



eGateway... to Global Connectivity

2019



eGateway System v3.5

**Maintenance
Module**

USER GUIDE

**Web
Version 2.8**

29-Nov-2019

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Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.





Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips: Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
<i>text</i>	Bold and italicized text indicate an entries name
<i>italics</i>	Text in italics indicate field name
<code>mono</code>	Monospace indicate text you enter from keyboard

Table 1

Navigations

eGateway System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the system. Icons have been used to identify the various types of functions used and below are the most commonly used icons in the system.














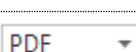





Icon	Description
	To view details records or to expand grid listing childs record.
	To colaps the child records of the grid listing
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	Upload file in pdf, jpg or png
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disk
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of eGateway System

Table 2

Standard Function

1. Searching Panel

Enter text to search... [Search](#) [Clear](#)

[Search](#) : To search any text has been entered in the searching panel.

[Clear](#) : To clear any text in the searching panel

2. Column Search

Vessel Name	Call Sign	Status
	enter any key here to search valid Call Sign	
SKTS V2	CS2002	H - Hold

Page 1 of 1 (1 items)



3. Filtering Option

FILTERING

Display ALL

Filter By Date

From Date :
25/03/2018

To Date :
01/04/2018

4. Left Menu

[FAL Convention] FAL Declaration FAL Amen

Menu **SA Home > FAL Convention > FAL 1 Entries**

FAL 1 : IMO General Declaration ISPS

[FAL Convention] FAL De

Menu

- FAL 1 - General Declaration
- FAL 2 - Cargo Info
- FAL 3 - Ship's Store
- FAL 4 - Crew Effects

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is:

- ✓ *A current Web Browser running on your computer.*

eGateway System has been tested with and supports a variety of browsers. The following browsers are acceptable for use with *eGateway System*.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - <https://www.microsoft.com/en-ca/windows/microsoft-edge>



You will encounter problems if you try to access eGateway System using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.



For the very best results, use the current release of Chrome

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.

If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy and Security* tabs in Internet Explorer, or *Tools > Options > Privacy and Web Features* tabs in Firefox.)

✓ *A Popup Blocker*

Please make sure **Popup Blocker** for your browser is always turn-OFF. This to ensure any require windows popup used by any popup message or reports can be execute correctly.

Internet Explorer

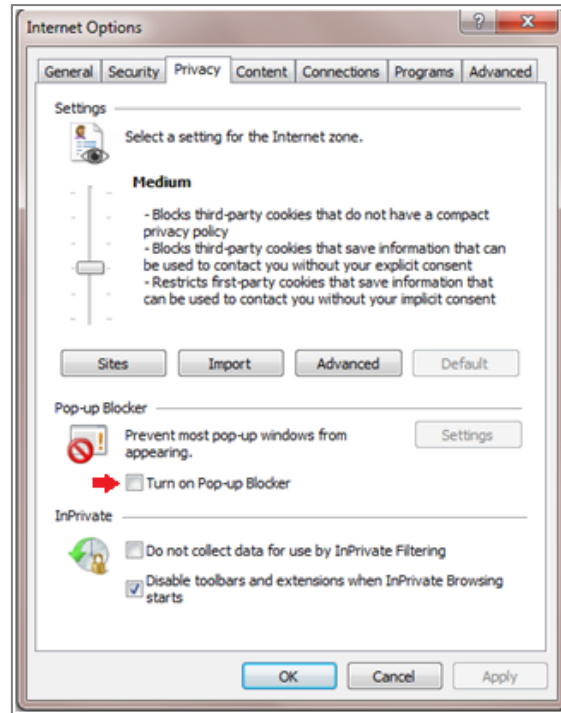


Figure 1

Google Chrome



Figure 2

Microsoft-Edge

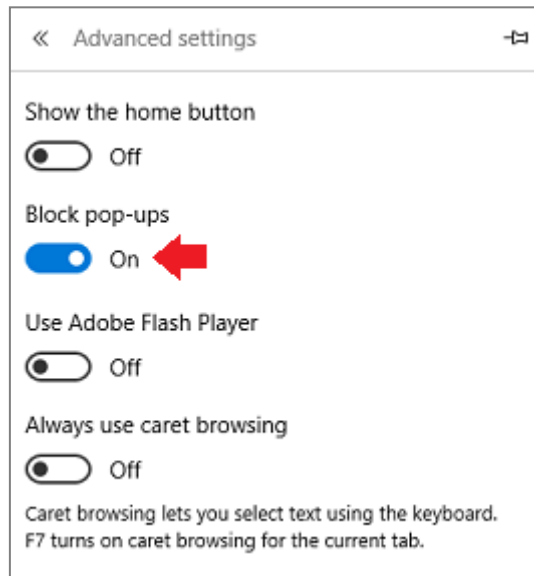


Figure 3

- ✓ *Internet access to the URL of **eGateway System**. Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.*

1.1.2 Web Browser

eGateway System dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using < and > buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating **eGateway System**.

eGateway System is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into **eGateway System**, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access **eGateway System**.



*Do not share your login information with anyone. **eGateway System** provide system access id and module access right according to job responsibility.*

1.2 Accessing eGateway System

To access **eGateway System** type the URL <http://www.egateway.com.my/> into your web browser's address bar. You should see **eGateway System** home page as shown below

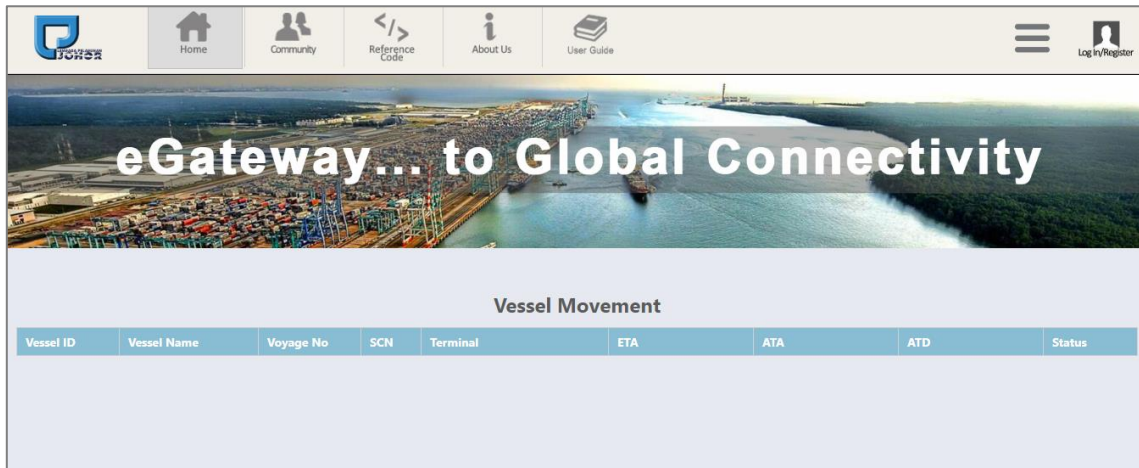


Figure 4

1. Community

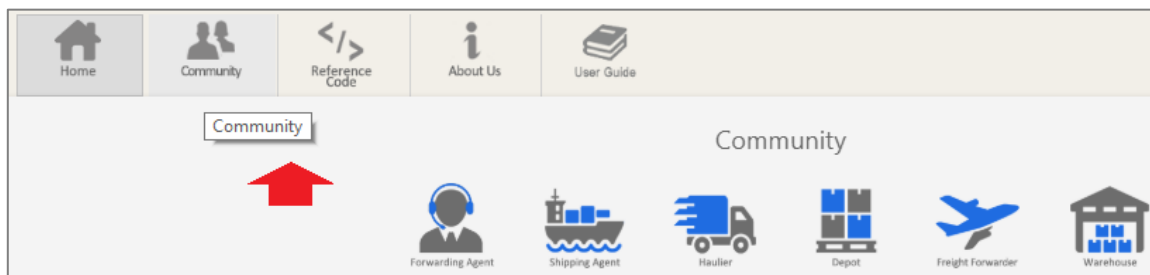
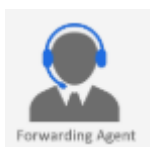


Figure 5



Will list all registered Forwarding Agent in **eGateway System**.

Home > Forwarding Agent					
Enter text to search...					Search Clear
#	ROC No	Company Name	Address	Tel No	Fax No
		RA SDN BHD (ROC No: 0029) LOT 67 JALAN KUNING KULAI Post Code : 81900 Map Location		Tel No : 01558965594 Mobile No : 01998272516 Email : waminahriman@gmail.com Contact Person : WANI	Fax No :
		EFIZA SHIPPING AGENT (ROC No: 000511) 436, Jalan Tun Razak, Kawasan Golf di Raja Selangor, 50400 Kuala Lumpur Post Code : 50400 Map Location		Tel No : (011) 1641-0597 Mobile No : 01116410597 Email : efdilidham97.com@gmail.com Contact Person : MOHAMMAD EIDIL IDHAM BIN MOHD HAZLI	Fax No : 01116410597
		SITESAMSON LOGISTICS SDN BHD (ROC No: 121155) PDS 123 JALAN MERBUK KUALA BERAU PORT KLANG Post Code : 42000 Map Location		Tel No : 0333344444 Mobile No : 01123456789 Email : fsamsamson@gmail.com Contact Person : SAMISON BIN ROHANI	Fax No :
		RANK ALPHA SDN BHD (ROC No: 0233) NO 12-D JALAN PERMAS 1/2 PERMAS JAYA JOHOR Post Code : 80552 Map Location		Tel No : (013) 6552-2479 Mobile No : 01365574655 Email : amirahinegam@gmail.com Contact Person : 0112365932	Fax No : 07445552222

Figure 6



Will list all registered Shipping Agent in **eGateway System**.

Home > Shipping Agent

Enter text to search... [Search](#) [Clear](#)

#	ROC No.	Company Name	Address	Tel No	Fax No
		RA SDN BHD (ROC No: 0009) LOT 87 JALAN KUNING KULAI		Tel No : (015) 5896-5584 Mobile No : 01998273516 Email : wanshahriman@gmail.com	Fax No : 0177845612
		CHIKKY BUM OMEY SDN BHD (ROC No: 020419K) NO.50-1 LORONG BATU NILAM 218 BAND 2, KLANG, SELANGOR DARUL EHSAN		Tel No : 60137041579 Mobile No : 60137041579 Email : suhaanasarmen@gmail.com	Fax No :
		EFIZA SHIPPING AGENT (ROC No: 96030111) 1-01 & 1-02, JALAN SETIA TROPIKA 1/17, TAMAN SETIA TROPIKA, Post Code : 81200		Tel No : 0116410597 Mobile No : 0116410597 Email : eididham97.osh@gmail.com	Fax No :
				Contact Person : MOHAMAD EIDIL IDHAM BIN MOHD HAZU	

Figure 7



Will list all registered Haulier in **eGateway System**.

Home > Haulier Agent

Enter text to search... [Search](#) [Clear](#)

#	ROC No.	Company Name	Address	Tel No	Fax No
		EFIZA SHIPPING AGENT (ROC No: 06030111) No. 18, 5th Floor, Jalan Syed Abdul Aziz, Melaka, 75200		Tel No : (011) 1641-0597 Mobile No : 01116410597 Email : eididham97.osh@gmail.com	Fax No : 01116410597
		ABC GLOBAL (ROC No: 110233) NO 4-G, TMN INDUSTRI UTAMA QUEEN STREET 7 KL		Tel No : (456) 7456-4646 Mobile No : 34534545464 Email : paramesvey_1997@yahoo.com	Fax No :
		CHOMBY AIRTRANS LOGISTIC SDN BHD (ROC No: 140808) NO 123 JALAN MAWAR TAMAN PERINDUSTRIAN CINTA JOHOR BAHRU		Tel No : (601) 3704-1579 Mobile No : 60177625147 Email : suhaanasarmen@gmail.com	Fax No : 60725486145
				Contact Person : MONALISA ELIZEBETH	

Figure 8



Will list all registered Depot in **eGateway System**.

Home > Depot

Enter text to search... [Search](#) [Clear](#)

#	ROC No.	Company Name	Address	Tel No	Fax No
		CHOMBY AIRTRANS LOGISTIC SDN BHD (ROC No: 140808) NO 123 JALAN MAWAR TAMAN PERINDUSTRIAN CINTA JOHOR BAHRU		Tel No : (601) 3704-1579 Mobile No : 60177625147 Email : suhaanasarmen@gmail.com	Fax No : 60725486145
		ALBERT AUSTIN SDN BHD (ROC No: 190659V) NO 12/78 JALAN TERUNG KAPAL SELAM ANTARABANGSA SELANGOR		Tel No : (601) 3704-1579 Mobile No : 60345872163 Email : suhaanasarmen@gmail.com	Fax No : 60354867246
		RAINBOW AGENCY SDN BHD DP (ROC No: 21081T) NO 43 JALAN MUHIBAH KAWASAN PERINDUSTRIAN DESA JOHOR BAHRU		Tel No : 0756677444 Mobile No : 01676454452 Email : paramesvey_1997@yahoo.com	Fax No :
				Contact Person : ADMIN	

Figure 9



Will list all registered Freight Forwarder in **eGateway System**.

Home > Freight Forwarder

Enter text to search... [Search](#) [Clear](#)

#	ROC No.	Company Name	Address	Tel No.	Fax No.
		EFIZA SHIPPING AGENT (ROC No.: 0023511)	44, JALAN GELAP, HATI-HATI ADA IKUT 7, HATI KENTAL, Post Code : 40704 Map Location	Tel No : (011) 1641-0597 Mobile No : 01116410597 Email : eldilidham97.osh@gmail.com Contact Person : MOHAMAD EDIL IDHAM BIN MOHD HAZLI	Fax No : 01116410597
		SITESAMSON LOGISTICS SDN BHD (ROC No.: 1011975)	POS 123 JALAN MERBUK KUALA BARU PORT KLANG Post Code : 42000 Map Location	Tel No : (033) 3334-444 Mobile No : 01123456789 Email : fitansamson@gmail.com Contact Person : SAMSON BIN ROHANI	Fax No : 0333334455
		DYNAMIC CARGO LOGISTIC (ROC No.: 12146)	JALAN GEMILANG JAYA JOHOR Post Code : 81900 Map Location	Tel No : (017) 7329-2000 Mobile No : 0177412589 Email : wanishahrinan@gmail.com Contact Person : JULIA	Fax No : 0172009237

Figure 10



Will list all registered Warehouse in **eGateway System**.

Home > Warehouse

Enter text to search... [Search](#) [Clear](#)

#	ROC No.	Company Name	Address	Tel No.	Fax No.
		AXE BROTHER SHIPPING SDN BHD (ROC No.: 22011)	NO 30 JALAN PERMAS BANDAR BARU PERMAS JAYA JOHOR BAHRU Post Code : 80566 Map Location	Tel No : 01613245678998798965 Mobile No : 01378922222 Email : amirahinejam@gmail.com Contact Person : LOGAN	Fax No :
		RND WAREHOUSE SDN BHD (ROC No.: 2598HG)	MENARA KLH BANDAR PUCHONG Post Code : 41622 Map Location	Tel No : 60325121541 Mobile No : 60313122222 Email : anisaklima@gmail.com Contact Person : SYAHRUL RIDZWAN BIN SAIFUL	Fax No :
		DHL SHIPPING AGENCY SDN BHD (ROC No.: 800025)	NO 4-G, TMIN INDUSTRI UTAMA JALAN SUNGAI BES TESRAU JAYA Post Code : 78822 Map Location	Tel No : (143) 5555-5555 Mobile No : 67667869696 Email : paramesvery_1987@yahoo.com Contact Person : TESTING	Fax No : 55566666666

Figure 11

2. Reference Code

Navigation: Home, Community, **Reference Code**, About Us, User Guide

Reference Code

- SCN Listing
- VESSEL ID
- ISO Port Code
- Currency
- Country
- CT Size Type
- Unit Measurement
- Package Type
- Port Operator

Figure 12



Will list all SCN assigned for Port Klang, Johor or Kuantan Port.

Home > SCN Listing

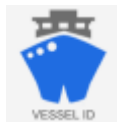
Port: Port Klang Johor Kuantan From ETA: 01/02/2018 To: 06/03/2019 Search Clear

Enter text to search... Search Clear

Drag a column header here to group by that column

#	Option	SCN	Terminal	PSA	Vessel Info				Estimate Date/Time		Actual Date/Time		Closing		Movement	Status
					Vessel ID	Vessel Name	Call Sign	Voyage No	ETA Date/Time	ETD Date/Time	ATA Date/Time	ATD Date/Time	Date	Time		
1	View	192016	JPORT - JOHOR PORT	JIM YUAN SHIPPING	FTH0203	THARIBATAN 1	HSE347	H545	28-02-2019 / 0000	02-03-2019 / 0000						
2	View	192015	JPORT - JOHOR PORT	JIM YUAN SHIPPING	FTH0203	THARIBATAN 1	HSE347	J34434	19-02-2019 / 0000	20-02-2019 / 0000						
3	View	192012	JPORT - JOHOR PORT	EGIZA	FRA13957	COSMIC POLARIS	3FD8	V1027	18-02-2019 / 0800	20-02-2019 / 0900	11-02-2019 / 1400					Amendment
4	View	192013	JPORT - JOHOR PORT	MAWAR TRANSPORTATION (M) SDN BHD	FTH0204	PUDY DEE	HSE021	v837	14-02-2019 / 0940	15-02-2019 / 0930	14-02-2019 / 0300	15-02-2019 / 0310				
5	View	192014	JPORT - JOHOR PORT	XIBASE SDN BHD	FRA00020	NIKDULA	3FAV7	T14433	14-02-2019 / 0100	23-02-2019 / 0400	14-02-2019 / 0400					

Figure 13



Will list all registered Vessel ID.

