



USER GUIDE

2017

Freight Forwarder Module

Port Klang *Net

Port Single Window for Maritime & Logistics Communities

Web
Live Version 2.1



Rank Alpha Technologies Sdn Bhd®

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Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.

Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
text	Bold and italicized text indicate an entries name
<i>italics</i>	Text in italics indicate field name
<code>mono</code>	Monospace indicate text you enter from keyboard

Table 1

Navigations

Port Klang*Net System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the programme.

Icons have been used to identify the various types of functions used in **Port Klang *Net System**. Below are the most commonly used icons in the system.

Icon	Description
	To view details records or to expand grid listing childs record.
	Go to previous record
	Go to next record
<input type="checkbox"/>	Check box to select a record
	Selected record
	Date Time picker
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disc
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of <i>PortKlang*Net System</i>

Table 2

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is :

- ✓ A current Web Browser running on your computer.

Port Klang*Net System has been tested with and supports a variety of browsers. The following browsers are acceptable for use with **Port Klang*Net System**.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - <https://www.microsoft.com/en-ca/windows/microsoft-edge>



*You will encounter problems if you try to access **Port Klang*Net System** using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.*



For the very best results, use the current release of Chrome or Mozilla Firefox.

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.

If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy and Security* tabs in Internet Explorer, or *Tools > Options > Privacy and Web Features* tabs in Firefox.)

- ✓ *Internet access to the URL of Port Klang*Net System.* Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.

1.1.2 Web Browser

Port Klang*Net System dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using  and  buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating **Port Klang*Net System**.

Port Klang*Net System is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into **Port Klang*Net System**, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access **Port Klang*Net System**.



*Do not share your login information with anyone. Port Klang*Net System provide system access id and module access right according to job responsibility.*

1.2 Accessing Port Klang*Net System

To access **Port Klang*Net System** type the URL <http://www.my1port.com> into your web browser's address bar. You should see a screen similar to the one shown in *Figure 1*



The screenshot shows the Port Klang *Net homepage. At the top, there is a navigation bar with 'MENU' (three horizontal lines), the Port Klang logo, the text 'Port Klang *Net', and a 'Log In' button. Below the header is a large banner image of a port at night with the text 'Port Klang *Net' and 'Port Single Window for Maritime & Logistics Communities'. Underneath the banner is a table titled 'Vessel Status' with the following columns: Vessel ID, Vessel Name, Voyage No, SCN, Terminal, ETA, ATA, ATD, and Status. The table lists 12 entries of vessels and their details.

Vessel ID	Vessel Name	Voyage No	SCN	Terminal	ETA	ATA	ATD	Status
X0162	X-PRESS HOOGLY	176	FTPB	WPORT - WEST PORT	08/06/2017 00:00			
HA352	HANSA HOMBURG	167N	FTLB	WPORT - WEST PORT	08/06/2017 00:00			
SB419	SCARLET ROSELLA	14	FU1K	NPORT - NORTH PORT	08/06/2017 00:00			
FA324	FABULOUS SW	015	FTYN	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073W	FTJB	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073N	FTJA	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073N	FTHY	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073W	FTHU	NPORT - NORTH PORT	08/06/2017 00:00			
BA775	BAGAN STAR	002N	FTGJ	WPORT - WEST PORT	08/06/2017 00:00			
KA274	KMTC DUBAI	1703E	FT84	WPORT - WEST PORT	08/06/2017 00:00			
IA125	MONI RICKMERS	003W	FT7L	WPORT - WEST PORT	08/06/2017 00:00			

Figure 1

1.3 Understanding user roles and permission

Your access to **Port Klang*Net System** depends on your user role and your institution and district associations. For example as administrator as district users can access and control Bank Info, User Access right and Permission. Others normal user maybe can only access for data entry.

1.3.1 How you can have the login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* (see **Chapter 2** for the step by step) from **Port Klang*Net System**.

1.3.2 How to login



Click on **Log In** at right corner on top of the screen to login into **Port Klang*Net System**

LOG IN TO ACCOUNT

Account No

User ID

Password

LOG IN

[Forgot Password ?](#)

DONT HAVE AN ACCOUNT ?

Register Now !

NEW REGISTRATION

Already create but NOT SUBMIT yet ? Just click this button.

RE-SUBMIT REGISTRATION

Figure 2

*Figure 1 shows the **Port Klang*Net System** in screen. If you do not see a log in screen, verify that you have entered the URL correctly. If you did not make a typing mistake, contact your System Administrator to verify that you have the correct URL.*

To proceed, follow below step:

1. Enter valid Account No which you authorized for.
2. Enter valid User Id which had been assigned to you.
3. Enter your own security password to login into the system.

*Click on **LOG IN** button to proceed login.*

Chapter 2 Registration

2 Freight Forwarders Registration



*Please ignore this part if you have registered with Port Klang*Net*

Business customers use our e-services as part of the conveyance process to request information from port authority, lodge applications or discharge Verified Gross Mass (VGM) online.

Forwarding Agent Module is available at **Port Klang *Net** website:

<http://www.my1port.com>. Forwarding agent can access the e-services manually at any time through the portal by registering their company information.

2.1 New Freight Forwarders Registration

1. Go to Port Klang *Net main page and click on the **Log In** icon on top right hand corner and system will bring you to the login screen.

Table 3

- Click on **New Registration** button. This module will allow new freight forwarder to register.

LOG IN TO ACCOUNT

DONT HAVE AN ACCOUNT ?

Register Now !

NEW REGISTRATION

Already create but NOTSUBMITyet ? Just click this button.

RE-SUBMIT REGISTRATION

Table 4

- System provides two languages for this page. Select using dropdown ▾.

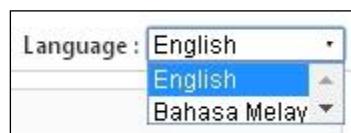


Table 5

- You need to complete all the above section:

Company Particulars

Director Particulars

Shareholders Particulars

Document

Acknowledgement

Submit

Term and Conditions

Table 6

5. Fill in your company information at **Company Particulars** section. All yellow color fields are mandatory. Click **Save** once completed.

Company Particulars																									
Registration Type:	FF - PENGHANTAR BARANG / FREIGHT FORWARDER																								
Name Of Company:																									
Date of Company / Business Registration:	10/08/2016																								
Registered Address:																									
Postal Code:																									
Tel No:	(<u> </u>) <u> </u> - <u> </u>																								
Fax No:	(<u> </u>) <u> </u> - <u> </u>																								
Business Address:																									
Postal Code:																									
Tel No:	(<u> </u>) <u> </u> - <u> </u>																								
Fax No:	(<u> </u>) <u> </u> - <u> </u>																								
Customs / PKA Registered Code:	if exist e.g : BS1234																								
Save																									
<table border="1"> <tr> <td>Authorised Contact</td> <td>Business</td> </tr> <tr> <td colspan="2">Port Klang Net Login</td> </tr> <tr> <td colspan="2">Administrator Login ID:</td> </tr> <tr> <td colspan="2"> Authorised Contact <table border="1"> <tr> <td>Authorised Contact:</td> <td></td> </tr> <tr> <td>Designation:</td> <td></td> </tr> <tr> <td>Tel No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Mobile Phone No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Authorised Contact:</td> <td></td> </tr> <tr> <td>Designation:</td> <td></td> </tr> <tr> <td>Tel No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Mobile Phone No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> </table> </td> </tr> </table>		Authorised Contact	Business	Port Klang Net Login		Administrator Login ID:		Authorised Contact <table border="1"> <tr> <td>Authorised Contact:</td> <td></td> </tr> <tr> <td>Designation:</td> <td></td> </tr> <tr> <td>Tel No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Mobile Phone No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Authorised Contact:</td> <td></td> </tr> <tr> <td>Designation:</td> <td></td> </tr> <tr> <td>Tel No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> <tr> <td>Mobile Phone No:</td> <td>(<u> </u>) <u> </u>-<u> </u></td> </tr> </table>		Authorised Contact:		Designation:		Tel No:	(<u> </u>) <u> </u> - <u> </u>	Mobile Phone No:	(<u> </u>) <u> </u> - <u> </u>	Authorised Contact:		Designation:		Tel No:	(<u> </u>) <u> </u> - <u> </u>	Mobile Phone No:	(<u> </u>) <u> </u> - <u> </u>
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Tel No:	(<u> </u>) <u> </u> - <u> </u>																								
Mobile Phone No:	(<u> </u>) <u> </u> - <u> </u>																								

Table 7

6. At **Director Particulars** tab, fill up all mandatory information by click **Add** button and click **Save** once you have done. This information can be edited and deleted by click on **Edit** or **Delete** button.

#	No	↑ Name	NRIC / Passport	Gender	Nationality	Designation
No data to display						

Table 8

7. At **Shareholders Particulars** tab, you need to fill up all the information by click on **Add** button. After completed, click **Save** button to save and edit by clicking on **Edit** button or delete by click on **Delete** button.

#	No	↑ Name	NRIC / Passport	Gender	Nationality
No data to display					

Table 9

8. Click on **Document** tab (optional) to upload document. Click **Save** button to save record.

Document

Document Type : **Image**

Document Name : **Browse...**

Remark

Save (highlighted with a red box)

Explanation

Attach the following documents:

- i. Gazetteed ZB4 form
- ii. Copy of Form 9 or Form B duly certified by company secretaries.
- iii. Copy of Form 49 & 24 or Form 32A (if applicable) duly certified by company secretaries.
- iv. Copy of Customs approval letter (if applicable) duly certified by company secretaries.

