ePermit

MAQIS

ePermit MAQIS -JPK

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Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

Statement of Confidentiality

Revision History

The release history of this document is as follows;

Document Category	User Manual
Document Title	MAQIS JPK ePermit User Manual- Trader Module
Version No	1.0
implementation Date	October, 2019

Version	Date	Author	Description of Amendment
1.0	October, 2019	Suryati	• Initial Copy

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
MAQIS	Malaysian Quarantine and Inspection Services
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
AP	Approval Permit
DOA	Department of Agriculture
FA	Forwarding Agent
IP	Import Permit

Table of Content

Section 1.   Introduction

JPK will be migrated from the previous epermit system to the new epermit system for more efficient and reliability platform. The previous epermit system will no longer be used for registering import and export of livestock and plantation products at the entry and exit points at the borders and new epermit will be fully used for registering import and export permit even before those products reach out the border.

1.1. What is ePermit System?

ePermit is a web-based applications system developed, hosted and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst, the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

1.2. How does ePermit System Benefit Me?

- Reduces Turnaround time – faster processing of permit
- It's convenient – ePermit is accessible from any computer that is connected to the internet.
- Ease of Use – user friendly even for non-PC savvy
- Multi Tasking – access to various value-added services. For example, Tariff Codes, Location Codes.

1.3. 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.   Traders

1.4. About This Document

This publication is to provide an overview on how Traders/ FA can apply import/export permit, make payment, and print permit via this 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;

Call our CARELINE at **1300 133 133 / 03-4819 4800** (oversea)
or email to careline@dagangnet.com

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

2.1. System Access

MAQIS JPK ePermit system is accessible via:

https://newepermit2.dagangnet.com.my

Please follow the steps in the images below to access the system.
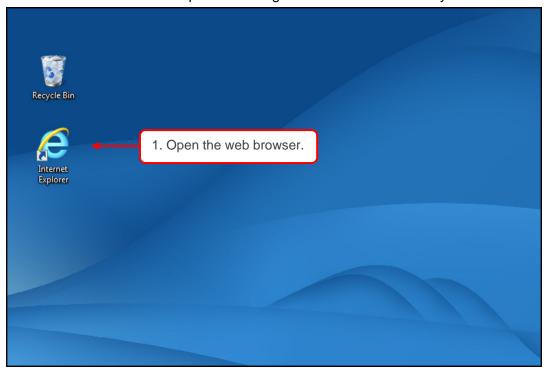

Figure 1

Figure 2

2.2. Log In

1. Enter Username and Password here.

2. Click on Login to access the system.

Figure 3

3. ePermit main page displayed

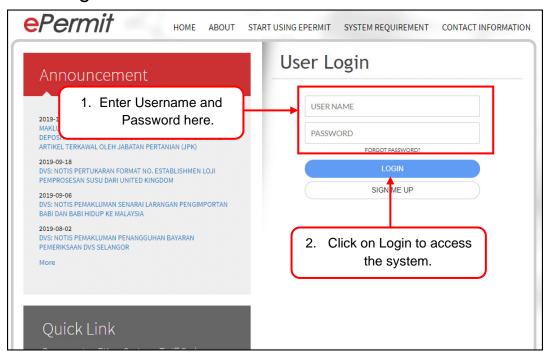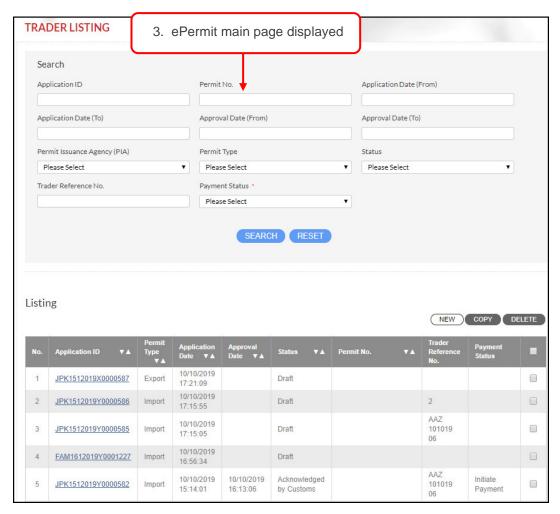**Figure 4**

Section 3. Apply Permit

MAQIS JPK ePermit system allows users to make permit application directly from the system. Users can also keep track the status of their application thru this system. This system will show steps to apply for import/ export permit.

