ROYAL MALAYSIAN CUSTOMS DEPARTMENT **USER MANUAL uCustoms USER MANUAL** PHASE 1 - DECLARATION (EXTERNAL USER) 25th July 2017 / Issue 1.2 **♦**|BRINFO

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Revision Hi	story			
Date	Version	Issue	Change Description (Chapter/Section/Page Changes)	Created/Changed By
05.06.2015	0.1	First Draft		ICS
02.07.2015	1.0	First Issue	Implemented QC feedback.	ICS
29.09.2015	1.1	Second Issue	Implemented Brinfo's feedback.	ICS
30.12.2016	1.2	Second Draft	Implemented Template changes and common UI changes referring to the uCustoms application from 03.10.2016 to 28.12.2016.	ICS
21.02.2017	1.2	Second Issue	Implemented the following change requests referring to uCustoms application from 02.01.2017 to 20.02.2017: CRN0009 - Functional Unit Declaration. CRAPP0086 - Association of multiple declarations. CRN0017 - Tax Stamp and Sub Declaration process for Import of Cigarette and Liquor. CRN0018 - Cess Computation. CRN0019 - Port of Shipment field in Declaration module.	ICS

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			 CR APP 0011 - Declaration Invoice Detail. CR APP 0003 - CR Refund (Passenger Assessment). CRN/APP/0087 - 1BL Multiple Declarations. CRN/APP/0017 - Import Master Provisional Purchase of Stamp Duty. CRN/APP/0018 - Integrated Tariff Mgmt. Cess Computation. CR-APP-0074-REG- Port Customs Station Profile. 	
25.07.2017	1.2	Third Issue	Implemented the following change requests referring to system from 03.07.2017 to 10.07.2017:	ICS

References

Document Number	Document Description
13.03.05	SDS Phase 1 Declaration Module

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Abbreviations

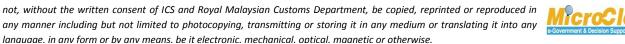
Abbreviation	Expansion
BRN	Business Registration Number
CIF	Cost, Insurance and Freight
CNI	Cost and Insurance
FOB	Free On-board
MRA	Mutual Recognition Agreement
NCC	National Clearance Center
РО	Purchase Order
PCA	Principal Customs Area
RMS	Risk Management System
UOM	Unit of Measurement

Definitions

Brinfo	Referring to Brilliance Information Sdn. Bhd.
ICS	Referring to Inspection and Control Services
JPJ	Referring to Malaysian Road Transport Department (<i>Jabatan</i> Pengangkutan Jalan Malaysia)
MicroClear®	Referring to MicroClear® System
uCustoms	Referring to uCustoms Application

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Preface

About this Manual

This User Manual helps to understand and use the Declaration Module of uCustoms. It describes the features of Declaration Module, and explains the procedures to be followed for performing the system functions in the Declaration Module.

Prerequisites

The course assumes the attendees are to have basic knowledge on Customs operations and familiarity with the business terms related to Customs activities. Although this is not an absolute requirement, lack of basic Customs knowledge and familiarity may affect the learning rate of the course.

The uCustoms application is a standardized Web Application. Once the attendee learns the basic functions, using similar features will become easy and intuitive.

During the training, fictitious accounts will be provided for various type of users based on their specific roles.

Intended Users and their Roles

Declaration			
Users	User Role Description		
Trader or Forwarding Agent	Create Customs Declaration.		
	i. Create New Declaration.		
	Create Final Import – Normal Import Declaration.		
	i. View Declaration Dates.		
	ii. Associate Warehouse Out Forms.		
	iii. Associate Free Zone Declaration.		
	iv. View BL/AWB/WB Information.		
	v. View Consignee Details.		

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Users	User Role Description
	vi. View Transaction History.
	vii. Upload Required Documents.
	viii. View Rulings.
	ix. Create Invoice Information.
	x. Create Invoice Item Details.
	xi. Associate Exemptions.
	xii. Create Value Declaration Form (K1A).
	xiii. Calculate Duty for Declaration.
	xiv. Submit Declaration to Customs.
	3. Create Provisional – Master Provisional Import
	Declaration.
	i. View Declaration Dates.
	ii. View Consignee Details.
	iii. View Transaction History.
	iv. Upload Required Documents.
	v. View Rulings.
	vi. Create Invoice Information.
	vii. Create Invoice Item Details.
	viii. Associate Exemptions.
	ix. Calculate Duty for Declaration.
	x. Submit Declaration to Customs.
	 Create Final Import – Sub Declaration. View Declaration Dates.
	ii. View BL/AWB/WB Information.
	iii. View Consignee Details.
	iv. View Transaction History.
	v. Upload Required Documents.
	vi. View Rulings.
	vii. Associate Tax Stamp.
	viii. Associate Invoice Information.
	ix. Associate Invoice Item Details.
	x. Calculate Duty for Declaration.
	xi. Submit Declaration to Customs.
	5. Create Final Export – Normal Export Declaration.
	i. View Declaration Dates.
	ii. View Consignor Details.
	iii. View Transaction History.
	iv. Upload Required Documents.
	v. View Rulings.
	vi. Create Invoice Information.

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Declaration	
Users User Role Description	
USEIS	vii. Create Invoice Item Details. viii. Associate Exemptions. ix. Calculate Duty for Declaration. x. Submit Declaration to Customs. 6. Create Provisional – Export Provisional Declaration. i. View Declaration Dates. ii. View Consignor Details. iii. View Transaction History. iv. Upload Required Documents. v. View Rulings. vi. Create Invoice Information. vii. Create Invoice Item Details. viii. Associate Exemptions. ix. Calculate Duty for Declaration. x. Submit Declaration to Customs. 7. Create and Submit Exempted Vehicle Ownership Transfer. 8. Create Declaration Delegation. 9. Create Cancel Declaration Request. 10. Create and Submit Functional Units. i. Request for Functional Unit Amendment. 11. Create and Submit Tax Stamp Purchase Order Request. 12. Associate Licensed or Registered Carriers.
Warehouse Operator	 View Document Review Requests. Acknowledge Goods for Declaration Cancellation.
Port Operator	Acknowledge Goods for Declaration Cancellation Request by PO.



Typographical Conventions Used in Manual

The following table lists the typographical conventions used in this document.

Formatting/Writing Convention	Type of Information	
Buttons, Form names, List names, Section names,	Commands and Screen elements.	
Subsection names, Column names, Menus,	Example: On the Government Stakeholders	
Submenus, Figure Numbers, and Cross References	submenu, click New .	
appear in Title Case and are bold-faced.		
Blue text underlined.	URLs, links and hyperlinks.	
	Example: http://www.customs.gov.my/en	
Note: <text></text>	Note refers to additional information related to	
Bold Note font and the text highlighted with grey.	the described content.	
	Example:	
	Note : Click the message count to navigate	
	directly to the Inbox instead of viewing the	
	message count details.	
<field name:=""> - Italic</field>	Field labels.	
	Example: Enter the <i>Full Name</i> .	
<glossary term=""> - Bold, Title Case</glossary>	Glossary terms.	
	Example:	
	Consignee – A person or company to whom	
	commodities are shipped.	
Enter and select	Example:	
	Enter and select the name of the Country from	
	where the Passport number is issued.	
	Country * Maldives ×	
	* Malawi	
	Maldives	
	Mali	
	Malta	
Split Image	If the image is long, then for better visibility of	
	screen elements, the image is split into parts and	
	the figure caption is added to the last part of the	
	image.	

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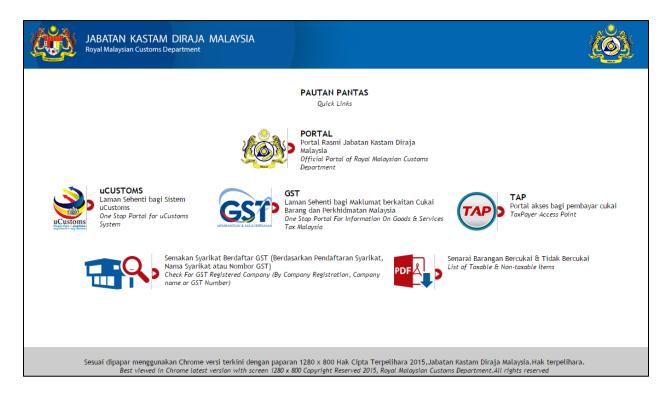
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GETTING STARTED

Registered user can login to uCustoms by entering the Customs URL in the address bar of the web browser.

The **RMCD** home page appears as shown below:



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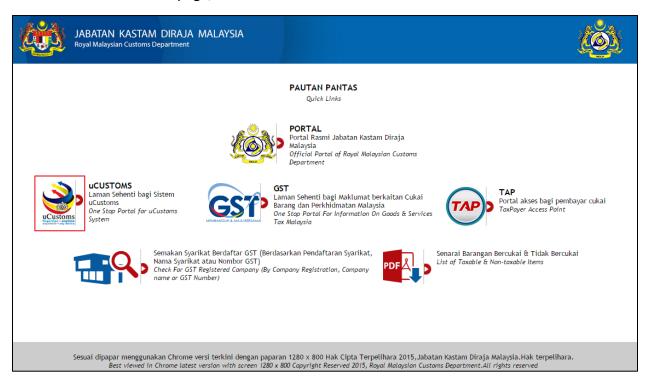
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language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.

Logging in

To login to uCustoms:

1. On the **RMCD** home page, click **uCUSTOMS** as shown below.



Or

2. On the RMCD portal, select eSERVICES menu and then click uCustoms as shown below.

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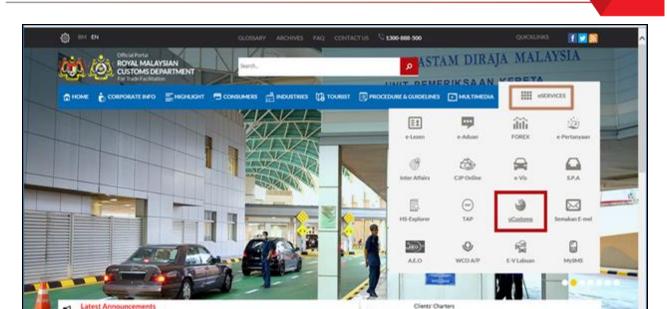
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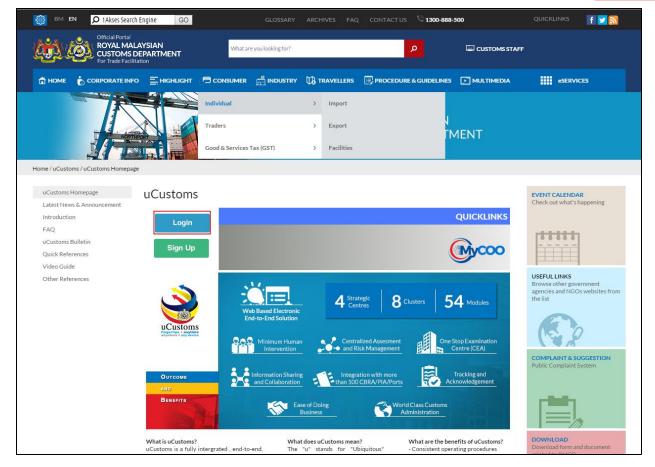


3. On the uCustoms home page, click Login as shown below.

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Portal uCustoms page appears as shown below.

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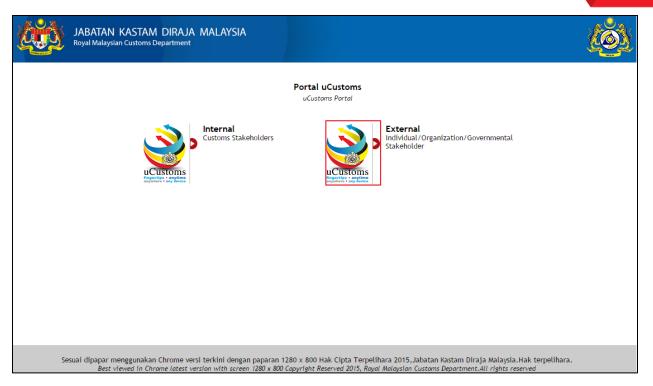
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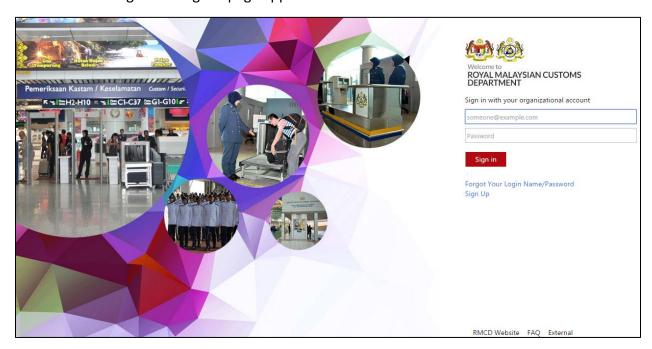
lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.





4. Click the **External Stakeholders** logo to sign in as an External User.

The following **RMCD** sign in page appears.



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- 5. Enter the Login ID for example, jpatil@agility.com.
- 6. Enter the Password.
- 7. Click Sign in.

If the Stakeholder (Individual or Organization) is registered with only one Login ID, then after login, the uCustoms home page appears as shown below.



If the Stakeholder is registered with more than one organization, or if the Login ID is the same for an Individual or Organization Stakeholder, then the following Organization Selection form appears.

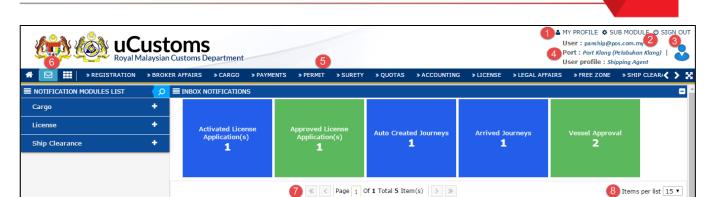


8. Select the Organization / Individual Name and Default User Profile from the respective dropdown lists and click Continue to proceed to the uCustoms home page.

uCustoms Home Page

The uCustoms home page is shown below.





1	My Profile
2	Sub Module
3	Sign out
4	User Details
5	Menu Bar
6	Mailbox
7	Page Navigation
8	Items per List

The uCustoms home page features are listed below:

- My Profile,
- Sub Module,
- Sign Out,
- User Details,
- Menu Bar,
- Mailbox,
- Page Navigation, and
- Items per List.

I. My Profile

On the home page, click MY PROFILE to view additional options, such as Preferences, Edit Profile and the option to switch languages as shown below.

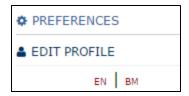
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Preferences

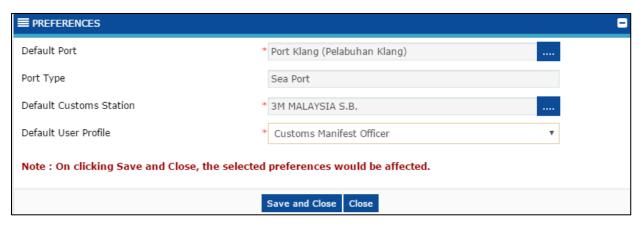
To edit the preferences:

- 1. Click PREFERENCES
- 2. If the Ports and Customs Stations are not associated during uCustoms Registration, then the Preferences pop-up window appears as shown below.



If the Stakeholder (Individual or Organization) selects default Ports and Customs Stations during uCustoms Registration, then the Preferences pop-up window appears as shown below.

The **Preferences** pop-up window appears as shown below.



3. Select the *Default Port, Port Type, Default Customs Station* and *Default User Profile* as required, from the respective drop-down lists.

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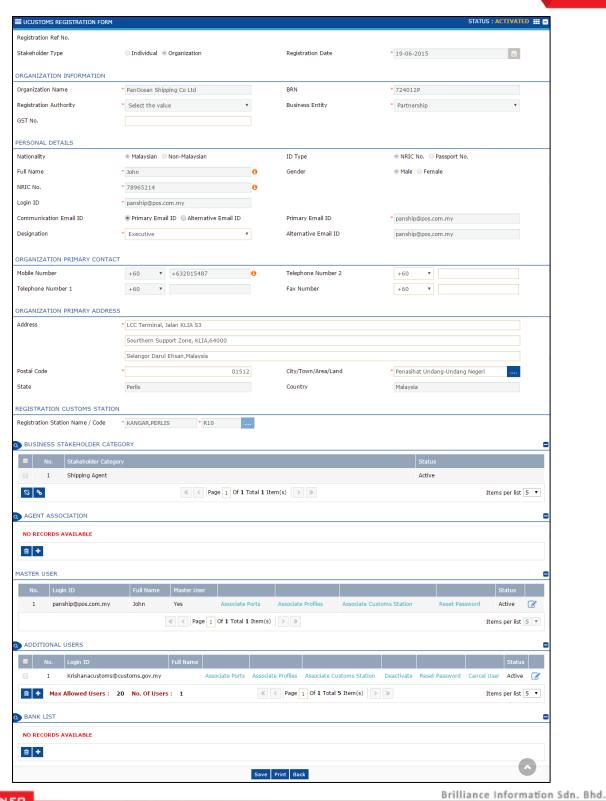
4. Click Save and Close.

Edit Profile – This link allows user to view and / or edit the profile-related details. To edit the profile details:

- 5. Click EDIT PROFILE
- 6. Make the required changes in the respective **Registration Form**.

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7. Click Save.

The profile changes are saved successfully.

Switch Language: By default, the application's content appears in English (EN). To view the content in Bahasa Melayu, click **BM**.



II. Sub Module

This includes the MYCOO link

III. Sign Out

Click SIGN OUT to sign out of uCustoms.

IV. User Details

The User details display the Login ID, associated Port (if any), and the User Profile as shown below.

User: panship@pos.com.my
Port: Port Klang (Pelabuhan Klang) |
User profile: Shipping Agent

User – Displays the logged in user's ID.

Port – Displays the Port, if the Port is associated to the logged in user.

User profile – The user's role is displayed based on the profile configuration.

V. Menu Bar

To access a menu:

• Click the particular menu on the menu bar as shown below.

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Or

Click to view the pictorial list of menus accessible to the profile as shown below.



On the home page, click to hide the header as shown below.



The home page appears as shown below.



Note: To view the header again, click <a> I.

Submenu

To access a submenu:

 Click the menu to view the list of submenus in an expandable list as shown below and then click the submenu.

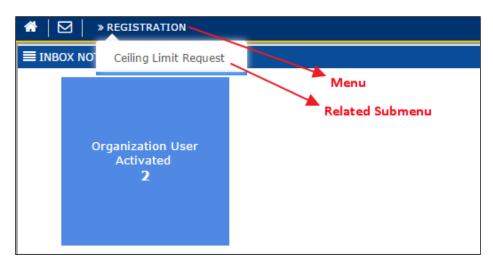
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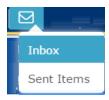
The list of submenus can also be viewed through the pictorial list as shown below.



VI. Mailbox

Mailbox allows user to view all the messages received from and sent to other uCustoms users.

On the home page, click to view the Mailbox options as shown below.



Inbox

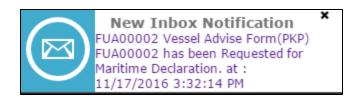
• Inbox is displayed by default on the Home page once the user logs in to uCustoms. Whenever a new message is received or sent, system displays an alert as shown below.

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Click the message to view the details.

Or

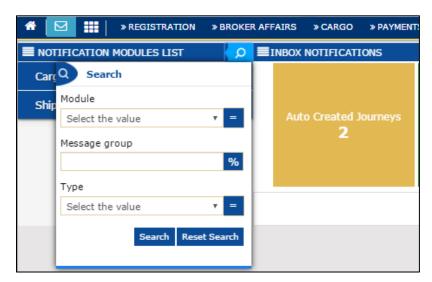
• Click and then click **Inbox** submenu.

The Notification Modules List and Inbox Notifications appear as shown below.



Notification Modules List

- It specifies the list of modules for which notifications have been received or sent.
- Click to search the notifications for a specific module as shown below.



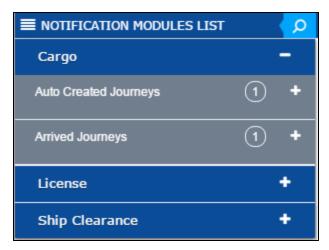
• Click to view the Message Groups for which notifications are available for a module as shown below.

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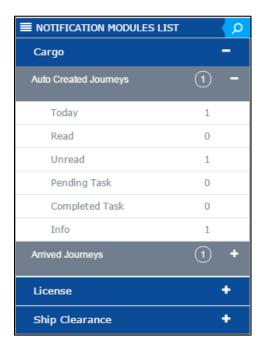
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- Click to collapse the Notification Modules List.
- In the Message Group, click to view the details such as the number of Read messages,
 Unread messages, Pending Task, Completed Task and the Total count of Read and Unread messages as shown below.



• Click to collapse the Message Group details.

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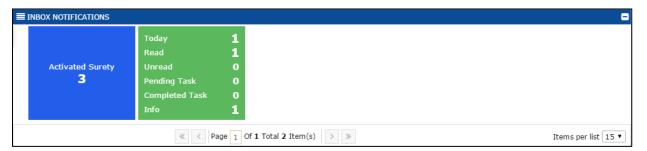
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Inbox Notifications

- The messages received are grouped as per different Message Types.
- Clicking the Message Group flips and shows the Message Count for each Message Type, which
 includes details such as the number of messages received on that day, the number of Read
 messages, Unread messages, Pending Task, Completed Task and the Total count of Read and
 Unread messages as shown below.



 Click the message count to view the messages received in the message group as shown below.



• To view the message details, click

The Message Details appears as shown below.



Click Back to navigate back to the Inbox.

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 In the Inbox click the <u>Reference</u> to navigate to the relevant form and view further details or perform an action.

Sent Items

To view sent messages, click and then click **Sent Items**. The **Sent Items Notifications** appear as shown below.



VII. Page Navigation

uCustoms displays ten (10) records per page, with the rest of the records displayed on the remaining pages. While navigating through the record pages, page navigation links will appear

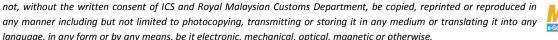
Page 1 Of 6 Total 58 item(s)
which are located below the list of records. Click to move to the next page, or to navigate to the previous page. To navigate to first page of the records list, click and to navigate to last page of the records list, click. To directly navigate to a page, enter the page number and then press TAB.

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VIII. Items per List

The number of items listed per page can be selected from the drop-down list tems per list 5

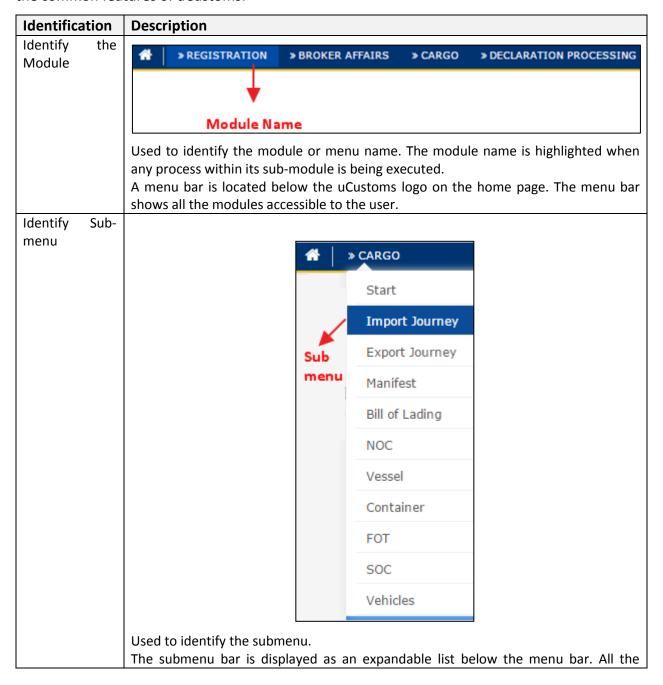
The page refreshes with the selected number of items.

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UCUSTOMS USABILITY CONVENTIONS

The common conventions used in uCustoms are explained in this section. The following table lists the common features of uCustoms:

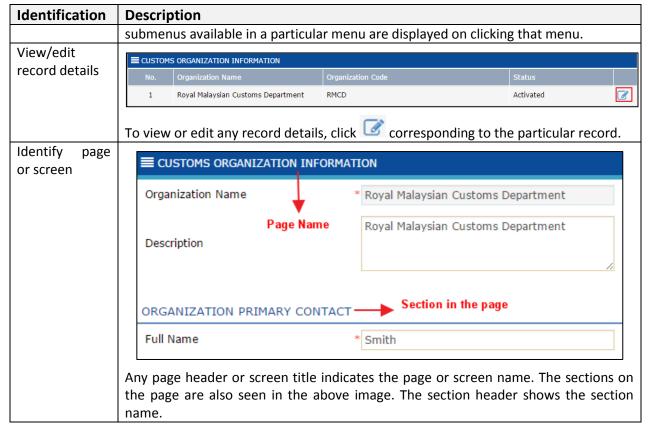


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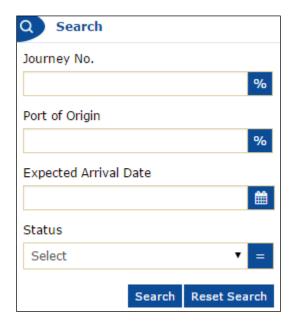


COMMON FEATURES

uCustoms includes some common features across all modules. Functions for these features are same throughout the application. These common features are grouped and described with their functions below.

Search

uCustoms allows searching for a particular record by entering the keyword(s) associated with that record. User can search a record by entering the keyword(s) in the **Search** window located on the left side of the submenu, main list or sub list.



To search:

Enter or select any or all the search parameters in the respective search fields and click
 Search.

The search results appear which help the user to easily navigate to the required record.

Click Reset Search to clear the search parameters and reset the list or sub list.

To perform a smart search (i.e. search by entering partial characters):

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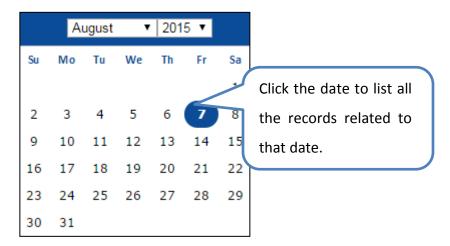




- In fields, enter the values followed by '%'.
- In = fields, enter or select the exact values.
- In fields, filter the records by selecting the date from the calendar.

Calendar

Calendar helps to fetch the records based on the selected Day, Month, and Year. The downward pointing arrow icon on the calendar helps the user to select the required year and month.



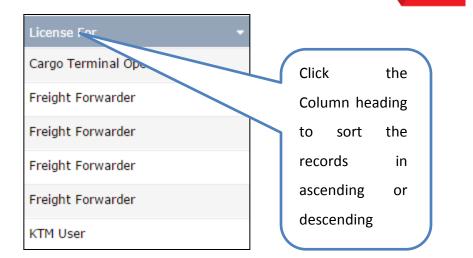
Note: By default, the current date is highlighted in the calendar.

Sort

Sort function in uCustoms enables the user to sort the records in ascending or descending order. Click the column heading in a list to sort the records.

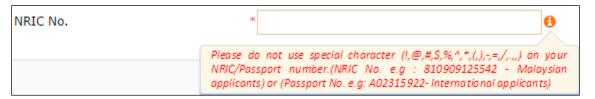
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ScreenTip

ScreenTip is provided in some of the forms to help the user to understand the type of characters to be used in that field as shown below.



The screentip can also be used to indicate certain validations as shown below.



ToolTip

ToolTip helps the user to view the names of controls used across the application. Rest the mouse on the controls to view its details as shown below.



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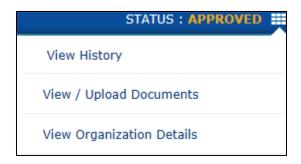
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Link Repository

The Link Repository helps to view all the links associated to the current form page or section. To navigate to the Link Repository, click Link Repository icon. The link(s) associated to that form page or section is displayed in an expandable list as shown below.



To add details in a link, click the link. The corresponding pop-up window appears.

Common Icons in uCustoms

Following are the common icons in uCustoms:

Icon	Description
	Open icon: Used to open a record.
+	New icon: Used to create a new record.
===	Link Repository icon: Consists of all the links associated to the module.
%	Smart search: Used to perform a smart search by entering partial characters.
=	Exact search: Used to perform exact search by selecting or entering the exact details.
#	Calendar icon: Used to open the calendar window to select a date.
•	Close icon: Used to close a window.
«	Navigation icon: Used to navigate to the first page of the list or sub list.
<	Navigation icon: Used to navigate to the previous page of the list or sub list.
>	Navigation icon: Used to navigate to the next page of the list or sub list.
»	Navigation icon: Used to navigate to the last page of the list or sub list.
<u> </u>	Navigation icon: Used to navigate to the beginning of the form.
90	Associate icon: Used to associate record(s).
83	Disassociate icon: Used to disassociate record(s).
	Save icon: Used to save the details.
	Save Selection icon: Used to save the selected records for association.

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Icon	Description			
⊞	Delete icon: Used to delete record(s).			
(1)	Duty Details icon: Used to view the applicable duties and taxes.			
*	Download icon: Used to download sample documents.			
③	Download Template icon: Used to download the template.			
Q	Search icon: Used to search items in a list.			
0	Screentip icon: Used to provide additional information about a field.			
Delete	Tooltip icon: Used to provide additional information about a field.			
	Collapse Form icon: Used to collapse a form.			
+	Expand Form icon: Used to expand a form.			
	Collapse List icon: Used to collapse a list.			
0	Expand List icon: Used to expand a list.			

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1. DECLARATION

The Customs Declaration module enables Traders or Forwarding Agents to request and obtain the necessary Customs clearance for their goods. For every electronically submitted goods declaration document, the data is validated and verified; and errors if any, are conveyed to the users.

Traders or Forwarding Agents can file import and export declarations, associate required documents with declarations, add invoice and invoice items, associate permits, exemptions, and trade agreements with invoice items, calculate duties or taxes and submit the declaration to Customs. The Declarant receives the declaration status updates in their Inbox.

The payments are collected from the approved declarations. After collecting the payments, goods are released for the declaration, and then exit release for the goods is issued and finally the declaration is closed. The respective Inspection Department Officers release the declarations which undergo inspection. Once the declaration is released, Exit Gate Pass (Release Receipt) is issued and the goods are released.

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1.1 Roles and Functionality Matrix

Following is the mapping of the different roles to the activities they perform:

		Responsibilities								
Roles	Final Import - Normal Import Declaration	Final Import - Sub Declaration	Provisional – Master Provisional Declaration	Final Export - Normal Export Declaration	Export Provisional Declaration	Exempted Vehicle Ownership Transfer	Declaration Delegation	Cancel Declaration Request	Create and Submit Functional Units/ Functional Unit Amendment	Tax Stamp Purchase Order Request
Trader	✓	✓	✓	✓	✓	4	✓	✓	✓	✓
Forwarding Agent	4	✓	✓	✓	✓	✓	4	4	×	✓

Table 1.1-1: Roles and Functionality Matrix

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1.2 **Features in Declaration Module**

The features available in Declaration module include:

- Create Customs Declaration.
 - Create New Declaration.
- Create Final Import Normal Import Declaration.
 - View Declaration Dates.
 - Associate Warehouse Out Forms.
 - Associate Free Zone Declaration.
 - View BL/AWB/WB Information.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - View or Edit Freight Details.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - Create Value Declaration Form (K1A).
 - Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.

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- Create Provisional Master Provisional Import Declaration.
 - View Declaration Dates.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - View or Edit Freight Details.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.
- Create Final Import Sub Declaration.
 - View Declaration Dates.
 - View BL/AWB/WB Information.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Associate Tax Stamp.
 - Associate Invoice Information.

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- Associate Invoice Item Details.
- Calculate Duty for Declaration.
 - View Declaration Duties Details.
- Submit Declaration to Customs.
- Create Final Export Normal Export Declaration.
 - View Declaration Dates.
 - View Consignor Details.
 - View Transaction History.
 - o Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - o Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.
- Create Provisional Export Provisional Declaration.
 - View Declaration Dates.
 - View Consignor Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.





