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SSIT ePort

USER GUIDE VERSION 1.3



Revision History

Version	Released Date	Author	Notes	Approved by	
1.0	Sep 10, 2023	Hung Tran	First release	Vu Phan Hoang- DGD	
1.1	Oct 16, 2023	Hung Tran	Revised and added the descriptions for refund.	Thinh Nguyen Viet- CFO Chuong Nguyen Manh- Head of IT	
1.2	Nov 16, 2023	Hung Tran	Revised after GUI updated.		
1.3	Jan 05, 2024	Hung Tran	-Update account registration procedure. -Insert link to refund request form. -Update the link to the guideline on how to enable and share 2FA.		

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1. Introduction.

1.1. About SSIT ePort.

- **SSIT ePort** is a website for customers to look up information (containers, vessel visits) and make online payments for services through **SP- SSA International Terminal (SSIT)** gate.
- **SSIT ePort** assits customers to track:
 - Containers by criterias: container number/ Bill of Lading number/ Booking number.
 - Vessel visits by criterias: (vessel name + inbound voyage) or (vessel name + outbound voyage) or (vessel name + inbound voyage + outbound voyage).
- SSIT ePort supports customers in registering online container delivery/ receipt and other VAT services at SSIT gate, as well as making online payment for those services through various methods:
 - Domestic cards (Vietcombank, BIDV, Agribank, VIB...)
 - International cards (VISA, Master, JCB, Amex)
 - QR scanning, e-wallets (Momo, Zalo Pay...)
 - Bank transfer

Hence, it will be greatly beneficial for both customers and SSIT.

- For customers: you will have the ability to monitor your goods/ vessel visits to have efficient plans for import/ export containers. In addition, all the service fees will be paid in advance to gate in time and online with full trackable payment history. Therefore, gate wait time will be reduced dramatically and every transaction at SSIT will be well-controlled by your finance team.
- For SSIT: our gate clerks know when and how many jobs they will be handling at gate to actively arrange shifts, labor and equipment to best serve customers.

1.2. System requirement.

- SSIT ePort is best used with Google Chrome, Firefox, Microsoft Edge, Safari.

1.3. Contact information.

- **SSIT gate office** for online booking and payment issues:
 - Phone: 08.6857.1907
 - Email: <u>ssitopsgate@ssit.com.vn</u>
- **SSIT billing team** for refund and other finance issues:
 - Email: <u>ssitbilling@ssit.com.vn</u>
- SSIT IT team- for resolving technical problem (login account, connection timeout...)
 - Email: <u>ssititapps@ssit.com.vn</u>

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1.4. Procedures for online service booking and payment/ refund via SSIT ePort.

Procedure for ordinary service bookings



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2. Guideline on how to use SSIT ePort.

2.1. Registering an account.

- To register your ePort account, you must download this form, sign and stamp on it. <u>https://ssit.com.vn/assets/uploads/myfiles/files/Procedures/SSIT_ePort_DK_T</u> <u>K.docx</u>
- After that, send the account registration form + Certificate of Business Registration to our Gate team (ssitopsgate@ssit.com.vn) and IT team (ssititapps@ssit.com.vn).
- After verifying, we will reply your email with the login information (ID and password).

2.2. Logging in.

- Access <u>https://eport.ssit.com.vn</u> by the web browser on your smartphones, tablets or PCs.
- Use tax code (for companies), or login ID (for individuals) as your username.
- Notes: for companies, your login accounts will be created base on your current company profiles saved at SSIT with a default password. Hence, you **MUST** change your password and enable 2FA right after your logging in.



2.3. Security.

To change your password, click on your profile picture at the upper right corner → choose
 "Security" → input "Current password", "New password", "Confirm new password" → then press "Update password".

