



**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
RMCD	Royal Malaysian 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 whilst integrating with customer's in house system. This will improve 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 careline@dagangnet.com

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.

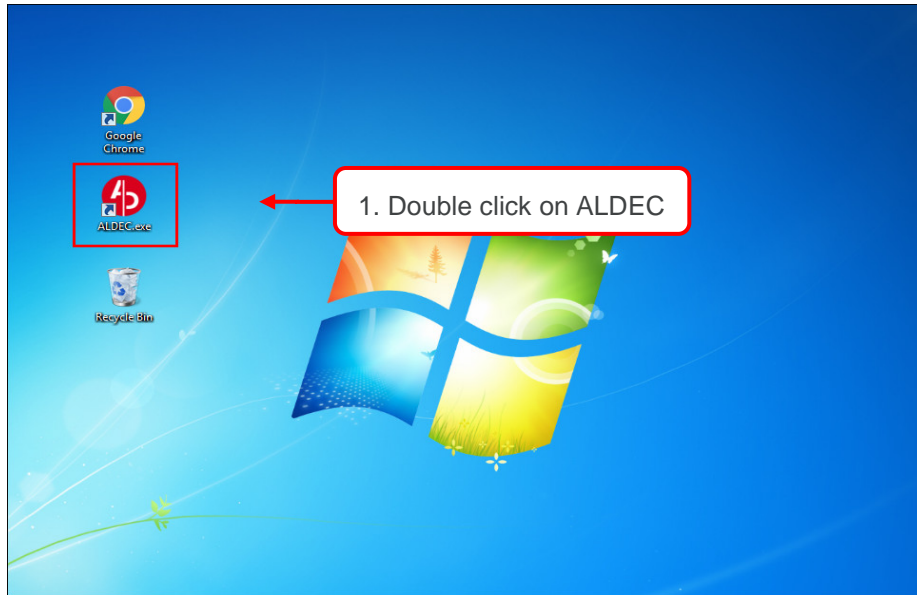


Figure 1

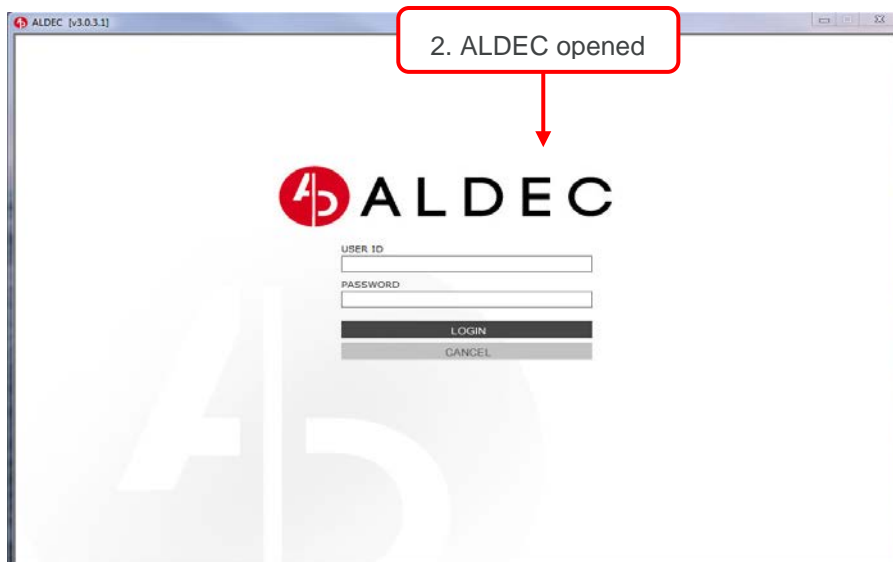


Figure 2

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.

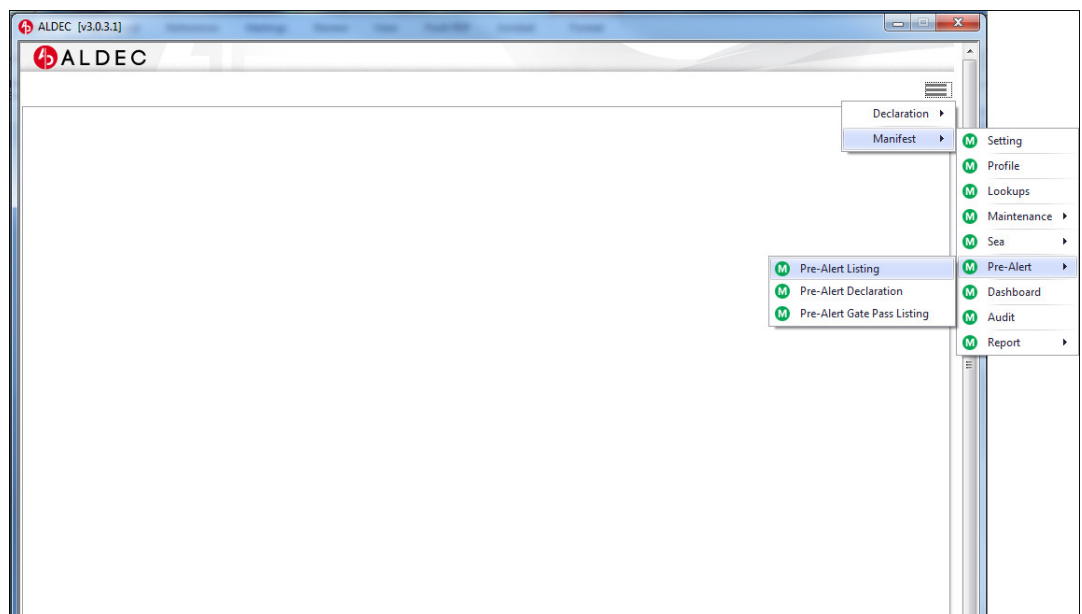


Figure 4

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.

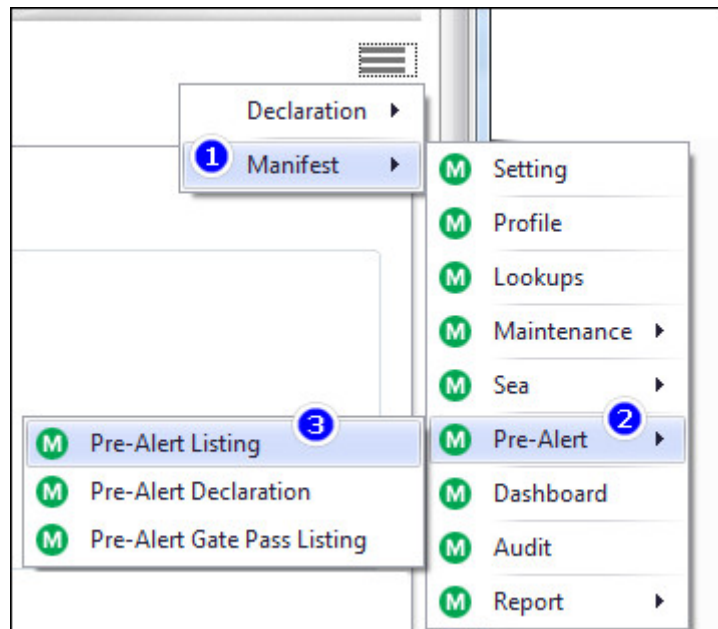



Figure 5

- 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.

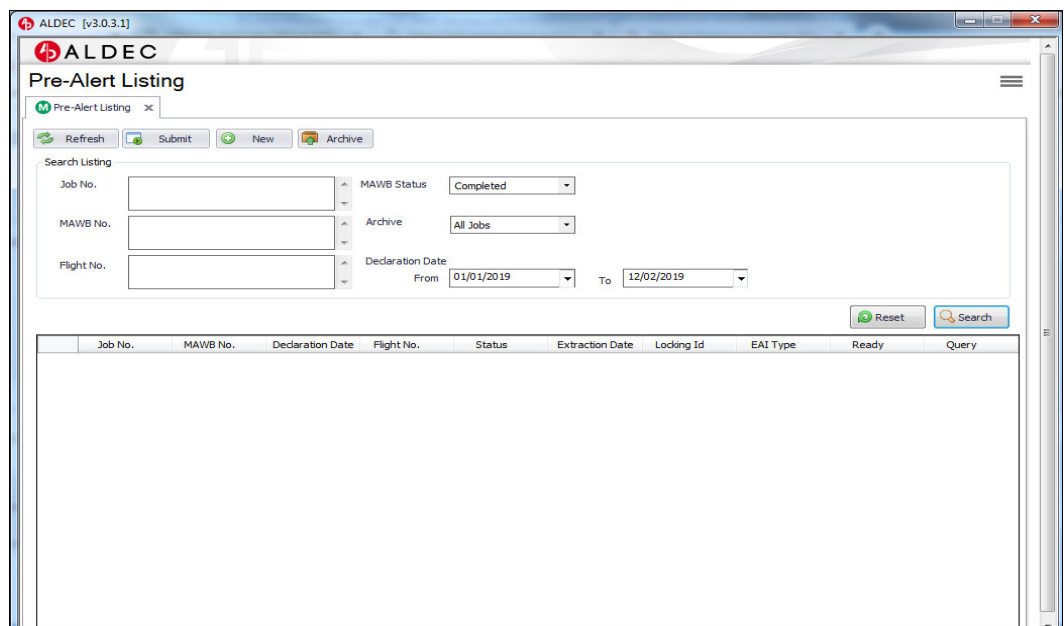


Figure 6

3.2. Search and View Pre-Alert

1. Select search criteria

2. Select Declaration date

3. Click Search

4. Pre-Alert listed in this table.

5. Double click on the Pre-Alert to view MAWB details.

Job No.	MAWB No.	Declaration Date	Flight No.	Status	Extraction Date	Locking Id	EAI Type	Ready	Query
LILO77	LILO77	06/12/2018	MH1	Completed	6/12/2018 12:...		New	True	
LILO76	LILO76	06/12/2018	MH123	Completed	6/12/2018 12:...		New	True	0
byadpam2	mawbypam2	05/12/2018	alcpam2	Completed	5/12/2018 4:5...		New		
LILO75	LILO75	04/12/2018	MH121	Completed	4/12/2018 5:1...		New		
LILO74	LILO74	04/12/2018	MH911	Completed	4/12/2018 5:1...		New		
BYNISHA24	MAWB24	03/12/2018	AIRBUS24	Completed	3/12/2018 11:...		New	True	0

