



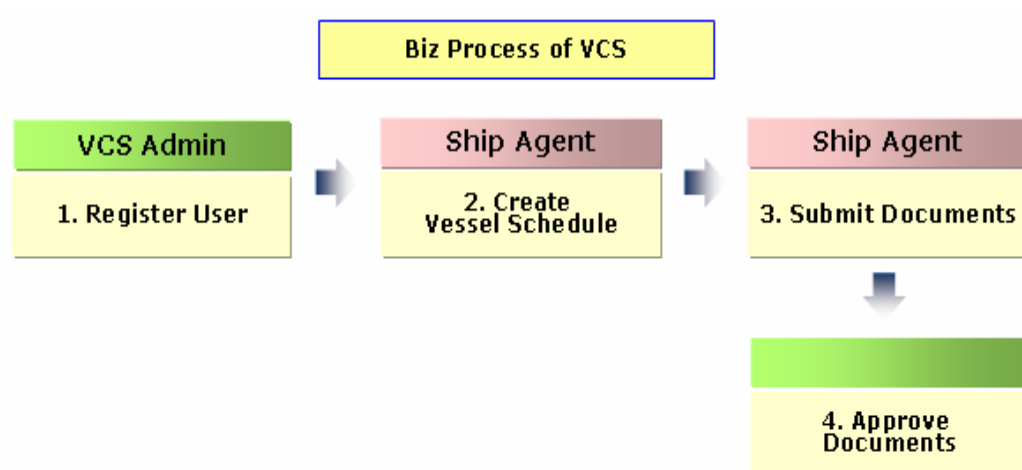
# Vessel Clearance System User Manual for Forwarding Agent

## CONTENTS

# Chapter 1. BEGINNING

## 1. Objective

**Vessel Clearance System** is to clearance vessel in/out from various ports in the world to Johor Port Berhad. System consists of four parts as below.



### 1. Register User

- 1) Register Company
- 2) Approve Company & Company User Admin
- 3) Create Password
- 4) Send Password
- 5) Access VCS
- 6) Register Company User

### 2. Create Vessel Schedule

- 1) Submit Vessel Particular
- 2) Confirm Vessel Particular
- 3) Create Vessel Schedule
- 4) View Vessel Schedule

**3. Submit Documents**

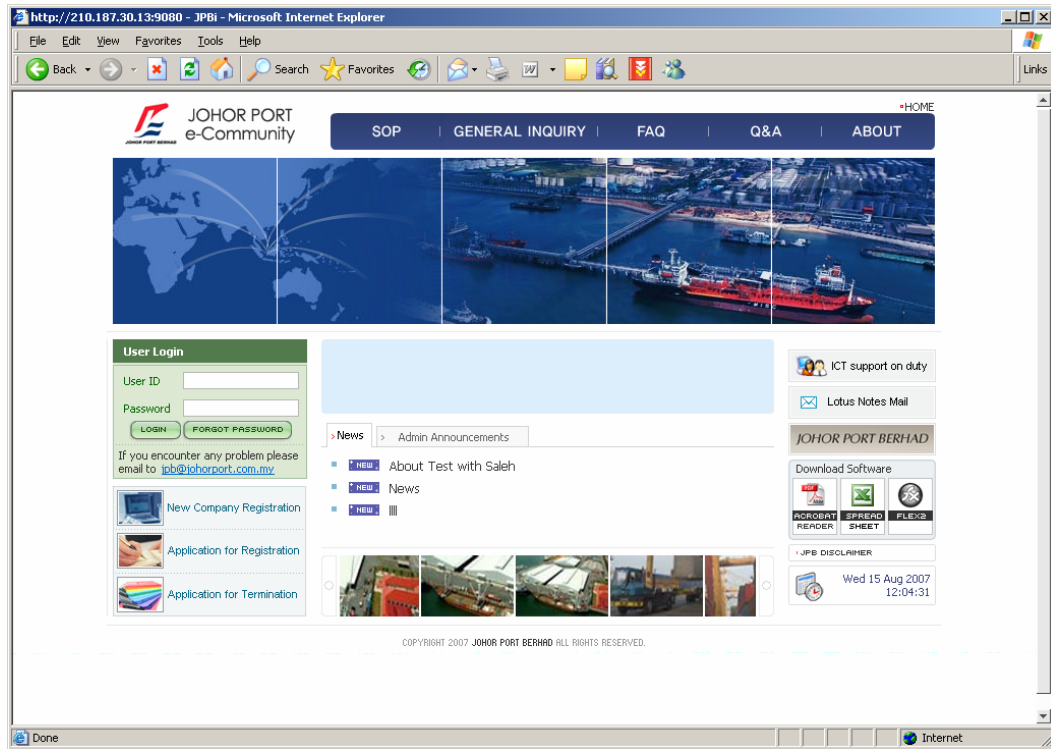
- 1) Retrieve Document ID
- 2) Submit Document

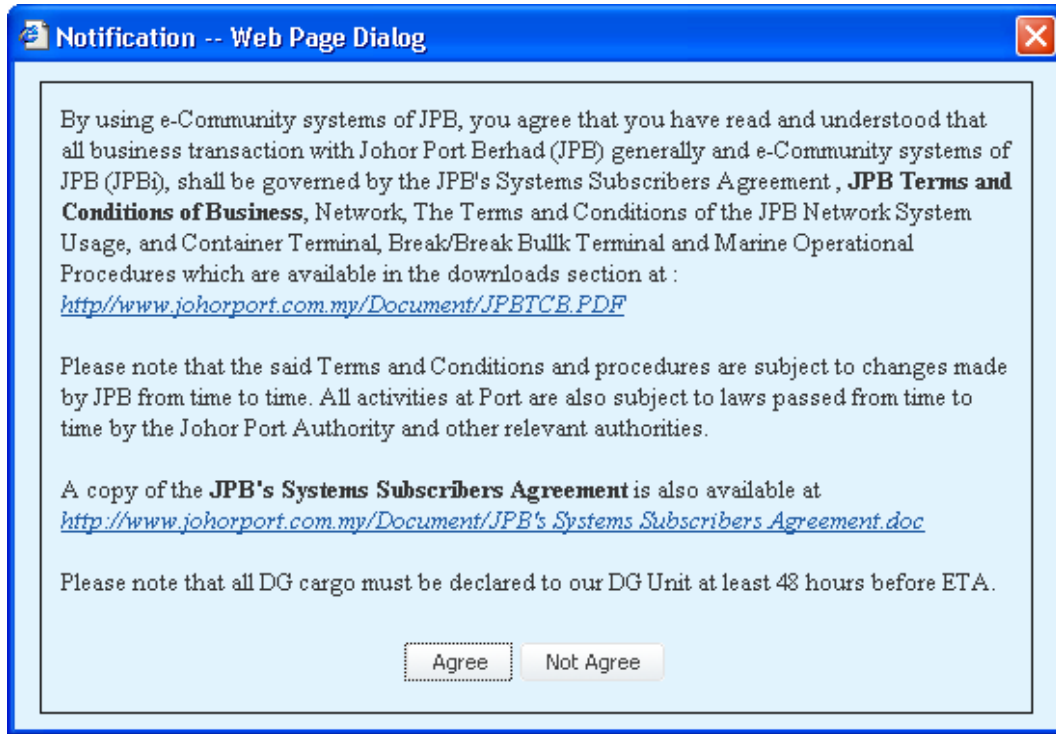
**4. Approve Submitted Documents**

- 1) Retrieve Document ID
- 2) Approve Document according to user role as below:
  - Government – Marine Department
  - Government – Health Department
  - Government – Chemistry Department
  - Government – Immigration Department
  - Government – Customs Department
  - Internal – Port Safety
  - Private company – Marine Surveyor
  - Internal – Port Safety

## 2. Log In

In order to access Vessel Clearance System, input the authorized **User ID** and **Password**. Click Login button, and Vessel Clearance System will be started.





After log in, Disclaimer or Notification screen pops up and user need to click "Agree" in order to continue with the VCS system. If "Not Agree" is clicked you not able to login into VCS and will be directed to Login page.

### 3. Main Screen

After log-in, the main screen shows as follows.

The screenshot displays the JOHOR PORT web application interface. At the top, there is a navigation menu with options: VCS, FZIPS, MSS, MPTS, JCTS. The user profile section shows the following details:

User Name	TSB Agency		Change Password
User Id	PTT5B	Custom Code	
Address			
Tel	2432432432	Fax	324324324

Below the user profile, there are two main sections:

- COMMON BULLETIN BOARD** (with a [more](#) link):
 

	Title	Date
1	aaaaa	14/08/2007 18:20:29
- COMPANY BULLETIN BOARD** (with a [more](#) link):
 

	Title	Date

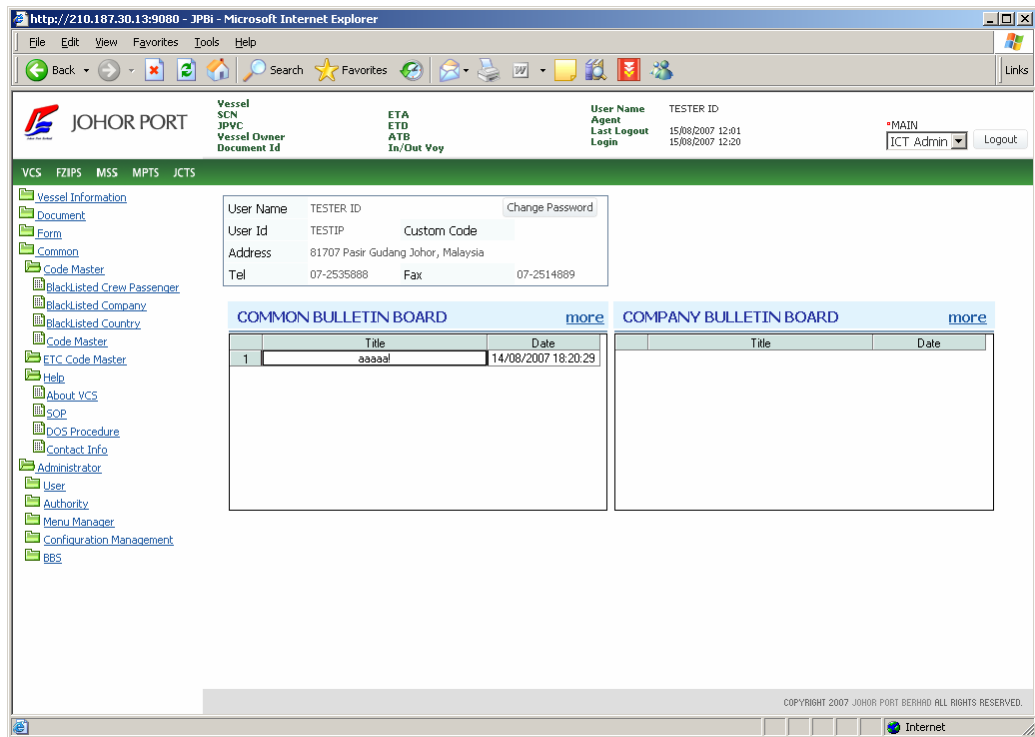
The footer of the page contains the text: COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.

