

STARTER GUIDE

Port Klang*Net

FA Module

Ver 1.1

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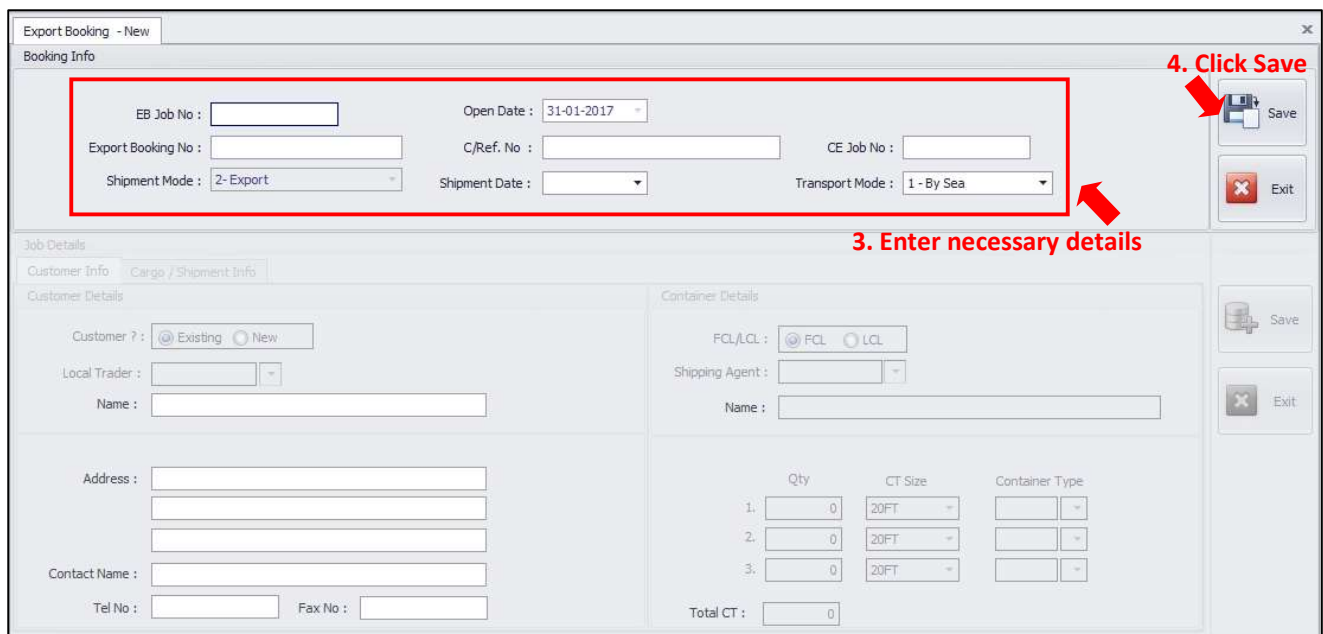
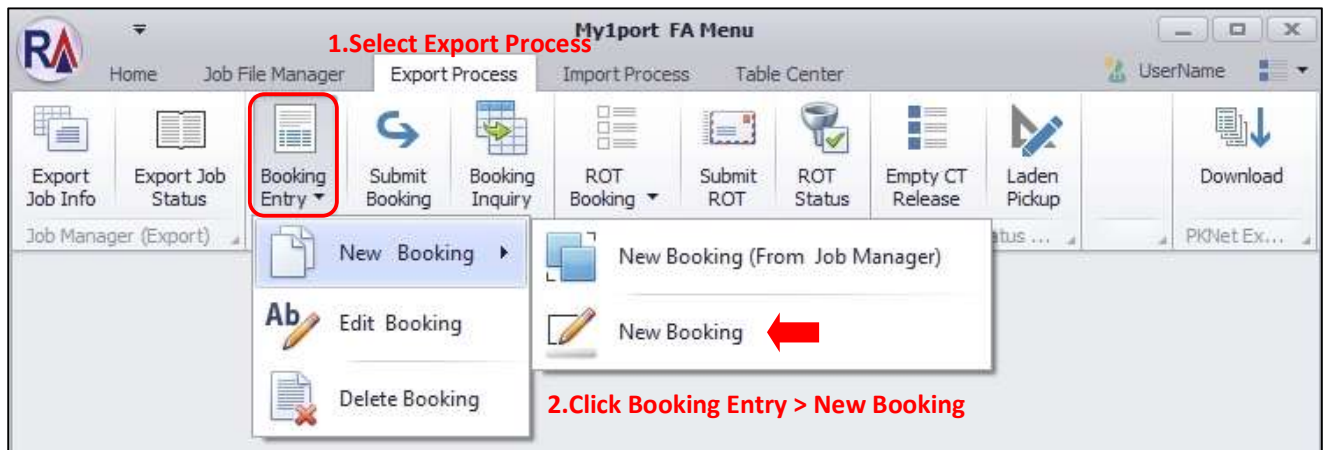
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E-EXPORT STARTER GUIDE

1. Export Booking

1.1 Prepare Export Booking

- Go to **Export Process** tab.
- Click on **Booking Entry > New Booking > New Booking**.



My1Port

Export Booking - New

Booking Info

EB Job No : 17013101EB Open Date : 31-01-2017

Export Booking No : EBN17011301 C/Ref. No : CRN3101001 CE Job No : 17013101EB

Shipment Mode : 2- Export Shipment Date : 31-01-2017 Transport Mode : 1 - By Sea

Job Details

Customer Info Cargo / Shipment Info **5. After all tabs are enable enter Customer necessary details**

Customer Details

Customer ? : Existing New

Local Trader :

Name :

Address :

Contact Name :

Tel No : Fax No :

Container Details

FCL/LCL : FCL LCL

Shipping Agent :

Name :

Qty	CT Size	Container Type
1. <input type="text" value="0"/>	20FT	<input type="text"/>
2. <input type="text" value="0"/>	20FT	<input type="text"/>
3. <input type="text" value="0"/>	20FT	<input type="text"/>

Total CT :

Save Exit

Job Details

Customer Info **6. Enter Cargo Shipment necessary details** Cargo / Shipment Info Shipment Details

Cargo Details

Commodity :

Cargo Description :

< Package > Qty :

< Package > Type :

Gross Weight : / KGM

Volume : / MTQ

Shipment Details

Ship Call No : ETA :

Voyage No : ETD :

Closing :

Vessel ID :

Loading Port :

Discharge Port :

Terminal :

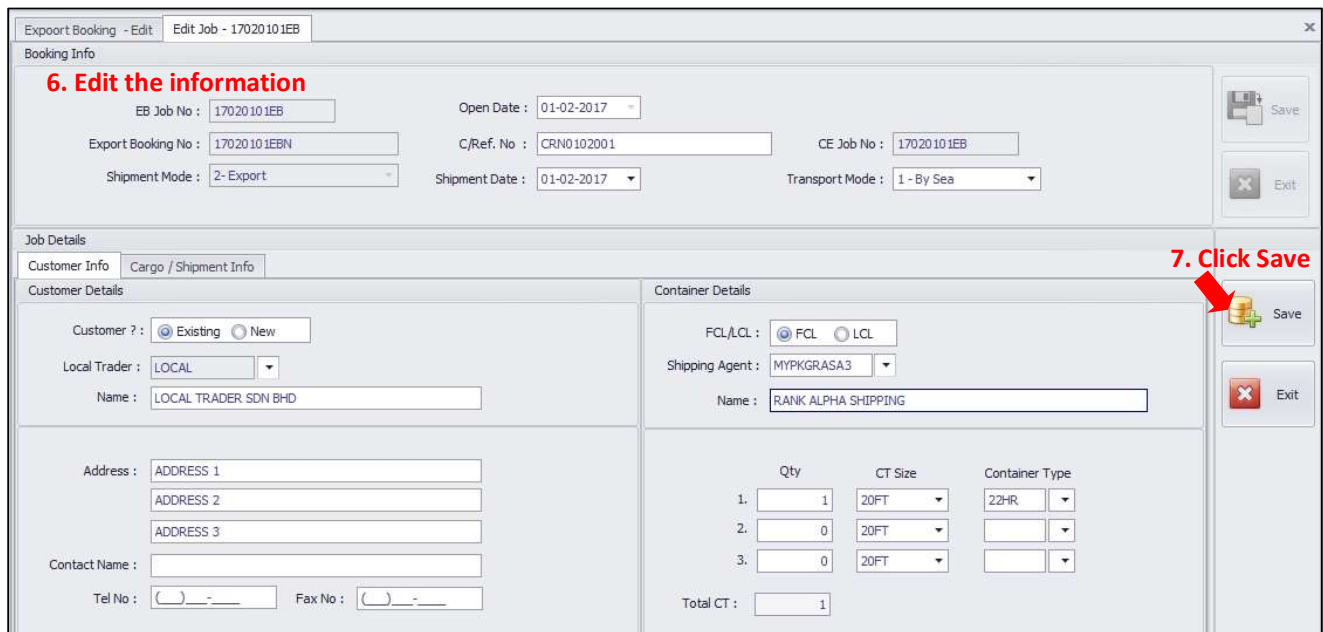
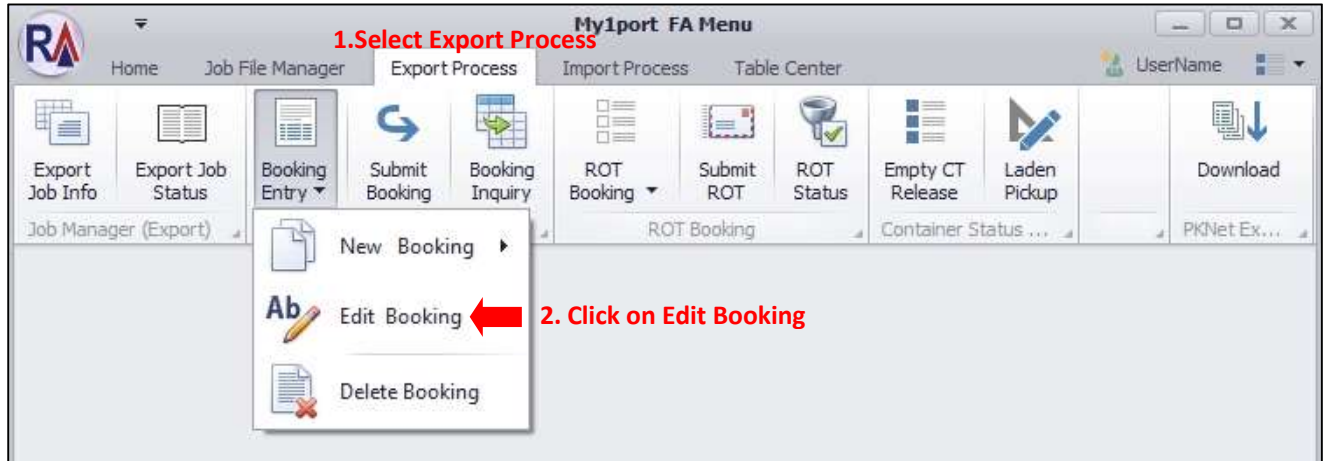
7. Click Save

