DAGANGNET

# STIDC
# Sarawak Timber Industry Development Corporation

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Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 2.0

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# Revision History

**The release history of this document is as follows;**

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| Implementation Date | April, 2021 |

| Version | Date | Author | Description of Amendment |
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| 1.0 | February, 2020 | Suryati | • Initial Copy |
| 1.1 | August, 2020 | Suryati | • Update on Registration Section |
| 2.0 | April, 2021 | Suryati | • Update Section 11: Payment<br>• Add Section 12: Split Payment Details- Registration |
| | | | |

# Abbreviation

| Abbreviation | Definition |
|---|---|
| DNT | Dagang Net Technologies Sdn Bhd |
| STIDC | Sarawak Timber Industry Development Corporation |
| OGA | Other Government Agencies |
| eGrading | Grading Information System |
| eRegistration | Registration and Licensing Information System |
| TI | Timber Inspector |
| TG | Timber Grader |

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# Section 1. Introduction

SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION (STIDC) also known as PUSAKA was established in June 1973 under the Perbadanan Kemajuan Perusahaan Kayu Sarawak Ordinance 1973.

Its incorporation was initiated following the recommendation of the Food and Agriculture Organization (FAO) of the United Nations, which conducted a comprehensive forest inventory in the state from 1968 to 1972.

The function would be to stimulate by all possible means the planned expansion of wood-based industries throughout Sarawak at a role consistent with the overall interest of the economy, the availability of capital and the technical expertise and effective management of the forest resources.

## 1.1. What is STIDC eRegistration System?

eRegistration is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). This STIDC Registration and Licensing system enables the Industry to submit the registration activities for Certificate of Registration. Integration between Registration and Licensing Information System and eGrading System will enhance the productivity and improve data accuracy.

## 1.2. How does this System Benefit Me?

- Improves productivity, efficiency, and turnaround time
- Expediting the review process and approval
- Data Integrity and syn
- Synchronization between system
- Real Time Submission / Processing

## 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. Trader

## 1.4. About This Document

This publication is to provide an overview on how a Trader can use the STIDC system for registration, grading, make payment 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**
or email to careline@dagangnet.com

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

# Section 2. Getting Started

## 2.1. Logging in

Before logging in, you must ensure that you have the correct username and password.

You may login via https://stis.sarawaktimber.gov.my

To login, please follow the steps below:

### 2.1.1. Launch Google Chrome/ Internet Explorer Browser

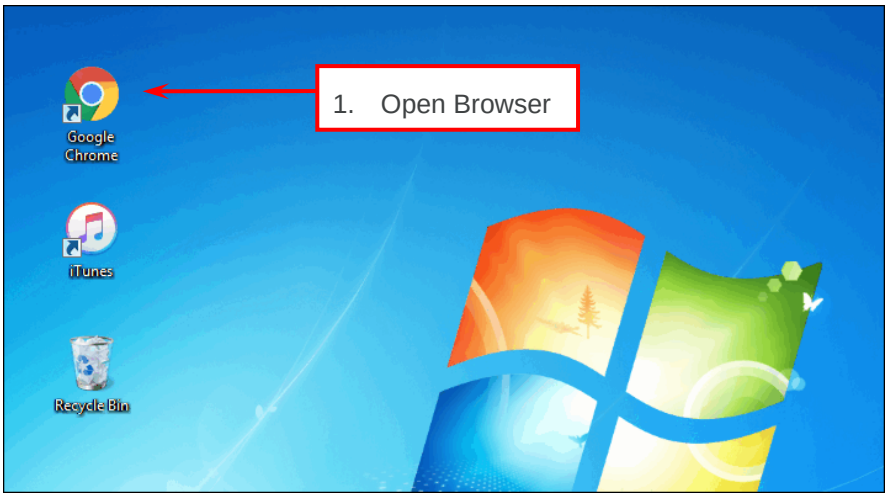


Figure 1

i. Enter URL (Uniform Resource Locator) At Address Bar

Figure 2


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## 2.1.2. Enter Username and Password

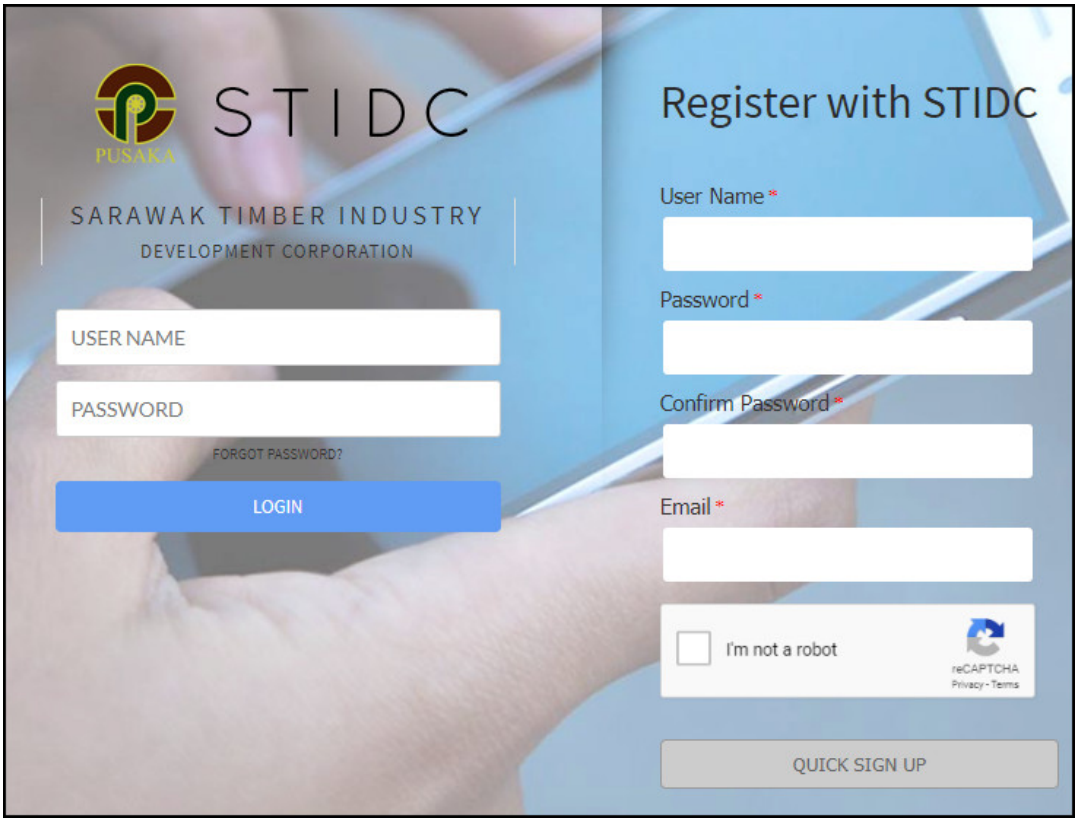
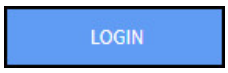



Figure 3

i. Enter **Username** and **Password.**

ii. Click on the  button to access the system.

iii. The system will display the main screen.

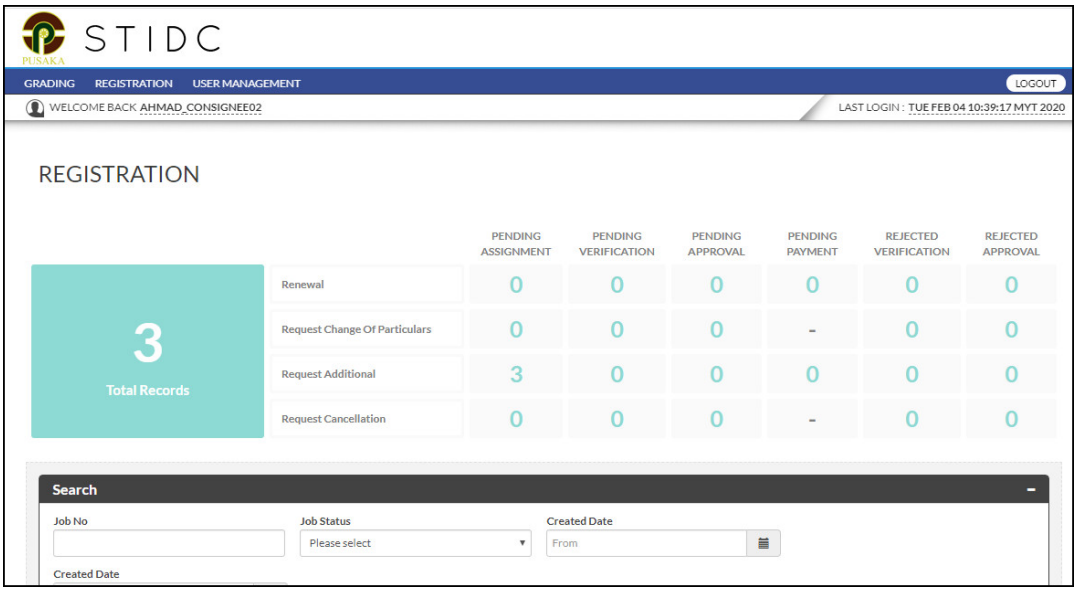



Figure 4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## 2.2. Logging Out

Once done with the system administrative tasks, you are advised to logout from the system

To logout, please follow the steps below:

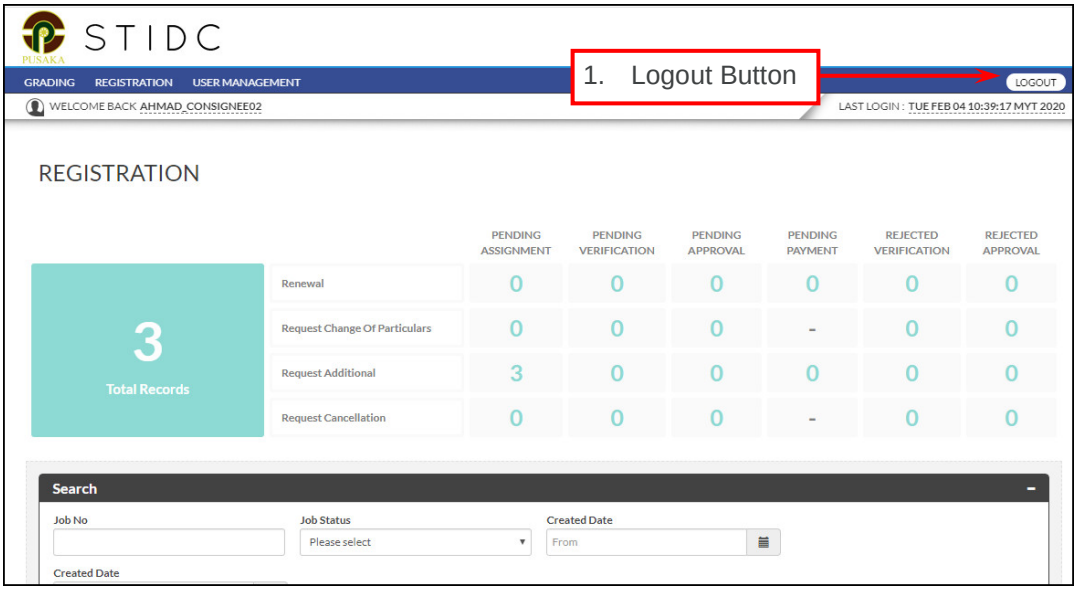


Figure 5

## 2.3. Change Password

To change password, please follow the steps below:

### 2.3.1. Edit Profile

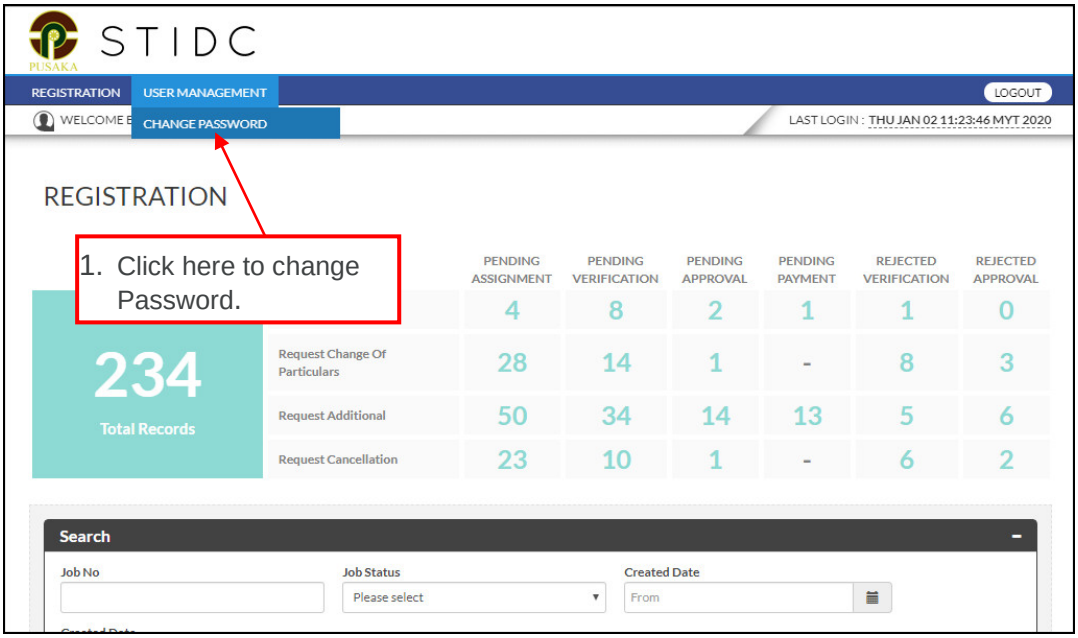


Figure 6


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Figure 7

## 2.4. View User Manual

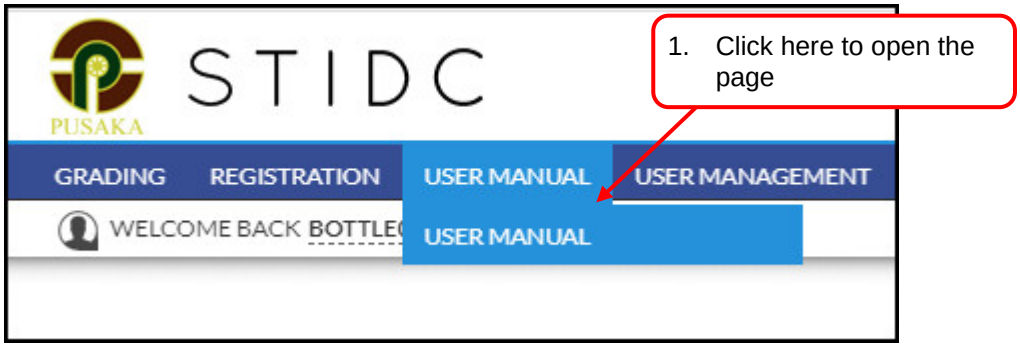


Figure 8

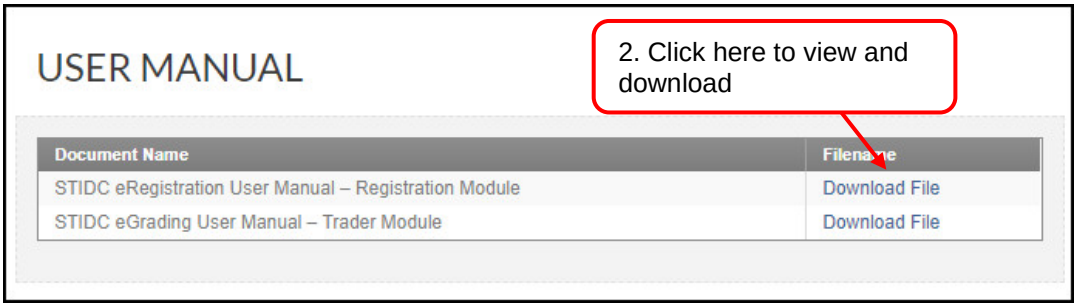


Figure 9


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# Section 3. Search

This section shows the steps to search and view Grading and Registration. Please use steps below for both Grading and Registration.

Figure 10

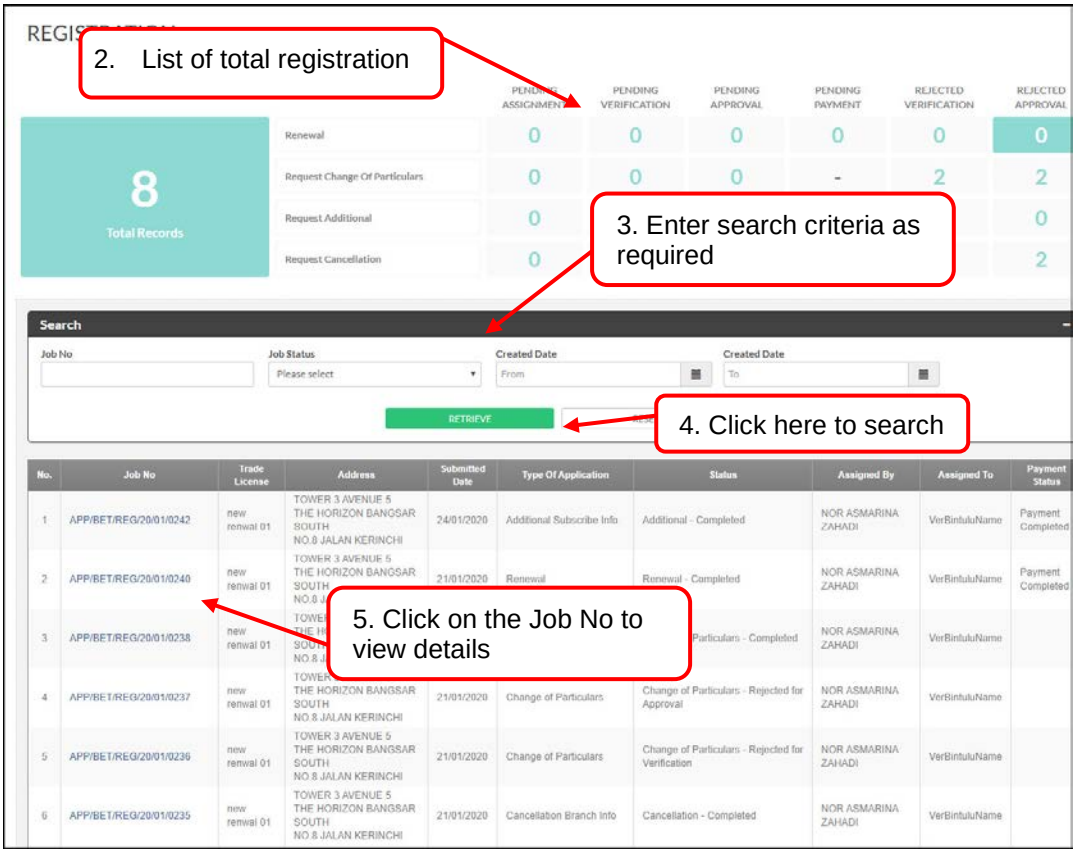


Figure 11

# Section 4. Registration with STIDC

## 4.1. Account Registration

A first-time user of the STIDC system is required to register as in steps below – please see ***Section 2 Getting Started*** to access the STIDC system below.

Figure 12

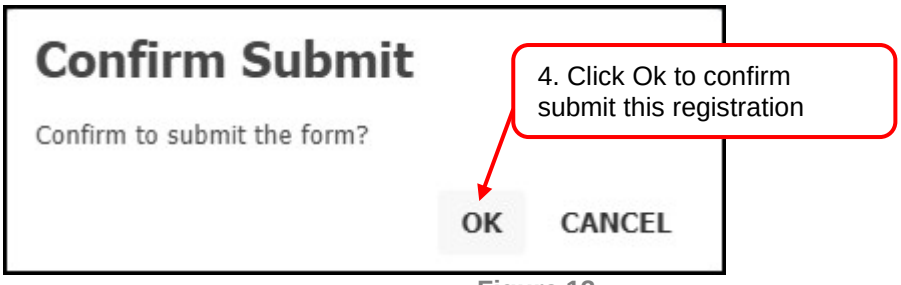


Figure 13


© Dagang Net 2021

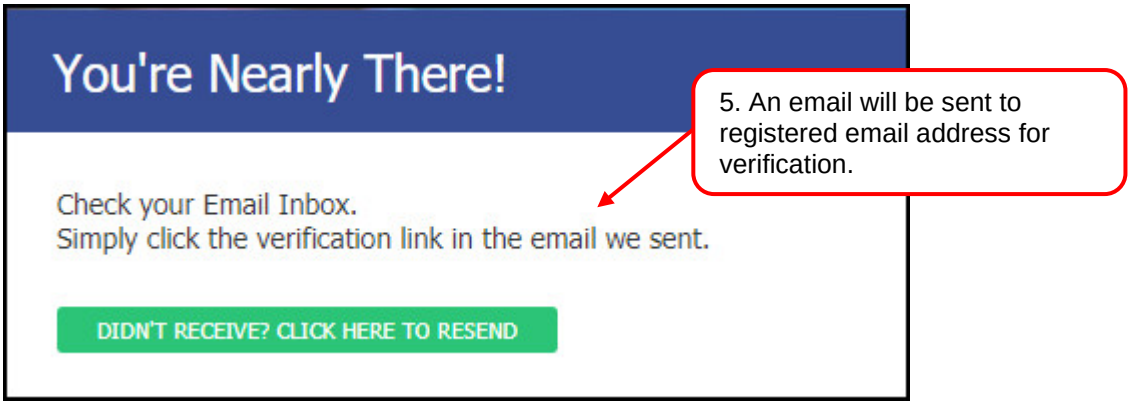


Figure 14

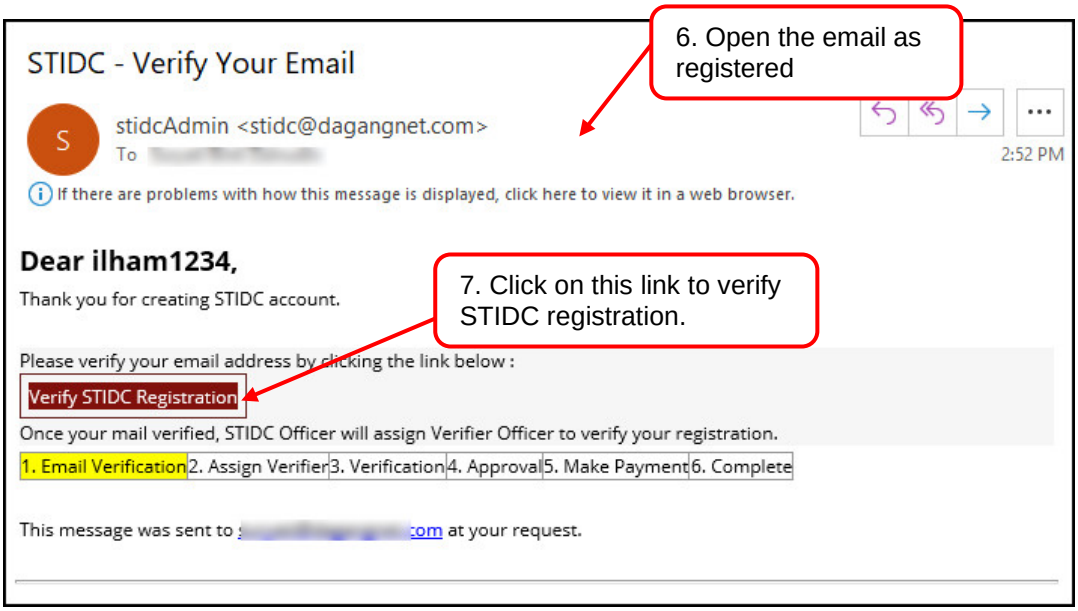


Figure 15

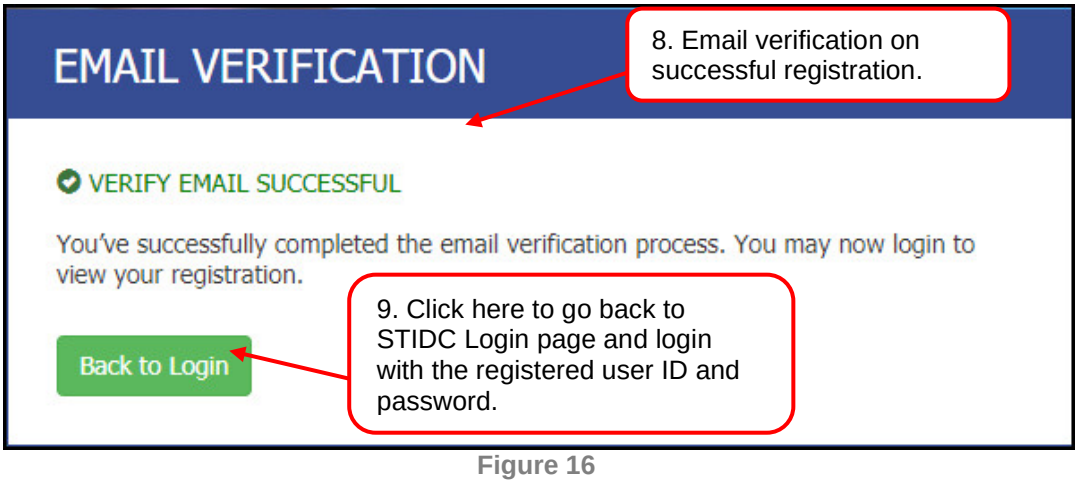


Figure 16

## 4.2. Registration Details

Once user had register and verified the email address as in steps 3.1 above, please complete the registration by filling up other registration details as in steps below;

