



DAGANGNET

A member of DNeX Group

ZB 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 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	ZB1-ZB4	Forwarding Agent (FA)	To apply customs declaration form via ALDEC to SMK	Acknowledged by Customs if the job is Approved

Table 1: User Role

F. Convention




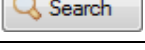
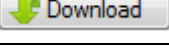
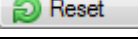
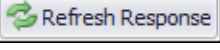
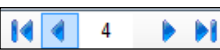


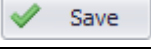

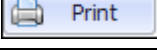
Icon / Button	Description	Function (s)
	Login	To sign into the application
	Start	To start the scheduler
	Stopped	To stop the scheduler
	Search	To search for a particular list
	Download Button	To download lookup
	Reset	To undo changes
	Refresh Response Button	To manually refresh response in Declaration 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 a job
	Print Button	To print a customs form

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 ZB1 FORM

FA can create ZB1 form by preparing the document via ALDEC. Below are the steps:

2.2 Create ZB1

- Login to ALDec by click the icon as per below



Figure 1 ALDec Icon

- Login page will be displayed

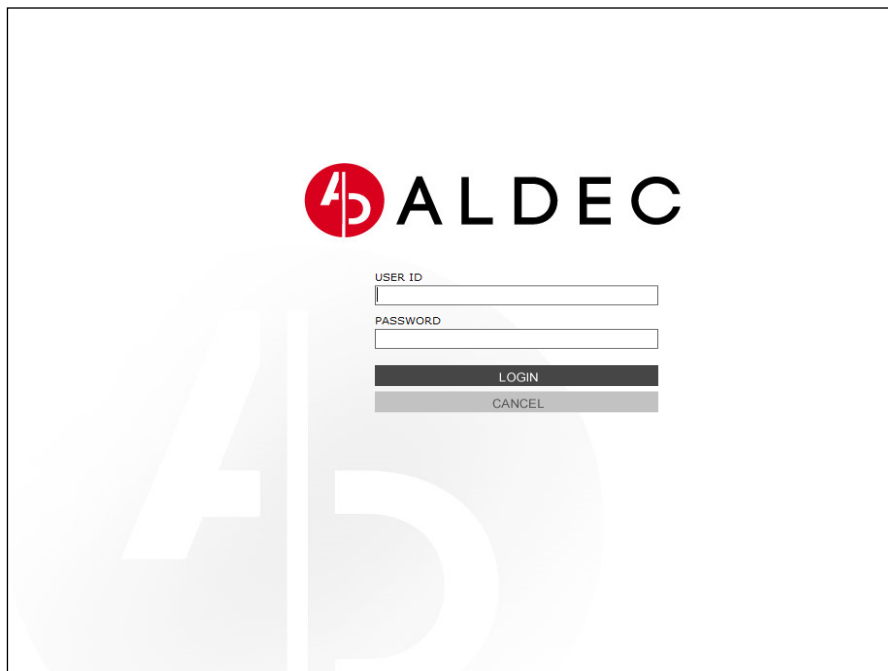


Figure 2: Login page

- 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 – ZB to continue with data entry as per below image

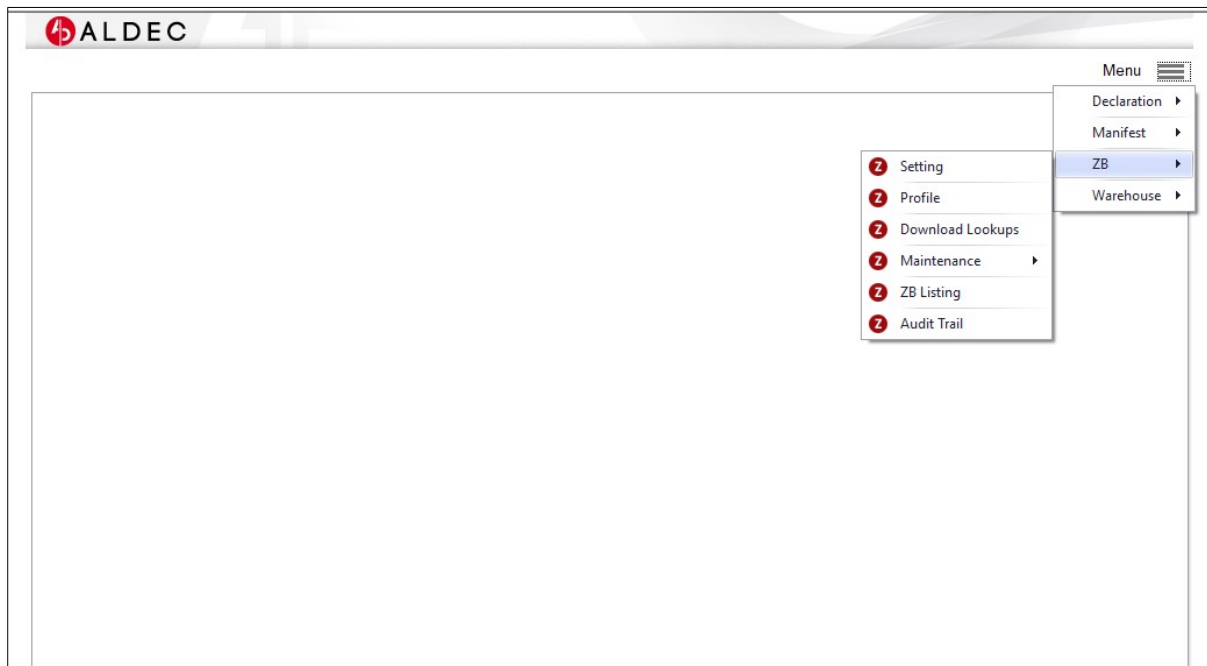


Figure 4: Menu

- i. Select click Menu and select ZB
- ii. Select ZB Listing then ZB listing will be displayed
- iii. For Import to free zone, select ZB1 as per below image

Important: Maintenance can be update before preparing any job

For ZB1, Manifest number is mandatory if you transportation mode by sea

ZB Listing Menu

Refresh Response Submit Job Print Copy New

ZB1 **ZB2** ZB3 ZB4

Declaration Job No. Consignee Name

Declaration Job Status Consignee ROC No.

Declaration Date From: To: Consignee SST No.

Declarant Name Reg No.

Status Code Type

PKCS Id Type Status

Reset Search

Total Record : 0

DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	REG NO	FCZ AUTHORITY	DECLARANT NAME	CONSIGNEE
---------------------	-------------	------------------	--------	-------------	--------	---------------	----------------	-----------

Figure 5: ZB Listing

1. Click NEW button to start new job and below image is displayed:

Note: To search for a Job, please insert a keyword then click Search button (e.g.: key in by Declaration Job. No.)

User Manual – ALDEC Customs Declaration (ZB1-ZB4)
Version 1.0

ZB1 / Menu

2 ZB Listing 2 ZB1 / x

Save Delete Ready Revise Replace Cancel Submit Response Print Output Copy Release Lock

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

Header Declaration Job No. <input type="text"/> Declaration Date <input type="text" value="17/08/2021"/>		Invoice Information Invoice No. <input type="text"/> Inco Term <input type="text" value="FOB"/>																
FCZ Auth. <input type="text" value="LPK"/> Import Date <input type="text" value="17/08/2021"/>		Invoice Value <input type="text" value="0.00"/> Currency <input type="text"/>																
Mode of Transport <input type="text" value="SEA"/> Type <input type="text" value="O"/>		Date <input type="text" value="17/08/2021"/> Exchange Rate <input type="text" value="0.0000"/>																
Transaction Type <input type="text"/>																		
Location																		
Place of Import <input type="text"/>	Port of Loading <input type="text"/>																	
Zone <input type="text"/>	Port of Transhipment <input type="text"/>																	
Payment Made To <input type="text"/>	Country of Origin <input type="text"/>																	
Package Information Gross Weight <input type="text" value="0.0000"/> / UOM <input type="text" value="KGM"/>		Charges Information																
Measurement <input type="text" value="0.0000"/> / UOM <input type="text" value="MTQ"/>		<table border="1"> <thead> <tr> <th></th> <th>Currency</th> <th>Exchange Rate</th> </tr> </thead> <tbody> <tr> <td>Freight</td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.0000"/></td> </tr> <tr> <td>Insurance</td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.0000"/> <input type="text" value="FOB"/></td> </tr> <tr> <td>Other</td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.0000"/></td> </tr> <tr> <td>Port</td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.0000"/></td> </tr> </tbody> </table>			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"/>
	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"/>																
No. of Package <input type="text"/> Type <input type="text"/>		Cargo Description Cargo Class <input type="text"/>																
Shipment Information (Sea)		General <input type="text"/>																
Ship Call No. <input type="text"/>	Voyage No. <input type="text"/>																	
Ocean BL <input type="text"/>	House BL <input type="text"/>																	
UCN <input type="text"/>	Arrival Date <input type="text" value="17/08/2021"/>																	
Vessel ID <input type="text"/>	Vessel Name <input type="text"/>																	

Figure 6: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

Figure 7: Header Details

Note:

- i. Create Job Number by key in in Declaration Job No field
- ii. For Transaction type: user may choose Normal Type
- iii. Field up invoice details under Invoice Information
- iv. Field up Location information (e:g: If import to Port Klang: insert MYPKG into Place of import & Zone)
- v. Field up Charges Information (if any)
- vi. Field up Cargo Description
- vii. Field up Package information
- viii. Field up Shipment information is depending on Mode of transport (either by Sea or Air)



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

2.2 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.

Header	Trading Partner	Declaration Items	Container & Marking / No's	Supporting Document	Response
Consignee Information		Consignor Information			
Partner ID	<input type="text"/>	SST No.	<input type="text"/>	Partner ID	<input type="text"/>
Consignee Name	<input type="text"/>				
Consignee Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Organization Type	<input type="text"/>	ROB/ ROC No.	<input type="text"/>	Consignor Name	<input type="text"/>
				Consignor Address	<input type="text"/>
					<input type="text"/>
					<input type="text"/>
Shipping Agent Information		Declarant Information			
Code	<input type="text"/>	Declarant ID	<input type="text"/>	Declarant Name	<input type="text"/>
Shipping Agent Name	<input type="text"/>				
Shipping Agent Address	<input type="text"/>				
	<input type="text"/>				
Agent Code	<input type="text"/>	NRIC	<input type="text"/>		

Figure 8: 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. To select a maintained data, click the look up table button.

2.2 Declaration Items

Complete the declaration items as per below image:

HS CODE	DESCRIPTI...	STATISTICA...	UOM	DECLARED...	UOM	AMOUNT	ORIGIN	QTY	TYPE
---------	--------------	---------------	-----	-------------	-----	--------	--------	-----	------

New Delete Save Cancel Duplicate

Total Amount 0.00
Invoice Value 0.00

Country of Origin [] HS Code [] Item Amount 0.00 Port Operator []
Statistical Qty 0.0000000 Statistical UOM [] Item Description []
Declared Qty 0.0000000 Declared UOM []
Package Qty [] Package Type [] Extra Item Description []

Figure 9: Declaration Items

Note:

- i. Click New Button to add new items
- ii. Search the Country of origin by clicked the search button
- iii. Insert the Item Amount, statistical quantity, declared quantity and package quantity
- iv. Select a preferred Port Operator by clicked the searched button
- v. Insert the Item description
- vi. Click SAVE button to save data or DELETE button to delete item
- vii. Click DUPLICATE button to copy the items

2.2 Container & Marking Number

Complete the Container & Marking as per below image:

The screenshot shows a software interface with the following elements:

- Window title: ZB Listing, ZB1 / x
- Tabbed menu: Header, Trading Partner, Declaration Items, **Container & Marking / No's**, Supporting Document, Response
- Section: Container
- Table with columns: CONTAINER NO., SIZE, STATUS, TYPE
- Buttons: New, Delete, Save, Cancel, Duplicate
- Form fields: Container No. (text), Size (dropdown), Status (dropdown), Type (dropdown)
- Section: Mark and No's
- Text area: Large yellow highlighted box for entering marking information
- Field: Total Characters (text)

Figure 10: Container & Marking

Note:

- i. Click NEW button to key in container information (If any)
- ii. Click SAVE button to save container information
- iii. Select and Click DELETE button if to delete container
- iv. Next go to supporting document

Important: Marks and No's is mandatory field and must field a data

2.2 Supporting Document

Supporting Document can be field up if any

The screenshot shows a software window titled 'ZB Listing' with a sub-tab 'ZB1 / x'. The window contains a 'Supporting Document' section with a table and a control panel. The table has the following structure:

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

Below the table, there are five buttons: 'New' (with a green plus icon), 'Delete' (with a red minus icon), 'Save' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Duplicate' (with a blue document icon). At the bottom of the form, there are input fields for 'Code', 'Customs Station', 'Reference No.', 'Date Type' (a dropdown menu), and 'Date' (set to '17/03/2022'). A black arrow points to the 'New' button.

Figure 12: 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 ZB2 FORM

FA can create ZB2 form by preparing the document via ALDEC. Below are the steps:

2.2 Create ZB2

- Login to ALDec by click the icon as per below.



