

MULTI-PURPOSE TERMINAL SYSTEM (MPTS) USER MANUAL FOR FORWARDING AGENT ONLY

Revision History

Version	Date	Description	Author	Approver
1.0	10/11/2009	Making manual for Contractor part	Chamilah	

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I. Introduction

1. Purpose

The purpose of this document is to guide users how to apply and use the operation of MPTS for the training through JPBi web application.

Below image is System Business Process Module:



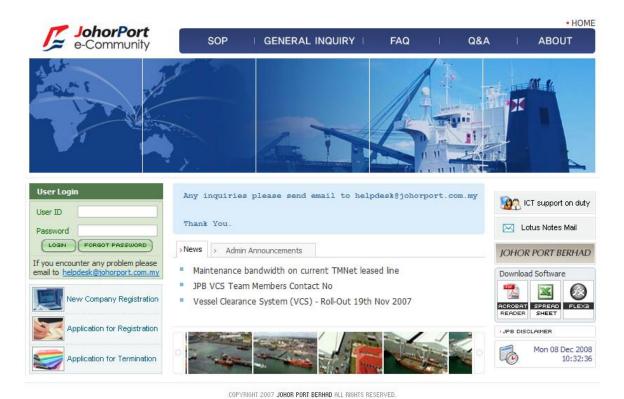
2. Limitation

This document is applicable for Forwarding Agent only. It will cover the following parts in the MPTS system:

- Planning
- Document
- Controller

3. Log In

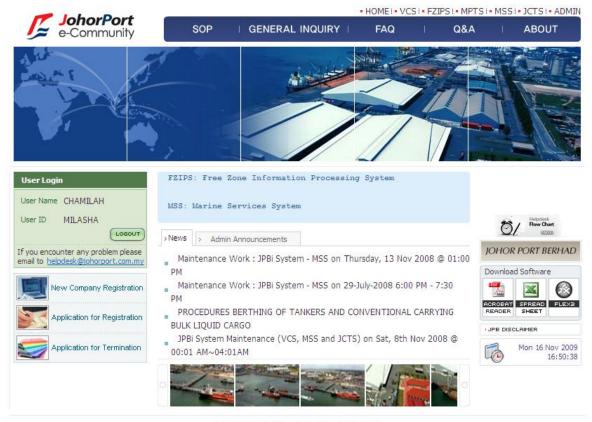
 In order to access MPTS System, users need to input the authorized User ID and Password into the JPBi web application as screen shot below:



Then users click [Login] button, and the pop-up window will be appeared to ask user's agreement as below:



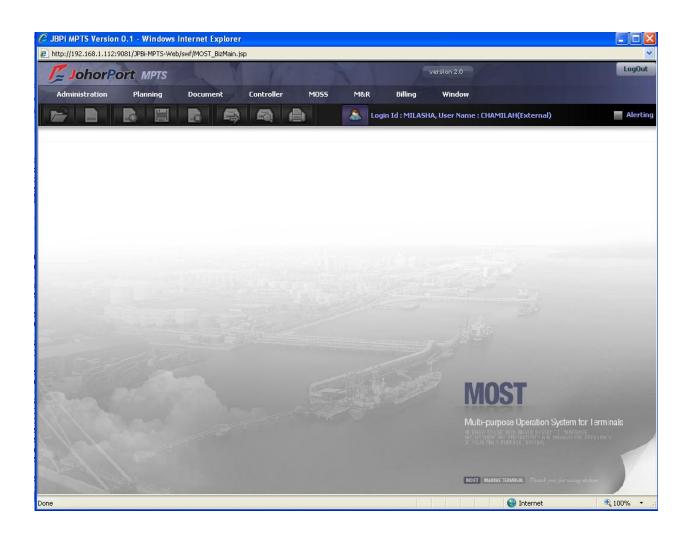
User click [Agree] button, the JPBi system will be displayed as image below:

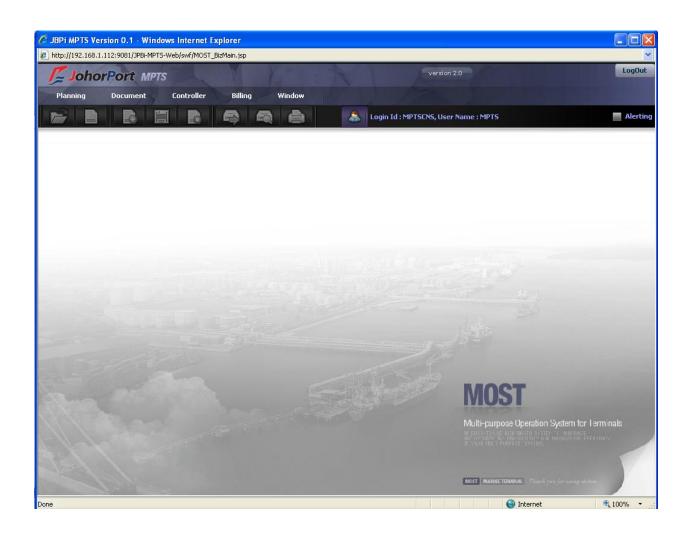


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4. Main Screen

After log-in, users click the [MPTS] button on the JPBi system menu. Then the MPTS system will be displayed as screen shot below:





II. Common

1. Menu select buttons

The following buttons appear above the system menu and provide functions for displaying their respective menu:



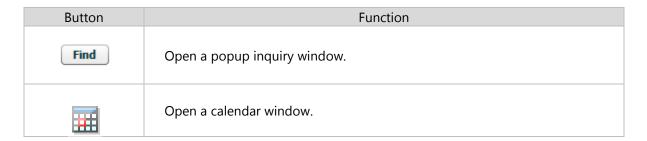
2. Data Entry function buttons

The following buttons appear at the top of data entry screens and provide general functions necessary for data entry at that particular screen:

Button Name	Button	Function
Retrieve		Retrieve or Refresh data from search conditions, modified data,
Clear		Clear all input fields in the current screen and initializes the screen for data entry of a new record.
Create		Create new operation. EX: Create MEGA, Space Request
Save		Save the new, modified data in the current screen.
Delete		Delete the currently active or selected data.
Download		Initiate the download process.
Preview		Open the print/preview screen for the current data.
Print		Send data to printer.

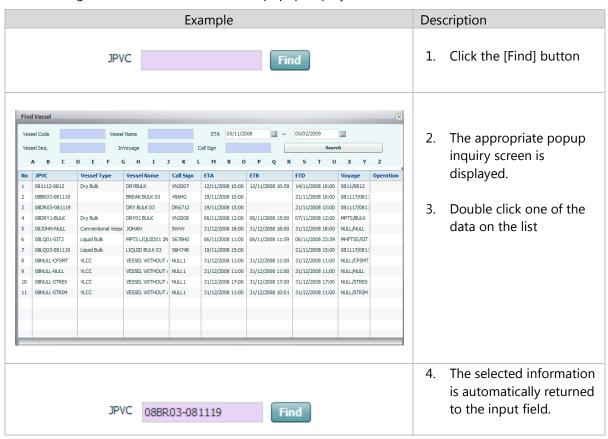
3. Data Entry aid buttons

The following buttons may appear throughout the system to aid the user to enter data:



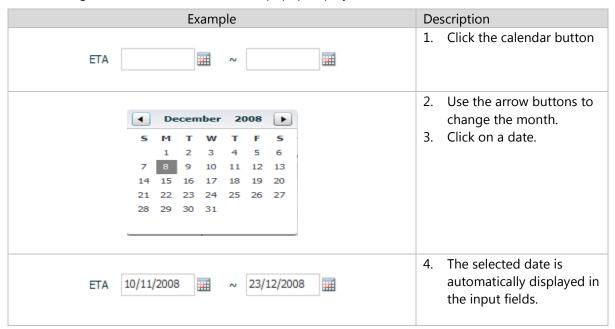
4. Pop up inquiry usage

The following demonstrates how to use the popup inquiry function.



5. Calendar usage

The following demonstrates how to use the popup inquiry function.

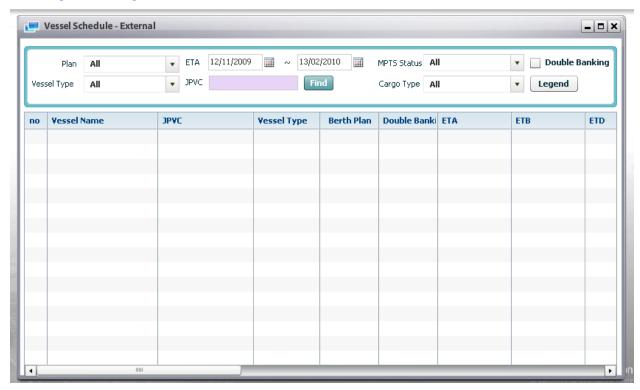


III. Main functions in MPTS System

1. Vessel Schedule External

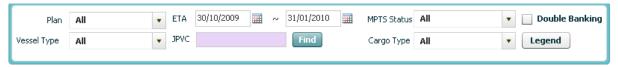
1.1. Retrieve Vessel Schedule External List

Navigate Planning > Vessel Schedule External

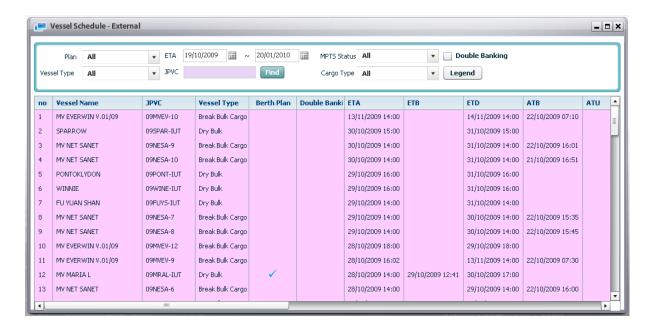


Steps:

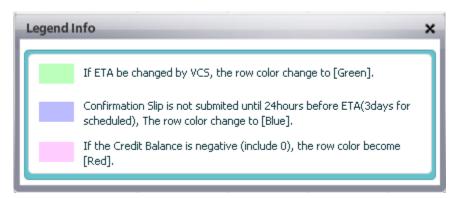
1. Users can select search condition as the followings:



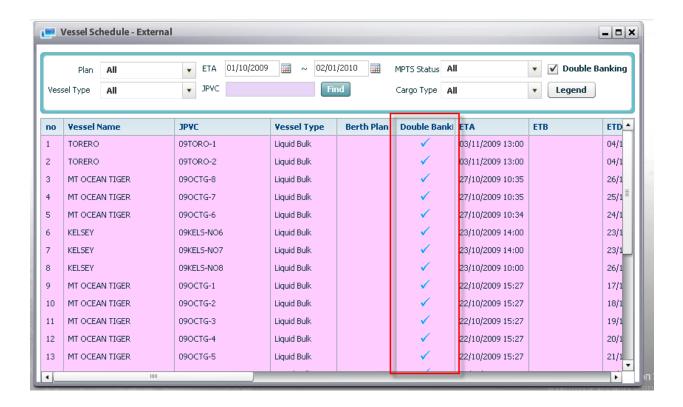
- Users can type JPVC value directly in textbox or click [Find] button to search for specific JPVC or select ETA From and To by using calendar usage function (refer to session II.5). Users have to select either ETA or JPVC. One of them must be mandatory field.
- Users can select other search condition as optional fields such as Plan, Vessel Type, MPTS Status, and Cargo Type.
- 2. Finally, users can click [Retrieve] button, then all data corresponding with search conditions will be displayed in the data grid as image below:



3. If users want to know the meaning of color, they can click [Legend] button, then the pop up screen will display as below to explain about it.



4. If users want to search all vessels with double banking information, they can input ETA information and tick off the Double Banking checkbox and then click [Retrieve] button, all vessels with double banking information will be displayed as image below:



2. Vessel Detail

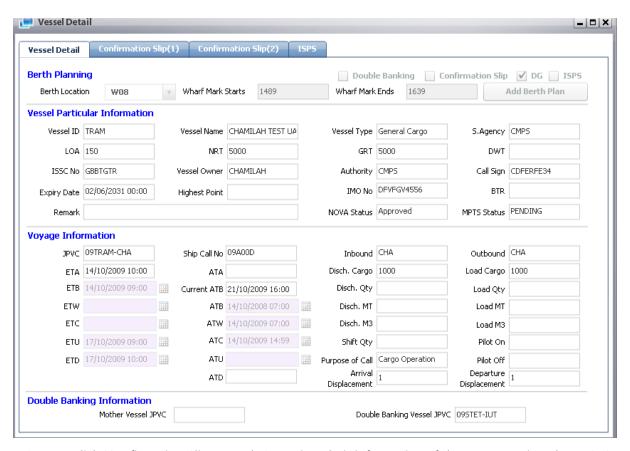
2.1. View Vessel Detail

Context:

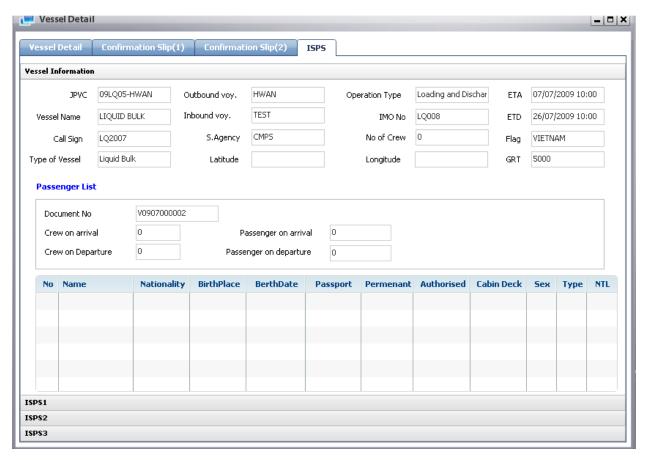
Only authorized S/A can view vessel detail of their JPVC. He/she cannot view other JPVC's detail.

Steps:

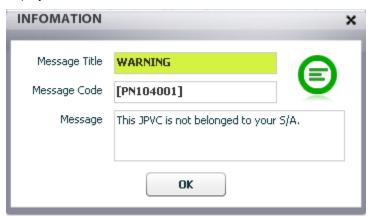
1. After user retrieve vessel schedule external (refer above function), S/A can view vessel detail by double click on selected JPVC, then all detail information will be displayed as image below:



2. S/A can click 'Confirmation Slip (1) and (2) to view their information. If they want to view there ISPS information, they can click 'ISPS' tab to view as below:



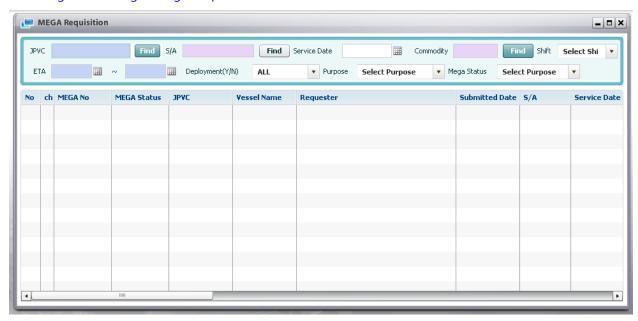
3. If others F/A try to view other schedule which is not belonged to him, then the alert message will be displayed as below:



3. Mega Requisition

3.1. Retrieve Mega List

Navigate Planning > Mega Requisition



Context:

The purpose of this screen is for inquiring list of MEGA which is submitted by S/A, F/A, or CSC supervisor or Shipper/Consignee. For external users, he can only see request which is requested by him/her. In order to retrieve MEGA List to check status of individual MEGA, user goes to this screen and uses Retrieve function.

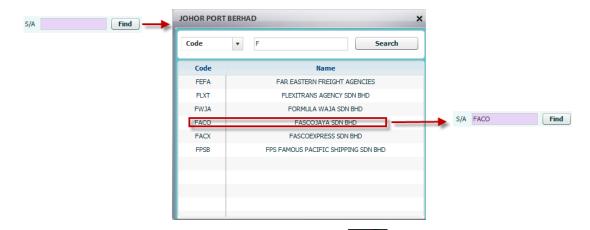
Steps:

1. User has to input search conditions firstly. Below image is search conditions area:

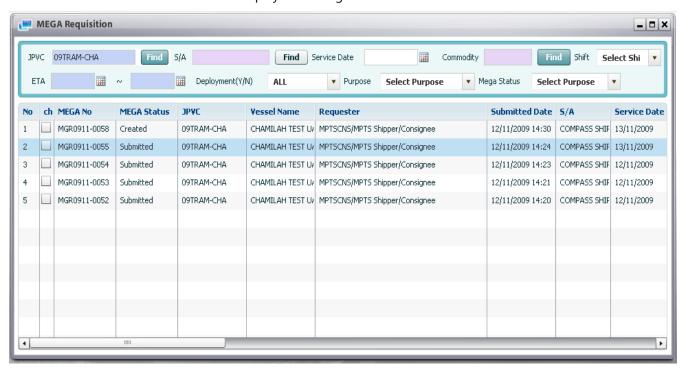


- There are two mandatory fields in search conditions area: JPVC or ETA, the others are optional
- User select JPVC by using Pop up inquiry usage (refer to session II.4), OR select ETA by using calendar usage (refer to session II.5).
- Then select optional fields like: S/A, Deployment status, ETW, Commodity, purpose, shift.

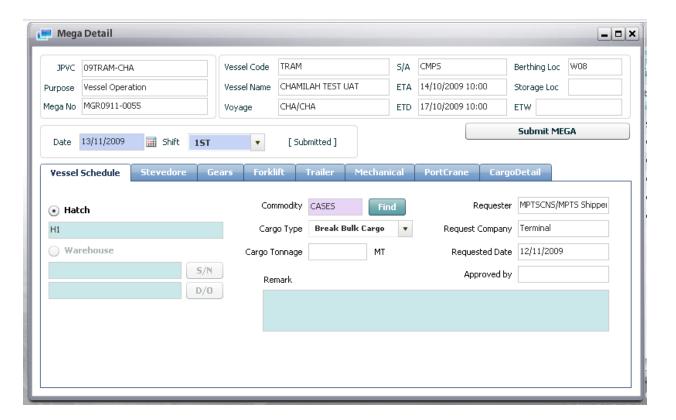
^(*) To select S/A, user has to click [find] button, then S/A company list shall be displayed in the popup screen, after that double click on specific one. Selecting commodity manipulation is the same. Take a look at below image.



2. After select expected search conditions, user click [Retrieve] button on the menu bar, then all MEGA met search conditions will be displayed in the grid.



3. In order to see MEGA detail, users can double click one of mega no and then the detail information will be displayed in MEGA Detail screen as image below:



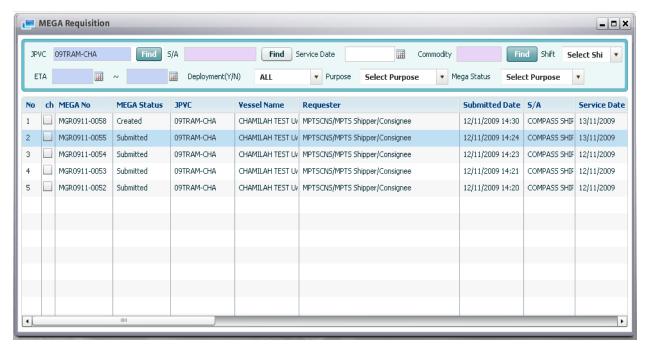
3.2. Delete existed MEGA

Context:

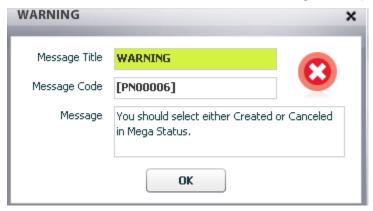
For some reasons, after users request MEGA, they want to delete it. However they can only delete created MEGA or Canceled MEGA only.

Steps:

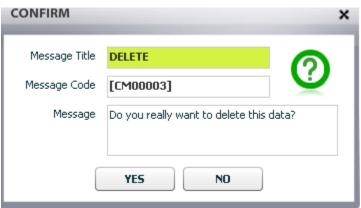
1. Retrieve MEGA list (refer to above function)



2. Select existed MEGA by tick off check box column, then click [Delete] button. If selected MEGA is not crated or canceled MEGA, then the alert message will display as below to inform users:



3. Users select again the Created or Canceled MEGA, and click [Delete] button, then the confirmation message will display as below to ask for confirmation as below:



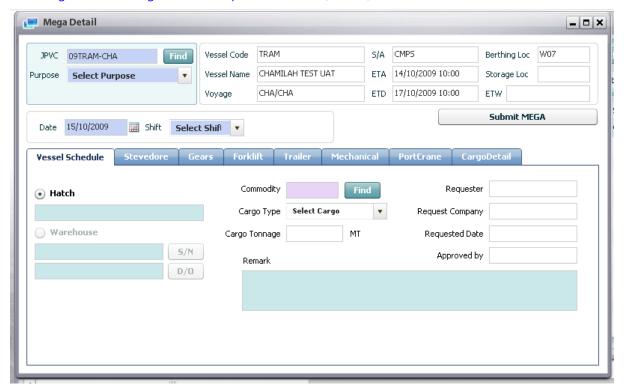
4. Users click [Yes] button, then the selected MEGA is deleted from system.

4. Mega Detail

- The purpose of this screen is for requesting MEGA (Cargo information, Equipment, Forklift, Stevedore)
 from Shipping agent, F/A, Shipper/Consignee and confirming from CSC Operator.
- MEGA can be generated and submitted with JPVC, Working Date, shift, and purpose and cargo type wise.
- MEGA is used for requesting to CSC to supply the specified manpower and equipment in MEGA for vessel operation, warehouse operation and the internal usage purpose
- External users should submit MEGA before starting vessel operation. MEGA include the information of manpower and equipment needed for operations.
- In case of MEGA for vessel operation and internal usage purpose, after submission of the MEGA, CSC operator will confirm, and decide to accept or reject about the request. When CSC operator accepts the MEGA request, He/she can adjust the quantity of equipment. After getting approval, CSC will do deployment based on the MEGA.
- In case of MEGA for warehouse operation, Warehouse supervisor will update and confirm the forklift information before CSC can confirm or reject the MEGA.

