

Dagang Net Technologies Sdn Bhd

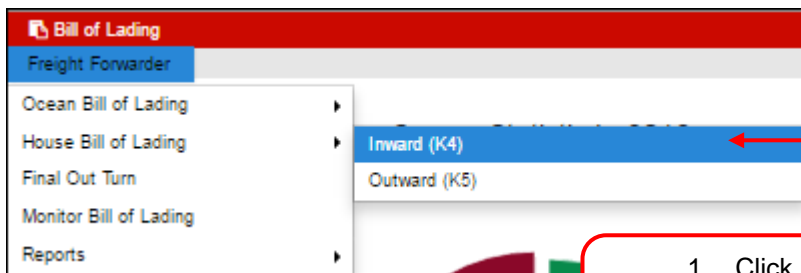
Introduction to CUSCAR

Version: 1.0 (draft 1.0)

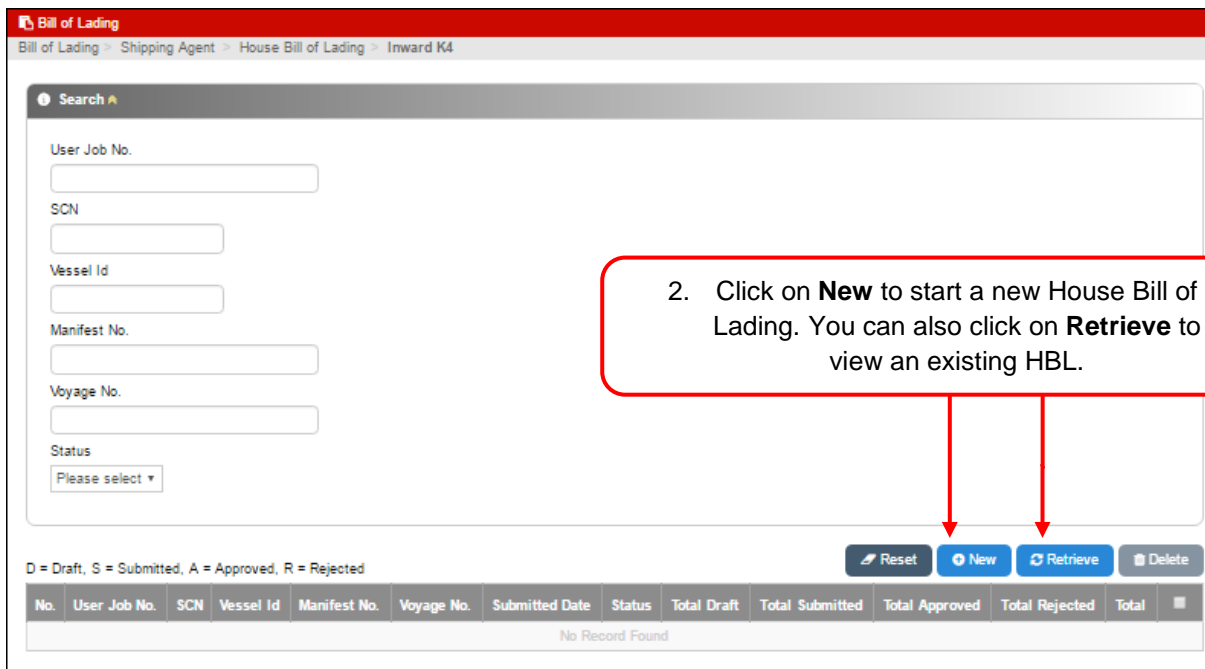
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How To Create House Billing of Lading (HBL)?

This Visual Guide documents the steps behind adding a new House Bill of Lading (OBL) right up to the point where it is submitted to Customs for approval.



1. Click on the **HBL** type to be created;
Inward (K4) – Inward bound cargo
Outward (K5) – Outward bound cargo



2. Click on **New** to start a new House Bill of Lading. You can also click on **Retrieve** to view an existing HBL.

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How to Create House Bill of Lading (OBL)

The screenshot shows the 'Bill of Lading' form in the CUSCAR system. The form is divided into several sections: 'Shipping Agent Information', 'Carrier Information', and 'Principal Shipping Agent Information'. Red arrows point to specific fields and buttons, each accompanied by a numbered instruction in a red-bordered box.

