


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

iPortman PORTAL Application



Importer User Manual

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Revision History

Version	Author	Revision Date	Description of Changes	Modifier	Approver	Baseline Date
1.0	Bikash Bijaya Panda		Initial Version			

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ABOUT DOCUMENT

1. Document Versioning

Document Amendment Record

*I-Initial, A-Added, M-Modified, D-Deleted

Version No.	Date	I/A/M/D*	Section No.	Description of Change
V1.0		I		Baseline

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 within 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

1. Business Users who use iPortman PORTAL application
2. User who accesses the iPortman PORTAL application to learn



4. Disclaimer Clause

NA

I. ABBREVIATION

Following Abbreviations are from Import Related Functions.

S.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 containerized
4	Item Type Code I. GC II. OT	Govt Cargo Other Cargo

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	III. UB	Unaccompanied Cargo
5	HSS	High Sea Sales
6	IEC Code	Importer & Exporter Code
7	UNO Code	
8	IMCO Code	
9	Message Type I. F II. S III. D IV. A	Fresh 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



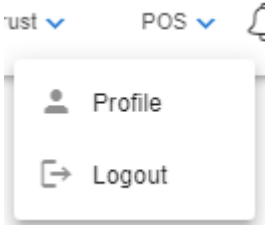















II. ERROR MESSAGES CODES AND DESCRIPTIONS



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


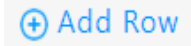

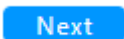













III. SYMBOLS AND ICONS

SR No.	Symbol / Icon	Purpose / Usage
1	Port Name: <input type="text" value="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.

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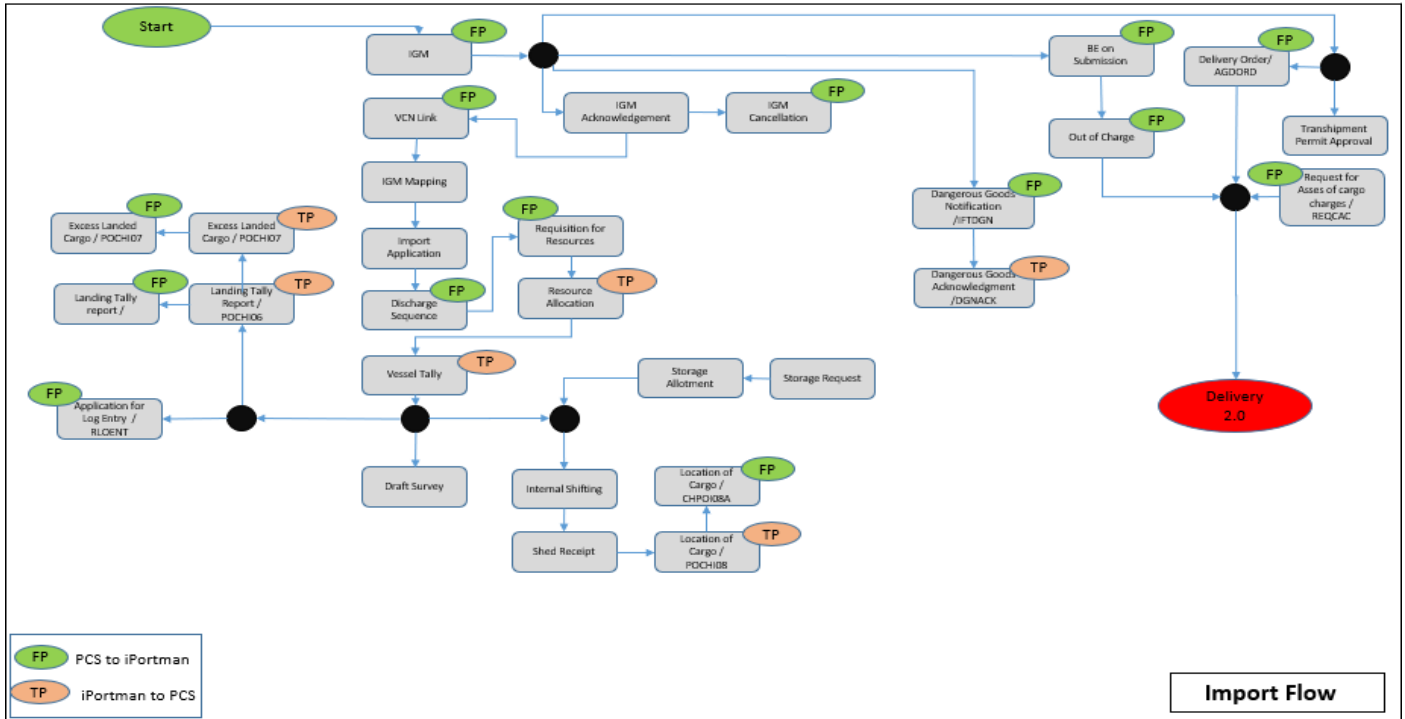
2		Notification Bell it will alert user for pending action items
3		Weather Forecast
4		 This icon is for user profile, from where user can access following items. <ul style="list-style-type: none"> 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LOGOUT BUTTON
5		Menu button – To display the list of processes
6		Search box – To search the processes
7		Check List Button
8		New button – To create a new record
9		Save button – To save a record
10		Cancel button – To cancel a record
11		Extension button – To extend a record
12		Workflow button – To Approve/Reject a record
13		Partial
14		This icon is used to view the success status of the record
15		Shows the status of the record
16		Shows the Success status of the record
17		List Data – To render a list of records(draft/wfapp/approved/rejected/cancelled)
18		Clear Filter – To clear the searched records

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19		Advanced Search – To search a record with multiple search criteria
20		Add Row button - Is to add multiple line items
21		This icon is to close each line item
22		Next button – To Navigate next screen
23		Back link – To Navigate previous screen
24		This icon is to expand the line item
25		This icon is to Collapse the section within the function/page
26		This icon is to expand the particular section within the function/page
27		Left Pagination button – To see previous results
28		Right Pagination button – To see next results
29		This is LOV icon displayed only once data is saved successfully
30		This icon is for sending the data for approval to the authorized person
31		This icon is to approve the data after verification
32		These icons are used to Accept or Decline the request
32		This icon is used to Import the data
33		This icon is used to Upload a document
34		This icon is used to Download a document

IV. BUSINESS FLOW DIAGRAM FOR TRAFFIC NON-CONTAINER IMPORT

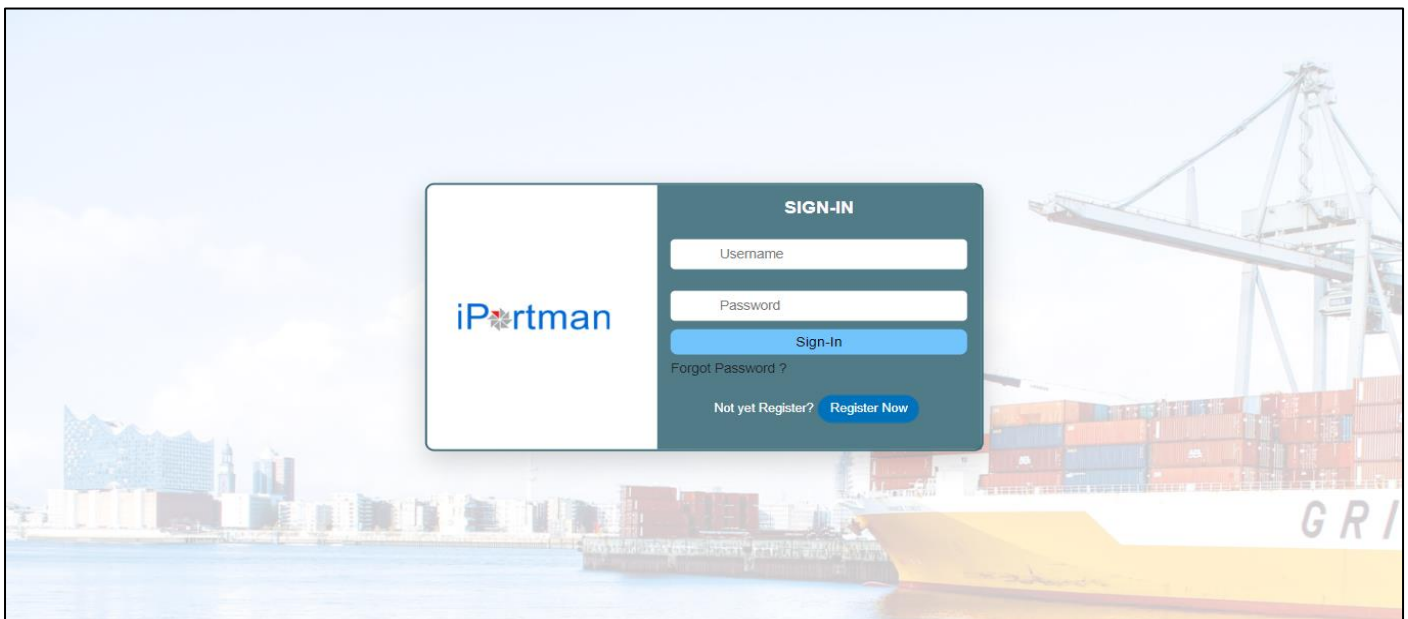
Following process flow for Import Non-Container General Cargo



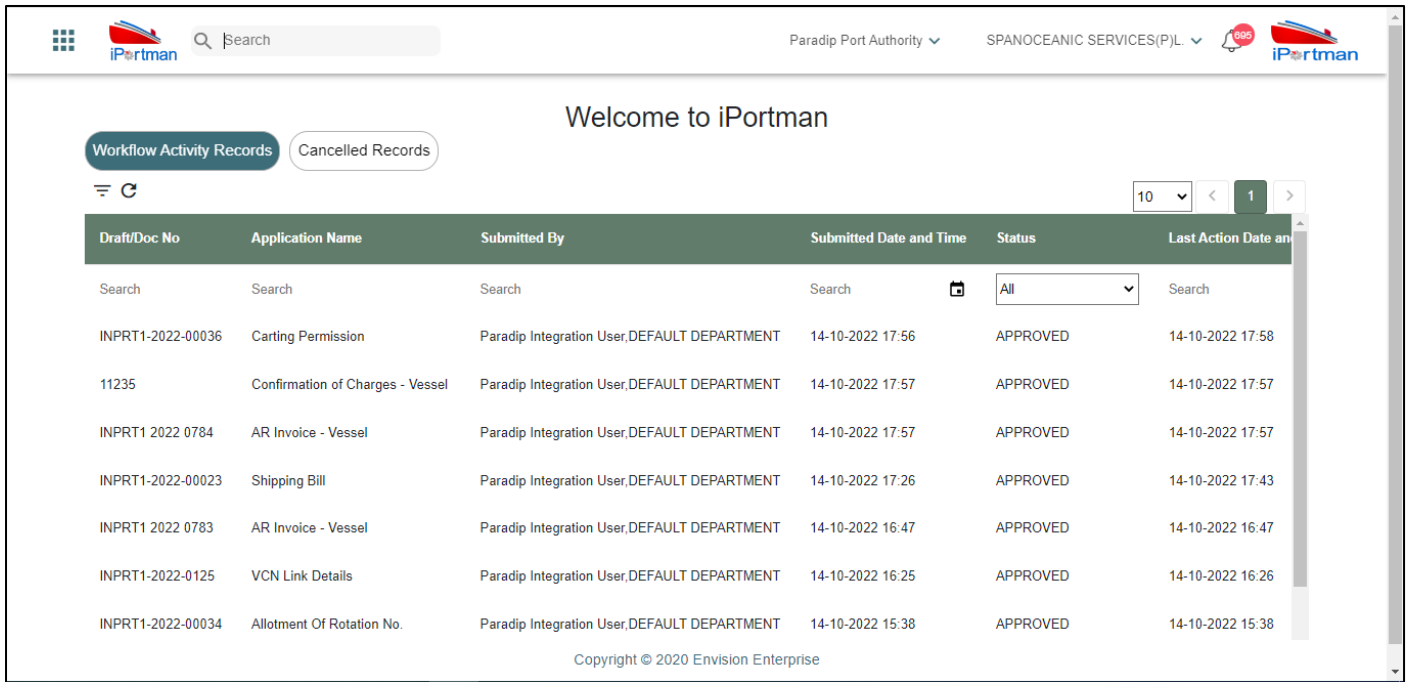
V. APPLICATION VIEW/ UI DESCRIPTION

NA

VI. BUSINESS PROCESS FOR TRAFFIC



User Interface Image I-Login Screen



User Interface Image II-Welcome to iPortman

1. BUSINESS FUNCTION NAME: PERMISSION REQUEST


1.1. DEFINITION:


Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

1.2. NAVIGATION

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

Menu Path	Menu Bar → Marine → Requests → Permission Request → Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

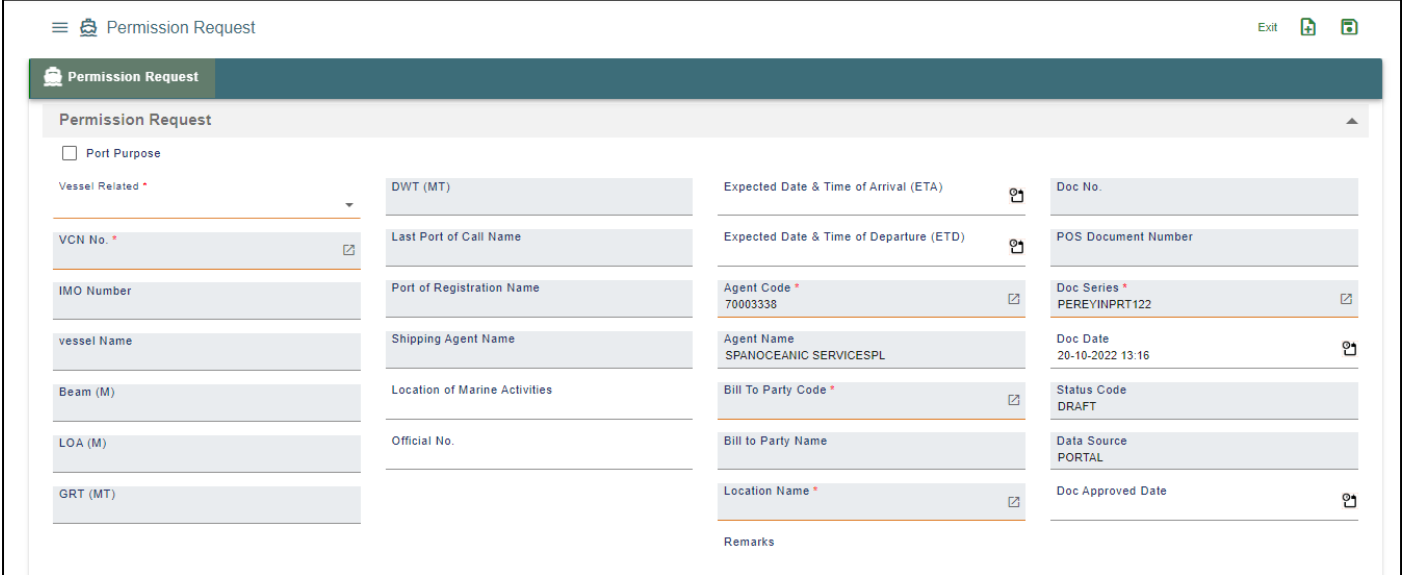
1.3. PREREQUISITES – MASTERS

1. Agent
2. Permission Type

1.4. SCREENSHOTS

Following are the screenshot from Permission Request

Step 1-Click on New button  . The user shall redirect to the screen like below-.





