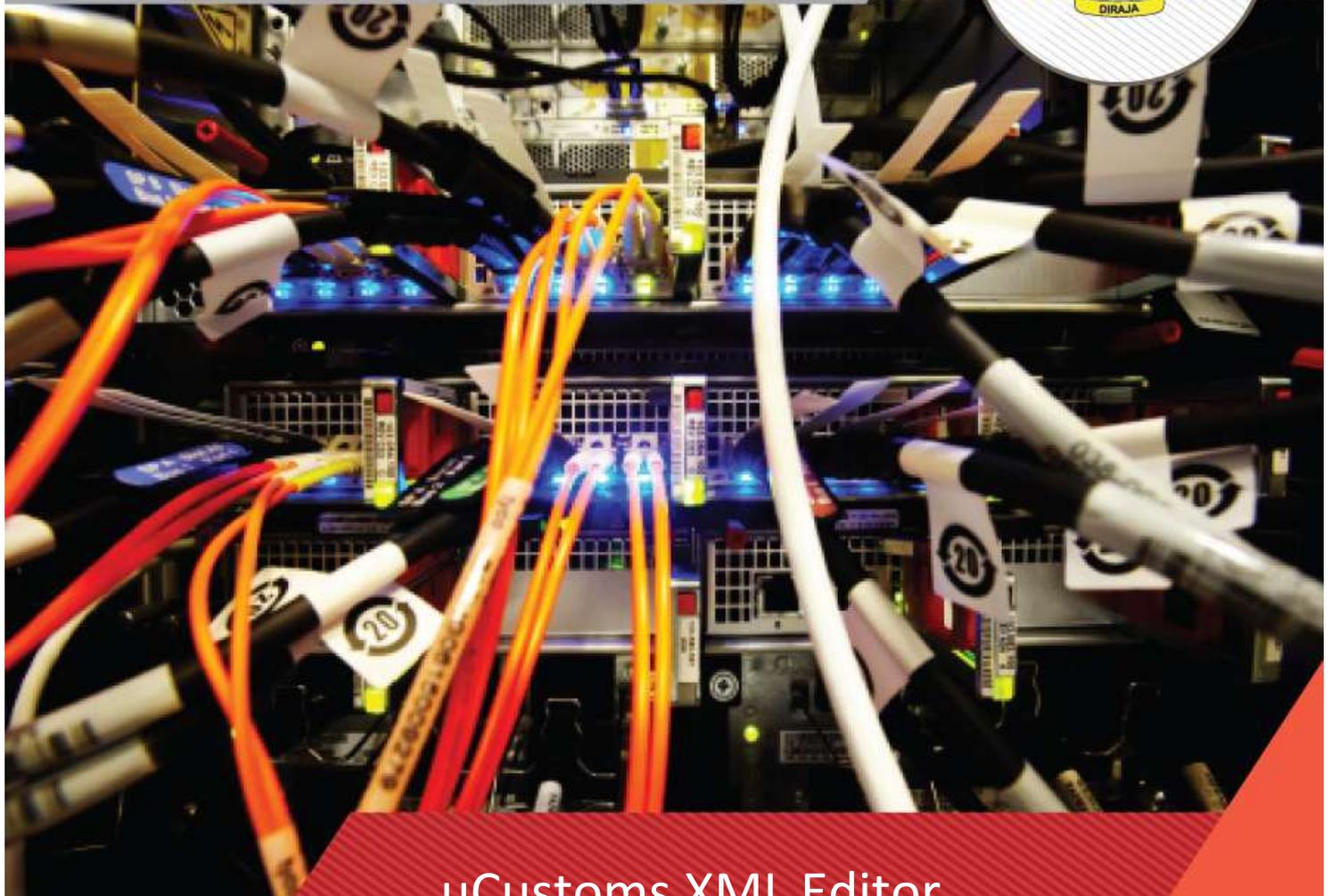


ROYAL MALAYSIAN CUSTOMS DEPARTMENT



uCustoms XML Editor

uCustoms

USER MANUAL – UCUSTOMS

XML EDITOR

05 Apr 2019 / Issue 4.1





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References

None.

Abbreviations

BLS	Bill of Lading Line
PC	Personal Computer
STA	Strategic Trade Act
XML	Extensible Markup Language

Definitions

Brinfo	Referring to Brilliance Information Sdn. Bhd.
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About This Manual

This guide was created as a quick reference to get the user to immediately access the uCustoms XML Editor within a short period of time.

The guide includes system requirements and brief overviews of each of the main functions; Journey, Manifest, Declaration. Contents of this document includes the installation guide, basic functions, accessing ready-made templates and creating new data entry forms.

System Requirement

Hardware Requirement (Minimum Requirement):

- Computer and processor : 1 GHz or faster processor
- Memory (RAM) 128 MB
- Hard disk 100 MB of available hard disk space (x86/x64)
- Display 1366 × 768

Software Requirement:

- Windows 7 SP1 (x86 and x64)
- Windows 8 (x86 and x64)
- Windows 8.1 (x86 and x64)
- Windows 10
- Windows Server 2008 R2 SP1 (x64)
- Windows Server 2012 (x64)
- Windows Server 2012 R2 (x64)



1. INTRODUCTION

This User Manual for uCustoms XML Editor is provided as part uCustoms project as an alternative platform for traders and shipping agents to prepare Customs manifest and declarations due to unavailability of the uCustoms web application services.

The XML Editor is a program, downloadable via uCustoms system which can be installed in any personal computer (PC). Data entered through this application can be converted/transformed into a predefined XML format which can be uploaded to the uCustoms system through the facility provided in the uCustoms system.

1.1 Objective

The objectives of this document is to provide a detailed step-by-step guide on how to systematically use the uCustoms XML Editor.



2. INSTALLATION OF UCUSTOMS XML EDITOR

This chapter describes on how to install the uCustoms XML Editor application. To install the application, user must meet the minimum system requirements.

Note: Microsoft .NET Framework 4.6.1 is required to run the uCustoms XML Editor application. If the operating system does not have the Microsoft .NET Framework, the application launcher will proceed with download and installing the Microsoft .NET Framework, before installing the uCustoms XML Editor.

2.1 Installation Guide

This section describes on how to install the uCustoms XML Editor. Once the user's system meets the system requirements, follow the steps below to install uCustoms XML Editor.

