

USER GUIDE EXPORT DECLARATION

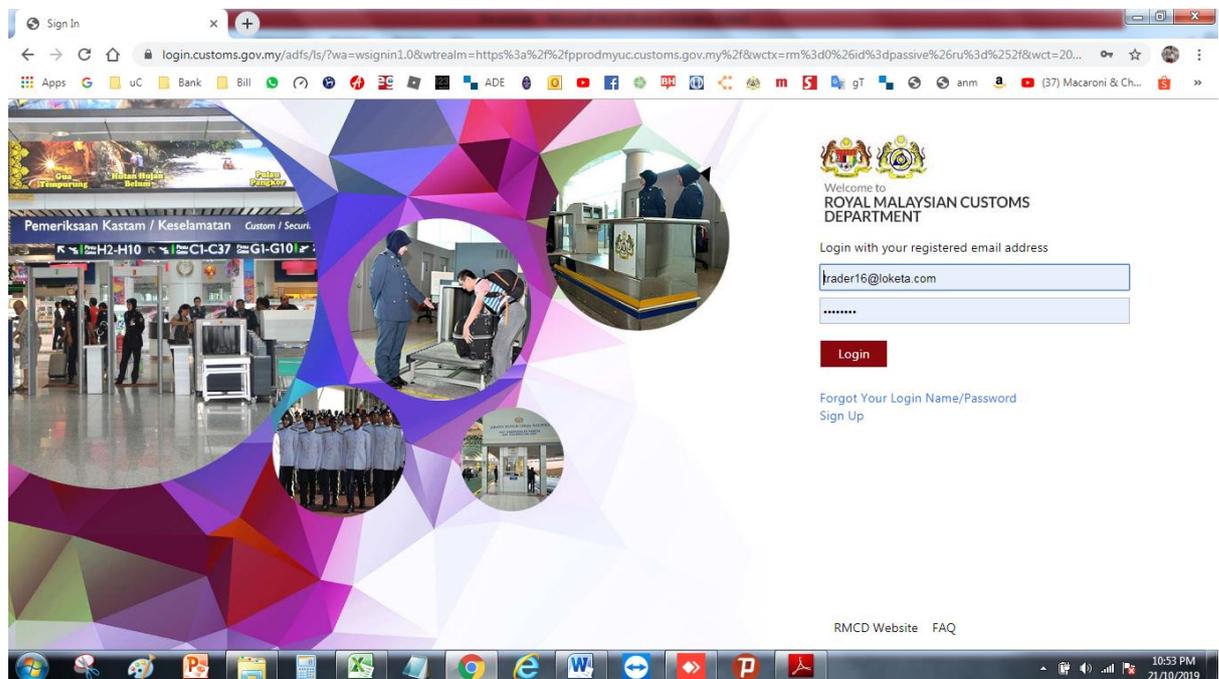
Pre-requisite:

1. Trader
 - i. register in uCustoms. (Please refer to manual)
<http://www.customs.gov.my/en/uc/Documents/QuickReferences/Registration/Registration.pdf>
 - ii. appoint agent (Please refer to manual)
<http://www.customs.gov.my/en/uc/Documents/QuickReferences/Registration/Trader%20a ppoint%20Forwarding%20Agent.pdf>
2. Forwarding Agent
 - i. register in uCustoms (Please refer to manual)
<http://www.customs.gov.my/en/uc/Documents/QuickReferences/Registration/Registration.pdf>