Home > Vessel ID

Enter text to search... Search Clear

Drag a column header here to group by that column

#	Option	Vessel ID	Vessel Name	Type of Voyage	IMO No	Official No	Call Sign	Vessel Type
	View	AA999	AISO VESSEL	Domestic		ORN17108	CS17108	2 - Barge
	View	AB001	AUTUMN VESSEL	International	IM101101	OR101101	CS101101	1 - Batam/Wooden
	View	AB002	AUTUMN VESSEL	International	125463		CS948823	1 - Batam/Wooden
	View	AB003	ASD	International	1230F		ASD	1 - Batam/Wooden
	View	AB004	ANAN BHUM	International	9106882		HSDI	8 - Full Container
	View	BA828	BLACK PEARL	Domestic		IMC899	CALL741	2 - Barge
	View	BA829	BERSATU VESSEL	International	IM261005		261005	2 - Barge
	View	BA830	BERSATU VESSEL	International	IM261005		261005	2 - Barge
	View	BA831	BLUTH SUN VESSEL	International	IM110701		110701	2 - Barge
	View	BA832	BETTYS BEAUTY TRY 5	International	9316061		V7AW4	3 - Bulk Carrier
	View	BA833	BURAQ	International	12345678		BU123	23 - Semi Container

Figure 14



Will list all ISO Port Code.

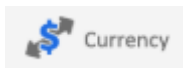
Home > ISO Port Code

Enter text to search... Search Clear

Drag a column header here to group by that column

#	Code	Description	Country
	AEAAN	AL AIN	AE - UNITED ARAB EMIRATES
	AEAJM	AJMAN	AE - UNITED ARAB EMIRATES
	AEAQU	AQUABA	AE - UNITED ARAB EMIRATES
	AEAUH	ABU DHABI	AE - UNITED ARAB EMIRATES
	AEBAB	BANDAR ABBAS	AE - UNITED ARAB EMIRATES
	AEDAS	DAS ISLAND	AE - UNITED ARAB EMIRATES
	AEDUY	RAS ZUBBAH(A/RAS DUBAYIAH)	AE - UNITED ARAB EMIRATES
	AEDXB	DUBAI	AE - UNITED ARAB EMIRATES
	AEFAT	FATEH TERMINAL	AE - UNITED ARAB EMIRATES

Figure 15



Will list all Currency Code

[Home](#) > [Currency](#)

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	CODE	DESCRIPTION
	AED	UNITED ARAB EMIRATES
	AED	UNITES ARAB EMIRATES
	AUD	AUSTRALIA
	BDT	BANGLADESH
	BND	BRUNEI DARUSSALAM
	BUK	MYANMAR
	CAD	CANADA

Figure 16



Will list all Country Code

[Home](#) > [Country](#)

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	CODE	DESCRIPTION
	AE	UNITED ARAB EMIRATES
	AF	AFGHANISTAN
	AG	ANTIGUA AND BARBUDA
	AI	ANGUILLA
	AL	ALBANIA
	AM	ARMENIA
	AO	ANGOLA

Figure 17

CT Size Type Will list all Container Size Type

[Home](#) > [CT Size Type](#)

ISO Container Type

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	Code	Description	Size	Type	Height	Width
	20G0	GENERAL PURPOSE CONT.	20 - 20 FOOTER	GP - GENERAL PURPOSE CONTAINER	8	6
	20G1	GENERAL PURPOSE CONT.	20 - 20 FOOTER	GP - GENERAL PURPOSE CONTAINER	0	0
	20H0	INSULATED CONTAINER	20 - 20 FOOTER	HR - INSULATED CONTAINER	0	0
	20P1	20 FT FLAT (FIXED ENDS)	20 - 20 FOOTER	PF - FLAX (FIXED ENDS)	0	0
	20T0	TANK CONTAINER	20 - 20 FOOTER	TN - TANK CONTAINER	8	6
	20T1	TANK CONTAINER	20 - 20 FOOTER	TN - TANK CONTAINER	8	6
	20T2	TANK CONTAINER	20 - 20 FOOTER	TN - TANK CONTAINER	8	6
	20T3	TANK CONTAINER	20 - 20 FOOTER	TD - TANK CONTAINER	8	6

Figure 18

Unit Measurement Will list all Unit of Measurement

[Home](#) > [Unit Measurement](#)

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	CODE	DESCRIPTION
	100	HUNDRED
	12U	DOZENS
	2U	PAIRS
	ACR	ACRE (4840 YDS)
	AMH	AMPERE-HOUR (3,6 KC)
	AMP	AMPERE

Figure 19

 **Package Type** Will list all Package Type

[Home](#) > [Package Type](#)

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	Code	Description
	BA	BARREL
	BB	BOBBIN
	BC	BOTTLECRATE, BOTTLERACK
	BD	BOARD
	BE	BUNDLE
	BF	BALLOON, NON-PROTECTED
	BG	BAG
	BH	BUNCH

Figure 20

 **Port Operator** Will list all Port Operator

[Home](#) > [Port Operator](#)

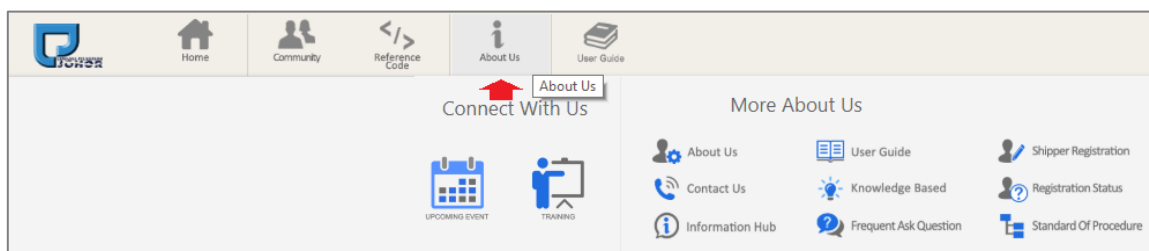
Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	CODE	NAME
	TBPPT	TANJUNG BIN POWER PLANT TERMINAL
	WEST	LPJ ANCHORAGE (WEST)
	EAST	LPJ ANCHORAGE (EAST)
	ATT	ATT TANJUNG BIN
	PGPT	PASIR GUDANG PASSENGER TERMINAL
	TPFT	TANJUNG PENGLIH FERRY TERMINAL
	PPT	PENGERANG PETROLEUM TERMINAL
	TSM	TANJUNG SETAPA MOLF

Figure 21

3. About Us



The screenshot shows a navigation bar with icons for Home, Community, Reference Code, About Us (highlighted with a red arrow), and User Guide. Below the navigation bar, there is a 'Connect With Us' section with icons for 'UPCOMING EVENT' and 'TRAINING'. To the right, a 'More About Us' section contains a grid of links: About Us, User Guide, Shipper Registration, Contact Us, Knowledge Based, Registration Status, Information Hub, Frequent Ask Question, and Standard Of Procedure.

Figure 22


i. Connect With Us



Up Coming Event

Join us at an upcoming industry gathering...
Events, Meetups and Trainings

Upcoming Events



11 October 2017
Lembaga Pelabuhan Johor, Johor Bahru
Meetings with LPJ to discuss about JP*Net system...

Past Events

<p>JP*Net System Discussion. 04 October 2017 Menara KLH, Puchong Meetings with LPJ to discuss about JP*Net system...</p>	<p>JP*Net System Discussion. 20 August 2017 Lembaga Pelabuhan Johor, Johor Bahru Meetings with LPJ to discuss about JP*Net system...</p>	<p>JP*Net System Discussion. 07 August 2017 Lembaga Pelabuhan Johor, Johor Bahru Meetings with LPJ to discuss about JP*Net system...</p>
---	---	---

Figure 23




Training Events

Training Events

Get trained by RankAlpha team in interactive classroom settings.
Lock your date now !

Upcoming Training



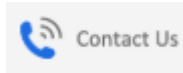
17 October 2017
Lembaga Pelabuhan Johor, Johor Bahru
Training on VCS Flow are scheduled as below :
2.30AM - 5.30AM

Past Training

<p>Training 1 04 October 2017 Menara KLH, Puchong Training about JP*Net system...</p>	<p>Training 2 20 August 2017 Lembaga Pelabuhan Johor, Johor Bahru Training about JP*Net system...</p>	<p>Training 3 07 August 2017 Lembaga Pelabuhan Johor, Johor Bahru Training about JP*Net system...</p>
--	--	--

Figure 24

- ii. More About Us
About Us



CONTACT US



Lembaga Pelabuhan Johor


Contact Person :
Abdul Raqib Bin Mohamed (raqib@lpj.gov.my)

Address :
Pengurus Besar, Lembaga Pelabuhan Johor,
Jalan Mawar Merah 2, Pusat Perdagangan Pasir Gudang 2,
81700 Johor Darul Takzim.

Phone No. :
+607-2534059

Fax No. :
+607-2517684

Website :
www.lpj.gov.my [View Map](#)



Rank Alpha Technologies Sdn Bhd

Address :
No. 5-19, Menara KLH, Pusat Perdagangan KLH,
Bandar Puchong Jaya, P.O.Box 28, Depoh Mel,
Batu 12 Puchong, 47170 Selangor Darul Ehsan, Malaysia.

Phone No. :
+603 8073 8488
Hotline. :
+6018 462 0355
+6018 462 0377

Fax No. :
+603 8073 8499

Website :
www.rankalpha.biz [View Map](#)

Figure 25

User Guide User Guide

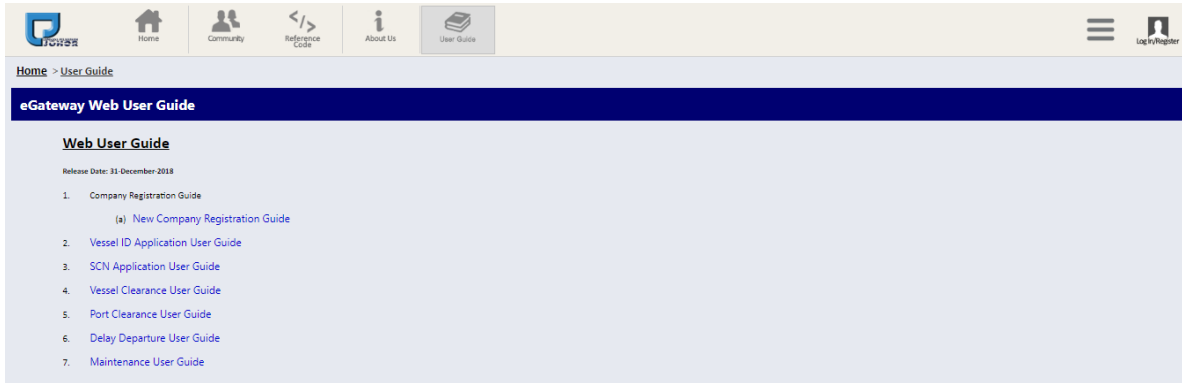


Figure 26

Knowledge Based Knowledge Base

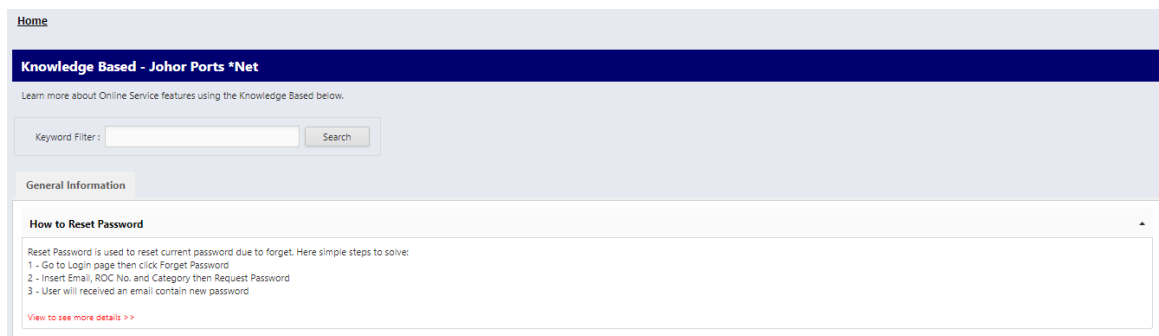


Figure 27

 Frequent Ask Question

Home

Frequent Asked Question - eGateway Web

Learn more about Online Service features using the Frequently Asked Questions below.

Keyword Filter:

General Information

You are active login in other PC or no proper log out.

Option 1: User able to seek assistance from internal admin at your organization. Internal admin should follow below steps:
 1 - Login to <http://www.rankalpha.net:9015> (as admin).
 2 - Click on the Menu and select Active User tab.
 3 - Delete button is used to terminate other users. Click on delete button to remove other user from Active User list. Thereafter, user will be able to login again to www.my1port.com with no issue.

Option 2: Alternatively, user able to wait for next 5 minutes. This is due to User login history at "Active User List" will be removed automatically by system after 5 minutes. Thereafter, user will be able to login again to <http://www.rankalpha.net:9015> with no issue.

Option 3: If an internal admin having similar issue, users are recommended to contact our helpdesk support team at 03-8073 8488 or email us at helpdesk@rankalpha.com for further assistance.

[View to see more details >>](#)

Registration - Tel/Fax/Poskod Empty & Capital Paid Allowed To Save Up To 100 Only

Forgot Login Password

Create additional user login

User Access Right

Figure 28

 Shipper Registration

Home

Company Profile

RDC No: Type:

Company Name:

Address:

Post Code:

Company Type: Local Foreign

State:

City:

Country:

Tel No: Fax No:


GSI-GLN No:

Upload Form 9:

Upload Other Form:

Upload Other Form:

Allowed file extensions: *.jpg, *.jpeg, *.png, *.pdf
Maximum file size: 2MB



Contact Us

We are here to help

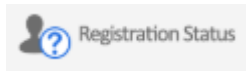
Our business operations time are between **8.00AM to 5.15PM**

Do contact us for assistance at **+607-2534000**
or send us an email at **admin@lpj.gov.my /**

Online Training - Shipper Registration
[Click here for Video Guide](#)

User Guide - Shipper Registration
[Click here - User Guide Manual](#)
[Click here - Shipper Form Explanation](#)

Figure 29



Registration Status

Home

ROC No :
Applicant Email :
Applicant NRIC :

Company Info

Enter text to search...

#	Category	Company Name	Applicant Name
No data to display			

Total Record :
No data to paginate

Registration History

Enter text to search...

#	Latest Update	Officer	Latest Status	Remarks
No data to display				

Total Record :
No data to paginate

Registration Status

Category :
Latest Status : Latest Updater :
Officer :
Remark :

Figure 30


1.3 Understanding user roles and permission

Your access to **eGateway System** depends on your user role and your institution and district associations. User can do new registration as HQ or Branch.

1.3.1 How you to create a login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* from **eGateway System**.

1.3.2 How to login

Click on  at top right hand corner on the screen to login into **eGateway System**.

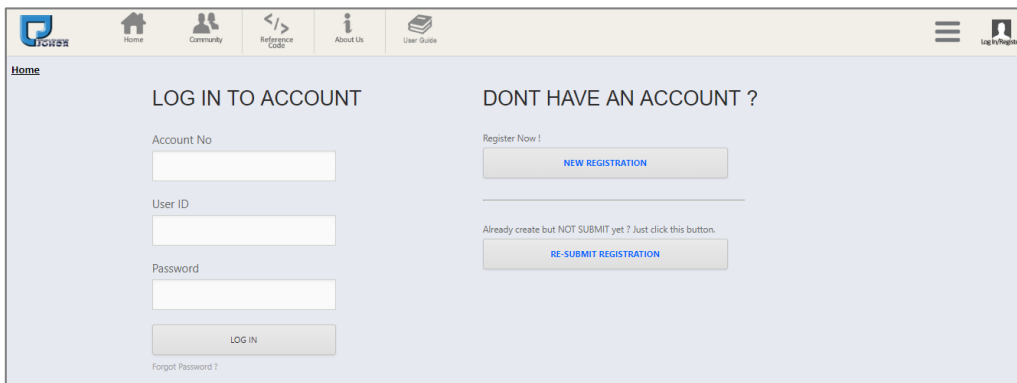


Figure 31

Above shows the **eGateway System** login screen. If you do not see the log in screen, please ensure that you have entered the URL correctly. Contact your System Administrator to verify the correct URL.

To proceed, follow below step:

1. Enter valid Account No which you're authorized to.
2. Enter valid User Id which had been assigned to you.
3. Enter your own security password to login into the system.

Click on  button to login.

