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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 from Import Related Functions.

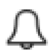
Sr.No.	***Abbreviation***	***Description***
1	IGM	Import General Manifest
2	VCN	Vessel Call Number
3	CARGO TYPE I. C II. P III. LB IV. DB V. CP	 Containerized Packaged Liquid Bulk Dry Bulk Part of the consignment is containerized and remaining is packaged but not containerzied
4	Item Type Code I. GC II. OT III. UB	 Govt Cargo Other Cargo Unaccompanied Cargo
5	HSS	High Sea Sales
6	IEC Code	Importer & Exporter Code
7	UNO Code	
8	IMCO Code	
9	Message Type I. F	 Fresh

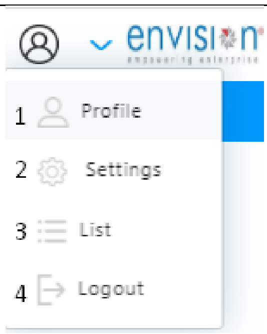
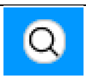
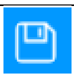
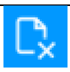
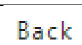
	II. S III. D IV. A	Supplementary Delete Amendment
10	Out of Charge Type Name I. F II. P	 Full Partial
11	UOM CODE	Unit Of Measurement Code
12	Delivery Stage I. F II. P	 Full Partial
13	ETA	Estimated Time of Arrival
14	ETD	Estimated Time of Departure
15	RFID	Radio Frequency Identification
16	TAT Hours	Turn Around Time in Hours

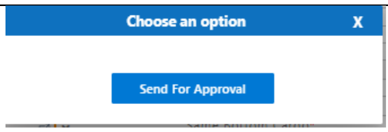
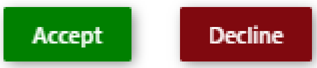
III. Error Messages codes and Descriptions

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

IV. Symbols and icons

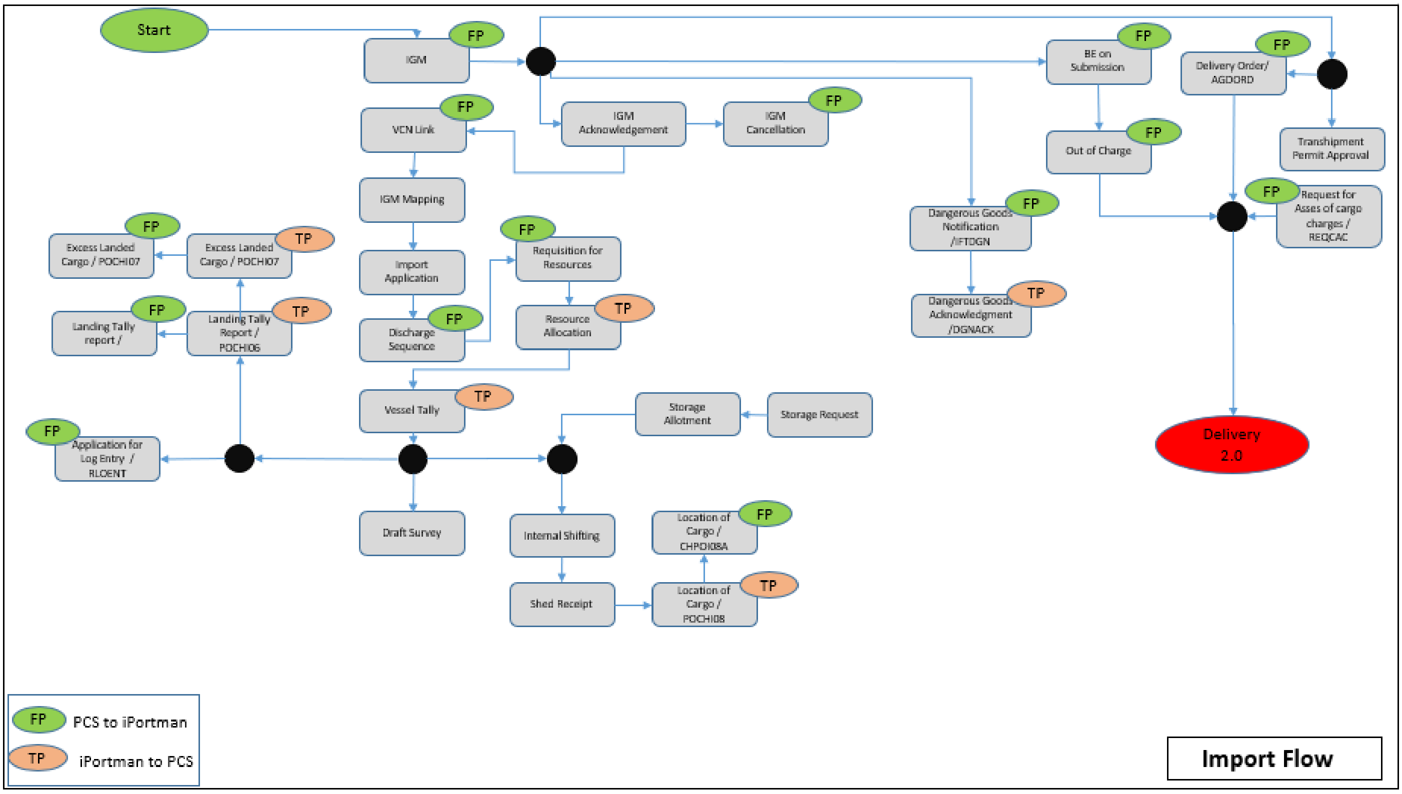
#	Symbol / Icon	Purpose / Usage
1	Port Name: Deendayal Port Trust ▼	Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.
2		Notification Bell it will alert user for pending action items
3		

4		 This icon is for user profile, from where user can access following items. 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LIST OF FAVOURITIRES ITEMS 4. LOGOUT BUTTON
5		Menu List
6		Functions search option
7		To open new form
8		Save the form
9		Cancel the form
10		Extension
11		Sending for approval
12		List Data (Used for Navigation to already Existing saved or approved records)
13		This is used to clear the filter
14		Advanced search option inside function
15		This icon is to add multiple line items
16		This icon is to save the each line item
17		This button is used for going to Next screen within the function
18		This button is to go back to previous screen within the function
19		This icon is to expand the line item
20		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		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		This is popup icon displayed once user is ready to send the data for approval
27		This is popup icon will appear once data is successfully sent for approval
28		This icon is to approve the data after verification
29		This icon will show to approver as soon as approver is intends to Accept or Decline the request
30		This is popup icon it will appear once approver has 'Accepted' the approval request
31		This is popup icon it will appear once approver has 'Decline' the request from user

V. Business Flow diagram for Traffic Non-Container Import

Following process flow for Import Non-Container General cargo



VI. Business Process for Traffic non-container import

1. Business Function Name: Import General Manifest

1.1. Definition:

IGM is detailed list of goods those are to be landed in the port of discharge from vessel. IGM approved from custom is received by iPortman application through PCS.

1.2. SRS Reference:

This Functions is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as **'IGM (Import General Manifest)-POS-TRA-NCT-001'**

1.3. Navigation

Following navigation path is mentioned from Menu selection to view the list item and add new records.

Menu Path	Menu Bar →Documentation → Traffic→Import→ Import General Manifesto→ Click on **Add New**

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

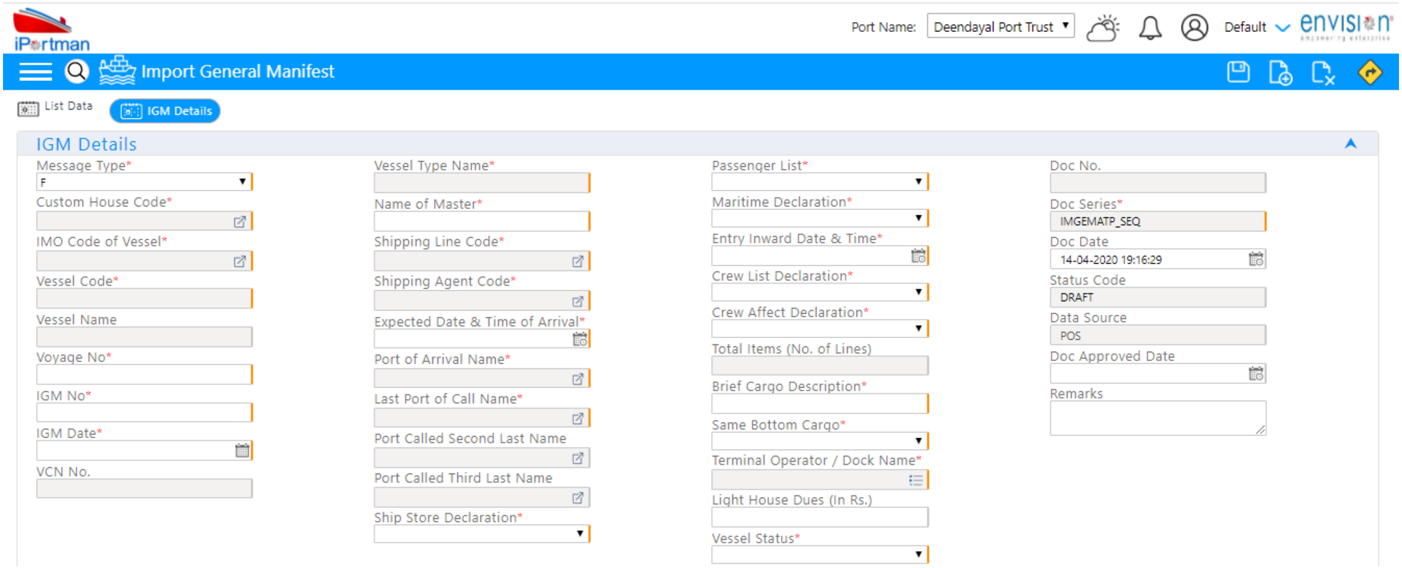
1.4. Prerequisites – Masters

1. CHA Code
2. Agent
3. Shipping line
4. Port Code
5. Cargo Type
6. Item type
7. Cargo Movement Master
8. Package Type
9. Mode of Transport Master
10. MLO Master
11. Container Status Master
12. UOM

1.5. Screenshot

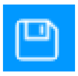
Following screenshot from Import General Manifest function.

Step 1: After Navigation to the respective function screen, Click on Add new button. it will redirect to the below screen in order to fill the data.

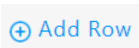


User Interface Image 1 - Import General Manifest 1.1

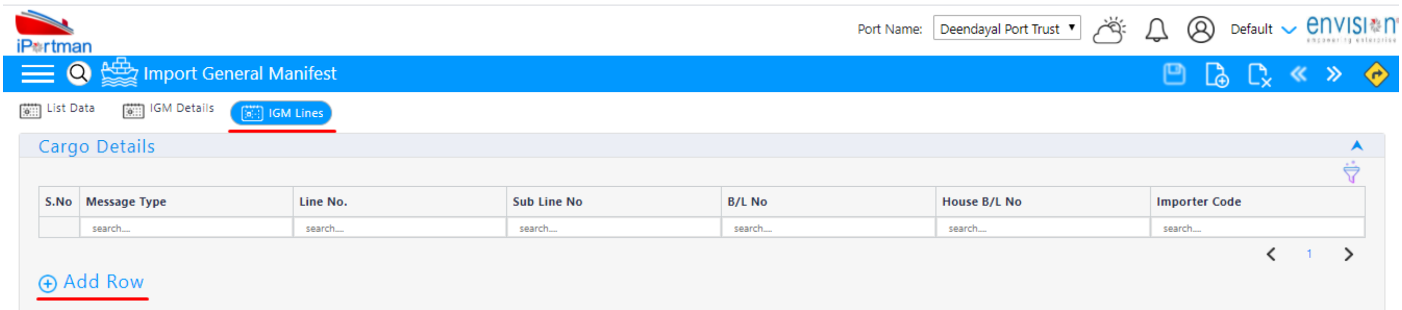
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Step 3: Click  button from Top Menu Bar to save Import General Manifesto form record. Once it is saved IGM lines will be activated to add cargo details.

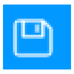
Step 4: Once IGM details are saved, IGM Lines will be activated as below to add cargo details as shown in below screen.

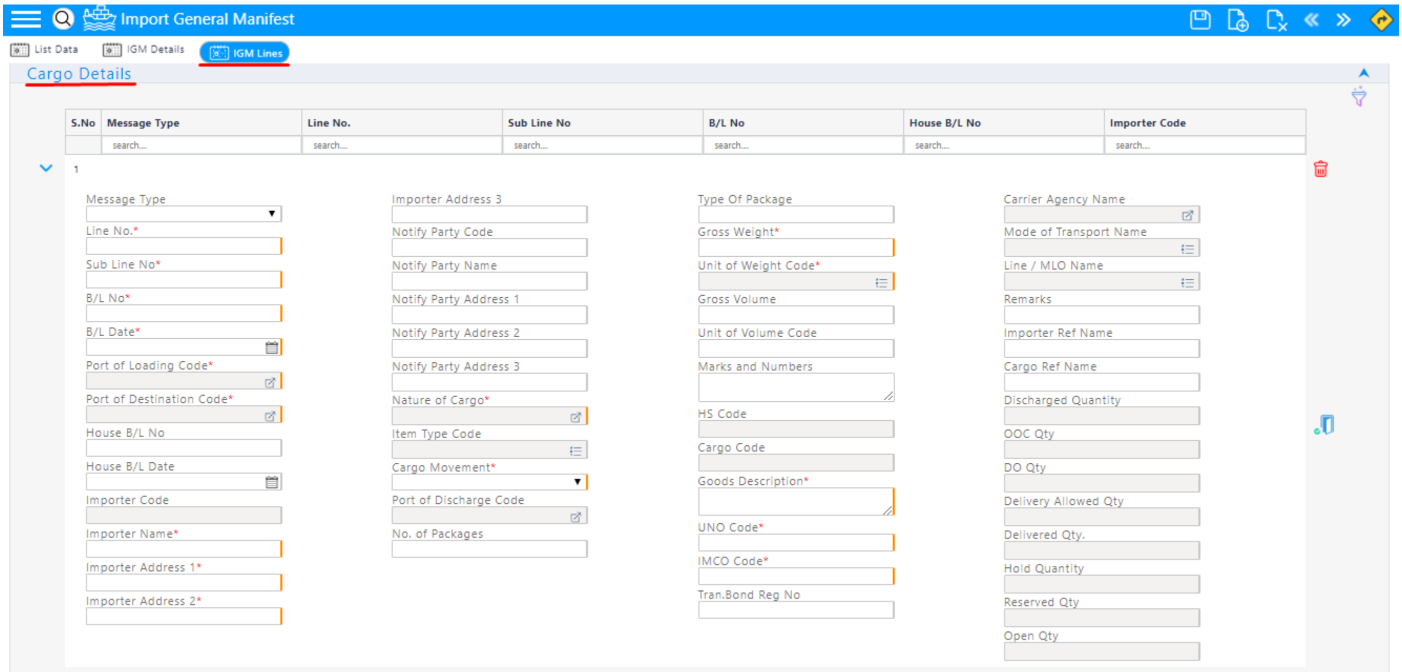
Click on 

to begin with data entry



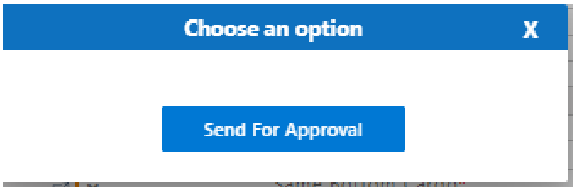
User Interface Image 2 - Import General Manifest 1.2

Step 6: Once Add Row is selected following fields will be enabled to enter IGM Line Item details. After updating the fields click on save Record 

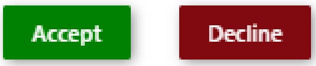


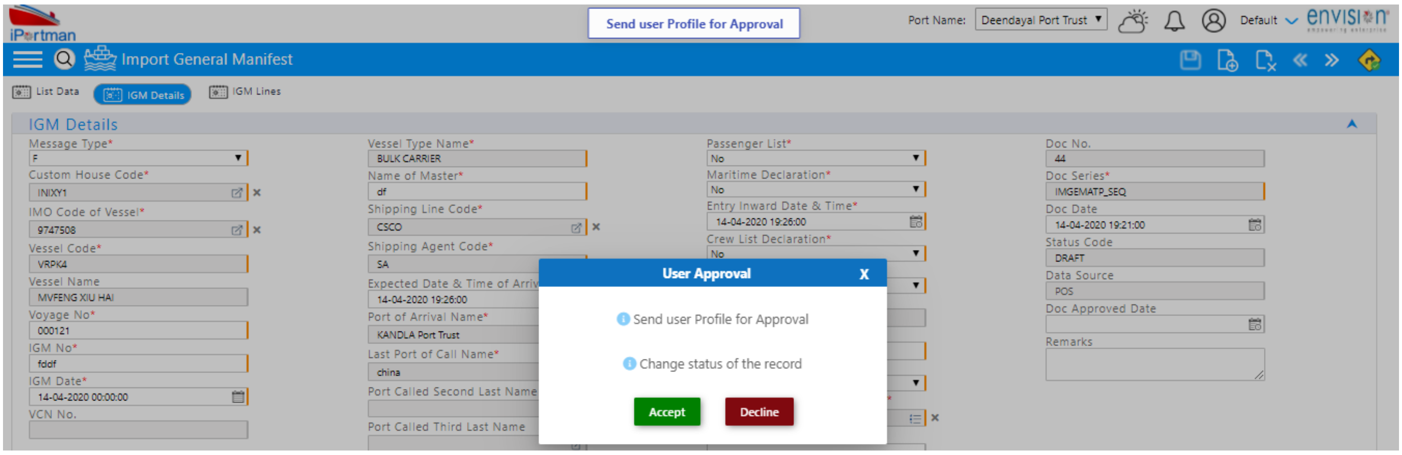
User Interface Image 3 - IGM Line Item Cargo Details 1.3

Step 7: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 8: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.





User Interface Image 4 - IGM Workflow Initiated Screen 1.4

Figure1.9: Import General Manifesto (Work Flow Initiated)

Step 9: 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

1.6. Field information

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Site Id	Yes	LOV
Custom House Code	Yes	LOV
IGM No.	Yes	Text Box
IGM Date	Yes	Calendar
VCN No.	No	Text Box
IMO Code Of Vessel	Yes	LOV
Vessel Name	No	Text Box
Vessel Code (Call Sign)	No	Text Box
Vessel Type	Yes	Dropdown
Voyage No.	Yes	Text Box
Master Name	Yes	Text Box
Shipping Line Code	Yes	LOV
Shipping Agent Code	Yes	LOV
Expected Date & Time of Arrival	Yes	Calendar
Port of Arrival	Yes	LOV
Last Port Called	Yes	LOV
Port Called Second Last	No	LOV
Port Called Third Last	No	LOV
Terminal Operator Code	Yes	LOV
Vessel Status	Yes	Drop Down
Light House Dues (In Rs.)	No	Text Box
Ship Store Declearation	Yes	Dropdown
Passenger List	Yes	Dropdown
Maritime Declaration	Yes	Dropdown
Entry Inward Date & Time	Yes	Calendar
Crew List Declaration	Yes	Dropdown
Crew Affect Declaration	Yes	Dropdown
Brief Cargo Description	Yes	Text Box
Same Bottom Cargo	Yes	Dropdown
Line no	Yes	Text Box
Sub Line No	NO	Text Box
B/L No	Yes	Text Box
B/L Date	Yes	Date Picker(DD/MM/YY)

Port of Loading	Yes	LOV
Port of Destination	Yes	LOV
Country of origin	NO	LOV
House B/L No	No	Text Box
House B/L Date:	No	Date Picker(DD/MM/YY)
Importer Code	No	Text Box
Importer Name:	Yes	Text Box
Importer Address 1	Yes	Text Box
Importer Address 2:	Yes	Text Box
Importer Address 3:	No	Text Box
Notify Party Name:	No	Text Box
Notify Party Address 1:	No	Text Box
Notify Party Address 2:	No	Text Box
Notify Party Address 3:	No	Text Box
Item Type:	No	Drop Down
Cargo Movement:	Yes	Drop Down
Port of Discharge:	No	LOV
No of Packages:	Conditional	Text Box
Type Of Package:	Yes	Text Box
Gross Weight:	Conditional	Text Box
Unit of Weight:	Yes	LOV
Gross Volume	Conditional	Text Box
Unit of Volume:	Conditional	LOV
Marks of Number:	Conditional	Text Box
Goods Description:	Yes	Text Box
Nature of Cargo	Yes	Dropdown
UNO Code:	Yes	Text Box
IMCO Code:	Yes	Text Box
Tran.Bond Reg No:	No	Text Box
Carrier Agency Code:	No	LOV
Mode of Transport:	No	Dropdown
MLO Code:	No	LOV
Remarks	No	Text Box
HS Code	No	Text Box
Message Type	Yes	Drop Down
Sub Line No	Yes	Text Box
Container No	Yes	Text Box
Container Status	Yes	Dropdown
Container Seal Number	Yes	Text Box
ISO Code	Yes	LOV
Total No of Packages in Container	No	Text Box
Container Weight	No	Text Box
SOC Flag (Yes/No)	Yes	Dropdown
Container Agent Code	No	List

2. Business Function Name: Import Application

2.1.Definition:

Importer / Consignee/CHA submit import application as a request to the port to advance charges for the cargo imported. Import application can be submitted for each line against IGM of a subject vessel through online portal which further goes for validation and verification in iPortman® system.