- - Create Invoice Information.
 - Open Invoice Information.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - o Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.
 - Create and Submit Exempted Vehicle Ownership Transfer.
 - Create Declaration Delegation.
 - Create Cancel Declaration Request.
 - Create and Submit Functional Unit.
 - Request for Functional Unit Amendment.
 - Create and Submit Tax Stamp Purchase Order Request.
 - Associate Licensed or Registered Carriers.
 - View Document Review Requests.
 - Acknowledge Goods for Declaration Cancellation Request.
 - Acknowledge Goods for Declaration Cancellation Request by PO.

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A. Trader/Forwarding Agent

Traders (Importers or Exporters) and Forwarding Agents can create new declarations, calculate duty on the declarations, submit the declarations to Customs and pay the duties and taxes. Trader or Forwarding Agent can create Normal Import and Export declarations of the following types.

- Import Bill.
 - Final Import Normal Import and Sub Declaration.
 - o Provisional Master Provisional Declaration.
 - Final Import Sub Declaration.
- Export Bill.
 - o Final Export Normal Export Declaration.
 - o Provisional Export Provisional Declaration.

The various types of Import and Export declarations and their filing and processing for submission are explained below.

1.3 Create Customs Declaration

Traders (Importers or Exporters) and Forwarding Agents can create new declarations, calculate duty on the declarations, submit the declarations to Customs and pay the duties and taxes.

The major difference between Trader's and Forwarding Agent's Declaration creation is that Traders create Declarations for themselves, whereas Forwarding Agents create the Declarations on behalf of the Traders who have selected the particular Forwarding Agent for creating the Declaration.

1.3.1 Create New Declaration

Trader or Forwarding Agent can create the Declaration with the Declaration Type, Consignee, Sub Type and Transaction Type details. For the created declarations, Invoice and Invoice Item are added, the required documents are uploaded, Bill of Lading, Free Zone or Warehouse is associated,

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and other necessary functions are performed before submitting the Declaration to Customs. To create the new Declaration:

1. On the **Trade Facilitation** menu, click **Import/Export/Transit** and then click **Customs Declaration** submenu.

The **Customs Declaration** list appears as shown below.

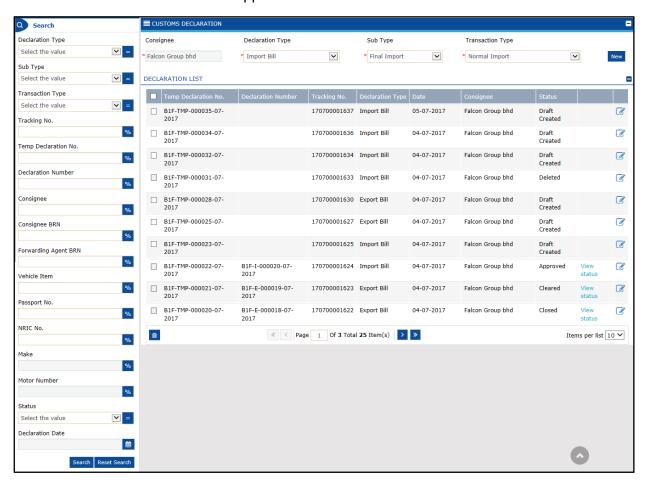


Figure 1.3-1: Customs Declaration List

- 2. *Consignee* field is auto-displayed based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. When a Forwarding Agent logs in to uCustoms to create Declaration, the Forwarding Agent has to select the Trader in *Consignee* field as shown in **Figure 1.3-2**.

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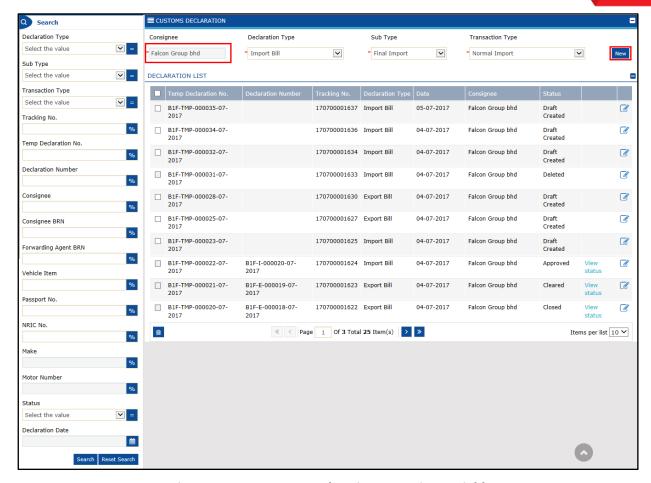


Figure 1.3-2: Customs Declaration - Consignee Field

4. Select the Declaration Type as Import Bill, Export Bill or Transit as shown below.

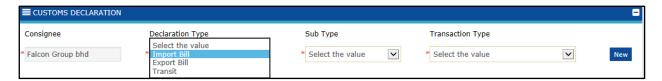


Figure 1.3-3: Customs Declaration – Declaration Type

5. Select the *Sub Type* of Declaration from the drop-down list.

Note: The drop-down list shows different sub types as per the selected Declaration Type.

 If the Declaration Type is Import Bill, then the corresponding Sub Types displayed are Provisional, Final Import, Under Special Regimes, Re-Import and Temporary Import as shown in Figure 1.3-4.

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Figure 1.3-4: Customs Declaration - Import Bill - Sub Type

Note: The Sub Types - Under Special Regimes, Re-Import and Temporary Import are explained in the **Inward** and **Outward Processing** User Manuals.

• If the *Declaration Type* is Export Bill, then the corresponding *Sub Types* displayed are Provisional, Final Export, Re-Export and Temporary Export as shown below.

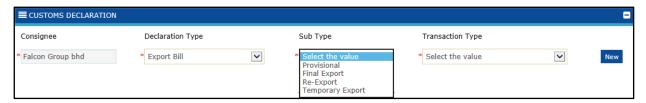


Figure 1.3-5: Customs Declaration – Export Bill – Sub Type

Note: The Sub Types - Re-Export and Temporary Export is explained in the **Inward** and **Outward Processing** User Manuals.

• If the *Declaration Type* is Transit, then the corresponding *Sub Type* displayed is Transit as shown below.



Figure 1.3-6: Customs Declaration – Transit Sub Type

Note: The Transit Declaration Type is explained in **Transit** User Manual.

- 6. Select the *Transaction Type* for the selected Declaration Type and Sub Type. The Transaction Type drop-down list changes according to the selected *Declaration Type* and *Sub Type*.
 - If the *Declaration Type* is Import Bill and *Sub Type* is Final Import, then the *Transaction Types* displayed are Normal Import and Sub Declaration as shown in **Figure 1.3-7**.

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Figure 1.3-7: Customs Declaration – Final Import – Transaction Type

• If the *Declaration Type* is Import Bill and *Sub Type* is Provisional, then the *Transaction Type* displayed is Master Provisional Declaration as shown below.



Figure 1.3-8: Customs Declaration - Provisional - Transaction Type

• If the *Declaration Type* is Export Bill and *Sub Type* is Final Export, then the *Transaction Type* displayed is Normal Export as shown below.



Figure 1.3-9: Customs Declaration – Final Export – Transaction Type

• If the *Declaration Type* is Export Bill and *Sub Type* is Provisional, then the *Transaction Type* displayed is Export Provisional Declaration as shown below.



Figure 1.3-10: Customs Declaration – Provisional – Transaction Type

• If the *Declaration Type* is Transit and *Sub Type* is Transit, then the *Transaction Type* displayed is Transit and ATA Carnet as shown below.

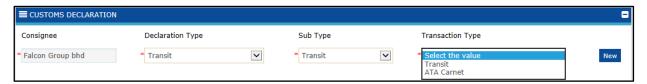


Figure 1.3-11: Customs Declaration – Transit – Transaction Type

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7. Once all the required fields are selected, click **New** to create Declaration.

The Customs Declaration form appears as shown below.

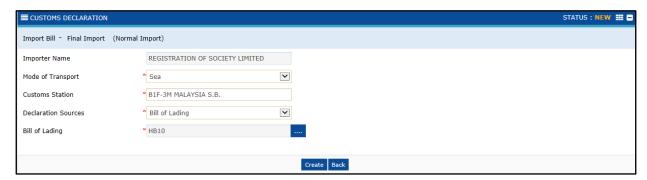


Figure 1.3-12: Customs Declaration - New

B. Import Bill

This section provides details on filing Import declaration for various sub types and transaction types. The steps involved in submitting the Import Declaration are listed below.

- Create Import Declaration.
- Create Invoice Details.
 - Create Value Declaration Form (if required).
- Add Invoice Item Details.
 - Associate BL Lines (if required).
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions and Permits.
- Calculate Duty.
- Submit to Customs.

All the Import Declarations available in **Customs Declaration** module are explained in the following sections.

Note: All the functionalities that are applicable to Trader are also applicable to Forwarding Agents.

1.4 Create Final Import – Normal Import Declaration

Trader or Forwarding Agent can create and submit the Final Import - Normal Import declaration for any of the imported goods listed below:

- Goods imported from Free Commercial Zone to Principal Customs Area (PCA), and
- Warehouse to PCA.

To create the Final Import - Normal Import Declaration:

1. On **Trade Facilitation** menu, click **Import/Export/Transit** and then click **Customs Declaration** submenu.

The **Customs Declaration** list appears as shown in **Figure 1.4-1**.

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Figure 1.4-1: Customs Declaration - Normal Import Declaration - New

- 2. System auto-displays the *Consignee* as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. Select the *Declaration Type* as 'Import Bill', *Sub Type* as 'Final Import' and *Transaction Type* as 'Normal Import' from the respective drop-down lists as shown above.
- 4. Click New.

The **Customs Declaration** form appears as shown below.

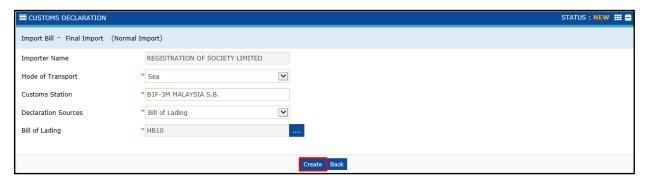


Figure 1.4-2: Customs Declaration – Normal Import Declaration – Create

Note: The *Load/Unload Application* field is enabled only if the selected *Customs Station* belongs to Private Jetty and this is applicable for all the Declarations.

5. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.
2.	Tracking No.	System auto-generates the Tracking Number once the Normal Import Declaration draft is created.
3.	Temp. Declaration No.	System auto-generates the Temp Declaration Number once the Normal Import Declaration Draft is created.

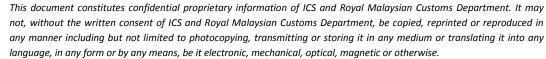
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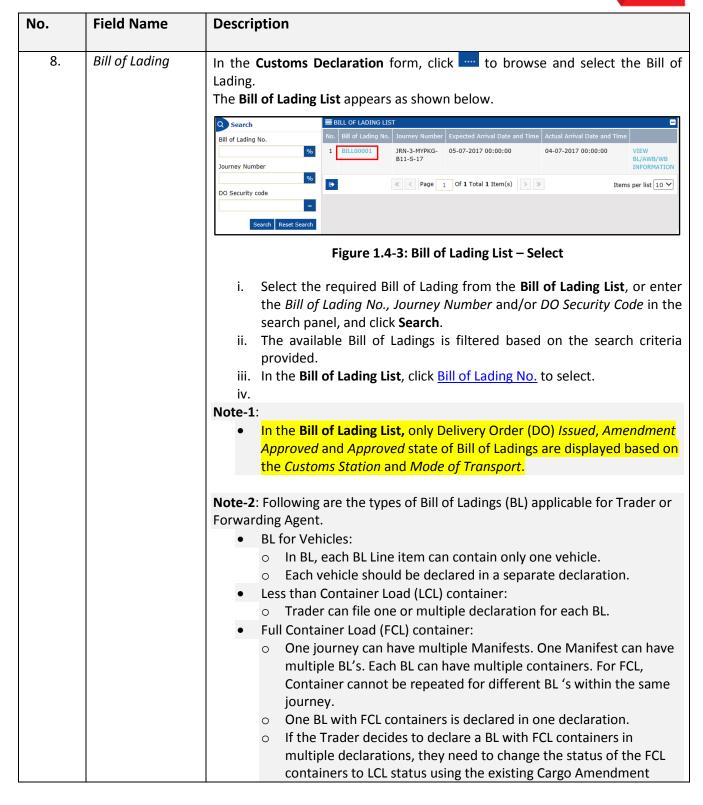
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No.	Field Name	Description	
4.	Importer Name	System auto-displays the Importer Name as Trader based on the login details.	
5.	Mode of Transport	The drop-down list values include: Air, Sea, Road, and Rail. Note: If Mode of Transport is selected as Road or Rail, then associating Bill of	
6.	Customs Station	Lading Lines is optional. Enter and select the Customs Station	
7.	Declaration Sources	Select the Declaration Sources from the drop-down list. The Declaration Sources drop-down list values include: Bill of Lading, Free Commercial Zone, Warehouse, Propaganda, Research and Demonstration, ATA Carnet, Repair, and LMW Local Sales.	
		 If the Declaration Sources is selected as: Bill of Lading, then Bill of Lading field is displayed to select the Bill of Lading. Free Commercial Zone, then Associate Free Zone link is displayed to associate the Free zone form. Warehouse, then Associate Warehouse Out Forms link is displayed to associate the Warehouse Outbound Forms. Note that Warehouse License should be in Activated state during Normal Import Declaration. LMW Local Sales, then Warehouse License Number field is autopopulated by the system which is mandatory to be entered for creating declaration. Declaration Sources values differ based on the selected Sub Type of the Declaration. 	

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No.	Field Name	Description		
		process. Once the status of the container changes to LCL, Trader can file multiple declarations for the BL. FCL status can be changed to LCL only for BLs which are not associated with a declaration. If the BL is associated with a submitted declaration, the declaration needs to be cancelled first in order to change the FCL status. Loose Cargo (Conventional): One BL can be declared in either one or multiple declarations. Field Container Morgue (FCM): Only one declaration for one BL. Empty Container: One BL can be declared in either one or multiple declarations.		
9.	Defer Payment	 Note: The Defer Payment check box is displayed only if the logged in Trader or Forwarding Agent holds AEO license and this is applicable for Normal Import Declarations. If the Defer Payment check box is selected, then Bill is generated with Payment Type as Defer Payment, and Trader or Forwarding Agent need not to pay Duty or any amount for Bill; however, Surety needs to be associated for the same amount. 		

Table 1.4-1: Customs Declaration – Normal Import Declaration – Create

6. Click Create.

The Normal Import Customs Declaration form refreshes with *Draft Created* status, View Declaration Dates icon and Invoice Details section as shown in Figure 1.4-4.

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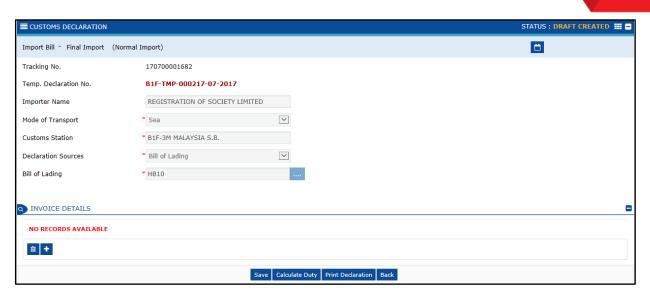


Figure 1.4-4: Customs Declaration - Normal Import Declaration - Draft Created

Once the Customs Declaration Draft is created, the links associated to the Normal Import **Customs Declaration** form appear in the Link Repository. Click to view the Link Repository and the available links are displayed in an expandable list as shown in **Figure 1.4-5**.

- View BL/AWB/WB Information.
- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.

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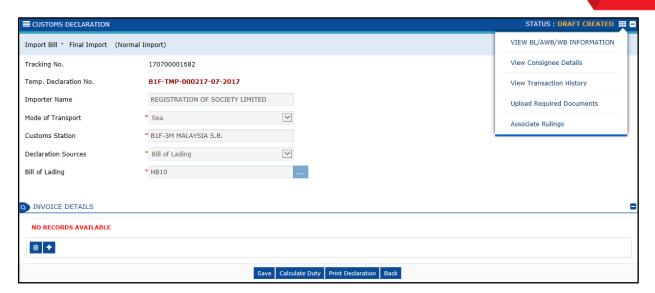


Figure 1.4-5: Customs Declaration – Normal Import Declaration – Link Repository

Note: These links are provided to associate, view or upload required details for the Declaration. Some of the links are necessary to add or associate before processing the declaration for duty calculation or submission.

The following table details the types of *Declaration Sources* and additional links that are displayed based on the *Declaration Sources* selected (links may vary based on the *Declaration Sources* selected).

Declaration Sources (Types)	Link Repository		
Bill of Lading	The following links are displayed, if Declaration		
Bill of Lauring	Sources is selected as Bill of Lading:		
	 View BL/AWB/WB Information. 		
	 View Consignee Details. 		
	View Transaction History.		
	Upload Required Documents.		
	 Associate Rulings. 		
Free Commercial Zone	The following links are displayed, if Declaration		
Tree Commercial Zone	Sources is selected as Free Commercial Zone:		
	 Associate Free Zone Declarations. 		
	 View Consignee Details. 		
	View Transaction History.		
	Upload Required Documents.		
	 Associate Rulings. 		
Warehouse	The following links are displayed, if Declaration		
wateriouse	Sources is selected as Warehouse:		

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Declaration Sources (Types)	Link Repository
	 Associate Warehouse Declarations. View Consignee Details. View Transaction History. Upload Required Documents. Associate Rulings.
Propaganda, Research and Demonstration	The following links are displayed, if Declaration Sources is selected as Propaganda, Research and Demonstration: • Associate Reference Declarations. • View Consignee Details. • View Transaction History. • Upload Required Documents. • Associate Rulings.
ATA Carnet	The following links are displayed, if <i>Declaration Sources</i> is selected as <i>ATA Carnet</i> : • Associate Reference Declarations. • View Consignee Details. • View Transaction History. • Upload Required Documents. • Associate Rulings.
Repair	The following links are displayed, if <i>Declaration Sources</i> is selected as <i>Repair</i> : Associate Reference Declarations. View Consignee Details. View Transaction History. Upload Required Documents. Associate Rulings.
LMW Local Sales	The following links are displayed, if <i>Declaration Sources</i> is selected as LMW Local Sales:

All these links and their functionalities are explained below.

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1.4.1 View Declaration Dates

Trader or Forwarding Agent can view the Declaration dates. To view the Declaration Dates:

1. In the **Customs Declaration** form, click to view the applicable Declaration Dates as shown below.

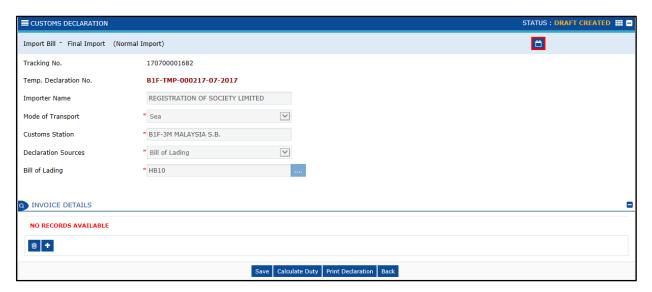


Figure 1.4-6: Customs Declaration - Normal Import Declaration - View Declaration Dates

The **Date Details** pop-up window appears as shown below.



Figure 1.4-7: Date Details - Pop-up Window

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- 2. System auto-displays the *Declaration Date* as Current Date and Time by default and it is non-editable.
- 3. System auto-displays the *Date of Tariff Application* once the Duty is calculated and it is non-editable.
- 4. System auto-displays the *Approved Date* once the declaration is approved and it is non-editable.
- 5. System auto-displays the *Clearance Date* once the goods are released and it is non-editable.
- 6. Click **Close** to close the **Date Details** pop-up window.

1.4.2 Associate Warehouse Out Forms

Trader or Forwarding Agent can associate or view the Warehouse Out Forms with the Declarations if the *Declaration Sources* is selected as Warehouse.

Note: The <u>Associate Warehouse Out Forms</u> link is displayed only when the *Declaration Source* is selected as Warehouse.

Before submitting Declarations to Customs, it is mandatory to associate the Warehouse Out Forms in the Declaration. To associate the Warehouse Out Forms:

1. In the **Customs Declaration** form, click and then click <u>Associate Warehouse Out Forms</u>.

The **Declaration Warehouses** list appears as shown below.



Figure 1.4-8: Declaration Warehouses – Associate

2. Click to associate the Warehouse Form.

The Warehouses list appears as shown in Figure 1.4-9.

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Figure 1.4-9: Warehouses – Save Selection

3. Select the required Form Number from the Warehouses list or enter the Form Number in the search panel and click Search.

The available Form Numbers are filtered based on the search criteria provided.

4. In the Warehouse list, select the check box corresponding to the Form Number and click to save the selection.

The selected Warehouse Form number appears in the Declaration Warehouses list with Form Number and Form Date as shown below.



Figure 1.4-10: Declaration Warehouses - Associated

5. Click to close the **Declaration Warehouses** list.

Note: To disassociate the selected Declaration Warehouse Form, select the corresponding Form Number check box that needs to be disassociated and then click.

Associate Free Zone Declaration 1.4.3

Trader or Forwarding Agent can associate the Free Zone Declaration if the Declaration Source is selected as Free Commercial Zone.

Note: The Associate Free Zone Declarations link is displayed only when the Declaration Source is selected as Free Commercial Zone.

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Before submitting Declarations to Customs, it is mandatory to associate the Free Zone Declaration.

1. In the **Customs Declaration** form, click and then click Associate Free Zone.

The **Declaration Free Zone List** appears as shown below.



Figure 1.4-11: Declaration Free Zone List – Associate

2. Click to associate the Free Zone.

To associate the Free Zone Declaration:

The **Free Zone List** appears as shown below.

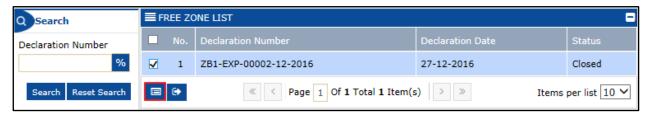


Figure 1.4-12: Free Zone List – Save Selection

3. Select the required *Declaration Number* from the **Free Zone List** or enter the *Declaration Number* in the search panel and click **Search**.

The available Declaration Numbers are filtered based on the search criteria provided.

4. In the **Free Zone List**, select the check box corresponding to the *Form Number* and click to save the selection.

The selected Free Zone Form number appears in the **Declaration Free Zone List** with *Form Number* and *Form Date* as shown below.



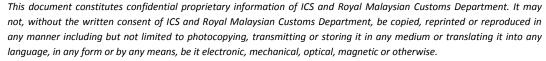
Figure 1.4-13: Declaration Free Zone List - Associated

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5. Click to close the **Declaration Free Zone List**.

Note: To disassociate the selected Declaration Free Zone, select the corresponding *Declaration Number* check box that needs to be disassociated and then click.

1.4.4 View BL/AWB/WB Information

Trader or Forwarding Agent can view the BL/AWB/WB Information only if the *Declaration Sources* is selected as Bill of Lading. To view the BL/AWB/WB Information:

1. In the **Customs Declaration** form, click and then click BL/AWB/WB Information.

The Bill of Lading Information form appears as shown in Figure 1.4-14.

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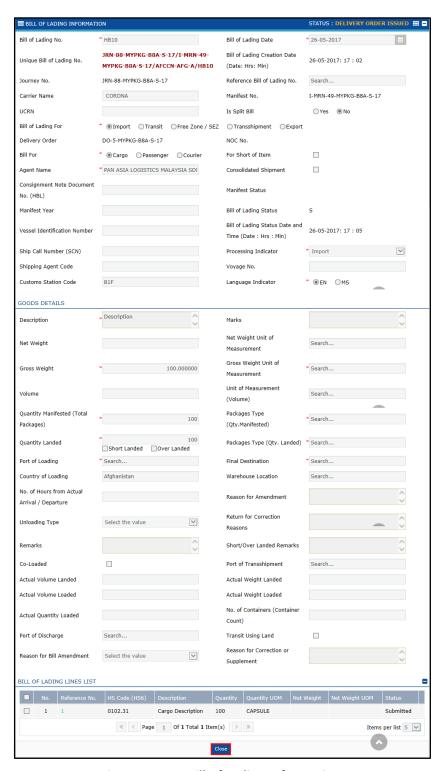


Figure 1.4-14: Bill of Lading Information

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2. In the **Bill of Lading Lines List** section, click the <u>Reference No.</u> corresponding to *HS Code* (*HS6*) to view the Bill of Lading Lines information.

The **Bill of Lading Line Information** form appears as shown below.

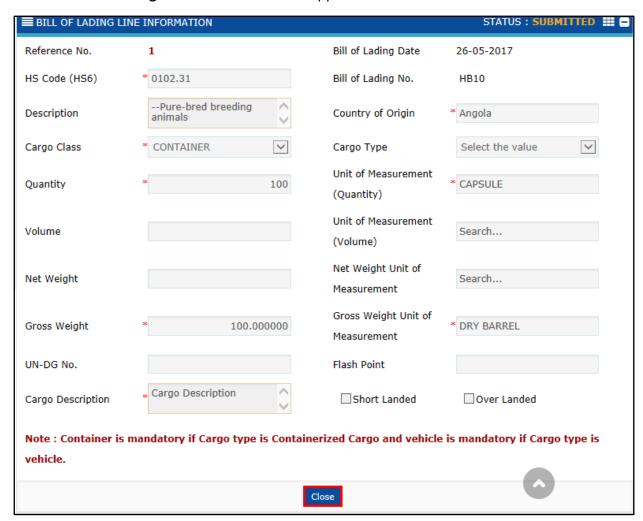


Figure 1.4-15: Bill of Lading Line Information Form

3. Click **Close** to close the **Bill of Lading Line Information** form.

1.4.5 View Consignee Details

Trader or Forwarding Agent can view the Organization, Address and Contact details of the Consignee for whom the declaration is created. To view the Consignee Details:

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1. In the **Customs Declaration** form, click and then click <u>View Consignee Details</u>.

The **Organization Details** pop-up window appears as shown below.

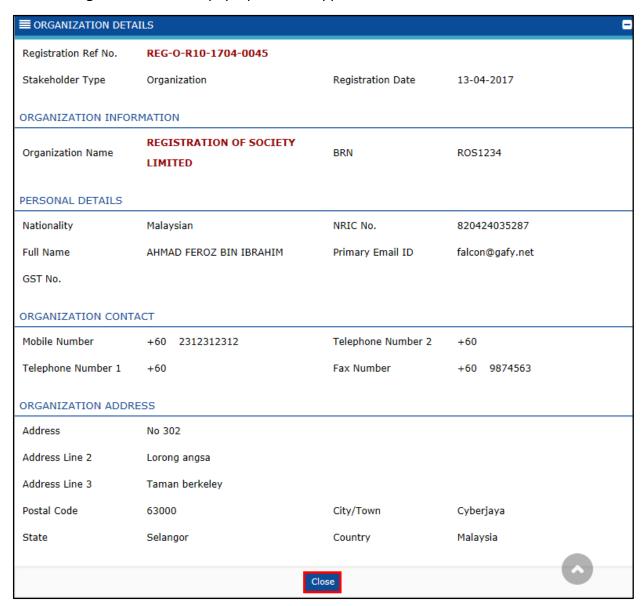


Figure 1.4-16: Organization Details - Pop-up Window

2. Click **Close** to close the **Organization Details** form.

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1.4.6 View Transaction History

Trader or Forwarding Agent can view the Declaration Transaction Details or History such as the operations performed on the Declaration, Declaration updated Date and Time, Bill Type, Status of the Declaration, and others. To view the Transaction History:

1. In the **Customs Declaration** form, click and then click <u>View Transaction History</u>.

The **Declaration History List** appears as shown below.

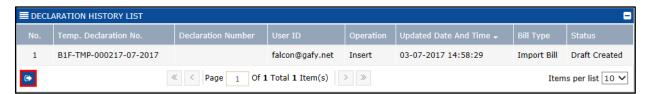


Figure 1.4-17: Declaration History List

Note: Declaration History includes the *Temp Declaration Number*, *Declaration Number*, *User ID* of the user who has performed the operation, *Operation* occurred in the Declaration, *Declaration Updated Date* and *Time*, *Bill Type* and *Status* of the Declaration.

2. Click to close the **Declaration History List**.

1.4.7 Upload Required Documents

Trader or Forwarding Agent needs to upload the required documents for Customs Declaration based on the selected *Declaration Source*. To upload the Required Documents:

In the Customs Declaration form, click and then click Upload Required Documents.
 The Upload Documents Form appears as shown in Figure 1.4-18.

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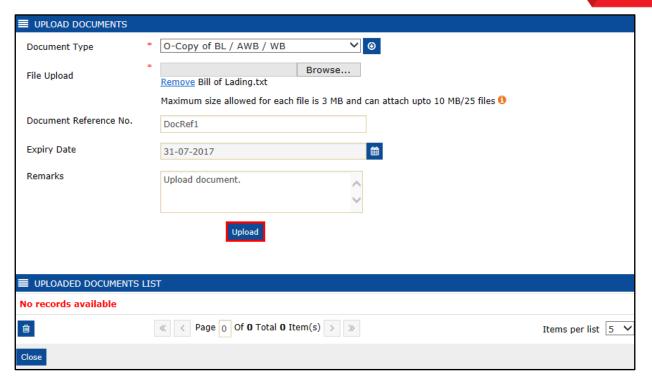


Figure 1.4-18: Upload Documents Form

Note: Click to download the sample document template of the selected *Document Type*.

2. Enter or select the fields as described in the following table.

No.	Field Name	Description		
1.	Document Type	Select the Document Type from the drop-down list.		
		The drop-down values are listed based on the declaration configuration.		
		Note : The <i>Document Type</i> with prefix 'O' indicates that the		
		document is Optional and 'M' indicates it is Mandatory.		
2.	Other Document Type	Enter the Other Document Type.		
		Note : This field is enabled if the <i>Document Type</i> is selected		
		as Others and it is mandatory to enter the Other Document		
		Туре.		
3.	File Upload	Click Browse and select the file to be uploaded.		
		Note : Maximum file size allowed is 3 MB and up to 10 MB/25 files can be uploaded.		

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No.	Field Name	Description	
4.	Document Reference No.	Enter the Document Reference Number.	
		Note : The <i>Document Reference No.</i> is mandatory if the	
		Document Name is selected as Others.	
5.	Expiry Date	Click to select the Expiry Date from the calendar.	
		Note : Expiry Date should be greater than or equal to the	
		current date.	
6.	Remarks	Enter the Remarks (if any).	

Table 1.4-2: Upload Documents

3. Once the required fields are entered, click **Upload** to upload the file.

The uploaded file appears in the **Uploaded Documents List** section as shown below.

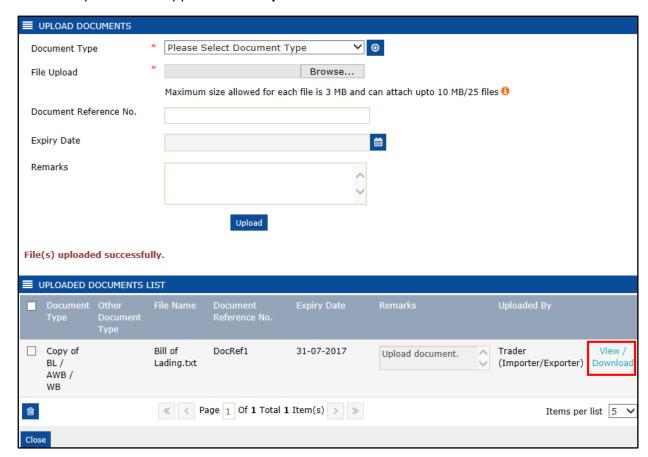


Figure 1.4-19: Uploaded Document List

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- 4. In the **Uploaded Documents List**, click <u>View/Download</u> to view the uploaded document and download it.
- 5. Click to close the **Upload Documents Form**.

