eDangerous Cargo Free Zone (eDCFZ)

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

Prepared by Dagang Net Technologies
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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

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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 Declaraations.

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.

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1.6.   eDCFZ Publications

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

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

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**

1.8.   References

None

1.9.   Inquiries

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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**
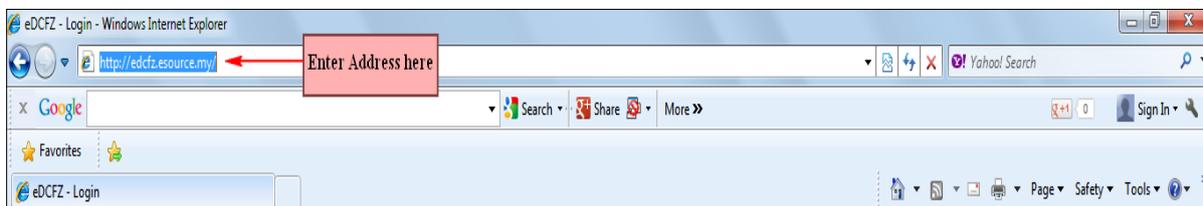
1. In Internet Explorer, go to address bar.

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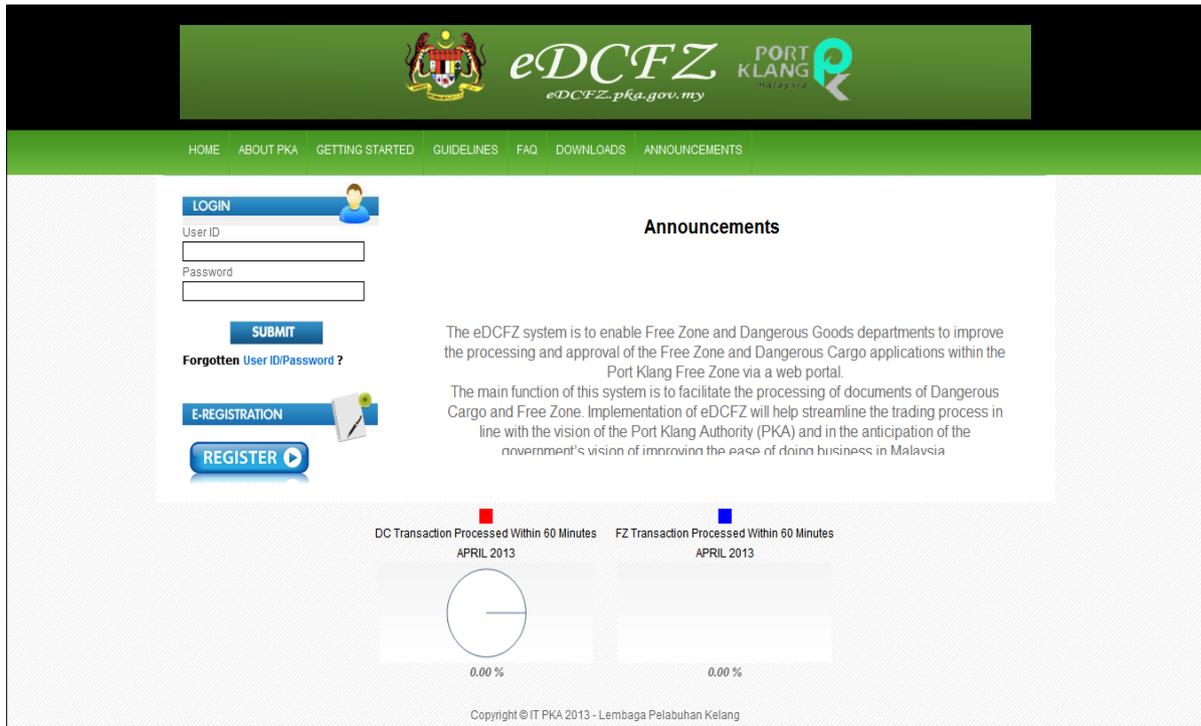
1. You may seen the **LOGIN** in the left hand side of eDCFZ FrontPage as shown below;