Main screen has two main Bulletin Board sections to be viewed by user, Common Bulletin Board and Company Bulletin Board.

Click Common Bulletin Board to view detail announcement made by System administrator of Johor Port Berhad to subscriber.

Click Company Bulletin Board section to view detail announcement made by the company administrator. This screen is limited to user of the company, respective government agencies, or organization of the company to view.

## Chapter 2. COMMON

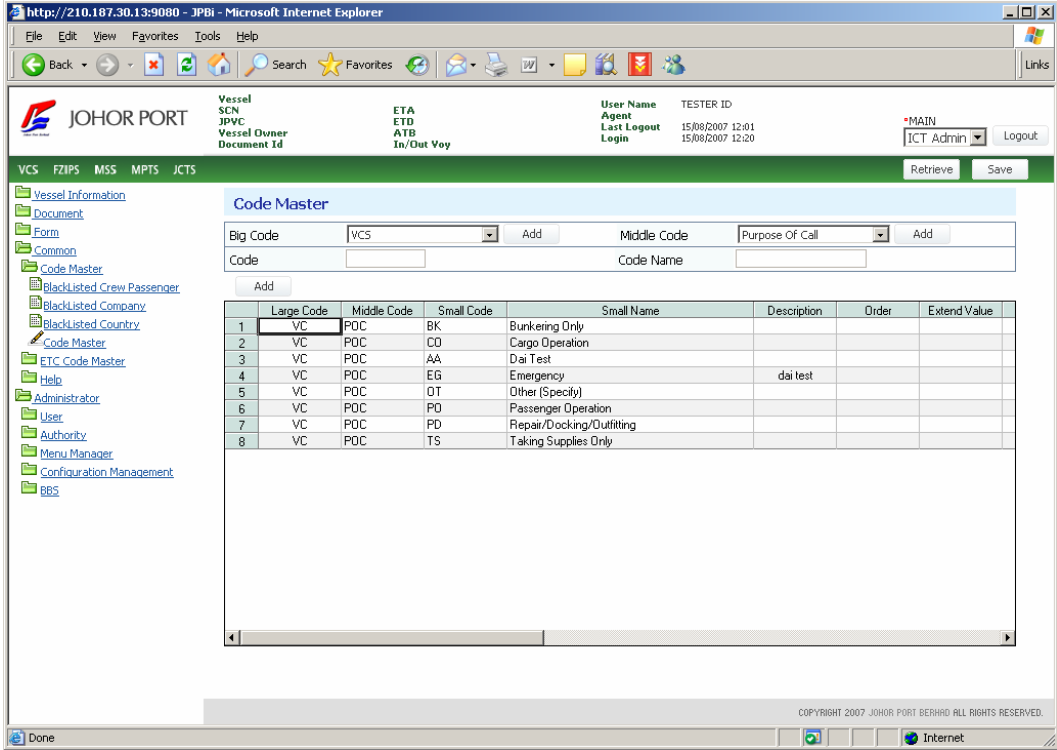


### 1. Code Master

#### 1) Code Master

Click **Retrieve** button (  ), and then the registered **Master Code** will be displayed as below.





**NOTE** User will access the screen as for viewing purposes only.

## 2. ETC Code Master

User is able to view code below for the purpose of VCS:

### 1) Container Size & Type Code

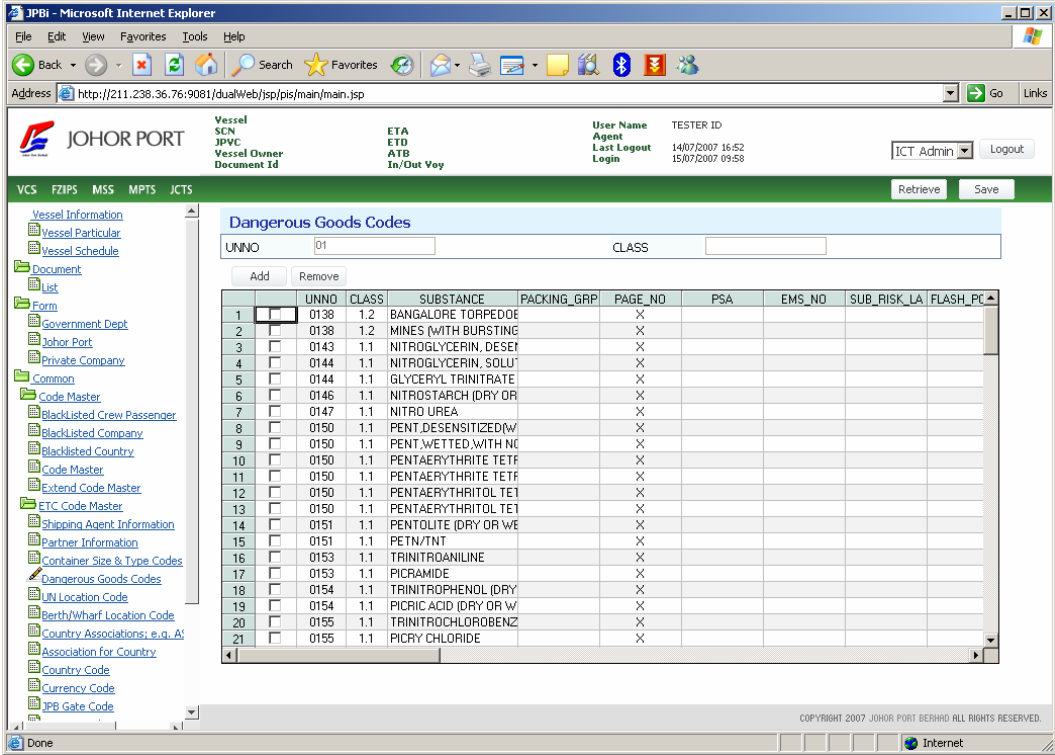
Click **Retrieve** button (  ), and then the register **Container Size & Type Code** will be displayed as below.

The screenshot shows the 'Container Size & Type Codes' page in the JPBI web application. The page includes a navigation menu on the left, a header with the Johor Port logo and user information, and a main content area with a table of codes. The 'Retrieve' button is highlighted in the top right corner.

	ISO_CODE	ISO_TYPE	PRI_CODE	GR_CODE	TARE_WGT	MAX_WGT	STAFF_CD
1	24T3	2716	2473	24T0			TSB OM-hrmCD TypeSiz
2	25T3	2716	2573	25T0			TSB OM-hrmCD TypeSiz
3	26T3	2716	2673	26T0			TSB OM-hrmCD TypeSiz
4	40T3	2716	4073	40T0			TSB OM-hrmCD TypeSiz
5	41T3	2716	4173	40T0			TSB OM-hrmCD TypeSiz
6	42T3	2716	4273	42T0			TSB OM-hrmCD TypeSiz
7	43T3	2716	4373	42T0			TSB OM-hrmCD TypeSiz
8	44T3	2716	4473	44T0			TSB OM-hrmCD TypeSiz
9	45T3	2716	4573	45T0			TSB OM-hrmCD TypeSiz
10	46T3	2716	4673	45T0			TSB OM-hrmCD TypeSiz
11	L4T3	2716	9473	L4T0			TSB OM-hrmCD TypeSiz
12	L5T3	2716	9573	L5T0			TSB OM-hrmCD TypeSiz
13	L6T3	2716	9673	L6T0			TSB OM-hrmCD TypeSiz
14	20T4	2716	2074	20T0			TSB OM-hrmCD TypeSiz
15	21T4	2716	2174	20T0			TSB OM-hrmCD TypeSiz
16	22T4	2716	2274	22T0			TSB OM-hrmCD TypeSiz
17	23T4	2716	2374	22T0			TSB OM-hrmCD TypeSiz
18	24T4	2716	2474	24T0			TSB OM-hrmCD TypeSiz
19	25T4	2716	2574	25T0			TSB OM-hrmCD TypeSiz
20	26T4	2716	2674	25T0			TSB OM-hrmCD TypeSiz

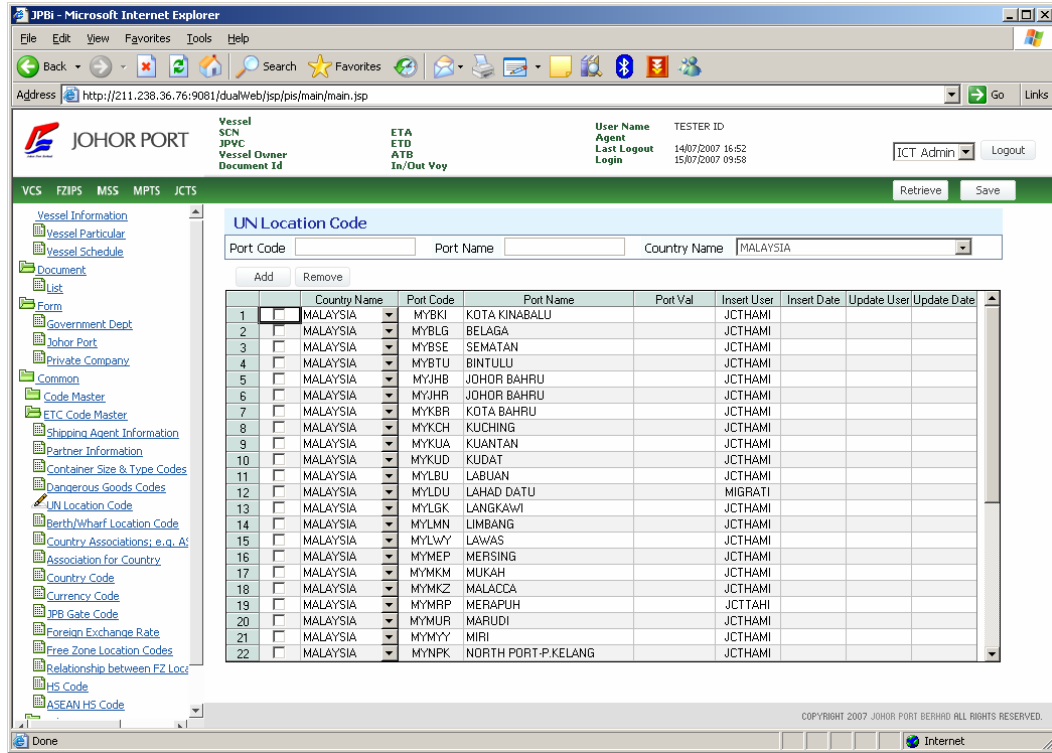
### 2) Dangerous Goods Code

Click **Retrieve** button (  ), and then the registered **Dangerous Goods Code** will be displayed as below.