Dokumen

#	No.	Nama Dokumen Document Name	Catatan Remark	Add
No data to display				
Delete				

Explanation

Attach the following documents:

- i. Commercial Vehicle License and Vehicle Permit (Land and Public Transport Commission)
- ii. Copy of Form 9 or Form B.
- iii. Copy of Form 49 & 24 or Form 32A (if applicable).

Keterangan / Explanation

Attach the following documents:

- i. Company Registration Certificate/ Business Registration
- ii. Business License

Table 10

9. At **Acknowledgement**, an acknowledgement screen with Term & Conditions of Registration according to the type of user registration will appear as below. Tick the check box to proceed with the registration.

Terma & Syarat-Syarat Pendaftaran | Term & Conditions Of Registration

Warehouse Operator FF / SA/ FA (Non Warehouse Operator) Haulier Container Depot

FF / SA/ FA (Non Warehouse Operator)

1. The operator shall notify the Free Zone Authority if there are any amendments or changes relating to company particulars, such as name change, change of address, Board of Directors and others within 1 month/30 days. Particulars of the applicant, if not notified and updated may cause the Free Zone Authority to withdraw this approval.
2. The Free Zone Authority reserved its right to amend or add or imposed any conditions related to this approval to conduct activity, if deemed necessary.
3. This approval to conduct activity may be suspended/revoked, if the Agent, including individual or company that is authorized by Free Zone Authority, violates any condition stated above or found guilty of violating Free Zone Act 1990, Free Zone Regulations 1991, Customs Act 1967 or any other Act, Regulation, Directives or Circulars currently in force or any future amendments/ changes.
4. All parties, including "main line operator", "feeder operator", "box operator", "freight forwarder" and "Forwarding Agent" are obliged to declare the gazette ZB1 form (Import), ZB2 (Export), ZB3 (Transhipment), or any other methods approved by Free Zone Authority, LPK as provided under Article 21(1), 22 & 23 of Free Zone Regulations 1991, before handling the goods.

I agree Term & Condition above

Table 11

10. At **Submit** tab, you have to tick on check box to agree with the declaration and click the **Submit** button to complete the registration to Port Authority for consideration.

Submit

Declaration Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct. I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act, 1963, Port Klang Authority Regulations, Free Zone Act, 1990, Free Zone Regulations, 1991, Customs Act, 1967, and other laws and regulations currently in force and all amendments from time to time.

I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked.

I agree Term & Condition above

Name **MANIAM** NRIC / Passport **syazwanirankalpha@gmail.com** Email **syazwanirankalpha@gmail.com** **Submit**

Table 12

11. You shall see the message below upon successful submission. You have an option to print form.

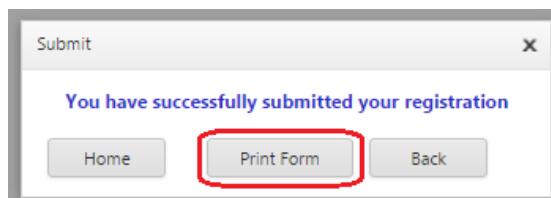


Table 13

12. Page of printed file will show as below.

The screenshot shows a web browser displaying a PDF document titled "PANDUAN BORANG PENDAFTARAN PENGUNA-PENGUNA ZON BEBAS PELABUHAN KLANG". The document contains several numbered points detailing the registration process, such as the submission of Borang Warna ZB-4 and Borang ZB-5, and the submission of Borang ZB-6. It also lists contact information for the Port Klang Free Zone Management Office, including names like En. Noor Almal Bin Kamardin and En. Mohd Faizal Bin Md Paizi, along with their respective telephone numbers.

Table 14

13. Upon successful registration, you will be provided with an email with your login details, sample as below:

The screenshot shows an email from "My1Port <pknet@my1port.com>" to "to me" at "7:01 PM (5 minutes ago)". The email body reads:

Dear ANIS AKLIMA,

Congratulation,

Your registration as a USER in Port Klang has been duly approved. As a Registered User, you are automatically registered in the Port Klang*Net System and you are required to use the system to update any changes that may take place in your Company/Firm/Directors/Shareholders profiles. **This User Registration Approval as a USER in Free Zone Port Klang is only valid for two (2) years. You would be notified two (2) months prior to expiry date to renew your USER REGISTRATION.**

You are hereby assigned the following Port Klang*Net Login Account:

Account No. : RTA0000162
User ID : RISZ22
Password : 135214
Agent Code : BG5521
Any enquiry, please contact : Officer In Charge :DEMO_LPK
Email Address :

Table 15

Chapter 3 Password

3 Reset Password

1. Go to Port Klang *Net main page and click on the **Log In** icon on top right hand corner and system bring you to the login screen.



Table 16

2. Click **Forgot Password** at login page.

A screenshot of the Port Klang *Net login page. It has two main sections: 'LOG IN TO ACCOUNT' on the left and 'DONT HAVE AN ACCOUNT ?' on the right. The 'LOG IN TO ACCOUNT' section contains fields for 'Account No', 'User ID', 'Password', and a 'LOG IN' button. Below the 'LOG IN' button is a link 'Forgot Password ?' which is highlighted with a red box. The 'DONT HAVE AN ACCOUNT ?' section contains a 'Register Now !' button with a 'NEW REGISTRATION' link, a note about re-submitting registration, and a 'RE-SUBMIT REGISTRATION' button.

Table 17

3. Screen as below will appear. Enter your email, ROC No and Category. If the information match with the database, your login details and temporary password will be sent to your email.

The screenshot shows a 'Forgotten Password' form. At the top, it says 'To restore your account password, please enter the email address you used when registering with us. System will send email for new password.' Below this are three input fields: 'Email *:' with a yellow background, 'ROC No *:' with a yellow background, and 'Category *:' with a yellow background containing the option 'FF - PENGHANTAR BARANG / FREIGHTFORWARDERS'. At the bottom left is a red-bordered 'Request Password' button, and at the bottom right is a 'Cancel' button.

Table 18

4. A Reset Password email will be sent to you email as below. Click the URL as indicated in email to continue login page.

The screenshot shows an email from 'My1Port <pknet@my1port.com>' to the recipient. The email was sent at 4:23 PM (0 minutes ago). The message content includes:
Dear Sir/Madam ,
New password as below:
Account No.: **TMF0000188**
User ID : **NISA**
Password : **722708**
You may login to the login page at : <https://www.my1port.com>
Rank Alpha Technologies Sdn Bhd
Tel : 603 - 8073 8488
Email : helpdesk@rankalpha.com / helpdesk.rankalpha@gmail.com
This is an computer generated e-mail, please do not reply directly.

Table 19

Chapter 4 User Profile

4 User Profile

1. Login to Port Klang *Net and click on **Log In** icon on top right hand corner. Then click on **User Profile**.

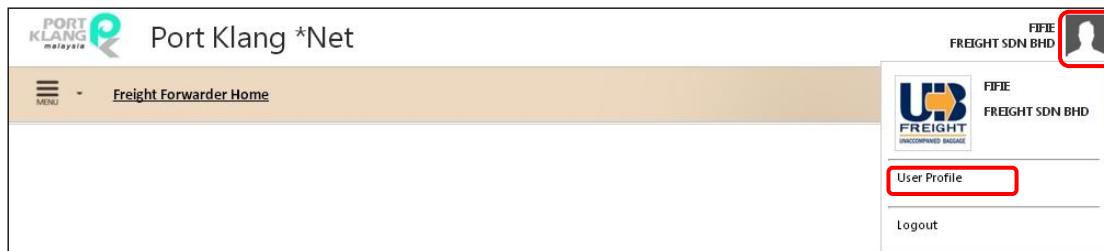


Table 20

2. User Profile page will display.



The screenshot shows the User Profile page. It features a large placeholder for a user profile picture. Below the placeholder are "Browse..." and "Update" buttons. The "Profile" section contains the following information:
User ID : FIFIE92
User Name : FIFIE
Account No. : FSB0000185
A "Change Password" button is located below this section. The "Contact" section contains the following information:
Name : FIFIE
NRIC : 921124010000
Designation :
Email : nurzafirah@rankalpha.com
A "Update Contact" button is located below this section. At the bottom right of the page are "Close" and "Update" buttons.

Table 21

3.1 Upload Photo

1. Select photo using **Browse** button.

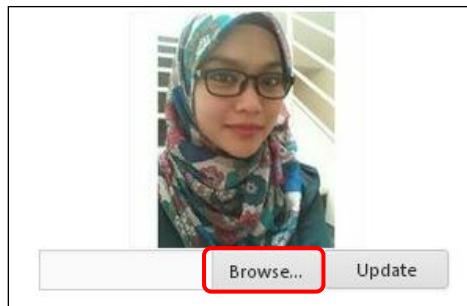


Table 22

2. Click on **Update**.
3. “**Upload photo successfully!**” message will display.

3.2 Change Password

Click on **Change Password** button. Fill in the yellow fields and click on **Save** button to save new password. “**Password is updated!**” message will display.

