

## ACI (Road) Submission - XML Batch Upload by Shipper

Trade Single Window

ACI (Road) Submission - XML Batch Upload by Shipper

Electronic User Manual

1

Select “Trader” role

2

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

3

Click “Batch Upload”

4

Click “Choose file”

5

Select prepared XML file from local computer to upload and click “Open”

6

Only one file can be uploaded at a time and only XML format is accepted. The maximum allowed file size is 5MB

7

Click “Delete” to remove the uploaded file and upload another file again if needed

8

Click “Next”

9

ACI(s) with validation error is/are displayed in the upper table

10

ACI(s) without validation error is/are displayed in the lower table

11

Click the “View” button of an ACI with validation error in the upper table to view its details

12

View validation error(s) of the ACI at the top of the pop-up

13

Click “Amend”

14

Correct the data of the ACI

15

Click “Save”

16

ACI with validation error being corrected and saved is moved from upper table to lower table

17

To submit all the ACI in lower table directly, click “Direct Upload All”. This button is enabled only when there is at least one ACI under “ACI without error” table

18

Alternatively, to submit some of the ACI(s) in lower table, check the box(es) of the target ACI(s) and click “Direct Upload”

19

Once selected ACI(s) is/are uploaded, remaining ACI(s) that is/are not selected will be discarded

20

Enter Password or iAM Smart credential (If login with iAM Smart)

21

Click “Submit”

22

View acknowledgement indicating successful ACI submission with “CCRN” and “Valid Until” of each ACI just submitted. “Batch CCRN” for all the ACI submitted is also returned

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End of Chapter

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