Penang Port SDN BHD

PELKON - III
User Manual

Empty Drop-Off and Haulier Nomination Functionality (Shipping Agent)

Version 1.0

CMC Limited

Your IT Partner

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1   Document Import for Full Containers

1.1   Introduction

The Document Import Screen is used to file the Document for the Full Import containers.

For import container, container can be delivered out of port via road/train only if the DI is processed. After Forwarder and Shipping agent have given their approvals Port's Customer Service Unit(UPP) can process the DI. Though the containers are not discharged from the vessel DI can be filed.

In order to deliver Laden(Full) container out of the port via road or train, document import must be processed. Forwarding Agent will file the document import which is approved by the Vessel Agent/Shipping Line. The UPP then processes the Document Import.

1.2   Document Import for Full Containers functional overview

1. The Document Import screen is used to file the document for the full import containers.

2. Forwarder files the document for the import containers for a specific Ship Call Number(SCN).

3. Unique DI Number is generated by the system. With the generated DI Number Vessel agent can review the details entered by Forwarder and approve it.

4. After Vessel Agent approves Custom Clearance is done by the Customs or approval by the UPP. Forwarders and Hauliers can check the request only after getting clearance from the Customs and approval from the UPP.

1.3   System Navigation – Document Import

This section demonstrates how to navigate up to Document Import screen. The navigation process to access Document Import is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with appropriate user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Document Import from drop down menu.
8. **Navigation: - Container -> Container Documents -> Document Import (Short Cut Key: - ALT + N, U, I)**
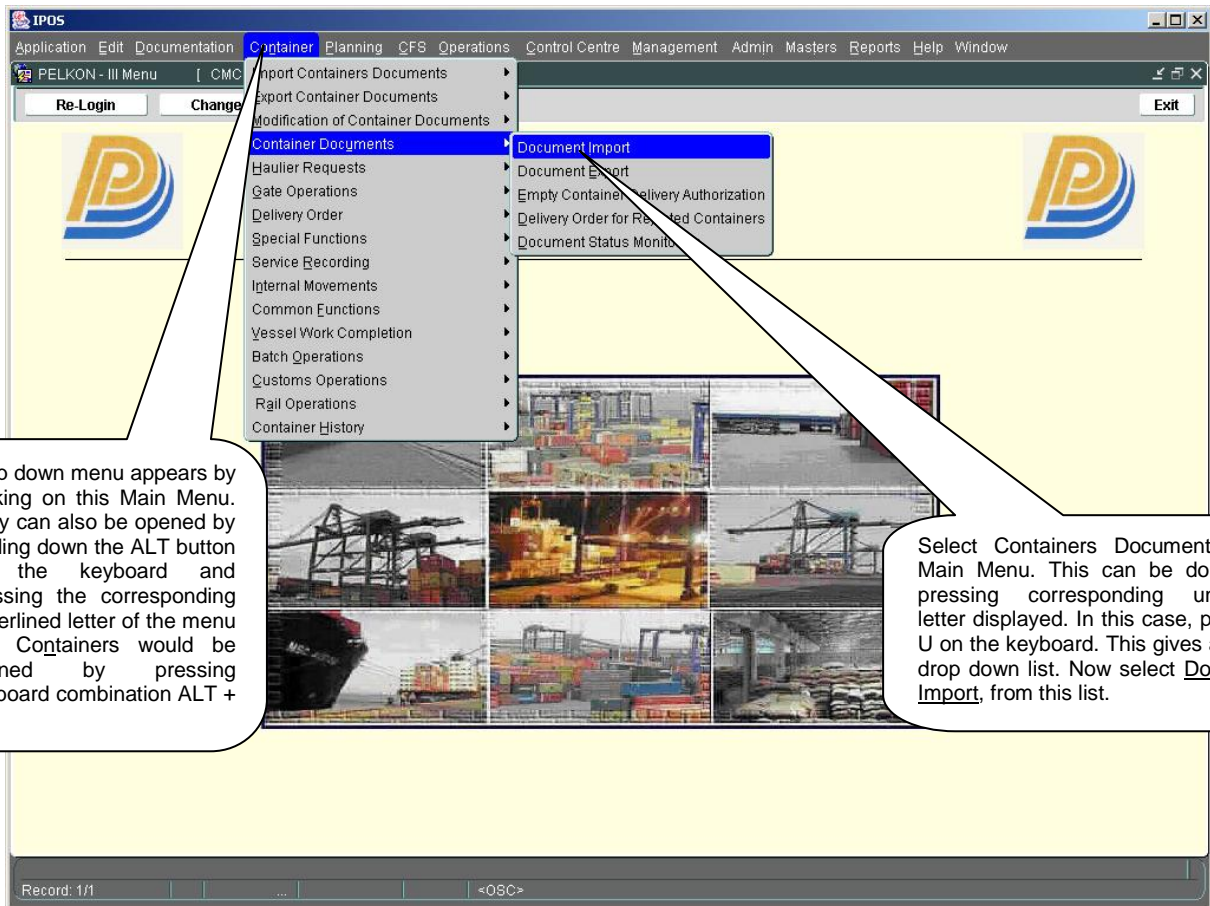
1.4 Overview of Document Import screen and comments