Figure 7

3.2.1. MAWB Info

1. MAWB No

2. MAWB details

Header		Transport Details	
Job No.	J12345	Flight No	AK908
Declaration Date	20/12/2018		
Master Airway Bill Details		Location Details	
Airway Bill No.	A123123	Origin (Master AWB)	AEAUH
Shipping Agent Code	ALCPAM	Destination (Master AWB)	MYKUL
		Place of Loading (Origin)	AEAUH
		Place of Destination	MYKEL
		Schedule Arrival Date	20/12/2018
		Actual Arrival Date	
Declarant			
Declarant ID			
Declarant Name	anne		
Declarant's Designation	SWSW		
Declaration NRIC No.	wewdee		

Figure 8

3.2.2. HAWB Info



Figure 9

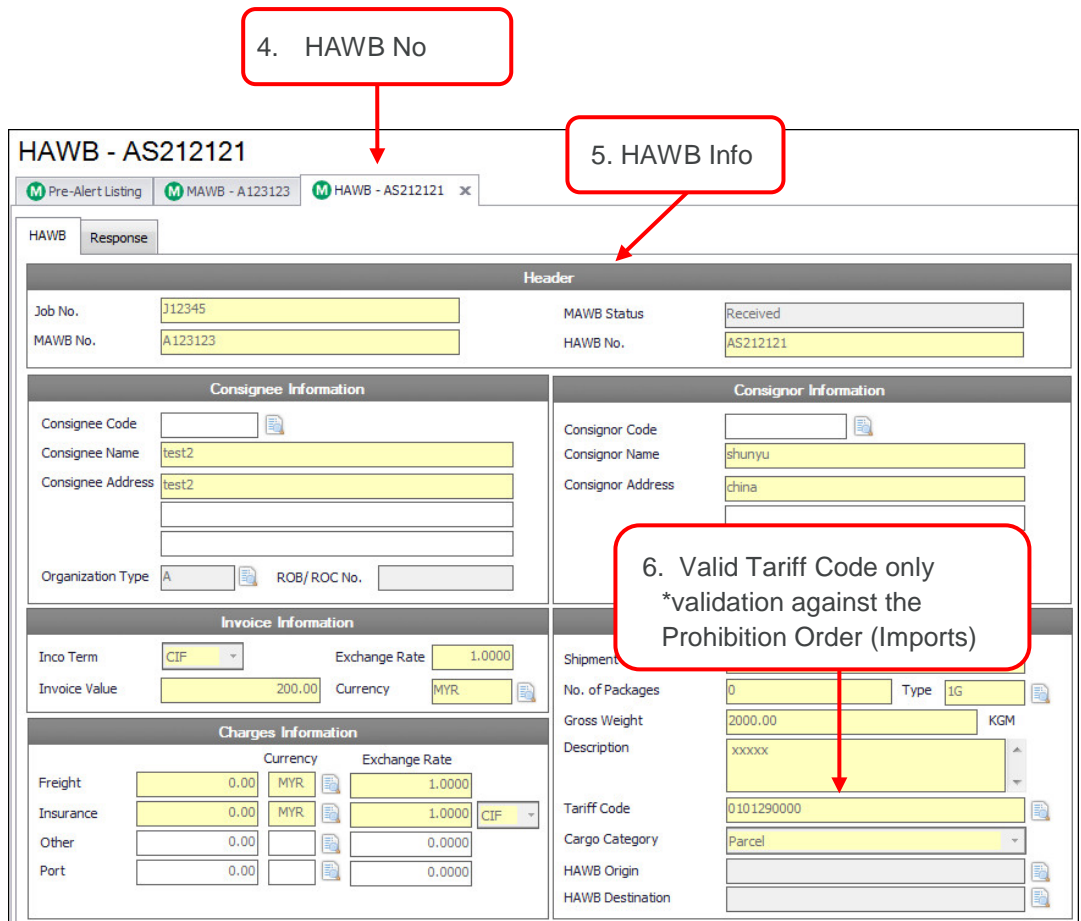


Figure 10

Section 4. Setting

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

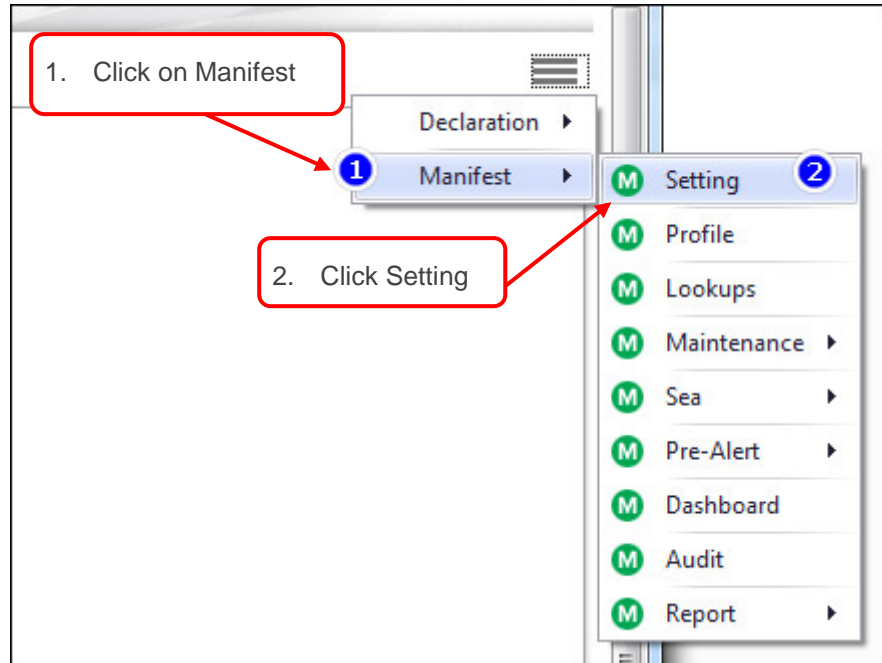


Figure 11

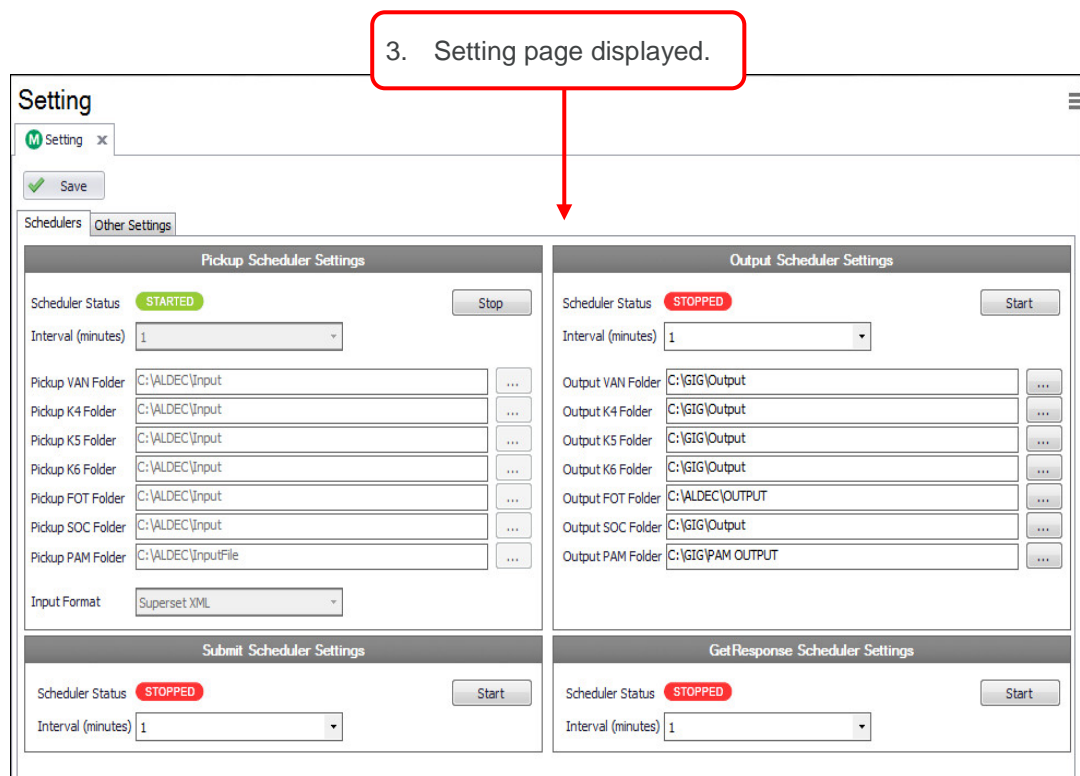


Figure 12

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.

