



**eDCFZ**  
eDCFZ.pka.gov.my



# eDangerous Cargo Free Zone (eDCFZ)

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## eDCFZ User Manual for Other Government Agencies (OGA's) Module

Prepared by Dagang Net Technologies  
Version 1.0

Updated: 21 May 2013

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## Section 1. Introduction

### 1.1. What is eDCFZ?

The eDCFZ system is to enable the Free Zone Authority and the Department of Dangerous Goods to improve the processing and approval of the Free Zone and Dangerous Goods applications within the Port Klang Free Zone via a web portal. The main function of this system is to facilitate the processing of documents of Dangerous Goods and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Free Zone Authority and in the anticipation of the government's vision of improving the ease of doing business in Malaysia.

### 1.2. How Does eDCFZ Benefit Me?

- ✚ Improve the processing and clearance time of cargo. Enable the Port Users information transparency for cargo movement in the port.
- ✚ Preparation of documents accurately and correctly and on time.
- ✚ Regulate documents and trading practices.
- ✚ Reduce manual processes, paper usage, transit time and costs.
- ✚ Facilitate data sharing with agencies, ports and other government agencies involved.
- ✚ Facilitate communication with trading partners through the National Single Window (NSW) and other systems.

### 1.3. Requirements To Use eDCFZ

eDCFZ is a web based application. Therefore, there is no installation required. All is needed are:

- ✚ User is registered with Dagang Net eDCFZ services.
- ✚ Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Internet Explorer version 6 and above
  - Chrome version 10 and above
- ✚ Internet Connection

## 1.4. Who Should Read This Publication?

This publication (or topic collection) is intended eDCFZ.

### 1. Agent Registration Module

Enabling agents to register online via eDCFZ Portal. Agents are able to view their application status as well upload supporting document if requested by Port Kelang Authority (PKA).

### 2. Administrator Module

Enable the PKA administrator to maintain master data for eDCFZ application

### 3. Dangerous Cargo Module

Enable the Dangerous Goods Department users to perform backend approval for Dangerous Cargo declaration.

### 4. Free Zone Module

Enable the Free Zone Department users to perform backend approval for Free Zone declaration.

### 5. Other Government Agencies (OGA's) Module

Enable the OGA's to provide permit endorsement for Dangerous Cargo and Free Zone Declarations.

### 6. Port Operator Module

Enable the Port Operator to view the declaration status and release the cargo based on the status.

### 7. Report Module

Enable the PKA officers to generate transaction reports

## 1.5. About This Publication

This publication documents is to provide overview on how Other Government Agencies (OGA's) manage maintenance view for eDangerous Cargo Free Zone (eDCFZ) and deeper understand eDCFZ System with step by step help.

## 1.6. eDCFZ Publications

Get the right publications based on your eDCFZ service subscription by referring to the table 1.

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Publication Title
eDCFZ User Manual For Administrator
eDCFZ User Manual For Agent
eDCFZ User Manual For Free Zone
eDCFZ User Manual For Dangerous Cargo
ePe eDCFZ User Manual For Report

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## 1.7. Support Information

Should there are any issues arise from using eDCFZ, please contact Dagang Net's Careline;



Call Us **1300 133 133**



Email Us **[careline@dagangnet.com](mailto:careline@dagangnet.com)**

## 1.8. References

None

## 1.9. Inquiries

If you have questions or comments regarding this document, please contact:

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Position: System Analyst

Department: Technology Division

Email: [saraswathi@dagangnet.com](mailto:saraswathi@dagangnet.com)

## Section 2. Getting Started With eDCFZ

### 2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

✚ You may login via <https://edcfz.pka.gov.my>

✚ eDCFZ is supported by Internet Explorer 6 or higher.

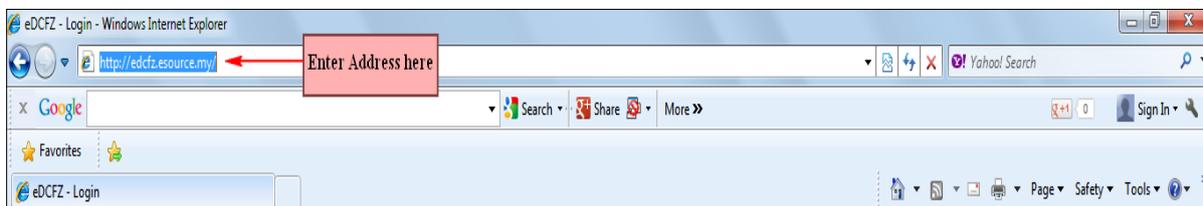
To login, please follow the steps below:

#### Step 1 Launch Internet Explorer Browser



1. In your PC desktop, double click the Internet Explorer (IE) to launch it.

#### Step 2 Enter URL (Uniform Resource Locator) At Address Bar



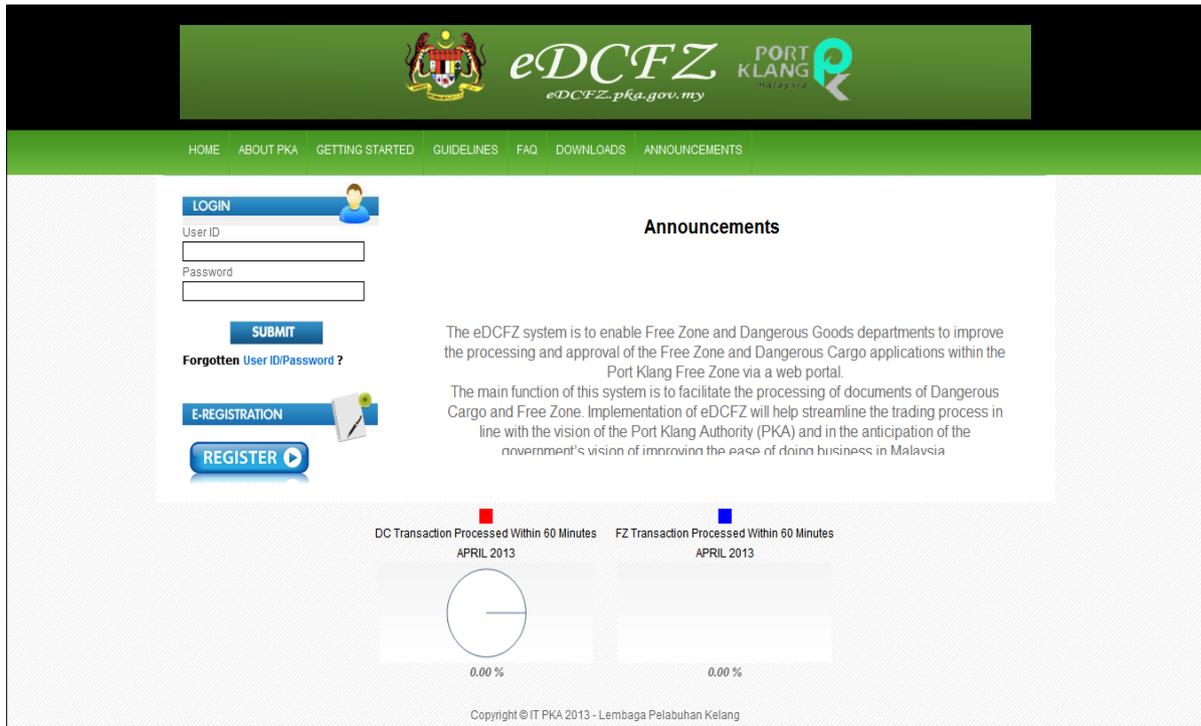
1. In Internet Explorer, go to address bar.
2. Enter: <https://edcfz.pka.gov.my>

