

MANUAL VEP (Vehicle Entry Pass) UNTUK SYARIKAT HAULIER/TRANSPORTER

Pre-requisite:

1. Haulier Company must be registered in uCustoms (*refer registration manual*)
2. Haulier Company must register all drivers and all vehicles in the system.
3. Haulier company can start to create VEP once declaration has been assigned by Forwarding Agent (*haulier will get notification 'carrier agent associated' in the INBOX*)

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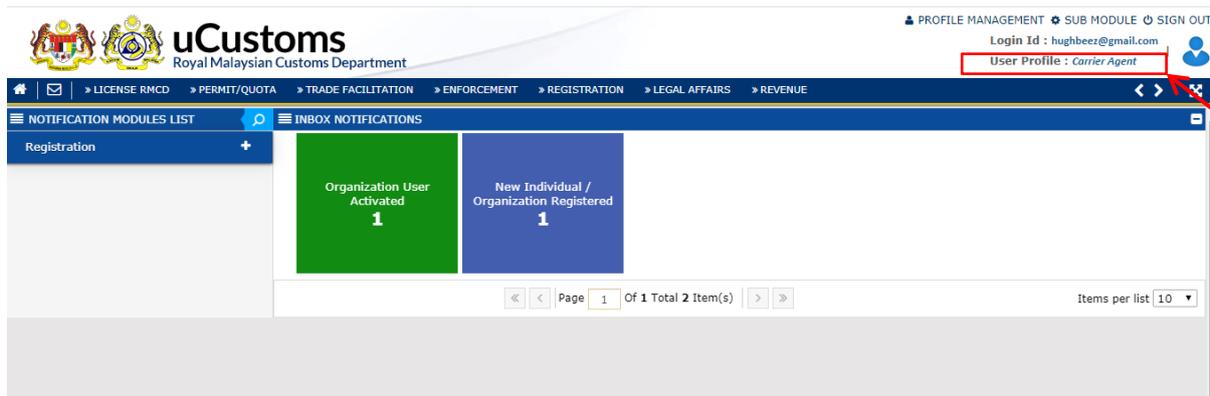
STEP 1

DRIVER AND VEHICLE REGISTRATION

**Notes: This is a one time registration.*

*Haulier can add and deactivate
driver/vehicle anytime when necessary.*

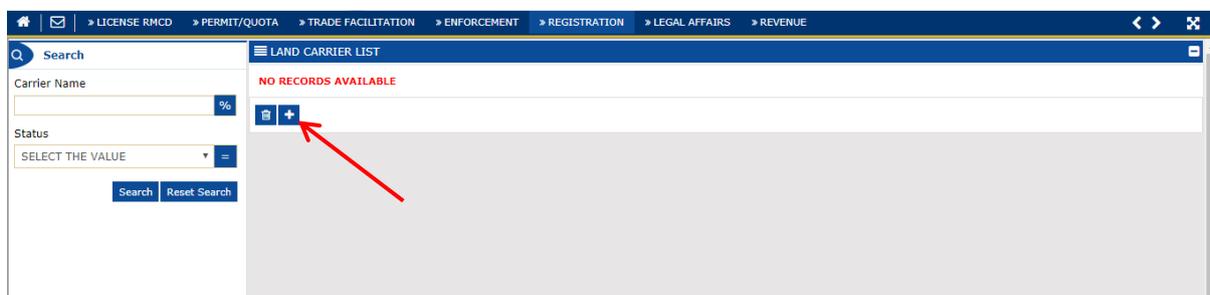
1. Login uCustoms at : <https://myuc.customs.gov.my> as a Carrier Agent



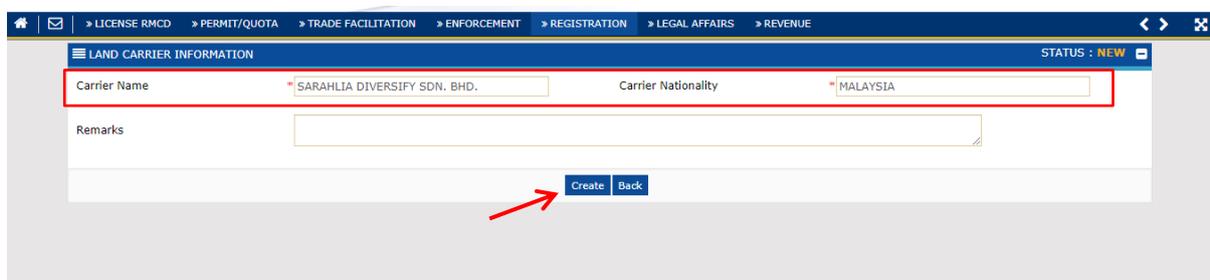
2. Go to Registration > Carrier > Land Carrier



3. Click add button



4. Fill in Carrier Name and Carrier Nationality and click create.



5. Click add button in Driver Details (to register Lorry Driver)

LAND CARRIER INFORMATION STATUS: CREATED

Carrier Name: SARAHLIA DIVERSIFY SDN. BHD. Carrier Nationality: MALAYSIA

Remarks:

DRIVER DETAILS

NO RECORDS AVAILABLE

+ Add

VEHICLE DETAILS

NO RECORDS AVAILABLE

+ Add

Save Activate Back

6. Fill in driver information (fill all mandatory field *) and click create.

DRIVER INFORMATION STATUS: NEW

ID Type: NRIC NRIC/Passport No.:

Driver Name: Driver License No.:

License Expiry Date: Mobile No. (+60):

Driver Nationality: MALAYSIA Office No. (+60):

Address:

Country: Search... State:

City/Town: Postal Code:

Create Back

7. Then click activate button.

DRIVER INFORMATION STATUS: CREATED

ID Type: NRIC NRIC/Passport No.: B41014105070

Driver Name: MAISARAH BINTI MOHD YUSOF Driver License No.: A10445

License Expiry Date: 31-12-2022 Mobile No. (+60): 127935588

Driver Nationality: MALAYSIA Office No. (+60):

Address: NO. 41 TAMAN MAWAR INDAH

Country: MALAYSIA State: SELANGOR

City/Town: KLANG Postal Code: 41000

Save Activate Print Back

8. Status of driver will be ACTIVATED. Then click back.

The screenshot shows the 'DRIVER INFORMATION' form. At the top right, the status is 'STATUS: ACTIVATED'. The form contains the following fields:

ID Type	NRIC	NRIC /Passport No.	841014105070
Driver Name	MAISARAH BINTI MOHD YUSOF	Driver License No.	A10445
License Expiry Date	31-12-2022	Mobile No.	+60 127935588
Driver Nationality	MALAYSIA	Office No.	+60
Address	NO. 41 TAMAN MAWAR INDAH		
Country	MALAYSIA	State	SELANGOR
City/Town	KLANG	Postal Code	41000

At the bottom, there are buttons for 'Deactivate', 'Print', and 'Back'. A red arrow points to the 'Back' button.

9. Repeat step no. 5 – 7 to add other driver.

10. To register vehicle, click add button in vehicle details.

The screenshot shows the 'LAND CARRIER INFORMATION' form. The status is 'STATUS: CREATED'. The carrier name is 'SARAHLIA DIVERSIFY SDN. BHD.' and the carrier nationality is 'MALAYSIA'. Below this is a table of driver details:

No.	Driver Name	Driver License No.	Driver Nationality	Status	View / Edit
1	MAISARAH BINTI MOHD YUSOF	A10445	MALAYSIA	Activated	

Below the table, there is a 'VEHICLE DETAILS' section with the text 'NO RECORDS AVAILABLE'. A red box highlights this section, and a red arrow points to the '+ Add' button. At the bottom, there are buttons for 'Save', 'Activate', and 'Back'.

11. Fill in vehicle information (fill all mandatory field *) and click create.

The screenshot shows the 'VEHICLE INFORMATION' form. The status is 'STATUS: NEW'. The form contains the following fields:

Vehicle Type	SELECT THE VALUE	Others (Specify)	
Convoy No.		Vehicle Plate No.	
Engine No.		Chassis No.	
Vehicle Nationality	Search...	Color	
Brand Name	Search...	Others (Specify)	
Vehicle Model	Search...	Others (Specify)	

At the bottom, there are buttons for 'Create' and 'Back'. A red arrow points to the 'Create' button.

12. Then click activate.

The screenshot shows a web application interface for vehicle registration. The breadcrumb trail is: LICENSE RMCD > PERMIT/QUOTA > TRADE FACILITATION > ENFORCEMENT > REGISTRATION > LEGAL AFFAIRS > REVENUE. The main form is titled 'VEHICLE INFORMATION' and has a status of 'CREATED'. The form contains several input fields: Vehicle Type (dropdown menu with 'OTHERS' selected), Convoy No., Engine No., Vehicle Nationality (dropdown menu with 'MALAYSIA' selected), Brand Name (dropdown menu with 'MERCEDES' selected), Vehicle Model (text input with 'Search...' placeholder), Others (Specify) (text input with 'PRIME MOVER'), Vehicle Plate No. (text input with 'JLQ7778'), Chassis No., Color, and two more 'Others (Specify)' text inputs. At the bottom of the form, there are four buttons: 'Save', 'Activate', 'Print', and 'Back'. A red arrow points to the 'Activate' button.

13. Status of the vehicle will be ACTIVATED. Then click back.

This screenshot shows the same 'VEHICLE INFORMATION' form as in step 12, but the status is now 'ACTIVATED', which is highlighted with a red box. The 'Activate' button has disappeared, and a 'Deactivate' button has appeared next to the 'Print' and 'Back' buttons. A red arrow points to the 'Back' button.

14. Repeat step no 10 - 12 to add other vehicle.

15. Once completed, click activate (Land Carrier Information).

The screenshot shows a web application interface for land carrier registration. The breadcrumb trail is: LICENSE RMCD > PERMIT/QUOTA > TRADE FACILITATION > ENFORCEMENT > REGISTRATION > LEGAL AFFAIRS > REVENUE. The main form is titled 'LAND CARRIER INFORMATION' and has a status of 'CREATED'. The form contains several input fields: Carrier Name (text input with 'SARAHLIA DIVERSIFY SDN. BHD.'), Carrier Nationality (dropdown menu with 'MALAYSIA'), and Remarks (text area). Below the form, there are two tables: 'DRIVER DETAILS' and 'VEHICLE DETAILS'. The 'DRIVER DETAILS' table has one row with driver name 'MAISARAH BINTI MOHD YUSOF', license number 'A10445', and status 'Activated'. The 'VEHICLE DETAILS' table has one row with vehicle type 'OTHERS', brand name 'MERCEDES', and status 'Activated'. At the bottom of the form, there are three buttons: 'Save', 'Activate', and 'Back'. A red arrow points to the 'Activate' button.

16. Status of Land Carrier Information will be ACTIVATED.

**Please make sure driver and vehicle in activated status as well.*

The screenshot displays a web application interface for managing Land Carrier Information. The top navigation bar includes tabs for LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main content area is divided into three sections:

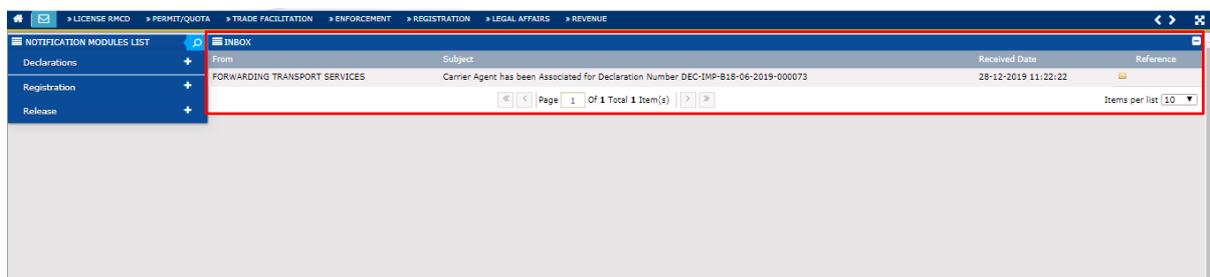
- LAND CARRIER INFORMATION:** Shows Carrier Name as SARAHLLIA DIVERSIFY SDN. BHD. and Carrier Nationality as MALAYSIA. The status is highlighted as **STATUS: ACTIVATED**.
- DRIVER DETAILS:** A table with columns: No., Driver Name, Driver License No., Driver Nationality, Status, and View / Edit. The first row shows Driver No. 1, Driver Name MAISARAH BINTI MOHD YUSOF, Driver License No. A10445, Driver Nationality MALAYSIA, and Status **Activated**.
- VEHICLE DETAILS:** A table with columns: No., Vehicle Type, Brand Name, Vehicle Model, Vehicle Nationality, Status, and View / Edit. The first row shows Vehicle No. 1, Vehicle Type OTHERS, Brand Name MERCEDES, Vehicle Model, Vehicle Nationality MALAYSIA, and Status **Activated**.

At the bottom of the interface, there are buttons for **Deactivate** and **Back**.

STEP 2

CREATE VEHICLE ENTRY PASS (VEP)
(SINGLE-TRIP)

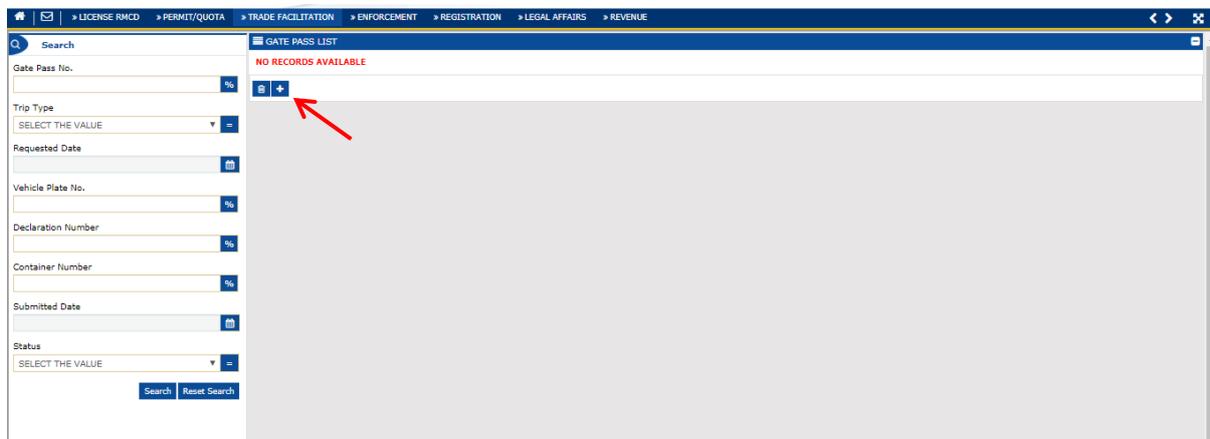
1. Firstly, check inbox to confirm that a declaration has been assigned before start creating VEP. If job has been assigned by Forwarding Agent, Haulier will get notification 'Carrier Agent Associated'. Click the link to check the job.



