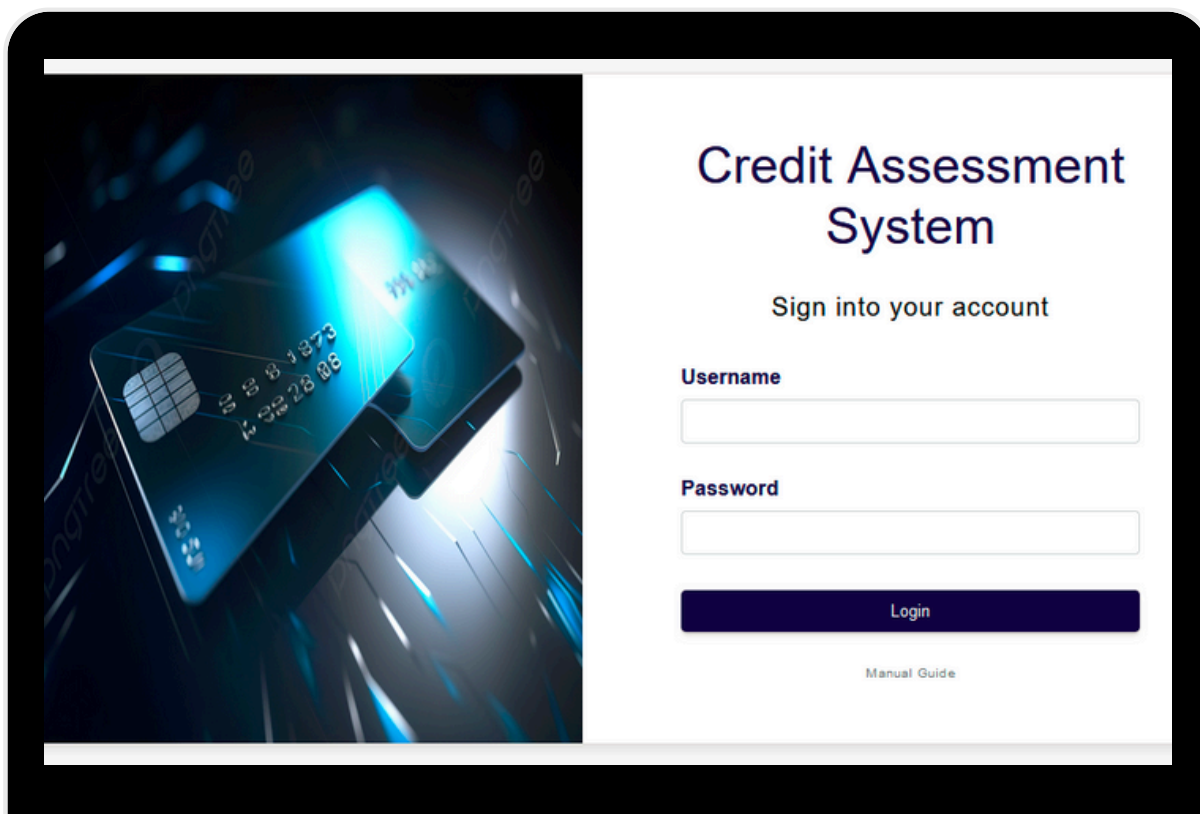


# Ensure your credibility to do business with Johor Port Credit Assessment System



## USER MANUAL GUIDE

Visit our website

<https://jodc.johorport.com.my>



# Function In Side Bar



Dashboard



**Credit Assessment Form**

Executive



Manager



Head of Department



CEO



Full Report



Management Productivity

# Content

---

**1.0 User Manual Guide**

**2.0 Executive Manual Guide**

**3.0 Manager Manual Guide**

**4.0 Head of Department Manual Guide**

**5.0 CEO Manual Guide**

**6.0 Full Report**

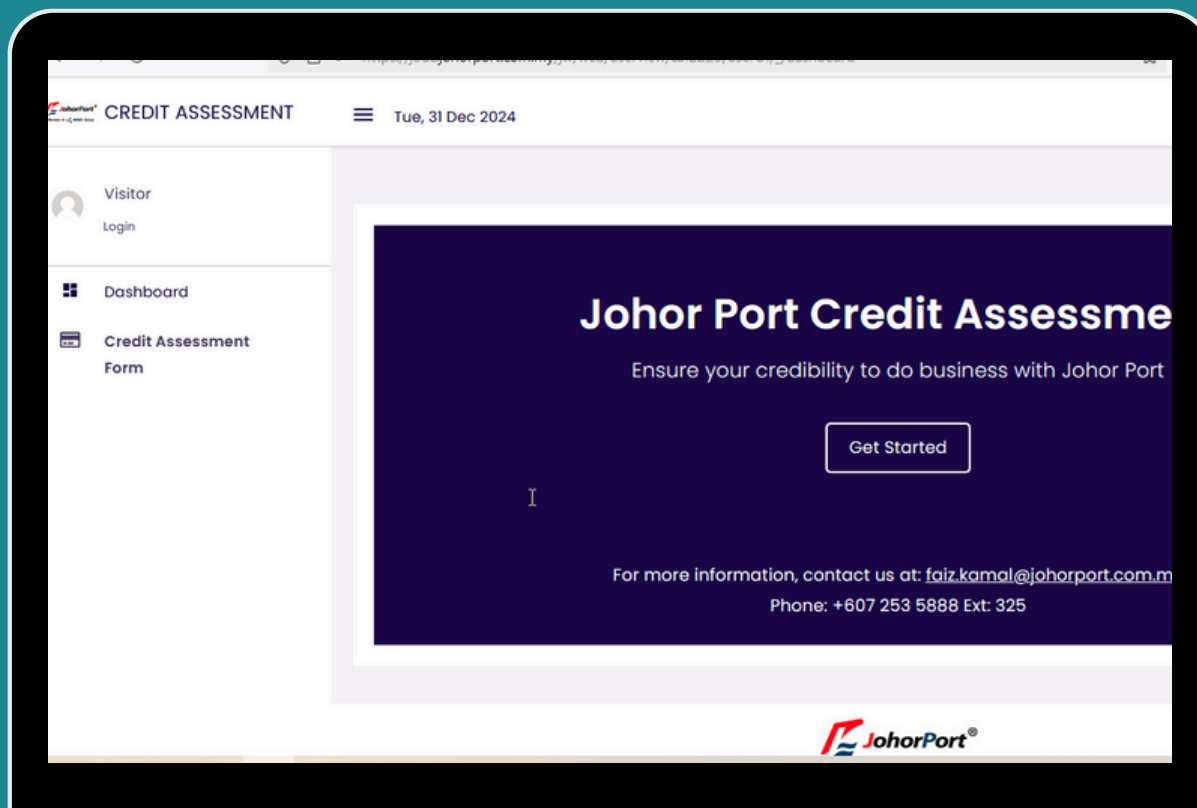
Click on a title to navigate to  
the corresponding page



Visit our website

<https://jodc.johorport.com.my>

# HOW TO SUBMIT APPLICATION



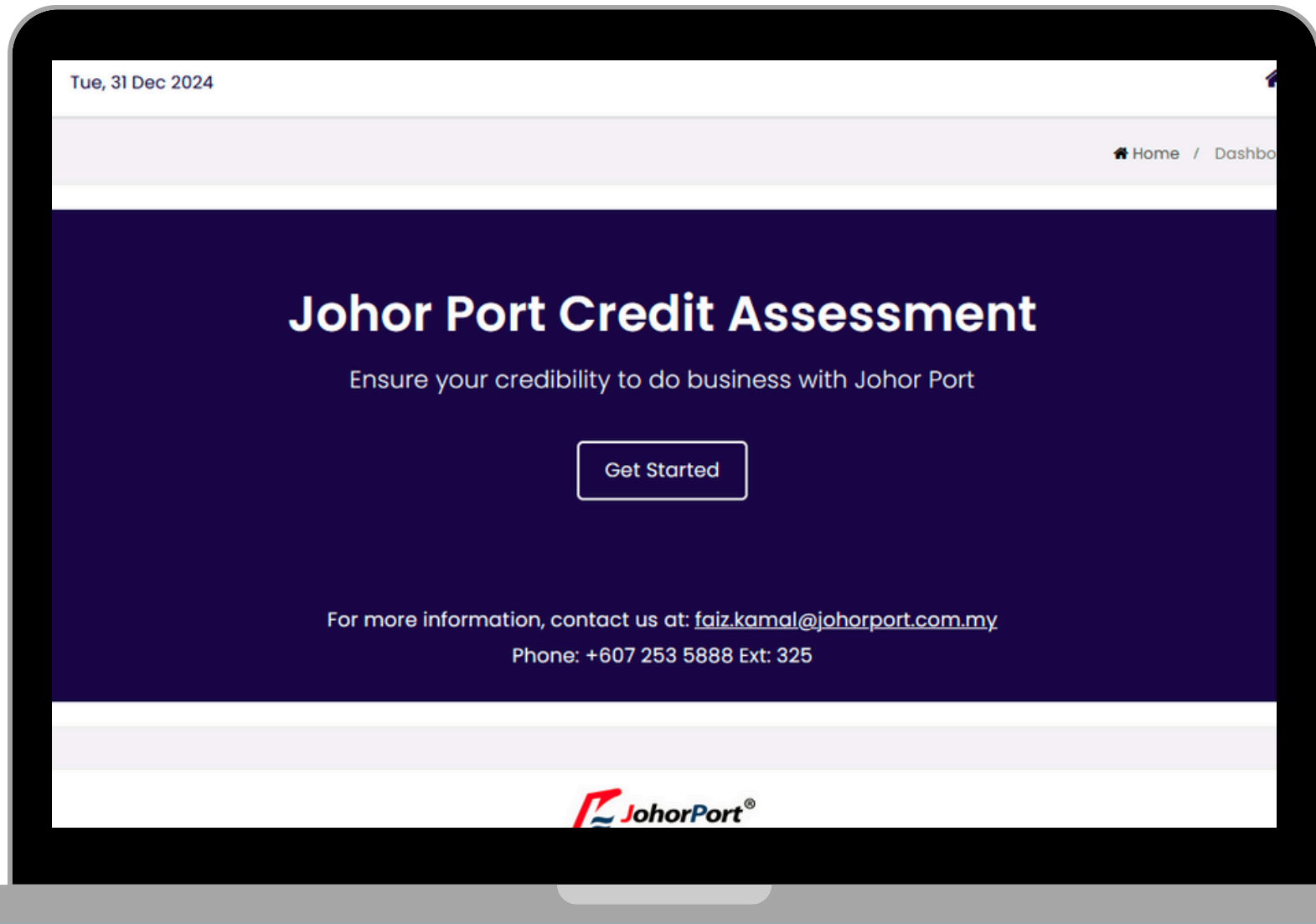
## User Manual Guide

Visit our website

● ● ● ● ● <https://jodc.johorport.com.my/jw/web/login>

You will be  
directed to the  
landing page or  
home page.

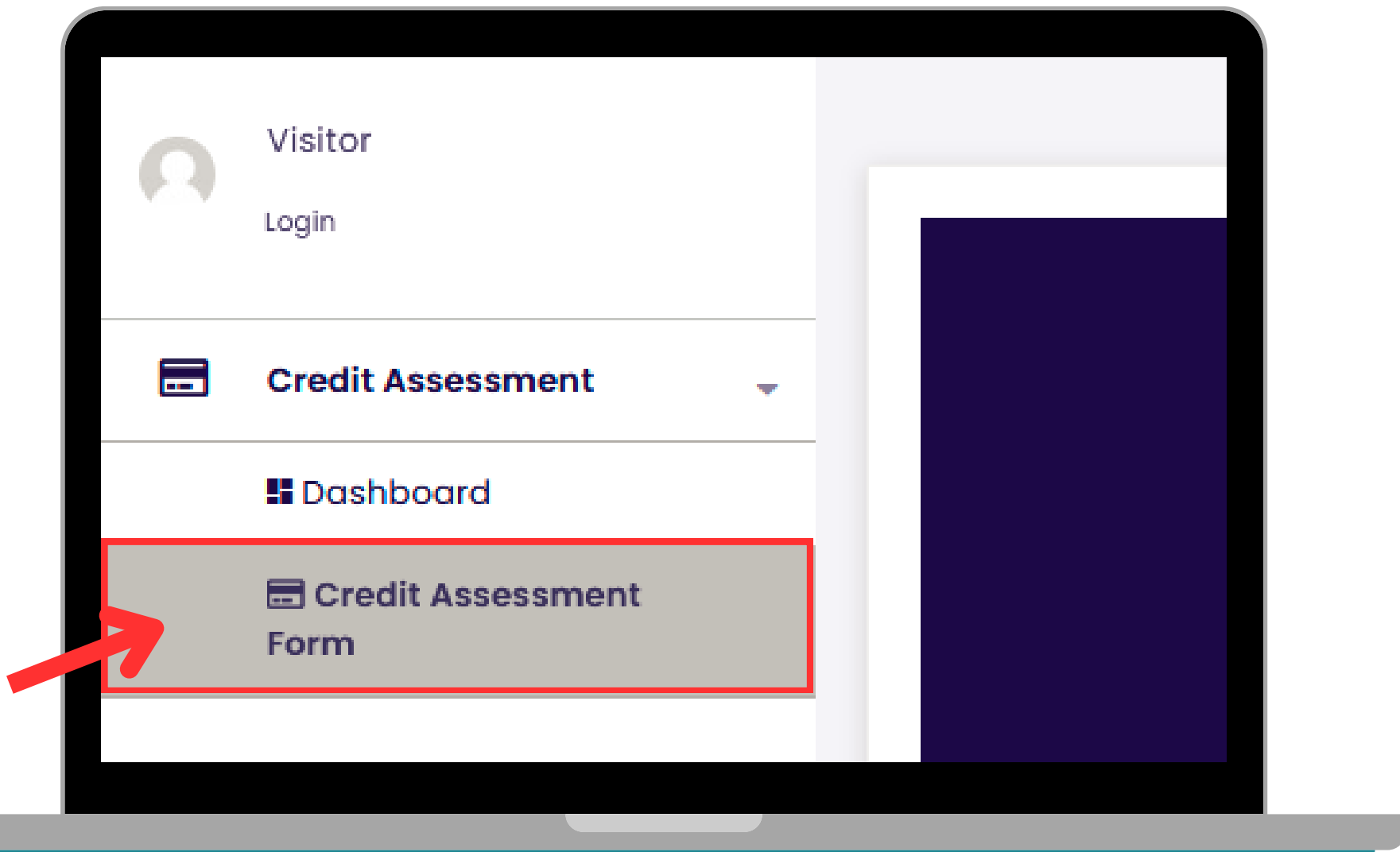
1



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

# Select 'Credit Assessment Form'

# 2



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Fill in all required information on the form.

