

WESTPORTS (E-TERMINAL PLUS) USER REQUEST FORM



INSTRUCTIONS

1. Please print out this form via <http://www.eterminal.net.my> and complete in BLOCK LETTERS.
2. Fax the completed form to +60 (3) 3169 4168 or send via email to edi_admin@westports.com.my
3. For queries on e-Terminal Plus, please contact our e-Terminal Helpdesk at +60 (3) 3169 4083 or +60 (3) 3169 4000 Ext. 313 or email edi_admin@westports.com.my

NATURE OF BUSINESS: Please tick (✓) where applicable

Shipping Haulier Forwarders Customs Depot
 Consignee Warehouse Westports (Please state your department) _____

COMPANY PARTICULARS

Company Name			
Company Address			
Business Registration No. (For Malaysia Only)			
Department			
Ledger Account		BF License (for e-Gate Pass)	
Telephone No.		Email	

USER LIST

	User Details		Specify Username		Specify Access (for shpg & fwdg)	Specify Instruction	User Authorization	
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>		<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc	Signature	Date
1								
	Email		Username <small>*for existing user only</small>					
2								
	Email		Username <small>*for existing user only</small>					
3								
	Email		Username <small>*for existing user only</small>					
4								
	Email		Username <small>*for existing user only</small>					
5								
	Email		Username <small>*for existing user only</small>					

REQUESTOR DETAILS

Name		Company Stamp <small>*mandatory</small>	
Designation			
Signature		Date	

OTHER CHANGE/REQUEST <small>(Please specify)</small>	
---	--

Important: By the signing above, we agree to be bound by the Terms and Conditions of Westports (e-Terminal Plus) which contains Disclaimer and Exclusion of Liability Provisions in favour of Westports Malaysia. Westports CSIT team shall process this application form and respond within (1) working day from date of receipt provided all information is complete and free from error.