

ROYAL MALAYSIAN CUSTOMS DEPARTMENT



USER MANUAL

uCustoms

USER MANUAL

PHASE 1 – RELEASE (EXTERNAL USER)

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References

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13.03.08	SDS Phase 1 Clearance & Release Module



Abbreviations

Abbreviation	Expansion
CEA	Customs Examination Area
CCA	Customs Control Area
CY	Container Yard
FA	Forwarding Agent
FCL	Full Container Load
LCL	Loose Container Load

Definitions

Brinfo	Referring to Brilliance Information Sdn. Bhd.
ICS	Referring to Inspection and Control Services
MicroClear®	Referring to MicroClear® System
uCustoms	Referring to uCustoms Application



Preface

About this Manual

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

Release	
Users	User Role Description
Trader or Forwarding Agent	<ol style="list-style-type: none"> 1. Create Gate Pass. <ol style="list-style-type: none"> i. Create Gate Pass Details. ii. Associate Entry Reference Declarations. iii. Associate Exit Reference Declarations. iv. Associate Items or Container Information. v. Submit Gate Pass Details. 2. Submit Gate Pass. 3. Print Gate Pass. 4. View Remarks History.



Release	
Users	User Role Description
	<ol style="list-style-type: none"> 5. Close Gate Pass Information. 6. Request for Gate Pass Details Amendment. 7. Request to Cancel Gate Pass. 8. Request to Cancel Gate Pass Details.
Licensed or Registered Carrier	<ol style="list-style-type: none"> 1. Create Gate Pass. <ol style="list-style-type: none"> i. Create Gate Pass Details. ii. Associate Entry Reference Declarations. iii. Associate Exit Reference Declarations. iv. Associate Items or Container Information. v. Submit Gate Pass Details. 2. Submit Gate Pass. 3. Print Gate Pass. 4. View Remarks History. 5. Close Gate Pass Information. 6. Request for Gate Pass Details Amendment. 7. Request to Cancel Gate Pass. 8. Request to Cancel Gate Pass Details.
Warehouse Operator	<ol style="list-style-type: none"> 1. Acknowledge or Return Gate Pass Details Amendment for Correction. 2. Acknowledge or Return Gate Pass Amendment for Correction.



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, Subsection names, Column names, Menus, Submenus, Figure Numbers, and Cross References appear in Title Case and are bold-faced.	Commands and Screen elements. Example: On the Government Stakeholders submenu, click New .
Blue text underlined.	URLs, links and hyperlinks. Example: http://www.customs.gov.my/en
Note: <text> Bold Note font and the text highlighted with grey.	Note refers to additional information related to 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 labels. Example: Enter the <i>Full Name</i> .
<Glossary Term> - Bold, Title Case	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. 
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.



TABLE OF CONTENTS

GETTING STARTED.....	12
Logging in.....	13
uCustoms Home Page	17
UCUSTOMS USABILITY CONVENTIONS.....	29
COMMON FEATURES.....	31
Search	31
Calendar	32
Sort	32
ScreenTip	33
Link Repository	34
Common Icons in uCustoms.....	34
1. RELEASE	36
1.1 Roles and Functionality Matrix	37
1.2 Features in Release Module	38
1.3 Create Gate Pass	39
1.3.1 Create Gate Pass Details	43
1.3.2 Associate Entry Reference Declarations	53
1.3.3 Associate Exit Reference Declarations.....	58
1.3.4 Associate Items/Container Information	63
1.3.5 Submit Gate Pass Details	70
1.4 Submit Gate Pass.....	74
1.5 Print Gate Pass	78
1.6 View Remarks History	81
1.7 Close Gate Pass Information	82
1.8 Request for Gate Pass Details Amendment	84
1.9 Request to Cancel Gate Pass.....	89
1.10 Request to Cancel Gate Pass Details.....	91
1.11 Create Gate Pass	96
1.11.1 Create Gate Pass Details	96
1.11.2 Associate Entry Reference Declarations	96
1.11.3 Associate Exit Reference Declarations.....	96
1.11.4 Associate Items/Container Information	96
1.11.5 Submit Gate Pass Details	96
1.12 Submit Gate Pass.....	97
1.13 Print Gate Pass	97
1.14 View Remarks History	97
1.15 Close Gate Pass Information	97



1.16	Request for Gate Pass Details Amendment	97
1.17	Request to Cancel Gate Pass	97
1.18	Request to Cancel Gate Pass Details	97
1.19	Acknowledge/Return Gate Pass Details Amendment for Correction	98
1.20	Acknowledge/Return Gate Pass Amendment for Correction	102
1.21	Module Summary	102
QUICK REFERENCE		104
GLOSSARY		108
INDEX		109



LIST OF TABLES

Table 1.1-1: Roles and Functionality Matrix	37
Table 1.3-1: Gate Pass Information – Create	42
Table 1.4-1: Gate Pass Details – Create	51



LIST OF FIGURES

Figure 1.3-1: Gate Pass List	39
Figure 1.3-2: Gate Pass Information – Create.....	40
Figure 1.3-3: Gate Pass Information – Save.....	43
Figure 1.3-4: Gate Pass Details	45
Figure 1.3-5: Gate Pass Details – Create	46
Figure 1.3-6: Entry Details – Empty Vehicle Disclaimer	47
Figure 1.3-7: Exit Details – Empty Vehicle Disclaimer	49
Figure 1.3-8: Levy Amount	51
Figure 1.3-9: Gate Pass Details – Save	52
Figure 1.3-10: Gate Pass Details – Associate Entry Reference Declaration.....	54
Figure 1.3-11: Declaration List – Save Selection	55
Figure 1.3-12: Gate Pass Details – Entry Reference Declarations – Save	56
Figure 1.3-13: Entry Reference Declarations – Disassociate	57
Figure 1.3-14: Confirm Disassociate	58
Figure 1.3-15: Gate Pass Details – Associate Exit Reference Declarations.....	59
Figure 1.3-16: Exit Declarations List – Save Selection	60
Figure 1.3-17: Gate Pass Details – Save	61
Figure 1.3-18: Exit Reference Declarations – Disassociate	62
Figure 1.3-19: Confirm Disassociate	63
Figure 1.3-20: Gate Pass Details – Associate Item/Container Information.....	65
Figure 1.3-21: Items List – Associate	66
Figure 1.3-22: Associated Items List – Save	66
Figure 1.3-23: Items List – Disassociate	67
Figure 1.3-24: Confirm Disassociate	67
Figure 1.3-25: Containers List	68
Figure 1.3-26: Associated Containers List.....	68
Figure 1.3-27: Containers List – Disassociate	69
Figure 1.3-28: Confirm Disassociate	69
Figure 1.3-29: Gate Pass List – Created	70
Figure 1.3-30: Gate Pass Details – Created.....	71
Figure 1.3-31: Gate Pass Details – Submit	72
Figure 1.3-32: Gate Pass Details – Submitted.....	73
Figure 1.4-1: Gate Pass List – Created	75
Figure 1.4-2: Gate Pass Information – Submit.....	76
Figure 1.4-3: Gate Pass Information – Submitted	77
Figure 1.5-1: Gate Pass List – Issued	78
Figure 1.5-2: Gate Pass Information – Print	79



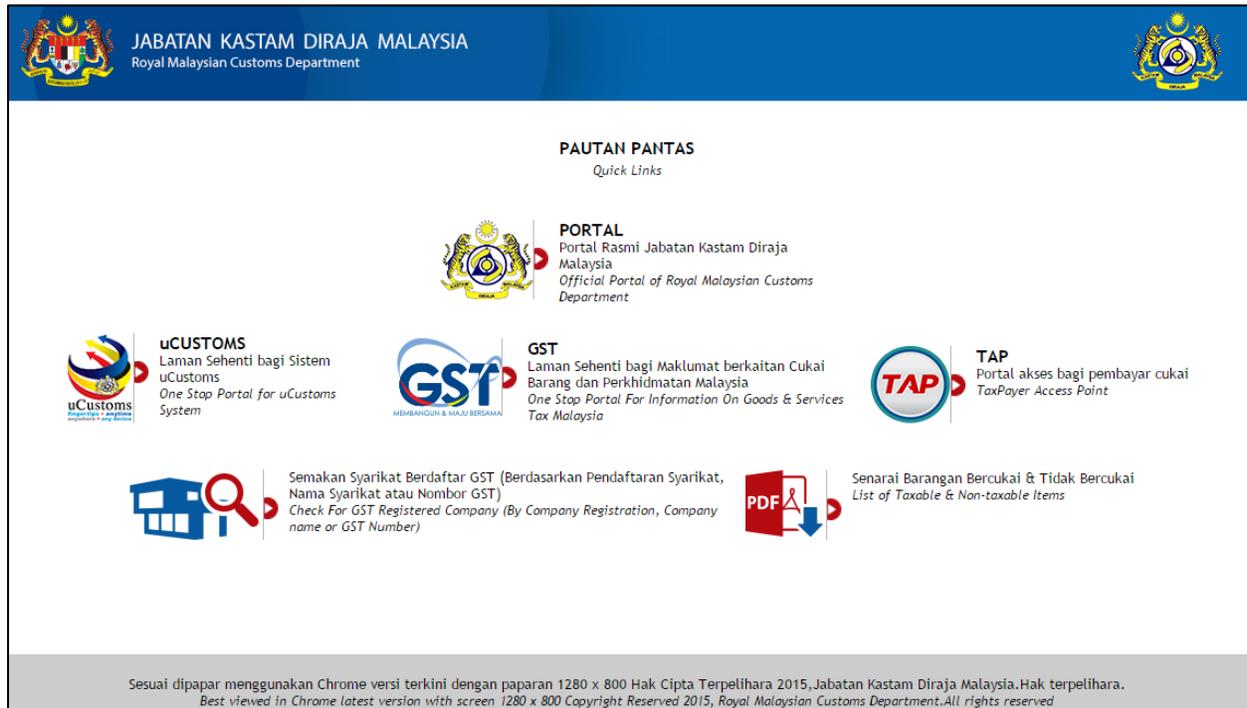
Figure 1.6-1: Gate Pass Information – Remarks History.....	81
Figure 1.7-1: Gate Pass List – Awaiting Closure.....	82
Figure 1.7-2: Gate Pass Information – Close Gate Pass.....	83
Figure 1.7-3: Gate Pass Information – Closed	84
Figure 1.8-1: Gate Pass List – Closed	85
Figure 1.8-2: Gate Pass Information – Closed	85
Figure 1.8-3: Gate Pass Details – Save	86
Figure 1.8-4: Gate Pass Details – Request for Amendment	87
Figure 1.8-5: Gate Pass Details – Requested for Amendment	88
Figure 1.9-1: Gate Pass List – Issued.....	89
Figure 1.9-2: Gate Pass Information – Request to Cancel	90
Figure 1.9-3: Gate Pass Information – Requested for Cancellation	91
Figure 1.10-1: Gate Pass List – Issued.....	92
Figure 1.10-2: Gate Pass Details – Issued	93
Figure 1.10-3: Gate Pass Details – Cancel Trip.....	94
Figure 1.10-4: Gate Pass Details – Requested for Cancellation.....	95
Figure 1.19-1: Closed Gate Pass Amendment – Inbox Notifications	98
Figure 1.19-2: Gate Pass Amendment Request – List Inbox.....	99
Figure 1.19-3: Gate Pass Details – WO Acknowledgement	100
Figure 1.19-4: Gate Pass Details – WO Acknowledged.....	101



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:





Logging in

To login to uCustoms:

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

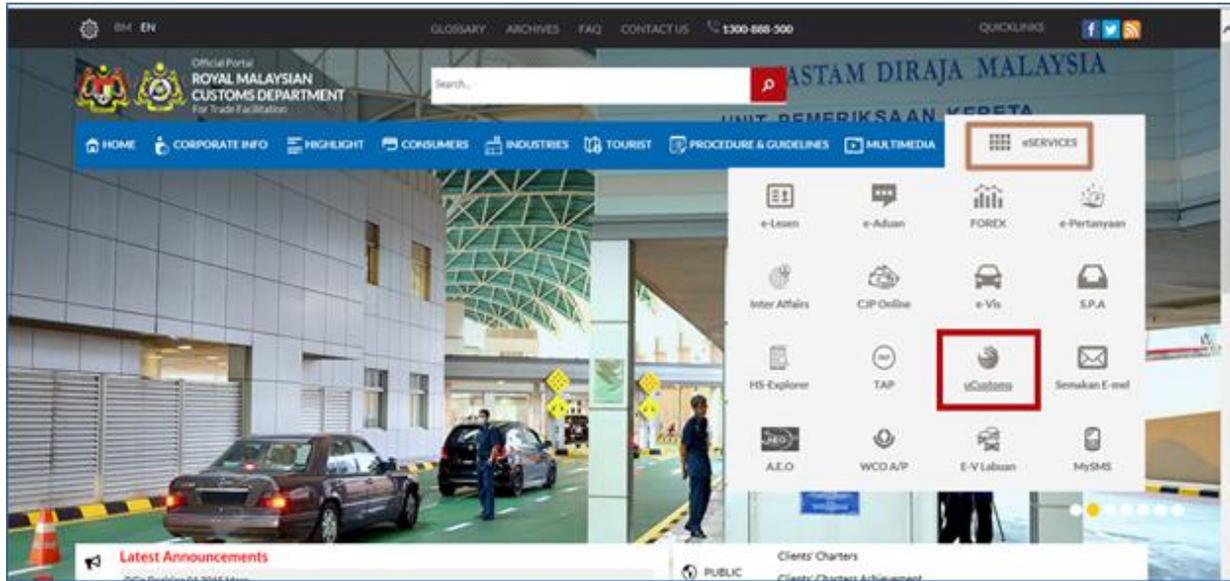
The screenshot shows the homepage of the Royal Malaysian Customs Department (Jabatan Kastam Diraja Malaysia). The header includes the department's name and logo. Below the header is a section titled "PAUTAN PANTAS" (Quick Links) with the following items:

- PORTAL**: Portal Rasmi Jabatan Kastam Diraja Malaysia. Official Portal of Royal Malaysian Customs Department.
- uCUSTOMS**: Laman Sehenti bagi Sistem uCustoms. One Stop Portal for uCustoms System.
- GST**: Laman Sehenti bagi Maklumat berkaitan Cukai Barang dan Perkhidmatan Malaysia. One Stop Portal For Information On Goods & Services Tax Malaysia.
- TAP**: Portal akses bagi pembayar cukai. TaxPayer Access Point.
- Semakan Syarikat Berdaftar GST**: (Berdasarkan Pendaftaran Syarikat, Nama Syarikat atau Nombor GST). Check For GST Registered Company (By Company Registration, Company name or GST Number).
- Senarai Barangan Bercukai & Tidak Bercukai**: List of Taxable & Non-taxable Items.

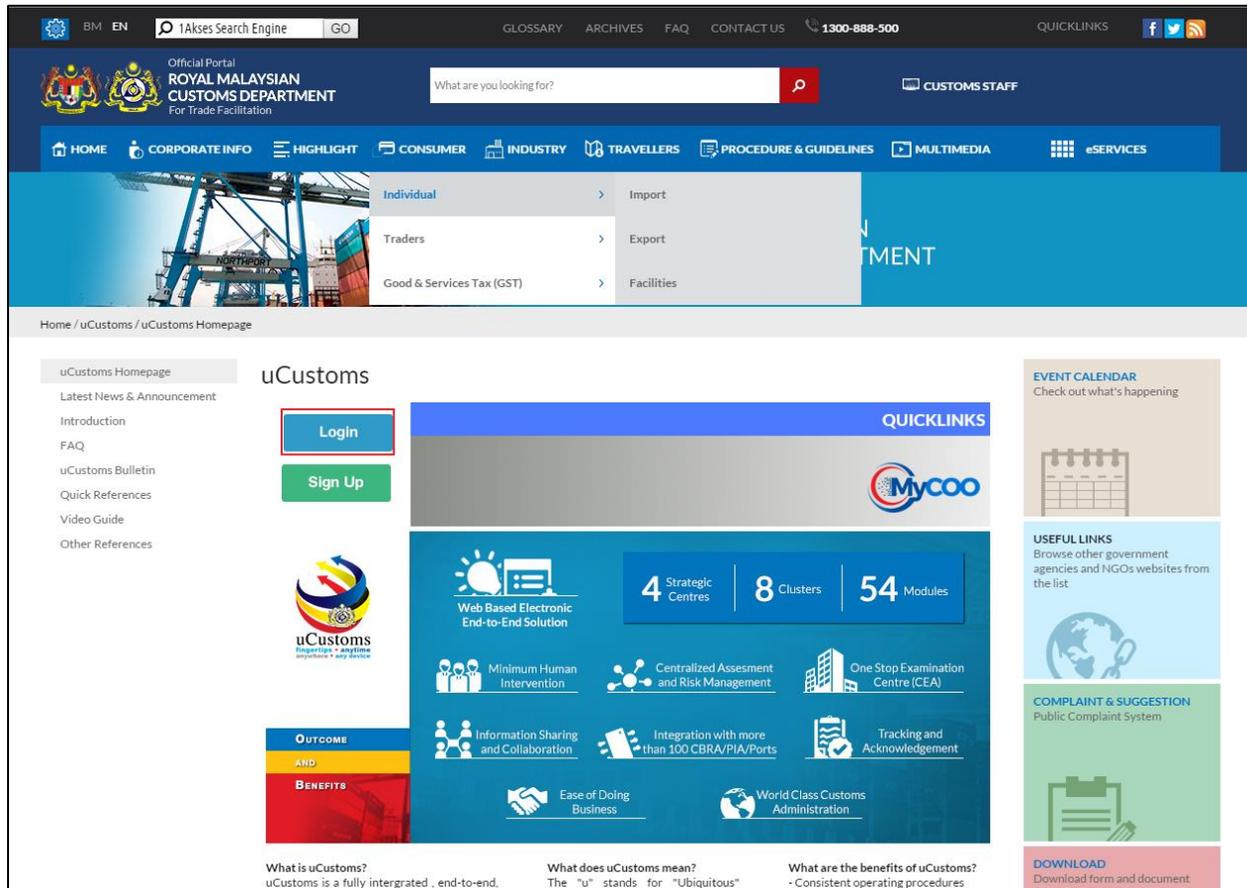
At the bottom of the page, there is a footer note: "Sesuai dipapar menggunakan Chrome versi terkini dengan paparan 1280 x 800 Hak Cipta Terpelihara 2015, Jabatan Kastam Diraja Malaysia. Hak terpelihara. Best viewed in Chrome latest version with screen 1280 x 800 Copyright Reserved 2015, Royal Malaysian Customs Department. All rights reserved."