2.2.SRS Reference

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ***'Import Application-POS-TRA-NCT-002'***

2.3.Navigation

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

Menu Path	Menu Bar →General Cargo → Cargo Operations →Vessel Tally→ 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

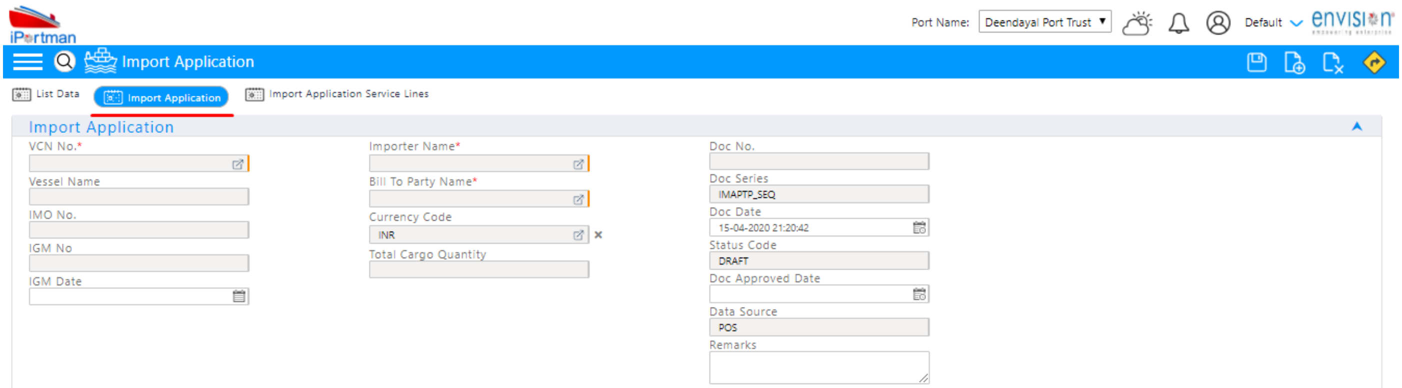
Following Master's are required in order to complete the Import Application and send for approval.

1. Currency
2. Agent
3. Importer
4. Cargo
5. IMDG Code
6. Package Type
7. Container Type
8. Vehicle type

2.5.Screenshot

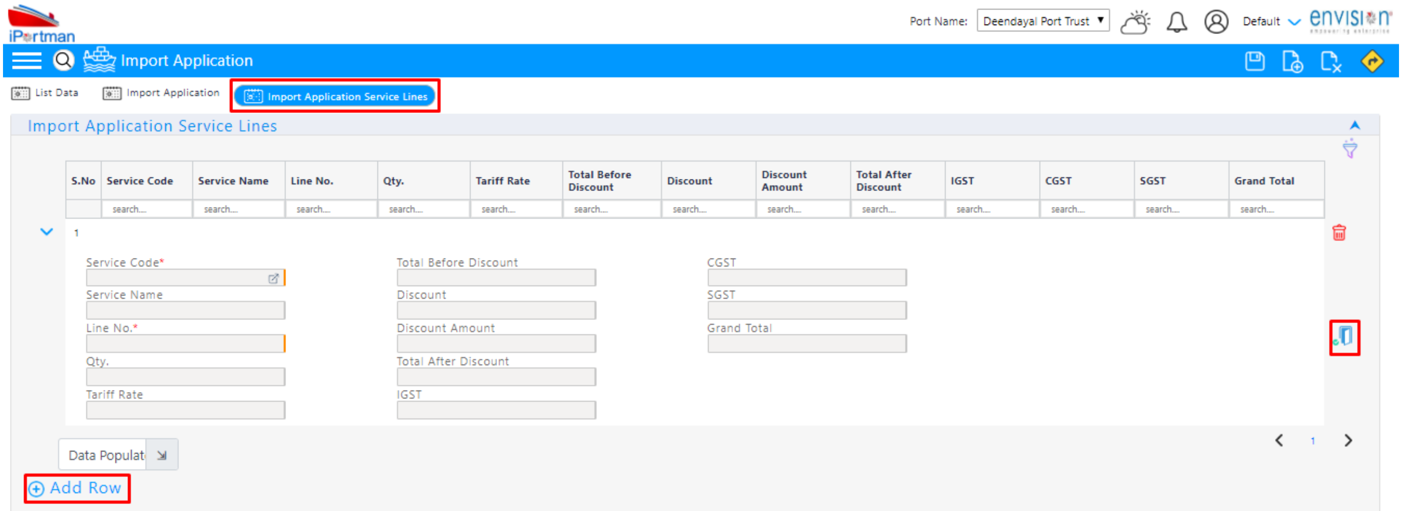
Following screenshot's are from Import Application Functions.

Step 1- After Navigation to the respective function screen, Click on Add new button. it will redirect to the below screen in order to fill the data

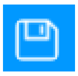


User Interface Image 5 - Import Application (Header Screen) 2.1

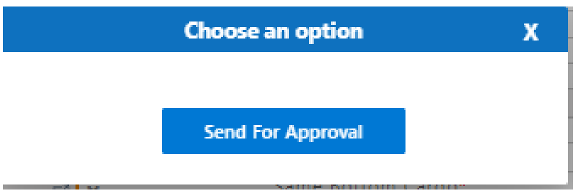
Step 2: Once data is filled in Header Screen, click on save button  and proceed for Import Application Service Line and click on  to fill the data and click on  to save line item and add New Row.



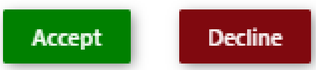
User Interface Image 6 - Import Application (Service Line Screen) 2.2

Step 3: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be popup as 

Step 4: Once record is saved documents status will be as ‘Draft’ and click on  to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of 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'

Successfully Status changed to APPROVED

2.6.Field information

Field Name	Mandatory	Fill Type
VCN No.	Mandatory	Pop Up
Vessel Name	Non Mandatory	Textbox
IMO Code	Non Mandatory	Textbox
IGM No.	Non Mandatory	Textbox
IGM Date	Non Mandatory	Textbox
Total Cargo Qunatity(IGM)	Non Mandatory	Textbox
CHA Code	Mandatory	
CHA Name		
IE Code	Mandatory	LOV
Importer Name	Non Mandatory	Textbox
Bill To Party Code	Non Mandatory	Textbox
Currency	Non Mandatory	Textbox
Service Code	Mandatory	Pop Up
Service Name	Non Mandatory	Textbox
Quantity	Auto fill	Textbox
Tariff Rate	SAP	Textbox
Total Before Discsount	SAP	Textbox
Discount	SAP	Textbox
Discount Amount	SAP	Textbox
Total After Discount	SAP	Textbox
IGST	SAP	Textbox
CGST	SAP	Textbox
SGST	SAP	Textbox
Grand Total	SAP	Textbox
Line No	Mandatory	Pop Up
GTI	Mandatory	Textbox
Sub-line no	Mandatory	Textbox
Commodity Code	Mandatory	Textbox
Line Quantity	Mandatory	Textbox
No. of Pkgs	Mandatory	Textbox
Type of cargo	Mandatory	Textbox
BE Number	Mandatory	Pop Up
BE Date	Mandatory	Textbox
BL Number	Mandatory	Textbox

3. Business Function Name: Discharge Sequence Plan

3.1.Definition:

To prepare the vessel for cargo stowage and a safe planning, unloading sequences and other operational matters to be informed well in advance through Discharge Sequence Plan. Cargo discharge plan is to discharge 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 Discharge sequence in iPortman® portal. This information is used by port users to plan the Vessel Unloading Operation.

- Stowage plan and Discharge sequence is intimated to Port in advance for a safe planning, the unloading sequences and other operational matters.
- Chief Officer of the ship creates a sequence for discharging cargo, calculating Bending Movement (BM) and Shearing Force (SF) as well as draughts and air draughts for each run.
- The discharge plan shows the distribution of cargo within the ship and is sent to the stevedores before arrival in port so that they can arrange the required labour and equipment.

3.2.SRS Reference:

This Function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ***'Discharge Sequence Plan-POS-TRA-NCT-003'***

3.3.Navigation:

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

Menu Path	Menu Bar →General Cargo → Cargo Operation → Discharge Sequence → Click on **Add New**

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

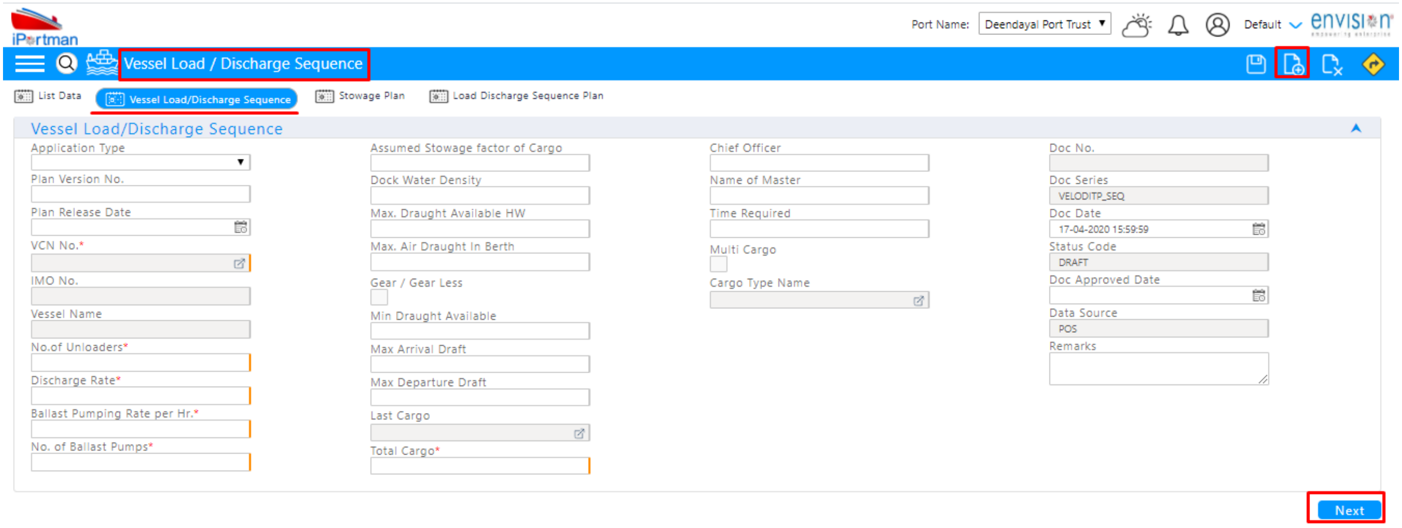
3.4.Prerequisites – Masters

1. Agent
2. Importer
3. Port
4. Cargo
5. Hatch
6. Tank

3.5.Screenshot

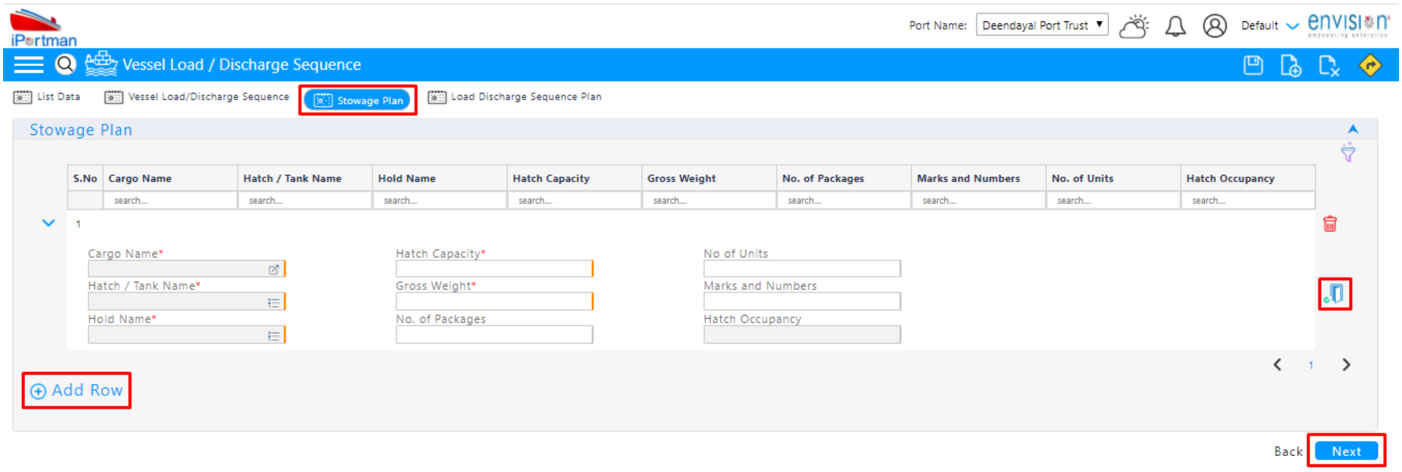
Following screenshot is from Discharge Sequence Plan.

Step 1- After Navigation to the respective function screen, Click on Add new button. it will redirect to the below screen in order to fill the data



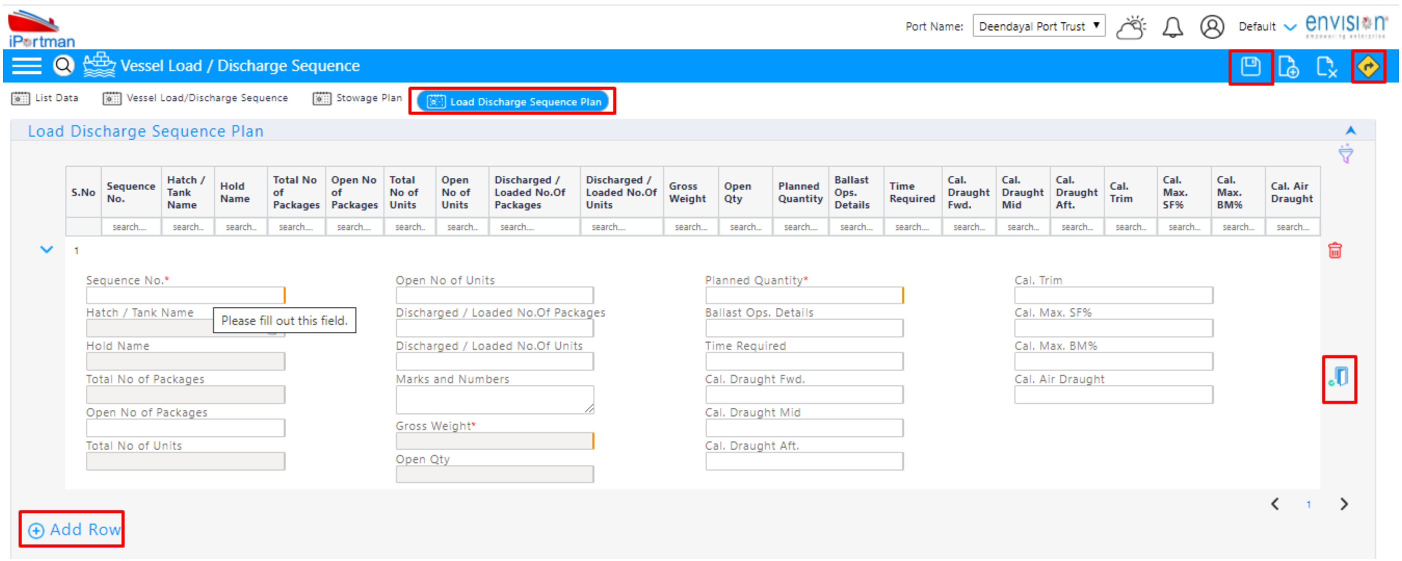
User Interface Image 7 - Discharge Sequence (Header Section) 3.1

Step 2: Once data is filled in above Screen, click on save button and proceed to click on **Next** button for Stowage Plan. And Press **Add Row** to enter the data.



User Interface Image 8 - Discharge Sequence (Stowage Plan) 3.2

Step 3: Once data is filled in Stowage Plan, click on save button and click on **Add Row** if need to add multiple Row's or else click on **Next** button to go for below screen of Load Discharge Sequence Plan.

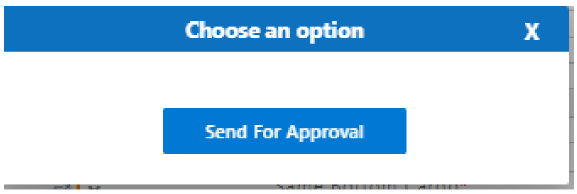


User Interface Image 9 - Discharge Sequence (Discharge Sequence Plan) 3.3

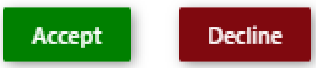
Step 4: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. click on save button and click on Add Row if need to add multiple Row's.

Step 5: Once all the entries are updated Click on button. And On-screen notification will be popup as

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 need to open the respective transaction and press on , it will open popup of 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'

3.6.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
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

4. *Business Function Name: Vessel Tally*

4.1.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® application for review and approval.

4.2.SRS Reference

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ***'Discharge Operation Recording-POS-TRA-NCT-007'***

4.3.Navigation

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

Menu Path	Menu Bar →General Cargo → Cargo Operation → Vessel Tally → Click on **Add New**

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

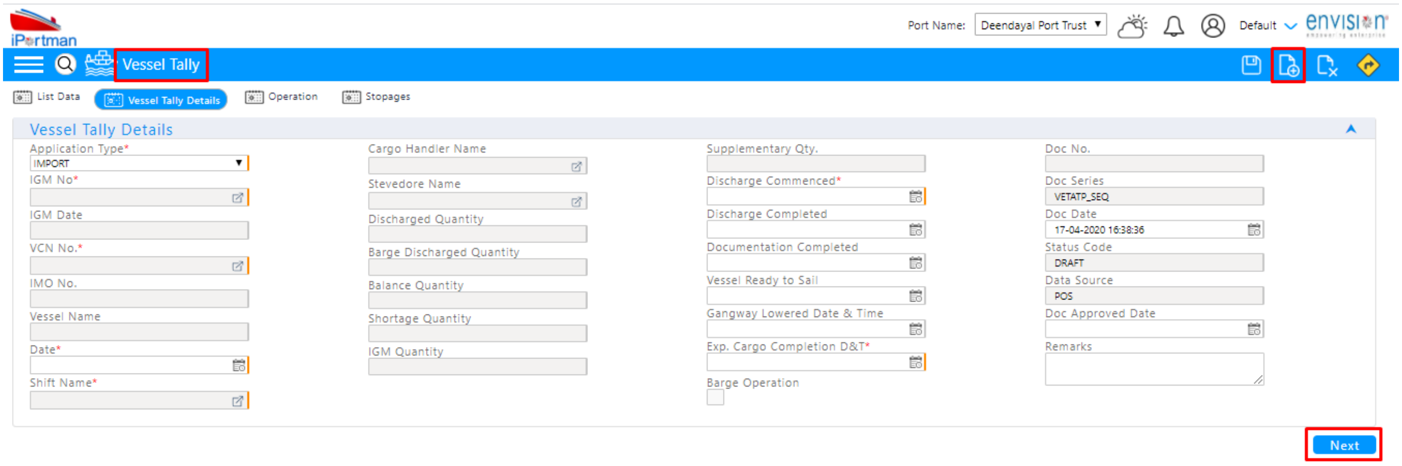
4.4.Prerequisites – Masters

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

4.5.Screenshot:

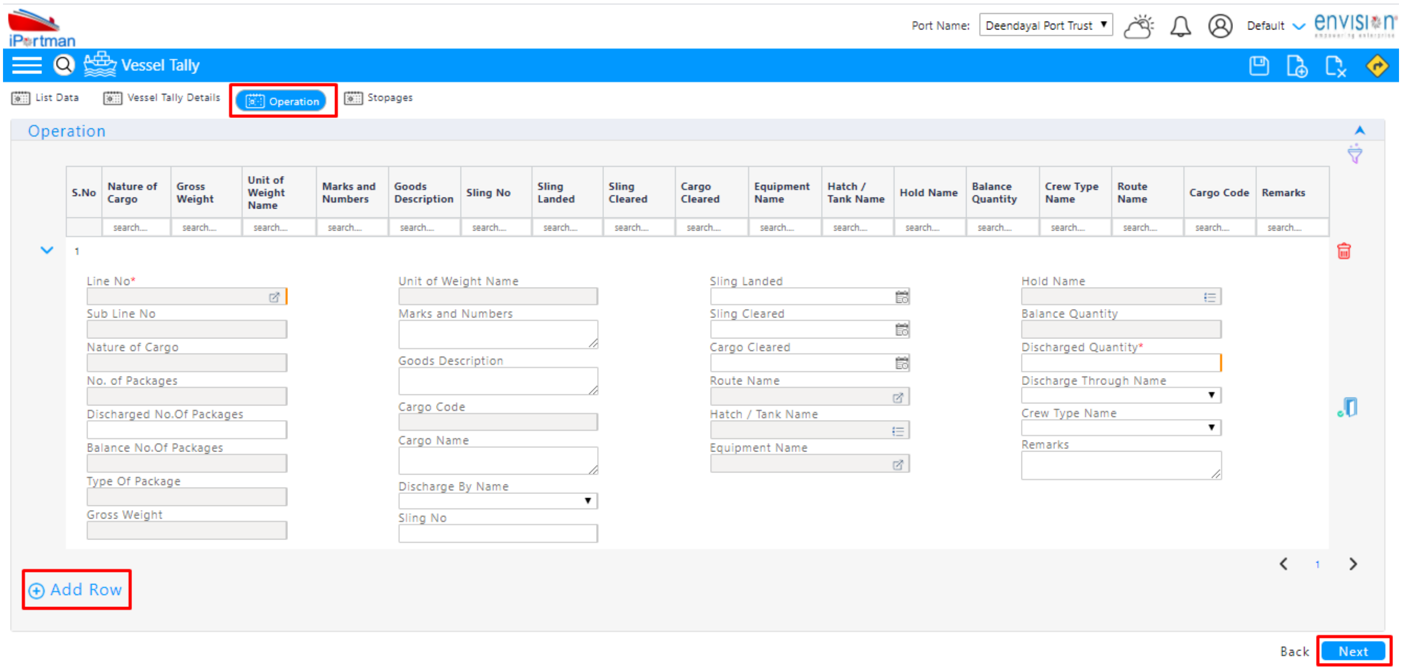
Following screenshot is from Vessel Tally and Application Type as Import.