User Interface Image 251-Permission Request 28.5.1

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

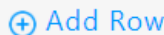
Below are the Field Information regarding Permission Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

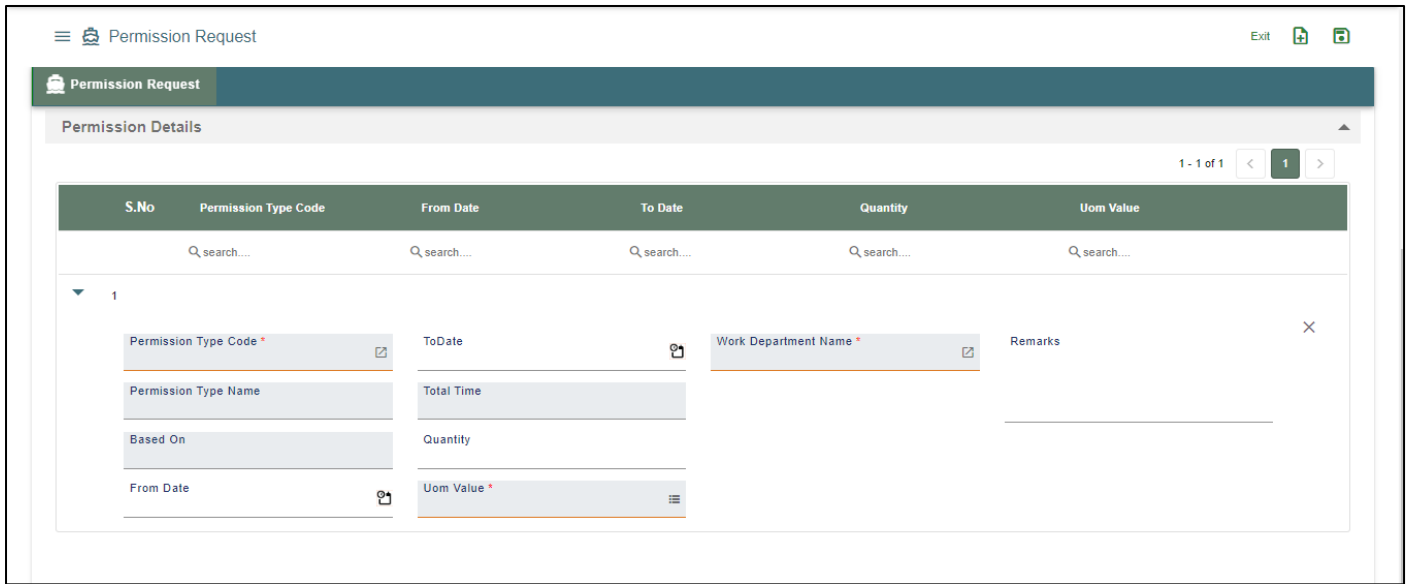
Field Name	Mandatory	Fill Type
Port Purpose	NO	Check Box
Vessel Related	YES	Drop Down
VCN NO.	YES	Form Lookup
IMO NO.	NO	Auto Populated
Vessel Name	NO	Auto Populated
Call Sign	NO	Auto Populated
Beam(m)	NO	Auto Populated
LOA(m)	NO	Auto Populated
GRT (MT)	NO	Auto Populated
NRT(MT)	NO	Auto Populated

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DWT(MT)	NO	Auto Populated
Run Name	NO	Auto Populated
Last Port of Call Name	NO	Auto Populated
Port of Registration Name	NO	Auto Populated
Shipping Agent Name	NO	Auto Populated
Location of Marine Activities	NO	Text Box
Official NO.	NO	Text Box
Expected Date & Time of Arrival(ETA)	NO	Calendar - Date and time / Auto Populated
Expected Date & Time of Departure(ETD)	NO	Calendar - Date and time / Auto Populated
Agent Code	YES	Form Lookup
Agent Name	NO	Auto Populated
Bill To Party Code	YES	Form Lookup
Bill To Party Name	No	Auto Populated
Location Name	YES	Form Lookup
Remarks	NO	Text Box

Step 3: Permission Details Section is also displayed in the same page. Click on  the button.

Step 4: The system shall display below fields to enter.







User Interface Image 252 Permission Request 28.5.2


Below are the Field Information regarding Permission Request Details Section.

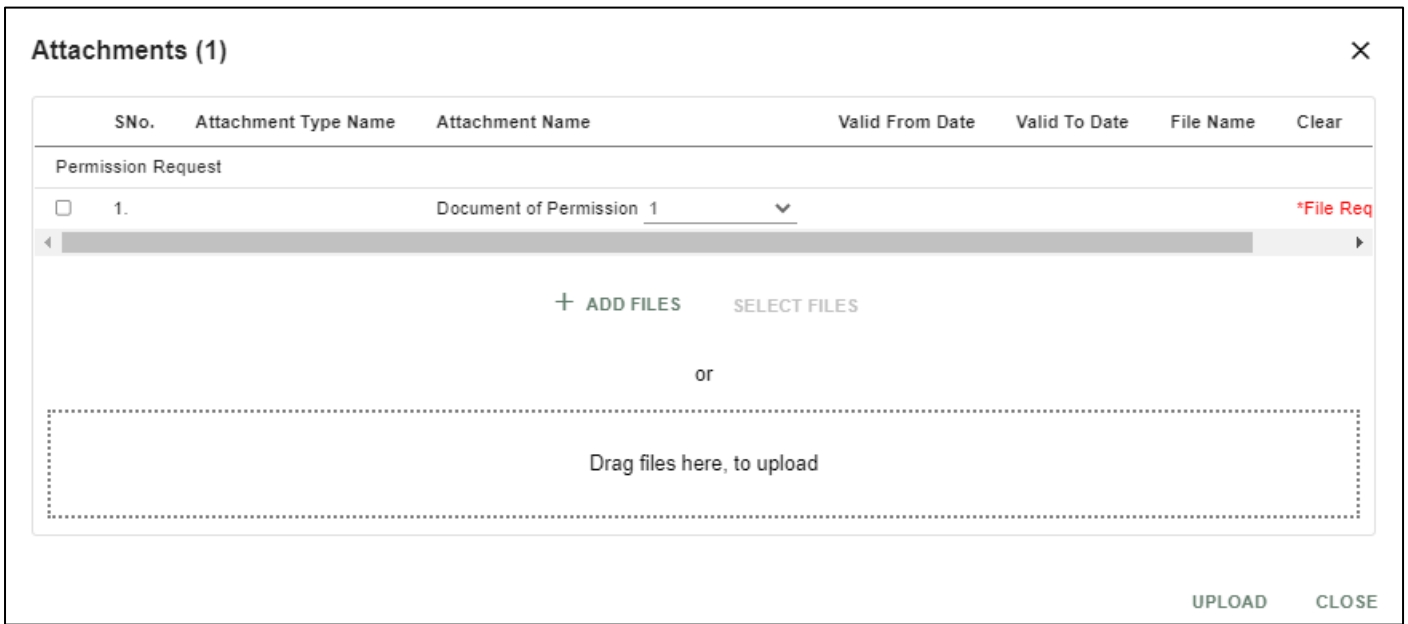
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Permission Type Code	YES	Form Look Up
Permission Type Name	NO	Auto Populated
Based On	NO	Auto Populated
From Date	YES	Calendar - Date and time
To Date	YES	Calendar - Date and time
Total Time	NO	Auto Populated
Quantity	YES	Text Box
Uom Value	YES	BL Lookup
Work Department Name	YES	Form Lookup
Remarks		Text Box
Attachment Name	YES	BL Lookup
Certificate Valid From	NO	Calendar
Certificate Valid To	NO	Calendar
File Name	NO	Textbox



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Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



User Interface Image 253-Permission Request 28.5.3

Step 7:Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Attachments (1) ✕

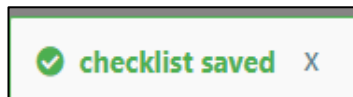
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Permission Request						
<input type="checkbox"/>	1.	Document of Permission 1 ▼				*File Req
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
<input type="button" value="UPLOAD"/> <input type="button" value="CLOSE"/>						

User Interface Image 254-Permission Request 28.5.4

Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.



Step 9: Configure Check List in Check List Form for respective forms. Then Click on ☰ icon. Configured parameters will display in the Check List Window.

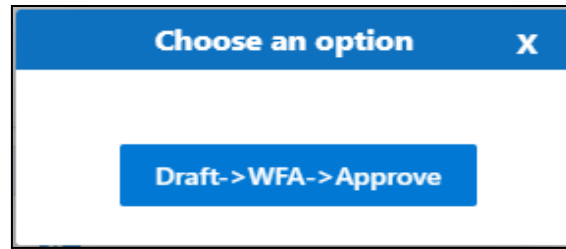
Check List 📄 ✕			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>



Step 11: Click on Save, System will display the ✔ checklist saved ✕ status on the screen.


Step 12: Once the record is saved then the document status will be as 'Draft' and then click on workflow ↻ button .

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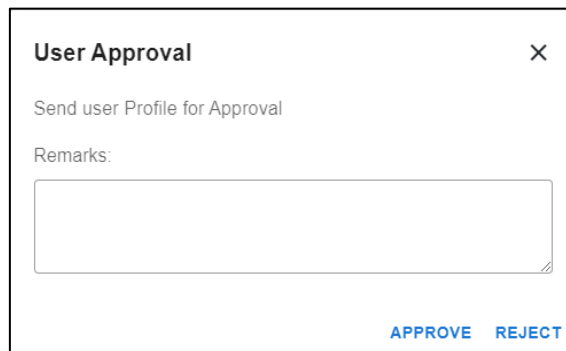
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step13: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

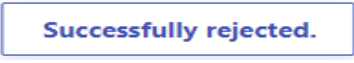
with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to WFAPP

Step14: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.



If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step15: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to APPROVED

Step16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 17: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to APPROVED

Step 18: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 19: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display Confirmation required with below alert Yes and No

Alert Message X

i Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation X

Reason Description * 📄

Remarks

Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

☰ Permission Request 🔍 📄

1 - 10 of 202 10 < 1 2 3 ... 27 28 29 >

Doc No.	Status	Vessel Related	Permission Name	Employee Name	VCN No.	Vessel Name	Shipping Agent Name	Agent Code
Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...

User Interface Image 255Permission Request 28.5.5



Step 21: Click on 🔍 icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.


Search X

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

+ Add Row

Clear X
Search 🔍

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By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

2. BUSINESS FUNCTION NAME: PERMISSION RECORDING


2.1. DEFINITION:


Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process

Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

2.2. NAVIGATION

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

Menu Path	Menu Bar → Marine → Recordings → Permission Recording → Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

2.3. PREREQUISITES – MASTERS

1. Department Master

2.4. SCREENSHOT

Following are the screenshots from Permission Recording

Step 1-Click on New button  . The user shall redirect to the screen like below-.



Permission Recording INPRT120210150 MV THOR INSUVI

Permission Recording Details | Permission Details | Permission Assigned Details

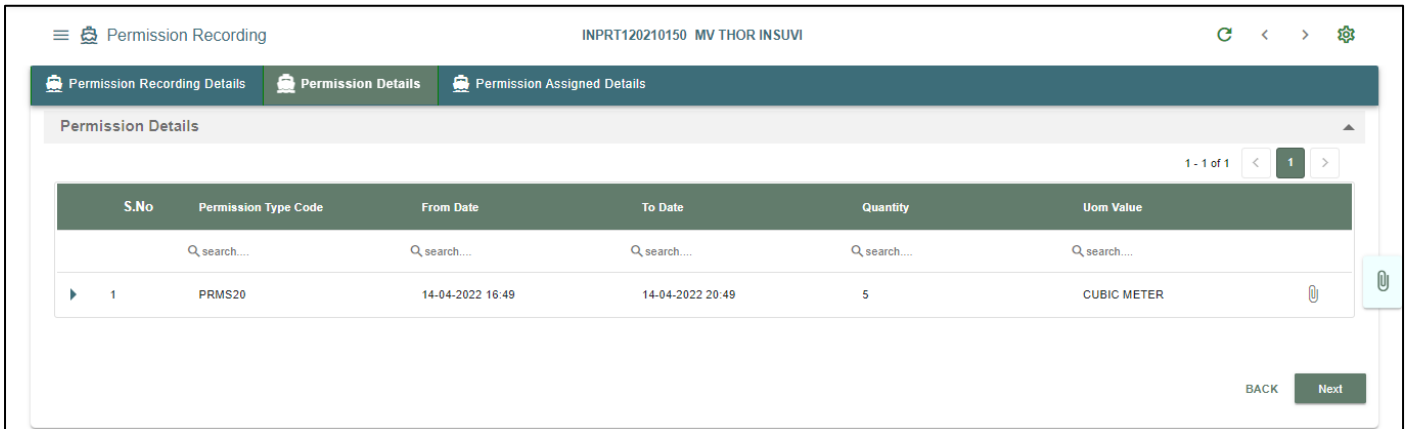
Permission Recording Details

Permission Approval No. * INPRT1-2022-0001	Employee Code	Designation Name	Doc No. INPRT1-2022-0001
Permission Name	Employee Name	Work Department Name	POS Document Number INPRT120220001
Vessel Related Yes	LOA (M) 189.99	Expected Date & Time of Arrival (ETA) 21-11-2021 18:01	Doc Date 13-04-2022 16:58
VCN No. INPRT120210150	GRT (MT) 30,051	Expected Date & Time of Departure (ETD) 22-11-2021 11:30	Doc Series * PERCTPSEQ72022Y
IMO Number 9298533	NRT (MT) 17,738	Bill To Party Code 70003338	Status Approved
vessel Name MV THOR INSUVI	DWT (MT) 52,489	Bill to Party Name SPANOCCEANIC SERVICESPL	Data Source POS
Call Sign	Run Name Foreign	Location Name	Doc Approved Date 13-04-2022 16:58
Agent Code 70003338	Last Port of Call Name Adang Bay	Remarks	
Agent Name SPANOCCEANIC SERVICES PVT LTD	Port of Registration Name		

User Interface Image 256- Permission Recording 29.5.1

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

Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Permission Details page as below – The data's will be auto populated based upon the previous data.