2. To start create VEP, open Trade Facilitation > Gate Pass > Gate Pass Application



3. Click add button



4. **IMPORTANT!!** Select trip type:

- a. Single Trip: Vehicle will enter/out port in a single trip for 1 declaration (declaration only has 1 container).
- b. Multiple Trips: Vehicle enters/out port in multiple trip to carry out container (declaration has more than 1 container). Eg: First trip, vehicle will carry out container ELMU25145454, then 2nd trip to carry out container CLMU25836978.
- c. This step will show how to create a Single Trip Gate Pass (sample: declaration with one container)

The screenshot shows a web application interface for creating a Gate Pass. The top navigation bar includes: LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main form is titled "GATE PASS INFORMATION" and has a "STATUS: NEW" indicator. The "Trip Type" field is highlighted with a red box and contains two radio buttons: "Single" (which is selected) and "Multiple". Other fields in the "GATE PASS INFORMATION" section include: Gate Pass No., Requested Date (28-12-2019), Issued Date, Number of Trips (0), Total Completed Trips (0), Entry Customs Station (Search...), Exit Customs Station (Search...), Total Entry Weight, Total Entry Quantity, Total Exit Weight, Total Exit Quantity, and Total Entry Container. Below this is the "VEHICLE INFORMATION" section with fields for Vehicle Plate No. (Search...), Vehicle Model, Vehicle Type, Engine Number, Chassis No., and Seal No. The "DRIVER INFORMATION" section is partially visible at the bottom. At the bottom of the form are "Create" and "Back" buttons. The footer of the application shows "EXTERNAL SITE | E1 | BUILD VER 4.0.004, 26TH DEC 2019, 07:00 PM" and the "MicroClear" logo.

5. Select trip type (Single Trip).

This screenshot is identical to the one above, showing the "GATE PASS INFORMATION" form. The "Trip Type" field is highlighted with a red box, showing the "Single" radio button selected. The rest of the form, including the navigation bar, other fields, and footer, is the same as in the previous image.

6. Select Entry Station / Vehicle Plat Number / Driver

*Notes:

1. Make sure entry customs station is correctly selected and as per declaration station (eg: declaration number DEC-IMP-B18-12-2019-000057, so VEP will be entry station B18).
2. To select driver by using IC number and driver name will be appear.

The screenshot displays a web application interface with a navigation bar at the top containing: LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main content area is divided into several sections: 'Number of Trips' (0), 'Total Completed Trips' (0), 'Entry Customs Station' (B18-PELABUHAN BARAT, SELANGOR), 'Exit Customs Station' (B18-PELABUHAN BARAT, SELANGOR), 'Total Entry Weight', 'Total Exit Weight', 'Total Entry Container', and 'Total Exit Container'. Below these are sections for 'VEHICLE INFORMATION' (Vehicle Plate No. JLQ7778, Vehicle Type OTHERS, Chassis No.), and 'DRIVER INFORMATION' (ID Type: NRIC No. / Passport No., Driver Name: MAISARAH BINTI MOHD YUSOF, Driver Nationality: MALAYSIA, NRIC / Passport No.: B41014105070, Driver License No.: A10445). A 'Remarks' text area is at the bottom. A red 'X' is drawn over the top half of the form. A red arrow points to the 'Create' button at the bottom center.

7. Then click create button.

This screenshot is identical to the previous one, showing the same form fields and navigation. A red arrow points to the 'Create' button at the bottom center.

8. Click add button in Gate Pass details

The screenshot shows the 'GATE PASS DETAILS' section of the application. It includes fields for 'Total Exit Weight' (0.000), 'Total Exit Quantity' (0), 'Total Entry Container' (0), and 'Total Exit Container' (0). Below these are sections for 'VEHICLE INFORMATION' (Vehicle Plate No. JLQ7778, Vehicle Model, Engine Number, Seal No.) and 'DRIVER INFORMATION' (ID Type: NRIC No. / Passport No., Driver Name: MAISARAH BINTI MOHD YUSOF, Driver Nationality: MALAYSIA, NRIC / Passport No.: B41014105070, Driver License No.: A292011). A 'Remarks' text area is at the bottom. A red box highlights the 'GATE PASS DETAILS' header, and a red arrow points to a blue '+' icon in the bottom left corner. At the bottom right, there are 'Save', 'Submit', and 'Back' buttons.

9. Fill Entry details information.

**Notes: Information in Entry Details.*

1. *Is Empty Vehicle:* tick if vehicle will enter port with no container (normally for Import declaration). If ticked, users do not have fill in item no.2-4 but for item no.5 must be filled in (expected entry date and time) and tick disclaimer.
2. *Release by:*
3. *Source:*
4. *Purpose of gate pass:*
5. *Expected entry date and time:*

Entry details mean condition of the vehicle at the time entering port either the vehicle carrying container or not. Normally, to carry out import container, vehicle will be in unladen condition when entering port. So, please tick 'is empty vehicle' in Entry Details.

The screenshot shows the 'GATE PASS DETAILS' and 'ENTRY DETAILS' sections of a web application. The 'GATE PASS DETAILS' section includes fields for 'Gate Pass No.' (REL-GP-818-12-2019-000023), 'Trip Number' (1), and 'Remarks'. The 'ENTRY DETAILS' section includes fields for 'Is Empty Vehicle' (checked), 'Release By' (NOT APPLICABLE), 'Trip Cancellation Notice', 'Expected Entry Date and Time' (28-12-2019 09:24:57), 'Container Number', 'Entry Remarks', 'Levy Not Applicable' (checked), and a declaration checkbox 'I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.'.

10. Fill Exit details information and click create.

**Notes: Information in exit details.*

1. *is empty vehicle:* to tick if exiting port with no container (normally for export declaration)
2. *Release by:* Select Container
3. *Source:* (Import Declaration)
4. *Purpose of Gate Pass:* Carrying release good
5. *Expected exit date and time:*

The screenshot shows the 'EXIT DETAILS' section of a web application. The form includes fields for 'Is Empty Vehicle' (checked), 'Release By' (CONTAINER), 'Trip Cancellation Notice', 'Expected Exit Date and Time' (28-12-2019 20:00:00), 'Container Number', 'Exit Remarks', 'Levy Not Applicable' (checked), and a declaration checkbox 'I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.'.

11. Associate import declaration in exit reference declarations.

EXIT DETAILS

Is Empty Vehicle

Release By: CONTAINER

Expected Exit Date and Time: 28-12-2019 15:00:00

Purpose of Gate Pass: CARRY RELEASED GOODS

EXIT REFERENCE DECLARATIONS

NO RECORDS AVAILABLE

12. Select declaration and click save button.

DECLARATION LIST

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Status
1	DEC-IMP-B18-06-2019-000073	IMPORT BILL	27-06-2019	AMFB HOLDINGS BERHAD	Cleared

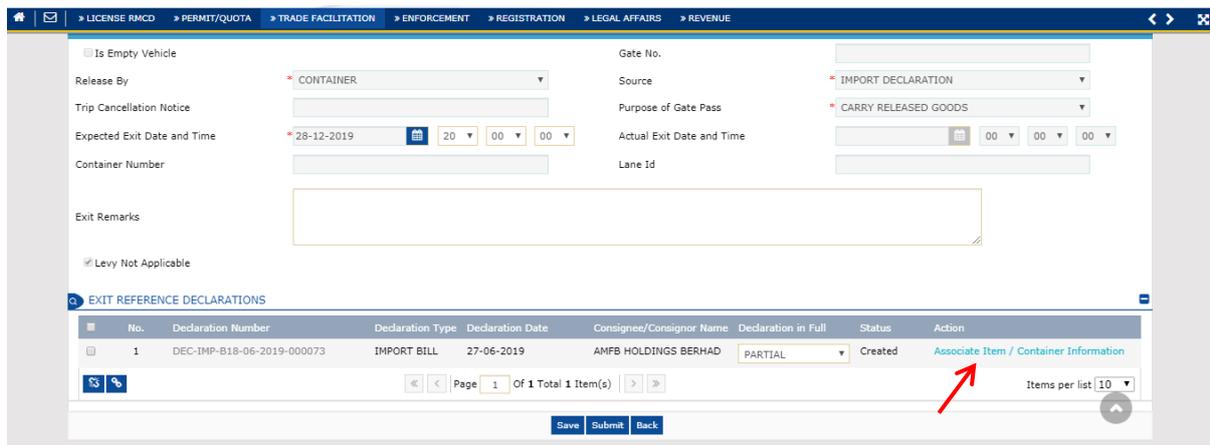
Select and click save then click close

13. Declaration will appear in exit reference declaration.

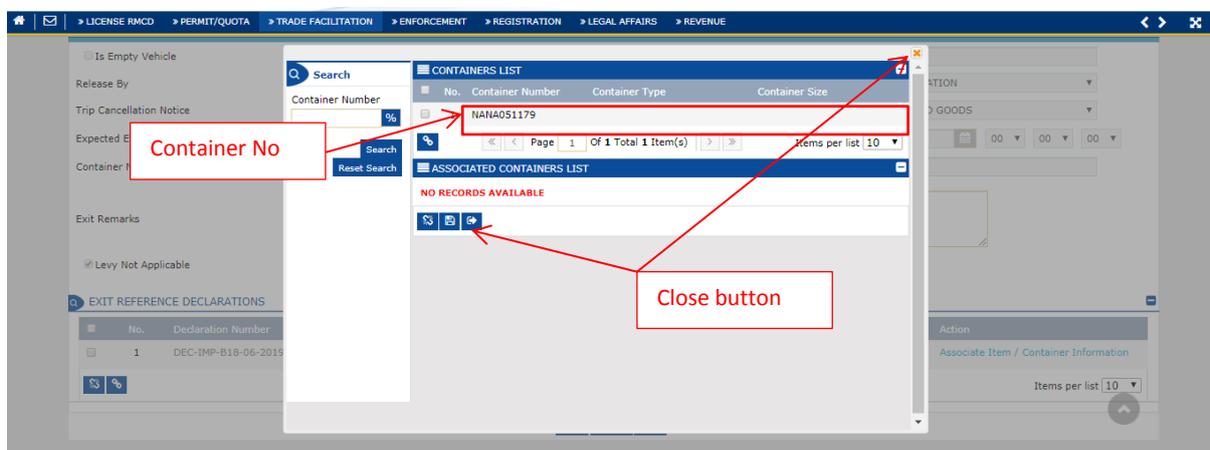
EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-06-2019-000073	IMPORT BILL	27-06-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

14. Click associate item/Container information to view/check container info.

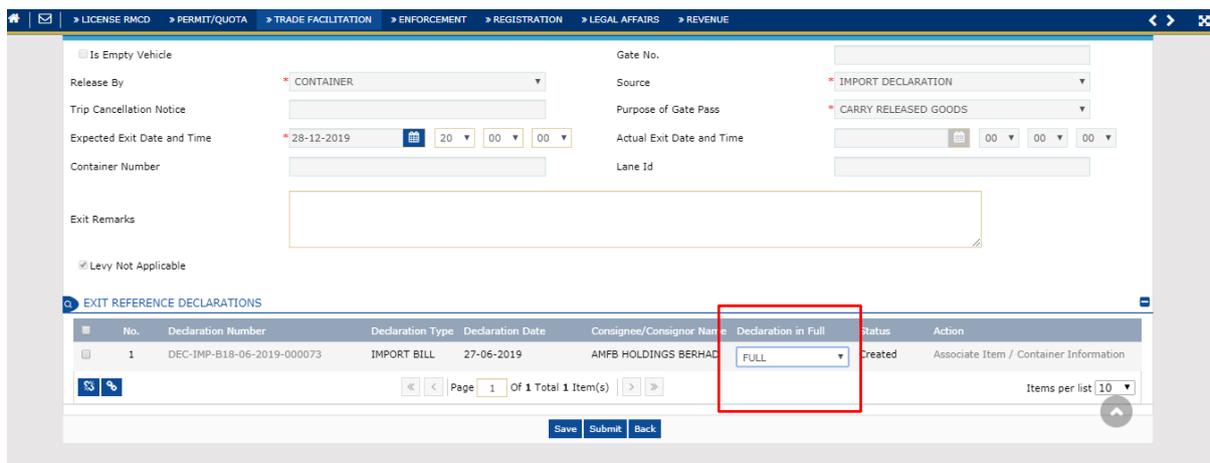


15. If declaration only has 1 container, no need to select container. Just click close button.



16. Select full in 'Declaration in full' column.

*Notes: Full in 'Declaration in full' column means declaration only has 1 container and haulier will bring out the container in a single trip.



17. Click save and submit.

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-06-2019-000073	IMPORT BILL	27-06-2019	AMFB HOLDINGS BERHAD	FULL	Created	Associate Item / Container Information

Page 1 Of 1 Total 1 Item(s)

Save Submit Back

18. Status of Gate pass details (trip) will be 'SUBMITTED'. Then click back.

**Notes: Common mistake: User assumes that VEP is completed once status is submitted in gate pass details, however the submission process is not completed yet. Haulier only submits the trip and must complete the other step as follow.*

GATE PASS DETAILS

STATUS: SUBMITTED

Gate Pass No. REL-GP-B18-12-2019-000024

Trip Number 1

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By NOT APPLICABLE

Source NOT APPLICABLE

Purpose of Gate Pass SELECT

Expected Entry Date and Time 28-12-2019 18:17:35

Actual Entry Date and Time 00:00:00

Container Number

Lane Id

Entry Remarks

Levy Not Applicable

Back

19. Trip (gate pass details) will appear in gate pass information.

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 18:17:35	28-12-2019 20:00:00			0.000000	0.000000	1	Submitted	View / Edit

Page 1 Of 1 Total 1 Item(s)

Save Submit Back

20. Click submit in Gate Pass Information screen.

The screenshot shows the 'GATE PASS INFORMATION' screen with the status 'CREATED'. The 'Submit' button is highlighted with a red arrow. The form contains the following data:

Field	Value	Field	Value
Gate Pass No.	REL-GP-B18-12-2019-000024	Requested Date	28-12-2019
Trip Type	Single	Issued Date	
Number of Trips	1	Total Completed Trips	
Entry Customs Station	B18-PELABUHAN BARAT, SELANGOR	Exit Customs Station	B18-PELABUHAN BARAT, SELANGOR
Total Entry Weight	0.000000	Total Entry Quantity	0.000000
Total Exit Weight	0.000000	Total Exit Quantity	0.000000
Total Entry Container	0	Total Exit Container	1

VEHICLE INFORMATION

Field	Value	Field	Value
Vehicle Plate No.	JLQ7778	Vehicle Model	
Vehicle Type	OTHERS	Engine Number	
Chassis No.		Seal No.	

DRIVER INFORMATION

Field	Value	Field	Value
Driver Name	PAHARAN BINTI PUNU TUSUP	Driver License No.	PA29011

21. Status of Gate Pass Information will be 'ISSUED'.

The screenshot shows the 'GATE PASS INFORMATION' screen with the status 'ISSUED'. The 'Print' button is visible at the bottom. The form contains the following data:

Field	Value	Field	Value
Gate Pass No.	REL-GP-B18-12-2019-000024	Requested Date	28-12-2019
Trip Type	Single	Issued Date	28-12-2019
Number of Trips	1	Total Completed Trips	
Entry Customs Station	B18-PELABUHAN BARAT, SELANGOR	Exit Customs Station	B18-PELABUHAN BARAT, SELANGOR
Total Entry Weight	0.000000	Total Entry Quantity	0.000000
Total Exit Weight	0.000000	Total Exit Quantity	0.000000
Total Entry Container	0	Total Exit Container	1

VEHICLE INFORMATION

Field	Value	Field	Value
Vehicle Plate No.	JLQ7778	Vehicle Model	
Vehicle Type	OTHERS	Engine Number	
Chassis No.		Seal No.	

