



KEMENTERIAN PENGANGKUTAN  
MALAYSIA

# MMSW USER GUIDE (Shipping Agent)

## MALAYSIA MARITIME SINGLE WINDOW (MMSW)

AGENCY NAME	:	PORT KLANG AUTHORITY
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## I. DOCUMENT DESCRIPTION

User Guide document serves as a comprehensive guide detailing the process of any systems. This user guide is prepared for the MMSW system, covering modules in Release 1 and Release 2. It's a guide that enables the users to understand them with the necessary know-how to operate the MMSW, ensuring a smooth and efficient operation of MMSW by the users. This document is essential for the users both from the Government or private sectors involved in the usage and operation of the MMSW Release 1 and Release 2, providing a clear understanding of how the systems will behave and operate.

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## VII. ACRONYMS AND ABBREVIATIONS

No	Acronyms	Description
1	ATA	Actual Time of Arrival
2	ATD	Actual Time of Departure
3	BPA	Bintulu Port Authority
4	DNT	Dagang Net Technologies Sdn Bhd
5	ETA	Estimated Time of Arrival
6	ETB	Estimated Time of Berthing
7	ETD	Estimated Time of Departure
8	IDM	Immigration Department of Malaysia
9	IMO	International Maritime Organization
10	JPA	Johor Port Authority
11	KPA	Kemaman Port Authority
12	KtnPA	Kuantan Port Authority
13	MDM	Marine Department of Malaysia
14	MMSW	Malaysia Maritime Single Window
15	MSSP	A managed security service provider
16	MSW	Maritime Single Window
17	MOT	Ministry of Transport
18	MT	Mother Tanker
19	MV	Mother Vessel
20	P & I	Protection and Indemnity
21	PKA	Port Klang Authority
22	PPC	Penang Port Commission
23	PSA	Principal Shipping Agent
24	SCN	Ship Call Number

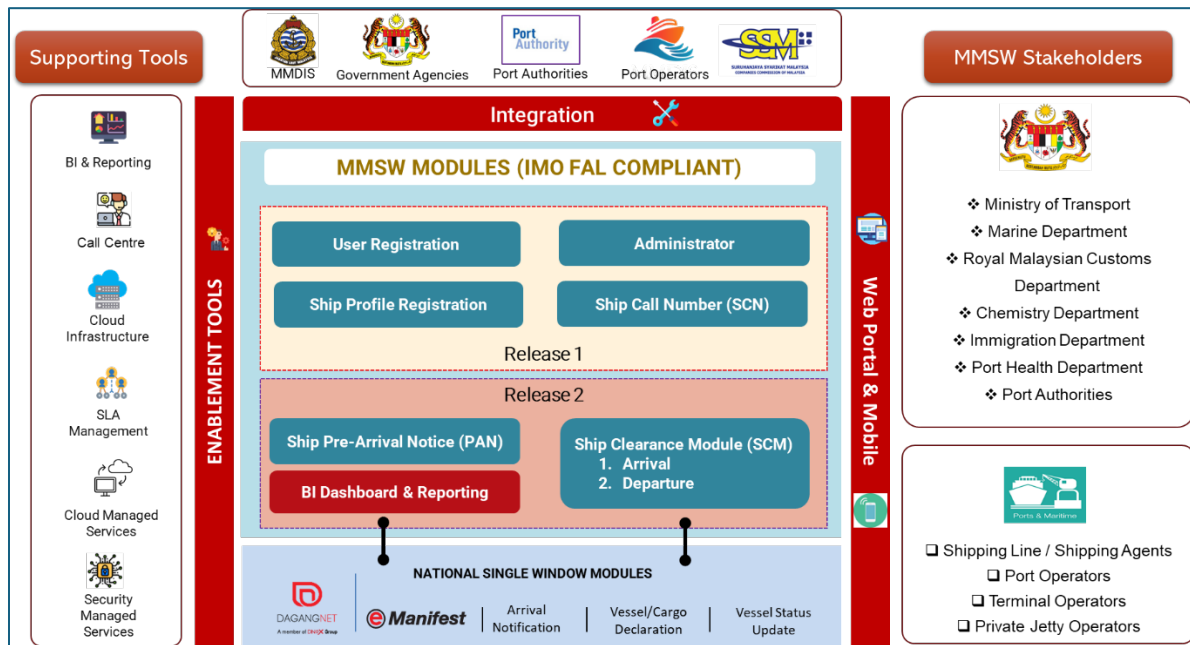
# 1 GENERAL INFORMATION

## 1.1 System Overview

In maritime business, there are various formalities involved such as redundant administrative work and manual documents exchange. The Maritime Single Window (MSW) concept enables all the entities involved in the maritime business process to input the data and information for all the stakeholders only once. In other words, MMSW is a single point of data entry for documentary requirements and procedures in maritime transport. Hence, it has significantly changed the process of information exchange between transport stakeholders, particularly in maritime transport and seaport business. Implementation of MSW as a single-entry point has the potential to harmonize and standardize the information exchange between commercial and administrative stakeholders and to provide fast, reliable, paperless, and efficient transactions.

MMSW includes the process integration of all stakeholders in the entire seaport ecosystem in Malaysia. The primary goal of the MMSW is to eliminate data redundancy in a way that the entered data is instantly visible in other systems, according to the set level of authorization and authentication.

The following diagram illustrates the system architecture of MMSW, the stakeholders for the MMSW, the supporting tools for MMSW and the touch points for the integration with other systems in maritime industry.



**Figure 1: MMSW Architecture Diagram**

The following table summarizes the functions of the modules, supporting tools, integration touch points and the stakeholders of MMSW.

## 1.2 MMSW Modules

MMSW has a few modules developed with different functions. The following table illustrates the modules for MMSW.

**Table 1: MMSW Modules and their Functions**

Module	Description
Administrator	This module is for the administration of the MMSW such as system maintenance, user maintenance etc.
User Registration	This module is used to register new company, creating user credentials, creating company branches and users in for the branches.
Ship Profile Registration	This module is used to register new vessels, amending the current ship profile as well as deleting the vessel ID from MMSW.
Ship Call Number	This module is for the shipping agents to apply for the Ship Call Number (SCN) for their vessels.
Pre-Arrival Notice	This module is for shipping agent to send the arrival notice to the Port Authority or Marine Department of Malaysia on their vessels that are about to arrive.
Arrival Clearance	This module is for the shipping agents to submit the regulatory Forms required by the Malaysia Maritime Law to the authorities during the arrival of their vessels. The module will also be used by the Government Officers to access information on the vessels that are arriving at the port.
Departure Clearance	This module is for the shipping agents to submit the regulatory Forms required by the Malaysia Maritime Law to the authorities for the departure of their vessels. The module will also be used by the Government Officers to access information on the vessels that are departing from the port.
BI Dashboard	High level information is available and can be viewed from this module. The data can then be converted into reports.

### 1.3 MMSW Stakeholders

The stakeholders for MMSW are those from the Public as well as Private sectors. The following table illustrates the Public and Private sectors.

**Table 2: The Stakeholders of MMSW**

Sector	Description
Government Agencies	<p>These are the list of Government agencies involved in the port operations in Malaysia.</p> <ol style="list-style-type: none"> <li>1. Ministry of Transport</li> <li>2. Marine Department of Malaysia</li> <li>3. Port Operators <ol style="list-style-type: none"> <li>a. Port Klang Authority</li> <li>b. Johor Port Authority</li> <li>c. Penang Ports Commission</li> <li>d. Kuantan Port Authority</li> <li>e. Kemaman Port Authority</li> <li>f. Melaka Port Authority</li> <li>g. Sabah Port Authority</li> <li>h. Kuching Port Authority</li> <li>i. Miri Port Authority</li> <li>j. Bintulu Port Authority</li> <li>k. Rajang Port Authority</li> </ol> </li> <li>4. Government Agencies <ol style="list-style-type: none"> <li>a. Royal Malaysia Customs Department</li> <li>b. Immigration Department of Malaysia</li> <li>c. Port Health Office</li> <li>d. Chemistry Department of Malaysia</li> <li>e. Royal Malaysian Police Department</li> </ol> </li> </ol>
Private Sector	<p>These are main players under the MMSW that involved in the applications for SCN, PAN and those involve in the operation of the ports in Malaysia.</p> <ol style="list-style-type: none"> <li>1. Shipping Agents/Lines</li> <li>2. Port/Terminal operators</li> <li>3. Jetty operators</li> </ol>

## 1.4 Supporting Tools

No system can run on its own without the tools or systems to support it operationally. The following table illustrates the tools or the support systems to support MMSW.

**Table 3: MMSW Supporting Systems/Tools**

Tools/Support System	Description
BI & Reporting	This is the engine used by MMSW to display the dashboard and generating the reports.
Call Centre	This is the MMSW support team to support the daily operations of MMSW. This center is available on 24x7 basis.
Cloud Infrastructure	This is the collection of hardware and software elements such as computing power, networking, storage, and others needed to run the MMSW.
SLA Management	The ongoing process of ensuring all provided services and processes are in alignment with the agreed-upon service level targets stipulated by the contract.
Cloud Managed Services	This is an application, service, or ecosystem in the cloud that a third-party organization manages. Cloud managed services include IT tasks, such as engineering on demand, operations management, 24/7 help desk support and hosting and implementation.
Security Managed Services	A managed security service provider (MSSP) offers network security services to an organization. As a third party, an MSSP can alleviate the strain on IT teams, as well as free up crucial time the organization needs to support and expand operations.

## 1.5 Integration

MMSW needs to integrate with other systems run either by the Government or private entities to share data pertaining to vessels' information for their calling or departing to/from any ports in Malaysia. The following table illustrates the touch points for the integration between MMSW and other systems.

**Table 4: Integration Touch Points of MMSW**

Systems	Description
MMDIS	The Malaysia Marine Department Information System (MMDIS) is the system developed and run by Marine Department of Malaysia.
Government Agencies	These are Government agencies with the systems to be integrated with MMSW.
Port Authorities	There are certain Port Authorities in Malaysia with their backend system to support the operation of the ports. Examples of the backend system owned and run by the Port Authorities are PKNET (Port Klang Authority) and eGateway (Johor Port Authority)
Port Operators	Data from MMSW needs to be shared with the Port Operators or Terminal Operators for their operational needs.
National Single Windows Module	This is the system owned by the Government of Malaysia that offer services for the shipping agents to apply for the SCN. The integration between MMSW and NSW will enable of the data to be shared between these two systems.

## 1.6 Project References

This User Guide is prepared based on MMSW implementation guidelines. Requirement Gathering, discussion and walkthrough sessions with the stakeholders were used for the preparation of this document.

## 1.7 Helpdesk/Points of Contact Information

Should any user face some issue, query or trouble with regards to the usage of the MMSW, the user can get in touch with the MMSW Support team from Dagang Net Technologies Sdn Bhd (DNT).

The table below details out the contact number and email address to contact the contact center. The contact center is available on 24x7 basis.

**Table 5: MMSW Support Contact Information**

Point of Contact	Contact Number	E-mail
MMSW Support Careline Number	1300133133	<a href="mailto:mmsw_support@dagangnet.com">mmsw_support@dagangnet.com</a>
MMSW Support WhatsApp	010-4475838	<a href="mailto:mmsw_support@dagangnet.com">mmsw_support@dagangnet.com</a>

## 2 ABOUT THIS DOCUMENT

### 2.1 Objective

The purpose of this document is to provide an overview of the MMSW system. It provides detailed instructions for day-to-day operational tasks associated with the MMSW application.

This document explains the various modules of the MMSW system and how to use the MMSW system. The main objective of this document is to introduce the MMSW application to various users and list all entities that can use the application.

### 2.2 Scope

This document explains the various modules of the MMSW system and how to use the MMSW system.

### 2.3 Target Audience

This document is meant for the end-users of the MMSW system.

### 2.4 Organization of the Manual

The different sections of the User Guide consist of the following:

**Table 6: Sections in the Users' Guide**

Sections	Description
<b>Section 1</b>	These sections detail the general information like System Overview, Points of Contact Information/Help Desk, General information about the MMSW system, Information about the document.
<b>Section 2</b>	This section is on the information of the document, the objectives, scope and the target audience.
<b>Section 3</b>	This section details the user access level that can be set in MMSW.
<b>Section 4</b>	This section guides the users on how to get started with MMSW, the application link to access, login, Forgot Password, Change Password and Logout procedures.
<b>Section 5</b>	This section details the System Interface details of the application like the Header, Menu Bar and Work Area. It also lists the Common buttons and icons used in the application.
<b>Section 6</b>	This section details the Other Interface Elements in the application like Export to Excel, Sort functionality etc. It also details the mandatory field conventions used in the application.

<b>Sections</b>	<b>Description</b>
<b>Section 7</b>	This section details the System menu (i.e. Modules and Sub Modules of the system) and Exiting the System.
<b>Section 8</b>	This section guides the users on the MMSW's User Registration Module, including the ship registration for new ships entering Malaysia water, updating of vessel profile, cancellation, and suspension of the vessel.
<b>Section 9</b>	This section guides the users on the MMSW's Ship Registration Module, including the User Registration, assigning the roles and rights of the users, creating company branches etc.
<b>Section 10</b>	This section guides the users on the application of the SCN by the shipping agents, amendment of the ETA/ETD of the vessel as well as SCN cancellation.
<b>Section 11</b>	This section guides the users on the MMSW's Pre-Arrival Notification module, including the approval section by the Port Authority Officers or Marine Department officers.
<b>Section 12</b>	This section guides the users to prepare the Arrival Clearance/FAL request to be sent to the MMSW stakeholders. It will also guide the users on the action to be performed once receive the response from the authorities, be it in the form of rejection, require for the physical inspection or where the vessels required to be quarantined.
<b>Section 13</b>	This section guides the users to prepare the Departure Clearance request to be sent to the MMSW stakeholders. It will also guide the users on the action to be performed once receive the response from the authorities such as approval, or if the approval been void.
<b>Section 14</b>	This section describes the audit logs/trails generated by the MMSW and the possible conversion to other file formats.
<b>Section 15</b>	This section consists of the list of the error messages available in MMSW and how the users can solve the issues with regards to the errors.

## 3 SYSTEM SUMMARY

### 3.1 User Access Levels

Access to different modules and screens is provided only to the authorized users/respective stakeholders.

Different Users of the system are as per the following table:

**Table 7: Users of the MMSW System**

No	Stakeholders
1	Ministry of Transport Officers
2	Marine Department of Malaysia Officers
3	Port Authority Officers
4	Immigration Department of Malaysia Officers
5	Royal Malaysian Customs Department's Officers
6	Port Health Officers
7	Chemistry Department Officers
8	Port Operator Officers
9	Terminal Operator Officers
10	Private Jetty Officers
11	Shipping Agents

## 4 GETTING STARTED

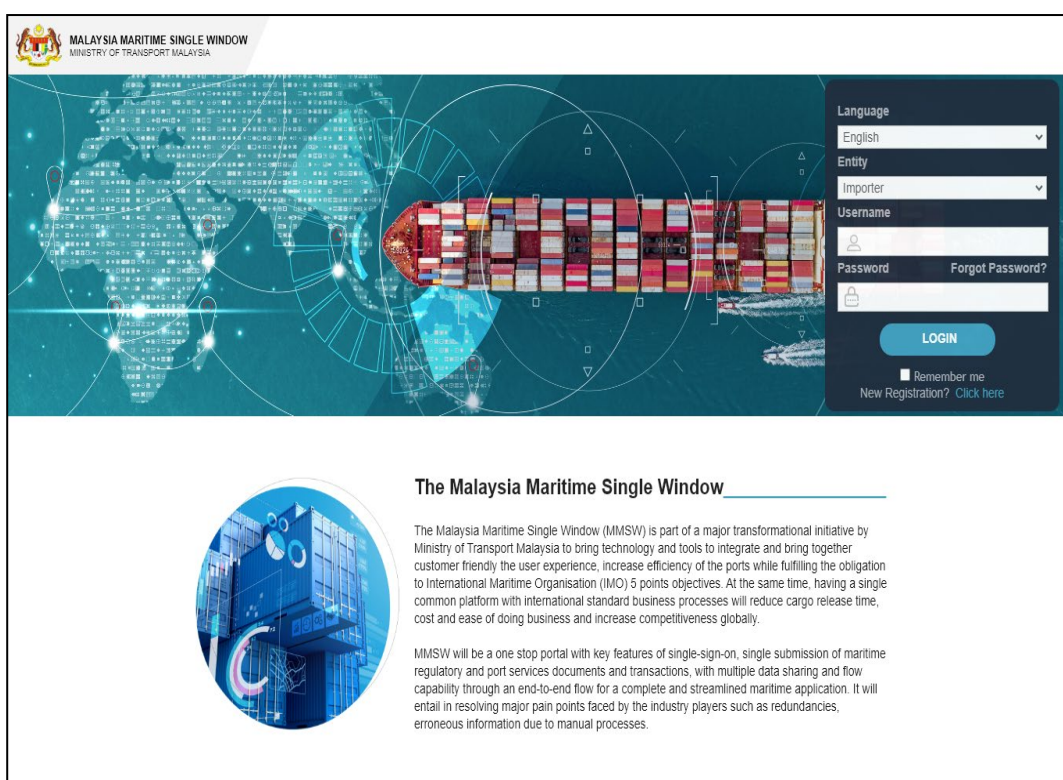
### 4.1 Log-in Procedure

Registered stakeholders who already have their User ID and Password can login to MMSW as shown below:

- i. From the web browser, type the MMSW URL **https://mmsw.gov.my** and press the **<ENTER>** key. The MMSW login screen is displayed as shown in the figure below:

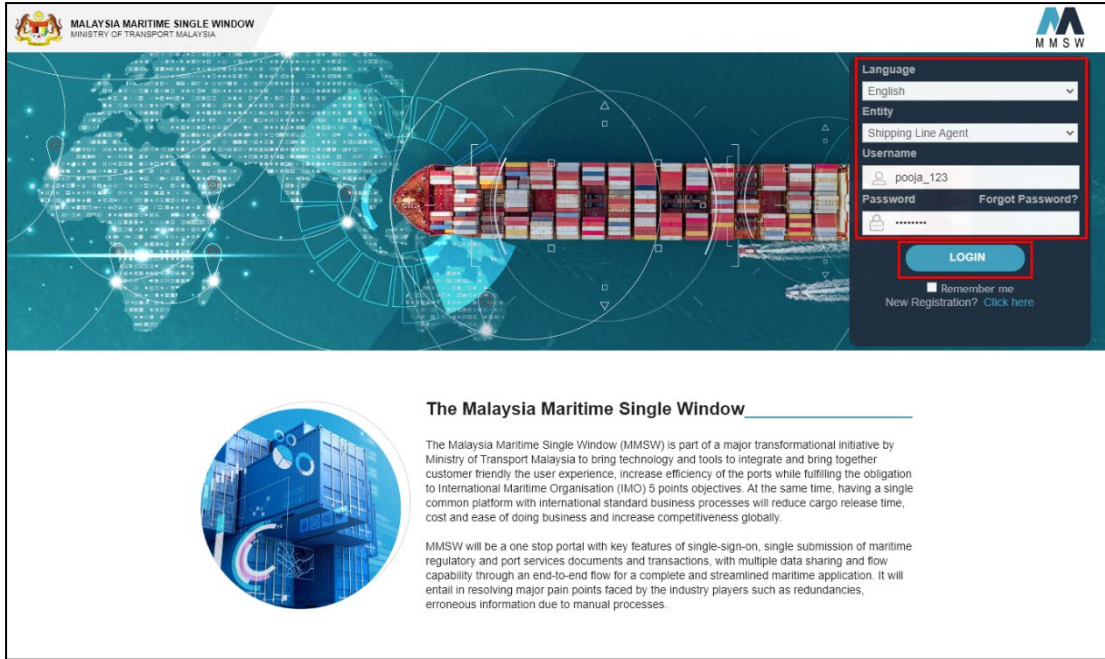


**The supported web browser are Google Chrome, Microsoft Edge, Mozilla Firefox and Internet Explorer.**



**Figure 2: MMSW Landing Page**

- ii. The application supports two languages viz. English and Bahasa Malaysia. Users can select any one of the languages from the Language dropdown before logging in to the application. On selecting language as Bahasa Malaysia, the application will display all text in local Bahasa Malaysia language.
- iii. Select the Entity name with which user has registered from the Entity dropdown list. Enter the valid Username and Password in the respective text boxes, and click the **<Login>** as shown in the screen below:



**Figure 3: MMSW Login-in Details Page**

- iv. The Home Page will be displayed upon successful login. The Home Page being displayed will depend on the login ID and password used by the user.

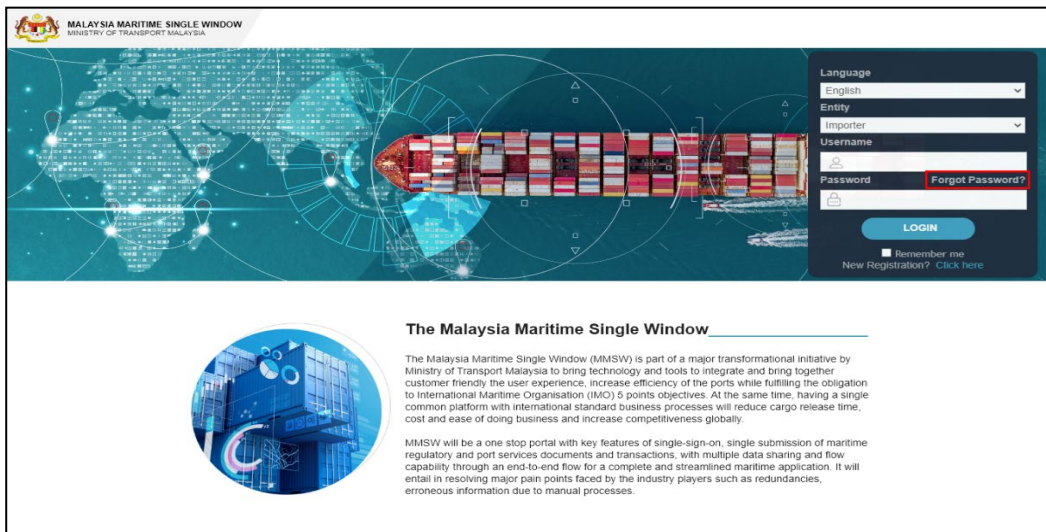


**When user logs into the application for the first time, system asks user to accept the terms and conditions and to change the password.**

## 4.2 Forgot Password

When a registered stakeholder forgets the password then the below steps can be followed:

- i. On the login page of MMSW, click the **Forgot Password?** link as shown in the screen below:



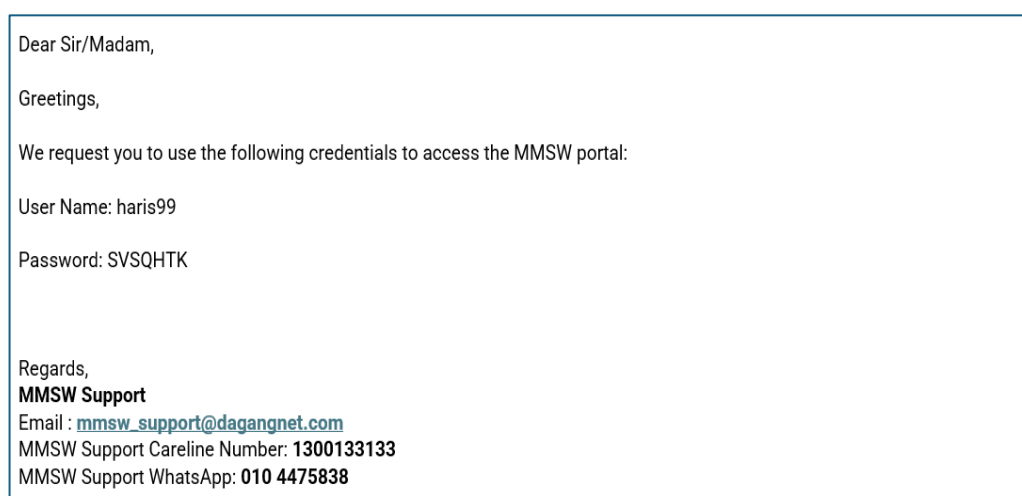
**Figure 4: MMSW Forgot Password Page**

- ii. This will display the below screen where the user will need to enter the Username and click the **<Submit>** button:



**Figure 5: MMSW Forgot Password Submit Menu**

- iii. The user will then receive an email message that is in the user's registered email ID as shown in the screen below with the new system-generated password.



**Figure 6: Forgot email from MMSW**

- iv. The user can then use the login ID with the new password to login to MMSW.

### 4.3 Change Password

It is advisable that the user changes the log in password at regular intervals. To change the password, the user should follow the steps mentioned below:

- i. Login into the MMSW application using appropriate login credentials. In the MMSW Home Page, click the **Welcome → Change Password** menu as shown in the figure below:

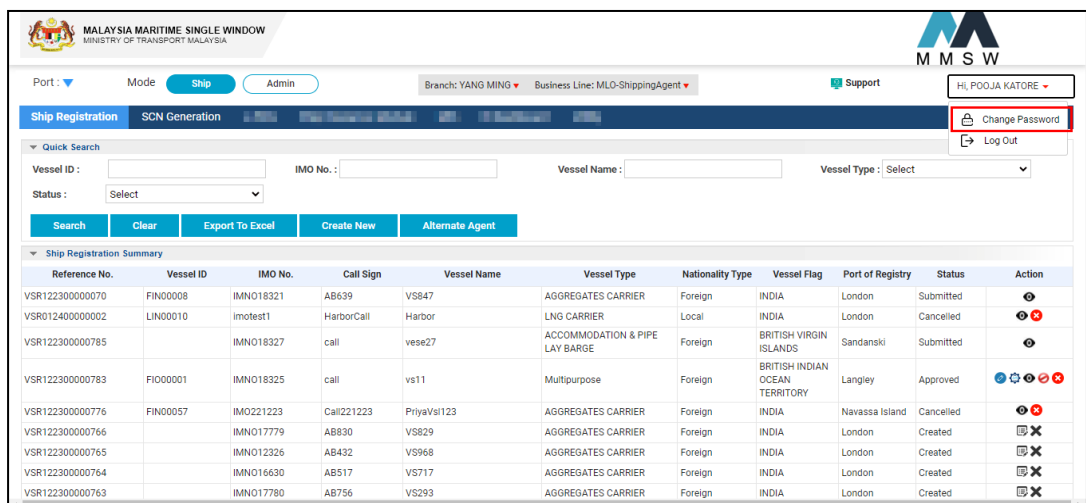


Figure 7: MMSW Change Password Menu

ii. Change Password screen appears as shown in the figure below:

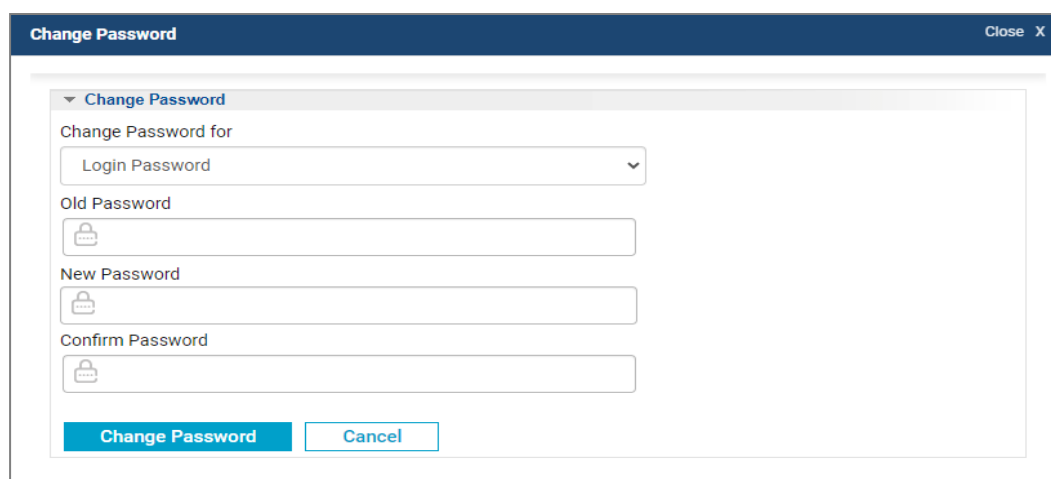
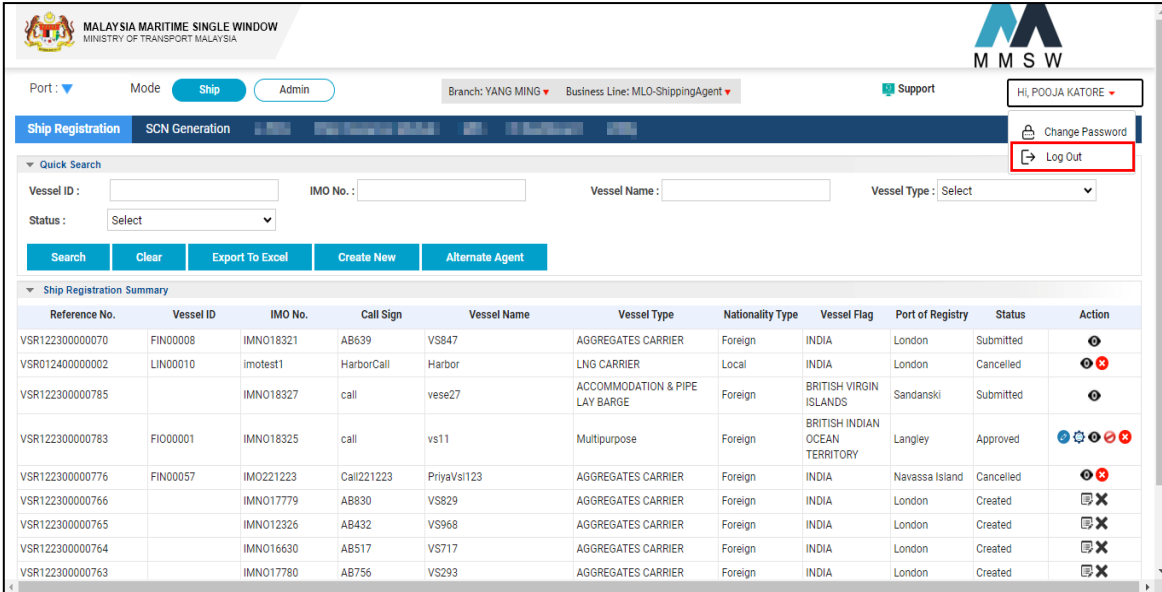


Figure 8: Change Password Screen

- iii. While entering the new password, the user needs to follow the instructions given on the screen.
- iv. Enter the old and new password and click the **<Change Password>** button. A confirmation pop-up appears on the screen saying, “Your password has been changed successfully”.
- v. Users will be redirected to login page then needed to login back.
- vi. Henceforth user needs to login with the new password.

#### 4.4 Logout Procedure

On clicking the **Welcome → Log Out** menu, the user will be logged out from the application.



The screenshot shows the MMSW user interface. At the top right, the user is logged in as 'HI, POOJA KATORE'. A 'Log Out' button is visible in the top right corner, highlighted with a red box. Below the navigation bar, there is a 'Quick Search' section with input fields for Vessel ID, IMO No., Vessel Name, and Vessel Type. Below this is a 'Ship Registration Summary' table with columns for Reference No., Vessel ID, IMO No., Call Sign, Vessel Name, Vessel Type, Nationality Type, Vessel Flag, Port of Registry, Status, and Action.

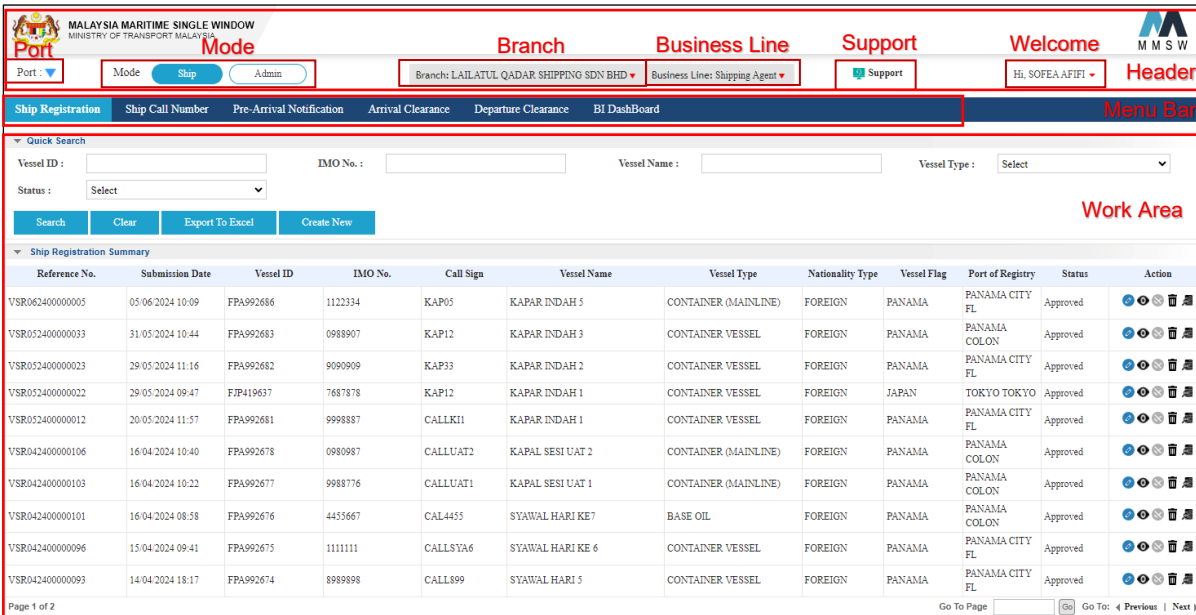
Reference No.	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR122300000070	FIN00008	IMNO18321	AB639	VSR47	AGGREGATES CARRIER	Foreign	INDIA	London	Submitted	
VSR012400000002	LIN00010	imotest1	HarborCall	Harbor	LNG CARRIER	Local	INDIA	London	Cancelled	
VSR122300000785		IMNO18327	call	vese27	ACCOMMODATION & PIPE LAY BARGE	Foreign	BRITISH VIRGIN ISLANDS	Sandanski	Submitted	
VSR122300000783	FIO00001	IMNO18325	call	vs11	Multipurpose	Foreign	BRITISH INDIAN OCEAN TERRITORY	Langley	Approved	
VSR122300000776	FIN00057	IMO221223	Call221223	PriyaVsl123	AGGREGATES CARRIER	Foreign	INDIA	Navassa Island	Cancelled	
VSR122300000766		IMNO17779	AB830	VS829	AGGREGATES CARRIER	Foreign	INDIA	London	Created	
VSR122300000765		IMNO12326	AB432	VS968	AGGREGATES CARRIER	Foreign	INDIA	London	Created	
VSR122300000764		IMNO16630	AB517	VS717	AGGREGATES CARRIER	Foreign	INDIA	London	Created	
VSR122300000763		IMNO17780	AB756	VS293	AGGREGATES CARRIER	Foreign	INDIA	London	Created	

**Figure 9: Logout Menu**

Upon logging out, the MMSW landing page (Figure 2: MMSW Landing Page) will be displayed.

## 5 SYSTEM INTERFACE

The following sections will elaborate on the system interfaces available in the MMSW system.



The screenshot displays the MMSW System Interface. At the top is the **Header** section, which includes the MMSW logo, the text 'MALAYSIA MARITIME SINGLE WINDOW MINISTRY OF TRANSPORT MALAYSIA', and navigation options: **Port** (dropdown), **Mode** (Ship, Admin), **Branch** (Branch: LAILATUL QADAR SHIPPING SDN BHD), **Business Line** (Business Line: Shipping Agent), **Support**, **Welcome** (Hi, SOFEA AFIFI), and **Header**. Below the header is the **Menu Bar** with options: Ship Registration, Ship Call Number, Pre-Arrival Notification, Arrival Clearance, Departure Clearance, BI Dashboard, and Menu Bar. The main **Work Area** contains a 'Quick Search' section with fields for Vessel ID, IMO No., Vessel Name, and Vessel Type, along with a Status dropdown and buttons for Search, Clear, Export To Excel, and Create New. Below this is a 'Ship Registration Summary' table with columns: Reference No., Submission Date, Vessel ID, IMO No., Call Sign, Vessel Name, Vessel Type, Nationality Type, Vessel Flag, Port of Registry, Status, and Action. The table lists 10 vessels with their respective details. At the bottom, there is a 'Page 1 of 2' indicator and a 'Go To Page' field.

Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR062400000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR0524000000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR0524000000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR0524000000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	
VSR0524000000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR0424000000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR0424000000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR0424000000101	16/04/2024 08:58	FPA992676	4455667	CALL455	SYAWAL HARI KE7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR0424000000096	15/04/2024 09:41	FPA992675	1111111	CALLS YA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR0424000000093	14/04/2024 18:17	FPA992674	8989898	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	

Figure 10: MMSW System Interface

As seen in the above figure, the screen is divided into 3 parts namely Header, Menu Bar, and Work Area.

### 5.1 Header

The Header comprises the topmost row of the screen:

- i. **Port:** The user can navigate between the Ports using this dropdown menu.
- ii. **Mode:** The user can navigate between modules using this dropdown menu.
- iii. **Branch:** Displays the name of the Branch the user belongs to.
- iv. **Business Line:** The user can switch easily between the Business Lines selected for that organization e.g. Shipping Agent etc. Only those Business Lines that were selected by the user while registration of a new user will be seen. For more details, refer to the [Section 8 - User Registration module](#).
- v. **Support:** Click this link to have more information of the MMSW Support details and materials related to MMSW such as the MMSW User Guide, the MMSW FAQ.
- vi. **Welcome:** Displays the name of the user who is logged in the application. On clicking this link, the Change Password and Log Out menus are displayed.
  - a. **Change Password:** On clicking this link, the Change Password screen is displayed. Refer to the [Section 4.3 - Change Password](#) section to change the Password.
  - b. **Log Out:** On clicking this link, the user will be logged out from the application, and the Login page will be displayed.

## 5.2 Menu Bar

Modules are placed in the Menu Bar in a row below the Header as shown in the screen above. All modules under the MMSW can be accessible from this Menu Bar.


















## 5.3 Work Area

The Work Area is placed below the Menu Bar. When you select the screen from the Menu Bar, the selected screen is displayed in the Work Area.

## 5.4 Common Buttons and Icons

Following are the common buttons and icons used in the MMSW system:

**Table 8: MMSW Common Buttons and Icons**

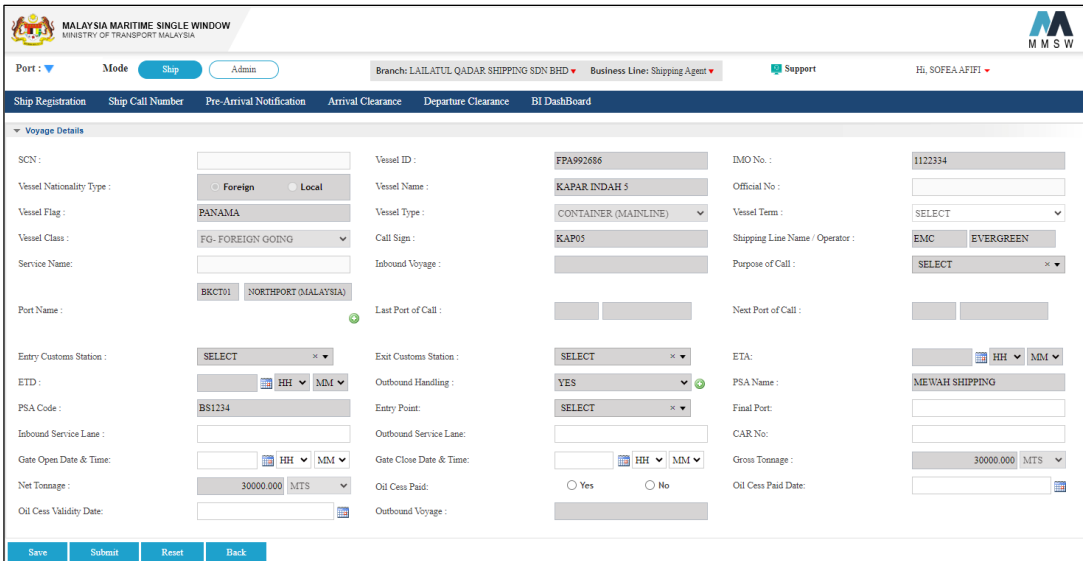
Button/Icon	Description
	View
	Update Vessel Details or Update ETA/ETD
	View Rejection Remarks
	Cancel Vessel ID
	Cancel SCN
	View Docket
	Edit
	Delete
	Add New Row
	Delete Row
	Audit Log
	Resubmit
	Tracker
	Remark Summary
	InActive
	Active or Whitelist
	Blacklist

## 6 OTHER INTERFACE ELEMENTS

This section provides details about other interface elements.