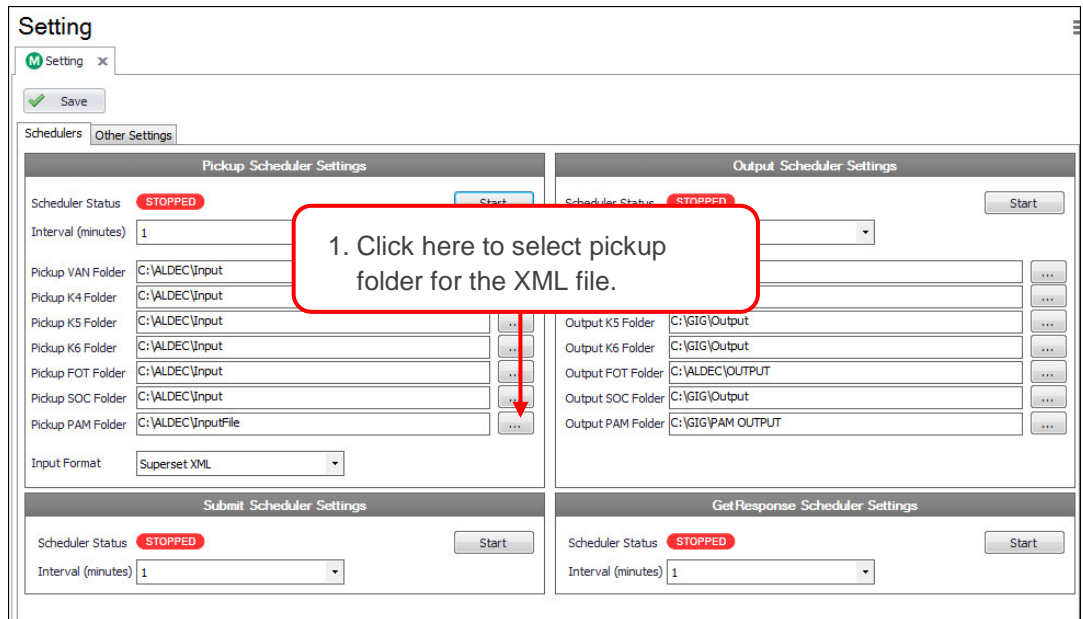


Figure 13

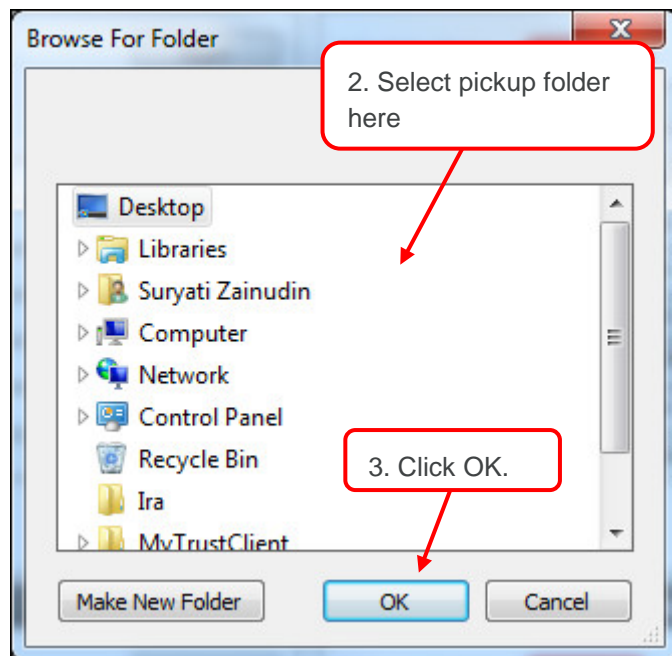


Figure 14

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.

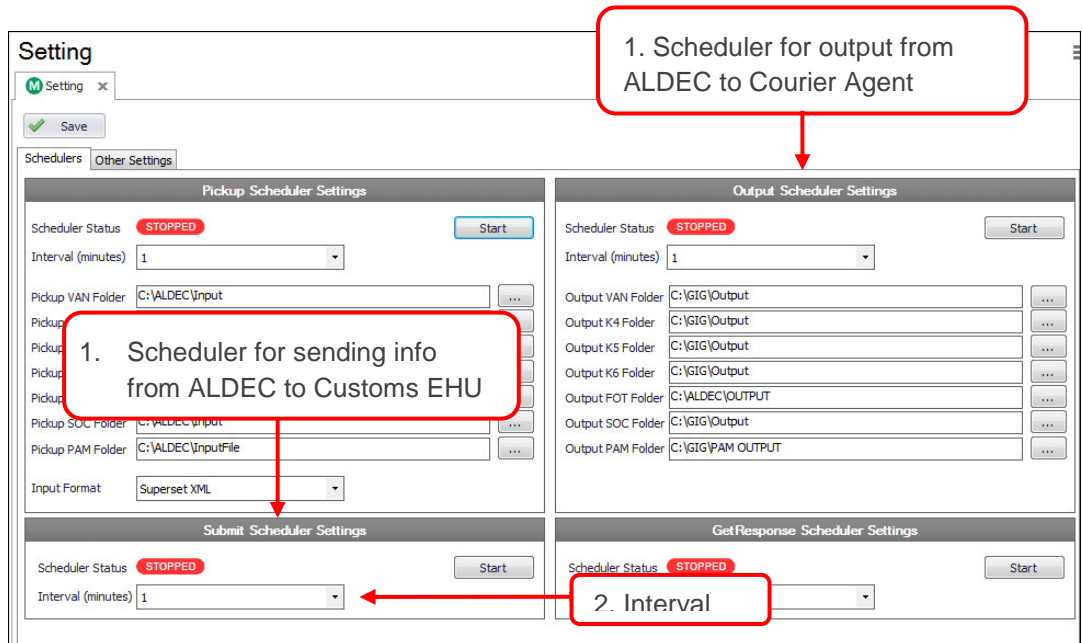


Figure 15

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.