DRIVER INFORMATION

Field	Value	Field	Value
Driver Name	PAHARAN BINTI PUNU TUSUP	Driver License No.	PA29011

22. Haulier may print the VEP. Click print and click ok.

*Notes: Print button will only be available for Gate Pass Information with 'ISSUED' status.

The screenshot shows the 'GATE PASS INFORMATION' screen with the status 'ISSUED'. The 'Print' button is highlighted with a red arrow. The form contains the following data:

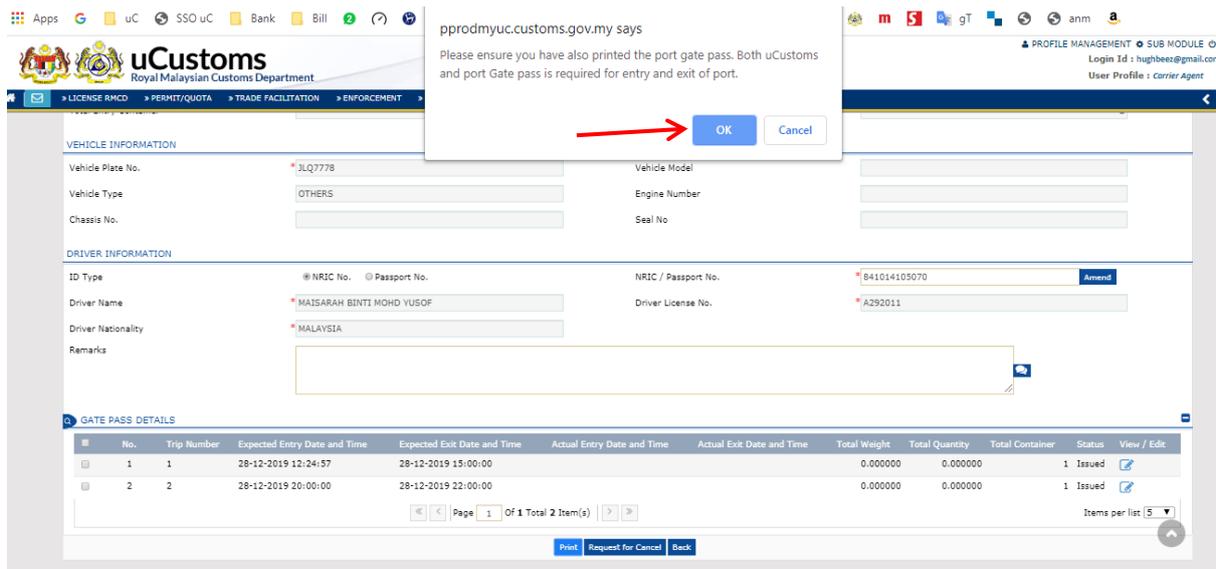
Field	Value	Field	Value
Gate Pass No.	REL-GP-B18-12-2019-000024	Requested Date	28-12-2019
Trip Type	Single	Issued Date	28-12-2019
Number of Trips	1	Total Completed Trips	
Entry Customs Station	B18-PELABUHAN BARAT, SELANGOR	Exit Customs Station	B18-PELABUHAN BARAT, SELANGOR
Total Entry Weight	0.000000	Total Entry Quantity	0.000000
Total Exit Weight	0.000000	Total Exit Quantity	0.000000
Total Entry Container	0	Total Exit Container	1

VEHICLE INFORMATION

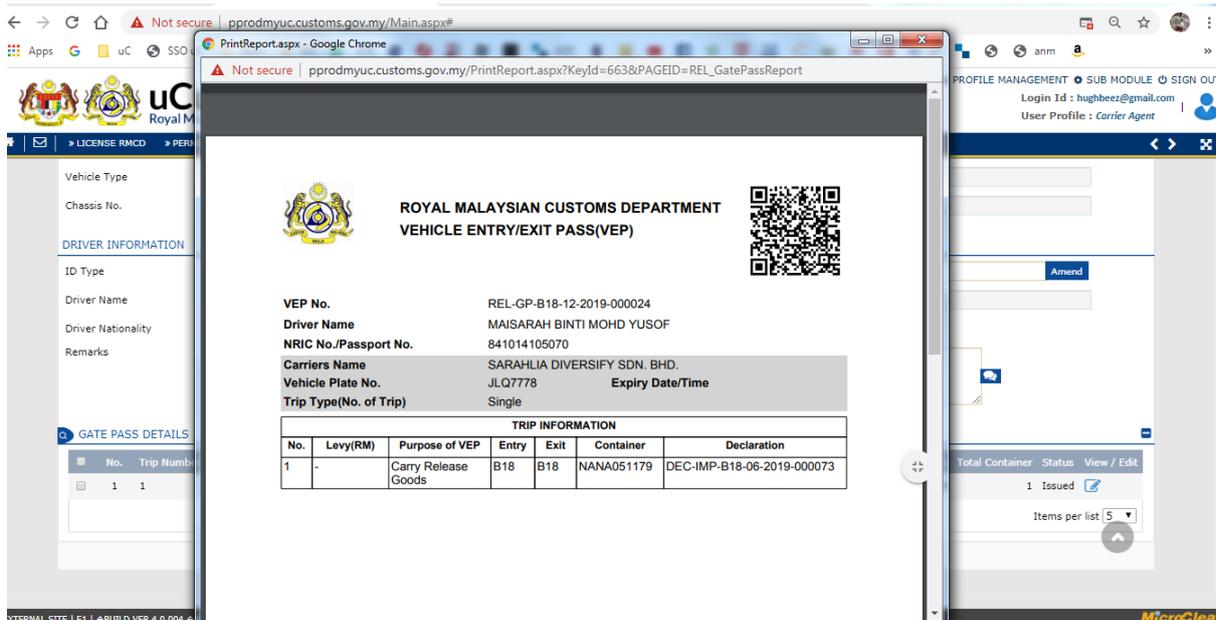
Field	Value	Field	Value
Vehicle Plate No.	JLQ7778	Vehicle Model	
Vehicle Type	OTHERS	Engine Number	
Chassis No.		Seal No.	

DRIVER INFORMATION

Field	Value	Field	Value
Driver Name	PAHARAN BINTI PUNU TUSUP	Driver License No.	PA29011



23. Please be patient while system is generating your VEP. Sometimes, due to network and heavy traffic in the system server, the process will takes time (normally in 1-2 minutes).



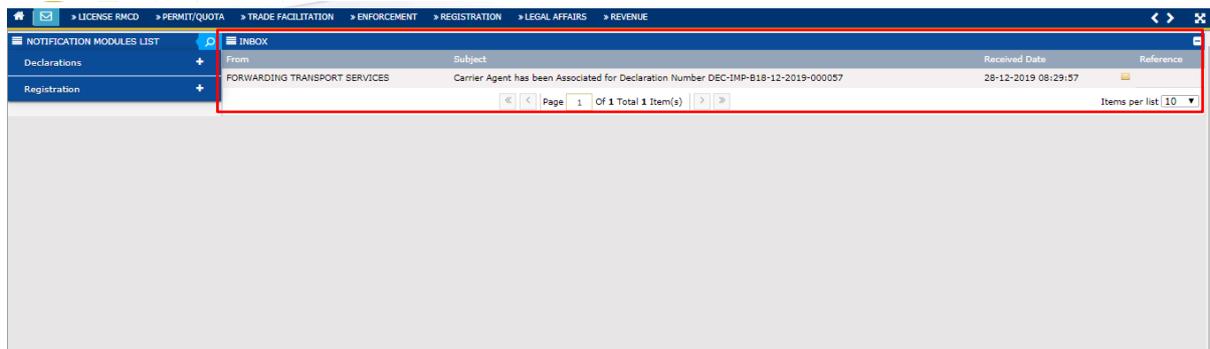
24. Once VEP is generated, haulier may print/download/send to driver by using Whatsapp application.

-End of Single Trip Step-

STEP 3

**CREATE VEHICLE ENTRY PASS (VEP)
(MULTIPLE-TRIP)**

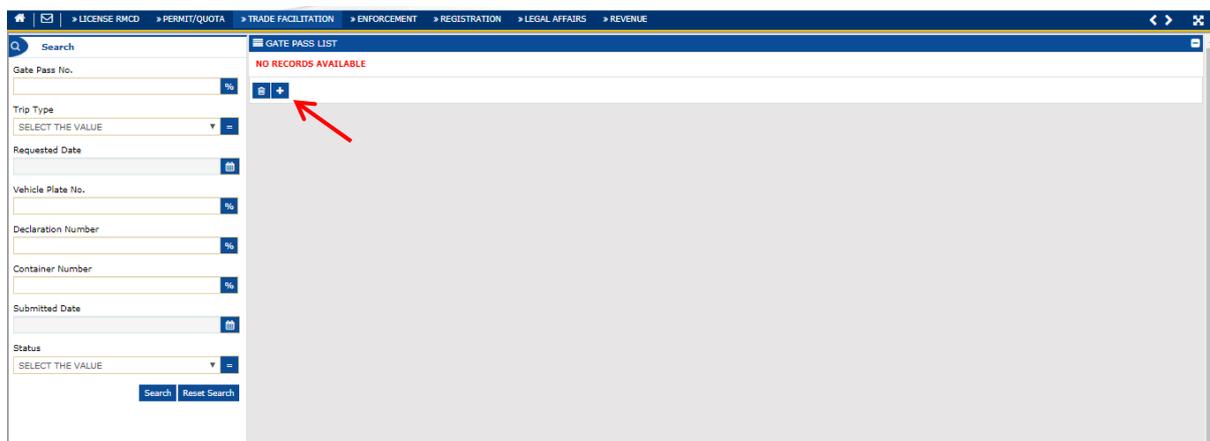
1. Firstly, check inbox to confirm that a declaration has been assigned before start creating VEP. If job has been assigned by Forwarding Agent, Haulier will get notification 'Carrier Agent Associated'. Click the link to check the job.



1. To start create VEP, open Trade Facilitation > Gate Pass > Gate Pass Application



2. Click add button



3. **IMPORTANT!!** Select trip type:

- a. Single Trip: Vehicle will enter/out port in single trip for 1 declaration (declaration only has 1 container).
- b. Multiple Trip: Vehicle enter/out port in multiple trip to carry out container (declaration has more than 1 container). *Eg: First trip, vehicle will carry out container ELMU25145454, then 2nd trip to carry out container CLMU25836978.*
- c. This step will show how to create multiple trip (*eg: declaration has two container*)

The screenshot shows the 'GATE PASS INFORMATION' form in a web application. The 'Trip Type' field is highlighted with a red box, and the 'Multiple' radio button is selected. The form includes fields for 'Gate Pass No.', 'Requested Date' (28-12-2019), 'Issued Date', 'Number of Trips' (0), 'Entry Customs Station' (Search...), 'Exit Customs Station' (Search...), 'Total Entry Weight', 'Total Exit Weight', 'Total Entry Container', 'Total Exit Container', 'Vehicle Plate No.' (Search...), 'Vehicle Model', 'Vehicle Type', 'Engine Number', 'Chassis No.', and 'Seal No.'. There are 'Create' and 'Back' buttons at the bottom.

4. Select trip type

This screenshot is identical to the one above, showing the 'GATE PASS INFORMATION' form with the 'Multiple' radio button selected in the 'Trip Type' field. The form contains the same fields and layout as described in the previous screenshot.

5. Select Entry Station / Vehicle Plat Number / driver

*Notes:

1. Make sure entry customs station is correctly selected and as per declaration station (eg: declaration number DEC-IMP-B18-12-2019-000057, so VEP will be entry station B18).
2. To select driver by using IC number and driver name will be appear.

The screenshot shows a web application interface with a navigation bar at the top containing: LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main content area is divided into several sections: 'Number of Trips' (0), 'Total Completed Trips' (0), 'Entry Customs Station' (B18-PELABUHAN BARAT, SELANGOR), 'Exit Customs Station' (B18-PELABUHAN BARAT, SELANGOR), 'Total Entry Weight', 'Total Exit Weight', 'Total Entry Container', and 'Total Exit Container'. Below this is the 'VEHICLE INFORMATION' section with fields for 'Vehicle Plate No.' (JLQ7778), 'Vehicle Model', 'Vehicle Type' (OTHERS), 'Engine Number', 'Chassis No.', and 'Seal No.'. The 'DRIVER INFORMATION' section includes 'ID Type' (radio buttons for NRIC No. and Passport No.), 'NRIC / Passport No.' (B41014105070), 'Driver Name' (MAISARAH BINTI MOHD YUSOF), 'Driver License No.' (A10445), and 'Driver Nationality' (MALAYSIA). A 'Remarks' text area is at the bottom. At the bottom center, there are 'Create' and 'Back' buttons. A large red 'X' is drawn over the top half of the form, and a red arrow points to the 'Create' button.

6. Then click create button.

This screenshot is identical to the previous one, showing the same form with the 'Create' button highlighted by a red arrow.

7. Click add button in Gate Pass details

The screenshot shows the same form as before, but with the 'GATE PASS DETAILS' section expanded. This section shows 'Total Exit Weight' (0.000), 'Total Exit Quantity' (0), 'Total Entry Container' (0), and 'Total Exit Container' (0). Below this is the 'VEHICLE INFORMATION' section with 'Vehicle Plate No.' (JLQ7778), 'Vehicle Model', 'Vehicle Type' (OTHERS), 'Engine Number', 'Chassis No.', and 'Seal No.'. The 'DRIVER INFORMATION' section now shows 'NRIC / Passport No.' (B41014105070), 'Driver Name' (MAISARAH BINTI MOHD YUSOF), 'Driver License No.' (A292011), and 'Driver Nationality' (MALAYSIA). A 'Remarks' text area is at the bottom. At the bottom center, there are 'Save', 'Submit', and 'Back' buttons. A red box highlights the 'GATE PASS DETAILS' header, and a red arrow points to a blue '+' icon in the bottom left corner of the table area.

8. Fill Entry details information.

**Notes: Information in Entry Details.*

1. *Is Empty Vehicle:* tick if vehicle will enter port with no container (normally for Import declaration). If ticked, users do not have fill in item no.2-4 but for item no.5 it must be filled in (expected entry date and time) and tick disclaimer.
2. *Release by:*
3. *Source:*
4. *Purpose of gate pass:*
5. *Expected entry date and time:*

Entry details mean condition of the vehicle at the time entering port either the vehicle carrying container or not. Normally, to carry out import container, vehicle will be in unladen condition when entering port. So, please tick 'is empty vehicle' in Entry Details.

