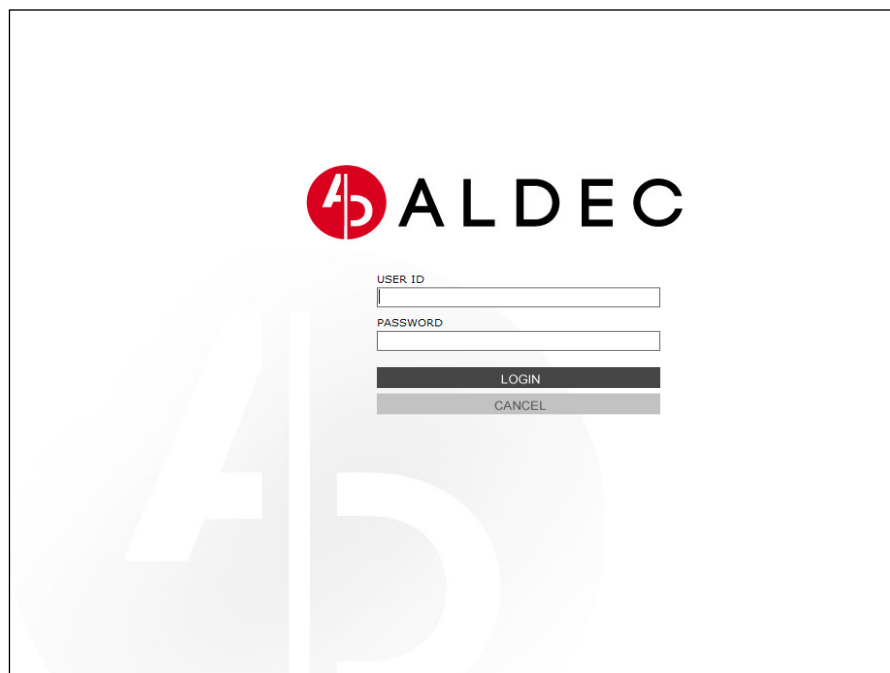*Figure 54: Login page*

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
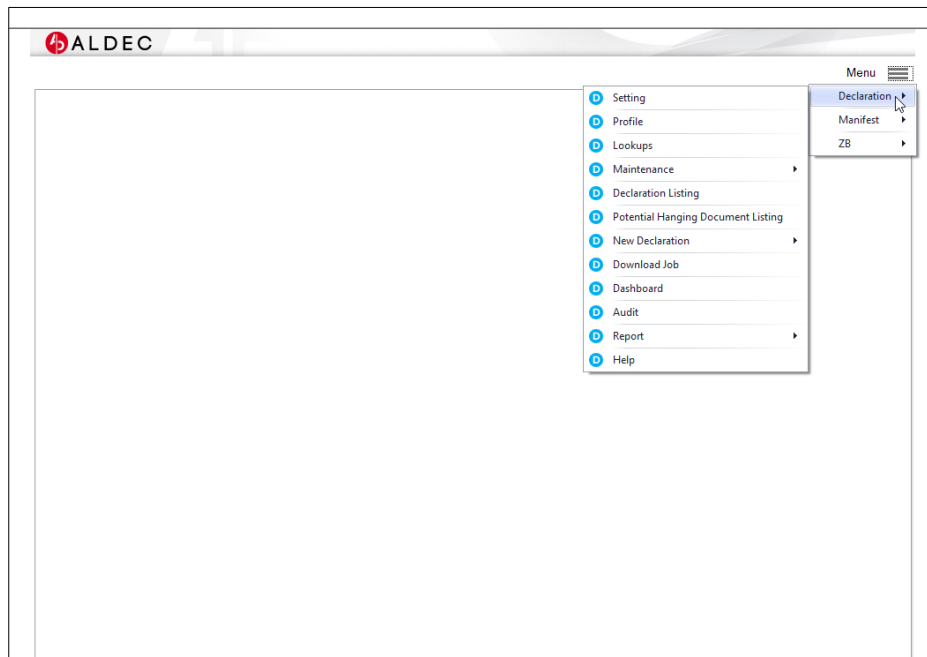
*Figure 56: Menu*

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

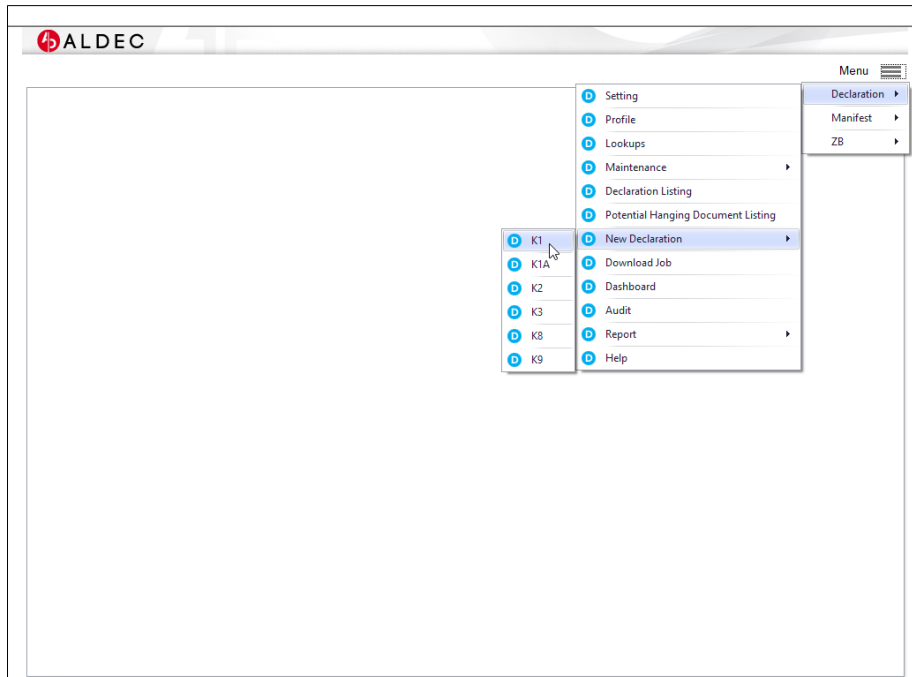**Important: Maintenance can be update before preparing any job**

*Figure 57: Create K9*

12. Below image is displayed after click K9

*Figure 58: Data Entry Field*

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

## 5.2 Header Information



*Figure 59: Header Details*

Note:

i.    Create Job Number under Header
ii.   Field up invoice details under Invoice Information
iii.  Field up Location information (Insert Warehouse detail by selecting the info on warehouse code)
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** [icon] **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



*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



*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:



*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 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: 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:



*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



*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



*Figure 65: Notification*

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

iv.     Click PRINT button to preview you job as per below image

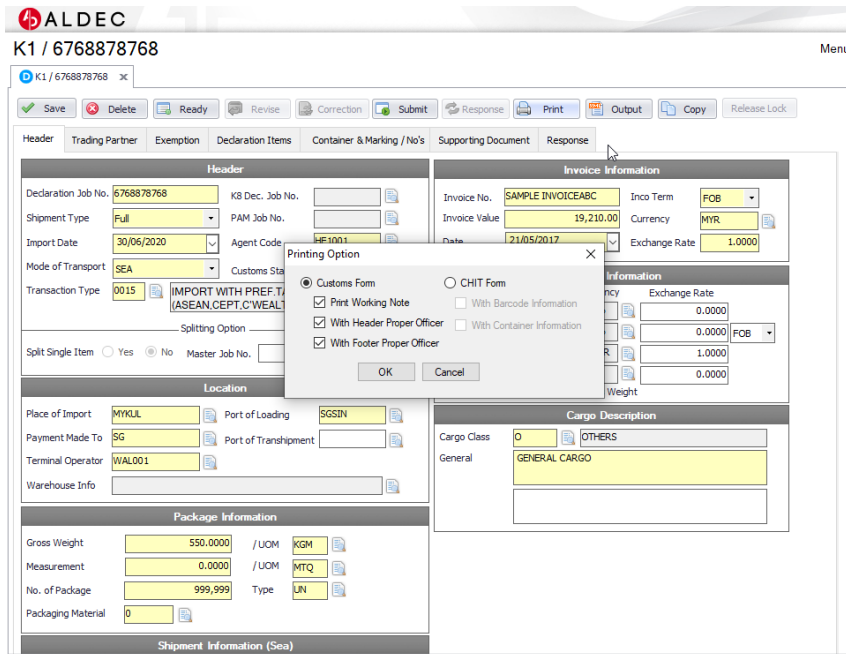v.      Then click OK button under the printing notification



*Figure 66: Printing Option Notification*

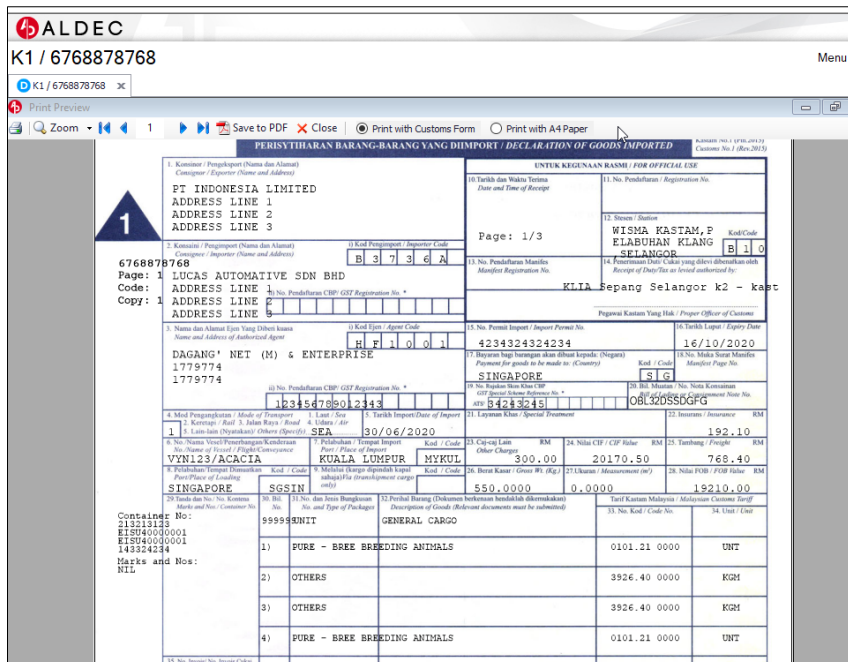vi.     Draft PREVIEW will be displayed as per below image



*Figure 67: Print Preview*

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
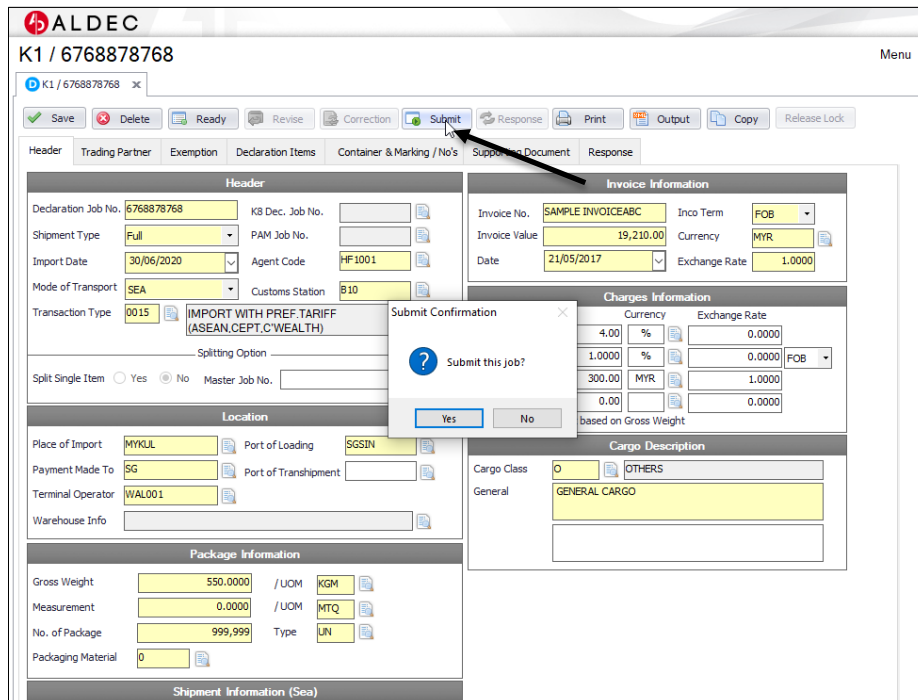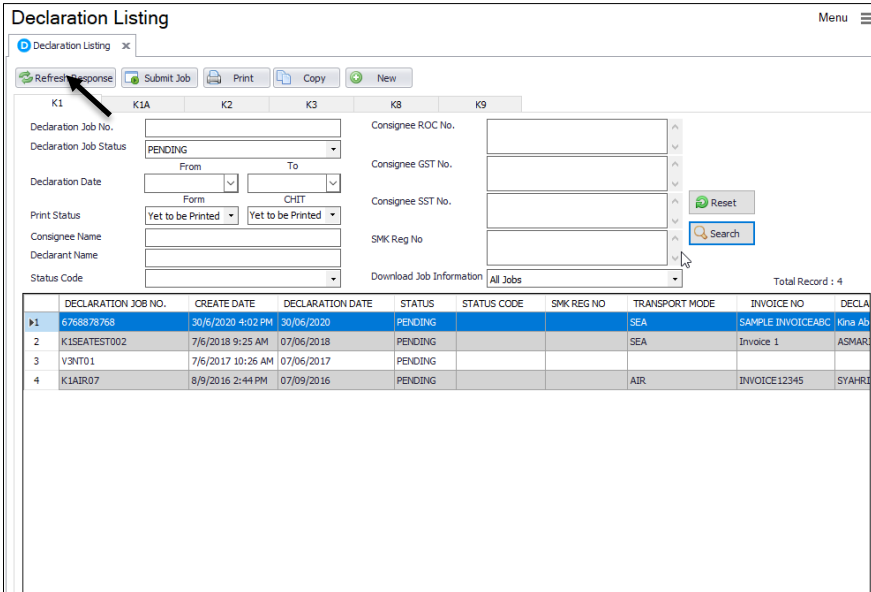


