ePermit

MITI- Ministry of International Trade and Industry

MITI AP (Approved Module)

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ePermit MITI AP User Guide for
Trader User Module

Prepared by Dagang Net Technologies
Version 1.0

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Table of Content

Section 1. Introduction

MITI is the main Government Agency in leading National EDI implementation and the lead agency for ASEAN / National Single Window. It is also the main driving force for e-Commerce implementation in Malaysia.

1.1. Approved Permit (AP)

CUSTOMS ACT 1967 under CUSTOMS (PROHIBITED OF IMPORTS & EXPORT) ORDER 1998, the importation/ exportation of goods specified in column (2) and (3) of the Second Schedule of Customs Act is prohibited, EXCEPT import and export license had been granted and subject to condition specified in the license.

1.2. What is ePermit-MITI (AP)?

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

By using the application, the I/E will be able to supply and manage permit via online and next to track the application progress subsequently.

MITI will be able to view and process the application submitted by I/E either by approving or rejecting it in ePermit system. All approved applications will then be sent via DNT XIB system to KDRM for their processing, where the application status will be updated in ePermit.

1.3. How Does ePermit Benefit Me?

■ Reduces Turnaround time – faster processing of permit by OGA

■ It's convenient – ePermit is accessible from any computer that is connected to the internet.

■ Ease of Use – user friendly even for non PC savvy

■ Multi Tasking – access to various value-added services. For example Tariff Codes, Location Codes.

1.4. Who Should Read This Publication?

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading

summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

This publication (or topic collection) is intended for MITI (Ministry of International Trade and Industry)

1. **Trader User (Importer / Exporter) Module**

   Enabling the Trader User to apply for permits and apply permit cancellation. It also able to execute other related actions to permit application, for example print permit etc.

2. **Trader Admin Module**

   Enabling the maintenance of all Trader User Accounts and other needs by Trader User while applying the permits. It also holds additional responsible on other needs for example generating reports etc.

3. **MITI Verifier**

   Enabling permit application verification and approval of permit cancellation application.

4. **MITI Approver**

   Enabling permit application approval.

5. **MITI Registration**

   Enabling to process/ approve registration application, where username and password will be issued to user. It also enable user to add in new AP Types in Additional Registration.

6. **MITI Admin**

   Enabling maintrnance of all OGA User Accounts (Regiistration Approval and Permit Approval) and other needs OGA User while processing the permits. It also holds additional responsible on authority needs for example generating reports etc.

1.5.   Requirements to Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePermit services

- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Mozilla Firefox
  - Chrome version 10 and above

- Internet Connection

1.6.   About This Publication

This publication documents is to provide overview on how User can apply for permits or permit cancellation and deeper understand on ePermit (AP) System with step by step help.

1.7.   ePermit Publications

Get the right publications based on your ePermit- MITI (AP) subscription by referring to the table 1.

Publication Title	Document ID
ePermit – MITI (AP) User Manual for Trader User	
ePermit – MITI (AP) User Manual for Trader Admin	
ePermit – MITI (AP) User Manual for PIA (Verifier)	
ePermit – MITI (AP) User Manual for PIA (Approver)	
ePermit – MITI (AP) User Manual for PIA (Registration)	
ePermit – MITI (AP) User Manual for PIA (Admin)	

1.8.   Support Information

Should there are any issues arise from using ePermit, please contact Dagang Net's Careline;
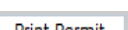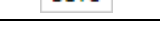
Call Us **1300 133 133**

