# Table of Content

Section 1.  Introduction ........................................................................................................ 3  
1.1.  What is ePermit? ........................................................................................................ 3  
1.2.  How Does ePermit Benefit Me? ............................................................................... 3  
1.3.  Who Should Read This Publication? ....................................................................... 3  
1.4.  Requirements to Use ePermit .................................................................................. 4  
1.5.  About This Publication ........................................................................................... 4  
1.6.  ePermit Publications ............................................................................................... 4  
1.7.  Support Information ............................................................................................... 4  
1.8.  Convention ............................................................................................................... 5  
1.9.  References ............................................................................................................... 6  

Section 2.  Getting Started With ePermit ....................................................................... 7  
2.1.  Log in ....................................................................................................................... 7  
2.2.  Sign Out ................................................................................................................... 8  
2.3.  Manage Password ................................................................................................. 10  

Section 3.  Approve Permit ............................................................................................. 12  
3.1.  Approve Permit ....................................................................................................... 12  

Section 4.  Reject Permit ................................................................................................ 17  
4.1.  Reject Permit ........................................................................................................... 17  
4.2.  Check Verified or Rejected Status ......................................................................... 20  

Section 5.  Advance Search and Navigation .................................................................... 22  
5.1.  Advance Search ...................................................................................................... 22  
5.2.  Additional Features ................................................................................................. 28
Section 1. Introduction

1.1. What is ePermit?

ePermit is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers, exporters and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies (PIA) and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

1.2. How Does ePermit Benefit Me?

- Reduces Turnaround time – faster processing of permit by OGA
- 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?

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

This publication (or topic collection) is intended for MAQIS- Malaysian Quarantine and Inspection Services.

1. **Trader (Importer / Exporter) Module**

   Enabling importers / exporters to apply for permit online and submit their applications for approval via the Internet.

2. **Forwarding Agent Module**

   Enabling appointed forwarding agents to apply for permit online on behalf of the importers / exporters and submit their applications for approval via the Internet.

3. **PIA Module**

   Enabling PIA to investigate, distributor, verify, approve or reject the permit application received and send its updated status electronically via the Internet.
1.4. Requirements to Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePermit services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Mozilla Firefox
  - Chrome version 10 and above
- Internet Connection

1.5. About This Publication

This publication documents is to provide overview on how PIA Verifier to verify and reject application at Electronic Permit System (ePermit) and deeper understand MAQIS ePermit System with step by step help.

1.6. ePermit Publications

Get the right publications based on your ePermit - MAQIS service subscription by referring to the table 1.

<table>
<thead>
<tr>
<th>Publication Title</th>
<th>Document ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePermit – MAQIS User Manual for OGA Administrator</td>
<td></td>
</tr>
<tr>
<td>ePermit – MAQIS User Manual for PIA (Verifier)</td>
<td></td>
</tr>
<tr>
<td>ePermit – MAQIS User Manual for PIA (Approver)</td>
<td></td>
</tr>
</tbody>
</table>

1.7. Support Information

Should there are any issues arise from using ePermit, please contact Dagang Net’s Careline;