Or

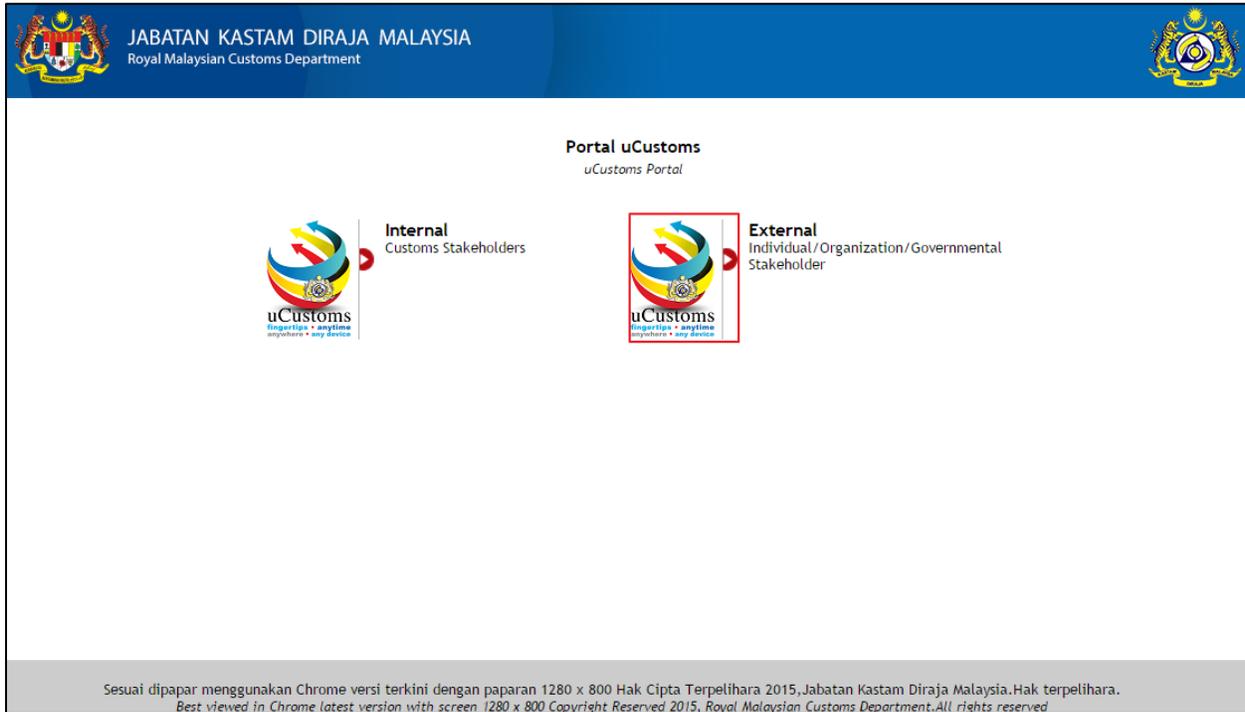
2. On the **RMCD** portal, select **eSERVICES** menu and then click **uCustoms** as shown below.



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

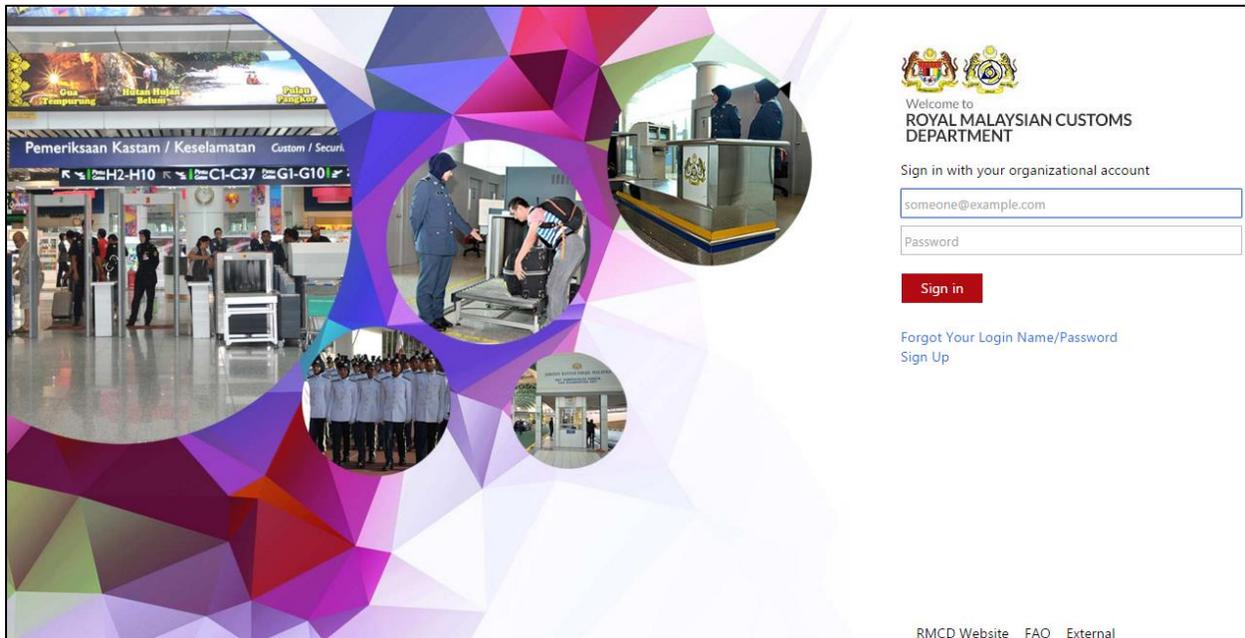


Portal uCustoms page appears as shown below.



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

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





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

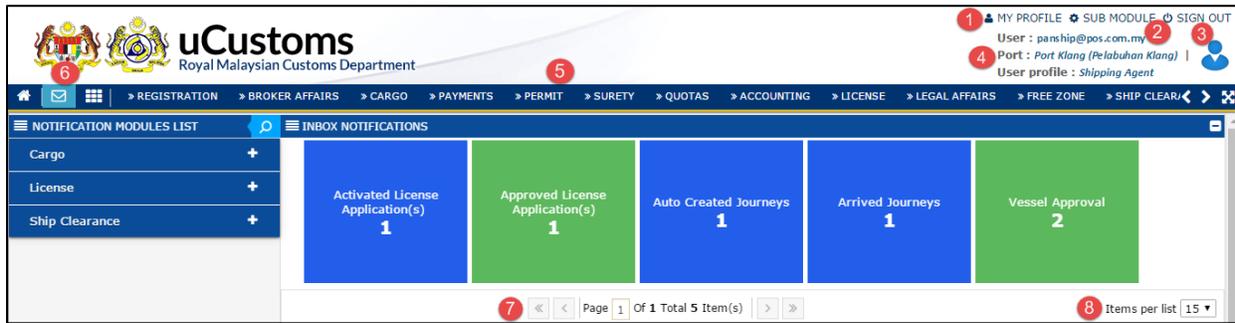
If the Stakeholder (Individual or Organization) is registered with only one *Login ID*, then after login, the uCustoms home page appears as shown below.

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 drop-down lists and click **Continue** to proceed to the uCustoms home page.

uCustoms Home Page

The uCustoms home page is shown below.



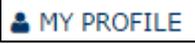
1	My Profile
2	Sub Module
3	Sign out
4	User Details
5	Menu Bar
6	Mailbox
7	Page Navigation
8	Items per List

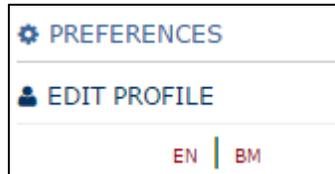
The uCustoms home page features are listed below:

- 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  to view additional options, such as Preferences, Edit Profile and the option to switch languages as shown below.

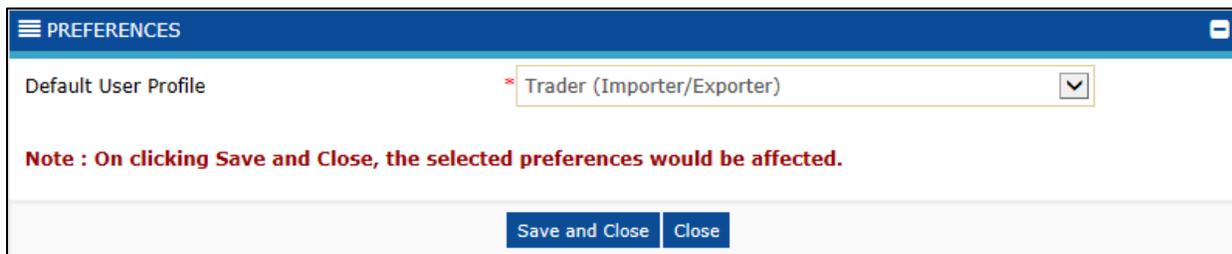


Preferences

To edit the preferences:

1. Click .

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



2. Select the *Default User Profile* from the drop-down list.

Note: *Default User Profile* can be changed only if multiple profiles are associated to the user.

3. Click **Save and Close**.

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

1. Click .
2. Make the required changes in the respective **Registration Form**.



UCUSTOMS REGISTRATION FORM STATUS : **ACTIVATED**

Registration Ref No. _____

Stakeholder Type Individual Organization Registration Date * 19-06-2015

ORGANIZATION INFORMATION

Organization Name * PanOcean Shipping Co Ltd BRN * 724012P

Registration Authority * Select the value Business Entity * Partnership

GST No. _____

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.

Full Name * John Gender Male Female

NRIC No. * 78965214

Login ID * panship@pos.com.my

Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * panship@pos.com.my

Designation * Executive Alternative Email ID panship@pos.com.my

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 +632015487 Telephone Number 2 +60 _____

Telephone Number 1 +60 _____ Fax Number +60 _____

ORGANIZATION PRIMARY ADDRESS

Address * LCC Terminal, Jalan KLIA S3
Southern Support Zone, KLIA,64000
Selangor Darul Ehsan,Malaysia

Postal Code * _____ 01512 City/Town/Area/Land * Penasihat Undang-Undang Negeri

State Perlis Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Shipping Agent	Active

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

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	panship@pos.com.my	John	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active

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

ADDITIONAL USERS

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Status
1	Krishnacustoms@customs.gov.my		Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Active

Max Allowed Users : 20 No. Of Users : 1 Page 1 Of 1 Total 5 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Print Back

3. Click **Save**.



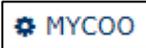


The profile changes are saved successfully.

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  link.

III. Sign Out

Click  to sign out of uCustoms.

IV. User Details

The User details display the Login ID and the User Profile as shown below.



Login Id – Displays the logged in user’s ID.

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

V. Menu Bar

To access a menu:

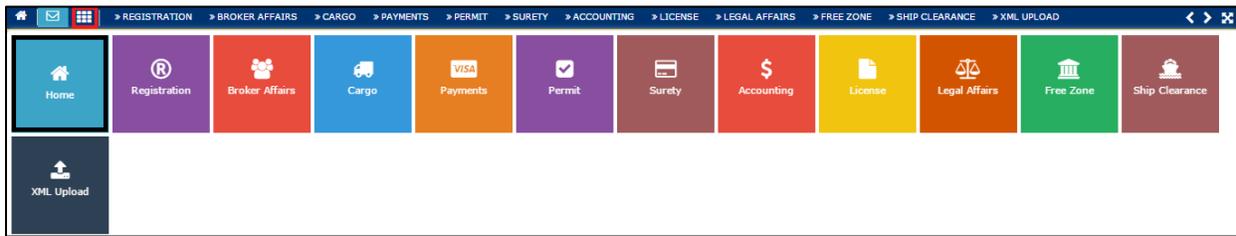
- Click the particular menu on the menu bar as shown below.



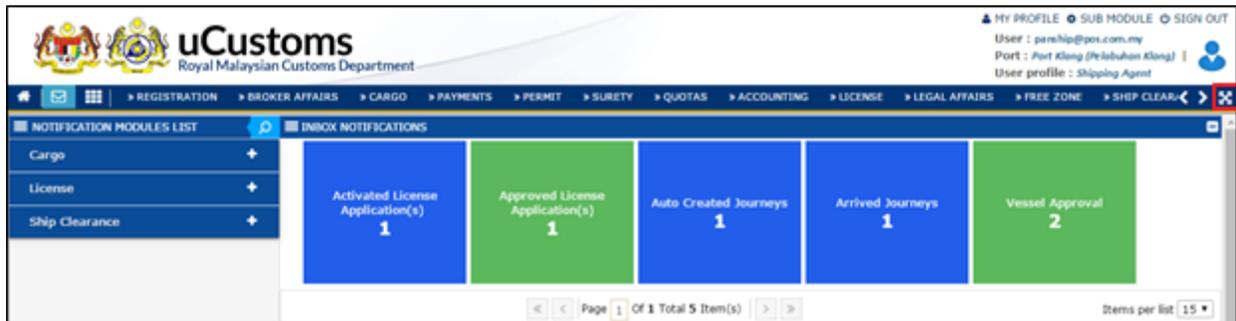
Or



- 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.

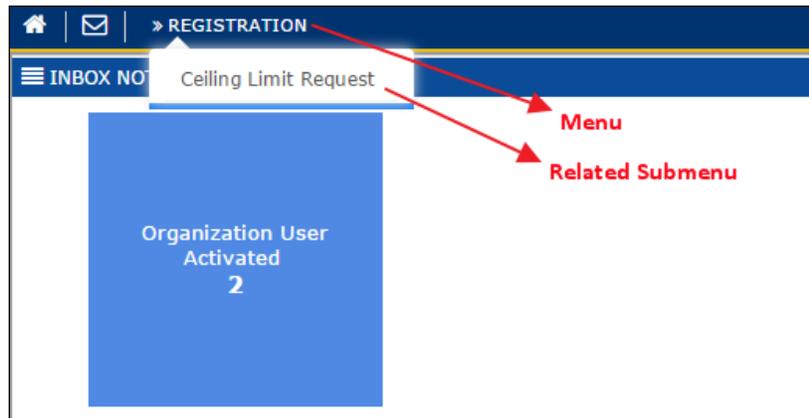


Note: To view the header again, click .

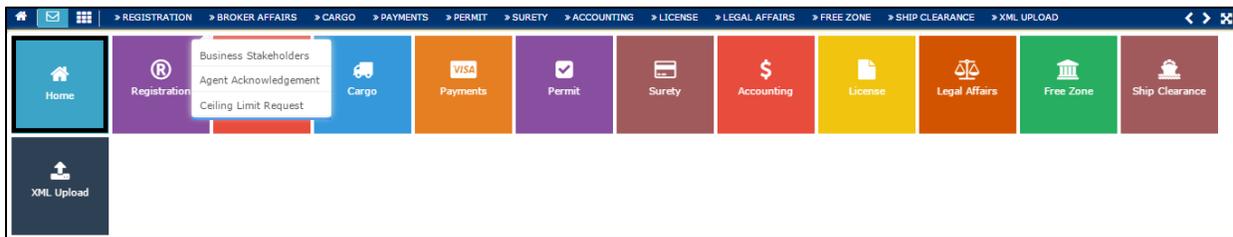
Submenu

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.



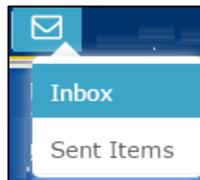
The list of submenus can also be viewed through the pictorial list as shown below.



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.



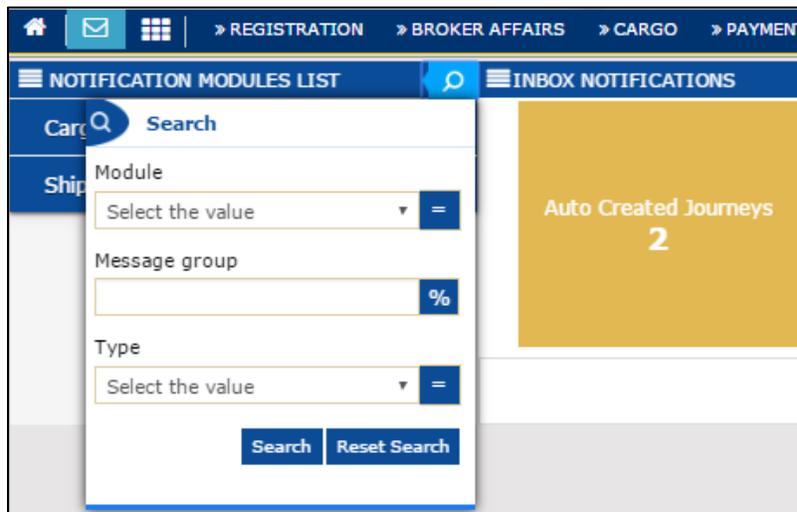
- Click the message to view the details.
- Or
- Click  and then click **Inbox** submenu.

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.



NOTIFICATION MODULES LIST	
Cargo	-
Auto Created Journeys	1 +
Arrived Journeys	1 +
License	+
Ship Clearance	+

- 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.

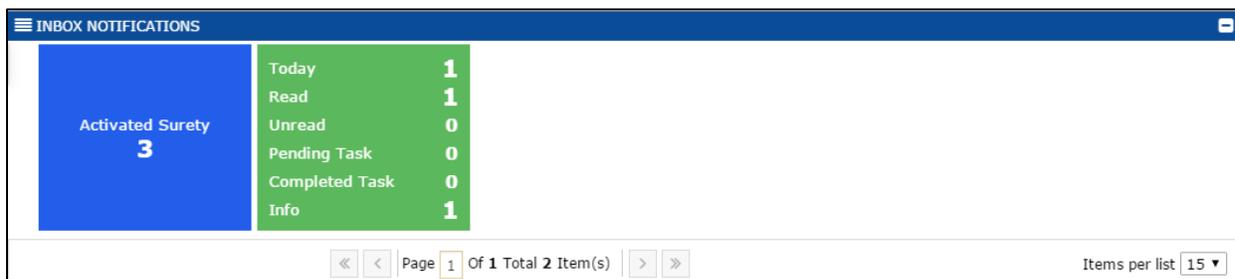
NOTIFICATION MODULES LIST	
Cargo	-
Auto Created Journeys	1 -
Today	1
Read	0
Unread	1
Pending Task	0
Completed Task	0
Info	1
Arrived Journeys	1 +
License	+
Ship Clearance	+



- Click  to collapse the Message Group details.

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.



Message Type	Count
Activated Surety	3
Today	1
Read	1
Unread	0
Pending Task	0
Completed Task	0
Info	1

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



From	Subject	Received date	Reference
RMCD - RD - Registration Department	GULFSHIP AGENCIES SDN BHD is Registered Successfully	29-12-2015 22:05:28	 Open

- To view the message details, click .

The **Message Details** appears as shown below.



Sent Date	27-12-2015
Sent Time	17:40:50
Subject	SDV SUNSHIPPING SDN BHD Organization Information was Amended by Sabah/Sarawak Authority
Message	SDV SUNSHIPPING SDN BHD Organization Information was Amended by Sabah/Sarawak Authority

- Click **Back** to navigate back to the **Inbox**.



- In the **Inbox** click the [Reference](#) 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



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.