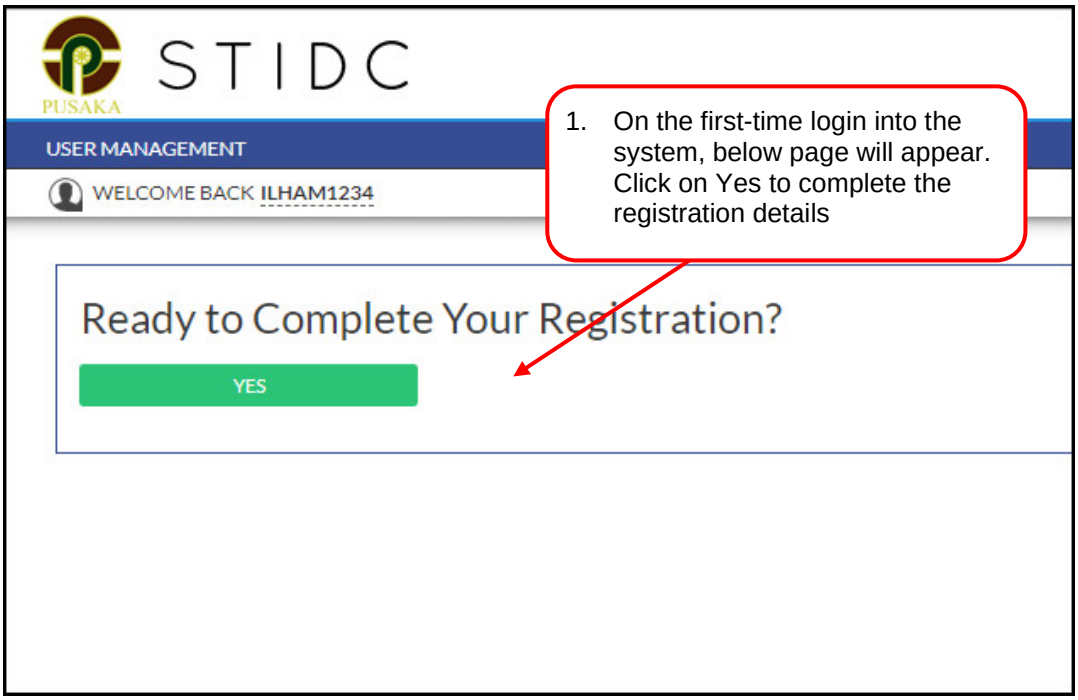


Figure 17

### 4.2.1. Company Information

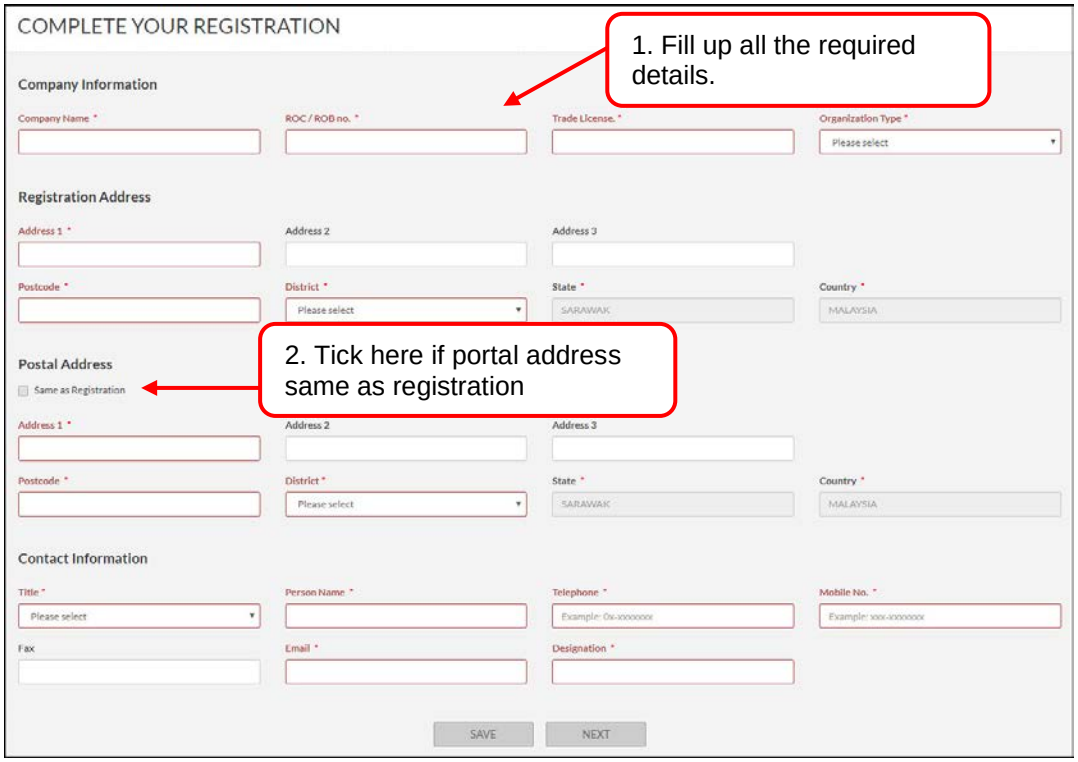


Figure 18

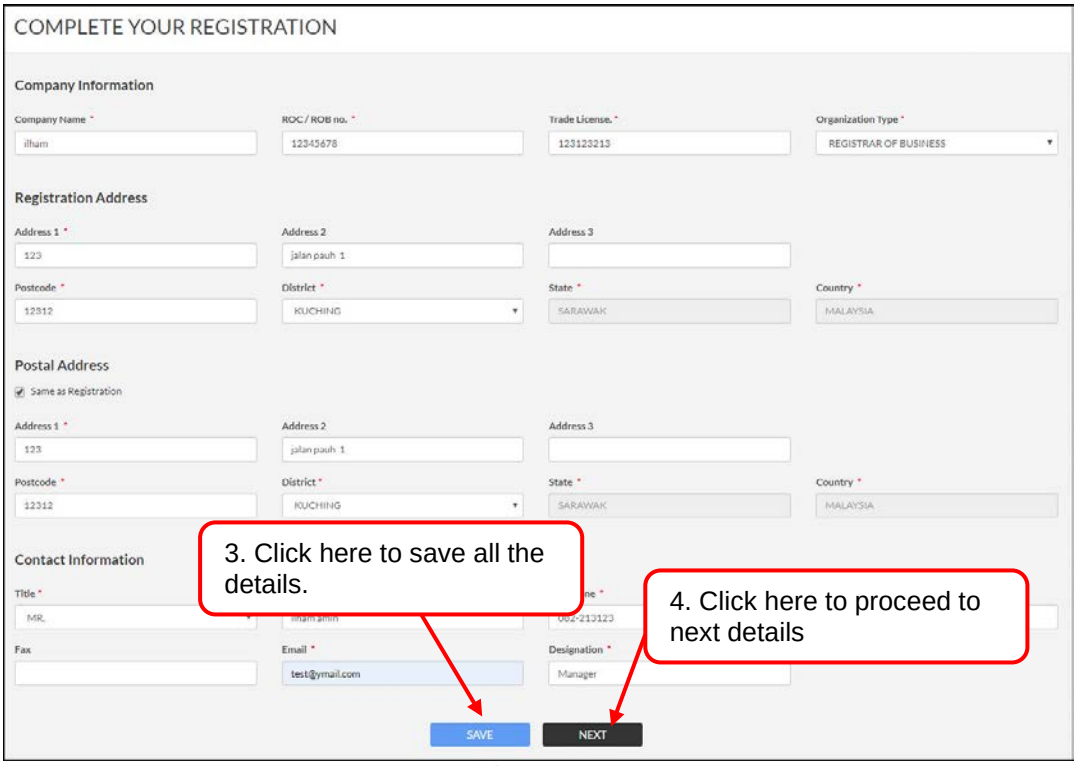


Figure 19

## 4.2.2. Branch Information

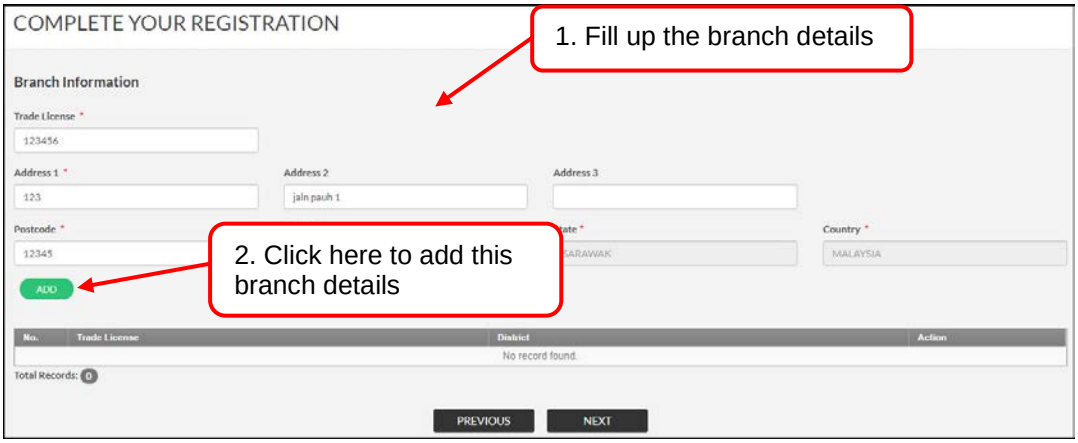


Figure 20

Figure 21

## 4.2.3. Subscription Information

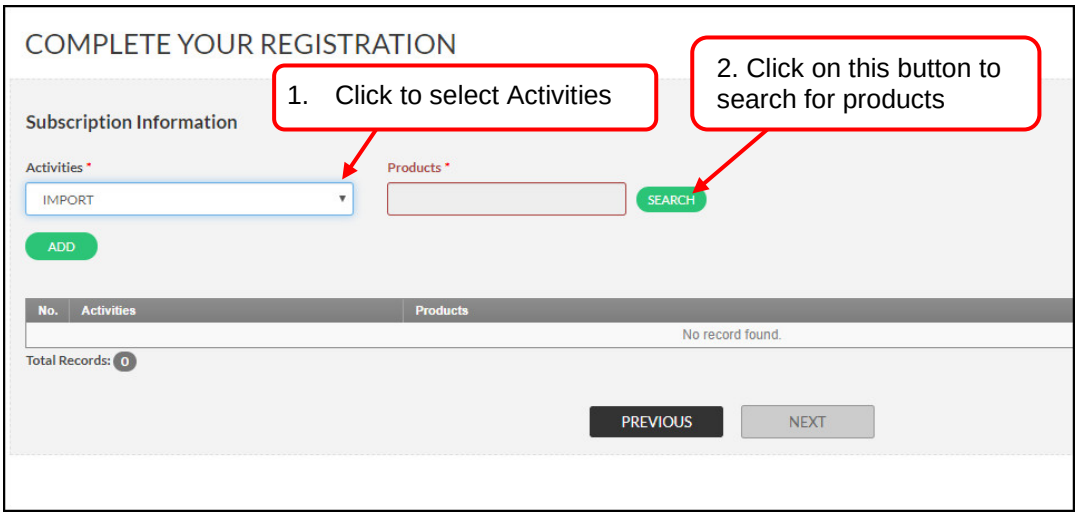


Figure 22

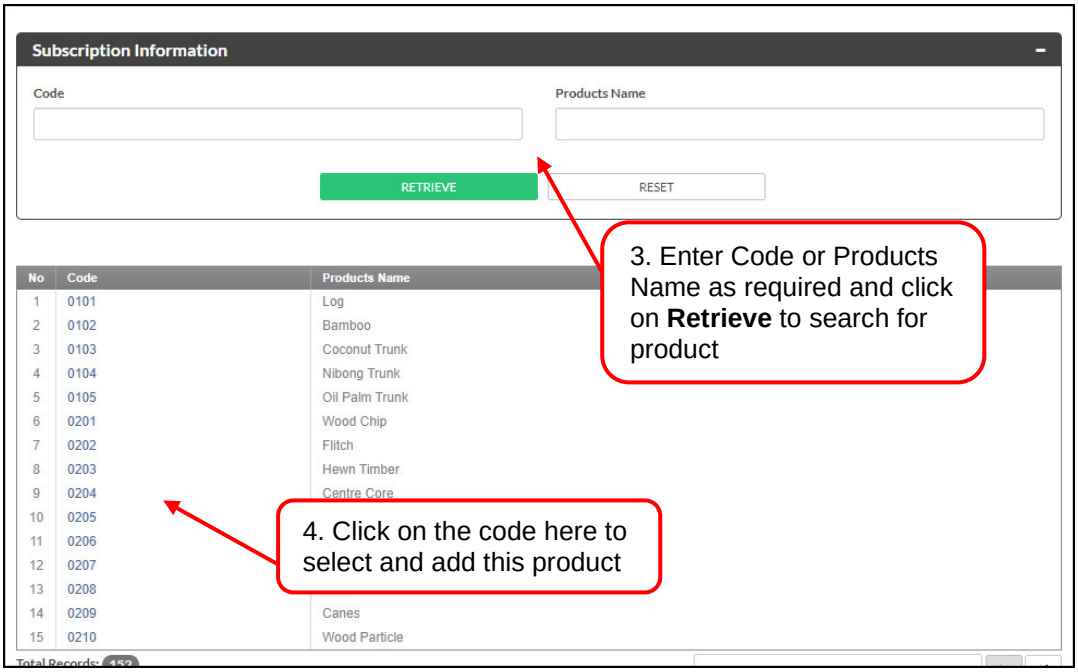


Figure 23

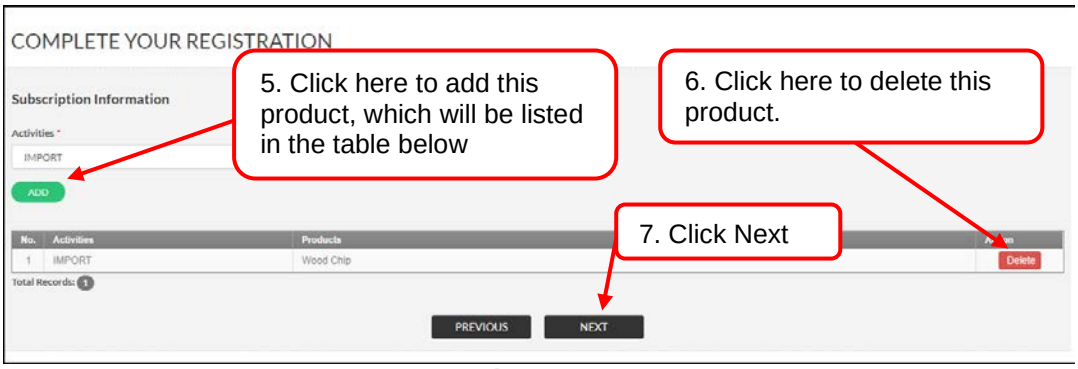


Figure 24

## 4.2.4. Supporting Document Information

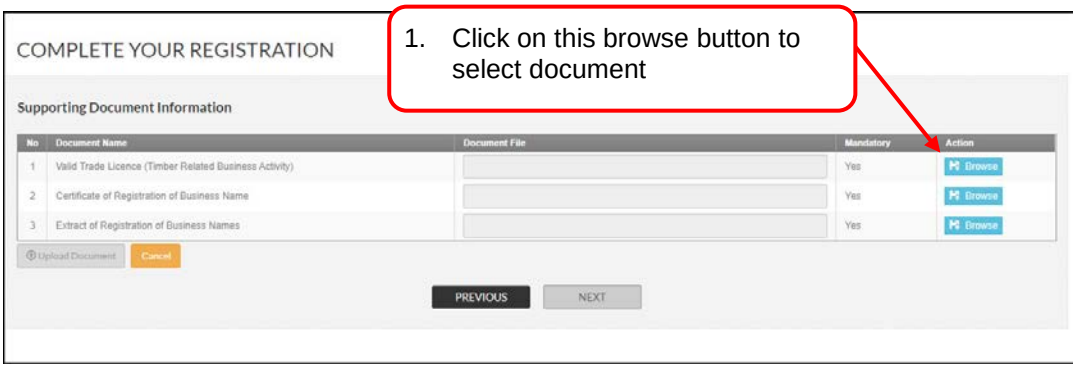


Figure 25

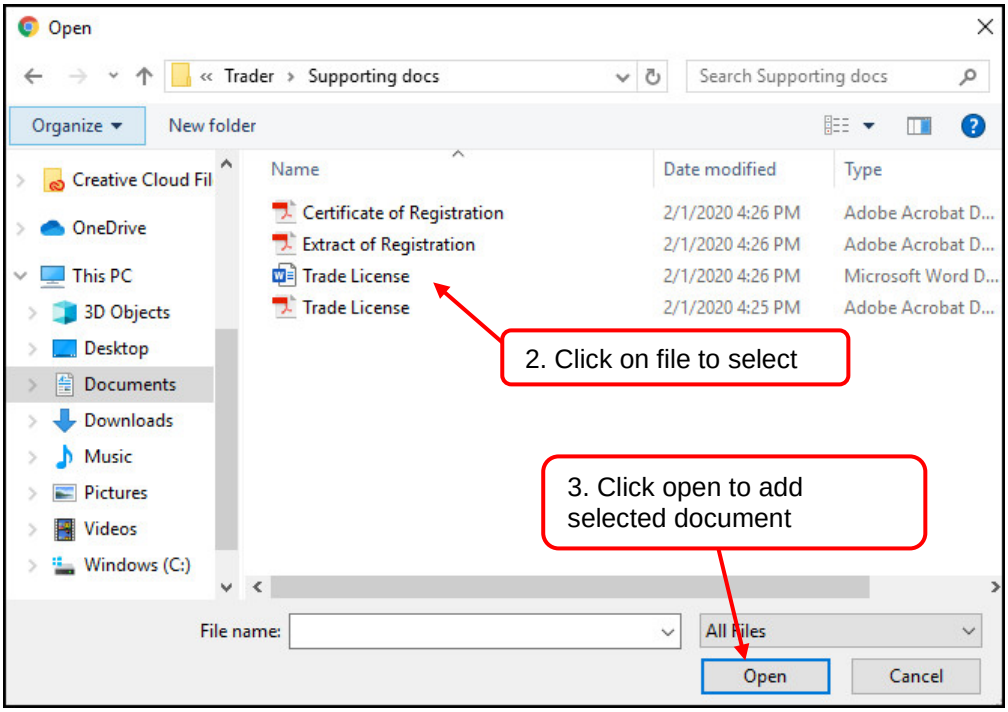


Figure 26

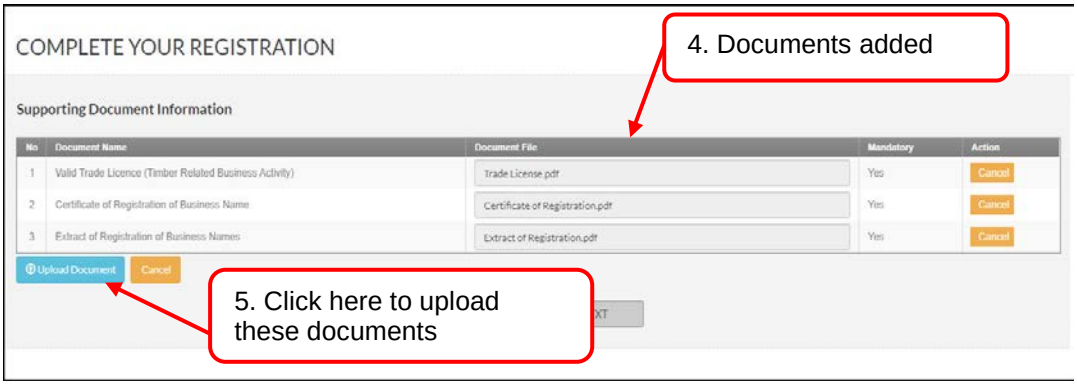


Figure 27

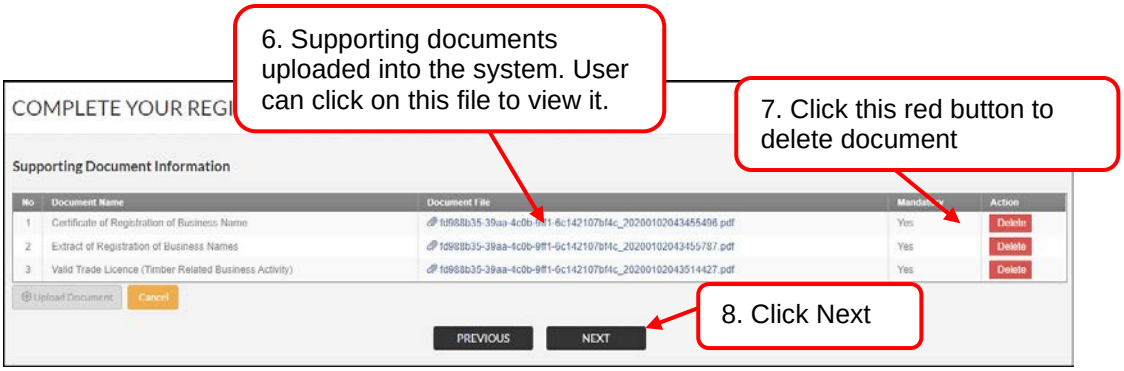


Figure 28

## 4.2.5. Submit

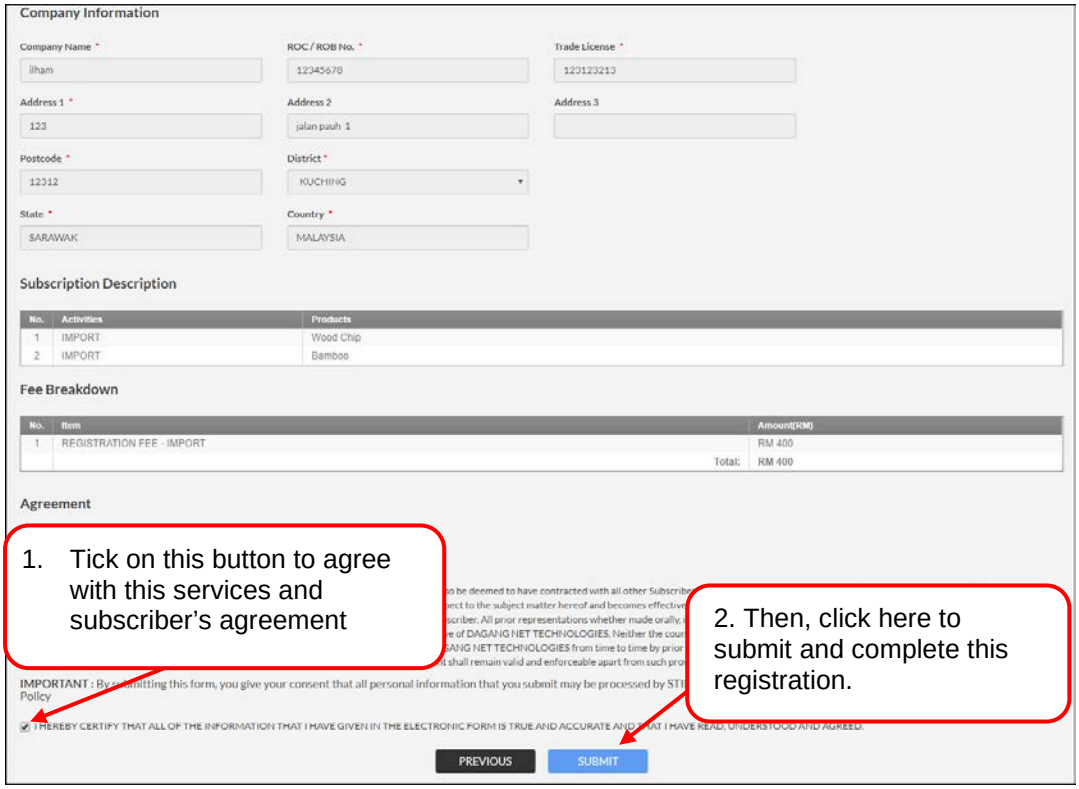


Figure 29

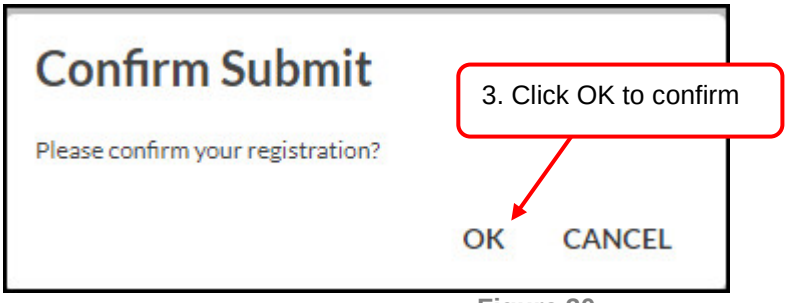


Figure 30

Figure 31

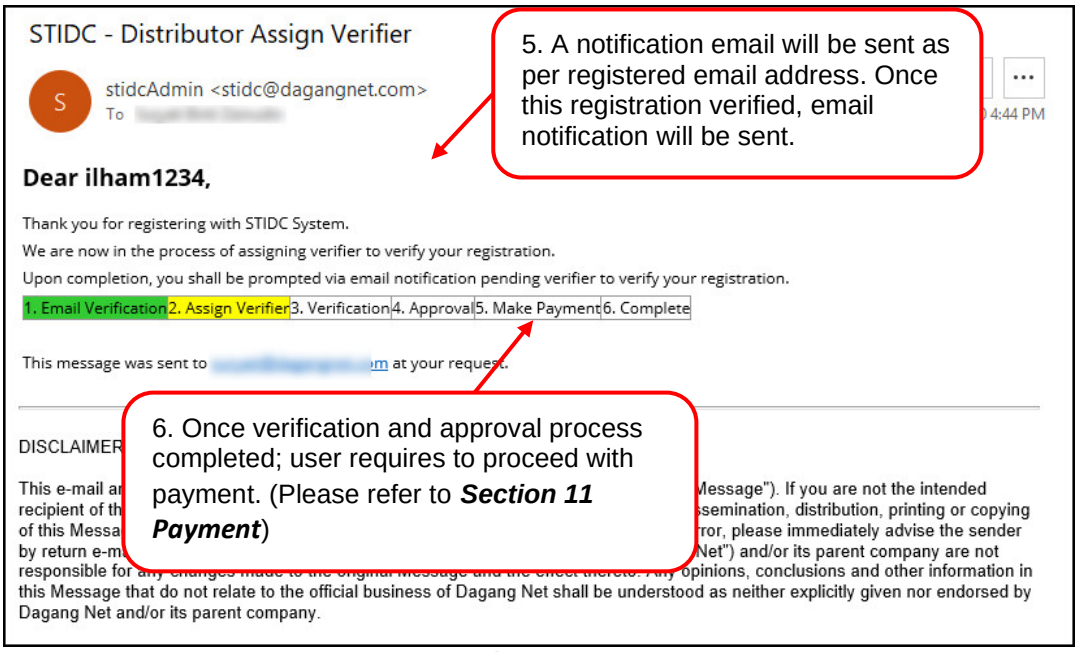


Figure 32

### 4.2.1. Print Registration Certificate

Figure 33

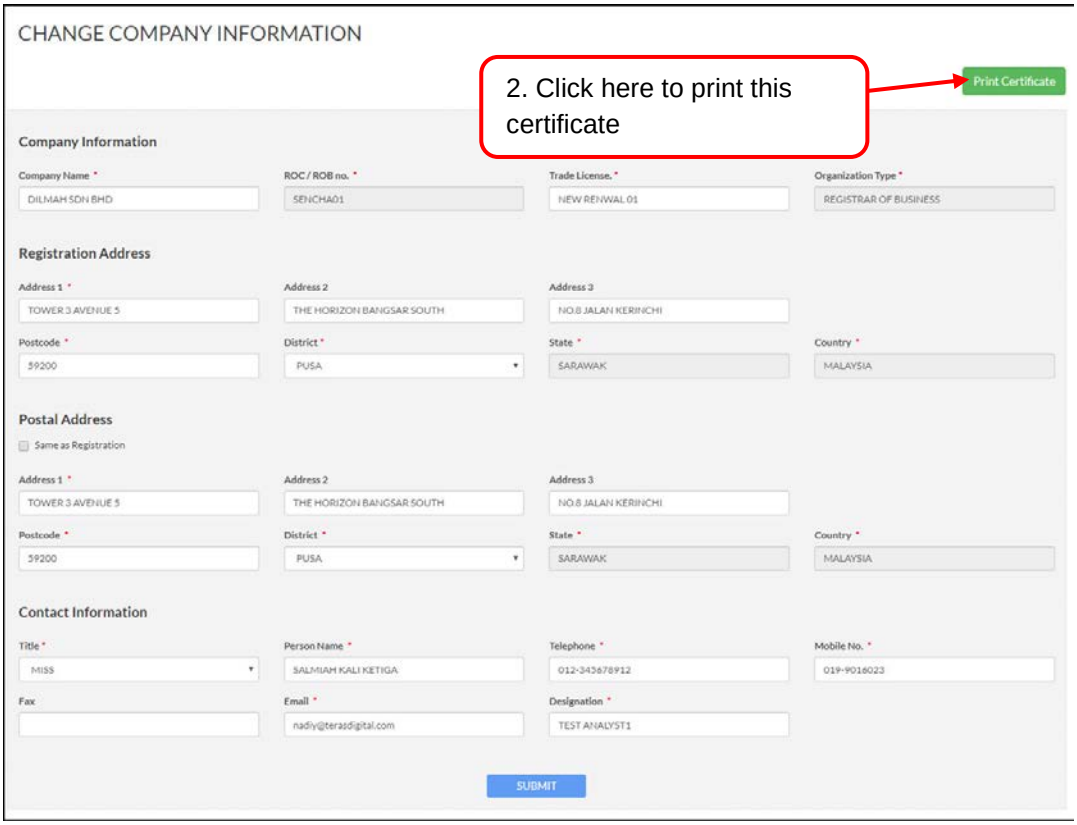


Figure 34

BK-PUSAKA-REG-01
Version 1.0
PUSAKA
3. Certificate ready to print
CERTIFICATE OF REGISTRATION
(Export, Import, and Local Sales / Storage of Timber)
THE SARAWAK TIMBER INDUSTRY (REGISTRATION) REGULATIONS, 2008
REGULATION 7 (2)
Registration No. 0000133
Expiry Date March 21, 2021
Annual Fee 550.00
Name of Company DILMAH SDN BHD
Address TOWER 3 AVENUE 5
THE HORIZON BANGSAR SOUTH
NO.8 JALAN KERINCHI
59200 PUSA
SARAWAK MALAYSIA
Activities
Product Description (Details as overleaf)
Exporter (E) 0102, 0302
Importer (I) 0101
Local Sale/Storage of Timber (T) 0101
This is to certify the above company is registered with the Corporation and the registration approval is subject to the Conditions and Restrictions as attached with this Certificate.
General Manager
Dated this 21st day of January, 2020

