

ALDEC Pre- Alert Manifest Platform Air Cargo

Courier Agents Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd Version 1.0

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Abbreviation

Abbreviation	Definition			
DNT	Dagang Net Technologies Sdn Bhd			
RMCDD	Royal Malysian Customs Department			
EHU	Express Handling Unit (EHU)			
DR	Direct Release			
HAWB	House Airway Bill			
MAWB	Master Airway Bill			
DRCS	Direct Release Confirmation Slip			
PCA	Principal Customs Area			



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Section 1. Introduction

1.1. What is ALDEC System?

ALDEC is a client based application that allows the flexibility to facilitate preparation and submission of trade declaration whist integrating with customer's in house system. This will improves productivity, efficiency and turnaround time in the trade declaration life cycle.

ALDEC offers 4 methods, depending on the user's information required for trade declaration, which are:

- i. Manual Entry
- ii. Superset XML Full
- iii. Superset Partial
- iv. Upload Facility

1.2. How does ALDEC Benefit Me?

- Improves productivity, efficiency and turnaround time
- Expediting the review process and approval at the Express Handling Unit (EHU)
- Enhancing the level of risk management capability and monitoring of all consignment under the 'De Minimis' category.

1.3. 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. Courier Agents

1.4. Requirements to use ALDEC

ALDEC System is a non-web based application. ALDEC database will be installed in user's computer. Internet connection is required during LOGIN.

Before any installation is made, users must:

- Registered with DNT with an active account- For new registration, please refer to ALDEC Registration User Manual.
- Have personal Computer / Laptop / Notebook with below requirements:
 - Window 7 SP 1 and above
 - 64 –bit Operating System
 - 8.00 GB RAM
 - At least 1.5 Gigabytes (GB) of available space on the hard disk



- Internet Connection
- Printer connectivity is via Com and USB Port. It must be compatible with laser jet and double jet printers or with the following dot matrix printer
 - Epson LQ 2090
 - Epson LQ 300
 - Panasonic KXP1121
 - Data Product 8524

1.5. About This Publication

This publication is to provide an overview on how to use ALDEC system and deeper understand on the system with step by step helps.

1.6. 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 <u>careline@dagangnet.com</u>

CARELINE is available 24 hours daily, including public holidays



Section 2. Getting Started

This user manual documents the step by step guide for Courier Agents to access Pre Alert Manifest system to process the Pre-Alert according to validation business rules decision.

2.1. System Access

ALDEC Installation is required before users can use this system. Please refer to *ALDEC Installation Guide* for installation process.



Figure 1



Figure 2



2.2. Log In



Figure 3

- i. In the Login page, enter the username and password as registered.
- ii. Click on LOGIN to login.
- iii. ALDEC main page will be displayed. Click on the menu to access the system as in Figure 4 below.



Figure 4





Section 3. Main Menu

3.1. Pre Alert Listing

This section listed all pre alert manifests. These listing can be search and view based on its Job No, MAWB No, Flight No, MAWB Status based on selected Declaration Date.

	Declaration +		
	 Manifest → 	0	Setting
		0	Profile
		0	Lookups
		0	Maintenance 🕨
		0	Sea 💦
0	Pre-Alert Listing	0	Pre-Alert 2
	Pre-Alert Declaration	0	Dashboard
0			Audit
00	Pre-Alert Gate Pass Listing		Addit

- i. On the top right of the screen, click on the menu , then click Pre Alert and then click on Pre-Alert Listing as in Figure 6 above.
- ii. Pre-Alert Listing page will be displayed as in Figure 7 below.

ALDEC [v3.0.3.1]		
(DALDEC)		Â
Pre-Alert Listing		=
M Pre-Alert Listing 🗶		
😒 Refresh 🗔 Submit 💿 New 🗔 A	archive	
Search Listing		
Job No.	MAWB Status Completed	
MAWB No.	Archive All Jobs	
Flight No.	▲ Dedaration Date ← From 01/01/2019 ▼ To 12/02/2019 ▼	
		Reset Search
Job No. MAWB No. Declaration I	Date Flight No. Status Extraction Date Locking Id EAI Type	Ready Query



3.2. Search and View Pre-Alert



3.2.1. MAWB Info



Figure 8





Figure 10



Section 4. Setting

Setting section allows users to set the pickup folder, setting scheduler, log setting and other setting for Pre-Alert.





4.1. Set Pickup Folder

Pickup Scheduler is the location or folder of the Superset XML file is located and generated from user's back end system. This folder will determine either it's full/partial Superset XML.

