



# **ALDEC Air Manifest**

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## **User Manual**

Prepared by Dagang Net Technologies Sdn Bhd

Version 1.0

December 2023

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# Revision History

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## Abbreviation

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Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
HAWB	House Airway Bill
MAWB	Master Airway Bill
PCA	Principal Customs Area
RMCD	Royal Malaysian Customs Department
ROC	Registrar of Company
ROB	Registrar of Business
SMK	Sistem Maklumat Kastam
SDA	Scheduled Departure Date
STA	Scheduled Arrival Date
UOM	Unit of Measurement

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# Section 1. Introduction

## 1.1. What is ALDEC Air Manifest System?

ALDEC is a client-based application that allows the flexibility to facilitate cargo arrival and manifest information reconciliation between Terminal Operator, Air Freight Forwarder and Royal Malaysian Customs Department (RMCD). It provides a systematic method to collect data/information on manifest covers; flight information, master airway bill (MAWB) and House airway bill (HAWB) for Inbound K4, Outward K5 and Transshipment K6.

## 1.2. Who Should Read This Publication?

This user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

- i. ALDEC Air Manifest users

## 1.3. Requirements to use ALDEC.

ALDEC System is a non-web-based application. ALDEC database will be installed in user's computer.

Before any installation is made, users must:

- Registered with DNT with an active account- *For new registration, please refer to **ALDEC Registration User Manual**.*
- Have personal Computer / Laptop / Notebook with below requirements:
  - Window 7 SP 1 and above
  - 64 –bit Operating System
  - 8.00 GB RAM
  - At least 1.5 Gigabytes (GB) of available space on the hard disk
- Internet Connection
- Printer connectivity is via Com and USB Port. It must be compatible with laser jet and double jet printers or with the following dot matrix printer.
  - Epson LQ 2090
  - Epson LQ 300
  - Panasonic KXP1121
    - Data Product 8524

## 1.4. About This Publication


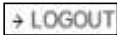
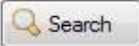

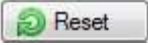
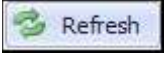






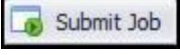
This publication is to provide an overview on how to use ALDEC Air Manifest system and deeper understand on the system with step by step helps.

## 1.5. Support Information

Should there be any issues arising from the use of the system, please contact Dagang Net's Careline at **1300 133 133** or email to [careline@dagangnet.com](mailto:careline@dagangnet.com)

*CARELINE is available 24 hours daily, including public holidays.*

## 1.6. Convention

Icon / Button	Description	Function (s)
	Login	To sign into the application
	Log out	To log out of the system
	Search	To search for a list
	Download Button	To download lookup
	Reset	To undo changes
	Refresh Button	To manually refresh response in HAWB Response
	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
	Lookup Button	To view listing of particular data
	Delete Button	To delete bank account
	Copy	To copy job/ data
	Submit	To submit job



## Section 2. Getting Started

### 2.1. System Access

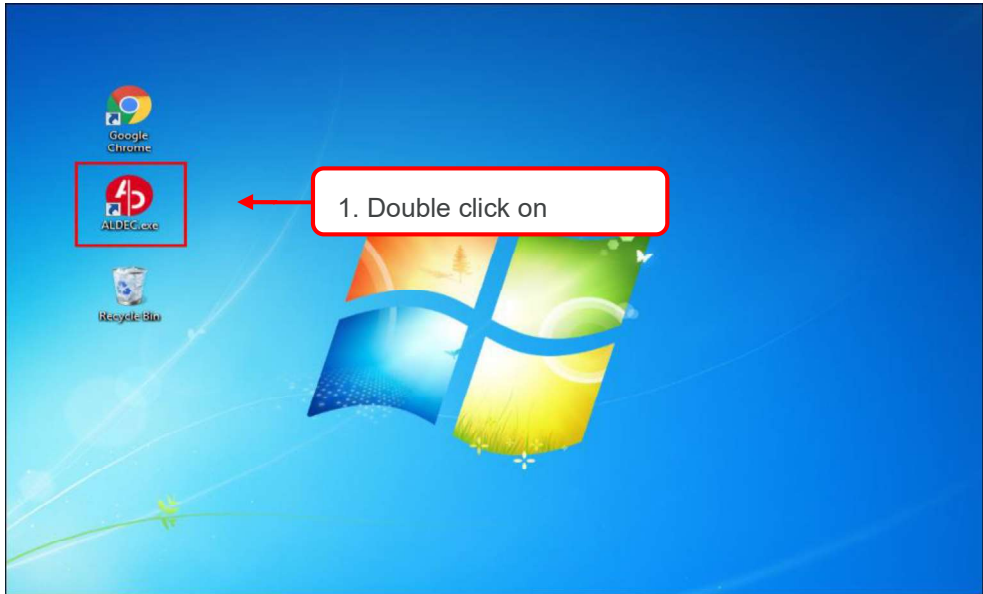


Figure 1



Figure 2

## 2.2. Log In

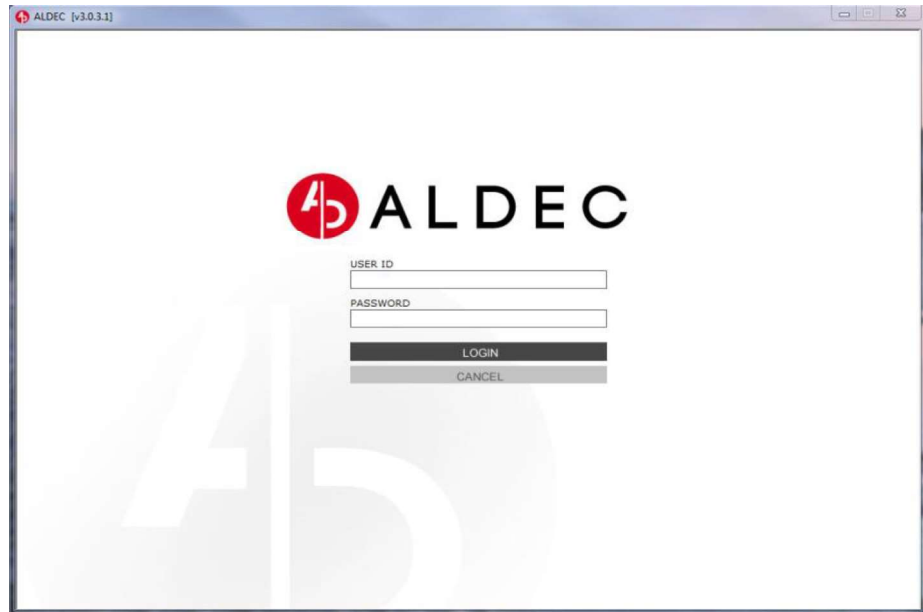


Figure 3

- i. In the Login page, enter the username and password as registered.
- ii. Click on **LOGIN** to login.
- iii. ALDEC control dashboard will be displayed as in image below



Figure 4

# Section 3. Profile

## 3.1. Update Information

Users are allowed to update/ add their company and Mailbox information as in steps below.

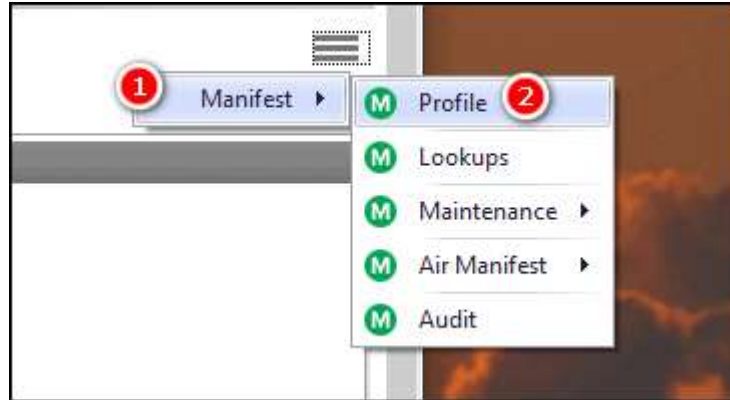


Figure 5

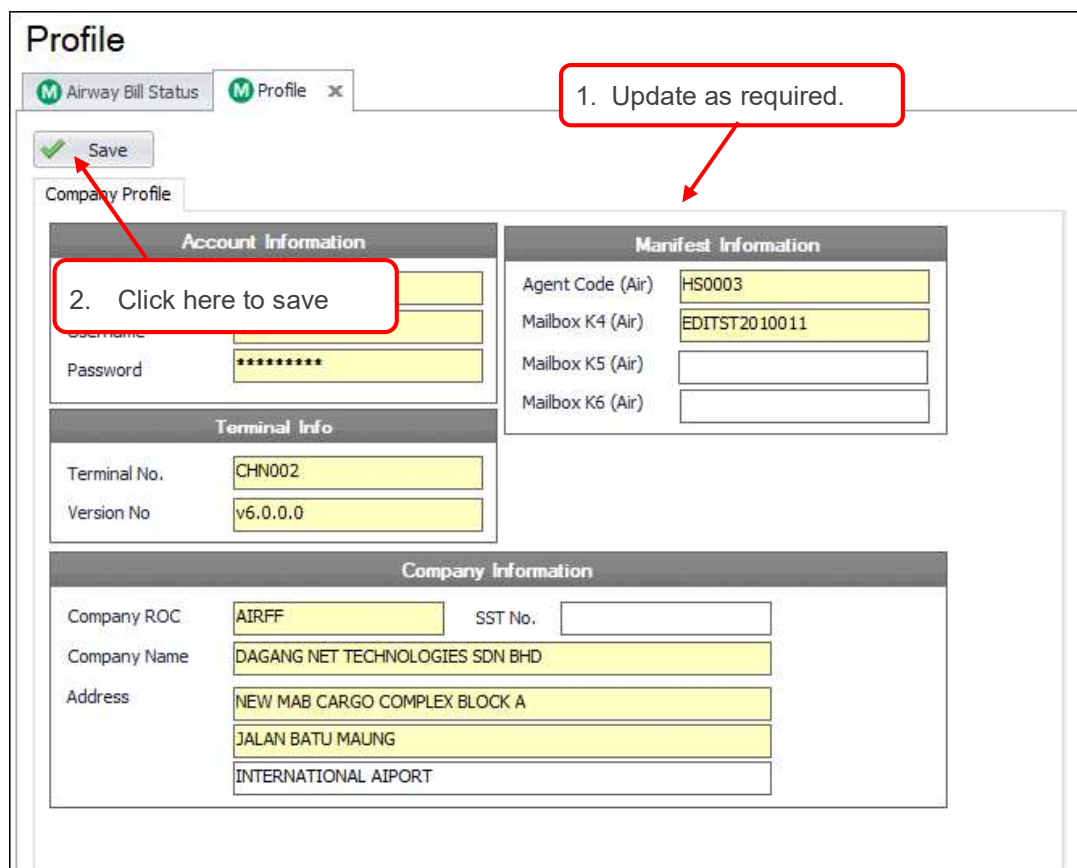


Figure 6

## Section 4. Lookups

This section will allow users to download the latest lookup list. To download these lookups, user's account must be active. Lookup list will be updated from time to time.

Below are the steps to download this lookup.

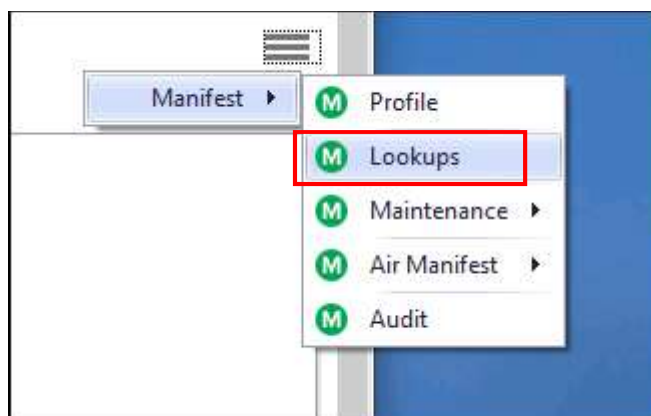


Figure 7

- i. From the menu, go to Manifest, then click on Lookup. Below page will appear.

