CLAP.ID USER GUIDE

PT Container Ledger Account

INDONESIA
CLA
SIMPLIFYING LOGISTICS PAYMENT

Quick Point : CLA Process Flow | CLA Cash Member
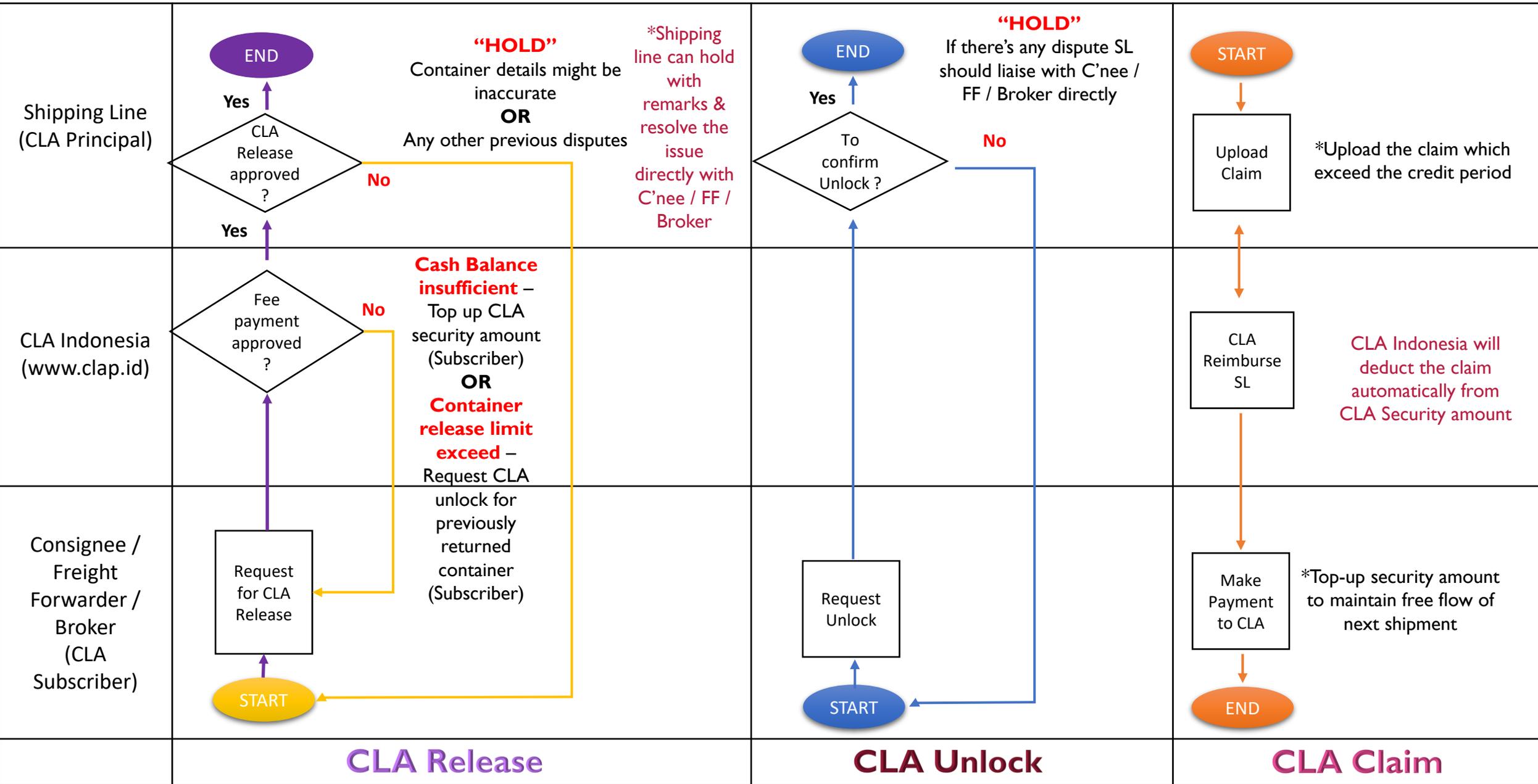
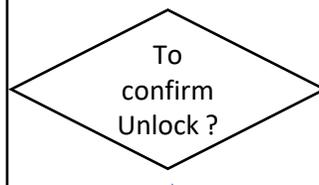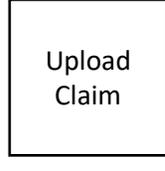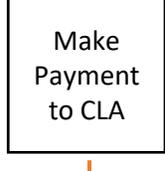|	CLA Release	CLA Unlock	CLA Claim
Shipping Line (CLA Principal)	**END** ← Yes — **CLA Release approved?** — No → **"HOLD"** Container details might be inaccurate **OR** Any other previous disputes *Shipping line can hold with remarks & resolve the issue directly with C'nee / FF / Broker	**END** ← Yes — **To confirm Unlock?** — No → **"HOLD"** If there's any dispute SL should liaise with C'nee / FF / Broker directly	**START** ↓ **Upload Claim** — *Upload the claim which exceed the credit period
CLA Indonesia (www.clap.id)	Yes ↑ **Fee payment approved?** — No → **Cash Balance insufficient** – Top up CLA security amount (Subscriber) **OR** **Container release limit exceed** – Request CLA unlock for previously returned container (Subscriber)		**CLA Reimburse SL** — CLA Indonesia will deduct the claim automatically from CLA Security amount
Consignee / Freight Forwarder / Broker (CLA Subscriber)	**Request for CLA Release** ↑ **START**	**Request Unlock** ↑ **START**	**Make Payment to CLA** — *Top-up security amount to maintain free flow of next shipment ↓ **END**
	CLA Release	**CLA Unlock**	**CLA Claim**
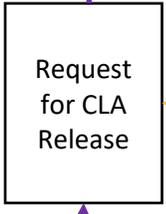
Quick Point : CLA Process Flow | CLA Deposit Member