GATE PASS DETAILS STATUS: NEW

Gate Pass No. REL-GP-818-12-2019-000023
Trip Number 1
Remarks

ENTRY DETAILS

Is Empty Vehicle
Release By * NOT APPLICABLE
Trip Cancellation Notice
Expected Entry Date and Time * 28/12/2019 09:24:57
Container Number
Entry Remarks
 Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

Gate No.
Source * NOT APPLICABLE
Purpose of Gate Pass SELECT
Actual Entry Date and Time
Lane Id

9. Fill Exit details information and click create.

**Notes: Information in exit details.*

1. *is empty vehicle:* to tick if exiting port with no container (normally for export declaration)
2. *Release by:* Select Container
3. *Source:* (Import Declaration)
4. *Purpose of Gate Pass:* Carrying release good
5. *Expected exit date and time:*

Container Number
Lane Id
Entry Remarks
 Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

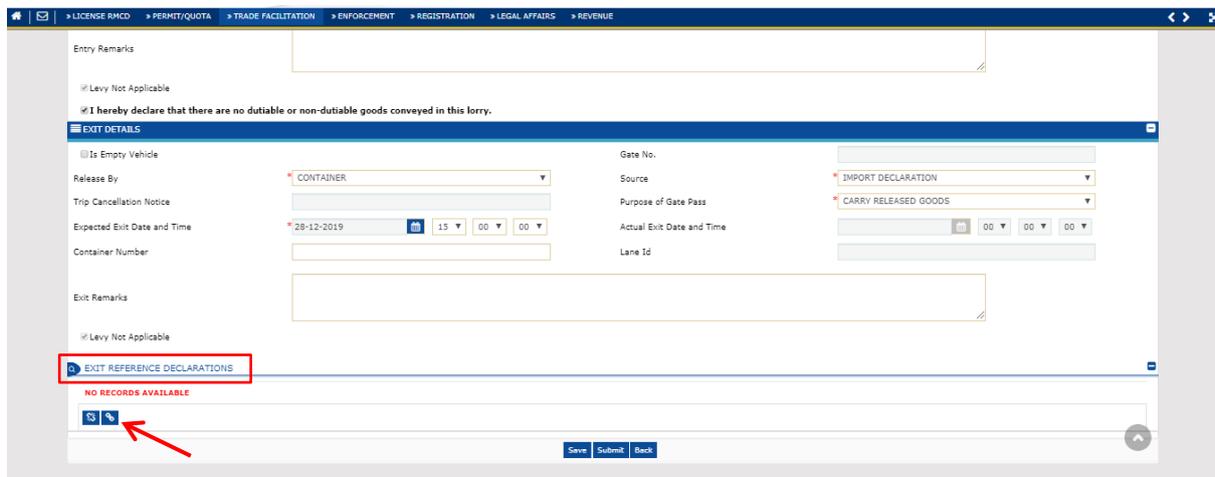
EXIT DETAILS

Is Empty Vehicle
Release By * SELECT
Trip Cancellation Notice
Expected Exit Date and Time *
Container Number
Exit Remarks
 Levy Not Applicable

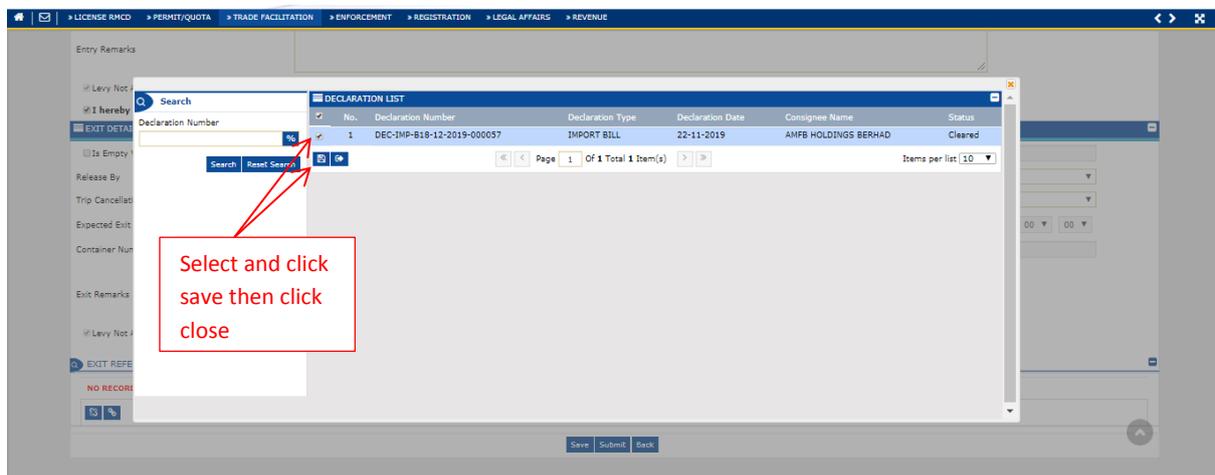
Gate No.
Source * SELECT
Purpose of Gate Pass * SELECT
Actual Exit Date and Time
Lane Id

[Create](#) [Back](#)

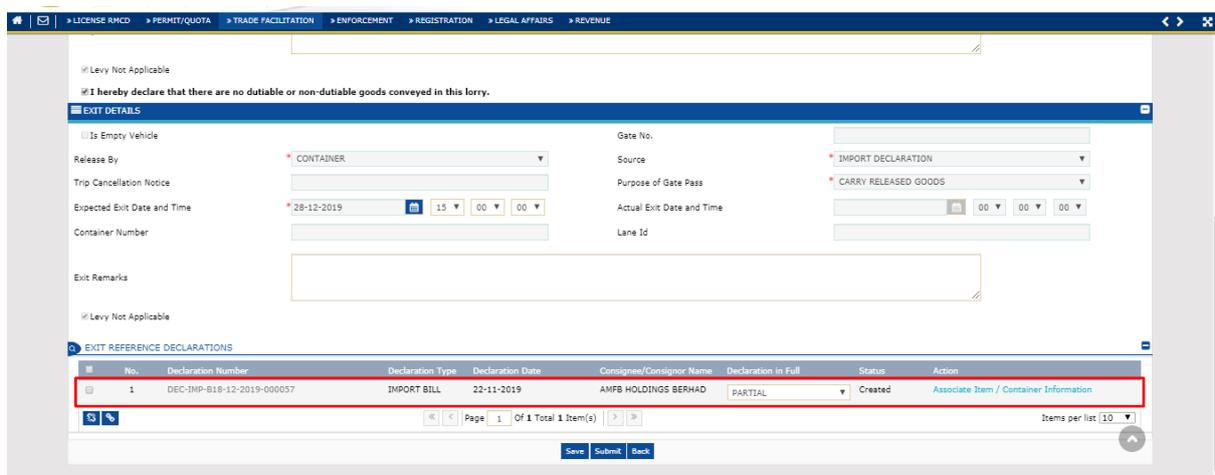
10. Associate import declaration in exit reference declarations,



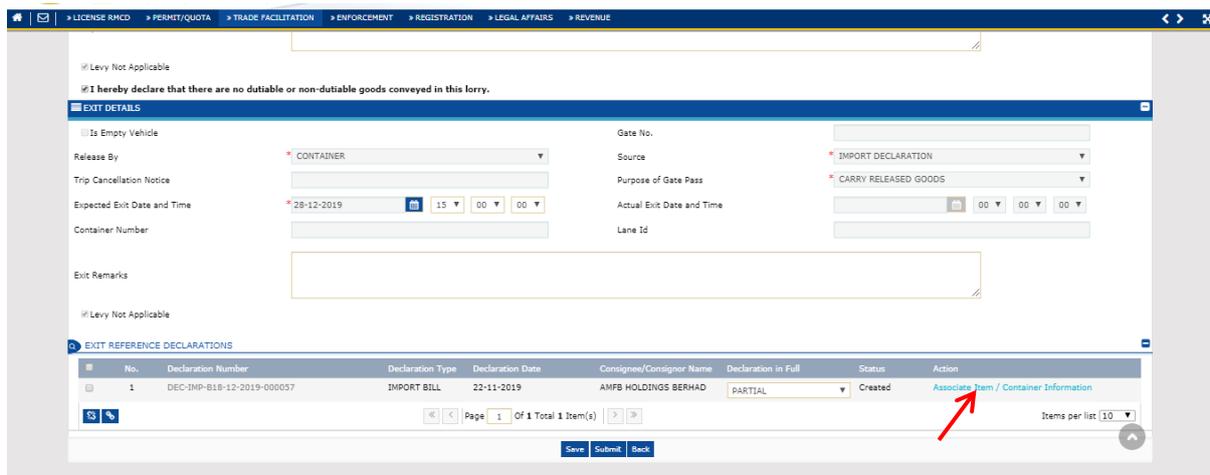
11. Select declaration and click save button.



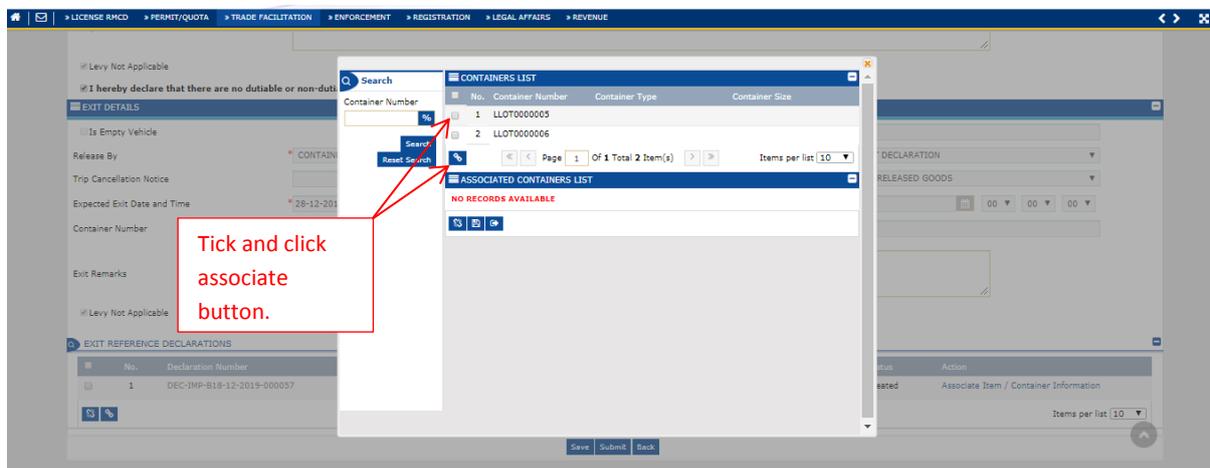
12. Declaration will appear in exit reference declaration.



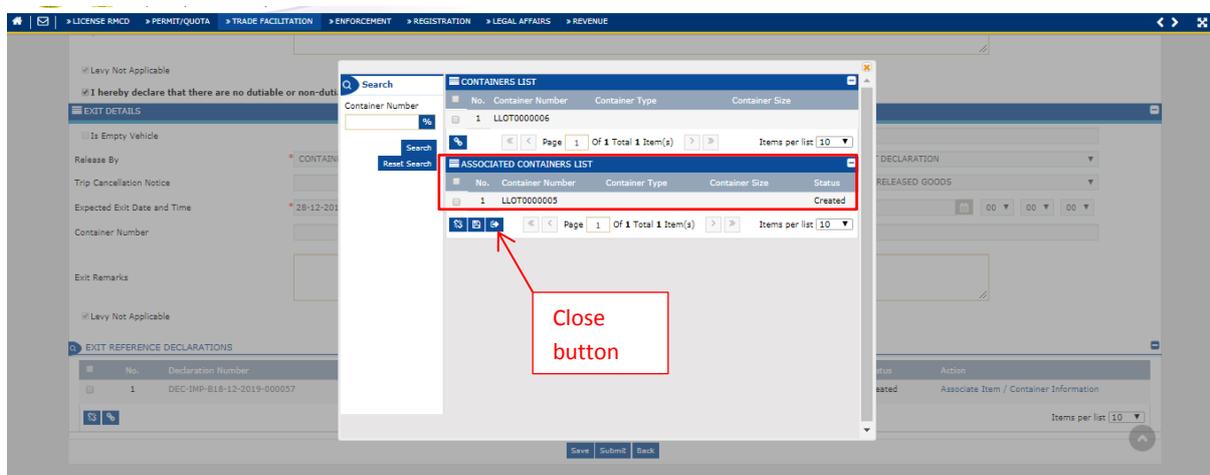
13. Click associate item/Container information.



14. Select container.



15. Container will appear in 'associated container list'. Then click close button.



16. Then click submit (to submit trip).

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

Is Empty Vehicle:

Release By: CONTAINER

Trip Cancellation Notice: [Text Field]

Expected Exit Date and Time: 28-12-2019 15:00:00

Container Number: [Text Field]

Exit Remarks: [Text Area]

Levy Not Applicable

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-12-2019-000057	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

Page 1 of 1 Total 1 Item(s)

Save Submit Back

17. Status of gate pass details will be submitted (1st trip). Then click back to continue creating 2nd trip.

GATE PASS DETAILS STATUS: SUBMITTED

Gate Pass No.: REL-GP-B18-12-2019-000023

Trip Number: 1

Remarks: [Text Area]

ENTRY DETAILS

Is Empty Vehicle:

Release By: NOT APPLICABLE

Trip Cancellation Notice: [Text Field]

Expected Entry Date and Time: 28-12-2019 12:24:57

Container Number: [Text Field]

Entry Remarks: [Text Area]

Levy Not Applicable

I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

Is Empty Vehicle:

Back

18. Click add button in gate pass details to create 2nd trip.

Total Entry Container: 0 Total Exit Container: 1

VEHICLE INFORMATION

Vehicle Plate No.: JLQ7778

Vehicle Type: OTHERS

Chassis No.: [Text Field]

Vehicle Model: [Text Field]

Engine Number: [Text Field]

Seal No.: [Text Field]

DRIVER INFORMATION

ID Type: NRIC No. / Passport No.

Driver Name: MAISARAH BINTI MOHD YUSOF

Driver Nationality: MALAYSIA

NRIC / Passport No.: 841014105070

Driver License No.: A292011

Remarks: [Text Area]

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00			0.000000	0.000000	1	Submitted	[Icon]

Page 1 of 1 Total 1 Item(s)

Save Submit Back

19. Repeat the above process (fill entry details > exit details > exit reference declaration > associate declaration > select container > submit trip).

