ePermit

Lembaga Perindustrian Nanas (LPN)

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Trader / Forwarding Agent User Manual

Statement of Confidentiality

Revision History

The release history of this document is as follows.

Document Category	User Manual
Document Title	ePermit Lembaga Perindustrian Nanas User Manual – Trader FA Module
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Version	Date	Author	Description of Amendment
0.1	9 May 2025	Suryati	Initial Draft
1.0	July 2025	Suryati	Initial Copy

Abbreviation

Abbreviation	Definition
ASP	Application Service Provider
DNT	Dagang Net Technologies Sdn Bhd
FA	Forwarding Agent
IP	Import Permit
LPN	Lembaga Perindustrian Nanas
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam

DAGANGNET

Table of Content

Section 1. Introduction

1.1.   What is ePermit System?

ePermit is a web-based applications system developed, hosted, and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

1.2.   System Requirements?

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

- Chrome Version 35 above
- Internet Explorer 9 and above

1.3.   Who Should Read This Publication?

This user guide is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for ePermit LPN system users- Traders and Forwarding Agent.

1.4.   About This Document

This publication is to provide an overview on how Traders/ FA can apply export permit and print permit via this system and deeper understand on the system with step by step helps.

1.5.   Support Information

Should there be any issues related to the system that need to be clarified, 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

2.1. System Access

ePermit system is accessible via:

https://newepermit2.dagangnet.com.my/epermit/html/login

Please follow the steps in the images below to access the system.
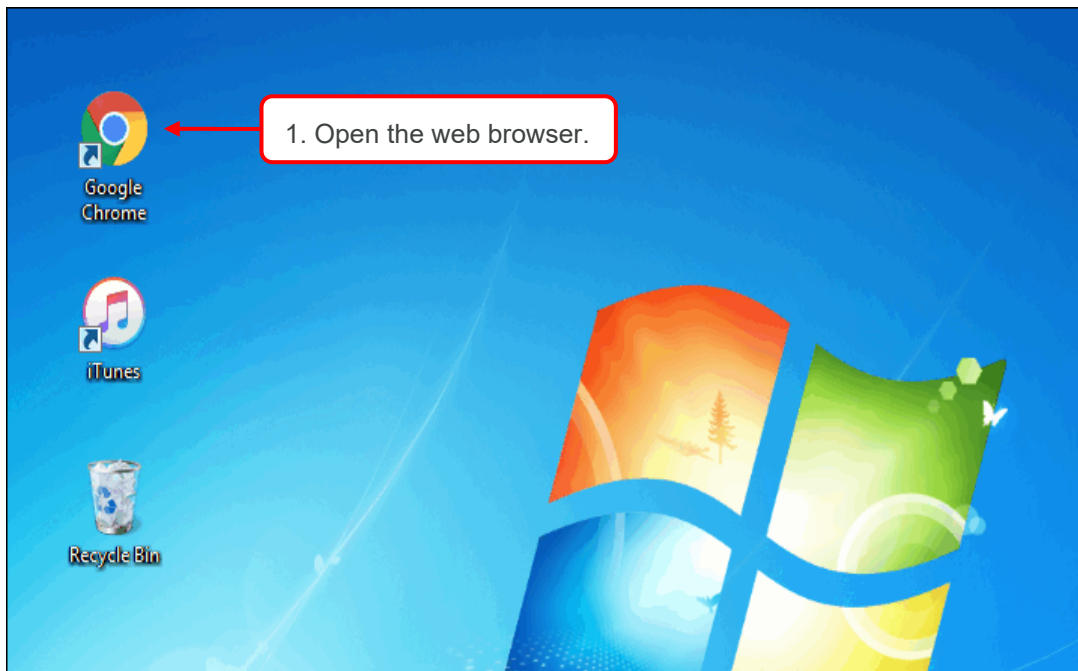
Figure 1