Permission Recording INPRT120210150 MV THOR INSUVI

Permission Recording Details | **Permission Details** | Permission Assigned Details

Permission Details

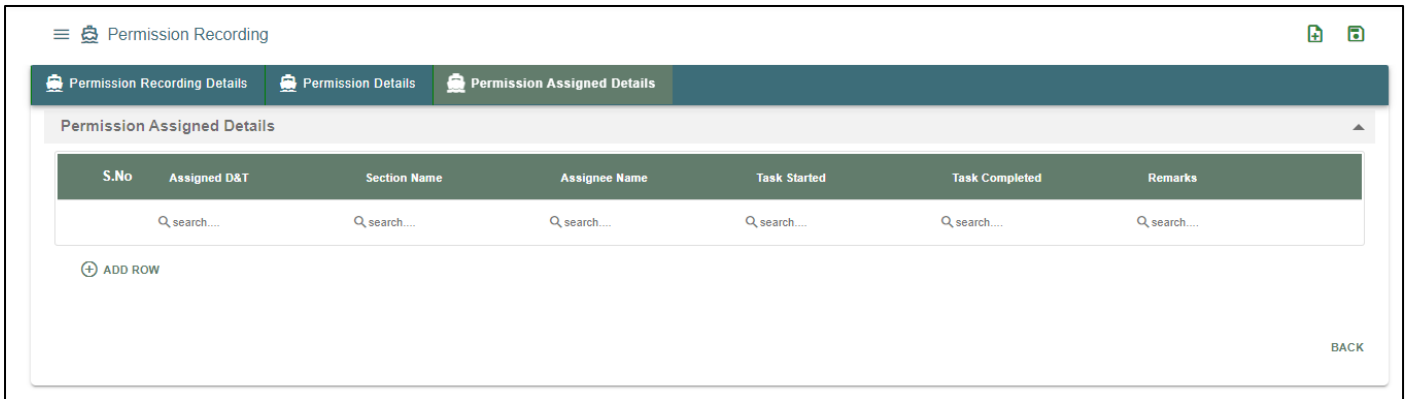
1 - 1 of 1

S.No	Permission Type Code	From Date	To Date	Quantity	Uom Value
1	PRMS20	14-04-2022 16:49	14-04-2022 20:49	5	CUBIC METER

BACK Next

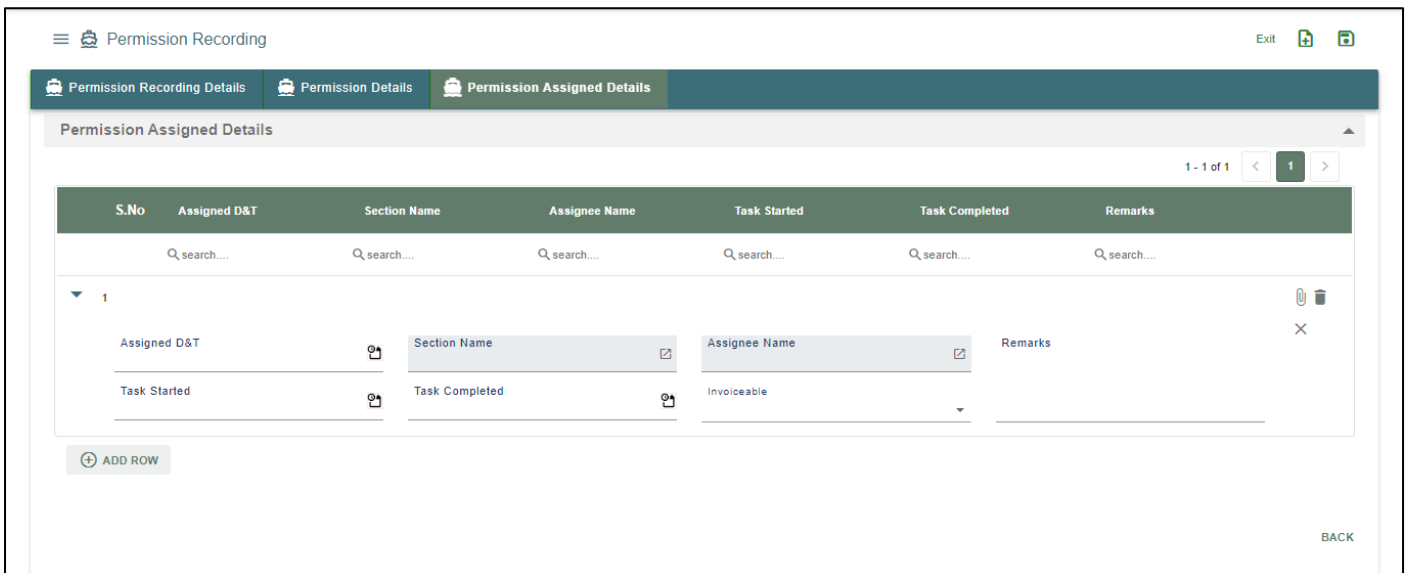
User Interface Image 257- Permission Recording 29.5.2

Step 4: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Permission Assigned Details page as below -






User Interface Image 258- Permission Recording 29.5.3

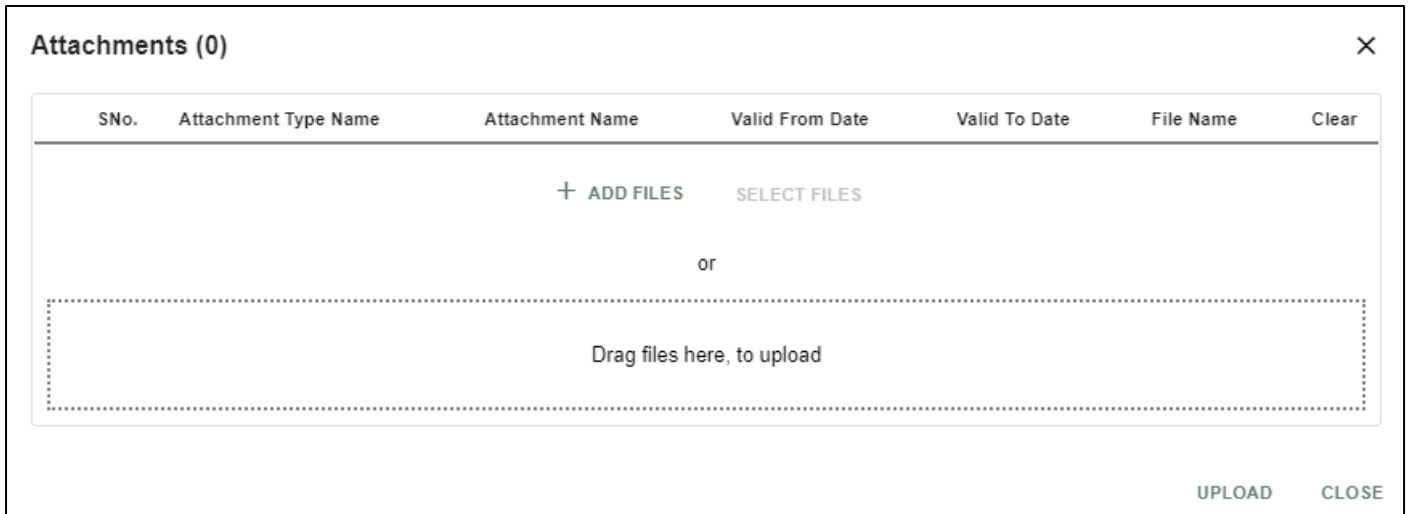
Step 5: The system shall display below fields to enter.





User Interface Image 259- Permission Recording 29.5.4

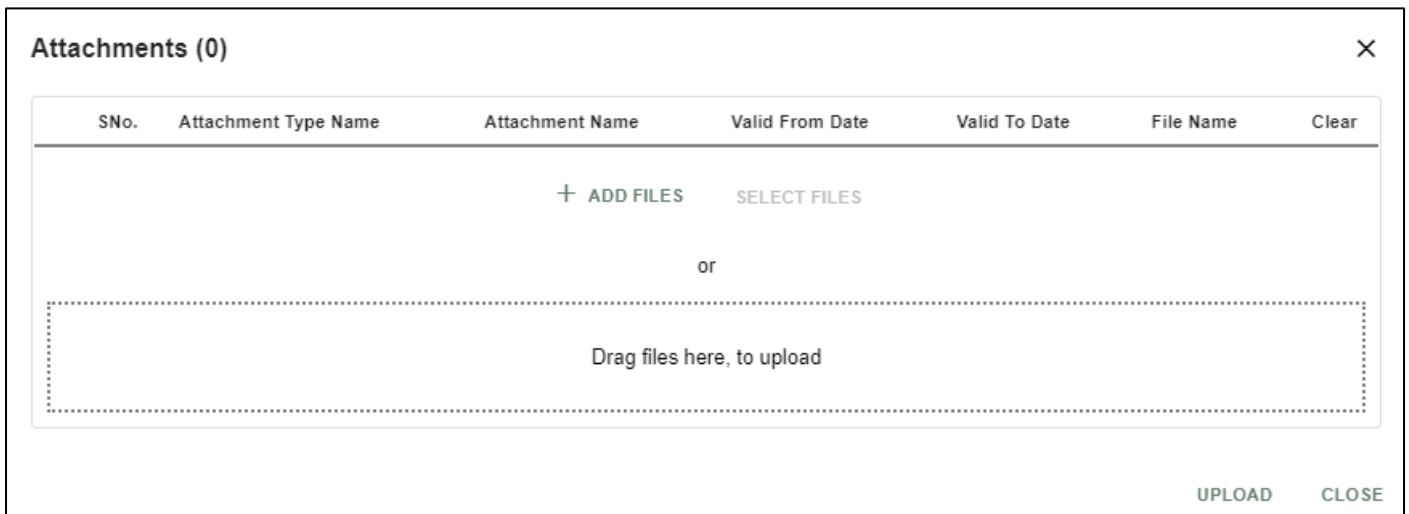
Step 6: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 7: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 260-PERMISSION RECORDING29.5.5



Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



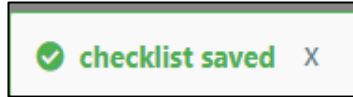
User Interface Image 261-PERMISSION RECORDING29.5.6

Step 9: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 10: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

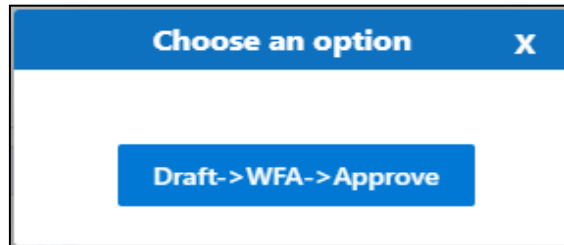
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Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	


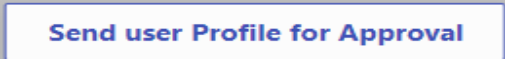


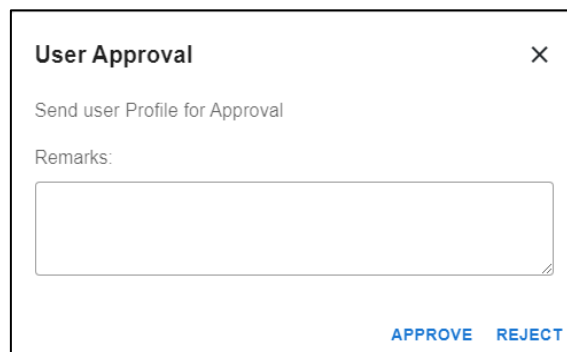
Step 11: Click on Save, System will display the status on the screen.

Step 12: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .





Choose an option from the popup .And now Work Flow will be initiated accordingly with id 

Step13: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step14: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.


If user reject the request following alert will display on the screen. .Up On

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Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step15: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE **REJECT**

Successfully Status changed to APPROVED

Step16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Up On

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step 17: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×



Send user Profile for Approval

Remarks:

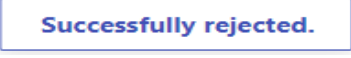
APPROVE **REJECT**

Successfully Status changed to APPROVED

Step 18: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 19: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display  with below alert Yes and No

Alert Message X

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation X


Reason Description *

Remarks

Requested By


EXIT PROCEED

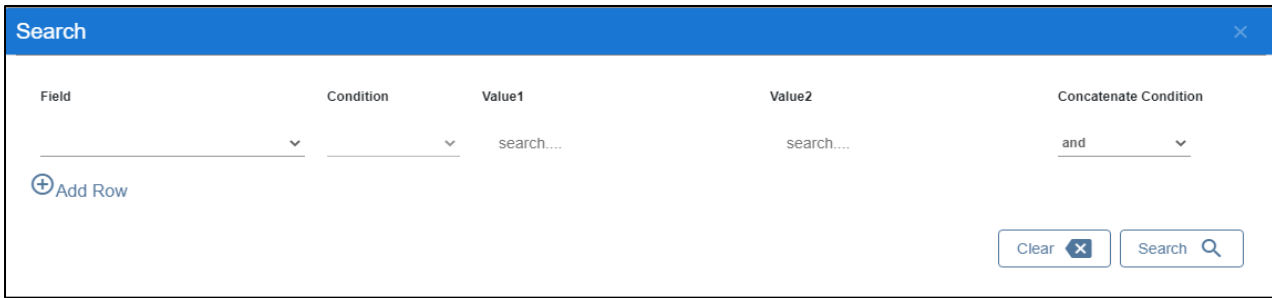
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Permission Approval No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Interface Image 261- Permission Recording 29.5.7

Step 21: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


3. BUSINESS FUNCTION NAME: PERMISSION APPROVAL

3.1. DEFINITION:

Agents seek permission from port to perform certain activities like Hot Work, Life Boat Lowering, Bunker Receive, Immobilization etc. Marine department reviews and grants the permission to Agent to perform the activities. There are NO charges involved in this process
 Agent requests for various Permissions from the port either through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

3.2. NAVIGATION

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

Menu Path	Menu Bar → Marine → Approvals → Permission Approval → Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

3.3. PREREQUISITES – MASTERS

1. Agent Master
2. Permission Type Master

3.4. SCREENSHOTS

Following are the screenshot from Permission Request

Step 1-Click on New button  . The user shall redirect to the screen like below-.