LICENSE RMCD | PERMIT/QUOTA | TRADE FACILITATION | ENFORCEMENT | REGISTRATION | LEGAL AFFAIRS | REVENUE
 STATUS: CREATED

GATE PASS DETAILS

Gate Pass No. REL-GP-B18-12-2019-000023

Trip Number 2

Remarks

ENTRY DETAILS

Is Empty Vehicle
 Release By: NOT APPLICABLE
 Trip Cancellation Notice
 Expected Entry Date and Time: 28-12-2019 20:00:00
 Container Number
 Entry Remarks
 Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

Gate No.
 Source: NOT APPLICABLE
 Purpose of Gate Pass: SELECT
 Actual Entry Date and Time
 Lane Id

LICENSE RMCD | PERMIT/QUOTA | TRADE FACILITATION | ENFORCEMENT | REGISTRATION | LEGAL AFFAIRS | REVENUE
 STATUS: CREATED

Entry Remarks

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

Is Empty Vehicle
 Release By: CONTAINER
 Trip Cancellation Notice
 Expected Exit Date and Time: 28-12-2019 22:00:00
 Container Number
 Exit Remarks
 Levy Not Applicable

Gate No.
 Source: IMPORT DECLARATION
 Purpose of Gate Pass: CARRY RELEASED GOODS
 Actual Exit Date and Time
 Lane Id

EXIT REFERENCE DECLARATIONS

NO RECORDS AVAILABLE

Save Submit Back

LICENSE RMCD | PERMIT/QUOTA | TRADE FACILITATION | ENFORCEMENT | REGISTRATION | LEGAL AFFAIRS | REVENUE
 STATUS: CREATED

Entry Remarks

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

Is Empty Vehicle
 Release By: CONTAINER
 Trip Cancellation Notice
 Expected Exit Date and Time: 28-12-2019 22:00:00
 Container Number
 Exit Remarks
 Levy Not Applicable

EXIT REFERENCE DECLARATIONS

NO RECORDS AVAILABLE

DECLARATION LIST

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Status
1	DEC-IMP-B18-12-2019-000037	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	Cleared

Page 1 of 1 Total 1 Item(s) Items per list: 10

Save Submit Back

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

<input type="checkbox"/> Is Empty Vehicle	Gate No. <input type="text"/>
Release By: <input type="text" value="CONTAINER"/>	Source: <input type="text" value="IMPORT DECLARATION"/>
Trip Cancellation Notice: <input type="text"/>	Purpose of Gate Pass: <input type="text" value="CARRY RELEASED GOODS"/>
Expected Exit Date and Time: <input type="text" value="28-12-2019 22:00:00"/>	Actual Exit Date and Time: <input type="text" value="00:00:00"/>
Container Number: <input type="text"/>	Lane Id: <input type="text"/>

Exit Remarks:

Levy Not Applicable

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-12-2019-000057	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

Page 1 of 1 Total 1 Item(s)

Items per list: 10

Save Submit Back

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

<input type="checkbox"/> Is Empty Vehicle	Gate No. <input type="text"/>
Release By: <input type="text" value="CONTAINER"/>	Source: <input type="text" value="IMPORT DECLARATION"/>
Trip Cancellation Notice: <input type="text"/>	Purpose of Gate Pass: <input type="text" value="CARRY RELEASED GOODS"/>
Expected Exit Date and Time: <input type="text" value="28-12-2019 22:00:00"/>	Actual Exit Date and Time: <input type="text" value="00:00:00"/>
Container Number: <input type="text"/>	Lane Id: <input type="text"/>

Exit Remarks:

Levy Not Applicable

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-12-2019-000057	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

Page 1 of 1 Total 1 Item(s)

Items per list: 10

Save Submit Back

Search

Container Number:

CONTAINERS LIST

No.	Container Number	Container Type	Container Size
1	LLOT0000006		

Page 1 of 1 Total 1 Item(s)

Items per list: 10

ASSOCIATED CONTAINERS LIST

NO RECORDS AVAILABLE

Page 1 of 1 Total 1 Item(s)

Items per list: 10

Save Submit Back

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

<input type="checkbox"/> Is Empty Vehicle	Gate No. <input type="text"/>
Release By: <input type="text" value="CONTAINER"/>	Source: <input type="text" value="IMPORT DECLARATION"/>
Trip Cancellation Notice: <input type="text"/>	Purpose of Gate Pass: <input type="text" value="CARRY RELEASED GOODS"/>
Expected Exit Date and Time: <input type="text" value="28-12-2019 22:00:00"/>	Actual Exit Date and Time: <input type="text" value="00:00:00"/>
Container Number: <input type="text"/>	Lane Id: <input type="text"/>

Exit Remarks:

Levy Not Applicable

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-12-2019-000057	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

Page 1 of 1 Total 1 Item(s)

Items per list: 10

Save Submit Back

Search

Container Number:

CONTAINERS LIST

NO RECORDS AVAILABLE

ASSOCIATED CONTAINERS LIST

No.	Container Number	Container Type	Container Size	Status
1	LLOT0000006			Created

Page 1 of 1 Total 1 Item(s)

Items per list: 10

Save Submit Back

Levy Not Applicable
 I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.

EXIT DETAILS

Is Empty Vehicle
 Release By: * CONTAINER
 Trip Cancellation Notice:
 Expected Exit Date and Time: * 28-12-2019 22:00:00
 Container Number:
 Exit Remarks:
 Levy Not Applicable

Gate No.:
 Source: * IMPORT DECLARATION
 Purpose of Gate Pass: * CARRY RELEASED GOODS
 Actual Exit Date and Time: 00:00:00
 Lane Id:

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee/Consignor Name	Declaration in Full	Status	Action
1	DEC-IMP-B18-12-2019-000057	IMPORT BILL	22-11-2019	AMFB HOLDINGS BERHAD	PARTIAL	Created	Associate Item / Container Information

Page 1 of 1 Total 1 Item(s)

Save Submit Back

Submit and click back

20. Trip will appear in gate pass details.

VEHICLE INFORMATION

Vehicle Plate No.: * JLQ7778
 Vehicle Type: OTHERS
 Chassis No.:
 Vehicle Model:
 Engine Number:
 Seal No.:

DRIVER INFORMATION

ID Type: NRIC No. Passport No.
 Driver Name: * MAISARAH BINTI MOHD YUSOF
 Driver Nationality: * MALAYSIA
 NRIC / Passport No.: * B41014105070
 Driver License No.: * A292011
 Remarks:

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00			0.000000	0.000000	1	Submitted	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00			0.000000	0.000000	1	Submitted	View / Edit

Page 1 of 1 Total 2 Item(s)

Save Submit Back

21. Submit the Gate pass (VEP).

VEHICLE INFORMATION

Vehicle Plate No.: * JLQ7778
 Vehicle Type: OTHERS
 Chassis No.:
 Vehicle Model:
 Engine Number:
 Seal No.:

DRIVER INFORMATION

ID Type: NRIC No. Passport No.
 Driver Name: * MAISARAH BINTI MOHD YUSOF
 Driver Nationality: * MALAYSIA
 NRIC / Passport No.: * B41014105070
 Driver License No.: * A292011
 Remarks:

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00			0.000000	0.000000	1	Submitted	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00			0.000000	0.000000	1	Submitted	View / Edit

Page 1 of 1 Total 2 Item(s)

Save Submit Back

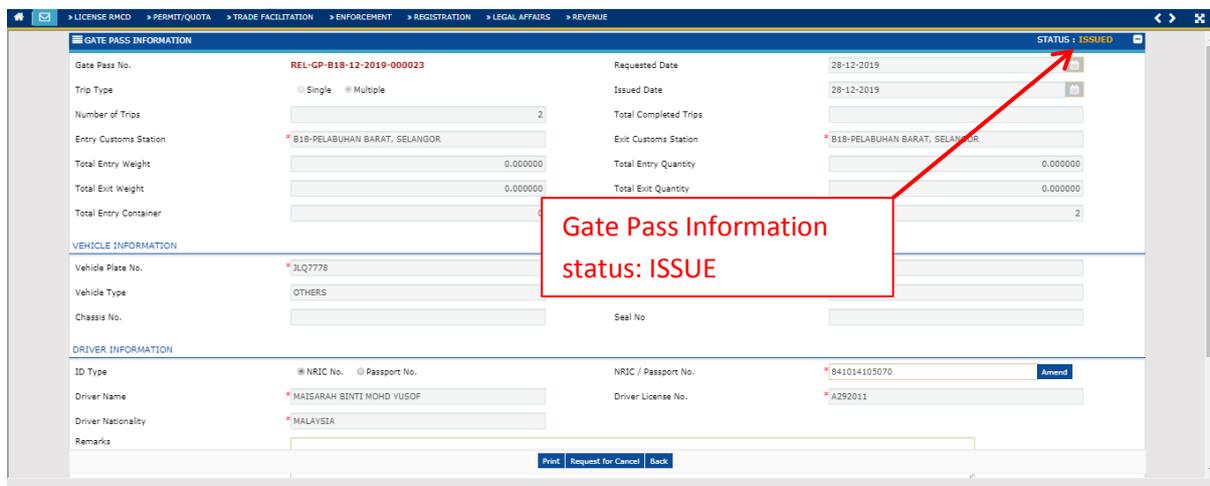
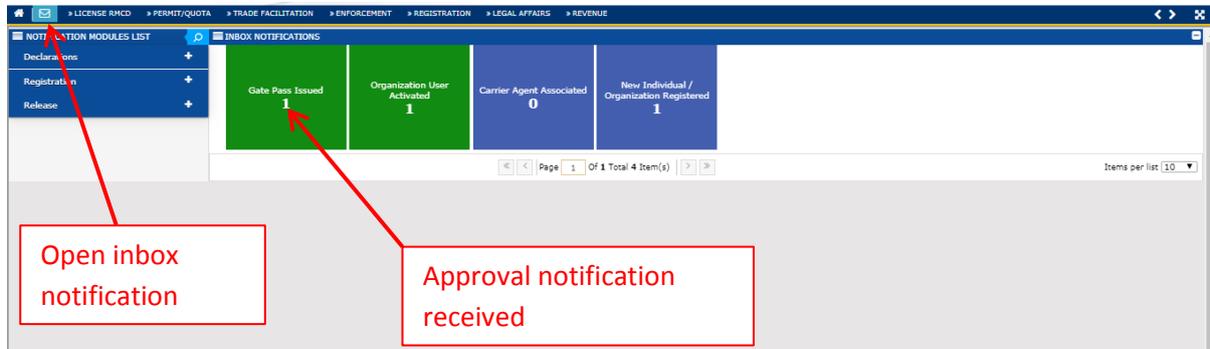
22. Status of Gate Pass Information will be 'SUBMITTED'.

*Notes:

-Currently VEP with multiple trips requires approval from customs officer (CEA Officer). Haulier will get an approval notification in the inbox once the VEP has been approved by the Customs Officer.

-For VEP with single trip, system will auto-approved.

23. Once VEP approved by the Customs Officer, Haulier will get a notification (Gate Pass Issued) in the inbox. Open inbox and click the message.



24. Haulier may now print the VEP. Click print and click ok.

GATE PASS INFORMATION STATUS: ISSUED

Gate Pass No. REL-GP-B18-12-2019-000023
 Trip Type Single Multiple
 Number of Trips 2
 Entry Customs Station B18-PELABUHAN BARAT, SELANGOR
 Total Entry Weight 0.000000
 Total Exit Weight 0.000000
 Total Entry Container 0
 Total Exit Container 2

VEHICLE INFORMATION
 Vehicle Plate No. JLQ7778
 Vehicle Type OTHERS

DRIVER INFORMATION
 ID Type NRIC No. Passport No.
 Driver Name MAISARAH BINTI MOHD YUSOF
 Driver Nationality MALAYSIA
 NRIC / Passport No. S41014105070
 Driver License No. A292011

Remarks

[Print](#) [Request for Cancel](#) [Back](#)

uCustoms Royal Malaysian Customs Department

pprodmruc.customs.gov.my says
 Please ensure you have also printed the port gate pass. Both uCustoms and port Gate pass is required for entry and exit of port.

[OK](#) [Cancel](#)

GATE PASS DETAILS

#	No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	1	28-12-2019 12:24:57	28-12-2019 15:00:00			0.000000	0.000000	1	Issued	View Edit
2	2	2	28-12-2019 20:00:00	28-12-2019 22:00:00			0.000000	0.000000	1	Issued	View Edit

Page 1 of 1 Total 2 Item(s)

[Print](#) [Request for Cancel](#) [Back](#)

25. Please be patient while system generating VEP. Sometimes, due to network and heavy traffic in the system server, the process will takes time (normally in 1-2 minutes).

**ROYAL MALAYSIAN CUSTOMS DEPARTMENT
VEHICLE ENTRY/EXIT PASS(VEP)**

VEP No. REL-GP-B18-12-2019-000023
Driver Name MAISARAH BINTI MOHD YUSOF
NRIC No./Passport No. 841014105070
Carriers Name SARAHLIA DIVERSIFY SDN. BHD.
Vehicle Plate No. JLQ7778 **Expiry Date/Time**
Trip Type(No. of Trip) Multiple

TRIP INFORMATION						
No.	Levy(RM)	Purpose of VEP	Entry	Exit	Container	Declaration
1	-	Carry Release Goods	B18	B18	LLOT0000005	DEC-IMP-B18-12-2019-000057
2	-	Carry Release Goods	B18	B18	LLOT0000006	DEC-IMP-B18-12-2019-000057

26. Once VEP is generated, haulier may print/download/send to driver by using Whatsapps application.

27. After vehicle entered and exited port, system will record the actual entry time and exit time in the trip details (in the gate pass details, user can view the actual time entry/exit).

1st trip entered port

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00	28-12-2019 11:31:30		0.000000	0.000000	1	Entered	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00			0.000000	0.000000	1	Issued	View / Edit

[HOME](#) | [LICENSE RMCD](#) | [PERMIT/QUOTA](#) | [TRADE FACILITATION](#) | [ENFORCEMENT](#) | [REGISTRATION](#) | [LEGAL AFFAIRS](#) | [REVENUE](#)

Chassis No. Seal No.

DRIVER INFORMATION

ID Type: NRIC No. Passport No. NRIC / Passport No. *841014105070 [Amend](#)

Driver Name: *MAISARAH BINTI MOHD YUSOF Driver License No. *A292011

Driver Nationality: *MALAYSIA

Remarks:

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00	28-12-2019 11:31:30	28-12-2019 11:34:17	0.000000	0.000000	1	Exited	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00			0.000000	0.000000	1	Issued	View / Edit

Page 1 Of 1 Total 2 Item(s) Items per list 5

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1st trip exited port

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Chassis No. Seal No.

DRIVER INFORMATION

ID Type: NRIC No. Passport No. NRIC / Passport No. *841014105070 [Amend](#)

Driver Name: *MAISARAH BINTI MOHD YUSOF Driver License No. *A292011

Driver Nationality: *MALAYSIA

Remarks:

GATE PASS DETAILS

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00	28-12-2019 11:31:30	28-12-2019 11:34:17	0.000000	0.000000	1	Exited	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00	28-12-2019 11:38:29		0.000000	0.000000	1	Entered	View / Edit

Page 1 Of 1 Total 2 Item(s) Items per list 5

[Print](#) [Request for Cancel](#) [Back](#)

2nd trip entered port

[HOME](#) | [LICENSE RMCD](#) | [PERMIT/QUOTA](#) | [TRADE FACILITATION](#) | [ENFORCEMENT](#) | [REGISTRATION](#) | [LEGAL AFFAIRS](#) | [REVENUE](#)

Chassis No. Seal No.

