## DAGANG NET PORTAL UCUSTOMS HOUSE BL MANIFEST TRAINING



# **Flow Diagram**





- 1. Complete your registration with uCustoms
- Email your uCustoms Agent Code and current Agent Code , ROC and account number to <u>careline@dagangnet.com</u>
- 3. You will receive your credential and the URL to the portal

https://ucustoms.dagangnet.com.my



Browse to the correct URL (Dagang Net uCustoms Portal) and login using the assigned credential)





| © Manifest<br>uCustoms |            |                      |        |   |  |  |  |
|------------------------|------------|----------------------|--------|---|--|--|--|
| JOURNEY                | MANIFEST   |                      |        |   |  |  |  |
| WELCO                  | MASTER BL  |                      |        | 4 |  |  |  |
|                        | HOUSE BL   |                      | IMPORT |   |  |  |  |
| SEAR                   | NO OBJECTI | ON CERTIFICATE (NOC) | EXPORT |   |  |  |  |
| <br> <br> <br>         |            |                      |        |   |  |  |  |

1. Select Manifest, House BL then choose import / export



| SEARCH HOUSE BILL OF I | ADING        |              |         |                |     |        |
|------------------------|--------------|--------------|---------|----------------|-----|--------|
| Search                 |              |              |         |                |     |        |
| Application No.        | Manifest No. | Bill Lad     | ing No. |                |     |        |
|                        |              | RETRIEVE     | RESET   |                |     |        |
|                        |              |              |         |                |     |        |
| Listing                |              |              |         |                |     |        |
|                        |              |              |         |                | NEW | DELETE |
| No. Application No.    |              | Manifest No. |         | Bill of Lading |     |        |

#### 2. Click New button to add House BL details



| of Lading No. ~  | Manifest Number *                       | Freight Forwarder Code *         | Message Type              |
|--|---|----------------------------------|---------------------------|
| erence Bill of Lading No. (MBL)                                  | Bill of Lading Date *                   | UCRN                             | Is Split Bill of Lading * |
|  | Calendar                                |                                  | •                         |
| nsolidated Shipment *  | Consignment Note Document No.           | Outbound Journey Number          |                           |
| Local Trader   |   |                                  |                           |
|  |   |                                  |                           |
| Local Trader Name  | Local Trader (Registered)               |                                  |                           |
| Local Trader Code  | Local Trader Email                      | Local Trader Mobile Country Code | Local Trader Mobile No.   |
| Local Trader Address Country Sub-Entity Name                     | Local Trader Street and Number/P.O. Box | SEARCH                           |                           |
| Local Trader Address 2   | Local Trader Address 3                  |                                  |                           |
|  |   |                                  |                           |
| Local Trader Country   |   |                                  |                           |
| Local Trader Country SEARCH Local Trader State (Malaysia)        | Local Trader City (Malaysia)            | Local Trader Postcode (Malaysia) |                           |
| Local Trader Country SEARCH Local Trader State (Malaysia) SEARCH | Local Trader City (Malaysia)            | Local Trader Postcode (Malaysia) |                           |

3. Key in all the required data. Fields mark with red line are the mandatory fields



| External Trader<br>External Trader Name      |   |                                      |                                     |
|--|---|--------------------------------------|-------------------------------------|
| External Trader Email                        | External Mobile Country Code            | External Trader Mobile No.           |                                     |
| External Trader Address                      | External Trader Address 2               | External Trader Address 3            |                                     |
| External Trader Country *                    | External Trader State (Malaysia)        | External Trader City (Malaysia)      | External Trader Postcode (Malaysia) |
| External Trader State (Non-Malaysia)         | External Trader City (Non-Malaysia)     | Local Trader Postcode (Non-Malaysia) |                                     |
|  |   |                                      |                                     |
| Notify Party<br>Notify Party Name            | Notify Party (Registered)               |                                      |                                     |
| Notify Party Code                            | Notify Party Email                      | Notify Party Mobile Country Code     | Notify Party Mobile No.             |
| Notify Party Address Country Sub-Entity Name | Notify Party Street and Number/P.O. Box |                                      |                                     |
| Notify Party Address 2                       | Notify Party Address 3                  |                                      |                                     |
| Notify Party Country SEARCH                  | Notify Party State (Malaysia)           | Notify Party City (Malaysia)         | Notify Party Postcode (Malaysia)    |
| Notify Party State (Non-Malaysia)            | Notify Party City (Non-Malaysia)        | Notify Party Postcode (Non-Malaysia) |                                     |

\* Key in all the required data. Fields mark with red line are the mandatory fields



| Final Destination *        | Warehouse / Port Location SEARCH Co-Loaded | Unloading Type Transit Using Land | Port of Transhipment Port of Loading | SEARCH        |
|----------------------------|--|-----------------------------------|--------------------------------------|---------------|
| SEARCH                     | <b>V</b>                                   | <b>T</b>                          |                                      | SEARCH        |
| Bill of Lading Items       |  |                                   |                                      | ADD ITEM      |
| No. HS Code                | Quantity                                   | Net Weight                        | Gross Weight<br>Go                   | to Page 🔍 🔇 🗲 |
| Net Weight                 | Net Weight UOM                             |                                   |                                      |               |
| Gross Weight *             | Gross Weight UOM *                         |                                   |                                      |               |
|                            | Volume UOM SEARCH                          |                                   |                                      |               |
|                            | Quantity Manifested UOM *                  |                                   |                                      |               |
| Quantity Landed / Loaded * | Quantity Landed / Loaded UOM *             |                                   |                                      |               |