1.4.1 Main Screen – Main Areas

On selecting Document Import from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Forwarder's Filing area
4. Shipping Agent's Filing Area
5. Port's UPP area

1.4.2   Main Screen – Detailed Description

DI Number is generated when the Forwarding Agent files the DI. The screen will be shown as given below:

1.4.3 Main Screen – Detailed Description contd…

After Shipping Agent has given approval by checking the Vessel Agent Approval Flag and by pressing save button for the respective DI Number the screen will appear as given below:

Status of the DI can be viewed here.

By clicking on the Vsl Agent Approve check box, the status of the DI will change to VSL Agent Approval.

1.4.4   Main Screen – Detailed Description contd…

After Forwarder has submitted the Document to Port User by checking the Forwarder submitting flag and by pressing the save button for the respective DI Number the screen will appear as given below:

> DI Submission Date and Time should be shown here.

> Forwarder confirms the DI by checking the pointed item F/W Submit flag.

1.4.5   Main Screen – Detailed Description contd…

After Vessel agent approval the Document is to be processed through Customs, the Customs Flg to be checked and pressing the save button for the respective DI Number.

1.4.6   Main Screen – Detailed Description contd…

After the Forwarder and Shipping agent has given their approval the port user will complete the DI processing.

1.5   Document Import for Full Containers - Steps

1.5.1   Entering Containers for DI:

1. Forwarder has to log in into the application with his username and password.

2. Navigate to Document Import Screen. By default forwarder code and the respective name will be populated.

3. Enter "**Importer**", "**BL Number**", "**SCN**", "**Tot Wt**", "**Tot Vol**", "**Vsl Agent /Ctr Opr**".

4. Enter Container number belonging to SCN.

5. Enter Inland Destination in the fields "**Inland Dest**".

6. Enter the **POO (Port Of Origin)**

7. Enter the **Haulier Code**(if any)

8. Enter the **Delivery Date and Time(if any)**

9. Tick at "**F/W Initialization**"

10. "**DI Number**" for the respective containers will be generated on saving the data.

11. After Forwarder file the DI for the containers Vessel Agent/Ctr Operator should approve the data entered by the Forwarder.

1.5.2   Shipping Agent/Container Operator Approval of DI:

1. Vessel Agent/Container Operator has to log into the application with his username and password.

2. Navigate to Document Import Screen. By default Vessel Agent Code/Container Operator code and their respective name will be populated.

3. Vessel Agent/Container Operator gives his approval by checking the "**Vessel Agent Approval Flag**" and saves the data.

4. Depot Cd(Depot Code) is Optional for the Vessel Agent and remaining fields are optional for the user to input.

1.5.3   Submission of DI by Forwarder:

1. Forwarder has to log in into the application with his username and password.

2. Navigate to Document Import Screen. By default forwarder code and the forwarder name will be populated.

3. Haul Cd(Haulier Code) is mandatory for the Forwarder .

4. Forwarder Agent gives his approval by checking the "**F/W Submit Flag**". "**Submission date and time**" will be populated. Forwarder then saves the data.

1.5.4 DI process by Port's Customer Service Unit(UPP)

1. Using the Document Status Monitoring UPP's Clerk will monitor all the DI that have been filed from time to time. If the shipping agent is a Cash Customer then has to go to Customer Service(UPP) for the Estimation Of Charges. If the shipping agent is a Credit Customer the process as it is.
2. Once UPP's Clerk checks and processes the DI and Customs is already released the DI, the container will be reflected automatically in the Haulier Delivery Request and goes to **"BOOKED"** state.

1.5.5 DI process by Customs

1. Custom will checks and approves based on the Document Import No.

2. Once Customs released DI and UPP has approved the DI, the container will be reflected automatically in the Haulier Delivery Request and goes to **"BOOKED"** state.