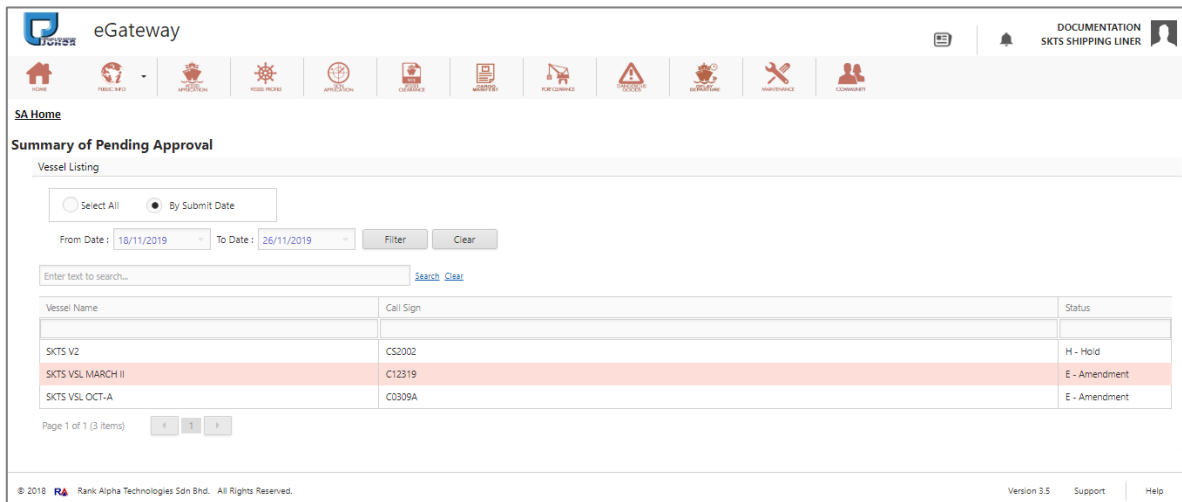


Figure 32

Above Summary of Pending Approval Listing page will be shown with default for one week records.

- i. **By Submit Date** will shows pending approval records by the selected Submit Date. This option will allow you to filter the require date range by selecting *From Date* and *To Date*.
- ii. **Select All** will shows all pending approval records.

Chapter 2 Admin

2 Admin Module

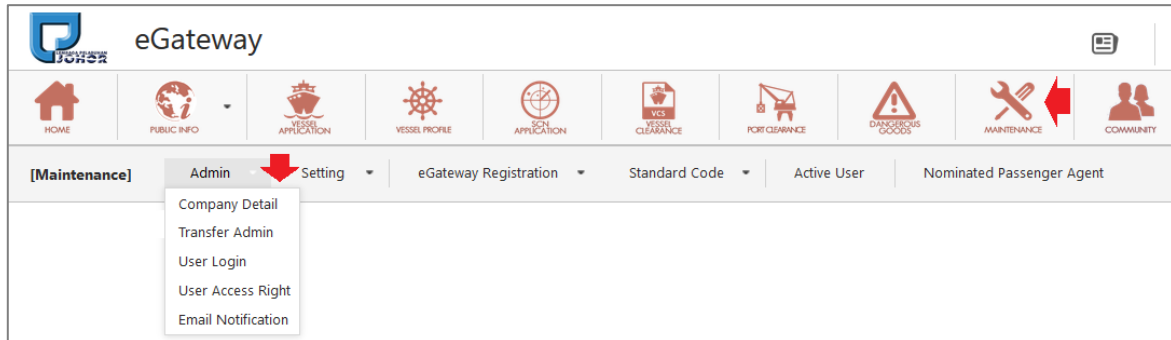


Figure 33

Admin Module consists of :

1. Company Detail
2. Transfer Admin
3. User Login
4. User Access Right
5. Email Notification

2.1 Company Detail

1. As a registered company to **eGateway System**, you are able to view your company details from Admin module via Company Details option.

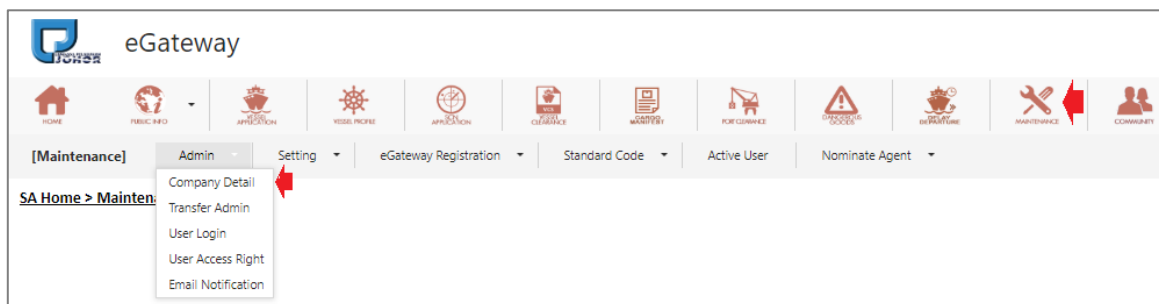


Figure 34

2. All information displayed is based on the details entered during registration in **eGateway System**.
3. System will navigate to the Company Details page. You can edit any of your company details information except Online ID, Account No., ROC NO, and Company Type.

SA Home > Maintenance > Admin > Company Detail

Online ID : RSA000077 ROC No * : 66A12

Account No : RSA000077 Agents Code : btj01

Company Type : Shipping Agent uCustom ID : UCS898989

Company Name * : DEMO SHIPPING AGENT

Contact Person * : MASTER

Tel No * : (011) 2222-3333 Fax No * : (007) 0123-4567

Contact Email * : NURULNADIRAHDANIAR@GMAIL.COM

Company Address * : NO 4-G, TMN INDUSTRI UTAMA

TMN INDUSTRI

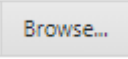
Postal Code * : 81100

* Required field in order to proceed

Update Cancel

Browse...

Figure 35

- From this page you can upload any photo or company logo to represent your company.
- Click  button to upload any image from your directory.

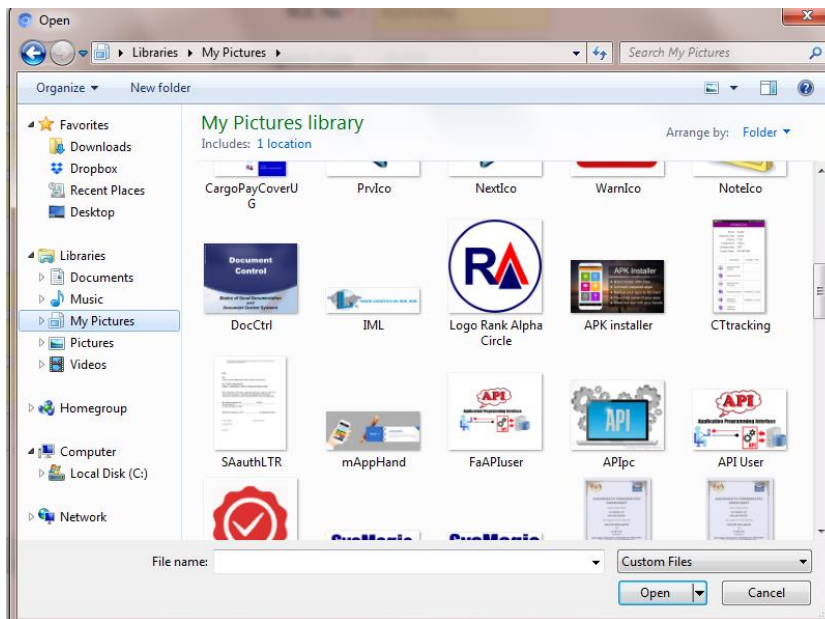
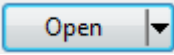
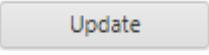


Figure 36

- Click  button to upload the image into the system and the selected image will be shown on the page.
- Click on  to update the changes and system will show message "Successfully updated".

2.2 User Login

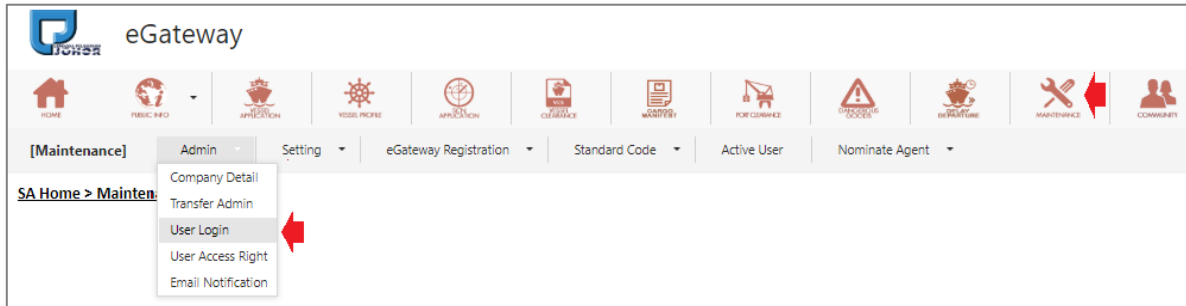


Figure 37

1. Admin is able to add a maximum of 5 users with the same account. Admin can also activate or deactivate user logins accordingly.



Only Admin have full access right to create / add a user login



Admin will be able to add maximum until 5 users for the same account and can be activate or deactivate user login accordingly.

2. After registration is approved by Johor Port Authority, you will get an email with Administrator Login ID.



Figure 38

3. User ID in the email is referring to your Administrator Login ID that has been registered.
4. Login to **eGateway System** using the given login Id and password will show you as Admin in User Login page

SA Home > Maintenance > Admin > User Login

Active User Deactive User


Option	User ID	User Name	Notification Email	Admin	Status
Add Edit Deactivate	MASTOR	DOCUMENTATION	mas@gmail.com	<input checked="" type="checkbox"/>	Approved
Add Edit Deactivate	ITAQA	ITA QA	iraqa@gmail.com	<input type="checkbox"/>	Approved
Add Edit Deactivate	RNDQA	QA	QA@gmail.com	<input type="checkbox"/>	Approved

Figure 39

5. You now can create others User Login ID by clicking on [Add](#) link and User Login Entry page will show as below

User Information

NEW



Online ID:

Account No:

User ID:

User Name:

Password:

Show Password

NRIC:

Expiry Days:

Personal Email:

Notify Email:

Figure 40

6. Enter all required information and select the specific *Expiry Days* for your selected user.

90 - Days

30 - Days

60 - Days

90 - Days

Figure 41

7. Based on the selected Expiry Days, user login expire and user needs to renew to reactivate the user login.
8. Click button to save the entries and system will show message "Record Successfully Saved!", otherwise click on to close the page without saving the record.

- Click on [Edit](#) link to edit an existing user login and system will navigate the user login page as below

The screenshot shows a 'User Information' window with the following fields and values:

Online ID:	SSL0000238	NRIC:	710101-01-1234
Account No:	SSL0000238	Expiry Days:	90 - Days
User ID:	MELATI	Personal Email:	melati@gmail.com
User Name:	MELATI SHARI	Notify Email:	melati@gmail.com
Password:		

Buttons: Browse..., Show Password, Save, Close. A red arrow points to the Save button.

Figure 42

- Click button to save the entries and system will shows message "*Record Successfully Saved!*", otherwise click on to close the page without saving the record.

- As an Admin, you can [Deactive](#) any user under your same account and system will prompt a confirmation message before removing the user.

www.egateway.com.my says:
Are you sure want to deactivate the user?

Buttons: OK, Cancel

Figure 43

- System will prompt a message after deactivating the user.

Message

Successful deactivated the user!

Close

Figure 44

- Deactivated user will be removed from the **Active User Login** Listing and

move to **Deactive User Tab** Listing

SA Home > Maintenance > Admin > User Login

Active User Deactive User

Option	User ID	User Name	Notification Email	Admin	Status	Deactivate
View Activate	masitar	masitar	mas@gmail.com	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>
View Activate	MELATI	MELATI SHARI	MASQA@GMAIL.COM	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/>

Figure 45

14. User can be Active back when click on [Active](#) link from **Deactive User** Tab listing.



- **Personal Email** cannot be duplicate email among users within the same Account. Each user should a valid individual email address.
- **Notify Email** can be filled in with group email address. All users in the same account can have the same Notify Email.
- All email notification from **eGateway System** will be sent to your **Notify Email**. Example : Vessel ID Application submission.

2.3 User Access Right

1. Admin have the right to assign the access right to their users from **User Access Right** option.

SA Home > Maintenance > Admin > User Access Right

User List

Select	User ID	UserName
<input type="radio"/>	MASITAQA	MASITA QA
<input checked="" type="radio"/>	MELATI	MELATI SHARI

Access Right Entries

Access Right Info

User Type : SA - SHIPPING AGENT

User ID : MELATI

UserName : MELATI SHARI

Expired Date : 13/07/2019 Never Expired

Select All

Select	Module ID	Module Name
<input type="checkbox"/>	CM	CARGO MANIFEST
<input type="checkbox"/>	DD	DELAY DEPARTURE
<input type="checkbox"/>	DG	DANGEROUS GOODS
<input type="checkbox"/>	MTN	MAINTENANCE

Figure 46

2. Select any user to maintain user access. Access Right Entries will show the list of modules for you to select the correct user access accordingly.

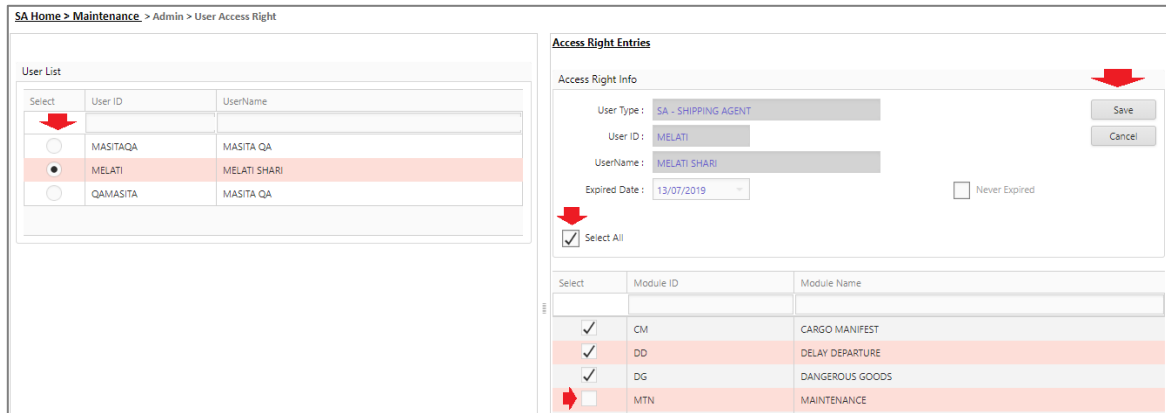


Figure 47

3. New user login created by Admin will be automatically assigned with full access right except for Maintenance module which exclusively for Admin used.
4. You can still tick and untick those necessary Module ID according to the privilege given to your user.
5. Select **Select All** and system will automatically tick all the modules on the access right listing.
6. You can still untick any of an require *Module Id* as per user access right given by the administrator.
7. Click button to save the entries and system will shows message "**Record Successfully Saved!**", otherwise click on to close the page without saving the record.
8. Message will appear once access right is saved successfully "**Record successfully saved!**"



System will prompt an alert message if a user tries to access a restrict module. Only System Administrator can set the grant access right.

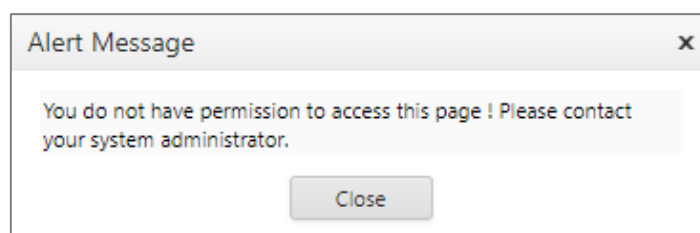


Figure 48

2.4 Transfer Admin

1. **Transfer Admin** will allow user to change Admin access right to another user. Admin access right can be exchanged easily from this option.

SA Home > Maintenance > Admin > Transfer Admin Right

Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	MASITA	DOCUMENTATION	mas@gmail.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	MELATI	MELATI SHARI	AQA@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 49

2. Click on Transfer link and system will prompt a confirmation message before proceed with **Transfer Admin**.

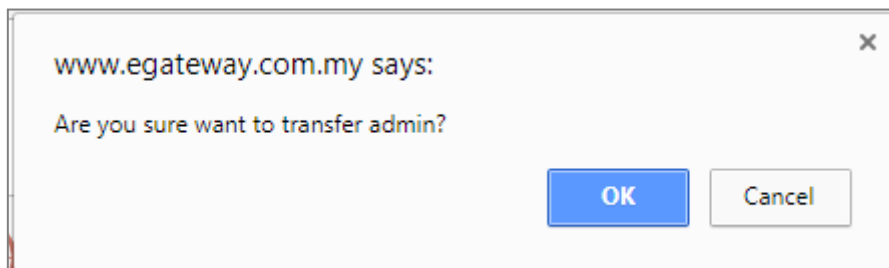


Figure 50

3. Once successfully transferred, Admin access right will be given to the new user.
4. Completion of this transfer process will change the Admin rights to new user and the previous user with Admin rights will be changed to normal user rights.
5. Getting Admin Access Right will give full access right for the Admin to access all options and modules in the system. Inaccessible module will be shown as disabled icon and user will not able to access.