	CLA Release	CLA Refund	CLA Claim

Shipping Line (CLA Principal)

"HOLD" Container details might be inaccurate **OR** Any other previous disputes

*Shipping line can hold with remarks & resolve the issue directly with C'nee / FF / Broker

END ← **Yes** — CLA Release approved ? — **No** →

"HOLD" If there's any dispute SL should liaise with C'nee / FF / Broker directly

Yes — Have Outstanding ? — **No** → Click "APPROVE"

START → Upload Claim

*Upload the claim which exceed the credit period

CLA Indonesia (www.clap.id)

Fee payment Approval

Request automatically send to SL via CLA Portal

Process to Refund

CLA Pay SL

*C'nee/FF/Broker have option to pay the full amount of invoice directly to SL or can deduct from C/D

CLA Indonesia will claim up to Container Deposit only

Consignee / Freight Forwarder / Broker (CLA Subscriber)

Request for CLA Release

START

Request Refund

START

Refund Received

END

END

- If the claim amount lower than C/D, the balance will be returned to C'nee/FF/B after the deduction.

- If exceed C/D, C'nee/FF/Broker should pay directly to SL

CLA Release   **CLA Refund**   **CLA Claim**

WEB PAGE OVERVIEW

Search for www.clap.id for viewing this page
(recommended Google Chrome/Microsoft Edge)

INDONESIA
CLA
SIMPLIFYING LOGISTICS PAYMENT

CONTAINER LEDGER ACCOUNT
Welcome to CLA Portal
An alternative to Container Deposit practice in the Indonesia

CLA Subscribers

1

0
CLA Shipping Line / Shipping Agent / NVOCC

2

0
CLA Consignee / Freight Forwarders

3

0
CLA Brokers / CFS Operator / Warehousing

An alternative to Container Deposit practice in the Indonesia

Sign In

4
Username

5
Password

6

Remember me

Forgot Password?

Don't have an account? Register HERE!

7

Sign In

Need assistance!

8

1. List of Shipping Line/Shipping Agent/NVOCC that joined CLA.
2. List of Consignee/Freight Forwarder joined CLA.
3. List of CLA Brokers/CFS Operator/Warehousing joined CLA.
4. Email address that registered will be used as 'Username'.
5. Input the password that auto-generated for first time login. Password can be changed after login.
6. Forgot password for retrieve.
7. Click "HERE" for new registration.
8. Submit general enquiries to support team by clicking on "Assistance"

HOMEPAGE FOR CONSIGNEE / FF / BROKER (CLA CASH MEMBER)

INDONESIA

CLA
SIMPLIFYING LOGISTICS PAYMENT

HOME	CLA RELEASE	CLA REFUND	REPORTS
Dashboard	Container Release Request(s)	Request for CLA Refund / Unlock	Transaction History

Welcome - MACLYNSANTOS

CLA Cash
(Account Status & Balance)

CLA Status :	CASH
CLA Cash Limit	75,000.00
CLA Cash Balance	75,000.00
CLA Fee Prepaid Amount	4,488.00
CLA Outstanding Invoice Amount	0.00
TEUs Count Available:	8
TEUs Released:	2

CLA Release
(Pending)

CLA Release Cash :	0
CLA Release Credit :	0
CLA Release Deposit :	0

CLA Refund
(Outstanding exceeds the Credit Terms)

Current Deposit Amount	0.00
Refund Request	0.00
Refund Pending	0.00
Request Unlock	0
Pending Unlock	0