\* Key in all the required data. Fields mark with red line are the mandatory fields



| Description *               | -  |
|-----------------------------|----|
|                             |    |
| Marks                       | 20 |
|                             |    |
| Deresela                    | 11 |
| Remarks                     |    |
|                             | 1  |
| Short / Over Landed Remarks | _  |
|                             |    |
|                             | 1  |
|                             |    |

\* Key in all the required data. Fields marks with red line is are the mandatory fields

4. Click Save button to save House BL data



Add Bill of Lading Items by Click "<u>Add Item</u>" button to add

| Bill of Lading Items |          |            |              |                  |
|----------------------|----------|------------|--------------|------------------|
|                      |          |            |              | ADD ITEM         |
| No. HS Code          | Quantity | Net Weight | Gross Weight |                  |
|                      |          | _          | _            | Go to Page 🔹 🔨 🖒 |
|                      |          |            |              |                  |

#### 5. Click Add Item to add item in House BL



#### Bill of Lading Items Screen

#### **BILL OF LADING ITEMS**

| HS Code *             | Country of Origin *       | Cargo Class *       | Cargo Type    |       |
|-----------------------|---------------------------|---------------------|---------------|-------|
| SEARCH                | SEARCH                    | •                   | •             |       |
|                       |                           |                     |               |       |
| Quantity Manifested * | Quantity Manifested UOM * |                     |               |       |
|                       | SEARCH                    |                     |               |       |
| Net Weight            | Net Weight UOM            |                     |               |       |
| Gross Weight *        | Gross Weight UOM *        |                     |               |       |
|                       | SEARCH                    |                     |               |       |
| Volume                | Volume UOM                |                     |               |       |
|                       | SEARCH                    |                     |               |       |
| UN-DG No.             | Flash Point               |                     |               |       |
|                       |                           |                     |               |       |
| Cargo Description *   |                           |                     |               |       |
|                       |                           |                     |               |       |
|                       |                           |                     |               | /2    |
|                       |                           |                     |               |       |
| Containers            |                           |                     |               |       |
|                       |                           |                     |               | NEW   |
| No. Container No.     | Kind of Container         | Tare Weight Gross W | eight Package |       |
|                       |                           |                     | Go to Page    | ▼ < > |
|                       |                           |                     |               |       |
|                       | SAV                       | Æ BAČK              |               |       |

- 5. Key in all the required data. Fields mark with red line are the mandatory fields
- 6. Click Save to save Item information
- 7. Click New to add Container



#### Add Container

| CONTAINERS                |                 |                   |                       |
|---------------------------|-----------------|-------------------|-----------------------|
| Container No. *           |                 |                   |                       |
| Kind of Container *       | Is ISO Type *   | Goods Type *      | Container Load Type * |
| Tare Weight               | Tare Weight UOM | Gross Weight *    | Gross Weight UOM *    |
| ISO Code (Container Size) | Temperature     | No. of Packages * | No. of Packages UOM * |
| Seal No.                  |                 |                   |                       |
| Description *             |                 |                   |                       |
| Remarks                   |                 |                   | <i>h</i>              |
|                           |                 |                   | li li                 |
|                           | SAV             | E BACK            |                       |

- 8. Key in all the required data. Fields mark with red line are the mandatory fields
- 9. Click Save button to save container detail



#### Submit House BL

| Description *               |      |              |      |  |   |
|-----------------------------|------|--------------|------|--|---|
|                             |      |              |      |  |   |
|                             |      |              |      |  |   |
| Marks                       |      |              |      |  |   |
|                             |      |              |      |  |   |
|                             |      |              |      |  | 1 |
| Remarks                     |      |              |      |  |   |
|                             |      |              |      |  |   |
|                             |      |              |      |  | 1 |
| Short / Over Landed Remarks |      |              |      |  |   |
|                             |      |              |      |  |   |
|                             |      | $\mathbf{V}$ |      |  |   |
|                             | SAVE | SUBMIT       | ВАСК |  |   |

\* Key in all the required data. Fields marks with red line are the mandatory fields

#### 10. Click Submit when completed



| <br>SEARCH HOUSE BILL OF LADING |              |                 |                |              |        |
|---------------------------------|--------------|-----------------|----------------|--------------|--------|
| Search Application No.          | Manifest No. | Bill Lading No. |                |              |        |
|                                 | RETRIEVE     | RESET           |                |              |        |
| Listing                         |              |                 |                |              |        |
|                                 |              |                 |                | NEW          | DELETE |
| No. Application No.             | Manifest No. |                 | Bill of Lading |              |        |
| 1 <u>HB1960000029</u>           | 40501250     |                 | KG24201906784  |              |        |
|                                 |              |                 |                | Go to Page 1 | • • >  |

### 11. Status will be updated after getting approval from uCustoms



## **Customer Service and Support**

CARELINE - Customer Interaction Centre Dagang Net Technologies Sdn Bhd Tower 3, Avenue 5, The Horizon, Bangsar South No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

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