

LIGHTHOUSE TECHNOLOGIES SDN BHD

User Guide

TradeGateway

7 - October- 2015

Document Information

Revision History

Version #	Date	Modified by	Comments
1.0	7 October 2015	LianG	

Table of Contents

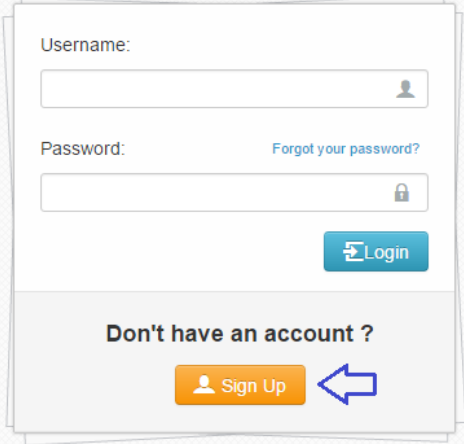
1.0 Shipping Agent	3
1.1 Steps of create own profile	3
2.0 Company Admin - Administrator of Shipping Agent.....	5
2.1 Steps of create own profile	5
2.2 Steps of create company profile	5
2.3 Steps of create Shipping Agent profile	5
2.4 Steps of add member for Self-Registration Account	5
2.5 Steps of add relationship with Port	6



1.0 Shipping Agent

1.1 Steps of create own profile

Step 1: Click the button for **Sign Up**



Username:

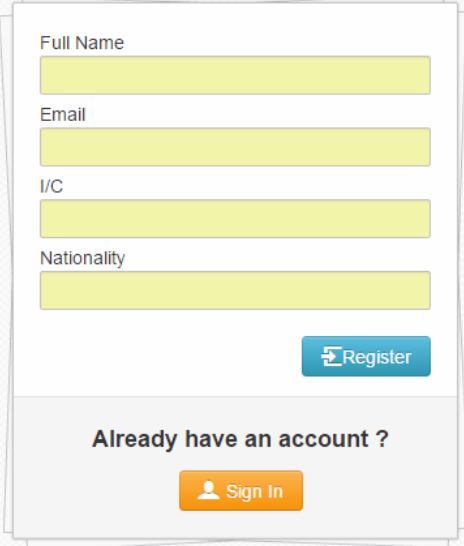
Password: [Forgot your password?](#)

[Login](#)

Don't have an account ?

[Sign Up](#)

Step 2: Fill up information details, and click **Register**



Full Name

Email

I/C

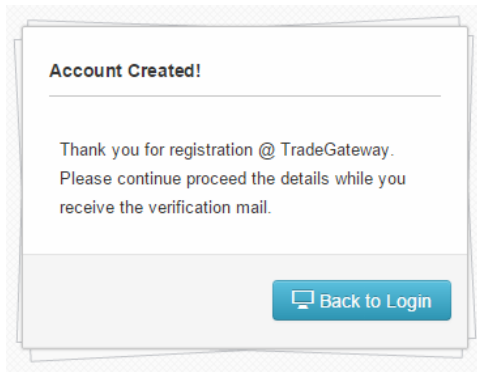
Nationality

[Register](#)

Already have an account ?

[Sign In](#)

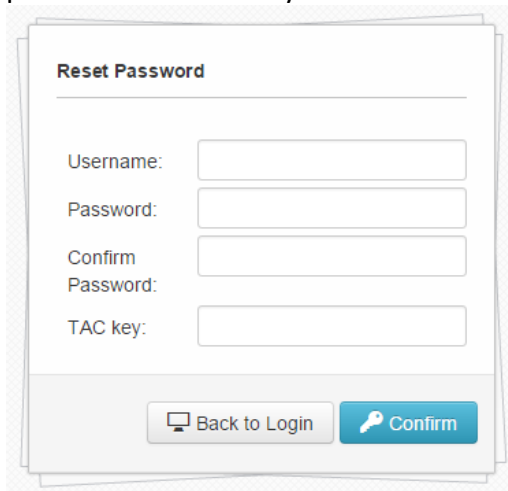
Step 3: Message shown, and verification mail will sent to Mail box



Step 4: Mail Subject Sample

Please Validate Your Email Address To Access - TradeGateway
no-reply@tradegateway.com (no-reply@tradegateway.com) [Add contact](#)
To: liangyan.low@portrade.com;

Step 5: Verify the mail which you received and it will bring you to the below page, fill up the password and TAC key.

A screenshot of a "Reset Password" form. It has a white background and a light gray border. The title "Reset Password" is at the top. Below it are four input fields: "Username:", "Password:", "Confirm Password:", and "TAC key:". At the bottom, there are two buttons: a gray button with a computer icon and "Back to Login", and a blue button with a key icon and "Confirm".

Step 6: Verify Success message shown

Step 7: Login into TradeGateway

Step 8: Contact to your Company Admin, to add your account under the Company Profile.

1.2 Steps of submission for NOSA

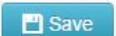
Step 1: Go to **Submission > NOSA**

2.0 Company Admin - Administrator of Shipping Agent

2.1 Steps of create own profile

Company Admin cannot create own profile, Please contact to the Port Administrator.

2.2 Steps of create company profile

Step 1: Go to **Master Data > Company**, continue to create profile, and press  .

Master Profile

Company Code	<input type="text"/>
Company Name	<input type="text"/>
Company Type	<input type="text"/>
Company Register Number	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address (City)	<input type="text"/>
Address (Postcode)	<input type="text"/>
Address (State/Province)	<input type="text"/>
Address (Country)	<input type="text"/>
Tel.	<input type="text"/>
Fax	<input type="text"/>
Remarks	<input type="text"/>

2.3 Steps of create Shipping Agent profile

Step 1: Go to Port **Administrator > User Profile**.

Step 2: Make sure User Type, Status, Role is exactly same as below. After that, the user will be receive a verification mail, which based on the email you provided.

User Type	<input type="text" value="Normal User"/>
Status	<input type="text" value="Active"/>
Last Logon Date/Time	<input type="text"/>
Failure Count	<input type="text"/>
Role	<input type="text" value="Shipping Agent"/>

2.4 Steps of add member for Self-Registration Account


Step 1: Go to **Master Data > Company**. Under **Others Info** section.


Others Info.

Account Info.

Favorite List

Member Info

example@email.com.my 

 Member List Search

Step 2: Enter email address for that account. And press



2.5 Steps of add relationship with Port


Step 1: Go to **Master Data > Company**. Under **Others Info** section.

Others Info.

Account Info.



Favorite List


Member Info



#	Port	Debtor Code	Account Status	Pick	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Step 2: press  to add new relationship with Port, but Debtor Code need to get from Port Admin