

# Dagang Net Technologies Sdn Bhd

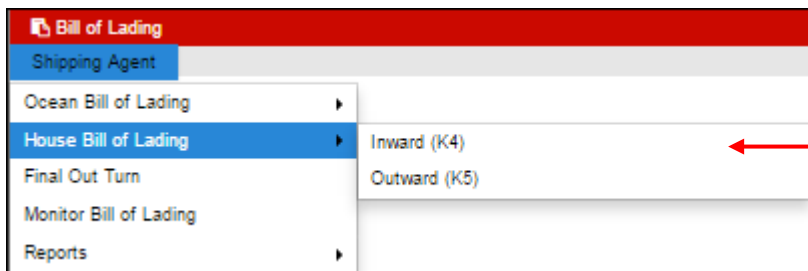
## Introduction to CUSCAR

Version: 1.0 (draft 1.0)

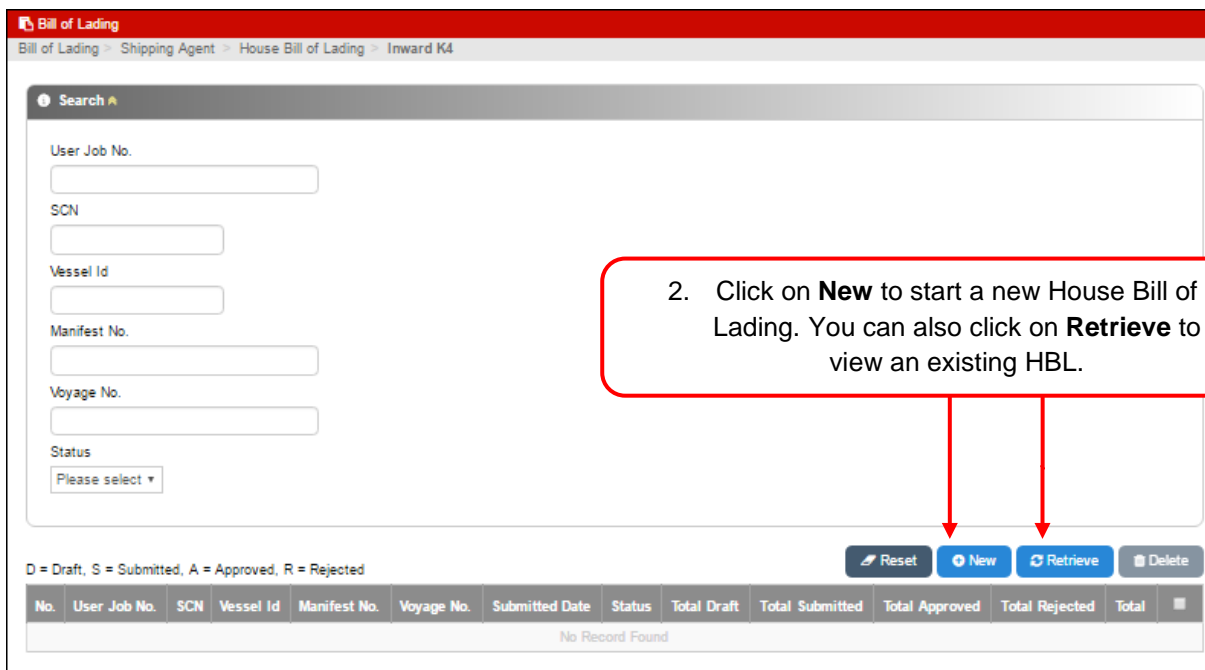
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### How To Create House Billing of Lading (HBL)?

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  
**Inward Transhipment (K6)** – Cargo in transit



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, with numbered instructions explaining their use.

**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

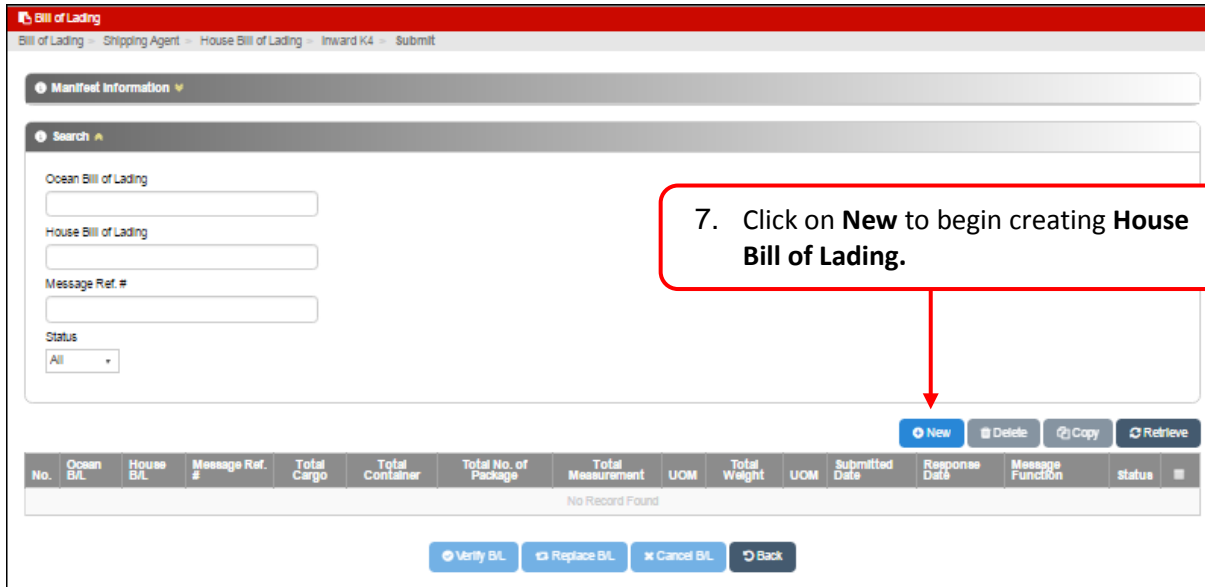
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### How to Create House Bill of Lading - OBL



