E-Port User Manual - E-bpp module

VERSION HISTORY

VERSIC	DESCRIPTION	DATE	UPDATED SECTION(S)	UPDATE TYPE(S)	AUTHOR
1.0	Initial Release	05/06/13	All	All	Pui Pui

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Section 2 E-Bpp

There are 6 modules under E-Bpp. These modules are Proforma, Invoice, Invoice Payment, Debtor Transaction, Guarantee and Summary.

2.1 Proforma

There are two main modules under this portion: Cargo Invoice and Vessel Invoice.

2.1.1 Cargo Invoice

This module will retrieve Proforma Cargo Invoice from IPMS.

PORTRADE @-Port	Click on Proforma, a drop down of sub	HOME 🐵 CONTACT US 😩 UPDATE INFO 🕞 LOGOUT
ePayment System	menu will be shown.	Welcome Mr. chan ho sang MISC Agency 9
Proforma - Cargo Invoice - Vessel Invoice	Please fill in SCN and BL/SO to retrieve	Cargo Invoice
-Invoice	SCN :	
Invoice Payment	BL/SO :	
Debtor Transaction	Voyage Type : 🔘 Import/Inbound	O Export/Outbound
- Guarantee	Submit Reset	
• Summary		
	consciabt@2002.2003 Partice	de dataom Rhd. All Rights Reserved

Figure 1.2.1.1_1

- 1. Click on the **Proforma** Menu at left hand side, and then click on <**Cargo Invoice>** in the drop down menu.
- 2. Insert valid SCN and BL/SO, and then click on <Submit> to proceed.
- 3. On the screen displayed the following information:
 - SCN SCN Number that match with a NOSA Document.
 - **BL/SO** BL/SO that match with a Manifest Document
 - **Voyage Type** select either Import/Inbound or Export/Outbound

PORTRADE @-Port	e	Poc eBPP 🖨	HOME 🐵 CONTACT US	A UPDATE INF	0 🕞 LOGOUT	
eBPP) ePayment System			Welcome Mr. cha MISC A	n ho sang gency 9		
	Proform	ua Cargo Invoic	е			
Proforma - Cargo Invoice - Vessel Invoice						
Invoice Invoice Payment	AR Code AR Name	: 456 : Swason Sdn Bhd	D	ate/Time : 2004-0	2-14 11:46	
Debtor Transaction	SCN	: ABC	Voyage	Number : IM001 (Import/Inbound)	
Guarantee Summary	Vessel Name	 V123 Vessel 		EX002 BL/SO :	(Export/Outbound)	
	Tariff Code	Description	Measurement (Qty)	Tariff Rate	Primary Amount (RM)	
	3.1A	Port Due	3.00	12.34	5600.00	
	3.2B	Port Dues 2	2.00	5.26	5000.00	
	Disclaimer:	This proformà invoice is true a hange without prior notice. oopyright@2002-2003 Portrade	at the point in time stated al	bove. The details pr	ovided here are subject to lick on <print></print> to laund ew window displays Pri argo Invoice which ava	ch a oforma ailable
gure 1.2.1.1_2				fo	r print	

4. Proforma Cargo Invoice Details with **SCN**, **BL/SO** and **Voyage Type** as entered in the previous page will be displayed as the above screen.

AR Code AR Name	456 Swason Sdn Bhd	Date/Time : 2004-02-14 13:13 Voyage Number : IM001 (Import/Inbound) EX002 (Export/Outbound) BL/SO :					
SCN Vessel Name	: ABC ; V123 Vessel						
Tariff Code	Description	Measurement (Qty)	Tariff Rate	Primary Amount (RM)			
3.1A	Port Due	3.00	12.34	5600.00			
		0.00	5.00	5000.00			

Figure 1.2.1.1_3

5. Print out format for Proforma Cargo Invoice. This screen will be displayed in a new Window when click on the **<Print>**.

2.1.2 Vessel Invoice

This module will retrieve Proforma Vessel Invoice from IPMS.

