User Manual Form For Forwarding

Sistem Pengisytiharan Zon Bebas Pelabuhan Kuantan (e-ZB)

PELABUHAN KUANTAN MALAYSIA

USER MANUAL FOR FORWARDING

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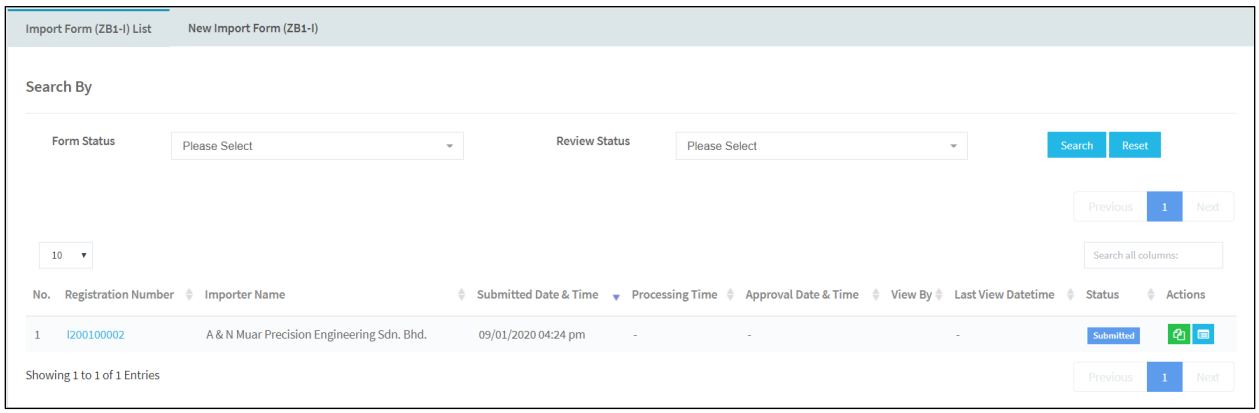
Introduction

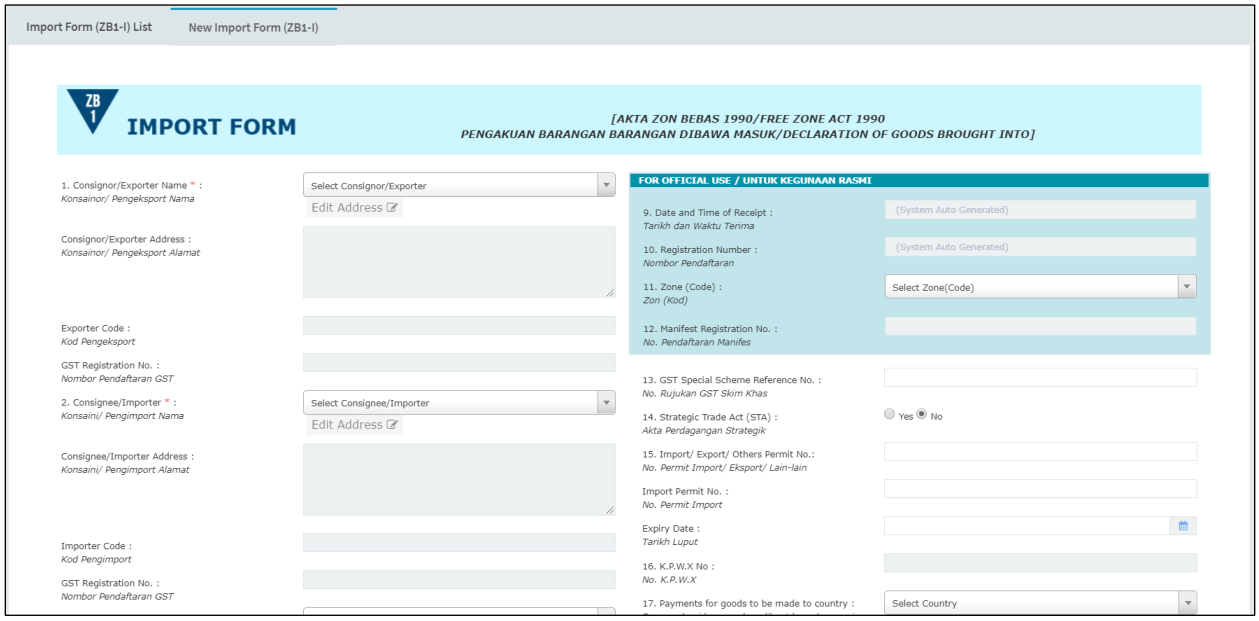
The purpose of preparing this User Manual is to help system users understand the work and usage of each form in the system. This document will explain in detail how this form stream works and give users the guideline how to use the form. This manual is a reference material or a guide to using the forms available on this *Sistem Pengisytiharan Zon Bebas Pelabuhan Kuantan* (e-ZB).

Import Form (ZB1-I)

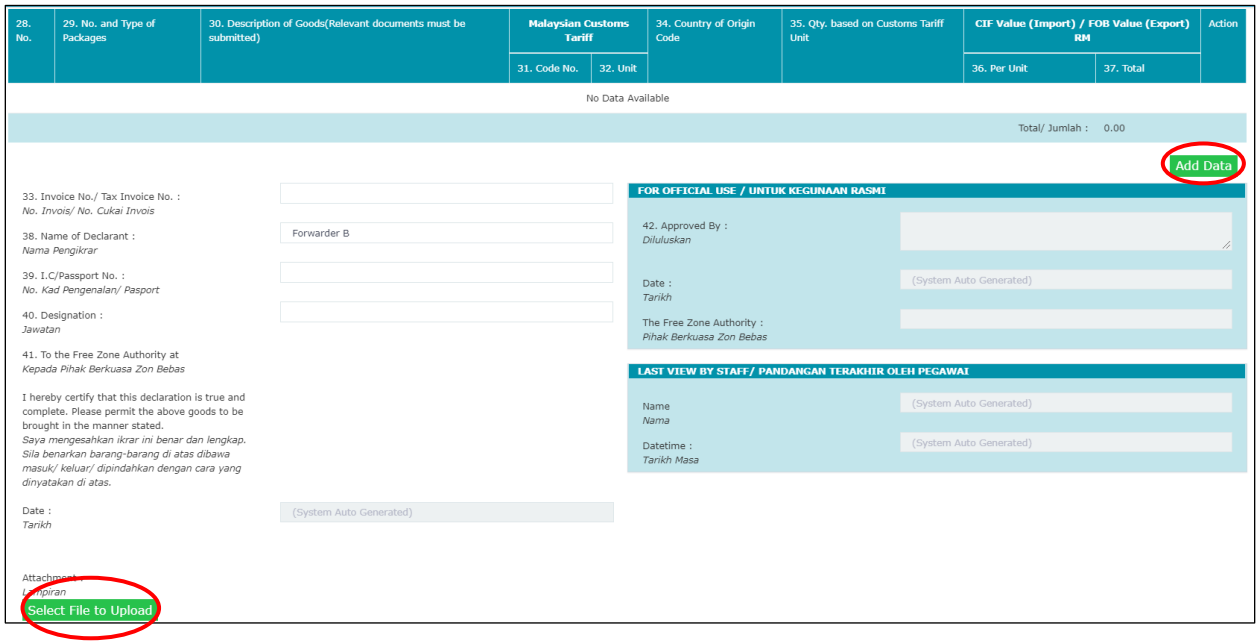
1. Click form “Import Form (ZB1-I)”.



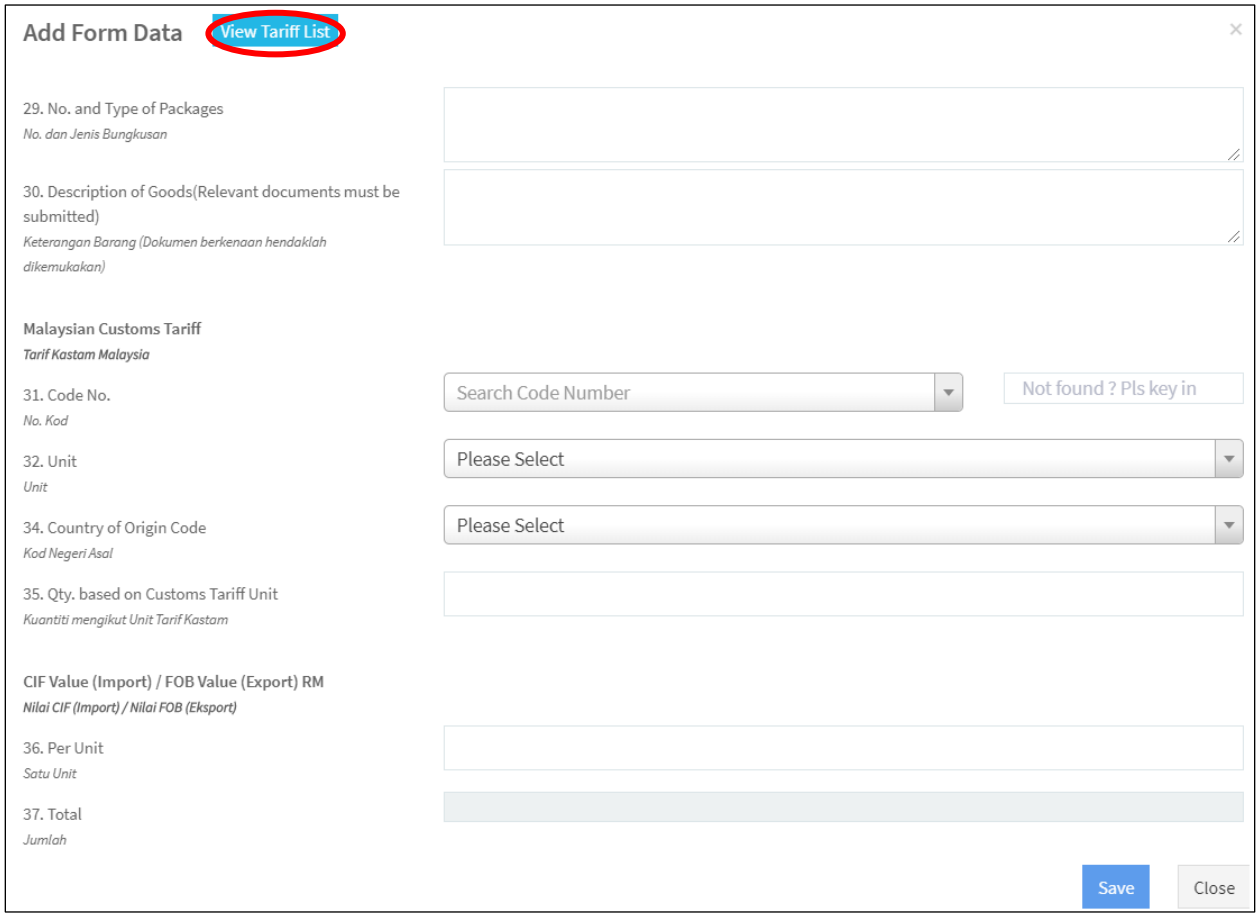
2. “Import Form (ZB1-I) List” is a list of data that a user has been save or submitted the data.
3. User also can search the data by filter the list using “Search by” by selecting the criteria.
4. Click button Search to search the data.
5. Click button Reset to clean the data search.
6. The link on Registration Number can click to view or edit the data.
7. Next, user also can copy the data for new data by click the button and to preview the form by clicking the button .
8. To fill the new form, click “New Import Form (ZB1-I).



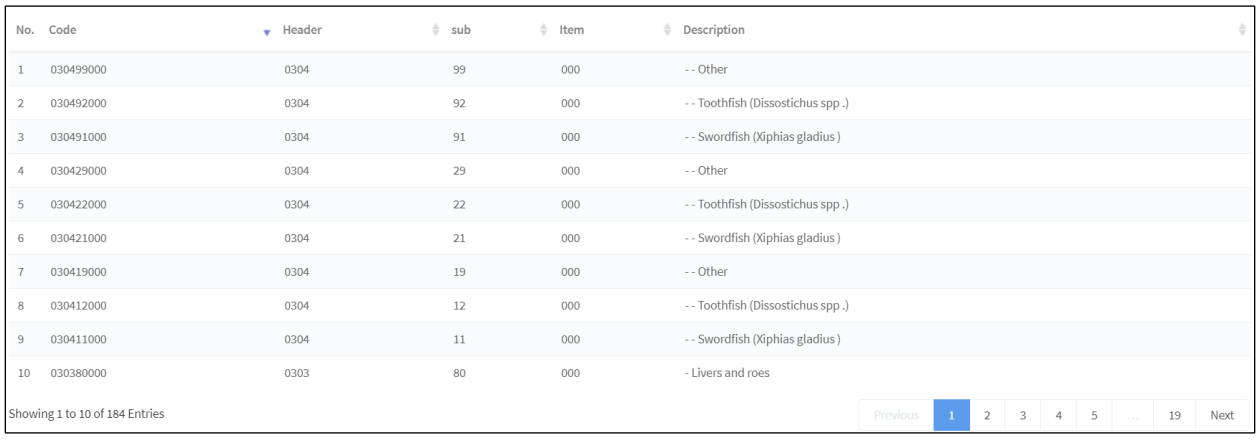
NOTICE : User must fill in all the data marked * on the form.