Step 1: After Navigation to the respective function screen, Click on Add new button . it will redirect to the below screen in order to fill the data



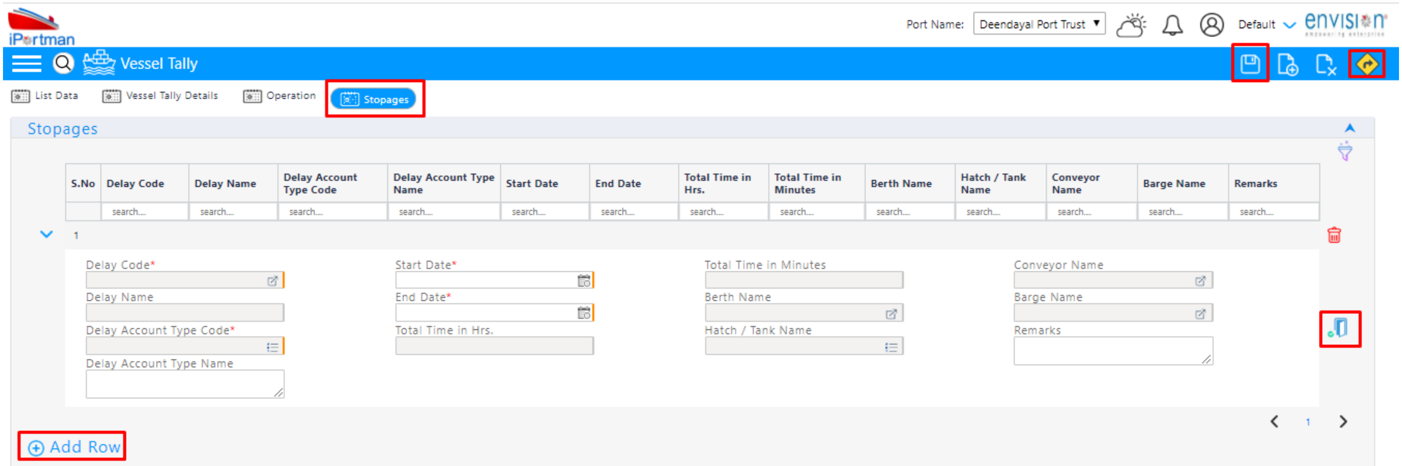
User Interface Image 10 - Vessel Tally (Header Section) 4.1

Step 2: Once data is filled in above Screen, click on save button and proceed to click on Next button for Operation screen. And Press Add Row to enter the data.



User Interface Image 11 - Vessel Tally (Operation Recording) 4.2

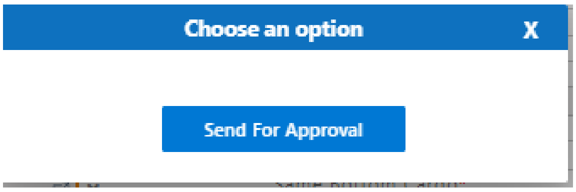
Step 3: Once data is filled in Operation Recording, click on save button and click on Add Row if need to add multiple Row's or else click on Next button to go for below screen of Stopages.



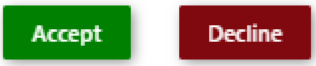
User Interface Image 12 - Vessel Tally (Stoppages Recording) 4.3

Step 4: Once data is filled in Stopages, click on save button and click on Add Row if need to add multiple Row's or else click on and documents will be saved with draft status and on screen popup will show as below.

Step 5: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 6: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 7: Once port officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

Successfully Status changed to APPROVED

4.6.Field information

Field Name	Mandatory	Fill Type
Application Type *	Mandatory	Dropdown
Site Id	Mandatory	text box
IGM	Mandatory	LOV
IGM Date	Non 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		
IGM Quantity	Non Mandatory	Text Box
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
IGM Line No	Non Mandatory	LOV
Sub Line No	Non Mandatory	Text Box
Nature of Cargo	Non Mandatory	Text Box
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
IGM Line No*	Mandatory	LOV
Along Side Vessel	Non Mandatory	Date & Time Picker
Cargo Code	Non Mandatory	Text Box
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

5. Business Function Name: Bill of Entry

5.1.Definition:

Bill of Entry is a declaration by an importer of the exact nature, precise quantity and value of goods that have landed. Cargo is examined by customs authorities for its accuracy and conformity with the tariff and regulations. Bill of entry is filed in Icegate system and received in iPortman® application through PCS.

5.2.SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Bill Of Entry-POS-TRA-NCT-008'***

5.3.Navigation:

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

Menu Path	Menu Bar → General Cargo → Import Documentation → BE on submission → Click on **Add New**

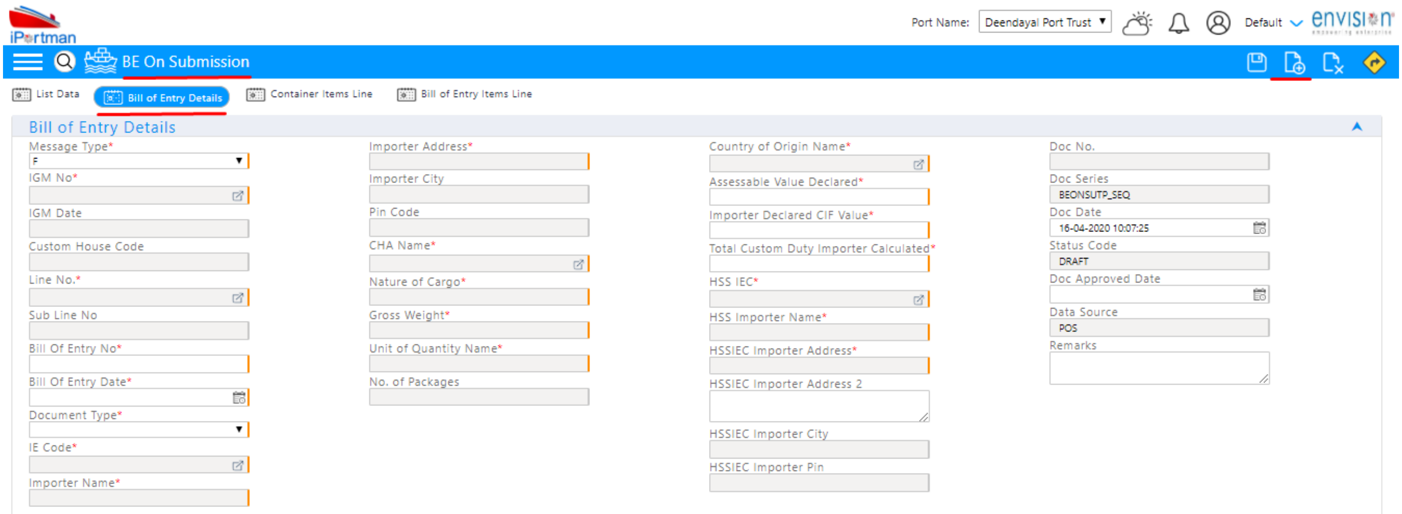
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

5.4.Prerequisites – Masters

1. Importer Name
2. CHA Code
3. Country
4. H S classification

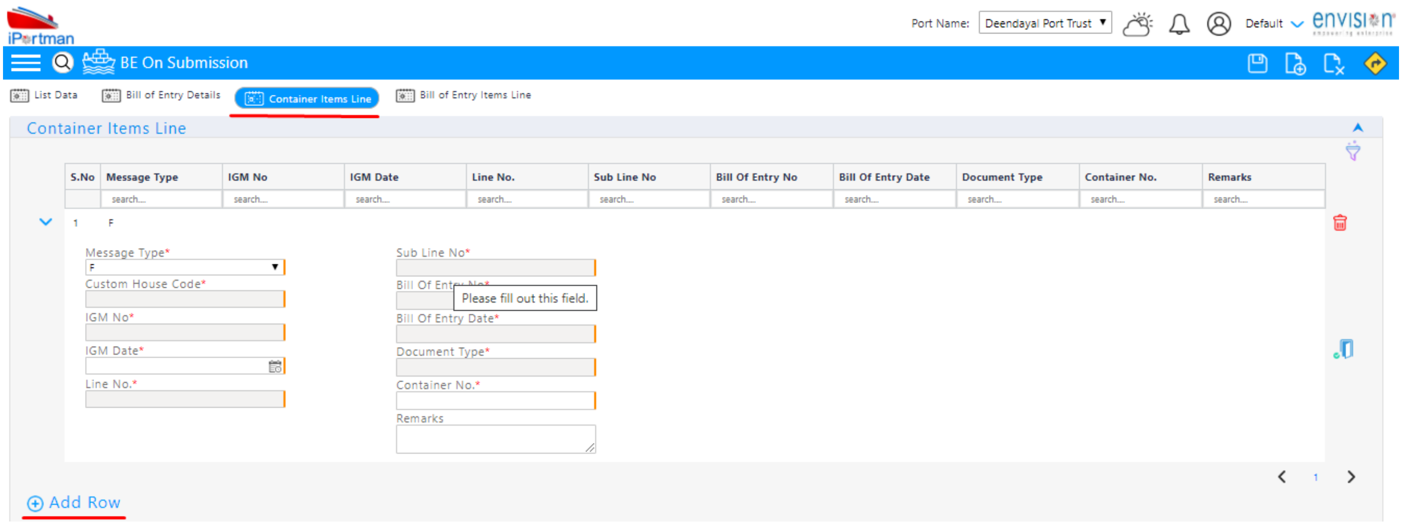
5.5.Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button . it will redirect to the below screen in order to fill the data



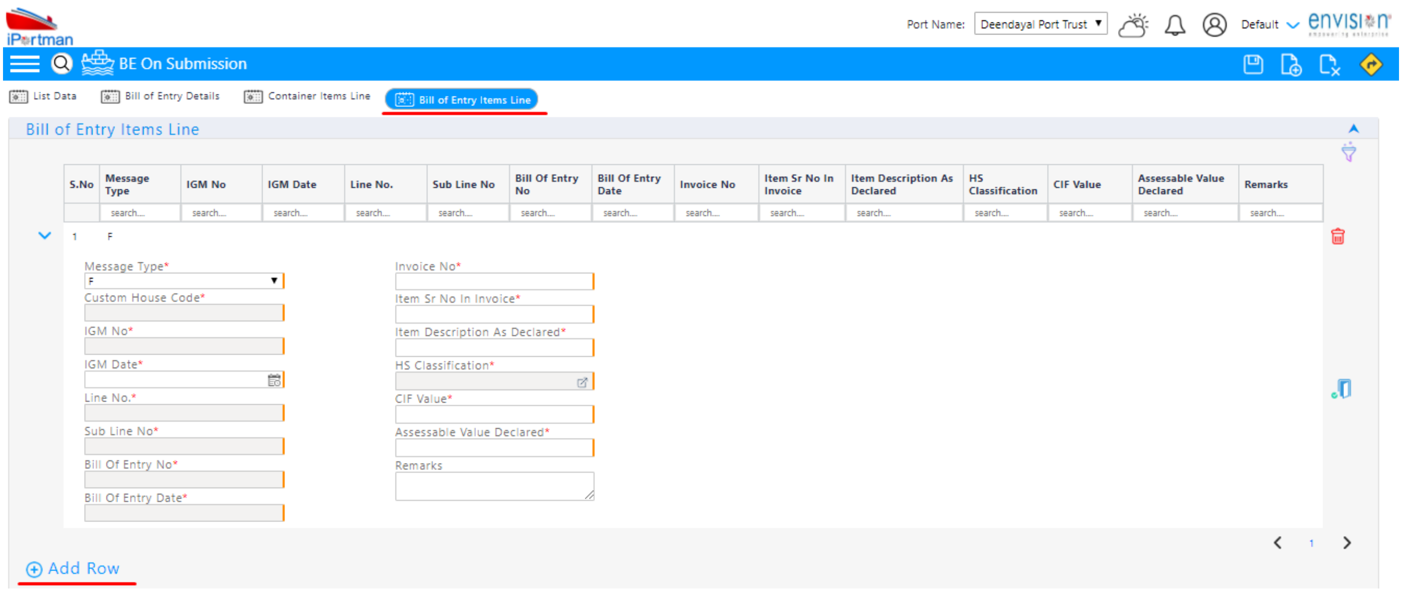
User Interface Image 13 - BE On Submission (Bill of Entry details - Header) 5.1

Step 2: Once data is filled in above Screen, click on save button and proceed to click on Next button for Container Items Line. And Press Add Row to enter the data in below screen.

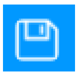


User Interface Image 14 - BE On Submission (Container Item line) 5.2

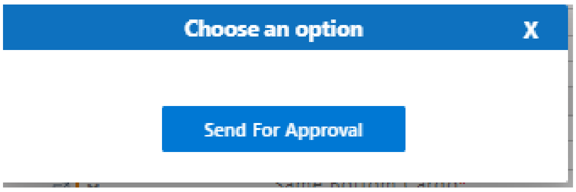
Step 3: Once data is filled in Container Items Line, click on save button and click on Add Row if need to add multiple Row's or else click on Next button to go for below screen of Bill of Entry Items Line.



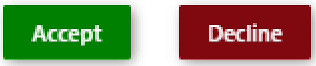
User Interface Image 15 - BE On Submission (Bill of Entry Items Line) 5.3

Step 4: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be popup as

Step 5: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 6: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 7: Once officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

5.6.Field information

Field Name	Mandatory	Fill Type
Message Type	Yes	Drop Down
IGM No.	Yes	Text Box
IGM Date	Yes	Text Box
Custom House Code	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Bill of Entry No	Yes	Text Box
Bill of Entry Date	Yes	Calendar
Document Type	Yes	Drop Down
IE Code	Yes	Text Box
Importer Name	Yes	Text Box
Importer Address	Yes	Text Box
Importer City	No	Text Box
Pin No.	No	Text Box
CHA Code	Yes	LOV
Nature of Cargo	Yes	Text Box
Gross Weight	Yes for Bulk	Text Box
Unit of Quantity	Yes for Bulk	Text Box
No. of Packages	Yes for Containerized Cargo	Text Box
Country of Origin	Yes	Text Box
Declare Assessable Value	Yes	Text Box
CIF Value Importer Declared	Yes	Text Box
Total Customs Duty Importer Calculated	Yes	Text Box
HSS - IEC	Yes	Text Box
HSS Importer Name	Yes for Container	Text Box
HSSIEC Importer Address	Yes for Container	Text Box
HSSIEC Importer Address 2	No	Text Box
HSSIEC Importer City	No	Text Box
HSSIEC Importer Pin	No	Text Box
Message Type	No	Drop Down
Custom House Code	Yes	Text Box
IGM No.	Yes	Text Box
IGM Date	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Bill of Entry No	Yes	Text Box
Bill of Entry Date	Yes	Text Box
Document Type	Yes	Text Box
Container No.	Yes	Text Box
Message Type	Yes	Drop Down
Custom House Code	Yes	Text Box
IGM No.	Yes	Text Box

IGM Date	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Bill of Entry No	Yes	Text Box
Bill of Entry Date	Yes	Text Box
Invoice Number	Yes	Text Box
Item Sr No In Invoice	Yes	Text Box
Item Description As Declared	Yes	Text Box
HS Classification	Yes	Text Box
CIF Value	Yes	Text Box
Assessable Value Declared	Yes	Text Box
Remarks	No	Text Box

6. Business Function Name: Out of Charge

6.1.Definition:

Out of charge is received from custom upon finalization of Bill of Entry, Custom Examination by the officer and payment of custom duties by importer. Upon receipt of out of charge message port importer/CHA can approach the port complete the port formalities and settle all dues till date to take out the cargo from port premises.

6.2.SRS Reference

Out of Charge-POS-TRA-NCT-009

6.3.Navigation

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

Menu Path	Menu Bar →Documentation → Traffic→ Import → Out of Charge → Click on **Add New**

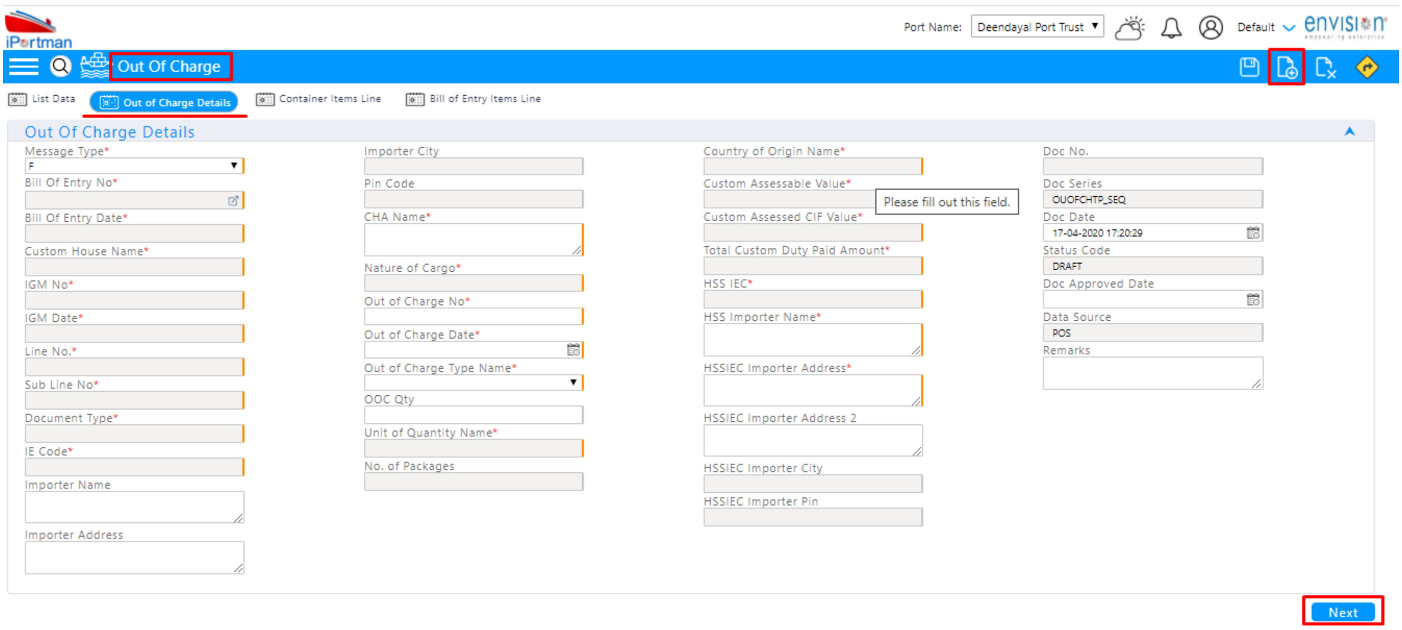
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

6.4.Prerequisites – Masters

1. Customs House Code
2. Importer
3. CHA

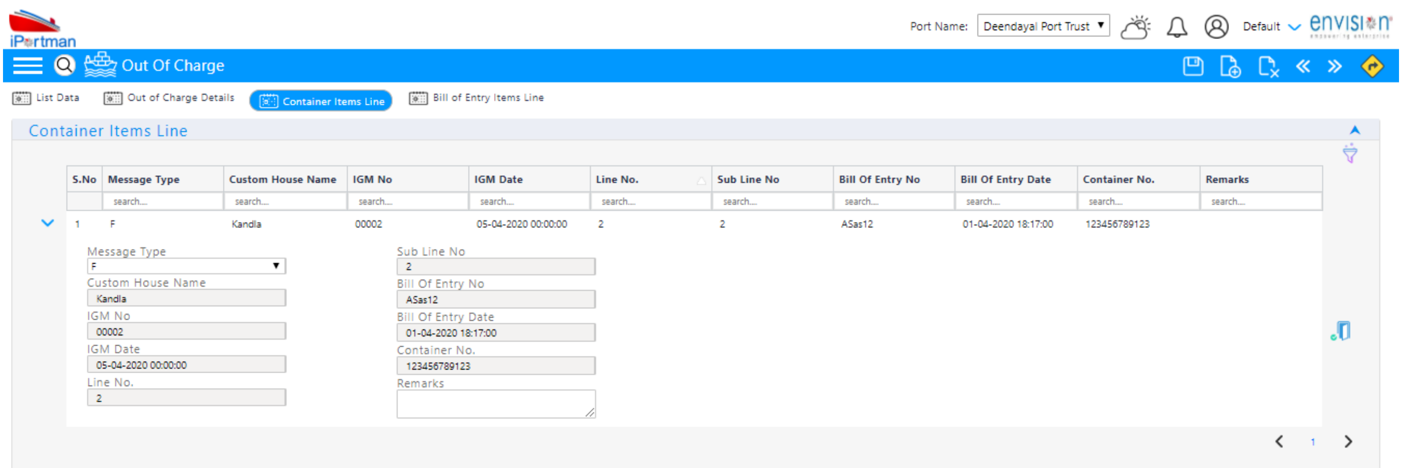
6.5.Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data.