### 6.1 Mandatory fields

- i. All fields in the application having a **dark grey background** are mandatory as shown in the following figure:



**Figure 11: MMSW Screen Mandatory Fields (Highlighted in Dark Colour)**

- ii. If you click the **<Save>** button before capturing information in the mandatory fields, a message box or message on top of the screen will be displayed as shown in the below screenshot. The listed messages as per the screenshot below are corresponding to the mandatory fields that are not being filled-in when saving the application.



**Figure 12: Save Button Pop-up Message when Mandatory Fields not Filled.**

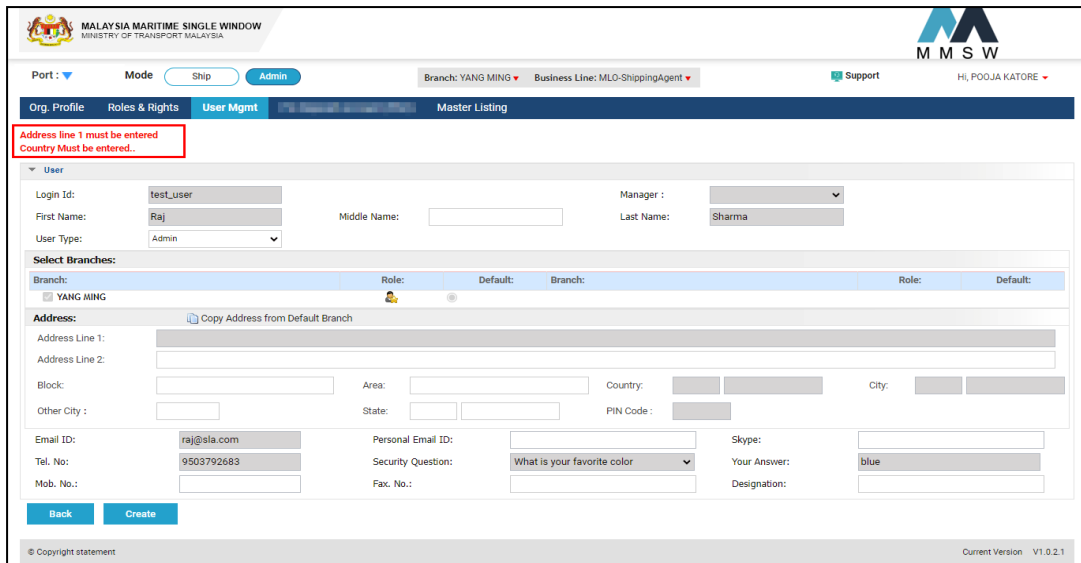


Figure 13: MMSW System Interface's Error Message

## 6.2 Report Generation

The records available or saved in the MMSW application can be exported to an Excel file format and downloaded on the local hard drive in the downloads folder. The **<Export To Excel>** button is located in all the Quick Search screens as shown below:

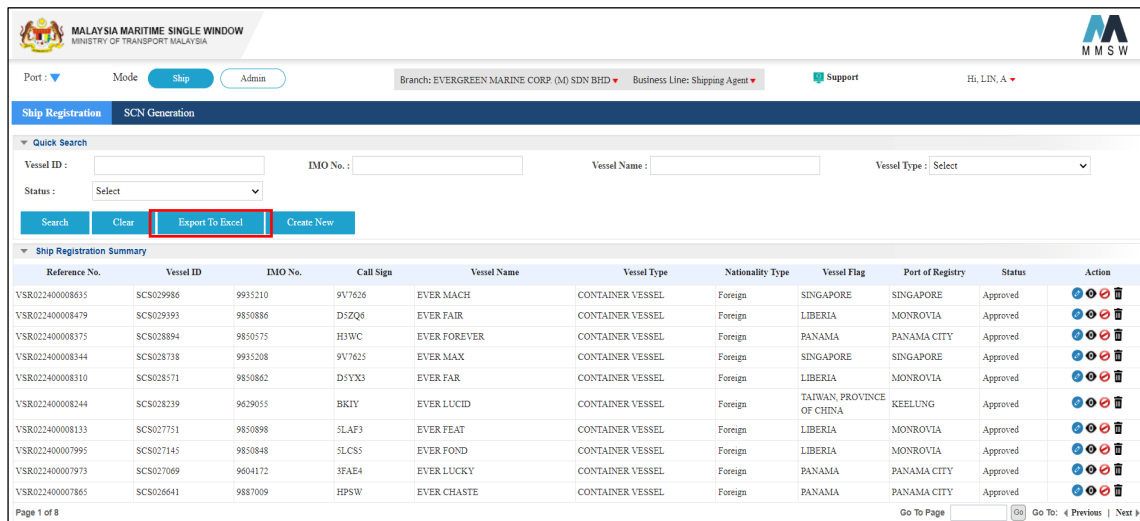
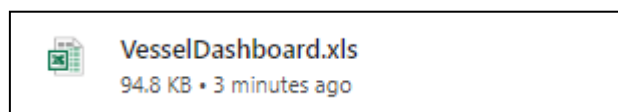


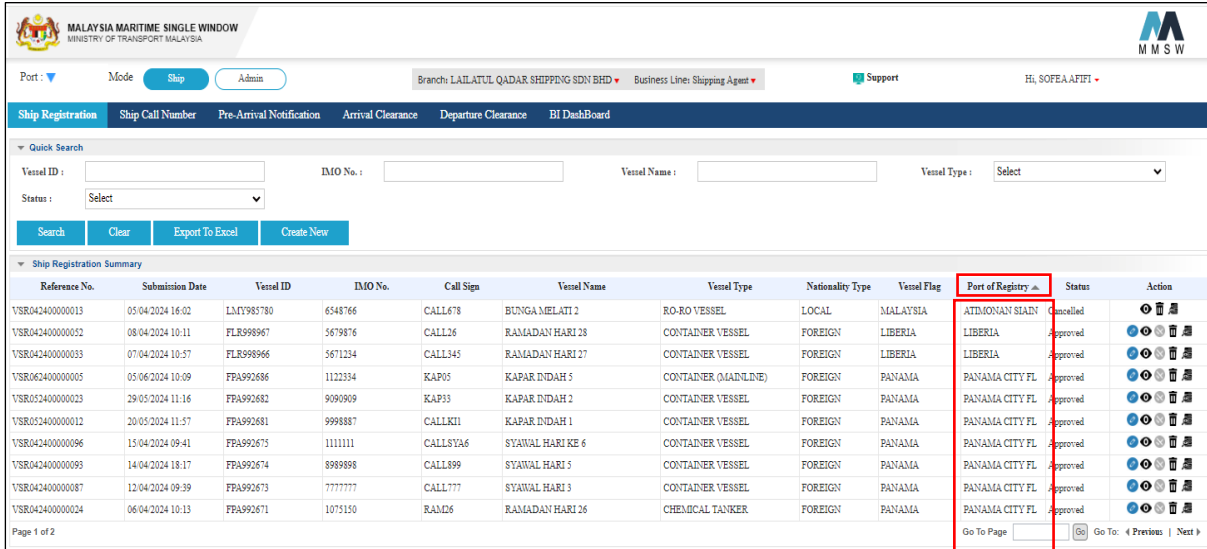
Figure 14: MMSW Button to Export Data to Excel Format

Click the **<Export To Excel>** button to export the records to an Excel file format. The Excel file is downloaded to the **Downloads** folder as shown below:



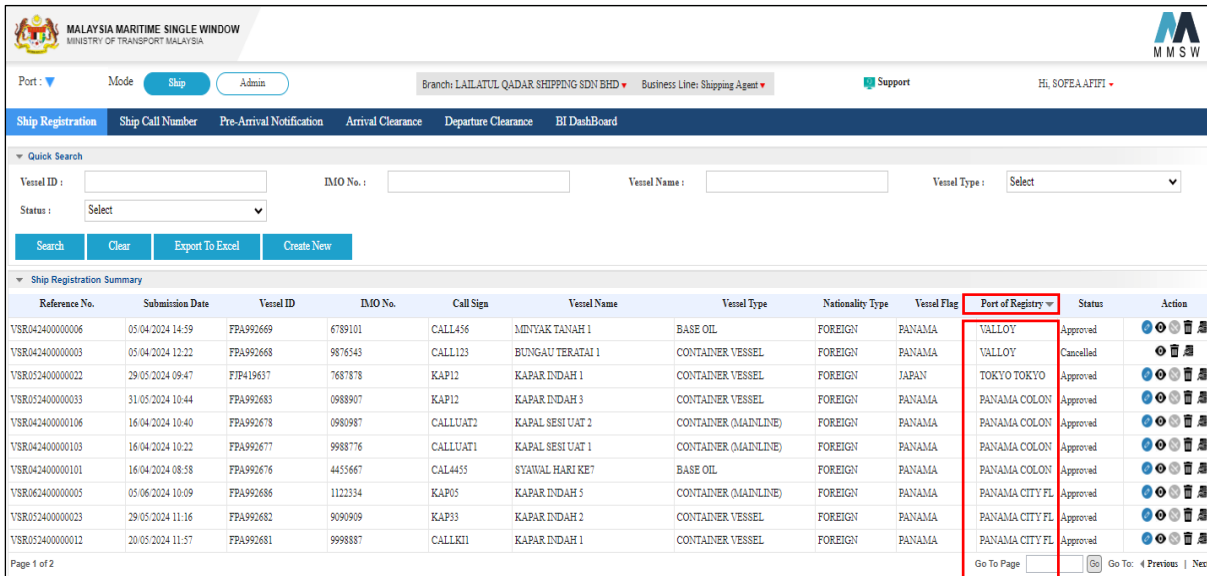
### 6.3 Sort Functionality

In Quick Search screens, when you click on the column title (highlighted in the following figure), the system will sort the records in an ascending or descending order as shown below:



Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry ▲	Status	Action
YSR04240000013	05/04/2024 16:02	LMY985780	6548766	CALL678	BUNGA MELATI 2	RO-RO VESSEL	LOCAL	MALAYSIA	ATIMONAN SIANI	Cancelled	🔍 🗑️ 🔄
YSR04240000052	08/04/2024 10:11	FLR998967	5679876	CALL26	RAMADAN HARI 28	CONTAINER VESSEL	FOREIGN	LIBERIA	LIBERIA	Approved	🔍 🗑️ 🔄
YSR04240000033	07/04/2024 10:57	FLR998966	5671234	CALL345	RAMADAN HARI 27	CONTAINER VESSEL	FOREIGN	LIBERIA	LIBERIA	Approved	🔍 🗑️ 🔄
YSR06240000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR05240000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR05240000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR04240000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR04240000093	14/04/2024 18:17	FPA992674	8989898	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR04240000087	12/04/2024 09:39	FPA992673	7777777	CALL777	SYAWAL HARI 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR04240000024	06/04/2024 10:13	FPA992671	1075150	RAMD6	RAMADAN HARI 26	CHEMICAL TANKER	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄

Figure 15: MMSW Listing with Sorted by Port of Registry (Ascending)



Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry ▼	Status	Action
YSR04240000006	05/04/2024 14:59	FPA992669	6789101	CALL456	MENYAK TANAH 1	BASE OIL	FOREIGN	PANAMA	VALLOY	Approved	🔍 🗑️ 🔄
YSR04240000003	05/04/2024 12:22	FPA992668	9876543	CALL123	BUNGAU TERATAI 1	CONTAINER VESSEL	FOREIGN	PANAMA	VALLOY	Cancelled	🔍 🗑️ 🔄
YSR05240000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	🔍 🗑️ 🔄
YSR05240000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	🔍 🗑️ 🔄
YSR04240000016	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	🔍 🗑️ 🔄
YSR04240000013	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	🔍 🗑️ 🔄
YSR042400000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	🔍 🗑️ 🔄
YSR06240000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR05240000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄
YSR05240000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	🔍 🗑️ 🔄

Figure 16: MMSW Listing with Sorted by Port of Registry (Descending)

The ascending ▲ icon in the column name indicates that records are sorted in ascending order.

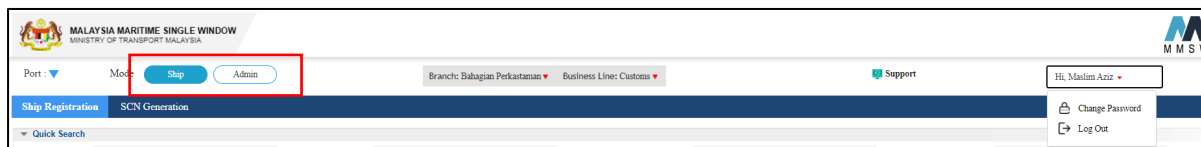
The descending ▼ icon in the column name indicates that records are sorted in descending order.

In the sample above, the sorting of the data is based on the Port or Registry, as highlighted.

## 7 HOME PAGE

### 7.1 System Menu

The Modules and Sub Modules of the MMSW application are as follows:



**Figure 17: MMSW Modules**

The table below explains the MMSW Mode and their sub-modules:

**Table 9: MMSW Mode and their Sub-modules**

Mode	Modules	Sub Modules
<b>Ship</b>	Ship Registration	Ship Registration
	Ship Call Number	SCN Generation
	Pre-Arrival Notification	Pre-Arrival Notification
	Arrival Clearance	FAL
	Departure Clearance	Departure Clearance
	BI DashBoard	BI DashBoard
<b>Admin</b>	Organization Profile	Update View Branches Create Branch
	Roles & Rights	Create View
	User Management	View Users Create User

### 7.2 Exit System

To exit from the system the user must log out. On clicking the **Welcome → Log Out** menu, the user will be logged out from the application and the Login page will be displayed.

## 8 USER REGISTRATION MODULE

### 8.1 User Registration

#### 8.1.1 New Registration Sequence:

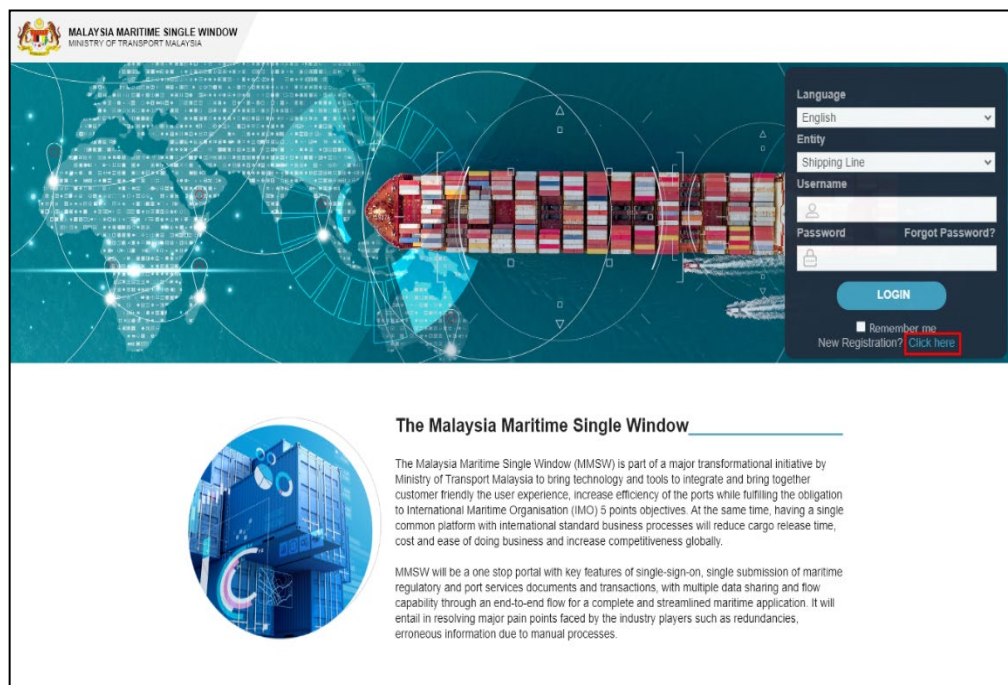
 **The following is the sequence for the new registration (Organization Admin) of a user.**

- i. First create Port Authority/Authorities users.
- ii. Then create Port Operator/Terminal Operator/Private Jetty users and assign it to the Port Authority.
- iii. Then create government agencies users (Marine Department /Chemistry Department /Immigration /Police /Port Health etc.) and map with the Port Operator/Terminal Operator/Private Jetty. (This is because when a ship is coming to a particular Port, the Port Operator needs to send multiple forms to multiple government agencies. On mapping the system knows which request to send to which agencies).
- iv. Then create Shipping Agent users.

#### 8.1.2 Creating a New User

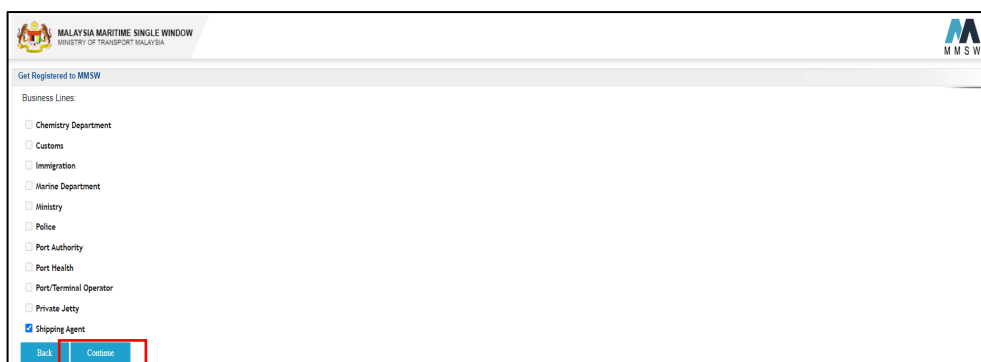
To create a new user (Organization Admin), the user must follow the below steps:

- i. On the Login page, click the **Click here** link as shown in the screen below:



**Figure 18: MMSW Landing Page – To Create New User**

- ii. Users will be logged in as a Guest User and will see the below screen. From the **Business Lines** option select the stakeholder the user wants to register, and click the **<Continue>** button as shown in the screen below:

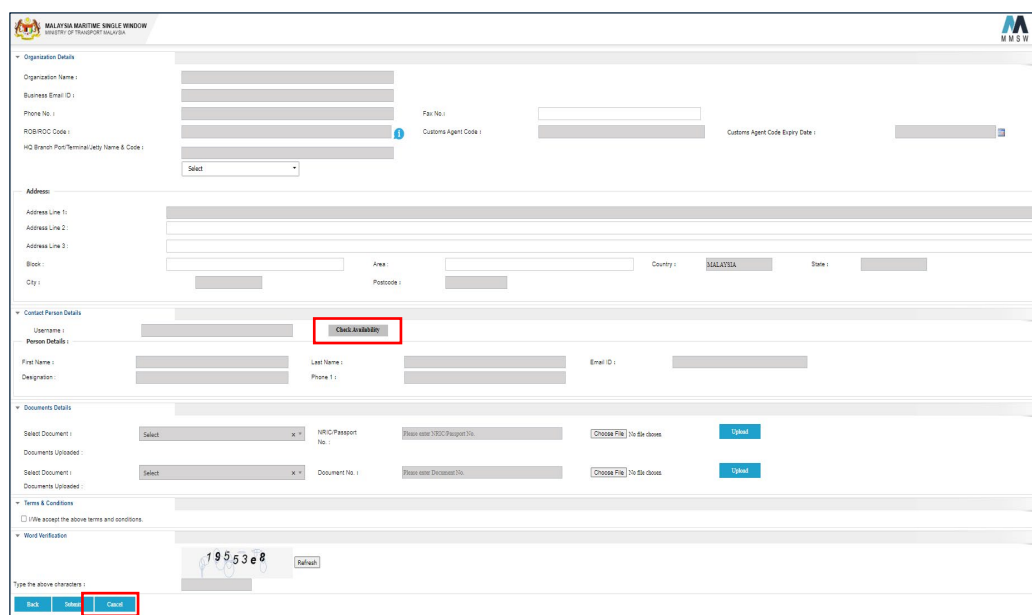


**Figure 19: Create New User - Business Lines Selection**



**Only one business line can be selected at a time. After selecting one business line other checkboxes are disabled.**

iii. Now the registration screen will appear as shown in the screen below:



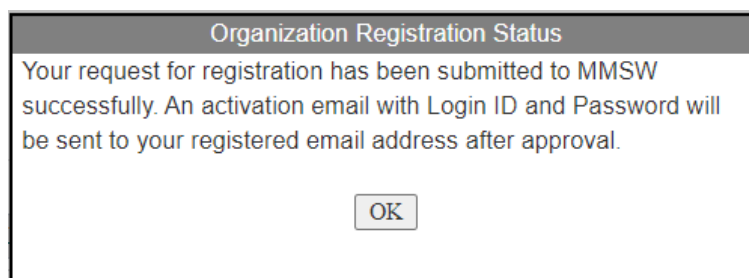
**Figure 20: MMSW Create New User Submit Button**

- iv. Enter all the mandatory fields in all sections.
- v. In the Organization Details section, enter the Organization details.
- vi. Enter a valid **“Business Email ID”** while registering with the organization. Email communications will be sent to the entered Business Email ID.
- vii. Enter the **“Username”** under Contact Person Details and check for the availability of the same by clicking the **<Check Availability>** button. If the username is available then continue, else enter a new Username and repeat the process of checking the availability of entered new usernames.
- viii. In Contact Person details, enter the Organization Contact Person details (i.e. **Organization Admin** details).
- ix. In the Documents Details section, select the document to be uploaded from the Select

Document dropdown. Enter the Document No, click the **<Choose File>** button to select the document to be uploaded and click the **<Upload>** button.

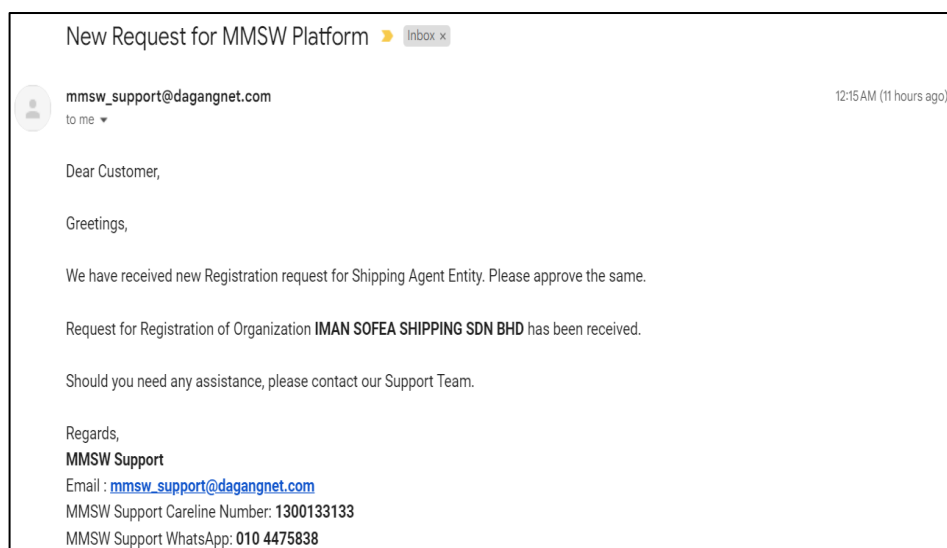
Documents uploaded will be displayed in the Documents Uploaded section.

- x. In the Terms & Conditions section accept the terms and conditions mentioned under Terms & Conditions.
- xi. Type the Word Verification under the Word Verification section.
- xii. Click the **<Submit>** button.
- xiii. Once the request is submitted for approval, a message will be displayed as shown in the screen below:



**Figure 21: MMSW User New Create Request Notification**

- xiv. Click **<OK>** button. User will receive email from MMSW as per the following:



**Figure 22: email on the submission of the User's Registration for Approval**

- xv. The approver for the user's registration depends on the type of the business line of the user that is requesting,
  - The approver is either by the Customs officer or the Ministry of Transport (MOT):
    - If the request is submitted by the **Shipping Agent**, it is approved by the **Customs Officer**.
    - If the request is submitted by a **government agency** (i.e. Port Authority /Marine Department / Chemistry Department /Immigration /Police /Customs /Port Health etc.), it is approved by the **Ministry of Transport (MOT) Officer**.

- For Branch creation or sub-user creation no approval is required. It can be done by the organization admin.
- xvi. Upon approval of the above, an email will be sent to the registered Email ID with login credentials and system generated password. On rejection, an email will also be sent to registered Email ID with rejection reason.

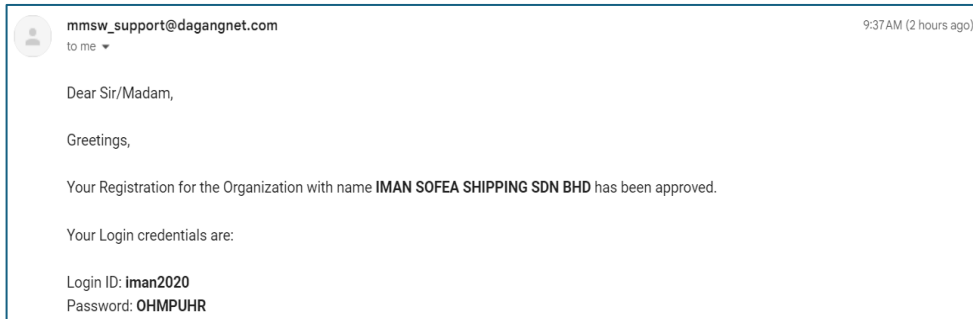


Figure 23: email received on the user's Registration

### 8.1.3 Registration of Port Officers

The following are steps to register the port officers. Port Officers include Port Authority officers, Port Operator/Terminal Officers, and private jetty officers.

- Port Operator, Terminal Operator and Private Jetty business lines operate under the Port Authority.
- The Port Authority is to be registered first.** After registering for Port Authority, the user can register for Port Operator/Terminal Operator/Private Jetty.
- The Port Authority has multiple ports under them.
- In Port Authority registration, "Port Authority Code" is mapped with "Branch Type".
- While registering for Port Operator/Terminal Operator/Private Jetty, the user must enter Port Code (for Port Operator), Terminal Code (for Terminal Operator) and Jetty Code (for Private Jetty) and select the "Port Authority".

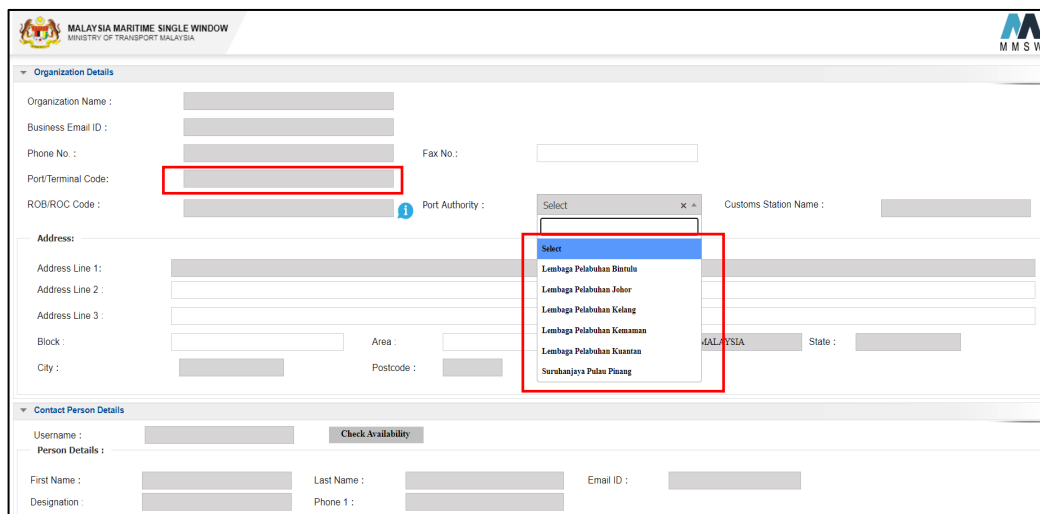
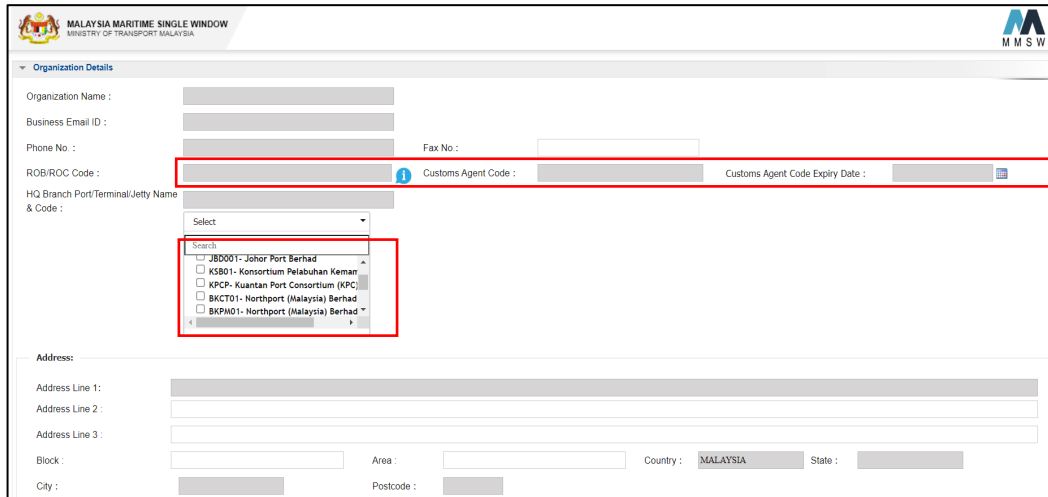


Figure 24: Port Officers Registration

- vi. User registration request for the **Port Authority/ Port Operator/Terminal Operator/Private Jetty**, is approved by **Ministry of Transportation (MOT)**.

### 8.1.4 Registration for Shipping Agent:

- i. Select one/many “HQ Branch Port/Terminal/Jetty Name and Code”.
- ii. Select/Enter Agent Code, ROC Code and Custom Code Expiry Date.
- iii. User registration request of **Shipping Agent** is approved by **Customs**.



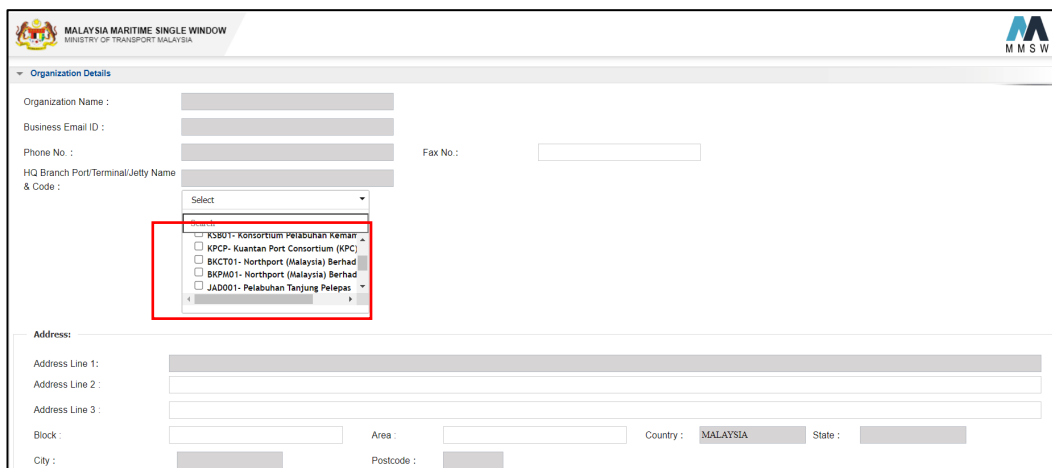
The screenshot shows the 'Organization Details' section of the MMSW registration form. The 'HQ Branch Port/Terminal/Jetty Name & Code' dropdown menu is open, displaying a search bar and a list of options: JB0001- Johor Port Berhad, KSB01- Konsortium Pelabuhan Kemari, KPCC- Kuantan Port Consortium (KPC), BKCT01- Northport (Malaysia) Berhad, and BKPM01- Northport (Malaysia) Berhad. A red box highlights this dropdown menu. Other fields like 'Organization Name', 'Business Email ID', 'Phone No.', 'Fax No.', 'ROB/ROC Code', 'Customs Agent Code', and 'Customs Agent Code Expiry Date' are also visible.

Figure 25: Shipping Agent Registration

### 8.1.5 Registration for Government Agencies Officers

The are the procedure for registering the Government Officers. Government officers include but are not limited to officers from Marine Department, Chemistry Department, Immigration, Port Health Office

- i. Registration request of any of the officers from the agencies is approved by the **Ministry of Transportation (MOT)**.
- ii. While registering for the above “HQ Branch Port/Terminal/Jetty Name and Code” must be selected. One or multiple “HQ Branch Port/Terminal/Jetty Name and Code” can be selected.



The screenshot shows the 'Organization Details' section of the MMSW registration form. The 'HQ Branch Port/Terminal/Jetty Name & Code' dropdown menu is open, displaying a search bar and a list of options: KSB01- Konsortium Pelabuhan Kemari, KPCC- Kuantan Port Consortium (KPC), BKCT01- Northport (Malaysia) Berhad, BKPM01- Northport (Malaysia) Berhad, and JAD001- Pelabuhan Tanjung Pelepas. A red box highlights this dropdown menu. Other fields like 'Organization Name', 'Business Email ID', 'Phone No.', 'Fax No.', 'Address', 'Block', 'Area', 'Country', 'State', 'City', and 'Postcode' are also visible.

Figure 26: Government Officers Registration

### 8.1.6 Registration for Customs:

- i. User registration request of **Customs** is approved by **Ministry of Transportation (MOT)**.



**Approver of whether MOT or Customs officer can be changed as per User Preferences. MOT is the approver.**

**MOT/Customs will approve the user creation request in Admin → Profile Management → Received Request screen. MOT.**

## 8.2 Admin

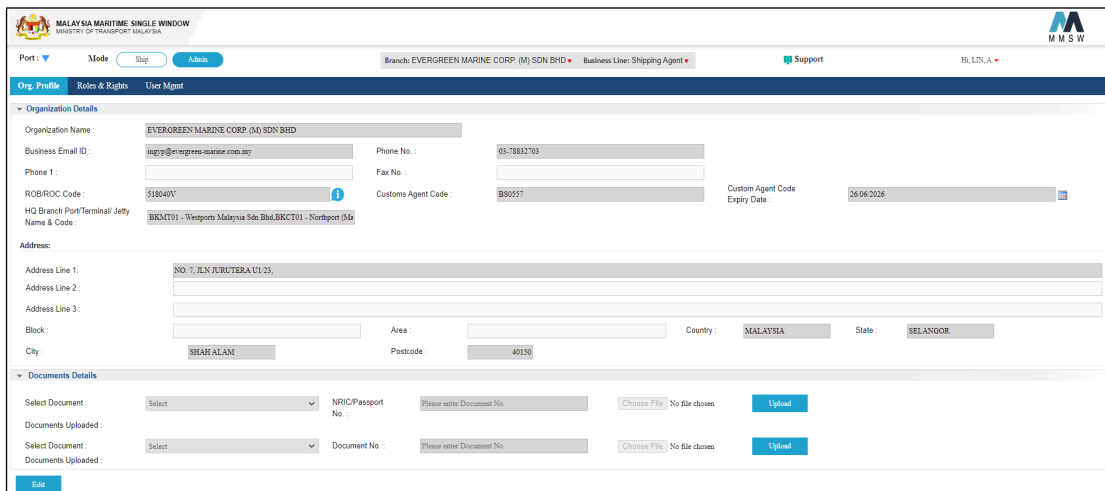
The user account created on the Login page in the User Registration module is the **Organization admin** of the admin module.

## 8.3 Organization Profile

User registration details entered at the time of user registration on the Login page are displayed on this screen.

- **Access Path: Admin → Org. Profile → Update**

Organization Profile screen appears as shown in the figure below:



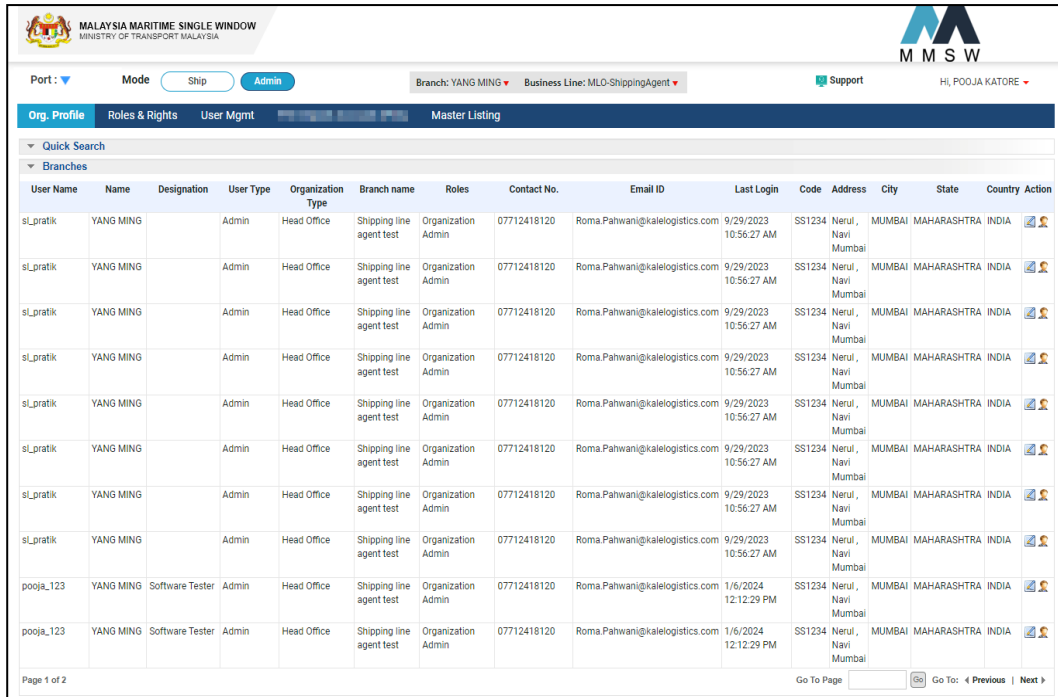
**Figure 27: Organization Profile Page**

The Organization admin can update the details on this screen and click the **<Save>** button to save the changes.

## 8.4 View Branches

Organization Branches created by the Organization admin are displayed on this screen.

- **Access Path: Admin → Org. Profile → View Branches**



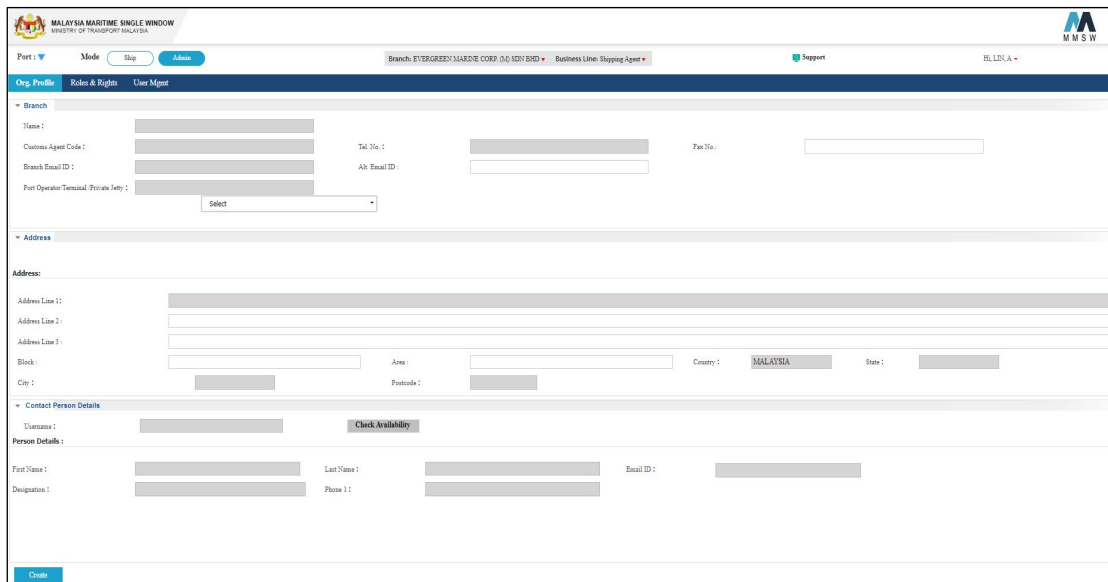
The screenshot shows the 'Organization Profile' page in MMSW. At the top, there are navigation tabs: 'Org. Profile', 'Roles & Rights', 'User Mgmt', and 'Master Listing'. Below these is a 'Quick Search' bar and a 'Branches' section. The main content is a table listing branches with the following columns: User Name, Name, Designation, User Type, Organization Type, Branch name, Roles, Contact No., Email ID, Last Login, Code, Address, City, State, Country, and Action. The table contains 10 rows of data, including users like 's\_lpratik' and 'pooja\_123'. At the bottom, there is a 'Page 1 of 2' indicator and a 'Go To Page' field.

Figure 28: Organization Profile with the Branches List

## 8.5 Create Branch

- Access Path: Admin → Org. Profile → Create Branch

The Organization admin will create organization users as well as organization branches.