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SSIT [®] ePort	+ Service Order		Vessel visit search Container search English
🗐 SO Management	SECURITY		Hello, SSIT Test
Refund Requests	··· Bock		± Profile
II. Receipt Management	CHANGE PASSWORD		B Logout
Invoice Accounts	Current Password		
II. Report	3 ©	Password must contain:	
	Confirm New Password	 ✓ At least 1 upper case letter (A - Z) ✓ At least 1 low case letter (a - z) ✓ At least 1 number (0 - 9) 	
	Update possword		
	2-STEP VERIFICATION 4		

 Refer to this link to enable 2FA method. <u>https://ssit.com.vn/assets/uploads/myfiles/files/Procedures/SSIT_ePort/SSIT_EnableAndShare2FA.pdf</u>

2.4. Container and Vessel Visit search.

2.4.1. Container search.

- To search for a container, you can use below filters:
 - **Container number:** you can copy a list of container numbers (max 50) from an excel column to paste into the search box, or you can copy them inline which are separated by colon (,) or semi- colon (;).

If you are Line Operator, you just can search for your containers only.

- Bill of Lading number.
- Booking number.

S	SIT [°] ePort	+ Service Order			Vessel visit search Container search	English -
X	SO Management	CONTAINER SEARCH				
Ш 11	Refund Requests Receipt Management	Container Number - AXIU2161736				X 1/50 Q
63	External News	Result Found 1 result(s)				
<u>.</u> (Invoice Accounts	Container Number: AXIU2161736				
di.	Report	Line Operator:MSC ISO: 20DR Status: F	Inbound Carrier: CAI MEP 36 Outbound Carrier: MSC NAGOYA V	Gross Weight: 25.5 ton Booking No: 339IN2336624	Current Location: On vessel Bill of Lading/D.O Number:	

2.4.2. Vessel visit search.

- You can use the below filters to search for a vessel visit:
 - Vessel name + inbound voyage
 - Vessel name + outbound voyage
 - Vessel name+ inbound voyage + outbound voyage
- <u>Notes:</u> you can have a vessel name suggestion when you type at least 3 characters in "Vessel name" field.

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S	SIT [°] ePort	+ Service Order				Vessel visit search	Container search	English -	
(0)	SO Management	VESSEL VISIT SEARCH	4						
8	Refund Requests	Vessel pame MSC DURBAN IV		Inhound voyage	HI338A	Outbound voyage			
-th	Receipt Management	Vesserhane Hoe bondarth		inbound voyage					
	External News				Q Search				
. (Invoice Accounts	Result Found 1 result(s)							
-th	Report	MSC DURBAN IV							
		Inbound voyage: HI338A	ETA: 02-10-2023 23:00	ATA: 02-10-2023 23:55	Barge COT at ICD : 01-10-20	23 20:00 Gate	cut - off time (COT): 02-	10-2023 18:00	
		Outbound voyage: HI338A	ETD: 03-10-2023 2	2:00 ATD: 03-10-2023	1:00 Barge COT at SSIT : 02-10-2	023 18:00			

2.5. Using your dashboard.

- Your dashboard is a place where you can have an overview of your created/ paid/ cancelled/ refunded sale orders (SO).
- In addition, you can filter your SO by a specific date or month to know approximately the cost of your requested services in that period.
- To access your dashboard, please go to <u>https://eport.ssit.com.vn/admin/dashboard</u>
 Or click on the **SSIT ePort** icon logo as below figure.

SSIT [®] ePort	+ Service Order			Vessel visit search Container search English -
SO Management	DASHBOARD			
Refund Requests			From Date 19/09/2023	To Date 19/10/2023
External News	17 Total SO	II. 1 SO New	11. 5 SOPaid	1 SO Cancel
Invoice Accounts				
II. Report	Ih Total refunded amount 3,378,438 d In Total S0 Amount 35,993,459 d		II Total unpaid amount -8,960,078 d III Total poid amount 44,953,537 d	
	Recent Activity			
	Top SO New Top SO Paid	S SO Need Create Refund		
	18-10-2023 S020231018-00001 CÔNG TY TNHH 18/10/2023, 10:10			402,545

2.6. Adding/ removing your invoice accounts.

- You can use your default invoice account (which is stuck to your SSIT ePort account by default) to issue e-invoices or can register a new one.
- To register a new invoice account:
 - Go to menu "Invoice accounts".
 - Choose "Add invoice account".
 - Input a **Tax Code** of the company which will be used to issue e-invoice.
 - Click "Seach".
 - Click "Save" after the search result appears.

