



Cross Border Exchange with Shanghai e-Port (COBEXS)

Trader
User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Version	Date	Author	Description of Amendment
1.0	10 February, 2020	Suryati	<ul style="list-style-type: none">Initial Copy

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
MITI	Ministry of International Trade and Industry
ePCO	Electronic Preferential Certificate of Origin
COBEXS	Cross Border Exchange with Shanghai e-Port
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
CO	Certificate of Origin
CA	Cost Analysis
FA	Forwarding Agent

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Section 1. Introduction

1.1. What is ePCO System?

The Electronic Preferential Certificate of Origin (ePCO) is a web-based Certificate of Origin application and approval system. It is an online document that certifies the country of origin of a product. The ePCO is intended solely to prove the origin of goods to satisfy customs or trade requirements. It can be used also as supporting documents for the issuance of corresponding Certificate of Origin by another authorised party. It also provides other functions to users such as:

- Online application of Cost Analysis and Preferential Certificate of Origin Forms
- Online approval by authorized party
- Online enquiry of application status

1.2. What is COBEXS?

COBEXS is one of ePCO system that allows the interactions between DNT and Shanghai e-Port, mainly to send ACFTA data electronically from DNT to Shanghai e-Port. This direct connectivity will allow port authority to receive data in advance, when the CO is approved by CO Certificate Issuance Agency in Malaysia. Data checking and validation can be done efficiently in Importer's country.

1.3. How does this System Benefit Me?

- Reduces Turnaround time – faster processing time
- It's convenient – 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.

1.4. System Requirements?

COBEXS is a web-based system and it has been certified to work well with below browser:

- Chrome Version 35 above
- Internet Explorer 9 and above
- Mozilla Firefox 29 and above

1.5. 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 / Manufacturer

1.6. About This Document

This publication is to provide an overview on how a Trader officer can create new, view, update ACFTA application, and deeper understand on the system with step by step helps.

1.7. 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

or visit www.dagangnet.com/customer-service

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

2.1. System Access

This system is accessible via:

<http://newepco.dagangnet.com.my/dnex/login/>

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

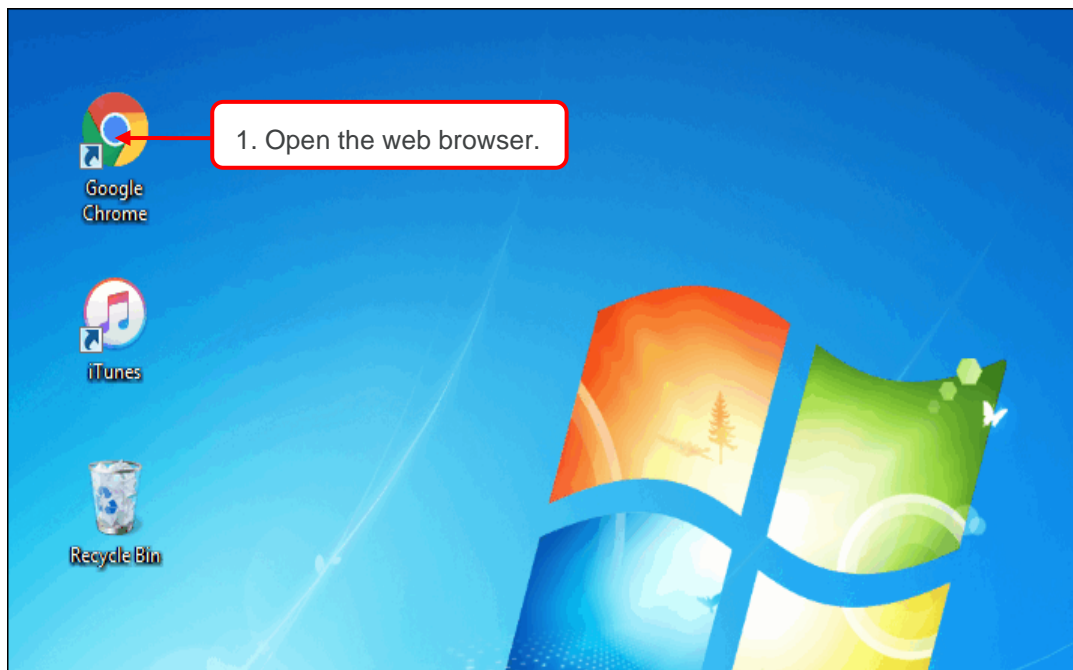


Figure 1

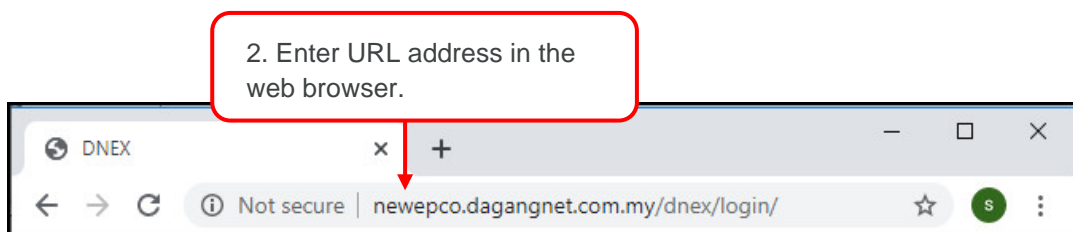


Figure 2

URL address: <http://newepco.dagangnet.com.my/dnex/login/>

2.2. Log In

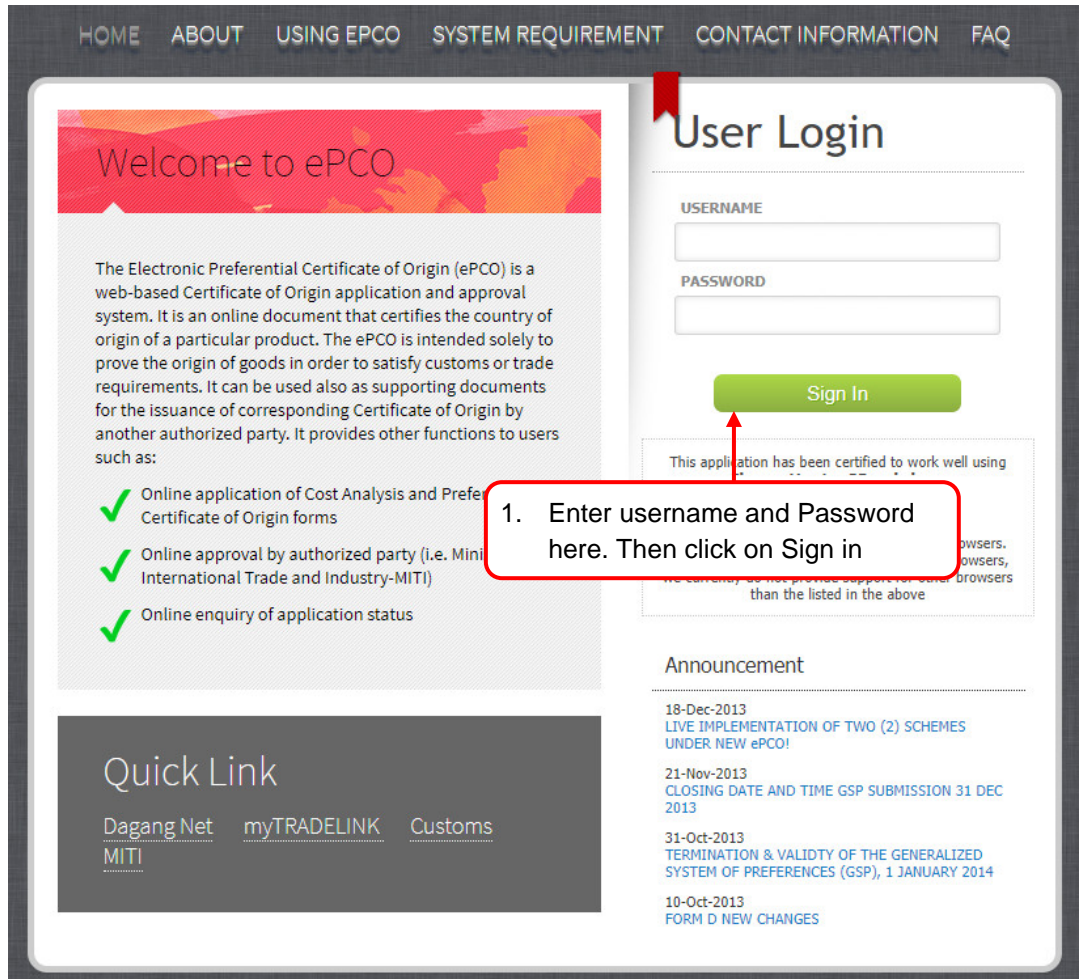


Figure 3

2.3. Sign out

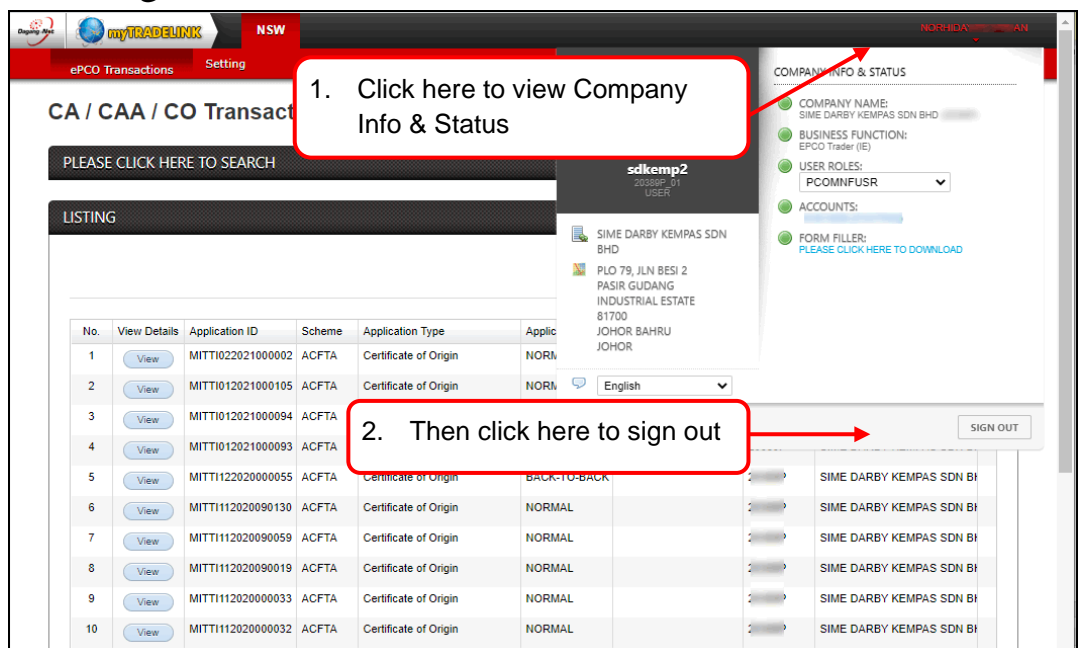


Figure 4

Section 3. Listing

This section shows the steps to search and view application in the system.