9. User also can add the information in table and click Add Data.



10. Fill all the data to insert the data in the table.
11. Click button View Tariff List to view all the terms code from customs.

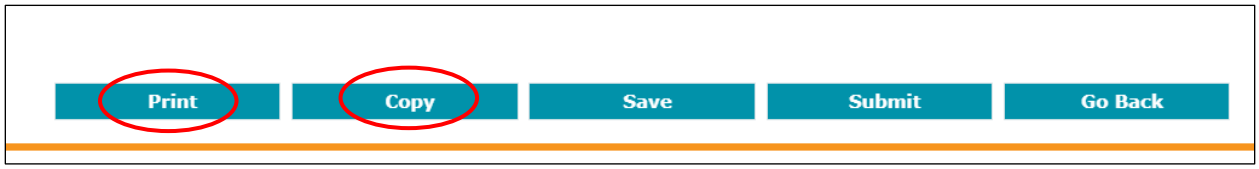


No.	Code	Header	sub	Item	Description
1	030499000	0304	99	000	- - Other
2	030492000	0304	92	000	- - Toothfish (Dissostichus spp .)
3	030491000	0304	91	000	- - Swordfish (Xiphias gladius)
4	030429000	0304	29	000	- - Other
5	030422000	0304	22	000	- - Toothfish (Dissostichus spp .)
6	030421000	0304	21	000	- - Swordfish (Xiphias gladius)
7	030419000	0304	19	000	- - Other
8	030412000	0304	12	000	- - Toothfish (Dissostichus spp .)
9	030411000	0304	11	000	- - Swordfish (Xiphias gladius)
10	030380000	0303	80	000	- Livers and roes

12. Click save button to insert the data in the table.
13. Click the Select File to Upload if user got a document to upload for references.

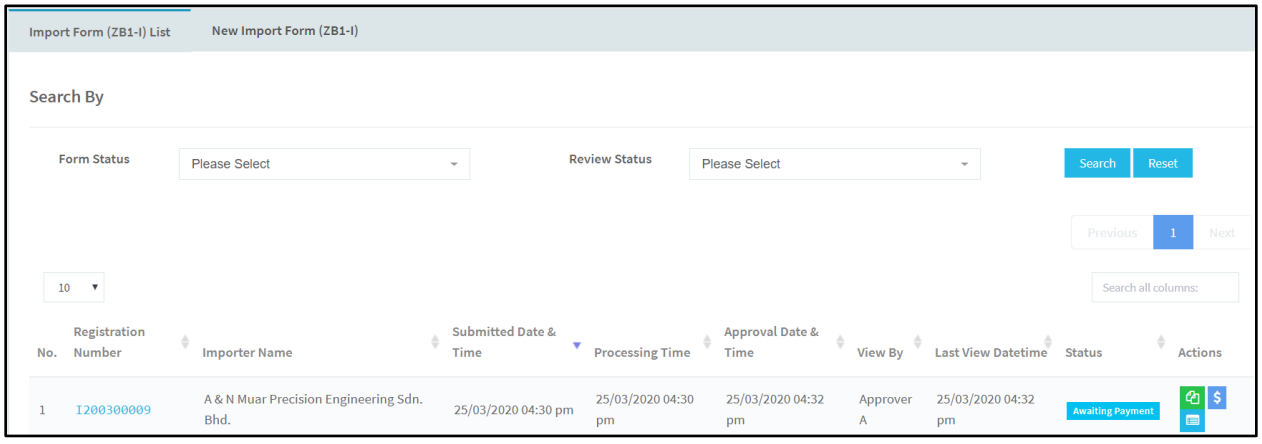
14. Next, after fill in all the information, click save button to store the data.
15. Click submit if the data already complete and send it to reviewer.
16. Click “Go Back” to return the previous page.

Note : If user only **save** the information, button will be appear differently.

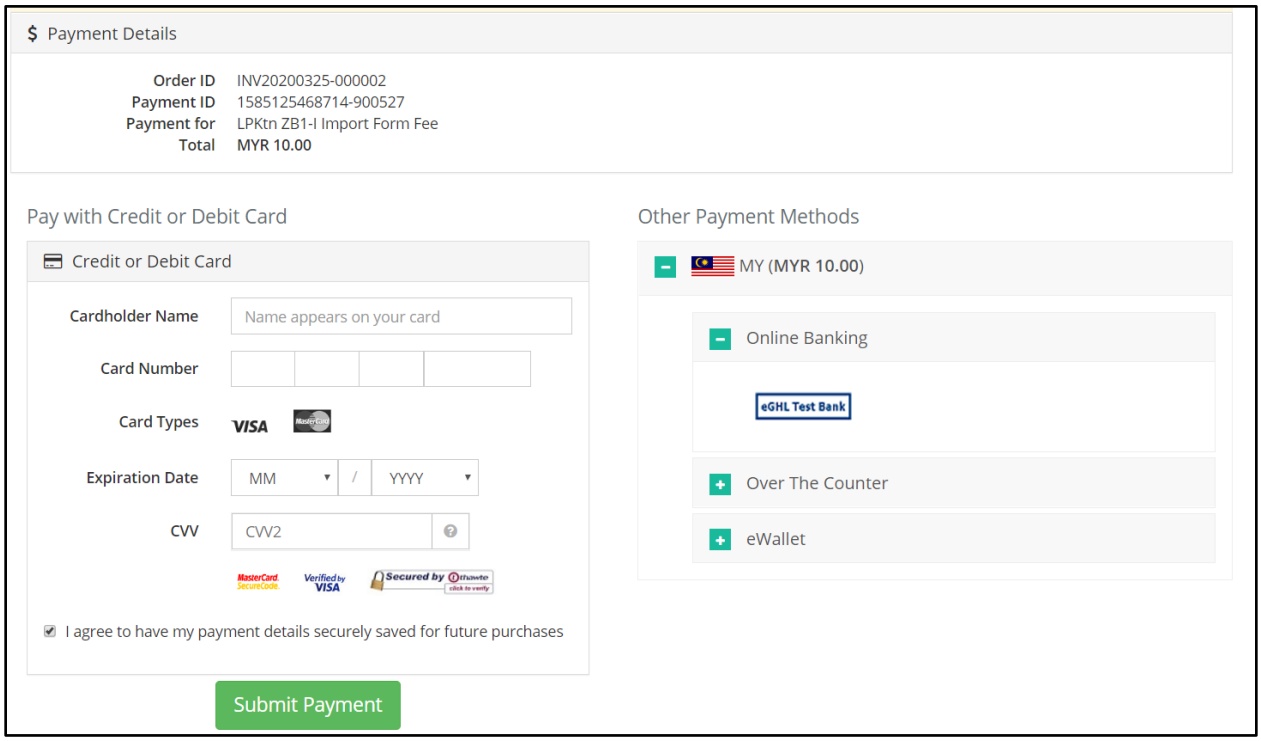


17. User can print or copy the information if needed.

Note : After the process is complete and approve from approver, user can make a complete payment.



18. Click $ to make a payment to complete the process of import.



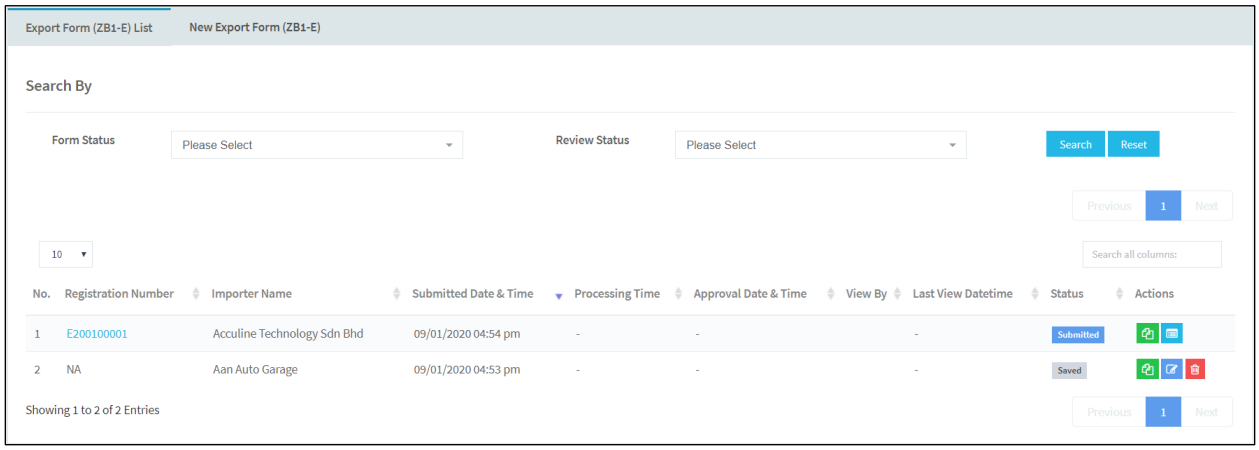
19. Choose the payment method that has been provide in that page.
20. After finish the payment process, click ⇄ to view the payment result.

Transaction Details

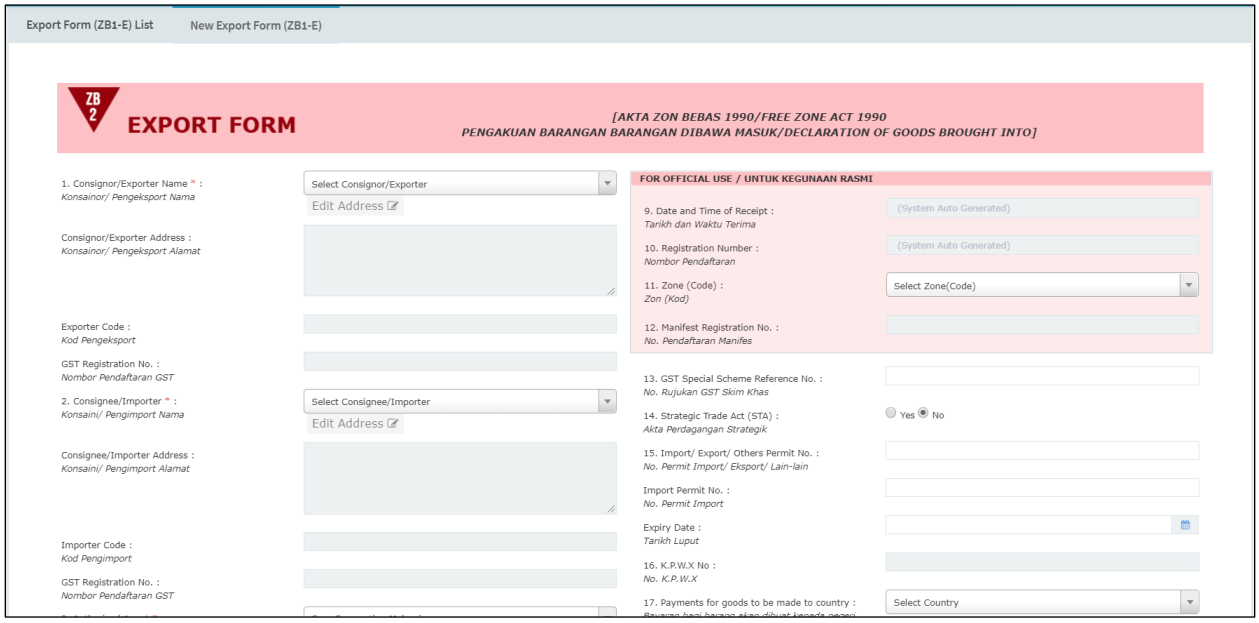
Transaction ID	SIT01585125468714900527
Payment ID	1585125468714-900527
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200325-000002
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-25 16:38:30

Export Form (ZB1-E)

