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## I. ABOUT DOCUMENT

- 1. Document Versioning:
- 2. Purpose:

This document is prepared to help the users who access the application to enter the new records and also to manage the existing records with in the access control configured.

This helps user to understand the description of the application/business form and how to operate it.

3. Target Audience:

The following are target audience of this document

- a. Business Users who uses iPortman POS application
- b. User who access the iPortman POS application to learn

4. Disclaimer Clause:

#### **II.** ABBREVIATION

Following Abbreviations are Related to Traffic Non-Container Export Functions

Sr.No.	Abbreviation	Description
1	EGM	Export General Manifest
2	VCN	Vessel Call Number
3	СНА	Customs House Agent
4	PCS	Port Community System
5	IEC	Import Export Code
6	EDI	Electronic Data Interchange
	CARGO TYPE	
	I. C	Containerized
	II. P	Packaged
7	III. LB	Liquid Bulk
	IV. DB	Dry Bulk
	V. CP	Part of the consignment is containerized and remaining is packaged but not containerized



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	<u>Item Type Code</u>	
	I. GC	Govt Cargo
8	II. OT	Other Cargo
	III. UB	Unaccompanied Cargo
9	HSS	High Sea Sales
10	IEC Code	Importer & Exporter Code
11	UNO Code	
12	IMCO Code	
	Message Type	
	l. F	Fresh
13	II. S	Supplementary
	III. D	Delete
	IV. A	Amendment
14	UOM CODE	Unit Of Measurement Code
15	ETA	Estimated Time of Arrival
16	ETD	Estimated Time of Departure
17	RFID	Radio Frequency Identification
18	BTT	Back to Town



## III. ERROR MESSAGES CODES AND DESCRIPTION:-

#	Error Code	Full Name / Description	Steps to Solve / Who to contact

#### IV. SYMBOLS AND ICONS

#	Symbol / Icon	Purpose / Usage
1	Port Name: Deendayal Port Trust 🔻	Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2	$\bigcirc$	Notification Bell it will alert user for pending action items
3	Ĭ	
4	<ul> <li>Profile</li> <li>2 Settings</li> <li>3 Elist</li> <li>4 Dogout</li> </ul>	<ul> <li>This icon is for user profile, from where user can access following items.</li> <li>USER PROFILE AS SET BY THE ADMINISTRATOR</li> <li>PROFILE SETTINGS</li> <li>LIST OF FAVOURITIRES ITEMS</li> <li>LOGOUT BUTTON</li> </ul>
5		Menu List
6	Q	Functions search option
7		To open new form
8		Save the form



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9	C <sub>×</sub>	Cancel the form
10	ŧ	Extension
11	<u></u>	Sending for approval
12	List Data	List Data (Used for Navigation to already Existing saved or approved records)
13		This is used to clear the filter
14	<b>5</b>	Advanced search option inside function
15	⊕ Add Row	This icon is to add multiple line items
16	0.	This icon is to save the each line item
17	Next	This button is used for going to Next screen within the function
18	Back	This button is to go back to previous screen within the function
19	>	This icon is to expand the line item
20	<u> </u>	This icon is to Collapse the section within the function/page
21	¥	This icon is to expand the particular section within the function/page
22	<	This icon is use for going to the latest data in 'List Data'
23	>	This icon is use for going to the previous data in 'List Data'
24	Record saved	This is popup icon displayed only once data is saved successfully
25		This icon is for sending the data for approval to the authorized person
26	Choose an option X Send For Approval	This is popup icon displayed once user is ready to send the data for approval
27	Work Flow Initiated. with drivenId = 1166	This is popup icon will appear once data is successfully sent for approval

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28	<b></b>		This icon is to approve the data after verification	n			
29	Accept	Decline	This icon will show to approver as soon as appro request	over is intends to Accept o	r Decline the		
30	Successfully Stat	tus changed to APPROVED	This is popup icon it will appear once approver h	nas 'Accepted' the approva	al request		
31	Successful	y declined.	This is popup icon it will appear once approver h	nas 'Decline' the request fr	om user		

#### V. BUSINESS FLOW DIAGRAM FOR TRAFFIC NON-CONTAINER EXPORT

Following business flow diagram is for Traffic Non-container Export Cargo.





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## VI. BUSINESS PROCESS FOR TRAFFIC NON-CONTAINER EXPORT

# 1. Business Function Name: Storage Request

# 1.1.Definition

Importer /Exporter/Steamer Agent/Stevedore or any other party provides necessary details and documents and applies for Plot registration in iPortman<sup>®</sup> Portal. He has to submit mandatory documents include "Certification of Registration" and "IEC Code". Registration No is issued by "Ministry of company Affairs" in support of Registration of the Company. IEC Code is issued by "Director General of Foreign Trade". Concerned Authority from Port verifies the provided details of the company and provide registration to the Importer /Exporter/Steamer Agent/Stevedore or any other party in iPortman<sup>®</sup> Application. Importer /Exporter/Steamer Agent/Stevedore or any other party can apply Plot request for Fresh Allotment, Extension & Plot Handover or Surrender.

### **1.2.SRS Reference:**

SRS Version 1.7:- Storage Request-(POS-TRA-NCT-013)

### 1.3.Navigation:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Request $\rightarrow$ Storage Request $\rightarrow$ Click on Add New
	0

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

## **1.4.Prerequisites – Masters:**

- 1. Operation type
- 2. Company
- 3. Company Type

## 1.5.Screenshot

Following screenshot from Storage Request

**Step 1**- Click on Add new button and Select EXPORT as Ops. Type Code. We will redirect to screen like below.

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owering enterprise	User Manual for iPortn	TMP/UMG/V.1.0	iPtrtma	
- - Storage Request				b Cx 🧇 1
List Data   Transit / Storage Request   Storage Request   Ops. Type Code*   EXPORT   Contact Person Name   Contact Person Name   Contact No   Address   VCN No.   IMO No.   IMO No.   ETA	Line Item	Image: Control of Contro	Doc Series Doc Date Doc Approved Date Data Source Status Code Remarks	

User Interface Image 1-Storage Request-11.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Storage Request form record. Once it is saved Line item Details will be activated to add cargo details.



**Step 4:** Once Storage Request Details are saved, Lines item Details will be activated as below to add cargo details as shown in below screen.

rtma	an			Port Name: Deendayal Port Trust 🗡 🎽	Š 🗘 🔕 Default	~ en	VISI &
= 0	🞗 🏰 Storage Request				💾 🔓 🗘	<b>«</b> )	» 🤶
List Da	ata 🔛 Storage Request [	Line Item					
Line	Item						•
							$\nabla$
S.No	Shipping Bill No	Shipping Bill Date	ITC(HS)	Item Description	Quantity		
	search	search	search	search	search		
⊕ Ao	dd Row				<	1	>

User Interface Image 2-Line Item-11.5.2

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#### ⊕ Add Row Click on to begin with data entry Port Name: Deendayal Port Trust 🗹 🖄 🗘 🔕 Default 🗸 COVISI 🦓 🕅 iP\*rtman 🝳 🚟 Storage Request List Data 🛗 Storage Request Line Item ⇔ ITC(HS) S.No Shipping Bill No Shipping Bill Date Item Description Quantity search search search. search. search 窗 Shipping Bill No ITC(HS) ď Shipping Bill Date Item Description .0 Ē Quantity > ⊕ Add Row Back User Interface Image 3-Line Item-11.5.3 Add Row Step 5: Once data is filled in Line item Details, click on save button and click on if need to add multiple Row's or else click on button. Step 6: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 7: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from Successfully Status changed to APPROVED

## **1.6.Field information**

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Field Name	Mandatory	Fill Type
Application No.	No	Text Box
Allotment No.	No	Text Box
Transit/Storage*	Yes	Drop Down
Operation Type*	Yes	Drop Down
RequestingParty*	Yes	LOV
Contact Person*	Yes	Text Box
Contact No.*	Yes	Text Box
Address	No	Text Box
VCN	Import: Yes Export: No	LOV
IMO No.	No	Text Box
Vessel Name	No	Text Box
ETA	No	Calendar
АТА	No	Calendar
IE Code*	Yes	LOV
IE Name	No	Text Box
Quantity	Yes	Text Box
UOM	No	Text Box
Expected Date of Cargo Dispatch	No	Calendar
Mode of Despatch/Receipt	No	Dropdown
Current Outstanding	Yes	Text Box
Cargo Handled Prev FY	Yes	Text Box
Cargo Handled Current FY	Yes	Text Box
Cargo Project Crrent FY	Yes	Text Box
Plot Type	Yes	LOV
Plot Name	Yes	Popup
Area Required	Yes	Text Box
Required No.of Days	Yes	Text Box
From Date	Yes	Calendar
To Date	Yes	Calendar
From Mark	Yes	Text Box
To Mark	No	Text Box
Required No.of Bays	No	Text Box

# 2. Business Function Name: Storage Allotment



### 2.1.Definition

Upon request of Storage Request from Importer /Steamer Agent/Stevedore or any other party provides necessary details and documents with Storage request registration in iPortman<sup>®</sup> Portal. Considering the storage request port officials will confirm the storage Allotment based on availability.

#### 2.2.SRS Reference

SRS Version 1.7:- 'Storage Area Allotment Request--POS-TRA-NCT-013'

#### 2.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU \_\_\_\_\_\_ SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu PathMenu Bar  $\rightarrow$  General Cargo $\rightarrow$  Recordings  $\rightarrow$  Storage Allotment $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

#### 2.4. Prerequisites - Masters

- 1. Operation type
- 2. Company
- 3. Company Type

#### 2.5.Screenshot:

Following screenshot from Storage Allotment



We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trust 🗸	<u>ک</u> ک	Default 🗸 envision
😑 🍳 鑙 Storage Allotment				巴 🔓 C, 🤣
List Data 💽 Storage Allotment 🕅 All	otment Details			
Storage Allotment				<b>A</b>
STRGE Req No	Vessel Name	Cargo Handled Curr FY*	Doc No.	
Transit / Storage	ETA	Cargo Project Curr FY*	Doc Series	
Ops. Type Code*	ATA	Plot Type Name*	Doc Date	
Requesting Party Name*	IE Code*	Plot Name*	Doc Approved Date	
Contact Person Name	Registration No.	Area Required*	Data Source	
Contact No	Mode Of Receipt*	Required No of Days*	Status Code	
Address	UOM Code	From Date*	Remarks	
VCN No.	Expected Date Of Cargo Receipt	EO To Date*		.::
IMO No.	EO Current Outstanding*	EO From Mark		
	Cargo Handled Prev FY*	To Mark		
		Required No. of Bays*		

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Storage Allotment				•
Area Allotted	Allotted From Date*	Allotted To Mark	Plot Heap Code	
Allotted No.of Days	Allotted To Date*	Allotted From Mark Allotted No.of Bays	Plot Heap Name	

#### User Interface Image 4-Storage Allotment-12.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.



**Step 3**: Click button from Top Menu Bar to save Storage Allotment form record. Once it is saved Allotment Details will be activated to add Allotment details.



**Step 4:** Once Storage Allotment Details are saved, Allotment Details will be activated as below to add Allotment details as shown in below screen.

iP⇔rtr	⊾ nan			Port N	ame: Deendayal Port Trust 🗹	Ω Č	8 Def	ault 🗸	envi	
	Q 😭	barriage Allotment					e		, C <sub>x</sub>	<b>~</b>
ioiii List	Data	Storage Allotment 🚺 Allo	tment Details							
Alle	otmen	t Details								<b>A</b>
									Ś	<b>Î</b>
	S.No	Shipping Bill No	Shipping Bill Date	ITC(HS)	Item Description	Quantity				
		search	search	search	search	search				
2	1								â	
1	how recor	d details						<	1	>
÷	Add R	low								
									В	ack

User Interface Image 5-Allotment Details-12.5.2



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-	I					_
iP <b></b> rtma	an			Port Name: Deendayal Port Tru	st 🗹 🖄 Default	
	🞗 🎬 Storage Allotme	nt				🔓 C, 🧇
List Da	ata Storage Allotment	Allotment Details				
Allot	ment Details					▲ 
	S.No Shipping Bill No	Shipping Bill Date	ITC(HS)	Item Description	Quantity	
	search	search	search	search	search	
>	1					Ē
~	2					<del>ش</del>
	Shipping Bill No	ITC(HS)				
	Shipping Bill Date	Item Description				
	Eo	Quantity				
					<	( 1 >
⊕ A¢	dd Row					
						Back
ser Inter	face Image 6-Allotmen	nt Netails-12 5 3				
ser Interj	face Image 6-Allotmen	t Details-12.5.3				
ser Interj	face Image 6-Allotmen	nt Details-12.5.3				
ser Interj	face Image 6-Allotmen	nt Details-12.5.3		<b>(</b> )	Add Row	
ser Interj ep 5: O	face Image 6-Allotmen Once data is filled in A	nt <i>Details-12.5.3</i> Allotment Details, clic	k on save button	and click on	dd Row if need to a	dd multiple
ser Interj : <b>ep 5:</b> O	face Image 6-Allotmen Once data is filled in A	nt <i>Details-12.5.3</i> Allotment Details, clic	k on save button	and click on	dd Row if need to a	dd multiple
ser Inter : <b>ep 5:</b> O ow's or	face Image 6-Allotmen Once data is filled in A else click on	nt <i>Details-12.5.3</i> Allotment Details, clic button.	k on save button	I → A and click on	dd Row if need to a	dd multiple
ser Interj t <b>ep 5:</b> O ow's or	face Image 6-Allotmen Once data is filled in A else click on	at <i>Details-12.5.3</i> Allotment Details, clic button.	k on save button	and click on	dd Row if need to a	dd multiple
lser Interj <b>tep 5:</b> O low's or	face Image 6-Allotmen Once data is filled in A else click on	nt <i>Details-12.5.3</i> Allotment Details, clic button.	k on save button	and click on • A	dd Row if need to a	dd multiple
lser Interj tep 5: O low's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	nt Details-12.5.3 Allotment Details, clic button. documents status will	k on save button	and click on $\bigcirc$ A	Add Row if need to a ne document for approv	dd multiple al.
lser Interj tep 5: O ow's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	nt Details-12.5.3 Allotment Details, clic button. documents status will	k on save button	and click on $\bigcirc$ A	Add Row if need to a ne document for approv	dd multiple al.
lser Interj tep 5: O low's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	nt <i>Details-12.5.3</i> Allotment Details, clic button. documents status will	k on save button be as 'Draft' and c <b>Choose an option</b>	and click on • A	Add Row if need to a	dd multiple al.
lser Interj tep 5: O low's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	at Details-12.5.3 Allotment Details, clic button. documents status will	k on save button be as 'Draft' and c Choose an option	and click on $\bigcirc$ A	dd Row if need to an	dd multiple al.
lser Interj tep 5: O ow's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	at Details-12.5.3 Allotment Details, clic button. documents status will	k on save button	and click on $\bigcirc$ A	dd Row if need to a	dd multiple al.
lser Interj tep 5: O low's or tep 6: O	face Image 6-Allotmen Once data is filled in A else click on	at Details-12.5.3 Allotment Details, clic button. documents status will	k on save button be as 'Draft' and c Choose an option Send For Approval	and click on and click on to send th	Add Row if need to a	dd multiple al.

Step 7: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

# 2.6.Field information

rield Name Wandatory Fill Type
--------------------------------

TMP/UMG/V.1.0

Application No.*	Yes	LOV
Transit/Storage	No	Text Box
Operation Type	No	Text Box
RequestingParty	No	Text Box
Contact Person	No	Text Box
Contact No.	No	Text Box
Address	No	Text Box
VCN	No	Text Box
IMO No	No	Text Box
Vessel Name	No	Text Box
FTA	No	Text Box
	No	Text Dox
AIA Cargo Codo	NO	Text Dox
	res	Text Box
Cargo Name	Yes	Text Box
Quantity	Yes	Text Box
UOM	No	Text Box
Expected Date of Cargo	No	Text Box
Despatch Mode of Despatch	Vos	Text Box
IE Code	Voc for	Text Dox
IE Code	Transit	Text Dox
Registration No.	Yes for	Text Box
0	Transit	
Current Outstanding	Yes for	Text Box
Cargo Handlad Drov F.V.	Transit	Tout Dou
Cargo Handied Prev F.1	Transit	Text Dox
Cargo Handled Current F.Y	Yes for	Text Box
0	Transit	
Cargo Project Creent FY	Yes for	Text Box
	Transit	
Plot Name	NO	Text Box
Plot Type	Yes for Transit	Text Box
Area Required	Yes	Text Box
Required No.of Days	Yes	Text Box
From Date	Yes	Calendar
To Date	Yes	Calendar
Alloted Plot Type*	Yes	Text Box
Alloted Plot Name*	Yes	Popup
Alloted Area *	Yes	Textbox
Alloted No.of Davs*	Yes	Textbox
Alloted From Date*	Yes	Textbox
Alloted To Date*	Yes	Calendar
Allotted From Mark	Yes	Calendar
Allotted To Mark	No	Tevthov
Allotted No. of Pays	No	Textbox
Anotteu No.01 Bays	INU	TEXIDOX

Allotment No.*	No	Textbox
Plot Heap Code	No	Textbox

#### 3. Business Function Name: Allotment of Rotation Number

#### **3.1.Definition:**

Allotment of Rotation is form Which is Mandatory for Export. Allotment of Rotation Number is Given by Customs in icegate. iPortman application receives these messages through PCS.