VIII. Items per List

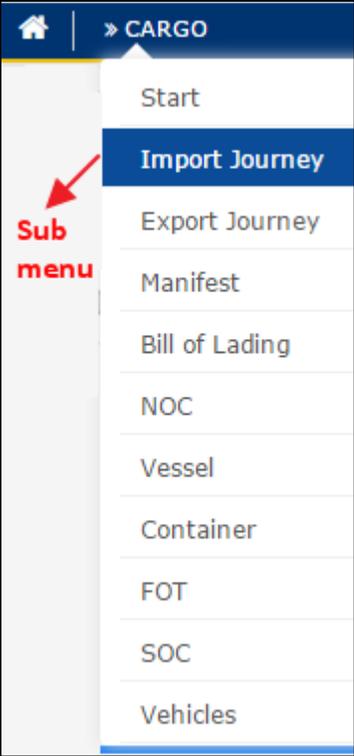
The number of items listed per page can be selected from the drop-down list

The page refreshes with the selected number of items.

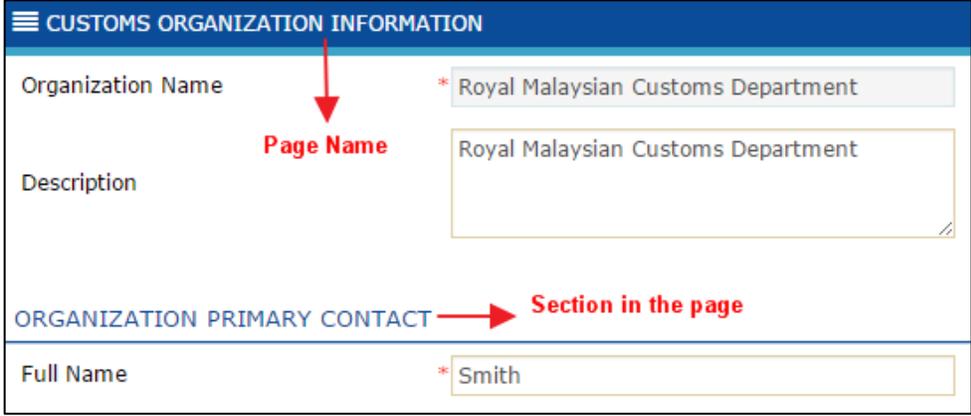


UCUSTOMS USABILITY CONVENTIONS

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

Identification	Description
Identify the Module	 <p>Used to identify the module or menu name. The module name is highlighted when any process within its sub-module is being executed. A menu bar is located below the uCustoms logo on the home page. The menu bar shows all the modules accessible to the user.</p>
Identify Sub-menu	 <p>Used to identify the submenu. The submenu bar is displayed as an expandable list below the menu bar. All the</p>



Identification	Description
View/edit record details	<p>submenus available in a particular menu are displayed on clicking that menu.</p>  <p>To view or edit any record details, click  corresponding to the particular record.</p>
Identify page or screen	 <p>Any page header or screen title indicates the page or screen name. The sections on the page are also seen in the above image. The section header shows the section name.</p>



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.

The screenshot shows a search interface with the following elements:

- Title:** Search
- Fields:**
 - Journey No.:** A text input field with a blue button containing a '%' symbol.
 - Port of Origin:** A text input field with a blue button containing a '%' symbol.
 - Expected Arrival Date:** A date picker field with a blue button containing a calendar icon.
 - Status:** A dropdown menu with 'Select' as the current selection and a blue button containing an '=' symbol.
- Buttons:** 'Search' and 'Reset Search' buttons at the bottom right.

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):

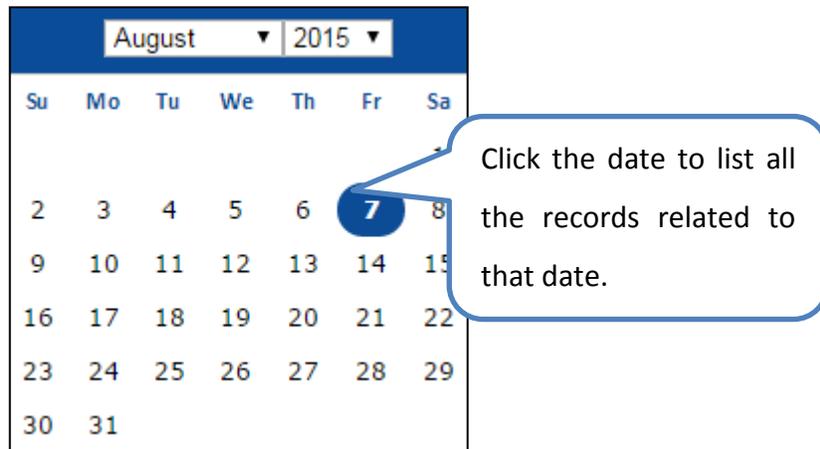
- In  fields, enter the values followed by '%'.



- 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.



License For
Cargo Terminal Operate
Freight Forwarder
Freight Forwarder
Freight Forwarder
Freight Forwarder
KTM User

Click the Column heading to sort the records in ascending or descending order.

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.

NRIC No. *

Please do not use special character (!, @, #, \$, %, ^, *, &, -, =, /, \, ...) on your NRIC/Passport number. (NRIC No. e.g : 810909125542 - Malaysian applicants) or (Passport No. e.g: A02315922- International applicants)

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

Full Name *

Please enter the same name as Registered NRIC / Passport.

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.





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.
	Navigation icon: Used to navigate to the beginning of the form.
	Associate icon: Used to associate record(s).
	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.



Icon	Description
	Delete icon: Used to delete record(s).
	Duty Details icon: Used to view the applicable duties and taxes.
	Download icon: Used to download sample documents.
	Download Template icon: Used to download the template.
	Search icon: Used to search items in a list.
	Screentip icon: Used to provide additional information about a field.
	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.
	Expand List icon: Used to expand a list.



1. RELEASE

Release module validates the completion of Inspection, Assessment, Document Review, Duties, Taxes, Penalty, Payments and other processes before Customs Clearance. Once these processes are validated, System clears the consignment and Release process is initiated. The Release Processing System issues the Gate Pass to release the goods from the Customs Control Area (CCA).

The Release System comprises all the processes involved in the goods release. It includes features to generate and send the release messages to the Trader or Forwarding Agent (Registered Users), Customs Authority and Warehouse Operator.



1.1 Roles and Functionality Matrix

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

Roles	Responsibilities						
	Create Gate Pass and Gate Pass Details	Submit Gate Pass and Gate Pass Details	Print Gate Pass	Request to Cancel Gate Pass and Gate Pass Details	Request for Gate Pass Details Amendment	Close Gate Pass Information	Acknowledge or Return Gate Pass or Gate Pass Details for Correction
Trader/Forwarding Agent	✓	✓	✓	✓	✓	✓	✗
Licensed/Registered Carrier	✓	✓	✓	✓	✓	✓	✗
Warehouse Operator	✗	✗	✗	✗	✗	✗	✓

Table 1.1-1: Roles and Functionality Matrix



1.2 Features in Release Module

The features available in Release module include:

- Create Gate Pass.
 - Create Gate Pass Details.
 - Associate Entry Reference Declarations.
 - Associate Exit Reference Declarations.
 - Associate Items or Container Information.
 - Submit Gate Pass Details.
- Submit Gate Pass.
- Print Gate Pass.
- View Remarks History.
- Close Gate Pass Information.
- Request for Gate Pass Details Amendment.
- Request to Cancel Gate Pass.
- Request to Cancel Gate Pass Details.
- Acknowledge or Return Gate Pass Details Amendment.
- Acknowledge or Return Gate Pass Amendment.



A. Trader/Forwarding Agent

Trader or Forwarding Agent can create, submit amend and cancel Gate Pass as explained in the following sections.

1.3 Create Gate Pass

Trader or Forwarding Agent creates the Gate Pass information which includes details of the registered Vehicles, registered Driver, Customs control location and Vehicle Entry or Exit details i.e., Vehicle trip details. Gate Pass is also used to capture empty container movement from or to the Customs Control Area (CCA), import goods physically released from the CCA, export goods entering into CCA and track goods movement for physical inspection within the CCA or goods inspection at Trader premises. System auto-generates the Gate Pass Number once the Gate Pass is created. To create the Gate Pass:

1. On the **Trade Facilitation** menu, click **Gate Pass** and then click **Gate Pass Application** submenu.

The **Gate Pass List** appears as shown below.

Search		GATE PASS LIST					
Gate Pass No.	No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status	
	1	REL-GP-B1F-02-2017-000015	Single	02-02-2017	TSG565546	Closed	
	2	REL-GP-B1F-02-2017-000014	Single	02-02-2017	TSG565546	Closed	
	3	REL-GP-B1F-02-2017-000013	Single	02-02-2017	TSG565546	Closed	
	4	REL-GP-B1F-02-2017-000012	Single	02-02-2017	TSG565546	Closed	
	5	REL-GP-B1F-02-2017-000011	Single	01-02-2017	545575	Closed	
	6	REL-GP-B1F-02-2017-000009	Single	01-02-2017	VH2423	Awaiting Closure	
	7	REL-GP-B1F-02-2017-000005	Single	01-02-2017	VH2423	Closed	
	8	REL-GP-B1F-02-2017-000001	Single	01-02-2017	VH2423	Closed	

Figure 1.3-1: Gate Pass List

2. In the **Gate Pass List**, click to create Gate Pass information.

The **Gate Pass Information** form appears as shown in **Figure 1.3-2**.



Figure 1.3-2: Gate Pass Information – Create

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

No.	Field Name	Description
1.	<i>Status</i>	System auto-displays the Status as New indicating that the process has started.
2.	<i>Gate Pass No.</i>	System auto-generates the Gate Pass Number once it is created.
3.	<i>Requested Date</i>	System auto-displays the Requested Date as current date by default and it is non-editable.
4.	<i>Trip Type</i>	Select the Trip Type as Single for single trips or Multiple for multiple trips.
5.	<i>Issued Date</i>	Issued Date is disabled by default. Issued Date can be greater than or equal to <i>Requested Date</i> . Note: <i>Issued Date</i> field is auto-displayed when the Gate Pass Information form status changes to <i>Issued</i> .
6.	<i>Number of Trips</i>	Number of Trips is auto-populated based on the Gate Pass details count.



No.	Field Name	Description
7.	<i>Total Completed Trips</i>	Total Completed Trips is auto-populated based on the Gate Pass details count.
8.	<i>Entry Customs Station</i>	System automatically displays the same value selected in Entry Customs Station in the Exit Customs Station field as well. To change it, enter and select the Entry Customs Station name from where the goods are imported into the country.
9.	<i>Exit Customs Station</i>	Enter and select the Exit Customs Station name from where the goods are exported out of the country.
10.	<i>Total Entry Weight</i>	Total Entry Weight field is disabled by default. Note: This field is auto-populated if the <i>Release By</i> field is selected as Weight in the Gate Pass Details form once the Gate Pass details are submitted.
11.	<i>Total Entry Quantity</i>	Total Entry Quantity field is disabled by default. Note: This field is auto-populated if the <i>Release By</i> field is selected as Quantity in the Gate Pass Details form once the Gate Pass details are submitted.
12.	<i>Total Exit Weight</i>	Total Exit Weight field is disabled by default. Note: This field is auto-populated if the <i>Release By</i> field is selected as Weight in the Gate Pass Details form once the Gate Pass details are submitted.
13.	<i>Total Exit Quantity</i>	Total Exit Quantity field is disabled by default. Note: This field is auto-populated if the <i>Release By</i> field is selected as Quantity in the Gate Pass Details form once the Gate Pass details are submitted.
Vehicle Information		
14.	<i>Vehicle Plate No.</i>	Enter and select the Vehicle Plate Number.
15.	<i>Vehicle Model</i>	System auto-populates the Vehicle Model based on the selected <i>Vehicle Plate No.</i>
16.	<i>Vehicle Type</i>	System auto-populates the Vehicle Type based on the selected <i>Vehicle Plate No.</i>
17.	<i>Engine Number</i>	System auto-populates the Engine Number based on the selected <i>Vehicle Plate No.</i>
18.	<i>Chassis Number</i>	System auto-populates the Chassis Number based on the selected <i>Vehicle Plate No.</i>
19.	<i>Owner Name</i>	System auto-populates the Owner Name based on the selected <i>Vehicle Plate No.</i>



No.	Field Name	Description
20.	<i>Seal No</i>	Enter the Seal number of the vehicle.
Driver Information		
21.	<i>ID Type</i>	Select the Driver's ID Type as NRIC No. or Passport No.
22.	<i>NRIC/Passport No.</i>	Enter and select the NRIC number if the <i>ID Type</i> is selected as NRIC No. Enter and select the Passport number if the <i>ID Type</i> is selected as Passport Number.
23.	<i>Driver Name</i>	System auto-populates the Driver Name based on the selected <i>NRIC/Passport No.</i>
24.	<i>Driver License No.</i>	System auto-populates the Driver License Number based on the selected <i>NRIC/Passport No.</i>
25.	<i>Driver Nationality</i>	System auto-populates the Driver Nationality based on the selected <i>NRIC/Passport No.</i>
26.	<i>Remarks</i>	Enter the Remarks if any.

Table 1.3-1: Gate Pass Information – Create

- Click **Create** to create the Gate Pass Information.

The **Gate Pass Information** form refreshes with *Created* status and **Gate Pass Details** section as shown in **Figure 1.3-3**.



Figure 1.3-3: Gate Pass Information – Save

5. Click **Save** to save the **Gate Pass Information**.
6. Click **Back** to navigate back to **Gate Pass List**.

1.3.1 Create Gate Pass Details

Trader or Forwarding Agent creates Gate Pass details once the Gate Pass information is created. Gate Pass details include information related to the Items or Containers, Entry Details, Exit Details and Declaration. *Gate Pass Detail No.* is auto-generated by the system once the Gate Pass details are created. The Gate Pass details can be created in the following scenarios:



Case i: For Inspection

If the goods need to be carried from Container Yard (CY) to Customs Examination Area (CEA), then a Gate Pass is created for the lorry to enter the Customs Control Area (CCA) for movement of goods to perform Inspection.

Case ii: Inspection at Trader Premises

If the goods need to be carried from CY for physical Inspection at Trader Premises, then a Gate Pass is created for the lorry to enter the CCA for movement of goods to perform Inspection at the Trader premises.

Case iii: Physical Release of Import Goods

Once the Import consignment is released, a Gate Pass is created for physically releasing the goods from the CCA.

Case iv: Empty Containers

If an empty container needs to be carried to CCA or an empty container is moved out of CCA, then a Gate Pass is created.

Case v: Carry Export Goods

For export goods, a Gate Pass is created to carry the goods to CCA.

Case vi: Empty Lorry entering Customs Control Area

In case an empty lorry enters the CCA, then Gate Pass is created in the following scenarios:

- Move goods for CEA Inspection.
- Physical release of imported goods.
- Carry goods out of CCA against the cancelled Declaration.

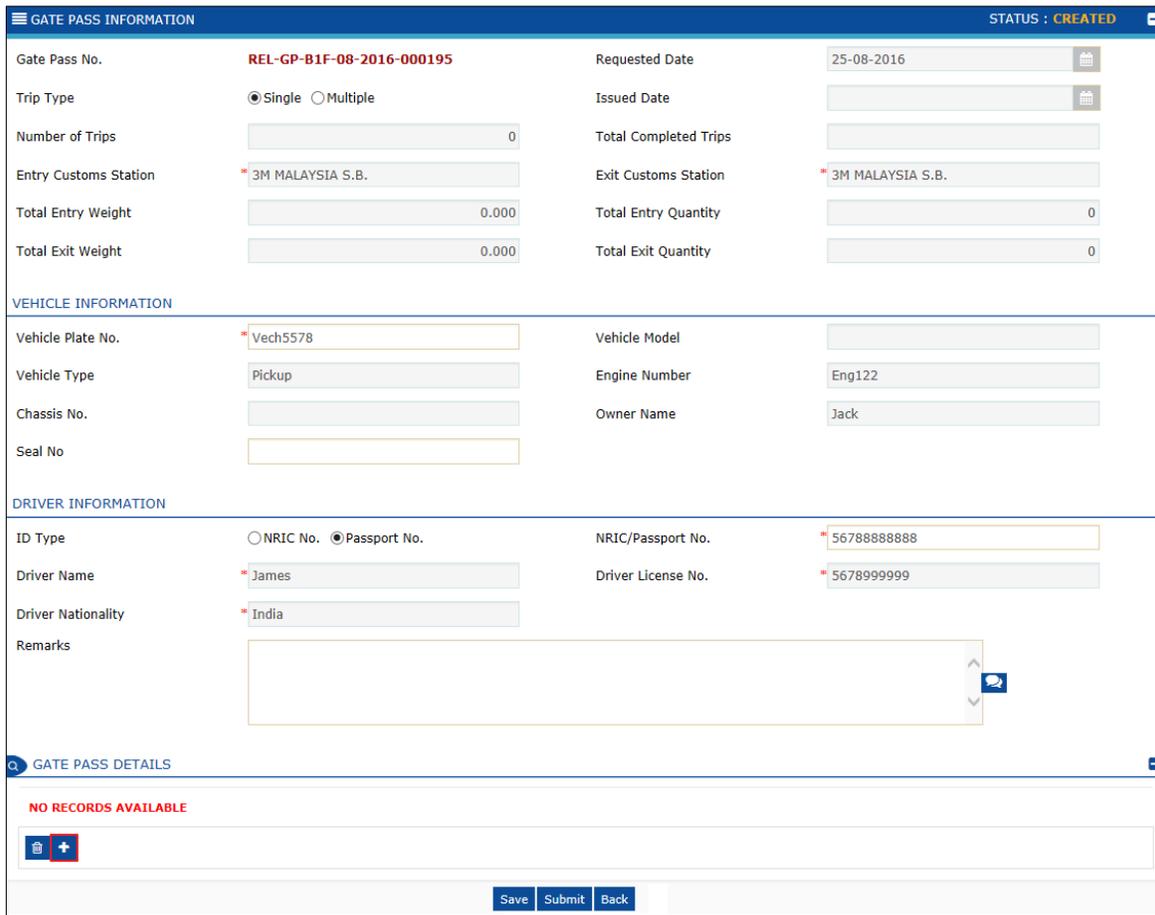
The Gate Pass Details include information about Single or Multiple trips with the following conditions:

- Single Declaration in one Vehicle.
- Single Declaration in one Vehicle with Multiple trips on a single Gate Pass.
- Multiple Declarations in one Vehicle.
- Multiple Declarations in one Vehicle with Multiple trips on a single Gate Pass.