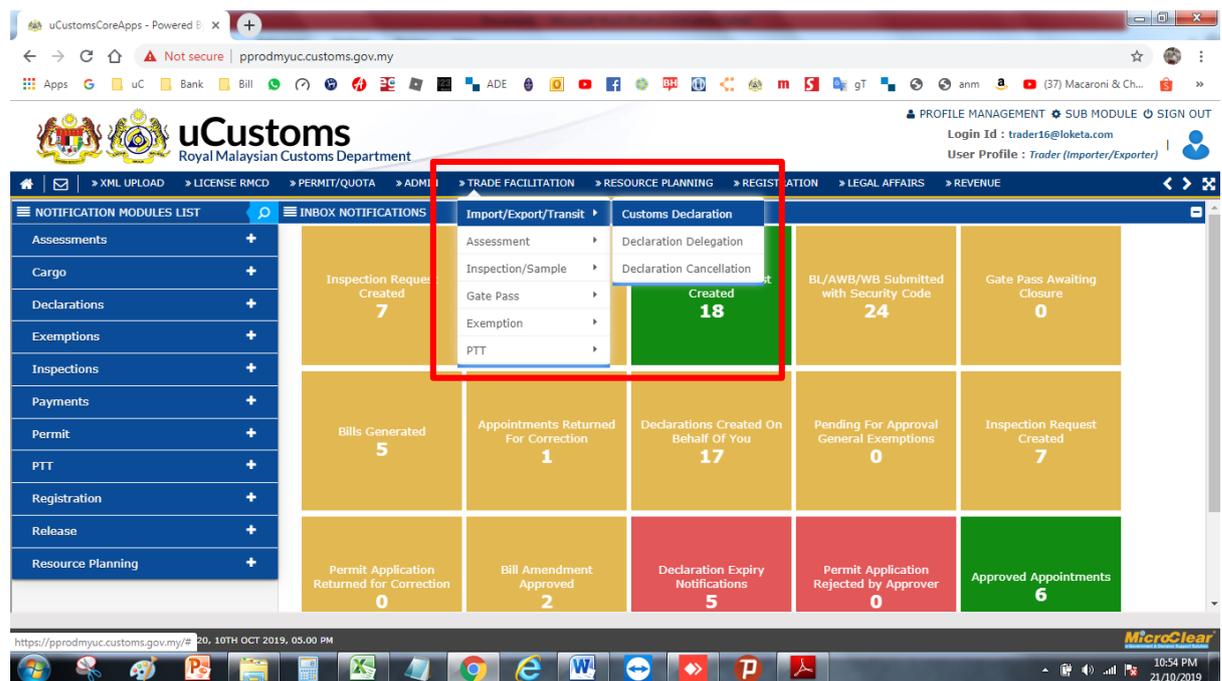
This **User Guide Export Declaration** can be used by Trader and forwarding agent.

EXPORT DECLARATION STEPS:

1. Login uCustoms: <https://myuc.customs.gov.my>

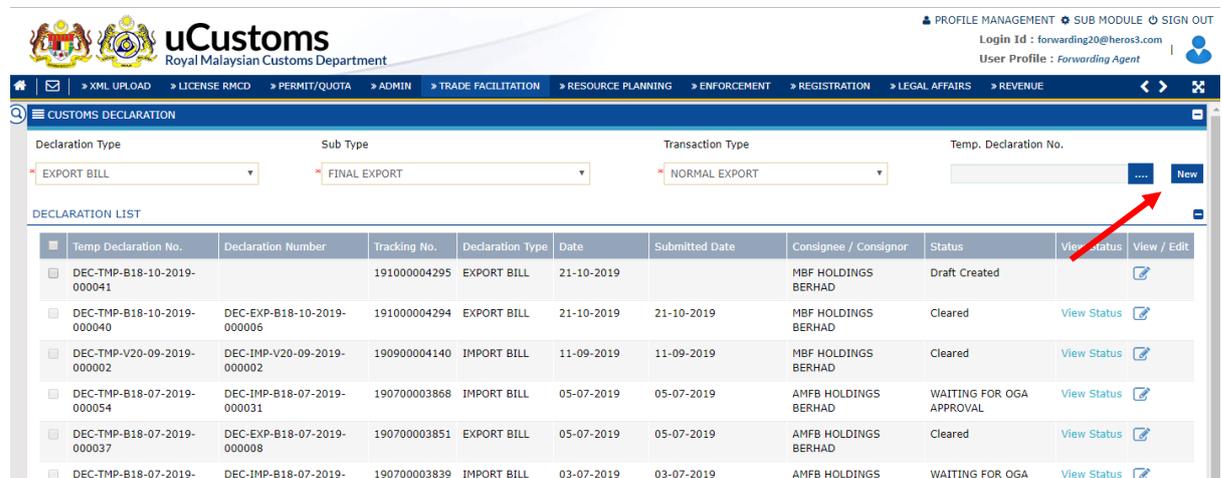


2. Select Trade Facilitation > Import/Export/Transit > Customs Declaration



3. Select declaration type > sub type > Transaction type and click NEW.

*Notes: Currently user only can declare transaction type Normal Export ONLY.