Save Exit

My1Port

1.2 Edit Export Booking

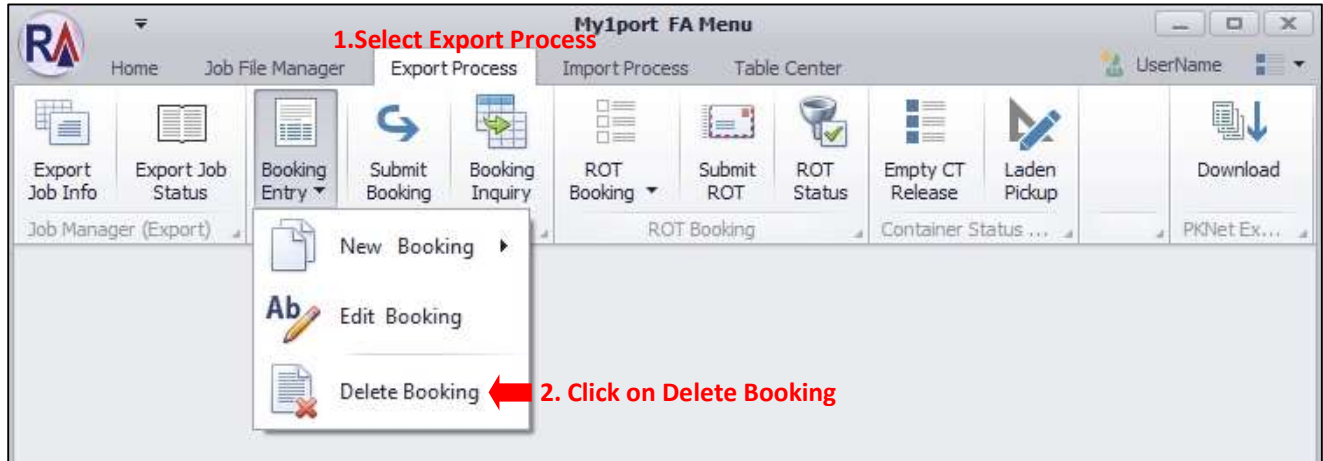
- Go to **Export Process** tab.
- Click on **Booking Entry > Edit Booking**.



My1Port

1.3 Delete Export Booking

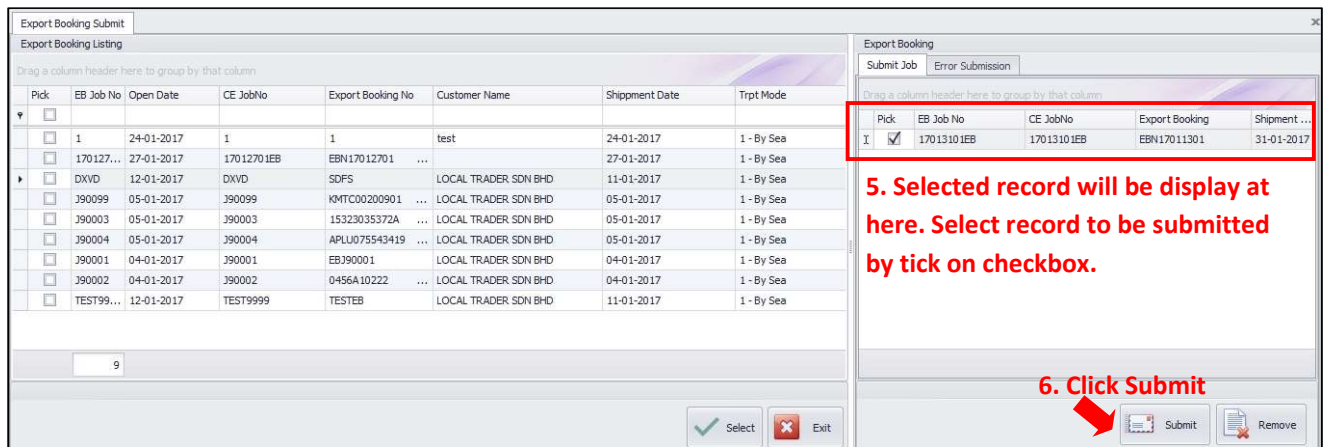
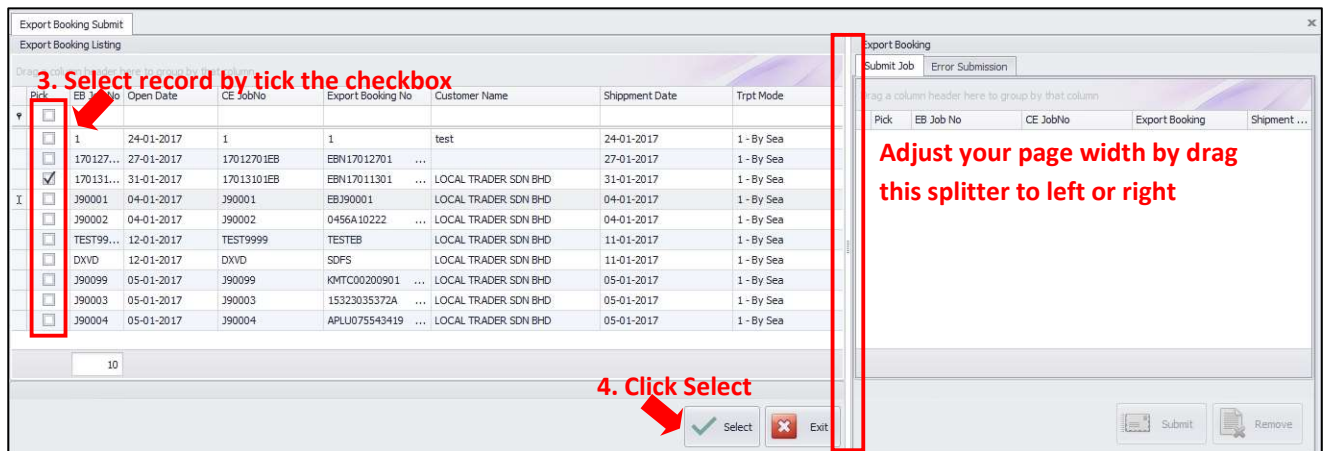
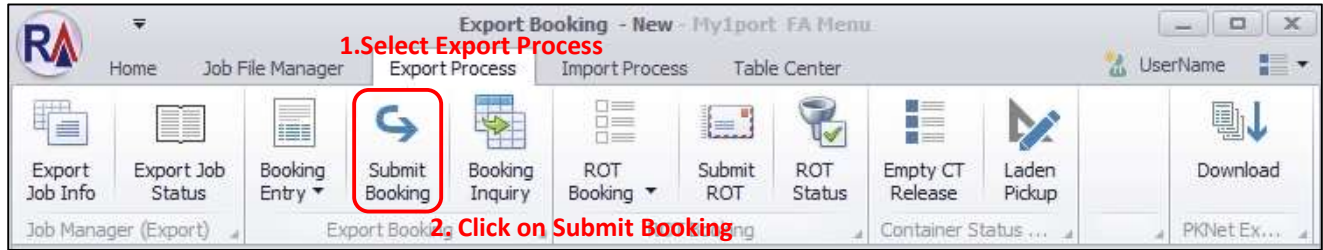
- Go to **Export Process** tab.
- Click on **Booking Entry > Delete Booking**.



My1Port

1.4 Submit Export Booking

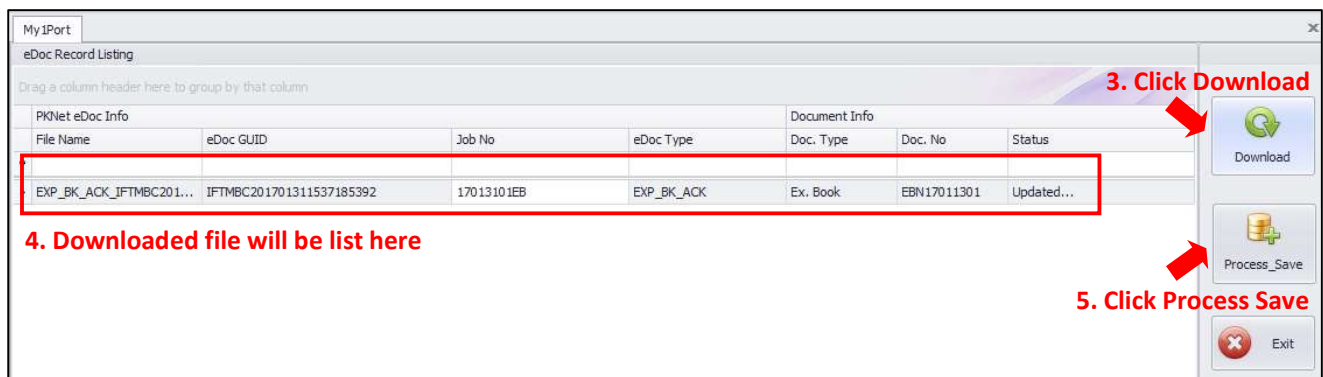
- Go to **Export Process** tab.
- Click on **Submit Booking**.