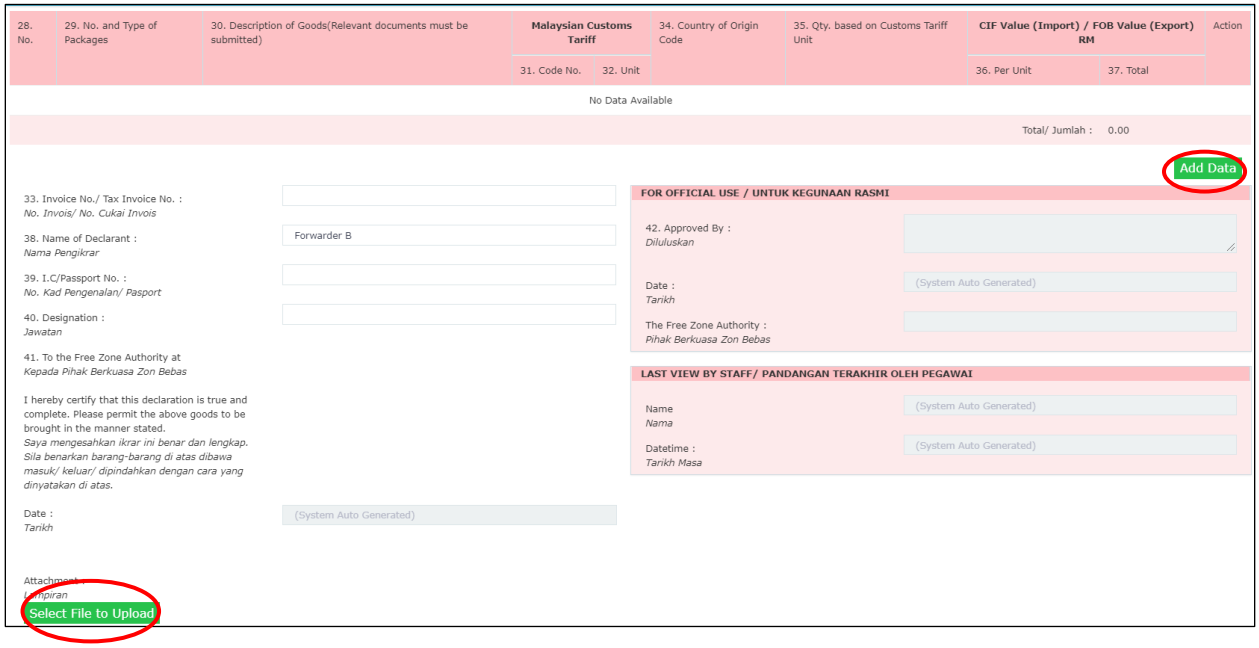
1. Click form “Export Form (ZB1-E)”.



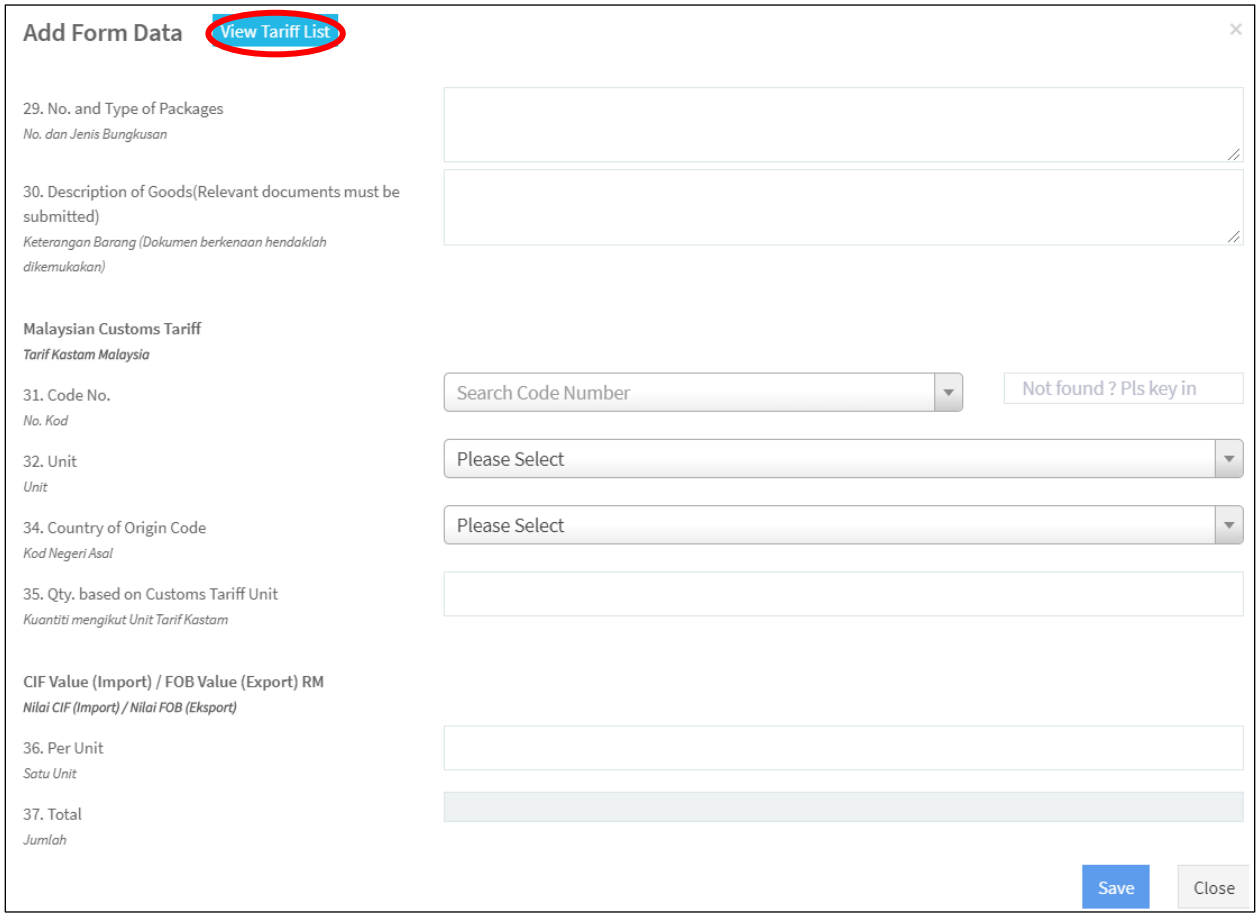
2. “Export Form (ZB1-E) List” is a list of data that a user has been save or submitted the data.
3. User also can search the data by filter the list using “Search by” by selecting the criteria.
4. Click button Search to search the data.
5. Click button Reset to clean the data search.
6. The link on Registration Number can click to view or edit the data.
7. Next, user also can copy the data for new data by click the button and to preview the form by clicking the button .
8. To fill the new form, click “New Export Form (ZB1-E).



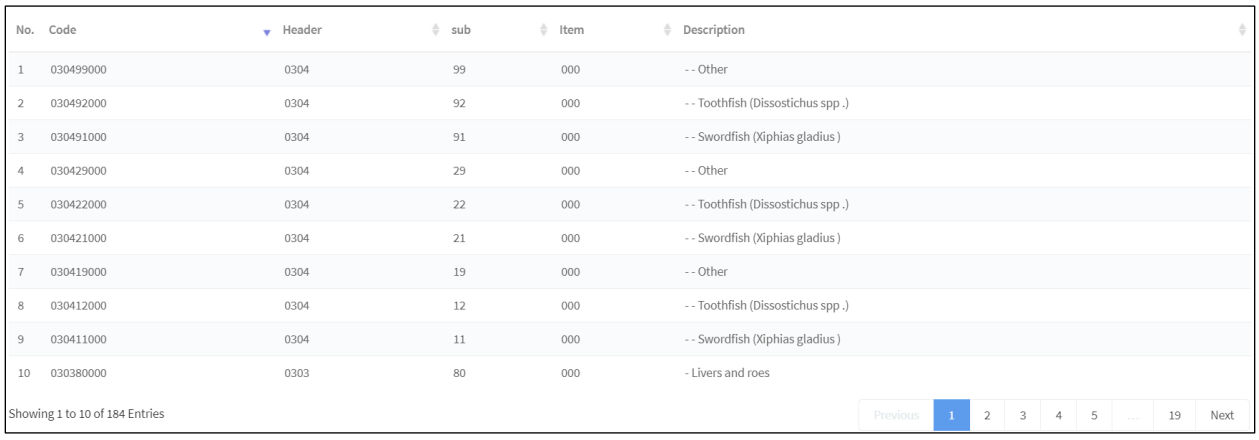
NOTICE : User must fill in all the data marked * on the form.



9. User also can add the information in table and click Add Data.



10. Fill all the data to insert the data in the table.
11. Click button View Tariff List to view all the terms code from customs.



No.	Code	Header	sub	Item	Description
1	030499000	0304	99	000	- - Other
2	030492000	0304	92	000	- - Toothfish (Dissostichus spp .)
3	030491000	0304	91	000	- - Swordfish (Xiphias gladius)
4	030429000	0304	29	000	- - Other
5	030422000	0304	22	000	- - Toothfish (Dissostichus spp .)
6	030421000	0304	21	000	- - Swordfish (Xiphias gladius)
7	030419000	0304	19	000	- - Other
8	030412000	0304	12	000	- - Toothfish (Dissostichus spp .)
9	030411000	0304	11	000	- - Swordfish (Xiphias gladius)
10	030380000	0303	80	000	- Livers and roes

12. Click save button to insert the data in the table.
13. Click the Select File to Upload if user got a document to upload for references.

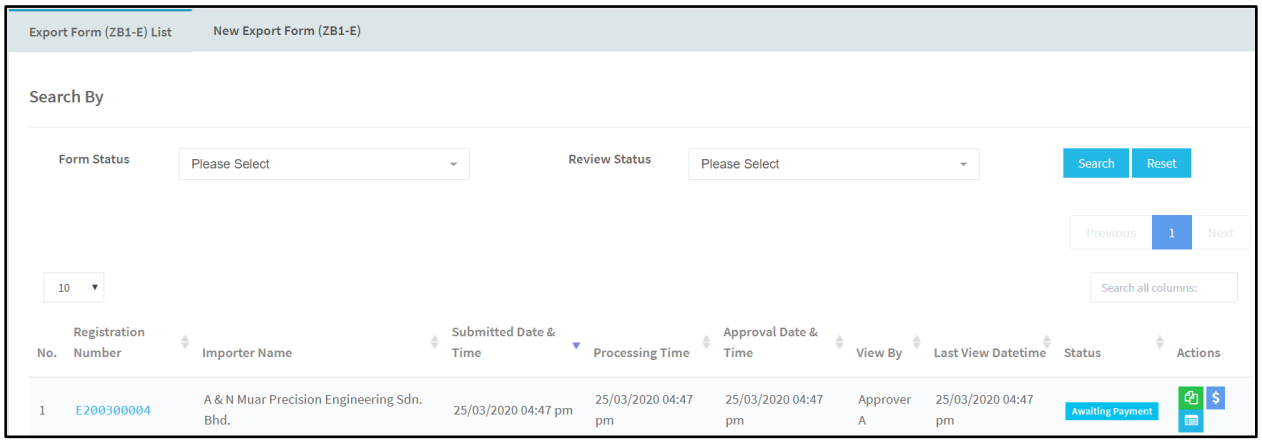
14. Click the Select File to Upload if user got a document to upload for references.

15. Next, after fill in all the information, click save button to store the data.
16. Click submit if the data already complete and send it to reviewer.
17. Click “Go Back” to return the previous page.