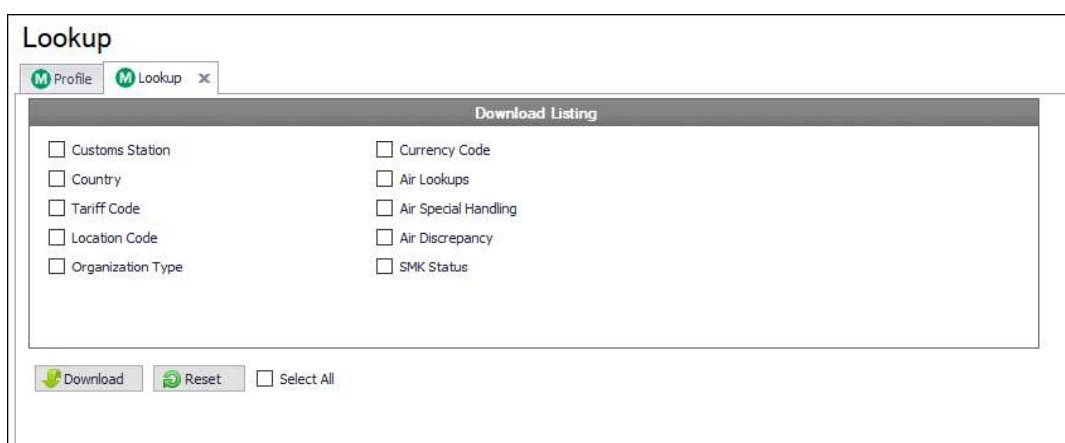


Figure 8

- ii. Tick on the preferred lookup or click on  Select All to select all the lookup.
- iii. Click on  to download the lookup.

## Section 5. Search for Flight Details

This section the steps for users to search for flight details and status. From the menu, open the flight Details page as in the steps in below image.

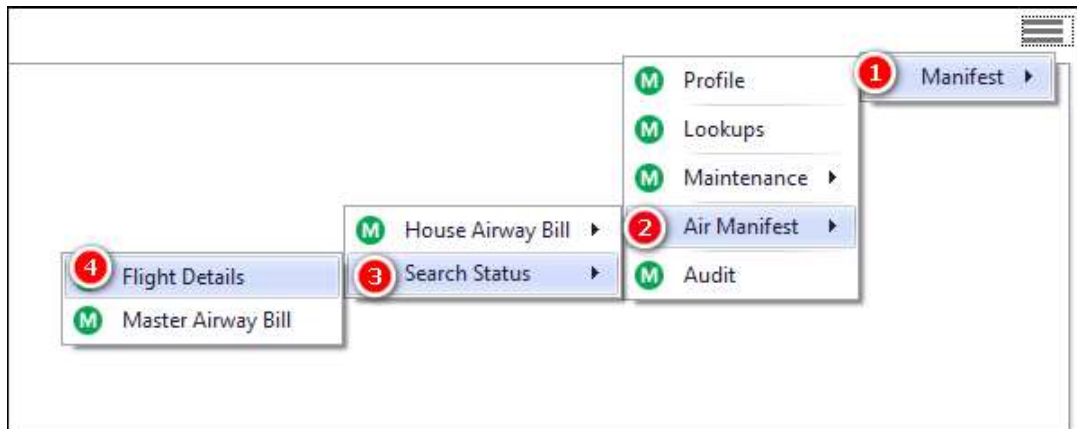


Figure 9

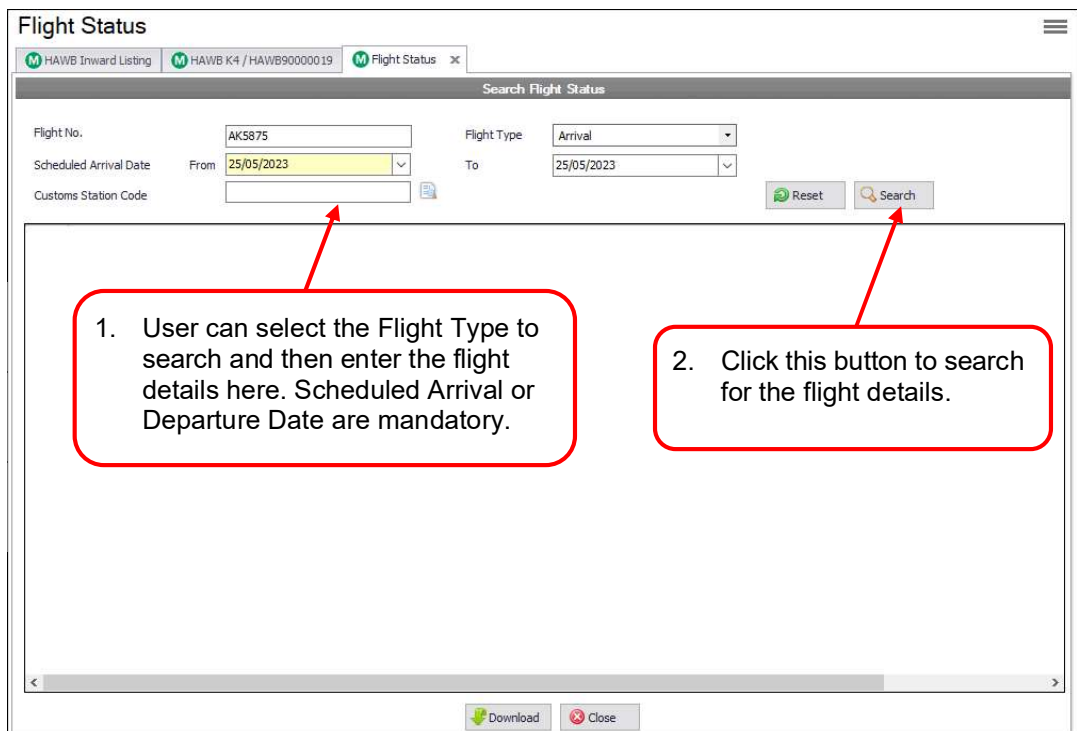


Figure 10

**Flight Status**

M HAWB Inward Listing M HAWB K4 / HAWB90000019 M Flight Status x

Search Flight Status

Flight No. AK5875 Flight Type Arrival

Scheduled Arrival Date From 22/05/2023 To 25/05/2023

Customs Station Code

Reset Search

Flight No	STA	STD	ATA	ATD	Customs Station Code	Flight Type	Airport Code of Loading (Origin)
AK5875	25/05/2023 23:40:00				H10 - IBU PEJABAT KASTAM _KRED/R/CED1A//ADM1/MY	SP - SCHEDULE PASSENGER	SBW

3. Search result listed in this table.

4. Click on this button to download this flight details.

Download Close

Figure 11

## Section 6. Search for MAWB

This section the steps for users to search and view the Master Airway Bill (MAWB). From the menu, open the flight Details page as in the steps in below image.

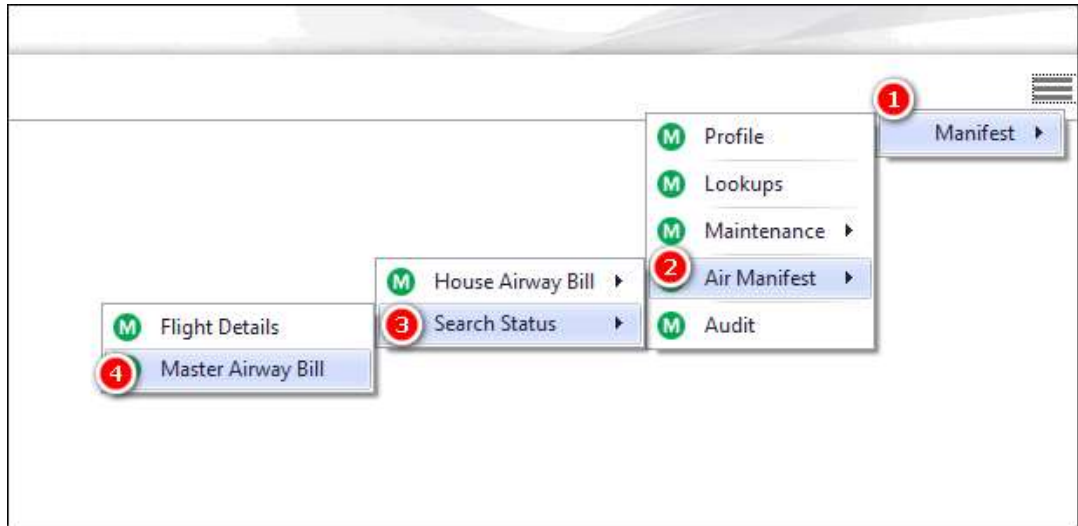


Figure 12

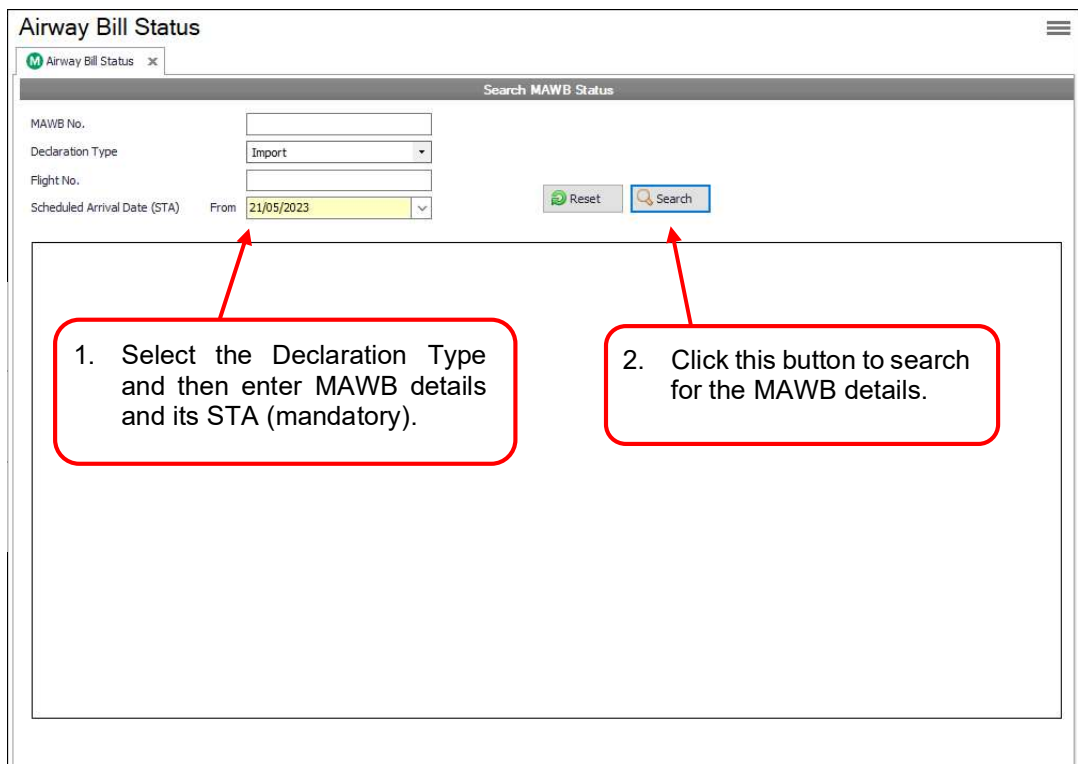


Figure 13

**Airway Bill Status**

M Airway Bill Status x

MAWB No.

Declaration Type

Flight No.

Scheduled Arrival Date (STA) From

3. Search result listed in this table.

MAWB No	Declaration Type	Flight No	STA	STD	ATA	ATD	Customs Station Code	Flight Type	Airport
807-11759160	IMPORT	AK022	21/05/2023 22:30:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	TRZ
807-00275612	IMPORT	AK394	21/05/2023 20:25:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	KNO
479-34207655	IMPORT	ZH9029	21/05/2023 15:30:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SZX
672-25584764	IMPORT	BI873	21/05/2023 14:50:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	BWN
160-57277430	IMPORT	CX725	21/05/2023 12:45:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	HKG
189-02248396	IMPORT	JX725	21/05/2023 10:10:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	TPE
978-10993776	IMPORT	VJ825	21/05/2023 09:30:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SGN
975-20991740	IMPORT	QZ320	21/05/2023 08:40:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SUB
975-20980713	IMPORT	QZ700	21/05/2023 05:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	CGK
313-00293635	IMPORT	WW891	21/05/2023 04:50:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	HKG
807-01856772	IMPORT	AK127	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SZX
807-11796046	IMPORT	AK123	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SZX
807-11751574	IMPORT	AK129	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SZX
312-95719293	IMPORT	6E1031	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	MAA
081-60741984	IMPORT	3K685	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	SIN
126-65928752	IMPORT	GA820	21/05/2023 00:00:00				H10 - IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY	-	CGK

4. Click on this button to download MAWB details.

Figure 14



## Section 7. HAWB Inward Listing

This section list all the HAWB Inward transactions thru the system. This listing can be extracted by Job No., HAWB status, Flight No, it's created date or MAWB No.