4.1. Submit new MEGA

Navigate to Planning > MEGA Requisition > Click [Create] button on the menu bar

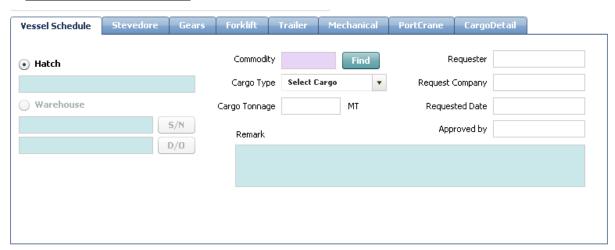


- Steps:
 - 1. Select JPVC by using Pop up inquiry usage (refer to session II.4)

- 2. Select Purposes of MEGA Requesting (Internal Usage, Vessel Operation, Warehouse Operation).
- 3. Select Date & shift which requested manpower & equipment will assigned on that date & shift.
- 4. A MEGA includes below information:
 - Vessel schedule information
 - Stevedore request
 - Gears request
 - Mechanical Equipment request
 - Forklift request
 - Trailer request
 - Port crane request
 - Cargo Details request

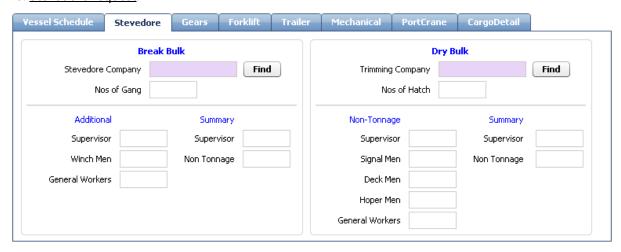
The above information is optional depended on purposes of request.

4a. Vessel schedule information:



- User active vessel schedule tab, and fill out relevant information such as: Commodity, cargo type, Hatch No, and remarks also.
- Cargo tonnage field will auto generated when user input value in cargo details tab.
- In order to select commodity user just click [Find] button, then popup screen will display & show all commodities, user just select specific one, finally commodity code will display in commodity text box.
- In case purpose is warehouse operation, user can also input S/N or D/O by clicking [S/N] or [D/O] buttons, then popup screen will display & show all S/N or D/O belonged to current JPVC, user double click to select specific S/N or D/O.

4b. Stevedore request:



- In case of Break Bulk cargoes, user has to fill out in Break Bulk area with relevant information as following:
 - Stevedore Company: user click [Find] button, then popup screen will display in order for user select specific stevedore company. After selecting, Stevedore Company Code will display in this field.
 - Nos of Gang: user input expected numbers of Gang that will be assigned to operation.
 - Additional area: if additional manpower are required, user can request more manpower per role (supervisor, winch Men, General Worker) by filling out info in this area.
 - Summary area: displays all additional Stevedores requests. Non Tonnage column includes all roles except supervisor. EX:



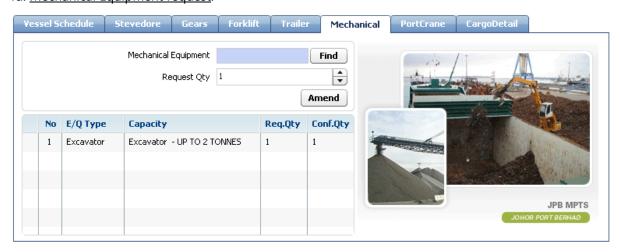
- In case of Dry Bulk cargoes, user has to fill out in Dry Bulk area with relevant information as following:
 - Trimming Company: user click [Find] button, then popup screen will display in order for user select specific Trimming Company. After selecting, Trimming Company Code will display in this field.
 - Nos of Hatch: user input expected numbers of Hatch that will be assigned to operation.
 - Additional area: if additional manpower is required, user can request more manpower per role (supervisor, Signal Man, Deck Man, Hoper Man, General Worker) by filling out info in this area.
 - Summary area: displays all additional Stevedores requests. Non Tonnage column includes all above roles except supervisor.

4c. Gear request:



- In order to request needed Gears, user select Gear by clicking [Find] button, then Gear List pop up screen will display, and user just select specific one by double click on it, finally selected gear will display in Gears Requisition text box by Gear Code.
- Next, user input requested quantity of gear, then click [Add] button.
- In case Updating & Deleting, user just selects requested gear in the grid, then system auto display relevant data in accordingly fields in order for user to check requested gear information, then he/she can modify or delete by click [Update] or [Delete] buttons.

4d. Mechanical Equipment request:



- The same process with Gear Request.
- 4e. Forklift Request:



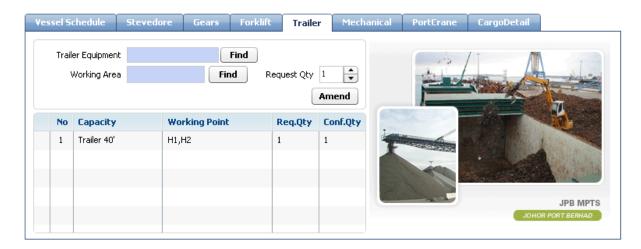
- In this tab, user can request Forklift & Ship Crane as well.
- In case requesting Forklifts, user has to tick off forklift radio button firstly, then click [Find] button, after that pop up screen will display and user can select specific forklifts. Selected forklift info will display in forklift text box. Select working area, input request quantity and click [Add] button.
- In case requesting Ship Crane, user has to tick off ShipCrn radio button, and then do the same with forklift request case.
- In case Updating & Deleting, user just selects requested forklift (or Ship Crane) in the grid, then system auto display relevant data in accordingly fields in order for user to check requested forklift (or Ship Crane) information, then he/she can modify or delete by click [Update] or [Delete] buttons.

4f. Port Crane Request:



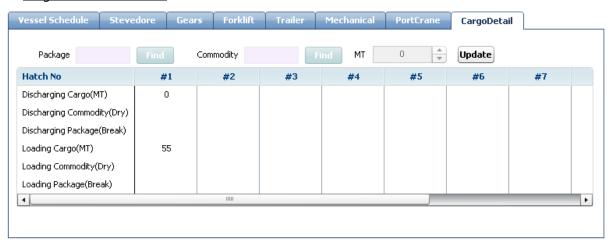
- The same process with Gear Request.

4g. Trailer Request:



- The same process with Gear Request.

4h. Cargo Detail Declaration:

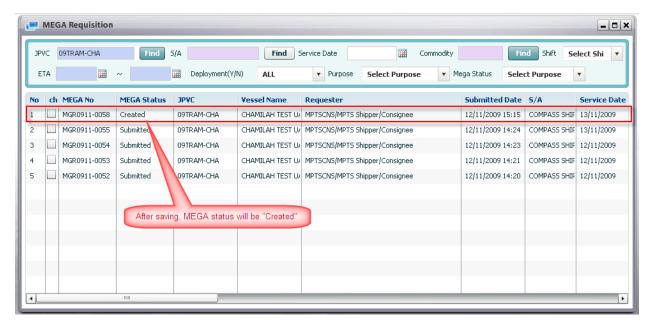


- In this tab, user has to declare cargo tonnage, package type, commodity per Hatch in order to facilitate for Billing Part. If Beak Bulk Cargoes, user should select package type. In the other hand, if Dry Bulk Cargoes, user should select commodity.
- The grid explains for user to know how many cargoes and their commodity, package type are going to be loaded or discharged per hatch.

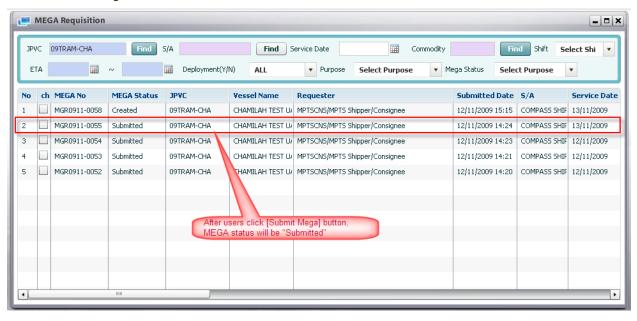
X axis means cargo information for Loading & Discharging purposes.

EX:

- Discharging Cargo (MT)
- Discharging Commodity (Dry)
- Discharging Package (Break)
- Loading Cargo (MT)
- Loading Commodity (Dry)
- Loading Package (Break)
- Y axis means hatch number.
- User select cell (X axis: Discharging or Loading Cargo (MT), Y axis: Hatch No).
- Then key in the number of tonnage in MT/Qty textbox, after that click [Update] button.
- In case of Break Bulk Cargoes:
 - Next, user select cell (X axis: Discharging or Loading Package (Break), Y axis: Hatch No).
 - Then select package type by click [Find] button and select specific one in the popup screen, after that click [Update] button.
- In case of Dry Bulk Cargoes:
 - Next, user select cell (X axis: Discharging or Loading Commodity (Dry), Y axis: Hatch No).
 - Then select Commodity by click [Find] button and select specific one in the popup screen, after that click [Update] button.
- Do the same process for other declaration. The total cargoes tonnage auto display in the Vessel Schedule tab.
- 5. After filling out request of Manpower & Equipment needed for operation, user click [Save] button on the menu bar to save the request, then the MEGA status will be changed to "Created" as image below:



6. If after filling out request of Manpower & Equipment needed for operation, user can click [Submit Mega] button directly or they can double click 'Created' MEGA and click [Submit Mega], then its status will be changed to "Submitted" as below:



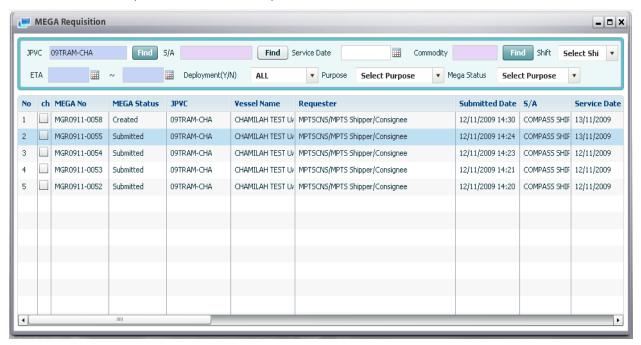
4.2. Copy Mega from existed one

Context:

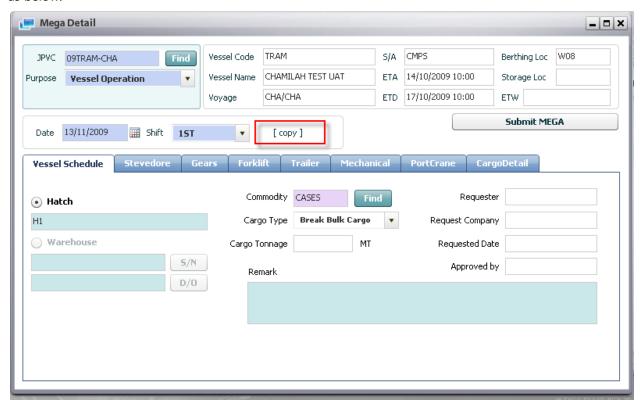
For saving time to create new MEGA, system provides copy function. Therefore user can create the same MEGA with existed MEGA by using copy function.

Steps:

1. Retrieve MEGA list (refer to above function)



2. Select existed MEGA by tick off check box column, then click [Create] button to copy to new MEGA. Then all information of parent MEGA will display accordingly to MEGA Detail screen with copy status as below:

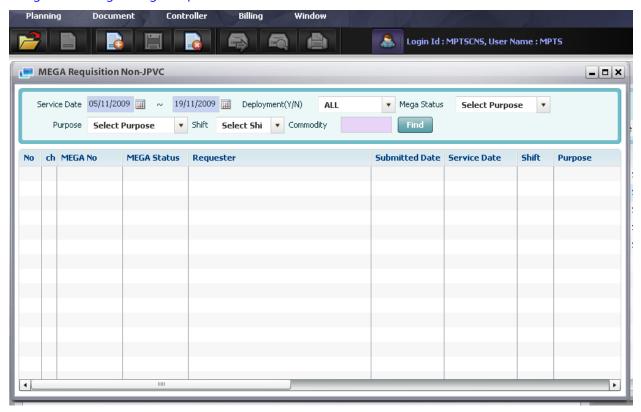


3. After that, user can amend and click [Submit MEGA] button to finish.

5. Mega Requisition Non JPVC

5.1. Retrieve Mega Requisition Non JPVC List

Navigate Planning > Mega Requisition Non JPVC



Context:

The purpose of this screen is for inquiring list of MEGA for Non JPVC which is submitted by S/A, F/A, or CSC supervisor or Shipper/Consignee. For external users, he can only see request which is requested by him/her. In order to retrieve MEGA Requisition for Non JPVC to check status of individual MEGA, user goes to this screen and uses Retrieve function.

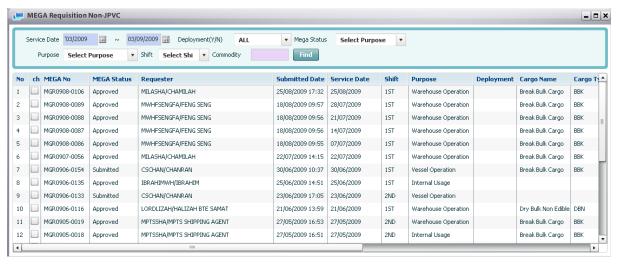
Steps:

1. User has to input search conditions firstly. Below image is search conditions area:

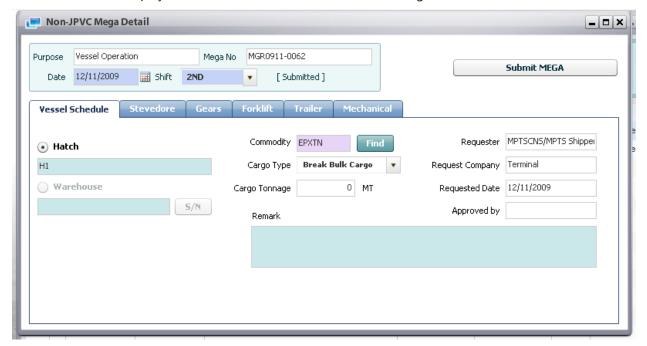


- There is mandatory field in search conditions area: Service Date
- User select Service Date by Calendar inquiry usage (refer to session II.5), OR select ETA by using calendar usage (refer to session II.5).

- Then select optional fields like: Deployment status, Commodity, purpose, shift and Mega Status.
- (*) To select commodity, user has to click [find] button, then all commodity list shall be displayed in the popup screen, after that double click on specific one, then the selected value will be displayed in "Commodity" textbox.
- 2. After select expected search conditions, users click [Retrieve] button on the menu bar, then all MEGA met search conditions will be displayed in the grid.



3. In order to see Non JPVC MEGA detail, users can double click one of mega no and then the detail information will be displayed in Non JPVC MEGA Detail screen as image below:



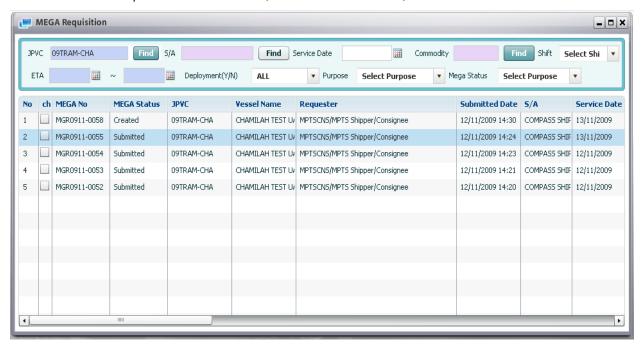
5.2. Delete existed MEGA

Context:

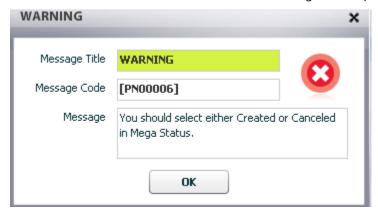
For some reasons, after users request MEGA, they want to delete it. However they can only delete created MEGA or Canceled MEGA only.

Steps:

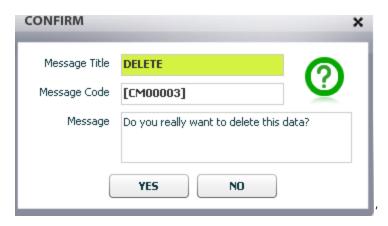
1. Retrieve MEGA Requisition Non JPVC list (refer to above function)



2. Select existed MEGA by tick off check box column, then click [Delete] button. If selected MEGA is not crated or canceled MEGA, then the alert message will display as below to inform users:



3. Users select again the Created or Canceled MEGA, and click [Delete] button, then the confirmation message will display as below to ask for confirmation as below:



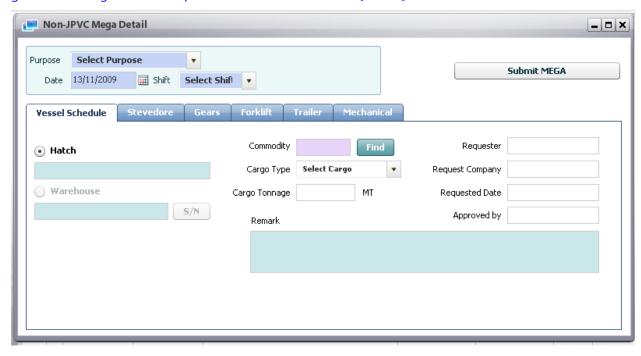
4. Users click [Yes] button, then the selected MEGA is deleted from system.

6. Non JPVC Mega Detail

- The purpose of this screen is for requesting MEGA for Non JPVC (Gear, Trailer, Equipment, Forklift, and Stevedore) from Shipping agent, Forwarding Agents, Shipper/Consignee and confirmation from CSC Operator. For the cargo storage, external users have to select purpose as "Warehouse Operation", so before CSC approve the Mega, it is needed to confirm by warehouse supervisor.
- MEGA can be generated and submitted with Working Date, shift, and purpose and cargo type wise.
- MEGA is used for requesting to CSC to supply the specified manpower and equipment in MEGA for vessel operation, warehouse operation and the internal usage purpose
- Shipping Agent should submit MEGA before starting vessel operation. MEGA include the information of manpower and equipment needed for operations.
- In case of MEGA for vessel operation and internal usage purpose, after submission of the MEGA, CSC operator will confirm, and decide to accept or reject about the request. When CSC operator accepts the MEGA request, He/she can adjust the quantity of equipment. After getting approval, CSC will do deployment based on the MEGA.
- In case of MEGA for warehouse operation, Warehouse supervisor will update and confirm the forklift information before CSC can confirm or reject the MEGA.

6.1. Submit new MEGA

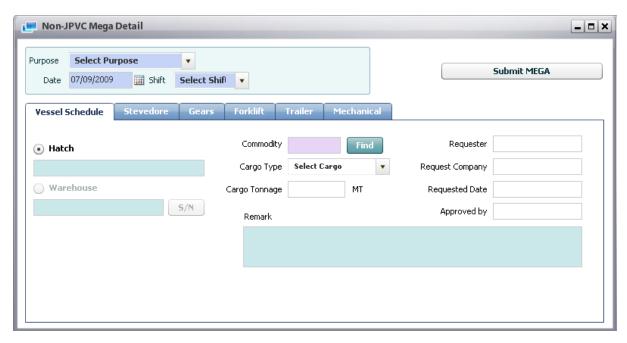
Navigate to Planning > MEGA Requisition for Non JPVC > Click [Create] button on the toolbar



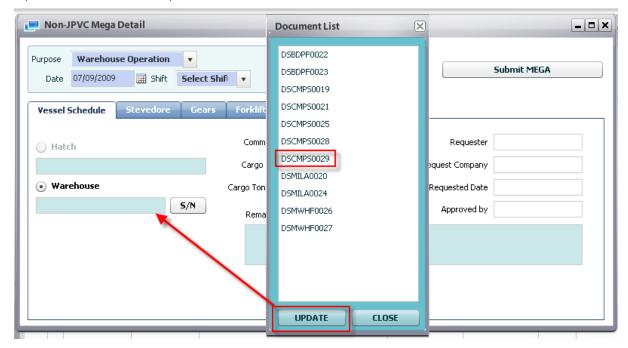
- Steps:
 - 1. Select Purposes of MEGA Requesting (Internal Usage, Vessel Operation, Warehouse Operation).
 - 2. Select Date & shift which requested manpower & equipment will assigned on that date & shift.
 - 3. A MEGA includes below information:
 - Vessel schedule information
 - Stevedore request
 - Gears request
 - Forklift request
 - Trailer Request
 - Mechanical Equipment request

The above information is optional depended on purposes of request.

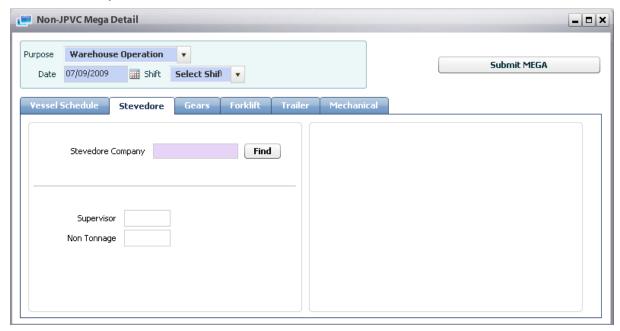
4a. Vessel schedule information:



- Users active vessel schedule tab, and fill in relevant information such as: Commodity, cargo type, cargo tonnage, and remarks also.
- In order to select commodity user just click [Find] button, then popup screen will display & show all commodities, user just select specific one, finally commodity code will display in commodity text box.
- In case purpose is warehouse operation, user can also input S/N by clicking [S/N] button, then popup screen will display & show all S/N belonged to current JPVC and users login ID, users click [Update] button to select specific S/N.

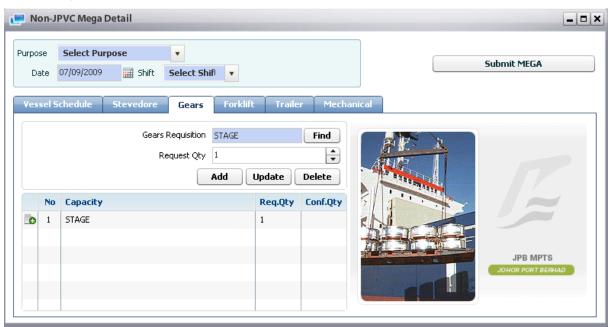


4b. Stevedore request:



- Users select Stevedore Company by clicking [Find] button, then popup screen will display in order for user select specific stevedore company. After selecting, Stevedore Company Code will display in this field.
- Then they can input number of Supervisor and Non Tonnage

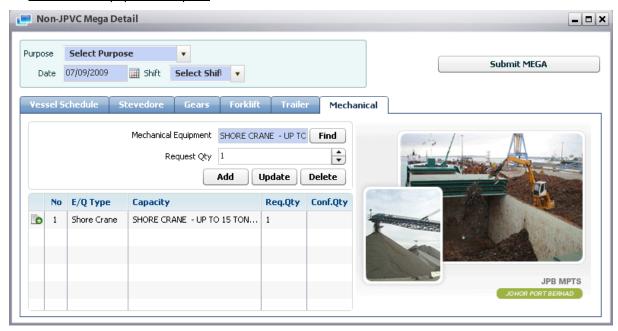
4c. Gear request:



- In order to request needed Gears, user select Gear by clicking [Find] button, then Gear List pop up screen will display, and user just select specific one by double click on it, finally selected gear will display in Gears Requisition text box by Gear Code.