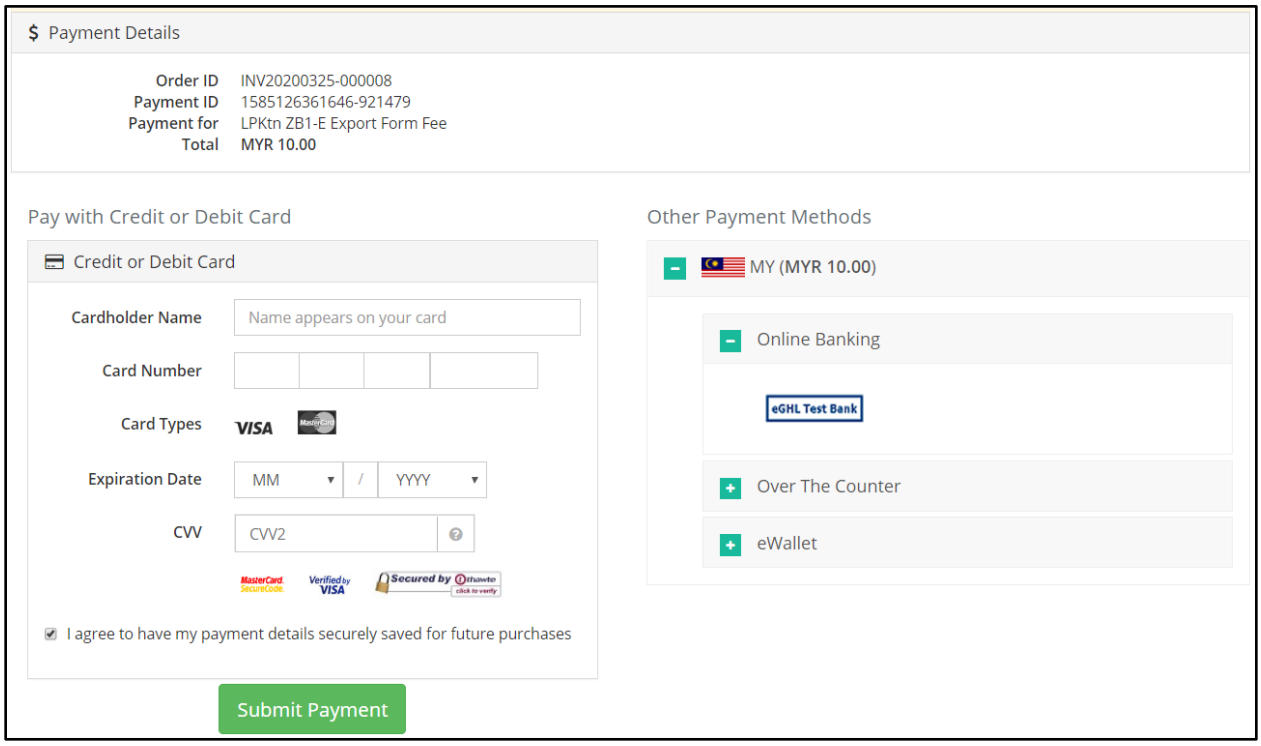
Note : If user only **save** the information, button will be appear differently.

18. User can print or copy the information if needed.

Note : After the process is complete and approve from approver, user can make a complete payment.



19. Click $ to make a payment to complete the process of export.



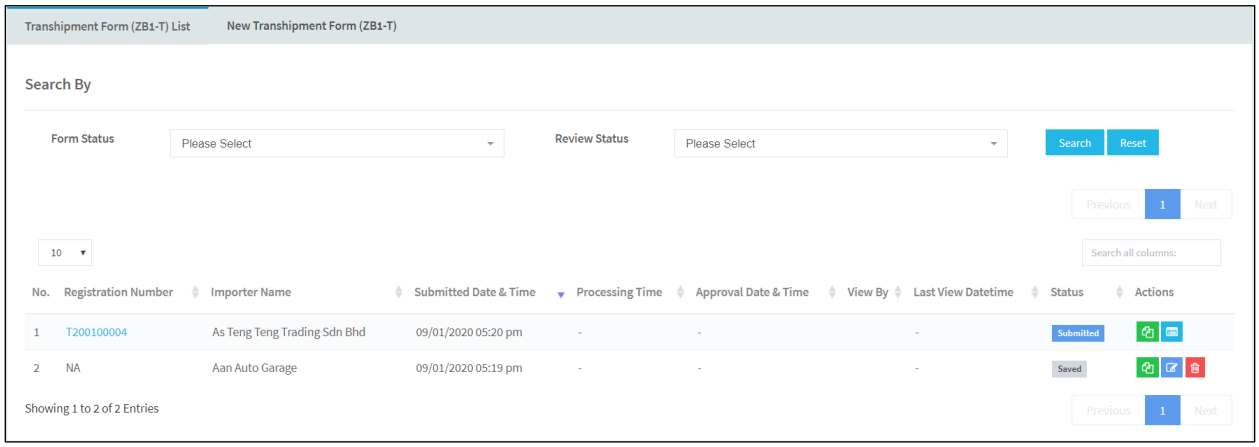
20. Choose the payment method that has been provide in that page.
21. After finish the payment process, click ⇄ to view the payment result.

Transaction Details

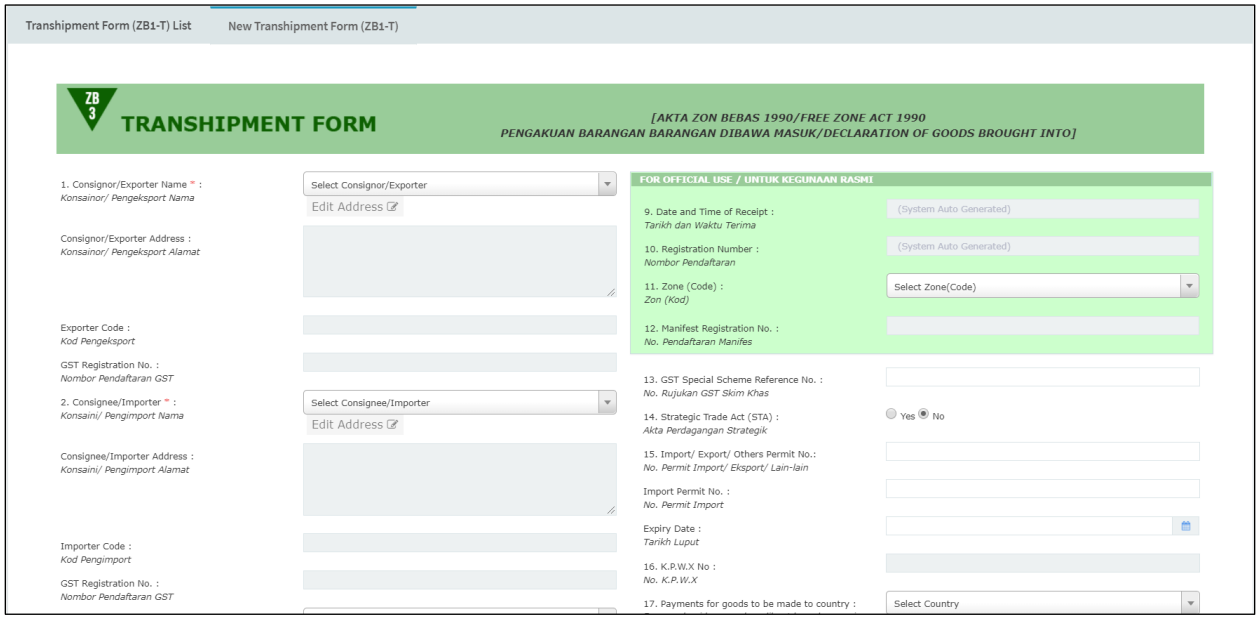
Transaction ID	SIT01585126361646921479
Payment ID	1585126361646-921479
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200325-000008
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-25 16:53:14

Transhipment Form (ZB1-T)

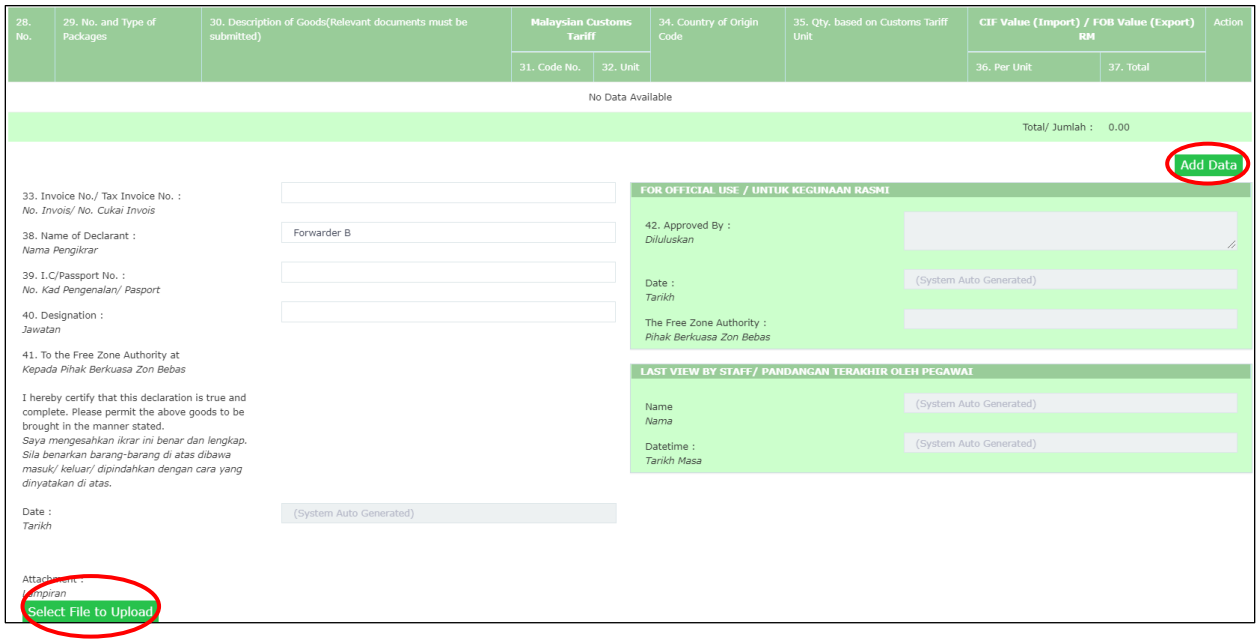
1. Click form “Transhipment Form (ZB1-T)”.



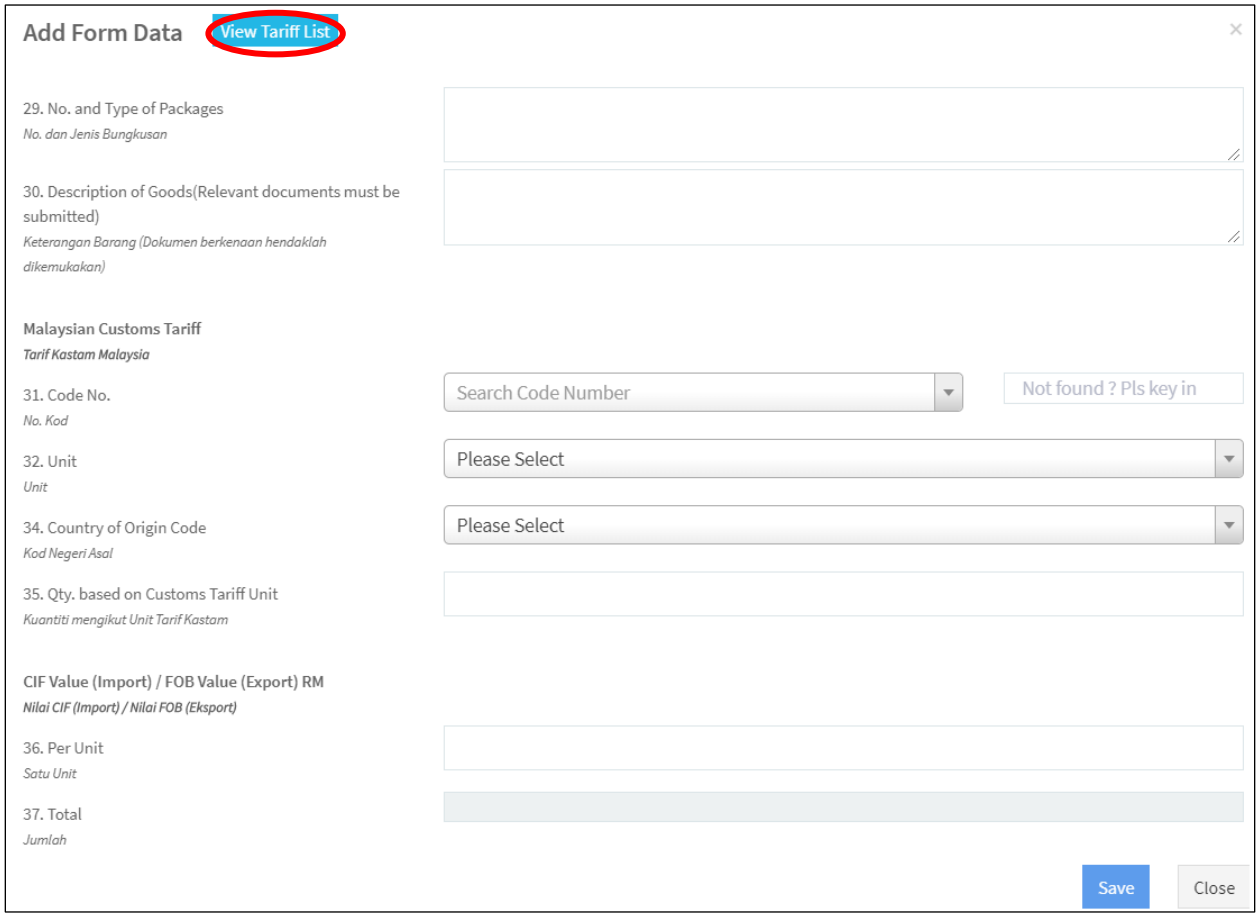
2. “Transhipment Form (ZB1-T) List” is a list of data that a user has been save or submitted the data.
3. User also can search the data by filter the list using “Search by” by selecting the criteria.
4. Click button Search to search the data.
5. Click button Reset to clean the data search.
6. The link on Registration Number can click to view or edit the data.
7. Next, user also can copy the data for new data by click the button and to preview the form by clicking the button .
8. To fill the new form, click “New Transhipment Form (ZB1-T).