CLA Cash

PHP 75,000.00

Total Pending Release

0

Total Pending Refund

PHP 0.00

HOMEPAGE FOR CONSIGNEE / FF / BROKER (CLA DEPOSIT MEMBER)

INDONESIA
CLA
SIMPLIFYING LOGISTICS PAYMENT

HOME Dashboard	CLA RELEASE Container Release Request(s)	CLA REFUND Request for CLA Refund / Unlock	REPORTS Transaction History

Welcome – FORWARD BROKERAGE

✔ Now you can apply for **Tax Exemption (PEZA Certificate)**, please click here to proceed. ✕

CLA Cash
(Account Status & Balance)

CLA Status :	**CASH**
CLA Cash Limit	**75,000.00**
CLA Cash Balance	0.00
CLA Fee Prepaid Amount	0.00
CLA Outstanding Invoice Amount	0.00

CLA Release
(Pending)

CLA Release Cash :	0
CLA Release Credit :	0
CLA Release Deposit :	0

CLA Refund
(Outstanding exceeds the Credit Terms)

Current Deposit Amount	0.00
Refund Request	0.00
Refund Pending	0.00
Request Unlock	0
Pending Unlock	0

CLA Cash

PHP 0.00

Total Pending Release

0

Total Pending Refund

PHP 0.00

SECTION 4

CLA RELEASE
for CLA Cash & CLA Deposit Members
(Request, Status & History)
REQUEST BY:
(CONSIGNEE / FF / BROKER)

INDONESIA
CLA
SIMPLIFYING LOGISTICS PAYMENT

PT Container Ledger Account | www.clap.id

CNEE / FF / BROKER | CLA RELEASE (REQUEST)

1. Request for container release under "CLA RELEASE" – "CLA Request"
2. Fill in the SL that you're transacting, BL No., ETA Date & Port. Please search for your consignee in the dropdown if not found you may encode it in Non-CLA Consignee Name.
3. If the consignee selected is Expanded Withholding Tax (EWT) you may select the Apply column by uploading the supporting document.
4. Click '+' symbol to insert the container details manually (if small quantity)
5. If there is plenty of containers, you may download the sample template (Excel) by clicking on "Import Sample File" and fill the required details in that excel file.
6. Then upload the edited excel file by clicking the "Upload File" button. Now all the container details will automatically pop-up on the screen.

Container Info

+ ⤓ Import Sample File ⤒ Upload File

⑥

#	CONTAINER NO	C. TYPE	C. SIZE	DEPOSIT AMT	CLA FEES	VAT	SUB TOTAL	ACTIONS
1	CSNU7548548	GP	40					✏ 🗑

⑦

Payment Options
- ○ CLA Cash ○ CLA Credit ● CLA Deposit

Release Amount

CLA Fee

VAT
0.00

Total Amount

Total TEUs Count
2

Please make payment of

☐ Collect CLA Fee from Prepaid Account (Available Balance PHP 5,000.00)

Pay Amount

⑧

⬆ UPLOAD BANK-IN SLIP

●
- Bank in to **Container Ledger Account Phils. Inc.**
- Union Bank Acct No : 000810015018 and Upload the bank in slip
- Zero processing fee
- Payment will be reflected next business day

⑨

Bank-in Slip (Details)

Transaction No
UBEXAMPLE

Slip Amount
Extra amount will be added to CLA Fee Prepaid Account

Transaction Date
10/03/2023

Bank-in Slip (Attachment)

⑩

✕ Cancel   💾 Submit   💾 Save As Draft

6. When the excel file is successfully uploaded/Encoded container No. into the system, the amount to be paid will be generated automatically by the system. **Please ensure BL/container info is accurate.**

7. Select Payment option (CLA Cash / CLA Deposit)
   *CASH – Pay CLA Fees + XX% VAT
   *DEPOSIT – Pay deposit and CLA Fees + XX% VAT

8. Select Payment Method

9. Upload Bank-in slip and key in transaction number, slip amount with payment date that reflecting in your payment slip.

10. Click 'Proceed' to submit the CLA Release

CONSIGNEE / FF / BROKER | CLA RELEASE (STATUS)

HOME Dashboard	CLA RELEASE Container Release Request(s)	CLA REFUND Request for CLA Refund / Unlock	REPORTS Transaction History

CLA Request | **CLA Release Status** | CLA Cash Top-up | Top-up Status | Apply Tax Exemption | Tax Exemption Status

- After payment is successfully made, the particular transaction will move to 'CLA Release Status' tab under "PENDING" status
- Transaction will be redirected to CLA Indonesia to approve the payment.
- Once CLA Approved the approval will forward to Shipping Line that encoded for approval as well.