Setting			:
M Setting X			
Schedulers Other Settings			
Pickup Schedu	ıler Settings	Output Scheduler Settings	
Scheduler Status STOPPED	Start	Scheduler Statue STOPPED	Start
Interval (minutes)	1. Click here to sele	ect pickup	
Pickup VAN Folder C:\ALDEC\Input	folder for the XM	Il file	
Pickup K4 Folder C: \ALDEC \Input			
Pickup K5 Folder C: \ALDEC \Input		Output K5 Folder C:\GIG\Output	
Pickup K6 Folder C: \ALDEC \Input		Output K6 Folder C:\GIG\Output	
Pickup FOT Folder C:\ALDEC\Input		Output FOT Folder C:\ALDEC\OUTPUT	
Pickup SOC Folder C:\ALDEC\Input		Output SOC Folder C:\GIG\Output	
Pickup PAM Folder C:\ALDEC\InputFile		Output PAM Folder C:\GIG\PAM OUTPUT	
Input Format Superset XML	•		
Submit Schedu	uler Settings	GetResponse Scheduler Settings	
Scheduler Status STOPPED	Start	Scheduler Status STOPPED	Start
Interval (minutes) 1	•	Interval (minutes) 1	

Figure 13



Figure 14





4.2. Submit Scheduler

This scheduler will submit information from front end of ALDEC to back end.

The Interval (Minutes) is when the file will be submitted and Response. For example, for 1 Minute interval, the file and response is within 1 minutes.

Setting	1. Scheduler for output from ALDEC to Courier Agent
Schedulers Other Settings	
Pickup Scheduler Settings Scheduler Settings Scheduler Status Interval (minutes) Interval (minutes) 1 Pickup VAN Folder C: VALDEC \Input Pickup 1. Scheduler for sending info Pickup 1. Scheduler to customs EHU Pickup SOC Folder	Output Scheduler Settings Scheduler Status STOPPED Start Interval (minutes) 1 • Output VAN Folder C: (SIG (Output • Output KA Folder C: (SIG (Output • Output KS Folder C: (SIG (Output • Output FOT Folder C: (SIG (Output • Output FOT Folder C: (SIG (Output • Output SOC Folder C: (SIG (Output • Output PAM Folder C: (SIG (SUPUt) • Output SOC Folder C: (SIG (SUPUt) • Output PAM Folder C: (SIG (SUPUt) •
Input Format Superset XML Submit Scheduler Settings Scheduler Status STOPPED Start Interval (minutes) 1	GetResponse Scheduler Settings Scheduler Status STOPPED Start 2. Interval

Figure 15

4.3. GetResponse Scheduler

This scheduler will submit information from back system to front end of ALDEC, where response time to users within this interval time.

Setting			
M Setting 🗙			
Schedulers Other	Settings		
	Pickup Scheduler Settings		Output Scheduler Settings
Scheduler Status Interval (minutes)	STOPPED	Start	Scheduler Status STOPPED Start
Pickup VAN Folder Pickup K4 Folder Pickup K5 Folder Pickup K6 Folder Pickup FOT Folder Pickup PAM Folder Input Format	C: VALDEC Vinput C: VALDEC Vinput C: VALDEC Vinput C: VALDEC Vinput C: VALDEC Vinput C: VALDEC Vinput C: VALDEC VinputFile Superset XML		Output VAN Folder C:\GIG\Dutput UAN Folder C:\GIG\Dutput UAU K4 Folder C:\GIG\Dutput UAU K5 Folder C:\GIG\Dutput UAU UAU UAU UAU UAU UAU UAU UAU UAU UA
Scheduler Status Interval (minutes)	Submit Scheduler Settings	Start	Get Response Scheduler Settings Scheduler Status StopPED Interval (minutes) 1



Section 5. Manual Entry

5.1. Create New Manual Entry

ALDEC allows users to key in MAWB and HAWB information manually into the system.