DRIVER INFORMATION

ID Type: NRIC No. Passport No. NRIC / Passport No. *841014105070 [Amend](#)

Driver Name: *MAISARAH BINTI MOHD YUSOF Driver License No. *A292011

Driver Nationality: *MALAYSIA

Remarks:

GATE PASS DETAILS

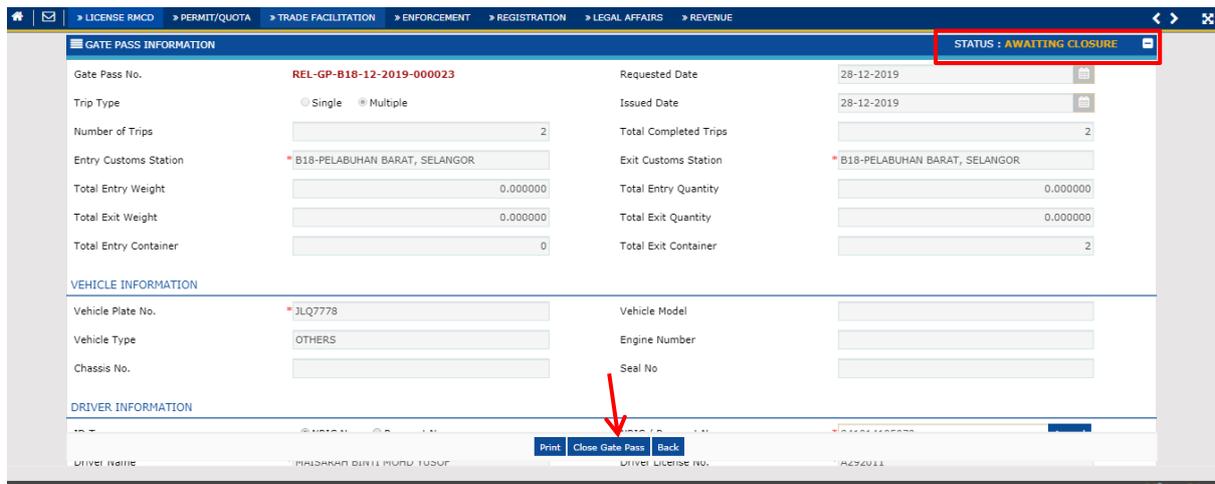
No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 12:24:57	28-12-2019 15:00:00	28-12-2019 11:31:30	28-12-2019 11:34:17	0.000000	0.000000	1	Exited	View / Edit
2	2	28-12-2019 20:00:00	28-12-2019 22:00:00	28-12-2019 11:38:29	28-12-2019 11:39:51	0.000000	0.000000	1	Exited	View / Edit

Page 1 Of 1 Total 2 Item(s) Items per list 5

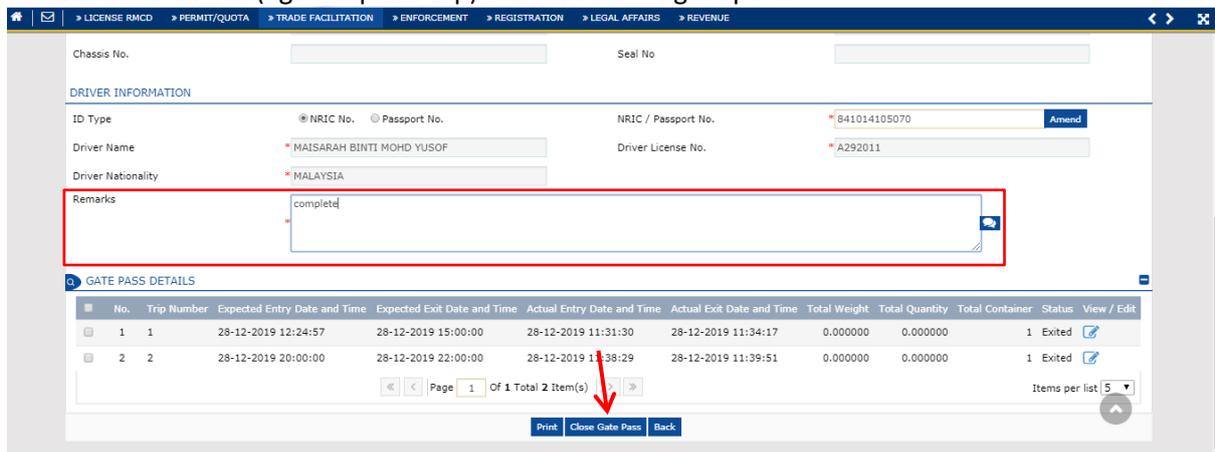
[Print](#) [Close Gate Pass](#) [Back](#)

2nd trip exited port

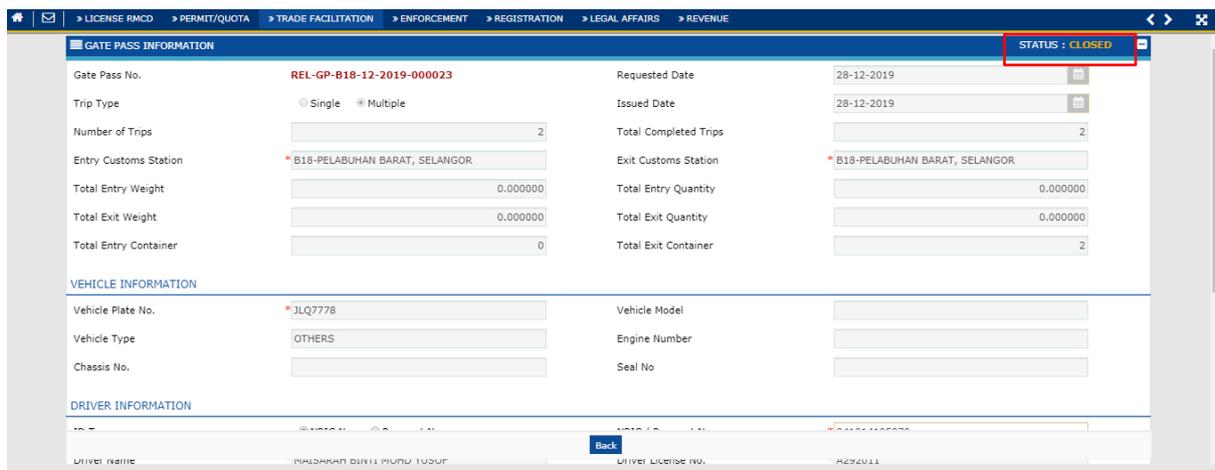
28. Once trip is completed, status of the VEP will be 'AWAITING CLOSURE'. Awaiting closure means pending action from haulier to click 'close gate pass'. Click close gate pass.



29. Put remarks (eg: complete trip) then click close gate pass.



30. VEP Status will change to 'CLOSED'.



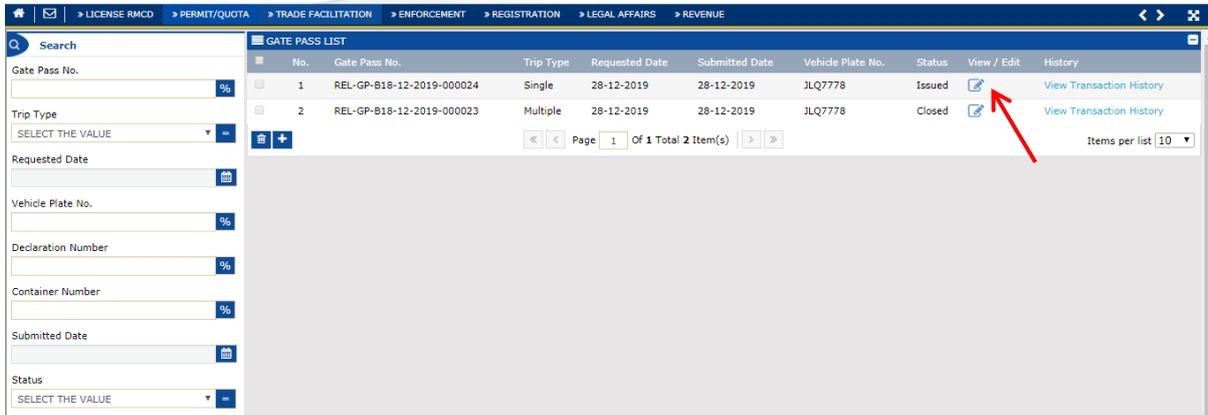
-End for multiple-trip -

STEP 4

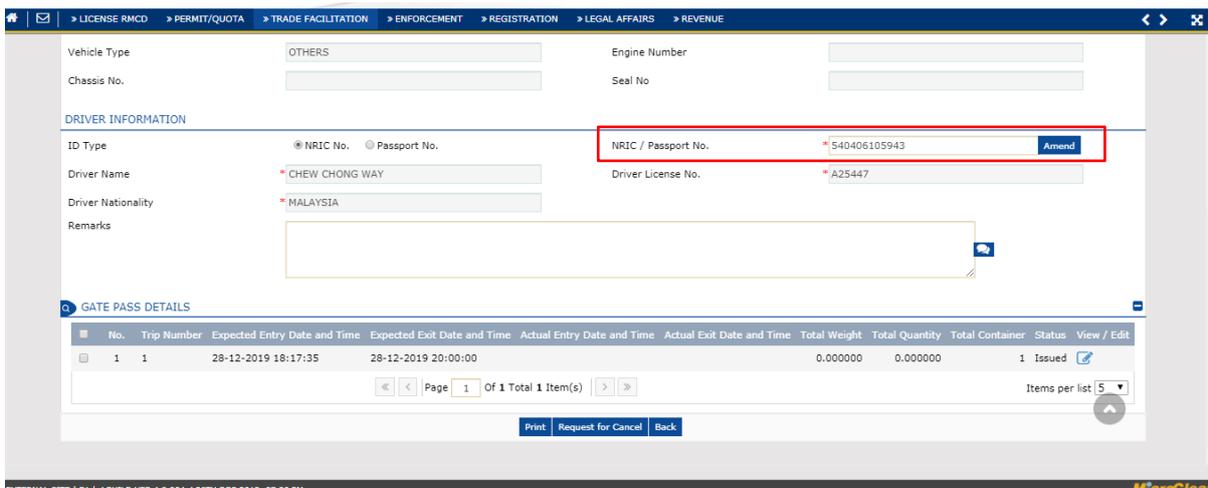
TO AMEND GATE PASS INFORMATION

1. Information that can be amended in VEP are:
 - a. Driver (*will be auto-approved*)
 - b. Container information (*subject to Customs Officer's Approval*)
 - c. Enter/Exit reference declaration (*subject to Customs Officer's Approval*)

2. **STEP TO AMEND DRIVER;** Open VEP that need to be amended.



3. Select new driver's IC, and click amend.



4. Now driver has been amended in Gate Pass Information.

*Notes: Driver amendment in Gate Pass Information doesn't require any approval from Customs Officer .It will be auto-approved.

The screenshot shows a web application interface with a navigation bar at the top containing: LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main content area is divided into sections: 'Vehicle Information' with fields for Vehicle Type (OTHERS), Engine Number, Chassis No., and Seal No.; 'DRIVER INFORMATION' with fields for ID Type (radio buttons for NRIC No. and Passport No.), NRIC / Passport No. (540406105943), Driver Name (CHEW CHONG WAY), Driver License No. (A25447), Driver Nationality (MALAYSIA), and a Remarks field. Below this is the 'GATE PASS DETAILS' section, which contains a table with columns: No., Trip Number, Expected Entry Date and Time, Expected Exit Date and Time, Actual Entry Date and Time, Actual Exit Date and Time, Total Weight, Total Quantity, Total Container, Status, and View / Edit. The table has one row with values: 1, 1, 28-12-2019 18:17:35, 28-12-2019 20:00:00, 0.000000, 0.000000, 1, Issued. At the bottom of the table, it says 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 5'. There are buttons for 'Print', 'Request for Cancel', and 'Back'.

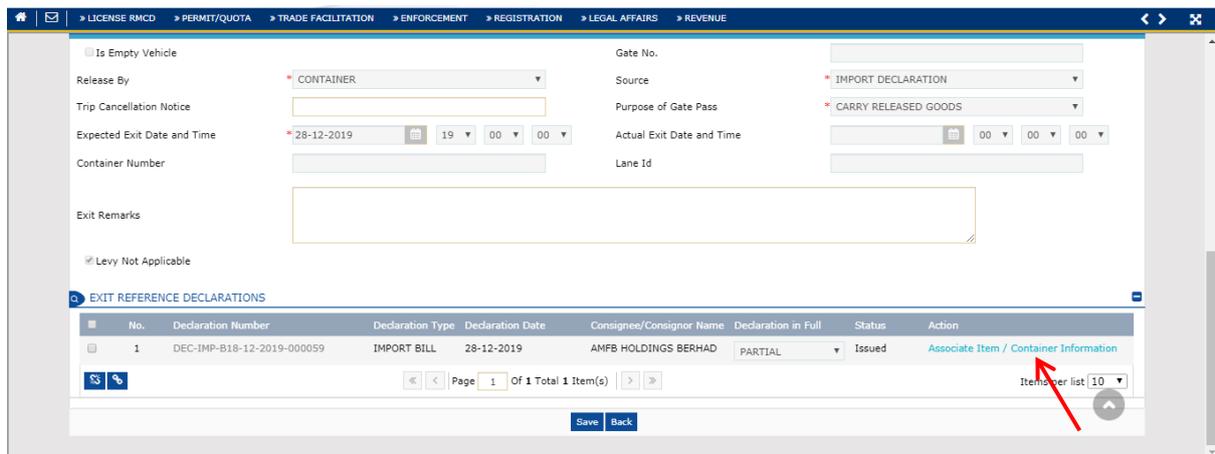
5. STEP TO AMEND CONTAINER INFORMATION IN GATE PASS INFORMATION; Open gate pass information (click view/edit).

The screenshot shows the 'GATE PASS LIST' section of the application. On the left is a search sidebar with fields for Gate Pass No., Trip Type, Requested Date, Vehicle Plate No., Declaration Number, Container Number, Submitted Date, and Status. The main table has columns: No., Gate Pass No., Trip Type, Requested Date, Submitted Date, Vehicle Plate No., Status, View / Edit, and History. There are three rows of data. A red arrow points to the 'View / Edit' icon (a blue square with a white pencil) in the third row. The table footer shows 'Page 1 Of 1 Total 3 Item(s)' and 'Items per list 10'.

6. Open gate pass details (click view/edit).

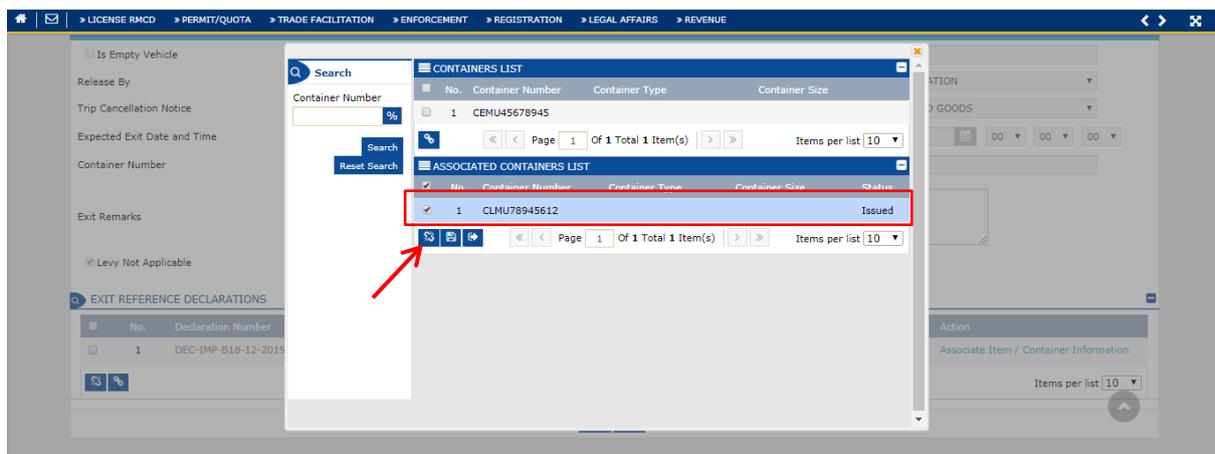
The screenshot shows the 'Gate Pass Information' form for a specific gate pass. The navigation bar is the same as in the previous screenshots. The 'DRIVER INFORMATION' section shows: ID Type (radio buttons for NRIC No. and Passport No.), NRIC / Passport No. (841014105070), Driver Name (MAISARAH BINTI MOHD YUSOF), Driver License No. (A292011), and Driver Nationality (MALAYSIA). The 'GATE PASS DETAILS' table has one row with values: 1, 1, 28-12-2019 17:45:26, 28-12-2019 19:00:00, 0.000000, 0.000000, 1, Issued. A red arrow points to the 'View / Edit' icon in the table. The footer shows 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 5'.