To create the Gate Pass Details:

1. On the **Gate Pass Information** form, in the **Gate Pass Details** section, click  to create the Gate Pass Details.



The screenshot shows a web form titled "GATE PASS INFORMATION" with a status of "CREATED". The form is divided into several sections:

- Gate Pass Information:**
 - Gate Pass No.: REL-GP-B1F-08-2016-000195
 - Requested Date: 25-08-2016
 - Trip Type: Single Multiple
 - Issued Date: (empty)
 - Number of Trips: 0
 - Total Completed Trips: (empty)
 - Entry Customs Station: 3M MALAYSIA S.B.
 - Exit Customs Station: 3M MALAYSIA S.B.
 - Total Entry Weight: 0.000
 - Total Entry Quantity: 0
 - Total Exit Weight: 0.000
 - Total Exit Quantity: 0
- VEHICLE INFORMATION:**
 - Vehicle Plate No.: Vech5578
 - Vehicle Model: (empty)
 - Vehicle Type: Pickup
 - Engine Number: Eng122
 - Chassis No.: (empty)
 - Owner Name: Jack
 - Seal No.: (empty)
- DRIVER INFORMATION:**
 - ID Type: NRIC No. Passport No.
 - NRIC/Passport No.: 5678888888
 - Driver Name: James
 - Driver License No.: 5678999999
 - Driver Nationality: India
 - Remarks: (empty text area)
- GATE PASS DETAILS:**
 - NO RECORDS AVAILABLE
 - Buttons: Save, Submit, Back

Figure 1.3-4: Gate Pass Details

The **Gate Pass Details** form appears as shown in **Figure 1.3-5**.



GATE PASS DETAILS
STATUS : NEW

Gate Pass Detail No. Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Gate No.

Rejection Notice Source *

Expected Entry Date & Time * 25-08-2016 Purpose of Gate Pass *

Actual Entry Date & Time

Container Number Lane Id

Officer Id

Entry Remarks

Levy Not Applicable

EXIT DETAILS

Is Empty Vehicle

Release By * Gate No.

Rejection Notice Source *

Expected Exit Date & Time * 25-08-2016 Purpose of Gate Pass

Actual Exit Date & Time

Container Number Lane Id

Officer Id

Exit Remarks

Levy Not Applicable

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

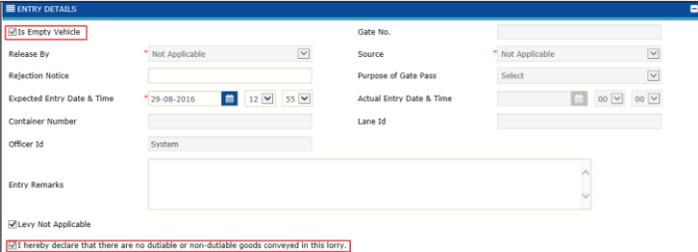
Create
Back

Figure 1.3-5: Gate Pass Details – Create

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

No.	Field Name	Description
1.	Status	System auto-displays Status as New Indicating that the process as started.
2.	Gate Pass Detail No.	System auto-generates the Gate Pass Detail Number once it is created.
3.	Gate Pass No.	System auto-displays the Gate Pass Number based on the created Gate Pass Information.

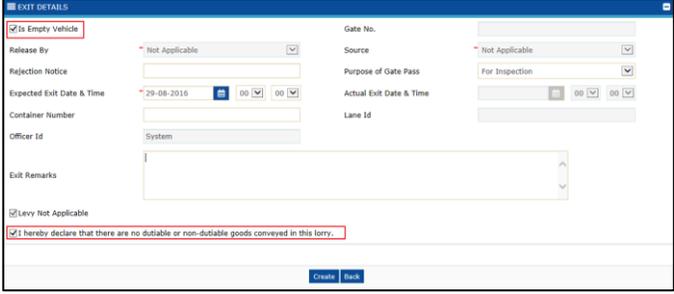


No.	Field Name	Description
4.	<i>Trip Number</i>	Trip Number is auto-populated based on the Gate Pass Details count.
5.	<i>Remarks</i>	Enter the Remarks if any.
Entry Details		
6.	<i>Is Empty Vehicle</i>	<p>If <i>Is Empty Vehicle</i> check box is selected, then the disclaimer “I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry” appears. For empty vehicles entering the CCA, it is mandatory to select the disclaimer before creating the Gate Pass Details.</p>  <p>Figure 1.3-6: Entry Details – Empty Vehicle Disclaimer</p> <p>Note: If <i>Is Empty Vehicle</i> check box is selected for entry or exit details then <i>Release By</i>, <i>Source</i>, <i>Rejection Notice</i> and <i>Purpose of Gate Pass</i> fields are optional.</p>
7.	<i>Gate No.</i>	Gate Number field is disabled by default and is auto-populated through integration once the goods enter.
8.	<i>Release By</i>	<p>Select the Release By from the drop-down list. The drop-down list values include:</p> <ul style="list-style-type: none"> • Weight, • Quantity, and • Container.
9.	<i>Source</i>	<p>Select the Release Source from the drop-down list. The drop-down list values include:</p> <ul style="list-style-type: none"> • Import Declaration, • Export Declaration, and • Transit Declaration. <p>If the <i>Release By</i> is selected as Container, then <i>Source</i> drop-down list values include:</p> <ul style="list-style-type: none"> • Import Declaration, • Export Declaration, • Empty Container, and • Transit Declaration.



No.	Field Name	Description
		The <i>Source</i> drop-down list values are automatically triggered based on the selected <i>Release By</i> .
10.	<i>Rejection Notice</i>	Enter the Rejection Notice.
11.	<i>Purpose of Gate Pass</i>	Select the Purpose of Gate Pass from the drop-down list. The Purpose of Gate Pass drop-down list values are displayed based on the selected <i>Release By</i> and <i>Source</i> . Note: <i>Purpose of Gate Pass</i> field is auto-populated, if the <i>Source</i> is selected as <i>Transit Declaration</i> .
12.	<i>Expected Entry Date & Time</i>	System auto-displays Expected Entry Date and Time as current date and time by default. If required, click  to modify the date using the calendar and time from the drop-down list. Note: <i>Expected Entry Date and Time</i> should be greater than or equal to the current date.
13.	<i>Actual Entry Date & Time</i>	Actual Entry Date & Time is auto-populated based on the information received from Auto Gate System or it is recorded by the CEA Officer during Gate Pass details approval process.
14.	<i>Container Number</i>	Container Number is disabled by default and is auto-populated through integration once the goods enter.
15.	<i>Lane Id</i>	Lane Id field is disabled by default and is auto-populated through integration once the goods enter.
16.	<i>Officer Id</i>	System auto-displays the Officer Id by default.
17.	<i>Entry Remarks</i>	Enter the Entry Remarks if any.
18.	<i>Levy Not Applicable</i>	System auto-selects the Levy Not Applicable check box by default. The check box can be cleared after creating the Gate Pass Details if Levy charges are applicable. Note: Levy Charges is mandatory for Entry only if the <i>Entry Customs Station</i> field is selected as BSI or BSA in Gate Pass Information form.
Levy Information		
19.	<i>Levy Amount</i>	Enter the Levy Amount imposed for the goods.
20.	<i>Goods Type</i>	Select the Goods Type from the drop-down list.
21.	<i>Remarks</i>	Enter the Entry Remarks if any.
Exit Details		
22.	<i>Is Empty Vehicle</i>	If <i>Is Empty Vehicle</i> check box is selected, then a disclaimer “I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry” appears. For empty vehicles



No.	Field Name	Description
		<p>exiting the CCA, it is mandatory to select the disclaimer before creating the Gate Pass Details as shown below.</p>  <p>Figure 1.3-7: Exit Details – Empty Vehicle Disclaimer</p>
23.	<i>Gate No</i>	Exit Gate Number is disabled by default and is auto-populated through integration once the goods exit.
24.	<i>Release By</i>	<p>Select the Release By from the drop-down list. The drop-down list values include:</p> <ul style="list-style-type: none"> • Weight, and • Quantity. <p>Note: If the <i>Release By</i> is selected as Container in Entry Details, then system auto-displays the <i>Release By</i> field value as Container in Exit Details section.</p>
25.	<i>Source</i>	<p>Select the Source from the drop-down list. The drop-down list values include:</p> <ul style="list-style-type: none"> • Import Declaration, • Export Declaration, and • Transit Declaration. <p>If the <i>Release By</i> is selected as Container, then <i>Source</i> drop-down list values include:</p> <ul style="list-style-type: none"> • Import Declaration, • Export Declaration, • Empty Container, and • Transit Declaration. <p>Note: The <i>Source</i> drop-down list values are automatically triggered based on the selected Release By.</p>
26.	<i>Rejection Notice</i>	Enter the Rejection reason.



No.	Field Name	Description
27.	<i>Purpose of Gate Pass</i>	Select the Purpose of Gate Pass from the drop-down list. Note: <ul style="list-style-type: none"> The <i>Purpose of Gate Pass</i> drop-down list values are displayed based on the selected <i>Release By</i> and <i>Source</i>. <i>Purpose of Gate Pass</i> field is auto-populated, if the <i>Source</i> is selected as Transit Declaration.
28.	<i>Expected Exit Date & Time</i>	Click  to select Expected Exit Date from the calendar and then select the time from the drop-down list. Note: <i>Expected Exit Date and Time</i> should be greater than or equal to the <i>Expected Entry Date and Time</i> .
29.	<i>Actual Exit Date & Time</i>	Actual Exit Date & Time is auto-populated based on the information received from Auto Gate System or it is recorded by CEA Officer during Gate Pass details approval process.
30.	<i>Container Number</i>	Enter the Container Number. Note: <ul style="list-style-type: none"> It is mandatory to enter <i>Container Number</i> only if <i>Release By</i> is selected as Container. Container Number should be in the format of four letters followed by seven (7) digits.
31.	<i>Lane Id</i>	Lane Id field is disabled by default and is auto-populated through integration once the goods exit.
32.	<i>Officer Id</i>	System auto-displays the Officer Id by default.
33.	<i>Exit Remarks</i>	Enter the Exit Remarks if any.
34.	<i>Levy Not Applicable</i>	System auto-selects the Levy Not Applicable check box by default. The check box can be cleared after creating the Gate Pass Details if Levy charges are applicable. Note: Levy Charges for Exit is mandatory only if the <i>Exit Customs Station</i> field is selected as BSI or BSA in Gate Pass Information form.
Levy Information		



No.	Field Name	Description
35.	<i>Levy Amount</i>	System auto-displays the Levy Amount imposed for the goods, which can be edited.  <p style="text-align: center;">Figure 1.3-8: Levy Amount</p>
36.	<i>Goods Type</i>	Select the Goods Type from the drop-down list.
37.	<i>Remarks</i>	Enter the Remarks if any.

Table 1.3-2: Gate Pass Details – Create

3. Click **Create** to create the Gate Pass Details.

The **Gate Pass Details** form refreshes with *Created* status as shown in **Figure 1.3-9**.



The screenshot displays the 'GATE PASS DETAILS' form with a status of 'CREATED'. The form is divided into several sections:

- GATE PASS DETAILS:** Gate Pass Detail No. (blank), Gate Pass No. (REL-GP-B1F-08-2016-000195), Trip Number (1), and Remarks (empty text area).
- ENTRY DETAILS:** Includes checkboxes for 'Is Empty Vehicle' (unchecked) and 'Levy Not Applicable' (checked). Release By is set to 'Container'. Expected Entry Date & Time is 26-08-2016 06:00. Purpose of Gate Pass is 'Carry Released Goods'. Other fields include Gate No., Source (Import Declaration), Rejection Notice, Expected Entry Date & Time, Actual Entry Date & Time, Container Number, Lane Id, Officer Id (System), and Entry Remarks.
- ENTRY REFERENCE DECLARATIONS:** A section indicating 'NO RECORDS AVAILABLE' with search and refresh icons.
- EXIT DETAILS:** Includes checkboxes for 'Is Empty Vehicle' (checked) and 'Levy Not Applicable' (checked). Release By is 'Not Applicable'. Expected Exit Date & Time is 26-08-2016 06:57. Purpose of Gate Pass is 'Select'. Other fields include Gate No., Source (Not Applicable), Rejection Notice, Expected Exit Date & Time, Actual Exit Date & Time, Container Number, Lane Id, Officer Id (System), and Exit Remarks.

At the bottom of the form, there are 'Save' and 'Back' buttons.

Figure 1.3-9: Gate Pass Details – Save

4. Click **Save** to save the Gates Pass Details.
5. Click **Back** to navigate back to **Gate Pass Information** form.



1.3.2 Associate Entry Reference Declarations

Trader or Forwarding Agent associates the Reference Declarations for the purpose of Trip Request details. Issuing Gate Pass depends on the status of the selected Declaration as mentioned below:

Note: In **Declaration List**, Reference Declarations are populated based on *Source* and *Purpose of Gate Pass* fields.

- For carrying imported released goods from CCA, the Declarations in *Cleared* and *Declaration Conditional Release Pending OGA* status are displayed in the Declaration List.
- For carrying Imported or Export conditionally released goods for Inspection at Trader premises, the Declarations in *Conditional Release Pending Inspection* status are displayed.
- For CEA purpose, the Declaration with *In Progress* status is displayed in the Declaration List.
- For Export carrying released goods, the Declarations in *In Progress*, *Approved* or *Cleared* status are displayed in the Declaration List.
- For Transit carrying released goods, the Declarations in *Dispatched* or *Completed* status are displayed in the Declaration List.
- For Export carrying cancelled goods, the Declarations in *Cancelled* status are displayed.
- Loose Container Load (LCL) or Full Container Load (FCL) Consignments type can be referred for Entry and Exit Details.

To associate the Entry Reference Declarations:

1. On the **Gate Pass Details** form, click  in **Entry Reference Declarations** section to associate the Entry Reference Declarations as shown in **Figure 1.3-10**.



GATE PASS DETAILS
STATUS : **CREATED**

Gate Pass Detail No. Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By Source

Rejection Notice

Expected Entry Date & Time Actual Entry Date & Time

Container Number Lane Id

Officer Id

Entry Remarks

Levy Not Applicable

ENTRY REFERENCE DECLARATIONS

NO RECORDS AVAILABLE

EXIT DETAILS

Is Empty Vehicle

Release By Source

Rejection Notice

Expected Exit Date & Time Actual Exit Date & Time

Container Number Lane Id

Officer Id

Exit Remarks

Levy Not Applicable

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

Figure 1.3-10: Gate Pass Details – Associate Entry Reference Declaration

The **Declaration List** appears as shown in **Figure 1.3-11**.



Search		DECLARATION LIST					
Declaration Number		No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Status
<input type="text"/>		<input checked="" type="checkbox"/>	1	B1F-E-000010-08-2016	Export Bill	26-08-2016	Falcon Group bhd In Progress
<input type="text"/>		<input type="checkbox"/>	2	B1F-I-000002-08-2016	Import Bill	26-08-2016	Falcon Group bhd In Progress

Page 1 Of 1 Total 2 Item(s) Items per list 10

Figure 1.3-11: Declaration List – Save Selection

2. Select the *Declaration Number* from the **Declaration List** or enter the *Declaration Number* in the search panel and click **Search**.

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

3. Select the check box corresponding to the *Declaration Number* in the **Declaration List** and click  to save the selection.

The **Gate Pass Details** form refreshes with the associated Entry Reference Declaration as shown in **Figure 1.3-12**.



GATE PASS DETAILS
STATUS : CREATED

Gate Pass Detail No. REL-GD-B1F-09-2016-000038 Gate Pass No. REL-GP-B1F-08-2016-000023

Trip Number 1

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Weight

Rejection Notice

Expected Entry Date & Time * 09-09-2016 12 50

Container Number

Officer Id

Entry Remarks

Levy Not Applicable

Gate No.

Source

Purpose of Gate Pass * For Inspection

Actual Entry Date & Time

Lane Id

ENTRY REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-000008-08-2016	Import Bill	26-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

EXIT DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Exit Date & Time * 09-09-2016 13 00

Container Number

Officer Id

Exit Remarks

Levy Not Applicable

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

Figure 1.3-12: Gate Pass Details – Entry Reference Declarations – Save

4. Click **Save** to save the Gate Pass Details.

Note:



- If the Trip Type is Single, then Licensed or Registered Carrier can associate multiple Declarations for one Gate Pass details.
- If the Trip Type is Multiple, then Licensed or Registered Carrier can associate one or multiple Declarations with Gate Pass Details.
- LCL or FCL Consignment types can be referred for Entry and Exit Details.
- *Purpose of Gate Pass* drop-down value 'For Inspection' is not applicable for Exit Details.
- After associating the Declaration, if *Declaration in Full* check box is selected in Entry or Exit Reference Declaration list, then it is not required to associate Item or Container information. Ensure that:
 - For LCL Consignments, all the items with whole Quantity or Weight in a Declaration are associated.
 - For FCL Consignments, all containers in a Declaration are associated.

To disassociate the Entry Reference Declarations:

1. In the **Entry Reference Declarations** section, select the check box corresponding to the *Declaration Number* that needs to be disassociated as shown below.

ENTRY REFERENCE DECLARATIONS								
<input type="checkbox"/>	No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
<input type="checkbox"/>	1	B1F-I-000002-08-2016	Import Bill	26-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information
<input checked="" type="checkbox"/>	2	B1F-I-000008-08-2016	Import Bill	26-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

Figure 1.3-13: Entry Reference Declarations – Disassociate

2. Click  to disassociate the selected Declaration.

System prompts to confirm the disassociation as shown below.

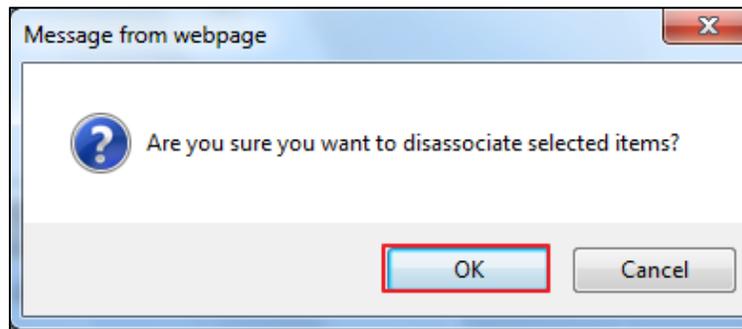


Figure 1.3-14: Confirm Disassociate

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

1.3.3 Associate Exit Reference Declarations

Trader or Forwarding Agent associates the Declarations for the purpose of Trip Request details. Issuing Gate Pass depends on the status of the selected Declaration as listed below:

- For carrying imported released goods from CCA, the Declarations in *Cleared* and *Declaration Conditional Release Pending OGA* status are displayed in the Declaration List.
- For carrying Imported or Export conditionally released goods for Inspection at Trader premises, the Declarations in *Conditional Release Pending Inspection* status are displayed.
- For CEA purpose, the Declaration with *In Progress* status is displayed in the Declaration List.
- For Export carrying released goods, the Declarations in *In Progress*, *Approved* or *Cleared* status are displayed in the Declaration List.
- For Transit carrying released goods, the Declarations in *Dispatched* or *Completed* status are displayed in the Declaration List.
- For Export carrying cancelled goods, the Declarations in *Cancelled* status are displayed.
- LCL or FCL Consignment types can be referred for Entry and Exit Details.