To delete the uploaded documents:

1. In the **Uploaded Documents List**, select the uploaded document to be deleted as shown below.

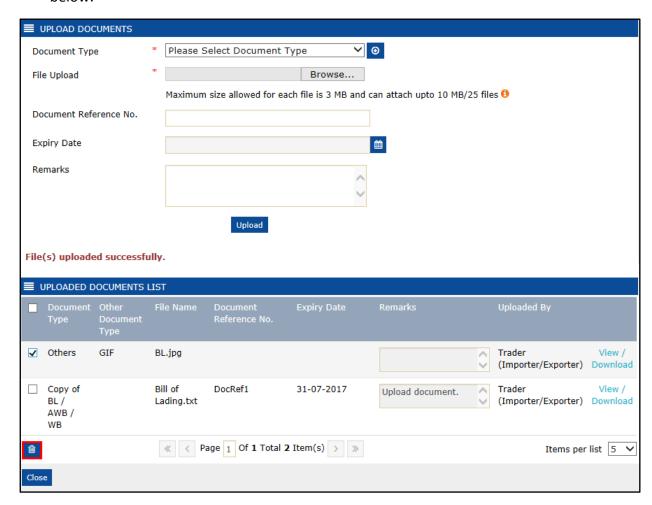


Figure 1.4-20: Uploaded Documents List - Delete

2. Click to delete the selected the documents.

System prompts to confirm the deletion as shown in **Figure 1.4-22**.

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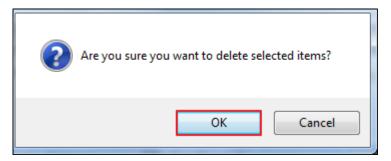


Figure 1.4-21: Delete Confirmation

3. Click **OK** to delete or click **Cancel** to discard the action.

1.4.8 View Rulings

Trader or Forwarding Agent can view the Rulings associated to the Declaration in the Invoice Item details. To view the associated Rulings:

1. In the **Customs Declaration** form, click and then click <u>Associate Rulings</u>.

The **Declaration Rulings Details** pop-up window appears as shown below.

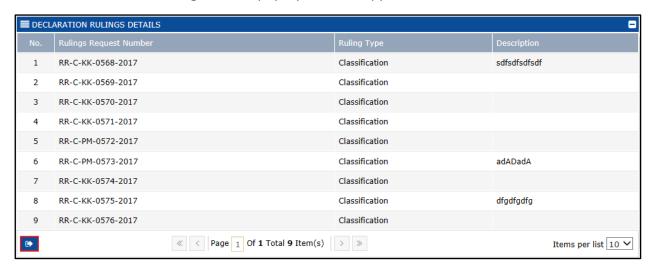


Figure 1.4-22: Declaration Rulings Details

2. Click to close the pop-up window.

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1.4.9 Create Invoice Information

Trader or Forwarding Agent needs to add the goods Invoice and Invoice Item details for a particular declaration and each Invoice includes Invoice Item details in it. To create the Invoice Information:

1. On the **Customs Declaration** form, in the **Invoice Details** section, click to create the Invoice information as shown below.

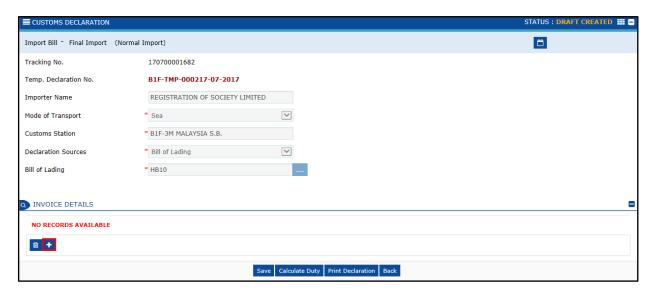


Figure 1.4-23: Customs Declaration - Normal Import Declaration - Invoice Details

The **Invoice Information** form appears as shown in **Figure 1.4-24**.

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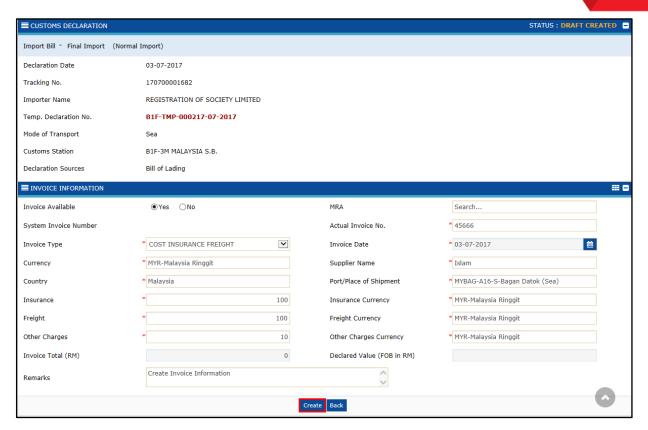


Figure 1.4-24: Invoice Information - Create

2. Enter or select the fields as described in the following table.

No.	Field Name	Description	
1.	Status	System auto-displays the Status as <i>Draft Created.</i> by default.	
2.	Declaration Date	System auto-displays the Declaration Date as current date by default.	
3.	Tracking No.	System auto-generates the Tracking Number, once the declaration draft is created.	
4.	Importer Name	System auto-displays the Importer Name by default.	
5.	Temp Declaration No.	System auto-displays the Temp Declaration Number by default.	
6.	Mode of Transport	System auto-displays the Mode of Transport by default.	
7.	Customs Station	System auto-displays the Customs Station by default.	
8.	Declaration Sources	System auto-displays the Declaration Sources as Bill of Lading by default.	
Invoice	Invoice Information		

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No.	Field Name	Description	
9. Invoice Available Select		Select the Invoice Available as <i>Yes</i> or <i>No</i> .	
		 Note: If 'Yes', is selected, then it is mandatory to enter the Actual Invoice Number. If 'No', is selected, then it is mandatory to enter the Remarks. 	
10.	MRA	Enter and select the Mutual Recognition Agreement (MRA) Number.	
11.	Invoice Number	System auto-generates the System Invoice Number once it is created.	
		Note : This is a reference number for the Invoice and includes alpha-numeric characters.	
12.	Actual Invoice No.	Enter the Actual Invoice Number.	
13.	Invoice Type (RM)	Select the Invoice Type from the drop-down list. The Invoice Type drop-down list values include: Cost, Insurance and Freight (CIF), Free On –board (FOB), Cost and Freight (CNF), and Cost and Insurance (CNI).	
14.	Invoice Date	System auto-displays the Invoice Date as Current date by default. If required, click to modify the date using the calendar.	
15.	Currency	Enter and select the Invoice amount Currency.	
16.	Supplier Name	Enter the goods Supplier Name. Note: If MRA is selected, then Supplier Name is autopopulated.	
17.	,	Note: If MRA is selected, then Country name is autopopulated. Based on the Country selected, ports specific to that country only are displayed in the Port of Shipment field.	
18.	Port/Place of Shipment	Enter and select the Port or Place of Shipment. Note: Port/Place of Shipment is mandatory only for the	

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No.	Field Name	Description	
		Import Declarations. Ports are listed based on the selected	
		Country.	
19.	Destination Port/Location	Enter and select the Destination Port of goods shipment.	
		Note: This field is mandatory and enabled only for Export	
		Declarations. Ports are listed based on the selected Country.	
20.	Insurance	Enter the Insurance charges for the invoice. The default value	
		displayed is '0' (zero), which can be edited.	
		Note : This field is displayed only if the <i>Invoice Type</i> is	
		selected as CNF or FOB. If the Insurance value is left as '0'	
		(zero), then charges to be applied is calculated based on the	
		customs preferences i.e., default insurance percentage is	
		applied.	
21.	Insurance Currency	Select the Insurance Currency from the displayed Currencies	
		List.	
		Note: This field is displayed only if the Invaise Type is	
		Note : This field is displayed only if the <i>Invoice Type</i> is selected as CNF or FOB.	
22.	Freight	Enter the Freight charges.	
22.	rreight	The default value displayed is '0' (zero), which can be edited.	
		The delidate value displayed is a (Eero), which can be edited.	
		Note : This field is displayed only if the <i>Invoice Type</i> is	
		selected as CNI or FOB. If the Freight value is left '0' (zero),	
		then charges to be applied is calculated based on the	
		customs preferences i.e., default freight percentage is	
		applied.	
23.	Freight Currency	Select the Freight Currency from the displayed Currencies	
		List.	
		Note : This field is displayed only if the <i>Invoice Type</i> is	
		selected as CNI or FOB.	
24.	Other Charges	Enter the Other Charges.	
	J	Ü	
		Note : By default, this field is displayed as '0' (zero).	
25.	Other Charges Currency	Enter and select the Other Charges Currency.	
26.	Invoice Total (RM)	Invoice Total (RM) is auto-calculated by the system based on	
		the Invoice Items Values.	
27.	Declared Value (FOB in RM)	Declared Value (FOB in RM) is auto-displayed by the system	
		based on the Invoice Item's <i>Unit Price</i> and <i>Quantity</i> . This	
		value is reflected from Invoice Item details.	
		The declared value is calculated as 'Item Unit Price x Item	

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No.	Field Name	Description
		Quantity'.
28.	Remarks	Enter the Remarks (if any).
		Note : It is mandatory to enter Remarks if the <i>Invoice</i>
		Available is selected as No.

Table 1.4-3: Invoice Information - Create

3. Click Create.

The Normal Import **Customs Declaration** form refreshes with the created Invoice Information in the **Invoice Detail** section as shown below.

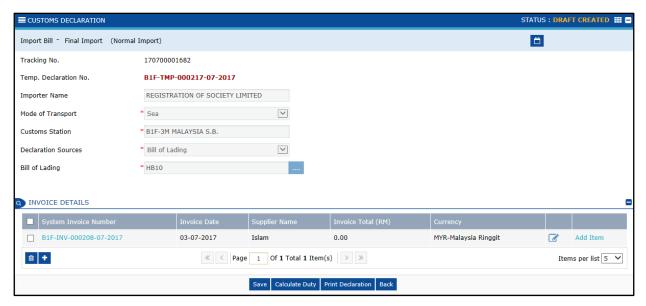


Figure 1.4-25: Customs Declaration - Normal Import Declaration - Invoice Details Created

4. To create additional Invoices, click . For more details, refer the steps listed in this section.

1.4.9.1 Open Invoice Information

Trader or Forwarding Agent can open and view the Invoice Information. To open the Invoice Information:

1. On the **Customs Declaration** form, in the **Invoice Details** section, click open the corresponding *Invoice No.* record as shown in **Figure 1.4-26.**

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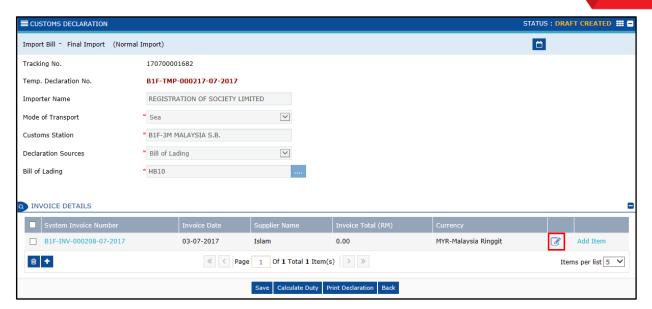


Figure 1.4-26: Customs Declaration – Normal Import Declaration – Open Invoice Information

The **Invoice Information** form appears with **Items Information List** section as shown in **Figure 1.4-27.**

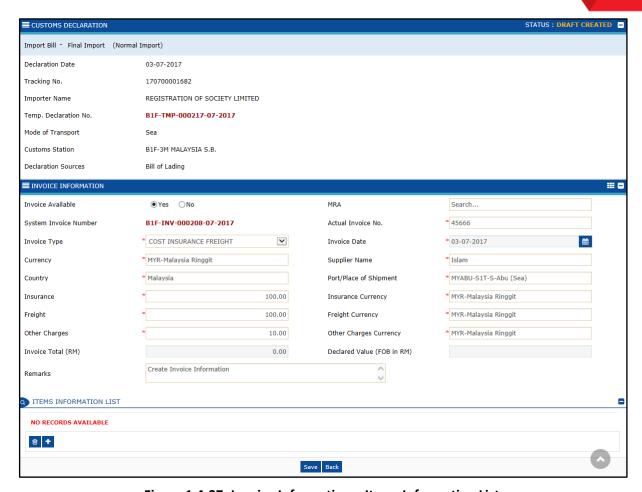


Figure 1.4-27: Invoice Information – Items Information List

2. The process of creating **Items Information List** is similar to the process of creating Invoice Item Details. For more details refer section **1.4.10 Create Invoice Item Details.**

Once the Items Information is added, the links associated to the **Invoice Information** form appear in the Link Repository. Click to view the Link Repository and the available links are displayed in an expandable list as shown in **Figure 1.4-28**.

View/Edit Freight Details.

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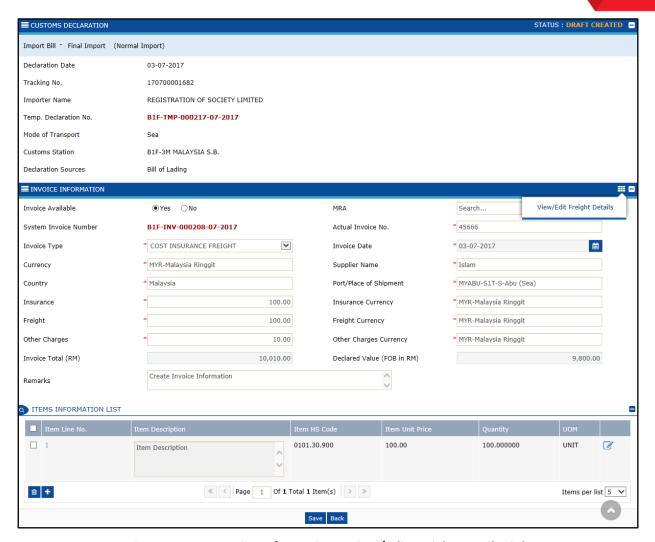


Figure 1.4-28: Invoice Information – View/Edit Freight Details Link

1.4.9.2 View/Edit Freight Details

Trader or Forwarding Agent can view or edit the Freight Details. To view or edit the Freight Details:

Note: View/Edit Freight Details link appears for all the Import Declarations filed by the Declarant.

1. In the Invoice Information form, click and then click View/Edit Freight Details.

The View/Edit Freight Details pop-up window appears as shown in Figure 1.4-29.

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Figure 1.4-29: View/Edit Freight Details - Save

- 2. Enter the Freight (Final), Insurance (Final) and Other Charges (Final) values.
- 3. Click to save the View/Edit Freight Details and click to close the View/Edit Freight Details pop-up window.

1.4.10 Create Invoice Item Details

Trader or Forwarding Agent needs to add the Invoice Item details in the declaration. Each Invoice added to the Declaration can include one or more Invoice Items. The added Invoices are listed in the Invoice Details section in the Customs Declaration form. Each added Invoice includes Add Item. To create the Invoice Item Details:

1. In the **Invoice Details** section, click Add Item to add Invoice Item details as shown below.

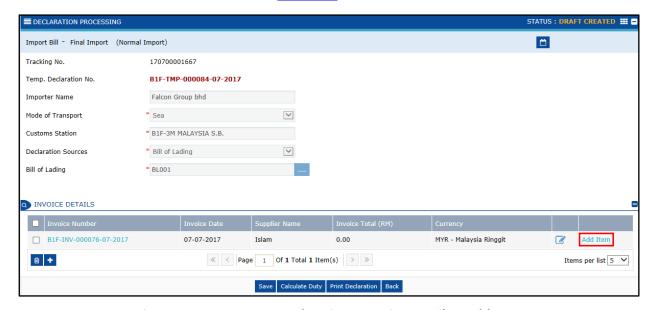


Figure 1.4-30: Customs Declaration – Invoice Details – Add Item

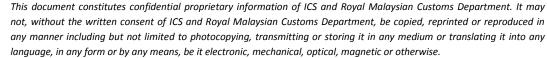
The Invoice Item Detail form appears as shown in Figure 1.4-31.

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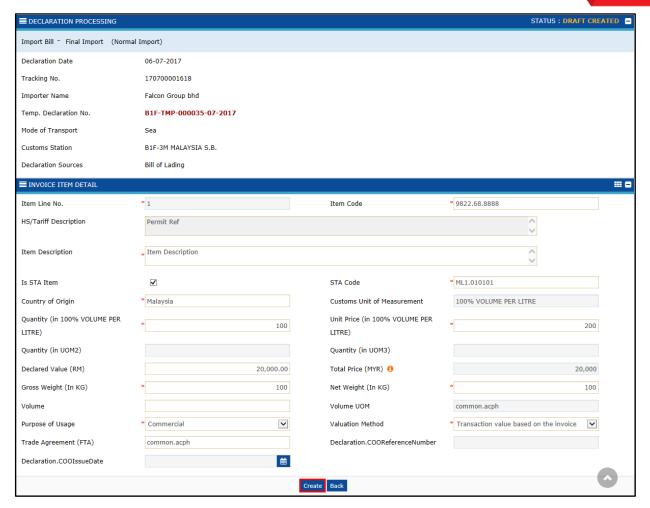


Figure 1.4-31: Invoice Item Detail - Create

Note: If a vehicle Tariff Line Item Code is selected as an Invoice Item for the declaration:

- Quantity field should not be more than one (1).
- If the first Invoice item contains Vehicle Tariff Code, then multiple Invoice Items cannot be created.
- An Invoice Item with Vehicle Tariff Item Code cannot be created, if the declaration already has an
 Invoice Item with some other Tariff Item Code.
- More than one BL Line cannot be associated if the BL Line Cargo Type is Vehicle.
- If BL contains FCL/FCM Container, then all the BL Lines should be associated in one declaration. If all the BL Quantity is not associated, then Declaration cannot be submitted.

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- - If BL contains LCL/Empty Container, then VEP is an Itemized release.
 - If BL contains Loose Cargo, then VEP is an Itemized release.
 - If BL contains FCL/FCM container, then VEP is a Containerized release.
 - If the associated BL Line Items' tariff code (HS6) is different from the selected Item Code in Declaration Invoice Item (HS9/10), then a warning message "Selected BL Line Item code does not match with declaration Invoice Item Code" appears.
 - Vehicle Tariff Codes are configured as part of **Integrated Tariff Management** module.
 - 2. Enter or select the details as described in the following table.

No.	Field Name	Description	
1.	Status	System auto-displays the Status as <i>Draft Created</i> by default.	
2.	Declaration Date	System auto-displays Declaration Date as the Current Date by default.	
3.	Importer Name	System auto-displays the Importer Name by default.	
4.	Temp Declaration No. System auto-displays the Temporary Declaration Number default.		
		Note : Once the <i>Declaration Number</i> is generated, Temporary Declaration number cannot be viewed in the Customs Declaration form.	
5.	Declaration No.	System auto-generates the Declaration Number once the Declaration is submitted.	
		Note : Once the <i>Declaration Number</i> is generated, Temporary Declaration number cannot be viewed in the Customs Declaration form.	
6.	Mode of Transport	System auto-displays the Mode of Transport by default.	
7.	Customs Station	System auto-displays the Customs Station by default.	
8.	Declaration Sources	System auto-displays the Declaration Sources as Bill of Lading by default.	
Invoice It	em Detail		
9.	Item Line No.	System auto-displays the Item Line Number by default.	
10.	Item Code	Enter and select the Item Code.	
		Note : If a vehicle Tariff Line <i>Item Code</i> is selected as an Invoice Item for the declaration:	
		 Quantity field should not be more than one (1). 	

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No.	Field Name	Description	
		 If the first Invoice item contains Vehicle Tariff Code, then multiple Invoice Items cannot be created. An Invoice Item with Vehicle Tariff Item Code cannot be created, if the declaration already has an Invoice Item with some other Tariff Item Code. More than one BL Line cannot be associated if the BL Line Cargo Type is Vehicle. If BL contains FCL/FCM Container, then all the BL Lines should be associated in one declaration. If all the BL Quantity is not associated, then Declaration cannot be submitted. If BL contains LCL/Empty Container, then VEP is an Itemized release. If BL contains Loose Cargo, then VEP is an Itemized release. If BL contains FCL/FCM container, then VEP is a Containerized release. If the associated BL Line Items' tariff code (HS6) is different from the selected <i>Item Code</i> in Declaration Invoice Item (HS9/10), then a warning message "Selected BL Line Item code does not match with declaration Invoice Item Code" appears. 	
11.	HS/Tariff Description	System auto-displays the Heading text and Supplementary Specification i.e. HS or Tariff Description based on the selected <i>Item Code</i> . Note: Heading text and Supplementary Specification is populated from the configured details of Tariff Items from Tariff Analysis module.	
12.	Item Description	Enter description for the selected Item.	
13.	Is STA Item	Select the IS STA Item check box if required. Note: If the STA Item check box is enabled, the Permits which are configured for the selected Tariff Item Code is auto-displayed by the system.	
14.	STA Code	Enter and select the STA Code. Note: It is mandatory to enter the STA Code if <i>Is STA Item</i> is selected.	
15.	Country of Origin	Enter and select the Country of Origin of the selected goods Item.	

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No.	Field Name	Description	
16.	Customs Unit of	System auto-displays the Customs Unit of Measurement based on the Item Code.	
	Measurement		
17.	Quantity (in Unit)	Enter Quantity of the selected Item in unit.	
		Note: The Quantity field Unit type is auto-populated based on	
40		the Item HS Code selected or configuration.	
18.	Unit Price (in Unit)	Enter Unit Price of the Item in unit.	
		Note: The Unit Price field Unit type is auto-populated based on	
		the Item HS Code selected or configuration.	
19.	Quantity (in UOM2)	Enter the Quantity in UOM2.	
20.	Quantity (in UOM3)	Enter the Quantity in UOM3.	
21.	Total Price (RM)	Total Price (RM) of the Item is auto-calculated by the system	
		(Quantity x Unit Price). This field is non-editable.	
22.	Declared Value (RM)	Declared Value in RM is auto-calculated as 'Unit Price' X	
		'Quantity' of the item. This value is auto-displayed, but if	
		required it can be edited.	
23.	Gross Weight (In KG)	Enter Gross Weight of the Item.	
24.	Net Weight (In KG)	Enter Net Weight of the Item.	
25.	Volume	Enter Volume of the Item.	
26.	Volume UOM	For the entered volume of items select Unit of Measurement (UOM).	
27.	Purpose of Usage	System auto-displays the <i>Purpose of Usage</i> based on the	
	, , ,	selection of <i>Item Code</i> . If required select the <i>Purpose of Usage</i>	
		from the drop-down list.	
		The drop-down list values include:	
		Private,	
		Commercial,	
		Industrial, and	
		Personal.	
28.	Valuation Method	System auto-displays the Valuation Method based on the	
		selection of <i>Item HS Code</i> . If required, select the <i>Valuation</i>	
		Method to be followed for evaluating the item being created in	
		the declaration, from the drop-down list.	
		The Valuation Method drop-down values include:	
		 Transaction value based on the invoiced amount, 	
		 Transaction value of identical imports, 	
		 Transaction value of similar imports, 	
		Computed Valuation,	
		Deductive Valuation, and	
		Residual Valuation.	

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No.	Field Name	Description	
29.	Trade Agreement (FTA)	Enter and select the Trader Agreement (FTA).	
30.	COO/DOO Number	Enter and select the COO or DOO Number.	
31.	COO/DOO Issue Date	 Note: This field is disabled by default and it is enabled based on the configuration in the FTA Management. COO/DOO Number field is mandatory to specify if any one of the supporting documents available in selected Trade Agreement (FTA) is mandatory to upload. Click to select the COO or DOO Issue Date from the calendar. 	
		 Note: The field is enabled based on the configuration in the FTA Management. COO/DOO Issue Date field is mandatory to specify if any one of the supporting documents available in selected Trade Agreement (FTA) is mandatory to upload. 	

Table 1.4-4: Invoice Item Details - Create

3. Click Create.

The Invoice Item Detail form refreshes with Exemptions and Permits (configured Permits if available for the selected Item Code) sections as shown in Figure 1.4-33.

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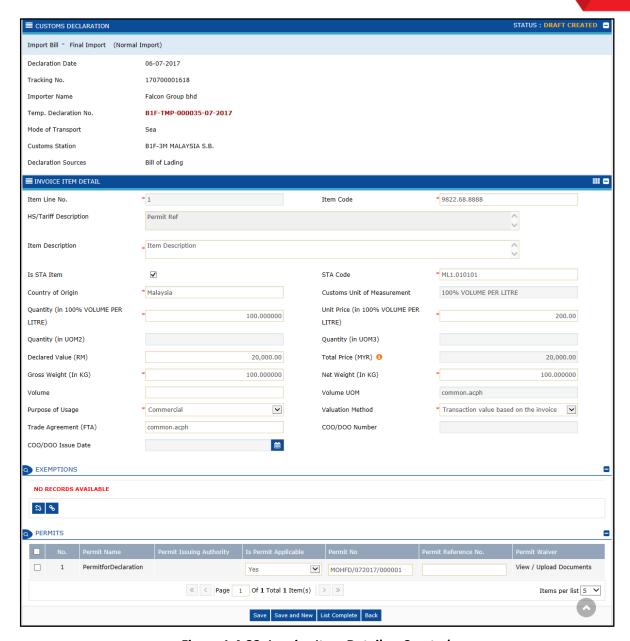


Figure 1.4-32: Invoice Item Details - Created

Note:

The Permits which are configured for the selected Item HS Code is auto-displayed by the system once the Invoice item Detail is created.

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- If *Is Permit Applicable* is selected as Yes then *Permit No.* or *Permit Reference No.* is auto-displayed by the system.
- If *Permit No.* is selected then *Permit Reference No.* is disabled. If *Permit Reference No.* is entered, then *Permit No.* field is disabled.
- If Permit Reference No. is entered then Permit Reference document is mandatory to be uploaded by clicking the <u>View/Upload Documents</u> link. For more details on how to upload the required documents, refer section 1.4.7 Upload Required Documents.
- If *Is Permit Applicable* is selected as Yes and Permit Reference is entered by Trader, then in the **Upload Documents** form, the Permit Document value is listed in the *Document Type* field.
- If *Is Permit Applicable* is selected as No, then in **Upload Documents** form, the Permit Waiver Document value is listed in the *Document Type* field.
- 4. On the **Invoice Item Detail** form, in the **Permits** section, enter the mandatory fields as required and click **Save**.

Once the Invoice Item is added, the links associated to **Invoice Item Detail** form appear in the Link Repository. Click to view the Link Repository and the available links are displayed in an expandable list as shown in **Figure 1.4-33**.

- Associate Bill Line Items.
- Associate Rulings.
- Detailed Specifications.

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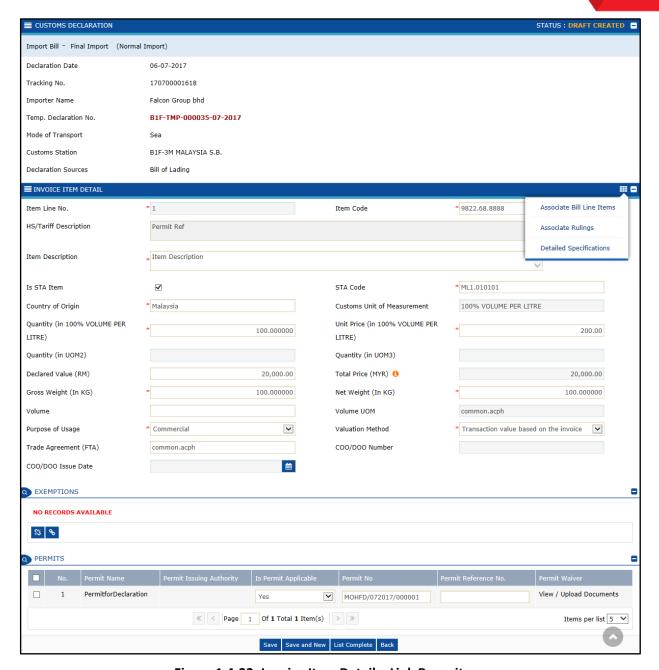


Figure 1.4-33: Invoice Item Detail – Link Repository

All these links and their functionalities are explained below.

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1.4.10.1 Associate Bill Line Items

Trader or Forwarding Agent can associate the required Bill of Lading Lines and can specify the required Claimed Quantity based on the Actual Quantity. To associate the BL Line Items:

In the Invoice Item Detail section, click and then click Associate BL Line Items.
 The Bill of Lading Lines List appears as shown below.

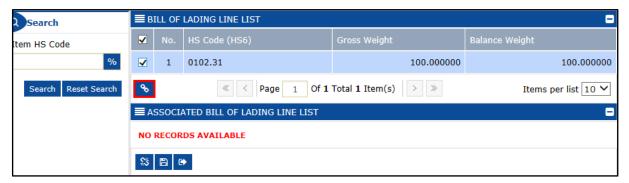


Figure 1.4-34: Bill of Lading Lines List – Associate

Note: System should update inventory of BL Line Item Quantity once BL Line Item is associated in Declaration Invoice Item. System should revert the BL Line Item Quantity in following cases:

- When Declaration Invoice Item having BL Line Item is deleted before declaration submission;
- When Declaration is deleted or cancelled;
- When the Invoice Item is disassociated from the declaration; and
- When BL Line Item quantity is reduced or increased by Verification Officers or Supervisors during Assessment.
- 2. Select the required *HS Code (HS6)* from the **Bill of Lading Line List**, or enter the *Item HS Code (HS6)* in the search panel, and click **Search**.

The available Bill of Lading Line Items are filtered based on the search criteria provided.

3. In the **Bill of Lading Line List**, select the check box corresponding to the *HS Code (HS6)*, and click to associate the Bill of Lading.

The **Associated Bill of Lading Line List** refreshes with the associated Bill of Lading Line Items as shown in **Figure 1.4-35**.

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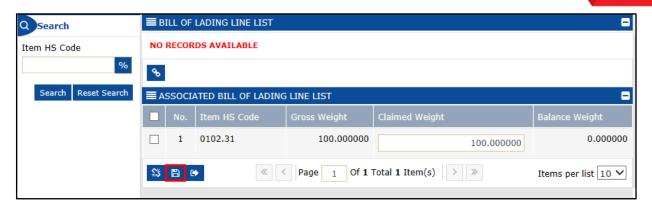


Figure 1.4-35: Bill of Lading Lines List - Save

4. Enter the Claimed Quantity if required and then click to save the changes.

Note:

- If the *Claimed Quantity* is less than the *Actual Quantity*, then until the *Actual Quantity* is exhausted, the same Bill of Lading Line can be associated in multiple declarations.
- Declarant can select the same BL in multiple declarations until all the BL Lines associated to the
 declarations and Available Quantity of BL Line Items is greater than Zero (0) in case the selected BL in
 Declaration contains Loose Cargo, LCL or Empty Container.
- If the selected BL contains containerized Cargo such as BL Lines with Container Type as FCL/FCM, then
 all the BL Lines are to be associated in one Declaration otherwise, the declaration cannot be
 submitted.
- 5. Click to navigate back to the **Invoice Item Detail** form.

To disassociate the Bill of Lading Lines List:

1. In the **Associated Bill of Lading Line List** section, select the check box corresponding to the *Item Code* that needs to be disassociated as shown in **Figure 1.4-36**.

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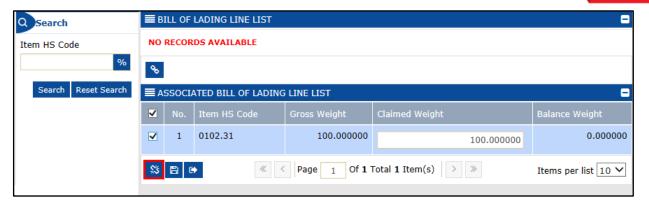


Figure 1.4-36: Bill of Lading List - Disassociate

2. Click sto disassociate the selected Bill of Lading.

System prompts to confirm the disassociation as shown below.



Figure 1.4-37: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.4.10.2 Associate Rulings

Trader or Forwarding Agent can associate the required Rulings with the declaration in **Invoice Item Details** form. To associate the Rulings:

1. In the Invoice Item Details form, click and then click Associate Rulings.

The Rulings Details pop-up window appears as shown in Figure 1.4-38.