- Select Consignee Name (if declared by Forwarding Agent) > Mode of transport (sea) > Customs Station > Load Type (FCL ONLY) > Shipment Order (Not Available) > Booking Reference number > Choose journey number by key in SCN > Click create button

CUSTOMS DECLARATION

EXPORT BILL - FINAL EXPORT (NORMAL EXPORT)

Consignor Name: AMFB HOLDINGS BERHAD

Consignee Name: [Empty]

Mode of Transport: SEA

Customs Station: B18-PELABUHAN BARAT, SELANGOR

Declaration Sources: SELECT THE VALUE

Load Type: FCL

Shipment Order: NOT AVAILABLE

Booking Reference No.: A125-11

Export Journey No.: CAR-JRN-B18-10-2017-000001

Buttons: Create, Back

uCustoms
Royal Malaysian Customs Department

PROFILE MANAGEMENT SUB MODULE SIGN OUT
Login Id : forwarding20@heros3.com
User Profile : Forwarding Agent

CUSTOMS DECLARATION EXPORT JOURNEY LIST

Search	Ship Call Number (SCN)	Exit Customs Station	Estimated Time of Departure	Submitted Date	Status	
Journey Number	MYPKG17100865	B18-PELABUHAN BARAT, SELANGOR	18-10-2017 00:00:00	12-10-2017	Submitted	
Ship Call Number (SCN)	MYPKG17120869	B18-PELABUHAN BARAT, SELANGOR	11-12-2017 08:00:00	07-12-2017	Submitted	
Exit Customs Station	MYPKG17120871	B18-PELABUHAN BARAT, SELANGOR	16-12-2017 10:00:00	14-12-2017	Submitted	
Submitted Date	MYPKG17120872	B18-PELABUHAN BARAT, SELANGOR	26-12-2017 00:00:00	21-12-2017	Submitted	
Status	MYPKG18010874	B18-PELABUHAN BARAT, SELANGOR	09-01-2018 00:00:00	08-01-2018	Submitted	
	MYPKG18010875	B18-PELABUHAN BARAT, SELANGOR	09-01-2018 12:00:00	08-01-2018	Submitted	
	MYPKG18010879	B18-PELABUHAN BARAT, SELANGOR	18-01-2018 00:00:00	15-01-2018	Submitted	
	MYPKG18010883	B18-PELABUHAN BARAT, SELANGOR	18-01-2018 02:00:00	17-01-2018	Submitted	
9	CAR-JRN-B18-01-2018-000019	MYPKG18010884	B18-PELABUHAN BARAT, SELANGOR	19-01-2018 04:00:00	17-01-2018	Submitted
10	CAR-JRN-B18-01-2018-000021	MYPKG18010885	B18-PELABUHAN BARAT, SELANGOR	20-01-2018 00:00:00	18-01-2018	Submitted

5. Create Consignee details > Create Container Information > Click add invoice button

The screenshot shows the 'CUSTOMS DECLARATION' form with a status of 'DRAFT CREATED'. The form contains various fields for tracking, declaration, and consignor/consignee information. A dropdown menu is open, showing options like 'View Consignor Details', 'View Transaction History', 'Upload Required Documents', 'Associate Rulings', 'Create/View Consignee Details', and 'Create/View Container Information'. The last two options are highlighted with a red box. A red arrow points to the '+' icon in the 'INVOICE DETAILS' section, which currently shows 'NO RECORDS AVAILABLE'.

Tracking No.	191100004527
Temp. Declaration No.	DEC-TMP-B18-11-2019-000130
Consignor Name	* AMFB HOLDINGS BERHAD
Consignee Name	
Mode of Transport	* SEA
Customs Station	* B18-PELABUHAN BARAT, SELANGOR
Declaration Sources	SELECT THE VALUE
Load Type	* FCL
Shipment Order	NOT AVAILABLE
Booking Reference No.	A125-11
Export Journey No.	CAR-JRN-B18-10-2017-000001

INVOICE DETAILS
NO RECORDS AVAILABLE
+
Save Calculate Duty Print Declaration Back

The screenshot shows the 'CONSIGNEE DETAILS' form with a status of 'CREATED'. The form contains fields for Consignee Name, Address, Country, State, City/Town, and Postal Code. A 'Back' button is visible at the bottom.