To associate the Exit Reference Declarations:

1. On the **Gate Pass Details** form, click  in **Exit Reference Declarations** section to associate the Exit Reference Declarations as shown in **Figure 1.3-15**.



GATE PASS DETAILS
STATUS : CREATED

Gate Pass Detail No. REL-GD-B1F-09-2016-000038	Gate Pass No. REL-GP-B1F-08-2016-000023
Trip Number 1	
Remarks <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	

ENTRY DETAILS

<input type="checkbox"/> Is Empty Vehicle	Gate No. <input type="text"/>
Release By * Weight <input type="text"/>	Source * Import Declaration <input type="text"/>
Rejection Notice <input type="text"/>	Purpose of Gate Pass * For Inspection <input type="text"/>
Expected Entry Date & Time * 09-09-2016 <input type="text"/> <input type="text"/> <input type="text"/>	Actual Entry Date & Time <input type="text"/> <input type="text"/> <input type="text"/>
Container Number <input type="text"/>	Lane Id <input type="text"/>
Officer Id <input type="text" value="System"/>	
Entry Remarks <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
<input checked="" type="checkbox"/> Levy Not Applicable	

EXIT DETAILS

<input checked="" type="checkbox"/> Is Empty Vehicle	Gate No. <input type="text"/>
Release By * Not Applicable <input type="text"/>	Source * Not Applicable <input type="text"/>
Rejection Notice <input type="text"/>	Purpose of Gate Pass <input type="text" value="For Inspection"/>
Expected Exit Date & Time * 09-09-2016 <input type="text"/> <input type="text"/> <input type="text"/>	Actual Exit Date & Time <input type="text"/> <input type="text"/> <input type="text"/>
Container Number <input type="text"/>	Lane Id <input type="text"/>
Officer Id <input type="text" value="System"/>	
Exit Remarks <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
<input checked="" type="checkbox"/> Levy Not Applicable	
<input checked="" type="checkbox"/> I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.	

EXIT REFERENCE DECLARATIONS

NO RECORDS AVAILABLE

Figure 1.3-15: Gate Pass Details – Associate Exit Reference Declarations

The Declaration List appears as shown in Figure 1.3-16.



Search		DECLARATION LIST						
Declaration Number		No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Status	
<input type="text"/>		<input checked="" type="checkbox"/>	1	B1F-E-000010-08-2016	Export Bill	26-08-2016	Falcon Group bhd	In Progress
<input type="text"/>		<input type="checkbox"/>	2	B1F-I-000002-08-2016	Import Bill	26-08-2016	Falcon Group bhd	In Progress

Page 1 Of 1 Total 2 Item(s) Items per list 10

Figure 1.3-16: Exit Declarations List – Save Selection

2. Select *Declaration Number* from the **Declaration List** or enter the *Declaration Number* in the search panel and click **Search**.

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

3. Select the check box corresponding to the *Declaration Number* in the **Declaration List** and click  to save the selection.

The **Gate Pass Details** form appears with the associated Exit Reference Declaration as shown in **Figure 1.3-17**.



GATE PASS DETAILS
STATUS : **CREATED**

Gate Pass Detail No. **REL-GD-B1F-09-2016-000038** Gate Pass No. **REL-GP-B1F-08-2016-000023**

Trip Number **1**

Remarks

ENTRY DETAILS
-

Is Empty Vehicle

Release By * Weight Gate No.

Rejection Notice Source * Import Declaration

Expected Entry Date & Time * 09-09-2016 12 50 Purpose of Gate Pass * For Inspection

Actual Entry Date & Time 00 00

Container Number Lane Id

Officer Id

Entry Remarks

Levy Not Applicable

EXIT DETAILS
-

Is Empty Vehicle

Release By * Not Applicable Gate No.

Rejection Notice Source * Not Applicable

Expected Exit Date & Time * 09-09-2016 13 00 Purpose of Gate Pass For Inspection

Actual Exit Date & Time 00 00

Container Number Lane Id

Officer Id

Exit Remarks

Levy Not Applicable

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

EXIT REFERENCE DECLARATIONS
-

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-E-000010-08-2016	Export Bill	26-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

Save Back

Figure 1.3-17: Gate Pass Details – Save

4. Click **Save** to save the Gate Pass Details.

Note:



- If the Trip Type is Single, then Licensed or Registered Carrier can associate multiple Declarations for one Gate Pass details.
- If the Trip Type is Multiple, then Licensed or Registered Carrier can associate one or multiple Declarations with the Gate Pass details.
- LCL or FCL Consignment types can be referred for Entry and Exit Details.
- *Purpose of Gate Pass* drop-down value 'For Inspection' is not applicable for Exit Details.
- After associating the Declaration, if *Declaration in Full* check box is selected in Entry or Exit Reference Declaration list, then it is not required to associate Item or Container information. Ensure that:
 - For LCL Consignments, all the items with whole Quantity or Weight in a Declaration are associated.
 - For FCL Consignments, all containers in a Declaration are associated.

To disassociate the Exit Reference Declarations:

1. In the **Exit Reference Declarations** section, select the check box corresponding to the *Declaration Number* that needs to be disassociated as shown below.

EXIT REFERENCE DECLARATIONS								
<input type="checkbox"/>	No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
<input checked="" type="checkbox"/>	1	B1F-E-000010-08-2016	Export Bill	26-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

Figure 1.3-18: Exit Reference Declarations – Disassociate

2. Click to disassociate the selected Declaration.

System prompts to confirm the disassociation as shown below.

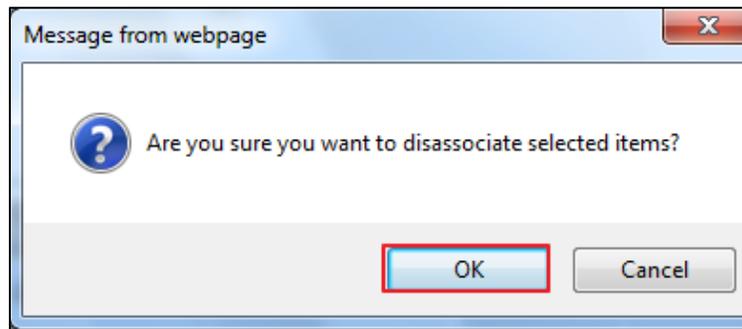


Figure 1.3-19: Confirm Disassociate

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

1.3.4 Associate Items/Container Information

Trader or Forwarding Agent can associate the Items or Containers for the purpose of Trip Request details. The Item information includes the Item Code, Item Quantity and Item Weight. The Container information includes the Container Number, Container Type and Container Size. Once the Trip is closed, the item details are updated with the balance quantity and weight information.

Note:

- While issuing the Gate Pass for Single Trip or Multiple Trips, the Items Quantity and Weight can vary.
- If the *Release By* is Weight or Quantity, then while associating the Reference Declaration, it is mandatory to enter Item Information.
- If the *Release By* is Container, then while associating the Reference Declaration, it is mandatory to enter Container Information.
- If the Gate Pass is issued for Single Trip with Single Declaration in order to carry all items in the Declaration, then the Items Available Qty. or Available Weight become nil or zero upon completion of the trip.
- If the Gate Pass is issued for Multiple Trips with Single Declaration and carried in one Vehicle, then Items Available Qty. or Available Weight reduces upon completion of each trip. Once the final trip is completed, Items Available Qty or Available Weight become nil or zero.



- If the Gate Pass is issued for Single Trip with Multiple Declarations, then the Items Available Qty. or Available Weight vary based on the selected Declaration.
- A trip can contain Items in *Released*, *Cancelled* or *Conditional Released* status.

To associate the Items in a Declaration:

1. On the **Gate Pass Details** form, click [Associate Item/Container Information](#) in **Entry or Exit Reference Declarations** section to associate the items for entry or exit Reference Declarations as shown in **Figure 1.3-20**.



GATE PASS DETAILS STATUS : **CREATED**

Gate Pass Detail No. **REL-GD-B1F-08-2016-000473** Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By **Quantity** Gate No.

Rejection Notice Source **Import Declaration**

Expected Entry Date & Time **30-08-2016 05 05** Purpose of Gate Pass **Carry Released Goods**

Actual Entry Date & Time **00 00**

Container Number Lane Id

Officer Id **System**

Entry Remarks

Levy Not Applicable

ENTRY REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002783-08-2016	Import Bill	25-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

EXIT DETAILS

Is Empty Vehicle

Release By **Not Applicable** Gate No.

Rejection Notice Source **Not Applicable**

Expected Exit Date & Time **30-08-2016 05 05** Purpose of Gate Pass **Select**

Actual Exit Date & Time **00 00**

Container Number Lane Id

Officer Id **System**

Exit Remarks

Levy Not Applicable

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

Save Submit Back

Figure 1.3-20: Gate Pass Details – Associate Item/Container Information

The **Items List** appears as shown in Figure 1.3-21.



No.	Item HS Code	Name	Description
1	0102.10.100	Cattle	Cattle

Page 1 Of 1 Total 1 Item(s) Items per list 10

ASSOCIATED ITEMS LIST

NO RECORDS AVAILABLE

Figure 1.3-21: Items List – Associate

2. Select *Item HS Code* from the **Items List** or enter the *Item Code* and/or *Description* in the Search panel and click **Search**.

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

3. Select the check box corresponding to the *Item Code* in the **Items List** and click .

The associated item appears in the **Associated Items List** section as shown below.

No.	Item HS Code	Description	Available Quantity	Processed Quantity	Status
1	0102.10.100	Cattle	100.000000	100	Created

Page 1 Of 1 Total 1 Item(s) Items per list 10

Figure 1.3-22: Associated Items List – Save

4. Enter the *Processed Weight/Processed Quantity* to be released.
5. Click  to save the item details.

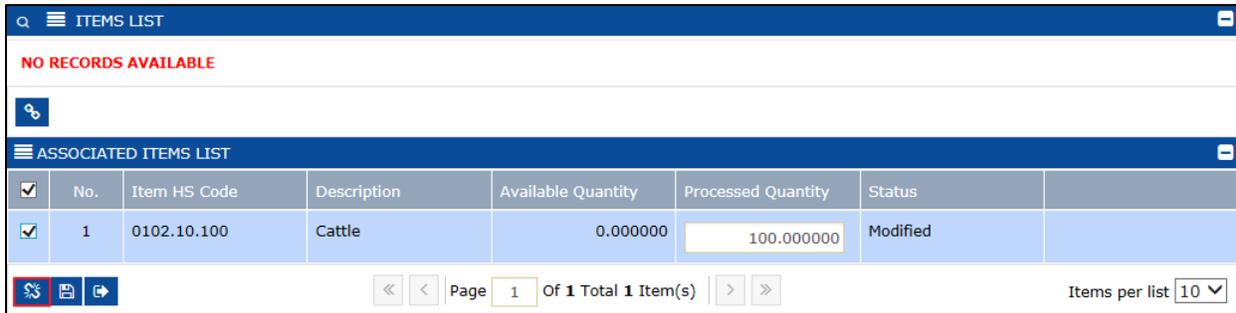
Note:

- The entered *Processed Weight* should be lesser than or equal to the *Available Weight – Released Weight*.
- The entered *Processed Quantity* should be lesser than or equal to the *Available Quantity – Released Qty*.

- *Available Weight* is equal to Total Weight of Items in a Declaration – Confiscated Items Weight.
- *Available Quantity* is equal to Total Quantity of Items in a Declaration – Confiscated Items Qty.

To disassociate Items in a Declaration:

1. In the **Associated Items List** section, select the check box corresponding to the *Item Code* that needs to be disassociated as shown below.



The screenshot shows a web application interface titled 'ITEMS LIST'. At the top, it says 'NO RECORDS AVAILABLE'. Below that is a section titled 'ASSOCIATED ITEMS LIST' containing a table with the following data:

<input checked="" type="checkbox"/>	No.	Item HS Code	Description	Available Quantity	Processed Quantity	Status	
<input checked="" type="checkbox"/>	1	0102.10.100	Cattle	0.000000	100.000000	Modified	

At the bottom of the table, there are navigation controls: 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 10'.

Figure 1.3-23: Items List – Disassociate

2. Click  to disassociate the selected *Item HS Code*.

System prompts to confirm the disassociation as shown below.

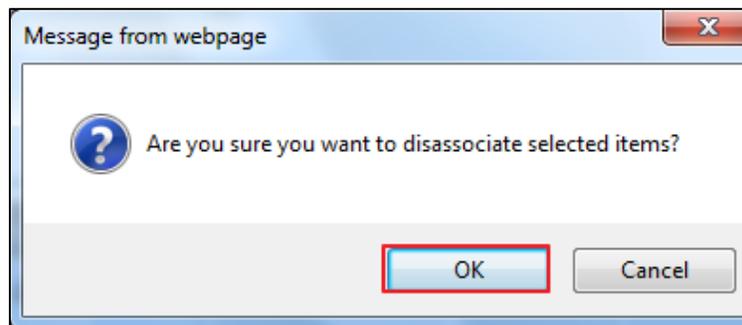


Figure 1.3-24: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.
4. Click  to save the details.
5. Click  to navigate back to **Gate Pass Details** form.

To associate the Containers in a Declaration:



1. On the **Gate Pass Details** form, click [Associate Item/Container Information](#) in **Entry or Exit Reference Declarations** section to associate Containers for Entry or Exit Reference Declarations.

The **Containers List** appears as shown below.

CONTAINERS LIST			
<input type="checkbox"/>	Container Number	Container Type	Container Size
<input type="checkbox"/>	CN47	Garment Container	40 FT

Showing 1 to 1 Of 1 records

ASSOCIATED CONTAINERS LIST

NO RECORDS AVAILABLE

Figure 1.3-25: Containers List

2. Select the *Container Number* from the **Containers List** or enter the *Container Number* in the Search panel and click **Search**.

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

3. Select the check box corresponding to the *Container Number* in the **Containers List** and click .

The selected Container appears in the **Associated Containers List** section.

CONTAINERS LIST					
NO RECORDS AVAILABLE					

ASSOCIATED CONTAINERS LIST

<input type="checkbox"/>	Container Number	Container Type	Container Size	Status	
<input type="checkbox"/>	CN47	Garment Container	40 FT	Created	

Showing 1 to 1 Of 1 records

Figure 1.3-26: Associated Containers List



4. Click  to save the associated Container details.
5. Click  to navigate back to **Gate Pass Details** form.

To disassociate Items in a Container:

1. In the **Associated Containers List** section, select the check box corresponding to the *Container Number* that needs to be disassociated as shown below.



Figure 1.3-27: Containers List – Disassociate

2. Click  to disassociate the selected *Container Number*.

System prompts to confirm the disassociation as shown in **Figure 1.3-28**.

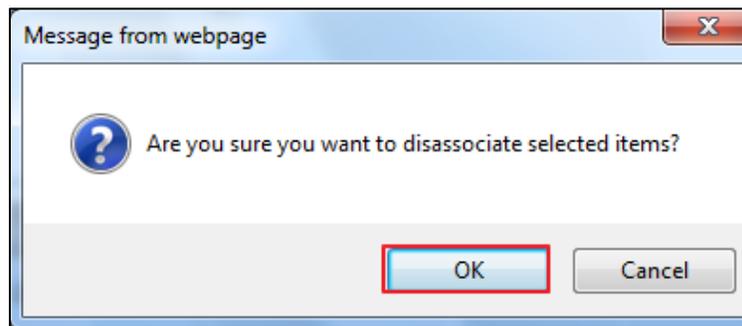


Figure 1.3-28: Confirm Disassociate

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



5. Click  to navigate back to **Gate Pass Details** form.

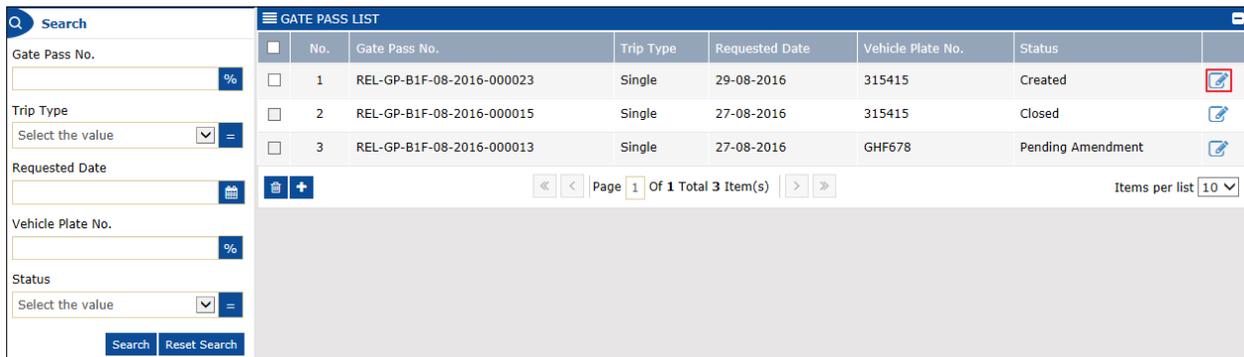
1.3.5 Submit Gate Pass Details

Trader or Forwarding Agent needs to submit the Gate Pass Details.

Note: Before submitting the Gate Pass Information, Trader or Forwarding Agent should submit the Gate Pass Details.

To submit the Gate Pass Details:

1. In the **Gate Pass List** click  to open the corresponding *Gate Pass No.* record in *Created* or *Modified* state as shown below.



No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status	
1	REL-GP-B1F-08-2016-000023	Single	29-08-2016	315415	Created	
2	REL-GP-B1F-08-2016-000015	Single	27-08-2016	315415	Closed	
3	REL-GP-B1F-08-2016-000013	Single	27-08-2016	GHF678	Pending Amendment	

Figure 1.3-29: Gate Pass List – Created

The **Gate Pass Information** form appears with *Created* status as shown in **Figure 1.3-30**.



GATE PASS INFORMATION
STATUS : **CREATED**

Gate Pass No. REL-GP-B1F-08-2016-000195	Requested Date: 25-08-2016
Trip Type: <input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date:
Number of Trips: 2	Total Completed Trips:
Entry Customs Station: *3M MALAYSIA S.B.	Exit Customs Station: *3M MALAYSIA S.B.
Total Entry Weight: 0.00	Total Entry Quantity: 100.000000
Total Exit Weight: 0.00	Total Exit Quantity: 0.000000

VEHICLE INFORMATION

Vehicle Plate No. *Vech5578	Vehicle Model:
Vehicle Type: Pickup	Engine Number: Eng122
Chassis No.:	Owner Name: Jack
Seal No.:	

DRIVER INFORMATION

ID Type: <input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No. *5678888888
Driver Name: *James	Driver License No. *5678999999
Driver Nationality: *India	
Remarks:	

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status	
1	REL-GD-B1F-08-2016-000473	1	30-08-2016	30-08-2016			0.00	100.000000	Created	
2	REL-GD-B1F-08-2016-000474	1	26-08-2016	26-08-2016			0.00	0.000000	Created	

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

Save Submit Back

Figure 1.3-30: Gate Pass Details – Created

- In the **Gate Pass Details** section, click to open the corresponding *Gate Pass Detail No.* record in *Created* or *Modified* state.