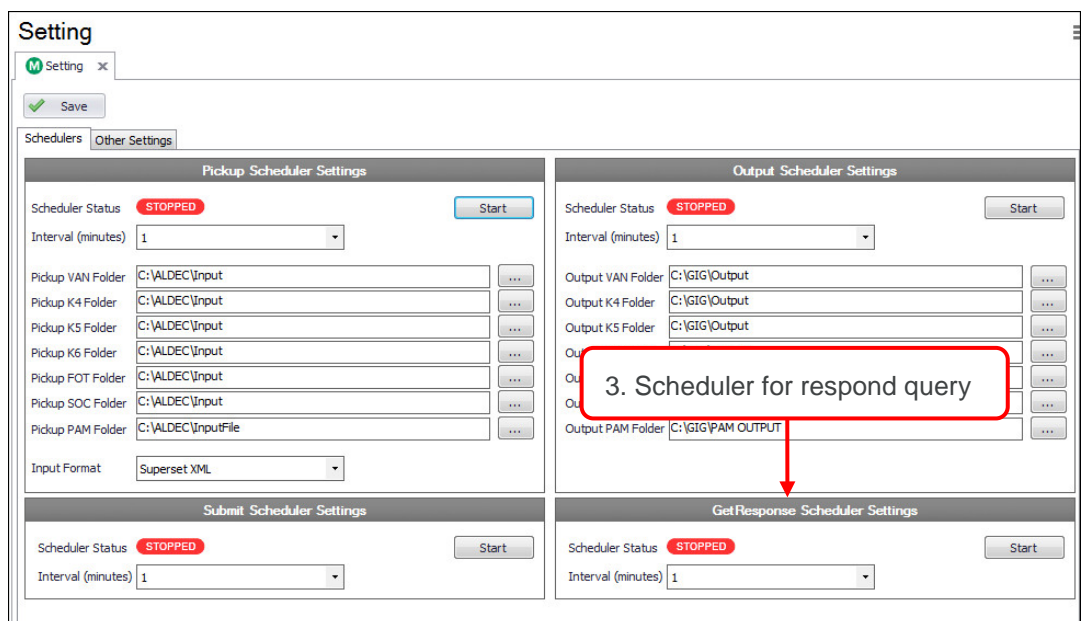


Figure 16

Section 5. Manual Entry

5.1. Create New Manual Entry

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

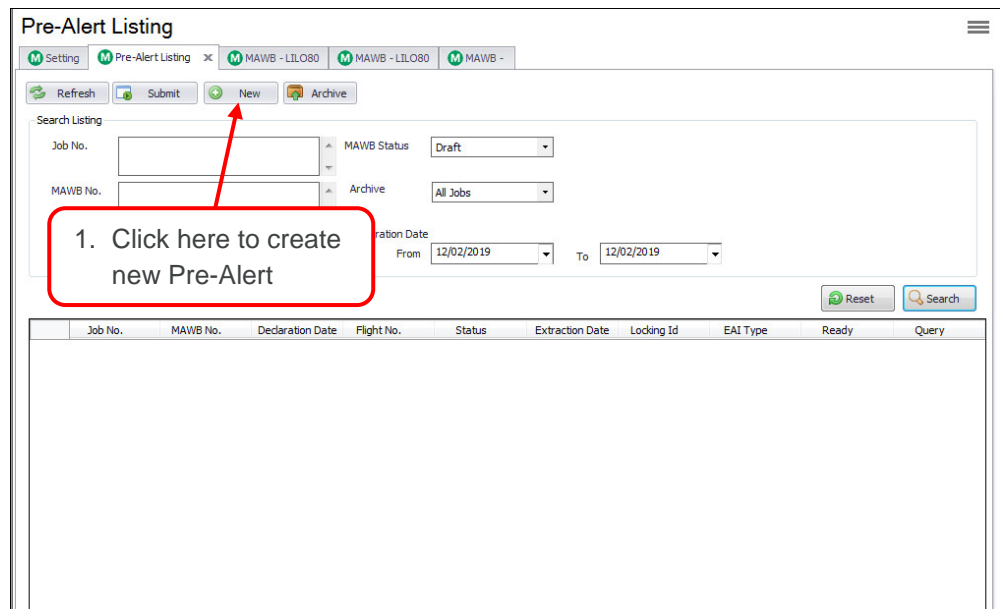


Figure 17

5.1.1. Key in MAWB Info

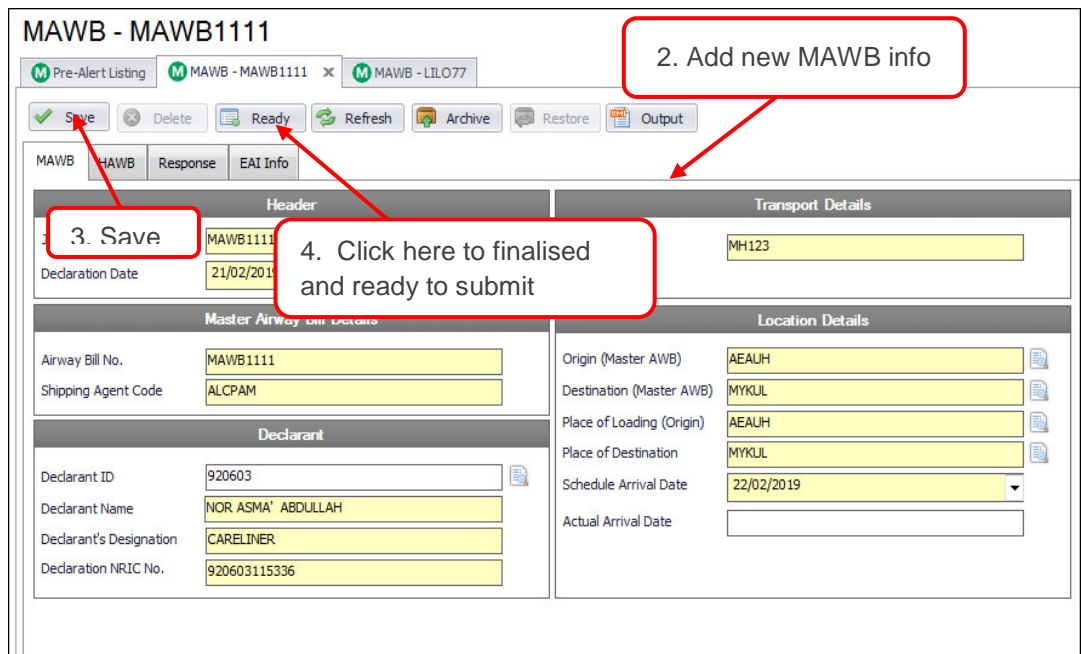


Figure 18

5.1.2. Key In HAWB Info

MAWB - MAWB1111

Pre-Alert Listing | MAWB - MAWB1111 | MAWB - LLO77

Save | Delete | Ready | Refresh | Archive | Restore | Output

MAWB | **HAWB** | Response | EAI Info

Header		Transport Details	
Job No.	MAWB1111	Flight No.	MH123
Airway Bill No.		Origin (Master AWB)	
MAWB1111		AEAUH	
Shipping Agent Code		Destination (Master AWB)	
ALCPAM		MYKUL	
Place of Loading (Origin)		Place of Destination	
AEAUH		MYKUL	
Schedule Arrival Date		Actual Arrival Date	
22/02/2019			

Declarant	
Declarant ID	920603
Declarant Name	NOR ASMA' ABDULLAH
Declarant's Designation	CARELINER
Declaration NRIC No.	920603115336

1. Click on HAWB tab

Figure 19

HAWB - HAWB1111

Pre-Alert Listing | MAWB - MAWB1111 | HAWB - HAWB1111

Save | Ready | Revise

HAWB | Response

Consignee Information		Consignor Information	
Consignee Code	PRASARANA MALAYSIA BERHAD	Consignor Code	KONG SIN NGEE SDN BHD
Consignee Name	BANGSAR, KL	Consignor Name	TOWER 4, AVENUE 7
Consignee Address		Consignor Address	BANGSAR SOUTH
Organization Type	ROB/ROC No.		59200 KUALA LUMPUR

Invoice Information		Shipment Information	
Inco Term	Exchange Rate	Shipment No	
CIF	1.0000	SHIP1111	
Invoice Value	Currency	No. of Packages	Type
50.00	USD	5	1G
Charges Information		Gross Weight	Description
Freight	Currency	100.00	KG
50.00	USD		KK
Insurance	Exchange Rate	Tariff Code	
50.00	1.0000	0101309000	
Other		Cargo Category	
0.00		Parcel	
Port		HAWB Origin	
0.00		HAWB Destination	

2. Add new HAWB info

3. Save

4. Click Ready to finalised and submit

Figure 20

MAWB - MAWB1111

Pre-Alert Listing MAWB - MAWB1111 HAWB - HAWB1111

Save Delete Ready Refresh Archive Restore Output

MAWB HAWB Response EAI Info

New Delete Refresh Search Ready Revise Form Filler

HAWB No. Consignee Code Status All

	HAWB	Consignor Name	Consignee Code	Consignee Name	Status	Tariff Code	Description	CIF (MYR)	READY
	HAWB1111	KONG SIN NCEE ...		PRASARANA MA...	Draft	0101309000	KK	50.00	True

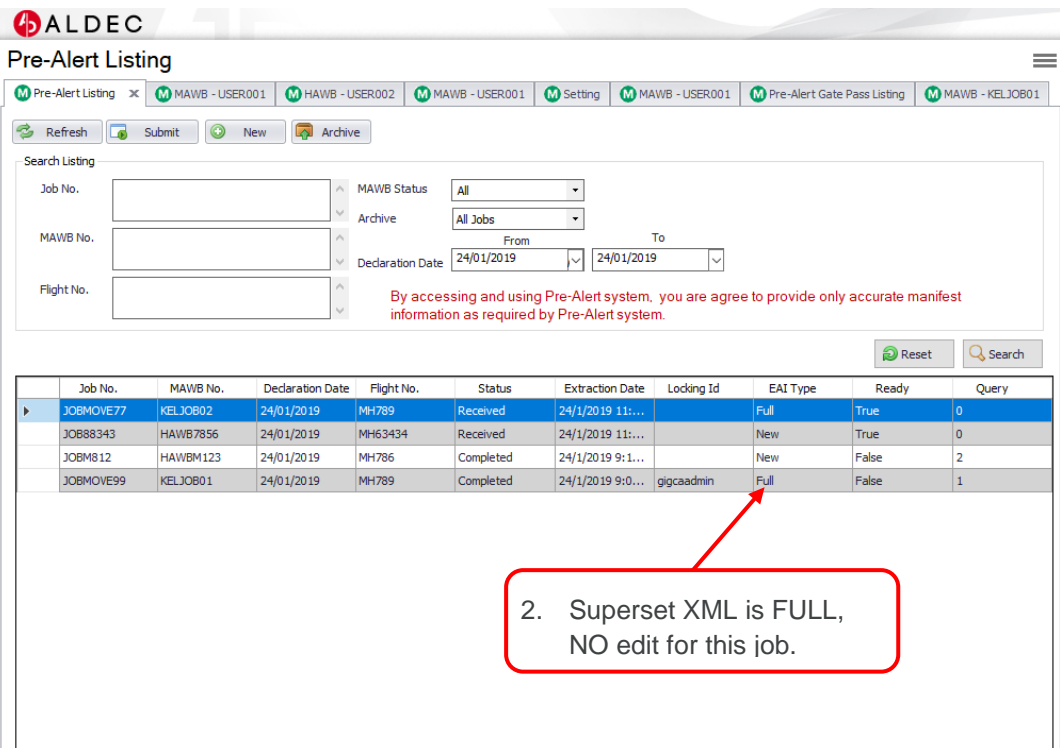
5. Ready to Submit

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.



The screenshot displays the ALDEC Pre-Alert Listing interface. At the top, there is a navigation bar with the ALDEC logo and several tabs: Pre-Alert Listing, MAWB - USER001, HAWB - USER002, MAWB - USER001, Setting, MAWB - USER001, Pre-Alert Gate Pass Listing, and MAWB - KELJOB01. Below the navigation bar, there are buttons for Refresh, Submit, New, and Archive. A search section includes fields for Job No., MAWB No., and Flight No., along with dropdown menus for MAWB Status (All), Archive (All Jobs), and Declaration Date (From 24/01/2019, To 24/01/2019). A red warning message states: "By accessing and using Pre-Alert system, you are agree to provide only accurate manifest information as required by Pre-Alert system." Below the search section, there is a table with the following data:

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
JOB88343	HAWB7856	24/01/2019	MH63434	Received	24/1/2019 11:...		New	True	0
JOBM812	HAWBM123	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

A red callout box with the text "2. Superset XML is FULL, NO edit for this job." points to the 'Full' EAI Type entry in the last row of the table.

Figure 22

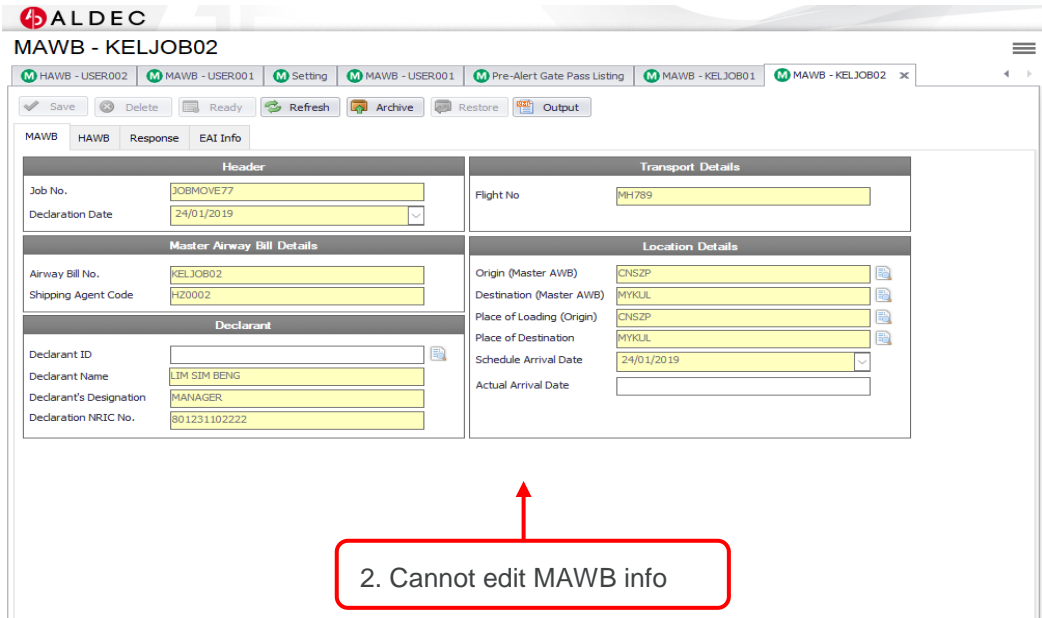


Figure 23

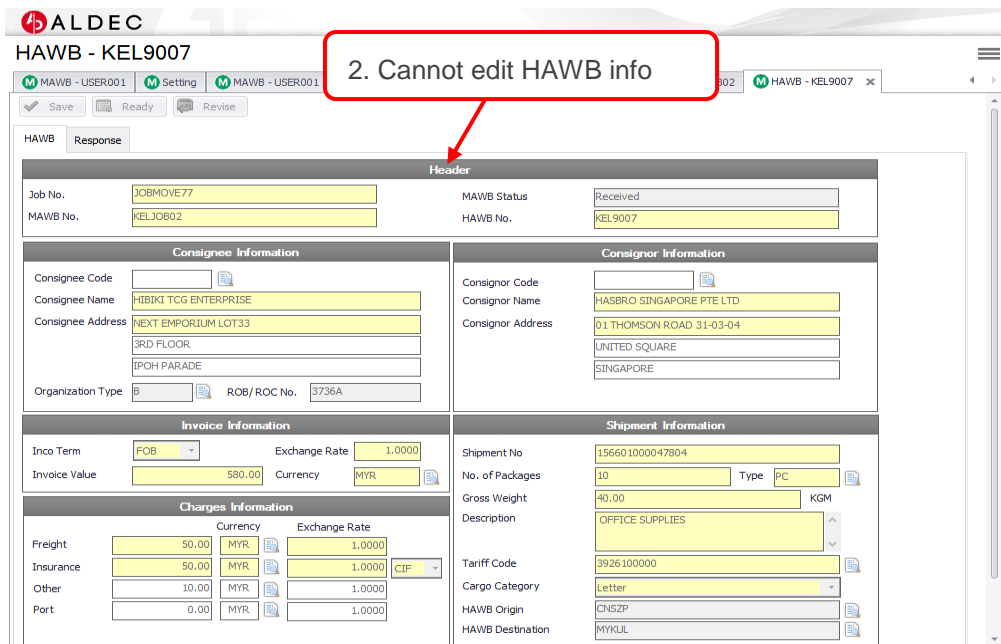


Figure 24

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

Pre-Alert Listing

Pre-Alert Listing x MAWB - USER001 HAWB - USER002

Refresh Submit New Archive

Search Listing

Job No. MAWB Status: All

MAWB No. Archive: All Jobs

Flight No. Declaration Date: From 21/02/2019 To 21/02/2019

By accessing and using Pre-Alert system, you are agree to provide only accurate manifest information as required by Pre-Alert system.

Reset Search

Job No.	MAWB No.	Declaration Date	Flight No.	Status	Extraction Date	Locking Id	EAI Type	Ready	Query
JOBMOV77	USER001	21/02/2019	MH789	Draft	21/2/2019 10:...		Partial	False	0

1. Pre-Alert in draft status, where users can edit info. Double click to edit this job.

Figure 25

ALDEC

MAWB - USER001

Pre-Alert Listing MAWB - USER001 x

Save Delete Ready Refresh Archive Restore Output

MAWB HAWB Response EAI Info

Header		Transport Details	
Job No.	JOBMOV77	Flight No.	MH789
Declaration Date	21/02/2019		
Master Airway Bill Details		Location Details	
Airway Bill No.	USER001	Origin (Master AWB)	CNSZP
Shipping Agent Code	HZ0002	Destination (Master AWB)	MYKUL
		Place of Loading (Origin)	CNSZP
		Place of Destination	MYKUL
		Schedule Arrival Date	21/02/2019
		Actual Arrival Date	
Declarant			
Declarant ID			
Declarant Name	LIM SIM BENG		
Declarant's Designation	MANAGER		
Declaration NRIC No.	801231102222		

2. Edit as required.

Figure 26

Section 7. Upload Facility

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

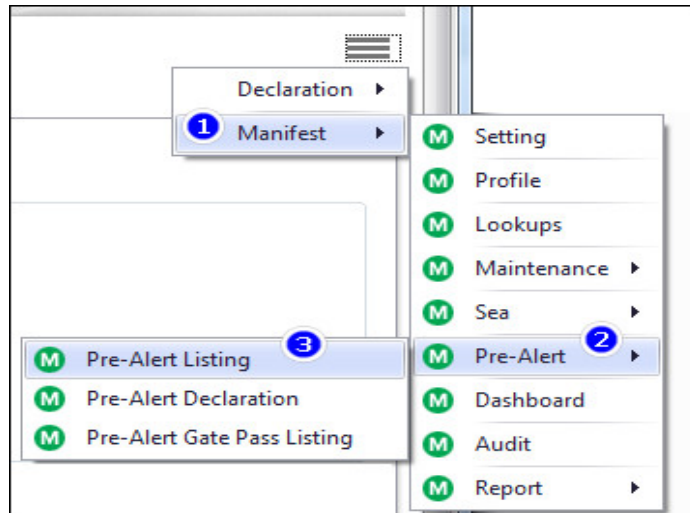



Figure 27

- 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 18 above.
- Search for the Pre-Alert as in 3.2 Search and View Pre-Alert