From the menu, open the Inward Listing page as in steps in below image.



Figure 15

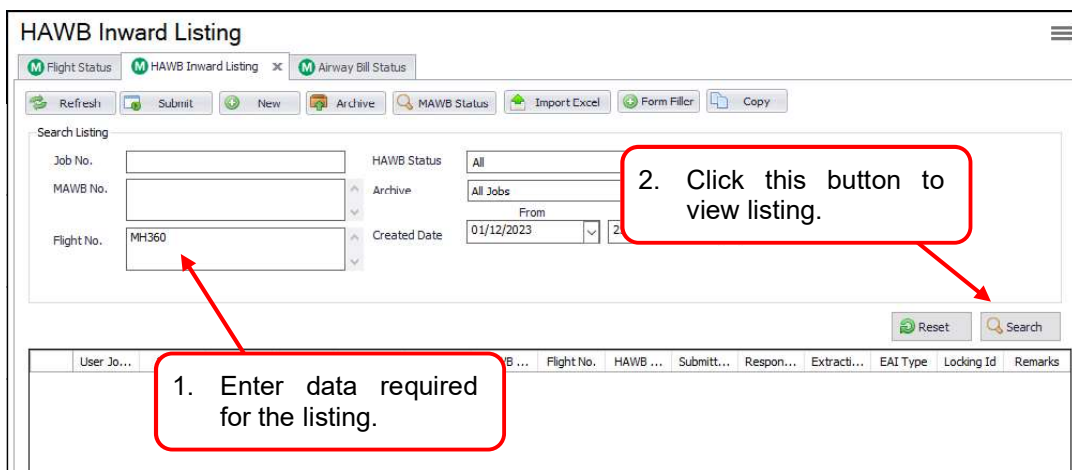


Figure 16

### HAWB Inward Listing

Refresh Submit New Archive MAWB Status Import Excel Form Filler Copy

Search Listing

Job No.  HAWB Status

MAWB No.  Archive

Flight No. MH360  Created Date

Reset Search

3. Search result listed in this table. Click on the list to view job details.

User Jo...	Status	Ready	Msg Fu...	System...	Manifes...	MAWB ...	Flight No.	HAWB ...	Submitt...	Respon...	Extract...	EAI Type	Locking Id	Remarks
JOB100...	SUBMIT...	YES	ORIGINAL	A19000...	41100003	232-100...	MH360	HAWB10...	15/11/2...		15/11/2...	N		
PEK1002...	SUBMIT...	YES	ORIGINAL	A19000...	41100003	232-100...	MH360	HWB100...	15/11/2...		15/11/2...	N		
PEK1002...	SUBMIT...	YES	ORIGINAL	A19000...	41100003	232-100...	MH360	HWB100...	15/11/2...		15/11/2...	N		
K4HWB002	SUBMIT...	YES	ORIGINAL	A19000...	190822103	MK40001	MH360	GHJ100...	12/11/2...		12/11/2...	N		
K4HWB001	SUBMIT...	YES	ORIGINAL	A19000...	190822103	MK40001	MH360	GHJ100...	12/11/2...		12/11/2...	N		

Figure 17

### HAWB K4 / JOB10020013

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

Header

Manifest No. 41100003

Job No. JOB10020013

House Airway Bill No. HAWB10020013

Consignor Information

Consignor Code

Consignor Name LIMITED

Consignor Address 125 CECIL STREET  
JURONG HIGHWAY  
SINGAPORE

Consignee Information

Consignee Code

Consignee Name TECHNOLOGY SDN BHD

Consignee Address BANDAR BARU BANGI  
SELANGOR

Organization Type B ROB/ROC No. 1234

Shipment Details

Shipping Agent Code HS0003

Shipping Agent Name DAGANG NET TECHNOLOGIES SDN BHD

Freight / Valuation PREPAID

Notify Party Information

Notify Party Code

Notify Party Name TECHNOLOGY SDN BHD

Notify Party Address BANDAR BARU BANGI  
SELANGOR

Cargo Summary

Total Weight 650 KGM

Total No. of Pieces 2000 PCS

Total Measurement 12.0000 MTO

Figure 18: HAWB Details

## Section 8. New HAWB Inward

This section shows the steps to create new HAWB Inward. All details with yellow box are mandatory.

From the menu, open the Inward page as in steps in below image.

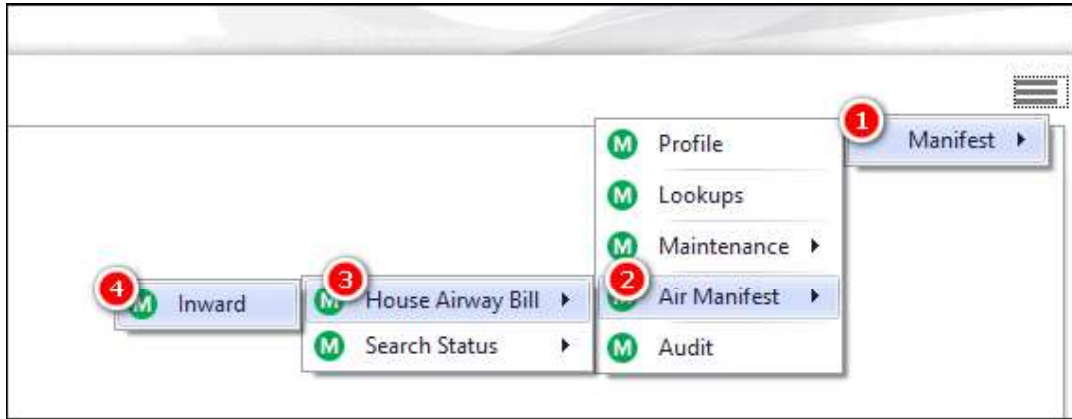


Figure 19

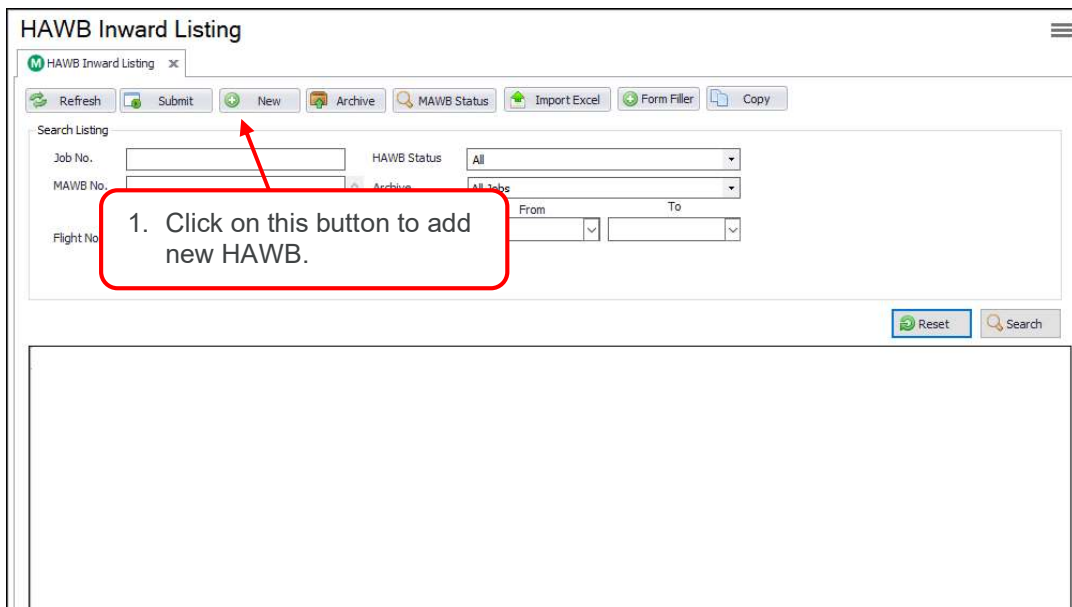


Figure 20

## 8.1. MAWB Details

HAWB Inward / (New)

M HAWB Inward Listing M HAWB Inward / (New) x M HAWB K4 / HAWB9000047

Save Delete Ready Revise Refresh Archive

MAWB HAWB Cargo Declaration Response EAI Info

**Header**

Customs Station  Master Airway Bill No.

**Flight Details**

Flight No.  Unloading Airport

Loading Airport (Origin)  Actual Time Arr

Scheduled Time Arrival (STA)

**Location Details**

Origin (Master AWB)  Destination (Master AWB)

1. Enter details for this new HAWB. (All yellow boxes are mandatory)

2. Click on this button to view list and select the details \*

Figure 21

\* Follow these steps for all details with this button

Approved MAWB

Please select  contains  Search

	Manifest No.	MAWB No.	AWB Origin	AWB Destination	Flight No.	Origin	Destination
▶	40300001	M28-12345678	AEP	KUL	MH128	MEB	KUL
	40300004	M29-12345678	MEL	KUL			
	40300003	M60-12345678	PEK	KUL			
	40300004	M29-12345678	MEL	KUL			
		M0001	MYY	MZV	MH128	MEB	KUL
	190822103	MK40001	SIN	KUL			
	190822103	MK40001	SIN	KUL			
	190822103	MK40001	SIN	KUL			
		MK401	KUL	KUL	MH128	KUL	MEB
	190822103	MK40001	SIN	KUL	MH128	PEK	KUL

3. Click on the MAWB to select, then click on OK button to add selected detail.

OK Cancel

Figure 22

**HAWB Inward / (New)**

M HAWB Inward Listing M HAWB Inward / (New) x M HAWB K4 / HAWB9000047

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

**Header**

Customs Station: H10-IBU PEJABAT KASTAM JKED/RCED Master Airway Bill No.: M29-12345678

**Flight Details**

Flight No.: AK5647  
 Loading Airport (Origin): MYY Unloading Airport (Des):  
 Scheduled Time Arrival (STA): 27/05/2023 01:15:00 Actual Time Arrival (AT):

**Location Details**

Origin (Master AWB): SIN Destination (Master AWB): KUL

4. Details added.

5. Fill up all other details.

Figure 23

## 8.2. HAWB Details

**HAWB Inward / (New)**

M HAWB Inward Listing M HAWB Inward / (New) x M HAWB K4 / HAWB9000047

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

**Header**

Manifest No.: 40300004 Job No.: House Airway Bill No.:

**Consignor Information**

Consignor Code: Consignor Name: Consignor Address:

**Consignee Information**

Consignee Code: Consignee Name: Consignee Address: Organization Type: ROB/ROC No.:

**Notify Party Information**

Shipping Agent Code: HS0003 Shipping Agent Name: DAGANG NET TECHNOLOGIES SDN BHD Freight / Valuation: Notify Party Code: Notify Party Name: Notify Party Address:

**Cargo Summary**

Total Weight: 0 KGM  
 Total No. of Pieces: 0 PCS  
 Total Measurement: 0 MTQ

1. Click on this tab to add HAWB details.

2. Click on this button to view selection.

Figure 24

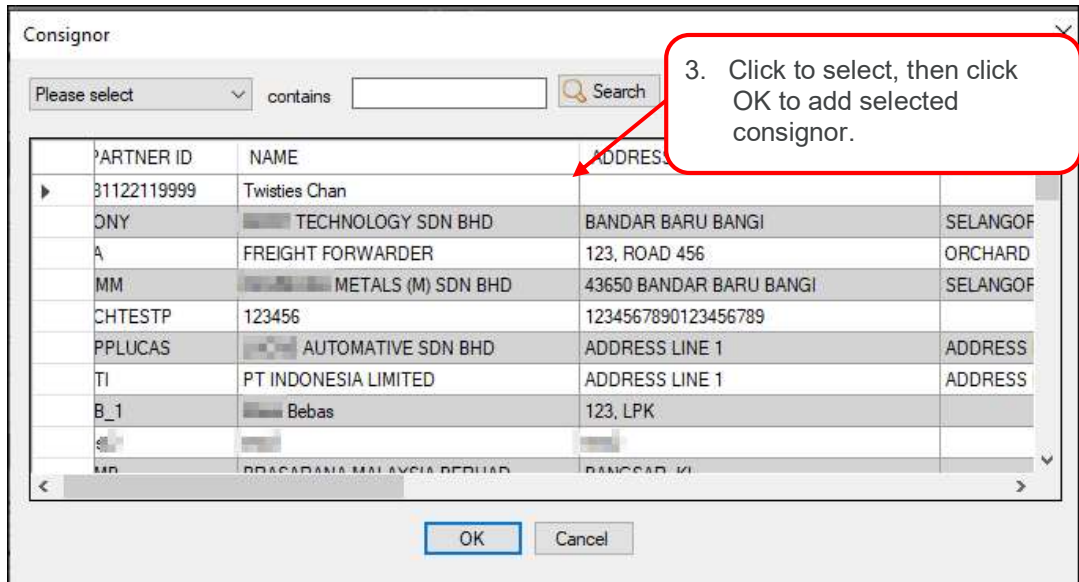


Figure 25

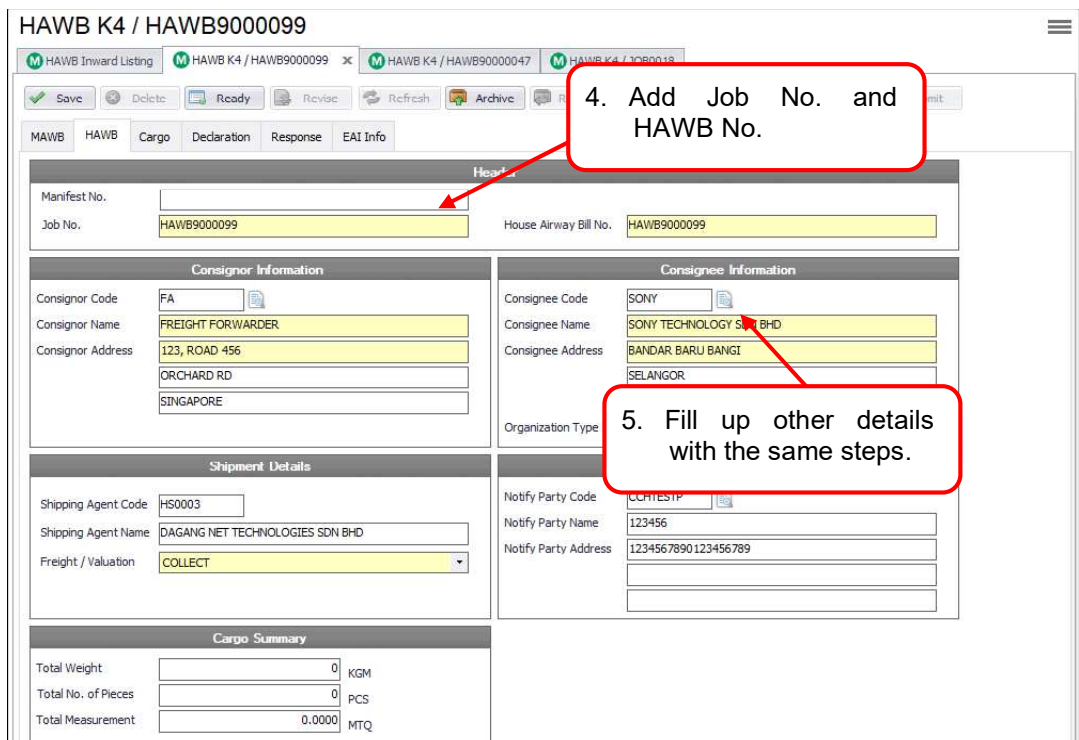
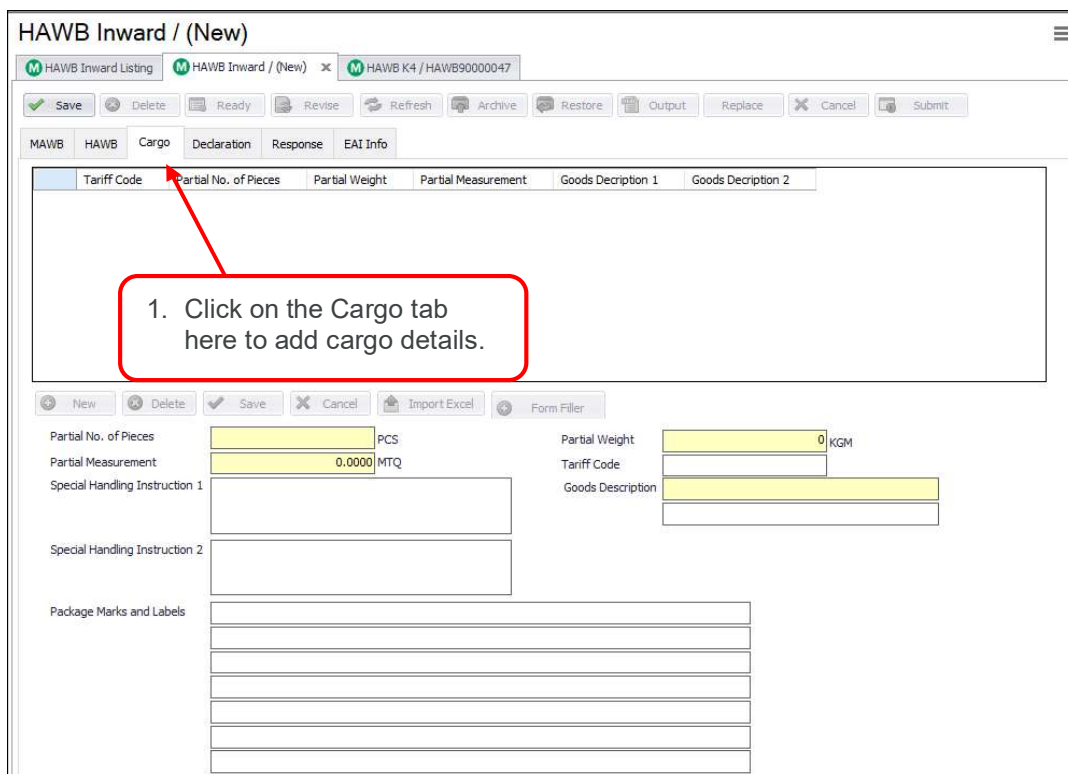


Figure 26

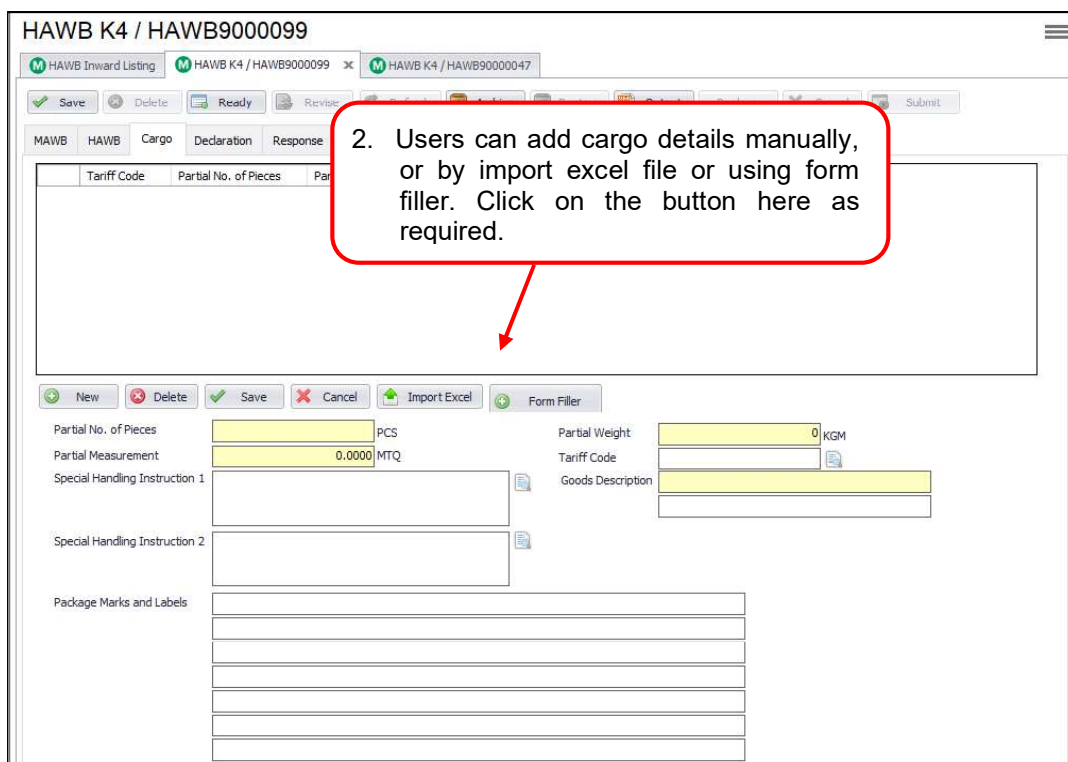
## 8.3. Cargo

This section shows the steps to add new cargo details. MAWB and HAWB details must be completed before users can add new cargo details.



The screenshot shows the 'HAWB Inward / (New)' form. The 'Cargo' tab is selected and highlighted. A red box around the 'Cargo' tab contains the text: '1. Click on the Cargo tab here to add cargo details.' The form includes a table with columns: 'Tariff Code', 'Partial No. of Pieces', 'Partial Weight', 'Partial Measurement', 'Goods Description 1', and 'Goods Description 2'. Below the table are input fields for 'Partial No. of Pieces' (with unit 'PCS'), 'Partial Weight' (with unit 'KGM'), 'Partial Measurement' (with unit 'MTQ'), 'Special Handling Instruction 1', 'Special Handling Instruction 2', and 'Package Marks and Labels'. There are also buttons for 'New', 'Delete', 'Save', 'Cancel', 'Import Excel', and 'Form Filler'.

Figure 27



The screenshot shows the 'HAWB K4 / HAWB9000099' form. The 'Cargo' tab is selected. A red box around the 'Import Excel' and 'Form Filler' buttons contains the text: '2. Users can add cargo details manually, or by import excel file or using form filler. Click on the button here as required.' The form layout is identical to Figure 27, showing the table and input fields for cargo details.

Figure 28

	A	B	C	D	E	F	G	H	I
1	Job No	Master Airway Bill No	House Airway Bill No	Flight No	Partial No	No of piec	Partial We	Weight UOM	Partial Mea
2	HAWB9000099	M29-12345678	HAWB9000099	AK5647	112233	1000	100	KGM	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

Clear Save Cancel

Figure 29: Sample of Form Filler

HAWB K4 / HAWB9000099

HAWB Inward Listing | HAWB K4 / HAWB9000099 | HAWB K4 / HAWB90000047

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

Tariff Code	Partial No. of Pieces	Partial Weight	Partial Measurement	Goods Description 1	Goods Description 2