Shipping Agent Information:

- Shipping Agent Code: HZ0002
- Shipping Agent Name: AIR-MARINE FREIGHT SERVICES SDN BHD
- User Job No.: T1212

Carrier Information:

- Ship Call No.: RND008 (with Search button)
- Vessel Id: RND000001
- Inward Voyage No.: voyage2
- ETA: 29/09/2018 15:32:20
- ATA: 04/10/2018 12:14:30
- Port Operator Code: OKPC01
- Port Name: KPC
- Port of Discharge: AEABU (with Search button)
- ABU AL BUKHOOSH
- Mode of Transport: 1
- BY SEA
- ETD: 30/09/2018 15:32:20
- Port Operator Name: Kuantan Port Consortium Sdn Bhd
- Port of Loading: AEAUH (with Search button)
- ABU DHABI
- Country of Origin: AI (with Search button)
- ANGUILLA
- Ship Notice/Manifest No.:

Principal Shipping Agent Information:

- Principal Shipping Agent Code: HZ0002
- Principal Shipping Agent Name: AIR-MARINE FREIGHT SERVICES SDN BHD
- Principal Shipping Agent Address: NO. 57, MEDAN JAYA COMMERCIAL CENTRE
- JLN TUN HUSSEIN ONN
- P.O. BOX 2750

Navigation Buttons: Save, Next, Back

3. Specify a unique **User Job Number**.

4. **Search** to select the vessel by **Ship Call NO** and populate the details field.

5. Click on **Search** to select an entry from a pop-up page

6. Click **Save** to save this House B/L as a draft, **Next** to enter this B/L

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How to Create House Bill of Lading - OBL

Bill of Lading

Bill of Lading - Shipping Agent - House Bill of Lading - Inward K4 - Submit

Manifest Information

Search

Ocean Bill of Lading

House Bill of Lading

Message Ref. #

Status

All

New Delete Copy Retrieve

No.	Ocean B/L	House B/L	Message Ref. #	Total Cargo	Total Container	Total No. of Package	Total Measurement	UOM	Total Weight	UOM	Submitted Date	Response Date	Message Function	Status
No Record Found														

Verify B/L Replace B/L Cancel B/L Back

7. Click on **New** to begin creating **House Bill of Lading**.

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How to Create House Bill Lading (HBL)

8. Specify the **House B/L Number**

9. Specify if cargo is in container or not

10. Specify the **Cargo Type, Approval Authority and Description of the Cargo**

11. Specify the **Shipping Agent Code** to populate the **Name and Address** field.

12. Click **Search** to select the **Consignee Code, Address, Name and Organisation Type**.

13. Click **Search** to select **Consignor Code, Address, Name and Organisation Type**

14. Specify the **Notify Party's Code, Address and Name**

15. Click on **Add** to Add Container and Cargo

Click on **Save** to save the record first in order to continue to add Container and Cargo.

Carrier Information

Bill of Lading Information

Ocean Bill of Lading * OBL002 [X] [Search]

House B/L Number 121212

Containerized Cargo * Yes [v]

Shipment Information

Cargo Type * GENERAL

Approval Authority * Principal Customs Area

Shipping Agent Information

Shipping Agent Code * HZ0002

Shipping Agent Name * AIR-MARINE FREIGHT SERVICES SDN BHD

Consignee Information

Consignee Code * RN0001 [X] [Search]

Consignee Name * DAGANGNET TECHNOLOGY SDN BHD

Organization Type * A - REGISTRAR OF BUSINESS

Consignor Information

Consignor Code * ZAI2 [X] [Search]

Consignor Name * ZAI CONSIGNOR

Organization Type * A - REGISTRAR OF BUSINESS

Notify Party Information

Notify Party Code * [X] [Search]

Notify Party Name * PETRO GP SDN BHD

Freight Forwarder Information

Freight Forwarder Code * HZ0002

Freight Forwarder Name * AIR-MARINE FREIGHT SERVICES SDN BHD

Container

No.	Container No.	Type and Size	Seal No.	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier
1	12	22TG-TANK CONTAINER	111	Customs	EMPTY (LOCAL)	n/a	n/a