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S	SIT [®] ePort	+ Service Order		Vessel visit search Container search English 🕶
E	SO Management	INVOICE ACCOUNTS		
₿	Refund Requests	me Back Back 3		
- th	Receipt Management			2
=	External News	999999999 1		Search
23	Invoice Accounts			
ıb	Report	Customer Account C03524	Customer Name SSIT Test	Tax Code 999999999
			Engli	
		KP. Phuoc Lộc, P. Phuoc Hoa, TX. Phu Mỹ, Tinh BR-'		

- To remove one or multiple invoice accounts, just select them and click "Delete" button.

S	SIT [®] ePort	+ Service Order	Vessel visit search C	ontainer search English 👻 🎴	
)	SO Management	INVOICE ACCOUNT	S		
8	Refund Requests	C Reload XDelete			+ Add invoice account
th	Receipt Management	Company name	Address	Email	Tax code
	External News				
23	Invoice Accounts	SSIT Test	KP. Phước Lộc, P. Phước Hòa, TX. Phủ Mỹ, Tỉnh BR-VT		999999999
th	Report	CÔNG TY TNHH	Khu Công nghiệp Phú Mỹ I, Phường Phú Mỹ, Thị xã Phú Mỹ, Tỉnh Bà Rịa - Vũng Tàu, Việt Nam		35
		Rows Per Page 10 💌			Showing 1 to 2 of 2 entries

- 2.7. Creating your sale orders and making online payment.
 - 2.7.1. Creating your sale orders.
- Click on menu "SO management" → choose "+ Add"

S	SIT [®] Portal	+ s	Service Order				Vessel vis	sit search (Container search	English	-	
C	SO Management 1	so	SO MANAGEMENT									
н.	Refund Requests Receipt Management	() ()	CRuboal CRuboal CRuboal Created (0) Verified (0) Paid (3) Invoice (7) Request Cancel (0) Cancelled (0)									
	External News		SO Number	Created Date	Customer Name	VAT Tax Number	SO Amount	Paid Amount	Invoiced Amount	Balance	Status	
ıh.	Report				Da	ta not found!						
		Rows 10	Per Page						Showing	g1to0of0 ⊂ 1 →	entries »	

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- Click "Add service order".

+ Service Order					Ve	essel visit search 0	Container search	English 👻	
CREATE SO									
Im Back									
General information	🚔 Status								
1 Header									
Customer Name CÔNG TY TNHH Tel 090 i		Tax Code 030 Email			Address				
+ Add service order Calculate service charges Item number	You have just changed the service, click * Product name	Calculate Service Charges Quantity	to recalculate the price	Net amount	Tax amount	Total a	nount Cur	тепсу	
	+ Service Order CREATE SO Back General Information Customer Name CÓNG TY TNHH Tel 090 i Calculate service order Calculate service orders Item number					+ Service Order Ver CREATE SO Back General Information Status Customer Name Tax Code Address Oding Tax Code Address Oding Tax Code Address Oding Tax Code Address Oding Tax Code Address Tax Code Oding <	• Service Order Vessel visit search el CREATE SO • Back • Address • Address	Service Oder Descende information Beacher Image: Control of the service of the ser	• Sarcie Order CREATE SO • Box • Address • Address • Address • Address • Address • Address • Address

- Please input required information for fields marked by asterisk (*).
- <u>Notes:</u> you can gather multiple services (from 1 to 8) into 1 sale order (SO). Furthermore, service number 9 and 10 cannot be included into 1 SO with the remaining services (1-8) because we need to verify exactly the workload after the services are done at SSIT.