Profile	
User ID :	FIFIE92
User Name :	FIFIE
Account No. :	FSB0000185
Current Password :	
New Password :	
Confirm Password :	
Save Cancel	

Table 23

3.3 Update Contact

Click on **Update Contact** button and **Contact** page will be displayed as below.

Click **Save** once you have done. “**User Profile successfully updated!**” message will display.



Contact	
Name :	LIYA BAHREN
NRIC :	855956-53-6251
Designation :	
Email :	liya@mfs.com
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Table 24

Chapter 5 SCN Listing

5 SCN Listing

1. Select **SCN Listing** tab.

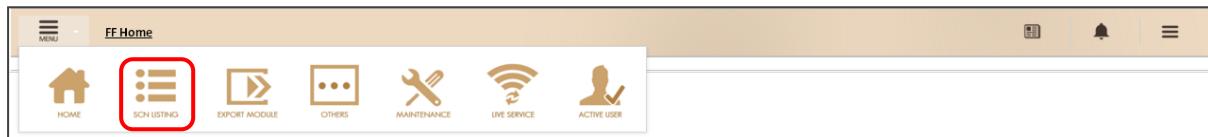


Table 25

2. The page will be displayed as below.

#	Option	SCN	Terminal	PSA	Vessel ID	Vessel Name	Call Sign	Voyage No	ETA Date/Time	ETD Date/Time	ATA Date/Time	ATD Date/Time	Status
View	FFLN	WPort	BS0435 - MTT SHIPPING SDN BHD	AA204	ASIATIC WAVE	9V8790	17AW009E	11-02-2017 / 01:00	11-02-2017 / 17:30				
View	FG19	WPort	BS0397 - CMA CGM MALAYSIA SDN BHD	WA053	WESTERLAND	DPKZ	1744GE	11-02-2017 / 00:00	12-02-2017 / 00:00				
View	FFLX	WPort	BS0435 - MTT SHIPPING SDN BHD	MA107	MTT TAWAU	9MQB6	17TW096W	10-02-2017 / 01:00	10-02-2017 / 17:30				
View	FG07	NPort	PS0031 - BEN LINE AGENCIES (MALAYSIA) SDN BH	CA319	CAP ARNAUTI	DSEG8	701W	09-02-2017 / 08:00	10-02-2017 / 08:00				
View	FFTP	WPort	BS0397 - CMA CGM MALAYSIA SDN BHD	CA528	CMA CGM ATILLA	HA2742	1784FE	09-02-2017 / 00:00	10-02-2017 / 00:00				

Table 26

3. Click on **View** button to review details. Vessel Schedule Details will be appeared as below.

Vessel Schedule Detail

SCN : <input type="text" value="FFLN"/>	Terminal : <input type="text" value="WPort"/>	<input type="button" value="Close"/>					
PSA : <input type="text" value="BS0435 - MTT SHIPPING SDN BHD"/>							
Vessel : <input type="text" value="AA204"/>							
Call Sign : <input type="text" value="9V8790"/>							
Voyage No : <input type="text" value="17AW009E"/>							
ETA :	<input type="text" value="11/02/2017"/>	Time :	<input type="text" value="01:00"/>	ETD :	<input type="text" value="11/02/2017"/>	Time :	<input type="text" value="17:30"/>
ATA :	<input type="text"/>	Time :	<input type="text"/>	ATD :	<input type="text"/>	Time :	<input type="text"/>

Table 27

Chapter 6 Export Module

Select **Export Module** tab.

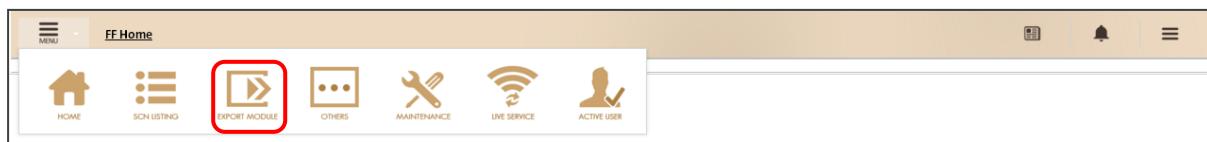


Table 28

6.1 Data Entries

Select **Data Entries** tab.



Table 29

6.1.1 SOLAS VGM

1. Go to **Data Entries > SOLAS VGM**. The page will be displayed as below.

#	Option	Job No	Booking Ref No	SCN No	JLM Registration No	Port Terminal	Request Port Weighing	Port Weighing	Created Date
	New Edit Delete	JOB111	BN001	FC18	12341234JLMFF	NORTH PORT	<input type="checkbox"/>	JOHOR PORT	03/02/2017
	New Edit Delete	JOB101	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	03/02/2017
	New Edit Delete	asfasf420	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	09/01/2017
	New Edit Delete	2016120705	BRN201612074856	FBGY	12345678m19	NORTH PORT	<input type="checkbox"/>	south port	07/12/2016
	New Edit Delete	AN51	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>		23/11/2016
	New Edit Delete	6643	54345	ETY3	16062801JFF	NORTH PORT	<input type="checkbox"/>		23/11/2016
	New Edit Delete	1323	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	23/11/2016
	New Edit Delete	132	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	23/11/2016
	New Edit Delete	112	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	23/11/2016
	New Edit Delete	6632ANS	JE58353VGM	EHRN	66618353JBX	NORTH PORT	<input type="checkbox"/>	NORTH PORT	23/11/2016

Table 30

2. Click on **New** button to add new SOLAS VGM. The Data Entries page will be appeared as below. Click on **Save** button once you have done.

The screenshot shows the 'Data Entries' module. In the 'General Info' section, fields include Job No., Shipper, Shipping Agent, Booking Ref No., SCN No., Haulier, Terminal & JLM Info, and JLM Registration Info. A 'Save' button is highlighted with a red box. Below this is a table for 'Container VGM' with columns for #, Option, Container No., ISO CT Type, Verified Gross Mass (VGM), Last Updated, and Certificate. A search bar and a 'Request Port Weighing' checkbox are also present.

Table 31

3. Click on **New** button to add new Container VGM.

The screenshot shows the 'Container VGM' table. It has columns for #, Option, Container No., ISO CT Type, Verified Gross Mass (VGM), Last Updated, and Certificate. A search bar and a 'New' button are visible at the bottom of the table area. A message 'Total Record : 0' is displayed at the bottom.

Table 32

4. Fill in the details below. Click on **Save** once you have done.

Container VGM

Container Info		<input type="button" value="Save"/> <input type="button" value="Close"/>
Container No. : <input type="text"/>		
ISO CCType : <input type="text"/> <input type="button" value="▼"/>		
Container Max Gross : <input type="text"/> / <input type="button" value="KGM"/> (MGW)		
VGM Info		
Duly Authorized Officer : <input type="text"/> <input type="button" value="▼"/>		
Duly Authorized Officer NRIC : <input type="text"/>		
VGM Ref. No. : <input type="text"/>		
Verified Gross Mass : <input type="text"/> 0.0000 / <input type="button" value="KGM"/> (VGM)		
VGM Date/Time : <input type="text"/> 17/02/2017 / <input type="text"/> 09:47		
Upload : <input type="button" value="Click here to browse file"/> <input type="button" value="Browse..."/> Allowed file extensions: *.jpg, *.jpeg, *.png, *.pdf Maximum file size: 2MB		

Table 33

5. Click **Edit** button to edit Container VGM and **Delete** to delete Container VGM record.

#	Option	Job No
▶	New Edit Delete	JOB111
▶	New Edit Delete	JOB101

Table 34

6.1.2 VGM Amendment

6.1.2.1 By Booking

1. Go to **Data Entries > VGM Amendment > By Booking**. Amendment By Booking page will be displayed. Click on **Amend** button to do amendment for VGM by booking.

The screenshot shows a software interface for managing VGM amendments. At the top, there's a navigation bar with 'FF Home > Export VGM > Inquiry > SOLAS VGM > Amendment By Booking'. Below the navigation is a toolbar with 'Data Entries', 'Submit', 'Inquiry', and 'Reports' buttons, along with a 'Refresh' button. A search bar with placeholder 'Enter text to search...' and buttons for 'Search' and 'Clear' is present. The main area contains a table with columns: #, Option, Job No, SCN No, Booking Ref No, Port Terminal, Request Port Weighing, JLM Registration No, Response, Status, and Remark. One row is visible, showing 'Amend' under 'Option', 'JES8353' under 'Job No', 'EHRN' under 'SCN No', 'JES8353VGM' under 'Booking Ref No', 'NPORT' under 'Port Terminal', and '66618353JBX' under 'JLM Registration No'. The 'Response' column shows 'Message Rejected' and 'Rejected due to message error..'. At the bottom of the table, it says 'Total Record : 1' and 'Page 1 of 1 (1 items)' with navigation buttons.

Table 35

2. Click on **Save** button after you filled in New Amendment Job No.
- 3.

The screenshot shows a 'Confirm Amendment' dialog box. It has two input fields: 'Current Job No:' containing 'JES8353' and 'New Amendment Job No:' containing a yellow-highlighted field. To the right of these fields are two buttons: 'Save' (which is highlighted with a red rectangle) and 'Close'.