Figure 2

URL address: https://newepermit2.dagangnet.com.my/epermit/html/login

2.2.   Log In

Figure 3

2.3.   Log out.

Figure 4

Section 3.   Trader Listing

This section shows the steps to search for application from the listing. On page load, system will automatically list permit applications that were created within last 30 days with status 'Draft' only. Users can untick the checkbox to filter other status and use the 'Search' function for applications that were created more than 30 days.
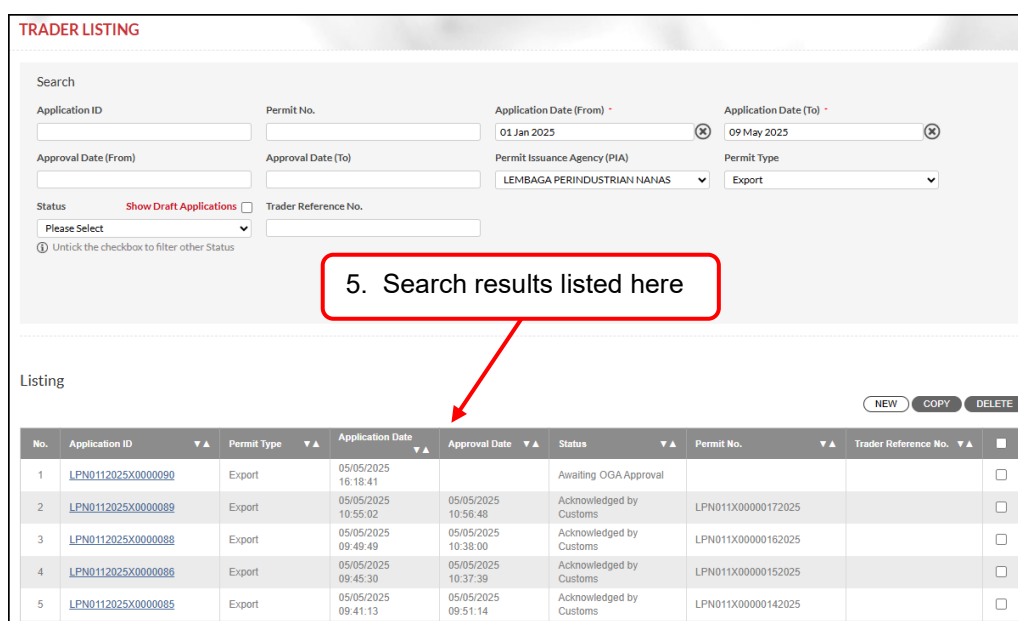

Figure 5

Figure 6

Figure 7

Section 4. New Permit Application

ePermit system allows users to make permit applications directly from the system. Users can also keep track the status of their application thru this system.

4.1.   Create New

Figure 8

Figure 9

4.2. Application Details

Once a new application is created, the application page will be displayed.

All application basic details will be auto populated based on registered Account Number. Please fill up other details such as consignor and agent details. Details in red boxes are mandatory.

4.2.1. Basic Details

Figure 10

4.2.2. Consignee, Agent, and Applicant Details

Please use the same steps below to add Consignee, Agent and Applicant details.

Figure 11

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

Figure 12

Figure 13

4.2.3.   Application Details

This section shows the steps to add Application details. Export Date is mandatory; system will automatically populate the ETA/ ETS Start Date based on the Export Date provided.

Figure 14

Figure 15

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

Figure 16

Figure 17

Export date is mandatory. System will automatically populate the ETA/ETS Start Date based on the Export Date.

4.2.4. Additional Details

This section contains additional details on the permit category and details. The system will automatically populate the ETA/ETS Start Date based on the input on the Export Date field and the Product Profile (ETA/ ETD Calculation Days) in Product Maintenance.

Figure 18

Figure 19

4.2.5. Item Details

Figure 20

Items details as in figure below will pop up after user click on the 'CREATE' button.

The system will calculate the values for CESS and Total Weight (Kg) based on the input provided in the Product Size, Number of Cartons, and Number of Tins Per Carton fields (Item details listed in the system depending on the selected product).

Figure 21

Item Details

Product Name
Cannery

Content Type
Cannery - 8 oz (211x301)

Number of Cartons
5000

CESS
125000.0000000

Product Size
15 oz (307 x 309)

Number of Tins Per Carton
50

Total Weight (Kg)
5.7500000

Tariff Code *

Unit of Measurement *

Tariff Description *

Others

> 18. Click here to view and add Tariff Code for this item.