Consignee Name	* ALI		
Address	* Amarika		
Country	* UNITED KINGDOM	State	
City/Town	* LONDON	Postal Code	

Back

The screenshot shows the 'CONTAINER INFORMATION' form with a status of 'NEW'. The form contains fields for Container Load Type, ISO Code, Container Size, Container Number, Container Source, and Container Type. 'Create' and 'Back' buttons are visible at the bottom.

Container Load Type	* FCL (FULL CONTAINER LC	Container Number	* UCLK4545666
ISO Code	* 42G1	Container Source	Manual
Container Size	42G1	Container Type	GENERAL PURPOSE CONT.

Create Back

6. Fill invoice information > Click create button

Consignee Name
Consignor Name: AMFB HOLDINGS BERHAD
Temp. Declaration No.: **DEC-TMP-B18-11-2019-000130**
Mode of Transport: SEA
Customs Station: B18-PELABUHAN BARAT, SELANGOR
Declaration Sources
Load Type: FCL
Shipment Order: NOT AVAILABLE

INVOICE INFORMATION

Invoice No.: A01-01
System Reference No.: MRA
Invoice Type: FREE ON BOARD
Invoice Date: 22-11-2019
Currency: MYR-MALAYSIA RINGGIT
Exchange Rate(RM): 1.00000
Supplier Name: uCustoms Enterprise Sdn, Bhd
Country of Destination: UNITED STATES
Destination Port/Location: US20G-USA-S-SOUTH OGDEN
Invoice Total (RM): 0
Declared Value (FOB in RM)
Gross Weight (In KG)
Total Invoice Items
Remarks

Buttons: Create, Back

7. Click add item (to create invoice item)

CUSTOMS DECLARATION STATUS: DRAFT CREATED

EXPORT BILL - FINAL EXPORT (NORMAL EXPORT)

Tracking No.: 191100004527
Temp. Declaration No.: **DEC-TMP-B18-11-2019-000130**
Consignor Name: AMFB HOLDINGS BERHAD
Consignee Name
Mode of Transport: SEA
Customs Station: B18-PELABUHAN BARAT, SELANGOR
Declaration Sources: SELECT THE VALUE
Load Type: FCL
Shipment Order: NOT AVAILABLE
Booking Reference No.: A125-11
Export Journey No.: CAR-JRN-B18-10-2017-000001

INVOICE DETAILS

Invoice No.	System Reference No.	Invoice Date	Invoice Total (RM)	Currency	Action	View / Edit
A01-01	INV-EXP-B18-11-2019-000000033	22-11-2019	0.00	MYR-MALAYSIA RINGGIT	Add Item	

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

Buttons: Save, Calculate Duty, Print Declaration, Back

8. Fill invoice item information > Click create button

Customs Station: B18-PELABUHAN BARAT, SELANGOR
 Declaration Sources: FCL
 Load Type: FCL
 Shipment Order: NOT AVAILABLE

INVOICE ITEM DETAIL

Item Line No.: 1
 Item HS Code: 0302.11.0000
 HS/Tariff Description: --Trout (Salmo trutta, Oncorhynchus mykiss, Oncorhynchus clarki, Oncorhynchus aguabonita, Oncorhynchus gilae, Oncorhynchus apache and Oncorhynchus chrysogaster)
 Item Description: --Trout (Salmo trutta, Oncorhynchus mykiss, Oncorhynchus clarki, Oncorhynchus aguabonita, Oncorhynchus gilae, Oncorhynchus apache and Oncorhynchus chrysogaster)
 Is STA Item:
 Country of Origin: Malaysia
 Quantity (in KILOGRAM): 100
 Quantity (in UOM2):
 Unit Price (in KILOGRAM): 12.00
 Gross Weight (In KG): 120
 Volume:
 Purpose of Usage: COMMERCIAL

STA Code: Search...
 Customs Unit of Measurement: KILOGRAM
 Total Price (MYR): 1,200
 Quantity (in UOM3):
 Declared Value (RM): 1,200.00
 Net Weight (KG): 100
 Volume UOM: Search...
 Valuation Method: TRANSACTION VALUE BASED ON THE INVOICE