Figure 11 ALDec Icon

- Login page will be displayed

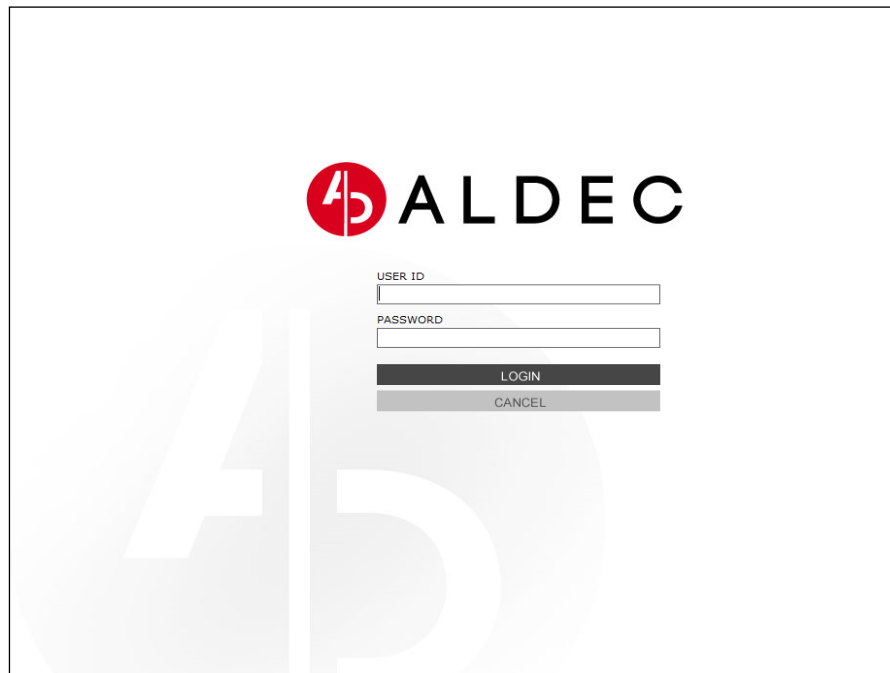


Figure 12: Login page

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

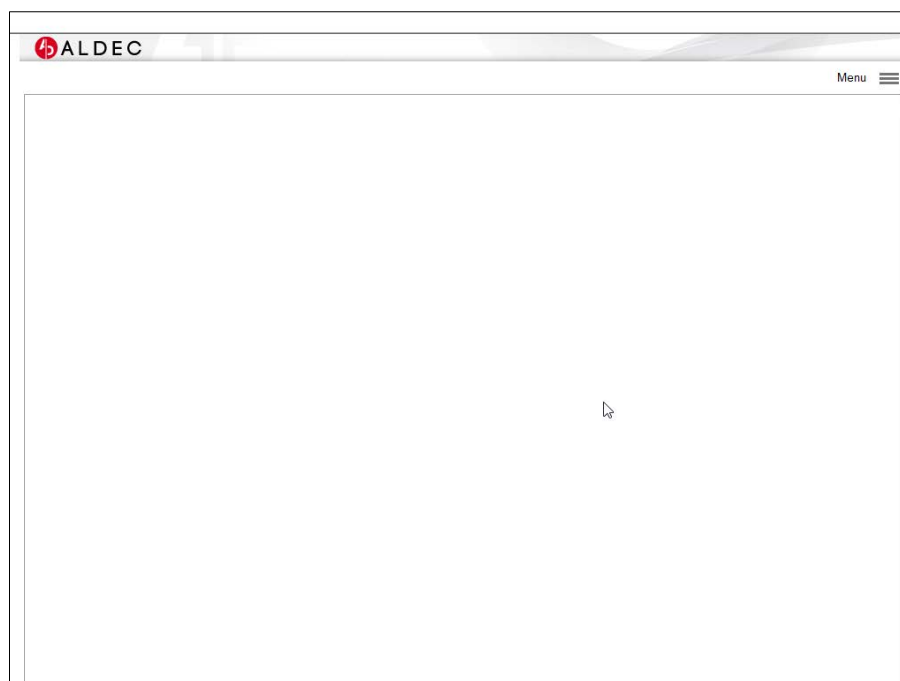


Figure 13: Dashboard

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

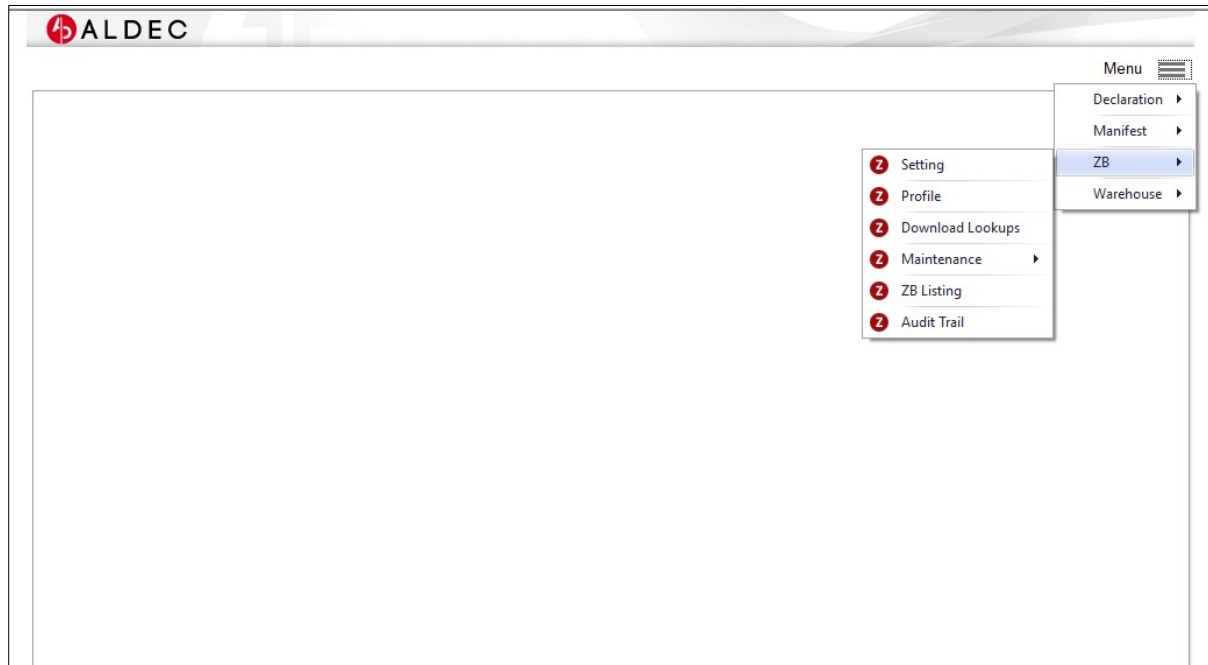


Figure 14: Menu

- iv. Select click Menu and select ZB
- v. Select ZB Listing then ZB listing will be displayed
- vi. For Export from free zone, select ZB2 as per below image

Important: Maintenance can be update before preparing any job

ZB Listing Menu

ZB Listing x

Refresh Response Submit Job Print Copy New

ZB1 ZB2 ZB3 ZB4

Declaration Job No. Consignee Name

Declaration Job Status Consignee ROC No.

Declaration Date From: 17/08/2021 To: 17/08/2021 Consignee SST No.

Declarant Name Reg No.

Status Code Type

PKCS Id Type Status

Reset Search

Total Record : 0

DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	REG NO	FCZ AUTHORITY	DECLARANT NAME	CONSIGNEE
---------------------	-------------	------------------	--------	-------------	--------	---------------	----------------	-----------

Figure 15: ZB Listing

2. Select ZB 2 then Click NEW button to start new job and below image is displayed:

Note: To search for a Job, please insert a keyword then click Search button (e.g.: key in by Declaration Job. No.)

ZB2 / Menu

ZB Listing ZB2 / x

Header Trading Partner Declaration Items Container & Marking / No's Supporting Document ZB1 Import ZB4 Response

Header Declaration Job No. <input type="text"/> FCZ Auth. <input type="text" value="LPK"/> Export Date <input type="text" value="17/03/2022"/> Declaration Date <input type="text" value="17/03/2022"/> Mode of Transport <input type="text" value="SEA"/> Type <input type="text" value="0"/> Transaction Type <input type="text"/> Replaced/Cancelled Job No by <input type="text"/>		Invoice Information Invoice No. <input type="text"/> Inco Term <input type="text" value="FOB"/> Invoice Value <input type="text" value="0.00"/> Currency <input type="text"/> Date <input type="text" value="17/03/2022"/> Exchange Rate <input type="text" value="0.0000"/>																										
Location Place of Export <input type="text"/> Port of Discharge <input type="text"/> Zone <input type="text"/> Port of Transhipment <input type="text"/> Payment Made To <input type="text"/> Final Destination <input type="text"/> Country of Origin <input type="text"/>		Charges Information <table border="1"> <thead> <tr> <th></th> <th></th> <th>Currency</th> <th>Exchange Rate</th> <th></th> </tr> </thead> <tbody> <tr> <td>Freight</td> <td><input type="text" value="0.00"/></td> <td><input type="text"/></td> <td><input type="text" value="0.0000"/></td> <td></td> </tr> <tr> <td>Insurance</td> <td><input type="text" value="0.00"/></td> <td><input type="text"/></td> <td><input type="text" value="0.0000"/></td> <td><input type="text" value="FOB"/></td> </tr> <tr> <td>Other</td> <td><input type="text" value="0.00"/></td> <td><input type="text"/></td> <td><input type="text" value="0.0000"/></td> <td></td> </tr> <tr> <td>Port</td> <td><input type="text" value="0.00"/></td> <td><input type="text"/></td> <td><input type="text" value="0.0000"/></td> <td></td> </tr> </tbody> </table>				Currency	Exchange Rate		Freight	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>		Insurance	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="FOB"/>	Other	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>		Port	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>	
		Currency	Exchange Rate																									
Freight	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>																									
Insurance	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="FOB"/>																								
Other	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>																									
Port	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.0000"/>																									
Package Information Gross Weight <input type="text" value="0.0000"/> / UOM <input type="text" value="KGM"/> Measurement <input type="text" value="0.0000"/> / UOM <input type="text" value="MTQ"/> No. of Package <input type="text"/> Type <input type="text"/>		Cargo Description Cargo Class <input type="text"/> General <input type="text"/> <input type="text"/>																										
Shipment Information (Sea) Ship Call No. <input type="text"/> Voyage No. <input type="text"/> Vessel ID <input type="text"/> Vessel Name <input type="text"/>		Strategic Trade Act (STA) Required STA Permit <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempted																										

Figure 16: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

The screenshot shows the 'ZB2 /' form with the following sections and fields:

- Header:** Declaration Job No., FCZ Auth. (LPK), Export Date (17/03/2022), Declaration Date (17/03/2022), Mode of Transport (SEA), Type (0), Transaction Type, Replaced/Cancelled Job No by.
- Invoice Information:** Invoice No., Inco Term (FOB), Invoice Value (0.00), Currency, Date (17/03/2022), Exchange Rate (0.0000).
- Charges Information:** Table with columns: Freight, Insurance, Other, Port, Currency, Exchange Rate. Values are 0.00 for all, with Exchange Rate 0.0000. FOB is selected for Inco Term.
- Cargo Description:** Cargo Class, General.
- Package Information:** Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, Type.
- Shipment Information (Sea):** Ship Call No., Voyage No., Vessel ID, Vessel Name.
- Strategic Trade Act (STA):** Required STA Permit (Yes, No, Exempted).

Figure 17: Header Details

Note:

- ix. Create Job Number by key in in Declaration Job No field
- x. For Transaction type: user may choose Normal Type
- xi. Field up invoice details under Invoice Information
- xii. Field up Location information (e:g: If iExport from Port Klang: insert MYPKG into Place of Export & Zone)
- xiii. Key in Payment made to, Country of Origin, Port of Discharge, & Final Destination
- xiv. Field up Charges Information (if any)
- xv. Field up Cargo Description
- xvi. Field up Package information
- xvii. Field up Shipment information is depending on Mode of transport (either by Sea or Air)



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

2.2 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






Consignor Information Partner ID <input type="text"/>  SST No. <input type="text"/> Consignor Name <input type="text"/> Consignor Address <input type="text"/> <input type="text"/> Organization Type <input type="text"/>  ROB/ ROC No. <input type="text"/>	Consignee Information Partner ID <input type="text"/>  SST No. <input type="text"/> Consignee Name <input type="text"/> Consignee Address <input type="text"/> <input type="text"/> <input type="text"/>
Shipping Agent Information Code <input type="text"/>  Shipping Agent Name <input type="text"/> Shipping Agent Address <input type="text"/> <input type="text"/> Agent Code <input type="text"/>	Declarant Information Declarant ID <input type="text"/>  Declarant Name <input type="text"/> Designation <input type="text"/> NRIC <input type="text"/>

Figure 18: Trading Partner

Note:

- v. Field up the consignor details
- vi. Field up the consignee 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. To select a maintained data, click the look up table button.