2.5 Email Notification

1. **Email Notification** will allow you to set notification email address used for your **eGateway** System account.

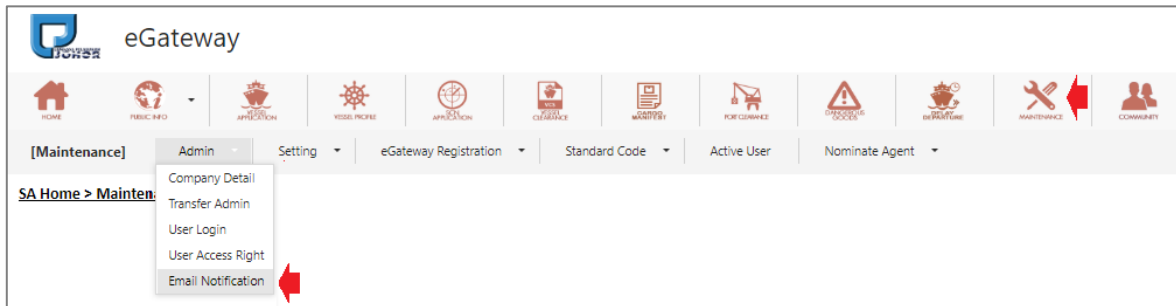


Figure 51

2. Accessing Email Notification option will navigate you to the Email Notification page.

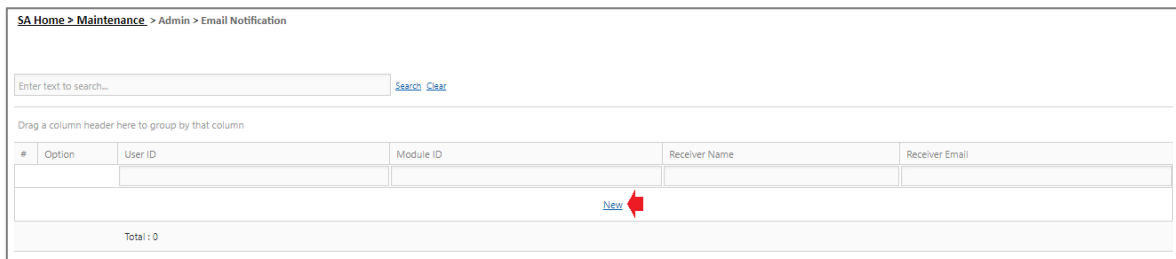


Figure 52

3. Click on [New](#) link to create and setup an email address.

The screenshot shows the 'Email Notification Settings' form. The form has a title 'Email Notification Settings' and a 'NEW' label in the top right corner. The form contains four input fields: 'Module ID', 'User ID', 'Receiver Name', and 'Receiver Email'. Below the input fields are two buttons: 'Save' and 'Close'. A red arrow points to the 'Save' button.

Figure 53

4. Select the require Module ID from drop down lookup

Module ID :

Module ID	Name
DD	Delay Departure
DG	Dangerous Goods
MTN	Maintenance
PC	Port Clearance
SCN	SCN Application

Page 1 of 2 (7 items) ◀ 1 2 ▶

Figure 54

5. Define the User Id from the lookup table where all created users will be displayed.

User ID :

User ID	User Name
MASITA	MASITA TOKIMAN
USER	MELATI BT TUN

Figure 55

6. System will retriev the information belonging to the selected User Id and display on the entries.

Email Notification Settings NEW

Module ID :

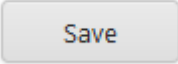
User ID :

Receiver Name :

Receiver Email :

➔

Figure 56

7. Click on  button to save the entries and message “Record successfully saved!” will be displayed.
8. Created records will be displayed on the listing and you will be allowed to edit or delete any records accordingly.

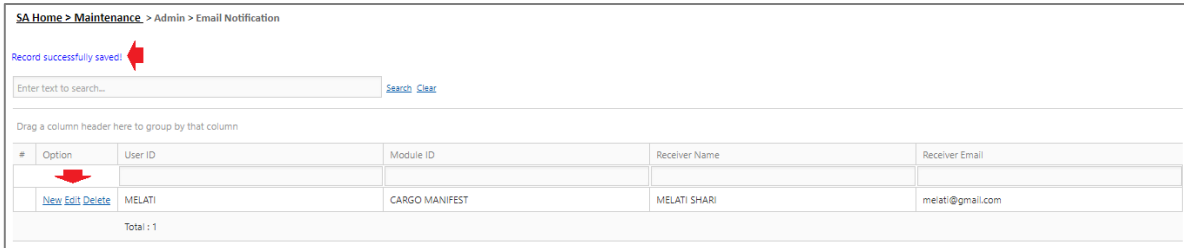


Figure 57

9. Click [Edit](#) link to edit your existing records and entries screen will let you edit existing information.
10. Click [Delete](#) link will let you delete unnecessary record after confirming deletion.

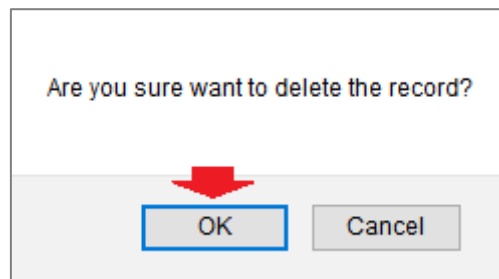


Figure 58

Chapter 3 Setting

3 Setting Module

Click on **Setting** menu. The page will display as below:

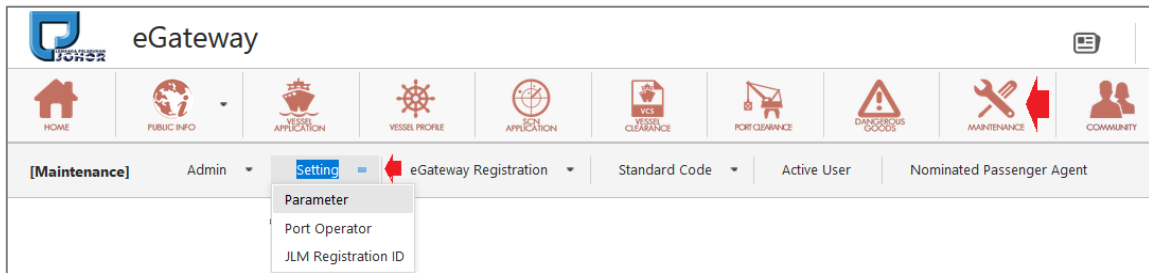


Figure 59

Setting Module consists of :

1. Parameter
2. Port Operator
3. JLM Registration ID

3.1 Parameter

3.1.1 Edit Record

1. Select **Parameter** menu and system will shows the Parameter Listing as below.

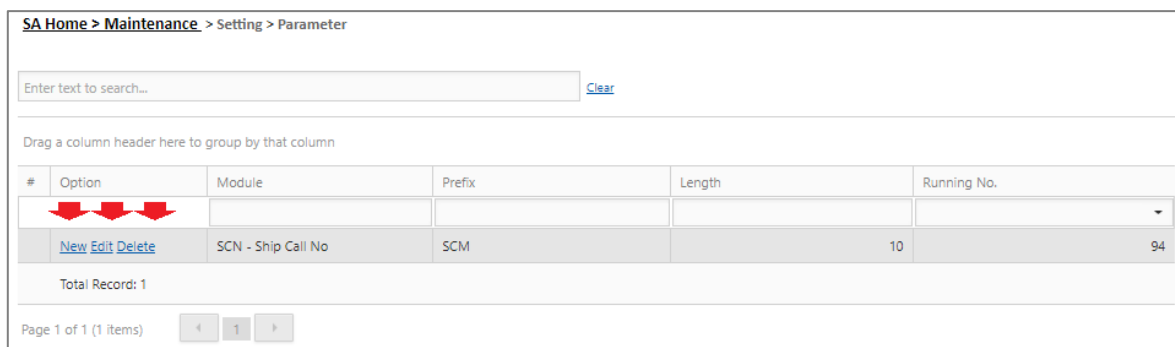


Figure 60

- Clicking on [New](#) link will show you the SCN Application **Parameter Setting** as below :

Figure 61

- Select SCN from drop down list of SCN to start the SCN setup.

Figure 62

- Enter your require Prefix and Length to suit your operation with your start Running No.



- Prefix maximum length : 3 characters*
- Maximum Length : 11 characters*
- Running No. : Number to start from must be bigger than ZERO.*

- Click on  button to save the setting.

- The record will be listed on the listing as below :

SA Home > Maintenance > Setting > Parameter

Enter text to search... [Clear](#)

Drag a column header here to group by that column

#	Option	Module	Prefix	Length	Running No.
	New Edit Delete	SCN - Ship Call No	SCM	10	13
	New Edit Delete	VSL - Vessel ID	VSM	10	17

Total Record: 2

Page 1 of 1 (2 items)

Figure 63

- The same step can be done for **Vessel ID** and **Health** Parameter Setting.

3.1.1 Edit Record

1. Click on [Edit](#) option. The page will display as below.

SA Home > Maintenance > Setting > Parameter

Enter text to search... [Clear](#)

Drag a column header here to group by that column

#	Option	Module	Prefix	Length	Running No.
	New Edit Delete	SCN - Ship Call No	SCM	10	13
	New Edit Delete	VSL - Vessel ID	VSM	10	17

Total Record: 2

Page 1 of 1 (2 items) < 1 >

Figure 64

2. Click on Edit link to edit the parameter setting.

Parameter Setting

Module : Length : [Save](#)

Prefix : Running No : [Close](#)




Figure 65

3. Click on [Save](#) button to save the changes.

3.1.2 Delete Record

1. Click on [Delete](#) link from below to proceed with deletion.

SA Home > Maintenance > Setting > Parameter

Enter text to search... [Clear](#)

Drag a column header here to group by that column

#	Option	Module	Prefix	Length	Running No.
	New Edit Delete	SCN - Ship Call No	SCM	10	13
	New Edit Delete	VSL - Vessel ID	VSM	10	17

Total Record: 2

Page 1 of 1 (2 items) < 1 >

Figure 66

2. Click **OK** to confirm delete the record. Click on cancel button if user want to cancel deletion.

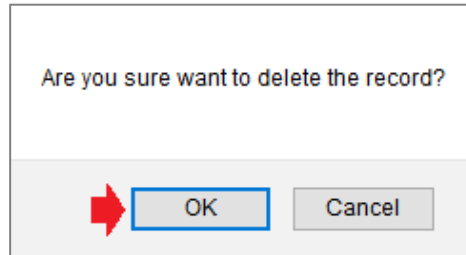


Figure 38

3. Once user press OK, record will be deleted and disappear from the listing.

3.2 Port Operator

1. This option will allows you to maintain **Port Operator** Ledger details.

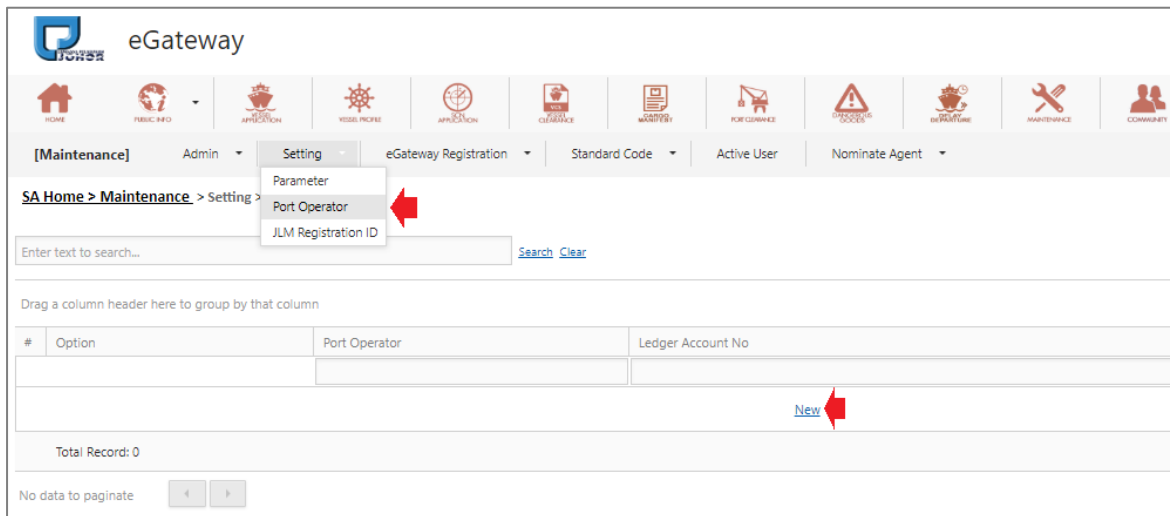


Figure 67

3.2.1 New Record

1. Click on [New](#) link. The **Port Operator** Parameter Setting page will display as below.

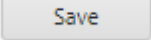
Figure 68

2. Select your **Port Operator** from drop down list.

Code	Description
TLPL	TANJUNG LANGSAT PORT (LIQUID JETTY TERMINAL)
TBIN	ATT TANJUNG BIN TERMINAL
EAST	LPJ ANCHORAGE (EAST)
HPPPG	HAD PERAIRAN PELABUHAN PASIR GUDANG
JPORT	JOHOR PORT (CONTAINER TERMINAL)
MMHE	MMHE TERMINAL
PGPT	PASIR GUDANG PASSENGER TERMINAL

Page 1 of 4 (22 items)

Figure 69

3. Click on  button to proceed and save the entries.

3.2.2 Edit Record

1. Click on [Edit](#) link. The page will display as below.

SA Home > Maintenance > Setting > Port Operator

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	Option	Port Operator	Ledger Account No
	New Edit Delete	TLPL - TANJUNG LANGSAT PORT (LIQUID JETTY TERMINAL)	10008080

Total Record: 1

Page 1 of 1 (1 items)

Figure 70

2. **Edit** listing will appear as above. Select a record and click on [Edit](#) link to modify the record.
3. Click on button to update the changes.

3.2.3 Delete Record

1. Click on [Delete](#) option. The page will display as below.

SA Home > Maintenance > Setting > Port Operator

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	Option	Port Operator	Ledger Account No
	New Edit Delete	TLPL - TANJUNG LANGSAT PORT (LIQUID JETTY TERMINAL)	10008080

Total Record: 1

Page 1 of 1 (1 items)