Call Us 1300 133 133
Email Us careline@dagangnet.com
## 1.8. Convention

<table>
<thead>
<tr>
<th>Icon / Button</th>
<th>Description</th>
<th>Function (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Sign In]</td>
<td>Sign In</td>
<td>To sign in to the Permit application</td>
</tr>
<tr>
<td>![Sign Out]</td>
<td>Sign out</td>
<td>To log out of the Permit application</td>
</tr>
<tr>
<td>![Edit Profile]</td>
<td>Edit Profile</td>
<td>To edit profile</td>
</tr>
<tr>
<td>![Help]</td>
<td>Help</td>
<td>To view quick guide</td>
</tr>
<tr>
<td>![Search Text Box]</td>
<td>Search Text Box</td>
<td>To search for a particular application or item in a list</td>
</tr>
<tr>
<td>![Search]</td>
<td>Search</td>
<td>To search for a particular list</td>
</tr>
<tr>
<td>![Show]</td>
<td>Show</td>
<td>To show filtered search result</td>
</tr>
<tr>
<td>![Apply]</td>
<td>Apply</td>
<td>To apply import/export permit</td>
</tr>
<tr>
<td>![Submit]</td>
<td>Submit</td>
<td>To submit permit application</td>
</tr>
<tr>
<td>![Verify]</td>
<td>Verify</td>
<td>To verify the transaction</td>
</tr>
<tr>
<td>![Reject]</td>
<td>Reject</td>
<td>To reject the transaction</td>
</tr>
<tr>
<td>![Print Permit]</td>
<td>Print Permit</td>
<td>To print the permit</td>
</tr>
<tr>
<td>![Print]</td>
<td>Print</td>
<td>To print generated report</td>
</tr>
<tr>
<td>![Reset]</td>
<td>Reset</td>
<td>To undo changes</td>
</tr>
<tr>
<td>![Cancel]</td>
<td>Cancel</td>
<td>To exit / return</td>
</tr>
<tr>
<td>![Close]</td>
<td>Close</td>
<td>To close pop-up window</td>
</tr>
<tr>
<td>![Save]</td>
<td>Save</td>
<td>To save changes made</td>
</tr>
<tr>
<td>![Back to Main]</td>
<td>Back to Main</td>
<td>To return to Main page</td>
</tr>
<tr>
<td>✓ / ✓</td>
<td>Checkbox</td>
<td>To tick ✓ for selection and untick to deselect</td>
</tr>
<tr>
<td>![Previous]</td>
<td>Previous</td>
<td>To go to previous/first page of a list</td>
</tr>
<tr>
<td>![Next]</td>
<td>Next</td>
<td>To go to next/last page of a list</td>
</tr>
<tr>
<td>![Calendar]</td>
<td>Calendar</td>
<td>To view calendar</td>
</tr>
<tr>
<td>![Dropdown list box]</td>
<td>Dropdown list box</td>
<td>To select a particular page, number of rows, an item, or task from a list</td>
</tr>
<tr>
<td>![Month dropdown list box]</td>
<td>Month dropdown list box</td>
<td>To navigate and select a particular month</td>
</tr>
<tr>
<td>![Year dropdown list box]</td>
<td>Year dropdown list box</td>
<td>To navigate and select a particular year</td>
</tr>
<tr>
<td>![View]</td>
<td>View</td>
<td>To view details of a particular item</td>
</tr>
<tr>
<td>![Radio Button]</td>
<td>Radio Button</td>
<td>To select item</td>
</tr>
<tr>
<td>![Ascending / Increasing]</td>
<td>Ascending / Increasing</td>
<td>To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen</td>
</tr>
</tbody>
</table>
1.9. References

None
Section 2. Getting Started With ePermit

2.1. Log in

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

- ePermit is supported by Google Chrome and Mozilla Firefox.

To login, please follow the steps below:

**Step 1** Launch Google Chrome Browser

1. In your PC desktop, double click the Google Chrome to launch it.

**Step 2** Enter URL (Uniform Resource Locator) At Address Bar

1. In Chrome, go to address bar.
Step 3  Enter Username and Password

1. Enter **Username** and **Password**.
2. Click on the **Sign In** button to access the system.
3. The main screen of system will be display as below.

2.2. Sign Out

Once done with the verification and approve tasks, you are advised to sign out from ePermit.
To sign out, please follow the steps below:

1. Click the **Sign Out** button to view the **Sign Out** button.

2. **User Info and Status** will be display as below.

3. Click the **SIGN OUT** button to signout.

4. A **Sign Out Notification** will be display.

5. Click **Yes** to Sign out.
2.3. Manage Password

You can manage or change your password, if required.

To manage password, please follow below steps.

1. Click the to view the Manage Password button.
2. User Info and Status will be display as above.
3. Click the button to change the password.
4. Password details will be display as below.
1. Type old password.
2. Type new preferred password.
3. Click Submit button to change password.
Section 3. Approve Permit

Online Permits contains import / export permit applications with various statuses, e.g. “Verified by OGA”, “Approved by OGA”, etc. The system allows you to approve import / export permit application. If there are irregularities, system allows you to reject the permit application.