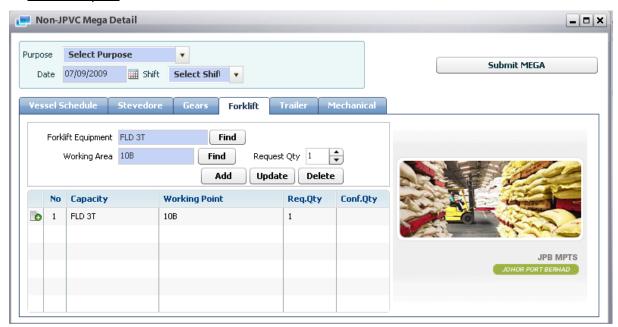
- Next, user input requested quantity of gear, then click [Add] button.
- In case Updating & Deleting, user just selects requested gear in the grid, then system auto display relevant data in accordingly fields in order for user to check requested gear information, then he/she can modify or delete by click [Update] or [Delete] buttons.

4d. Mechanical Equipment request:



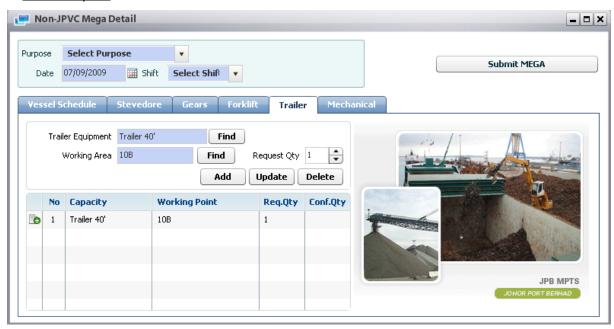
- The same process with Gear Request.

4e. Forklift Request:



- In case requesting Forklifts, users have to click [Find] button, after that pop up screen will display and user can select specific forklifts. Selected forklift info will display in forklift text box. Select working area, input request quantity and click [Add] button.
- In case Updating & Deleting, user just selects requested forklift in the grid, then system auto display relevant data in accordingly fields in order for user to check requested forklift information, then he/she can modify or delete by click [Update] or [Delete] buttons.

4f. Trailer Request:



- The same process with Gear Request.

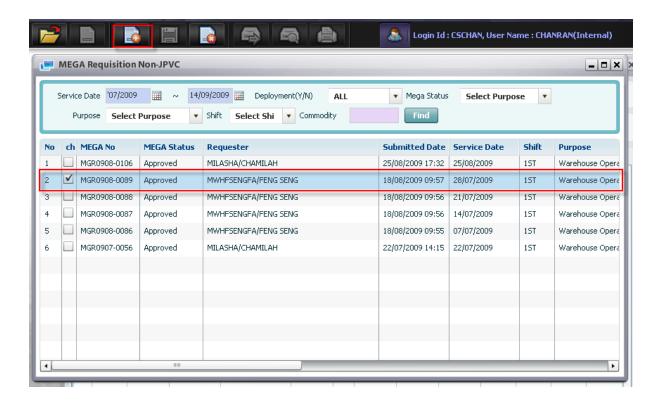
6.2. Copy the MEGA from existed one

Context:

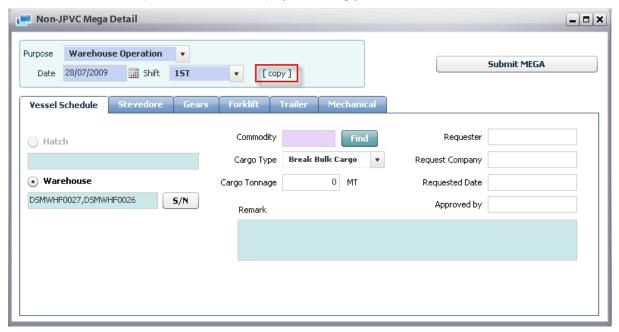
For saving time to create new MEGA, system provides copy function. Therefore user can create the same MEGA with existed MEGA by using copy function.

Steps:

- 1. Retrieve MEGA list (refer to above function)
- 2. Tick off check box of existing MEGA, then click [Create] button to copy to new MEGA as image below:



Then all information of parent MEGA will display accordingly to MEGA Detail screen:



3. After that, user can amend and click [Submit] button to finish.

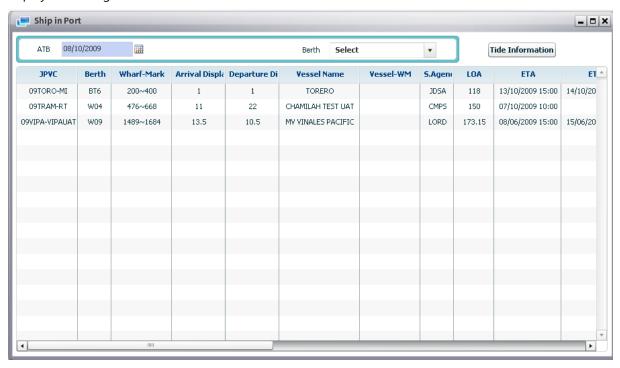
7. Ship In Port

7.1. Retrieve Ship In Port Information

- Navigate Planning > Ship In Port
- Steps:
 - 1. In order to retrieve vessel penalty delay info of particular vessel, user has to input search condition firstly such as:



- Select ATB by using calendar usage function (refer to II.5) as mandatory field.
- Select Berth Location as optional field.
- 2. Click [Retrieve] button to inquire all JPVCs based on selected condition, then all info will be displayed as image below:



7.2. View and print Ship In Port Report

Steps:

1. Firstly, users have to retrieve ship in port information (refer retrieve function above) as image below:



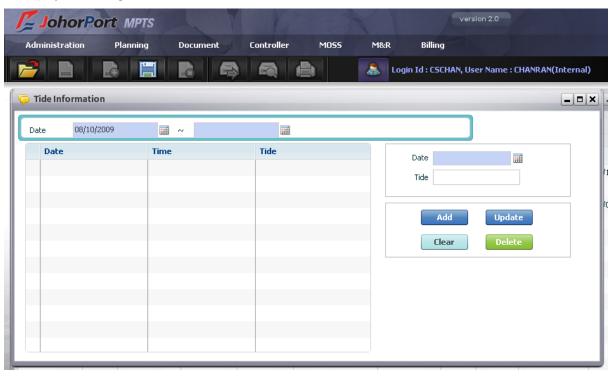
2. Click [Preview] button view the report, then report will be displayed as below:

																	R	eport ID	RBT	002	
									SH	IIPS I	N PO	RT									
No	Berth	Wharf Mark	JP∨C	Vessel Name	√essel-WM	S/A	An Disp	Dep Disp	LOA	ATA	ETA	ETD	ATB	ATU	Commodit y	Consigne e/Shipper	DocMT	Handle MT	Balance	Next Vessel	Remark
1	BT1	0~200	090C TG-3	MT OCEA N TIGER		KDRT	3	3	119.9 8			19/11/ 2009 15:00	22/10/ 2009 17:32			/				09 OC AG- IUTB	
2	BT1	0~200	090C TG-5	MT OCEA N TIGER		KDRT	5	5	119.9 8			21/11/ 2009 15:00	2009			/				09 OC AG- IUTB	
3	BT1	0~200	090C TG-1	MT OCEA N TIGER		KDRT	1	1	119.9 8			17/11/ 2009 14:00	22/10/ 2009 21:30			/				09OCAG- IUTB	
4	BT1	0~200	09OC SW- IUTE	MT OCEA N SWIF T		KDRT	9	7	99.2			13/11/ 2009 06:00	10/11/ 2009 09:45			/				09OCAG- IUTB	
_	DT4	0.200	090C	MT OCEA		LODI		_	00.0			10/11/	10/11/							09 OCAG-	

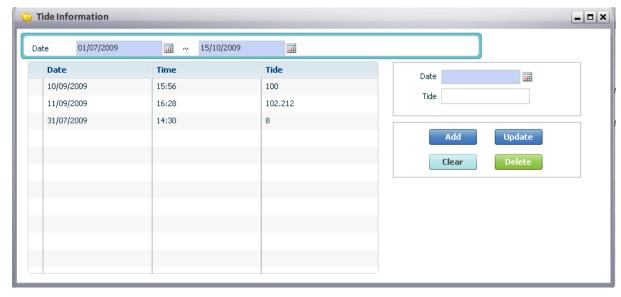
3. Finally, S/A can click [Print] button to print the report

7.3. Retrieve Tide Information

- Navigate Planning > Ship In Port > Tide Information
- Steps:
 - 1. After retrieve ship in port information, click [Tide Information] button, then the Tide Information will be displayed as image below:



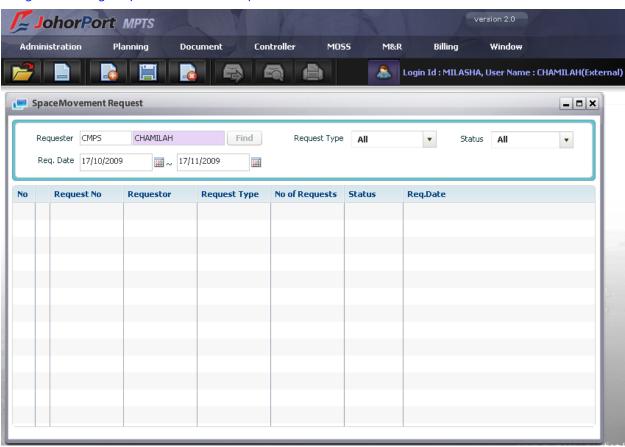
2. Users can input from date and to date and click [Retrieve] button to retrieve tide information as image below:



8. Space Movement Request

8.1. Retrieve Space Movement Request List

Navigate Planning > Space Movement Request

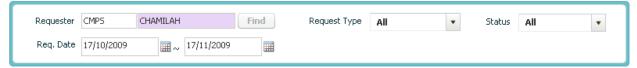


Context:

In order to inquire all requests which already submitted by users, they go to this screen and retrieve data with selected search conditions.

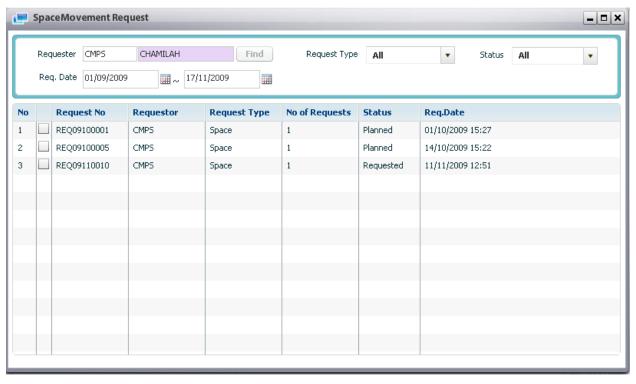
Steps:

1. After F/A navigate to this screen, the Requester field will auto display based on user login ID. F/A can input search condition in the following fields:

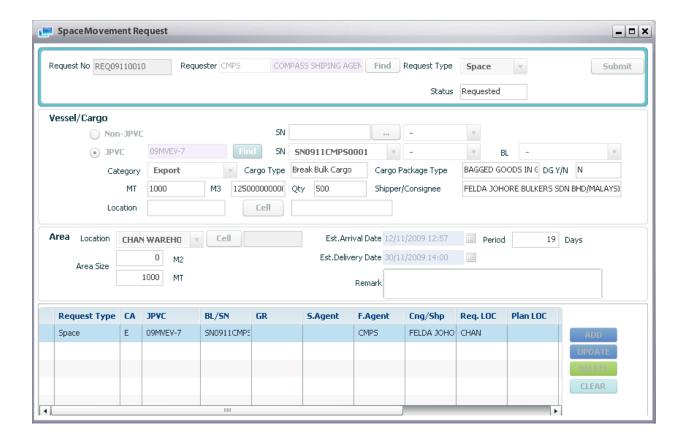


- o Users select Request Date from and to by using calendar usage function (refer to session II.4).
- Users can also select Request Type or Status

2. Finally, users click [Retrieve] button to retrieve, then all data corresponding with search conditions will be displayed in the data grid as below:



3. In order to view detailed information, he/she just double clicks on specific request record in the grid, and then all detailed info will be displayed in the Space/Movement Request Detail screen.

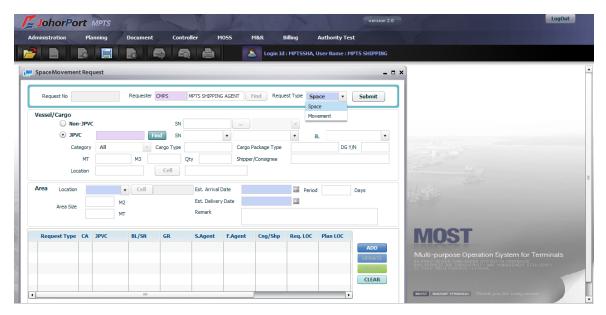


8.2. Submit Space Movement Request

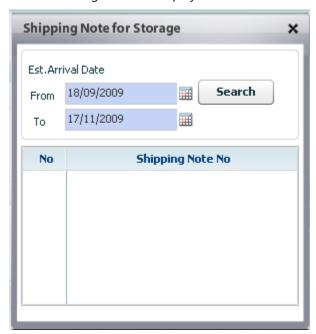
Context:

F/A can request space for JPVC or Non JPVC case.

- Steps
 - 1. Navigate Planning > Space/Movement Request> Click [Create] button on the menu bar



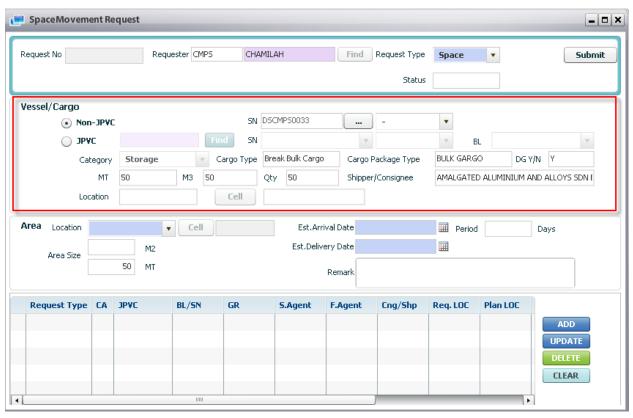
- 2. Select request type = 'Space'. It means requesting space in the warehouse for storing (or moving) cargoes purpose.
- 3. In case of export, F/A can request space for JPVC and Non JPVC case. If S/A request for Non JPVC, they just tick off Non JPVC radio button, then click [Find] button to find specific SNs, the Shipping Note for Storage List will display as below:



- Users select Est. Arrival Date from and to by using calendar usage function (refer to session II.4).
- Users click [Search] button to search, then all SNs matched with selected date will display as below:



o Users double click one of SN, then selected SN will display in SN field and all related information will also displayed in others fields accordingly as below:



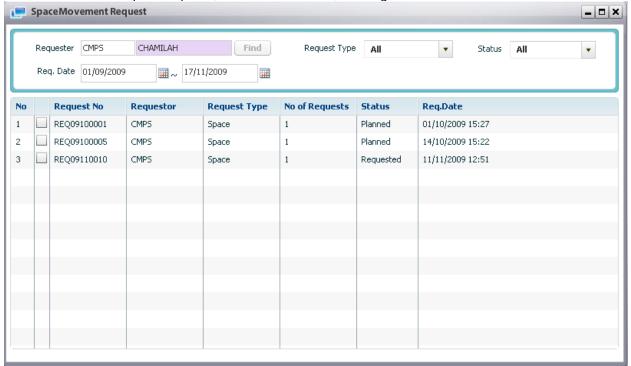
- 4. In Import case, there is no requesting space for Non-JPVC, user just checks at JPVC radio and select JPVC by using pop up inquiry usage function (refer to session II.4).
- All B/L with Delivery Mode = 'Indirect' or 'Both' will be displayed in the combo box.
- User just select specific B/L, then all relevant information B/L will display in accordingly fields.

- 4. Input space request information:
 - Select Warehouse location
 - Area size (M2, MT)
 - Est Arrival Date & Delivery Date by using Calendar Usage function (refer to session II.5). The Period field will be auto calculated by system.
 - o Key-in remark field.
- 5. Click [Add] button, then the inputted request will be displayed in data grid. Do the same steps for other request.
- 6. If users want to update the inputted information, they select one record and modify information, and then click [Update] button, the modified information will be updated on the data grid.
- 7. If users want to delete the inputted information, they select one record and then click [Delete] button, the selected record will be disappeared from the data grid.
- 8. Finally, user can click [Submit] button to save the request.

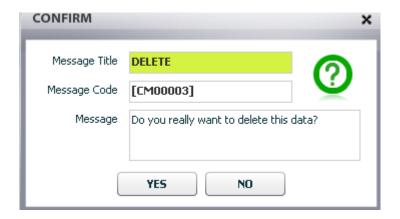
8.3. Delete Space Movement Request

Steps:

1. F/A has to retrieve space request (refer above function) as image below:

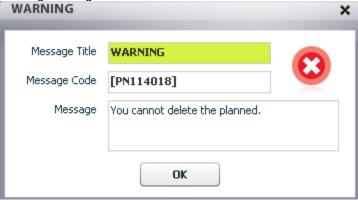


2. F/A tick off the checkbox of request which users want to delete, then click [Delete] button, the confirmation message will be displayed as below:



Users click [Yes] button, then the request will be deleted and disappeared from data grid.

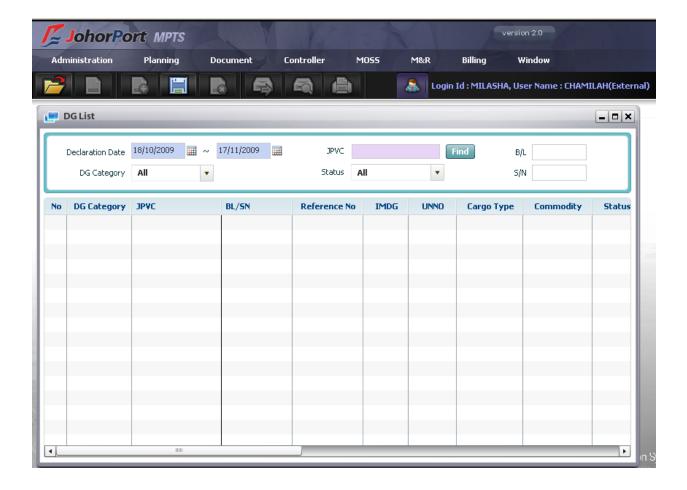
3. If users select request which is already planned by warehouse supervisor and try to delete, then the warning message will be shown as below:



9. DG List

9.1. Retrieve DG List

Navigate Planning > DG List



Context:

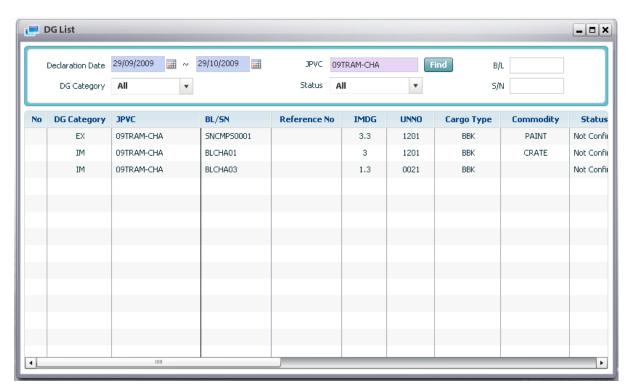
In order to inquire all DG List which are already declared by S/A or F/A, internal user goes to this screen and retrieve data with selected search conditions.

Steps:

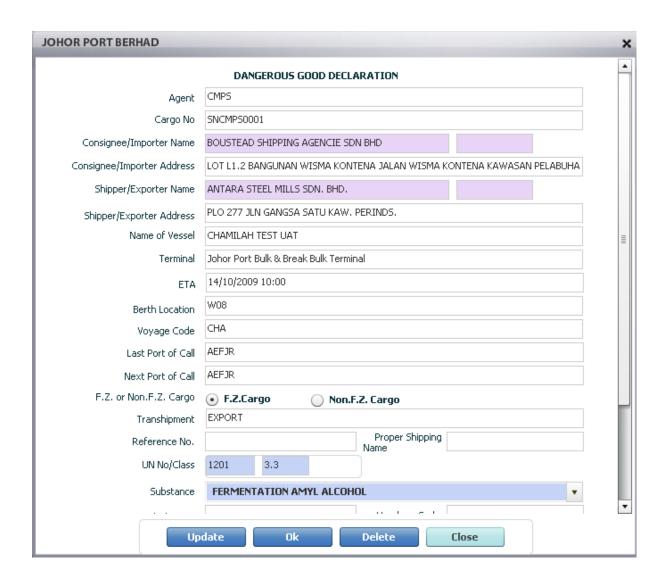
1. User can select search condition as below:



- Select Declaration Date From and To as mandatory field by using calendar usage function (refer to session II.5).
- Select others optional fields as: JPVC, DG Category, Status, BL or SN
- 2. Finally, users click [Retrieve] button, then all data corresponding with search conditions will be displayed in the data grid as image below:



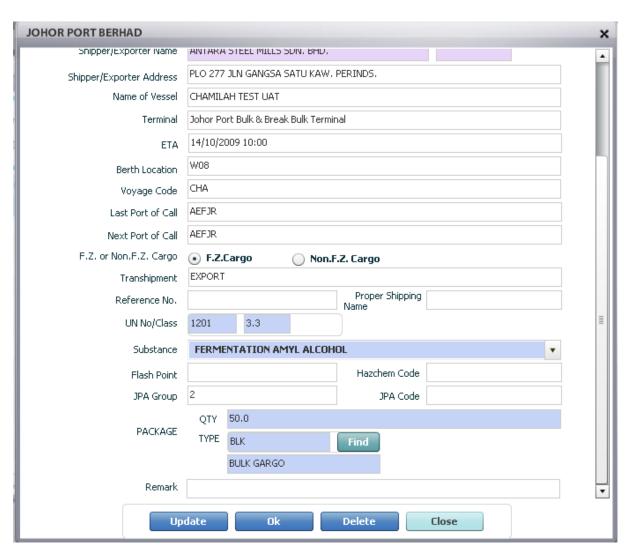
3. In order to view detailed information, he/she just double clicks on specific request record in the grid, and then all detailed info will be displayed in the Dangerous Good Declaration screen as below:



9.2. Update DG Declaration

Steps:

1. After retrieving Dangerous Good list, users can update DG information. From the DG List screen, user double clicks one record in the data grid, and then all detailed info will be displayed in the Dangerous Good Declaration screen as below:

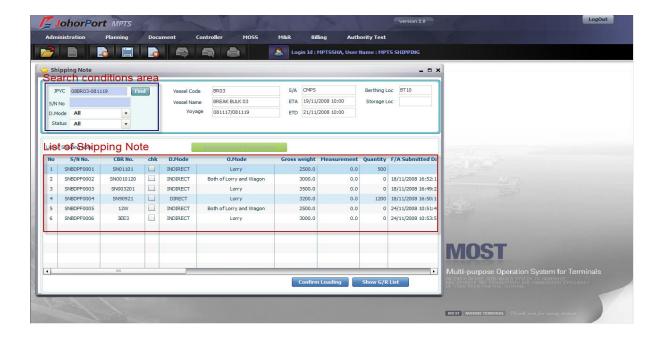


- 2. Users can update the package quantity and package type by clicking [Find] button to search for specific package type.
- 3. Finally users click [Update] button, then the modified information will be updated and saved in system

10. Shipping Note

10.1. Retrieve Shipping Note List

Navigate Document > Shipping Note



Context:

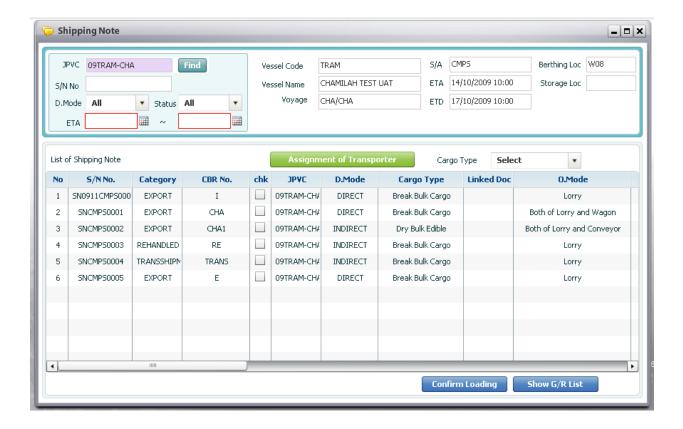
This screen only displays all SNs which are assigned to him/her by Shipping Agent. In order to inquire all SNs belonged to him/her, user goes to this screen and retrieve SN list.