#### Step 3 Disabling Pop up Blocker

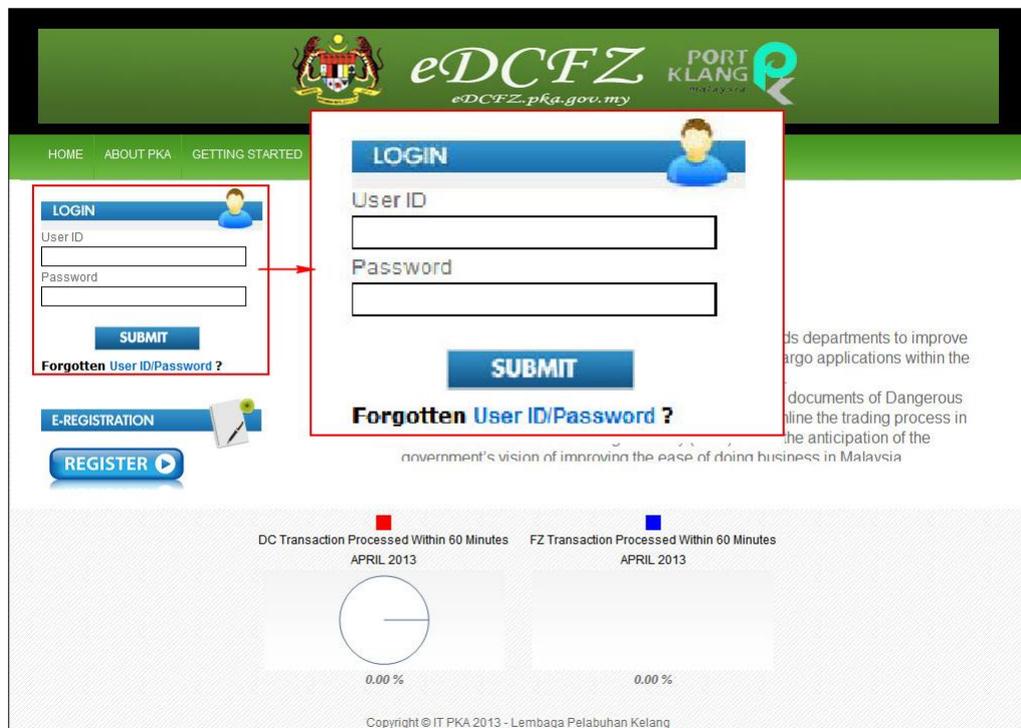


1. From the toolbar, select Tools > Pop-up Blocker > Turn off Pop-up Blocker to disable the Pop-up Blocker.

#### Step 4 eDangerous Cargo Free Zone (eDCFZ) Front Page



1. You may see the **LOGIN** in the left hand side of eDCFZ FrontPage as shown below;



## Step 5 Enter Username and Password

The screenshot shows a login interface with a blue header containing the word "LOGIN" and a user icon. Below the header are two input fields: "User ID" and "Password". Red arrows with circled numbers 1 and 2 point to these fields respectively. Below the fields is a blue "SUBMIT" button with a red arrow and circled number 3 pointing to it. At the bottom, there is a link for "Forgotten User ID/Password ?".

1. Enter User ID field.
2. Enter Password field.
3. Click on the **SUBMIT** button to access the system.
4. The main screen of system will display.

Welcome : Royal Malaysia Police **OGA** [Logout](#)

Main Search Maintenance

OGA

Permit Required [2] Endorsed [0]

List of Declarations - Permit Required

No.	App. Type	IMO Class,UN No. / Tariff Code	Job No.	Msg Ref No.	Registration No.	Decl. Type	Declaring Agent	Received Date & Time
1	DC	9, 3077	DGDBS0292TCLLCHPK0054111	FTDGN 9201209000000254111	DG3201305000001	Import	APL SHIPPING SDN BHD	20-May-2013 09:26 AM
2	DC	9, 3077	DGDBS0292TCLLCHPK0054112	FTDGN 9201209000000254112	DG3201305000002	Import	APL SHIPPING SDN BHD	20-May-2013 09:27 AM

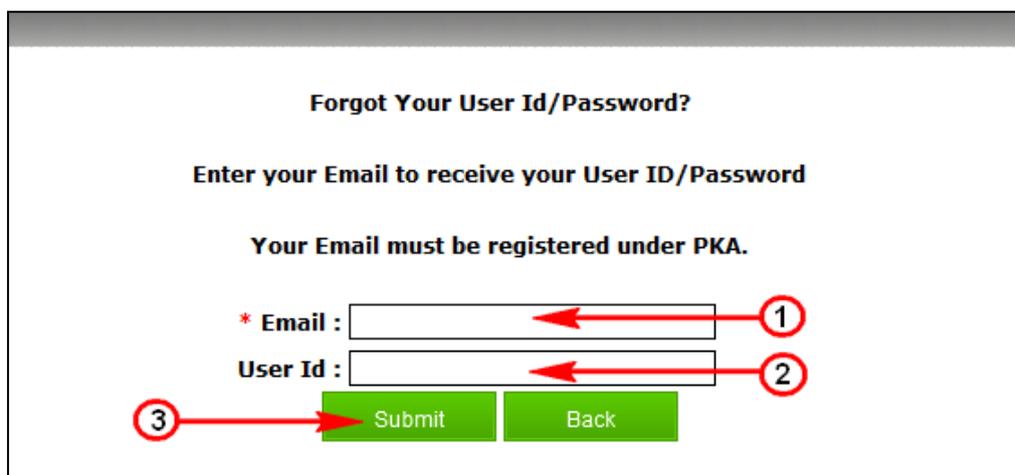
## 2.2. Password Recovery



The screenshot shows a login form with the following elements:

- A blue header bar with the word "LOGIN" and a user icon.
- A "User ID" label above a text input field.
- A "Password" label above a text input field.
- A blue "SUBMIT" button.
- A red-bordered box containing the text "Forgotten User ID/Password?" with a circled "1" next to it, indicating the first step.