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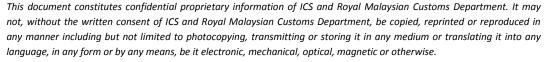






Figure 1.4-38: Rulings Details - Associate

2. Click • to associate the Declaration Rulings Details.

The Rulings Details list appears as shown below.

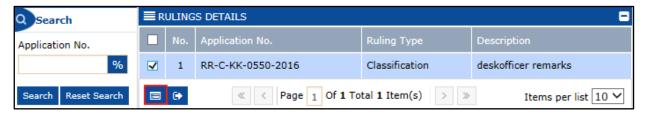


Figure 1.4-39: Rulings Details - Save Selection

3. Select the required *Application No.* from the **Rulings Details** list, or enter the *Application No.* in the search panel, and click **Search**.

The available Application No.'s are filtered based on the search criteria provided.

4. In the **Rulings Details** list, select the check box corresponding to the *Application No.* and click to save the selection.

The associated or selected Rulings are displayed in the **Rulings Details** list as shown below.



Figure 1.4-40: Rulings Details - Save

5. Click to close the **Rulings Details** list and/or navigate back to the **Customs Declaration** form.

Following are the steps to disassociate the Rulings:

1. In the **Rulings Details** list, select the check box corresponding to the *Rulings Request Number* that needs to be disassociated as shown in **Figure 1.4-41**.

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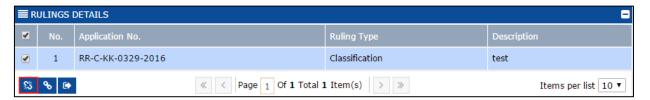


Figure 1.4-41: Declaration Rulings Details - Disassociate

2. Click sto disassociate the selected Rulings.

System prompts to confirm the disassociation as shown below.

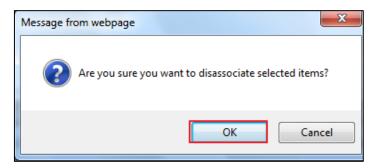


Figure 1.4-42: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.4.10.3 View Detailed Specifications

Trader or Forwarding Agent can view the detailed specifications in the Declaration. To view the Detailed Specifications:

1. In the **Invoice Item Detail** form, click and then click <u>Detailed Specifications</u>.

The **Detailed Specifications** pop-up window appears as shown in **Figure 1.4-43**.

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Figure 1.4-43: Detailed Specifications - Pop-up Window

Note: Detailed Specifications are displayed based on the configurations for selected *Item Code*.

2. Click **Close** to close the **Detailed Specifications** pop-up window.

1.4.11 Associate Exemptions

Trader or Forwarding Agent needs to associate Exemptions applicable for the Invoice Item. The Exemptions are configured against HS Codes as part of Integrated Tariff. To associate the Exemptions:

1. On the **Invoice Item Details** form, in the **Exemptions** section, click to associate the applicable Exemptions as shown below.



Figure 1.4-44: Invoice Item Detail – Exemptions Associate

The **Exemptions** list appears as shown in **Figure 1.4-45**.

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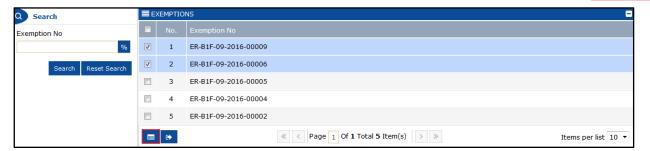


Figure 1.4-45: Exemptions - Save Selection

2. Select the required *Exemption No.* from the **Exemptions** list or enter the *Exemption No.* in the search panel, and click **Search**.

The available Exemptions are filtered based on the search criteria provided.

3. In the **Exemptions** list, select the check box corresponding to the *Exemption No*. and click to save the selection.

The **Invoice Item Detail** form refreshes with the associated Exemptions in the **Exemptions** section as shown below.



Figure 1.4-46: Invoice Item Details - Exemptions Associated

- 4. Click **Save** to save the details.
- 5. Click **Save and New** to create another Invoice Items. For more details, refer section **1.4.10 Create Invoice Item Details.**
- 6. Click **List Complete** to navigate back directly to the **Customs Declaration** form, where Duty is calculated, which is the next step after creating the Invoice Item.
- 7. Click **Back** to navigate back to the **Invoice Information** form.

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1. In the **Exemptions** list, select the check box corresponding to the *Exemption No*. that needs to be disassociated as shown below.



Figure 1.4-47: Exemptions – Disassociate

2. Click to disassociate the selected Exemptions.

System prompts to confirm the disassociation as shown below.



Figure 1.4-48: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.4.12 Create Value Declaration Form (K1A)

Trader or Forwarding Agent creates the Value Declaration Form (K1A) when the Invoice value is more than RM 20, 000. System does not allow Trader to submit the declaration to Customs unless the **Value Declaration Form** is filled. To create the Value Declaration Form (K1A):

 In the Invoice Details section, click Value Declaration Form to create value declaration as shown in Figure 1.4-49.

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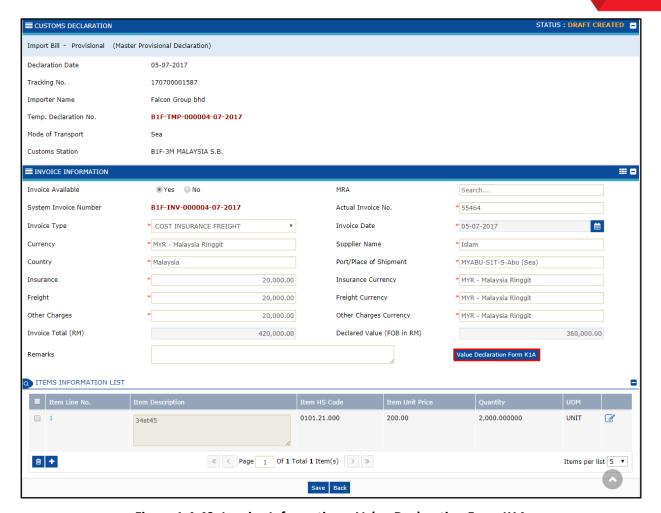


Figure 1.4-49: Invoice Information – Value Declaration Form K1A

Note: System auto-displays the **Value Declaration Form** button when the Invoice value is more than RM 20,000. Declarant cannot submit the Declaration if K1A form is not created.

The Value Declaration Form K1A appears as shown in Figure 1.4-50.

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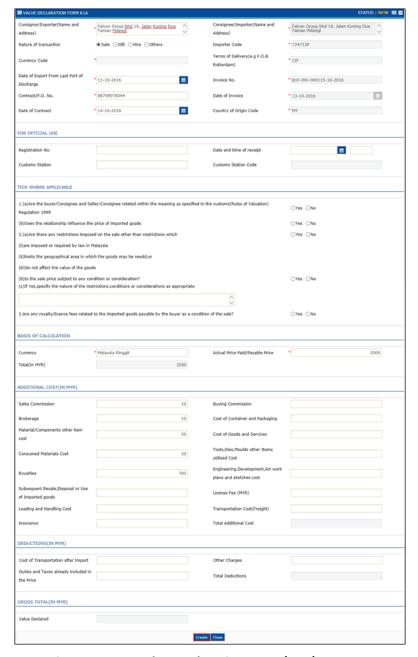


Figure 1.4-50: Value Declaration Form (K1A) - Create

Note: For creating the Value Declaration Form, the following fields are mandatory to be filled:

- Enter the Consignor details as required.
- Actual Price Paid/Payable Price is mandatory and accepts only numeric value.

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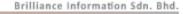
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- Currency is mandatory and can be selected from list of available currencies in the system.
- *Total (in RM)* is mandatory and is a read-only field which is calculated by the system based on Actual Price Paid/Payable Price x Exchange Rate (for conversion to RM).
- Under Additional Cost (in RM) section,
 - All data fields are entered manually by the importer and system allows only numeric values in these data fields.
 - Total Additional Cost is auto-calculated by the system as sum of all data fields under this section and it is non-editable.
- Under Deductions (in RM) section,
 - o All fields are optional and accept only numeric values.
 - Total Deductions is auto-calculated by the system as sum of all data fields under this section.
 Total Deductions is disabled and non-editable.
 - Value Declared is a calculated field. The value is calculated based on following formula: Value
 Declared = Total (in RM) + Total Additional Cost Total Deductions.
- 2. Enter or select the mandatory details and click **Create**.

The Value Declaration Form refreshes with *Created* status as shown in Figure 1.4-51.







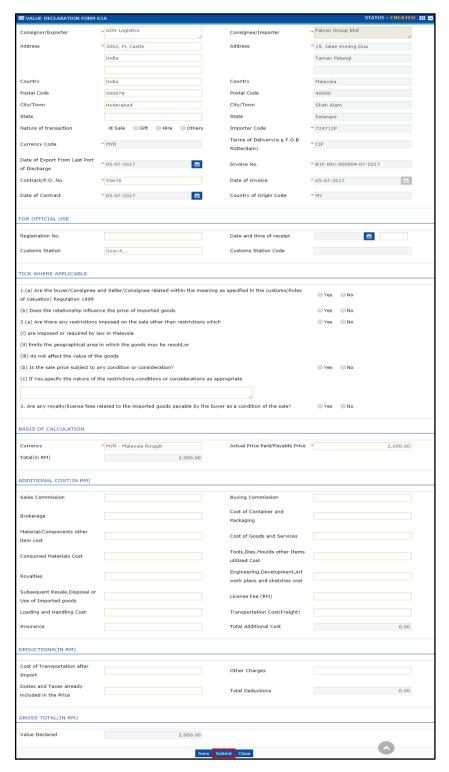


Figure 1.4-51: Value Declaration Form (K1A) - Submit

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3. Click Save to save the details and click Submit to submit the Value Declaration Form (K1A) as shown in Figure 1.4-51.

The Value Declaration Form (K1A) refreshes with Submitted status as shown in Figure 1.4-**52**.

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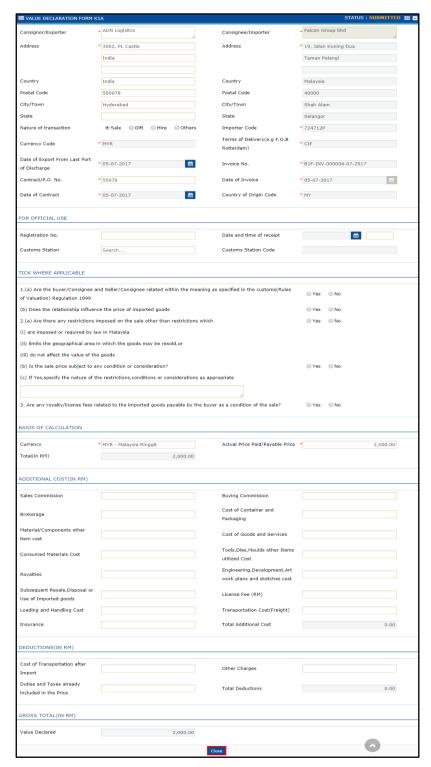


Figure 1.4-52: Value Declaration Form (K1A) - Submitted

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o any

4. Click Close to close the Value Declaration Form K1A.

1.4.13 Calculate Duty for Declaration

Trader or Forwarding Agent can calculate the Duty for declaration once the declaration is created with the mandatory details, Invoice Information and Invoice Items. To calculate the Duty for Declaration:

1. In the **Customs Declaration** form, click **Calculate Duty** to calculate the duty for declaration.

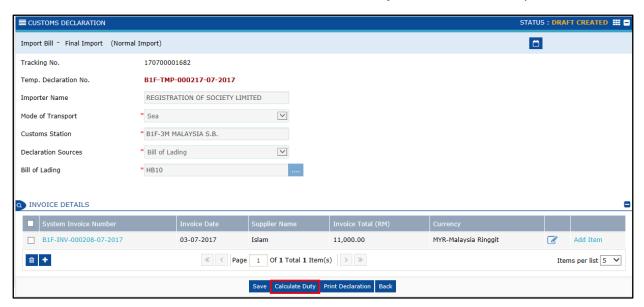


Figure 1.4-53: Customs Declaration – Normal Import Declaration – Calculate Duty

The Normal Import Customs Declaration form refreshes with Duty Details icon as shown in Figure 1.4-54.

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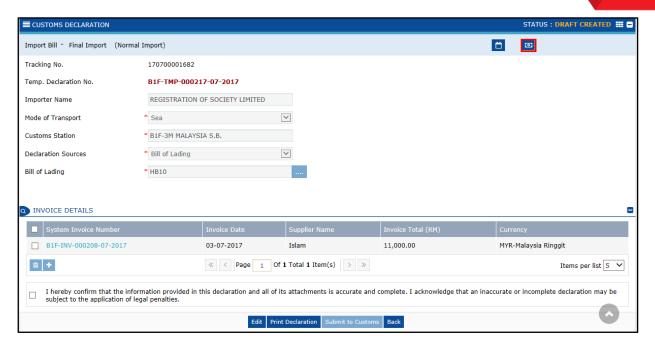


Figure 1.4-54: Customs Declaration - Normal Import Declaration - Duty Details icon

2. In the **Customs Declaration** form, click to view the applicable Duties and Taxes.

The **Duty Details** pop-up window appears as shown below.

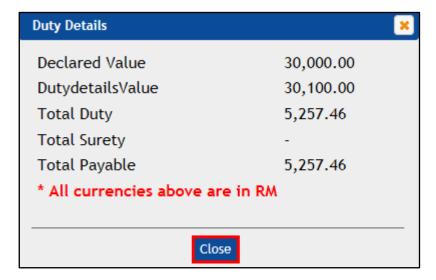


Figure 1.4-55: Duty Details - Pop-up Window

Note: Invoice and Invoice Items should exist for a Declaration before duty calculation.

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1.4.13.1 View Declaration Duties Details

Traders or Forwarding Agent can view the Declaration Duties Details through the <u>Declaration Duties</u> <u>Details</u> link. This link is visible in the Link Repository of **Customs Declaration** form only after duty calculation. It allows viewing details about the applicable duties and taxes such as Import Duty, Sales Tax and others, for the particular declaration. To view the Declaration Duties Details:

1. In the **Customs Declaration** form, click and then click <u>Declaration Duties Details</u> as shown below.

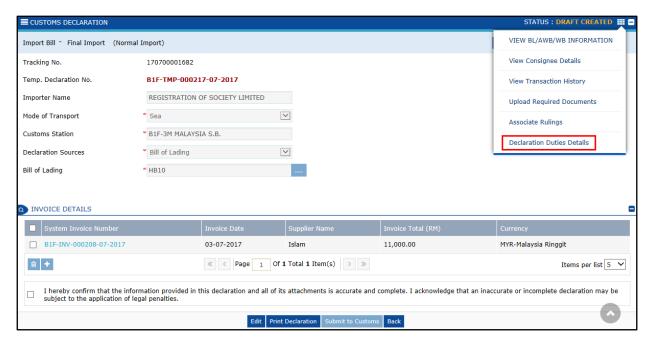


Figure 1.4-56: Customs Declaration - Normal Import - Declaration Duties Details Link

The **Item Duty Details** pop-up window appears as shown below.

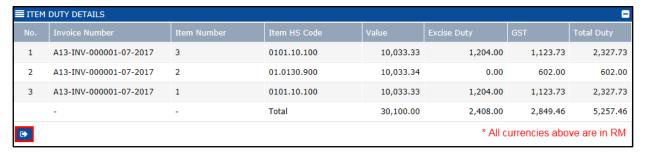


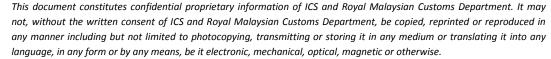
Figure 1.4-57: Item Duty Details - Pop-up window

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The details of the applicable duties or taxes are displayed with *Invoice Number, Item Number, Item Code, Customs Value, GST* and *Total Duty*.

2. Click to close the Item Duty Details form.

Note: The declaration can be edited or deleted before submitting it to Customs.

After declaration duty calculation, submit the declaration to Customs. Before submitting declarations to Customs, the following conditions need to be fulfilled:

- Free Zones should be associated with the declaration if the Declaration is created with Declaration Source as 'Free Zone'.
- Bill of Lading should be associated with the declaration if the Declaration is created with Declaration Source as 'Bill of Lading'.
- Warehouse should be associated with the declaration if the Declaration is created with Declaration Source as 'Warehouse'.
- Value Declaration Form should be submitted in case the Declaration invoice amount is more than RM 20, 000.

1.4.14 Submit Declaration to Customs

Trader or Forwarding Agent can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader) after adding or associating the required details. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Acknowledgement confirmation check box and click **Submit to Customs** to submit the Declaration as shown in **Figure 1.4-58**.

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Figure 1.4-58: Customs Declaration - Normal Import Declaration - Submit to Customs

Edit Print Declaration Submit to Customs Back

A **Confirmation** pop-up window appears with the *Declaration Number* as shown below.

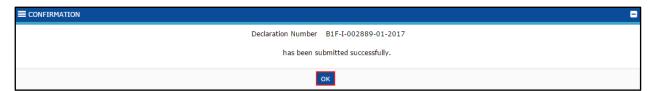


Figure 1.4-59: Declaration - Confirmation

- 2. Click **OK** to accept the Declaration.
- 3. Click **Print Declaration** to print the Normal Import Declaration file details.

The following is the sample of Normal Import Declaration file details in PDF format.

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Figure 1.4-60: Normal Import Declaration – PDF format

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4. Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

Note-1:

- Once the Declaration is submitted, the declaration status is updated based on the Risk Management System (RMS) channel.
 - After declaration submission to Customs and before receiving decision from RMS, the declaration status is "Submitted".
 - If RMS triggers Green Channel and there is no admissibility for the Declaration, the declaration status is "Approved".
 - If RMS triggers either Yellow or Red Channel, then declaration status is "In Progress". Once
 Verification Officer and SIAT members complete assessment and inspection requests in the
 system, declaration status changes to "Approved" state.
 - Once the Inspection and Release process is completed, the Declaration status changes to Completed state.
 - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to *Cleared* state.

Note-2: Trader or Forwarding Agent can print the declaration regardless of statuses by clicking **Print Declaration** on the **Customs Declaration** form except in "Approved" status.

The submitted Declarations are listed in the **Declaration List** along with status as shown in **Figure 1.4-59**.

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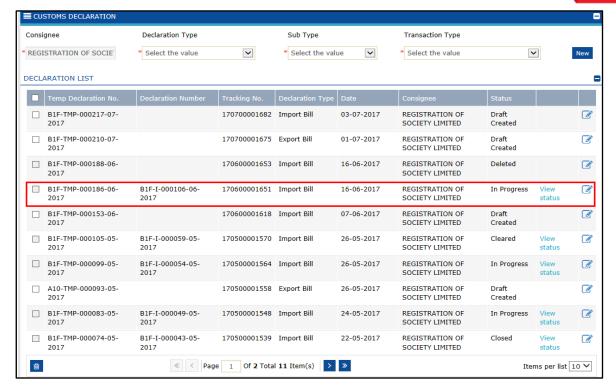


Figure 1.4-61: Declaration List

Payment can be made only when the requests such as Documents Review, Inspection, Assessment, and others are completed for the declaration. Once the Payment is collected, the declaration is released, the Exit Gate Pass is issued and declaration is closed.

Note:

Trader or Forwarding Agent can view the Declaration status on the **Declaration List**. The **Declaration** List displays all the stages of Declaration. Trader or Forwarding Agent can refer the Declaration List anytime to check the Declaration progress by clicking View Status. The Declaration Status pop-up window appears as shown below.

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Figure 1.4-62: View Declaration Status

- The <u>View Document Review Requests</u> link is displayed once the declaration status is in *Cleared, In Progress* or *Approved* state.
- The <u>Associate Licensed/Registered Carriers</u> link is displayed once the declaration status is in *Cleared* or *Completed* state.

1.5 Create Provisional – Master Provisional Import Declaration

Trader or Forwarding Agent can create and submit the Master Provisional Import Declaration.

Trader or Forwarding Agent can file the Master Provisional Import Declaration for any of the imported goods listed below:

- Cigarettes,
- Liquor, and
- Beer.

All Master Provisional Declaration requests require approval from the Verification Officers. Once the Declaration is approved by the Verification Officer, Importer can pay duties or taxes; accordingly the Declaration status changes to *Completed*.

The tax stamps are requested for the Master Provisional Declaration based on the number of tax stamps required for the consignment.

Note: Once all the sub declarations are filed, only then the Master Provisional declaration status changes to *Closed*.

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To create the Provisional – Master Provisional Import Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

The **Customs Declaration** list appears as shown below.



Figure 1.5-1: Customs Declaration – Master Provisional Declaration – New

- 2. System auto-displays the *Consignee* as *Trader* based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. Select the Declaration Type as 'Import Bill' from the drop-down list.
- 4. Select the Sub Type as 'Provisional' from the drop-down list.
- 5. System auto-populates the *Transaction Type* as 'Master Provisional Declaration' based on the selection of *Sub Type*.
- 6. Click **New** to create Declaration with the entered or selected details.

The **Customs Declaration** form appears as shown below.

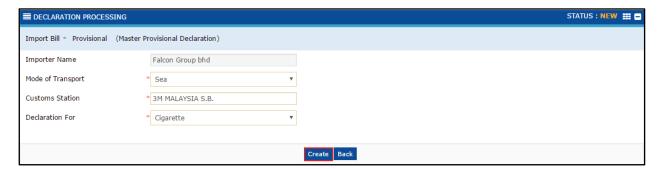


Figure 1.5-2: Customs Declaration – Master Provisional Declaration – Create

Note: The *Load/Unload Application* field is enabled only if the selected *Customs Station* belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

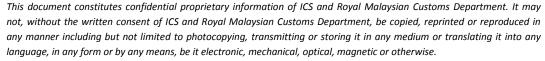
No.	Field Name	Description
-----	------------	-------------



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No.	Field Name	Description			
1.	Status	System auto-displays the Status as New indicating that the process has			
		started.			
2.	Tracking No.	System auto-generates the Tracking Number once the Provisional			
		Import Declaration draft is created.			
3.	Тетр.	System auto-generates the Temp Declaration Number once the			
	Declaration No.	Provisional Import Declaration Draft is created.			
4.	Importer Name	System auto-displays the Importer Name based on the login details.			
5.	Mode of	Select the Mode of Transport from the drop-down list.			
	Transport	The drop-down list values include:			
		• Air,			
		• Sea,			
		Road, and			
		• Rail.			
		Note : If <i>Mode of Transport</i> is selected as Road or Rail, then associating			
		Bill of Lading Lines is optional.			
6.	Customs Station	Enter and select the Customs Station.			
7.	Declaration For	Select the item for which the declaration is to be made, i.e. Cigarette,			
		Liquor or Beer.			

Table 1.5-1: Customs Declaration - Provisional - Master Provisional Declaration - Create

8. Click Create.

The Master Provisional **Customs Station** form refreshes with *Draft Created* status, **View Date Details** icon, and **Invoice Details** section as shown below.

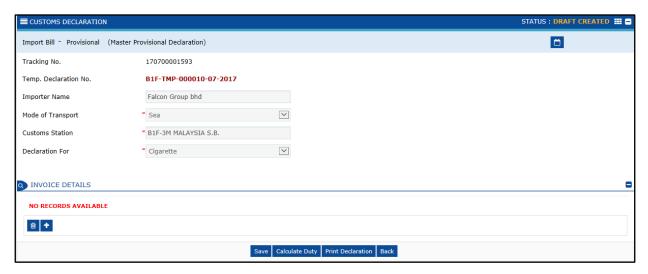


Figure 1.5-3: Customs Declaration – Master Provisional Declaration – Draft Created

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Once the Declaration draft is created, the links associated to the Master Provisional **Customs Declaration** form appear in the Link Repository. Click to view the Link Repository and the available links are displayed in an expandable list as listed below.

- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.

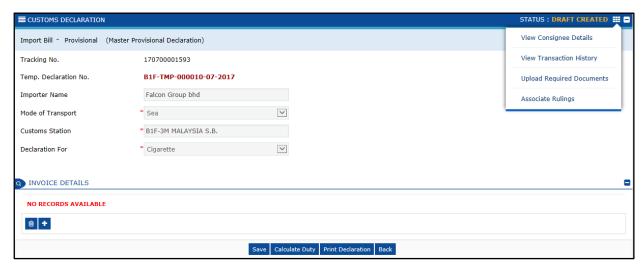


Figure 1.5-4: Customs Declaration – Master Provisional Declaration – Link Repository

All the links and their functionalities are explained below.

1.5.1 <u>View Declaration Dates</u>

For more details on how to view the Declaration Dates, refer section 1.4.1 View Declaration Dates.

1.5.2 <u>View Consignee Details</u>

For more details on how to view the Consignee Details, refer section 1.4.5 View Consignee Details.

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1.5.3 View Transaction History

For more details on how to view the Transaction History, refer section **1.4.6 View Transaction History**.

1.5.4 Upload Required Documents

For more details on how to associate or upload the required documents, refer section **1.4.7 Upload**Required Documents.

1.5.5 View Rulings

For more details on how to view the associated Rulings, refer section 1.4.8 View Rulings.

1.5.6 Create Invoice Information

For more details on how to create or add the Invoice Information, refer section **1.4.9 Create Invoice**Information.

1.5.6.1 Open Invoice Information

For more details on how to open and view the Invoice Information, refer section **1.4.9.1 Open**Invoice Information.

1.5.6.2 View/Edit Freight Details

For more details on how to view or edit the Freight Details, refer section 1.4.9.2 View/Edit Freight Details.

1.5.7 Create Invoice Item Details

For more details on how to create the Invoice Item Details, refer section **1.4.10 Create Invoice Item Details**.

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1.5.7.1 Associate Bill Line Items

For more details on how to associate Bill Line Items, refer section 1.4.10.1 Associate Bill Line Items.

1.5.7.2 Associate Rulings

For more details on how to associate the required Rulings with Declaration, refer section 1.4.10.2 Associate Rulings.

1.5.7.3 View Detailed Specifications

For more details on how to view the Detailed Specifications, refer section 1.4.10.3 View Detailed Specifications.

1.5.8 Associate Exemptions

For more details on how to associate the Exemptions, refer section **1.4.11** Associate Exemptions.

1.5.9 <u>Calculate Duty for Declaration</u>

Trader or Forwarding Agent can calculate the Duty for the Declaration, once the Declaration is created with the mandatory details such as Invoices, Invoices Items and Declaration references. To calculate the Duty for Declaration:

1. In the Customs Declaration form, click Calculate Duty to calculate the duty for declaration as shown in Figure 1.5-5.

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Items per list 5

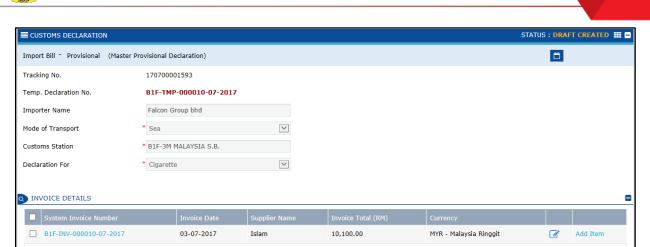


Figure 1.5-5: Customs Declaration - Master Provisional Declaration - Calculate Duty

late Duty Print Declaration Back

The **Customs Declaration** form refreshes with **Duty Details** icon as shown below.

« < Page 1 Of 1 Total 1 Item(s) > »



Figure 1.5-6: Customs Declaration - Master Provisional Declaration - Duty Details icon

2. In the Master Provisional **Customs Declaration** form, click to view the applicable Duties and Taxes.

The **Duty Details** pop-up window appears as shown in **Figure 1.5-7**.

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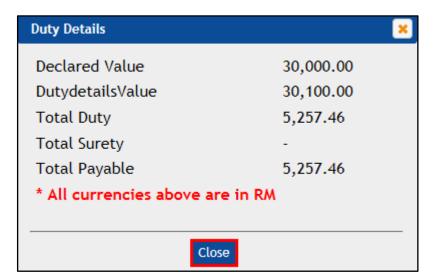


Figure 1.5-7: Duty Details - Pop-up Window

Note: Invoice Information and Invoice Items should exist for a Declaration before duty calculation.

1.5.9.1 View Declaration Duties Details

For more details on how to view the Declaration Duties Details, refer section **1.4.13.1 View**Declaration Duties Details.

1.5.10 Submit Declaration to Customs

Trader or Forwarding Agent can submit the Declaration to Customs, once the Duty is calculated. To submit the Declaration to Customs:

1. In the Master Provisional **Customs Declaration** form, select the Self-Acknowledgement confirmation check box and click **Submit to Customs** to submit the declaration as shown in **Figure 1.5-8**.

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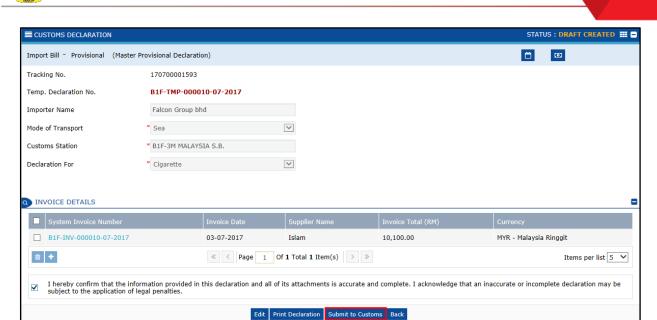


Figure 1.5-8: Customs Declaration – Master Provisional Declaration – Submit to Customs

The **Declaration Confirmation** pop-up window appears with the *Declaration Number* as shown below.



Figure 1.5-9: Declaration – Confirmation

2. Click OK.

The Master Provisional **Customs Declaration** form refreshes with *Submitted* status as shown in **Figure 1.5-10.**

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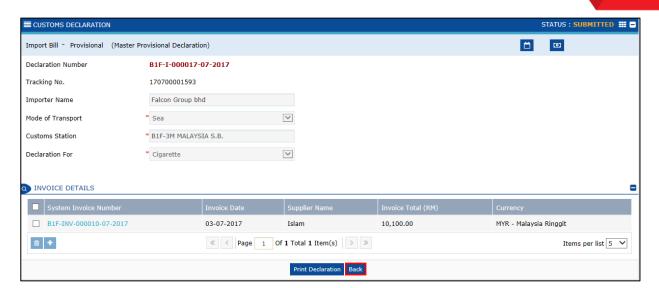


Figure 1.5-10: Customs Declaration - Master Provisional Declaration - Submitted

- 3. Click **Back** to navigate back to the **Customs Declaration** list.
- 4. Click **Print Declaration** to print the Master Provisional Declaration file details.

The Mater Provisional Declaration in PDF format appears as shown in Figure 1.5-11.

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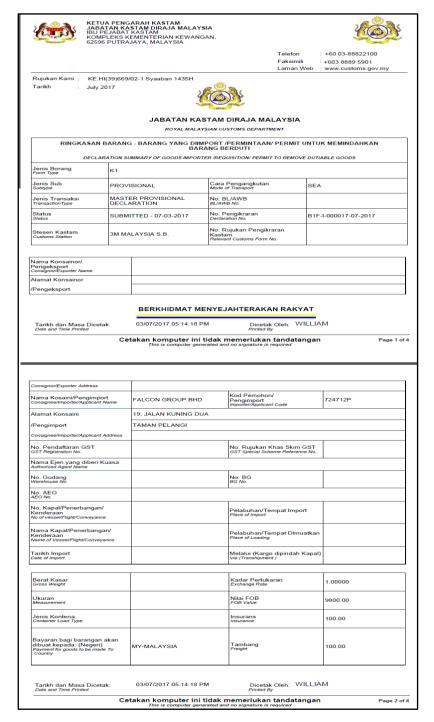


Figure 1.5-11: Master Provisional Declaration – PDF format

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Note-1:

- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
 - After declaration submission to Customs and before receiving decision from RMS, the declaration status is "Submitted".
 - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is "Approved".
 - If RMS Returns either Yellow or Red Channel, then declaration status is "In Progress". Once
 Verification Officer and SIAT members complete assessment and inspection requests in the
 system, declaration status changes to "Approved".
 - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
 - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to *Cleared* state.

Note-2: Trader or Forwarding Agent can print the declaration regardless of statuses by clicking **Print Declaration** on the **Customs Declaration** form except in "Approved" status.