The **Gate Pass Details** form appears with *Created* status as shown in **Figure 1.3-31**.



GATE PASS DETAILS
STATUS : **CREATED**

Gate Pass Detail No. **REL-GD-B1F-08-2016-000473** Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Quantity

Rejection Notice

Expected Entry Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Entry Remarks

Levy Not Applicable

ENTRY REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002783-08-2016	Import Bill	25-08-2016	Falcon Group bhd	<input type="checkbox"/>	Created	Associate Item / Container Information

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

EXIT DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Exit Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Exit Remarks

Levy Not Applicable

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

Figure 1.3-31: Gate Pass Details – Submit

Note: It is mandatory to enter *Remarks* before submitting Gate Pass Details.

- Click **Submit** to submit the Gate Pass Detail information.



The **Gate Pass Details** form refreshes with *Submitted* status as shown below.

GATE PASS DETAILS
STATUS : **SUBMITTED**

Gate Pass Detail No.	REL-GD-B1F-08-2016-000001	Gate Pass No.	REL-GP-B1F-08-2016-000001
Trip Number	1		
Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>		

ENTRY DETAILS
-

<input checked="" type="checkbox"/> Is Empty Vehicle	Gate No.	<input type="text"/>
Release By	Source	<input type="text"/>
Rejection Notice	Purpose of Gate Pass	<input type="text"/>
Expected Entry Date & Time	Actual Entry Date & Time	<input type="text"/>
Container Number	Lane Id	<input type="text"/>
Officer Id	<input type="text"/>	
Entry Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>	
<input checked="" type="checkbox"/> Levy Not Applicable <input checked="" type="checkbox"/> I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.		

EXIT DETAILS
-

<input checked="" type="checkbox"/> Is Empty Vehicle	Gate No.	<input type="text"/>
Release By	Source	<input type="text"/>
Rejection Notice	Purpose of Gate Pass	<input type="text"/>
Expected Exit Date & Time	Actual Exit Date & Time	<input type="text"/>
Container Number	Lane Id	<input type="text"/>
Officer Id	<input type="text"/>	
Exit Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>	
<input checked="" type="checkbox"/> Levy Not Applicable <input checked="" type="checkbox"/> I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.		

Back

Figure 1.3-32: Gate Pass Details – Submitted



1.4 Submit Gate Pass

Trader or Forwarding Agent submits Gate Pass once the Gate Pass and Gate Pass details are created. Gate Pass status changes to *Issued*. Issuing Gate Pass needs approval from Customs in the following scenarios:

Note: Before submitting the Gate Pass Information, Trader or Forwarding Agent should submit the Gate Pass Details.

Case 1

When a single Gate Pass for a lorry is requested for Multiple Trips with one or multiple Declarations, then issuing Gate Pass requires Customs Approval.

Case 2

If the Purpose of Gate Pass is to move goods ‘for Inspection at Trader premises’, then issuing Gate Pass requires Customs Approval.

Case 3

If the Gate Pass is created for carrying Cancelled Export Declaration and moves out of the CCA, then issuing Gate Pass requires Customs Approval. This case is applicable for Declarations exported through Sea, Air or Rail mode.

Note: Only cancelled Export Declarations should be associated.

Case 4

If the Gate Pass is created carrying Cancelled Declaration and moves into Malaysian Port area due to Vehicle or Goods rejected at Singapore Customs, then issuing Gate Pass requires Customs Approval. This case is applicable for Declarations exported through Road mode.

Note: Only cancelled Export Declarations should be associated.

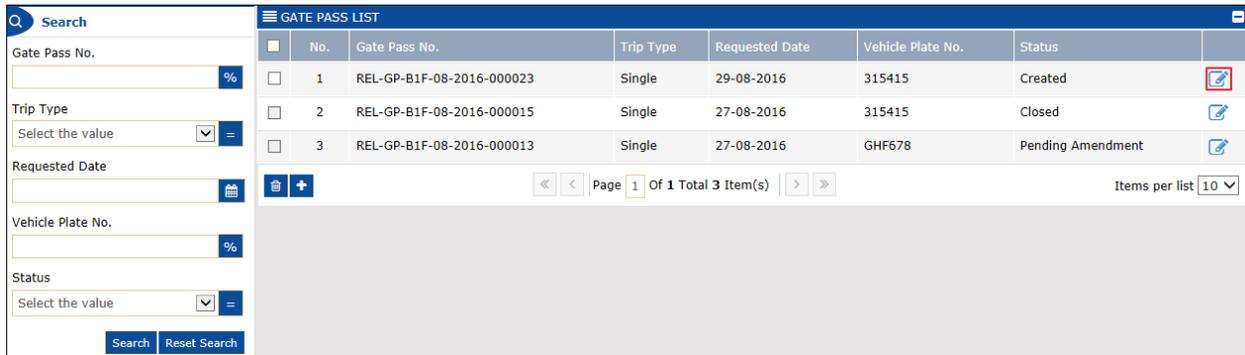
Case 5

If the Gate Pass is created for lorry carrying empty container, then CEA approval is required.

To Submit Gate Pass:



1. In the **Gate Pass List**, click  to open the *Gate Pass No.* record in *Created* or *Modified* status as shown below.



No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status	
1	REL-GP-B1F-08-2016-000023	Single	29-08-2016	315415	Created	
2	REL-GP-B1F-08-2016-000015	Single	27-08-2016	315415	Closed	
3	REL-GP-B1F-08-2016-000013	Single	27-08-2016	GHF678	Pending Amendment	

Figure 1.4-1: Gate Pass List – Created

The **Gate Pass Information** form appears with *Created* status as shown in **Figure 1.4-2**.



GATE PASS INFORMATION
STATUS : **CREATED**

Gate Pass No.	REL-GP-B1F-08-2016-000195	Requested Date	25-08-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	
Number of Trips	<input type="text" value="2"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	* 3M MALAYSIA S.B.	Exit Customs Station	* 3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="0.00"/>	Total Entry Quantity	<input type="text" value="100.000000"/>
Total Exit Weight	<input type="text" value="0.00"/>	Total Exit Quantity	<input type="text" value="0.000000"/>

VEHICLE INFORMATION

Vehicle Plate No.	* Vech5578	Vehicle Model	<input type="text"/>
Vehicle Type	Pickup	Engine Number	Eng122
Chassis No.	<input type="text"/>	Owner Name	Jack
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No.	* 5678888888
Driver Name	* James	Driver License No.	* 5678999999
Driver Nationality	* India		
Remarks	<input style="width: 100%; height: 40px;" type="text"/>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-08-2016-000473	1	30-08-2016	30-08-2016			0.00	100.000000	Submitted
2	REL-GD-B1F-08-2016-000474	1	26-08-2016	26-08-2016			0.00	0.000000	Created

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

Save Submit Back

Figure 1.4-2: Gate Pass Information – Submit

2. Click **Submit** to submit the Gate Pass information.

The **Gate Pass Information** form refreshes with *Submitted* status as shown in **Figure 1.4-3**.



GATE PASS INFORMATION
STATUS : SUBMITTED

Gate Pass No.	REL-GP-B1F-08-2016-000023	Requested Date	29-08-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	* 3M MALAYSIA S.B.	Exit Customs Station	* 3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="50.00"/>	Total Entry Quantity	<input type="text" value="0.000000"/>
Total Exit Weight	<input type="text" value="0.00"/>	Total Exit Quantity	<input type="text" value="0.000000"/>

VEHICLE INFORMATION

Vehicle Plate No.	* 315415	Vehicle Model	[]
Vehicle Type	Jack	Engine Number	3215212345
Chassis No.	[]	Owner Name	215
Seal No	[]		

DRIVER INFORMATION

ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No.	* 3215 Amend
Driver Name	* driver	Driver License No.	* 32545
Driver Nationality	* India		
Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-09-2016-000038	1	09-09-2016	09-09-2016			50.00	0.000000	Submitted

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

Back

Figure 1.4-3: Gate Pass Information – Submitted

Note:

- If the following conditions are satisfied, then after submitting the Gate Pass Information, CEA approval is required, and the **Gate Pass Information** form status changes from *Created* to *Submitted*:
 - If Gate Pass Trip Type is Multiple Trip;
 - If Assigned Declaration is Cancelled;
 - If the Source is an Empty Container;
 - If the Purpose of Gate Pass is Movement of Goods; and



- If it is an Empty Vehicle.
- Once the Trader or Forwarding Agent submits the Gate Pass, if CEA approval is not required (when the conditions listed in the previous point are not satisfied), then **Gate Pass Information** form status changes from *Created* to *Issued*.

1.5 Print Gate Pass

Trader or Forwarding Agent prints the Gate Pass once the Gate Pass is issued. Gate Pass contains QR Code which is scanned by Auto Gate and allows the vehicle to enter or exit the CCA. To print the Gate Pass:

1. In the **Gate Pass List** click  to open the *Gate Pass No.* record in *Issued* state as shown below.



Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status
REL-GP-MYPKG-08-15-000188	Single	18-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000187	Single	17-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000186	Single	17-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000185	Single	17-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000184	Single	17-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000183	Single	10-08-2015	MH02828	Issued
REL-GP-MYPKG-08-15-000181	Single	07-08-2015	MH02828	Closed
REL-GP-MYPKG-08-15-000180	Multiple	03-08-2015	MH02828	Modified
REL-GP-MYPKG-07-15-000179	Single	30-07-2015	MH02828	Amended
REL-GP-MYPKG-07-15-000178	Single	30-07-2015	MH02828	Closed

Figure 1.5-1: Gate Pass List – Issued

The **Gate Pass Information** form appears with *Issued* status as shown in Figure 1.5-2.



GATE PASS INFORMATION
STATUS : ISSUED

Gate Pass No.	REL-GP-B1F-08-2016-000195	Requested Date	25-08-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	25-08-2016
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	* 3M MALAYSIA S.B.	Exit Customs Station	* 3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="0.00"/>	Total Entry Quantity	<input type="text" value="100.000000"/>
Total Exit Weight	<input type="text" value="0.00"/>	Total Exit Quantity	<input type="text" value="0.000000"/>

VEHICLE INFORMATION

Vehicle Plate No.	* Vech5578	Vehicle Model	<input type="text"/>
Vehicle Type	Pickup	Engine Number	Eng122
Chassis No.	<input type="text"/>	Owner Name	Jack
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No.	* 5678888888
Driver Name	* James	Driver License No.	* 5678999999
Driver Nationality	* India		
Remarks	<input style="width: 100%; height: 40px;" type="text"/>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-08-2016-000473	1	30-08-2016	30-08-2016			0.00	100.000000	Issued

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

Print
Back

Figure 1.5-2: Gate Pass Information – Print

2. Click **Print** to print the Gate Pass information.

The **Gate Pass Information** print layout appears as shown in **Figure 1.5-3**.





**KETUA PENGARAH KASTAMJABATAN
KASTAM DIRAJA MALAYSIA**

Ibu Pejabat Kastam Diraja MALAYSIA Aras
10 Utara Kompleks Kementerian
Kewangan No. 3, Persiaran Perdana,
Presint 262596 PUTRAJAYA MALAYSIA



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Rujukan Kami

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

Tarikh

Jun 2014



ROYAL MALAYSIAN CUSTOMS DEPARTMENT



UCUSTOMS VEHICLE ENTRY/EXIT PASS(VEP)



VEP Number	REL-GP-B1F-10-2016-000200		
Driver Name	ajay	NRIC/Pasport No.	46587654
Carrier Name	Test0001		
Vehicle Plate Number	asd34524	Trip Type(Number of Trip)	Multiple (2)

ENTRY INFORMATION (FIRST) - B1F

Vehicle Levy (RM)	0				
Is Empty Vehicle	No	Transaction Type	Import Declaration	Release by	Container
Purpose of VEP	Carry Released Goods	Number of Container	0		
Expected Date/Time	10/13/2016 9:14:00 PM				
CusDec Listing Ref No.	REL-GD-B1F-10-2016-000474 (0 CusDec)				

EXIT INFORMATION (LAST) - B1F

Vehicle Levy (RM)	0				
Is Empty Vehicle	No	Transaction Type	Export Declaration	Release by	Weight
Purpose of VEP	Carry Released Goods	Number of Container	0		
Expected Date/Time	10/14/2016 4:00:00 AM				
CusDec Listing Ref No.	REL-GD-B1F-10-2016-000475 (0 CusDec)				

IMPORTANT NOTICE

- Registered Carrier or Forwarding Agent need to bring the printed gate pass upon arriving Customs Control Area.
- QR barcode at the top of gate pass need to be scanned at auto gate system or by Customs officer before enter/exit Customs Control Area.
- Registered Carrier or Forwarding Agent who bring / carry goods in vehicles need to ensure that their vehicle plate number follow Jabatan Pengangkutan Jalan (JPJ) vehicle plate number specification.



Date and Time Printed 14/06/2017 Printed by 200

BERKHIDMAT MENYEJAHTERAKAN RAKYAT

Figure 1.5-3: Gate Pass Information for Print

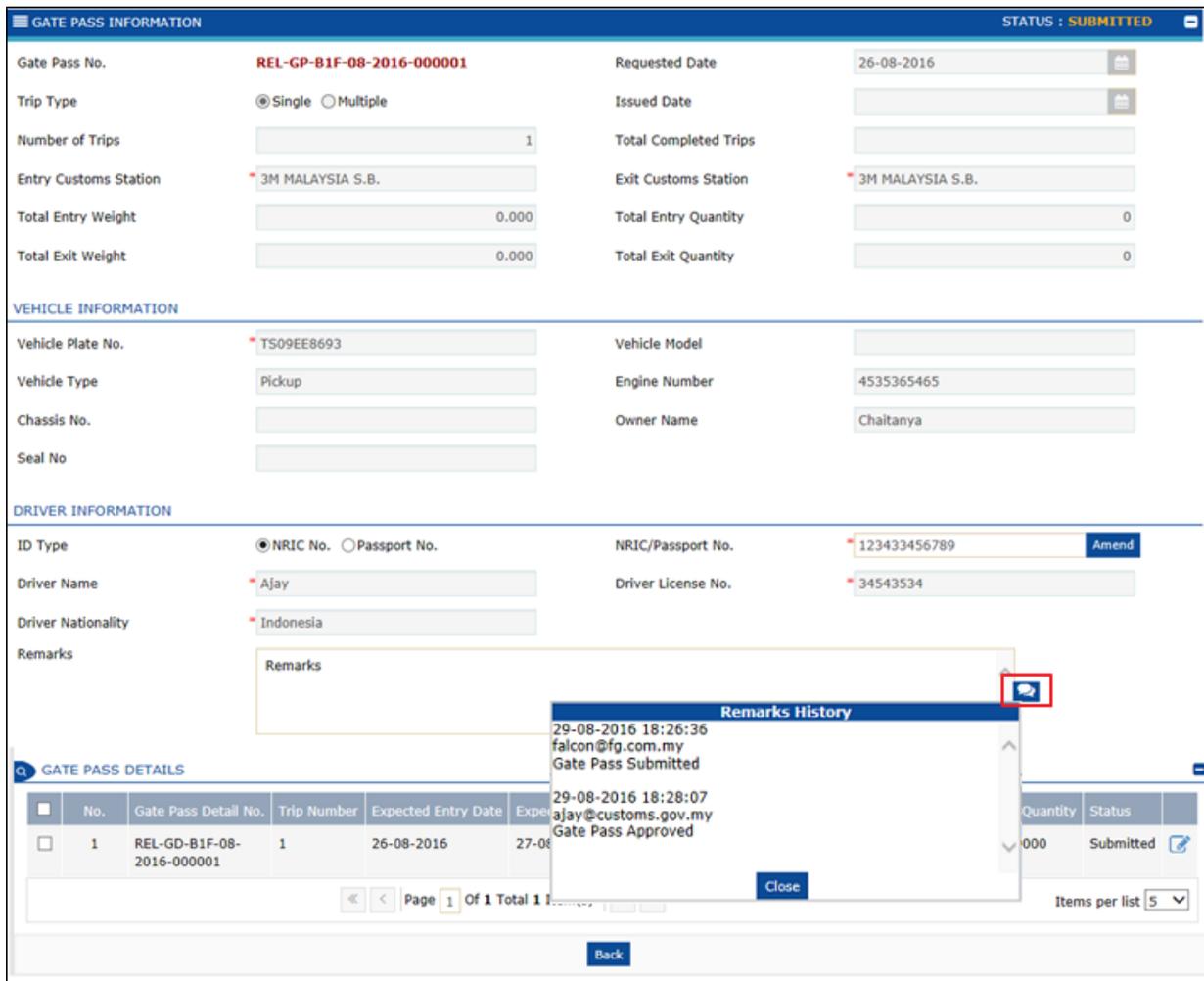


1.6 View Remarks History

Trader or Forwarding Agent can view the Remarks History details updated by each Profile. To view the Remarks History:

1. In the **Gate Pass Information** form or **Gate Pass Details** form, click  next to the *Remarks* field to view the Remarks History details.

The **Remarks History** pop-up window appears as shown below.



The screenshot shows the 'GATE PASS INFORMATION' form with a 'STATUS : SUBMITTED' indicator. The form is divided into sections: GATE PASS INFORMATION, VEHICLE INFORMATION, and DRIVER INFORMATION. A 'Remarks' field is visible, and a 'Remarks History' pop-up window is open over it. The pop-up window displays a list of remarks with columns for Date, Time, User, and Action. The first entry is '29-08-2016 18:26:36 falcon@fg.com.my Gate Pass Submitted' and the second is '29-08-2016 18:28:07 ajay@customs.gov.my Gate Pass Approved'. The pop-up window also includes a 'Close' button and an 'Items per list' dropdown set to 5.

