

ACI (Road) Part Shipment Creation

Trade Single Window

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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 desired 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 desired ACI to perform part shipment

7

ACI information will be shown as read only fields

8

Click “Part Shipment”

9

Enter quantity to assign for the part shipment

10

Click “Create Part Shipment”

11

Review the inputted quantity

12

Click “Back” to edit the inputted quantity

13

Click “Submit”

14

Click “OK” in the pop-up box

15

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

16

Click “Submit”

17

New CCRN is created and assigned to the Second Part ACI – i.e. the newly created part shipment

18

New and original ACI are shown as a result of part shipment creation

19

Click “Confirm” to return to “Submit” page

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End of Chapter

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