

# Dangerous Cargo Declaration System

## AGENT ADMINISTRATOR

### USER GUIDE



<u>Status</u>	<b>Confirmed</b>
<u>Version</u>	<b>1.0</b>
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**ACRONYM**

Acronym	Definition
EDI	Electronic Data Interchange
GUI	Graphical User Interface
PKCS	Port Klang Community System
eDCFZ	Electronic Dangerous Cargo and Free Zone
PKA	Port Klang Authority
PO	Port Operator
FZ	Free Zone
DC	Dangerous Cargo
SNRF	Sequence Number Reference File
FE	Front End

## 1 DANGEROUS CARGO DECLARATION SYSTEM

The Dangerous Cargo Declaration System is a web based application designed to facilitate traders in performing Dangerous Cargo declaration. Since this application is web based, it can be accessed from anywhere as long as the internet connection is available. Following document describes the functionalities available for Agent Admin

### 1.1 LOGIN PAGE

Following page will appear upon entering <http://edcdeclaration.dagangnet.com/> on the address bar.

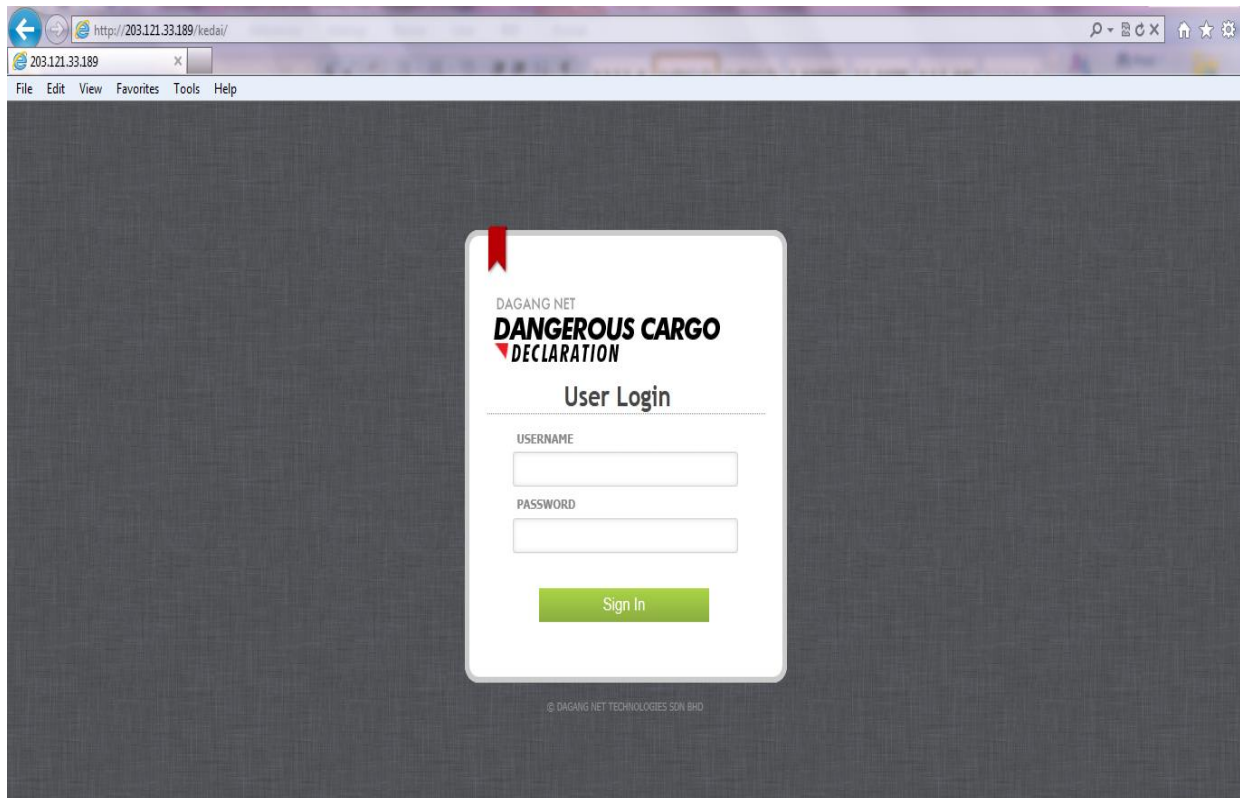


Figure 1: DC Front End Login Page

Valid Login ID and password is required in order to access this application. Enter username and password in the textbox and enter Sign In button. Agent Admin Main Page should appear.

Dangerous Cargo (DC) Declaration List					
No.	Msg. Function	Job No.	Decl. Type	Declared Date & Time	
1	Original	DGRS0001464626236262	Export	08-08-2014 10:17 AM	<a href="#">Details</a>
2	Original	DGRS0001241251251351	Export	08-08-2014 10:42 AM	<a href="#">Details</a>
3	Original	DGRS0001019929238240	Export	08-08-2014 11:16 AM	<a href="#">Details</a>
4	Original	DGRS000156854874587	Import	08-08-2014 11:20 AM	<a href="#">Details</a>
5	Original	DGRS0001090798698689	Import	08-08-2014 11:26 AM	<a href="#">Details</a>
6	Original	DGRS0001566363999999	Transshipment	08-08-2014 11:41 AM	<a href="#">Details</a>
7	Original	DGRS0001080808080888	Transit	08-08-2014 12:17 PM	<a href="#">Details</a>
8	Original	DGRS00012424214124	Transit	08-08-2014 12:18 PM	<a href="#">Details</a>
9	Original	DGRS000125125125RF	Transit	08-08-2014 12:24 PM	<a href="#">Details</a>
10	Original	DGRS0001325235325235	Transit	08-08-2014 12:25 PM	<a href="#">Details</a>
11	Original	DGRS000100707897777	Export	09-08-2014 10:17 AM	<a href="#">Details</a>
12	Original	DGRS0001566363673734	Transshipment	09-08-2014 10:20 AM	<a href="#">Details</a>
13	Original	DGRS0001325235235235	Export	09-08-2014 10:21 AM	<a href="#">Details</a>

Figure 2: DC FE Agent Admin Main Page

## 1.2 AGENT REGISTRATION

Click on [Agent Info](#) and Agent Info screen which consists of Agent Administrator Information and Agent User Information sections should appear.

Figure 3: Agent Admin Information



In agent admin information section, agent admin is only allowed to  Address and Contact Person Information.

Figure 4: Agent User Information

In agent user information section, agent admin is allowed to create new agent login id. One Agent Admin is only allowed to create 5 agent login id. Once the 5<sup>th</sup> ID is created, the  function will be disabled and Agent Admin is only allowed to update the existing agent login information.