The submitted Master Provisional declarations are approved by the Verification Officer. Once the Verification Officer approves the declaration, duties and taxes can be paid through **Payment** module and the Declaration status changes to *Completed*.

Trader can request for Tax stamps for the declared goods in Master Provisional Declaration using Tax Stamp PO Requests. For more details, refer section **1.13 Create and Submit Tax Stamp Purchase Order Request**.

The created Tax Stamp requests are approved by the Verification Officer. Once the Tax Stamp request is approved, the stamp duty can be paid through **Payment** module.

After the Tax Stamp duty amount is collected, Finance and Procurement Department issues the Tax Stamps. After issuing the stamp, Trader can file Sub Declaration referencing the Master Provisional Declaration.

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1.6 Create Final Import – Sub Declaration

Trader or Forwarding Agent can create and submit the Final Import Sub Declaration. Trader or Forwarding Agent can file the Sub Declaration for any of the imported following goods:

- Master Provisional Declarations that are in *Completed* status (i.e., Master Provisional Declarations for which the Tax Stamps are issued).
- Functional Units that are in *Approved* status (i.e., Functional Unit Requests that are approved by the Classification Officer).

To create the Final Import – Sub Declaration:

 On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

The **Customs Declaration** list appears as shown below.

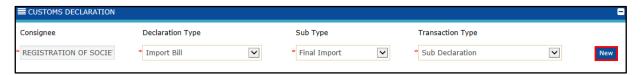


Figure 1.6-1: Customs Declaration - Sub Declaration - New

- 2. System auto-displays the *Consignee* as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. Select the *Declaration Type* as 'Import Bill' from the drop-down list.
- 4. Select the *Sub Type* as 'Final Import' from the drop-down list.
- 5. Select the *Transaction Type* as 'Sub Declaration'.
- 6. Click **New** to create Declaration with the entered or selected details.

The **Customs Declaration** form appears as shown in **Figure 1.6-2**.

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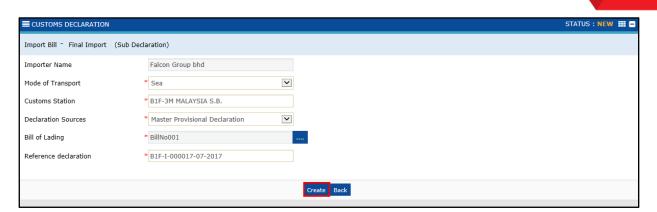


Figure 1.6-2: Customs Declaration – Final Import – Sub Declaration – Create

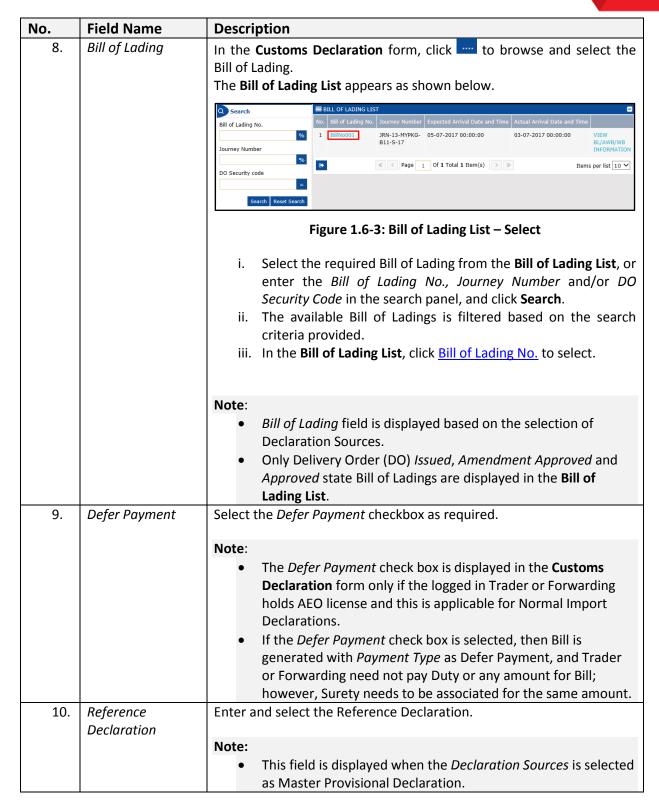
Note: The *Load/Unload Application* field is enabled only if the selected *Customs Station* belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

No.	Field Name	Description			
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.			
2.	Tracking No.	System auto-generates the Tracking Number once the Sub Declaratio draft is created.			
3.	Temp. Declaration No.	System auto-generates the Temp Declaration Number once the Sub Declaration draft is created.			
4.	Importer Name	System auto-displays the Importer Name based on the login details.			
5.	Mode of Transport	Select the Mode of Transport from the drop-down list. The drop-down list values include:			
6.	Customs Station	Enter and select the Customs Station.			
7.	Declaration Sources	Select the Declaration Sources from the drop-down list. The Declaration Source drop-down values include: • Master Provisional Declaration, and			
		Functional Units.			

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No.	Field Name	Description					
		 Master Provisional Declarations which are in Completed state are displayed for reference. 					
11.	Functional Units	Enter and select the Functional Units. Note:					
		 This field is displayed when the <i>Declaration Sources</i> is selected as Functional Unit. Functional Units which are in <i>Approved</i> and <i>Amendment Approved</i> statuses are displayed for reference. 					

Table 1.6-1: Customs Declaration – Final Import – Sub Declaration – Create

8. Click Create.

The Final Import (Sub Declaration) **Customs Declaration** form refreshes with *Draft Created* status, **Date Details** icon, and **Invoice Details** section as shown below.

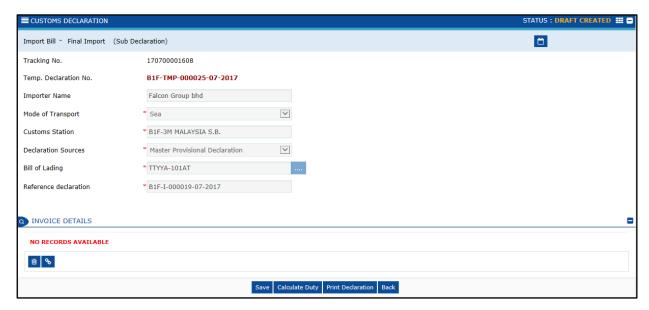


Figure 1.6-4: Customs Declaration - Final Import - Sub Declaration - Draft Created

Once the Final Import – Sub Declaration is created, the links associated to the **Customs Declaration** form appear in the Link Repository. Click to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as shown in **Figure 1.6-5**.

• View BL/AWB/WB Information.

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- View Functional Units. (This link is displayed only if the *Declaration Sources* is selected as Functional Units).
- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.
- Associate Tax Stamp.

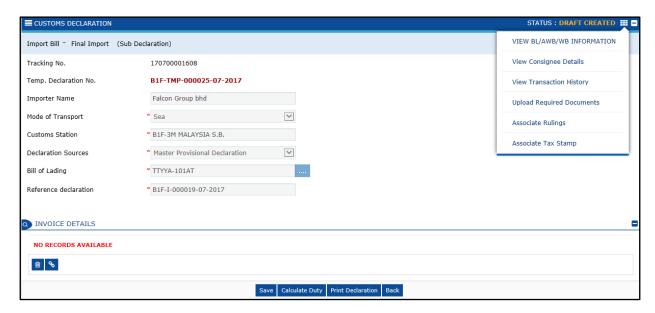


Figure 1.6-5: Customs Declaration – Final Import – Sub Declaration – Link Repository

All the links and their functionalities are explained below.

1.6.1 View Declaration Dates

For more details on how to view the Declaration Dates, refer section 1.4.1 View Declaration Dates.

1.6.2 <u>View BL/AWB/WB Information</u>

For more details on how to view the Reference Details, refer section **1.4.4 View BL/AWB/WB Information**.



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1.6.3 View Consignee Details

For more details on how to view the Consignee Details, refer section 1.4.5 View Consignee Details.

1.6.4 View Transaction History

For more details on how to view the Transaction History, refer section **1.4.6 View Transaction History.**

1.6.5 Upload Required Documents

For more details on how to upload the Required Documents, refer section **1.4.7 Upload Required Documents.**

1.6.6 <u>View Rulings</u>

For more details on how to view the associated Rulings, refer section 1.4.8 View Rulings.

1.6.7 Associate Tax Stamp

Trader or Forwarding Agent can associate the required Tax Stamp. To associate the Tax Stamp:

1. In the **Customs Declaration** form, click and then click <u>Associate Tax Stamp</u> to associate the Tax Stamp.

The **Tax Stamp List** appears as shown below.



Figure 1.6-6: Tax Stamp List – Save

Note:

• Tax Stamp Request No. is auto-populated and is disabled by default.

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- Total Issued Stamps field displays the actual total number of stamps issued.
- Available Stamps displays the number of stamps available.
- Stamps Required is entered by the Trader according to the Total Item Quantity in Sub-Declaration.
- 2. Enter the Stamps Required quantity and click to save the details.
- 3. Click to close the Tax Stamp List and/or navigate back to the Customs Declaration form.

1.6.8 <u>Associate Invoice Information</u>

Trader or Forwarding Agent can associate the Invoice Information for declaration. To associate the Invoice Information:

1. On the **Customs Declaration** form, in the **Invoice Details** section, click to associate the Invoice Information as shown below.

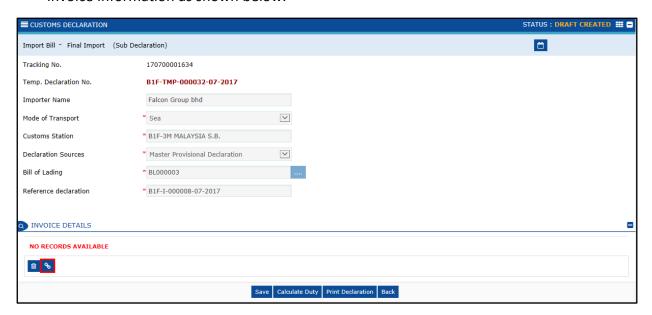


Figure 1.6-7: Customs Declaration - Sub Declaration - Invoice Details Associate

The **Associate Reference Invoice** list appears as shown in **Figure 1.6-8**.

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Figure 1.6-8: Associate Reference Invoice – Save Selection

2. Select the *Declaration Number* and click to save the selection.

The **Customs Declaration** form refreshes with the associated Invoice Information in the **Invoice Details** section as shown below.

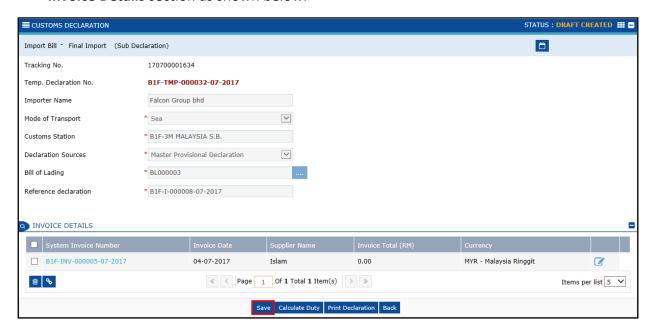


Figure 1.6-9: Customs Declaration – Sub Declaration – Save

3. Click **Save** to save the details.

1.6.9 Associate Invoice Item Details

Trader or Forwarding Agent can associate the Invoice Information for declaration. To associate Invoice Item Details:

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1. On the **Customs Declaration** form, in the **Invoice Details** section, click open the corresponding *Invoice No.* record to associate the Invoice Item details.

The **Invoice Information** form with **Items Information List** section appears as shown below.

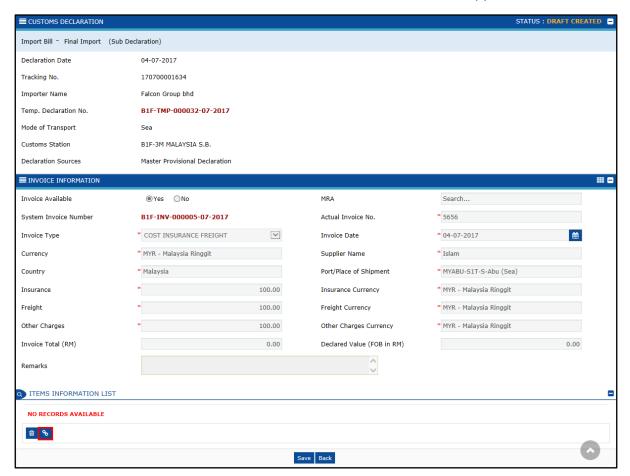


Figure 1.6-10: Invoice Information – Items Information Associate

2. In the Items Information List section, click to associate item information.

The **Invoice Item Detail** list appears as shown below.

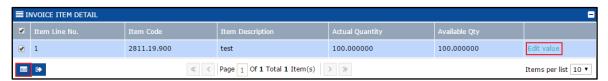


Figure 1.6-11: Invoice Item Detail List – Save Selection

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3. To associate the partial items, click Edit Value.

The **Invoice Item Detail** form appears to associate the required item quantity as shown below.

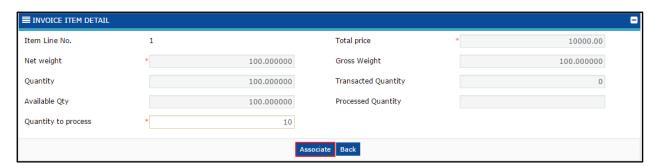


Figure 1.6-12: Invoice Item Detail – Associate (Partial Items)

4. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Item Line No.	System auto-displays the Item Line Number by default.
2.	Total Price	Total Price of the Item is auto-calculated by the system (Quantity x
		Unit Price). This field is non-editable.
3.	Net Weight	System auto-displays the Net Weight of the Item by default.
4.	Gross Weight	System auto-displays the Gross Weight of the Item.
5.	Quantity	System auto-displays the Quantity of the Item.
6.	Transacted Quantity	System auto-displays the Transacted Quantity of the Item.
7.	Available Qty	System auto-displays the Available Quantity of the Item.
8.	Processed Quantity	System auto-displays the Processed Quantity of the Item based on
		the Quantity to Process.
9.	Quantity to Process	Enter the Quantity to process.
		Note : Quantity to Process value cannot be more than the Available
		Quantity value.

Table 1.6-2: Invoice Item Detail - Partial Items Associate

- 5. Click **Associate**.
- 6. To associate all the items, select the *Item Line No.* and click to save the selection as shown in **Figure 1.6-11**.

The Final Import (Sub Declaration) **Customs Declaration** form refreshes with the associated Invoice Information in the **Invoice Details** section as shown in **Figure 1.6-13.**

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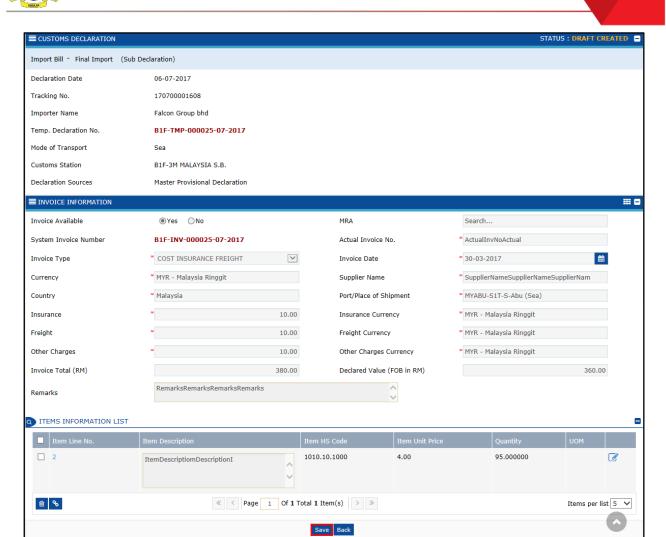


Figure 1.6-13: Invoice Information – Invoice Item Details Associated

7. Click **Save** to save the **Invoice Items Detail** form.

1.6.10 Calculate Duty for Declaration

Trader or Forwarding Agent can calculate the Duty for the Declaration form once the declaration is created with the mandatory details such as Invoices and Invoices Items. To calculate the Duty for Declaration:

1. In the **Customs Declaration** form, click **Calculate Duty** to calculate the duty declaration as shown in **Figure 1.6-14.**

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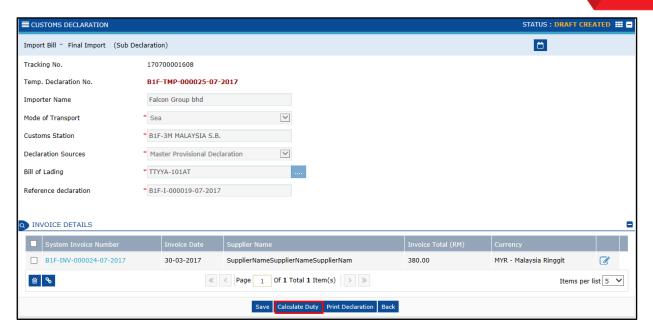


Figure 1.6-14: Customs Declaration - Sub Declaration - Calculate Duty

The Final Import (Sub Declaration) **Customs Declaration** form refreshes with **Duty Details** icon and confirmation check box as shown below.

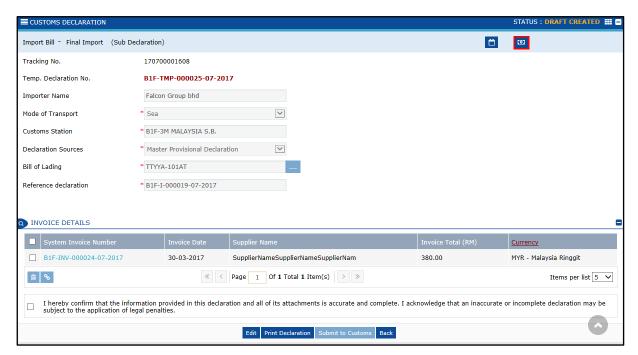


Figure 1.6-15: Customs Declaration – Sub Declaration – Duty Details icon

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1.6.10.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section **1.4.13.1 View**Declaration Duties Details.

1.6.11 Submit Declaration to Customs

Trader or Forwarding Agent can submit the Declaration to Customs, once the duty is calculated. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Acknowledgement check box and then click **Submit to Customs** to submit the declaration as shown below.

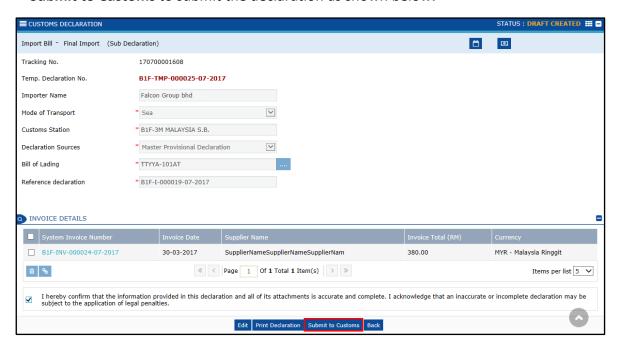


Figure 1.6-16: Customs Declaration – Sub Declaration – Submit to Customs

The Declaration **Confirmation** pop-up window appears with *Declaration Number* as shown below.

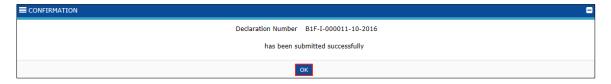


Figure 1.6-17: Declaration Confirmation

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- 2. Click OK.
- 3. Click **Print Declaration** to print the Sub Declaration file details.

The following is the sample of the Sub Declaration summary in PDF format.

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		JABATAN KAS	TAM DIRAJA MALAYSI	A	
		ROYAL MALAYS	IAN CUSTOMS DEPARTMENT		
			PORT /PERMINTAAN/ PERMING BERDUTI		
Jenis Borang Form Type	К1				
Jenis Sub Subtype	FINAL	IMPORT	Cara Pengangkutan Mede of Transport	SEA	
Jenis Transaksi TransactionType	SUB D	ECLARATION	No. BL/AWB	TTY	YA-101AT
Status Status	DRAFT	CREATED - 06/07/2017	No. Pengikraran Declaration No.		
Stesen Kastam Customs Statton	ЗМ МА	LAYSIA S.B.	No. Rujukan Pengikraran Kastam Relevant Customs Form No.		
Nama Konsainor/ Pengeksport Consignor/Exporter Name		AL			
Alamat Konsainor		EXTERNALTR			
/Pengeksport Consignor/Exporter Address					
Nama Kosaini/Pengimport	me	FALCON GROUP BHD	Kod Pemohon/ Pengimport Importer/Applicant Code		724712P
Alamat Konsaini		19, JALAN KUNING DUA			
/Pengimport Consignee/importer/Applicant Ac	loton = =	TAMAN PELANGI			
No. Pendaftaran GST GST Registration No.	dress		No. Rujukan Khas Skir GST Special Scheme Refer	m GST ence No.	
Tarikh dan Masa Dicetak Date and Time Printed	:	06/07/2017 10:19:50 AM	A Dicetak Oleh:	WILLIA	M
		takan komputer ini ti	dak memerlukan tanda ated and no signature is required		Page 2
Nama Ejen yang diberi Ku Authorized Agent Name	asa				
No. Gudang Warehouse No.			No. BG		
No. AEO					
No. Kapal/Penerbangan/ Kenderaan <i>No of vessel/Plight/Conveyance</i>		FDZ00001	Pelabuhan/Tempat Im	port	MYABU-81T-8 - ABU (SEA)
Nama Kapal/Penerbangan Kenderaan <i>Name of Vessel/Plight/Conv</i> eyan	/ ce	OCEAN SEA	Pelabuhan/Tempat Dir Place of Loading	nuatkan	AEABU-ARE-S - ABU A BUKHOOSH
Tarikh Import Date of Import			Melalui (Kargo dipinda Via (Transhipment)	h Kapal)	
Berat Kasar Gross Weight		462.000000	Kadar Pertukaran Exchange Rate		
Ukuran Measurement		EACH	Nilai FOB FOR Value		5320.00
Jenis Kontena Container Load Type		FCL (FULL CONTAINER LOAD)	Insurans Insurance		0.00
Bayaran bagi barangan al dibuat kepada: (Negeri) Fayment for goods to be made: :Country	kan re	MY-MALAYSIA	Tambang Freight		0.00
Jumlah CIFC			Caj Lain Other Charges		0.00
Jumlah Perlu Dibayar Total Amount Payable			No. Resit		
Nama Pengikrar Name of Declarant		FALCON GROUP BHD			1
Name of Declarant Kad Pengenalan No./ Passport No. NRIC No./Passport No.		569874520			
Tarikh dan Masa Dicetak		06/07/2017 10:19:50 AM	Dicetak Oleh:	WILLIA	M
Date and Time Printed			Printed By dak memerlukan tandal ated and no signature is required		Page 3
		This is computer gener	ated and no signature is required		, ago c
Jawatan Designation		MANAGING DIRECTOR			
		MANAGING DIRECTOR			
Tarikh Dete					
Penafian Disclemier					
I hereby confirm that the information may be subject to the application of it	provided in egal penalt	this declaration and all of its attachmites.	ents is accurate and complete. I acknowled	ge that an ir	accurate or incomplete declaration

Figure 1.6-18: Sub Declaration – PDF Format

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Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

Note-1:

- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
 - After declaration submission to Customs and before receiving decision from RMS, the declaration status is "Submitted".
 - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is "Approved".
 - If RMS Returns either Yellow or Red Channel, then declaration status is "In Progress". Once
 Verification Officer and SIAT members complete assessment and inspection requests in the
 system, declaration status changes to "Approved".
 - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
 - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to *Cleared* state.
 - The <u>Associate Licensed /Registered Carriers</u> link is enabled once the Declaration status is in Cleared or Completed state. For more details, refer section 1.14 Associate Licensed/Registered
 Carriers.

Note-2:

Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print
 Declaration on the Customs Declaration form except in "Approved" status.

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C. Export Bill

This section provides details on filing Export Declaration for various Sub Types and Transaction Types as listed below:

- Final Export Normal Export, and
- Provisional Export Provisional Declaration.

The common steps involved in submitting the Export Declaration are listed below:

- Create Export Declaration.
- Associate Reference Declaration (as per requirement).
- Associate or View Shipment Note.
- Create Invoice Information.
- Create Invoice Items Details.
 - Associate Rulings.
- Calculate Duty.
- Submit to Customs.

All the Export Declarations available in Customs Declaration module are explained in the following sections.

1.7 Create Final Export – Normal Export Declaration

Trader or Forwarding Agent can create and submit the Normal Export Declaration. Trader or Forwarding Agent can file for the Normal Export Declaration to export the goods. To create the Final Export - Normal Export Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

The **Customs Declaration** list appears as shown in **Figure 1.7-1**.

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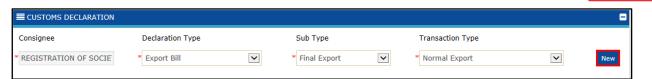


Figure 1.7-1: Customs Declaration – Normal Export Declaration – New

- 2. System auto-displays the *Consignee* as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. Select Declaration Type as 'Export Bill' from the drop-down list.
- 4. Select Sub Type as 'Final Export' from drop-down list.
- 5. Select Transaction Type as 'Normal Export'.
- 6. Click **New** to create Declaration with the entered or selected details.

The **Customs Declaration** form appears as shown below.

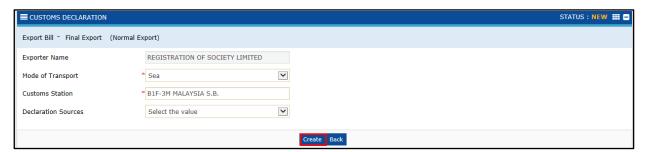


Figure 1.7-2: Customs Declaration – Normal Export Declaration – Create

Note: The *Load/Unload Application* field is enabled only if the selected *Customs Station* belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.
2.	Tracking No.	System auto-generates the Tracking Number once the Normal Export Declaration is created.
3.	Temp Declaration No.	System auto-generates the Temp Declaration Number once the Normal Export Declaration is created.
4.	Exporter Name	System auto-displays the Exporter Name as Trader Name by default.
5.	Mode of	Select the Mode of Transport from the drop-down list.

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No.	Field Name	Description					
	Transport	The drop-down list values include:					
		• Air,					
		• Sea,					
		Road, and					
		• Rail.					
		Note: If Mode of Transport is selected as Road or Rail, then associating Bill of					
	C de la constitución	Lading Lines is optional.					
6.	Customs Station	Enter and select the Customs Station.					
7.	Declaration	Select the Declaration Sources from the drop-down list.					
	Sources	The drop-down list values includes:					
		Propaganda, Research and Demonstration, Conds or Machines (For Repair					
		Goods or Machines/For Repair, Export Provisional and					
		Export Provisional, and K3 Inter Posicional					
		K3 Inter-Regional.					
		Note:					
		• If <i>Declaration Sources</i> is selected as 'Export Provisional':					
		 It is mandatory to associate Export Provisional Declarations 					
		which are in Completed state (Invoice and Invoice Item details is					
		associated from Export Provisional Declaration).					
		 If Declaration Sources is selected as 'K3 Inter-Regional': 					
		 The <u>Associate Reference Declarations</u> link is available in the link 					
		repository for declaration. Invoice(s) from associated Reference					
		Declaration(s) is available for association during Normal Export.					
		 Declarant can associate or add the Invoice details to Declaration 					
		(during Normal Export Declaration).					
		 Selecting the Declaration Sources is optional. 					

Table 1.7-1: Customs Declaration – Normal Export Declaration – Create

8. Click Create.

The Normal Export Customs Declaration form refreshes with *Draft Created* status, View Declaration Dates icon and Invoice Details section as shown in Figure 1.7-3.

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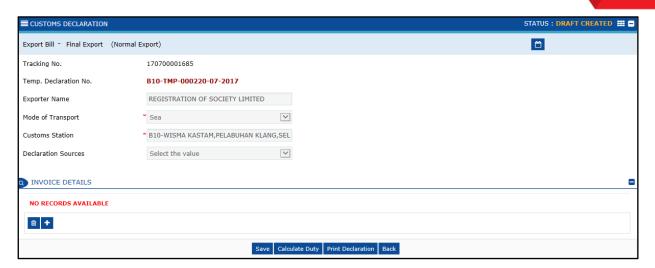


Figure 1.7-3: Customs Declaration – Normal Export Declaration – Draft Created

Once the declaration is created, the links associated to the Normal Export **Customs Declaration** form appear in the Link Repository. Click to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as shown in **Figure 1.7-4**.

- View Consignor Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.
- Associate/View Shipment Note.

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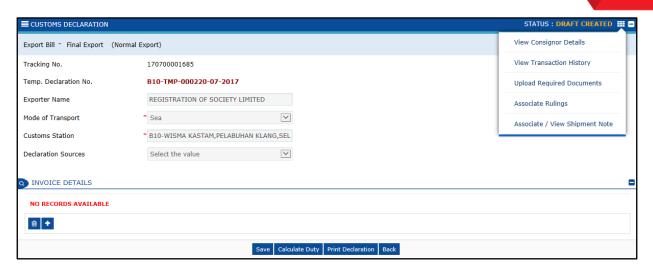


Figure 1.7-4: Customs Declaration – Normal Export Declaration – Link Repository

All these links and their functionalities are explained below.

1.7.1 View Declaration Dates

For more details on how to view the Declaration Dates, refer section 1.4.1 View Declaration Dates.

1.7.2 <u>View Consignor Details</u>

Trader or Forwarding Agent can view the Organization, Address and Contact details of the Consignor for whom the declaration is created. For more details, refer section **1.4.5 View** Consignee Details.

1.7.3 View Transaction History

For more details on how to view the Transaction History, refer section **1.4.6 View Transaction History**.

1.7.4 Upload Required Documents

For more details on how to upload the required documents, refer section **1.4.7 Upload Required Documents**.

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View Rulings 1.7.5

For more details on how to view the associated Rulings for Declaration, refer section 1.4.8 View Rulings.

Associate/View Shipment Note

Trader or Forwarding Agent can associate or view the Shipment Note issued to the Consigner while exporting the declared goods.

Note: At least one Shipment Note should be associated or added to submit the Declaration to Customs.

To associate the Shipment Note:

1. In the Customs Declaration form, click and then click Associate/View Shipment Note. The **Shipment Note List** appears as shown below.



Figure 1.7-5: Shipment Note List – Associate

Note: It is mandatory to associate at least one Shipment Note to submit the Declaration to Customs (except for 'Road' 'mode). For Road Mode, associating Shipment Note is optional.

2. Click to associate the Shipment Note.

The **Shipment Note List** appears as shown below.

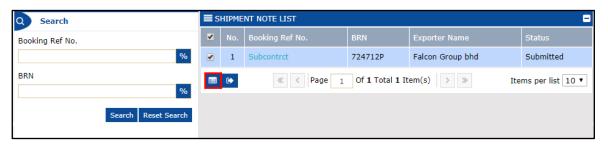


Figure 1.7-6: Shipment Note List - Save Selection

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- 3. Select the required *Booking Ref No.* from the **Shipment Note List**, or enter the *Booking Ref No.* and/or *BRN* in the search panel, and click **Search**.
 - The available Booking References are filtered based on the search criteria provided.
- 4. In the **Shipment Note List**, select the check box corresponding to the *Booking Ref No.* and click to save the selection.

The selected or associated *Booking Ref No.* is displayed in the **Shipment Note List** as shown below.



Figure 1.7-7: Shipment Note List – Associated

- 5. Click to navigate back to Customs Declaration form.
- 6. In the **Shipment Note List**, click the <u>Booking Ref No.</u> to view the corresponding Shipment Note Lines details.

The Shipment Order Information pop-up window appears as shown in Figure 1.7-8.