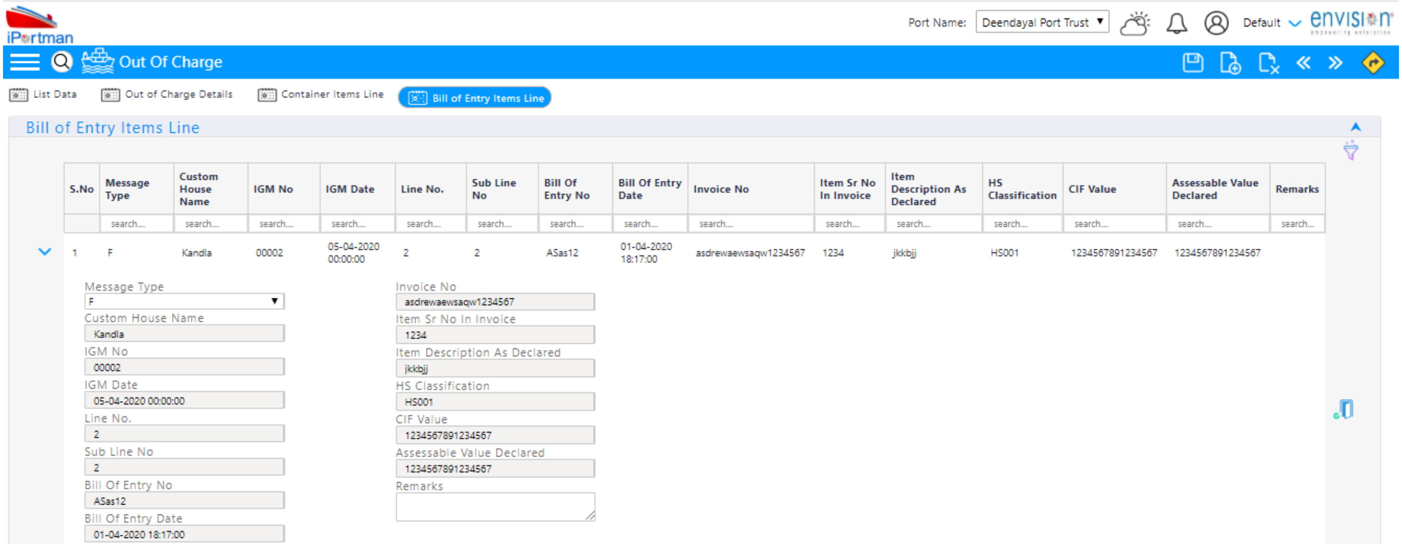
User Interface Image 16 - Out of Charge (Header Section) 6.1

Step 2: Once data is filled in above Screen, click on save button and proceed to click on **Next** button for Container Items Line screen shown below. And this screen will auto populate the Data based on selection of 'BE no.' And Press ⊕ Add Row to enter the data if any.



User Interface Image 17 - Out of Charge (Container Items Line) 6.2

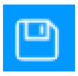
Step 3: if any data is updated, click on save button and click on ⊕ Add Row if need to add multiple Row's or else click on **Next** button to go for below screen of Bill of entry Items Line.



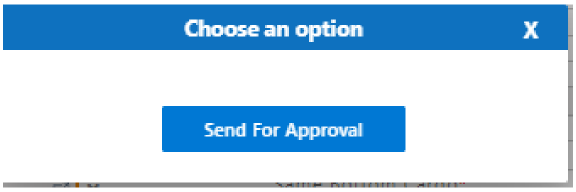
User Interface Image 18 - Out of Charge (Bill of Entry Items Line) 6.3

Step 4: The above screen will auto fetch the data based on selection of BE number in header section, but still if want to add more line items it can be added with selection of 

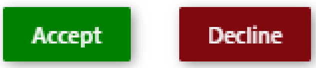
button and click on  button to save the new line item.

Step 5: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be popup as

Step 5: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 6: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 7: Once officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

Successfully Status changed to APPROVED

6.6.Field information

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Bill of Entry No	Yes	LOV
Bill of Entry Date	Yes	Calendar
Custom House Code	Yes	Text Box
IGM No.	Yes	Text Box
IGM Date	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Document Type	Yes	Text Box
IE Code	Yes	Text Box
Importer Name	Yes	Text Box
Importer Address	Yes	Text Box
Importer City	No	Text Box
Pin No.	No	Text Box
CHA Code	Yes	Text Box
Nature of Cargo	Yes	Text Box
Out of Charge No	Yes	Text Box
Out of Charge Date	Yes	Calendar
Out of Charge Type	Yes	Dropdown
Quantity Out of Charged	No	Text Box
Unit of Quantity	Yes for Bulk	Text Box
No. of Packages	Yes for Containerized Cargo	Text Box
Country of Origin	Yes	Text Box
Custom Assessable Value	Yes	Text Box
Custom Assessed CIF Value	Yes	Text Box
Total Custom Duty Paid Amount	Yes	Text Box
HSS - IEC	Yes	Text Box
HSS Importer Name	Yes for Container	Text Box
HSSIEC Importer Address	Yes for Container	Text Box
HSSIEC Importer Address 2	No	Text Box
HSSIEC Importer City	No	Text Box
HSSIEC Importer Pin	No	Text Box
Message Type	No	Dropdown
Custom House Code	Yes	Text Box
IGM No.	Yes	Text Box
IGM Date	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Bill of Entry No	Yes	Text Box

Bill of Entry Date	Yes	Text Box
Container No.	Yes	Text Box
Remarks	No	Text Box
Message Type	Yes	Dropdown
Custom House Code	Yes	Text Box
IGM No.	Yes	Text Box
IGM Date	Yes	Text Box
Line Number	Yes	Text Box
Sub Line No	Yes	Text Box
Bill of Entry No	Yes	Text Box
Bill of Entry Date	Yes	Text Box
Invoice Number	Yes	Text Box
Item Sr No In Invoice	Yes	Text Box
Item Description As Declared	Yes	Text Box
HS Classification	Yes	Text Box
CIF Value	Yes	Text Box
Assessable Value Declared	Yes	Text Box
Remarks	No	Text Box

7. *Business Function Name: Delivery Order*

7.1.Definition:

Delivery order is required for the consignee to clear the cargo with customs and take delivery of the cargo from the port or terminal. Delivery order is received in iPortman application through PCS.

7.2.SRS Reference

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Delivery Order-POS-TRA-NCT-010'***

7.3.Navigation

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

Menu Path	Menu Bar →General Cargo → Import Documentation → Delivery Order → Click on **Add New**

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

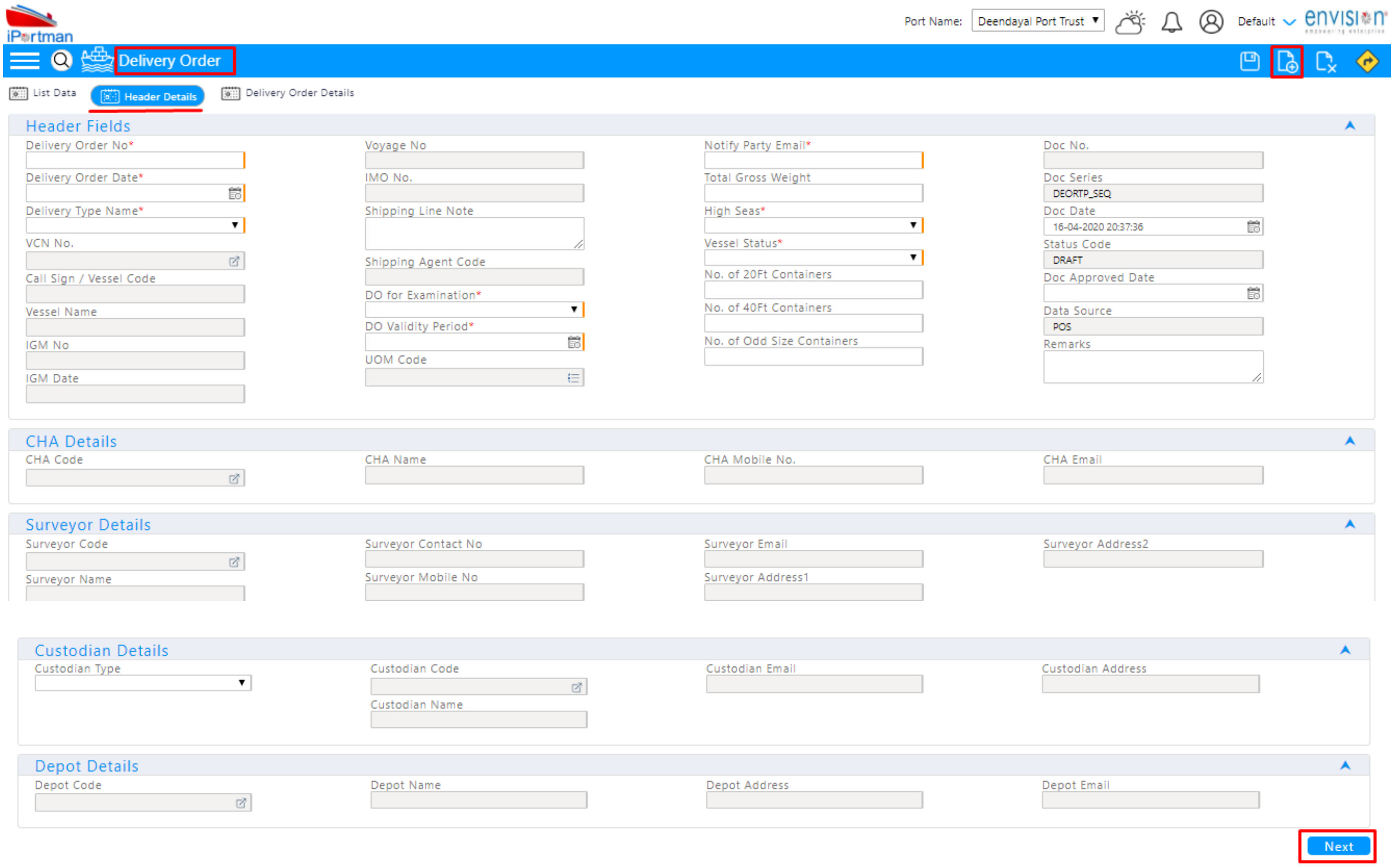
7.4.Prerequisites – Masters

1. CHA
2. Surveyor

3. Custodian Type
4. Custodian
5. Shipping Agent
6. Delivery Type
7. Vessel

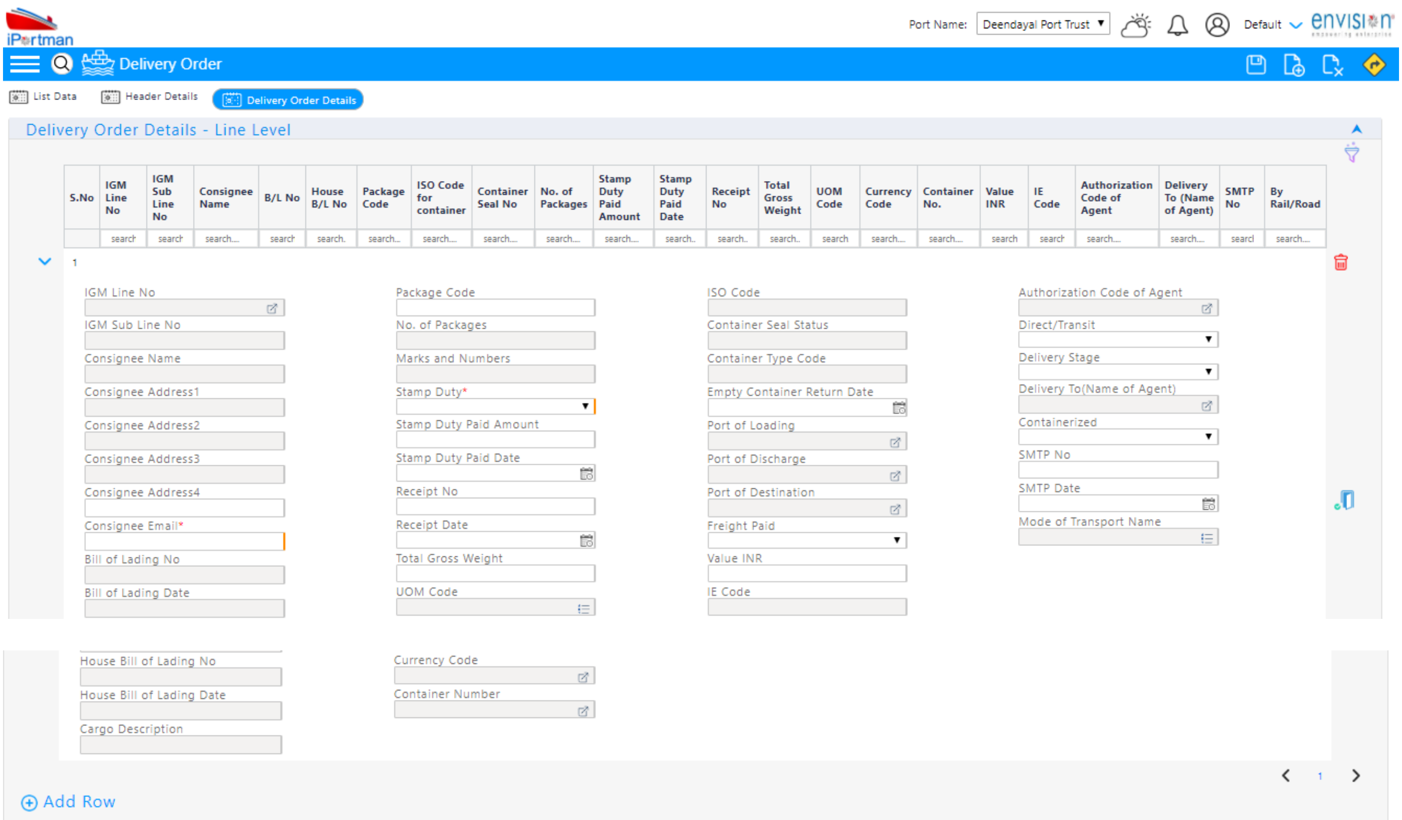
7.5.Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data



User Interface Image 19 - Delivery Order (Header Details) 7.1

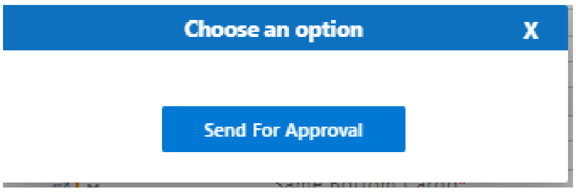
Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Delivery Order Details screen. And Press Add Row to enter the data.



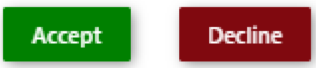
User Interface Image 20 - Delivery Order (Delivery Order Details) 7.2

Step 3: Once data is filled in above screen, click on to save the line item and click on Add Row in order to add multiple lines or else click on to save the complete form. It will give on popup screen as below.

Step 4: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

Successfully Status changed to APPROVED

7.6.Field information:

Field Name	Mandatory	Fill Type
Delivery Order No.*	Yes	Text Box
Delivery Order Date*	Yes	Calendar
Delivery Type*	Yes	Text Box
VCN*	Yes	LOV
Call Sign/Vessel Code	No	Text Box
Vessel Name	No	Text Box
IGM Number*	Yes	Pop Up
IGM Date	No	Calendar
Voyage Number	No	Text Box
IMO No.	No	Text Box
Shipping Line Note	No	Text Box
Shipping Agent Code/Name	No	Text Box
DO for Examination*	Yes	Drop Down
DO Validity Period*	Yes	Calendar
Unit of Measurement (UOM)	No	LOV
Notifying Party Email*	Yes	Text Box
Total Gross Weight	No	Text Box
High Seas	Yes	Drop Down
Vessel Status*	Yes	Dropdown
No. of 20 Feet Containers	No	Text Box
No. of 40 Feet Containers	No	Text Box
No. of Odd Size Containers	No	Text Box
CHA Code	No	LOV
CHA Name	No	Text Box
CHA Mobile Number	No	Text Box
CHA Email ID	No	Text Box
Surveyor Code	No	LOV
Surveyor Name	No	Text Box
Surveyor Contact No	No	Text Box
Surveyor Mobile No	No	Text Box
Surveyor Email ID	No	Text Box
Surveyor Address 1	No	Text Box
Surveyor Address 2	No	Text Box
Custodian Type*	Yes	Drop Down

Custodian Code	No	LOV
Custodian Name	No	Text Box
Custodian Email	No	Text Box
Custodian Address	No	Text Box
Depot Code	No	LOV
Depot Name	No	Text Box
Depot Address	No	Text Box
Email Id	No	Text Box
IGM Line No.	No	LOV
IGM Sub Line No	No	Text Box
Consignee Name	Yes	Text Box
Consignee Address 1	No	Text Box
Consignee Address 2	No	Text Box
Consignee Address 3	No	Text Box
Consignee Address 4	No	Text Box
Consignee Email ID	Yes	Text Box
Bill of Lading No	No	Text Box
Bill of Lading Date	No	Text Box
House Bill of Lading No	No	Text Box
House Bill of Lading Date	No	Text Box
Cargo Description	No	Text Box
Package Code	No	Text Box
No. of Packages	No	Text Box
Marks & No's	No	Text Box
Stamp Duty*	Yes	Drop Down
Stamp Duty Paid Amount	No	Text Box
Stamp Duty Paid Date	No	Calendar
Receipt No	No	Text Box
Receipt Date	No	Calendar
Total Gross Weight	No	Text Box
Unit of Measurement (UOM)	No	LOV
Currency Code	No	LOV
Container Number	No	LOV
ISO Code of Container	No	Text Box
Container Seal No	No	Text Box
Container Type	No	Text Box
Empty Container Return Date	No	Calendar
Port of Loading	No	LOV
Port of Discharge	No	LOV
Port of Destination	No	LOV
Freight Paid	No	Dropdown

Value In INR(Rs)	No	Text Box
IE Code	No	Text Box
Authorization Code of Agent	No	Text Box
Direct/Transit	No	Dropdown
Delivery Stage	No	Dropdown
Delivery To (Name of Agent)	No	LOV
Containerized	No	Dropdown
SMTP No.	No	Text Box
SMTP Date	No	Calendar
By (Rail/Road)	Yes	Dropdown

8. Business Function Name: Truck Entry Permit

8.1.Definition:

Truck Permit is issued for the Trucks and its drivers to enter the port prohibited area to carry the imported cargo. Company can request for Truck Permit through online Portal. Request is received in iPortman® application for issuance of pass.