CLA Release Status
Current Status

#	REQUEST DT ↓	SHIPPING LINE	BL NO.	TOTAL AMT	CLA TYPE	CLA STATUS	CLA ACTION	LINER STATUS	LINER ACTION	ACTIONS
▶ 1	17-Mar-2023	XYZ SHIPPING LINE	XYZMNL000001		CLA Deposit	Pending		Pending		✏
▶ 2	14-Mar-2023	XYZ SHIPPING LINE	HJDL05829687		CLA Deposit	Approved	14-Mar-2023	Approved	15-Mar-2023	✏

To view the details of previous transactions, please click the "ACTION" button

BL No. *

XYZMNL000001

ETA *

24/03/2023 📅

Port of Final Destination

Inside Manila ▼

Remarks

Remarks

Container Info

#	CONTAINER NO	C. TYPE	C. SIZE	DEPOSIT AMT	CLA FEES	VAT	SUB TOTAL
1	TGBU4687587	GP	40			0.00	

CLA Release [Payment - Approved] [Release - Approved]

✕ Cancel

② **Payment Details**

Shipping Line *

[XYZ SHIPPING LINE ▼]

Consignee

[EXAMPLE CNEE INC]

Payment Mode:	**IBG**
Paid By:	**MACLYNSANTOS**
Deposit Amount:	
CLA Fee:	
VAT (0.00 %):	
Paid Amount:	
Payment Status:	**Approved**
Approval Date:	17/03/2023
Approval Remarks:	
Payment Acknowledge. No:	00000374

BL No. *

[ ]

ETA *

[📅]

Port of Final Destination

[▼]

Remarks

[Remarks]

Container Info

#	CONTAINER NO	C. TYPE	C. SIZE	DEPOSIT AMT	TAL
1	**①** TGBU4687587	GP	40		0

To view or print the Acknowledgement receipt.

SECTION 5

CLA REFUND
for CLA Deposit Members Only
(Request)

REQUEST BY:
(CONSIGNEE / FF / BROKER)

CONSIGNEE / FF / BROKER | CLA REFUND (REQUEST)

1. To request for refund, click "CLA REFUND" tab and choose "Request Refund".
2. Tick the box of "ACTION" to select the containers that you want to request for refund
3. Then, click "PROCEED" to encode Gate-in Date and Depot/CY ID for easy checking from Shipping Line.
4. Click on confirm to submit the refund.

SECTION 6

CLA REFUND
(Status & History)

REQUEST BY:
(CONSIGNEE / FF / BROKER)

Request Refund | Refund Status | Request Unlock | Unlock Status

Refund Status
Current Status

Search...   + New   ↓ Tools

#	CONTAINER NO	BL NO	SHIPPING LINE	DEPOSIT AMT	INVOICE AMT	REFUND AMT	REQ. DATE	STATUS
1	ZWFU9734004	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	Approved by Liner
2	ZMOU8889034	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	Approved by Liner
3	ZWFU3914164	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	

« ‹ • 1 › »   Showing 1 - 3 of 3

Once Shipping Line approved the refund request, the status will show "APPROVED BY LINER"

CONSIGNEE / FF / BROKER PAGE | AFTER CLA REFUND "APPROVED"

Request Refund | Refund Status | Request Unlock | Unlock Status

Refund Status
Current Status

Search...   + New   ↓ Tools

#	CONTAINER NO	BL NO	SHIPPING LINE	DEPOSIT AMT	INVOICE AMT	REFUND AMT	REQ. DATE	STATUS
1	ZWFU9734004	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	Refunded
2	ZMOU8889034	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	Refunded
3	ZWFU3914164	abcd123456	XYZ SHIPPING LINE		0.00		17-Dec-2021	

« ‹ 1 › »   Sele ˅   Showing 1 - 3 of 3

- Once CLA Phils approved the refund request after SL's approval, the status will show "REFUNDED"

SECTION 8

All kind of Reports can download from this tab in excel format

REPORT TAB FOR CONSIGNEE / FF / BROKER

HOME	CLA RELEASE	CLA REFUND	REPORTS
Dashboard	Container Release Request(s)	Request for CLA Refund / Unlock	Transaction History

CLA Release	CLA Refund	CLA Unlock	CLA Fees	CLA statement	NON CLA Consignee

CLA Release
List of Transactions

Branch
All

BL No
BL No

Container No
Container No

Shipping Line
Select

Consignee
Select

Request From *
01/03/2023

To *
17/03/2023

CLA Approval Status
Select

CLA Approval From
CLA Start Date

To
CLA End Date

Liner Approval Status
Select

Liner Approval From

To

🔍 Search   ⬇ Download Tools

THANK YOU

PT Container Ledger Account

Aldeoz Building Lantai 3,

Jl. Warung Jati Barat No. 39,

Kalibata, Pancoran, Jakarta Selatan 12740.

Container Ledger Account