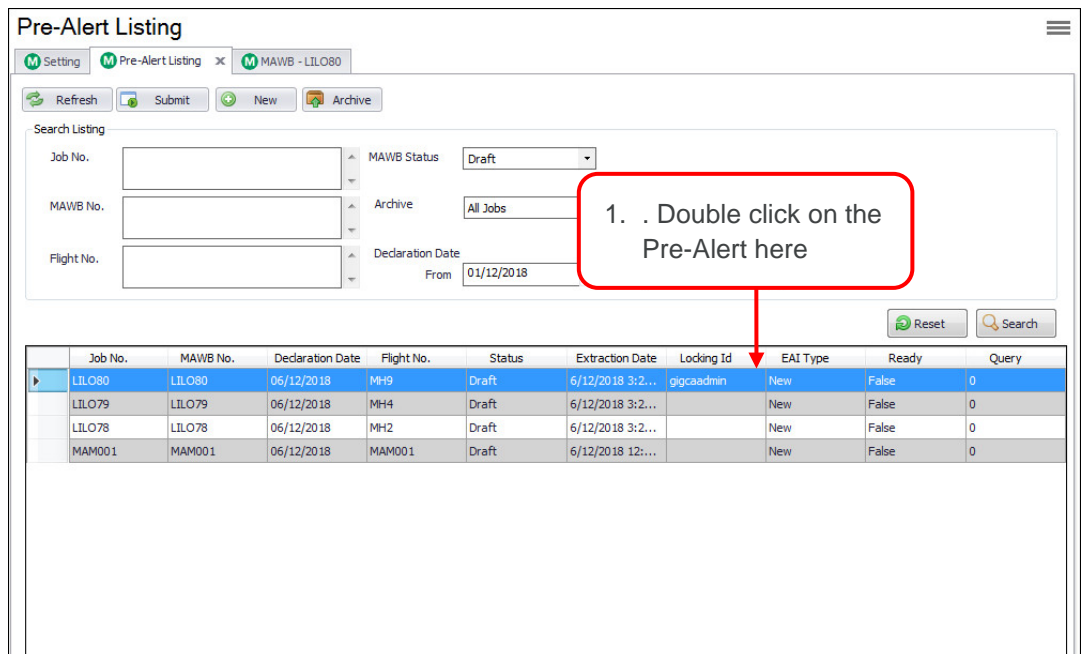


Figure 28

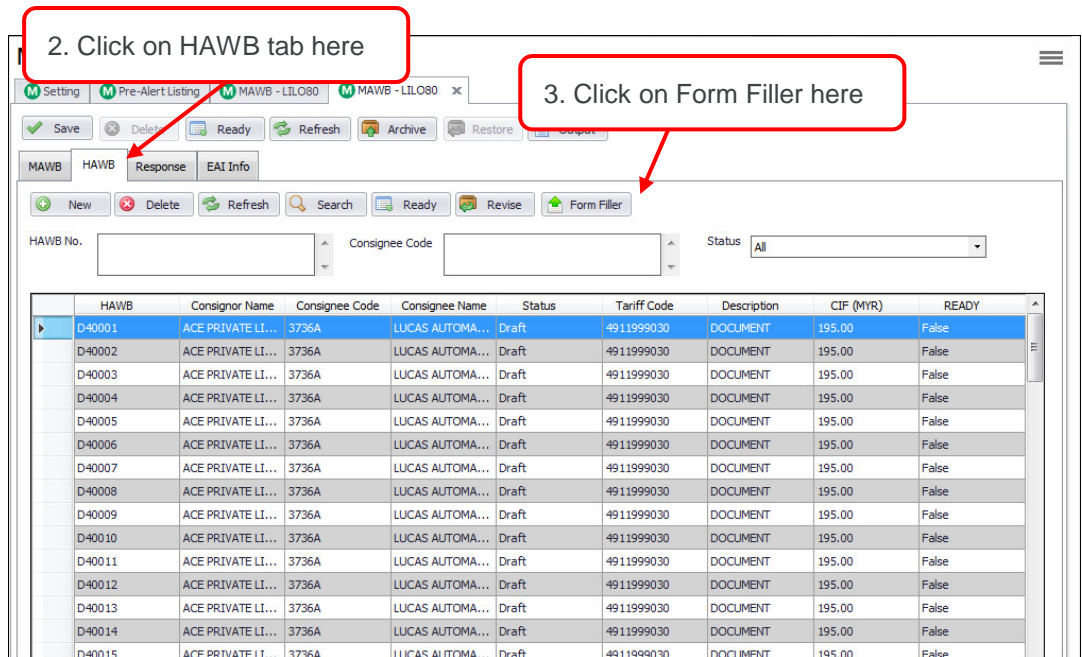


Figure 29

4. Click YES to release this batch

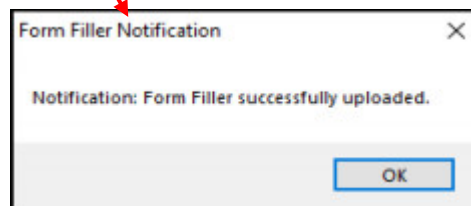


Figure 30

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

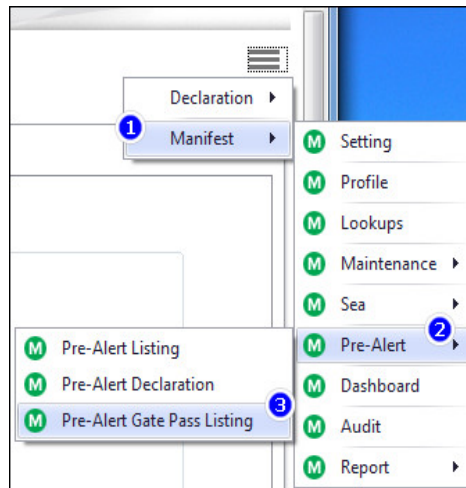



Figure 31

- i. On the top right of the screen, click on the menu , 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

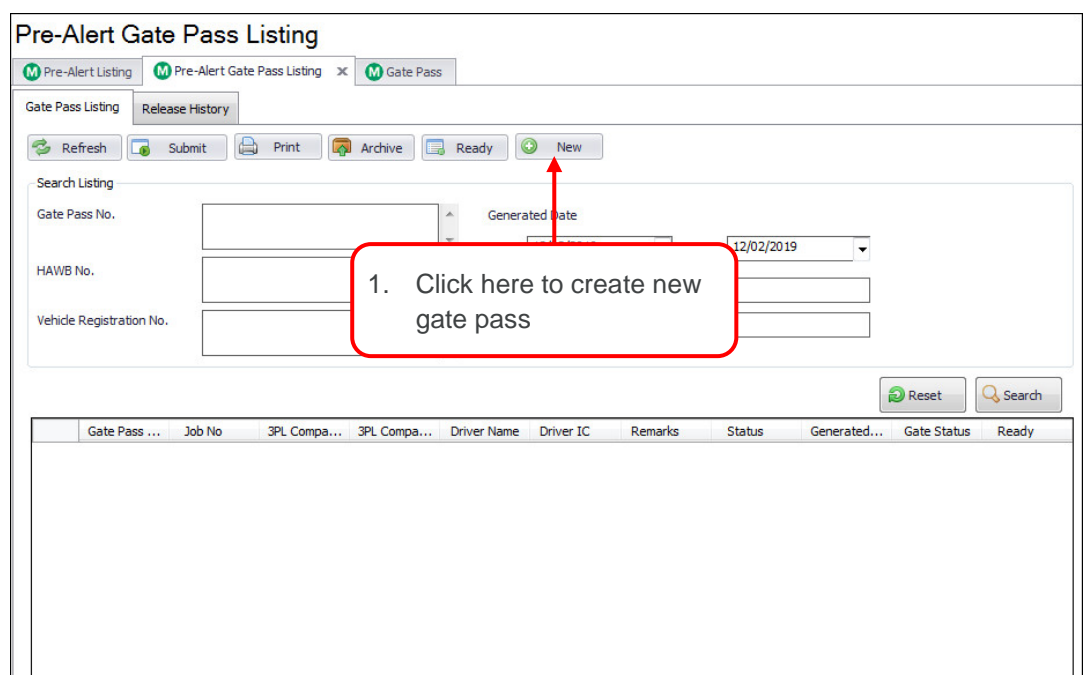


Figure 32

Gate Pass

Pre-Alert Listing | Pre-Alert Gate Pass Listing | Gate Pass

Save Refresh Submit Print Archive Ready

Header

Job No. A123444

Transport Details

Airport MYKUL
 3PL Company ROC 177974
 3PL Company Name DAGANG' NET (M) & ENTERPRISE
 Vehicle Registration No. VG1112
 Driver Name Syed Ali
 Driver NRIC No. / ID 12345678900

Items

Total HAWB
 Total Weight (KGM)
 Gate Pass Status
 Remarks

Master Airway Details

Add Remove Form Filler Paste HAWB

MAWB No.	PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)

2. Fill up the required details

3. Click Save

Figure 33

ALDEC

GATEPASS - A123444

Pre-Alert Gate Pass Listing | Pre-Alert - 12345678 | GATEPASS - 12345678 | GATEPASS - 12345678 | GATEPASS - A123444

Save Refresh Submit Print Archive Ready

Header

Job No. A123444 Gate Pass No.
 Date Time Generated

Transport Details

Airport MYKUL
 3PL Company ROC 177974
 3PL Company Name DAGANG' NET (M) & ENTERPRISE
 Vehicle Registration No. VG1112
 Driver Name Syed Ali
 Driver NRIC No. / ID

Items

Total HAWB 0
 Total Weight (KGM)
 Gate Pass Status DRAFT
 Remarks

Master Airway Details

Add Remove Form Filler Paste HAWB

MAWB No.	PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)