*Figure 68: Submit Button*

# 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



*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



*Figure 70: Declaration Listing*

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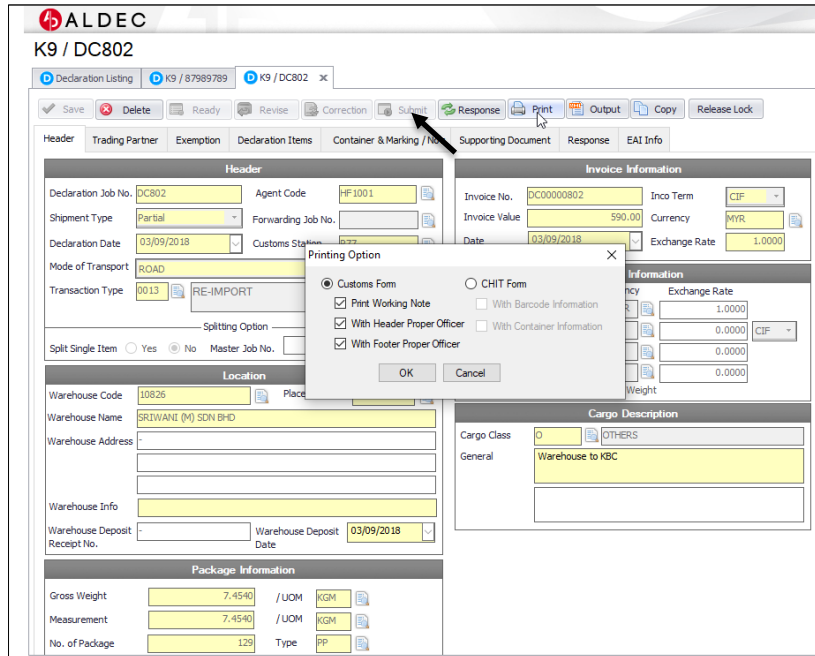iv.   Select Customs form to print into customs form or Chit Form to print



*Figure 71: Select Print*
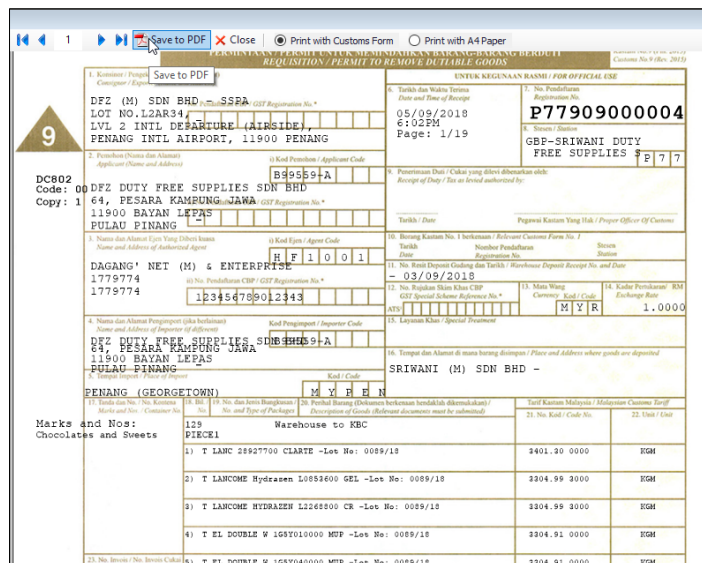
v.   Below image is displayed



*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

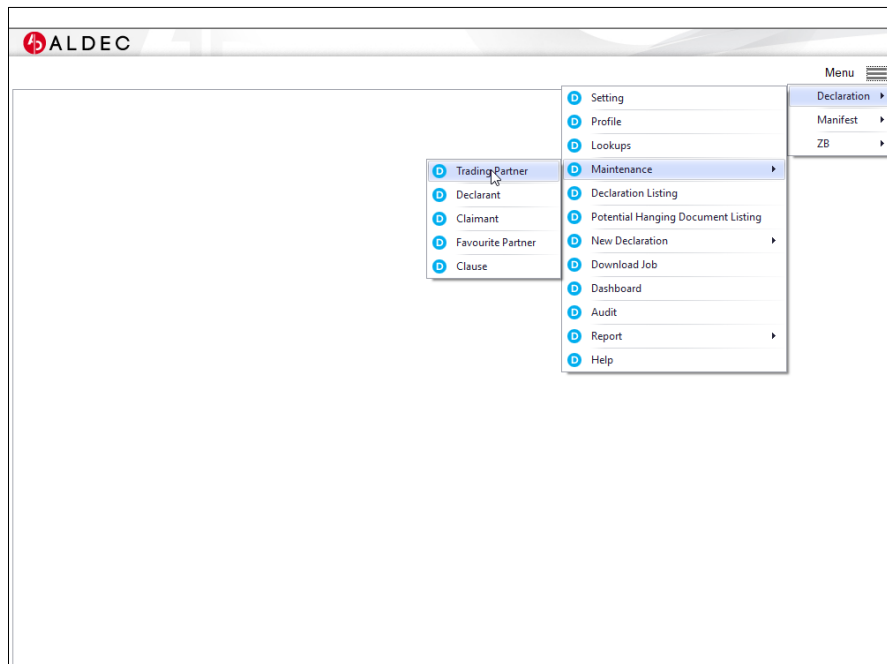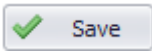User can add new consignee as is steps below:

*Figure 73: Maintenance*

 

i.     In the Trading Partner page as in image above, click on [⊕ New] to add new Consignee.

ii.     In the details, enter the new Partner Id, Name, Address, and other required details.

iii.     Then, click on [✔ Save] to save the new partner as in image below.