Steps:

1. Input search conditions in the search condition area:



- User has to select JPVC or ETA as mandatory fields. In order to select JPVC, user uses pop up inquiry usage function (refer to session II.4). In order to select ETA date range, users can use calendar usage function above (refer to session II.5).
- o Then select specific S/N No, Delivery Mode or Status as optional fields.
- 2. Finally, click [Retrieve] button, all Shipping Note that meets search conditions will be displayed in the below grid.



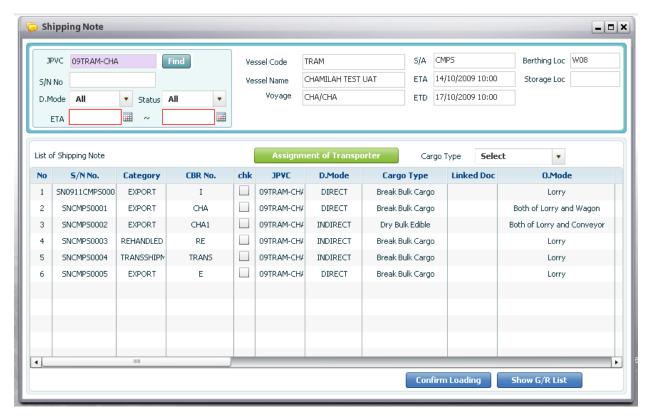
10.2. Delete Shipping Note

Context:

For any reasons, Shipping Notes can be deleted. So in that case, Shipping Agent only can delete Shipping Notes before F/A Saved or F/A Submitted status.

Steps:

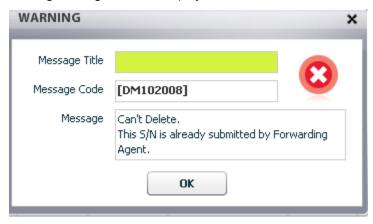
1. Forwarding Agent retrieve Shipping Notes belonged to him/her (refer to retrieve Shipping Note List function)



2. In the grid, select expected S/N then tick off checkbox column in selected row. Then click [Delete] button on the menu bar. Then alert message box will appear and click [Yes] button to delete.



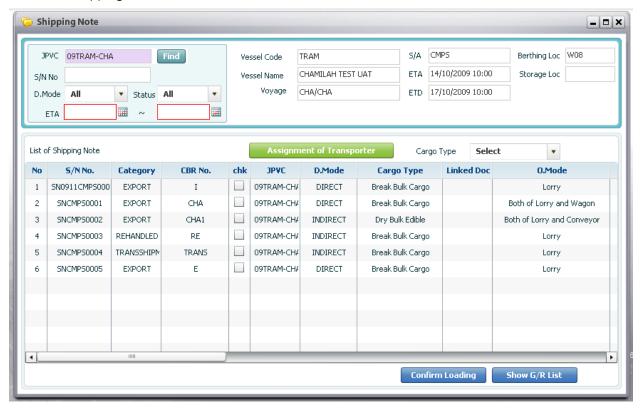
- If selected Shipping Note status is F/A Saved or F/A Submitted, and users try to delete it, then the warning message box will display as below:



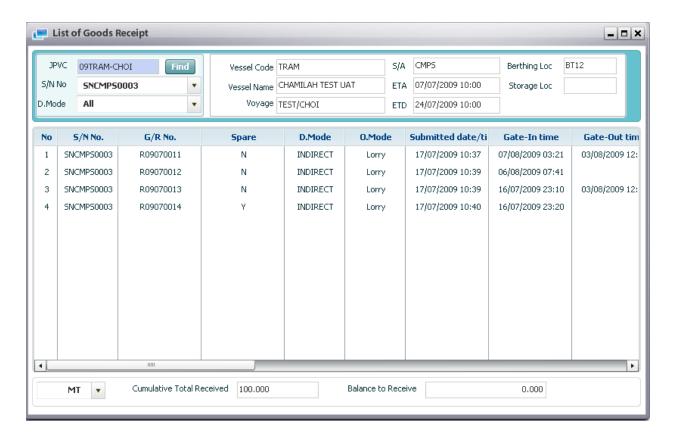
10.3. Inquire list of Good Receipt of particular SN

Steps:

1. Retrieve Shipping Note list (refer to retrieve S/N list function)



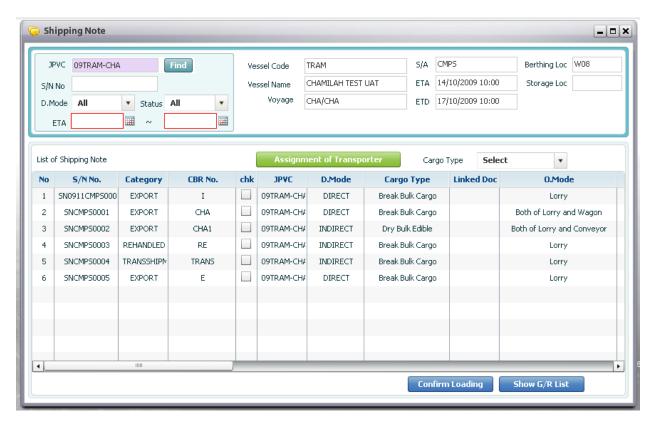
2. In the grid, select expected S/N then tick off checkbox column in selected row. Then click [Show G/R List] Show G/R List , after that Good Receipt screen will be displayed and show all Good Receipts belonged to selected S/N as below:



10.4. Submit new Shipping Note

Steps:

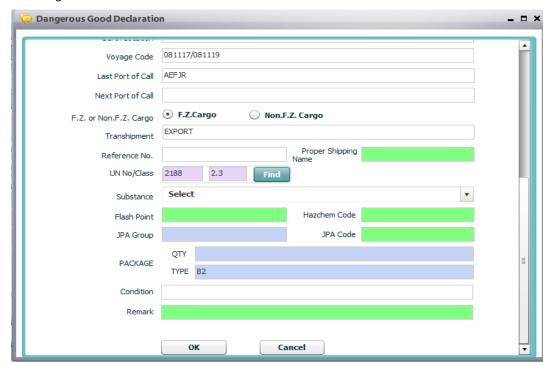
1. In Shipping Note screen, after S/A submit Shipping Note and assign F/A, then authorized F/A go to this screen and retrieve all SN list which is belonged to him as below:



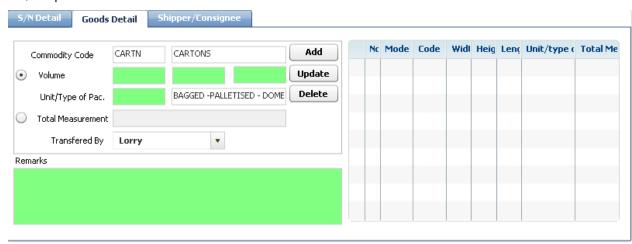
2. Double click on SN which F/A wants to submit, then Submission of Shipping Note screen will display as below:



- 3. Then Forwarding Agent who already been nominated by S/A for this Shipping Note, will continually proceed (update) current Shipping Note by inputting commodity, transporter companies (can select multiple), package type, with pop up inquiry usage function (Refer to session II.4). And then F/A has to input estimated cargo arrival date field by using calendar usage function (refer to II.5).
- 4. If there are any dangerous goods, F/A has to declare this information:
 - Firstly, select UN No/Class (Dangerous Good Class) by click [Find] button, and then select specific class in pop up screen. Then Click [DG Declaration] to declare dangerous information. DG Declaration screen is like below:



- o F/A input mandatory field as: JPA Group, Package Quantity and Type.
- o The others information are optional. Finally click [OK] button to finish dangerous good declaration.
- 5. F/A input Good Details information:



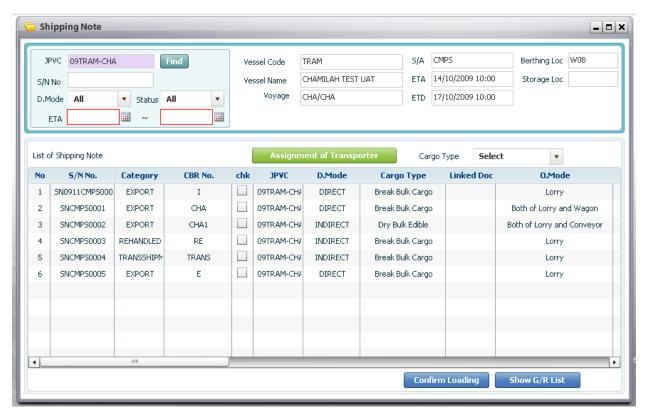
- o Active Good Details tab, then commodity, package type and Mode of Operation which registered in S/N Detail tab will be fetched into this tab.
- o Then F/A input total measurement or input volume and Unit/Type of Package fields. Next select 'transferred by' field and click [Add] button
- 6. F/A input Shipper/Consignee information:



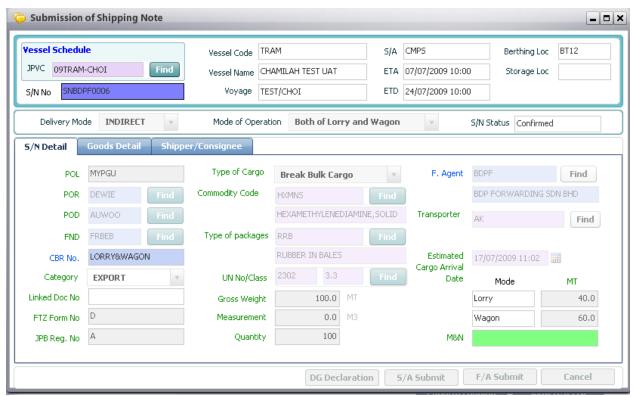
- F/A Click [Find] button, then select specific Shipper and Consignee in the popup screen, and all relevant info of selected Shipper and Consignee will displayed in accordingly fields as above.
- 7. Finally, Forwarding Agent click [F/A Submit] button. If F/A click [Save] button on the menu bar, then S/N status will be 'F/A Saved'.

10.5. View and print Shipping Note

- Steps:
 - 1. Firstly, users have to retrieve shipping note information (refer retrieve function above) as image below:



2. Double click SN which F/A want to preview and print, then the Shipping Note screen will be displayed as below:



3. Click [Preview] button view the report, then report will be displayed as below:

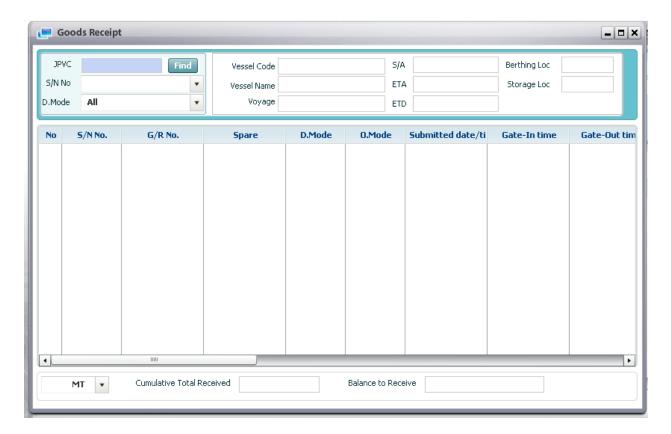
SHIPPING NOTE NO. S	NBDPF0006			SHIPPING NOTE				
1. Shipper (Name and A QC PRINTING SDN BH NO. 1, JALAN BUKIT 5, MIEL BANDAR SERI AL PLENTONG, JOHOR	D (AWASAN	To: Johor Port Berhad. Please receive the undermentioned cargo for storage/shipment. I/We hereby declare that the quantity, description, weight and measurement of packages as stated below are correct.						
2. Consignee (Name and WADO TRADING SDN I 17C JALAN TAHANA K PERINDUSTRIAN TAMI	SHD AWASAN POI							
3.Shipping Agent (Name Address) COMPASS SHIPING AC SDN BHD		9. JPB re	egisration No		10. Estimated Cargo Arrival Date 17/07/2009 11:02			
4.Voyage Code 09TRAM-CHOI	11. Country of Origin			12.Country of Final Destination FRANCE				
5.Name of Vessel/Inbound CHAMILAH TEST UAT/TEST/097002	rival I 1:02	13.Berthing Lo BT12 15.Classificatio 3.3	ocation 14. Warehouse Location on of Dangerous Cargo No DG Class No 2302					
7.Port of Discharge AUWOO	nal	16.Type of Ca						

11. Good Receipt

11.1. Retrieve Good Receipt List

Navigate Document > Good Receipt

^{4.} Finally, F/A can click [Print] button to print the report



Context:

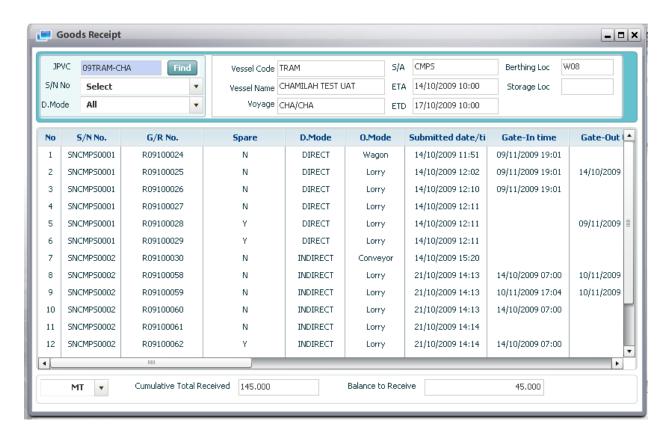
In order to inquire all Good Receipts, user goes to this screen and retrieves G/R List per JPVC and S/N No.

Steps:

1. Input search conditions in the search condition area:



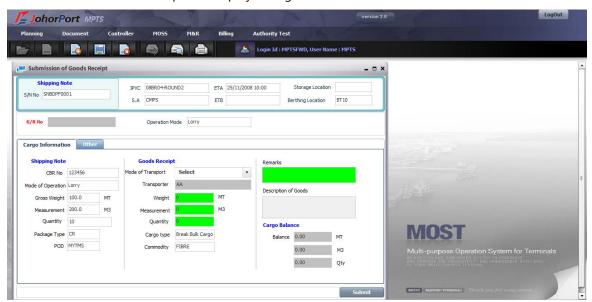
- User has to select JPVC as mandatory fields. In order to select JPVC, user uses pop up inquiry usage function (refer to session II.4). After users select JPVC, all S/N No belonged to this vessel shall be displayed in S/N No combo box.
- Then he/she select S/N No and D.Mode as optional field.
- 2. Finally, they click [Retrieve] button on the menu bar, the related information will appear on the G/R List as image below:



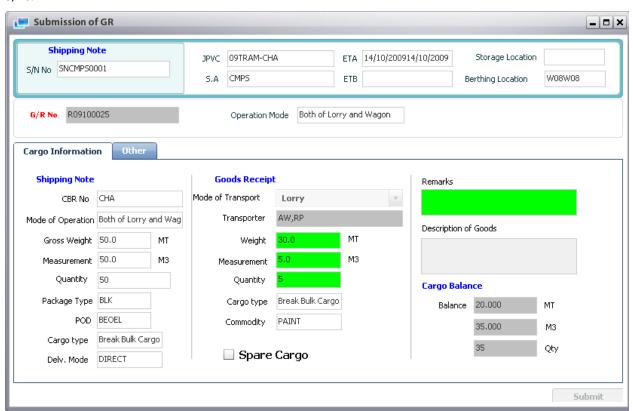
11.2. Create new Good Receipt

Steps:

- 1. Go to Good Receipt screen, select JPVC, S/N No, and then click [Create] button on the menu bar in order to create new G/R of current JPVC & S/N No.
- 2. Submission of Good Receipt will display with general information of selected S/N:

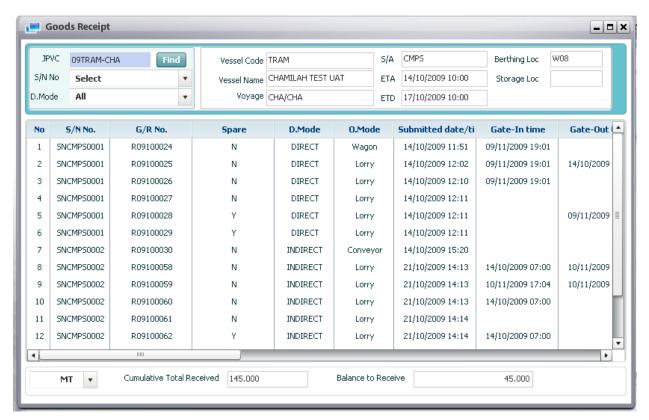


- 3. Then F/A select Mode of Transport, key in Weight, Measurement, Quantity and remarks fields. The balance columns (MT, M3, Qty) automatically change whenever Weight, Measurement, Quantity fields are inputted.
- 4. Finally Click [Submit] button to finish creating one G/R. Do the same steps for creating the other G/Rs.

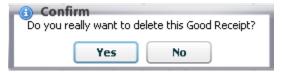


11.3. Delete existed Good Receipt

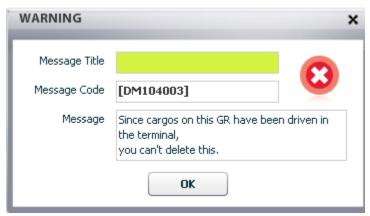
- Steps:
 - 1. Firstly, Forwarding Agent retrieve Good Receipt List (refer to retrieve Good Receipt List function)



2. In the grid, select expected GR then tick off checkbox column in selected row. Then click [Delete] button on the menu bar. Then alert message box will appear and click [Yes] button to delete.