#### **3.2.SRS Reference:**

#### **3.3.Navigation**

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS. Menu Path Menu Bar  $\rightarrow$ General Cargo  $\rightarrow$  Export Documentation  $\rightarrow$  Allotment of Rotation No $\rightarrow$  Click on Add New USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

#### **3.4.Prerequisites - Masters**

#### 3.5.Screenshot

Following screenshot from Allotment of Rotation Number

Step 1- Click on Add new button . We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trust 🗹 🛆 🔘 D	Default 🗸 🤤	NVISI&∩
🛛 🗮 🝳 🎡 Allotment Of Rotati	ion No.		🖻 🔓 🕻	🔪 🧇
List Data Allotment Details				
Allotment Details				•
Message Type*  F Site ID* Call Sign* Voyage No*	IGM No IGM Date IGM Date Shipping Line Code Shipping Agent Code* Rotation No.* Rotation Date* Amendment Status	Doc No. Doc Series Doc Date Doc Approved Date Data Source Remarks		

User Interface Image 7- Allotment of Rotation Number 1.5.1





Step 6: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

#### 3.6.Field information:-

Field	Mandatory	Fill Type
MessageType	Yes	Text Box
Site ID	Yes	LOV
IMO No	Yes	LOV
Call Sign	Yes	Text Box
Voyage No	Yes	Text Box
VCN NO	No	Text Box
IGM No	Yes	Text Box
IGM Date	Yes	Calendar
Shipping Line Code	No	LOV
Shipping Agent Code	Yes	LOV
Rotation No	Yes	Text Box
Rotation Date	Yes	Calendar
Approved Status	No	Text Box



## 4. Business Function Name: Cancellation of Rotation Number

#### 4.1.Definition:

This Function is used for Cancellation of Rotation Number Which has been Allotted Earlier.

It is also processed in icegate, iPortman receives these messages through PCS.

## 4.2.SRS Reference

#### 4.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Export Documentation $\rightarrow$ Cancellation of Rotation No $\rightarrow$ Click on <b>Add New</b>	N
LISER CAN ALSO		MF

## 4.4.Prerequisites - Masters

## 4.5.Screenshot

Following screenshot from Cancellation of Rotation Number

Step 1- Click on Add new button . We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trust 🗸	ے ا	28	Default	~ e	nvis	nterprise
$\equiv Q$ 🍰 Cancellation of Rotatic	on No.				₽ [	<b>∂</b>	C <sub>×</sub>	<del>@</del>
List Data Cancellation of Rotation No								
Cancellation of Rotation No								<b>k</b> (1)
Message Type* F v Site ID* 2	Rotation No.* Rotation Date* Cancellation Reason Code* VNA	Doc No. Doc Series* Doc Date Status Code Doc Approved Date Remarks						

#### User Interface Image 8- Cancellation of Rotation Number 2.5.1

**Step 2-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

iP\*rtman

envisi*n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:				
empowering enterprise	User Manual for iPortman POS Application TMP/UMG/V.1.0					
Step 3: Click button from Top Menu Bar to save Cancellation of Rotation Number form record.						
<b>Step 4:</b> Once record is saved documents status will be as 'Draft' and click on to send the document for approval.						
	Choose an option X					
	Send For Approval					

**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 6: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from	List Data	
	Successfully Status changed to APPROVED	

## 2.6.Field information:

Field	Mandatory	Fill Type
MessageType	Yes	Text Box
Site ID	Yes	Pop UP
Rotation No	Yes	Text Box
Rotation Date	Yes	Calender
Reason for Cancellation		Dropdown
Code	Yes	

## 5. Business Function Name: VCN LINK

#### **5.1.Definition**

This function is used to Link the approved VCN with the Rotation No for the further Export Process. User can select the VCN of his Vessel from the list Which is approved and he can enter the Rotation number allotted for the Vessel.

#### **5.2.SRS Reference**

#### 5.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Others $\rightarrow$ VCN Link $\rightarrow$ Click on <b>Add New</b>

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### **5.4.Prerequisites – Masters**

#### 5.5.Screenshot

Following screenshot from Cancellation of Rotation Number

**Step 1-** Click on Add new button . We will redirect to screen like below.

i	Portman		Port Name:	Deendayal Port Trust 🗸	<u>ک</u> کی	8	Default	~ 6	envis	Re Prise
	📃 🝳 🏠 VCN Link							<b>L</b> ∂	C <sub>x</sub>	<b>~</b>
١	List Data VCN Link Details									
	VCN Link Deatils									
	VCN No.*	Rotation No.*	IGM No*	-3	Doc No.					
	IMO No.	Rotation Date	IGM Date		Doc Series			1		
					Doc Date			-		
					Status Code		Ē			
					Data Source			_		
					Doc Approve	d Date	Ē			
					Remarks					

#### User Interface Image 9-VCN Link 3.5.1

**Step 2-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.





**Step 5:** Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 6: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from List Data

Successfully Status changed to APPROVED

#### **5.6.Field information**

Field	Mandatory	Fill Type
VCN No	Yes	Рорир
IMO No	No	Text Box
Rotation No	Yes	Popup
Rotation Date	No	Calendar
IGM No	Yes	Popup
IGM Date	No	Calendar

#### 6. Business Function Name: Carting Permission

#### 4.1 Definition

Carting Permission to be obtained by the exporter or CHA from Port authorities to move and store the cargo inside the port premises for export of the cargo. Exporter/CHA submits Carting permission through PCS / Portal same information is updated in iPortman<sup>®</sup> Application for review and Approval. Consignee/consignor/handling agent will get the cargo permission before arrival of the rake into the port.

#### 4.2. SRS Reference

SRS Version 1.7:-Carting Permission-POS-TRA-NCT-014



### 4.3.Navigation

Following navigation path is mentioned from Menu

NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Request $\rightarrow$ Carting Permission $\rightarrow$ Click on <b>Add New</b>

User can also search the function in search area Q available in the header section left side with function nam

## 4.4Prerequisites – Masters

- 1. Exporter
- 2. CHA
- 3. Reference Document Type
- 4. Cargo Code
- 5. Port
- 6. Berth
- 7. Gate

# 4.5. Screenshot

Following screenshot from Carting Permission

Step 1- Click on Add new button . We will redirect to screen like below.

iP*rtman		Port Name: Deendayal Port Trust 🝸 🛆	Default V CONVISION
$\equiv$ Q 🎡 Carting Permission			🔓 🖱 🕻 🔶
List Data Carting Request Details	Cargo Details		
Carting Request Details			<b>A</b>
Carting Type*	Shipping Bill No*	Doc No.	
Vessel Name	Exporter Code*	Doc Date	
CHA Code	No. of 20Ft Containers	EO Status Code	
Shipping Agent Code	No. of 40Ft Containers	Data Source	
Transhipment Port Code	No. of Other Containers	Doc Approved Date	
Port of Destination Code*	Mode of Transport code	Remarks	
Date on Which Carting is Required*	Truck / Barge / Rake No	li.	
Carting Permission Upto Date*	Rotation No.		

Next

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Carting Permission form record. Once it is saved Cargo Details will be activated to add cargo details.



**Step 4:** Once Caring Request Details are saved, Cargo Details will be activated as below to add cargo details as shown in below screen.

Carting Permission     List Data   Cargo Details   Cargo Type     Item No   Cargo Description     Weight in Tons   Plot Allotment No.   Yard Location/CFS   Sand   Search	ertma	an				Port Name: Deendayal Po	ort Trust 🗹 💍	🔕 Default 🗸 🧯	envis
List Data Carting Request Details Cargo Details	= 0	Cartin	g Permission					C 🕒	C <sub>x</sub>
Carting Request Line Details	List D	ata 🔠 Carting	Request Details Carg	Details					
S.No       GTI       Cargo Type       Item No       Cargo Description       Weight in Tons       Plot Allotment No.       Yard Location/CFS         search       search       search       search       search       search       search	Carti	ing Request L	ine Details						/
S.No     GTI     Cargo Type     Item No     Cargo Description     Weight in Tons     Plot Allotment No.     Yard Location/CFS       search     search     search     search     search     search     search     search									Ś
search									
Add Row	S.No	GTI	Cargo Type	Item No	Cargo Description	Weight in Tons	Plot Allotment No.	Yard Location/CFS	
	S.No	GTI search	Cargo Type	Item No search	Cargo Description search	Weight in Tons search	Plot Allotment No.	Yard Location/CFS	

User Interface Image 11– Carting Permission (Cargo Lines) 4.5.2

Clic	k on	Ð	Add Row to b	egin with data	entry					
Ĭ	Pertman					Port N	lame: Deendayal Port Tr	ust 🗸 🖄	🔕 Default 🗸 🤐	VISI≋n
	<u> </u>	£∰	Carting Permissi	on					[] 🕒 []	× 🔶
8	List Data	g Re	Carting Request Detail	s Cargo Details						<b>A</b>
	s	.No	GTI	Cargo Type	Item No	Cargo Description	Weight in Tons	Plot Allotment No.	Yard Location/CFS	V
			search	search	search	search	search	search	search	
	⊕ Ada	GT Car	j* rgo Type* 값	Cargo I	o Description* .::	Weight in Tor Plot Allotmer	ns nt.No.* I	Yard Location/Cl	FS	>
Use	r Interfo	ice :	Image 12- Carting	g Permission (Line	Cargo Details) 4.5	5.3		Pow		Back
Ste Rov	<b>p 5:</b> Or v's or e	ice Ise	data is filled in click on	Cargo Details, cl button.	lick on save butt	on and cli	ck on	if need	l to add multiple	ĩ
Ste	<b>p 6:</b> On	ice	record is saved	documents stat	us will be as 'Dr	aft' and click on	to send t	he document fo	or approval.	



**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from List Data

Successfully Status changed to APPROVED

## 4.6.Field information:-

Field	Mandatory	Fill Type
Carting Type	Yes	Dropdown
VCN	No	LOV
Vessel Name	No	Text Box
Exporter Code	Yes	LOV
CHA Code	Yes	LOV
Shipping Agent Code	No	LOV
Transhipment Port	No	LOV
Port of Destination	Yes	LOV
Date on Which Carting is Required	Yes	Calendar
Carting Upto Date (Permission)	Yes	Calendar
Shipping Bill No	No	LOV
Shipping Bill Date	No	Calendar
No.of 20 Feet Container	No	Text Box
No.of 40 Feet Container	No	Text Box
No.of Other Container	No	Text Box
Mode of Transport	Yes	Dropdown
Truck Number/Barge Number/Rake Number	No	Text Box
Rotation no	No	LOV
Type of Cargo	Yes	Dropdown
Item No	Yes	LOV
Cargo Description	Yes	Text Box
Weight in Tons	Yes	Text Box
Plot Allotment No.	Yes	Popup
Yard Location / CFS	Yes	LOV

### 7. Business Function Name: Truck Entry Permit

### 7.1.Definition

Truck Permit to be obtained against carting permission in order to intimate gate Official and Location/Shed officials about arrival of trucks. Truck Permit is generated by CHA using portal and list of Truck Permits is available in iPortman<sup>®</sup> at Gate office and location/Shed office.

### 7.2.SRS Reference

SRS Version 1.7:-Truck Entry Permit-POS-TRA-NCT-015

#### 7.3.Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW

#### RECORDS.

Menu Path	Menu Bar $\rightarrow$ Gate Operations $\rightarrow$ Truck Entry Permit $\rightarrow$ Click on <b>Add New</b>

User can also search the function in search area evailable in the header section left side with function name

#### 7.4.Prerequisites - Masters:

- 1. Transporter
- 2. Pass Type
- 3. Entry Type
- 4. Exporter
- 5. Consignee
- 6. Plot/Wharf No.
- 7. Weighbridge No
- 8. Gate No.
- 9. Vehicle Type
- 10. Driver
- 11. Gate

#### 7.5.Screenshot:

Following screenshot from Truck Entry Permit



Step 1- Click on Add new button and Select "EXPORT" as Application Type. We will redirect to screen like below.

iP*rtman		Port Name: Deendayal Port Trust 🗸	Ŭ	fault 🗸	env	′ISI≉N
🗮 🝳 齡 Truck Entry Permit			E	9 [	b Ch	<b>~</b>
List Data (IIII Truck Entry Permit)	Cargo Details 🧱 Vehicle Details					
Truck Entry Permit						•
Application Type* EXPORT Party Qualifier Name* Requesting Party Code* Requesting Party Name PCS URN No. Transporter Code*	Contact Person Name Contact No* Transporter Email Gate No. Pass Type Code* ☐	Entry Restriction*	Doc No. Doc Series Doc Date Status Code Doc Approved Date RFID Card No.*	:	ĸ	
Transporter Name		Gate-In Window Upto	Data Source Remarks			

#### User Interface Image 13-Truck Entry Permit-5.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Truck Entry Permit form record. Once it is saved Cargo Details will be activated to add cargo details.



Step 4: Once Truck Entry Permit Details are saved, Cargo Lines will be activated as below to add cargo details as shown in below screen.

List [	ata 🔯	Truck Ent	try Perm	it 🐻	] Cargo Deta	ils 🗰 V	ehicle Details	;										-×	ĺ
Carg	jo Detai	ls																é	
S.No	Delivery Order No	Bill Of Entry No	IG M No	IGM Date	Importer Name	Container Or Cargo	Container No1	Container No2	Container1 Size Name	Container2 Size Name	Cargo Description	Cargo UOM Name	Cargo Location Name	Cargo Qty.	Delivery Allowed Qty	Weigh Bridge Code	R	emark	5
	search	search	search.	search	search	search	search	search	search	search	search	search	search	search	search	search		search	i
																<	1		>

#### User Interface Image 14-Cargo Details-5.5.2

Click on Odd Row to begin with data entry

nv	IS	I&n		ENVIS	ION ENTE	RPRISE SOLU	TIONS PVT	LTD	Ľ	oc Reference	No:	
owerin	g e	nterprise		User Ma	nual for	iPortman	POS App	lication	Т	MP/UMG/V.1	.0	iP <b></b> ≉rtma
= 0	<u>م</u> الأ	Truck Entr	v Permit								P	k D. 🔶
List Da	ata o De	Truck Entry P	'ermit [ 🛅 C	argo Details 🛛 🖡	📰 Vehicle Detai	ls						
		Dolivory Order	Rill Of Entry				Container Or	Carro				Ť
	S.No	No	No	IGM No	IGM Date	Importer Name	Cargo	Description	Quantity	Open Quantity	Remarks	
		search	search	search	search	search	search	search	search	search	search	<b></b>
	Ca Ca IG Lir Ex	ntainer Or Carg rgo livery Order No rting Permission I Of Entry No M No M Date No. porter Name porter Name	0 ♂ 1 No. ©	Cargo Cargo VCN N Vessel	Description UOM Code o. Name o.				Carg Oper Quar Weig Rem	o Location Code n Quantity htity h Bridge Name arks		.0
												1 .

Step 5: Once data is filled in Cargo Details, clic	ck on save button	0.	and click on	⊖ Add Row	if need to add multiple
Row's or else click on button.					
	Record save	/ed			

Step 6: Once Cargo Details are saved, Vehicle Details will be activated as below to add Vehicle details as shown in below screen.

artma	an											Port	Name:	Deendaya	l Port Trus	it ~ 2	ġ	Δ (2)	Default 🔨	- env	/ISI 黎   ing enterpri
= 0	2 端	之 Truck	Entry	Permit															€ [x	« »	<b></b>
🗂 List Da	ata 📑	Truck	Entry Perr	nit 📑	🛗 Carg	o Details	(initial Veh	icle Details	)												
Vehi	cle De	tails																			<b>A</b>
S.No	Vehicle Type Code	Vehicle Make	Vehicle Size	Vehicle Model	Color Code	Vehicle Regd No.	Vehicle Insurance No.	Vehicle Insurance Valid Upto	Vehicle Owner Name	Driver Name	Driver Licence No.	Driver Licence Validity	Driver Contact No.	Helper / Cleaner Name	Helper / Cleaner ID Type Code	Helper / Cleaner ID No.	TP No.	Weighment Challan No.	Weighment Quantity	Safety Manage Cert. N	ement o.
	search	search	search	search	search	search	search	search	search	search.	search	search	search	search	search	search	sear	search	search	search.	
⊕ A¢	dd Ro	w																	<	1	>
																					Back

User Interface Image 16 -Vehicle Details-5.5.4

Click on Odd Row to begin with data entry



iPertm	Data	<mark>کی آس</mark> Tru Details	<mark>ICK Ent</mark> JCK Entry	<mark>ry Pern</mark> Permit	nit Car	rgo Deta	ils 🚺	🕄 Vehicle D	etails			Port	Name:	Deenday	al Port Tru	ust 🗡 (	<u>بة</u> 1	ך בי	8 Defau	n ~ en\ } « »		
	S.No	Vehicle Type Code	Vehicle Make	Vehicle Size	Vehicle Model	Color Code	Vehicle Regd No.	Vehicle Insurance No.	Vehicle Insurance Valid Upto	Vehicle Owner Name	Driver Name	Driver Licence No.	Driver Licence Validity	Driver Contact No.	Helper / Cleaner Name	Helper / Cleaner ID Type Code	Helper / Cleaner ID No.	TP No.	Weighment Challan No.	Weighment Quantity	Safety Manageme Cert. No.	
~		search  search  search  search  search Vehicle Type Code* Vehicle Make Vehicle Size Vehicle Model Color Code €						Vehicle Regd No.* Vehicle Insurance No.* Vehicle Insurance Valid Upto* Vehicle Owner Name Driver Name* Driver Licence No.*					Driver Driver Helper Helper	Licence \ Contact r / Cleane r / Cleane	Validity* No. er Name* er ID Type er ID No.?	€ e Code* € *	·		TP No. Weighme Weighme Safety M	TP No. Weighment Challan No. Weighment Quantity Safety Management Cert. No. Safety Management Cert. Validity		
User Inte	erfaci	e Imag	ne 17-	Vehicl	e Deta	iils-5.	5.5					]		(	<b>→</b> Ac	ld Ro	ow			< 1	>	



**Step 9**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 10: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from



