

E-PORT USER MANUAL - E-BPP MODULE

VERSION HISTORY

VERSION	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.

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

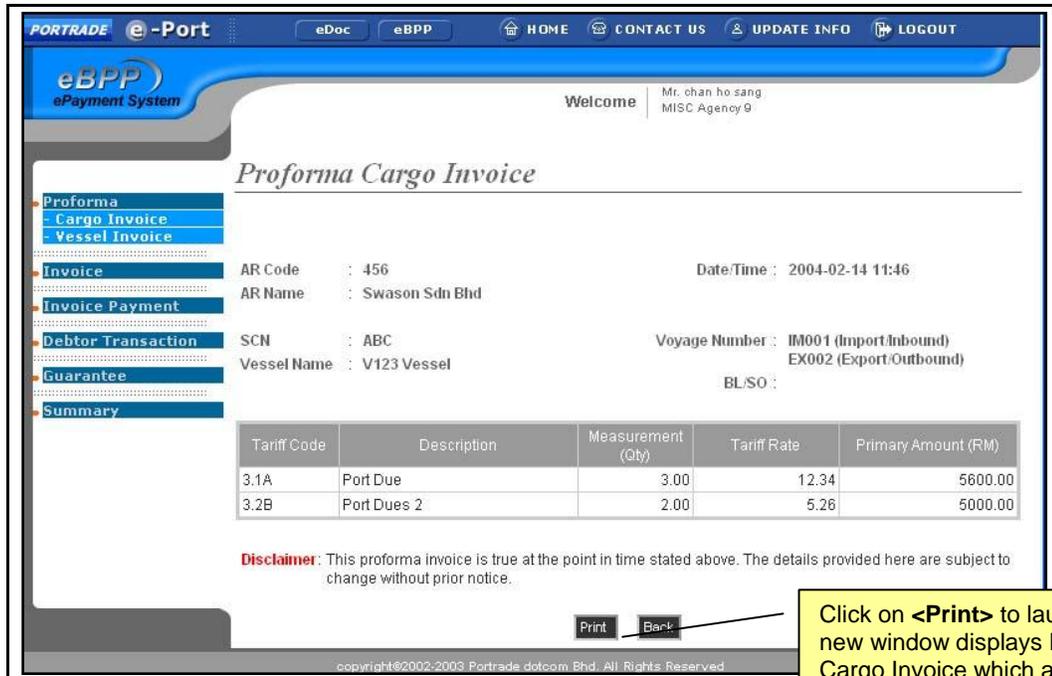


Figure 1.2.1.1_2

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.