3.1. New Application

Figure 5

Figure 6

Figure 7

3.1.1. Consignor and Agent Details

1. Click here to select the Consignor based on ROC/ROB No

Consignor Details

ROC/ROB No.

Company Name *

Company Address *

Postcode *   City   State

Country *

2. Click to select Agent

Agent Details

Agent Code   Company Name *

Company Address

Postcode   City   State

Country

Figure 8

3.1.2. Applicant Details

1. Click here to select Applicant Details

Applicant Details

Name *

IC No. / Passport No. *   Designation *   Phone No. *

Fax No. *   Email *

Figure 9

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Figure 10

Figure 11

3.1.3.   Application Details

Figure 12

Figure 13

3.1.4. Additional Details

Figure 14

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Figure 15

Figure 16

Figure 17

Figure 18

3.1.5. Item Details (Quota)

This section shows the steps to add items with Quota allocation for permit application. At least 1 item is required.

Figure 19

Figure 20

Product Search

Common Name

Scientific Name

Description Form

> 3. Search for product here.

> 4. Product details shown in this table.

> 5. Click this product to select and add.

SEARCH   CLOSE

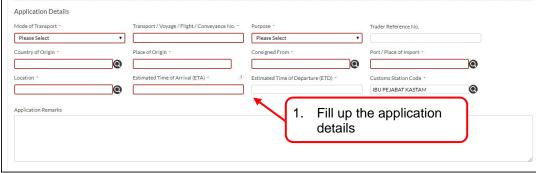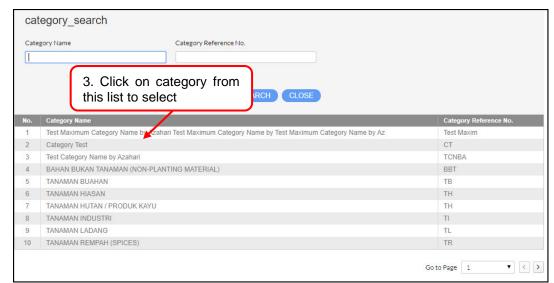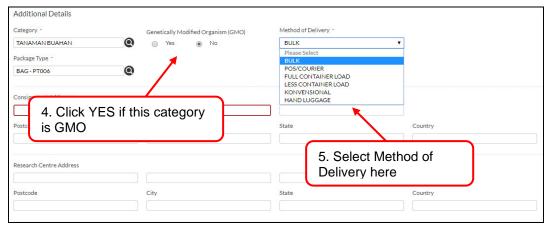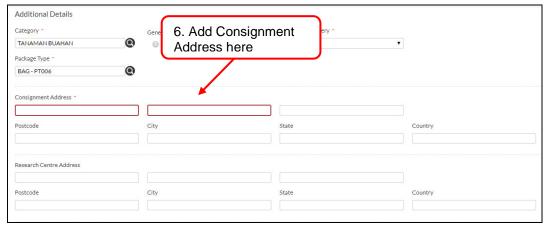| No.	Common Name	Scientific Name	Description Form	Unit of Description
1	TEST NAME LUKMAN	TESTING SCIENTIFICO	TEST DESCRIPTION	KGM

Total Records   1   Go to Page   1   ˅   <   >

Figure 21

Item Details

Common Name *
TEST NAME LUKMAN

Scientific Name *
TESTING SCIENTIFICO

> 7. Enter other details as required.