User Manual for iPortman POS Application



# 7.6.Field information:-

Field Name	Mandatory	Fill Type			
Application Type *	Mandatory	Dropdown			
Party Qualifier *	Mandatory	LOV			
Requesting Party Code *	Mandatory	LOV			
Requesting Party Name	Non Mandatory	Text Box			
PCS URN No	Non Mandatory	Text Box			
Transporter Code *	Mandatory	LOV			
Transporter Name	Non Mandatory	Text Box			
Contact Person	Non Mandatory	Text Box			
Contact No *	Mandatory	Text Box			
Transporter Email ID	Non Mandatory	Text Box			
Gate No *	Mandatory	LOV			
Pass Type *	Mandatory	Popup			
Entry Restriction *	Mandatory	Drop Down			
Entry Zone *	Mandatory	Popup			
Valid From *	Mandatory	Date & Time Picker			
Valid To	Non Mandatory	Date & Time Picker <b>Auto Populated</b>			
Invoiceble *	Mandatory	Drop Down			
Gate-in Window From	Non Mandatory	Date & Time Picker			
Gate-in Window Up to	Non Mandatory	Date & Time Picker			
Cut-off Date and Time*	Non Mandatory	Date & Time Picker			
EDTA	Non Mandatory	Date & Time Picker			
RFID Card No*	Mandatory				
Remarks	Non Mandatory				
Container or cargo	Non Mandatory	Check box			
Delivery Order No*	Mandatory	LOV			
IGM No	Non Mandatory	Text Box			
IGM Date	Non Mandatory	Text Box			
IGM Line No	Non Mandatory	LOV			
Importer Name	Non Mandatory	Text Box			
BE No	Non Mandatory	Text Box			
Carting Permission No *	Mandatory	LOV			
Exporter Name	Non Mandatory	Text Box			
VCN No	Non Mandatory	LOV			
Vessel Name	Non Mandatory	Text Box			
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IMO No	Non Mandatory	Text Box
Container No 1	Non Mandatory	LOV
Container No2	Non Mandatory	LOV
Container1 Size	Non Mandatory	Text Box
Container 2 Size	Non Mandatory	Text Box
Cargo Description	Non Mandatory	Text Box
Cargo UOM	Non Mandatory	Text Box
Total Number of Container	Non Mandatory	Text Box
Cargo Location	Non Mandatory	LOV
Cargo Quantity	Non Mandatory	Text Box
Open Quantity	Non Mandatory	Text Box
Quantity	Non Mandatory	Text Box
Allowable Delivery Quantity	Non Mandatory	Text Box
Weigh Bridge No	Non Mandatory	LOV
Remarks	Non Mandatory	Text Box
Vehicle Type *	Mandatory	LOV
Vehicle Make	Non Mandatory	Text Box
Vehicle Size	Non Mandatory	Text Box
Vehicle Model	Non Mandatory	Text Box
Colour	Non Mandatory	LOV
Vehicle Regd No *	Mandatory	Text Box
Vehicle Insurance No *	Mandatory	Text Box
Vehicle Insurance Valid Upto *	Mandatory	Date & Time Picker
Vehicle Owner Name	Non Mandatory	Text Box
Driver Name *	Mandatory	Text Box
Driver License No *	Mandatory	Text Box
Driver Licence Validity *	Mandatory	Date & Time Picker
Driver Contact Number	Non Mandatory	Text Box
Helper/Cleaner Name *	Mandatory	Text Box
Helper/Cleaner ID Type *	Mandatory	Text Box
Helper/Cleaner ID No *	Mandatory	Text Box
TP Number	Non Mandatory	Text Box
Weighment Challan Number	Non Mandatory	Text Box
Weighment Quantity	Non Mandatory	Text Box
Safety Certificate No	Non Mandatory	Text Box
Safety Certificate Validity Date	Non Mandatory	Date & Time Picker

# 8. Business Function Name: Truck Gate In



#### 8.1.Definition:

Truck Gate In is the function which is used to record the receipt of cargo inside port premises through CHA/Importer/Exporter from outside. Gate In details will be recorded against Truck Entry Permit Number which will auto populate all the relevant information in this screen.

#### **8.2.SRS Reference:**

#### 8.3.Navigation:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM

AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ Gate Operations $\rightarrow$ Truck Gate In $\rightarrow$ Click on <b>Add New</b>

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME.

#### 8.4.Prerequisites - Masters:-

- 1. Mode of Entry(Road/Rail/Barge/Conveyor)
- 2. Exporter
- 3. Consignee
- 4. Plot/Wharf No
- 5. Gate No
- 6. Vehicle Type

#### 8.5.Screenshot:

Following screenshot from Truck Gate In.



We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trus	t v Č ↓ ⊗ Default v envisi≋n
三 🔍 🏰 Truck Gate In			😬 💪 C, 🧇
List Data Truck Gate In			
Truck Gate In			•
RFID Card No.*	Vehicle Insurance No.	Helper / Cleaner ID Type Code	Doc No.
Truck Entry Permit No.*	Vehicle Insurance Valid Upto	Helper / Cleaner ID Type Name	Doc Series*
Gate In D&T* ×	Driver Name	Helper / Cleaner ID No.	Doc Date ×
PCS URN No.	Driver Licence No.	TP No.	Status Code
Application Type	Driver Licence Validity	Weighment Challan No.	Data Source
Vehicle Type Name	Gate No.*	Weighment Quantity	Doc Approved Date ×
Vehicle Regd No.	Helper / Cleaner Name	Vehicle Make	EØ Remarks
		Vehicle Model	
		Color Name	

#### User Interface Image 18-Truck Gate In-6.5.1

envisi≋n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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<b>Step 2:</b> -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.			

Step 3: Click button from Top	Menu Bar to save Truck Entry Permit form re	cord.
	Record saved	
Step 4: Once record is saved docume	ents status will be as 'Draft' and click on	to send the document for approval.
	Choose an option	x
	Send For Approval	

**Step 5**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 6: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

# 8.6.Field information:-

Field Name	Mandatory	Fill Type
RFID Card No	Yes	Popup
TEP No	Yes	Popup
Gate In Date & Time	Yes	Date and Time Picker
PCS URN No	No	Auto Populated
Application Type	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle Regd No	No	Auto Populated
Vehicle Insurance No	No	Auto Populated
Vehicle Insurance Validity	No	Auto Populated
Driver Name	No	Auto Populated
Driver license No	No	Auto Populated
Drvier license Validity	No	Auto Populated
Gate No.	Yes	Popup
Helper/Cleaner Name	No	Auto Populated
Helper/Cleaner ID Type	No	Auto Populated

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Helper/Cleaner ID No	No	Auto Populated
TP Number	No	Auto Populated
Weightment Challan Number	No	Auto Populated
Weightment Quantity	No	Auto Populated
Vehicle Make	No	Auto Populated
Vehicle Model	No	Auto Populated
Colour	No	Auto Populated

# 9. Business Function Name: Truck First Weight

#### 9.1.Definition

After entering the Truck inside Port gate, It undergoes for the weighment of Tare weight recording. Before the loading of Cargo into vehicle from Shed or Berth Area.

#### 9.2.SRS Reference

#### SRS Version 1.7:-Weighment (Road)-POS-TRA-NCT-070

## 9.3.Navigation

 FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU
 SELECTION TO

 VIEW THE LIST ITEM AND ADD NEW RECORDS.
 Menu Path
 Menu Bar  $\rightarrow$ Gate Operations  $\rightarrow$  Truck First Weight  $\rightarrow$  Click on Add New

User can also search the function in search area Q available in the header section left side with function name.

# 9.4.Prerequisites - Masters:

- 1. Driver master
- 2. Billing Agent
- 3. Weighbridge
- 4. Destination
- 5. Cargo
- 6. Transporter

## 9.5.Screenshot:

Following screenshot from Truck First Weight



We will redirect to screen like below.

envisi	ENVISION ENTERPRISE SO	LUTIONS PVT LTD	Doc Reference No:	
empowering enterprise	User Manual for iPortma	n POS Application	TMP/UMG/V.1.0	iP <b></b> ≉rtman
iPertman		Port Name: Deendayal Port Trust	Y 送 Q Default 🗸	envisi *n*
📄 📃 🔍 🏰 Truck First Weight			<b>e</b> [	🖢 C. 🔶
List Data Truck First Weight				
Truck First Weight				<b>^</b>
RFID Card No.*	Driver Name	Weighment Challan No.	Doc No.	
Truck Entry Permit No.*	Driver Licence No.	Weighment Quantity	Doc Series	
PCS URN No.	Driver Licence Validity ×	Vehicle Make	Doc Date	×
Application Type*	Helper / Cleaner ID Type Code	Vehicle Model	Data Source	
Vehicle Type Name	Helper / Cleaner ID Type Name	Color Name	Status Code	
Vehicle Regd No.	Helper / Cleaner ID No.	Weigh Bridge Code*	Doc Approved Date	×
Vehicle Insurance No.	TP No.	Weighment D&T* ×	Remarks	
Vehicle Insurance Valid Upto 🛛 🗶		Gross Weight*		
Ē				

#### User Interface Image 19-Truck First Weight-7.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Truck First Weight form record.
Record saved
<b>Step 4:</b> Once record is saved documents status will be as 'Draft' and click on to send the document for approval.
Choose an option X
Send For Approval
<b>Step 5</b> : Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline with reason.
Accept Decline
Step 6: Once user accept the request following status will be shown on screen and document status will be changed as
'APPROVED'. Which can be seen from
Successfully Status changed to APPROVED

# 9.6.Field information

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Field Name	Mandatory	Fill Type
RFID Card No*	Yes	Popup
TEP No*	Yes	Popup
PCS URN No	No	Auto Populated
Application Type*	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle Regd No	No	Auto Populated
Vehicle Insurance No	No	Auto Populated
Vehicle Insurance Validity	No	Auto Populated
Driver Name	No	Auto Populated
Driver license No	No	Auto Populated
Drvier license Validity	No	Auto Populated
Helper/Cleaner Name	No	Auto Populated
Helper/Cleaner ID Type	No	Auto Populated
Helper/Cleaner ID No	No	Auto Populated
TP Number	No	Auto Populated
Weightment Challan Number	No	Auto Populated
Weightment Quantity	No	Auto Populated
Vehicle Make	No	Auto Populated
Vehicle Model	No	Auto Populated
Colour	No	Auto Populated
Weighbride No*	Yes	Popup
Weighment Date & Time	Yes	Date and Time picker
Tare Weight	Yes	Text Box
Gross Weight	Yes	Text Box

# **10.** Business Function Name: Truck Shed Operations

#### 10.1. Definition

Truck will come to Port shed area in order to receive the cargo from Shed Area and take out for delivery. This operation will be conducted after first weight is done. Shed staff will maintain the details of cargo loaded in vehicle, time of loading commencement, time of loading completion.

# 10.2. SRS Reference

SRS Version 1.7:-Shed Delivery Truck (POS-TRA-NCT-012)

## 10.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ Gate Operations $\rightarrow$ Truck Shed Operations $\rightarrow$ Click on Add New
-----------	---



USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA

AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME.

#### **10.4.** Prerequisites – Masters

- 1. Cargo
- 2. Importer

Q

#### 10.5. Screenshot

Following screenshot from Truck Shed Operations.



**Step 1-** Click on Add new button . We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trust 🎽 🖄 🌔	🖲 Default 🗸 🤐
$\blacksquare \mathbf{Q}$ 🏰 Truck Shed Operation	าร		😬 🔓 C, 🤣
List Data Details Cargo Detail			
Truck Shed Operations			•
RFID Card No.*	Driver Licence Validity 🗶	Doc No.	
Truck Entry Permit No.*	Helper / Cleaner Name	Doc Series*	
PCS URN No.	Helper / Cleaner ID Type Name	Doc Date ×	
Application Type*	Helper / Cleaner ID No.	Status Code	
Vehicle Type Name	TP No.	Data Source	
Vehicle Regd No.	Weighment Challan No.	Doc Approved Date ×	
Vehicle Insurance No.	Weighment Quantity	Remarks	
Vehicle Insurance Valid Upto ×	Vehicle Make	ii.	
Driver Name	Vehicle Model		
Driver Licence No.	Color Name		
			Next

User Interface Image 20-Truck Shed operations-8.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Truck Shed Operations Details form record. Once it is saved Cargo Details will be activated to add Cargo details.



**Step 4:** Once Truck Shed Operations Details are saved, Cargo Details will be activated as below to Cargo Details as shown in below screen.

envisi*n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:			
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artma	an			Port Name: Deend	ayal Port Trust 🗹 💍	Ĵ	8 Def	ault	~ [	env	ISI&N
	🔾 🏰 Truck Shed Ope	erations					e	) (	ð	C <sub>×</sub>	<b>~</b>
🗒 List D	ata 🗰 Details 🚺 Carg	<mark>o</mark> Detail									
Shed	Delivery Details Line										<b>A</b>
										Ś	7
S.No	Yard Name	Executive Name	Surveyor Name	Supervisor Name	Yard In D&T		Yard Out Da	ЪТ			
	search	search	search	search	search		search				
⊕ A	dd Row							<		1	>
										E	Back

#### User Interface Image 21-Cargo Details-8.5.2

Click	on (	€∮	Add Row	to begin	with data ent	ry.									
								Port N	Deendaval J	Port Truct	<u>کة ۱</u>		)ofault	env	ISI≋n°
iP≉	rtmar	) مەر						TOTENA	ine. Deendayan	(	Ţ			enpowerin	p enterprise
	= Q		Truck Shed	Operations										) L <sub>X</sub>	<b>~</b>
:0:::				Cargo Detail											•
3	neu	Dell	very Details	Line										Ś	<b>^</b>
	:	S.No	Executive Name		Surveyor Name		Supervisor Nam	e	Yard In D&T		Yard Out D	&T			
			search		search		search		search		search				
	~	1							×					Ī	
		Yai	rd/Location*	ď	Surveyor Nam	ie*	] [	Yard In D&I*							
		Exe	ecutive Name*		Supervisor Na	me*	ı i	Yard Out D&T*	tion _					J.	
								Yard Clear							
													<	1	>
e	€ Ad	d Ro	wc												
														E	Back
User li	nterfo	ace l	Image 22-Ca	rao Details	-8.5.3										
				. g = = = = = = = = = =											
								n	0						
Step !	5: Or	nce	data is fille	d in Cargo	Details, click	on save	e button 📍	and cli	ck on 🙂		if ne	eed to a	ıdd mu	Itiple	
			σ	<u>س</u>											
Row's	s or e	else	click on	<b>j</b> butto	n.										
Sten (	5. Or	nce	record is sa	ved docu	ments status	will he	as 'Draft' a	nd click on	🖤 to se	nd the do	ocumen	t for an	nroval		
otep (		100									Jeannen		proru	•	
						C	hoose an op	otion	x						
										7					
							Send For App	proval		-					
							2400								

**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

## **10.6.** Field information

Field Name	Mandatory	Fill Type
RFID Card No*	Yes	Popup
TEP No*	Yes	Popup
PCS URN No	No	Auto Populated
Application Type	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle Regd No	No	Auto Populated
Vehicle Insurance No	No	Auto Populated
Vehicle Insurance Validity	No	Auto Populated
Driver Name	No	Auto Populated
Driver license No	No	Auto Populated
Drvier license Validity	No	Auto Populated
Helper/Cleaner Name	No	Auto Populated
Helper/Cleaner ID Type	No	Auto Populated
Helper/Cleaner ID No	No	Auto Populated
TP Number	No	Auto Populated
Weightment Challan Number	No	Auto Populated
Weightment Quantity	No	Auto Populated
Vehicle Make	No	Auto Populated
Vehicle Model	No	Auto Populated
Color	No	Auto Populated
Yard/Location *	Yes	Popup
Executive Name *	Yes	Text Box
Surveyor Name	No	Text Box

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Supervisor Name *	Yes	Text Box		
Yard In Date & Time *	Yes	Date and Time Picker		
Yard Out Date & Time *	Yes	Date and Time Picker		
Yard Clear	No	Check Box		

# 11. Business Function Name: Truck Second Weight

# 11.1. Definition

After completion of Truck Shed Operation, Vehicle will go for Second Weight in order to assess the Gross Weight of the truck. Based on Gross weight and Tare weight done earlier will accessed the Net quantity of cargo loaded in the truck.