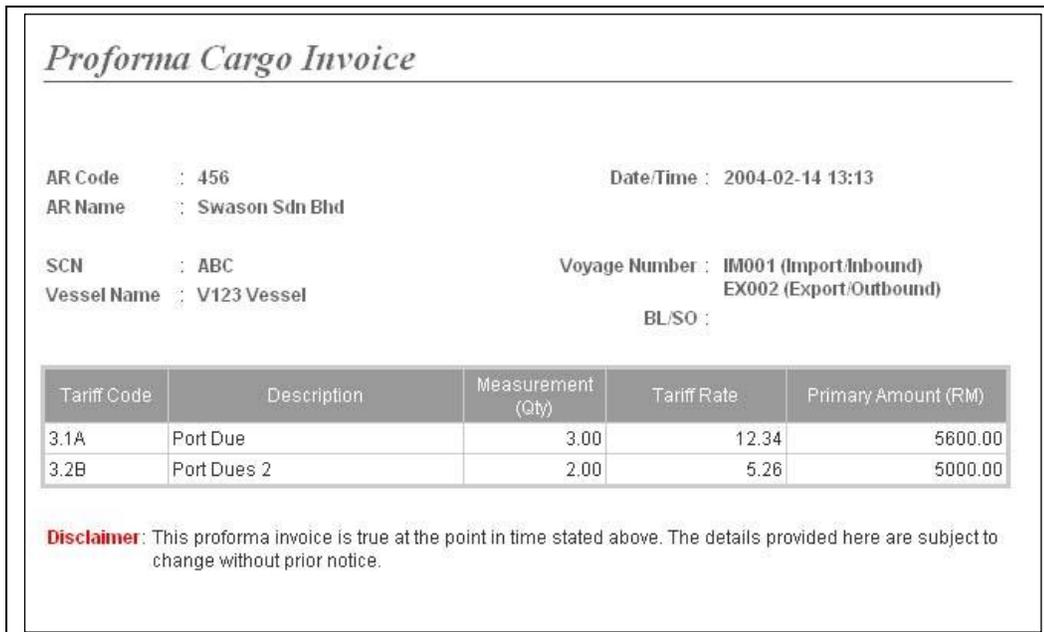


Figure 1.2.1.1_3

- 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.



Figure 1.2.1.2_1

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

The screenshot displays the 'Proforma Vessel Invoice' page in the eBPP system. The interface includes a top navigation bar with 'eDoc' and 'eBPP' tabs, and a user welcome message for 'Mr. chan ho sang' at 'MISC Agency 9'. The main content area is titled 'Proforma Vessel Invoice' and contains the following details:

- AR Code: 456, Date/Time: 2004-02-12 11:50
- AR Name: Swason Sdn Bhd
- SCN: ABC, Voyage Number: IM001 (Import/Inbound) / EX002 (Export/Outbound)
- Vessel Name: V123 Vessel, BL/SO:

A table of charges is displayed below the details:

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

A disclaimer states: 'Disclaimer: This proforma invoice is true at the point in time stated above. The details provided here are subject to change without prior notice.' Below the disclaimer are 'Print' and 'Back' buttons. A yellow callout box points to the 'Print' button with the text: 'Click on <Print> to launch a new window displays Proforma Vessel Invoice which available for print'.

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.

2.2 Invoice

This module will retrieve Invoice from IPMS.

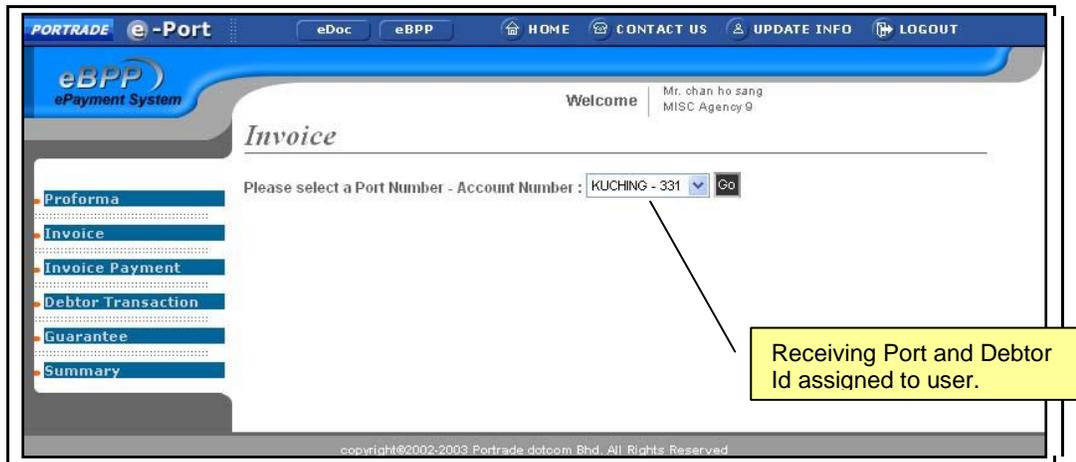


Figure 1.2.2_1

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.