3. To add manually, click on this button to select from the approved listing,

New Delete Save Cancel Import Excel Form Filler

Partial No. of Pieces  PCS

Partial Measurement  MTQ

Special Handling Instruction 1

Special Handling Instruction 2

Package Marks and Labels

Partial Weight  KGM

Tariff Code

Goods Description

Figure 30



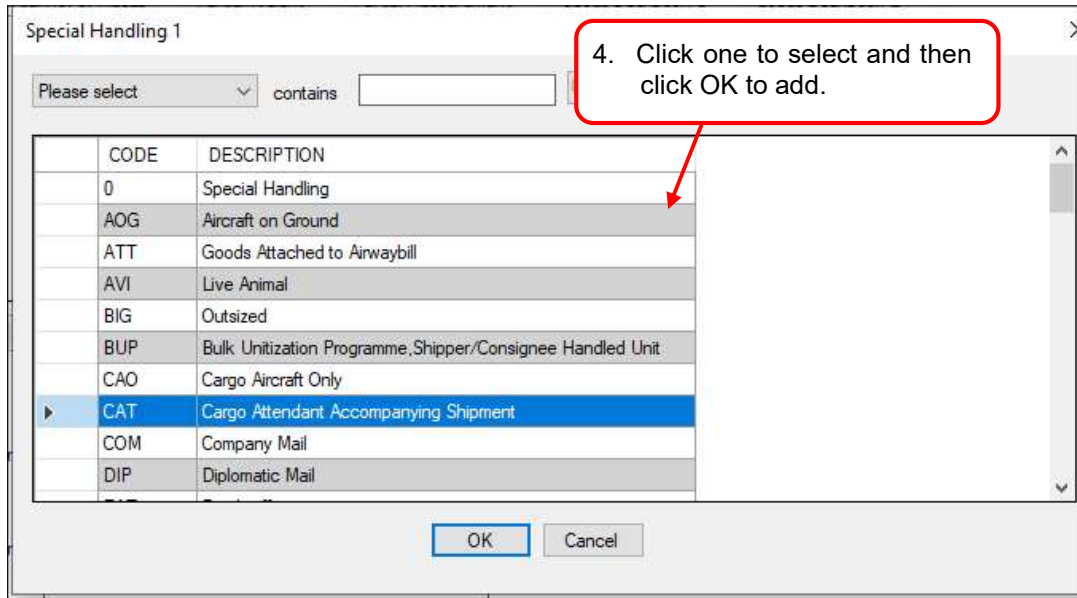


Figure 31

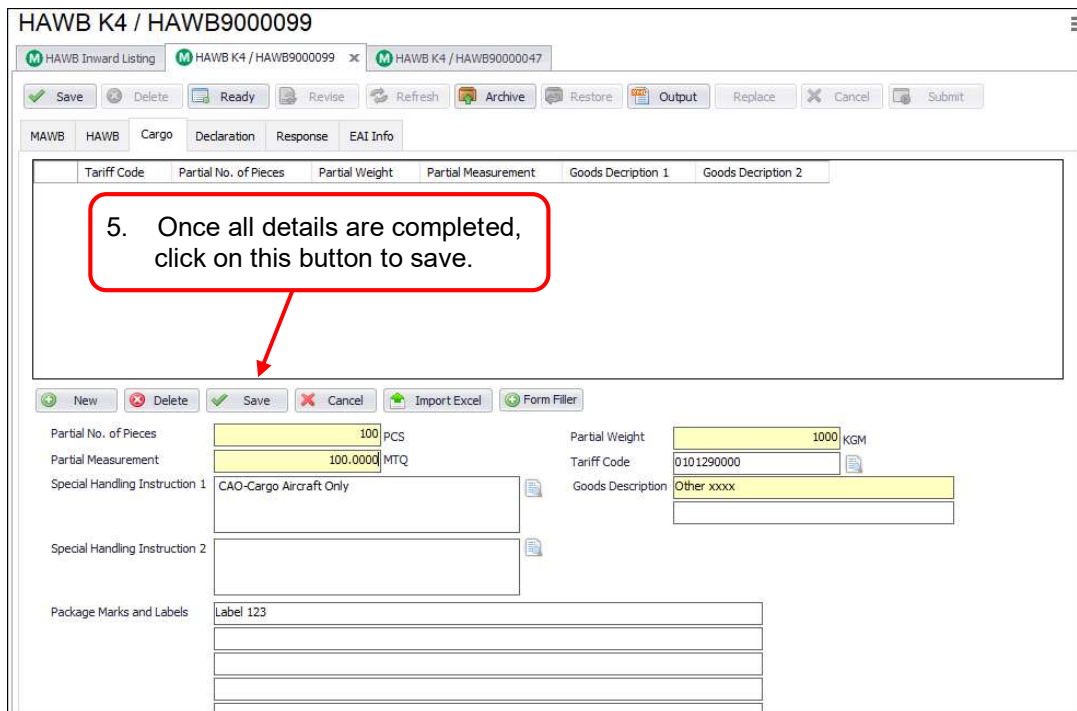


Figure 32

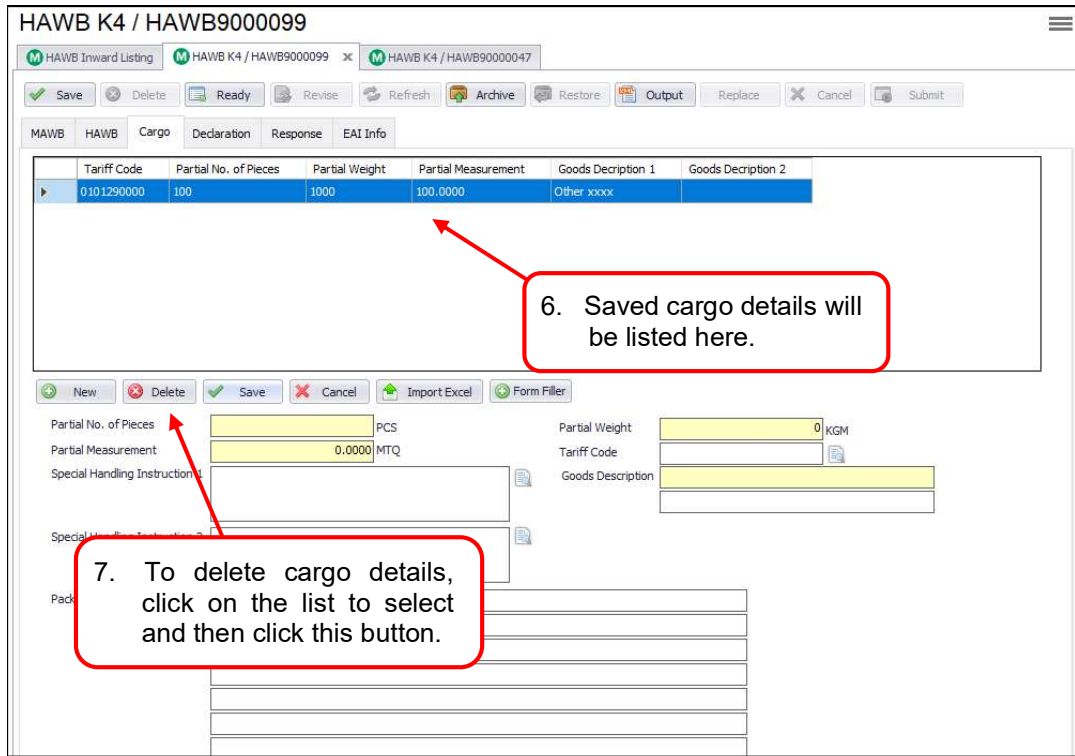


Figure 33

## 8.4. Declaration

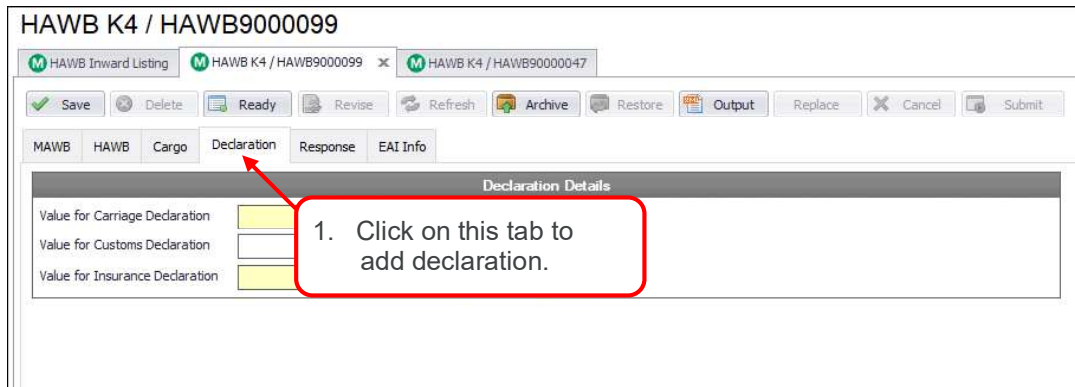


Figure 34

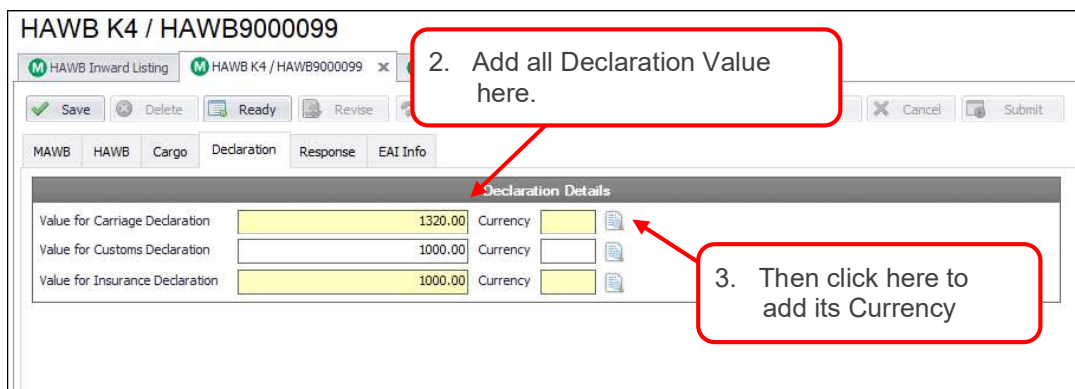


Figure 35

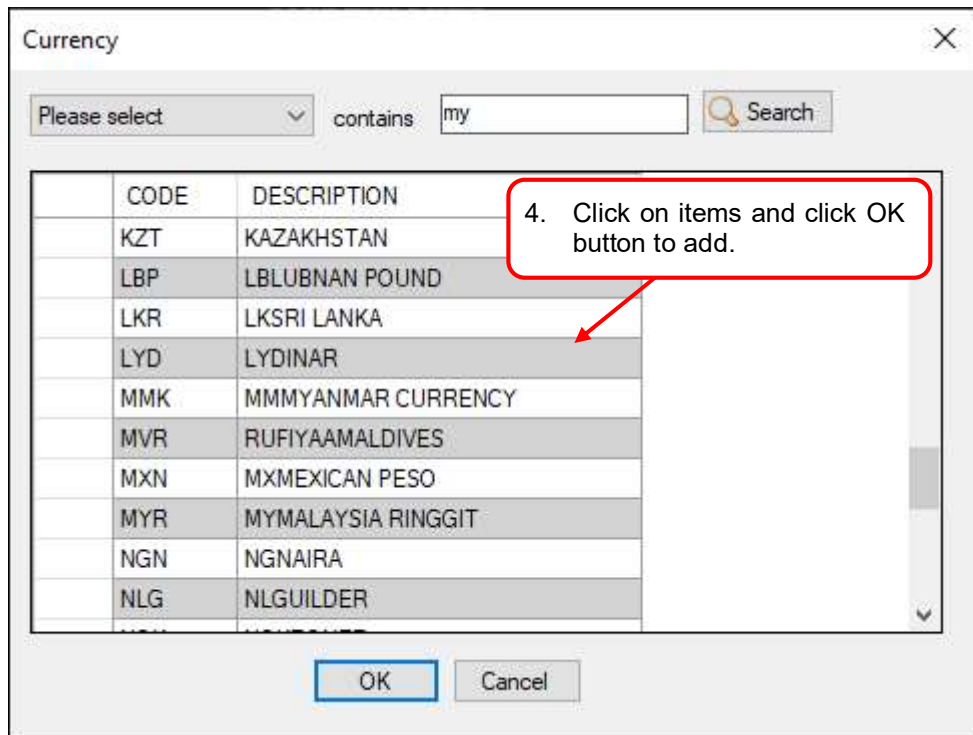


Figure 36

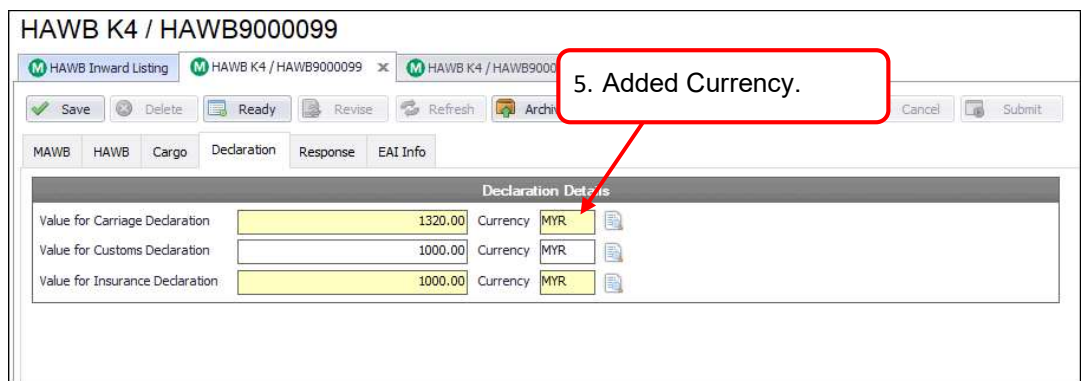


Figure 37

## 8.5. Response

Users can check Customs Response and its details in this section. Customs response will be listed here with its status and date.