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 Ocean Bill Lading (OBL)

8. Specify the **Ocean 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.

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

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

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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 data:

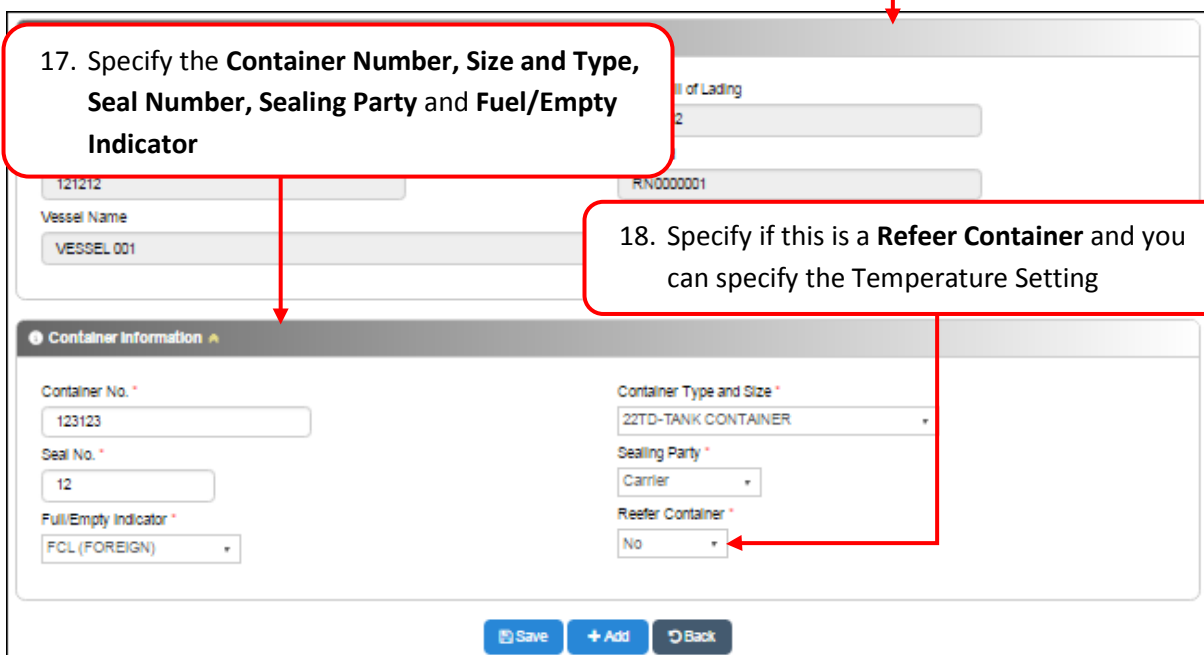
No.	Container No.	Type and Size	Seal No.	Sealing Party	Full/Empty Indicator	Temperature Setting	Temperature Qualifier	
1	12	22TG-TANK CONTAINER	111	Customs	EMPTY (LOCAL)	n/a	n/a	

Buttons: + Add, Delete, Copy

Go To Page: [dropdown] [Previous] [Next] [Home] [End]

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

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



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
- Refeer Container \*: No

Buttons: Save, + Add, Back

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 Ocean Bill of Lading

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

Manifest Information

Search

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	
1	OBL002	121212		1	1	12	1231213	MTQ	123123	KGM			Original	Draft	<input checked="" type="checkbox"/>
2	OBL002	W123		1	1	111	12121	MTQ	11111	KGM			Original	Draft	<input type="checkbox"/>

Go To Page: 1 | < > << >>

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

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.

Manifest Information

Shipping Agent Code: HZ0002

Shipping Agent Name: AIR-MARINE FREIGHT SERVICES SDN BHD

User Job No.: T123

Manifest No.:

Ship Call No.: RN0006

Port of Discharge: AEAAN

AL AIN: RN0000001

Vessel Name: VESSEL001

No.	Ocean B/L	House B/L	Message Function	Containerised Cargo?	B/L Status	Container Status	Cargo Status	Can Submit?
1	OBL002	W123	Original	Yes	OK	OK	OK	OK

Submit Back

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**