Email Us **careline@dagangnet.com**

1.9. Convention

Icon / Button	Description	Function (s)
Sign In	Sign In	To sign in to the Permit application
SIGN OUT	Sign out	To log out of the Permit application
Edit Profile	Edit Profile	To edit profile
Help	Help	To view quick guide
Search	Search Text Box	To search for a particular application or item in a list
SEARCH	Search	To search for a particular list
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
VERIFY	Verify	To verify the transaction
REJECT	Reject	To reject the transaction
Print Permit	Print Permit	To print the permit
PRINT	Print	To print generated report
RESET	Reset	To undo changes
Cancel	Cancel	To exit / return
Close	Close	To close pop-up window
Save	Save	To save changes made
BACK TO MAIN	Back to Main	To return to Main page
□ / ✔	Checkbox	To tick ✓ for selection and untick to deselect
◄ / I◄	Previous	To go to previous/first page of a list
► / ►I	Next	To go to next/last page of a list
	Calendar	To view calendar
10 ▼ / ▼	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
September ▼	Month dropdown list box	To navigate and select a particular month
2010 ▼	Year dropdown list box	To navigate and select a particular year
View	View	To view details of a particular item
●	Radio Button	To select item
▼	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen

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	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen

1.10.   References
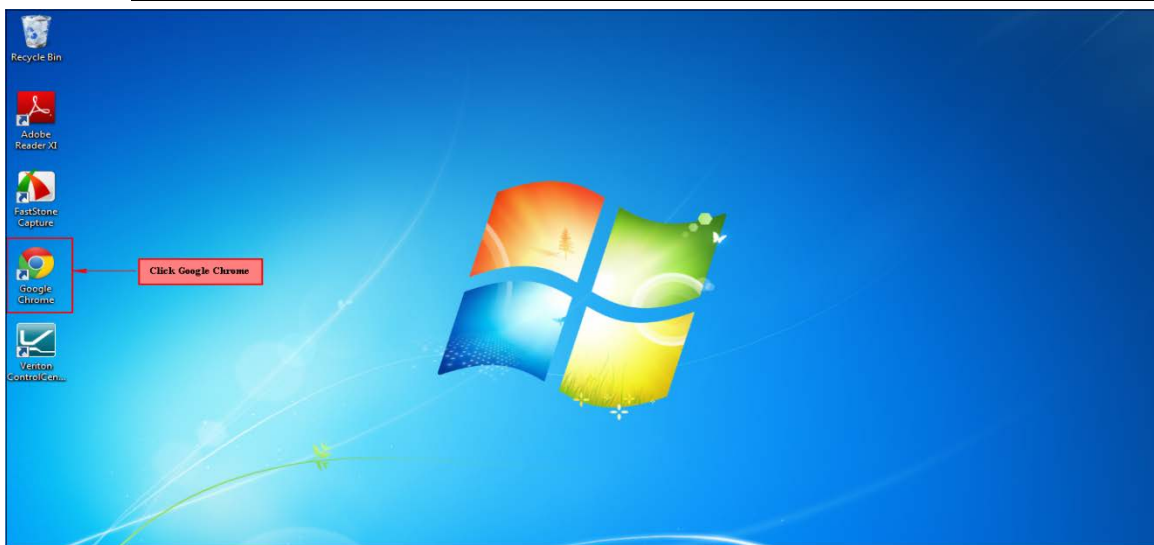
None

Section 2. Getting started with ePermit

2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via newepermit.dagangnet.com.my/epermit/login/login.html
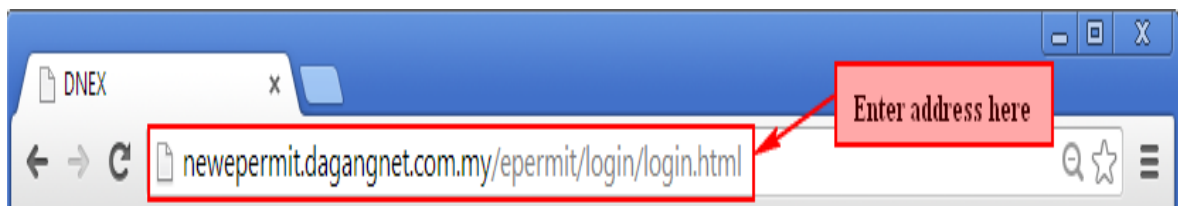
- ePermit is supported by Google Chrome and Mozilla Firefox.

To login, please follow the steps below:

2.1.1. Launch Google Chrome Browser

    i.   In your PC desktop, double click the Google Chrome to launch it.