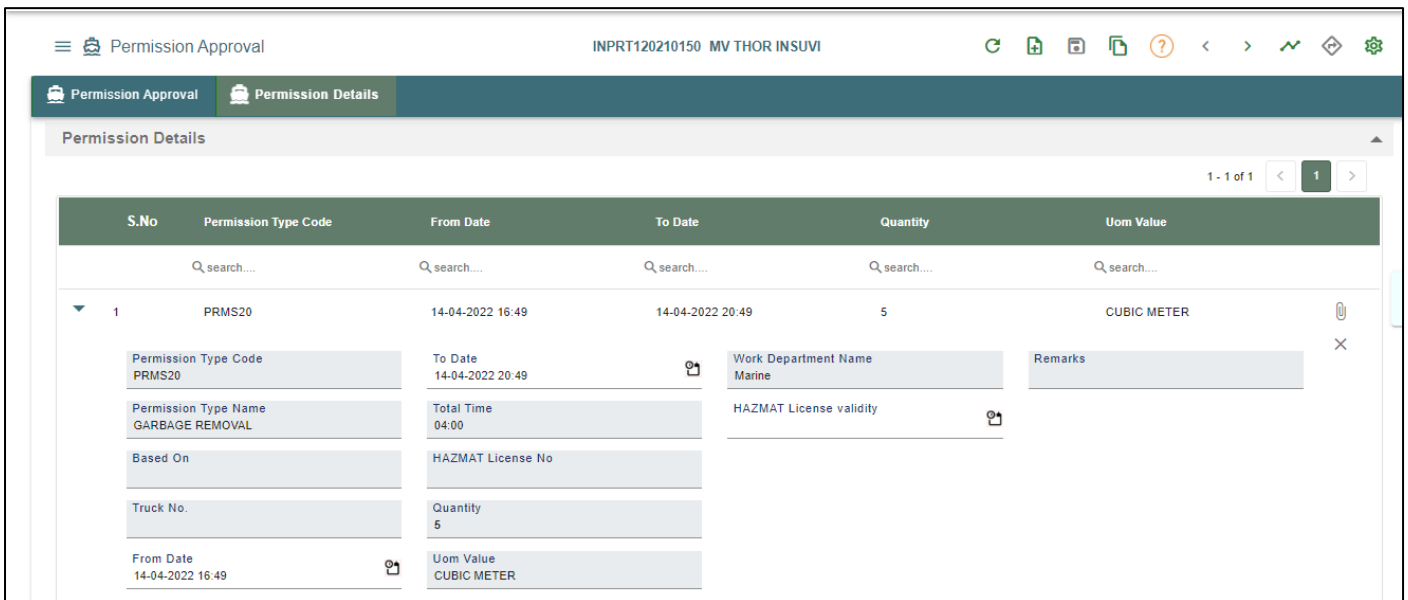
Permission Approval

Permission Request No. *	Employee Code	Designation	Doc No
Permission Name	Employee Name	Work Department Name	Doc Date * 20-10-2022 16:06
Vessel Related	LOA (M)	Expected Date & Time of Arrival (ETA)	Doc Series PEAPTSEQ72022Y
VCN No.	GRT (MT)	Expected Date & Time of Departure (ETD)	Status Draft
IMO Number	DWT (MT)	Agent Code	Data Source POS
Vessel Name	Last Port of Call Name	Agent Name	Doc Approved Date
Beam (M)	Port of Registration Name	Bill To Party Code	
	Shipping Agent Name	Bill to Party Name	
	Location of Marine Activities	Location Name	

User Interface Image 262-Permission Approval 30.5.1

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

Step 3: then Click on the **Next** button from the bottom of the page Permission Details Section is displayed which is auto populated.





Permission Details

S.No	Permission Type Code	From Date	To Date	Quantity	Uom Value
1	PRMS20	14-04-2022 16:49	14-04-2022 20:49	5	CUBIC METER


Record Details:

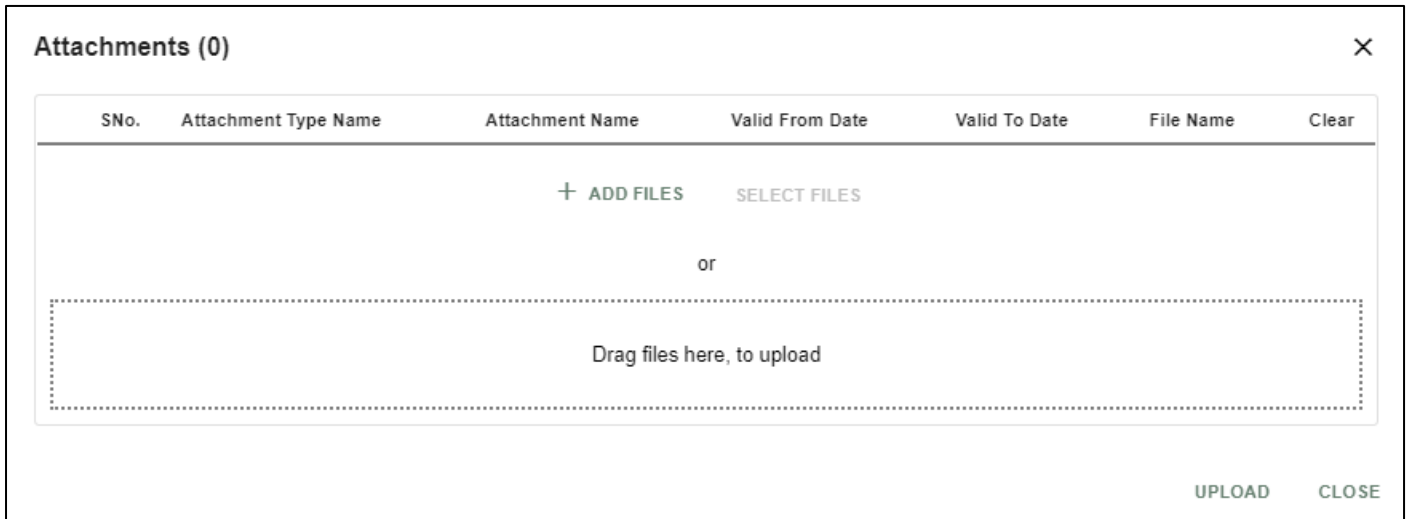
Permission Type Code PRMS20	To Date 14-04-2022 20:49	Work Department Name Marine	Remarks
Permission Type Name GARBAGE REMOVAL	Total Time 04:00	HAZMAT License validity	
Based On	HAZMAT License No		
Truck No.	Quantity 5		
From Date 14-04-2022 16:49	Uom Value CUBIC METER		

User Interface Image 263-Permission Approval 30.5.2



Step 4: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

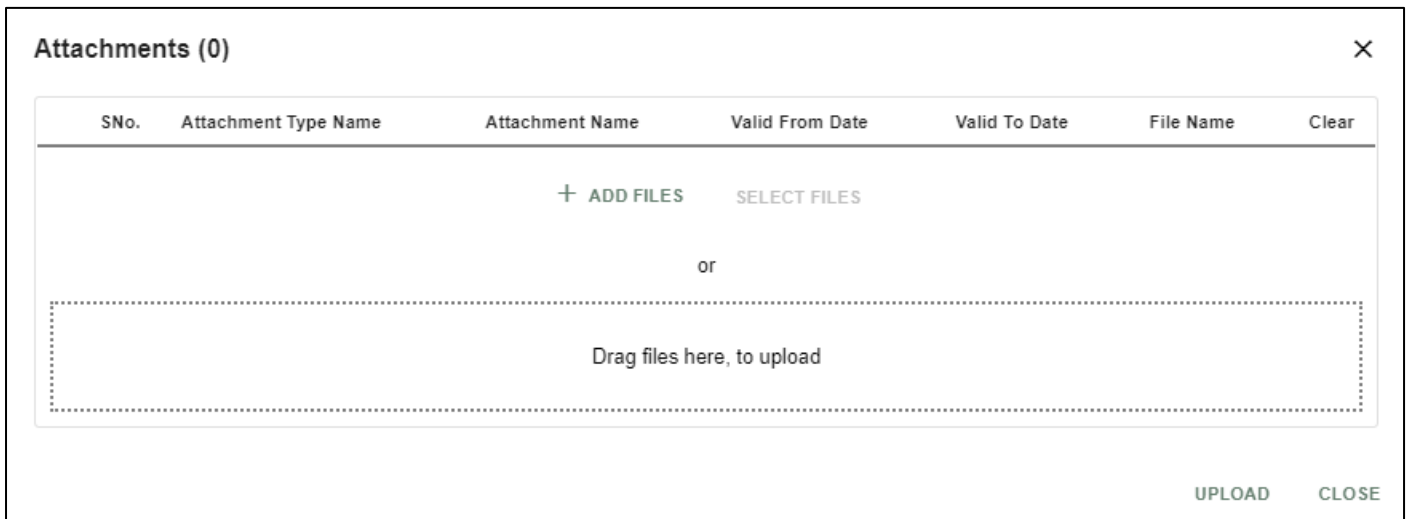


Step 5: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

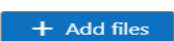



User Interface Image 264-Permission Approval 30.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



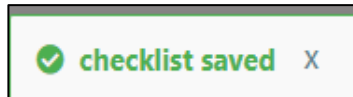
User Interface Image 265-Permission Approval 30.5.4

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 8: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured

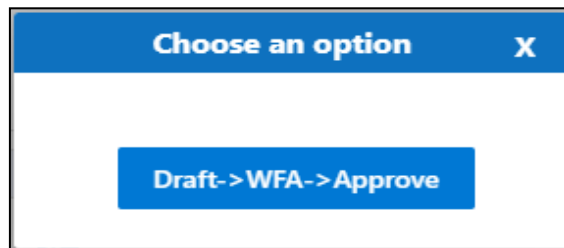
parameters will display in the Check List Window.

Check List 📄 X			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>





Step 9: Click on Save, System will display the  status on the screen.

Step 10: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step11: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).


User Approval X



Send user Profile for Approval


Remarks:

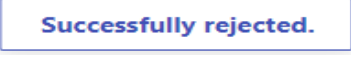
APPROVE REJECT


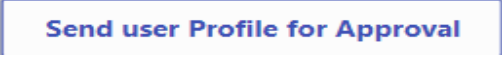


Step12: Once the user Approve the request the following  status will be shown on the screen and the document status will be changed as 'WFAPP'.

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If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step13: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval


Remarks:



[APPROVE](#) [REJECT](#)



Step14: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.



Step 15: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:

[APPROVE](#) [REJECT](#)

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Successfully Status changed to APPROVED


Step 16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

Remarks required!

If user reject the request following alert will display on the screen. Upon

Successfully rejected.

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Step 17: While if there is any changes or error we can cancel the record by clicking the  icon shown.

Confirmation required

After clicking the icon system will display with below alert Yes and No

Alert Message X

i Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation X


Reason Description * ✎

Remarks

Requested By


EXIT PROCEED

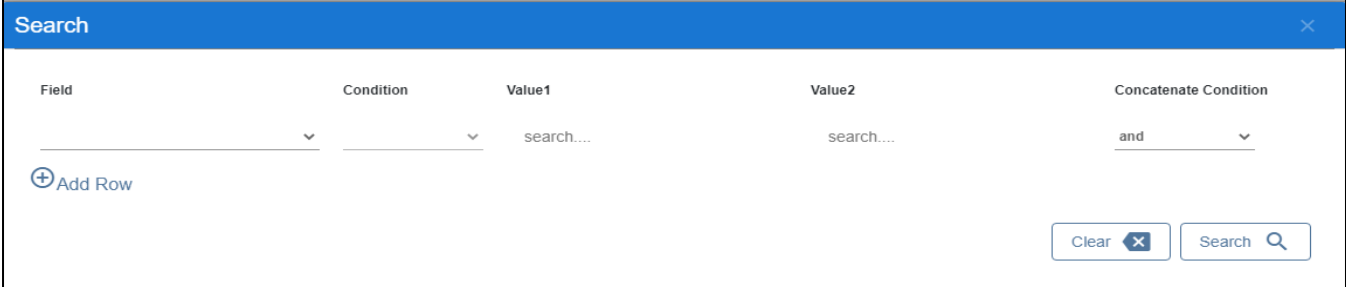
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


Step 18: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Permission Request No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...

User Interface Image266- Permission Approval 30.5.5

Step 19: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

4. Business Function Name: Import Application

4.1. 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.