Setting Setting	j isting 🗙 🙆 MAWB -	LILO80 🚺 MAWB - LILO80	MAWB -					
🕉 Refresh 🚺 Sub	mit 📀 New	🖓 Archive						
Search Listing								
Job No.		A MAWB Status	Draft	•				
MAWB No.		Archive A	Jobs	•				
1. Click - new	here to ci Pre-Alert	ration Date From	2/02/2019	▼ To 12/02/	/2019 -		2 Reset	Q Search
							<u> </u>	
Job No.	MAWB No. Declar	ration Date Flight No.	Status	Extraction Date L	ocking Id	EAI Type	Ready	Query
Job No.	MAWB No. Declar	ration Date Flight No.	Status	Extraction Date L	ocking Id	EAI Type	Ready	Query
Job No.	MAWB No. Deda	ration Date Flight No.	Status	Extraction Date L	ocking Id	EAI Type	Ready	Query
Job No.	MAWB No. Declar	ration Date Flight No.	Status	Extraction Date L	ocking Id	EAI Type	Ready	Query
Job No.	MAWB No. Deda	ration Date Flight No.	Status	Extraction Date L	ocking Id	EAI Type	Ready	Query
Job No.	MAWB No. Deda	ation Date Flight No.	Status	Extraction Date L	.ocking Id	EAI Type	Ready	Query
3ob No.	MAWB No. Deda	ration Date Flight No.	Status	Extraction Date L	odding Id	EAI Type	Ready	Query
3ob No.	MAWB No. Deda	ration Date Flight No.	Status	Extraction Date L	.odking Id	EAI Type	Ready	Query
3ob No.	MAWB No. Deda	ration Date Flight No.	Status	Extraction Date L	.ocking Id	EAI Type	Ready	Query

Figure 17

5.1.1. Key in MAWB Info

MAWB - MAWB1111 Pre-Alert Listing MAWB - MAWB1111 × MAWB - LILO77 Stree Delete Ready Streffesh Refresh Restore Cutput MAWB MAWB Response EAI Info					
	Header			Transport Details	
3. Save	4. Click here to f and ready to sub	inali mit	sed	MH123	
	Master Airway Din Decans			Location Details	
Airway Bill No. Shipping Agent Code	MAWB1111 ALCPAM		Origin (Master AWB) Destination (Master AWB)	AEAUH	
			Place of Loading (Origin)	AEAUH	
	Declarant		Place of Destination	MYKUL	
Declarant ID	920603		Schedule Arrival Date	22/02/2019	•
Declarant Name	NOR ASMA' ABDULLAH		Actual Arrival Date		Ē
Declarant's Designation	CARELINER			3	
Declaration NRIC No.	920603115336				
		6			

Figure 18



MAWB - MAWB1111 Pre-Alert Listing MAWB - MAWB1111 × MMAWB - LIL077						
Save Delete Ready Seffresh Refresh Restore Output						
	Header Transport Details					
Job No.	MAWB1111	Flight No	MH123			
1. Click on	HAWB tab	Location Details				
Airway Bill No.	MAWB1111	Origin (Master AWB)	AEAUH			
Shipping Agent Code	ALCPAM	Destination (Master AWB)	MYKUL			
	Declarant	Place of Loading (Origin)	AEAUH			
De de esta	020602	Place of Destination	MYKUL			
Declarant ID		Schedule Arrival Date	22/02/2019			
Declarant Name		Actual Arrival Date				
Declarant's Designation						
Declaration INRIC No.	920603115336					
		1000 C				

Figure 19



Figure 20



MAWB - MAWB1111				=
M Pre-Alert Listing MAWB - MAWB1111 × M HAWB	- HAWB1111			
Save 🔕 Delete 🔲 Ready 💈 Refresh	🛜 Archive 🛛 💭 Restore 🦉 Outp	ıt		
MAWB HAWB Response EAI Info				
💿 New 🔞 Delete 🥩 Refresh 🔾 Search	📃 Ready 🔕 Revise 🔶 For	m Filler		
HAWB No.	onsignee Code	▲ Statu	IS All	-
		Ŧ		
HAWB Consignor Name Consignee	Code Consignee Name Status	Tariff Code	Description CIF (MYR)	READY
HAWB1111 KONG SIN NGEE	PRASARANA MA Draft	0101309000 KM	50.00	True
				1
			5. Ready t	o Submit

Figure 21



Section 6. Superset XML

6.1. Superset XML Full

If users have ALL the information required for trade declaration, then choose the Full ALDEC Declaration, where integration file with user's back end system. All the information are extracted from in house system and all of the processes in ALDEC is automated.