The screenshot shows the 'Create Branch' page in MMSW. It features several input fields for branch details:
 

- Branch Name:** A text input field.
- Customer Agent Code:** A text input field.
- Tel. No.:** A text input field.
- Branch Email ID:** A text input field.
- Alt. Email ID:** A text input field.
- Port Operator/Terminal/Private Jetty:** A dropdown menu with a 'Select' button.
- Address:** Three text input fields for 'Address Line 1', 'Address Line 2', and 'Address Line 3'.
- Block:** A text input field.
- Area:** A text input field.
- Country:** A dropdown menu with 'MALAYSIA' selected.
- State:** A dropdown menu.
- City:** A text input field.
- Postcode:** A text input field.
- Contact Person Details:** A section with a 'Check Availability' button and fields for 'Username', 'First Name', 'Last Name', 'Email ID', 'Designation', and 'Phone 1'.

 A 'Create' button is located at the bottom left of the form.

Figure 29: Organization Profile - Create Branch Page

- In this screen, Organization admin will create a branch and **at the same time** will allocate the Branch admin user for the branch being created. Organization admin will also select the Port Operator /Terminal /Private Jetty for the Branch being created.

- ii. The Branch admin will do all the branch configuration for the branches.
- iii. The Branch admin can then login and create sub-users and roles/rights for that Branch (Only the Branch admin can create sub-users and roles/rights for his branch, other Branch admins cannot. Even the Organization admin cannot create sub-users and roles/rights for other Branches).

## 8.6 Roles & Rights

Roles created in this module are used in the User Management module for giving access rights to users.

User can perform the following operations in this module:

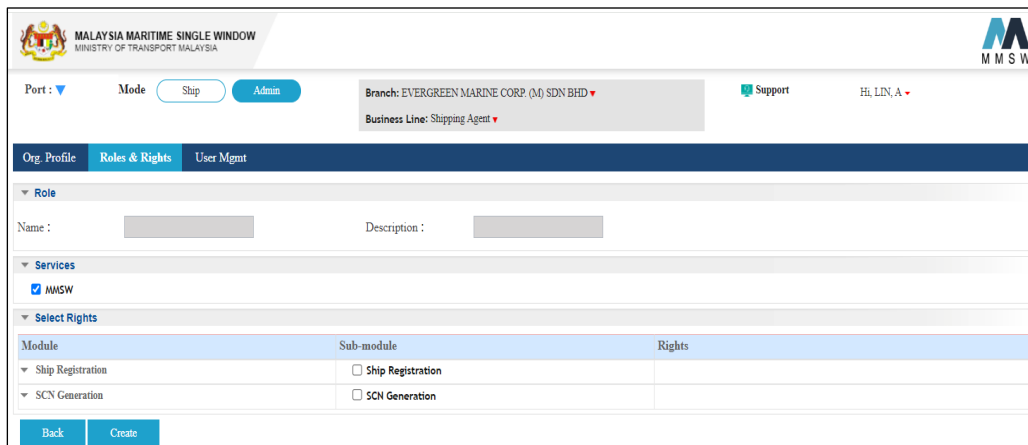
- i. Add user's roles.
- ii. View the details of existing roles.
- iii. Edit an existing role.
- iv. Delete an existing role.

## 8.7 Create a Role

➤ **Access Path: Admin → Roles & Rights → Create**

### 8.7.1. Creating a new role:

- i. Navigate to **Admin → Roles & Rights → Create**. Create screen appears as shown below:



Module	Sub-module	Rights
Ship Registration	<input type="checkbox"/> Ship Registration	
SCN Generation	<input type="checkbox"/> SCN Generation	

**Figure 30: Screen to Create Roles and Rights for New User**

- ii. Enter the details mentioned below:
  - **Name:** Enter the name of the role. It should be unique.
  - **Description:** Enter all the functions or operations that will be carried out in this Role.
- iii. In the Services section, select the "MSW" checkbox.
- iv. In the Select Rights section, select the Sub-module and required Rights checkboxes. Click the **<Create>** button at the bottom of the screen. The role is created successfully and displayed in the **Roles & Rights → View** screen.

- v. If no rights checkboxes are selected and the **<Create>** button is clicked, then a message “Please select at least one right from list” will be displayed.
- vi. Click the **<Back>** button to go back to the View/Organization Roles screen.

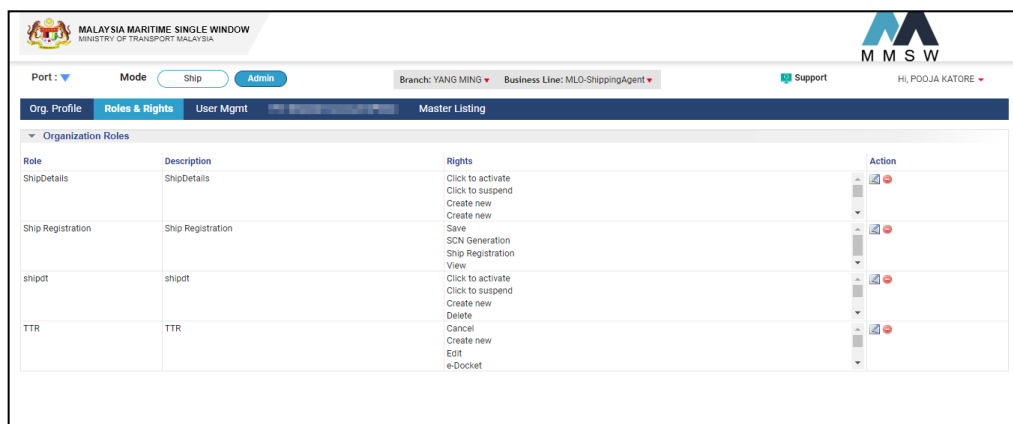
## 8.8 View Roles

In this screen, the roles created by the respective user are displayed.

➤ **Access Path: Admin → Roles & Rights → View**

### 8.8.1 View the role:


- i. Navigate to **Admin → Roles & Rights → View**. The View screen appears as shown below:

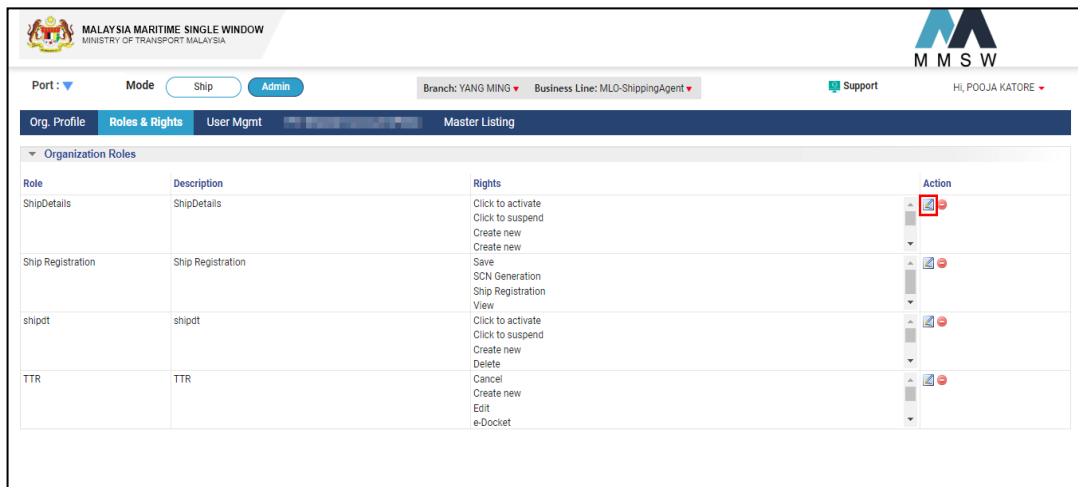


**Figure 31: Screen to view the User's Role**

## 8.9 Edit a Role

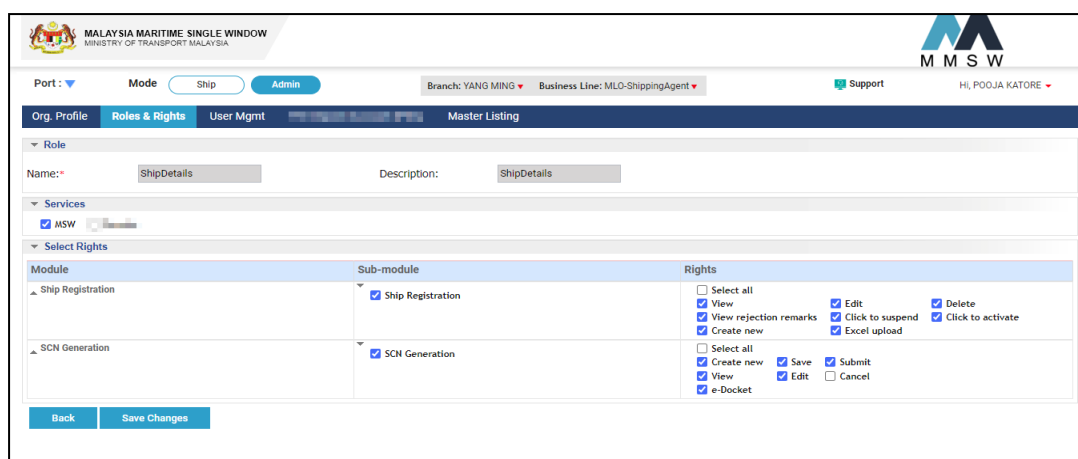
The roles created by the user can be edited and updated. User can only edit roles created by him/her.

- i. To edit the Role, click the Edit icon (  ) as shown below:



**Figure 32: Button to Edit User's Role**

- ii. User will be navigated to the Edit screen as shown below:



**Figure 33: Screen to Edit User's Role**

- iii. User can select/deselect the checkbox against each right to edit the Rights.
- iv. Click the **<Save Changes>** button to save the changes. A pop-up message will be displayed as shown below:



**Figure 34: Pop-up Message for Successful of User's Role Update**

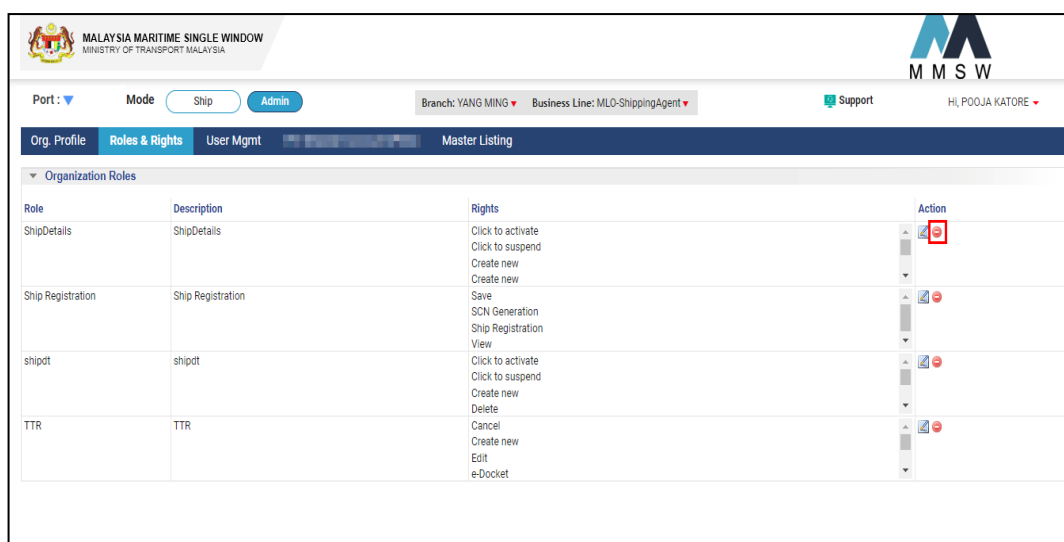
- v. Clicking the **<Close>** button will navigate the user to the View/Organization Roles screen.
  - o If no rights are selected and the **<Save Changes>** button is clicked, then a message "Please select at least one right from list" will be displayed.
  - o Clicking the **<Back>** button will navigate the user to the View/Organization Roles screen without saving the changes.

## 8.10 Delete a Role


User can only delete a role created by him/her.

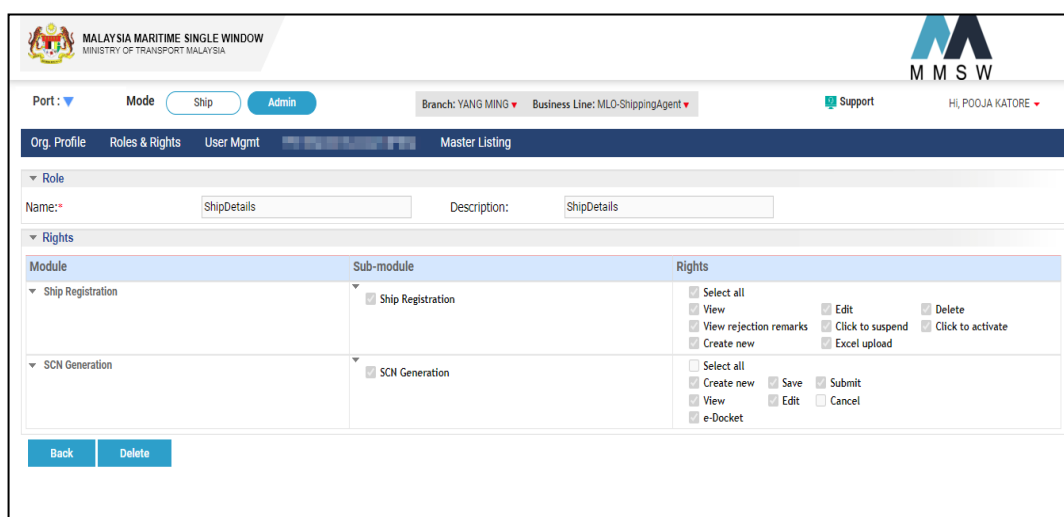
### 8.10.1 Delete a Role:

- i. Navigate to **Admin → Roles & Rights → View**. The View screen appears as shown below:



**Figure 35: Button to Delete User's Role**

- ii. To delete a Role, click the Delete (  ) icon as shown in the above screen. A confirmation message appears on the screen as shown below:



**Figure 36: Screen on the Details of User's Role to Delete**

- iii. Click the **<Delete>** button to delete the Role. The Role will be deleted, and the View screen will be refreshed.

## 8.11 User Management

The Branch admin user can create branch sub-users and assign them various roles and rights. The branch admin user can also edit/reset the password of branch sub-users.

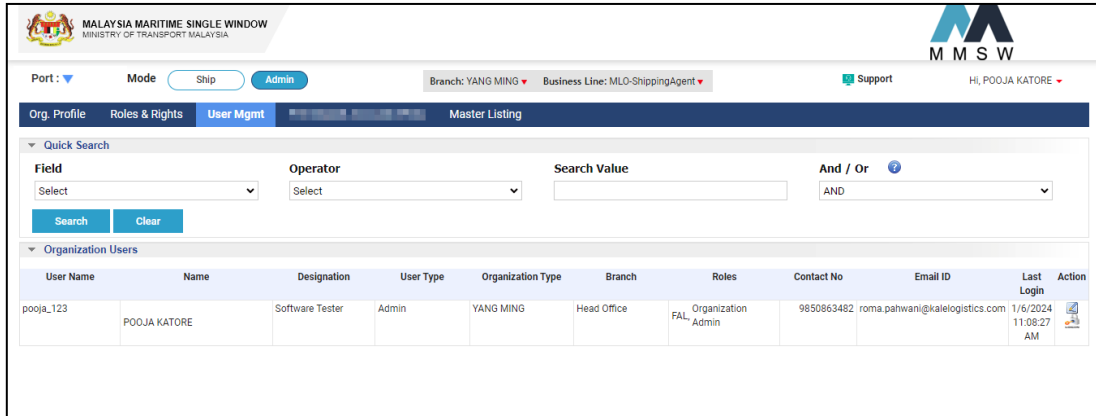
The Branch admin user can perform the following operations on this screen:

- Create a new branch sub-user.
- View / Edit sub-users.

- Reset the password of sub-users.


➤ **Access Path: Admin → User Management**

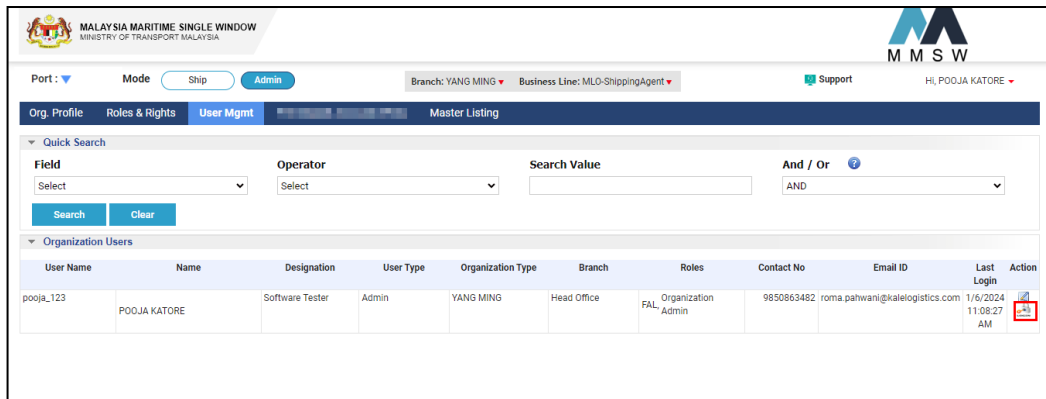
The **User Management** screen appears as shown below:



**Figure 37: Screen on User's Management**

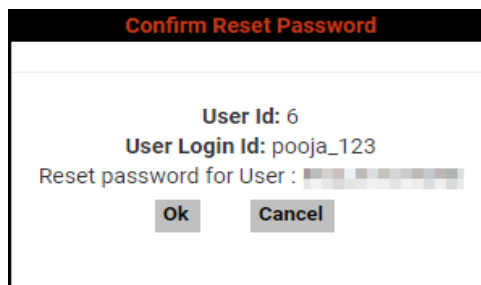
## 8.12 Reset Password

- To reset the password of the sub-user, click the Reset User Password icon (  ) of the corresponding user as shown below:



**Figure 38: Reset User Password Icon**

- The following pop-up is displayed:

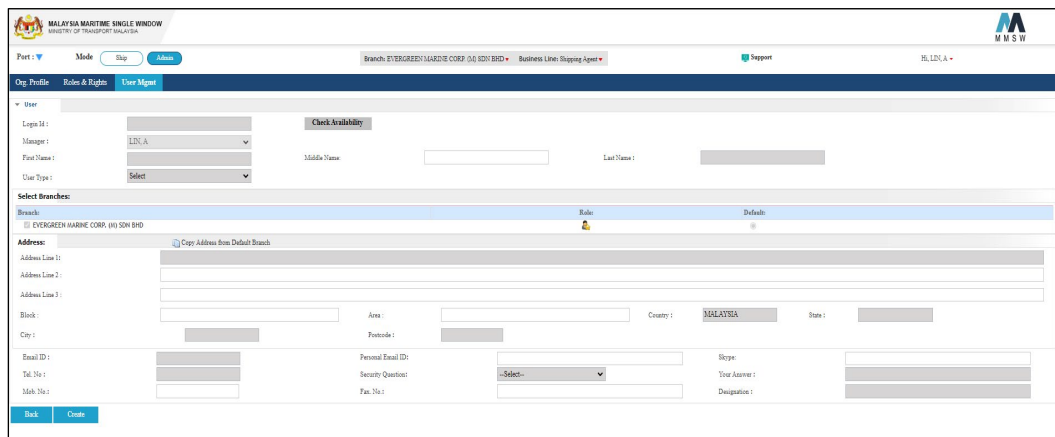


**Figure 39: Pop-up Message for User's Password Reset**




- iii. To auto-reset the password, click the **<Ok>** button.
- iv. To cancel resetting the password, click the **<Cancel>** button.

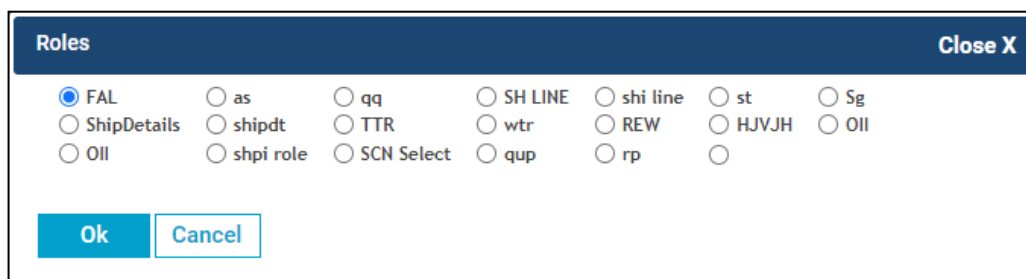
### 8.13 Create User

- i. To create a new user, navigate to **Admin → User Management → Create User** screen. The following screen will be displayed:




**Figure 40: Screen to Create New User**

- ii. Enter the Login ID, First Name, Middle Name and Last Name.
- iii. Select the Manager from the drop-down.
- iv. Select the User Type. User Type “User” does not have access to the Admin module, User Type “Admin” has access to the Admin module.
- v. When User Type is selected as “Admin”, Role (  ) icon will be disabled.
- vi. When User Type is selected as “User”, Role (  ) icon will be enabled.
- vii. Select the Branch to which the user belongs. Only one branch can be selected.
- viii. Click the Role (  ) icon corresponding to the Branch selected and assign roles to the sub-user being created. Click the **<Ok>** button after selecting the roles to be assigned.

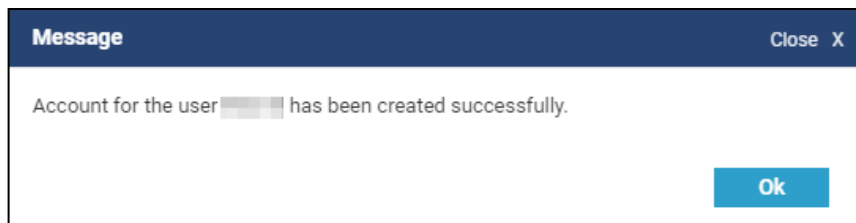


**Figure 41: Selecting Roles for the New User**

- ix. Enter the Address or select the default branch radio button in the Select Branches section and click the  **Copy Address from Default Branch** icon to copy the address from the default

branch.


- x. Enter the Email Address and Telephone number.
- xi. Select the security question and answer.
- xii. Click the **<Create>** button. The following pop-up is displayed:

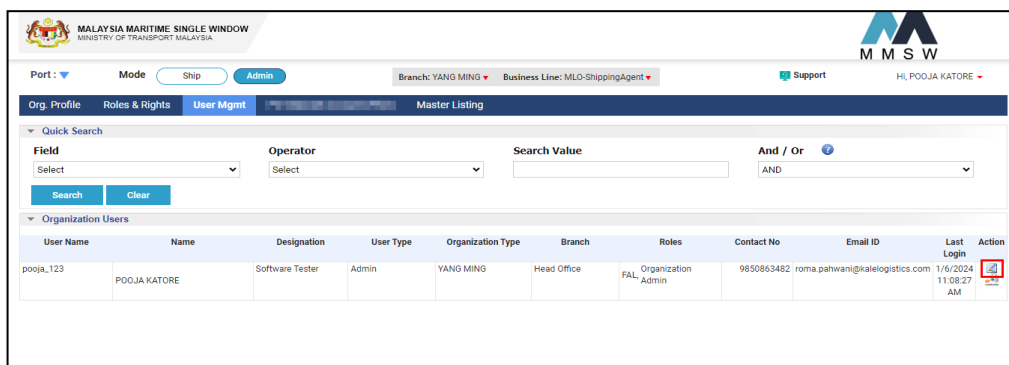


**Figure 42: Pop-up Message for User Creation Approval**

- xiii. Click the **<Ok>** button to close the pop-up.

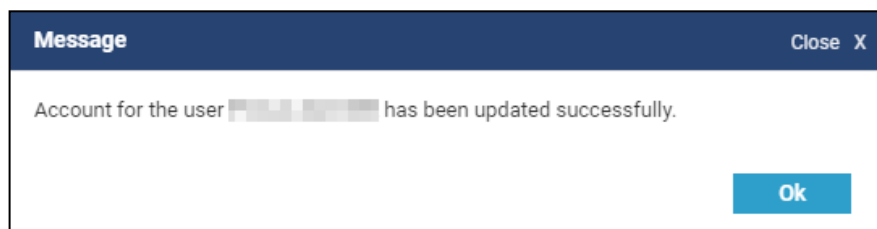
## 8.14 Edit User

- i. To edit the details of any sub-user, click the Edit (  ) icon corresponding to a sub-user. The following screen will be displayed:



**Figure 43: Button to Edit Sub-user Detail**

- ii. All the data captured against the selected user is displayed.
- iii. Users can make the required changes and click the **<Save>** button. The following pop-up is displayed:



**Figure 44: Pop-up Message on User Details Update Success**

- iv. Click the **<Ok>** button to close the pop-up.

## 9 SHIP REGISTRATION MODULE

All ships must be registered before entering any ports in Malaysia with the Marine Department. Vessel ID will be generated and can be used for operations in all ports in Malaysia.

This module allows the Shipping Agent/Marine Department to perform the following operations:

- i. Shipping Agent, to submit the Ship Registration request to the Marine Department.
- ii. Shipping Agent to view vessel Details, update vessel details, suspend vessel temporarily, reactivate suspended vessel and cancel Vessel ID.
- iii. Marine Department to Approve/Reject the Ship Registration request.
- iv. Marine Department to Suspend the vessel and reactivate the suspended vessel.

### 9.1 Ship Registration (Vessel ID Generation)

Shipping Agent can submit the ship registration request from the following module.

➤ **Access Path: Ship → Ship Registration → Ship Registration**

#### 9.1.1 Steps of Ship Registration



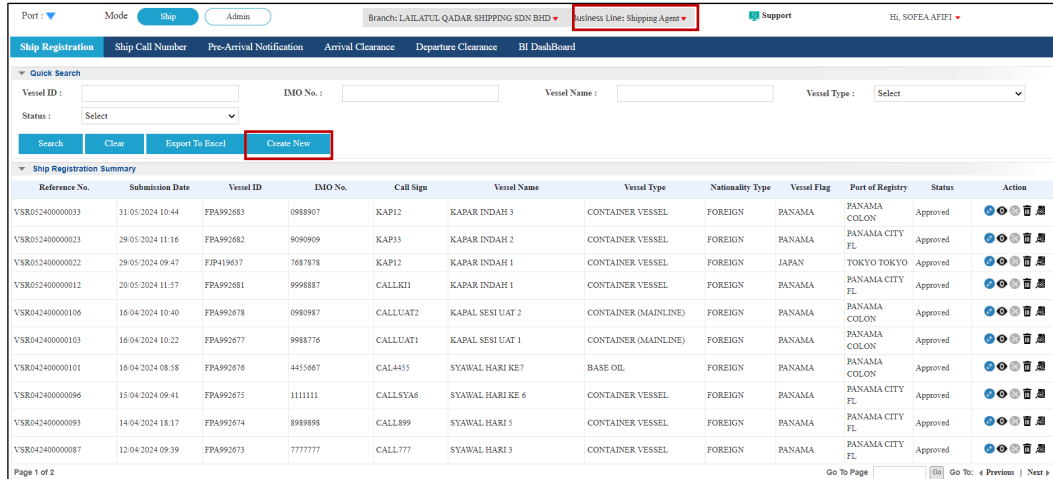
**The following are the step for the ship registration in MMSW:**

- i. Shipping agent to request new ship Registration.
- ii. The approver for the ship registration is **the Marine Department**.
- iii. Upon approval by the Marine officer, MMSW will generate the Vessel ID for the ship.
  - If the vessel is a foreign Vessel ID name will start with the letter “F” and if the vessel is a Local Vessel ID will start with the letter “L”. This is followed by 2-digit country code.
- iv. If the Ship Registration request is rejected by the Marine Department, the shipping agent will need to edit and resend it to the Marine Department again for approval.

#### 9.1.2 New Ship Registration Request

To create a new Ship Registration request, the Shipping Agent must perform the following steps:

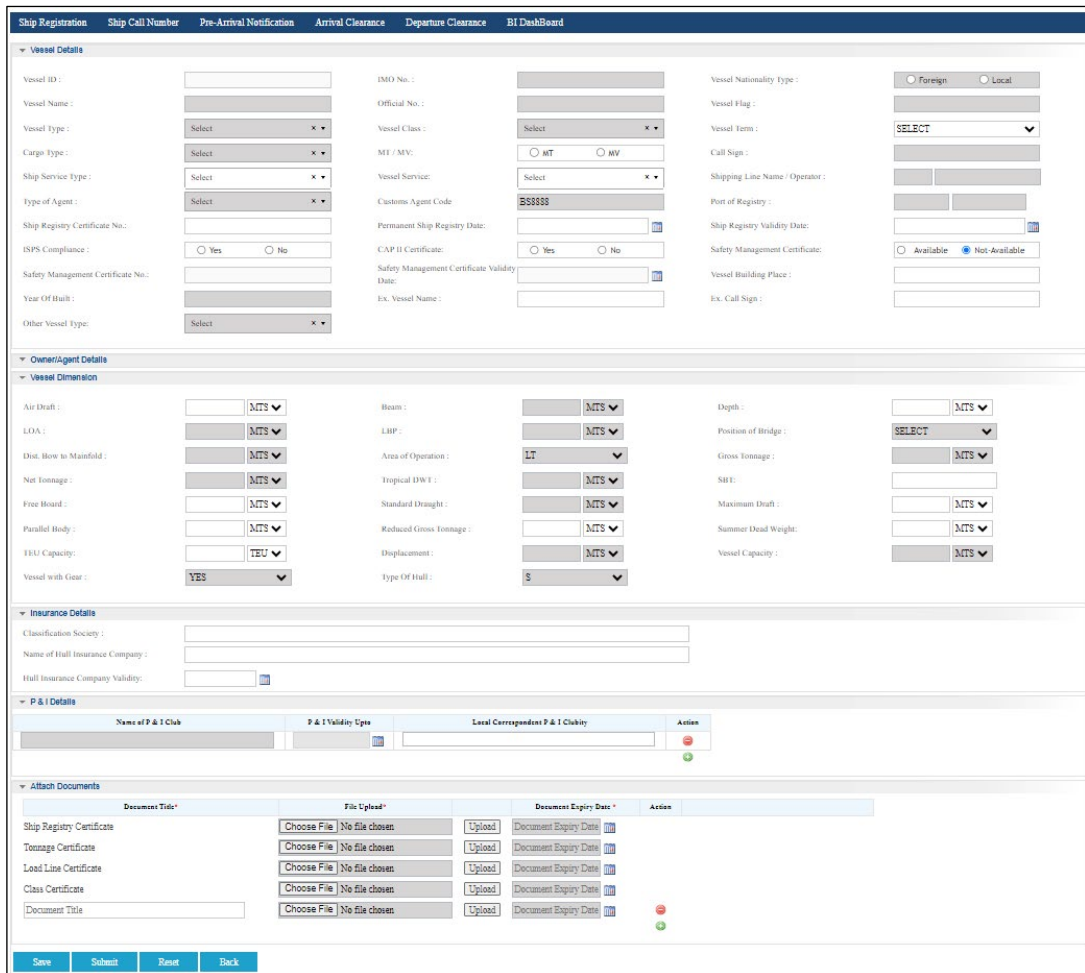
- i. Login as a Shipping Agent.
- ii. Navigate to the **Ship → Ship Registration** screen. Select the **Ship Registration** sub-module.
- iii. The following screen will appear. Click the **<Create New>** button in the Search screen as shown below:



Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
YSR05240000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	
YSR05240000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
YSR05240000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	
YSR05240000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
YSR042400000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
YSR042400000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
YSR042400000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	
YSR042400000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
YSR042400000093	14/04/2024 18:17	FPA992674	8989896	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
YSR042400000087	12/04/2024 09:39	FPA992673	7777777	CALL777	SYAWAL HARI 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	

Figure 45: Screen to Create New Ship Registration

iv. When the <Create New> button is clicked, the following screen will be displayed:



**Vessel Details**

Vessel ID:  IMO No.:  Vessel Nationality Type:  Foreign  Local

Vessel Name:  Official No.:  Vessel Flag:

Vessel Type:  Vessel Class:  Vessel Term:

Cargo Type:  MT / MV:  MT  MV Call Sign:

Ship Service Type:  Vessel Service:  Shipping Line Name / Operator:

Type of Agent:  Customs Agent Code:  Port of Registry:

Ship Registry Certificate No.:  Permanent Ship Registry Date:

ISPS Compliance:  Yes  No CAP II Certificate:  Yes  No Ship Registry Validity Date:

Safety Management Certificate No.:  Safety Management Certificate Validity Date:  Safety Management Certificate:  Available  Not-Available

Year Of Build:  Ex. Vessel Name:  Vessel Building Place:

Other Vessel Type:  Ex. Call Sign:

**Owner/Agent Details**

**Vessel Dimension**

Air Draft:  MTS Beam:  MTS Depth:  MTS

LOA:  MTS LBP:  MTS Position of Bridge:

Dist. Bow to Mainfield:  MTS Area of Operation:  LT Gross Tonnage:  MTS

Net Tonnage:  MTS Tropical DWT:  MTS SBE:

Free Board:  MTS Standard Draught:  MTS Maximum Draft:  MTS

Parallel Body:  MTS Reduced Gross Tonnage:  MTS Summer Dead Weight:  MTS

TEU Capacity:  TEU Displacement:  MTS Vessel Capacity:  MTS

Vessel with Gear:  YES Type Of Hull:  S

**Insurance Details**

Classification Society:

Name of Hull Insurance Company:

Hull Insurance Company Validity:

**P & I Details**

Name of P & I Club	P & I Validity Type	Local Correspondent P & I Club	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Attach Documents**

Document Title	File Upload	Document Expiry Date	Action
Ship Registry Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="text"/> <input type="button" value="Document Expiry Date"/>	
Tonnage Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="text"/> <input type="button" value="Document Expiry Date"/>	
Lead Line Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="text"/> <input type="button" value="Document Expiry Date"/>	
Class Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="text"/> <input type="button" value="Document Expiry Date"/>	
Document Title	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="text"/> <input type="button" value="Document Expiry Date"/>	

Figure 46: Ship Registration Fields Details

v. Enter the IMO Number. IMO No is 7-digit number. Registered IMO Number cannot be used again. It will display validation.

- vi. Select the Vessel Nationality Type (Foreign/Local). If the vessel is a foreign nationality, Vessel ID name will start with the letter “F” and if the vessel is a Local vessel, Vessel ID will start with the letter “L”.
- vii. Enter/Select the Vessel Name, Vessel Flag, Vessel Type, Vessel Class and Cargo Type.
- viii. Select Vessel Term (i.e. How frequently the Vessel comes to Port).
- ix. Select whether the vessel is MT/MV (i.e. Mother Tanker/ Mother Vessel).
- x. In the Agency dropdown select, Shipping Agent or Vessel Agent. Shipping Agent means registration is done by a Third-party agent. Vessel Agent means registration is done by an In-house agent.
- xi. The Agency Code column displays the Logged in user’s shipping agent code.
- xii. Enter the Vessel Port of registration and Ship Registration validity date.
- xiii. In Ex. Vessel Name and Ex. Call Sign, enter the previous name of the vessel and the previous call sign of the vessel.
- xiv. Enter Other Vessel details.
- xv. In Owner/Agent Details, enter Owner details, Charterer details (i.e. Individual/ Organization renting the vessel), and PSA (Principal Shipping Agent) details.
- xvi. In the Vessel Dimensions section, enter the vessel's dimensions details.
- xvii. In the Insurance Details section, enter the vessel’s insurance details.
- xviii. In the P & I Details section, enter Vessel-owners Protection and Indemnity (P&I) insurance details.
  - Vessel-owners Protection and Indemnity (P&I) insurance provides cover for the numerous legal liabilities that vessel-owners are exposed to during the operation of their vessels. (E.g. cargo damage, collision and jetty damage, crew injury, oil pollution etc.).
- xix. Vessel Agent Name and Address information is fetched from User Registration/Org Profile screen. Users cannot change this information.
- xx. In the Attached Documents section, attach the required documents.
- xxi. The filled-up screen will look like the following:

Figure 47: Screen with the Filled in Data

- xxii. Click the **<Save>** button to save the Ship Registration request and submit it later or click the **<Submit>** button directly to submit the request to the Marine Department.

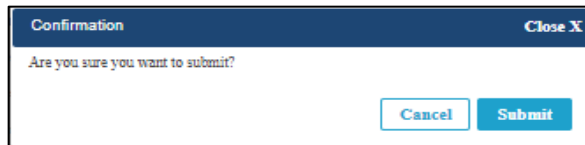


Figure 48: Submit Button Confirmation Message

- xxiii. The Saved/Submitted request will be displayed in the Search screen of the Shipping Agent Login as shown below:

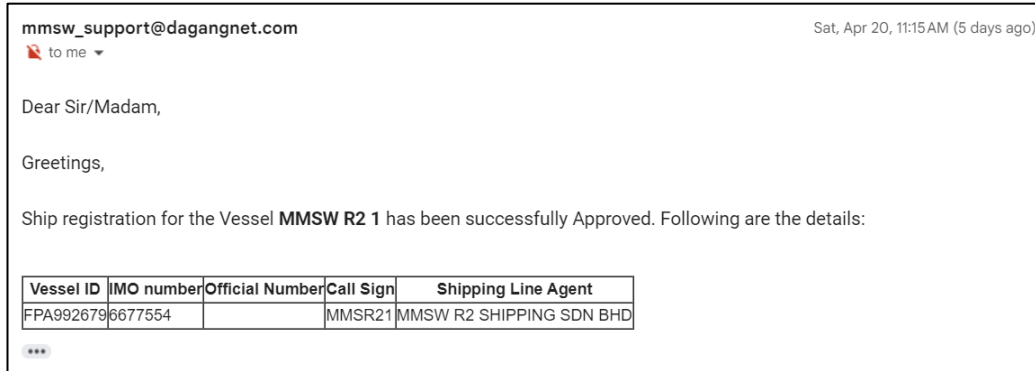
Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality	Vessel Flag	Port of Registry	Status	Action
YSR06240000005	05/06/2024 10:09	FPAP02481	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Submitted	[Icons]
YSR05240000001	29/05/2024 09:41	FPAP02481	9999999	KAP05	KAPAR INDAH 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	[Icons]
YSR05240000023	29/05/2024 11:16	FPAP02482	9090909	KAP03	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	[Icons]
YSR05240000022	29/05/2024 09:47	FPAP19657	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	[Icons]
YSR05240000012	20/05/2024 11:57	FPAP02481	9999887	CALLK1	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	[Icons]
YSR04240000106	16/04/2024 10:40	FPAP02478	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLOM	Approved	[Icons]
YSR04240000103	16/04/2024 10:22	FPAP02477	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLOM	Approved	[Icons]
YSR04240000101	16/04/2024 08:58	FPAP02476	4433667	CALL455	SYARAL HARI KE 7	BASE OIL	FOREIGN	PANAMA	PANAMA COLOM	Approved	[Icons]
YSR04240000096	15/04/2024 09:41	FPAP02475	1111111	CALL5766	SYARAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	[Icons]
YSR04240000093	14/04/2024 18:17	FPAP02474	8899888	CALL899	SYARAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	[Icons]

Figure 49: Ship Registration Status Screen



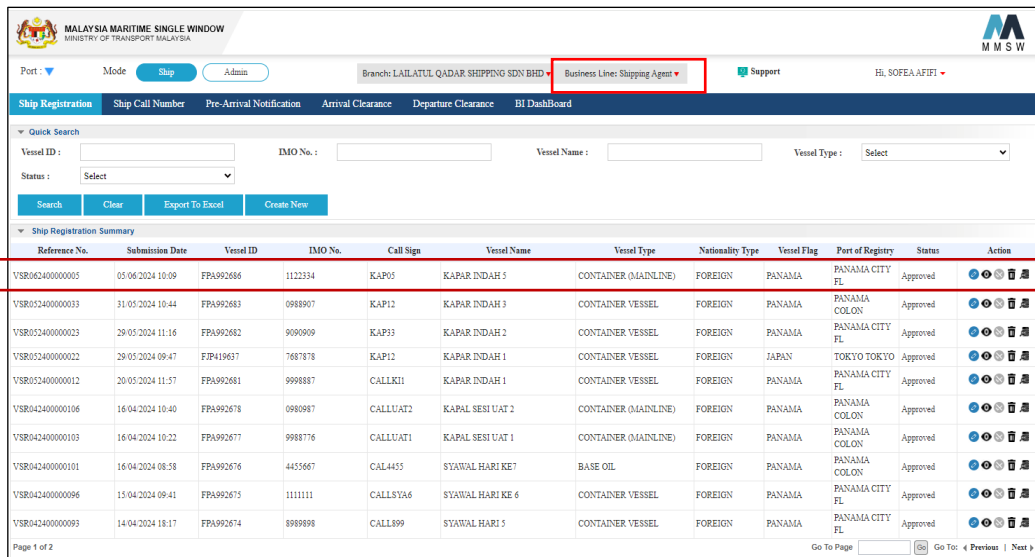
**The screen will show the newly created vessel, waiting for approval by the Marine officer, without the Vessel ID. Vessel ID for the newly created vessel will be generated upon approval by the Marine officer.**

xxiv. The Submitted request will be sent to the Marine Department for Approval. Upon approval by the Marine Department officer, an email will be sent to the users, as per the following:



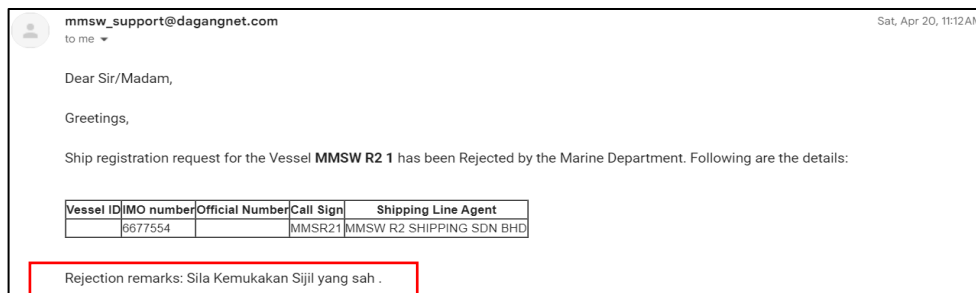
**Figure 50: email received by the users on the Ship Registration Approval**

xxv. The approved request will be displayed in the Search screen of the Shipping Agent Login as shown below:



**Figure 51: Approved Status for Ship Registration Listing**

xxvi. If the Ship Registration request is rejected, the shipping agent will receive the email with the remarks on the reason of the rejection:




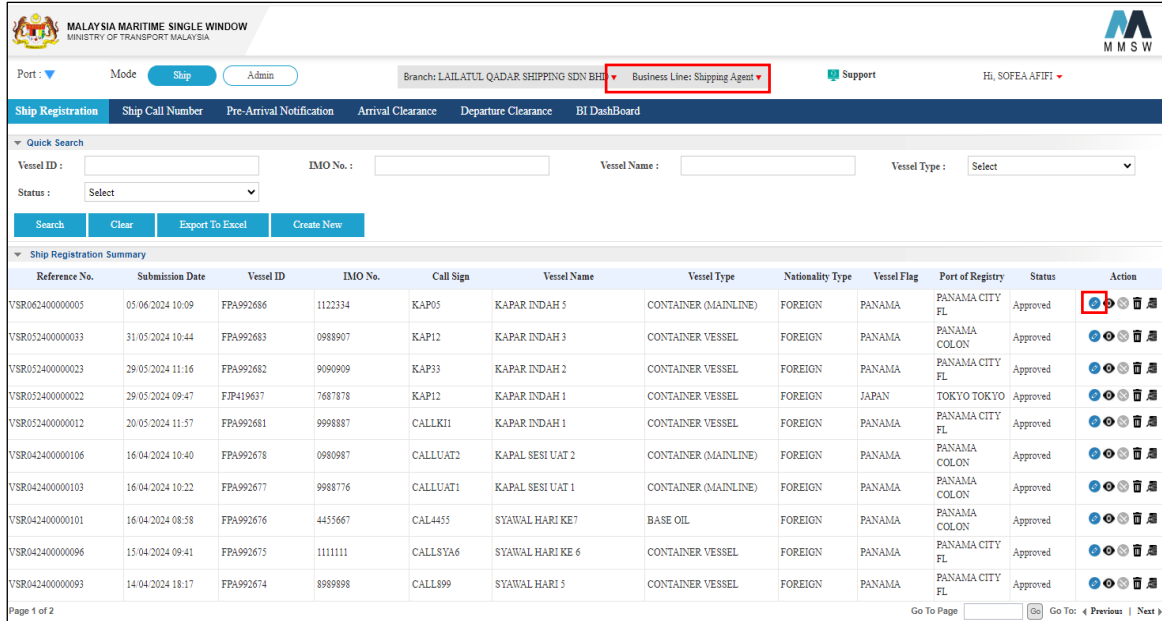
**Figure 52: email on Rejection of the Ship Registration**

xxvii. The shipping agent can edit and resend the request to the Marine Department again.