Agent User Information				
No.	Login ID	Status	Last Updated	
1	RS0001A	Active	8/9/2014 10:25:51 AM	
2	RS0001B	Active	8/9/2014 10:27:23 AM	
3	RS0001C	Active	8/9/2014 10:27:39 AM	
4	RS0001D	Active	8/9/2014 10:27:35 AM	
5	RS0001E	Active	8/9/2014 10:28:09 AM	

Trader User Login Info

Login Id	RS0001C *	Password	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	<i>Note: Leave Password blank if there is no change; click &lt; UPDATE &gt; to save</i>	
<input type="button" value="UPDATE"/> <input type="button" value="RESET"/>			

Figure 5: Update Agent Login Information

### 1.3 DC DECLARATION LIST

Click on **DC Declaration List** menu and DC Declaration List screen should appear. By default,

**Draft [3]** list will appear.

DC Declaration

**Draft [3]**    
 **Submission [13]**    
 **Response**

Search

Dangerous Cargo (DC) Declaration List					
<input type="checkbox"/>	No.	Msg. Function	Job No.	Decl. Type	
<input type="checkbox"/>	1	Original	DGR50001242355151	Export	<a href="#">Details</a>
<input type="checkbox"/>	2	Original	DGR50001	Transshipment	<a href="#">Details</a>
<input type="checkbox"/>	3	Original	DGR5000141241251515	Transshipment	<a href="#">Details</a>

Figure 6: DC Declaration List

Click on **Details** to view the declaration and proceed with DC Declaration.

Click on **Submission [13]** link and newly submitted declarations will appear. The submitted list should be emptied once first response is received. IF a declaration stay on the submitted list more than 15

minutes that indicate there is something wrong with the network connection. Please check the network connection if this persists. Please contact DNT Careline if the problem persists.





DC Declaration					
 Draft [3]		 Submission [13]		 Response	
Search					
Dangerous Cargo (DC) Declaration List					
No.	Msg. Function	Job No.	Decl. Type	Declared Date & Time	
1	Original	DGR50001464626236262	Export	08-08-2014 10:17 AM	<a href="#">Details</a>
2	Original	DGR50001241251251351	Export	08-08-2014 10:42 AM	<a href="#">Details</a>
3	Original	DGR50001019929238240	Export	08-08-2014 11:16 AM	<a href="#">Details</a>
4	Original	DGR5000156854874587	Import	08-08-2014 11:20 AM	<a href="#">Details</a>
5	Original	DGR50001090798698689	Import	08-08-2014 11:26 AM	<a href="#">Details</a>
6	Original	DGR50001566363999999	Transshipment	08-08-2014 11:41 AM	<a href="#">Details</a>
7	Original	DGR50001080808080888	Transit	08-08-2014 12:17 PM	<a href="#">Details</a>
8	Original	DGR500012424214124	Transit	08-08-2014 12:18 PM	<a href="#">Details</a>
9	Original	DGR5000125125125RF	Transit	08-08-2014 12:24 PM	<a href="#">Details</a>
10	Original	DGR50001325235235235	Transit	08-08-2014 12:25 PM	<a href="#">Details</a>
11	Original	DGR5000100707897777	Export	09-08-2014 10:17 AM	<a href="#">Details</a>
12	Original	DGR50001566363673734	Transshipment	09-08-2014 10:20 AM	<a href="#">Details</a>
13	Original	DGR50001325235235235	Export	09-08-2014 10:21 AM	<a href="#">Details</a>

Figure 7: Submitted List

Click on  Responses link and responses list should appear..



DC Declaration								
Draft [55]		Submitted [0]		Responses				
Search								
List of DC Declarations								Filter By: All
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Response Status	Response Date & Time	Details
1	Original	DGBF0369R1312601	Import	SDV	26-11-2013 10:40 AM	Awaiting PKA Response	26-11-2013 10:41 AM	<a href="#">Details</a>
2	Cancellation	DGRV00011000008	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 06:35 PM	Cancelled	25-11-2013 06:36 PM	<a href="#">Details</a>
3	Original	DGRV00012013253	Import	ROZAIMAH BT MD YUSOF	25-11-2013 06:21 PM	Awaiting PKA Response	25-11-2013 06:22 PM	<a href="#">Details</a>
4	Original	DGRV00012013252	Transit	ROZAIMAH BT MD YUSOF	25-11-2013 06:13 PM	Awaiting PKA Response	25-11-2013 06:14 PM	<a href="#">Details</a>
5	Original	DGRV00012013251	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 06:10 PM	Awaiting PKA Response	25-11-2013 06:11 PM	<a href="#">Details</a>
6	Original	DGRV00011311259	Import	ROZAIMAH BT MD YUSOF	25-11-2013 06:06 PM	Awaiting PKA Response	25-11-2013 06:06 PM	<a href="#">Details</a>
7	Original	DGRV00011311258	Export	ROZAIMAH BT MD YUSOF	25-11-2013 06:01 PM	Awaiting PKA Response	25-11-2013 06:02 PM	<a href="#">Details</a>
8	Amendment	DGRV00031311256	Export (Additional Handling)	ZAI YUSOF	25-11-2013 11:30 AM	Awaiting PKA Response	25-11-2013 11:31 AM	<a href="#">Details</a>
9	Original	DGRV00011311251	Export	ROZAIMAH BT MD YUSOF	25-11-2013 09:56 AM	Approved	25-11-2013 10:20 AM	<a href="#">Details</a>
10	Original	DGRV00011311255	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 10:13 AM	Awaiting PKA Response	25-11-2013 10:14 AM	<a href="#">Details</a>

Figure 8: Responses List

Click on [Details](#) to view the declaration response. To search click on search tab and search screen panel should appear.

Search	
Job No.	<input type="text"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl.Type	==Please Select==
Status	==Please Select==
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="DC Declaration Form"/>	

Figure 9: Search Screen

The system allows searching based on following criteria:

- i. Job No
- ii. Message Ref No
- iii. Declaring Agent
- iv. Container No
- v. SCN
- vi. CPC No
- vii. BL No
- viii. Declaration Type
- ix. Status
- x. Declaration Date
- xi. Approval Date.

Enter search value and click on  button. The search result should appear.

Search

Job No.	<input type="text" value="1325"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl.Type	==Please Select==
Status	==Please Select==
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
1	Original	DGRY00012013251	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 06:10 PM	Responses	Awaiting PKA Response	25-11-2013 06:11 PM	<a href="#">Details</a>
2	Original	DGRY00012013252	Transit	ROZAIMAH BT MD YUSOF	25-11-2013 06:13 PM	Responses	Awaiting PKA Response	25-11-2013 06:14 PM	<a href="#">Details</a>
3	Original	DGRY00012013253	Import	ROZAIMAH BT MD YUSOF	25-11-2013 06:21 PM	Responses	Awaiting PKA Response	25-11-2013 06:22 PM	<a href="#">Details</a>

Figure 10: Search by Partial Job No

Search

Job No.	<input type="text"/>
Message Ref No.	<input type="text" value="250079320001"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl.Type	==Please Select==
Status	==Please Select==
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
	Original	DGRY00012013251	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 06:10 PM	Responses	Awaiting PKA Response	25-11-2013 06:11 PM	<a href="#">Det</a>