4.2. Navigation

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

Menu Path	Menu Bar → Cargo → Import Documentation → Import Application → Click on Add New
------------------	--


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

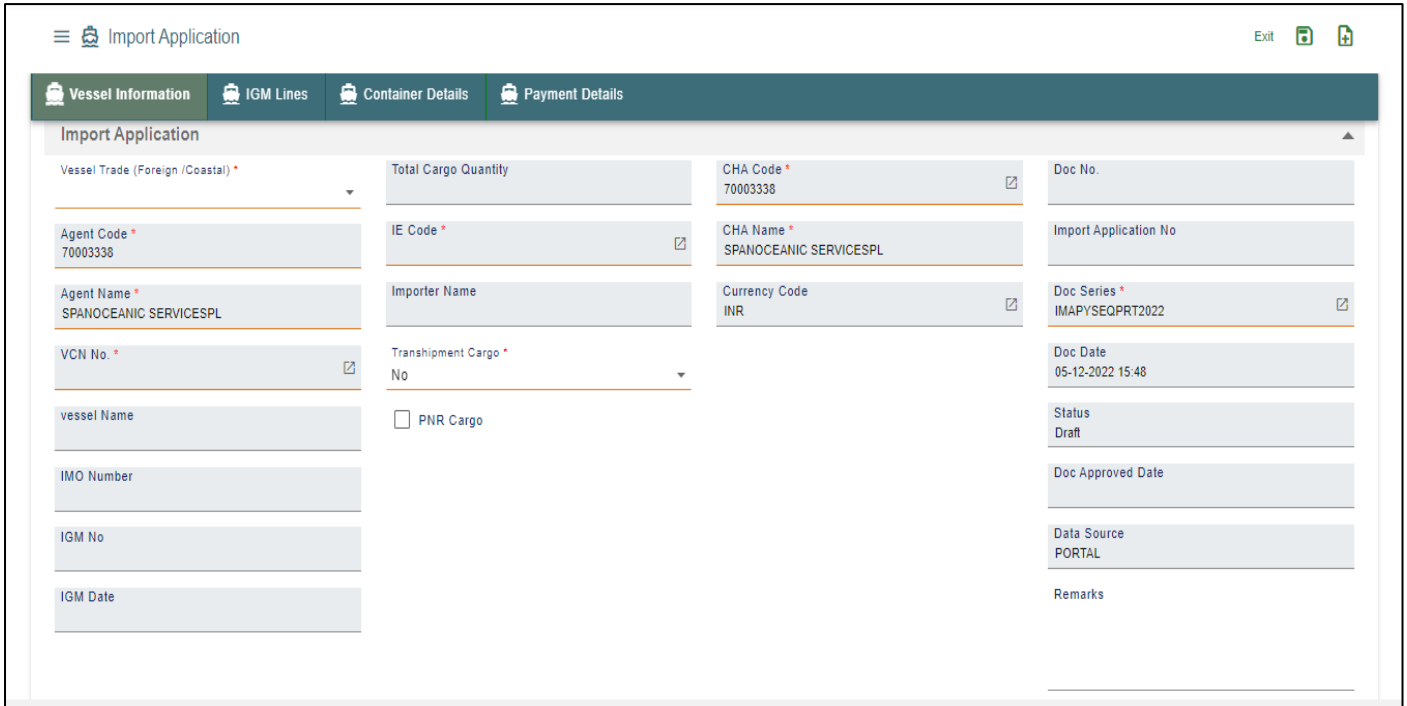
4.3. Prerequisites – Masters

Following Masters are required in order to complete the Import Application and send for approval.

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

4.4. Screenshot

Step 1-After Navigation to the respective function screen, user will move to list of Table and Click on Add new button  . it will redirect to Vessel information screen in order to fill the data



The screenshot shows the 'Import Application' form with the following fields and values:


- Vessel Trade (Foreign /Coastal) *
- Total Cargo Quantity
- CHA Code * 70003338
- Doc No.
- Agent Code * 70003338
- IE Code *
- CHA Name * SPANOCEANIC SERVICESPL
- Import Application No
- Agent Name * SPANOCEANIC SERVICESPL
- Importer Name
- Currency Code * INR
- Doc Series * IMAPYSEQPRT2022
- VCN No. *
- Transshipment Cargo * No
- Doc Date 05-12-2022 15:48
- vessel Name
- PNR Cargo
- Status Draft
- IMO Number
- Doc Approved Date
- IGM No
- Data Source PORTAL
- IGM Date
- Remarks

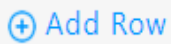
User Interface Image 15 - Import Application Header Details 4.1


Below are the Field Information regarding Vessel Information Details Section.

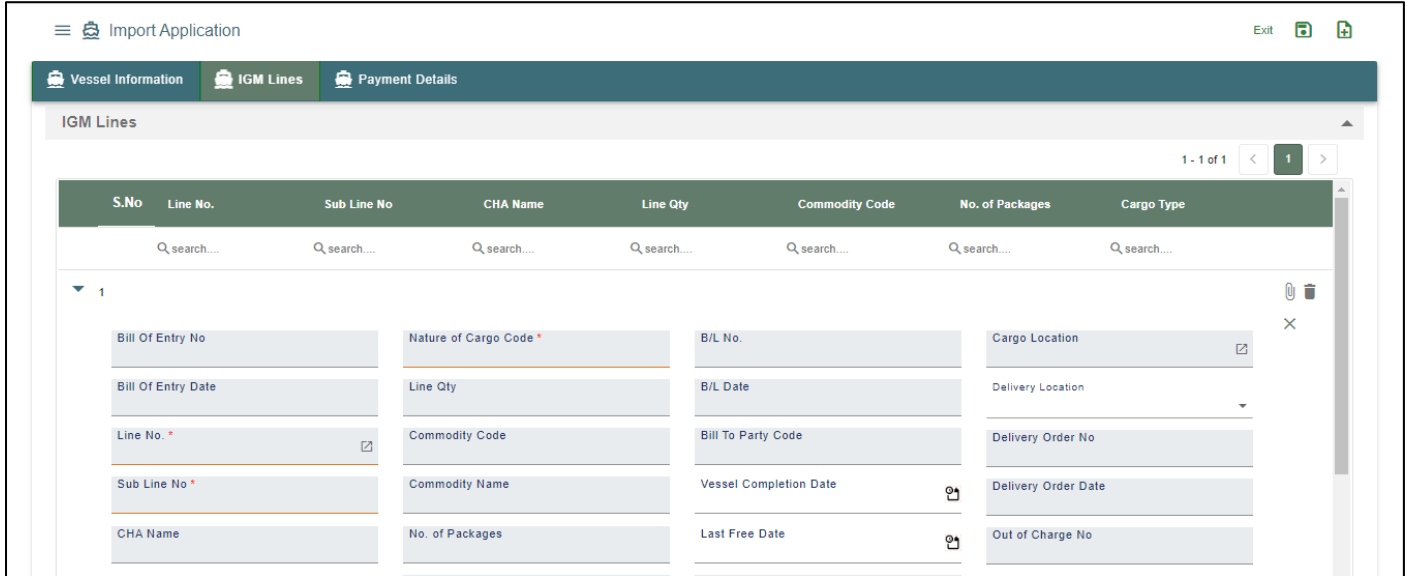
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
VCN No.	Mandatory	Pop Up
Vessel Name	Non Mandatory	Textbox
IMO No	Non Mandatory	Textbox
IGM No	Non Mandatory	Textbox
IGM Date	Non Mandatory	Textbox
Total Cargo Quantity	Non Mandatory	Textbox
IE Code	Mandatory	LOV
Importer Name	Non Mandatory	Textbox
PNR Cargo	Non Mandatory	Checkbox
Transshipment Cargo	Mandatory	Dropdown
CHA Code	Mandatory	LOV
CHA Name	Mandatory	Textbox
Handling Agent	Non Mandatory	LOV
Currency Code	Non Mandatory	LOV
Vessel Trade(Foreign/Coastal)	Mandatory	Dropdown

Step 2: Once data is filled in Header Screen, click on save button  and proceed for IGM Line and click on

 Add Row

to fill the data and click on  to save line item and add New Row.





User Interface Image 16 - Import Application IGM Line 4.2



Below are the Field Information regarding IGM LINES Details Section.

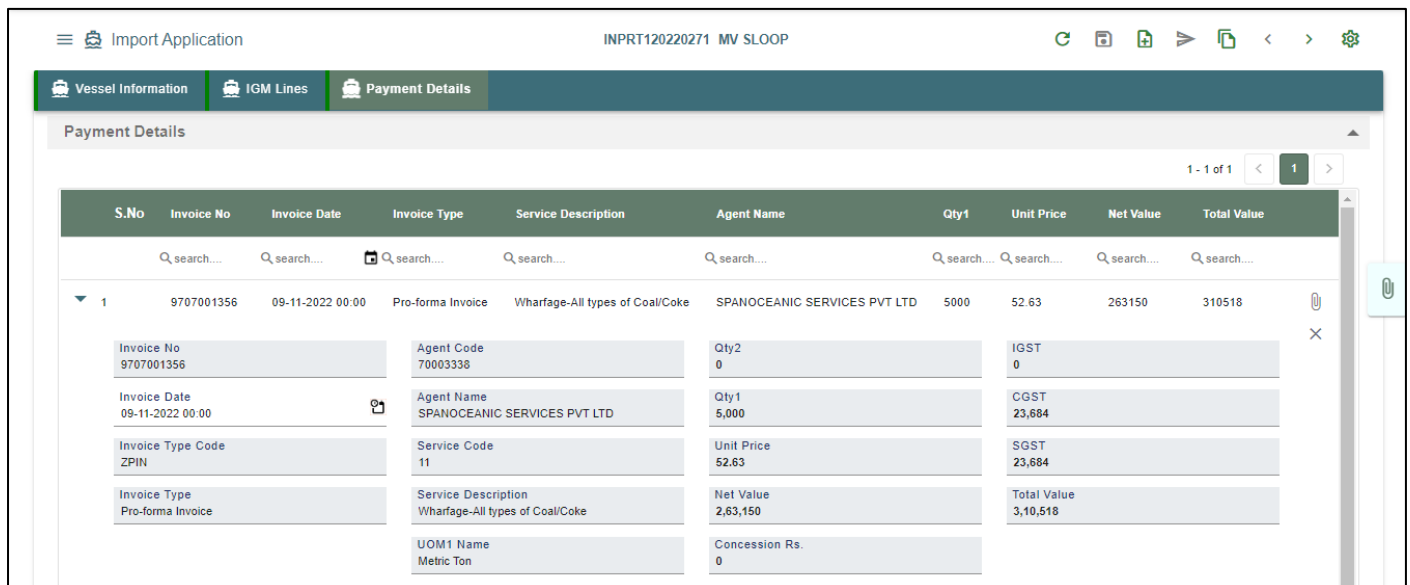
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Bill of Entry No	Non Mandatory	LOV
Bill of Entry Date	Non Mandatory	Textbox
BOCG No	Non Mandatory	LOV
BOCG Date	Non Mandatory	Textbox
Line No	Mandatory	LOV
Sub Line No	Mandatory	Textbox
SMTP No.	Non Mandatory	Textbox
CHA Name	Non Mandatory	Textbox
Cargo Type Code	Non Mandatory	Textbox
Cargo Type	Mandatory	Textbox
Line Quantity	Mandatory	Textbox
Commodity Code	Mandatory	Textbox
No. of Pkgs	Mandatory	Textbox
PNR No	Non Mandatory	Textbox
PNR Qty	Non Mandatory	Textbox
PNR D&T	Non Mandatory	Textbox
Commercial Invoice No	Non Mandatory	Textbox
Approx. Delivery Qty	Non Mandatory	Textbox
Delivery No of Packages	Non Mandatory	Textbox
B/L No	Non Mandatory	Textbox
B/L Date	Non Mandatory	Textbox

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Bill To Party Code	Non Mandatory	LOV
Vessel Completion Date	Non Mandatory	Date and Time
Late Free Date	Non Mandatory	Date and Time
BE On Customs Bond	Mandatory	Dropdown
Expected Date of Delivery	Mandatory	Date and Time
Delivery Type	Mandatory	Dropdown
Mode of Dispatch	Mandatory	Dropdown
Cargo Location	Non Mandatory	LOV
Delivery Location	Mandatory	Dropdown
Delivered Qty	Non Mandatory	Textbox
Delivered Order No	Non Mandatory	Textbox
Delivery Order Date	Non Mandatory	Textbox
Out of Charge No	Non Mandatory	Textbox
UOM Name	Non Mandatory	LOV
Rate	Non Mandatory	Textbox

Step 3: Once data is filled in IGM lines, click on save button  and proceed for Payment Details and autofill the data when IGM Lines Entered and click on  to save line item and add New Row.





User Interface Image 17 - Import Application Payment Details 4.3


Below are the Field Information regarding Payment Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Invoice No	Non Mandatory	Textbox


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Invoice Type	Non Mandatory	Textbox
Agent Code	Non Mandatory	Textbox
Agent Name	Non Mandatory	Textbox
Quantity	Non Mandatory	Textbox
Unit Price	Non Mandatory	Textbox
Net Value	Non Mandatory	Textbox
Total Before Discount	Non Mandatory	Textbox
Total After Discount	Non Mandatory	Textbox
IGST	Non Mandatory	Textbox
CGST	Non Mandatory	Textbox
SGST	Non Mandatory	Textbox
Grand Total	Non Mandatory	Textbox

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 LOV



Step 5(a):Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –


Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Import Application						
<input type="checkbox"/>	1.	Import General Manifest 1 ▼				*File Req
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

If the Attachment's are configured, System will display like below when we click on  icon.