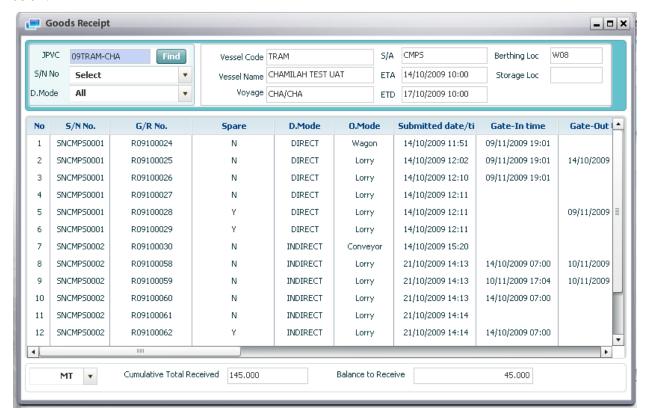
- If selected Good Receipt is already gate in, and F/A try to delete it, then the warning message box will display as below:



11.4. View and print Good Receipt report

Steps:

1. Firstly, users have to retrieve Good Receipt information (refer retrieve function above) as image below:



2. Double click GR which F/A want to preview and print, then the Submission of GR screen will be displayed as below:

Submission of	f GR								_
Shipping No S/N No SNCMPSOO		JPVC 09TRAM-CH		ETA ETB	14/10/200914		Storage Location Berthing Location	W08W08	
G/R No R09100	025	Operation Mode Both of Lorry and Wagon							
Cargo Informatio	on Other								
Shipping Note		Goods Receip	t			Remarks			
CBR No	CHA	Mode of Transport	Lorry		₩.				
Mode of Operation	Both of Lorry and Wag	Transporter	AW,RP			Description	of Coods		
Gross Weight	50.0 MT	Weight	30.0	MT		Description	or doods		
Measurement	50.0 M3	Measurement	5.0	МЗ					
Quantity	50	Quantity	5			Cargo Bala	ance		
Package Type	BLK	Cargo type	Break Bulk Cargo			Balance	20,000	MT	
POD	BEOEL	Commodity	PAINT				35.000	МЗ	
Cargo type	Break Bulk Cargo						35	Qty	
Delv. Mode	DIRECT	□ Spare	Cargo		1				
									ubmit

3. Click [Preview] button view the report, then report will be displayed as below:

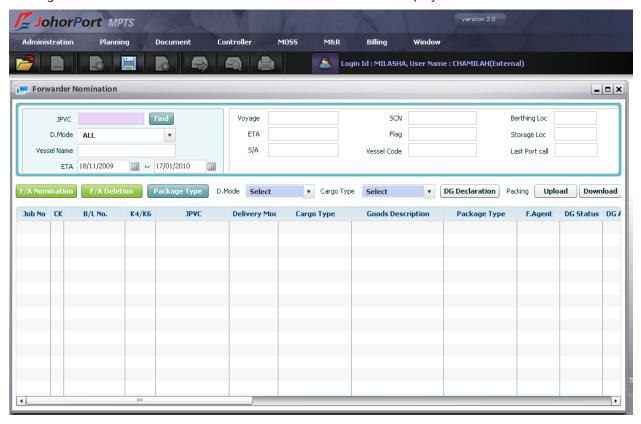
1.Shipper (Name and Address): ANTS		argo for storage/shipment. I/We hereby			
PLO 277JLN GANGSA SATU KAW. PERINDS.	declare that the quantity, description , weight and measurement of packages as stated below are correct. Date :				
2.Consignee (Name and Address): BOUSTEAD SHIPPING AGENCIE					
SON BHD LOT L1.2BANGUNAN WISMA KONTENA JALAN WISMA					
KONTENAKAWASAN PELABUHAN	Shipper[AN	ITS)/Forwarding Agent[CMPS]			
3.Authorized Agent (Name and Address):	5.Berth Location:	7.Warehouse Location:			
COMPASS SHIPING AGENCIES SDN	VV08	5A-B1			
BHD 06-01, JALAN SENA 18, TAMAN RINTING, MASAI, JOHOR					
4.Name of Vessel∕Voyage Code:	8.Classification of Dangerous Cargo:	Class No:			
CHAMILAH TEST UAT 09TRAM-CHA	1201	3.3			
5.Port of Discharge: BEOEL	9.Mode of Payment:	10.Type of Cargo: Break Bulk Cargo			

4. Finally, F/A can click [Print] button to print the report

12. Forwarder Nomination

12.1. Retrieve Forwarder Nomination

- Navigate Document > Forwarder Nomination
- Steps:
 - 1. Navigate Document > Forwarder Nomination the screen will be displayed as below:

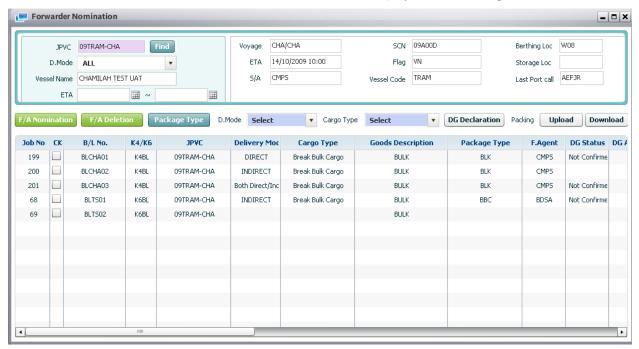


2. In order to retrieve B/L list belonged to him/her, user has to input search condition firstly:



 Select mandatory field: JPVC by using pop up inquiry usage function (refer to II.4) or ETA by using calendar usage function (refer to II.5)

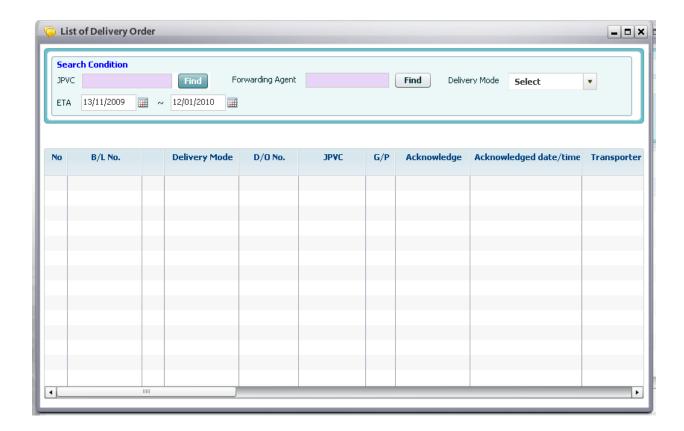
- o User also selects Delivery Mode (Direct, In-direct, Both of Direct & Indirect).
- 3. Click [retrieve] button on the menu bar, then B/L list will be displayed in the data grid.



13. List of Delivery Order

13.1. Retrieve List of Delivery Order

Navigate Document > List of Delivery Order

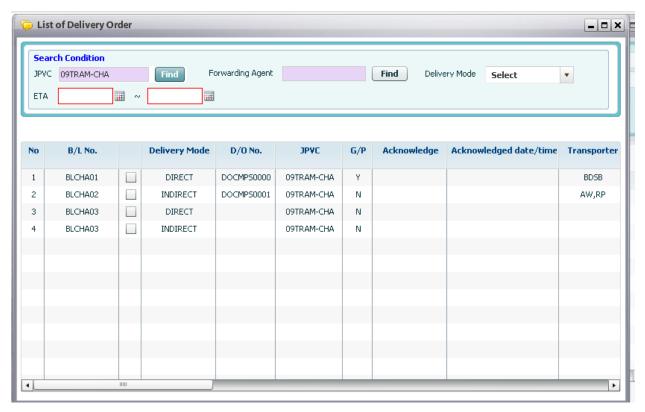


Steps:

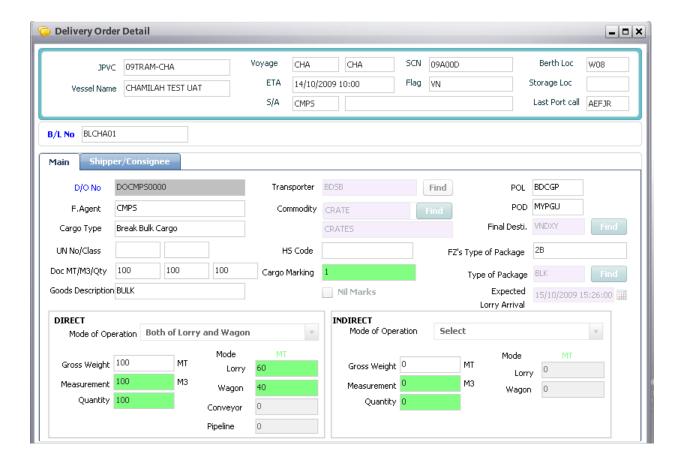
1. User has to input search condition firstly:



- Users have to select either JPVC (using pop up inquiry usage function, refer to II.4) or ETA date range (using calendar pop up usage function, refer to II.5) as mandatory fields.
- Select Forwarding Agent by click [Find] button, then select particular one in the pop up screen as optional field.
- Select Delivery Mode in the combo box as optional field.
- 2. Finally, users click [Retrieve] button on the menu bar, then all D/O lists which is matched with search condition will be displayed in the data grid as image below:

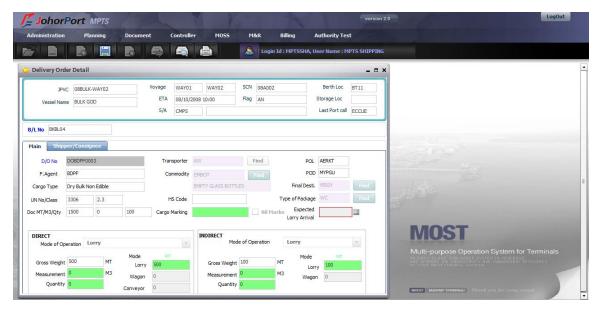


3. If F/A want to view delivery order detail, F/A just double click one of DO, then the "Delivery Order Detail" screen will be displayed as below:

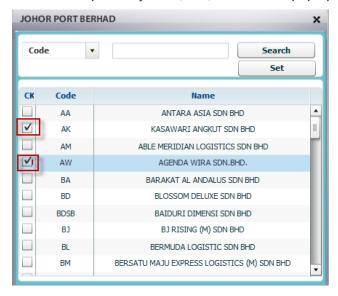


13.2. Create Delivery Order Detail

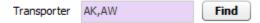
- Steps:
 - 1. Retrieve Delivery Order List as mentioned above.
 - 2. Double click particular B/L in the data grid, and then the Delivery Order Details screen will be displayed as below:



- 3. Active Main tab
- 4. Select transporter by click [Find] button, then pop up screen will display as below:



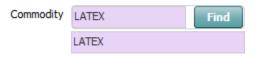
- User can select multiple transporter companies by tick off checkboxes, then click [Set] button to choose them.
- Then selected transporter companies will be displayed as below:



5. Select commodity by click [Find] button, then pop up screen will display as below:



- Then select particular one by double click on it. Selected commodity will be shown in the textbox as below:



- 6. Do the same with commodity to select package type and Final Destination fields.
- 7. Tick off Nil Marks or input cargo marking if it has.
- 8. Select Expected Lorry Arrival by using calendar usage function (refer to II.5). This field is mandatory field.
- 9a. If Delivery Mode is Direct, then indirect area will disable, then user just input cargo information as below:
 - Key in cargoes tonnage into selected mode of operation fields:
 - EX: selected mode of operation = 'lorry'. Then user has to key in lorry field



o Key in measurement and quantity fields.

9b. If Delivery Mode is Indirect, then direct area will disable, then user just input cargo information as below:

- Key in cargoes tonnage into selected mode of operation fields. In case of Indirect, there is not conveyor mode of operation.
- Key in measurement and quantity fields.

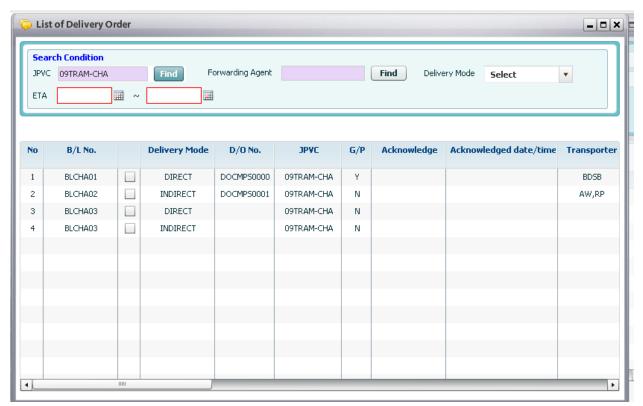
9c. If Delivery Mode is Both of Direct and Indirect, then user just input in both Direct & Indirect areas as below:

- Key in cargoes tonnage into selected mode of operation fields.
- Key in measurement and quantity fields.
- 10. Then click [Save] button to finish.

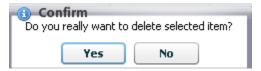
13.3. Delete Delivery Order Detail

Steps:

1. Firstly, users have to retrieve Delivery Order information (refer retrieve function above) as image below:

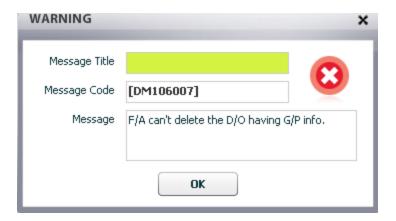


2. Tick off the checkbox of DO which has no GP and click [Delete] button, then the confirmation message will display as below:



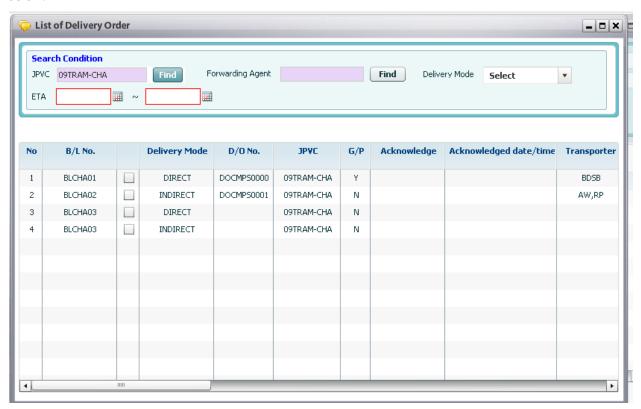
Click [Yes] button, then the selected DO is deleted and disappeared from data grid.

3. If users select DO which has GP, and click [Delete] button, then the warning message will be displayed as below:

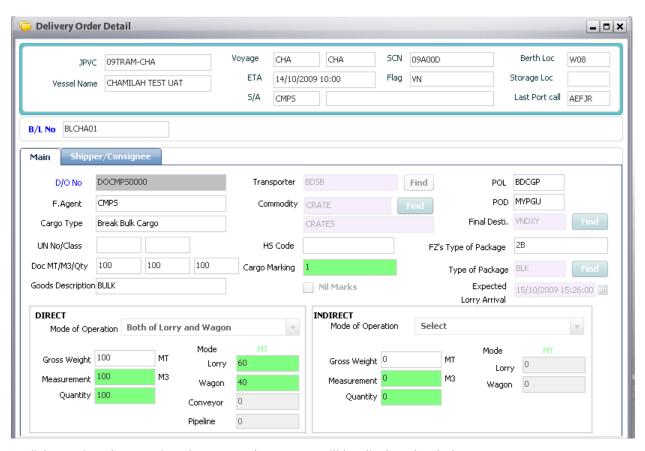


13.4. View and Print Delivery Order Detail

- Steps:
 - 1. Firstly, users have to retrieve Delivery Order information (refer retrieve function above) as image below:



2. Double click DO which F/A want to preview and print, then the "Delivery Order Detail" screen will be displayed as below:



3. Click [Preview] button view the report, then report will be displayed as below:

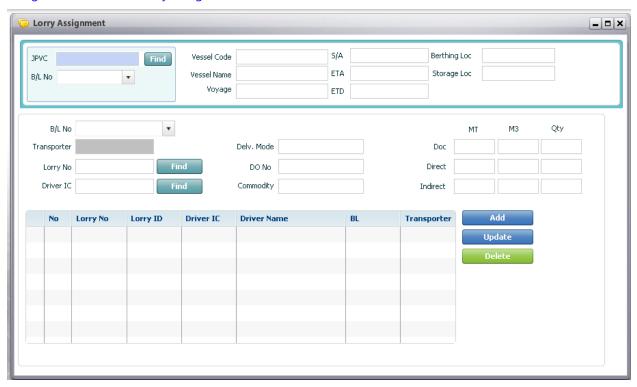
			ReportID: RCS015
Delivery Ordedr NO DO	CMPS0000		DELIVERY ORDER
1.Shipper (Name and Address):		5.Bill of Lading No:	
JEONG HWAN CHOI BUSAN		BLCHA01	
2.Consignee (Name and Address):		To Johor Port Berhad	
YANG MIN KIM		Please deliver the undermentioned cargo to:	
BUSAN		All charges are payable by the Consignee/Forwarding Agent:	
3.Shipping Agent (Name and Address):			
		Date:	Shipping Agent
4.Authorized Agent (Name and Address):		5.JPB registration No:	7.Delivery Order Created Date:
COMPASS SHIPING AGENCIES SDN BHD D6-Q1, JALAN SENA 18, TAMAN RINTING,, MASAI, JOHOR			14/10/2009
8.Payer:	9.Name of Vessel/Voyage No:	10.Date of Arrival:	11.Last Port of Call:
	TRAM		VNDXY
12.Port of Loading:	13.Port of Discharging:	14.Country of Original:	15.Country of Final Destination:
BDCGP	MYPGU	BANGLADESH	MALAYSIA

4. Finally, F/A can click [Print] button to print the report

14. Lorry Assignment

14.1. Retrieve lorry assignment list

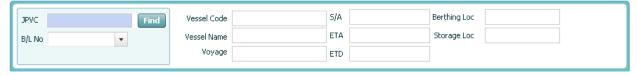
Navigate Document > Lorry Assignment



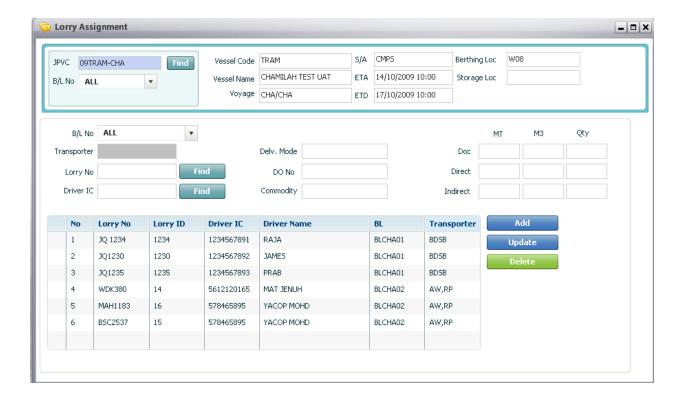
Context:

This screen is for F/A to retrieve and assign lorry for specific BL and retrieve.

- Steps:
 - 1. User has to input search condition firstly:

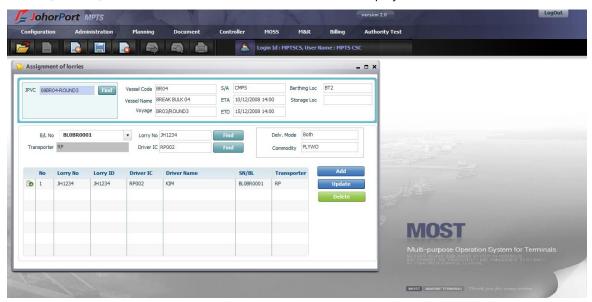


- Users have to select JPVC (using pop up inquiry usage function, refer to II.4) as mandatory fields.
- o F/A can also select specific BL from BL combo box as optional field.
- 2. Finally, F/A click [Retrieve] button on the menu bar, then all lorry lists which is matched with search condition will be displayed in the data grid as image below:



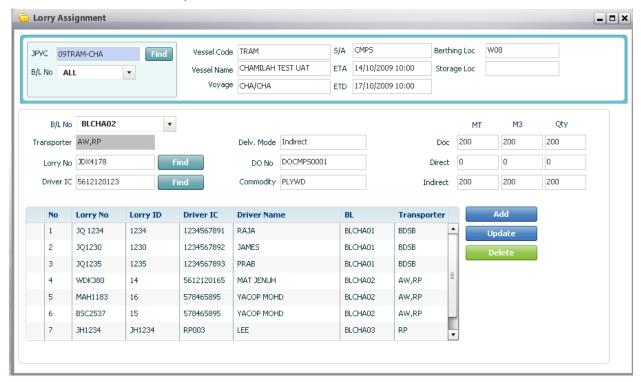
14.2. Assign lorry assignment for BL

- Steps:
 - 1. Firstly, Select JPVC by using pop up inquiry usage function (refer to II.4).
 - 2. Click [retrieve] button, then all BL of selected JPVC will be displayed in the combo box.



4. Select particular BL in the combo box in order to assign Lorry to it.

- 5. Select the Lorry No by click [Find] button, then all Lorries of Transporter Company which already declared in Delivery Order, will be displayed in the pop up screen. Select particular one by double click on it.
- 6. Do the same with above steps to select Driver ID as below:

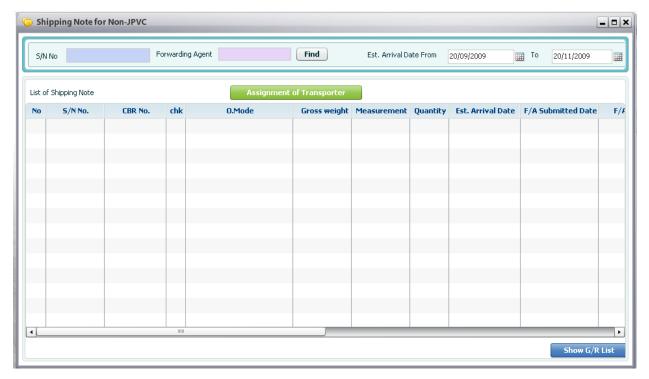


- 7. Click [Add] button and added lorry assignment will be inserted in the data grid.
- 8. Do the same steps to add more lorry assignments, finally click [Save] button.

15. Shipping Note for Non JPVC

15.1. Retrieve Shipping Note for Non JPVC

Navigate Document > Shipping Note for Non JPVC



Context:

The purposes of this screen are:

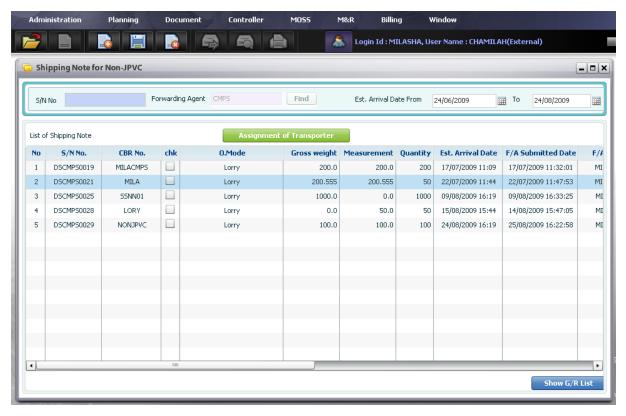
- To display list of Shipping Note with general S/N information.
- Forwarding Agent can delete his/her own S/N.
- To inquire list of Good Receipts of particular S/N

Steps:

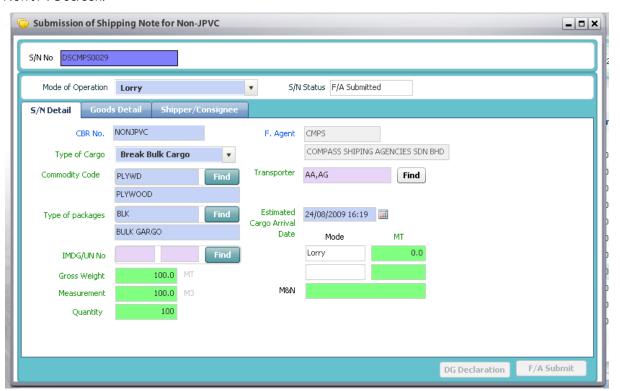
1. Input search conditions in the search condition area:



- User has to select Estimated Arrival Date as mandatory fields. In order to select JPVC, user uses pop up inquiry usage function (refer to session II.4)
- Then input SN No as optional fields.
- 2. Finally, click [Retrieve] button, all Shipping Note that meets search conditions will be displayed in the below grid.



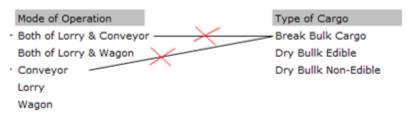
3. In order to see S/N Detail Information, users just double click on particular S/N in the grid then detailed information of selected shipping note will be displayed in submission of Shipping Note for Non JPVC screen.