3

The screenshot shows a web form with a progress bar at the top. The progress bar has five steps: 1. Company Details (highlighted with a blue circle), 2. Document Checklist, 3. Statement of Financial Position and Cash Flow Statement, 4. Statement of comprehensive income, and 5. TLA and LOG agreement. Below the progress bar is a section titled 'Company Details' with a dark blue header. This section contains several input fields with labels and asterisks indicating required fields: 'Company Name \*', 'New SSM Registration No. (12 digit) \*', 'Old SSM Registration No. \*', 'Company Address \*', 'Phone No. \*', and 'Email (Account Contact Person) \*'. The input fields are empty.



<https://jodc.johorport.com.my/jw/web/login>

Fill in all required information on the form.

4

The screenshot shows a web form titled "Assessment" with a purple header. Below the header, there is a section for "Financial position" with instructions: "Information based on last 2 years audited financial statement" and "Enter '0' in any fields that are not applicable or where no data is available." The form contains several rows of input fields. The first row has a "Year" dropdown menu with "Latest Year" selected, followed by two "Year" fields with asterisks and information icons. The subsequent rows have "RM" fields with asterisks and information icons. The form is displayed on a laptop screen.



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Fill in all required information on the form.

5

Years audited financial statement  
applicable or where no data is available.

Year \* ⓘ

Year \* ⓘ

Previous Year

RM \*

RM \*

RM \*

RM \*

RM \* ⓘ

RM \* ⓘ

RM \*

RM \*

RM \* ⓘ

RM \* ⓘ



<https://jodc.johorport.com.my/jw/web/login>

Fill in all mandatory fields and click 'Next' button.

6

Submitted by

Name \*

Position \*

Date 2024-10-09 12:42

Next



<https://jodc.johorport.com.my/jw/web/login>

Fill in all required information on the form.

7

### Acknowledgement

Please download **Attachment I: Traders' Ledger Account Agreement ("TLA")** and **Attachment II: Letter of Guarantee ("LOG")** and submit them (**2 copies each**) together with the Security Amount ("SA") to the Compliance Department **within fourteen (14) days** from the date of your application. The SA can be either a Bank Guarantee or Banker's Cheque or cash deposit for an amount equivalent to RM30,000.00 or two (2) months' estimated transactions, whichever is higher.

For **Attachments III, IV, and V**, please download and submit **one copy of each** along with the TLA and LOG.

\*Click on the text to download the file.

- **Attachment I** : Traders' Ledger Account Agreement ("TLA")
- **Attachment II** : Letter of Guarantee ("LOG")
- **Attachment III** : Anti-Bribery And Anti-Corruption Declaration
- **Attachment IV** : Anti-Bribery And Anti-Corruption ("ABAC") Due Diligence Questionnaire for Compliance
- **Attachment V** : Declaration Survey Form

\*  I/We have read and agree to the Terms and Conditions of Business ("TCB") of Johor Port Berhad ("JPB") as published at JPB's website.

\*  I/We have been given at least fourteen (14) days to submit the TLA, LOG and SA.

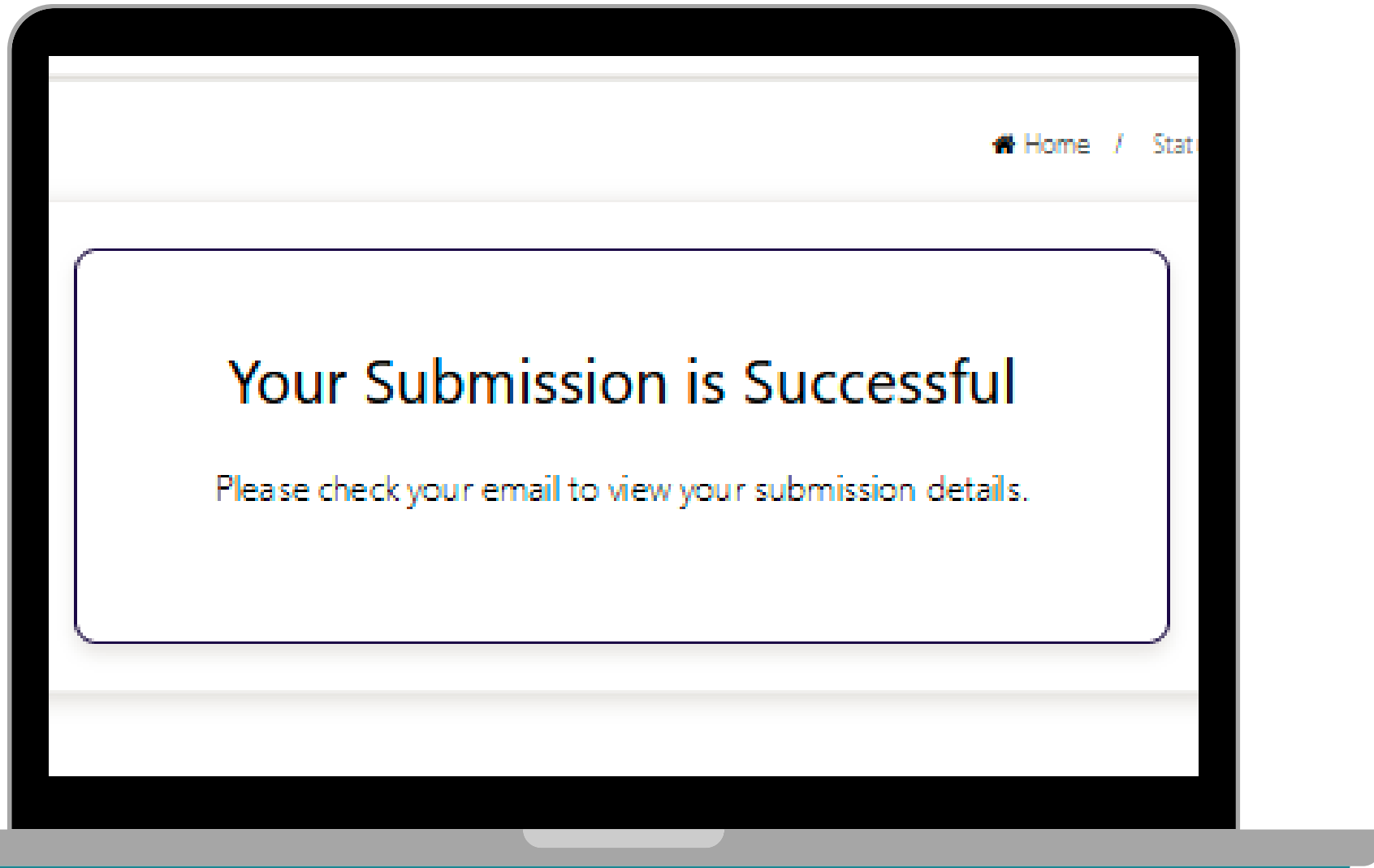
\*  I/We understand and agree that the approval of my/our application and activation of Business Partner ("BP") code is subject to successful completion of the above requirements.



<https://jodc.johorport.com.my/jw/web/login>

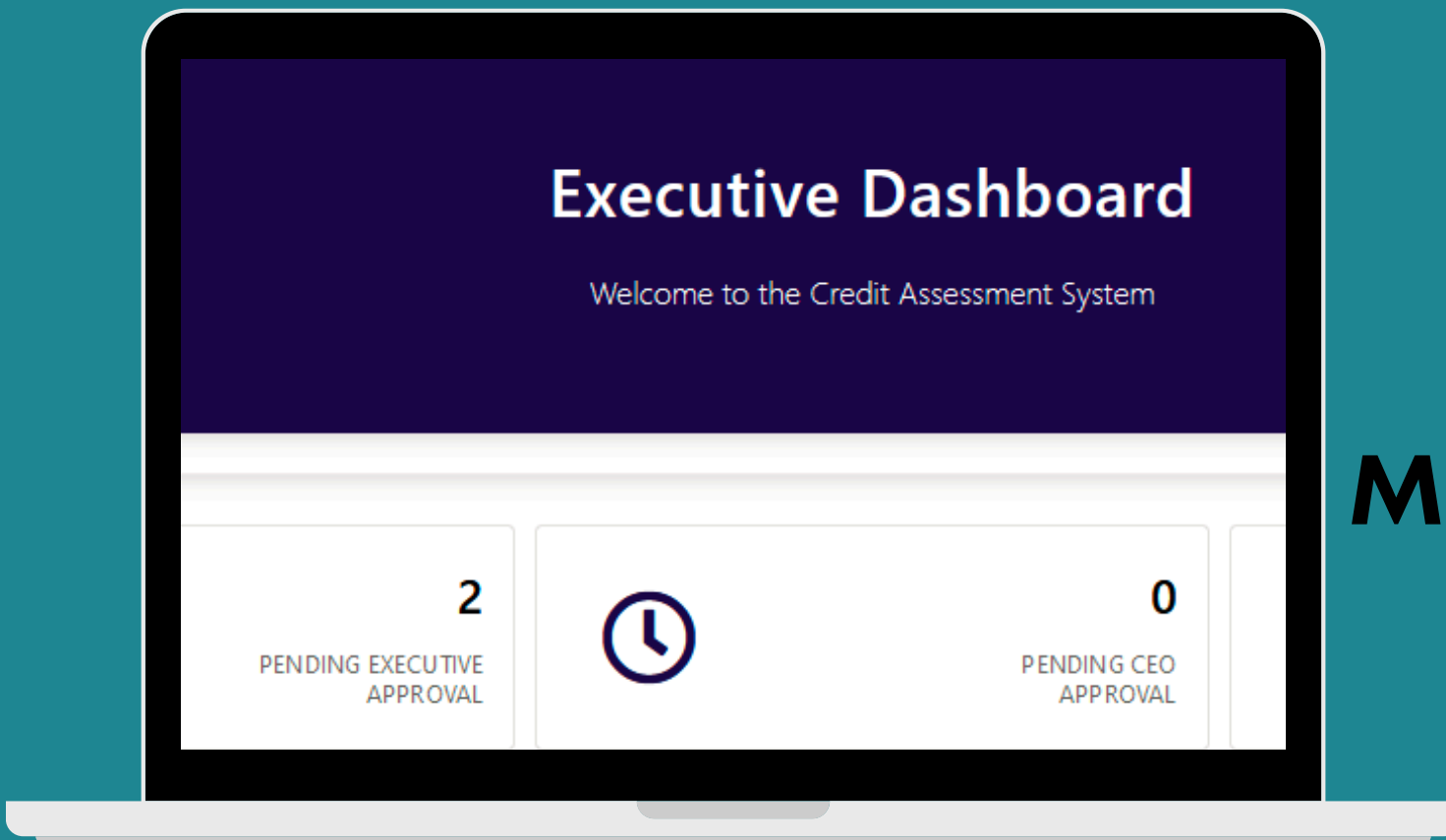
The page will appear once application is submitted successfully.

8



<https://jodc.johorport.com.my/jw/web/login>

# HOW TO APPROVE/REJECT APPLICATION



## Executive Manual Guide

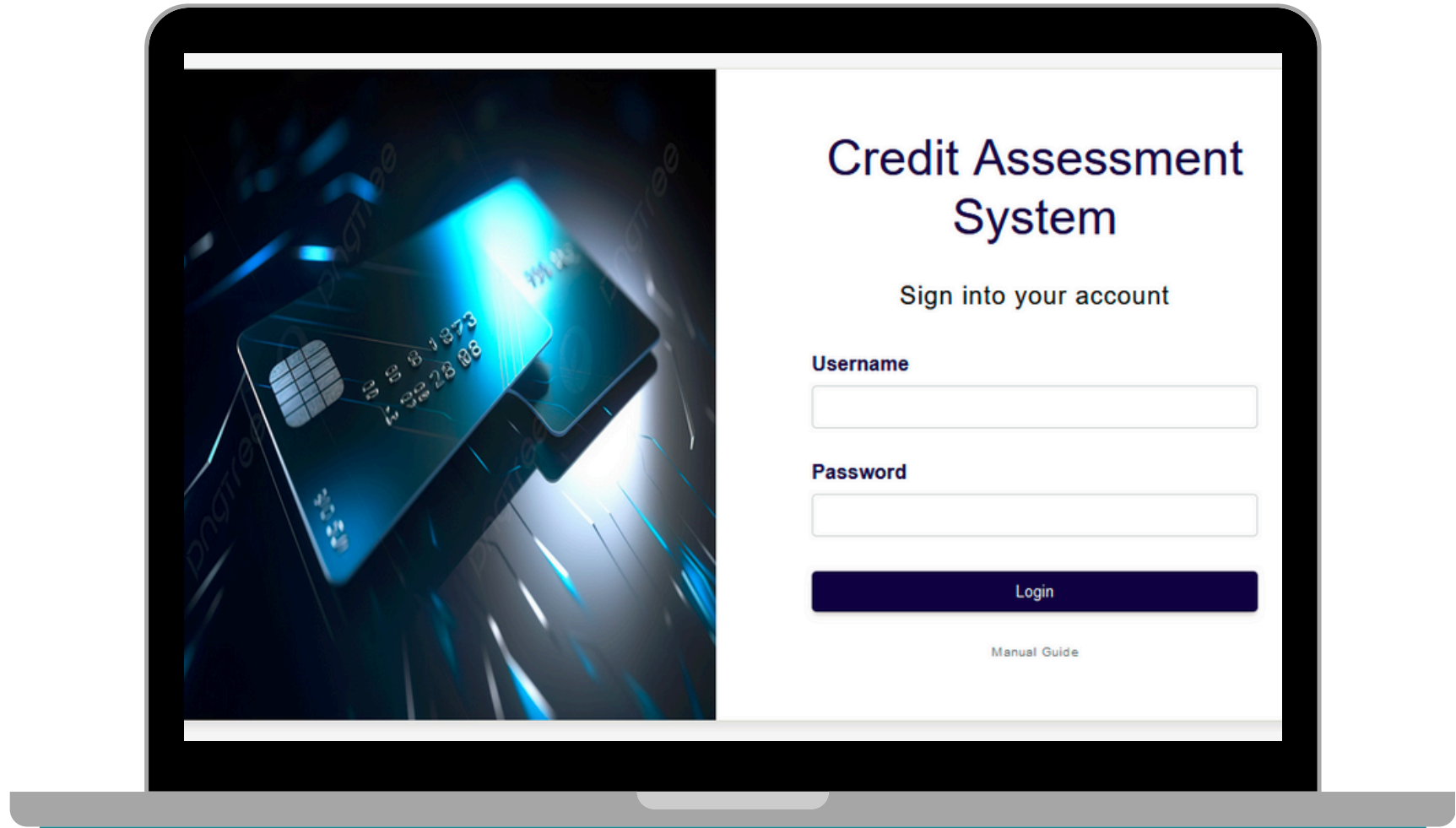
Visit our website

[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)



