

## [ACI \(Road\) Submission - Exporting XML from Excel by Agent](#)

Trade Single Window

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Electronic User Manual

1

Go to TSW website <https://www.tradesinglewindow.hk> and click Useful Information > Documents Download

2

Under “Consignment Batch Upload Template”, click and download the Excel template file for entering ACI (Road) information

3

Open the Excel template file

4

Follow the instruction stated in the Excel to enter data of ACIs (Road)

5

Data for “Acting on-behalf” section shall be entered

6

Click question mark icon for details of the instruction if needed

7

Click “Finish” within the Excel

8

Enter “File name”

9

Select “Save as type” as “XML File”

10

Click “Save”

11

Save the Excel file for later use if needed

12

Close the Excel file

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End of Chapter

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