Buttons: Create, Back

9. Associate container information > Associate Exemptions (if any)> Key in Permit Detail (If any)> Click Save and New to add new item or List Complete if no others item
- *Exemption need to be apply by Trader (refer Exemption application manual)
 - *Permit need to be apply by Trader (refer Permit application manual)

Shipment Order: NOT AVAILABLE

INVOICE ITEM DETAIL

Item Line No.: 1
 Item HS Code: 0302.11.0000
 HS/Tariff Description: --Trout (Salmo trutta, Oncorhynchus mykiss, Oncorhynchus clarki, Oncorhynchus aguabonita, Oncorhynchus gilae, Oncorhynchus apache and Oncorhynchus chrysogaster)
 Item Description: --Trout (Salmo trutta, Oncorhynchus mykiss, Oncorhynchus clarki, Oncorhynchus aguabonita, Oncorhynchus gilae, Oncorhynchus apache and Oncorhynchus chrysogaster)
 Is STA Item:
 Country of Origin: MALAYSIA
 Quantity (in KILOGRAM): 100.000000
 Quantity (in UOM2):
 Unit Price: 12.00
 Gross Weight (In KG): 120.000000
 Volume:
 Purpose of Usage: COMMERCIAL

STA Code: Search...
 Customs Unit of Measurement: KILOGRAM
 Total Price (MYR): 1,200.00
 Quantity (in UOM3):
 Declared Value (RM): 1,200.00
 Net Weight (KG): 100.000000
 Volume UOM: Search...
 Valuation Method: TRANSACTION VALUE BASED ON THE INVOICE

Dropdown Menu: Associate Rulings, Detailed Specifications, Associate/View Container Information

EXEMPTIONS

NO RECORDS AVAILABLE

PERMITS

No.	Permit Name	Permit Code	Permit Issuing Authority	Is Permit Applicable	Permit Reference No.	Action
1	EXPORT PERMIT	MAQIS/EXPORT	MALAYSIAN QUARANTINE AND INSPECTION SERVICES (MAQIS)	SELECT THE VALUE		View / Upload View / Associate Permit

Buttons: Save, Save and New, List Complete, Back

10. Calculate Duty

The screenshot displays the 'CUSTOMS DECLARATION' form in the uCustoms system. The form is titled 'EXPORT BILL - FINAL EXPORT (NORMAL EXPORT)' and has a status of 'DRAFT CREATED'. The form contains several fields for declaration details, including Tracking No., Temp. Declaration No., Consignor Name, Consignee Name, Mode of Transport, Customs Station, Declaration Sources, Load Type, Shipment Order, Booking Reference No., and Export Journey No. Below these fields is the 'INVOICE DETAILS' section, which shows a table with columns for Invoice No., System Reference No., Invoice Date, Invoice Total (RM), and Currency. The table contains one row with the following data: Invoice No. A01-01, System Reference No. INV-EXP-B18-11-2019-000000033, Invoice Date 22-11-2019, Invoice Total (RM) 1,200.00, and Currency MYR-MALAYSIA RINGGIT. At the bottom of the form, there are buttons for 'Save', 'Calculate Duty', 'Print Declaration', and 'Back'. The 'Calculate Duty' button is highlighted with a red box.

11. Tick disclaimer > Submit to Customs

**Please ensure all details are correct.*

The screenshot displays the 'CUSTOMS DECLARATION' form in the uCustoms system, showing the 'INVOICE DETAILS' section. The form is titled 'EXPORT BILL - FINAL EXPORT (NORMAL EXPORT)' and has a status of 'DRAFT CREATED'. The form contains several fields for declaration details, including Tracking No., Temp. Declaration No., Consignor Name, Consignee Name, Mode of Transport, Customs Station, Declaration Sources, Load Type, Shipment Order, Booking Reference No., and Export Journey No. Below these fields is the 'INVOICE DETAILS' section, which shows a table with columns for Invoice No., System Reference No., Invoice Date, Invoice Total (RM), and Currency. The table contains one row with the following data: Invoice No. A01-01, System Reference No. INV-EXP-B18-11-2019-000000033, Invoice Date 22-11-2019, Invoice Total (RM) 1,200.00, and Currency MYR-MALAYSIA RINGGIT. At the bottom of the form, there is a checkbox for the disclaimer: 'I hereby confirm that the information provided in this declaration and all of its attachments is accurate and complete. I acknowledge that an inaccurate or incomplete declaration may be subject to the application of legal penalties.' The checkbox is checked, and a red arrow points to it. Below the disclaimer, there are buttons for 'Edit', 'Submit to Customs', 'Print Declaration', and 'Back'. The 'Submit to Customs' button is highlighted with a red box.