PORTRADE @-Port	edoc ebpp 🚔 home 🕾 contact us 🖄 update info 🕞 logout
eBPP) ePayment System	Welcome Mr. chan ho sang MISC Agency B
Proforma - Cargo Invoice - Vessel Invoice	Proforma Vessel Invoice Please fill in SCN to retrieve Vessel Invoice
Invoice Invoice Payment	SCN : Submit Reset
• Debtor Transaction • Guarantee • Summary	
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Figure 1.2.1.2_1

- 1. Click on the **Proforma** Menu at left hand side, and then click on <**Vessel Invoice>** in the drop down menu.
- 2. Insert a valid **SCN**, and then click on **<Submit>** to proceed.

	T7 7 7 ·	Welcome Mr. chan MISC Age	no sang Incy 9	
Projorn	u vessei invoice			
AR Code	456	D	ate/Time : 2004-02	2-12 11:50
AR Name	: Swason Sdn Bhd			
SCN	ABC	Vovade	Number · IM001 (montinbound
Vessel Name	V123 Vessel	10,10,0	EX002 (Export/Outbound)
			BL/SO :	
Tariff Code	Description	Measurement (Qtv)	Tariff Rate	Primary Amount (RM)
3.1A	Port Due	3.00	12.34	5600.00
3.2B	Port Dues 2	2.00	5.26	5000.00

Figure 1.2.1.2_2

3. Proforma Vessel Invoice Details with **SCN** as entered in the previous page will be displayed as the above screen.

AR Code AR Name	: 456 : Swason Sdn Bhd	Date/Time : 2004-02-13 10:58					
SCN Vessel Name	: ABC : V123 Vessel	Voyage Number : IM001 (Import/Inbound) EX002 (Export/Outbound) BL/SO :					
Tariff Code	Description	Measurement (Qty)	Tariff Rate	Primary Amount (RM)			
3.1A	Port Due	3.00	12.34	5600.00			
3.2B	Port Dues 2	2.00	5.26	5000.00			
Disclaimer: T c	his proforma invoice is true at ti hange without prior notice.	he point in time stated al	oove. The details pro	vided here are subject to			

Figure 1.2.1.2_3

4. Print out format for Proforma Vessel Invoice. This screen will be displayed in a new Window when click on the **<Print>**.

2.2 Invoice

PORTRADE @-Port	eDoc eBPP 🚔 HOME 🕾 CONTACT US 🖄 UPDATE INFO 🕞 LOGOUT
eBPP) ePayment System	Welcome Mr. chan ho sang MISC Agency 9
 Proforma Invoice Invoice Payment Debtor Transaction 	Please select a Port Number - Account Number : KUCHING - 331 🔽 Go
- Guarantee Summary	Receiving Port and Debtor Id assigned to user.
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This module will retrieve Invoice from IPMS.

Figure 1.2.2_1

- 1. On the screen displayed the **Port Number Account Number** from the list.
- 2. Select a Receiving Port which is related to the Invoice Document
- 3. Click on **<Go>** to proceed.

oforma	Invoice Port Name : KUCHING Invoice List		Click on I lisplay Ir n new wi	nvoice Number to nvoice Details/Items ndows	Deb	tor Account : 33
voice Payment	No. Invoice Number	Date	Due Date	Remark	Status *	Amount(RM)
btor Transaction	1. KK/VI/02/060001	2002-06-25	2002-07-25	Make it will be delivered by end of the month hello test	OS	3000.00
arantee	2. KK/VI/02/060002	2002-06-25	2002-07-25	Make it will be delivered by end of the month	OS	3000.00
yment Tracking	3. KK/VI/02/060003	2002-06-25	2002-07-25	Make it will be delivered by end of the month	OS	3000.00
	Status*: UN unpaid PP	partially paid	OS Outsta	nding		



4. All the outstanding invoice(s) of the selected **Port Number – Account Number** in the previous page will be displayed as the above screen.