Choose a service or multiple ser	vices to create SO
1. Receiving Full Container	
2. Receiving Empty Container	~
3. Delivering Full Container	\sim
4. Delivering Empty Container	
5. Inspection	
6. Fumigation	
7. Seal Discrepancy	
8. Late Gate-In	
9. Checking Seal/ Cutting Seal	
10. Forklift Rental	
	Submit Close

- Please give us your **"Estimated Start Date"** so that we can actively arrange plan and resources to support your demands.

S	SIT'								
0.	ePort	+ Add service order							
١ <u>۳</u>	SO Management	Receiving Full Container 🗙							
8	Refund Requests	Bill Of Lading/D.O Number *		Line Operator *		Phone Number *			
46	Receipt Management	BOL001		MSC - Mediterranean Shipping Company	S.A.	- 123			
	External News	Estimate Start Date *							
20	Invoice Accounts	17/10/2023 08:52							
а.	Report	+ Add ISO							
		ISO information by quantity:							
		ISO *			Quantity *				
		20DR - 20' DRY CONTAINER			1			×	
		Reefer Container							
		DG O							
		Note							
									//
									///,
		Calculate service charges You have just changed	he service, click "Calculate Service Charges" to recalcul	ate the price					
		Item number Pro	duct name G	Quantity Unit Price	Net amount	Tax amount	Total amount	Currency	

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- Click on "+Add ISO" to clarify each ISO type in your service order.
- Please declare reefer container/ OOG/ DG information in details as well.
- <u>Notes:</u> we need your input of **"Estimated Unplugging Time"** to calculate reefer fees correctly. It will be re-verified by the system.

SSIT [®] .P	ort 🔇	Customer Name	Tax Code		Address
		CÔNG TY TNHH DSV AIR & SEA	0306033041		Tầng 3B, Tòa nhà Republic Plaza, Số 18E đường Cộng Hòa, Phường 4, Quận Tàn Bình, Thành phí
SO Manager	ment	Tel	Email		
Refund Requ	uests	0902599075	hung.tran@ssit.com.vn		
II. Receipt Mon	nagement				
External Nev	ws	+ Add service order			
Invoice Acco	ounts	Delivering Full Container X Receiving Full Container X			
II. Report		Bill Of Lading/D.O Number *	Line Operator *		Phone Number *
				•	
		Estimate Start Date *			
		17/10/2023 08:49			
		+ Add ISO			
		ISO information by quantity:			
		ISO *		Guantity *	
		40RH - 40' HIGH CUBE REEFER CONTAINER	*	1	×
		Reefer Container 🔵			
		+ Add Container			
		Cold Container Infomation			
		Container Number * ISO *		Estimated Unlugging Time *	Duration (H)
		٥		17/10/2023 08:50	
		Vui lòng nhập đùng 11 kỷ tụ.		L	A
		000			
		DG C			

Press "Calculate Service Charge" after you fully declare all mandatory information.
 Repeatedly, you can edit the SO details and click "Calculate Service Charge" to update the newest charges.

S	SIT' aPort									
		+ Add service order								
д	SO Management	Receiving Full Container 🗙								
•	Refund Requests	Bill Of Lading/D.O Number *		Line Operator *			Phone Number *			
46	Receipt Management	BOL001		MSC - Mediter	ranean Shipping Company S.A.		× 123			
63	External News	Estimate Start Date *								
E 6	Invoice Accounts	17/10/2023 08:52								
- 65	Report	+ Add ISO								
		ISO information by qua	antity:							
		ISO *			Quantity					
		20DR - 20' DRY CONTAINER			* 1				×	k l
										_
		Reefer Container								
		00G 🔵								
		DG								
		Note								
										//
		Calculate service charges You have	just changed the service, click "Calculate Service	Charges" to recalculate the price						
		Item number	Product name	Quantity	Unit Price	Net amount	Tax amount	Total amount	Currency	

 Next, please check all the sale order information as well as the fees listed in the table below and click on "Confirm Service Order" to proceed to payment step. After that, you cannot revise the SO details anymore. Insteads, you just can "Cancel SO" or delete the SO.