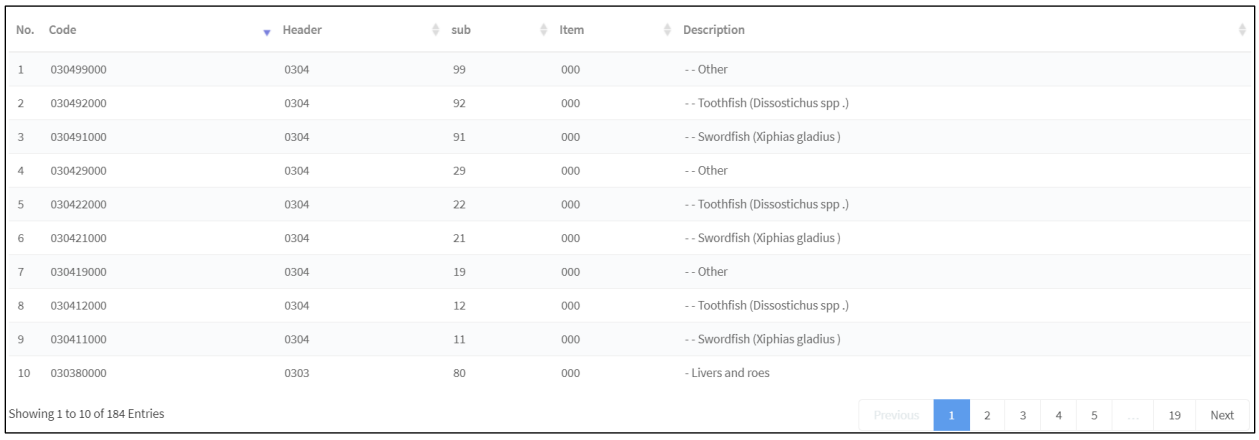
NOTICE : User must fill in all the data marked * on the form.



9. User also can add the information in table and click Add Data.



10. Fill all the data to insert the data in the table.
11. Click button View Tariff List to view all the terms code from customs.



No.	Code	Header	sub	Item	Description
1	030499000	0304	99	000	- - Other
2	030492000	0304	92	000	- - Toothfish (Dissostichus spp .)
3	030491000	0304	91	000	- - Swordfish (Xiphias gladius)
4	030429000	0304	29	000	- - Other
5	030422000	0304	22	000	- - Toothfish (Dissostichus spp .)
6	030421000	0304	21	000	- - Swordfish (Xiphias gladius)
7	030419000	0304	19	000	- - Other
8	030412000	0304	12	000	- - Toothfish (Dissostichus spp .)
9	030411000	0304	11	000	- - Swordfish (Xiphias gladius)
10	030380000	0303	80	000	- Livers and roes

12. Click save button to insert the data in the table.
13. Click the Select File to Upload if user got a document to upload for references.

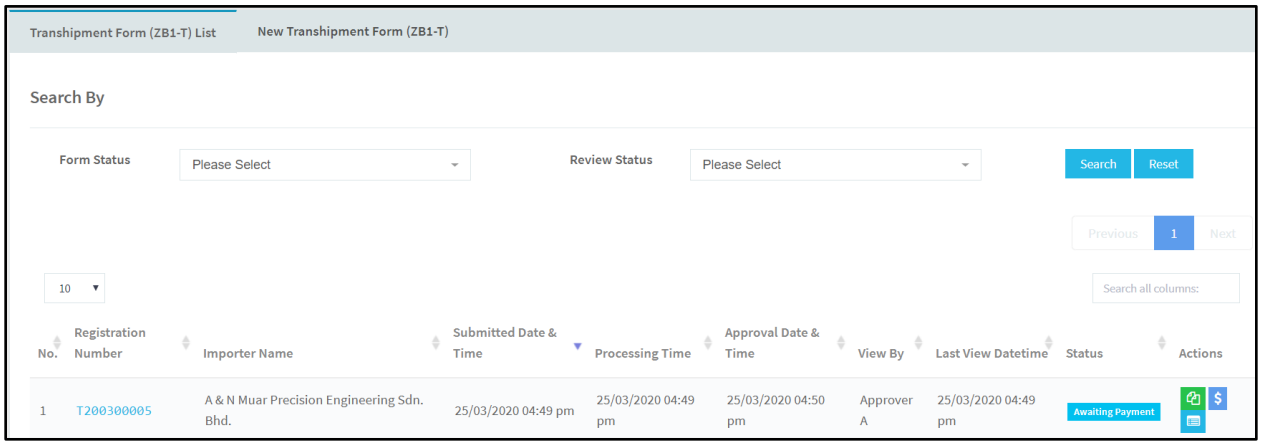
14. Click the Select File to Upload if user got a document to upload for references.

15. Next, after fill in all the information, click save button to store the data.
16. Click submit if the data already complete and send it to reviewer.
17. Click “Go Back” to return the previous page.

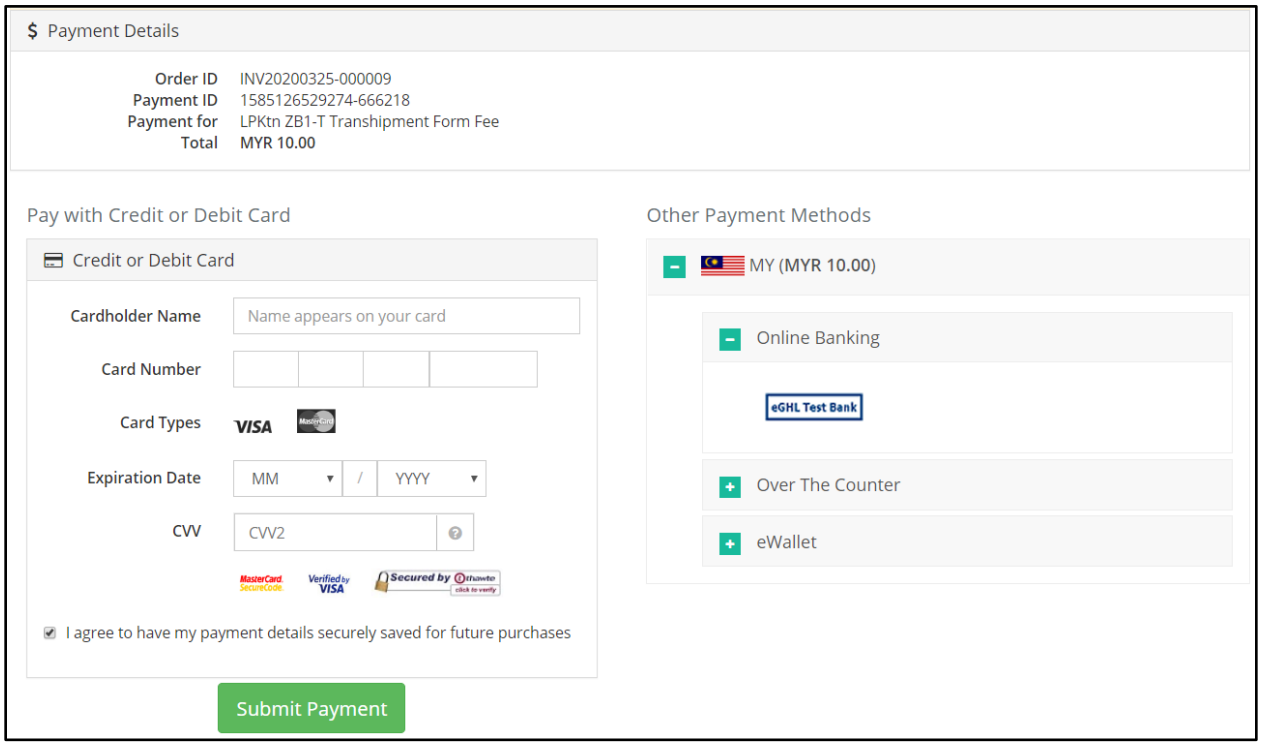
Note : If user only **save** the information, button will be appear differently.

18. User can print or copy the information if needed.

Note : After the process is complete and approve from approver, user can make a complete payment.



19. Click $ to make a payment to complete the process of Transhipment.



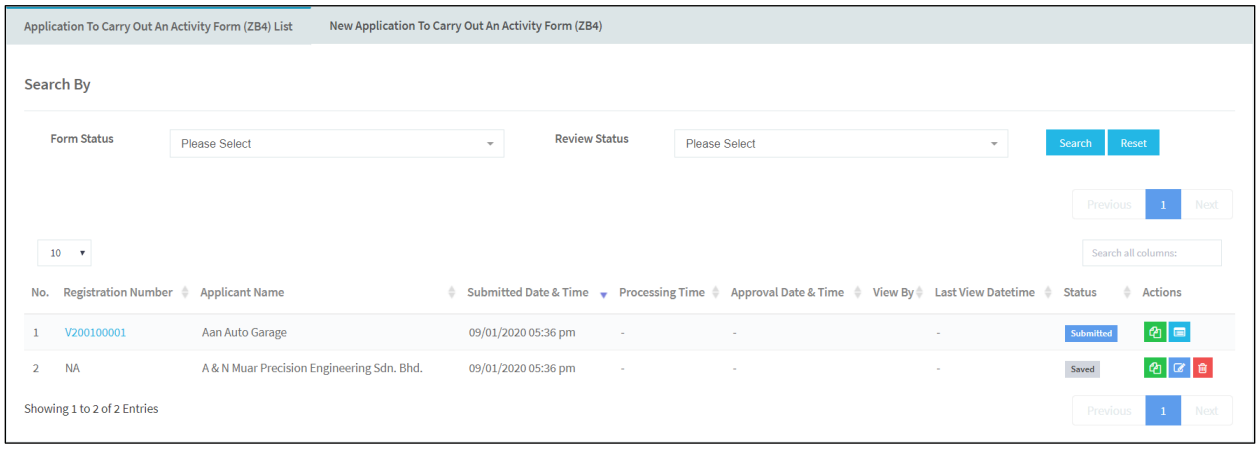
20. Choose the payment method that has been provide in that page
21. After finish the payment process, click ⇄ to view the payment result.

