MCDS GROUP OF COMPANIES

MCDS SOFTWARE (M) SDN BHD (1053297-U)

# User Guide For MCDS CLOUD SERVICES LOGISTICS MANAGEMENT SYSTEM

# OBJECTIVE

The main objective of this user guide is to familiarise the shippers, Customs Brokers, Forwarding A gents and other players in the Transport and Logistics industries with the eDec.Asia (MCDS) Software.

Familiarisation with the (MCDS) Software will enable users to conduct their day to day business with the Royal Customs Malaysia and other relevant Agencies much more efficiently, via electronic submission of Customs declarations.

# How To Use This User Guide

This user guide gives users the Basic information needed to get the (MCDS) system up and running.

The organisation of this user guide is as follows:

Chapter 1 Introduction to (MCDS) - This chapter provides some basic information on why the system is required and the benefits available to the users.

Chapter 2 Overview - This high-level process flow will provide users information on the respective parties that are involved in a declaration.

Chapter 3 Data Entry Example –(MCDS) - These are snapshots of the respective data entry screen. Users will want to go through the screens before

starting their own data entry process. Since the screens are made available, users are advised to familiarise themselves with the data entry requirement. This will help users to have the necessary information before hand, which will ultimately minimise errors during the data entry process.

# Chapter 1 Introduction to (MCDS)

# Notice

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# Appendices

There are a few appendices provided at the last portion of the manual. Some basic code/decode listing is provided as a reference so that user can adapt easily the application of MCDS. Before the user starts to use the system for data entry or mere system inquiry, user is advised to browse through the codes.

## Terms Used In This

As the users start to read the user guide, there will be many terms User Guide which users have come across before especially those using Microsoft applications.

## Note

This user guide does not attempt to explain the basic terms such as menu options, icons, screens and mouse clicks. For more information on these terms, please refer to the Microsoft Windows manual or other manuals which provide some guides as how to start using a computer.

Menu Selection/Path Selection of menu option is indicated by a series of menu options separated by vertical bars. For example, File | Exit means that users should select File from the main menu and subsequently select the Exit option from the pull-down File menu.

The eDec.Asia Malaysian Customs Declaration System subscription provides you with email and telephone technical support. In addition, your subscription includes 1 year on Up-To-Date information, features and email support on subscribed modules.
Subscription DON'T include the support as following:

1) System crash due to computer virus infection.
2) Network equipment error (For LAN users).
3) Internet connections problem.
4) Port (9898, 9595, 7950) Blocked by the Firewall.
5) Re-installation required due to computer hardware upgrade or relocation.
6) Re-training for the new staffs
7) Computer Hardware failure
8) Printer malfunction
9) Application maintenance (Optimise Database, Purge Database and/or Database maintenance)

# Firewall & ports

Following are the information that required to configure the firewall setting. Should you need further clarification please don't hesitated to contact us.

Port need to open in order to run the eDec.Asia customs declaration system

1) Port 9898 - Communication port to EDI Server.

2) Port 9595 - Auto update communication port & auto update load balancing.

3) Port 7950 - Server Load balancing port for fail over prevention.

Following are some information for the destination IP address

Port 9898, 9595, 7950

(103.246.217.25) (103.246.217.24) (103.246.217.23) (1.9.126.254), (202.185.194.10) (202.185.194.31) (202.185.194.36)(203.189.18.111) (203.189.18.112) (203.189.18.113)

# Chapter 2  OverView

# Introduction

This chapter will provide users an overview of the following:

• Declaration Process Flow

• Flow of Cargo Declaration Application Form

Declaration Process Flow – There are four major parties which involved in MCDS as below:

- Royal Malaysian Customs

- Forwarding Agent(s)

- Mobile Force Software SDN. BHD.

- DagangNet Technologies SDN. BHD.