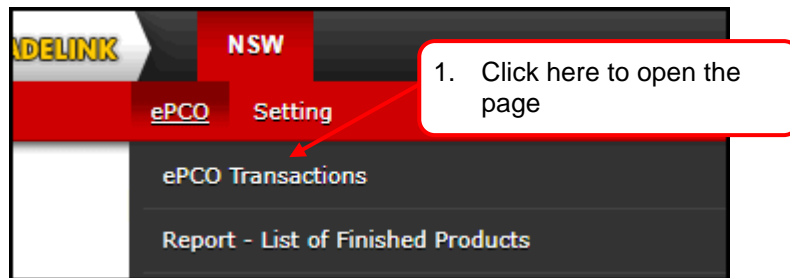


Figure 5

3.1. Search and View Application

The screenshot shows the "CA / CAA / CO Transaction" page. At the top, there is a search bar with the text "PLEASE CLICK HERE TO SEARCH". Below the search bar is a "LISTING" tab, which is highlighted by a red callout box with the text "1. Click on this tab to view search details". To the right of the listing tab is a "NEW" button. Below the listing tab is a table of transactions.

	Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
2	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
3	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
4	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
5	Certificate of Origin	BACK-TO-BACK			SIME DARBY KEMPAS SDN BH	
6	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
7	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
8	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
9	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	
10	Certificate of Origin	NORMAL			SIME DARBY KEMPAS SDN BH	

Figure 6

CA / CAA / CO Transaction

PLEASE CLICK HERE TO SEARCH

Application Type: Please select | Scheme: Please select | Application Case: Please select | Status: Please select

Company Name: | Application ID: | Application Date (From): | Application Date (To):

Reference No.: | Endorsement No.: | Approved Date (From): | Approved Date (To):

Prepared Date (From): | Prepared Date (To):

RESET SEARCH

2. Enter criteria to search as required

3. Then, click on Search

LISTING

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI022021000002	ACFTA	Certificate of Origin	NORMAL		20389P	SIME DARBY KEMPAS SDN BH	
2	View	MITTI012021000105	ACFTA	Certificate of Origin	NORMAL		20389P	SIME DARBY KEMPAS SDN BH	
3	View	MITTI012021000094	ACFTA	Certificate of Origin	NORMAL		20389P	SIME DARBY KEMPAS SDN BH	

Figure 7

CA / CAA / CO Transaction

PLEASE CLICK HERE TO SEARCH

Application Type: Certificate of Origin | Scheme: ACFTA | Application Case: Please select | Status: Application Approved

Company Name: | Application ID: | Application Date (From): | Application Date (To):

Reference No.: | Endorsement No.: | Appr: |

Prepared Date (From): | Prepared Date (To):

RESET SEARCH

4. Search result listed in this table.

5. Click on this button to view details of this application.

LISTING

NEW

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI012021000076	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 01:34:50		SIME DARBY KEMPAS SDN BH	27
2	View	MITTI012021000075	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 00:43:36		SIME DARBY KEMPAS SDN BH	27
3	View	MITTI012021000009	ACFTA	Certificate of Origin	NORMAL	06-Jan-2021 23:13:50	20389P	SIME DARBY KEMPAS SDN BH	06
4	View	MITTI122020000181	ACFTA	Certificate of Origin	NORMAL	21-Dec-2020 09:43:08	20389P	SIME DARBY KEMPAS SDN BH	21

Figure 8

Certificate of Origin- ACFTA [MITT

[BACK TO MAIN](#)

6. Application details

Company Details

ROC / ROB No. Company Name Billing Mode

Company Address

Postcode City State Country

Telephone No. (Mobile) Telephone No. (Office) Fax No. Email

Trader Reference No.

Letter of Credit (L/C) Address

Company Name

Company Address

Finished Product

No.	View Details	Finished Product ID	CA Ref	CA Expiry Date	Tariff Desc	Tariff Code	Brand / Model	Manufacturer
1	View	FAC-FCN-FP-190816- 500032	MITT1082019035773	27-Aug-2021	---Shortening	1517904300	JOMA PALM SUCOTEMAC	SIME DARBY PASIR GUDANG

Figure 9

Section 4. New Application

This section shows the steps for users to create new application for ACFTA.

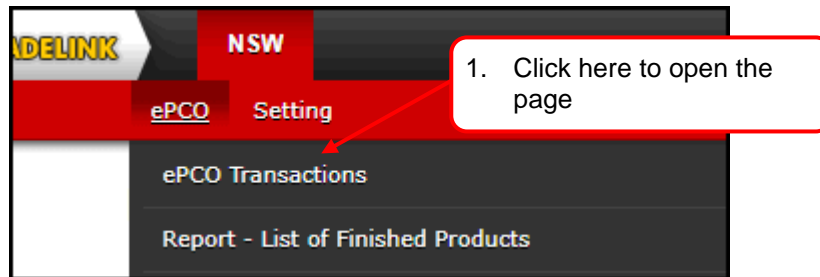


Figure 10

4.1. Create New

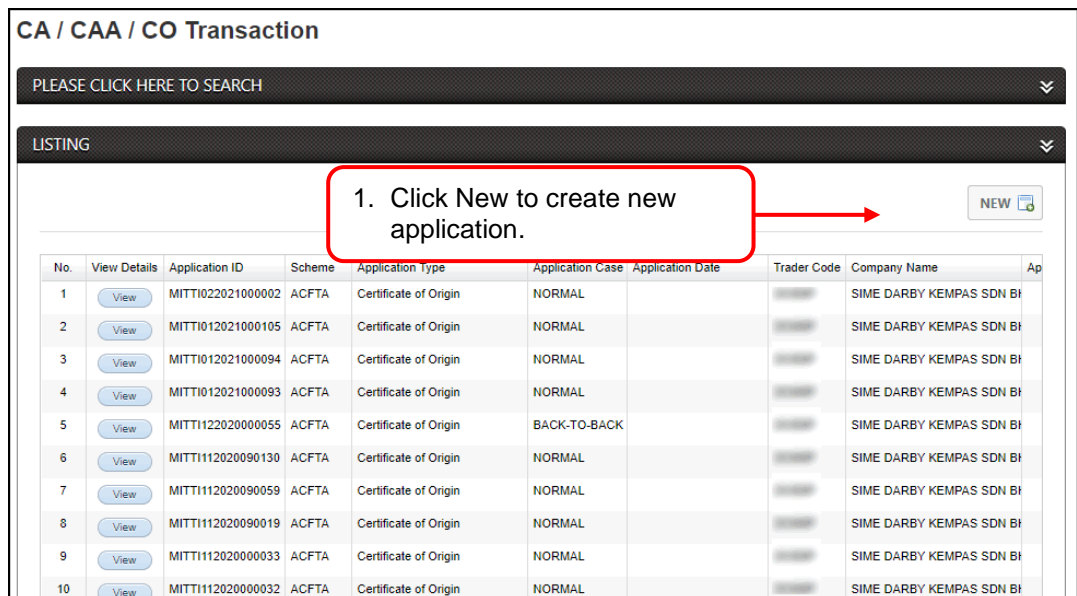


Figure 11

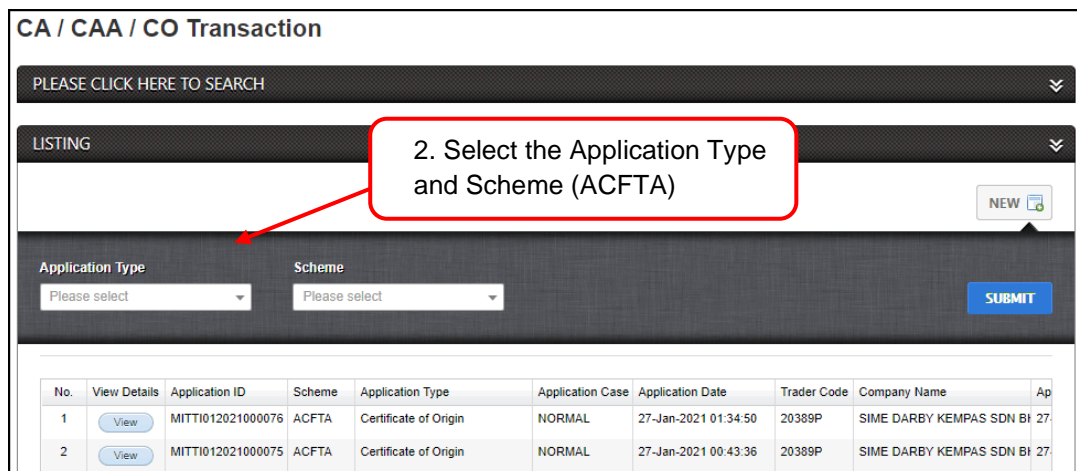


Figure 12

CA / CAA / CO Transaction

PLEASE CLICK LISTING

3. Application Case will appear once scheme selected. Click to select.

4. Then, click here to create new application.

Application Type: Certificate of Origin | Scheme: ACFTA | Application Case: NORMAL | SUBMIT

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI012021000076	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 01:34:50	20389P	SIME DARBY KEMPAS SDN B	27
2	View	MITTI012021000075	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 00:43:36	20389P	SIME DARBY KEMPAS SDN B	27

Figure 13

4.1.1. Company Details

Once new application is created, the application page will be displayed. Please fill up all details.