Unit of Description *
KGM

Country of Origin *
CHINA

CITES No.

Plant Quarantine Quantity *

Tariff Quantity *

Unit Cost CIF (MYR) *

Total (MYR) *

> 6. Click here to add Tariff Code

Tariff Code *

Unit of Meas

Tariff Description

SAVE   CLOSE   RESET

Figure 22

SMK Tariff Search   Product Tariff Search

Tariff Code

Tariff Description
orange

> 8. Search for Tariff Code here

> 9. Click on the Tariff Code to add

SEARCH   CLOSE

No.	Tariff Code	Unit of Measurement	Tariff Description
1	0813504020	KGM	---Of which oranges or mandarins (including tangerines and satsumas) predominate
2	3206201000	KGM	--Chrome yellow, chrome green, molybdate orange or red based on chromium compounds
3	3301120000	KGM	--Of orange

Total Records   3   Go to Page   1   ˅   <   >

Figure 23

Item Details

Common Name *
TEST NAME LUKMAN

Scientific Name *
TESTING SCIENTIFICO

Description Form *
TEST DESCRIPTION

Unit of Description *
KGM

Country of Origin *
CHINA

CITES No.

Plant Quarantine Quantity *

10. Tariff Code added here

CIF (MYR) *
200

Total (MYR) *
20000.00

100

Tariff Code *
0813504020

Unit of Measurement *
KGM

12. Click here to save and add this item.

Tariff Description
---Of which oranges or mandarins (including tangerines and satsumas) pre

SAVE   CLOSE   RESET

Figure 24

Item Details (1/1)

13. Item added and listed here

CREATE   DELETE

No.	Tariff Code	Tariff Description	Unit of Measurement	Quantity	Unit Cost CIF (MYR)	Total (MYR)	Edit	☐
1	0813504020	---Of which oranges or mandarins (including tangerines and satsumas) predominate	KGM	100	200.00000	20,000.00	📝	☐
			Quantity	100	grand_total(myr)			

Total Records 1   Go to Page 1 ▼ < >

Import Condition

Testing Import Condition

Figure 25

3.1.6.   3P Regulation

Client's Declaration

Action	
	I hereby apply for a permit and declare that all information provided is correct and authentic.
	MAQIS reserves the right to cancel, amend or suspend any permit issued at any time. The holder of a permit is liable for any damages to MAQIS against any loss, damages, costs, actions, proceedings and liabilities in any form done by the permit holder.
☑	This permit may not be transferred to another owner and the goods listed therein may only be imported or exported by the person, firm or company designated by the country specified therein.
	Any false, inaccurate or misleading information provided will be subject to action under section 13 under the Malaysian Quarantine and Inspection Services Act 2011 (Act 728).

1. Tick here to agree to this declaration

Sandec Details

No.	Tariff Code	Release Date	Tariff Declared Qty.	SMK Declaration Ref. No.
			*** No. Record Found***	

Figure 26

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3.1.7. Submit

Figure 27

Figure 28

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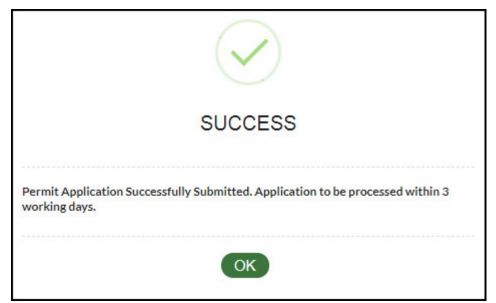
Section 4.   Copy Application

This section shows the steps to copy an application, where users can save time on data entry.