2.1.2. Enter URL (Uniform Resource Locator) At Address Bar

    i.   In Chrome, go to address bar.

    ii.   Enter: newepermit.dagangnet.com.my/epermit//login/login.html

2.1.3. Enter Username and Password

i.   Enter **Username** and **Password**.

ii.   Click on the [Sign In] button to access the system.

iii. The main screen of system will be display as below.

2.2. Sign Out

Once done with the application tasks, you are advised to sign out from ePermit.

To sign out, please follow the steps below:

i. Click the [maq-ver1] button to view the **Sign Out** button.

ii. **User Info and Status** will be display.

iii. Click the [SIGN OUT] button to signout.

iv. A **Sign Out Notification** will be display as below.

v. Click [YES] to Sign out.

2.3.   Manage Password

You can manage or change your password, if required.

To manage password, please follow below steps.

i.   Click the **maq-ver1** to view the **Manage Password** button.

ii.   User **Info and Status** will be display as above.

iii.   Click the **MANAGE PASSWORD** button to change the password.

iv.   Password details will be display as below.

v.   Type old password.

vi.   Type new password.

vii.   Type new password again to confirm.

viii.   Click **Submit** button to change password.

ePermit
ePermit MITI AP (Trader User)

Section 3.   Permit Application

3.1.   Apply Permit

To apply export permit, please follow the steps below:

3.1.1.   View Create Permit Application Screen

i.   After login, system will show above screen. Click on the **NSW** tab.

ii.   Click on **ePermit** tab.

iii.   Click on **Create Permit Application**

iv.   Below screen will appear

3.1.2.   Insert Details for Permit Application

Click on the drop down buttons to choose:

1. **Permit Type**.

2. **AP Type**

3. **Category Name**

4. **Sub Category Name**

5. **MITI Branch.**

6. Click the CREATE button to create permit

7. A successful notification will appear as below.

8. Click YES
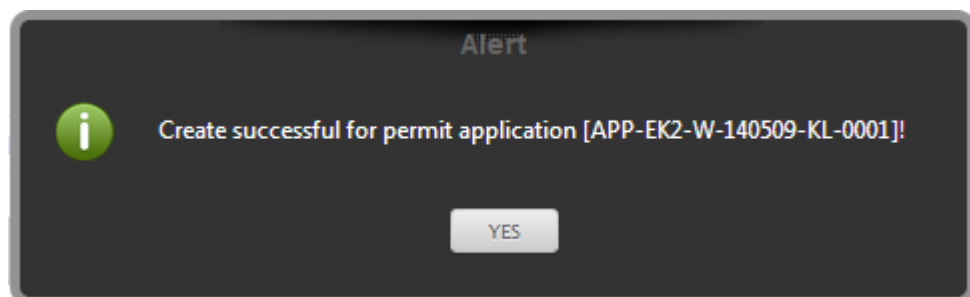
3.1.3.   Permit Details

After permit is created, screen for Permit details will appear as below. Company information will auto upload based on company registration's information.

Permit 1 of 1: MIT052014000034

[BACK TO APPLICATION]

Application

Permit Issuing Agency (PIA)	PIA Branch
MIN. OF INTERNATIONAL TRADE & IND.	MITI KL - EPERMIT

Application ID	Permit No.	Permit Type	AP Type
APP-EK2-W-140519-KL-0012		MITI Export	CEMENT

AP Category	AP Subcategory	Application Date	Export Date *
PORTLAND CEMENT	PORTLAND CEMENT	19-05-2014	

Consignor Details

ROC / ROB *
NFROC_300

Name *
DAGANGNET TRADING SDN BHD

Address *
| LOT 247 LORONG PERUSAHAAN 1 | INDUSTRIAL COMPLEX, 13600 PRA | PROVINCE WELLESLY 47640 SUBA | JAYA SELANGOR |

Consignee Details

ROC / ROB

Name *

Address *

Agent Details

Agent Code

Name

Address

Applicant Details

Name *

IC No. / Passport No. *	Designation *	Phone No. *	Fax No. *

Email

Application Details

Mode Of Transport *	Transport / Voyage / Flight / Conveyance No. *	Purpose *	Trader Reference No.
Please select		Please select	