Figure 71

2. Click **OK** to permanently delete the record. Click Cancel button to cancel deletion.

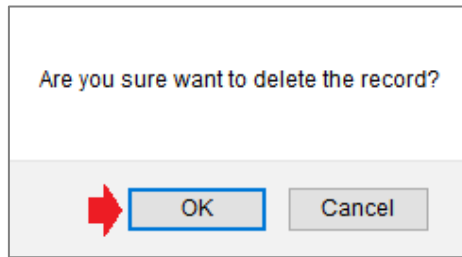


Figure 72

3.3 JLM Registration ID

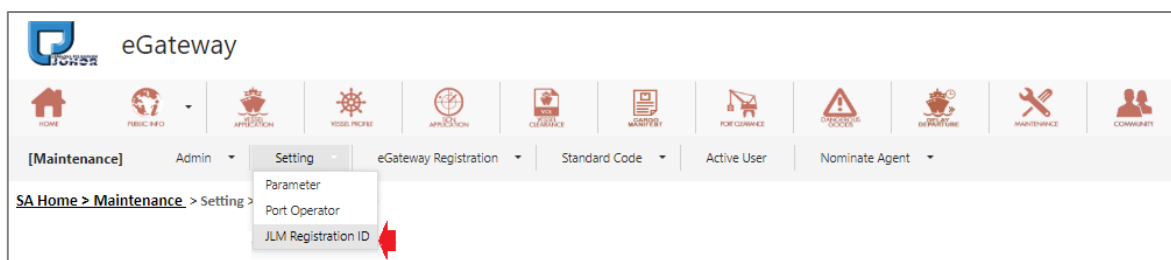


Figure 73

1. Select the **JLM Registration ID** option from drop down list will bring you to the below page.

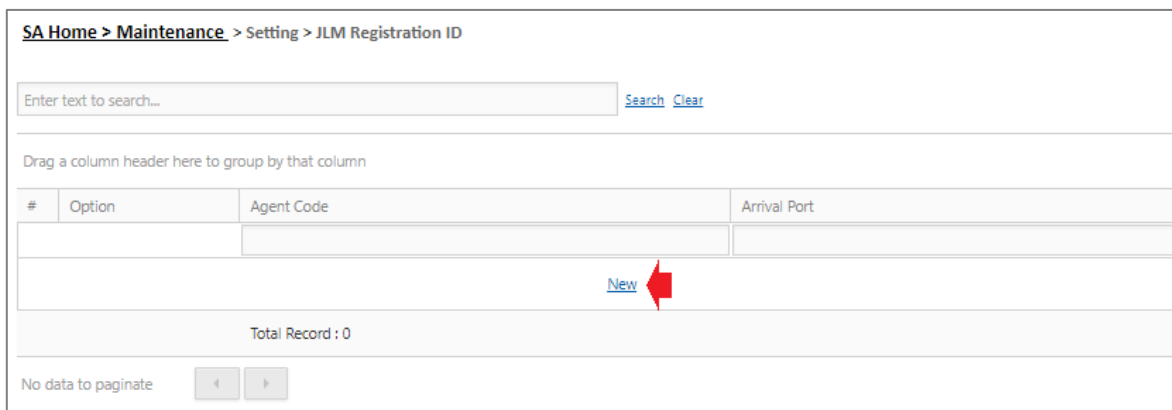


Figure 74

2. Click on [New](#) link. The **JLM Registration ID** Parameter Setting page will display as below.

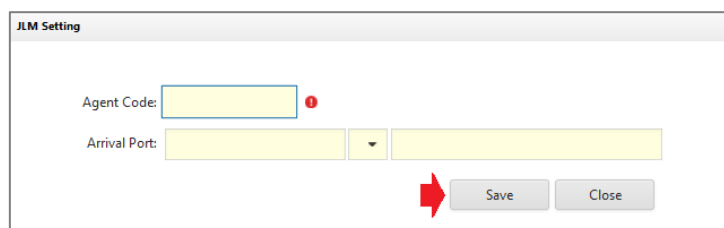


Figure 75

3. Arrival Port and the description is retrieved from lookup table.

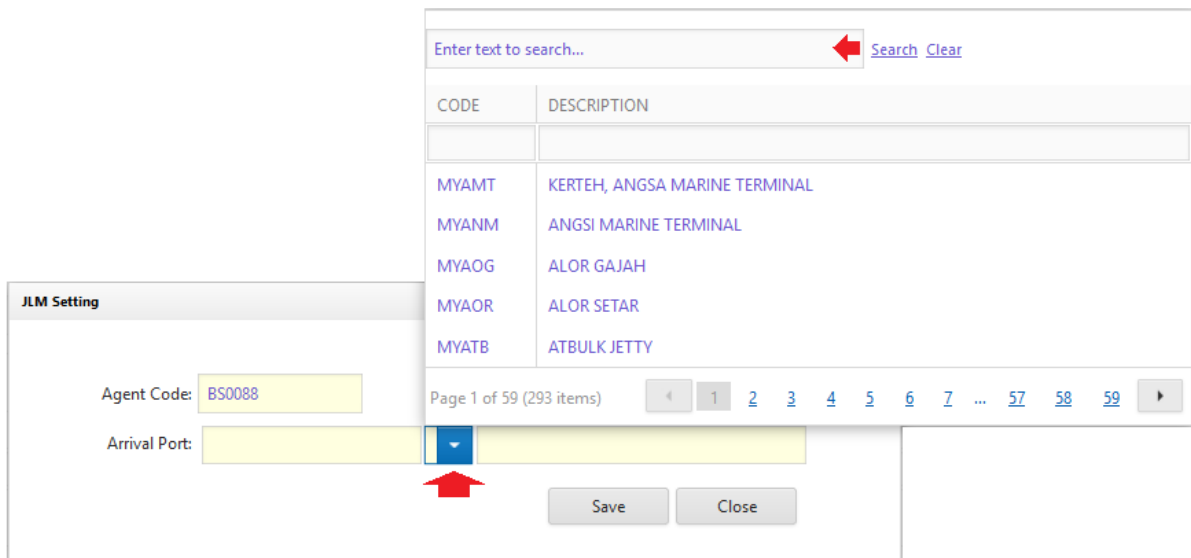
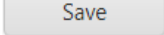


Figure 76

4. Click on  button to save the record with message is displayed "Record successfully saved!".

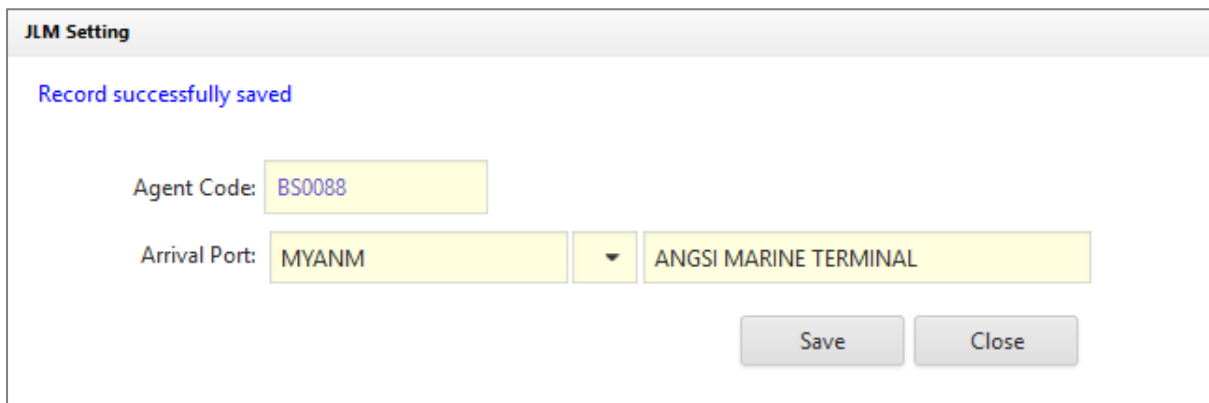


Figure 77

Chapter 4 eGateway Registration

4 eGateway Module

Click on **eGateway** menu. The page will display as below:

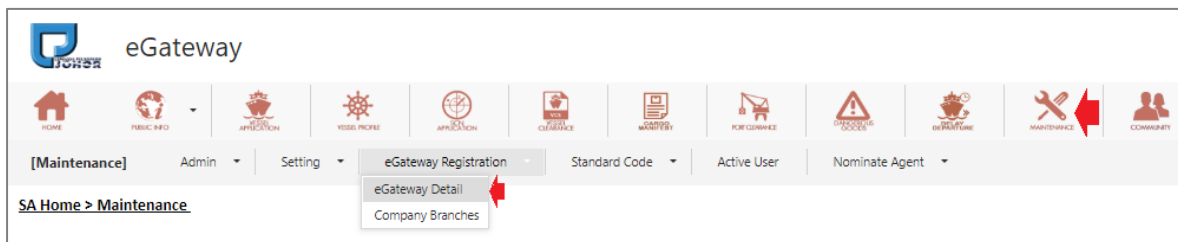



Figure 78

4.1 eGateway Detail

1. Select **eGateway Details** menu. Here you are able to update company registration details and submit to Port Authority. User can edit the fields with checkbox on the right side.

4.1.1 Company Particular

1. By selecting the **eGateway Details** option, system will show the **Company Particulars**.
2. Click the check box which needs to be changed and system will enable the fields for amendment.
3. Click on  button to save the changes into the system.
4. System will shows "**Save successfully!**" message once record is successfully updated.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars

Director Particulars

Shareholder Particulars

Supp. Documents

Submit Registration

Company Particulars

Registration Type: SA - SHIPPING AGENT	ROC / ROB No: R19747052
Name Of Company: SKTS SHIPPING LINER	Paid-up Capital: 416,000,000,000.01
SSM Registered Date: 01/02/2018	Agent Code: JS1970
Registered Address: NO 4141, SAUJANA 6/13 ROAD	uCustom ID:
SERI SAUJANA GARDEN	Agent Validity From: 02/01/2019 To: 20/01/2023
JOHOR BAHRU	
Postal Code: 81810	
Tel No: (607) 3861-313_ 2: () _ _ _	
Fax No: (607) 3865-110_ 2: () _ _ _	
Business Address: NO 4141, SAUJANA 6/13 ROAD	
SERI SAUJANA GARDEN	
JOHOR BAHRU	
Postal Code: 81810	
Tel No: (607) 3861-313_ 2: () _ _ _	
Fax No: (607) 3865-110_ 2: () _ _ _	

Authorised Contact Person Business

Authorised Contact Person

Main Contact

Authorised Contact Person: MASITA TOKIMAN [Full Name]

Designation: QUALITY ASSURANCE

NRIC / Passport No: 740101011234

Tel No: (607) 3861-313_ Email: masitar@gmail.com

Mobile Phone No: (012) 7081-028_ Alternate Email:

Alternate Contact

Authorised Contact Person: JOANNE [Full Name]

Designation: MANAGER

NRIC / Passport No: 740101011234

Tel No: (607) 3861-313_ Email: masitar@gmail.com

Mobile Phone No: (012) 7081-028_ Alternate Email:

Alternate Contact

Authorised Contact Person: JOANNE [Full Name]

Designation: MANAGER

Tel No: (607) 3861-313_ Email: joanne@gmail.com

Mobile Phone No: (012) 7081-028_

Save

Figure 79

4.1.2 Director Particular

Select **Director Particular's** tab and entry page will display as below.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
 Shareholder Particulars
 Supp. Documents
 Submit Registration

Director Particulars

Name Of Company : Type : Person Corporate
 ROC / ROB No :
 Address : Country :
 Postal Code :

#	Line No	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type	Status
<input type="checkbox"/>	0001	HIRYANTO BIN ABDUL RAHIM	790725010101	Male		CEO	Person	Active

Total : 1

Page 1 of 1 (1 items)

Figure 80

4.1.2.1 Add Record

1. Select **Director Particular option** and click on button to start creating the entries.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
 Shareholder Particulars
 Supp. Documents
 Submit Registration

Director Particulars

Name Of Company : Type : Person Corporate
 ROC / ROB No :
 Address : Country : MY - MALAYSIA
 Postal Code :

#	Line No	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type	Status
<input type="checkbox"/>	0001	HIRYANTO BIN ABDUL RAHIM	790725010101	Male		CEO	Person	Active

Total : 1

Page 1 of 1 (1 items)

Figure 81

2. User must fill up all mandatory fields then click on button to save the message and system will shows message "Save successfully!".

4.1.2.2 Edit Record

1. Go to **Director Particular > Edit Record**
Edit listing will appear as below. Tick on the record that needs editing and click on **Edit** button to extract the record.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars

Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Buttons: Next, Save, Cancel

Buttons: Add, Edit, Resign, Active

#	Line No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type	Status
<input checked="" type="checkbox"/>	0001	HIRYANTO BIN ABDUL RAHIM	790725010101	Male		CEO	Person	Active

Total : 1

Page 1 of 1 (1 items)

Figure 82

2. Tick the checkbox to modify the required fields.
3. Once ticked the check box, it will be activated for amendments.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars

Director Particulars

Name : HIRYANTO BIN ABDUL RAHIM

NRIC / Passport No : 790725010101

Address : NO 0101

JALAN SS 0101

JOHOR BAHRU

Postal Code : 88080

Type : Person Corporate

Nationality :

Gender : Male

Designation : CEO

Buttons: Next, Save, Cancel


Buttons: Add, Edit, Resign, Active

#	Line No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type	Status
<input checked="" type="checkbox"/>	0001	HIRYANTO BIN ABDUL RAHIM	790725010101	Male		CEO	Person	Active

Total : 1

Page 1 of 1 (1 items)

Figure 83

3. Click  button to save the message and system will show message "*Save successfully!*".

4.1.3 Shareholder Particular

Select **Shareholder Particular's** tab and entry page will display as below.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Shareholder Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country :

Next
Save
Cancel

Add Edit Resign Active

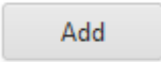
#	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type	Status
<input type="checkbox"/>	EJ CORPORATION SDN BHD	r12456789			Corporate	Active

Total : 1

Page 1 of 1 (1 Items)

Figure 84

4.1.3.1 Add Record

1. Click  button to start creating the entries.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Shareholder Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Next
Save
Cancel

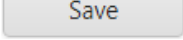
Add Edit Resign Active

#	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type	Status
<input checked="" type="checkbox"/>	EJ CORPORATION SDN BHD	r12456789			Corporate	Active

Total : 1

Page 1 of 1 (1 Items)

Figure 85

2. User must fill up all mandatory fields then click on  button to save and system will shows message "Save successfully!".

4.1.3.2 Edit Record

1. Go to **Shareholder Particulars > Edit Record**
Edit listing will appear as below. Tick on the record and click on **Edit** button to do the changes.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Shareholder Particulars

Name Of Company : [Redacted] Type : Person Corporate
 ROC / ROB No : [Redacted]
 Address : [Redacted] Country : MY - MALAYSIA
 Postal Code : [Redacted]

#	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type	Status
<input checked="" type="checkbox"/>	EJ CORPORATION SDN BHD	r12456789			Corporate	Active

Total : 1

Page 1 of 1 (1 items)

Figure 86

2. Tick the checkbox to modify the required fields.
3. Once ticked the check box, it will be activated for amendments.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Shareholder Particulars

Name Of Company : EJ CORPORATION SDN BHD Type : Person Corporate
 ROC / ROB No : r12456789
 Address : NO 490, PELANGI ROAD Country :
 PELANGI GARDEN
 JOHOR BAHRU
 Postal Code : 80456

#	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type	Status
<input checked="" type="checkbox"/>	EJ CORPORATION SDN BHD	r12456789			Corporate	Active

Total : 1

Page 1 of 1 (1 items)

Figure 87

4. Click on button to save the record and system will show message "Save successfully!".

4.1.3.3 Resign Record

1. Go to **Shareholder Particulars>Resign Record**

At listing page, tick on the record and click on **Resign** button to set the selected record as resign. The status will updated as “Resign”.

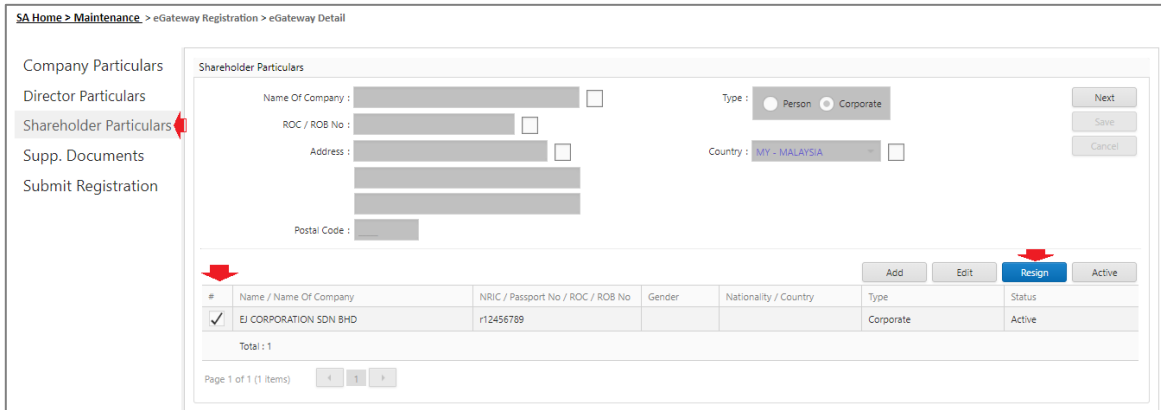


Figure 88

4.1.3.4 Active Record

1. Go to **Shareholder Particulars>Active Record**

At listing page, tick on the record and click on **Active** button to activate the record.

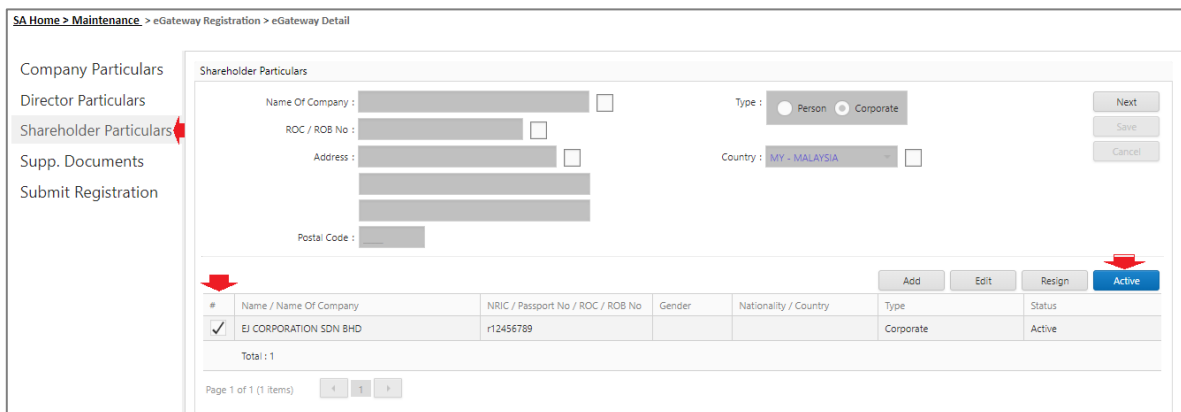


Figure 89

2. The status will be updated to “Active” once it is successfully Activated.

4.1.4 Document

Select **Supp.Documents** option. Entry page will display as below.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Supp. Documents

Form 9: Click here to browse files... Browse...
Form 49: Click here to browse files... Browse...
Form 24: Click here to browse files... Browse...
SMK / SPAD: Click here to browse files... Browse...

Additional Document

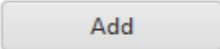
Subject:
Document Name: Click here to browse files... Browse...
Remark:
Only *.pdf allowed. Maximum file size 2MB

#	No.	Document Name	Remark	Subject	View Document	Add
<input type="checkbox"/>	1	frm9.jpg	Form 9	Form 9		<input type="button" value="Add"/>
<input type="checkbox"/>	2	from49.jpg	Form 49	Form 49		<input type="button" value="Delete"/>

Figure 90

4.1.4.1 Add Record

1. Go to **Supp. Document > Add Record**

Click on  button. User can select Document type either SSM or Form 9.