1

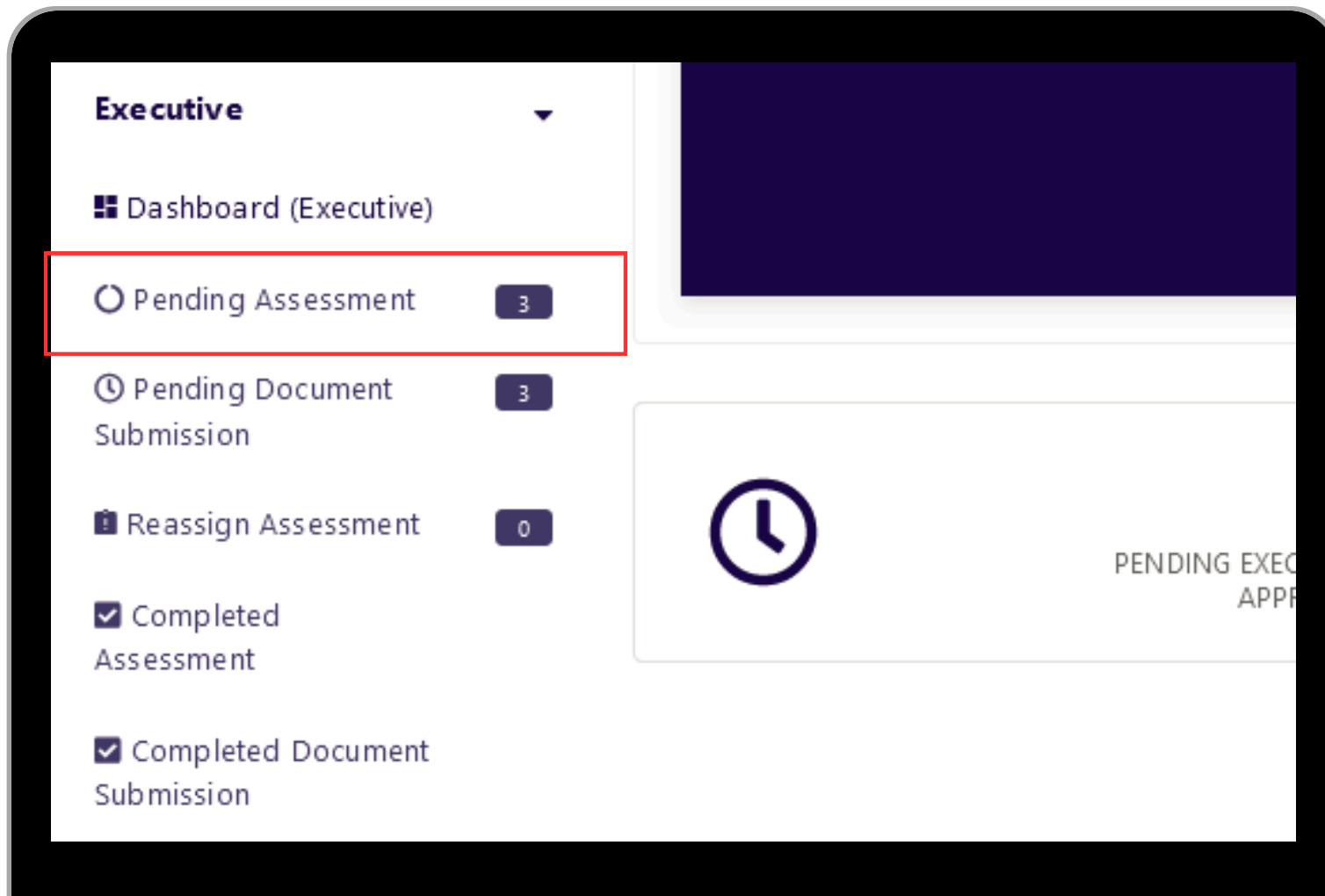
# Enter your username and password to log in



Visit our website  
[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

# Under Executive menu, select 'Pending Assessment'

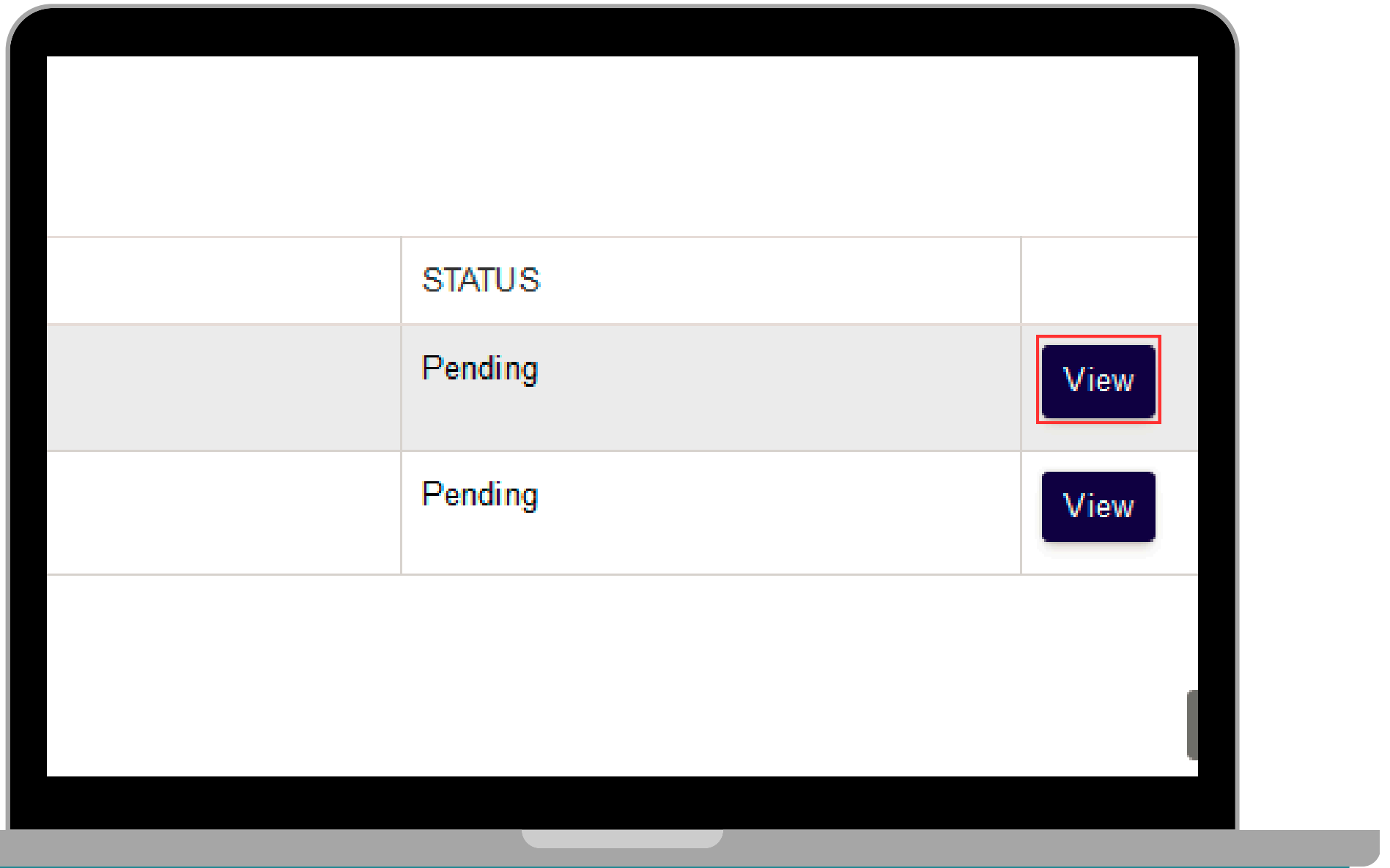
# 2



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Click on the "View"  
button corresponding to  
the application you wish  
to approve or reject.

3



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

In the Executive approval section,  
select either "Approve" or "Reject."  
Please ensure that the approval done  
at **'Statement of Comprehensive  
Income'** page.

4

Wed, 9 Oct 2024

Statement of comprehensive income

4

**Assessed by**

Assessment \*  Complete  Reject

Name \* Mohamad Faiz Kamal

Position \* Executive

Date 2024-10-09 01:24

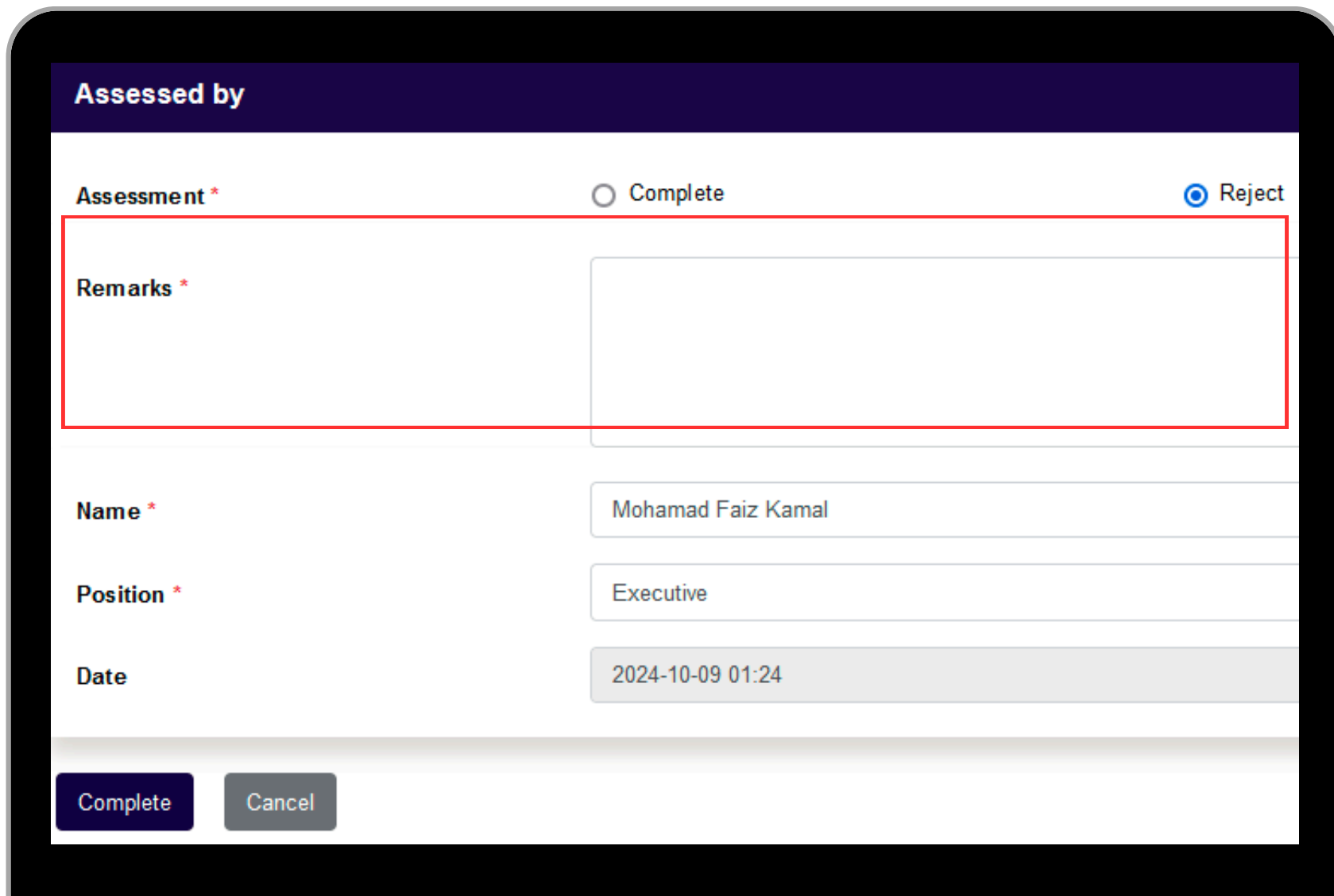
Complete Cancel



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

If you choose to reject,  
please provide a reason for  
the rejection.

5



The screenshot shows a web form titled "Assessed by" with a dark purple header. Below the header, there are two radio buttons: "Complete" (unselected) and "Reject" (selected). A red rectangular box highlights the "Remarks" field, which is currently empty. Below the "Remarks" field, there are three input fields: "Name" (containing "Mohamad Faiz Kamal"), "Position" (containing "Executive"), and "Date" (containing "2024-10-09 01:24"). At the bottom of the form, there are two buttons: "Complete" (dark purple) and "Cancel" (grey).