Country Of Origin *	Customs Station Code *	Final Destination	Country Of Final Destination *
MALAYSIA	IBU PEJABAT KASTAM		Please select

Application Remarks

Port / Place Of Export *

Port Of Discharge *

Other Details

Amount Received / To Be Received	Currency Code	Exchange Rate	Equivalent (MYR) = (Exchange Rate X Amount Received)
	Please select		

	Unit FOB (MYR)	Freight (MYR)	Insurance (MYR)

Gross Weight (KG)	Measurements (Cubic Meter)	Number Of Packages *	Package Type *
			Please select

Flight Date / Time	ETA	ETD	

Special Treatment	Payment Of Goods Received / To Be Received From		
	Please select		

Via (Transshipment Cargo Only)

Marks And Nos. / Container Nos.

Package Description

Description Of Goods *

Items

Tariff Code *

Unit Of Measurement	Quantity * (e.g. 1234567.1234)

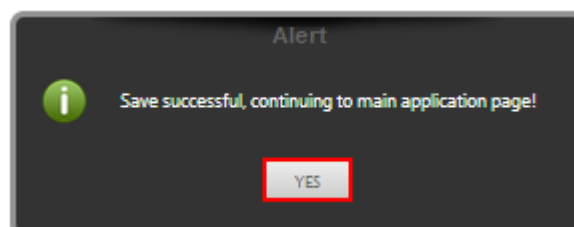Tariff Description *

Price Per Unit * (e.g. 123456789.12)	Gazetted Price	Total Price * (e.g. 123456789123456.12)

[RESET] [CONTINUE]

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i.   Fill up all the required details. **The red box/info is mandatory**.

ii. Type in the details or click on the [🔍] button to view list of registered info as below (if any). Choose the preferred info by click on the [SELECT] button and details will auto upload.

iii. Once completed, click on the **CONTINUE** button at the bottom of the page as below figure. (*This button will only available once all the mandatory details were completed.*)

iv. A successfull notification will appear as below. Clik the **YES** button.

3.1.4.   Supporting Document

After completed above steps, below screen will appear.

i.   Application status will be displayed as above.

ii.   To check or edit permit details again, click on the [EDIT] button as figure above and you will be directed back to the previous screen (permit details).

iii. If there's any amendment required, please follow step 3 above.

iv.   In order to submit for approval, attachment of supporting documents (invoice/ sales contract, etc) are required. Only files with extension like "jpeg" , "jpg" , "gif" , "tif" , "gif" , "pdf" , "doc" , "xls" are allowed.

v.   Click on the   button to choose your supporting document.

vi.   Choose your document. Document size is limited to 10000kb.

vii. Click on the [UPLOAD SUPPORTING DOCUMENTS] button as below.

viii. Once upload is completed, the document list will change to green as below.

ix. To add other supporting document, please repeat step **v** to **vii** above.

x. To check or download the attached supporting document, click on the green attachment list.

xi. If there is no mandatory supporting documents were attached, a reminder will be shown as below. Click [YES] to upload the documents as above.

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3.1.5. Declaration

Before any submission, a declaration on information given is required.

i. Click on the ☐ button and the submit button will be available.

ii. Click on the [SUBMIT FOR APPROVAL] button to request for approval as below.

ePermit
ePermit MITI AP (Trader User)

iii. A successfull notification will appear as below. Click [YES] button
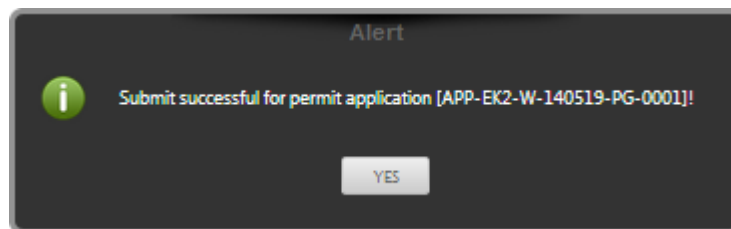
iv. After submission was succcessfull, apllication status will change to Awaiting OGA Approval.