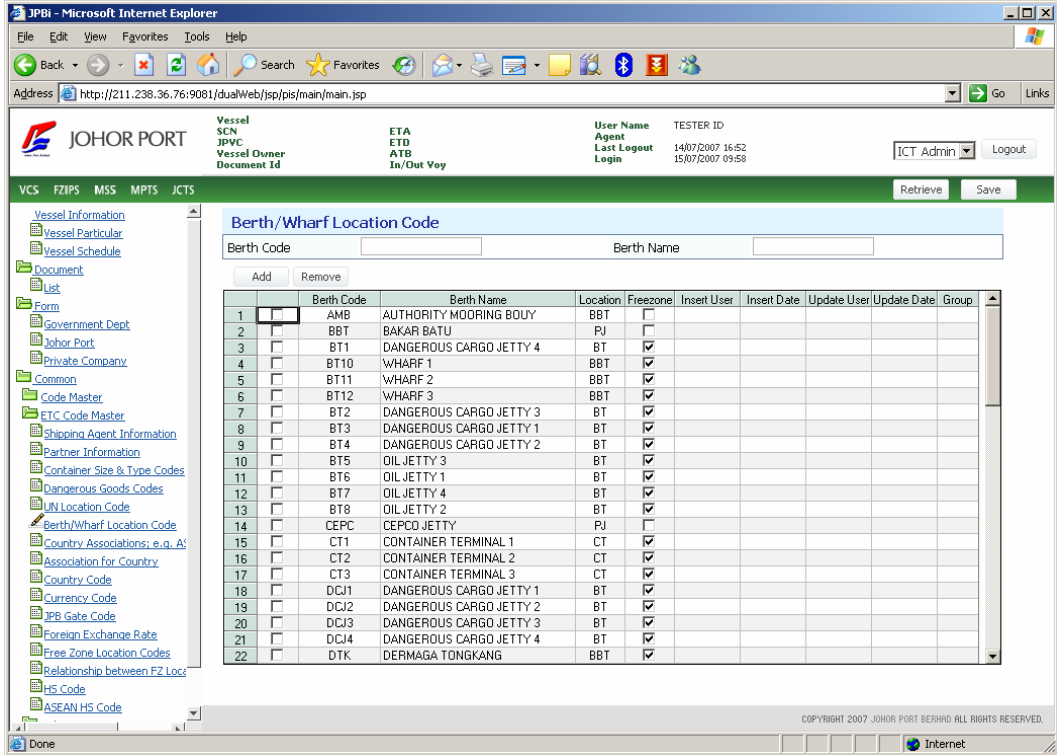
### 3) UN Location Code

Click **Retrieve** button (  ), and then the register **UN Location Code** will be displayed as below.



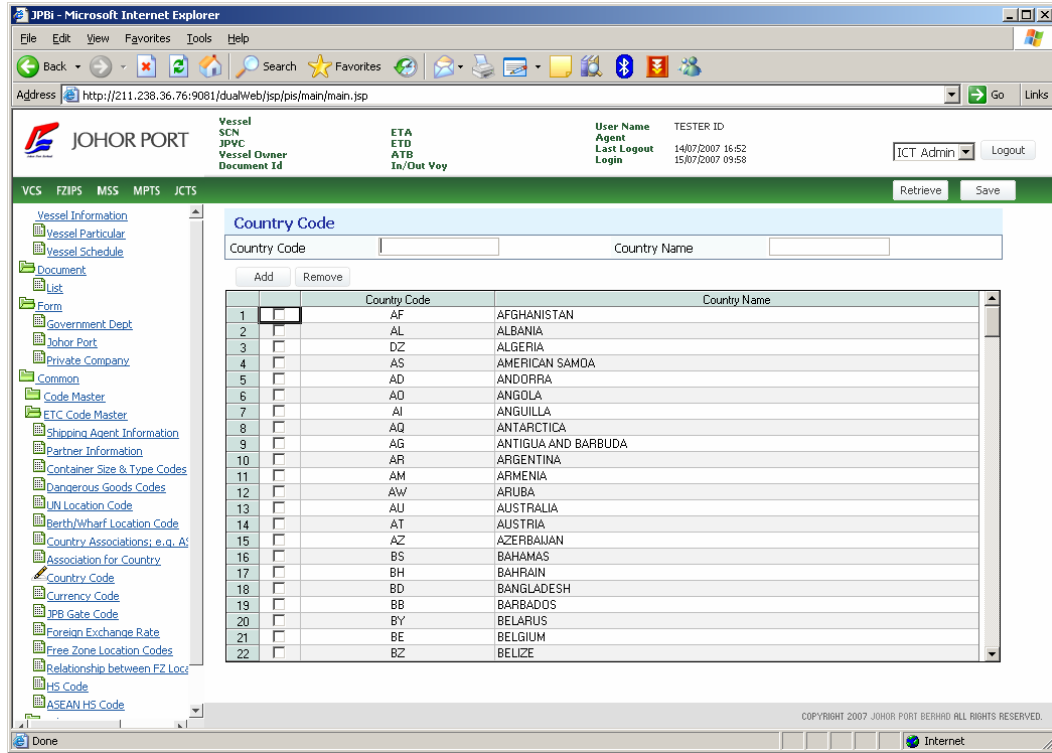
#### 4) Berth/Wharf Location Code

Click **Retrieve** button ( Retrieve ), and then the register **Berth/Wharf Location Code** will be displayed as below.



### 5) Country Code

Click **Retrieve** button (  ), and then the register **Country Code** will be displayed as below.