Note: For 1.5.4 and 1.5.5 can be done either one first. But for the container to be reflected in the Haulier Delivery Request Screen, both Customs and UPP must be released/approved the DI.

1.6 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **F/W Agent**
  Forwarder is the person who acts on behalf of Vessel Agent or Container Operator.

- **SCN**

  User to enter SCN or has to select one from the drop down list.

  This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vsl Name**

  When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Importer**

  Importer is the party that imports the container.

- **BL Number**

  BL number is unique for the respective DI.

- **Tot Weight**

  Total Weight of the cargo Present in all the Containers for which DI is processing.

- **Tot Volume**

  Total Volume of the cargo present in all the Containers for which DI is processing.

- **Vsl Agent/Container Operator**

  Valid Shipping Agent or Container operator who is look after the containers he may be cash party also

- **Invc Party**

  It represents the party responsible to pay charges.

- **Account No**

  Account code associated with the invoice party.

- **Container Number**

  It represents the container number for which DI is to be filed.

- **Ctr Sz**

  It represents container size of the Container. This is Display field.

- **Ctr Ht**

  It represents container height of the Container. This is Display field.

- **Ctr Type**
  It represents container type of the Container. This is Display field.

- **Cmdt**

  Commodity Code of the Cargo present in the container.

- **Description**
  It represents description of the commodity code. This is a Display field.

- **Weight**
  It represents the weight of the cargo present in the container. This is Display field.

- **Volume**
  Volume of the cargo present in the container. This is Display field.

- **Pkg Type**

  It represents type of cargo present in the container.

- **Inland Destination**

  It represents the destination of the container.

- **POO**
  It represents Port of Origin of the container.

- **Haul cd**

  It represents the Haulier that would be carrying the container.

- **Dlvry Date Time**

  It represents the Haulier that would be carrying the container.

- **Depot cd**

  It represents the destination where the container is to be dropped at.

- **Dem Conf Cd**
  It is an optional field. Shipping agent or Container operator i.e., owner of the containers enter the demurrage code or select from LOV by pressing F9.

- **Shipping Line**
  It is an optional field. Enter or select from LOV appropriate shipping line.

- **Dmg Start Dttm**
  It is an optional field. It represents demurrage start date and time.

- **DI Validity Dttm**
  Document import validity period represents the validity date and time of DI.

  During estimation of Invoice Demurrage charge can be calculated based on demurrage start date and time. It is mandatory for cash party.

- **Store Rent Validity Dttm**

  During estimation of Invoice container storage charges are calculated based on Store Rent Validity date and time. It is mandatory for cash party.

- **Rcpt No**

  It represents Receipt number. It is mandatory for cash party.

- **Receipt Dttm**

  Date and Time the receipt number was generated. It is mandatory for cash party.

- **Receipt Amt**

  It represents the amount paid against the receipt number. It is mandatory for cash party.

- **Processed User Name**

  It represents the name of the UPP's clerk who processed the DI. This is a display field.

- **Processed Date Time**

  It represents the date and time at which the port user has processed the DI.