Cargo

No.	Goods Item No.	No. of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM
1	11111	12	DRUM, ALUMINIUM	xxxx	1231213	MTQ	123123	KGM

Summary

Total Measurement: 1231213 [MTQ]

Total No. of Packages: 12

Total No. of Container: 1

Total Gross: 123123

Type of Package: DRUM

Total No. of Cargo: 1

[Save] [Add] [Back]

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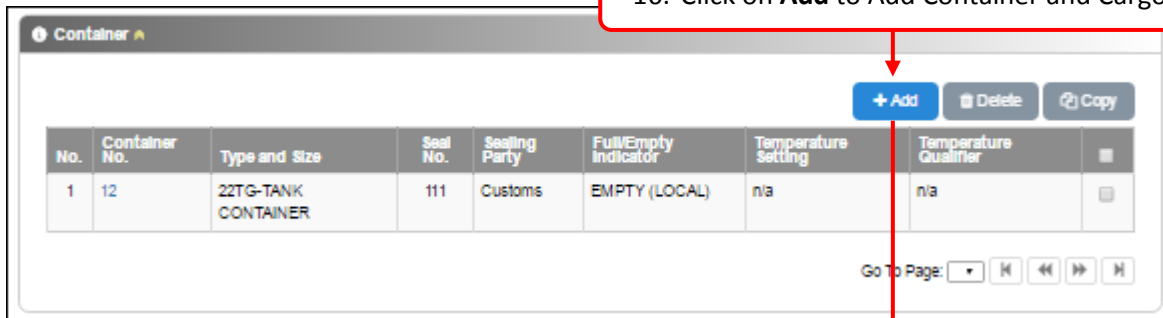
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How to Add Containers

This Section documents how to add/assign Containers to a Bill of Lading. Disregard this section if your cargo is marked as not containerised

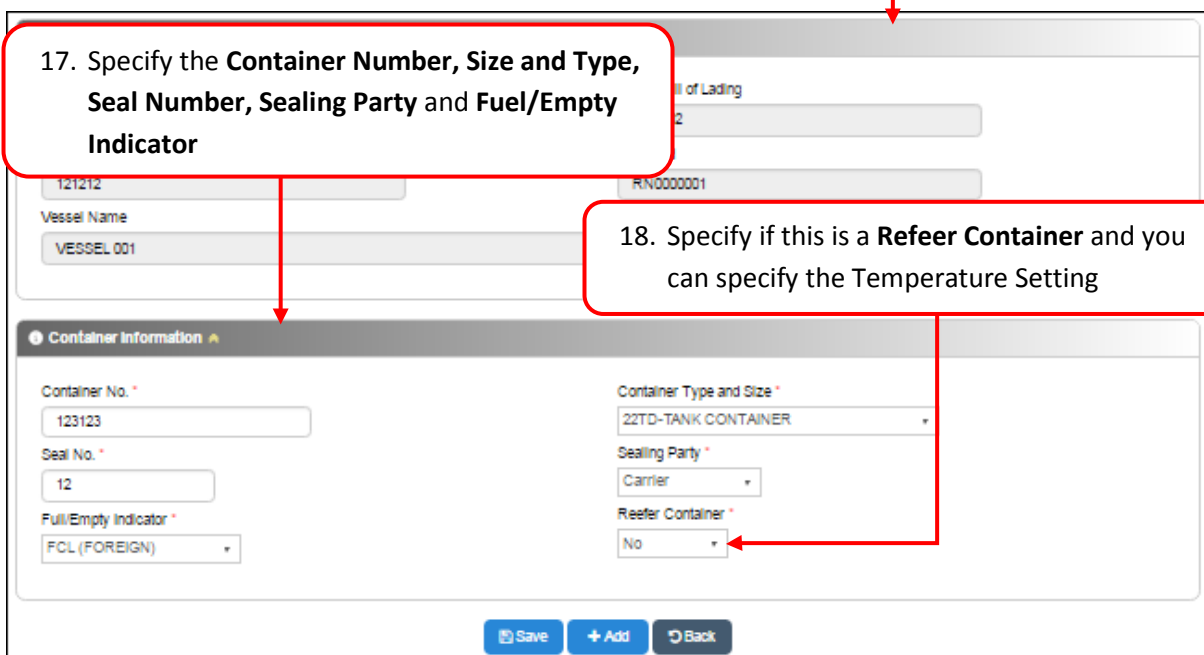
16. Click on **Add** to Add Container and Cargo



The screenshot shows a table with the following columns: No., Container No., Type and Size, Seal No., Sealing Party, Full/Empty Indicator, Temperature Setting, and Temperature Qualifier. A red box highlights the '+ Add' button in the top right corner of the table area.