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Quantity	Status
1	REL-GD-B1F-08-2016-000001	1	26-08-2016	27-08-2016	000	Submitted

Figure 1.6-1: Gate Pass Information – Remarks History

2. Click **Close** to close the **Remarks History** pop-up window.



1.7 Close Gate Pass Information

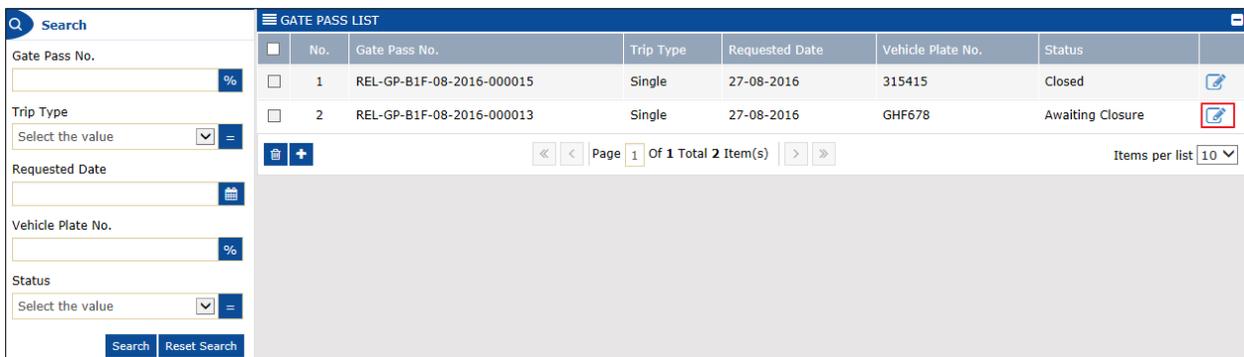
Trader or Forwarding Agent can close the Gate Pass Information. The Gate Pass can be closed only when the Gate Pass is in *Awaiting for Closure* state. Once the existing Gate Pass is closed, a new Gate Pass can be created for the vehicle.

Note:

- If there are multiple trips in a Gate Pass, then upon completion of each vehicle trip i.e., when vehicle exits from CCA, then Gate Pass Detail status changes to *Exited*. Once all the trips are Exited, the Gate Pass status changes to *Awaiting for Closure*.
- If there are multiple trips in a Gate Pass, then upon cancellation of any trip, Gate Pass Detail status changes to *Cancelled*. Once all the trips in a Gate Pass are cancelled, then Gate Pass status changes to *Awaiting for Closure*.

To Close the Gate Pass information:

1. In the **Gate Pass List**, click  to open the corresponding *Gate Pass No.* record in *Awaiting Closure* status as shown below.



No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status
1	REL-GP-B1F-08-2016-000015	Single	27-08-2016	315415	Closed
2	REL-GP-B1F-08-2016-000013	Single	27-08-2016	GHF678	Awaiting Closure

Figure 1.7-1: Gate Pass List – Awaiting Closure

2. The **Gate Pass Information** form appears with *Awaiting Closure* status as shown in **Figure 1.7-2**.



GATE PASS INFORMATION
STATUS : AWAITING CLOSURE

Gate Pass No.	REL-GP-B1F-08-2016-000013	Requested Date	27-08-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	27-08-2016
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text" value="1"/>
Entry Customs Station	3M MALAYSIA S.B.	Exit Customs Station	3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="1.00"/>	Total Entry Quantity	<input type="text" value="0.000000"/>
Total Exit Weight	<input type="text" value="1.00"/>	Total Exit Quantity	<input type="text" value="0.000000"/>

VEHICLE INFORMATION

Vehicle Plate No.	GHF678	Vehicle Model	4572542754
Vehicle Type	Pickup	Engine Number	5647567567
Chassis No.	456245745	Owner Name	mali
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC/Passport No.	123433456789 Amend
Driver Name	Ajay	Driver License No.	34543534
Driver Nationality	Indonesia		
Remarks	<input style="width: 100%;" type="text" value="45234"/>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-08-2016-000023	1	27-08-2016	27-08-2016	27-08-2016	27-08-2016	2.00	0.000000	Exited

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

Print Close Gate Pass Back

Figure 1.7-2: Gate Pass Information – Close Gate Pass

2. Click **Close Gate Pass** to complete closure of the Gate Pass Information.

The **Gate Pass Information** form refreshes with *Closed* status as shown in **Figure 1.7-3**.



GATE PASS INFORMATION
STATUS : **CLOSED**

Gate Pass No. REL-GP-B1F-08-2016-000195	Requested Date <input type="text" value="25-08-2016"/>
Trip Type <input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date <input type="text" value="25-08-2016"/>
Number of Trips <input type="text" value="1"/>	Total Completed Trips <input type="text" value="1"/>
Entry Customs Station * <input type="text" value="3M MALAYSIA S.B."/>	Exit Customs Station * <input type="text" value="3M MALAYSIA S.B."/>
Total Entry Weight <input type="text" value="0.00"/>	Total Entry Quantity <input type="text" value="100.000000"/>
Total Exit Weight <input type="text" value="0.00"/>	Total Exit Quantity <input type="text" value="0.000000"/>

VEHICLE INFORMATION

Vehicle Plate No. * <input type="text" value="Vech5578"/>	Vehicle Model <input type="text"/>
Vehicle Type <input type="text" value="Pickup"/>	Engine Number <input type="text" value="Eng122"/>
Chassis No. <input type="text"/>	Owner Name <input type="text" value="Jack"/>
Seal No. <input type="text"/>	

DRIVER INFORMATION

ID Type <input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No. * <input type="text" value="5678888888"/>
Driver Name * <input type="text" value="James"/>	Driver License No. * <input type="text" value="5678999999"/>
Driver Nationality * <input type="text" value="India"/>	
Remarks <input style="width: 100%; height: 40px;" type="text"/>	

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-08-2016-000473	1	30-08-2016	30-08-2016	25-08-2016	25-08-2016	0.00	100.000000	Exited

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

[Back](#)

Figure 1.7-3: Gate Pass Information – Closed

1.8 Request for Gate Pass Details Amendment

Trader or Forwarding Agent can request for Gate Pass Details amendment in *Issued* and *Closed* status. The request is sent to Warehouse Operator for acknowledgement. To Request for Gate Pass Details Amendment:

- In the **Gate Pass List**, click to open the corresponding *Gate Pass No.* record in *Closed* or *Issued* status as shown in **Figure 1.13-1**.



Search		GATE PASS LIST						
Gate Pass No.	<input type="text"/>	<input type="checkbox"/>	No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status
Trip Type	Select the value	<input type="checkbox"/>	1	REL-GP-B1F-09-2016-000024	Single	15-09-2016	GHF678	Issued
Requested Date	<input type="text"/>	<input type="checkbox"/>	2	REL-GP-B1F-08-2016-000023	Single	29-08-2016	315415	Pending Amendment
Vehicle Plate No.	<input type="text"/>	<input type="checkbox"/>	3	REL-GP-B1F-08-2016-000015	Single	27-08-2016	315415	WO Acknowledged
Status	Select the value	<input type="checkbox"/>	4	REL-GP-B1F-08-2016-000013	Single	27-08-2016	GHF678	Closed

Figure 1.8-1: Gate Pass List – Closed

The Gate Pass Information form appears with *Closed* status as shown below.

GATE PASS INFORMATION		STATUS : CLOSED							
Gate Pass No.	REL-GP-B1F-08-2016-000015	Requested Date	27-08-2016						
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	27-08-2016						
Number of Trips	1	Total Completed Trips	1						
Entry Customs Station	*3M MALAYSIA S.B.	Exit Customs Station	*3M MALAYSIA S.B.						
Total Entry Weight	0.00	Total Entry Quantity	0.000000						
Total Exit Weight	100.00	Total Exit Quantity	100.000000						
VEHICLE INFORMATION									
Vehicle Plate No.	*315415	Vehicle Model							
Vehicle Type	Jack	Engine Number	3215212345						
Chassis No.		Owner Name	215						
Seal No									
DRIVER INFORMATION									
ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	NRIC/Passport No.	*3215						
Driver Name	*driver	Driver License No.	*32545						
Driver Nationality	*India								
Remarks	rem								
GATE PASS DETAILS									
No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-08-2016-000025	1	27-08-2016	27-08-2016	27-08-2016	27-08-2016	0.00	100.000000	Exited

Figure 1.8-2: Gate Pass Information – Closed



- In the **Gate Pass Details** section, click  to open the corresponding *Gate Pass Detail No.* record in *Exited* status.

The **Gate Pass Details** form appears with *Exited* status as shown below.

GATE PASS DETAILS
STATUS : EXITED

Gate Pass Detail No. **REL-GD-B2B-07-2016-000450** Gate Pass No. **REL-GP-B2B-07-2016-000179**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Entry Date & Time * 18-07-2016 20:00

Container Number

Officer Id System

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 & Time 18-07-2016 13:24

Lane Id

EXIT DETAILS

Is Empty Vehicle

Release By * Quantity

Rejection Notice fdfhgh

Expected Exit Date & Time * 19-07-2016 00:00

Container Number

Officer Id System

Exit Remarks

Levy Not Applicable

Gate No.

Source * Import Declaration

Purpose of Gate Pass * Carry Released Goods

Actual Exit Date & Time 18-07-2016 13:24

Lane Id

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002687-07-2016	Import Bill	18-07-2016	Falcon Group bhd	<input type="checkbox"/>	Closed	Associate Item / Container Information

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

[Save](#) [Back](#)

Figure 1.8-3: Gate Pass Details – Save



3. Make the required changes and click **Save**.

The **Gate Pass Details** form refreshes with *Amended* status as shown below.

GATE PASS DETAILS
STATUS : AMENDED

Gate Pass Detail No. **REL-GD-B2B-07-2016-000450** Gate Pass No. **REL-GP-B2B-07-2016-000179**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Source *

Rejection Notice

Expected Entry Date & Time * Actual Entry Date & Time

Container Number

Officer 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 * Source *

Rejection Notice

Expected Exit Date & Time * Actual Exit Date & Time

Container Number

Officer Id

Exit Remarks

Levy Not Applicable

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002687-07-2016	Import Bill	18-07-2016	Falcon Group bhd	<input type="checkbox"/>	Closed	Associate Item / Container Information

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

Save Request For Amendment Back

Figure 1.8-4: Gate Pass Details – Request for Amendment



4. Click **Request for Amendment**.

The **Gate Pass Details** form refreshes with *Requested for Amendment* status as shown below.

GATE PASS DETAILS
STATUS : REQUESTED FOR AMENDMENT

Gate Pass Detail No. **REL-GD-B2B-07-2016-000450** Gate Pass No. **REL-GP-B2B-07-2016-000179**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Entry Date & Time * 18-07-2016 20:00

Container Number

Officer Id

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

Actual Entry Date & Time 18-07-2016 13:24

Lane Id

EXIT DETAILS

Is Empty Vehicle

Release By * Quantity

Rejection Notice

Expected Exit Date & Time * 19-07-2016 00:00

Container Number

Officer Id

Exit Remarks

Levy Not Applicable

Gate No.

Source * Import Declaration

Purpose of Gate Pass * Carry Released Goods

Actual Exit Date & Time 18-07-2016 13:24

Lane Id

EXIT REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
<input type="checkbox"/>	1	B1F-I-002687-07-2016	Import Bill	18-07-2016	Falcon Group bhd	<input type="checkbox"/>	Closed

Items per list 5

[Back](#)

Figure 1.8-5: Gate Pass Details – Requested for Amendment



1.9 Request to Cancel Gate Pass

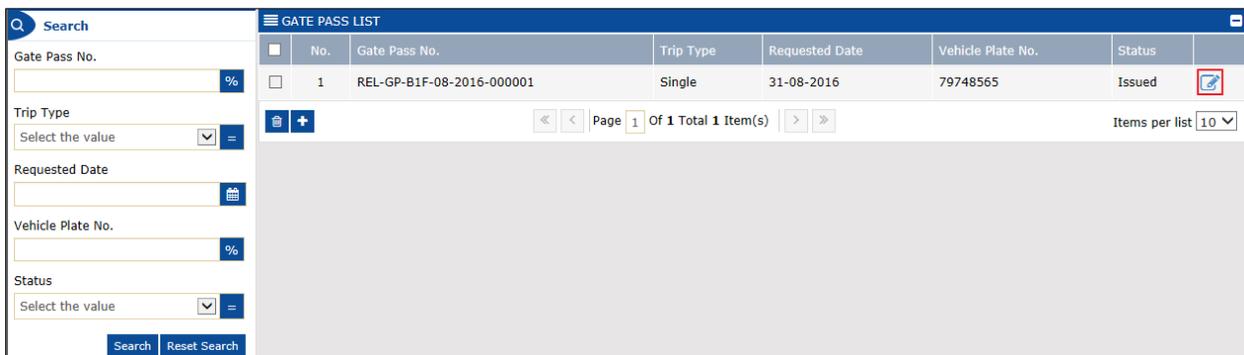
Trader or Forwarding Agent can request to cancel Gate Pass. The request for Cancellation of Gate Pass is submitted only in *Issued* status. Once the request is submitted, it is sent to CEA for approval. Upon approval from CEA, the status of the Gate Pass changes to *Inactive*.

Note:

- Inactive Gate Pass cannot be reactivated.
- Gate Pass cancellation is allowed only if no trip in a Gate Pass was completed.
- If any trip in a Gate Pass is already in *Completed* (i.e., entered or exited) status, then Gate Pass cancellation is not allowed. In such cases, Trader or Forwarding Agent has to request for cancellation of each trip. Once all the trips are cancelled, Gate Pass status changes to *Awaiting for Closure*.
- If the Gate Pass detail is in *Entered* state, then the Gate Pass cannot be cancelled.

To request to Cancel the Gate Pass:

1. In the **Gate Pass List**, click  to open the corresponding *Gate Pass No.* record in *Issued* status as shown below.



No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status
1	REL-GP-B1F-08-2016-000001	Single	31-08-2016	79748565	Issued

Figure 1.9-1: Gate Pass List – Issued

The **Gate Pass Information** form appears as shown in **Figure 1.9-2**.



GATE PASS INFORMATION
STATUS : ISSUED

Gate Pass No.	REL-GP-B1F-07-2016-000180	Requested Date	19-07-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	16-08-2016
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	* 3M MALAYSIA S.B.	Exit Customs Station	* 3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="0.000"/>	Total Entry Quantity	<input type="text" value="0"/>
Total Exit Weight	<input type="text" value="0.000"/>	Total Exit Quantity	<input type="text" value="0"/>

VEHICLE INFORMATION

Vehicle Plate No.	* VH2423	Vehicle Model	<input type="text"/>
Vehicle Type	Jack	Engine Number	En232
Chassis No.	<input type="text"/>	Owner Name	Mr
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC/Passport No.	* 23245 Amend
Driver Name	* Ajay	Driver License No.	* 34543534
Driver Nationality	* Name		
Remarks	<input style="width: 100%;" type="text" value="Gate Pass Approved"/>		

GATE PASS DETAILS

<input checked="" type="checkbox"/>	No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status	
<input checked="" type="checkbox"/>	1	REL-GD-B1F-07-2016-000452	1	20-07-2016	21-07-2016			0.00	0.000000	Issued	<input type="checkbox"/>

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

Print Request for Cancel Back

Figure 1.9-2: Gate Pass Information – Request to Cancel

2. In the **Gate Pass Details** section, select the check box corresponding to the *Gate Pass Details No.* record and click **Request for Cancel** to send request for Cancellation of the Gate Pass.

The **Gate Pass Information** form refreshes with *Requested for Cancellation* status as shown in **Figure 1.9-3**.



GATE PASS INFORMATION
STATUS : REQUESTED FOR CANCELLATION

Gate Pass No.	REL-GP-B1F-07-2016-000180	Requested Date	19-07-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	16-08-2016
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	3M MALAYSIA S.B.	Exit Customs Station	3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="0.000"/>	Total Entry Quantity	<input type="text" value="0"/>
Total Exit Weight	<input type="text" value="0.000"/>	Total Exit Quantity	<input type="text" value="0"/>

VEHICLE INFORMATION

Vehicle Plate No.	VH2423	Vehicle Model	<input type="text"/>
Vehicle Type	Jack	Engine Number	En232
Chassis No.	<input type="text"/>	Owner Name	Mr
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC/Passport No.	23245 Amend
Driver Name	Ajay	Driver License No.	34543534
Driver Nationality	Name		
Remarks	<input style="width: 100%; height: 40px;" type="text"/>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-07-2016-000452	1	20-07-2016	21-07-2016			0.00	0.000000	Issued

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

Back

Figure 1.9-3: Gate Pass Information – Requested for Cancellation

1.10 Request to Cancel Gate Pass Details

Trader or Forwarding Agent can Request for Cancellation of Gate Pass Details. The request for cancellation of Gate Pass Details is submitted only in *Issued* status. Once the request is submitted, it is sent to CEA for approval. Upon approval from CEA, the Gate Pass Details status changes to *Inactive*.

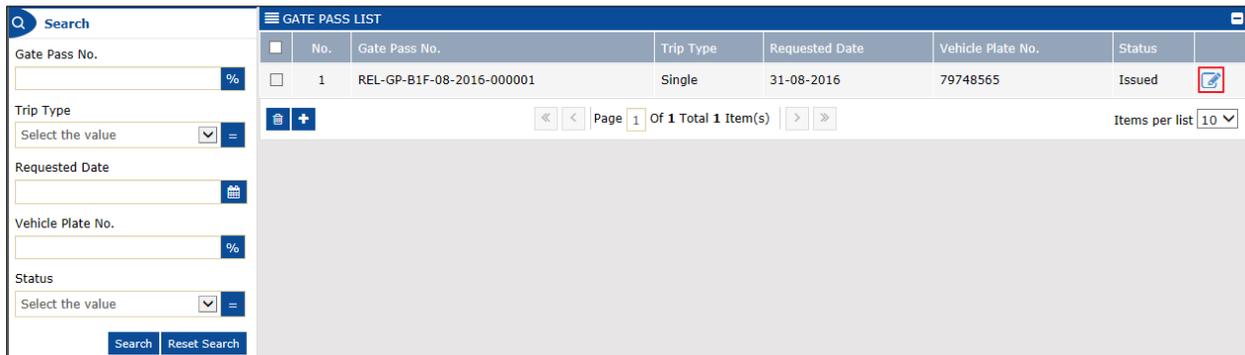
Note:

- Inactive Gate Pass details cannot be reactivated.
- If the Gate Pass Detail is in *Entered* status, then the Gate Pass cannot be cancelled.



To request to Cancel the Gate Pass Details:

1. In the **Gate Pass List**, click  to open the corresponding *Gate Pass No.* record in *Issued* status as shown below.



GATE PASS LIST						
No.	Gate Pass No.	Trip Type	Requested Date	Vehicle Plate No.	Status	
1	REL-GP-B1F-08-2016-000001	Single	31-08-2016	79748565	Issued	

Page 1 Of 1 Total 1 Item(s) Items per list 10

Figure 1.10-1: Gate Pass List – Issued

The **Gate Pass Information** form appears with *Issued* status as shown in **Figure 1.10-2**.