Certificate of Origin- ACFTA [MITTI022021000003]

BACK TO MAIN

Company Details

ROC / ROB No.: 20389P | Company Name: SIME DARBY KEMPAS SDN BHD | Billing Mode: POSTPAID

Company Address: [Search]

1. Click this button to select registered details from the list.

Postcode: 81700 | City: JOHOR BAHRU | State: JOHOR | Country: Malaysia

Telephone No. (Mobile): 07-2511206 | Telephone No. (Office): 07-2511206 | Fax No.: 07-2... | Email: ...@...mail.com

Trader Reference No.: []

2. Fill up other details

Letter of Credit (L/C) Address: [Search]

Company Name: []

Company Address: []

Finished Product

Figure 14

*Note: Follow these steps for all details with  button.

4.1.2. Finished Product

Finished Product

Unit of Measurement (UOM)
KGM - KILOGRAM

Other FOB (Foreign Currency)
USD - USDOLLAR

New

No.	View Details	Finished Product ID	CA Ref	CA Expiry Date	Tariff D	Manufacturer
-----	--------------	---------------------	--------	----------------	----------	--------------

1. Add UOM and FOB here

2. Click here to add finished product

Note : 1 application can only have 10 finished products added

Figure 15

Certificate of Origin- ACFTA [MITTI022021000005]

[BACK TO MAIN](#)

Finished Product

[Back](#) [Finished Product](#) [Raw Material](#)

CHOOSE FROM APPROVED FINISHED PRODUCT

3. Click here to select from approved finish product, or manually fill in the required details.

Tariff Code Tariff UOM

Finished Product Ref ID

Tariff Description

Origin Criteria

Brand / Model

Approved Importing Country

Applied Importing Country

Manufacturer ROB / ROC No. Manufacturer

Address

Postcode City State Country

Contact Person Email

Telephone No. Fax No.

Manufacturer License Issuing Authority Manufacturer License No Manufacturer License Expiry Date

Product Detail

Importing Country - HS Code Total FOB Value (MYR) Total Price

Other FOB (Foreign Currency) Unit of Measurement (UOM)

! Total Price : Leave the field blank. System will auto calculate Total Price Value from additions of FOB Value at Package Details. Proceed by clicking Save and continue by filling up the Package Details.

SAVE

Figure 16

Finished Product

4. Search for finished product here

Tariff Code:
 Tariff Description:
 Manufacturer:
 Finished Product ID:
 Endorsement No:
 Effective Date:

No.	View Details	Finished Product ID	CA Ref	Tariff Code	Tariff Desc	Brand / Model	Effective Date	Ex
1	<input type="button" value="Select"/>	FAC-FCN-FP-190816-000032	MITTI082019035773	1517904300	---Shortening	AP40 AP48 GOLD DEER SHORTENING JOMA PALM SHORTENING LION RBD PALM STEARIN LION RBD PALM STEARIN LOW SOON SHORTENING	28-Aug-2019	27
2	<input type="button" value="Select"/>	FAC-FCN-FP-190816-000065	MITTI082019035892	3823192000	---Palm fatty acid distillate	distillate -	28-Aug-2019	27
3	<input type="button" value="Select"/>	FAC-FCN-FP-200513-000033	MITTI052020018053	1516209990	RBD HYDROGENATED PALM	CF35 CF37 CF38	26-May-2020	25

5. Click on this button to select and add this product

Figure 17

Finished Product

CHOOSE FROM APPROVED FINISHED PRODUCT

6. Selected Finished Product added here

Tariff Code: 1517904300
 Tariff UOM: KGM - KILOGRAM
 Finished Product Ref ID: FAC-FCN-FP-190816-000032
 Tariff Description: ---Shortening
 Origin Criteria: PE
 Brand / Model: Choose Brand
 Approved Importing Country: CHINA
 Applied Importing Country: CHINA
 Manufacturer ROB / ROC No.: 20389P
 Manufacturer: SIME DARBY OILS PASIR GUDANG REFINERY SDN. BHD.
 Address: PLO 79, JALAN BESI 2, PASIR GUDANG INDUSTRIAL ESTATE, 81700 PASIR GUDANG, JOHOR, MALAYSIA
 Postcode: 81700
 City: PASIR GUDANG
 State: JOHOR
 Country: MALAYSIA
 Contact Person: [Redacted]
 Email: [Redacted]@ils.com
 Telephone No.: 07-251 [Redacted]
 Manufacturer License Issuing Authority: PBT
 Manufacturer License Expiry Date: 31-Dec-2019

8. Add HS Code and FOB Value for this Finished Product

Product Detail
 Importing Country - HS Code: 151790
 Total FOB Value (MYR): [Redacted]
 Other FOB (Foreign Currency): USD - USDOLLAR
 Total Price : Leave the field blank. System will auto calculate Total Price Value from [Redacted] filling up the Package Details.

9. Save this Finished Product here and proceed to next details

Figure 18

Finished Product
⌵

⬅ Back
Finished Product
Raw Material

Tariff Code
1517904300

Finished Product Ref ID
FAC-FCN-FP-190816-000032

Tariff Description
---Shortening

Origin Criteria
PE

Brand / Model
JOMA PALM SHORTENING x

Approved Importing Country
CHINA

Applied Importing Country
CHINA

Tariff UOM
KGM - KILOGRAM

Manufacturer ROB / ROC No.
.....P

Address
PLO 79, JALAN BESI 2,
81700 PASIR GUDANG, JOHOR, MALAYSIA

Postcode
81700

Contact Person
.....

Telephone No.
07-2511206

Manufacturer License Issuing Authority
PBT

Manufacturer
SIME DARBY OILS PASIR GUDANG REFINERY SDN. BHD.

PASIR GUDANG INDUSTRIAL ESTATE,

City
PASIR GUDANG

State
JOHOR

Country
MALAYSIA

Manufacturer License No
.....

Manufacturer License Expiry Date
31-Dec-2019

Product Detail

Importing Country - HS Code
151790 23

Other FOB (Foreign Currency)
USD - USDOLLAR

Total FOB Value (MYR)
1,000

Total Price

ⓘ Total Price : Leave the field blank. System will calculate the total price. Proceed by clicking Save and continue by filling up the Package Details.

Packaging

Kind of Package
.....

Number of Package
.....

Mark of Package
.....

Quantity
.....

Description of Goods
.....

Invoices - (Multiple invoice for single packaging detail)

➕ Add More Invoice

SAVE

10. Enter the packaging details as required



Figure 19

Total Price : Leave the field blank. System will auto calculate Total Price Value from additions of FOB Value at Package Details. Proceed by clicking Save and continue by filling up the Package Details.

Packaging

Kind of Package
1A - DRUM,STEEL

Number of Package: 5 Quantity: 2 Other FOB Value: 1

Mark of Package: Pack 1234 Description of Goods: Shortening As

Invoices - (Multiple invoice for single packaging detail)

[Add More Invoice](#)

SAVE

Figure 20

Packaging

Kind of Package
1A - DRUM,STEEL

Number of Package: 5 Quantity: 2 Other FOB Value: 1

Mark of Package: Pack 1234 Description of Goods: Shortening As

Invoices - (Multiple invoice for single packaging detail)

Invoice Number: 1213456 Invoice Date: 08-Feb-2021

[Add More Invoice](#) [DELETE](#)

SAVE

Figure 21

Finished Product

Unit of Measurement (UOM): KGM - KILOGRAM Other FOB (Foreign): USD - USDOLLAR

[UPDATE](#) [New](#)

No.	View Details	Finished Product ID	CA Ref	CA Expiry Date	Tariff Desc	Tariff Code	Brand / Model	Manufacturer
1	View	FAC-FCN-FP-190816-000032	MITTI082019035773	27-Aug-2021	---Shortening	1517904300	JOMA PALM SHORTENING	SIME DARBY / PASIR GUDAN REFINERY SD BHD.

Note : 1 application can only have 10 finished products added

Figure 22

4.1.3. Attached Document

This system supported attachments with file extension of .gif, .jpg, .tif, .pdf, .doc, docx, .xls, and .xlsx only. The maximum size allowed for upload is 2 MB.

