

QUICK GUIDE TO eMANIFEST

1. Getting Started

- 1.1 Using **Internet Explorer version 9 or below**, browse to www.dagangnet.com
- 1.2 From the menu bar, click **<LOGIN>** and click **<eManifest Login>**. The login screen to eManifest will be displayed.
- 1.3 Sign in with your valid username and password.

2. Start your Declaration for Bill Of Lading

- 2.1 Click the **<emanifest>** button
- 2.2 From the menu bar, click **<Bill Of Lading>**
- 2.3 From the menu bar on the left hand side choose:
 - 2.3.1 Ocean Bill Of Lading – if you want to start data entry for Ocean/Master BL
 - 2.3.2 House Bill Of Lading – if you want to start data entry for House BL

3. Start your data entry for Declaration for Ocean or House BL

- 3.1 Click the **<new>** button. Choose your application type from K4 – K5 – K6
- 3.2 Create your Job Number at the **<Job Number*>** box. You can create your own unique job number with maximum 12 character (free format).
- 3.3 To add vessel information, click **<Search>** and choose the desired vessel information reference from the displayed list. Other information will be automatically populated by the system once the vessel reference is chosen.
- 3.4 Click **<save and next>**
- 3.5 Click **<new>** button to add Bill Of Lading
- 3.6 Fill up the information of **Consignee, Consignor** and **Notify Party**
- 3.7 Click **<save and next>**
- 3.8 Click at **<Add Container>** to add your Container details. You can add more containers if required.
- 3.9 Click **<Save and Add Cargo>**
- 3.10 Click at **<Add Cargo>** to add your cargo details
- 3.11 Click **<save>** and then click **<assign container>**
- 3.12 Repeat step no 3.10 to 3.11 for additional cargo details
- 3.13 Click **<save>** button
- 3.14 Repeat from step 3.1 for to start declaring new Bill of Lading.

4. Submitting your Ocean or House BL

- 4.1 Once the data entry for all BL is completed and the job is saved, click at the **<verify Ocean BL>** or **<verify house BL>**. The system will do the verification and check that your declaration is ready for submission
- 4.2 Click **<submit Ocean BL>** or **<Submit House BL>** to submit.

5. Checking Status of the Bill Of Lading

- 5.1 The status of your BL will be displayed on the front page of the eManifest system. Please check from the following boxes:
 - i. **S** for status of BL that are **Submitted**
 - ii. **A** for status of BL that have been **Approved**
 - iii. **R** for status of BL that have been **Rejected**
- 5.2 Click on the desired **"Job Number"** to view the **Manifest number** (in the application) for Approved Manifest.