Inv	oice Det	ails						
AR Co	ode : 33	1	1	Date :	2003-06	-26		
AR Name : MISC Agency 9			1	Invoice Number : Cl0003564501				
SCN : 03060002			1	Voyage Number				
Vesse	el Name 💠		1	BL/ED :	BL4			
Item	Tariff Code	Tariff Rate	Description	Oty	Unit	Amount	Currency	
1	ST053	4	1 UNIT CAR (Ex-Shed)	1.00	TONNE	4.00	RM	
2	MINCHARGE	1	MINIMUM CHARGE	1.00	TONNE	1.00	RM	
			Print	Close		Click or new wir details/	n <print></print> to ndow displa items which	launch a ys Invoice available f

5. Invoice Details/Items will be displayed as the above screen

AR Code : 331				Date : 2003-06-26					
AR Name : MISC Agency 9				Invoice Number : Cl0003564501					
SCN	: 03	3060002		Voyage Number 💠					
Vess	el Name 💠			BL/ED :	BL4				
Item	Tariff Code	Tariff Rate	Description	Oty	Unit	Amount	Currency		
1	ST053	4	1 UNIT CAR (Ex-Shed)	1.00	TONNE	4.00	RM		
2	MINCHARGE	1	MINIMUM CHARGE	1.00	TONNE	1.00	RM		



6. Print out format for Invoice Details/Items. This screen will be displayed in a new Window when click on the <**Print>**.

2.3 Debtor Transaction

This module will retrieve Debtor Transaction from IPMS.

PORTRADE @-Port	eDoc eBPP 🚔 HOME 🗟 CONTACT US & UPDATE INFO 🕞 LOGOUT
eBPP) ePayment System	Welcome Mr. chan ho sang MISC Agency 8 Debtor Transaction Enquiry
Proforma Invoice Invoice Payment Debtor Transaction Guarantee Summary	Transaction Type : All O Invoice O Receipt O CreditNote O Journal Date From : 02
	convright€2002-2003 Portrade dotcom Bhd. All Rights Reserved

Figure 1.2.3_1

- 1. Click on **<Debtor Transaction>** on the left hand side. A Debtor transaction Enquiry page will be displayed.
- 2. On the screen displayed the following information:
 - Transaction Type select type of Debtor Transaction
 - Transaction Date select date of Debtor Transaction
 - Port Number Account Number select Receiving Port from the list
- 3. Select Transaction Type, Transaction Date and Port Number– Account Number, and then click on <Go> to proceed.

	Debtor	Tran	saction E	nquiry	MISC Age	ncy9		
forma oice	Port Name : P Debtor Code : From Date : 2	(UCHING : M039 003-01-1	4 To Date : 2	004-01-14 T	ransaction Typ	e : All	Debtor A	account : 33
oice Payment	Guarantee A	mount	: 200000		Guanrantee	Expiry :	2004-07-23	
tor Transaction	Debtor Bala	nce	: 19928.84		Contact Nan	10	MISS TEO CHUN	G
	Cash Op Ac	count	: 30		Contact Tele	phone 1	082336345	
rantee	Estimate An	nount	: 1565		Contact Tele	phone 2 :	FAX:082331496	
ment Tracking	Available Ba	lance	: 178506.16		Source Lord	Frome L		
mary	A data		1.1		-			
	Trans Date	Trans Type	Transaction Number	Reference Number	Transaction Amount	Paid Amount	Outstanding Amount	Due Date
	2003-04-01	Invoice	CI0001770803	RE0000452103	49.77	49.77	0	2003-05-20
	2003-04-01	Invoice	CI0001778003	RE0000452603	49.86	49.86	i 0	2003-05-20
	2003-04-01	Receipt	REOD Tota	al Outstand	lina	-49.77	0	
	2003-04-01	Receipt	REDOL Amo	unt / Tota	l Balance	-49.86	i 0	
	2003-04-15	Invoice			Dalarice	668,28	0	2003-05-20
	2003-04-15	Invoice	CI0002081403	RE0000535803	423.26	423.06	i 0	2003-05-20
	2003-04-15	Receipt	RE0000535803		-1091.54	-1091.5	0	
	2003-04-21	Receipt	RE0000565703		-156.25	-156.25) o	
	2003-04-21	Invoice	CI0002194703	RE0000565703	156.25	156.25	i 0	2003-05-20
	2003-08-29	Invoice	CI0003569501		43.82	C	43.82	2003-09-22
	2003-09-10	Invoice	CI0003569701		46.16	C	46.16	2003-10-20
	2003-09-10	Invoice	CI0003569601		85.06	C	85.06	2003-10-20
	2003-09-12	Invoice	CI0003570301		89.6	C	89.6	2003-10-20
	2003-09-15	Invoice	CI0003569801		97.43	C	97.43	2003-10-20
					362.07	0.0	62.07	