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SSIT [®] ePort	+ Add ISO							
SO Management	ISO information	by quantity:						
Refund Requests	ISO *			Quar	ntity *			
II. Receipt Management	20DR - 20' DRY CONTA	INER		- 1				×
External News	Reefer Container							
Invoice Accounts	006							
I. Report	DG							
	Calculate service charges)						li.
	Item number	Product name	Quantity	Unit Price	Net amount	Tax amount	Total amount	Currency
	LOLO20F	LOLO Full 20'	* 1	381,818	381,818	30,545	412,363	VND
				Total	381,818	30,545	412,363	VNÐ
				✓ Confirm Ser	vice Order			

- <u>Notes:</u>
 - For service No.9 and 10, SSIT gate clerks will update the actual workload on your sale order after those services are done at SSIT gate. As the result, you will make payments afterward with below supported payment methods:
 - > Domestic card (Vietcombank, BIDV, Agribank, VIB...)
 - International cards (VISA, Master, JCB, Amex)
 - QR code scanning, e-wallets
 - Bank transfer
 - If you see some mistakes in creating a sale order, but you have just confirmed it, use "Cancel SO" to cancel service request.

Choose a service or multiple ser	rvices to create SO
1. Receiving Full Container	
2. Receiving Empty Container	\checkmark
3. Delivering Full Container	\checkmark
4. Delivering Empty Container	
5. Inspection	
6. Fumigation	
7. Seal Discrepancy	
8. Late Gate-In	
9. Checking Seal/ Cutting Seal	
10. Forklift Rental	
	Submit Close

SSIT ePort	 This Service Order is aimed to book to The total charge(s)/fee(s) is based of Container Number 	he service in advance, not a confirmation o n the actual operational time use. Please a	of SSIT. SSIT will o ask your Represen	check and no ntative(s) or l	otify the availability of the Person in charge comes to	eservice at your booking o o SSIT Pre-Gate Office fo	date and time later. r the most updated information.		
📜 SO Management	MSCU1234567								
Refund Requests	Booking No		Estimate Start D	Date *			Estimated Hours		
II. Receipt Management	BN001		16/10/2023 15:				12		
External News	Quantity *			•					
Invoice Accounts	1		123						
II. Report	Note								
									//
	Item number	Product name	(Quantity	Unit Price	Net amount	Tax amount	Total amount	Currency
	CONT_EQUIPMENTRENT	Equipment rental	*	2	2,727,273	5,454,546	436,364	5,890,910	VND
					Total	5,454,546	436,364	5,890,910	VNÐ
	Note: - This Service Order is aimed to book t - The total charge(s)/fee(s) is based o	he service in advance, not a confirmation a n the actual operational time use. Please a	of SSIT. SSIT will o ask your Represen	check and no ntative(s) or l	bify the availability of the Person in charge comes to	eservice at your booking o SSIT Pre-Gate Office fo	date and time later. r the most updated information.		
					× Cancel SO				

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2.7.2. Making online payment.

- If you want to issue e-invoice for other beneficial party, please navigate to (2) Invoice \rightarrow "Other invoice information" and choose an invoice account.

DETAIL SALE ORDER				
Seck				
CÔNG TY	Created			S020240118-00001
Header 2 Invoice 3 Payment				
Company Name			Customer Account	
Tax Code	Address		Email	
2				
Z				
Other Invoice Information 🦲				
Company name	Customer account	Tax code Address		Email
3 CÔNG TY TNHH				
CÔNG TY TNHH				
CÔNG TY TNHH				
		× Cancel SO		

- Navigate to (3) Payment, click "Make payment" and choose your expected payment method.