Transaction Details

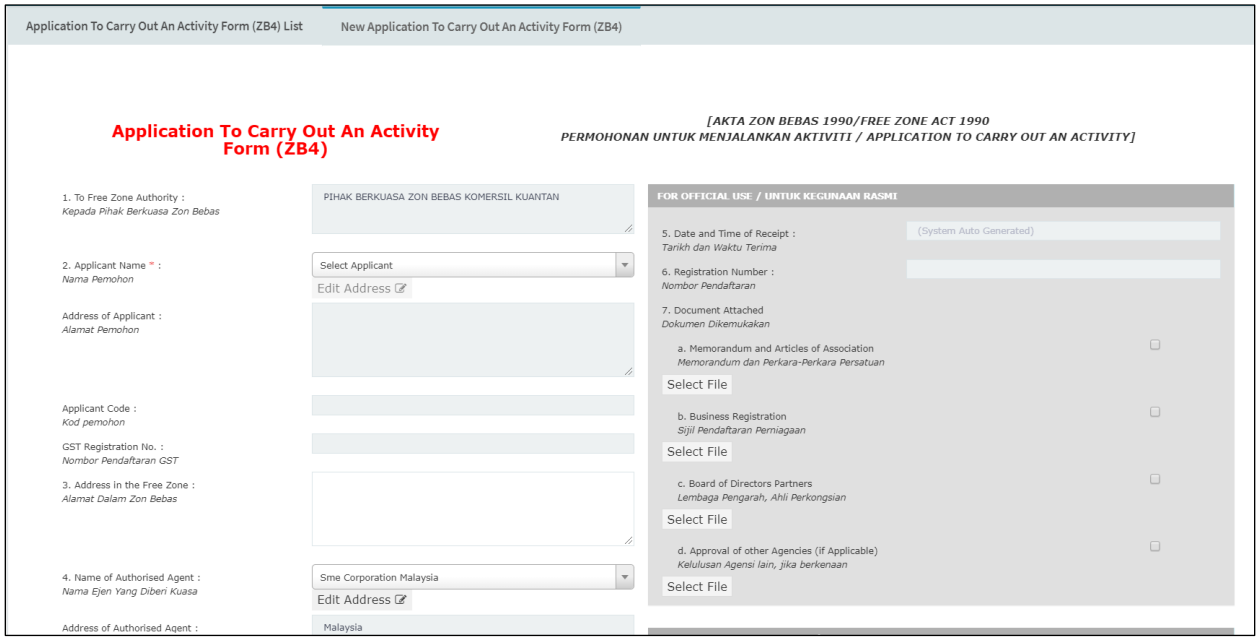
Transaction ID	SIT01585126529274666218
Payment ID	1585126529274-666218
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200325-000009
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-25 16:55:53

Application To Carry Out An Activity (ZB4)

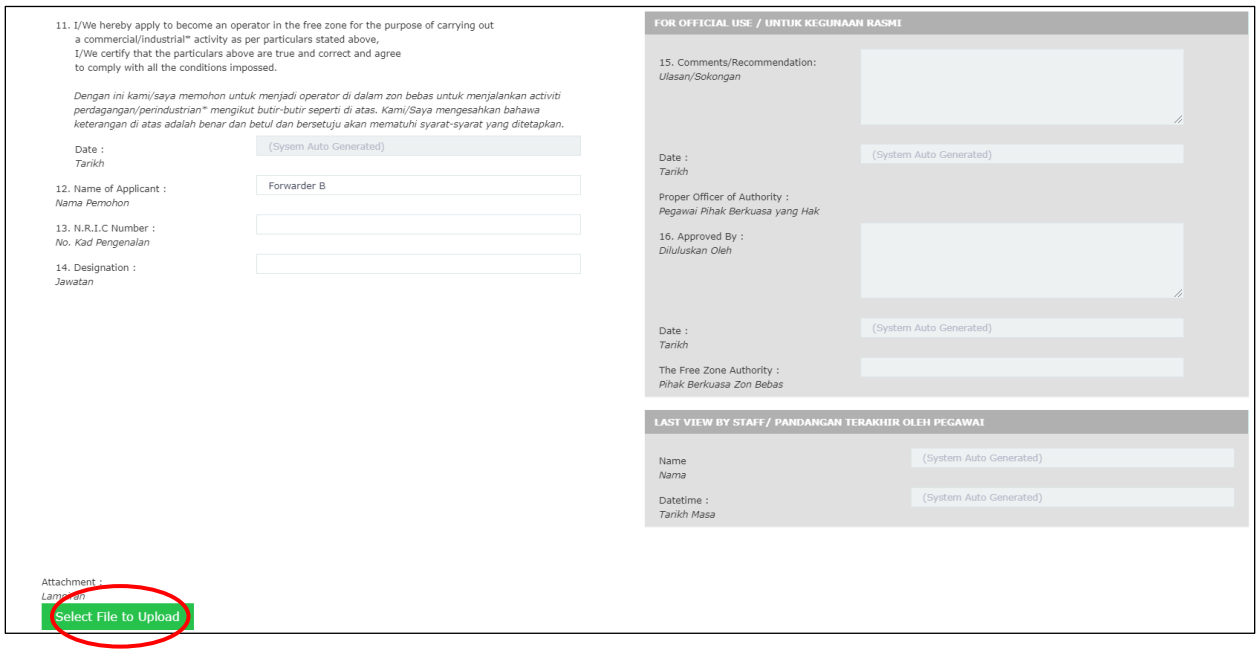
1. Click form “Application To Carry Out An Activity (ZB4)”.



2. “Application To Carry Out An Activity (ZB4) List” is a list of data that a user has been save or submitted the data.
3. User also can search the data by filter the list using “Search by” by selecting the criteria.
4. Click button Search to search the data.
5. Click button Reset to clean the data search.
6. The link on Registration Number can click to view or edit the data.
7. Next, user also can copy the data for new data by click the button and to preview the form by clicking the button .
8. To fill the new form, click “New Application To Carry Out An Activity (ZB4).



NOTICE : User must fill in all the data marked * on the form.



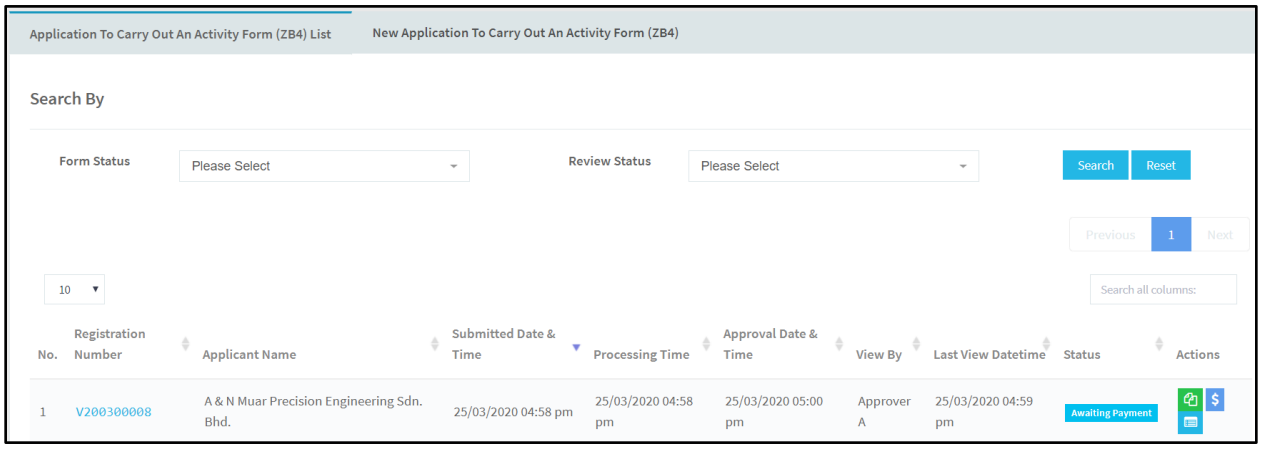
9. Click the Select File to Upload if user got a document to upload for references.

10. Next, after fill in all the information, click save button to store the data.
11. Click submit if the data already complete and send it to reviewer.
12. Click “Go Back” to return the previous page.

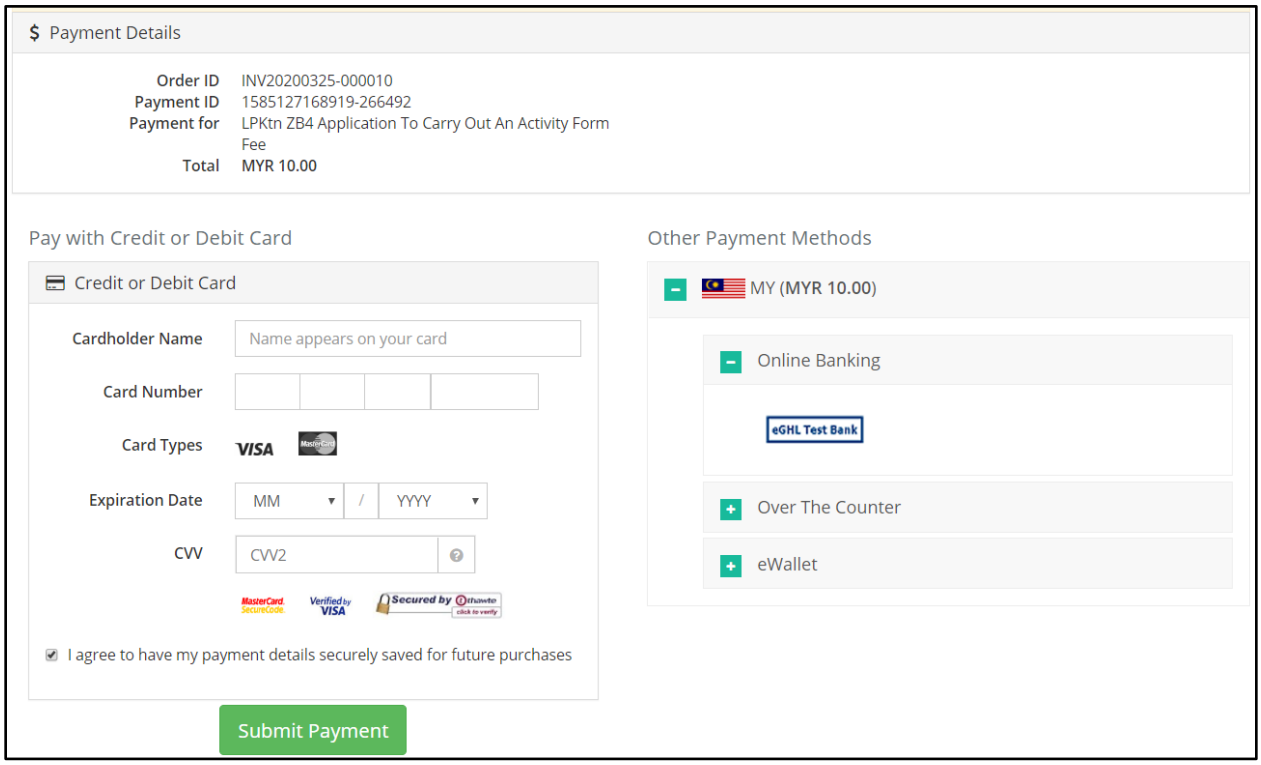
Note : If user only **save** the information, button will be appear differently.

13. User can print or copy the information if needed.

Note : After the process is complete and approve from approver, user can make a complete payment.



14. Click $ to make a payment to complete the process of application to carry out an activity.



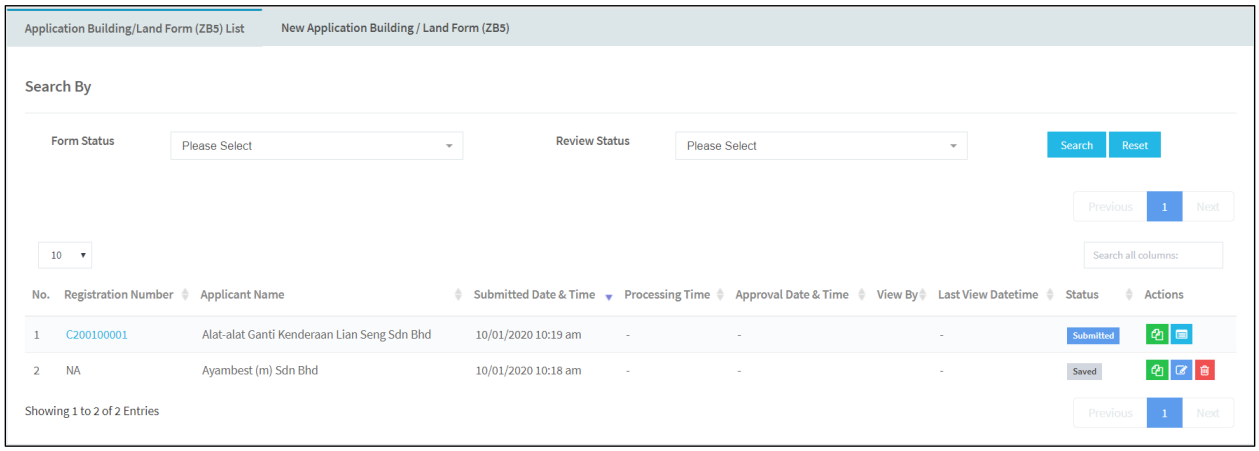
15. Choose the payment method that has been provide in that page.
16. After finish the payment process, click ⇄ to view the payment result.