Figure 35

# Section 5. Update Registration Details

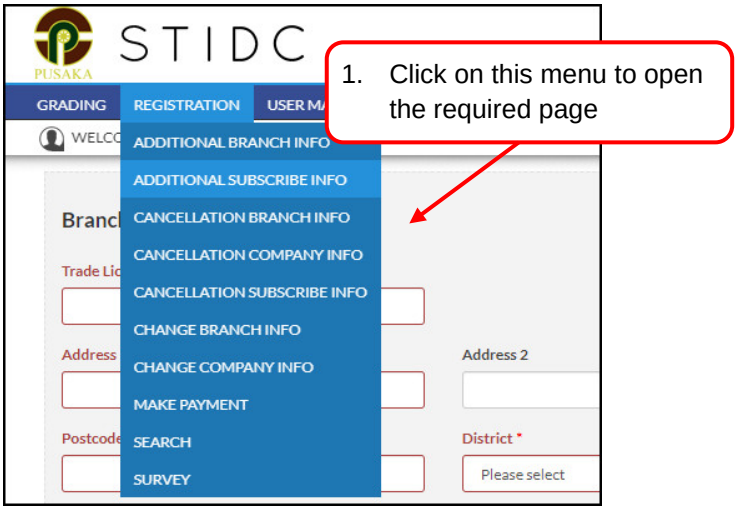


Figure 36

## 5.1. Additional Branch Information

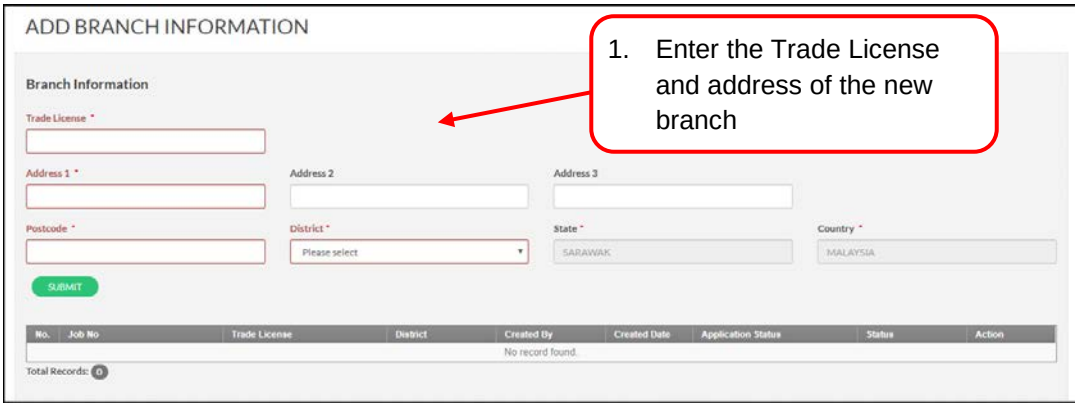


Figure 37

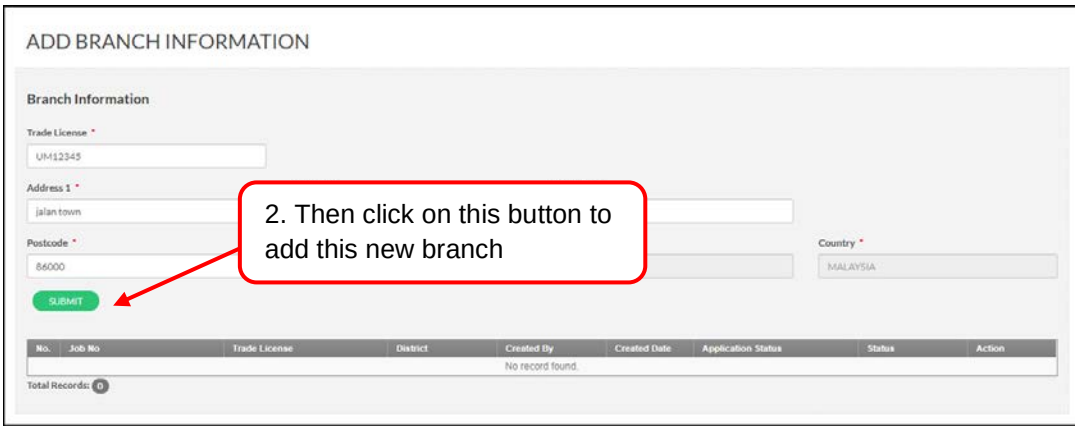


Figure 38

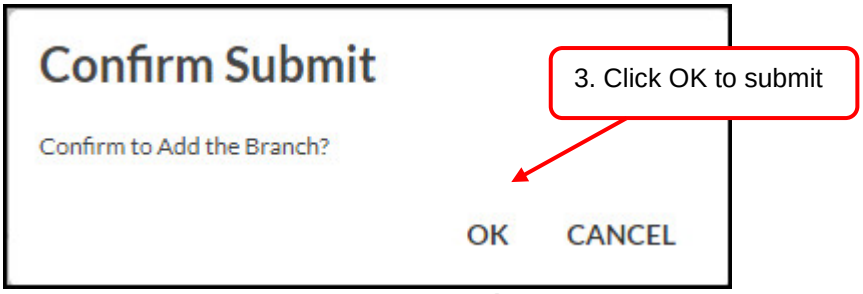


Figure 39

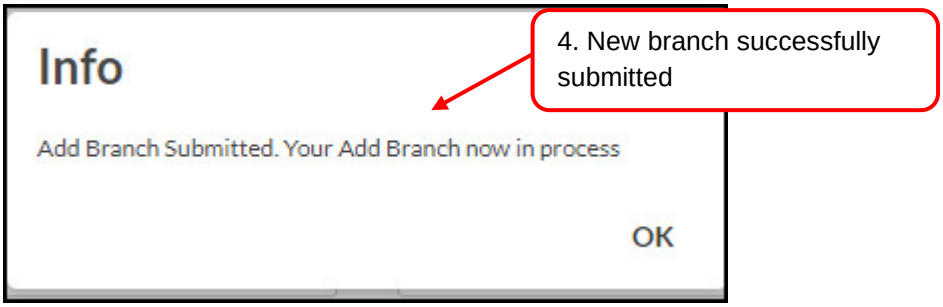


Figure 40

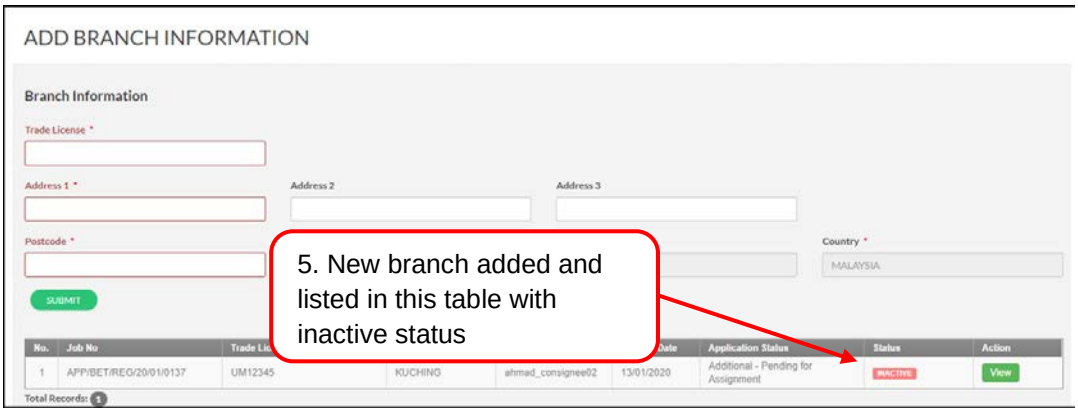


Figure 41

## 5.1. Additional Subscription Information

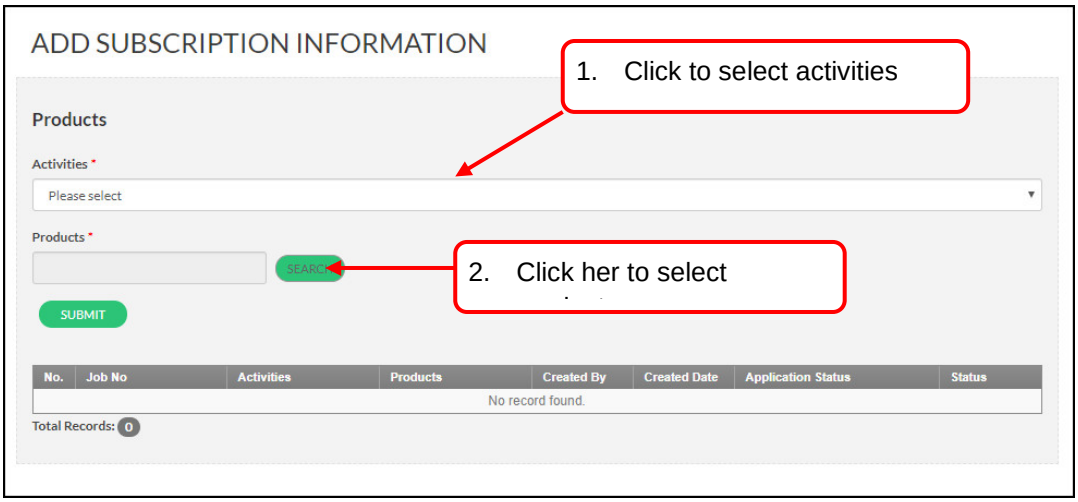


Figure 42

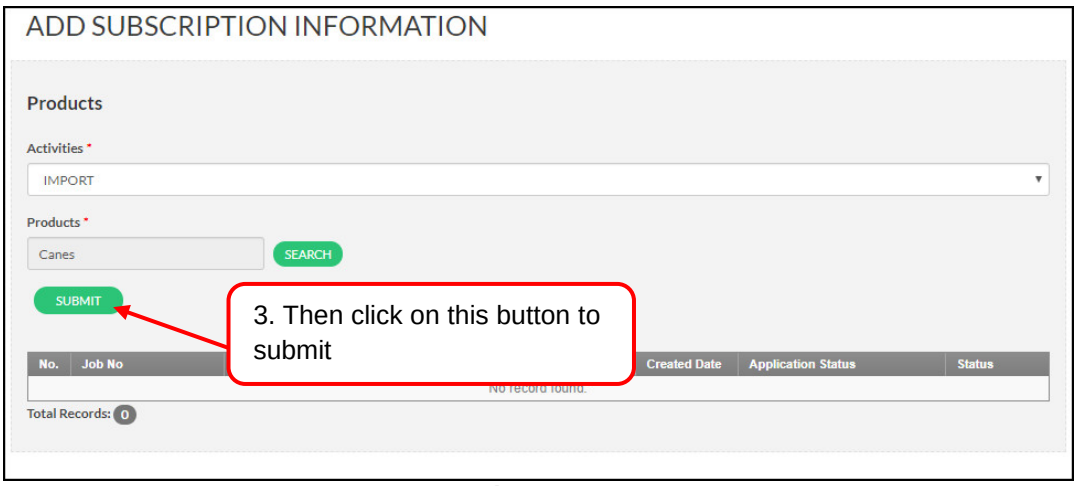


Figure 43

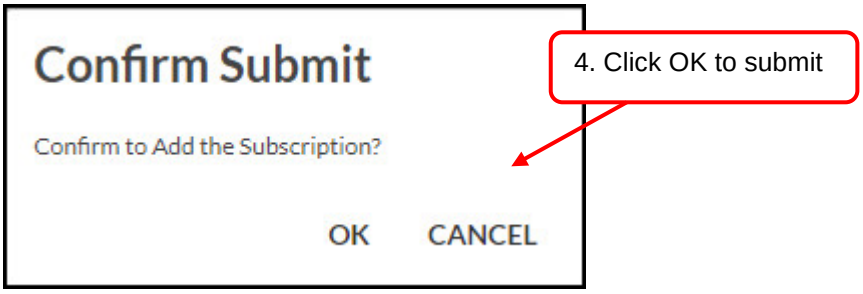


Figure 44

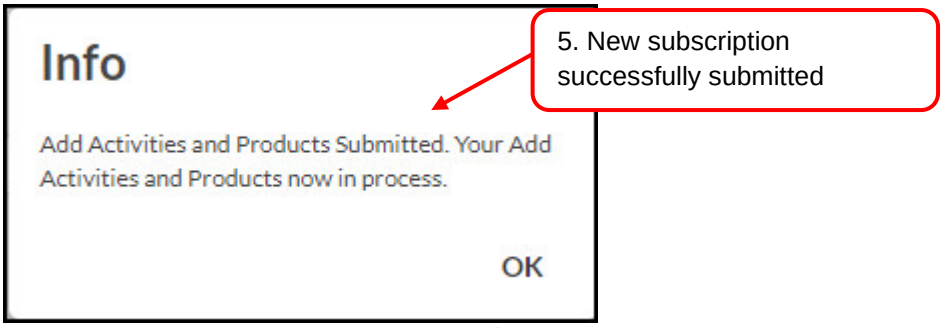


Figure 45

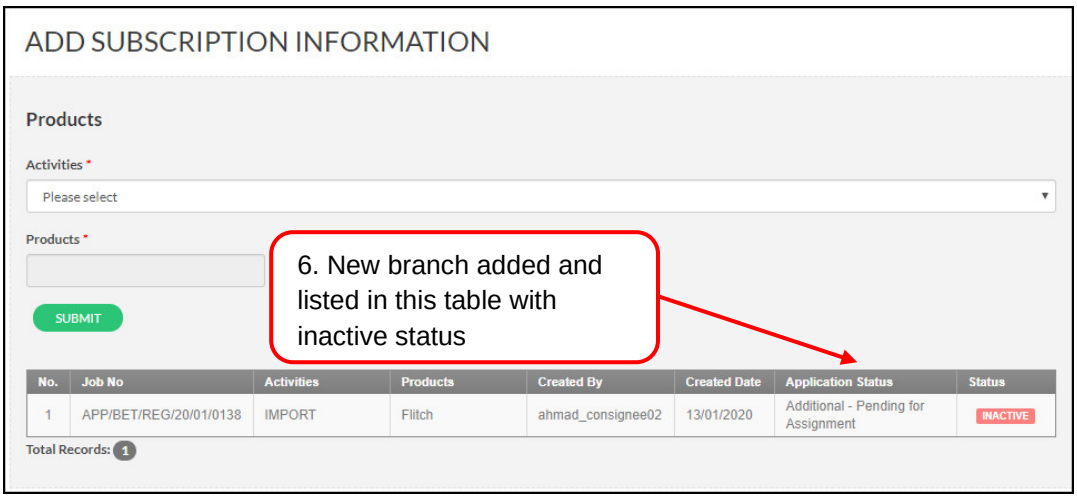


Figure 46

## 5.1. Cancellation Branch/ Subscriber Information

Please use the same steps below for Branch and Subscriber Information cancellation.

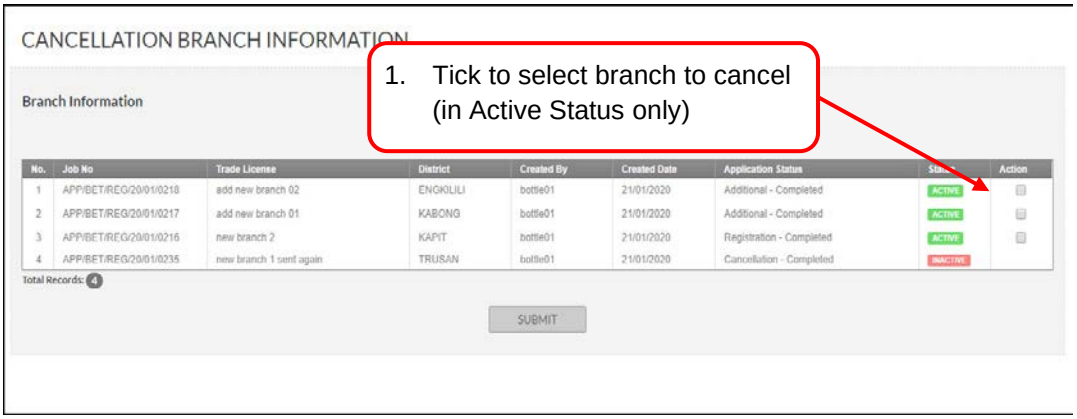


Figure 47

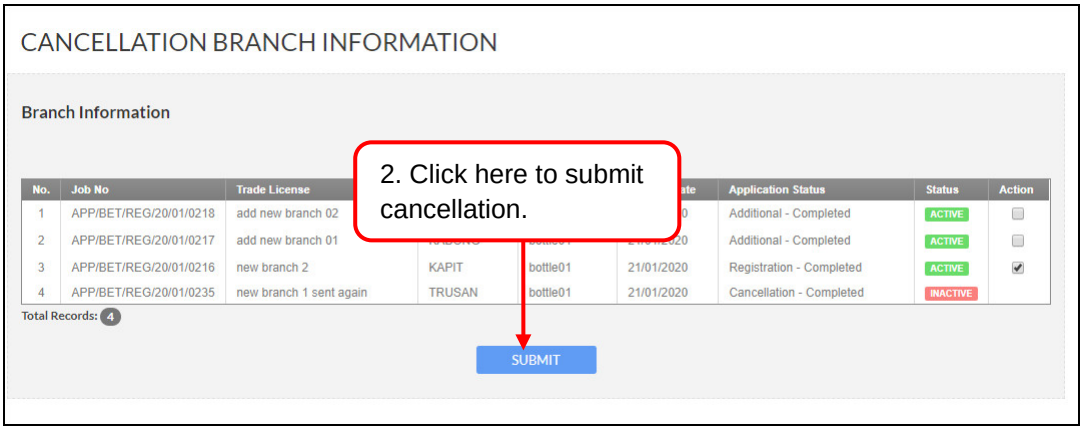


Figure 48

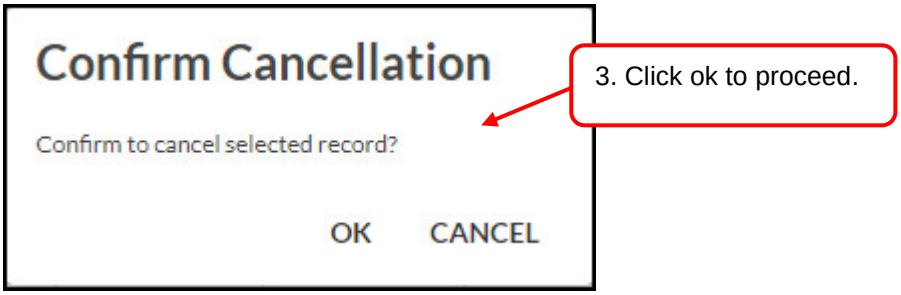


Figure 49

## 5.2. Cancellation Company Info

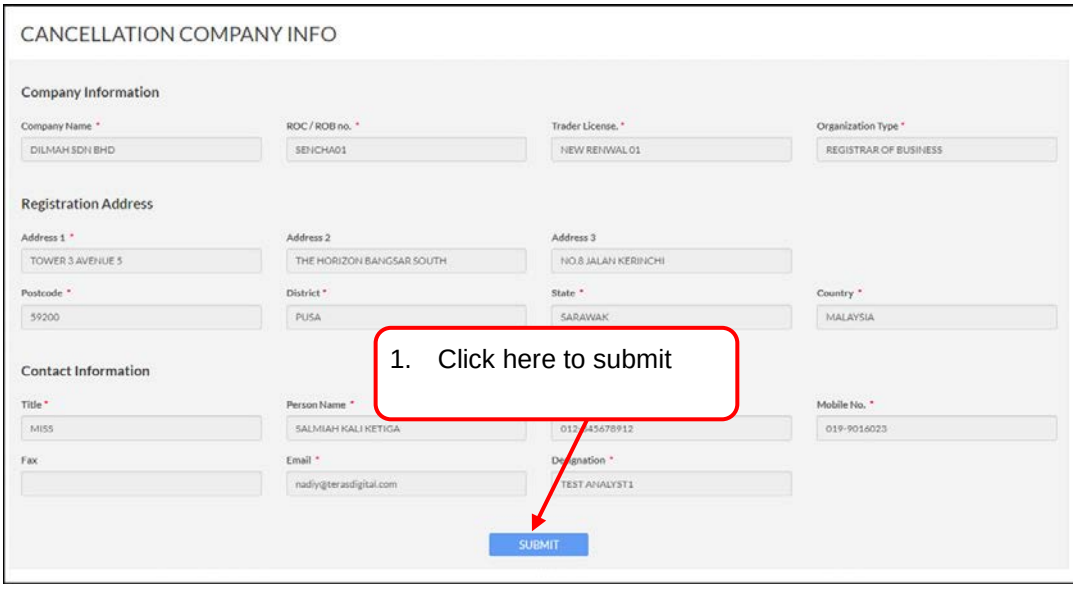


Figure 50

Figure 51

## 5.3. Change Branch Info

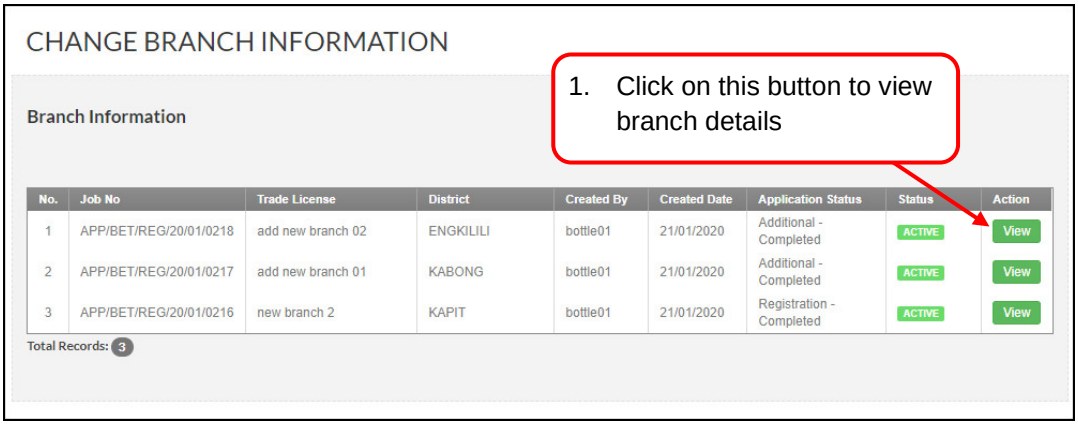


Figure 52

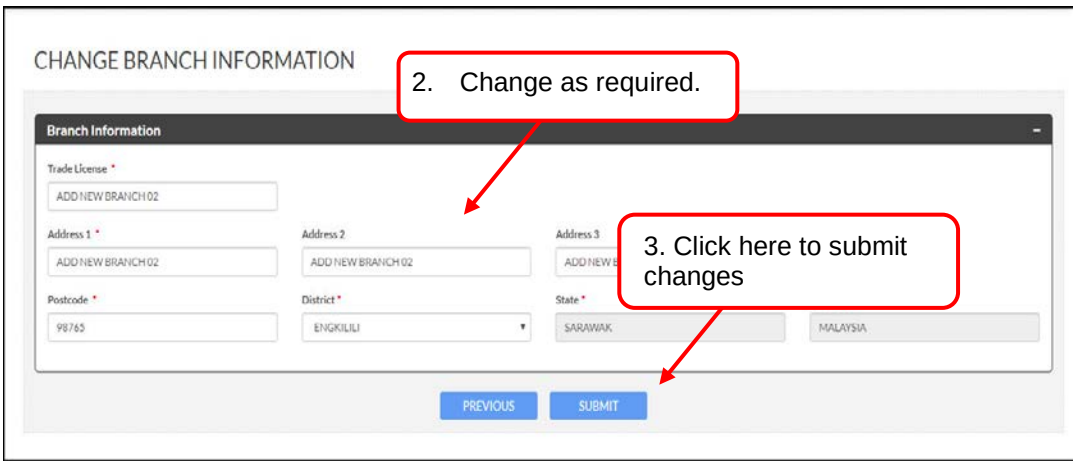


Figure 53

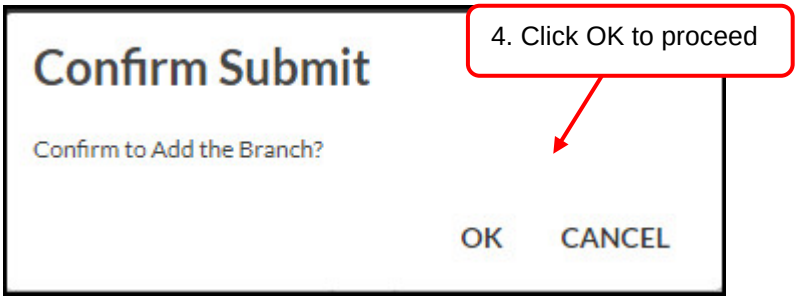


Figure 54

## 5.4. Change Company Information

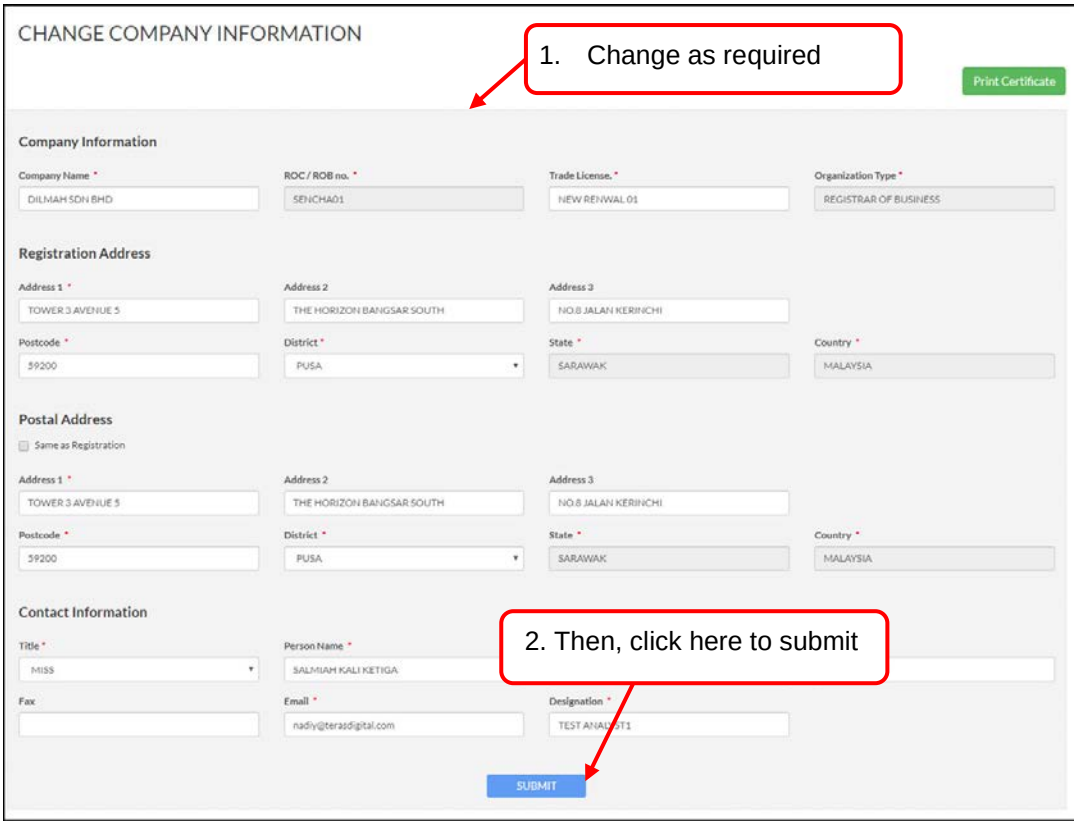


Figure 55


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# Section 6. Timber Grader Subscription

This section shows the steps to search, edit, view, request, cancel and make payment for grading.