Respective Form Name, Section name will display to attach the documents ***File Required.x**



Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Import Application						
<input type="checkbox"/>	1.	Import General Manifest 1 ▼				*File Req
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Import Application						
<input type="checkbox"/>	1.	Import General Manifest 1 ▼				*File Req


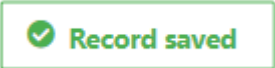
+ ADD FILES SELECT FILES


or

Drag files here, to upload

UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

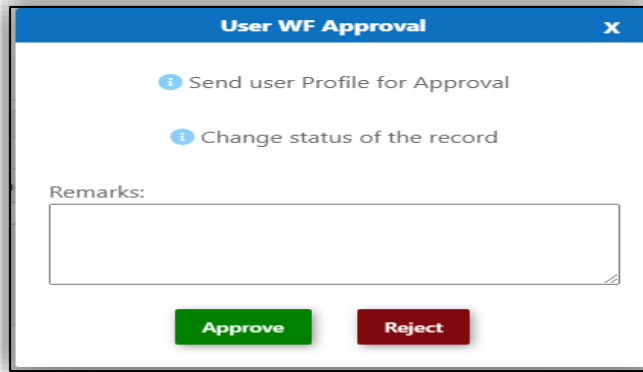
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

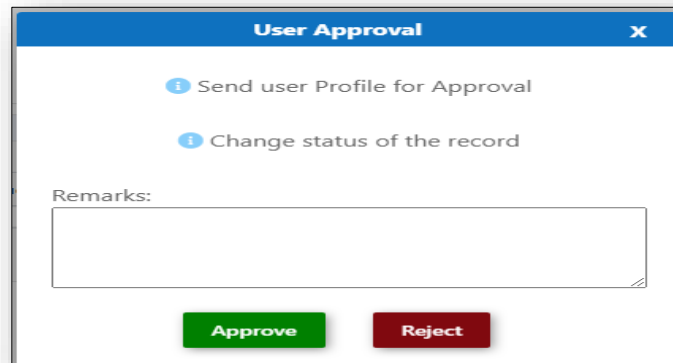
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

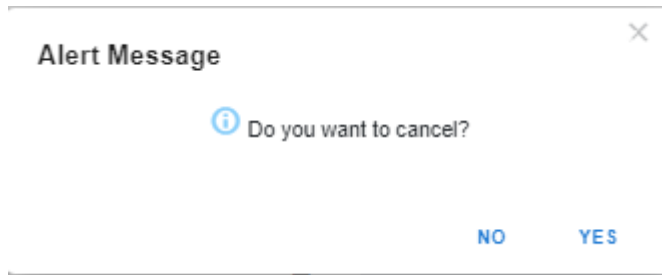
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

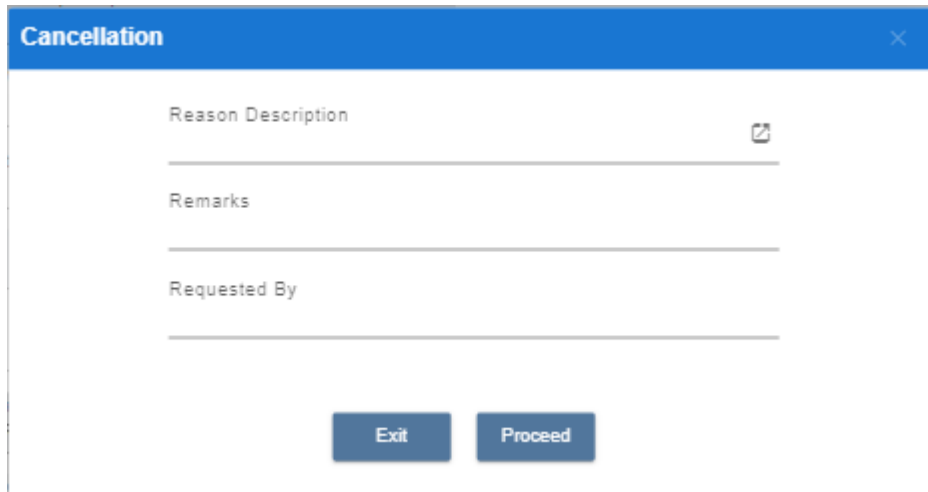
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required


system will display with below alert ok and Back

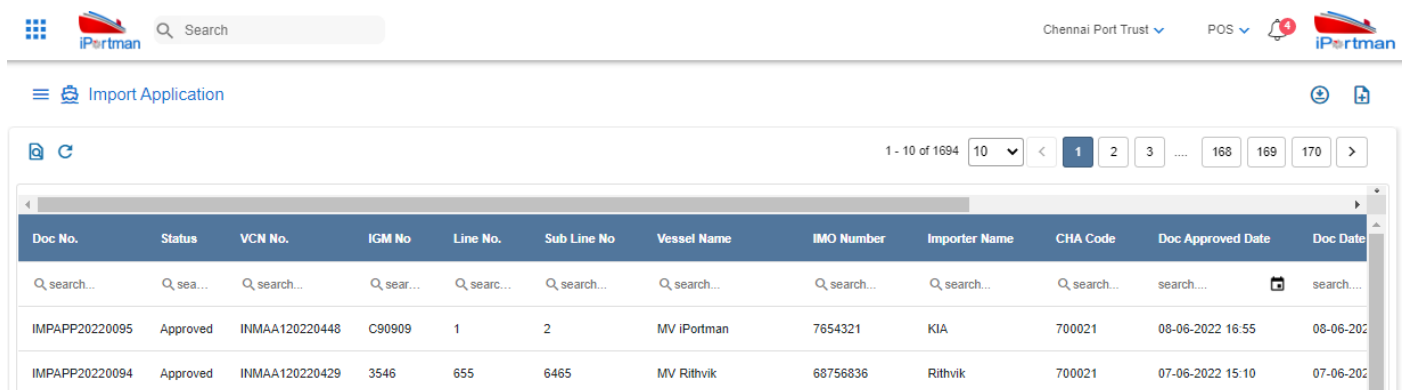



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

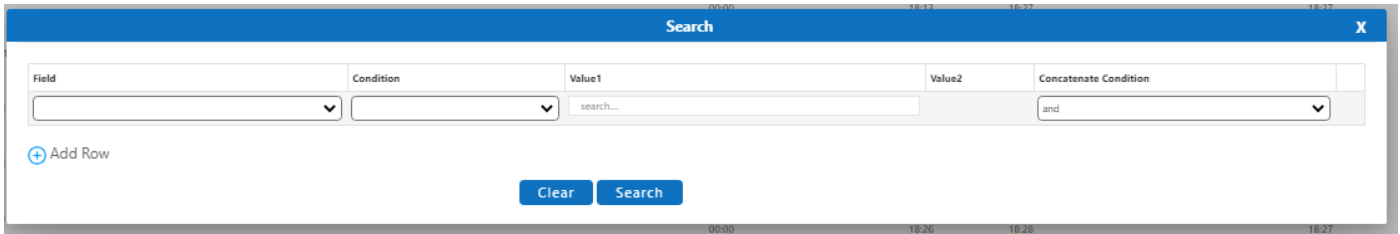




By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL


Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Step 16: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

5. Business Function Name: Internal Shifting Request

5.1. 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. Agent fills the and submits request for internal shifting in iPortman® Portal and same will be received by the port authorities in iPortman® application

5.2. Navigation

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


Menu Path	Menu Bar → 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

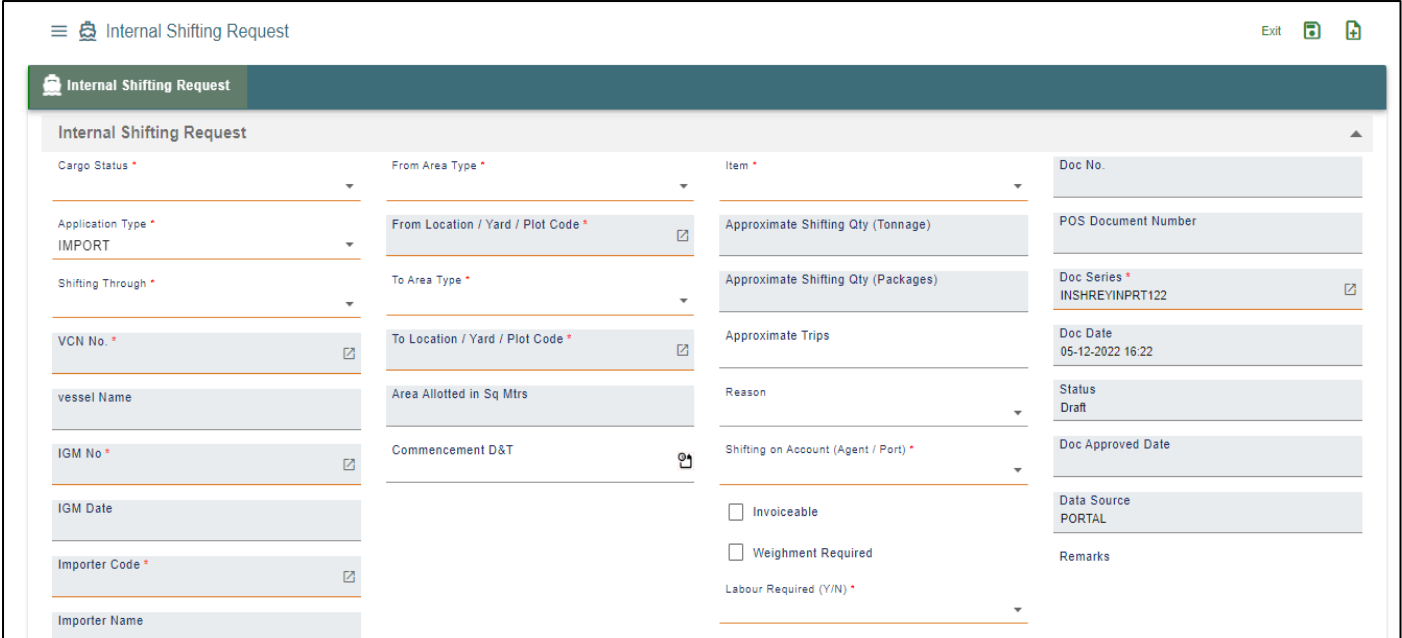
5.3. Prerequisites – Masters

1. Shifting Type
2. Shifting Through
3. VCN NO
4. IGM No
5. From Location/Yard/Plot Code
6. To Location/Yard/Plot Code
7. Importer Code

5.4. Screenshot

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

if Selected Item=Cargo, then Cargo details Tab is enable





User Interface Image 40 - Internal Shifting Request Header Details 8.1


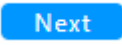

Below are the Field Information regarding Internal Shifting Request Details Section.

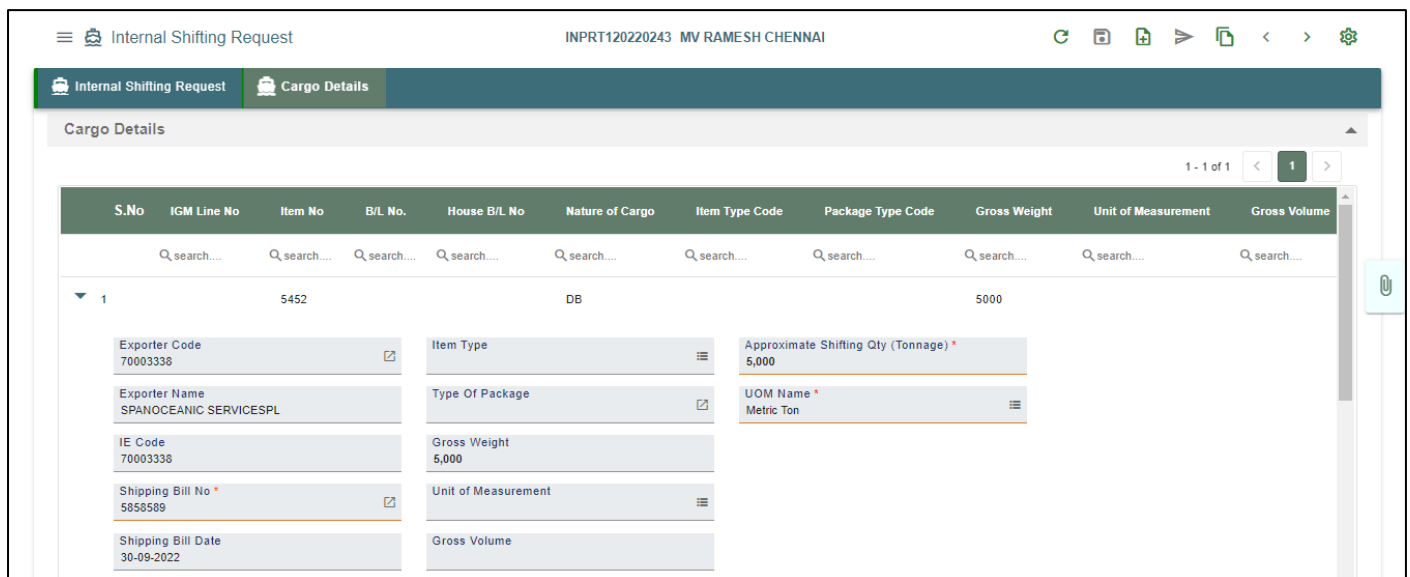
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Cargo Status	Yes	Dropdown
Shifting Type	Yes	Dropdown
Application Type	Yes	Dropdown
Shifting Through	Yes	Dropdown
VCN No	Yes	LOV
Vessel Name	No	Textbox
IGM No.*	Yes	LOV
IGM Date	No	Textbox
Rake Application No	No	Textbox
Importer Code*	Yes	LOV
Importer Name	No	Textbox
From Area Type	Yes	Dropdown
From Location/Yard/Plot Code*	Yes	LOV
To Area Type	Yes	Dropdown
To Location/Yard/Plot Code*	Yes	LOV
Storage Allotment No	No	LOV
Area Allotted In Sq Mtrs	No	Textbox

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Commencement D&T	No	Calendar
Approx. Shifting Quantity(Tonnage)*	No	Textbox
Approx. Shifting Quantity(Packages)*	No	Textbox
Approximate Trips	Yes	Textbox
Reason	No	Dropdown
Shifting On Account	Yes	Dropdown
Invoiceable	No	Checkbox
Requesting Party Name	Yes	LOV
Labour Required (Y/N)	Yes	Dropdown
Shifting Operation By (Port/Private)	Yes	Dropdown
Balance Qty On (From Plot/Yard Code)	No	Textbox
Balance No. Of Packages On(From Plot/Yard)	No	Textbox

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 Internal Shifting Request Cargo Details. And Press  to enter the data.






User Interface Image 41 - Internal Shifting Request Cargo Details 8.2

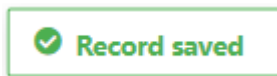
Below are the Field Information regarding Cargo Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
IGM Line No	Yes	LOV
Sub Line No	No	Textbox
Import Application No	No	Textbox
IE Code	No	Textbox



Commercial Invoice No	No	LOV
Bill Of Entry No	No	LOV
Nature of Cargo	No	Textbox
Cargo Code	No	LOV
Cargo Name	No	Textbox
SMTP No/TSA No	No	Textbox
No of Packages	No	Textbox
Item Type	No	LOV
Type of Package	No	Textbox
Gross Weight	No	Textbox
Unit Of Measurement	No	LOV
Gross Volume	No	Textbox
Unit of Volume Code	No	LOV
Marks & Number	No	Textbox
Approximate Shifting Qty(Tonnage)	Yes	Textbox
UOM Name	Yes	LOV
IGM Line No	No	Textbox
Sub Line No	No	Textbox
Shipping Bill No	No	Textbox
Shed Location Name	No	Textbox
Cargo Name	No	Textbox
No of Packages	No	Textbox
Gross Weight	No	Textbox
Unit Of Measurement	No	Textbox



Step 4: 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, And document will be saved with 'Draft' status with on screen LOV as below



Step 5(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (0) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>

If the Attachment's are configured, System will display like below when we click on  icon. Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (0) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>

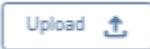

Now Click on the Check boxes accordingly, then  button will be enable.

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Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0) ✕


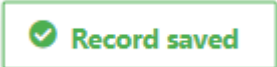
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.