Figure 29

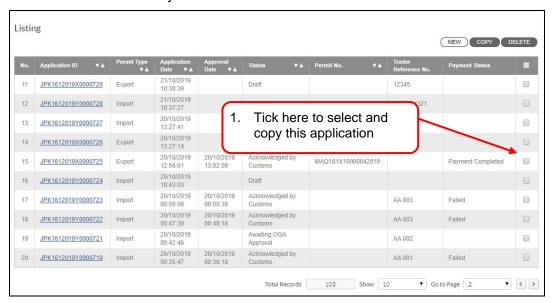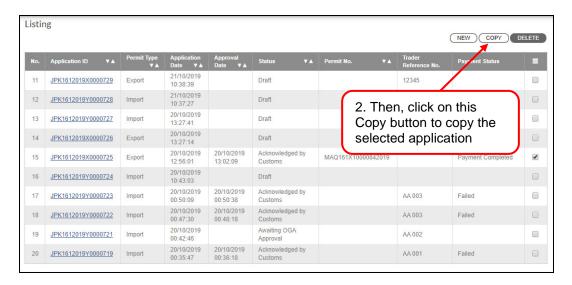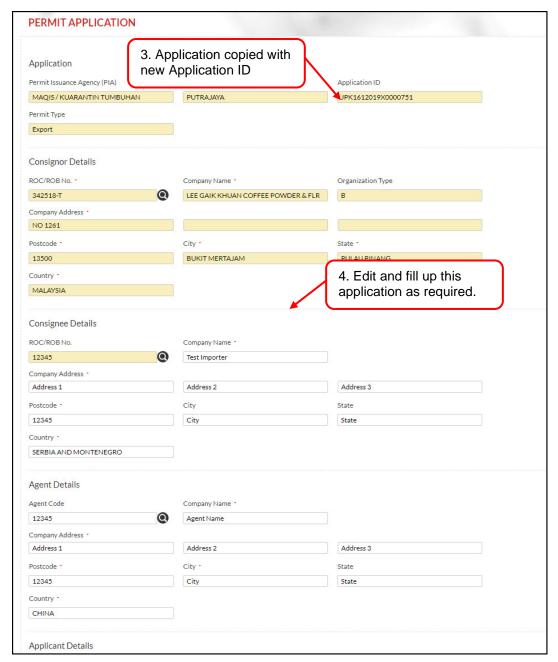

Figure 30

Figure 31

MAQIS JPK ePermit User Manual- Trader Module

Section 5.   Delete Application

This section shows the steps to delete an application. The system only allows deleting application in DRAFT status only.
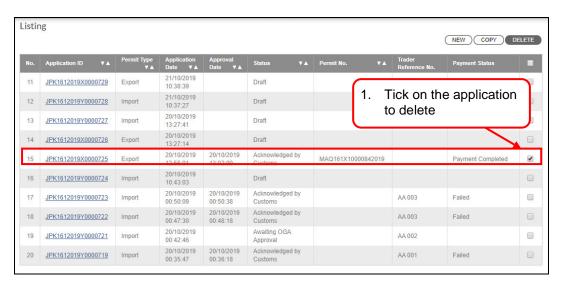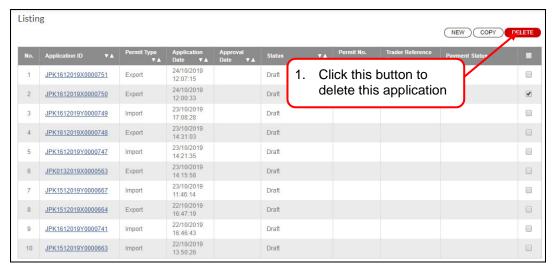

Figure 32

Figure 33

2. Click Yes to confirm delete the selected record

Confirmation

Delete the Selected Records?

