

e-CTN: Electronic Cargo Tracking Note

Customer User Manual

With effect from 1st January 2013, e-CTN is going online for the countries Central African Republic (RCA), Guinea (Conakry), Guinea-Bissau, Mali and Niger.

This manual will guide you step by step through all possibilities of the web application and through the different procedures and actions to be fulfilled.

If anything remains unclear, please contact:

Ms. Tanaka: reception@dssuae.com

Mr. Christopher : christopher@dssuae.com

Ms. Claesen : claesen@dssuae.com

Tel : 009714 3520111

REGISTRATION / USER SETTINGS / ELECTRONIC ACCOUNT.

- You are to submit your company profile to be registered with us and we will provide you with USERNAME and PASSWORD, which will allow you to log into your account to create ECTN. You can change your username, password, and other information at any time in your USER SETTINGS. Username and password are case sensitive.
- In your USER SETTINGS payment instructions are shown how to credit your electronic account: you'll find DSS bank account details. Payment can be made thru bank transfers or deposits at ATM.
- Only one electronic account can be activated per company. In case several staff members have to issue ECTN, different email addresses can be added in the USER SETTINGS all separated by ' ; '
Each email address will then receive all messages concerning ALL ECTN issued within the company.
- Pre-validation is only possible if sufficient credits are available in your account. When the remaining credit reaches Euro 100 or less, an automatically generated email will invite the user to top up the account.
- The electronic account will only be credited and ECTN (pre)-validated after final receipt of the transferred funds on the correct Agent's account.
- All bank charges are to be paid by the user.
- **An accurate management of your electronic account by transferring advanced deposits in time will enable you to obtain ECTN without any delay.**

HOW TO CONNECT

New Customer Registration

Go to Diamond Shipping Services website <https://www.dssuae.com/cargo-tracking/>.

Fill in the details and click on 'SUBMIT'. (All customers have to register with us for the first time by sending the required details.)

You will receive your User ID and Password to the email(s) which you have provided in the details.

Once you got your user ID details, you can log in to Antaser website <https://www.antaser.com/mvc/pub/home> and click on below (Direct Log In)



Once you click on Direct Log In, select your country for ECTN and follow the instructions to fill-in the form and submit.

ISSUING A NEW ECTN

Each individual Bill of Lading has to be covered by an ECTN, issued upon shipment at the loading port. **Regularization at destination is not possible.**

Through the '**Add new ECTN**' an ECTN can be created by completing the electronic form.

A new ECTN can be added by:

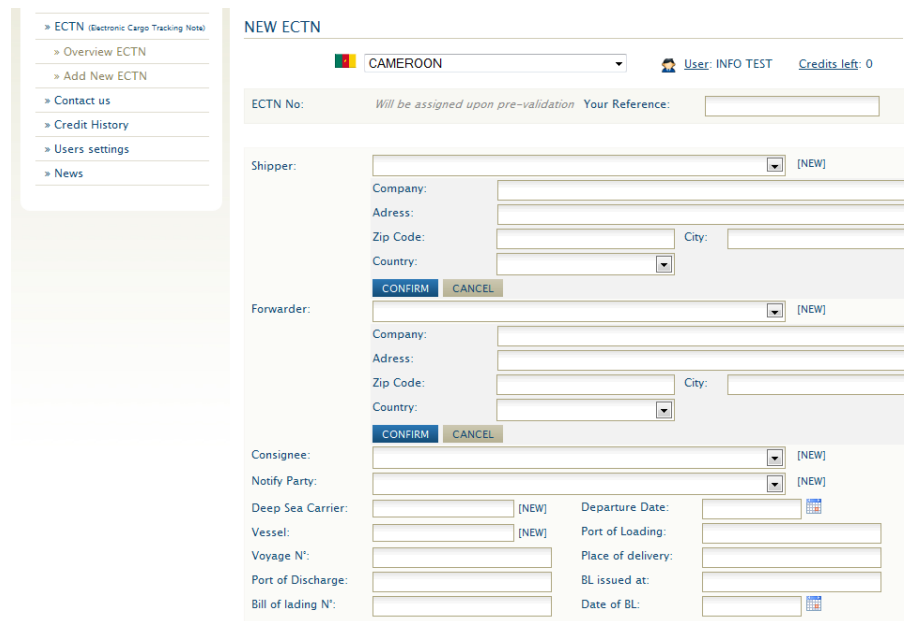
- Creating a new ECTN from scratch and filling in all required information
- Copying a previous CTN and amending/completing some fields with elementary, new information

When filling out the ECTN, the system will automatically indicate errors and incomplete fields.

Following data need to be provided:

- **Internal reference** top right
- New **shippers, forwarders, consignees and notifies** are created by filling out and confirming the requested fields. These will be stored in a private data base per user for later use (scrollbar selection)

- **Deep Sea Carrier, Vessel, Port of loading and discharge and country of origin** need to be chosen from existing data bases provided by the system
- Place of delivery is required for all transports to landlocked countries (such as Central African Republic, Mali, Niger, ...)



The screenshot shows a web interface for creating a new ECTN (Electronic Cargo Tracking Note). The page title is 'NEW ECTN'. At the top, there is a dropdown menu set to 'CAMEROON' and a user profile 'User: INFO TEST' with 'Credits left: 0'. Below this, there is a field for 'ECTN No.' with a note 'Will be assigned upon pre-validation' and a 'Your Reference:' field. The form is divided into several sections: 'Shipper', 'Forwarder', 'Consignee', and 'Notify Party'. Each of these sections has a dropdown menu and a '[NEW]' button. Below these are fields for 'Deep Sea Carrier', 'Vessel', 'Voyage N°', 'Port of Discharge', and 'Bill of lading N°'. To the right of these are fields for 'Departure Date', 'Port of Loading', 'Place of delivery', 'BL issued at', and 'Date of BL'. There are 'CONFIRM' and 'CANCEL' buttons for the Shipper, Forwarder, and Consignee sections.