Unit Value FOB

Actual *

Gazetted

Average Price

Total *

Export Duty

Rate

Amount

Other Duty

Type

Rate

Amount

Figure 22

OGA Tariff Search

Tariff Code

Tariff Description

> 19. Search for Tariff Description here.

SEARCH   CLOSE

> 20. Click to select

No.	Tariff Code	Unit of Measurement	Tariff Description
1	0101290000	G	Sample tariff description 2
2	0102291100	UNT	-----Oxen update
3	0602109000	UNT	Other live plants (including their roots), cutting and slips: mushroom spawn Unrooted cutting and slip others
4	0604209000	KGM	Update: Foliage, branches and other parts of plants, without flowers or buds, and grasses, mosses and lichens, being goods of a kind suitable for bouquets or for ornamental purpose, fresh, dried.Dyed, bleached, impregnated
5	0804300000	KGM	Date, figs, pineapples, avocados. guavas, mangoes and mangosteens, fresh or dried
6	0804300000	KGM	-Pineapples - smoke test
7	0811900000	KGM	Fruit and nuts, uncooked or cooked by steaming or boiling in water, frozen, whether or not containing added sprit, whether or not containing added sugar or other sweetening matter -Other
8	2008201000	KGM	Fruit, dried, and other edible parts of plants, otherwise prepared or preserved, whether or not containing added sugar or other sweetening matter or spirit, not elsewhere specified
9	2008209000	KGM	Fruit, dried, and other edible parts of plants, otherwise prepared or preserved, whether or not containing added sugar or other sweetening matter or spirit, not elsewhere specified
10	2008999000	KGM	----Other
11	2009410000	KGM	Fruit juices (including grape must) and vegetable juices, unfermented and not containing added spirit, whether or not containing added sugar other sweetening matter - pineapple juices
12	2009490000	KGM	Fruit juices (including grape must) and vegetable juices, unfermented and not containing added spirit, whether or not containing added sugar other sweetening matter. - pineapple juices

Total Records   12   Go to Page   1

Figure 23

Figure 24

Figure 25

4.2.6. Attachment

This section shows the steps to add supporting documents for the application. Maximum size allowed for the attachment is 10 MB (10,240KB), and only (.pdf) files are supported.