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Click 'Complete' button to proceed

6

**Assessed by**

Assessment \*  Complete  Rej

Name \* Mohamad Faiz Kamal

Position \* Executive

Date 2024-10-09 01:24

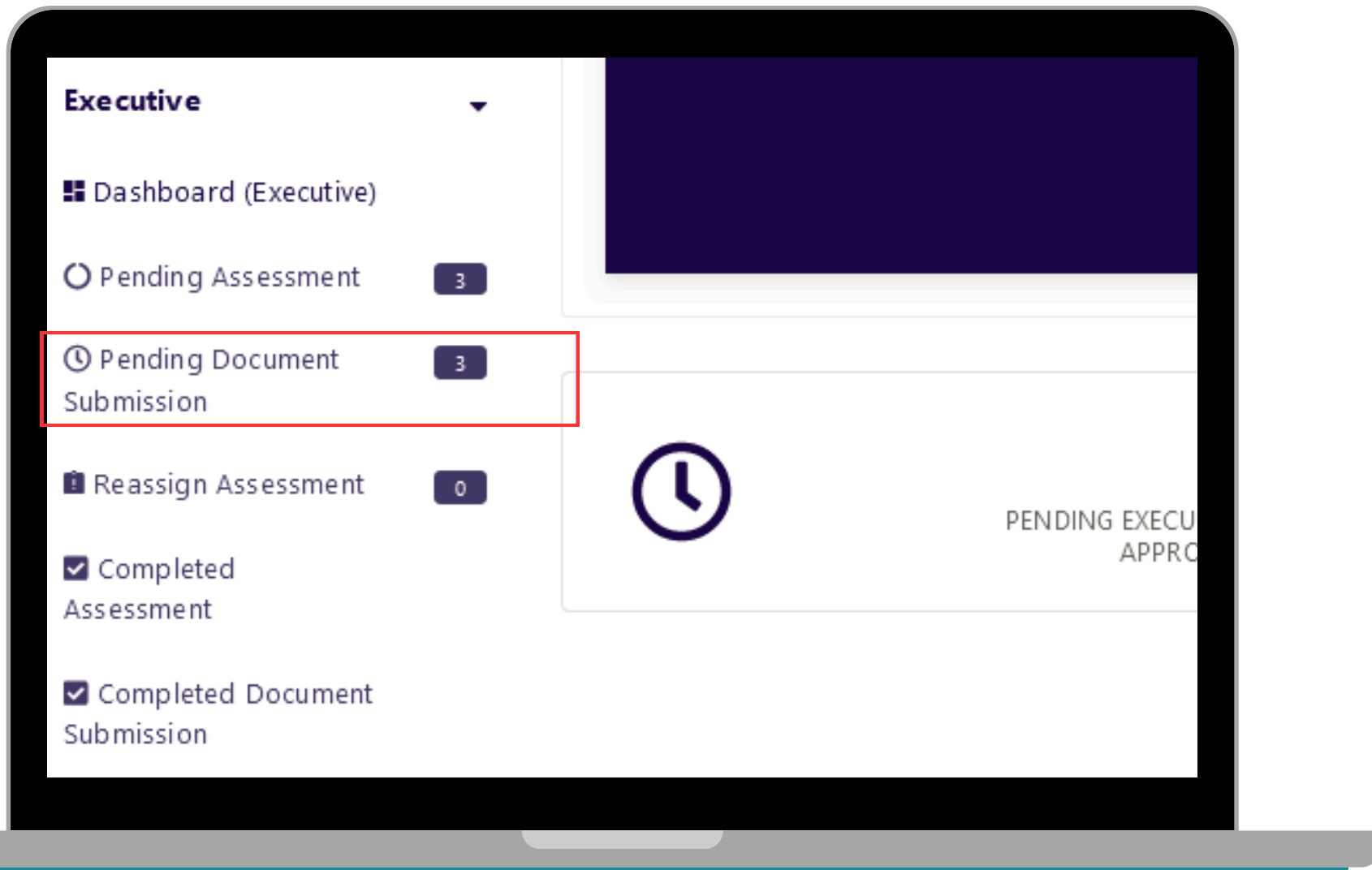
**Complete** Cancel



<https://jodc.johorport.com.my/jw/web/login>

# Under Executive menu, select 'Pending Document Submission'

7



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Select either document submission is 'Complete' or 'Reassign' and click 'Complete' button to submit

8

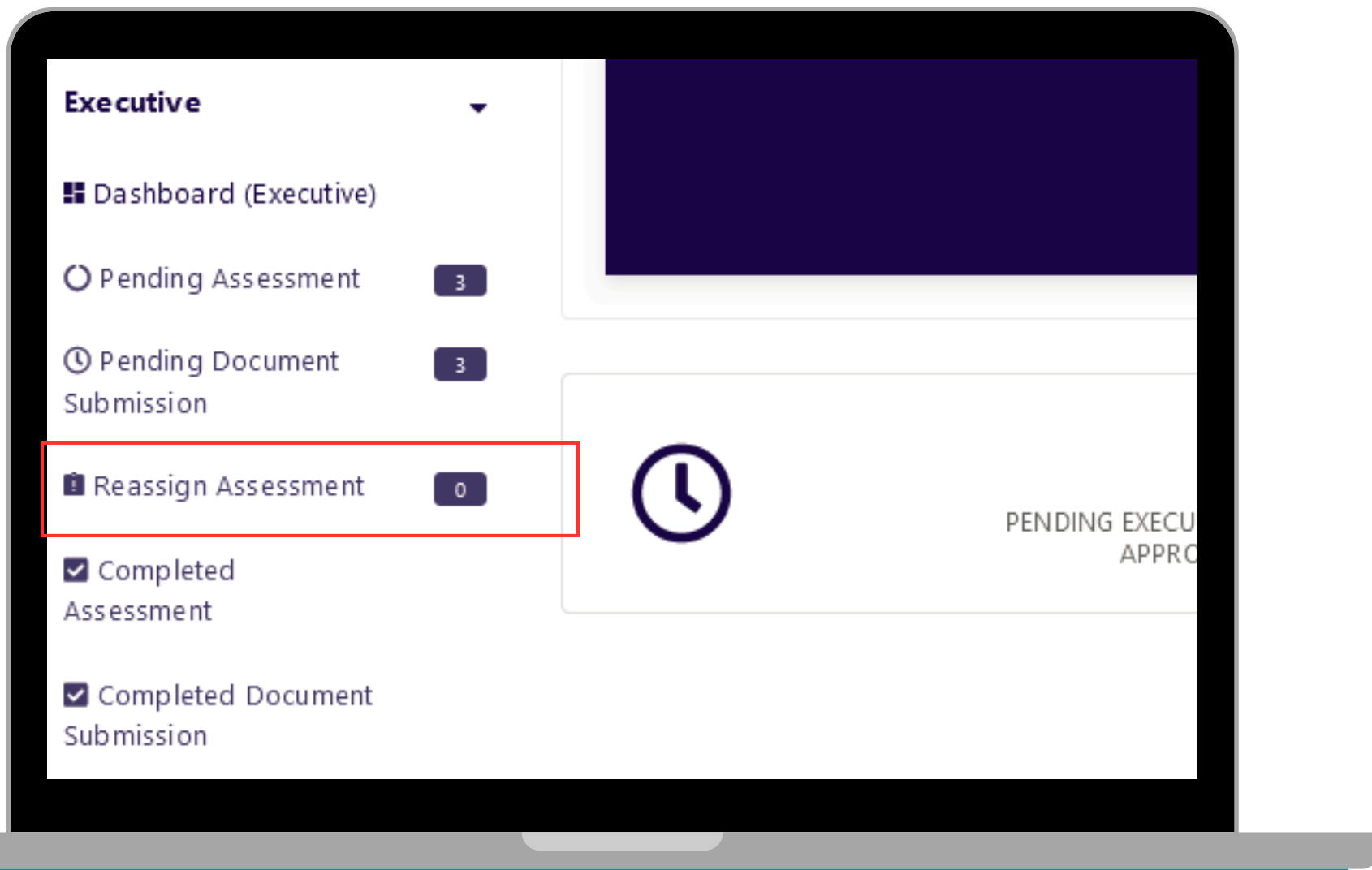
The screenshot shows a web form titled "LOG and TLA Submission Update". The form contains a section for "Status Submission \*" with two radio button options: "Complete" and "Reassign". Below this is a "Date" field showing "2024-10-09 01:36". At the bottom of the form, there are two buttons: "Complete" and "Cancel". The "Complete" button is highlighted with a red border.



<https://jodc.johorport.com.my/jw/web/login>

Under Executive menu,  
select 'Reassign  
Assessment' if the  
application **rejected**

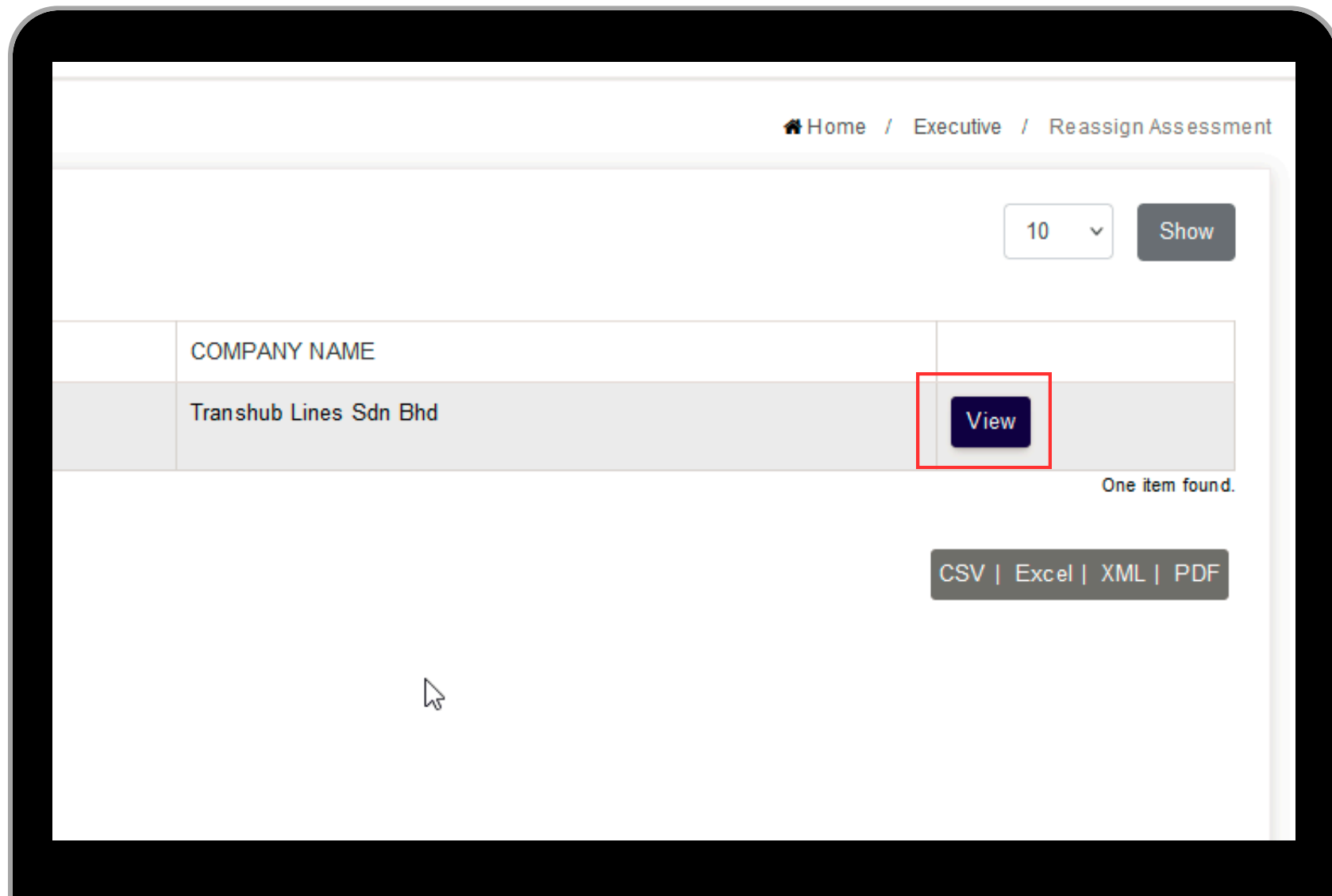
9



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Click on the "View"  
button corresponding to  
the application you need  
to re-approve.

10



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Select either document submission is 'Complete' or 'Reject' and click 'Complete' button to submit

11

The screenshot shows a web form titled "Assessed by" with a dark purple header. Below the header is a red note: "Note: Please Make Sure Approve At Page 'Statement of Comprehensive Income' Before Submit". The form contains several fields: "Assessment \*" with radio buttons for "Complete" (selected) and "Reject"; "Name \*" with the value "Faiz Kamal"; "Position \*" with the value "Executive"; and "Date" with the value "2024-12-10 11:49". At the bottom, there are two buttons: "Complete" (highlighted with a red box) and "Cancel".



<https://jodc.johorport.com.my/jw/web/login>

# Click 'Completed Assessment' and 'Completed Document Submission' to edit details

12

The image shows a laptop displaying a web dashboard. On the left, a sidebar menu contains several items: 'Dashboard (Executive)', 'Pending Assessment' with a count of 2, 'Pending Document Submission' with a count of 1, 'Completed Assessment' (highlighted with a red box), and 'Completed Document Submission'. On the right, a table displays data with a 'STATUS' column containing 'Approved' entries and 'Edit' buttons. Below the table, a form field labeled 'COMPANY NAME' contains the value 'Ninso'.