8.2.SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Truck Entry Permit – Delivery of Cargo-POS-TRA-NCT-011'***

8.3.Navigation:

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

Menu Path	Menu Bar →Gate Operation → Truck Entry Permit → Click on **Add New**

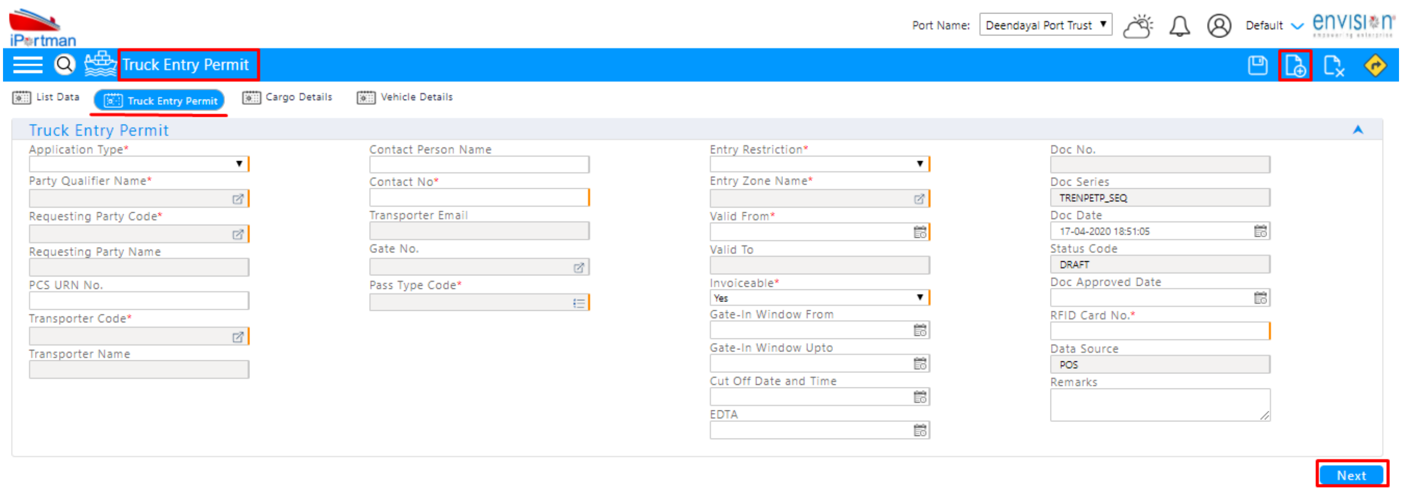
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

8.4.Prerequisites – Masters

1. Place of Survey
2. Cargo

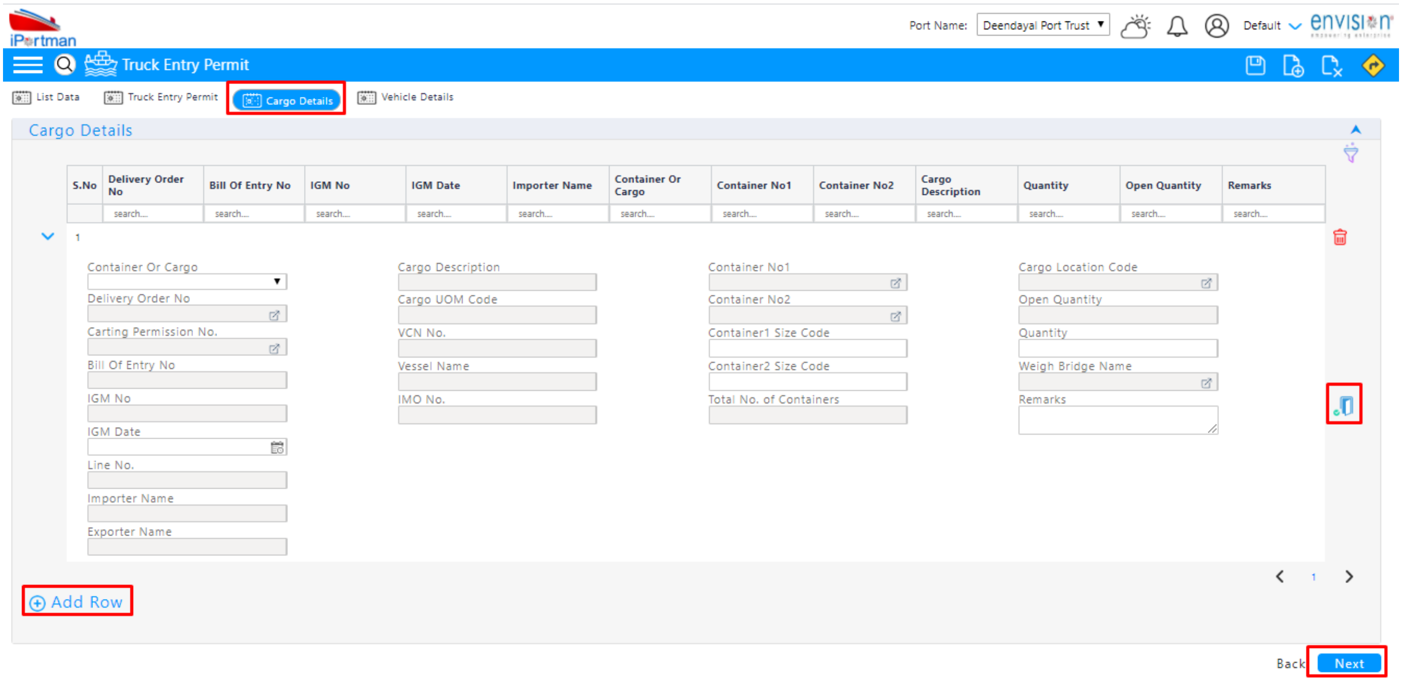
8.5.Screenshot:

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data



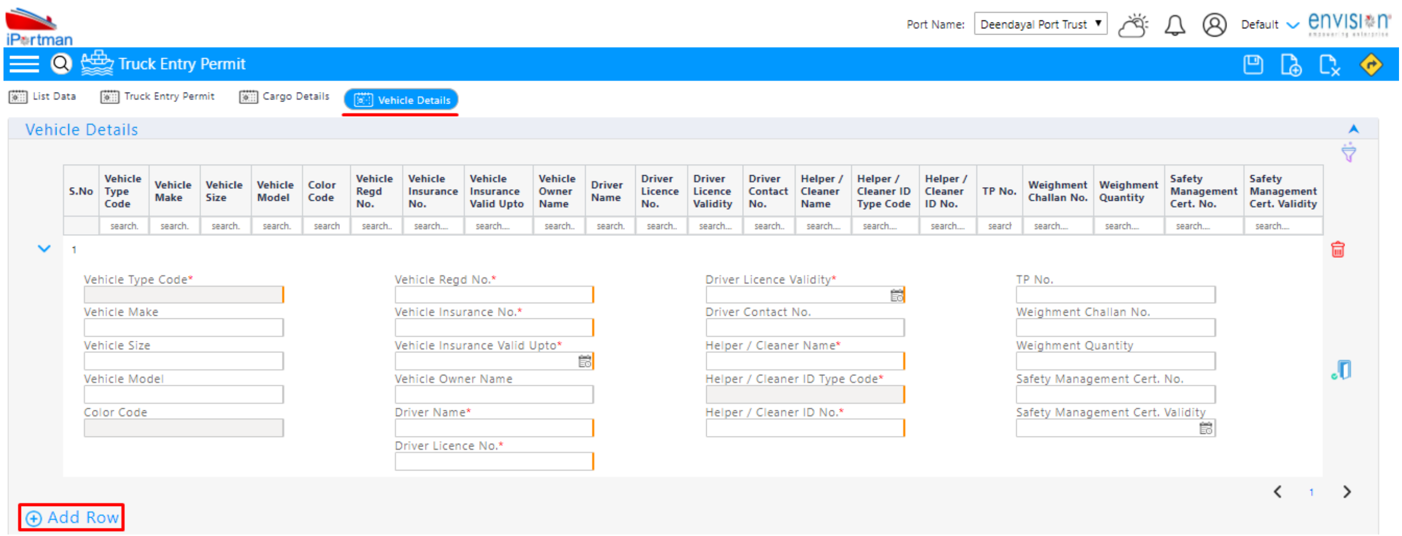
User Interface Image 21 - Truck Entry Permit (Header Section) 8.1

Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Cargo Details. And Press Add Row to enter the data.



User Interface Image 22 - Truck Entry Permit (Cargo Details) 8.2

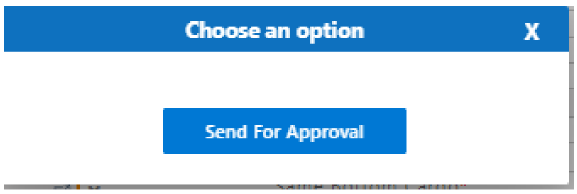
Step 3: Once data is filled in Cargo Details above screen, click on save button and click on Add Row if need to add multiple Row's or else click on Next button to go for below screen of Vehicle Details.



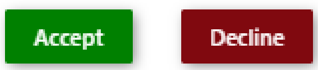
User Interface Image 23 - Truck Entry Permit (Vehicle Details) 8.4

Step 4: Once data is filled in Vehicle Details above screen, click on save button and click on Add Row if need to add multiple Row's or else click on button to save the Data and On-screen notification will be popup as

Step 5: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 6: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

8.6.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 **Auto Populated**
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

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

9. *Business Function Name: Truck Gate In*

9.1.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.

9.2.SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as (__________)

9.3.Navigation

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

Menu Path	Menu Bar →Gate Operation → Truck Gate In → Click on **Add New**

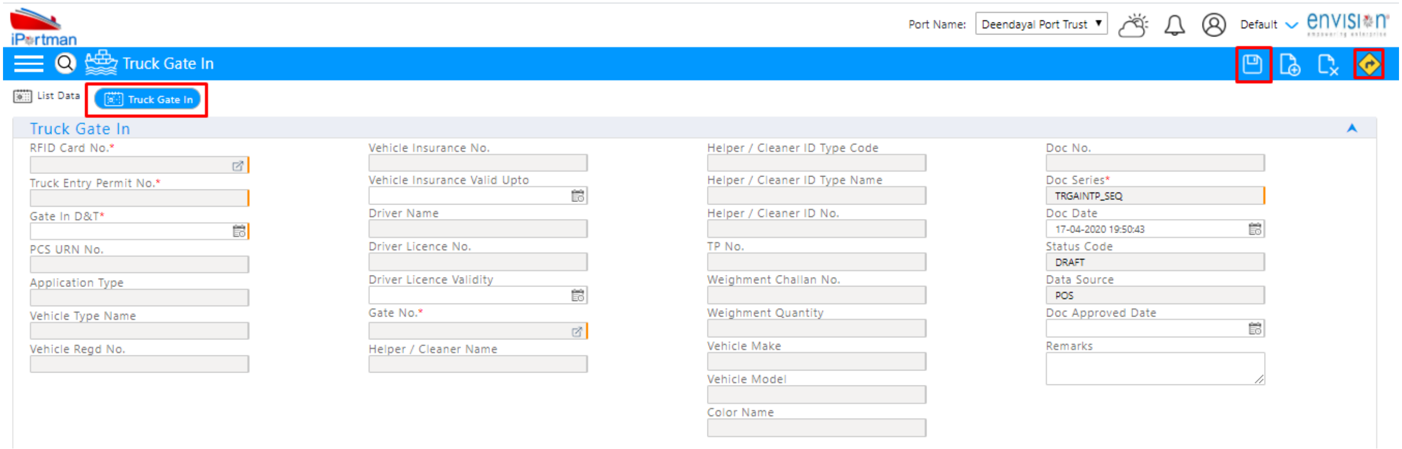
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

9.4.Prerequisites – Masters

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

9.5.Screenshot

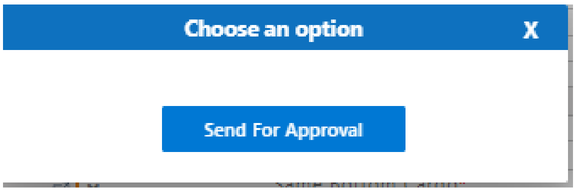
Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data.



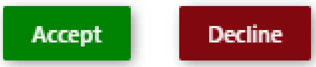
User Interface Image 24 - Truck Gate In 9.1

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. And Click on button. And On-screen notification will be popup as below

Step 3: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

9.6.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
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

10. Business Function Name: Truck First Weight

10.1. 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.

10.2. SRS Reference:

Weighment (Road)-POS-TRA-NCT-070

10.3. Navigation

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

Menu Path	Menu Bar → Gate Operation → Truck First Weight→ Click on **Add New**

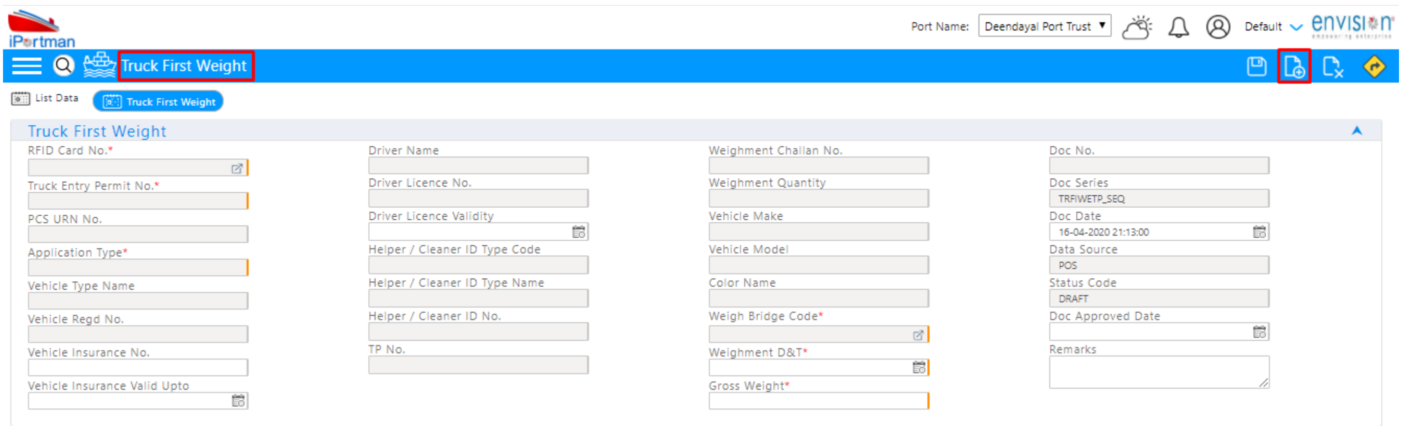
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

10.4. Prerequisites – Masters

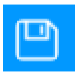
1. Driver master
2. Billing Agent
3. Weighbridge
4. Destination
5. Cargo
6. Transporter

10.5. Screenshot

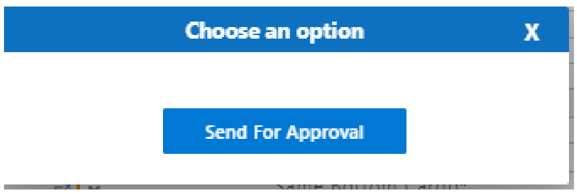
Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data.



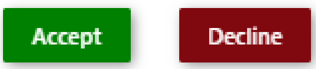
User Interface Image 25 - Truck First Weight 10.1

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. And Click on  button. And On-screen notification will be popup as below

Step 3: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

'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
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

11.Business Function Name: Truck Shed Operations

11.1. 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.

11.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Shed Delivery –Truck-POS-TRA-NCT-012'***

11.3. Navigation:

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

Menu Path	Menu Bar →Gate Operation → Truck Shed Operations→ Click on **Add New**

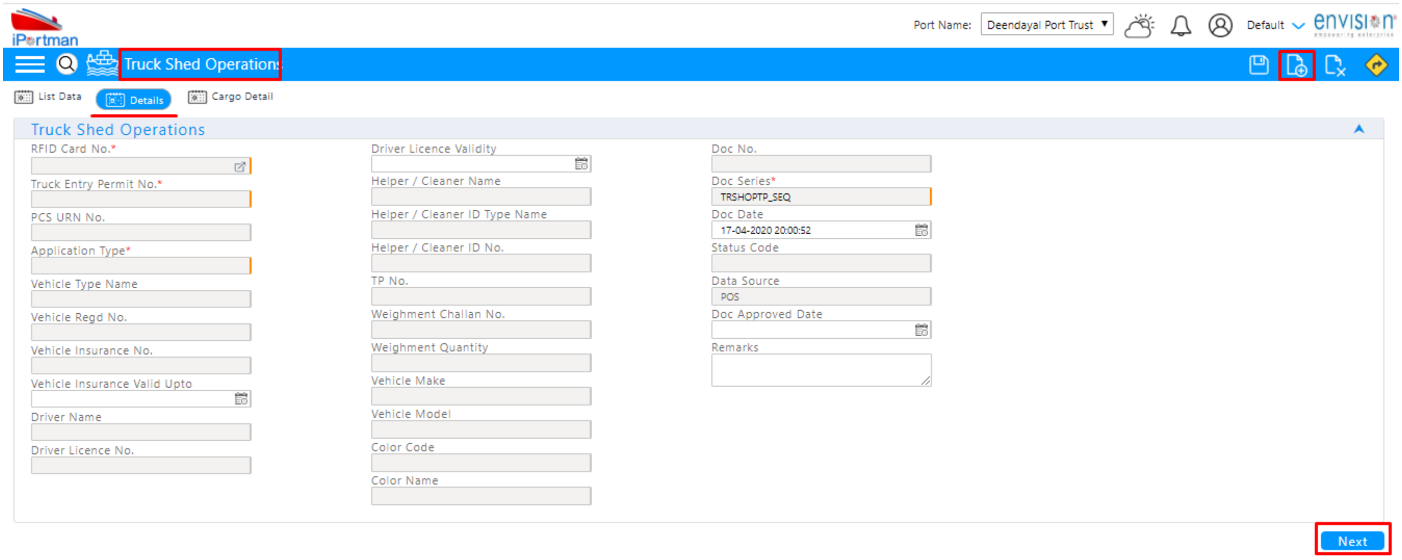
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

11.4. Prerequisites – Masters

1. Cargo
2. Importer

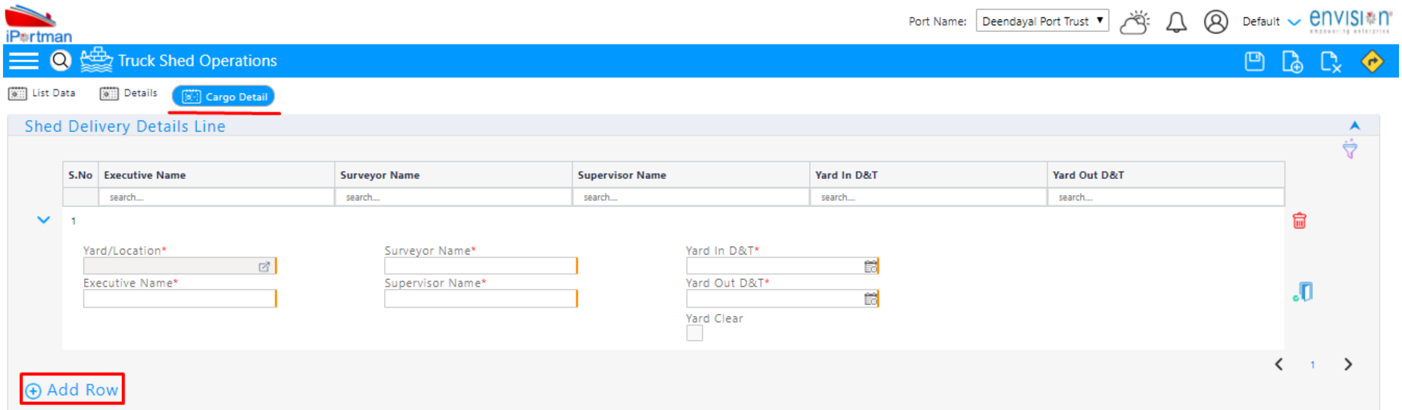
11.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data



User Interface Image 26 - Truck Shed Operations (Header Details) 11.1

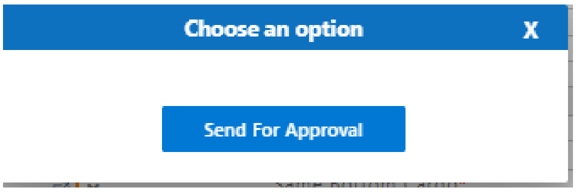
Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Cargo Details as shown in below screen. And Press Add Row to enter the data.



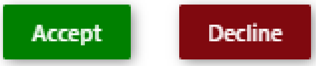
User Interface Image 27 - Truck Shed Operations (Cargo Details) 11.2

Step 3: Once data is filled in Cargo Details, click on save button and click on Add Row if need to add multiple Row's or else click on button to save the record, And On-screen notification will be popup as

. **Step 4:** Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

11.6. 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
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

12.Business Function Name: Truck Second Weight

12.1. 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.