*Figure 74: Trading Details*

iv.    A successful notification will appear. Click OK.
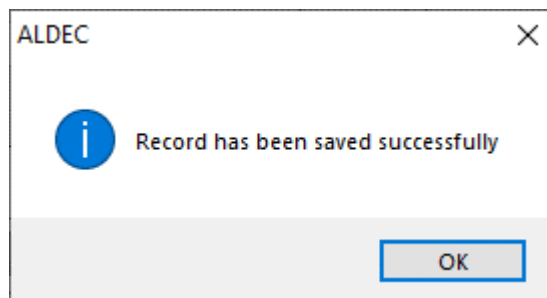


*Figure 75: Notification*

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.

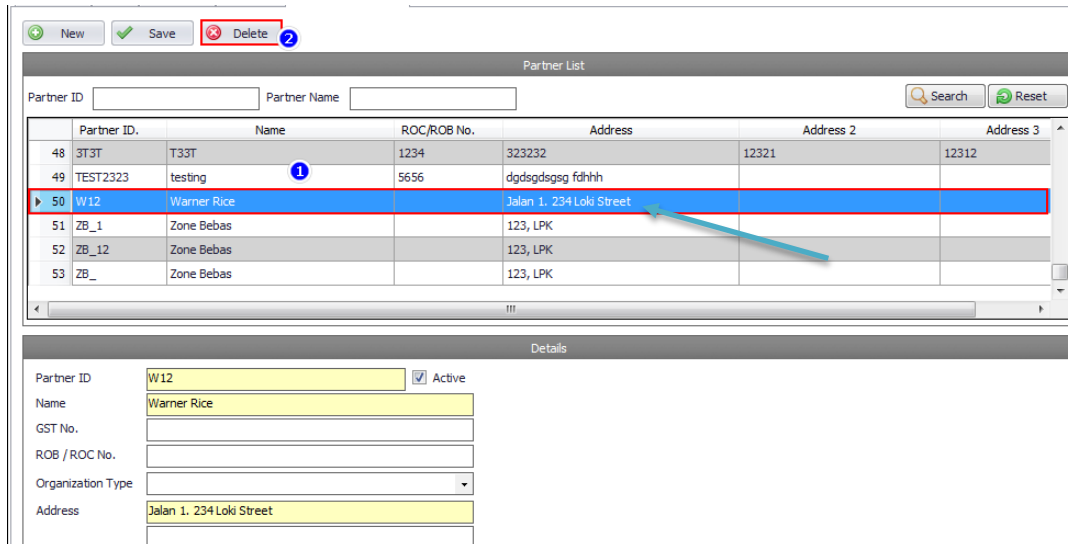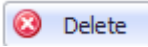i.    From the Consignee List, click on the consignee as in image below.



*Figure 76: Delete Item*

ii.   Then, click on [Delete] to delete the selected consignee.

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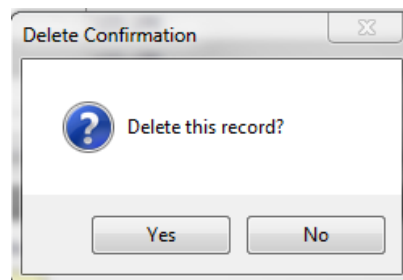


*Figure 77: Delete Notification*

## 6.3 How to add Declarant

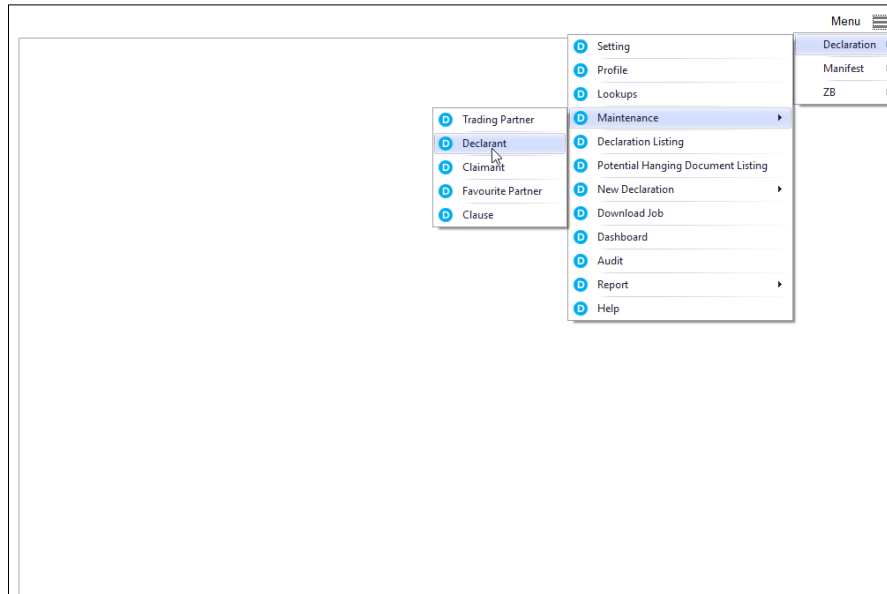User can add new consignor as is steps below:



*Figure 78: Add Declarant*

v.    In the Declarant page as in image above, click on New to add declarant.

vi.    In the details, enter the new Partner Id, Name, Address, and other required details.

vii.    Then, click on Save 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 [Delete] 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