# **11.2.** SRS Reference

#### SRS Version 1.7:-Weighment (Road)-POS-TRA-NCT-070

#### 11.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.



# **11.4. Prerequisites – Masters:**

- 1. Driver master
- 2. Billing Agent
- 3. Weighbridge
- 4. Destination
- 5. Cargo
- 6. Transporter

## 11.5. Screenshot:

Following screenshot from Truck Second Weight



envisi≋n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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	Port Name: Deendaval Port Trust	Kai n n Default v	✓ envisi⊗n <sup>o</sup>

2*rtman						
😑 🝳 🚔 Truck Second Weight				<b>₽</b>	C <sub>x</sub>	<b>~</b>
List Data						
Truck Second Weight						<b>A</b>
RFID Card No.*	Driver Licence Validity	Color Name	Doc No.			
Truck Entry Permit No.*	Helper / Cleaner Name	Weigh Bridge Code*	Doc Series	_		
PCS URN No.	Helper / Cleaner ID Type Code	Weigh Bridge Name	Doc Date	×		
Application Type*	Helper / Cleaner ID Type Name	Weighment D&T*	K Status Code	EO		
Vehicle Type Code	Helper / Cleaner ID No.	EO Gross Weight	Doc Approved Date	×		
Vehicle Regd No.	TP No.	Tare Weight	Data Source	EC		
Vehicle Insurance No.	Weighment Challan No.	Cargo Weight*	Remarks			
Vehicle Insurance Valid Upto	Weighment Quantity			:		
Driver Name	Vehicle Make					
Driver Licence No.	Vehicle Model					

#### User Interface Image 23-Truck Second Weight-9.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Me	enu Bar to save Truck Second Weight "D	etails" form record.
	Record saved	
Step 4: Once record is saved documents	s status will be as 'Draft' and click on Choose an option	to send the document for approval.
	Send For Approval	
Step 5: Once workflow initiated it will be	e sent for approval, and approver will se	ee following option either to 'Accept' or 'E

**Step 5**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 6: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

# **11.6.** Field information

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Field Name	Mandatory	Fill Type
RFID Card No*	Yes	Popup
TEP No*	Yes	Popup
PCS URN No	No	Auto Populated
Application Type*	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle Regd No	No	Auto Populated
Vehicle Insurance No	No	Auto Populated
Vehicle Insurance Validity	No	Auto Populated
Driver Name	No	Auto Populated
Driver license No	No	Auto Populated
Drvier license Validity	No	Auto Populated
Helper/Cleaner Name	No	Auto Populated
Helper/Cleaner ID Type	No	Auto Populated
Helper/Cleaner ID No	No	Auto Populated
TP Number	No	Auto Populated
Weightment Challan Number	No	Auto Populated
Weightment Quantity	No	Auto Populated
Vehicle Make	No	Auto Populated
Vehicle Model	No	Auto Populated
Color	No	Auto Populated
Weighbride No*	Yes	Pop Up
Weighment Date & Time*	Yes	Date And Time Picker
Gross Weight	Yes	Text Box
Tare Weight	No	Text Box
Cargo Weight*	Yes	Auto Populated
Yard Out Date & Time *	Yes	Date and Time Picker
Yard Clear	No	Check Box

# 12. Business Function Name: Truck Gate Out

# 12.1. Definition

Truck Gate Out operation is used to record the vehicle gate out activity such as Cargo Carried, Gate out date and time recordings, and other relevant information.

# 12.2. SRS Reference:

# 12.3. Navigation:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ Gate Operations $\rightarrow$ Truck Gate Out $\rightarrow$ Click on <b>Add New</b>

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME.

## **12.4. Prerequisites – Masters:**

1. Gate

## 12.5. Screenshot:

Following screenshot from Truck Gate Out.

**Step 1-** Click on Add new button . We will redirect to screen like below.

Partman		Port Name: Deendayal Port Trust	∑ ČÉ 🗘 🛞 Default ∨ envisi∛r
📃 🝳 🏰 Truck Gate Out			巴 🔓 Cx 🧇
List Data			
Truck Gate Out			*
RFID Card No.*	Driver Licence No.	Vehicle Make	Doc No.
Truck Entry Permit No.*	Driver Licence Validity	Vehicle Model	Doc Series*
PCS URN No.	Helper / Cleaner Name	Color Code	Doc Date ×
Application Type*		Gate In No	Eð Status Code
Vehicle Type Name		Gate In D&T	Data Source
Vehicle Regd No.	Helper / Cleaner ID No.	Gate Out No*	Doc Approved Date ×
Vehicle Insurance No.	TP No.	Gate Out D&T*	Remarks
	Weighment Challan No.		
Vehicle Insurance Valid Upto ×	Weighment Quantity	TAT Hours*	ii.
Driver Name			

#### User Interface Image 24-Truck Gate Out-10.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.





Step 6: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

## 12.6. Field information

Field Name	Mandatory	Fill Type
RFID Card No.	Yes	Popup
TEP No*	Yes	Popup
PCS URN No	No	Auto Populated
Application Type	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle Regd No	No	Auto Populated
Vehicle Insurance No	No	Auto Populated
Vehicle Insurance Validity	No	Auto Populated
Driver Name	No	Auto Populated
Driver license No	No	Auto Populated
Drvier license Validity	No	Auto Populated
Helper/Cleaner Name	No	Auto Populated
Helper/Cleaner ID Type	No	Auto Populated
Helper/Cleaner ID No	No	Auto Populated

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TP Number	No	Auto Populated			
Weightment Challan Number	No	Auto Populated			
Weightment Quantity	No	Auto Populated			
Vehicle Make	No	Auto Populated			
Vehicle Model	No	Auto Populated			
Colour	No	Auto Populated			
Gate In No.	No	Auto Populated			
Gate In Date & Time	No	Auto Populated			
Gate Out No.	Yes	Popup			
Gate Out Date & Time	Yes	Date And Time Picker			
TAT Hours	<del>Yes</del> No	Auto Populated			

# 13. Business Function Name: Shipping Bill

## 13.1. Definition

A Shipping Bill is an important document required by the customs authorities for the clearance of goods. Exporter/CHA requests for shipping bill in Ice gate portal and that information is used to generate EGM. Upon receiving Shipping Bill in Ice gate, PCS receives the information in EDI format and the same information is retrieved to iPortman<sup>®</sup> through PCS.

# **13.2.** SRS Reference

SRS Version 1.7:-Shipping Bill-(POS-TRA-NCT-021)

#### 13.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Export Documentation $\rightarrow$ Shipping Bill $\rightarrow$ Click on <b>Add New</b>
	Q

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA

## **13.4. Prerequisites – Masters**

Agent
 Cargo
 UOM

## 13.5. Screenshot

#### Following screenshot from Shipping Bill

Step 1- Click on Add new button

We will redirect to screen like below.

Shipping Bill   Message Type*   FOB Value*   Port Code Where SB Filed*   Address Line 1   Doc No.   F.   Shipping Bill No*   Port of Destination Code*   Shipping Bill Date*   Nature of Cargo*   IE Code*   City Code   Port Code   Pin Code   Status Code   City Code   Doc Date   City Code   Doc Date   City Code   Port of Destination Code*   Pin Code   Status Code   City Code   Doc Date   City Code   Doc Date   City Code   Doc Date   City Code   Doc Approved Date   City Code   Doc Approved Date   City Code   Doc Approved Date   City Code   City Code   Port Code*   Pin Code*   Port Code*   Port Code*   Pin Code   Remarks	_iP*rtman		Port Name: Deendayal Port Trust	<ul> <li>۵</li> <li>۵</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>8</li> <li>9</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>9</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>8</li> <li>9</li> <li>8</li> <li>4</li> <li>8</li> <li>8</li> <li>9</li> <li>9</li></ul>	Default 🗸	envi	ISI≉N ₀ enterprise
List Data Chapter Bill Details     Shipping Bill Details     Message Type*     FOB Value*     FOB Value*     FOB Value*     Address Line 1        Doc No.     Site ID*     Port Code Where SB Filed*     Address Line 2     Shipping Bill No*     Port of Destination Code*     Shipping Bill Date*     No. of Packages     Shipping Bill Date*     Nature of Cargo*     IE Code*   Gross Quantity   Exporter Name*     Marks and Numbers     Marks and Numbers     Remarks	😑 🝳 鑙 Shipping Bill					C <sub>x</sub>	<b>~</b>
Shipping Bill       Message Type*       FOB Value*       Address Line 1       Doc No.         Image: File to the status of the status	List Data Shipping Bill Details	item Lines					
Message Type*       FOB Value*       Address Line 1       Doc No.         F       Image: Status Code       Image: Status Code       Image: Status Code         Site ID*       Port Code Where SB Filed*       Address Line 2       Image: Status Code         Shipping Bill No*       Port of Destination Code*       Image: Status Code       Image: Status Code         Shipping Bill Date*       No. of Packages       City Code       Doc Date         Nature of Cargo*       IE Code*       Image: Status Code       Image: Status Code         Gross Quantity       Exporter Code*       Image: Status Code       Image: Status Code         Uti of Quantity Code       Exporter Name*       Marks and Numbers       Remarks	Shipping Bill						<b>A</b>
	Message Type*  F Site ID*  Shipping Bill No*  Shipping Bill Date*  Nature of Cargo*  Gross Quantity  Unit of Quantity Code	FOB Value* Port Code Where SB Filed* Port of Destination Code*  No. of Packages EE Code* Exporter Code* Exporter Name*	Address Line 1 Address Line 2 City Code Pin Code CHA Code Marks and Numbers	Doc No. Status Code Doc Series* Doc Date Status Code Doc Approved Dat Remarks			

#### User Interface Image 25-Shipping Bill-13.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save shipping bill form record. Once it is saved Item line will be activated to add item line details.



**Step 4:** Once Shipping Bill Details are saved, item line Details will be activated as below to add item line Details as shown in below screen.

iP <b></b> *rtma	an			Port Name: Deenday	val Port Trust 🗹 💍	A 🔕 Defa	ult 🗸	en\	/ISI № N
	🞗 🊔 Shipping Bill					😬 🗋 (	<u>}</u> «	<	<b>~</b>
iiii List D	ata 📰 Shipping Bill Details	Item Lines							
Item	Lines								•
									$\overline{\nabla}$
S.No	Message Type	Invoice Serial No.	ITM_DESC	ITC(HS)	Quantity	UOM Code			
	search	search	search	search	search	search			
(+) A	dd Row						<	1	>
									Back

#### User Interface Image 26-Item Lines-13.5.2



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iPøl	<b>N</b> rtma	n				Port Name: Dee	ndayal Port Trust 📉 💍	🗘 🔕 Default 🗸	envisi & n
	C	ע לא	Shipping Bill					🖱 🔓 🗘 «	» 🥎
:0:::	List Da	ata	Shipping Bill Details	💓 Item Lines					
I	tem	Line	?S						<b>A</b>
		S.No	Message Type	Invoice Serial No.	ITM_DESC	ITC(HS)	Quantity	UOM Code	$\nabla$
			search	search	search	search	search	search	
	~	1	F						<b>@</b>
		N	lessage Type	Item No*		Item Description	FOB Value*		
		lr	voice Serial No.*	ITC(HS)*			UOM Code*		.0
					ď	Quantity*			
								<	1 >
e	ĐΑα	dd R	low						
									Back
l Icor I	ntor	face	Image 27-Item Lin	pc-12 5 2					
USET II	nerj	Juce	innuge 27item Lin	63-13.3.5					
						(m)			
Store	<b>-</b> . 0		data is filled in It	om Lino Dotaila d	liek on sove butte		🕀 Add Row	if pood to odd r	nultinla
step	<b>5</b> : U	ince		em Line Details, c	IICK OILSAVE DULLO		חכ	If need to add r	nuitipie
			P						
Row's	sor	else	e click on <b>b</b>	utton.					
~	<b>-</b> -					🧭			
Step	<b>b:</b> O	nce	e record is saved d	ocuments status	will be as 'Draft' a	nd click on	to send the docum	ient for approval.	
					Chaosa an ar	tion	Y		
					Choose an op	Juon	<b>^</b>		
					Send For App	oroval			

**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as



Successfully Status changed to APPROVED

## 13.6. Field information:-

Field	Mandatory	Fill Type
Message Type	Yes	Dropdown

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--	----

Site ID	Yes	LOV
SB NO	Yes	Text Box
SB Date	Yes	Calendar
Nature of Cargo	No	Dropdown
Gross Quantity	No	Text Box
Unit of Quantity	No	Dropdown
Total FOB Value (in Rs)	Yes	Text Box
Total No. of Pkgs.	No	Text Box
Port of Destination	Yes	LOV
Port of Origin(Port where SB is filed)	Yes	LOV
IE Code *	Yes	Text Box
Exporter Code	Yes	Text Box
Address1	Yes	Text Box
Address2	No	Text Box
City	No	Text Box
PIN Code	No	Text Box
CHA NO	No	List
Marks & Numbers	No	Text Box
Invoice Serial Number	Yes	Text Box
Item No	Yes	Text Box
ITC (HS)	Yes	Text Box
Item description	Yes	Text Box
Quantity	Yes	Text Box
Unit of Measurement	Yes	Text Box
FOB Value (in Rs.)	Yes	Text Box

# 14. Business Function Name: Let Export Order

## 14.1. Definition

Let Export Order is filed by the Exporter to the Customs. Let Export Order is received in iPortman<sup>®</sup> application through PCS.

The Exported goods before clearance to warehouse shipment or stuffing in containers are required to comply with prescribed Customs clearance formalities. Shipping Bill should be presented containing details such as description of goods, value, quantity, exemption notification, Customs Tariff Heading etc.

This Shipping Bill is verified by the proper officer of Customs. At the time of clearance of goods that these are examined by the Customs to confirm the nature of goods, valuation and other aspects of the declarations. In case no discrepancies are observed at the time of examination of goods 'Let Export Order' order is issued and thereafter the goods can be exported.

Let export order verification is done before release of cargo from exporter by the customs officers posted inside the terminal before the exit cargo from port terminal.

#### 14.2. SRS Reference

SRS Version 1.7:-Let Export Order-(POS-TRA-NCT-026)

#### 14.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu PathMenu Bar  $\rightarrow$  General Cargo $\rightarrow$  Export Documentation  $\rightarrow$  Let Export Order $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

#### 14.4. Prerequisites – Masters

1. Cargo

#### 14.5. Screenshot

Following screenshot from Let Export Order

**Step 1-** Click on Add new button . We will redirect to screen like below.

iPortman		Port Name: Deendayal Port Trust 👻 👌	Ą	8	Default	~	envi	SI & Nº
🗮 🍳 齡 Let Export Order						L.	C <sub>×</sub>	<b>~</b>
List Data								
Let ExportOrder								<b>A</b>
Messaqe Type* F Site ID* C Shipping Bill No* Shipping Bill Date*	LEO Date*	Doc No. Doc Date Doc Series* Status Code Remarks						

User Interface Image 28-Let Export Order-14.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Let Export order form.





**Step 5**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

## 14.6. Field information

Field	Mandatory	Fill Type
	Voc	Drop
Message Type	Tes	Down
Site Id	Yes	LOV
SB No	Yes	LOV
SB Date	Yes	Calendar
LEO Date	Yes	Text Box
Rotation No.	Yes	Calendar
Rotation Date	Yes	Calendar
Nature of Cargo	Yes	Text Box

#### 15. Business Function Name: Export Application

#### 15.1. Definition

Exporter / CHA submit Export application as a request to the port to collect advance Wharfage /other cargo related charges like levy/Crannage charges for the cargo Exported. Export application can be submitted through online portal which further goes for validation and verification in iPortman<sup>®</sup> system.

#### 15.2. SRS Reference

SRS Version 1.7:-Export Application-(POS-TRA-NCT-018)

#### 15.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

**Menu Path** Menu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Export Documentation  $\rightarrow$  Export Application  $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

#### **15.4. Prerequisites – Masters**

- 1. Exporter
- 2. Agent
- 3. CHA
- 4. Cargo
- 5. Cargo Type
- 6. UOM

#### 15.5. Screenshot

Following screenshot from Export Application.



**Step 1-** Click on Add new button . We will redirect to screen like below.

iPertman			Port Name: Deendayal Port Trust 👻 🐣 🔔 🛞 Default 🗸 😜	SI&∩
📃 🝳 🚔 Export Applicati	on		🖱 🔓 C.	<b>~</b>
List Data Export Application	Service Lines			
Export Application				
IE Code* ☑	Gross Quantity		Doc No.	
Bill To Party Code*	Currency Code	<b>×</b>	Doc Series	
VCN No.			Doc Date	
Vessel Name			Status Code	
Rotation No.			Doc Approved Date	
			Data Source	
			Remarks	
			la.	

#### User Interface Image 29-Export Application-15.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.





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**Step 4:** Once Export Application Details are saved, Service line Details will be activated as below to Service line Details as shown in below screen.

List D	ata 💮	Export Applic	ation	Service Lines										LX	
erv	ice Line	S													
š.No	Service Code	Service Name	Shipping Bill No	Shipping Bill Date	Shipping Bill Item No	Quantity.	Tariff Rate	Total Before Discount	Discount	Discount Amount	Total After Discount	IGST	CGST	SGST	Grand Total
	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search
	Data Populate	R												<	1

#### User Interface Image 30-Service Lines-15.5.2

⊕ Add Row Click on to begin with data entry Q 🔛 Export Application [**}** ≪ ≫ • n de la com Ŀ 📺 List Data Export Application Shipping Bill Item No Total S.No Service Code Service Shippin Shipping Tariff Discount Total After Grand Total Before Discount Quantity Disco IGST CGST SGST Name Bill No Bill Date Rate Amount Discount search search search. search search search... search. search.... search search search search seard search search ŵ Tariff Rate Total After Discount Service Code\* ď Total After Discount Service Name Total Before Discount IGST Shipping Bill No\* Discount ٦. Shipping Bill Date Discount Amount ÉÓ Shipping Bill Item No Grand Total Quantity. < 1 > Data Ы Populate + Add Row Back User Interface Image 31-Service Lines-15.5.3 Add Row and click on Step 5: Once data is filled Service Lines Details, click on save button if need to add multiple Row's or else click on button. Step 6: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

Field	Mandatory	Fill Type
IE Code*	Yes	Рор Uр
Bill To Party Code*	Yes	Рор Uр
VCN No	No	Рор Uр
Vessel Name	No	Textbox
Rotation Number	No	Textbox
Gross Quantity (SB)	No	Textbox
Currency	No	Рор Uр
Service Code*	Yes	Pop Up
Service Name	No	Textbox
Shipping Bill Item		Pop Up
No*	Yes	
Quantity	No	Textbox
Tariff Rate	No	Textbox
Total Before		Textbox
Discsount	No	
Discount	No	Textbox
Discount Amount	No	Textbox
Total After Discount	No	Textbox
IGST	No	Textbox
CGST	No	Textbox
SGST	No	Textbox
Grand Total	No	Textbox

# 15.6. Field information:-

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# 16. Business Function Name: Vessel Load/Discharge Sequence

# 16.1. Definition:

To prepare the vessel for cargo stowage and a safe planning, loading sequences and other operational matters to be informed well in advance through Vessel Load Sequence Plan. Cargo Load plan is to load the cargo safely to reduce likelihood of ships structure overstressed during cargo Operation and to remain within the limitations as specified by the classification society. Vessel Agent will upload or enter Load / Discharge sequence in iPortman<sup>®</sup> portal. This information is used by port users to plan the Vessel Operation.