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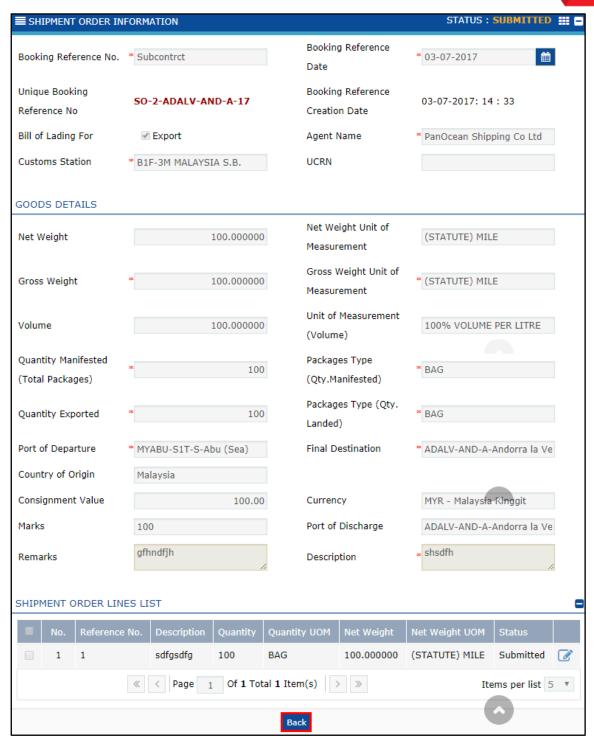


Figure 1.7-8: Shipment Order Information – Pop-up Window

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7. Click Back to navigate back to the Shipment Note List.

Note: To view the Shipment Note, in the **Customs Declaration** form, click and then click <u>Associate/View</u>

<u>Shipment Note</u>. The **Shipment Note List** appears with Shipment Notes details.

To disassociate the Shipment Note List:

1. In the **Shipment Note List**, select the check box corresponding to the *Booking Ref No.* that needs to be disassociated as shown below.



Figure 1.7-9: Shipment Note List – Disassociate

2. Click to disassociate the selected declaration.

System prompts to confirm the disassociation as shown below.



Figure 1.7-10: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.7.7 <u>Create Invoice Information</u>

For more details on how to create or add the Invoice Information, refer section **1.4.9 Create Invoice**Information.

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Note: If the Declaration Source is 'Export Provisional', then Trader or Forwarding Agent can associate invoice items. For more details, refer section 1.6.9 Associate Invoice Item Details.

1.7.7.1 Open Invoice Information

For more details on how to open and view the Invoice Information, refer section 1.4.9.1 Open Invoice Information.

1.7.8 Create Invoice Item Details

Trader or Forwarding Agent can add the invoice item details for a particular Invoice Details.

For more details on how to add the Invoice Item details, refer section 1.4.10 Create Invoice Item Details.

Note: If the Country is selected as 'Malaysia', then it is mandatory to enter Destination Port/Location field.

1.7.8.1 Associate Bill Line Items

For more details on how to associate the Bill Line Items, refer section 1.4.10.1 Associate Bill Line Items.

1.7.8.2 Associate Rulings

For more details on how to associate the required Rulings with the Declaration, refer section 1.4.10.2 Associate Rulings.

1.7.8.3 View Detailed Specifications

For more details on how to view the Detailed Specifications, refer section 1.4.10.3 View Detailed Specifications.

1.7.9 Associate Exemptions

For more details on how to associate the Exemptions, refer section 1.4.11 Associate Exemptions.

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1.7.10 Calculate Duty for Declaration

Trader or Forwarding Agent can calculate the Duty for the declaration, once the **Customs Declaration** form is created with the mandatory details such as Invoices, Invoice Items and Declaration References. To calculate the Duty for Declaration:

1. In the **Customs Declaration** form, click **Calculate Duty** to calculate the duty for declaration as shown below.

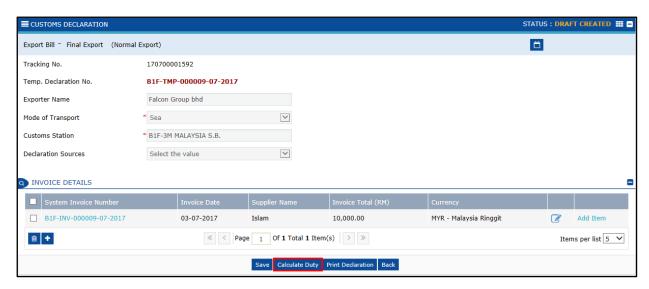


Figure 1.7-11: Customs Declaration – Normal Export Declaration – Calculate Duty

The Normal Export Customs Declaration form refreshes with Duty Details icon as shown in Figure 1.7-12.

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Figure 1.7-12: Customs Declaration - Normal Export Declaration - Duty Details icon

2. In the **Customs Declaration** form, click to view the applicable Duties and Taxes. The **Duty Details** pop-up window appears as shown below.

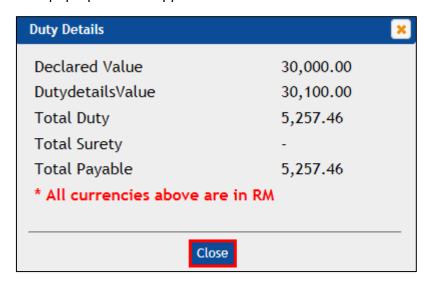


Figure 1.7-13: Duty Details - Pop-up Window

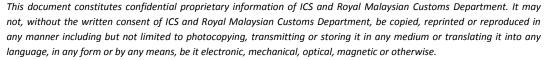
Note: Invoice Information and Invoice Items should exist for a Declaration before duty calculation.

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1.7.10.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section 1.4.13.1 View Declaration Duties Details.

1.7.11 Submit Declaration to Customs

Trader can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader), once the Duty is calculated. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Self-Acknowledgement check box to confirm and click **Submit to Customs** to submit the declaration as shown below.

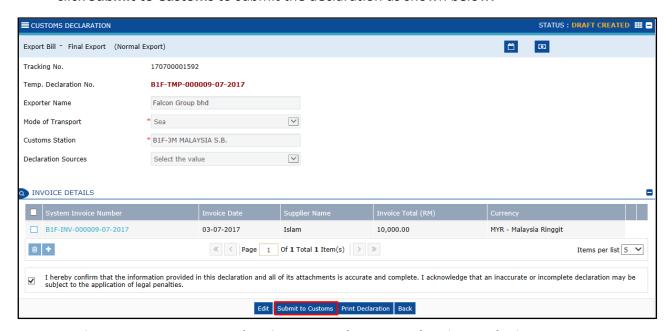


Figure 1.7-14: Customs Declaration - Normal Export Declaration - Submit to Customs

Note: Customs Data Entry Operator can submit the **Customs Declaration** form to the customs when the confirmation check-box is enabled.

A Confirmation pop-up window appears as shown in Figure 1.7-15.

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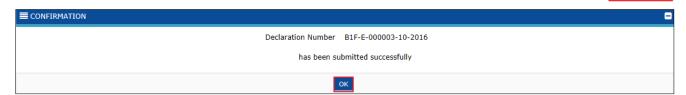


Figure 1.7-15: Declaration Confirmation

- 2. Click **OK** to accept the Declaration.
- 3. Click **Print Declaration** to print the Normal Export Declaration file details.

The Normal Export Declaration in PDF format appears as shown in Figure 1.7-16.



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KETUA PENGARAH KASTAM JABATAN KASTAM DIRAJA MALAYSIA

IBU PEJABAT KASTAM KOMPLEKS KEMENTERIAN KEWANGAN, 62596 PUTRAJAYA, MALAYSIA



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Laman Web : www.customs.gov.my

Rujukan Kami :

KE.HI(39)669/02-1 Syaaban 1435H



JABATAN KASTAM DIRAJA MALAYSIA

ROYAL MALAYSIAN CUSTOMS DEPARTMENT

RINGKASAN BARANG - BARANG YANG DIEKSPORT DECLARATION SUMMARY OF GOODS EXPORTED						
Jenis Borang Form Type	K2					
Jenis Sub Subtype	FINAL EXPORT	Cara Pengangkutan Mode of Transport	SEA			
Jenis Transaksi TransactionType	SPECIAL CONDITION	No. BL/AWB BL/AWB No.	BOOKREF1			
Status Status	CLEARED -	No. Pengikraran Declaration No.	B1F-E-000033-07-2017			
Stesen Kastam Customs Station	B1F-3M MALAYSIA S.B.	No. Rujukan Pengikraran Kastam Relevant Customs Form No.	B1F-E-000031-07-2017			
Nama Konsainor/Pengeksport Consignor/Exporter Name	FALCON GROUP BHD	Kod Pengeksport Exporter Code	724712P			

BERKHIDMAT MENYEJAHTERAKAN RAKYAT

Cetakan komputer ini tidak memerlukan tandatangan

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06/07/2017 07:14:43 PM

Dicetak Oleh: 1

Dicetak Oleh:

Cetakan komputer ini tidak memerlukan tandatangan

Page 1 of 4

Alamat Konsainor	19, JALAN KUNING DUA					
/Pengeksport	TAMAN PELANGI					
Consignor/Exporter Address						
Nama Kosaini/ Pengimport Consignee/Importer/Applicant Name	GFGTR					
Alamat Konsaini						
/Pengimport						
Consignee/Importer/Applicant Address						
No. Pendaftaran GST GST Registration No.		No. Rujukan Khas Skim GST GST Special Scheme Reference No.				
Nama Ejen yang diberi Kuasa Authorized Agent Name						
No. Gudang Warehouse No.		No. BG BG No.				
No. AEO AEO No.						
No. Kapal/ Penerbangan/ Kenderaan No of vessel/Flight/Conveyance		Pelabuhan/Tempat Export Place of Export				
Nama Kapal/ Penerbangan/ Kenderaan Name of Vessel/Flight/Conveyance		Pelabuhan/Tempat Dimuatkan Place of Loading	MYABU-S1T-S - ABU (SEA)			
Tarikh Export Date of Export		Melalui (Kargo dipindah Kapal) Via (Transhipment)				
Berat Kasar Gross Weight	100.00000	Kadar Pertukaran Exchange Rate				

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Tarikh dan Masa Dicetak:

e-Government & Decision Support Solution

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	Ukuran Measurement KG					Nilai FOB FOB Value			1000	0.00	
Koc	d Matawang rency Code		MYR			Insurans Insurance					
aka (Ne	yaran bagi ba an dibuat kep egeri) ment for goods de To :Country	ada:	MY-MALAY	MY-MALAYSIA Tambang Freight							
	gara Asal intry Of Origin	MALAYSIA Negara Destinasi Akhir Country of Final Destination MALAYSIA									
Jun	ımlah Perlu Dibayar No. Resit Receipt No.										
Naı Nan	ma Pengikra ne of Declarant	r	FALCON G	ROUP BHD							
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	watan Ignation		MANAGING	DIRECTO	R						
Tar			06/07/2017								
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							No Pe	No. Bi ngikraran/ <i>Declai</i>	_/BL No.		7-2017
Mak	lumat Terpe	rinci /Deta	ails Information								
Bil.	Keteranga n Barangan	Kod Tarif	Kuantiti dan Unit Ukuran	No. Permit Import	Layanan Khas	Negara Asal	Nilai Value	Duti Eksport Export Duty	Lain-Lain-Lain-Lain-Lain-Lain-Lain-Lain-	ain Cukai Taxes	Jumlah
No.	Description of Goods	Tariff Code	UOM and Quantity	Permit No. Import	Special Treatment	Country of Origin	Per Unit Jumlah Total	Kadar/Rate Amaun/ Amount Amaun pengecualian / Exempted Amt	Jenis Type	Kadar/Rate Amaun/ Amount Amaun pengecualian / Exempted Amt	Total
1	PERMIT REF	9822.6 8.8888	100.000000			MY	100.00			,	RM 0.00
Tar Date	rikh dan Mas e and Time Prin	a Dicetal	k: 06/0	07/2017 07:	14:43 PM		Dic Prin	etak Oleh: ted By	144		
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			Cetal	kan komp	outer ini	tidak i nerated an	nemerl d no signat	ukan tandat ure is required	tanga	n Pag	e 4 of 4

Figure 1.7-16: Normal Export Declaration – PDF Format

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- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
 - After declaration submission to Customs and before receiving decision from RMS, the declaration status is "Submitted".
 - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is "Approved".
 - If RMS Returns either Yellow or Red Channel, then declaration status is "In Progress". Once
 Verification Officer and SIAT members complete assessment and inspection requests in the
 system, declaration status changes to "Approved".
 - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
 - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to *Cleared* state.

Note-2:

Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print
 Declaration on the Customs Declaration form except in "Approved" status.

1.8 Create Provisional – Export Provisional Declaration

Trader or Forwarding Agent can create and submit the Export Provisional Declaration. Trader or Forwarding Agent can file for the Export Provisional Declaration to export the goods. To create the Provisional - Export Provisional Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

The **Customs Declaration** list appears as shown in **Figure 1.8-1**.

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Figure 1.8-1: Customs Declaration – Export Provisional Declaration – New

- 2. System auto-displays the *Consignee* as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.
- 3. Select the *Declaration Type* as 'Export Bill' from the drop-down list.
- 4. Select the Sub Type as 'Provisional' from the drop-down list.
- 5. System auto-populates the *Transaction Type* as 'Export Provisional Declaration' based on the selection of *Sub Type*.
- 6. Click **New** to create Declaration with the entered or selected details.

The Customs Declaration form appears as shown below.

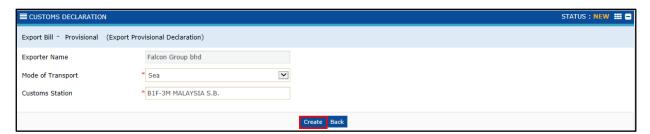


Figure 1.8-2: Provisional - Export Provisional Declaration - Create

Note: The *Load/Unload Application* field is enabled only if the selected *Customs Station* belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

No.	Field Name	Description					
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.					
2.	Tracking No. System auto-generates the Tracking Number once the Expor						
3.	Temp. System auto-generates the Temp. Declaration Number once the Expo						
	Declaration No.	Provisional Declaration draft is created.					
4.	Exporter Name	Name System auto-displays the Exporter Name based on the login details.					
5.	Mode of	Select the Mode of Transport from the drop-down list.					

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No.	Field Name	Description
	Transport	The drop-down list values include:
		• Air,
		• Sea,
		Road, and
		Rail.
		Note : If <i>Mode of Transport</i> is selected as Road or Rail, then associating
		Bill of Lading Lines is Optional.
6.	Customs Station	Enter and select the Customs Station.

Table 1.8-1: Customs Declaration – Export Provisional Declaration – Create

8. Click Create.

The Export Provisional Customs Declaration form refreshes *Draft Created* status, View Date Details icon, and Invoice Details section as shown below.

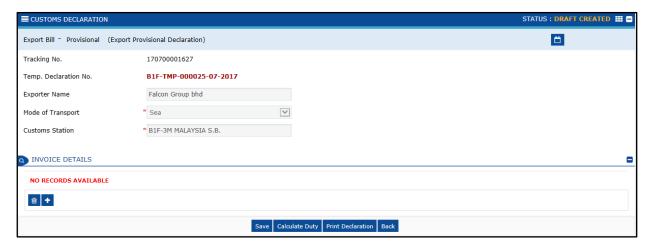


Figure 1.8-3: Customs Declaration - Export Provisional Declaration - Draft Created

Once the Export Provisional Draft is created, the links associated to the **Customs Declaration** form appear in the Link Repository. Click to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as listed below.

- View Consignor Details.
- View Transaction History.
- Upload Required Documents.

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Associate Rulings.

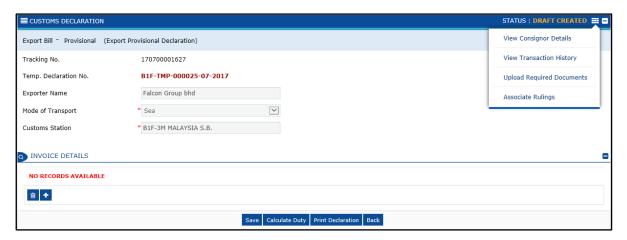


Figure 1.8-4: Customs Declaration – Export Provisional Declaration – Link Repository

All the links and their functionalities are explained below.

1.8.1 <u>View Declaration Dates.</u>

For more details on how to view the Declaration Dates, refer section 1.4.1 View Declaration Dates.

1.8.2 View Consignor Details

For more details on how to view the Consignor Details, refer section 1.4.5 View Consignee Details.

1.8.3 <u>View Transaction History</u>

For more details on how to view the Transaction History, refer section 1.4.6 View Transaction History.

<u>Upload Required Documents</u>

For more details on how to upload the Required Documents, refer section 1.4.7 Upload Required Documents.

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1.8.5 View Rulings

Trader or Forwarding Agent can view the Rulings associated to the Declaration in the Invoice Item details. To view the associated Rulings:

1. In the **Customs Declaration** form, click and then click <u>Associate Rulings</u>.

The **Declaration Rulings Details** pop-up window appears as shown below.

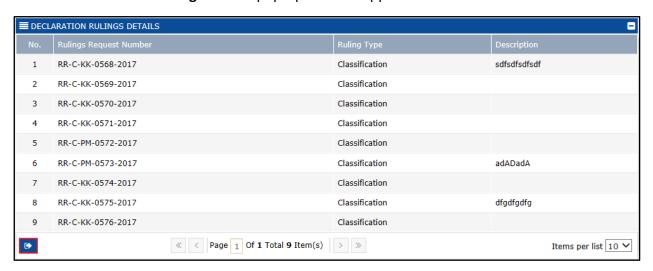


Figure 1.8-5: Declaration Rulings Details

2. Click to close the pop-up window.

1.8.6 <u>Create Invoice Information</u>

For more details on how to create or add the Invoice Information, refer section **1.4.9 Create Invoice**Information.

1.8.6.1 Open Invoice Information

For more details on how to open and view the Invoice Information, refer section **1.4.9.1 Open**Invoice Information.

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1.8.7 Create Invoice Item Details

Trader or Forwarding Agent can add the invoice item details for a particular Invoice Information.

For more details on how to add the Invoice Item Details, refer section **1.4.10 Create Invoice Item Details**.

1.8.7.1 Associate Bill Line Items

For more details on how to associate the Bill Line Items, refer section **1.4.10.1** Associate Bill Line Items.

1.8.7.2 Associate Rulings

For more details on how to associate the Rulings, refer section 1.4.10.2 Associate Rulings.

1.8.7.3 View Detailed Specifications

For more details on how to view the Detailed Specifications, refer section **1.4.10.3 View Detailed**Specifications.

1.8.8 Associate Exemptions

For more details on how to associate exemptions, refer section **1.4.11** Associate Exemptions.

After adding Invoice Information and Invoice Item details, the Export Provisional **Customs Declaration** form appears as shown in **Figure 1.8-6**.

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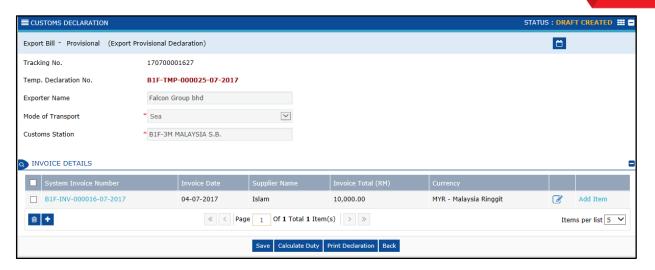


Figure 1.8-6: Customs Declaration - Export Provisional Declaration - Invoice Details Created

1.8.9 Calculate Duty for Declaration

For more details on how to calculate Duty for Declaration, refer section **1.4.13 Calculate Duty for Declaration**.

1.8.9.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section **1.4.13.1 View**Declaration Duties Details.

1.8.10 Submit Declaration to Customs

Trader can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader), once the Duty is calculated. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Self-Acknowledgement confirmation check box and then click **Submit to Customs** to submit the Declaration as shown in **Figure 1.8-7.**

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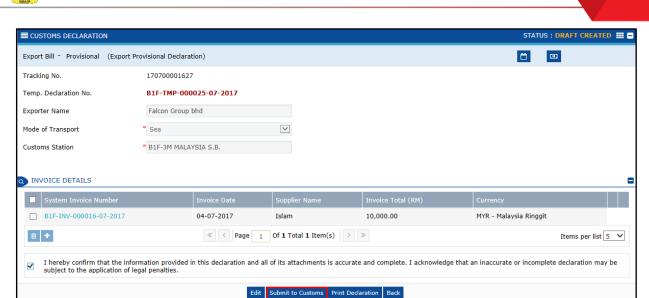


Figure 1.8-7: Customs Declaration - Export Provisional Declaration - Submit to Customs

Note: The Trader or Forwarding Agent can submit the **Customs Declaration** form to the Customs when the confirmation check box is enabled.

The Declaration **Confirmation** pop-up window appears with the *Declaration Number* as shown below.



Figure 1.8-8: Declaration - Confirmation

2. Click **OK** to navigate back to the **Customs Declaration** form.

The Export Provisional **Customs Declaration** form refreshes with *Cleared* status as shown in **Figure 1.8-9.**

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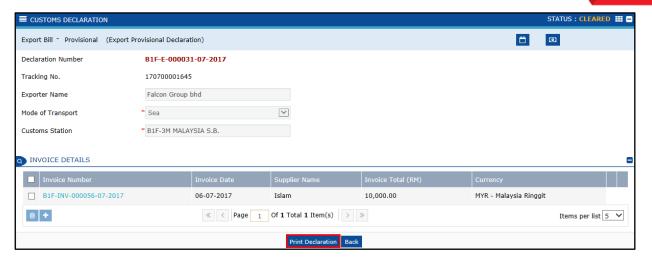


Figure 1.8-9: Customs Declaration – Export Provisional Declaration – Print Declaration

3. Click **Print Declaration** to print the Export Provisional Declaration file details.

The Export Provisional Declaration summary in PDF format appears as shown in Figure 1.8-**10**.

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KETUA PENGARAH KASTAM JABATAN KASTAM DIRAJA MALAYSIA

IBU PEJABAT KASTAM KOMPLEKS KEMENTERIAN KEWANGAN, 62596 PUTRAJAYA, MALAYSIA



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Faksimili : +603 8889 5901

Rujukan Kami : Tarikh : KE.HI(39)669/02-1 Syaaban 1435H July 2017

JABATAN KASTAM DIRAJA MALAYSIA

ROYAL MALAYSIAN CUSTOMS DEPARTMENT

<2 PROVISIONAL	Cara Pengangkutan	
PROVISIONAL	Cara Pengangkutan	
	Mode of Transport	SEA
EXPORT PROVISIONAL DECLARATION	No. BL/AWB BL/AWB No.	
COMPLETED - 06/07/2017	No. Pengikraran Declaration No.	B1F-E-000031-07-2017
B1F-3M MALAYSIA S.B.	No. Rujukan Pengikraran Kastam Relevant Customs Form No.	
ALCON GROUP BHD	Kod Pengeksport Exporter Code	724712P
В	OMPLETED - 06/07/2017 1F-3M MALAYSIA S.B.	DONORPOLID BUDD BLAWB NO. No. Pengikraran Declaration No. No. Ruljukan Pengikraran Kastam Relevant Customs Form No. Kod Pengeksport

BERKHIDMAT MENYEJAHTERAKAN RAKYAT

Cetakan komputer ini tidak memerlukan tandatangan

Tarikh dan Masa Dicetak:

06/07/2017 07:11:32 PM

Dicetak Oleh: 1

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Alamat Konsainor	19, JALAN KUNING DUA		
/Pengeksport	TAMAN PELANGI		
Consignor/Exporter Address			
Nama Kosaini/ Pengimport Consignee/Importer/Applicant Name			
Alamat Konsaini			
/Pengimport			
Consignee/Importer/Applicant Address			
No. Pendaftaran GST GST Registration No.		No. Rujukan Khas Skim GST GST Special Scheme Reference No.	
Nama Ejen yang diberi Kuasa Authorized Agent Name			
No. Gudang Warehouse No.		No. BG BG No.	
No. AEO AEO No.		·	
No. Kapal/ Penerbangan/ Kenderaan No of vessel/Flight/Conveyance		Pelabuhan/Tempat Export Place of Export	
Nama Kapal/ Penerbangan/ Kenderaan Name of Vessel/Flight/Conveyance		Pelabuhan/Tempat Dimuatkan Place of Loading	
Tarikh Export Date of Export		Melalui (Kargo dipindah Kapal) Via (Transhipment)	
Berat Kasar Gross Weight		Kadar Pertukaran Exchange Rate	

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Ukuran Measurement KG						Nilai FOB FOB Value			1000	0.00	
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Jui	mlah Perlu D ai Amount Paya	ibayar ble			,	No. Resit Receipt No					
Nama Pengikrar Name of Declarant FALCON GROUP BHD											
Ka Pa v <i>R</i>	d Pengenala ssport No. IC No./Passport	n No./ No.	569874520								
Jawatan Designation MANAGING DIRECTOR											
Ta	rikh e		06/07/2017								
Pe D/s	nafian _{clamier}										
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lai	klumat Terpe	rinci /Det	ails Information				No. Pe	ngikraran/ <i>Declai</i>	ation No	B1F-E-000031-07	-2017
III.	Keteranga n Barangan	Kod Tarif	Kuantiti dan Unit Ukuran	No. Permit Import	Layanan Khas	Negara Asal	Nilai Value	Duti Eksport Export Duty	Lain-L Others	ain Cukai Faxes	Jumlah
10.	Description of Goods	Tariff Code	UOM and Quantity	Permit No. Import	Special Treatment	Gountry of Origin	Per Unit Jumlah Total	Kadar/Rate Amaun/ Amount Amaun pengecualian / Exempted Amt	Jenis Type	Kadar/Rate Amaun/ Amount Amaun pengecualian / Exempted Amt	Total
1	ITEM DESCRIPT ION	9822.6 8.8888	100.000000 VPL			MY	100.00				RM 0.00
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_							Jumlah / Total	RM 0		Jumlah Keseluruhan/ Grand Total	RM 0.00

Figure 1.8-10: Export Provisional Declaration – PDF Format

Note-1:

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- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
 - After declaration submission to Customs and before receiving decision from RMS, the declaration status is "Submitted".
 - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is "Approved".
 - If RMS Returns either Yellow or Red Channel, then declaration status is "In Progress". Once
 Verification Officer and SIAT members complete assessment and inspection requests in the
 system, declaration status changes to "Approved".
 - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
 - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to *Cleared* state.
 - Trader cannot create a new Export Provisional Declaration unless the already created Export
 Provisional Declaration is associated in any final declaration.

Note-2:

Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print
 Declaration on the Customs Declaration form except in "Approved" status.

1.9 Create and Submit Exempted Vehicle Ownership Transfer

Traders or Forwarding Agent can transfer the Exempted vehicle ownership to the buyer. Trader or Forwarding Agent can file Normal Import declaration while importing the vehicle with exemptions (optional). When the Trader sells the vehicle, Trader or Forwarding Agent (seller) can submit the **Exempted Vehicle Ownership Transfer Form** with buyer details. Trader or Forwarding Agent (seller) refers the Normal Import declaration as part of Exempted Vehicle Ownership Transfer Form. Invoice and Invoice items is automatically created based on the referenced Normal Import Declaration. To create and submit the Exempted Vehicle Ownership Transfer:

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 On Trade Facilitation menu, click Import/Export/Transit and then click Exempted Vehicles submenu.

The **Exempted Vehicles Ownership List** appears as shown below.



Figure 1.9-1: Exempted Vehicles Ownership List

2. Click to create the Exempted Vehicles.

The Exempted Vehicle Ownership Transfer Form appears as shown below.

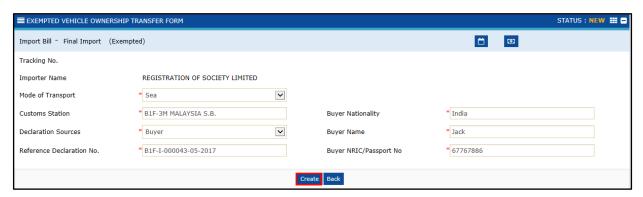


Figure 1.9-2: Exempted Vehicle Ownership Transfer Form – Create

3. Enter or select the fields as described in the following table.

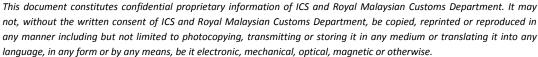
No.	Field Name	Description
1.	Status	System auto-displays the Status as New indicating that the
		process has started.
2.	Tracking No.	System auto-generates the Tracking Number once the
		Exempted Vehicle is created.
3.	Temp. Declaration No.	System auto-generates the Temp. Declaration Number once
		the Exempted Vehicle is created.
4.	Importer Name	System auto-displays the selected Consignee name as
		Importer Name by default.
5.	Mode of Transport	Select the Mode of Transport from the drop-down list.
		The drop-down list values include:
		• Air,
		• Sea,
		Road, and
		Rail.

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No.	Field Name	Description
		•
		Note : If <i>Mode of Transport</i> is selected as Road or Rail, then
		association of Bill of Lading Lines is optional.
6.	Customs Station	Enter and select the Customs Station.
7.	Buyer Nationality	Enter and select the Buyer's Nationality.
8.	Declaration Sources	Select the Declaration Source as Buyer from the drop-down
		list.
9.	Buyer Name	Enter the Buyer Name.
10.	Reference Declaration No.	Enter and select the Reference Declaration Number.
		Note: Enter and select the Normal Import Declaration
		Number in Completed or Closed status.
11.	Buyer IC/Passport Number	Enter the Buyer Passport number if the person is Non-
		Malaysian else enter the NR IC Number.

Table 1.9-1: Exempted Vehicle Ownership Transfer Form - Create

4. Click **Create** to create the Exempted Vehicles.

The Exempted Vehicle Ownership Transfer Form refreshes with *Draft Created* status, **Duty Details** and **Invoice Details** section as shown below.

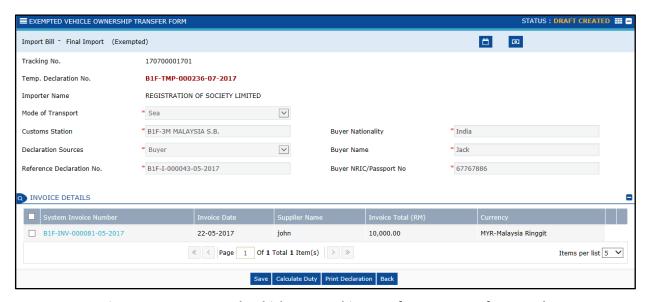


Figure 1.9-3: Exempted Vehicle Ownership Transfer Form – Draft Created

Note: Invoice and Invoice items are auto-created based on the referenced Normal Import Declaration. Invoice information can be viewed by clicking the Invoice Number in Invoice Details section.

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Once the **Exempted Vehicle Ownership Transfer Form** Draft is created, the links associated to the form appear in the Link Repository. Click to navigate to the Link Repository and all the links associated to the form are displayed in an expandable list as listed below.

- View Consignee Details.
- View Transaction History.
- Upload Required Documents.

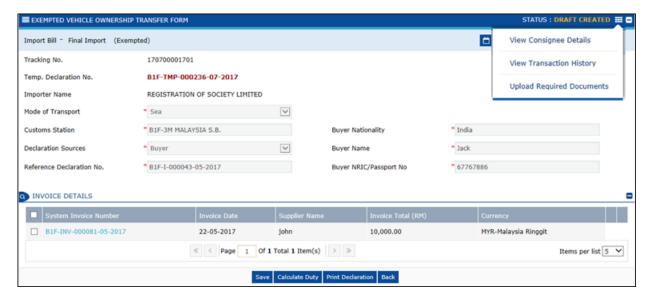


Figure 1.9-4: Exempted Vehicle Ownership Transfer Form – Link Repository

5. On the **Customs Declaration** form, in the **Invoice Details** section, click the *System Invoice Number* of the corresponding record to view the Invoice details.

The **Invoice Details** pop-up window appears as shown in **Figure 1.9-5**.

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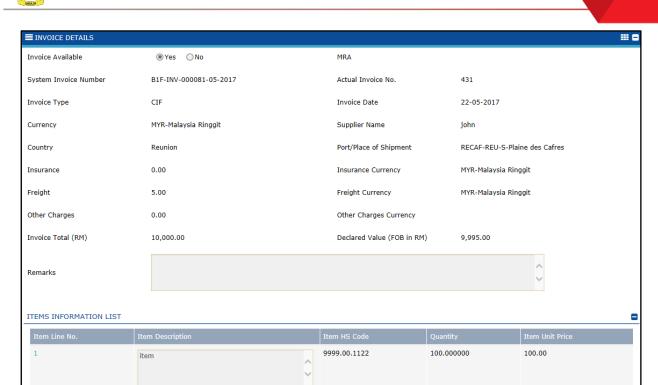


Figure 1.9-5: Invoice Details - Pop-up window

- 6. Click Close to close and/or navigate back to the Exempted Vehicle Ownership Transfer Form.
- 7. Click Calculate Duty to calculate the Duty for declaration as shown in Figure 1.9-6.