3.1. Approve Permit

To approve import / export permit applications, please follow the steps below:

**Step 1** View Permit Online

1. Click on the ePERMIT.
2. Click on My Tasks to view list of pending task.
3. Click on Transaction tab.
4. Transaction list will appears.
5. Click View button with status “Verified by OGA”.
6. Permit Details screen appears.
### Step 2 Permit Detail Screen

**Permit Application: MAQI072013000064**

- **Please approve this Permit application**

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Permit No.</th>
<th>Transaction Type</th>
<th>Permit Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
<td>[Image]</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
</tbody>
</table>

**Details**

- **Click to view details**
- **More details**

**Application Details**

- **Click to view details**

- **Verify Details**

**Application History**

- **Click to view details**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Expiry Date</th>
<th>File Reference No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
</tbody>
</table>

**Special Conditions**

- [Image]
Step 3  Item Details

1. To view Item Details, click on the View at View Details section.
3. Click View again to close screen.
Step 4 Approve Permit

1. Click on the  to choose status.

2. Click  to approve permit application.

3. Insert Effective Date (mandatory as marked with *)
   i) Click on the  to view calendar. Click on  to go to next month, click  to go to last month, click  to go to next year, click   to go to last year.
   ii) Click on the effective date e.g. 23/9/2013

4. Insert Expiry Date (mandatory as marked with *)
   i) Click on the  to view calendar. Click on  to go to next month, click  to go to last month, click  to go to next year, click   to go to last year.
   ii) Click on the expiry date e.g. 23/10/2013
5. Insert **PIA Remarks** or **Special Condition**, if any.
6. Click **Save** button.
7. **Permit Approved** message window will appear.
Section 4. Reject Permit

If there are irregularities, system allows you to reject the permit application.

4.1. Reject Permit

To reject import / export permit applications, please follow the steps below:

**Step 1 View Permit Online**

1. Click on the **ePERMIT**.
2. Click on **My Tasks** to view list of pending task.
3. Click on **Transaction** tab.
4. Transaction list will appears.
5. Click **View button** with status “Verified by OGA”.
6. **Permit Details** screen appears as below.
Step 2  Permit Detail Screen
Step 3  Item Details

4. To view Item Details, click on the at View Details section.


6. Click again to close details screen.

Step 4  Reject Permit

1. Go to Verify/Approval tab

2. Click on the to choose status.

3. Click to reject permit application.
4. To reject a permit application, you must select a **Reject Code** (mandatory as marked with *). Once the reject button is clicked, the Reject Code field will appear. Click on the ▼ and list of reject codes will appears as below.

5. Click on the **Reject Code**. e.g. **Form Not Complete**

6. Enter the **PIA Remarks** (mandatory)

7. Click **Save** button.

8. Permit rejected message window will appear.

**Note:** If PI rejects the application, the status is “Rejected by OGA”.

### 4.2. Check Verified or Rejected Status
1. Click on **ePermit** menu.
2. Click on **Application List**.
3. Click corresponding dropdown to select “**Verify by OGA**” or “**Rejected by OGA**” status.
4. Click **SEARCH** to search the result.
5. List of Verified or Rejected Application will be displayed as below. Application Status will also change to ‘**Verified by OGA**’ or ‘**Rejected by OGA**’ as below.

6. Click **View** button to view the application details.

Click **BACK TO MAIN** to return to main page.
Section 5. Advance Search and Navigation

5.1. Advance Search

To view permits, please follow the steps below:

1. Go to Application List

You may search for a permit application by one of the following methods;
5.1.1. Filter by Status

1. Click on **Filter Status** to view status.
2. Select a status; e.g: **Awaiting OGA Approval**.
3. Click **SEARCH** button to view search result.
4. The result will be shown as below;
5.1.2. Filter by Application Date

1. Click to pick any “From” date; e.g.: 03/09/13.
2. Click to view search result.
3. Click to pick any “To” date; e.g.: 18/09/13.
4. Click to view search result.
5.1.3. Filter by Permit Type

1. Click ▼ to select Permit Type; e.g: LKIM Import
2. Click SEARCH button to view search result.
5.1.4. Filter by Company Name

1. Enter **Company Name** in the column.
2. Click **SEARCH** button to view search result.

5.1.5. Filter by Application ID

1. Enter **Application ID** in the column.
2. Click **SEARCH** button to view search result.
5.1.6. Filter by Reference No.

3. Enter **Reference No.** in the column.

4. Click **SEARCH** button to view search result.
5.2. Additional Features

There are a few additional features in Permit screen:

5.2.1. Number of Transaction Display

1. Select a number from the drop down list box. The above transactions are searched to select number of transaction display.

5.2.2. Page number Layout

1. Click to navigate to the previous number of page.
2. Click to navigate to the next number of page.
3. Click to navigate to the first page.
4. Click to navigate to the last page.
5. Click to refresh the page.
6. The summary of displayed items are displayed next to the refresh button as above.
5.2.3. View and Hide Function

1. Click on the **title bar** to view details.

2. Click on the **same title bar** again to hide the details.