Please make sure that documents are uploaded on below sequence;

- i. Invoice
- ii. Bill of Lading or airway Bill
- iii. Customs Declaration Form (K2)
- iv. Other additional documents



Figure 23

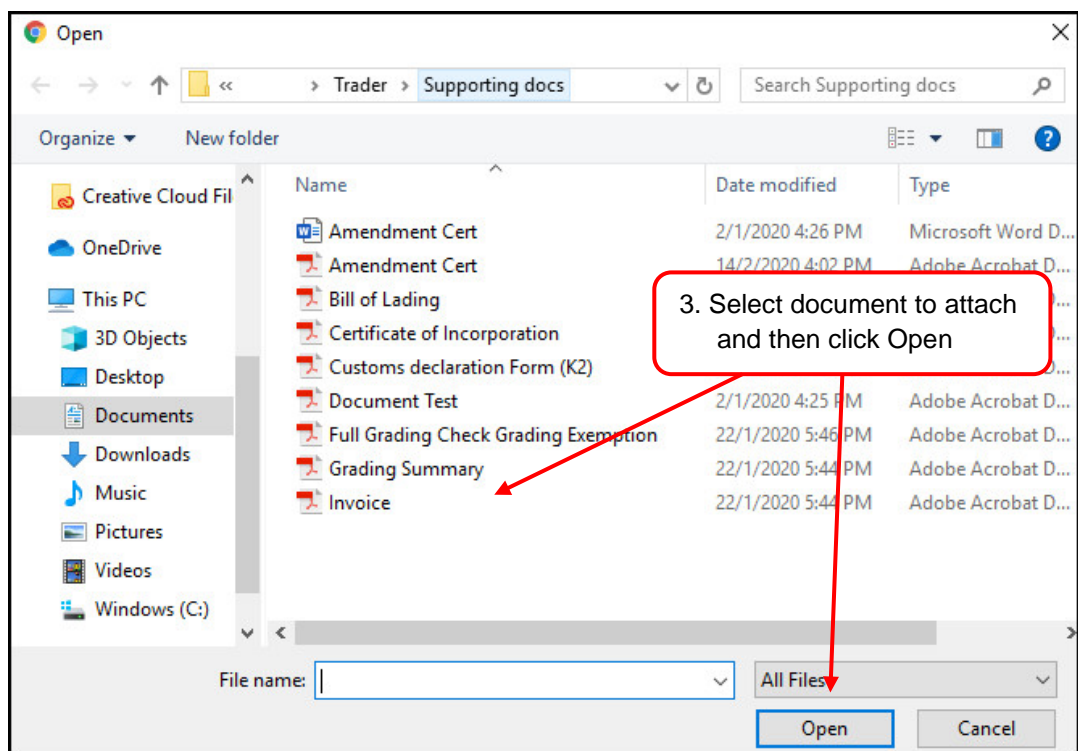


Figure 24

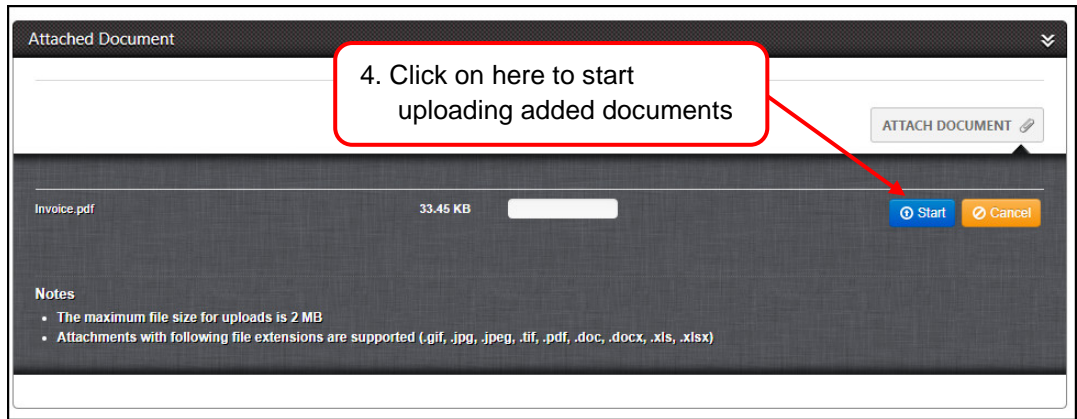


Figure 25



Figure 26

4.1.4. Declaration and other Details

Certificate of Origin- ACFTA [MITTI022021000005]

[BACK TO MAIN](#)

Company Details

Finished Product

Attached Document

Good Consigned To (Consignee's Name, Address, Country)

Means of Transport and Route (As far as known)

Agent Profile (Agent Name, Address, Country)

Record of Certificate of Origin

Declaration Details

Preferred Branch of Application Processing

Kuala Lumpur

Declaration Details

Name

Designation

Executive Shipping

Email

K2 Registration No

Date

08-Feb-2021

Passport No.

Telephone No.

Trader Remarks

500 characters remaining

Undertaking by Exporter to Submit the bill of Lading / Airway Bill / Endorsed Custom Declaration Form For the Issuance of Form E Prior To Expecting Date to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form K2 and The Copy of Issued Form E:

The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in MALAYSIA and that they comply with the origin requirements specified for those goods in the Generalized Preferential Tariff Schemes for goods exported to (Importing Country)

I hereby declare that the information and statements provided in this application are true and correct. All goods originated from Malaysia and they comply with the origin requirements specified for those goods exported to (Importing Country) under the (name of FTA). I understand that I am liable for any false statements or material omission on or in connection with this document.

Transaction Type

THIRD COUNTRY INVOICING EXHIBITION MOVEMENT CERTIFICATION ISSUE RETROACTIVELY

Print Option

Print Importing Country HS Code Print Exporting Country HS Code

Print/Preview FOB Value Print Consignee Country

Print Other FOB Value per Finished Product Print Other FOB Value per Package

Print Total Other FOB With 2 Decimal Point Print Total Other FOB With 4 Decimal Point

Print With PDF Format Print With DOCX Format

20/02/14 : Due to needs of 2 decimal or 4 decimal for Other FOB Value, system has been enhanced to cater both formats. Kindly choose your preference
03/01/13 : System has been changed to print the Consignee Country by default. Any customization is available during Printing Option Selection

[PREVIEW](#)

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in this application and that the information is being used for the purpose of this service.
Note: Applicant is given with the option whether to accept/ do not accept the consent

[Draft](#) [UPDATE](#)

1. Click on these tabs and fill up all required details. Please use the same steps as in above sections.

2. Click here to select Applicant

2. Tick to select type of this transaction and Print Option

4. Click here to preview the printing option.

Figure 27

Original				PREVIEW	
1. 5. Print Preview INDUSTRIAL ESTATE 81700 JOHOR BAHRU, JOHOR, MALAYSIA		Reference No.		ASEAN-CHINA FREE TRADE AREA PREFERENTIAL TARIFF CERTIFICATE OF ORIGIN (Combined Declaration and Certificate)	
2. Products consigned to (Consignee's name, address, country)				FORM E MALAYSIA Issued in _____ (Country) See Overleaf Notes	
3. Means of transport and route (as far as known) Departure date Vessel's name/Aircraft etc. Port of Discharge		4. For Official Use <input type="checkbox"/> Preferential Treatment Given <input type="checkbox"/> Preferential Treatment Not Given (Please state reason/s)		Signature of Authorised Signatory of the Importing Party	
5. Item Number	6. Marks and numbers on packages	7. Number and type of packages, description of products (including quantity where appropriate and HS number in six digit code)	8. Origin criteria (see Overleaf Notes)	9. Gross weight or net weight or other quantity, and value (FOB) only when RVC criterion is applied	10. Number, date of invoices
1.	Pack 1234	5 DRUM,STEEL Shortening As IMPORTING COUNTRY HS CODE 15179023	PE	2 KGM USD 10	1213456 08/02/2021
TOTAL :			2 KGM USD 10		
Page 1 of 1					
11. Declaration by the exporter The undersigned hereby declares that the above details and statement are correct; that all the products were produced in _____			12. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.		

Figure 28

4.1.5. Consent and Submit

Print Option

Print Importing Country HS Code Print Exporting Country HS Code

Print/Preview FOB Value Print Consignee Country

Print Other FOB Value per Finished Product Print Other FOB Value per Package

Print Total Other FOB With 2 Decimal Point Print Total Other FOB With 4 Decimal Point

Print With DOCX Format

... system has been enhanced to cater both formats. Kindly choose your preference by default. Any customization is available during Printing Option Selection

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in Form E in _____ of this service.
Note: Applicant is given with the option whether to accept/ do not accept the consent