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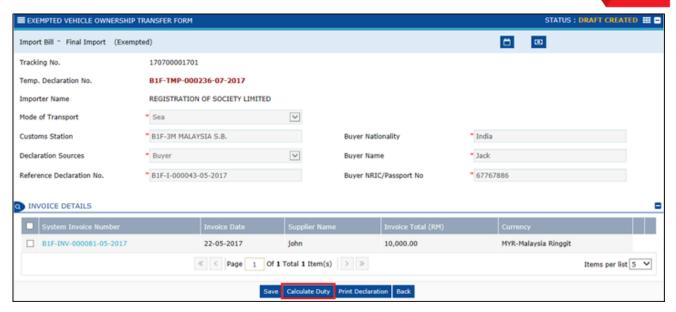


Figure 1.9-6: Exempted Vehicle Ownership Transfer Form – Calculate Duty

Note:

- System calculates the gazette duties for Declaration created for Exempted Vehicle Ownership Transfer.
- In the **Exempted Vehicle Ownership Transfer Form**, click to view the applicable Duties and Taxes.

The Exempted Vehicle Ownership Transfer form refreshes as shown in Figure 1.9-7.

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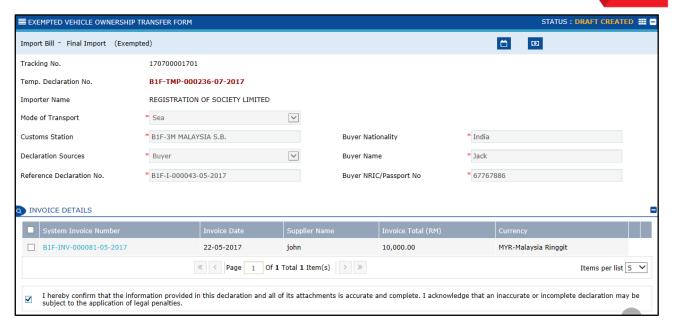


Figure 1.9-7: Exempted Vehicle Ownership Transfer Form – Confirmation Check box

8. Select the Acknowledgement confirmation check box and click **Submit to Customs** to submit the Declaration as shown below.

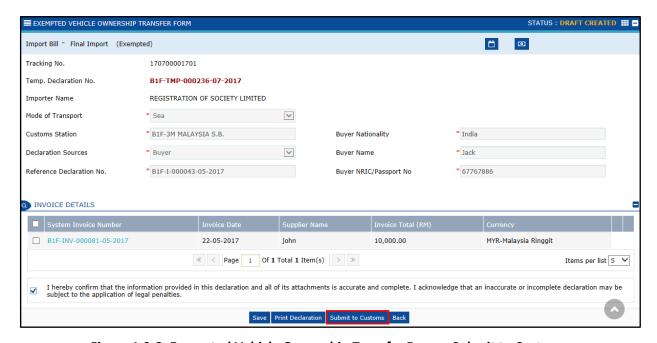


Figure 1.9-8: Exempted Vehicle Ownership Transfer Form – Submit to Customs

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The Declaration **Confirmation** pop-up window appears with the *Declaration Number* as shown below.



Figure 1.9-9: Declaration – Confirmation

- 9. Click **OK** to navigate back to the **Customs Declaration** form.
- 10. Click **Print Declaration** to print the Exempted Vehicle Ownership Transfer file details in PDF format.

Note:

- On submission, Vehicle ownership transfer request reaches the Customs division (valuation department) without RMS.
- Once the duty is paid, the declaration status changes to *Cleared* state. Vehicle information is shared
 with *Jabatan Pengangkutan Jalan Malaysia* (JPJ) after declaration clearance, so that JPJ can change
 the vehicle ownership to the new buyer.

1.10 Create Delegate Declaration

Trader can delegate the Declaration to the Forwarding Agents who are associated for that Trader. However, the declaration can be delegated before submission of Declaration to Customs. After delegation, the Forwarding Agent can file the declaration on behalf of Trader.

Note: Forwarding Agent can also delegate the Declaration to Trader for whom that Declaration is created if required.

To create the Delegate Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Delegate Delegation submenu.

The **Declaration Delegations List** appears as shown in **Figure 1.10-1**.

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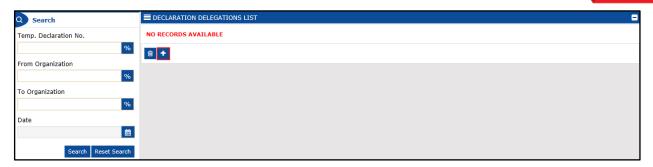


Figure 1.10-1: Declaration Delegation List

2. In the **Declaration Delegations List**, click to create the Delegate Declaration.

The **Declaration Delegation Form** appears as shown below.

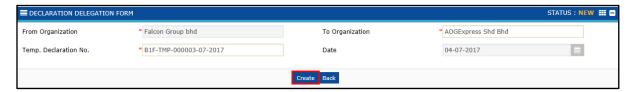


Figure 1.10-2: Declaration Delegation Form – Create

3. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.
2.	From Organization	System auto-displays the From Organization by default.
3.	To Organization	Enter and select the Organization to which the Declaration is being delegated.
4.	Temp Declaration No.	Enter and select the Temporary Declaration Number.
		Note : All the declarations filed by the logged in Trader are displayed for selection in this field.
5.	Date	System auto-displays the Date as Current Date by default and it is non-editable.

Table 1.10-1: Declaration Delegation Form - Create

4. Click Create.

The **Declaration Delegation Form** refreshes with *Created* status and <u>View Declaration Details</u> link as shown in **Figure 1.10-3**.

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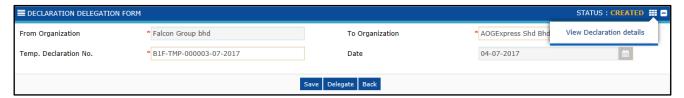


Figure 1.10-3: Declaration Delegation Form – View Declaration Details Link

5. In the **Declaration Delegation Form**, click in the Declaration Details to view the Declaration details.



Figure 1.10-4: Customs Declaration – Normal Import Declaration Details

- 6. Click **Close** to navigate back to **Declaration Delegation Form**.
- 7. Click **Save** to save the form details.
- 8. Click **Delegate** to delegate the Declaration to the selected Organization as shown below.

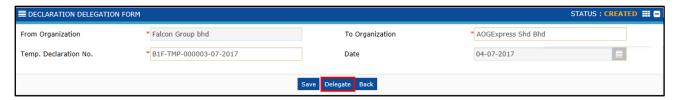


Figure 1.10-5: Declaration Delegation Form - Delegate

The **Declaration Delegation Form** refreshes with *Delegated* status as shown in **Figure 1.10-6**.

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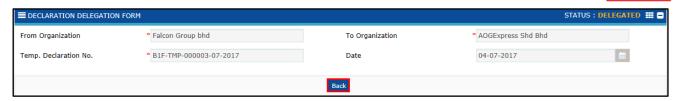


Figure 1.10-6: Declaration Delegation - Delegated

Note: Once the declaration is delegated, the Forwarding Agent can file the declaration on behalf of Trader.

9. Click **Back** to navigate back to the **Declaration Delegations List**.

1.11 Create Cancel Declaration Request

Trader or Forwarding Agent can apply for cancellation of any Declaration that is in *Submitted* state *to Customs* and above states and which are not Exit Released. Trader or Forwarding Agent has to request NCC Officer to cancel the Declaration. The submitted cancellation requests are approved by the Verification Officer. To create the Cancel Declaration Request:

1. On **Trade Facilitation** menu, click **Import/Export/Transit** and then click **Cancel Declaration** submenu.

The **Cancel Declaration Request List** appears as shown below.



Figure 1.11-1: Cancel Declaration Request List

2. In the Cancel Declaration Request List, click to create the Cancel Declaration Request.

The Cancel Declaration Request form appears as shown in Figure 1.11-2.

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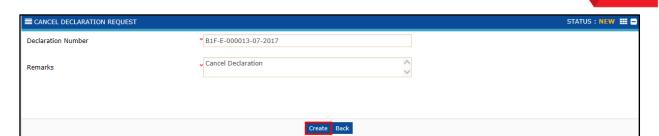


Figure 1.11-2: Cancel Declaration Request - Create

3. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.
2.	Declaration Number	Enter and select the Declaration Number which needs to be cancelled.
		Note : All the declarations submitted by the logged in Trader are available for selection.
3.	3. Remarks	Enter Remarks to cancel the Declaration.
		Note : It is mandatory to enter Remarks to cancel the Declaration.

Table 1.11-1: Cancel Declaration Request – Create

4. Click Create.

The Cancel Declaration Request form refreshes with Draft Created status as shown below.



Figure 1.11-3: Cancel Declaration Request - Submit

Note:

• Once the **Cancel Declaration Request** form is created, the link associated to the form appears in the Link Repository. Click to view the Link repository and the available links are displayed in an expandable list as listed below:

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- Upload Required Documents.
- For more details on how to upload the required documents, refer section 1.4.7 Upload Required
 Documents.
- After entering the required details, click **Submit** to submit the Declaration cancellation request.

The **Cancel Declaration Request** form refreshes with *Requested for Cancellation* status as shown below.



Figure 1.11-4: Cancel Declaration Request – Requested For Cancellation

6. Click Back to navigate back to the Cancel Declaration Request List.

The cancellation requests are listed in the **Cancel Declaration Request List**.

Note: The submitted Declaration Cancellation Request is sent to Warehouse Operator for Acknowledgement. If the Warehouse Operator acknowledges the goods available in the warehouse, then the request is forwarded to National Clearance Center (NCC) Officer for approval. If the Warehouse Operator acknowledges that the goods that are not available in the warehouse, then the cancellation request is forwarded to Port Operator for acknowledgement.

After Port Operator acknowledgement, the request is transferred to NCC Officer for final approval or rejection. If the NCC Officer approves the request for cancellation, then the Declaration status changes to *Cancelled*. If the NCC Officer rejects the request for cancellation, then the Declaration remains in the current state.





1.12 Create and Submit Functional Unit

Trader can create and submit the Functional Unit request to import large consignment goods in parts.

Note: Functional Unit Request is created before goods are imported for cases such as importing large consignments in parts.

To create and submit the Functional Unit:

1. On the Customs Declaration menu, click Functional Units submenu.

The **Functional Unit List** appears as shown below.

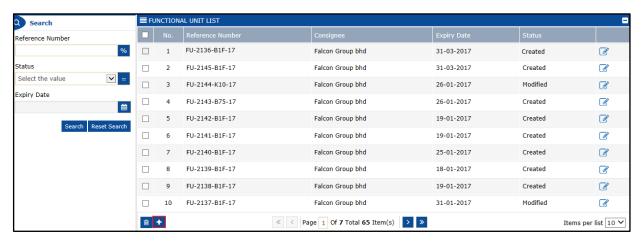


Figure 1.12-1: Functional Unit List

2. Click to create the Functional Unit.

The **Functional Unit Form** appears as shown below.

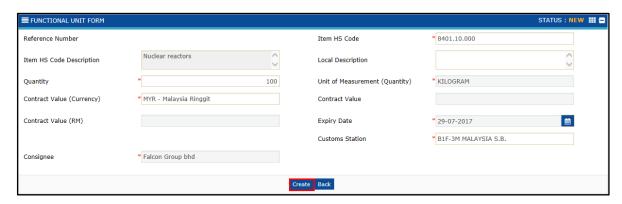


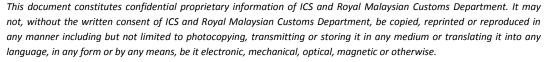
Figure 1.12-2: Functional Units Form - Create

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3. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has started.
2.	Reference Number	System auto-generates the Reference Number after creating the Functional Unit.
3.	Item HS Code	Enter and select the Item HS Code.
4.	Item HS Code Description	System auto-populates the Item HS Code Description based on the selected <i>Item HS Code</i> .
5.	Local Description	Enter the Local Description.
6.	Quantity	Enter the Quantity.
7.	Unit of Measurement (Quantity)	System auto-displays the Unit of Measurement (Quantity) based on the Item HS Code.
8.	Contract Value (Currency)	Enter and select the Contract Value (Currency).
9.	Contract Value	System auto-displays the Contract value once the Functional Unit is approved.
10.	Contract Value (RM)	System auto-displays the Contract Value (RM) once the Functional Unit is created with reference items.
11.	Expiry Date	Expiry Date is auto-displayed by default.
		 Note: If the expiry date exceeds approved date and the reference item quantities are still outstanding, in such case, Trader can apply for expiry period extension. If expiry period extension request is approved, Trader can file sub declaration. If expiry period extension request is rejected, System sends Bill against all the filed sub declarations.
12.	Customs Station	System auto-displays the default Customs Station based on the logged in details. However it is editable.
13.	Consignee	Consignee details are auto-displayed as Trader logged in details.

Table 1.12-1: Functional Unit Form - Create

4. Click Create.

The **Functional Unit Form** refreshes with *Created* status and new sections as shown in **Figure 1.12-3.**

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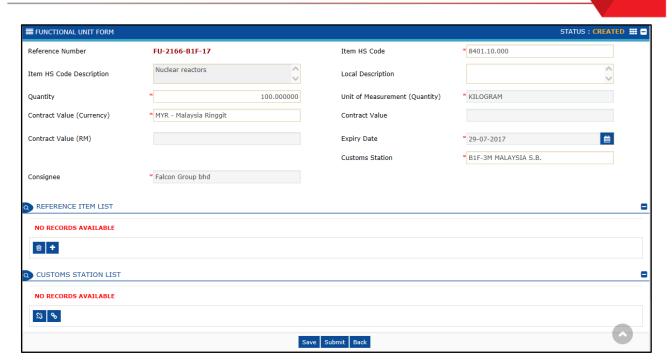


Figure 1.12-3: Functional Unit Form - Created

Note: Once the **Functional Unit Form** is created, the links associated to the form appears in the Link Repository. Click to view to the Link Repository and the links associated to the form are displayed in an expandable list as listed below.

- View Declaration Details.
- 5. To add the **Reference Item List**, on the **Functional Unit Form**, in **Reference Item List** section, click to create Item details.

The **Reference Item List** appears as shown in **Figure 1.12-4**.

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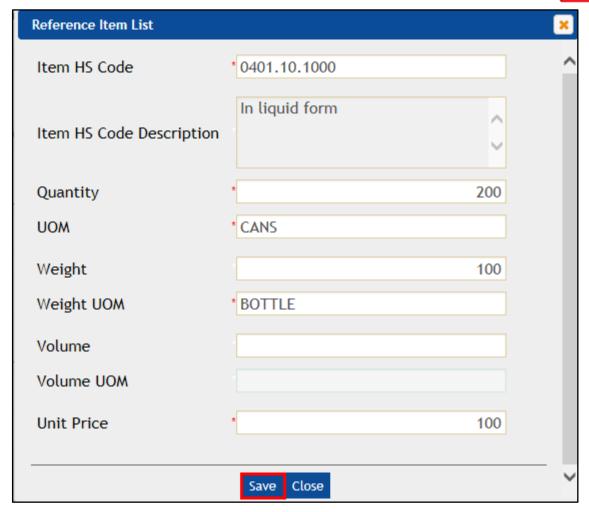


Figure 1.12-4: Reference Item List - Save

6. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Item HS Code	Enter and select the Item HS Code.
2.	Item HS Code Description	System auto-displays the selected Item HS Code Description.
3.	Quantity	Enter Quantity of the Item.
4.	UOM	Select the Quantity Unit of Measurement (UOM) for the specified Item Quantity.
		Note : Quantity UOM is the type of Item package such as Lot, Package, Pair, Piece, Quintals etc.
5.	Weight	Enter Weight of the Item.
6.	Weight UOM	Select Weight UOM of the Item.

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No.	Field Name	Description
7.	Volume	Enter Volume of the Item.
8.	Volume UOM	Select Volume UOM of the Item.
9.	Unit Price	Enter Unit Price of the Item.

Table 1.12-2: Reference Item List - Save

7. Click **Save** to save the details.

The **Reference Item List** section refreshes with newly added reference Item details as shown below.

Note: System auto-calculates and displays the Total Price amount once the Functional Unit Form is saved.

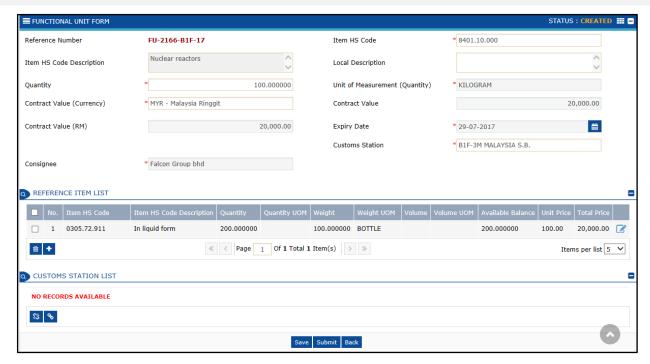


Figure 1.12-5: Functional Unit Form – Customs Station List Associate

8. In the **Custom Station List** section, click to associate the Customs Stations as shown in **Figure 1.12-5**.

The Available Customs Stations list form appears as shown in Figure 1.12-6.

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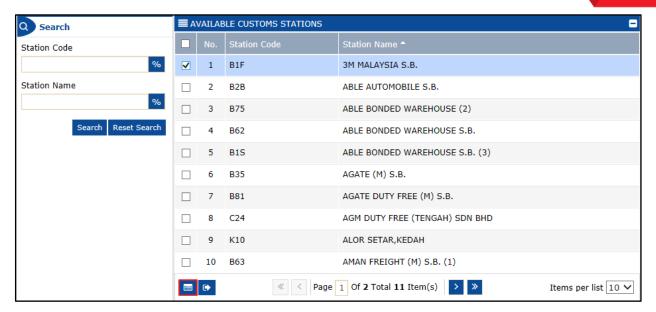


Figure 1.12-6: Available Customs Stations - Save Selection

9. Select the required *Station Code* from the **Available Customs Stations** list or enter the *Station Code* and/or *Station Name* in the search panel, and click **Search**.

The available Stations are filtered based on the search criteria provided.

10. In the **Available Customs Stations** list, select the check box corresponding to the *Station Code* and click to save the selection.

The **Functional Unit Form** refreshes with the associated Stations in the **Customs Station List** as shown in **Figure 1.12-7**.

Note: Associating Customs Station is mandatory to submit the Functional Unit request.

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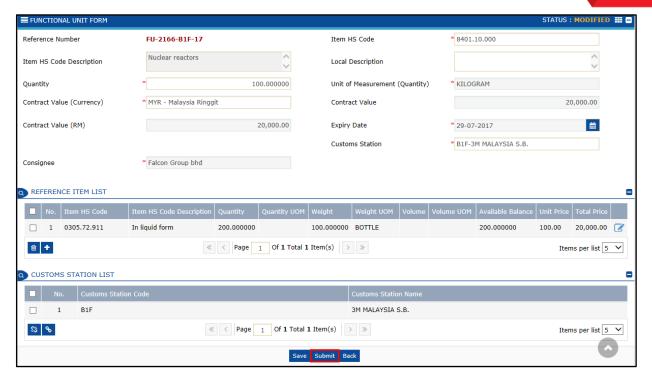


Figure 1.12-7: Functional Unit Form - Submit

11. Click **Save** and then click **Submit** to submit the Functional Unit for approval.

The Functional Unit List appears with Submitted status as shown below.

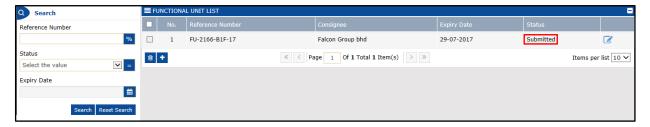


Figure 1.12-8: Functional Unit List – Submitted

The Functional Unit Form refreshes with Submitted status as shown in Figure 1.12-9.

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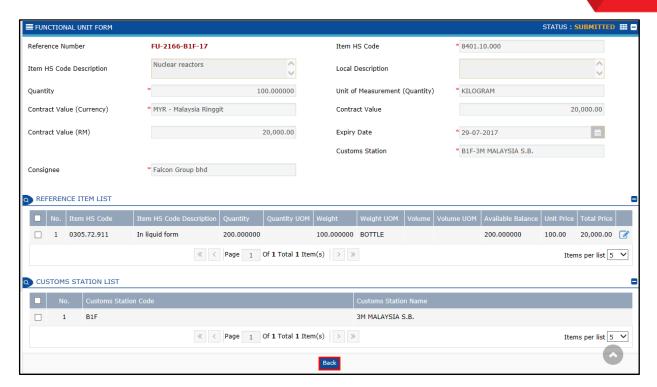


Figure 1.12-9: Functional Unit Form – Submitted

12. Click **Back** to navigate back to the **Functional Unit List**.

The submitted Functional Unit request is sent to Classification Officer for approval. Customs Division Officer can either approve or return the request for correction.

1.12.1 Request for Functional Unit Amendment

Trader can request for Functional Unit amendment for extending the contract expiry date. Trader can request for amendment of Functional Unit only after its expiry.

Note: Request for Amendment button is enabled only when the Functional Unit is expired.

To request for Functional Unit Amendment:

1. On the **Trade Facilitation** menu, click **Import/Export/Transit** and then **Functional Units** submenu.

The Functional Unit List appears as shown in Figure 1.12-10.

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Figure 1.12-10: Functional Unit List

2. In the **Functional Unit List**, click open the corresponding *Reference Number* record in *Approved* status.

The **Functional Unit Form** appears with *Approved* status as shown below.

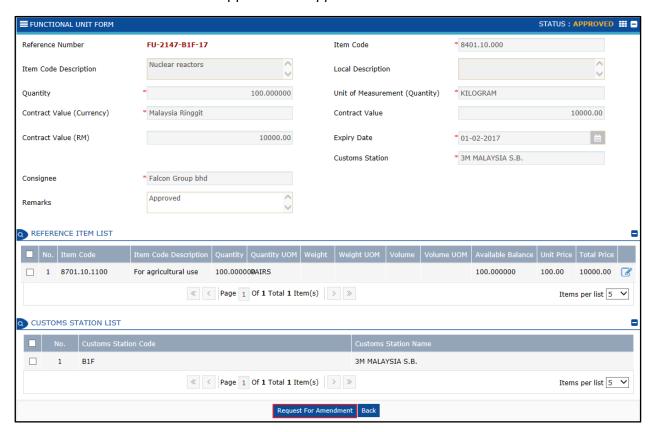


Figure 1.12-11: Functional Units Form – Request for Amendment

3. Click **Request for Amendment** to extend the period.

The Amendment Request Form appears as shown in Figure 1.12-12.

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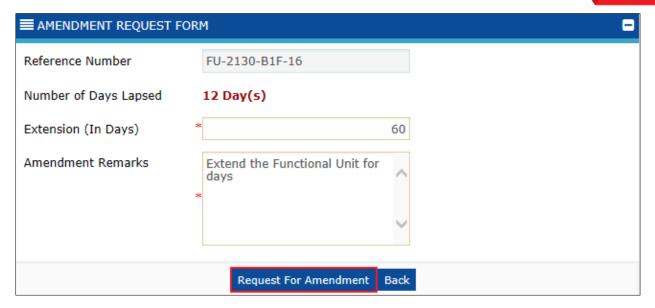


Figure 1.12-12: Amendment Request Form – Request for Amendment

- 4. System auto-displays the *Reference Number* by default and it is non-editable.
- 5. Number of Days Lapsed is auto-displayed by default.
- 6. Extension (In Days): Enter the number of Extension (In Days).
- 7. Enter the Amendment Remarks.
- 8. Click **Request for Amendment** to extend the period.

The Amendment Request Form refreshes as shown in Figure 1.12-13.

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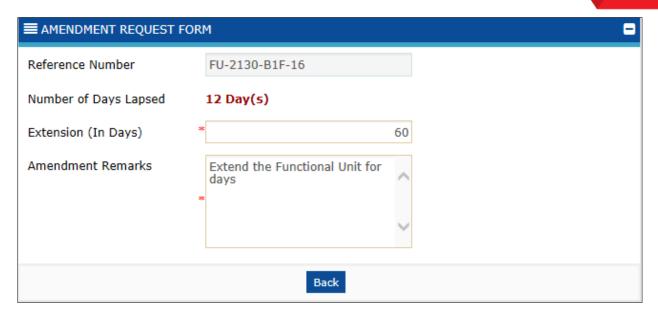


Figure 1.12-13: Amendment Request Form - Created

9. Click **Back** to navigate back to the **Functional Unit Form**.

The **Functional Unit Form** refreshes with *Requested for Amendment* status as shown in **Figure 1.12-14**.

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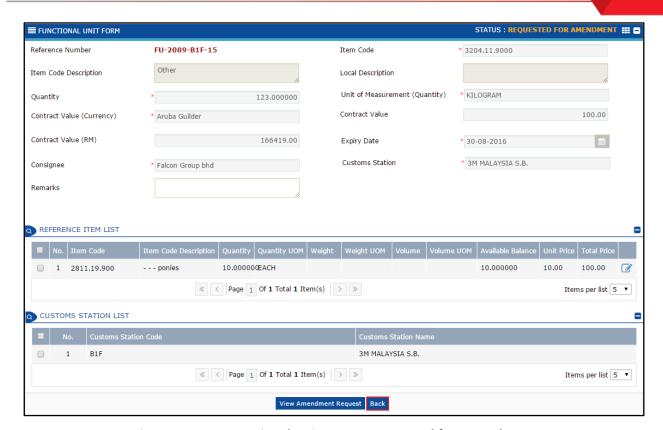


Figure 1.12-14: Functional Unit Form – Requested for Amendment

10. Click **Back** to navigate back to the **Functional Unit List**.

1.13 Create and Submit Tax Stamp Purchase Order Request

Trader or Forwarding Agent can create and submit Tax Stamp Purchase Order Request for the declared goods in Master Provisional Declaration. Trader can request to issue tax stamps for the respective Master Provisional Declaration (Cigarettes, Liquor and Beer) by specifying the number of tax stamps required.

The submitted Tax Stamp request is approved by the Verification Officer. Once the request is approved, Trader can pay the stamp duties through **Payment** module. To create and submit the Tax Stamp Purchase Order Request:

1. On **Trade Facilitation** menu, click **Import/Export/Transit** and then **Tax Stamp PO Requests** submenu.

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The Tax Stamp Purchase Order Request List appears as shown below.



Figure 1.13-1: Tax Stamp Purchase Order Request List

2. Click to create the Tax Stamp Purchase Order Request.

The **Tax Stamp Purchase Order Request Form** appears as shown below.

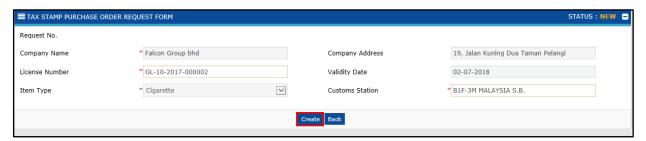


Figure 1.13-2: Tax Stamp Purchase Order Request Form - Create

3. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process
		has started.
2.	Request No.	System auto-generates the Request Number once the form is
		submitted.
3.	Company Name	System auto-displays the Company Name based on the login details.
4.	Company Address	System auto-displays the Company Address based on the login
		details.
5.	License Number	Enter and select the License Number.
6.	Validity Date	System auto-displays the Validity Date of the license.
7.	Item Type	Select the Item Type from the drop-down list.
		The Item Type drop-down list values include:
		Cigarettes,
		Liquor, and
		Beer.
8.	Customs Station	Enter and select the Customs Station.

Table 1.13-1: Tax Stamp Purchase Order Request Form – Create

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4. Click Create.

The **Tax Stamp Purchase Order Request Form** refreshes with *Draft Created* status and new sections as shown below.

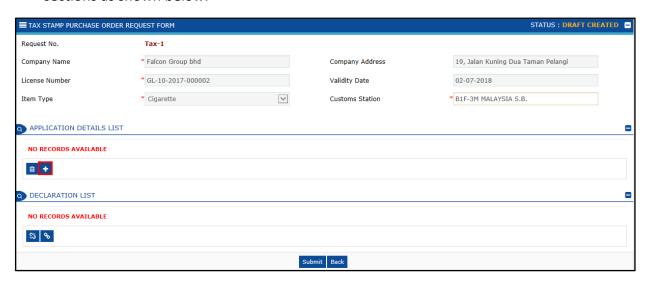


Figure 1.13-3: Tax Stamp Purchase Order Request Form – Draft Created

5. In **Application Details List** section, click • to create the declared item details.

The **Application Details Form** appears as shown below.

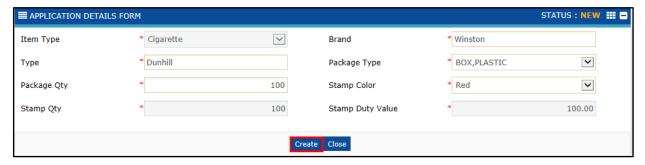


Figure 1.13-4: Application Details Form - Create

6. Enter or select the fields as described in the following table.

No.	Field Name	Description
1.	Status	System auto-displays the Status as <i>New</i> indicating that the process has
		started.
2.	Item Type	The Item Type is auto-displayed based on the Item Type value selected
		in the Tax Stamp Purchase Order Request Form and it is non-editable.

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Table 1.13-2: Application Details Form - Create

System auto-calculates the Stamp Duty Value.

Stamp Quantity is auto-populated based on the Package Qty.

7. Click Create.

Stamp Qty

Stamp Duty Value

The **Application Details** form refreshes with *Created* status as shown below.

configuration.

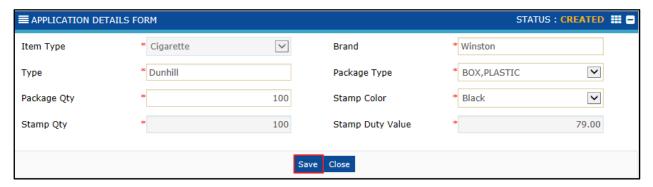


Figure 1.13-5: Application Details Form - Save

- 8. Click **Save** to save the details.
- 9. Click Close to navigate back to Tax Stamp Purchase Order Request Form.

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The created Application Details are listed in the **Application Details List** section as shown below.

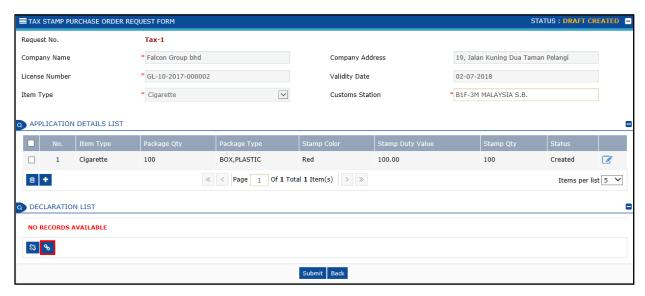


Figure 1.13-6: Tax Stamp Purchase Order Request Form – Application Details List Created

10. In **Declaration List** section, click to associate the Master Provisional Declaration.

The **Declaration Details** form appears as shown below.

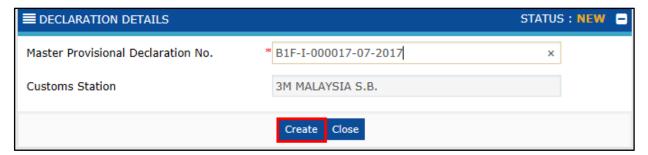


Figure 1.13-7: Declaration Details – Create

- 11. Enter and select the Master Provisional Declaration No.
- 12. System auto-displays the *Customs Station* based on the selected Master Provisional Declaration.

Note: Master Provisional Declarations which are in Completed status only are displayed for association.

13. Click Create.



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The **Declaration Details** form refreshes with *Created* status as shown below.