1. In the uCustoms XML Editor Installation wizard, click **Next**.

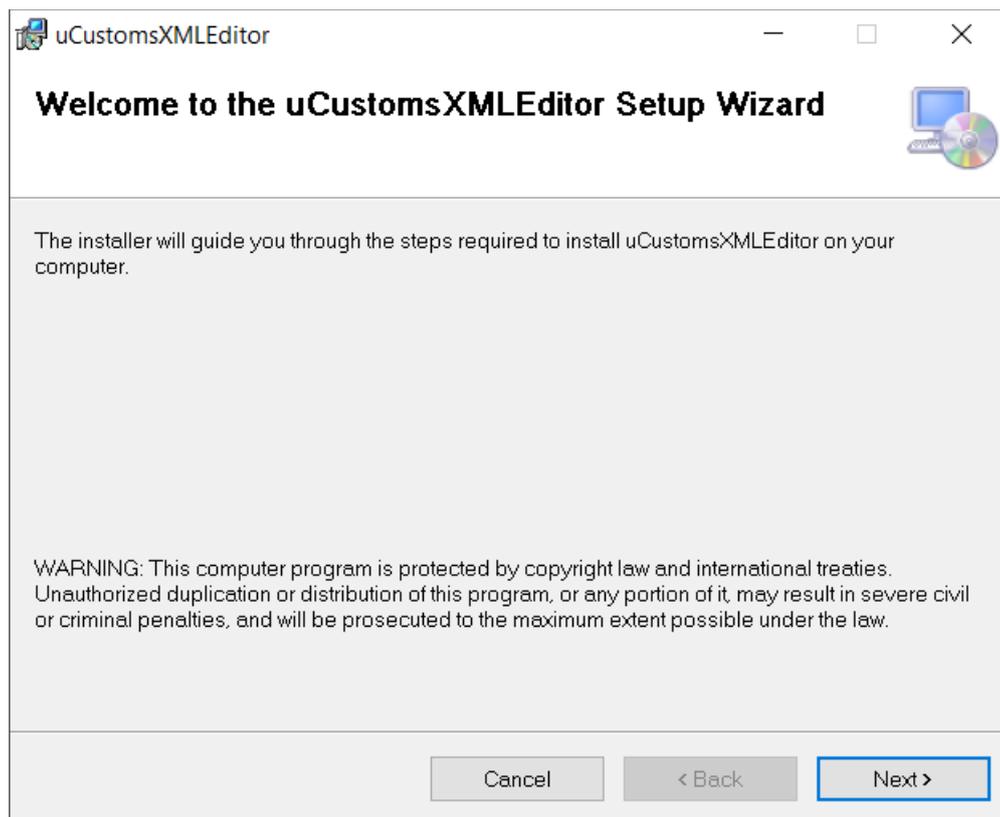


Figure 2.1-1: Installation Setup Wizard

2. Specify the location of the installation, and then click **Next**.

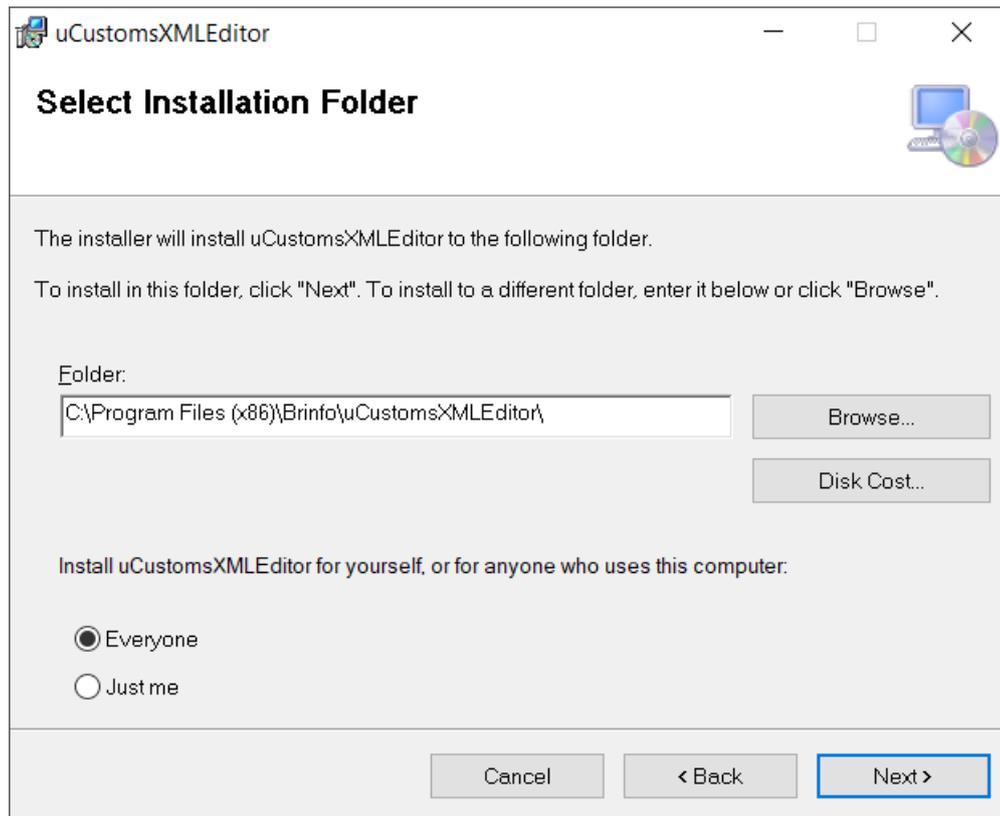


Figure 2.1-2 : Location of Installation

3. Click **Next** to proceed with the installation.

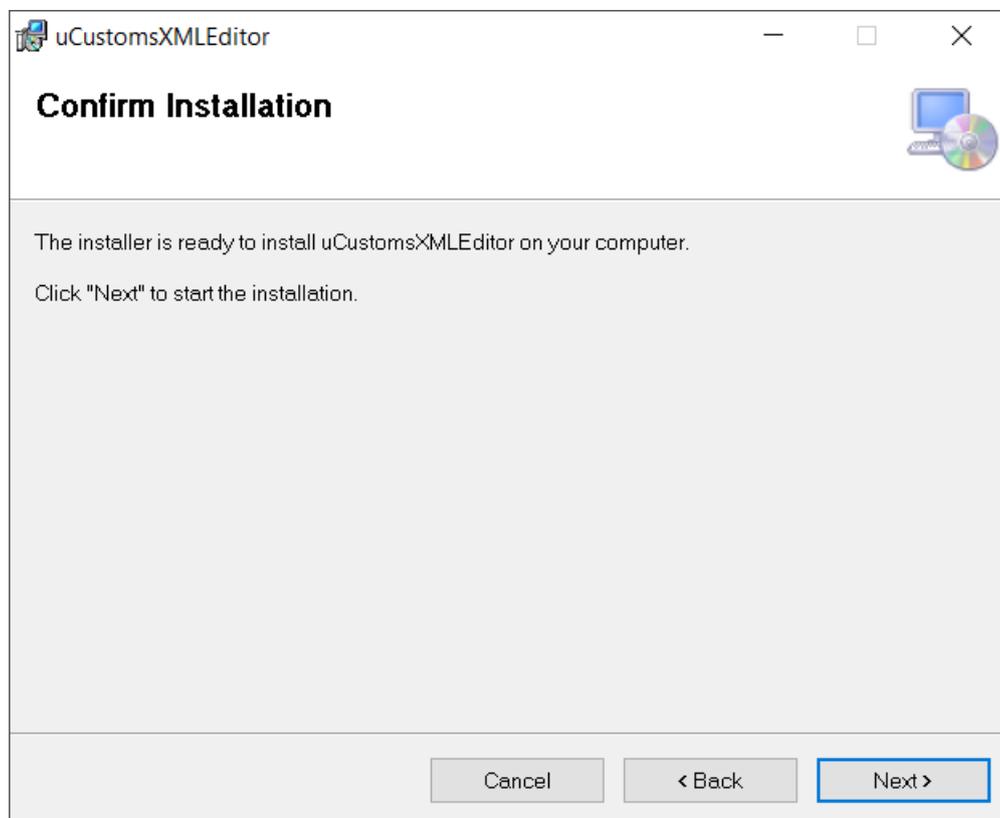


Figure 2.1-3: Confirm Installation

4. Click **Close** to complete the installation.

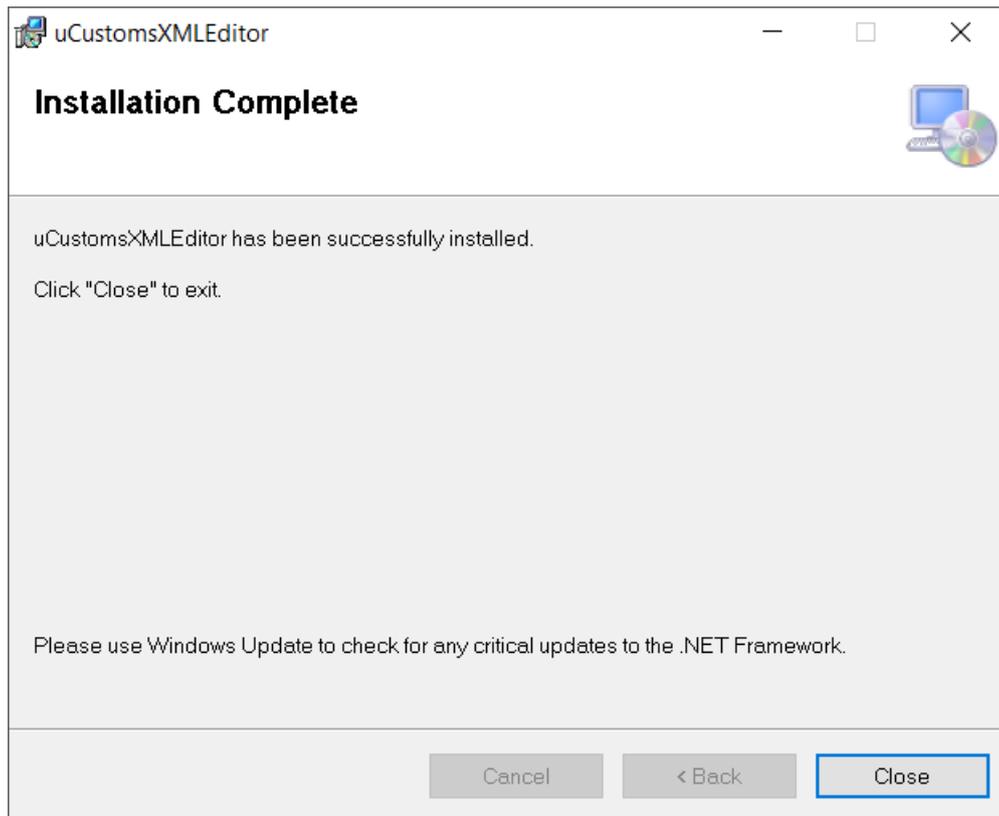


Figure 2.1-4: Installation Complete

5. Now the uCustoms XML Editor is ready to use.

2.2 Repair Installation Guide

This section describes on how to repair the uCustoms XML Editor. Should the user encounter problems with the application, the user has the option to repair the application. Follow the instructions below to repair the uCustoms XML Editor.

1. To get started, launch the application installer. Tick the Repair uCustomsXMLEditor and click Finish.

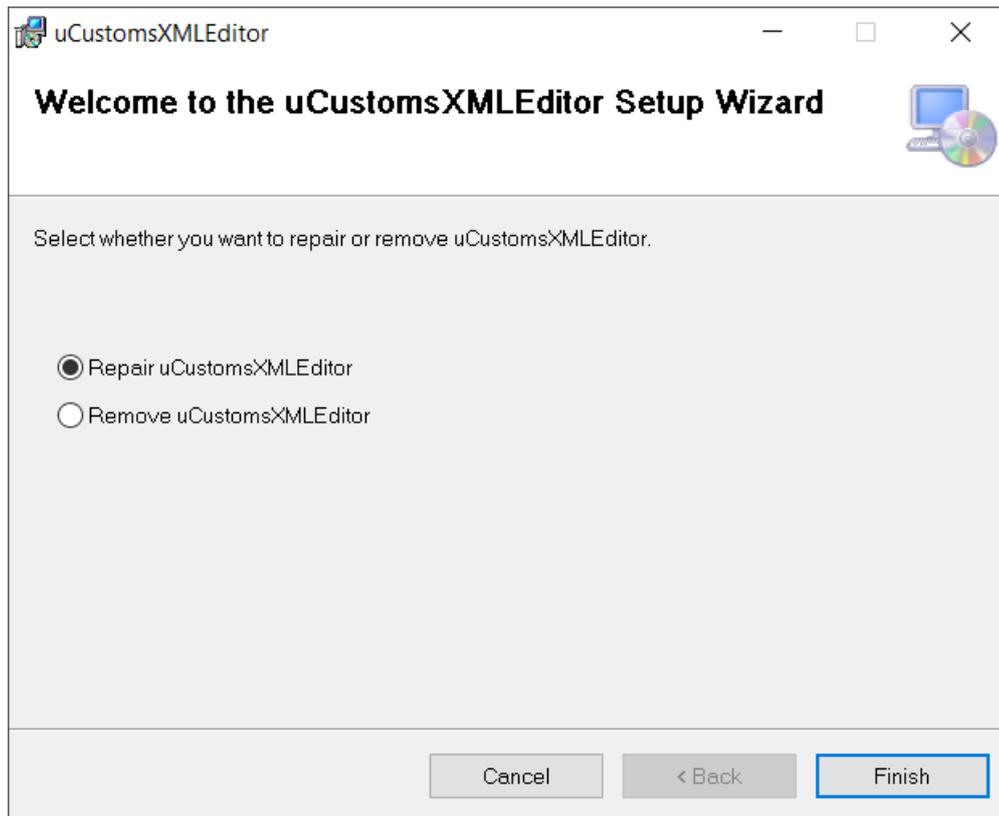


Figure 2.2-1: Repair Installation Main Screen

2. Please wait for the installer to finish the repair operation.

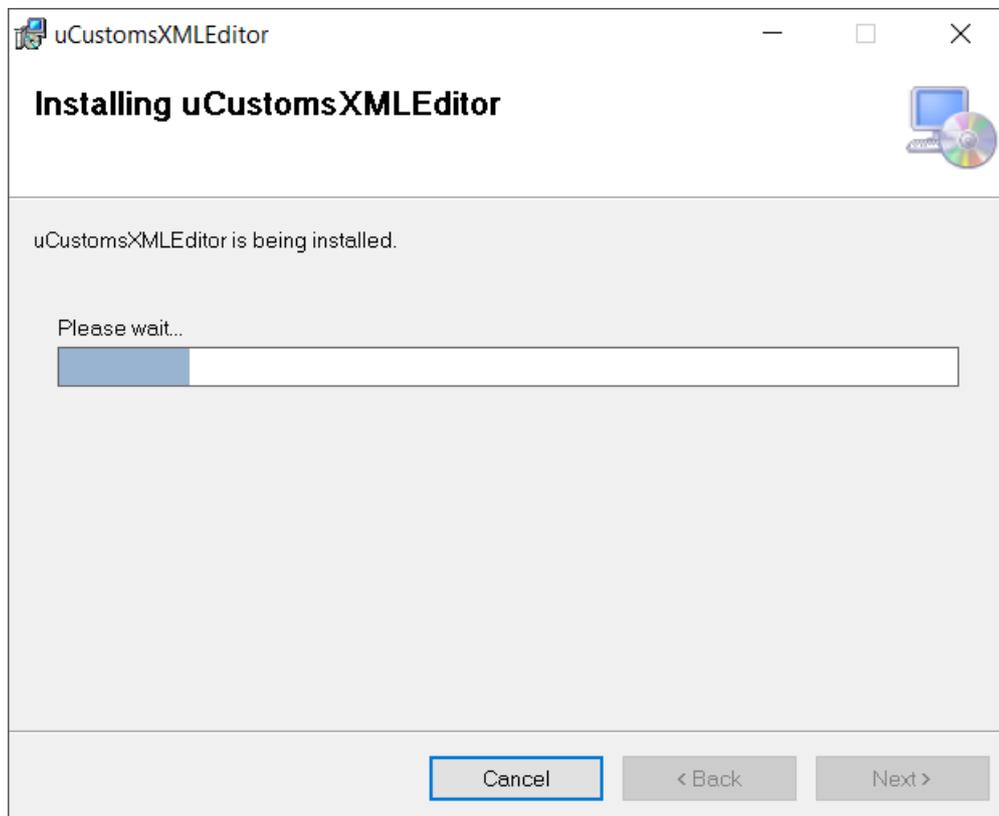


Figure 2.2-2: Repair Installation Loading Screen



3. Click Close to complete the repair.

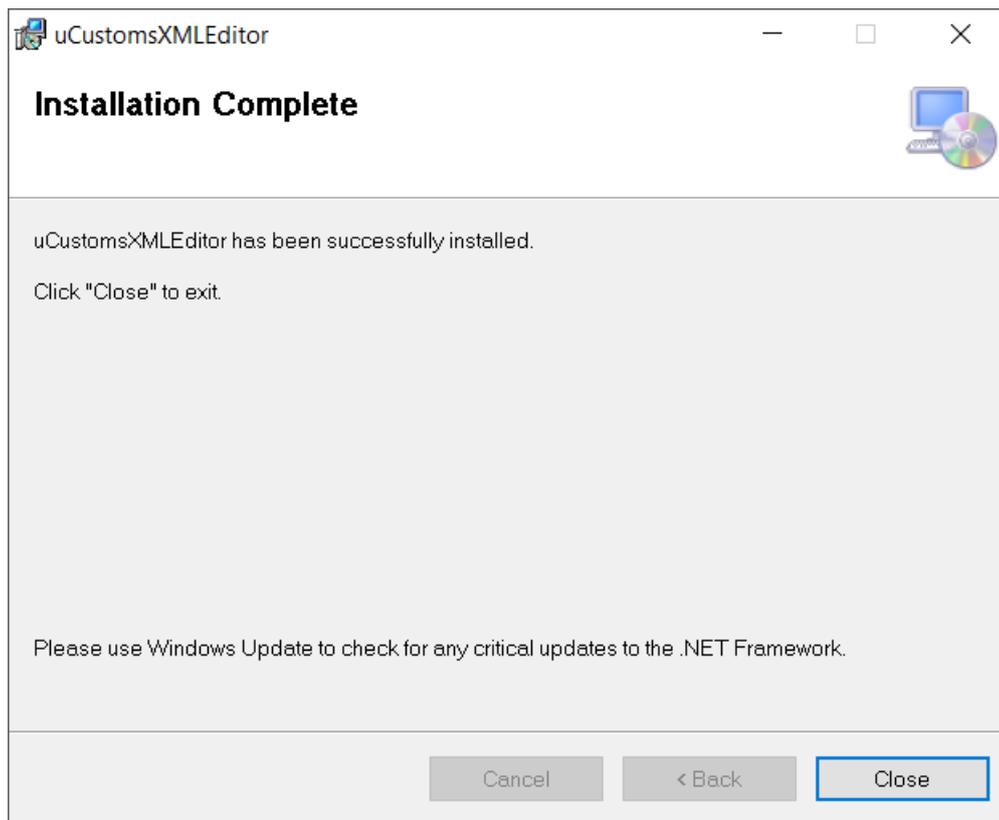


Figure 2.2-3: Repair installation Complete

4. Once the repair is done, the uCustoms XML Editor is ready to be used.

2.3 Uninstall Guide

This section describes on how to uninstall the uCustoms XML Editor. There are 2 ways to uninstall the application:

- i. Through the application installation launcher.
- ii. Manual uninstallation.