Transaction Details

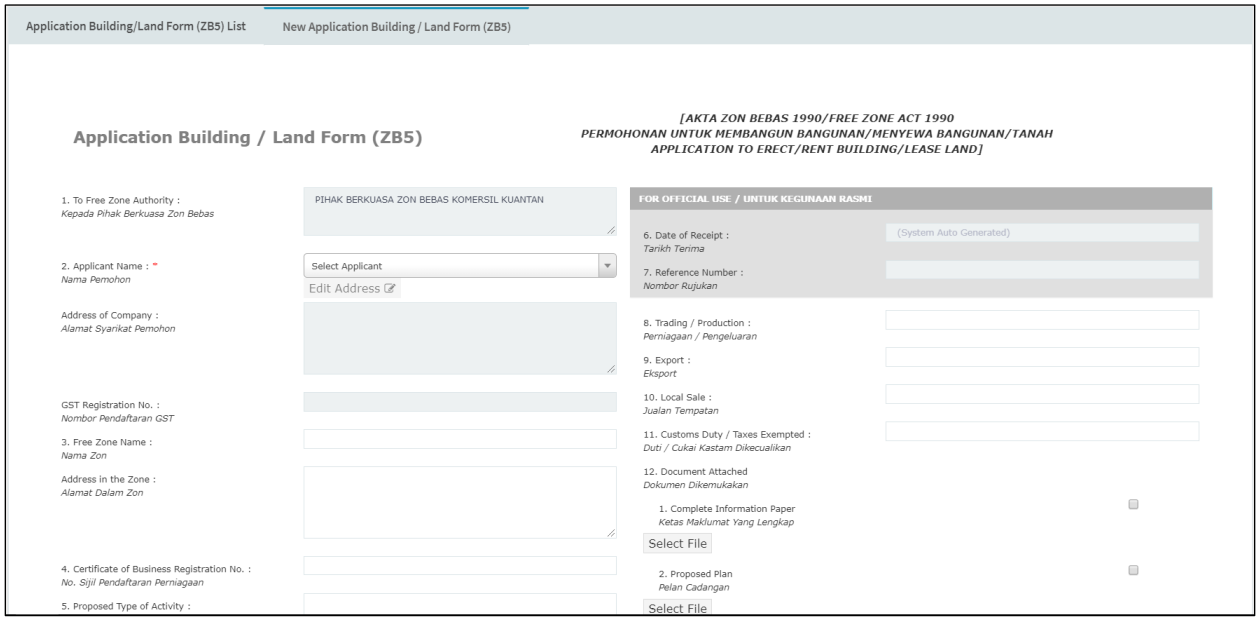
Transaction ID	SIT01585127168919266492
Payment ID	1585127168919-266492
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200325-000010
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-25 17:06:30

Application Building/ Land Form (ZB5)

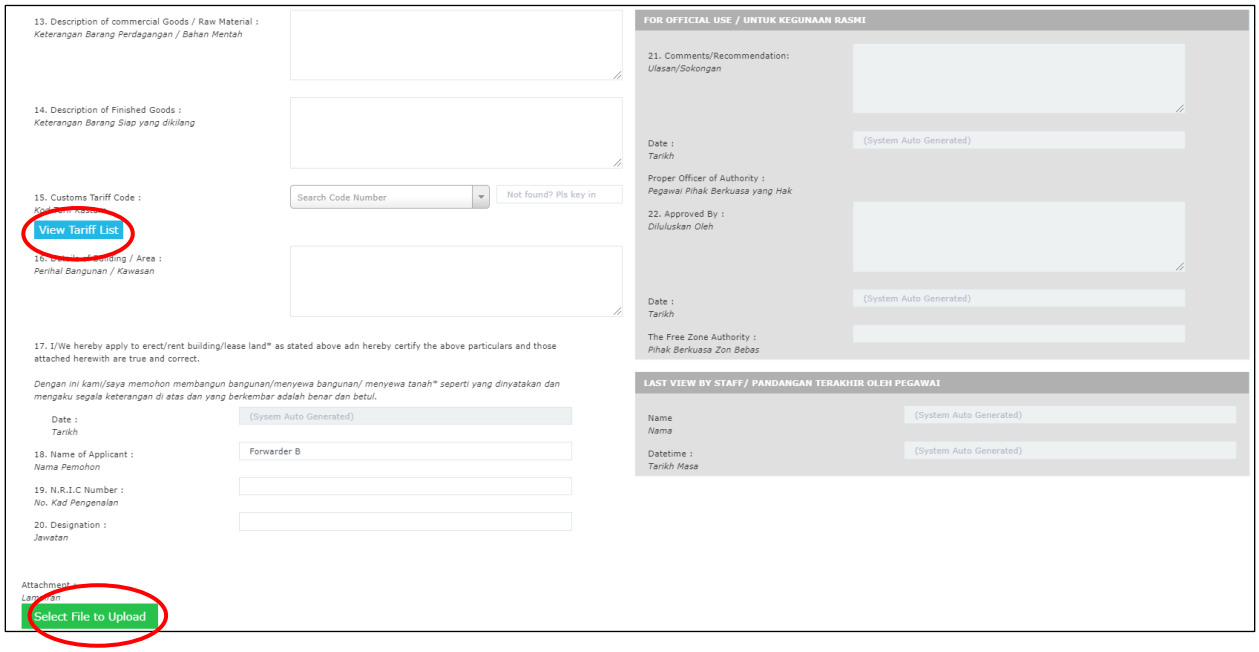
1. Click form “Application Building/ Land Form (ZB5)”.



2. “Application Building/ Land Form (ZB5) List” is a list of data that a user has been save or submitted the data.
3. User also can search the data by filter the list using “Search by” by selecting the criteria.
4. Click button Search to search the data.
5. Click button Reset to clean the data search.
6. The link on Registration Number can click to view or edit the data.
7. Next, user also can copy the data for new data by click the button and to preview the form by clicking the button .
8. To fill the new form, click “New Application Building/ Land Form (ZB5)”.



NOTICE : User must fill in all the data marked * on the form.



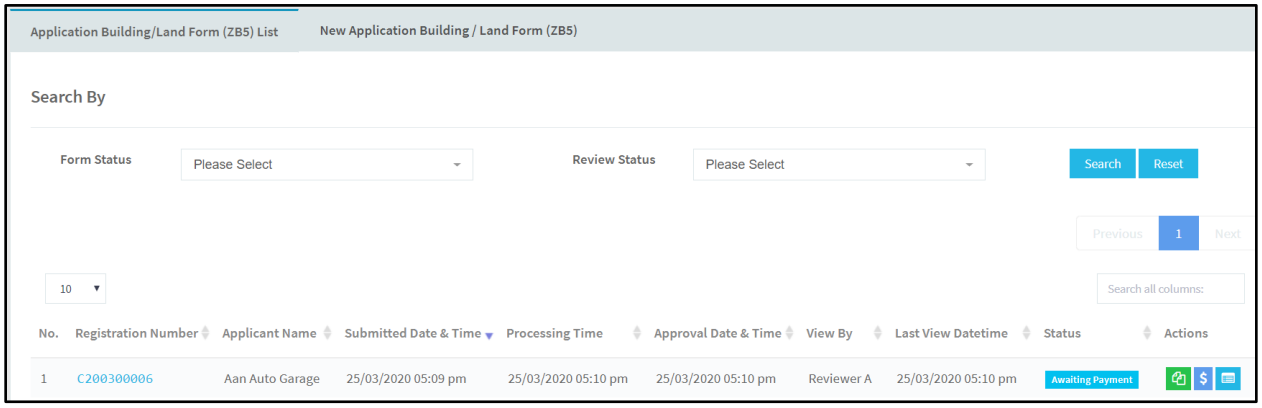
9. Click view View Tariff List to view all the customs tariff code and select tariff by search the criteria using the dropdown.
10. Click the Select File to Upload if user got a document to upload for references.

11. Next, after fill in all the information, click save button to store the data.
12. Click submit if the data already complete and send it to reviewer.
13. Click “Go Back” to return the previous page.

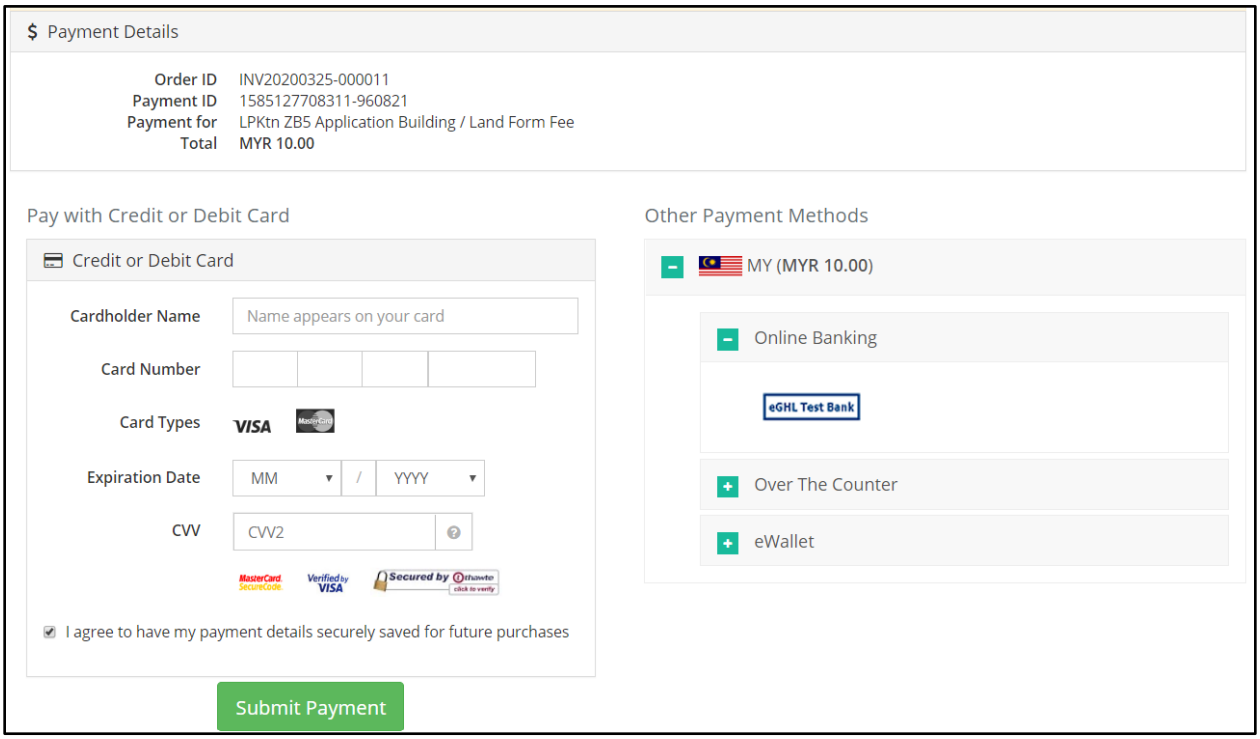
Note : If user only **save** the information, button will be appear differently.

14. User can print or copy the information if needed.

Note : After the process is complete and approve from approver, user can make a complete payment.



15. Click $ to make a payment to complete the process of Application building/land.



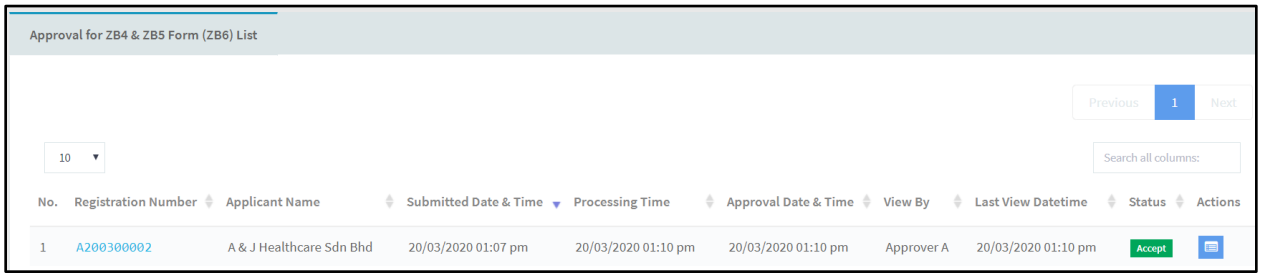
16. Choose the payment method that has been provide in that page.
17. After finish the payment process, click ⇄ to view the payment result.