12.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Weighment (Road)-POS-TRA-NCT-070***'

12.3. Navigation:

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

Menu Path	Menu Bar → Gate Operation→ Second Weight → Click on **Add New**

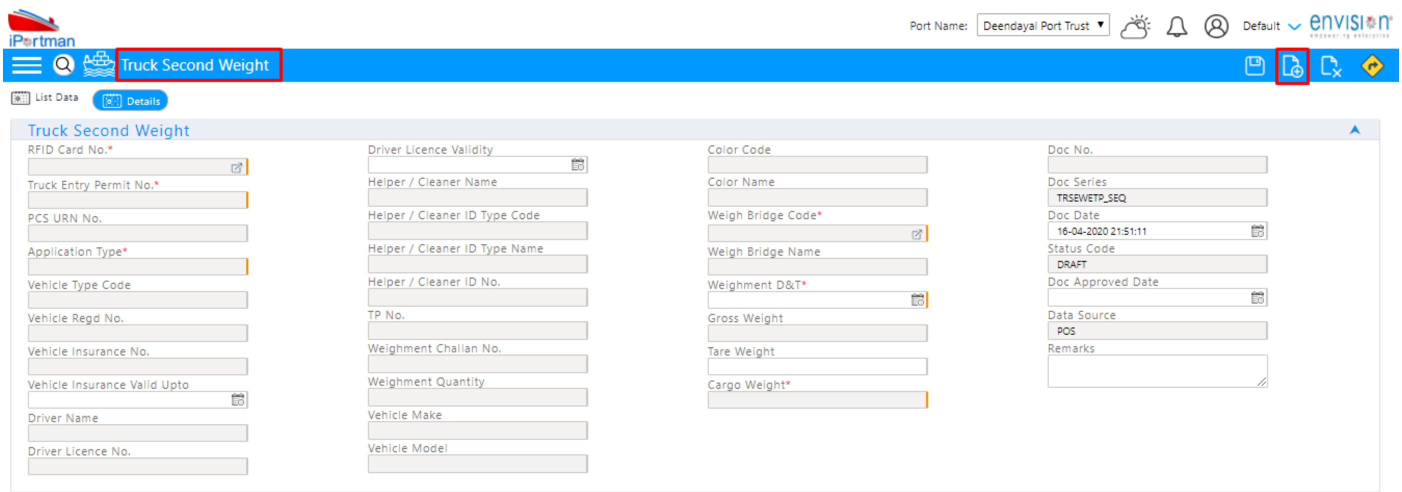
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

12.4. Prerequisites – Masters

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

12.5. Screenshot

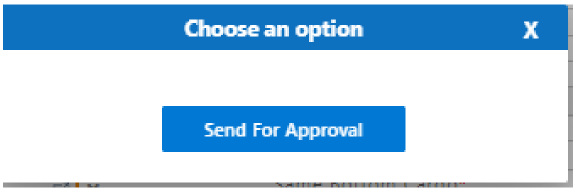
Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data



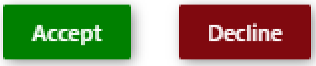
User Interface Image 28 - Truck Second Weight 12.1

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. And Click on button. And On-screen notification will be popup as below

Step 3: Once record is saved documents status will be as ‘Draft’ and click on  to send the document for approval.



Step 4: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of following option either to ‘Accept’ or ‘Decline’ with reason.



Step 5: Once officials accept the request following status will be shown on screen and document status will be changed as ‘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
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

13.Business Function Name: Truck Gate Out

13.1. 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.

13.2. SRS Reference:

13.3. Navigation

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

Menu Path	Menu Bar →Gate Operation → Truck Gate Out → Click on **Add New**

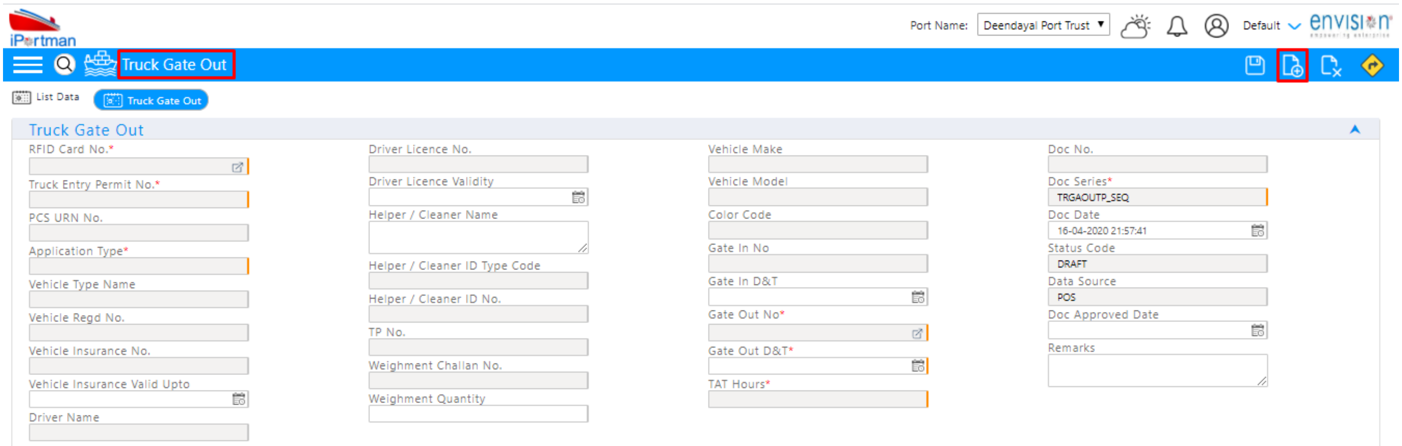
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

13.4. Prerequisites – Masters

1. Gate

13.5. Screenshot

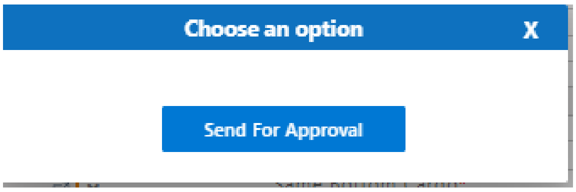
Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data



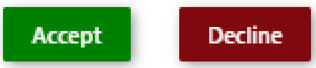
User Interface Image 29 - Truck Gate Out 13.1

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. And Click on button. And On-screen notification will be popup as below

Step 3: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 4: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 5: Once officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

13.6. 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
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	~~Yes~~ **No**	Auto Populated

14. Business Function Name: Storage Request (Import)

14.1. Definition:

Importer /Steamer Agent/Stevedore or any other party provides necessary details and documents and applies for Storage request registration in iPortman® 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® Application. Importer /Exporter/Steamer Agent/Stevedore or any other party can apply Plot request for Fresh Allotment, Extension & Plot Handover or Surrender.

14.2. SRS Reference

14.3. Navigation

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

Menu Path	Menu Bar →General Cargo → Request → Storage Request→ Click on **Add New**

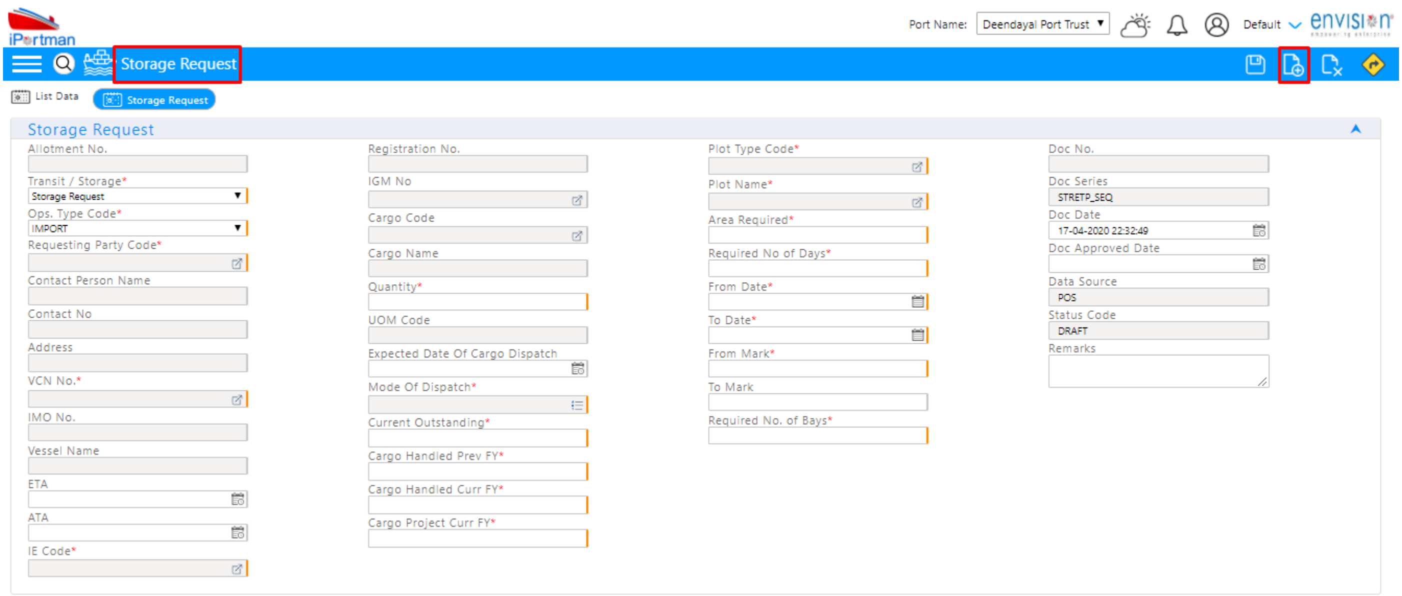
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

14.4. Prerequisites – Masters

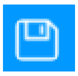
1. Requesting Party Code (Agent Code)
2. I.E. Code
3. Cargo Code
4. Plot Type
5. Plot Name
6. From Mark
7. To Mark

14.5. Screenshot

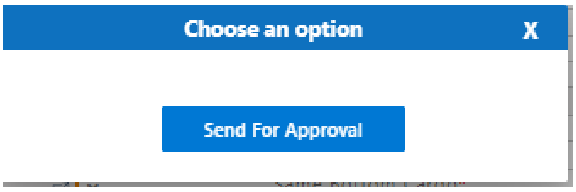
Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data



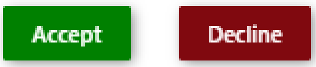
User Interface Image 30 - Storage Request (Import) 14.1

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. And Click on  button. And On-screen notification will be popup as 

Step 3 Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 4: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 5: Once officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

14.6. Field information

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
ATA	No	Calendar
IE Code*	Yes	LOV
IE Name	No	Text Box
Registration No.	No	Text Box
IGM No*	Yes	lOV
Cargo Code	No	lOV
Cargo Name	No	lOV
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

15.Business Function Name: Storage Allotment

15.1. 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® Portal. Considering the storage request port officials will confirm the storage Allotment based on availability.

15.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ***'Storage Area Allotment Request--POS-TRA-NCT-013'***

15.3. Navigation:

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

Menu Path	Menu Bar → General Cargo → Recordings → Storage Allotment → Click on **Add New**

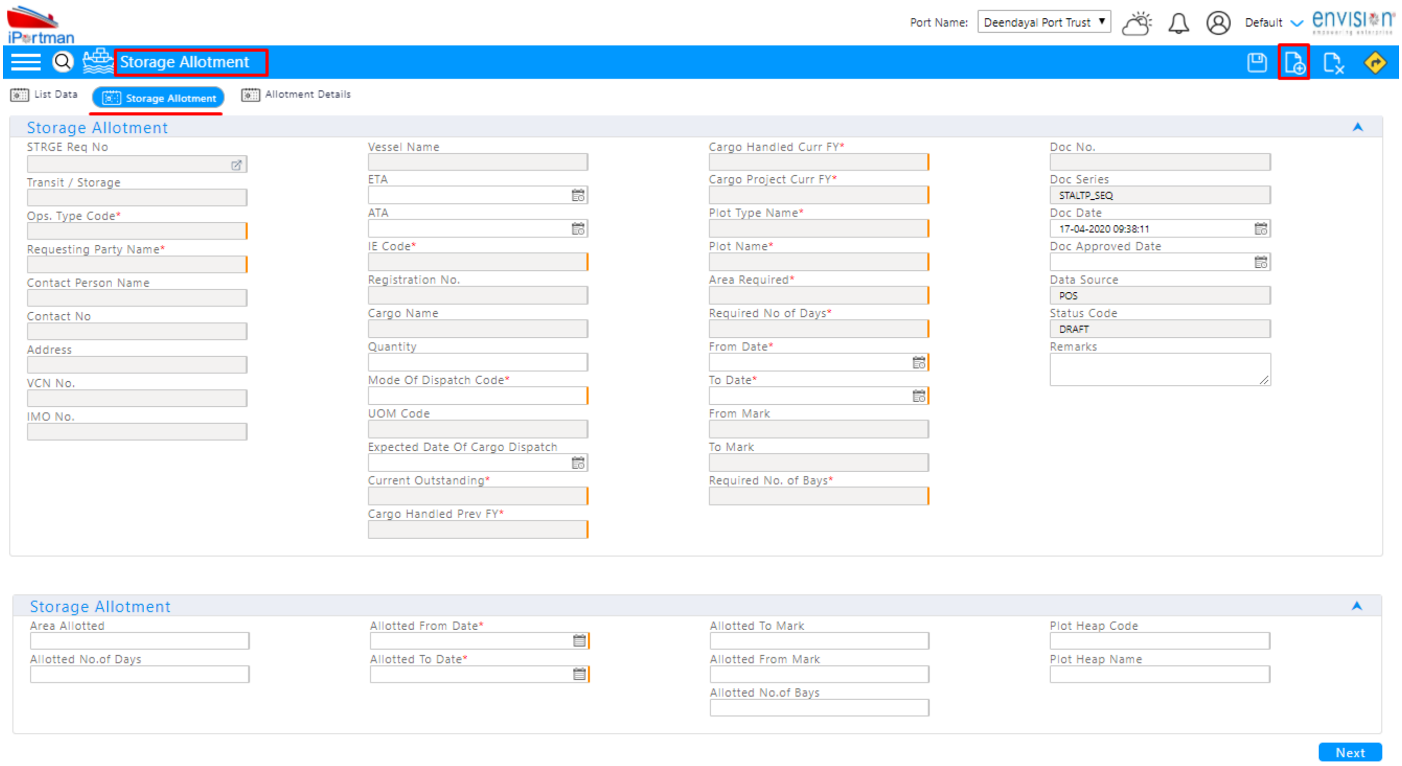
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

15.4. Prerequisites – Masters

1. Operation type
2. Company
3. Company Type

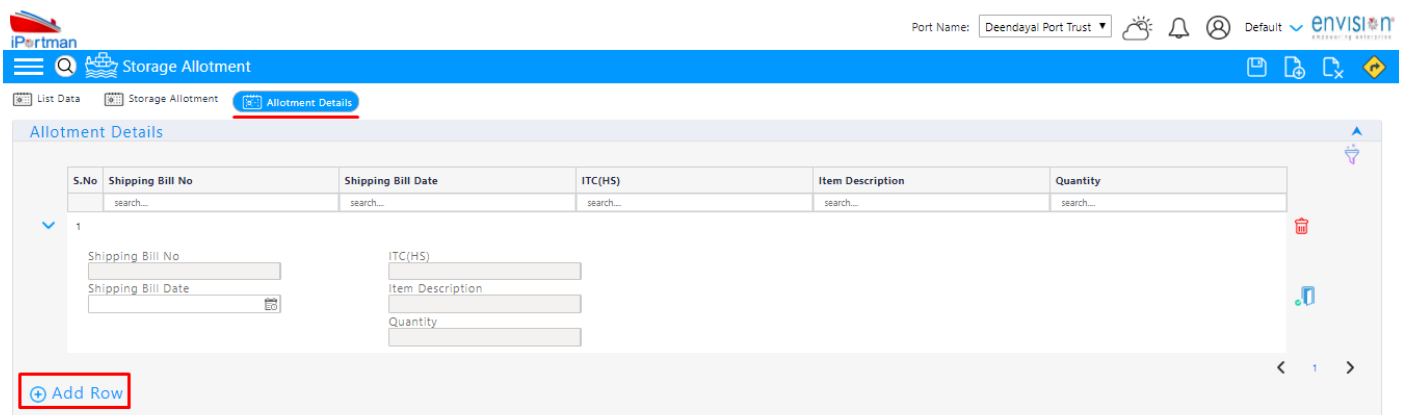
15.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data



User Interface Image 31 - Storage Allotment (Header Section) 15.1

Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on **Next** button for Allotment Details. And Press ⊕ Add Row to enter the data.

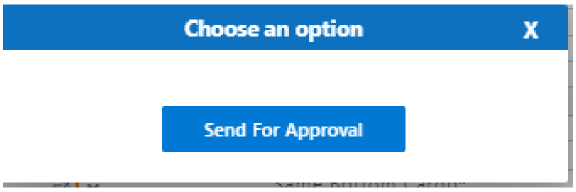


User Interface Image 32 - Storage Allotment (Allotment Details) 15.2

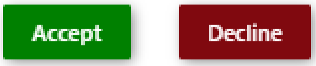
Step 3: Once data is filled in Allotment Details, click on save button and click on ⊕ Add Row if need to add multiple Row's or else click on button, And document will be saved with 'Draft' status with on screen popup as below

Record saved

Step 4: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

15.6. Field information

Field Name	Mandatory	Fill Type
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
ETA	No	Text Box
ATA	No	Text Box
Cargo Code	Yes	Text Box
Cargo Name	Yes	Text Box
Quantity	Yes	Text Box
UOM	No	Text Box
Expected Date of Cargo Despatch	No	Text Box
Mode of Despatch	Yes	Text Box
IE Code	Yes for	Text Box

	Transit	
Registration No.	Yes for Transit	Text Box
Current Outstanding	Yes for Transit	Text Box
Cargo Handled Prev F.Y	Yes for Transit	Text Box
Cargo Handled Current F.Y	Yes for Transit	Text Box
Cargo Project Creent FY	Yes for Transit	Text Box
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 Days*	Yes	Textbox
Alloted From Date*	Yes	Textbox
Alloted To Date*	Yes	Calendar
Allotted From Mark	Yes	Calendar
Allotted To Mark	No	Textbox
Allotted No.of Bays	No	Textbox
Allotment No.*	No	Textbox
Plot Heap Code	No	Textbox

16. Business Function Name: Internal Shifting Request

16.1. Definition:

Internal Shifting is the process of shifting the cargo from one location to another location on basis of Agent request or shifting the cargo for Port conveniences. CHA agent fills the and submits request for internal shifting in iPortman® Portal and same will be received by the port authorities in iPortman® application

16.2. SRS Reference

Internal Shifting -POS-TRA-NCT-057

16.3. Navigation

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

Menu Path	Menu Bar → General Cargo → Request → Internal Shifting Request → Click on **Add New**

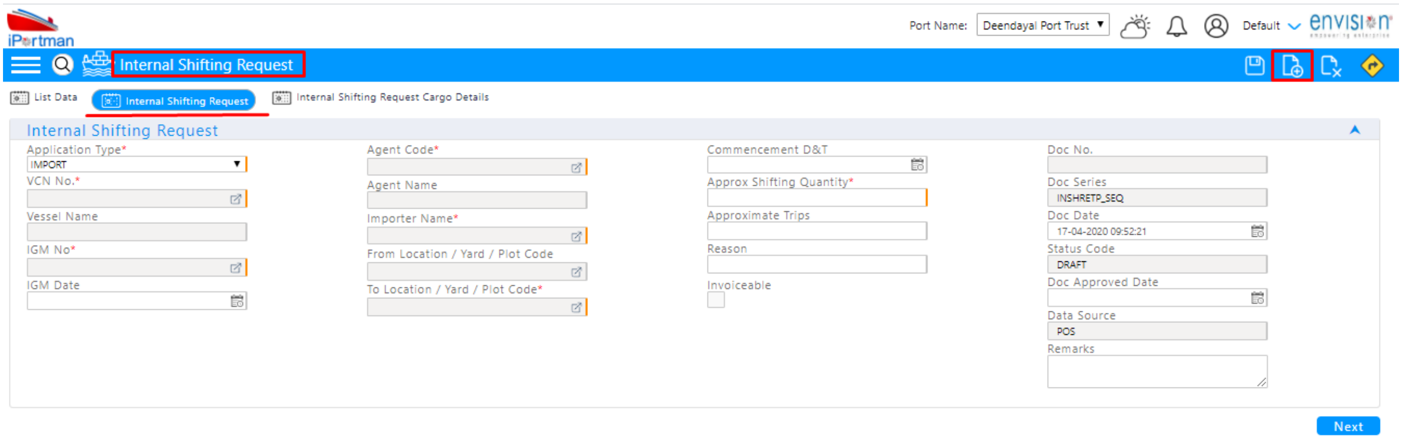
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