1. Click [User ID/Password](#) hyperlink to create new password.
2. Password screen recovery screen appear.



The screenshot shows the "Forgot Your User Id/Password?" recovery screen with the following elements:

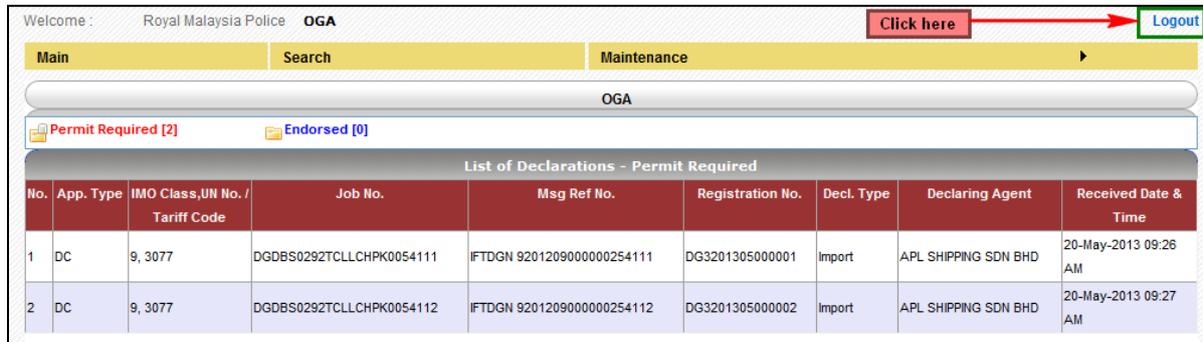
- Header: "Forgot Your User Id/Password?"
- Instruction: "Enter your Email to receive your User ID/Password"
- Note: "Your Email must be registered under PKA."
- Form fields: "\* Email :" and "User Id :", each with a text input field. Red arrows point to these fields with circled numbers "1" and "2" respectively.
- Buttons: "Submit" and "Back" buttons. A red arrow points to the "Submit" button with a circled number "3".

1. Enter Email field.
2. Enter User Id field.
3. Click on the  button to receive the email with login information.

## 2.3. Log Out

Once done with the declaration approval tasks, you are advised to logout from eDCFZ.

To logout, please follow the steps below:



The screenshot shows the eDCFZ system interface. At the top, there is a navigation bar with 'Main', 'Search', and 'Maintenance' tabs. A red arrow points from a 'Click here' button to a 'Logout' button in the top right corner. Below the navigation bar, there is a section for 'Permit Required [2]' and 'Endorsed [0]'. The main content area displays a table titled 'List of Declarations - Permit Required' with the following data:

No.	App. Type	IMO Class, UN No. / Tariff Code	Job No.	Msg Ref No.	Registration No.	Decl. Type	Declaring Agent	Received Date & Time
1	DC	9, 3077	DGDBS0292TCLLCHPK0054111	IFTDGN 9201209000000254111	DG3201305000001	Import	APL SHIPPING SDN BHD	20-May-2013 09:26 AM
2	DC	9, 3077	DGDBS0292TCLLCHPK0054112	IFTDGN 9201209000000254112	DG3201305000002	Import	APL SHIPPING SDN BHD	20-May-2013 09:27 AM

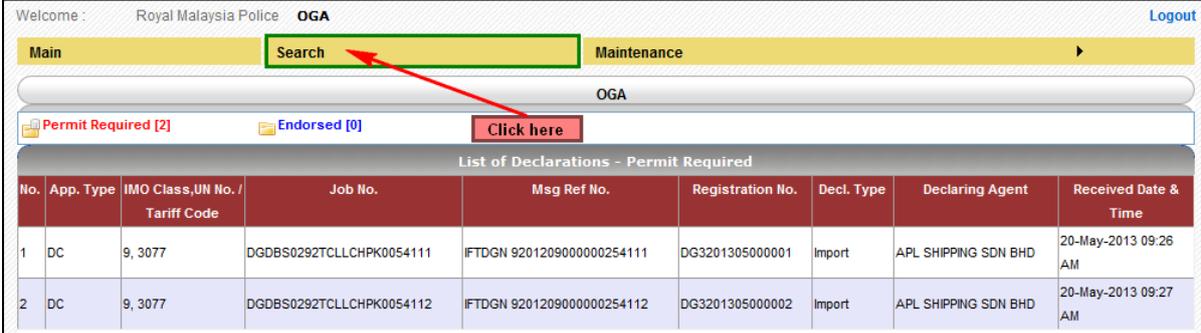
1. Click the  button to logout from eDCFZ.