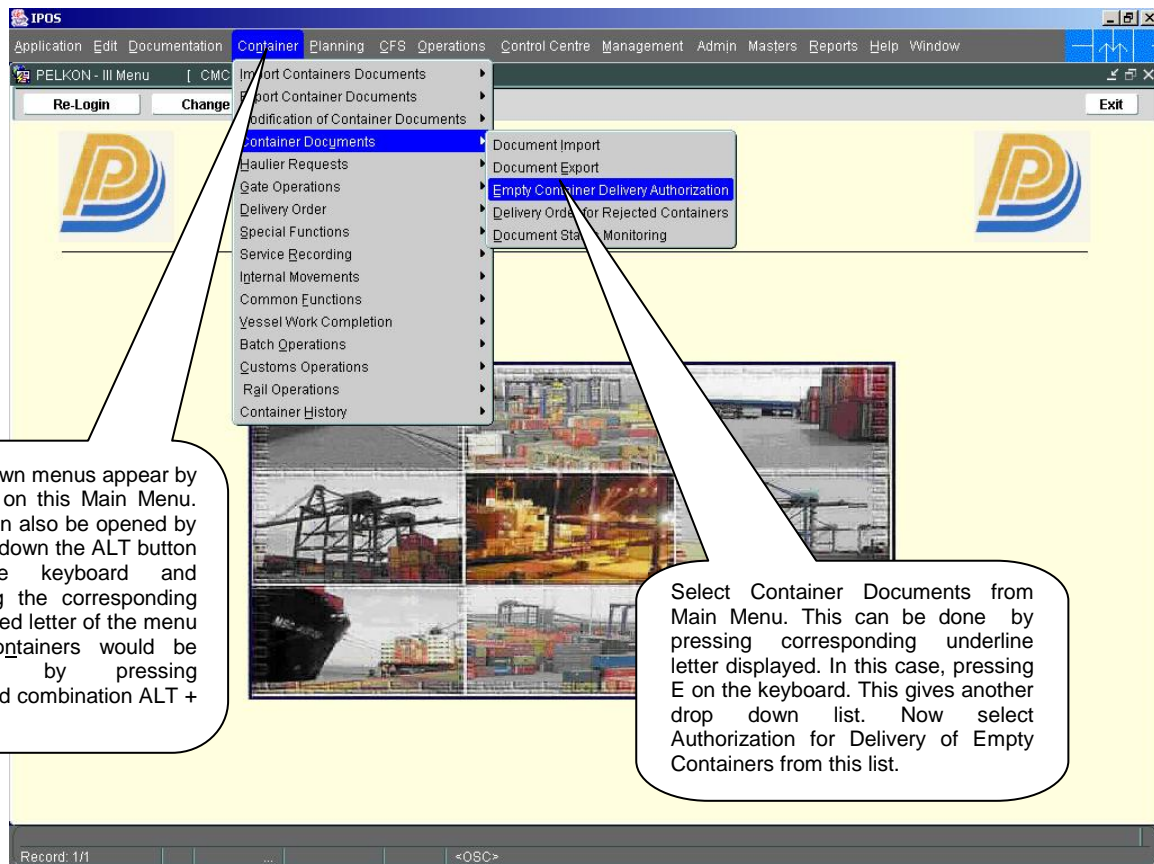## 2   Empty Container Delivery Authorization

2.1   Introduction

In order to deliver empty import containers out of the port via road authorization must be done by the Shiping Agent or the Container Operator. This will form the basis for Haulier delivery request.

For Laden container it is mandatory that the DI to be processed before a container can be delivered out of port via road or train. However, in case of empty container DI is not required. The container operator can himself authorize all his empty containers to be delivered out of the port.

2.2   System Navigation – Empty Container Delivery Authorization

This section demonstrates how to navigate up to Empty Container Delivery Authorization screen. The navigation process to access Authorization for Empty Ctrs is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with appropriate user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Empty Container Delivery Authorization from drop down menu.
8. **Navigation: - Container -> Container Documents -> Empty Container Delivery Authorization (Short Cut Key: - ALT + N, U, E)**

2.3   Overview of Empty Container Delivery Authorization screen and comments

2.3.1   Main Screen – Main Areas

On selecting Empty Container Delivery Authorization from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

1) The Toolbar holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the screen).

2) The Selection Criteria area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information.

3) The Table is used to display all Information about Empty Container Delivery Authorization.

2.3.2 Main Screen – Detailed description

On selecting the Empty Container Delivery Authorization function, and retrieving details for a entered Container Operator & voyage, the user is presented with a screen similar to the one below:

Container Operator Code who is responsible for the containers to which authorizations is filing.

SCN of the containers to which we are doing authorization.

Custom Reference number is to be entered for populating the table field custom reference number.

Approval flag is to be checked while doing authorization.

Depot Code for Empty Drop-Off

Haulier Code

2.3.3 Retrieving Import empty container for Delivery Authorization.

1. Enter the Container Operator Code who is responsible for the containers of a particular voyage.

2. Enter in "**SCN**" field. Otherwise, use the lookup to search for the correct SCN. Lookups are invoked by pressing F9 key on respective field. . Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves vessel name.

3. "**Request Date Time** " and "**Terminal Code** " will be populated.

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4. Press "**Retrieve"** button to display the container to which Authorization has to do.

5. On selecting Authorized button, the containers are retrieved, the colors highlighted describes the status of the container.

6. **"Yellow"** color describes that the customs clearance is done for that container.

7. **"Red"** color describes that the haulier delivery request is done for that container.

8. **"Grey"** color describes that the haulier request is rejected for the container.

2.3.4   Process to Do Authorization for Import Empty Containers:

1. Enter Customer Reference Number.

2. Enter "**Inland Destination**" or select from lookup by pressing F9.

3. Check the "**Appr Flg**" to the container for which authorization has to be do by default Custom Reference Number will be populate.