Transaction Details

Transaction ID	SIT01585127708311960821
Payment ID	1585127708311-960821
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200325-000011
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-25 17:15:29

Approval for ZB5 Form (ZB6)

1. Click form “Approval for ZB5 Form (ZB6)”.

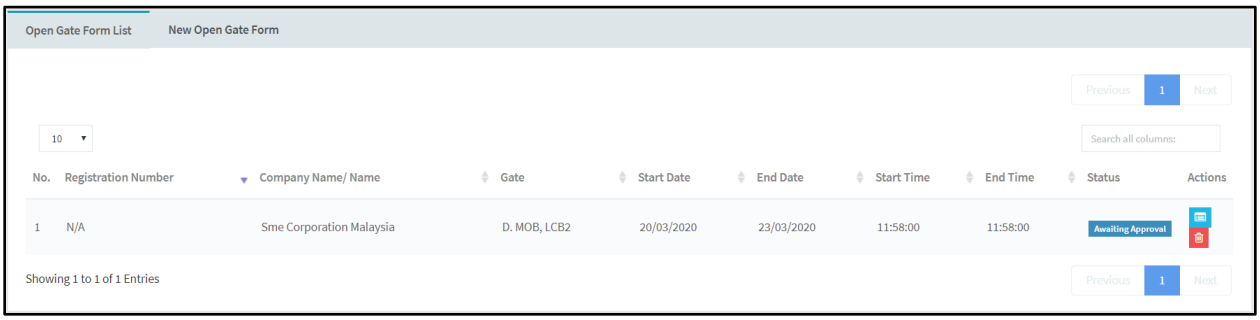


2. “Approval for ZB4 & ZB5 Form (ZB6) List” is a list of data that already create or approve by the reviewer.
3. The link on Registration Number can click to view the data if data belong to the user.
4. Next, user also can preview the form by clicking the button .
5. Approval for ZB4 & ZB5 Form (ZB6) cannot create a new data , only can view from the listing after data approve by approver.

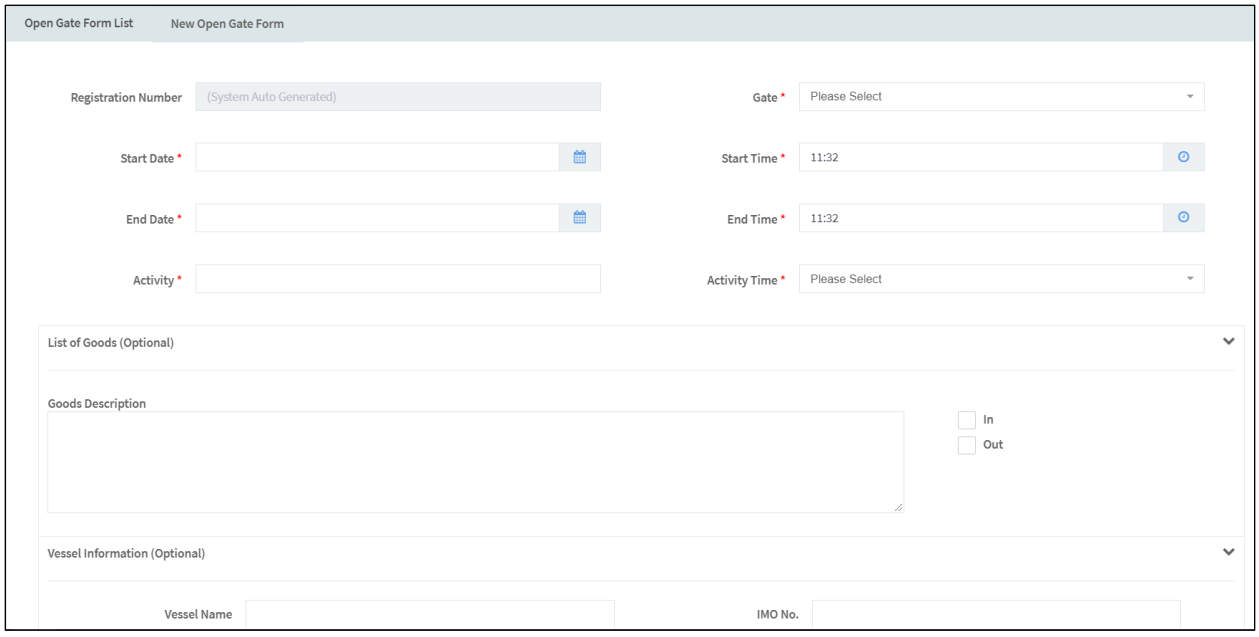
NOTICE : User cannot fill in all the data, only can view the data Approval for ZB4 & ZB5 Form (ZB6) List.

Open Gate Form

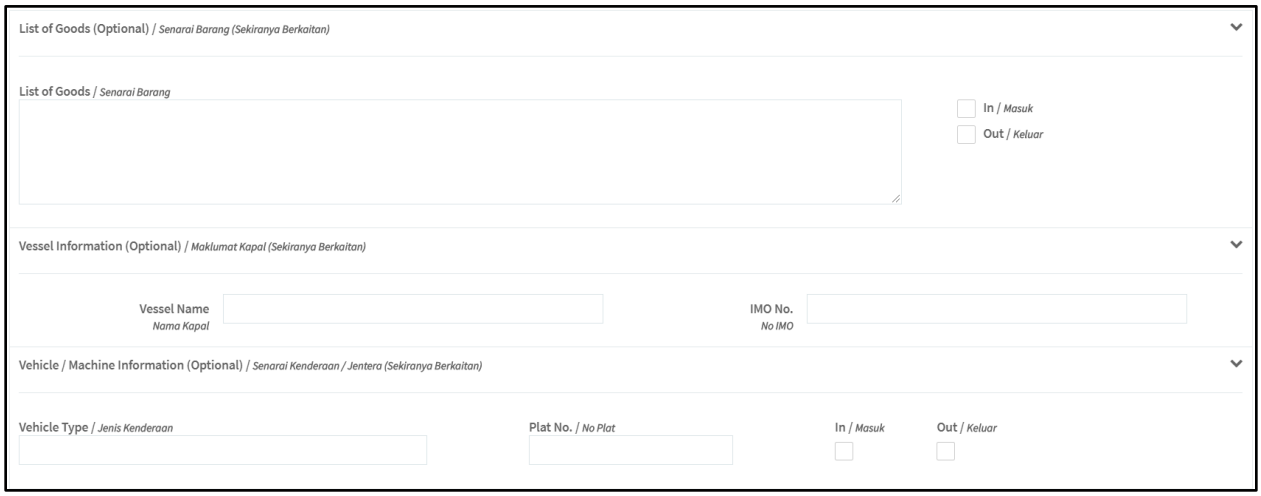
1. Click form “Open Gate Form”.

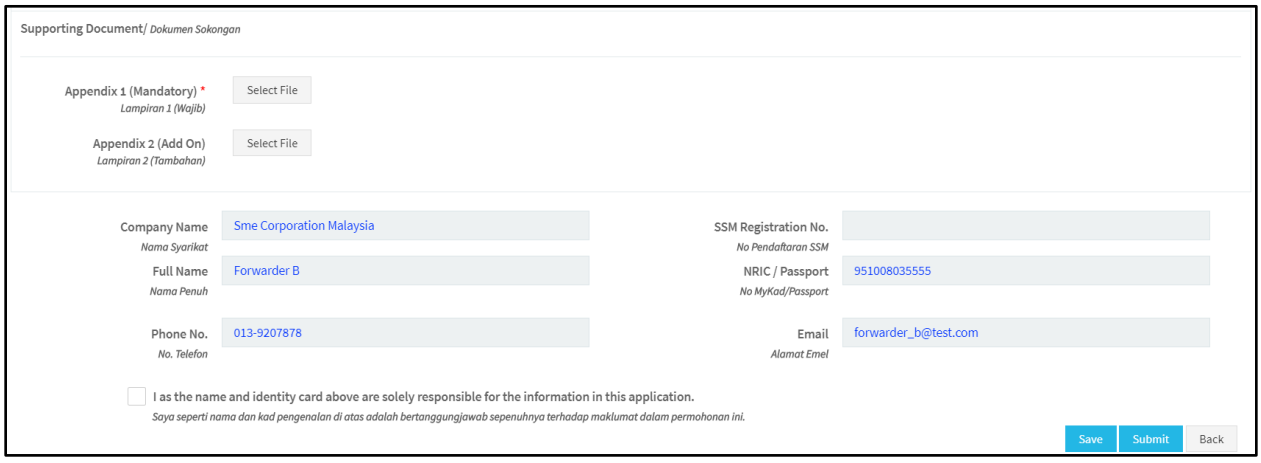


2. “Open Gate Form List” is a list of data that a user has been save or submitted the data.
3. When the data is already approved by approver, the link on registration number will appear.
4. The link on Registration Number can click to view the data.
5. Next, user also can preview the form by clicking the button .
6. To fill the new form, click “New Open Gate Form List”.



NOTICE : User must fill in all the data marked * on the form.





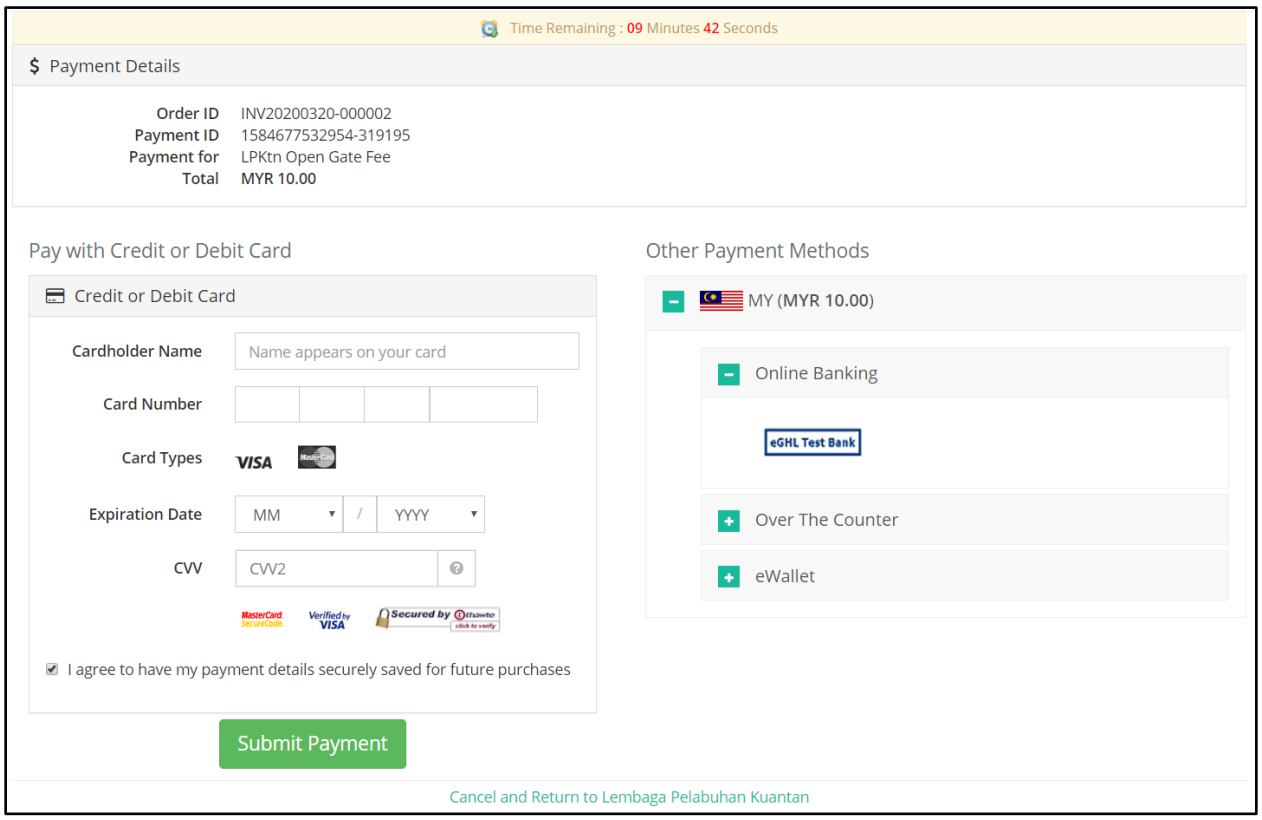
7. User also need to upload the document that have been mandatory

   Appendix 1 (Mandatory) * Select File .

8. User need to tick the agreement data before save or submit the data.
9. Next, after fill in all the information, click save to save the data only.
10. Click submit if the data already complete and send it to approver.
11. Click “Back” to return the previous page.

NOTICE : This view only appear after approver approve the open gate data from the user

1. Click to view the data. Data will disable after approve by approval.
2. Click to make a payment to complete the process of open gate.



3. Choose the payment method that has been provide in that page.
4. After finish the payment process, click to view the payment result.

Payment Result

Transaction Details

Transaction ID	SIT01584677532954319195
Payment ID	1584677532954-319195
Transaction Status	Success
Transaction Message	Transaction Successful
Payment Method	Direct Debit
Order Number	INV20200320-000002
Currency Code	MYR
Payment Amount	10.00
Issuing Bank	HostSim
Transaction Time	2020-03-20 12:14:31