In summary, the role of each party can be summarised in the following diagram:
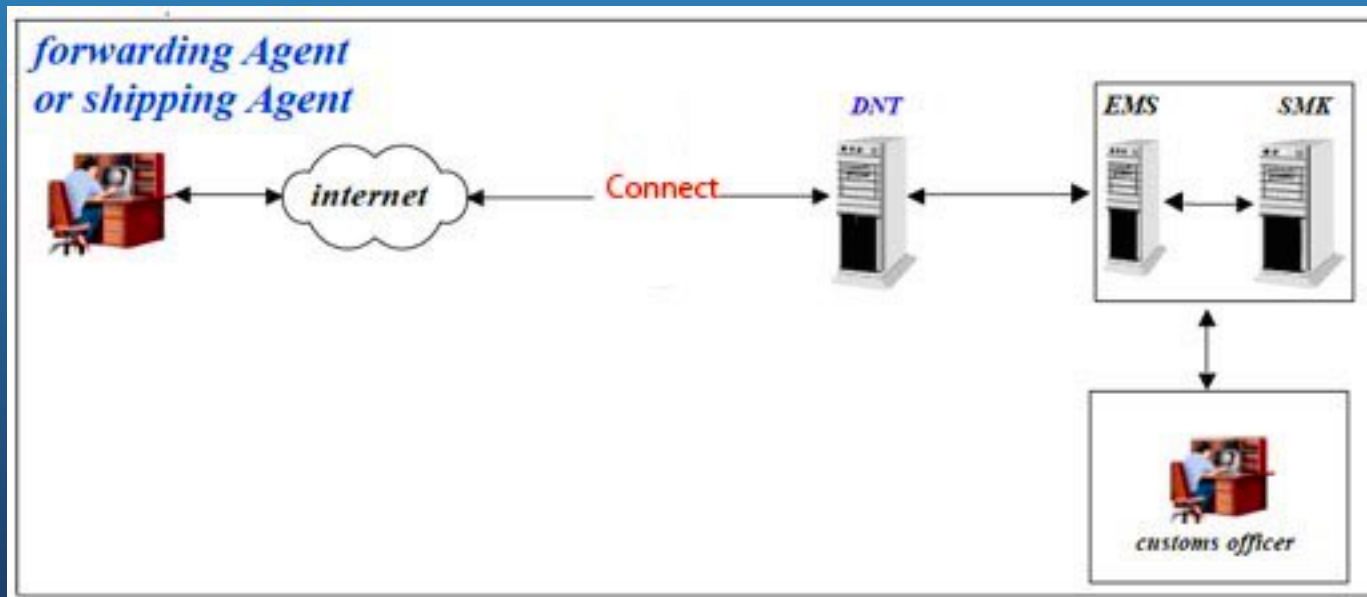
The types of Customs declaration forms that are made available includes:

Customs No. 1 (K1) Is used for declaration of imported goods.

Customs No. 2 (K2) Is used for declaration to export goods.

Customs No. 3 (K3) Is used for declaration/permit to transport goods within the federation.

Customs No. 8 (K8) Is used for application permit to transship/remove goods within Free Zone and goods in transit.

Customs No. 9 (K9) Is used for requisition/permit to release dutiable goods.

Proper preparation of Customs declaration forms is highly essential. Additional attention must be given to full description, numbers, marks, packing and weight of the package, the unit value and the total value, and the tariff classification of the goods.