1. Then click here to update

2. Select Application Submitted as update

Update this application as

Draft

|

Draft

Application Ready

Application Submitted

Figure 29

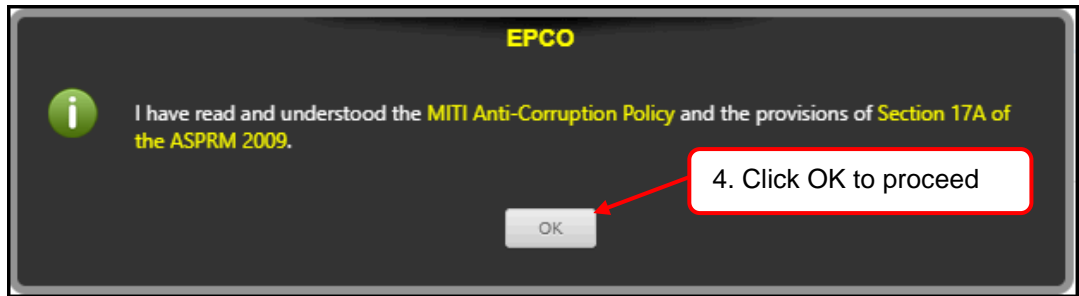


Figure 30

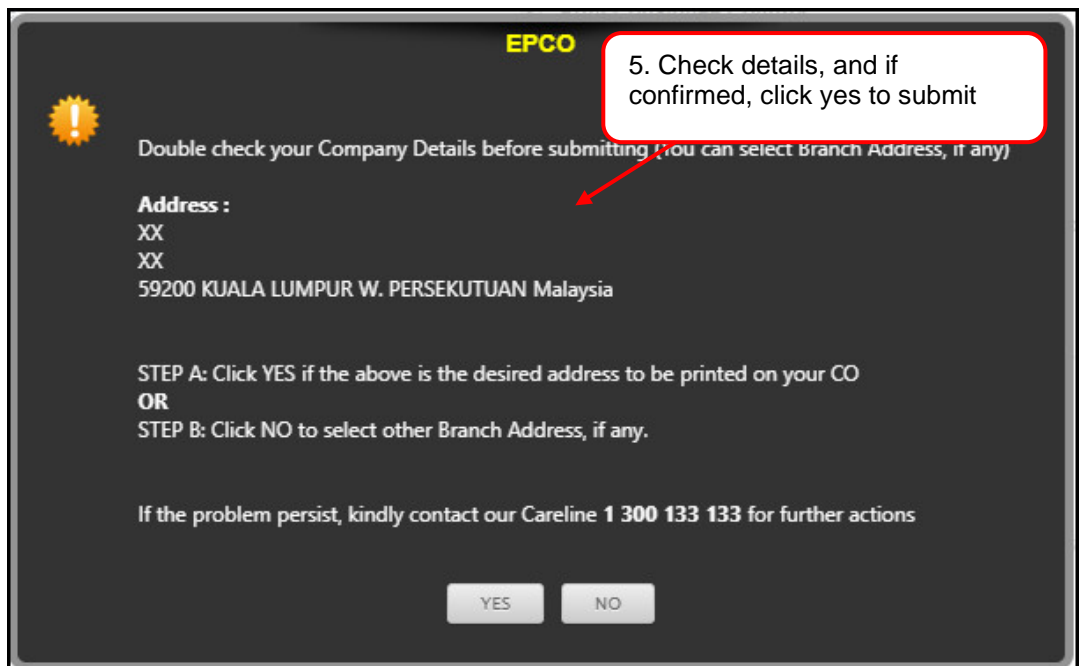


Figure 31

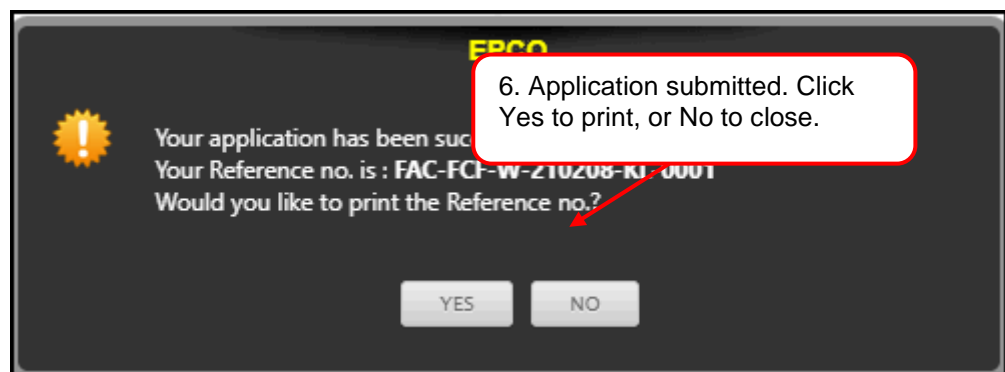


Figure 32

Reference no. Print Slip

Company Name	: SIME DARBY KEMPAS SDN BHD
Application Name	: CO - Certificate of Origin
Scheme Type	: ACFTA - ASEAN-CHINA FREE TRADE AGREEMENT
Application Id	: MITTI022021000005
Reference no.	: FAC-FCF-W-210208-KL-0001
Application Date	: 08-Feb-2021 11:11

© 2013 DAGANG NET TECHNOLOGIES SDN BHD
General Line: 03 2730 0200
Careline: 1 900 133 133

7. Sample of Reference no. print slip.

Figure 33

Section 5. Update Consignee Information

This section shows the step to update consignee information for approved CO, with or without Importer ID- 'ROC / ROB No.' field at section Good Consigned To and Consignee Information.

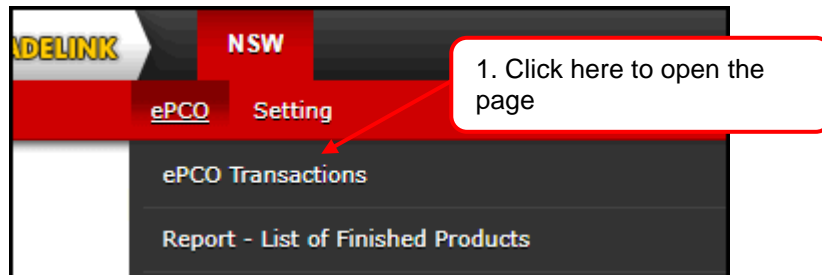


Figure 34

The screenshot displays the 'CA / CAA / CO Transaction' search interface. It features a search form with various filters and a 'SEARCH' button. A red callout box with the text '2. Select 'CO', 'ACFTA' and 'Application Approved' and other details as required.' points to the 'Application Type' (Certificate of Origin), 'Scheme' (ACFTA), and 'Status' (Application Approved) dropdown menus. Another red callout box with the text '3. Click here to search' points to the 'SEARCH' button. Below the search form is a 'LISTING' section with a table of results.

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1		MIT7012021000076	ACFTA	Certificate of Origin	NORMAL	27 Jan 2021 01:24:50	203890	SINE DARRY KEMULS SDN BHD	27

Figure 35

CA / CAA / CO Transaction

PLEASE CLICK HERE TO SEARCH ↑

Application Type <input style="width: 90%;" type="text" value="Certificate of Origin"/>	Scheme <input style="width: 90%;" type="text" value="ACFTA"/>	Application Case <input style="width: 90%;" type="text" value="Please select"/>	Status <input style="width: 90%;" type="text" value="Application Approved"/>
Company Name <input style="width: 90%;" type="text"/>	Application ID <input style="width: 90%;" type="text"/>	Application Date (From) <input style="width: 90%;" type="text"/>	Application Date (To) <input style="width: 90%;" type="text"/>
Reference No. <input style="width: 90%;" type="text"/>	Endorsement No. <input style="width: 90%;" type="text"/>	Approved Date (From) <input style="width: 90%;" type="text"/>	Approved Date (To) <input style="width: 90%;" type="text"/>
Prepared Date (From) <input style="width: 90%;" type="text"/>	Prepared Date (To) <input style="width: 90%;" type="text"/>		

LISTING ↓

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI012021000076	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 01:34:50	20389P	SIME DARBY KEMPAS SDN BI 27	
2	View	MITTI012021000075	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 00:43:36	20389P	SIME DARBY KEMPAS SDN BI 27	
3	View	MITTI012021000009	ACFTA	Certificate of Origin	NORMAL	06-Jan-2021 23:13:50	20389P	SIME DARBY KEMPAS SDN BI 06	

4. Click here to view the details.

Figure 36

Certificate of Origin- ACFTA [MITTI012021000076]

[BACK TO MAIN](#)

Company Details

Finished Product

Attached Document

Good Consigned To (Consignee's Name, Address, Country)

ROC / ROB No. Company Name

Company Address

Postcode City State Country

Telep Fax No. Email

5. Update as required.

Means of Transport and Route (As far as known)

Agent Profile (Agent Name, Address, Country)

Record of Certificate of Origin

Declaration Details

Transaction Type

Print Option

Print Importing Country HS Code Print Exporting Country HS Code
 Print/Preview FOB Value Print Consignee Country
 Print Other FOB Value per Finished Product Print Other FOB Value per Package
 Print Total Other FOB With 2 Decimal Point Print Total Other FOB With 4 Decimal Point
 Print With PDF Format Print With DOCX Format

2002/14 : Due to needs of 2 decimal or 4 decimal for Other FOB Value, system has been enhanced to cater both formats. Kindly choose your preference 03/01/13 : System has been changed to print the Consignee Country by default. Any customization is available during Printing Option Selection

[PREVIEW](#) [PRINT](#) [PRINT OVERLEAF](#)

Transaction View

No.	Date	Time	Action	Response Desc.	User Type	Response From
1	27-Jan-2021	01:34:50	Application Submitted		PCO MANUFACTURER USER	NORHIDAYATI AZIMAN
2	27-Jan-2021	01:36:12	Application Checked	MITTI012021000076	PCO MITI CHECKER	FATIN HANANI MOHD IDRIS
3	27-Jan-2021	01:37:05	Application Approved	MITTI012021000076	PCO MITI VERIFIER	MOHD KHAIRIL ANUAR BIN SEMAN

Shanghai e-Port Activities

No.	Date	Time	Action	Response Desc.
1	27-JAN-2021	01:37:54	Update Consignee Information	MITTI012021000076
2	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
3	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
4	27-JAN-2021	01:46:59	Update Consignee Information	MITTI012021000076
5	27-JAN-2021	02:00:01	Acknowledgement Message	Success-Accepted
6	09-FEB-2021	14:22:04	Update Consignee Information	linda suruh buat stdc
7	09-FEB-2021	14:25:39	Update Consignee Information	Update 555 to 99 - rina. sama dengan linda
8	09-FEB-2021	14:30:01	Acknowledgement Message	Success-Accepted
9	09-FEB-2021	14:30:02	Acknowledgement Message	Success-Accepted

*Kindly be informed that the time displayed above is based on respective country time zone

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information of this service.
Note: Applicant is given with the option whether to accept/ do not accept the consent

6. Click here to update status

Current Status : [UPDATE](#)

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

Figure 37

No.	Date	Time	Action	Response Desc.
1	27-JAN-2021	01:37:54	Update Consignee Information	MITT1012021000076
2	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
3	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
4	27-JAN-2021	01:46:59	Update Consignee Information	MITT1012021000076
5	27-JAN-2021	02:00:01	Acknowledgement Message	Success-Accepted
6	09-FEB-2021	14:22:04	Update Consignee Information	linda suruh buat stldc
7	09-FEB-2021	14:25:39	Update Consignee Information	Update 555 to 99 - rina. sama dengan linda
8	09-FEB-2021	14:30:01	Acknowledgement Message	Success-Accepted
9	09-FEB-2021	14:30:02	Acknowledgement Message	Success-Accepted

