

ACI (Road) Submission - XML Batch 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

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

10

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

11

Click “Next”

12

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

13

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

14

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

15

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

16

Click “Amend”

17

Correct the data of the ACI

18

Click “Save”

19

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

20

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

21

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

22

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

23

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

24

Click “Submit”

25

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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