

ACI (Road) Amendment

Trade Single Window
ACI (Road) Amendment
Electronic User Manual

1

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

2

Click “Enquire”

3

Input information for “Search Filter” to select specific ACI for amendment

4

Click “Search”

5

If no search filter is provided, ACI submitted within 1 month will be shown after clicking “Search”

6

Click the “View” to view the specific ACI for amendment

7

Details of the specific ACI is shown as view only mode

8

Click “View Amendment Records” to view “Amendment History”

9

Click “OK” to close “Amendment History”

10

Click “Amend”

11

If the amendment is to be made by Agent, read the reminder to acknowledge reading the reminder. Click "Next" to proceed

12

Amend the information

13

Click "Next"

14

Review inputted information

15

Click "Next"

16

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

17

Click "Save Amendment"

18

Your amendment submission is completed

19

Click "Confirm" to return to "Submit" function

Trade Single Window

End of Chapter

Electronic User Manual