



PERMIT System

ePermit for SIRIM COA

An Online Permit Application & Approval System

Visual Guide

Trader Admin Module

Dagang Net Technologies Sdn Bhd.

INTRODUCTION

1. This module is solely for **Trader Administrators** to create users and lookup records.
2. Data and screens used in this document are samples and may defer from the online system.
3. The word “permit” is generically used to represent all types of application eg. Certificate of Approval.
4. Fields marked with ‘*’ (asterisk) are compulsory fields.

Types of Login IDs:

Depending on the time you subscribe to the service, you may be provided with Single SignOn ID (SSO) or ePermit ID. SSO allows you to use the same login ID to access to multiple services/systems under the National Single Window. ePermit ID allows you to access to ePermit system only. For more information and request for SSO ID, go to <http://www.nswtf.gov.my>.

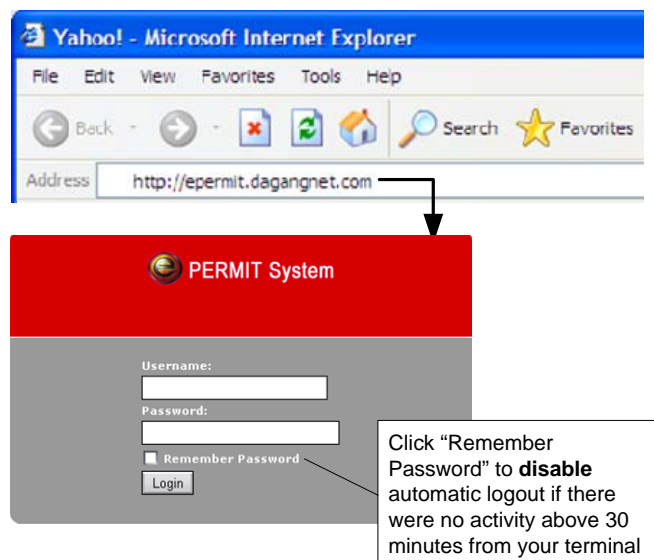
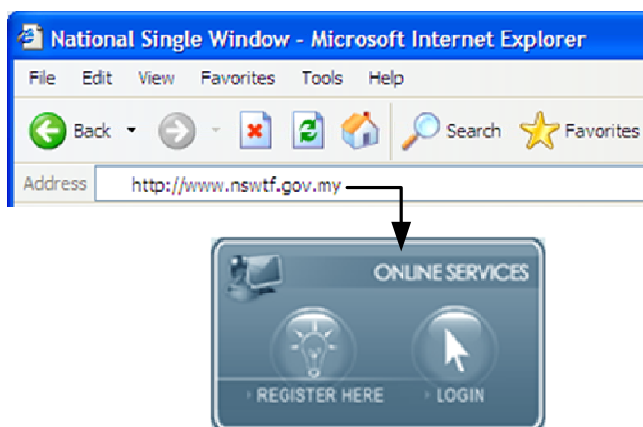
System Login:

In Internet Explorer, go to the address (url) below and login as Trader Admin (or your assigned username with trader admin rights).

SSO : Go to <http://www.nswtf.gov.my>, select LOGIN.

After logging in, select ELECTRONIC PERMIT.

ePermit: Go to <http://epermit.dagangnet.com> and login.



Change Password:

You are advised to change your password during first time login.

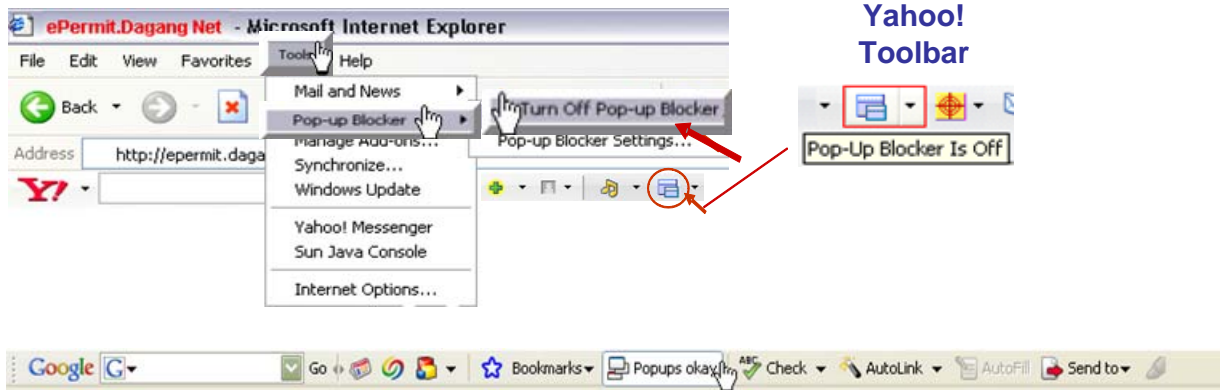
SSO : In <http://www.nswtf.gov.my>, go to Welcome! and click Change Password.

ePermit: In <http://epermit.dagangnet.com>, go to Edit Profile.

ePermit - An Online Permit Application & Approval System

Pop-Blocker:

Some of the screens in the system uses the pop-up window function. Ensure that all pop-blockers are disabled in the Internet Explorer.



ePermit Main Screen: Read and understand the functionalities below.