2.3.1 Uninstall – Through Application Installation Launcher

1. To get started, launch the application installer. Tick the Remove uCustomsXMLEditor and click Finish.

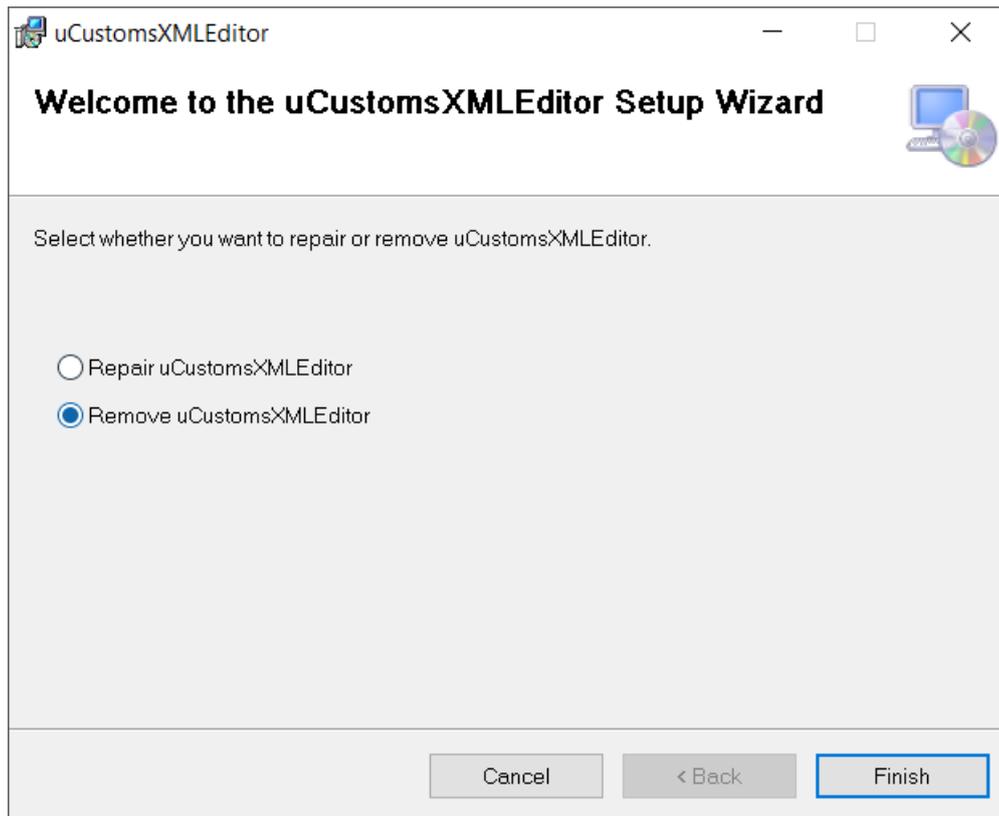


Figure 2.3-1: Uninstallation Main Screen

2. Please wait for the installer to finish the uninstallation.

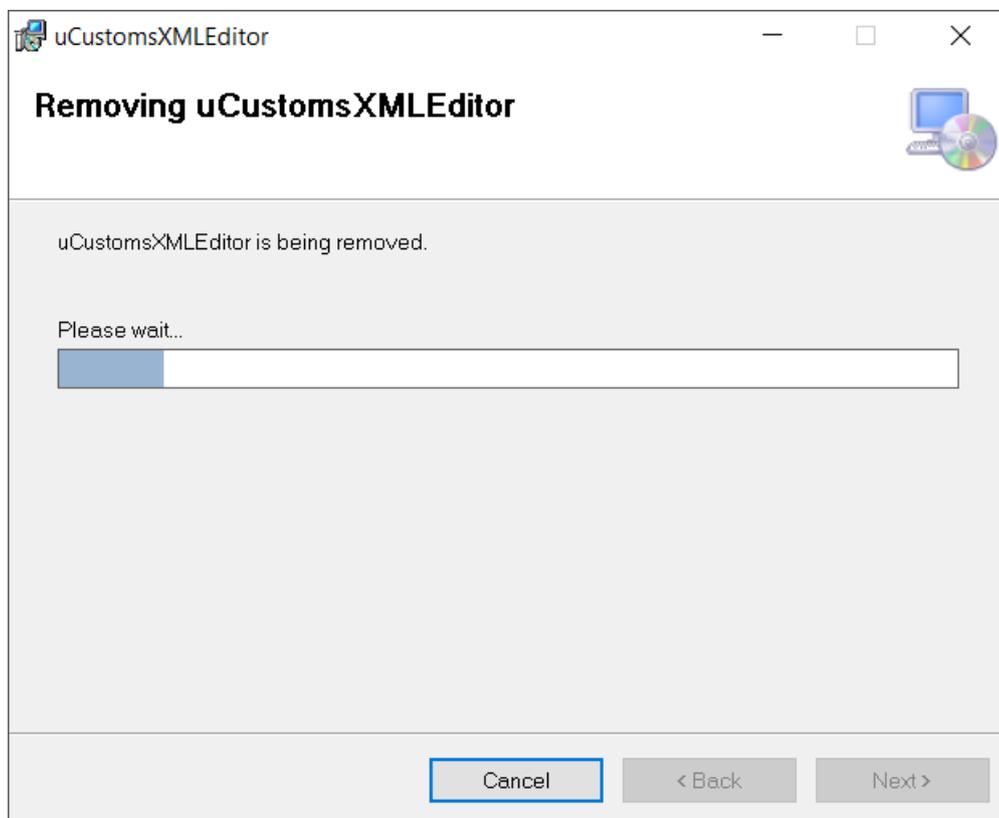


Figure 2.3-2: Uninstallation Loading Screen



3. Click Close to complete the uninstallation.

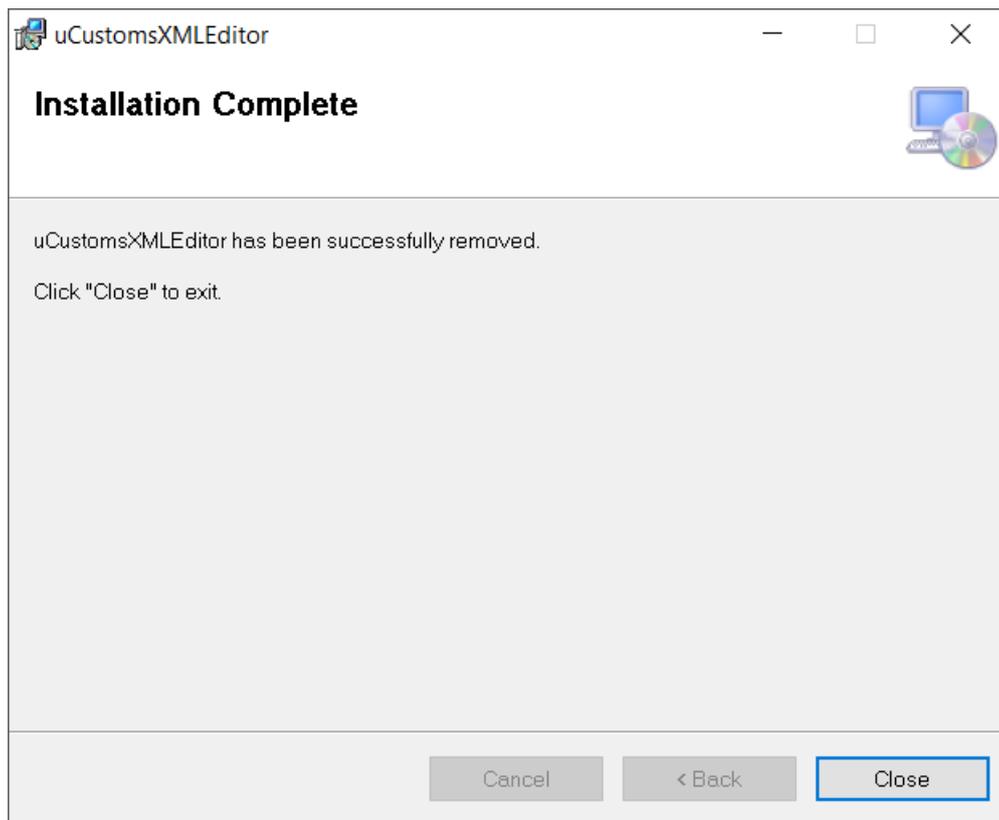


Figure 2.3-3: Uninstallation Complete

4. Once the uninstallation is done, the uCustoms XML Editor is successfully removed from the PC.

2.3.2 Uninstall – Manual Uninstallation

1. To manually uninstall the application, go to the Control Panel of the operating system. Click the Uninstall a program.
2. In the list of programs, locate the uCustomsXMLEditor program.
3. Right-click or press the uninstall button and follow the on-screen prompt to proceed with the uninstallation.



3. BASIC FUNCTIONS

This chapter describes on the basic functions of the uCustoms XML Editor. Before you start the using the application, you need to know the basic functions of the application and how to use the tools available.

3.1 Menu Strip

This section describes the menu strip in the uCustoms XML Editor. The menu strip contains the tabs of all the key functions of the uCustoms XML Editor and also other basic view functions that can be toggle to suit the user's own personal preference. The table below shows the contents in the tabs of the menu strip.

Menu Strip tabs	Contents
File	<ol style="list-style-type: none">i. Template.<ul style="list-style-type: none">• Request Journey.• Amend Journey.• Cancel Journey.• Request Shipment Order.• Request Manifest.• Amend Manifest.• Cancel Manifest.• Request Declaration.• Cancel Declaration.ii. Exit.
Journey	<ol style="list-style-type: none">i. Request Journey.ii. Amend Journey.iii. Cancel Journey.iv. Append Slot Charter.
Shipment Order	<ol style="list-style-type: none">i. Request Shipment Order.
Manifest	<ol style="list-style-type: none">i. Request Manifest.ii. Amend Cancel.iii. Cancel Manifest.
Declaration	<ol style="list-style-type: none">i. Request Declaration.



Menu Strip tabs	Contents
	<ul style="list-style-type: none"> ii. Cancel Declaration.
View	<ul style="list-style-type: none"> i. Toolbar – can be displayed toggled on / off. ii. Status bar – can be displayed toggled on / off. iii. Data Set.
Windows	<ul style="list-style-type: none"> i. Cascade. ii. Tile Vertical. iii. Tile Horizontal. iv. Close All. <p>Note: Any opened form (active and non-active) will be listed. Check mark in the list will indicate the current active data entry form.</p>
Help	<ul style="list-style-type: none"> i. User Manual ii. About

Table 3.1-1: Menu Strip

3.2 Toolbar

This section describes the toolbar of the uCustoms XML Editor. The toolbar contains the application’s main functions that caters to Journey, Manifest, and Declaration. The toolbar also contains other customization functionality such as general setting and display window toggle (Cascade, Tile Vertical and Tile Horizontal). The table below shows the available functions in the toolbar.

Toolbar Functions	Description	Function
	Clear	Clear all the information fields in the data entry form.
	Open	Open a previously created data entry form.
	Save	Save the data entry form.
	Request Journey - CTRL + SHIFT + J	To open a new Request Journey data entry form.
	Amend Journey - CTRL + ALT + J	To open a new Amend Journey data entry form.



Toolbar Functions	Description	Function
	Cancel Journey - ALT + SHIFT + J	To open a new Cancel Journey data entry form.
	Append Slot Charter - CTRL + ALT + C	To open a new Slot Chartered Agent data entry form.
	Shipment Order - CTRL + SHIFT + S	To open a new Shipment Order data entry form.
	Request Manifest - CTRL + SHIFT + M	To open a new Request Manifest data entry form.
	Amend Manifest - CTRL + ALT + M	To open a new Amend Manifest data entry form.
	Cancel Manifest - ALT + SHIFT + M	To open a new Cancel Manifest data entry form.
	Request Declaration - CTRL + SHIFT + D	To open a new Request Declaration data entry form.
	Cancel Declaration - ALT + SHIFT + D	To open a new Cancel Declaration data entry form.
	Data Set	Open the Data Set menu
	Cascade	View all active data entry form in cascade view
	Tile Vertical	View all active data entry form in tile vertical view
	Tile Horizontal	View all active data entry form in tile horizontal
	Close All	Close all the active data entry forms.

Table 3.2-1: Toolbar

3.3 View

This section describes the View function in the menu strip. The View in the menu strip contains the toggle for the toolbar, status bar and the Data Set for the application. The figure below shows the screenshot of main screen containing the toolbar and status bar.

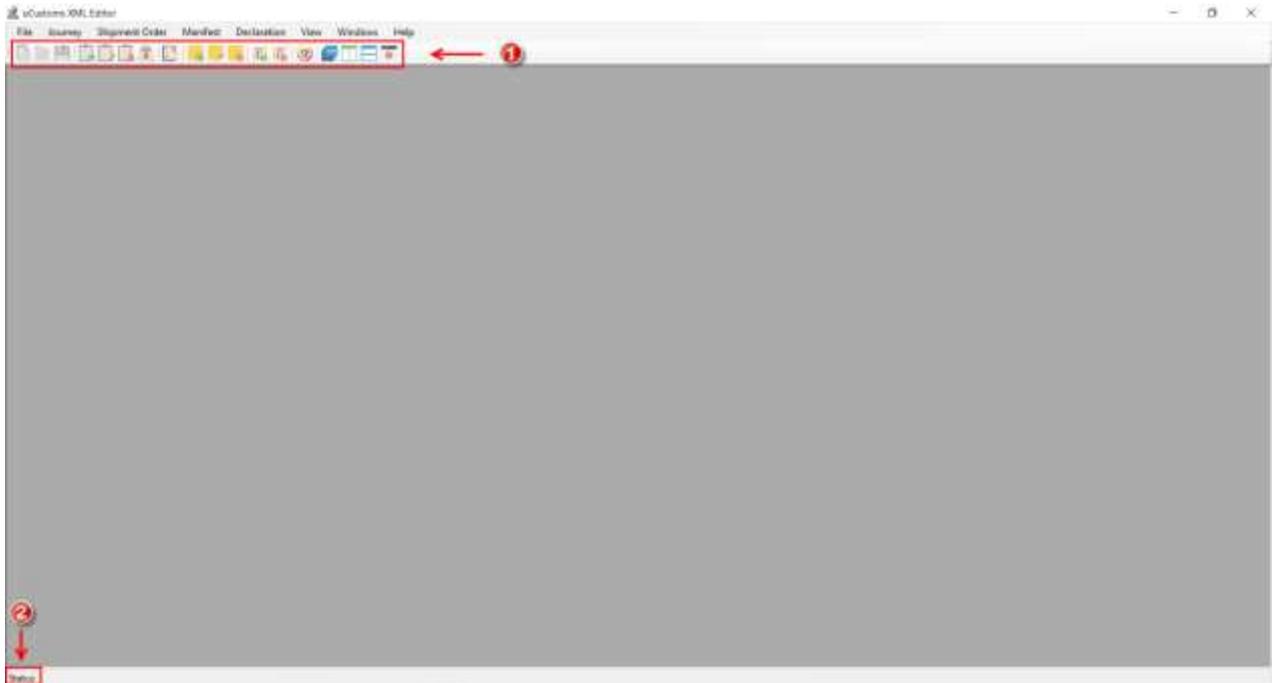


Figure 3.3-1: Toolbar and Status Bar Toggle

1. Toolbar.
2. Status Bar.

The toolbar and the status bar toggle located in the View menu strip, can be toggled on or off, to suit the user's personal preference.

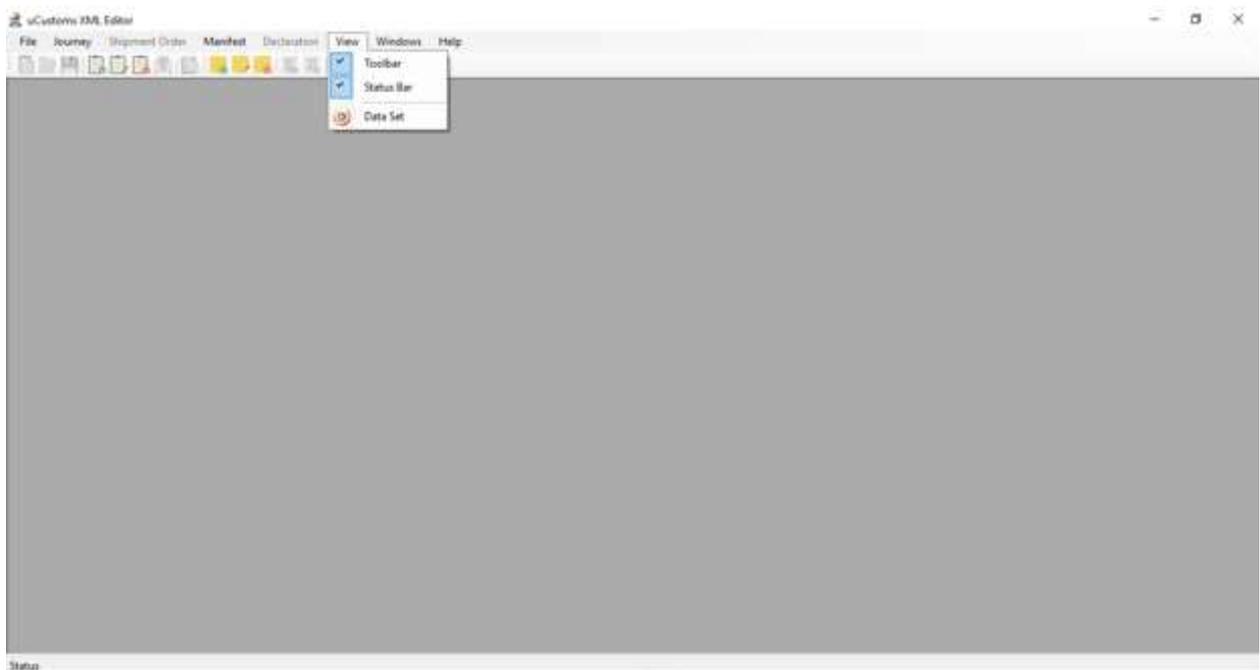


Figure 3.3-2: Toolbar and Status Bar Toggle – View

Note: The checkmark indicate that the Toolbar and Status Bar is currently displayed (toggled on).



The Data Set can also be accessed from the View menu strip. Refer to section 3.5 for more information

3.4 Windows

This section describes the Windows function in the menu strip. The Windows in the menu strip, contains the toggle for how the content tabs will be displayed;

- i. Cascade.
- ii. Tile Vertical.
- iii. Tile Horizontal.
- iv. Close All.