Figure 11: Search by Partial Message Ref No

Search

Job No.	<input type="text"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text" value="Rozaimah"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl. Type	==Please Select==
Status	==Please Select==
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
	Original	DGRY0001R2525252	Import	ROZAIMAH BT MD YUSOF	01-11-2013 12:13 PM	Responses	Awaiting PKA Response	01-11-2013 12:13 PM	<a href="#">Details</a>
	Original	DGRY0001R0000010	Export	ROZAIMAH BT MD YUSOF	04-11-2013 04:43 PM	Responses	Rejected	04-11-2013 04:43 PM	<a href="#">Details</a>
	Original	DGRY0001R0000011	Export	ROZAIMAH BT MD YUSOF	04-11-2013 04:56 PM	Responses	Rejected	04-11-2013 04:57 PM	<a href="#">Details</a>

Figure 12: Search by Declaring Agent

Search

Job No.	<input type="text"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text" value="101010"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl. Type	==Please Select==
Status	==Please Select==
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
1	Original	DGRY00011311255	Transshipment	ROZAIMAH BT MD YUSOF	25-11-2013 10:13 AM	Responses	Awaiting PKA Response	25-11-2013 10:14 AM	<a href="#">Details</a>

Figure 13: Search by Container No

Search

Job No.

Message Ref No.

Declaring Agent

Container No.

SCN AAJW

CPC No.

BL No.

Decl.Type ==Please Select==

Status ==Please Select==

Declaration Date From  To

Approved Date From  To

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
1	Original	DGBF0130R9595959	Import	NANYANG FORWARDING AGENCY	13-11-2013 04:26 PM	Responses	Rejected	13-11-2013 04:26 PM	<a href="#">Details</a>
2	Original	DGRV00011311252	Import	ROZAIMAH BT MD YUSOF	25-11-2013 10:03 AM	Responses	Awaiting PKA Response	25-11-2013 10:04 AM	<a href="#">Details</a>
3	Original	DGRV00012013253	Import	ROZAIMAH BT MD YUSOF	25-11-2013 06:21 PM	Responses	Awaiting PKA Response	25-11-2013 06:22 PM	<a href="#">Details</a>

Figure 14: Search Result by SCN No

Search

Job No.

Message Ref No.

Declaring Agent

Container No.

SCN

CPC No.

BL No. 123

Decl.Type ==Please Select==

Status ==Please Select==

Declaration Date From  To

Approved Date From  To

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
1	Original	DGRV0001R9888811	Export	ROZAIMAH BT MD YUSOF	11-11-2013 06:09 PM	Responses	Awaiting PKA Response	11-11-2013 06:09 PM	<a href="#">Detail</a>
2	Original	DGRV0001R7777777	Export	ROZAIMAH BT MD YUSOF	11-11-2013 06:12 PM	Responses	Hold	11-11-2013 06:12 PM	<a href="#">Detail</a>
3	Original	DGRV0001R11111111	Export	ROZAIMAH BT MD YUSOF	11-11-2013 06:14 PM	Responses	Awaiting PKA Response	11-11-2013 06:14 PM	<a href="#">Detail</a>
4	Original	DGRV0001R0000000	Export	ROZAIMAH BT MD YUSOF		Draft			<a href="#">Detail</a>
5	Original	DGRV0001R0000000	Export	ROZAIMAH BT MD YUSOF		Draft			<a href="#">Detail</a>

Figure 15: Search by BL No

Search

Job No.	<input type="text"/>
Message Ref No.	<input type="text"/>
Declaring Agent	<input type="text"/>
Container No.	<input type="text"/>
SCN	<input type="text"/>
CPC No.	<input type="text"/>
BL No.	<input type="text"/>
Decl.Type	<input type="text" value="Transit"/>
Status	<input style="border: 1px solid gray;" type="text" value="==Please Select=="/>
Declaration Date	From <input type="text"/> To <input type="text"/>
Approved Date	From <input type="text"/> To <input type="text"/>

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	Details
1	Original	DGBS0004R0000004	Transit	HEUNG-A (M) SDN BHD	29-10-2013 04:38 PM	Responses	Awaiting PKA Response	31-10-2013 10:51 AM	<a href="#">Details</a>
2	Original	DGBF0001R0000027	Transit	CENTRAL FORWARDING AGENCY SDN.BHD.	07-11-2013 02:43 PM	Responses	Approved	07-11-2013 03:33 PM	<a href="#">Details</a>
3	Original	DGBF0001R0000028	Transit	CENTRAL FORWARDING AGENCY SDN.BHD.	07-11-2013 02:44 PM	Responses	Approved	07-11-2013 03:33 PM	<a href="#">Details</a>
4	Original	DGBF0002R2222114	Transit	TUCK SUN (MALAYSIA) SDN BHD	08-11-2013 09:48 AM	Responses	Awaiting PKA Response	08-11-2013 09:53 AM	<a href="#">Details</a>
5	Original	DGBF0002R2222115	Transit	TUCK SUN (MALAYSIA) SDN BHD	08-11-2013 09:57 AM	Responses	Approved	08-11-2013 11:34 AM	<a href="#">Details</a>
6	Original	DGRV0001R0000051	Transit	ROZAIMAH BT MD YUSOF	08-11-2013 02:08 PM	Responses	Awaiting PKA Response	08-11-2013 02:08 PM	<a href="#">Details</a>
7	Original	DGRV0001R0000052	Transit	ROZAIMAH BT MD YUSOF	08-11-2013 02:08 PM	Responses	Awaiting PKA Response	08-11-2013 02:09 PM	<a href="#">Details</a>
8	Original	DGBF0003R5555305	Transit	TEGUH CEMERLANG (M) SDN BHD	11-11-2013 11:38 AM	Responses	Awaiting PKA Response	11-11-2013 11:39 AM	<a href="#">Details</a>

Figure 16: Search by Declaration Type

## 1.4 DC DECLARATION FORM

### 1.4.1 ORIGINAL DECLARATION SUBMISSION

DC Declaration form will appear on click of [DC Declaration Form](#) link. This form consists of multiple sections which are:

1. Declaration Details,
2. Port Details,
3. Vessel Details
4. Secondary Vessel Details,
5. Container Master Details
6. Item Details
7. Other Party Details
8. Warehouse Details
9. Response Details.

Section 1, 2 3, and 9 will appear on the form load, which are the common information required for all type of declaration.

Section 4 will only appear if Declaration Type = "Transshipment"

Section 5 will only appear if Cargo Type ="Containerized"

Section 6 and 7 will only appear on click  of after entering mandatory information required in Section 1, 2 and 3(if required: 4).