12. Once successfully submitted, uCustoms system will generate declaration number. Click OK.

The screenshot displays the 'CONFIRMATION' screen in the uCustoms system. The screen shows a message: 'Declaration Number: DEC-EXP-B18-11-2019-000025 has been submitted successfully.' The declaration number 'DEC-EXP-B18-11-2019-000025' is highlighted with a red box. Below the message, there is an 'OK' button.

13. User able to check declaration status:

- * Submitted = System processing the application
- * Waiting for OGA Approval = OGA approval required
- * Cleared = Payment collected and able to create Vehicle Entry Pass (VEP)
- * Approved = Bill Generated and Pending for Payment
- * In progress = Pending Customs Assessment or Pending for inspection (users to make appointment)
- * Conditional Approved Pending ATA = Pending ATA from Port Operator

The screenshot shows the 'CUSTOMS DECLARATION' application interface. At the top, there are navigation tabs: XML UPLOAD, LICENSE RMCD, PERMIT/QUOTA, ADMIN, TRADE FACILITATION, RESOURCE PLANNING, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. Below these are search filters for Declaration Type, Sub Type, Transaction Type, and Temp. Declaration No. The main area displays a 'DECLARATION LIST' table with columns: Temp Declaration No., Declaration Number, Tracking No., Declaration Type, Date, Submitted Date, Consignee / Consignor, Status, View Status, and View / Edit. The first row is highlighted, and its 'View Status' button is circled in red. The table footer shows 'Page 1 of 2 Total 20 Item(s)' and 'Items per list: 10'.

Temp Declaration No.	Declaration Number	Tracking No.	Declaration Type	Date	Submitted Date	Consignee / Consignor	Status	View Status	View / Edit
DEC-TMP-B18-11-2019-000130	DEC-EXP-B18-11-2019-000025	191100004527	EXPORT BILL	22-11-2019	22-11-2019	AMFB HOLDINGS BERHAD	Submitted	View Status	View / Edit
DEC-TMP-B18-10-2019-000041		191000004295	EXPORT BILL	21-10-2019		MBF HOLDINGS BERHAD	Draft Created	View Status	View / Edit
DEC-TMP-B18-10-2019-000040	DEC-EXP-B18-10-2019-000006	191000004294	EXPORT BILL	21-10-2019	21-10-2019	MBF HOLDINGS BERHAD	Cleared	View Status	View / Edit
DEC-TMP-V20-09-2019-000002	DEC-IMP-V20-09-2019-000002	190900004140	IMPORT BILL	11-09-2019	11-09-2019	MBF HOLDINGS BERHAD	Cleared	View Status	View / Edit
DEC-TMP-B18-07-2019-000054	DEC-IMP-B18-07-2019-000031	190700003868	IMPORT BILL	05-07-2019	05-07-2019	AMFB HOLDINGS BERHAD	WAITING FOR OGA APPROVAL	View Status	View / Edit
DEC-TMP-B18-07-2019-000037	DEC-EXP-B18-07-2019-000008	190700003851	EXPORT BILL	05-07-2019	05-07-2019	AMFB HOLDINGS BERHAD	Cleared	View Status	View / Edit
DEC-TMP-B18-07-2019-000025	DEC-IMP-B18-07-2019-000024	190700003839	IMPORT BILL	03-07-2019	03-07-2019	AMFB HOLDINGS BERHAD	WAITING FOR OGA APPROVAL	View Status	View / Edit
DEC-TMP-B18-06-2019-000226	DEC-IMP-B18-06-2019-000073	190600003805	IMPORT BILL	27-06-2019	27-06-2019	AMFB HOLDINGS BERHAD	Cleared	View Status	View / Edit
DEC-TMP-B18-06-2019-000203	DEC-EXP-B18-06-2019-000086	190600003781	EXPORT BILL	27-06-2019	27-06-2019	AMFB HOLDINGS BERHAD	Cleared	View Status	View / Edit
DEC-TMP-B18-06-2019-000153	DEC-EXP-B18-06-2019-000071	190600003728	EXPORT BILL	25-06-2019	25-06-2019	AMFB HOLDINGS BERHAD	Cleared	View Status	View / Edit