The content tabs can be displayed in 3 different ways, provided that there are multiple tabs currently opened. Close all function will close all the content tabs, therefore any work that have not been saved, should be saved before clicking the close all button.

3.4.1 Cascade

The Cascade view can be accessed through the menu strip by clicking on Windows and selecting Cascade. Alternatively, the function can be accessed by clicking the Cascade button  on the toolbar. The figure below shows the content tabs displayed in Cascade view.

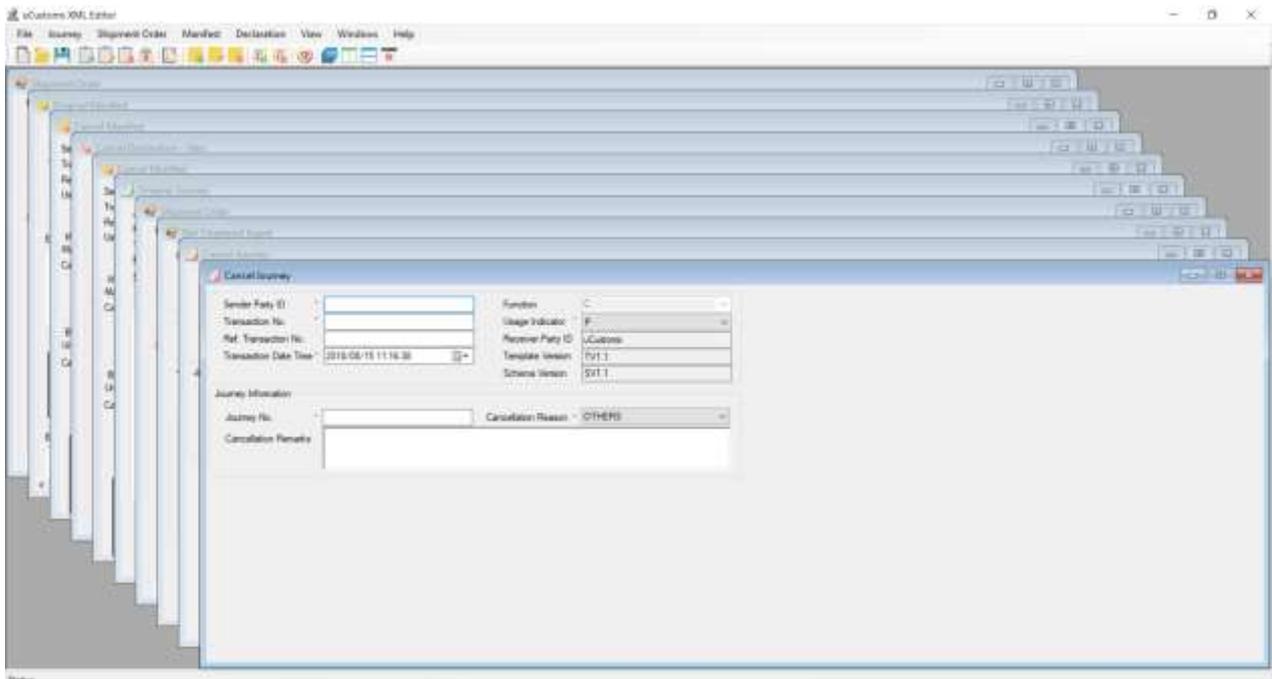


Figure 3.4-1: Cascade View



3.4.2 Tile Vertical

The Tile Vertical view can be accessed through the menu strip by clicking on Windows and selecting Tile Vertical. Alternatively, the function can be accessed by clicking the Tile Vertical button  on the toolbar. The figure below shows the content tabs displayed in Tile Vertical view.

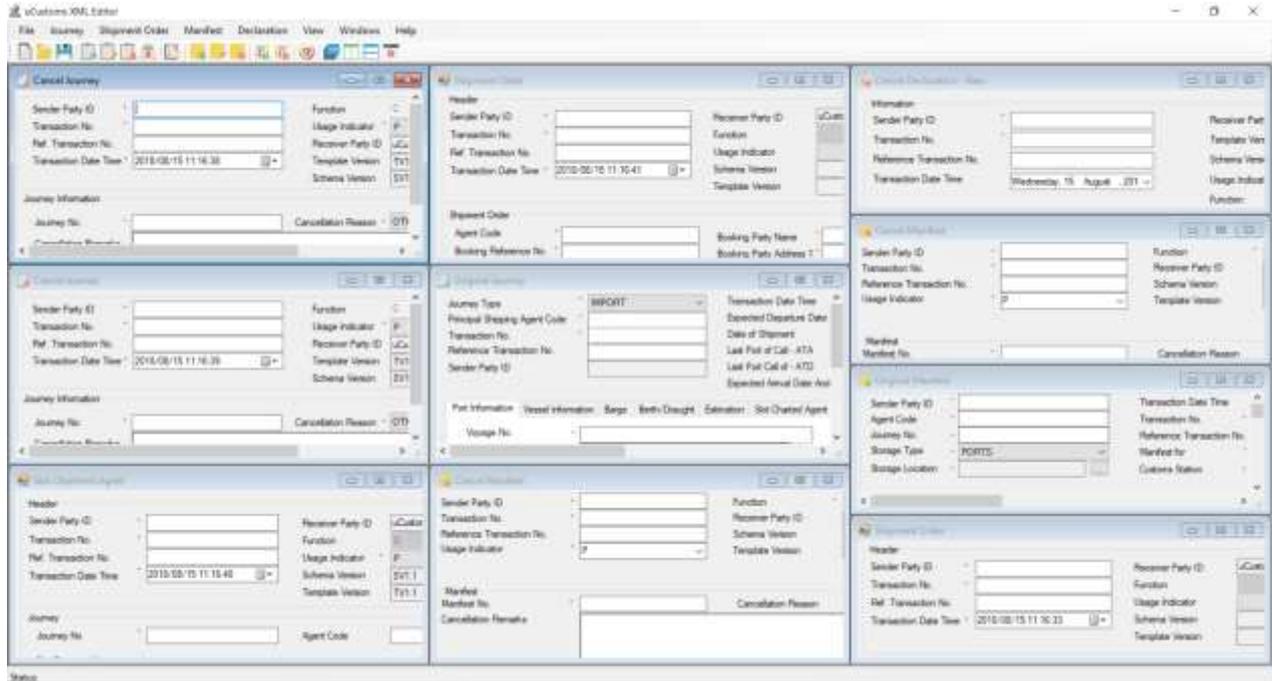


Figure 3.4-2: Tile Vertical View

3.4.3 Tile Horizontal

The Tile Horizontal view can be accessed through the menu strip by clicking on Windows and selecting Tile Horizontal. Alternatively, the function can be accessed by clicking the Tile Horizontal button  on the toolbar. The figure below shows the content tabs displayed in Tile Horizontal view.

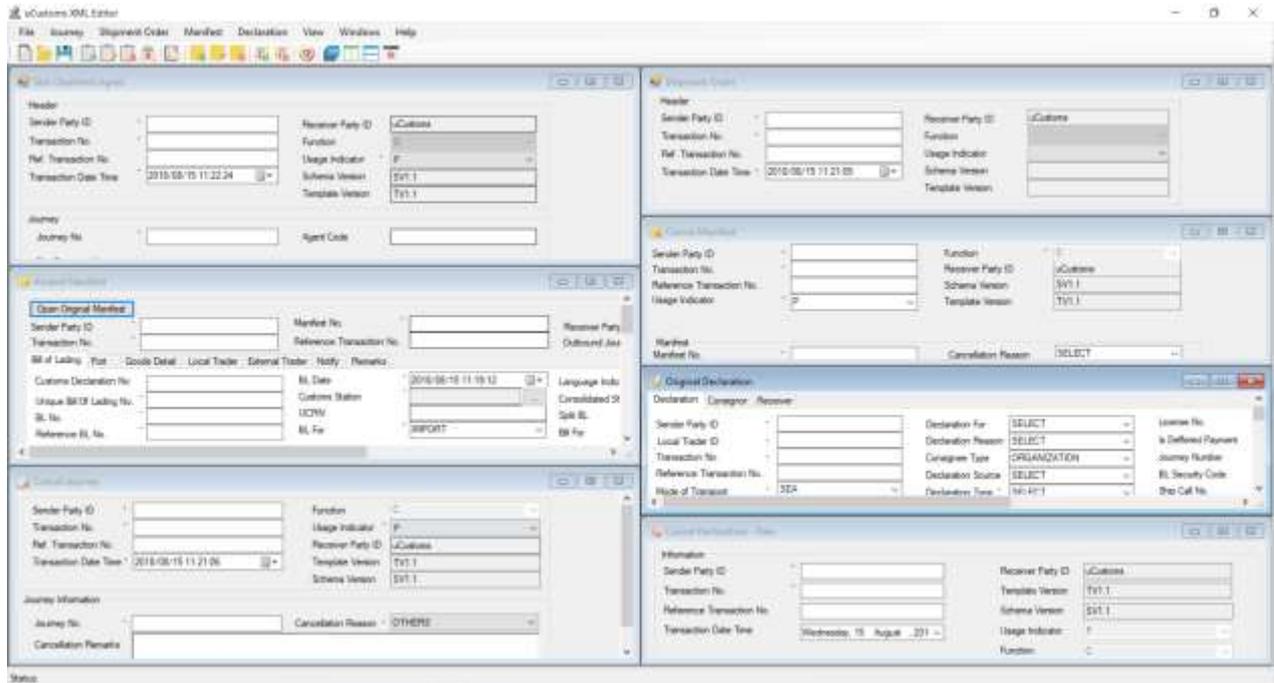


Figure 3.4-3: Tile Horizontal View

3.4.4 Alternate Accessibility

Alternatively, the user can use the menu strip to access the active and non-active forms. All opened forms will be listed in the Windows menu strip. The check mark beside the name of the data entry form, indicate that the form is currently active. The figure below shows the Windows menu strip with the list of data entry form displaying both active and non-active forms.

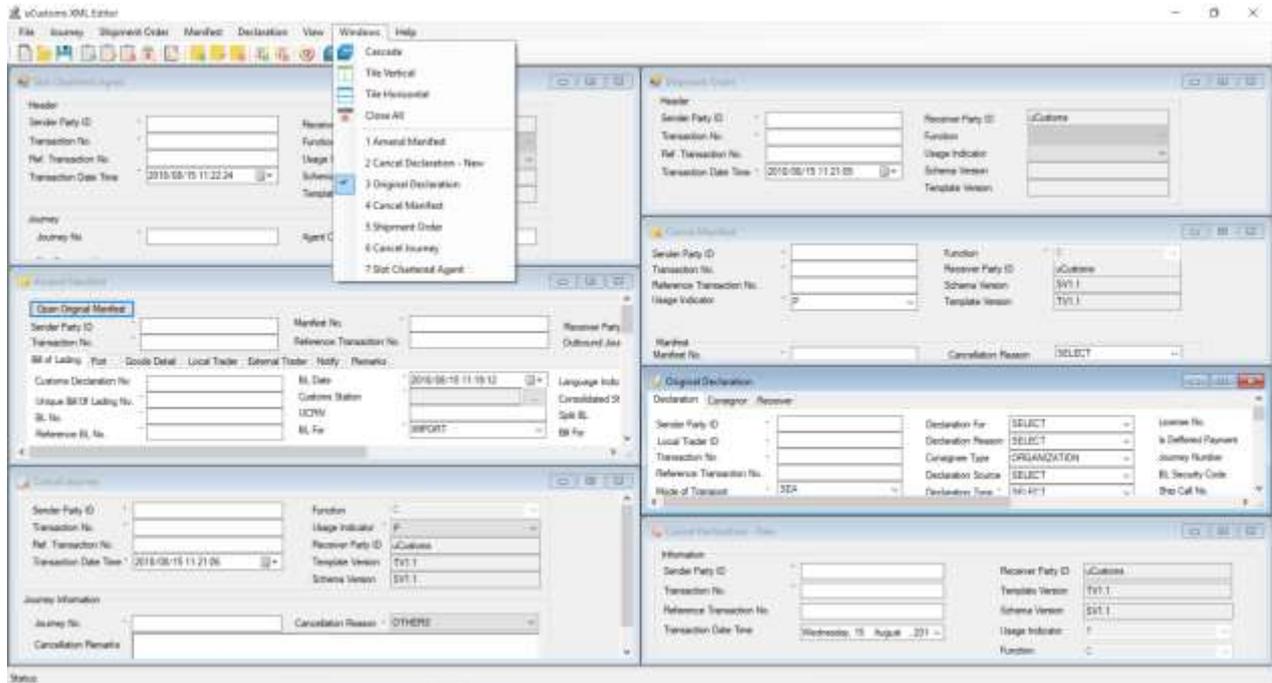


Figure 3.4-4: Windows Alternate Accessibility

The figure above shows the Windows menu strip displaying the active and non-active forms. In the example above the Original Declaration data entry form is currently active, indicated by the check mark beside the name of data entry form. The non-active forms is greyed out until the user click at the form, resulting in the clicked form to become active.

3.5 Data Set

This section will describe the Data Set in the uCustoms XML Editor application. The main function of Data Set is used as a Reference data for users to use in filling out the data entry form. Reference data are data that define the set of permissible values to be used by other data fields. The Data Set function can accessed from the menu strip or the toolbar.

3.5.1 Master Data

The Master Data contains data that the user can use for reference. The Master Data is in the form of Read-only, therefore the user cannot change the data and the values. Data contained in the Master Data, consist of all the required data, in the form of a drop down list that the user can click to view. The figure below shows the tab for Master Data drop down list.