Section 8 will on appear only if Declaration Type ="Export" and Transaction Type = "LCL Export"

Welcome JB0001A Company Name: AGENT JB0001 (JB0001)  
Mailbox: EDITST2014007 Saturday, August 09, 2014  
[Logout](#)

**Declaration List Declaration Form**

**Dangerous Cargo (DC) Declaration Form**

Job No. DGJB0001 <input type="text"/> *	Message Ref. No. <b>9</b>
Date & Time Declared <span style="float: right;"><b>1</b></span>	PKA Approval No.
Declaring Agent JB0001 - AGENT JB0001 Declarant: Name <input type="text"/> <input checked="" type="radio"/> IC Number <input type="text"/> <input type="radio"/> Designation <input type="text"/> IC Number <input type="text"/>	Response Status
Declaration Type ==Please Select== <input type="text"/> *	Response Date & Time
Message Function Original	
Transaction Type <input type="text"/>	
Port Operator == Please Select == <input type="text"/> *	
Cargo Type == Please Select == <input type="text"/> *	

**Port Details**

Port of Loading <input type="text"/> <input type="button" value="Q"/> *	Port of Discharge <input type="text"/> <input type="button" value="Q"/> * <b>2</b>	Transport Mode == Please Select == <input type="text"/> *
---	--	---

**Vessel Details**

SCN <input type="text"/> <input type="button" value="Q"/> *	Voyage No. <input type="text"/> * <b>3</b>	
Vessel Id <input type="text"/> *	Vessel Name <input type="text"/> *	
Vessel ETA <input type="text"/>	Vessel ETD <input type="text"/>	

Figure 17: DC Declaration Form – Section 1, 2, 3 and 9



Declaration Type	Transshipment		
Message Function	Original		
Transaction Type	Normal Application		
Port Operator	- Please Select -		
Cargo Type	- Please Select -		
Port Details			
Port of Loading	<input type="text"/>	Port of Discharge	<input type="text"/>
	<input type="button" value="Q"/>		<input type="button" value="Q"/>
		Transport Mode	- Please Select -
Vessel Details			
SCN	<input type="text"/>	Voyage No.	<input type="text"/>
	<input type="button" value="Q"/>		
Vessel Id	<input type="text"/>	Vessel Name	<input type="text"/>
Vessel ETA	<input type="text"/>	Vessel ETD	<input type="text"/>
Second Vessel Details			
SCN	<input type="text"/>	Voyage No.	<input type="text"/>
	<input type="button" value="Q"/>		
Vessel Id	<input type="text"/>	Vessel Name	<input type="text"/>
Second Vessel ETA	<input type="text"/>	Second Vessel ETD	<input type="text"/>
BACK		SAVE	

Figure 18: DC Declaration Form – Section 4

Cargo Type	N - CONTAINERISED		
Port Details			
Port of Loading	<input type="text"/>	Port of Discharge	<input type="text"/>
	<input type="button" value="Q"/>		<input type="button" value="Q"/>
	MYPKG - PORT KLANG	Transport Mode	Rail
Vessel Details			
SCN	ABCDE	Voyage No.	VOYAGE NO.
	<input type="button" value="Q"/>		
Vessel Id	VESSEL ID	Vessel Name	0000
Vessel ETA	<input type="text"/>	Vessel ETD	<input type="text"/>
Container Master Details			
Container No.	<input type="text"/>	Container Status	<input type="text"/>
Container Type	- Please Select -	Container Packing Certificate (CPC) No.	<input type="text"/>
ADD DELETE CLEAR			5

Figure 19: DC Declaration Form – Section 5

Item Details			
UN No.	<input type="text"/> <input type="button" value="Q"/> *	IMO Class	6
Proper Shipping Name	<input type="text"/>		
Marking	<input type="text"/>		
Bill Of Lading	<input type="text"/>	Gross Weight	<input type="text"/> * (9999999.9999) UOM <input type="text"/> *
PKG Qty	<input type="text"/> * Type <input type="text"/> <input type="button" value="Q"/> *	Net Weight	<input type="text"/> * (9999999.9999) UOM <input type="text"/> *
Packing Group	==Please Select== <input type="text"/> *	Flash Point	<input type="text"/> UOM CEL <input type="text"/>
PKA Group	==Please Select== <input type="text"/> *	Handling Request	==Please Select== <input type="text"/>
<input type="button" value="ADD"/> <input type="button" value="CLEAR"/>			
No. Of Items: 0			
<input type="button" value="DELETE"/>			

Figure 20: DC Declaration Form - Section 6

Declarant Details			
Agent Code	RS0001	Contact Person	RAJI
Agent Name	BANGSAR SOUTH DC FE SDN BHD	IC No.	24125125
Address	TOWER 3, AVENUE 5, THE HORIZON, BANGSAR SOUTH NO. 8, KERINCHI, 59200 KUALA LUMPUR, MALAYSIA		7
Principal Shipping Details			
Agent Code	<input type="text"/> *	Contact Person	<input type="text"/> *
Agent Name	<input type="text"/> *	Designation	<input type="text"/> *
Address	<input type="text"/>	Contact	<input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL <input type="text"/> *
Forwarding Agent Details			
Agent Code	<input type="text"/> *	Contact Person	<input type="text"/> *
Agent Name	<input type="text"/> *	Designation	<input type="text"/> *
Address	<input type="text"/>	Contact	<input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL <input type="text"/> *
<input type="button" value="BACK"/> <input type="button" value="RESET"/> <input type="button" value="SAVE AS DRAFT"/>		<input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="PRINT"/>	

Figure 21: DC Declaration Form - Section 7

Warehouse		
Name	<input type="text"/>	Location <input type="text"/> 8
BACK	RESET	SAVE AS DRAFT
SAVE	DELETE	PRINT

Figure 22: DC Declaration Form - Section 8

In Declaration Detail section, Job No, Declaration Type, Transaction Type, Port Operator and Cargo type are mandatory.


Job No.	DGJB0001 2223 *
Date & Time Declared	
Declaring Agent JB0001 - AGENT JB0001	
Declarant:	Name <input type="text"/>
<input checked="" type="radio"/> IC Number <input type="radio"/> Designation	IC Number <input type="text"/>
Declaration Type	Export *
Message Function	Original
Transaction Type	Normal Export
Port Operator	ND - Goods discharge/load at North Port Distripark *
Cargo Type	N - CONTAINERISED *

Figure 23: Declaration Detail Section

Select Declaration Type, Transaction Type and Cargo Type.

Declaration Type	Export *
Message Function	Original
Transaction Type	Normal Export
Port Operator	ND - Goods discharge/load at North Port Distripark *
Cargo Type	N - CONTAINERISED *

Figure 24: Declaration Type, Transaction Type and Cargo Type

In Port Details section, select transport mode, enter port codes for port of loading and port of discharge and click on  icon. The system will display the port details if it is an existing port.




Port Details			
Port of Loading	<input type="text" value="MYPKG - PORT KLANG"/>  *	Port of Discharge	<input type="text" value="MYKUL - KUALA LUMPUR"/>  *
		Transport Mode	<input type="text" value="Maritime"/> *

Figure 25: Port Details

**NOTE:** Please send request to administrator to add the new port code in the maintenance table in order to proceed with DC Declaration.

In Vessel Details or Secondary Vessel Details section, select vessel information by specifying the SCN No and click in  icon. The vessel details will be display.