Table 36

4. The amendment page will be appeared as below. Click on **Save** button after you have done.

The screenshot shows the 'General Info' section with fields for Job No., Shipper, Shipping Agent, Booking Ref No., SCN No., and Haulier. It also shows the 'JLM & Port Info' and 'JLM Registration Info' sections, along with 'Save' and 'Close' buttons. Below this is the 'Container VGM' section, which includes a search bar and a table listing two container records. The table columns include #, Option, Container No., ISO CTType, Verified Gross Mass (VGM), Date, Time, Container Max Gross, Last Updated, and Certificate. The first record is for JES835301 (20G0) with a weight of 3000.0000 KGM, and the second is for JES835302 (20G0) with a weight of 3000.0000 KGM. Both records show a max gross of 5000.0000 KGM and were last updated on 17/02/2017 at 10:01. The table footer indicates a total of 2 records.

Table 37

6.1.2.2 By Container

1. Go to **Data Entries > VGM Amendment > By Container**. Amendment By Container page will be displayed. Click on **Amend** button to do amendment for VGM by booking.

The screenshot shows the 'Amendment By Container' section with a search bar and a table listing two records. The table columns include #, Option, Job No., Booking Ref No., SCN No., Container No., Verified Gross Mass (VGM), Responses, Status, Remark, and Certificate. The first record is for JES8353 (Booking Ref No. JES8353VGM) with a weight of 3000.0000 KGM, and the second is for JES8353 (Booking Ref No. JES8353VGM) with a weight of 3000.0000 KGM. Both records show a status of 'Container Rejected' and a remark of 'Rejected due to container overweight..'. The table footer indicates a total of 2 records.

Table 38

2. **Confirm Amendment** section will be appeared. Click on **Save** button after you filled in New Job No.

Confirm Amendment

Current Job No : JES8353

New Job No :

Save

Close

Table 39

3. The page will be displayed as below. Click on **Save** button once you have done. Successful message will be displayed.

FF Home > Export VGM

General Info

Job No.: JOB80008

Shipper: TMFF00001 - TERUS MAJU FF SDN BHD

Shipping Agent: PSB0000126 - PRESIDENTSDN BHD

Booking Ref No.: JES8353VGM

SCN No.: EHRN

Haulier: AH00000237 - ABSTRACTHR

JLM & Port Info JLM Registration Info

JLM Registration No.: 66618353JBX

Port Terminal: NPORT - NORTH PORT

Request Port Weighing

Save

Close

Container VGM

Enter text to search... Clear												
#	Option	Container No	ISO CCType	Verified Gross Mass (VGM)				Container Max Gross	Last Updated	Certificate		
				Ref No	Weight	Unit	Date	Time	Weight	Unit	Date	Time
	Edit	JES835302	20G0	JES8353VGM	3000.0000	KGM	09/11/2016	16:32	5000.0000	KGM	17/02/2017	10:54

Total Record : 1

Table 40

6.1.3 VGM Cancellation

6.1.3.1 By Booking

1. Go to **Data Entries > VGM Cancellation > By Booking**. The page will be displayed as below. You can search record by fill in the Job No, SCN or Booking Ref No. Then click **Search** button.

Table 41

2. The searched record will be displayed in the grid listing. Click on the radio button and click **Confirm** to search the details.

Table 42

3. The details of searched Job No will be displayed. Click on the check box then click **Cancel** to do cancellation.

The screenshot shows a software interface for managing shipping bookings. On the left, there's a search form with fields for Job No (JOB00007), SCN (EHRN), and Booking Ref No (JES8353VGM). Below the search form is a table with columns: #, Job No, SCN No, Booking Ref No, Port Terminal, Request Port, Submitted Date, and Submitted Time. A single row is selected, showing JOB00007, EHRN, JES8353VGM, NORTH PORT, and the date/time 17/02/2017 11:19. To the right of this table is a larger panel titled 'Request Port Weighing' which contains another table. This second table has columns: Container No, VGM Info (Weight, Unit, Ref No), Response, Status, and Remark. It lists two entries: JES835302 (Rejected due to container overweight..) and JES835301 (Rejected due to container overweight..). Both rows have a checkbox next to them. A red circle highlights the entire 'Request Port Weighing' panel.

Table 43

4. Confirm Cancellation section will be appeared and you are required to fill in the details below. Click on **Save & Submit** to confirm cancellation. Successful message will be displayed.

The screenshot shows a modal dialog box titled 'Confirm Cancellation'. It contains three input fields: 'Job No' (JOB00007), 'Cancel Job No' (empty blue field), and 'Remark' (empty yellow field). At the bottom right of the dialog are two buttons: 'Save & Submit' (highlighted with a red box) and 'Close'.

Table 44

6.1.3.2 By Container

1. Go to **Data Entries > VGM Cancellation > By Container**. The page will be displayed as below. You can search record by fill in the Job No, Booking Ref No and Container No. Then click **Search** button.

The screenshot shows the 'Cancellation By Container' search interface. At the top, there are search fields for 'Job No', 'Booking Ref No', and 'Container No', followed by a 'Search' button. Below these fields is a grid table with columns: #, Job No, SCN No, Booking Ref No, Port Terminal, Request Port, CTNo, and Submitted. A 'Confirm' button is located at the bottom right of the search area. To the right of the search area is a detailed view section with fields for Job No, SCN, Booking Ref No, JLM Reg. No, Port Terminal, and a 'Request Port Weighing' checkbox. Below this is another grid table for VGM Info and Response. Both the search results and detailed view sections show 'No data to display'.

Table 45

2. The searched record will be displayed in the grid listing. Click on the radio button and click **Confirm** to search the details.

The screenshot shows the 'Cancellation By Container' search interface after a search. The 'Confirm' button is highlighted with a red box. The main grid table now displays two records. The second record (JOB00007) is selected, indicated by a radio button next to its row. The right panel shows detailed information for this selected record, including VGM Info and Response tables. The status bar at the bottom indicates 'Page 1 of 1 (2 items)'.

Table 46

3. The details of searched Job No will be displayed. Click **Cancel** button to do cancellation.

The screenshot shows a software interface for managing SOLAS VGM cancellations. On the left, a search form is filled with 'Job No.: JOB00007', 'Booking Ref No.: EHRN', and 'Container No.: JES835302'. A 'Search' button is visible. Below the search form is a table showing two records:

#	Job No	SCN No	Booking Ref No	Port Terminal	Request Port	CTNo	Submitted	
							Date	Time
1	JOB00007	EHRN	JES8353VGM	NORTH PORT	<input type="checkbox"/>	JES835301	17/02/2017	11:19
2	JOB00007	EHRN	JES8353VGM	NORTH PORT	<input checked="" type="checkbox"/>	JES835302	17/02/2017	11:19

Total Record : 2

On the right, a red box highlights a 'Cancel' button and a table showing a single record:

#	Container No	VGM Info			Response	
		Weight	Unit	Ref No	Status	Remark
1	JES835302	3000.0000	KGM	JES8353VGM	Container Rejected	Rejected due to container overweight..

Table 47

4. Confirm Cancellation section will be appeared and you are required to fill in the details below. Click on **Save & Submit** to confirm cancellation. Successful message will be displayed.

The dialog box is titled 'Confirm Cancellation'. It contains the following fields:

- Job No.: **JOB00007**
- Container No.: **JES835302**
- Cancel Job No.: **(Yellow Box)**
- Remark: **(Large Yellow Text Area)**

Buttons at the bottom right include 'Save & Submit' and 'Close'.

Table 48

6.1.4 Submit

Select **Submit** tab.

The screenshot shows a software interface titled "FF Home > Export VGM". At the top, there is a "MENU" icon and a "Submit" button which is highlighted in orange. Below the menu bar, there are tabs for "Data Entries", "Inquiry", and "Reports", with "SOLAS VGM" being the active tab. The overall background is light beige.

Table 49

6.1.4.1 SOLAS VGM

1. Go to **Submit > SOLAS VGM**. The page will be displayed as below.

The screenshot shows a detailed view of the "SOLAS VGM" submission page. At the top, there are navigation links for "Data Entries", "Submit", "Inquiry", and "Reports", with "Submit" being the active tab. Below this, there are buttons for "Select All", "Display All" (which is selected), "Filter Date", and date range inputs for "From: 14/02/2017" and "To: 17/02/2017". There are also "Filter" and "Submit" buttons. A search bar with "Enter text to search..." and "Search Clear" buttons is present. The main area contains a table with columns: #, Option, Job No, Booking Ref No, SCN No, Port/Terminal, Port Weighing, JLM Registration No, and Created Date. The table lists several entries, each with a checkbox in the "Option" column and a "View" link. The rows alternate in color. At the bottom of the table, it says "Total Record : 31". At the very bottom, there are pagination controls showing "Page 1 of 4 [31 items]" and page numbers 1, 2, 3, 4.

Table 50

2. Tick on the check box and click **Submit** to submit records. You may submit more than one (1) record.

#	Option	Job No
▶ <input checked="" type="checkbox"/>	View	JOB00006
▶ <input checked="" type="checkbox"/>	View	JOB00005
▶ <input checked="" type="checkbox"/>	View	JOB00004
▶ <input checked="" type="checkbox"/>	View	JOB111
▶ <input checked="" type="checkbox"/>	View	JOB101
▶ <input checked="" type="checkbox"/>	View	asfasf420
▶ <input checked="" type="checkbox"/>	View	2016120705
▶ <input checked="" type="checkbox"/>	View	ANS1
▶ <input checked="" type="checkbox"/>	View	6643
▶ <input checked="" type="checkbox"/>	View	1323

Table 51

3. Click on **View** button to review SOLAS VGM details. The page will be displayed as below.

The screenshot shows the 'FF Home > Export VGM' interface. In the 'General Info' section, fields include Job No.: JOB00006, Shipper: TMFF00001 - TERUS MAJU FF SDN BHD, Shipping Agent: PSB0000126 - PRESIDENTSDN BHD, Booking Ref No.: JES8353VGM, SCN No.: EHRN, and Haulier: AH00000237 - ABSTRACTHR. The 'Terminal & JLM Info' tab is selected, showing JLM Registration No.: 66618353IBX and Port Terminal: NORTH PORT. A checkbox for 'Request Port Weighing' is present. In the 'Container VGM' section, a table lists two entries:

#	Option	Container No	ISO CTType	Verified Gross Mass (VGM) Ref No	Weight	Unit	Date	Time	Last Updated Date	Time	Certificate
	View	JE5835302	20G0	JES8353VGM	3000.0000	KGM	09/11/2016	16:32	17/02/2017	10:25	
	View	JE5835301	20G0	JES8353VGM	3000.0000	KGM	09/11/2016	16:31	17/02/2017	10:25	

Total Record : 2

Table 52

6.2 Inquiry

Select **Inquiry** tab.

The screenshot shows the 'FF Home > Export VGM' interface with the 'Inquiry' tab selected. Below it, a sub-menu for 'SOLAS VGM' is visible.

Table 53

6.2.1 SOLAS VGM

6.2.1.1 By Booking

1. Go to **Inquiry > SOLAS VGM > By Booking**. The page will be displayed as below.

#	Option	Job No.	Booking Ref No.	SCN No.	Port Terminal	Request Port Weighing	JLM Registration No.	Submitted		Response	
								Date	Time	By	Status
		JOB00005	JES8353VGM	EHRN	NORTH PORT	<input type="checkbox"/>	66618353JBX	17/02/2017	12:18	NISA	
		JOB00009	JES8353VGM	EHRN	NORTH PORT	<input type="checkbox"/>	66618353JBX	17/02/2017	11:35	NISA	
		JOB00007	JES8353VGM	EHRN	NORTH PORT	<input type="checkbox"/>	66618353JBX	17/02/2017	11:19	NISA	
		JOB00008	JES8353VGM	EHRN	NORTH PORT	<input type="checkbox"/>	66618353JBX	17/02/2017	11:07	NISA	

Total Record : 4

Page 1 of 1 (4 items) [«](#) [1](#) [»](#)

Table 54

2. Click on **View** button to review Inquiry By Booking details. The page will be displayed as below.

General Info											
Job No.:	<input type="text" value="JOB00005"/>	Terminal & JLM Info	JLM Registration info	Close							
Shipper:	<input type="text" value="TMFF0001 - TERUS MAJU FF SDN BHD"/>										
Shipping Agent:	<input type="text" value="PSB0000126 - PRESIDENTSDN BHD"/>										
Booking Ref No.:	<input type="text" value="JES8353VGM"/>										
SCN No.:	<input type="text" value="EHRN"/>										
Haulier:	<input type="text" value="AH00000237 - ABSTRACTHR"/>										
Container VGM											
Enter text to search...											
#	Option	Container No.	ISO CT Type	Verified Gross Mass (VGM)	Ref No.	Weight	Unit	Date	Time	Last Updated Date	Time
		View	JES835302	20G0	JES8353VGM	3000.0000	KGM	09/11/2016	16:32	17/02/2017	12:18

Total Record : 1

Table 55

6.2.1.2 By Container

1. Go to **Inquiry > SOLAS VGM > By Container**. The page will be displayed as below.
- 2.

Submitted Date From: 14/02/2017 To: 17/02/2017

#	Option	Job No.	Booking Ref No.	SCN No.	CTNo	CTVGM Weight		CTMax Gross Weight		Submitted		Response			Port Verified Gross Mass (VGM)		
						Weight	Unit	Weight	Unit	Date	Time	Status	Remark	Weight	Duly Authorised Officer	VGM D	
»	View	JOB00005	JES8353VGM	EHRN	JES835302	3000.0000	KGM	5000	KGM	17/02/2017	12:18						
»	View	JOB00009	JES8353VGM	EHRN	JES835302	3000.0000	KGM	5000	KGM	17/02/2017	11:35						
»	View	JOB00007	JES8353VGM	EHRN	JES835301	3000.0000	KGM	5000	KGM	17/02/2017	11:19	Container Rejected	Rejected due to container overweight..				
»	View	JOB00007	JES8353VGM	EHRN	JES835302	3000.0000	KGM	5000	KGM	17/02/2017	11:19	Container Rejected	Rejected due to container overweight..				
»	View	JOB00008	JES8353VGM	EHRN	JES835302	3000.0000	KGM	5000	KGM	17/02/2017	11:07						

Total Record : 5

Table 56

3. Click on **View** button to review Inquiry By Container details. The page will be displayed as below.

General Info

Job No.:	JOB00005
Shipper:	TMFF00001 - TERUS MAJU FF SDN BHD
Shipping Agent:	PSB0000126 - PRESIDENTSDN BHD
Booking Ref No.:	JES8353VGM
SCN No.:	EHRN
Haulier:	AH00000237 - ABSTRACTHR

Terminal & JLM Info JLM Registration info

JLM Registration No.:	66618353JBX
Port Terminal:	NORTH PORT

Container VGM

#	Option	Container No.	ISO CT Type	Verified Gross Mass (VGM)				Last Updated	Date	Time	Certificate
				Ref No	Weight	Unit	Date				
»	View	JES835302	20G0	JES8353VGM	3000.0000	KGM	09/11/2016	16:32	17/02/2017	12:18	

Total Record : 1

Table 57

6.3 Reports

Select **Reports** tab.



Table 58

6.3.1 VGM Slips

1. Go to **Reports > VGM Slips**. The page will be displayed as below.

Submitted Date From: 10/02/2017 To: 17/02/2017															Print																											
<table border="1"> <thead> <tr> <th rowspan="2">#</th><th rowspan="2">Option</th><th rowspan="2">Job No</th><th rowspan="2">Booking Ref No</th><th rowspan="2">SCN No</th><th rowspan="2">CT No</th><th colspan="2">CTVGM Weight</th><th colspan="2">Submitted</th><th colspan="2">Response</th><th colspan="3">Port Verified Gross Mass (VGM)</th></tr> <tr> <th>Weight</th><th>Unit</th><th>Date</th><th>Time</th><th>Status</th><th>Remark</th><th>Weight</th><th>Duly Authorised Officer</th><th>VGM Date</th><th>VGM Time</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	#	Option	Job No	Booking Ref No	SCN No	CT No	CTVGM Weight		Submitted		Response		Port Verified Gross Mass (VGM)			Weight	Unit	Date	Time	Status	Remark	Weight	Duly Authorised Officer	VGM Date	VGM Time																	Filtering
#							Option	Job No	Booking Ref No	SCN No	CT No	CTVGM Weight		Submitted		Response		Port Verified Gross Mass (VGM)																								
	Weight	Unit	Date	Time	Status	Remark						Weight	Duly Authorised Officer	VGM Date	VGM Time																											
<input type="text"/> Enter text to search... Clear																																										
#	Option	Job No	Booking Ref No	SCN No	CT No	CTVGM Weight	Weight	Unit	Submitted	Date	Time	Status	Remark	Weight	Duly Authorised Officer	VGM Date	VGM Time																									
<input type="checkbox"/>	View	JOB00007	JES8353VGM	EHRN	JES835302	3000.0000	KGM		17/02/2017	11:19		Container Rejected	Rejected due to container overweight..																													
<input type="checkbox"/>	View	JOB00007	JES8353VGM	EHRN	JES835301	3000.0000	KGM		17/02/2017	11:19		Container Rejected	Rejected due to container overweight..																													
<input type="checkbox"/>	View	JOB00005	JES8353VGM	EHRN	JES835302	3000.0000	KGM		17/02/2017	12:18																																
<input type="checkbox"/>	View	JOB00009	JES8353VGM	EHRN	JES835302	3000.0000	KGM		17/02/2017	11:35																																
<input type="checkbox"/>	View	JOB00008	JES8353VGM	EHRN	JES835302	3000.0000	KGM		17/02/2017	11:07																																
Total Record : 5																																										

Table 59

2. To print VGM Slip, click on check box button of record, then click Print. Printed VGM Slip will be shown as below.

The screenshot shows a printed document titled "VGM SLIP". At the top, there is a toolbar with icons for file operations like Open, Save, Print, and PDF. Below the toolbar, the title "VGM SLIP" is centered. The document contains the following information:

Shipper Name : TERUS MAJU FF SDN BHD	Job No : JOB00007
	Book Ref No : JE98353/VGM
Weighing Address : NORTH PORT	SCN No : EHRN
NORTH PORT 1	Port Terminal : NPORT
NORTH PORT 2	Request Port : No
CT No : JES835302	Port VGM Weight :
Size : 20	Port VGM Date :
Max Gross Weight : 5000.0000	DAO Name :

Table 60

Chapter 7 Others

Click Menu and select **Others** tab.

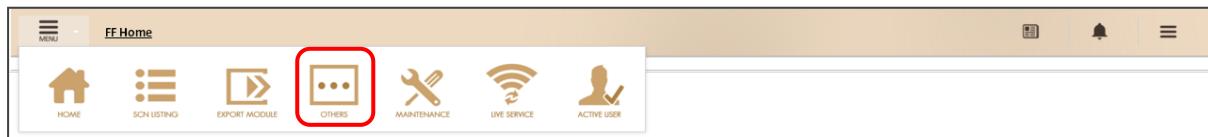


Table 61

7.1 JLM Registration Entries

1. Click **JLM Registration Entries** tab.



Table 62

2. The page will be displayed as below.

#	Option	JLM Reg. No.	ROC No.	Company Name	Method	Expired Date	Issued Date	Issued Place	Certificate
	New Edit Delete	12341234JLMFF	TMFF00001	TERUS MAJU FF SDN BHD	1 - METHOD 1	02/09/2016	02/09/2016	BATU PAHAT	
	New Edit Delete	12345678asf	TMFF00001	TERUS MAJU FF SDN BHD	2 - METHOD 2	09/01/2017	09/01/2017	asasdasd	
	New Edit Delete	12345678m19	TMFF00001	TERUS MAJU FF SDN BHD	2 - METHOD 2	19/12/2016	19/12/2016	asdf	
	New Edit Delete	12345678RED	TMFF00001	TERUS MAJU FF SDN BHD	1 - METHOD 1	28/02/2017	03/02/2017	PJ	
	New Edit Delete	16062801JFF	ROC2801	OZONE FF	2 - METHOD 2	28/06/2016	28/06/2016	MELAKA	
	New Edit Delete	16070101JLM	TMFF00001	TERUS MAJU FF SDN BHD	1 - METHOD 1	02/09/2016	02/09/2016	KUALA LUMPUR	
	New Edit Delete	16081001JLMTM	TMFF00001	TERUS MAJU FF (M) SDN BHD	1 - METHOD 1	10/08/2016	10/08/2016	JOHOR BAHRU	
	New Edit Delete	20160701IAH	TMFF00001	TERUS MAJU FF SDN BHD	1 - METHOD 1	18/07/2017	01/07/2016	SELANGOR	
	New Edit Delete	20160701JLTMF	TMFF00001	TERUS MAJU FF SDN BHD	2 - METHOD 2	01/06/2019	01/07/2015	Pejabat Rasmi, GeorgeTown	
	New Edit Delete	2016112301TMF	TMFF00001	TERUS MAJU FF SDN BHD	1 - METHOD 1	23/11/2018	23/11/2016	JABATAN LAUT MALAYSIA	

Table 63

3. Click on **New** button to add new Company Details. Click **Save** once you have done.

The screenshot shows the 'JLM Registration Entries' page. The 'Company Details' section contains fields for JLM Registration No (TMFF00001), ROC No (TMFF00001), Company Name (TERUS MAJU FF SDN BHD), Company Address (NO. 5-10, MENARA ZURICH, PUSAT PERINDUSTRIAN ZURICH), Company Type (Local selected), State (Kuala Lumpur), City (Kuala Lumpur), Post Code (81750), Created Date (17/02/2017), Tel No ((014) 6123-564), and Fax No. The 'Registration Slip Details' section includes fields for Email, Expired Date (17/02/2017), Issued Place, Issued Date (17/02/2017), Method (Method 1 selected), Weighing station, Weighing Address, and an upload section for registration slips. Buttons for 'Save' and 'Close' are at the bottom right.

Table 64

4. Click on **Edit** button to edit company details and **Delete** button to delete record.

#	Option	JLM Reg. No.	ROC No.
▶	New Edit Delete	12341234JLMFF	TMFF00001
▶	New Edit Delete	12345678aslf	TMFF00001

Table 65

Chapter 8 Maintenance

Click Menu and select **Maintenance** tab.

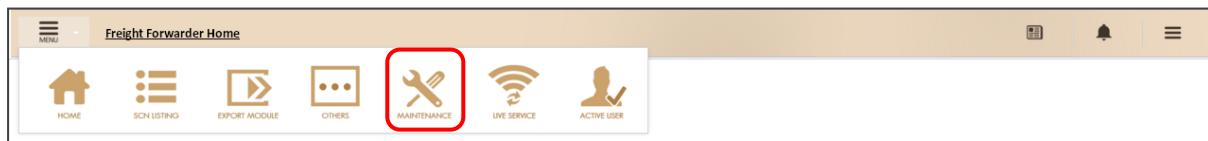


Table 66

8.1 Admin

Select **Admin** tab.



Table 67

8.1.1 Transfer Admin

1. Go to **Admin > Transfer Admin**. Transfer Admin Right page will be displayed as below.

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	TMFF	HAZRIN MUSTAFA	NURZAFIRAH@RANKALPHA.COM	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	NISA	NISA	sitianisahjagi@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AISHAH	AISHAH	callmenuraisya@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Table 68

2. Click on **Transfer** button and a pop-up message will be appeared as below. Click on **OK** button to confirm transfer admin.

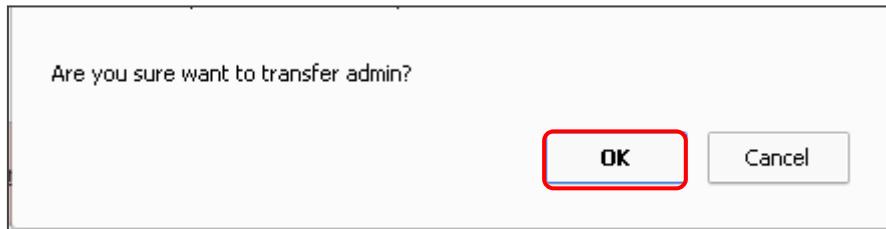


Table 69

8.1.2 User Login

1. Go to **Admin > User Login**. The list of **Active User** and **Deactive User** will be displayed as below.

Active User

PK*Net Registration						
Active User		Deactive User				
Option	User ID	User Name	Email	Admin	Status	Deactivate
Add Edit Deactive	AISHAH	AISHAH	callmenuraisya@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	AMIRA	AMIRA	amirashahira1999@yahoo.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	KELVIN	KELVIN	kelvin@ra.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	NISA	NISA	sitianisahjagil@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Add Edit Deactive	TMFF	HAZRIN MUSTAFA	NURZAFIRAH@RANKALPHA.COM	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Table 70

Deactive User

PK*Net Registration						
Active User		Deactive User				
Option	User ID	User Name	Email	Admin	Status	Deactivate
View Activate	FF_Test1	FF_Test1	TMFF	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	FF_TEST2	TESTER	ATMFF@rer.my	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	GOLDENFF	GOLDEN	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	MAISARA	MAISARA	tmff@rer.my	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	PACIFICFF	PACIFIC	nurzafirah@rankalpha.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>

Table 71

2. Click on **Add** button to add new user. **User Information** field will be appeared and you are required to fill in the details. Click on **Save** button to save completed details and successful message will be displayed.

Table 72



Number of users cannot be more than 5

3. Click on **Edit** button to edit user's login details. Then click **Save**.

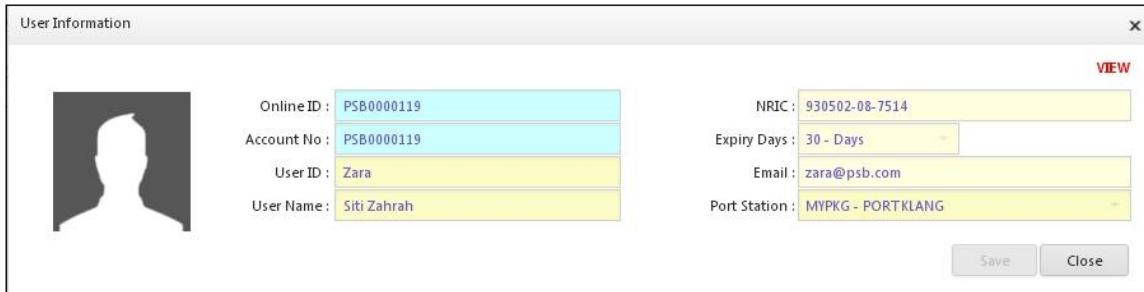
Table 73

4. To deactivate user, click on **Deactive** button and confirmation message will be asked. Then click on **OK** to confirm deactivate user. Successful message will be displayed as below.



Table 74

5. To view deactive user, click on **View** button and user information will be displayed.



The dialog box is titled "User Information". It contains a profile picture placeholder and a table of user details. The table has two columns: left and right. The left column includes "Online ID: PSB0000119", "Account No: PSB0000119", "User ID: Zara", and "User Name: Siti Zahrah". The right column includes "NRIC: 930502-08-7514", "Expiry Days: 30 - Days", "Email: zara@psb.com", and "Port Station: MYPKG - PORTKLANG". At the bottom are "Save" and "Close" buttons.

User Information	
Online ID:	PSB0000119
Account No:	PSB0000119
User ID:	Zara
User Name:	Siti Zahrah
NRIC:	930502-08-7514
Expiry Days:	30 - Days
Email:	zara@psb.com
Port Station:	MYPKG - PORTKLANG

Table 75

6. To active back user account, click on **Active** button and confirmation message will be asked. Click **OK** to active back user and you will be displayed a successful message as below.



Table 76

8.2 Setting

Select **Setting** tab.



Table 77

8.2.1 Email Notification

The screenshot shows the "Email Notification" configuration page under the "Setting" tab. It includes fields for "Module", "Sub Module", "User ID", "User Name", and "Email Address". There are "Save" and "Cancel" buttons. Below the form is a search bar with "Enter text to search..." and buttons for "Search" and "Clear". A table with columns "Option", "User ID", "User Name", "Email Address", "Module", and "Sub Module" is shown, with one row of data. At the bottom, there is a "New" button, a message "Total Record : 0", and pagination controls.

Option	User ID	User Name	Email Address	Module	Sub Module

Figure 3

8.2.2 Terminal Account

1. Go to **Setting > Terminal Account**. The page will be displayed as below.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with a 'MENU' icon, the path 'FF Home > Maintenance > Setting > Terminal Account', and icons for a printer, a bell, and three horizontal lines. Below the navigation bar is a toolbar with dropdown menus for 'Admin', 'Setting', 'PK*Net Registration', and 'Inquiry'. The main content area has two sections: 'Internal Code' and 'Terminal Ledger Account'. The 'Internal Code' section contains the text 'North Port Internal Code : NP01' and 'West Port Internal Code : WP01'. The 'Terminal Ledger Account' section contains the text 'North Port Ledger Account : TM-NPIA01' and 'West Port Ledger Account : TM-NPIA01'. In the bottom right corner of the main content area, there is a 'Close' button.

Internal Code

North Port Internal Code : NP01
West Port Internal Code : WP01

Terminal Ledger Account

North Port Ledger Account : TM-NPIA01
West Port Ledger Account : TM-NPIA01

Close

Table 78

8.3 PK*Net Registration

Select **PK*Net Registration** tab.

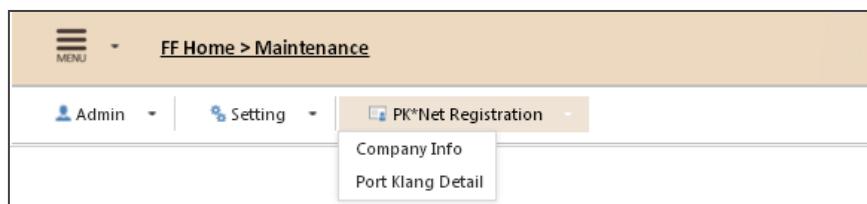


Table 79

8.3.1 Company Info

1. Go to **PK*Net Registration > Company Info**. Company Detail page will be displayed. Click on **Update** button to update company info.

The form contains the following fields:

- Online ID: TMF0000188
- ROC No *: TMFF00001
- Account No: TMF0000188
- Custom Agents Code: TMFF12
- Company Type: Freight Forwarders
- Company Name *: TERUS MAJU FF SDN BHD
- Contact Person *: SYAHRUL RIDZWAN BIN SAIFUL
- Tel No *: (014) 6123-564
- Fax No *: (011) 1111-111
- Contact Email *: NURZAFIRAH@RANKALPHA.COM
- Company Address *: NO. 5-10, MENARA ZURICH
PUSAT PERINDUSTRIAN ZURICH
- Postal Code *: 81750

At the bottom left, there is a red box around the **Update** button. To its right are **Cancel** and **Browse...** buttons. There is also a yellow logo with a stylized 'X' shape.

Table 80

2. Successful message will be displayed as below.

The message box contains the following text:

Your company registered with Lembaga Port Klang, please update also your company profile under Port Klang User Maintenance! Successfully updated.

Table 81

8.3.2 Port Klang Detail

User may change their company details such as **Company Particulars**, **Director Particulars**, **Shareholders Particulars** and **Document**.



Table 82

Company Particulars:

Tick on the check box to edit details.

Company Particulars																							
Registration Type:	FF - PENGHANTAR BARANG / FREIGHT <input type="button" value="..."/>																						
Name Of Company:	TERUS MAJU FF SDN BHD <input checked="" type="checkbox"/>																						
Date of Company:	06/06/2016 <input type="button" value="..."/> <input checked="" type="checkbox"/>																						
Registered Address:	NO. 5-10, MENARA ZURICH <input checked="" type="checkbox"/> PUSATPERINDUSTRIAN ZURICH <input type="button" value="..."/>																						
Postal Code:	81750																						
Tel No:	(014) _612-3564 2: <input type="button" value="..."/> <input type="checkbox"/>																						
Fax_No:	(016) _875-4213 2: <input type="button" value="..."/> <input type="checkbox"/>																						
Business Address:	NO. 5-10, MENARA ZURICH PUSATPERINDUSTRIAN ZURICH <input type="button" value="..."/>																						
Postal Code:	81750																						
Tel No 1:	(014) _612-3564 2: <input type="button" value="..."/> <input type="checkbox"/>																						
Fax_No 1:	(011) _111-1111 2: <input type="button" value="..."/> <input type="checkbox"/>																						
Customs / PKA Registered Code:	TMFF12 <input type="button" value="Save"/>																						
<table border="1"> <tr> <td>Authorised Contact</td> <td>Business</td> </tr> <tr> <td>Authorised Contact:</td> <td>SYAHRUL RIDZWAN BIN SAIFUL <input type="checkbox"/></td> </tr> <tr> <td>Designation:</td> <td>PROJECTMANAGER <input type="checkbox"/></td> </tr> <tr> <td>Tel No:</td> <td>(016) _754-2134 <input type="checkbox"/></td> </tr> <tr> <td>Mobile Phone No:</td> <td>(019) _754-2368 <input type="checkbox"/></td> </tr> <tr> <td>Email:</td> <td>NURZAFIRAH@RANKALPHA.COM <input type="checkbox"/></td> </tr> <tr> <td>Authorised Contact:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Designation:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Tel No:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobile Phone No:</td> <td>() - <input type="checkbox"/></td> </tr> <tr> <td>Email:</td> <td><input type="checkbox"/></td> </tr> </table>		Authorised Contact	Business	Authorised Contact:	SYAHRUL RIDZWAN BIN SAIFUL <input type="checkbox"/>	Designation:	PROJECTMANAGER <input type="checkbox"/>	Tel No:	(016) _754-2134 <input type="checkbox"/>	Mobile Phone No:	(019) _754-2368 <input type="checkbox"/>	Email:	NURZAFIRAH@RANKALPHA.COM <input type="checkbox"/>	Authorised Contact:	<input type="checkbox"/>	Designation:	<input type="checkbox"/>	Tel No:	<input type="checkbox"/>	Mobile Phone No:	() - <input type="checkbox"/>	Email:	<input type="checkbox"/>
Authorised Contact	Business																						
Authorised Contact:	SYAHRUL RIDZWAN BIN SAIFUL <input type="checkbox"/>																						
Designation:	PROJECTMANAGER <input type="checkbox"/>																						
Tel No:	(016) _754-2134 <input type="checkbox"/>																						
Mobile Phone No:	(019) _754-2368 <input type="checkbox"/>																						
Email:	NURZAFIRAH@RANKALPHA.COM <input type="checkbox"/>																						
Authorised Contact:	<input type="checkbox"/>																						
Designation:	<input type="checkbox"/>																						
Tel No:	<input type="checkbox"/>																						
Mobile Phone No:	() - <input type="checkbox"/>																						
Email:	<input type="checkbox"/>																						

Table 83

Director Particulars:

- Click on **Add** button to add new director.

Director Particulars								
Name : <input type="text"/>			Designation : <input type="text"/>			<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
NRIC / Passport : <input type="text"/>			Gender : <input type="text"/>					
Address : <input type="text"/>			Nationality : <input type="text"/>					
<input type="text"/> Postal Code : <input type="text"/> <input type="button" value="Next"/>								
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Resign"/> <input type="button" value="Active"/>								
#	LineNo ↑	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
<input type="checkbox"/>	0001	SHAHRIZAD BIN SANI	600816016466	NO 8 JALAN ALPHA 1/7 BANDAR BARU ALPHA NEW	L - Lelaki	MALAYSIA	DIRECTOR	Active
Total : 1								
Page 1 of 1 (1 items) <input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value=">"/>								

Table 84

- Fill in the yellow fields. Click on **Save** button to save new director particulars.

Director Particulars								
Name : <input type="text"/> ✓			Designation : <input type="text"/> ✓			<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
NRIC / Passport : <input type="text"/> ✓			Gender : <input type="text"/> ✓					
Address : <input type="text"/> ✓			Nationality : <input type="text"/> ✓					
<input type="text"/> Postal Code : <input type="text"/> <input type="button" value="Next"/>								
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Resign"/> <input type="button" value="Active"/>								

Table 85

- To edit record, tick on the check box and click **Edit** button.

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Resign"/> <input type="button" value="Active"/>								
#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status	
<input checked="" type="checkbox"/>	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active	
<input type="checkbox"/>	0002	AMINAH SAMAD	87666312312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Active	
Total : 2								
Page 1 of 1 (2 items) <input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value=">"/>								

Table 86

4. To enable edit, tick on the check box button. Then click on **Save** button.

Shareholders Particulars						
Name :	DHIA MIA BINTI RAMZI	<input checked="" type="checkbox"/>	Gender :	P - Perempuan	<input type="checkbox"/>	Save
NRIC / Passport / ROC :	700915421265	<input checked="" type="checkbox"/>	Nationality :	MALAYSIA	<input type="checkbox"/>	Cancel
Address :	NO 99 JALAN DAUN 15 TAMAN DEDAUN	<input type="checkbox"/>				Next
Postal Code :	45785					

Table 87

5. If user wants to resign, click on **Resign** button. The status of user will be indicated as “Resign”.

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active
	0002	AMINAH SAMAD	87666312312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Resign
Total : 2							

Table 88

6. To active user, click on **Active** button and the status will change to “Active”.

#	LineNo ↑	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
	0001	DHIA MIA BINTI RAMZI	700915421265	NO 99 JALAN DAUN 15 TAMAN DEDAUN	P - Perempuan	MALAYSIA	Active
	0002	AMINAH SAMAD	87666312312312312323	JALAN PUSARA 5 PERMAS JAYA PERMAS JAYA	L - Lelaki	UNITED ARAB EMIRATES	Active
Total : 2							

Table 89

Document:

- Click on **Add** button to add new document.

The screenshot shows a 'Document' form. At the top, there are fields for 'Document Type' (dropdown), 'Document Name' (input with 'Browse...' button) and 'Remark' (text area). On the right are 'Save' and 'Cancel' buttons. To the right of the main form is an 'Explanation' section with a list of requirements:

- Attach the following documents:
- i. Gazetted ZB4 form
- ii. Duly Completed Free Zone User Registration Form
- iii. Copy of Form 9 or Form B duly certified by company secretaries.
- iv. Copy of Form 49 and 24 or Form 32A (if applicable) duly certified by company secretaries.
- v. Copy of Customs approval letter (if applicable) duly certified by company secretaries.
- vi. Copy of Warehouse rental/lease agreement.

Below the explanation is a table listing existing documents. The first row has columns: #, LineNo, Document Name, and Remark. A red box highlights the 'Add' button at the top of the table. The table shows one item: #1, LineNo 1, Document Name 2.png, and Remark document HR. At the bottom left is 'Page 1 of 1 (1 items)' and at the bottom right are navigation buttons.

Table 90

- Click on **Save** button once you have completed the details.

The screenshot shows a 'Document' form. It includes fields for 'Document Type' (dropdown set to 'Image'), 'Document Name' (input with 'Click here to browse files' placeholder and 'Browse...' button), and 'Remark' (text area). On the right are 'Save' and 'Cancel' buttons. A red box highlights the 'Save' button.

Table 91

- To edit record, tick on any one of the records then click Edit button.

The screenshot shows a table of documents. The first column is checked (indicated by a red box around the checkbox). The table has columns: #, No, Document Name, and Remark. The first row shows Document Name pdf-sample.pdf and Remark New logo for company. The second row shows Document Name perry.jpg and Remark New logo for company. At the top right are 'Add', 'Edit' (highlighted with a red box), and 'Delete' buttons.

Table 92

4. After done edit details, click on **Save** button to save edited record.

Document	
Document Type :	PDF
Document Name :	pdf-sample.pdf
Remark:	
Save	
Cancel	

Table 93

5. To delete record, tick on any one of the records then click on **Delete** button.

				Add	Edit	Delete
#	No	Document Name :	Remark			
		pdf-sample.pdf	supporting doc			
		perry.jpg	New logo for company			

Table 94

Chapter 9 Live Service

Click on the Menu and select **Live Service**.



Table 95

9.1 Registered Company

Select **Registered Company** tab.



Table 96

9.1.1 Forwarding Agent List

Forwarding Agent List page will display as below:

FF Home > Live Service > Registered Company > Forwarding Agent List					
Enter text to search... <input type="text"/> Search Clear					
#	ROC No	Company Name	Address	Tel No	Fax No
	AAA (ROC No : 123456)			Tel No : Mobile No : Email : Contact Person : A	Fax No :
	ABC FORWARDING SDN BHD (ROC No : 123456Z) 24, JALAN SATU TAMAN MUDA PORTKLANG Post Code : 42000			Tel No : 03-31672188 Mobile No : 0122060097 Email : janejnlm@gmail.com Contact Person : JANE LIM	Fax No : 03-31672188
	ADIB FORWARDING SDN BHD (ROC No : PKNG789) NO. 12, JALAN INDAH 1/15, TAMAN UNIVERSITI INDAH SERI KEMBANGAN, SELANGOR Post Code : 43300			Tel No : 0380738477 Mobile No : 0177447582 Email : muh dadibazmy@gmail.com Contact Person : MUHAMAD ADIB BIN AZMY	Fax No : 0380738466
	AMIR CONTROL SDN BHD (ROC No : 789962Y) 111, JALAN PUTERI 5/7, BANDAR PUTERI PUCHONG, SELANGOR. Post Code : 47100			Tel No : (0) 4444-4888 Mobile No : (0) 4222-2222 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (0) 4444-4499
	AMIR CONTROL SDN BHD (ROC No : 25643Y) 111, JALAN PUTERI 5/7, BANDAR PUTERI PUCHONG, SELANGOR Post Code : 47100			Tel No : (04) 4444-4444 Mobile No : (04) 4444-4444 Email : yamen5679@gmail.com Contact Person : SUFFIAN	Fax No : (04) 4444-4444

Table 97

9.1.2 Shipping Agent List

Shipping Agent List page will display as below:

Registered Company					
<input type="text" value="Enter text to search..."/> <input type="button" value="Search"/> <input type="button" value="Clear"/>					
#	ROC No.	Company Name	Address	Tel No	Fax No
	"K" LINE MARITIME (MALAYSIA) SDN. BHD. (ROC No : 20208H) LEVEL 15-02, PLAZA MASALAM, NO.2 JALAN TENGGU AMPUAN ZABEDAH 9/F, SECTION 9, SHAH ALAM, SELANGOR DARU Post Code : 40100			Tel No : 55102400 Mobile No : 0192613112 Email : klmpkpn@pk.my.kline.com Contact Person : YUSOF LATIF	Fax No : 55102382
	AA SHIPPING AGENT SDN BHD (ROC No : AA1234) 30-01, JALAN PERMAS 10, BANDAR BARU PERMAS JAYA JOHOR BAHRU Post Code : 81750			Tel No : (607) 3861-313 Mobile No : (607) 3865-110 Email : SITI SUHAIDAH@RANKALPHA.COM Contact Person : SITI	Fax No : (600) 3861-5110
	AMSTRON SDN BHD (ROC No : 234689Y) PUNCAK ALAM 2 , TAMAN KUAT SELANGOR Post Code : 13300			Tel No : (04) 5566-7899 Mobile No : (04) 5789-6555 Email : amirrankalpha@gmail.com Contact Person : JAHAL	Fax No : (04) 5566-7899
	AN SHIPPING AGENT (ROC No : 62315P) BANGUNAN JALIL DAMAI NO. D-11-11, BLOCK D, JALAN 14/155C Post Code : 42000			Tel No : (03) 5445-4541 Mobile No : (013) 5451-4266 Email : anisaklima@gmail.com Contact Person : SURAYA	Fax No : (013) 5654-5222
	APL-NOL MALAYSIA SDN BHD (ROC No : 455972K) 3RD FLOOR, EASTWING, WISMA CONSPLA NO.7, JALAN SS 16/1 47500 SUBANG JA Post Code : 47500			Tel No : 603 - 56386000 Mobile No : 012- 2378470 Email : anuar_ahmadi@aapl.com Contact Person : ANUAR BIN AHMAD	Fax No : 603 - 56318963

Table 98

9.1.3 Haulier List

Haulier List page will display as below:

Registered Company					
<input type="text" value="Enter text to search..."/> <input type="button" value="Search"/> <input type="button" value="Clear"/>					
#	ROC No.	Company Name	Address	Tel No	Fax No
	A STAR HAULAGE (ROC No : ASH0001) NO 3 JALAN BINTANG 3 TAMAN BINTANG Post Code : 31452			Tel No : (013) 7458-695 Mobile No : (011) 5464-6463 Email : nurzafirah1314@gmail.com Contact Person : ZACI	Fax No : (07) 4526-895
	ABSOLUTE HAULAGE (ROC No : AHH0001) LOT 2 & 3 JALAN KUNCI BANDAR BARU KUNCI Post Code : 54645			Tel No : (015) 4646-454 Mobile No : (011) 4646-454 Email : nurzafirah1314@gmail.com Contact Person : JESSICA	Fax No : (012) 4587-956
	ABSTRACT HR (ROC No : ABH0001) NO 45 JALAN BERJAYA 45 Post Code : 98546			Tel No : (012) 4587-964 Mobile No : (015) 4679-879 Email : nurzafirah1314@gmail.com Contact Person : MELESA	Fax No : (013) 1345-645
	ARTHA LOGISTICS SDN BHD (ROC No : 803505M) LOT 8919,JALAN TELOK GONG PELABUHAN KLANG,SELANGOR Post Code : 42000			Tel No : 31343241 Mobile No : 0123905713 Email : nathan@arthalogistics.com Contact Person : VISHNA NATHAN	Fax No : 31343243
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Table 99

Chapter 10 Others

- Click on the Menu and select **Active User**.



Table 100

- This option allows user to view who is login using this account.

Option	User ID	Last Access Date	Last Access Time
Delete	ANIS06	22/08/2016	10:09
Delete	FIFIE92	22/08/2016	10:08

Table 101

- Delete** hyperlink is used to terminate others user.

{ End of User Guide }