My1Port

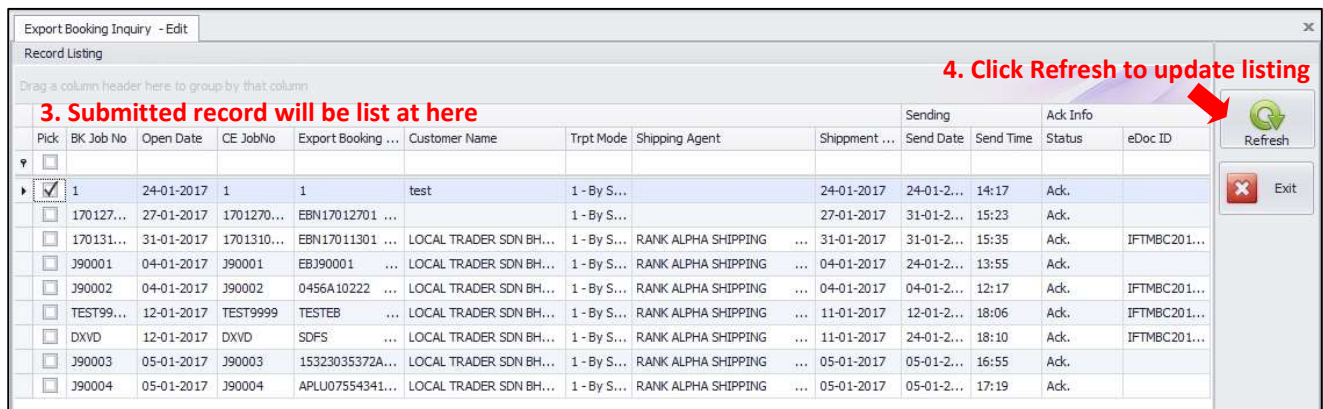
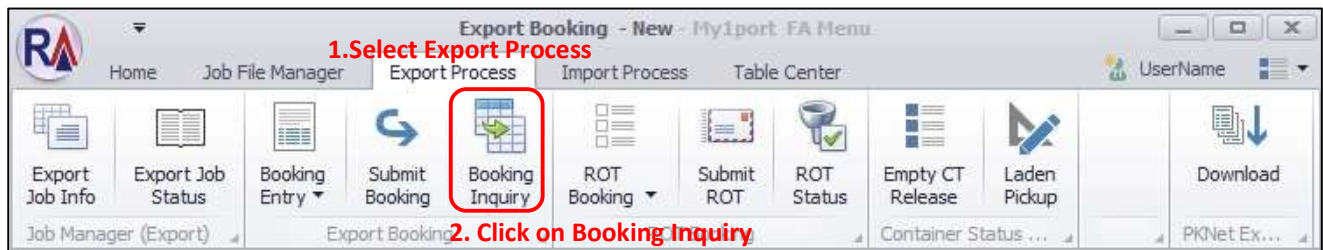
1.5 Export Booking Reply

- Go to **Export Process** tab.
- Click on **Download**.



1.6 Export Booking Inquiry

- Go to **Export Process** tab.
- Click on **Booking Inquiry**.

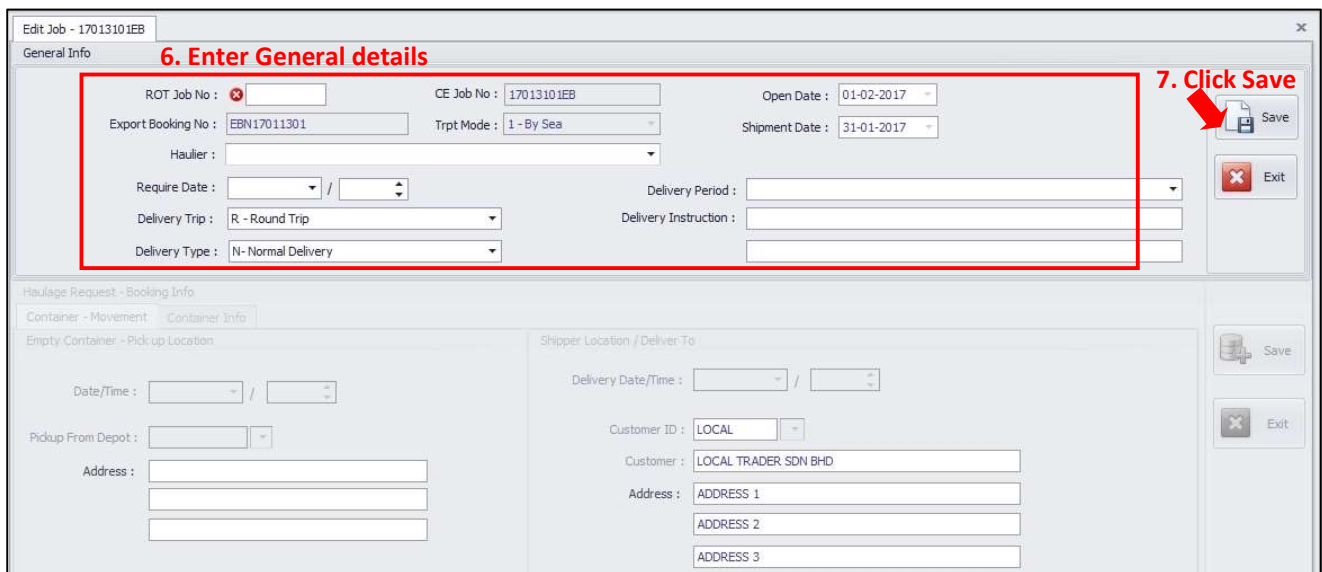
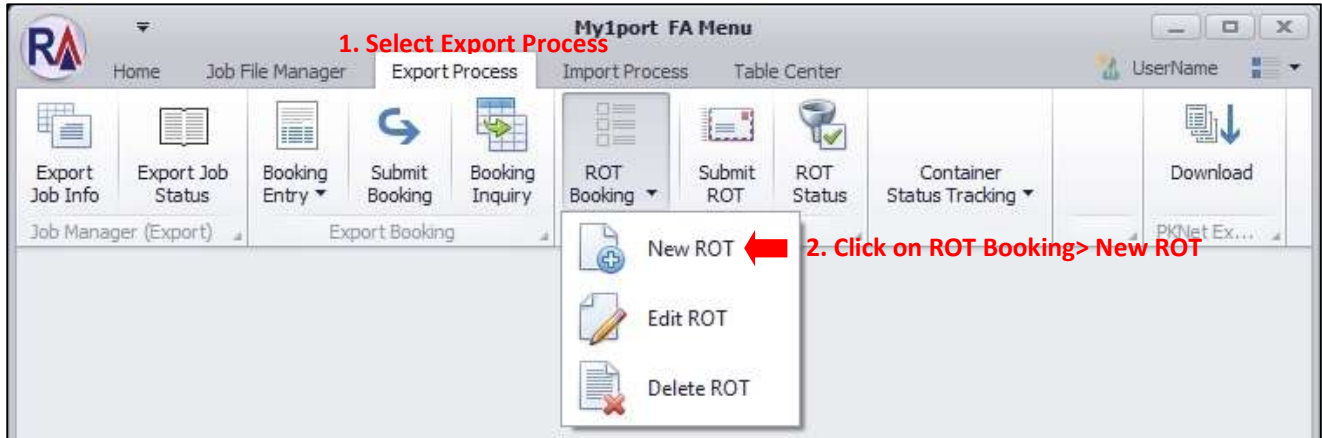


My1Port

2. Request of Transport (ROT)

2.1 Prepare ROT

- Go to **Export Process** tab.
- Click on **ROT Booking > New ROT**.



My1Port

General Info

ROT Job No : CE Job No : Open Date :

Export Booking No : Trprt Mode : Shipment Date :

Haulier :

Require Date : / Delivery Period :

Delivery Trip : Delivery Instruction :

Delivery Type :

Haulage Request - Booking Info

8. After all tabs are enable enter Container Location details

Date/Time : /

Pickup From Depot :

Address :

Delivery Date/Time : /

Customer ID :

Customer :

Address :

Haulage Request - Booking Info

9. Enter Container Movement details

10. Click Save

Container Details

Qty	CT Size	Pick CT
1. <input type="text" value="1"/>	<input type="text" value="20FT"/>	<input type="checkbox"/>
Container Type : <input type="text" value="22GP - 20 FOOT DRY SHIPPING C..."/>		
1. <input type="text" value="0"/>	<input type="text" value="20FT"/>	<input type="checkbox"/>
Container Type : <input type="text"/>		
1. <input type="text" value="0"/>	<input type="text" value="20FT"/>	<input type="checkbox"/>
Container Type : <input type="text"/>		

Group 1 Qty: Require Date/Time : /

Group 2 Qty: Require Date/Time : /

Group 3 Qty: Require Date/Time : /

Laden Container - Delivery To Port

Shipping Agent :

Port/Terminal :