Vessel Details			
SCN	<input type="text" value="ASADAD"/>  *	Voyage No.	<input type="text" value="232"/> *
Vessel Id	<input type="text" value="1414"/> *	Vessel Name	<input type="text" value="4141"/> *
Vessel ETA	<input type="text"/>	Vessel ETD	<input type="text"/>

Figure 26: Vessel Details

IF the SCN not found, then all four mandatory fields need to be added.


Second Vessel Details			
SCN	<input type="text"/>  *	Voyage No.	<input type="text"/> *
Vessel Id	<input type="text"/> *	Vessel Name	<input type="text"/> *
Second Vessel ETA	<input type="text"/>	Second Vessel ETD	<input type="text"/>

Figure 27: Second Vessel Details

**Note:** 1<sup>st</sup> Vessel and 2<sup>nd</sup> Vessel cannot be the same.

Click on  button.

Container Master Details, Item Details, Other Party Details and Warehouse Details sections should be populated based on selection of Declaration Type, Transaction Type and Cargo Type.

Cargo Type	N - CONTAINERISED *		
<b>Port Details</b>			
Port of Loading	<input type="text" value="MYPKG - PORT KLANG"/> Q *	Port of Discharge	<input type="text" value="MYKUL - KUALA LUMPUR"/> Q *
		Transport Mode	<input type="text" value="Maritime"/> *
<b>Vessel Details</b>			
SCN	<input type="text" value="AEIOU"/> Q *	Voyage No.	<input type="text" value="5454545"/> *
Vessel Id	<input type="text" value="123ABC"/> *	Vessel Name	<input type="text" value="ABC ON ROLL"/> *
<b>Container Master Details</b>			
Container No.	<input type="text"/> *	CPC	<input type="text"/>
Container Type	<input type="text" value="-= Please Select =-"/> *	Container Status	<input type="text"/>
<input type="button" value="ADD"/> <input type="button" value="DELETE"/> <input type="button" value="CLEAR"/>			
<b>Item Details</b>			
UN No.	<input type="text"/> Q *	IMO Class	
Proper Shipping Name			

Figure 28: Containerized Cargo- With Container Master Details Section


Cargo Type				1 - BREAK BULK			
<b>Port Details</b>							
Port of Loading	MYPKG - PORT KLANG		Port of Discharge	MYKUL - KUALA LUMPUR		Transport Mode	Maritime
<b>Vessel Details</b>							
SCN	AEIOU		Voyage No.	5454545			
Vessel Id	123ABC		Vessel Name	ABC ON ROLL			
<b>Item Details</b>							
UN No.			IMO Class				
Proper Shipping Name							
Marking							
Bill of Lading			Gross Weight			UOM	
PKG Qty	* Type		Net Weight			UOM	
Packing Group	==Please Select==		Flash Point			UOM	CEL

Figure 29 : Non Containerized Cargo – Without Container Master Details Section

In Container Master Details section, enter required information and click on **ADD** button.

<b>Container Master Details</b>					
Container No.			CPC		
Container Type	20F		Container Status		
<input type="button" value="ADD"/> <input type="button" value="DELETE"/> <input type="button" value="CLEAR"/>					
No.	Container No.	CPC	Type	Status	
1	CUAE1232111	11222	20F		

Figure 30: Add Container

The new record will be added and it will appear on the Container list.  icon which appears on the right corner of the list displays warning message. Click on the message to view the warning.

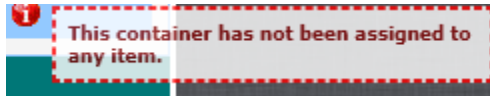


Figure 31: Warning Message

To update existing container, click on the container no and the information should appear on the related text fields. Make required changes and click on **UPDATE** button. The changes should be updated



Container Master Details					
Container No.	<input type="text" value="CUAE1232111"/> *	CPC	<input type="text" value="11222"/>		
Container Type	<input type="text" value="20F"/> *	Container Status	<input type="text"/>		
<input type="button" value="UPDATE"/> <input type="button" value="DELETE"/> <input type="button" value="CLEAR"/>					
No.	Container No.	CPC	Type	Status	
1	 CUAE1232111	11222	20F		

Figure 32: Update Container

To delete the record, click on **DELETE** button and confirm delete message will appear. Click on **YES** to delete the container or **NO** to discontinue. Click on **YES**. The record will be deleted.

In Item Detail section, enter item related details and click on **ADD** button.

Item Details			
UN No.	<input type="text"/> *	IMO Class	
Proper Shipping Name			
Marking	<input type="text"/>		
Bill Of Lading	<input type="text"/>	Gross Weight	<input type="text"/> * (9999999.9999) UOM <input type="text"/> *
Packing Quantity	<input type="text"/> * Type <input type="text"/> *	Net Weight	<input type="text"/> * (9999999.9999) UOM <input type="text"/> *
Packing Group	==Please Select== *	Flash Point	+ <input type="text"/> (e.g.: 99.9) UOM <input type="text"/>
PKA Group	==Please Select== *	Handling Request	--Please Select--
<input type="button" value="ADD"/> <input type="button" value="CLEAR"/>			

Figure 33: Add Item Details

The new item details should appear in the Item List

No. Of Items: 2															
	Item No.	UN No.	Proper Shipping Name	Marking	IMO Class	PG	PKA Group	Cargo Type	Pkg Qty	Gross Wt.	Net Wt.	Flash Point	BL_No	Handling Request	
	1	3011	MERCURY-BASED PESTICIDES, LIQUID, TOXIC, FLAMMABLE, flashpoint not less than 230C		6.1	III	3	BREAK BULK	34 2C	400.0000 KGM	399.0000 KGM	0 CEL			<b>Container</b>
	2	2011	MAGNESIUM PHOSPHIDE		4.3	III	3	BREAK BULK	23 LE	500.0000 KGM	499.0000 KGM	0 CEL			<b>Container</b>

Figure 34: Item List

To update existing item details, click on the item and the information should appear on the related text fields. Make required changes and click on **UPDATE** button. The changes should be updated. To delete the record, click on **DELETE** button and confirm delete message will appear. Click on **YES** to delete the item details or **NO** to discontinue.

For containerized cargo, container needs to be added to item. Click on **Container** link which appears on the Item List. Container List will appear.



Container List						X
<input type="checkbox"/>	No.	Container No.	CPC	Type	Status	
<input type="checkbox"/>	1	CONZ0910010	34141	20F		
<input type="checkbox"/>	2	CUA00202020	31321	20F		

**ADD**


Item Container					

Figure 35: Container List

Select container and click on **ADD** button to add container to item. The container selected will move to Item Container.


Container List						X
<input type="checkbox"/>	No.	Container No.	CPC	Type	Status	
<input type="checkbox"/>	1	CONZ0910010	34141	20F		

**ADD**

Item Container					
No.	Container No.	CPC	Type	Status	Delete
1	CUA00202020	31321	20F		 <a href="#">Delete</a>

No. Of Containers: 1

Figure 36: Item Container

To delete container from Item Container list click on  **Delete** button and the container will be deleted.

