

## [ACI \(Road\) Submission - Save as Drafts Using XML Upload by Agent](#)

Trade Single Window

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Electronic User Manual

1

Select “Agent” role

2

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

3

Click “Batch Upload”

4

Read the reminder

5

Check the box to acknowledge reading the reminder

6

Click “Next”

7

Click “Choose file”

8

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

9

Click “Next”

9

To save all the ACI under “ACI without error” table as ACI draft, click “Save All as Draft”. This button is enabled only when there is at least one ACI under “ACI without error” table

10

Alternatively, to save some of the ACI(s) in lower table, check the box(es) of the target ACI(s) and click “Save as Draft”

11

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

12

After saving the ACI draft(s), system shows acknowledgement message with “Batch No.”

13

Click “Confirm” to go back to Cargo Information > Road > Advance Cargo Information (Road) > ACI (Road) > Submit

14

Search the saved ACI draft(s) by “Batch No.”

15

View the details of an ACI draft in the search result by clicking the “View”

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