4. Depot cd and Haul cd is to be entered.

5. By pressing "**Save**" button changes will be saved.

6. If Haul cd is entered then Haulier delivery request is automatically done and goes to booked state.

7. In case the haulier request is rejected , the container will be displayed with **"GREY"** color and the container operator can re nominate haulier code for the container which will create haulier request for the container in Booked state.

Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **Import Delivery**

  By default import delivery radio button will be selected.

- SCN

  This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vsl Name**

  The system displays the vessel name associated with the SCN in this field.

- Ctr Opr Cd

  Container operator represents the container owner.

- **Ctr Opr Name**

  It represents name of the container operator (Owner).

- **Request Date Time**

  System Date and time will be displayed by default. This is a display field.

- **Terminal Code**

  It represents the code assigned to yard terminal.

- **Cstm Ref No**

  It represents the custom reference number that is assigned to the container.

- **Appr Flg**

  Select the Appr Flg for which the authorization is required.

- **Ctr Sz**

  It represents size of the container.

- **Ctr Ht**

  It represents height of the container.

- **Ctr Ty**

  It represents type of the container.

- **Empty Reposition Number**

  It represents the Empty Reposition number of the container.

- **Inland Destination**

  Enter the Inland Destination or select from LOV by pressing F9.

- **Haul cd**

  It represents the Haulier that would be carrying the container.

- **Depot cd**

  It represents the destination where the container is to be dropped at.

3   Guideline for Special Transactions

A) REJECTED EXPORT CONTAINERS AT NBCT

1. Forwarders have to provide the letter of approval which has been endorsed and signed by the Custom's Officer
2. The Shipping Agent has to endorse the Depot Operator and sign for authorization of Container to be drop-off
3. The nomination of the Haulier Code has to be endorsed and signed by the Haulier's representative with their company's stamp
4. The Port's UPP clerk will input the details in the system for the delivery to be planned by the Hauliers
5. Forwarder has to check with Custom for the releasing of container
6. Forwarder can check the request in the Haulier Delivery Request Screen
7. Haulier can monitor and plan the container for delivery in the Haulier Delivery Request Screen

B) DIRECT DELIVERY FROM THE VESSEL AT NBCT

1. A request letter by the Forwarders with the details of the container and the Haulier Code has to be endorsed and signed by the Haulier's representative with their company's stamp
2. The UPP's clerk will change the disposal mode from (Y) to (G) at the Discharge List Entry and input the haulier code base on the letter in the system for the direct delivery to take place
3. Forwarder will file the DI by following the same process as in the Laden DI Processing
4. Forwarder can check the request in the Haulier Delivery Request Screen
5. Haulier can monitor and plan container for delivery in the Haulier Delivery Request Screen

C) DELIVERY OF LARGE CONSIGNMENTS STORED AT OOD

1. Forwarders have to submit the letter of approval which has been endorsed and signed by the Custom's Officer (KASTAM1) with Custom Reference Number
2. The Shipping Agent has to endorse the Depot Operator and signed for authorization of Container to be drop-off
3. The nomination of the Haulier Code has to be endorsed and signed by the Haulier's representative with their company's stamp
4. The ODD's clerk will input the details in the system for the delivery to be planned by the Hauliers
5. Forwarder can check the request in the Haulier Delivery Request Screen
6. Haulier can monitor and plan the container for delivery in the Haulier Delivery Request Screen

4   Summary Of the Haulier Delivery Request Screen Status

Below is the summary to check whether request has been reflected in the Haulier Delivery Request Screen Status:-

#	Screen	Cust Ref No (CH)	DI Status in Container History Screen(CH)	MT Authorization Screen	Haulier Delivery Request(HDR)	Status HDR
1	DI Processing of Laden Ctr	X	Initiated By Forwarder		X	-
		X	Vessel Agent Approval		X	-
		X	Forwarding Agent Approval		X	-
		√	Forwarding Agent Approval		X	-
		√	Port User Confirmation		√	Booked
2	MT Authorization for Delivery	X	-	Colour Code "White"	X	-
		√	-	Colour Code "Yellow"	√	Booked
		√	-	Colour Code "Grey"	√	Rejected
3	Delivery Order for Rejected Export	X	Port User Confirmation		X	-
		√	Port User Confirmation		√	Booked

Legend: X – No information (Blank)
√ - Information is existed