7. Open associated item/container information.

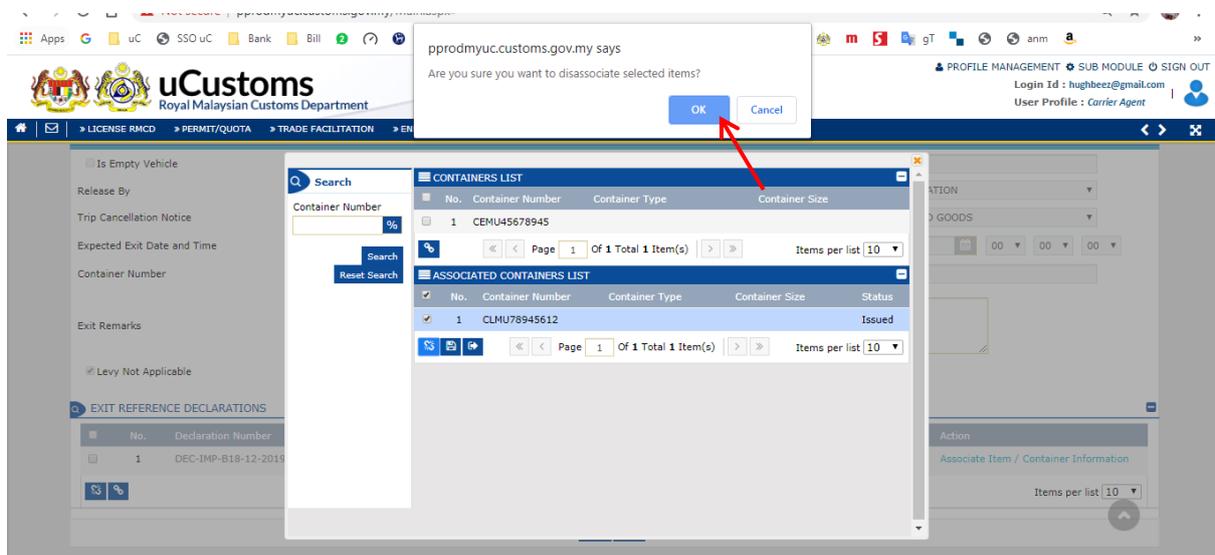


8. Tick the container info and click disassociate button.

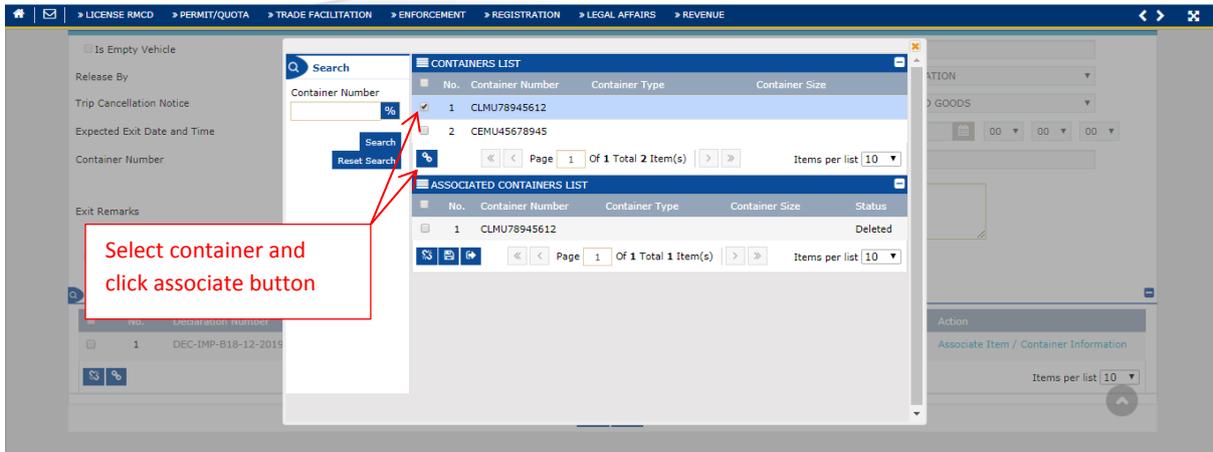
*Notes: this is a process to change/amend container that has been associated in Gate Pass Details.



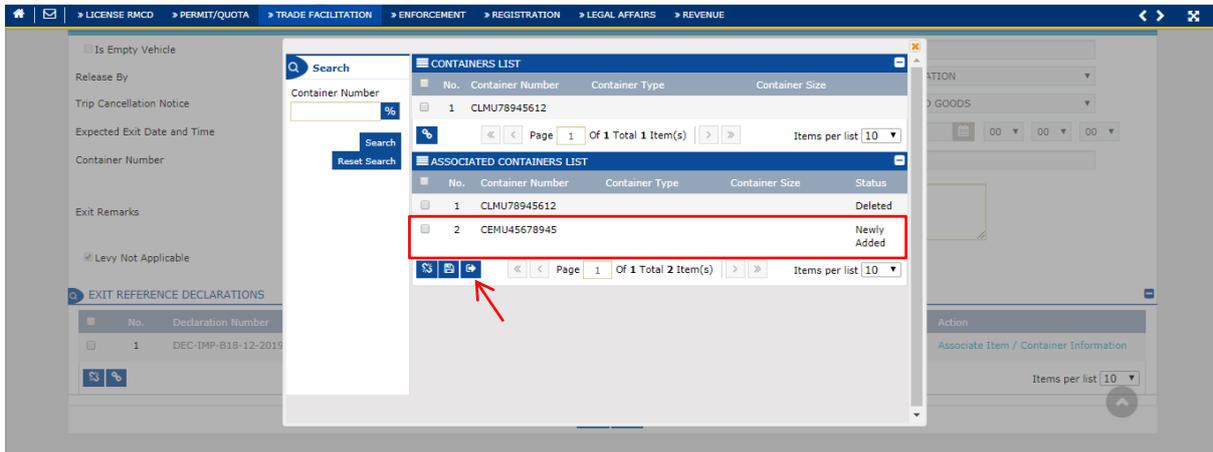
9. Click ok on the pop-out message.



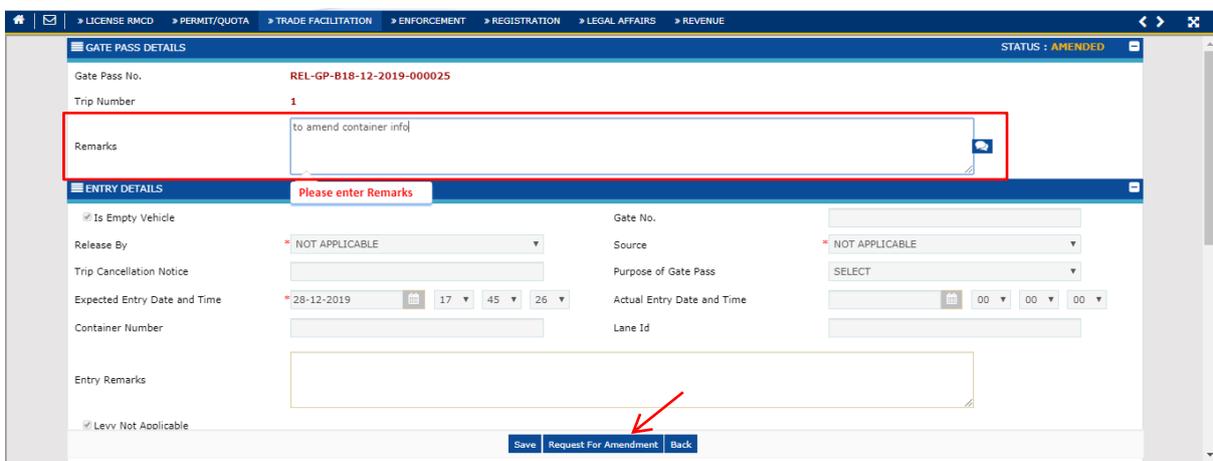
10. Status of the associated container will be 'deleted'. Then continue to select the new container.



11. Newly added container will be appeared in associated container list. Then click close button.



12. Put remarks in Gate Pass Details Screen. (eg: to amend container information) and click request for amendment.



13. Then, Gate pass information status will change to 'PENDING AMENDMENT' and Gate Pass Details status will be 'Requested for Amendment'.

*Notes: now the amendment is waiting for approval from Customs Officer.

The screenshot shows the 'GATE PASS INFORMATION' form. At the top right, a red box highlights the text 'STATUS: PENDING AMENDMENT'. The form contains the following fields:

- Gate Pass No.: REL-GP-B18-12-2019-000025
- Requested Date: 28-12-2019
- Trip Type: Single (selected)
- Issued Date: 28-12-2019
- Number of Trips: 1
- Total Completed Trips: 0
- Entry Customs Station: B18-PELABUHAN BARAT, SELANGOR
- Exit Customs Station: B18-PELABUHAN BARAT, SELANGOR
- Total Entry Weight: 0.000000
- Total Entry Quantity: 0.000000
- Total Exit Weight: 0.000000
- Total Exit Quantity: 0.000000
- Total Entry Container: 0
- Total Exit Container: 1

Below this are sections for 'VEHICLE INFORMATION' and 'DRIVER INFORMATION' with various input fields.

The screenshot shows the 'GATE PASS DETAILS' table. A red box highlights the status '1 Requested for Amendment' in the 'Status' column. The table has the following columns: No., Trip Number, Expected Entry Date and Time, Expected Exit Date and Time, Actual Entry Date and Time, Actual Exit Date and Time, Total Weight, Total Quantity, Total Container, Status, and View / Edit.

No.	Trip Number	Expected Entry Date and Time	Expected Exit Date and Time	Actual Entry Date and Time	Actual Exit Date and Time	Total Weight	Total Quantity	Total Container	Status	View / Edit
1	1	28-12-2019 00:00:00	28-12-2019 00:00:00			0.000000	0.000000		1 Requested for Amendment	View / Edit

Page 1 of 1 Total 1 Item(s). Items per list: 5.

14. Once approval given by the Customs Officer, status of VEP will change to 'ISSUED'

The screenshot shows the 'GATE PASS LIST' table. A red box highlights the status 'Issued' in the 'Status' column for the first two rows. The table has the following columns: No., Gate Pass No., Trip Type, Requested Date, Submitted Date, Vehicle Plate No., Status, View / Edit, and History.

No.	Gate Pass No.	Trip Type	Requested Date	Submitted Date	Vehicle Plate No.	Status	View / Edit	History
1	REL-GP-B18-12-2019-000025	Single	28-12-2019	28-12-2019	BQA5204	Issued	View / Edit	View Transaction History
2	REL-GP-B18-12-2019-000024	Single	28-12-2019	28-12-2019	JLQ7778	Issued	View / Edit	View Transaction History
3	REL-GP-B18-12-2019-000023	Multiple	28-12-2019	28-12-2019	JLQ7778	Closed	View / Edit	View Transaction History

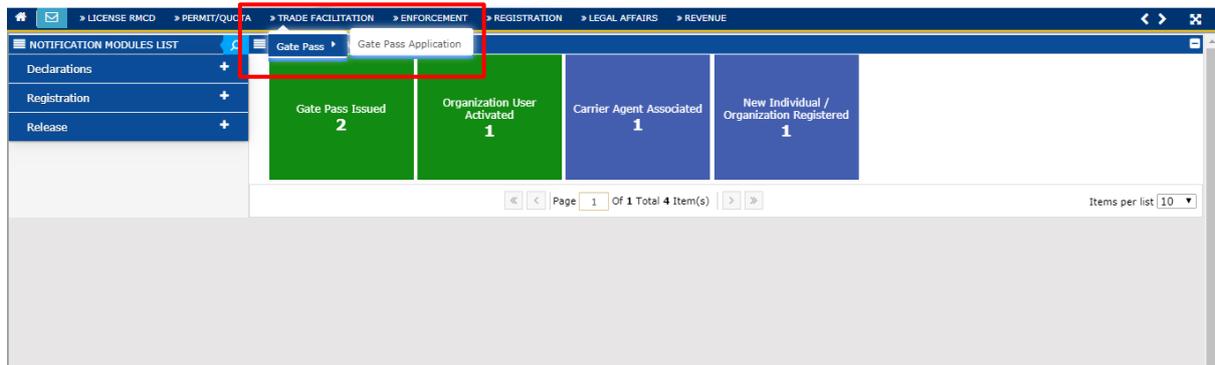
Page 1 of 1 Total 3 Item(s). Items per list: 10.

15. Haulier may open and re-print the new VEP.

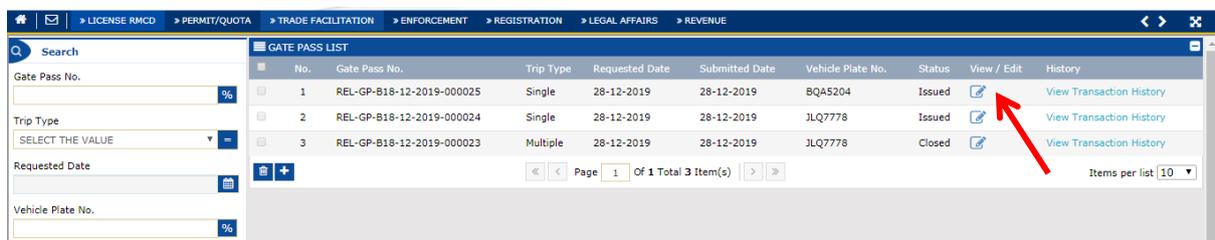
STEP 5

CANCELLATION OF VEHICLE ENTRY PASS

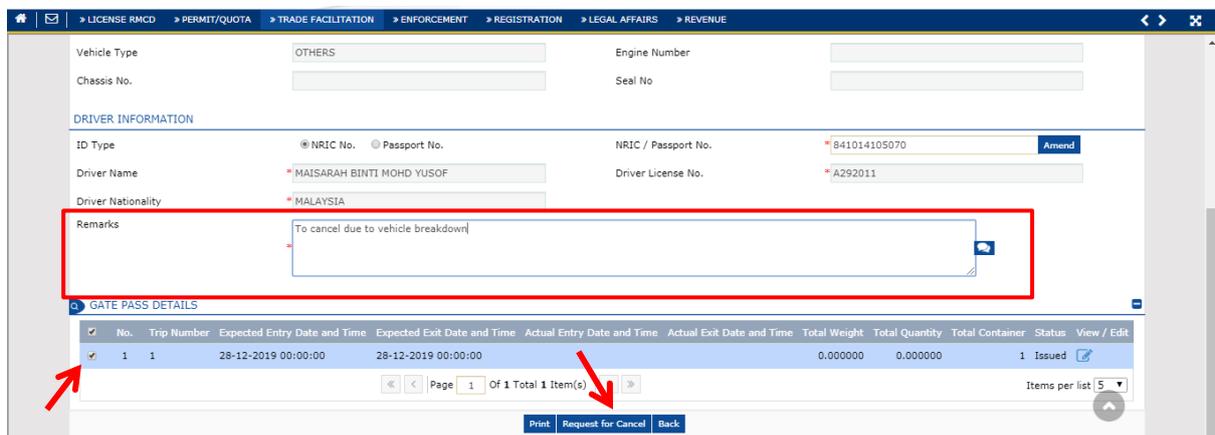
1. VEP needs to be cancelled for the purpose of change Vehicle (eg: due to vehicle breakdown or etc). Open Trade Facilitation > Gate Pass > Gate Pass Application.