4. Click here to add HAWB

Figure 34

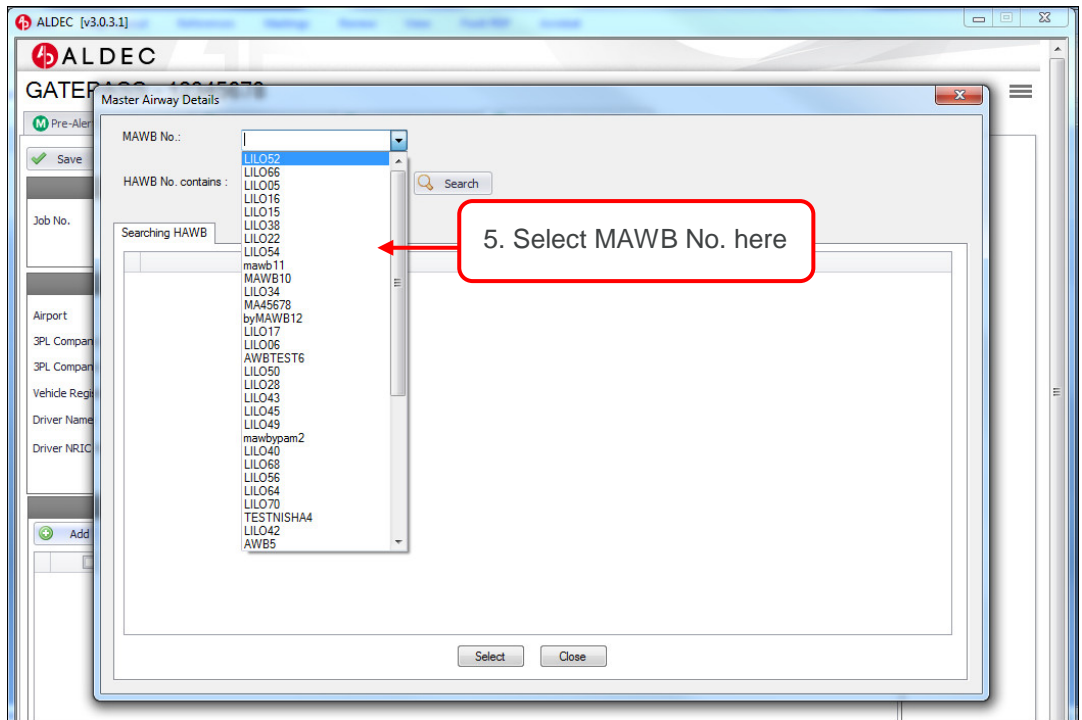


Figure 35

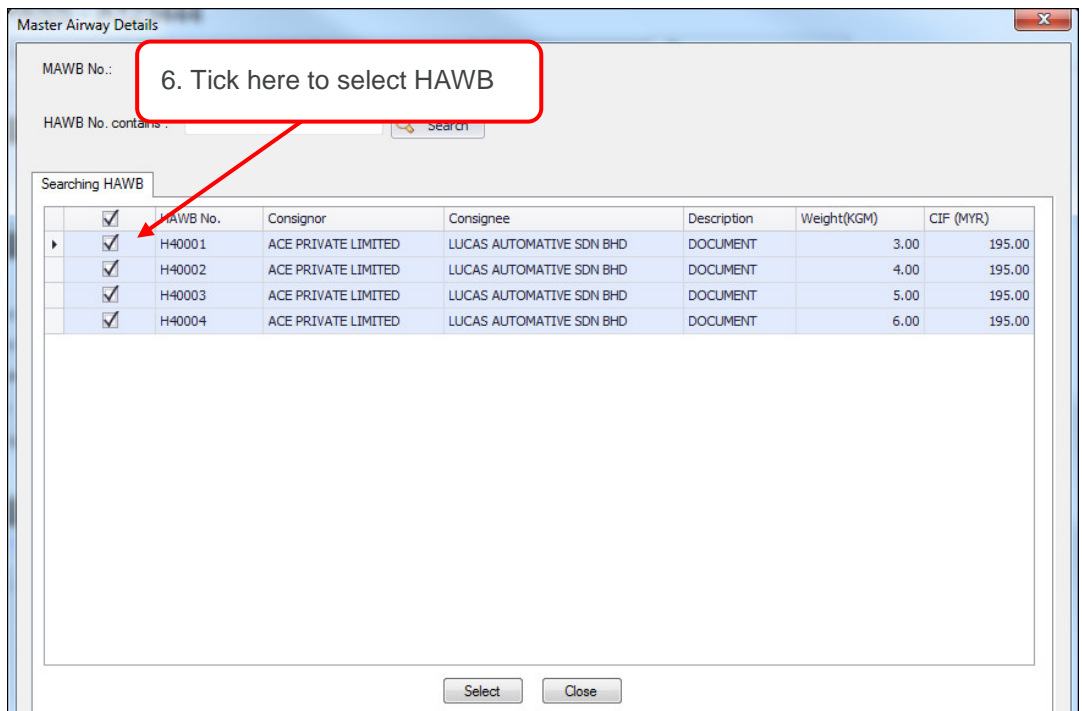


Figure 36

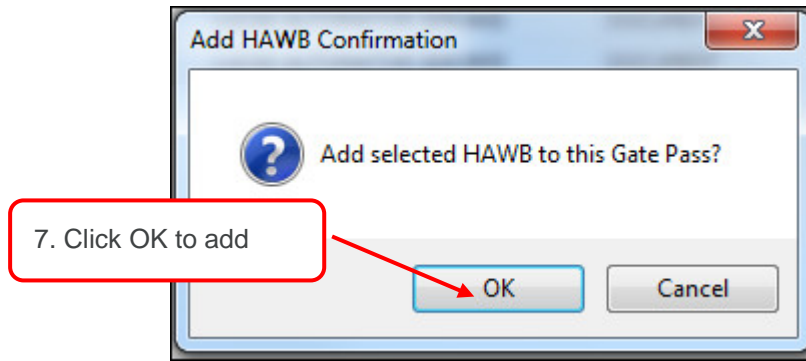


Figure 37

8.1.2. Import Excel (Form Filler)

This section will show steps to upload using form filler.

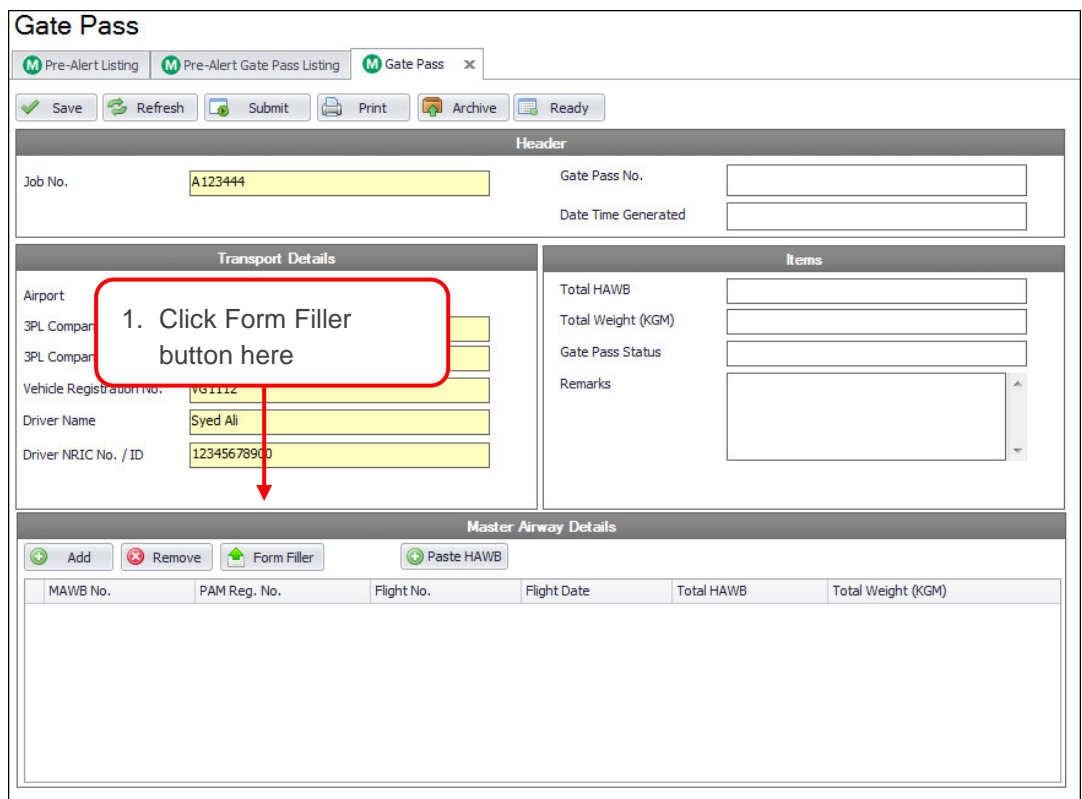


Figure 38

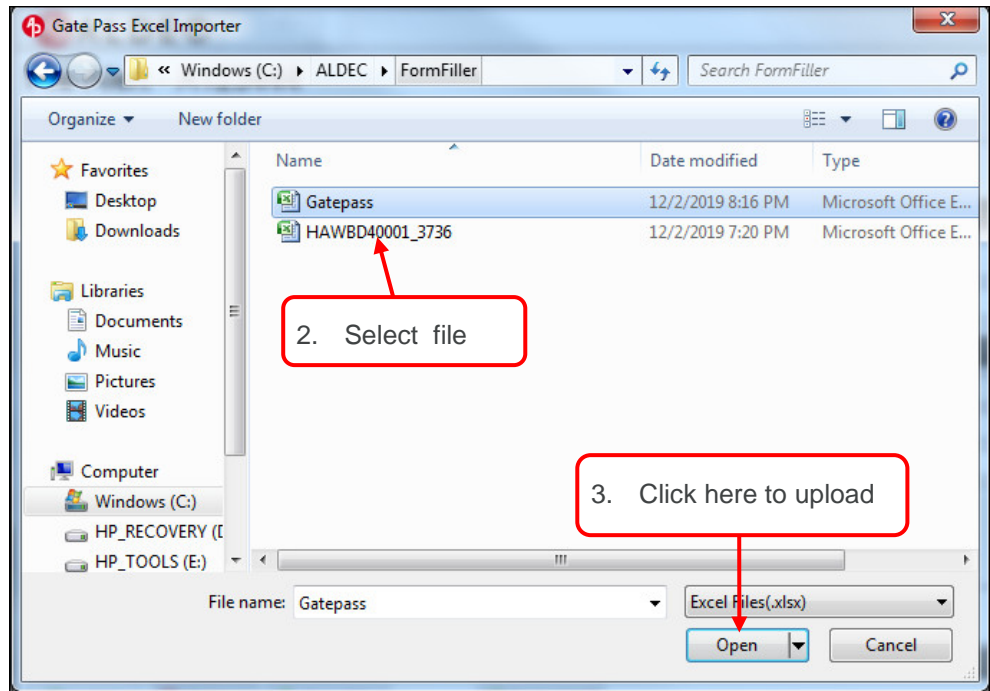


Figure 39

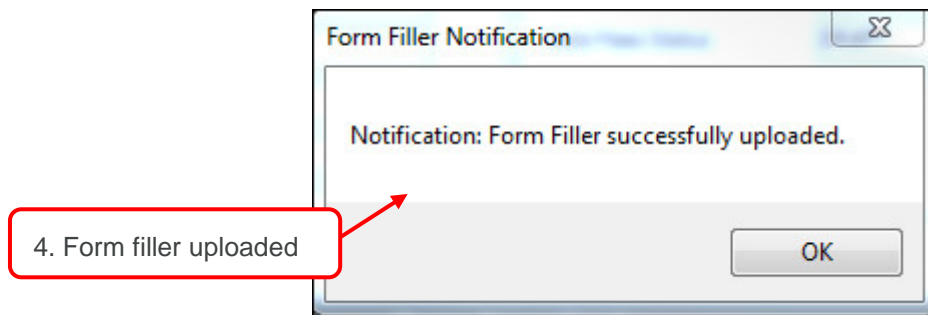


Figure 40

8.1.3. Paste HAWB No.

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

GATEPASS - GP200219171356

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

Airport MYKUL
3PL Company ROC 177974
3PL Company Name DAGANG NET (M) & ENTERPRISE
Vehicle Registration No. RIT-4444
Driver Name Ahmad
Driver NRIC No. / ID 350912010000

