

Bundling through TSW Web Portal by Agent

Trade Single Window

Bundling through TSW Web Portal by Agent

Electronic User Manual

1

Click “Cargo Information” > “Road” > “Bundling (Road)” > “Submission of Bundling”

2

Enter Vehicle Registration No., Driver Name and Identity Information of the on-behalf client

3

Select Import / Export Indicator

4

Select Expected Control Point, if applicable

5

Select CCRN / Batch CCRN of ACI submitted by the company employee (if any) or input CCRN / Batch CCRN to bundle manually

6

Click “+ Add More CCRN” to add more CCRN / Batch CCRN for bundling

7

A maximum of 30,000 individual CCRNs is allowed to be bundled

8

Click “Delete” next to the entered CCRN to remove it

9

Click “Bundle”

10

Review inputted information

11

Click “Next”

12

Enter Password

13

Click “Confirm”

14

Bundling is submitted successfully

15

Unique Bundling Reference (UBR) and Earliest Allowed Boundary Crossing Date & Time are also shown

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End of Chapter

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