S	SIT [®] ePort	+ Service Order					V	essel visit search Containe	r search English 👻 🎴
E	SO Management	DETAIL SALE ORD	ER						
В	Refund Requests	🖛 Back 🔒 Save							
	External News	CÔNG TY TNHH	Create						
23	Invoice Accounts	General information	Status						SO20231117-00001
10	Report	1 Header 2 Invoice	Header Payment Paymen						
		Item number							Currency
		LOLO Empty 20'	LOLO20E	1	327,273	327,273	26,182	353,455	VND
					Total	327,273	26,182	353,455	VNÐ
		Make Payment							
					× Can	cel SO			

- Input your card information (for "domestic cards" or "international cards") or use your bank application/ e-wallet application to scan QR code (for QR scanning option).



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- If you just want to do traditional bank transfer (not using QR code via bank application), click on the text "Không quét được mã QR?" and follow the next instructions.
 - Mã đơn hàng SO20231117-00001 ① Số tiền 353.455 d 00 Thế quốc tế (VISA,Master, JCB,Amex) QR Bank Payoo napas 247 VIETOR QR5GGDNK 💧 Lưu ý quan trọng Không điều chỉnh số tiền 353.455 d. Không điều chỉnh mã QR5GGDNKTT trong nội dung ghi chú. Không quét được mã QR? Sử dụng Internet banking/Mobile banking để chuyển khoản nhanh napas 247 đến tài khoản sau SSIT Số tài khoản 00668929600003 🕤 Số tiển 353.455 4 QR5GGDNKTT Nội dung
- **Notes**: do not change the amount of money and the bank transfer notes.

- We will issue e-invoice right after the services are completed at SSIT and with your successful payment. Afterward, you can download your e-invoice in (2) Invoice.
- <u>Notes:</u> we just issue 1 e-invoice for 1 sale order (SO). Therefore, if you wish to have 1 e-invocie for each service in the SO separately, please create as many SO(s) as your need.

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CÔNG TY TNHH	Invoice					S020231004-00002
General information	Status					
Header 2 Invoice	3 Credit Note 4 Recei	otion				
Company Name				Cu	stomer Account	
CÔNG TY TNHH					000024	
Tax Code		Address		Em	ail	
030				Việt Nam		
Invoice number	Date	Company name	Invoice amount	Created by	Created date and time	Download pdf
SI000074364	04/10/2023.09:10		1,394,182	Gate	04/10/2023.09:10	<u>+</u>

2.8. Creating refund request and receiving refund.

- You can only create a refund request if the number of actual services consumpted at SSIT is smaller than those paid in advance.
- 1 refund request is made for only 1 sale order (SO) at a time.
- To identify SO(s) which can be refunded, go to **SO Management** and filter all SO in "**Invoiced**" status. If the column **Balance** > 0, it means those SO can be refunded.

SSIT .Port	•	Service Order								/essel visit search Container search	English +
📜 SO Management	so	MANAGEME	NT								
Refund Requests 1	0	Add C Record X	(0) () Paid (1) 💽 Invoice	d (18) 🔿 Request Cancel (1)	Cancelled (1)				3		
External News	0	SO Number	Created Date	Customer Name	VAT Tox Number	SO Amount	Paid Amount	Invoiced Amount	Balance	VAT Invoice Number	Status
sl. Report		\$020231116-00004	16/11/2023		0306033041	0	932,728	0	932,728	IV20231116-00004, IV20231116-00003	Invoice
		5020231114-00007	14/11/2023		0306033041	0	353,455	0	353,455	W20231114-00003, W20231114-00004	Invoice
		9020231114-00003	14/11/2023		0306033041	13,932,009	19,416,451	13,932,009	5,484,442	IV20231114-00001, IV20231114-00002	Invoice
		\$020231113-00002	13/11/2023		0306033041	0	1,870,364	0	1.870.364	IV20231113-00002, IV20231113-00001	Invoice

- To make a refund request, please follow these steps:
 - Go to **"Refund Requests"** → choose **"+Add"**.

S	SIT [®] ePort	+ Service Order			Vessel visit :	search Container search	English -
E	SO Management	REFUND RE	QUESTS				
8 11	Refund Requests	Created (0) Verified (56) Approved (0) Paid (2) Rejected (0)					
•	External News	Refund ID	LABEL.DSO_CODE	VAT invoice Number	Amount	Request Date	Status
)ي	Invoice Accounts						
ili.	Report			Data not found			
		Rows Per Page				Showing	1 to 0 of 0 entries

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• Click on "Add SO" → choose one sale order (SO) in the list → click "Submit".