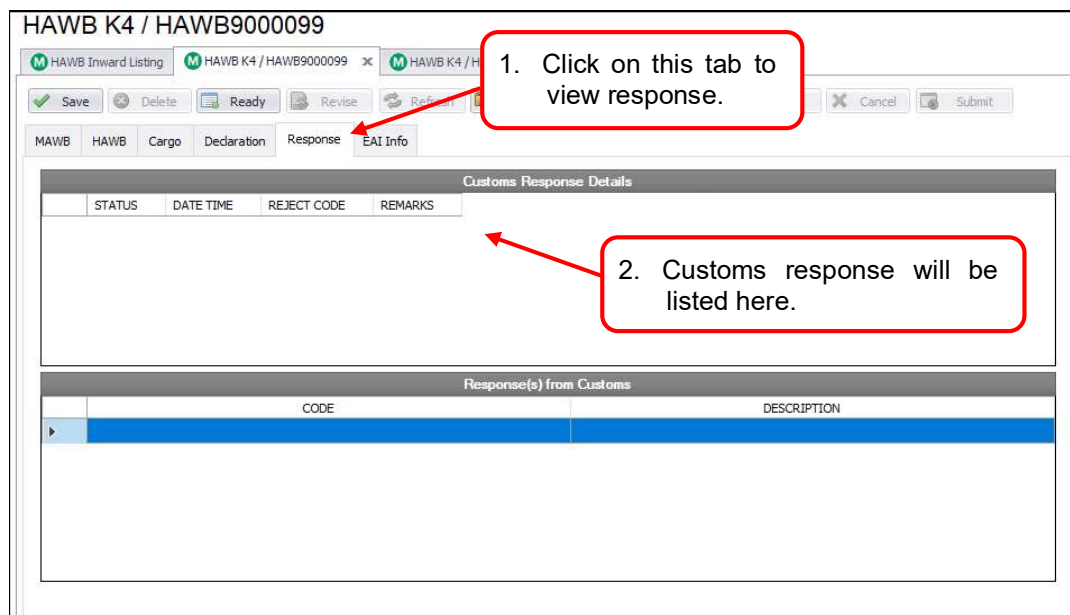


Figure 38

## 8.6. EAI Info

Users can view EAI Info here.

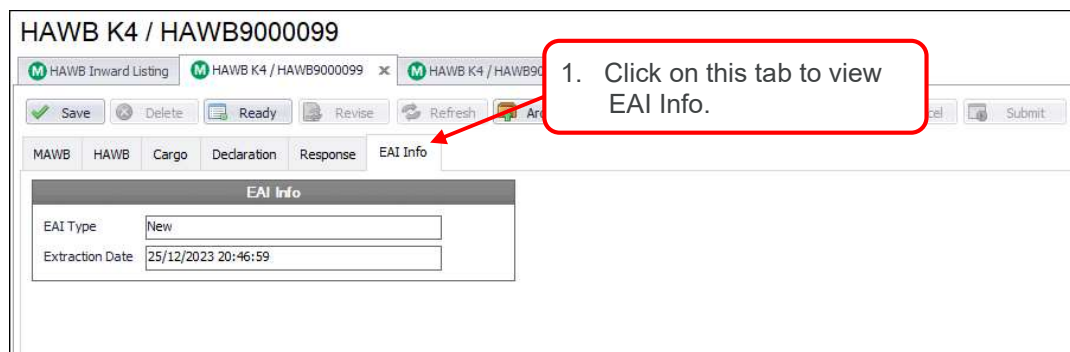
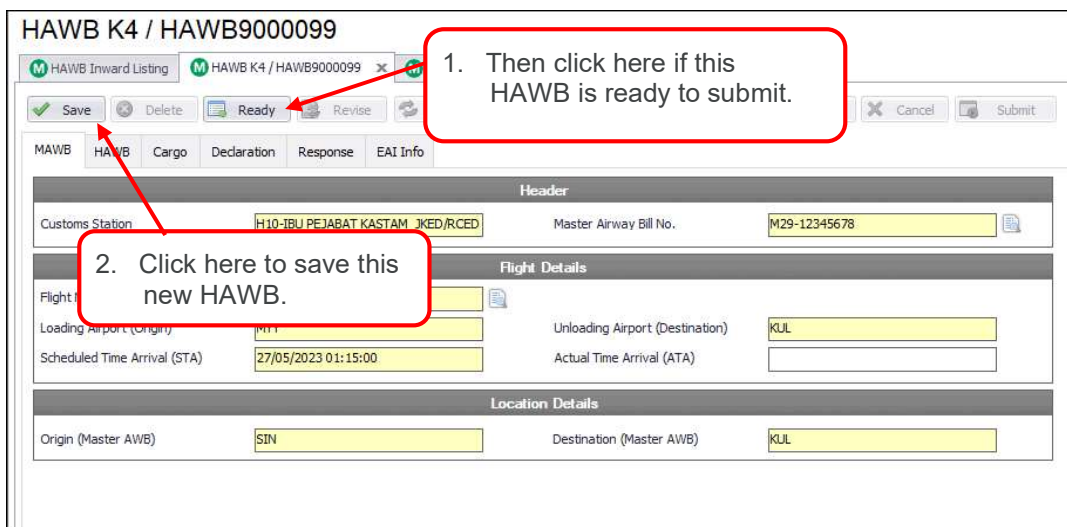


Figure 39

## 8.7. Save and Submit

Once all the details are completed, save the new HAWB Inward and submit as in steps below.



HAWB K4 / HAWB9000099

M HAWB Inward Listing M HAWB K4 / HAWB9000099 x

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

Header

Customs Station H10-IBU PEJABAT KASTAM JKED/RCED Master Airway Bill No. M29-12345678

Flight Details

Flight No. Unloading Airport (Destination) KUL

Loading Airport (Origin) MYT Scheduled Time Arrival (STA) 27/05/2023 01:15:00 Actual Time Arrival (ATA)

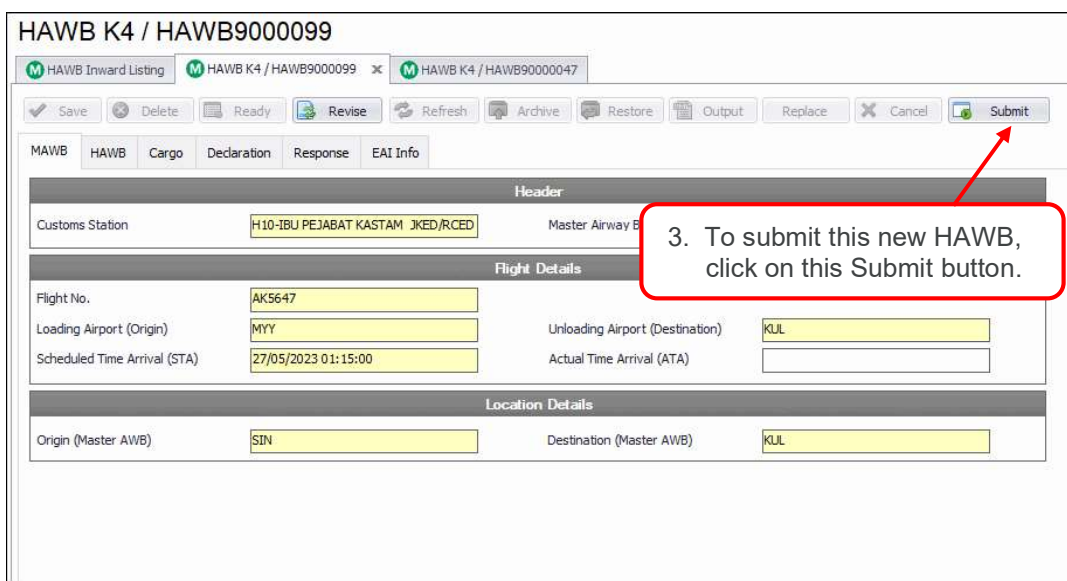
Location Details

Origin (Master AWB) SIN Destination (Master AWB) KUL

1. Then click here if this HAWB is ready to submit.

2. Click here to save this new HAWB.

Figure 40



HAWB K4 / HAWB9000099

M HAWB Inward Listing M HAWB K4 / HAWB9000099 x M HAWB K4 / HAWB9000047

Save Delete Ready Revise Refresh Archive Restore Output Replace Cancel Submit

MAWB HAWB Cargo Declaration Response EAI Info

Header

Customs Station H10-IBU PEJABAT KASTAM JKED/RCED Master Airway Bill No.

Flight Details

Flight No. AK5647 Unloading Airport (Destination) KUL

Loading Airport (Origin) MYT Scheduled Time Arrival (STA) 27/05/2023 01:15:00 Actual Time Arrival (ATA)

Location Details

Origin (Master AWB) SIN Destination (Master AWB) KUL

3. To submit this new HAWB, click on this Submit button.

Figure 41

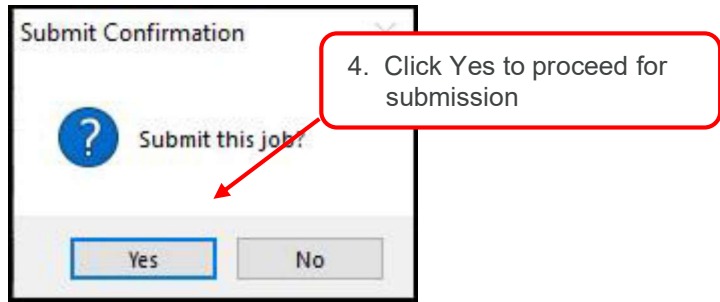


Figure 42

## 8.8. Copy Job

Users can copy job form previous transactions to save time and minimal data entry. Please follow the steps below to application.

HAWB Inward Listing

Refresh Submit New Archive MAWB Status Import Excel Form Filler Copy

Search Listing

Job No. HAWB Status: SMK Approved

MAWB No. Archive: All Jobs

Flight No.

1. Search for the job to copy, then click on the job to select.

2. Then click this Copy button to copy the selected job.

User Jo...	Status	Ready	Msg Fu...	System...	Manifes...	MAWB ...	Flight No.	HAWB ...	Submitt...	Respon...	Extracti...	EAI Type	Locking Id	Remarks
HAWB90...	APPROVED	YES	ORIGINAL	A23A00...	40600153	081-607...	3K687	HWB900...	26/10/2...	26/10/2...	26/10/2...	N	airff	ACKNO...
JOBIZZ7	APPROVED	YES	ORIGINAL	A23A00...	41000004	816-011...	OD229	JOBIZZ7	20/10/2...	20/10/2...	20/10/2...	N		ACKNO...
JOBIZZ9	APPROVED	YES	ORIGINAL	A23A00...	41000004	816-011...	OD229	HWBIZZ9	20/10/2...	20/10/2...	20/10/2...	N	airff	ACKNO...
JOBIZZ6	APPROVED	YES	ORIGINAL	A23A00...	41000004	816-011...	OD229	HWBIZZ6	20/10/2...	20/10/2...	20/10/2...	N		ACKNO...
HAWB90...	APPROVED	YES	ORIGINAL	A23900...	40600153	081-607...	3K687	HAWB90...	14/09/2...	14/09/2...	14/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	ORIGINAL	A23900...	40600153	081-607...	3K687	HAWB90...	14/09/2...	14/09/2...	14/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	REPLAC...	A23900...	40600153	081-607...	3K687	HAWB90...	14/09/2...	14/09/2...	14/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	ORIGINAL	A23900...	40600153	081-607...	3K687	HAWB90...	13/09/2...	13/09/2...	13/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	REPLAC...	A23900...	40600153	081-607...	3K687	HAWB90...	11/09/2...	11/09/2...	11/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	REPLAC...	A23900...	40600153	081-607...	3K687	HAWB90...	11/09/2...	11/09/2...	11/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	ORIGINAL	A23900...	40600153	081-607...	3K687	HAWB90...	11/09/2...	11/09/2...	11/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	ORIGINAL	A23900...	40600153	081-607...	3K687	HAWB90...	11/09/2...	11/09/2...	11/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	CANCEL...	A23900...	40600153	081-607...	3K687	HAWB90...	07/09/2...	07/09/2...	07/09/2...	N		ACKNO...
HAWB90...	APPROVED	YES	REPLAC...	A23900...	40600153	081-607...	3K687	HAWB90...	06/09/2...	06/09/2...	06/09/2...	N		ACKNO...
HWBJOB...	APPROVED	YES	ORIGINAL	A23800...	40600153	081-607...	3K687	HWBJOB...	11/08/2...	11/08/2...	11/08/2...	N		ACKNO...
HB200201	APPROVED	YES	ORIGINAL	A19C00...	41100005	232-100...	AK5119	HAWB20...	09/12/2...	09/12/2...	09/12/2...	N		
HK403	APPROVED	YES	CANCEL...	A19A00...	3	MK401	MH129	HK403	17/10/2...	18/10/2...	17/10/2...	F		

Figure 43

New HAWB No.

Please enter new HAWB No.

HAWB90000098 Check

MAWB No 081-60763721

3. Enter new HAWB No here, then click on Check button to check its availability.

Figure 44

New HAWB No.