## 9.2 Vessel ID Update

Ship Registration requests which are submitted to the Marine Department and have the status Submitted/Approved/Rejected can be updated by the Shipping Agent.

To update the Ship Registration details, click the Update (  ) icon in the screen as shown below:



The screenshot shows the 'Ship Registration Summary' table with the following columns: Reference No., Submission Date, Vessel ID, IMO No., Call Sign, Vessel Name, Vessel Type, Nationality Type, Vessel Flag, Port of Registry, Status, and Action. The first row is highlighted, and the 'Update' icon in the 'Action' column is circled in red.































Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR042400000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0524000000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0524000000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0524000000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	  
VSR0524000000012	20/05/2024 11:57	FPA992681	9998887	CALLKI1	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0424000000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0424000000093	14/04/2024 18:17	FPA992674	8989898	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  

Figure 53: Icon to Update the Vessel ID

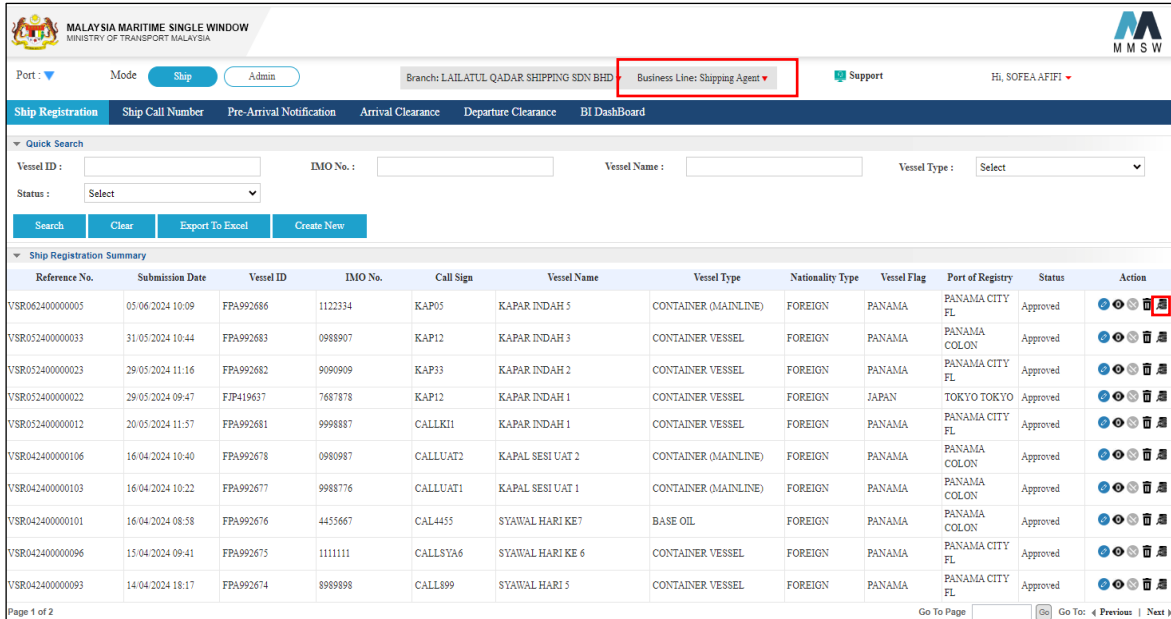
In this case, Owner details cannot be updated. To change the owner's details, you need to cancel the Vessel ID.

## 9.3 Vessel ID Cancellation

If a vessel is sold, then it is required to cancel the Vessel ID, if someone else wants to register the same vessel. Using the old Vessel ID will show previous owner details hence it is required to cancel the Vessel ID.

On cancelling the Vessel ID, the Marine Department is informed of the same.

To cancel the Vessel ID, click the Cancel Vessel ID (  ) icon in the screen as shown below:













Port:  Mode:   Branch: LAILATUL QADAR SHIPPING SDN BHD Business Line: Shipping Agent Support Hi, SOFEA AFIFI

Ship Registration Ship Call Number Pre-Arrival Notification Arrival Clearance Departure Clearance BI Dashboard

Quick Search  
Vessel ID:  IMO No.:  Vessel Name:  Vessel Type:  Select  
Status:  Select

Ship Registration Summary

Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR06240000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR05240000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR05240000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR05240000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	
VSR05240000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR042400000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR042400000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR042400000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE 7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR04240000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR04240000093	14/04/2024 18:17	FPA992674	8989898	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	


Page 1 of 2 Go To Page:  Go To:

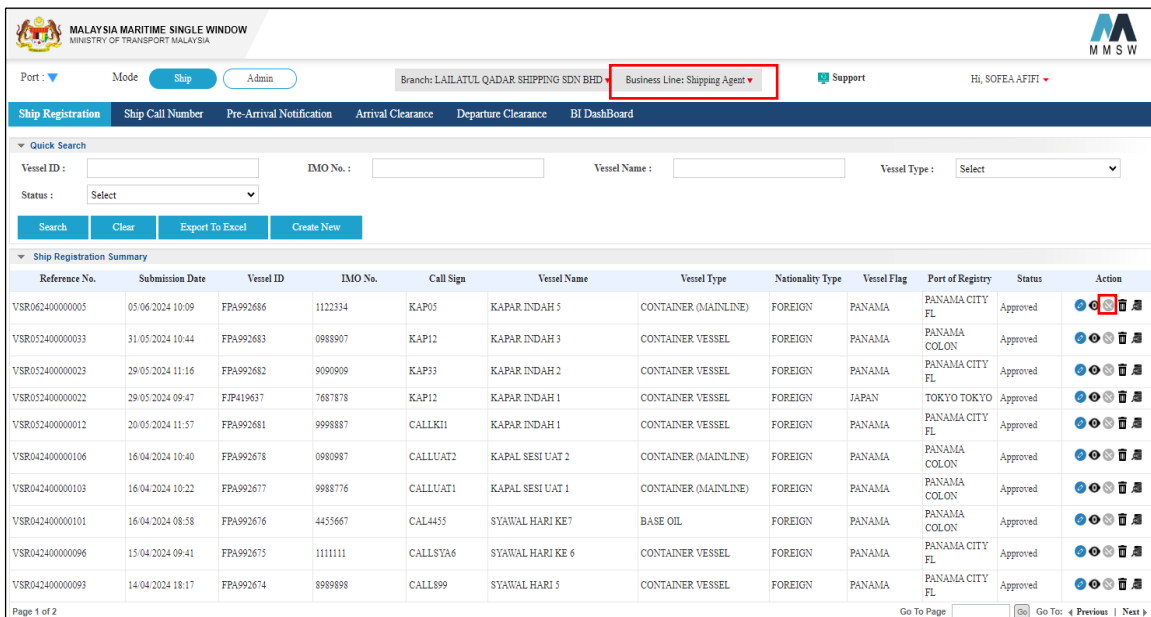
Figure 54: Icon to Cancel the Vessel ID

## 9.4 Vessel ID Suspension (Inactivate)

Ship Registration requests which are submitted to the Marine Department and have the status Approved can be suspended/inactivated by the Shipping Agent.

Shipping Agent can suspend/inactivate the vessel temporarily. When the Shipping Agent suspends/inactivates the vessel, only he can reactivate.

To suspend the vessel, click the Suspend () icon in the screen as shown below:













Port:  Mode:   Branch: LAILATUL QADAR SHIPPING SDN BHD Business Line: Shipping Agent Support Hi, SOFEA AFIFI

Ship Registration Ship Call Number Pre-Arrival Notification Arrival Clearance Departure Clearance BI Dashboard

Quick Search  
Vessel ID:  IMO No.:  Vessel Name:  Vessel Type:  Select  
Status:  Select

Ship Registration Summary

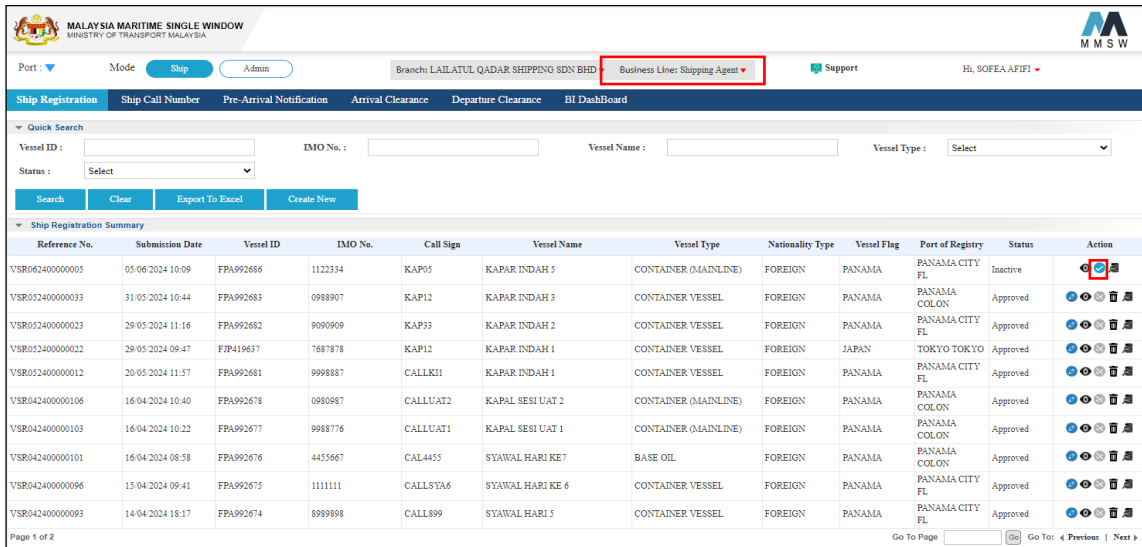
Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR06240000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR05240000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR05240000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR05240000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	
VSR05240000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR042400000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR042400000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR042400000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE 7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	
VSR04240000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	
VSR04240000093	14/04/2024 18:17	FPA992674	8989898	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	

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


























Figure 55: Icon to Suspend Vessel ID

## 9.5 Vessel ID Reactivation

To re-activate suspended vessel, click the Activate (  ) icon in the screen as shown below:



**Ship Registration Summary**

Reference No.	Submission Date	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality Type	Vessel Flag	Port of Registry	Status	Action
VSR062400000005	05/06/2024 10:09	FPA992686	1122334	KAP05	KAPAR INDAH 5	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA CITY FL	Inactive	
VSR0524000000033	31/05/2024 10:44	FPA992683	0988907	KAP12	KAPAR INDAH 3	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0524000000023	29/05/2024 11:16	FPA992682	9090909	KAP33	KAPAR INDAH 2	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0524000000022	29/05/2024 09:47	FJP419637	7687878	KAP12	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	JAPAN	TOKYO TOKYO	Approved	  
VSR0524000000012	20/05/2024 11:57	FPA992681	9998887	CALLK11	KAPAR INDAH 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0424000000106	16/04/2024 10:40	FPA992678	0980987	CALLUAT2	KAPAL SESI UAT 2	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000103	16/04/2024 10:22	FPA992677	9988776	CALLUAT1	KAPAL SESI UAT 1	CONTAINER (MAINLINE)	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000101	16/04/2024 08:58	FPA992676	4455667	CAL4455	SYAWAL HARI KE7	BASE OIL	FOREIGN	PANAMA	PANAMA COLON	Approved	  
VSR0424000000096	15/04/2024 09:41	FPA992675	1111111	CALLSYA6	SYAWAL HARI KE 6	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  
VSR0424000000093	14/04/2024 18:17	FPA992674	8988998	CALL899	SYAWAL HARI 5	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA CITY FL	Approved	  

**Figure 56: Icon to Reactivate the Vessel ID**

## 10 SHIP CALL NUMBER MODULE

This module generates the SCN number for the vessel and the SCN number for the Tugboat.

In this module, the Shipping Agent must enter the Ship Registration Vessel ID received from the Marine Department and enter the other mandatory fields. The system then generates the SCN number for the Vessel ID.

Similarly, the Port Operator can allocate Tug SCN for the request from his login.

This module allows the Shipping Agent/Port Operator/ Marine Department to perform the following operations:

- i. Shipping Agent, to submit the vessel SCN request which is auto approved by the system.
- ii. Shipping Agent to Update ETA (Estimated Time of Arrival) and ETB (Estimated Time of Berthing) after auto-approval.
- iii. Port Operator to Update ATA (Actual Time of Arrival) and ATD (Actual Time of Departure).
- iv. Port Operator to allocate Tug SCN for the request.
- v. Shipping Agent to cancel the SCN.
- vi. Marine Department to view the vessel SCN and Tug SCN.

### 10.1 SCN Application – by Shipping Agent

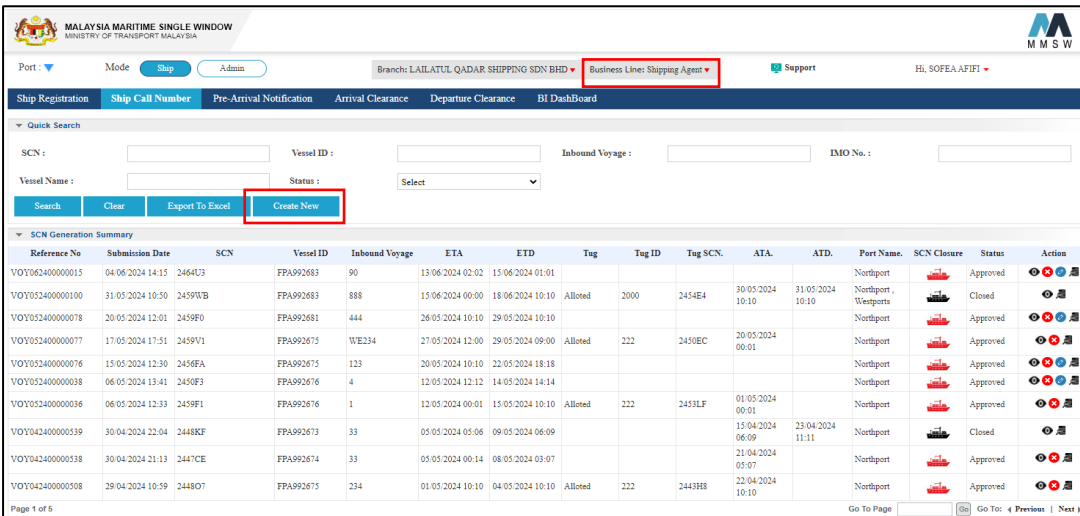
Shipping Agent can submit the vessel SCN request in this process.

➤ **Access Path: Ship → Ship Call Number → SCN Generation**

#### 10.1.1 New SCN Request

To create a new vessel SCN request, the Shipping Agent must perform the following steps:

- i. Login as a Shipping Agent.
- ii. Navigate to **Ship → SCN Generation** screen.
- iii. Click the **<Create New>** button in the Search screen as shown below:

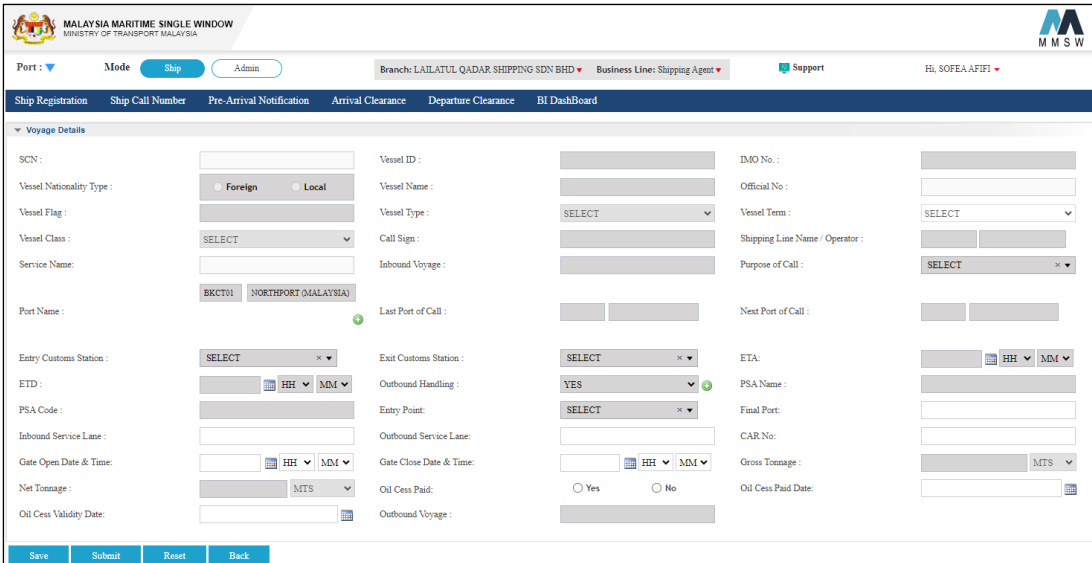


The screenshot shows the 'Ship Call Number' module interface. At the top, there are navigation tabs: 'Ship Registration', 'Ship Call Number', 'Pre-Arrival Notification', 'Arrival Clearance', 'Departure Clearance', and 'BI Dashboard'. The 'Ship Call Number' tab is active. Below the tabs, there are search filters for 'SCN', 'Vessel ID', 'Inbound Voyage', and 'IMO No.'. A 'Create New' button is highlighted with a red box. Below the filters is a table titled 'SCN Generation Summary' with the following data:


Reference No	Submission Date	SCN	Vessel ID	Inbound Voyage	ETA	ETD	Tug	Tug ID	Tug SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY062400000015	04/06/2024 14:15	2464U3	FPA992683	90	13/06/2024 02:02	15/06/2024 01:01						Northport		Approved	
VOY032400000100	31/05/2024 10:50	2459WB	FPA992683	888	15/06/2024 00:00	18/06/2024 10:10	Allotted	2000	2454E4	30/05/2024 10:10	31/05/2024 10:10	Northport, Westports		Closed	
VOY052400000078	20/05/2024 12:01	2459F0	FPA992681	444	26/05/2024 10:10	29/05/2024 10:10						Northport		Approved	
VOY052400000077	17/05/2024 17:51	2459V1	FPA992675	WE234	27/05/2024 12:00	29/05/2024 09:00	Allotted	222	2450EC	20/05/2024 00:01		Northport		Approved	
VOY052400000076	15/05/2024 12:30	2456FA	FPA992675	123	20/05/2024 10:10	22/05/2024 18:18						Northport		Approved	
VOY052400000038	06/05/2024 13:41	2450F3	FPA992676	4	12/05/2024 12:12	14/05/2024 14:14						Northport		Approved	
VOY052400000036	06/05/2024 12:33	2459F1	FPA992676	1	12/05/2024 00:01	15/05/2024 10:10	Allotted	222	2453LF	01/05/2024 00:01		Northport		Approved	
VOY042400000539	30/04/2024 22:04	2448KF	FPA992673	33	05/05/2024 05:06	09/05/2024 06:09				15/04/2024 06:09	23/04/2024 11:11	Northport		Closed	
VOY042400000538	30/04/2024 21:13	2447CE	FPA992674	33	05/05/2024 00:14	08/05/2024 03:07				21/04/2024 05:07		Northport		Approved	
VOY042400000508	29/04/2024 10:59	2448D7	FPA992675	234	01/05/2024 10:10	04/05/2024 10:10	Allotted	222	2443HB	22/04/2024 10:10		Northport		Approved	

Figure 57: Screen to Apply the SCN

- iv. Upon clicking the **<Create New>** Button, the screen as below will be displayed:



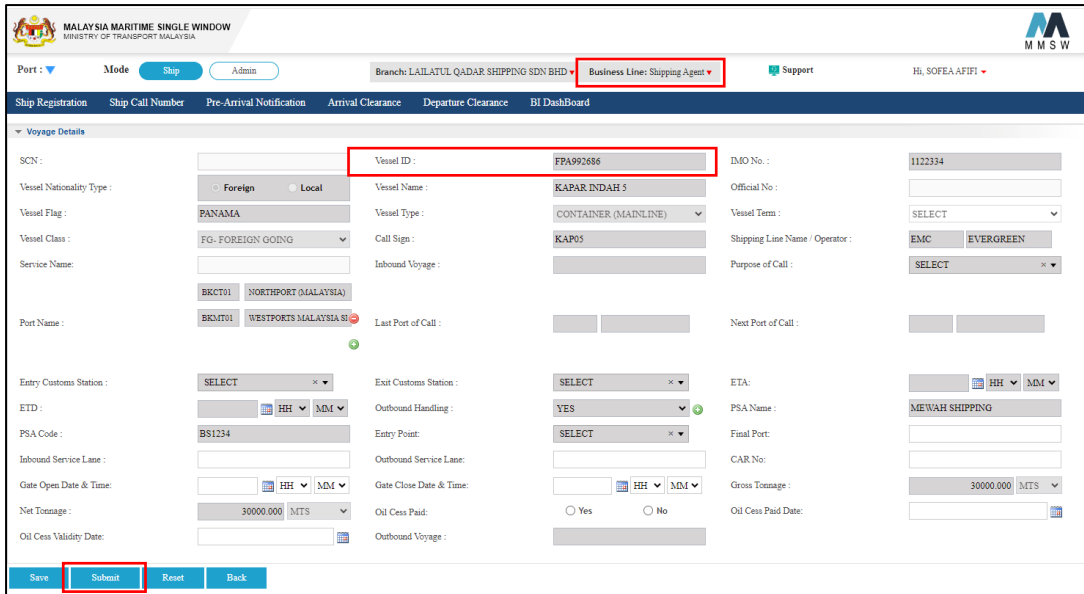
**Figure 58: Screen for the SCN Application**

- v. Enter the Vessel ID received of the vessel to apply for the SCN. All the corresponding data related to the SCN will be auto populated.
- vi. The status of the Vessel ID entered should not be Suspended/Cancelled/Rejected. If a Vessel ID with the status Suspended/Cancelled/Rejected is entered it will display an error message “Kindly Register the vessel first in Ship Registration” and will not allow you to proceed.
- vii. Enter the other mandatory fields like Last Port of Call, Next Port of Call, Entry Custom Station, Exit Custom Station, Estimated Date and Time of Arrival, Estimated Date and Time of Departure, Cargo Type, Total Cargo Tonnage, IMDG Cargo etc.
- viii. Shipping Agent can select multiple Ports in the Port Name field by clicking the Add (  ) icon to submit the SCN request to multiple ports as shown below:



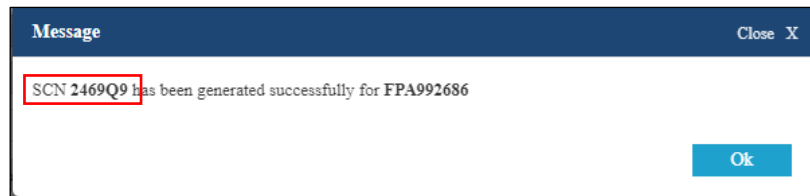
**Figure 59: Button to Apply for Multiple Calls for a Vessel**

- This request goes to all Port operator(s) selected for Tug SCN allocation. All Port operators can approve and allocate Tug SCN, but only the first one is considered.
- ix. The filled-up screen will look like the following:



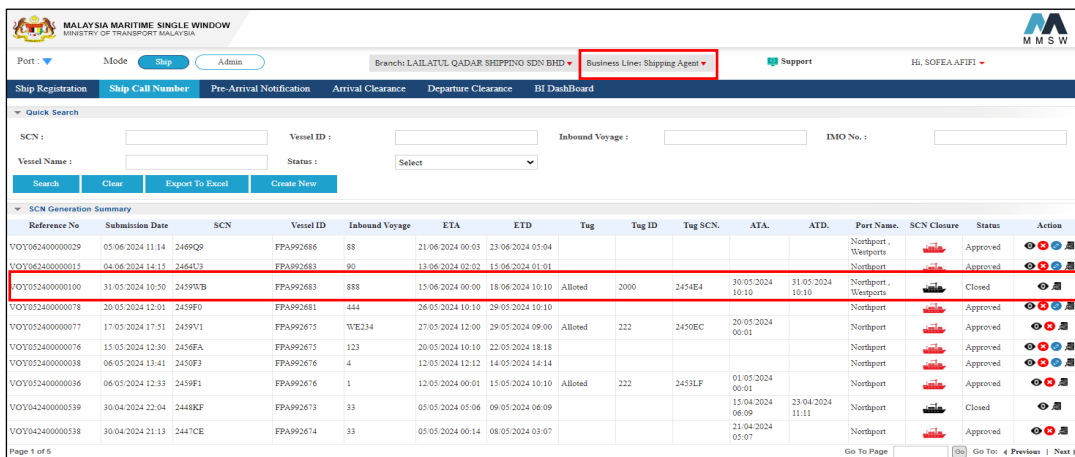
**Figure 60: SCN Application ready to be Submitted**

- x. Click the **<Save>** button to save the vessel SCN Generation request and submit it later or click the **<Submit>** button directly to submit the request.
- xi. On submitting a vessel SCN Generation request, the request will be auto approved and it will show approved status in Shipping Agent/Port Operator/Marine Department logins.
- xii. On submit pop-up will be displayed with a success message with the SCN Number generated by the system in a pre-defined format. SCN number is 6 characters.



**Figure 61: Message on the SCN Generation by MMSW**

- xiii. The saved/submitted request will be displayed in the Search screen of the Shipping Agent Login as shown below:



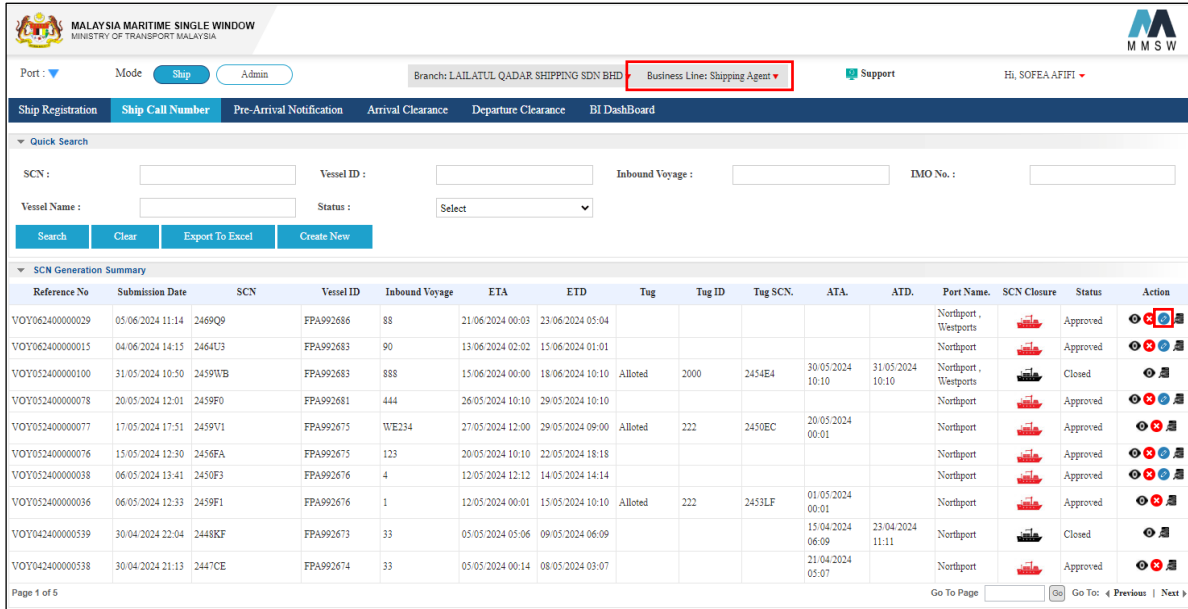
Reference No	Submission Date	SCN	Vessel ID	Inbound Voyage	ETA	ETD	Tug	Tug ID	Tug SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY06240000029	05.06.2024 11:14	2469QP	FPA992686	88	21.06.2024 00:03	23.06.2024 05:04						Northport Westports	Approved	Approved	
VOY06240000013	04.06.2024 14:15	2464U3	FPA992683	90	13.06.2024 02:02	15.06.2024 01:01						Northport	Approved	Approved	
VOY05240000100	31.05.2024 10:50	2459VB	FPA992683	588	15.06.2024 00:00	18.06.2024 10:10	Allotted	2000	2454E4	30.05.2024 10:10	31.05.2024 10:10	Northport Westports	Closed	Closed	
VOY05240000078	20.05.2024 12:01	2459FO	FPA992681	444	26.05.2024 10:10	29.05.2024 10:10						Northport	Approved	Approved	
VOY05240000077	17.05.2024 17:31	2459V1	FPA992675	WE234	27.05.2024 12:00	29.05.2024 09:00	Allotted	222	2450EC	20.05.2024 00:01		Northport	Approved	Approved	
VOY05240000076	15.05.2024 12:30	2458FA	FPA992675	123	20.05.2024 10:10	22.05.2024 18:18						Northport	Approved	Approved	
VOY05240000038	06.05.2024 13:41	2450F3	FPA992676	4	12.05.2024 12:12	14.05.2024 14:14						Northport	Approved	Approved	
VOY05240000036	06.05.2024 12:33	2459F1	FPA992676	1	12.05.2024 00:01	15.05.2024 10:10	Allotted	222	2453LP	01.05.2024 00:01		Northport	Approved	Approved	
VOY04240000059	30.04.2024 22:04	2448KF	FPA992673	33	05.05.2024 05:06	09.05.2024 06:09				15.04.2024 06:09	23.04.2024 11:11	Northport	Closed	Closed	
VOY04240000058	30.04.2024 21:13	2447CE	FPA992674	33	05.05.2024 00:14	08.05.2024 03:07				21.04.2024 05:07		Northport	Approved	Approved	

**Figure 62: Listing of the Approved SCN**

### 10.1.2 Update of ETA and ETD - by Shipping Agent

➤ **Access Path: Ship → Ship Call Number**

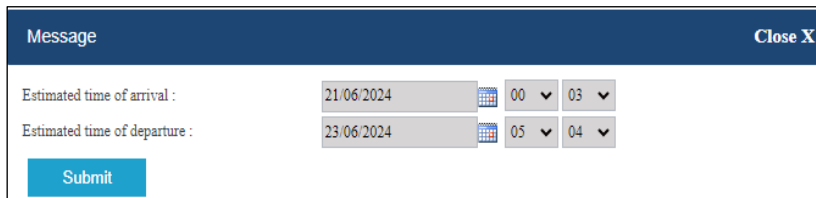
After submitting and auto-approval of vessel SCN request, ETA and ETD can be updated by the Shipping Agent by clicking the Click to Update ETA/ETD (📅) icon on the Listing page as shown below:



Reference No	Submission Date	SCN	Vessel ID	Inbound Voyage	ETA	ETD	Tug	Tug ID	Tug SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY06240000029	05/06/2024 11:14	2469Q9	FPA992686	88	21/06/2024 00:03	23/06/2024 05:04						Northport, Westports		Approved	
VOY06240000015	04/06/2024 14:15	2464U3	FPA992683	90	13/06/2024 02:02	15/06/2024 01:01						Northport		Approved	
VOY05240000100	31/05/2024 10:50	2459WB	FPA992683	888	15/06/2024 00:00	18/06/2024 10:10	Alloted	2000	2454E4	30/05/2024 10:10	31/05/2024 10:10	Northport, Westports		Closed	
VOY05240000078	20/05/2024 12:01	2459FD	FPA992681	444	26/05/2024 10:10	29/05/2024 10:10						Northport		Approved	
VOY05240000077	17/05/2024 17:51	2459V1	FPA992675	WE234	27/05/2024 12:00	29/05/2024 09:00	Alloted	222	2450EC	20/05/2024 00:01		Northport		Approved	
VOY05240000076	15/05/2024 12:30	2456FA	FPA992675	123	20/05/2024 10:10	22/05/2024 18:18						Northport		Approved	
VOY05240000038	06/05/2024 13:41	2450F3	FPA992676	4	12/05/2024 12:12	14/05/2024 14:14						Northport		Approved	
VOY05240000036	06/05/2024 12:33	2459F1	FPA992676	1	12/05/2024 00:01	15/05/2024 10:10	Alloted	222	2453LF	01/05/2024 00:01		Northport		Approved	
VOY04240000039	30/04/2024 22:04	2448KF	FPA992673	33	05/05/2024 05:06	09/05/2024 06:09				15/04/2024 06:09	23/04/2024 11:11	Northport		Closed	
VOY04240000038	30/04/2024 21:13	2447CE	FPA992674	33	05/05/2024 00:14	08/05/2024 03:07				21/04/2024 05:07		Northport		Approved	

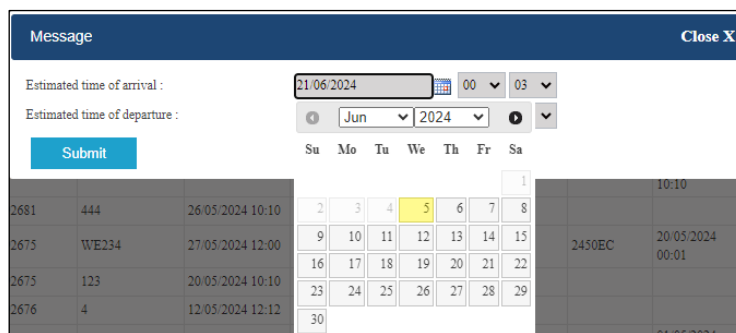
**Figure 63: Button to Update the ETA/ETD of the Approved SCN**

Clicking the icon will display the current ETA/ETD as below:



**Figure 64: Menu to insert the Details of the New ETA/ETD**

Shipping Agent can change ETA and ETD date and time and submit by clicking the calendar (📅) icon and click **<Submit>** button. ETA date time should be less than the ETD date time.




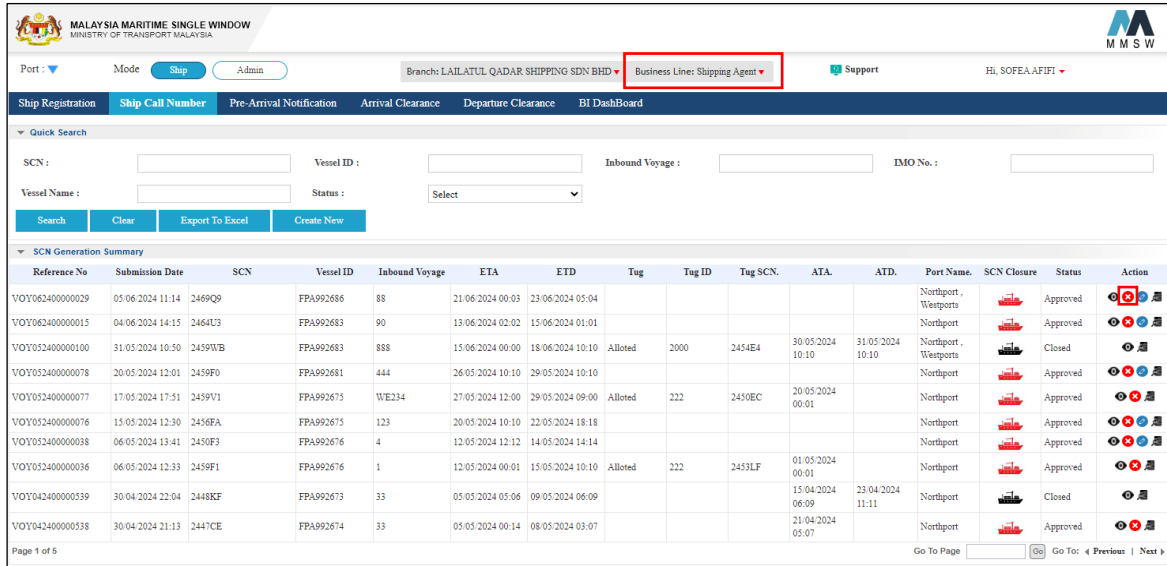
**Figure 65: Changing the ETA/ETD of the SCN**

Upon submission, an email notification will be sent to respective stakeholders and the updated ETA and ETD will be reflected on the dashboard.