**Kindly be informed that the time displayed above is based on respective country time zone*

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in Form E including any amendments made therein which being used for the purpose of this service.
Note: Applicant is given with the option whether to accept/ do not accept the consent

I have read and understood the M

7. Select 'Update Consignee ROC/ROB No.'

Current Status :

- Application Approved
- Application Approved
- Update Consignee ROC/ROB No.
- Apply for Cancellation

UPDATE

TOP

Figure 38

Shanghai e-Port Activities

No.	Date	Time	Action	Response Desc.
1	27-JAN-2021	01:37:54	Update Consignee Information	MITT1012021000076
2	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
3	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
4	27-JAN-2021	01:46:59	Update Consignee Information	MITT1012021000076
5	27-JAN-2021	02:00:01	Acknowledgement Message	Success-Accepted
6	09-FEB-2021	14:22:04	Update Consignee Information	linda suruh buat stldc
7	09-FEB-2021	14:25:39	Update Consignee Information	Update 555 to 99 - rina. sama dengan linda
8	09-FEB-2021	14:30:01	Acknowledgement Message	Success-Accepted
9	09-FEB-2021	14:30:02	Acknowledgement Message	Success-Accepted

**Kindly be informed that the time displayed above is based on respective country time zone*

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the of this service.
Note: Applicant is given with the option whether to accept/ do not accept the conse

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

8. Click here to update the changes.

Current Status :

Update Consignee ROC/ROB No. UPDATE

Figure 39

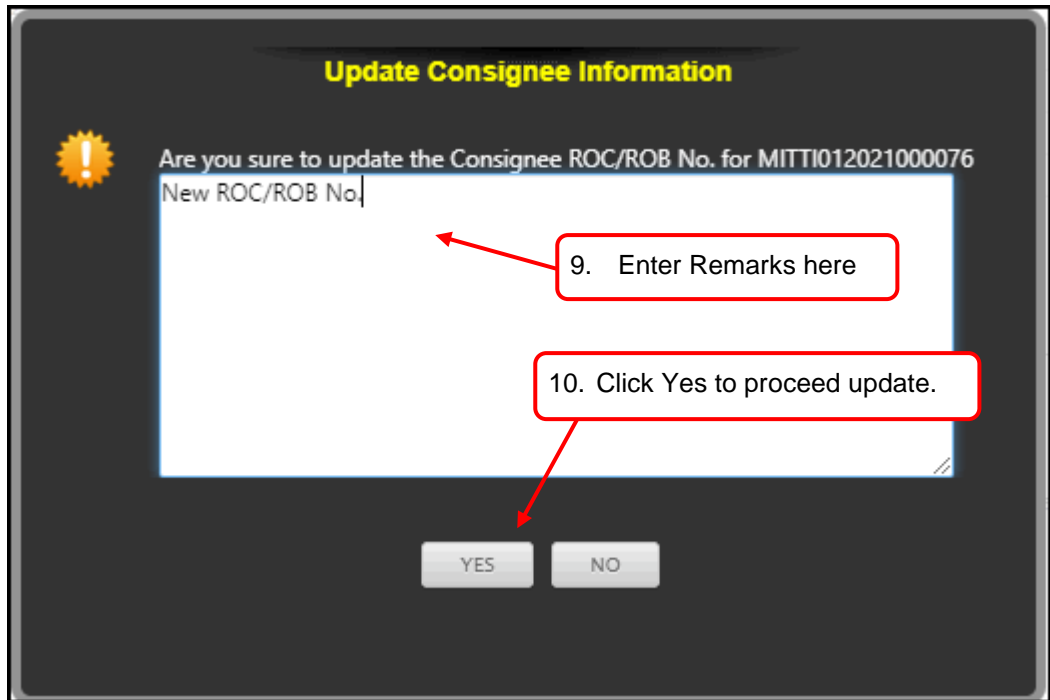


Figure 40

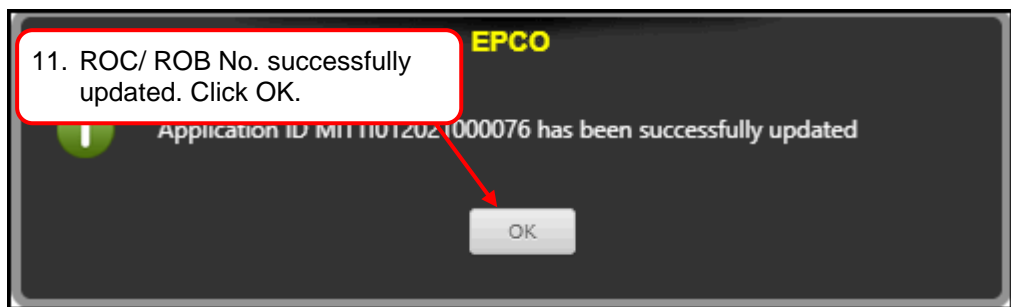


Figure 41

Section 6. Cancellation

This section shows the steps to request for cancellation for approved ACFTA application.

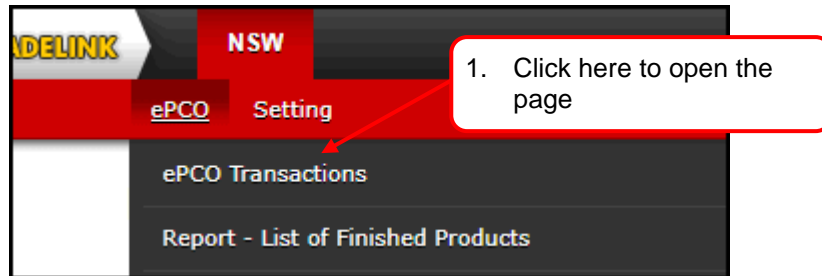


Figure 42

The screenshot shows the 'CA / CAA / CO Transaction' search form. The form has a search bar at the top with the text 'PLEASE CLICK HERE TO SEARCH'. Below the search bar, there are several input fields and dropdown menus. A red callout box with the number '2.' points to the 'Scheme' dropdown menu, which is set to 'ACFTA'. Another red callout box with the number '3.' points to the 'SEARCH' button. The form also includes fields for 'Application Type' (set to 'Certificate of Origin'), 'Application Case' (set to 'Please select'), 'Status' (set to 'Application Approved'), 'Company Name', 'Application ID', 'Application Date (From)', 'Application Date (To)', 'Reference No.', 'Endorsement No.', 'Approved Date (From)', 'Approved Date (To)', and 'Prepared Date (From)'. There are also 'RESET' and 'SEARCH' buttons at the bottom right of the form.

Figure 43

CA / CAA / CO Transaction

PLEASE CLICK HERE TO SEARCH ↑

Application Type <input style="width: 90%;" type="text" value="Certificate of Origin"/>	Scheme <input style="width: 90%;" type="text" value="ACFTA"/>	Application Case <input style="width: 90%;" type="text" value="Please select"/>	Status <input style="width: 90%;" type="text" value="Application Approved"/>
Company Name <input style="width: 90%;" type="text"/>	Application ID <input style="width: 90%;" type="text"/>	Application Date (From) <input style="width: 90%;" type="text"/>	Application Date (To) <input style="width: 90%;" type="text"/>
Reference No. <input style="width: 90%;" type="text"/>	Endorsement No. <input style="width: 90%;" type="text"/>	Approved Date (From) <input style="width: 90%;" type="text"/>	Approved Date (To) <input style="width: 90%;" type="text"/>
Prepared Date (From) <input style="width: 90%;" type="text"/>	Prepared Date (To) <input style="width: 90%;" type="text"/>		

LISTING ↓

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI012021000076	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 01:34:50	20389P	SIME DARBY KEMPAS SDN BI 27	
2	View	MITTI012021000075	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 00:43:36	20389P	SIME DARBY KEMPAS SDN BI 27	
3	View	MITTI012021000009	ACFTA	Certificate of Origin	NORMAL	06-Jan-2021 23:13:50	20389P	SIME DARBY KEMPAS SDN BI 06	

Figure 44

Certificate of Origin- ACFTA [MITTI072018024766]

[BACK TO MAIN](#)

Company Details

Finished Product

Attached Document

Good Consigned To (Consignee's Name, Address, Country)

Means of Transport and Route (As far as known)

Agent Profile (Agent Name, Address, Country)

Record of Certificate of Origin

Declaration Details

Transaction Type

Print Option

Transaction View

No.	Date	Time	Action	Response Desc.	User Type	Response From
1	24-Jul-2018	16:26:01	Application Submitted		PCO TRADER USER	REVATHY PALANIVELU
2	26-Jul-2018	09:22:54	Application Checked		PCO MITI CHECKER	NUR HIDAYAH BT. MOHMAD SAIRAJI
3	26-Jul-2018	09:24:01	Application Approved		PCO MITI VERIFIER	JUNAINA BT. JUREMI

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information of this service. used for the purpose

Note: Applicant is given with the option whether to accept/ do not accept the consent

Current Status : Application Approved UPDATE

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

5. Click here to select status



Figure 45

Transaction Type

Print Option

Transaction View

No.	Date	Time	Action	Response Desc.	User Type	Response From
1	24-Jul-2018	16:26:01	Application Submitted		PCO TRADER USER	REVATHY PALANIVELU .
2	26-Jul-2018	09:22:54	Application Checked		PCO MITI CHECKER	NUR HIDAYAH BT. MOHMAD SAIRAJI
3	26-Jul-2018	09:24:01	Application Approved		PCO MITI VERIFIER	JUNAINA BT. JUREMI

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in Form E including any amendments made therein which being used for the purpose of this service.
 Note: Applicant is given with the option whether to accept/ do not accept the consent