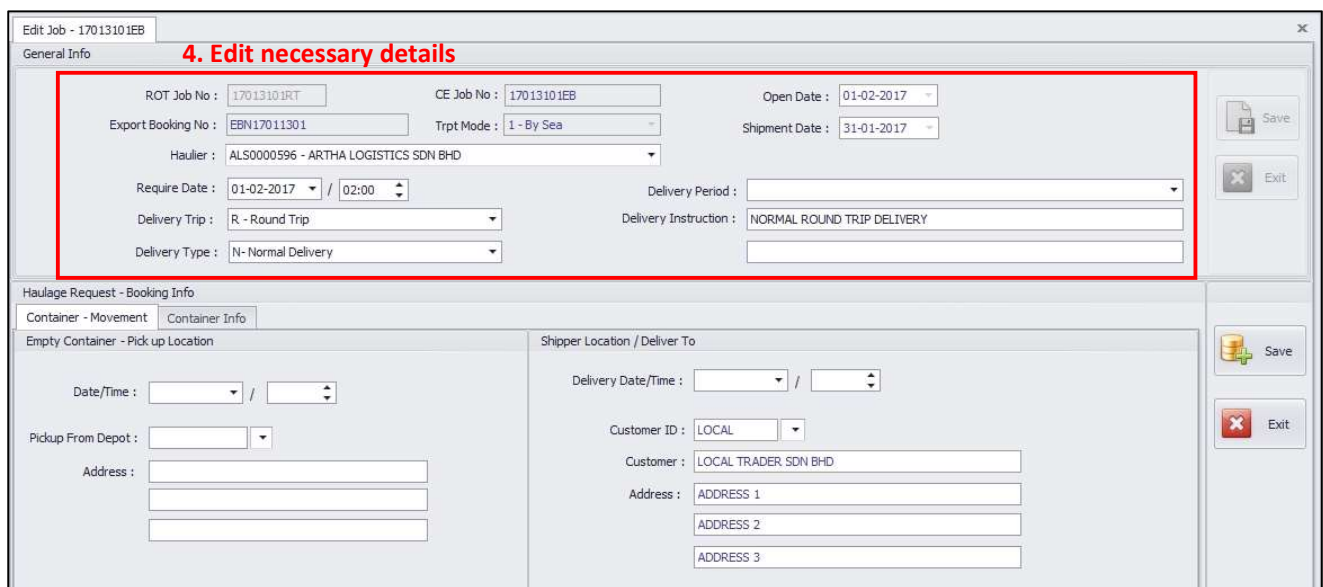
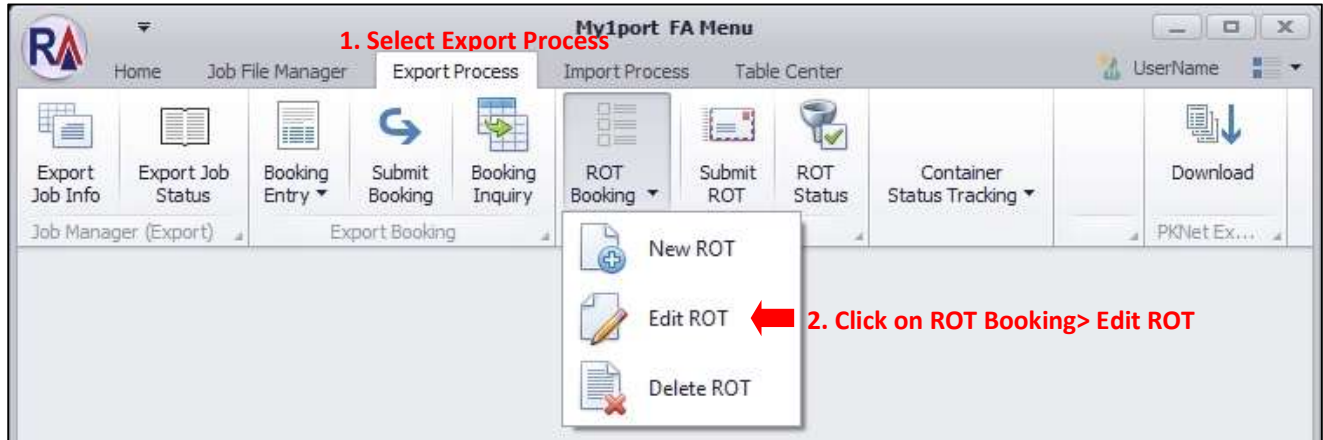
Closing Date/Time : /

Remark :

My1Port

2.2 Edit ROT

- Go to **Export Process** tab.
- Click on **ROT Booking > Edit ROT**.



My1Port

Haulage Request - Booking Info

Container - Movement Container Info **5. Edit necessary details**

Container Details

1. Qty: 1 CT Size: 20FT Pick CT
 Container Type: 22GP - 20 FOOT DRY SHIPPING C...

Group 1: Qty: 0 Require Date/Time: 01-02-2017 / 02:00

Group 2: Qty: 0 Require Date/Time: 01-02-2017 / 02:00

Group 3: Qty: 0 Require Date/Time: 01-02-2017 / 02:00


Laden Container - Delivery To Port


Shipping Agent: MYPKGRASA3 - RANK ALPHA SHIPPING

Port/Terminal: NP - NORTH PORT

Closing Date/Time: 31-01-2017 /

Remark:

6. Click Save 



2.3 Delete ROT

- Go to **Export Process** tab.
- Click on **ROT Booking > Delete ROT**.

My1port FA Menu

Home Job File Manager **1. Select Export Process** Import Process Table Center UserName

Export Job Info Export Job Status Booking Entry Submit Booking Booking Inquiry ROT Booking Submit ROT ROT Status Container Status Tracking Download

Job Manager (Export) Export Booking

New ROT Edit ROT **2. Click on ROT Booking > Delete ROT**

Export ROT - Delete

Export Record

4. Select record by tick checkbox

Pick	Job No	CE JobNo	Export Booking No	Open Date	Exporter	Shipment Date	Trprt Mode	Hauler	Divr. ...	Divr. ...	Require Date
<input type="checkbox"/>	17013101RT	17013101EB	EBN17011301	01-Feb-17	LOCAL TRADER SDN BHD	31-Jan-17	1 - By Sea	ALS0000596 - ARTHA ...	R - R...	N-No...	01-Feb-17
<input checked="" type="checkbox"/>	TTTT	390002	0456A10222	12-Jan-17	LOCAL TRADER SDN BHD	04-Jan-17	1 - By Sea		R - R...	N-No...	11-Jan-17

5. Click Delete 

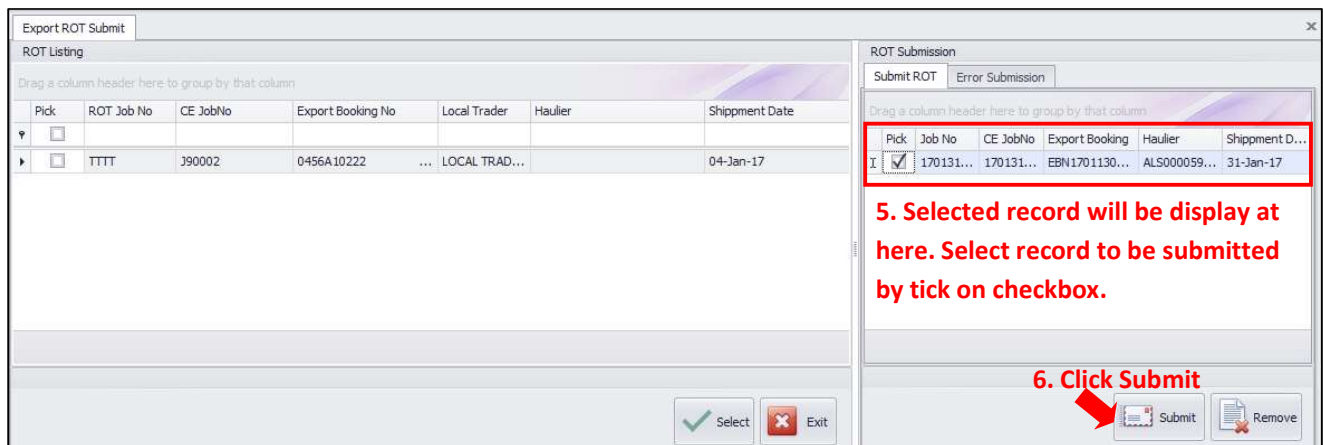
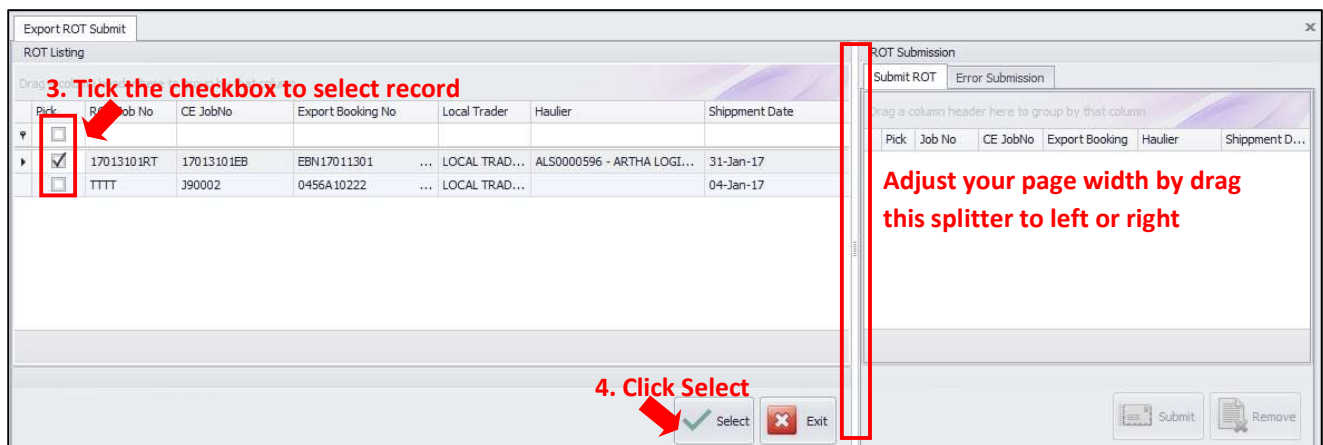
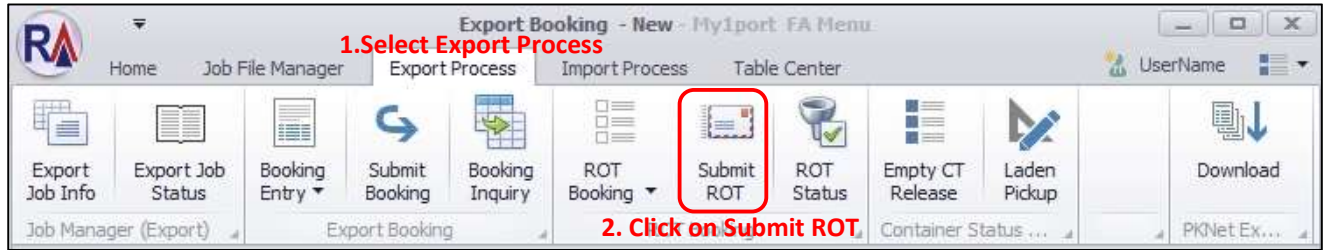
3. Click Refresh to refresh listing 