No.	Container No.	Type and Size	Seal No.	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier
1	12	22TG-TANK CONTAINER	111	Customs	EMPTY (LOCAL)	n/a	n/a

17. Specify the **Container Number, Size and Type, Seal Number, Sealing Party and Fuel/Empty Indicator**



The screenshot shows the 'Container Information' form with the following fields: Container No. (123123), Seal No. (12), Full/Empty Indicator (FCL (FOREIGN)), Container Type and Size (22TD-TANK CONTAINER), Sealing Party (Carrier), and Reefer Container (No). A red box highlights the 'Reefer Container' dropdown menu.

18. Specify if this is a **Reefer Container** and you can specify the Temperature Setting

19. Click **Save** to save this container entry and return to the previous page. Click **Add** to save this container and open a new page to add another add another.

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How to Add Cargo

This Section documents how to add Cargo to a Bill of Lading. In order to properly do so, you need to know specialised details about the cargo, including it's Harmonized Code, packaging type and so on.

20. Click on **Add** to Add Cargo

21. Input the **Goods Item No.** and **No of Packages**, then select the relevant **Harmonised Code** and **Package Type** by clicking Search

22. Specify the Volume of **Goods, Freight Tonnage** and **Gross Weight** of the items.

23. Specify a short **Goods Description** and any **Package Marks & Label** to identify the Cargo

24. If this cargo is classified as **Dangerous Goods**, tick the checkbox and specify the required details.

25. Click **Save** to save this container and proceed

The screenshot displays the 'Cargo Information' form with the following fields and values:

- Goods Item No.: 11111
- No. of Packages: 1231
- Volume of Goods: 1233, Unit: MTQ
- Item's Gross Weight: 121000, Unit: KGM
- Harmonized Code: (empty)
- Type of Packages: 1A
- Goods Description: Contains xxx
- Package Marks and Labels: xxxxx
- Dangerous Goods?: Yes
- IMDG Classification: (empty)
- Flashpoint: (empty)
- Port Authority DG Group: (empty)

The 'Container' table at the bottom shows:

No.	Container No.	Type and Size	Seal No.	Sealing Party	Function	Volume	UOM
1	1231231	28TG-TANK FOR GAS	123	Carrier	EMPTY (FOREIGN)	n/a	n/a

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How to Save Bill of Lading

The screenshot displays a web form for creating a Bill of Lading. It consists of several sections, each with a dropdown arrow:

- Carrier Information
- Bill of Lading Information
- Shipment Information
- Shipping Agent Information
- Consignee Information
- Consignor Information
- Notify Party Information
- Freight Forwarder Information
- Container
- Cargo

The Cargo section contains a table with the following data:

No.	Goods Item No.	No. of Packages	Type of Packages	Marks and Labels	Volume of Goods	UOM	Gross Weight	UOM
1	11112	12	DRUM, ALUMINIUM	xxxx				

Below the table is a 'Summary' section with the following fields:

- Total Measurement: 1231213 (UOM: MTQ)
- Total Gross Weight: 123123 (UOM: KGM)
- Total No. of Packages: 12
- Type of Packages: DRUM, ALUMINIUM
- Total No. of Container: 1
- Total No. of Cargo: 1

At the bottom of the form are three buttons: Save, Add, and Back.

26. Before you save the Bill of Lading, you can review a summary of the container/cargo information here.

27. Click **Save** to save this B\L and return to the B\L listing, Click **Add** to save and open a new page to add another.

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How to Finish Creating An House Bill of Lading

28. Tick here to choose the B\L to verify.

29. Once all the House B\L is finalised, click on **Verify B\L** to proceed.

30. CUSCAR will now check to ensure that there are no redundancies/errors in container, cargo or B\L details.

31. The status of each container is also detailed so that individual container errors can be ascertained.

32. If all the details have been properly entered and denoted with an 'OK', then click on **Submit**