The screenshot shows the ePermit main screen with several annotations:

- Click the menu to access the respective items:** Points to the 'Trader Admin' menu on the left.
- SORT the list: Click the respective TITLES to sort ascending/descending:** Points to the 'Permits' table header.
- This shows your User Name:** Points to the 'dntadmin dntadmin' text in the top right.
- Click here to edit your user profile or change password:** Points to the 'Edit Profile' link.
- Click here to LOGOUT of the ePermit system:** Points to the 'Logout' link.
- Enter search parameters to search for permits:** Points to the 'Advanced Search' fields.
- This shows you the list of records under APPLICANTS:** Points to the table of permit records.
- The dotted line encompass the search fields to filter your records to the exact name/ word you want, then click the SHOW button:** Points to the search criteria and the 'Show' button.
- To archive, click the check box, then click on Archive button:** Points to the 'Archive' button and the checkboxes in the table.
- Use Page to jump to second or third page (if available):** Points to the 'Page 1' dropdown.

No.	App. ID	Permit Type	Application Date	Status	Permit No.	Recipient	<input type="checkbox"/>
1	SIR1412006000084	Import	27/11/2006	Draft		SIR141	<input type="checkbox"/>
2	SIR1412006000083	Import	24/11/2006	Draft		SIR141	<input type="checkbox"/>

Edit Profile and Change Password

This shows your User Name

Click EDIT PROFILE to change your personal details

Dagang-Net PERMIT System

Mohd Abdul Rahim . Edit Profile Logout

Trader

This shows your Group Role

Profile

Personal Information

First Name* traderadmin

Other Name* traderadmin

Email thiagu@dagangnet.com

Contact Information

Address

Postal Code

City

State

Country ---Please Select---

Office Phone

Home Phone

Mobile Phone

Fax

Authentication Information

Username* traderadmin

Password*

Confirm Password*

Submit

Click LOGOUT to exit this ePermit application

Change your password here, then click SUBMIT to save your changes

The EDIT PROFILE screen

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Trader

- Permits
- Archived Permits
- Users
- Applicants
- Agents
- Importers / Exporters
- Product Profile
- Detailed Report
- Summary Report

Left Menu Functions

Click the links on the left menu to access to various functions. You can create lookup tables to be utilised by your users during permit application.

Dotted line shows the fields available to search / filters - enter your search parameters here, then click Show

Permits and Archived Permits:

To view all permits and permits that have been archived.

The screenshot shows the 'Permits' management interface. At the top, there is a search bar with a dropdown menu set to '10' and a 'Search' button. Below this is an 'Advanced Search' section with a dotted-line border. It contains two rows of search criteria: 'By Application Date' with 'From' and 'To' date pickers (both set to 24/11/2006 and 27/11/2006 respectively), and 'By Permit Type' with a dropdown menu set to 'Import'. A 'Show' button is located at the bottom right of the search section. Below the search section is a table with the following columns: No., App. ID, Permit Type, Application Date, Status, Permit No., Recipient, and a checkbox. The table contains two rows of data:

No.	App. ID	Permit Type	Application Date	Status	Permit No.	Recipient	<input type="checkbox"/>
1	SIR1412006000084	Import	27/11/2006	Draft		SIR141	<input type="checkbox"/>
2	SIR1412006000083	Import	24/11/2006	Draft		SIR141	<input type="checkbox"/>

At the bottom right of the table, there is a 'Page 1' dropdown menu and an 'Archive' button.

Click the link to view permit records

Users: To add/edit/delete users. User's function is to prepare and submit the permit application. To request SSO ID for your users, contact Dagang Net Customer Profile Management Unit.

The 'Add User' form has a red header. Below the header, the 'Trader' field is set to 'DNT Trader'. The 'Personal Information' section contains three input fields: 'Name', 'Other Name', and 'Email'. Each field has an asterisk (*) indicating it is required.

Applicants: To add/edit/delete applicants. Applicant is the person applying for the permit.

