ZB DECLARATION FORM

User Manual

Table of Contents

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.

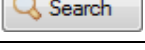| Bil.	Application type	Submitted by (User)	Purpose	Result
1	ZB1-ZB4	Forwarding Agent (FA)	To apply customs declaration form via ALDEC to SMK	Acknowledged by Customs if the job is Approved

Table 1: User Role

F.   Convention
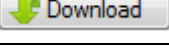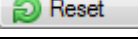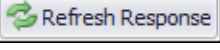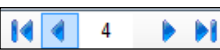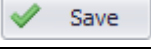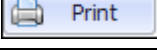
Icon / Button	Description	Function (s)
LOGIN	Login	To sign into the application
Start	Start	To start the scheduler
STOPPED	Stopped	To stop the scheduler
Search	Search	To search for a particular list
Download	Download Button	To download lookup
Reset	Reset	To undo changes
Refresh Response	Refresh Response 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 a job
Print	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
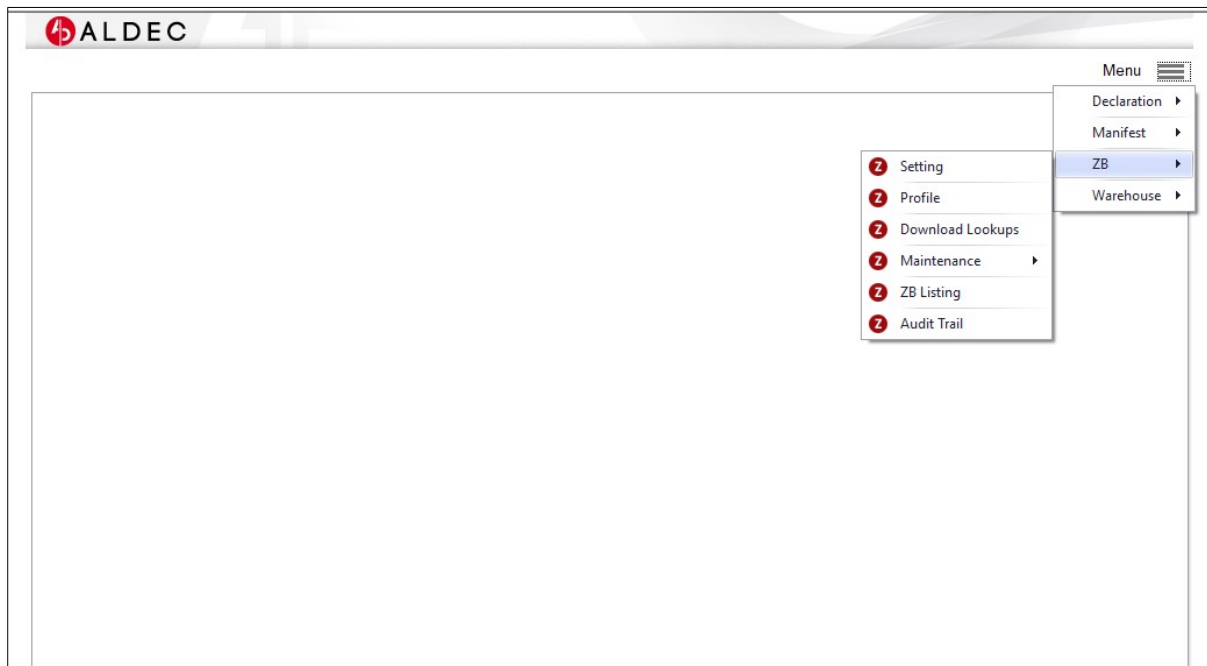
Figure 4: Menu

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

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.)

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.

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:

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:

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

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
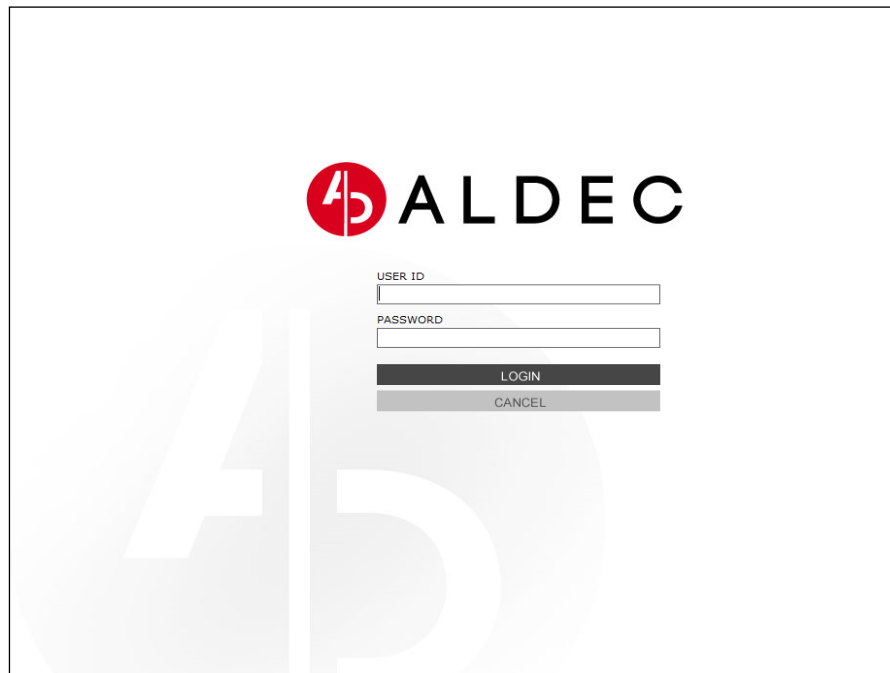
Figure 12: Login page

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

iv. Click on to login and below image is displayed

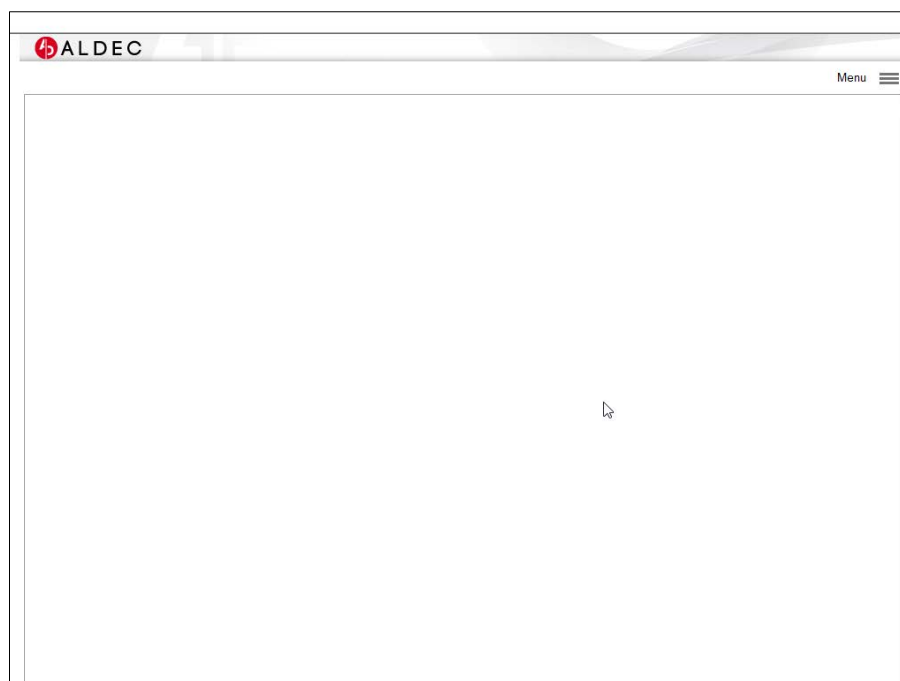*Figure 13: Dashboard*

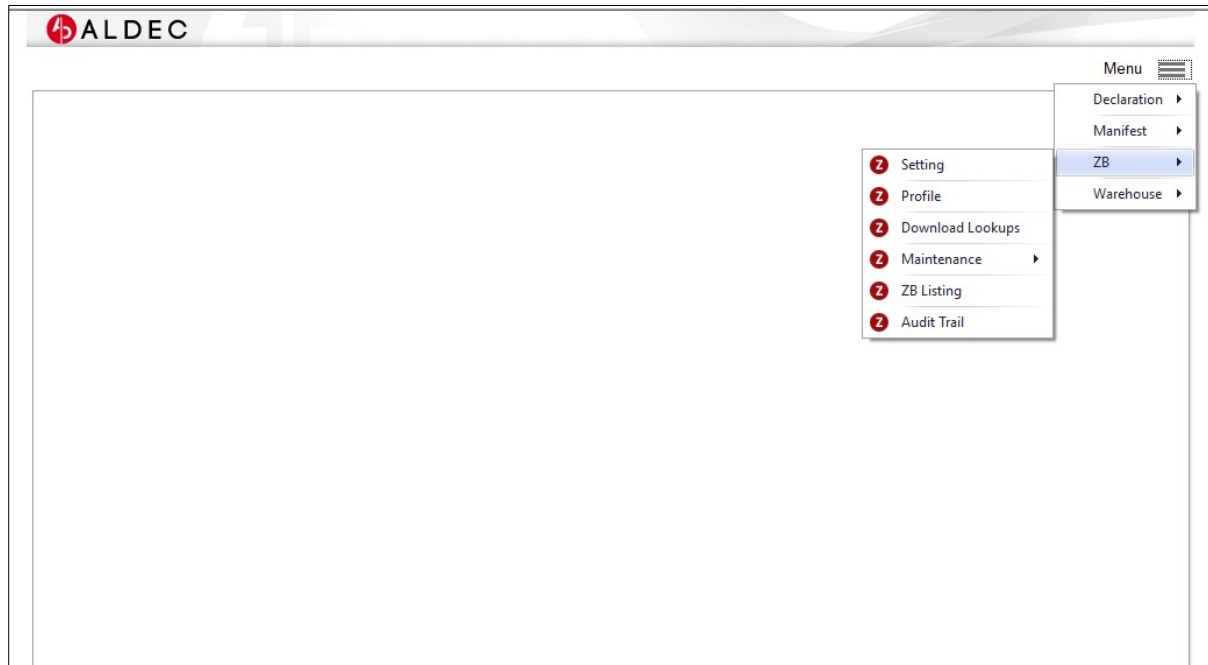User may select Menu – ZB to continue with data entry as per below image

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

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.)

Figure 16: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

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


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:

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:

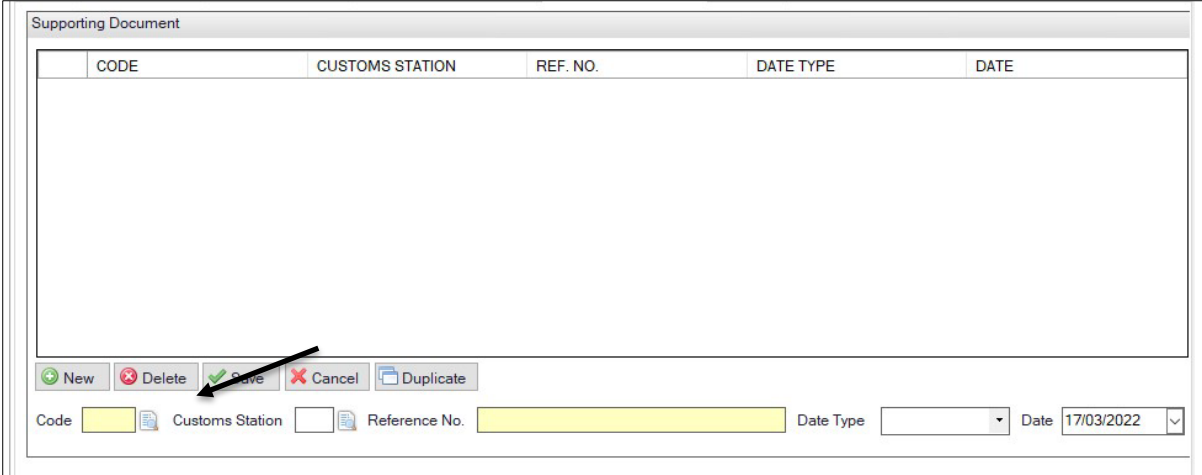*Figure 20: Container & Marking*

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

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

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

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
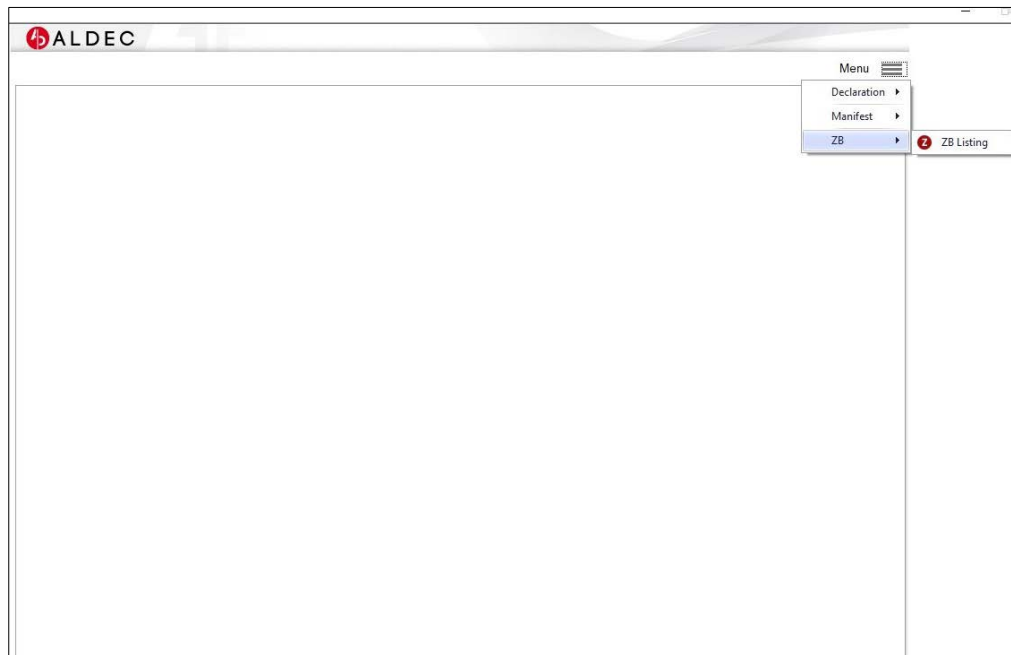
Figure 24: Menu

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

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.)

Figure 26: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

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

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:

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:

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

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
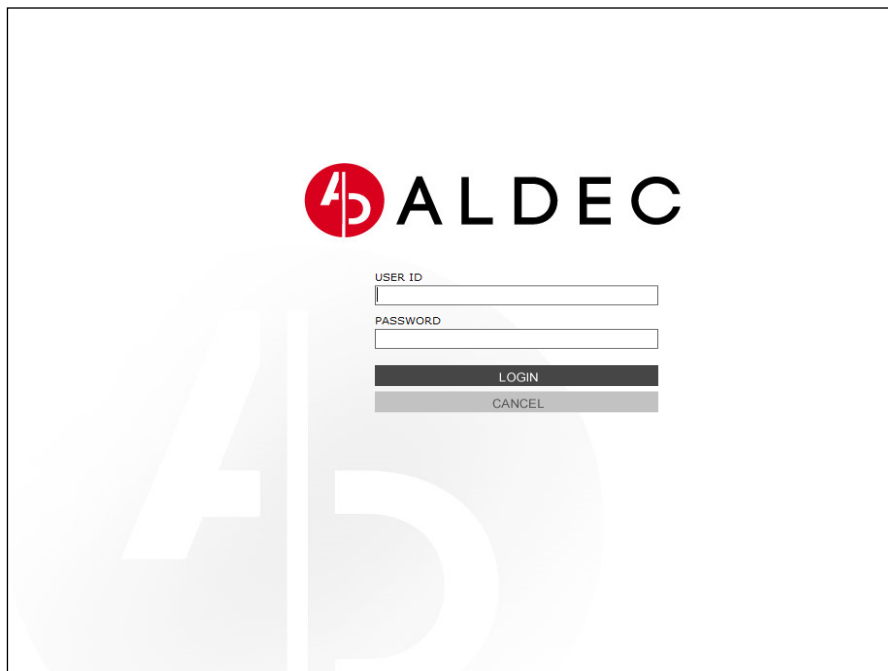

Figure 31 AlDec Icon

- Login page will be displayed

Figure 32: Login page

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

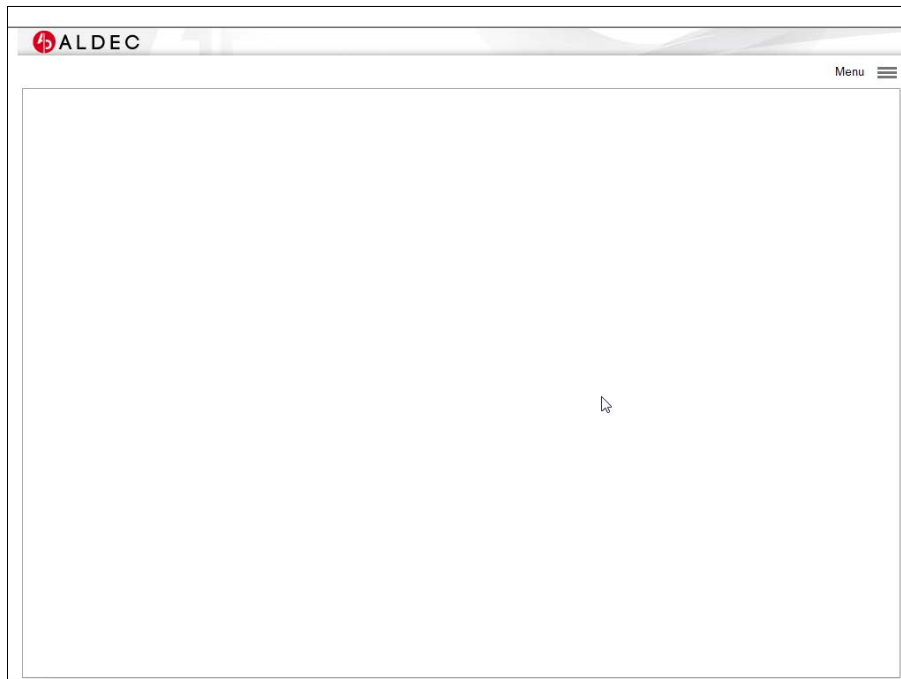viii.   Click on [LOGIN] to login and below image is displayed

Figure 33: Dashboard

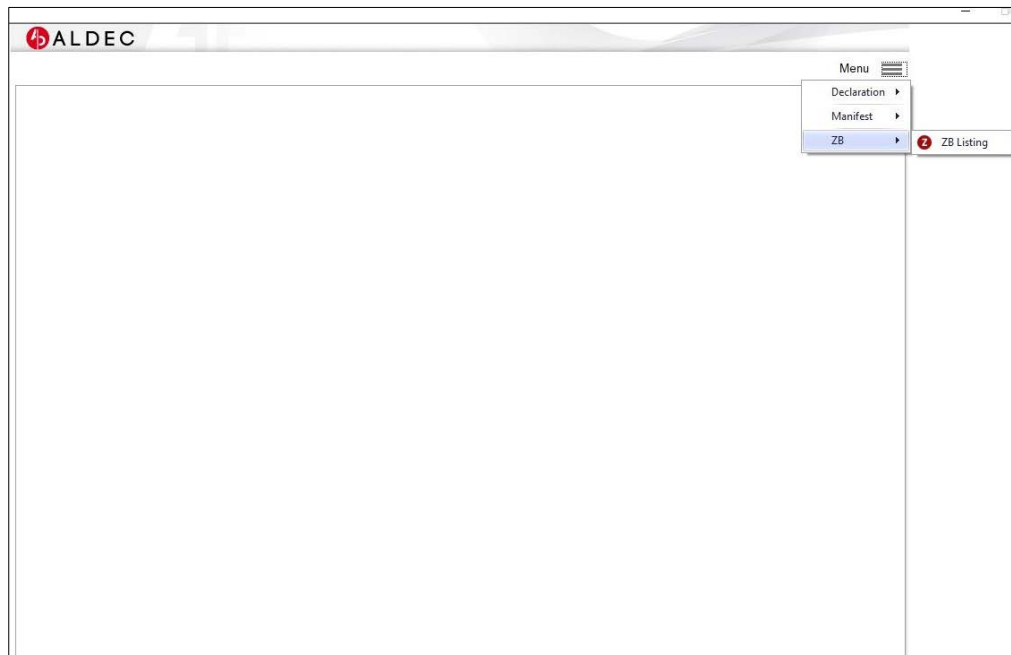User may select Menu – Declaration to continue with data entry as per below image

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

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.)

Figure 36: Data Entry Field

Note: Key in all mandatory field which coloured in yellow

2.2 Header Information

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

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:

Figure 39: Declaration Items

Note:

xxiii.   Click New Button to add new items

xxiv. Search the Country of origin by clicked the search button

xxv.   Insert the Item Amount, statistical quantity, declared quantity and package quantity

xxvi. Select a preferred Port Operator by clicked 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:

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

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

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
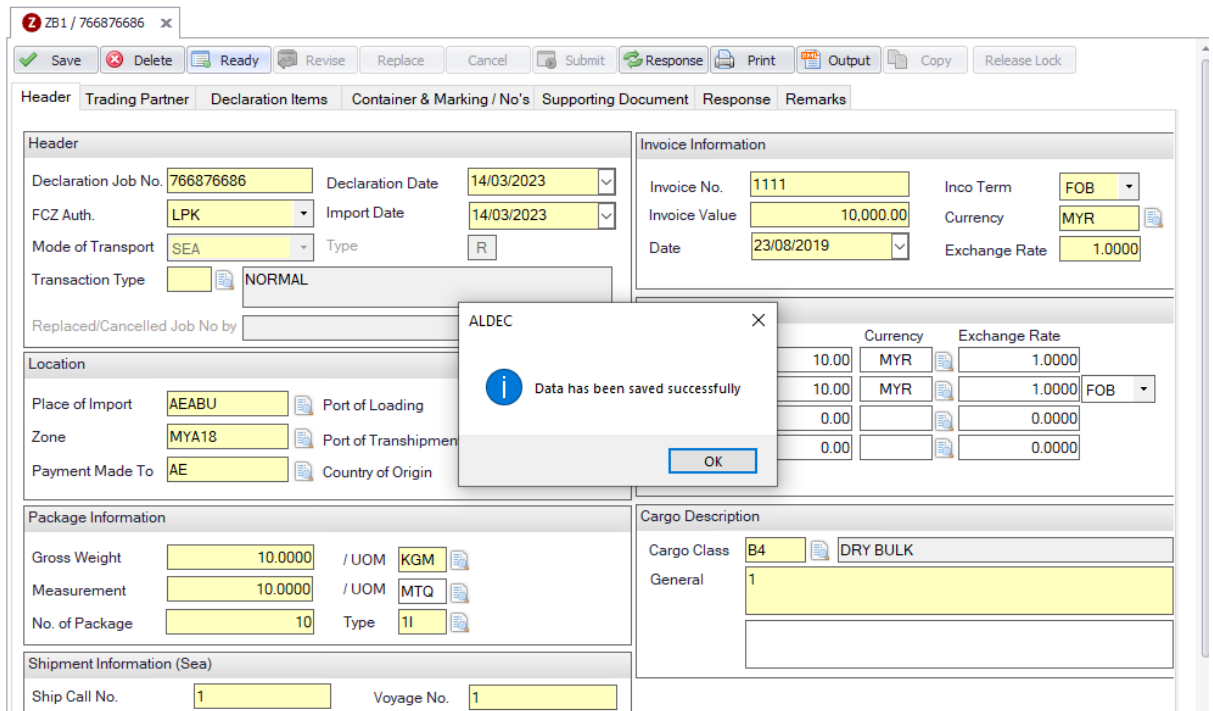

Figure 42: Printing Option Notification

vi.   Click Submit button to submit the job as per below image and the status will shown as pending
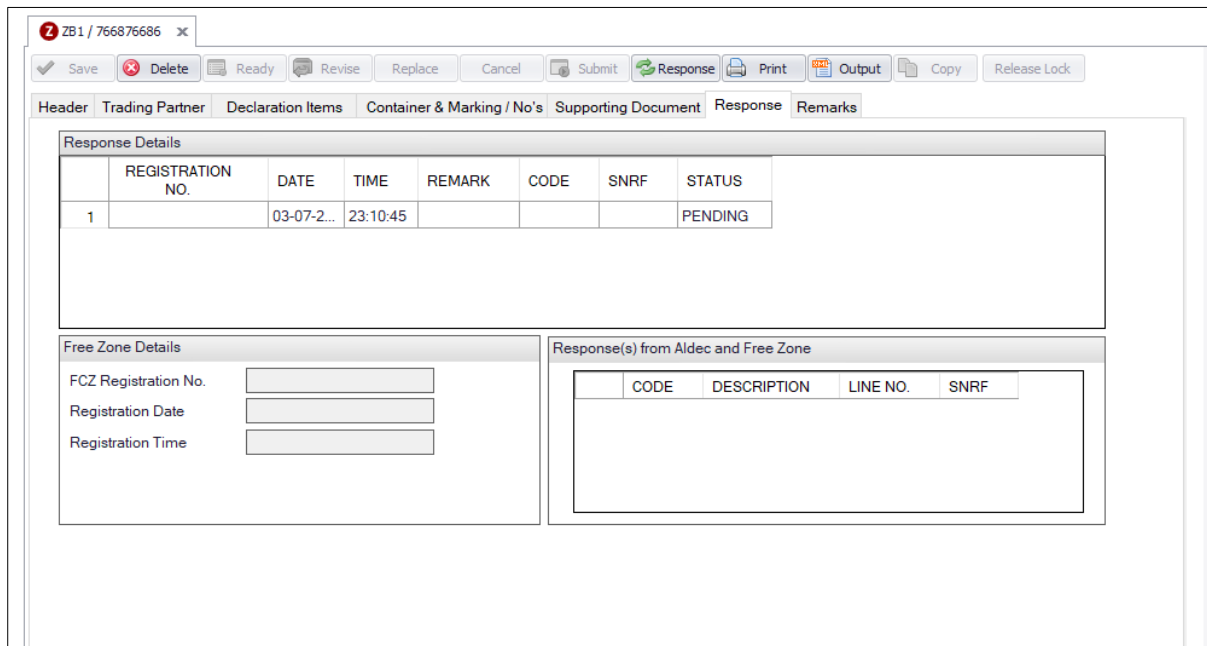
Figure 43: Print Preview

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

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
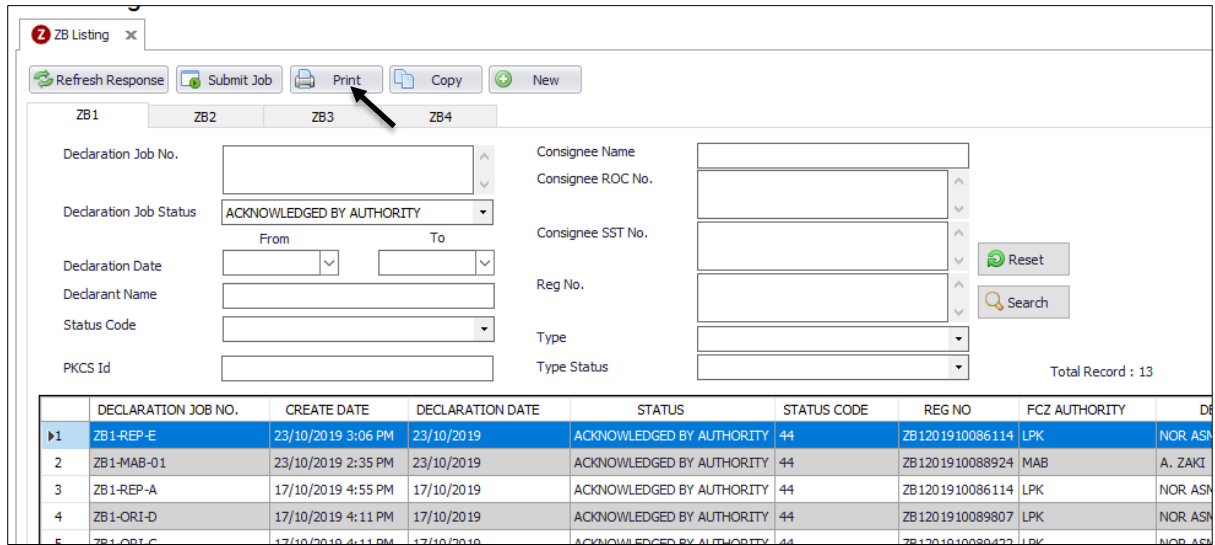
Figure 45: Declaration Listing

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
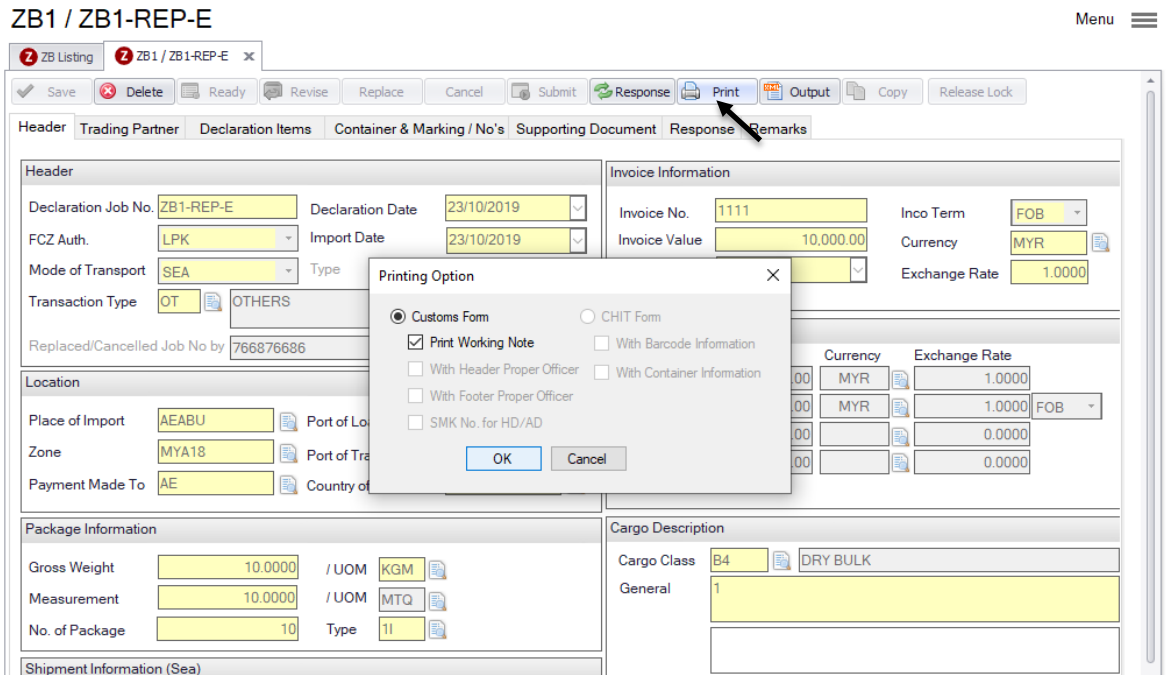
Figure 46: Select Print

v. Below image is displayed

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

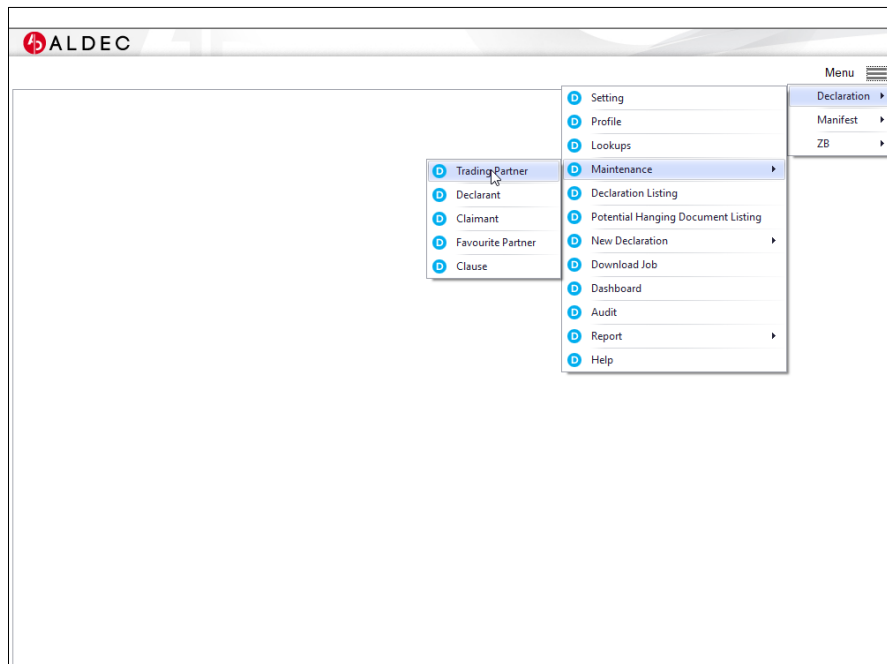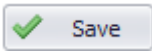User can add new consignee as is steps below:

Figure 48: Maintenance

i. In the Trading Partner page as in image above, click on [⊕ 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 49: Trading Details

iv.   A successful notification will appear. Click OK.
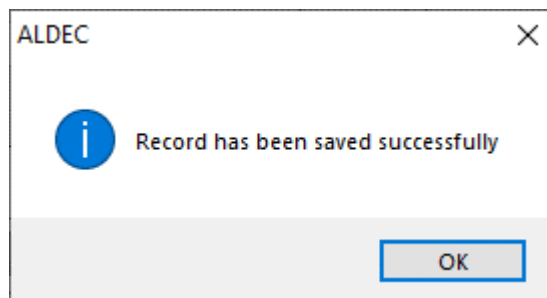
Figure 50: Notification

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 [Delete] 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:
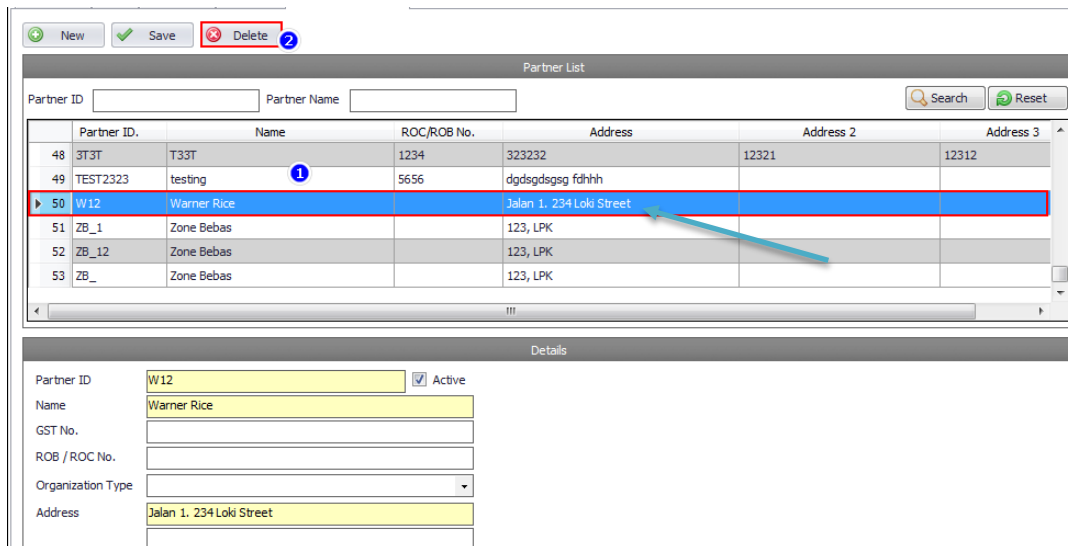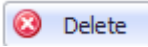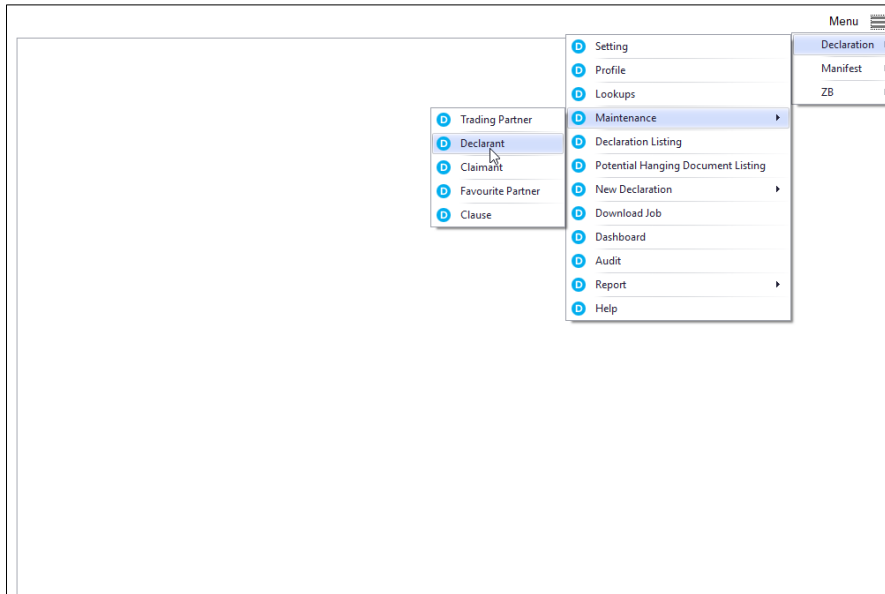

Figure 53: Add Declarant

v.   In the Declarant page as in image above, click on [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 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.

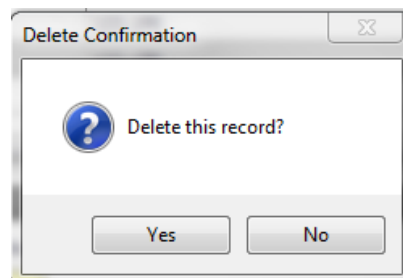iii. A confirmation to delete will appear as in image below. Click Yes.

Figure 57: Delete Notification

8.5 How to add Claimant
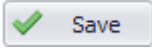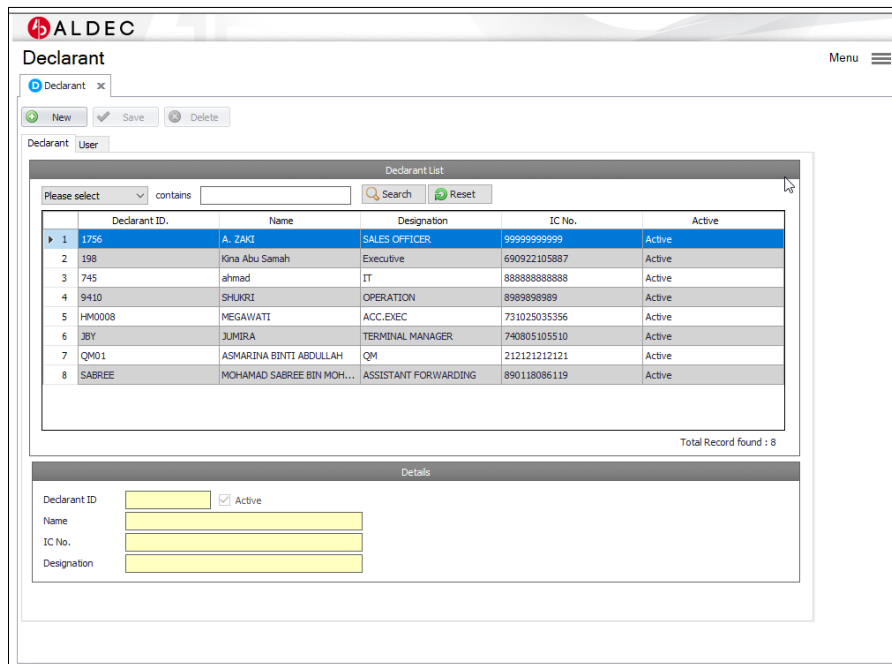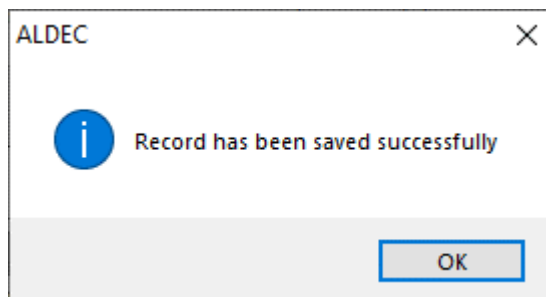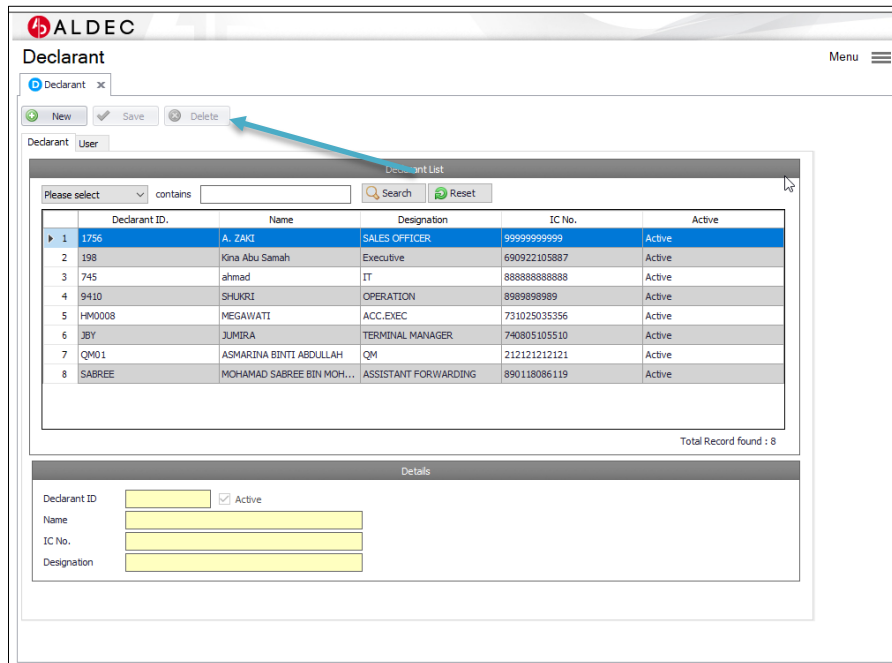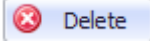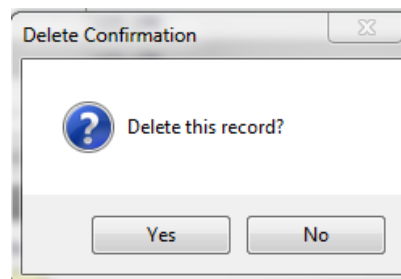
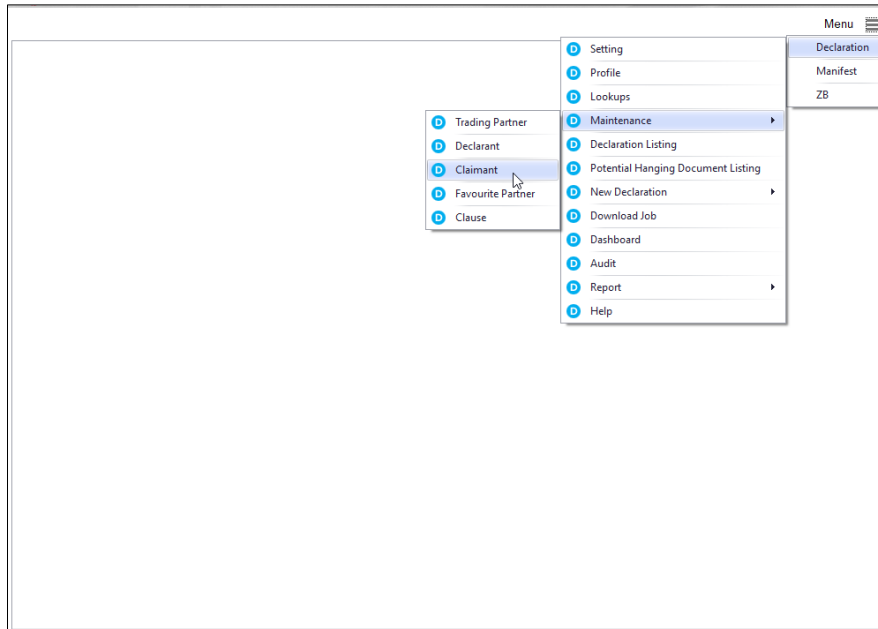User can add new claimant as is steps below:
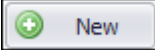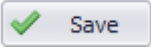
Figure 58: Add Declarant

x. In the Claimant page as in image above, click on 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.
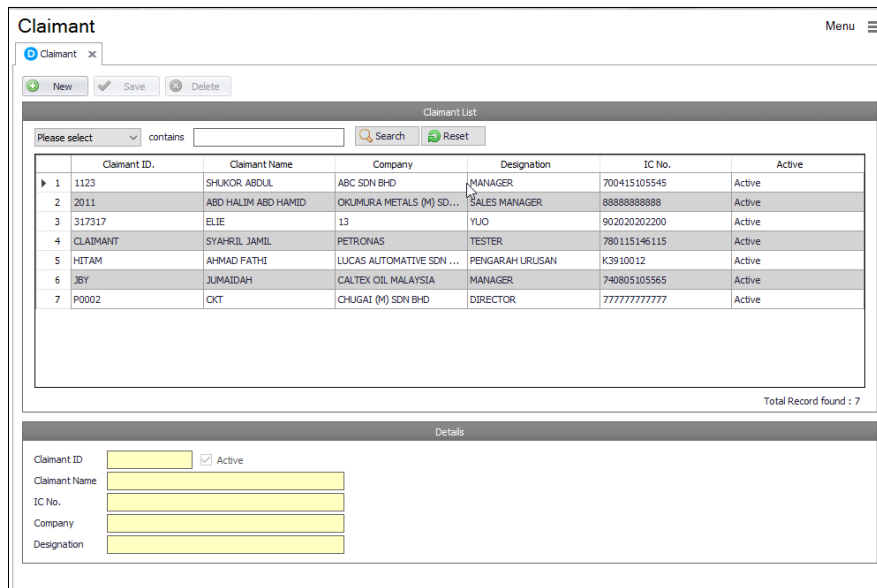
Figure 59: Claimant Detail

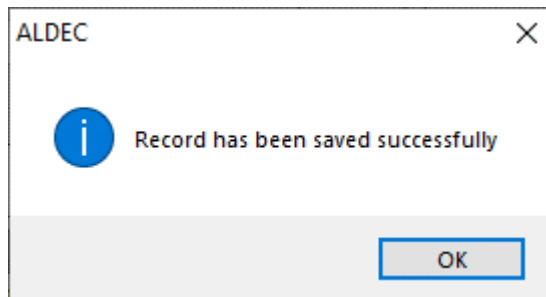xiv.   A successful notification will appear. Click OK.

Figure 60: Notification

8.6 How to delete Claimant

To delete a Claimant, please follow the steps below.

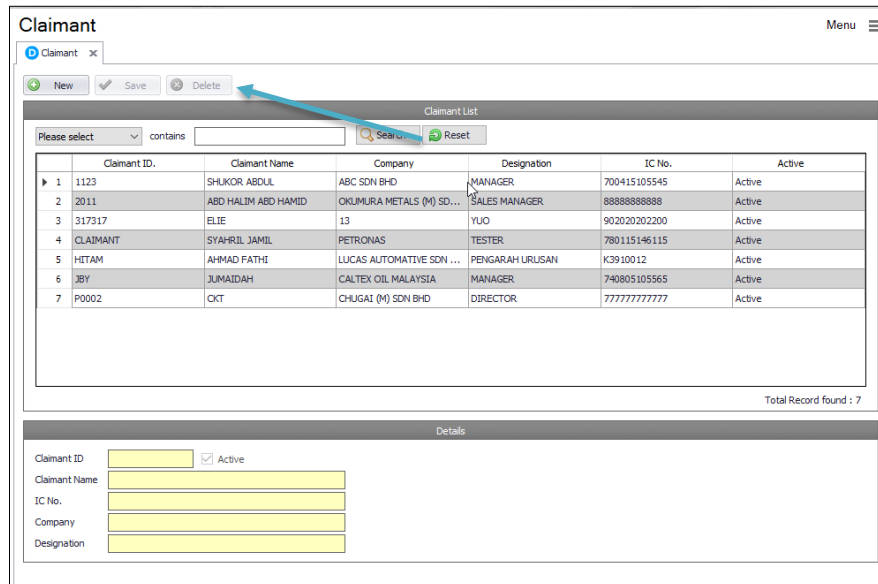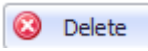iv.   From the Claimant List, select on the claimant as in image below.

Figure 61: Delete Item

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

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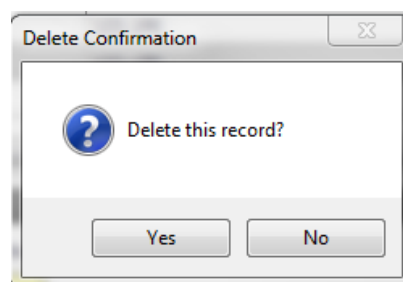

Figure 62: Delete Notification

8.7 How to add Favorite Partner

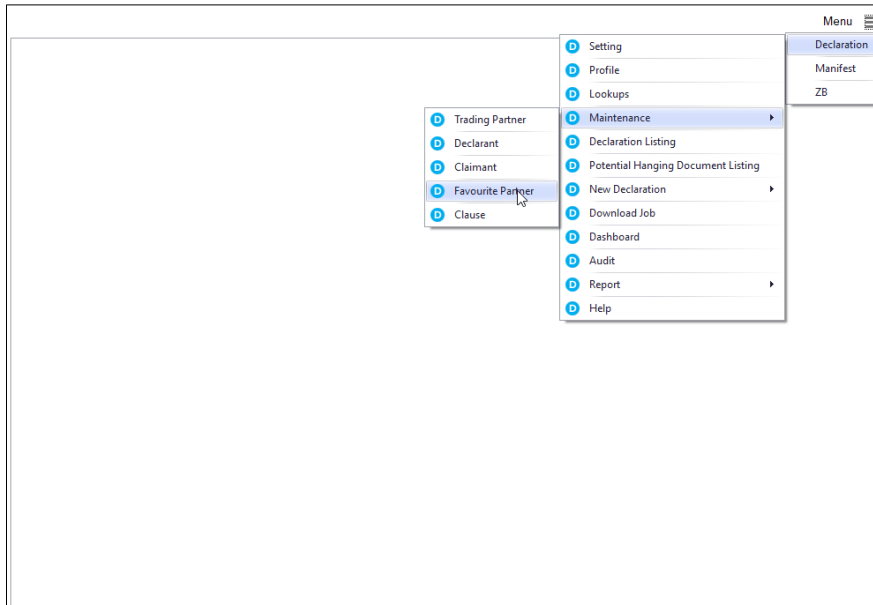User can add new Favourite Partner as is steps below:

Figure 63: Maintenance
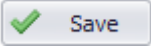
xv. In the Favourite Partner page as in image above, click on [New] to add new Favourite Partner.

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.
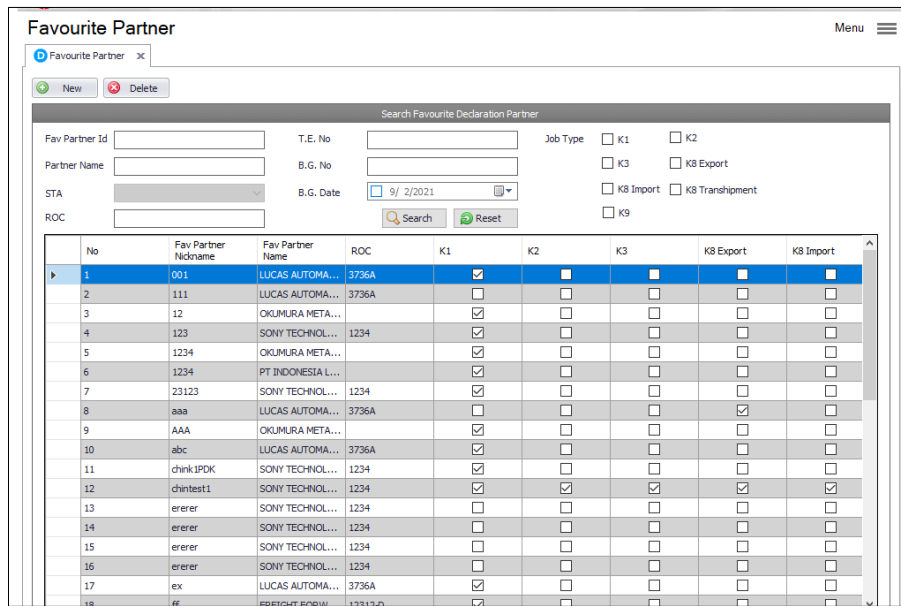
Figure 64: Favourite Partner

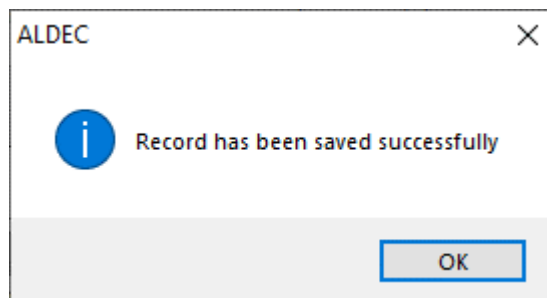xviii.   A successful notification will appear. Click OK.

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.
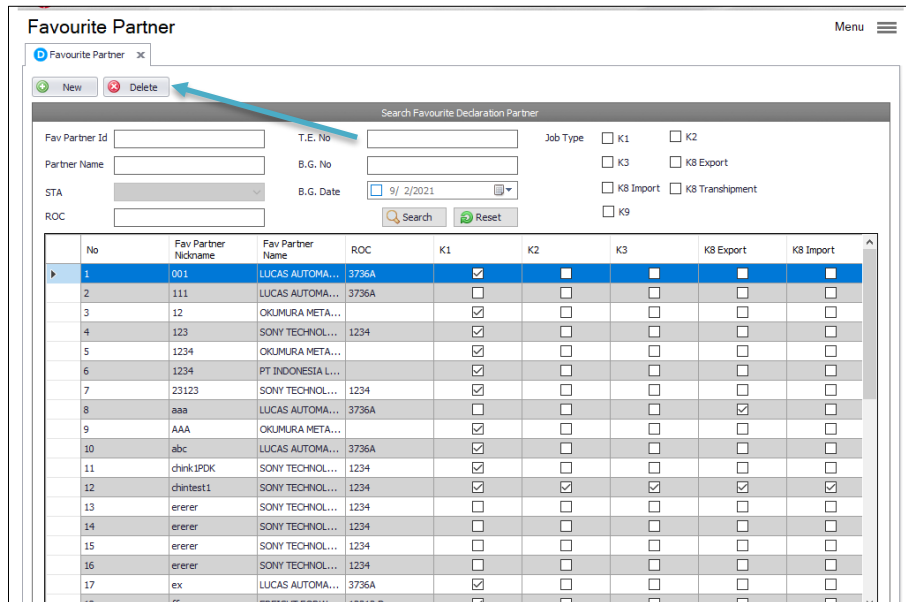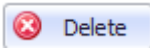

Figure 66: Delete Item

    v.   Then, click on [❌ Delete] to delete the selected Favourite Partner.

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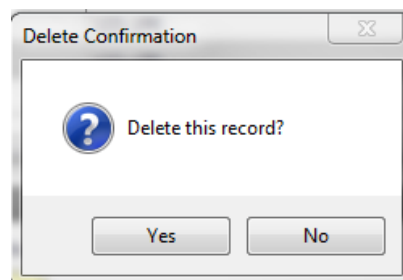

Figure 67: Delete Notification

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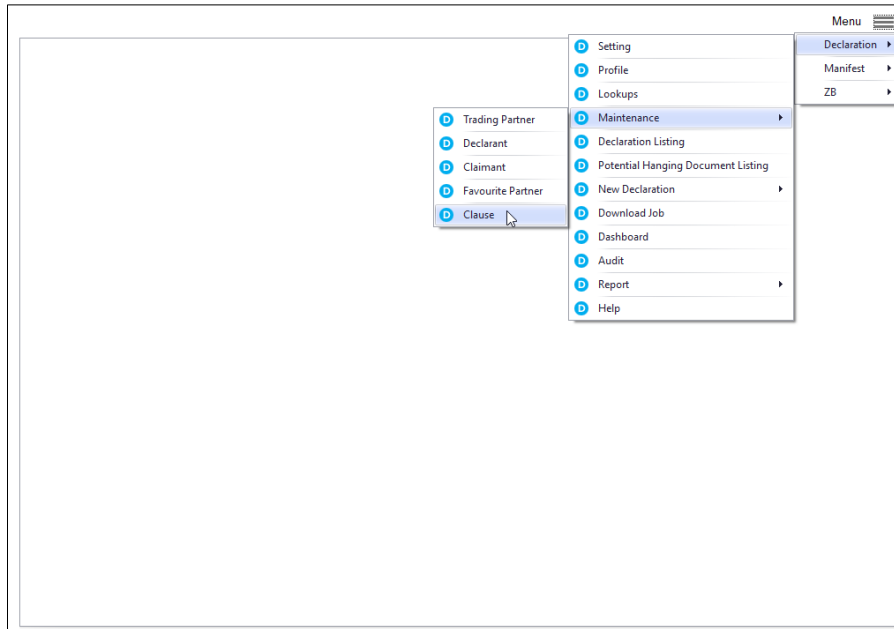
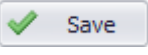User can add new clause as is steps below:

Figure 68: Add Clause

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

xx.   In the details, clause details.

xxi.   Then, click on **Save** to save the new clause.

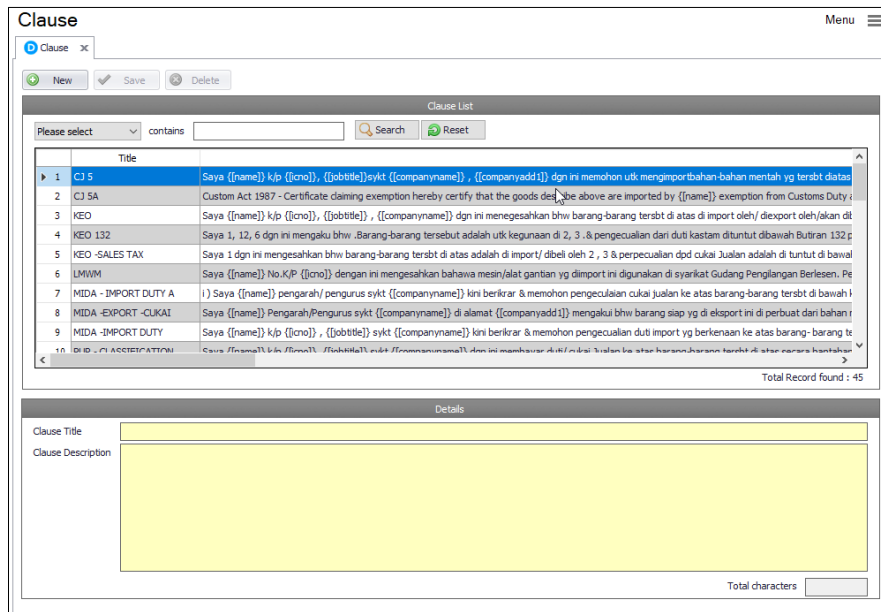xxii.   The new added Clause will be listed in the table as in image below.

Figure 69: Clause Detail

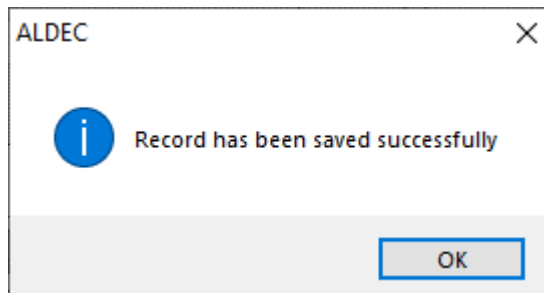xxiii.   A successful notification will appear. Click OK.

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.

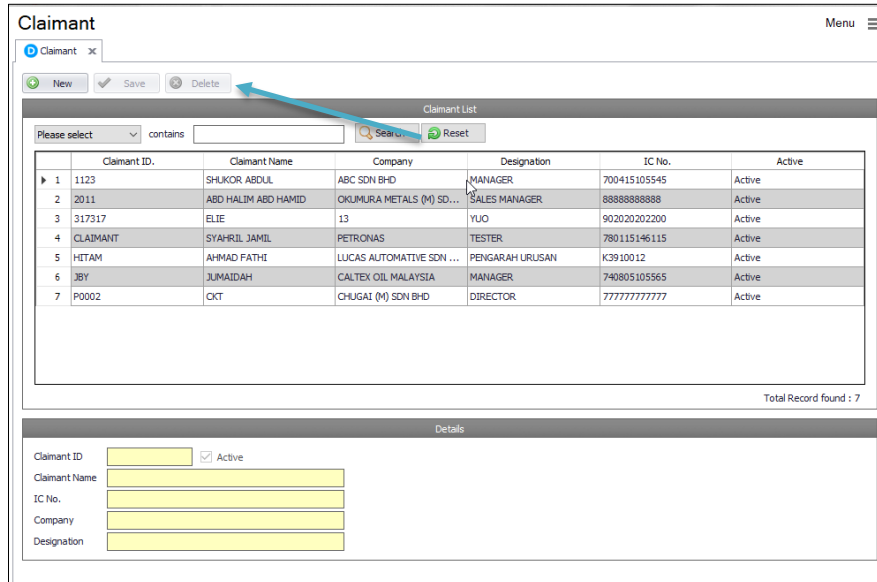vii.   From the Clause List, select on the clause as in image below.

Figure 71: Delete Item

viii.   Then, click on [Delete] to delete the selected clause.

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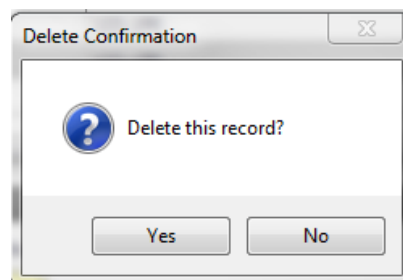

Figure 72: Delete Notification

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