YES   NO

Figure 34

3. Permit application successfully deleted. Click OK.

SUCCESS

Permit Successfully Deleted

OK

Figure 35

Section 6.   Payment

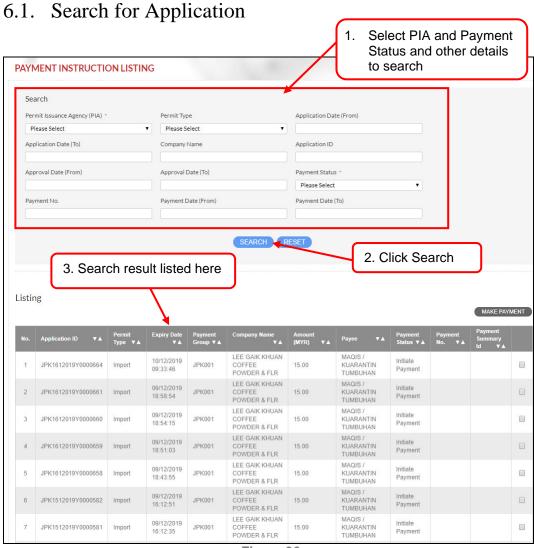This section shows the steps to initiate payment after permit application is acknowledge by Customs.
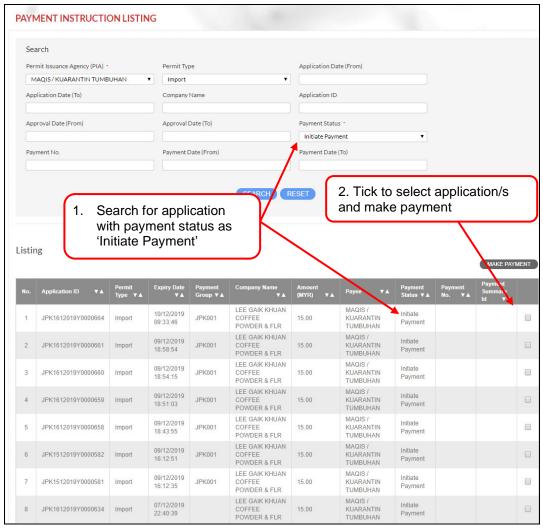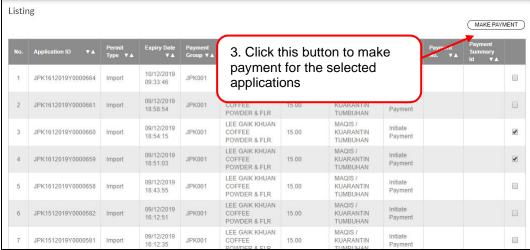

1. From the menu, click here to open the Payment page.

6.1. Search for Application

1. Select PIA and Payment Status and other details to search

2. Click Search

3. Search result listed here

Figure 36

6.2. Make Payment

Figure 37

Figure 38

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Figure 39

Figure 40

Figure 41

Confirmation

Disclaimer: Please check the amount at your bank's portal before authorizing the payment. Dagang Net Technologies Sdn Bhd shall incur no liability for any loss to you or any third party occasioned by the approved transactions. Confirm Submit?

8. Payment Confirmation. Click Yes to confirm.

YES   NO

Figure 42

Payment Details	Payment Channel
Transaction Amount: **MYR30.00**	Please select a bank for your direct debit payment **Please do not Refresh this page**
Merchant Name: MAQIS B2BI	--Please select bank-- ▼
myPayment No. / Payee's Order No. : MAQ-MAQE190618000216-190 6181940510003	Enter e-mail address to receive trans...
Product Description: Payment for ePermit	By clicking on the **"Proceed"** button, you agree to FPX's Terms and Conditions Proceed Cancel Payment