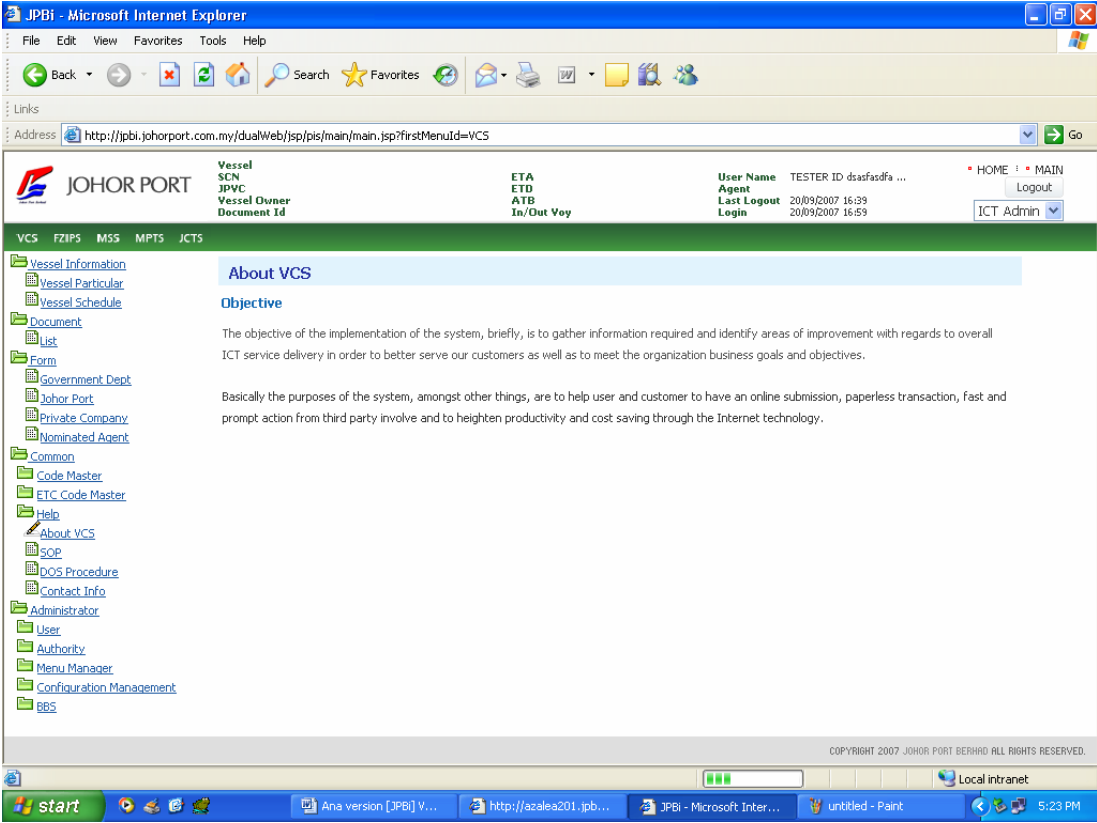


**NOTE** User will access the screen as for viewing purposes only.

### 3. Help

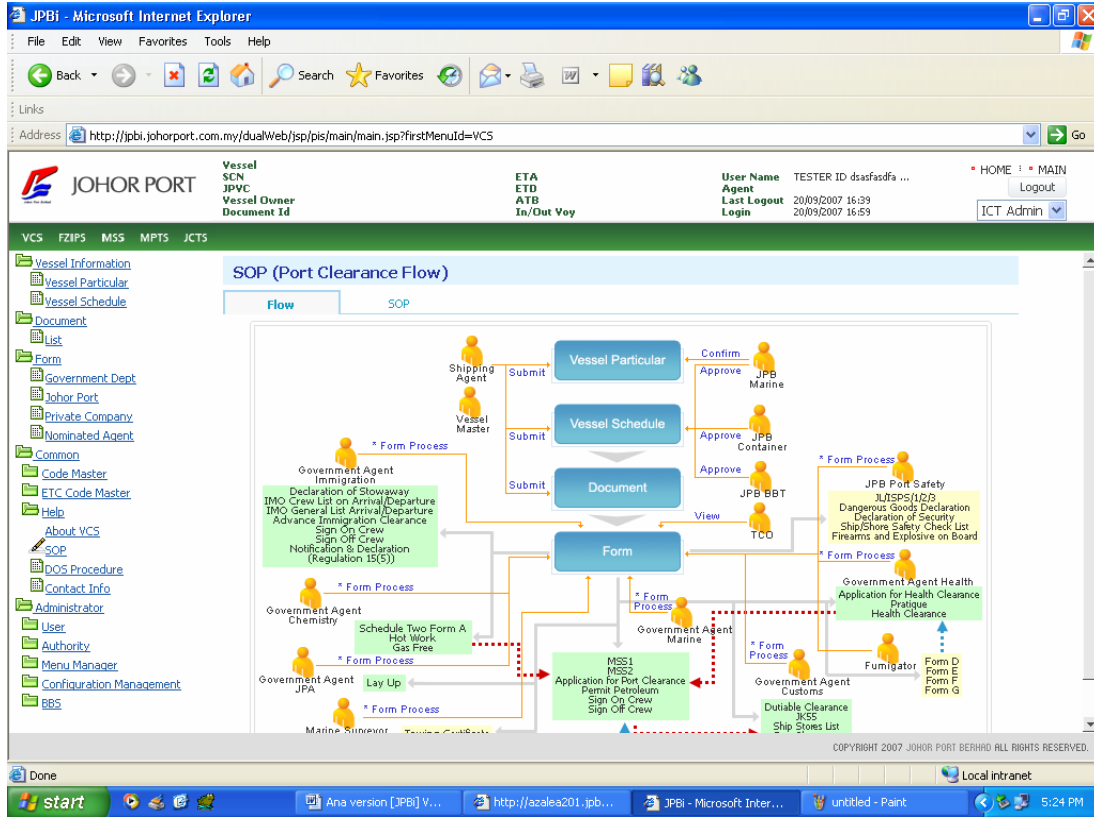
#### 1) About VCS

Click [**Help > About VCS**] to view system description of VCS. This is just for user information.



#### 2) SOP

Click [**Help > SOP**] to view information of Standard of Procedure required in VCS.



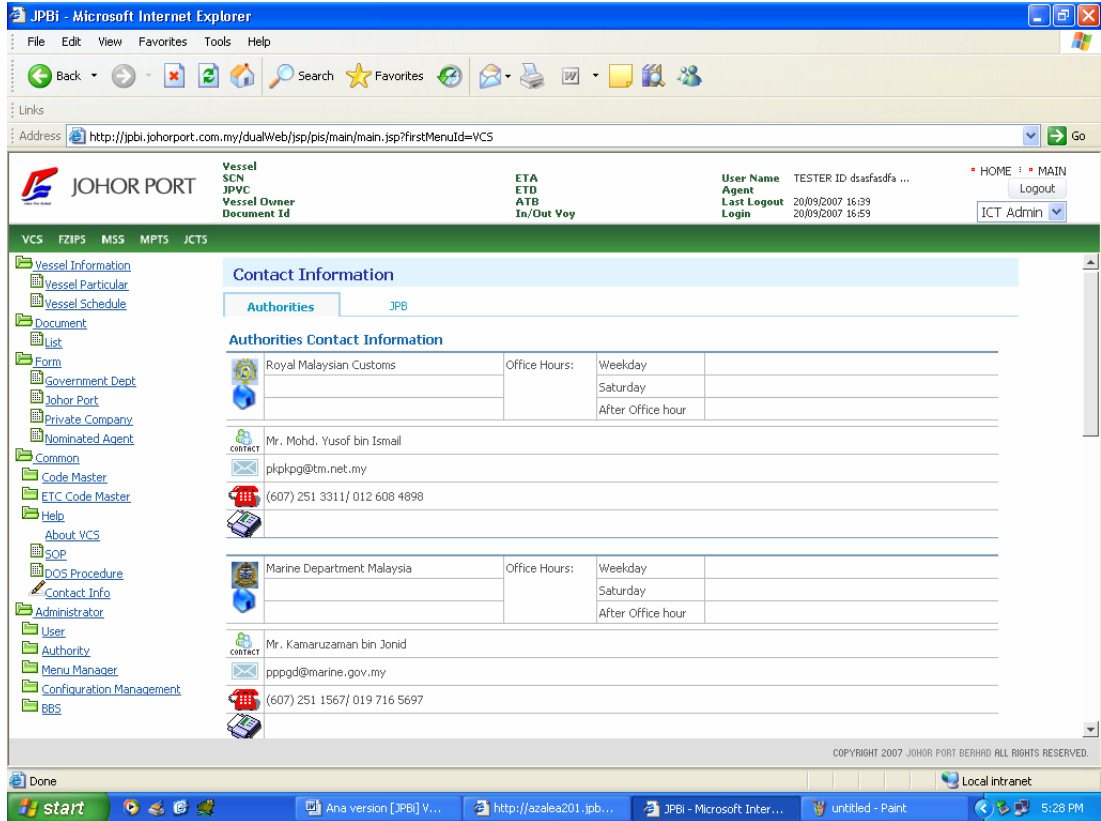
### 3) DOS Procedure

Click **[Help → DOS]** Procedure to view information of Port Safety procedure in Declaration of Security.



#### 4) Contact Info

Click **[Help → Contact]** Info to view contact number of Government Authorities and JPB related with vessel clearance.



# Chapter 3. ADMINISTRATOR

The screenshot displays the JOHOR PORT Administrator web application. The browser window title is "http://210.187.30.13:9080 - JPBI - Microsoft Internet Explorer". The page header includes the JOHOR PORT logo and navigation tabs: VCS, FZIPS, MSS, MPTS, JCTS. A top status bar shows vessel information (Vessel: SCN, JPMVC, Vessel Owner, Document Id), ETA (ETA, ETD, ATB, In/Out Voy), and user details (User Name: TESTER ID, Agent, Last Logout: 15/08/2007 12:01, Login: 15/08/2007 12:20). A dropdown menu shows "\*MAIN" and "ICT Admin" with a "Logout" button. Below the header is a green navigation bar with buttons for "Retrieve", "Clear", "Create", and "Save".

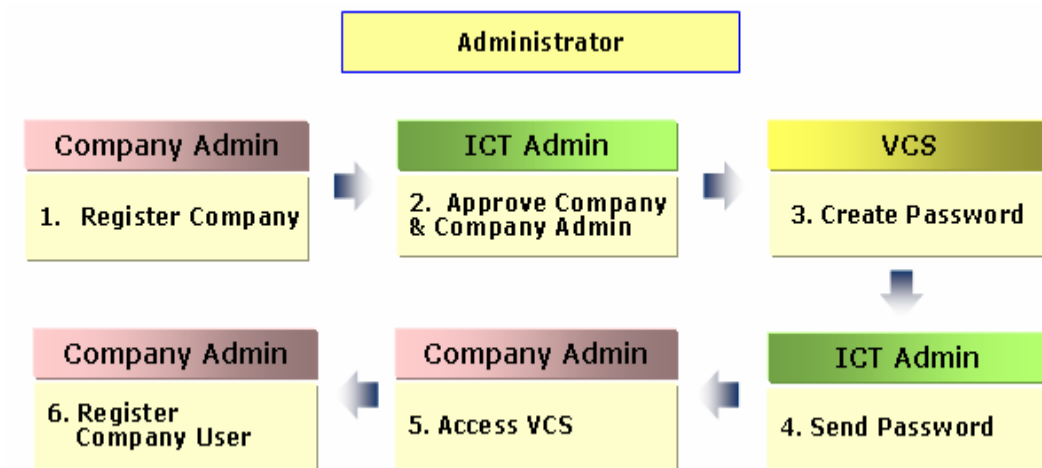
The main content area is titled "User Register" and contains a form with the following fields:

- User ID:
- User Type:
- User Level:
- NRIC No.:
- Partner Type:
- Partner Code:
- Group ID:
- Confirmed:
- Activate Time:

Below the form is a table with the following columns: Delete, Partner Code, Partner Type, Partner Name, User ID, User Name, NRIC No, and U. The table is currently empty.

At the bottom of the page, there is a copyright notice: "COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED." and an "Internet" icon in the taskbar.