Refresh Submi New RArchive arch Listing Job No. MAWB Status All Archive Al Jobs From To Dedaration Date 24/01/2019 24/01/2019 Flight No. By accessing and using Pre-Alert system, you are agree to provide only accurate manifest information as required by Pre-Alert system. By accessing and using Pre-Alert system. Dedaration Date 24/01/2019 V Dedaration Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query DOBMOVE77 KELDOB0 DOBMOVE79 KELDOB01 24/01/2019 MH789 Completed 24/1/2019 9:1 New False 2 JOBMOVE99 KELDOB01 24/01/2019 MH789 Completed 24/1/2019 9:1 2. Superset XML is FULL,		MAWB - USER00	11 MAWB - USER00	2 MAWB - USER001	🚺 Setting	MAWB - USER001	M Pre-Alert Gate P	ass Listing	MAWB - KELJO
arch Listing Job No. MAWB Status Archive Archive Archive Prom To To To To To To To To To To	Refresh	Submit 🔘 Ne	w 🗖 Archive						
Job No. MAWB No. From To Declaration Date 24/01/2019 24/01/2019 From To Declaration Date 24/01/2019 24/01/2019 Fight No. Declaration Date Flight No. Status Extraction Date Loding Id EAI Type Ready Query DOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/1/2019 11 DOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/1/2019 11 DOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 91 DOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 91 DOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 91 2. Superset XML is FULL,	earch Listing								
Archive All Jobs Archive Argune Archive All Jobs Archive Argune Argune Archive Argune Archive Argune	Job No		A MAW	Status	-				
MAWB No. Ardvve Al Job To Fight No. Declaration Date 24/01/2019 24/01/2019 Declaration Date Declaration Date 24/01/2019 Declaration Date Extraction Date Declaration Date Extraction Date Locking Id EAI Type Ready Query JOB No. MAWB No. Declaration Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query JOB NO. MAWB No. Declaration Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query JOB NO. MAWB No. Declaration Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query JOB NO. MAWB No. Declaration Date Hight No. Status Extraction Date <t< td=""><td>505140.</td><td></td><td></td><td>A</td><td>•</td><td></td><td></td><td></td><td></td></t<>	505140.			A	•				
Fight No. Declaration Date 24/01/2019 24/01/2019 Fight No. By accessing and using Pre-Alert system, you are agree to provide only accurate manifest information as required by Pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Comparison of the pre-Alert system. Image: Compariso	MAWB No.		Archiv	All Jobs	•	То			
Flight No. Evaluation of the second seco	Pierro Ho.		V Deda	ation Date 24/01/2019	24/	/01/2019			
By accessing and using Pre-Alert system, you are agree to provide only accurate manifest information as required by Pre-Alert system.	Elight No.								
Information as required by Pre-Alert System. Disk Reset Image: Section Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query JOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/1/2019 11: Full True 0 JOBMOVE77 KELJOB02 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM0VE99 KELJOB01 24/01/2019 MH786 Completed 24/1/2019 9:1 New False 2 JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1	Flight No.		0	By accessing and using	ng Pre-Alert s	ystem, you are agre	e to provide only a	accurate m	anifest
Job No. MAWB No. Declaration Date Flight No. Status Extraction Date Locking Id EAI Type Ready Query JOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/1/2019 11: Full True 0 JOBMOVE77 KELJOB02 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM012 HAWB7856 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM012 HAWB123 24/01/2019 MH786 Completed 24/1/2019 9:1 New False 2 JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1 JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1						· ·			
Job No. MAWB No. Declaration Date Flight No. Status Extraction Date Locking Id EAT Type Ready Query JOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/1/2019 11: Full True 0 JOBMOVE77 KELJOB02 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM012 HAWB7856 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM012 HAWB7856 24/01/2019 MH786 Completed 24/1/2019 9:1 New False 2 JOBM0VE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1								Res	et 🔍 Searc
JOBMOVE77 KELJOB02 24/01/2019 MH789 Received 24/0/2019 11 Full True 0 JOB83343 HAWB7856 24/01/2019 MH63434 Received 24/02019 11 New True 0 JOBM01E2 HAWB7856 24/01/2019 MH63434 Received 24/02019 11 New True 0 JOBM01E2 HAWB7856 24/01/2019 MH786 Completed 24/01/2019 91 New False 2 JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 91 gigcaadmin Full False 1	Job N	. MAWB No.	Declaration Date Flig	ht No. Status	Extraction	n Date Locking Id	EAI Type	Ready	Query
JOB88343 HAWB7856 24/01/2019 MH63434 Received 24/1/2019 11: New True 0 JOBM812 HAWB7856 24/01/2019 MH786 Completed 24/1/2019 91: New False 2 JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 91: Image: Second se	JOBMOVE	77 KELJOB02	24/01/2019 MH78	9 Received	24/1/2019	11:	Full	True	0
JOEM812 HAWBM123 24/01/2019 MH786 Completed 24/1/2019 9:1 New False 2 JOEMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1 JOEMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1 2. Superset XML is FULL, No	JOB8834	3 HAWB7856	24/01/2019 MH63	434 Received	24/1/2019	11:	New	True	0
JOBMOVE99 KELJOB01 24/01/2019 MH789 Completed 24/1/2019 9:0 gigcaadmin Full False 1 2. Superset XML is FULL,	JOBM812	HAWBM123	24/01/2019 MH78	6 Completed	24/1/2019	9:1	New	False	2
2. Superset XML is FULL,	JOBMOVE	KELJOB01	24/01/2019 MH78	9 Completed	24/1/2019	9:0 gigcaadmin	Full	False	1
				(is FULL		

Figure 22



	IOB02	_							
MAWB - USER002	MAWB - USER002								
Job No. Declaration Date	Header 308MOVE77 24/01/2019	Transport Details Flight No MH789							
Airway Bill No. Shipping Agent Code Dedarant ID Dedarant Name Dedarant's Designation Dedarant's Designation	Master Airway Bill Details KELJOB02 H20002 Declarant LIM SIM BENG MANAGER 801231102222	Location Details Origin (Master AWB) CNS2P Destination (Master AWB) WYRUL Place of Loading (Origin) CNS2P Place of Destination MYRUL Schedule Arrival Date 24/0 1/2019							
	2. Canno	ot edit MAWB info							

Figure 23



Figure 24

6.2. Superset XML Partial

If users only have SOME of the information required for trade declaration, then choose ALDEC Partial Declaration. All the available information will be extracted from the in house system and most of the processes in ALDEC are automated.

For Superset XML Partial, users are allowed to edit the MAWB and HAWB information, only for Pre-Alert in **draft** (false) status. Once Pre-Alert is in Ready status, all information is final.



ALDEC									
e-Alert Lis	ting								
Pre-Alert Listing	K MAWB - USERO	001 🚺 HAWB - U	SER002						
Refresh 🕞	Submit 💿 N	lew 🗖 Archiv	e						
earch Listing									
Job No.		~	MAWB Status	All	•				
MAWB No.		· ·	Archive	All Jobs From	- 21/02/2019	То			
Flight No.		× * *	Declaration Date By acces information	ssing and using F on as required by	Pre-Alert system, y Pre-Alert system	✓You are agre m.	e to provide onl	y accurate manife	est
								2 Reset	Q Searc
Job No.	MAWB No.	Declaration Date	Flight No.	Status	Extraction Date	Locking Id	EAI Type	Ready	Query
					1.	Pre-Ale	ert in dra	ft status,	0



Figure 26





Section 7. Upload Facility

This section shows steps to upload form filter into Pre-Alert Manifest system.



- i. On the top right of the screen, click on the menu List, then click Pre Alert and then click on Pre-Alert Listing as in Figure 18 above.
- ii. Search for the Pre-Alert as in 3.2 Search and View Pre-Alert

Pre-F	Alert Listi	ng							=
🚺 Settir	ng 🚺 Pre-Aler	rt Listing 🗙 🔘	MAWB - LILO80						
😒 Re	efresh 🔽 S	Submit 🔘 I	New 🗖 Arch	ive					
Search	Listing								
loh	No			MAWB Status	Draft				
505			-		Dian				
MAN	WB No.			Archive	All Jobs		allala an	41- 4	
			-		141 3003		CIICK ON	the	
Flia	ht No.			Declaration Date	2	Pre-Aler	here		
, ng			-	From	01/12/2018			J	
	Job No.	MAWB No.	Declaration Dat	e Flight No.	Status	Extraction Date Locking Id	EAI Type	Reset Ready	Query
Þ	LILO80	LILO80	06/12/2018	MH9	Draft	6/12/2018 3:2 gigcaadmin	New	False	0
	LILO79	LILO79	06/12/2018	MH4	Draft	6/12/2018 3:2	New	False	0
					-		20000000000	- 1	
	LILO78	LILO78	06/12/2018	MH2	Draft	6/12/2018 3:2	New	False	0
	LILO78 MAM001	LILO78 MAM001	06/12/2018 06/12/2018	MH2 MAM001	Draft Draft	6/12/2018 3:2 6/12/2018 12:	New	False	0

Figure 28



Setting OPre- Save OD WB HAWB HAWB New O	Alert Listing MAWB - elet Ready Response EAI Info Delete Refresh	LILO80 MAW	Archive Res	tore 3. (orm Filler	here		
WB No.		 Consign T 	nee Code		*	Status		•	
HAWB	Consignor Name	Consignee Code	Consignee Name	Status	Tariff Code	Description	CIF (MYR)	READY	-
D40001	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40002	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	=
D40003	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40004	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	1
D40005	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40006	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40007	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40008	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40009	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40010	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40011	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40012	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40013	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40014	ACE PRIVATE LI	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	
D40015	ACE PRIVATE LL.	3736A	LUCAS AUTOMA	Draft	4911999030	DOCUMENT	195.00	False	

Figure 29



Figure 30



Section 8. Gate Pass

This section shows the steps to create new gate pass, import excel file 9form filler), view and print gate pass. Courier Company is required to print Direct Release Confirmation Slip (DRCS) and present the document at Gate before entering PCA.

8.1. Create New Gate Pass



- i. On the top right of the screen, click on the menu Lee, then click Pre Alert and then click on Pre-Alert Gate Pass Listing as in Figure 31 above.
 - 8.1.1. Add New Gate Pass

Pre-Alert Gate P	Alert Gate Pass Listing ×	🐼 Gate Pass						
Gate Pass Listing Release H Refresh Subm Search Listing Gate Pass No. HAWB No. Vehicle Registration No.	istory it Print	Archive Ready Gene 1. Click her gate pas	New rated Vate re to cre S	ate new	12/02/201	9		
Gate Pass Jo	b No 3PL Compa	3PL Compa Driver Name	Priver IC	Remarks	Status	Generated	Reset	Search Ready



Outo Dura								
Gate Pass								
M Pre-Alert Listing	🕐 Pre-Alert Listing 🛛 Pre-Alert Gate Pass Listing 🔛 Gate Pass 🛛 🗶							
🖌 Save 💈 Refres	🖋 Save 🗇 Refresh 🗔 Submit 🖨 Print 🖓 Archive 🗔 Ready							
	Header							
Job No.	Job No. A123444 2. Fill up the required details							
3. Click Sa	Ve pot Details							
Airport	MYKUL	ŧ	Total HAWB	items				
3PL Company ROC	177974		Total Weight (KGM)					
3PL Company Name	DAGANG' NET (M) & ENTERPR	ISE	Gate Pass Status	Gate Pass Status				
Vehicle Registration No.	VG1112		Remarks			^		
Driver Name	Syed Ali							
Driver NRIC No. / ID	12345678900					~		
		Master	Airway Details					
💿 Add 🙆 Rem	iove 🚖 Form Filler	O Paste HAWB						
MAWB No.	PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)			
						-		

Figure 33

ALDEC								
GATEPASS - A123444								
M Pre-Alert Gate Pass Listing) 🕅 Pre-Alert - 12345678	M GATEPASS - 1234567	8 🚺 GATEPASS - 1234567	8 🚺 GATEPASS	- A123444 🗙			
🖋 Save 🕏 Refresh 😱 Submit 🖨 Print 🛜 Archive 🗔 Ready								
	Header							
Job No.	123444		Gate Pass No.					
			Date Time Generated					
	Transport Details			ltems				
Airport M 3PL Company ROC 1 3PL Company Name D Vehicle Registration No. W Driver Name S Driver NRIC No. / ID 4.	T7974 AGANG' NET (M) & ENTERPRISE G1112 yed Ali Click here to ac	Id HAWB	Total HAWB Total Weight (KGM) Gate Pass Status Remarks	0 DRAFT				
		Master Airw	ray Details	_				
Add Semove	e 合 Form Filler	O Paste HAWB						
MAWB No.	. PAM Reg. No.	Flight No.	Flight Date T	otal HAWB	Total Weight (KGM)			



ALC ATER	DEC Master Airway Details	
Pre-Aler Save Save Sob No. irport PL Compan ehide Repu river NRIC C Add	MAWB No.: HAWB No. contains: LLOO5	
	Select Close	

Figure 35

ter A MAW	irway Det B No.:	6. Tick	here to select H	IAWB	-		
HAW Searcl	B No. cont	3	4	Search			
	\checkmark	HAWB No.	Consignor	Consignee	Description	Weight(KGM)	CIF (MYR)
•		H40001	ACE PRIVATE LIMITED	LUCAS AUTOMATIVE SDN BHD	DOCUMENT	3.00	195.00
	\checkmark	H40002	ACE PRIVATE LIMITED	LUCAS AUTOMATIVE SDN BHD	DOCUMENT	4.00	195.00
	\checkmark	H40003	ACE PRIVATE LIMITED	LUCAS AUTOMATIVE SDN BHD	DOCUMENT	5.00	195.00
	\checkmark	H40004	ACE PRIVATE LIMITED	LUCAS AUTOMATIVE SDN BHD	DOCUMENT	6.00	195.00

Figure 36





8.1.2. Import Excel (Form Filler)

This section will show steps to upload using form filler.

Gate Pass							
OPre-Alert Listing OPre-Alert Gate Pass Listing Gate Pass 🗴							
🖌 Save 😰 Refresh 😱 Submit 🖨 Print 📮 Archive 🗐 Ready							
Header							
Job No. A123444 Gate Pass No.							
	Date Time Generated						
Transport Details	Items						
Airport 1. Click Form Filler 3PL Compar button here Vehicle Registration No. Vol112 Driver Name Syed Ali Driver NRIC No. / ID 12345678900							
Master Ain	way Details						
Add V Remove Form Filler Paste HAWB	ght Date Total HAWB Total Weight (KGM)						





Figure 39



Figure 40



This method allows users to paste HAWB No from other template. The HAWB No must be from approved HAWB No.

GATEPAS	S - GP20021917135	6							
Pre-Alert Gate Pass Listing 🕼 GATEPASS - 12345678 🕼 GATEPASS - GP200219171356 🗙									
🖋 Save 🗇 Refresh 🐻 Submit 🖨 Print 🔯 Archive 🔜 Ready									
Header									
Job No.	GP200219171356		Gate Pass No.						
			Date Time Generated						
	Transport Details			ltems	3				
Airport 3PL Company ROC 3PL Company Name	MYKUL		Total HAWB Total Weight (KGM) ass Status	0 DRAFT					
Vehicle Registration Driver Name	No. PO PO DO DO DO DO DO DO DO DO DO DO DO DO DO	s Paste HAV	VB _{ks}		•				
Driver NRIC No. / II	350912010000	Martar Ai	arar Dataila						
Add 🐼 Remove 🔶 Form Filler 🔅 Paste HAWB									
	MAWB No. PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)				

Figure 41



Figure 42



To view release history of gate pass, open the Pre-Alert Listing page as in image below;



Figure 44



8.2. View and Print Gate Pass

To view gate pass, open the Pre-Alert Gate Pass Listing as in 3.1 Pre Alert Listing

Pre	-Alert Listing	Pre-Alert Gate	Pass Listing 🗙	M GATEPAS	S - LILO36	GATEPASS - LI	ILO36				
ate Pa	ass Listing Rele	ase History									
3	Refresh	Submit	Print 🗖	Archive	Ready	New					
ear	ch Listing										
	Door No.	· · · · ·				ted Data					
ate	Fd55 NU.				Genera	ated Date					
					From	01/12/2018	▼ T	12/02/2019	-		
AW	BINO.				Driver 1	Name					
ahio	e Registration No				Driver I						
ci ile	ac registi adon no				- Driver i	NRIC NO.					
					-						
		33			~						
		20			Ŧ					2 Reset	Q Seard
	Gate Pass	Job No	3PL Compa	3PL Compa	Triver Name	Driver IC	Remarks	Status	Generated	Reset	Seard Ready
	Gate Pass	Job No A123444	3PL Compa DAGANG' N 1	3PL Compa 177974	Triver Name Syed Ali	Driver IC 12345678900	Remarks	Status DRAFT	Generated 12/2/2019	Reset Gate Status DRAFT	Search Ready False
	Gate Pass	Job No A123444 GP0301191	3PL Compa DAGANG'N 1 DAGANG'N 1	3PL Compa 177974 177974	Triver Name Syed Ali 344	Driver IC 12345678900 3444	Remarks TEST 12345	Status DRAFT DRAFT	Generated 12/2/2019 3/1/2019 1	Reset Gate Status DRAFT DRAFT	Search Ready False False
	Gate Pass	Job No A123444 GP0301191 LILO36	3PL Compa DAGANG'N 1 DAGANG'N 1 DAGANG'N 1	3PL Compa 177974 177974 177974	Triver Name Syed Ali 344 MALA	Driver IC 12345678900 3444 800101020	Remarks TEST 12345 DIRECT REL	Status DRAFT DRAFT GENERATED	Generated 12/2/2019 3/1/2019 1 6/12/2018	Reset Gate Status DRAFT DRAFT GENERATED	Search Ready False False True
	Gate Pass GP0612180 GP0512180	Job No A123444 GP0301191 LILO36 GP0003Q	3PL Compa DAGANG'N 1 DAGANG'N 1 DAGANG'N 1 DAGANG'N 1	3PL Compa 177974 177974 177974 177974 177974	Triver Name Syed Ali 344 MALA	Driver IC 12345678900 3444 800101020 909090909	Remarks TEST 12345 DIRECT REL	Status DRAFT DRAFT GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 6/12/2018 5/12/2018	Reset Gate Status DRAFT DRAFT GENERATED GENERATED	Searce Ready False False True True
	Gate Pass GP0612180 GP0512180 GP0512180	Job No A123444 GP0301191 LILO36 GP0003Q GP0002A	3PL Compa DAGANG'N 1 DAGANG'N 1 DAGANG'N 1 DAGANG'N 1	3PL Compa 177974 177974 177974 177974 177974	Triver Name Syed Ali 344 MALA Rosie	Driver IC 12345678900 3444 800101020 909090909 909090909	Remarks TEST 12345 DIRECT REL	Status DRAFT DRAFT GENERATED GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 6/12/2018 5/12/2018 5/12/2018	Reset Gate Status DRAFT DRAFT GENERATED GENERATED GENERATED	Search Ready False False True True True
	Gate Pass GP0612180 GP0512180 GP0512180 GP0512180 GP0512180	Job No A123444 GP0301191 LIL036 GP0003Q GP0002A GP001A	3PL Compa DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1	3PL Compa 177974 177974 177974 177974 177974 177974 177974	Triver Name Syed Ali 344 MALA Rosie Rosie	Driver IC 12345678900 3444 800101020 90909090 90909090 90909090	Remarks TEST 12345 DIRECT REL	Status DRAFT DRAFT GENERATED GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 5/12/2018 5/12/2018 5/12/2018 5/12/2018	Reset Gate Status DRAFT DRAFT GENERATED GENERATED GENERATED GENERATED	Seard Ready False False True True True True
	Gate Pass GP0612180 GP0512180 GP0512180 GP0512180 GP0512180 GP0412180	Job No A123444 GP0301191 LIL036 GP0003Q GP0002A GP001A LIL035	3PL Compa DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1	3PL Compa 177974 177974 177974 177974 177974 177974 177974	Triver Name Syed Ali 344 MALA Rosie Rosie	Driver IC 12345678900 3444 800101020 909090909 909090909 909090909	Remarks TEST 12345 DIRECT REL GATEPASS	Status DRAFT DRAFT GENERATED GENERATED GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 6/12/2018 5/12/2018 5/12/2018 5/12/2018 4/12/2018	Cate Status DRAFT DRAFT CENERATED GENERATED GENERATED GENERATED GENERATED	Search Ready False False True True True True True
	Gate Pass GP0512180 GP0512180 GP0512180 GP0512180 GP0512180 GP0412180 GP0412180	Job No A123444 GP0301191 LIL036 GP0003Q GP0002A GP001A LIL035 gatepa	3PL Compa DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1	3PL Compa 177974 177974 177974 177974 177974 177974	Driver Name Syed Ali 344 MALA Rosie Rosie	Driver IC 12345678900 3444 800101020 909090909 909090909 909090909	Remarks TEST 12345 DIRECT REL GATEPASS to test on g	Status DRAFT DRAFT GENERATED GENERATED GENERATED GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 5/12/2018 5/12/2018 5/12/2018 4/12/2018 4/12/2018	Cate Status DRAFT DRAFT GENERATED GENERATED GENERATED GENERATED GENERATED	Seard Ready False False True True True True True True
	Gate Pass GP0612180 GP0512180 GP0512180 GP0512180 GP0512180 GP0412180 GP0412180 GP0412180	Job No A123444 GP0301191 LILO36 GP0003Q GP0002A GP001A LILO35 gateps LILO35 1.	3PL Compa DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1 DAGANG' N 1	3PL Compa 177974 177974 177974 177974 177974 177974 177974 2 Click O	Driver Name Syed Ali 344 MALA Bosie Rosie Rosie Rosie	Driver IC 12345678900 3444 800101020 909090909 9090909090 21122103 3765789 p0101020	Remarks TEST 12345 DIRECT REL GATEPASS to test on g form filler test	Status DRAFT DRAFT GENERATED GENERATED GENERATED GENERATED GENERATED GENERATED	Generated 12/2/2019 3/1/2019 1 5/12/2018 5/12/2018 5/12/2018 4/12/2018 4/12/2018 4/12/2018	Cate Status CAAFT DRAFT CENERATED GENERATED GENERATED GENERATED GENERATED GENERATED	C Search Ready False False True True True True True True True

Figure 45





PRE-ALERT GATE PASS									
Gate Release No. GP061218000001				*GP061218000001*					
Agent Name				No. of MAWB					
DAGANG' NET (M) & ENTERPRISE				1					
Airport MYKUL				Total HA 3. Gate Pass No					
3PL Corr	pany ROC			Total	Weight (KGM)				
177974				3.00					
3PL Com	pany Name			Date	and Time Gener	ated			
DAGAN	NG' NET (M) &	ENTERPRISE		6/12	2/2018 1:15:02	PM			
Vehicle Registration No.				Statu	IS				
BAM9869				GENERATED					
Driver Name				Remarks					
MALA				DIRECT RELEASE GATE PASS					
Driver NRIC No.									
800101020101									
No.	MAWB No.	PAM Reg. No.	Flight No.		Flight Date (STA)	Total HAWB	Total Weight (KGM)		
1	LILO76	W20A061200 0001/18	MH123		6/12/2018	1	3.00		

Figure 47



-End of Manual-

This user manual shall be updated as and when required.