9. Payment Channel page displayed. Select Bank here

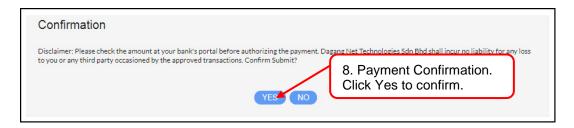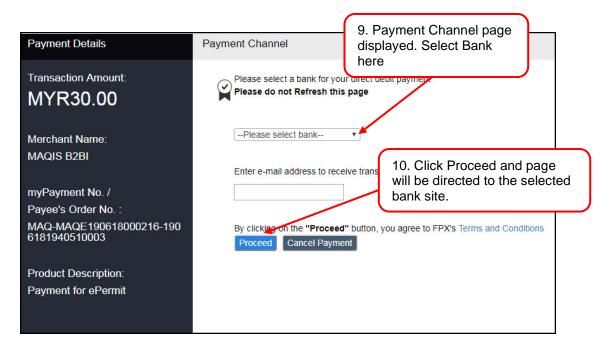**10. Click Proceed and page will be directed to the selected bank site.**
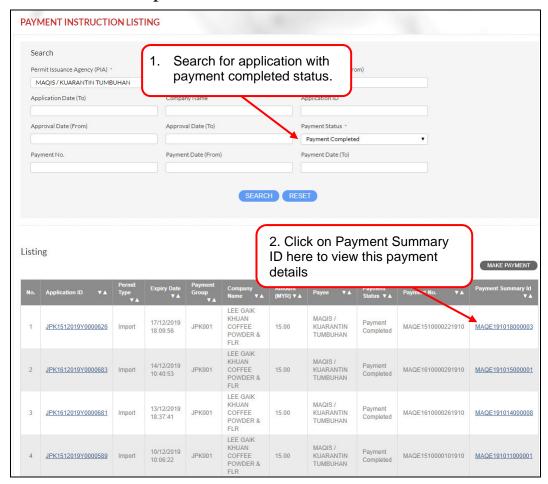
Figure 43

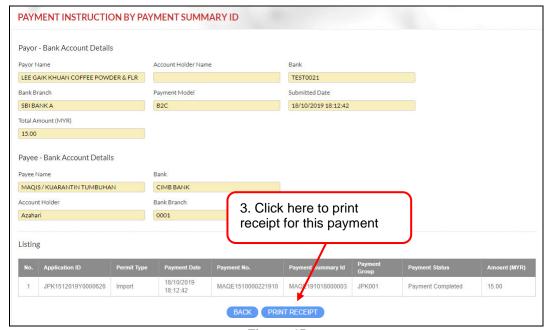## 6.3. Print Receipt

Figure 44

Figure 45

6.4. Payment Logs

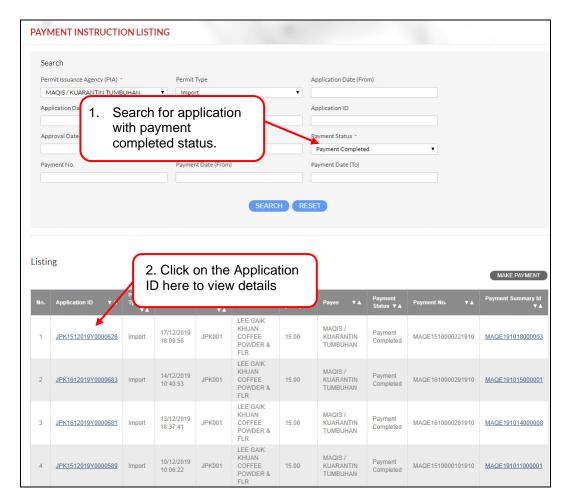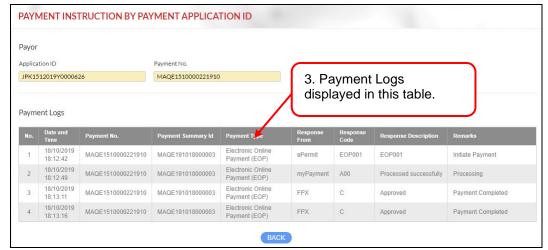Payment logs will list all the payment transaction done for an application.

Figure 46

Figure 47

-End of Manual-

This user manual shall be updated as and when required.

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