# **16.2.** SRS Reference

SRS Version 1.7:-Discharge Sequence-(POS-TRA-NCT-032)

## 16.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Cargo Operation  $\rightarrow$  Vessel load/Discharge Sequence  $\rightarrow$  Click on Add New

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA

## **16.4. Prerequisites – Masters:**

- 1. Vessel Master
- 2. Berth Master
- 3. Product Master
- 4. Equipment Master
- 5. Delay Master
- 6. Importer Master

## 16.5. Screenshot

Following screenshot from Vessel Load/Discharge Sequence

**Step 1-** Click on Add new button and Select "EXPORT" as Application Type. We will redirect to screen like below.

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Pertman		Port Name: Deendayal Port Trus	t v 🖄 🗘 🛞 Default ∨ envisi≬n
😑 🝳 鑙 Vessel Load / Discha	arge Sequence		巴 🔓 C, 🧇
📰 List Data 🛛 📧 Vessel Load/Discharge Sequ	uence 🕅 Stowage Plan 🔝 Load Discharge	e Sequence Plan	
Vessel Load/Discharge Sequer	nce		*
Application Type EXPORT	Assumed Stowage factor of Cargo	Chief Officer	Doc No.
Plan Version No.	Dock Water Density	Name of Master	Doc Series
Plan Release Date	Max. Draught Available HW	Time Required	Doc Date
VCN No.*	Max. Air Draught In Berth	Multi Cargo	Status Code
IMO No.	Gear / Gear Less	Cargo Type Name	Doc Approved Date
Vessel Name	Min Draught Available		Eo Data Source
No. of Loaders*	Max Arrival Draft		Remarks
Load Rate*	Max Departure Draft		
Ballast Pumping Rate per Hr.*	Last Cargo		
No. of Ballast Pumps*	Total Cargo*		

#### User Interface Image 32-Vessel Load/Discharge Sequence-16.5.1

Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Vessel load/Discharge sequence form record. Once it is saved Stowage Plan will be activated to add Stowage Plan details.



Step 4: Once Vessel load/Discharge sequence Details are saved, Stowage Plan Details will be activated as below to add Stowage Plan Details as shown in below screen.

∎rtman ⊒ Q ∰ Ves	sel Load / Discharge	e Sequence			Fort Name. Deend			Delaut ♥ Minin Delaut ♥ Minin
List Data 👹 Vess	el Load/Discharge Sequenc	e 🚺 Stowage Pl	an 👼 Load Discha	arge Sequence Plan				
Stowage Plan			-					
5								
S.No Cargo Name	Hatch / Tank Name	Hold Name	Hatch Capacity	Gross Weight	No. of Packages	Marks and Numbers	No. of Units	Hatch Occupano
	search	search	search	search	search	search	search	search
search								

#### User Interface Image 33-Stowage Plan-16.5.2

Click on • Add Row to begin with data entry

iParte	an						Port Name: Deen	dayal Port Trust 🗸	<u>کة</u> ۵ (	B Default 🗸 🤤	nvisi≉n
	Q 😭	E Vessel Loa	d / Discharge S	Sequence						[₀ [ <u></u> , «	» 📀
💓 List	Data	Vessel Load/D	ischarge Sequence	Stowage Plan	Load Disch	aarge Sequence Plan					
Sto	wage	Plan									•
	S.No	Cargo Name	Hatch / Tank Name	Hold Name	Hatch Capacity	Gross Weight	No. of Packages	Marks and Numbers	No. of Units	Hatch Occupancy	
		search	search	search	search	search	search	search	search	search	
~	1										â
	C	argo Name*		Hatch Capaci	ty*	No of U	nits				
	Н	atch / Tank Name	*	Gross Weight	t*	Marks a	nd Numbers				
	н	old Name*	∈	No. of Packar	295	Hatch C	)ccupapcy				010
	Ë				JC5						
										۲ ا	>
( <del>+</del> )	Add R	ow									
										Back	Next
User Inte	rface	Image 34-St	owage Plan-1	16.5.3							
						.0		🕀 Add Ro	w		
Step 5:	Once	data is fille	d in Stowag	e Plan, click	on save but	ton a	nd click on	O mara ma	if need	to add multi	ple
		n									
Row's o	r else	click on	button								

**Step 6:** Once Stowage Plan Details are saved, Load Discharge Sequence Plan Details will be activated as below to add Load Discharge Sequence Plan Details as shown in below screen.

List D	Data 🔝	Vessel L	.oad/Dis	charge S	equenc	e 🛄 S	towage Pla	n (6	🗒 Load	l Discharge Se	quence Plan	)									
Load	d Discha	rge S	equer	nce P	lan																- 
S.No	Sequence No.	Hatch / Tank Code	Hatch / Tank Name	Hold Code	Hold Name	Total No of Packages	Open No of Packages	Total No of Units	Open No of Units	Discharged / Loaded No.Of Packages	Discharged / Loaded No.Of Units	Gross Weight	Open Qty	Planned Quantity	Ballast Ops. Details	Time Required	Cal. Draught Fwd.	Cal. Draught Mid	Cal. Draught Aft.	Cal. Trim	Cal. Max. SF%
	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search	searc	sear
																			<	1	>

User Interface Image 35-Load Discharge Sequence Plan-16.5.4

Click on • Add Row to begin with data entry





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	Catto Vesse	l Load/D	ischarge	Sequence	Sto	wage P	lan 🚺	(in the set Dis	charge Segue	nco Dian							L⊕	LX		
oad Di	ischarge	Seque	ence l	Plan				(e:-;) Load Dis	charge seque	nce Plan	,									
	g-																			Ť
S.No	Sequence No.	Hatch / Tank Name	Hold Name	Total No of Packages	Open No of Packages	Total No of Units	Open No of Units	Discharged / Loaded No.Of Packages	Discharged / Loaded No.Of Units	Gross Weight	Open Qty	Planned Quantity	Ballast Ops. Details	Time Required	Cal. Draught Fwd.	Cal. Draught Mid	Cal. Draught Aft.	Cal. Trim	Cal. Max. SF%	Cal. Max. BM%
	search	search	search	search	search	search	search	search	search	search	. search	search	search	search	search	search	search	searc	searc	searc
▶ 1																				
S	equence No	.*				pen N	o of Ur	nits		(	Planned	I Quantity	/*			Cal. Trim	1			
Н	latch / Tank	Name	Ċ	1	D	ischaro	ged / Lo	oaded No.Of	f Packages		Ballast	Ops. Deta	ails			Cal. Max	k. SF%			
H	lold Name				D	ischaro	ged / Lo	oaded No.Of	f Units		Time Re	quired				Cal. Max	k. BM%			
T	otal No of P	ackages	5		N	larks a	nd Nur	mbers			Cal. Dra	aught Fwd	ł.			Cal. Air	Draught			
C	Open No of	Package	S	7	G	ross W	/eight*				Cal. Dra	aught Mid	l							
T	otal No of L	Jnits				pen O	tv				Cal. Dra	aught Aft.								
							-,													
nterfac	e Image	36-Lo	ad Di	ischarge	e Seque	nce F	Plan-1	16.5.5												
nterfac 7: Onc to adc	e Image e data i d multip	<i>36-Lo</i> s fille le Ro	d in l w's c	ischarge Load D or else	e Seque ischarg click of	nce F ge Se	equei	16.5.5 nce Plan outton.	Details	, click	on s	ave bu	utton	.0	and cli	ck on	<b>⊕</b> A	dd	Ro	w
nterfac 7: Onc to adc 8: Onc	e Image e data i d multip e record	<i>36-Lo</i> s fille le Ro d is sa	d in l w's c aved	ischarge Load D or else docum	e Seque ischarg click or nents si	nce F ge Se n	equer Plan-2 Plan-2 t t t t t t t t t t t t	16.5.5 nce Plan outton. be as 'E	ı Details Draft' ar	, click nd clic	on s k on	ave bi	utton to ser	<b>.</b> and the	and cli docun	ck on nent fo		.dd	Rov	w
nterfac 7: Onc to adc 8: Onc	e Image e data i d multip e record	36-Lo s fille le Ro d is sa	d in I w's c aved	ischarge Load D or else docum	e Seque ischarg click or nents si	nce F ge Se	equer	16.5.5 nce Plan outton. be as 'E Choos	Details Draft' ar <b>e an opt</b>	, click nd clic tion	: on s k on	ave bu	utton to sei	<b>.</b> nd the	and cli docun	ck on nent fo	<ul><li></li></ul>	.dd	Rov	w
nterfac 7: Onc to adc 8: Onc	e Image e data i d multip e record	<i>36-La</i> s fille le Ro d is sa	ad Di d in I w's c	ischarge Load D or else docum	e Seque ischarg click or nents st	nce F ge Se	quer	16.5.5 nce Plan outton. be as 'E Choos Send	Details Draft' ar <b>e an opt</b>	, click nd clic tion	c on s k on	ave bu	utton to sei	nd the	and cli docun	ck on nent fo	<ul><li></li></ul>	.dd	Rov	w
nterfac 7: Onc to adc 8: Onc	e Image e data i d multip e record	<i>36-La</i> s fille le Ro d is sa	ad Di d in I w's c	ischarge Load D or else docum	e Seque ischarg click or nents si	nce F ge Se tatus	quer	16.5.5 nce Plan outton. be as 'E Choos Send	Details Draft' ar e an opt	, click nd clic tion	c on s k on	ave bu	utton to sei	nd the	and cli docun	ck on	🕀 A	.dd	Rov	w
nterfac 7: Onc to add 8: Onc 9: Onc	e Image e data i d multip e record e workf	36-La s fille le Ro d is sa	ad Di d in I w's c aved	ischarge Load D or else docum	e Seque ischarg click or nents st	nce F ge Se tatus	quer quer t s will	16.5.5 nce Plan outton. be as 'E Choos Send	Details Draft' ar <b>e an opt</b> For Appr , and ap	, click nd clic tion	c on s k on	ave bu	utton to sei X	nd the	and cli docun	ck on nent fo	• A	dd rova	Rov II.	w
nterfac 7: Onc to adc 8: Onc 9: Onc	e lmage e data i d multip e record e workf	36-La s fille le Ro d is sa	ad Di d in I w's c aved	Load D or else docum	e Seque ischarg click of nents st	nce F ge Se tatus	oquer cquer s will	16.5.5 nce Plan outton. be as 'C Choos Send	Details Draft' ar <b>For Appr</b> , and ap	, click nd clic tion oval	k on s	ave bu	utton to ser X	nd the	and cli docun	ck on hent fo	• A	dd، rova	Rov II.	w Pecli

Step 10: Once user accept the request following status will be shown on screen and document status will be changed as



Successfully Status changed to APPROVED

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# 16.6. Field information

Field Name	Mandatory	Fill Type
Application Type	Mandatory	Drop Down
Plan Version Number	Mandatory	Text Box
Plan Release Date	Non Mandatory	Text Box
VCN No*	Mandatory	LOV
IMO Number	Non Mandatory	Text Box
Vessel Name	Non Mandatory	Text Box
Gear / Gear Less	Non Mandatory	Radio Button
No.of Loaders / Unloaders *	Mandatory	Text Box
Load / Discharge rate *	Mandatory	Text Box
Ballast Pumping Rate per Hr. *	Mandatory	Text Box
No of Ballast Pumps *	Mandatory	Text Box
Assumed Stowage Factor of cargo	Non Mandatory	Text Box
Dock Water Density	Non Mandatory	Text Box
Max Draught Available (HW)	Non Mandatory	Text Box
Max air Draught in Berth	Non Mandatory	Text Box
Min Draught Available	Non Mandatory	Text Box
Max Arrival Draft	Non Mandatory	Text Box
Max Departure Draft	Non Mandatory	Text Box
Last cargo	Non Mandatory	LOV
Total Cargo *	Mandatory	Text Box
Chief Officer	Non Mandatory	Text Box
Master	Non Mandatory	Text Box
Total Time Required	Non Mandatory	Text Box
Multi Cargo	Non Mandatory	Check Box
Cargo Type	Non Mandatory	LOV
Cargo Type	Non Mandatory	Text Box
Cargo Name *	Mandatory	LOV
Hatch / Tank / Name *	Mandatory	LOV
Hold*	Mandatory	LOV
Hath Capacity in CBM	Mandatory	Text Box
Gross Weight*	Mandatory	Text Box
No. of Packages/No. of Units	Mandatory	Text Box
Marks & Numbers	Non Mandatory	Text Box
Hatch Occupancy (in %)	Non Mandatory	Text Box
Remarks	Non Mandatory	Text Box
Seq No.*	Mandatory	Text Box
Hatch / Tank / Name *	Mandatory	LOV
Hold*	Mandatory	LOV
Total No.Of Packages	Non Mandatory	Text Box
Open No.Of Packages	Non Mandatory	Text Box
Discharged / Loaded No.Of Packages	Non Mandatory	Text Box
Marks & Numbers	Non Mandatory	Text Box

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Gross Weight	Mandatory	Text Box
Open Quantity	Non Mandatory	Text Box
Planned Quantity	Mandatory	Text Box
Ballast operation Details	Non Mandatory	Text Box
Time Required (Hrs)	Non Mandatory	Text Box
Cal. Draught Fwd.	Non Mandatory	Text Box
Cal. Draught Mid	Non Mandatory	Text Box
Cal. Draught Aft	Non Mandatory	Text Box
Cal. Trim	Non Mandatory	Text Box
Cal. Max. SF %	Non Mandatory	Text Box
Cal. Max.BM%	Non Mandatory	Text Box
Cal. Air Draught	Non Mandatory	Text Box

# 17. Business Function Name: Vessel Tally

# 17.1. Definition

Port/Stevedore performs cargo discharging operation as per Discharge sequence and starts recording the Operational data either through Online Portal or Mobility application. Information recorded for Cargo discharge operation will be updated in iPortman<sup>®</sup> application for review and approval.

#### 17.2. SRS Reference

SRS Version :-1.7 Discharge Operation Recording(POS-TRA-NCT-007)

## 17.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Cargo Operation $\rightarrow$ Vessel tally $\rightarrow$ Click on Add New

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

# **17.4. Prerequisites – Masters**

- 1. Operation
- 2. Cargo
- 3. Equipment
- 4. Hatch
- 5. Stockyard
- 6. Yard
- 7. Delay
- 8. Manpower
- 9. Importer



#### 17.5. Screenshot:

Following screenshot from Vessel Tally



**Step 1-** Click on Add new button and Select "EXPORT" as Application type. We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trus	t ⊻ Č <sup>e</sup> 🗘 🛞	Default 🗸 envisi@n
🔲 🝳 🊔 Vessel Tally				巴 💪 C, 🧇
List Data 🔃 Vessel Tally Details	Operation 🐹 Stopages			
Vessel Tally Details				<b>^</b>
Application Type* EXPORT	Cargo Handler Name	Loading Commenced	Doc No.	
VCN No.*	Stevedore Name	Loading Completed	Doc Series	
IMO No.	Loaded Quantity	Documentation Completed	Doc Date	
Vessel Name	Barge Loaded Quantity	Vessel Ready to Sail	Status Code	EO
Date*	Balance Quantity	回 Gangway Lowered Date & Time	Data Source	
Shift Name*	Shortage Quantity	Exp. Cargo Completion D&T*	Doc Approved Date	Ē
		Barge Operation	Remarks	.:
				Next

User Interface Image 37-Vessel Tally Details-17.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Vessel Tally Details form record. Once it is saved Operation form will be activated to add Operations details.



**Step 4:** Once Vessel tally Details are saved, Operations Details will be activated as below to add Operations Details as shown in below screen.

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	2 🏥	Vessel	Tally															🖻 🕻	5 C <sub>×</sub>	«	»	<del>?</del>
🛗 List D	ata 🔯	Vessel Ta	lly Deta	ils (	🗍 Operati	ion 🔯	Stopages															
Oper	ration																				•	
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S.No	Shipping Bill No	Shipping Bill Date	ltem No	Nature of Cargo	Gross Weight	Unit of Weight Name	Goods Description	Loaded By Name	Sling No	Sling Landed	Sling Cleared	Cargo Cleared	Equipment Name	Hatch / Tank Name	Hold Name	Balance Quantity	Loaded Quantity	Load Through Name	Crew Type Name	Route Name	Cargo Code	Remark
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⊕ A	dd Rov	v																	<	1	>	
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#### User Interface Image 38-Operation-17.5.2

Click on  $\bigcirc$  Add Row to begin with data entry

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	S.No	Shipping Bill No	Shipping Bill Date	ltem No	Nature of Cargo	Gross Weight	Unit of Weight Name	Goods Description	Loaded By Name	Sling No	Sling Landed	Sling Cleared	Cargo Cleared	Equipment Name	Hatch / Tank Name	Hold Name	Balance Quantity	Loaded Quantity	Load Through Name	Crew Type Name	Rout Name
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	Sh	ipping Bil	No*		-2		Unit	of Weight N	ame				Sling Lan	ded		-		Hold N	lame		
	Sh	ipping Bill	Date	(	2		Good	ds Descriptio	n			l	Sling Clea	ared		EO		Balanc	e Quantit	y	
	lte	m No								.:			Cargo Cle	eared	1			Loader	d Quantit	V*	
							Carg	o Code							l	10					
	Na	ature of C	argo				Load	ed By Name					Route Na	ame	E	3		Load	hrough N	lame	[
	Gr	oss Weigł	nt				Sling	No		$\checkmark$			Hatch / T	ank Name		=]		Crew	ype Nam	e	
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**Step 6:** Once Operations Details are saved, Stoppages form will be activated as below to add Stoppages Details as shown in below screen.