GATE PASS INFORMATION
STATUS : ISSUED

Gate Pass No.	REL-GP-B1F-07-2016-000180	Requested Date	19-07-2016
Trip Type	<input checked="" type="radio"/> Single <input type="radio"/> Multiple	Issued Date	16-08-2016
Number of Trips	<input type="text" value="1"/>	Total Completed Trips	<input type="text"/>
Entry Customs Station	3M MALAYSIA S.B.	Exit Customs Station	3M MALAYSIA S.B.
Total Entry Weight	<input type="text" value="0.000"/>	Total Entry Quantity	<input type="text" value="0"/>
Total Exit Weight	<input type="text" value="0.000"/>	Total Exit Quantity	<input type="text" value="0"/>

VEHICLE INFORMATION

Vehicle Plate No.	VH2423	Vehicle Model	
Vehicle Type	Jack	Engine Number	En232
Chassis No.	<input type="text"/>	Owner Name	Mr
Seal No	<input type="text"/>		

DRIVER INFORMATION

ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC/Passport No.	23245 Amend
Driver Name	Ajay	Driver License No.	34543534
Driver Nationality	Name		
Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

GATE PASS DETAILS

No.	Gate Pass Detail No.	Trip Number	Expected Entry Date	Expected Exit Date	Actual Entry Date	Actual Exit Date	Total Weight	Total Quantity	Status
1	REL-GD-B1F-07-2016-000452	1	20-07-2016	21-07-2016	24-06-2015	24-06-2015	0.00	0.000000	Issued

Print
Request for Cancel
Cancel

Figure 1.10-2: Gate Pass Details – Issued

2. In the **Gate Pass Details** section click to open the corresponding *Gate Pass Detail No.* record in *Issued* status.

The **Gate Pass Details** form appears with *Issued* status as shown in **Figure 1.10-3**.



GATE PASS DETAILS STATUS : ISSUED

Gate Pass Detail No. **REL-GD-B1F-08-2016-000003** Gate Pass No. **REL-GP-B1F-08-2016-000002**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle Gate No.

Release By * Not Applicable Source * Not Applicable

Rejection Notice Purpose of Gate Pass Select

Expected Entry Date & Time * 29-08-2016 22 25 Actual Entry Date & Time 00 00

Container Number Lane Id

Officer Id System

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 Gate No.

Release By * Not Applicable Source * Not Applicable

Rejection Notice Purpose of Gate Pass Select

Expected Exit Date & Time * 31-08-2016 00 00 Actual Exit Date & Time 00 00

Container Number Lane Id

Officer Id System

Exit Remarks

Levy Not Applicable

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

Figure 1.10-3: Gate Pass Details – Cancel Trip

3. Click **Cancel Trip** to send the request for cancellation of Gate Pass Details.

The **Gate Pass Details** form refreshes with *Requested for Cancellation* status as shown in **Figure 1.10-4**.



GATE PASS DETAILS
STATUS : REQUESTED FOR CANCELLATION

Gate Pass Detail No.	REL-GD-B1F-08-2016-000003	Gate Pass No.	REL-GP-B1F-08-2016-000002
Trip Number	1		
Remarks			

ENTRY DETAILS

<input checked="" type="checkbox"/> Is Empty Vehicle	Gate No.	<input type="text"/>
Release By	Source	<input type="text"/>
Rejection Notice	Purpose of Gate Pass	<input type="text"/>
Expected Entry Date & Time	Actual Entry Date & Time	<input type="text"/>
Container Number	Lane Id	<input type="text"/>
Officer Id	<input type="text"/>	
Entry Remarks		
<input checked="" type="checkbox"/> Levy Not Applicable <input checked="" type="checkbox"/> I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.		

EXIT DETAILS

<input checked="" type="checkbox"/> Is Empty Vehicle	Gate No.	<input type="text"/>
Release By	Source	<input type="text"/>
Rejection Notice	Purpose of Gate Pass	<input type="text"/>
Expected Exit Date & Time	Actual Exit Date & Time	<input type="text"/>
Container Number	Lane Id	<input type="text"/>
Officer Id	<input type="text"/>	
Exit Remarks		
<input checked="" type="checkbox"/> Levy Not Applicable <input checked="" type="checkbox"/> I hereby declare that there are no dutiable or non-dutiable goods conveyed in this lorry.		

Figure 1.10-4: Gate Pass Details – Requested for Cancellation



B. Licensed/Registered Carrier

The features accessible to the Licensed or Registered Carrier are explained in the following sections.

1.11 Create Gate Pass

To know how to create Gate Pass, refer section **1.3 Create Gate Pass**.

1.11.1 Create Gate Pass Details

To know how to create Gate Pass Details, refer section **1.3.1 Create Gate Pass Details**.

1.11.2 Associate Entry Reference Declarations

To know how to associate Entry Reference Declarations, refer section **1.3.2 Associate Entry Reference Declarations**.

1.11.3 Associate Exit Reference Declarations

To know how to associate Exit Reference Declarations, refer section **1.3.3 Associate Exit Reference Declarations**.

1.11.4 Associate Items/Container Information

To know how to associate Items/Container Information, refer section **1.3.4 Associate Items/Container Information**.

1.11.5 Submit Gate Pass Details

To know how to submit Gate Pass details, refer section **1.3.5 Submit Gate Pass Details**.



1.12 Submit Gate Pass

To know how to submit Gate Pass, refer section **1.4 Submit Gate Pass**.

1.13 Print Gate Pass

To know how to print Gate Pass, refer section **1.5 Print Gate Pass**.

1.14 View Remarks History

To know how to view Remarks History, refer section **1.6 View Remarks History**.

1.15 Close Gate Pass Information

To know how to close Gate Pass Information, refer section **1.7 Close Gate Pass Information**.

1.16 Request for Gate Pass Details Amendment

To know how to request for Gate Pass Details Amendment, refer section **1.8 Request for Gate Pass Details Amendment**.

1.17 Request to Cancel Gate Pass

To know how to request to cancel Gate Pass, refer section **1.9 Request to Cancel Gate Pass**.

1.18 Request to Cancel Gate Pass Details

To know how to request to cancel Gate Pass Details, refer section **1.10 Request to Cancel Gate Pass Details**.



C. Warehouse Operator

Warehouse Operator can acknowledge or return the Gate Pass Amendment and Gate Pass Details Amendment for correction as explained in the following sections.

1.19 Acknowledge/Return Gate Pass Details Amendment for Correction

Warehouse Operator can acknowledge or return the Gate Pass details for correction if Licensed or Registered Carrier, or Trader or Forwarding Agent amends the Gate Pass Details, when the Gate Pass is in *Closed* status. Once the Warehouse Operator acknowledges the Gate Pass details, the request is forwarded to CEA Officer for approval. If the Warehouse Operator returns the request for correction, then the Gate Pass, Gate Pass Details and Declaration status change to the previous state.

Note: *Remarks* are mandatory to approve or return the Gate Pass details for correction.

To acknowledge or return the Gate Pass Details Amendment for correction:

1. In the **Inbox Notifications**, click **Closed Gate Pass Request for Amendment** message as shown below.



Figure 1.19-1: Closed Gate Pass Amendment – 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 **Gate Pass has been sent for Amendment Request List Inbox** appears with From, Subject, Requested Date and Reference columns as shown in **Figure 1.19-2**.



From	Subject	Received date	Reference
Falcon Group bhd - Falcon Group	Gate Pass has been sent for Amendment Request	25-08-2016 18:26:45	REL-GP-B1F-08-2016-000195
Falcon Group bhd - Falcon Group	Gate Pass has been sent for Amendment Request	24-08-2016 12:31:26	REL-GP-B1F-08-2016-000192

Figure 1.19-2: Gate Pass Amendment Request – List Inbox

2. Click the [Reference](#) number of the Gate Pass Amendment request.

The **Gate Pass Information** form appears.

3. In the **Gate Pass Details** section, click  to open the corresponding *Gate Pass Detail No.* record in *Requested for Amendment* status.

The **Gate Pass Details** form appears with *Requested for Amendment* status as shown in **Figure 1.19-3**.



GATE PASS DETAILS
STATUS : REQUESTED FOR AMENDMENT

Gate Pass Detail No. **REL-GD-B1F-08-2016-000473** Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Quantity

Rejection Notice

Expected Entry Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Entry Remarks

Levy Not Applicable

Gate No.

Source * Import Declaration

Purpose of Gate Pass * Carry Released Goods

Actual Entry Date & Time 25-08-2016 18 18

Lane Id

ENTRY REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002783-08-2016	Import Bill	25-08-2016	Falcon Group bhd	<input type="checkbox"/>	Closed	Associate Item / Container Information

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

EXIT DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Exit Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Exit Remarks

Levy Not Applicable

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

Figure 1.19-3: Gate Pass Details – WO Acknowledgement

4. Enter *Remarks* and click **WO Acknowledgment** to acknowledge the Gate Pass details amendment.



The **Gate Pass Information** form refreshes with *WO Acknowledged* status as shown in **Figure 1.19-4**.

GATE PASS DETAILS
STATUS : **WO ACKNOWLEDGED**

Gate Pass Detail No. **REL-GD-B1F-08-2016-000473** Gate Pass No. **REL-GP-B1F-08-2016-000195**

Trip Number **1**

Remarks

ENTRY DETAILS

Is Empty Vehicle

Release By * Quantity

Rejection Notice

Expected Entry Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Entry Remarks

Levy Not Applicable

Gate No.

Source * Import Declaration

Purpose of Gate Pass * Carry Released Goods

Actual Entry Date & Time 25-08-2016 18 18

Lane Id

ENTRY REFERENCE DECLARATIONS

No.	Declaration Number	Declaration Type	Declaration Date	Consignee Name	Declaration in Full	Status	
1	B1F-I-002783-08-2016	Import Bill	25-08-2016	Falcon Group bhd	<input type="checkbox"/>	Closed	Associate Item / Container Information

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

EXIT DETAILS

Is Empty Vehicle

Release By * Not Applicable

Rejection Notice

Expected Exit Date & Time * 30-08-2016 05 05

Container Number

Officer Id System

Exit Remarks

Levy Not Applicable

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

Back

Figure 1.19-4: Gate Pass Details – WO Acknowledged



Note:

- Click **Return for Correction** to return the Gate Pass details for correction.
- If the Warehouse Operator returns the request for correction, then the Gate Pass, Gate Pass Details and Declaration status change to the previous state.

1.20 Acknowledge/Return Gate Pass Amendment for Correction

Warehouse Operator can acknowledge or return the Gate Pass Information for correction if Licensed or Registered Carrier, Trader or Forwarding Agent amends the Gate Pass, when the Gate Pass is in *Closed* status. Once the Warehouse Operator acknowledges the Gate Pass Information, the request is forwarded to CEA Officer for approval. If the Warehouse Operator returns the request for correction, then the Gate Pass, Gate Pass Details and Declaration status change to the previous state.

The process to acknowledge the Gate Pass Information Amendment is same as the Acknowledge or Return Gate Pass Details Amendment for Correction. For more details, refer section **1.19 Acknowledge/Return Gate Pass Details Amendment for Correction**.

1.21 Module Summary

This module provides detailed description of all the features of Release Module such as creating the Gate Pass Information, Gate Pass Details and submitting the Gate Pass Information.

Following is a summary of the activities detailed in this chapter:

Trader/Forwarding Shipping Agent

- Create Gate Pass.
 - Create Gate Pass Details.
 - Associate Entry Reference Declarations.
 - Associate Exit Reference Declarations.
 - Associate Items or Container Information.
 - Submit Gate Pass Details.



- Submit Gate Pass.
- Print Gate Pass.
- View Remarks History.
- Close Gate Pass Information.
- Request for Gate Pass Details Amendment.
- Request to Cancel Gate Pass.
- Request to Cancel Gate Pass Details.

Licensed/Registered Carrier

- Create Gate Pass.
 - Create Gate Pass Details.
 - Associate Entry Reference Declarations.
 - Associate Exit Reference Declarations.
 - Associate Items or Container Information.
 - Submit Gate Pass Details.
- Submit Gate Pass.
- Print Gate Pass.
- View Remarks History.
- Close Gate Pass Information.
- Request for Gate Pass Details Amendment.
- Request to Cancel Gate Pass.
- Request to Cancel Gate Pass Details.

Warehouse Operator

- Acknowledge or Return Gate Pass Details Amendment for Correction.
- Acknowledge or Return Gate Pass Amendment for Correction.



QUICK REFERENCE

uCustoms Window

The screenshot shows the uCustoms web application interface. The header includes the uCustoms logo and navigation menu. The main content area displays 'INBOX NOTIFICATIONS' with a message titled 'Bills Generated' and a count of '1'. Red arrows point from text labels to the 'Modules' menu, the 'Logged in User's Inbox' message, and the 'Message Group with Message' notification.

The Fundamentals

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

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 [Profile Management](#). In the expandable list, click [Preferences](#). In the **Preferences** window, user can change the *Default User Profile*.

To Edit Profile Details: Click [Profile Management](#). In the expandable list, click [Edit Profile](#). User can make the required changes in the Registration form.



Common Features

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 Release module:

1. Trader or Forwarding Agent
 - Create Gate Pass.
 - Create Gate Pass Details.
 - Associate Entry Reference Declarations.
 - Associate Exit Reference Declarations.
 - Associate Items or Container Information.
 - Submit Gate Pass Details.
 - Submit Gate Pass.
 - Print Gate Pass.



- View Remarks History.
 - Close Gate Pass Information.
 - Request for Gate Pass Details Amendment.
 - Request to Cancel Gate Pass.
 - Request to Cancel Gate Pass Details.
2. Licensed or Registered Carrier
- Create Gate Pass.
 - Create Gate Pass Details.
 - Associate Entry Reference Declarations.
 - Associate Exit Reference Declarations.
 - Associate Items or Container Information.
 - Submit Gate Pass Details.
 - Submit Gate Pass.
 - Print Gate Pass.
 - View Remarks History.
 - Close Gate Pass Information.
 - Request for Gate Pass Details Amendment.
 - Request to Cancel Gate Pass.
 - Request to Cancel Gate Pass Details.
3. Warehouse Operator
- Acknowledge or Return Gate Pass Details Amendment for Correction.
 - Acknowledge or Return Gate Pass Amendment for Correction.

Functions

How to Create Gate Pass?

On the **Release** menu, click **Gate Pass** → click **Gate Pass Application** submenu. In the **Gate Pass List**, click . In the **Gate Pass Information** form, enter all the mandatory fields → Click **Create**.

The **Gate Pass Information** form status changes from *New* to *Created*.

How to Create Gate Pass Details?

On the **Gate Pass Information** form, in the **Gate Pass Details** section, click . In the **Gate Pass Details** form, enter all the mandatory fields → Click **Create**.

The **Gate Pass Details** form status changes from *New* to *Created*.

How to Associate Entry or Exit Reference Declarations?

On the **Gate Pass Details** form, in the **Entry or Exit Reference Declarations** section, click . In the **Declaration List**, select the check box corresponding to the *Declaration Number* and click  to save the selection.

The **Gate Pass Details** form refreshes with the associated Entry or Exit Reference Declarations.

How to Associate Items or Container Information?

On the **Gate Pass Details** form, in the **Entry or Exit Reference Declaration List** section, click [Associate](#)



[Items/Containers](#) to associate Items or Containers Information. In the **Items List**, select the check box corresponding to the *Item Code* and click . Enter the *Processed Weight* or *Processed Quantity* to be released and click to save the item details.

The **Gate Pass Details** form refreshes with the associated Items or Containers Information.

How to Submit Gate Pass Details?

In the **Gate Pass Details** form, after entering all the mandatory fields → Click **Submit**.

The **Gate Pass Details** form status changes from *Created* to *Submitted*.

How to Submit Gate Pass?

In the **Gate Pass Information** form, after entering all the mandatory fields → Click **Submit**.

The **Gate Pass Information** form status changes from *Created* to *Submitted*.

How to Print Gate Pass?

In the **Gate Pass List**, click to open the corresponding *Gate Pass No.* record in the *Issued* status. In the **Gate Pass Information** form → click **Print**.

The **Gate Pass Information** form available for printing is displayed.

How to View Remarks History?

In the **Gate Pass Information** or **Gate Pass Details** form, click next to *Remarks* field text box to view the Remarks History.

The **Remarks History** pop-up window appears with the Remarks details.

How to Close Gate Pass Information?

In the **Gate Pass List**, click to open the corresponding *Gate Pass No.* record in *Awaiting Closure* status. In the **Gate Pass Information** form → Click **Close Gate Pass** to complete the Gate Pass Information closure.

The **Gate Pass Details** form status changes from *Awaiting for Closure* to *Closed*.

How to Request for Gate Pass Details Amendment?

In the **Gate Pass List**, click to open the corresponding *Gate Pass No.* record in *Closed* status. On the **Gate Pass Information** form, in the **Gate Pass Details** section → Click to open the corresponding *Gate Pass Detail No.* record in *Exited* status. In the **Gate Pass Details** form, modify the details → Click **Save**.

The **Gate Pass Details** form refreshes with *Amended* status.

Click **Request for Amendment**.

The **Gate Pass Details** form status changes from *Amended* to *Requested for Amendment*.

How to Request to Cancel Gate Pass?

In the **Gate Pass List**, click to open the corresponding *Gate Pass No.* in *Issued* Status. In the **Gate Pass Information** form → Click **Request for Cancel**.

The **Gate Pass Details** form status changes from *Issued* to *Requested for Cancellation*.



How to Request to Cancel Gate Pass Details?

In the **Gate Pass List**, click  to open the corresponding *Gate Pass No.* record in *Issued* Status. On the **Gate Pass Information** form, in the **Gate Pass Details** section → Click  to open the corresponding *Gate Pass Detail No.* record in *Issued* status → In the **Gate Pass Details** form → click **Cancel Trip**.
The **Gate Pass Details** form status changes from *Issued* to *Requested for Cancellation*.

How to Acknowledge or Return Gate Pass or Gate Pass Details Amendment for Correction?

In the **Inbox Notifications**, click **Closed Gate Pass Request for Amendment** → Click [Reference](#) number. → On the **Gate Pass Information** form:

To acknowledge:

In the **Gate Pass Details** section, click  to open the corresponding *Gate Pass Detail No.* record in *Requested for Amendment* status → Click **WO Acknowledgement**.
The **Gate Pass Details** form status changes from *Requested For Amendment* to *WO Acknowledged*.

To return for correction:

In the **Gate Pass Details** section, click  to open the corresponding *Gate Pass Detail No.* record in *Requested for Amendment* status → Click **Return for Correction**.
The **Gate Pass Details** form status changes from *Requested For Amendment* to *Returned for Correction*.



GLOSSARY

Bill of Lading (BL) – It is a document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge.

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 to import cargo.

Full Container Load (FCL) – It is an arrangement whereby Shipper utilizes all the space in a container packed by them.

Loose Container Load (LCL) – Cargo in which quantity is less than required for the application of a container load rate.

Release/Clearance– Providing permission to release the imported or exported goods into or from the country's Customs area, after completing all the required inspections and verifications by Customs.



INDEX

B

Brilliance Information Sdn. Bhd., 2, 3
Brinfo, 3

G

Goods and Services Tax, 3
GST, 3

I

ICS, 3

M

MicroClear®, 3

P

Project Management Office, 2

R

Royal Malaysian Customs Department, 2

U

Uniform resource locator
URL, 9