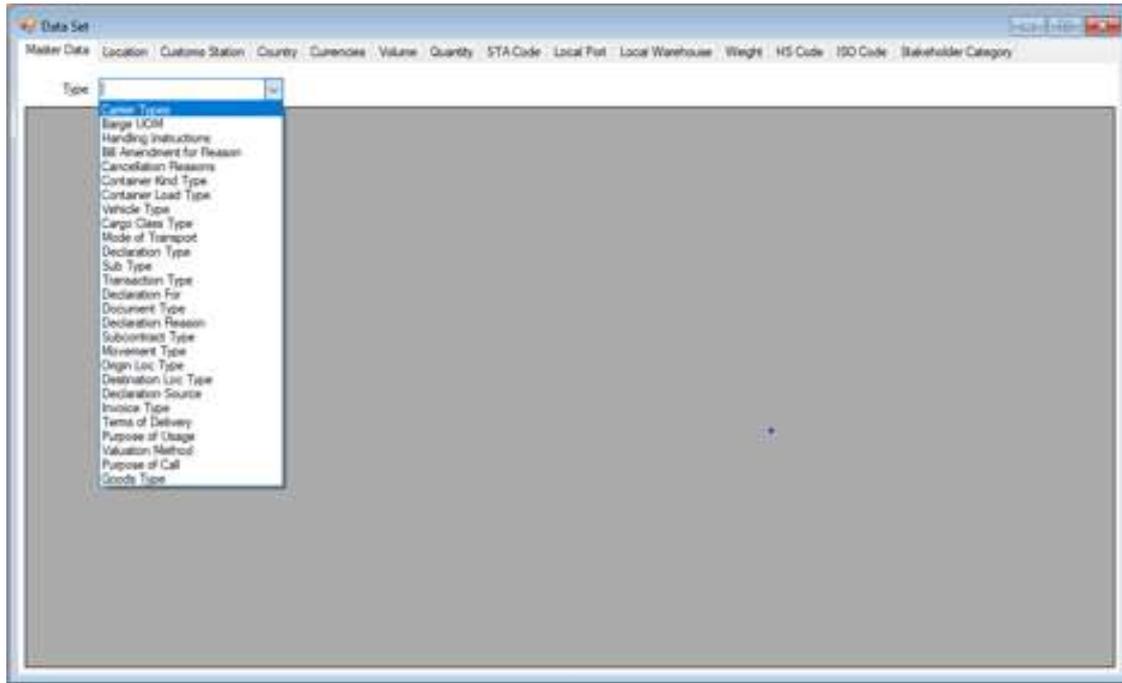


Figure 3.5-1: Master Data Drop Down List

The figure below shows an example of one of the data contained in the Master Data.

TypeCode	Name	Description
	SELECT	SELECT
676	HATCHBACK	HATCHBACK
677	SALOON	SALOON
678	ESTATE	ESTATE
679	COUPE	COUPE
680	SPYDER	SPYDER
681	SPORTBACK	SPORTBACK
682	CABRIOLET	CABRIOLET
683	QUATTRO	QUATTRO
684	SPORT COUPE	SPORT COUPE
685	WAGON	WAGON
686	CONVERTIBLE	CONVERTIBLE
687	ROADSTER	ROADSTER
688	MPV	MPV
689	SPORT CONVERTIBLE	SPORT CONVERTIBLE
690	EXCLUSIVE	EXCLUSIVE
691	SPORT SALOON	SPORT SALOON
692	4WD	4WD
693	SEDAN	SEDAN
694	TARGA	TARGA
695	AWD	AWD
696	SPORT TOURER	SPORT TOURER

Figure 3.5-2: Data Set – Master Data tab – Vehicle Type



3.5.2 Location

The Location tab in the Data Set, contains the data for location of places that the user can use for reference. The figure below shows the tab for Location in the Data Set.

LocationCode	Name	Description	UMCCode	CountryCode
ADALV-AND-A	ANDORRA LA VELLA	ADALV-AND-A-ANDORRA LA VEL.	ADALV	AD
ADCAN-AND-L	CANILLO	ADCAN-AND-L-CANILLO	ADCAN	AD
ADENC-AND-L	ENCAMP	ADENC-AND-L-ENCAMP	ADENC	AD
ADESC-AND-L	ESCALDES-ENGORDANY	ADESC-AND-L-ESCALDES-ENGO.	ADESC	AD
ADEAC-AND-L	ESCÀS	ADEAC-AND-L-ESCÀS	ADEAC	AD
ADLMA-AND-L	LA MASSANA	ADLMA-AND-L-LA MASSANA	ADLMA	AD
ADORD-AND-L	ORDINO	ADORD-AND-L-ORDINO	ADORD	AD
ADSJL-AND-L	SANT JULIÀ DE LÒRIA	ADSJL-AND-L-SANT JULIÀ DE LÒ.	ADSJL	AD
ADSCO-AND-L	SANTA COLOMA	ADSCO-AND-L-SANTA COLOMA	ADSCO	AD
AEABU-ARE-S	ABU AL BUKHOOSH	AEABU-ARE-S-ABU AL BUKHOOSH	AEABU	AE
AEAUH-ARE-S	ABU DHABI	AEAUH-ARE-S-ABU DHABI	AEAUH	AE
AEAUH-ARE-A	ABU DHABI	AEAUH-ARE-A-ABU DHABI	AEAUH	AE
AEAMU-ARE-S	ABU MUSA	AEAMU-ARE-S-ABU MUSA	AEAMU	AE
AEARP-ARE-S	AHMED BIN RASHID PORT	AEARP-ARE-S-AHMED BIN RASH.	AEARP	AE
AEAJM-ARE-S	AJMAN	AEAJM-ARE-S-AJMAN	AEAJM	AE
AEAN-ARE-A	AL AIN	AEAN-ARE-A-AL AIN	AEAN	AE
AEDHF-ARE-A	AL DHAFRA	AEDHF-ARE-A-AL DHAFRA	AEDHF	AE
AEFJR-ARE-S	AL FUJAYRAH	AEFJR-ARE-S-AL FUJAYRAH	AEFJR	AE
AEFJR-ARE-A	AL FUJAYRAH	AEFJR-ARE-A-AL FUJAYRAH	AEFJR	AE
AEHAM-ARE-L	AL HAMRIYAH	AEHAM-ARE-L-AL HAMRIYAH	AEHAM	AE
AEJAZ-ARE-S	AL JAZEERA PORT	AEJAZ-ARE-S-AL JAZEERA PORT	AEJAZ	AE
AEJJP-ARE-S	AL JEER PORT	AEJJP-ARE-S-AL JEER PORT	AEJJP	AE
AERUW-ARE-S	AR RUWAYS	AERUW-ARE-S-AR RUWAYS	AERUW	AE
AEDAS-ARE-S	DAS ISLAND	AEDAS-ARE-S-DAS ISLAND	AEDAS	AE

Figure 3.5-3: Data Set – Location tab

3.5.3 Customs Station

The Customs Station tab in the Data Set, contains the data for Customs Station information (name of station, address and etc.) that the user can use for reference. The figure below shows the tab for Customs Station in the Data Set.



StationCode	StationName	Description	AddressLine1	AddressLine2	AddressLine3	TelephoneNo	CountryCode
A10	WISMA KASTAM IP...	A10-WISMA KASTA...	JABATAN KASTAM ...	NO 1, JALAN KINTA...	NULL	05-5273667	136
A11	TAIPING,PERAK	A11-TAIPING,PERAK	JABATAN KASTAM ...	NULL	NULL	05-8073966	136
A12	TELUK INTAN,PER...	A12-TELUK INTAN...	JABATAN KASTAM ...	JALAN MAHARAJA ...	NULL	05-6221055	136
A13	LUMUT,PERAK	A13-LUMUT,PERAK	JABATAN KASTAM ...	JLN HAJI MOH JLN ...	NULL	05-6911500	136
A14	KROH(PKG HULU)...	A14-KROH(PKG HU...	JABATAN KASTAM ...	KOMPLEKS IMGRE ...	NULL	04-4778275	136
A15	IPOH CARGO TRM...	A15-IPOH CARGO T...	JABATAN KASTAM ...	CAWANGAN IMPO...	NULL	05-5272417	136
A16	BAGAN DATOK,PE...	A16-BAGAN DATOK...	JABATAN KASTAM ...	NO 1, JALAN KINTA...	NULL	05-5273667	136
A17	PARIT BUNTAR,PE...	A17-PARIT BUNTA...	JABATAN KASTAM ...	NO 1, JALAN KINTA...	NULL	05-5273667	136
A18	ZPB JELAPANG,PE...	A18-ZPB JELAPANG...	JABATAN KASTAM ...	JALAN JELAPANG...	NULL	05-5266335	136
A19	ZPB KINTA,PERAK	A19-ZPB KINTA,PE...	JABATAN KASTAM ...	ZON PERINDUSTRI...	NULL	05-2915467	136
A20	LTA IPOH,PERAK	A20-LTA IPOH,PERAK	JABATAN KASTAM ...	LAPANGAN TERBA...	NULL	05-3126114	136
A21	PEJ.POS IPOH,PER...	A21-PEJ.POS IPOH...	JABATAN KASTAM ...	PEJABAT POS BES...	NULL	05-2546555	136
A22	PELABUHAN LUMU...	A22-PELABUHAN L...	JABATAN KASTAM ...	NO 1,KAWASAN PE...	NULL	05-6924014	136
A23	PENCEGAH LUMU...	A23-PENCEGAH LU...	JABATAN KASTAM ...	KAWASAN PERIND...	NULL	05-6926908	136
A24	MANJUNG PERAK	A24-MANJUNG PER...	JABATAN KASTAM ...	KOMPLEKS KASTA...	NULL	05-6911500	136
A25	GBA - KONTEINA N...	A25-GBA - KONTEIN...	NO 12, JALAN KLEB...	KAW. PERUSAHAA...	NULL	05-2915715	136
A26	GBA - ASTRACO FR...	A26-GBA - ASTRAC...	NO 6, LEBUH PERU...	KAW. PERUSAHAA...	NULL	05-2919495	136
A27	PEKEMA-NAZA RIA	A27-PEKEMA-NAZA	JABATAN KASTAM ...	NO 1, JALAN KINTA...	NULL	05-5273667	136
A28	PEKEMA-SMK MOT...	A28-PEKEMA-SMK...	NO 4 & 5	JALAN KAMARUOD...	NULL	05-5487777	136
A29	GBA-IPOH CARGO ...	A29-GBA-IPOH CAR...	JABATAN KASTAM ...	CAW IMPORT/EKS...	NULL	05-5272417	136
A2i	IPOH (PEJ.BSAN P...	A2i-IPOH (PEJ.BSA...	JABATAN KASTAM ...	NO 1, JLN KINTA, O...	NULL	05-5273667	136
A30	GBP-YEE FOH & CO	A30-GBP-YEE FOH	NO 11, PERSIARAN ...	INDUSTRIAL ESTA...	NULL	05-5269409	136
A31	GBP-EGP HOLDING...	A31-GBP-EGP HDL...	JABATAN KASTAM ...	NO 1, JLN KINTA, O...	NULL	05-5273667	136
A32	GBP-PT SAMPOER...	A32-GBP-PT SAMP...	JABATAN KASTAM ...	JALAN KUALA KAN...	NULL	05-5060711	136

Figure 3.5-4: Data Set – Customs Station tab

3.5.4 Country

The Country tab in the Data Set, contains the data for Country information that the user can use for reference. The figure below shows the tab for Country in the Data Set.

CountryCode	CountryName	CountryDescription	UNCode
AF	AFGHANISTAN	NULL	AF
AX	ALAND ISLANDS	NULL	AX
AL	ALBANIA	SDF	AL
DZ	ALGERIA	NULL	DZ
AS	AMERICAN SAMOA	NULL	AS
AD	ANDORRA	NULL	AD
AO	ANGOLA	NULL	AO
AI	ANGUILLA	NULL	AI
AQ	ANTARCTICA	NULL	AQ
AR	ARGENTINA	NULL	AR
AM	ARMENIA	NULL	AM
AW	ARUBA	NULL	AW
AU	AUSTRALIA	NULL	AU
AT	AUSTRIA	NULL	AT
AZ	AZERBAIJAN	NULL	AZ
BS	BAHAMAS	NULL	BS
BH	BAHRAIN	NULL	BH
BD	BANGLADESH	NULL	BD
BB	BARBADOS	NULL	BB
BY	BELARUS	NULL	BY
BE	BELGIUM	NULL	BE
BZ	BELIZE	NULL	BZ
BJ	BENIN	NULL	BJ
BM	BERMUDA	NULL	BM

Figure 3.5-5: Data Set – Country tab



3.5.5 Currencies

The Currencies tab in the Data Set, contains the data for Currencies information that the user can use for reference. The figure below shows the tab for Currencies in the Data Set.

CurrencyCode	CurrencyName	Description	CurrencySymbol	ISOCurrencyCode	DisplayFormat
ALL	Albania Lek	ALL-ALBANIA LEK	Lek	ALL	ALL
AFN	Afghanistan Afghani	AFN-AFGHANISTAN APGHA...	؍	AFN	AFN
ARS	Argentina Peso	ARS-ARGENTINA PESO	\$	ARS	ARS
AWG	Aruba Guilder	AWG-ARUBA GUILDER	f	AWG	AWG
AUD	Australia Dollar	AUD-AUSTRALIA DOLLAR	\$	AUD	AUD
AZN	Azerbaijan Manat	AZN-AZERBAIJAN MANAT	???	AZN	AZN
BSD	Bahamas Dollar	BSD-BAHAMAS DOLLAR	\$	BSD	BSD
BBD	Barbados Dollar	BBD-BARBADOS DOLLAR	\$	BBD	BBD
BYR	Belarus Ruble	BYR-BELARIUS RUBLE	р.	BYR	BYR
BZD	Belize Dollar	BZD-BELIZE DOLLAR	BZ\$	BZD	BZD
BMD	Bermuda Dollar	BMD-BERMUDA DOLLAR	\$	BMD	BMD
BOB	Bolivia Boliviano	BOB-BOLIVIA BOLIVIANO	Бо	BOB	BOB
BAM	Bosnian Convertible Marka	BAM-BOSNIAN CONVERTIB...	KM	BAM	BAM
BWP	Botswana Pula	BWP-BOTSWANA PULA	P	BWP	BWP
BGN	Bulgaria Lev	BGN-BULGARIA LEV	??	BGN	BGN
BRL	Brazil Real	BRL-BRAZIL REAL	R\$	BRL	BRL
BND	Brunei Darussalam Dollar	BND-BRUNEI DARUSSALA...	\$	BND	BND
KHR	Cambodia Riel	KHR-CAMBODIA RIEL	?	KHR	KHR
CAD	Canada Dollar	CAD-CANADA DOLLAR	\$	CAD	CAD
KYD	Cayman Dollar	KYD-CAYMAN DOLLAR	\$	KYD	KYD
CLP	Chile Peso	CLP-CHILE PESO	\$	CLP	CLP
CNY	China Yuan Renminbi	CNY-CHINA YUAN RENMINBI	¥	CNY	CNY
COP	Colombia Peso	COP-COLOMBIA PESO	\$	COP	COP
CRC	Costa Rica Colon	CRC-COSTA RICA COLON	₡	CRC	CRC

Figure 3.5-6: Data Set – Currencies tab

3.5.6 Volume

The Volume tab in the Data Set, contains the data for Volume information that the user can use for reference. The figure below shows the tab for Volume in the Data Set.