Flow of Cargo Declaration Application Form
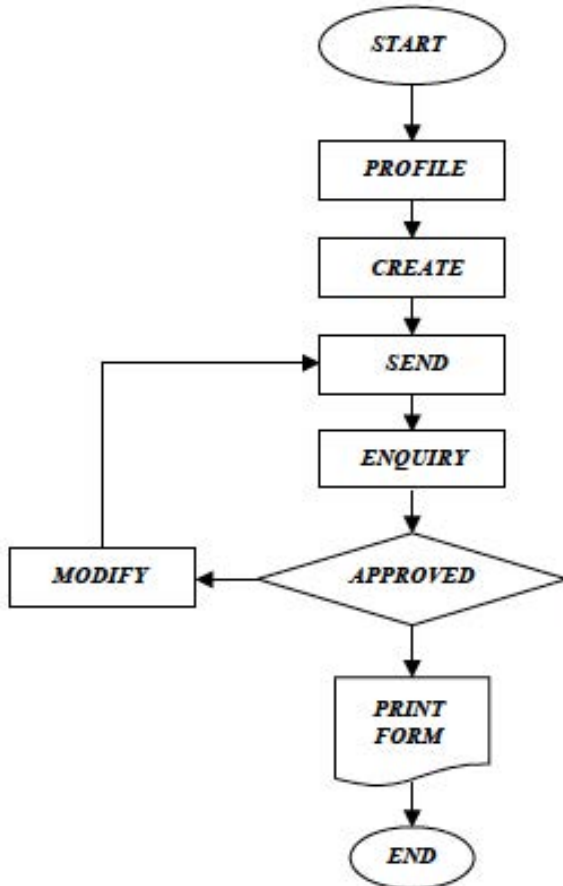
You have to do profile setup (user ,company, product, traders) before you create a new job. Existing job can be modify, delete or list out. Completed job will be send via DagangNet to Authority Board for approval. You can view the declaration responses from the Authority Board.

If the declaration is approved (received code 00 from Customs with the register number), you can print your declaration on the preprinted Customs Form.(CUSACK)

If the declaration is not approved(CUSERR), you have to go back to job for amendment and send back to Authority Board for approval.

# Chapter 3  Data Entry Example – (MCDS)

# Introduction

This chapter provides instruction and illustration that are intended to show common uses of MCDS and provide some basic guidelines for your work. Users will learn how to:

• Start the (MCDS)

• Create new declaration

• Open and view declaration

• Modify and Resubmit existing declaration

• Summit declaration

• Receive Customs response

• Print declaration

• Check declaration status

• Search for jobs

## Note:

The process flow provided is for K1 only. With screen short example, users can follow the same steps for K2, K3, K4, K5, K6, VAN, K8, K9 , K1A (WTO) & etc (MCDS module)

# Profile Setup

This section outlines the tasks that you need to perform once you have installed (MCDS), in order to make it ready for use. You should complete the following:

- Plug-in the dongle
- Ensure all the checking is under status OK
- Set up printing requirement
- Download the latest patch if there are pop up show while 3rd checking.

Follow the steps below to start the (MCDS):

1. Select the shortcut MCDS icon on the your Desktop 

2. Start application with field in the correct Token ID & Password.



Token ID



Token Password

3. Once the Token ID & password matched, "Start Application" button will make available.

4. Click "Start application" with checking all the status.

# NOTE:

If there are any ERROR during the verification process, for each of the identified cause, please refer to the respective service providers as follows:

Make sure your OTP Password is correct, if you encounter this message

**WARNING**
OTP Password Invalid.
OK

Screen 001

Make sure your Token ID & OTP Password is correct, if you encounter this message

**WARNING**
Please enter Correct TokenID And OTP Password.
OK
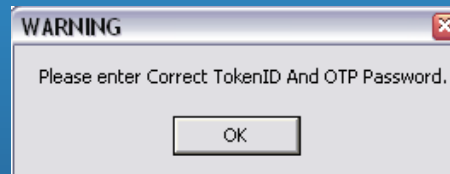
Screen 002

check on the number of failure :-

01:- check with Internet Service Provider or Company's IT department for firewall issue.

02:- check with Mobile Force Software.

03:- update patch. Download the latest patch on http://www.mcds.com.my (Please refer to our next user guide USER GUIDE FOR UPDATE WEEKLY PATCH)

04:- check status with DagangNet.

Screen 01



Screen 03



Screen 02

After press on OK button there will request user name & password
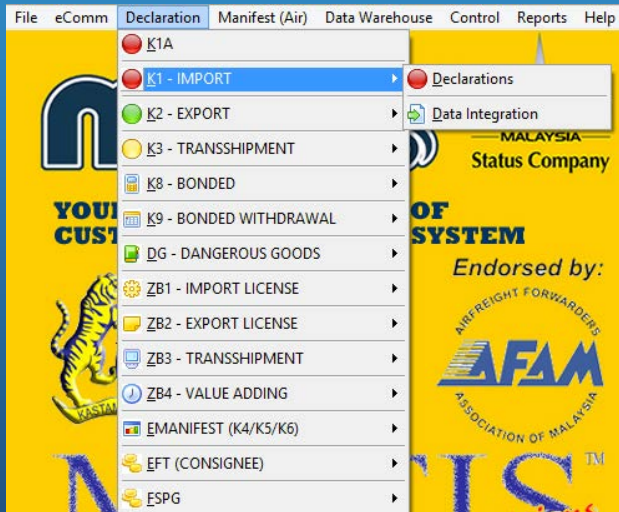
(default user name & password is ADMIN)

Creating New Declaration

To create a new declaration, follow the outline below:

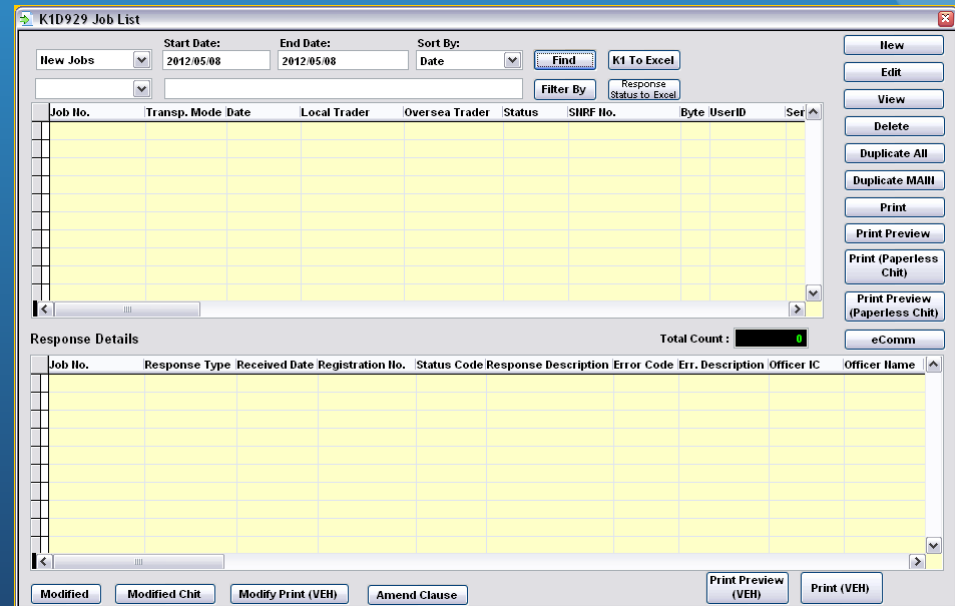1. Select Declaration on the main menu

2. Select the Declaration form.

3. Declaration data entry screen appears.



File   eComm   Declaration   Manifest (Air)   Data Warehouse   Control   Reports   Help

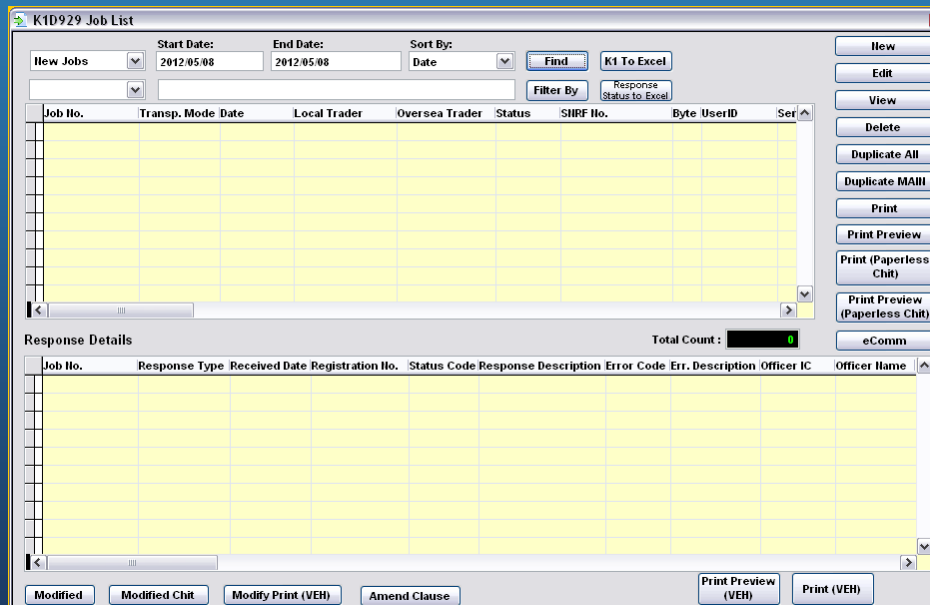Screen 01



Screen 02



Screen 03

# Data Entry Details

This subsection will list the data entry details for each of the screens. However, only snapshots of K1 MCDS will be captured as a reference.

# Declaration Header Screen

This screen provides general information of the declaration

This screen is applicable for K2, K3, K4, K5, K6, VAN, K8, K9 , K1A (WTO) & etc (MCDS module)



Screen 01

Screen 01

1. Screen 01 can be use to locate the job status or filtration process. Further info may refer to screen 02 & 03

| | |
|---|---|
| Job No. | |
| HBL | |
| Transport Mode | |
| Local Trader | |
| Status | |
| Reg No. | |

Screen 02

| New Jobs | |
|---|---|
| New Jobs | |
| Saved Jobs | |
| Sent Jobs | |
| Pending Jobs | |
| Registered Jobs | |
| Response Error | |
| All Jobs | |

Screen 03

| Colum name | Description |
|---|---|
| NEW | Create new job |
| EDIT | Edit Save job |
| VIEW | View all job status |
| DELETE | Delete saved / NEW job |
| DUPLICATE ALL | Duplicate job all information |
| DUPLICATE MAIN | Duplicate job header information |
| PRINT | Print Job |
| PRINT PREVIEW | Print Preview job |
| PRINT(PAPERLESS CHIT) | Print paperless chit format |
| PRINT PREVIEW (PAPERLESS CHIT) | Print Preview paperless chit format |
| ECOMM | Bring out the comm engine to start send & receive job. |
| Print Preview(VEH) | Print Preview Vehicle Customs form format |
| Print (VEH) | Print Vehicle Customs form format |

Column 01

Column 02

 With this icon user can bring out the particular table

1) To create the new job please click "NEW"



Screen 01

2) Key-in the user job number & choose the Agent Code by using this icon

Screen 02

3) Select user Agent Code

User can bring out the particular table with this icon. (User are able to click "↓" to bring out the particular table.)
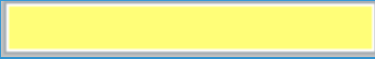
Yellow color field is a mandatory
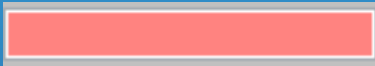
A mandatory field have been miss out

| | |
|---|---|
| 1 | 1 - Sea |
| 2 | 2 - RailWay |
| 3 | 3 - Road |
| 4 | 4 - Air |
| 5 | 5 - Post |

More options are available at the field after drop down icon

| |
|---|
| Add Clause |
| Add Vessel |
| Add Consignee |
| Add Consignor |
| Add Declarant |

User can store their info through the "ADD" features and easily locate the info from the database.

**Add**

**Edit**

**Delete**

**View**

1. To add-in item, container , supporting document, reference document & etc… please click "ADD "

2. To edit item, container , supporting document, reference document & etc… please click " EDIT "

3. To delete item, container , supporting document, reference document & etc… please click " DELETE "

4. To view item, container , supporting document, reference document & etc… please click " VIEW "

**Verify & Submit**   **Save**   **Close**

1) To submit the job please click " VERIFY & SUBMIT "

2) To save the job click " SAVE"

3) To exit without changes click "CLOSE"

Please check on the status to identical the job status

| Job No. | Transport Mode | Date | Local Trader | Oversea Trader | Status | SNRF No. |
|---------|----------------|------|--------------|----------------|--------|----------|
| 7ABS260A | AIR MODE | 20/11/2009 | SENSATA TECHNC | HANA MICROELE | CUSACK | 12191120000005 |
| 1BHU109 | AIR MODE | 20/11/2009 | ROTORK ACTUATI | ROTORK CONTRC | CUSACK | 12191120000019 |
| 4CT3443 | AIR MODE | 20/11/2009 | CARSEM (M) SDN | RASCO GMBH | CUSACK | 12191120000009 |
| 5UTJ323 | AIR MODE | 20/11/2009 | SCG INDUSTRIES I | ON SEMICONDUC | CUSACK | 12191120000007 |
| 4BM5159 | AIR MODE | 20/11/2009 | IDS ELECTRONICS | ISPL (PHILS) INC | CUSACK | 12191120000011 |
| 3KP8807 | AIR MODE | 20/11/2009 | NXP SEMICONDU( | NXP SEMICONDU | CUSACK | 12191120000021 |
| 9CGO304 | AIR MODE | 20/11/2009 | SCHNEIDER ELEC1 | RHODIA POLYAN | CUSACK | 12191120000016 |
| 4EH7537 | AIR MODE | 20/11/2009 | PRADA RETAIL M/ | PRADA SINGAPC | CUSACK | 177D1120000015 |
| 85520190 | AIR MODE | 20/11/2009 | SIME DARBY ENGI | NATIONAL FIRE I | CUSERR | 12191120000015 |
| 3PG6211 | AIR MODE | 20/11/2009 | MOTOROLA ELEC | MOTOROLA TEC | CUSACK | 12191120000024 |

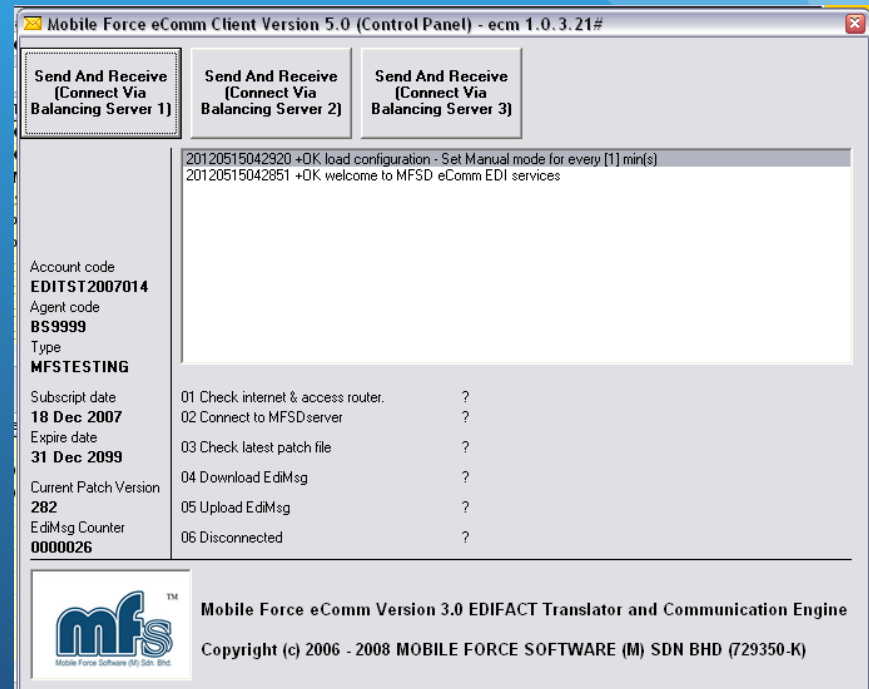| STATUS NAME | Description |
|-------------|-------------|
| NEW | NEW JOB CREATED |
| SAVE | SAVED JOB |
| PENDING | JOB SUBMITTED PENDING FORWARD TO SMK |
| SENT | JOB SUBMITTED TO DNT |
| CUSACK | RESPOND APPROVE BY CUSTOM WITH REGISTER NUMBER |
| CUSERR | RESPOND REJECT BY CUSTOMS WITH ERROR |