The screenshot shows the 'DECLARATION STATUS' application interface. It displays details for a specific declaration: Declaration Number DEC-EXP-B18-11-2019-000025, Temp. Declaration No. DEC-TMP-B18-11-2019-000130, and Status Cleared. A 'View CBRA Status' button is highlighted in red. Below the details is a grid showing the status of various stages: Document Review (Created), Inspection (Created), Assessment (Assessment Required), Goods Release (Partially Released), and Compound (Approved). A note at the bottom states: 'Mustard colored boxes indicate the current status of respective declaration process.'

Declaration Number	DEC-EXP-B18-11-2019-000025	Time elapsed since Declaration was created	0 Days 1 H	View CBRA Status	
Temp. Declaration No.	DEC-TMP-B18-11-2019-000130	Status	Cleared		
Document Review	Created	Submitted	Approved	Returned for Correction	Requested for More Documents
Inspection	Created	Assigned to Inspector	Report Created	Completed	Re-Opened
Assessment	Assessment Required	Open for Assessment	Assessment Completed	Referred for Clarification	Declaration - Confiscated
Goods Release	Partially Released	Fully Released			
Compound	Approved	Compound Offered	Compound Served	Bill Issued	Compound Closed

Mustard colored boxes indicate the current status of respective declaration process.

14. User next action based on the status as follow :

* *Approved = Bill Generated and Pending for Payment*

- *Please refer to payment manual*

<http://www.customs.gov.my/en/uc/Documents/QuickReferences/Payments/Payment.pdf>

* *Cleared = Payment collected and able to create Vehicle Entry Pass (VEP)*

- *Please refer to Gate Pass manual*

<http://www.customs.gov.my/en/uc/Documents/QuickReferences/Release/Gate%20Pass%20Oby%20Trader.pdf>

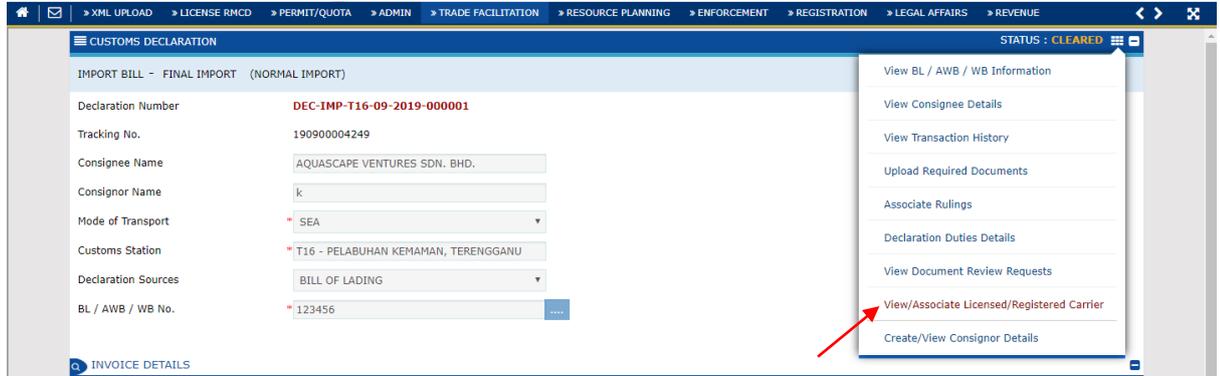
* *In progress = Pending Customs Assessment or Pending for inspection (users to make appointment)*