UnitCode	UnitName	Description
LTR	LITRE	LITRE
MT	MAT	MAT
M2	SQUARE METER	SQUARE METER
VPL	VOLUME PER LITRE	VOLUME PER LITRE
KWH	KILOWATT-HOURS	KILOWATT-HOURS
MTR	METER	METER
ACR	ACRE (4840 YD2)	ACRE (4840 YD2)
ASM	ALCOHOLIC STRENGTH BY MASS	ALCOHOLIC STRENGTH BY MASS
ASV	ALCOHOLIC STRENGTH BY VOLUME	ALCOHOLIC STRENGTH BY VOLUME
AMP	AMPERE	AMPERE
AMH	AMPER-HOUR (3.6 KC)	AMPER-HOUR (3.6 KC)
ARE	ARE (100 M2)	ARE (100 M2)
BAR	BAR	BAR
BIL	BILLION EUR	BILLION EUR
MLD	BILLION US	BILLION US
BFT	BOARD FOOT	BOARD FOOT
BHP	BRAKE HORSE POWER (245,5 WATTS)	BRAKE HORSE POWER (245,5 WATTS)
CA	CAN	CAN
CCT	CARRYING CAPACITY IN METRIC TONNES	CARRYING CAPACITY IN METRIC TONNES
CNT	CENTAL GB (45,359237 KG)	CENTAL GB (45,359237 KG)
CGM	CENTIGRAM	CENTIGRAM
CLT	CENTILITRE	CENTILITRE
CMT	CENTIMETRE	CENTIMETRE
WCD	CORD (3.63 M3)	CORD (3.63 M3)

Figure 3.5-7: Data Set – Volume tab

3.5.7 Quantity

The Quantity tab in the Data Set, contains the data for Quantity information that the user can use for reference. The figure below shows the tab for Quantity in the Data Set.

UnitCode	UnitName	Description
AE	AEROSOL	AEROSOL
AM	AMPOULE, NON-PROTECTED	AMPOULE, NON-PROTECTED
AP	AMPOULE, PROTECTED	AMPOULE, PROTECTED
AT	ATOMIZER	ATOMIZER
AU	AUTER	AUTER
BG	BAG	BAG
FX	BAG, FLEXIBLE CONTAINER	BAG, FLEXIBLE CONTAINER
ZB	BAG, LARGE	BAG, LARGE
SM	BAG, PAPER	BAG, PAPER
XJ	BAG, PAPER, MULTI WALL	BAG, PAPER, MULTI WALL
XK	BAG, PAPER, MULTI WALL, WATER RESISTANT	BAG, PAPER, MULTI WALL, WATER RESISTANT
EC	BAG, PLASTIC	BAG, PLASTIC
XD	BAG, PLASTIC FILM	BAG, PLASTIC FILM
43	BAG, SUPER BULK	BAG, SUPER BULK
5L	BAG, TEXTILE	BAG, TEXTILE
XF	BAG, TEXTILE W/OUT INNER COAT/LINER	BAG, TEXTILE W/OUT INNER COAT/LINER
XG	BAG, TEXTILE, SIFT PROOF	BAG, TEXTILE, SIFT PROOF
XH	BAG, TEXTILE, WATER RESISTANT	BAG, TEXTILE, WATER RESISTANT
5H	BAG, WOVEN PLASTIC	BAG, WOVEN PLASTIC
XB	BAG, WOVEN PLASTIC, SIFT PROOF	BAG, WOVEN PLASTIC, SIFT PROOF
XA	BAG, WOVEN PLASTIC, W/OUT INNER COAT/LINER	BAG, WOVEN PLASTIC, W/OUT INNER COAT/LINER
XC	BAG, WOVEN PLASTIC, WATER RESISTANT	BAG, WOVEN PLASTIC, WATER RESISTANT
BL	BALE, COMPRESSED	BALE, COMPRESSED
BN	BALE, NON-COMPRESSED	BALE, NON-COMPRESSED

Figure 3.5-8: Data Set Quantity tab



3.5.8 STA Code

The STA Code tab in the Data Set, contains the data for STA Code information that the user can use for reference. The figure below shows the tab for STA Code in the Data Set.

STACode	STADescription
0A001	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP
0A001.a	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.b	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.c	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.d	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.e	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.f	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.g	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.h	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.i	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.j	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0A001.k	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, SYSTEMS, EQUIPMENT AND COMPONENTS, "NUCLEAR REACTORS" AND SPECIALLY DESIGNED OR PREP.
0B001	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATURAL
0B001.a	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.b	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.c	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.d	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.e	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.f	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.g	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.h	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.i	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU
0B001.j	NUCLEAR MATERIALS, FACILITIES, AND EQUIPMENT, TEST, INSPECTION AND PRODUCTION EQUIPMENT, PLANT FOR THE SEPARATION OF ISOTOPES OF "NATU

Figure 3.5-9: Data Set – STA Code tab

3.5.9 Local Port

The Local Port tab in the Data Set, contains the data for Local Port information that the user can use for reference. The figure below shows the tab for Local Port in the Data Set.



Name	TypeCode	Description
ABU (SEA)	MYABU-S1T-S	ABU (SEA)
AIR ITAM/PENANG (LAND)	MYAIR-P13-L	AIR ITAM/PENANG (LAND)
ALOR GAJAH (LAND)	MYAOG-M1J-L	ALOR GAJAH (LAND)
ALOR GAJAH (RAIL)	MYAOG-M1J-R	ALOR GAJAH (RAIL)
ALOR SETAR (AIR)	MYAOR-K1K-A	ALOR SETAR (AIR)
ALOR STAR (AIR)	MYAOR-K37-A	ALOR STAR (AIR)
ANGSI (SEA)	MYANG-T17-S	ANGSI (SEA)
BA KELALAN (AIR)	MYBKN-Y15-A	BA KELALAN (AIR)
BA KELALAN (LAND)	MYBKN-Y15-L	BA KELALAN (LAND)
BAGAN DATOK (SEA)	MYBAG-A16-S	BAGAN DATOK (SEA)
BAGAN LUAR (BUTTERWORTH) (AIR)	MYBWH-P17-A	BAGAN LUAR (BUTTERWORTH) (AIR)
BAGAN LUAR (BUTTERWORTH) (LAND)	MYBWH-P17-L	BAGAN LUAR (BUTTERWORTH) (LAND)
BAGAN LUAR (BUTTERWORTH) (SEA)	MYBWH-P17-S	BAGAN LUAR (BUTTERWORTH) (SEA)
BAHAU (LAND)	MYBAH-N20-L	BAHAU (LAND)
BAKAPIT (SEA)	MYBKP-S1P-S	BAKAPIT (SEA)
BALAKONG (LAND)	MYBAL-B6J-L	BALAKONG (LAND)
BALIK PULAU (LAND)	MYBPL-P16-L	BALIK PULAU (LAND)
BANDAR BARU BANGI (LAND)	MY2SF-B2P-L	BANDAR BARU BANGI (LAND)
BANDAR BARU SELAYANG (LAND)	MYBB5-B4F-L	BANDAR BARU SELAYANG (LAND)
BANDAR ENSTEK (LAND)	MYBEK-N13-L	BANDAR ENSTEK (LAND)
BANDAR MAHARANI (SEA)	MYBMA-J13-S	BANDAR MAHARANI (SEA)
BANDAR TENGGARA (SEA)	MYBTX-J3A-S	BANDAR TENGGARA (SEA)
BANDAU, SABAH (SEA)	MYBDV-S1G-S	BANDAU, SABAH (SEA)
BANGAU (SEA)	MYBGU-C21-S	BANGAU (SEA)

Figure 3.5-10: Data Set – Local Port tab

3.5.10 Local Warehouse

The Local Warehouse tab in the Data Set, contains the data for Local Warehouse information that the user can use for reference. The figure below shows the tab for Local Warehouse in the Data Set.



Name	TypeCode	Description
MYKAM-A11-W-KAMUNTING (WAREHOUSE)	MYKAM-A11-W	MYKAM-A11-W-KAMUNTING (WAREHOUSE)
MYKGR-R10-W-KANGAR (WAREHOUSE)	MYKGR-R10-W	MYKGR-R10-W-KANGAR (WAREHOUSE)
MYKAP-B8C-W-KAPAR (WAREHOUSE)	MYKAP-B8C-W	MYKAP-B8C-W-KAPAR (WAREHOUSE)
MYKPI-Y46-W-KAPIT, SARAWAK (WAREHOUSE)	MYKPI-Y46-W	MYKPI-Y46-W-KAPIT, SARAWAK (WAREHOUSE)
MYKES-Y10-W-KEJIT (WAREHOUSE)	MYKES-Y10-W	MYKES-Y10-W-KEJIT (WAREHOUSE)
MYKBK-K16-W-KELANG BAHARU (WAREHOUSE)	MYKBK-K16-W	MYKBK-K16-W-KELANG BAHARU (WAREHOUSE)
MYKEM-T13-W-KEMAMAN - EXPORT TERMINAL, KEMAMA...	MYKEM-T13-W	MYKEM-T13-W-KEMAMAN - EXPORT TERMINAL, KEMAMA...
MYKEM-T50-W-KEMAMAN - KEMAMAN SUPPLY BASE (WA...	MYKEM-T50-W	MYKEM-T50-W-KEMAMAN - KEMAMAN SUPPLY BASE (WA...
MYKEM-T16-W-KEMAMAN - PELABUHAN KEMAMAN (WAR...	MYKEM-T16-W	MYKEM-T16-W-KEMAMAN - PELABUHAN KEMAMAN (WAR...
MYKEM-T99-W-KEMAMAN - WEST WHARF, KEMAMAN (W...	MYKEM-T99-W	MYKEM-T99-W-KEMAMAN - WEST WHARF, KEMAMAN (W...
MYKGU-S2S-W-KENINGAU (WAREHOUSE)	MYKGU-S2S-W	MYKGU-S2S-W-KENINGAU (WAREHOUSE)
MYKEP-83T-W-KEPONG CUBITT FOREST VILLAGE (WAR...	MYKEP-83T-W	MYKEP-83T-W-KEPONG CUBITT FOREST VILLAGE (WARE...
MYKTE-T14-W-KERTEH (WAREHOUSE)	MYKTE-T14-W	MYKTE-T14-W-KERTEH (WAREHOUSE)
MYKET-T14-W-KERTIH (WAREHOUSE)	MYKET-T14-W	MYKET-T14-W-KERTIH (WAREHOUSE)
MYKU-T13-W-KUAL (WAREHOUSE)	MYKU-T13-W	MYKU-T13-W-KUAL (WAREHOUSE)
MYKK-S3Z-W-KIKEH (WAREHOUSE)	MYKK-S3Z-W	MYKK-S3Z-W-KIKEH (WAREHOUSE)
MYKIM-S3E-W-KIMANIS, SABAH (WAREHOUSE)	MYKIM-S3E-W	MYKIM-S3E-W-KIMANIS, SABAH (WAREHOUSE)
MYKLA-87T-W-KLANG (WAREHOUSE)	MYKLA-87T-W	MYKLA-87T-W-KLANG (WAREHOUSE)
MYUAG-J12-W-KLIANG (WAREHOUSE)	MYUAG-J12-W	MYUAG-J12-W-KLIANG (WAREHOUSE)
MYKBD-S1G-W-KOTA BELUD, SABAH (WAREHOUSE)	MYKBD-S1G-W	MYKBD-S1G-W-KOTA BELUD, SABAH (WAREHOUSE)
MYKBR-D24-W-KOTA BIHARU (WAREHOUSE)	MYKBR-D24-W	MYKBR-D24-W-KOTA BIHARU (WAREHOUSE)
MYBKI-S10-W-KOTA KINABALU, SABAH (WAREHOUSE)	MYBKI-S10-W	MYBKI-S10-W-KOTA KINABALU, SABAH (WAREHOUSE)
MYBKI-S23-W-KOTA KINABALU, SABAH (WAREHOUSE)	MYBKI-S23-W	MYBKI-S23-W-KOTA KINABALU, SABAH (WAREHOUSE)
MYBKI-S28-W-KOTA KINABALU, SABAH (WAREHOUSE)	MYBKI-S28-W	MYBKI-S28-W-KOTA KINABALU, SABAH (WAREHOUSE)

Figure 3.5-11: Data Set – Local Warehouse tab

3.5.11 Weight

The Weight tab in the Data Set, contains the data for Weight information that the user can use for reference. The figure below shows the tab for Weight in the Data Set.

UnitCode	UnitName	Description
CTM	METRIC CARAT	METRIC CARAT
KGM	KILOGRAM	KILOGRAM
TNE	TONNE (METRIC TDN)	TONNE (METRIC TON)
TNS	TONNES	TONNES
CRT	CARAT	CARAT
SMI	(STATUTE) MILE (1609,344 M)	(STATUTE) MILE (1609,344 M)
HCT	100 CONTAINER	100 CONTAINER
AA	100KG	100KG
BLL	BARREL (PETROLEUM) (158,987 DM3)	BARREL (PETROLEUM) (158,987 DM3)
BQL	BECQUEREL	BECQUEREL
BO	BOTTLE	BOTTLE
BOT	BOTTLE	BOTTLE
BX	BOX	BOX
BOX	BOXES	BOXES
COI	COIL	COIL
CRQ	CRATES (12 BOTTLES)	CRATES (12 BOTTLES)
CRP	CRATES (24 BOTTLES)	CRATES (24 BOTTLES)
BLD	DRY BARREL (115,627 DM3)	DRY BARREL (115,627 DM3)
GLD	DRY GALLON (4,404884 DM3)	DRY GALLON (4,404884 DM3)
PTD	DRY PINT (0,55061 DM3)	DRY PINT (0,55061 DM3)
QTD	DRY QUART (1,101221 DM3)	DRY QUART (1,101221 DM3)
GAL	GALLON	GALLON
GLI	GALLON UK(4,546092 DM3)	GALLON UK(4,546092 DM3)
GLL	GALLON US(3,78541 DM3)	GALLON US(3,78541 DM3)

Figure 3.5-12: Data Set – Weight tab



3.5.12 HS Code

The HS Code tab in the Data Set, contains the data for HS Code information that the user can use for reference. The figure below shows the tab for HS Code in the Data Set.

TariffCode	Description	UOM1	UOM2	UOM3
0101.21.0000	Pure-bred breeding animals	25		
0101.29.0000	-- Other	25		
0101.30.1000	Pure-bred breeding animals	25		
0101.30.9000	-- Other	25		
0101.90.0000	Other	25		
0102.21.0000	Pure-bred breeding animals	25		
0102.29.1011	Oxen	25		
0102.29.1019	Other	25		
0102.29.1091	Oxen	25		
0102.29.1099	Other	25		
0102.29.1100	--Oxen	25		
0102.29.1900	--Other	25		
0102.29.9000	--Other	25		
0102.29.9010	For slaughter	25		
0102.29.9090	Other	25		
0102.31.0000	Pure-bred breeding animals	25		
0102.39.0000	--Other	25		
0102.39.0010	For slaughter	25		
0102.39.0090	Other	25		
0102.90.1000	Pure-bred breeding animals	25		
0102.90.9000	--Other	25		
0102.90.9010	For slaughter	25		
0102.90.9090	Other	25		
0103.10.0000	-- Pure-bred breeding animals	25		

Figure 3.5-13: Data Set – HS Code tab

3.5.13 ISO Code

The ISO Code tab in the Data Set, contains the data for ISO Code information that the user can use for reference. The figure below shows the tab for ISO Code in the Data Set.