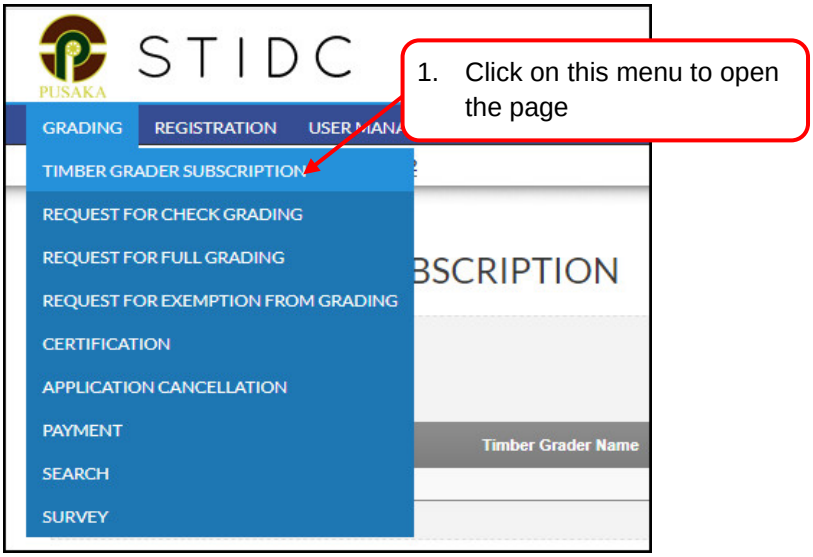


Figure 56

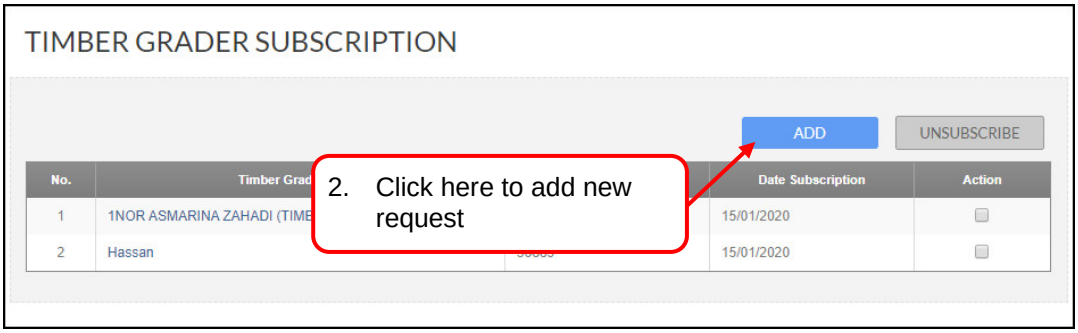


Figure 57


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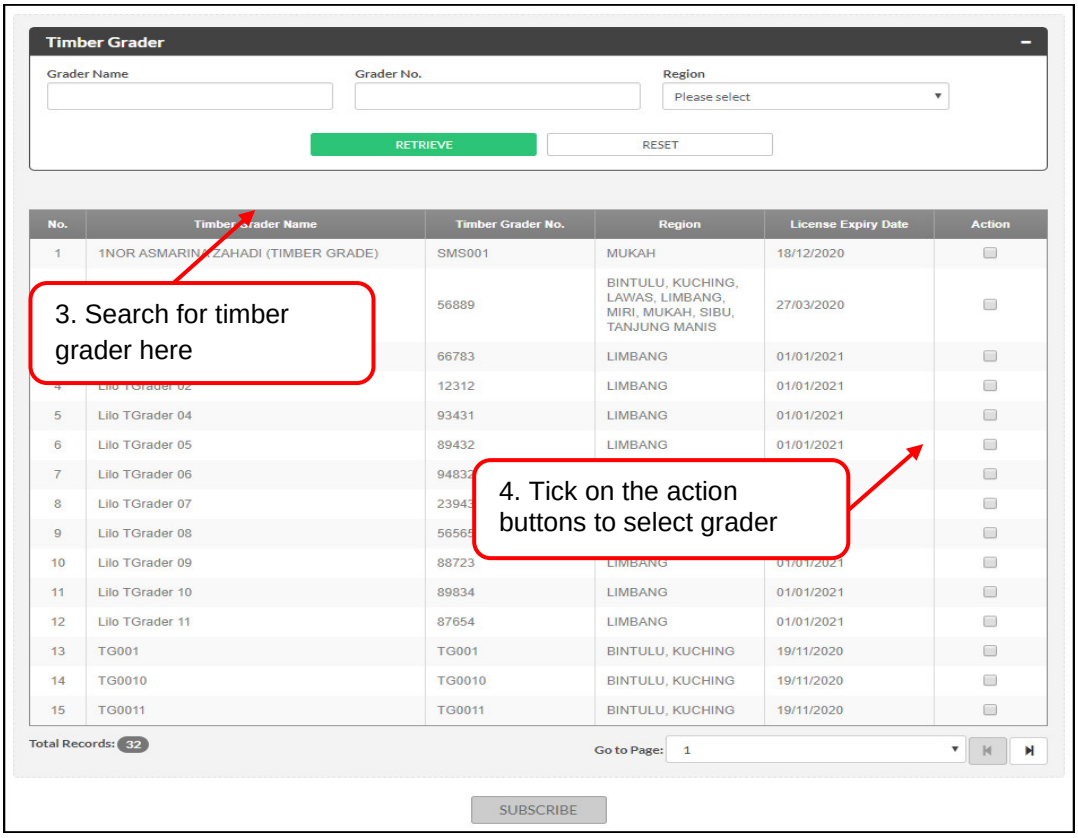


Figure 58

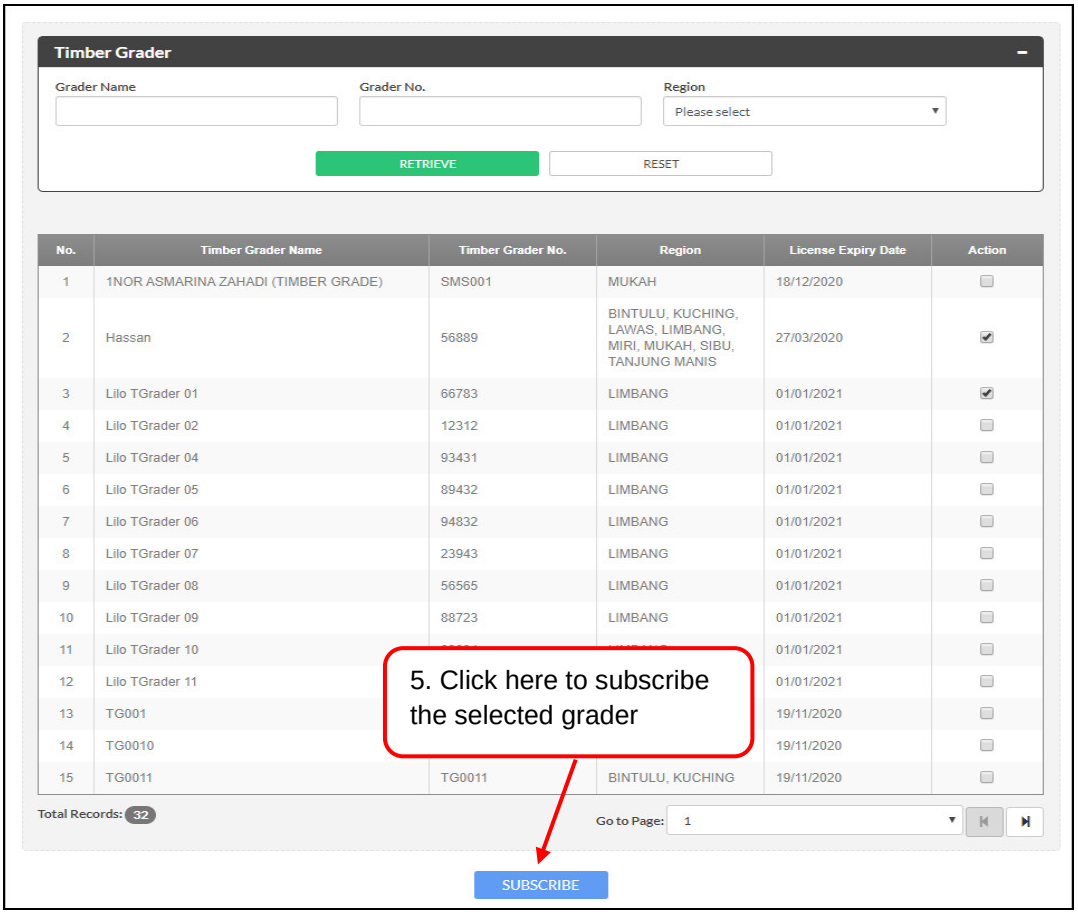


Figure 59

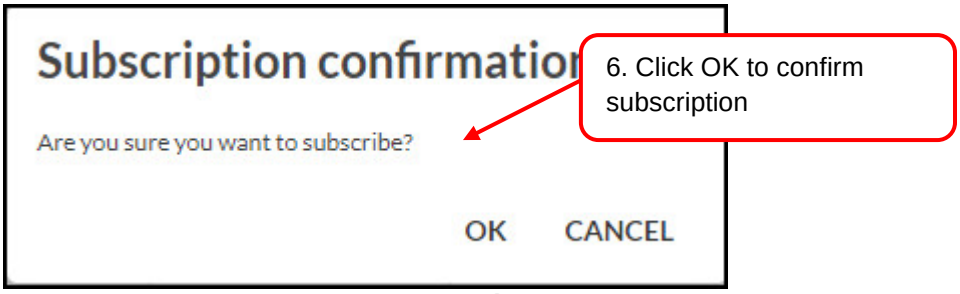


Figure 60

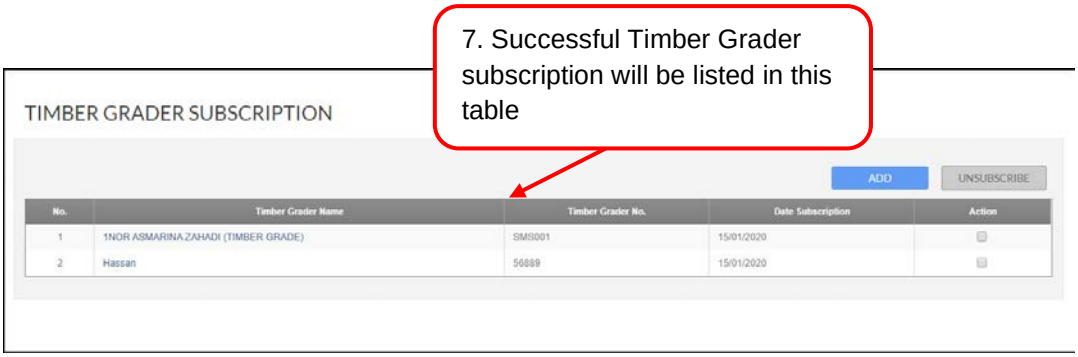


Figure 61

## 6.1. Unsubscribe Timber Grader

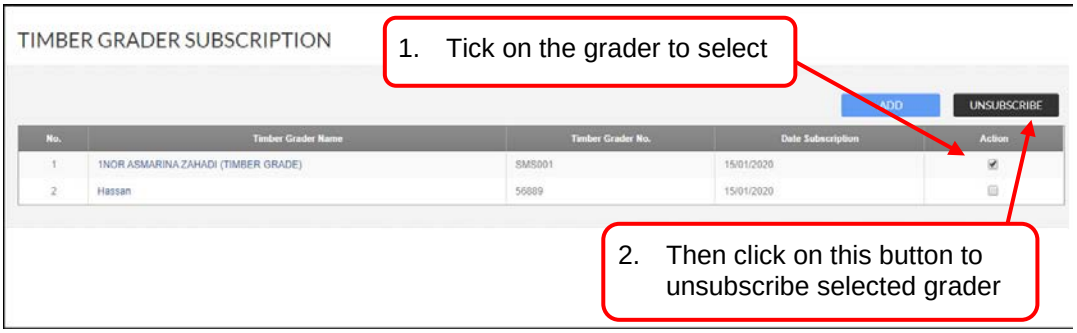


Figure 62

Figure 63

# Section 7. Request for Check Grading

This section shows the steps to create new request for check grading.

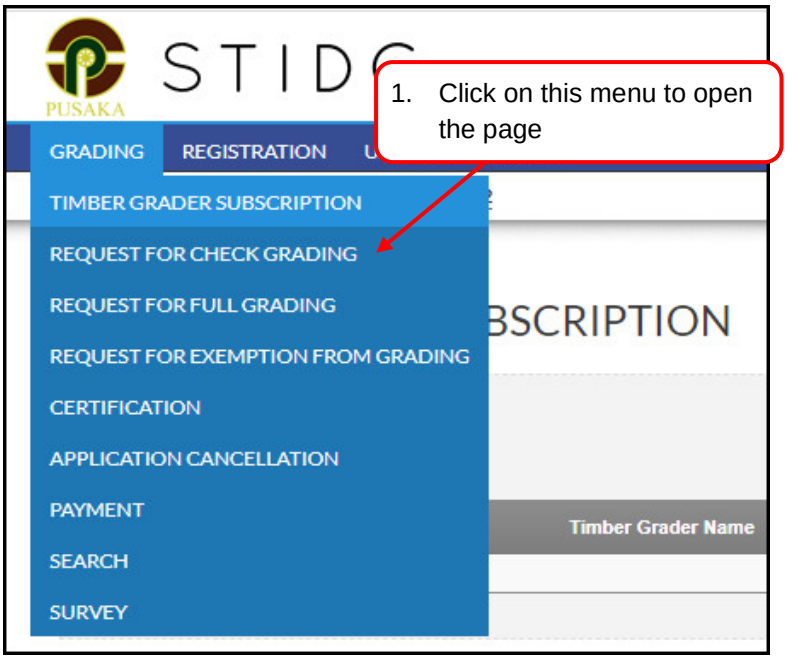


Figure 64

## 7.1. Create New

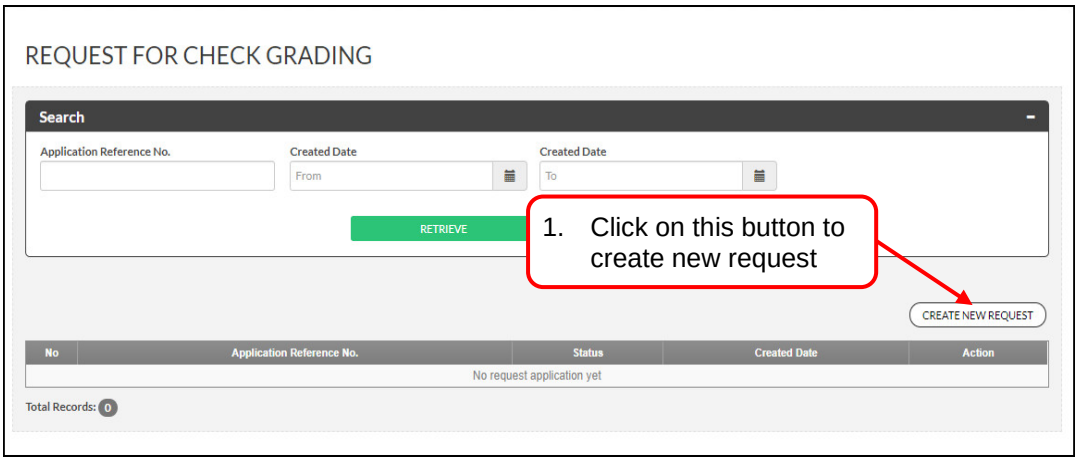


Figure 65

## 7.1.1. Requestor and Consignee Details

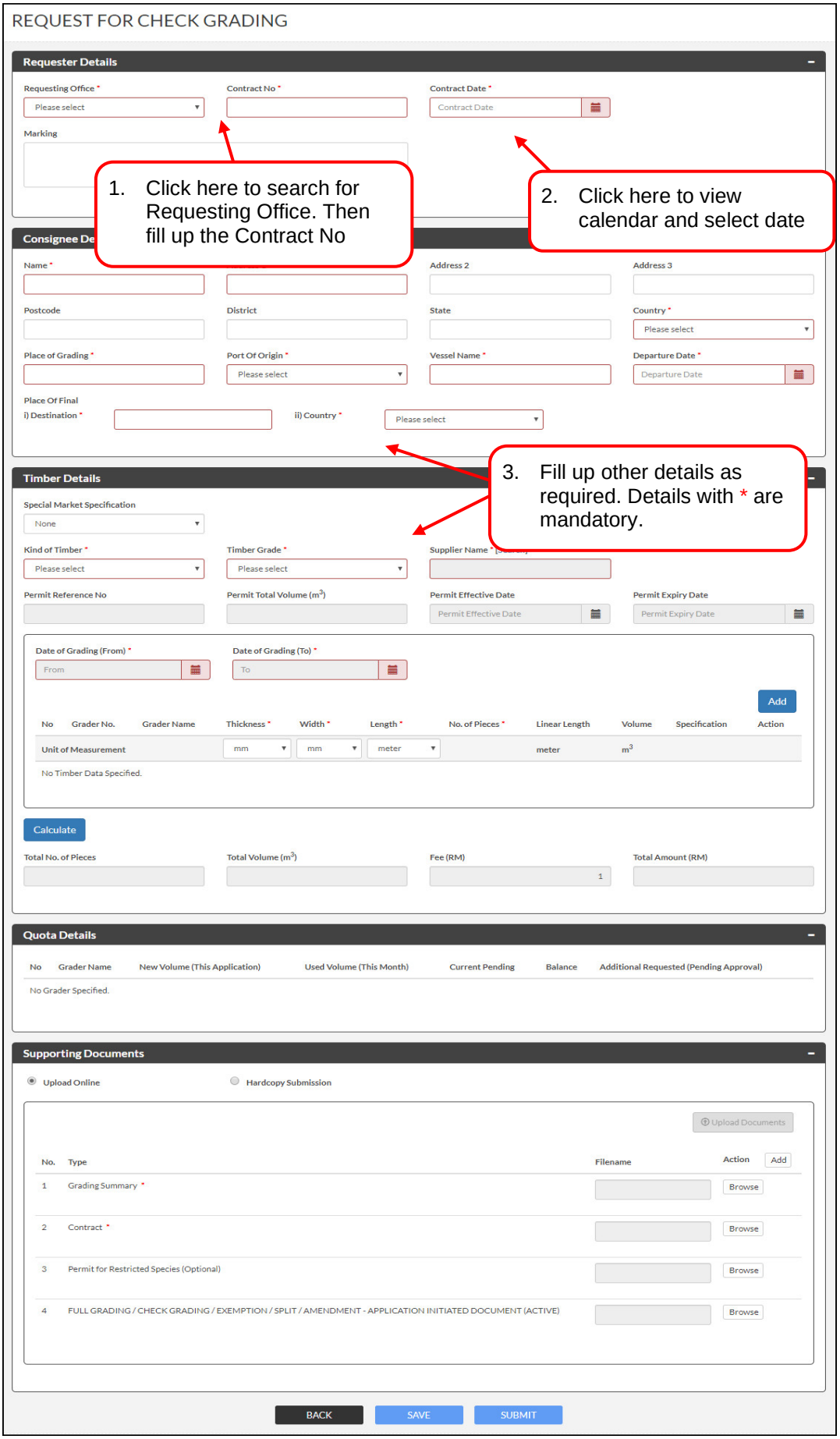


Figure 66

## 7.1.2. Timber Details

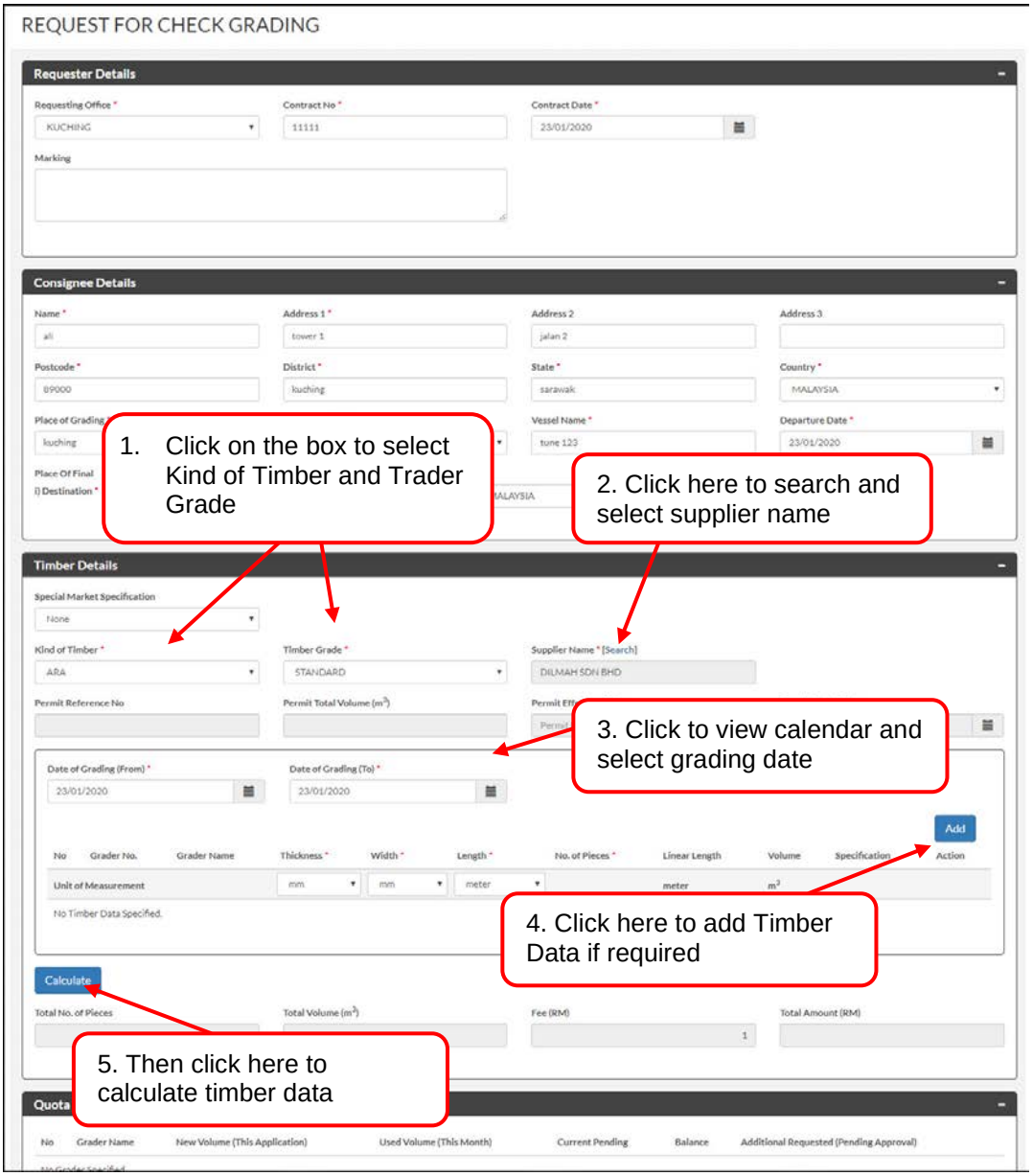


Figure 67


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## 7.1.3. Supporting Documents