The 'Add Applicant' form has a red header. It contains three input fields: 'Applicant Name', 'Applicant IC / Passport', and 'Applicant Designation'. Each field has an asterisk (*) indicating it is required. At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Cancel'.

ePermit - An Online Permit Application & Approval System

Trader Admin Guide

Visual Guides

Page 5 of 6

Left Menu Functions cont...

Agents: To add/edit/delete your forwarding agent information.



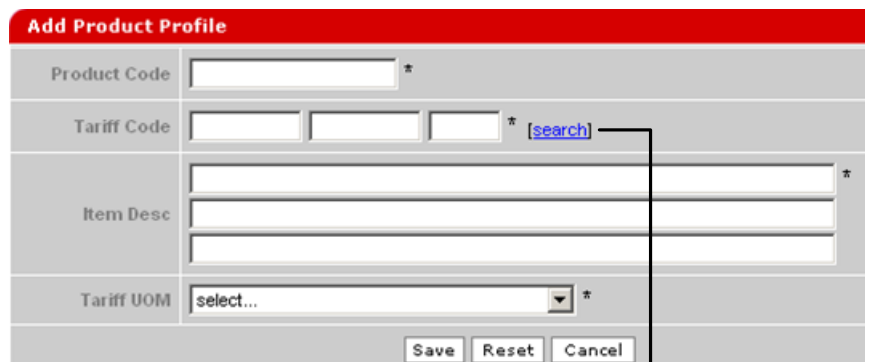
The 'Add Agent' form features a red header. It contains three input fields: 'Agent Code' with an asterisk, 'Agent Name' with an asterisk, and 'Agent Address' with three stacked input boxes and an asterisk. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

Importers/Exporters: To add/edit/delete the importer and/or exporter information. They are your overseas counterparts.



The 'Add Importer / Exporter' form has a red header. It includes a 'Type' section with radio buttons for 'Importer' (selected) and 'Exporter'. Below are 'Name' and 'Code' fields, followed by three stacked 'Importer/Exporter Address' fields. 'Save', 'Reset', and 'Cancel' buttons are at the bottom.

Product Profile: To add/edit/delete the product information. It is advisable to update the tariff code from time to time to obtain the latest information.



The 'Add Product Profile' form has a red header. It includes 'Product Code' (with asterisk), 'Tariff Code' (with asterisk and a search link), 'Item Desc' (with three stacked input boxes and asterisk), and 'Tariff UOM' (with a dropdown menu and asterisk). 'Save', 'Reset', and 'Cancel' buttons are at the bottom. An arrow points from the search link to the Tariff Code lookup table below.



The 'Tariff Code' lookup table has a red header and two tabs: 'AHTN' and 'Tariff'. It features a search bar with '10' and a 'Show' button. The table lists 10 items with their codes and descriptions.

No.	Code	Description
1	0101.10.00	- Pure-bred breeding animals
2	0101.10.00A	-- Horses
3	0101.10.00B	-- Asses, mules and hinnies
4	0101.90.10	-- Race horses
5	0101.90.20	-- Other horses
6	0101.90.90	-- Other
7	0102.10.00	- Pure- bred breeding animals
8	0102.90.10	-- Oxen
9	0102.90.20	-- Buffaloes
10	0102.90.90	-- Other

Page 1

The Tariff Code lookup table

ePermit - An Online Permit Application & Approval System

Left Menu Functions cont...

Detailed Report:

Generate Detailed Report of permits which you can view online or print a hard copy.

Detail Report

Report

From (dd/MM/yyyy) *

To (dd/MM/yyyy) *

Permit Type **Import** *

Detail Report - (Import) (04/12/2006 - 04/12/2006)

No.	Ref. Id	Apply Date	Permit No	Expiry Date	Tariff Code	Quantity	Qty. Used	Qty. Balance
1	SIR1012006000104	04/12/2006			8517.90 000	10	0	10.0
2	SIR1012006000105	04/12/2006			8517.90 000	10	0	10.0
3	SIR1012006000106	04/12/2006			8517.90 000	10	0	10.0

Summary Report:

Generate a Summary Report of permits which you can view online or print a hard copy.

Summary Report

Report

From (dd/MM/yyyy) *

To (dd/MM/yyyy) *

Summary Report - (01/11/2006 - 24/11/2006)

No.	Status	Import	Export	Total
1	Awaiting Customs Acknowledgement	22	9	31
2	Awaiting OGA approval	14	2	16
3	Draft	35	5	40
4	Rejected by OGA	11	0	11
5	Verified by OGA	3	2	5
6	Verified by OGA at Port	1	0	1