2.2 Declaration Items

Complete the declaration items as per below image:

HS CODE	DESCRIPTION	STATISTICAL ...	UOM	DECLARED Q...	UOM	AMOUNT	QTY	TYPE
---------	-------------	-----------------	-----	---------------	-----	--------	-----	------

Total Amount
Invoice Value

Statistical Qty HS Code Item Amount Port Operator

Declared Qty Statistical UOM Item Description

Package Qty Declared UOM Extra Item Description

Package Type

Figure 19: Declaration Items

Note:

- viii. Click New Button to add new items
- ix. Search the HS Code by clicked the search button
- x. Insert the Item Amount,
- xi. Select a preferred Port Operator by clicked the searched button
- xii. Insert statistical quantity and declared quantity and package quantity
- xiii. Insert the Item description
- xiv. Click SAVE button to save data or DELETE button to delete item
- xv. Click DUPLICATE button to copy the items

2.2 Container & Marking Number

Complete the Container & Marking as per below image:

The screenshot shows a software interface for entering container and marking information. It consists of two main panels. The top panel, titled 'Container', features a table with four columns: 'CONTAINER NO.', 'SIZE', 'STATUS', and 'TYPE'. Below the table is a toolbar with five buttons: 'New' (with a plus icon), 'Delete' (with a red X icon), 'Save' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Duplicate' (with a document icon). Below the toolbar are four input fields: 'Container No.' (text box), 'Size' (dropdown menu), 'Status' (dropdown menu with a yellow background), and 'Type' (dropdown menu). The bottom panel, titled 'Mark and No's', contains a large yellow highlighted text area for entering marking information. At the bottom right of this panel is a 'Total Characters' input field.

Figure 20: Container & Marking

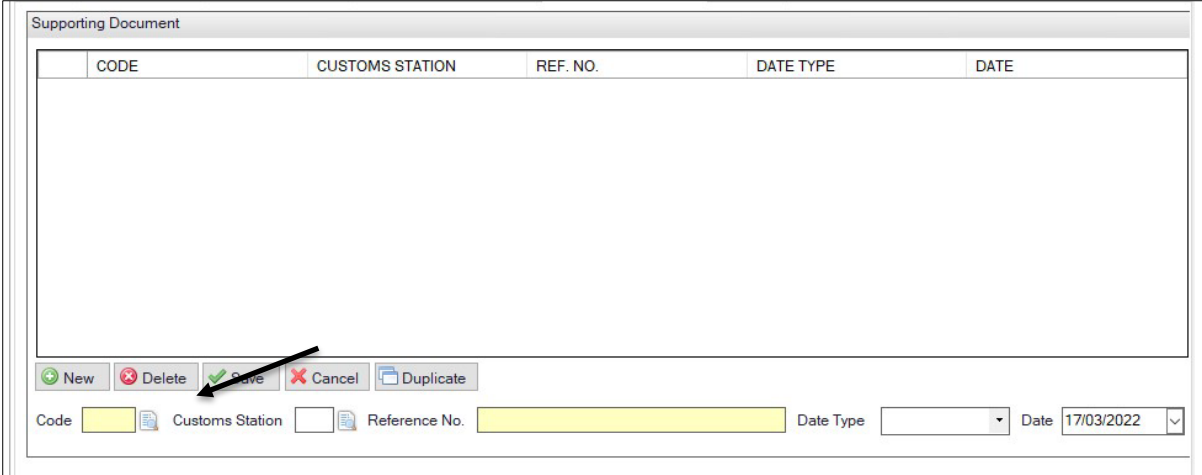
Note:

- v. Click NEW button to key in container information (If any)
- vi. Click SAVE button to save container information
- vii. To delete information, select and Click DELETE button
- viii. Next go to supporting document

Important: Marks and No's is mandatory field and must field up a data

2.2 Supporting Document

Supporting Document can be field up if any



The screenshot shows a window titled "Supporting Document". It contains a table with the following columns: CODE, CUSTOMS STATION, REF. NO., DATE TYPE, and DATE. Below the table is a toolbar with buttons: New (with a plus icon), Delete (with a minus icon), Save (with a checkmark icon), Cancel (with an X icon), and Duplicate (with a copy icon). Below the toolbar are input fields: Code (with a search icon), Customs Station (with a search icon), Reference No. (with a search icon), Date Type (a dropdown menu), and Date (a date picker showing 17/03/2022). An arrow points to the Save button.

Figure 12: 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

2.2 Supporting ZB1 Import Document

ZB1 JOB NO.	FZA REG. NO.	REG. DATE	PACK QTY	TYPE
-------------	--------------	-----------	----------	------

New Delete Save Cancel

ZB1 Import Job No.

FZA Registration No.

Date 13/04/2022

Quantity

Type

Figure 13: ZB1 Import Document

Note:

- ix. Click NEW button to add ZB1 Import registered form
- x. Click search to find ZB1 job number that has been registered
- xi. Insert FZA Registration No.
- xii. Select a date of registered ZB1 form by click the dropdown and calendar will be displayed
- xiii. Insert a quantity base on a registered ZB1 form quantity
- xiv. Insert a packaging type by clicked the search button
- xv. Click SAVE button to save the details

IMPORTANT: Insert a ZB1 Registered Form

2.2 ZB4 Document

The screenshot shows a software window titled "ZB4". Inside the window, there is a table with three columns: "ZB4 JOB NO.", "FZA REG. NO.", and "REG. DATE". Below the table, there are four buttons: "New" (with a plus icon), "Delete" (with a minus icon), "Save" (with a checkmark icon), and "Cancel" (with an X icon). Below the buttons, there are three input fields: "ZB4 Job No." with a search icon, "FZA Registration No.", and "Date" with a dropdown menu showing "13/04/2022".

Figure 14: ZB4 Import Document

Note:

- xvi. Click NEW button to add ZB4 registered form
- xvii. Click search to find ZB1 job number that has been registered
- xviii. Insert FZA Registration No.
- xix. Select a date of registered ZB1 form by click the dropdown and calendar will be displayed
- xx. Insert a quantity base on a registered ZB1 form quantity
- xxi. Insert a packaging type by clicked the search button

IMPORTANT: Insert a ZB1 Registered Form (if any)

3. HOW TO CREATE ZB3 FORM

FA can create ZB1 form by preparing the document via ALDEC. Below are the steps:

2.2 Create ZB3

- Login to ALDec by click the icon as per below



Figure 21 ALDec Icon

- Login page will be displayed



Figure 22: 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 23: Dashboard

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

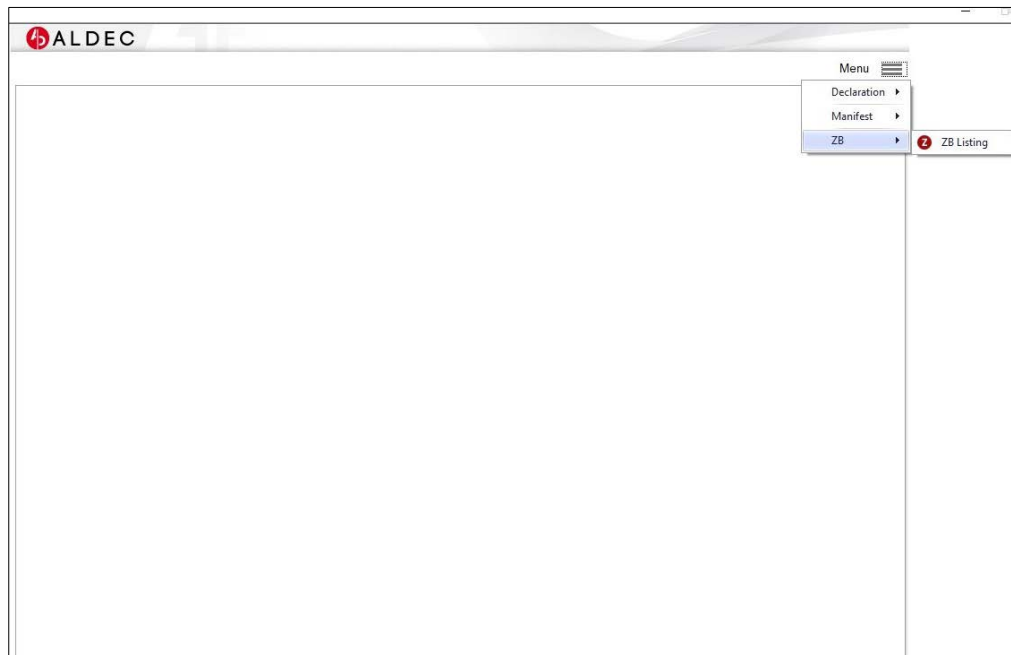


Figure 24: Menu

- vii. Select click Menu and select ZB
- viii. Select ZB Listing then ZB listing will be displayed
- ix. For Import to free zone, select ZB3 as per below image

Important: Maintenance can be update before preparing any job

ZB Listing Menu

ZB Listing

Refresh Response Submit Job Print Copy New

ZB1 ZB2 ZB3 ZB4

Declaration Job No. Consignee Name

Declaration Job Status Consignee ROC No.

Declaration Date From: To: Consignee SST No.

Declarant Name Reg No.

Status Code Type

PKCS Id Type Status

Reset Search

Total Record : 0

DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	REG NO	FCZ AUTHORITY	DECLARANT NAME	CONSIGNEE
---------------------	-------------	------------------	--------	-------------	--------	---------------	----------------	-----------

Figure 25: ZB Listing

3. Click NEW button to start new job and below image is displayed:

Note: To search for a Job, please insert a keyword then click Search button (e.g.: key in by Declaration Job. No.)

User Manual – ALDEC Customs Declaration (ZB1-ZB4)
Version 1.0

ZB3 / Menu

ZB3 / x

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

Header Declaration Job No. <input type="text"/> FCZ Authority <input type="text" value="LPK"/> Export Date <input type="text" value="03/07/2023"/> Declaration Date <input type="text" value="03/07/2023"/> Mode of Transport <input type="text" value="SEA"/> Type <input type="text"/> Transaction Type <input type="text"/> Replaced/Cancelled Job No by <input type="text"/>		Cargo Description Cargo Class <input type="text"/> General <input type="text"/> <input type="text"/>	
Location Port of Loading <input type="text"/> Port of Discharge <input type="text"/> Zone <input type="text"/> Place of Export <input type="text"/> Country of Origin <input type="text"/> Final Destination <input type="text"/> Payment Made To <input type="text"/>		Package Information Gross Weight <input type="text" value="0.0000"/> / UOM <input type="text" value="KGM"/> Measurement <input type="text" value="0.0000"/> / UOM <input type="text" value="MTQ"/> No. of Package <input type="text"/> Type <input type="text"/>	
First Carrier Information (Sea) Ship Call No. <input type="text"/> Voyage No. <input type="text"/> Vessel ID <input type="text"/> Vessel Name <input type="text"/> Ocean BL <input type="text"/> House BL <input type="text"/> UCN <input type="text"/> Arrival Date <input type="text" value="03/07/2023"/>		Strategic Trade Act (STA) Required STA Permit <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempted	
		Second Carrier Information (Sea) Ship Call No. <input type="text"/> Movement Date <input type="text" value="03/07/2023"/> Vessel ID <input type="text"/> Vessel Name <input type="text"/>	

Figure 26: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

The screenshot shows the 'ZB3 /' header information form. It includes a menu bar with options like Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, and Release Lock. Below the menu bar are tabs for Header, Trading Partner, Declaration Items, Container & Marking / No's, Supporting Document, and Response. The main form area is divided into several sections:

- Header:** Declaration Job No., FCZ Authority (LPK), Export Date (03/07/2023), Declaration Date (03/07/2023), Mode of Transport (SEA), Type (0), Transaction Type, Replaced/Cancelled Job No by.
- Location:** Port of Loading, Port of Discharge, Zone, Place of Export, Country of Origin, Final Destination, Payment Made To.
- First Carrier Information (Sea):** Ship Call No., Voyage No., Vessel ID, Vessel Name, Ocean BL, House BL, UCN, Arrival Date (03/07/2023).
- Cargo Description:** Cargo Class, General.
- Package Information:** Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, Type.
- Strategic Trade Act (STA):** Required STA Permit (Yes, No, Exempted).
- Second Carrier Information (Sea):** Ship Call No., Movement Date (03/07/2023), Vessel ID, Vessel Name.

Figure 27: Header Details

Note:

- xviii. Create Job Number by key in in Declaration Job No field
- xix. For Transaction type: user may choose Normal Type
- xx. Field up invoice details under Invoice Information
- xxi. Field up Location information (e:g: If import to Port Klang: insert MYPKG into Place of import & Zone)
- xxii. Field up Charges Information (if any)
- xxiii. Field up Cargo Description
- xxiv. Field up Package information
- xxv. Field up Shipment information is depending on Mode of transport (either by Sea or Air)



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

2.2 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 a software interface for entering trading partner information. The window title is 'ZB3 /' and it includes a 'Menu' button in the top right. A toolbar at the top contains buttons for Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, and Release Lock. Below the toolbar are several tabs: Header, Trading Partner (selected), Declaration Items, Container & Marking / No's, Supporting Document, and Response. The main form area is divided into four sections:

- Consignee Information:** Fields for Partner ID, SST No., Consignee Name, Consignee Address, and Organization Type. There is a document icon next to the Partner ID field.
- Consignor Information:** Fields for Partner ID, SST No., Consignor Name, and Consignor Address. There is a document icon next to the Partner ID field.
- Shipping Agent Information:** Fields for Code, Shipping Agent Name, Shipping Agent Address, and Agent Code. There is a document icon next to the Code field.
- Declarant Information:** Fields for Declarant ID, Declarant Name, Designation, and NRIC. There is a document icon next to the Declarant ID field.

Figure 28: Trading Partner

Note:

- ix. Field up the consignee information
- x. Field up the consignor information
- 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. To select a maintained data, click the look up table button.

2.2 Declaration Items

Complete the declaration items as per below image:

HS CODE	DESCRIPTION	STATISTICAL Q...	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN
---------	-------------	------------------	-----	--------------	-----	--------	--------

Buttons: Add, Delete, Save, Cancel, Duplicate

Total Amount: 0.00

Country of Origin: HS Code: Item Amount: 0.00 Port Operator:

Statistical Qty: 0.0000000 Statistical UOM:

Declared Qty: 0.0000000 Declared UOM:

Package Qty: Package Type:

Item Description:

Extra Item Description:

Figure 29: Declaration Items

Note:

- xvi. Click New Button to add new items
- xvii. Search the Country of origin by clicked the search button
- xviii. Insert the Item Amount, statistical quantity, declared quantity and package quantity
- xix. Select a preferred Port Operator by clicked the searched button
- xx. Insert the Item description
- xxi. Click SAVE button to save data or DELETE button to delete item
- xxii. Click DUPLICATE button to copy the items

2.2 Container & Marking Number

Complete the Container & Marking as per below image:

The screenshot shows a software window titled 'ZB3 / x'. The menu bar includes: Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, Release Lock. The tabs are: Header, Trading Partner, Declaration Items, Container & Marking / No's (selected), Supporting Document, Response.

Container

CONTAINER NO.	SIZE	STATUS	TYPE
---------------	------	--------	------

Buttons: New, Delete, Save, Cancel, Duplicate

Container No. Size Status Type

Mark and No's

Total Characters

Figure 30: Container & Marking

Note:

- ix. Click NEW button to key in container information (If any)
- x. Click SAVE button to save container information
- xi. Select and Click DELETE button if to delete container
- xii. Next go to supporting document

Important: Marks and No's is mandatory field and must field a data

2.2 Supporting Document

Supporting Document can be field up if any

The screenshot shows a software window titled 'ZB3 / x'. The main menu bar includes: Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, and Release Lock. Below this is a tabbed interface with tabs for: Header, Trading Partner, Declaration Items, Container & Marking / No's, Supporting Document, and Response. The 'Supporting Document' tab is selected, displaying a table with the following columns: CODE, CUSTOMS STATION, REF. NO., DATE TYPE, and DATE. Below the table is a control bar with buttons: New, Delete, Save, Cancel, and Duplicate. At the bottom of the window, there are input fields for: Code, Customs Station, Reference No., Date Type (a dropdown menu), and Date (set to 03/07/2023). A black arrow points to the 'New' button.

Figure 12: Supporting Document

Note:

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

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

4. HOW TO CREATE ZB4 FORM

FA can create ZB1 form by preparing the document via ALDEC. Below are the steps:

2.2 Create ZB3

- Login to ALDec by click the icon as per below



Figure 31 ALDec Icon

- Login page will be displayed

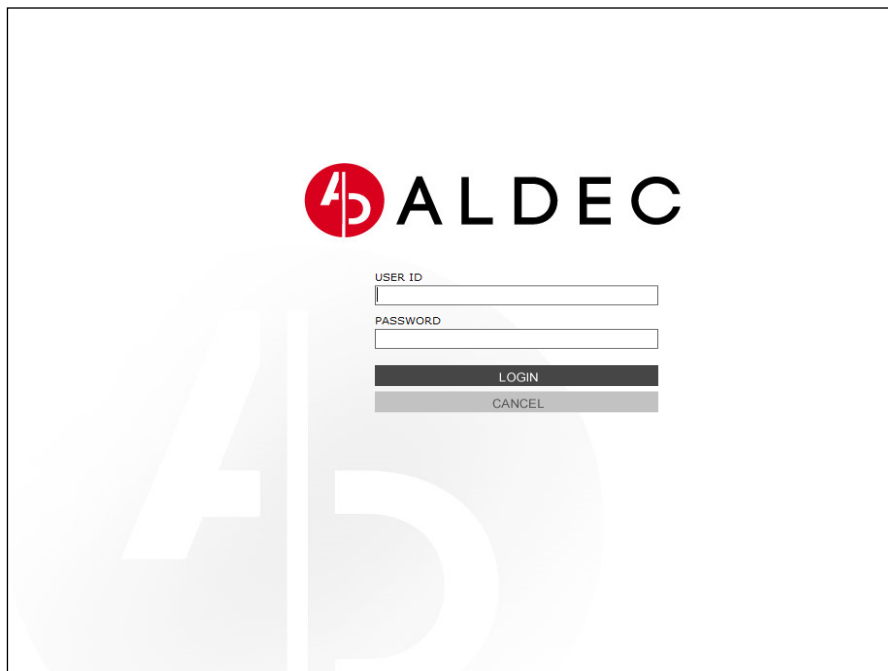


Figure 32: Login page

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

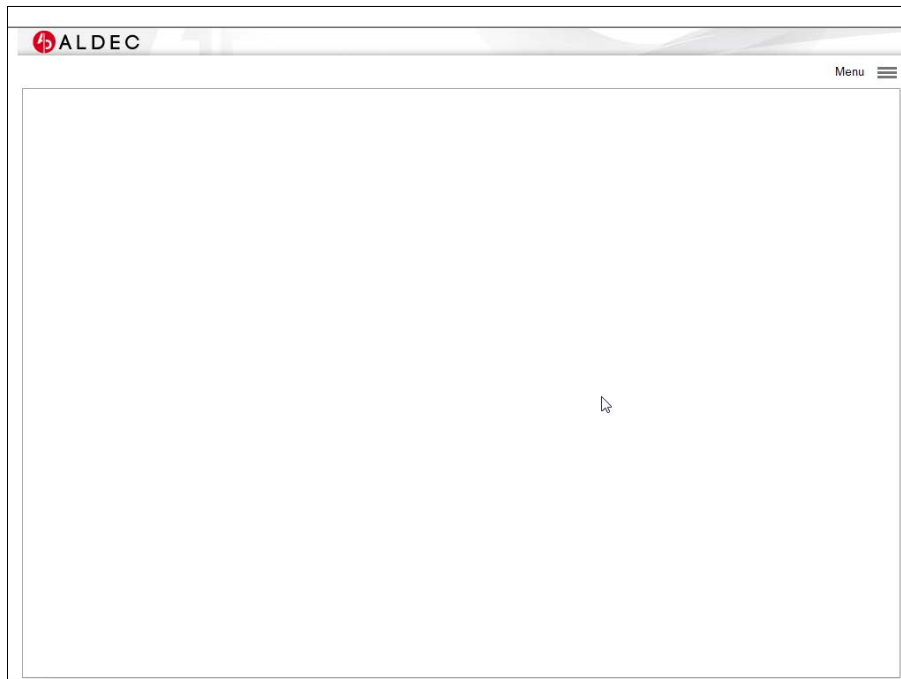


Figure 33: Dashboard

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

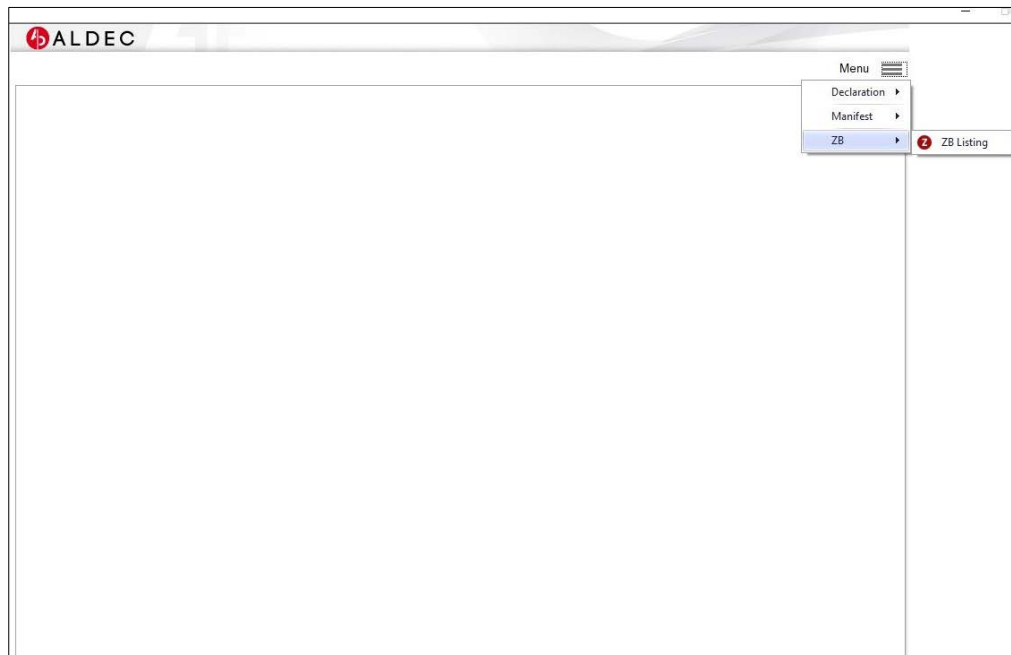


Figure 34: Menu

- x. Select click Menu and select ZB
- xi. Select ZB Listing then ZB listing will be displayed
- xii. For Import to free zone, select ZB3 as per below image

Important: Maintenance can be update before preparing any job

ZB Listing

ZB Listing

Refresh Response Submit Job Print Copy New

ZB1 ZB2 ZB3 ZB4

Declaration Job No.

Declaration Job Status

Declaration Date From To

Declarant Name

Status Code

PKCS Id

Consignee Name

Consignee ROC No.

Consignee SST No.

Reg No.

Type

Type Status

Reset Search

Total Record : 0

DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	REG NO	FCZ AUTHORITY	DECLARANT NAME	CONSIGNEE
---------------------	-------------	------------------	--------	-------------	--------	---------------	----------------	-----------

Figure 35: ZB Listing

4. Click NEW button to start new job and below image is displayed:

Note: To search for a Job, please insert a keyword then click Search button (e.g.: key in by Declaration Job. No.)

User Manual – ALDEC Customs Declaration (ZB1-ZB4)
Version 1.0

ZB3 / Menu

2 ZB3 / x

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

Header Declaration Job No. <input type="text"/> FCZ Authority <input type="text" value="LPK"/> Export Date <input type="text" value="03/07/2023"/> Declaration Date <input type="text" value="03/07/2023"/> Mode of Transport <input type="text" value="SEA"/> Type <input type="text"/> Transaction Type <input type="text"/> Replaced/Cancelled Job No by <input type="text"/>		Cargo Description Cargo Class <input type="text"/> General <input type="text"/> <input type="text"/>	
Location Port of Loading <input type="text"/> Port of Discharge <input type="text"/> Zone <input type="text"/> Place of Export <input type="text"/> Country of Origin <input type="text"/> Final Destination <input type="text"/> Payment Made To <input type="text"/>		Package Information Gross Weight <input type="text" value="0.0000"/> / UOM <input type="text" value="KGM"/> Measurement <input type="text" value="0.0000"/> / UOM <input type="text" value="MTQ"/> No. of Package <input type="text"/> Type <input type="text"/>	
First Carrier Information (Sea) Ship Call No. <input type="text"/> Voyage No. <input type="text"/> Vessel ID <input type="text"/> Vessel Name <input type="text"/> Ocean BL <input type="text"/> House BL <input type="text"/> UCN <input type="text"/> Arrival Date <input type="text" value="03/07/2023"/>		Strategic Trade Act (STA) Required STA Permit <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempted	
		Second Carrier Information (Sea) Ship Call No. <input type="text"/> Movement Date <input type="text" value="03/07/2023"/> Vessel ID <input type="text"/> Vessel Name <input type="text"/>	

Figure 36: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

The screenshot displays the 'ZB3 /' software interface with the 'Header' tab selected. The form is organized into several sections:

- Header:** Includes fields for Declaration Job No., FCZ Authority (set to LPK), Export Date (03/07/2023), Declaration Date (03/07/2023), Mode of Transport (SEA), and Transaction Type.
- Location:** Includes fields for Port of Loading, Port of Discharge, Zone, Place of Export, Country of Origin, Final Destination, and Payment Made To.
- First Carrier Information (Sea):** Includes fields for Ship Call No., Voyage No., Vessel ID, Vessel Name, Ocean BL, House BL, UCN, and Arrival Date (03/07/2023).
- Cargo Description:** Includes fields for Cargo Class and General.
- Package Information:** Includes fields for Gross Weight (0.0000 / UOM KGM), Measurement (0.0000 / UOM MTQ), No. of Package, and Type.
- Strategic Trade Act (STA):** Includes a 'Required STA Permit' section with radio buttons for Yes, No, and Exempted.
- Second Carrier Information (Sea):** Includes fields for Ship Call No., Movement Date (03/07/2023), Vessel ID, and Vessel Name.

