

## ACI (Road) Submission by Shipper

Trade Single Window

ACI (Road) Submission by Shipper

Electronic User Manual

1

Select “Trader” role

2

Click “Cargo Information” > “Road” > “Advanced Cargo Information (Road)” > “ACI (Road)”

3

Click “Submit”

4

Click “New”

5

Click the smart icon ⓘ for information and field requirements

6

Input information (Fields with \* are mandatory)

7

Select Import / Export indicator and Expected Arrival / Departure Date as appropriate

8

Enter Consignor and Consignee information

9

Fill in Goods Information

10

To add more goods items, click “+ Add more Item’.

11

To remove goods item, click checkbox next to goods item and click “Delete Selected Item” or click “Delete” next to the goods item.

12

Use “Expand All” and “Collapse All” to change view for goods items details

13

If the goods item is food, check the “Food Indicator” box

14

If needed, enter the “Permit Information” for the goods item. A maximum of 99 “Permit Information” is allowed for each goods item

15

If needed, click “+ Add More Permit” to add more “Permit Information” for the goods item

16

Click “Delete” next to a “Permit Information” to delete it

17

Tick “Input Transshipment Information” box and  
input “Transshipment Information” if it is a transshipment

18

Select the “Transshipment Scheme”

19

Enter “IMTF Reference No.” if “Transshipment Scheme” is selected as ITFS. Otherwise, enter  
“ATCS Registration No.” if the “Transshipment Scheme” is selected as ACTS

20

Enter the information for the “Air Cargo” or “Sea Cargo” involved in the transshipment. For  
ACTS, only information for Air Cargo can be entered

21

For transshipment, the “Country / Territory” of Consignee and Consignor cannot be “Hong Kong”

22

Input “Other information”

23

Click “Save as Draft” to save the inputted information for submission at later time

24

Click “Save as Template” to retain the inputted information as template for future use

25

Click “Save as Draft and Template” for saving draft and template in one-go

26

Click “Next” when all information is provided

27

Review inputted information

28

Click “Next”

29

Enter password or iAM Smart credential (If login with iAM Smart) to confirm the submission

30

Click “Submit” to submit the ACI(Road)

31

Your submission is completed

32

Click “Print” to download the CCRN information

33

Select specific information to be downloaded

34

Click “Confirm”

35

The downloaded information is in PDF format

36

Click “Confirm” to return to “Submit” function

37

Click “Enquire”

38

If no search filter is provided, ACI submitted within 1 month will be shown after clicking “Search”

39

Enquire the submitted ACI

Trade Single Window

End of Chapter

Electronic User Manual