## Section 3. Other Government Agencies (OGA's)

### 3.1. Search

You can search your application by going to the Search screen.

To search, please follow the steps below:



Welcome : Royal Malaysia Police OGA Logout

Main Search Maintenance

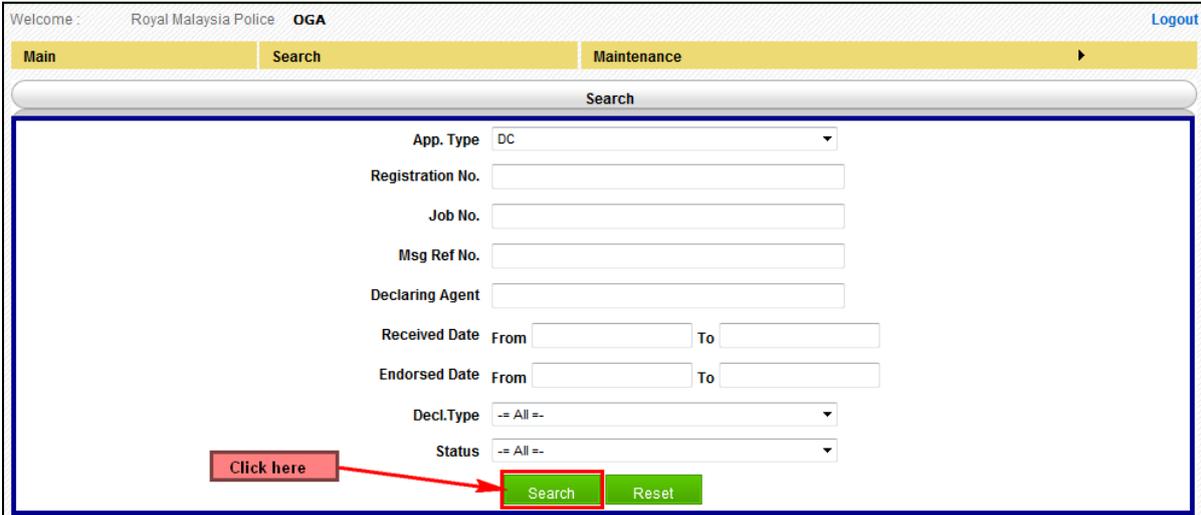
OGA

Permit Required [2] Endorsed [0] Click here

List of Declarations - Permit Required

No.	App. Type	IMO Class,UN No. / Tariff Code	Job No.	Msg Ref No.	Registration No.	Decl. Type	Declaring Agent	Received Date & Time
1	DC	9, 3077	DGDBS0292TCLLCHKP0054111	FTDGN 9201209000000254111	DG3201305000001	Import	APL SHIPPING SDN BHD	20-May-2013 09:26 AM
2	DC	9, 3077	DGDBS0292TCLLCHKP0054112	FTDGN 9201209000000254112	DG3201305000002	Import	APL SHIPPING SDN BHD	20-May-2013 09:27 AM

1. Click on the Search menu.
2. Search screen will be displayed.



Welcome : Royal Malaysia Police OGA Logout

Main Search Maintenance

Search

App. Type DC

Registration No.

Job No.

Msg Ref No.