My1Port

2.4 Submit ROT

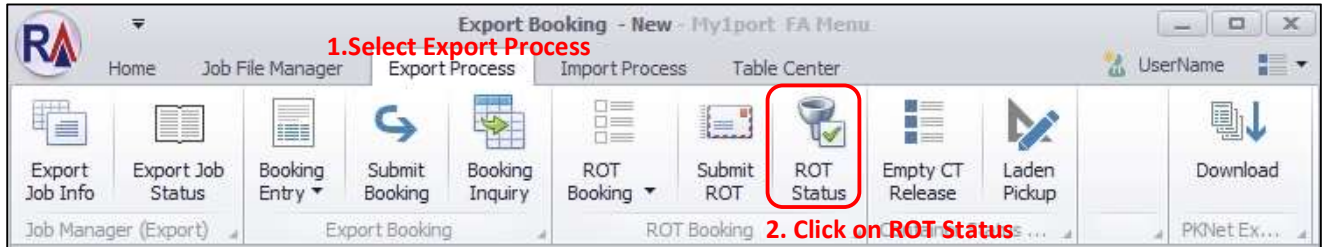
- Go to **Export Process** tab.
- Click on **Submit ROT**.



My1Port

2.5 ROT Status

- Go to **Export Process** tab.
- Click on **ROT Status**.

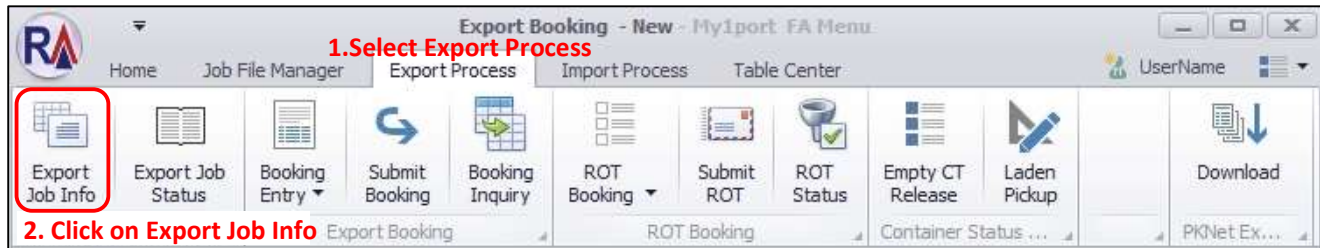


My1Port

3. Job Manager (Export)

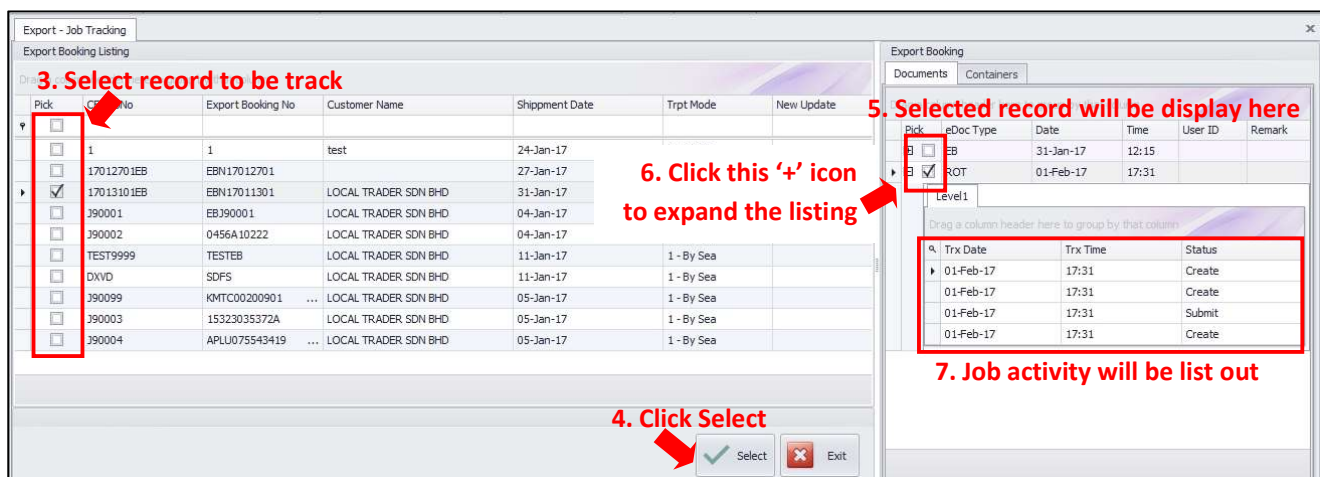
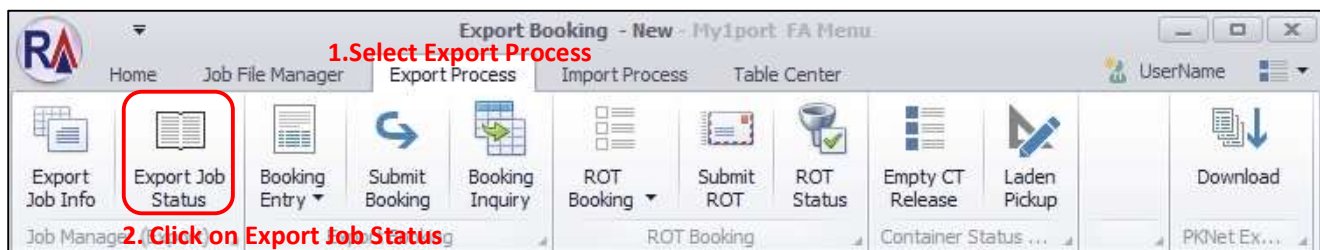
3.1 Export Job Info

- Go to **Export Process** tab.
- Click on **Export Job Info**.



3.2 Export Job Status

- Go to **Export Process** tab.
- Click on **ROT Status**.

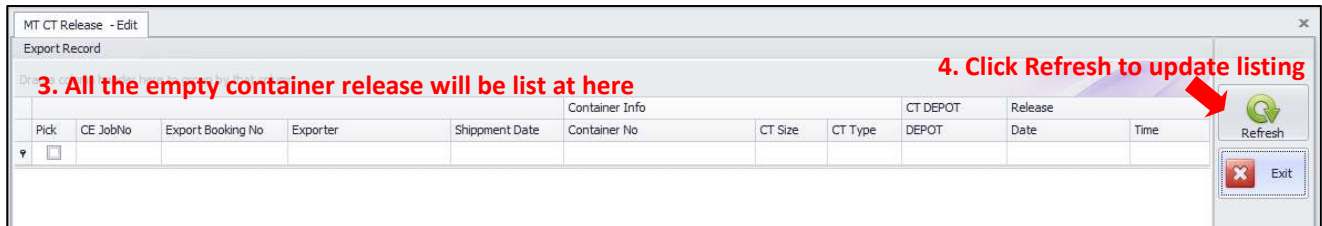
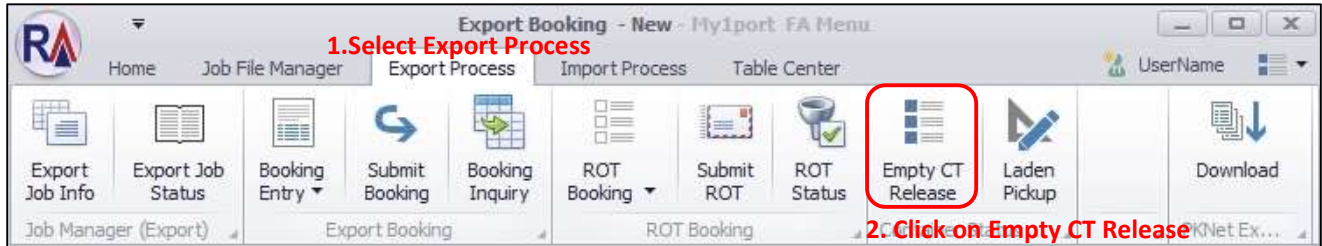


My1Port

4. Container Status

4.1 Empty CT Release

- Go to **Export Process** tab.
- Click on **Empty CT Release**.