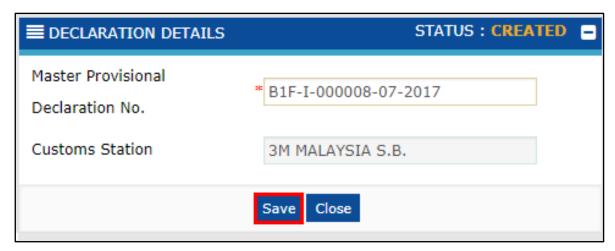


Figure 1.13-8: Declaration Details - Save

- 14. Click Save to save the Declaration Details.
- 15. Click Close to close the Declaration Details form.

The associated Master Provisional Declaration appears in the **Declaration List** section as shown below.

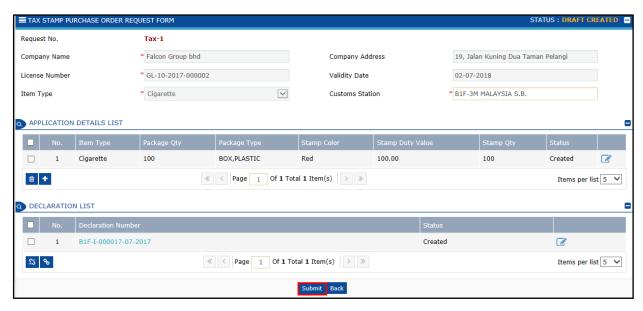


Figure 1.13-9: Tax Stamp Purchase Order Request Form – Submit

16. To view details of the associated Declaration, click the <u>Declaration Number</u>.

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The **Customs Declaration** form appears as shown below.

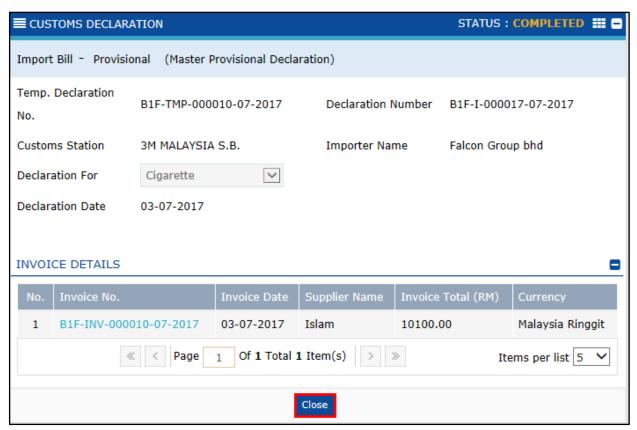


Figure 1.13-10: Customs Declaration (Master Provisional Declaration) Form

- 17. Click Close to close the form and/or navigate to Tax Stamp Purchase Order Request Form.
- 18. Click **Submit** to submit the Tax Stamp Purchase Order request as shown in **Figure 1.13-9**.

The **Tax Stamp Purchase Order Request Form** refreshes with *Submitted* status as shown in **Figure 1.13-11**.

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Items per list 5 ▼

Figure 1.13-11: Tax Stamp Purchase Order Request - Submitted

19. Click Back to navigate back to the Tax Stamp Purchase Order Request List.

« < Page 1 Of 1 Total 1 Item(s) > »

Note: Verification Officer approves the submitted Tax Stamp Purchase Order Requests. Once the Tax Stamps are approved, Trader can pay the Stamp Duty calculated for Tax Stamp PO Request. Once the Duty is paid, Tax stamps are issued by the Tax Stamp Issuer and the status of Tax Stamp PO Request changes to *Issued*.

1.14 Associate Licensed/Registered Carriers

Trader or Forwarding Agent can associate the licensed or registered carriers only with a Declaration which is in *Cleared, Conditional Release Pending OGA* or *Conditional Release Pending Inspection* state. This allows Licensed or Registered Carriers to associate the declarations in Gate Pass.

Note: The <u>Associate Licensed/Registered Carriers</u> link is displayed in the Link Repository of **Customs Declaration** form only when the Duties or Taxes are paid and Declaration is in *Completed* or *Cleared* state.

To associate the licensed or registered carriers:

1. In the **Customs Declaration** form, click and then click <u>Associate Licensed/Registered</u> Carriers as shown in **Figure 1.14-1**.

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Figure 1.14-1: Customs Declaration – Associate Licensed/Registered Carriers

Print Declaration Back

Note:

- Trader or Forwarding Agent can associate list of Licensed/Registered carriers which are already registered in the system.
- Importer can disassociate already associated Licensed/Registered carrier only if there is no associated
 Gate Pass. If there is a Gate Pass associated, then it should be cancelled first.

The Licensed Carriers Details list appears as shown below.



Figure 1.14-2: Licensed Carriers Details – Associate

2. Click to associate the Licensed Carrier Details.

The Licensed Carriers Details list appears with existing Carriers as shown in Figure 1.14-3.

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Figure 1.14-3: Licensed Carriers Details – Save Selection

3. Select the required *Carrier Code* from the **Licensed Carriers Details** list or enter the *Carrier Code* and/or *Carrier Name* in the search panel, and click **Search**.

The available License Carriers are filtered based on the search criteria provided.

4. In the **Licensed Carrier Details** list, select the check box corresponding to the *Carrier Code* and click to save the selection.

The selected License appears in the **Licensed Carriers Details** list with *Carrier Code, Carrier Name, Carrier Owner* and *Carrier Nationality*.

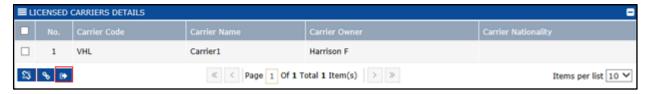


Figure 1.14-4: Licensed Carriers Details - Associated

5. Click to navigate back to the **Customs Declaration** form.

To disassociate the Licensed Carrier Details:

1. In the **Licensed Carriers Details** list, select the check box corresponding to the *Carrier Code* that needs to be disassociated as shown in **Figure 1.14-5**.

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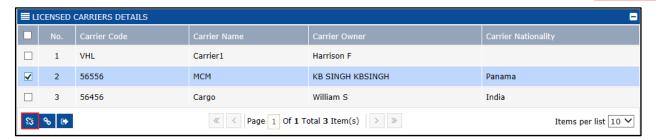


Figure 1.14-5: Licensed Carriers Details - Disassociate

2. Click sto disassociate the selected declaration.

System prompts to confirm the disassociation as shown below.



Figure 1.14-6: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.15 View Document Review Requests

Trader or Forwarding Agent can view the Document Review Requests created (if any) for the Declaration upon submission of declaration.

Note: The <u>View Document Review Requests</u> link is displayed once the Declaration status is in *Cleared, In Progress* or *Approved* state.

To view the Document Review Requests:

1. In the **Customs Declaration** form, click and then click <u>View Document Review Requests</u> as shown in **Figure 1.15-1**.

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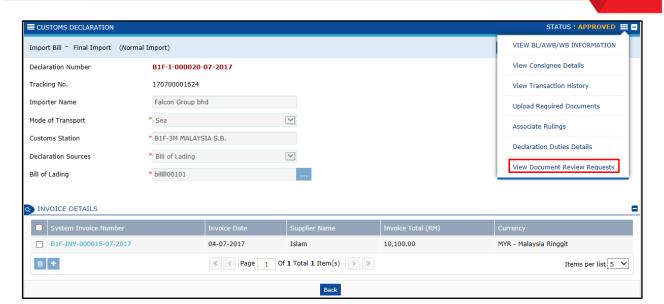


Figure 1.15-1: Customs Declaration - View Document Review Requests

The View Document Review Requests form appears as shown below.

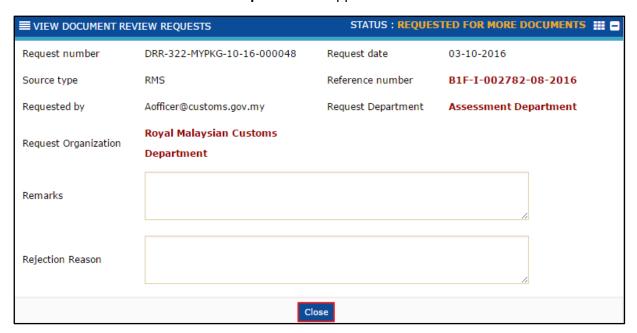


Figure 1.15-2: Document Review Requests Form

In the **View Document Review Requests** form, click iview to the Link Repository. All the links associated to the form are displayed in an expandable list as listed below.

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• Review Request Documents List.

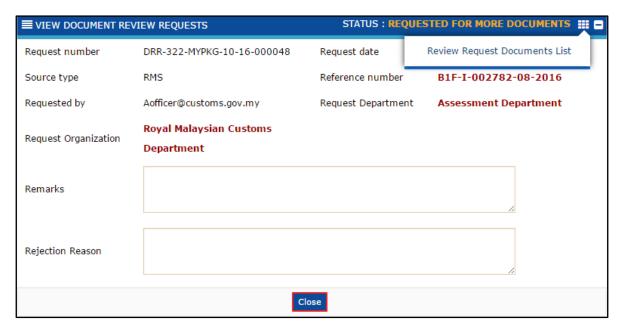


Figure 1.15-3: View Document Review Requests – Link Repository

Note: Review Request Documents List allows viewing the list of uploaded documents.

2. Click **Close** to close the **View Document Review Requests** form.

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D. Warehouse Operator

Warehouse Operator can review, comment and acknowledge the Declaration Cancellation requests submitted by Trader or Forwarding Agent. Once the review is completed, Warehouse Operator submits the Declaration Cancellation Requests to Port Operator for approval or rejection. The features accessible to the Warehouse Operator are explained in the following sections.

1.16 Acknowledge Goods for Declaration Cancellation Request

Warehouse Operator can review the Declaration Cancellation Request and acknowledge the goods.

Note: If Warehouse Operator confirms the Consignment availability status as not available in the Warehouse or Zone, then the cancellation request is sent to Port Operator.

To acknowledge the Goods for Declaration Cancellation Request:

1. In the Inbox Notifications, click Declaration Cancellation Request message as shown below.



Figure 1.16-1: Declaration Cancellation Request – Inbox Notifications

Note: Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Declaration Requested for Cancellation - Inbox List** appears with From, Subject, Requested Date and Reference columns as shown below.

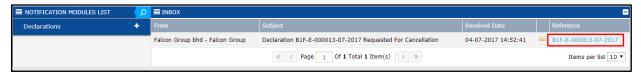


Figure 1.16-2: Declaration Requested for Cancellation -Inbox List

2. Click the Reference number of the Declaration Cancellation request for approval.

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The **Cancel Declaration Request** form appears with *Requested for Cancellation* status as shown below.



Figure 1.16-3: Cancel Declaration Request – Acknowledge

- 3. Enter the Acknowledgement Remarks.
- 4. Click **Acknowledge** to acknowledge the cancellation request.

The **Cancel Declaration Request** form refreshes with *Acknowledged for Available* status as shown below.



Figure 1.16-4: Cancel Declaration Request – Acknowledged for Available

5. Click **Back** to navigate back to the **Cancel Declaration Request List**.





E. Port Operator

Port operator reviews the Declaration Cancellation requests submitted by Warehouse Operator and approves if the goods are present on Port or opts for Not Available, in case the goods are not present on Port.

The features accessible to the Port Operator are explained in the following sections.

1.17 Acknowledge Goods for Declaration Cancellation Request by PO

Port Operator can acknowledge and approve the goods for Declaration Cancellation Requests.

Note: If Port Operator confirms the Consignment availability status (available or not available) in the Port, then the cancellation request is sent to Verification Officer.

To acknowledge the Goods for Declaration Cancellation Request by PO:

 In the Inbox Notifications, click Cancellation Request Acknowledged message as shown below.



Figure 1.17-1: Cancellation Request Acknowledged – Inbox Notifications

Note: Inbox page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Declaration Cancellation Request Acknowledged - Inbox List** appears with From, Subject, Requested Date and Reference columns as shown below.



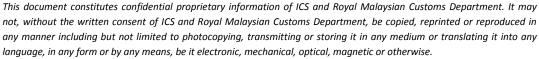
Figure 1.17-2: Declaration Cancellation Request Acknowledged for Declaration – Inbox List

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2. Click the Reference number of the Declaration Cancellation request for approval.

The **Cancel Declaration Request** form appears with *Acknowledged for Not Available* status as shown below.

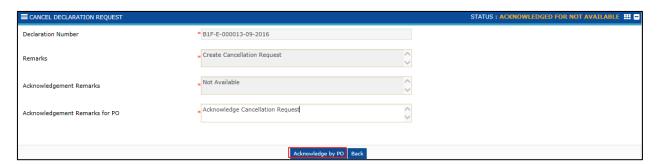


Figure 1.17-3: Cancel Declaration Request – Acknowledge by PO

- 3. Enter the Acknowledgement Remarks for PO.
- 4. Click **Acknowledge by PO** to acknowledge the cancellation request.

The **Cancel Declaration Request** form refreshes with *Approved* status as shown below.



Figure 1.17-4: Cancel Declaration Request – Approved

Note: After Port Operator acknowledgement, the request is transferred to NCC Officer for final approval or rejection. If the NCC Officer approves the request for cancellation, then the Declaration status changes to *Cancelled*. If the NCC Officer rejects the request for cancellation, then the Declaration remains in the current state.

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1.18 Module Summary

This module provides detailed description of all the features of Declaration Module. Following is a summary of the activities detailed in this chapter:

Trader or Forwarding Agent

- Create Customs Declaration.
 - Create New Declaration.
- Create Final Import Normal Import Declaration.
 - View Declaration Dates.
 - Associate Warehouse Out Forms.
 - Associate Free Zone Declaration.
 - View BL/AWB/WB Information.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - View or Edit Freight Details.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - Create Value Declaration Form (K1A).
 - Calculate Duty for Declaration.
 - View Declaration Duties Details.





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- Submit Declaration to Customs.
- Create Provisional Master Provisional Import Declaration.
 - View Declaration Dates.
 - View Consignee Details.
 - View Transaction History.
 - o Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - View or Edit Freight Details.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.
- Create Final Import Sub Declaration.
 - View Declaration Dates.
 - View BL/AWB/WB Information.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Associate Tax Stamp.

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- Associate Invoice Information.
- Associate Invoice Item Details.
- Calculate Duty for Declaration.
 - View Declaration Duties Details.
- Submit Declaration to Customs.
- Create Final Export Normal Export Declaration.
 - View Declaration Dates.
 - View Consignor Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Open Invoice Information.
 - Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
 - Associate Exemptions.
 - o Calculate Duty for Declaration.
 - View Declaration Duties Details.
 - Submit Declaration to Customs.
- Create Provisional Export Provisional Declaration.
 - View Declaration Dates.
 - View Consignor Details.
 - View Transaction History.
 - Upload Required Documents.

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- o View Rulings.
- Create Invoice Information.
 - Open Invoice Information.
- Create Invoice Item Details.
 - Associate Bill Line Items.
 - Associate Rulings.
 - View Detailed Specifications.
- Associate Exemptions.
- Calculate Duty for Declaration.
 - View Declaration Duties Details.
- Submit Declaration to Customs.
- Create and Submit Exempted Vehicle Ownership Transfer.
- Create Declaration Delegation.
- Create Cancel Declaration Request.
- Create and Submit Functional Units.
 - o Request for Functional Unit Amendment.
- Create and Submit Tax Stamp Purchase Order Request.
- Associate Licensed or Registered Carriers.
- View Document Review Requests.

Warehouse Operator

Acknowledge Goods for Declaration Cancellation Request.

Port Operator

Acknowledge Goods for Declaration Cancellation Request by PO.

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QUICK REFERENCE



The Fundamentals

To Search: Specify the search criteria in the fields and click **Search**.

SIGN OUT To Sign Out: Click located at the top of the screen.

To Sign in as a Different User: Sign out and then on the logon window, enter the alternative user information in the fields and logon.

To Change User Preferences: Click My Profile. In the expandable list, click Preferences. In the Preferences window, user can make the required changes to the Default Port, Default Customs Station and Default User Profile.

To Edit Profile Details: Click My Profile. In the expandable list, click Edit Profile. User make the can required changes in the Registration form.



Open a record: Click to open a record.

Sort a column: Click the Column heading to sort the records in ascending or descending order.

Delete a record: Select the record to be deleted from the list and click



User Types and Characteristics

Following Stakeholders can access the Declaration module:

- 1. Trader or Forwarding Agent
 - Create Customs Declaration.
 - Create New Declaration.
 - Create Final Import Normal Import Declaration.
 - View Declaration Dates.
 - Associate Warehouse Out Forms.
 - Associate Free Zone Declaration. 0
 - View BL/AWB/WB Information. 0
 - View Consignee Details.

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- View Transaction History.
- Upload Required Documents.
- View Rulings.
- Create Invoice Information.
- Create Invoice Item Details.
- Associate Exemptions.
- Create Value Declaration Form (K1A).
- Calculate Duty for Declaration.
- Submit Declaration to Customs.
- Create Provisional Master Provisional Import Declaration.
 - View Declaration Dates.
 - View Consignee Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - o Create Invoice Information.
 - Create Invoice Item Details.
 - Associate Exemptions.
 - o Calculate Duty for Declaration.
 - Submit Declaration to Customs.
- Create Final Import Sub Declaration.
 - View Declaration Dates.
 - View Consignee Details.
 - View BL/AWB/WB Information.
 - View Transaction History.
 - Upload Required Documents.
 - o View Rulings.
 - Associate Tax Stamp.
 - Associate Invoice Information.
 - Associate Invoice Item Details.
 - Calculate Duty for Declaration.
 - Submit Declaration to Customs.
- Create Final Export Normal Export Declaration.
 - View Declaration Dates.
 - View Consignor Details.
 - View Transaction History.
 - Upload Required Documents.
 - View Rulings.
 - Create Invoice Information.
 - Create Invoice Item Details.
 - Associate Exemptions.
 - Calculate Duty for Declaration.
 - Submit Declaration to Customs.



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- Create Provisional Export Provisional Declaration.
 - View Declaration Dates.
 - 0 View Consignor Details.
 - 0 View Transaction History.
 - Upload Required Documents. 0
 - View Rulings. 0
 - Create Invoice Information. 0
 - Create Invoice Item Details.
 - Associate Exemptions. 0
 - Calculate Duty for Declaration.
 - Submit Declaration to Customs.
- Create and Submit Exempted Vehicle Ownership Transfer.
- Create Declaration Delegation.
- Create Cancel Declaration Request.
- Create and Submit Functional Units.
 - Request for Functional Unit Amendment.
- Create and Submit Tax Stamp Purchase Order Request.
- Associate Licensed or Registered Carriers.
- View Document Review Requests.
- 2. Warehouse Operator
 - Acknowledge Goods for Declaration Cancellation Request.
- 3. Port Operator
 - Acknowledge Goods for Declaration Cancellation Request by PO.

Functions

How to Create Final Import – Normal Import Declaration?

On the **Trade Facilitation** menu→Click **Import/Export/Transit** →Click **Customs Declaration** submenu.

In the Customs Declaration list -> Select the Declaration Type as 'Import Bill', Sub Type as 'Final Import' and Transaction Type as 'Normal Import' from the respective drop-down list → Click New.

In the Normal Import Customs Declaration form \rightarrow Enter the required details \rightarrow Click Create.

The Normal Import **Customs Declaration** form status changes from *New* to *Draft Created*.

The Normal Import **Customs Declaration** form, click to view the following links:

- View BL/AWB/WB Information.
- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.

→Enter all the required details. Click **Save**.

To create the Invoice Details:

On the Normal Import **Customs Declaration** \rightarrow In **the Invoice Details** section \rightarrow Click $\stackrel{\bullet}{\longrightarrow}$ to create the Invoice Details.

In the **Invoice Information** form→Enter all the required details→Click **Create**.

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The Invoice Details section refreshes with the created Invoice Details and link repository.

- →Click to view the following links:
 - View/Edit Freight details.
- →Enter all the required details. Click **Save** to save the details.

To create the Invoice Item Details:

On the Normal Import **Customs Declaration** form In the **Invoice Details** section Click Add Item to add Invoice Item details.

In the **Invoice Item Detail** form→Enter all the required details →Click **Create**.

The Invoice Item Detail form refreshes with Exemptions section and links.

- →Click ito view the following links:
 - Associate Bill Line Items.
 - Associate Rulings.
 - Detailed Specifications.
- →Enter all the required details. Click **Save** to save the details.

Click Save and New to create another Invoice Items.

Click **List Complete** to navigate back directly to the **Customs Declaration** form, where Duty is calculated, which is the next step after creating the Invoice Item.

Click **Back** to navigate back to the **Invoice Information** form.

To associate the Exemptions:

On the **Invoice Item Detail** form—In the **Exemptions** section—Click to associate the applicable Exemptions.

In the **Exemptions** list → Select the corresponding *Exemption* check box in the **Exemptions** list or enter the *Exemption No.* in the search panel, and click **Search**.

The available Exemptions are filtered based on the search criteria provided.

In the **Exemptions** list, select the check box corresponding to the **Exemption No.** and click to save the selection.

The associated Exemptions are displayed in **Exemptions** section.

Click Save to save the details.

Click Save and New to create another Invoice Items.

Click **List Complete** to navigate back directly to the **Customs Declaration** form, where Duty is calculated, which is the next step after creating the Invoice Item.

Click **Back** to navigate back to the **Invoice Information** form.

To calculate Duty for Declaration:

In the **Normal Import Customs Declaration** form \rightarrow After creating the Invoice and Invoice Item details, click **Calculate Duty**.

The **Customs Declaration** form refreshes with Duty Details icon and <u>Declaration Duties Details</u> link.

→Click to view the applicable Duties and Taxes.

To Submit the Declaration to Customs:

In the Normal Import Customs Declaration form, enter all the mandatory details and associate the

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Declaration references (if any) → Click **Submit to Customs** to submit the Declaration.

Note: Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

How to Create Provisional – Master Provisional Import Declaration?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Customs Declaration submenu.

In the **Customs Declaration** list→Select the *Declaration Type* as 'Import Bill', Sub Type as 'Provisional and *Transaction Type* as 'Master Provisional' from the respective drop-down list →Click **New.**

In the Master Provisional Customs Declaration form \rightarrow Enter the required details \rightarrow Click Create.

The Master Provisional Customs Declaration form status changes from New to Draft Created.

In Master Provisional **Customs Declaration** form \rightarrow Enter all the required details \rightarrow Click **Calculate Duty** to calculate the Duty for declaration.

Once the duty for declaration is calculated, click **Submit to Customs** to submit the Declaration to Customs.

Note: The submitted Master Provisional declarations are approved by the Verification Officer. Once the Verification Officer approves the declaration, duties and taxes can be paid through **Payment** module and the declaration status changes to *Completed*.

How to Create Final Import – Sub Declaration?

On the **Trade Facilitation** menu \rightarrow Click **Import/Export/Transit** \rightarrow Click **Customs Declaration** submenu.

In the **Customs Declaration** list \rightarrow Select *Declaration Type* as 'Import Bill', *Sub Type* as 'Final Import' and *Transaction Type* as 'Sub Declaration' from the respective drop-down list \rightarrow Click **New**.

In the Sub Declaration Customs Declaration form \rightarrow Enter the required details \rightarrow Click Create.

The Sub Declaration **Customs Declaration** form status changes from *New* to *Draft Created*.

In the Sub Declaration **Customs Declaration** form, enter all the required details → Click **Calculate Duty** → Click **Submit to Customs** to submit the Declaration to Customs.

Note: Sub Declaration is filed for the following goods:

- Master Provisional Declarations that are in *Completed* state (i.e., Master Provisional Declarations that are approved by Verification Officer and Tax Stamp is Issued).
- Functional Units that are in *Approved* state (i.e., Functional Unit Requests that are approved by Classification Officer).

How to Create Final Export – Normal Export Declaration?

On the **Trade Facilitation** menu \rightarrow Click **Import/Export/Transit** \rightarrow Click **Customs Declaration** submenu.

In the **Customs Declaration** list \rightarrow Select *Declaration Type* as 'Export Bill', *Sub Type* as 'Final Export' and *Transaction Type* as 'Normal Export' from the respective drop-down list \rightarrow Click **New**.

In the Customs Declaration form \rightarrow Enter the required details \rightarrow Click Create.

The Normal Export Customs Declaration form status changes from New to Draft Created.

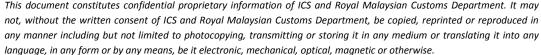
In the Normal Export **Customs Declaration Form** → Associate the Invoice Details and Invoice Item Details → Associate the Declaration Bills, Shipment Note and Declaration References (if any).

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- It is mandatory to associate Shipment Note to submit the Export Declaration to Customs.
- Duty amount will not be calculated for Normal Export Declaration.

→In the Normal Export **Customs Declaration** form→Click **Submit to Customs** to submit the Declaration.

How to Create Final Export – Provisional Export Declaration?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Customs Declaration submenu.

In the Customs Declaration list Select Declaration Type as 'Export Bill', Sub Type as 'Final Export' and Transaction Type as 'Provisional Export' from the respective drop-down list → Click **New**.

In the **Customs Declaration** form \rightarrow Enter the required details \rightarrow Click **Create**.

The Provisional Export **Customs Declaration** form status changes from *New* to *Draft Created*.

Note:

- Invoice and Invoice items is auto-created based on the referenced Normal Import Declaration.
- System calculates the gazette duties for Declaration created for exempted vehicle ownership transfer.

In the Provisional Export Customs Declaration → Enter all the required details → Click Submit to Customs to submit the Declaration to Customs.

How to Create and Submit Exempted Vehicle Ownership Transfer?

On the Trade Facilitation menu → Click Import/Export/Transit → Click Exempted Vehicles submenu.

In the Exempted Vehicles Ownership List → Click .

In the Exempted Vehicle Ownership Transfer Form →Enter all the required Details →Click Create →Click **Calculate Duty** → Once the Duty is calculated, click **Submit to Customs** to submit the Declaration.

Note:

- On submission, Vehicle ownership transfer request reaches the Customs division (valuation department) without RMS.
- Once the duty is paid, the declaration will be cleared. Vehicle information will be shared with Jabatan Pengangkutan Jalan Malaysia (JPJ) after declaration clearance, so that JPJ can change the vehicle ownership to the new buyer.

How to Create Declaration Delegation?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Declaration Delegation submenu.

In the **Declaration Delegations List**, click

In the **Declaration Delegation Form**, enter the required details → Click **Create**.

The **Declaration Delegation Form** status changes from *New* to *Created*.

language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.

In the **Declaration Delegation Form** \rightarrow Click **Delegate** to delegate the Declaration.

The **Declaration Delegation Form** status changes from *Created* to *Delegated*.

How to Create Cancel Declaration Request?



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On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Cancel Declaration submenu.

In the Cancel Declaration Request List, click

In the Cancel Declaration Request form, enter the required details \rightarrow Click Create.

The **Cancel Declaration Request** form status changes from *New* to *Draft Created*.

Click **Submit** to submit the Declaration cancellation request.

The **Cancel Declaration Request** form status changes from *Draft Created* to *Requested for Cancellation*.

Note: The submitted Declaration cancellation request is sent to NCC Operator for Acknowledgement.

How to Create and Submit Functional Unit?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Functional Units submenu.

In the **Functional Unit List** \rightarrow Click $\stackrel{\bullet}{=}$ to create the Functional Unit Request.

In the **Functional Unit Form** \rightarrow Enter all the required details \rightarrow Click **Create.**

The **Functional Unit Form** refreshes with *Created* Status, **Reference Item List** and **Customs Station List** sections.

In the **Functional Unit Form** \rightarrow Create the Reference Items \rightarrow Associate the Customs Station \rightarrow Click **Submit**.

Note: The submitted Functional request is sent to Tariff Officer for approval.

How to Request for Functional Unit Amendment?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Functional Units submenu.

In the **Functional Unit List** → Click (corresponding to the Functional Unit record in *Approved* status) → In **Functional Unit Form** → Click **Request For Amendment** → In the **Amendment Request Form** → Enter the required details → Click **Request For Amendment**.

The **Functional Unit Form** status changes from *Approved* to *Requested for Amendment*.

How to Create and Submit Tax Stamp Purchase Order Request?

On the Trade Facilitation menu -> Click Import/Export/Transit -> Click Tax Stamp PO Request submenu.

In the Tax Stamp Purchase Order Request List -> Click to create Tax Stamp Purchase Order Request.

In the Tax Stamp Purchase Order Request Form \rightarrow Enter all the mandatory details \rightarrow Click Create.

The **Tax Stamp Purchase Order Request Form** status changes from *New* to *Created*.

On the Tax Stamp Purchase Order Request Form, in the Application Details List section, click

In the **Applications Details Form** \rightarrow Enter all the required details \rightarrow Click **Create**.

In the **Declaration List** section, click to associate the Master Provisional Declaration.

In the **Declaration Details** form →Enter all the required details→Click **Create.**

The associated Master Provisional Declaration is displayed in **Declaration List** section.

In the Tax Stamp Purchase Order Request Form, click Submit.

The **Tax Stamp Purchase Order Request Form** status changes from *Created* to *Submitted*.

Note:

- Master Provisional Declarations, which are in 'Completed' state only are displayed for association.
- Verification Officer approves the submitted Tax Stamp Purchase Order Requests. Once the Tax

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Stamps are approved, Trader will pay the Stamp Duty calculated for Tax Stamp PO Request. Once the Duty is paid, Tax stamps are issued by the Tax Stamp Issuer and the status of Tax Stamp PO Request changes to *Issued*.

How to Acknowledge Goods for Declaration Cancellation?

In the Inbox Notifications, click Declaration Cancellation Request message \rightarrow Click the Reference number. In the Cancel Declaration Request form \rightarrow Click Acknowledge.

The **Cancel Declaration Request** form status changes from Requested for Cancellation to *Acknowledged for Available*.

How to Acknowledge Goods for Declaration by PO?

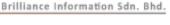
In the Inbox Notifications, click Cancellation Request Acknowledged message.

Click the Reference number.

In the Cancel Declaration Request form → Click Acknowledge by PO.

The Cancel Declaration Request form status changes from Acknowledged For Not Available to Approved.

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GLOSSARY

Airway Bill (AWB) – It is a shipping document issued by an airline for goods received for transport by air. It is evidence of the contract of carriage, but it is not a document of title to the goods. Hence, the AWB is non-negotiable.

Bill of Lading (BL) – It is a document that establishes the terms of a contract between a Shipper and a Transport Company, under which freight is to be moved between specified points for a specified charge.

Cost, Insurance and Freight (CIF) – The cargo insurance and delivery of goods to the named port of destination (discharge) at the seller's expense. Buyer is responsible for the import customs clearance and other costs and risks.

CNF – Cost and Freight charges of the shipped goods.

Cost and Insurance (CNI) – The seller is responsible for the cargo insurance. The buyer is responsible to ship the goods to the port of destination.

Consignee – A person or company to whom commodities are shipped.

Declaration Delegation – Declaration passed on from one organization to another organization.

Delivery Order (DO) – It is the order to pick up goods at a named place and deliver them, usually issued by a Shipping Agent to the Importer. Delivery Order is used for import cargo.

Exporter – A person or firm that sends goods to another country for sale.

Export Declarations – Declarations created for exporting goods.

Free On Board (FOB) – The delivery of goods on board the vessel at the named port of origin (loading), at seller's expense. Buyer is responsible for the main carriage or freight, cargo insurance and other costs and risks.

Goods Declaration – Importer's or Exporter's Declaration of the goods to be imported or exported.

Harmonized System of Codes (HS Code) – HS Code is an international goods classification system for describing cargo in international trade under a single commodity-coding scheme. These numbers are typically 6 to 10 digits long. The first 6 digits are standardized worldwide, while additional numbers

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are used by some governments to further distinguish products in certain categories. The basic code contains four-digit headings and six-digit subheadings. The uCustoms Tariff schema consists of Sections, Headings, Sub Headings, Chapters and Tariff item.

House Bills (Bill of Lading) or Airway bills - Each House Bill or Airway bill contains details of the goods identifying the commodity by itself, the weight, volume, etc.

Importer – The individual or firm which brings goods from a foreign country into a customs territory. **Import Declaration** – Declarations created for importing goods.

Loose Container Load (LCL) - Cargo in which quantity is less than required for the application of a container load rate.

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