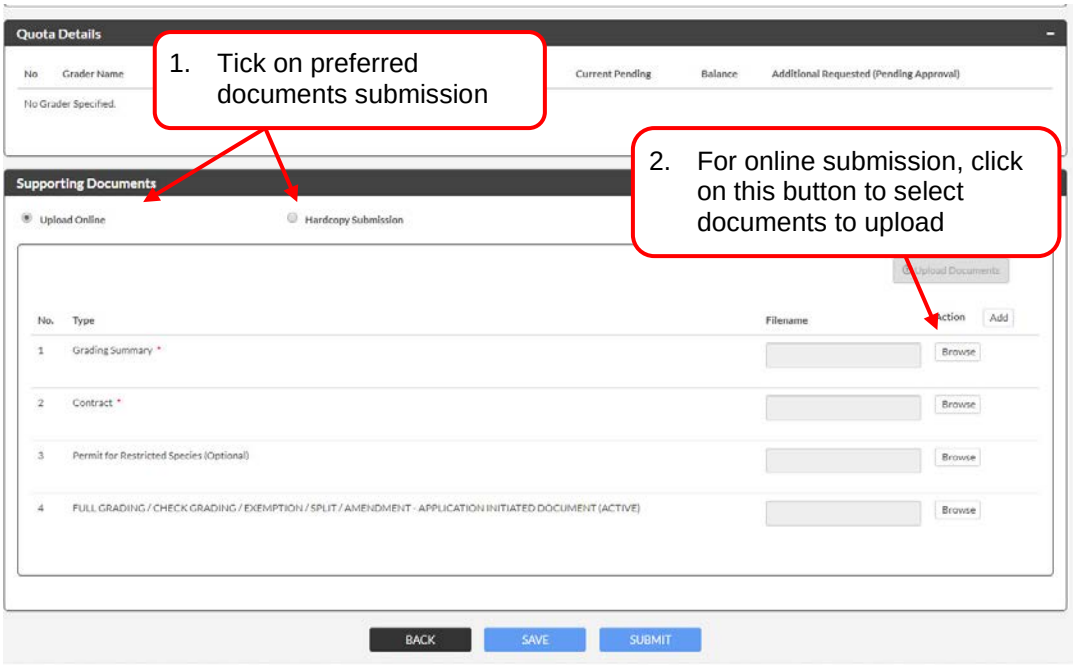


Figure 68

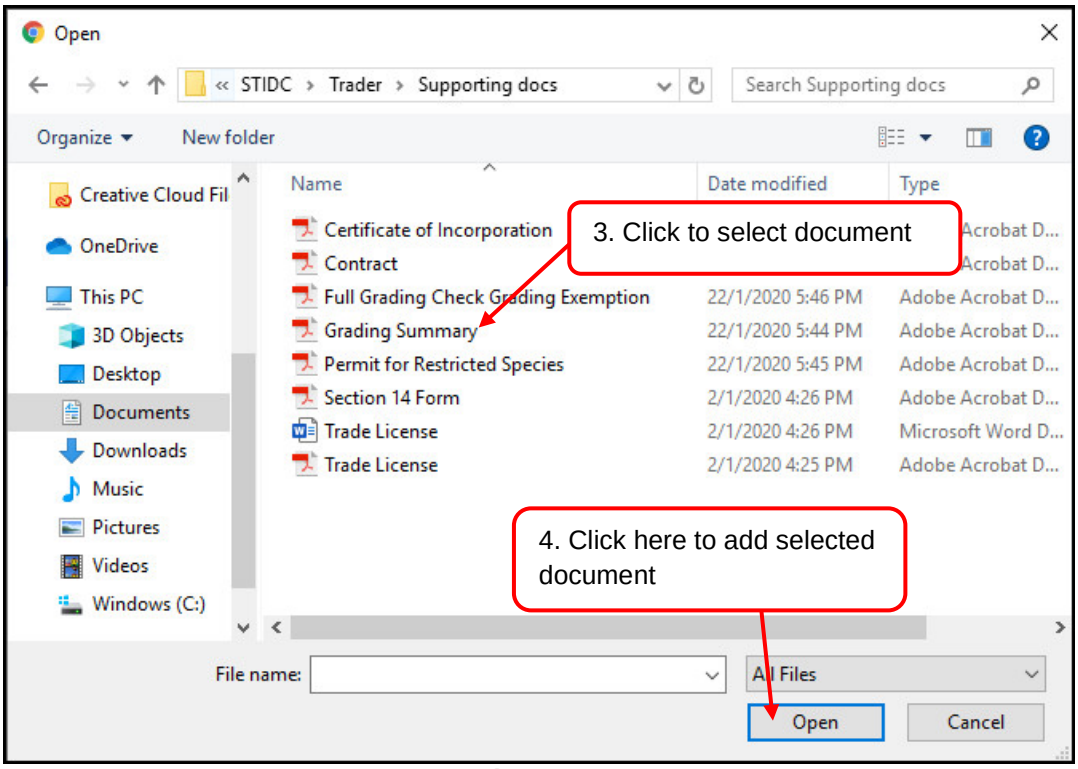


Figure 69

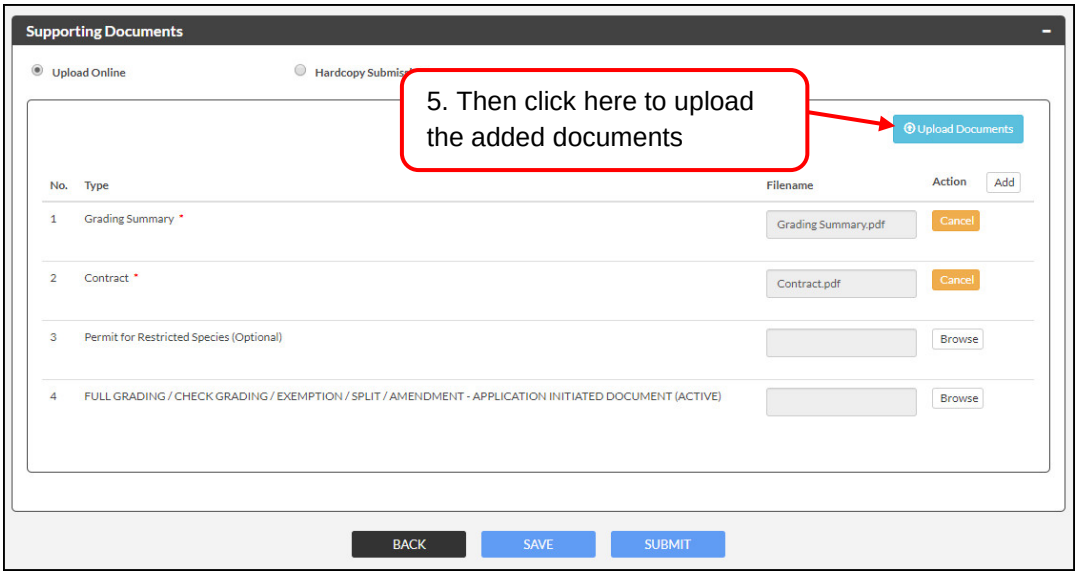


Figure 70

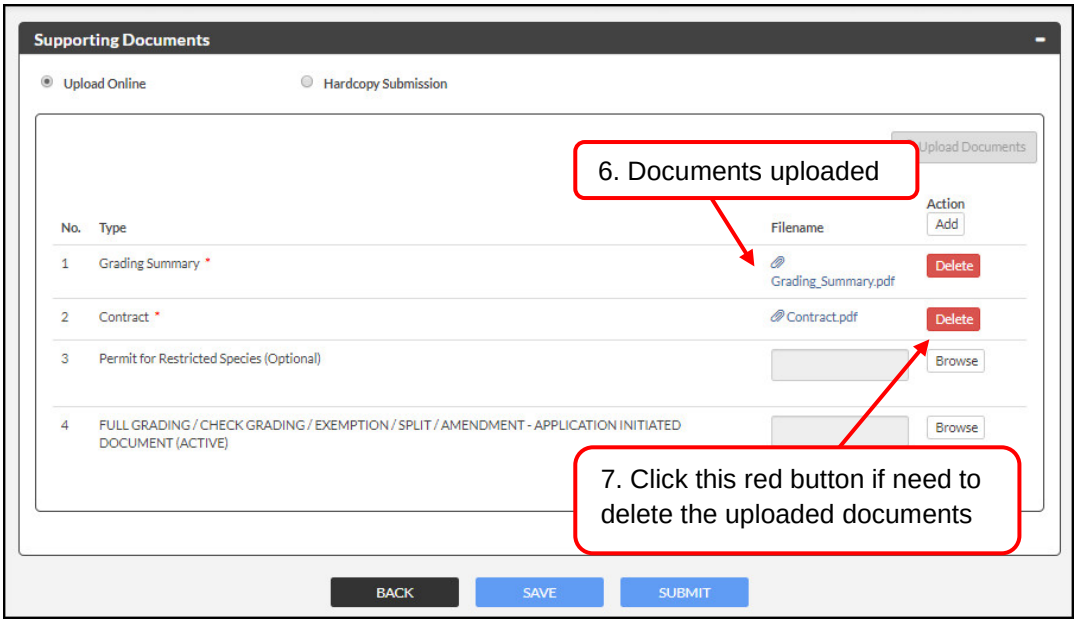


Figure 71

## 7.1.4. Submit

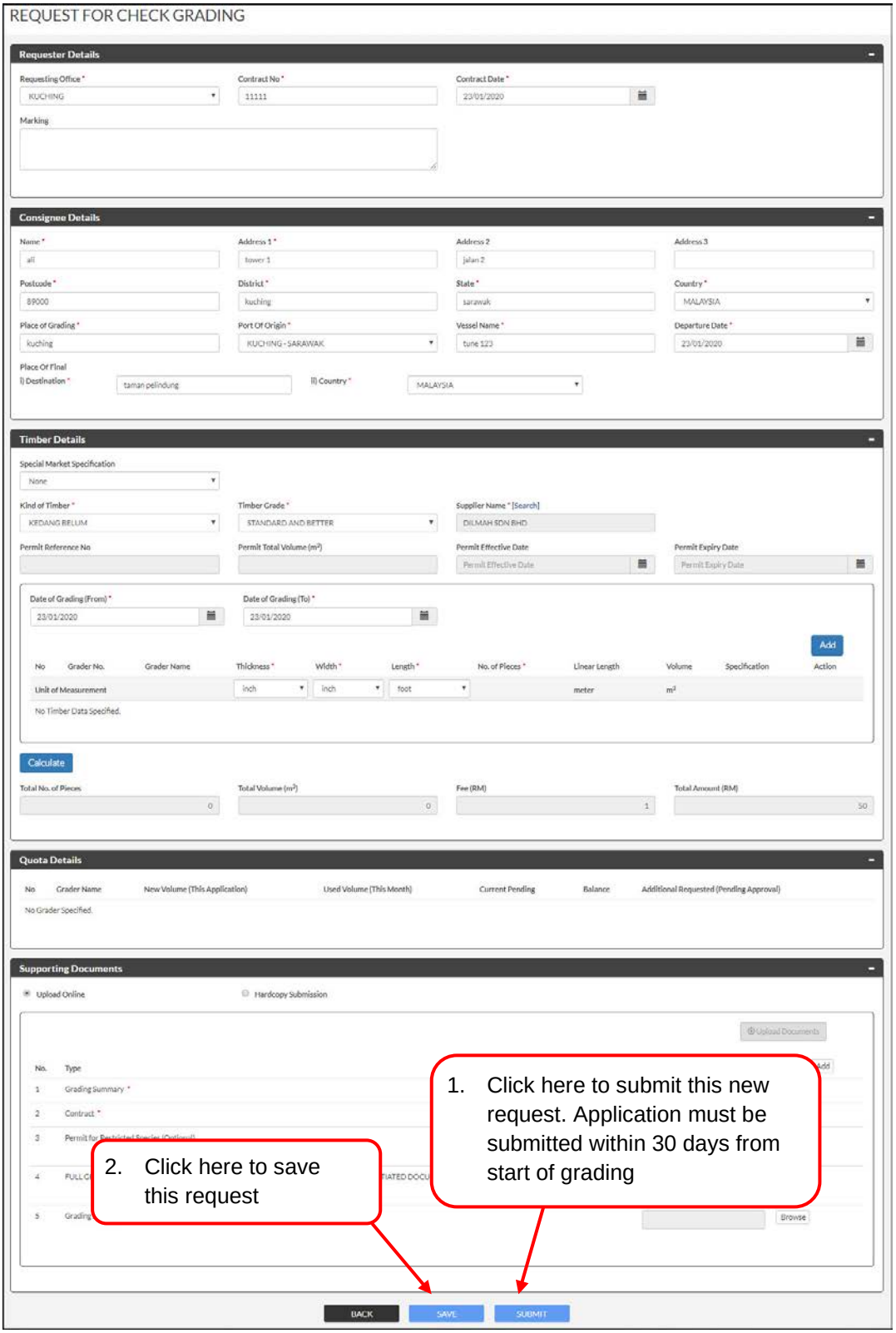


Figure 72

Figure 73

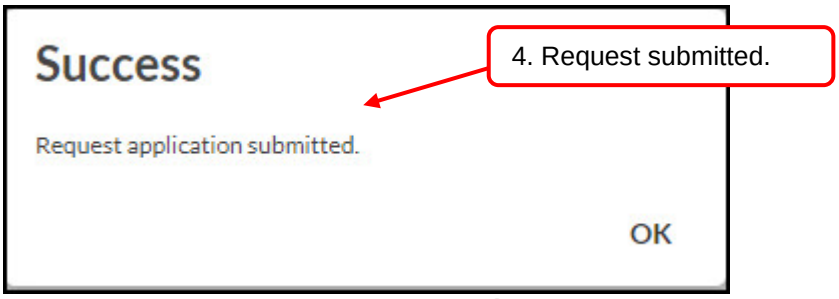


Figure 74

# Section 8. Request for Full Grading

This section shows the steps to create new MILL and view previous records.

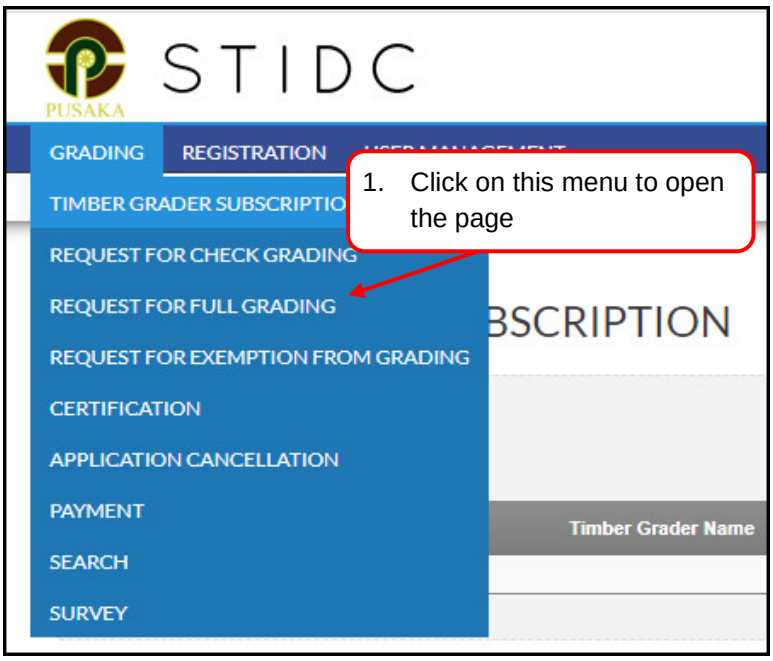


Figure 75

## 8.1. Create New

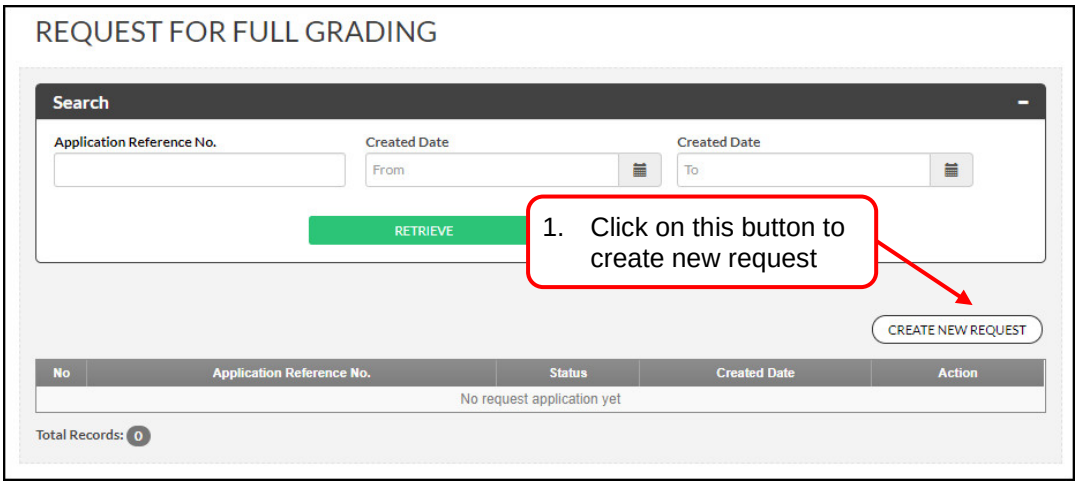


Figure 76

## 8.1.1. Requestor and Consignee Details

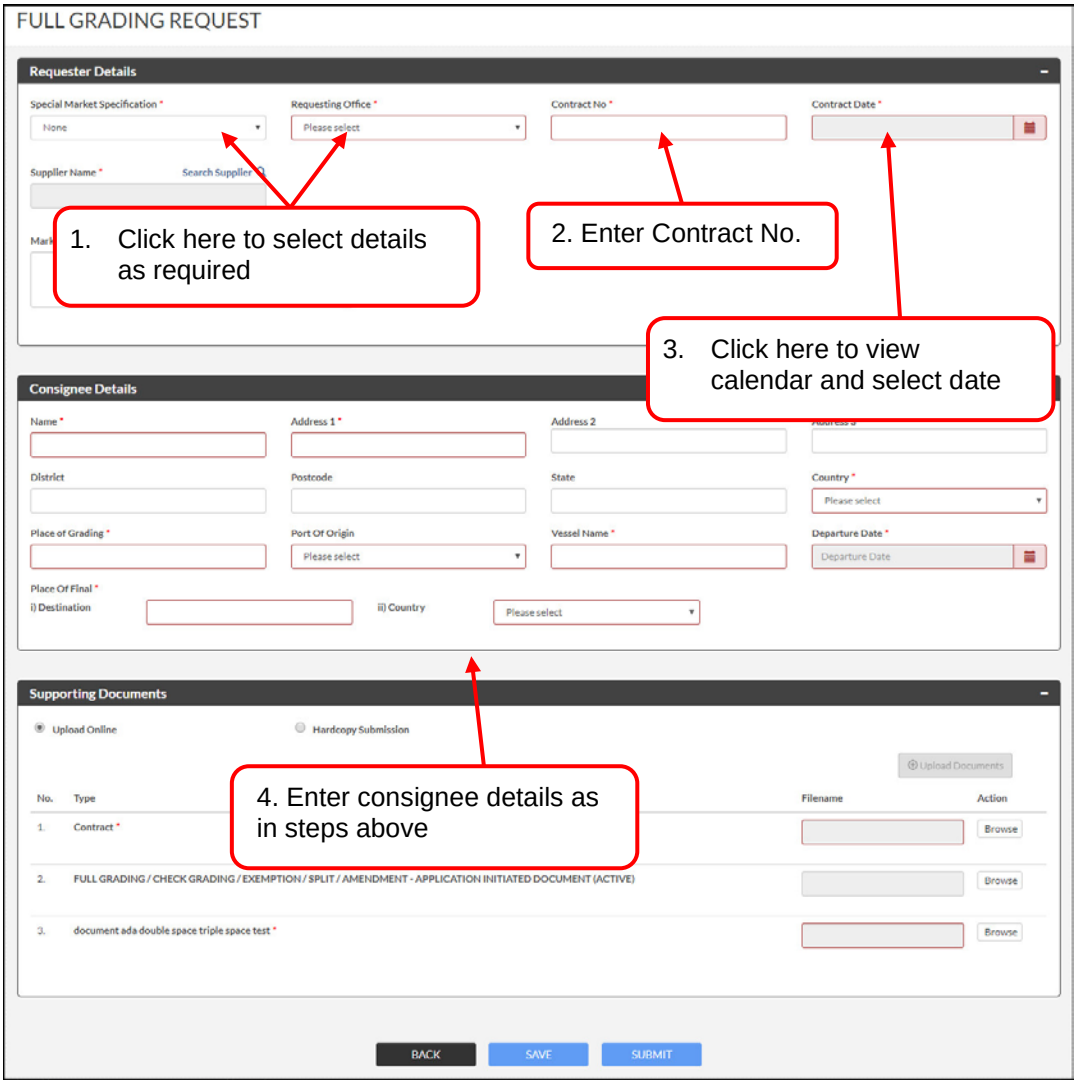


Figure 77


© Dagang Net 2021

## 8.1.2. Supporting Documents

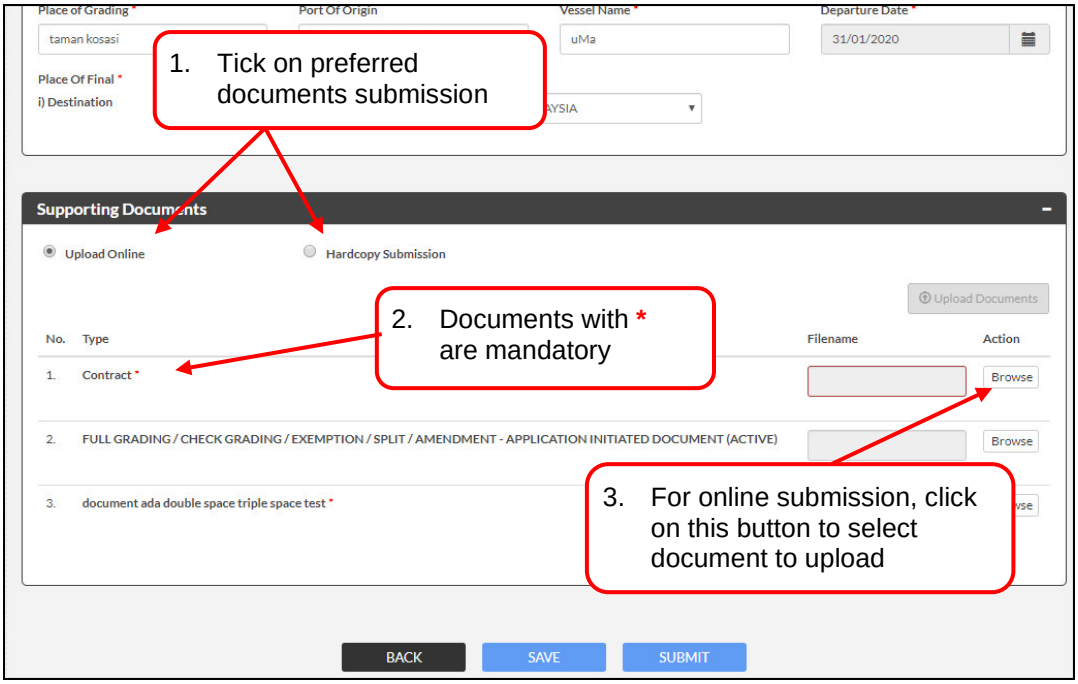


Figure 78

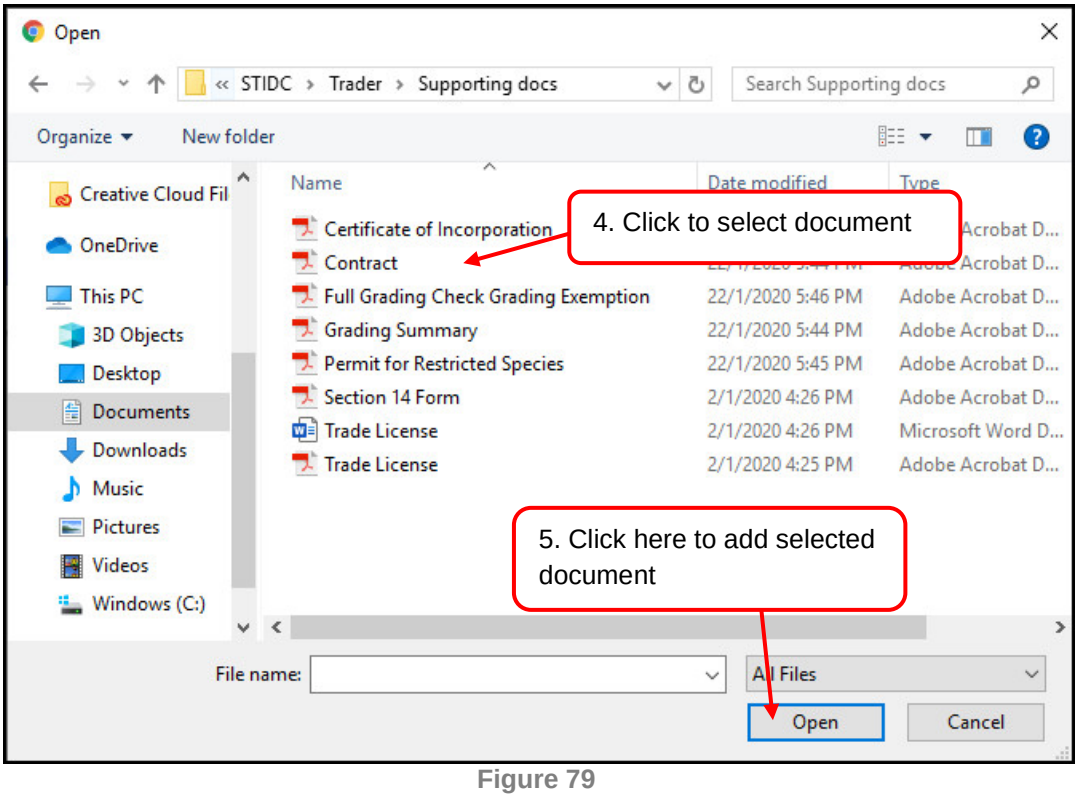


Figure 79

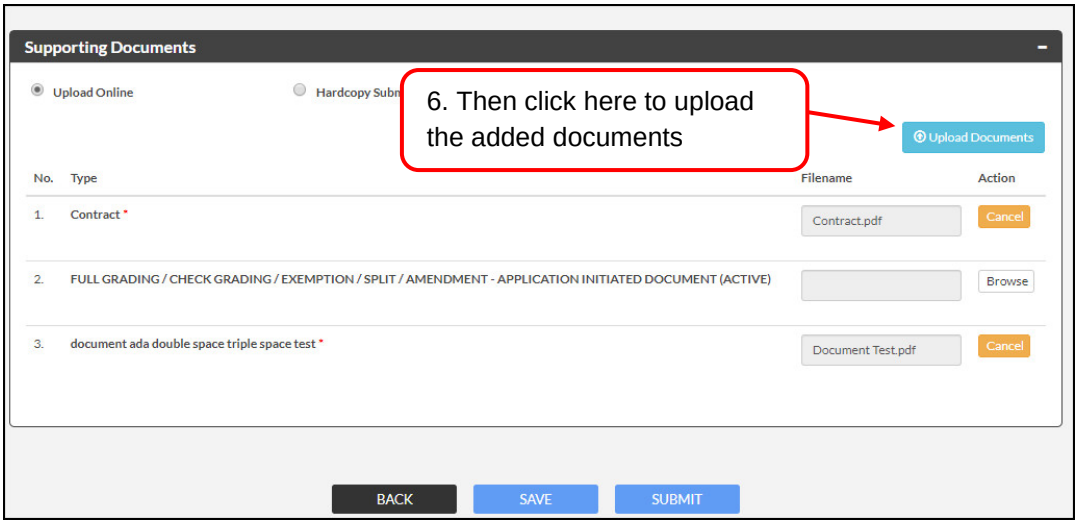


Figure 80

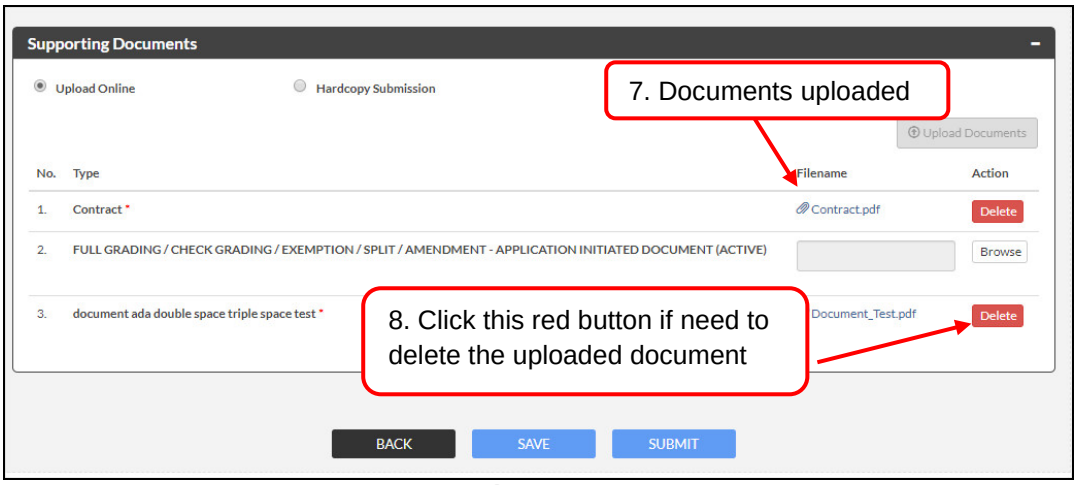


Figure 81

## 8.1.3. Submit

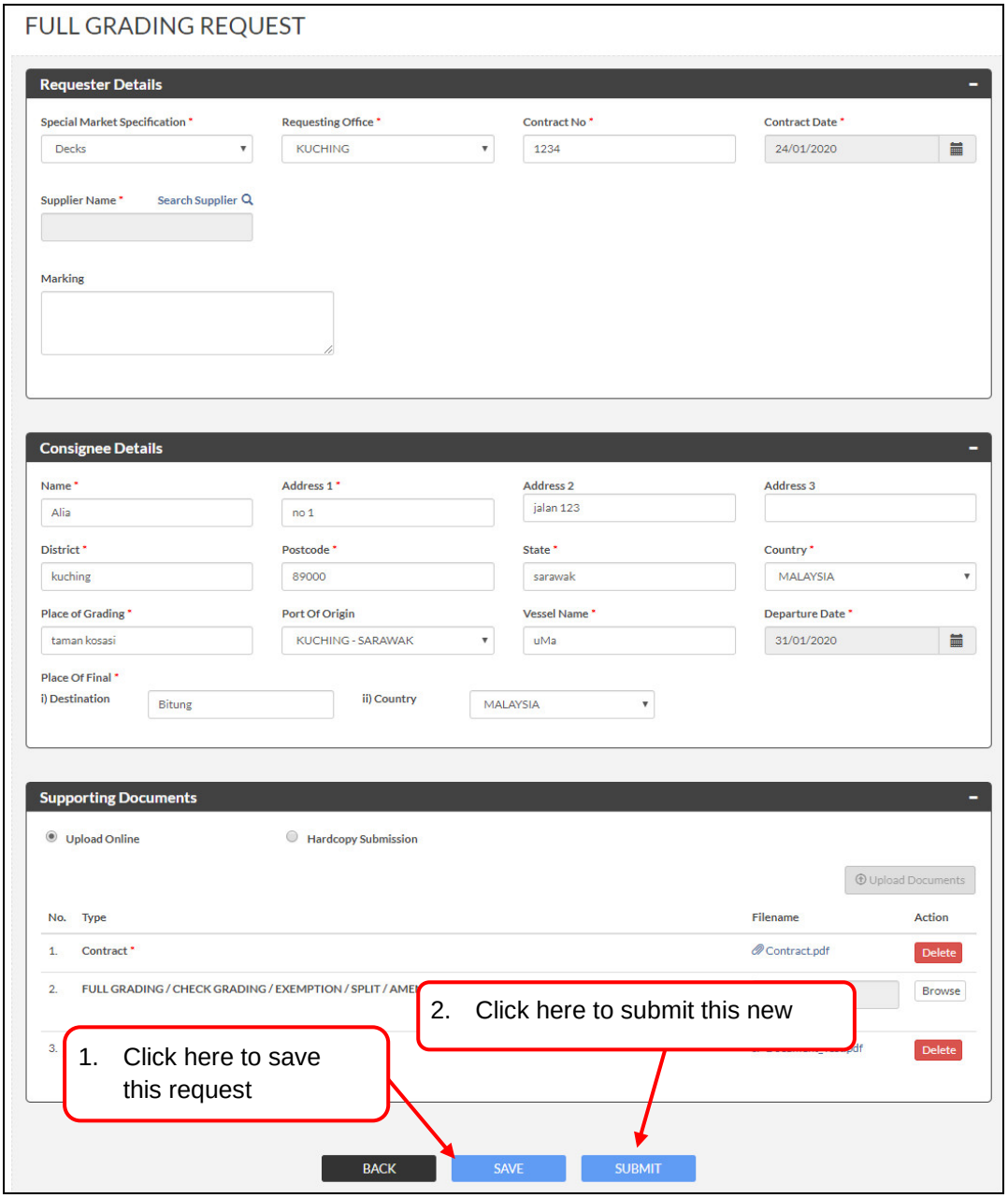


Figure 82

Figure 83

# Section 9. Request for Exemption from Grading

This section shows the steps to request for exemption grading.