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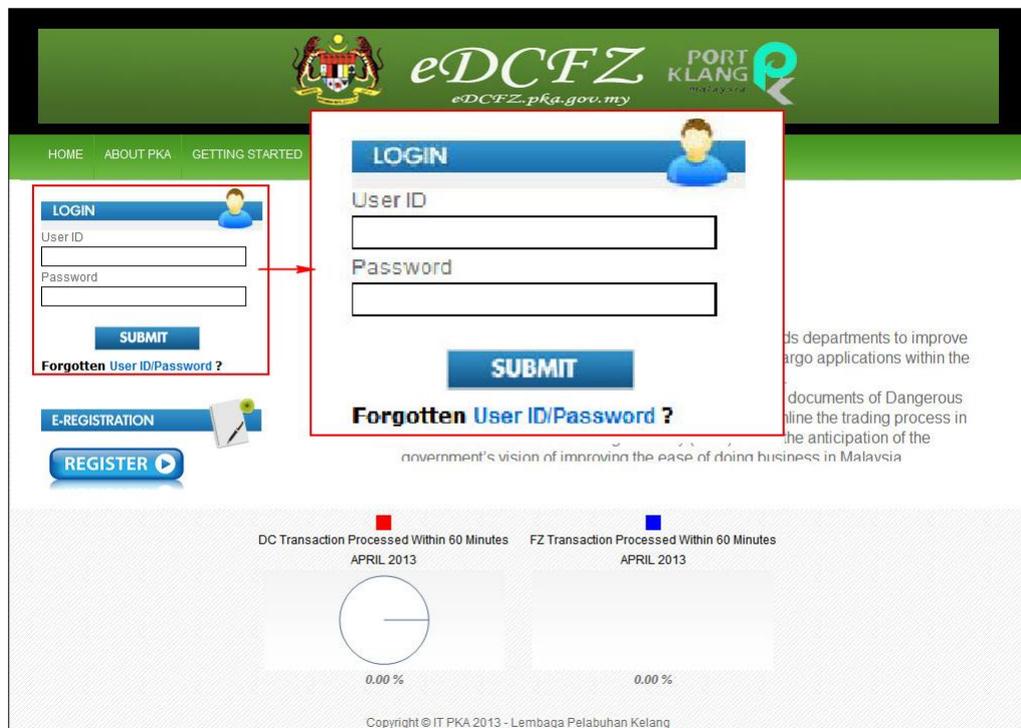
Step 5   Enter Username and Password

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.