Figure 37: Header Details

Note:

- xxvi. Create Job Number by key in in Declaration Job No field
- xxvii. For Transaction type: user may choose Normal Type
- xxviii. Field up invoice details under Invoice Information
- xxix. Field up Location information (e:g: If import to Port Klang: insert MYPKG into Place of import & Zone)
- xxx. Field up Charges Information (if any)
- xxxi. Field up Cargo Description
- xxxii. Field up Package information
- xxxiii. Field up Shipment information is depending on Mode of transport (either by Sea or Air)



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

2.2 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 a software window titled "ZB3 /" with a "Menu" button in the top right. Below the title bar is a toolbar with buttons for Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, and Release Lock. The main area contains a tabbed interface with tabs for Header, Trading Partner, Declaration Items, Container & Marking / No's, Supporting Document, and Response. The "Trading Partner" tab is active, displaying four information panels:

- Consignee Information:** Partner ID, SST No., Consignee Name, Consignee Address, and Organization Type.
- Consignor Information:** Partner ID, SST No., Consignor Name, and Consignor Address.
- Shipping Agent Information:** Code, Shipping Agent Name, Shipping Agent Address, and Agent Code.
- Declarant Information:** Declarant ID, Declarant Name, Designation, and NRIC.

Figure 38: Trading Partner

Note:

- xiii. Field up the consignee information
- xiv. Field up the consignor information
- xv. Field up the Shipping Agent Information (If transport mode is by sea)
- xvi. Field up the Declarant Information

Important: Trading Partner details can be maintained in Maintenance menu. To select a maintained data, click the look up table button.

2.2 Declaration Items

Complete the declaration items as per below image:

The screenshot shows the 'Declaration Items' tab in the ALDEC Customs Declaration software. The interface features a table with the following columns: HS CODE, DESCRIPTION, STATISTICAL Q..., UOM, DECLARED QTY, UOM, AMOUNT, and ORIGIN. Below the table, there are buttons for 'Add', 'Delete', 'Save', 'Cancel', and 'Duplicate'. A 'Total Amount' field displays '0.00'. The form below the buttons contains the following fields:

- Country of Origin:
- HS Code:
- Item Amount:
- Port Operator:
- Statistical Qty:
- Statistical UOM:
- Item Description:
- Declared Qty:
- Declared UOM:
- Extra Item Description:
- Package Qty:
- Package Type:

Figure 39: Declaration Items

Note:

- xxiii. Click New Button to add new items
- xxiv. Search the Country of origin by clicking the search button
- xxv. Insert the Item Amount, statistical quantity, declared quantity and package quantity
- xxvi. Select a preferred Port Operator by clicking the searched button
- xxvii. Insert the Item description
- xxviii. Click SAVE button to save data or DELETE button to delete item
- xxix. Click DUPLICATE button to copy the items

2.2 Container & Marking Number

Complete the Container & Marking as per below image:

The screenshot shows a software window titled 'ZB3 / x'. The menu bar includes: Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, Release Lock. The tabs are: Header, Trading Partner, Declaration Items, Container & Marking / No's (selected), Supporting Document, Response.

Container

CONTAINER NO.	SIZE	STATUS	TYPE
---------------	------	--------	------

Buttons: New, Delete, Save, Cancel, Duplicate

Container No. Size Status Type

Mark and No's

Total Characters

Figure 40: Container & Marking

Note:

- xiii. Click NEW button to key in container information (If any)
- xiv. Click SAVE button to save container information
- xv. Select and Click DELETE button if to delete container
- xvi. Next go to supporting document

Important: Marks and No's is mandatory field and must field a data

2.2 Supporting Document

Supporting Document can be field up if any

The screenshot shows a software window titled 'ZB3 / x'. The main menu bar includes: Save, Delete, Ready, Revise, Replace, Cancel, Submit, Response, Print, Output, Copy, and Release Lock. The 'Supporting Document' tab is selected, displaying a table with the following columns: CODE, CUSTOMS STATION, REF. NO., DATE TYPE, and DATE. Below the table, there are buttons for New, Delete, Save, Cancel, and Duplicate. At the bottom of the form, there are input fields for Code, Customs Station, Reference No., Date Type, and Date (03/07/2023). A black arrow points to the 'New' button.

Figure 12: Supporting Document

Note:

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

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

5. 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:

5.1 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 with a notification dialog box. The notification box is titled 'ALDEC' and contains the message 'Data has been saved successfully' with an 'OK' button. The background form is partially visible, showing the following data:

Header	Trading Partner	Declaration Items	Container & Marking / No's	Supporting Document	Response	Remarks
Header	Declaration Job No. 766876686	Declaration Date 14/03/2023	FCZ Auth. LPK	Import Date 14/03/2023	Mode of Transport SEA	Type R
Invoice Information	Invoice No. 1111	Inco Term FOB	Invoice Value 10,000.00	Currency MYR	Date 23/08/2019	Exchange Rate 1.0000
Location	Place of Import AEABU	Port of Loading	Zone MYA18	Port of Transhipment	Payment Made To AE	Country of Origin
Package Information	Gross Weight 10.0000	/ UOM KGM	Measurement 10.0000	/ UOM MTQ	No. of Package 10	Type II
Shipment Information (Sea)	Ship Call No. 1	Voyage No. 1	Ocean BL 1	House BL KKKKK		

Figure 41: Notification

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

- iv. Click READY button to before submitting your job as per below image
- v. Then click OK button to continue and SUBMIT button will enable

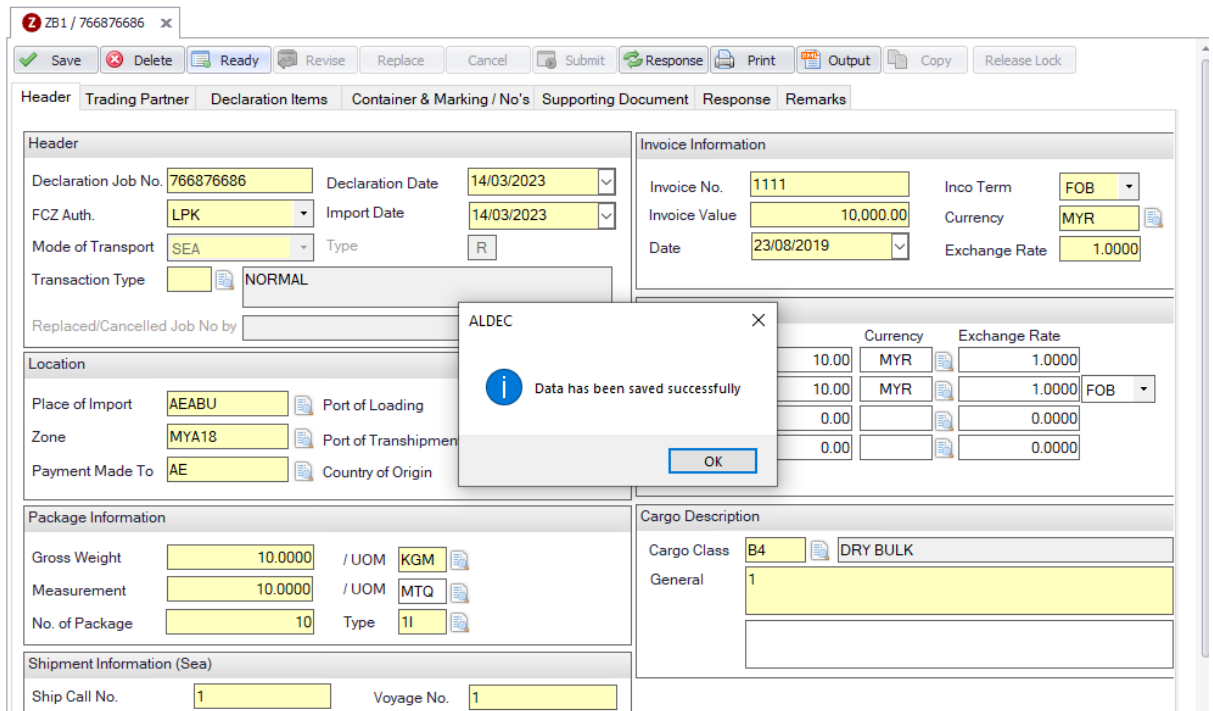


Figure 42: Printing Option Notification

- vi. Click Submit button to submit the job as per below image and the status will shown as pending

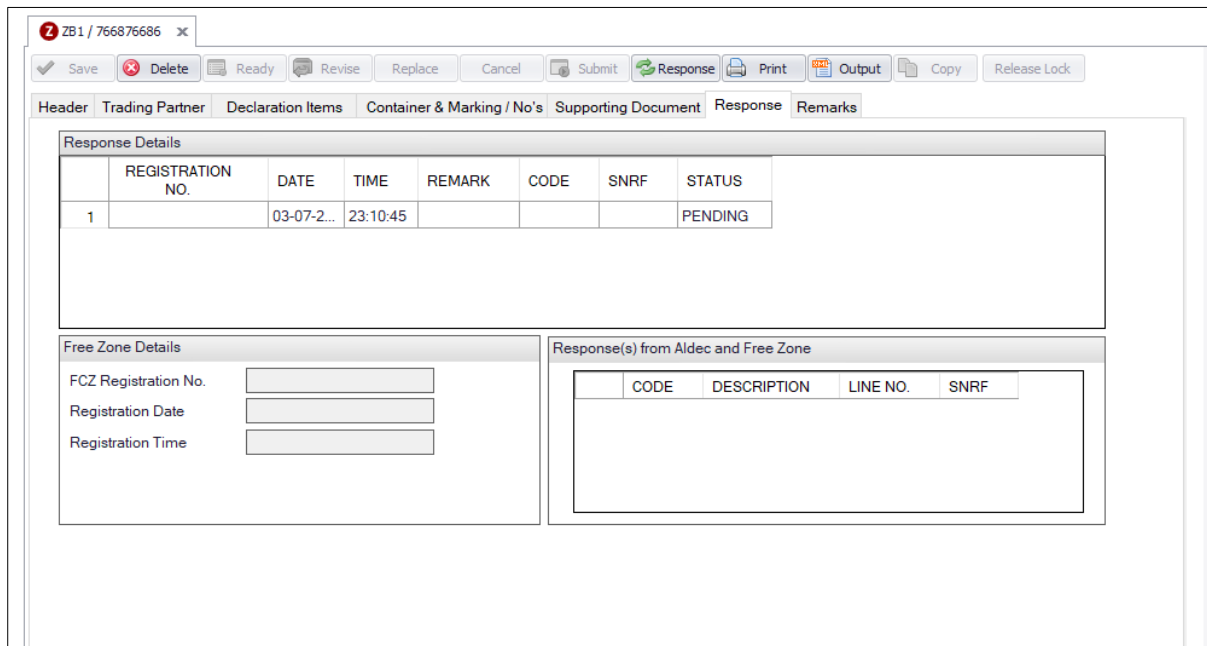


Figure 43: Print Preview

6. 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:

6.1 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

	DECLARATION JOB NO.	CREATE DATE	DECLARATION DATE	STATUS	STATUS CODE	REG NO	FCZ AUTHORITY	
▶1	1243243254	11/4/2023 10:57 AM	11/04/2023	PENDING			LPK	SH
2	654654645	11/4/2023 10:23 AM	11/04/2023	DRAFT			LPK	NK
3	FYRT67	14/3/2023 11:58 AM	14/03/2023	DRAFT			LPK	NK
4	766876686	14/3/2023 11:57 AM	14/03/2023	PENDING			LPK	NK