STATUS	
Approved	Edit
Approved	Edit
Approved	Edit
Approved	Edit

COMPANY NAME

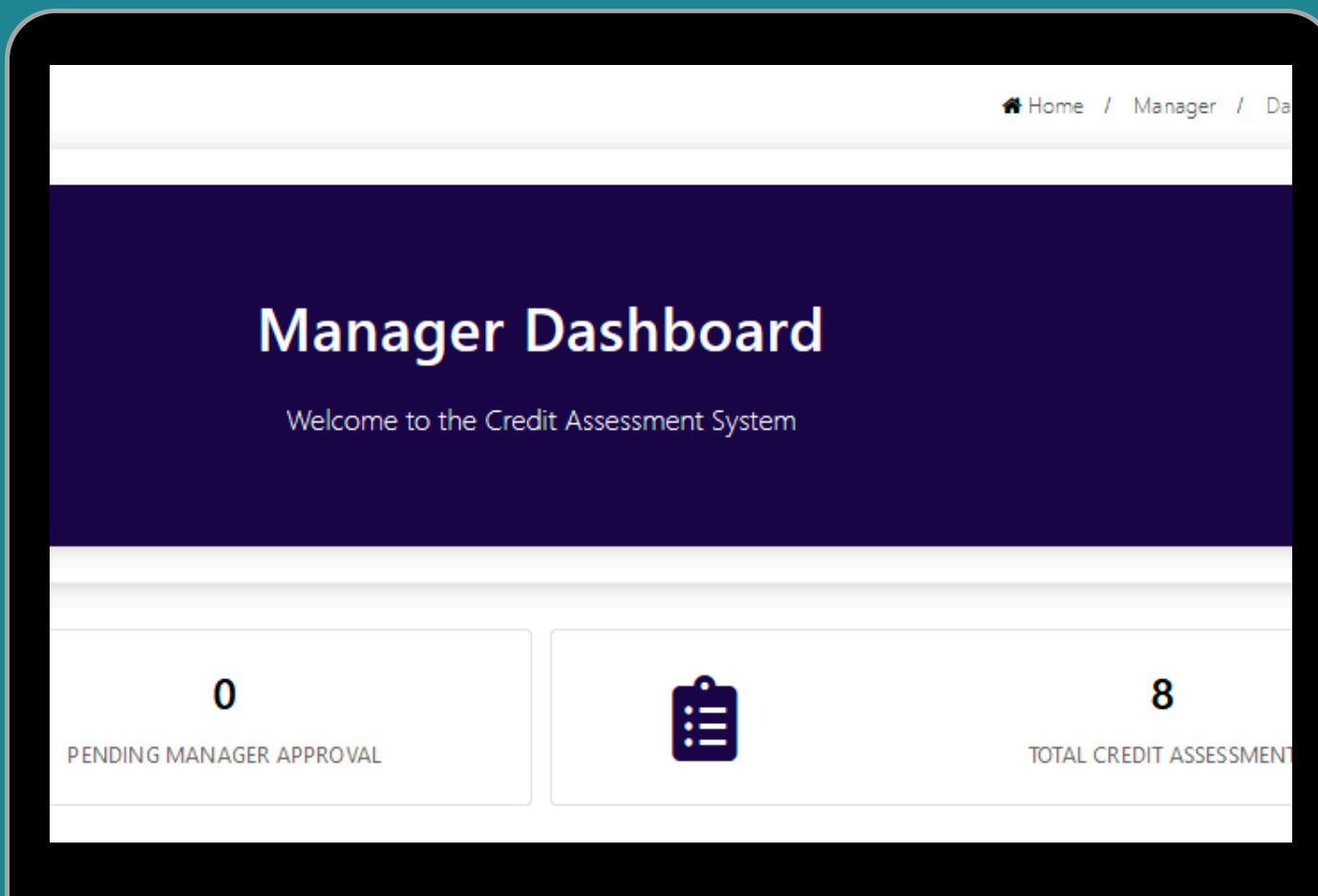
1

Ninso



<https://jodc.johorport.com.my/jw/web/login>

# HOW TO APPROVE/REJECT APPLICATION



## Manager Manual Guide

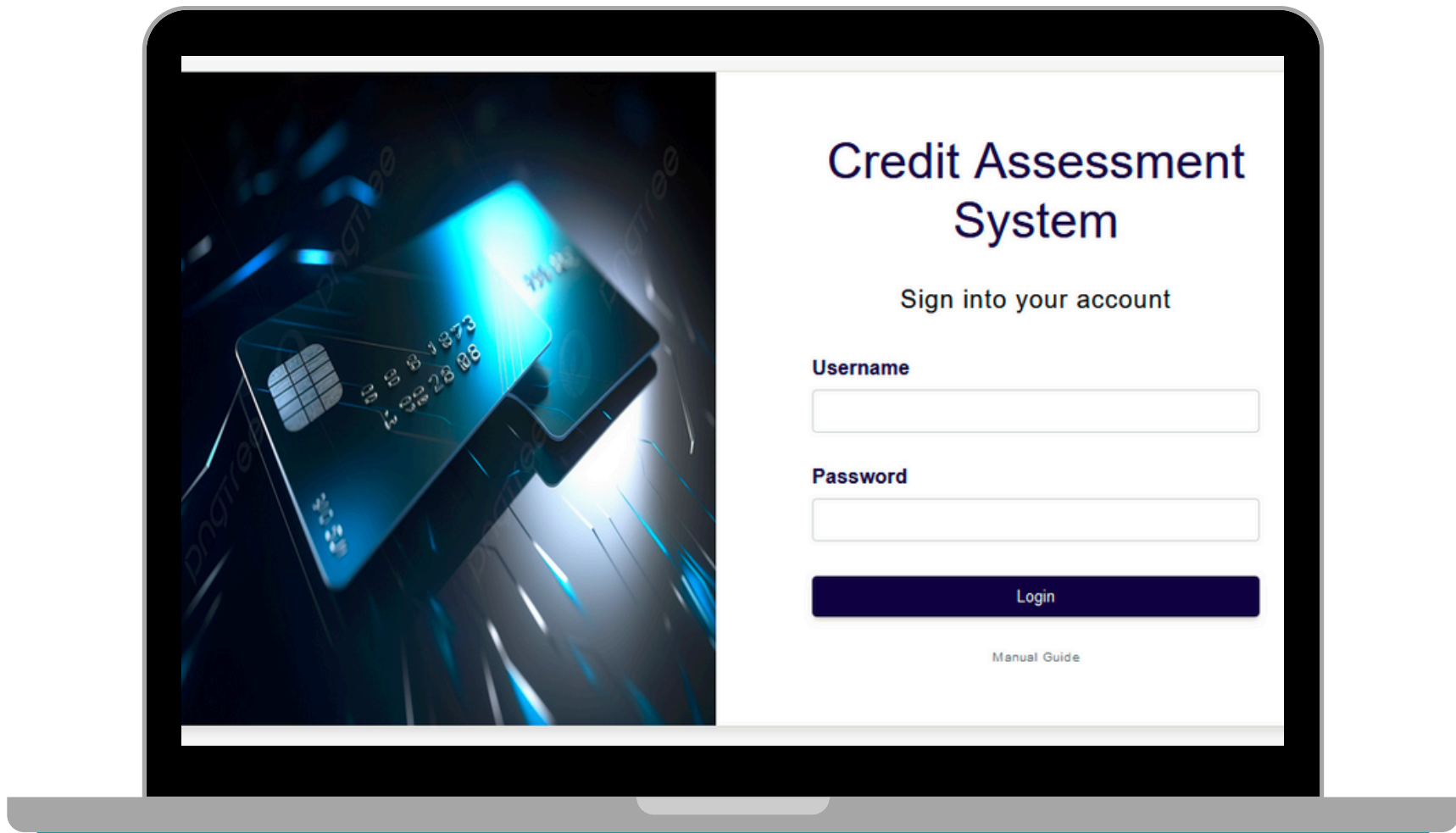
Visit our website

<https://jodc.johorport.com.my>



1

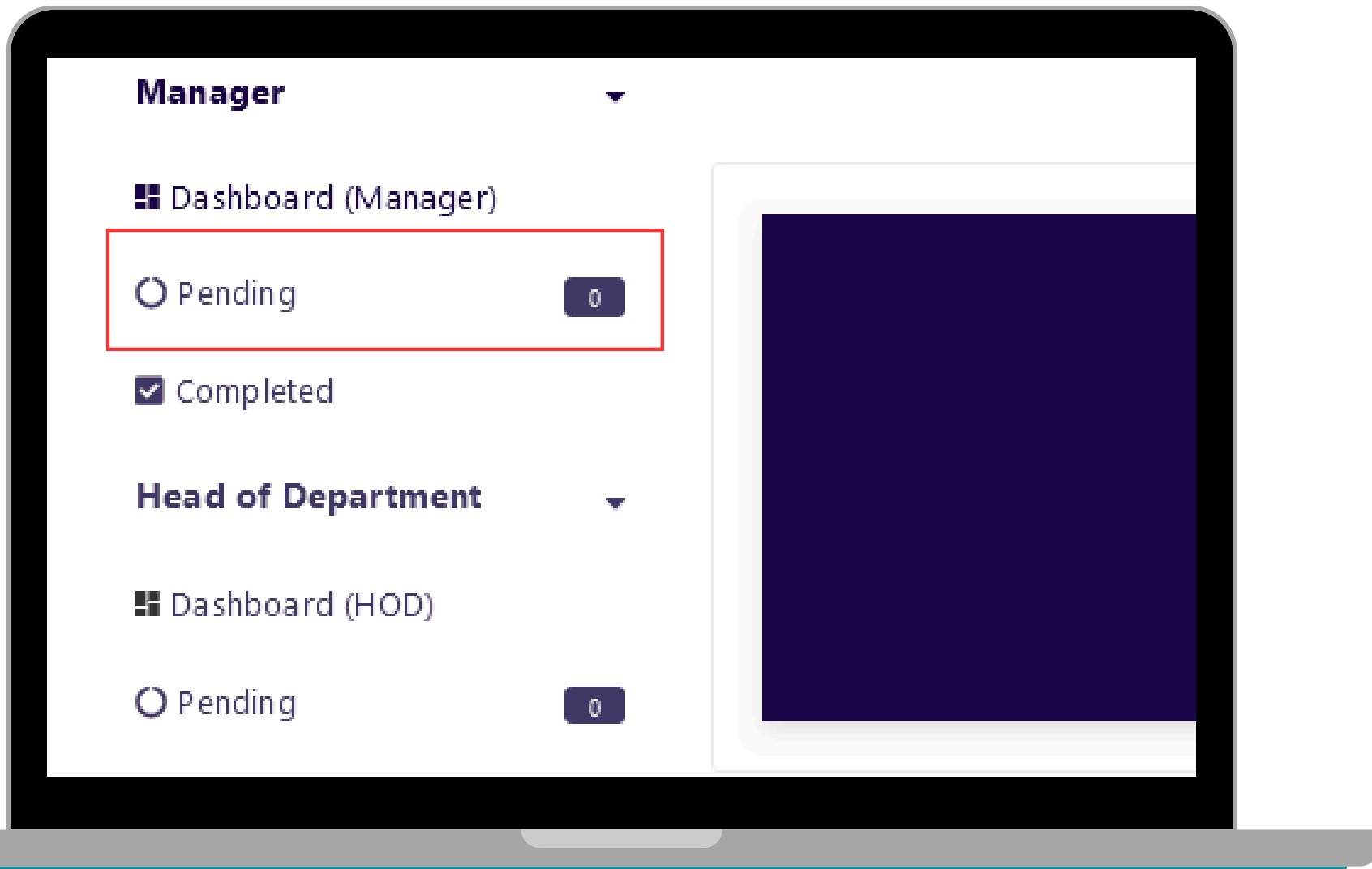
# Enter your username and password to log in



Visit our website  
[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

# Under Manager menu, select 'Pending'

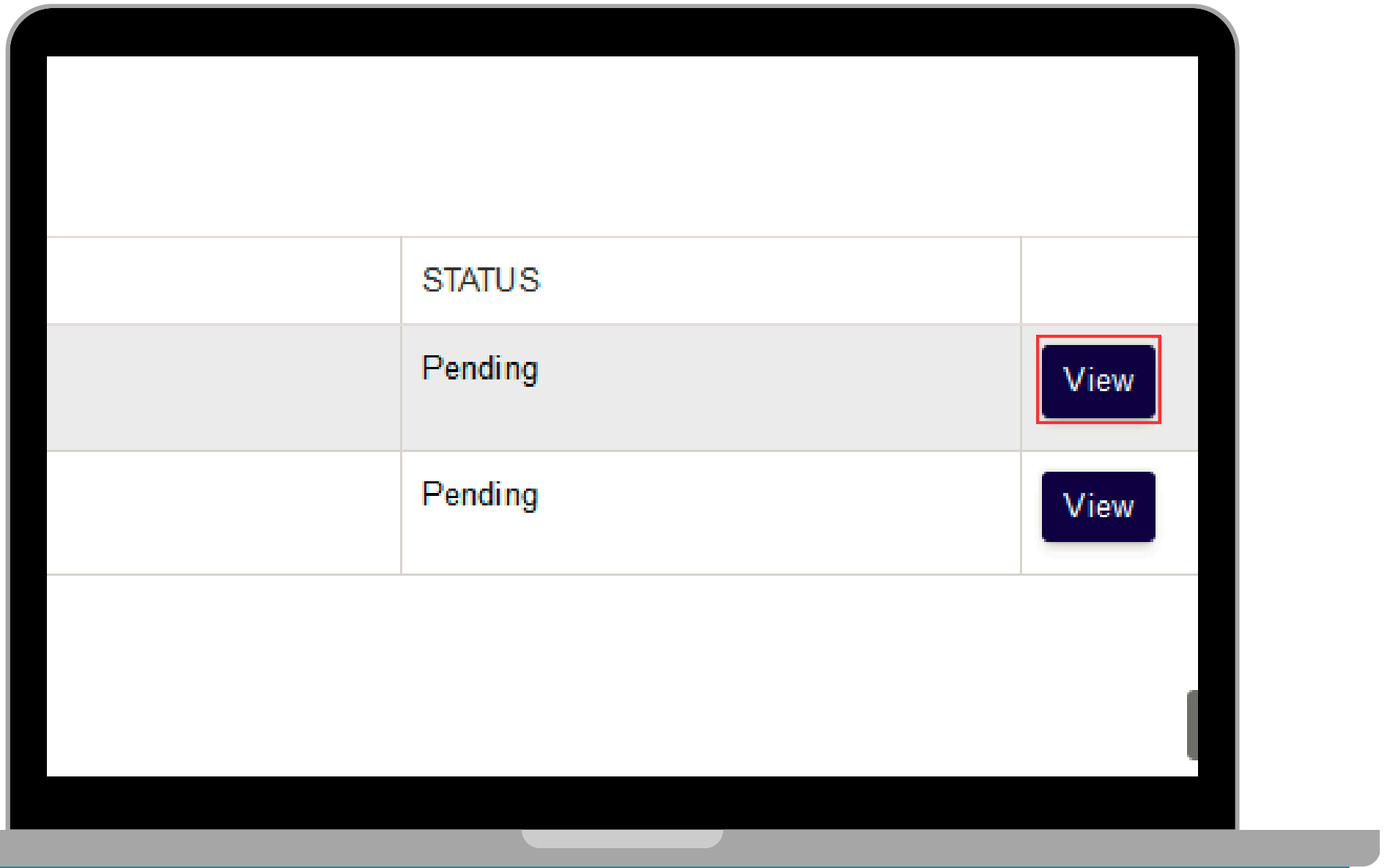
# 2



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

**Click on the "View"  
button corresponding to  
the application you wish  
to approve or reject.**

**3**



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

In the Manager approval section, select either "Approve" or "Reject". Please ensure that approval done at **'Statement of Comprehensive Income'** page.

4

4

Statement of comprehensive income

Recommended By

*Note: Please Make Sure Approve At Page 'Statement of Comprehensive Income' Before Submit*

Approval \*  Approve  Reject

Name \* Adibah

Designation \* Manager

Date 2024-12-31 10:58

Complete Cancel



<https://jodc.johorport.com.my/jw/web/login>

If you choose to reject,  
please provide a reason for  
the rejection.