ISOCodeID	ISOCode	ISO Type	Description
1	20G0	20G0-20G0	GENERAL PURPOSE CONTAINER (20GP-2...
2	20G1	20G1-20G1	GENERAL PURPOSE CONTAINER (20GP-2...
3	20H0	20H0-20H0	INSULATED CONTAINER (20HR-20H0)
4	20P1	20P1-20P1	FLAT (FIXED ENDS) (20PF-20P1)
5	20T3	20T3-20T3	TANK CONTAINER (20TD-20T3)
6	20T4	20T4-20T4	TANK CONTAINER (20TD-20T4)
7	20T5	20T5-20T5	TANK CONTAINER (20TD-20T5)
8	20T6	20T6-20T6	TANK CONTAINER (20TD-20T6)
9	20T7	20T7-20T7	TANK CONTAINER (20TG-20T7)
10	20T8	20T8-20T8	TANK CONTAINER (20TG-20T8)
11	20T0	20T0-20T0	TANK CONTAINER (20TN-20T0)
12	20T1	20T1-20T1	TANK CONTAINER (20TN-20T1)
13	20T2	20T2-20T2	TANK CONTAINER (20TN-20T2)
14	22B0	22B0-22B0	BULK CONTAINER (22BU-22B0)
15	22G0	22G0-22G0	GENERAL PURPOSE CONTAINER (22GP-2...
16	22G1	22G1-22G1	GENERAL PURPOSE CONTAINER (22GP-2...
17	22H0	22H0-22H0	INSULATED CONTAINER (22HR-22H0)
18	22P3	22P3-22P3	FLAT (COLLAPSIBLE) (22PC-22P3)
19	22P8	22P8-22P8	FLAT (COLL FLUSH FOLDING) (22PC-22P8)
20	22P9	22P9-22P9	FLAT (COLLAPSIBLE) (22PC-22P9)
21	22P1	22P1-22P1	FLAT (FIXED ENDS) (22PF-22P1)
22	22P7	22P7-22P7	FLAT (GENSET CARRIER) (22PF-22P7)
23	22R9	22R9-22R9	REEFER CONT (NO FOOD) (22RC-22R9)
24	22R7	22R7-22R7	BUILT-IN GEN. F. POWER SPLY OF REEF (...)

Figure 3.5-14: Data Set – ISO Code tab

3.5.14 Stakeholder Category

The Stakeholder Category tab in the Data Set, contains the data for Stakeholder Category information that the user can use for reference. The figure below shows the tab for Stakeholder Category in the Data Set.



StakeholderCategoryID	StakeholderCategoryCode	Name	Description	Status	ParentCode	SortNo
21	15517	APPELLANT	APPELLANT			
14	15510	CARGO TERMINAL OPERATOR	CARGO TERMINAL OPERATOR			
4	15503	CARRIER AGENT	CARRIER AGENT			
11	15507	DUTY FREE SHOP OPERATOR	DUTY FREE SHOP OPERATOR			
23	15519	EXCISE MANUFACTURER	MANUFACTURER			
10	15531	EXPORTER	EXPORTER			
31	15527	FERRY COMPANY	FERRY COMPANY			
17	15513	FFB REGISTERED APPLICANT	FFB REGISTERED APPLICANT			
3	15502	FORWARDING AGENT	FORWARDING AGENT			
8	15506	FREE ZONE OPERATOR	FREE ZONE OPERATOR			
13	15509	FREIGHT FORWARDER	FREIGHT FORWARDER			
16	15512	ICD OPERATOR	INLAND CLEARANCE DEPOT(ICD)			
9	15530	IMPORTER	IMPORTER			
18	15514	IPF REGISTERED APPLICANT	IPF REGISTERED APPLICANT			
12	15508	KTM USER	KTM USER			
24	15520	LICENSED CARRIER	LICENSED CARRIER			
20	15516	LMW OPERATOR	LMW OPERATOR			
26	15522	MANUFACTURER	EXCISE MANUFACTURER			
27	15523	MARKETER	MARKETER			
22	15518	MAS CARGO	MAS CARGO			
30	15526	OIL COMPANY	OIL COMPANY			
32	15528	OIL COMPANY (HQ)	OIL COMPANY (HQ)			
6	15505	PORT OPERATOR	PORT OPERATOR			
28	15524	PRINCIPAL DISTRIBUTOR	PRINCIPALDISTRIBUTOR			

Figure 3.5-15: Data Set – Stakeholder Category tab

3.6 Help

This section describes the Help function in the menu strip. The Help function contains the User Manual and About.

3.6.1 User Manual

The User Manual contains the manual on how to operate the uCustoms XML Editor application. The User Manual can be accessed by the menu strip or using the shortcut command ALT+F1.

3.6.2 About

The About screen shows the basic information of the application.

- i. Title of the application.
- ii. Version number of the application.
- iii. Warning label.

The About screen can be accessed by the menu strip or using the shortcut command ALT+F2. The figure below shows the About screen.

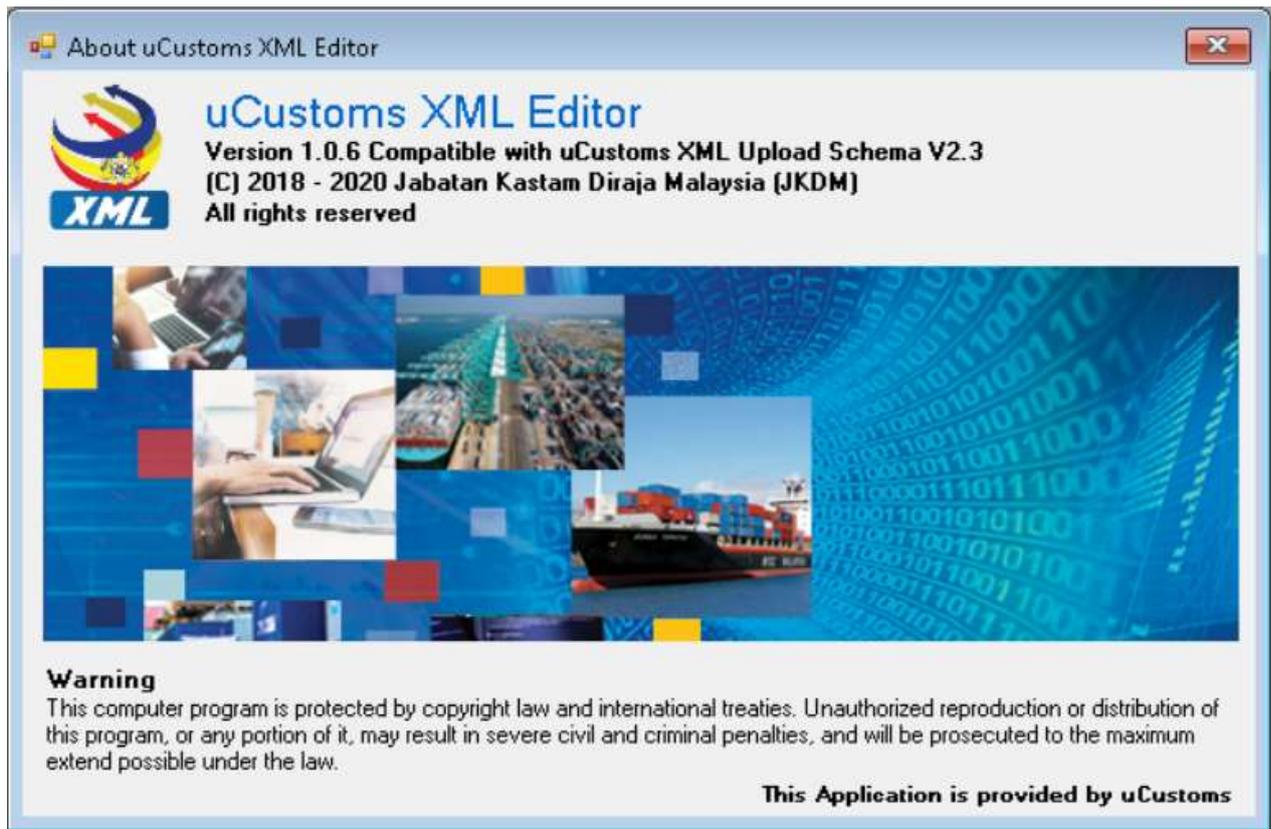


Figure 3.6-1: About Screen



4. TEMPLATE

This chapter describes the Template in the uCustoms XML Editor. The Template functionality in the application, can be used as reference by the user as a ready-made template on how the data entry is meant to be used. Inexperienced users can also use the templates as a starting point to data entry related task. The templates that are provided in the uCustoms XML Editor:

- i. Request Journey.
- ii. Amend Journey.
- iii. Cancel Journey.
- iv. Request Shipment Order.
- v. Request Manifest.
- vi. Amend Manifest.
- vii. Cancel Manifest.
- viii. Request Declaration.
- ix. Cancel Declaration.

4.1 Template guide

This section will explain the template guide for users of the uCustoms XML Editor. Follow the instructions below on how to open a template.

1. Click the File button on the menu strip, and go to Template.
2. From the selection, choose the template to open.
3. The template will open a new tab, containing a ready-made data entry form, to be used as reference for the user.
4. User can also open a new data entry form, while also displaying the template in a separate tab. User can also change the tabs display by using the Windows functionality in the menu strip. Refer to section 3.4 Windows on how to change the tabs display.



4.1.1 Request Journey Template

This section will describe the Request Journey Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Request Journey.

Figure 4.1-1: Request Journey template

The Request Journey template contains:

- i. Main Header – Basic information of Sender Party.
- ii. Information
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Slot Chartered Agent.
 - Routes.

4.1.2 Amend Journey Template

This section will describe the Amend Journey Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Amend Journey.



Figure 4.1-2: Amend Journey template

The Amend Journey template contains:

- i. Main Header – Basic information of Sender Party.
- ii. Information
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Routes.

4.1.3 Cancel Journey Template

This section will describe the Cancel Journey Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Cancel Journey.



Main Header	
Principal Shipping Agent Code	Company BRN Number
Sender Party ID	Company BRN Number
Transaction No.	JC12345
Ref. Transaction No.	67890
Transaction Date Time	2018/08/07 18:24:00
Receiver Party ID	uCustoms
Schema Version	SV1.1
Template Version	TV1.1
Usage Indicator	PRODUCTION
Function	CANCELLATION

Journey Information	
Journey No.	JC120
Cancellation Reason	OTHERS
Cancellation Remarks	Cancel due to miscalculation of schedule.]

Figure 4.1-3: Cancel Journey template

The Cancel Journey template contains:

- i. Main Header – Basic information of Sender Party.
- ii. Journey Information – Cancellation Reason and Remarks.

4.1.4 Request Shipment Order Template

This section will describe the Request Shipment Order Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Request Shipment Order.



Header

Sender Party ID: BR37PLLE
Transaction No.: TRNU293
Ref. Transaction No.: REF33535
Transaction Date Time: 2018/08/16 13:32:00
Receiver Party ID: uCustoms
Schema Version: SV1.1
Template Version: TV1.1
Usage Indicator: F
Function: 0

Shipment Order

Agent Code: AA2344
Booking Reference No.: BR43344
Booking Reference Date: 2018/08/16 13:32:00
Export Journey No.: EX5534
UCRN: 5240FDR
Stakeholder Category: 34345
Booking Party Name: CHEN LEE MING
Booking Party Address: ND 99 TAMAN DESARU, PANTAI DESARU
Postal Code: 01502
City/Town: SIMPANG AMPAT
State: PERLIS

Agent Code	Reference No.	Journey No.	Stakeholder Category	Party Name
AA2344	BR43344	EX5534	34345	CHEN LEE MING

HB Parties

Consignor ID Type: NRIC
Consignor ID: 760521078829
Consignor Name: LEE MENG NI
Consignor Address: NO 21 KAMPUNG API, PERMAI INDAH
Postal Code: 05958
City/Town: BANDAR BAHARU
State: KEDAH

ID Type	Consignor ID	Consignor Name
NRIC	760521078829	LEE MENG NI

Figure 4.1-4: Request Shipment Order template

The Request Shipment Order template contains:

- iii. Main Header – Basic information of Sender Party.
- iv. Shipment Order – Booking information.
- v. HB Parties.
- vi. Container.

4.1.5 Request Manifest Template

This section will describe the Request Manifest Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Request Manifest.



Figure 4.1-5: Request Manifest template

The Request Manifest template contains:

- i. Main Header – Basic information of Sender Party
- ii. Information:
 - Bill of Lading.
 - Ports.
 - Goods Detail.
 - Consignor (will appear if 'Manifest for' is Outward or Transshipment).
 - Consignee.
 - Shipper (will appear if 'Manifest for' is Inward).
 - Notify.
 - Remarks.
- iii. Bill of Lading Line:
 - Cargo.
 - Booking References.



- Containers.
 - Vehicles.
- iv. Containers.
- v. Vehicles.

4.1.6 Amend Manifest Template

This section will describe the Amend Manifest Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Amend Manifest.

Figure 4.1-6: Amend Manifest template

The Amend Manifest template contains:

- i. Main Header – Basic information of Sender Party.
- ii. Information:
 - Bill of Lading.
 - Port.



- Goods Detail.
 - Local Trader.
 - External Trader.
 - Notify.
 - Remarks.
- iii. Bill of Lading Line:
- Cargo.
 - Amendment Details.
 - Booking References.
 - Containers.
 - Vehicles.
- iv. Container.
- v. Vehicle.

4.1.7 Cancel Manifest Template

This section will describe the Cancel Manifest Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Cancel Manifest.



Unique Bill Of Lading No.	Cancellation Reason	Cancellation Remarks
200100	OTHERS	BL need to be cancelled as the whole ...
200101	OTHERS	BL need to be cancelled as the whole ...

Container No.	Cancellation Reason	Cancellation Remarks
---------------	---------------------	----------------------

Figure 4.1-7: Cancel Manifest template

The Cancel Manifest template contains:

- i. Main Header – Basic information of Sender Party.
- ii. Manifest – Cancellation Reason and Cancellation Remarks
- iii. BLS – Cancellation Reason and Cancellation Remarks.

4.1.8 Request Declaration Template

This section will describe the Request Declaration Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Request Declaration.



Figure 4.1-8: Request Declaration template

The Request Declaration template contains:

- i. Main Header:
 - Declaration.
 - Consignor.
 - Receiver.
- ii. Information:
 - Commercial Invoice.
 - Reference.
 - Container.
 - Invoice Item.

4.1.9 Cancel Declaration Template

This section will describe the Cancel Declaration Template. The template contains a ready-made template for user to get started, or be used as reference on basic information required to fill out the data entry form. The figure below shows the template for Cancel Declaration.