## 10.2 SCN Cancellation

### ➤ Access Path: Ship → Ship Call Number

Shipping Agent can cancel the SCN request, if the status of the record is Approved by clicking the Cancel SCN (  ) icon on the Listing page as shown below:

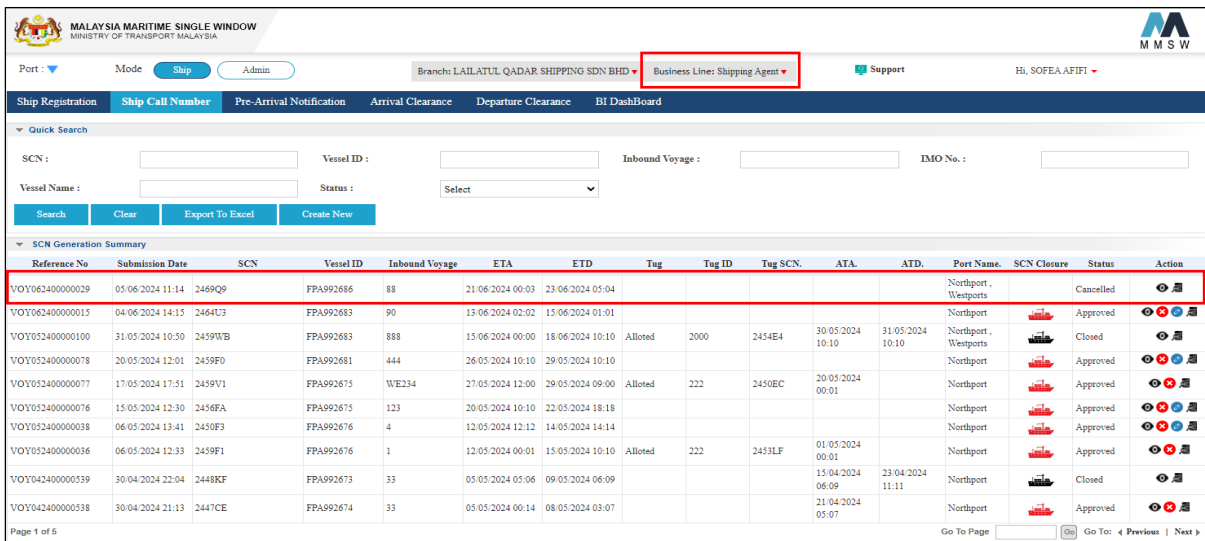


Reference No	Submission Date	SCN	Vessel ID	Inbound Voyage	ETA	ETD	Tug	Tug ID	Tug SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY062400000029	05/06/2024 11:14	2469Q9	FPA992686	88	21/06/2024 00:03	23/06/2024 05:04						Northport, Westports		Approved	
VOY062400000015	04/06/2024 14:15	2464U3	FPA992683	90	13/06/2024 02:02	15/06/2024 01:01						Northport		Approved	
VOY052400000100	31/05/2024 10:50	2459WB	FPA992683	888	15/06/2024 00:00	18/06/2024 10:10	Allotted	2000	2454E4	30/05/2024 10:10	31/05/2024 10:10	Northport, Westports		Closed	
VOY052400000078	20/05/2024 12:01	2459F0	FPA992681	444	26/05/2024 10:10	29/05/2024 10:10						Northport		Approved	
VOY052400000077	17/05/2024 17:51	2459V1	FPA992675	WE234	27/05/2024 12:00	29/05/2024 09:00	Allotted	222	2450EC	20/05/2024 00:01		Northport		Approved	
VOY052400000076	15/05/2024 12:30	2456FA	FPA992675	123	20/05/2024 10:10	22/05/2024 18:18						Northport		Approved	
VOY052400000038	06/05/2024 13:41	2450F3	FPA992676	4	12/05/2024 12:12	14/05/2024 14:14						Northport		Approved	
VOY052400000036	06/05/2024 12:33	2459F1	FPA992676	1	12/05/2024 00:01	15/05/2024 10:10	Allotted	222	2453LF	01/05/2024 00:01		Northport		Approved	
VOY042400000539	30/04/2024 22:04	2448KF	FPA992673	33	05/05/2024 05:06	09/05/2024 06:09				15/04/2024 06:09	23/04/2024 11:11	Northport		Closed	
VOY042400000538	30/04/2024 21:13	2447CE	FPA992674	33	05/05/2024 00:14	08/05/2024 03:07				21/04/2024 05:07		Northport		Approved	

Figure 66: Button to Cancel the Approved SCN

On clicking this icon, a Confirmation message “Are you sure you want to cancel this SCN?” will be displayed.

On SCN cancellation, the record status will be changed to Cancelled. Update and Cancel buttons will not be available, and the user will be able to only view the record as shown below:



Reference No	Submission Date	SCN	Vessel ID	Inbound Voyage	ETA	ETD	Tug	Tug ID	Tug SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY062400000029	05/06/2024 11:14	2469Q9	FPA992686	88	21/06/2024 00:03	23/06/2024 05:04						Northport, Westports		Cancelled	
VOY062400000015	04/06/2024 14:15	2464U3	FPA992683	90	13/06/2024 02:02	15/06/2024 01:01						Northport		Approved	
VOY052400000100	31/05/2024 10:50	2459WB	FPA992683	888	15/06/2024 00:00	18/06/2024 10:10	Allotted	2000	2454E4	30/05/2024 10:10	31/05/2024 10:10	Northport, Westports		Closed	
VOY052400000078	20/05/2024 12:01	2459F0	FPA992681	444	26/05/2024 10:10	29/05/2024 10:10						Northport		Approved	
VOY052400000077	17/05/2024 17:51	2459V1	FPA992675	WE234	27/05/2024 12:00	29/05/2024 09:00	Allotted	222	2450EC	20/05/2024 00:01		Northport		Approved	
VOY052400000076	15/05/2024 12:30	2456FA	FPA992675	123	20/05/2024 10:10	22/05/2024 18:18						Northport		Approved	
VOY052400000038	06/05/2024 13:41	2450F3	FPA992676	4	12/05/2024 12:12	14/05/2024 14:14						Northport		Approved	
VOY052400000036	06/05/2024 12:33	2459F1	FPA992676	1	12/05/2024 00:01	15/05/2024 10:10	Allotted	222	2453LF	01/05/2024 00:01		Northport		Approved	
VOY042400000539	30/04/2024 22:04	2448KF	FPA992673	33	05/05/2024 05:06	09/05/2024 06:09				15/04/2024 06:09	23/04/2024 11:11	Northport		Closed	
VOY042400000538	30/04/2024 21:13	2447CE	FPA992674	33	05/05/2024 00:14	08/05/2024 03:07				21/04/2024 05:07		Northport		Approved	

Figure 67: List of Vessel with the Cancelled SCN Status

On SCN cancellation email notification will be triggered to the Shipping Agent/Marine Department/Port/Terminal/Jetty.

# 11 PRE-ARRIVAL NOTIFICATION MODULE (EPAN)

## ➤ Access Path: Ship → e-PAN → Pre-Arrival Notification

**This module allows the Shipping Agent/Port Authority/Marine Department to perform the following operations:**

- i. Shipping Agent, to submit the e-PAN request to the Port Authority or Marine Department. (Based on the "Parent Authority" dropdown selection in Admin → Org Profile of respective Port/Terminal Operator Login).
- ii. Port Authority or Marine Department to approve/reject the e-PAN request.



**For one SCN only one e-PAN request can be created. If user tries to create another e-PAN request for the same SCN, "SCN already used for other e-PAN request" message is displayed**

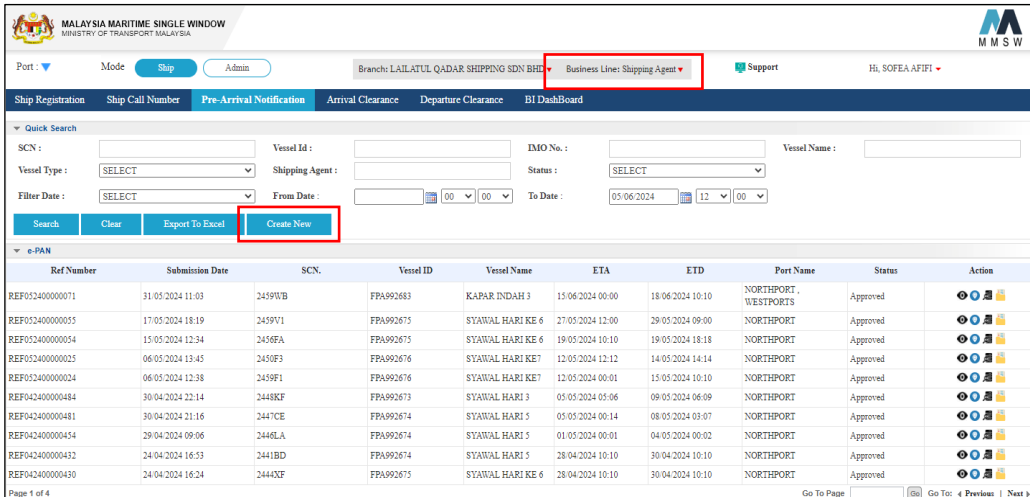
## 11.1 Submit e-PAN Request – Shipping Agent

Shipping Agent can submit the e-PAN request to the Port Authority or Marine Department in this process.

### Access Path: Ship → e-PAN → Pre-Arrival Notification

**To create a new e-PAN request, the Shipping Agent has to perform the following steps:**

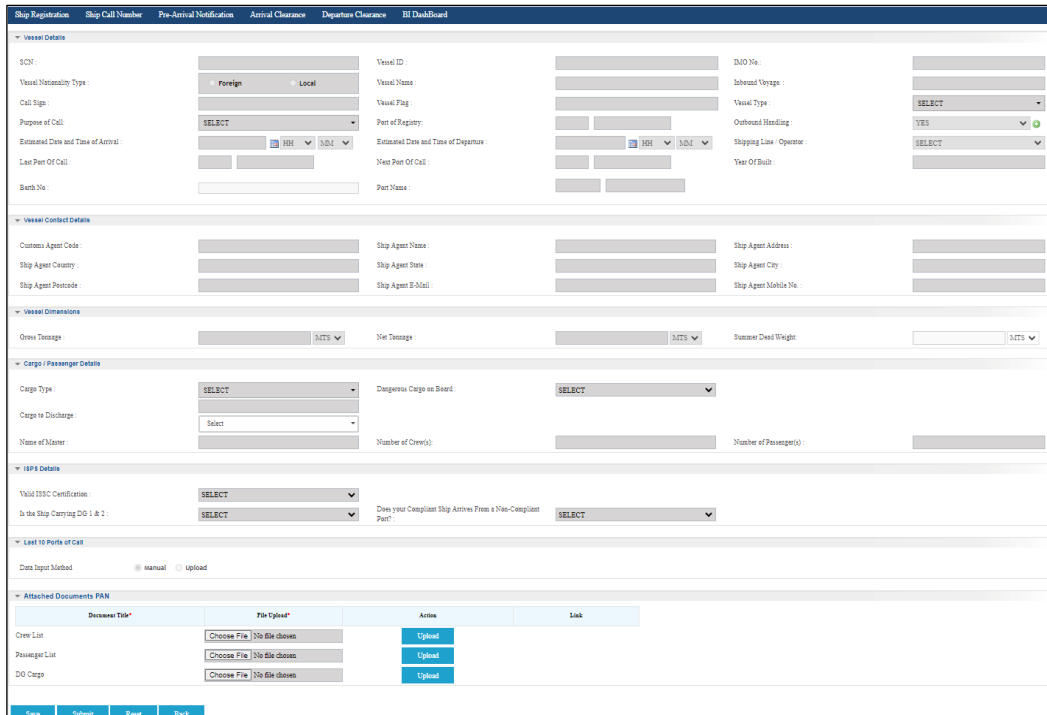
- i. Login as a Shipping Agent.
- ii. Navigate to the **Ship → e-PAN → Pre-Arrival Notification** screen.
- iii. Click the **<Create New>** button in the Search screen as shown below:



Ref Number	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF01240000071	31/05/2024 11:03	2459WB	FPA992683	KAPAR INDAH 3	15/06/2024 00:00	18/06/2024 10:10	NORTHPORT, WESTPORTS	Approved	🔍 🗑️ 📄
REF01240000055	17/05/2024 18:19	2459V1	FPA992675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	Approved	🔍 🗑️ 📄
REF01240000054	15/05/2024 12:24	2456FA	FPA992675	SYAWAL HARI KE 6	19/05/2024 10:10	19/05/2024 18:18	NORTHPORT	Approved	🔍 🗑️ 📄
REF01240000025	06/05/2024 13:45	2459F3	FPA992676	SYAWAL HARI KE7	12/05/2024 12:12	14/05/2024 14:14	NORTHPORT	Approved	🔍 🗑️ 📄
REF01240000024	06/05/2024 12:38	2459F1	FPA992676	SYAWAL HARI KE7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	Approved	🔍 🗑️ 📄
REF042400000484	30/04/2024 22:14	2448KF	FPA992673	SYAWAL HARI 3	05/03/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	🔍 🗑️ 📄
REF042400000481	30/04/2024 21:16	2447CE	FPA992674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Approved	🔍 🗑️ 📄
REF042400000454	29/04/2024 09:06	2446LA	FPA992674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	🔍 🗑️ 📄
REF042400000432	24/04/2024 16:53	2441BD	FPA992674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	🔍 🗑️ 📄
REF042400000430	24/04/2024 16:24	2444XF	FPA992673	SYAWAL HARI KE 6	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	🔍 🗑️ 📄

**Figure 68: Listing of SCN ready for the ePAN**

- iv. The following screen will be displayed by clicking the **<Create New>** button.



The screenshot displays a web form for ePAN preparation. It is divided into several sections:
 

- Vessel Details:** Includes fields for Vessel ID, Vessel Name, Vessel Type (Foreign/Local), Vessel Flag, and various dates and times.
- Vessel Contact Details:** Includes fields for Ship Agent Code, Ship Agent Name, Ship Agent Address, Ship Agent Country, Ship Agent State, Ship Agent City, Ship Agent Postcode, and Ship Agent Mobile No.
- Vessel Dimensions:** Includes Gross Tonnage, Net Tonnage, and Summer Dead Weight.
- Cargo / Passenger Details:** Includes Cargo Type, Cargo to Discharge, Dangerous Cargo on Board, Name of Master, Number of Crew(s), and Number of Passenger(s).
- ISPS Details:** Includes Valid ISPC Certification and Does your Compliant Ship Arrives from a Non-Compliant port?
- Last 10 Ports of Call:** Includes a dropdown for Discharge Method (Manual/Upload).
- Attached Documents PAN:** A table with columns for Document Title, File Upload, Action, and Link. It lists documents like Crew List, Passenger List, and DDO Cargo, each with a 'Choose File' button and an 'Upload' button.

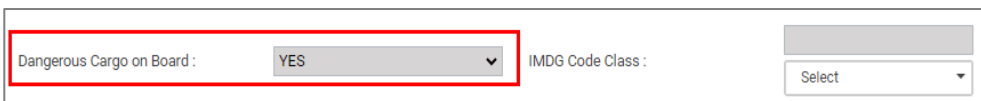
Figure 69: Details of the ePAN preparation.



**Only if the status of the SCN is "SCN Approved" in SCN Generation screen, user can proceed to e-PAN screen.**

**If the status of the SCN is "SCN Cancelled" or "SCN Closed", it cannot be used in e-PAN screen.**

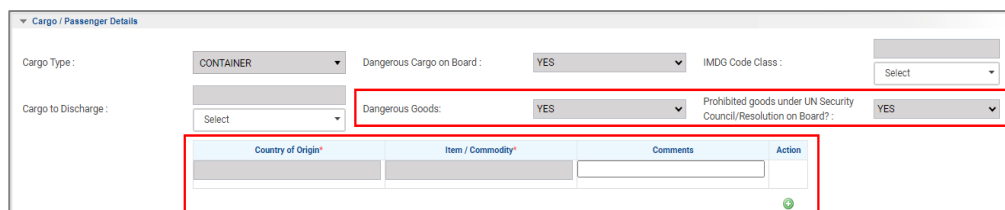
- v. Enter the approved SCN Number from the SCN Generation screen as shown below:
- vi. On entering the valid SCN, all the information related to the SCN will be auto fetched and displayed. **Port names (single or multiple)** will be displayed in **Vessel Details section in Port Name field**. The fetched information is non-editable. Users cannot edit/update the fetched information.
- vii. The Vessel Details, Vessel Contact Details and Vessel Dimensions sections are auto fetched from Ship Registration and SCN Generation screens.
- viii. Users must enter data in Cargo/Passenger Details, ISPS Details and Last 10 Ports of Call sections.
- ix. In "Cargo to Discharge" dropdown, user can search by text and select the required values.
- x. If "Dangerous Cargo on Board" dropdown value is selected as Yes, then "IMDG Code Class" dropdown will be visible, and user can select one or more IMDG Code Class.



The screenshot shows a close-up of two dropdown menus. The first dropdown is labeled 'Dangerous Cargo on Board' and has 'YES' selected. The second dropdown is labeled 'IMDG Code Class' and has 'Select' as the visible option.

Figure 70: IMDG Code Class

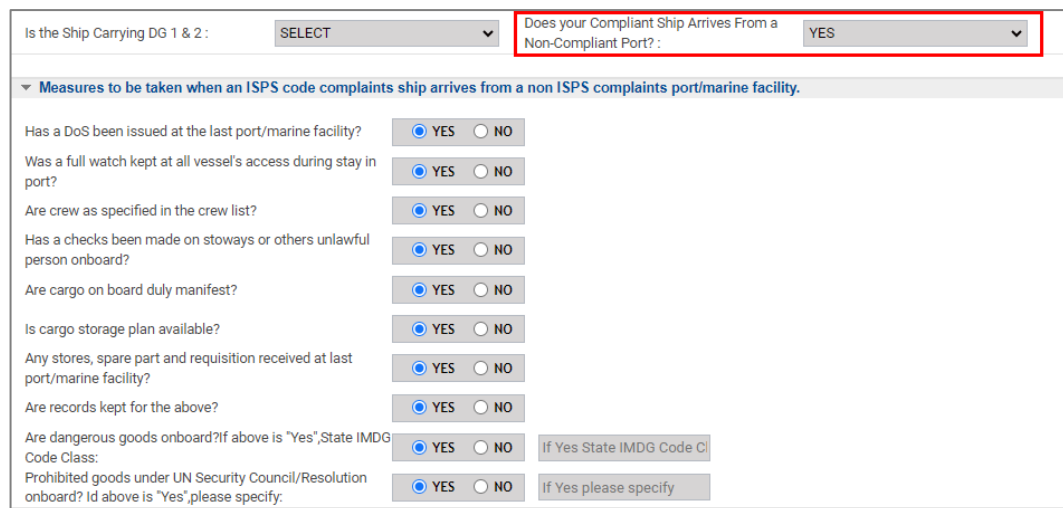
- xi. If "Dangerous Goods" is selected yes and "Prohibited goods under UN Security Council/Resolution on Board?" If you selected yes, then Country of Origin table will appear. Users can enter the Country of Origin of the Codes selected in "IMDG Code Class" dropdown.



**Figure 71: IMDG Code Class When Dangerous Goods and Prohibited Goods Under UN Security Council/Resolution on Board as Yes**

In Country of Origin, enter %% to display the values. Select the Country from which DG goods are coming.

- xii. Enter Name of Master, Number of Crews and Number of Passengers. Number of Crews can be >= 1. Number of Passengers can be >= 0.
- xiii. Select yes in "Valid ISSC Certification" dropdown, if the vessel has valid ISSC certificates. Upload the ISSC certificates. File size should be <= 2 MB. Enter Document Expiry Date and Document issued by.
  - In Document Expiry Date only current or future dates are allowed.
- xiv. If "Does your Complaint Ship Arrives From a Non-Complain Port?" is selected as yes, then "Measures to be taken when an ISPS code complaints ship arrives from a non ISPS complaints Port/Marine facility" questionnaire will be displayed as shown below:

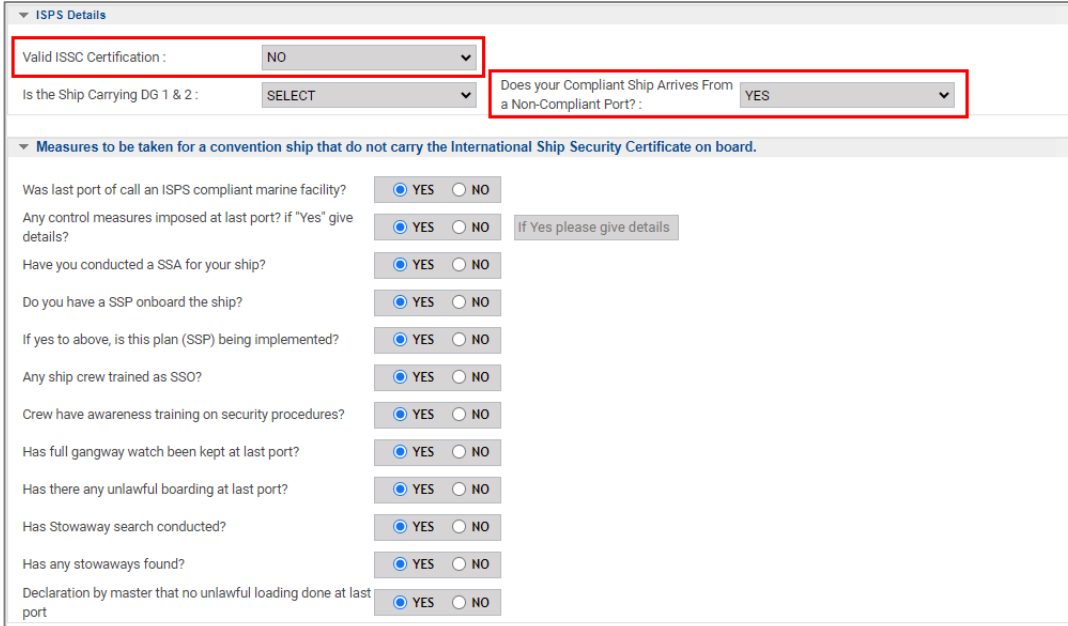


**Figure 72: Questionnaire to be filled-in when "Does your Complaint Ship Arrives from a Non-Complain Port?" is selected as Yes**

By default, the yes radio button is selected for all questionnaires.

In the last two questions, reasons for selecting yes have to be selected. These fields are mandatory. If not filled the system will display validation message at the time of save.

- xv. If "Does your Complaint Ship Arrives From a Non-Complain Port?" is selected as Yes and "Valid ISSC Certification" is selected as No, then another questionnaire "Measures to be taken for a convention ship that do not carry the International Ship Security Certificate on board" will appear as shown below:



Valid ISSC Certification : NO

Is the Ship Carrying DG 1 & 2 : SELECT

Does your Complaint Ship Arrives From a Non-Complain Port? : YES

**Measures to be taken for a convention ship that do not carry the International Ship Security Certificate on board.**

Was last port of call an ISPS compliant marine facility?  YES  NO

Any control measures imposed at last port? if "Yes" give details?  YES  NO

Have you conducted a SSA for your ship?  YES  NO

Do you have a SSP onboard the ship?  YES  NO

If yes to above, is this plan (SSP) being implemented?  YES  NO

Any ship crew trained as SSO?  YES  NO

Crew have awareness training on security procedures?  YES  NO

Has full gangway watch been kept at last port?  YES  NO

Has there any unlawful boarding at last port?  YES  NO

Has Stowaway search conducted?  YES  NO

Has any stowaways found?  YES  NO

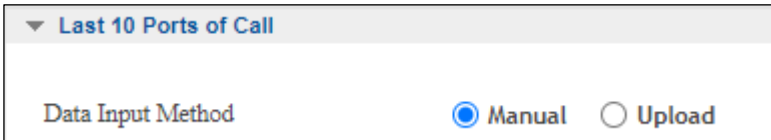
Declaration by master that no unlawful loading done at last port  YES  NO

**Figure 73: Questionnaire to be filled-in when "Valid ISSC Certification" is Selected as No**

By default, the Yes radio button is selected for all questionnaires.

In the second question, reasons for selecting yes have to be selected. This field is mandatory. If not filled the system will display validation message at the time of save.

- xvi. In the Last 10 Ports of Call, users have 2 options to enter the details, either by manually keying in the data or by uploading the data from the template provided. Select the corresponding radio button for the option as per the figure below:



▼ Last 10 Ports of Call

Data Input Method  Manual  Upload

**Figure 74: Last 10 Ports of Call Options**

- If the users click the Manual button, the following screen will be displayed:

Data Input Method <input checked="" type="radio"/> Manual <input type="radio"/> Upload						
No.	Port		Arrival	Departure	Security Level	Action
1					SELECT	⊘
2					SELECT	⊘
3					SELECT	⊘
4					SELECT	⊘
5					SELECT	⊘
6					SELECT	⊘
7					SELECT	⊘
8					SELECT	⊘
9					SELECT	⊘
10					SELECT	⊘

**Figure 75: Details of the Last 10 Ports of Call to be Manually Entered.**

- If users select the Upload button, the following screen will be displayed:

▼ Last 10 Ports of Call

Data Input Method  Manual  Upload Choose File No file chosen [Excel Sample File](#)

Upload

**Figure 76: Details to upload the Last 10 Ports of Call Template**

- Users input the details of the ports according to the format as per the template.
- Select the template file name and click the **<Upload>** button to upload the data.



**Users can download the template from the [Excel Sample File](#) link.**

- Only 10 rows of ports are allowed. More than 10 rows cannot be added. In the Arrival and Departure columns, only current and previous dates are allowed.
- If the Last 10 Ports of Call less than 10 ports, users will need to include the remark at the data element provided:

▼ Last 10 Ports of Call

Data Input Method  Manual  Upload

No.	Port		Arrival	Departure	Security Level	Action
1	AUDEL	MELBOURNE VT	01/06/2024	01/06/2024	LEVEL 1	⊘
2	AUSTD	SYDNEY NSW	02/06/2024	02/06/2024	LEVEL 1	⊘
3	AUBVE	BRISBANE QLD	07/06/2024	07/06/2024	LEVEL 1	⊘
4	AUDBN	DARWIN NT	08/06/2024	08/06/2024	LEVEL 1	⊘

Reason Why the Vessel Has Fewer Than 10 Ports of Call:

Were there any special or additional security measures taken during any ship port activities or ship-to-ship activity at the ports mentioned in the last 10 ports of call?  YES  NO If Yes, please specify:

Are there any Weapons On Board?  YES  NO If Yes, please attach Files: Choose File No file chosen

Upload

**Figure 77: Remark Column if Less than 10 of Ports of Call Inserted**

- If "Were there any special or additional security measures taken" field is selected as yes, then "Please specify details" field is displayed to enter additional details.
- If "Are there any weapons on Board?" field is selected as yes, then "Please attach files" field is displayed to upload files.

After uploading files, a hyperlink is displayed to download and confirm the uploaded document.

- xvii. In the Attached Documents PAN section, users are required to attach the documents as per the list as these documents are to be sighted by the Port Authority officers during the PAN approval process.
- xviii. In the Attach Documents section, documents uploaded in Ship Registration Module (based on Vessel ID) are fetched and displayed along with the Document Expiry Date and hyperlink to download and view the uploaded documents.

The Document Title with textbox is customized uploaded document.

- xix. User can click the **<Save>** button and keep the record in draft mode for editing and submit the request later, or user can delete the saved record from e-PAN search screen and use the same SCN to recreate the e-PAN request.



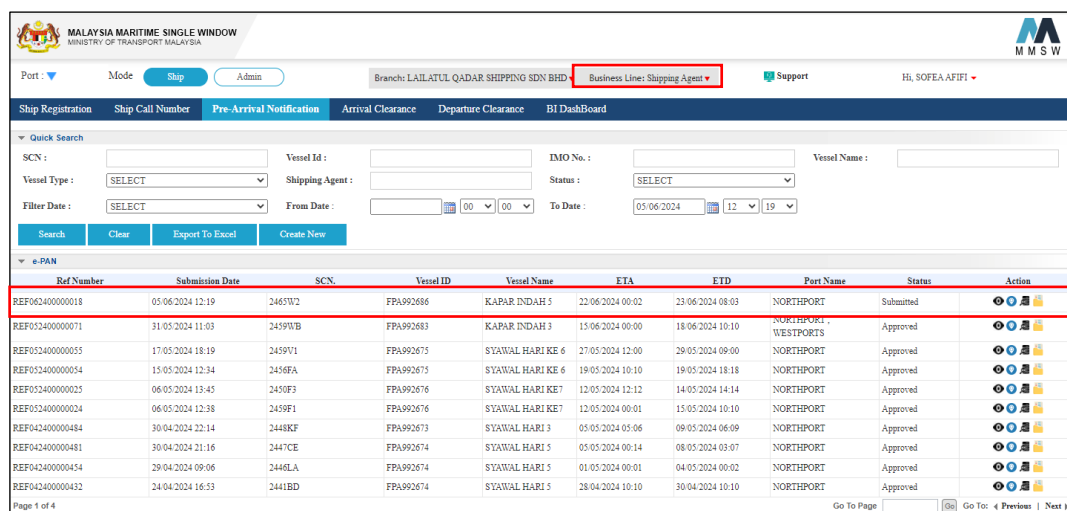
**User cannot change the SCN number, once the user saves the request and the Reference Number is generated.**

- xx. Click the **<Submit>** button to submit the e-PAN request. The following message will be displayed:



**Figure 78: Confirmation Message when ePAN request is submitted.**

- xxi. Record is displayed in Search screen as shown below:



Ref Number	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF0240000018	05/06/2024 12:19	24657W2	FFA992686	KAPAR,INDAH 5	22/06/2024 00:02	23/06/2024 08:03	NORTHPORT	Submitted	
REF02400000071	31/05/2024 11:03	24597WB	FFA992683	KAPAR,INDAH 3	15/06/2024 00:00	18/06/2024 10:10	NORTHPORT WESTPORTS	Approved	
REF02400000055	17/05/2024 18:19	24597A1	FFA992675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	Approved	
REF02400000054	15/05/2024 12:34	2456FA	FFA992675	SYAWAL HARI KE 6	19/05/2024 10:10	19/05/2024 18:18	NORTHPORT	Approved	
REF02400000025	06/05/2024 13:45	2450F3	FFA992676	SYAWAL HARI KE7	12/05/2024 12:12	14/05/2024 14:14	NORTHPORT	Approved	
REF02400000024	06/05/2024 12:38	2459F1	FFA992676	SYAWAL HARI KE7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	Approved	
REF042400000484	30/04/2024 22:14	2448KF	FFA992673	SYAWAL HARI 3	05/05/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	
REF042400000481	30/04/2024 21:16	2447CE	FFA992674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Approved	
REF042400000454	29/04/2024 09:06	2446LA	FFA992674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	
REF042400000432	24/04/2024 16:53	2441BD	FFA992674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	

**Figure 79: Listing of SCN Status After ePAN Submission.**

- xxii. The submitted request is sent to the Port Authority or Marine Department for approval by the officers.



**The e-PAN request is send to either Port Authority or Marine Department, based on the "Parent Authority" dropdown value selected (i.e. Port Authority or Marine Department) in Admin → Org Profile screen of the respective Port/Terminal Operator login.**

xxiii. Upon submission of the request to the authority, the officers will then process the request. At this juncture, the officers can either approve or reject the request. The shipping agent will receive notification from MMSW of the result of the process by the officer.

xxiv. If the request is rejected, the Shipping Agent can view the record with Resubmit and View Rejection Remarks buttons.

By clicking Resubmit button, Shipping Agent can edit the record and resubmit the request again to the Port Authority/Marine Department for approval.

xxv. If record is approved, PAN column in Tracker screen will have Approved (  ) icon.

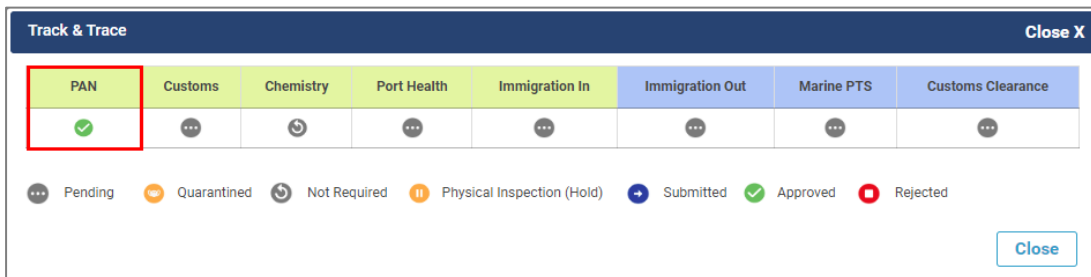
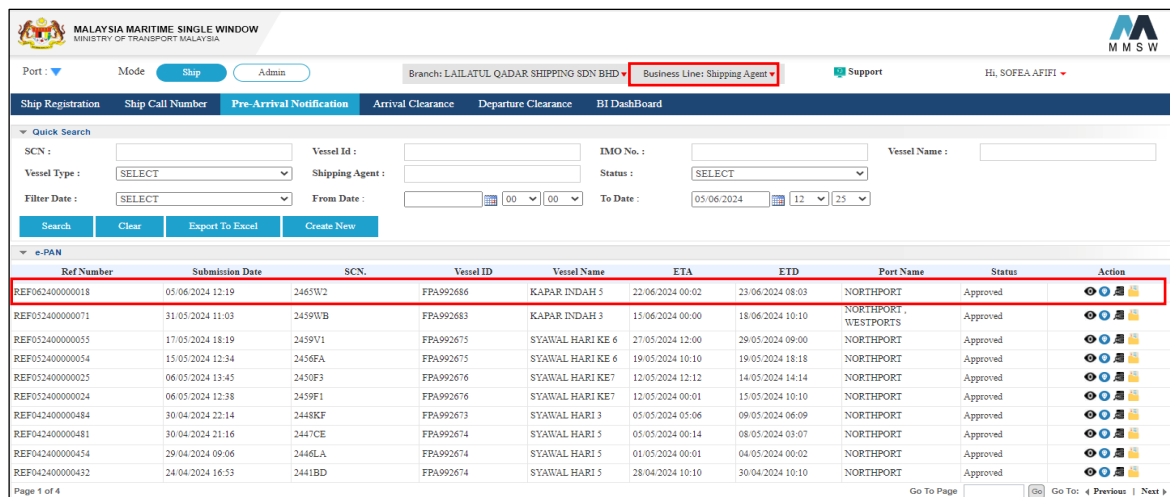


Figure 80: Tracker view

## 11.2 View e-PAN Request status

Access Path: Ship → Pre-Arrival Notification → Pre-Arrival Notification

In Shipping Agent Login also, the search screen will display the record with Approved Status as shown below:



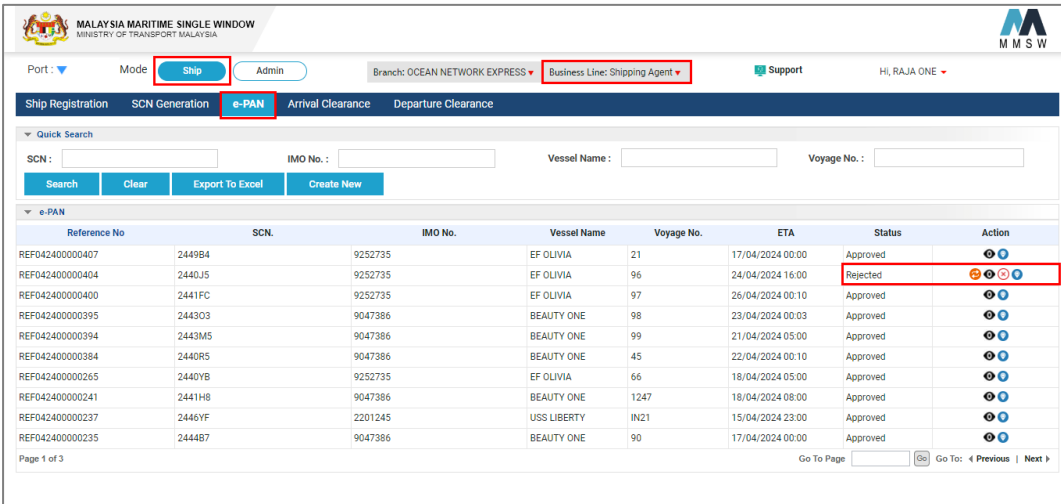
Ref Number	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF062400000018	05/06/2024 12:19	2465W2	FPA992686	KAPAR INDAH 5	22/06/2024 00:02	23/06/2024 08:03	NORTHPORT	Approved	
REF052400000071	31/05/2024 11:03	2459WB	FPA992683	KAPAR INDAH 3	15/06/2024 00:00	18/06/2024 10:10	NORTHPORT, WESTPORTS	Approved	
REF052400000055	17/05/2024 18:19	2459V1	FPA992675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	Approved	
REF052400000054	15/05/2024 12:34	2458FA	FPA992673	SYAWAL HARI KE 6	19/05/2024 10:10	19/05/2024 18:18	NORTHPORT	Approved	
REF052400000025	06/05/2024 13:45	2450F3	FPA992676	SYAWAL HARI KE7	12/05/2024 12:12	14/05/2024 14:14	NORTHPORT	Approved	
REF052400000024	06/05/2024 12:38	2459F1	FPA992676	SYAWAL HARI KE7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	Approved	
REF042400000484	30/04/2024 22:14	2448KF	FPA992673	SYAWAL HARI 3	05/05/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	
REF042400000481	30/04/2024 21:16	2447CE	FPA992674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Approved	
REF042400000454	29/04/2024 09:06	2446LA	FPA992674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	
REF042400000432	24/04/2024 16:53	2441BD	FPA992674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	

Figure 81: Listing of the SCN with PAN Approved Status

In Shipping Agent Login, on clicking Tracker icon (📍), Track & Trace screen is displayed which shows real-time tracking of SCN.

If e-PAN request is approved by Port Authority/Marine Department, PAN column in Track & Trace screen will display Approved (✅) icon.

If record is rejected, Shipping Agent can view the record with Resubmit and View Rejection Remarks buttons as shown below:



The screenshot shows the MMSW interface with the 'e-PAN' tab selected. A table lists various SCNs with their respective statuses. The second row, with SCN 2440J5 and status 'Rejected', is highlighted with a red border. The 'Action' column for this row contains icons for 'Resubmit' (🔄) and 'View Rejection Remarks' (📄).

Reference No	SCN	IMO No.	Vessel Name	Voyage No.	ETA	Status	Action
REF042400000407	2449B4	9252735	EF OLIVIA	21	17/04/2024 00:00	Approved	🔄
REF042400000404	2440J5	9252735	EF OLIVIA	96	24/04/2024 16:00	Rejected	🔄 📄
REF042400000400	2441FC	9252735	EF OLIVIA	97	26/04/2024 00:10	Approved	🔄
REF042400000395	2443O3	9047386	BEAUTY ONE	98	23/04/2024 00:03	Approved	🔄
REF042400000394	2443M5	9047386	BEAUTY ONE	99	21/04/2024 05:00	Approved	🔄
REF042400000384	2440R5	9047386	BEAUTY ONE	45	22/04/2024 00:10	Approved	🔄
REF042400000265	2440YB	9252735	EF OLIVIA	66	18/04/2024 05:00	Approved	🔄
REF042400000241	2441H8	9047386	BEAUTY ONE	1247	18/04/2024 06:00	Approved	🔄
REF042400000237	2446YF	2201245	USS LIBERTY	IN21	15/04/2024 23:00	Approved	🔄
REF042400000235	2444B7	9047386	BEAUTY ONE	90	17/04/2024 00:00	Approved	🔄

**Figure 82: Listing View of the SCN with PAN Rejected Status**

By clicking the Resubmit button, Shipping Agent can edit the record and resubmit the request to Port Authority/Marine Department for approval.



**Except SCN Number, user can edit/change all the fields for resubmitting. User cannot change SCN Number. This is applicable in all three screens i.e. e-PAN, Arrival Clearance and Departure Clearance.**

## 12 ARRIVAL CLEARANCE/FAL MODULE

➤ **Access Path: Ship → Arrival Clearance → FAL**

**This module allows the Shipping Agent/Immigration/Port Health to perform the following operations:**

- i. Shipping Agent, to submit the Arrival Clearance/FAL request to the Immigration and Port Health.
- ii. Immigration and Port Health, to approve/reject the Arrival Clearance/FAL request.



***Only one FAL record can be created for a SCN. If user tries to create another FAL request for the same SCN, "SCN already exist" message will be displayed.***

### 12.1 Submit Arrival Clearance/FAL Request – Shipping Agent

This process allows Shipping Agent to submit Arrival Clearance/FAL request to the Immigration and Port Health.

**Access Path: Ship → Arrival Clearance → FAL**

**To create a new Arrival Clearance/FAL request, the Shipping Agent has to perform the following steps:**

This process allows Shipping Agent to submit Arrival Clearance/FAL request to the Immigration and Port Health.

**Access Path: Ship → Arrival Clearance → FAL**

There are **two ways to enter the data** in Arrival Clearance/FAL screen:

1. One way is by clicking the **<Create New>** button in search screen and entering **all the data manually**.
2. Second way is by clicking the **<Create New>** button in search screen and entering some data manually and uploading some valid data using Excel Upload.

Uploading the data from Excel file is provided for the following Forms/tabs mentioned below:

- a) FAL 3 – Ship's Stores
- b) FAL 4 – Crew's Effects
- c) FAL 5 - Crew List
- d) FAL 6 - Passenger List
- e) FAL 7 - IMDG Cargo

In this case, data in the above Forms/tabs is uploaded through an excel file and the remaining data is entered by the user manually.