Attachments (0) ✕

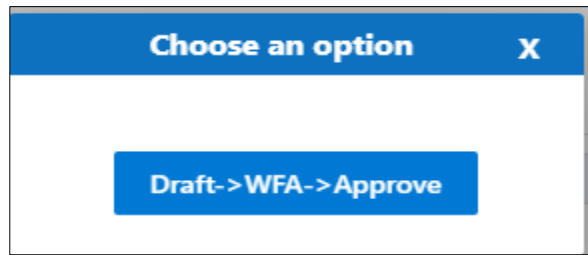
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

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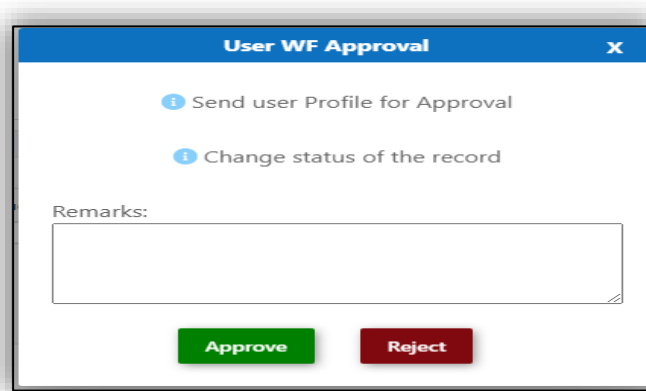
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

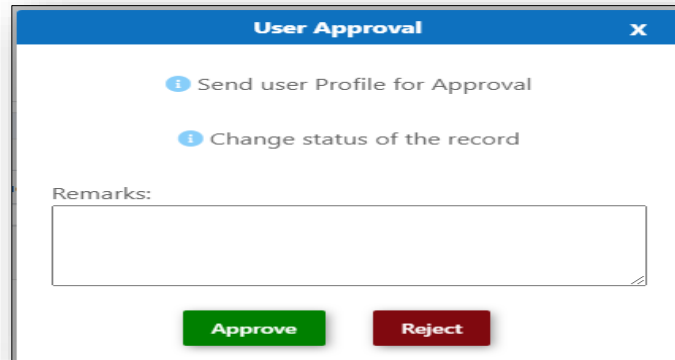
Successfully rejected.

And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

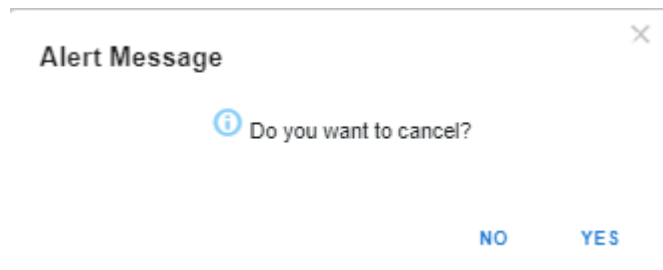
display on the screen. And the document status will be changed as 'REJECTED'.



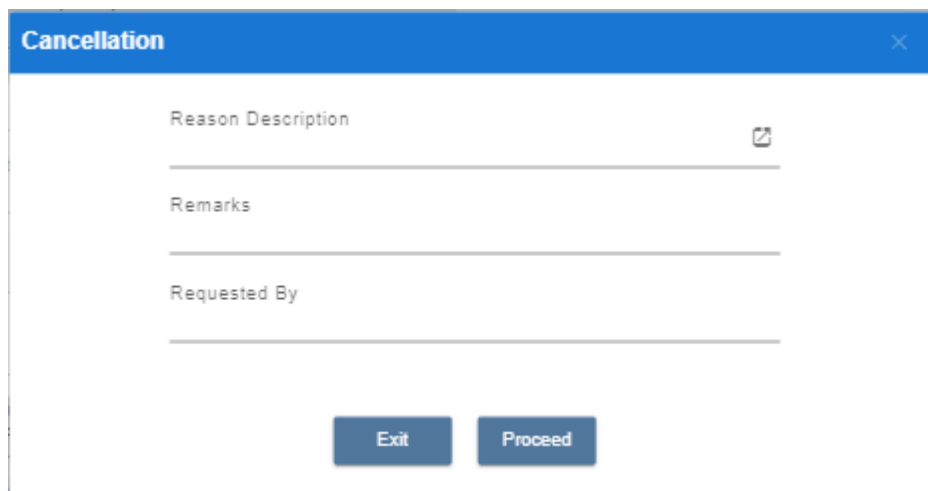
Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

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CANCEL

By Clicking on / / we can view the status of the record.

Data Submit Status
✕

Pos Integration

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTINTSHIRESAP	SUCCESS	{ "status": "message received" }

Step 15: Upon Save / Approve / Reject / Cancel the record that can be seen in as Draft/Approved/Rejected/Cancel Status respectively

Chennai Port Trust
pos

Internal Shifting Request

Doc No.	Status	VCN No.	Vessel Name	IGM No	Application Type	Importer Name	Doc Date
14182	Draft				IMPORT		28-04-2022 16:21
INMAA120220022	Approved	INMAA120220011	MV PORTAL PER	20011	IMPORT	ARUN	27-04-2022 16:03
INMAA120220021	Approved	INMAA120220095	MV suresh	0801	IMPORT	chennai	26-04-2022 12:51
INMAA120220020	Approved	INMAA120220089	MV GAYATHRI	280	IMPORT	chennai	25-04-2022 15:56
INMAA120220019	Approved	INMAA120211973	MV PORTAL PER	11973	IMPORT	ARUN	21-04-2022 12:30

Step 16: Click on icon to new popup window will display. And can Clear / Search the records with multiple inputs.

Search
✕



Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text" value="search..."/>	<input type="text"/>	<input type="text" value="and"/>

+ Add Row

Clear
Search

By Clicking on can clear the inputs in the columns. By Clicking on No of Records per page Drop down can select 10/20/30/40 records to view in List page.

By Clicking on Load the records and display the data.

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6. Business Function Name: Yard Delivery

6.1. Definition:

Yard Delivery is the process to recording the shifting or Delivery of cargo from one location to another location. This will be recorded by shed super ident or person in-charge at port for such activity against the approval of Internal Shifting Request raised by the CHA/Importer/Vessel Agent.

6.2. Navigation

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


Menu Path	Menu Bar → Cargo → Yard Operations → Yard Delivery → Click on Add New
------------------	--

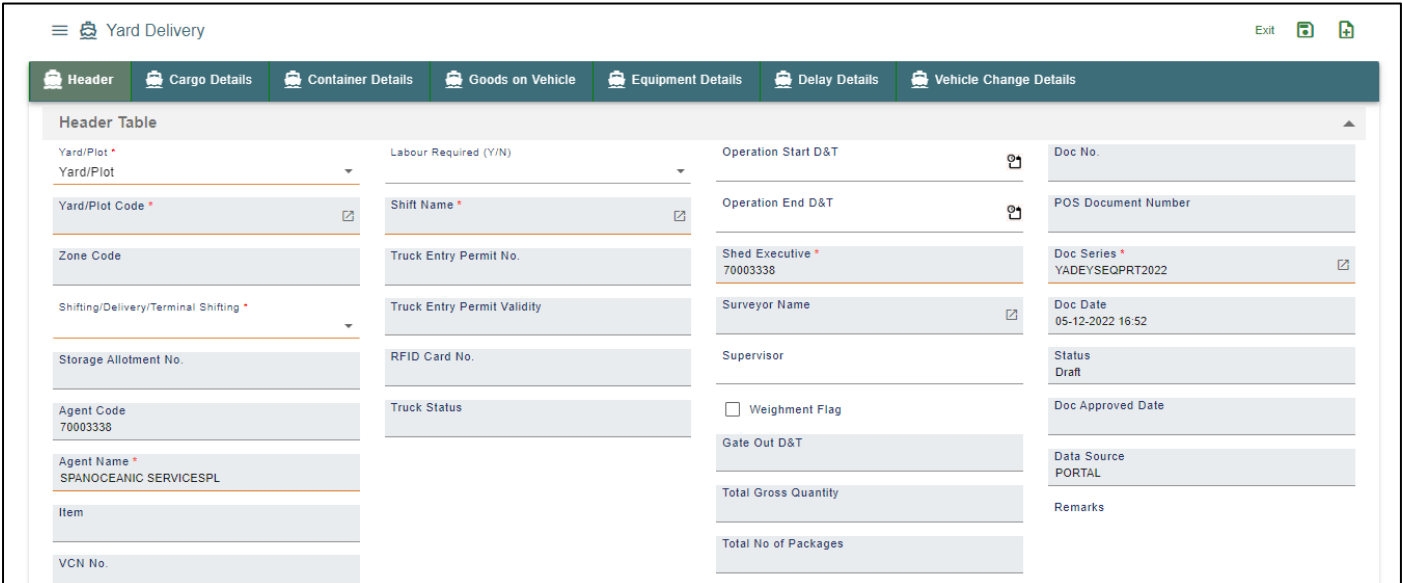
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

6.3. Prerequisites – Masters


1. Yard/Plot Code
2. Shifting/Delivery
3. Shift
4. Agent Master

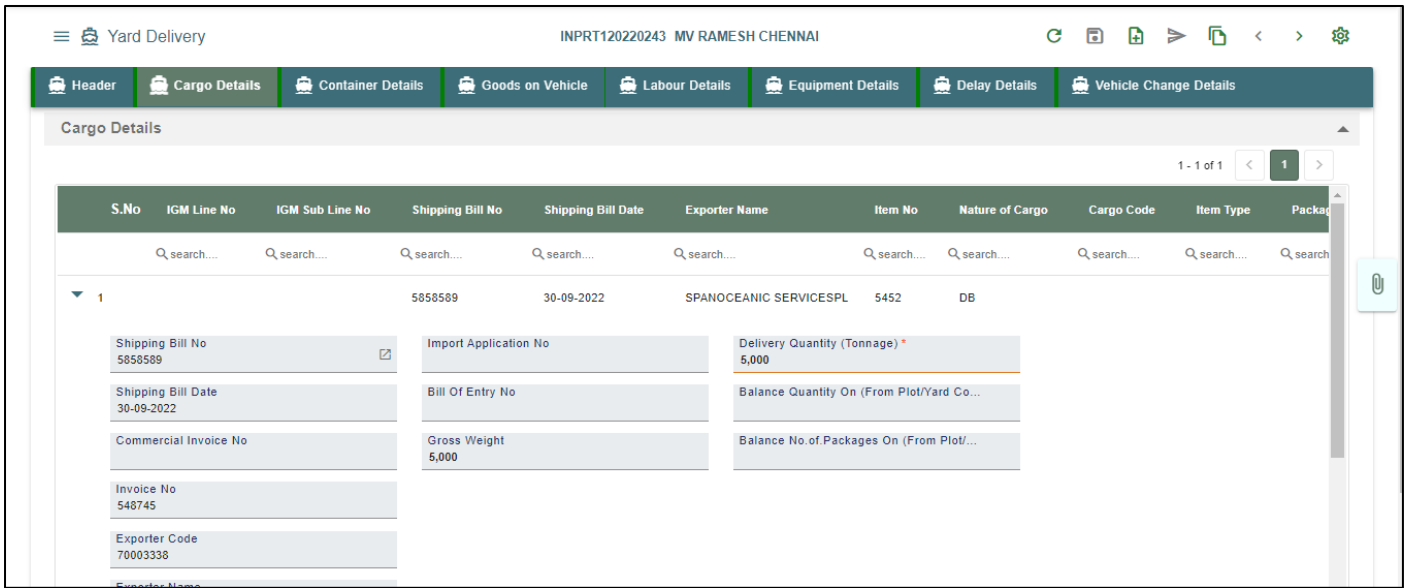
6.4. Screenshot

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

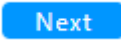


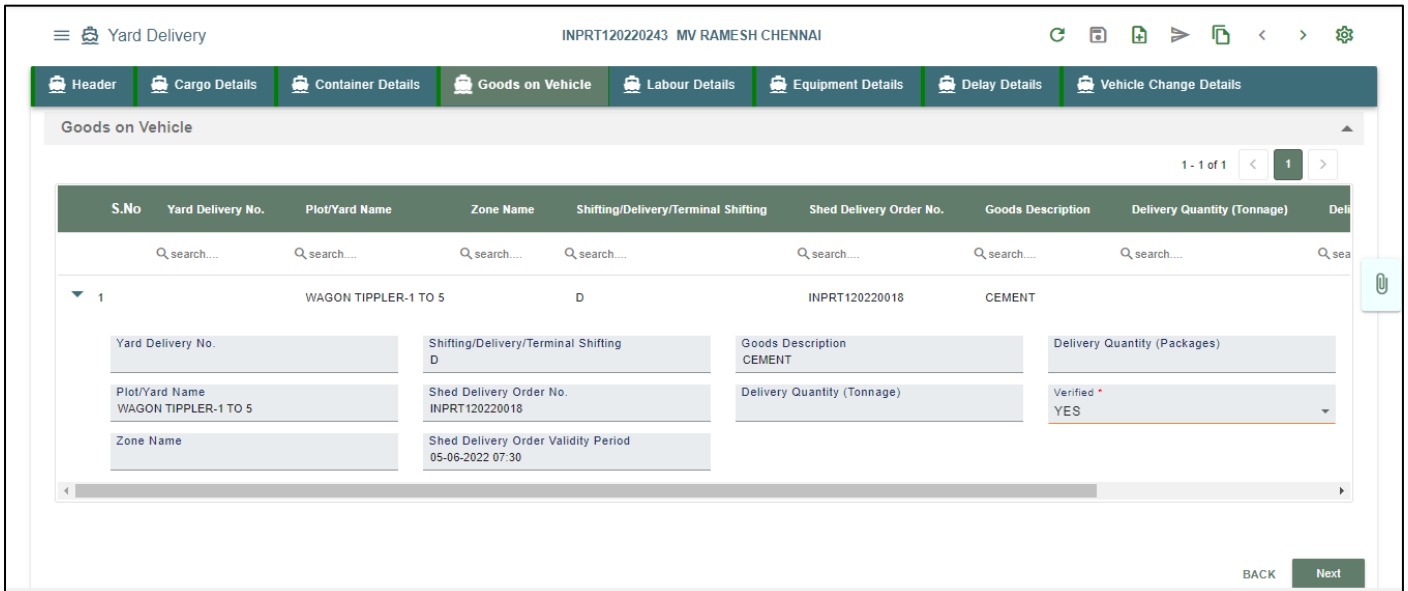
User Interface Image 44–Yard Delivery Header Details 9.1

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 Screen shown below.