3.1.6. Copy application (if any)

This system allowed copying information from existing permit so that users do not have to retype all the required details again. However, you are encouraged to check the validity of the info and change it if necessary.

Steps to copy application as below:

i. Click on the [COPY APPLICATION] button and below screen will be shown

ePermit
ePermit MITI AP (Trader User)
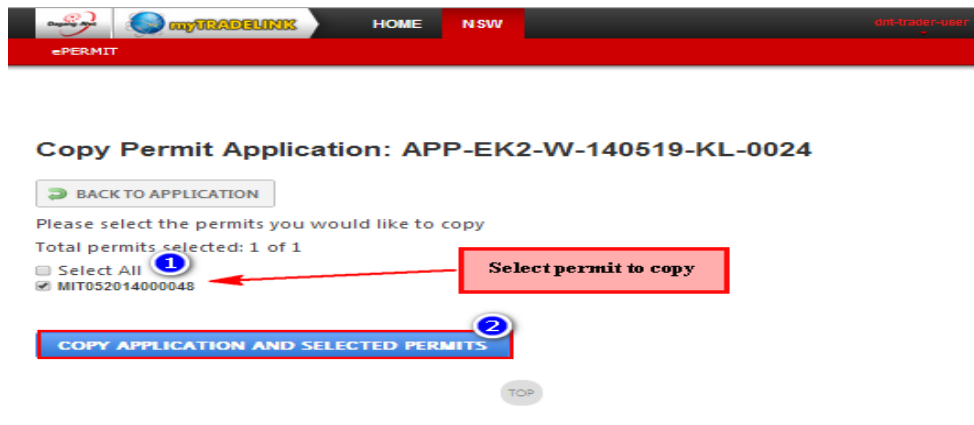
ii. Select the preferred permit to copy

iii. Click the **COPY APPLICATION AND SELECTED PERMITS** and a notification as below will shown
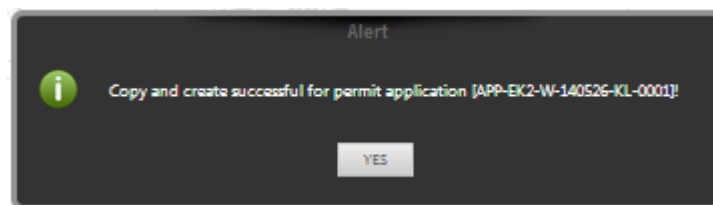
iv. Click Yes.

v. A Permit details screen will be shown as the selected copies permit, except for Export Date and Items details which need to fill up again.

3.1.7. Delete Application
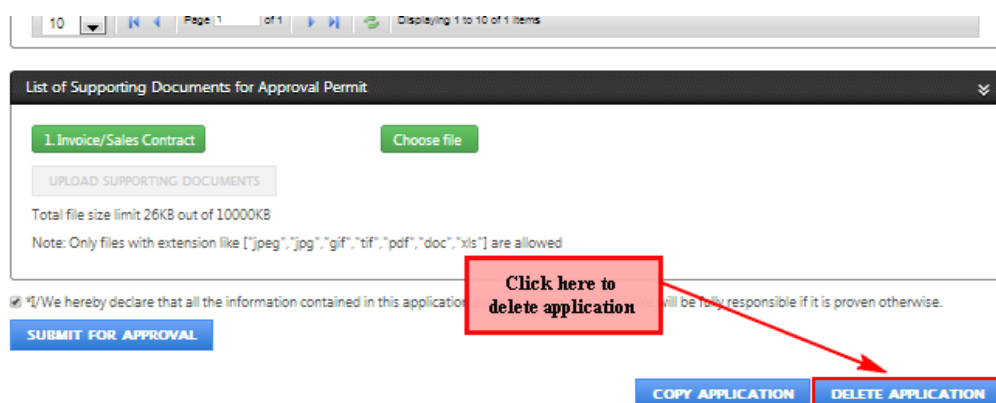
i. Click the **DELETE APPLICATION** button.

ii. A notification to confirm deletion will appear as below.