- *Please refer to Inspection manual*

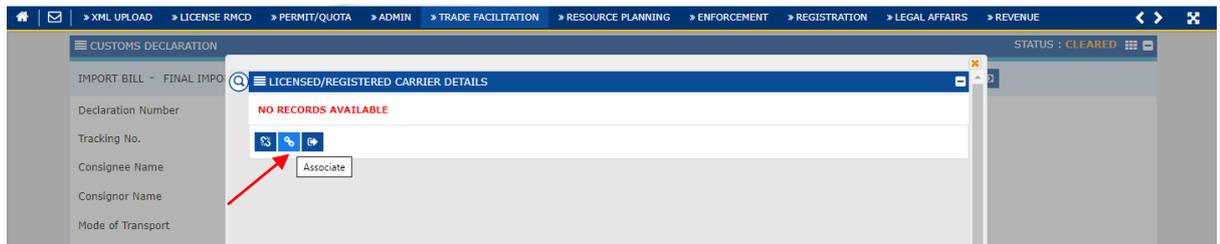
[http://www.customs.gov.my/en/uc/Documents/QuickReferences/Inspection%20and%20Assessment/Inspection%20and%20Assessment%20\(Red%20Channel\).pdf](http://www.customs.gov.my/en/uc/Documents/QuickReferences/Inspection%20and%20Assessment/Inspection%20and%20Assessment%20(Red%20Channel).pdf)

15. If Forwarding Agent using third party transporter/haulier, need to delegate as below

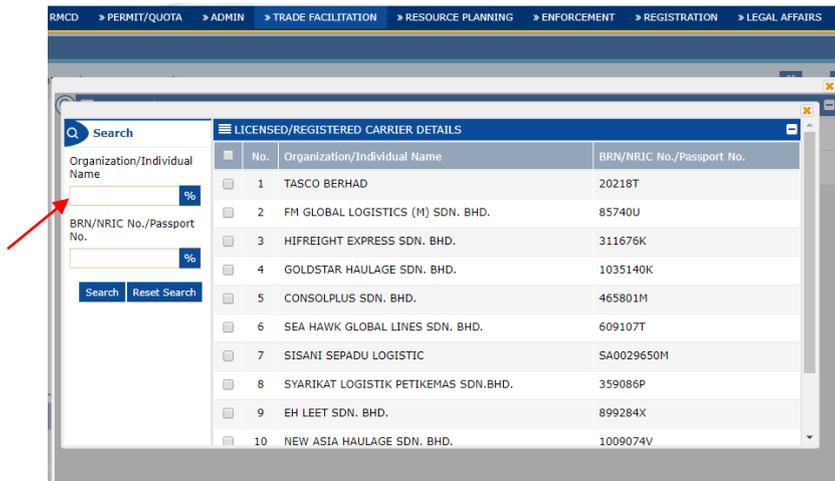
a. Click View/Associate License/Registered Carrier



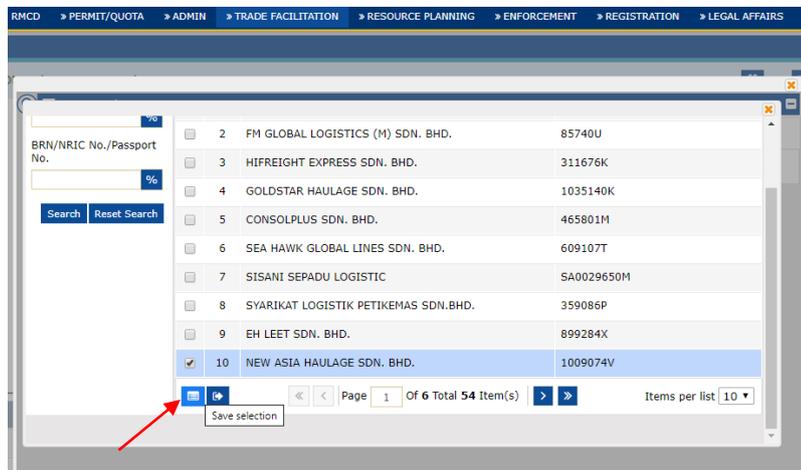
b. Click button Associate.



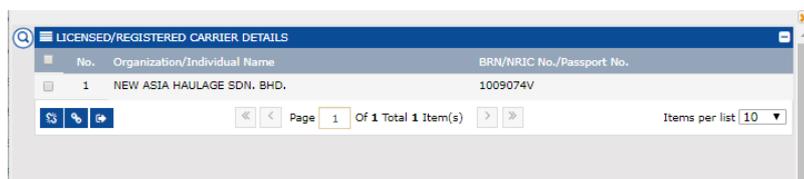
c. Search Haulage/Organization Name



d. Click on the selected Name, and Save.



e. Haulier/Carrier agent associated.



f. Haulier/Carrier agent will get notification of appointment.