Figure 44: Declaration Listing

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

7. HOW TO PRINT ZB FORM

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

7.1 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

User Manual – ALDEC Customs Declaration (ZB1-ZB4)
Version 1.0

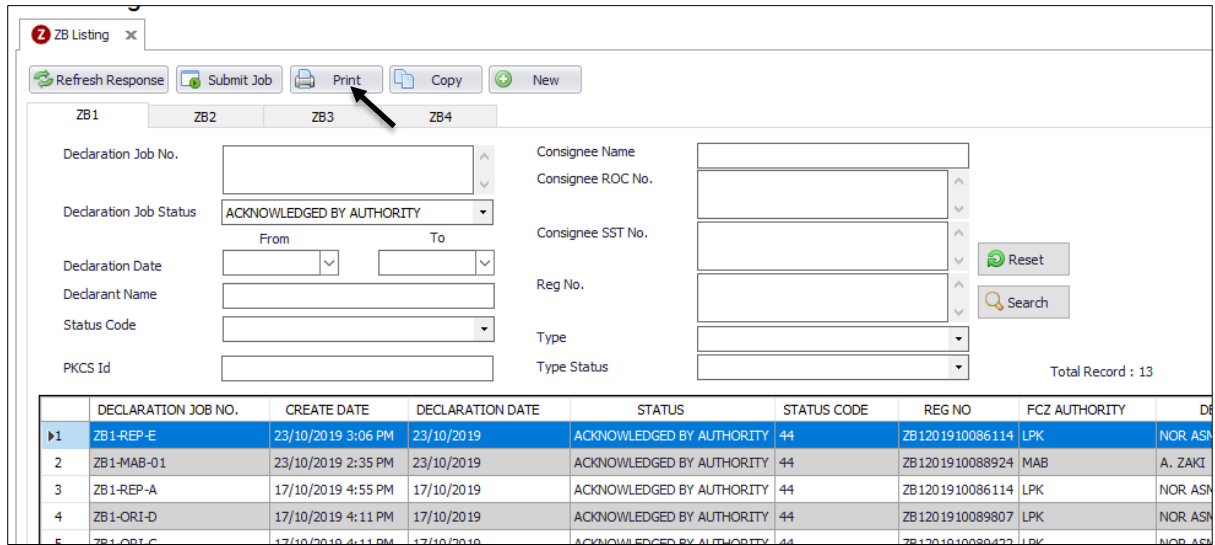


Figure 45: Declaration Listing

- 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

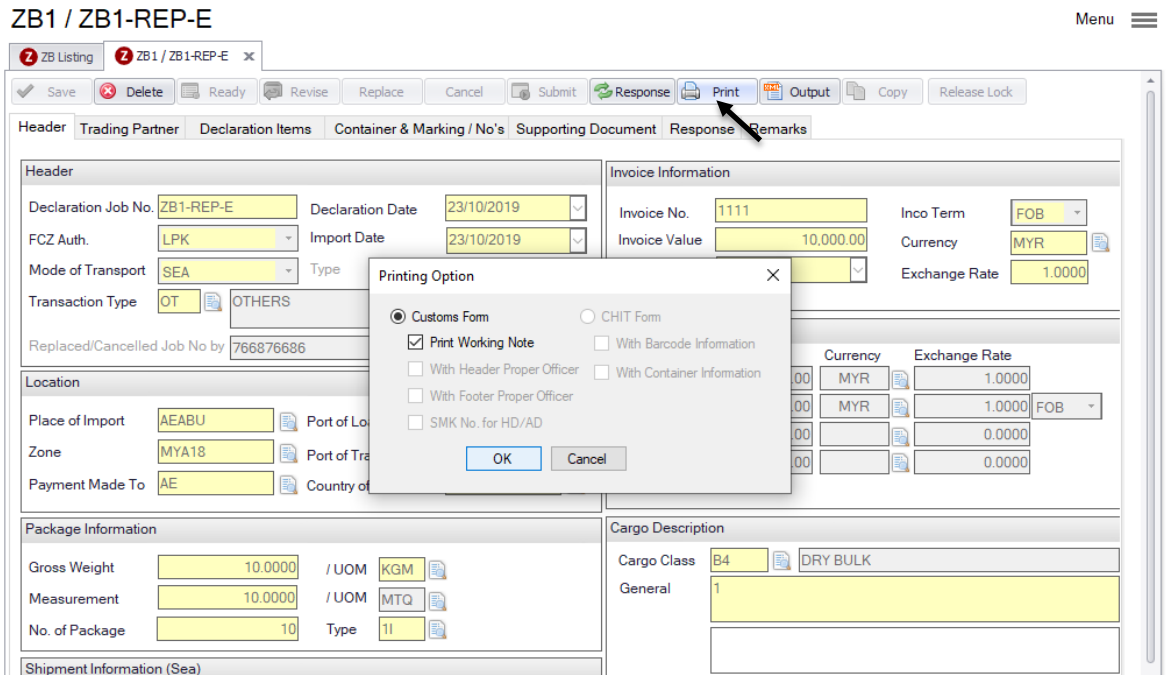


Figure 46: Select Print

v. Below image is displayed

ZB1 / ZB1-REP-E Menu

ZB Listing **ZB1 / ZB1-REP-E** Print Preview

JABATAN KASTAM DIRAJA MALAYSIA / ROYAL MALAYSIAN CUSTOMS DEPARTMENT
AKTA ZON BEBAS 1990 / FREE ZONE ACT 1990
PERISYTIHARAN BARANG / DECLARATION OF GOODS

ZB No. 1 (Pind. 2015)
FZ.No. 1 (Rev. 2015)

Sila tandakan kotak yang berkenaan / Please tick the appropriate box

ZB 1	<input type="checkbox"/> IMPORT / IMPORT	<input checked="" type="checkbox"/> EKSPORT / EXPORT	<input type="checkbox"/> PINDAH KAPAL / TRANSHIPMENT
1. Kemas / Pengkaps (Nama dan Alamat) CONSIGNOR / EXPORTER (Name and Address) SONY TECHNOLOGY SDN BHD ADD 1 ADD 2 ADD 3 ii) No. Pendaftaran CBP / GST Registration No. * S S T 3 4 5	i) Kod Pengkaps / Exporter Code _____	UNTUK KEGUNAAN RASMI / FOR OFFICIAL USE	
2. Komisi/Pengimport (Nama dan Alamat) COMMISSIONER/IMPORTER (Name and Address) OKUMURA METALS (M) SDN BHD BANDAR BARU BANGI 1312 iii) No. Pendaftaran CBP / GST Registration No. * c o n s e e	i) Kod Pengimport / Importer Code E 1 2 3 5	9. Tarikh dan Waktu Terima Date and Time of Receipt 09/10/2019 5:56PM Page: 1/1	10. Nombor Pendaftaran / Registration Number ZB1201910086114
3. Nama dan Alamat Ejen Yang Diberitahu Name and Address of Authorized Agent TRAINER SDN BHD NEW HAB CARGO JALAN BATU MAUNG INTERNATIONAL AIRPORT iv) No. Pendaftaran CBP/GST Registration No. * 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5	i) Kod Ejen / Agent Code H F 1 0 0 1	11. Zon / Zone Kod / Code MYA1S kkk	12. No. Pendaftaran Manifes / Manifest Registration No. _____
4. Mod Pengangkutan / Mode of Transport 1. Laut/Sea 2. Keretapi/Rail 3. Jaluraya/Road 4. Udara/Air 5. Lain-lain (Nyatakan) / Others (Specify) SEA	5. Tarikh Pengerkan / Date of Movement 23/10/2019	13. No. Rujukan Skim Khas CBP / GST Special Scheme Reference No. * _____	14. STA: Ya / Tidak Yes / No _____
6. No. / Nama Vessel / Penerbangan / Kenderaan No. / Name of Vessel / Flight / Conveyance ACX CRYSTAL/1	7. Pelabuhan / Tempat Dimuatkan / Didirikan / Port/Place of Loading / Discharge ANDORRA LA VELLA Kod / Code ADALV	15. No. Permit Import/Export / Lain-lain (Import/Export) / Others (Permit No.) Tarikh Luput/Expiry Date _____	16. No. K.P.W.O.K.P.W.E.No. _____
8. Nama Vessel (Kargo dipindahkan Kapal sahaja) / Name of Vessel (Transshipment Cargo only) _____	27. Tanda dan No. / No. Kontena Marks and Nos. / Container No. 10 ISO CONTAINER 1) 1 1 1	17. Bayaran bagi barang akan dibuat kepada: Payment for goods to be made to: (Negara/Country) UNITED ARAB EMIRA Kod / Code AE	18. Bayaran bagi barang telah/di terima dari: Payment for goods received/ to be received from: (Negara/Country) AG Kod / Code AG
28. Bil / No. _____	29. No. dan Jenis Dungkusan / No. and Type of Packages 1 ISO CONTAINER	19. Negara Destinasi Terakhir / Country of Final Destination MYMALAYSIA RINGG Kod / Code MYR	20. Mata Wang/Currency MYMALAYSIA RINGG Kod / Code MYR
30. Perihal Barang (Dokumen berkenaan hendaklah dikemukakan) / Description of Goods (Relevant documents must be submitted) _____	21. Bil Muatan atau No. Nota Kemasinan / Bill of Lading or Consignment Note No. _____	22. Insurans / Insurance RM 10.00	23. Berat Kargo / Gross Wt (Kg) 10.0000
24. Nilai FOB / FOB Value 10000.00	25. Ukuran / Measurement (M) 10.0000	26. Nilai FOB / FOB Value 10000.00	27. Nilai FOB / FOB Value 10000.00
31. No. Kod / Code No. 0102.29 1019	32. Unit / Unit UNT		

Figure 47: Print Form

8. 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.

8.1 How to add Trading Partner

User can add new consignee as is steps below:

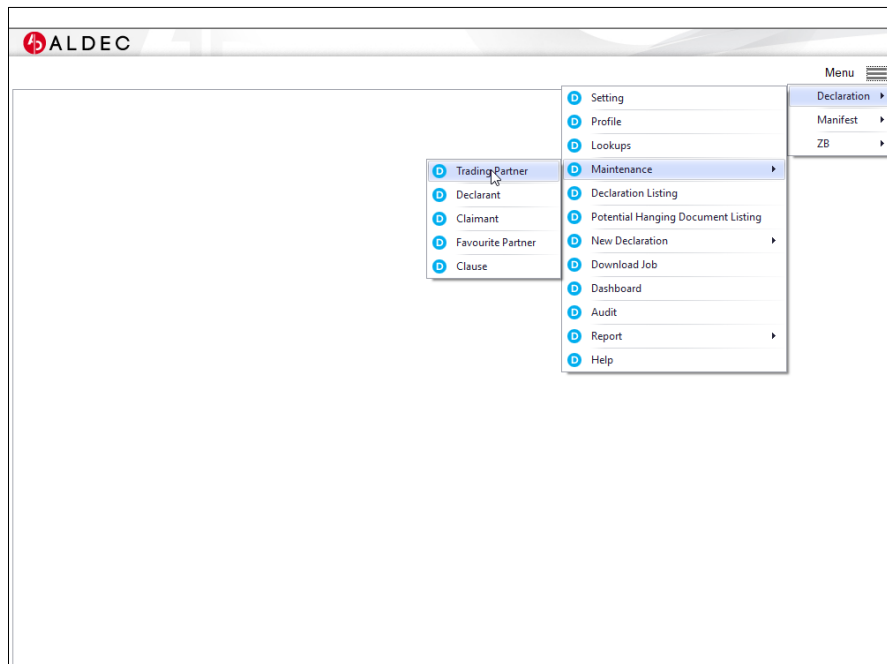

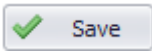


Figure 48: Maintenance

- 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	asfgdhjsgjsgdfj	
4	APPLICANT	BLOOMERS SDN BHD	12343T	PETRONAS TWIN TOWERS ergergerer	KLCC KUALA LUMPUR
5	BOMB	BOMBARDIER kjsdhf 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 49: Trading Details

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

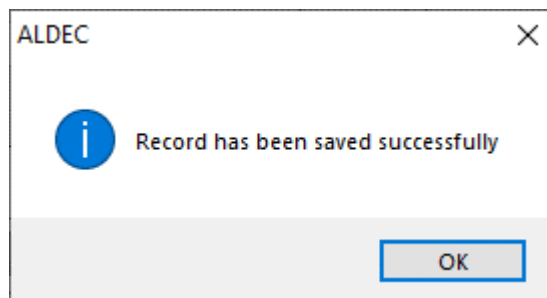


Figure 50: Notification

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

8.2 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.

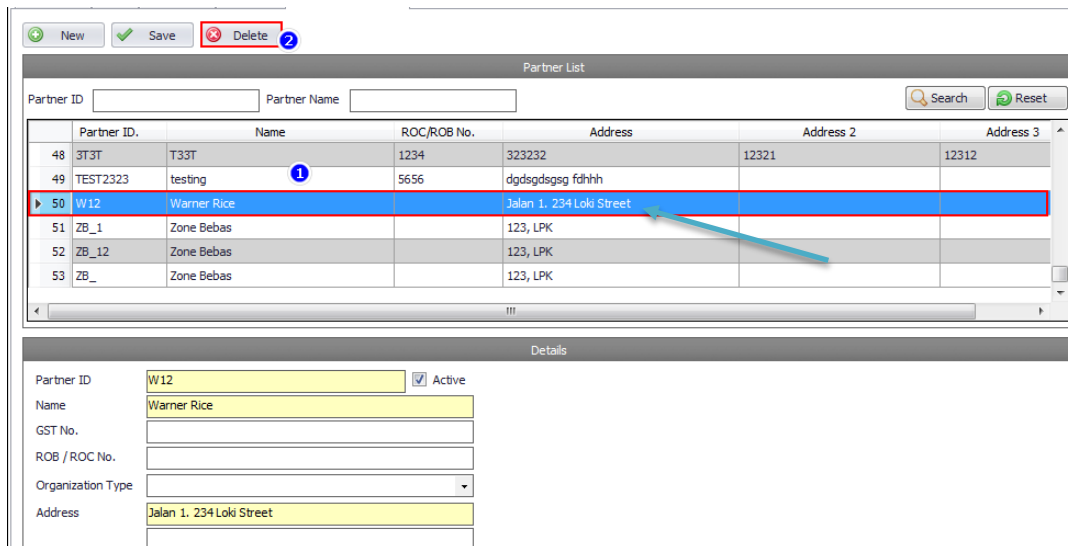
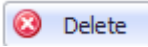


Figure 51: Delete Item

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

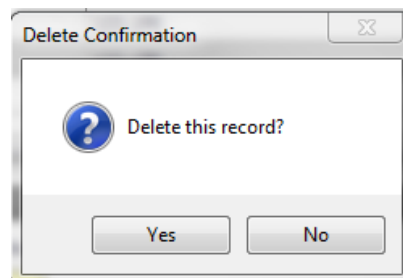


Figure 52: Delete Notification

8.3 How to add Declarant

User can add new consignor as is steps below:

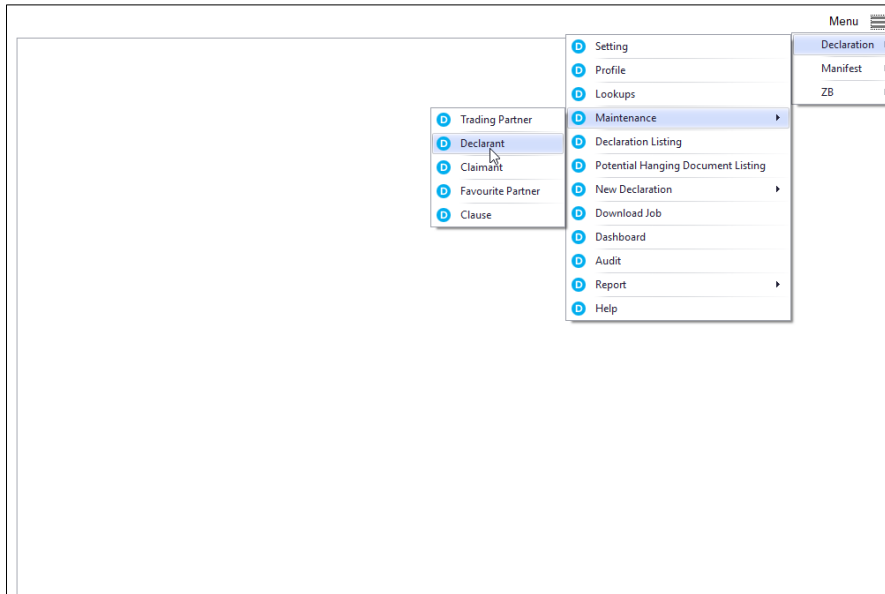

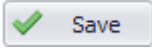


Figure 53: Add Declarant

- 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.