iii. Click **YES** button. If click **NO**, the system will be directed back to permit previous screen.

ePermit
ePermit MITI AP (Trader User)
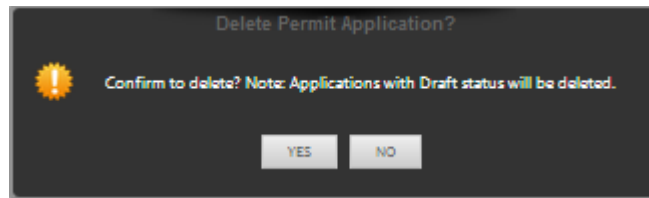
iv.   A notification on deleted permit will be shown as below.

v.   Click [YES] and screen will be directed back to Home screen.

ePermit
ePermit MITI AP (Trader User)
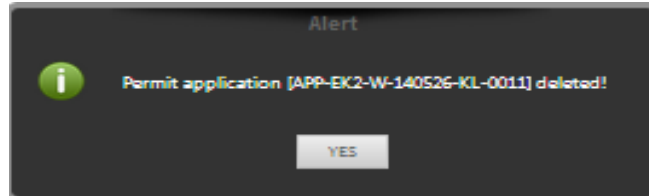
Section 4.   eDeclare Update

To update eDeclare, please follow below steps;

4.1.   View the eDeclare Update Screen

i.   After login, system will show above screen. Click on the **NSW** tab.

ii.   Click on **ePermit** tab.

iii.   Click on **eDeclare Update**

4.2.   eDeclare Update

i.   Click 🔲 to view the calender

ii.   Pick any "**Application Date (From)**" e.g: **5/05/2014** and any "**Application Date (To)" e.g. 26/05/2014**

iii. Click [SEARCH] to view search result.

iv.   The result will shown as above

v.   Click [Upload] to upload the permit

vi. Click RESET to reset the search

vii. A notification of permit uploaded will appear as below

viii. Click BACK to go back to previous screen

Alert

ℹ Permit [MIT052014000029] has already been uploaded to eDeclare!

YES
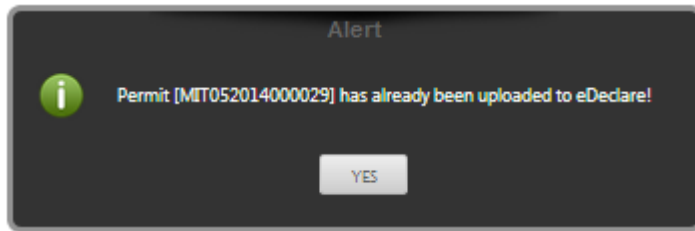
** Please applied same steps to upload by **Permit Type** or **Status***

Section 5.   Advance Search and Navigation

5.1.   Advance Search

Permit can be search by Permit Type, AP Type, Application Date, Approve Date, Status, Company Name, Application ID or any combination of this. For example, by Permit Type and Status

To view permits, please follow the steps below:

    i.   Go to NSW menu bar

    ii.   Go to ePermit

    iii.   Click on the Search Application

You may search for a permit application by one of the following methods;

5.1.1.   Filter by Status

    i.   Click on ☑ at **Status** to view list of status. Select a status; e.g: **Draft.**

    ii.   Click **SEARCH** to view search result.

    iii.   The result will shown as above;

iv. Click [RESET] to reset the search.

5.1.2.   Filter by Application Date or Approved Date

iv. Click [☷] to view the calender

v. Pick any "**Application Date (From)**" e.g: **1/05/2014** and any "**Application Date (To)**" e.g. **24/05/2014**

vi. Click [SEARCH] to view search result.

vii. The result will shown as above

viii. Click [RESET] to reset the search

* *Please applied same steps to search for Approved Date*

5.1.3.   Filter by Permit Type

To search by Permit Type, please follow the steps below to view the drop down list/choice.