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Stopag	ges														•
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S.No Co	ode Na	ne Type Co	de Account Type Name	Date	Date Hr	ne in s. in Minute	s Code	Name	Tank Code	Tank Name	Code	Name	Code	Name	Remarks
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Stopa	ges														<b>^</b>
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	Delay	Delay	Delay Accoun	t Delay Aco	ount		Total	Total T	ime in Be	erth	Hatch /	Conveyor	Barge		
	Code	Name	Type Code	Туре Nan	e	Date End Date	Hrs.	Minute	es Na	ame	Tank Name	Name	Name	кетагк	s
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**Step 9**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



List Data

Step 10: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

# **17.6.** Field information

Field Name	Mandatory	Fill Type
Application Type *	Mandatory	Dropdown
Site Id	Mandatory	text box
VCN No	Mandatory	Text Box & LOV
IMO No	Non Mandatory	Text Box
Vessel Name	Non Mandatory	Text Box
Date	Mandatory	Date & Time Picker
Shift	Mandatory	LOV
Cargo Handler	Non Mandatory	LOV
Stevedore Name	Non Mandatory	LOV
Discharged Quantity	Non Mandatory	Text Box
Barge Discharged Quantity	Non Mandatory	Text Box
Loaded Quantity	Non Mandatory	Text Box
Barge Loaded Quantity	Non Mandatory	Text Box
Berth code	Non Mandatory	Text box
Sling No	Non Mandatory	Text Box
VCD	Non Mandatory	Text Box
GLD		
Discharge Commenced	Mandatory	Date & Time Picker
Discharge Completed	Non Mandatory	Date & Time Picker
Documentation Completed	Non Mandatory	Date & Time Picker
Vessel Ready to Sail	Non Mandatory	Date & Time Picker
Gangway Lowered Date & Time	Non Mandatory	Date & Time Picker
Expected Discharge Date & Time	Mandatory	Date & Time Picker
Barge Operation	Non Mandatory	Check Box
Remarks	Non Mandatory	Text Box
Shipping Bill No	Non Mandatory	LOV
Item No	Non Mandatory	Text Box

Nature of Cargo

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Text Box

Non Mandatory

No of Packages	Non Mandatory	Text Box
Discharge No Of Packages	Non Mandatory	Text Box
Balance No Of Packages	Non Mandatory	Text Box
Package Condition	Non Mandatory	Dropdown
Type Of Package	Non Mandatory	Text Box
Gross Weight	Non Mandatory	Text Box
Unit of Weight	Non Mandatory	Text Box
Marks & Numbers	Non Mandatory	Text Box
Goods Description	Non Mandatory	Text Box
Cargo Code	Non Mandatory	Text Box
Discharge By	Non Mandatory	Dropdown
Loaded By	Non Mandatory	Dropdown
Gang number	Non Mandatory	LOV
Sling Landed	Non Mandatory	Date & Time Picker
Sling Cleared	Non Mandatory	Date & Time Picker
Cargo Cleared	Non Mandatory	Date & Time Picker
Route Name	Mandatory	LOV
Equipment Name	Non Mandatory	LOV
Hatch Name	Non Mandatory	LOV
Hold Name	Non Mandatory	LOV
Tank Name	Non Mandatory	LOV
Pipe Line Name	Non Mandatory	LOV
Balance Qty	Non Mandatory	Text Box
Tanker Name	Non Mandatory	LOV
Discharge Qty*	Mandatory	Text Box
Loaded Quantity*	Mandatory	Text Box
Discharge Through	Non Mandatory	Dropdown
Loaded Through	Non Mandatory	Dropdown
Tallied by	Non Mandatory	Text box
Labour	Non Mandatory	Dropdown
Delay Code*	Mandatory	LOV
Delay Description	Non Mandatory	Text Box
Delay Account Type Code	Non Mandatory	LOV
Delay Account Type Name	Non Mandatory	Text Box
Start Date*	Mandatory	Date & Time Picker
End Date*	Mandatory	Date & Time Picker
Total Time(In Mins)	Non Mandatory	Text Box
Total Time(In Hrs)	Non Mandatory	Text Box
Berth Name	Non Mandatory	LOV
Hatch Code	Non Mandatory	LOV
Conveyor Name	Non Mandatory	LOV
Barge Name	Non Mandatory	LOV
Shipping Bill No	Mandatory	LOV
Along Side Vessel	Non Mandatory	Date & Time Picker
Cargo Code	Non Mandatory	Text Box

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Cargo Ref Name	Non Mandatory	LOV
BCN No*	Mandatory	LOV
Barge Name	Non Mandatory	Text Box
Berth No	Non Mandatory	LOV
Along side Berth	Mandatory	Date & Time Picker
Commenced Discharging at Vessel	Mandatory	Date & Time Picker
Completed Discharging at Vessel	Mandatory	Date & Time Picker
Commenced Loading at Vessel	Mandatory	Date & Time Picker
Completed Loading at Vessel	Mandatory	Date & Time Picker
Cast off from Vessel	Mandatory	Date & Time Picker
Commenced Discharging at Berth	Mandatory	Date & Time Picker
Completed Discharging at Berth	Mandatory	Date & Time Picker
Commenced Loading at Berth	Mandatory	Date & Time Picker
Completed Loading at Berth	Mandatory	Date & Time Picker
Cast off From Berth	Mandatory	Date & Time Picker
Boat Note No	Mandatory	Text Box
Consecutive Seq No*	Mandatory	Text Box
Custom Officer Name	Non Mandatory	Text Box
Gross Weight	Non Mandatory	Text Box
Balance Quantity	Non Mandatory	Text Box
Discharged Quantity	Mandatory	Text Box
Loaded Quantity	Mandatory	Text Box

# **18.** Business Function Name: Draft Survey

## **18.1. Definition:**

- Initial Draft survey is done before starting the Loading Operation (For Bulk Cargo).
- Final Draft survey is done on completion of Loading Operation. Interim Surveys also can be carried out on Vessel or Port demand (For Bulk Cargo).. Final draft survey can be recorded by the stevedore/agent using portal. A copy of final draft survey is attached for reference.

# **18.2.** SRS Reference

# 18.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Cargo Operation  $\rightarrow$  Draft Survey  $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

## **18.4. Prerequisites – Masters**

#### 18.5. Screenshot

Following screenshot from Draft Survey



**Step 1-** Click on Add new button and Select "EXPORT' as Application type. We will redirect to screen like below.

iP&rtman		Port Name: Deendayal Port Trust 🛩	Ä 1	28	Default	~ 6	envi	SI&∩
🔲 🝳 齡 Draft Survey						<b>[</b> ∂	$\mathbb{C}^{\mathbf{h}}_{X}$	<b>~</b>
List Data Header Details	Weight on Board (On Ships Account)							
Vessel Info Application Type* EXPORT VCN NO* Vessel Name IMO No. Vessel Name	Shipping Agent Code Exporter Code* Exporter Code* Survey D&T*	Draft Survey Report No. Sea Condition Obsr. Dock Water Density Total Cargo (Ship's Account)	Doc No. Doc Serie Doc Date Status Co	es e ode	Ē	10	,	•
Survey Information	Survey Type Name*		Doc App Data Sou Remarks	roved Date	2			
Draft Forward Mean	Draft Midship Port	Draft Midshift Starboard	Correcte	d Mean of	Means			
Displacement Details Corresponding Displacement/Det Weight(Ship's Data)	ad Density Correction	Difference in Displacement Change on Ships Account	Loaded	Quantity				<b>^</b>

#### User Interface Image 42-Header Details-18.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.



**Step 3**: Click button from Top Menu Bar to save Header Details form record. Once it is saved Weigh on Board form will be activated to add Weigh on Board Details.


Step 4: Once Header Details are saved, Weigh on Board Details will be activated as below to add Weigh on Board Details as shown in below screen.

iP*rtma	an		Port Name: De	endayal Port Trust 🔽 👸	<u>Д</u> (8)	Default 🚿	- en	VISI & N
	🞗 🏰 Draft Survey				🖻 🕻	, C <sub>x</sub>	« >	> 🔶
iiii List D	ata 💮 Header Details 🚺 Weig	ht on Board (On Ships Acc <mark>o</mark> unt)						
Weig	ht on Board (On Ship's Ac	count)						<b>A</b>
								$\overline{\nabla}$
S.No	Cargo Code	Cargo Name	Quantity	Remai	rks			
	search	search	search	search	<b>.</b>			
⊕ A	dd Row					<	1	>
								Back

#### User Interface Image 43-Weigh on Board Details-18.5.2

Click on Odd Row to begin with data entry

iPertm	an	<del>д</del>		Port Name: Deenda	ayal Port Trust 🗹 🖄	) Default 🗸 envis
	ב) ₿	Draft Survey				_∂ [ <sup>&gt;</sup> ≪ ≫
List L	Data	Header Details Weight	on Board (On Ships Account)			
Weig	ght o	n Board (On Ship's Acco	punt)			▲ ⇒
	S.No	Cargo Code	Cargo Name	Quantity	Remarks	
		search	search	search	search	
~	1					â
	Ca	argo Code	Cargo Name	Quantity	Remarks	Ē
						oU
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		iniuge ++ Weigh on be	oara-18.5.3			
:ep 5: (	Once	data is filled in Weigh	h on Board Details, click c	on save button and c	lick on $\bigcirc$ Add Row	if need to add
<b>tep 5:</b> C nultiple	)nce Row	data is filled in Weigh	h on Board Details, click c	on save button and c	lick on Add Row	if need to add
t <b>ep 5:</b> C nultiple t <b>ep 6:</b> C	Once Row Once	data is filled in Weigl r's or else click on	h on Board Details, click c button. ments status will be as 'D	on save button and c	lick on Add Row	if need to add approval.
t <b>ep 5:</b> C nultiple t <b>ep 6:</b> C	Once Row Once	data is filled in Weigh 's or else click on record is saved docu	h on Board Details, click o button. ments status will be as 'D	on save button and c oraft' and click on to e an option	lick on Add Row	if need to add approval.

Step 7: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.

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	Accept Decline		
<b>Step 8</b> : Once user accep 'APPROVED'. Which can	t the request following status will be shown on screen and docume be seen from List Data	nt status will be changed	as

Successfully Status changed to APPROVED

# 18.6. Field information

## **19.** Business Function Name: Ullage Survey

#### **19.1. Definition**:

Importer/Exporter / Agent request the surveyor for Ullage Survey. Surveyor measures the depth of free space above the liquid in each tank and then calculates using the vessel stables the volume of the liquid in each tank. Surveyor send this report to Vessel Chief Officer for further validation, Upon validation from Chief Officer, Importer/Exporter / Agent submit this survey report to port. Ullage Survey contains information as follows

#### **19.2.** SRS Reference

SRS version 1.7:-Ullage Survey (POS-TRA-NCT-030)

## 19.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST

ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Cargo Operation $\rightarrow$ Ullage survey $\rightarrow$ Click on <b>Add New</b>	
-----------	--	--

User can also search the function in search area available in the header section left side with function name

## **19.4. Prerequisites – Masters**

- 1. Vessel
- 2. Berth
- 3. Tank Farm
- 4. Product
- 5. Survey Type



#### 19.5. Screenshot

Step 1- Click on Add new button

#### Following screenshot from Ullage Survey

L.

and select "EXPORT" as Application type. We will redirect to screen like below.

iP*rtman			Port Name:	Deendayal Port Tr	rust 🗸	Ω č	8	Default	~ 6	envi	SI≋N
😑 🝳 🚔 Ullage Survey									<b>₽</b>	$\Box_{\times}^{h}$	<b>~</b>
📰 List Data 🛛 🔃 Vessel Info											
Vessel Info											<b></b>
Application Type*	Draft After Mean*	]	Obsr. Dock Water D	ensity	I	Doc No.			-		
VCN No.*	Trim	י ר	KL@ NAT			Doc Series					
Vessel Name	Survey D&T*	×	KL @ 15 Degree Ce	ntigrade		Doc Date		ŕ	×		
IMO No.	Survey Type Name*	9 ]	Gross Weight			Status Code	2	Ŀ			
Voyage No	Surveyor Name*	-	Boarding Officer		l	Doc Approv	ed Date	ŕ	×		
Shipping Agent Code	Ullage Survey Report No*	]	Chief Officer			Remarks					
Exporter Name	Sea Condition	, ]	Customs Officer						:		
Draft Forward Mean*		-									

Next

User Interface Image 45-Vessel Info-19.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Vessel info Details form record. Once it is Ullage form will be activated to add Ullage Details.



# **Step 4:** Once Vessel Info Details are saved, Ullage form will be activated as below to add Ullage Details as shown in below screen.

= 0		Ullage S	urvey											٣	L∂ L <sub>×</sub>
List Da	ata 🔯	Vessel Info	UI 📆	lage											
Jllag	je														
															Ś
S.No	Tank Code	Cargo Code	Cargo Name	Density	WRF	Corrected Ullage Sounding	Tank Temp in Centigrade	Water Dip in CMs	Water Volume	Gross Volume	Net Volume	VRF	KL @ 15 Degree Centigrade	Cargo Weight	Remarks
	search	search	search	search	search	search	search	search	search	search	search	search	search	search	search

Back

User Interface Image 46-Ullage Details-19.5.2

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empowering enterprise	User Manual for iPortman POS Application	TMP/UMG/V.1.0	iP <b></b> ≉rtman

# Click on $\bigcirc$ Add Row to begin with data entry

📰 List 🛙	Data	讲 Vessel	Info 🔃	Ullage											
Ulla	ge														
	S.No	Cargo Name	Density	WRF	Corrected Ullage Sounding	Tank Temp in Centigrade	Water Dip in CMs	Water Volume	Gross Volume	Net Volume	VRF	KL @ 15 Degree Centigrade	Cargo Weight	Remarks	
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Ť	' Ta	nk Name*			WRF			Water	Volume			KL @ 15 Degree	e Centiorad	e	U
	Ca	argo Name	*		Correcte	d Ullage Soundir	na	Gross	Volume			Cargo Weight		-	
	D	ensity	e	,	Tank Ten	np in Centigrade		Net V	olume			Remarks			•
					Water D	ip in CMs		VRF							
ΦA	dd R	ow												<	1
$\sim$															
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er Inter p <b>5:</b> C w's or p <b>6:</b> C	face Once else	Image data is click c record	47-Ullage	Ullage buttor	- <i>19.5.3</i> Details, c n. nents stat	lick on save us will be a Ch	e buttor as 'Draft <b>bose an</b> Send For <i>J</i>	and cli option	and click	con (con to solve to	) Add	Row if no	eed to a	add mult proval.	tiple
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Step 8: Once user accept the request following status will be shown on screen and document status will be changed as

'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED



# **19.6.** Field information

# 20. Business Function Name: Mate Receipt

# 20.1. Definition

Mate receipt is issued by the Master/Commanding Officer of ship once the cargo is loaded on the ship. It acts as a proof or evidence that cargo is loaded on the vessel. Vessel Agent will upload or enter Mates Receipt in iPortman<sup>®</sup> portal.

# 20.2. SRS Reference:

SRS Version 1.7:-Mate Receipt (POS-TRA-NCT-028)

# 20.3. Navigation:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Export Documentation  $\rightarrow$  Mate Receipt  $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

# 20.4. Prerequisites – Masters

- 1. Exporter
- 2. Port
- 3. Cargo
- 4. UOM
- 5. IMDG

# 20.5. Screenshot

Following screenshot Mate Receipt.

**Step 1**- Click on Add new button. We will redirect to screen like below.

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oowering enterprise	User Manual for iPortm	nan POS Application	TMP/UMG/V.1.0	iP <b>≋rtma</b> r
		Port Name: Deendayal Port Tr	ust 🗹 🖄 🗘 🔕 Default	✓ envisi∗n
$\blacksquare Q $ $\blacksquare Mate Receipt$			•	à C, 🤣
List Data Details Kill Line Item	15			•
Mates Receipt       Mate Receipt Type*       VCN No.*       Vessel Name       IMO No.	Port of Loading Name	Address Line 2 Name of Master* Chief Officer*	Doc No. Doc Series* Doc Date Status Code Doc Approved Date Data Source Remarks	

#### User Interface Image 48-Mate Receipt Deatils-20.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Mate Receipt Details form record. Once it is saved Line items will be activated to add Line items details.



**Step 4:** Once Mate Receipt Details are saved, Line item Details will be activated as below to add Line item Details as shown in below screen.

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ine It	tems																		
																			Ś
S.No Bi	hipping Bill No	Shipping Bill Date	ltem No	Port of Discharge Name	Exporter Code	Exporter Name	Address Line 1	Address Line 2	Nature of Cargo	Container No.	Cargo Code	Goods Description	Gross Weight	UOM Name	No. of Packages	Marks and Numbers	Freight Payable	Rema	ır k
s	search	search	search	search	search	search	search	search	search	search	search.	search	search	search.	search	search	search	searc	:h
																	<	1	2

#### User Interface Image 49-Line Item -20.5.2

Click on Odd Row to begin with data entry



# 20.6. Field information

User Manual for iPortman POS Application

TMP/UMG/V.1.0

# 21. Business Function Name: Export General Manifest

# 21.1. Definition

Export General Manifest (EGM) is a legal document mandatory to be filed by carrier of goods with customs department. This document is used by government authorities as proof of export. The customs officials certify proof of export on shipping documents to exporters on the basis of EGM. The Shipping Agent should file the Export General manifest within 8 days from the sailing of the vessel to the Customs.