## 1. Basic Flow

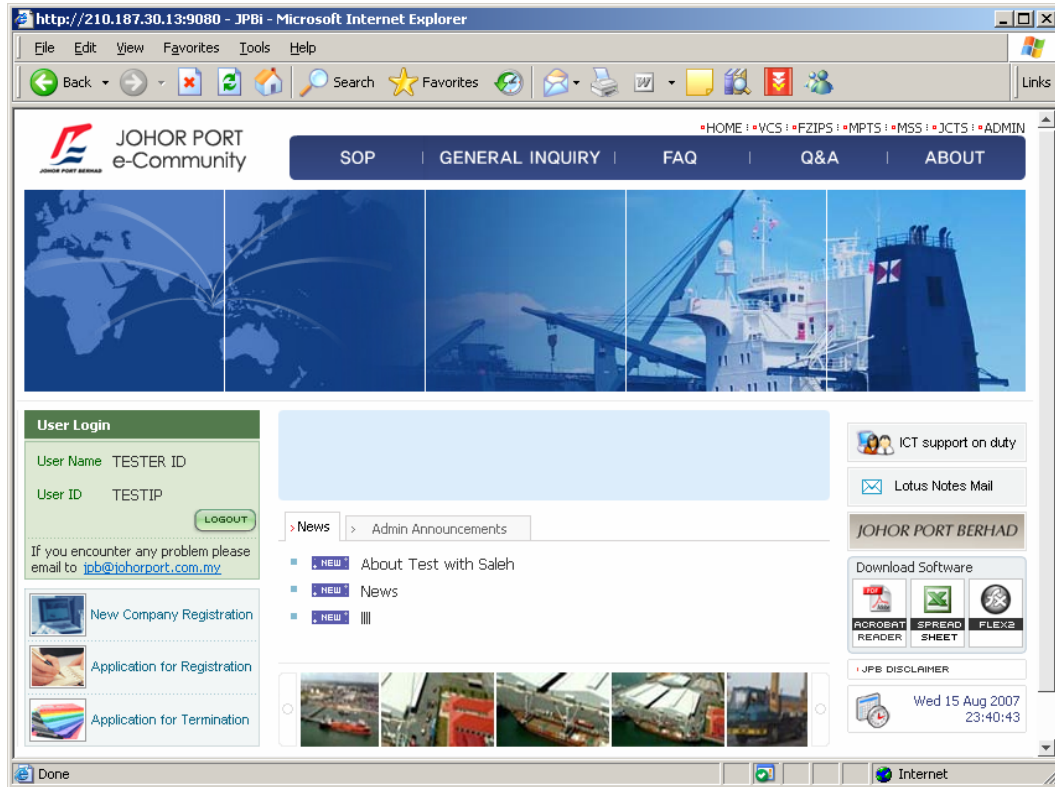


## 2. Company & User Registration

### 1) Company Registration by User

When you access to VCS at first time, you have no user ID/PW.  
To register User ID/PW, you have to register your company in advance.  
In this process, you can register your company and you (as Company's System Administrator). And also you can create **User ID**. But you cannot create Password.

- 1 Click ***New Company Registration*** button.



② **Company Registration Form** window is popped up as below.

The screenshot shows a web browser window titled "PIS Program - Microsoft Internet Explorer" displaying the "Partner Registration Form". The form is organized into several sections:

- Partner Particulars:** Includes input fields for Partner's Name, Address, Post Code, Partner Registration No., JPB Account No., Contact Person, Phone Number, Fax Number, and E-mail Address. There are "Duplication Check" buttons next to the Partner's Name and Partner Registration No. fields.
- Description of Business:** A note asks to define the business role with Johor Port Berhad. It lists several roles with checkboxes: Shipping Agent, Shipper / Consignee, Marine Surveyor, Government Agent, Forwarding Agent, Trucker, and Individual Ship Master.
- Customs Licence No:** Two input fields with "Duplication Check" buttons. The first is labeled "(for Shipping Agent)" and the second "(for Forwarder)".
- Selection of System:** Includes checkboxes for VCS, MPTS, FZIP, JCTS, and MSS.
- Information of Connection:** Includes a dropdown menu for "Connection Type" (currently showing "-- select --") and an input field for "Connection Qty".

At the bottom right of the form, there are "Clear" and "Next" buttons. The browser's status bar at the bottom indicates "Local intranet".

③ Fill in your company's detail information in the screen.

At first time, fill in **Company Particular**.

After filling in *Company's Name* and *Company Registration No*, you have to do **Duplication Check**.

## Company Particulars

Company's Name	TSB	Duplication Check
Address	20F Hanjin Shipping Building 79-9, Jungang-dong 4-ga, Jung-gu Busan, Korea	
Post Code	600-014	
Company Registration No.	KR001	Duplication Check
JPB Account No.	BS001	
Customs Reference No.	KRBS001	
Contact Person	J.S Lee	
Phone Number	+82 51 603 3000	
Fax Number	+82 51 603 3150	
E-mail Address	jslee@tsb.co.kr	

Next, go to **Description of Business**.

You can define your business role with Johor Port Berhad.

Select one role among five, - Shipping Agent, Government Agent, Haulage, Shipper/Consignee and Forwarding Agent.

In case when you select **Shipping Agent** as your role, additional selection list to select Shipping Line will be displayed as below.

## Description of Business

\* Please define your business role with Johor Port Berhad.

Shipping Agent
  Government Agent
  Haulage  
 Shipper / Consignee
  Forwarding Agent

List all Shipping Lines represented by your company and also state whether as a Vessel Operator or/and Container Operator. Please attach with the application form a copy appointment letter from the shipping Line that you represented.

No	Shipping Line Name	Add	Remove
1	-- select --		

**NOTE** When your role is Forwarding Agent, **Shipping Line** is not mandatory.

**Description of Business**

\* Please define your business role with Johor Port Berhad.

- Shipping Agent                       Government Agent                       Trucker  
 Shipper / Consignee                       Forwarding Agent                       Individual Ship Master  
 Marine Surveyor

Customs Licence No   (for Shipping Agent)  
  (for Forwarder)

List all Shipping Lines represented by your company and also state whether as a Vessel Operator or/and Container Operator. Please attach with the application form a copy appointment letter from the shipping Line that you represented.

No	Delete	Shipping Line Code	Shipping Line Name
1	<input type="checkbox"/>	BABUN	BABUN SHIP LINES
2	<input type="checkbox"/>	ASA	ALLIANCE SHIP AGENCY LTD

**Selection of System**

- VCS                                               FZIP                                               MSS  
 MPTS                                               JCTS

**Information of Connection**

Connection Type     
 Connection Qty

Go to **Selection of System**. Select the system you want to use.

**Selection of System**

- VCS                                               FZIP                                               MSS  
 MPTS                                               JCTS

Go to **Information of Connection**. Fill in connection information.

Click **Next** button (  ). And then the company information is saved, and you can go to the next screen to type in **Company's System Administrator's Information**.

④ The below is Company's System Administrator screen.




Please fill in company system administrator's detail information including User ID.

The screenshot shows a web browser window titled "PIS Program - Microsoft Internet Explorer" displaying a form titled "Partner's System Administrator". The form has a light blue header with the title and navigation buttons: "Back", "Clear", and "Save". Below the header, the form fields are as follows:

- Partner Name: Text input field containing "ASDASD".
- User ID: Text input field with a "Duplication Check" button to its right.
- Name: Text input field.
- NRIC No.: Text input field with a "Duplication Check" button to its right.
- Department: Text input field.
- Address: Text input field.
- Designation: Text input field.
- Telephone: Text input field with an "(Ext)" label and a smaller text input field to its right.
- Reference No.: Text input field.
- Fax No.: Text input field.
- Cell Phone: Text input field.
- E-mail Address: Text input field.

At the bottom of the form, a "Save" button is highlighted with a white background and a blue border. The browser's status bar at the bottom shows "Done" and "Local intranet".

Click **Save** button (  ), and then Company's System Administrator's information is saved.

### 3. Company Administrator's Job

#### 1) Company Profile

Company Administrator able to view and maintain their own company information only.

In the Partner List screen, the respective company list as single row.

New member and Registered Member radio button is disabled, system automatically place Partner code of your company in Partner Code field.

Vessel  
SCN  
JPYC  
Vessel Owner  
Document Id

ETA  
ETD  
ATB  
In/Out Voy

User Name  
Agent  
Last Logout  
Login

NOOR RAIHANA BIN...  
EM SHIPPING SDN BHD  
20/09/2007 16:49  
21/09/2007 10:37

HOME : MAIN  
Logout  
SA

Retrieve Clear Save

### Partner List

Back

New Member  Registered Member

Partner Type -- select -- Partner Code EMSM Partner Name

Registry System -- select -- Registered Date

Company Code	Company Name	Company Type			Address	Telep
EMSM	EM SHIPPING SDN BHD	SHA		CNS FWD	LOT L4.7 3RD FLOOR, WISMA KONTENA, JOH	07-25

Double click on the your company type in the row and detail screen of your company information will be displayed.

**Partner List** Back

New Member  Registered Member

Partner Type:  Partner Code:  Partner Name:

Registry System:  Registered Date:

---

Registry System:  VCS  FZIPS  MSS  MPTS  JCTS

Partner Code:  Partner Name:

Partner Registration No:   Post Code:

Partner Type:
  Shipping Line  Shipping Agency  Trucker  Forwarder  Shipper/Consignee  Tally Co.  
 Repair Vendor  Government  Stevedoring Co.  Broker  Container Repair Vendor  
 Marine Surveyor  Free Zone Operator  Individual Ship Master  Fumigator

Address:

Account No:  TEL NO:

Email Address:  FAX:

Contact Person:  Status:  Hold Check  Account Hold Check

Custom Licence No:  (for Shipping Agent) Custom Licence Ext:  Extend

Custom Ref.Start Date:  (for Shipping Agent) Custom Ref.End Date:  (for Shipping Agent)

Custom Licence No:  (for Forwarder) Custom Licence Ext:  Extend

Custom Ref.Start Date:  (for Forwarder) Custom Ref.End Date:  (for Forwarder)

Connection Type:

Connction Qty:

Update Time:  Modifier:

Remark:

	Delete	Company Code	Company Type	Shipping Line Code	Shipping Line Name
1	<input type="checkbox"/>	EMSM	SHP	HUB	HUB INT CONTAINER LINE PTE LTD

## 1) User Profile

Company administrator able to create new user for the company but the approval of the user registered will be granted by System Administrator of JPB.

The administrator also is able to maintain their user information.

Only user belong to the company will be listed in the User Register listing screen.