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2.2.   Password Recovery

1. Click **User ID/Password** hyperlink to create new password.

2. Password screen recovery screen appear.
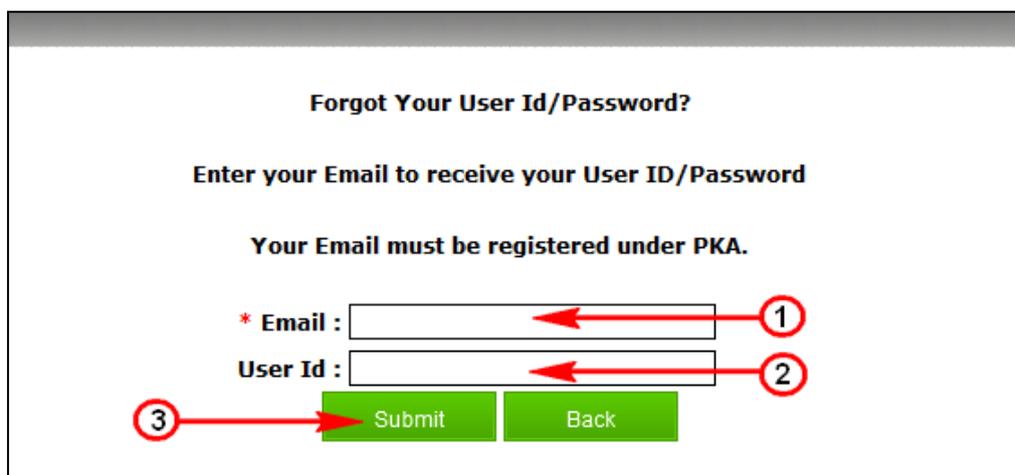
1. Enter Email field.

2. Enter User Id field.

3. Click on the **Submit** 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:

1. Click the **Logout** 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:

1. Click on the Search menu.
2. Search screen will be displayed.
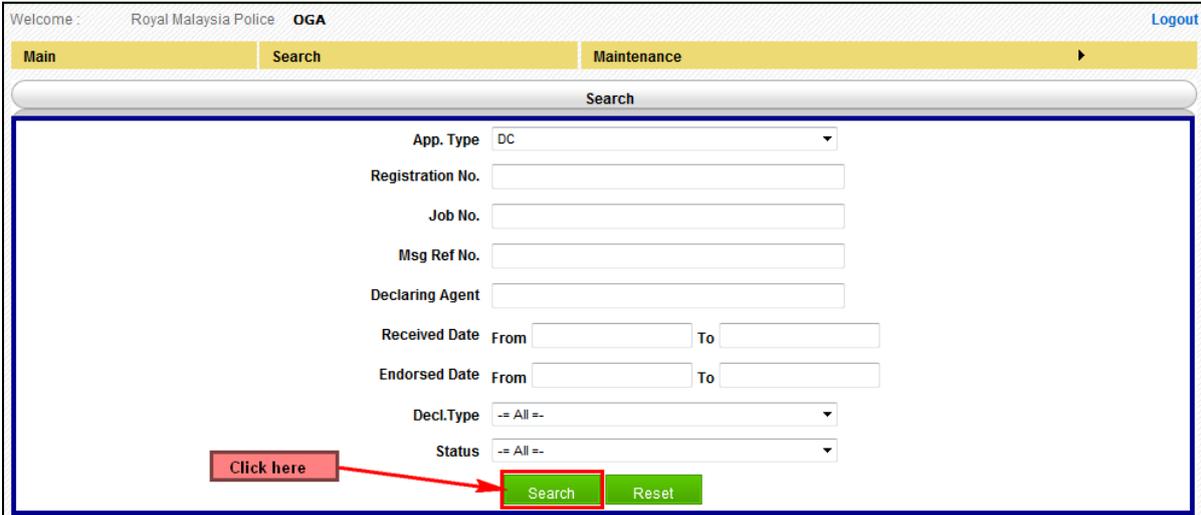
1. Enter field for search.

2. Click on the **Search** button to display the searched details.

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3.2.　　　　Declaration Endorsement
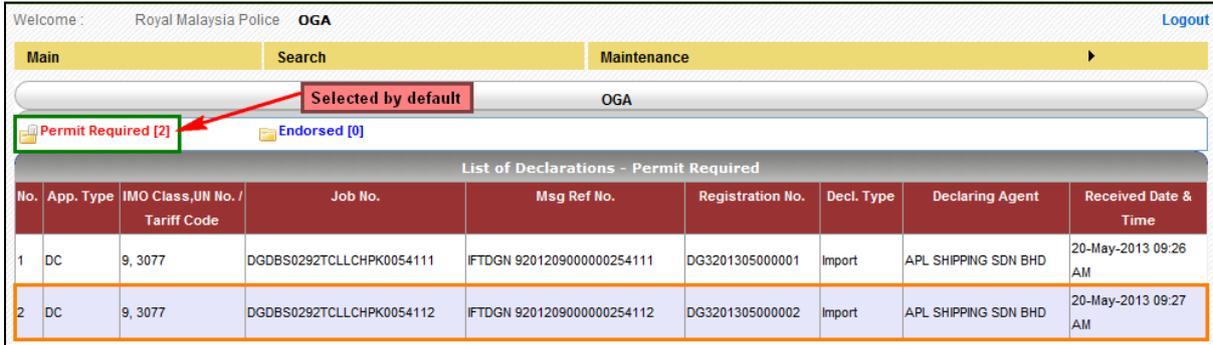
1. By default Permit Required folder is selected.

2. Click on the declaration listing to view the details.
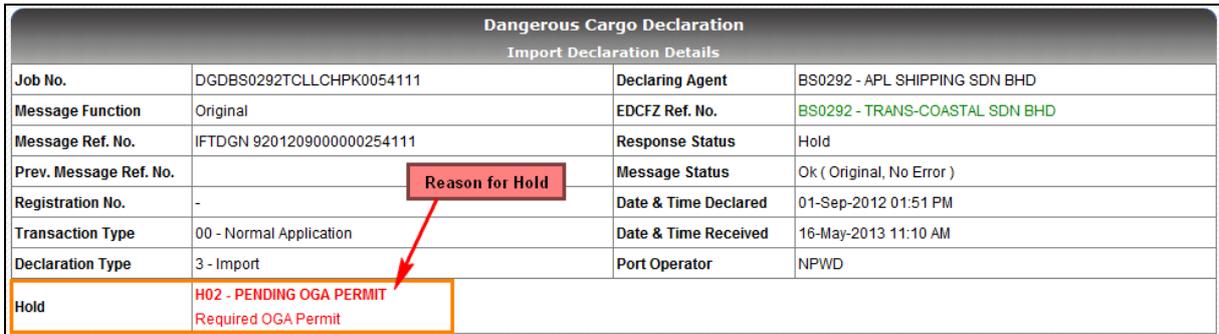
1. Browse and Attach the permit (optional)

2. Key in the reference no. and click on the [Endorse] button to endorse the declaration.

3. Declaration is moved to Endorsed folder.

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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.

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.

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