2. Select VEP to cancel (click view/edit).



3. Put remarks, tick the gate pass details that will be cancelled and click 'Request for Cancel' button.



4. Status of VEP will change to 'REQUESTED FOR CANCELLATION'.

*Notes: Cancellation will be subjected to Customs Officer's approval.

The screenshot shows a web application interface for 'GATE PASS INFORMATION'. The status is highlighted in a red box as 'STATUS : REQUESTED FOR CANCELLATION'. The form contains the following fields:

Gate Pass No.	REL-GP-B18-12-2019-000025	Requested Date	28-12-2019
Trip Type	<input type="radio"/> Single <input type="radio"/> Multiple	Issued Date	28-12-2019
Number of Trips	1	Total Completed Trips	
Entry Customs Station	B18-PELABUHAN BARAT, SELANGOR	Exit Customs Station	B18-PELABUHAN BARAT, SELANGOR
Total Entry Weight	0.000000	Total Entry Quantity	0.000000
Total Exit Weight	0.000000	Total Exit Quantity	0.000000
Total Entry Container	0	Total Exit Container	1

Below this are sections for 'VEHICLE INFORMATION' and 'DRIVER INFORMATION' with various input fields.

5. Once approved by Customs Officer, haulier will get notification as 'Gate Pass Detail Cancel Request Approved' in the inbox.

The screenshot shows the 'INBOX NOTIFICATIONS' dashboard. A notification card is highlighted in a red box:

Gate Pass Detail Cancel Request Approved	Gate Pass Issued	Organization User Activated	Carrier Agent Associated	New Individual / Organization Registered
1	2	1	1	1

The notification card also indicates 'Just now' and shows pagination: 'Page 1 Of 1 Total 5 Item(s)'.

6. Open inbox.

The screenshot shows the 'INBOX' list view. A notification is highlighted with a red arrow pointing to the reference number:

From	Subject	Received Date	Reference
RMCD - Registration Department	Gate Pass Detail Cancel Request has been Approved by CEA	28-12-2019 16:57:04	REL-GP-B18-12-2019-000025

The notification card also indicates 'Page 1 Of 1 Total 1 Item(s)'.

7. VEP status will be 'INACTIVE'

The screenshot displays a web application interface for 'GATE PASS INFORMATION'. The top navigation bar includes: LICENSE RMCD, PERMIT/QUOTA, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The main content area is titled 'GATE PASS INFORMATION' and shows the following details:

- Gate Pass No.:** REL-GP-B18-12-2019-000025
- Requested Date:** 28-12-2019
- Issued Date:** 28-12-2019
- Trip Type:** Single (selected), Multiple
- Number of Trips:** 0
- Total Completed Trips:** 0
- Entry Customs Station:** *B18-PELABUHAN BARAT, SELANGOR
- Exit Customs Station:** *B18-PELABUHAN BARAT, SELANGOR
- Total Entry Weight:** 0.000000
- Total Entry Quantity:** 0.000000
- Total Exit Weight:** 0.000000
- Total Exit Quantity:** 0.000000
- Total Entry Container:** 0
- Total Exit Container:** 0

Below this, there are sections for 'VEHICLE INFORMATION' and 'DRIVER INFORMATION'. The 'VEHICLE INFORMATION' section includes:

- Vehicle Plate No.:** *BQA5204
- Vehicle Model:** [Empty field]
- Vehicle Type:** OTHERS
- Engine Number:** [Empty field]
- Chassis No.:** [Empty field]
- Seal No.:** [Empty field]

The 'DRIVER INFORMATION' section includes:

- Driver Name:** [Empty field]
- Driver License No.:** [Empty field]

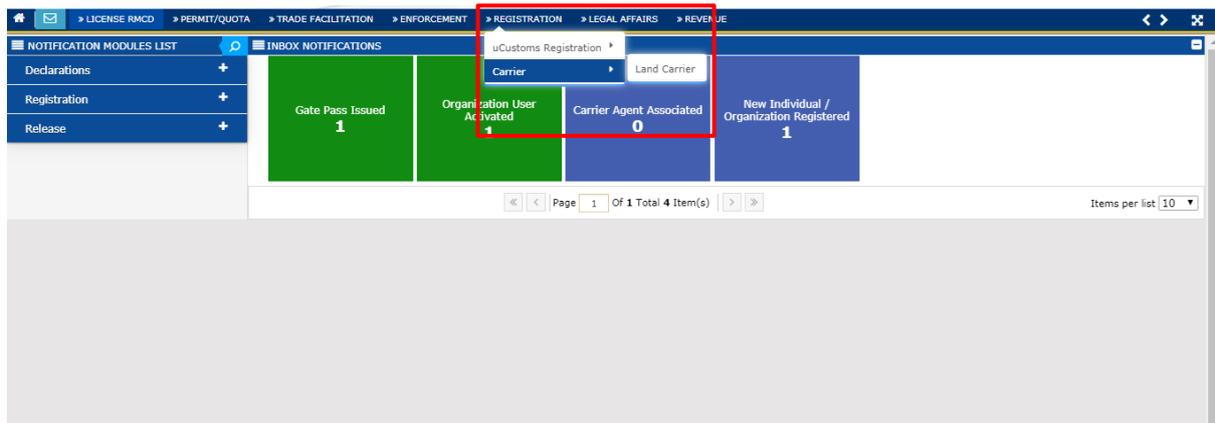
At the bottom right of the form, there are 'Print' and 'Back' buttons. A red box highlights the 'STATUS : INACTIVE' label in the top right corner of the form area.

-End of VEP Cancellation-

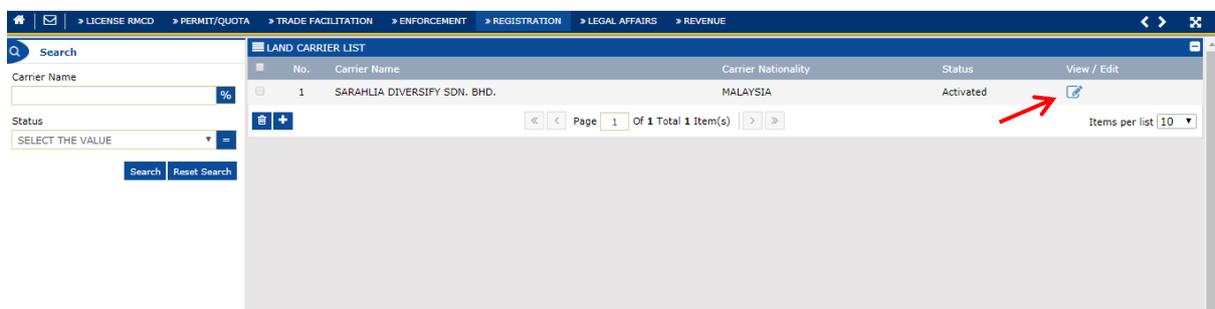
STEP 6

TO ADD/AMEND DRIVER AND VEHICLE
REGISTRATION

1. Open Registration > Carrier > Land Carrier

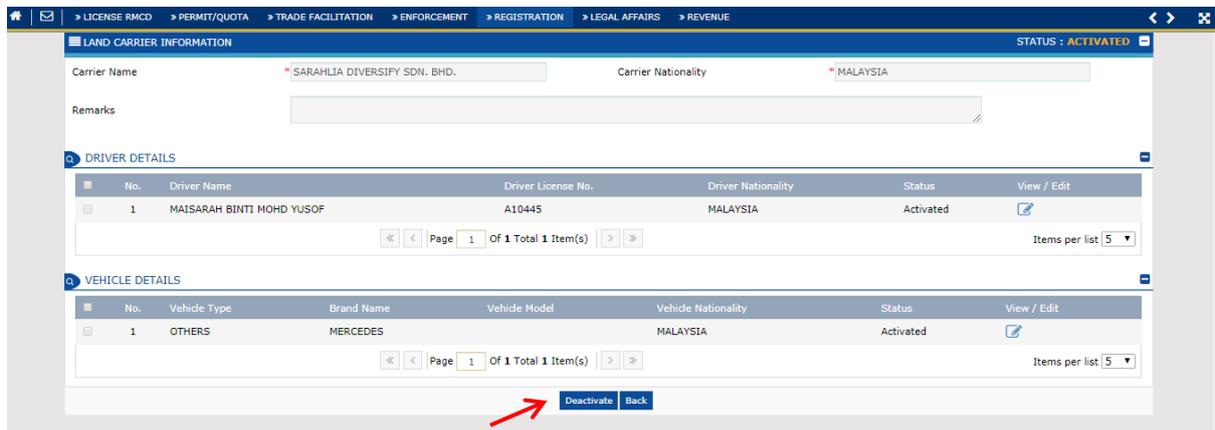


2. Click view/edit in carrier list



3. Click deactivate.

**Notes: to edit existing info or to add new vehicle/driver, status must be in 'DEACTIVATED'. Then button to add will be available.*



- Status of Land Carrier Information will be 'DEACTIVATED'. Now button to add driver/vehicle is available and user may start to add new driver/vehicle (refer STEP 1 in this manual from page 2 – 7).

The screenshot shows the 'LAND CARRIER INFORMATION' screen. At the top right, the status is 'STATUS : DEACTIVATED'. The Carrier Name is 'SARAHLIA DIVERSIFY SDN. BHD.' and the Carrier Nationality is 'MALAYSIA'. Below the 'DRIVER DETAILS' section, there is a table with one row: No. 1, Driver Name MAISARAH BINTI MOHD YUSOF, Driver License No. A10445, Driver Nationality MALAYSIA, Status Activated. A '+ Add' button is highlighted with a red box next to the table. Below the 'VEHICLE DETAILS' section, there is a table with one row: No. 1, Vehicle Type OTHERS, Brand Name MERCEDES, Vehicle Model, Vehicle Nationality MALAYSIA, Status Activated. A '+ Add' button is also highlighted with a red box next to the table. At the bottom, there are 'Activate' and 'Back' buttons.

- Once completed, click activate in Land Carrier Information screen.

The screenshot shows the 'LAND CARRIER INFORMATION' screen. The status is still 'STATUS : DEACTIVATED'. The Carrier Name is 'SARAHLIA DIVERSIFY SDN. BHD.' and the Carrier Nationality is 'MALAYSIA'. Below the 'DRIVER DETAILS' section, there is a table with two rows: No. 1, Driver Name MAISARAH BINTI MOHD YUSOF, Driver License No. A10445, Driver Nationality MALAYSIA, Status Activated; and No. 2, Driver Name CHEW CHONG WAY, Driver License No. A25447, Driver Nationality MALAYSIA, Status Activated. Below the 'VEHICLE DETAILS' section, there is a table with two rows: No. 1, Vehicle Type OTHERS, Brand Name MERCEDES, Vehicle Model, Vehicle Nationality MALAYSIA, Status Activated; and No. 2, Vehicle Type OTHERS, Brand Name HINO, Vehicle Model, Vehicle Nationality MALAYSIA, Status Activated. At the bottom, the 'Activate' button is highlighted with a red arrow.

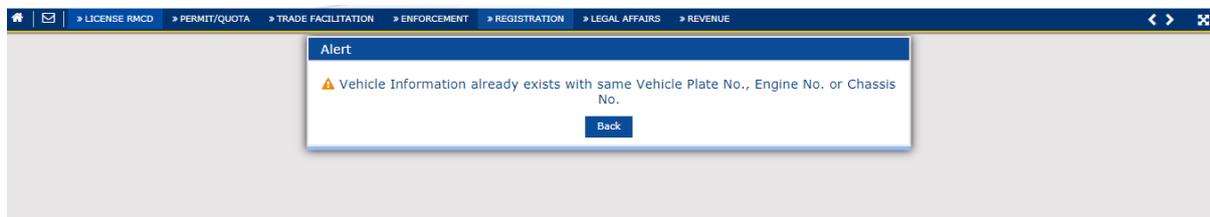
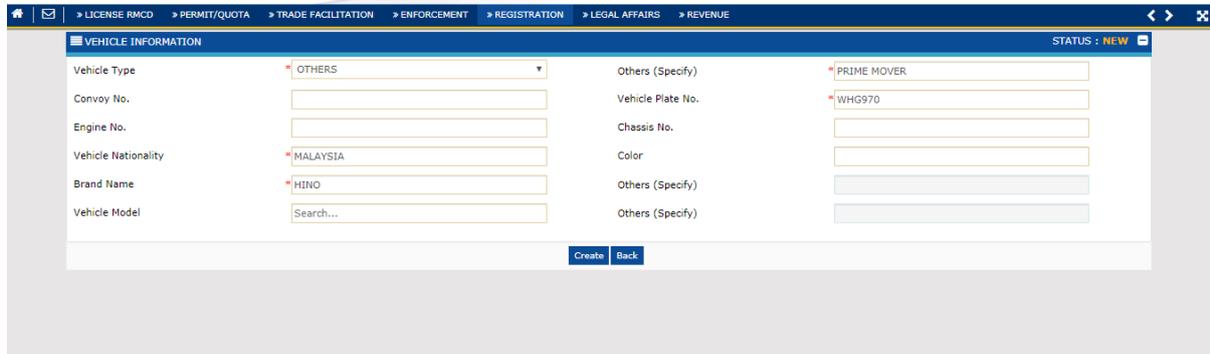
- Status will be activated.

The screenshot shows the 'LAND CARRIER INFORMATION' screen. The status is now 'STATUS : ACTIVATED'. The Carrier Name is 'SARAHLIA DIVERSIFY SDN. BHD.' and the Carrier Nationality is 'MALAYSIA'. Below the 'DRIVER DETAILS' section, there is a table with two rows: No. 1, Driver Name MAISARAH BINTI MOHD YUSOF, Driver License No. A10445, Driver Nationality MALAYSIA, Status Activated; and No. 2, Driver Name CHEW CHONG WAY, Driver License No. A25447, Driver Nationality MALAYSIA, Status Activated. Below the 'VEHICLE DETAILS' section, there is a table with two rows: No. 1, Vehicle Type OTHERS, Brand Name MERCEDES, Vehicle Model, Vehicle Nationality MALAYSIA, Status Activated; and No. 2, Vehicle Type OTHERS, Brand Name HINO, Vehicle Model, Vehicle Nationality MALAYSIA, Status Activated. At the bottom, there are 'Deactivate' and 'Back' buttons.

-End of ADD/AMEND DRIVER AND VEHICLE REGISTRATION-

ADDITIONAL INFORMATION

1. System won't allow a same plate number to be registered twice in uCustoms and it will be rejected due to vehicle is already exist in the system. If this happens, please send an email to support@brinfo.com.my as soon as possible to solve the issue.



2. Vehicle and driver cannot be found when creating new VEP if their existing VEP not in 'CLOSE' status. Existing VEP must be in close status in order to create new VEP for the driver and vehicle.
3. Any issues on VEP, please email to ccc@customs.gov.my , support@brinfo.com.my & ncc.team@customs.gov.my