Other party details differ based on the Declaration and Transaction Type.

For export, Principle Shipping Agent and Forwarding Agent information is required.

Principal Shipping Details	
Agent Code <input type="text"/>	Contact Person <input type="text"/>
Agent Name <input type="text"/>	Designation <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Contact <input type="text"/>
	<input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL
Forwarding Agent Details	
Agent Code <input type="text"/>	Contact Person <input type="text"/>
Agent Name <input type="text"/>	Designation <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Contact <input type="text"/>
	<input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL

Figure 37: Other Party Details-Export

Apart from that for export LCL, a Warehouse detail is required.

Warehouse	
Name <input type="text"/>	Location <input type="text"/>

Figure 38: Warehouse Details

For Import and Transit, only Principle Shipping Agent information is required.

Principal Shipping Details	
Agent Code <input type="text"/>	Contact Person <input type="text"/>
Agent Name <input type="text"/>	Designation <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Contact <input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL <input type="text"/>

Figure 39 Other Party Details – Import and Transit

For Transshipment, Principle Shipping Agent and Second Vessel Party details are required.


Principal Shipping Details	
Agent Code <input type="text"/>	Contact Person <input type="text"/>
Agent Name <input type="text"/>	Designation <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Contact <input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL <input type="text"/>
Second Vessel Party Details	
<input type="text" value="-Please Select-"/>	
Agent Code <input type="text"/>	Contact Person <input type="text"/>
Agent Name <input type="text"/>	Designation <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Contact <input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL <input type="text"/>

Figure 40: Other Party Details- Transshipment

For Transshipment, Principle Shipping Agent and Second Vessel Party details are required.

Following operation are allowed in this DC Declaration Form.


SAVE AS DRAFT	SAVE	SUBMIT	DELETE	PRINT
---------------	------	--------	--------	-------


Click on  button to save the document as draft. System auto generate the job no of the declaration.

Click on  to submit the declaration to PKA. Following message will appear.



Figure 41: DC Declaration Submitted Successfully Message

Click on  and DC Declaration summary as shown in Figure 42 will appear. Note that response should be updated and transaction history should appear.

Or click on  and DC Declaration list will appear. Refer to **Error! Reference source not found.** for more information. System auto generate the job no upon submission of the declaration. Please refer to **Error! Reference source not found.** for more information on Job Number formatting.

Dangerous Cargo (DC) Declaration Form															
Transaction History															
No.	Status	Date	Sender	Remarks											
1	Draft	08/08/2014 11:20:38 AM	RS0001	Copied from 'DGRS000156854874587'											
2	Submitted	08/08/2014 11:26:42 AM	RS0001												
3	EDI File generated, and sent to XIB	08/08/2014 11:26:46 AM	SYSTEM	KDI_2014030014.EDI											
Job No. DGRS0001090798898889															
Date & Time Declared 08-08-2014 11:28 AM															
Declaring Agent RS0001 - BANGSAR SOUTH DC FE SDN BHD Declarant: RAJI IC Number: 24125125															
Declaration Type Import															
Message Function Original															
Transaction Type Manual															
Port Operator NDNP - Goods brought into North Port Distripark, subsequently into North Port															
Cargo Type BREAK BULK															
Port Details															
Port of Loading MYPOW - PONTIAN					Port of Discharge MYPKG - PORT KLANG					Transport Mode		Maritime			
Vessel Details															
SCN SA1311					Voyage No. 1313										
Vessel Id 1313					Vessel Name VESSEL										
Vessel ETA -					Vessel ETD -										
Item Details															
No. Of Items: 1															
Item No.	UN No.	Proper Shipping Name			Marking	IMO Class	PG	PKA Group	Cargo Type	Pkg Qty	Gross Wt.	Net Wt.	Flash Point	BL_No	Handling Request
1	0113	GUANYL NITROSAMINO GUANYLIDENEHYDRAZINE, WETTED with not less than 30% water, by mass			31	1.1A	I	2	BREAK BULK	1 1B	11.0000 KGM	10.0000 KGM	21 CEL	00391	A24
Declarant Details															
Agent Code RS0001					Contact Person RAJI										
Agent Name BANGSAR SOUTH DC FE SDN BHD					IC No. 24125125										
Address TOWER 3, AVENUE 5, THE HORIZON, BANGSAR SOUTH NO. 8, KERINCHI, 59200 KUALA LUMPUR, MALAYSIA															
Principal Shipping Details															
Agent Code RS002					Contact Person 35325										
Agent Name SREE FORWARDERS					Designation SA										
Address					Contact TEL: 32545151										
BACK					SAVE AS DRAFT					PRINT					

Figure 42: DC Declaration Summary- Import Declaration

Transaction History shows the audit trail of the transaction.


No.	Status	Date	Sender	Remarks
1	Draft	08/08/2014 11:20:38 AM	RS0001	Copied from 'DGR5000156854874587'
2	Submitted	08/08/2014 11:26:42 AM	RS0001	
3	EDI File generated, and sent to XIB	08/08/2014 11:26:46 AM	SYSTEM	KDI_2014030014.EDI 

Figure 43: DC Declaration Transaction History

Generated EDI can be view by clicking on  icon.

```

KDI_2013301648.EDI
UNB+UNOA:2+EDITST2013016+EDITST2013002+131121:0907+KDI2013301648++IFTDGN'UNH+1+IFTDGN:1:971:UN:MY
C010'BGM+890+DGBF0001R2111111+9'DTM+150:201311210907:203'DTM+318:201311210916:203'FTX+NE'RFF+BN:NA'T
DT+11+N088+1+++++WAD44::WAN HAI
316'RFF+SCN:AUOM 'LOC+135+MYPKG:6+NPWD'NAD+DT+BF0001+CENTRAL FORWARDING AGENCY SDN.BHD.:78
LEBUH BERINGIN 42000 PORT KLANG::42000'CTA+IC+677898-12-1111:AW YONG LEONG
CHIN'COM+ :IC'NAD+PSA+BF0001+CENTRAL FORWARDING AGENCY SDN.BHD.:78 LEBUH BERINGIN 42000 PORT
KLANG::42000'CTA+SD+SENIOR MANAGER:AW YONG LEONG
CHIN'COM+31689001:TE'EQD+CN+APLU0000001+10G1++2'CN1+1'LOC+9+MYPKG:6'LOC+12+SGSIN:6'GID+1+1000:EI::
6'FTX+CAC++N'FTX+AAD+++SAMPLES EXPLOSIVE other than initiating explosive+EN'PCI+++testing for SAMPLES
EXPLOSIVE other: than initiating
explosive'DGS+IMD+1+0190+000 CEL+1'FTX+AAC++1'FTX+HRQ+++A26:KPA'MEA+AAE+AAG+KGM:7777777777.0000'M
EA+AAE+AAL+KGM:6666666666.0000'SGP+APLU0000001:CN'SGP+:BL'UNT+31+1'UNZ+1+KDI2013301648'
    
```

Figure 44: EDI Generated by DC FE

Response section display the current status of the transaction

<b>Message Ref. No.</b>	IFTDGN 9201311210079070001
<b>PKA Approval No.</b>	
<b>Response Status</b>	Awaiting PKA Response
<b>Response Date &amp; Time</b>	21-11-2013 09:16 AM

Figure 45: DC Declaration Response Section

Click on **PRINT** and the declaration summary as shown below will appear. It can be printed and saved in local drive accordingly. Close the document.