Please enter new HAWB No.

HAWB90000098

MAWB No 081-60763721

4. OK button will be available if the new HAWB No is available. Click OK to

Figure 45

HAWB K4 / HAWB90000016

M HAWB Inward Listing M HAWB K4 / HAWB90000099 M HAWB K4 / HAWB90000019

MAWB HAWB Cargo Declaration Response EAI Info

Header

Manifest No. 40600153

Job No. HAWB90000016

House Airway Bill No. HAWB90000098

Consignor Information

Consignor Code

Consignor Name SONY TECHNOLOGY SDN BHD

Consignor Address BANDAR BARU BANGI  
SELANGOR

Consignee Information

Consignee Code

Consignee Name FREIGHT FORWARDER

Consignee Address 123, ROAD 456  
ORCHARD RD  
SINGAPORE

Organization Type B ROB/ ROC No. 3736A

Shipment Details

Shipping Agent Code HS0003

Shipping Agent Name DAGANG NET TECHNOLOGIES SDN BHD

Freight / Valuation COLLECT

Notify Party Information

Notify Party Code

Notify Party Name OKUMURA METALS (M) SDN BHD

Notify Party Address 43650 BANDAR BARU BANGI  
SELANGOR

Cargo Summary

Total Weight 55 KGM

Total No. of Pieces 55 PCS

Total Measurement 55.0000 MTQ

5. New job copied with new HAWB No.

Figure 46

## 8.9. Replacement and Cancellation

Users can submit for Replacement and Cancellation only for application with Approved status.

From the HAWB Inward Listing, search and open the application as in steps in Section 7 above, then follow the steps below.

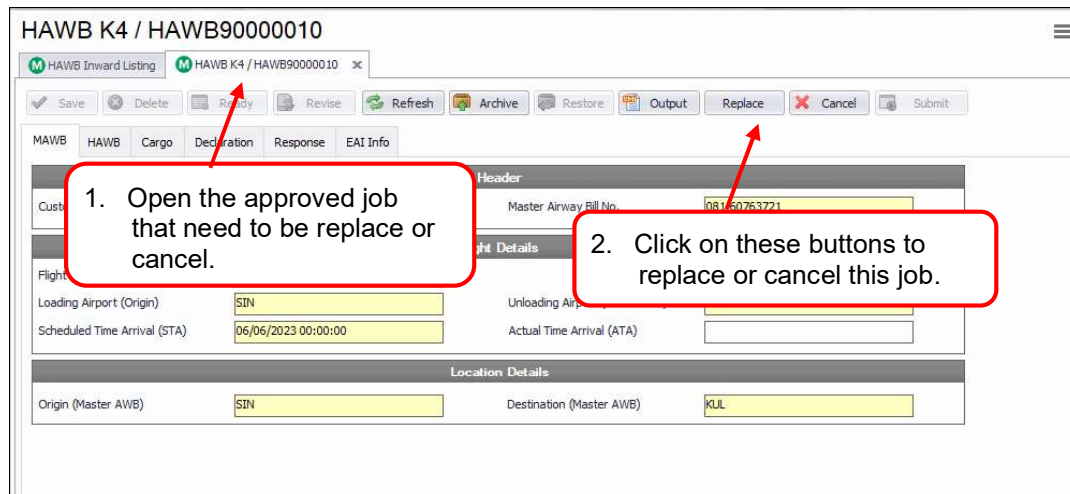


Figure 47

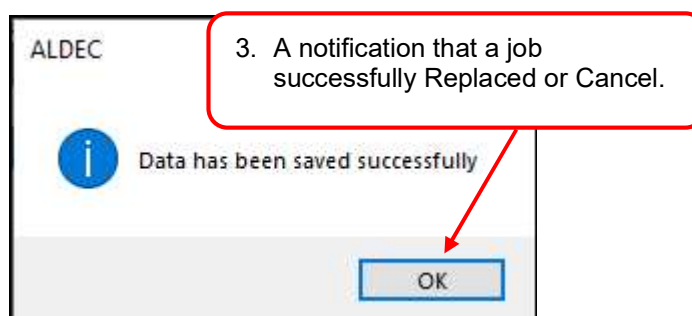


Figure 48



## Section 9. Audit

This section will log all the ALDEC Air Manifest transactions performed by the users. Users can check their transactions including date and time of the transactions. All error transactions will be listed with its code descriptions.

User can search their transactions by Code, Module, Terminal No, User ID, Date and/or description.

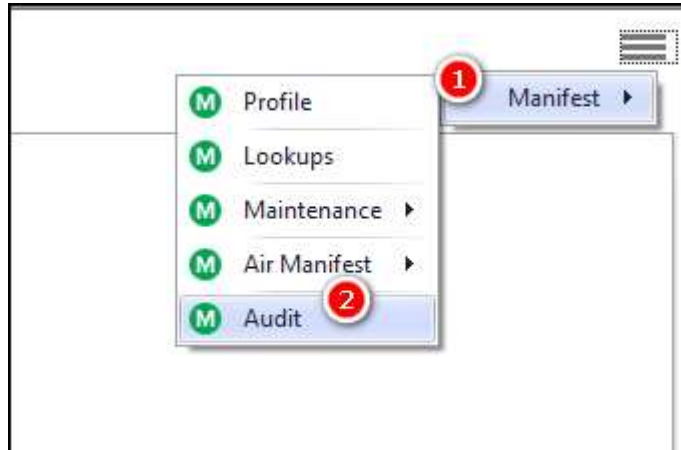


Figure 49

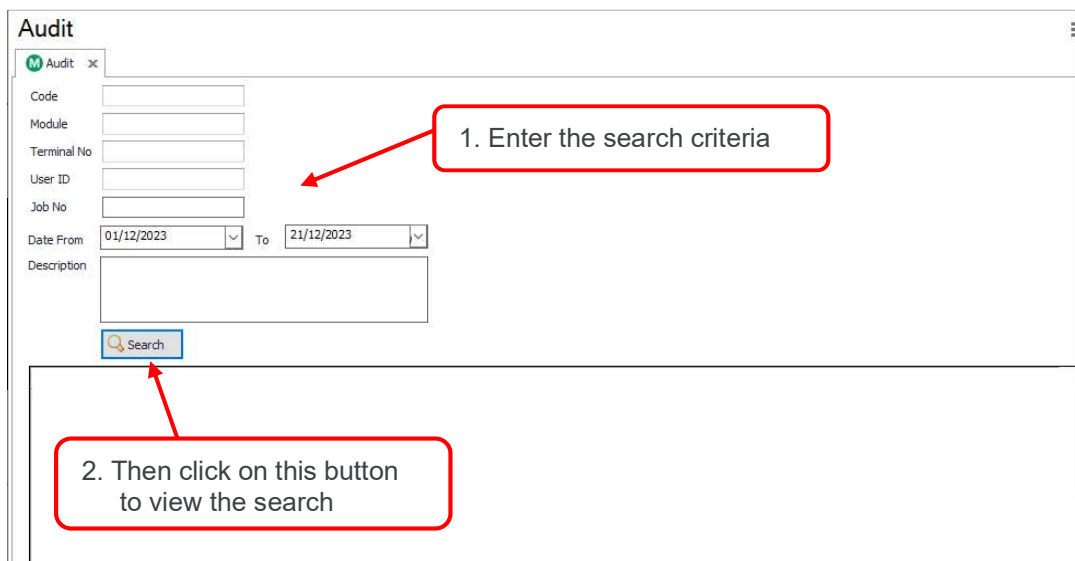


Figure 50

**ALDEC**

### Audit

M Audit x

Code

Module

Terminal No

User ID

Job No

Date From  To

Description

3. Audit Log listed in this table.

No	Code	Code Description	Job No	Module	Description	Date Time	Terminal ID	User ID
1	TER003	Terminal No Invalid		Authentication	Terminal No TMO...	21/12/2023 6:0...	TM0015	gigcaadmin
2	MGEN024	Manifest Save D...	JOB0018	Manifest Data M...	Save AIR Job : ...	21/12/2023 5:2...	CHN002	airff
3	MGEN005	Extraction Failed	JOB0017	Manifest Pickup ...	Manifest Pickup ...	21/12/2023 5:2...	CHN002	airff
4	MGEN005	Extraction Failed	JOB0017	Manifest Pickup ...	Manifest Pickup ...	21/12/2023 5:2...	CHN002	airff
5	MGEN024	Manifest Save D...	JOB0017	Manifest Data M...	Save AIR Job : ...	21/12/2023 1:2...	CHN002	airff
6	MGEN024	Manifest Save D...	HAWB90000013	Manifest Data M...	Save AIR Job : ...	21/12/2023 1:0...	CHN002	gigcaadmin
7	MGEN021	Manifest Output...		Manifest Output...	Manifest Output...	8/12/2023 12:3...	CHN002	gigcaadmin
8	MGEN020	Manifest Output...		Manifest Output...	Manifest Output...	8/12/2023 12:2...	CHN002	gigcaadmin
9	MGEN003	Manifest Pickup ...		Manifest Pickup ...	Manifest Pickup ...	8/12/2023 12:2...	CHN002	gigcaadmin
10	MGEN004	Extraction Succe...	PAM071223-20	Manifest Pickup ...	Manifest Pickup ...	8/12/2023 12:2...	CHN002	gigcaadmin
11	MGEN001	Manifest Pickup ...		Manifest Pickup ...	Manifest Pickup ...	8/12/2023 12:1...	CHN002	gigcaadmin
12	MGEN003	Manifest Pickup ...		Manifest Pickup ...	Manifest Pickup ...	8/12/2023 12:1...	CHN002	gigcaadmin
13	MGEN013	Mandatory Data...	PAM071223-20	Manifest Data V...	Mandatory data ...	8/12/2023 12:1...	CHN002	gigcaadmin

Figure 51

# Section 10. Maintenance

There were 5 sections of Maintenance. To access these sections, go to the menu, click on Declaration then drag the cursor to Maintenance and select the section as required.

In Maintenance also, user can add new Trading Partner, Declarant, Claimant, Favourite Partner or Clause.

## 10.1. Consignee, Consignor and Notify Party

This section allows users to maintain and add Consignee, Consignor or Notify Party. All Consignee, Consignor or Notify Party will be listed their respective table steps below. Please follow the same steps to search, add and delete Consignee below for both Consignor and Notify Party.

From the menu, go to Maintenance and then select Consignee, Consignor or Notify Party to maintain.

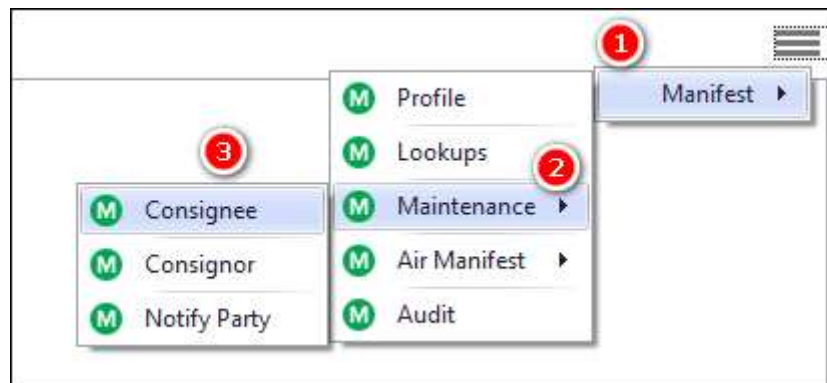


Figure 52

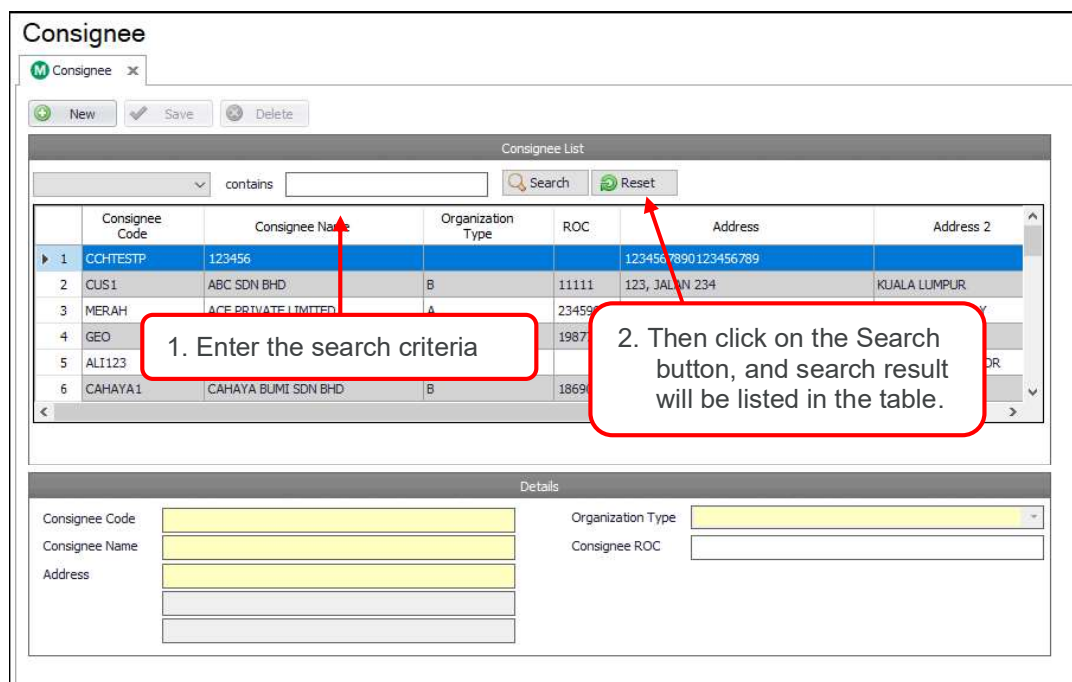


Figure 53

## 10.1.1 Add New Consignee

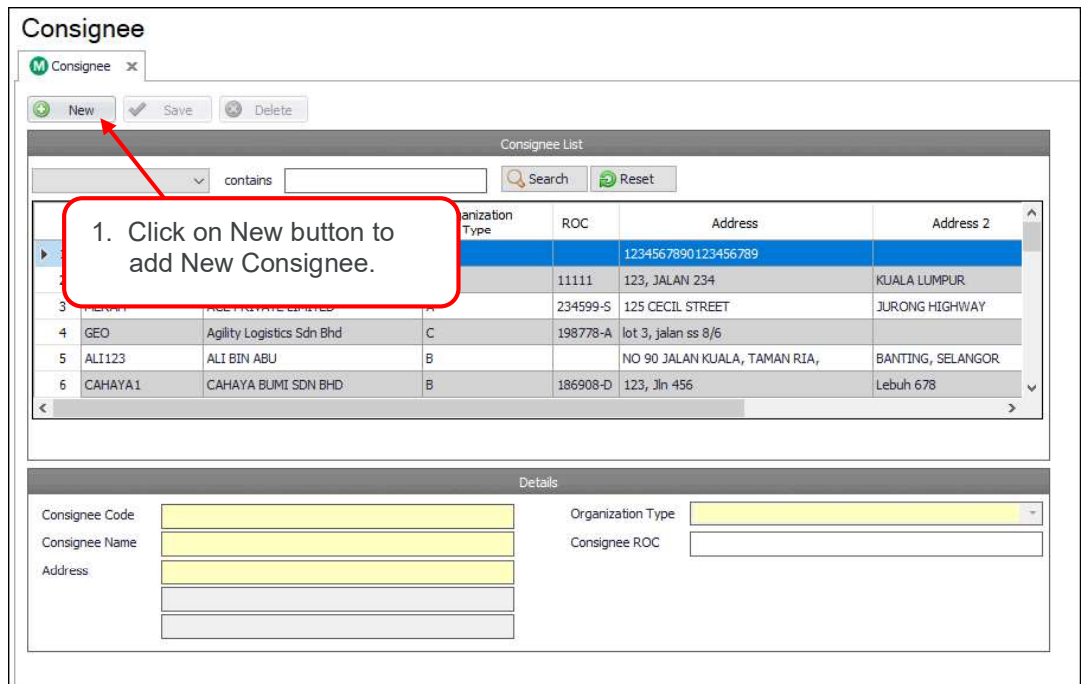


Figure 54

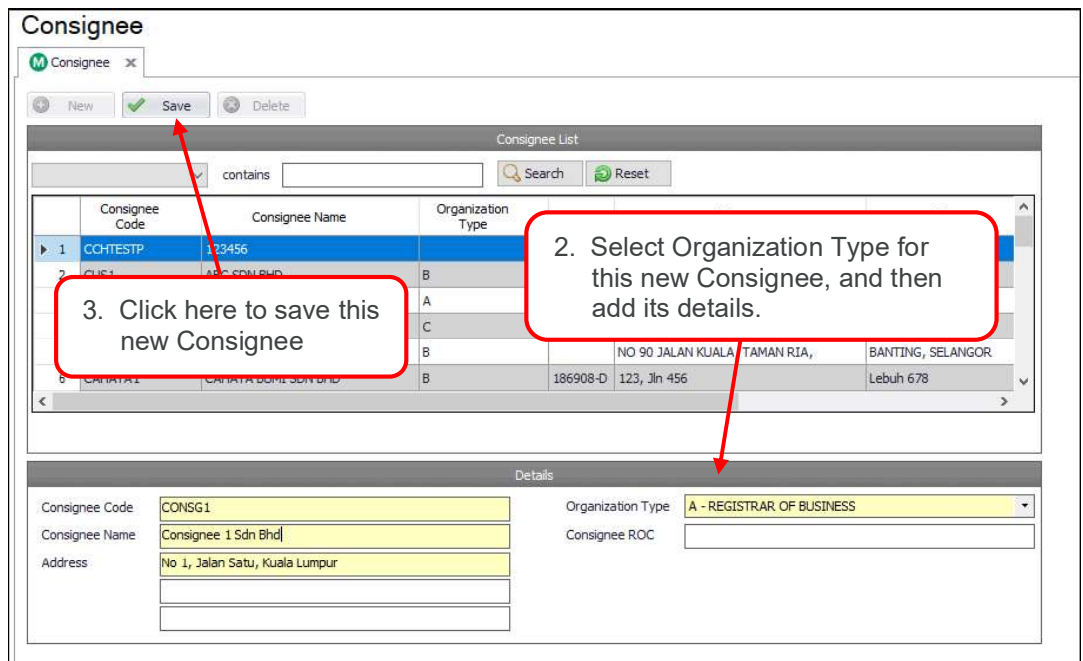


Figure 55

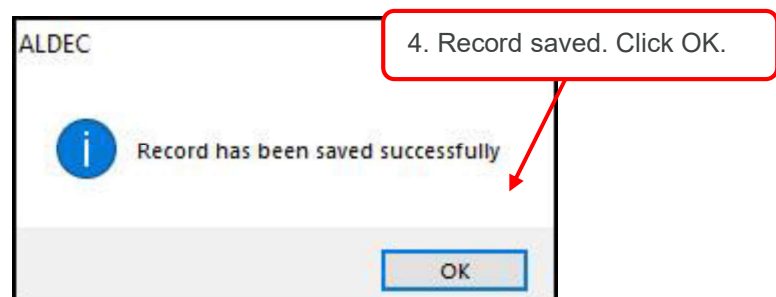


Figure 56

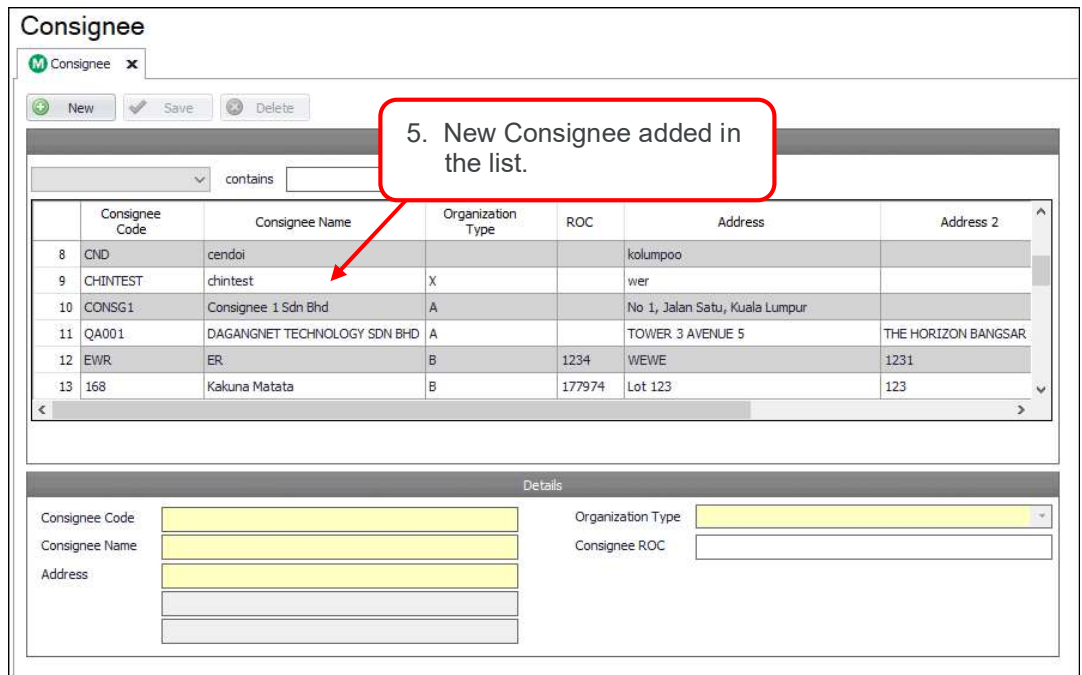


Figure 57

## 10.1.2 Delete a Consignee

To delete a Consignee, please follow the steps below.

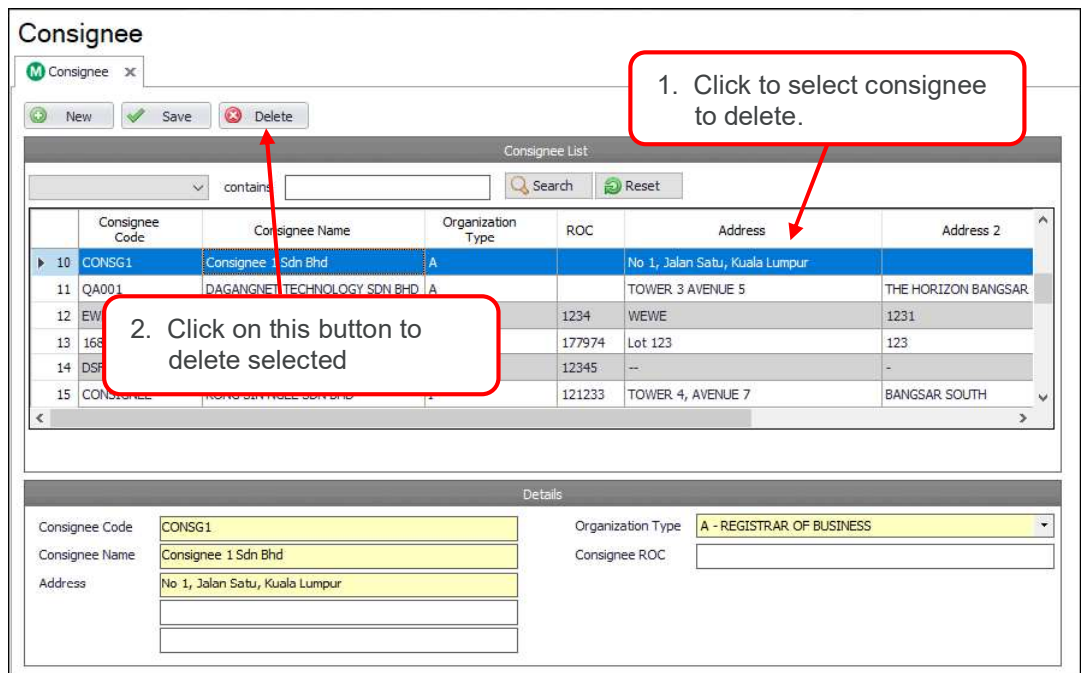


Figure 58

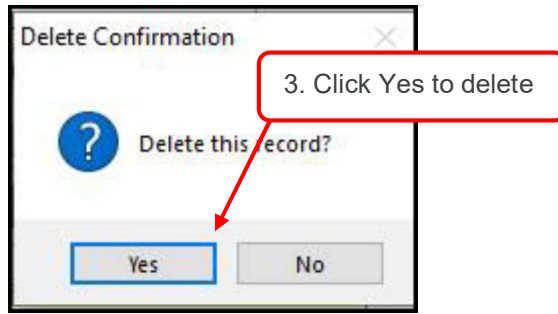


Figure 59

**-End of Manual-**

This user manual shall be updated as and when required.