Figure 26

Figure 27

29. Select document to attach and click 'Open' to attach this document.

Figure 28

30. Click on this button to upload the attached document.

Figure 29

31. Document uploaded into the system.

Figure 30

32. Buttons:
UPLOAD = To upload the attachment to the system
CLEAR= To remove selected file to be upload
DELETE= To delete uploaded file
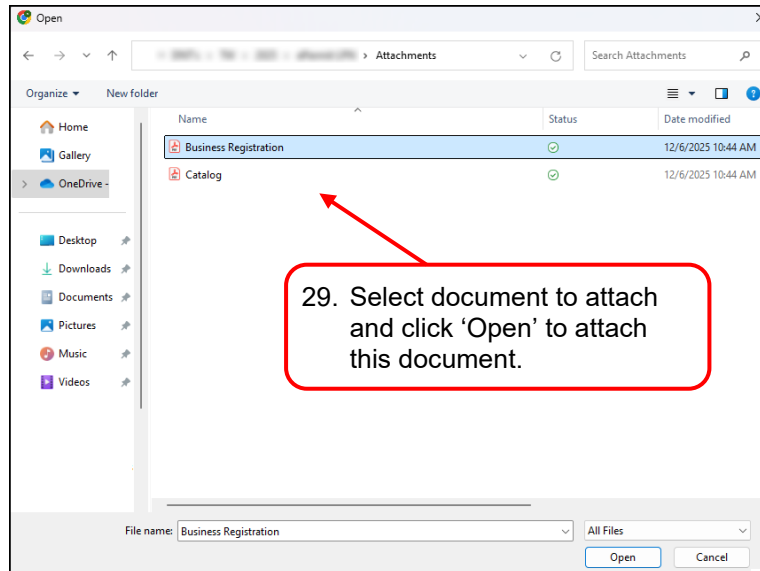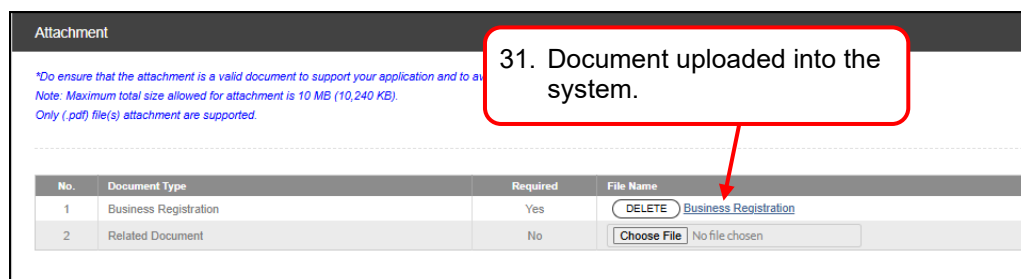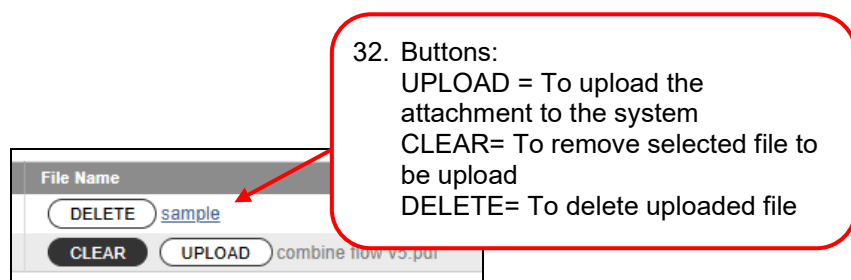
4.2.7. Submit New Application

Once all details are completed, the "Submit" button will be available to click.

Figure 31

26. All transactions history will be listed here.

27. Click here to save this application as draft, which will be listed in the Listing table.

28. Click here to submit this application

Figure 32

29. Click Yes to submit.

Figure 33

30. Application successfully submitted.

Transaction History

No.	Date	Status
1	16/05/2025 15:06:03	Draft
2	16/05/2025 16:02:04	Application Submitted

31. Application listed here with submitted status.

Figure 34

32. Submitted application listed in this table as 'Awaiting OGA Approval'

Listing

NEW   COPY   DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	
1	LPN0112025X0000112	Export	16/05/2025 16:02:04		Awaiting OGA Approval			☐
2	LPN0112025X0000101	Export	14/05/2025 04:08:40		Awaiting OGA Approval			☐