**PORT KLANG**  
LEMBAGA PELABUHAN KELANG •  
Tel: 063-31688211 Ext:1044 • Fax: 03-3168 8229 • Email: dginquiry@pka.gov.my

IMPORT	EXPORT	TRANSSHIPMENT	TRANSIT	ADDITIONAL HANDLING
Declaration Status: Draft				JOB NO: DGBF0010000000
<b>DECLARATION DETAILS</b>				
Declaring Agent: BF0001 - CENTRAL FORWARDING AGENCY SDN BHD.				
Transport Mode: NPAWD		Date & Time Submitted:		
Port Operator: NPAWD		Date & Time Response:		
<b>PORT</b>				
Loading:		Discharge:		
<b>VESSEL DETAILS</b>				
1st Vessel:				
SCN:	Vessel ID:	Voyage No.:		
Vessel Name:				
<b>PARTY DETAILS</b>				
Declaring Agent:		Code:		BF0001
Name: CENTRAL FORWARDING AGENCY SDN BHD.				
Contact Person:	NRIC/Passport No:	Designation:	Telephone / Fax:	
AW YONG LEONG CHIN	877898-12-1111	SENIOR MANAGER		
Principal Shipping Agent:		Code:		
Name:		BF0001		
CENTRAL FORWARDING AGENCY SDN BHD.				
Contact Person:	NRIC/Passport No:	Designation:	Telephone / Fax:	
AW YONG LEONG CHIN		SENIOR MANAGER	31689001	
<b>CONTAINER DETAILS</b>				
No.	Container No.	CPC No.	Type	Status
1	APLU000001		10G1	Full Load
Item No. 1				
<b>ITEM DETAILS</b>				
1. PROPER SHIPPING NAME				
BL. NO.	UN NO.	IMO CLASS	PKA GROUP	PACKING GROUP
Flash Point	Cargo Type			
Packing Qty	Gross Weight	Nett Weight		
Original Request:				
PKA Assigned:				
1. SAMPLES EXPLOSIVE other than initiating explosive				
	190	1	1	1
O CEL	N			
1000	7777777 7777	KGM	6666666 6666	
A26 - DIRECT LOADING				
-				

I hereby certify that all entries on this form are true and correct to the best of my knowledge and hereby agree to be bound by the conditions and regulations laid down in the By-Laws and scale of Rates Dues and Charges of the Authority.

(Please attach supplementary paper / documents where necessary).

Signature : .....  
Name : SREE  
Designation : SYSTEM ANALYST

Date generated : 21 November 2013

Page 1 of 1

Figure 46: DC Declaration Summary in PDF Document



LEMBAGA PELABUHAN KELANG •

Tel: 063-31688211 Ext:1044 • Fax: 03-3168 8229 • Email: dginquiry@pka.gov.my

IMPORT	EXPORT	TRANSHIPMENT	TRANSIT	ADDITIONAL HANDLING	
Declaration Status: Draft		JOB NO : DGBF00010000000			
<b>DECLARATION DETAILS</b>					
Declaring Agent	BF0001 - CENTRAL FORWARDING AGENCY SDN.BHD.				
Transport Mode		Date & Time Submitted			
Port Operator	NPWD	Date & Time Response			
PORT	Loading		Discharge		
	<b>VESSEL DETAILS</b>				
SCN	1st Vessel				
	Vessel ID		Voyage No.		
Vessel Name					
<b>PARTY DETAILS</b>					
Declaring Agent		Code	BF0001		
Name	CENTRAL FORWARDING AGENCY SDN.BHD.				
Contact Person	NRIC/Passport No.	Designation	Telephone / Fax		
AW YONG LEONG CHIN	677898-12-1111	SENIOR MANAGER			
Principal Shipping Agent		Code	BF0001		
Name	CENTRAL FORWARDING AGENCY SDN.BHD.				
Contact Person	NRIC/Passport No.	Designation	Telephone / Fax		
AW YONG LEONG CHIN		SENIOR MANAGER	31689001		
<b>CONTAINER DETAILS</b>					
No.	Container No.	CPC No.	Type	Status	Item No.
1	APLU0000001		10G1	Full Load	1
<b>ITEM DETAILS</b>					
Item No.	PROPER SHIPPING NAME				
	BL. NO.	UN NO.	IMO CLASS	PKA GROUP	PACKING GROUP
	Flash Point	Cargo Type			
	Packing Qty	Gross Weight	Nett Weight		
	Original Request				
	PKA Assigned				
1	SAMPLES EXPLOSIVE other than initiating explosive				
		190	1	1	1
	0 CEL	N			
	1000	7777777.7777 KGM	6666666.6666 KGM		
	A26 - DIRECT LOADING				
	.				

I hereby certify that all entries on this form are true and correct to the best of my knowledge and hereby agree to be bound by the conditions and regulations laid down in the By-Laws and scale of Rates Dues and Charges of the Authority.

(Please attach supplementary paper / documents where necessary).

Signature : .....

Name : SREE

Designation : SYSTEM ANALYST

Figure 47: DC Declaration Summary Printout



Click on **SAVE AS DRAFT** and the declaration will be copy as a DRAFT.

Dangerous Cargo (DC) Declaration Form

Transaction History

No.	Status	Date	Sender	Remarks
1	Draft	08/08/2014 06:01:23 PM	JB0001	Copied from 'DGJB00010000000022'

Job No. <input type="text" value="DGJB0001"/> *	Message Ref. No. <input type="text"/>
Date & Time Declared <input type="text"/>	PKA Approval No. <input type="text"/>
Declaring Agent JB0001 - AGENT JB0001 Declarant: <input type="text" value="Name"/>	Response Status <input type="text"/>
<input checked="" type="radio"/> IC Number <input type="text"/> <input type="radio"/> Designation <input type="text"/>	Response Date & Time <input type="text"/>
Declaration Type <input type="text" value="Import"/> *	
Message Function <input type="text" value="Original"/>	
Transaction Type <input type="text" value="Manual"/>	
Port Operator <input type="text" value="NDNP - Goods brought into North Port Distripark, subsequently into N"/> *	
Cargo Type <input type="text" value="B3 - LIQUED BULK"/> *	

Port Details

Port of Loading <input type="text" value="MYMAN - MANJUNG, MALAYSIA"/> *	Port of Discharge <input type="text" value="MYFKG - PORT KLANG"/> *	Transport Mode <input type="text" value="Maritime"/> *
--	---	--