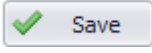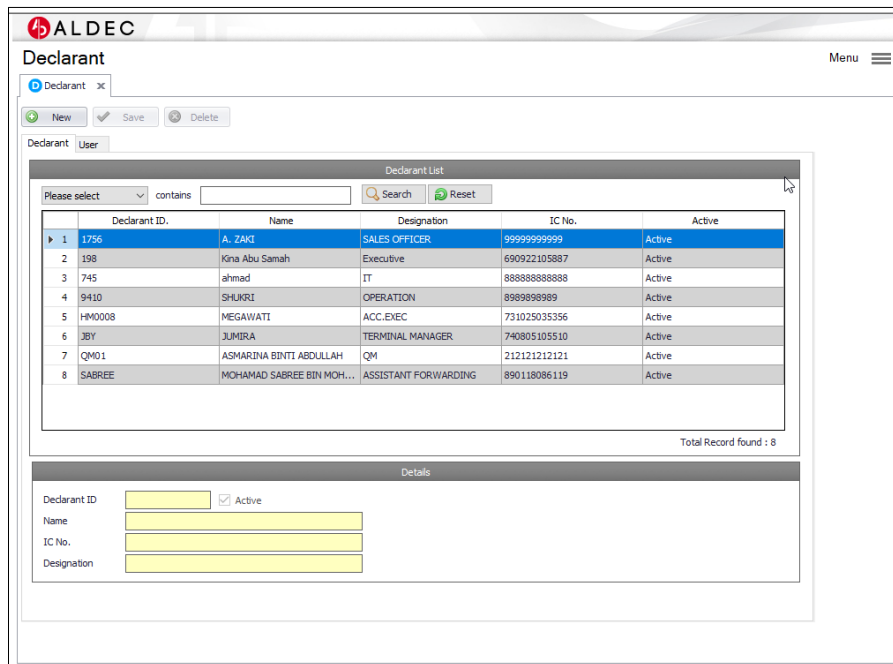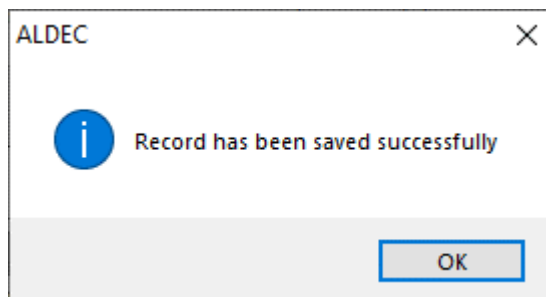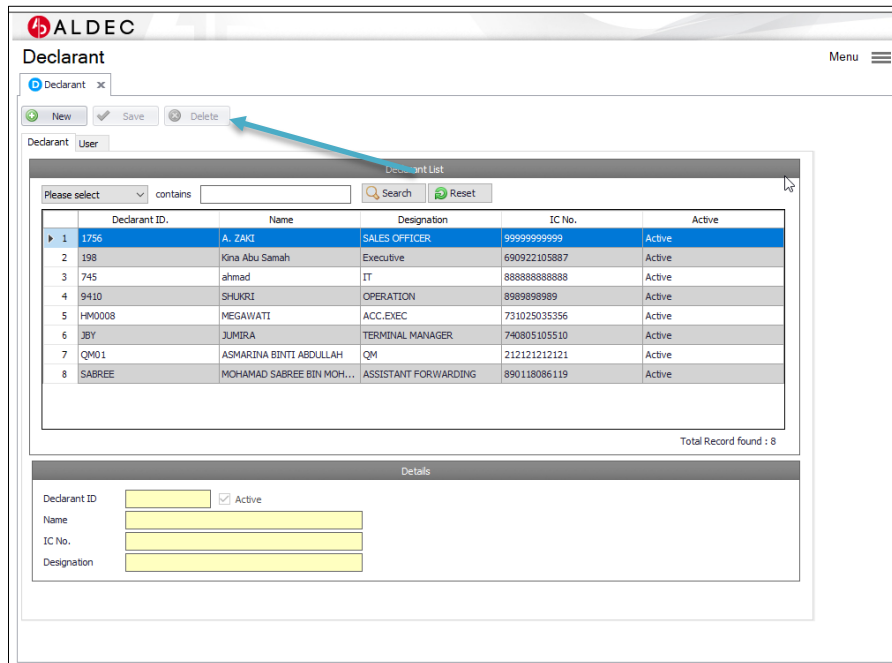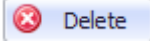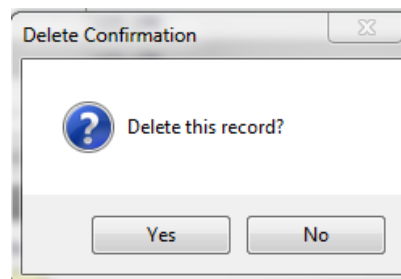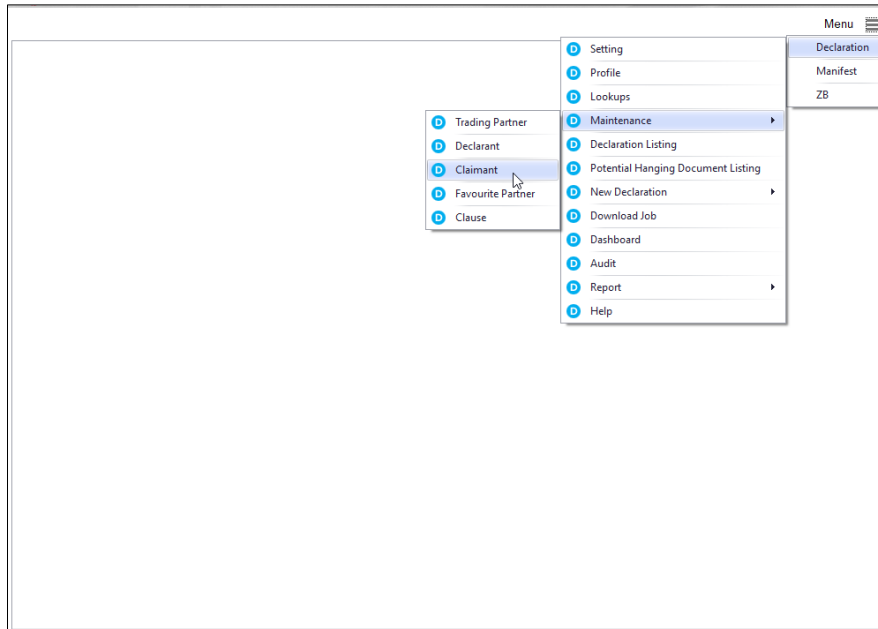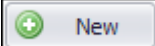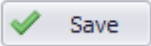User can add new claimant as is steps below:



*Figure 83: Add Declarant*

x.    In the Claimant page as in image above, click on [ New ] to add declarant.

xi.    In the details, enter the new Partner Id, Name, Address, and other required details.

xii.    Then, click on [ Save ] to save the new partner.

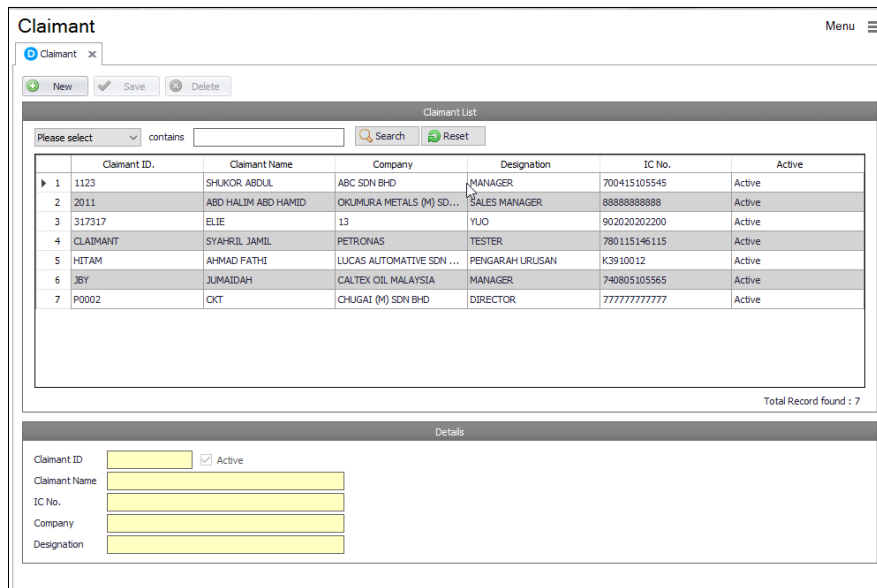xiii.    The new added Claimant will be listed in the table as in image below.