Total Records 2   Go to Page 1   < >

Figure 35

Section 5. Copy Application

This section shows the steps to copy an application, where users can save time on data entry.
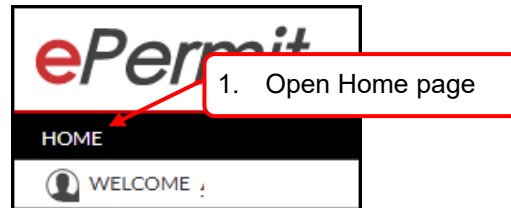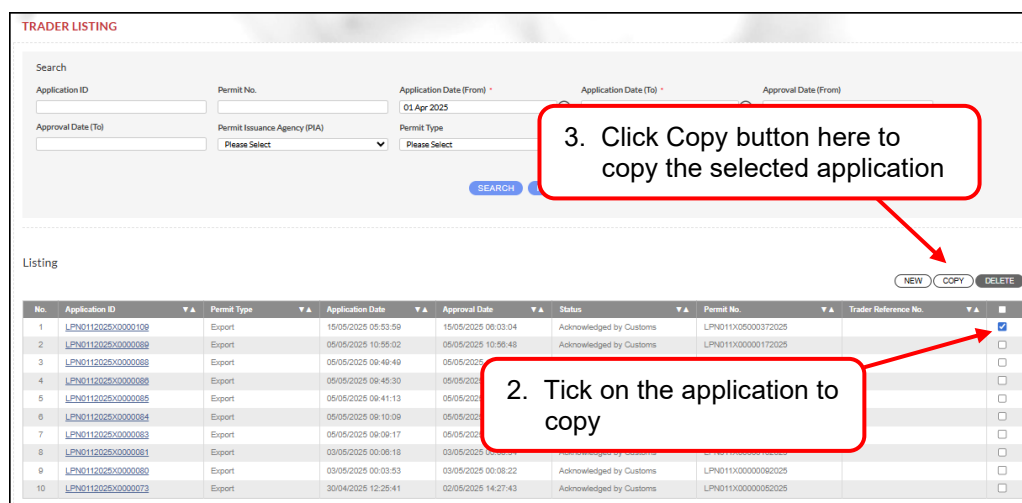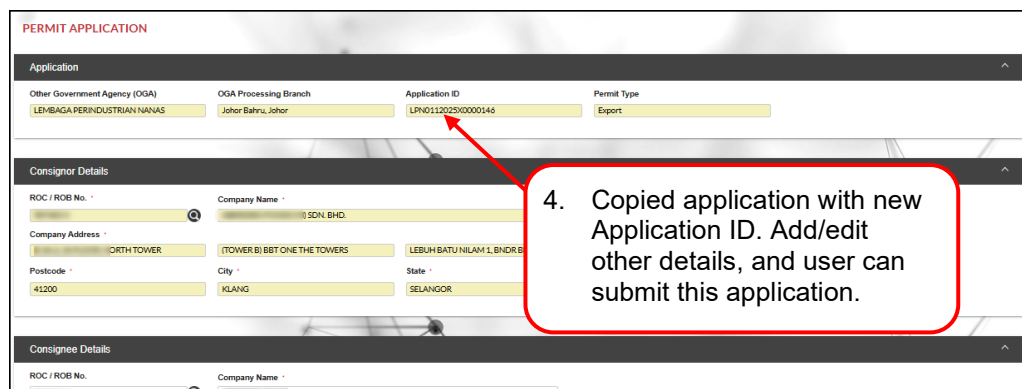

Figure 36

Figure 37

Figure 38

Section 6. Delete Application

This section shows the steps to delete an application. The system only allows deleting application in **DRAFT** status only.
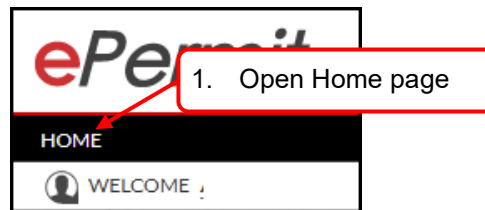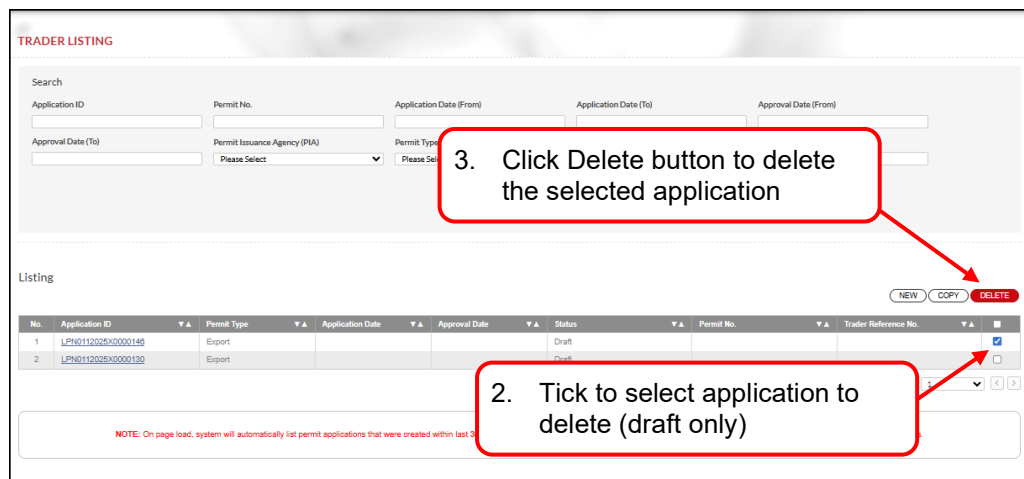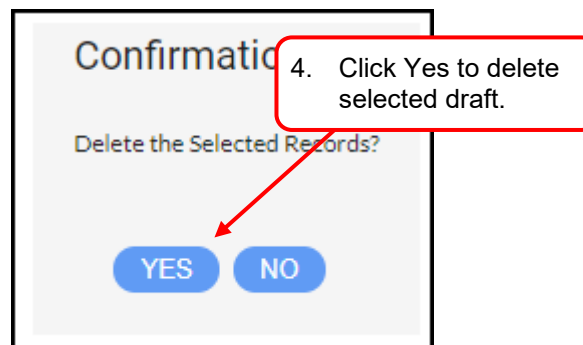