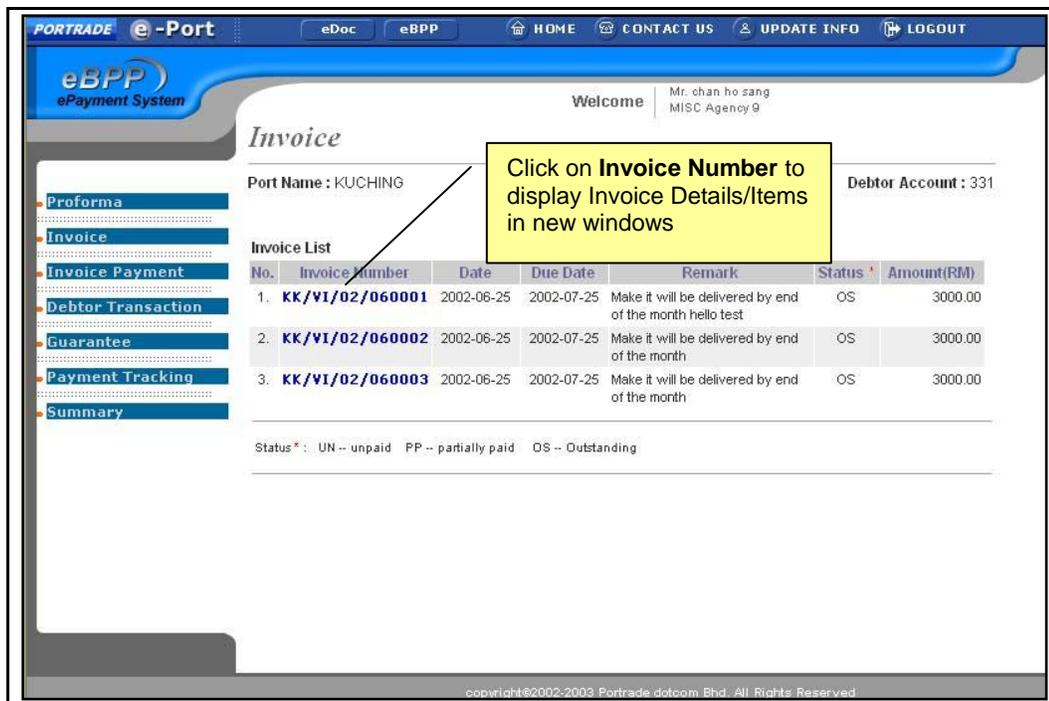


Figure 1.2.2_2

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

The screenshot shows the 'Invoice Details' screen. It contains the following information:

- AR Code : 331
- AR Name : MISC Agency 9
- SCN : 03060002
- Vessel Name :
- Date : 2003-06-26
- Invoice Number : CI0003564501
- Voyage Number :
- BL/ED : BL4

Item	Tariff Code	Tariff Rate	Description	Qty	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

At the bottom of the screen, there are two buttons: 'Print' and 'Close'. A yellow callout box with a black border points to the 'Print' button, containing the text: "Click on <Print> to launch a new window displays Invoice details/items which available for print".

Figure 1.2.2_3

- Invoice Details/Items will be displayed as the above screen

This screenshot is identical to Figure 1.2.2_3, showing the 'Invoice Details' screen with the same metadata and table of items.

Figure 1.2.2_4

- 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.

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.

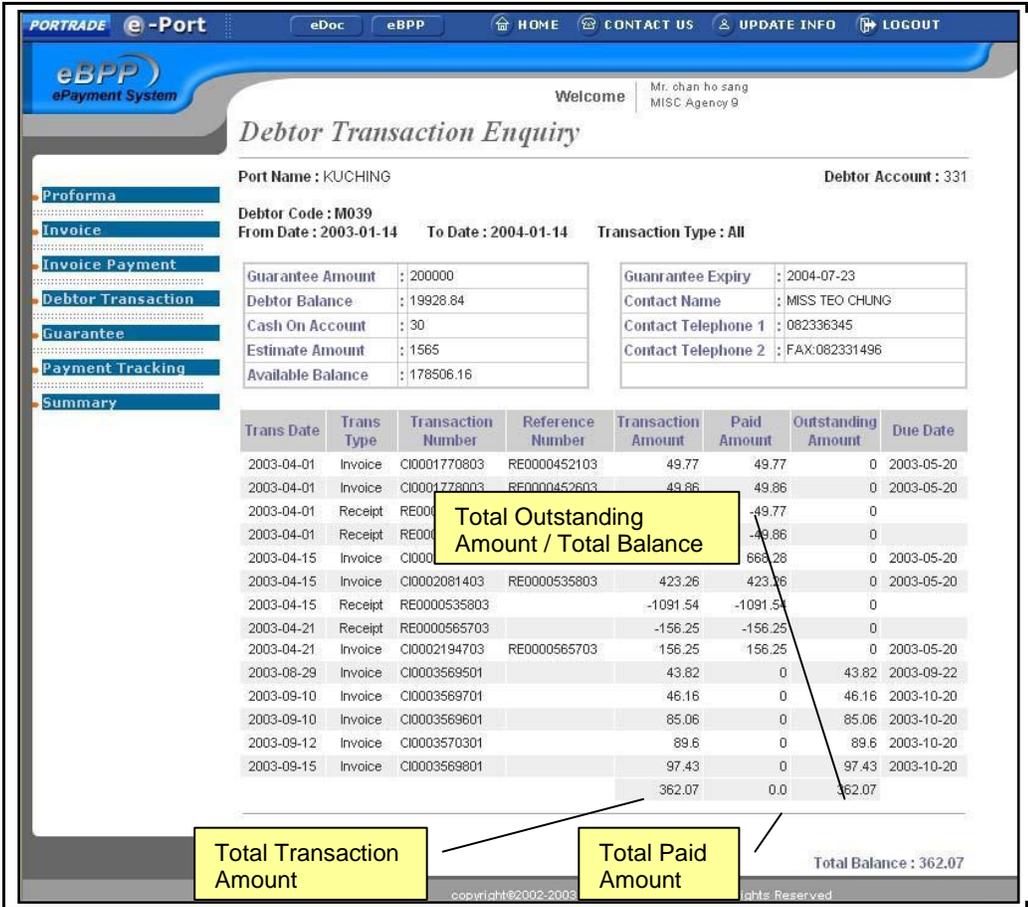


Figure 1.2.3_2

- 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.

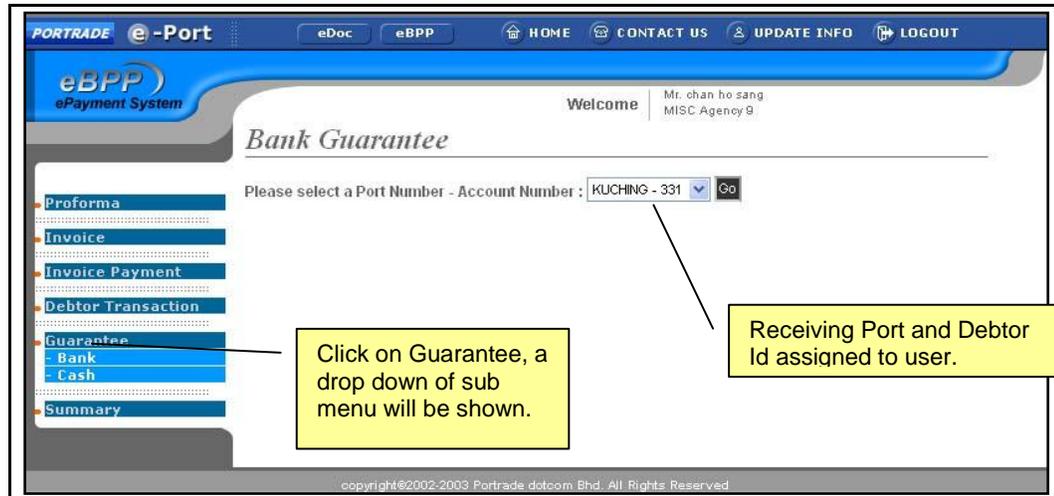


Figure 1.2.4.1_1

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.

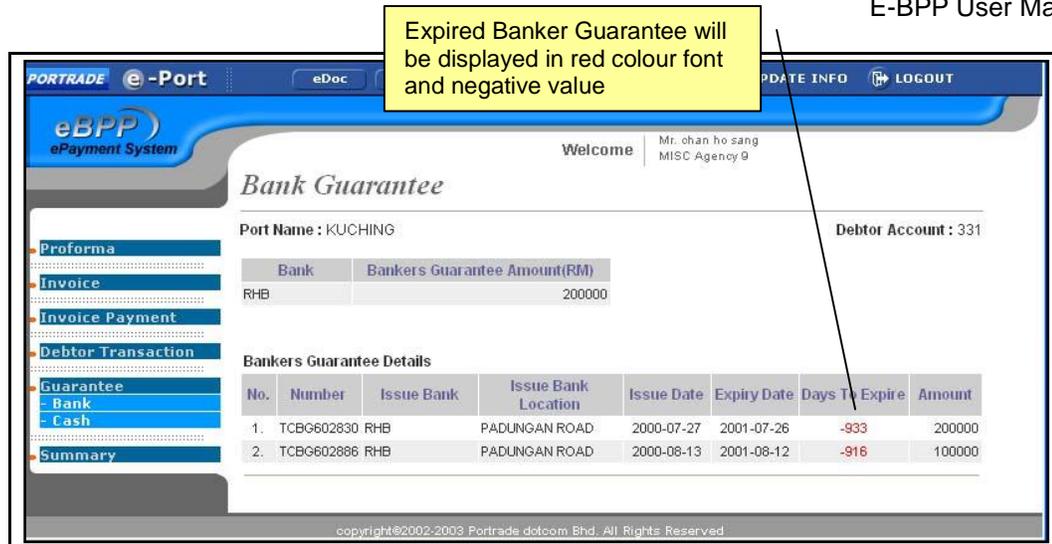


Figure 1.2.4.1_2

- 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.

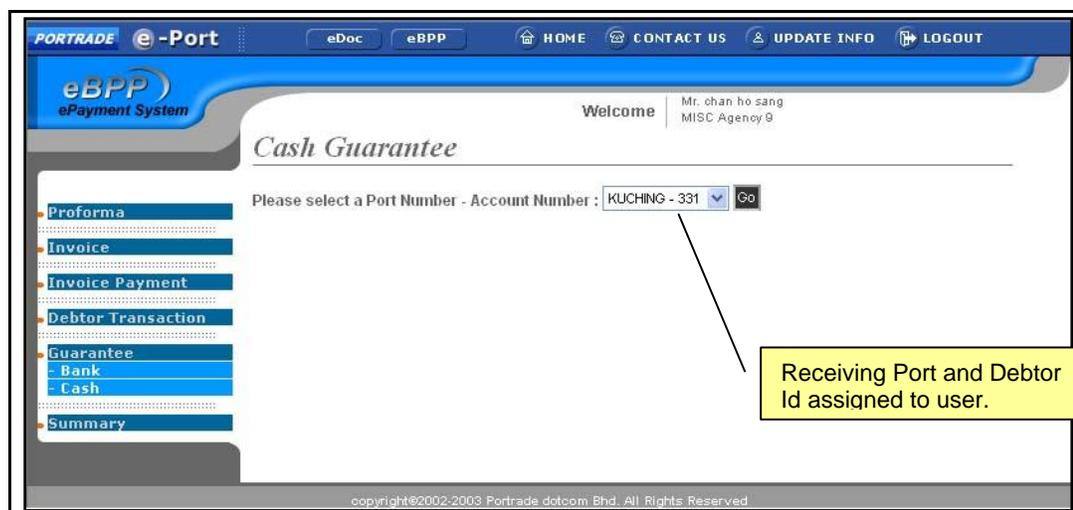


Figure 1.2.4.2_1

- 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.
- On the screen displayed the **Port Number – Account Number** from the list.
- Select a **Port Number – Account Number** which is related to the Cash Guarantee Document
- Click on **<Go>** to proceed.



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.