5

Recommended By

*Note: Please Make Sure Approve At Page 'Statement of Comprehensive Income' Before Submit*

Approval \*  Approve  Reject

Name \*

Designation \*

Date 2024-12-31 11:10

Remarks \*



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

# Click on the "Completed" button to view or edit the approved application

# 6

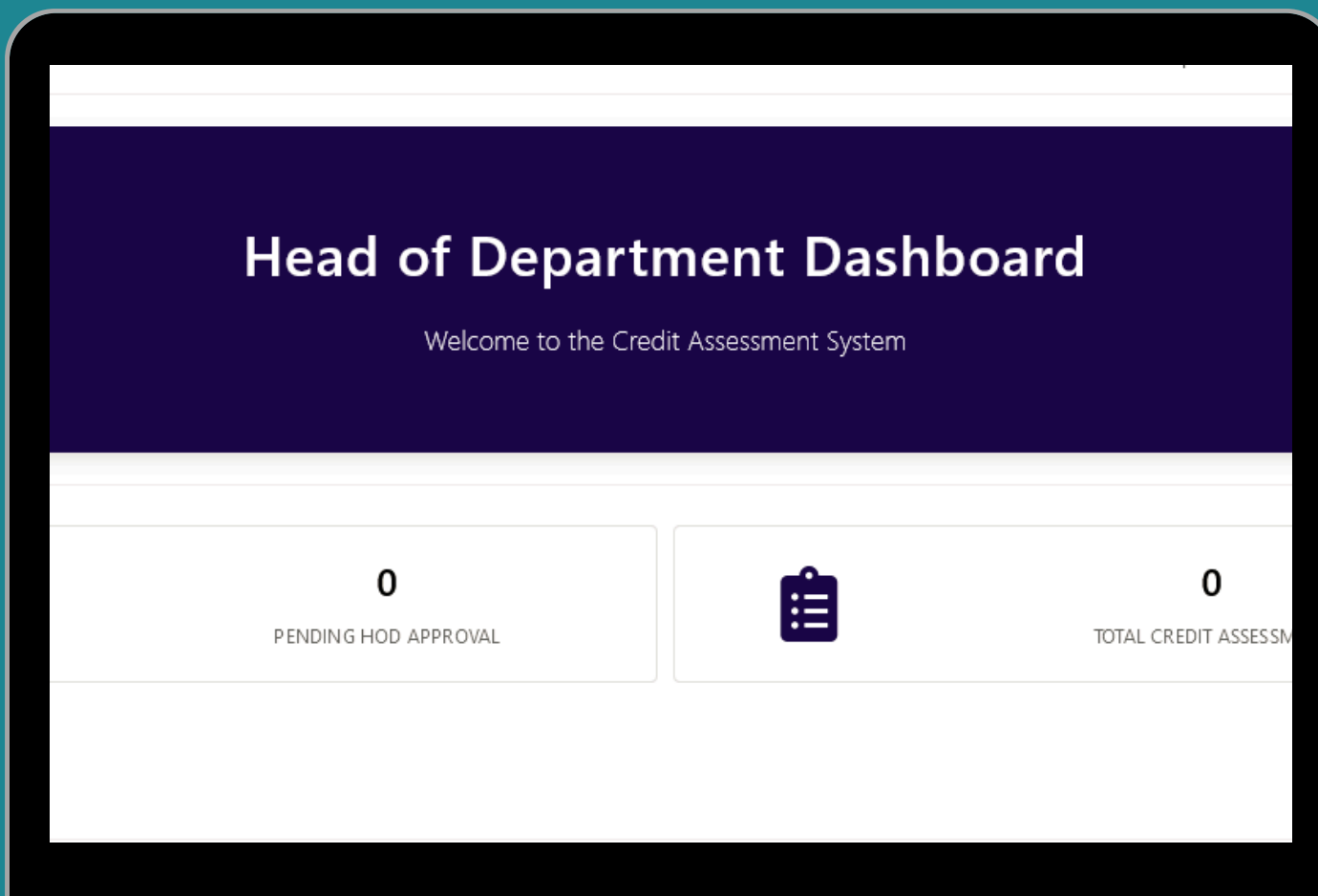
Proway Logistics Sdn Bhd	Approved	Edit
Transhub Lines Sdn Bhd	Rejected by Manager	Edit
Antara Koh (M) Sdn Bhd	Approved	Edit

6 items found, d



<https://jodc.johorport.com.my/jw/web/login>

# HOW TO APPROVE/REJECT APPLICATION



## Head of Department Manual Guide

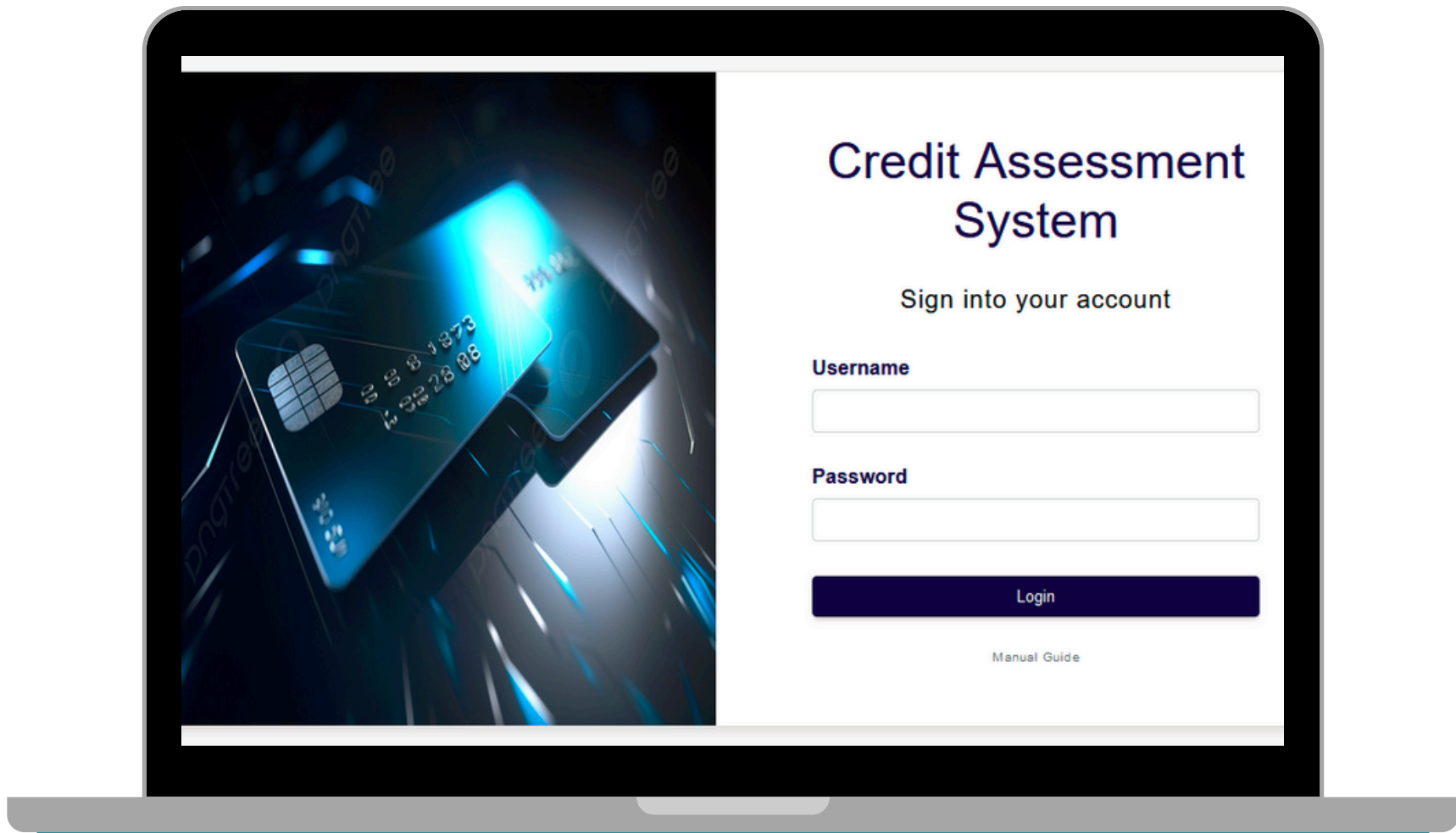
Visit our website



<https://jodc.johorport.com.my/jw/web/login>

1

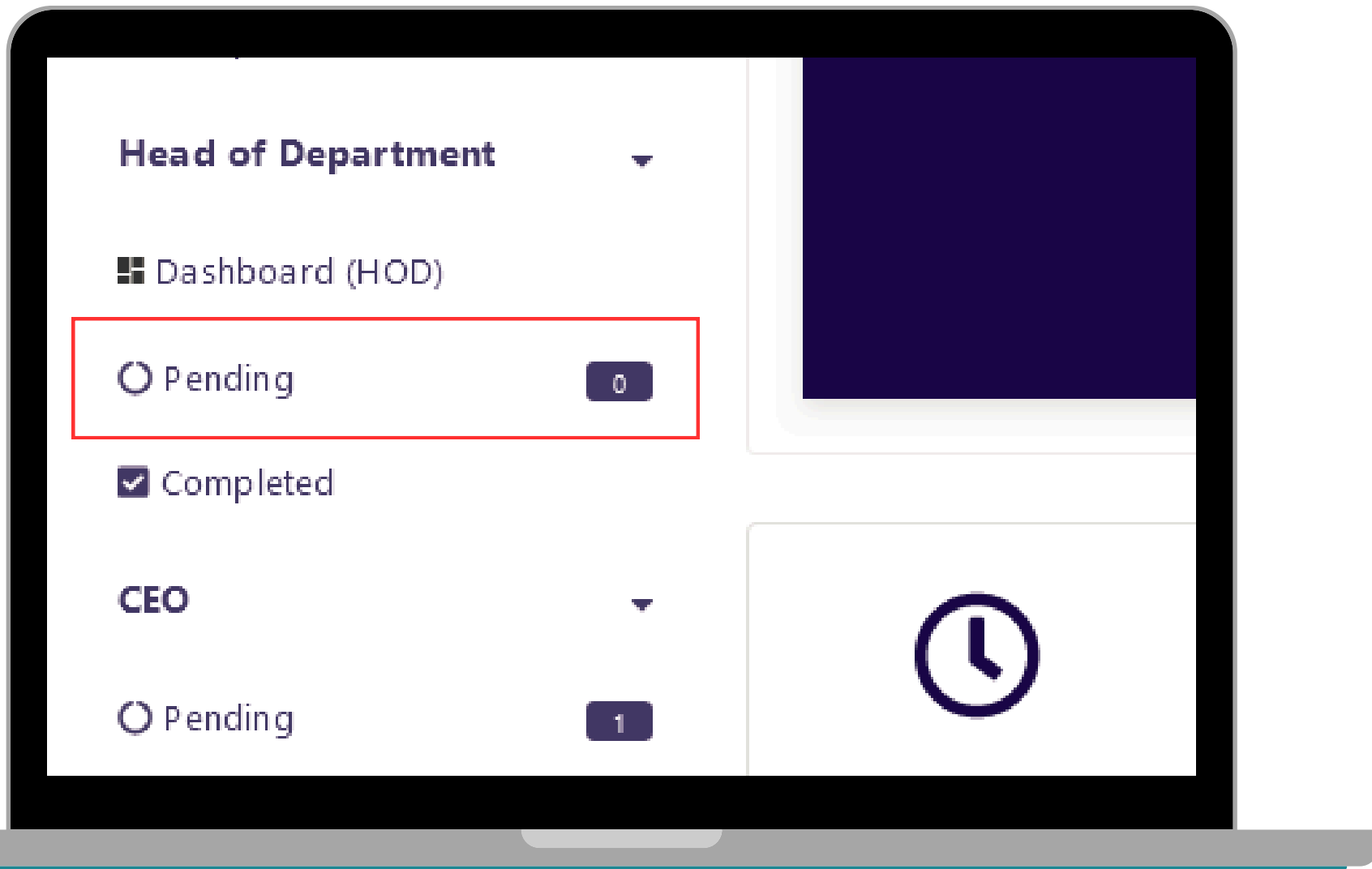
# Enter your username and password to log in



Visit our website  
[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

# Under Head of Department menu, select 'Pending'

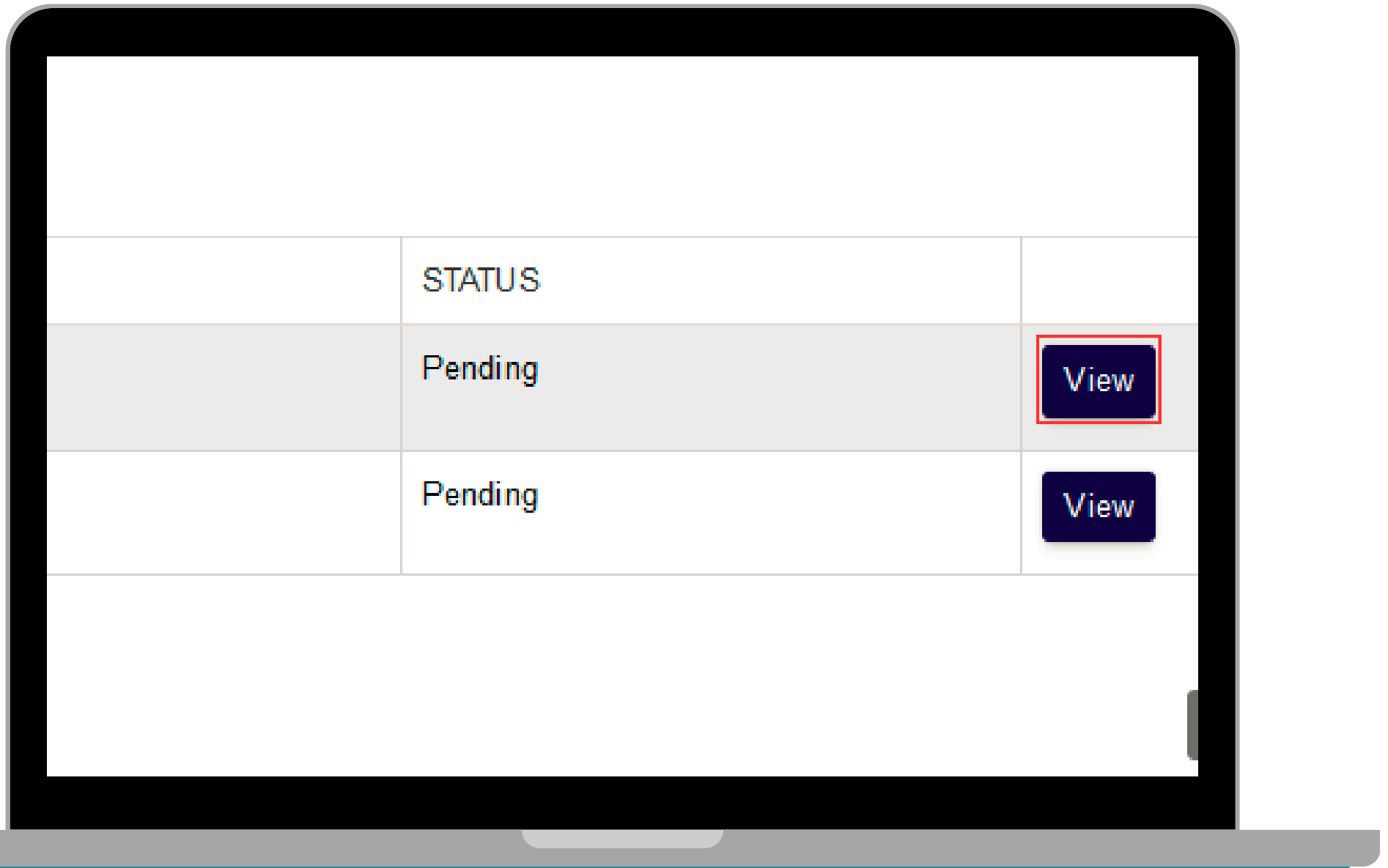
2



<https://jodc.johorport.com.my/jw/web/login>

**Click on the "View"  
button corresponding to  
the application you wish  
to approve or reject.**

**3**



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

In the Head of Department approval section, select either "Approve" or "Reject". Please ensure that approval done at **'Statement of Comprehensive Income'** page.