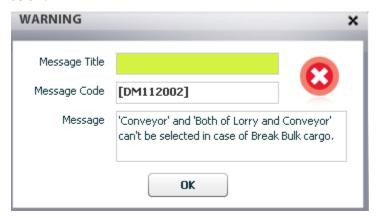
15.2. Submit new Shipping Note for Non JPVC

Steps:

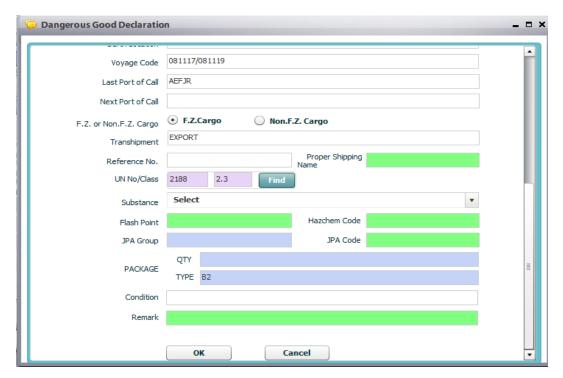
- 1. In Shipping Note for Non JPVC screen, after retrieve Shipping Note List, Forwarding Agent click [Create] button on the menu bar for creating new shipping note.
- 2. Then Submission of Shipping Note for Non JPVC screen will be displayed. Forwarding Agent firstly selects Mode of Operation and Type of Cargo. While select these fields it should follow the rule as below:



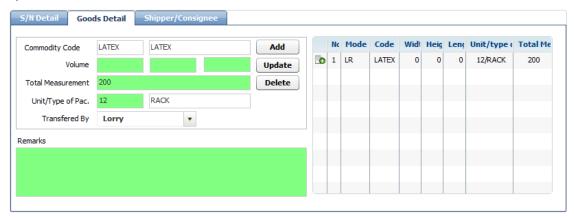
EX: In case of Mode of Operation as "Conveyor" or "Both of Lorry & Conveyor", Forwarding Agent cannot select Type of Cargo as Beak Bulk Cargo. If F/A tries to select, the message will be shown as below:



- 3. F/A key in CBR No (Cargo Booking Reference) field. This field is quite important for referring to Cargo Booking Info. This field is not allowed to input special characters.
- 4. F/A can select the Commodity and Package Type.
- 5. F/A can also key in Gross Weight, Measurement, and Quantity.
- 6. F/A input mandatory field "Estimated Cargo Arrival Date".
- 7. If there are any dangerous goods, F/A has to declare this information:
 - o Firstly, select UN No/Class (Dangerous Good Class) by click [Find] button, and then select specific class in pop up screen. Then Click [DG Declaration] to declare dangerous information. DG Declaration screen is like below:



- o F/A input mandatory field as: Substance, JPA Group, Package Quantity and Type.
- o The others information are optional. Finally click [OK] button to finish dangerous good declaration.
- 8. F/A input Good Details information:



- o Active Good Details tab, then commodity, package type and Mode of Operation which registered in S/N Detail tab will be fetched into this tab.
- Then F/A input total measurement or input volume and Unit/Type of Package fields. Next select 'transferred by' field and click [Add] button
- 9. F/A input Shipper/Consignee information:



 F/A Click [Find] button, then select specific Shipper and Consignee in the popup screen, and all relevant info of selected Shipper and Consignee will displayed in accordingly fields as above.

10. Finally, F/A click [F/A Submit] button to submit S/N. Then its status will change to "F/A Submitted". If F/A click [Save] button on the menu bar, then S/N status will be changed to 'F/A Saved'.

15.3. Delete Shipping Note for Non JPVC

Context:

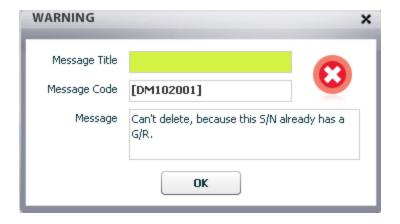
For any reasons, Shipping Notes can be deleted. So in that case, Forwarding Agent only can delete Shipping Notes before F/A creates GRs.

Steps:

- 1. Forwarding Agent retrieves Shipping Notes belonged to him/her (refer to retrieve Shipping Note for Non JPVC List function).
- 2. In the grid, select expected S/N then tick off checkbox column in selected row. Then click [Delete] button on the menu bar. Then alert message box will appear and click [Yes] button to delete.

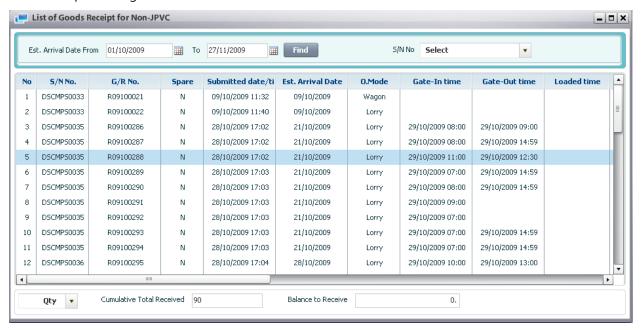


- If selected Shipping Note exist GRs, then the warning message box will display as below:



15.4. Inquire List of Good Receipt for Non JPVC per Shipping Note

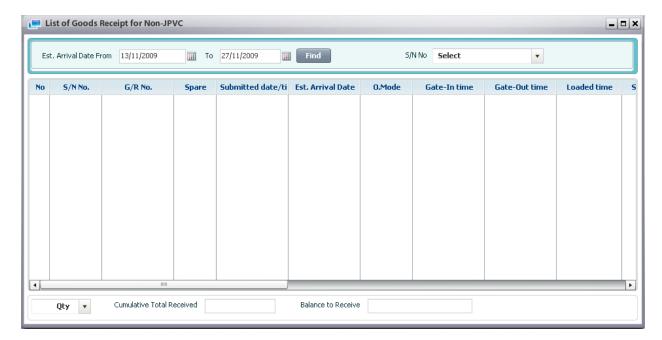
- 1. Retrieve Shipping Note for Non JPVC list (refer to retrieve S/N for Non JPVC list function)
- 2. In the grid, select expected S/N then tick off checkbox column in selected row. Then click [Show G/R List] Show G/R List , after that Good Receipt for Non JPVC screen will be displayed and show all Good Receipts belonged to selected S/N as below:



16. Good Receipt for Non JPVC

16.1. Retrieve Good Receipt for Non JPVC list

Navigate Document > Good Receipt for Non JPVC



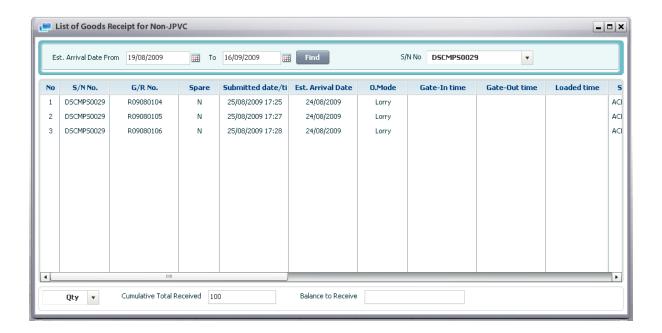
Context:

After F/A submitting Shipping Note, if cargoes in a S/N are transported by lorry, then he/she needs to generate Goods Receipt as the number needed Lorries. In the other hand, If S/N is delivered via Conveyor or wagon, and then system will generate G/R automatically

G/R document is generated based on S/N No information and multiple G/R no can be generated from one S/N No information.

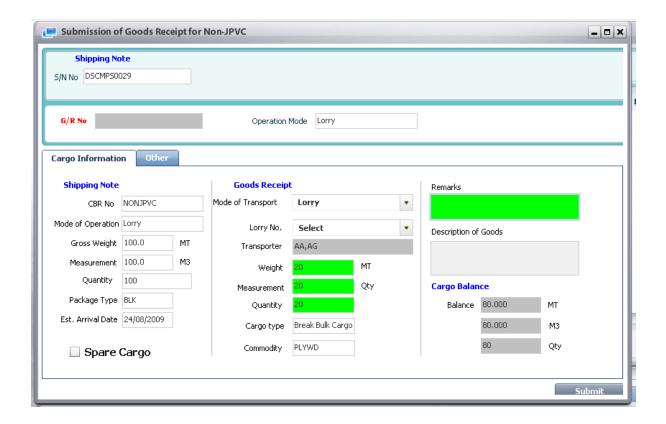
Forwarding agent generates individual G/R document per a Shipping Note and print out G/R hard copy. The printed G/R hard copy from forwarding agent is used for reference for passing Gate and handling-in operation

- 1. Select Estimated Arrival Date from and to by using pop up calendar usage function (refer to session II.5), and click [Find] button to search for particular SN, all SN No belonged to searching condition shall be displayed in S/N No combo box and then he/she selects S/N No.
- 2. Finally, F/A click [Retrieve] button, then the related information will appear on the G/R List as below:



16.2. Create Good Receipt for Non JPVC list

- 1. Navigate to Good Receipt for Non JPVC screen, select Estimated Arrival Date from and to by using pop up calendar usage function (refer to session II.5), and click [Find] button for particular SN, all SN No belonged to searching condition shall be displayed in S/N No combo box. Then he/she selects S/N No and click [Create] button on the menu bar.
- 2. Submission of Good Receipt for Non JPVC will display with general information of selected S/N:

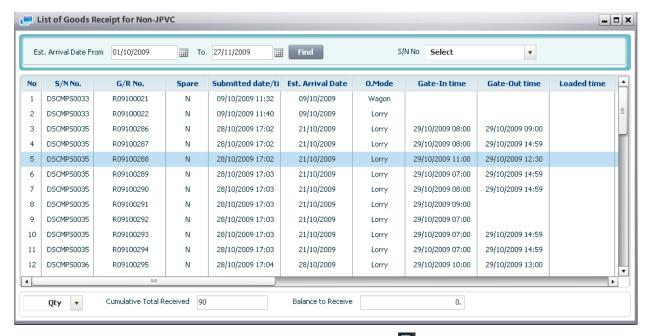


- 3. Then F/A select Mode of Transport, key in Weight, Measurement, Quantity and remarks fields. The balance columns (MT, M3, Qty) automatically change whenever Weight, Measurement, Quantity fields are inputted.
- 4. Finally Click [Submit] button to finish creating one G/R. Do the same steps for creating the other G/Rs.

16.3. Delete Good Receipt for Non JPVC

Steps:

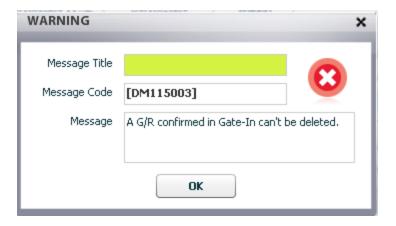
1. Firstly, Forwarding Agent retrieves Good Receipt list (refer to retrieve Good Receipt for Non JPVC List function above).



2. In the grid, F/A select expected GR and then click [Delete] button on the menu bar. Then information message box will appear as below, and selected GR is deleted from system



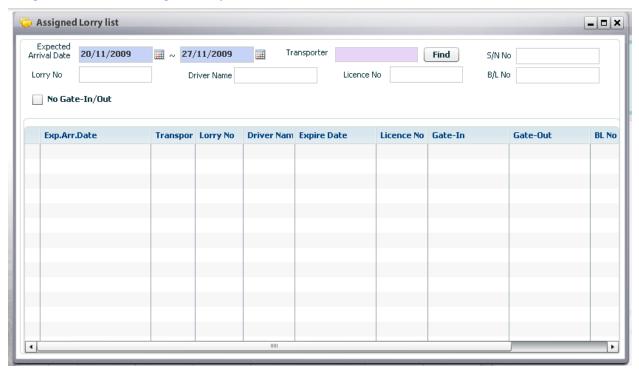
3. If selected Good Receipt is already gate in, and F/A try to delete it, then the warning message box will display as below:



17. Assigned Lorry List

17.1. Retrieve assigned lorry list

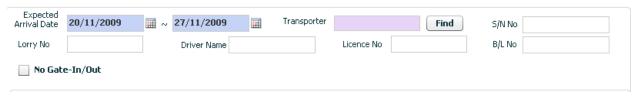
Navigate Document > Assigned Lorry List



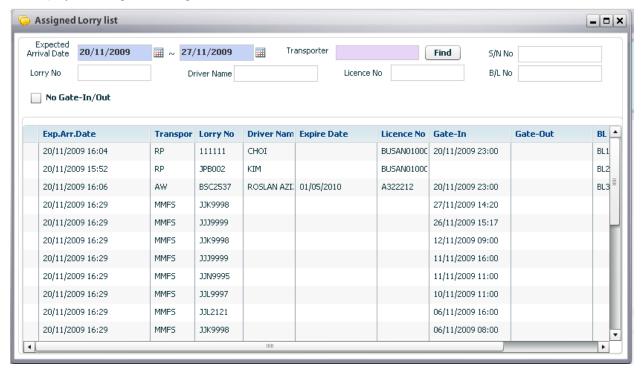
Context:

In order to inquire all assigned lorry list, users can go to this screen and retrieve data with selected search conditions.

1. User can select search condition in the following fields below:



- Users select Expected Arrival Date from and to by using calendar usage function as mandatory field
- -Users can select other optional fields as the following:
 - Transporter by clicking [Find] button to search for specific transporter
 - Lorry No
 - Driver Name
 - License No
 - S/N No
 - B/L No
- 2. Finally, users click [Retrieve] button, then all assigned lorry list which match with search condition will display in data grid as image below:



3. If users want to search all assigned lorry list without gate in or gate out time, then they can tick off checkbox of 'No Gate-In/Out' and click [Retrieve] button to retrieve.

18. Check list of Custom Clearance

18.1. Retrieve Check list of Custom Clearance

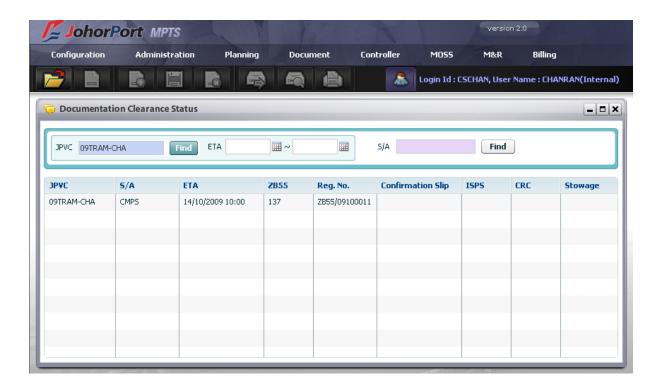
- Navigate Document > Check list of Custom Clearance
- Context:

In order to inquire all document clearance status, users can go to this screen and retrieve data with selected search conditions.

- Steps:
 - 1. User can select search condition in the following fields below:



- Input JPVC directly in JPVC textbox or click [Find] button to find specific JPVC as mandatory field
- -Users can select ETA from and to by using calendar usage function as optional field
- -Users can also input S/A directly or click [Find] button to search for specific S/A
- 2. Finally, users click [Retrieve] button to retrieve info as image below:



19. Documentation Clearance Status

19.1. Retrieve Documentation Clearance Status

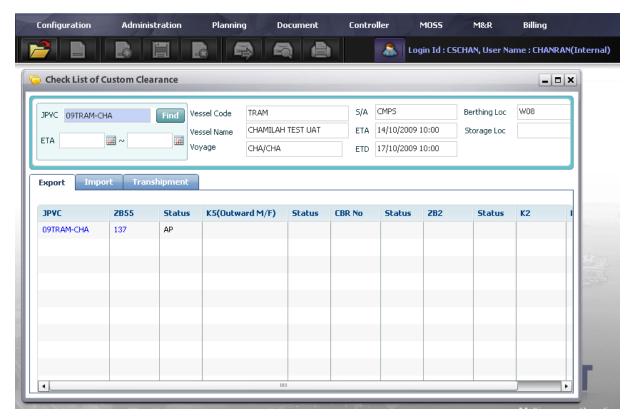
- Navigate Document > Documentation Clearance Status
- Context:

In order to inquire all checklist of custom clearance, users can go to this screen and retrieve data with selected search conditions.

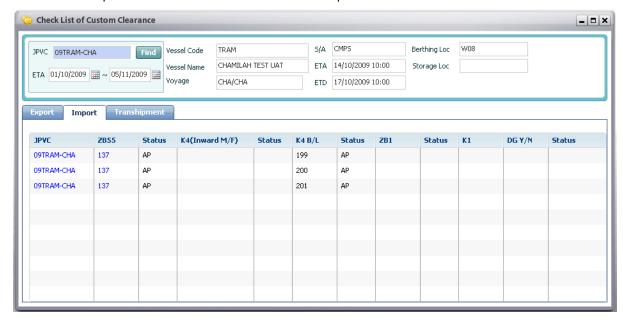
- Steps:
 - 1. User can select search condition in the following fields below:



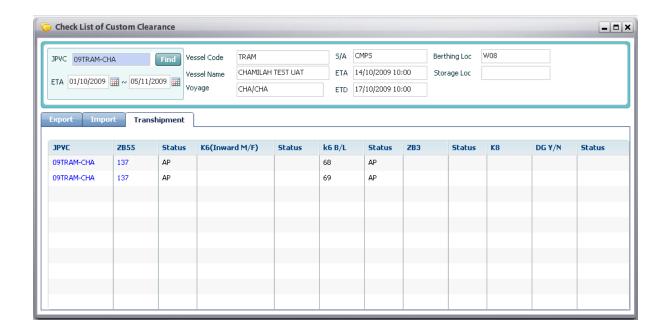
- Users can input JPVC directly or click [Find] button to find for specific JPVC as mandatory field.
- Users can also select ETA from and to
- 2. Finally, users click [Retrieve] button to inquire, then all information belonged to search condition will be displayed as below:



- Users click 'Import' tab to see custom clearance for import as below:



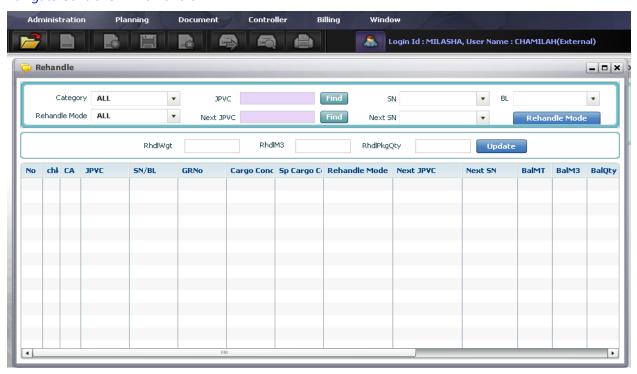
- Users click 'Transshipment' tab to see custom clearance for transshipment as below:



20. Re-handle

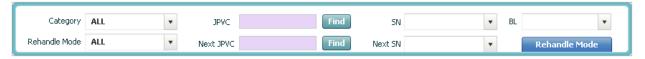
20.1. Retrieve re-handle list

Navigate Controller > Re-handle

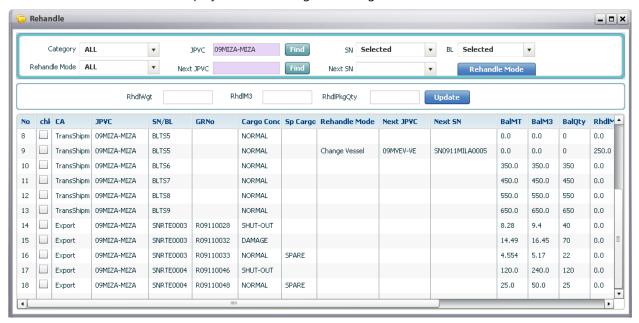


Steps:

1. User has to input search condition firstly:



- o Users can select category or Re-handle Mode from combo box.
- Users can select JPVC or next JPVC (using pop up inquiry usage function, refer to II.4), then SN, BL combo box will display all SNs, BLs belonged to selected JPVC.
- F/A can also select specific SN, BL or next SN from each combo box.
- 2. Finally, F/A click [Retrieve] button on the menu bar, then all re-handle information which is matched with search condition will be displayed in the data grid as image below:

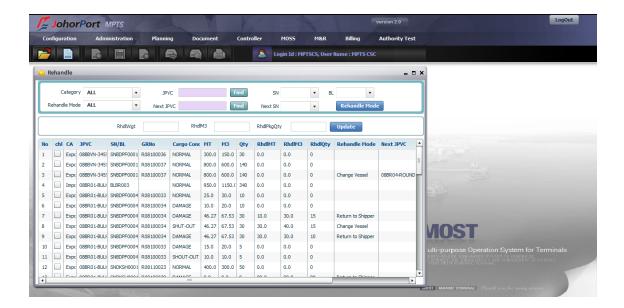


20.2. Change Vessel

Context:

In order to change vessel, user has to find the expected vessel to handle canceled cargoes.

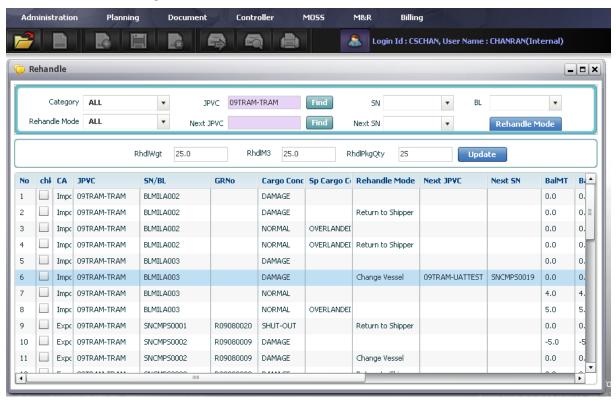
- Steps:
 - 1. Navigate to Controller > Re-handle, then the screen will display as follow:



- 2. In order to do re-handle for particular Good Receipts, user firstly retrieves all Re-handle information based on searching condition.
 - Select JPVC , category = 'Export', Re-handle Mode (optional)
 - o Click [Retrieve] button on the menu bar
 - Then list of Re-handle information per Good Receipts will be displayed in the data grid.
- 3. In the data grid, select particular record and tick off the checkbox. Then selected row will display relevant information in according fields.
- 4. Then key-in Re-handle amount (RhdlWgt, RhdlM3, RhdlPkgQty) then click [update] button in order to confirm Re-handle amount.
- 5. Click [Re-handle Mode] button, then Re-handle Operation Mode screen will display as follow:



- In case of 'Change Vessel':
 - Select Re-handle Mode = 'Change Vessel' in the combo box.
 - Then select Next JPVC by using pop up inquiry usage function (refer to session II.4). Then S/N list of selected JPVC will be displayed in the combo box. In order to have SN list, users have to create new SN with category as "Re-handle" or "Transshipment" from "Submission of Shipping Note" screen
 - Select particular S/N
 - Then click [Ok] button
 - The rehandled record will display with Rehandle Mode as "Change Vessel" with info about Next JPVC as image below

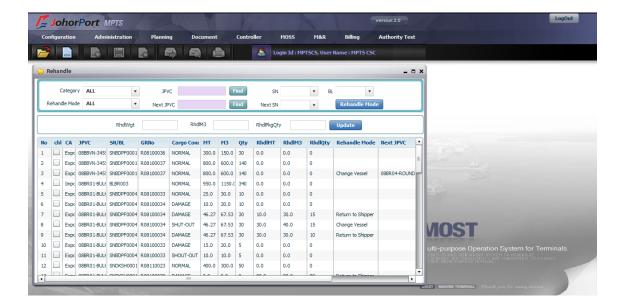


20.3. Return to Shipper

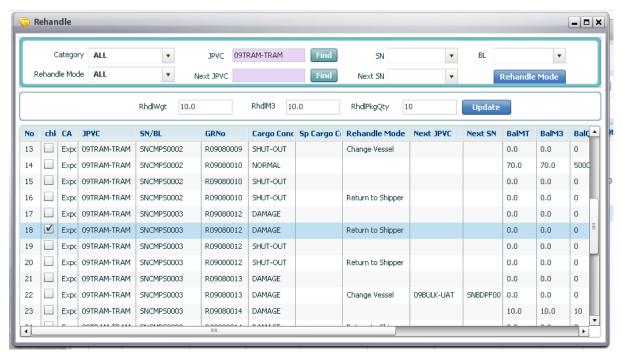
Context:

If Handle Mode is 'Return to Shipper' then canceled cargoes shall be returned to shipper.