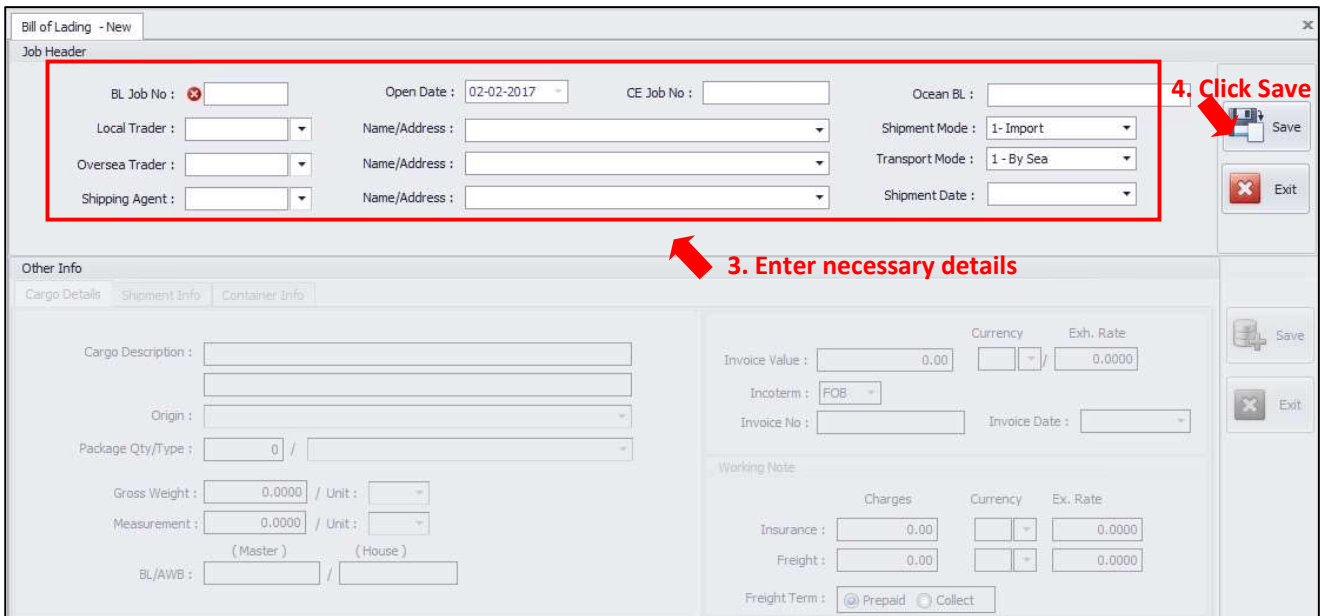
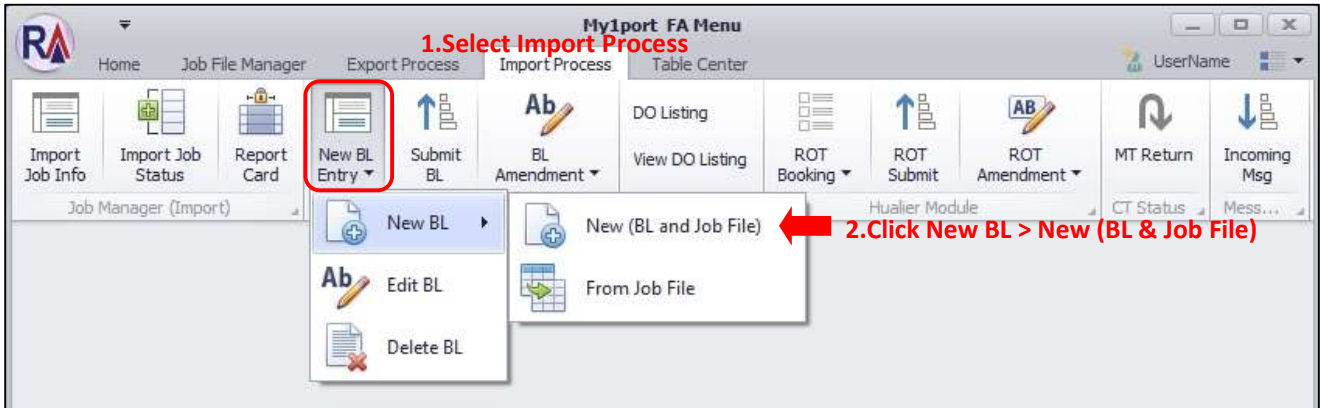


E-IMPORT STARTER GUIDE

1. Bill of Lading (BL)

1.1 Prepare New BL

- Go to **Import Process** tab.
- Click on **New BL Entry > New (BL and Job File)**.



My1Port

Other Info

Cargo Details Shipment Info Container Info

5. After all tabs are enable enter Cargo details

Cargo Description :

Origin :

Package Qty/Type : /

Gross Weight : 0.0000 / Unit :

Measurement : 0.0000 / Unit :

(Master) (House)

BL/AWB : /

Invoice Value : 0.00 Currency Ex. Rate 0.0000

Incoterm : FOB

Invoice No : Invoice Date :



Working Note

Charges Currency Ex. Rate

Insurance : 0.00 0.0000

Freight : 0.00 0.0000

Freight Term : Prepaid Collect

 Save
 Exit

Other Info

Cargo Details Shipment Info Container Info

Sea Details Air Details Road Details

***This tab enable based on selected Transshipment Type**

Vessel Info

Ship Call No : Voyage No :

ETA : ETD :

Closing Date :

Vessel ID :

Principal S/Agent :

Port Opr :



Loading Port :

Discharge Port :

Final Dest :

Depot :

6. Enter Shipment details

 Save
 Exit

Other Info

Cargo Details Shipment Info Container Info

Container Details




Container No : Size : 20FT CT Size Type :




CT Status : 1 - FCL Seal No : Container Type :

groupControl3

Select	Container No	Size	Seal No	Status	Size Type

7. Click New

 New
 Edit
 Delete

 Save  Cancel  Exit

Cargo Details Shipment Info Container Info



Container Details

8. Enter Container details

Container No : Size : CT Size Type :

CT Status : Seal No : Container Type :

9. Click Save

 Save  Cancel

My1Port

Other Info

Cargo Details Shipment Info Container Info

Container Details

12. Edit necessary details

Container No : CT001 Size : 20FT CT Size Type : 22GP - 20 FOOT DRY SHIPPING CONTAINER

CT Status : 1 - FCL Seal No : SNCT001 Container Type :

13. Click Save

groupControl3

Select	Container No	Size	Seal No	Status	Size Type
<input checked="" type="checkbox"/>	CT001	20FT	SNCT001	1 - FCL	22GP

10. Select record to be Edited by tick the checkbox

11. Click Edit

New Edit Delete

Other Info

Cargo Details Shipment Info Container Info

Container Details

Container No : Size : CT Size Type :

CT Status : Seal No : Container Type :

Save Cancel

groupControl3

Select	Container No	Size	Seal No	Status	Size Type
<input checked="" type="checkbox"/>	CT001	45FT	SNCT001	1 - FCL	

14. Select record to be Deleted by tick the checkbox

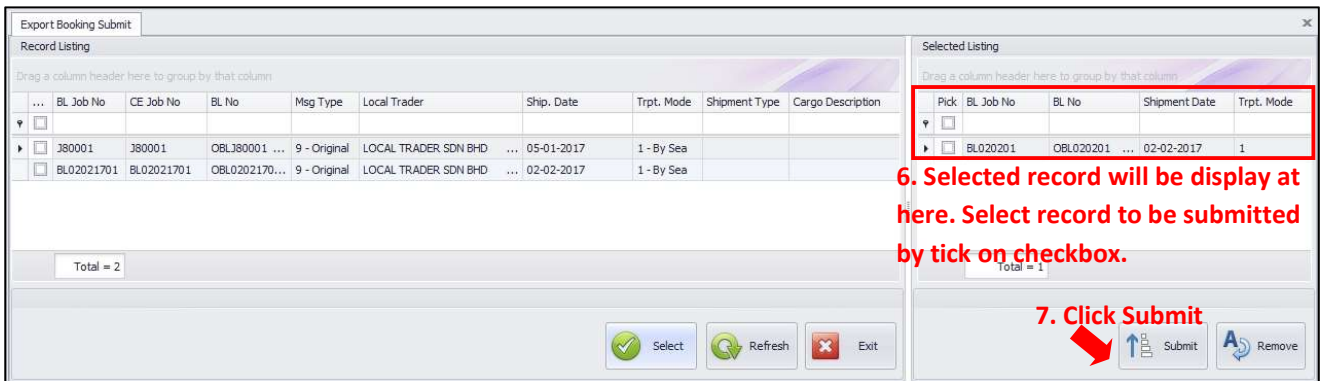
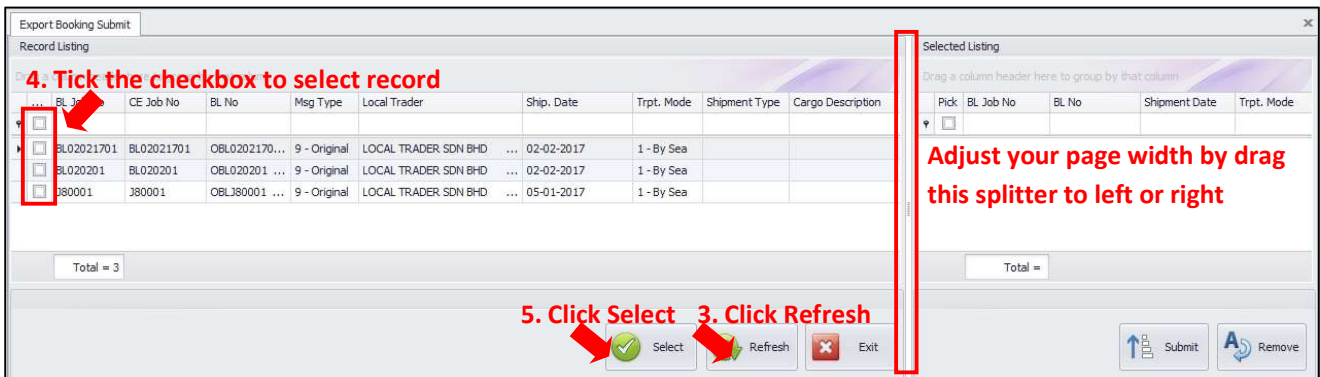
15. Click Delete

New Edit Delete

My1Port

1.2 Submit BL

- Go to **Import Process** tab.
- Click on **New BL Entry > New (BL and Job File)**.

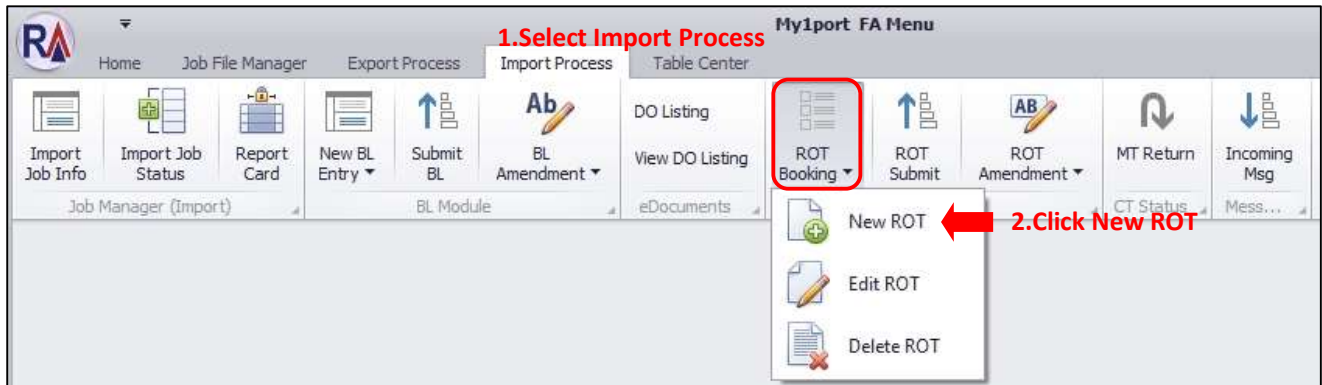


My1Port

2. Request of Transport (ROT)

2.1 Prepare ROT

- Go to **Import Process** tab.
- Click on **ROT Booking > New ROT**.



1. Select Import Process

My1port FA Menu

Home Job File Manager Export Process **Import Process** Table Center

Import Job Info Import Job Status Report Card New BL Entry Submit BL BL Amendment

DO Listing View DO Listing **ROT Booking** ROT Submit ROT Amendment MT Return Incoming Msg

Job Manager (Import) BL Module eDocuments

2. Click New ROT

New ROT Edit ROT Delete ROT



ROT New

BL Record

Drag a column header here to group by that column

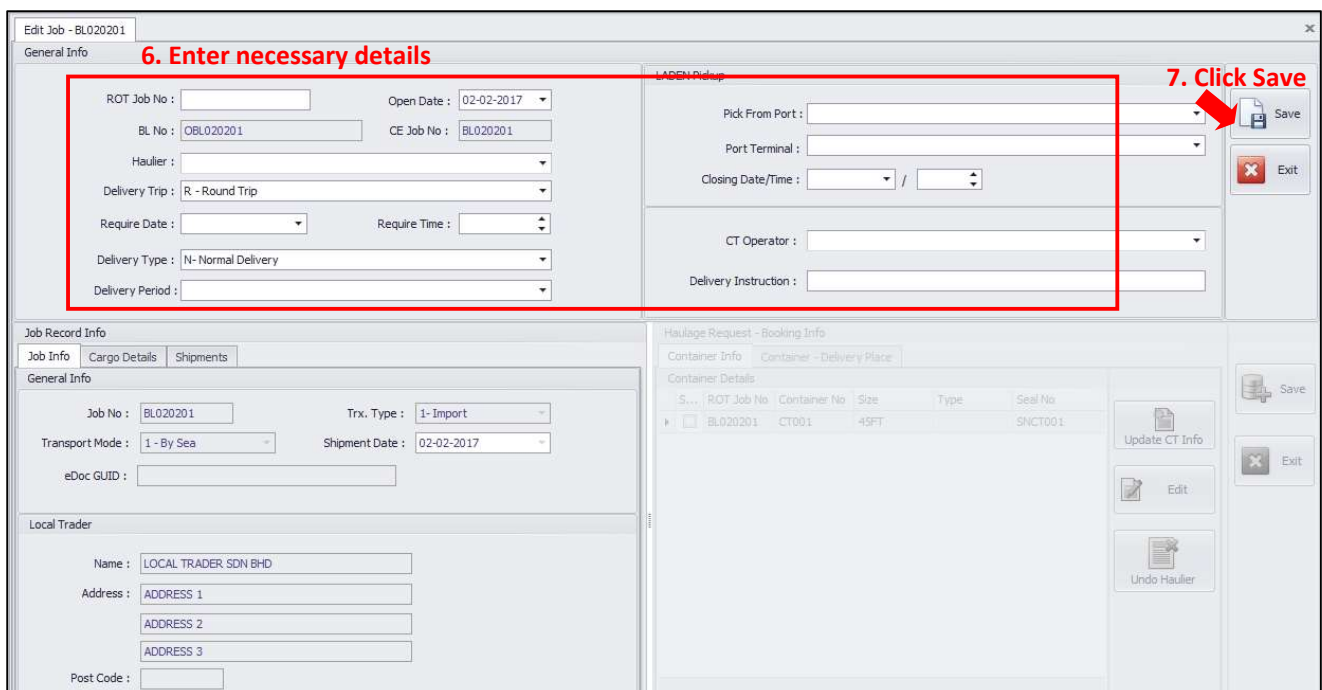
4. Select record by tick the checkbox

BL No	CE JobNo	BL No	Open Date	Customer Name	Trprt Mode	Shipmen...	Shipment Date	Shippl...	Vessel...	Vessel Name
<input type="checkbox"/>	BL02021701	BL02021701	02-Feb-17	LOCAL TRADER SDN BHD	1 - By Sea	1	02-02-2017			
<input checked="" type="checkbox"/>	BL020201	BL020201	02-Feb-17	LOCAL TRADER SDN BHD	1 - By Sea	1	02-02-2017			
<input type="checkbox"/>	J80001	OBLJ80001	05-Jan-17	LOCAL TRADER SDN BHD	1 - By Sea	1	05-01-2017			
<input type="checkbox"/>	APIFILE	APIFILE	13-Jan-17	LOCAL TRADER SDN BHD	1 - By Sea	1	14-01-2017			

5. Click New ROT

3. Click Refresh

New ROT Refresh Exit



Edit Job - BL020201

General Info **6. Enter necessary details**

ROT Job No: [] Open Date: 02-02-2017

BL No: OBL020201 CE Job No: BL020201

Hauler: []

Delivery Trip: R - Round Trip

Require Date: [] Require Time: []

Delivery Type: N - Normal Delivery

Delivery Period: []

LADEN Pickup

Pick From Port: []

Port Terminal: []

Closing Date/Time: [] / []

CT Operator: []

Delivery Instruction: []

7. Click Save

Save Exit

Job Record Info

Job Info Cargo Details Shipments

General Info

Job No: BL020201 Trx. Type: 1-Import

Transport Mode: 1 - By Sea Shipment Date: 02-02-2017

eDoc GUID: []

Local Trader

Name: LOCAL TRADER SDN BHD

Address: ADDRESS 1 ADDRESS 2 ADDRESS 3

Post Code: []

Haulage Request - Booking Info

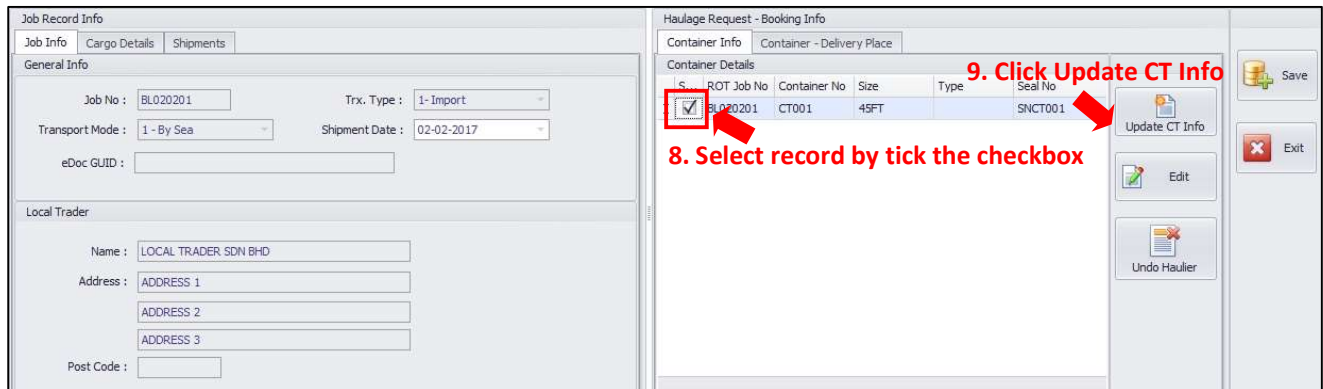
Container Info Container - Delivery Place

Container Details

S...	ROT Job No	Container No	Size	Type	Seal No
<input type="checkbox"/>	BL020201	CT001	49FT		SNCT001

Save Update CT Info Edit Undo Hauler

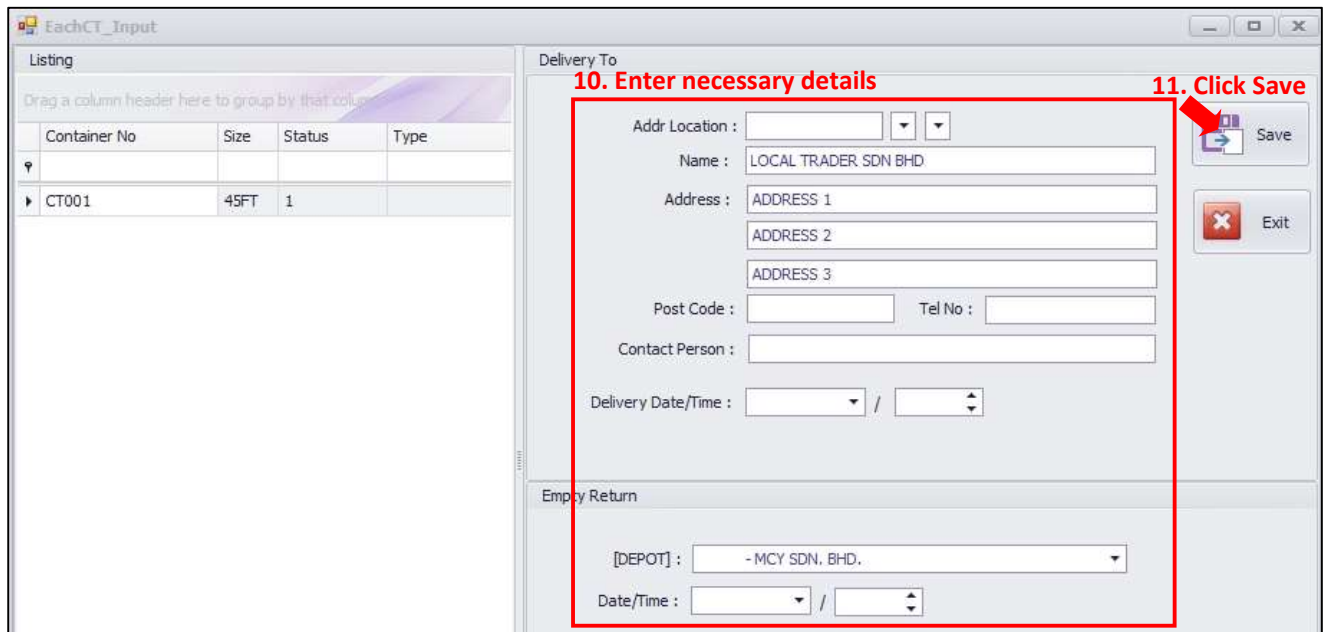
My1Port



8. Select record by tick the checkbox

9. Click Update CT Info

S...	ROT Job No	Container No	Size	Type	Seal No
<input checked="" type="checkbox"/>	BL020201	CT001	45FT		SNCT001



10. Enter necessary details

11. Click Save

Container No	Size	Status	Type
CT001	45FT	1	

Delivery To

Addr Location : [Dropdown]

Name : LOCAL TRADER SDN BHD

Address : ADDRESS 1
ADDRESS 2
ADDRESS 3

Post Code : [Text] Tel No : [Text]

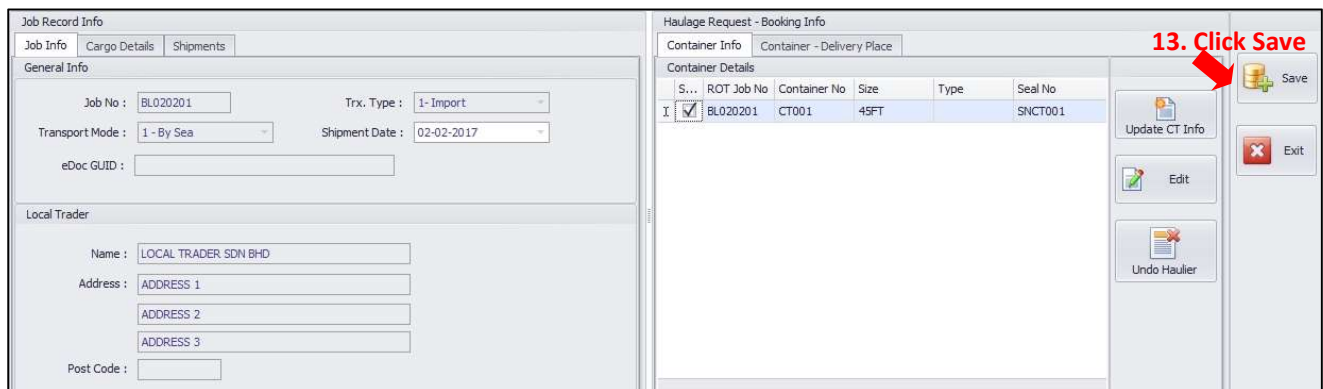
Contact Person : [Text]

Delivery Date/Time : [Dropdown] / [Dropdown]

Empty Return

[DEPOT] : - MCY SDN. BHD.

Date/Time : [Dropdown] / [Dropdown]

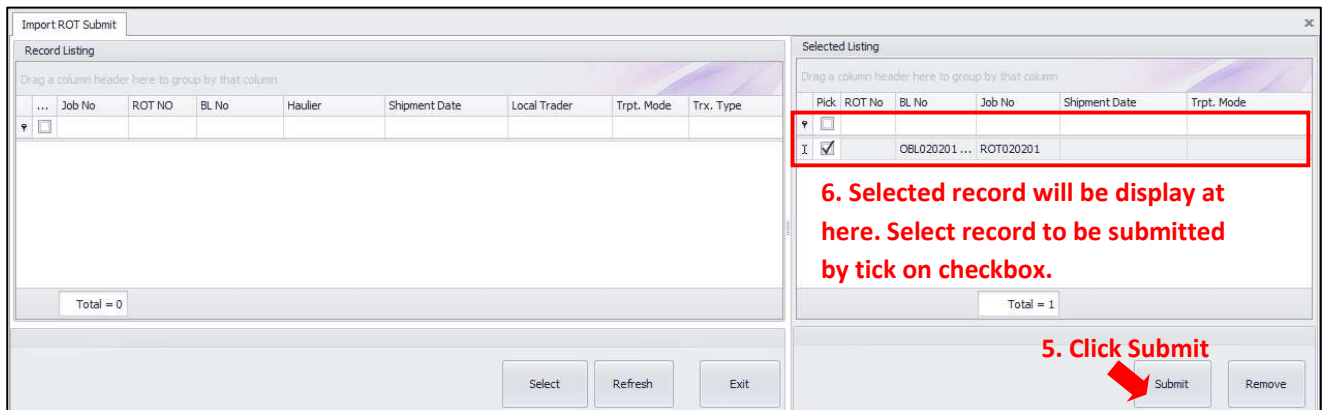
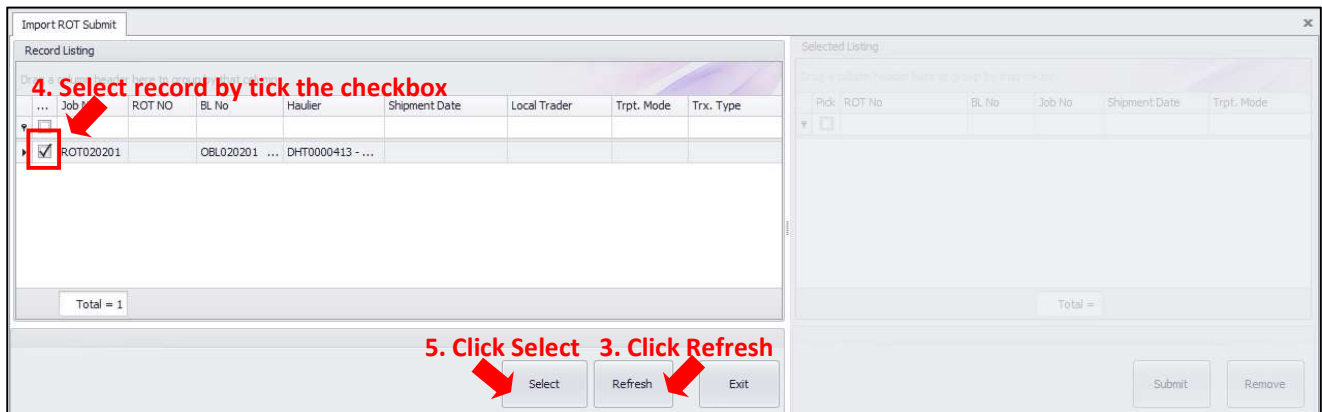
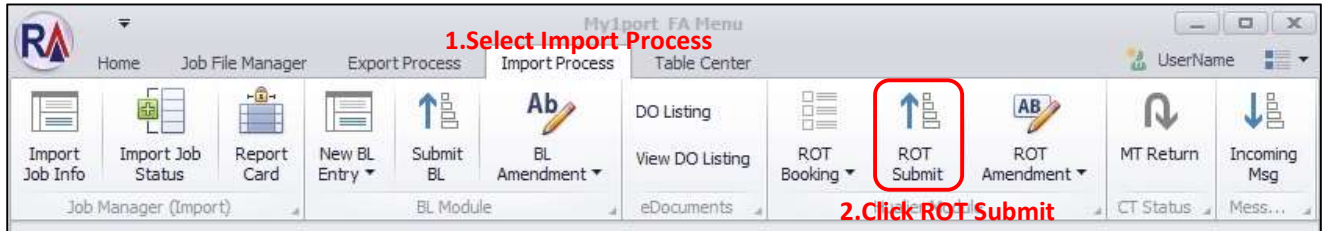


13. Click Save

My1Port

2.2 Submit ROT

- Go to **Import Process** tab.
- Click on **ROT Submit**.

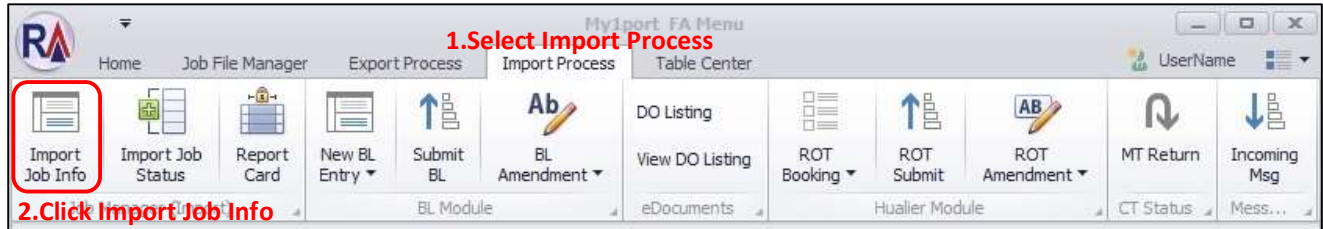


My1Port

3. Job Manager (Import)

3.1 Import Job Info

- Go to **Import Process** tab.
- Click on **Import Job Info**.



My1Port

3.2 Import Job Status

- Go to **Import Process** tab.
- Click on **Import Job Status**.