- The correct **Incoterm** and **Mode of Shipment** have to be selected (multiple choices are allowed for the latter).
The number of containers (per size and type) and vehicles (per individual weight and chassis number), volume (in m3) and weight (in tons) are required, if applicable, and are subject to logical checks by Antaser.
- A copy of the export **Custom document** (with cargo value declared) and the **commercial invoice** have to be uploaded prior to pre-validation.
A copy of the **Bill of Lading** is mandatory prior to final validation.

INCOTERM:

FOB CFR CIF/CAF OTHER

MODE OF SHIPMENT:

I - FCL Container

II - Consolidation/LCL Cargo

III - Ro/Ro

IV - Bulk/Conventional

V - Bulk/Conventional Complete Vessel

BILL OF LADING:

[Click here to upload your bill of lading](#)

EXPORT CUSTOMS DOCUMENTS:

[Click here to upload your export customs document](#)

COMMERCIAL INVOICE:

[Click here to upload your commercial invoice](#)

- The **Harmonized System Code** is mandatory and can be selected out of a list. By entering the first figures of the cargo code a selected list of applicable codes will be shown. Users are free to choose several codes. The **Commodity description(s)** corresponding to the HS Code will appear on the final ECTN.
- **Container** and/or **chassis numbers** can be inserted manually or being upload by an .xls file (only interesting in case of a longer list of numbers). The container numbers have to be inserted in the first column (A) of the first .xls sheet. Container numbers will be checked by means of algorithms.
- Users can add free, additional information on cargoes, containers, etc. in the **Remarks** field.
- The main country of **Origin** of the cargo has to be selected from the corresponding list. Possible secondary countries of origin can be freely inserted.

DESCRIPTION OF GOODS + CONTAINER NUMBER(S) + CHASSISNUMBER(S):

Harmonized System code:

(Click [+] or hit ENTER to add)

Insert the 10-digit HS code or consult <http://hscode.org> for further information.

Container number (0):

(Click [+] or hit ENTER to add)

 [Click here to upload containernumbers with an Excel file](#)

Chassis number (0):

(Click [+] or hit ENTER to add)

 [Click here to upload Chassisnumbers with an Excel file](#)

Remarks:

Main Country of Origin:

Secondary Countries of Origin:

- Data on **sea freight** and surcharges as well as **cargo value** should be truly declared. The cargo value should correspond with the values mentioned on the attached Commercial Invoice and Export Customs Declaration.
- **Freight** can be prepaid (at origin), collect (at destination) or elsewhere.
- Applicants have to fill in their **name** bottom left in order to facilitate searches after ECTN validation.

Sea freight:	<input type="text"/>	Currency: £ <input type="button" value="v"/>
<u>Charges:</u>		
BAF:	<input type="text"/>	
CAF:	<input type="text"/>	
Others:	<input type="text"/>	
Value of goods:	<input type="text"/>	

Freight payable at:	<input type="button" value="Prepaid"/> <input type="button" value="v"/>
ECTN completed by:	<input type="text"/>

<input type="button" value="SAVE"/>	<input type="button" value="SHOW PRICE"/>	<input type="button" value="CANCEL"/>
<input type="button" value="PREVALIDATE"/>	<input type="button" value="VALIDATE"/>	

AFTER ENTERING ALL INFO in the ECTN form, following steps are possible:

- **Save:** a draft version is stored for further use or completion. The ECTN has not been submitted for validation, has no number yet, no credits have been subtracted and all inserted information can be amended at any time without any correction cost.
- **Show Price:** if certain basic fields have been correctly filled out (loading port, kind and number of packages, ...) the user can check the detailed cost of the ECTN.
- **Cancel:** you can cancel the action you were performing at this stage without costs.
- **Pre-Validate:** once all fields have been completed except the vessel's name, BL-date and –number, the ECTN can be pre-validated. An ECTN specimen copy can be printed.
At this stage, credits will be subtracted and any further amendments to the ECTN (except the BL-date and –number, vessels name, ETD and final destination) will be subject to a correction fee.
- **Validate:** once the vessel's name, BL-number and –date have been completed, the ECTN can be submitted for validation by clicking on VALIDATE.
Your agent will automatically be informed about the ECTN the customer wishes to validate. After verification and validation by the agent the customer will receive a confirmation email and the ECTN can be printed as a .pdf file or electronically be stored or forwarded (see also **Overview**).
A pre-validated ECTN should be completed and validated within 5 working days. If not, the ECTN will be cancelled and credits will be lost. All inserted data will disappear, the ECTN number becomes void and receivers won't be able to present a valid ECTN to the destination authorities.
- **Extra:** After validation of the ECTN, corrections will be subject to a correction fee and the ECTN returns to the pre-validation status. After final control by your agent the ECTN will be validated again. In case of a correction with increasing number of containers, vehicles or volume/tonnage, corresponding credits will be subtracted.



Destination authorities and customs will carry out online controls, both on the presence of a validated ECTN as on the content of the ECTN and the covering documents (Bill of Lading, customs export document and commercial invoice).