EGM is filed in duplicate by the shipping agent to the Customs House and the duplicate copy is received by the commercial Documentation Office from the Customs House within 8 days from the sailing of the vessel. Steamer Agent will fill out goods details for Export in ICE Gate to get EGM. Upon getting the EGM, PCS will receives the information in EDI format and the same information will be retrieved to iPortman<sup>®</sup> through PCS

## 21.2. SRS Reference

SRS Version 1.7:-Export General Manifest (POS-TRA-NCT-063)

#### 21.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Export Documentation $\rightarrow$ Export General Manifest $\rightarrow$ Click on Add New
USER CAN ALSO	SEARCH THE FUNCTION IN SEARCH AREA

#### 21.4. Prerequisites – Masters

- 1. Agent
- 2 .Port
- 3. Vessel Run
- 4. UOM
- 5. Shipper
- 6. Importer
- 7. Cargo

## 21.5. Screenshot:

Following screenshot from Export General Manifest.



**Step 1-** Click on Add new button We will redirect to screen like below.

nvisim	ENVISION ENTERPRIS	SE SOLUTIONS PVT LTD	Doc Reference No:	
owering enterprise	User Manual for iPor	tman POS Application	TMP/UMG/V.1.0	iP <b>≋r</b> tma
		Port Name: Deendayal Port T	rust 🗸 🖂 🔘 Default	∽ envisi≋n°
Export General	Manifest		Ľ (	👌 🗘 🧇
EGM	o Detail			•
Message Type*	EGM No* EGM Date* × Shipping Bill No*	Port Code Where SB Filed* Port of Destination Name* Nature of Cargo*	Doc No. Doc Series Doc Date	] 
Vessel Name*	Shipping Bill Date* ×	Gateway Port Name* [27] Total Qty.	Status Code Doc Approved Date	] ×
		Unit of Quantity Code (E) No. of Packages	Data Source Remarks	

#### User Interface Image 51-EGM Deatils-21.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save EGM Details form record. Once it is saved Cargo Details will be activated to add Cargo details.



Step 4: Once EGM Details are saved, Cargo Details will be activated as below to add Cargo Details as shown in below screen.

ertma	ın				Port Name:	Deendayal Port Trust \vee	<u>ک</u> ک	8	Default	~	env	SI №
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🛗 List Da	ata 📖 Details 🚺	📰 Cargo Detail										
Carg	o Detail											<b>^</b>
											\$	7
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	search	search	search	search	search	search	search		search.			
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User Interface Image 52-Cargo Details-21.5.2



Back

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werin	g enterprise	<u>User I</u>	Manual fo	or iPortman	POS Applica	tion	TMP/UMC	G/V.1.0	iP <mark></mark> ≉rtm
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	Message Type*	E	GM No*		Shipping Bill Date*	×			
	Custom House Cod	e* E	GM Date*	×	Container No.*	Ēõ			
		S	hipping Bill No*	6	Container Status				010
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									Back
Ser Inter	face Image 53-Ca	rgo Details-21.5.	3						Back
ser Inter	face Image 53-Ca	rgo Details-21.5.	3						Back
ser Inter	face Image 53-Ca Once data is filler	rgo Details-21.5 d in Cargo Detai	3 ils, click on	save button	<b>.</b> and click	⊕ Add R	ow if nee	ed to add mu	Back
ser Inter	face Image 53-Ca Once data is filler	rgo Details-21.5 d in Cargo Detai	3 ils, click on	save button	and click o	⊖ Add R	ow if nee	ed to add mu	Back
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**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

# 21.6. Field information

- 22. Business Function Name: Cargo Hold
- 22.1. Definition:

Port authority can hold the cargo for various reasons. Hold cargo are not allowed

for shipment or delivery. Port Authority can use iPortman<sup>®</sup> application to hold the cargo.

Port Official can hold the cargo for various reason mentioned below

- Operation Hold
- Finance Hold
- Custom Hold
- Documentation Hold
- Safety Hold
- o Other Holds
- Imported Cargo marked, as "Hold" will not allowed for delivery. Likewise, Export Cargo marked as "Hold" will not be allowed for shipment.
- Importer/Exporter can request to release the cargo by obtaining clearance on the reason of Holding.

## 22.2. SRS Reference

SRS Version:-1.7 Cargo Hold and Release (POS-TRA-NCT-052)

#### 22.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Cargo operations  $\rightarrow$  Cargo Hold  $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

#### 37468444395

## 22.4. **Prerequisites – Masters**

- 1. Document Type
- 2. Hold Type
- 3. Cargo Code
- 4. Cargo Name
- 5. UOM

#### 22.5. Screenshot

Following screenshot from Cargo Hold



and Select Application type as "EXPORT". We will redirect to screen like below.

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owering enterprise	User Manual for iPor	tman POS Application	TMP/UMG/V.1.0	iP≉rtmar
		Port Name: Deendayal Port Tri	ust 🗹 🖄 🗘 🔕 Default	✓ envisi≋n <sup>a</sup>
Cargo Hold			Ľ [	ک Cx 🧇
Cargo Hold	Cargo Hold Details			•
Application Type*	Exporter Code*  Exporter Name	CHA Code* [2] CHA Name	Doc No. Doc Series	]
Vessel Name	Shipping Bill No*	Hold Reason Name*	Doc Date Status Code	× ]
	Cargo Type Code		Doc Approved Date	<b>x</b>
	Cargo Name		Remarks	

#### User Interface Image 54-Cargo Hold-22.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Cargo Hold form record. Once it is saved Cargo Hold Details will be activated to add Cargo Hold details.

$\bigcirc$	Record	saved	
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**Step 4:** Once Cargo Hold form are saved, Cargo Hold Details will be activated as below to add Cargo Hold Details as shown in below screen.

	an 🎗 🏰 Ca	rgo Hold							÷ (	≞ [}	C <sub>×</sub>
List D	ata 🛗 Ca	rgo Hold 🚺 Carge	o Hold Details								
Carg	o Hold De	tails									,
											Ś
S.No	Item No	Nature of Cargo	No. of Packages	Gross Weight	Unit of Weight Code	Gross Volume	Marks and Numbers	Goods Description	Hold Quantity	Open Qty	
	search	search	search	search	search	search	search	search	search	search	
~ .	dd Row									۲ ا	>

User Interface Image 55-Cargo Hold Details-22.5.2

Click on Odd Row to begin with data entry

Next

1 1 7 1	S			JN ENTERI					Joc Kererence		
owerin	g enterpris	e	User Man	ual for i	Portman F	OS Appl	ication	]	FMP/UMG/V.1	.0	iP <b></b> ≉rtma
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	🕽 🏰 Cargo F	lold									🕽 🗘 🧇
📺 List Da	ata 🛗 Cargo Hol	d 🔝 Cargo H	old Details								
Carg	o Hold Details										<b>A</b>
	S No. Item No.	Nature of	No. of Packages	Gross Weight	Unit of Weight	Gross Volume	Marks and	Goods	Hold Quantity	Onen Otv	$\forall$
	search	Cargo search	search	search	Code search	search	Numbers search	Description search	search	search	
~	1										â
	SB Item No*	ď	Nature o	of Cargo		Unit of Weight	Code	Goo	ds Description		
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lser Interj <b>tep 5:</b> O cow's or	face Image 56 Ince data is fi else click on	Cargo Hold I lled in Carg	Details-22.5.3 o Details, cl on.	3 ick on save	e button	<b>0</b> and cli	ck on	Add Ro	if need to	add mu	ıltiple
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Successfully Status changed to APPROVED

# 22.6. Field information



# 23. Business Function Name: Cargo Release Request

# 23.1. Definition:

In this function the Customer Request to release the Cargo which has been Hold by the

Port for Various Reasons.

- Importer/Exporter or CHA logs in to iPortman<sup>®</sup> Portal to submit the request for "Cargo Release" by providing the details.
- Importer/Exporter or CHA attaches required documents as a proof of clearance.
- Submitted request will be available in iPortman Web Application for review and approval.

### 23.2. SRS Reference

SRS Version:-1.7 Cargo Hold and Release (POS-TRA-NCT-052)

### 23.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Requests  $\rightarrow$  Cargo Release Request  $\rightarrow$  Click on Add New

User can also search the function in search area available in the header section left side with function name

#### 23.4. Prerequisites – Masters

- 1. Document Type
- 2. Hold Type
- 3. Cargo Code
- 4. Cargo Name
- 5. UOM

#### 23.5. Screenshot

Following screenshot from Cargo Release Request



We will redirect to screen like below.

envisi*n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
empowering enterprise	User Manual for iPortman POS Application	TMP/UMG/V.1.0	iP <b></b> ≉rtman

iP∗rtman			Port Name:	Deendayal Port Trust 🗸	Ë	A (8)	Default 🥆	env	′ISI <b></b> &N°
📄 📃 🔮 Cargo Release Requ	lest							₿ C <sub>x</sub>	<b>~</b>
List Data Cargo Release Request	Cargo Line Details								
Cargo Release Request									•
Cargo Hold Ref No*	Importer Name	1	CHA Name Hold Reason Name		Doc No Doc Ser	ries			
Application Type	Exporter Code	]	Total Hold Quantity		Doc Da	to		×	
VCN No.	Exporter Name	J			Chatria	C	Ē		
Vessel Name	Shipping Bill No	]				code		~	
Document Type	Shipping Bill Date	×			Doc Ap	proved Dat	e E		
IGM No	Cargo Type Code				Data Sc	ource			
IGM Date	Cargo Code				Remark	s			
Bill Of Entry No	Cargo Name	]					.11		
Bill Of Entry Date	CHA Code	]							
Importer Code									
						_		N	lext

#### User Interface Image 57-Cargo Release Request-23.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Cargo Release Request form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.



**Step 4:** Once Cargo Release Request form are saved, Cargo Line Details will be activated as below to add Cargo Line Details as shown in below screen.

<b>intma</b>	n										Por	t Name:	Deendayal P	ort Trust 🗸	ථ් ජී	1 (8) De	fault 🗸 🤤	
0	<b>)</b> ∰	Car	go Re	lease	Request	t										e	Ð [ <mark>}</mark> [	D <sub>x</sub>
List Da	ita	Car	go Relea:	se Reque	est 🚺	) Cargo Lin	e Details	)										
argo	o Lin	e Det	ails															•
	S.No	Line No	Sub Line No	B/L No	House B/L No	Nature of Cargo	ltem Type Code	No. of Packages	Type Of Package	Gross Weight	Unit of Weight	Gross Volume	Marks and Numbers	Goods Description	Hold Quantity	Requested Release Quantity	Released Qty	<ul><li></li></ul>
		search.	search.	search	search	search	search	search	search	search	search	search	search	search	search	search	search	
~	1					DB				1000000					2			
		ne No				G	ross Wei	ght		(	Goods Des	cription						
	Su	b Line N	lo			U	nit of We	eight Code			Hold Quant	tity						
	B/	L No			7	G	ross Volu	ume		F	Requested	Release Qu	uantity*					
	Н	ouse B/L	No		_	М	larks and	l Numbers		I	Released Q	ty						
	Ni	ature of	Cargo															.0
	lte	em Type	Code															
	N	o. of Pac	kages		-													
	Ту	pe Of Pa	ackage		-													

User Interface Image 58-Cargo Line Details-23.5.2



**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from

Successfully Status changed to APPROVED

## 23.6. Field information

#### 24. Business Function Name: Cargo Release

#### 24.1. Definition

This Objective of this function is to generate Cargo Release for Cargo release request Which are requested by the customer through Portal.

#### 24.2. SRS Reference

SRS Version:-1.7 Cargo Hold and Release (POS-TRA-NCT-052)

#### 24.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Cargo Operations $\rightarrow$ Cargo Release $\rightarrow$ Click on Add New

envisi≉n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
empowering enterprise	User Manual for iPortman POS Application	TMP/UMG/V.1.0	iP <b></b> ≉rtman

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA

Q AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 24.4. Prerequisites – Masters

- 1. Document Type
- 2. Hold Type
- 3. Cargo Code
- 4. Cargo Name
- 5. UOM

#### 24.5. Screenshot

Following screenshot from Cargo Release.

Step 1- Click on Add new button .We will redirect to screen like below.

iPertman		Port Name: Deendayal Port Trust	Č 4 8	Default 🗸	envisi	N N
📃 🍳 鑙 Cargo Release				🖻 🔓	C <sub>x</sub>	<del>?</del>
📰 List Data 🛛 🕅 Cargo Release	Cargo Line Details					
Cargo Release					•	
Cargo Release Request Ref No.*	Bill Of Entry Date	Cargo Name	Doc No.			
Application Type	Importer Code	Hold Reason Name	Doc Series			
VCN No.	Importer Name	Cargo Type Code	Doc Date	×		
Vessel Name		CHA Code	Status Code			
Document Type		CHA Name	Doc Approved Date	× ×		
Bill Of Entry No		Total Hold Quantity	Data Source			
			Remarks	.1		

#### User Interface Image 59-Cargo Release-24.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3**: Click button from Top Menu Bar to save Cargo Release form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.



**Step 4:** Once Cargo Release form are saved, Cargo Line Details will be activated as below to add Cargo Line Details as shown in below screen.



## 24.6. Field information



# 25. Business Function Name: Packing List

# 25.1. Definition

Packing list is a detailed document that states all of the product and packaging details contained in each import/export. Packing List received by iPortman<sup>®</sup> application through iPortman<sup>®</sup> Portal.

### 25.2. SRS Reference

SRS Version:-1.7 Packing List (POS-TRA-NCT-061)

#### 25.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Others $\rightarrow$ Packing List $\rightarrow$ Click on <b>Add New</b>
USER CAN ALSO	SEARCH THE FUNCTION IN SEARCH AREA

## 25.4. Prerequisites – Masters

- 1. Trade
- 2. Port
- 3. Package
- 4. Location
- 5. Consignor

#### 25.5. Screenshot

Following screenshot from Packing List.

**Step 1-** Click on Add new button and Select Application type as "EXPORT". We will redirect to screen like below.

envisi	ENVISION ENTERPRISE	SOLUTIONS PVT LTD	Doc Reference No:	
mpowering enterprise	User Manual for iPortr	man POS Application	TMP/UMG/V.1.0	iP≉rtman
		Port Name: Deendayal Port Tru:	st 🗸 🖂 🔕 Default 🔪	✓ envisi <sup>®</sup> n°
$\overrightarrow{\mathbb{Q}}$ Packing List				👌 🗅 🗴 🧇
List Data Packing List Details	item Lines			
Packing List				<b>A</b>
Application Type* EXPORT Packing List Date*	Port of Destination Name	Consignee Name* Consignee Address	Doc No. Doc Series*	
VCN No.*	Invoice Date* ×	Consignee City	Doc Date	×
Vessel Name	IE Code*	Consignee Pin Code	Status Code	
IMO No.	Exporter Name	Nature of Cargo*	Doc Approved Date	×
Voyage No	Exporter Address		Data Source	
Loading Port Sailing Date	Exporter City		Remarks	
Port of Loading Name	Pin Code		ii.	

Next

#### User Interface Image 61-Packing List Details-25.5.1

Step 2: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

	L UI	
Step 3: Click		button from Top Menu Bar to save Packing List Details form record. Once it is saved Item Lines Details will be
activated to a	dd Ite	em Line details.



Step 4: Once Packing List Details form are saved, Item Line Details will be activated as below to add Item Line Details as shown in below screen.

Portma	an					Port Name: Deendaya	al Port Trust 🗹 之	Š 4 8	Default 🗸	envisi*n
	🕽 🚔 Packing	List							🖻 🔓	Cx 🔶
ion List D	ata 🛗 Packing L	ist Details 🔝 Ite	m Lines							
Item	Lines									•
										\ ♥
S.No	Package Type Name	Package Capacity	No. of Packages	Cargo Description	Marks and Numbers	Specification / Grade	Vehicle Make	Vehicle Model	Variant	
	search	search	search	search	search	search	search	search	search	
⊕ A	dd Row								<	1 >

