

ROYAL MALAYSIAN CUSTOMS DEPARTMENT



## USER MANUAL

**uCustoms**

**USER MANUAL**  
**SP (IV) - (EXTERNAL USER)**  
24<sup>th</sup> October 2018 / Issue 1.0





## DOCUMENT CONTROL

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24.10.2018	1.0	All sections	First Issue	Mazidah Hj Abd Rahim

## References

uCustoms.17.01.01	Master Test Plan
uCustoms.17.01.15	UAT Plan Release 3 B
uCustoms.42.02.01	SMK uCustoms design specification
uCustoms.32.05.27	SIT Report for Service Providers



## Abbreviations

IS	Integration Specification
RMCD	Royal Malaysian Customs Department
RMS	Risk Management System
SDS	System Design Specification
SIT	System Integration Test
SMK	<i>Sistem Maklumat Kastam</i>
UAT	User Acceptance Test

## Definitions

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



## ***Preface***

### ***About this Manual***

This User Manual helps to understand and use the SMK data in uCustoms. It describes the features of crosscheck information generated by uCustoms especially on Journey Number, Manifest Number and Ship Call Number via SMK uCustoms Viewer.

### ***Prerequisites***

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

The SMk uCustoms Viewer application is a standardized Web Application. Once the attendee learns the basic functions, using similar features will become easy and intuitive. During the training, fictitious accounts will be provided for various type of users based on their specific roles.

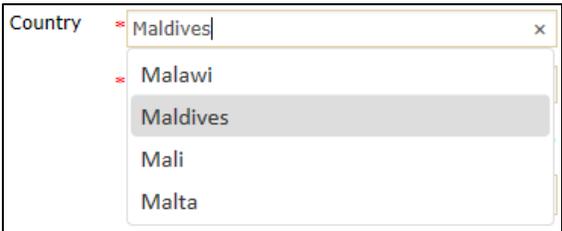
### ***Intended Users and their Roles***

<b>Transit Module</b>	
<b>Users</b>	<b>User Role Description</b>
Forwarding Agent, Principal Shipping Agent	<ol style="list-style-type: none"><li>1. Submit query based on SMK details</li><li>2. Get the uCustoms generated reference number for Journey, Manifest and SCN</li></ol>



## Typographical Conventions Used in Manual

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

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



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## 1. SMK UCUSTOMS VIEWER

Any user can access SMK uCustoms Viewer by entering the URL <https://ucustomssp4.customs.gov.my/> in the address bar of the web browser.

The SMK uCustoms Viewer page appears as shown below:

**Figure 1-1: SMK uCustoms Viewer Page**

1. Search by entering either BL No. (SMK), Ship Call Number (SMK) or Principal Shipping Agent Code (SMK) or combination of all
2. List of matched queries will be populated in the table, refer to **Figure 1-2** below
3. User is required to keep the relevant uCustoms reference number to be used in uCustoms application



Search Record

Journey Type: Import  Export

BL No:

Shipping Agent Code (SMK):

Ship Call Number (SMK):

I'm not a robot

Shipping Agent Code (SMK)	Agent License Number (uCustoms)	Ship Call Number (SMK)	Ship Call Number (uCustoms)	Journey Number Import (uCustoms)	Manifest Number (uCustoms)	BL Number	Company Name
BS0379	CSA000063	HFGU	18DABE	CAR-JRN-B18-12-2018-000061	MRN-IMP-B18-12-2018-000042	0358X57328	VANGUARD LOGISTICS SERVICES (HONG
BS0379	CSA000063	HFGU	18DABE	CAR-JRN-B18-12-2018-000061	MRN-IMP-B18-12-2018-000042	0358X57329	FORWARD FREIGHT SERVICES SDN BHD
BS0379	CSA000063	HFGU	18DABE	CAR-JRN-B18-12-2018-000061	MRN-IMP-B18-12-2018-000042	0358X57332	P&O TRANS (MALAYSIA) SDN BHD
BS0379	CSA000063	HFGU	18DABE	CAR-JRN-B18-12-2018-000061	MRN-IMP-B18-12-2018-000042	0358X58519	GCI GLOBAL LOGISTICS SDN BHD

**Figure 1-2: SMK uCustoms Viewer with Search Result**