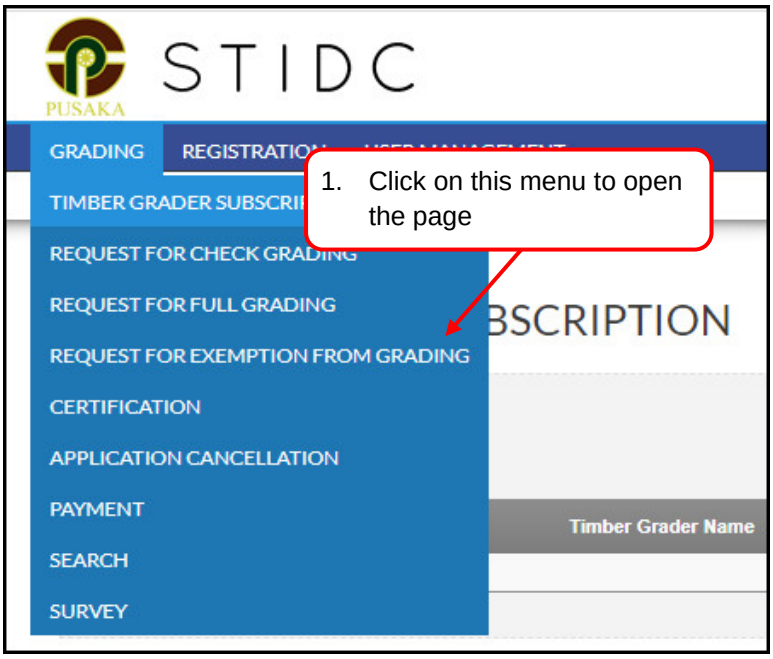


Figure 84

## 9.1. Create New

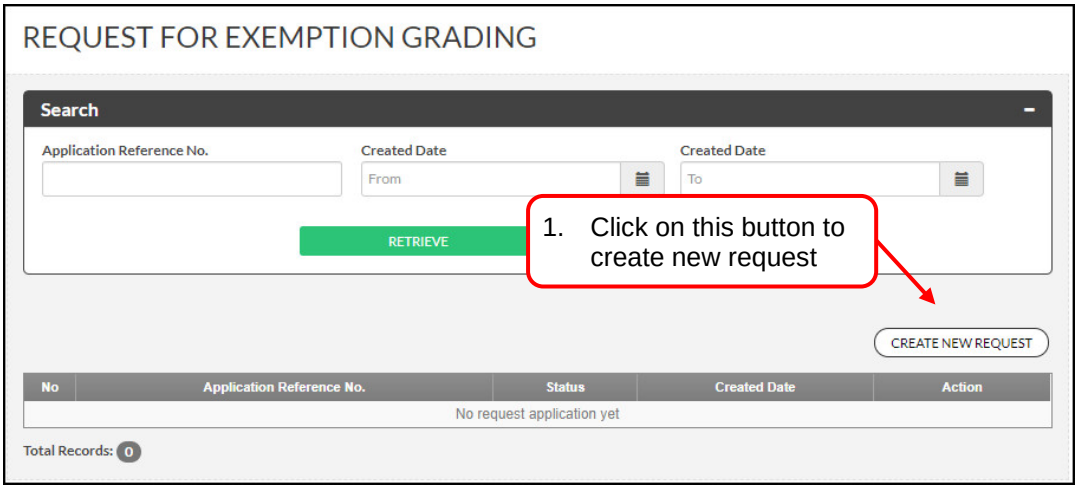


Figure 85

## 9.1.1. Requestor and Consignee Details

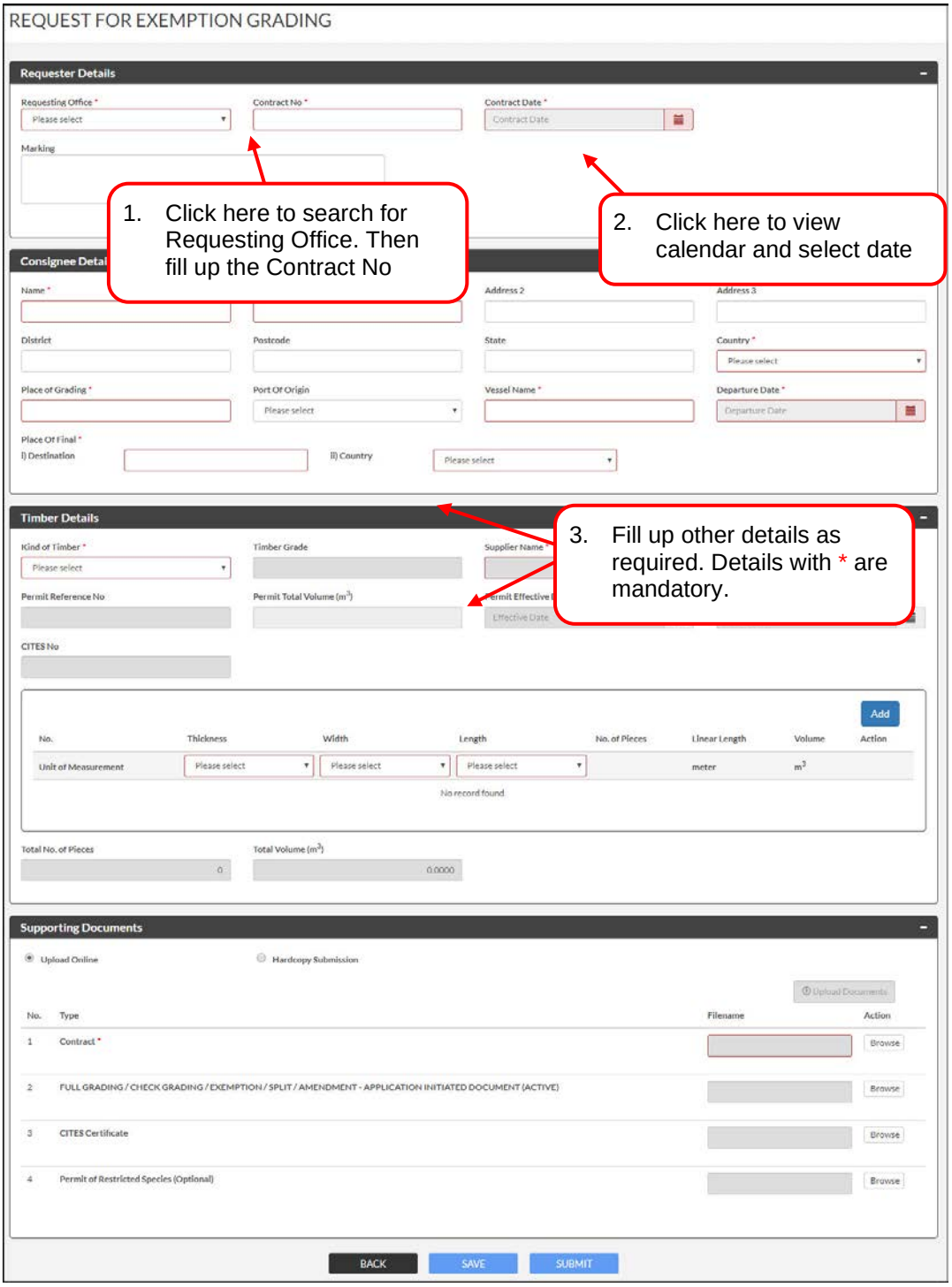


Figure 86

## 9.1.2. Timber Details

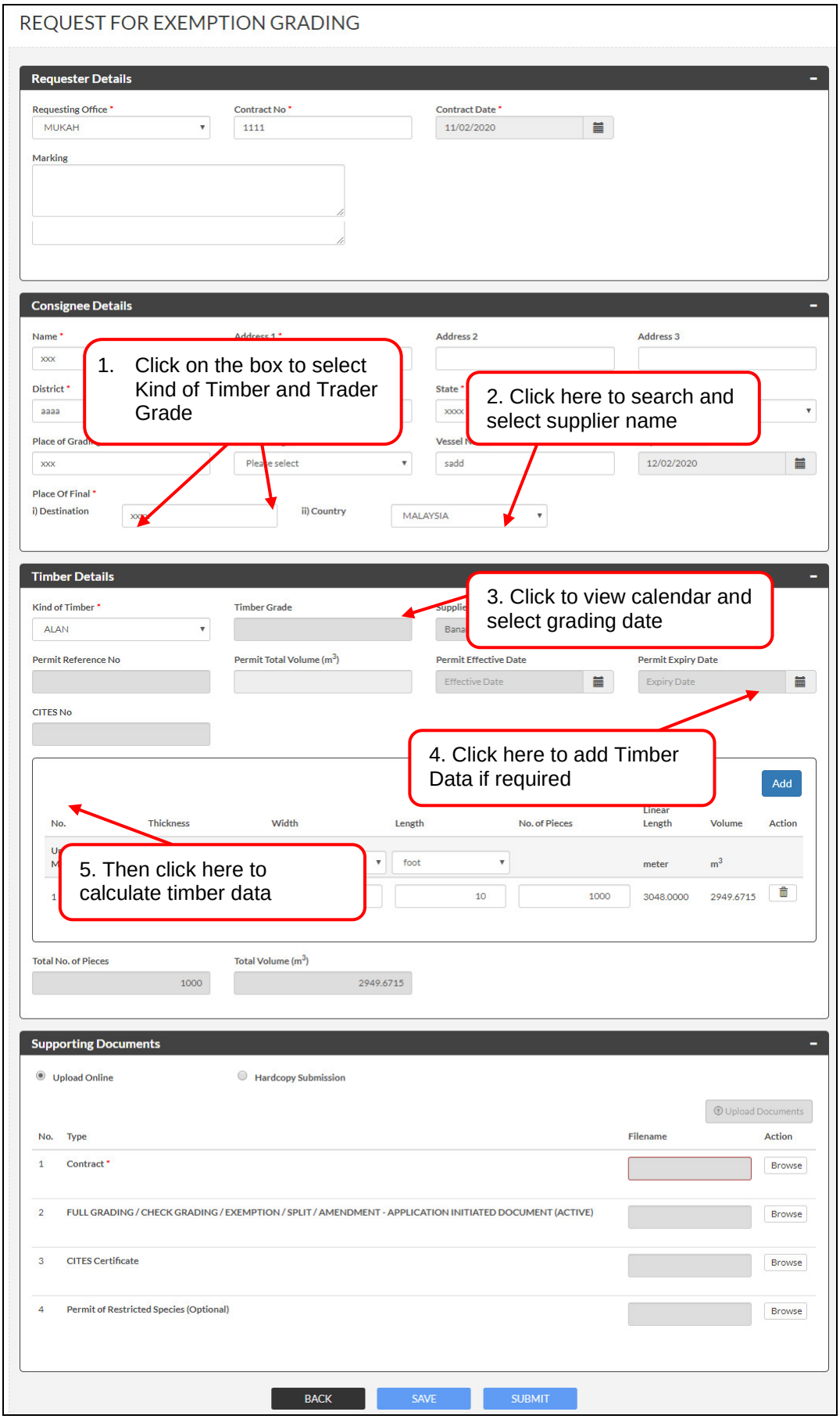


Figure 87


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## 9.1.3. Supporting Documents