*Figure 84: Claimant Detail*

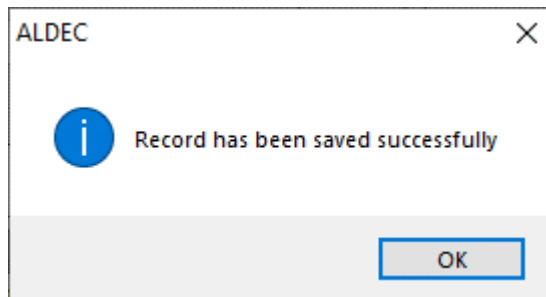xiv.     A successful notification will appear. Click OK.



*Figure 85: Notification*

## 6.4 How to delete Claimant

To delete a Claimant, please follow the steps below.

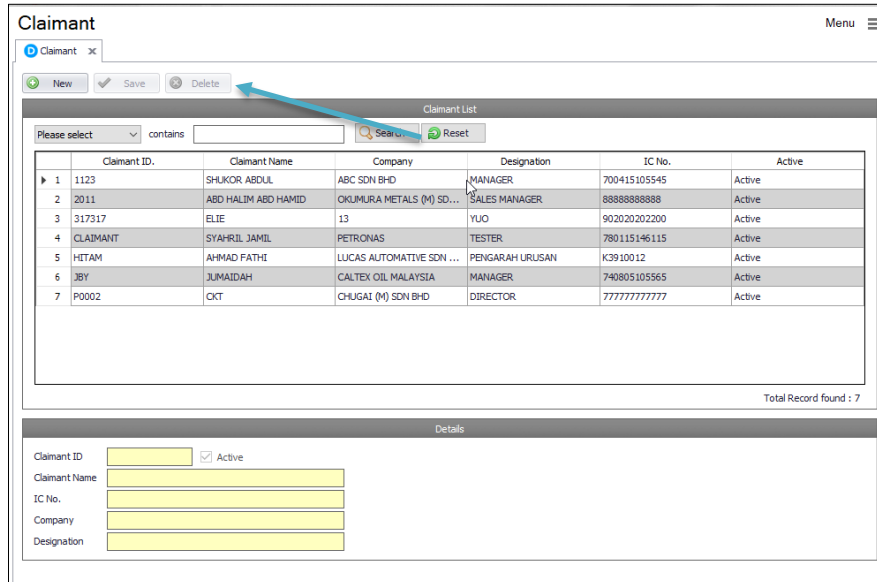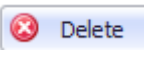iv.     From the Claimant List, select on the claimant as in image below.



*Figure 86: Delete Item*

v.      Then, click on  to delete the selected consignee.

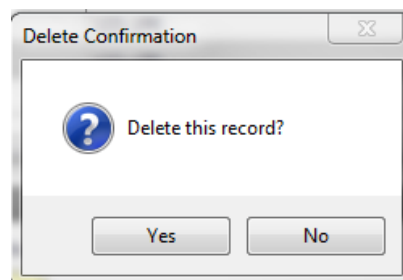vi.     A confirmation to delete will appear as in image below. Click Yes.



*Figure 87: Delete Notification*

## 6.5 How to add Favorite Partner

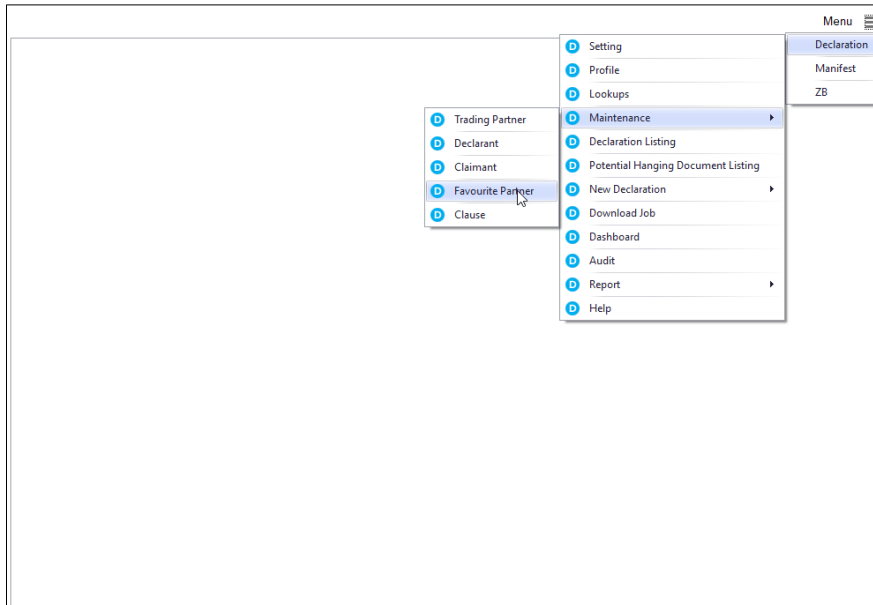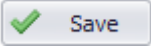User can add new Favourite Partner as is steps below:



*Figure 88: Maintenance*

xv.    In the Favourite Partner page as in image above, click on **New** to add new Favourite Partner.

xvi.    In the details, enter the new Partner Id, Name, Address, and other required details.

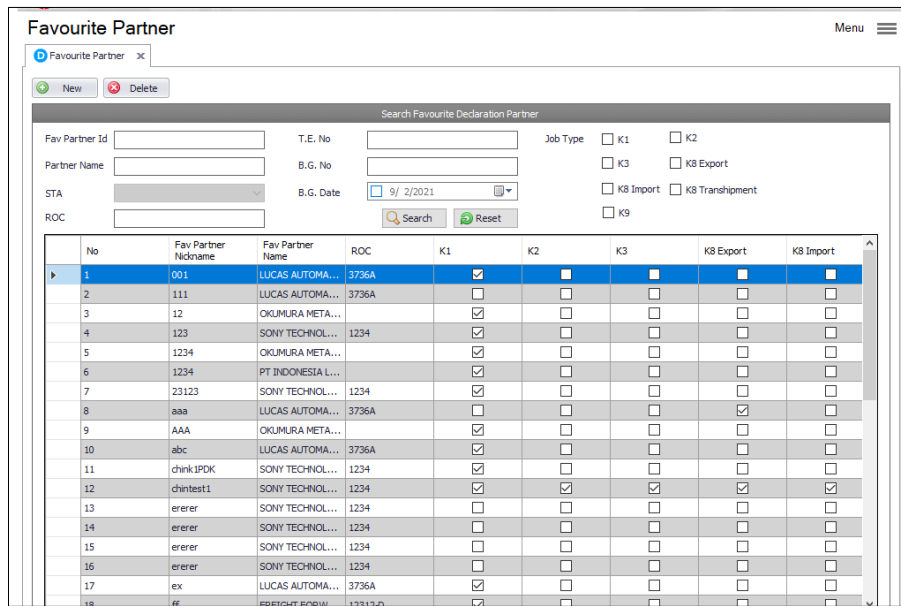xvii.    Then, click on **Save** to save the new partner as in image below.