6. Select 'Apply for Cancellation' here

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

Current Status :
 Application Approved
 Application Approved
 Update Consignee ROC/ROB No.
 Apply for Cancellation

UPDATE

TOP

Figure 46

No.	Date	Time	Action	Response Desc.	User Type	Response From
1	24-Jul-2018	16:26:01	Application Submitted		PCO TRADER USER	REVATHY PALANIVELU .
2	26-Jul-2018	09:22:54	Application Checked		PCO MITI CHECKER	NUR HIDAYAH BT. MOHMAD SAIRAJI
3	26-Jul-2018	09:24:01	Application Approved		PCO MITI VERIFIER	JUNAINA BT. JUREMI

7. Add Cancellation Reason here

Apply Cancellation

Cancel Reason
 Cancel shipment MITTI072018024766

467 characters remaining

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in Form E including any amendments made therein which being used for the purpose of this service.
 Note: Applicant is given with the option whether to accept/ do not accept the consent

8. Click here to update the changes.

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

Current Status :
 Apply for Cancellation

UPDATE

Figure 47

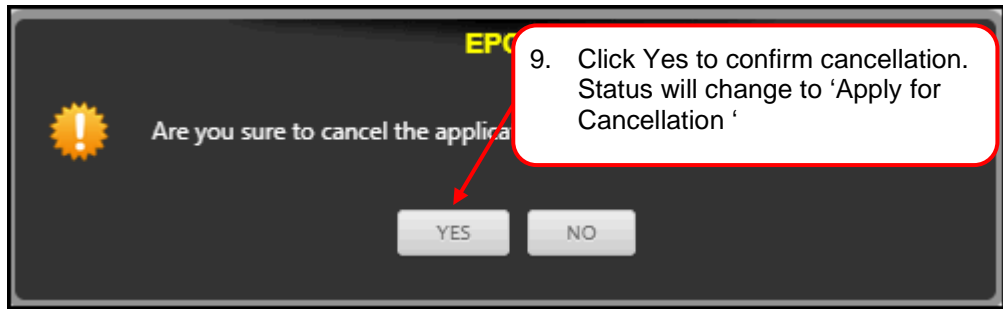


Figure 48

Section 7. Printing

This section shows the steps to print approved ACFTA (Form E) and Overleaf.

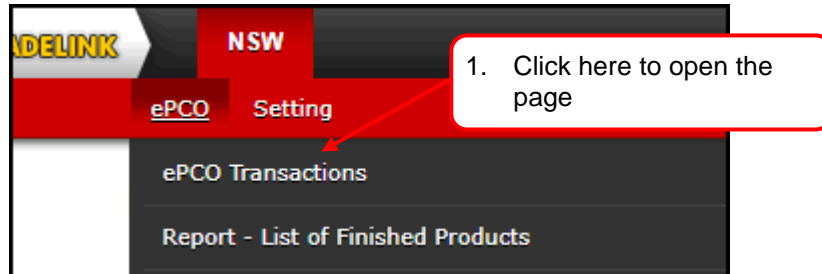


Figure 49

A screenshot of a search form titled 'CA / CAA / CO Transaction'. The form has a search bar at the top with the text 'PLEASE CLICK HERE TO SEARCH'. Below the search bar, there are several input fields and dropdown menus. A red callout box with the text '2. Select 'CO', 'ACFTA' and 'Application Approved' and other details as required.' has arrows pointing to the 'Application Type' (Certificate of Origin), 'Scheme' (ACFTA), and 'Status' (Application Approved) dropdown menus. Another red callout box with the text '3. Click here to search' has an arrow pointing to the 'SEARCH' button. Below the search form, there is a 'LISTING' section with a table of results. The table has columns for No., View Details, Application ID, Scheme, Application Type, Application Case, Application Date, Trader Code, Company Name, and Ap. The first row of the table shows the following data: 1, View Details, MTT012021080076, ACFTA, Certificate of Origin, NORMAL, 27 Jan 2021 01:34:50, 203890, SIME DABBY KEMDAS SDN BHD, 27.

Figure 50

CA / CAA / CO Transaction

PLEASE CLICK HERE TO SEARCH ⤴

Application Type <input style="width: 90%;" type="text" value="Certificate of Origin"/>	Scheme <input style="width: 90%;" type="text" value="ACFTA"/>	Application Case <input style="width: 90%;" type="text" value="Please select"/>	Status <input style="width: 90%;" type="text" value="Application Approved"/>
Company Name <input style="width: 90%;" type="text"/>	Application ID <input style="width: 90%;" type="text"/>	Application Date (From) <input style="width: 90%;" type="text"/>	Application Date (To) <input style="width: 90%;" type="text"/>
Reference No. <input style="width: 90%;" type="text"/>	Endorsement No. <input style="width: 90%;" type="text"/>	Approved Date (From) <input style="width: 90%;" type="text"/>	Approved Date (To) <input style="width: 90%;" type="text"/>
Prepared Date (From) <input style="width: 90%;" type="text"/>	Prepared Date (To) <input style="width: 90%;" type="text"/>	<input type="button" value="RESET"/> <input type="button" value="SEARCH"/>	

LISTING ⤵

No.	View Details	Application ID	Scheme	Application Type	Application Case	Application Date	Trader Code	Company Name	Ap
1	View	MITTI012021000076	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 01:34:50	20389P	SIME DARBY KEMPAS SDN BI 27	
2	View	MITTI012021000075	ACFTA	Certificate of Origin	NORMAL	27-Jan-2021 00:43:36	20389P	SIME DARBY KEMPAS SDN BI 27	
3	View	MITTI012021000009	ACFTA	Certificate of Origin	NORMAL	06-Jan-2021 23:13:50	20389P	SIME DARBY KEMPAS SDN BI 06	

Figure 51

Certificate of Origin- ACFTA [MITTI012021000076]

[BACK TO MAIN](#)

Company Details

Finished Product

Attached Document

Good Consigned To (Consignee's Name, Address, Country)

Means of Transport and Route (As far as known)

Agent Profile (Agent Name, Address, Country)

Record of Certificate of Origin

Declaration Details **5. Tick to select printing option**

Transaction Type

Print Option

Print Importing Country HS Code
 Print Exporting Country HS Code
 Print/Preview FOB Value
 Print Consignee Country
 Print Other FOB Value per Finished Product
 Print Other FOB Value
 Print Total Other FOB With 2 Decimal Point
 Print Total Other FOB Value
 Print With PDF Format
 Print With DOCX Format

6. Click here to print

20/02/14 : Due to needs of 2 decimal or 4 decimal for Other FOB Value, system has been enhanced to cater both formats. Kindly choose your preference
03/01/13 : System has been changed to print the Consignee Country by default. Any customization is available during Printing Option Selection

Transaction View

Shanghai e-Port Activities

No.	Date	Time	Action	Response Desc.
1	27-JAN-2021	01:37:54	Update Consignee Information	MITTI012021000076
2	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
3	27-JAN-2021	01:45:06	Acknowledgement Message	Success-Accepted
4	27-JAN-2021	01:46:59	Update Consignee Information	MITTI012021000076
5	27-JAN-2021	02:00:01	Acknowledgement Message	Success-Accepted
6	09-FEB-2021	14:22:04	Update Consignee Information	linda suruh buat slidc
7	09-FEB-2021	14:25:39	Update Consignee Information	Update 555 to 99 - rina. sama dengan linda
8	09-FEB-2021	14:30:01	Acknowledgement Message	Success-Accepted
9	09-FEB-2021	14:30:02	Acknowledgement Message	Success-Accepted
10	10-FEB-2021	13:55:51	Update Consignee Information	Update 99 - rina to 99 - rina1. New ROC/ROB No.
11	10-FEB-2021	14:00:07	Acknowledgement Message	Success-Accepted

*Kindly be informed that the time displayed above is based on respective country time zone

CONSENT FOR ACFTA FORM E EXCHANGE

The user shall be solely and fully responsible for the accuracy and completeness of the information provided in Form E including any amendments made therein which being used for the purpose of this service.
Note: Applicant is given with the option whether to accept/ do not accept the consent

Current Status :

I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.

Figure 52



Original					
1. Products consigned from (Exporter's business name, address, country) SIME DARBY KEMPAS SDN BHD PLO 79, JLN BESI 2 PASIR GUDANG INDUSTRIAL ESTATE 81700 JOHOR BAHRU, JOHOR, MALAYSIA			Reference No. KL-2021-E-13-00061		
2. Products consigned to (Consignee's name, address, country) PT. SANGHIANG PERKASA GEDUNG GRAHA KIRANA LT 5 R. 501 JL. YOS SUDARSO KAV. 88, SUNTER JAYA, TANJUNG PRIOK JAKARTA UTARA CHINA			ASEAN-CHINA FREE TRADE AREA PREFERENTIAL TARIFF CERTIFICATE OF ORIGIN (Combined Declaration and Certificate) FORM E MALAYSIA Issued in _____ (Country) See Overleaf Notes		
3. Means of transport and route (as far as known) Departure date 28 January 2021 by PIPELINE (FUEL) Vessel's name/Aircraft etc. - Port of Discharge SHIHU			4. For Official Use <input type="checkbox"/> Preferential Treatment Given <input type="checkbox"/> Preferential Treatment Not Given (Please state reason/s) Signature of Authorised Signatory of the Importing Party		
5. Item Number	6. Marks and numbers on packages	7. Number and type of packages, description of products (including quantity where appropriate and HS number in six digit code)	8. Origin criteria (see Overleaf Notes)	9. Gross weight or net weight or other quantity, and value (FOB) only when RVC criterion is applied	10. Number, date of Invoices
1.	23	23 DRUM,STEEL 23	PE	23 KGM	23 24/10/2020
Page 1 of 1			TOTAL :	23 KGM	
11. Declaration by the exporter The undersigned hereby declares that the above details and statement are correct; that all the products were produced in MALAYSIA (Country) and that they comply with the origin requirements specified for these products in the Rules of Origin for the ACFTA for the products exported to CHINA (Importing Country) JOHOR , 27 January 2021 Place and date, signature of authorised signatory			12. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. for Secretary General Ministry of International Trade and Industry Malaysia Kuala Lumpur , 27 January 2021 [FAC-FCF-W-210127-KL-0002] Place and date, signature and stamp of certifying authority		
13. <input type="checkbox"/> Issued Retroactively <input type="checkbox"/> Exhibition <input type="checkbox"/> Movement Certificate <input type="checkbox"/> Third Party Invoicing					
Duplicate					
1. Products consigned from (Exporter's business name, address, country) SIME DARBY KEMPAS SDN BHD			Reference No. KL-2021-E-13-00061 ASEAN-CHINA FREE TRADE AREA		