16.4. Prerequisites – Masters

1. Importer/Exporter
2. Cargo
3. UOM
4. Location/Plot/Siding/Warehouse
5. Equipment

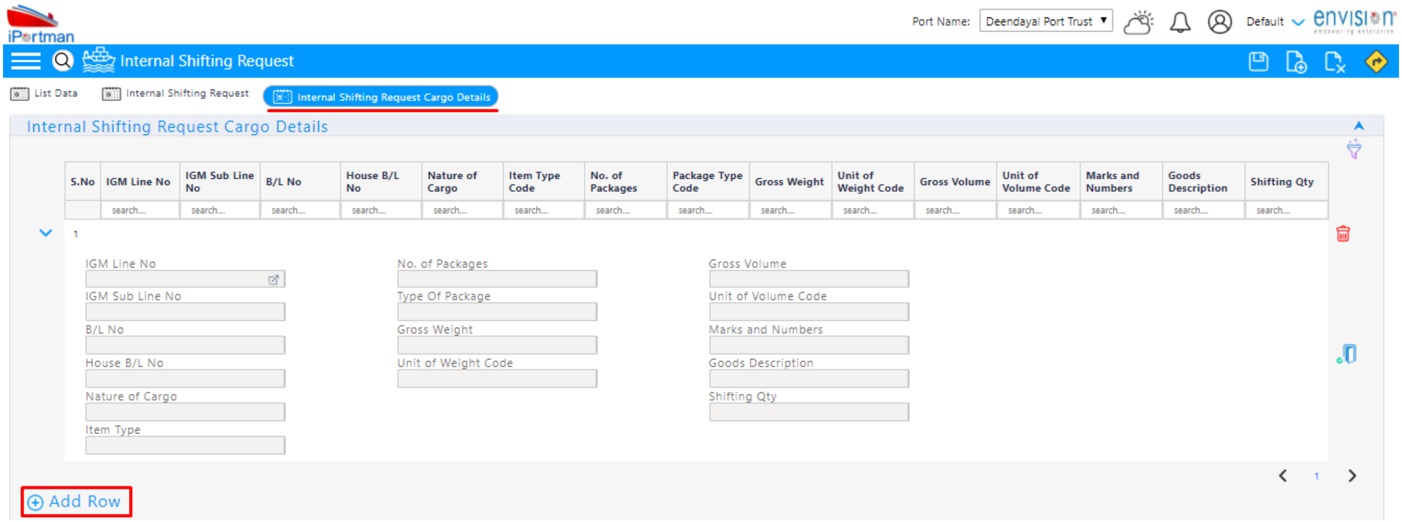
16.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data



User Interface Image 33 - Internal Shifting Request (Header Section) 16.1

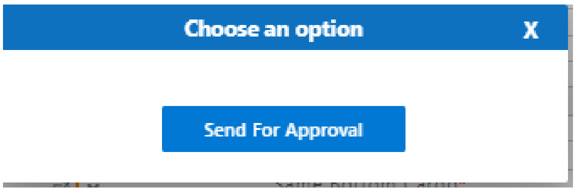
Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Internal Shifting Request Cargo Details. And Press Add Row to enter the data.



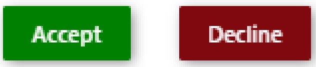
User Interface Image 34 - Internal Shifting Request (Cargo Details) 16.2

Step 3: Once data is filled in Cargo Details, click on save button and click on Add Row if need to add multiple Row's or else click on button, And document will be saved with 'Draft' status with on screen popup as below

Step 4: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

Successfully Status changed to APPROVED

16.6. Field information

Field Name	Mandatory	Fill Type
Application Type	No	List
VCN	Yes/No	Popup
Vessel Name	No	Text Box
IGM No.*	Yes	Popup
IGM Date	No	Calendar
Shipping Bill No*	Yes	Popup
Shipping Bill Date	No	Calendar
Agent Code*	Yes	Popup
Agent Name	No	Text Box
Impoter/Exporter Name*	Yes	Popup
From Location/Yard/Plot*	Yes	Popup
To Location/Yard/Plot*	Yes	Popup
Date & Time of Commecement	No	Calendar
Approx Shifting Quantity*	Yes	Text Box
Approximate Trips	No	Text Box
Reason	No	Text Box
Invoiceable (Yes/No)	Yes	Radio Button
IGM Line No	No	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type	No	Text Box
No of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box
Gross Volume	No	Text Box
Unit of Volume	No	Text Box
Marks & Number	No	Text Box
Goods Description	No	Text Box
Shifting Quantity	Yes	Text Box

17.Business Function Name: Internal Shifting Recording

17.1. Definition:

Internal Shifting Recording the process to record the shifting of cargo within port limits from one location to another location. This will be recorded by shed superident or person in-charge at port for such activity against the approval of Internal Shifting Request raised by the CHA/Importer/Vessel Agent. CHA agent fills the and submits request for internal shifting in iPortman® Portal and same will be received by the port authorities in iPortman® application

17.2. SRS Reference;

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as '***Internal Shifting -POS-TRA-NCT-057'***

17.3. Navigation

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

Menu Path	Menu Bar →General Cargo → Recording → Internal Shifting Recording → Click on **Add New**

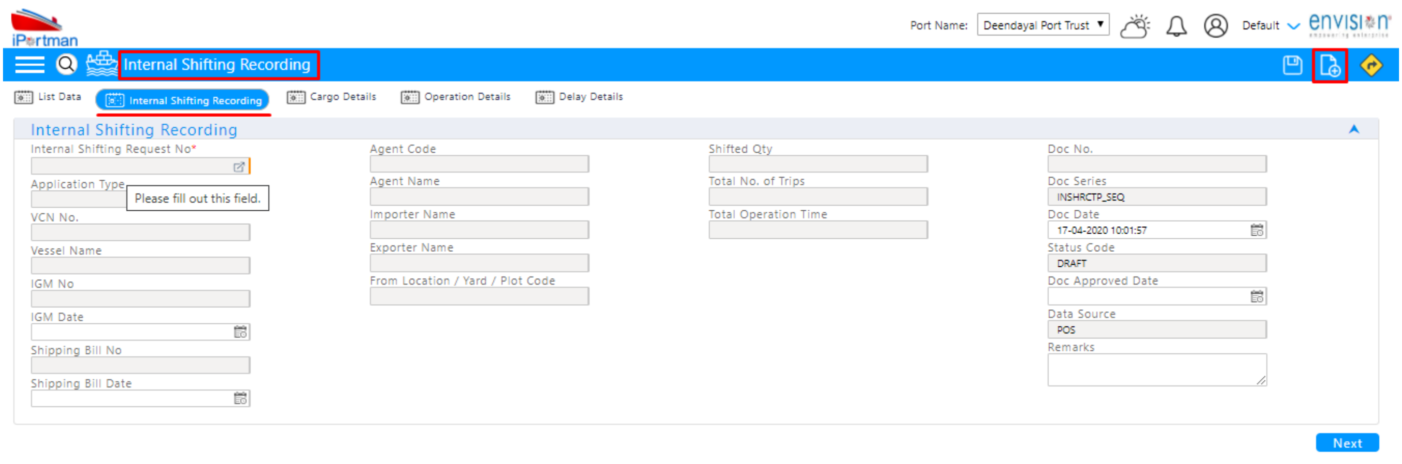
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

17.4. Prerequisites – Masters

1. Importer/Exporter
2. Cargo
3. UOM
4. Location/Plot/Siding/Warehouse
5. Equipment

17.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data

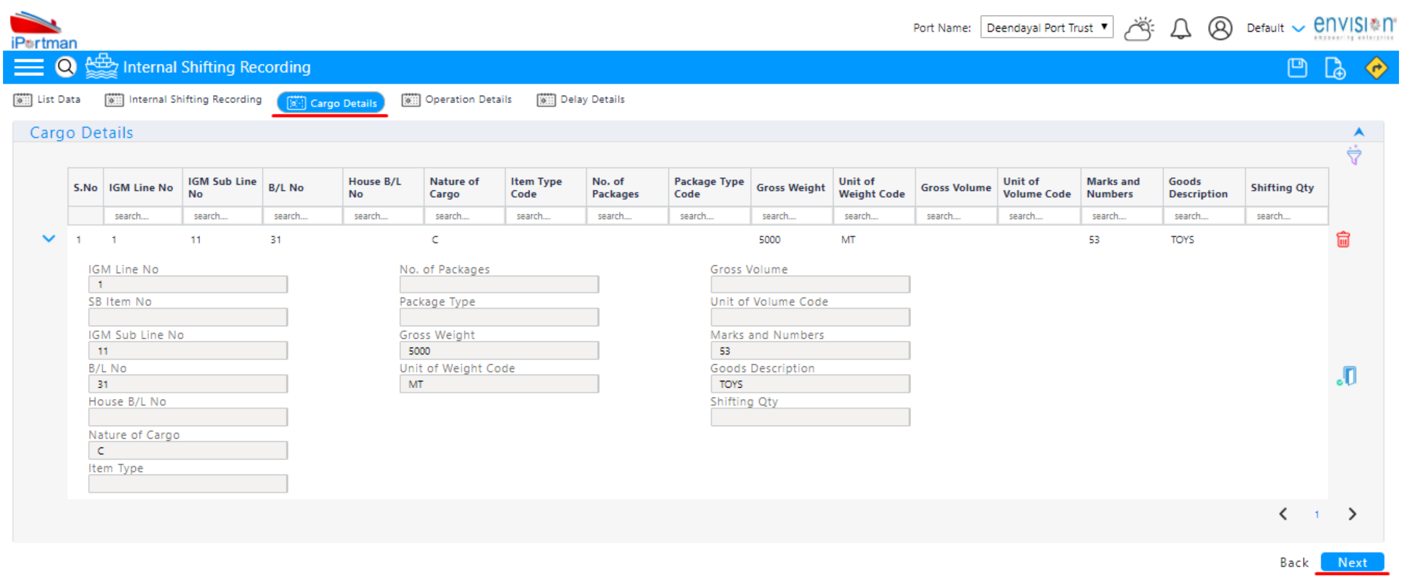


User Interface Image 35 - Internal Shifting Recording (Header Section) 17.1

Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on 

button for Cargo Details Screen shown below. And Press 

to enter the data.

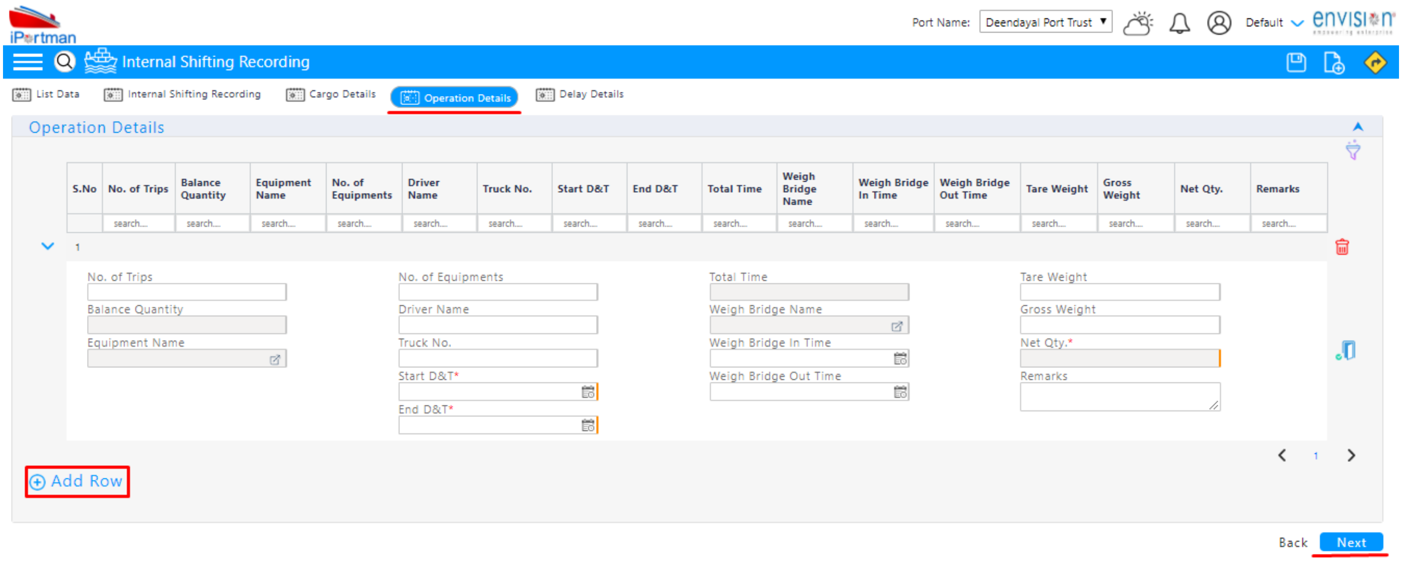


User Interface Image 36 - Internal Shifting Recording (Cargo Details) 17.2

Step 3: Once data is filled in Cargo Details, click on save button  and click on 

if need to add multiple Row's or else click on 

button to go for below screen of Operation Details as shown below.

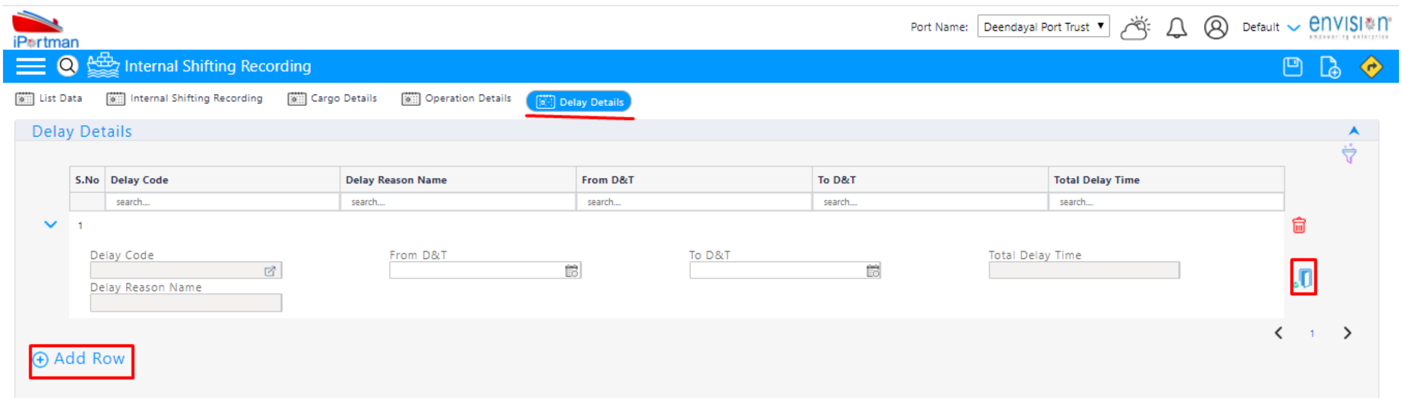


User Interface Image 37 - Internal Shifting Recording (Operation Details) 17.3

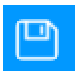
Step 4: Once data is filled in Operation Details, click on save button  and click on 

if need to add multiple Row's or else click on 

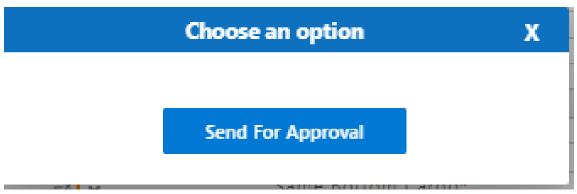
button to go for below screen to record Delay Details.



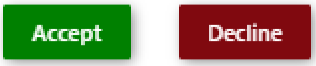
User Interface Image 38 - Internal Shifting Recording (Delay Details) 17.4

Step 5: -Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be popup as 

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 need to open the respective transaction and press on , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

17.6. Field information

Field Name	Mandatory	Fill Type
Internal Shifting Req No	Yes	Pop up
Application Type	No	Text Box
VCN	No	Text Box
Vessel Name	No	Text Box
IGM No.	No	Text Box
IGM Date	No	Calendar
Agent Code	No	Text Box
Agent Name	No	Text Box
Impoter/Exporter Name	No	Text Box
From Location/Yard/Plot	No	Text Box
Shifted Quantity	No	Text Box
Total Number of Trips	No	Text Box
Invoiceable	No	Text Box
Total Operation Time	No	DateTime
IGM Line No/**SB Item No**	No	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type	No	Text Box
No of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box

Gross Volume	No	Text Box
Unit of Volume	No	Text Box
Marks & Number	No	Text Box
Goods Description	No	Text Box
Shifting Quantity	No	Text Box
No of Trips	No	Text Box
Balance Quantity	No	Text Box
Equipment Name	Yes	Popup
No. of Equipments	No	Text Box
Driver Name	No	Text Box
Truck No	No	Text Box
Start Date & Time	Yes	DateTime
End Date & Time	Yes	DateTime
Total Time	No	DateTime
Weighbridge Name	No	Popup
Weighbridge In Time	Yes	DateTime
Weighbridge Out Time	Yes	DateTime
Tare Weight	No	Text Box
Gross Weight	No	Text Box
Net Quantity	Yes	Text Box
Remarks	No	Text Box
Delay Code	No	Popup
Delay Reason	No	Text Box
From Date & Time	Yes	DateTime
To Date & Time	Yes	DateTime
Total Delay Time	No	DateTime

18. Business Function Name: Packaging Request

18.1. 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.

18.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ***'Packaging and Depackaging-POS-TRA-NCT-068'***

18.3. Navigation

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

Menu Path	Menu Bar →General Cargo → Request →Packaging Request → Click on **Add New**

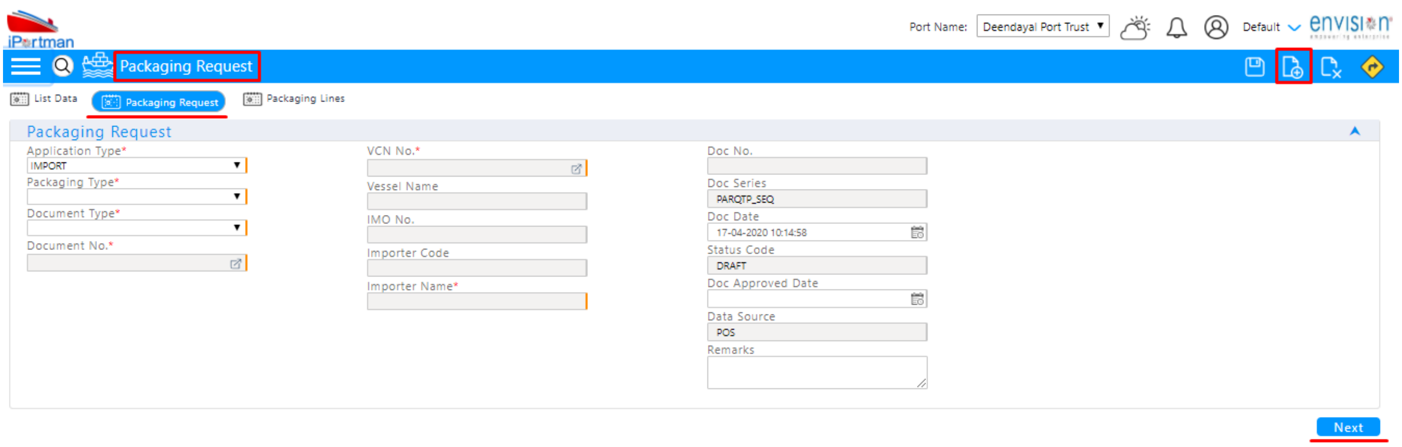
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

18.4. Prerequisites – Masters

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

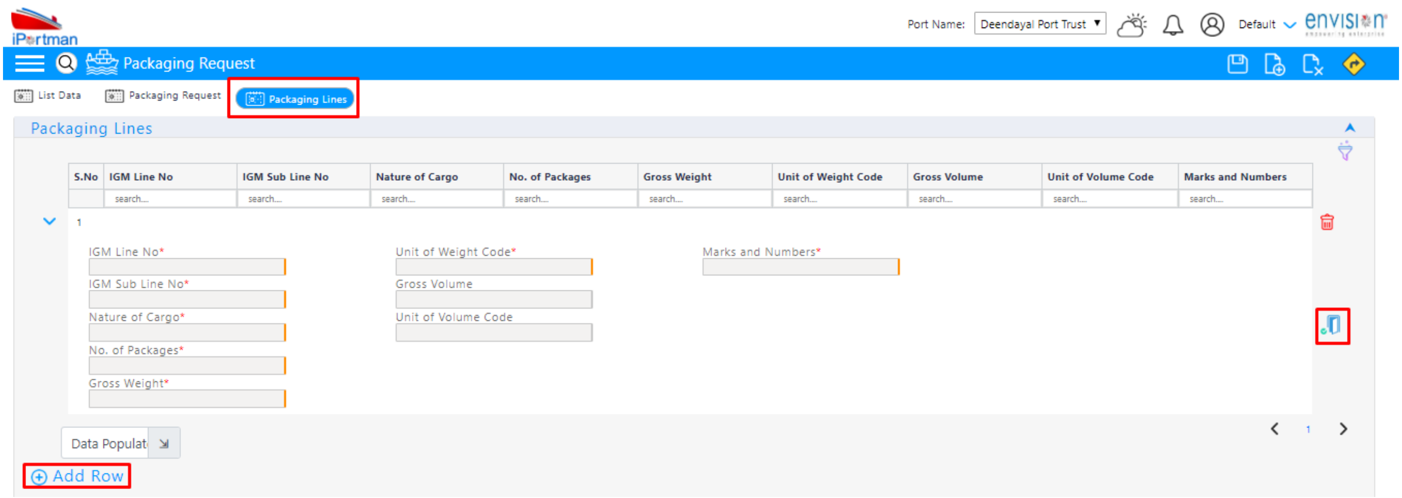
18.5. Screenshot:

Step 1: After Navigation to the respective function screen, Click on Add new button. it will direct to the below screen in order to fill the data

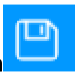


User Interface Image 39 - Packaging Request (Header secttion) 18.1

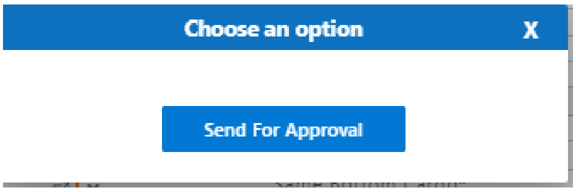
Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Packaging Lines. And Press Add Row to enter the data.