*Figure 89: Favourite Partner*

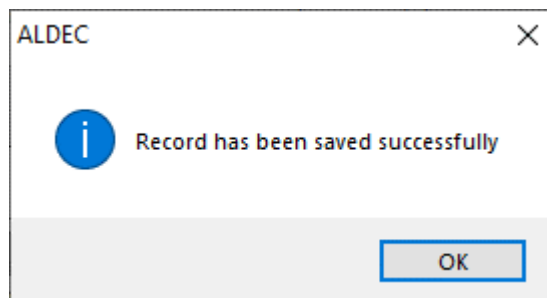xviii. A successful notification will appear. Click OK.



*Figure 90: Notification*

## 6.6 How to delete Favorite Partner

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

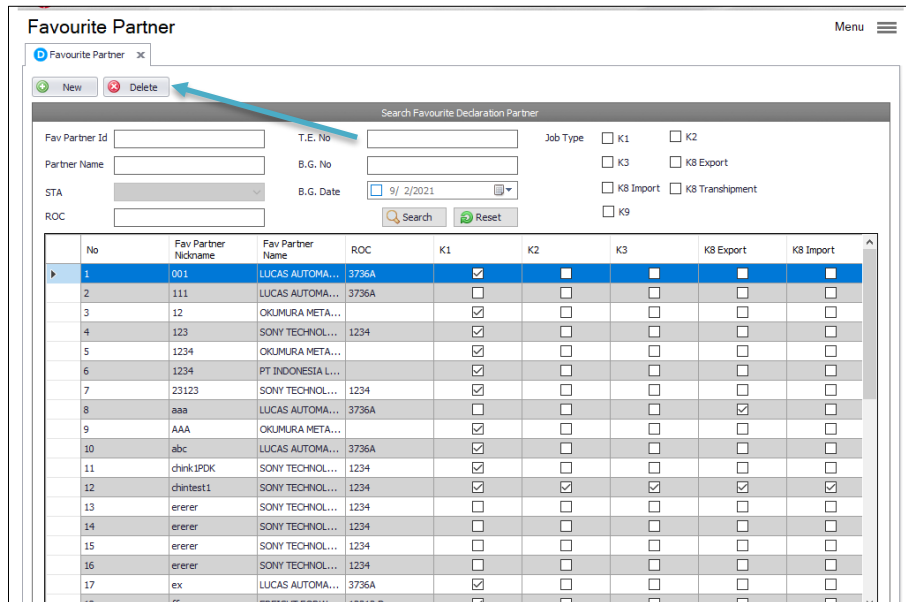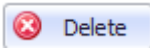iv. From the Favourite Partner List, click on the consignee as in image below.



*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.
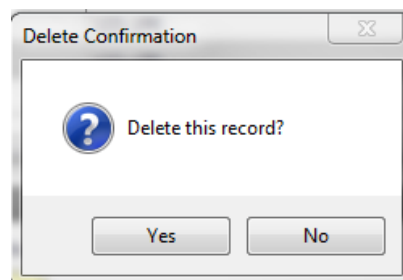


*Figure 92: Delete Notification*

## 6.3 How to add Clause
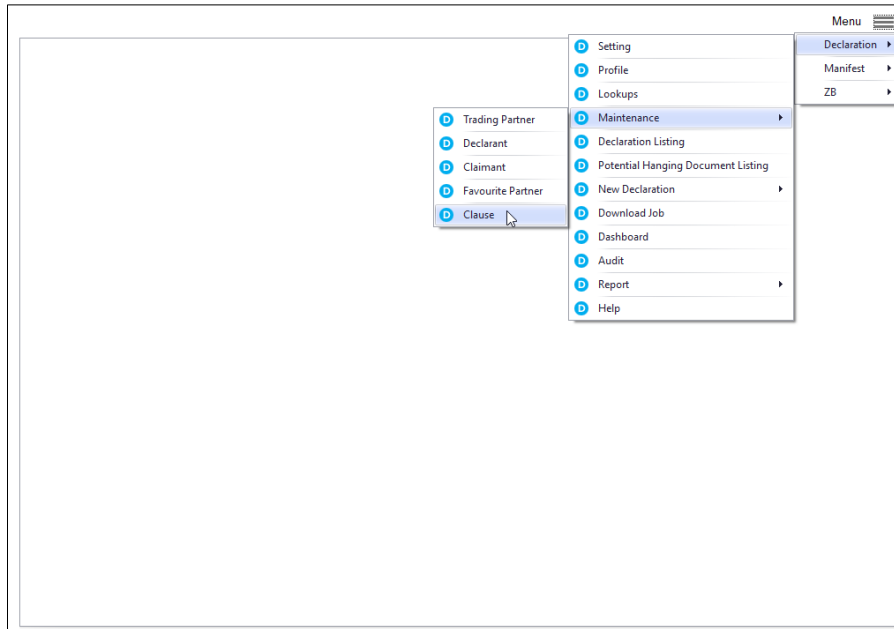
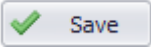User can add new clause as is steps below:



*Figure 93: Add Clause*

xix.    In the Clause page as in image above, click on [⊕ New] to add clause.

xx.    In the details, clause details.

xxi.    Then, click on [✔ Save] to save the new clause.

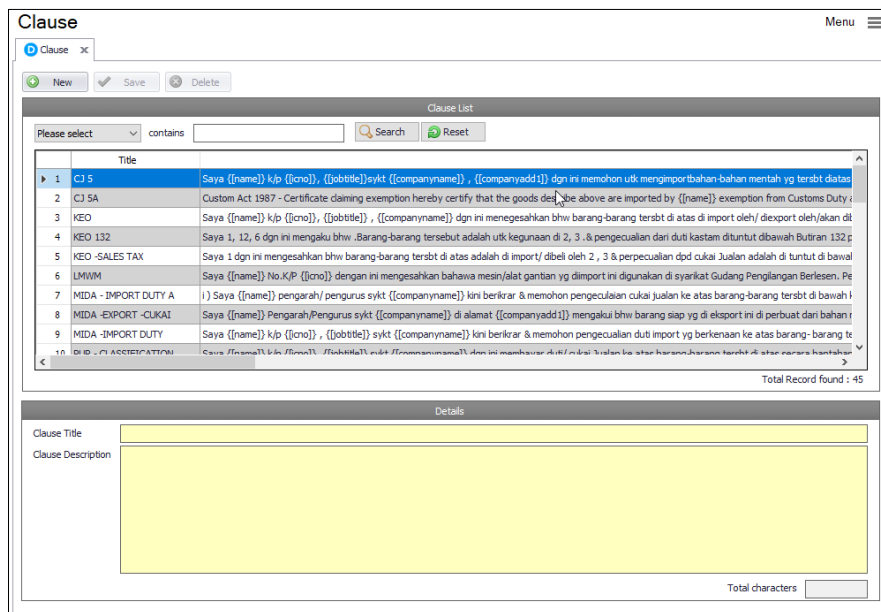xxii.    The new added Clause will be listed in the table as in image below.