Back

User Interface Image 62-Item Lines-25.5.2

Click on Odd Row to begin with data entry

nv	ISI <b></b> <sup>®</sup> n	E.	NVISION ENTE	ERPRISE SOLU'	TIONS PVT LTI	)	Doc Refer	ence No:	
owerin	g enterprise	<u>User</u>	Manual for	r iPortman l	POS Applica	<u>tion</u>	TMP/UM0	G/V.1.0	iP≉rtma
					Det Neer				envisi*n
iP⊛rtma	an				Port Name:	Deendayal Port Trust	<u>с</u> ч. Д	Default	empowering enterprise
	Packing List	ile (auto						۳ı	13 Lì 🧇
List D		Item Lines	•						
item	I LINES								
	S.No Package Type Name	Package Capacity	No. of Packages	Cargo Description	Marks and Numbers	Specification / Grade	Vehicle Model	Variant	
~	search	search	search	search	search	search	search	search	<b></b>
	Package Type Name*		Specification / Grade	2	Thickness*		GMT*		
	Package Capacity	ď	Vehicle Make*		Width*		Unit Price*		
				(≡					
	No. of Packages*		Venicle Model*		Lengtn		Amount		0.
	Cargo Description		Variant*		CBM*		Remarks		
	Marks and Numbers*		Heat No.*		NMT*				
								<	1 >
(+) A	dd Row								
ser Inter	face Image 63-Iten	1 Lines-25.5.3							
ser Inter tep 5: C	face Image 63-Iten Once data is filled	n Lines-25.5.3 in Item Lines	s, click on save	e button	and click on	⊕ Add Ro	W if need t	to add mult	tiple Row's
ser Inter <b>tep 5:</b> C r else cl	face Image 63-Iten Once data is filled lick on	n Lines-25.5.3 in Item Lines ton.	s, click on save	e button	and click on	⊕ Add Ro	w if need t	to add mult	tiple Row's
lser Inter <b>tep 5:</b> C r else cl	face Image 63-Iten Once data is filled lick on but	n Lines-25.5.3 in Item Lines ton.	s, click on save	e button	and click on	⊕ Add Ro	W if need t	to add mult	tiple Row's
<b>tep 5:</b> C r else cl <b>tep 6:</b> C	face Image 63-Iten Once data is filled lick on but	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save	e button	and click on		if need t	to add mult for approv	tiple Row's al.
<b>tep 5:</b> C r else cl <b>tep 6:</b> C	rface Image 63-Iten Once data is filled lick on but Dnce record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save ts status will b	e button	and click on nd click on	Add Rov     to send the	if need t	to add mult for approv	tiple Row's al.
lser Inter tep 5: C r else cl tep 6: C	face Image 63-Iten Once data is filled lick on but Dnce record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save ts status will b	e button	and click on nd click on	Add Rov  to send the	if need t	to add mult for approv	tiple Row's al.
<b>tep 5:</b> C r else cl <b>tep 6:</b> C	face Image 63-Iten Once data is filled lick on but	n Lines-25.5.3 in Item Lines ton. red documen	s, click on save	e button	and click on nd click on	Add Rov  to send the	if need t	to add mult for approv	tiple Row's al.
lser Inter tep 5: C r else cl tep 6: C	face Image 63-Iten Once data is filled lick on but Dnce record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save	e button	and click on nd click on	Add Rov  to send the	if need t	to add mult for approv	tiple Row's al.
lser Inter t <b>ep 5:</b> C r else cl t <b>ep 6:</b> C	face Image 63-Iten Once data is filled lick on but Once record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save ts status will b	e button	and click on nd click on otion	Add Roy	if need t	to add mult for approv	tiple Row's al.
lser Inter tep 5: C r else cl tep 6: C	face Image 63-Iten Once data is filled lick on but Once record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save	e button	and click on nd click on rtion	Add Rov     to send the     x	if need t	to add mult for approv	tiple Row's al.
tep 5: C r else cl tep 6: C tep 7: C	face Image 63-Iten Once data is filled lick on but Once record is sav	in Item Lines ton. ed documen	s, click on save ts status will b be sent for ap	e button	and click on nd click on otion	Add Rov	if need to the	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C	face Image 63-Iten Once data is filled lick on but Once record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save ts status will k be sent for ap	e button	and click on nd click on rion	Add Rov	if need to e document	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C	face Image 63-Iten Once data is filled lick on but Once record is sav	n Lines-25.5.3 in Item Lines ton. ed documen	s, click on save ts status will b be sent for ap	e button	and click on nd click on otion	Add Roy     to send the     x     ee following op	if need to the	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C	face Image 63-Iten Once data is filled lick on but Once record is sav	n Lines-25.5.3 in Item Lines ton. ed documen tiated it will	s, click on save ts status will t be sent for ap	e button	and click on nd click on rtion	Add Rov     to send the     x     ee following op	if need to the	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C vith reas	face Image 63-Iten Once data is filled lick on but Once record is sav	in Item Lines ton. ed documen tiated it will	s, click on save ts status will b be sent for ap	e button	and click on nd click on otion	Add Roy	if need to the	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C vith reas	face Image 63-Iten Once data is filled lick on but Once record is sav Once workflow ini son.	in Item Lines ton. ed documen tiated it will	s, click on save ts status will b be sent for ap	e button	and click on nd click on rion pprover will se	Add Roy     to send the     x     ee following op	if need to e document otion either	to add mult for approv to 'Accept' be changed	tiple Row's al. or 'Decline'
tep 5: C r else cl tep 6: C tep 7: C vith reas	Dince data is filled lick on but Dince record is sav Dince workflow ini son.	in Item Lines ton. ed documen tiated it will Acce the request f	s, click on save ts status will k be sent for ap ollowing statu	e button	and click on nd click on roval	Add Roy     to send the     x     ee following op	if need to e document otion either	to add mult for approv to 'Accept' be changed	tiple Row's al. or 'Decline' as
tep 5: C r else cl tep 6: C tep 7: C /ith reas tep 8: C	face Image 63-Iten Once data is filled lick on but Once record is sav Once workflow ini son. Once user accept f (ED'. Which can b	in Item Lines ton. ed documen tiated it will Acce the request f e seen from	s, click on save ts status will b be sent for ap ollowing statu	e button	and click on nd click on roval	Add Roy     to send the     x     ee following op	if need to e document otion either status will h	to add mult for approv to 'Accept' be changed	tiple Row's al. or 'Decline' as
tep 5: C r else cl tep 6: C tep 7: C vith reas tep 8: C APPROV	face Image 63-Iten Once data is filled lick on but Once record is sav Once workflow ini son.	in Item Lines ton. ed documen tiated it will Acce the request f e seen from	s, click on save ts status will k be sent for ap ollowing statu	e button	and click on nd click on rion pprover will se	Add Roy     to send the     x     ee following op	if need to e document otion either	to add mult for approv to 'Accept'	tiple Row's al. or 'Decline' as

# 25.6. Field information



User Manual for iPortman POS Application

**Doc Reference No:** 



#### 26. **Business Function Name: Back to Town**

#### 26.1. Definition

Cargo brought to the port for export purpose, sometimes could not be loaded to the vessel due to various reasons. That cargo can be moved back to exporter's rental plots /exporters place with a request to the port and seeking permission with Customs. Exporter can request for back to town through iPortman® Portal. Request is updated in iPortman<sup>®</sup> for review and approval.

#### 26.2. **SRS Reference**

SRS Version:-1.7 Back to Town (POS-TRA-NCT-055)

#### Navigation 26.3.

26.4.

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.



USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA

# **Prerequisites - Masters**

- 1. Document Type
- 2. Port of Discharge
- 3. Reason for BTT
- 4. Exporter Code
- 5. Exporter name
- 6. Cargo Code
- 7. Cargo Name
- 8. UOM

#### 26.5. **Screenshot**

Following screenshot from Back to Town

We will redirect to screen like below. Step 1- Click on Add new buttor

nvisi	ENVISION ENTERPRISE S	SOLUTIONS PVT LTD	Doc Reference No:	
npowering enterprise	User Manual for iPortn	nan POS Application	TMP/UMG/V.1.0	iP∗rtman
Ductmon		Port Name: Deendayal Port Trust	t 🗹 🔆 🗘 🛞 Default	✓ envisi≈n
Back To Town			≞ (	👌 🗘 🧇
List Data Back To Town Details	item Lines			
Back to town Details Message Type* F Site ID* Shipping Bill No* Shipping Bill Date Nature of Cargo	Qty. Shutout* Unit of Quantity Name Whether Back To Town (Y/N)* Y ⊻	Doc No.		

#### User Interface Image 64-Back to Town Details-26.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click	button from Top Menu Bar to save Back to Town Details form record. Once it is saved Item Lines Details wil
be activated to	add Item Line details.



**Step 4:** Once Back to Town Details form are saved, Item Line Details will be activated as below to add Item Line Details as shown in below screen.

iP≉rtm	an	Port Name: Deend	ayal Port Trust 👻 🎸	Ω ĕ	8	Default	~	envi	SI & Nº
	🔾 🚔 Back To Town						L.	C <sub>×</sub>	$\diamond$
iiiii List	Data 👹 Back To Town Details 😥 Item Lines								
Iter	n Lines								<b>^</b>
								Ś	7
S.No	Container No.	Package No.							
	search	search							
( <del>+</del> )	Add Row					<	< compared by the second secon	1	>
								В	lack

#### User Interface Image 65-Item Lines-26.5.2

Click on  $\bigcirc$  Add Row to begin with data entry

empowering enterprise	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman POS Application	TMP/UMG/V.1.0	iP≋rtman

iPertman	Port Name:	Deendayal Port Trust 🖌	<u>څ</u> 4 8	Default 🗸	envi	SI <b>≋</b> ∩"
🗮 🝳 🊔 Back To Town				🖻 🔓	C <sub>×</sub>	<b>~</b>
📷 List Data 🛛 📷 Back To Town Details 🛛 💽 Item Lines						
Item Lines						<b>^</b>
					Ż	7
S.No Container No.	Package No.					
search	search			e e e e e e e e e e e e e e e e e e e		
Container No. Package No.*				.0		
				<	1 >	>
⊕ Add Row						
					В	ack
Han Interface Image CC Item Lines 20 5 2						
User Interface image 66-item Lines-26.3.3						
	-					
	<b>.</b> U	⊕ Add Row				
Step 5: Once data is filled in Item Lines, click on save button	and click on		if need to a	dd multip	ole Ro	W'S
or else click on 🔛 button.						
	_					
Step 6: Once record is saved documents status will be as 'Dr	aft' and click on 📥	to send the de	ocument for	approval	•	
Channel		~				
Choose	an option	~				
Send F	or Approval					

**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as 'APPROVED'. Which can be seen from



- 26.6. Field information
  - 27. Business Function Name: Packaging Request
- 27.1. Definition



This function is majorly used for conversion of Bulk/Break Bulk cargo into packages cargo and vice versa against the custom permissions of such conversion.

## 27.2. SRS Reference

SRS Version:-1.7 Packaging and Depackaging (POS-TRA-NCT-068)

#### 27.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

Menu Path	Ath Menu Bar $\rightarrow$ General Cargo $\rightarrow$ Request $\rightarrow$ Packaging Request $\rightarrow$ Click on Add New				
USER CAN ALSO	SEARCH THE FUNCTION IN SEARCH AREA	_			

## 27.4. Prerequisites Masters

- 1. Agent
- 2. Importer/Exporter
- 3. Cargo Type
- 4. Cargo
- 5. Package Type
- 6. UOM 7. Location
- 7.1000

## 27.5. Screenshot

Following screenshot from Packaging Request.



and select application type as "EXPORT" .We will redirect to screen like below.

envisi≋n	ENVISION ENTERP	RISE SOLUTIONS PVT LTD	Doc Reference No:	
empowering enterprise	User Manual for iP	ortman POS Application	TMP/UMG/V.1.0	iP≋rtman
iPertman		Port Name: Deendayal Port Trust	Y 送 Q Default N	
💿 🗮 🝳 🊔 Packaging F	Request		e (	💩 🗅 😓 🧇
List Data Packaging Requ	est Packaging Lines			
Packaging Request	VCN No.*		Doc No.	<b>^</b>

Packaging Request		×
Application Type*	VCN No.*	Doc No.
Packaging Type*	Vessel Name	Doc Series
Document Type*	IMO No.	Doc Date 🗙
Document No.*	Exporter Code	Status Code
	Exporter Name*	Doc Approved Date *
		Data Source
		Remarks
		E.

#### User Interface Image 67-Packaging Request-27.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.



**Step 3**: Click button from Top Menu Bar to save Packaging Request Details form record. Once it is saved Packaging Lines Details will be activated to Packaging Lines details.



**Step 4:** Once Packaging Request form are saved, Item Packaging Line Details will be activated as below to add Packaging Line Details as shown in below screen.

ertma	an		Port Name: Deenday	al Port Trust 🗸	Ö	Ĵ	8	Default	~	env	′ <mark>ISI</mark> ₩ľ
= (	🞗 🊔 Packaging Request								[∂	C,	<b>~</b>
🛗 List D	ata 🛛 🕅 Packaging Request 🛛 🚺 Packaging	Lines									
Pack	aging Lines										<b>A</b>
C No.	IA N	Item Description	Quantity		11014 6-						7
5.NO	search	search	search		search	ae					
	Data N							<	(	1	>
⊕ A	Populate dd Row										
											Back

User Interface Image 68-Packaging Lines-27.5.2

Click on • Add Row to begin with data entry

	simple	ENVISION ENTERPRIS	E SOLUTIONS PVT LTD	Doc Reference No:	
powering	enterprise Us	er Manual for iPor	TMP/UMG/V.1.0	iP≋rtma	
	·				envisi#n
iP≋rtman	ነ እቆሙ		Port Name:   Deendaya	Port Irust  → C (8) Default	
<u> </u>	Packaging Request			٣	La L'x 🧇
List Data	a packaging Request Packag	ing Lines			
Packag	ging Lines				▲ 
c	S No. Item No.	Item Description	Quantity	LIOM Code	V
	search	search	search	search	
	1				
			ltem No* ☑		
			Item Description*		_
			Quantity*		
			LIOM Code*		
				<	1 >
	Data 🔄				
⊕ Ado	d Row				
					Back
		-27.5.3			
User Interfo	ace Image 69-Packaging Lines				
User Interfo	ace Image 69-Packaging Lines				
User Interfo	ace Image 69-Packaging Lines		n		
User Interfo	ace Image 69-Packaging Lines	ag Linos click on savo	button and click on	Our Add Row     if need to add     if need	d multiplo
User Interfo Step 5: On	ace Image 69-Packaging Lines	ng Lines, click on save	button and click on	Our Add Row     if need to add     if need	d multiple
User Interfo Step 5: On	ace Image 69-Packaging Lines	ng Lines, click on save	button and click on	Our Add Row     if need to add     if need	d multiple
<i>User Interfo</i> <b>Step 5:</b> On Row's or e	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save	button and click on	Our Add Row     if need to add     if need	d multiple
User Interfo Step 5: On Row's or e	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save	button and click on	Add Row     if need to add	d multiple
<i>User Interfo</i> <b>Step 5:</b> On Row's or e	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save	button and click on	Our Add Row     if need to add     if need	d multiple
User Interfo Step 5: On Row's or e	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save	button and click on	Add Row     if need to add     if need to	d multiple
<i>User Interfo</i> <b>Step 5:</b> On Row's or e	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save	button and click on	• Add Row if need to add	d multiple
User Interfo Step 5: On Row's or e Step 6: On	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save ents status will be as 'l	button and click on	• Add Row if need to add	d multiple val.
User Interfo Step 5: On Row's or e Step 6: On	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save ents status will be as 'l	button and click on	• Add Row if need to add	d multiple val.
User Interfo Step 5: On Row's or e Step 6: On	ace Image 69-Packaging Lines nce data is filled in Packagi else click on button.	ng Lines, click on save ents status will be as 'l	button and click on other of the second seco	Add Row if need to add end the document for approv	d multiple val.

**Step 7**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.

Send For Approval



Step 8: Once user accept the request following status will be shown on screen and document status will be changed as



# 27.6. Field information



# 28. Business Function Name: Packaging Recording

# 28.1. Definition

This function is majorly used for conversion of bulk cargo into packages cargo and vice versa.

# 28.2. SRS Reference

SRS Version :- 1.7 Packaging and Depackaging (POS-TRA-NCT-068)

# 28.3. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU

SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu PathMenu Bar  $\rightarrow$  General Cargo  $\rightarrow$  Recording  $\rightarrow$  Packaging Recording  $\rightarrow$  Click on Add New

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

# 28.4. Prerequisites – Masters

- 1. Agent
- 2. Importer/Exporter
- 3. Cargo Type
- 4. Cargo
- 5. Package Type
- 6. UOM
- 7. Location

#### 28.5. Screenshot

Step 1- Click on Add new button

Following screenshot from Packaging Recording.



We will redirect to screen like below.

envisi≋n	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
empowering enterprise	User Manual for iPortman POS Application	TMP/UMG/V.1.0	iP≋rtman
	Port Name: Deendayal Port Trust 🗸	_ ८४४ – 🗘 🔘 Default ∨	envisi≋n

∃ 🝳 🏰 Packaging Recor	ding		💾 🔓 C, 🧇
List Data Packaging Recording	Lines Operation Details		
Packaging Recording			*
Header	IE Code	Bagging Permission No.	Doc No.
Packaging Request No.*	VCN No.	Bagging Permission Date ×	Doc Series
Application Type	Vessel Name	Bagging Permission Qty	Doc Date ×
Packaging Type	IMO No.		Status Code
Document Type			Doc Approved Date
Document No.			E0 Data Source
mporter Code			Remarks
mporter Name			
xporter Code			
Exporter Name			

#### User Interface Image 70-Packaging Recording-28.5.1

**Step 2:** -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Step 3: Click button from Top Menu Bar to save Packaging Recording Details form record. Once it is saved Lines form will be activated to add Lines details.



**Step 4:** Once Packaging Recording Details are saved, Lines Details will be activated as below to add Lines Details as shown in below screen.

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List Da	ata	Packaging Re	cording	nes 👹 Operation	Details						
Lines	;										•
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	N	ature of Cargo		Item Descript	ion	Unit of V	Weight Code	M	arks and Numbe	rs	.0
		o. of Packages									
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										Back	Next

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Step 5: Once data is filled in Lines and click on save button

**Step 6:** Once Lines Details are saved, Operations form will be activated as below to add Operation Details as shown in below screen.

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List Da	ata	Packagi	ng Recording	ieiii Lir	es 🔟	Operation De	tails											
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	S.No	Stockyard Code	Stockyard Name	IGM Line No	Package Name	Package Weight	No. of Packages	Quantity (NMT)	Quantity (GMT)	Bulk Quantity	Equipment Used	Bagging Type	Start D&T	End D&T	Total Time in Hrs.	Remar	ks	
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#### User Interface Image 72-Operation Details-28.5.3

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	S.No	Stockyard Code	Stockyard Name	IGM Line No	Package Name	Package Weight	No. of Packages	Quantity (NMT)	Quantity (GMT)	Bulk Quantity	Equipment Used	Bagging Type	Start D&T	End D&T	Total Time in Hrs.	Remarks	U I	
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Interf	ace	Image 73	3-Operati	on Det	ails-28.	5.4												
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**Step 9**: Once workflow initiated it will be sent for approval, and approver will see following option either to 'Accept' or 'Decline' with reason.



Step 10: Once user accept the request following status will be shown on screen and document status will be changed as



Successfully Status changed to APPROVED

#### 28.6. Field information

29. Business Function Name:

# **29.1. Definition**:

29.2. SRS Reference

#### 29.3. Navigation

MARINE>VOYAGE REGISTRATION

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN HEADER

- **29.4. Prerequisites Masters**
- 29.5. Screenshot
- 29.6. Field information