Declaration Number	CancellationReason	Cancellation Remarks
D232-121-2832		Cancelled due to cancel order from client
D232-121-2831		Cancelled due to cancel order from client

Figure 4.1-9: Cancel Declaration template

The Cancel Declaration template contains:

- i. Information – Basic information of Sender Party
- ii. Cancellation Reason – Cancellation Remarks.



5. JOURNEY

This chapter describes on how to use the data entry form for Journey. There are 4 Journey forms.

- i. Request Journey.
- ii. Amend Journey.
- iii. Cancel Journey.
- iv. Append Slot Chartered.

5.1 Request Journey

This section describes on Request Journey data entry form. The data entry form for Request Journey can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

5.1.1 How to create a new data entry form

This section describes on how to create a new data entry form for Request Journey. Follow the instructions below on how to create a new Request Journey form.

1. Open the Request Journey data entry form, from the menu strip or the toolbar.
2. In the form, there will be 2 sections:
 - i. Main Header.
 - ii. Information:
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Slot Chartered Agent.
 - Routes.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, Click the Save button to save the Request Journey form.



5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Journey will be in the form of XML file.

5.1.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Request Journey, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Request Journey form, from a template.

1. On the menu strip, click File and go to Template. Click Request Journey.
2. In the form, there will be 2 sections:
 - i. Main Header.
 - ii. Information:
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Slot Chartered Agent.
 - Routes.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Request Journey form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Journey will be in the form of XML file.

5.1.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Request Journey that was previously created. Follow the instructions below on how to open a previously created Request Journey form.



1. Open new Request Journey data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Request Journey form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

5.2 Amend Journey

This section describes on Amend Journey data entry form. The data entry form for Amend Journey can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

5.2.1 How to create a new data entry form

This section describes on how to create a new data entry form for Amend Journey. Follow the instructions below on how to create a new Amend Journey form.

1. Open the Amend Journey data entry form, from the menu strip or the toolbar.
2. In the form, there will be 2 sections:
 - i. Main Header.
 - ii. Information:
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Routes.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, Click the Save button to save the Amend Journey form.



5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Journey will be in the form of XML file.

5.2.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Amend Journey, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Amend Journey form, from a template.

1. On the menu strip, click File and go to Template. Click Amend Journey.
2. In the form, there will be 2 sections:
 - i. Main Header.
 - ii. Information:
 - Port Information.
 - Vessel Information.
 - Barge.
 - Berth / Draught.
 - Estimation.
 - Routes.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Amend Journey form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Amend Journey will be in the form of XML file.

5.2.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Amend Journey that was previously created. Follow the instructions below on how to open a previously created Amend Journey form.

1. Open new Amend Journey data entry form, from the menu strip or the toolbar.



2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Amend Journey form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

5.3 Cancel Journey

This section describes on Cancel Journey data entry form. The data entry form for Cancel Journey can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

5.3.1 How to create a new data entry form

This section describes on how to create a new data entry form for Cancel Journey. Follow the instructions below on how to create a new Cancel Journey form.

1. Open the Cancel Journey data entry form, from the menu strip or the toolbar.
2. In the form, there will be 2 sections:
 - i. Header.
 - ii. Journey Information.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Cancel Journey form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Journey will be in the form of XML file.

5.3.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Cancel Journey, from a template. The template is a completed and ready-made data entry form for the user to use as reference or



directly use the template for the user's own data entry. Follow the instructions below on how to create the Cancel Journey form, from a template.

1. On the menu strip, click File and go to Template. Click Cancel Journey.
2. In the form, there will be 2 sections:
 - i. Header.
 - ii. Journey Information.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.

4. Once the mandatory fields has been completed, click the Save button to save the Cancel Journey form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Journey will be in the form of XML file.

5.3.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Cancel Journey that was previously created. Follow the instructions below on how to open a previously created Cancel Journey form.

1. Open new Cancel Journey data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Cancel Journey form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

5.4 Append Slot Charter

This section describes on Slot Chartered Agent data entry form. The data entry form for Slot Chartered Agent can be accessed in 2 different ways.

- i. Creating a new data entry form.
- ii. Open a data entry form that was previously created.



5.4.1 How to create a new data entry form

This section describes on how to create a new data entry form for Slot Chartered Agent. Follow the instructions below on how to create a new Slot Chartered Agent form.

1. Open the Slot Chartered Agent data entry form, from the menu strip or the toolbar.
2. In the form, There will be 2 sections:
 - i. Header.
 - ii. Journey.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Slot Chartered Agent form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Slot Chartered Agent will be in the form of XML file.

5.4.2 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Slot Chartered Agent that was previously created. Follow the instructions below on how to open a previously created Slot Chartered Agent form.

1. Open new Slot Chartered Agent data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Slot Chartered Agent form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.



6. REQUEST SHIPMENT ORDER

This chapter describes on how to use the data entry form for Request Shipment Order.

6.1 Request Shipment Order

This section describes on Request Shipment Order data entry form. The data entry form for Request Shipment Order can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

6.1.1 How to create a new data entry form

This section describes on how to create a new data entry form for Request Shipment Order. Follow the instructions below on how to create a new Request Shipment Order form.

1. Open the Request Shipment Order data entry form, from the menu strip or the toolbar.
2. In the form, there will be 4 sections:
 - i. Header – Sender Party information.
 - ii. Shipment Order information.
 - iii. HB Parties.
 - iv. Container.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Request Shipment Order form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Shipment Order will be in the form of XML file.

6.1.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Request Shipment Order, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Request Shipment Order form, from a template.

1. On the menu strip, click File and go to Template. Click Request Shipment Order.



2. In the form, there will be 4 sections:
 - i. Header – Sender Party information.
 - ii. Shipment Order information.
 - iii. HB Parties.
 - iv. Container.
3. Fill in the mandatory fields, indicated by the red asterisk.
Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Request Shipment Order form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Shipment Order will be in the form of XML file.

6.1.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Request Shipment Order that was previously created. Follow the instructions below on how to open a previously created Request Shipment Order form.

1. Open new Request Shipment Order data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Request Shipment Order form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.



7. MANIFEST

This chapter describes on how to use the data entry form for Manifest. There are 3 Manifest forms.

- i. Request Manifest.
- ii. Amend Manifest.
- iii. Cancel Manifest.

7.1 Request Manifest

This section describes on Request Manifest data entry form. The data entry form for Request Manifest can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

7.1.1 How to create a new data entry form

This section describes on how to create a new data entry form for Request Manifest. Follow the instructions below on how to create a new Request Manifest form.

1. Open the Request Manifest data entry form, from the menu strip or the toolbar.
2. In the form, There will be 5 sections:
 - i. Main Header.
 - ii. Bill of Lading information:
 - Bill of Lading.
 - Ports.
 - Goods Detail.
 - Consignor (will appear if 'Manifest for' is Outward or Transshipment).
 - Consignee.
 - Shipper (will appear if 'Manifest for' is Inward).
 - Notify.
 - Remarks.
 - iii. Bill of Lading Line:
 - Cargo.
 - Containers.
 - Container Vehicles.



- Vehicles.
 - iv. Containers.
 - v. Container Vehicles.
 - vi. Vehicles.
3. Fill in the mandatory fields, indicated by the red asterisk.
 4. Once the mandatory fields has been completed, click the Save button to save the Request Manifest form.
 5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
 6. The Request Manifest will be in the form of XML file.

7.1.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Request Manifest, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Request Manifest form, from a template.

1. On the menu strip, click File and go to Template. Click Request Manifest.
2. In the form, There will be 5 sections:
 - i. Main Header.
 - ii. Bill of Lading information:
 - Bill of Lading.
 - Ports.
 - Goods Detail.
 - Consignor (will appear if 'Manifest for' is Outward or Transshipment).
 - Consignee.
 - Shipper (will appear if 'Manifest for' is Inward).
 - Notify.
 - Remarks.
 - iii. Bill of Lading Line:
 - Cargo.
 - Containers.
 - Container Vehicles.



- Vehicles.
 - iv. Containers.
 - v. Container Vehicles.
 - vi. Vehicle.
- 3. Fill in the mandatory fields, indicated by the red asterisk.
Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
- 4. Once the mandatory fields has been completed, click the Save button to save the Request Manifest form.
- 5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
- 6. The Request Manifest will be in the form of XML file.

7.1.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Request Manifest that was previously created. Follow the instructions below on how to open a previously created Request Manifest form.

1. Open new Request Manifest data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Request Manifest form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

7.2 Amend Manifest

This section describes on Amend Manifest data entry form. The data entry form for Amend Manifest can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.



7.2.1 How to create a new data entry form

This section describes on how to create a new data entry form for Amend Manifest. Follow the instructions below on how to create a new Amend Manifest form.

1. Open the Request Manifest data entry form, from the menu strip or the toolbar.
2. In the form, There will be 5 tabs:
 - i. Main Header.
 - ii. Bill of Lading information:
 - Bill of Lading.
 - Ports.
 - Goods Detail.
 - Local Trader.
 - External Trader.
 - Notify.
 - Remarks.
 - iii. Bill of Lading Line:
 - Amend Details.
 - Cargo.
 - Booking References.
 - Containers.
 - Container Vehicles.
 - Vehicles.
 - iv. Containers.
 - v. Container Vehicles.
 - vi. Vehicles.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Amend Manifest form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Amend Manifest will be in the form of XML file.



7.2.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Amend Manifest, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Amend Manifest form, from a template.

1. On the menu strip, click File and go to Template. Click Amend Manifest.
2. In the form, There will be 5 tabs:
 - i. Main Header.
 - ii. Bill of Lading information:
 - Bill of Lading.
 - Ports.
 - Goods Detail.
 - Local Trader.
 - External Trader.
 - Notify.
 - Remarks.
 - vii. Bill of Lading Line:
 - Amend Details.
 - Cargo.
 - Booking References.
 - Containers.
 - Container Vehicles.
 - Vehicles.
 - viii. Containers.
 - ix. Container Vehicles.
 - x. Vehicles.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Amend Manifest form.



5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Amend Manifest will be in the form of XML file.

7.2.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Amend Manifest that was previously created. Follow the instructions below on how to open a previously created Amend Manifest form.

1. Open new Amend Manifest data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Amend Manifest form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

7.3 Cancel Manifest

This section describes on Cancel Manifest data entry form. The data entry form for Cancel Manifest can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

7.3.1 How to create a new data entry form

This section describes on how to create a new data entry form for Cancel Manifest. Follow the instructions below on how to create a new Cancel Manifest form.

1. Open the Request Manifest data entry form, from the menu strip or the toolbar.
2. In the form, there will be 3 sections:
 - i. Header.
 - ii. Manifest.
 - iii. BLS.
3. Fill in the mandatory fields, indicated by the red asterisk.



4. Once the mandatory fields has been completed, click the Save button to save the Cancel Manifest form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Manifest will be in the form of XML file.

7.3.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Cancel Manifest, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Cancel Manifest form, from a template.

1. On the menu strip, click File and go to Template. Click Cancel Manifest.
2. In the form, there will be 3 sections:
 - i. Header.
 - ii. Manifest.
 - iii. BLS.
3. Fill in the mandatory fields, indicated by the red asterisk.
Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Cancel Manifest form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Manifest will be in the form of XML file.

7.3.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Cancel Manifest that was previously created. Follow the instructions below on how to open a previously created Cancel Manifest form.

1. Open new Cancel Manifest data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.



5. Once the user has completed with the editing, click the Save button to save the Cancel Manifest form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.



8. DECLARATION

This chapter describes on how to use the data entry form for Declaration. There are 2 Declaration forms.

- i. Request Declaration.
- ii. Cancel Declaration.

8.1 Request Declaration

This section describes on Request Declaration data entry form. The data entry form for Request Declaration can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

8.1.1 How to create a new data entry form

This section describes on how to create a new data entry form for Request Declaration. Follow the instructions below on how to create a new Request Declaration form.

1. Open the Request Declaration data entry form, from the menu strip or the toolbar.
2. In the form, there will be 2 sections:
 - i. Main Header:
 - Declaration.
 - Consignor.
 - Receiver.
 - ii. Information:
 - Commercial Invoice.
 - Reference.
 - Container.
 - Invoice Item.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Request Declaration form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.



6. The Request Declaration will be in the form of XML file.

8.1.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Request Declaration, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Request Declaration form, from a template.

1. On the menu strip, click File and go to Template. Click Request Declaration.
2. In the form, there will be 2 sections:
 - i. Main Header.
 - Declaration.
 - Consignor.
 - Receiver.
 - ii. Information:
 - Commercial Invoice.
 - Reference.
 - Container.
 - Invoice Item.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: the template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.
4. Once the mandatory fields has been completed, click the Save button to save the Request Declaration form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Request Declaration will be in the form of XML file.

8.1.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Request Declaration that was previously created. Follow the instructions below on how to open a previously created Request Declaration form.



1. Open new Request Declaration data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Request Declaration form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.

8.2 Cancel Declaration

This section describes on Cancel Declaration data entry form. The data entry form for Cancel Declaration can be accessed in 3 different ways.

- i. Creating a new data entry form.
- ii. Creating a data entry form, from a template.
- iii. Open a data entry form that was previously created.

8.2.1 How to create a new data entry form

This section describes on how to create a new data entry form for Cancel Declaration. Follow the instructions below on how to create a new Cancel Declaration form.

1. Open the Cancel Declaration data entry form, from the menu strip or the toolbar.
2. In the form, there will be 2 sections:
 - i. Information.
 - ii. Cancellation Reason.
3. Fill in the mandatory fields, indicated by the red asterisk.
4. Once the mandatory fields has been completed, click the Save button to save the Cancel Declaration form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Declaration will be in the form of XML file.



8.2.2 How to create a data entry form – from a template

This section describes on how to create data entry form for Cancel Declaration, from a template. The template is a completed and ready-made data entry form for the user to use as reference or directly use the template for the user's own data entry. Follow the instructions below on how to create the Cancel Declaration form, from a template.

1. On the menu strip, click File and go to Template. Click Cancel Declaration.
2. In the form, there will be 2 sections:
 - i. Information.
 - ii. Cancellation Reason.
3. Fill in the mandatory fields, indicated by the red asterisk.

Note: template may or may not contain data that is related to the user, therefore the user must edit the fields to suit the user's requirement.

4. Once the mandatory fields has been completed, click the Save button to save the Cancel Declaration form.
5. Specify the location to save the data entry form and rename the XML file to the user's preference. Click Save button.
6. The Cancel Declaration will be in the form of XML file.

8.2.3 How to open a data entry form that was previously created

This section describes on how to open a data entry form for Cancel Declaration that was previously created. Follow the instructions below on how to open a previously created Cancel Declaration form.

1. Open new Cancel Declaration data entry form, from the menu strip or the toolbar.
2. On the toolbar, click the Open button.
3. Locate the XML file. Click Open to open the XML data entry form.
4. The user can continue to edit the previously created form.
5. Once the user has completed with the editing, click the Save button to save the Cancel Declaration form.
6. The user can change the location of the saved file or rename the XML file to the user's preference. Click Save button.