

ACI (Road) Submission by Agent

Trade Single Window
ACI (Road) Submission by Agent
Electronic User Manual

1

Click “Agent” to switch to agent role

2

Click Cargo Information > Road > ACI > Submission of ACI (Road)

3

Click “Submit”

4

Click “New”

5

Read the reminder

6

Check the box to acknowledge reading the reminder

7

Click “Next”

8

Click the smart icon ⓘ for information and field requirements

9

Input information (Fields with * are mandatory)

10

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

11

Fill-in “Acting On-behalf” with shipper’s details

12

Enter Consignor and Consignee information

13

Fill in Goods Information

14

To add more goods items, click "+ Add more Item"

15

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

16

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

17

If the goods item is food, check the "Food Indicator" box

18

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

19

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

20

Click "Delete" next to a "Permit Information" to delete it

21

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

22

Select the "Transshipment Scheme"

23

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

24

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

25

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

26

Input “Other information”

27

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

28

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

29

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

30

Click “Next” when all information is provided

31

Review inputted information

32

Click “Next”

33

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

34

Click “Submit” to submit the ACI(Road)

35

Your submission is completed

36

Click “Print” to download the CCRN information

37

Your submission is completed

38

Click “Print” to download the CCRN information

39

Select specific information to be downloaded

40

Click “Confirm”

41

The downloaded information is in PDF format

40

Click “Confirm” to return to “Submit” function

41

Alternatively, click “Submit another ACI for the same shipper” to submit another ACI with the “Acting On-behalf” information pre-filled and reminder acknowledged

42

“Acting On-behalf” information is pre-filled and is read only. You can continue the ACI submission

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End of Chapter

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