Figure 1.2.3_2

4. All the Debtor Transaction(s) of the selected **Transaction Type**, **Transaction Date** and **Port Number – Account Number** in the previous page will be displayed as the above screen.

2.4 Guarantee

There are two main modules under this portion: Bank and Cash.

2.4.1 Bank

This module will retrieve Bank Guarantee from IPMS.

PORTRADE C-Port	edoc ebpp 🚔 Home 🕾 Contact US & Update Info 🕞 Logout
eBPP) ePayment System	Welcome Mr. ohan ho sang MISC Agency 9
	ank Guarantee
• Proforma • Invoice	
 Invoice Payment Debtor Transaction 	
- Guarantee - Bank - Cash	Click on Guarantee, a Id assigned to user.
- Summary	menu will be shown.
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Figure 1.2.4.1_1

- 1. Click on the **Guarantee** Menu at left hand side, and then click on **Bank>** in the drop down menu. A page of Receiving Port Selection will be displayed.
- 2. On the screen displayed the Port Number Account Number from the list.
- 3. Select a **Port Number Account Number** which is related to the Bank Guarantee Document
- 4. Click on **<Go>** to proceed.

DE @-Port	e	Doc (Expired Banker G be displayed in re and negative valu	uarantee w d colour foi e	vill nt PDAT	E INFO 🌘 LO	осонт
ment System			Wel	come Mr. char MISC Ag	n ho sang gency 9		
	Bank	Guaran	tee				
	Port Name	KUCHING				Debtor Ac	count : 331
rma	Bank	Banke	ers Guarantee Amount(RM)			
e	RHB		2000	000			
e Payment							
r Transaction	Bankers G	uarantee Det	ails				
ntee	No. Nun	nber Issu	le Bank Issue Bank Location	Issue Date	Expiry Date	Days To Expire	Amount
	1. TCBG6	602830 RHB	PADUNGAN ROAE	2000-07-27	2001-07-26	-933	200000
	2. TCBG6	602886 RHB	PADUNGAN ROAD	2000-08-13	2001-08-12	-916	100000

Figure 1.2.4.1_2

5. Bank Guarantee Details with **Port Number – Account Number** as entered in the previous screen (Figure 2.2.1-1) will be displayed as the above screen.

2.4.2 Cash

This module will retrieve Cash Guarantee from IPMS.

PORTRADE @-Port	edoc ebpp 🔓 home 🐵 contact us 💩 update info 🕞 logout
eBPP) ePayment System	Welcome Mr. chan ho sang MISC Agenoy 9 Cash Guarantee
Proforma Invoice Invoice Payment Debtor Transaction	Please select a Port Number - Account Number : KUCHING - 331 💌 💿
• Guarantee - Bank - Cash	Receiving Port and Debtor Id assigned to user.
summary	
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- 1. Click on the **Guarantee** Menu at left hand side, and then click on **Cash>** in the drop down menu. A page of Receiving Port Selection will be displayed.
- 2. On the screen displayed the **Port Number Account Number** from the list.
- 3. Select a **Port Number Account Number** which is related to the Cash Guarantee Document
- 4. Click on **<Go>** to proceed.

System Cash Guard	Welcom	ne Mr. chan ho sang MISC Agency 9
Port Name : KUCHIN	IG	Debtor Account : 3
Debtor Code	KESAWAN	
Port	Kuching	
Cash Amount (RM)	108	
in		

Figure 1.2.4.2_2

5. Cash Guarantee Details with **Port Number – Account Number** as entered in the previous page will be displayed as the above screen.