To complete the submission, please click the [ eComm ] to enable the engine for sent & receive
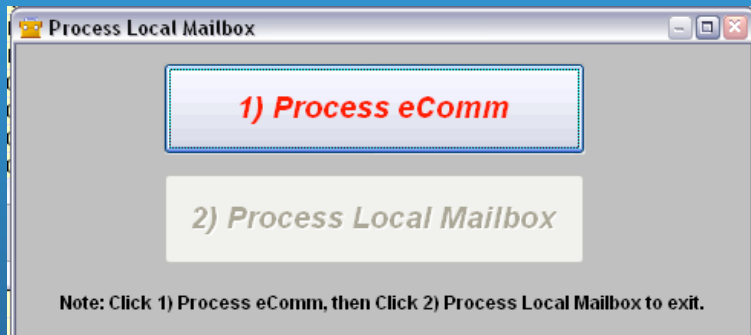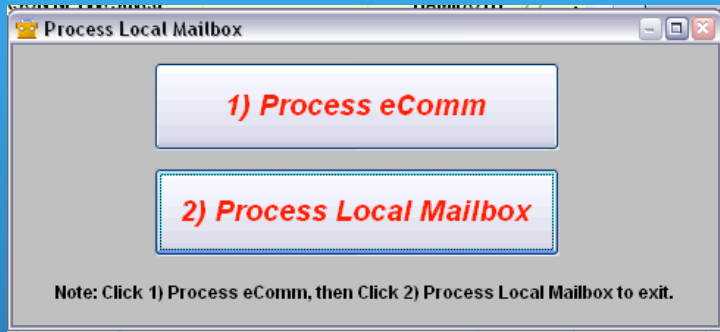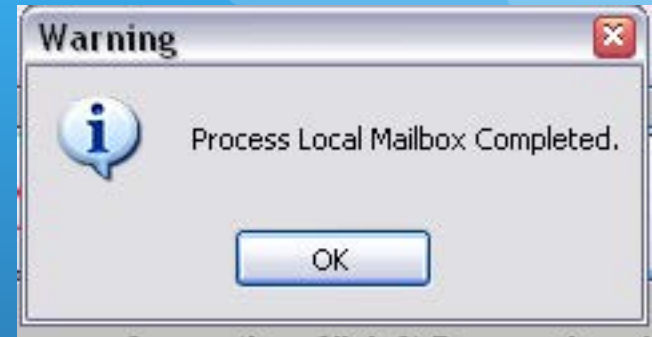


Step 1

Click " PROCESS ECOMM"

Step 2

Click " SEND AND RECEIVE "

Step 3

Click " PROCESS LOCAL MAILBOX "

Step 4

Click " OK "

Repeat the same steps until user receive the respond from customs (refer page 29 – 32 )