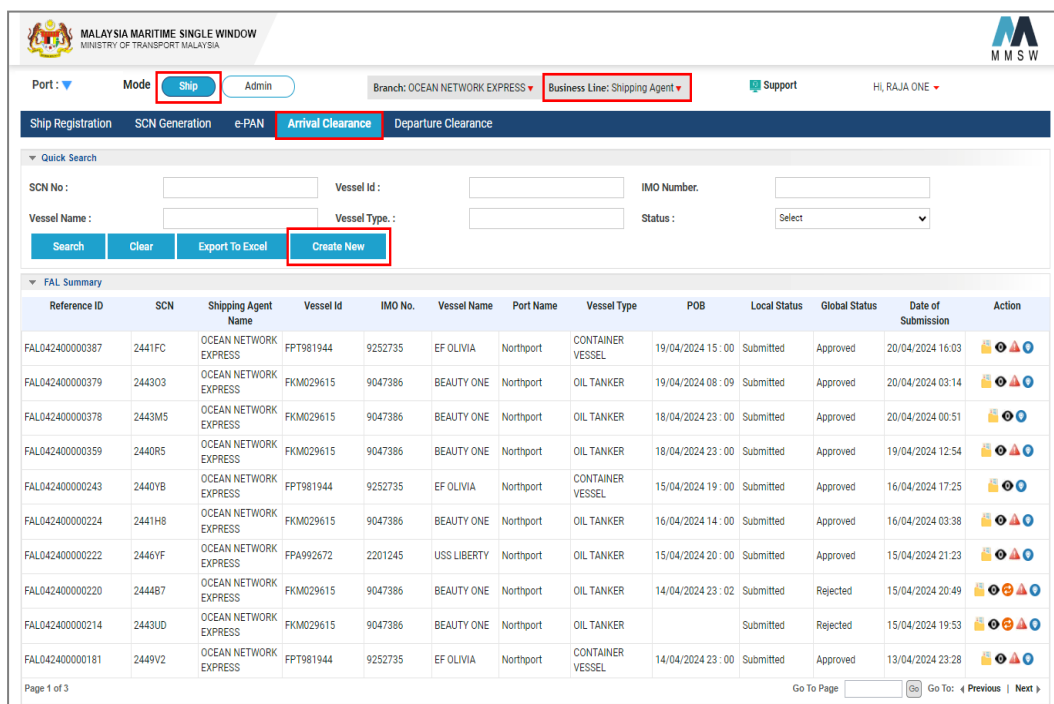
Remaining steps for creating the Arrival Clearance/FAL record are same.

Refer to the section [Entering Data through Excel File \(FAL Data Upload Excel\)](#) below for steps on uploading FAL data from Excel file.

### 12.1.1 Enter the Data Manually

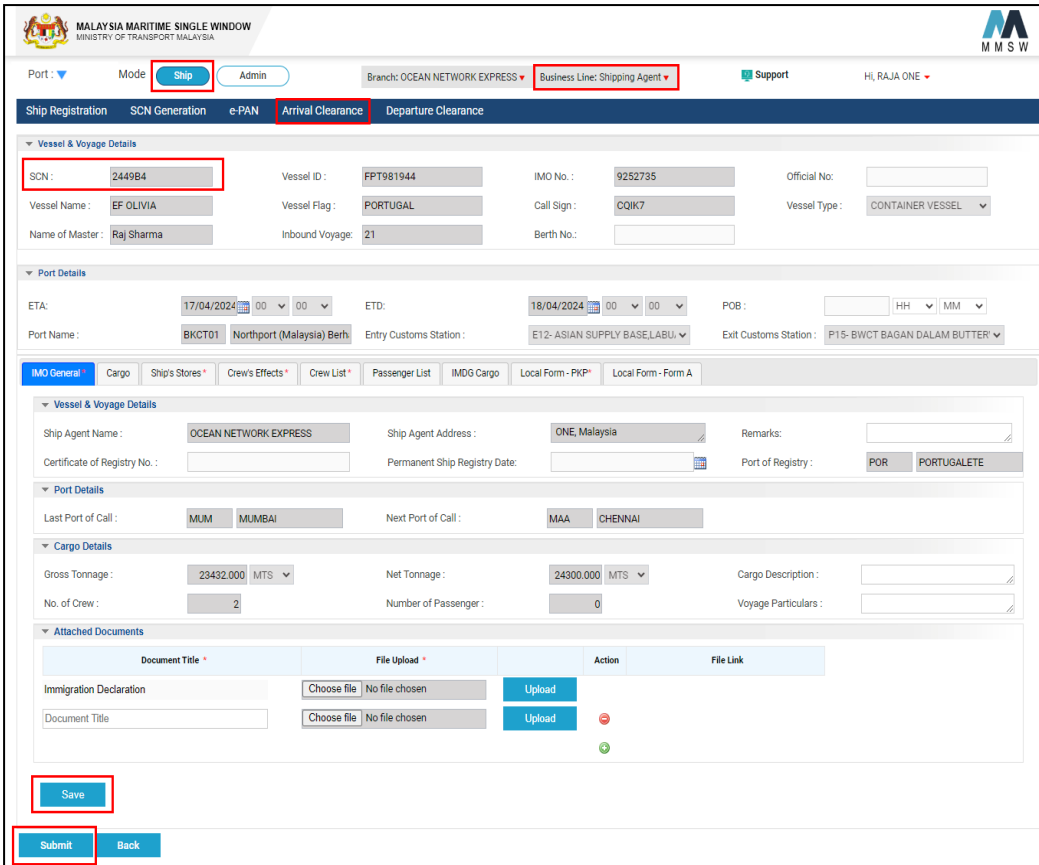
**To create a new Arrival Clearance/FAL request (by entering the data manually), the Shipping Agent has to perform the following steps:**

- i. Login as a Shipping Agent.
- ii. Navigate to the **Ship → Arrival Clearance → FAL** screen.
- iii. Click the **<Create New>** button in the Search screen as shown below:



**Figure 83: Screen to Enter Data in Arrival Clearance**

- iv. Enter the **Approved or Submitted SCN Number** from the e-PAN screen.
- v. On entering valid SCN all the existing data is auto populated. The fetched information cannot be edited.




The screenshot shows the 'Arrival Clearance' section of the MMSW system. The 'IMO General' sub-tab is selected, displaying the following information:


- Vessel & Voyage Details:** SCN: 2449B4, Vessel ID: FPT981944, IMO No.: 9252735, Official No.: (empty), Vessel Name: EF OLIVIA, Vessel Flag: PORTUGAL, Call Sign: CQIK7, Vessel Type: CONTAINER VESSEL, Name of Master: Raj Sharma, Inbound Voyage: 21, Berth No.: (empty).
- Port Details:** ETA: 17/04/2024 00:00, ETD: 18/04/2024 00:00, POB: (empty) HH, MM, Port Name: BKCT01 Northport (Malaysia) Berth, Entry Customs Station: E12- ASIAN SUPPLY BASE LABU, Exit Customs Station: P15- BWCT BAGAN DALAM BUTTER.
- IMO General Tab:** Ship Agent Name: OCEAN NETWORK EXPRESS, Ship Agent Address: ONE, Malaysia, Remarks: (empty), Certificate of Registry No.: (empty), Permanent Ship Registry Date: (empty), Port of Registry: POR, PORTUGALETE.
- Port Details:** Last Port of Call: MUM, MUMBAI, Next Port of Call: MAA, CHENNAI.
- Cargo Details:** Gross Tonnage: 23432.000 MTS, Net Tonnage: 24300.000 MTS, Cargo Description: (empty), No. of Crew: 2, Number of Passenger: 0, Voyage Particulars: (empty).
- Attached Documents:** A table with columns for Document Title, File Upload, Action, and File Link. It shows two rows for 'Immigration Declaration' and 'Document Title', each with a 'Choose file' button, 'No file chosen' text, and an 'Upload' button.

Red boxes in the image highlight the 'SCN' field, the 'Save' button, and the 'Submit' button.


Figure 84: Screen Showing the SCN Data Being Auto Populated

- vi. In IMO General tab, enter the Remarks, Cargo Description and Voyage Particulars.
- vii. Based on the value entered in the “Number of Crew” column in IMO General tab, same number of Crews can be added in Crew List tab. Validation is displayed when trying to add more crews or while deleting crews.
- viii. Similarly, Passenger List is based on value entered in “Number of Passenger” column in IMO General tab. Validation is displayed when trying to add more Passengers or while deleting Passengers.
- ix. In Crew List tab, Crew member’s minimum age should be 10 years based on Date of Birth selected. In Crew details it is mandatory to upload an identity document (i.e. passport document).
- x. In the Passenger List tab, Travel/Passport document is required to be uploaded mandatory for each passenger.
- xi. Each tab (i.e. IMO General, Cargo, Ship’s Stores, Crew’s Effects, Crew List, Passenger List and IMDG Cargo) are called FAL Form 1 to FAL Form 7 in sequence. The last two tabs (Port Health Form and Chemistry Form) are two Local Forms.
- xii. Click the **<Save>** button present in each tab to save the data entered in each tab. Validations are not displayed on clicking the **<Save>** button. They are displayed on clicking the **<Submit>** button.

 **If "Dangerous Cargo on Board" is selected Yes in e-PAN screen, then "IMDG Cargo" tab will become mandatory and it will display mandatory (\*) indicator.**

 **"Chemistry Form" tab is mandatory based on "Vessel Type" selected in Ship Registration (Also displayed on top right of the screen).**

**If "Vessel Type" is Oil Tanker etc. (or one of the 8 Vessel types related to Oil and Petroleum), "Chemistry Form" tab is mandatory. Otherwise, this tab is not mandatory.**

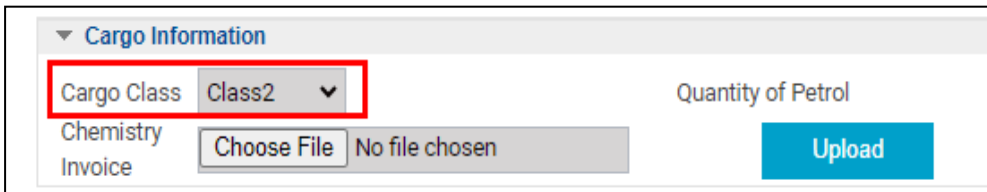
 **Similarly, if Number of Passenger field in IMO General tab has 0 (zero) count, then Passenger List tab is not mandatory.**

- xiii. In "Chemistry Form" tab In Cargo Information, if "Cargo Class" is selected as "1", then no need to upload any document. If Cargo Class is selected as "2" or "3", then the document is required to be uploaded.



The screenshot shows a form titled "Cargo Information". A dropdown menu labeled "Cargo Class" is set to "Class1" and is highlighted with a red box. To the right, there is a field for "Quantity of Petrol".

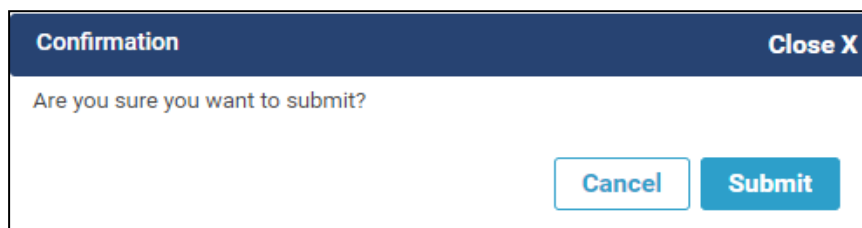
Figure 85: Screen When Cargo Class 1 Selected



The screenshot shows the "Cargo Information" form with "Cargo Class" set to "Class2", highlighted with a red box. Below this, there is a "Chemistry Invoice" section with a "Choose File" button, a "No file chosen" status, and an "Upload" button.

Figure 86: Screen When Cargo Class 2 Selected

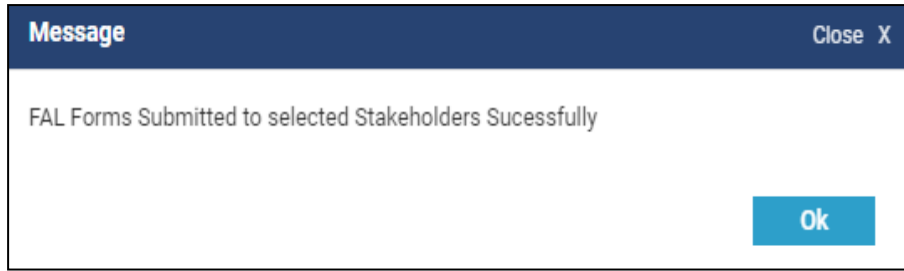
- xiv. User can click the **<Save>** buttons in each tab and keep the record in draft mode for editing and submit the request later, or user can delete the saved record from Arrival Clearance/FAL search screen and use the same SCN to recreate the new Arrival Clearance/FAL request.
- xv. Users must fill all the mandatory details in each tab and save each tab before submitting the FAL request.
- xvi. Click the **<Submit>** button to submit the details. The following message will be displayed:



The dialog box has a title bar "Confirmation" with a "Close X" button. The main text asks "Are you sure you want to submit?". At the bottom, there are two buttons: "Cancel" and "Submit".

Figure 87: FAL Confirmation Dialog Before Submission

- xvii. On submitting FAL forms submitted successfully to selected stakeholders' message is displayed as follows:



**Figure 88: Confirmation Message that FAL is Submitted Successfully**

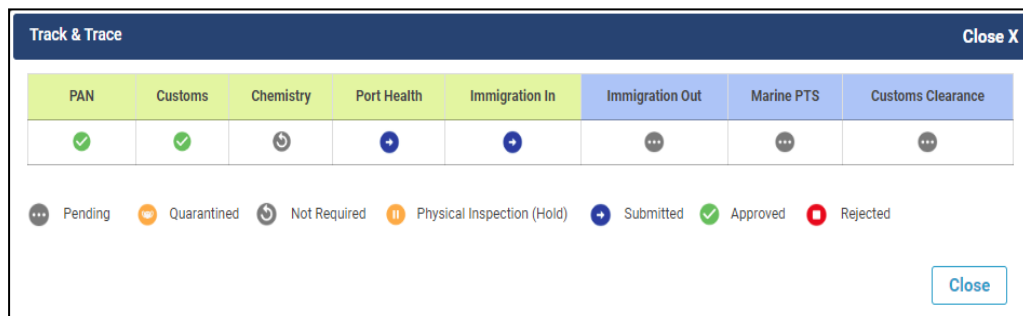
xviii. On clicking the <Ok> button the submitted record is displayed in search screen as shown below with Submitted status:

Reference ID	SCN	Shipping Agent Name	Vessel Id	IMO No.	Vessel Name	Port Name	Vessel Type	POB	Local Status	Global Status	Date of Submission	Action
FAL04240000391	2449B4	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL		Submitted	Submitted	22/04/2024 00:10	📄🔍🔄
FAL04240000387	2441FC	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL	19/04/2024 15:00	Submitted	Approved	20/04/2024 16:03	📄🔍🔄🟢
FAL04240000379	244303	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	19/04/2024 08:09	Submitted	Approved	20/04/2024 03:14	📄🔍🔄🟢
FAL04240000378	2443M5	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	18/04/2024 23:00	Submitted	Approved	20/04/2024 00:51	📄🔍🔄🟢
FAL04240000359	2440R5	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	18/04/2024 23:00	Submitted	Approved	19/04/2024 12:54	📄🔍🔄🟢
FAL04240000243	2440YB	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL	15/04/2024 19:00	Submitted	Approved	16/04/2024 17:25	📄🔍🔄🟢
FAL04240000224	2441H8	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	16/04/2024 14:00	Submitted	Approved	16/04/2024 03:38	📄🔍🔄🟢
FAL04240000222	2446YF	OCEAN NETWORK EXPRESS	FPA992672	2201245	USS LIBERTY	Northport	OIL TANKER	15/04/2024 20:00	Submitted	Approved	15/04/2024 21:23	📄🔍🔄🟢
FAL04240000220	2444B7	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	14/04/2024 23:02	Submitted	Rejected	15/04/2024 20:49	📄🔍🔄🔴
FAL04240000214	2443UD	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER		Submitted	Rejected	15/04/2024 19:53	📄🔍🔄🔴

**Figure 89: Listing of FAL Declaration with Status**

xix. On submitting the request, Arrival Clearance/FAL request is auto approved by Customs and Chemistry.

In Tracker screen, Customs and Chemistry icons will show Approved (🟢) icons as shown below:



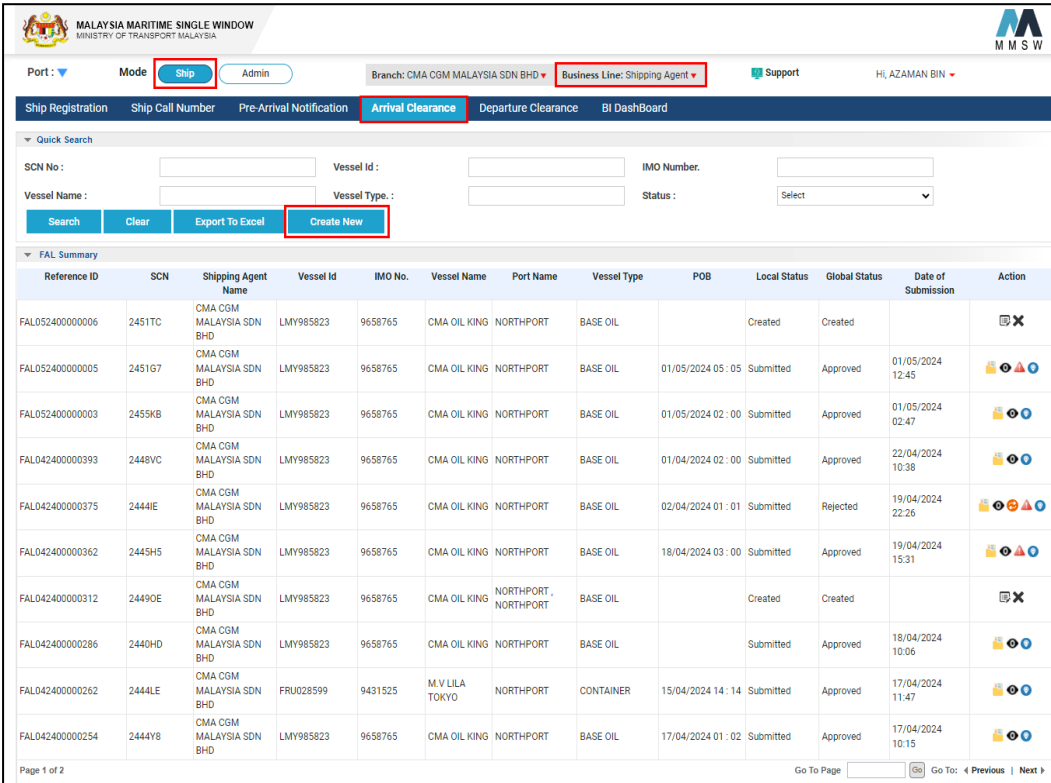
**Figure 90: Tracker to Track the Status of FAL Submission**

Arrival Clearance/FAL request is manually approved by Port Health and Immigration.

## 12.1.2 Entering Data through Excel File (FAL Data Upload Excel)

**To enter the data in Arrival Clearance/FAL screen using Excel upload, user has to follow the below steps:**

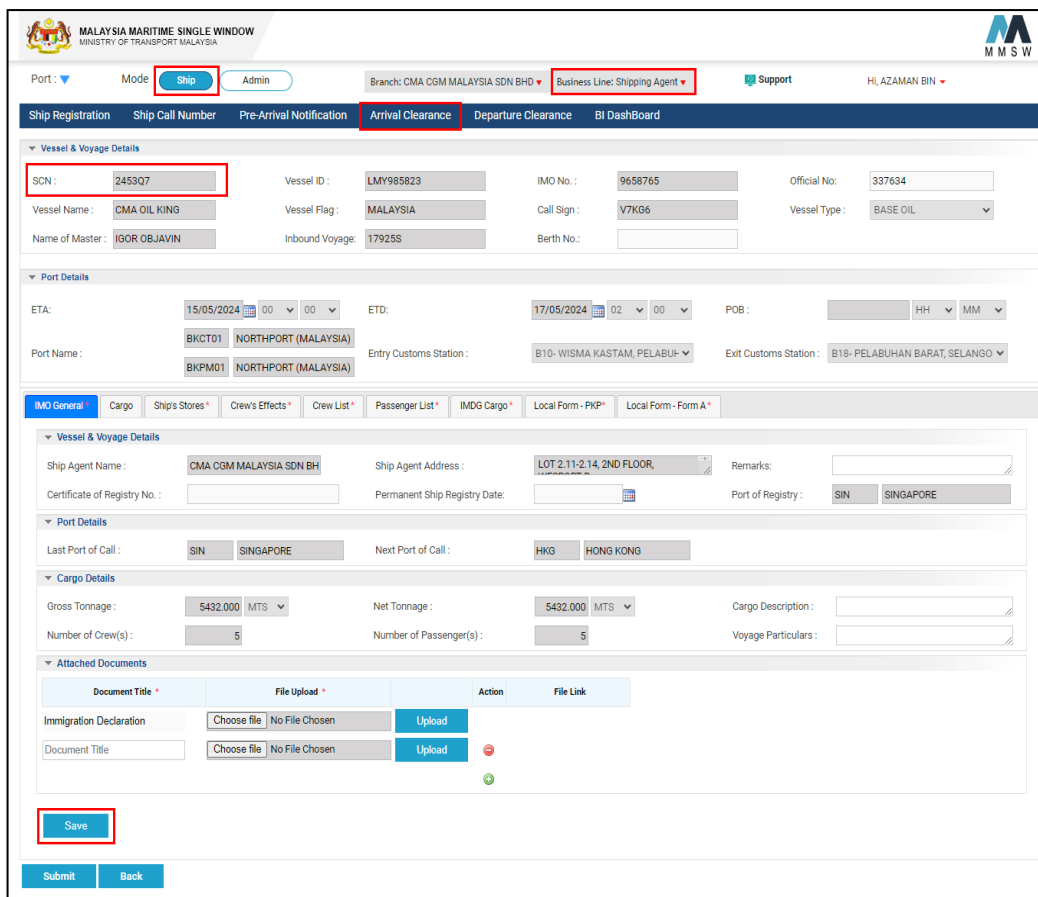
- i. Login as a Shipping Agent.
- ii. Navigate to the **Ship → Arrival Clearance → FAL** screen.
- iii. Click the **<Create New>** button in the Search screen as shown below:



Reference ID	SCN	Shipping Agent Name	Vessel Id	IMO No.	Vessel Name	Port Name	Vessel Type	POB	Local Status	Global Status	Date of Submission	Action
FAL052400000006	2451TC	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL		Created	Created		
FAL052400000005	2451G7	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/05/2024 05:05	Submitted	Approved	01/05/2024 12:45	
FAL052400000003	2455KB	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/05/2024 02:00	Submitted	Approved	01/05/2024 02:47	
FAL042400000393	2448VC	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/04/2024 02:00	Submitted	Approved	22/04/2024 10:38	
FAL042400000375	2444IE	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	02/04/2024 01:01	Submitted	Rejected	19/04/2024 22:26	
FAL042400000362	2445H5	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	18/04/2024 03:00	Submitted	Approved	19/04/2024 15:31	
FAL042400000312	2449OE	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT, NORTHPORT	BASE OIL		Created	Created		
FAL042400000286	2440HD	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL		Submitted	Approved	18/04/2024 10:06	
FAL042400000262	2444LE	CMA CGM MALAYSIA SDN BHD	FRU028599	9431525	M.V LILA TOKYO	NORTHPORT	CONTAINER	15/04/2024 14:14	Submitted	Approved	17/04/2024 11:47	
FAL042400000254	2444Y8	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	17/04/2024 01:02	Submitted	Approved	17/04/2024 10:15	

**Figure 91: Listing of the FAL Submission**

- iv. Enter the **Approved or Submitted SCN Number** from the e-PAN screen.
- v. On entering a valid SCN Number all the existing data is auto populated to the screen. The fetched information cannot be edited. (Only “Number of Crew(s)” and “Number of Passenger(s)” fields in IMO General Form/tab can be edited from the fetched information.)



**MALAYSIA MARITIME SINGLE WINDOW**  
MINISTRY OF TRANSPORT MALAYSIA

Port: [Dropdown] Mode: **Ship** Admin Branch: CMA CGM MALAYSIA SDN BHD Business Line: Shipping Agent Support Hi, AZAMAN BIN

Ship Registration Ship Call Number Pre-Arrival Notification **Arrival Clearance** Departure Clearance BI Dashboard

**Vessel & Voyage Details**

SCN: **245307** Vessel ID: LMY985823 IMO No.: 9658765 Official No.: 937634  
 Vessel Name: CMA OIL KING Vessel Flag: MALAYSIA Call Sign: V7KG6 Vessel Type: BASE OIL  
 Name of Master: IGOR OBJAVIN Inbound Voyage: 17925S Berth No.: [Empty]

**Port Details**

ETA: 15/05/2024 00:00 ETD: 17/05/2024 02:00 POB: [Dropdown] HH MM  
 Port Name: BKCT01 NORTHPORT (MALAYSIA) Entry Customs Station: B10- WISMA KASTAM, PELABU- Exit Customs Station: B18- PELABUHAN BARAT, SELANGO  
 BKFM01 NORTHPORT (MALAYSIA)

IMO General Cargo Ship's Stores Crew's Effects Crew List Passenger List IMDG Cargo Local Form - PKP Local Form - Form A

**Vessel & Voyage Details**

Ship Agent Name: CMA CGM MALAYSIA SDN BH Ship Agent Address: LOT 2.11-2.14, 2ND FLOOR, Remarks: [Empty]  
 Certificate of Registry No.: [Empty] Permanent Ship Registry Date: [Empty] Port of Registry: SIN SINGAPORE

**Port Details**

Last Port of Call: SIN SINGAPORE Next Port of Call: HKG HONG KONG

**Cargo Details**

Gross Tonnage: 5432.000 MTS Net Tonnage: 5432.000 MTS Cargo Description: [Empty]  
 Number of Crew(s): 5 Number of Passenger(s): 5 Voyage Particulars: [Empty]

**Attached Documents**

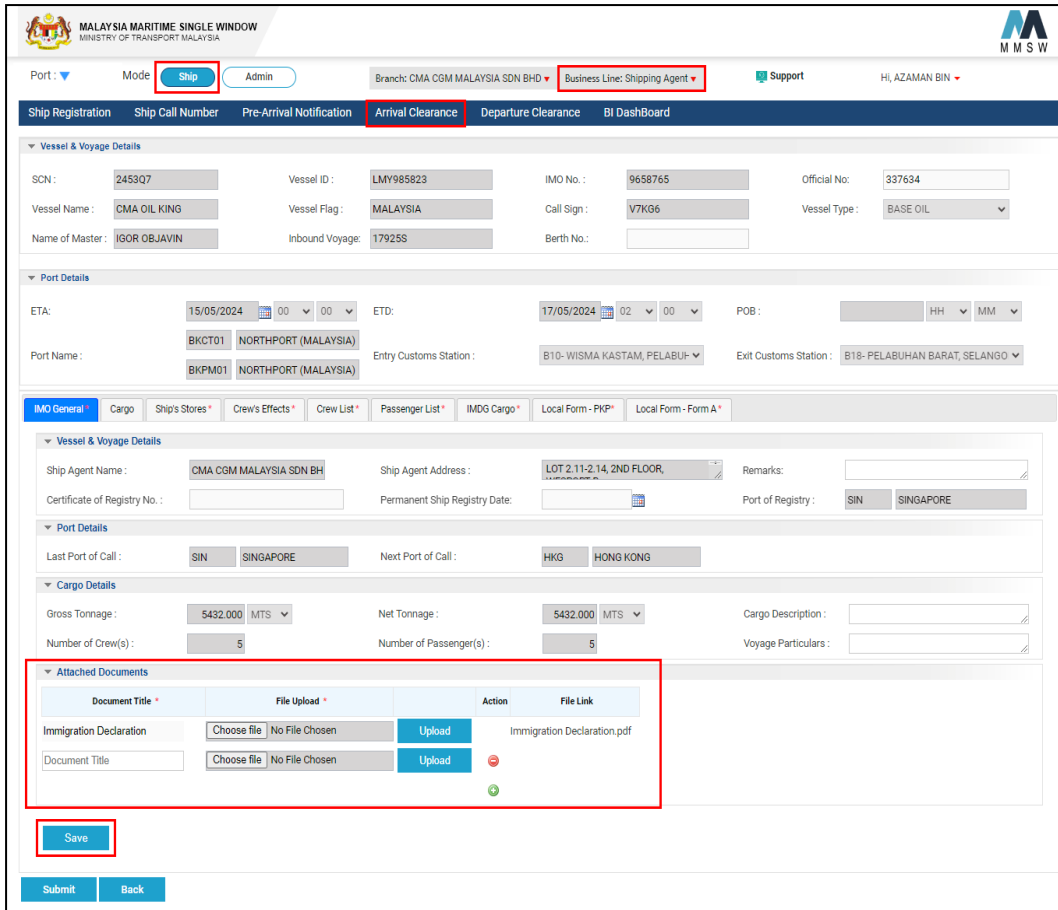
Document Title *	File Upload *	Action	File Link
Immigration Declaration	Choose file   No File Chosen	Upload	
Document Title	Choose file   No File Chosen	Upload	

**Save**

Submit Back

**Figure 92: Screen of FAL with Uploaded SCN Data**

- vi. First the user has to upload mandatory Immigration Declaration document in IMO General Form/tab and click the **<Save>** button as shown highlighted below:



**Attached Documents**

Document Title *	File Upload *	Action	File Link
Immigration Declaration	Choose file   No File Chosen	Upload	Immigration Declaration.pdf
Document Title	Choose file   No File Chosen	Upload	

Save

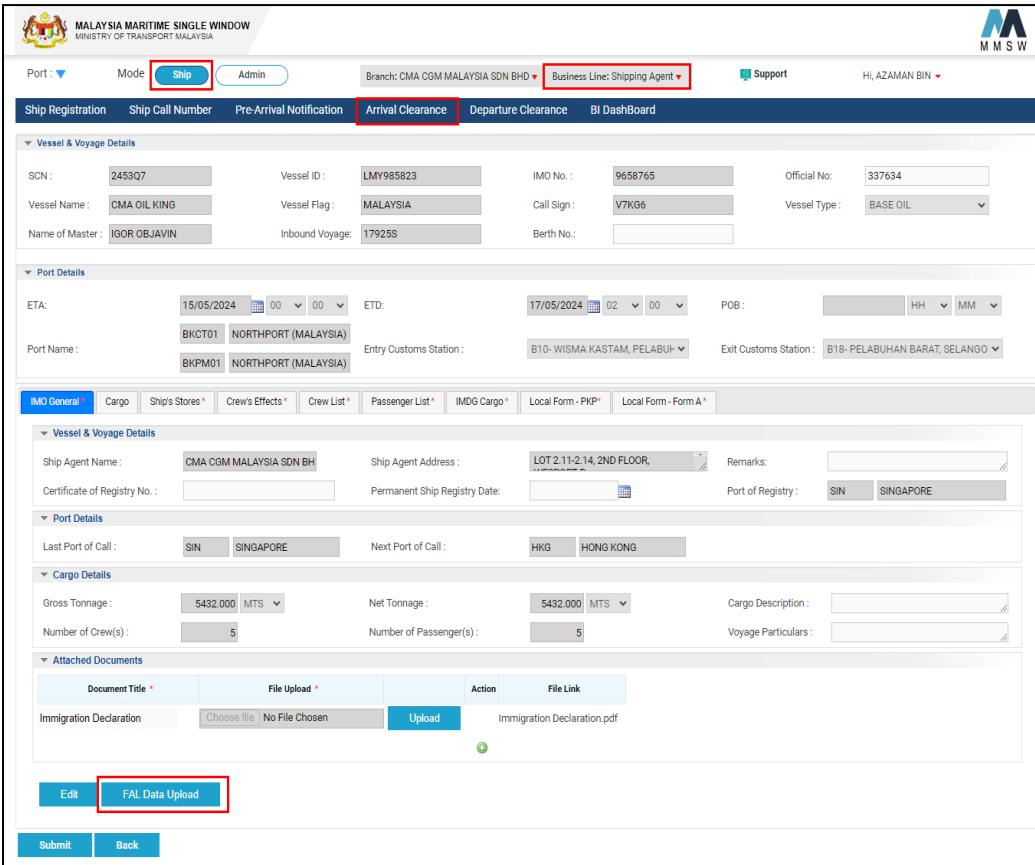
**Figure 93: Screen Showing the Attached Document to Upload the Immigration**

- vii. On clicking the **<Save>** button, Record saved successfully message will be displayed as shown below:



**Figure 94: Confirmation Message on FAL Submission**

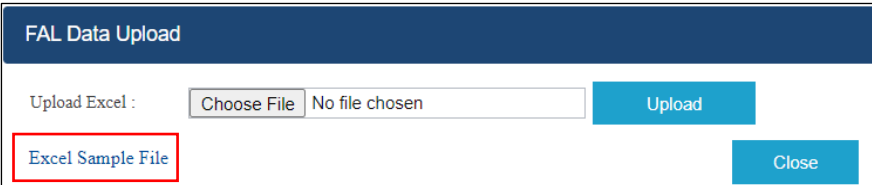
- viii. After uploading the Immigration Declaration document and saving the IMO General Form/tab, **<FAL Data Upload>** button will become visible for Excel upload in IMO General Form/tab as shown below:



The screenshot shows the MMSW web application interface. At the top, there are navigation tabs: 'Ship Registration', 'Ship Call Number', 'Pre-Arrival Notification', 'Arrival Clearance' (highlighted), 'Departure Clearance', and 'BI Dashboard'. Below this, there are sections for 'Vessel & Voyage Details', 'Port Details', and 'Attached Documents'. In the 'Attached Documents' section, there is a table with columns for 'Document Title', 'File Upload', 'Action', and 'File Link'. The 'File Upload' column has a 'Choose File' button and 'No File Chosen' text. The 'Action' column has an 'Upload' button. The 'File Link' column has a link to 'Immigration Declaration.pdf'. At the bottom of the page, there are buttons for 'Edit', 'FAL Data Upload' (highlighted with a red box), 'Submit', and 'Back'.

Figure 95: Screen Showing the <FAL Date Upload> Button

- ix. Click the <FAL Data Upload> button to upload Excel data. FAL Data Upload dialog will be displayed as shown below:

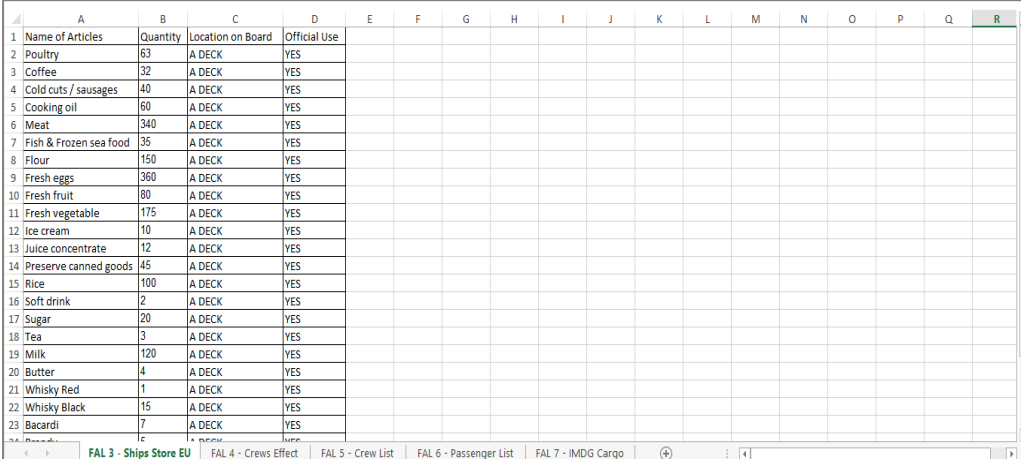


The screenshot shows the 'FAL Data Upload' dialog box. It has a title bar 'FAL Data Upload'. Below the title bar, there is a label 'Upload Excel:' followed by a 'Choose File' button and 'No file chosen' text. To the right of this is an 'Upload' button. Below the 'Choose File' button, there is a red box highlighting the 'Excel Sample File' hyperlink. To the right of the 'Excel Sample File' hyperlink is a 'Close' button.

Figure 96: Message for FAL Data Upload to MMSW

- x. Click the **Excel Sample File** hyperlink as shown highlighted above to download the sample Excel template file. **FAL\_Data\_Upload\_Sample\_Excel.xls Excel Template** file will be downloaded in Downloads folder of User's PC.
- xi. In this Excel file, following data can be entered **in one or more tabs** for uploading (Form 3 to Form 7):
  1. FAL 3 – Ship's Stores
  2. FAL 4 – Crew's Effects
  3. FAL 5 - Crew List (Number of records are based on "Number of Crew(s)" field in IMO General Form/tab)

4. FAL 6 - Passenger List (Number of records are based on "Number of Passenger(s)" field in IMO General Form/tab)
  5. FAL 7 - IMDG Cargo (If "Dangerous Cargo on Board" is selected yes in e-PAN screen then this tab is mandatory)
- xii. Enter/copy the data in the sample excel template file and save the file.
- xiii. The sample filled excel file will look as shown below:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Name of Articles	Quantity	Location on Board	Official Use														
2	Poultry	63	A DECK	YES														
3	Coffee	32	A DECK	YES														
4	Cold cuts / sausages	40	A DECK	YES														
5	Cooking oil	60	A DECK	YES														
6	Meat	340	A DECK	YES														
7	Fish & Frozen sea food	35	A DECK	YES														
8	Flour	150	A DECK	YES														
9	Fresh eggs	360	A DECK	YES														
10	Fresh fruit	80	A DECK	YES														
11	Fresh vegetable	175	A DECK	YES														
12	Ice cream	10	A DECK	YES														
13	Juice concentrate	12	A DECK	YES														
14	Preserve canned goods	45	A DECK	YES														
15	Rice	100	A DECK	YES														
16	Soft drink	2	A DECK	YES														
17	Sugar	20	A DECK	YES														
18	Tea	3	A DECK	YES														
19	Milk	120	A DECK	YES														
20	Butter	4	A DECK	YES														
21	Whisky Red	1	A DECK	YES														
22	Whisky Black	15	A DECK	YES														
23	Bacardi	7	A DECK	YES														

Figure 97: Sample of the Excel Template

User can enter data in this Excel file in one or more tabs as required.

- xiv. In FAL Data Upload dialog, select the filled valid FAL\_Data\_Upload\_Sample\_Excel.xls Excel file and click the <Upload> button as shown below:

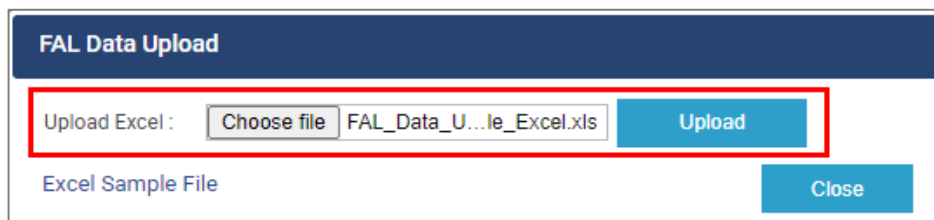
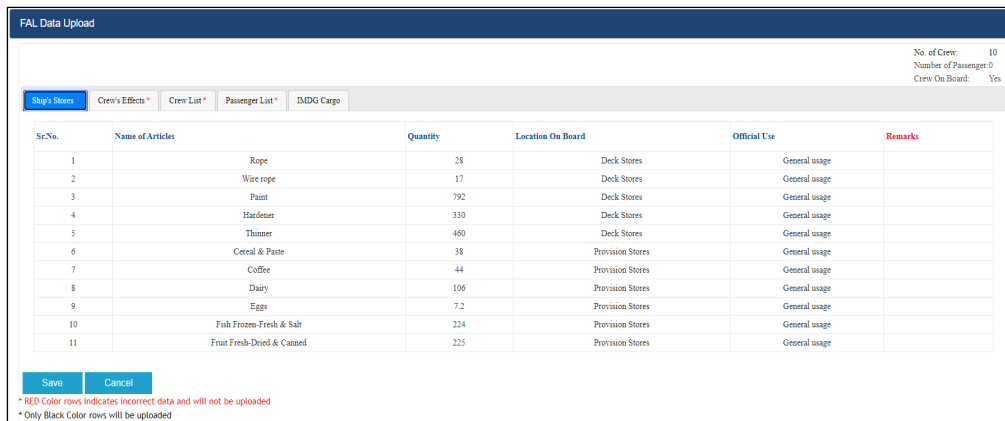


Figure 98: FAL Data Upload Dialog

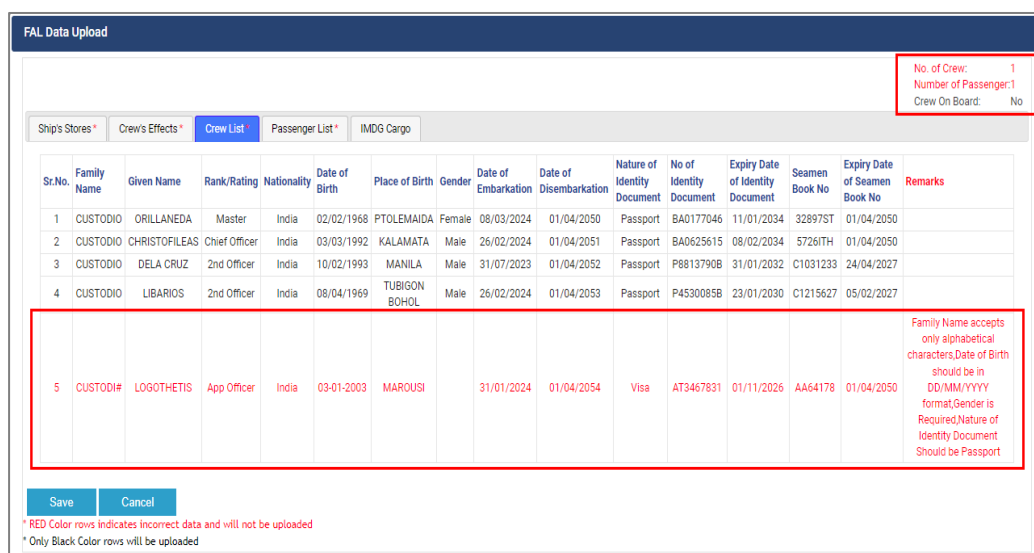
- xv. On clicking the <Upload> button, FAL Data Upload dialog will be displayed as shown below (which shows FAL 3 – Ship’s Stores, FAL 4 – Crew’s Effect, FAL 5 - Crew List, FAL 6 - Passenger List and FAL 7 - IMDG Cargo tabs) **with data filled/uploaded from FAL\_Data\_Upload\_Sample\_Excel.xls Excel file:**



Sr.No.	Name of Articles	Quantity	Location On Board	Official Use	Remarks
1	Rope	28	Deck Stores	General usage	
2	Wire rope	17	Deck Stores	General usage	
3	Paint	792	Deck Stores	General usage	
4	Hardener	330	Deck Stores	General usage	
5	Thinner	460	Deck Stores	General usage	
6	Cereal & Paste	38	Provision Stores	General usage	
7	Coffee	44	Provision Stores	General usage	
8	Dairy	106	Provision Stores	General usage	
9	Eggs	7.2	Provision Stores	General usage	
10	Fish Freezes-Fresh & Salt	224	Provision Stores	General usage	
11	Fruit Freez-Dried & Canned	225	Provision Stores	General usage	

**Figure 99: Message for FAL Data Upload to MMSW**

- xvi. If there is any discrepancy in any of the row it will be displayed in Remarks column and the entire row will be displayed in red color as shown below:

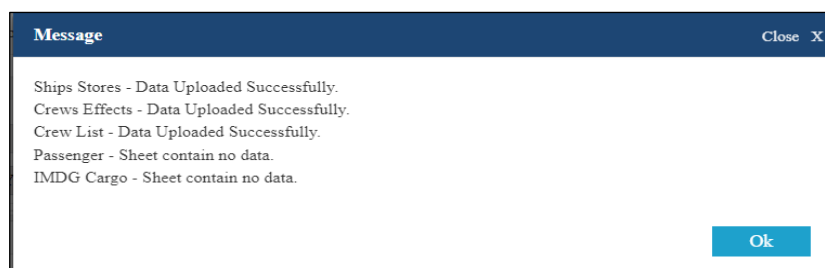


Sr.No.	Family Name	Given Name	Rank/Rating	Nationality	Date of Birth	Place of Birth	Gender	Date of Embarkation	Date of Disembarkation	Nature of Identity Document	No of Identity Document	Expiry Date of Identity Document	Seamen Book No	Expiry Date of Seamen Book No	Remarks
1	CUSTODIO	ORILLANEDA	Master	India	02/02/1968	PTOLEMAIDA	Female	08/03/2024	01/04/2050	Passport	BA0177046	11/01/2034	32897ST	01/04/2050	
2	CUSTODIO	CHRISTOFILEAS	Chief Officer	India	03/03/1992	KALAMATA	Male	26/02/2024	01/04/2051	Passport	BA0625615	08/02/2034	5726ITH	01/04/2050	
3	CUSTODIO	DELA CRUZ	2nd Officer	India	10/02/1993	MANILA	Male	31/07/2023	01/04/2052	Passport	P8813790B	31/01/2032	C1031233	24/04/2027	
4	CUSTODIO	LIBARIOS	2nd Officer	India	08/04/1969	TUBIGON BOHOL	Male	26/02/2024	01/04/2053	Passport	P4530085B	23/01/2030	C1215627	05/02/2027	
5	CUSTODI#	LOGOTHETIS	App Officer	India	03-01-2003	MAROUSI		31/01/2024	01/04/2054	Visa	AT3467831	01/11/2026	AA64178	01/04/2050	Family Name accepts only alphabetical characters,Date of Birth should be in DD/MM/YYYY format,Gender is Required,Nature of Identity Document Should be Passport

**Figure 100: Unsuccessful Data Download Message**

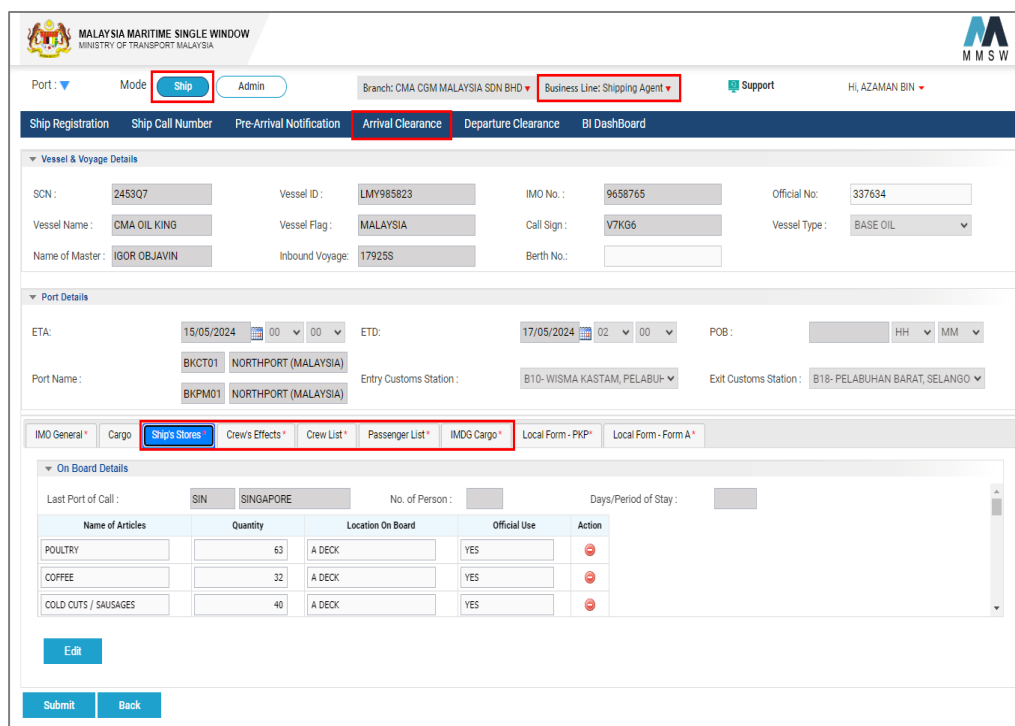
- xvii. For entering the data in the Excel file, refer the [FAL Data Upload Excel File Columns Validations](#) section below.
- xviii. If none of the rows are in red and there are no remarks, and the Number of Crews/Passengers count (on top right) is not in red it means all the data is correct.
- xix. Click the **<Save>** button to populate the data from the FAL Data Upload dialog (i.e. from the uploaded Excel file) on the Arrival Clearance/FAL screen in FAL 3 – Ship’s Stores, FAL 4 – Crew’s Effects, FAL 5 - Crew List, FAL 6 - Passenger List and FAL 7 - IMDG Cargo tabs.
- xx. If the user clicks the **<Cancel>** button, data from this dialog will not be populated on the Arrival Clearance/FAL screen.
- xxi. On successfully uploading the data the following message will be displayed. If there are issues while uploading/populating the data on the form, it will be displayed in this message:

- a. Upon successful completion of the extraction process, the user will be prompted with the following message.



**Figure 101: Message of Successful FAL Data Upload**

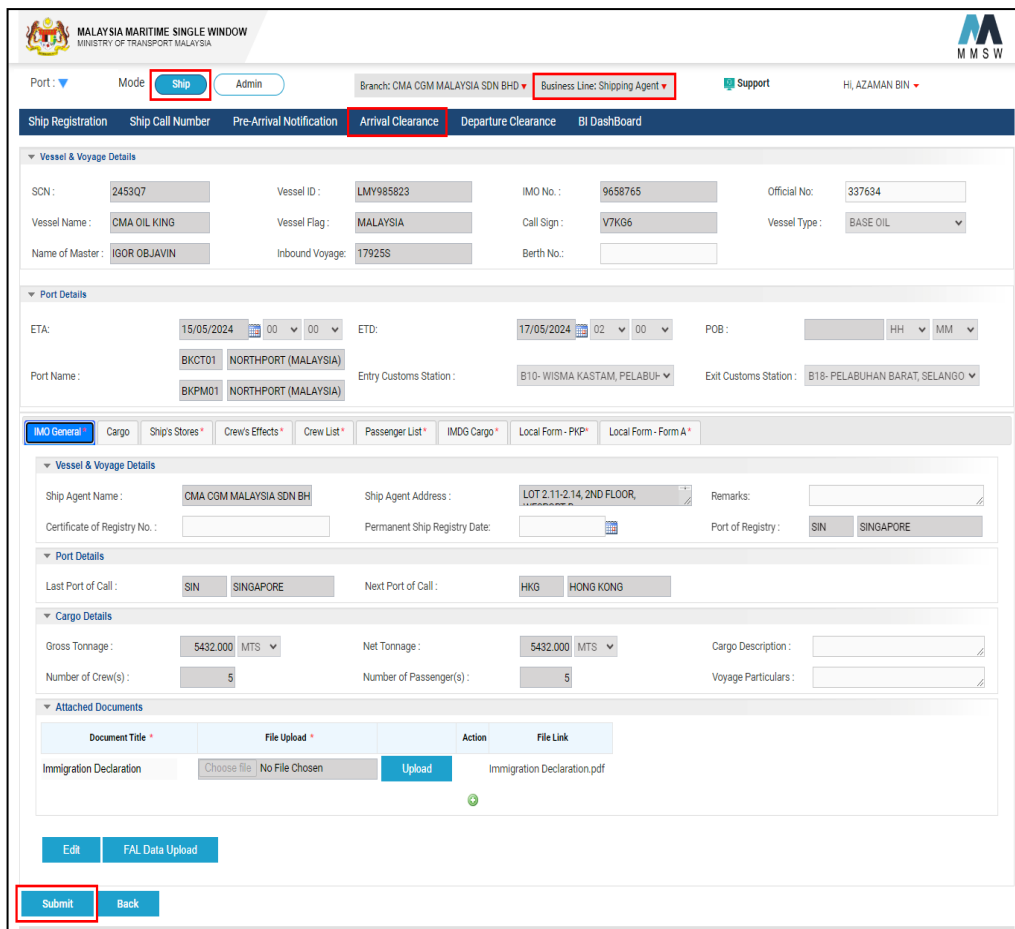
- xxii. Data will be populated on the Arrival Clearance/FAL screen as shown below (for example).
- xxiii. Upon data upload, data will be auto saved in those FAL forms/tabs in which data is uploaded and the **<Save>** button will change to **<Edit>** button.
- xxiv. In the remaining FAL forms user must save each form/tab separately.



**Figure 102: FAL Excel Template Upload Data**

- xxv. After this user can click the **<Edit>** button in the Forms/tabs in which data is uploaded and update the data if required.
- xxvi. In remaining Forms/tabs (i.e. Local form - PKP and Local Form - Form A) user can enter the data and click the **<Save>** button.
- xxvii. Before clicking the **<Submit>** button, users can utilize the Excel upload feature multiple times, and each time, the previous data will be overwritten with the freshly uploaded Excel file, provided that valid data has been uploaded for each FAL form.

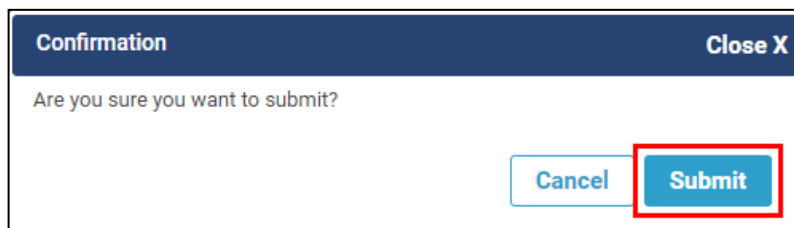
xxviii. To create the Arrival Clearance/FAL record, click the **<Submit>** button as shown below:



The screenshot shows the 'Arrival Clearance' tab in the MMSW system. The form contains several sections: 'Vessel & Voyage Details', 'Port Details', and 'IMO General'. The 'Submit' button is located at the bottom left of the form area.

**Figure 103: Submit Button for FAL Data Submission**

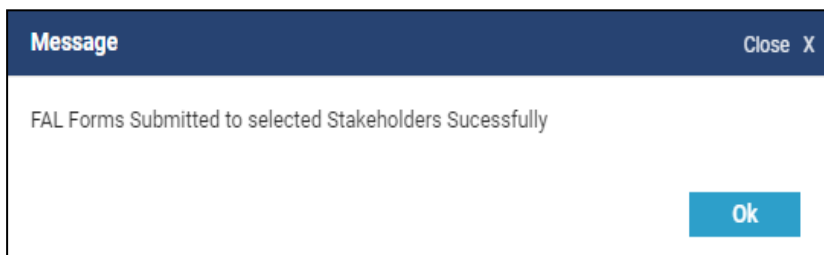
xxix. Click the **<Submit>** button in the Confirmation dialog:



The dialog box has a title bar 'Confirmation' with a 'Close X' button. The main text asks 'Are you sure you want to submit?'. At the bottom, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

**Figure 104: FAL Submission Confirmation Dialog**

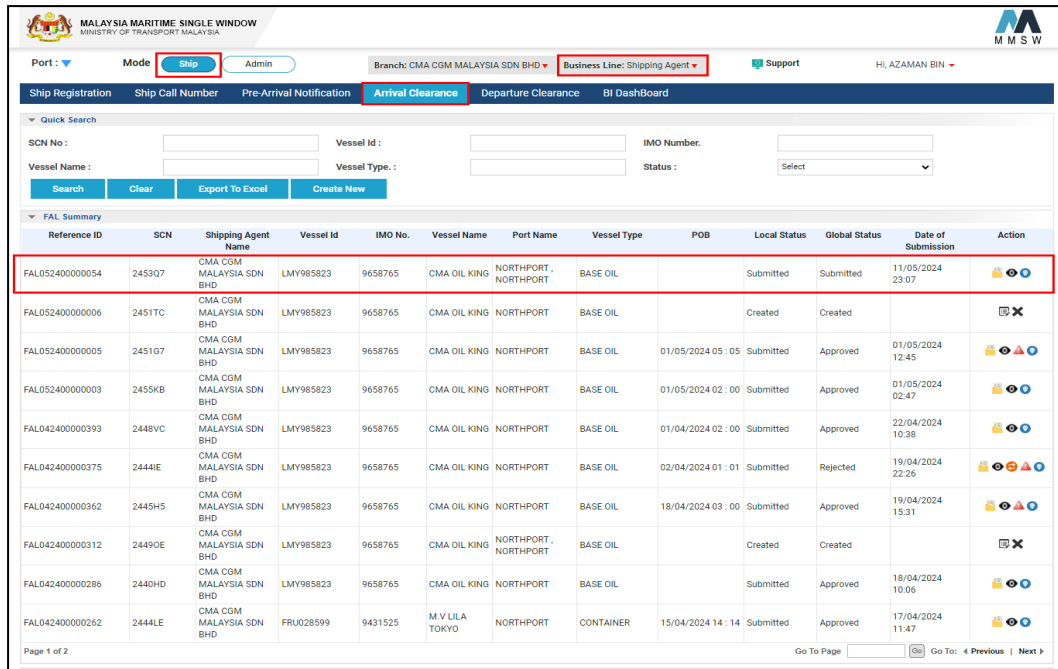
xxx. On submitting FAL forms submitted successfully to selected stakeholder's message will be displayed as shown below:



The message dialog box has a title bar 'Message' with a 'Close X' button. The main text reads 'FAL Forms Submitted to selected Stakeholders Successfully'. At the bottom right, there is an 'Ok' button.

**Figure 105: FAL Submission Confirmation Message**

xxxi. On clicking the <Ok> button the submitted record will be displayed in the search screen as shown below with Submitted status:



Reference ID	SCN	Shipping Agent Name	Vessel Id	IMO No.	Vessel Name	Port Name	Vessel Type	POB	Local Status	Global Status	Date of Submission	Action
FAL052400000054	245307	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT - NORTHPORT	BASE OIL		Submitted	Submitted	11/05/2024 23:07	
FAL052400000006	2451TC	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL		Created	Created		
FAL052400000005	2451G7	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/05/2024 05:05	Submitted	Approved	01/05/2024 12:45	
FAL052400000003	2455KB	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/05/2024 02:00	Submitted	Approved	01/05/2024 02:47	
FAL042400000393	2448VC	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	01/04/2024 02:00	Submitted	Approved	22/04/2024 10:38	
FAL042400000375	2444AE	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	02/04/2024 01:01	Submitted	Rejected	19/04/2024 22:26	
FAL042400000362	2445H5	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL	18/04/2024 03:00	Submitted	Approved	19/04/2024 15:31	
FAL042400000312	24490E	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL		Created	Created		
FAL042400000286	2440HD	CMA CGM MALAYSIA SDN BHD	LMY985823	9658765	CMA OIL KING	NORTHPORT	BASE OIL		Submitted	Approved	18/04/2024 10:06	
FAL042400000262	2444LE	CMA CGM MALAYSIA SDN BHD	FRU028599	9431525	M.V LILA TOKYO	NORTHPORT	CONTAINER	15/04/2024 14:14	Submitted	Approved	17/04/2024 11:47	

Figure 106: Listing of the FAL Bing Submitted

xxxii. FAL Data Upload Excel Template Column validation:

Table 10: Excel Template Column Validation

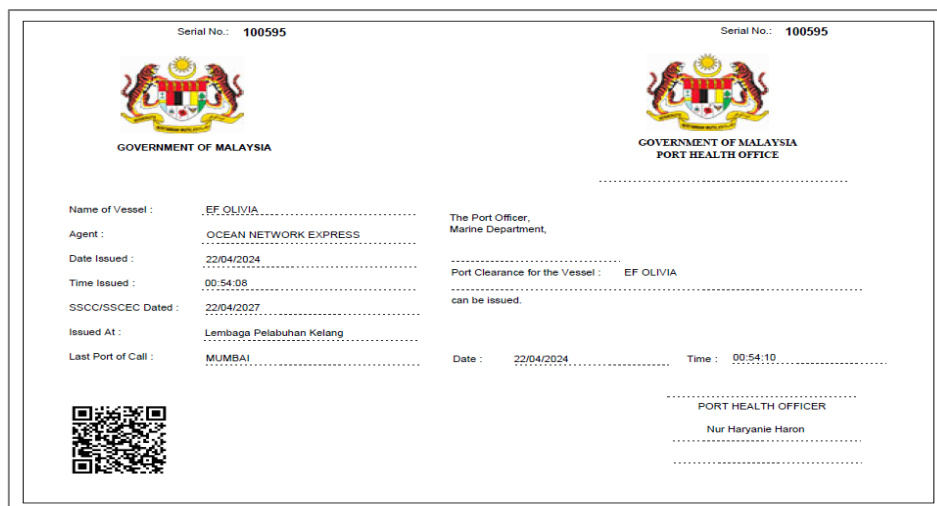
Tab	Column	Validation
	Number of Crew Number of Passenger Crew On Board	Number of Crew(s) and Number of Passenger(s) in <b>IMO General Tab</b> should match with Number of Crews and Number of Passengers in Excel file. If these values don't match it will be displayed in red color.
<b>FAL 3 – Ship's Stores</b>	Name of Articles	Cannot exceed 200 characters.
	Quantity	Should be numeric. Cannot exceed 15 digits.
	Location on Board	Cannot exceed 30 characters.
	Official Use	Cannot exceed 200 characters.
<b>FAL 4 – Crew's Effects</b>	Family Name	Special characters should not be present. Cannot exceed 200 characters.
	Given Name	Special characters should not be present. Cannot exceed 200 characters.
	Rank/Rating	Cannot exceed 200 characters.
	Restriction/Prohibition on Article	Cannot exceed 200 characters.
	Qty	Should be numeric. Cannot exceed 15 digits.
	Other	Cannot exceed 200 characters.
<b>FAL 5 - Crew List</b>	Family Name	Special characters should not be present. Cannot exceed 200 characters.
	Given Name	Special characters should not be present. Cannot exceed 200 characters.
	Rank/Rating	Cannot exceed 200 characters.
	Nationality	Only Countries present in Masters are allowed (case

Tab	Column	Validation
		sensitive).
	Date of Birth	Should be valid date in dd/mm/yyyy format separated by slash. Should be minimum 10 years (Calculated from current date in the system).
	Place of Birth	Cannot exceed 100 characters.
	Gender	Should be Male or Female.
	Date of Embarkation	Should be valid date in dd/mm/yyyy format separated by slash.
	Date of Disembarkation	Should be valid date in dd/mm/yyyy format separated by slash.
	Nature of Identity Document	Only "Passport" value is accepted.
	No of Identity Document	Cannot exceed 50 characters.
	Expiry Date	Should be valid date in dd/mm/yyyy format separated by slash. Historical dates are not allowed.
	Seamen Book No	Cannot exceed 50 characters.
	Expiry Date Seamen Book No	Should be valid date in dd/mm/yyyy format separated by slash. Historical Dates are not allowed.
<b>FAL 6 - Passenger List</b>	Family Name	Special characters should not be present. Cannot exceed 200 characters.
	Given Name	Special characters should not be present. Cannot exceed 200 characters.
	Nationality	Only countries present in Masters are allowed (case sensitive).
	Date of Birth	Should be valid date in dd/mm/yyyy format separated by slash. Should be minimum 10 years (Calculated from current date in the system).
	Gender	Should be Male or Female.
	Type of Travel Document	Should be "Passport" only.
	Sr No of Travel Document	Cannot exceed 50 characters.
	Issuing Country of Travel Document	Cannot exceed 50 characters.
	Issuing Date of Travel Document	Should be valid date in dd/mm/yyyy format separated by slash. Future dates are not allowed.
	Expiry Date of Travel Document	Should be valid date in dd/mm/yyyy format separated by slash. Historical dates are not allowed.
	Port of Embarkation	Should be present in Masters. Cannot exceed 5 characters.
Port of Disembarkation	Should be present in Masters. Cannot exceed 5 characters.	
Transit Passenger or Not	Should be "Yes" or "No".	
<b>FAL 7 - IMDG Cargo</b>	Stowage Position	Cannot exceed 30 characters.
	Ref No	Cannot exceed 20 characters.
	Marks & No	Cannot exceed 50 characters.
	UN No	Cannot exceed 10 characters.
	Shipping Name (Technical Specs)	Cannot exceed 50 characters.

Tab	Column	Validation
	Class (Subsidiary/Risk(s))	Cannot exceed 20 characters.
	Packing Group	Cannot exceed 10 characters.
	Additional Remarks	Cannot exceed 200 characters.
	No of Pkgs	Should be numeric. Cannot exceed 15 digits.
	Type of Pkgs	Should be present in Masters.
	Mass (Kg)	Cannot exceed 15 digits. Should be numeric. Should contain only one decimal point. Negative values are not allowed.
	Volume(L)	Cannot exceed 15 digits. Should be numeric. Should contain only one decimal point. Negative values are not allowed.
	EMS	Cannot exceed 20 characters.

xxxiii. On submitting the request, the following will be happening to the Arrival Clearance/FAL request:

- The request will be auto approved by the Customs officer.
- The request will be manually processed by the Immigration and Port Health Departments.
  - Immigration officer can either click the **<Approve>**, **<Physical Inspection>** or **<Reject>** button.
  - On approving the request, an email will be sent to the shipping agent.
  - On rejecting the request, FAL request will be sent back to Shipping Agent. The shipping Agent will rectify and send it again to approving authorities. Accordingly, Immigration will decide whether to Physical inspect /Quarantine /Approve /Reject.
- Port Health will do as per the following:
  - Approve the request Direct. Health Certificate is generated as shown below. (The same can be viewed in e-Docket in Generated Certificates Section).



Serial No.: 100595

Serial No.: 100595

GOVERNMENT OF MALAYSIA

GOVERNMENT OF MALAYSIA  
PORT HEALTH OFFICE

Name of Vessel : EF OLIVIA  
Agent : OCEAN NETWORK EXPRESS  
Date Issued : 22/04/2024  
Time Issued : 00:54:08  
SSCC/SSCEC Dated : 22/04/2027  
Issued At : Lembaga Pelabuhan Kelang  
Last Port of Call : MUMBAI

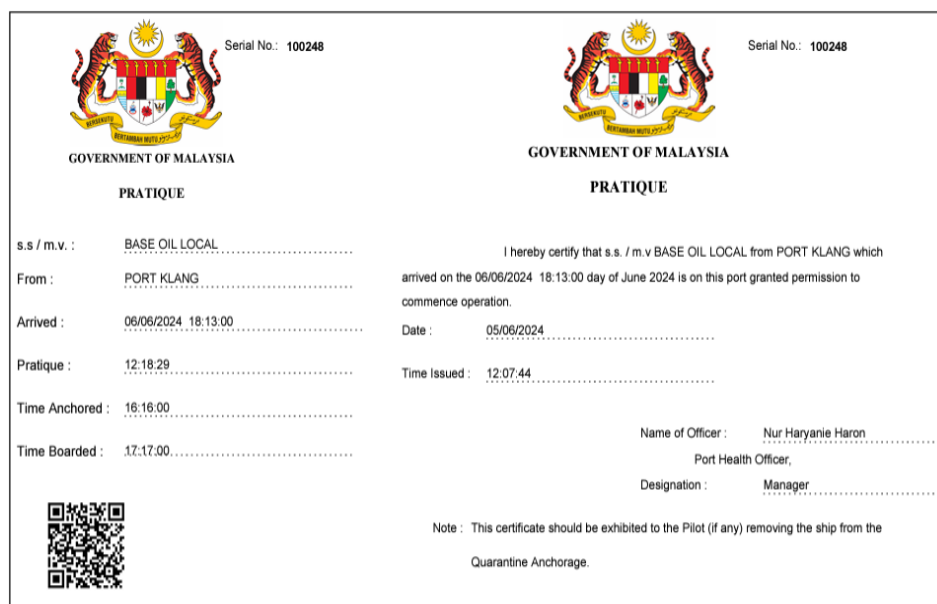
The Port Officer,  
Marine Department,  
Port Clearance for the Vessel : EF OLIVIA  
can be issued.

Date : 22/04/2024 Time : 00:54:10

PORT HEALTH OFFICER  
Nur Haryanie Haron

**Figure 107: Health Certificate Generated by Port Health**

- Order for Physical Inspection or Quarantine. After the inspection, then the officer can approve the request, in which two Certificates are generated:
  1. Health Certificate (as Figure 110)
  2. Free Pratique Certificate (When Physical Inspection or Quarantine is done this certificate is generated after approval)



Serial No.: 100248

Serial No.: 100248

GOVERNMENT OF MALAYSIA

GOVERNMENT OF MALAYSIA  
PRATIQUE

s.s / m.v. : BASE OIL LOCAL  
From : PORT KLANG  
Arrived : 06/06/2024 18:13:00  
Pratique : 12:18:29  
Time Anchored : 16:16:00  
Time Boarded : 17:17:00

I hereby certify that s.s. / m.v BASE OIL LOCAL from PORT KLANG which arrived on the 06/06/2024 18:13:00 day of June 2024 is on this port granted permission to commence operation.  
Date : 05/06/2024  
Time Issued : 12:07:44

Name of Officer : Nur Haryanie Haron  
Port Health Officer,  
Designation : Manager

Note : This certificate should be exhibited to the Pilot (if any) removing the ship from the Quarantine Anchorage.

**Figure 108: Pratique Certificate Issued by Port Health**

- xxxiv. The Chemistry Department does not involve in the approval process for the vessel's arrival.
- xxxv. Users can check the latest status of the FAL declaration by clicking the (🔍) icon. The Track & Trace screen will be displayed as following:

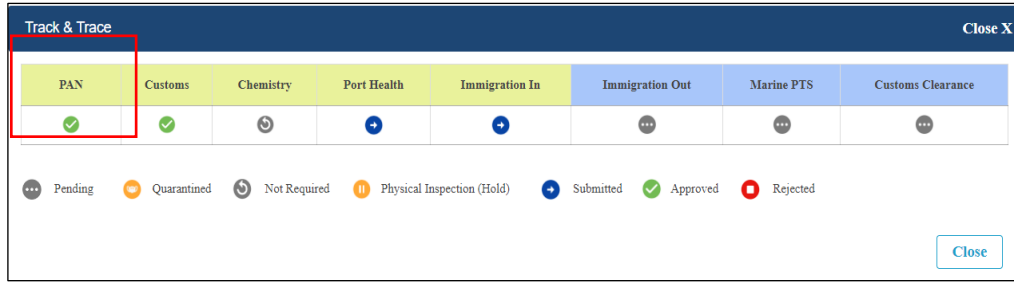


Figure 109: Tracker Showing the Current FAL Declaration

## 12.2 View Arrival Clearance Request Status

➤ Access Path: Ship → Arrival Clearance → FAL

- In Shipping Agent Login, record is displayed with Global Status Approved as shown below:

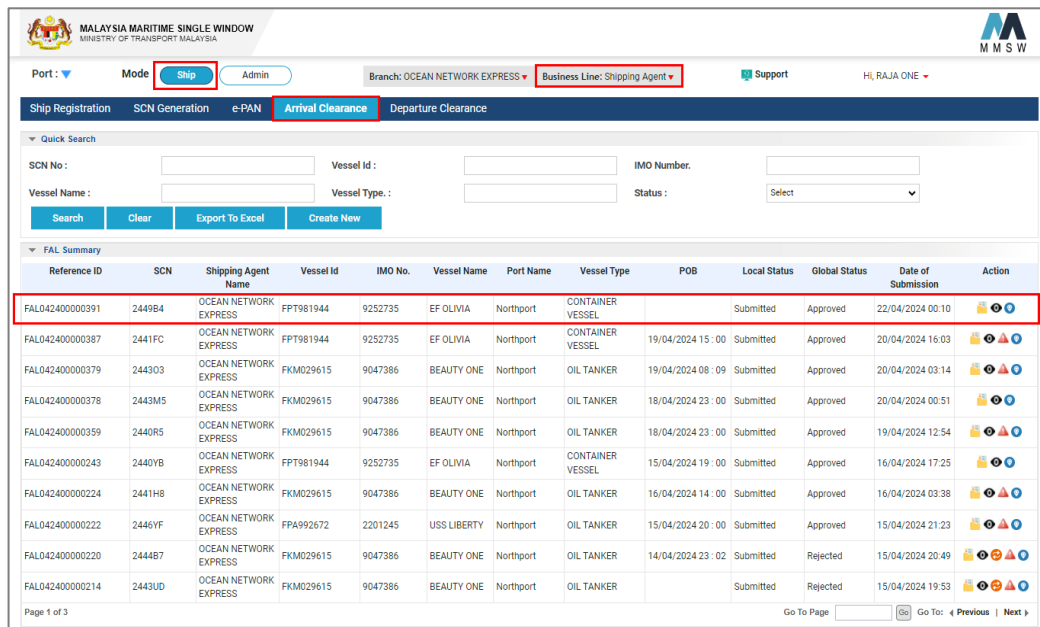


Figure 110: Listing of the FAL Submission with Global Approval Status

- In Shipping Agent Login, on clicking Tracker icon (🔍), Track & Trace screen is displayed which shows real-time tracking of SCN.

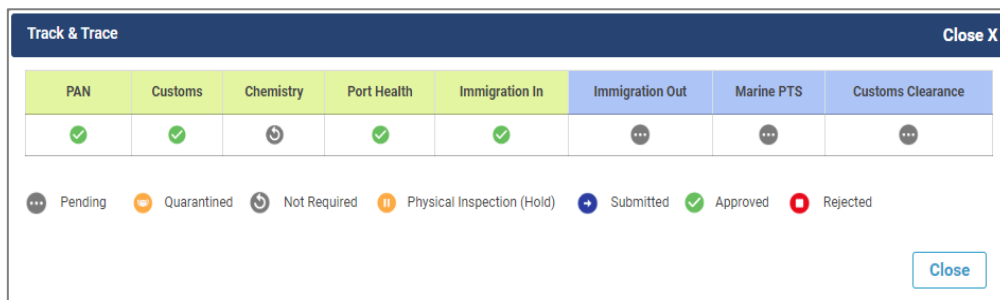


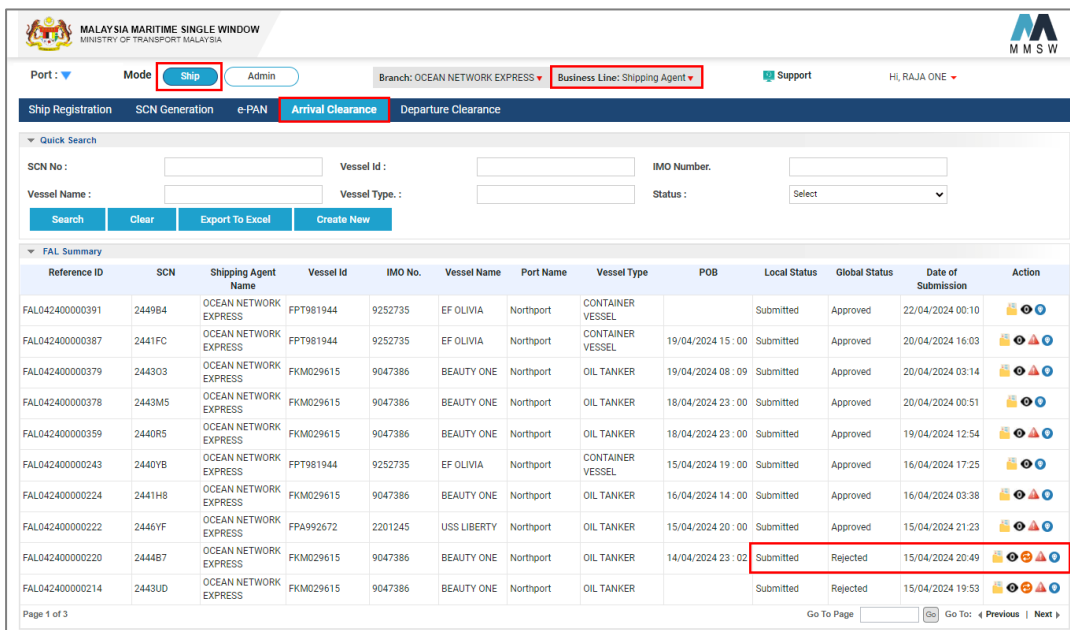


Figure 111: Tracker of the FAL Submission Status

- If Arrival Clearance/FAL request is approved by Immigration/Port Health, Immigration In /Port Health columns in Track & Trace screen will display Approved (  ) icon.
- If Arrival Clearance/FAL request is rejected by Immigration/Port Health, FAL request is sent back to Shipping Agent. Shipping Agent will rectify and send it again to approving authorities (i.e. Immigration/Port Health) by clicking Resubmit (  ) button as shown below. Accordingly, Immigration/Port Health will decide whether to Physical inspect /Quarantine /Approve /Reject.



The screenshot shows the MMSW interface with the 'Arrival Clearance' tab selected. A table lists FAL submissions with columns for Reference ID, SCN, Shipping Agent Name, Vessel Id, IMO No., Vessel Name, Port Name, Vessel Type, POB, Local Status, Global Status, Date of Submission, and Action. The row for Reference ID FAL04240000214 is highlighted in red, showing a 'Submitted' local status and a 'Rejected' global status.

Reference ID	SCN	Shipping Agent Name	Vessel Id	IMO No.	Vessel Name	Port Name	Vessel Type	POB	Local Status	Global Status	Date of Submission	Action
FAL04240000391	2449B4	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL		Submitted	Approved	22/04/2024 00:10	
FAL04240000387	2441FC	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL	19/04/2024 15:00	Submitted	Approved	20/04/2024 16:03	
FAL04240000379	2443O3	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	19/04/2024 08:09	Submitted	Approved	20/04/2024 03:14	
FAL04240000378	2443M5	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	18/04/2024 23:00	Submitted	Approved	20/04/2024 00:51	
FAL04240000359	2440R5	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	18/04/2024 23:00	Submitted	Approved	19/04/2024 12:54	
FAL04240000243	2440Y8	OCEAN NETWORK EXPRESS	FPT981944	9252735	EF OLIVIA	Northport	CONTAINER VESSEL	15/04/2024 19:00	Submitted	Approved	16/04/2024 17:25	
FAL04240000224	2441H8	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	16/04/2024 14:00	Submitted	Approved	16/04/2024 03:38	
FAL04240000222	2446YF	OCEAN NETWORK EXPRESS	FPA992672	2201245	USS LIBERTY	Northport	OIL TANKER	15/04/2024 20:00	Submitted	Approved	15/04/2024 21:23	
FAL04240000220	2444B7	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER	14/04/2024 23:02	Submitted	Rejected	15/04/2024 20:49	
FAL04240000214	2443UD	OCEAN NETWORK EXPRESS	FKM029615	9047386	BEAUTY ONE	Northport	OIL TANKER		Submitted	Rejected	15/04/2024 19:53	

Figure 112: Listing of the FAL Submissions for Rejected Status

## 13 DEPARTURE CLEARANCE MODULE

➤ **Access Path: Ship → Departure Clearance → Departure Clearance**

**This module allows the Shipping Agent/ Immigration/Marine Department/Customs to perform the following operations:**

- i. Shipping Agent, to submit the Departure Clearance request to the Immigration/Marine Department/Customs.
- ii. Immigration/Marine Department/Customs to approve/reject the Departure Clearance request in sequence.



**To proceed with Departure Clearance, "Berth No." field has to be updated by Port/Terminal Operator in SCN Generation screen.**

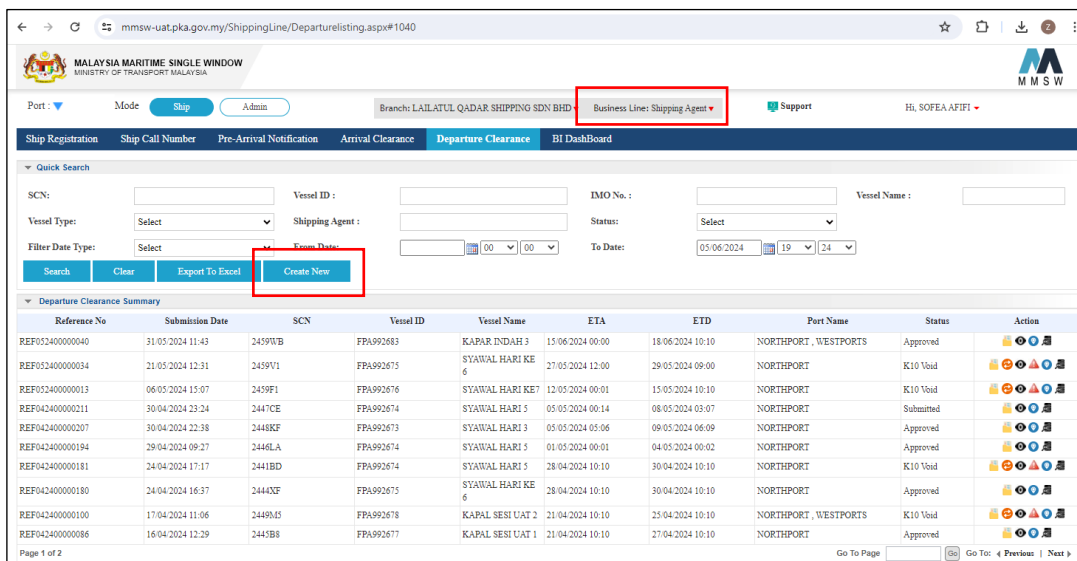
### 13.1 Submit Departure Clearance Request

In this process, Shipping Agent can submit the Departure Clearance request to the Immigration/Marine Department/Customs.