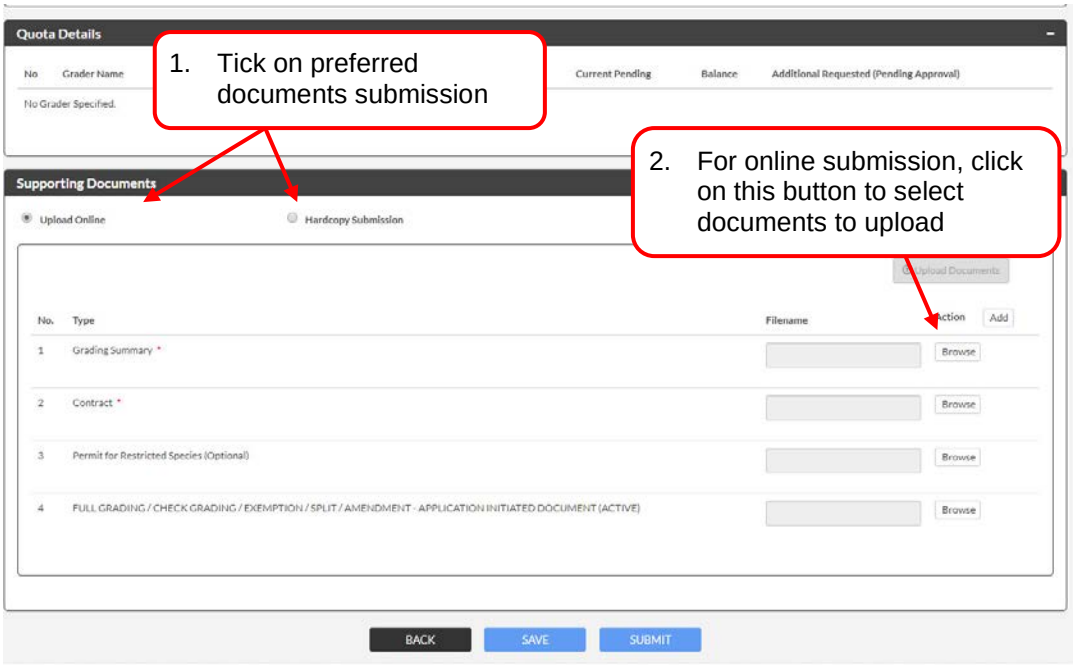


Figure 88

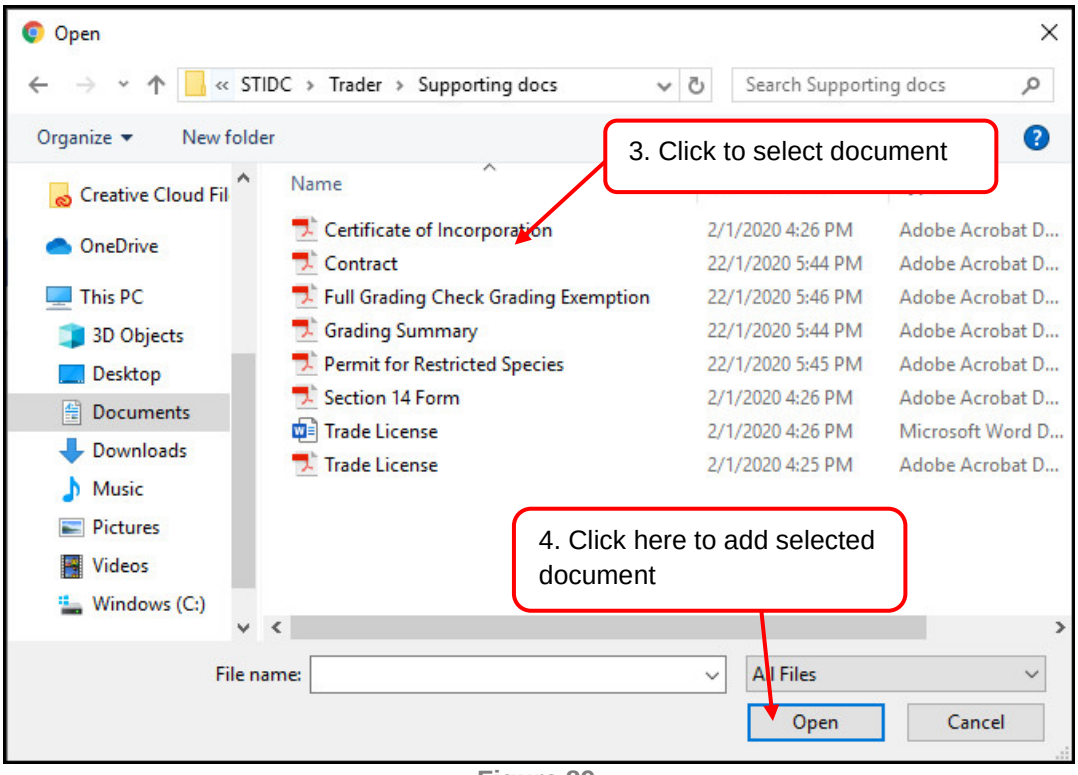


Figure 89

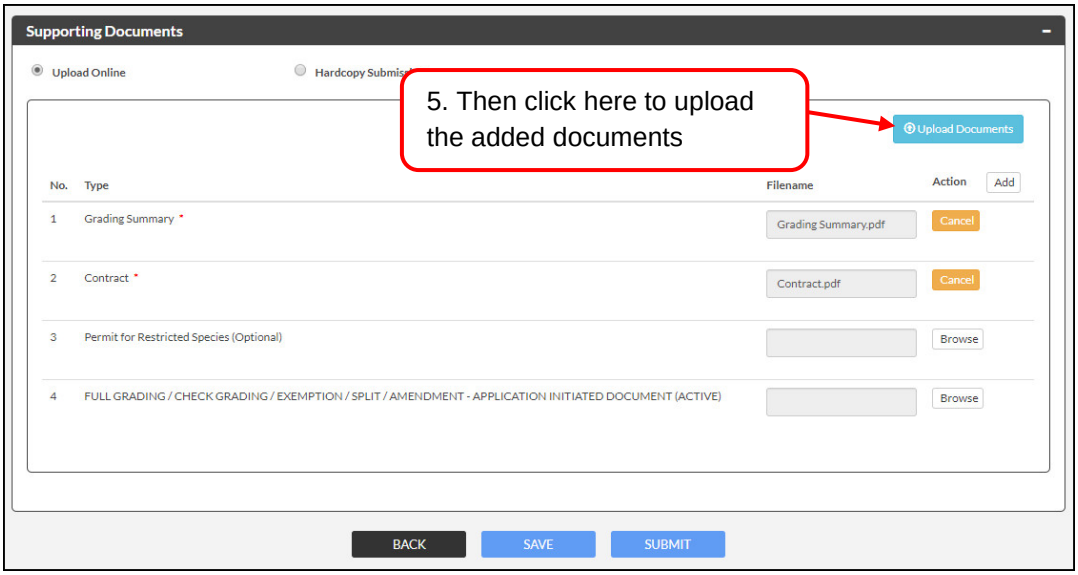


Figure 90

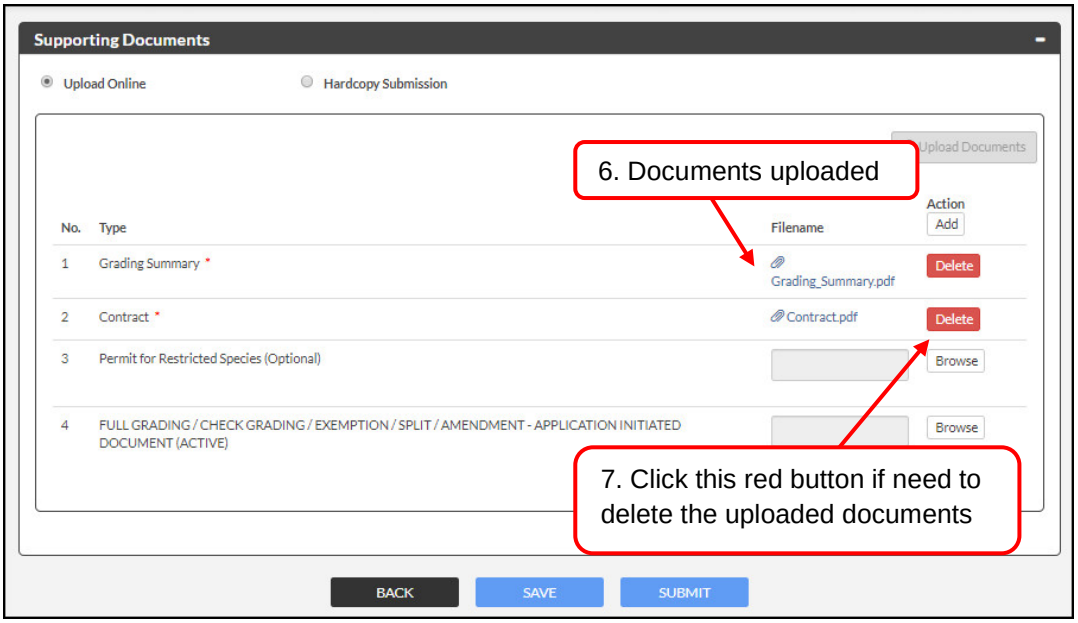


Figure 91

## 9.1.4. Submit

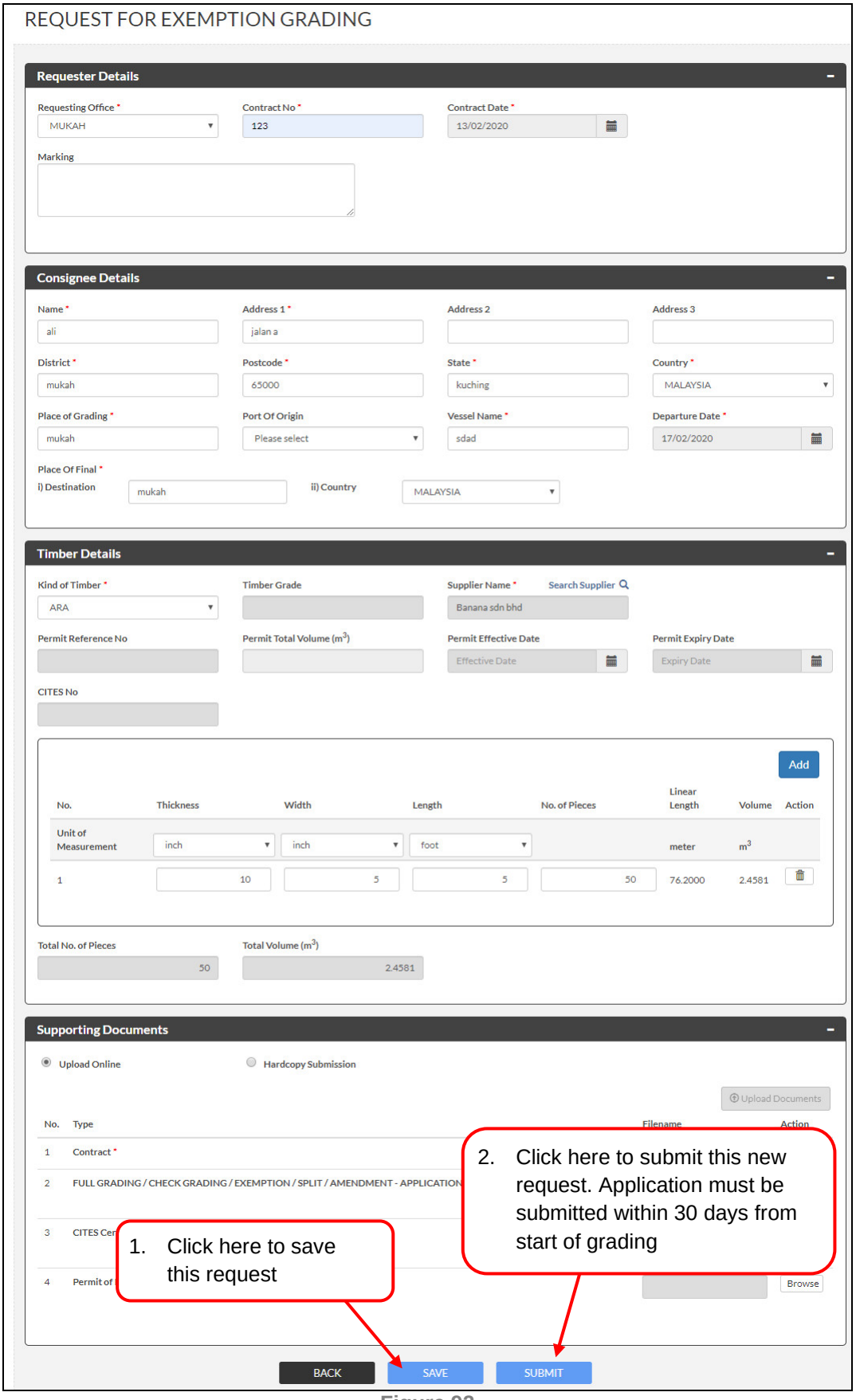


Figure 92


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Figure 93

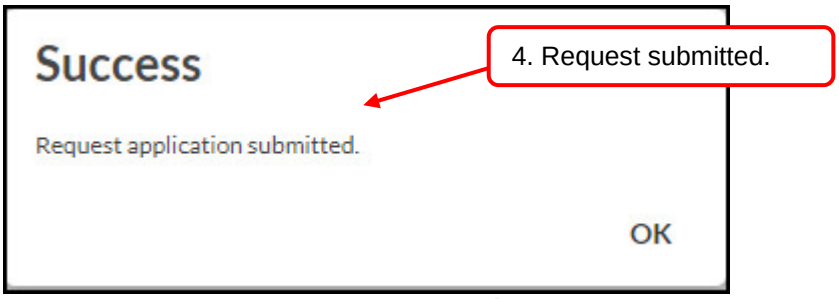


Figure 94

# Section 10. Certification

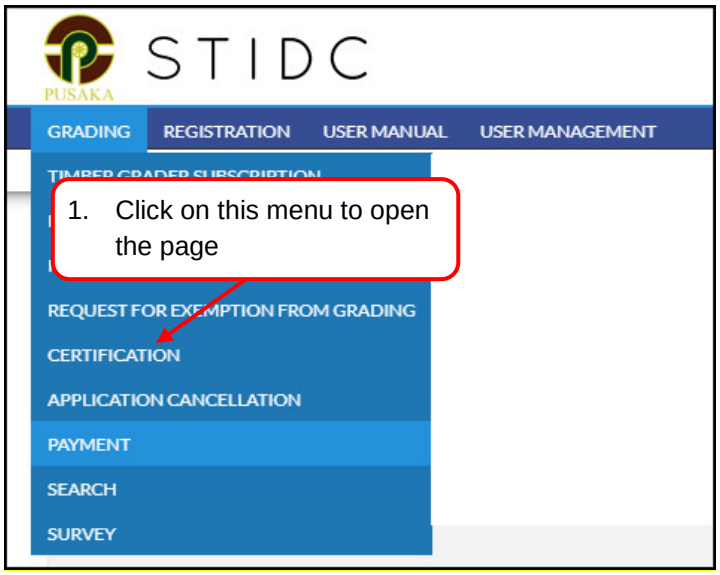


Figure 95

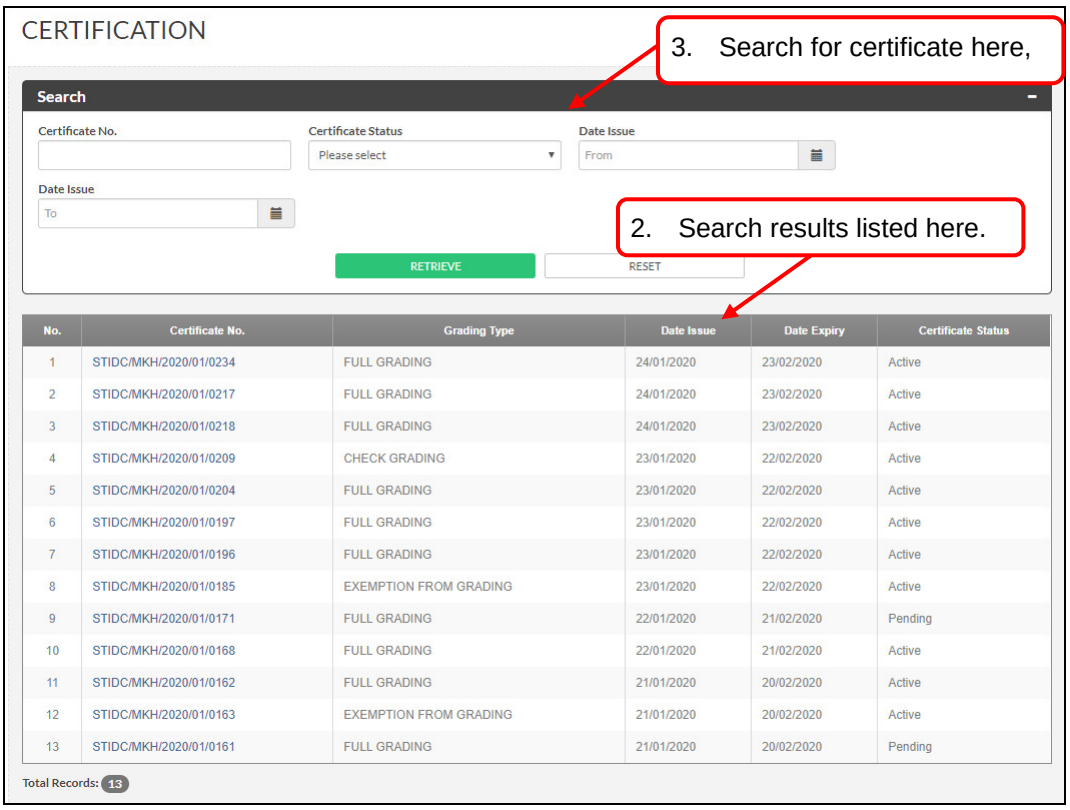


Figure 96

# 10.1. Print Certificate

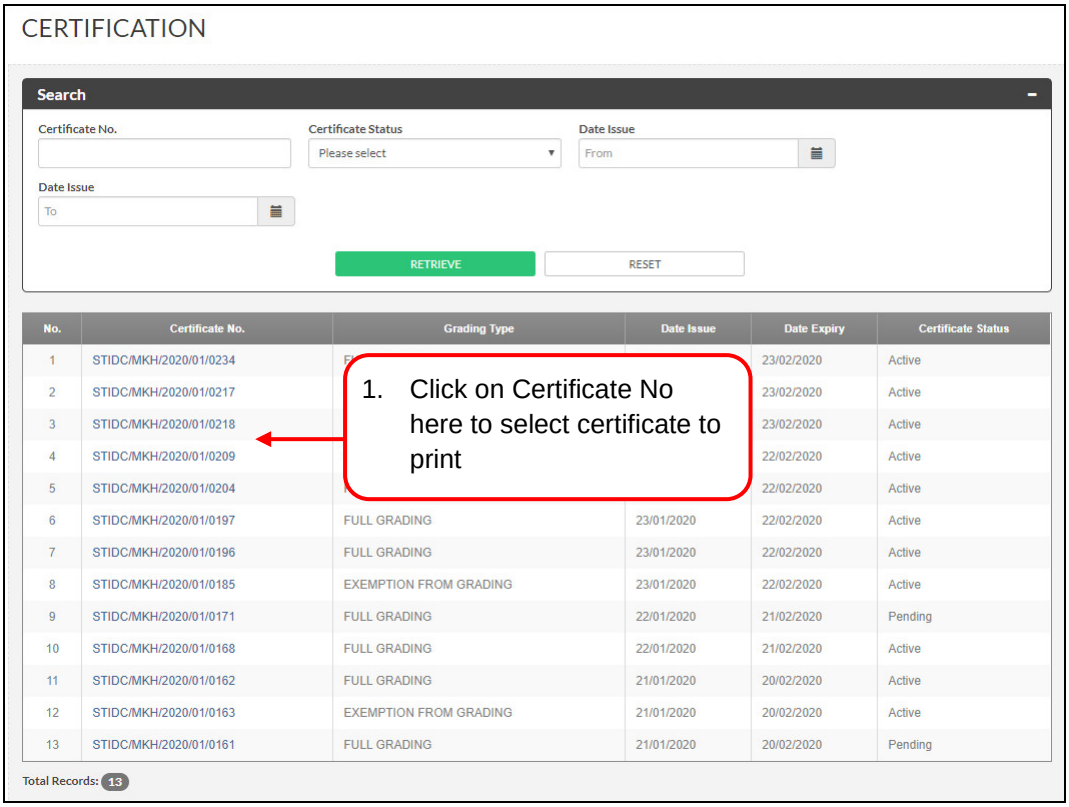


Figure 97

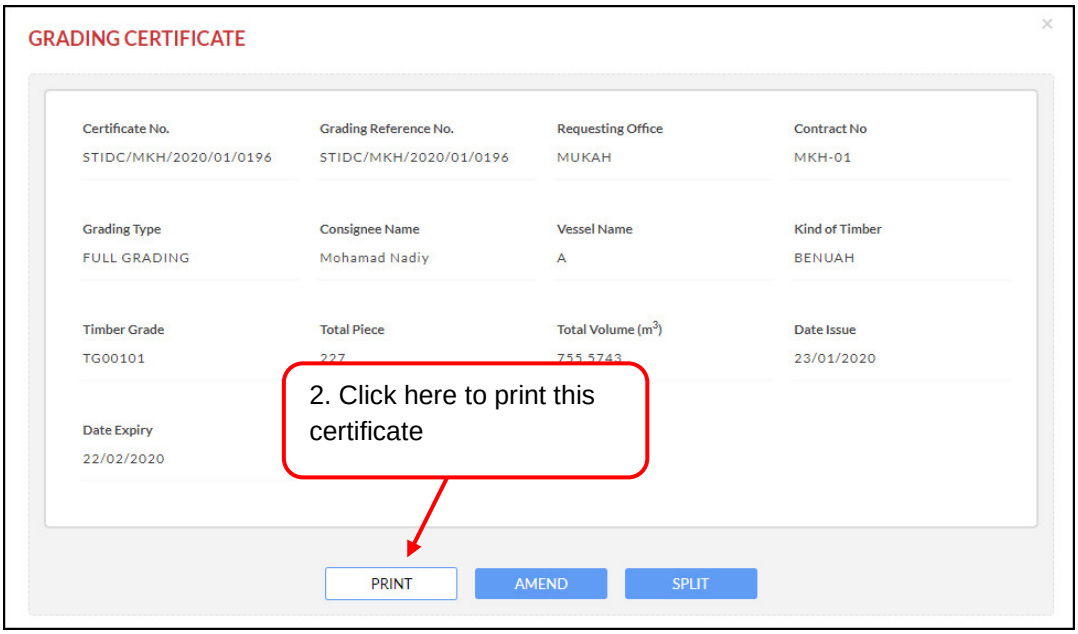


Figure 98

# 10.2. Amend Certificate

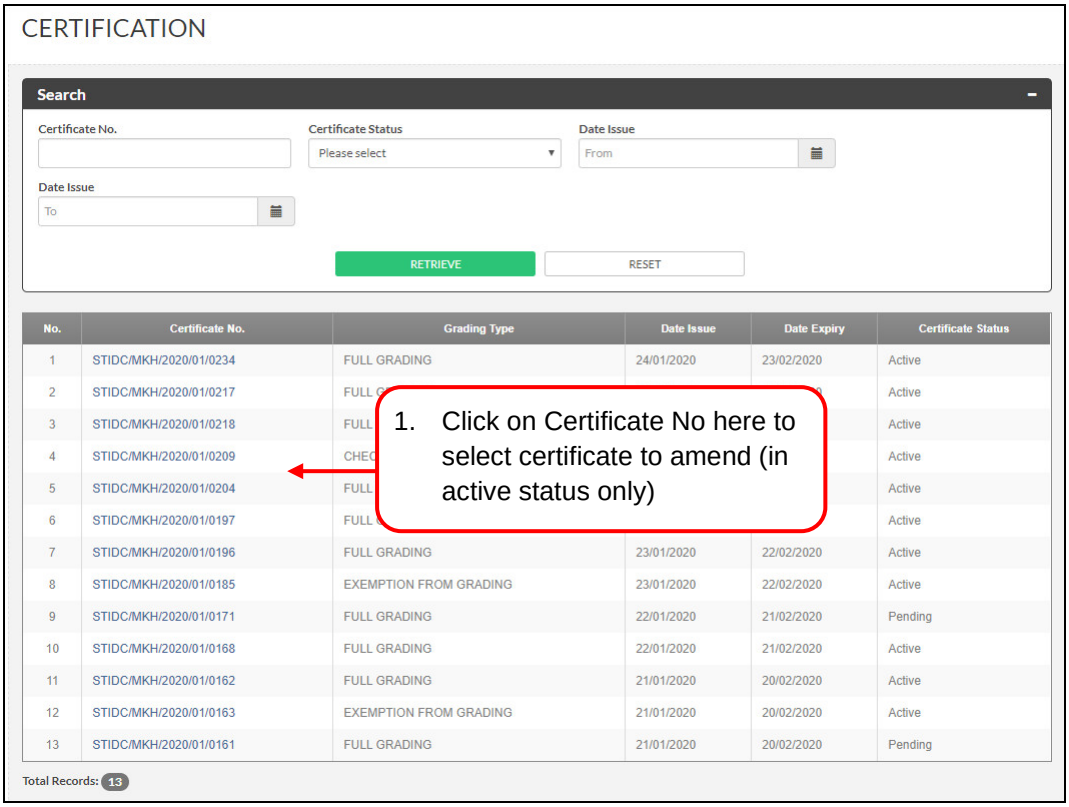


Figure 99

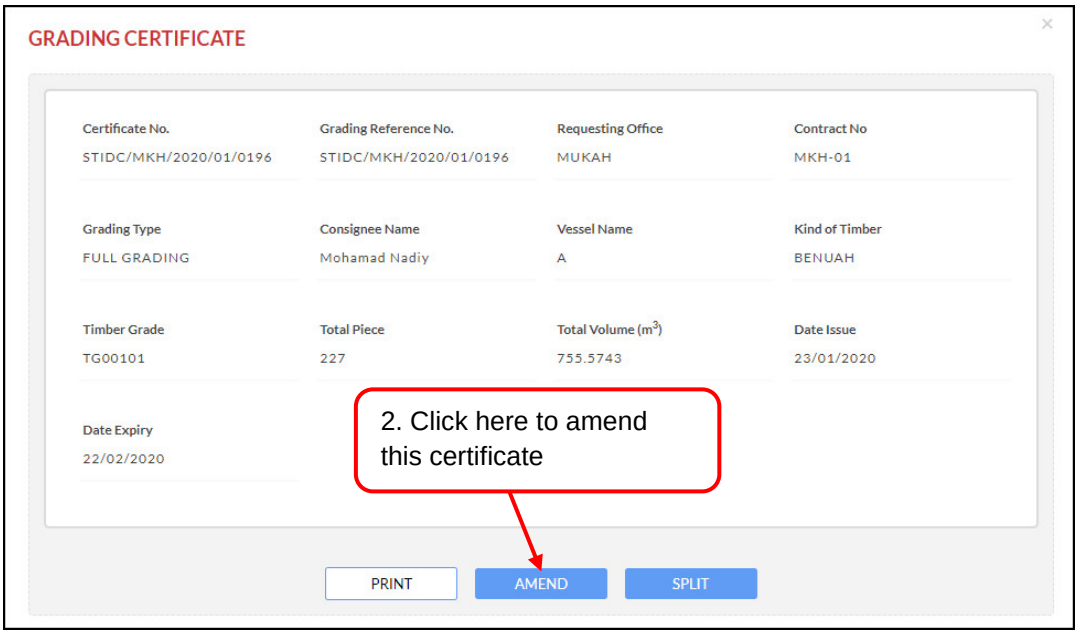


Figure 100


© Dagang Net 2021

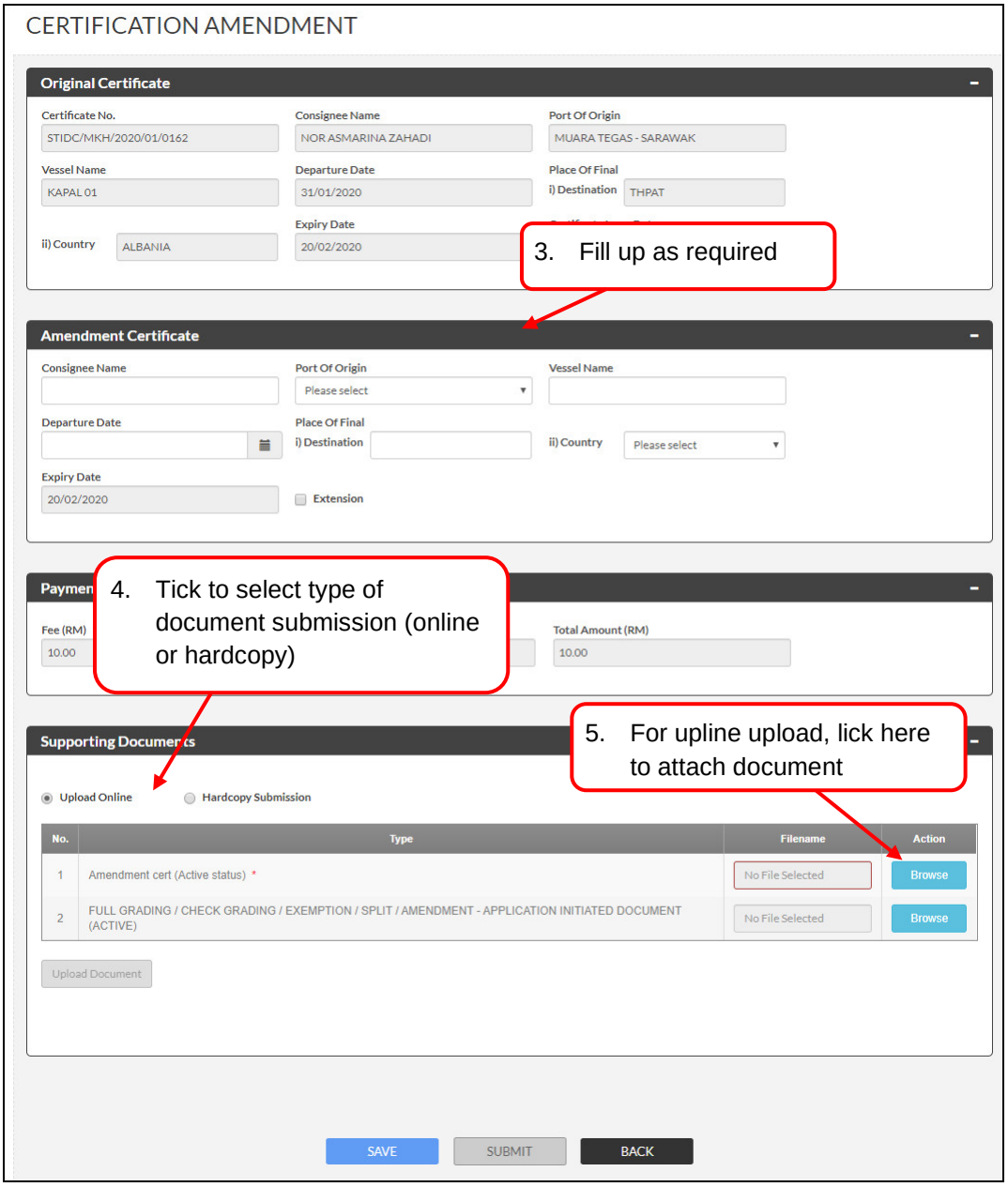
CERTIFICATION AMENDMENT
Original Certificate
Certificate No.
STIDC/MKH/2020/01/0162
Consignee Name
NOR ASMARINA ZAHADI
Port Of Origin
MUARA TEGAS - SARAWAK
Vessel Name
KAPAL 01
Departure Date
31/01/2020
Place Of Final
i) Destination
THPAT
ii) Country
ALBANIA
Expiry Date
20/02/2020
3. Fill up as required
Amendment Certificate
Consignee Name
Port Of Origin
Please select
Vessel Name
Departure Date
Place Of Final
i) Destination
ii) Country
Please select
Expiry Date
20/02/2020
Extension
Fee (RM)
10.00
Total Amount (RM)
10.00
4. Tick to select type of document submission (online or hardcopy)
5. For upline upload, lick here to attach document
Supporting Documents
Upload Online
Hardcopy Submission
No.
Type
Filename
Action
1
Amendment cert (Active status) *
No File Selected
Browse
2
FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)
No File Selected
Browse
Upload Document
SAVE
SUBMIT
BACK

Figure 101

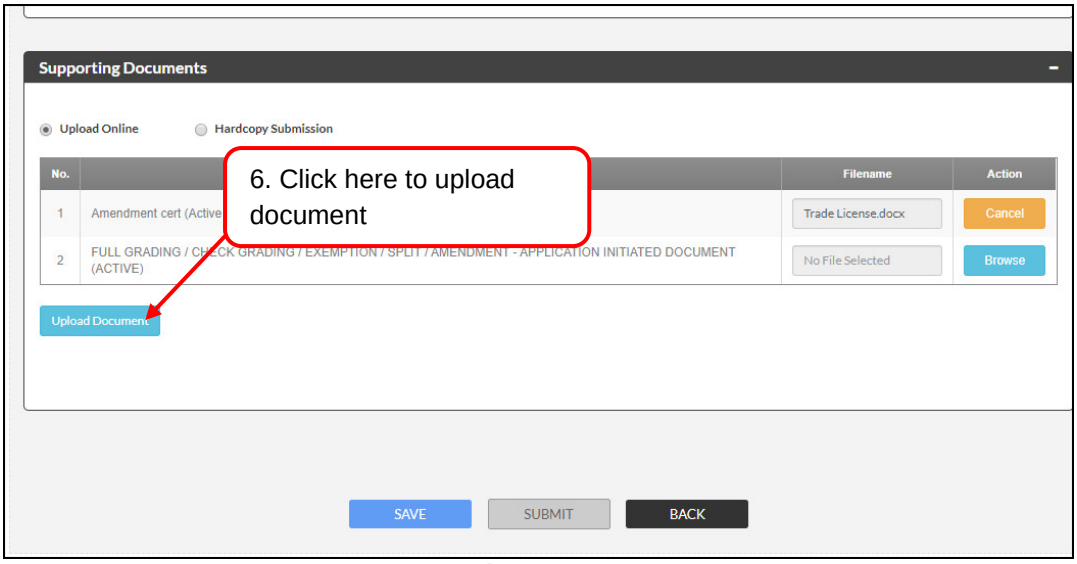
Supporting Documents
Upload Online
Hardcopy Submission
6. Click here to upload document
No.
Filename
Action
1
Amendment cert (Active
Trade License.docx
Cancel
2
FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)
No File Selected
Browse
Upload Document
SAVE
SUBMIT
BACK

Figure 102

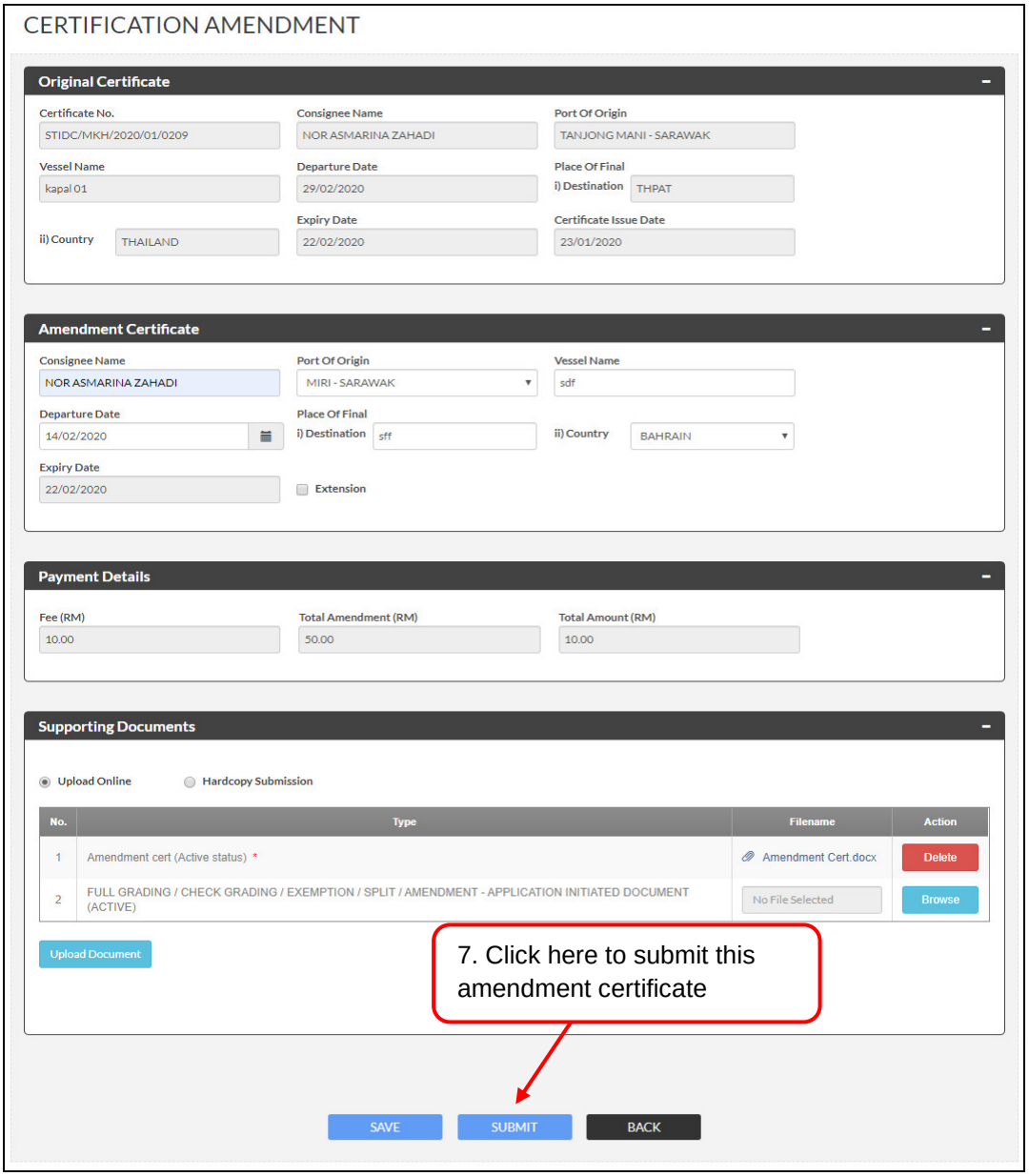


Figure 103

Figure 104

# 10.3. Split Certificate

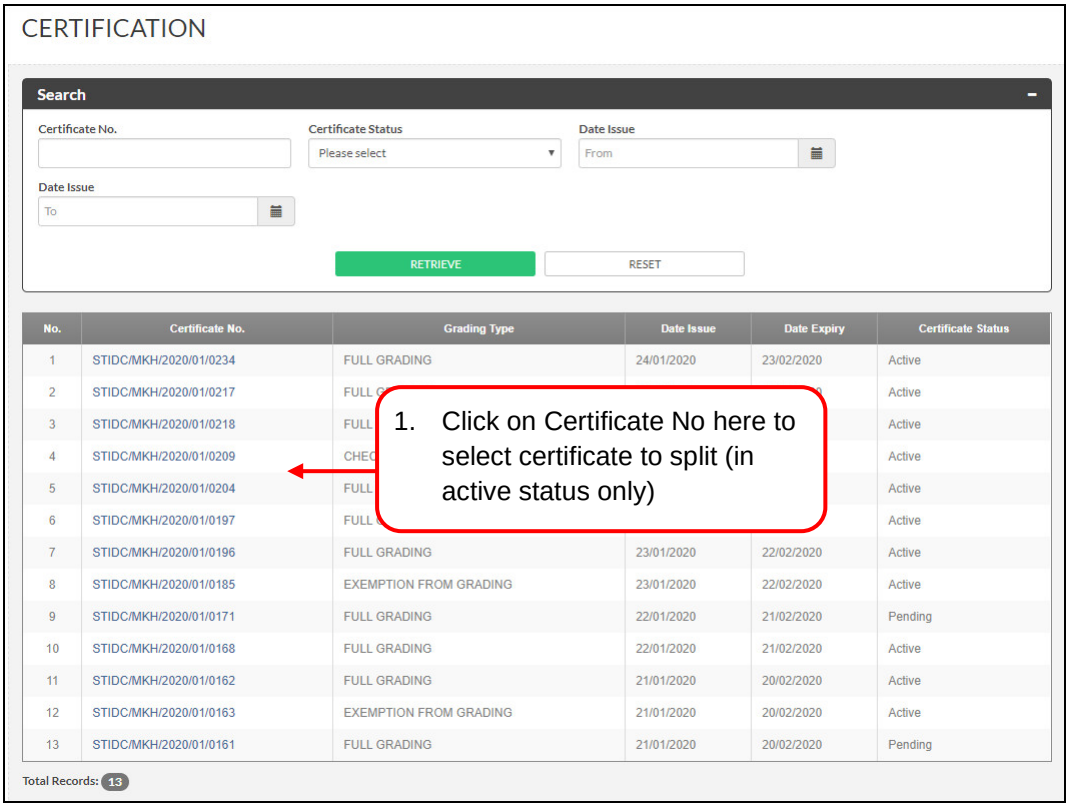


Figure 105

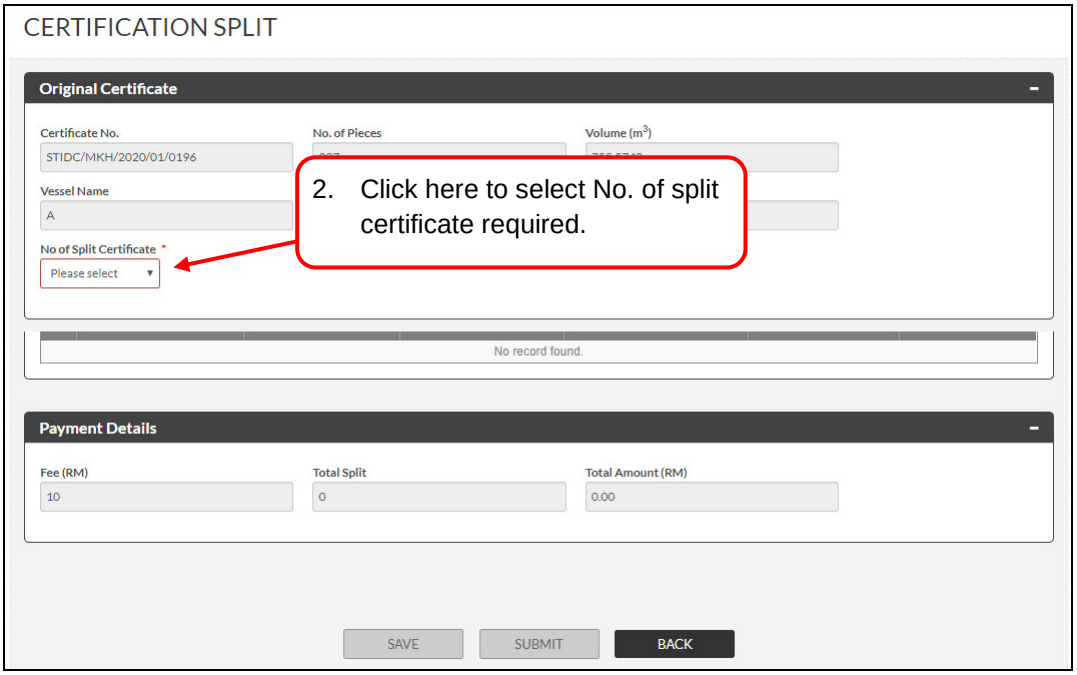


Figure 106

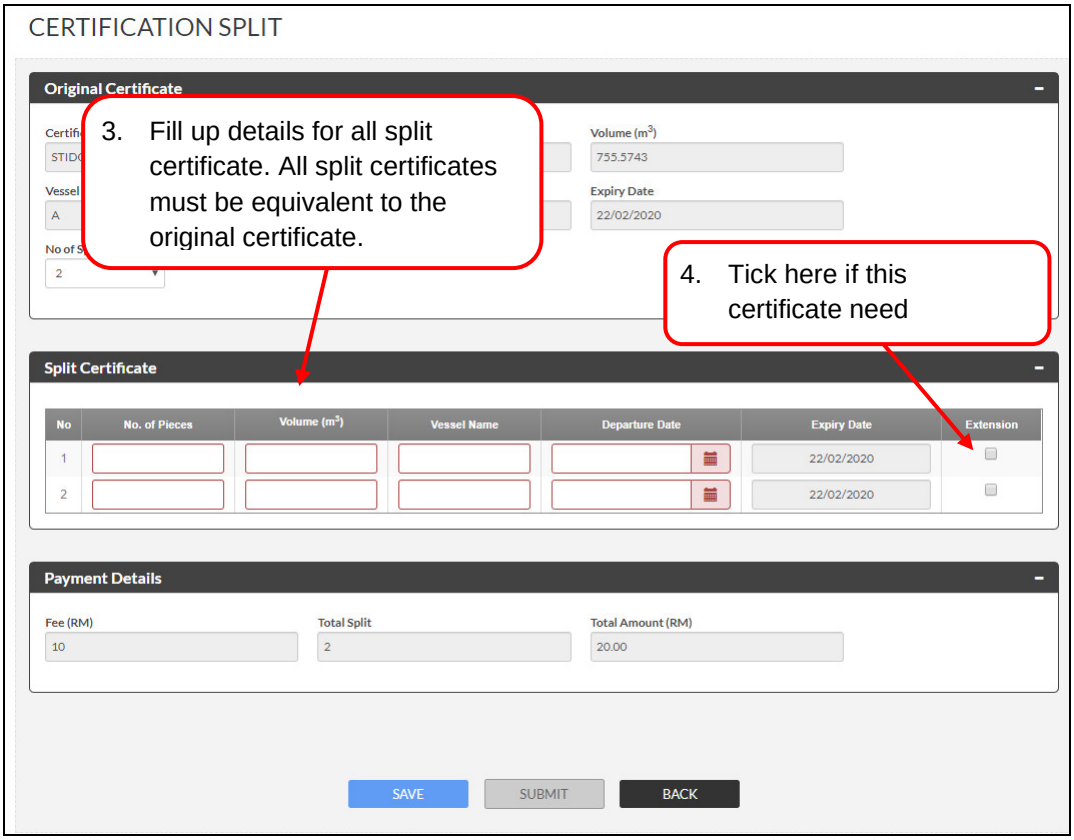


Figure 107

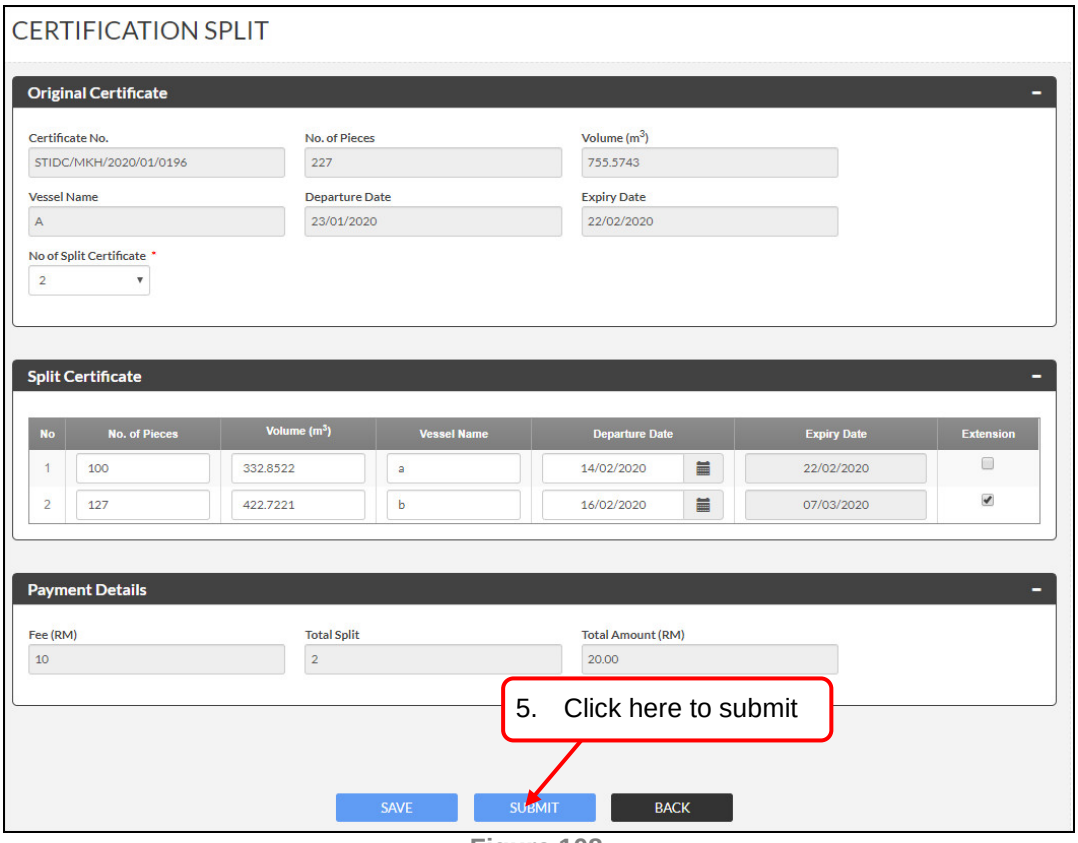


Figure 108

Confirmation
Confirm to submit?
OK
CANCEL
6. Click OK proceed

Figure 109

# Section 11. Payment

This section shows the steps make payment and print receipt or invoice.

Please use the same steps to make payment for both Grading and Registration.

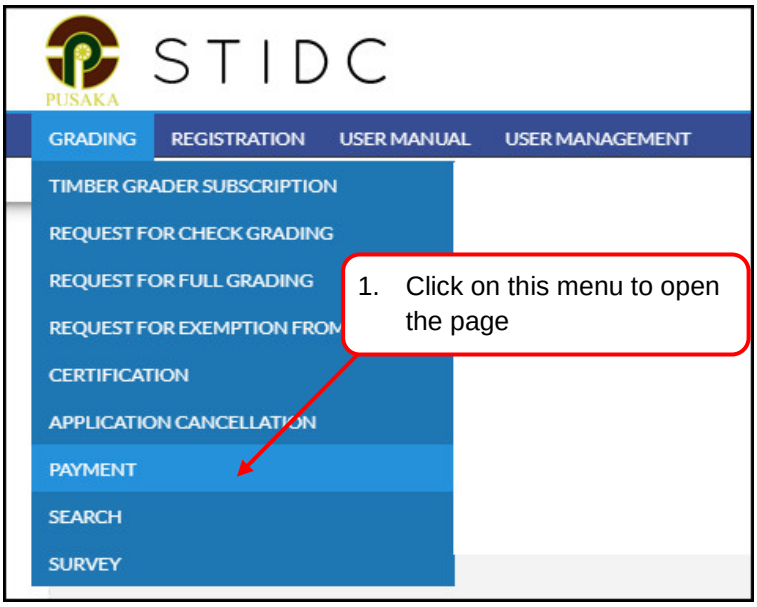


Figure 110

## 11.1. Make New Payment

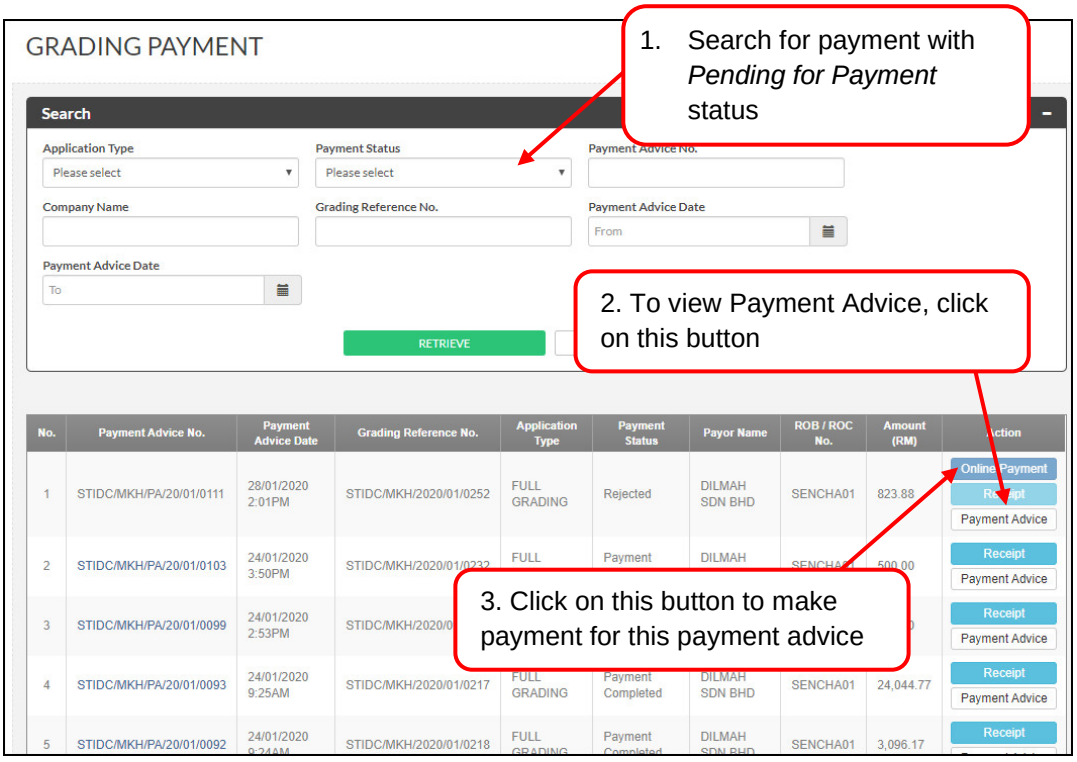


Figure 111


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DAGANGNET

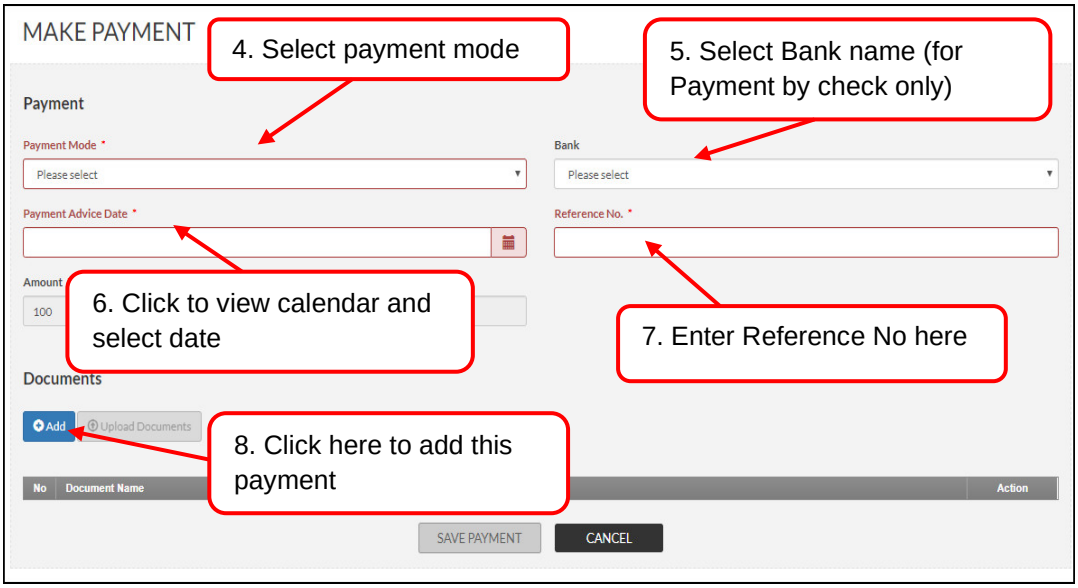


Figure 112

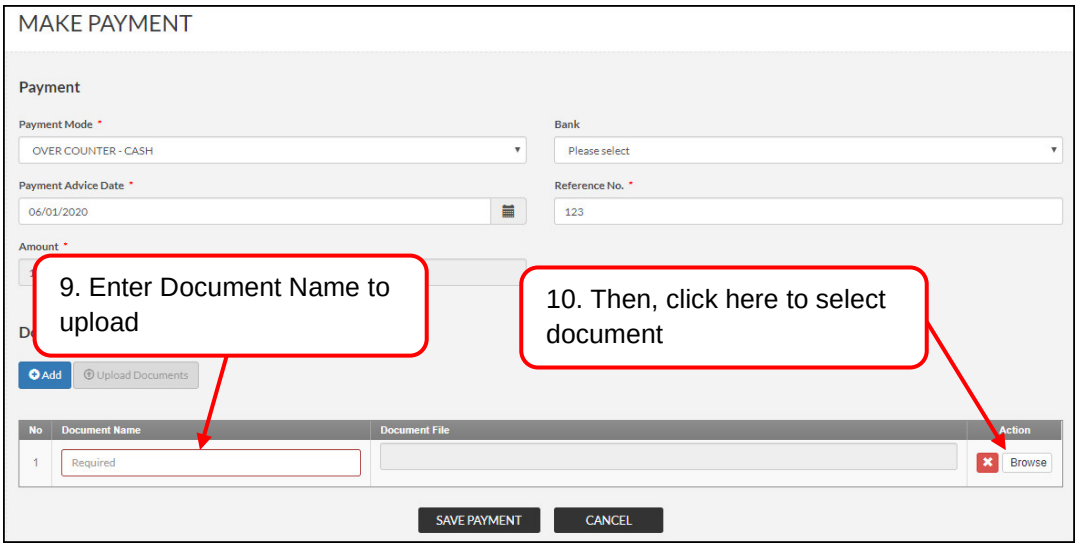


Figure 113

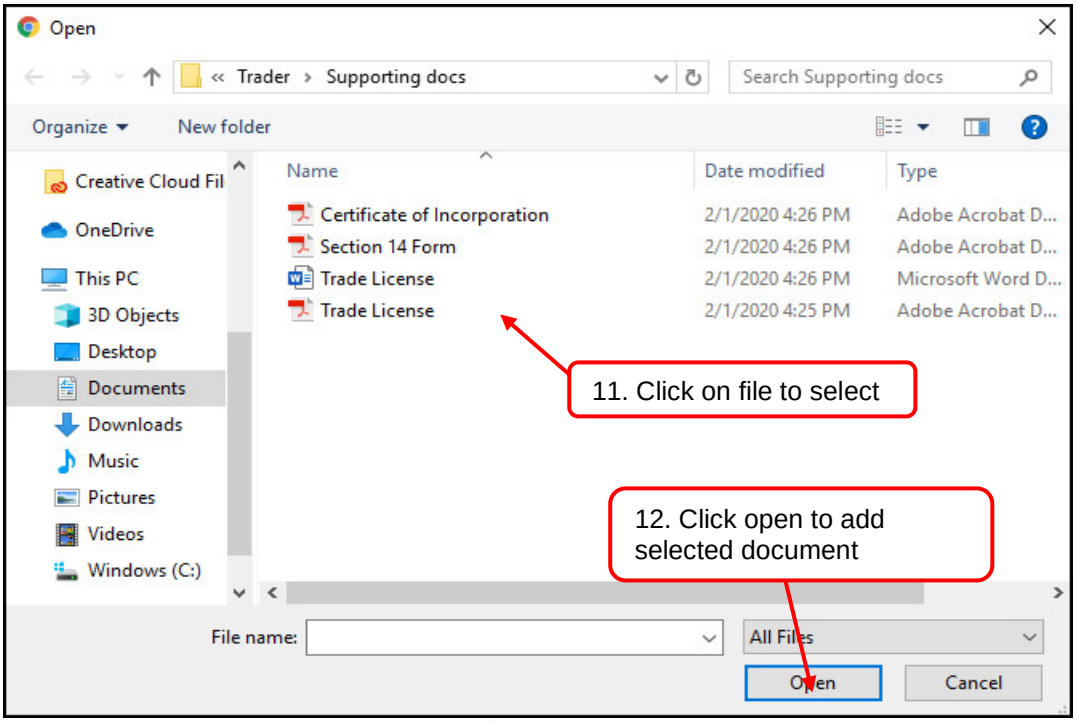


Figure 114

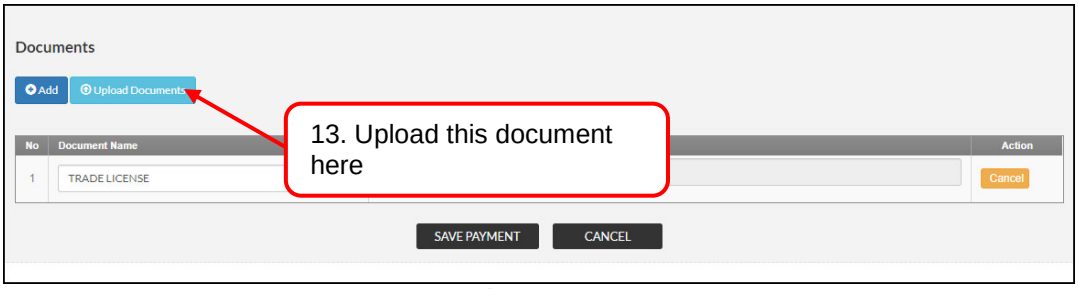


Figure 115

Figure 116

System Alert
Payment Success
OK
15. Payment successful. Click OK.

Figure 117

# Section 12. Split Payment Details- Registration

This section shows the steps to view the receipt that has been generated with split payment details.

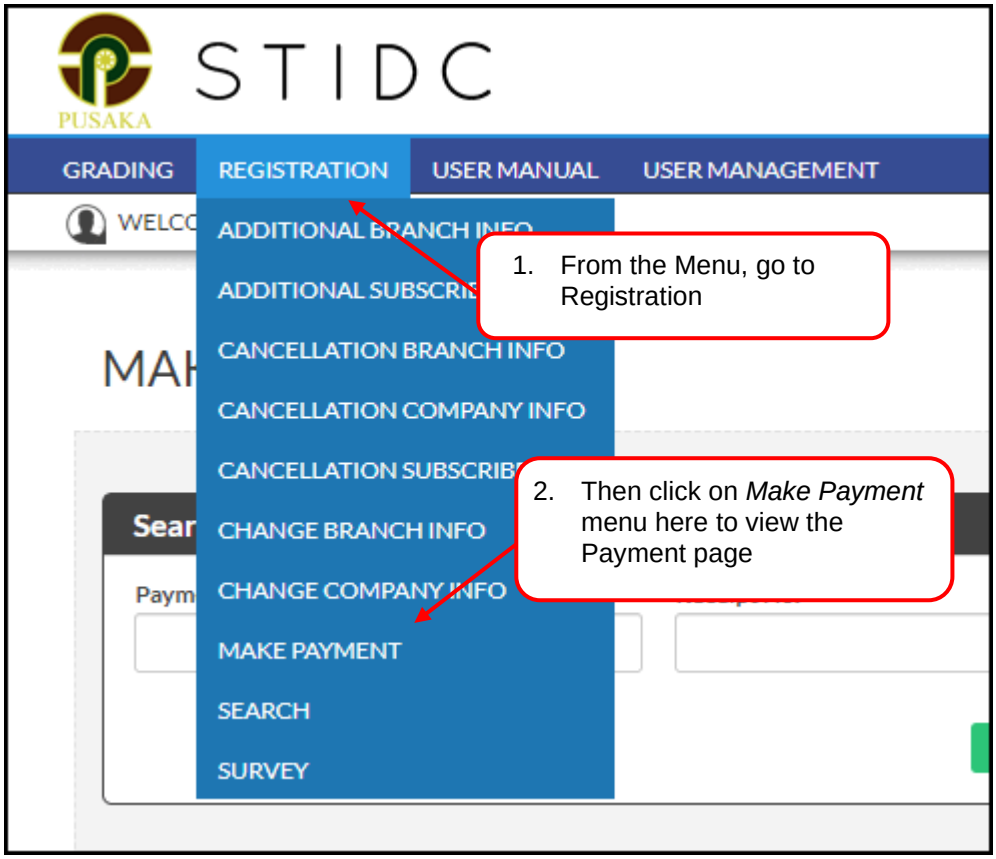


Figure 118

## 12.1. Payment Details

Payment details are available for completed payment only, to view the receipt, please follow the steps below.

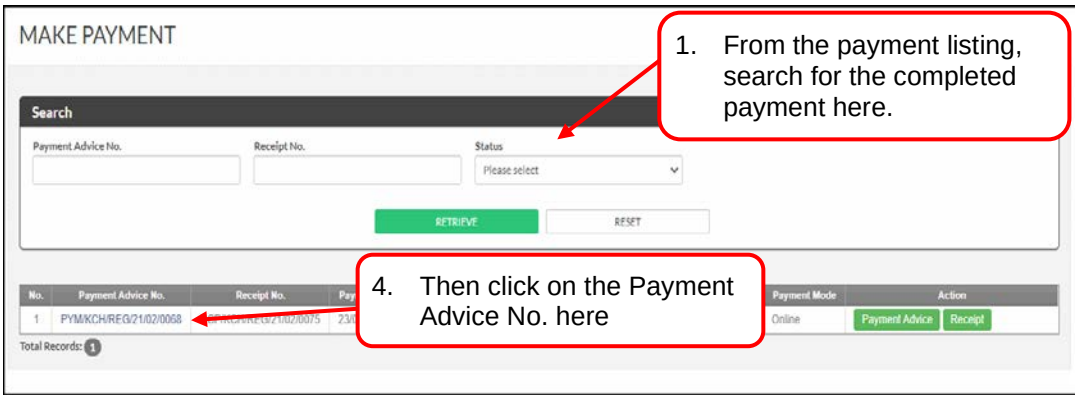


Figure 119


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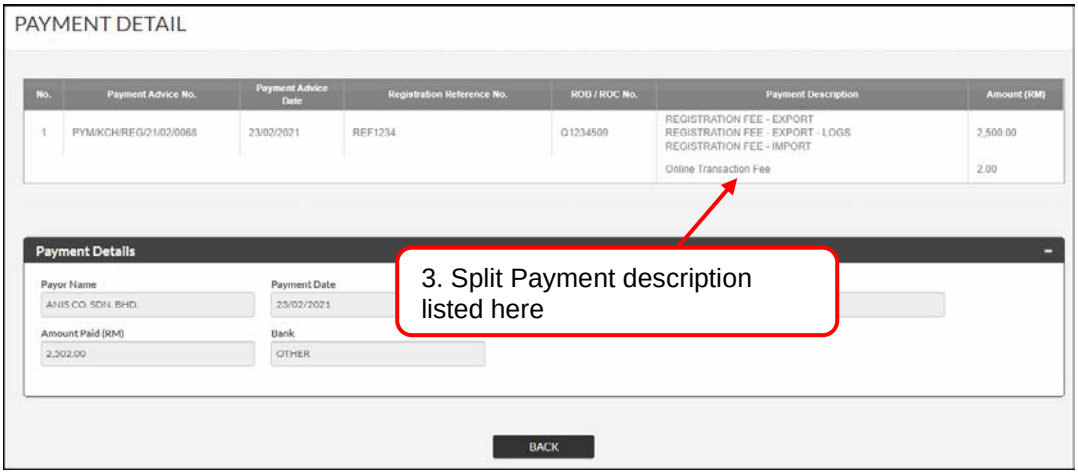


Figure 120

## 12.2. Payment Receipt

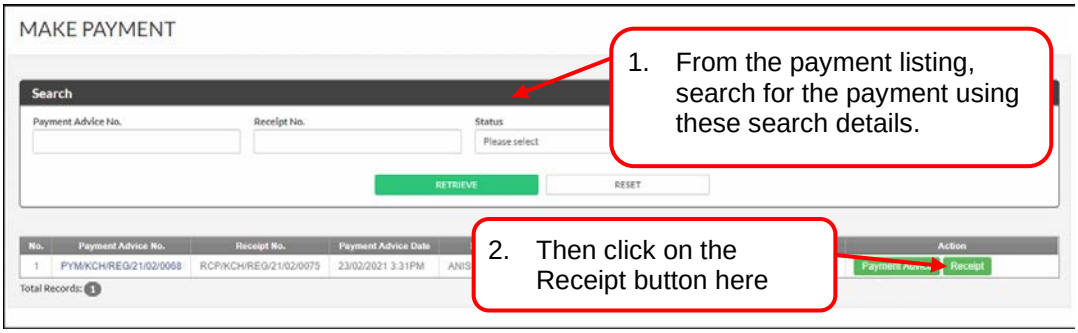


Figure 121

Figure 122: Sample of Receipt

# Section 13. Survey

This section shows the steps to fill up the STIDC Survey Form.

**Please use the same steps for STIDC Grading Survey*

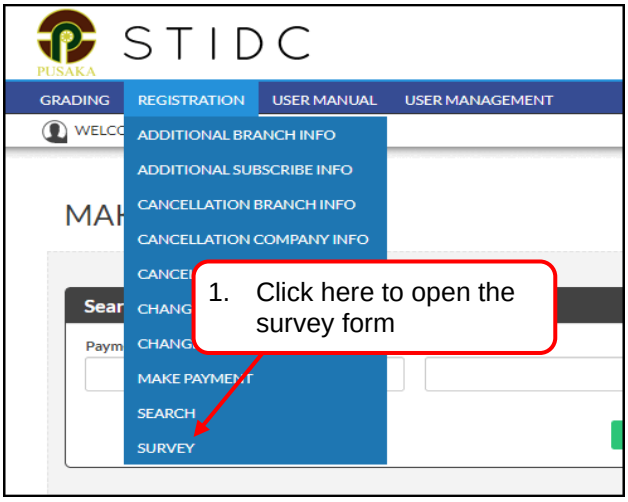


Figure 123

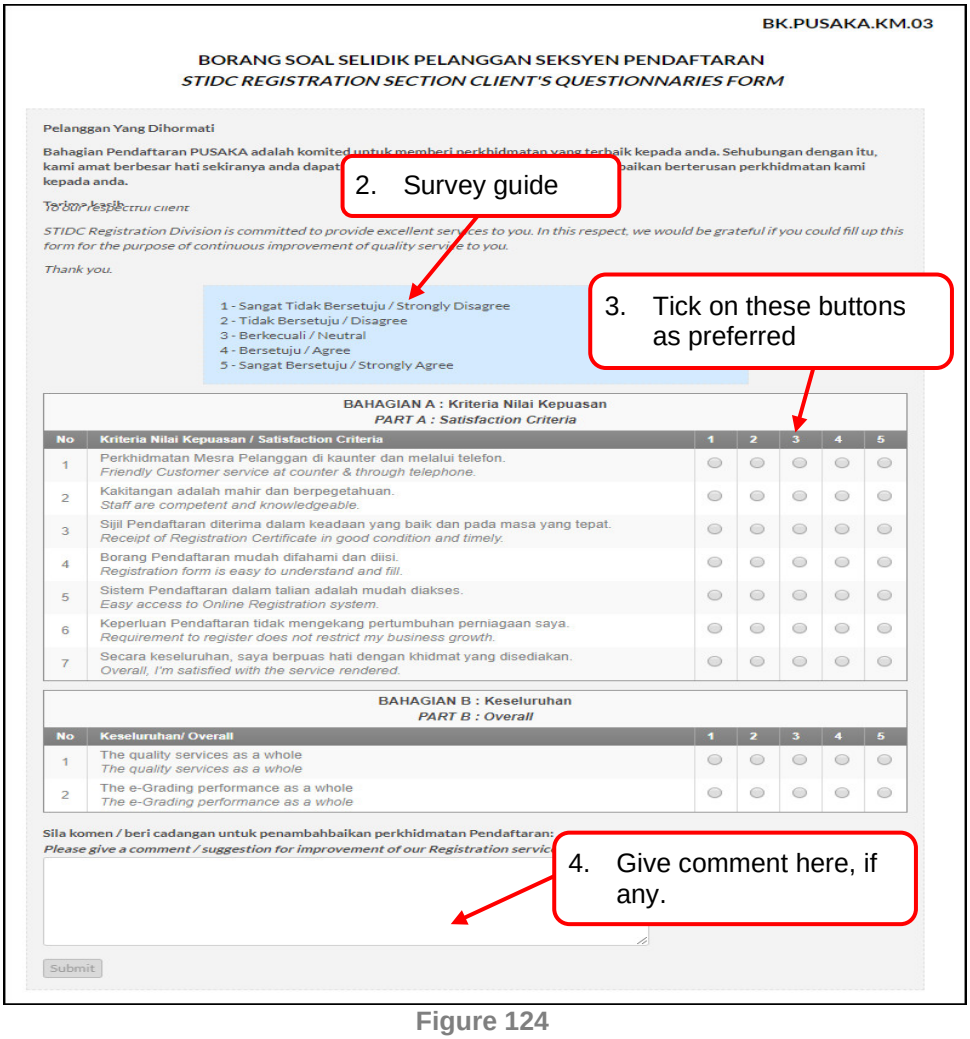


Figure 124

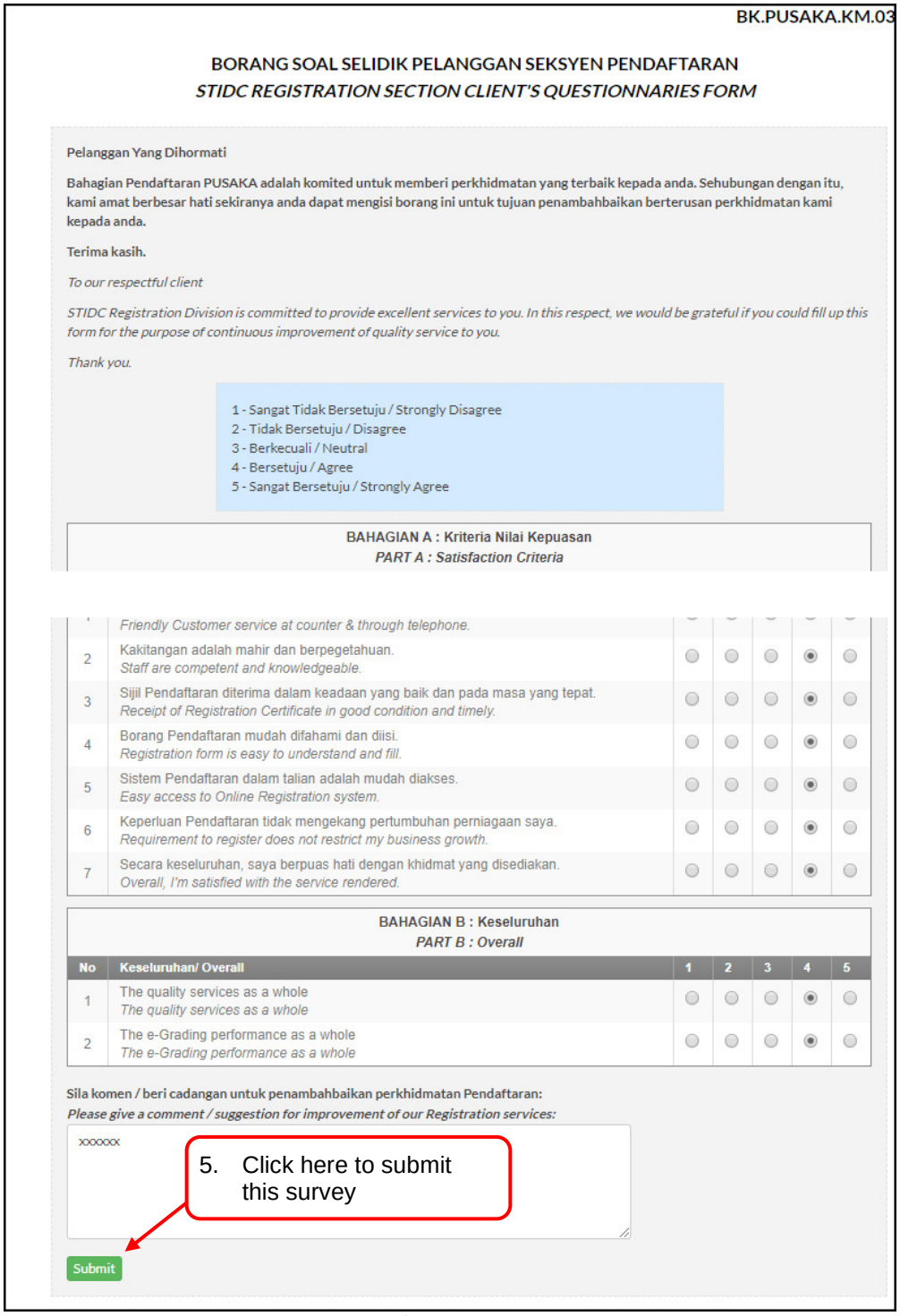
BK.PUSAKA.KM.03
BORANG SOAL SELIDIK PELANGGAN SEKSYEN PENDAFTARAN
STIDC REGISTRATION SECTION CLIENT'S QUESTIONNARIES FORM
Pelanggan Yang Dihormati
Bahagian Pendaftaran PUSAKA adalah komited untuk memberi perkhidmatan yang terbaik kepada anda. Sehubungan dengan itu, kami amat berbesar hati sekiranya anda dapat mengisi borang ini untuk tujuan penambahbaikan berterusan perkhidmatan kami kepada anda.
Terima kasih.
To our respectful client
STIDC Registration Division is committed to provide excellent services to you. In this respect, we would be grateful if you could fill up this form for the purpose of continuous improvement of quality service to you.
Thank you.
1 - Sangat Tidak Bersetuju / Strongly Disagree
2 - Tidak Bersetuju / Disagree
3 - Berkecuali / Neutral
4 - Bersetuju / Agree
5 - Sangat Bersetuju / Strongly Agree
BAHAGIAN A : Kriteria Nilai Kepuasan
PART A : Satisfaction Criteria
Friendly Customer service at counter & through telephone.
2 Kakitangan adalah mahir dan berpegetahuan. Staff are competent and knowledgeable.
3 Sijil Pendaftaran diterima dalam keadaan yang baik dan pada masa yang tepat. Receipt of Registration Certificate in good condition and timely.
4 Borang Pendaftaran mudah difahami dan diisi. Registration form is easy to understand and fill.
5 Sistem Pendaftaran dalam talian adalah mudah diakses. Easy access to Online Registration system.
6 Keperluan Pendaftaran tidak mengekang pertumbuhan perniagaan saya. Requirement to register does not restrict my business growth.
7 Secara keseluruhan, saya berpuas hati dengan khidmat yang disediakan. Overall, I'm satisfied with the service rendered.
BAHAGIAN B : Keseluruhan
PART B : Overall
No Keseluruhan/ Overall 1 2 3 4 5
1 The quality services as a whole The quality services as a whole
2 The e-Grading performance as a whole The e-Grading performance as a whole
Sila komen / beri cadangan untuk penambahbaikan perkhidmatan Pendaftaran:
Please give a comment / suggestion for improvement of our Registration services:
xxxxxx
5. Click here to submit this survey
Submit

Figure 125

**-End of Manual-**

This user manual shall be updated as and when required.