4

4

Statement of comprehensive income

Approved By

*Note: Please Make Sure Approve At Page 'Statement of Comprehensive Income' Before Submit*

Approval \*  Approve

Name \* Syahrul

Designation \* HEAD OF DEPARTMENT

Date 2024-12-31 11:18

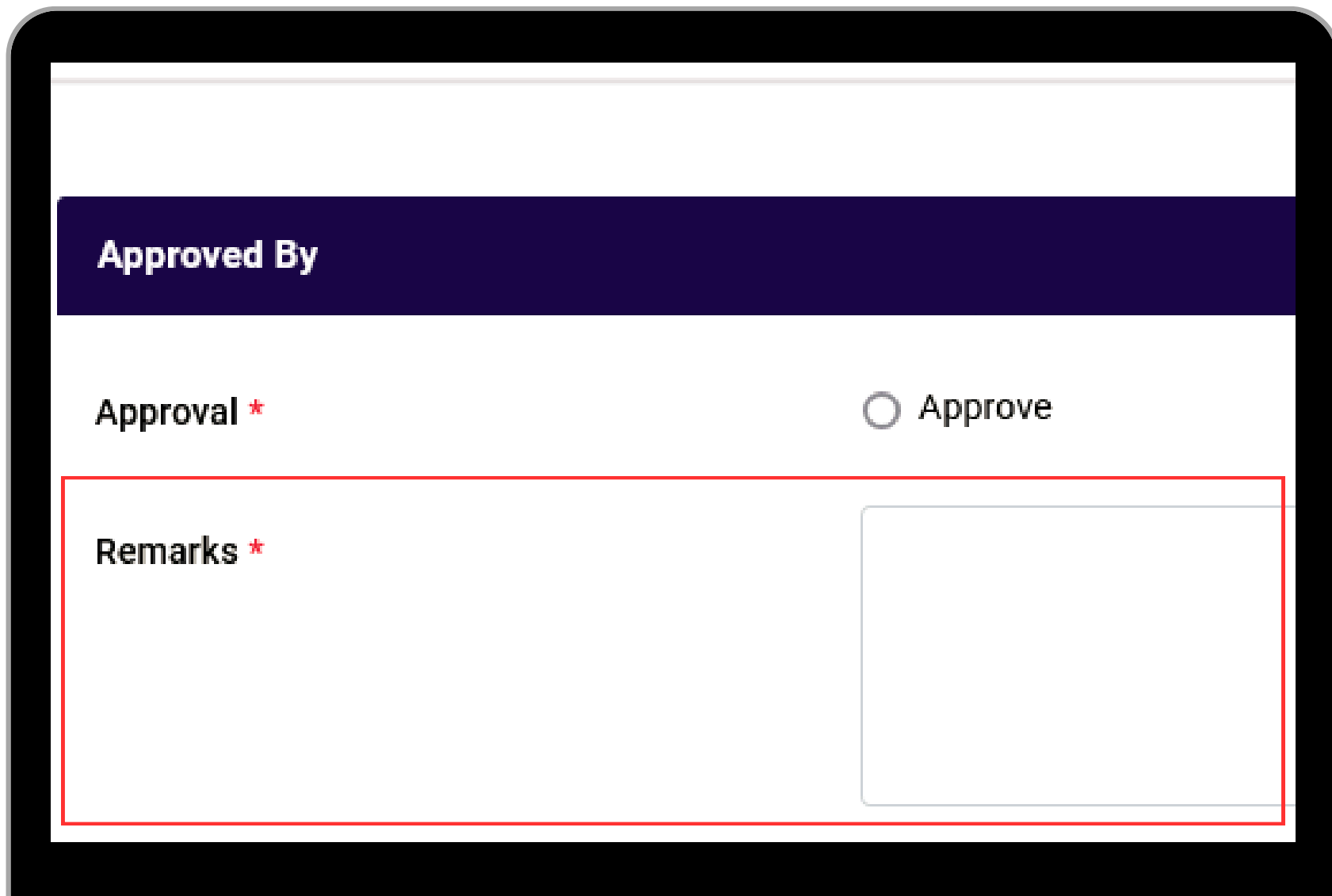
Complete Cancel



<https://jodc.johorport.com.my/jw/web/login>

If you choose to reject,  
please provide a reason for  
the rejection.

5



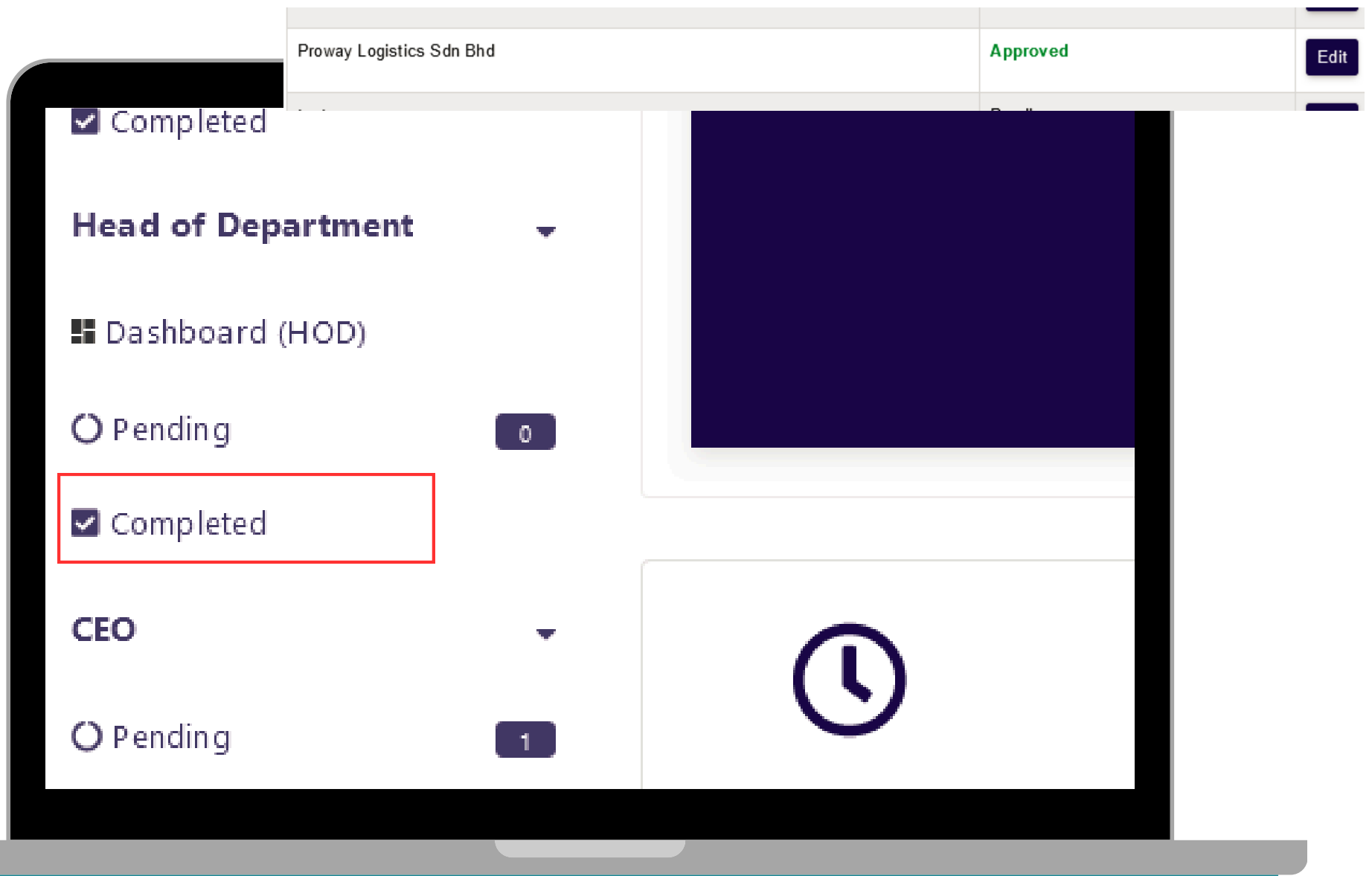
The screenshot shows a web form with a dark blue header bar containing the text "Approved By". Below the header, there is a section labeled "Approval \*" with a radio button next to the word "Approve". To the left of the radio button, there is a red asterisk. Below this section, there is a large text input field labeled "Remarks \*" with a red asterisk. The input field is outlined in red. To the right of the input field, there is a smaller, empty rectangular box.



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

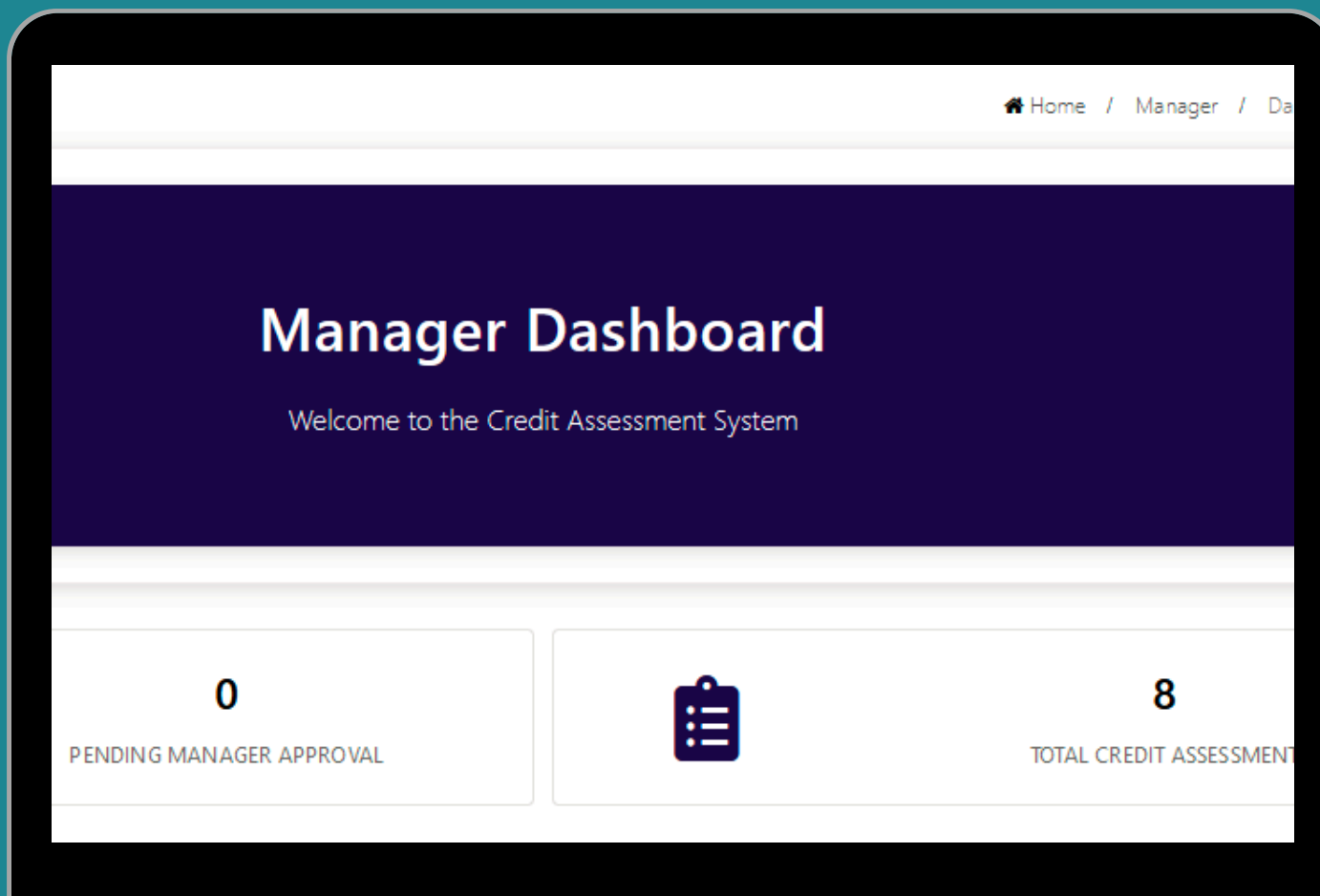
Click on the "Completed" button to view or edit the approved application