➤ **Access Path: Ship → Departure Clearance → Departure Clearance**

**To create a new Departure Clearance request, the Shipping Agent has to perform the following steps:**

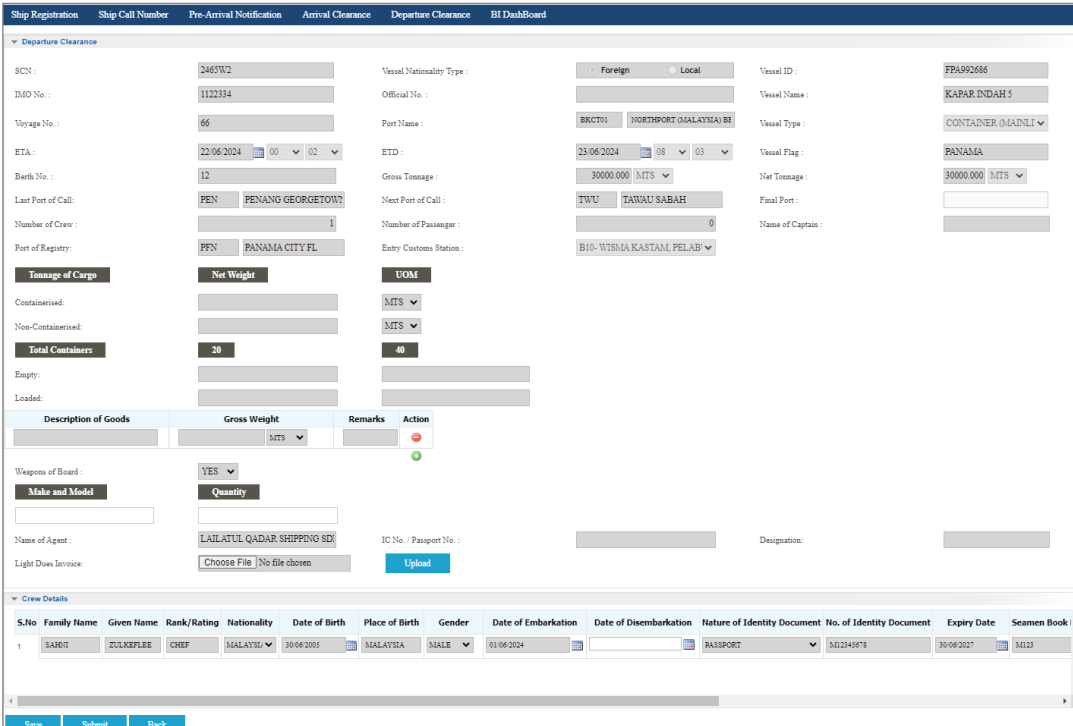
- i. Login as a Shipping Agent.
- ii. Navigate to the **Ship → Departure Clearance → Departure Clearance** screen.
- iii. Click the **<Create New>** button in the Search screen as shown below:



Reference No	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF05240000040	31/05/2024 11:43	2459VB	FPA992683	KAPAR INDAH 3	15/06/2024 00:00	18/06/2024 10:10	NORTHPORT, WESTPORTS	Approved	
REF05240000034	21/05/2024 12:31	2459V1	FPA992675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	K10 Void	
REF05240000013	06/05/2024 15:07	2459F1	FPA992676	SYAWAL HARI KE 7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	K10 Void	
REF042400000211	30/04/2024 23:24	2447CE	FPA992674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Submitted	
REF042400000207	30/04/2024 22:38	2448KF	FPA992673	SYAWAL HARI 3	05/05/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	
REF042400000194	29/04/2024 09:27	2446LA	FPA992674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	
REF042400000181	24/04/2024 17:17	2441BD	FPA992674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	K10 Void	
REF042400000180	24/04/2024 16:37	2444XF	FPA992675	SYAWAL HARI KE 6	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	
REF042400000100	17/04/2024 11:06	2446AS	FPA992678	KAPAL SESI UAT 2	21/04/2024 10:10	25/04/2024 10:10	NORTHPORT, WESTPORTS	K10 Void	
REF042400000086	16/04/2024 12:29	2445B8	FPA992677	KAPAL SESI UAT 1	21/04/2024 10:10	27/04/2024 10:10	NORTHPORT	Approved	

**Figure 113: Listing for the Departure Clearance**

- iv. Enter the approved SCN Number from the Arrival Clearance screen and tab out as shown below:



S.No	Family Name	Given Name	Rank/Rating	Nationality	Date of Birth	Place of Birth	Gender	Date of Embarkation	Date of Disembarkation	Nature of Identity Document	No. of Identity Document	Expiry Date	Seamen Book
1	SAREN	ZULKEFLEE	CHEF	MALAYSI	30-06-2005	MALAYSIA	MALE	01-06-2024		PASSPORT	M12345678	30-06-2027	M123

Figure 114: Departure Clearance Screen

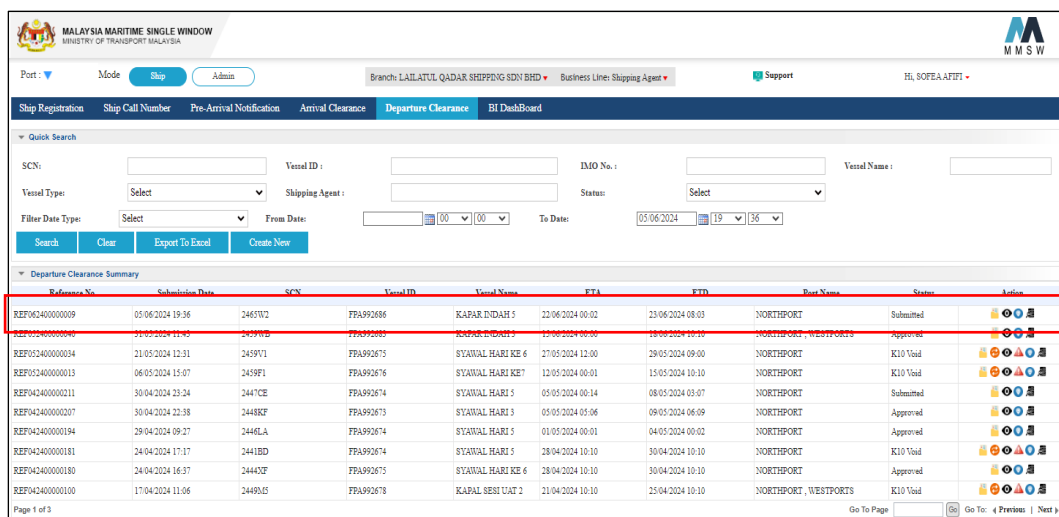
- v. Berth Number will be fetched.
- vi. Enter the following information in the form:
  - a. Name of Captain,
  - b. Tonnage of Cargo - Containerized Net Weight and Non-Containerized Net Weight,
  - c. Total Containers - Empty and Loaded.
  - d. Description of Goods and Gross Weight (Up to 10 rows can be entered).
  - e. Enter Weapons on Board (if any)
  - f. IC No. and Designation.
  - g. Upload the Light Dues Invoice from the invoice file choose using the **<Upload>** button
- vii. The number of Crew is fetched from FAL screen (not from e-PAN screen).
- viii. Number of Crew and Number of Passengers can be declared separately in Departure Clearance.
- ix. All the fields in the Crew Details section are editable and users can also upload new documents in this section.

- x. Users can click the **<Save>** button and keep the record in draft mode for editing and submit the request later, or user can delete the saved record from Departure Clearance search screen and use the same SCN to recreate the new Departure Clearance request.
- vii. Click the **<Submit>** button to submit the Departure Clearance request to the Immigration/Marine Department/Customs.
- viii. Record submitted successfully message will be displayed as shown below:



**Figure 115: Message on the Successful Submission of Departure Clearance**

- ix. On clicking the **<Ok>** button, search screen will be displayed with record displayed with status Submitted as shown below:



Reference No.	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF05240000009	05/06/2024 19:36	2465W2	FFA92686	KAPAR,INDAH 5	23/06/2024 00:02	23/06/2024 08:03	NORTHPORT	Submitted	[Icons]
REF05240000040	21/05/2024 11:45	2459WB	FFA92686	KAPAR,INDAH 5	12/05/2024 00:00	18/05/2024 19:10	NORTHPORT, WESTPORTS	Approved	[Icons]
REF05240000034	21/05/2024 12:31	2459Y1	FFA92675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	K10 Void	[Icons]
REF05240000013	06/05/2024 15:07	2459F1	FFA92676	SYAWAL HARI KE 7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	K10 Void	[Icons]
REF042400000211	30/04/2024 23:24	2447CE	FFA92674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Submitted	[Icons]
REF042400000207	30/04/2024 22:38	2448KF	FFA92673	SYAWAL HARI 3	05/05/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	[Icons]
REF042400000194	29/04/2024 09:27	2446LA	FFA92674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	[Icons]
REF042400000181	24/04/2024 17:17	2441BD	FFA92674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	K10 Void	[Icons]
REF042400000180	24/04/2024 16:37	2444ZF	FFA92675	SYAWAL HARI KE 6	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	[Icons]
REF042400000100	17/04/2024 11:06	24490J5	FFA92678	KAPAL SESI UAT 2	21/04/2024 10:10	25/04/2024 10:10	NORTHPORT, WESTPORTS	K10 Void	[Icons]

**Figure 116: Listing of the SCN with the Status of the Departure Clearance**

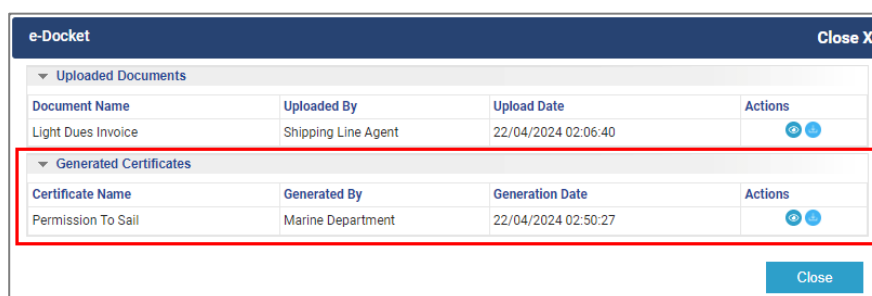


***In Departure Clearance there is sequence in which request is approved.***

***First the request is approved by Immigration, then by the Marine Department and then last by Customs.***

- x. Upon submitting the request, the following will be happening to the Arrival Clearance/FAL request:
  - ✓ The immigration officer will have to process the application first.
    - i. Immigration Officers need to Generate the Clearance Certificate.
    - ii. Download the Clearance Certificate, stamp and upload using the **<Upload>** button

- iii. Approve the application.
  - iv. After the process as in item a completed, the Immigration officer will then need to either approve or reject the request. Users will be notified on the status of the request.
  - v. If a request is rejected it is sent back to the Shipping Agent. Shipping Agent can rectify the issues and resend it back to Immigration for Departure Clearance.
  - vi. Immigration can approve the request by clicking the **<Approve>** button.
- ✓ The next department to approve the request is the Marine Department.
- i. There is a two-step verification process in the Marine Department. First one is Checked and second one is Approve/Reject. (Checked is done by the subordinate and Accept/Reject is done by the senior of the same Marine Department branch).
  - ii. On completing both verification process, a Permission to Sail certificate is generated and displayed in e-Docket ( 📄 ) as shown below:

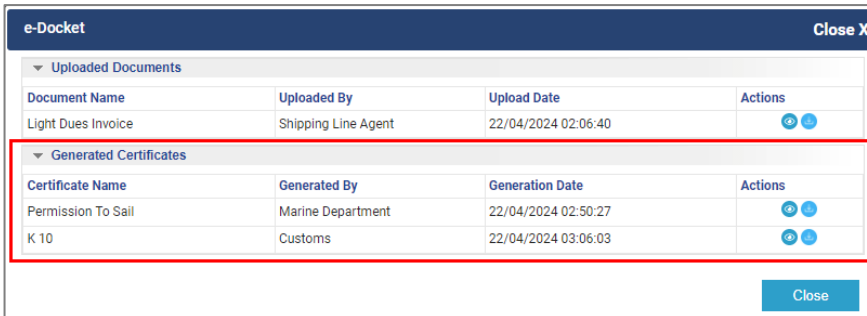








e-Docket				Close X
Uploaded Documents				
Document Name	Uploaded By	Upload Date	Actions	
Light Dues Invoice	Shipping Line Agent	22/04/2024 02:06:40	🔍 🗑️	
Generated Certificates				
Certificate Name	Generated By	Generation Date	Actions	
Permission To Sail	Marine Department	22/04/2024 02:50:27	🔍 🗑️	

Close

**Figure 117: List of the eDocket with the Permission to Sail**



- ✓ The final approver for the Departure Clearance is by the Customs officer.
- i. The Customs officer needs to verify all the information and click the **<Approve>** or **<Reject>** button.
  - ii. If a request is rejected, it will be sent to the Shipping Agent. Shipping Agent can rectify the issues and resend it back to Immigration, then it will go to the Marine Department and then to Customs for approval (i.e. entire approval cycle has to be repeated again).
  - iii. On approving the request, K10 (Custom No. 10) report will be generated and displayed in e-Docket ( 📄 ) as shown below:



e-Docket				Close X
Uploaded Documents				
Document Name	Uploaded By	Upload Date	Actions	
Light Dues Invoice	Shipping Line Agent	22/04/2024 02:06:40	 	
Generated Certificates				
Certificate Name	Generated By	Generation Date	Actions	
Permission To Sail	Marine Department	22/04/2024 02:50:27	 	
K 10	Customs	22/04/2024 03:06:03	 	

Close

**Figure 118: List of the eDocket with the K10 Document**

- iv. In e-Docket (  ), user can view Permission to Sail and K 10 reports as shown in above screenshot.
- v. In Shipping Agent Login, Status will be shown as Approved and in e-Docket (  ) user can view Permission to Sail and K 10 reports.
- vi. K10 certificate is valid only for 48 hours after generation.
- vii. If the agent fails to take his Vessel out of the Port limits within 48 hours then this K10 certificate will become invalid and the agent needs to again submit the Departure Clearance request to Customs. (No need of Immigration and Marine Department checks/approval in this case).
- viii. Next time while submitting the request Shipping Agent cannot make change in any fields (All fields in Departure clearance will be disabled second time).
- ix. If next time Customs approves the request, a new K10 certificate will be generated.
- x. After 48 hours the agent cannot download the K10 certificate. It will be locked after 48 hours.
- xi. K10 certificate is required to be displayed at Port physically for leaving the Port premises.
- xii. The status of record will be shown as Approved in Shipping Login account.

## 13.2 Assigning the ATA/Closing the SCN

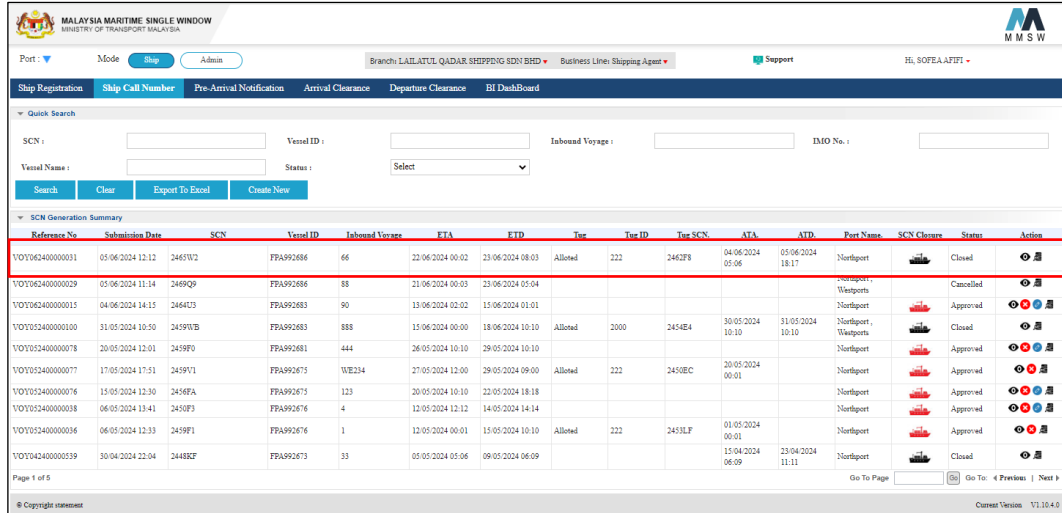
Upon the completion of the Departure Clearance as above, the Port Operator or Terminal Operator personnel will need to assign the ATA for the SCN.

Upon assigning the ATD, the status of the SCN will be changed to Closed.

**Once status is approved to Close the SCN, the Port/Terminal Operator has to perform the following steps:**

- **Access Path: Ship → Ship Call Number → Ship Call Number**

- i. Login to Port/Terminal Operator account.
- ii. Navigate to **Ship → Ship Call Number → Ship Call Number**
- iii. Search the record based on SCN number or by using Previous/Next links.



Reference No	Submission Date	SCN	Vessel ID	Inboard Voyage	ETA	ETD	Tar	Tar ID	Tar SCN	ATA	ATD	Port Name	SCN Closure	Status	Action
VOY06240000031	05/06/2024 12:12	2465W2	FPA992686	66	22/06/2024 00:02	23/06/2024 08:03	Allowed	222	2463F8	04/06/2024 09:56	05/06/2024 18:17	Northport		Closed	
VOY06240000029	05/06/2024 11:14	2469Q9	FPA992686	88	21/06/2024 00:03	23/06/2024 05:04						Westports		Cancelled	
VOY06240000015	04/06/2024 14:15	2464U3	FPA992683	90	13/06/2024 02:02	15/06/2024 01:01						Northport		Approved	
VOY012400000100	31/05/2024 10:50	2459WB	FPA992683	888	15/06/2024 00:00	18/06/2024 10:10	Allowed	2000	2454E4	30/05/2024 10:10	31/05/2024 10:10	Northport, Westports		Closed	
VOY012400000078	20/05/2024 12:01	2459FO	FPA992681	444	26/05/2024 10:10	29/05/2024 10:10						Northport		Approved	
VOY012400000077	17/05/2024 17:51	2459V1	FPA992675	WE234	27/05/2024 12:00	29/05/2024 09:00	Allowed	222	2450EC	20/05/2024 00:01		Northport		Approved	
VOY012400000076	15/05/2024 12:30	2456EA	FPA992675	123	20/05/2024 10:10	22/05/2024 18:18						Northport		Approved	
VOY012400000038	06/05/2024 13:41	2450F3	FPA992676	4	12/05/2024 12:12	14/05/2024 14:14						Northport		Approved	
VOY012400000036	06/05/2024 12:33	2459F1	FPA992676	1	12/05/2024 00:01	15/05/2024 10:10	Allowed	222	2453LF	01/05/2024 00:01		Northport		Approved	
VOY012400000059	30/04/2024 22:04	2448KF	FPA992673	33	05/05/2024 05:06	09/05/2024 06:09				15/04/2024 06:09	23/04/2024 11:11	Northport		Closed	

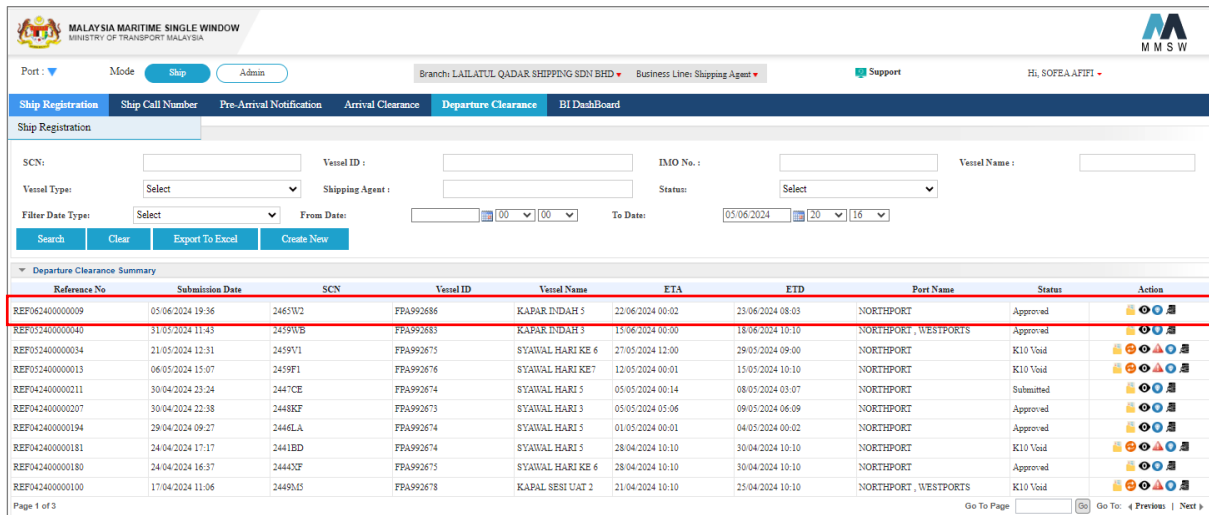
Figure 119: Listing of the SCN to be Closed

- iv. The closed SCN is denoted by the black colour icon.

### 13.3 View Departure Clearance Request status

➤ **Access Path: Ship → Departure Clearance → Departure Clearance**

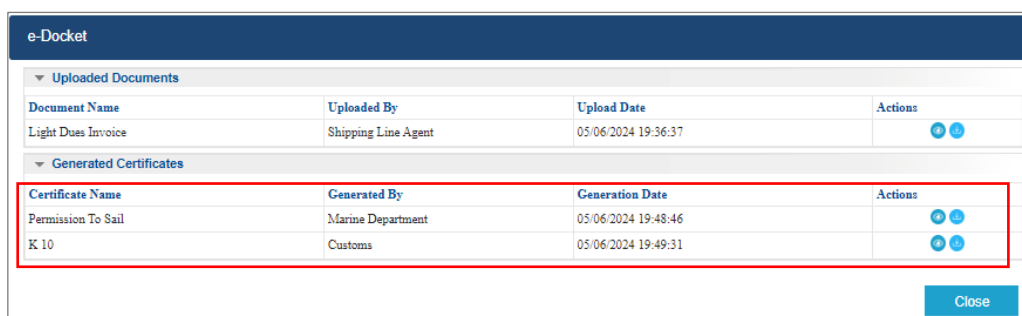
If request is approved by Customs, then in Shipping Agent Login Status is shown as Approved as shown below:



Reference No	Submission Date	SCN	Vessel ID	Vessel Name	ETA	ETD	Port Name	Status	Action
REF06240000009	05/06/2024 19:36	2465W2	FPA992686	KAPAR INDAH 5	22/06/2024 00:02	23/06/2024 08:03	NORTHPORT	Approved	
REF01240000040	31/05/2024 11:43	2459WB	FPA992683	KAPAR INDAH 3	15/06/2024 00:00	18/06/2024 10:10	NORTHPORT, WESTPORTS	Approved	
REF012400000034	21/05/2024 12:31	2459V1	FPA992675	SYAWAL HARI KE 6	27/05/2024 12:00	29/05/2024 09:00	NORTHPORT	K10 Void	
REF012400000015	06/05/2024 15:07	2459F1	FPA992676	SYAWAL HARI KE7	12/05/2024 00:01	15/05/2024 10:10	NORTHPORT	K10 Void	
REF042400000211	30/04/2024 23:24	2447CE	FPA992674	SYAWAL HARI 5	05/05/2024 00:14	08/05/2024 03:07	NORTHPORT	Submitted	
REF042400000207	30/04/2024 22:38	2448KF	FPA992673	SYAWAL HARI 3	05/05/2024 05:06	09/05/2024 06:09	NORTHPORT	Approved	
REF042400000194	29/04/2024 09:27	2444LA	FPA992674	SYAWAL HARI 5	01/05/2024 00:01	04/05/2024 00:02	NORTHPORT	Approved	
REF042400000181	24/04/2024 17:17	2441BD	FPA992674	SYAWAL HARI 5	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	K10 Void	
REF042400000180	24/04/2024 16:37	2444XF	FPA992675	SYAWAL HARI KE 6	28/04/2024 10:10	30/04/2024 10:10	NORTHPORT	Approved	
REF042400000100	17/04/2024 11:06	2449M5	FPA992678	KAPAL SESI UAT 2	21/04/2024 10:10	25/04/2024 10:10	NORTHPORT, WESTPORTS	K10 Void	

Figure 120: Listing of the SCN in the Departure Clearance Screen

- In e-Docket ( ) user can view Permission to Sail and K 10 reports as show below:

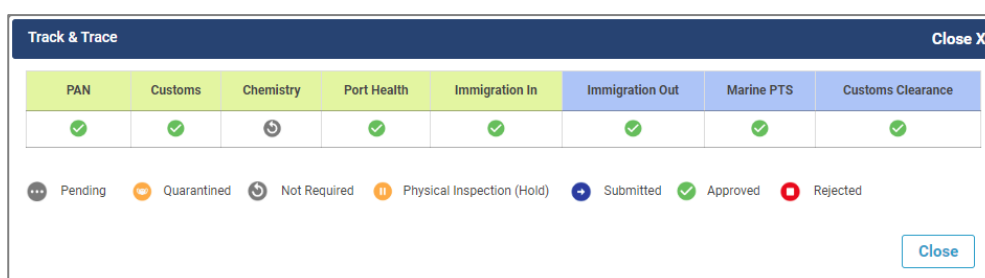


e-Docket															
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> Uploaded Documents </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Document Name</th> <th style="font-size: 0.8em;">Uploaded By</th> <th style="font-size: 0.8em;">Upload Date</th> <th style="font-size: 0.8em;">Actions</th> </tr> </thead> <tbody> <tr> <td>Light Dues Invoice</td> <td>Shipping Line Agent</td> <td>05/06/2024 19:36:37</td> <td style="text-align: center;"> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span> </td> </tr> </tbody> </table> </div>				Document Name	Uploaded By	Upload Date	Actions	Light Dues Invoice	Shipping Line Agent	05/06/2024 19:36:37	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>				
Document Name	Uploaded By	Upload Date	Actions												
Light Dues Invoice	Shipping Line Agent	05/06/2024 19:36:37	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>												
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> Generated Certificates </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Certificate Name</th> <th style="font-size: 0.8em;">Generated By</th> <th style="font-size: 0.8em;">Generation Date</th> <th style="font-size: 0.8em;">Actions</th> </tr> </thead> <tbody> <tr> <td>Permission To Sail</td> <td>Marine Department</td> <td>05/06/2024 19:48:46</td> <td style="text-align: center;"> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span> </td> </tr> <tr> <td>K 10</td> <td>Customs</td> <td>05/06/2024 19:49:31</td> <td style="text-align: center;"> <span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span> </td> </tr> </tbody> </table> </div>				Certificate Name	Generated By	Generation Date	Actions	Permission To Sail	Marine Department	05/06/2024 19:48:46	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>	K 10	Customs	05/06/2024 19:49:31	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>
Certificate Name	Generated By	Generation Date	Actions												
Permission To Sail	Marine Department	05/06/2024 19:48:46	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>												
K 10	Customs	05/06/2024 19:49:31	<span style="font-size: 0.7em;">📄</span> <span style="font-size: 0.7em;">📄</span>												

Close

**Figure 121: Listing of the Departure Clearance with eDocket**

- K10 certificate is valid only for 48 hours after generation.
- If the agent fails to take his Vessel out of the Port limits within 48 hours, then this K10 certificate will become invalid, and the agent needs to again submit the Departure Clearance request to Customs. (No need for Immigration and Marine Department checks/approval in this case).
- Next time while submitting the request Shipping Agent cannot make change in any fields (All fields in Departure clearance will be disabled second time).
- If next time Customs approves the request, a new K10 certificate will be generated.
- After 48 hours the agent cannot download the K10 certificate. It will be locked after 48 hours.
- K10 certificate is required to be displayed at Port physically for leaving the Port premises.
- If request is Rejected, it is sent to the Shipping Agent. Shipping Agent can rectify the issues and resend it back to Immigration, then it will go to the Marine Department and then to Customs for approval (i.e. entire approval cycle has to be repeated again).
- In Shipping Agent Login, on clicking Tracker icon (🔍), Track & Trace screen is displayed which shows real-time tracking of SCN.



Track & Trace <span style="float: right;">Close X</span>							
PAN	Customs	Chemistry	Port Health	Immigration In	Immigration Out	Marine PTS	Customs Clearance
✔	✔	🔄	✔	✔	✔	✔	✔

⋮ Pending
🚫 Quarantined
🔄 Not Required
🕒 Physical Inspection (Hold)
📄 Submitted
✔ Approved
❌ Rejected

Close

**Figure 122: Tracker with the Latest Status for the SCN**

- If Departure Clearance request is approved by Immigration /Marine Department /Customs then Immigration In/Out, Marine PTS and Customs Clearance columns in Track & Trace screen will display Approved (✔) icons as shown in above screenshot.

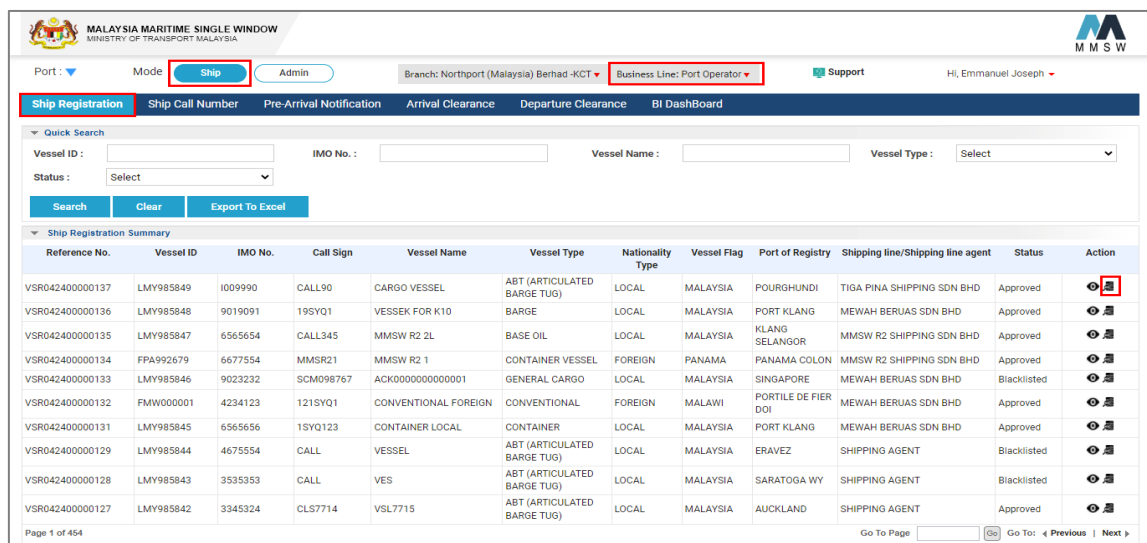
## 14 AUDIT LOGS – SHIPPING AGENT LOGIN

- Audit Logs are implemented in Ship Registration and SCN modules in all logins.
- Field wise, every detail is captured in audit log such as changes/updates/approved by/rejected by/rejection remarks etc.
- There are 17 fields in audit log as mentioned below:





















**Table 11: Audit Log Fields and the Descriptions**

Column	Description
Reference No.	Reference Number
Milestone Name/Screen Name	Screen Name in which data was updated
Dropdown Name	Section Name in which data was updated
Field Name	Field Name in which data was updated
Previous Value	Previous value before the update
New Value	New value updated
Action	Original/Modification
Status	E.g. Submitted/Approved/Rejected/Inactive etc.
User Entity	Entity who made the change.
User Organization Name	Organization Name of Logged in User
User Branch Name	Branch Name of Logged In User
Username	Logged In Username
Name of User	Logged In Username
Date of Change	Date when update was done
Time of Change	Time when update was done
Method	Method with which update/insert was done.
User IP Address	IP Address of user's system who updated.

- On each transaction and each page, a separate audit log is maintained.



The screenshot shows the MMSW interface with the 'Ship Registration' tab selected. A table titled 'Ship Registration Summary' is displayed, listing various vessels with their registration details. The table has columns for Reference No., Vessel ID, IMO No., Call Sign, Vessel Name, Vessel Type, Nationality, Vessel Flag, Port of Registry, Shipping line/Shipping line agent, Status, and Action. The first row is highlighted, and a red box is drawn around the 'Action' column for the first row, which contains a magnifying glass icon and a document icon.

Reference No.	Vessel ID	IMO No.	Call Sign	Vessel Name	Vessel Type	Nationality	Vessel Flag	Port of Registry	Shipping line/Shipping line agent	Status	Action
VSR042400000137	LMY985849	1009990	CALL90	CARGO VESSEL	ABT (ARTICULATED BARGE TUG)	LOCAL	MALAYSIA	POURGHUNDI	TIGA PINA SHIPPING SDN BHD	Approved	 
VSR042400000136	LMY985848	9019091	19SYQ1	VESSEK FOR K10	BARGE	LOCAL	MALAYSIA	PORT KLANG	MEWAH BERUAS SDN BHD	Approved	 
VSR042400000135	LMY985847	6565654	CALL345	MMSW R2 2L	BASE OIL	LOCAL	MALAYSIA	KLANG SELANGOR	MMSW R2 SHIPPING SDN BHD	Approved	 
VSR042400000134	FPA992679	6677554	MMSR21	MMSW R2 1	CONTAINER VESSEL	FOREIGN	PANAMA	PANAMA COLON	MMSW R2 SHIPPING SDN BHD	Approved	 
VSR042400000133	LMY985846	9023232	SCM098767	ACK00000000000001	GENERAL CARGO	LOCAL	MALAYSIA	SINGAPORE	MEWAH BERUAS SDN BHD	Blacklisted	 
VSR042400000132	FMW000001	4234123	121SYQ1	CONVENTIONAL FOREIGN	CONVENTIONAL	FOREIGN	MALAWI	PORTILE DE FIER DOI	MEWAH BERUAS SDN BHD	Approved	 
VSR042400000131	LMY985845	6565656	1SYQ123	CONTAINER LOCAL	CONTAINER	LOCAL	MALAYSIA	PORT KLANG	MEWAH BERUAS SDN BHD	Approved	 
VSR042400000129	LMY985844	4675554	CALL	VESSEL	ABT (ARTICULATED BARGE TUG)	LOCAL	MALAYSIA	ERAVEZ	SHIPPING AGENT	Blacklisted	 
VSR042400000128	LMY985843	3535353	CALL	VES	ABT (ARTICULATED BARGE TUG)	LOCAL	MALAYSIA	SARATOGA WY	SHIPPING AGENT	Blacklisted	 
VSR042400000127	LMY985842	3345324	CLS7714	VSL7715	ABT (ARTICULATED BARGE TUG)	LOCAL	MALAYSIA	AUCKLAND	SHIPPING AGENT	Approved	 

**Figure 123: Listing of the Ship Registration**

Audit Log <span style="float: right;">Close X</span>						
Ship Registration						
CSV	Excel	PDF	Column visibility	Search: <input type="text"/>		
Reference No.	Milestone Name/Screen Name	Dropdown Name	Field Name	Previous Value	New Value	Action
<input type="text" value="Reference No."/>	<input type="text" value="Milestone Name/Screen Na"/>	<input type="text" value="Dropdown Name"/>	<input type="text" value="Field Name"/>	<input type="text" value="Previous Value"/>	<input type="text" value="New Value"/>	<input type="text" value="Action"/>
ALVSR042400000685	Ship Registration		Reference No.		VSR042400000137	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	MT / MV		MT	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Vessel Name		CARGO VESSEL	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Call Sign		CALL90	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Ex. Vessel Name		EX SUGAR	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Ex. Call Sign		ex Cal Sign	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Ship Service Type		Costal	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Vessel Type		ABT (ARTICULATED BARGE TUG)	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	IMO No		I009990	ORIGINAL
ALVSR042400000685	Ship Registration	Vessel Details	Vessel Building Place		INDORE	ORIGINAL

Showing 1 to 10 of 93 entries

1 2 3 4 5 ... 10

**Figure 124: Listing of the Audit Logs**

- The Audit Log can be exported to CSV, Excel and PDF files by clicking the <CSV>, <Excel> and <PDF> buttons respectively in the below screen:

## 15 ERROR MESSAGES IN MMSW

The following tables describe the error messages generated by MMSW should the user and the activities done by the users that caused the error. To ease the users to understand the error messages, the error messages are divided into the module/sub-modules in MMSW.

### 15.1 User Registration Module

**Table 12: Error Messages under User Registration Module**

No	Error Message	Activity that caused the error
1	Business Email ID is not in correct format for Organization	Incorrect Business Email ID was entered by the user
2	Phone no. should be numeric. Only (0-9,-,+,()) allowed	Less than 10 digits of the phone number was entered by the user.
3	ROB/ROC Code already exists	ROB/ROC Code which already exists was entered by the user.
4	Invalid format. Please enter 2 characters followed by 4 digits.	Invalid Customs Agent Code was entered.
5	State name not found.	Invalid state name was entered.
6	City name not found.	Invalid city name was entered.
7	Username Already Exists.	Username which was entered is already exist when the <b>&lt;Check Availability&gt;</b> button clicked.
8	Please Select Document	The user clicked on <b>&lt;Upload&gt;</b> button without selecting document in document section.
9	1. Please Enter Organization Name. 2. Please Enter Phone No. 3. Please Enter Address Line 1. so on....	The user clicked on <b>&lt;Submit&gt;</b> button without filling any fields.
10	Invalid Captcha.	The user entered incorrect Captcha.

### 15.2 Branch Creation Sub-Module

**Table 13: Error Messages under Branch Creation Sub-Module**

No	Error Message	Activity that caused the error
1	Invalid format. Please enter 2 characters followed by 4 digits.	Invalid Customs Agent Code was entered.
2	Branch's alternate email is not in correct format.	Incorrect Email ID was entered.
3	State name not found.	Incorrect state name was entered.

No	Error Message	Activity that caused the error
4	City name not found.	Incorrect city name was entered.
5	Username Already Exists.	Username which was entered is already exist when the <b>&lt;Check Availability&gt;</b> button clicked.
6	Incorrect Email Id Format.	Incorrect Email ID was entered.
7	1. Branch's email is not in correct format. 2. Branch's alternate email is not in correct format.	The <b>&lt;Create&gt;</b> button was clicked without entering any of the field.

### 15.3 Roles & Rights Sub-Module

Table 14: Error Messages under Roles and Rights Sub-Module

No	Error Message	Activity that caused the error
1	1. Please fill role name 2. Please fill role description 3. Please select at least one right from the list. 4. Please select at least one sub-module from list.	The <b>&lt;Create&gt;</b> button was clicked without entering any of the field.

### 15.4 Ship Registration Module

Table 15: Error Messages under Ship Registration Module

No	Error Message	Activity that caused the error
1	Ship is already registered.	IMO Number being entered is already exist.
2	Vessel Flag does not exist.	Incorrect Vessel Flag was entered.
3	Shipping Line/Operator Code Does Not Exist.	Incorrect Shipping Line/Operator Code was entered.
4	Please enter Valid Year of Built.	Invalid Year of Built was entered.
5	Owner Country does not exist.	Incorrect owner country was entered.
6	Owner State does not exist.	Incorrect owner state was entered.
7	Owner City does not exist.	Incorrect owner city was entered.
8	Charterer Country does not exist.	Incorrect charterer country was entered.
9	Charterer State does not exist.	Incorrect charterer state was entered.
10	Charterer City does not exist.	Incorrect charterer city was entered.
11	Are you sure you want to delete details?	<b>&lt;Delete&gt;</b> icon was clicked after adding two rows in repeater of P & I Details.

No	Error Message	Activity that caused the error
12	At least One P&I Details Required.	<Delete> icon was clicked without selecting P & I Details.
13	Are you sure you want to delete attach documents details?	<Delete> icon of Attach Documents was clicked.
14	<ol style="list-style-type: none"> <li>1. Please Upload Ship Registry Certificate Document.</li> <li>2. Please Select Document Expiry Date for Ship Registry Certificate.</li> <li>3. Please Upload Tonnage Certificate Document.</li> <li>4. Please Select Document Expiry Date for Tonnage Certificate.</li> <li>5. Please Upload Load Line Certificate Document.</li> <li>6. Please Select Document Expiry Date for Load Line Certificate.</li> <li>7. Please Upload Class Certificate Document.</li> <li>8. Please Select Document Expiry Date for Class Certificate.</li> <li>9. Please Enter Document Title.</li> </ol>	<Add> button of repeater was clicked without entering mandatory fields of Attach document.
15	Maximum 25 rows can be added.	<Add> button in repeater is clicked after the 25 <sup>th</sup> rows of the attach document.
16	File Size Should Not Exceed 2MB	Attachment document with size greater than 2 MB was uploaded.

## 15.5 SCN Generation Module

Table 16: Error Messages under SCN Generation Module

No	Error Message	Activity that caused the error
1	Kindly Register the vessel first in Ship Registration	Vessel ID which is submitted but not approved yet was entered.
2	Kindly Register the vessel first in Ship Registration	Inactive Vessel ID was entered.
3	Vessel ID Is Cancelled Kindly Generate a New Vessel ID	Vessel ID which is being cancelled was entered.
4	Invalid Vessel ID	Incorrect Vessel ID was entered.

No	Error Message	Activity that caused the error
5	Port Selection Limit Reached	Port Name selected exceeds the maximum allowed under the Port Authority.
6	ETD shall be greater than the ETA date and time	ETD less than ETA was entered.

## 15.6 Organization Profile Module

**Table 17: Error Messages under Organization Profile Module**

No	Error Message	Activity that caused the error
1	Please enter Phone No. for Organization	Phone No was not provided while saving the data.
2	Business Email ID is not in correct format for Organization	Incorrect Business Email ID format was saved.
3	State name not found.	Invalid state name was entered.
4	City name not found.	Invalid city name was entered.
5	Please Select Document	<Upload> button was clicked without selecting document in Document Section.
6	Please Enter Document No.	<Upload> button was entered without entering NRIC/Passport No.
7	Please Select Document	<Upload> button without was clicked without selecting document in Select Document.

-----<End of Document>-----

1. This user manual is being prepared based on the current MMSW version of V1.10.4.0
2. The User Guide will be updated as and when required.