

### Training Objectives

The course is designed to provide participants with necessary skills to create data entry for electronics preparation and transmission of cargo declarations.

The training session will primarily focus on the eManifest Products. The main objective of this session is to get participants to familiarize and understand the concept and functionalities of eManifest ASP Module

### What will you obtain after completion of the training?

By the end of the training session the trainees will be able to:

- Create and send electronic Declarations by using eManifest
- Understand SMK responses.
- Understand electronic declarations processes.

### Course Contents

#### 1. Understanding the SMK-Dagangnet system behaviors

- Understanding the systems flow
- Submission of Cargo Declarations to SMK-Dagangnet

#### 2. Data Editing Process

- Cargo Declaration for Principal Shipping Agent, Shipping Agent and Freight Forwarder Module
- How to create a Vessel Arrival Notification, monitor vessel and reports.
- How to create Ocean and House Bill of Lading
- How to Add Containers, add cargo and assign cargo to Container.
- Procedure for Replacement and Cancellation of Ocean and House Bill of Lading.
- How to create A shut off certificate and A final Out Turn and Entry.
- How to View and Generate Reports.

#### 3. Understanding the Cargo Responses and eManifest error codes

- Customs Acknowledgement
- Customs Error Codes description
- eManifest Error Messages

### Facilitators

All Dagang Net's facilitators are trained trainers. They have substantial working experience as well. With a deliberate focus on creating positive learning experiences, they use a variety of learning tools such as lectures, group discussion and presentation to ensure participants get the best.

### Who Should Attend

eManifest Training is especially useful for those who prepares the daily Manifest Declaration in your organization. Import & Export Officers, Logistics Officers, Documentations Officers, Operations Officers and Data Entry Officers.

### What To Bring Along

A complete sample set of your Permit Application document for the purpose of hands on activities.

## eMANIFEST TRAINING

### Training Matrix

The purpose of this training matrix is merely to enable customers to choose the most suitable training method. Please indicate your training preference (Training Code) in the Reply Slip.

Training Code	Training Description	Duration	West Malaysia (RM)	East Malaysia (RM)	Remarks	Terms & Conditions
EMS001	Classroom Training (Packages of PSA, SA and FF modules)	1 Day	350.00 per pax	450.00 per pax	Training can only be conducted once Dagang Net reaches the maximum number of 20 participants. <i>*(Fee includes of notes, tea breaks, Lunch and Certificate of Attendance)</i> <b>HRDF Claimable</b>	All training fees must be paid at least 2 weeks prior to the training The organizer reserves the right to postpone or cancel the program due to poor response or other unforeseen circumstances. Any cancellation received less than 7 days prior to the training is non-refundable.
EMS002	Training at Dagang Net's Corporate Office (Packages of PSA, SA or FF modules)	1/2 Day	200.00 per pax	350.00 per pax	Upon request. ➤ Choices of 2 Modules 1. PSA & SA or 2. PSA & FF or 3. SA & FF	
EMS003	On-site Training (Packages of PSA, SA and FF modules)	1 Day	1,500.00 per trainer	1,500.00 per trainer	Excluding the trainer's Traveling expenses example: mileage, toll, hotel accommodations or Air travel .A maximum number of 8 participants.	
EMS004	On-site Training (Packages of PSA, SA and FF modules)	1/2 Day	750.00 per Trainer	750.00 per Trainer	Excluding the trainer's Traveling expenses example: mileage, toll, hotel accommodations or Air travel. A maximum number of 2 participants.	

### Payments

All cheques should be crossed and made payable to "Dagang Net Technologies Sdn Bhd".

### How to register

Kindly complete the online reply slip by clicking [here](#).