6



<https://jodc.johorport.com.my/jw/web/login>

# HOW TO APPROVE/REJECT APPLICATION



## CEO Manual Guide

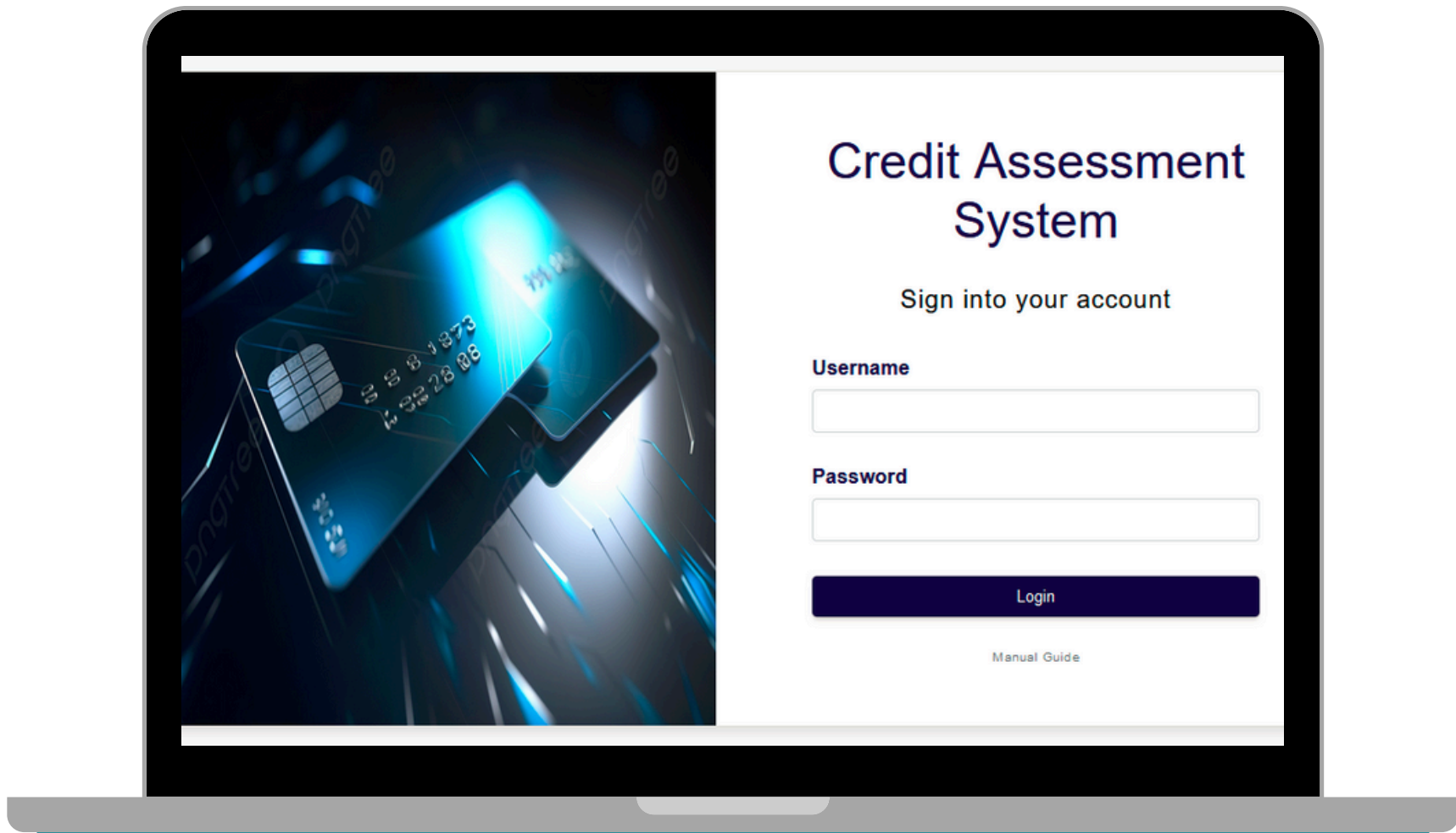
Visit our website

<https://jodc.johorport.com.my/jw/web/login>



1

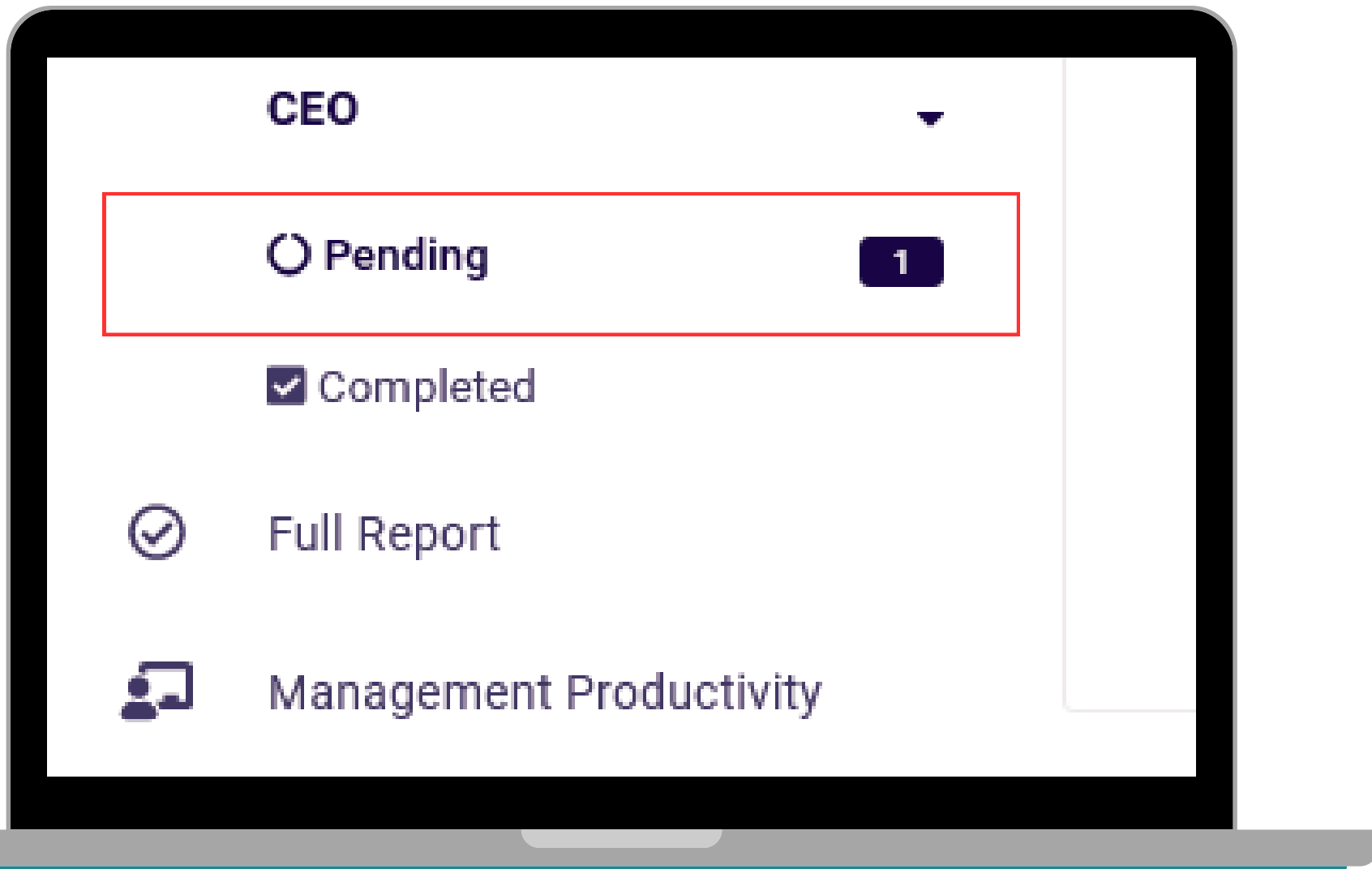
# Enter your username and password to log in



Visit our website  
[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Under CEO menu,  
select 'Pending'

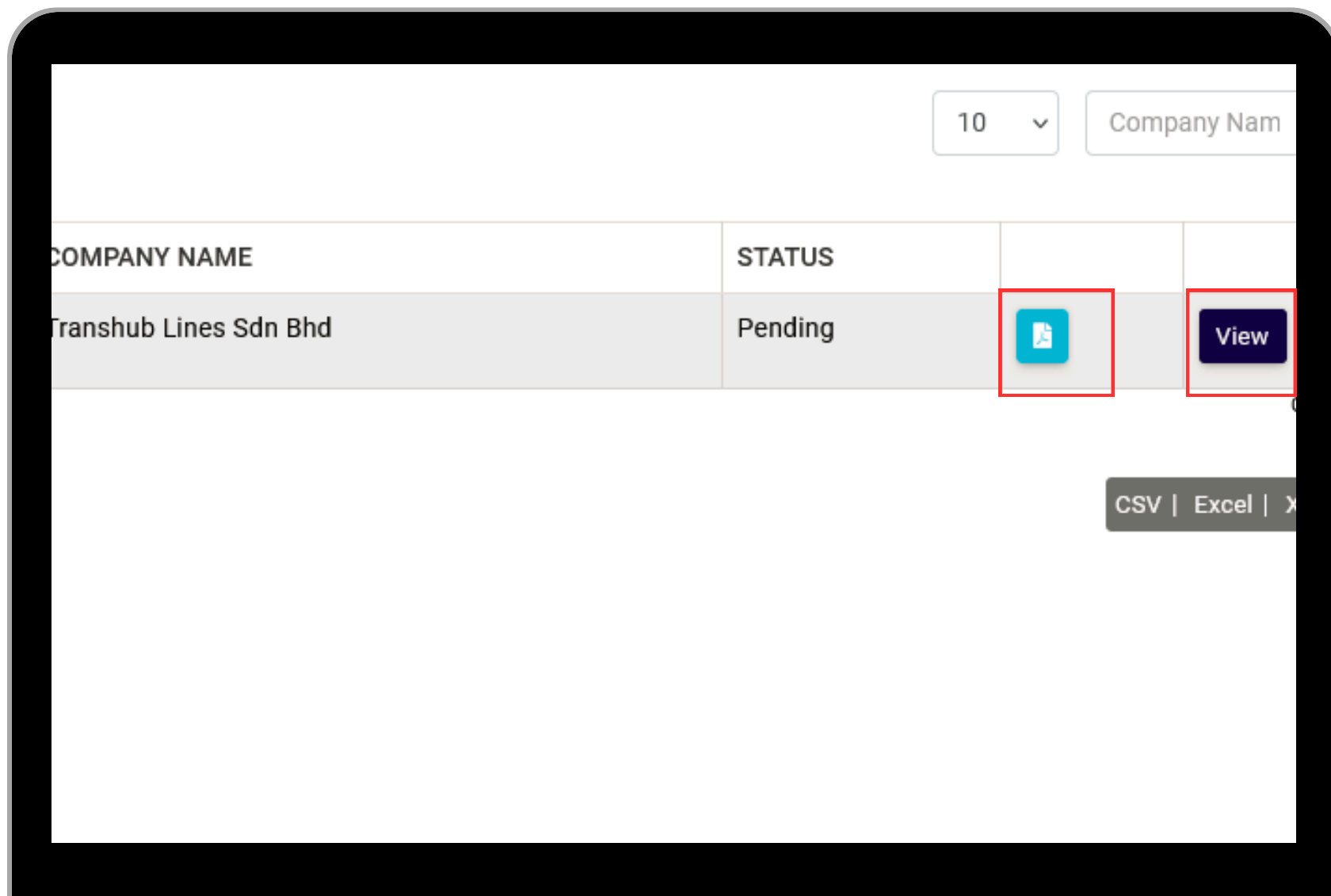
2



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

**Click on the "View" button corresponding to the application you wish to approve or reject. You may click to PDF icon to download the complete application form.**

**3**



<https://jodc.johorport.com.my/jw/web/login>

In the CEO approval section, please upload the 'Approval Copy', and then select either "Approve" or "Reject". Also, enter the BP Code and click 'Complete' button to submit.

4

Approval CEO

Approval Copy \*

Approval \*  Approved  Rejected

Position \*

Date

BP Code \*



[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

**If you choose to reject,  
please provide a reason for  
the rejection.**

**5**

Approval \*  Approved

Position \* Chief Executive Officer

Date 2024-12-31 11:31

BP Code \*

Remarks \*




[https://jodc.johorport.com.my/  
jw/web/login](https://jodc.johorport.com.my/jw/web/login)

Click on the "Completed" button to view or edit the approved application. You may click PDF icon to download the complete application form.

6

☰ Tue, 31 Dec 2024

ROW NUMBER	COMPANY NAME	STATUS		
1	Antara Koh (M) Sdn Bhd	Approved		Edit

☑ Completed

Head of Department


Dashboard (HOD)

○ Pending 0

☑ Completed

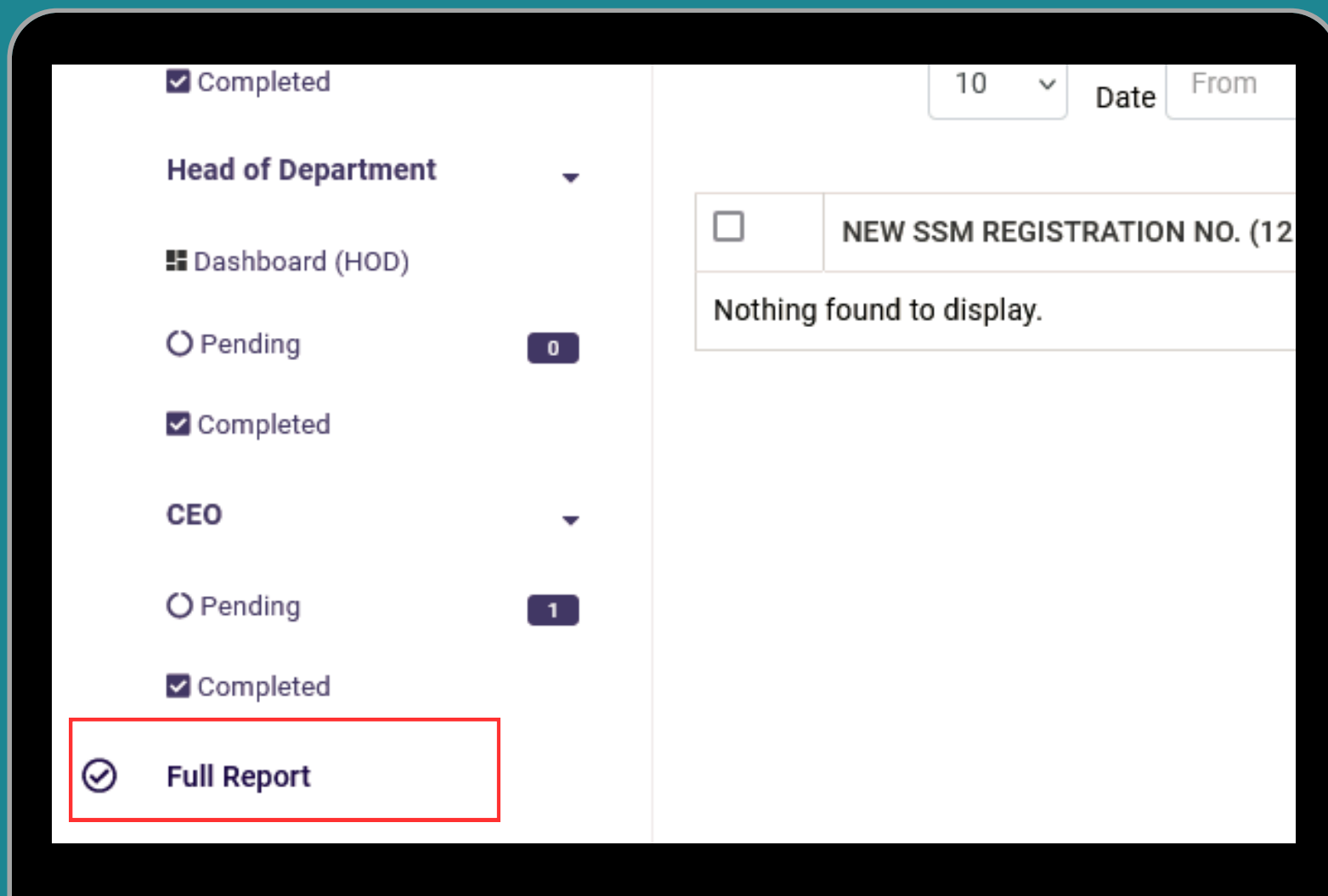
CEO

○ Pending 1



<https://jodc.johorport.com.my/jw/web/login>

# Select the "Full Report" to view the approved application



<https://jodc.johorport.com.my/jw/web/login>