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration



Supp. Documents

Form 9: Click here to browse files... Browse...
SSM: Click here to browse files... Browse...
Form 9: Click here to browse files... Browse...
SMK / SPAD: Click here to browse files... Browse...

Additional Document

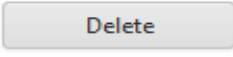
Subject:
Document Name: Click here to browse files... Browse...
Remark:
Only *.pdf allowed. Maximum file size 2MB

Figure 91

- User need to fill up all mandatory fields. Click on  to select the required supporting document files then click on  button to save the documents.

4.1.4.2 Delete Record

- Go to **Supp.Document> Delete Record**

On the **Supp. Documents Listing** page, select the record to be deleted and click on  button to delete.

Record Deleted!

Supp. Documents




#	No.	Document Name	Remark	Subject	View Document	
<input type="checkbox"/>	1	from49.jpg	Form 49	Form 49		<input type="button" value="Add"/>
<input checked="" type="checkbox"/>	2	form24.jpg	Form 24	Form 24		<input type="button" value="Delete"/>
<input type="checkbox"/>	3	CustCert.png	Custom Cert	Custom Cert		

Figure 92

4.1.5 Submit

Select **Submit Registration** menu. The page will display as below. Tick on the **“I agree Term & Condition above”** checkbox and key in mandatory fields before submit the registration.

SA Home > Maintenance > eGateway Registration > eGateway Detail

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Submit Registration

Submit Registration

Declaration Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct.

I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act 1963, Johor Port Authority By Law and other laws and regulations currently in force and all amendments from time to time.

I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked.

I agree Term & Condition above

Name MASITA TOKIMAN

NRIC / Passport No 740101011234

Email mas@gmail.com

Figure 93

4.2 Company Branches

Select **Company Branches** menu. System only allows company which is setup as Head Quarter to create new company branches with different categories.

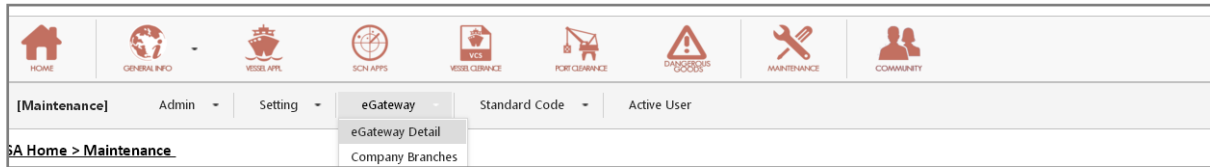


Figure 94

1. The page will display as below.

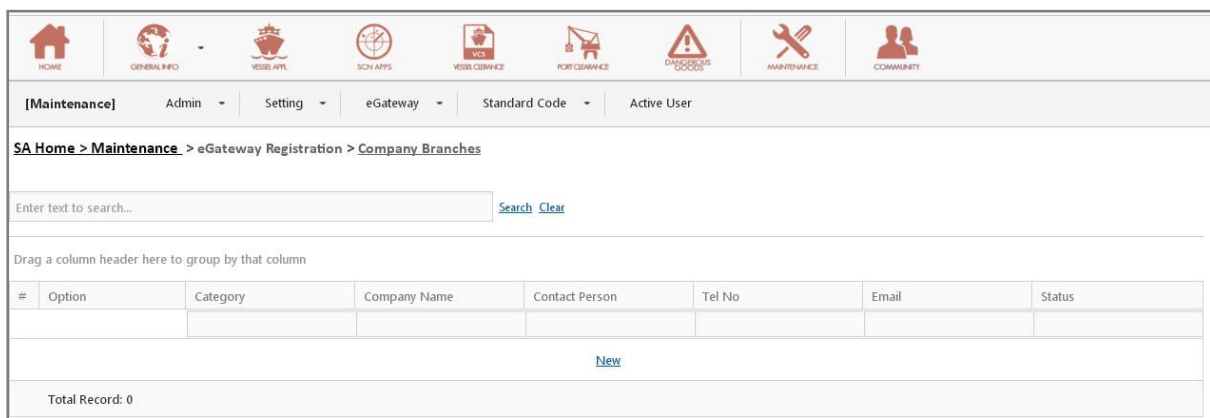


Figure 95

4.2.1 New Company Branch

1. Click on [New](#) link. The page will display as below.

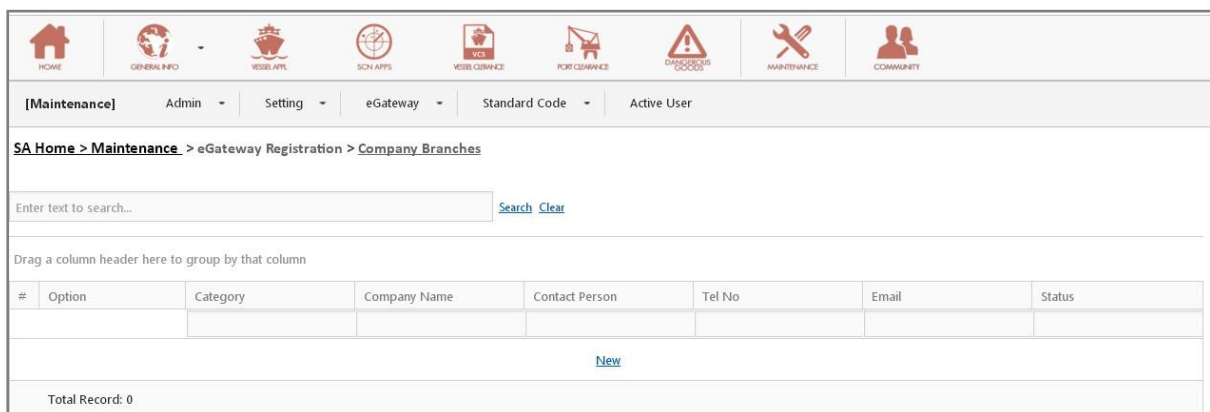

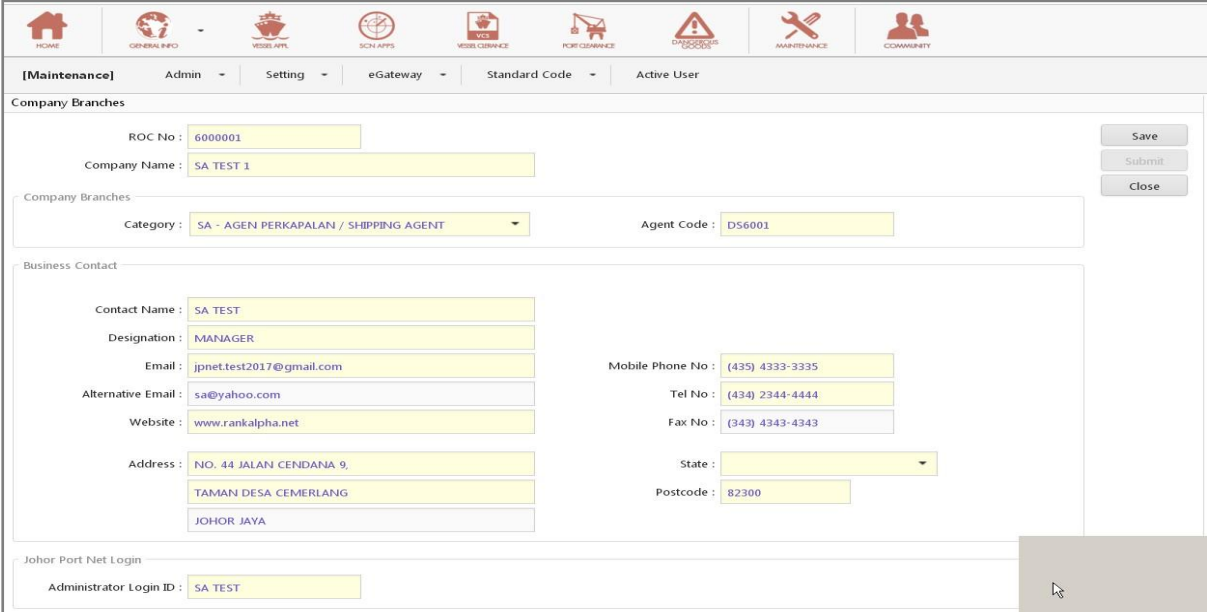


Figure 96



*Users are not allowed to create same **Category** for HQ and Branch. User should enter new Agent Code when create new company branches.*

2. Key in details into all mandatory fields and click  button to save the details.



[Maintenance] Admin - Setting - eGateway - Standard Code - Active User

Company Branches

ROC No : 6000001

Company Name : SA TEST 1

Company Branches

Category : SA - AGEN PERKAPALAN / SHIPPING AGENT

Agent Code : DS6001

Business Contact

Contact Name : SA TEST

Designation : MANAGER

Email : jpnet.test2017@gmail.com

Alternative Email : sa@yahoo.com

Website : www.rankalpha.net

Address : NO. 44 JALAN CENDANA 9,
TAMAN DESA CEMERLANG
JOHOR JAYA

Mobile Phone No : (435) 4333-3335

Tel No : (434) 2344-4444

Fax No : (343) 4343-4343

State : [Dropdown]

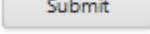
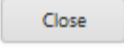
Postcode : 82300

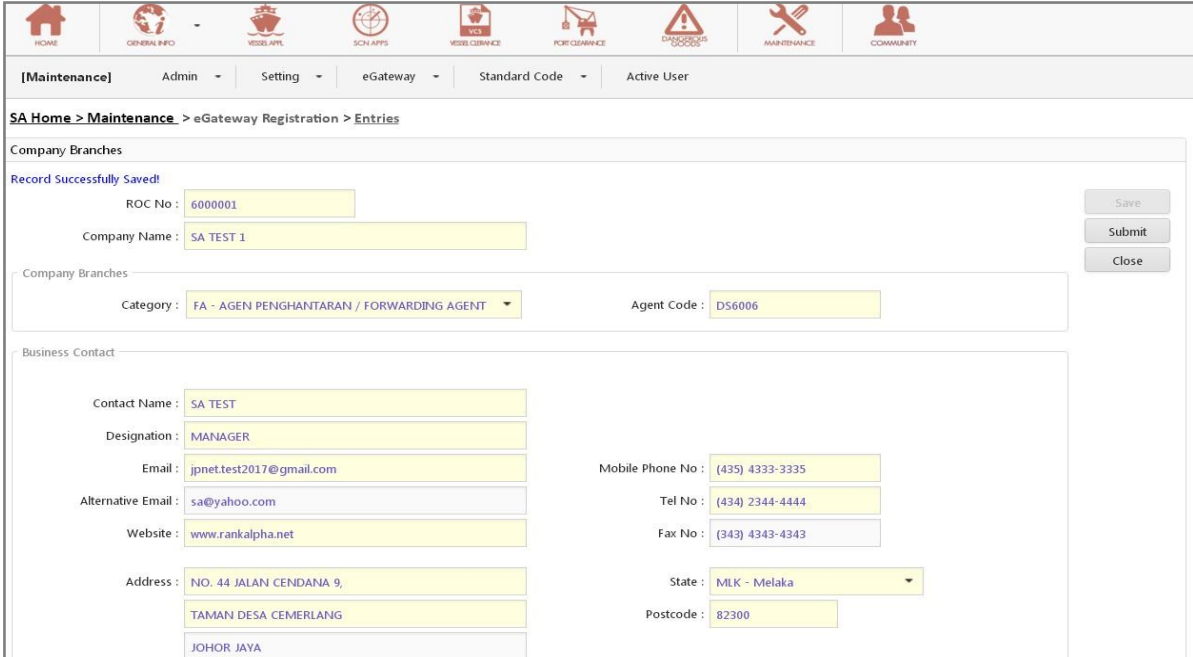
Johor Port Net Login

Administrator Login ID : SA TEST

Save
Submit
Close

Figure 97

3. After record is successfully saved click on  button to submit the new registration. Then click  button to close the page.



[Maintenance] Admin - Setting - eGateway - Standard Code - Active User

SA Home > Maintenance > eGateway Registration > Entries

Company Branches

Record Successfully Saved!