General information									(In Back
Company Infomation									
Customer Name			Tax Code				Ado	dress	
Tel	Danh	sách SO						r Account	
		ltem number	SONO	Invocie No	Invoice date	Description	Amount		
	\sim	1	SO20231114-00007	IV20231114-00003	14-11-2023		353,455		
Transfer information		2	SO20231113-00002	IV20231113-00002	13-11-2023		1,870,364		
Note: The refund payment request must Beneficiary *		3	SO20230926-00016				324,000	me *	
		4	SO20230926-00015	IV20231114-00009	14-11-2023		1,678,910		
ئ Uploa						Sub	mit Close		
+ Add SQ Remove									
Total amount: 0 VNĐ (Amount in words: Ze	ero VND)							
Item number		SO No	Invoice No		Invoice Date			Description	Amount
				Cancel	Send Request				

• Next, input the beneficial party information and attach a .pdf file which contains signature and company stamp to confirm the legal beneficial information (you can download the Refund Request Form at:

https://ssit.com.vn/assets/uploads/myfiles/files/Procedures/SSIT_ePort/RefundRequestF orm.docx)

• Click "Send Request" to send refund request to SSIT. After checking and confirming valid beneficial party and amount of money, we will make bank transfers in next few days.

REFUND REQUESTS									
General information							(Back		
CÔNG TY TNHH									
Company Infomation									
Customer Name	Т	Tax Code				Address			
CÔNG TY TNHH									
Tel	E	Email			Customer Accou	nt			
					C00027				
Transfer information Note: The refund payment request must be Beneficiary * Beneficial Information 2 Bb91829b-Blfe-4Bea-8cda-	e confirmed by the buyer's signoff and ca E 257b913f43a9.Pdf X	d company seal. Bank Account * 123			Bank Name *				
+ Add SO Remove Total amount: 353,455 VND (Amount in words: Three hundred and fifty-three thousand four hundred and fifty-five VND)									
Item number	SO No		Invoice No	Invoice Date		Description	Amount		
□ 1	SO20231114-00007		IV20231114-00003	14-11-2023			353,455		
			Cancel Send Request		_	17/10			

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2.9. Using reporting module.

- The reporting module assists you to extract transactions at SSIT gate (filtered by status and type of services requested) in a period in excel format.

S	SIT [®] ePort	+ Service Order					Vessel visit	search Con	tainer search	English 👻	
	SO Management	REPORT									
8	Refund Requests	Service			Status						
-th	Receipt Management										•
	External News	From *	From * 17/09/2023 11:49			To * 17/10/2023 11:49					
20	Invoice Accounts	17/09/2023 11:49									
ih	Report	Search Q Export ex									
		SO Number	SO D365 Number	Created Date & Time	Estimate Start Date	Service	Quantity	SO Amount	VAT Invoice Number	Statur	s
		SO20231017-00008	SO-0076721	Oct 17, 2023	Oct 17, 2023	Dịch vụ nhận container hàng	4	1,649,454		Create	е
		SO20231017-00006	SO-0076719	Oct 17, 2023	Oct 17, 2023	Dịch vụ nhận container hàng	1	412,363		Create	в
		SO20231017-00001	SO-0076714	Oct 17, 2023	Oct 17, 2023	Dịch vụ nhận container hàng	1	412,363		Create	e
		SO20231016-00001	SO-0076713	Oct 16, 2023	Oct 16, 2023	Đăng ký sử dụng xe nâng	0	5,890,910		Create	e
		SO20231015-00001	SO-0076712	Oct 15, 2023	Oct 15, 2023	Đăng ký sử dụng xe nâng	0	5,890,910		Invoice	е

2.10. Using news module.

- We create this module to give you updates on our most current policies relating to provided services and market / operation news.