Items

Total HAWB 0
Total Weight (KGM) []
Pass Status DRAFT

Master Airway Details

Add Remove Form Filler Paste HAWB

MAWB No.	PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)
----------	--------------	------------	-------------	------------	--------------------

Figure 41

ALDEC

GATEPASS - GP310119153133

Pre-Alert Enquiry | Pre-Alert Gate Pass Listing | GAT

Save Refresh Submit Print

Job No. GP310119153133

Transport Details

Airport MYKUL
3PL Company ROC 177974
3PL Company Name DAGANG NET (M) & ENTERPRISE
Vehicle Registration No. RIT-4444
Driver Name Ahmad
Driver NRIC No. / ID 54554564565

Add HAWB

MAWB No.	HAWB No.	REMARKS
	HAWB001	
	HAWB001	
	HAWB001	
	HAWB001	
	HAWB001	
	HAWB001	

Clear Save

Figure 42

8.1.4. Release History

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

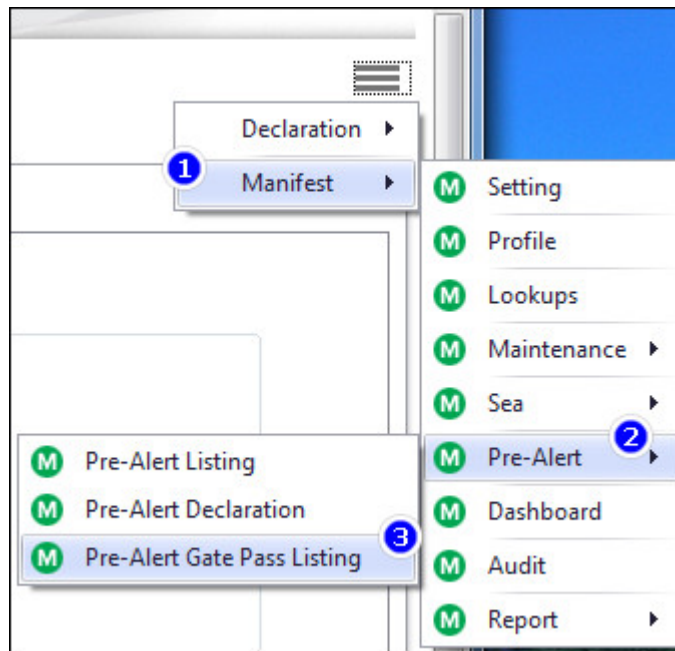


Figure 43

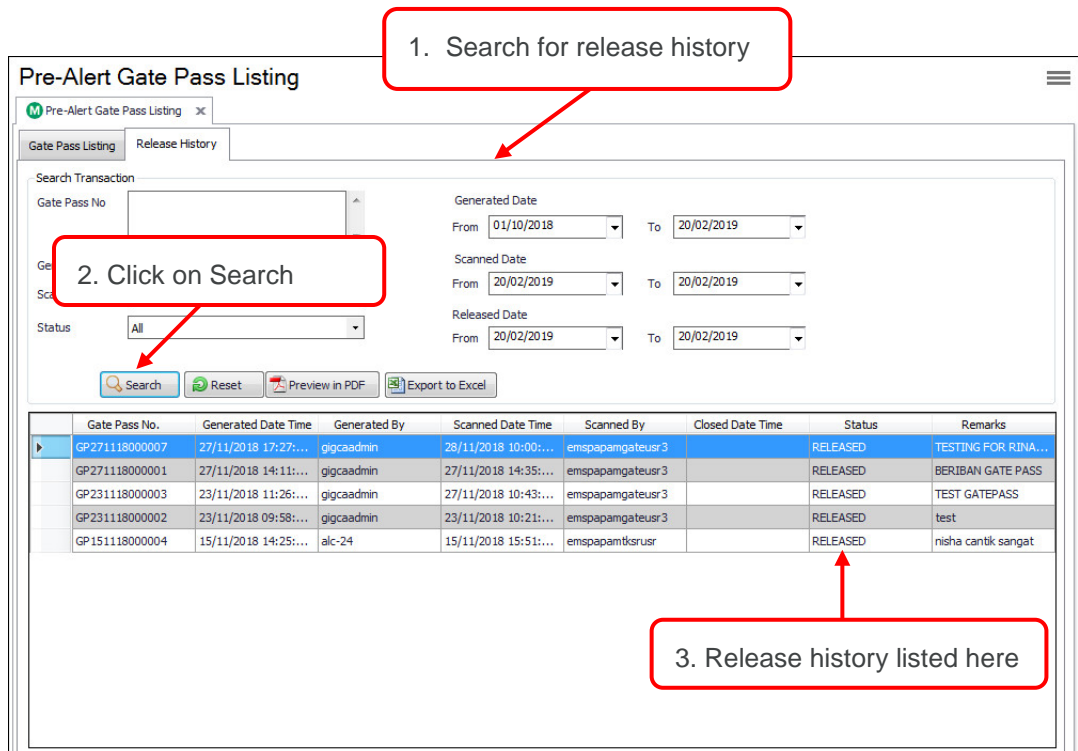


Figure 44

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 Gate Pass Listing

Pre-Alert Listing | Pre-Alert Gate Pass Listing | GATEPASS - LILO36 | GATEPASS - LILO36

Gate Pass Listing | Release History

Refresh | Submit | Print | Archive | Ready | New

Search Listing

Gate Pass No.

Generated Date From To

HAWB No.

Driver Name

Vehicle Registration No.

Driver NRIC No.

Reset | Search

Gate Pass ...	Job No	3PL Compa...	3PL Compa...	Driver Name	Driver IC	Remarks	Status	Generated...	Gate Status	Ready	
	A123444	DAGANG' N...	177974	Syed Ali	12345678900		DRAFT	12/2/2019 ...	DRAFT	False	
	GP0301191...	DAGANG' N...	177974	344	3444	TEST 12345...	DRAFT	3/1/2019 1...	DRAFT	False	
▶	GP0612180...	LIL036	DAGANG' N...	177974	MALA	800101020...	DIRECT REL...	GENERATED	6/12/2018 ...	GENERATED	True
	GP0512180...	GP0003Q	DAGANG' N...	177974	Rosie	909090909...		GENERATED	5/12/2018 ...	GENERATED	True
	GP0512180...	GP0002A	DAGANG' N...	177974	Rosie	909090909...		GENERATED	5/12/2018 ...	GENERATED	True
	GP0512180...	GP001A	DAGANG' N...	177974	Rosie	909090909...		GENERATED	5/12/2018 ...	GENERATED	True
	GP0412180...	LIL036			21122103...	GATEPASS	GENERATED	4/12/2018 ...	GENERATED	True	
	GP0412180...	gatep...			8765789	to test on g...	GENERATED	4/12/2018 ...	GENERATED	True	
	GP0412180...	LIL036			00101020...	form filler test	GENERATED	4/12/2018 ...	GENERATED	True	
	GP0412180...	gateP...			76546789...		GENERATED	4/12/2018 ...	GENERATED	True	

1. Double click on this Gate Pass

Figure 45

GATEPASS - LIL036

Pre-Alert Listing | Pre-Alert Gate Pass Listing | Pre-Alert - A123444 | GATEPASS - A123444 | GATEPASS - LIL036

Save | Refresh | Submit | Print | Archive | Ready

Header

Job No. Gate Pass No.

Date Time Generated

2. Click here to print Gate Pass

Airport

3PL Company ROC

3PL Company Name

Vehicle Registration No.

Driver Name

Driver NRIC No. / ID

Items

Total HAWB

Total Weight (KGM)

Gate Pass Status

Remarks

Master Airway Details

Add | Remove | Form Filler | Paste HAWB

MAWB No.	PAM Reg. No.	Flight No.	Flight Date	Total HAWB	Total Weight (KGM)
▶ LIL076	W20A0612000001/18	MH123	6/12/2018	1	3.00

Figure 46

PRE-ALERT GATE PASS

Gate Release No.

GP061218000001



GP061218000001

Agent Name DAGANG' NET (M) & ENTERPRISE	No. of MAWB 1
Airport MYKUL	Total HAWB 1
3PL Company ROC 177974	Total Weight (KGM) 3.00
3PL Company Name DAGANG' NET (M) & ENTERPRISE	Date and Time Generated 6/12/2018 1:15:02 PM
Vehicle Registration No. BAM9869	Status GENERATED
Driver Name MALA	Remarks DIRECT RELEASE GATE PASS
Driver NRIC No. 800101020101	

3. Gate Pass No

No.	MAWB No.	PAM Reg. No.	Flight No.	Flight Date (STA)	Total HAWB	Total Weight (KGM)
1	LIL076	W20A0612000001/18	MH123	6/12/2018	1	3.00

Figure 47

-End of Manual-

This user manual shall be updated as and when required.