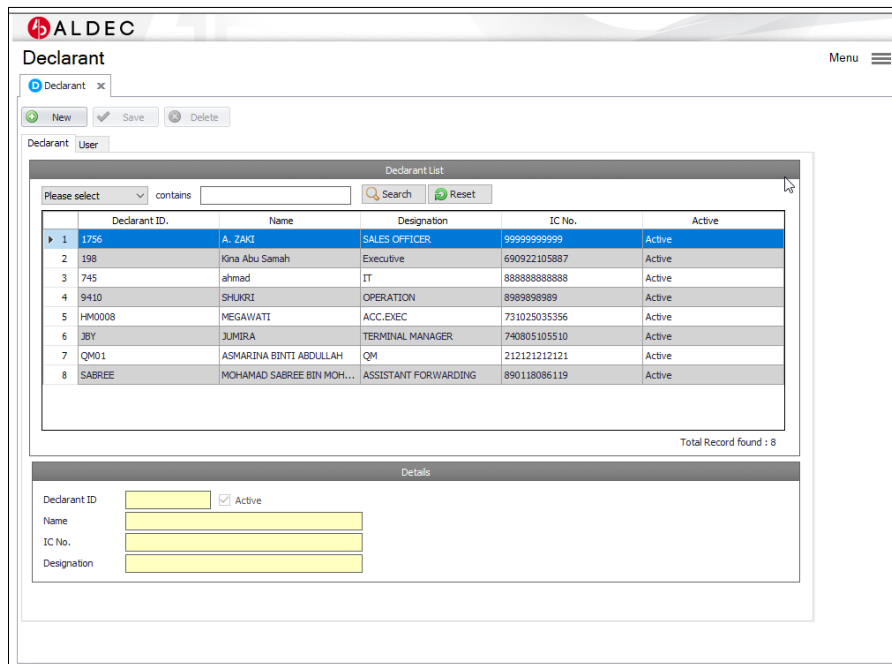


Figure 54: Declarant Detail

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

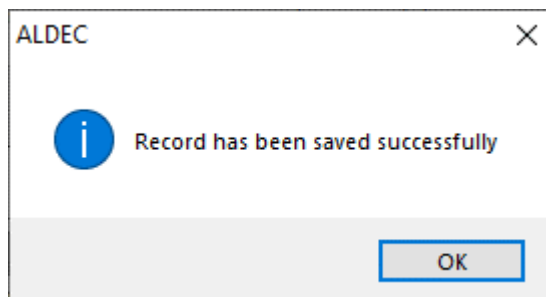


Figure 55: Notification

8.4 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.

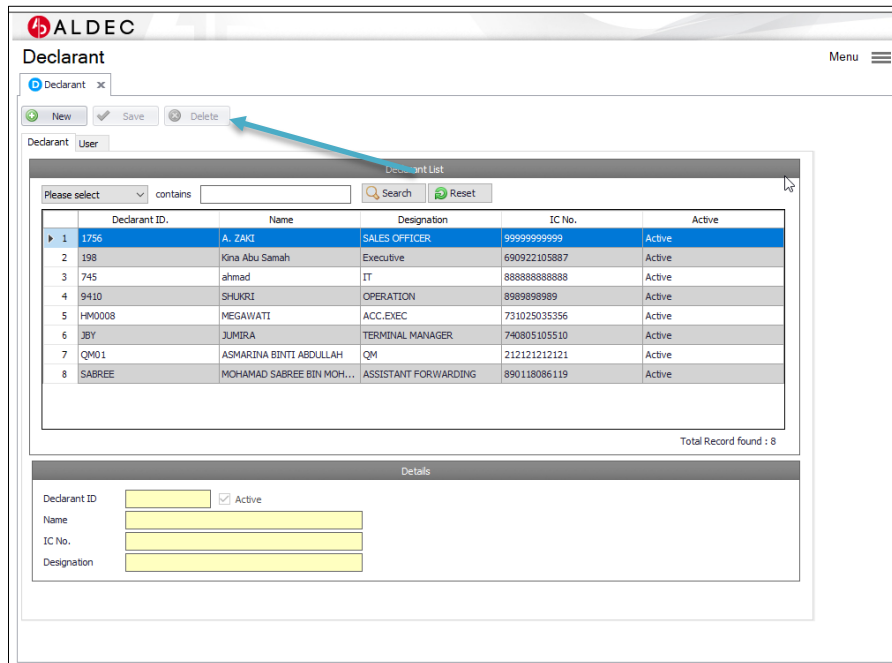
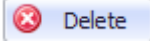


Figure 56: Delete Item

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

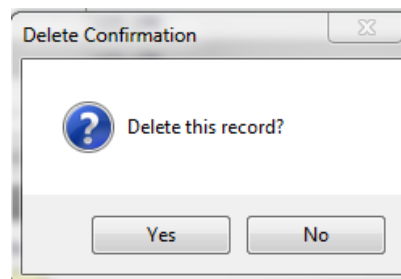


Figure 57: Delete Notification

8.5 How to add Claimant

User can add new claimant as is steps below:

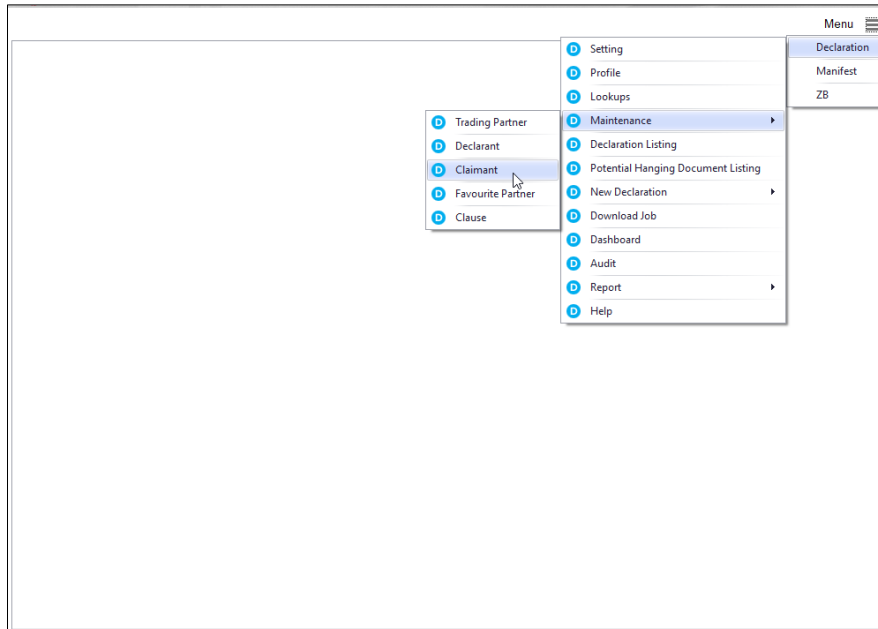
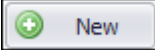
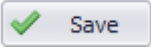


Figure 58: Add Declarant

- 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.

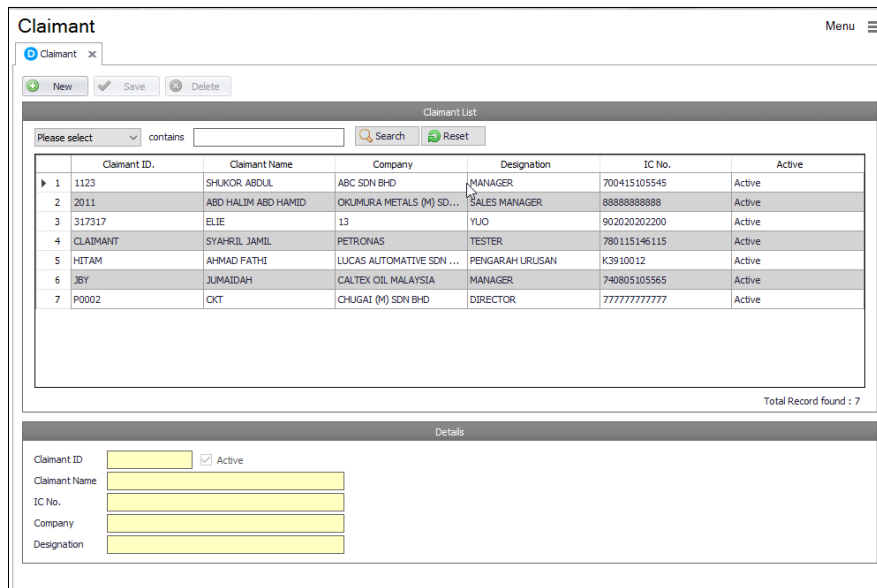


Figure 59: Claimant Detail

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

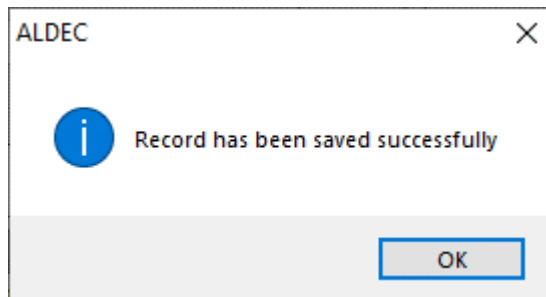


Figure 60: Notification

8.6 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.

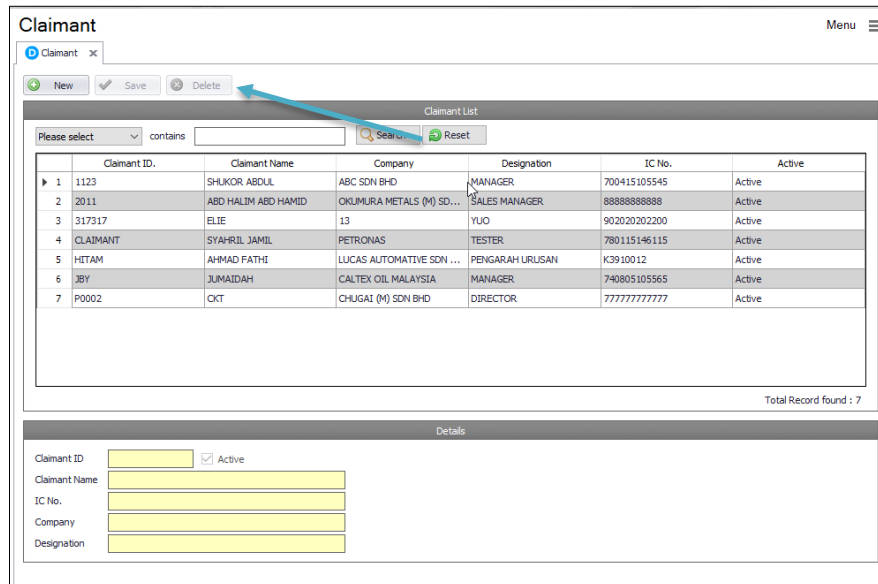
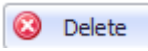


Figure 61: Delete Item

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

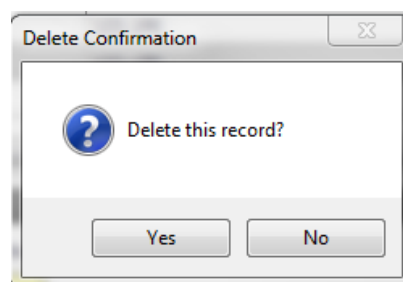


Figure 62: Delete Notification

8.7 How to add Favorite Partner

User can add new Favourite Partner as is steps below:

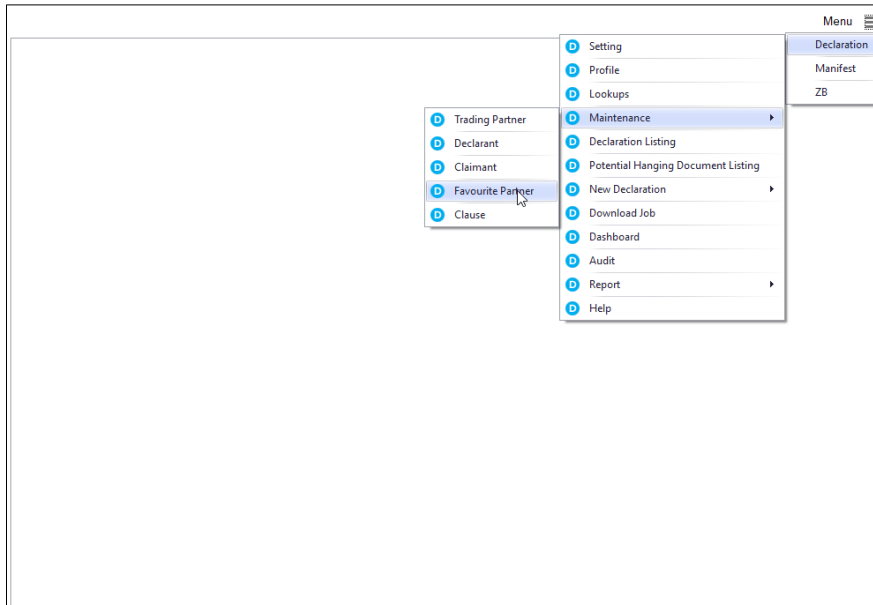

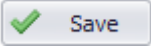


Figure 63: Maintenance

- 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.

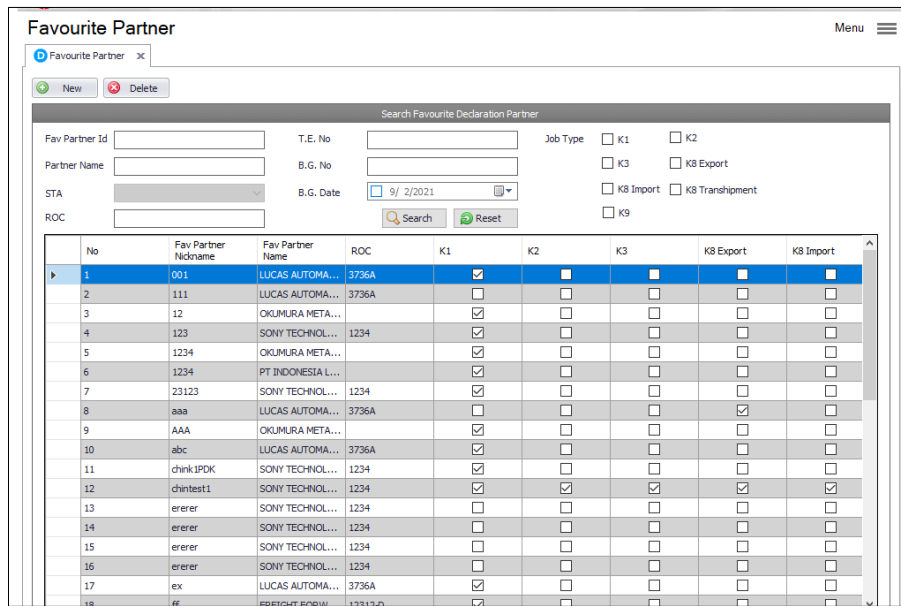


Figure 64: Favourite Partner

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

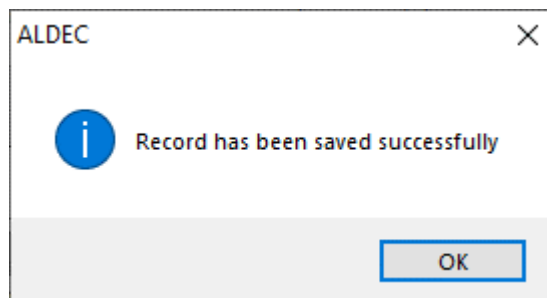


Figure 65: Notification

8.8 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.

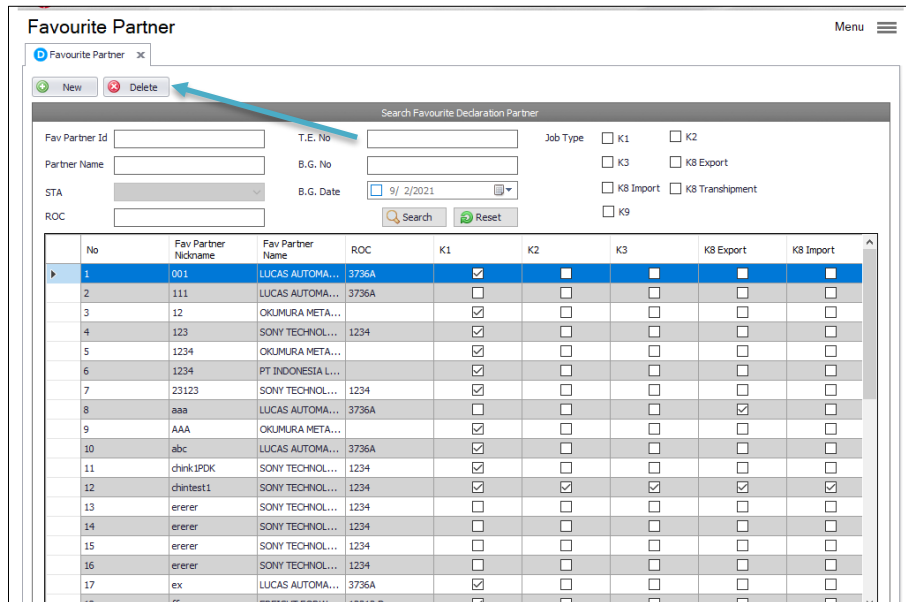
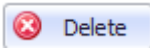


Figure 66: Delete Item

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

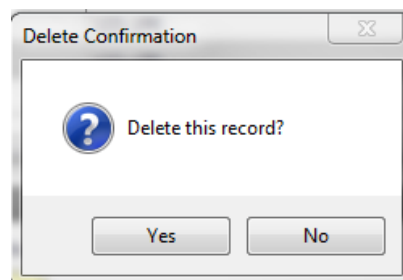


Figure 67: Delete Notification

8.9 How to add Clause

User can add new clause as is steps below:

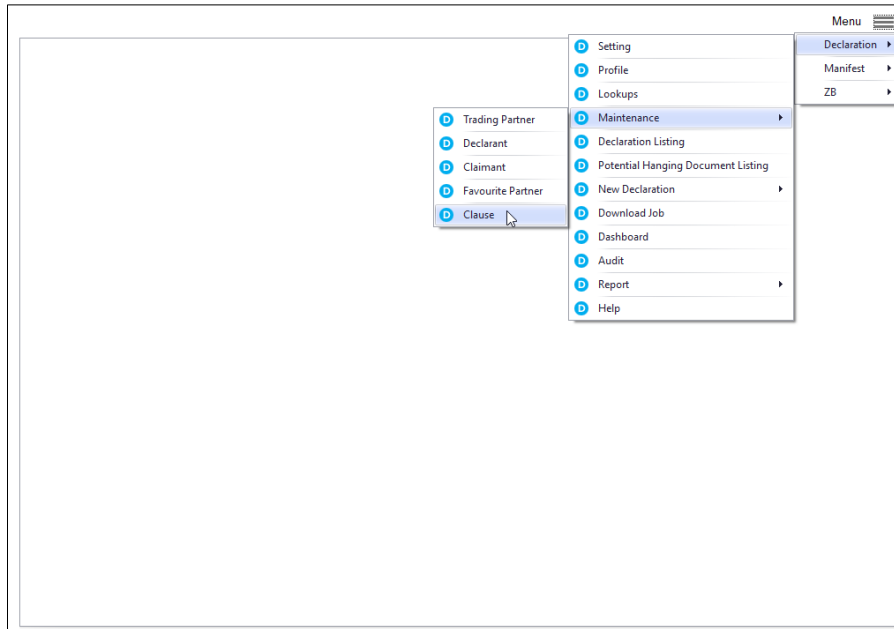

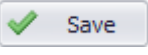


Figure 68: Add Clause

- 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.

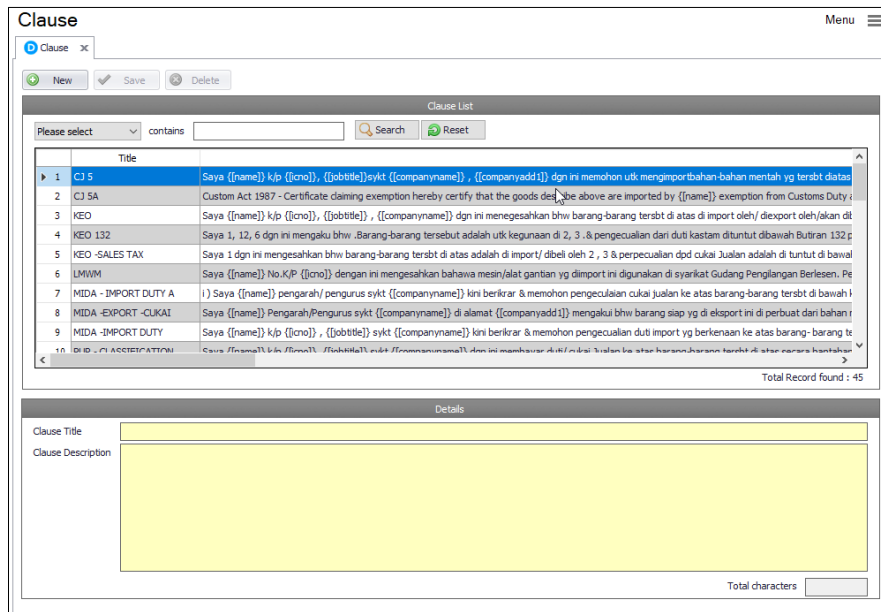


Figure 69: Clause Detail

xxiii. A successful notification will appear. Click OK.

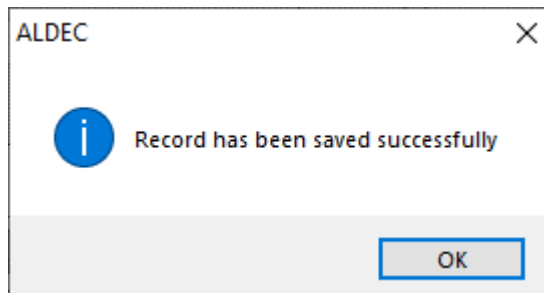


Figure 70: Notification

Note: You can use a sample template in the list

8.10 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.

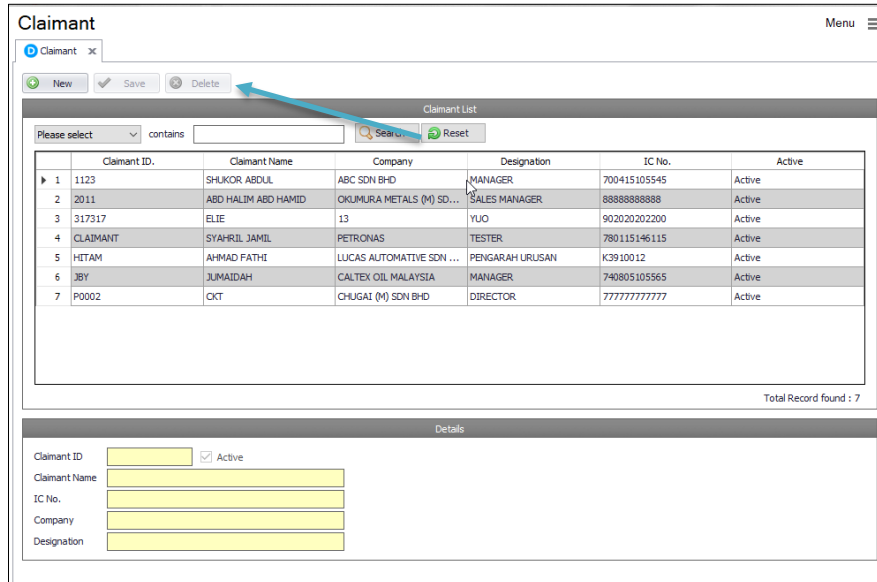


Figure 71: Delete Item

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

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

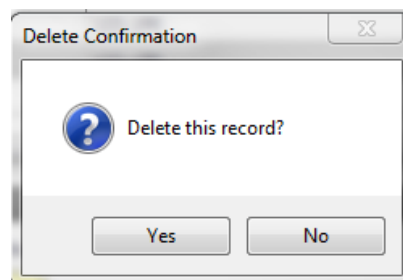


Figure 72: Delete Notification



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