Figure 53: Print Sample

OVERLEAF NOTES

1. Parties which accept this form for the purpose of preferential treatment under the ASEAN-China Free Trade Area (ACFTA):

BRUNEI DARUSSALAM	CAMBODIA	CHINA
INDONESIA	LAOS	MALAYSIA
MYANMAR	PHILIPPINES	SINGAPORE
THAILAND	VIETNAM	

2. **CONDITIONS:** The main conditions for admission to the preferential treatment under the ACFTA are that products sent to any Parties listed above:

- (i) must fall within a description of products eligible for concessions in the country of destination;
- (ii) must comply with all relevant provisions of Annex 1 (Rules of Origin) of the Protocol to Amend the Framework Agreement on Comprehensive Economic Co-operation and Certain Agreements thereunder between the Association of Southeast Asian Nations (ASEAN) and the People's Republic of China (ACFTA Upgrading Protocol).

3. **ORIGIN CRITERIA:** For each good described in Box 7 of this form, the origin criteria met should be indicated in Box 8, in the manner shown in the following table:

Circumstances of production or manufacture in the first country named in Box 11 of this form	Insert in Box 8
(a) Goods wholly produced or obtained satisfying subparagraph (a) of Article 2 of Annex 1 of the ACFTA Upgrading Protocol	WO
(b) Goods produced in a Party exclusively from originating materials from one or more of the Parties satisfying subparagraph (b) of Article 2 of Annex 1 of the ACFTA Upgrading Protocol	PE
(c) Goods produced from non-originating materials in a Party, satisfying paragraph 1 of Article 4 of Annex 1 of the ACFTA Upgrading Protocol	
- Regional Value Content	Actual percentage of ACFTA value content, example "40%"
- Change in Tariff Classification at the four-digit level	CTH
(d) Goods satisfying the Product Specific Rules (PSR) in Attachment B of Annex 1 of the ACFTA Upgrading Protocol	PSR

4. **EACH ARTICLE MUST QUALIFY:** It should be noted that all the products in a consignment must qualify separately in their own right. This is of particular relevance when similar articles of different sizes or spare parts are sent.

5. **DESCRIPTION OF PRODUCTS:** The description of products in Box 7 must be sufficiently detailed to enable the products to be identified by the Customs Officers examining them.

6. The Harmonised System number of the importing party in Box 7 (six digit code) shall be determined according to the International Convention on the Harmonized Commodity Description and Coding System and subsequent amendments thereto.

7. The term "Exporter" in Box 1 and 11 may include the manufacturer or the producer. In the case of Movement Certificate (MC), the term "Exporter" also includes the exporter in the intermediate Party. For China, a Chinese manufacturer can apply for a Certificate of Origin (Form E) in the case where the manufacturer needs to authorise other agencies to export on its behalf. In this case, the manufacturer can make the declaration indicated in Box 11 and shall state the name and address of the exporter in Box 7.

8. **FOR OFFICIAL USE:** The Customs Authority of the importing Party must indicate (✓) in the relevant boxes in column 4 whether or not preferential treatment is accorded.

9. **MOVEMENT CERTIFICATE:** In cases of Movement Certificate, in accordance with Rule 12 of Attachment A of the Rules of Origin of the ACFTA Upgrading Protocol (Operational Certification Procedures): (i) "Movement Certificate" in Box 13 should be ticked (✓); (ii) the indicated value in Box 9 shall be the invoice value of the products exported from the intermediate Party. The indicated value in Box 9 is only required when the RVC criterion is applied; (iii) The name of the original Issuing Authorities of the Party, date of the issuance and the reference number of the original Certificate of Origin (Form E) to be indicated in Box 7.

10. **THIRD PARTY INVOICING:** In cases where invoices are issued by a third country, "the Third Party Invoicing" in Box 13 shall be ticked (✓). The invoice number shall be indicated in Box 10. Information such as name and country of the company issuing the invoice shall be indicated in Box 7.

11. **EXHIBITIONS:** In cases where products are sent from the exporting Party for exhibition in another Party and sold during or after the exhibition for importation into a Party, in accordance with Rule 22 of Attachment A of the Rules of Origin for the ACFTA, the "Exhibitions" in Box 13 should be ticked (✓) and the name and address of the exhibition indicated in Box 2.

12. **ISSUED RETROACTIVELY:** In exceptional cases, due to involuntary errors or omissions or other valid causes, the Certificate of Origin (Form E) may be issued retroactively in accordance with Rule 11 of Attachment A of the Rules of Origin for the ACFTA. The "Issued Retroactively" in Box 13 shall be ticked (✓) electronically or typewritten together with other information in the Certificate of Origin (Form E). In cases where the "Issued Retroactively" in Box 13 cannot be ticked electronically or typewritten, the Certificate

Figure 54: Overleaf Sample

Section 8. Report

This section shows the steps to create report for list of finished products. This report will be downloaded in MS Excel file.

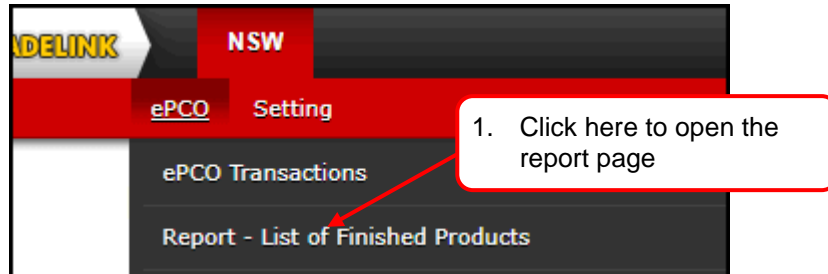


Figure 55

The screenshot shows the "Report - List of Finished Products" form. At the top, there is a search bar with the text "PLEASE CLICK HERE TO SEARCH". Below the search bar, there are three dropdown menus: "Month *" (with "Please select" as the current value), "Year *" (with "Please select" as the current value), and "Scheme" (with "Please select" as the current value). Below these are three text input fields: "Reference No.", "Endorsement No.", and "Tarrif Code". There is also a "Finished Product ID" text input field. At the bottom right, there are two buttons: "RESET" and "Download Excel". A red callout box with the text "2. Select report details as required." has an arrow pointing to the search bar.

Figure 56

The screenshot shows the "Report - List of Finished Products" form with the search criteria filled in. The "Month *" dropdown is set to "December", the "Year *" dropdown is set to "2020", and the "Scheme" dropdown is set to "ASEAN-CHINA FREE TRADE AGREEMENT". The "Reference No.", "Endorsement No.", and "Tarrif Code" fields are empty. The "Finished Product ID" field is also empty. At the bottom right, there are two buttons: "RESET" and "Download Excel". A red callout box with the text "3. Then click on this button to download the report" has an arrow pointing to the "Download Excel" button.

Figure 57

Section 9. Setting

9.1. User Provisioning

If there's any need to update user provisioning, click on the menu as in image below, and the system will be directed to the user provisioning system.



Figure 58

The image shows the 'User Profiles' form. It contains several input fields and a 'SUBMIT' button. A red box highlights the 'Change user password' link with the text: '2. Update details as required.' Another red box highlights the 'SUBMIT' button with the text: '3. Then click here to save the changes.' The form fields include: User Name (sdkemp2), User ID Number (-), Full Name (NORHIDAYATI AZIMAN), Email (-), Dept (-), Designation, Company ROC, Branch Id, Telephone Number (office), Telephone Number (mobile), Assigned Account (HOE18209), and Assigned Roles (EBILLING END USER, PCO MANUFACTURER USER).

Figure 59

9.1.1. Change User Password

The screenshot shows the 'User Profiles' form. At the top, the 'User Name' field contains 'sdkemp2' and a blue link 'Change user password' is visible. A red arrow points from a red-bordered box containing the text '1. Click here to change password' to the 'Change user password' link. The form includes fields for 'User ID Number', 'Full Name' (NORHIDAYATI AZIMAN), 'Email', 'Dept', 'Designation', 'Company ROC', 'Branch Id', 'Telephone Number (office)', 'Telephone Number (mobile)', 'Assigned Account' (HOE18209), and 'Assigned Roles' (EBILLING END USER, PCO MANUFACTURER USER). A blue 'SUBMIT' button is located at the bottom right.

Figure 60

This screenshot shows the 'User Profiles' form with the password change section expanded. A grey box contains the instruction 'Please enter all required field if you want to change password.' Below this are three input fields: 'Old password', 'Password', and 'Confirm Password'. A red arrow points from a red-bordered box containing the text '2. Enter old and new password here.' to the 'Password' field. Another red-bordered box containing the text '3. Click on this button to save new password.' has a red arrow pointing to the blue 'SUBMIT' button at the bottom right. The rest of the form fields are the same as in Figure 60.

Figure 61

-End of Manual-

This user manual shall be updated as and when required.