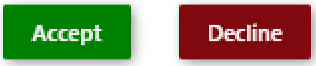
User Interface Image 40 - Packaging request (Packaging Line) 18.2

Step 3: Once data is filled in Packaging Line, click on save button  and click on  if need to add multiple Row's or else click on  button to save the Data, it will show on-screen popup as below.

Step 4: Once record is saved documents status will be as 'Draft' and click on  to send the document for approval.



Step 4: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of following option either to 'Accept' or 'Decline' with reason.



Step 5: Once officials accept the request following status will be shown on screen and document status will be changed as 'APPROVED'

18.6. Field information

Field Name	Mandatory	Fill Type

Application Type*	Yes	Dropdown
Packaging Type*	Yes	Dropdown
Document Type*	Yes	Dropdown
Document No.	Yes	Popup
Importer Code*	Yes	Popup
Importer Name	No	Textbox
Exporter code*	Yes	Popup
Exporter name	No	Textbox
IE Code*	Yes	Textbox
VCN No*	Import : Yes Export : No	Popup
Vessel Name	No	Textbox
IMO No.*	Yes	Textbox
Bagging Permission No.*	Yes	Textbox
Bagging Permission Date*	Yes	Textbox
Bagging Permission Quantity*	Yes	Textbox
IGM Line No	Yes	Popup
Sub Line No	Yes	Textbox
Nature of Cargo	Yes	Textbox
No of Packages	Yes	Textbox
Gross Weight	Yes	Textbox
Unit of Weight	Yes	Textbox
Gross Volume	Yes	Textbox
Unit of Volume	Yes	Textbox
Marks & Number	Yes	Textbox
Item No	Yes	Popup
Item Description	Yes	Textbox
Quantity	Yes	Textbox
UOM	Yes	Textbox

19.Business Function Name: Packaging Recording

19.1. Definition:

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

19.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as ‘***Packaging and Depackaging-POS-TRA-NCT-068’***

19.3. Navigation

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

Menu Path	Menu Bar →General Cargo → Recording →Packaging Recording → Click on **Add New**

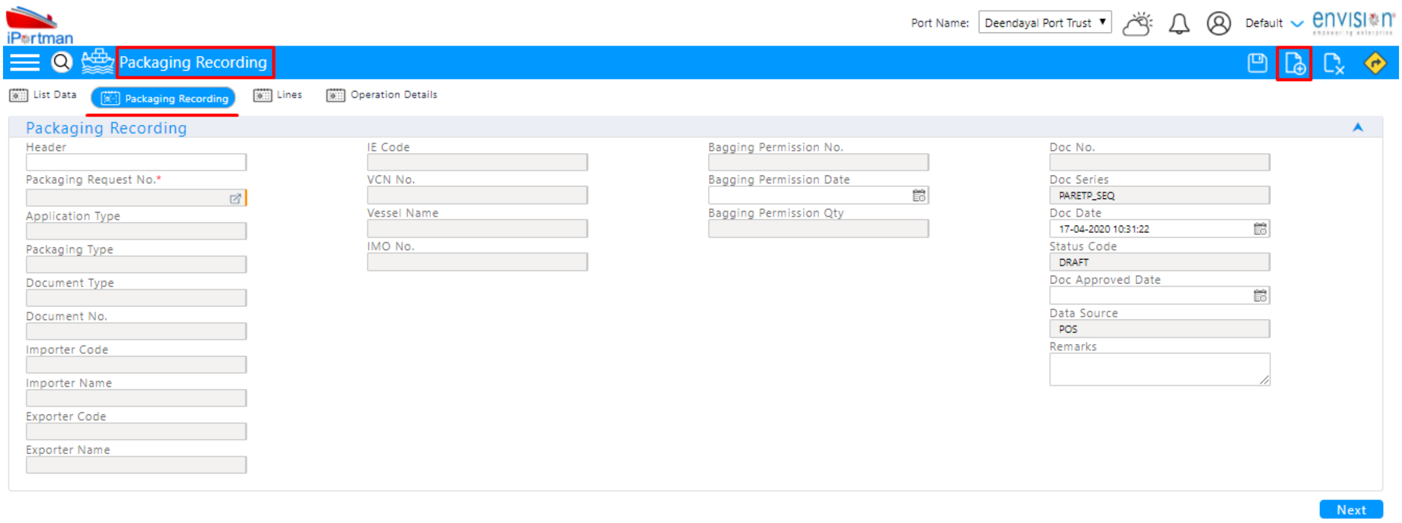
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

19.4. Prerequisites – Masters

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

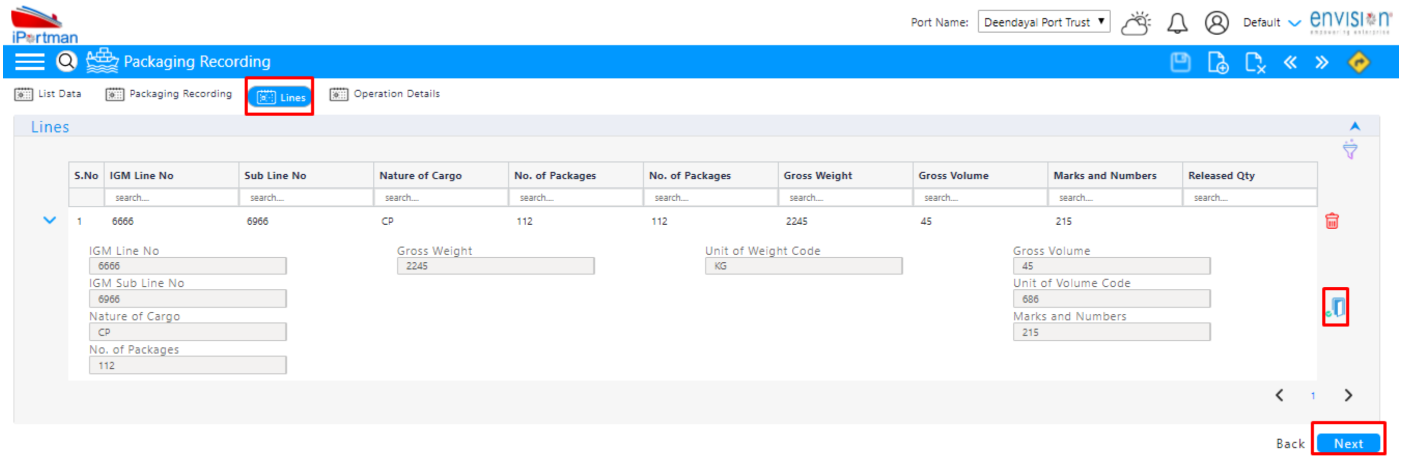
19.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data



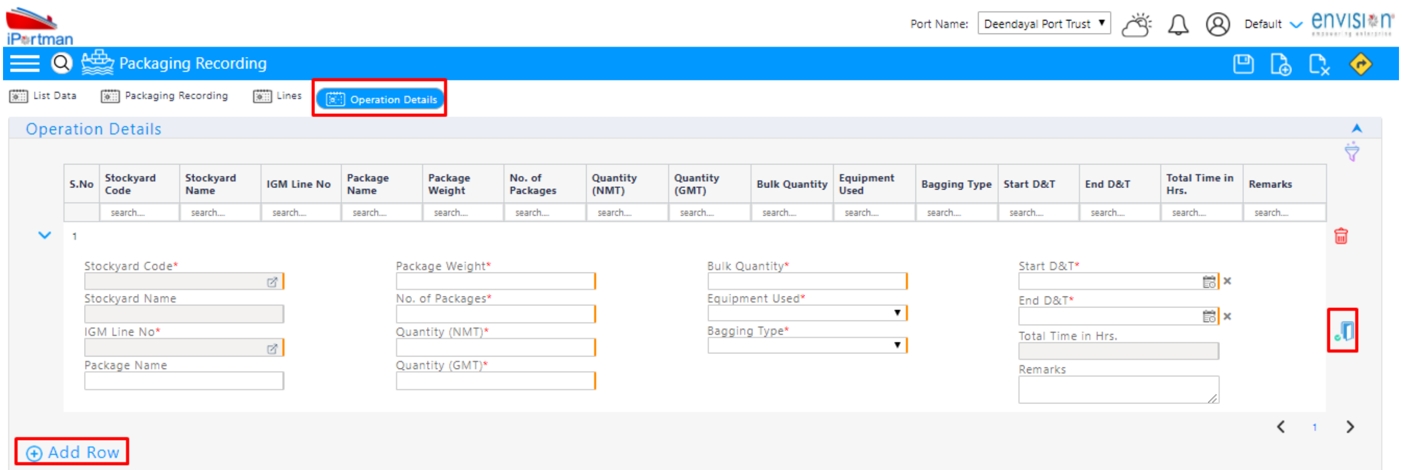
User Interface Image 41 - Packaging Recording (Header section) 19.1

Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Lines Screen. And Press Add Row to enter the data if any.



User Interface Image 42 - Packaging Recording (Lines) 19.2

Step 3: Once all fields are entered in above screen click on this button to save the line item and Press Add Row if multiple lines or else click on Next to go to next screen Operation Details as below.



User Interface Image 43 - Packaging Recording 19.3

Step 3: Once data is filled in Operation Details, click on save button and click on Add Row if need to add multiple Row's or else click on to save the Data, it will show on-screen popup as below.

Record saved

19.6. Field information

Field Name	Mandatory	Fill Type
Pack&Depack Req No.*	Yes	Popup
Application Type	Yes	Textbox
Packaging Type	Yes	Textbox
Document Type	Yes	Textbox
Document No.	Yes	Textbox
Importer Code	Yes	Textbox
Importer Name	No	Textbox
IE Code	Yes	Textbox
VCN No	Yes	Textbox
Vessel Name	No	Textbox
IMO No.	No	Textbox
Bagging Permission No.	Yes	Textbox
Bagging Permission Date	Yes	Textbox
Bagging Permission Quantity	Yes	Textbox
IGM Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Nature of Cargo	No	Textbox
No of Packages	Yes	Textbox
Gross Weight	No	Textbox
Unit of Weight	No	Textbox
Gross Volume	No	Textbox
Unit of Volume	No	Textbox
Marks & Number	No	Textbox
Item No	No	Textbox
Item Description	No	Textbox
Quantity	No	Textbox
UOM	No	Textbox
StockYard Code*	Yes	Popup
StockYard Name	Yes	Textbox
IGM Line No*	Yes	Popup
Item No*	Yes	Popup
Package Name*	Yes	Popup
Package weight*	Yes	Textbox
No.of Packages *	Yes	Textbox
Quantity (Nmt)*	Yes	Textbox
Quantity(Gmt)	Yes	Textbox
Bulk Quantity	Yes	Textbox
Equipment Used	Yes	Dropdown
Bagging Type*	Yes	Dropdown
Start Date and Time*	Yes	Date & Time
End Date and Time*	Yes	Date & Time
Total Time (Hrs)	Yes	Date & Time

Remarks	No	Textbox

20.Business Function Name: Baggage Declaration Form

20.1. Definition:

Baggage Declaration Form is a customs approved document for the contents of goods and amount declared against the goods carried by passengers. Shipping agent submits customs approved BDF in iPortman® Portal and same will be received by the port authorities in iPortman® application.

20.2. SRS Reference:

This function is from Traffic Non-Container SRS Document Version No. 1.7 mentioned as **'Baggage Declaration Form -POS-TRA-NCT-059'**

20.3. Navigation

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

Menu Path	Menu Bar →General Cargo → Others → Baggage Declaration Form → Click on **Add New**

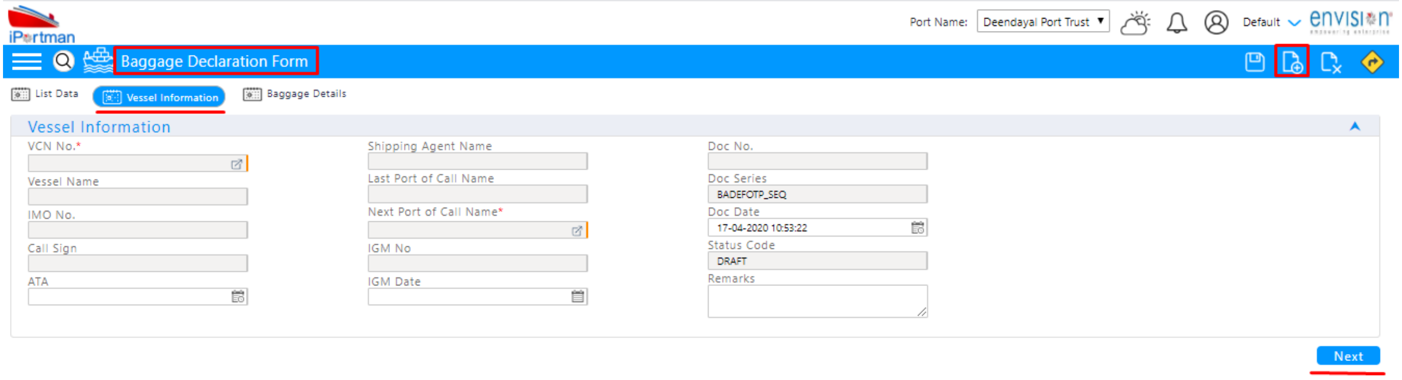
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

20.4. Prerequisites – Masters

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

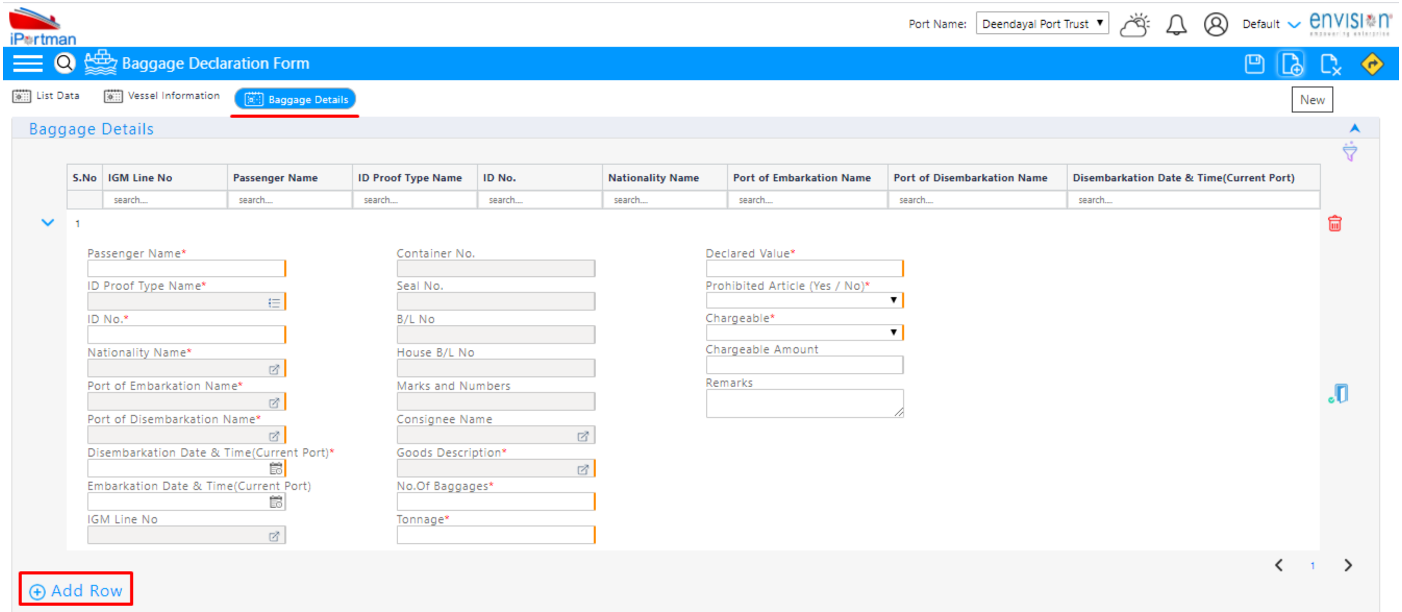
20.5. Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button . it will direct to the below screen in order to fill the data



User Interface Image 44 - Baggage Declaration (Header Details) 20.1

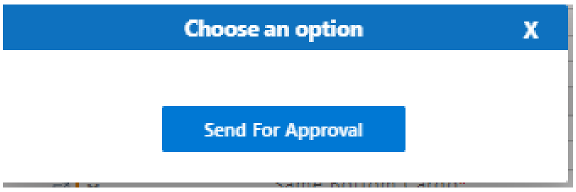
Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button and proceed to click on Next button for Baggage Details. And Press Add Row to enter the data.



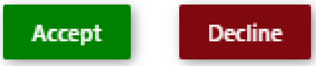
User Interface Image 45 - Baggage Declaration Form (Baggage Details) 20.1

Step 3: Once data is filled in Baggage Details, click on save button and click on Add Row if need to add multiple Row's or else click on button to save the Data and it will show on screen popup as below.

Step 4: Once record is saved documents status will be as 'Draft' and click on to send the document for approval.



Step 5: Once workflow initiated it will be sent for approval, and approver need to open the respective transaction and press on  , it will open popup of following option either to 'Accept' or 'Decline' with reason.



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

20.6. Field information

Field Name	**Mandatory**	**Fill Type**
VCN No.	Mandatory	Pop Up
Vessel Name	Non Mandatory	Textbox
IMO Code	Non Mandatory	Textbox
Call Sign	Non Mandatory	Textbox
ATA	Non Mandatory	Textbox
Shipping Agent	Non Mandatory	Textbox
Last Port	Non Mandatory	Textbox
Next Port*	Mandatory	Pop Up
IGM No.	Non Mandatory	Textbox
IGM Date	Non Mandatory	Textbox
Remarks	Non Mandatory	Textbox
Passenger Name*	Mandatory	Pop Up
ID Proof Type*	Mandatory	Pop Up
ID Number*	Mandatory	Textbox
Nationality*	Mandatory	Pop Up
Port of Embarkation*	Mandatory	Pop Up
Port of Disembarkation*	Mandatory	Pop Up
Disembarkation Date & Time(Current Port)*	Mandatory	Date Picker
Embarkation Date & Time(Current Port)	Non Mandatory	Date Picker
IGM Line No	Non Mandatory	Pop Up

Container No	Non Mandatory	Textbox
Seal No	Non Mandatory	Textbox
BL No	Non Mandatory	Textbox
HBL No	Non Mandatory	Textbox
Marks & Numbers	Non Mandatory	Textbox
Consignee	Non Mandatory	Pop Up
Goods Description*	Mandatory	Text Box Pop up
No.Of Baggages*	Mandatory	Textbox
Tonnage*	Mandatory	Textbox
Declared Value*	Mandatory	Textbox
Prohibited Article (Yes / No)*	Mandatory	Dropdown
Chargable (Yes / No)*	Mandatory	Dropdown
Chargable Amount		Textbox
Remarks	Non Mandatory	Textbox

21. Business Function Name:

21.1. Definition:

21.2. SRS Reference

21.3. Navigation

MARINE>VOYAGE REGISTRATION

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

21.4. Prerequisites – Masters

21.5. Screenshot

21.6. Field information