Figure 39

1. Open Home page

Figure 40

3. Click Delete button to delete the selected application

2. Tick to select application to delete (draft only)

Figure 41

4. Click Yes to delete selected draft.

5. Draft successfully deleted.
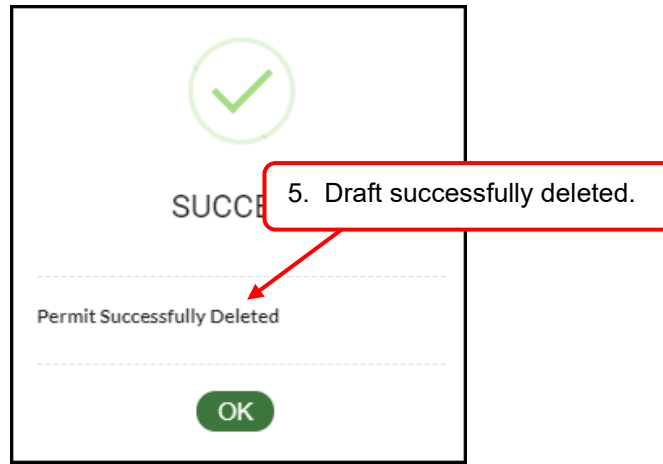
Permit Successfully Deleted

Figure 42

Section 7. Print Permit

Trader/ FA can print permits directly from this system. Application status must be in 'Acknowledge by Customs' with completed payment. Users can search for the application by its Application ID or filter the application as in steps below.

Figure 43

Figure 44

PERMIT APPLICATION

Application ˄

| Other Government Agency (OGA) | OGA Processing Branch | Application ID | Permit Type |
| LEMBAGA PERINDUSTRIAN NANAS | Johor Bahru, Johor | LPN0112025X0000089 | Export |

Consignor Details ˅

Consignee Details ˅

Agent Details ˅

Applicant Details ˅

Application Details ˅

Additional Details ˅

Item Details (10/99) ˅

Attachment ˅

OGA Response ˄

5. Application status = 'Acknowledge by Customs'

Current Status
Acknowledged by Customs

| Verification By | Verification Datetime | Approved By | Approved Datetime |
| | | Pn. Marianna binti Mansor | 05/05/2025 10:56:48 |

| Effective Datetime | Expiry Datetime | OGA Reference No. | Permit No. | Response Code |
| | 31/05/2025 00:00:00 | LPN-XX1G23 | LPN011X00000172025 | |

Special Condition

OGA Remarks

Sandec Details ˅

Transaction History ˄

No.	Date	Status	
1	05/05/2025 10:48:58	Draft	
2	05/05/2025 10:55:02	Application Submitted	
3	05/05/2025 10:56:49	Application Approved	PERINDUSTRIAN NANAS M'SIA
4	05/05/2025 10:56:50	Application Submitted To Customs	
5	05/05/2025 10:59:42	Application Acknowledged by Customs	Customs

6. Click here to print this Permit

PRINT | BACK

Figure 45

Figure 46: Permit Sample

-End of Guide-

This user manual shall be updated as and when required.