Declaring Agent

Received Date From  To

Endorsed Date From  To

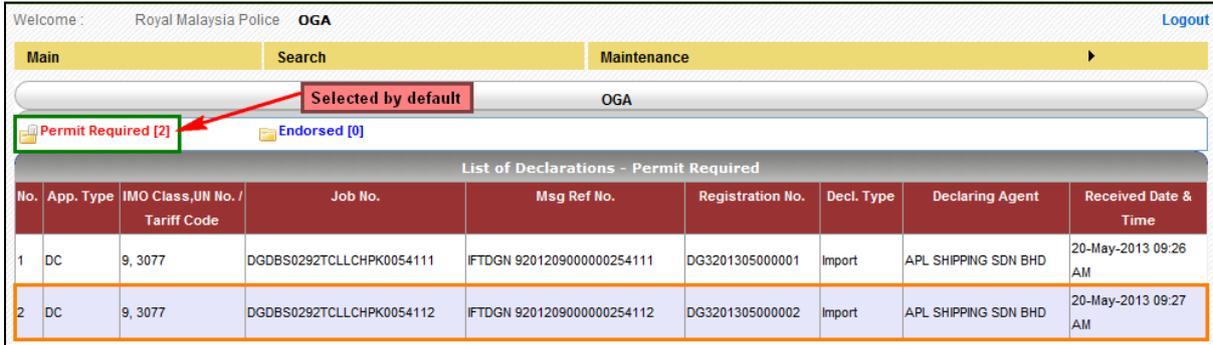
Decl.Type -- All --

Status -- All --

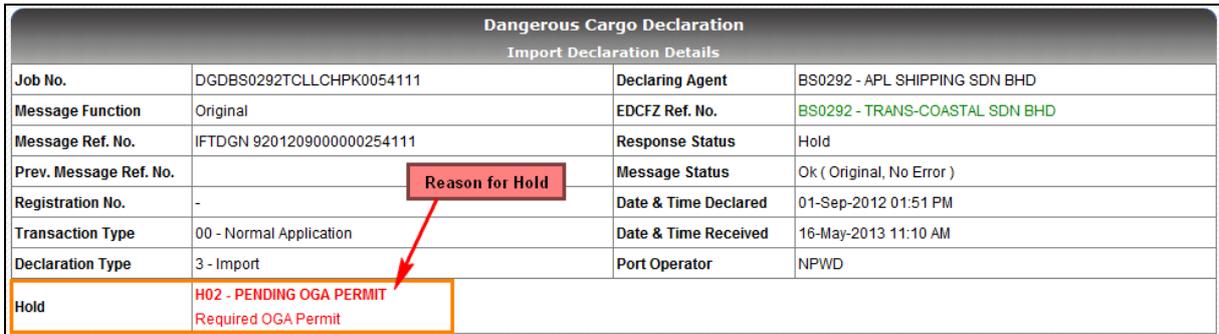
Click here Search Reset

1. Enter field for search.
2. Click on the  button to display the searched details.

### 3.2. Declaration Endorsement



1. By default Permit Required folder is selected.
2. Click on the declaration listing to view the details.



1. Browse and Attach the permit (optional)
2. Key in the reference no. and click on the **Endorse** button to endorse the declaration.
3. Declaration is moved to Endorsed folder.

Welcome : Royal Malaysia Police OGA Logout

Main Search **Click here** Maintenance

OGA

Permit Required [1] **Endorsed [1]**

List of Declarations - Endorsed

No.	App. Type	IMO Class, UN No. / Tariff Code	Job No.	Msg Ref No.	Registration No.	Decl. Type	Declaring Agent	Received Date & Time
1	DC	9, 3077	DGDBS0292TCLLCHPK0054111	IFTDGN 9201209000000254111	DG3201305000001	Import	APL SHIPPING SDN BHD	20-May-2013 09:26 AM

1. Click on the **Endorsed [1]** folder.
2. Endorsed declaration will be listed in the listing.
3. Click on the declaration to view the details.

Welcome : Royal Malaysia Police OGA Logout

Main Search Maintenance

**Dangerous Cargo Declaration**

Import Declaration Details

Job No.	DGDBS0292TCLLCHPK0054111	Declaring Agent	BS0292 - APL SHIPPING SDN BHD
Message Function	Original	EDCFZ Ref. No.	BS0292 - TRANS-COASTAL SDN BHD
Message Ref. No.	IFTDGN 9201209000000254111	Response Status	Hold
Prev. Message Ref. No.		Message Status	Ok ( Original, No Error )
Registration No.	-	Date & Time Declared	01-Sep-2012 01:51 PM
Transaction Type	00 - Normal Application	Date & Time Received	16-May-2013 11:10 AM
Declaration Type	3 - Import	Port Operator	NPWD
Hold	H02 - PENDING OGA PERMIT Endorsed by OGA		

**Endorsed status**

Item Details Party Details

**Item List**

Item No.	UN No.	Proper Shipping Name	Marking	IMO Class	Sub Risk(s)
1	3077	ENVIRONMENTALLY HAZARDOUS SUBSTANCE , SOLID, N.O.S.	ETA PKG 02/09/2012	9	-

**Containers**

No.	CPC
DRYU0054111	-

**Permit Reference No.**

Ref No. Ref - 0000123

1. Endorsement status will be displayed the declaration details section.
2. Scroll down to Items Details Page the Reference No. from OGA will be displayed.