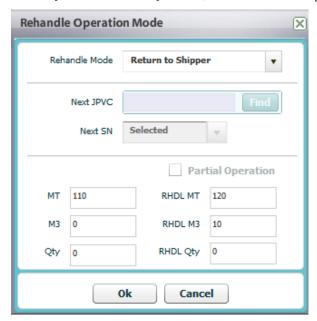
- Steps:
 - 1. Navigate Controller > Re-handle, then the screen will display as follow:



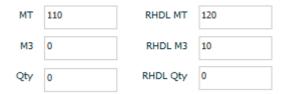
- 2. In order to do re-handle for particular Good Receipts or BLs, users firstly retrieve all Re-handle information per Good Receipts of selected JPVC.
 - Select JPVC (mandatory), category = 'Export', Re-handle Mode (optional)
 - o Click [Retrieve] button on the menu bar
 - Then list of Re-handle information per Good Receipts will be displayed in the data grid.
- 3. In the data grid, select particular record and tick off the checkbox. Then selected row will display relevant information in according fields.
- 4. Then key-in Re-handle amount (RhdlWgt, RhdlM3, RhdlPkgQty) then click [update] button in order to confirm Re-handle amount.



5. Click [Re-handle Mode] button, then Re-handle Operation Mode screen will display as follow:



- In case of 'Return to Shipper':
 - Select Re-handle Mode = 'Return to Shipper' in the combo box.
 - o Check Re-handle amount (already key-in in previous steps) in the area as follow:

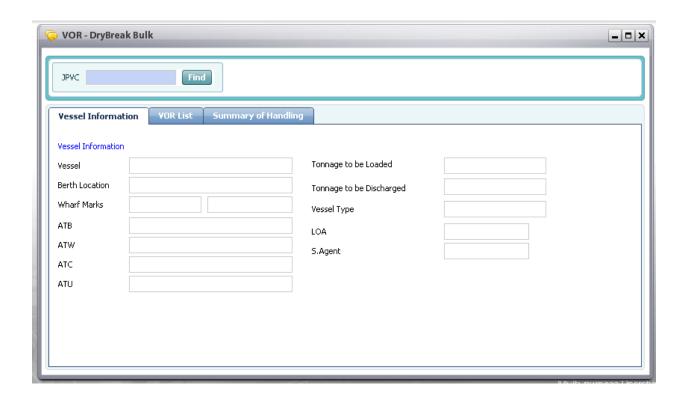


o Then click [Ok] button

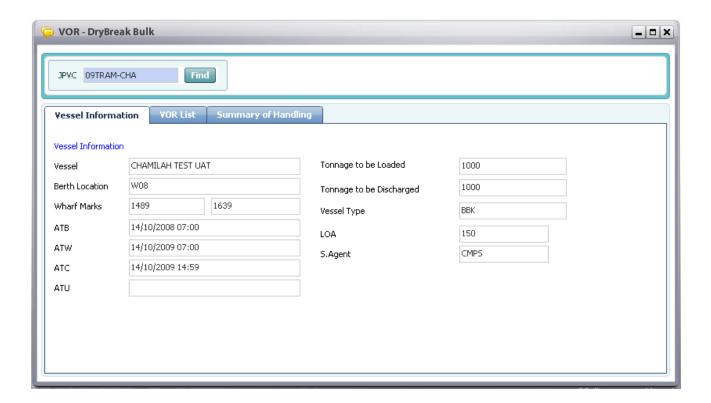
21. List of VOR

21.1. Retrieve List of VOR

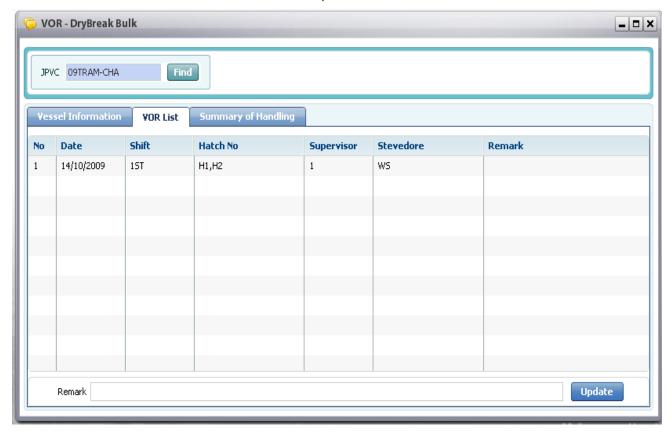
Navigate Controller > VOR – Dry/Break Bulk



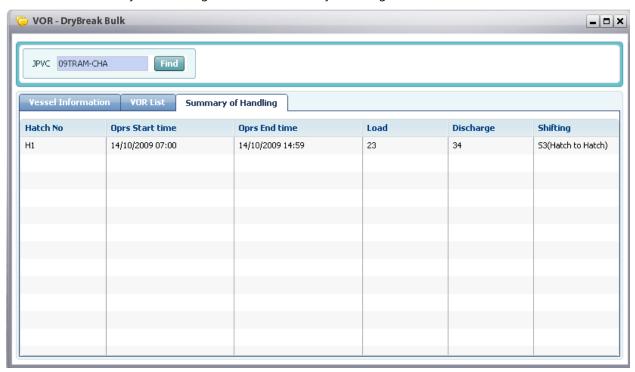
- 1. Users input JPVC directly or click [Find] button to find for specific JPVC as mandatory field.
- 2. Finally, users click [Retrieve] button to inquire, then all information belonged to selected JPVC will be displayed as below:



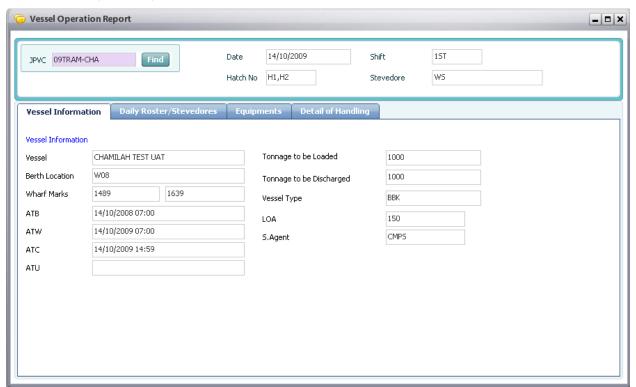
- Users click 'VOR List' tab to see the vessel service report list for selected JPVC as below:



- Users click 'Summary of Handling' tab to see summary handling in based on hatch no as below:



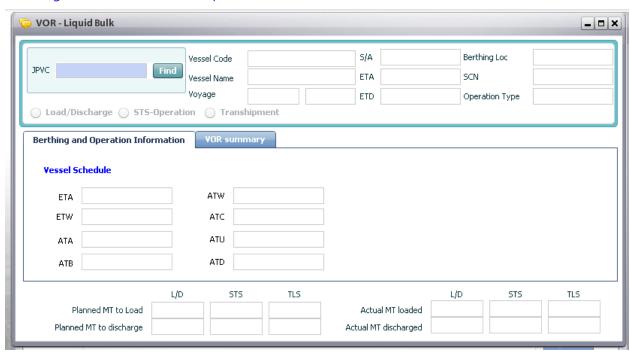
3. If users want to see the VOR detail, from VOR List, they can double click one of record to see the vessel service report on specific date as below:



22. List of VOR for Liquid Bulk

22.1. Retrieve List of VOR for Liquid Bulk

Navigate Controller > VOR – Liquid Bulk

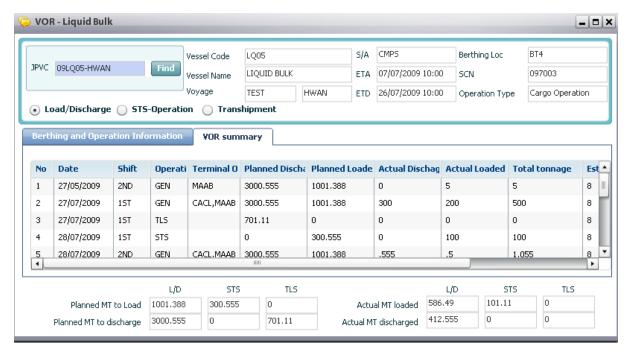


Context:

When starting operation, Apron Checker has to record the actual start & end time, actual information of operation. Then the F/A can go this screen to view all VOR Liquid related to him/her.

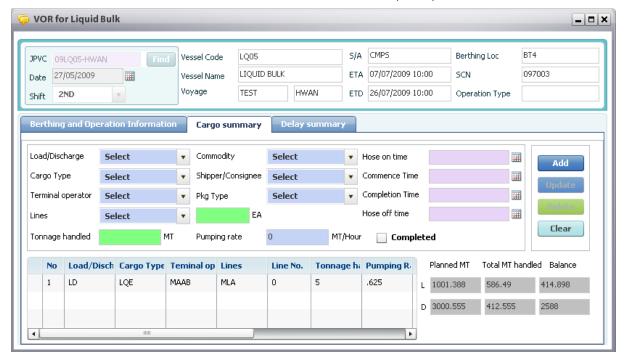
Steps:

- 1. Select JPVC by using pop up inquiry usage function (refer to II.4), and select type (Edible or Non-Edible)
- 2. Then click [Retrieve] button on the menu bar to retrieve information and active VOR Summary tab, then the VOR for Liquid Bulk screen will be displayed as below:



It includes three type of Operation as following:

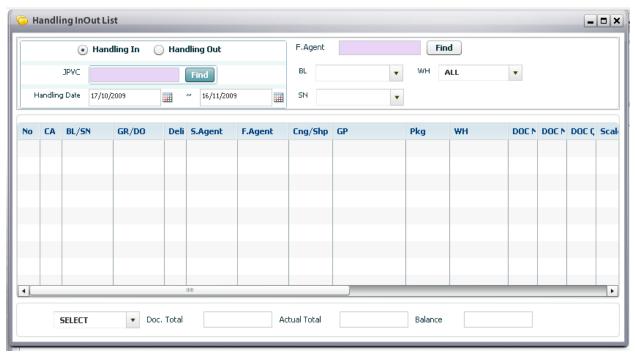
- GEN: this means normal load and discharge operation
- TLS: this means transshipment operation
- STS: this means ship to ship operation
- 3. Users can double click one of the records to see the detail of Liquid Operation as below:



23. Handling In/Out List

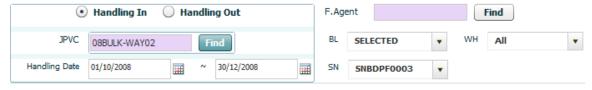
23.1. Retrieve Handling In/Out List

Navigate Controller > Handling In/Out List

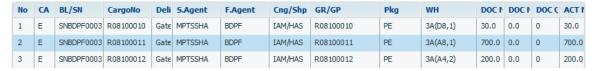


Steps:

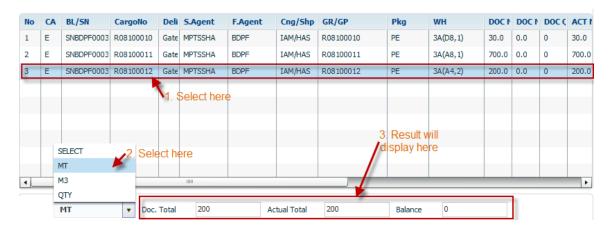
1. In order to retrieve, user has to input search condition firstly:



- o Users have to tick off handling in or handling out radio button as mandatory field.
- Select another mandatory fields such JPVC or Handling Date From and To. After selecting JPVC all S/Ns or BLs of selected JPVC will be displayed in combo box accordingly.
- o Then user can select others optional fields such as: F.Agent, S/N No, BL and W/H.
- 2. Finally, users click [Retrieve] button, handling in/out information will be displayed in the data grid as following:



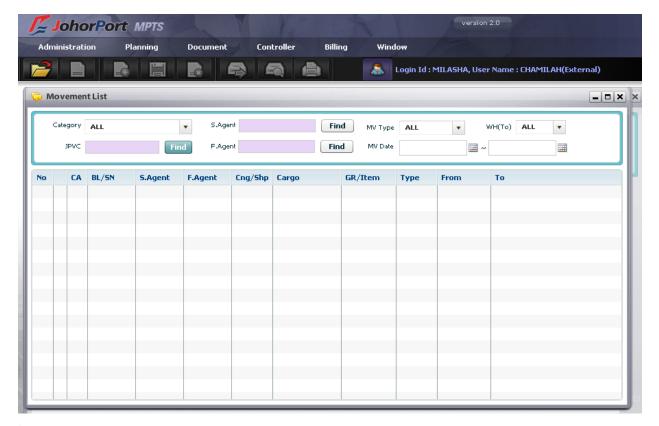
3. In order to view the Doc total amount, actual total amount, balance amount per particular S/N or BLs. User just select particular row in the data grid then select MT, M3 and Qty in the combo box as below image:



24. Movement List

24.1. Retrieve Movement List

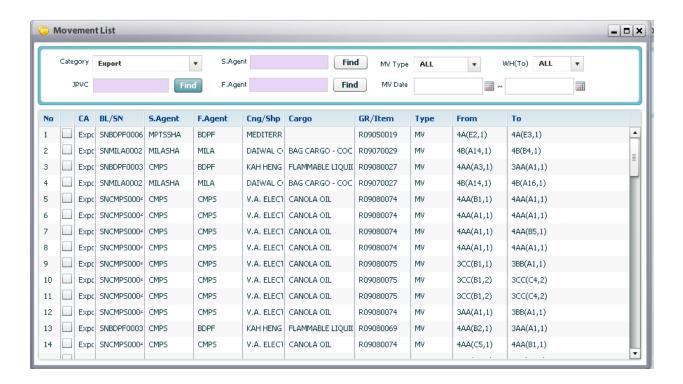
Navigate Controller > Movement List



1. In order to retrieve, user has to input search condition firstly:



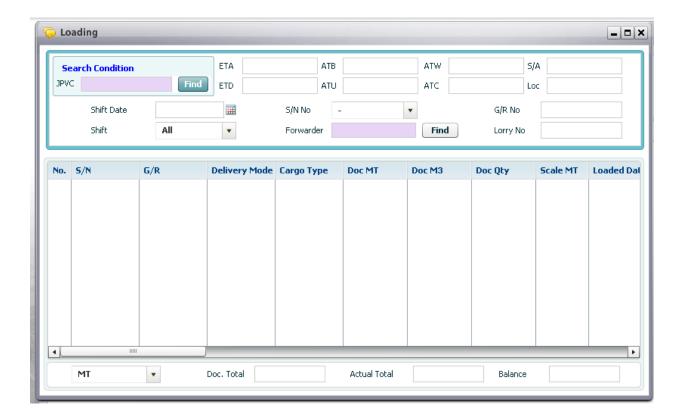
- Users select Category from combo box
- Users can also select other fields as following:
 - Select JPVC by inputting value directly or clicking [Find] button to search for specific JPVC.
 - Select S. Agent or F. Agent by clicking [Find] button to search
 - Select Movement Type
 - Select WH (To) location
 - Select Movement Date From and To by using calendar usage function.
- 2. Finally, users click [Retrieve] button, all movement list which match search condition will be displayed in the data grid as following:



25. Loading List

25.1. Retrieve Loading List

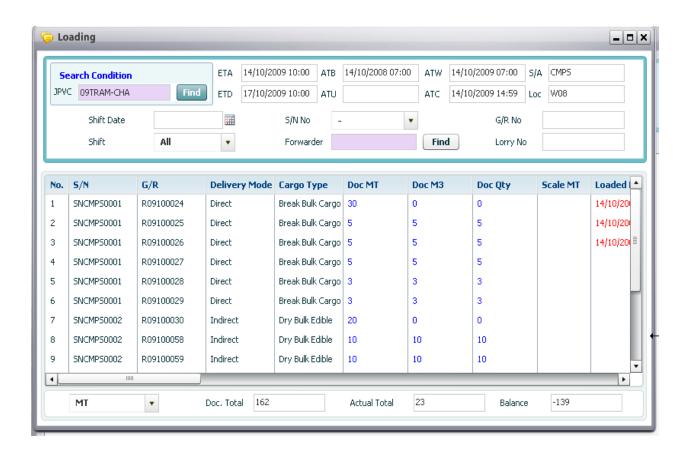
Navigate Controller > Loading



1. In order to retrieve loading list, user has to input search conditions firstly:



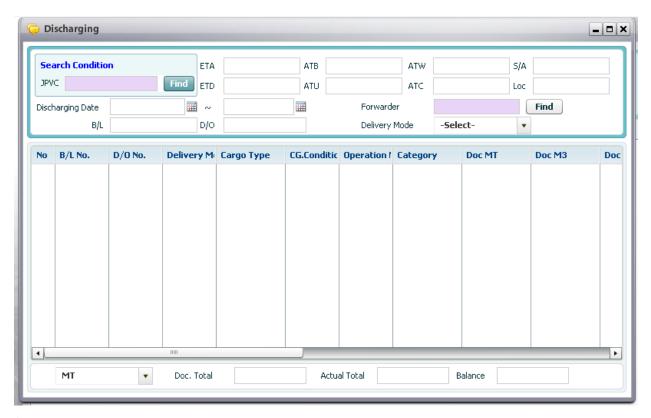
- User has to select JPVC as mandatory conditions by using pop up inquiry usage function (refer to II.4).
- o The other fields are optional fields such as:
 - Shift Date (using calendar function to select date, refer to II.5);
 - Shift (1st, 2nd, and 3rd)
 - Select SN from combo box, this combo box will display all SNs belonged to select JPVC.
 - Key in S/N No, G/R No or Lorry No.
- 2. Then click [Retrieve] button on the menu bar, then all information which meet inputted search conditions will be display in the data grid as following:



26. Discharging List

26.1. Retrieve Discharging List

Navigate Controller > Discharging

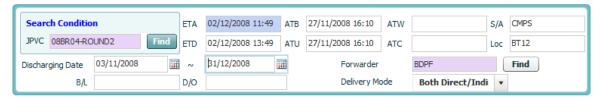


Context:

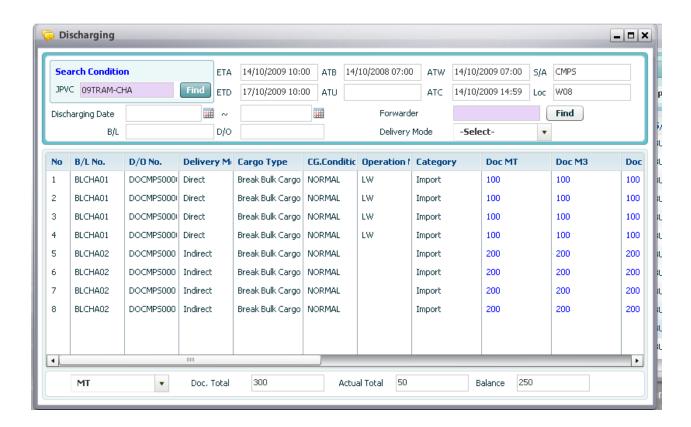
In order to monitor actual discharged cargoes. It will show how many actual cargoes tonnage already discharged and their status. So that user just goes to the below screen and retrieve relevant information.