Retrieve Clear Create Save

**User Register** Copy Back

User ID:     User Name:     NRIC No.:

User Type:     User Level:     Confirmed:

Partner Type:     Partner Code:     Activate Time:  ~

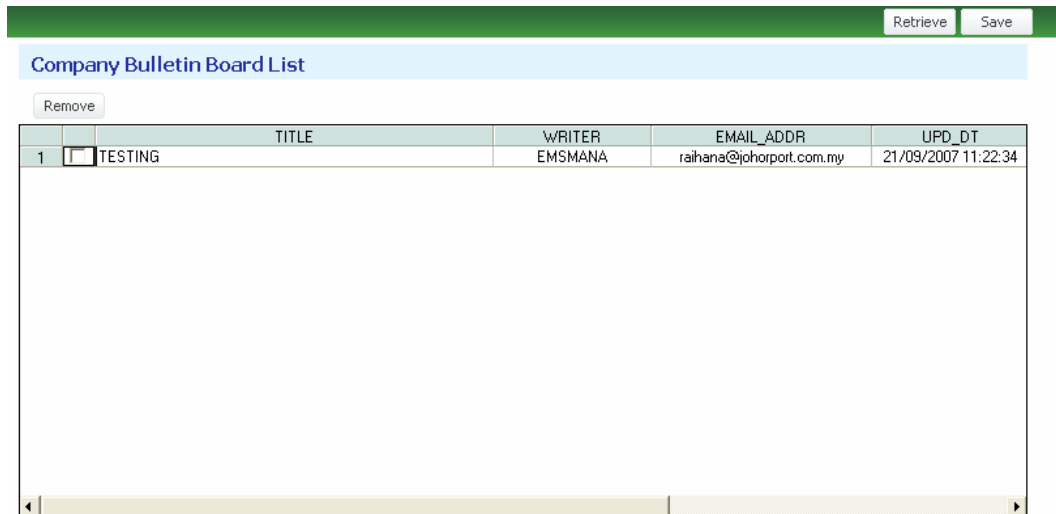
	Partner Code	Partner Type	Partner Name	User ID	User Name	NRIC No	User Type
1	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMANA	NOOR RAIHANA BINT	EMSMANA	External
2	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMAZIMA	NORAZIMAH MD YUS	780817016518	External
3	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMEILEEN	EILEEN TEO	800108015630	External
4	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMFAIZ	NOOR FAIZ BIN NOOF	870820235411	External
5	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMJENNY	NORJENNYFA SATIMI	791107015362	External
6	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMILILA	NORLILAWATI IDRIS	760214016756	External
7	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMNDR	NORFAZILAH BINTI Q	770409016392	External
8	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMNDRI	NORILAH ENDOT	761126017294	External
9	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMNURUL	NURULASHIKIN GHOI	830912016682	External
10	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMROSDI	ROSDI ALI	731208015869	External
11	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMROSLAH	ROSLAH BINTI MOHD	850424015662	External
12	EMSM	SHA/CNS/FwD	EM SHIPPING ffdfdggdFD	EMSMSAM	SHAMSUL SAHALAN	730502015945	External

Double click on the User ID, system will direct you to the user register screen in detail.

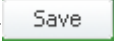
User Register				Retrieve	Clear	Create	Save															
User ID	<input type="text"/>	User Name	<input type="text"/>	NRIC No.	<input type="text"/>																	
User Type	External	User Level	-- select --	Confirmed	Yes																	
Partner Type	-- select --	Partner Code	EMSM	Activate Time	<input type="text"/>																	
Registry System	<input checked="" type="checkbox"/> VCS <input type="checkbox"/> FZIPS <input type="checkbox"/> MSS <input type="checkbox"/> MPTS <input checked="" type="checkbox"/> JCTS																					
User ID	EMSMANA	Password	*****	Confirmed	Yes																	
User Type	External	User Level	Administrator	PTNR Code	EMSM																	
Partner Type	<input type="checkbox"/> Shipping Line <input checked="" type="checkbox"/> Shipping Agency <input type="checkbox"/> Trucker <input checked="" type="checkbox"/> Forwarder <input checked="" type="checkbox"/> Shipper/Consignee <input type="checkbox"/> Tally Co. <input type="checkbox"/> Repair Vendor <input type="checkbox"/> Government <input type="checkbox"/> Stevedoring Co. <input type="checkbox"/> Broker <input type="checkbox"/> Container Repair Vendor <input type="checkbox"/> Marine Surveyor <input type="checkbox"/> Free Zone Operator <input type="checkbox"/> Individual Ship Master <input type="checkbox"/> Fumigator																					
User Name	NOOR RAIHANA BINTI ALI	NRIC No.	EMSMANA	E-Mail	<input type="text"/>																	
Department	-- select --	<input type="text"/>	Telephone	07-256413	(Ext)	<input type="text"/>																
Fax No.	07-2564823	Mobile No.	<input type="text"/>	Reference No.	<input type="text"/>																	
Address	LOT L4.7 3RD FLOOR, WISMA KONTENA , JOHOR PORT BERHAD, PASIR GUD			Time Expired	<input type="text"/>																	
Update Time	2007-09-20 10:14:42.0	Modifier	TESTIP	<input type="radio"/> Limited <input checked="" type="radio"/> Unlimited																		
Designation	<input type="text"/>																					
Job Title	<input type="text"/>																					
Remark	<table border="1"> <thead> <tr> <th>Group ID</th> <th>Auth Group</th> <th>Order</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/> ANA SA</td> <td>1</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/> ANA FA</td> <td>2</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/> ANA SA (User)</td> <td>3</td> </tr> <tr> <td>4</td> <td><input type="checkbox"/> ANA FA (User)</td> <td>4</td> </tr> </tbody> </table>							Group ID	Auth Group	Order	1	<input type="checkbox"/> ANA SA	1	2	<input type="checkbox"/> ANA FA	2	3	<input type="checkbox"/> ANA SA (User)	3	4	<input type="checkbox"/> ANA FA (User)	4
Group ID	Auth Group	Order																				
1	<input type="checkbox"/> ANA SA	1																				
2	<input type="checkbox"/> ANA FA	2																				
3	<input type="checkbox"/> ANA SA (User)	3																				
4	<input type="checkbox"/> ANA FA (User)	4																				

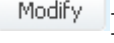
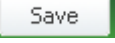
## 2) Company Bulletin Board Section

Only Company administrator able to maintain announcement made in Company BBS. User of the company able to view the announcement either in the main page or click **[Administrator > BBS > Company Admin Bulletin Board List]**.

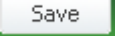


	TITLE	WRITER	EMAIL_ADDR	UPD_DT
1	TESTING	EMSMANA	raihana@johorport.com.my	21/09/2007 11:22:34

Click [**Administrator > BBS > Company Admin Bulletin Board**] to create new announcement for your company. Click [] button to save record.

Double click on the Title in the respective row and system direct you to the **Company Bulletin Board View**. Click [] button to do modification on the announcement and click [] button to save information keyed in.

### 3) QNA

Your company is able to submit questions to JPB for by clicking [**Administrator > BBS > QNA Board**]. Fill up your question and click [] button. Your question will be posted to System Administrator.

Q&A Administrator						
Writer	EMSMANA					
Email						
Title						
Use	<input checked="" type="checkbox"/>					
Content	<div style="border: 1px solid gray; padding: 5px; min-height: 150px;">dss</div>					
Upload File	<input type="button" value="Add"/> <input type="button" value="Remove"/>					
	<table border="1"><thead><tr><th>Check</th><th>Description</th><th>FileName</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Check	Description	FileName		
Check	Description	FileName				

You can use Upload and Download function.

Q&A List

Remove

	TITLE	WRITER	EMAIL_ADDR	UPD_DT
1	How to submit new user for my company?	EMSMANA	raihana@johorport.com.my	21/09/2007 17:17:20
2	[re] How to submit new user for my company?	TESTIP	daihyun@tsb.co.kr	21/09/2007 17:18:02

To view your question and answer, it is required to click **[Administrator > BBS > QNA Board List]**. You may able to delete your question.




## Chapter 4. VESSEL INFORMATION

**Vessel Information** menu is to view vessel schedule.

The basic business process is as below.

1. View Vessel Particular by Forwarding Agent

### 1) Vessel Schedule List

- ① All vessel schedules are listed in the screen. However, you can only view vessel schedule which belong to your company only.
- ② Click Vessel Schedule on menu list.
- ③ Click **Retrieve** button (  ), and then the created vessel schedule list is inquired.
- ④ You can use inquiry options.

If you know the *Vessel Name*, *Ship Official No*, *IMO No*, you can type it directly. And click Retrieve button, only the vessel schedule you want to see is inquired.

If you want to inquire the created vessel schedule during the specific period, you can use *period option* by *ETA* (Estimated Time of Arrival) wise. Click calendar icon, the calendar is popped up, and you can use this to set inquiry period.



View Vessel Schedule							
Vessel Name		Ship Official No	IMO No	ETA	22/09/2007	~	22/12/2007
<input type="button" value="Recopy"/> <input type="button" value="Resubmit"/> <input type="button" value="List of Vessel Schedule"/>							
	Vessel Name	Confirm	Call Sign	JPVC No.	SCN	Shipping Agency	Sh
2	<input type="checkbox"/> BBT SON VESSEL 1009	Approved	CS099922	07SON6-BBT10	07908L	SON SHIPPING AGENCY	SO
3	<input type="checkbox"/> BBT SON VESSEL	Approved	CS9399	07KI02-BBT	0790A3	PT SON1 SHIPPING AGENCY	SO
4	<input type="checkbox"/> BOTH SON VESSEL	Approved	CS090003	07SON3-BOTH	07907T	SON SHIPPING AGENCY	SO
5	<input type="checkbox"/> BOTH SON VESSEL	Approved	CS030209	07KI03-BOTH	0790A4	PT SON1 SHIPPING AGENCY	SO
6	<input type="checkbox"/> JCT SON VESSEL	Approved	CS09932	07KI01-JCT	0790A2	PT SON1 SHIPPING AGENCY	SO
7	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSBOTH1	07907U	JJONG COMPANY	JP
8	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-12345678	07907X	JJONG COMPANY	JP
9	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPSIV1	07907W	JJONG COMPANY	JP
10	<input type="checkbox"/> JPS BOTH1	Approved	JPS BOTH1	07JPS1-JPS BBBB	07907V	JJONG COMPANY	JP
11	<input type="checkbox"/> MERDEKA VESSEL	Approved	9VGW8	07MDKR-12345	07906E	MERDEKA MALAYSIA KE 50	39
12	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON	07906A	SON SHIPPING AGENCY	SO
13	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON1	07906M	SON SHIPPING AGENCY	SO
14	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON121	07906N	SON SHIPPING AGENCY	SO
15	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON122	07906U	SON SHIPPING AGENCY	SO
16	<input type="checkbox"/> SON VESSEL	Approved	CS090001	07SON1-SON1213	07906T	SON SHIPPING AGENCY	SO
17	<input type="checkbox"/> BBT SON VESSEL	Approved	CS090002	07SON2-BBT	07907Q	SON SHIPPING AGENCY	SO
18	<input type="checkbox"/> SAN CLEMENTE IV	Approved	L676B2W	07SNCL-HJ5	07908J	Getz Logistics Sdn. Bhd	00
19	<input type="checkbox"/> SAN CLEMENTE IV	Canceled	L676B2W	07SNCL-HJ7	0790A7	Getz Logistics Sdn. Bhd	00
20	<input type="checkbox"/> SAN CLEMENTE IV	Submitted	L676B2W	07SNCL-HJ8	0790A8	Getz Logistics Sdn. Bhd	00

1 2 3 4 5

## Chapter 5. DOCUMENT

**Document** menu is to submit documents for vessel clearance and approve these submitted documents.

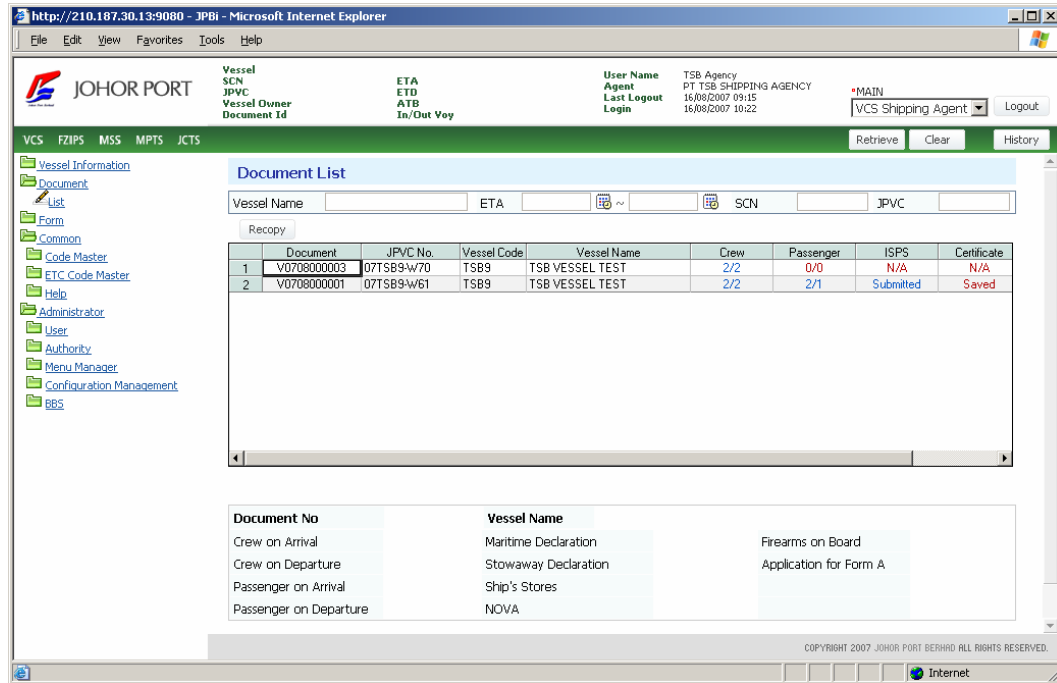
The basic business process is as below.

1. Retrieve Document ID by Forwarding Agent
2. Submit Document by Forwarding Agent
3. Approve submitted Document by Johor Port Department.



The detail process is described in **Chapter 4. Document** and **Chapter 5. Form**.

# 1. Document List



In **[Document > List]**, click **Retrieve** button ( Retrieve ), and then the document list of each vessel schedule will be displayed as below.

## 2. Submit Basic Documents

Documents for vessel clearance are divided into two types.

One is the document that you have to fill the information in the document. You can find these documents in **grid** and **summary**. How to create these documents is explained in 2) *Submit Basic Documents*.

The other is the document that system creates automatically. In case of this document, you do not need to fill the information in the document, just select whether submit or not. You can find these documents in **Submit Application** popup window. How to

create these documents is explained in 3) *Submit Other Documents*.

Double-click DG, you can see each related documents.

## (A) Grid

### ① DG

Double-click **DG** field, you can use **Dangerous Goods Declaration** screen. After inputting all data, click **Save** button, and the document will be sent to each department to get approval.

The screenshot displays the 'Dangerous Good Declaration' screen in a web browser. The page includes a navigation menu on the left with options like 'Vessel Information', 'Vessel Particular', 'Document', and 'Form'. The main content area contains a form with the following fields:

- Operation Type: Import
- Vessel Name: HUNG THINH 36
- ETA: 18/08/2007 22:00
- Consignee: AAB8
- Consignor: ABJT
- Agency: fcc3 company
- InBound Voyage: 0003N
- OutBound Voyage: 0003N
- Cargo Type:  FZ Cargo  Non FZ Cargo
- Berth: W5
- Transshipment: CNEHY
- Last Port of Call: CNEHY
- Cargo Oper Date: 17/08/2007

Below the form is a table with the following data:


	Cargo Name	Quantity	Unit	UN No	IMDG	JPA Group	JPA Code	Flash Point	Hazchem	PK.G No
1	AMIND	10	M3	1061	2.1	3	2.1	1.2	1	1
2	BOMBS	100	M3	0034	1.1	1	1.1	1.1	1	1

The footer of the application states: 'COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.'

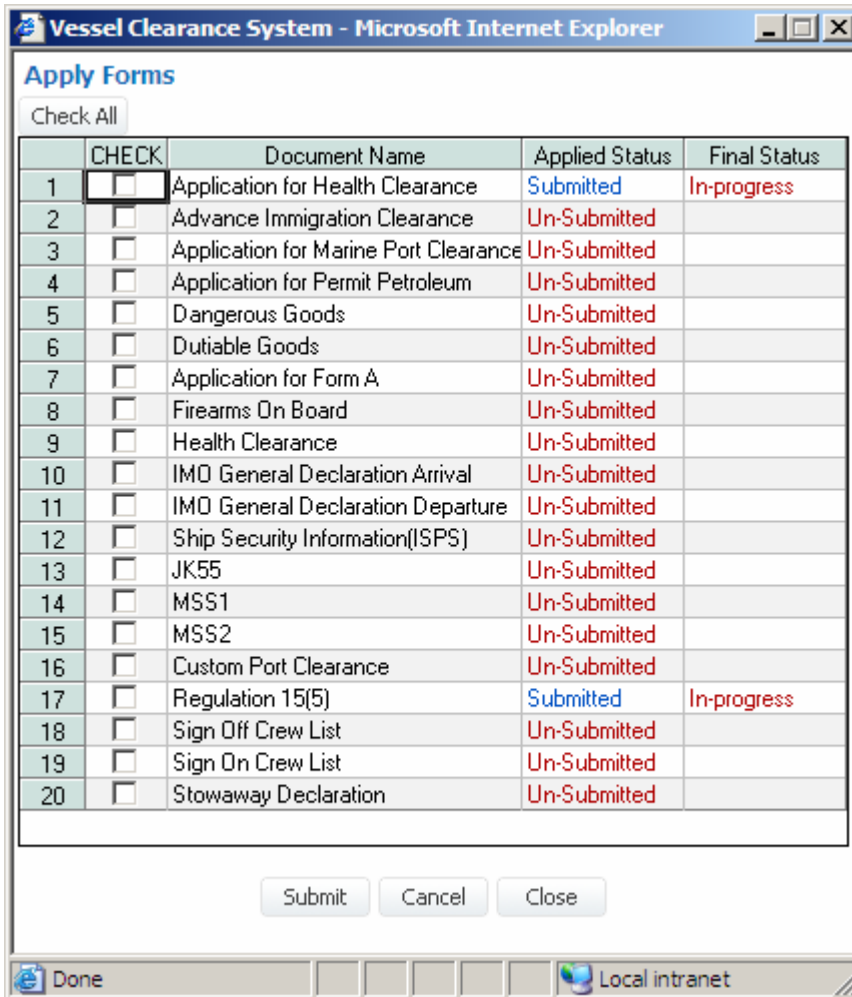
## 3. Submit Other Documents

System creates automatically government forms which will be approved after user

select and submit. In this screen, you do not need to fill the information in the document, just select whether submit or not. You can find these documents in **Submit Application** popup window.

Click, **Submit Application** button (  ), and **Apply Forms** window will be popped up as below.

Tick **CHECK** field, and click Submit button. Only "Un-Submitted" document can be submitted.



	CHECK	Document Name	Applied Status	Final Status
1	<input type="checkbox"/>	Application for Health Clearance	Submitted	In-progress
2	<input type="checkbox"/>	Advance Immigration Clearance	Un-Submitted	
3	<input type="checkbox"/>	Application for Marine Port Clearance	Un-Submitted	
4	<input type="checkbox"/>	Application for Permit Petroleum	Un-Submitted	
5	<input type="checkbox"/>	Dangerous Goods	Un-Submitted	
6	<input type="checkbox"/>	Dutiable Goods	Un-Submitted	
7	<input type="checkbox"/>	Application for Form A	Un-Submitted	
8	<input type="checkbox"/>	Firearms On Board	Un-Submitted	
9	<input type="checkbox"/>	Health Clearance	Un-Submitted	
10	<input type="checkbox"/>	IMO General Declaration Arrival	Un-Submitted	
11	<input type="checkbox"/>	IMO General Declaration Departure	Un-Submitted	
12	<input type="checkbox"/>	Ship Security Information(ISPS)	Un-Submitted	
13	<input type="checkbox"/>	JK55	Un-Submitted	
14	<input type="checkbox"/>	MSS1	Un-Submitted	
15	<input type="checkbox"/>	MSS2	Un-Submitted	
16	<input type="checkbox"/>	Custom Port Clearance	Un-Submitted	
17	<input type="checkbox"/>	Regulation 15(5)	Submitted	In-progress
18	<input type="checkbox"/>	Sign Off Crew List	Un-Submitted	
19	<input type="checkbox"/>	Sign On Crew List	Un-Submitted	
20	<input type="checkbox"/>	Stowaway Declaration	Un-Submitted	

## 4. Johor Port

### 1) Screen Description

- ① Select **Department** and **Status** you want to inquire.


PORTSAFETY	Approved
Department	Status
PORTSAFETY	Approved
JPB MARINE	In-Process
FREEZONE	

#### Department

- Port Safety

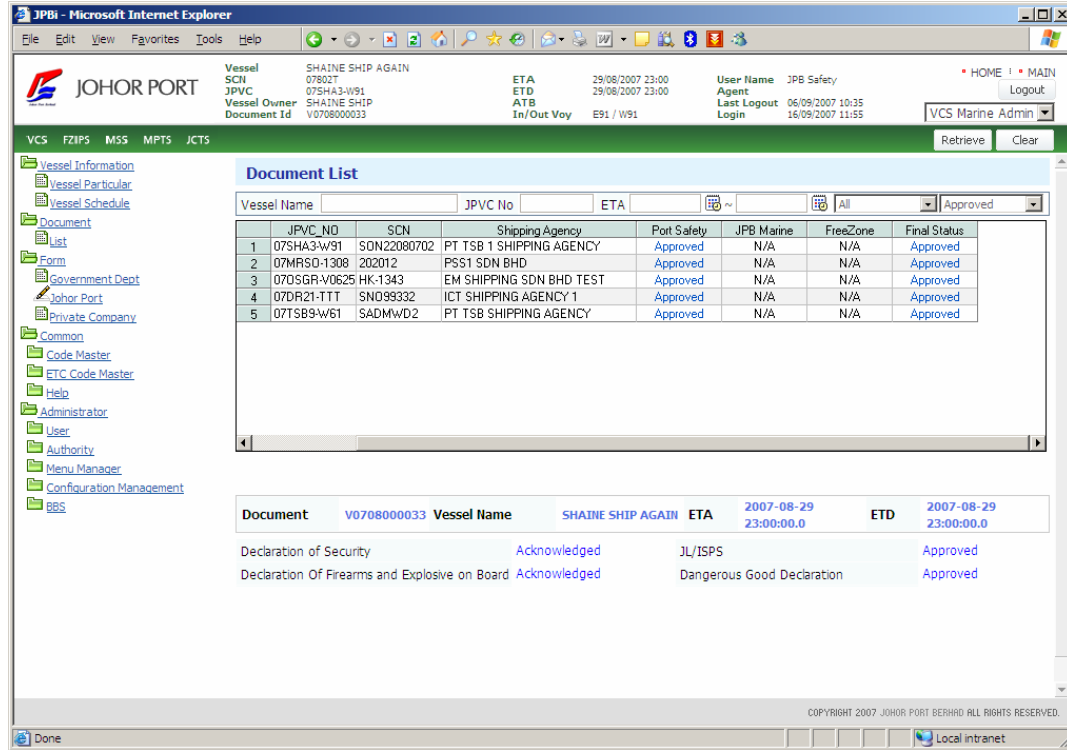
#### Status

- Approved: The document approval is completed by Government officer.
- In-Progress: The document approval is in-progress by Government officer.
- N/A: The document is not sent by Shipping Agency.

- ② Click **Retrieve** button (  ), the document list will be inquired in the grid.

### 2) Document Approval Process

You can see the 3 field names – Port Safety, JPB Marine and Free Zone - in the grid. These 3 fields mean Johor Port departments.



### (A) Port Safety

Double-click **Port Safety** field of the vessel schedule that you want to view the status. And the each document list of this vessel schedule will be inquired as below.



**JOHOR PORT**

Vessel: SHAINIE SHIP AGAIN  
 SCN: 07802T  
 JPVC: 07SHA3-W91  
 Vessel Owner: SHAINIE SHIP  
 Document Id: V070800033

ETA: 29/08/2007 23:00  
 ETD: 29/08/2007 23:00  
 ATB: In/Out Voy  
 E91 / W91

User Name: JPB Safety  
 Agent: VCS Marine Admin  
 Last Logout: 06/09/2007 10:35  
 Login: 16/09/2007 11:55

VCS FZIPS MSS MPTS JCTS

### Document List

Document	Vessel Name	JPVC_NO	SCN	Shipping Agency	Port Safety	JPB Marine
V0708000033	SHAINIE SHIP AGAIN	07SHA3-W91	SON22080702	PT TSB 1 SHIPPING AGENCY	Approved	N/A
V0708000005	MV RDSALIA D' AMAT	07MRSO-1308	202012	PSS1 SDN BHD	Approved	N/A
V0708000004	MV OSG ARGOSY	07O5GR-V0625	HK-1343	EM SHIPPING SDN BHD TEST	Approved	N/A
V0708000002	VESSEL ICT	07DR21-TTT	SND99332	ICT SHIPPING AGENCY 1	Approved	N/A
V0708000001	TSB VESSEL TEST	07TSB9-w61	SADMWD2	PT TSB SHIPPING AGENCY	Approved	N/A

Document: V070800033 Vessel Name: SHAINIE SHIP AGAIN ETA: 2007-08-29 23:00:00.0 ETD: 2007-08-29 23:00:00.0

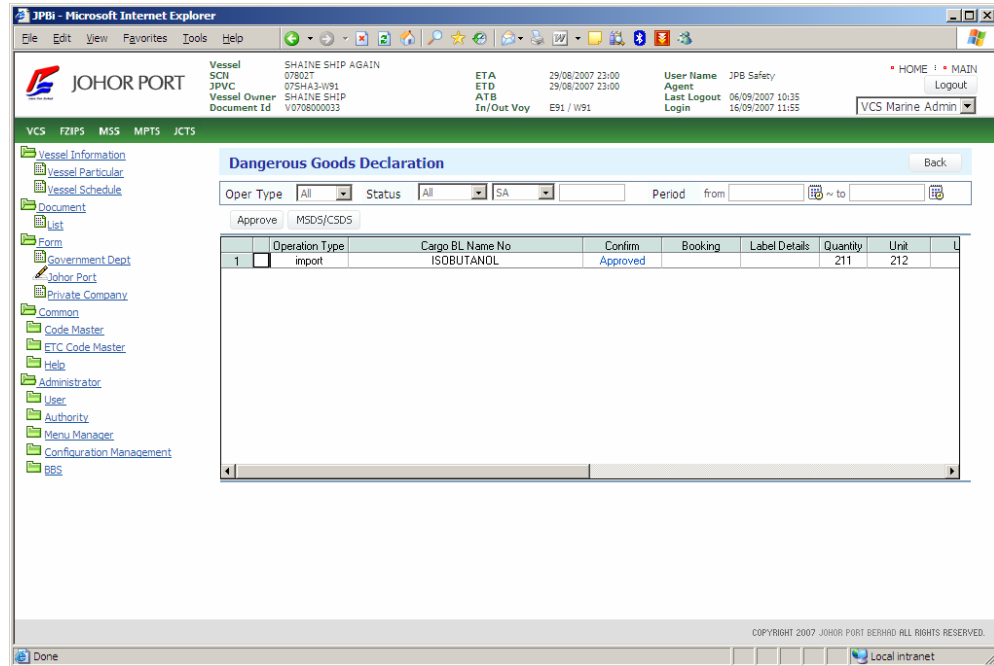
Declaration of Security: Acknowledged JL/ISPS Approved  
 Declaration Of Firearms and Explosive on Board: Acknowledged Dangerous Good Declaration Approved

COPYRIGHT 2007 JOHOR PORT BERHAD ALL RIGHTS RESERVED.

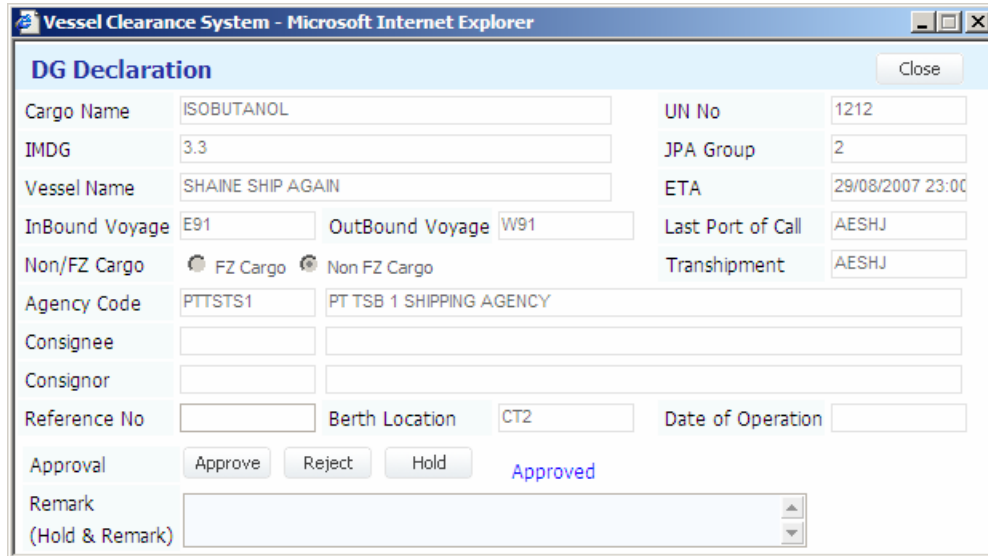
① **Dangerous Goods Declaration**

① Double-click the status of Dangerous Goods Declaration.

② And then **Dangerous Goods Declaration** screen will be displayed.



- ③ You can view status of the document either Approved or not. If status is "Approved", Port Safety Department of JPB officer name, IC No. and approval date/time will be displayed at Approval section. You will be provided with reason in **Remarks** field, if the application is rejected or hold by Port Safety Department of JPB.



The screenshot displays a web browser window titled "Vessel Clearance System - Microsoft Internet Explorer". The main content area shows a "DG Declaration" form with the following fields and values:

Cargo Name	ISOBUTANOL	UN No	1212
IMDG	3.3	JPA Group	2
Vessel Name	SHAINÉ SHIP AGAIN	ETA	29/08/2007 23:00
InBound Voyage	E91	OutBound Voyage	W91
Non/FZ Cargo	<input checked="" type="radio"/> FZ Cargo <input type="radio"/> Non FZ Cargo	Last Port of Call	AESHJ
Agency Code	PTTSTS1	Transshipment	AESHJ
Agency Name	PT TSB 1 SHIPPING AGENCY		
Consignee			
Consignor			
Reference No	Berth Location	CT2	Date of Operation
Approval	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Hold"/> <b>Approved</b>		
Remark (Hold & Remark)			