i.   Click [▼] to select **Permit Type**; e.g: **MITI Eksport**

ii.   Click [▼] to select AP Type; e.g: Cement

iii.   Click [▼] to select **AP Category**; e.g: **Portland Cement**

iv.   Click [▼] to select **AP Sub-Category**; e.g: **Portland Cement**

v.   Click **SEARCH** button to view search result.

vi.   Click **RESET** to reset the search

5.1.4.   Filter by Company Name

vii.   Enter **Company Name** in the column.

viii.   Click **SEARCH** button to view search result.

ix.   Click **RESET** to reset the search

ePermit

ePermit MITI AP (Trader User)

5.1.5. Filter by Application ID

i. Enter **Application ID**.

ii. Click ![SEARCH] button to view search result.

x. Click ![RESET] to reset the search

5.2. Additional Features

There are a few additional features in Permit screen:

5.2.1. Number of Transaction Display

i. Select a number from the ![20] drop down list box. The above transactions are searched to select number of transaction display.

5.2.2.   Page number Layout
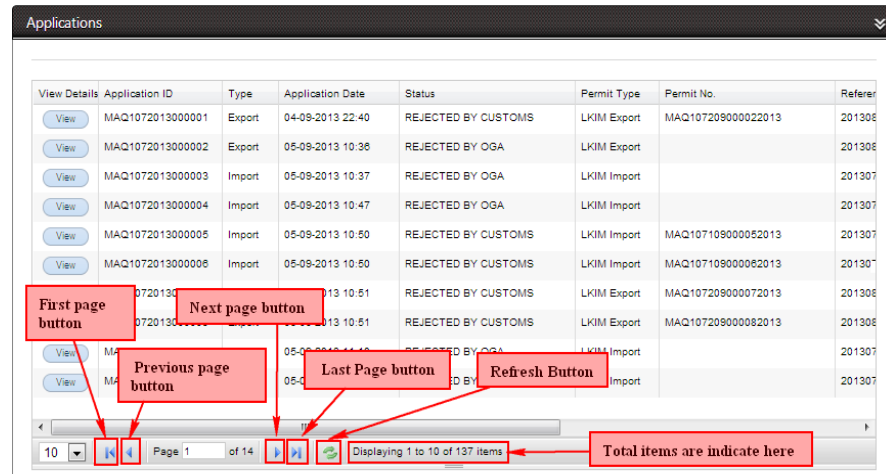
i.   Click ◀ to navigate to the previous number of page.
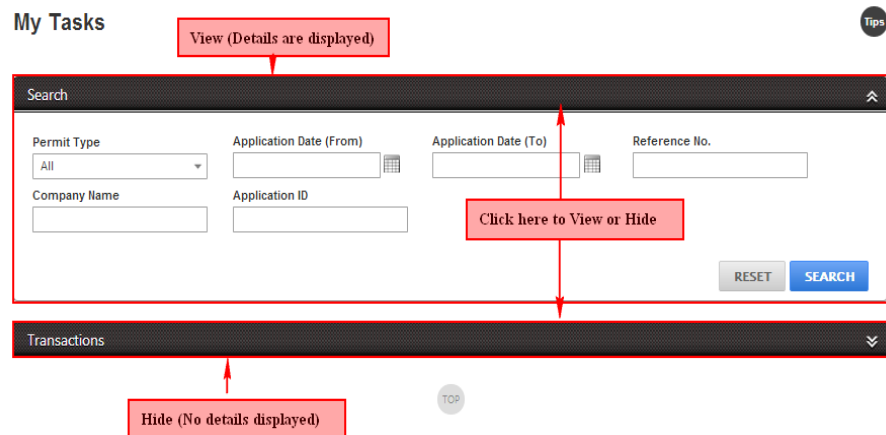
iv.   Click ▶ to navigate to the next number of page.

v.   Click ◀◀ to navigate to the first page.

vi.   Click ▶▶ to navigate to the last page.

vii.   Click ⟳ to refresh the page.

viii.   The summary of diplayed items are dispalyed next to the refresh button as above.

5.2.3.   View and Hide Function

1.   Click on the **title bar** to view details.

2.   Click on the **same title bar** again to hide the details.