ROC No : 6000001

Company Name : SA TEST 1

Company Branches

Category : FA - AGEN PENGHANTARAN / FORWARDING AGENT

Agent Code : DS6006

Business Contact

Contact Name : SA TEST

Designation : MANAGER

Email : jpnet.test2017@gmail.com

Alternative Email : sa@yahoo.com

Website : www.rankalpha.net

Address : NO. 44 JALAN CENDANA 9,
TAMAN DESA CEMERLANG
JOHOR JAYA

Mobile Phone No : (435) 4333-3335

Tel No : (434) 2344-4444

Fax No : (343) 4343-4343

State : MLK - Melaka

Postcode : 82300

Save
Submit
Close

Figure 98

4.2.2 View Company Branch

1. Click on [View](#) link from Company Branches Listing page.

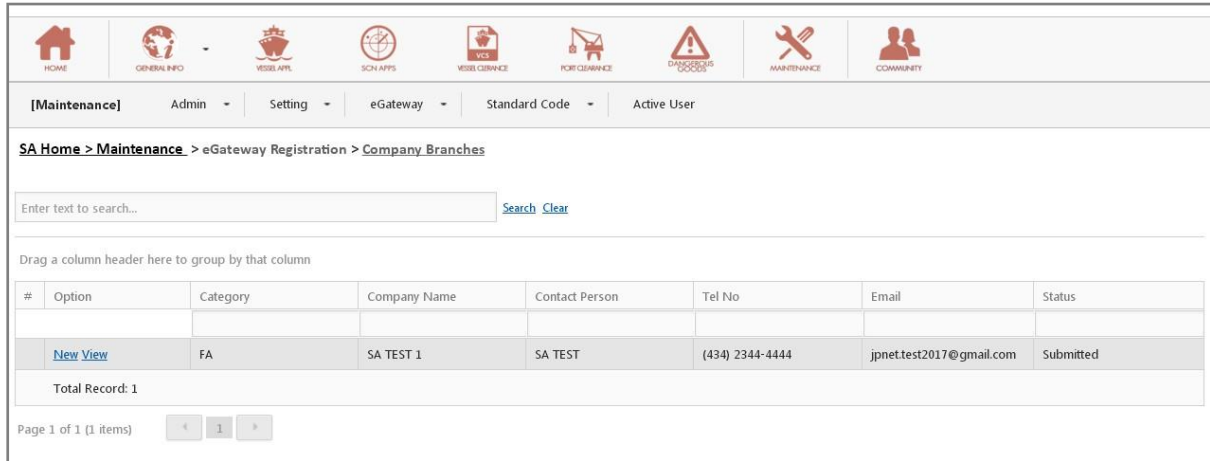


Figure 99

2. System will list the details of Registered Company. Then click [Close](#) button to close the page.

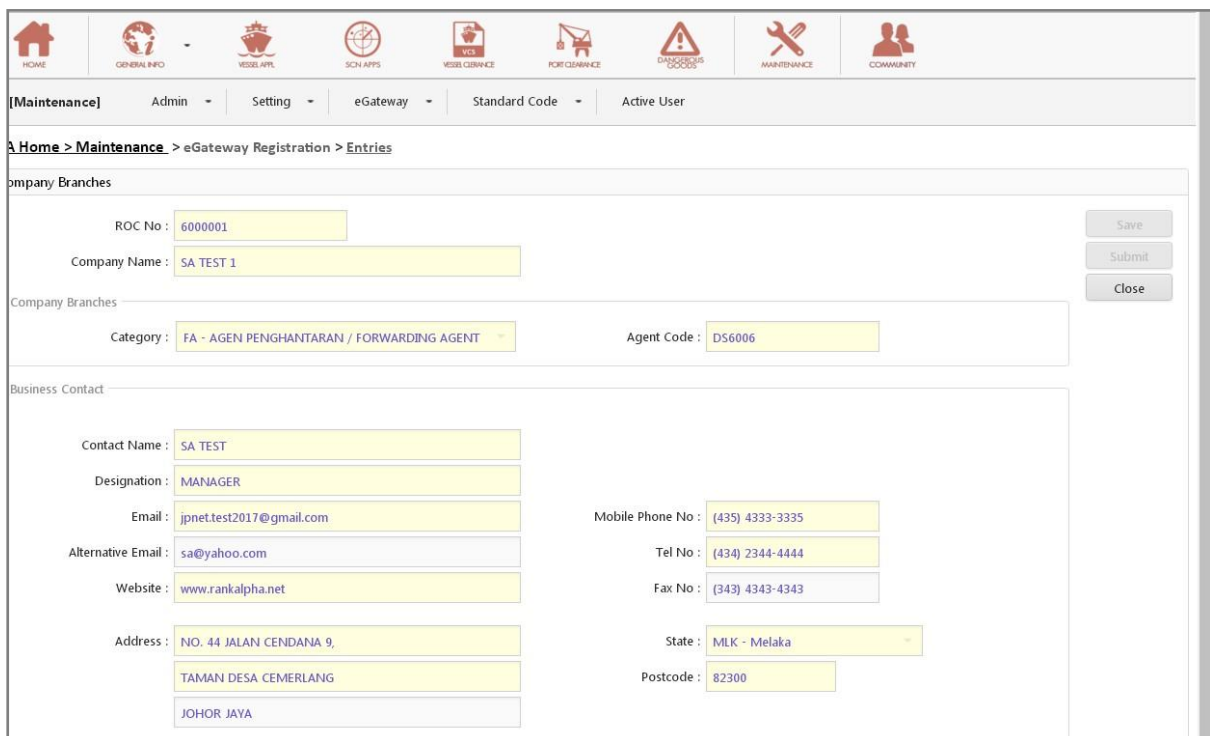


Figure 100

4.2.3 Edit Company Branch

1. Click on [Edit](#) ink from the Company Branches listing.

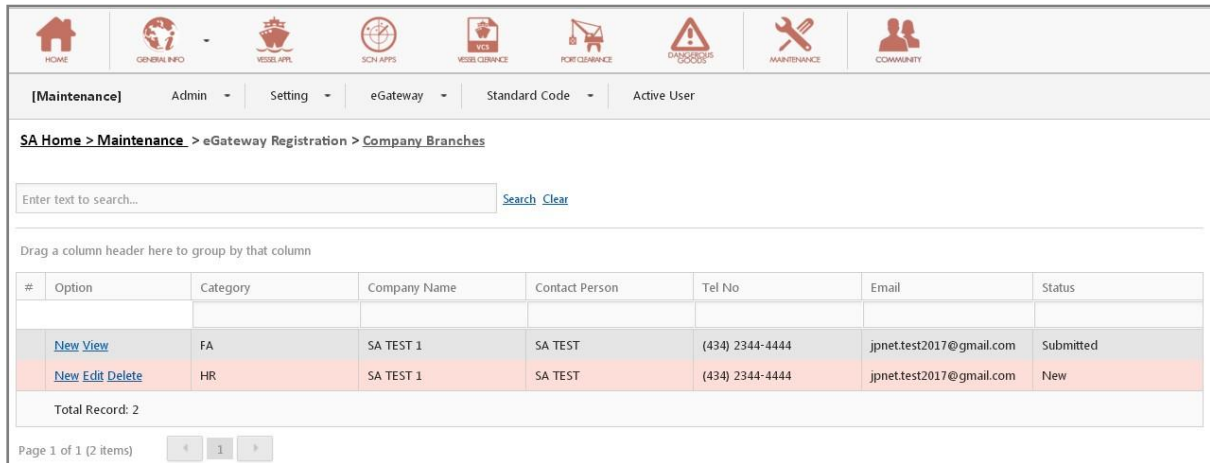
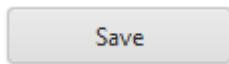


Figure 101

2. Edit option allows you to amend the company branch registration. Then click



button to save the details.

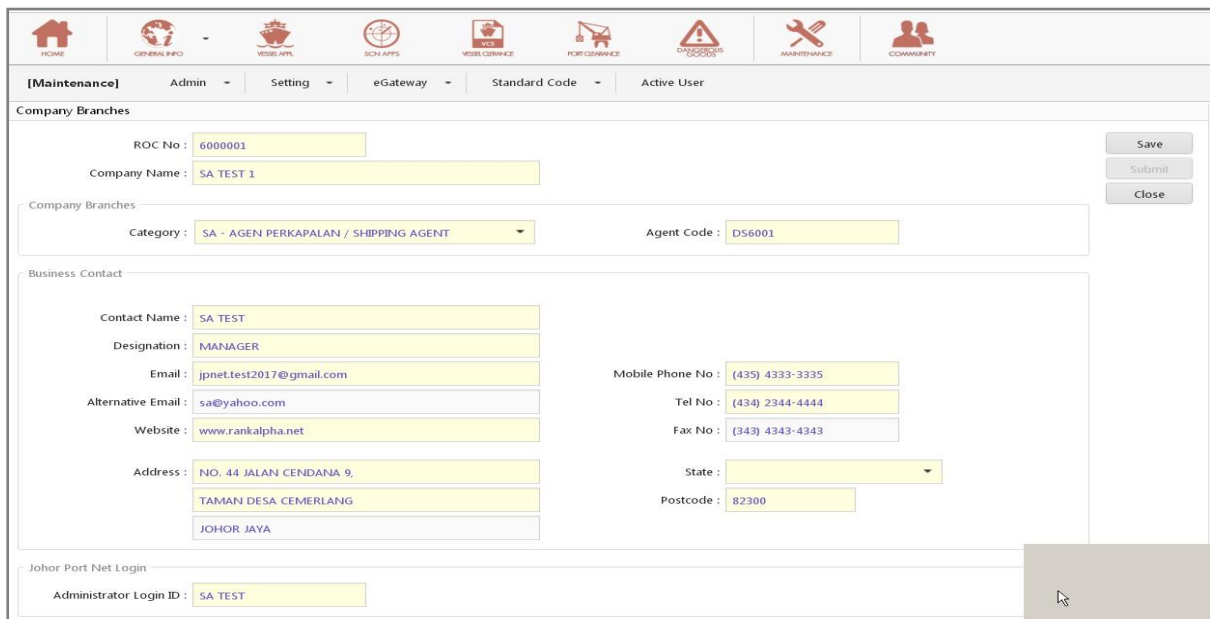


Figure 102

4.2.4 Delete Company Branch

1. Click on [Delete](#) link from the Company Branches Listing page.

The screenshot shows the 'Company Branches' listing page. The navigation menu includes Home, General Info, Mobile Apps, SCM Apps, Web Service, Performance, Dangerous Goods, Maintenance, and Community. The breadcrumb trail is SA Home > Maintenance > eGateway Registration > Company Branches. A search bar is present with the text 'Enter text to search...' and buttons for 'Search' and 'Clear'. Below the search bar is a table with the following data:

#	Option	Category	Company Name	Contact Person	Tel No	Email	Status
	New View	FA	SA TEST 1	SA TEST	(434) 2344-4444	jpnet.test2017@gmail.com	Submitted
	New Edit Delete	HR	SA TEST 1	SA TEST	(434) 2344-4444	jpnet.test2017@gmail.com	New

Total Record: 2
Page 1 of 1 (2 items)

Figure 103

2. System will prompt a confirmation message before proceed to delete the record. Click Cancel to cancel deletion.

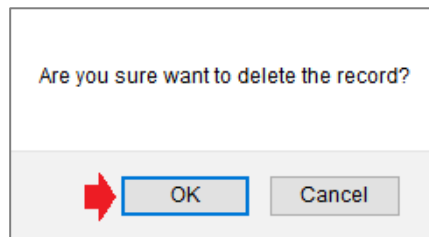


Figure 104

Chapter 5 Standard Code

Click on **Standard Code** menu. The page will display as below:

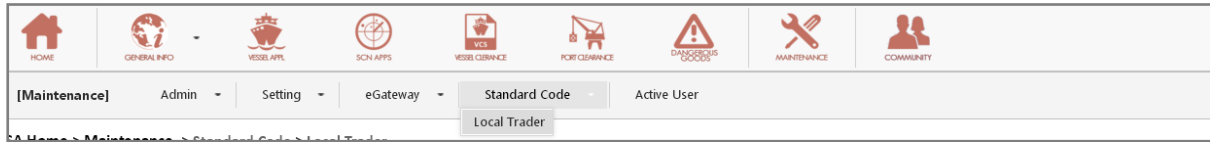


Figure 105

5.1 Local Trader

Select **Local Trader** menu.

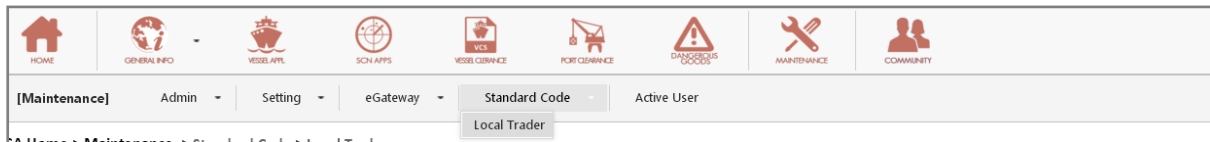


Figure 106

5.1.1 New Entry

1. Click on [New](#) link. The page will display as below.

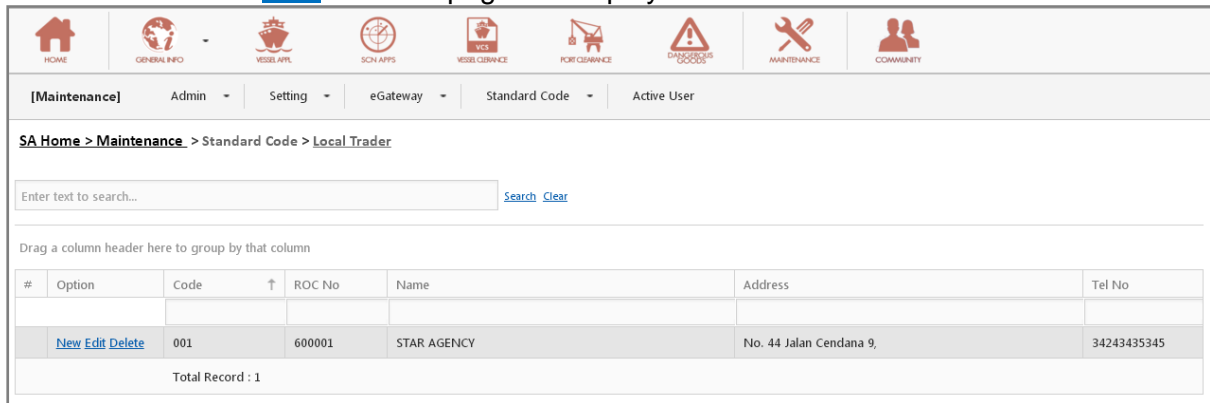



Figure 107

2. Key in all mandatory fields and click on  button to save the details.

3. Successfully saved will display a message “[New record successfully saved](#)”

NEW

Code : Roc. No :

Name :

ROC NO / Online ID : uCustom ID :

Address :

Post Code :

Country : MY - MALAYSIA ▼

State : ▼

City :

Tel. No : Fax. No :

Figure 108

5.1.2 Edit Entry

1. Click on [Edit](#) link from the Local Trader listing page.

[Maintenance]
Admin -
Setting -
eGateway -
Standard Code -
Active User

SA Home > Maintenance > Standard Code > Local Trader

[Search](#) [Clear](#)

Drag a column header here to group by that column

#	Option	Code	↑	ROC No	Name	Address	Tel No
	New Edit Delete	001		600001	STAR AGENCY	No. 44 Jalan Cendana 9.	34243435345

Total Record : 1

Figure 109

2. Edit the details and click on button to save the details.
3. Successfully saved will display a message “[New record successfully saved](#)”

EDIT

Code : Roc. No :

Name :

ROC NO / Online ID : uCustom ID :

Address :

Post Code :

Country :

State :

City :

Tel. No : Fax. No :

➔

Figure 110

5.1.3 Delete Entry

1. Click on [Delete](#) link from Local Trader listing page.

eGateway IMAN SKTS SHIPPING LINER

[HOME](#)
[PUBLIC INFO](#)
[APPLICATION](#)
[VESSEL PROFILE](#)
[APPLICATION](#)
[PORT CLEARANCE](#)
[PORT CLEARANCE](#)
[DISCREPANCY](#)
[MAINTENANCE](#)
[COMMUNITY](#)

[\[Maintenance\]](#)
[Admin](#)
[Setting](#)
[eGateway Registration](#)
[Standard Code](#)
[Active User](#)
[Nominated Passenger Agent](#)

SA Home > Maintenance > Standard Code > Local Trader

Enter text to search... [Search](#) [Clear](#)

Drag a column header here to group by that column

#	Option	Code	ROC No	Name	Address	Tel No
	New Edit ➔ Delete	LOC01	R1234	MASTER MOVERS SDN BHD	ADD1	0389898989

Total Record : 1

Figure 111

2. System will prompt a confirmation message before proceed to delete the record.

Are you sure want to delete the record?

➔

Figure 112

5.2 Overseas Trader

Select **Overseas Trader** from drop down menu.

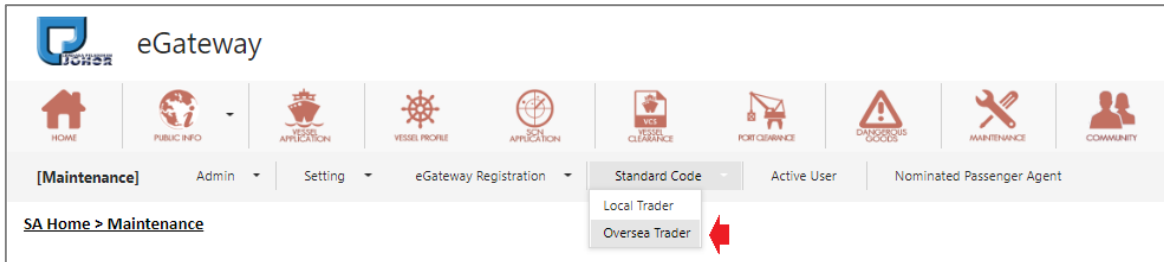


Figure 113

5.2.1 New Entry

1. Click on [New](#) link. The page will display as below.

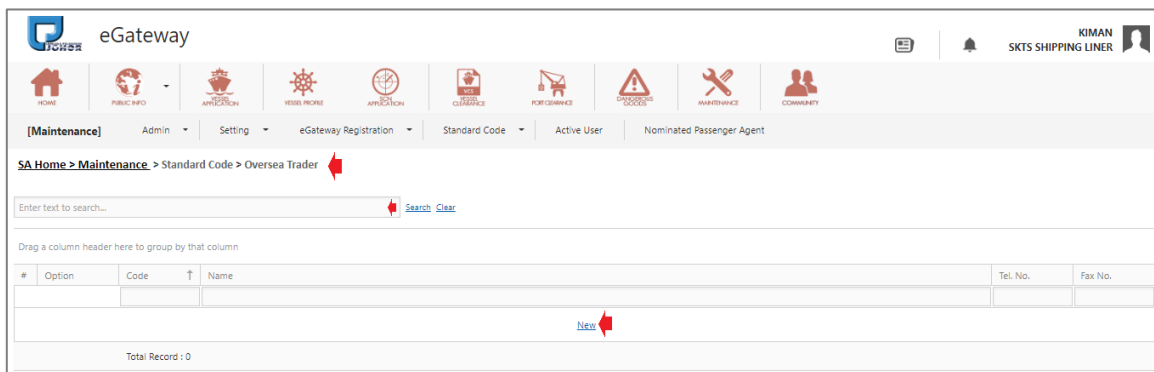


Figure 114

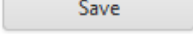
2. Key in all mandatory fields in yellow and click on  button to save the details.

Figure 115

3. Address Line 3 and Fax. No are optional fields.
4. Successfully saved will display a message “New record successfully saved”

5.2.2 Edit Entry

1. Click on [Edit](#) link from the **Overseas Trader** listing page.

#	Option	Code	Name	Tel. No.	Fax No.
	New Edit Delete	OVER01	MITSUI OSK	6073861313	

Total Record : 1

Figure 116

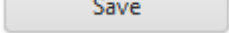
2. Edit the details and click on  button to save the details.

Figure 117

3. Successfully saved will display message “[New record successfully saved](#)”

5.2.3 Delete Entry

1. Click on [Delete](#) link from Overseas Trader listing page.

#	Option	Code	Name	Tel. No.	Fax No.
	New Edit Delete	OVER01	MITSUI OSK	6073861313	

Figure 118

3. System will prompt a confirmation message before proceed to delete the record.

Figure 119

Chapter 6 Active User

Click on **Active User** menu. The page will display as below:

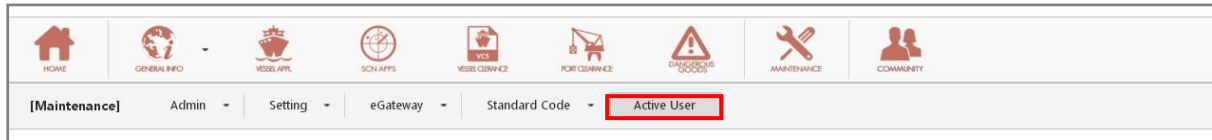


Figure 120

6.1 Active User

Select **Active User** menu to show the active users in the system.

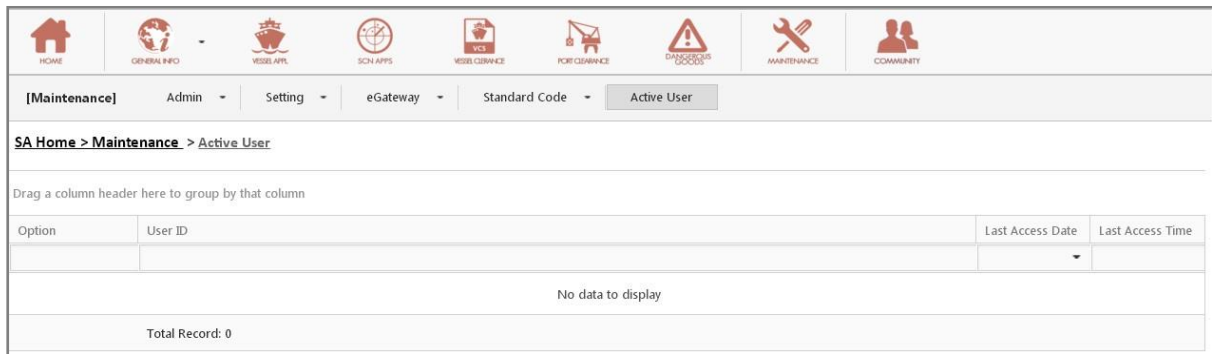


Figure 121

Chapter 7 Nominate Agent

eGateway System maintain 2 (two) types of Nominate Agent :

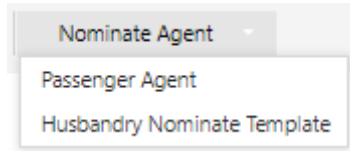


Figure 122

7.1 Passenger Agent

1. This option will navigate you to the Nominated Passenger Agent page as below.

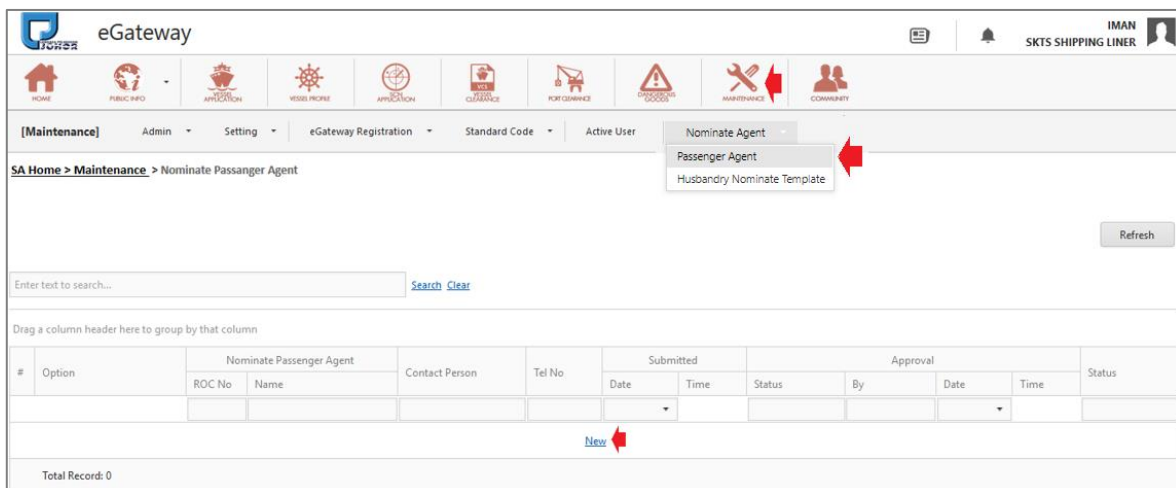


Figure 123

2. Click on New link to create the entries

Nominate Passenger Agent Entries

ROC No :


Company Name :

Contact Person :

Tel No :

NEW

Figure 124

3. Enter all fields as these fields are mandatory before record can be saved.
4. Click on  button to save the message and system will shows message "Nominate Passenger Agent successfully saved!".
5. Listing will be updated with the records created.

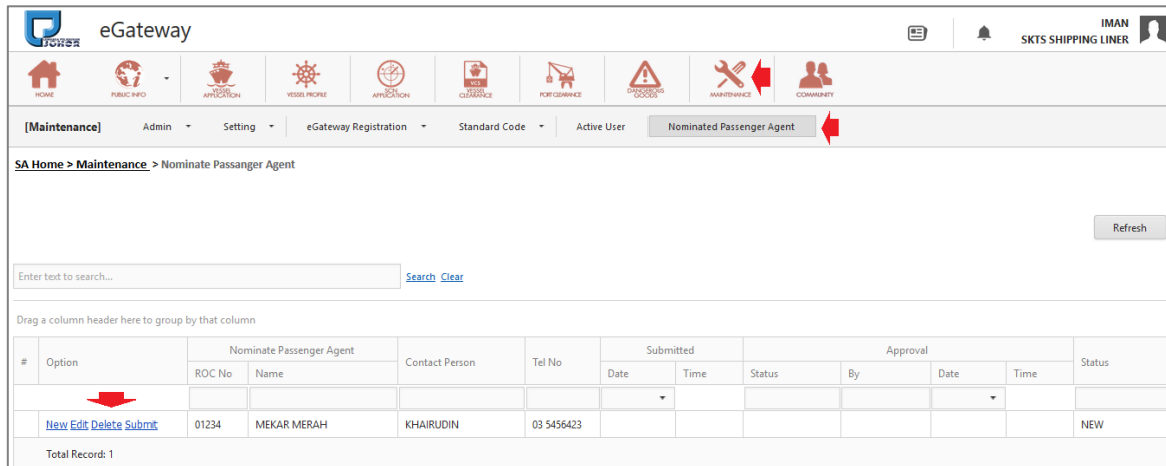


Figure 125

6. Click on Edit Link will allow you to edit the entries before submission.

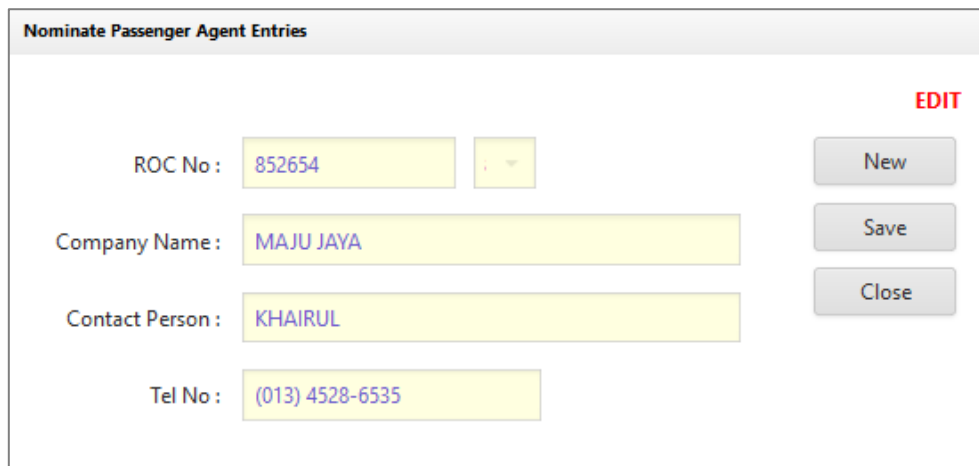



Figure 126

7. Click on  button to save the message and system will show message "Nominate Passenger Agent successfully saved!".
8. Click on Delete link to delete the selected record and record will be removed from the listing. Delete action requires a confirmation before proceed as below.

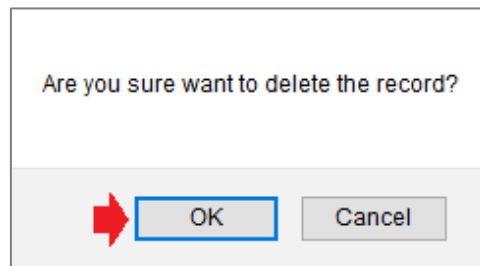


Figure 127

9. Click [Submit](#) link to submit the record with the confirmation message before proceed further.

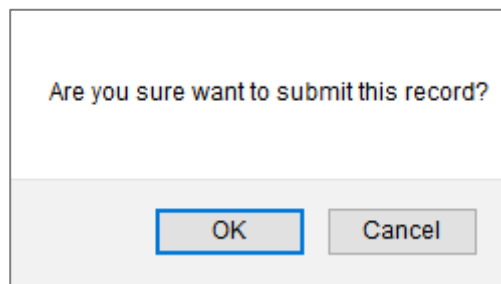


Figure 128

10. Successfully submitted will display message "[Record successfully submitted!](#)".

7.2 Husbandry Nominate Template

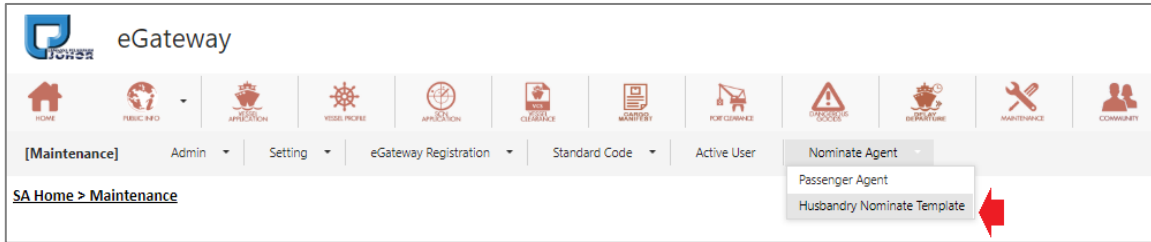


Figure 129

1. This option allows you to create a template for Nominated Husbandry.
2. [Husbandry Nominate Template](#) option will navigate you to below page.

SA Home > Maintenance > Nominate Agent Template

Enter text to search... [Search](#) [Clear](#)

	Nominate Shipping Agent	ROC No	Company Name	Company Address	Postcode	Tel No	Fax No
New							
Edit Delete	SSL0000238	R19747052	SKTS SHIPPING LINER	NO 1234 kuala kedah kedah darul aman	81810	6073861313	6073865110
Edit Delete	MHF0000205	MHFA01	MAMI HAPPY FORWARDING AGENT BHD	MIN 8, TMN ABAD 1, TMN MELODIES	90000	(011) 2222-44449	01133333333
Edit Delete	ASA0000220	ASA18	ANAPURA SHIPPING AGENT BHD	NO 1, KAWASAN PERDAGANGAN PUTERA TAMAN PUTERA HEIGHT	90000	01122223333	01122224444
Edit Delete	ASS0000167	AC0211	ANTAGONIS SA SDN BHD	NO 30-01 JALAN PERMAS BARU 10 BANDAR BARU PERMAS JAYA	81750	01839746897	01287592746

Total Record: 4

Page 1 of 1 (4 Items)

Figure 130

3. Click on [New](#) link to start creating a new template for a Nominate Husbandry.

Nominate Agent Template

Nominate SA : [Save](#) [Remove](#)

Select All

Select	Vessel Clearance FAL
<input type="checkbox"/>	FAL 1 - IMO General Declaration
<input type="checkbox"/>	FAL 2 - Cargo Info
<input type="checkbox"/>	FAL 3 - Ship's Store
<input type="checkbox"/>	FAL 4 - Crew Effects
<input type="checkbox"/>	FAL 5 - Crew List
<input type="checkbox"/>	FAL 6 - Passenger List
<input type="checkbox"/>	FAL 7 - Dangerous Goods
<input type="checkbox"/>	FAL Chem - Chemistry Declaration
<input type="checkbox"/>	FAL Health - Health Declaration
<input type="checkbox"/>	FAL Stowaway - Stowaway
<input type="checkbox"/>	FAL Super - Supernumerary

Total : 11

Page 1 of 1 (11 items)

Select All [Remove](#)

Select Vessel Clearance FAL

No data to display

Total : 0

No data to paginate

[Close](#)

Figure 131

- Click on drop down list of Nominate SA to select your Shipping Agent as the Nominated Husbandry Agent.

Enter text to search... Search Clear				
CODE	DESCRIPTION	ADDRESS 1	ADDRESS 2	ONLINE ID
KK7878	BOTTO AGENCY SDN BHD 00	NO 43 JALAN MUHIBAH 00	TMN PERINDUSTRIAN TEBRAU IX 00	BAS0000122
BM9758	BUNGA MAWAR MERAH LOGISTICS	NO 10 JALAN SERATUS	TAMAN SERIBU	BMM0000313
LPJPG1	CAHAYA SHIPPING	JALAN MAWAR MERAH 2	PUSAT PERDAGANGAN PASIR GUDANG 2	LPJ0000114
CH1234	CHAIWALA AND CO SDN BHD	NO 12, JALAN MUTIARA RINI 9	JALAN MAHKOTA PARADE	CAC0000240
CK4596	CHIKKY BUM OMEY SDN BHD	NO.50-1 LORONG BATU NILAM 21B	BAND 2, KLANG,	CBO0000299

Page 4 of 28 (139 items) ◀ [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [26](#) [27](#) [28](#) ▶

Figure 132

- Select any Vessel Clearance FAL to assign to your Husbandry Agent. You may tick [Select All](#) to select all FAL or manually tick required FAL from the Vessel Clearance FAL.
- Click button to proceed and selected FAL will be moved to right panel. Here you can deselect the FAL if required.
- Message “[Record successfully saved!](#)” is shown to confirm the template has been created successfully.

Nominate Agent Template ✕

Record successfully saved! ▲

Nominate SA: CH1234 - CHAIWALA AND CO SDN I ✕

Select All

Select	Vessel Clearance FAL
<input type="checkbox"/>	FAL 3 - Ship's Store
<input type="checkbox"/>	FAL 4 - Crew Effects
<input type="checkbox"/>	FAL 5 - Crew List
<input type="checkbox"/>	FAL 6 - Passenger List
<input type="checkbox"/>	FAL Chem - Chemistry Declaration
<input type="checkbox"/>	FAL Health - Health Declaration
<input type="checkbox"/>	FAL Stowaway - Stowaway
<input type="checkbox"/>	FAL Super - Supernumerary

Total : 8

Page 1 of 1 (8 items) ◀ [1](#) ▶

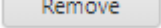
Select All ↑ 2

Select	Vessel Clearance FAL
<input type="checkbox"/>	FAL 1 - IMO General Declaration
<input type="checkbox"/>	FAL 2 - Cargo Info
<input type="checkbox"/>	FAL 7 - Dangerous Goods

Total : 3

Page 1 of 1 (3 items) ◀ [1](#) ▶

Figure 133

8. Any correction to the FAL in the template can be done by using  function.
9. Select FAL from right panel or you may tick [Select All](#) to select all FAL or manually tick required FAL from the Vessel Clearance FAL.
10. Selected FAL will permanently deleted from the template by clicking Remove button. You will see the message “[Record successfully deleted!](#)”.

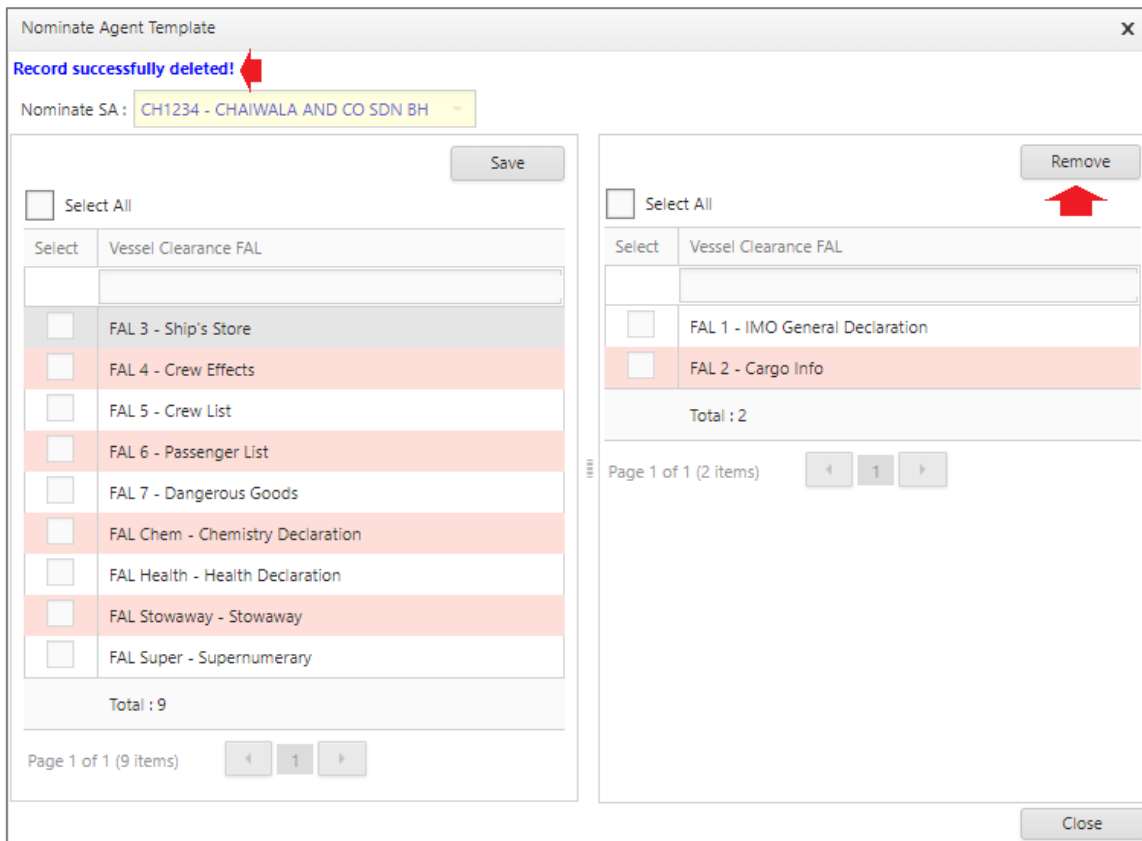


Figure 134

{End of User Guide}