*Figure 94: Clause Detail*

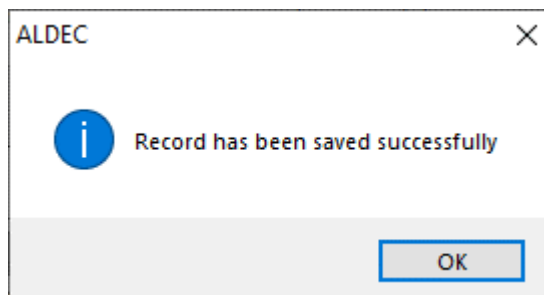xxiii.    A successful notification will appear. Click OK.



*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.

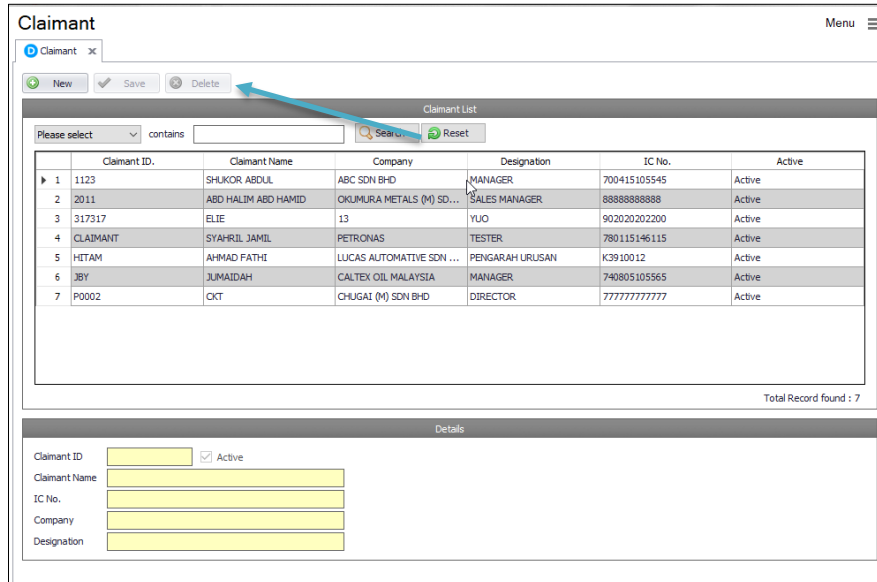vii.  From the Clause List, select on the clause as in image below.



*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.
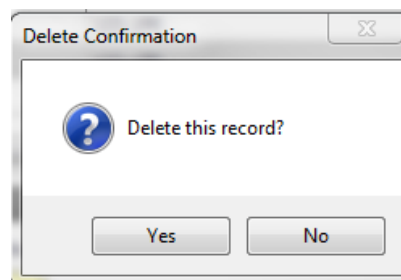


*Figure 97: Delete Notification*

# 10.    TRANSACTION FLOW DIAGRAM

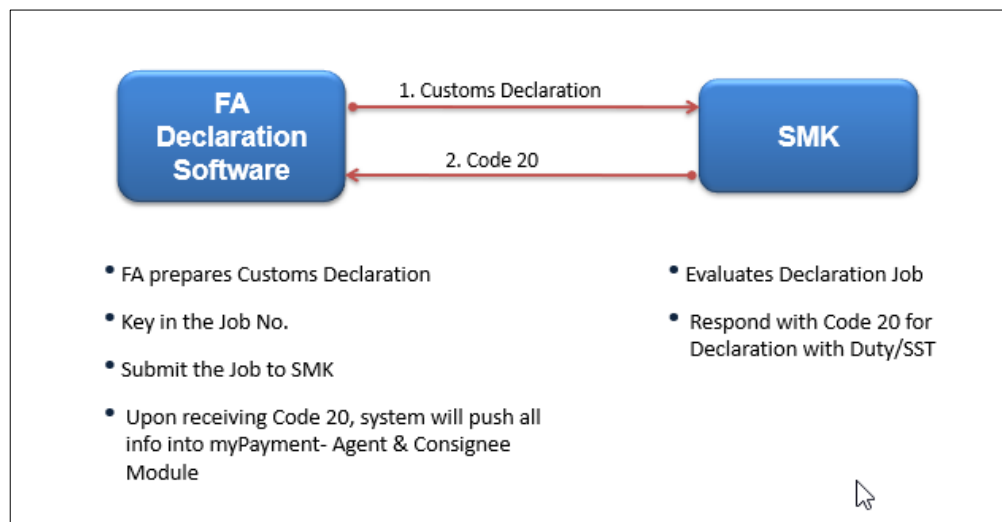## 7.1 Customs Declaration Process Flow



*Figure 98: Flow Diagram*

## 7.2 Customs Duty Payment Flow

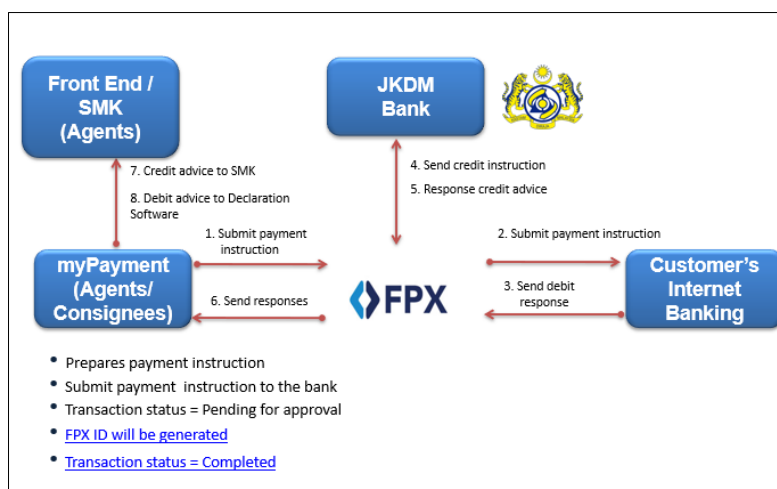Duty can be made after getting response from customs with code 20



*Figure 99: Duty Payment flow*

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