Steps:

1. In order to retrieve discharging list, user has to input search conditions firstly:



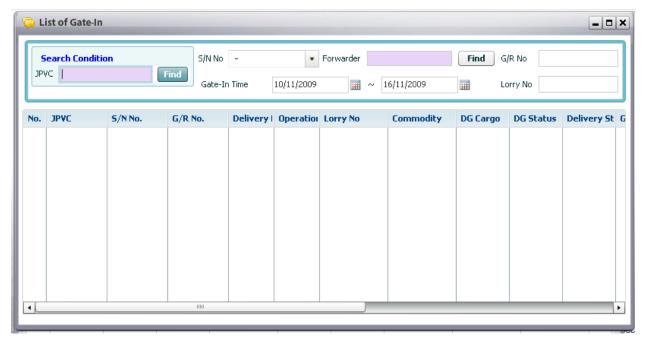
- User has to select JPVC as mandatory conditions by using pop up inquiry usage function (refer to II.4).
- The other fields are optional fields such as:
 - Discharging Date (using calendar function to select date, refer to II.5);
 - Delivery Mode (Direct, Indirect, Both of Direct & Indirect)
 - Select Forwarder by using pop up inquiry usage function (refer session II.4).
 - Key in B/L No; D/O No.
- 2. Then click [Retrieve] button on the menu bar, then all information which match with inputted search conditions will be display in the data grid as following:



27. Gate In List

27.1. Retrieve Gate In List

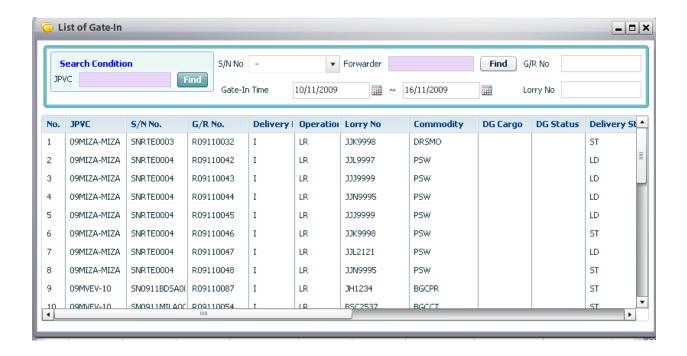
Navigate Controller > List of Gate In



1. In order to retrieve gate in list list, user has to input search conditions firstly:



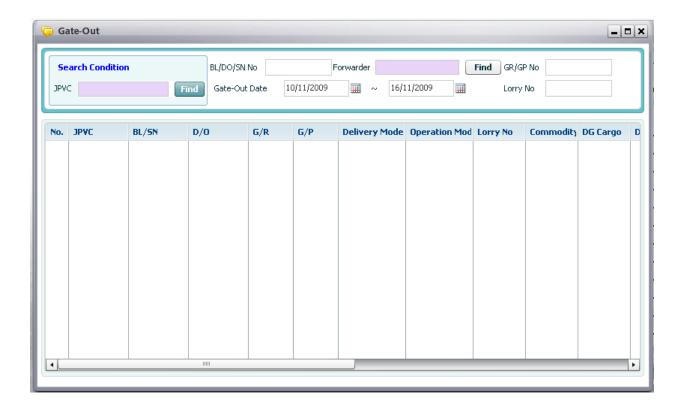
- O User has to select JPVC by using pop up inquiry usage function (refer to II.4) or Gate In Time From and To by using calendar usage function (refer to session II.5) as mandatory fields.
- o Users can select other optional fields such as:
 - SN No combo box (This combo box will display all SNs belonged to selected JPVC)
 - Forwarder by clicking [Find] button to search for specific forwarder
 - GR No and Lorry No
- 2. Finally, users click [Retrieve] button, then list of gate in which is matched with search condition will be displayed in the data grid as below:



28. Gate Out List

28.1. Retrieve Gate Out List

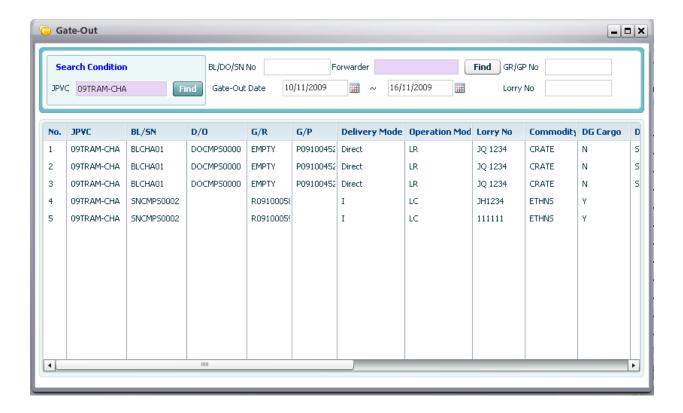
Navigate Controller > List of Gate Out



1. In order to retrieve gate out list, user has to input search conditions firstly:



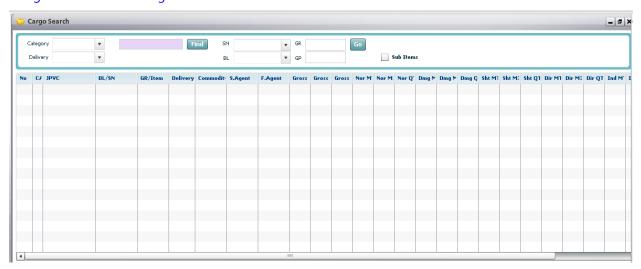
- User has to select JPVC by using pop up inquiry usage function (refer to II.4) or Gate Out Time From and To as mandatory fields.
- o Users can select other optional fields such as:
 - Key In BL/DO/SN No
 - Forwarder by clicking [Find] button to search for specific forwarder
 - GR/GP No and Lorry No
- 2. Then Click [Retrieve] button, then list of gate out which is matched with search condition will be displayed in the data grid as image below:



29. Cargo Search

29.1. Retrieve Cargo Search List

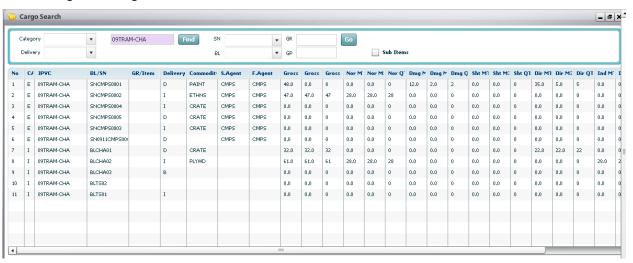
Navigate Controller > Cargo Search



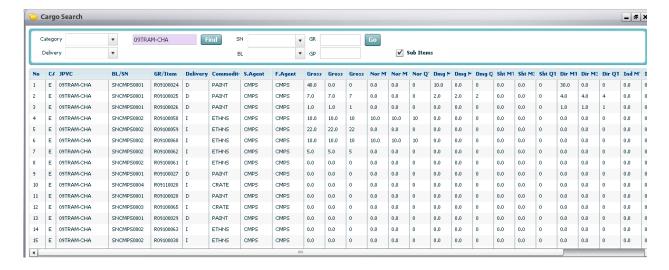
- Steps:
 - 1. In order to retrieve cargo list, user has to input search conditions firstly:



- O User has to select JPVC by using pop up inquiry usage function (refer to II.4) as mandatory fields.
- o Users can select other optional fields such as:
 - Category
 - Delivery
 - SN
 - BL
 - GR
 - GP
- 2. Then Click [Retrieve] button, then all cargo which is matched with search condition will be displayed in the data grid as image below:



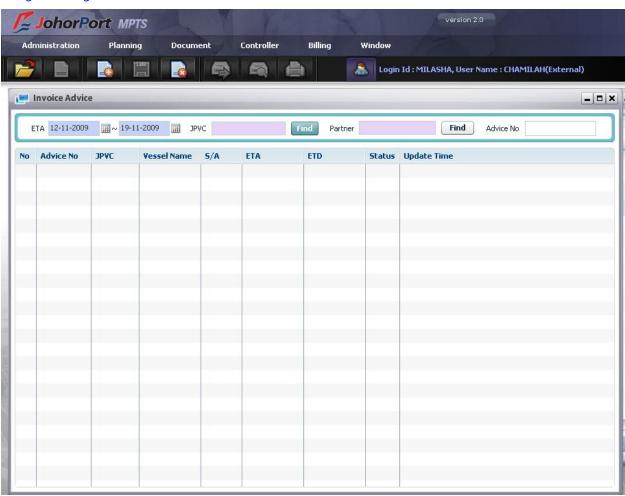
If user want to view all sub items, then they can tick off the checkbox Sub Items, and click retrieve, then all cargo with GR No will be displayed as image below:



30. Invoice Advice

30.1. Retrieve Invoice Advice List

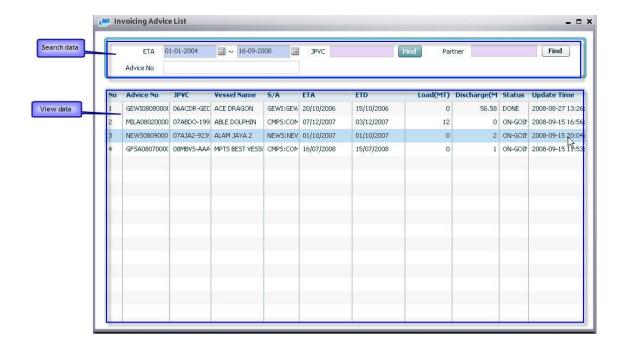
Navigate Billing > Invoice Advice



Context:

Screen is divided into 2 parts: "Search data" and "View data". One Vessel Calling has only one Invoicing Advice

Steps:



How to retrieve by ETA date range:

- 1. Select dates from ETA date box.
- 2. Click Retrieve button

How to retrieve by JPVC:

- 1. Select dates from ETA date box.
- 2. Select JPVC code by clicking Find button or input JPVC code directly, Find Vessel page appears.
- 3. Select one JPVC code by double click at a row on grid.
- 4. Click Retrieve button.
- 5. Double click at that row to view detail information.

How to retrieve by Partner code:

- 1. Select dates from ETA date box.
- 2. Select Partner code by clicking Find button or input partner code directly.
- 3. Select one Partner code by double click at a row on grid.
- 4. Click Review button.
- 5. Double click at that row to view detail information.

How to retrieve by Advice No.:

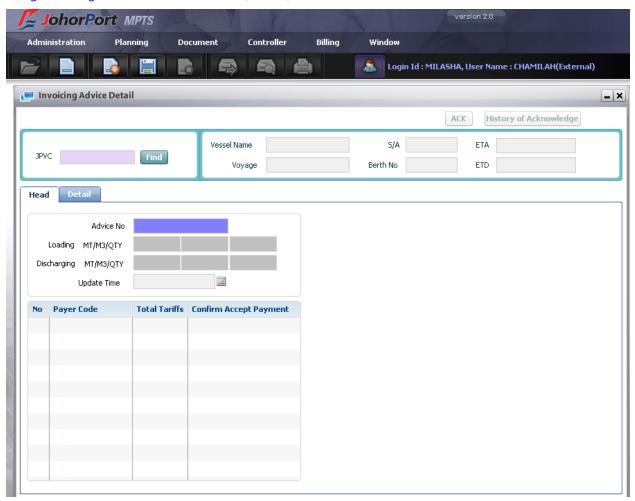
- 1. Select dates from ETA date box.
- 2. Input value at Advice No. box.
- 3. Click Retrieve button.

How to search data with multi-conditions:

- 1. Combine selecting multi-conditions
- 2. Click 'Retrieve' button on toolbar

30.2. Create Invoice Advice

Navigate Billing > Invoice Advice > Click [Create] button



Context:

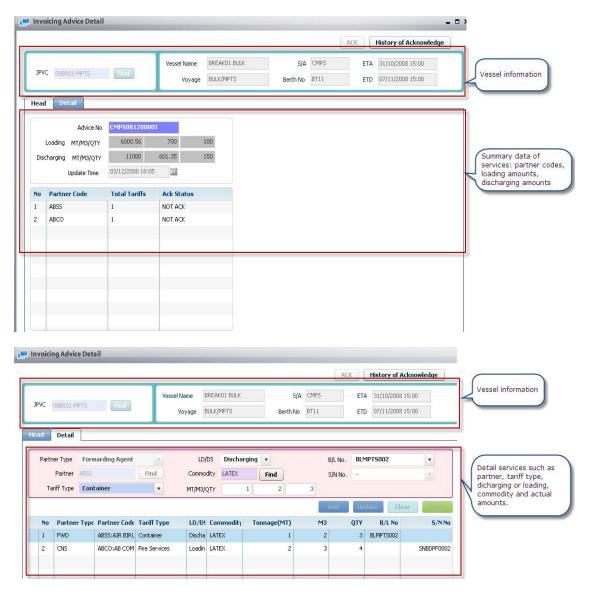
Screen is divided into 3 parts: "Vessel info" and "Header" and "Detail".

"Vessel info" is place to display vessel information, such as JPVC No., vessel name, Voyage, S/A, Berth No., ETA and ETD.

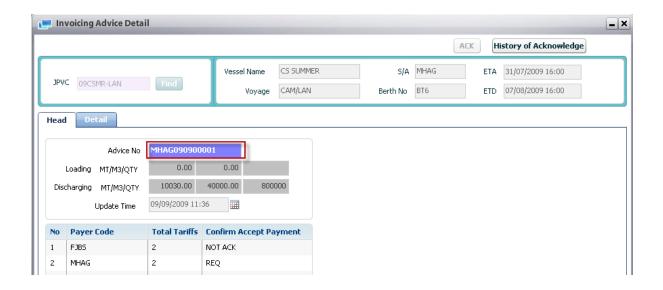
"Header" tab is summary data of services: partner codes, loading amounts, discharging amounts.

"Detail" tab includes detail services such as partner, tariff type, discharging or loading, commodity and actual amounts.

Especially, at this screen, user can acknowledge the invoice advice. And they can track all actions for the invoice advice by using 'History of Acknowledge' function.



- 1. Click Create Button on tool bar
- 2. Input 1 JPVC code.
- 3. At 'Details' tab, input detail data for invoice advise. Blue fields are mandatory fields.
- 4. Click 'Add' button on screen
- 5. Click 'Clear' button and repeat step 3 and step 4.
- 6. Click 'Save' button on tool bar.
- 7. After saving, at 'Header' tab, 'Advice No.' will be generated by system automatically.



30.3. Delete Invoice Advice

Steps:

- 1. Retrieve data for deletion.
- 2. Double click at a row want to delete to open detail screen.
- 3. Click 'Delete' button on tool bar.

30.4. Update Invoice Advice

Steps:

- 1. Retrieve data for update
- 2. Modify data at 'Details' tab.
- 3. Click 'Update' button on screen.
- 4. Click 'Save' button on tool bar.

30.5. Acknowledge Invoice Advice

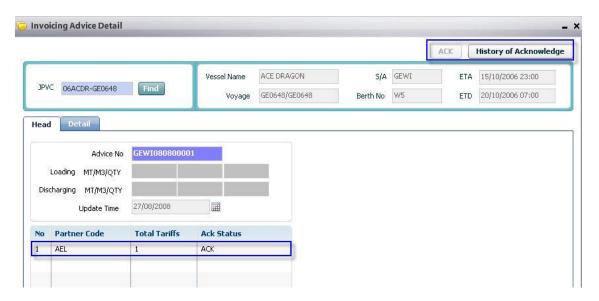
Context:

This is a function in 'Invoice Advice' screen. Partners that are assigned by main shipping agent will acknowledge data at this screen.

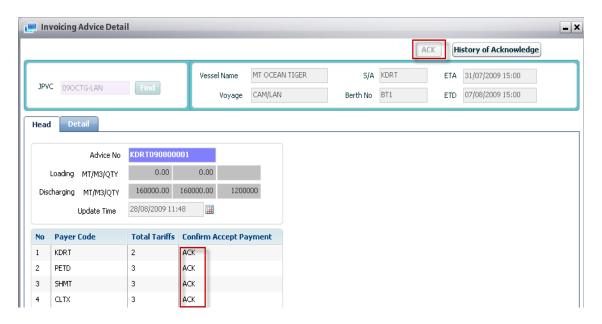
The payer has acknowledged if assigned charges (only items, tariff types, are indicated.) is reasonable.

If not reasonable, the payer contacts with the Shipping Agent by his/her own way.

- 1. Access MPTS system
- 2. Select 'Billing' menu
- 3. Select 'Invoice Advice' item
- 4. Go to 'Invoicing Advice Detail' screen as below:



- 5. After having an invoice advice, F/W click 'ACK' button.
- 6. After acknowledging, status will be changed into 'ACK'



7. If there is any update action for the invoice advice, the status will be changed into 'NOT ACK' and user needs to do 'ACK' again.

30.6. Retrieve history of acknowledge

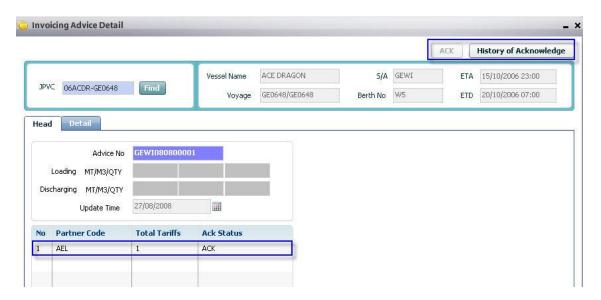
Context:

The system keeps the history of Acknowledging.

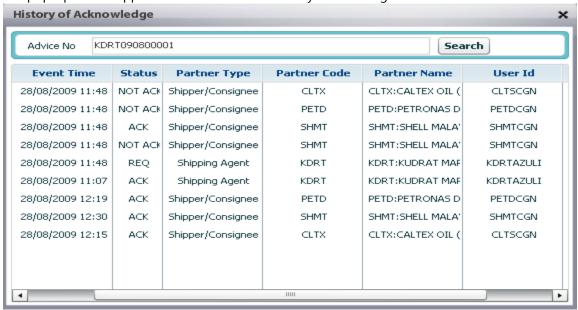
After 'Acknowledge' data, user can view the history of acknowledging process.

Steps:

- 1. Access MPTS system
- 2. Select 'Billing' menu
- 3. Select 'Invoice Advice' item
- 4. Go to 'Invoicing Advice Detail' screen as below:



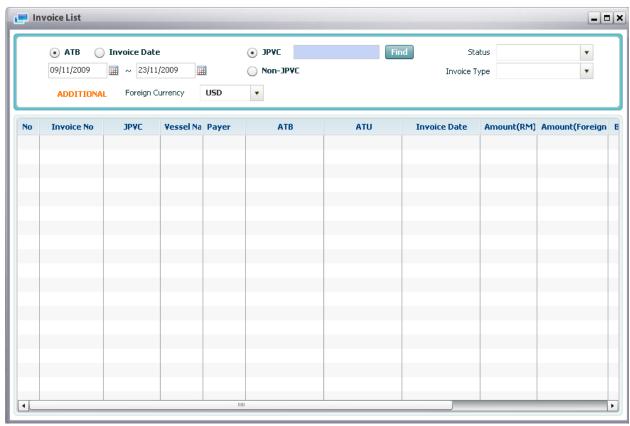
- 5. Click 'History of Acknowledge' button on screen.
- 6. A pop-up screen appears to show details of history acknowledge as below:



31. Invoice List

31.1. Retrieve Invoice List

Navigate Billing > Invoice List



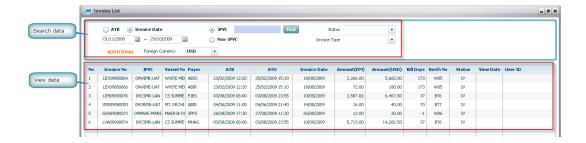
Context:

There are 2 screens for Invoice Detail. One is for internal user and Invoice can be created from the screen and the other is for external user. Through the Invoice Detail Screen for External User, user can just retrieve data or print.

Screen is divided into 2 parts: "Search data" and "View data".

All invoices are displayed at "View data".

Steps:



How to retrieve data by ATB or Invoice Date:

- 1. Select option ATB or option Invoice Date
 - If 'ATB': Retrieve data follow ATB of JPVC
 - If 'Invoice Date': Retrieve data follow the period of issue invoices
- 2. Select from date and to date



3. Click 'Retrieve' button on tool bar.

How to retrieve data by JPVC or Non-JPVC:

- 1. Select option JPVC or option Non-JPVC
 - If 'JPVC': use 'Find' button to select 1 specific JPVC



2. Click 'Retrieve' button on tool bar.

How to retrieve data by Status:

1. Select 1 of statues (Invoiced/Paid Complete/Partial Paid)



2. Click 'Retrieve' button on tool bar.

How to retrieve data by Invoice Type:

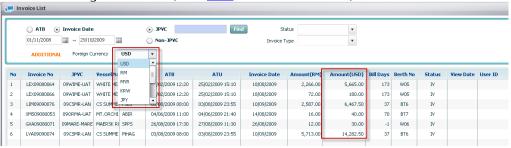
1. Select 1 of Invoice Types (Non Vessel Wise/Vessel Wise)



Click 'Retrieve' button on tool bar.

How to view data with amount as foreign currency:

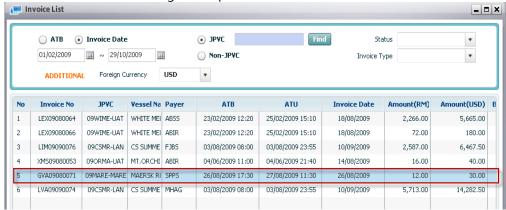
- Retrieve data
- 2. Select 1 of foreign currencies (Click here to view more detail)



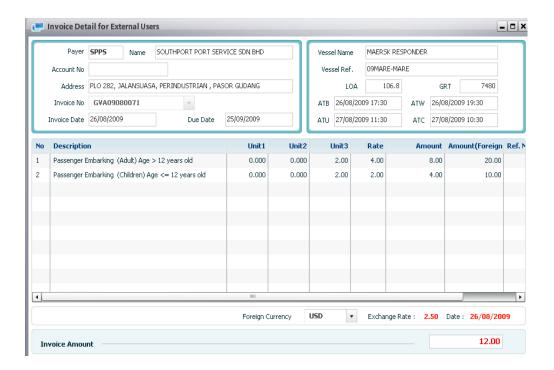
3. Click 'Retrieve' button on tool bar.

How to view details of 1 invoice:

1. Double click at 1 invoice on grid to open detail screen



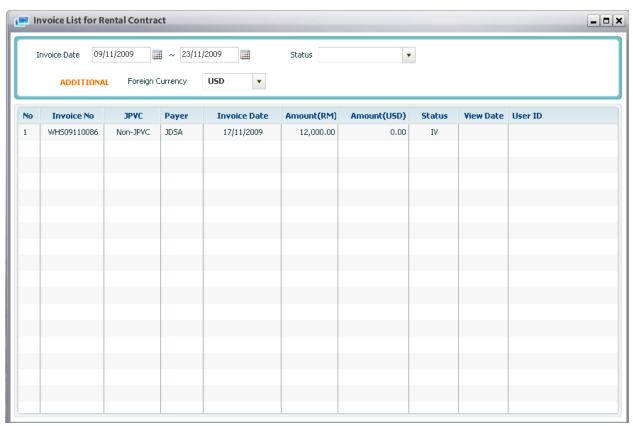
2. If login user is external user, detail screen will be:



32. Invoice List for Rental Contract

32.1. Retrieve Invoice List for Rental Contract

Navigate Billing > Invoice List for Rental Contract

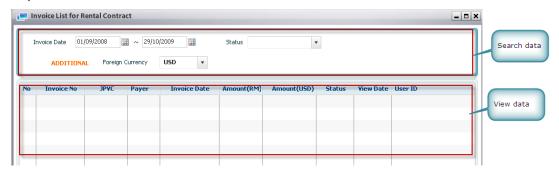


Context:

This screen uses for displaying all invoices of using warehouse space. Screen is divided into 2 parts: "Search data" and "View data".

All invoices are displayed at "View data".

Steps:



How to retrieve data by Invoice Date:

1. Input period of Invoice Date



2. Click 'Retrieve' button on tool bar.

How to retrieve data by Status:

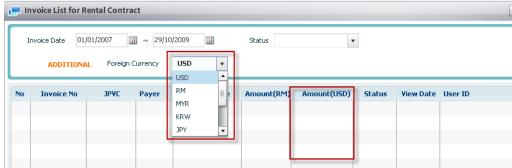
1. Select 1 of statues (Invoiced/Paid Complete/Partial Paid)



2. Click 'Retrieve' button on tool bar.

How to view data with amount as foreign currency:

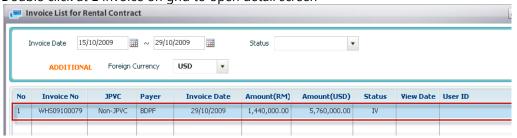
- 1. Retrieve data
- 2. Select 1 of foreign currencies (Click here to view more detail)



3. Click 'Retrieve' button on tool bar.

How to view details of 1 invoice:

1. Double click at 1 invoice on grid to open detail screen



2. If login user is external user, detail screen will be:

