

ACI (Road) Submission - Exporting XML from OpenOffice 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 OpenOffice template file for entering ACI (Road) information

3

Download the java file for setting up OpenOffice

4

Open the OpenOffice template file

5

Click “Tools” > “XML Filter Settings...” > “Open Package...”

6

Select the downloaded java file

7

There is acknowledgement message indicating that file extension of “Rocars Consignment (.xml)” has been installed successfully

8

Click “OK”

9

Click “Close”

10

Follow the instruction stated in the OpenOffice template file to enter data of ACIs (Road)

11

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

12

Click “Help” for details of the instruction if needed

17

Click “File” > “Save As...”

18

Enter “File name”

19

Select “Save as type” as “Rocars consignment (.xml)”

20

Click “Save”

21

Save the OpenOffice file for later use if needed

22

Close the OpenOffice file

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End of Chapter

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