Vessel Details

SCN <input type="text" value="SA"/> *	Voyage No. <input type="text" value="1211"/> *
Vessel Id <input type="text" value="121"/> *	Vessel Name <input type="text" value="211"/> *
Vessel ETA <input type="text"/>	Vessel ETD <input type="text"/>

Item Details

UN No. <input type="text"/> *	IMO Class <input type="text"/>
Proper Shipping Name <input type="text"/>	
Marking <input type="text"/>	
Bill Of Lading <input type="text"/>	Gross Weight <input type="text"/> * (9999999.9999) UOM <input type="text"/> *
Packing Quantity <input type="text"/> * Type <input type="text"/> *	Net Weight <input type="text"/> * (9999999.9999) UOM <input type="text"/> *
Packing Group <input type="text" value="==Please Select=="/> *	Flash Point <input type="text"/> (e.g.: 99.9) UOM <input type="text"/>
PKA Group <input type="text" value="==Please Select=="/> *	Handling Request <input type="text" value="--Please Select--"/>

No. Of Items: 1

	Item No.	UN No.	Proper Shipping Name	Marking	IMO Class	PG	PKA Group	Cargo Type	Pkg Qty	Gross Wt.	Net Wt.	Flash Point	BL_No	Handling Request
<input type="checkbox"/>	1	0113	GUANYL NITROSAMINO GUANYLIDENEHYDRAZINE, WETTED with not less than 30% water, by mass		1.1A	I	2	LIQUED BULK	1 1A	21,0000 KGM	20,0000 KGM	21 CEL	0102991011	A42 <span style="color: red; font-weight: bold;">!</span>


Declarant Details

Agent Code <input type="text" value="JB0001"/>	Contact Person <input type="text" value="NAME"/>
Agent Name <input type="text" value="AGENT JB0001"/>	IC No. <input type="text"/>
Address <input type="text" value="SREEUPDATED3SREECHARUUPDATED2SREEUP"/>	

Principal Shipping Details

Agent Code <input type="text" value="SR0001"/> *	Contact Person <input type="text" value="35235"/> *
Agent Name <input type="text" value="SREEUPDATED3SREECHARUUPDATED2"/> *	Designation <input type="text" value="SREEUPDATED3SREEU"/> *
Address <input type="text" value="SREEUPDATED3SREECHARUUPDATED2"/>	
Contact <input type="text" value="TEL FAX EMAIL"/>	
<input checked="" type="radio"/> TEL <input type="radio"/> FAX <input type="radio"/> EMAIL	
<input type="text" value="09399299292"/> *	

Figure 48: Draft DC Declaration

Click on  and DC Declaration list will appear. Refer to **Error! Reference source not found.** for more information.


#### 1.4.2 ADDITIONAL HANDLING

Additional handling can only be done on DC Declaration which has been approved by PKA. In order to proceed with Additional Handling, search for the job no in DC Declaration Search window and click on Search button. Declaration List should appear.

List of DC Declarations									
No.	Msg. Function	Job No.	Decl. Type	Declaring Agent	Declared Date & Time	Decl. Status	Response Status	Response Date & Time	
1	Original	DGBF0001R2111111	Export	CENTRAL FORWARDING AGENCY SDN.BHD.	21-11-2013 09:16 AM	Responses	Approved	21-11-2013 04:04 PM	<a href="#">Details</a>

Figure 49: Approved DC Declaration

**NOTE: Additional Handling Can Only Be Done To Declaration Which Has Been Approved.**

Click on  and the summary of the declaration should appear.

Other Party Details						
No.	Qualifier	Code	Name	Address	Contact Person	Contact
1	Declarant	BF0001	CENTRAL FORWARDING AGENCY SDN.BHD.	78 LEBUH BERINGIN 42000 PORT KLANG	AW YONG LEONG CHIN Designation: SENIOR MANAGER IC: 677898-12-1111	
2	Principal Shipping Agent	BF0001	CENTRAL FORWARDING AGENCY SDN.BHD.	78 LEBUH BERINGIN 42000 PORT KLANG	AW YONG LEONG CHIN Designation: SENIOR MANAGER	TEL: 31689001















Figure 50: Additional Handling and Cancel button in Approved DC Declaration

Click on the  button and the declaration will be saved as draft with following changes. New job no and declaring agent information need to added. The status of the message function no long original but Amendment and the declaration type has changed to Export (additional handling). The Prev. PKA Approval number which is being referred to declaration approved will also appear here.

Job No.	DGBF0001 0000000 *
Date & Time Declared	
Declaration Status	Draft
Declaring Agent	<input type="text"/> <input type="button" value="Q"/> * - Contact Person: <input type="text"/> <input checked="" type="radio"/> IC Number <input type="radio"/> Designation <input type="text"/>
Declaration Type	Export (Additional Handling)
Message Function	Amendment
Transaction Type	Normal Export
Prev. PKA Approval No.	DG2201311028316

Figure 51: Additional Handling Declaration

Please note that following field will only appear on additional handling declaration Handling request need to select for Additional Handling. The rest of the process is similar to DC Declaration.

Handling Request	--Please Select--
------------------	-------------------

Figure 52: Handling Request

### 1.4.3 CANCELATION

Cancellation can only be done on DC Declaration which has been approved by PKA. Click on

**NOTE:** *Additional Handling Can Only Be Done To Declaration Which Has Been Approved.*


Click on [Details](#) and the summary of the declaration should appear.

BACK	SAVE AS DRAFT	Handling Response Summary	PRINT	Additional Handling	Cancellation
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Figure 53: Additional Handling and Cancel button in Approved DC Declaration

Click on the [Cancellation](#) button and reason for cancellation popup will appear.

Figure 54: Reason for Cancellation

Enter the reason and click on . Request for cancellation will be sent for PKA. The cancellation process is only completed once PKA response is received, as shown below.

No.	Status	Date	User	Remarks
1	Draft	15/11/2013 04:25:47 PM	admin	Copied from 'DGRY0001R6666666'
2	Submitted	18/11/2013 04:28:07 PM	admin	
3	EDI File generated, and sent to XIB	18/11/2013 04:28:14 PM		KDI_2013301631.EDI
4	PKCRES response received	18/11/2013 04:28:36 PM		EDITST2013016+PKC13110007471+PKCRES+EDITST2013002.EDI
5	DGACK response received	18/11/2013 04:37:40 PM		EDITST2013016+EDCFZ000999257+IFTDGN+EDITST2013002.EDI
6	Resubmitted For Cancellation	18/11/2013 04:48:22 PM	admin	DGRY00027000003C (testing )
7	PKCRES response received (Cancel)	18/11/2013 04:49:03 PM		
8	DGNERR 'ANCELLATION C01' response received	18/11/2013 04:51:26 PM		CANCELLATION MESSAGE RECEIVED

Figure 55: Transaction History of Cancellation

The response status of the DC will change to cancelled.