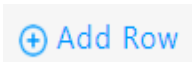
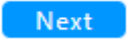


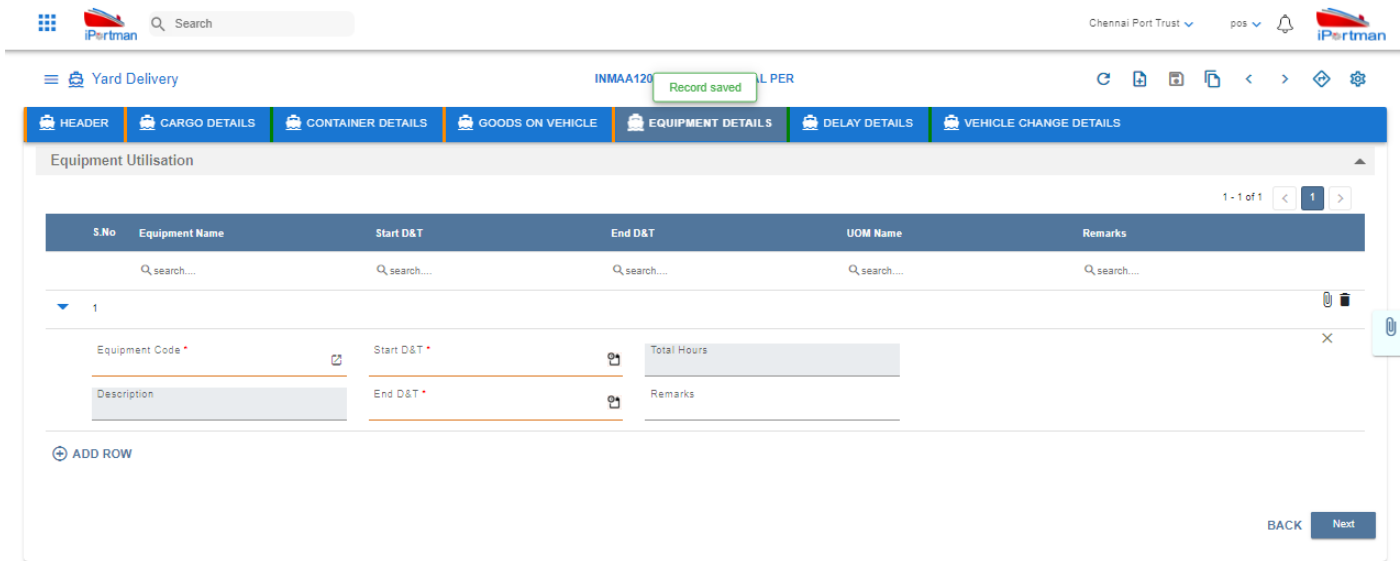
User Interface Image 45–Yard Delivery Cargo Details 9.2

Step 3: Based on selection of Header Details Cargo Details will be auto populated click on  button to go for below screen of Labour Details as shown below.


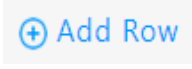
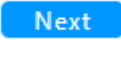


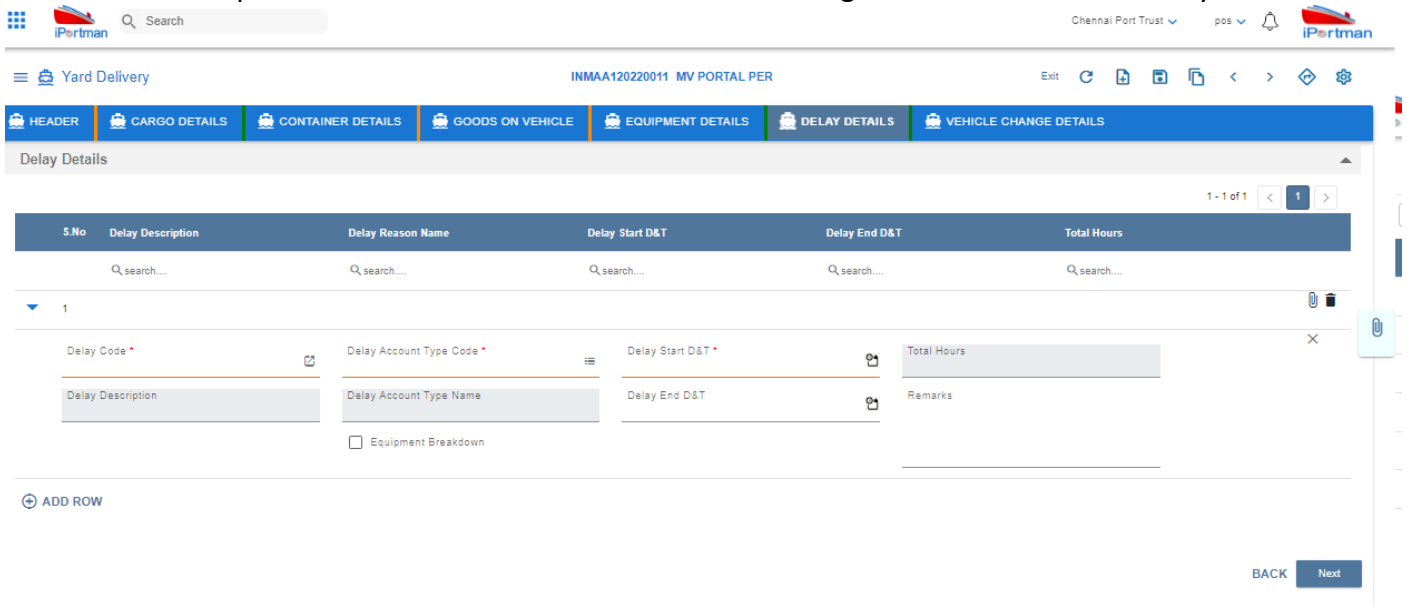
User Interface Image 46–Yard Delivery Good on Vehicle 9.3

Step 4: Once data is filled in Labour Details, click on  and click on  if need to add multiple Row's or else click on  button to go for below screen to record Equipment Details.


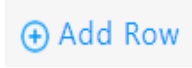
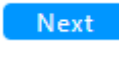




User Interface Image 47–Yard Delivery Equipment Details 9.4

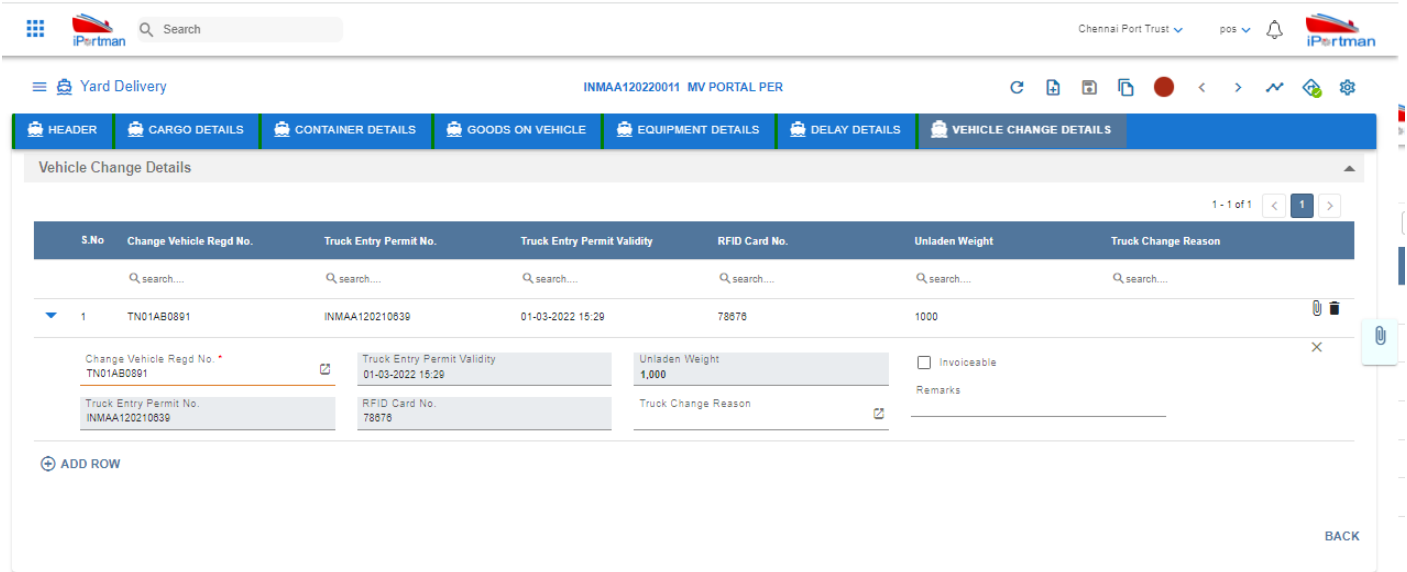
Step 5: Once data is filled in Equipment Details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen to Delay Details.




User Interface Image 48–Yard Delivery Delay Details 9.5

Step 6: Once data is filled in Delay 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 Vehicle Change Details.


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User Interface Image 49–Yard Delivery Vehicle Change Details 9.6



Step 7:-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 LOV




Step 8(a):Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
✕

#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Custom Related Document	CUST DOC			*File Required


+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x


Attachments (2)
✕

#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Cargo Related Documents	International Load Line Certificate			*File Required
<input type="checkbox"/>	2.	Custom Related Document	Transhipment Permit			*File Required


+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕



Now Click on the Check boxes accordingly, then  button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required



+ Add files
Select files


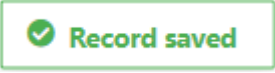
or


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

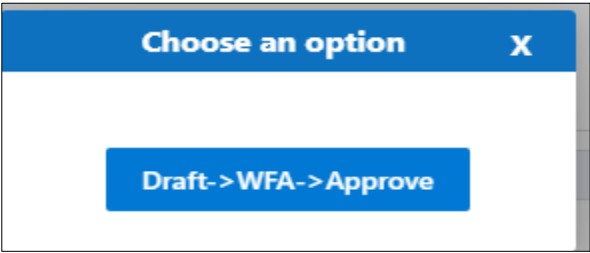
Upload
Close

Click On Close Button

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Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



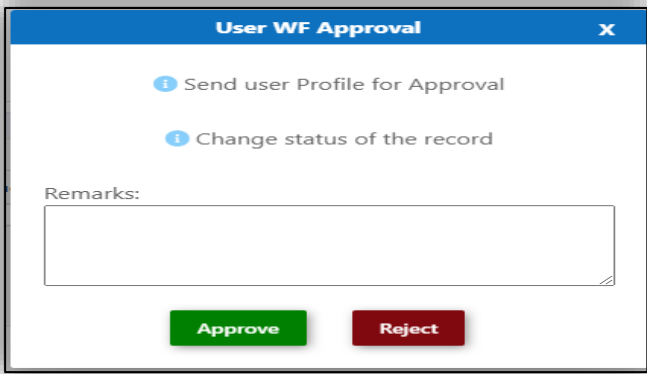
Choose an option from the popup .And now Work Flow will be initiated accordingly with id




Step8: Once the workflow is initiated click on  the icon. System will be display



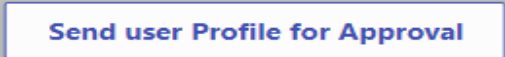
with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



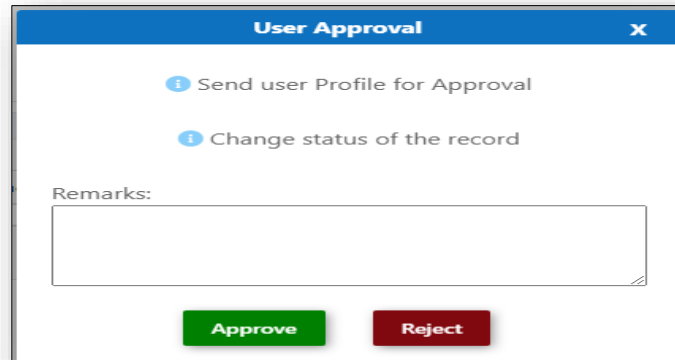
Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

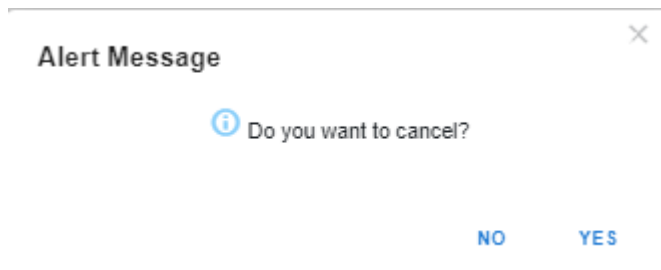
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

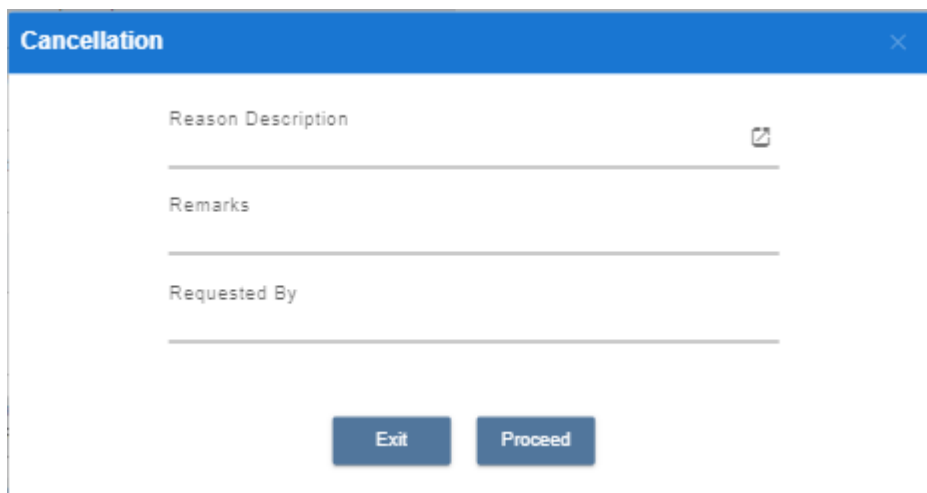
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

CANCEL

By Clicking on  We can view the Success Status of the record

Data Submit Status X

Portal Integration


Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTYADETPPRTLCHPTOB	SUCCESS	record saved successfully id = 3225

Pos Integration

Status: SUCCESS


End Point Code	Status	Response
IPAPRJCTYARDELSAP	SUCCESS	{ "status": "message received" }

Step 18: While if there is any changes we can amend the record by clicking the  icon shown. After clicking the icon system will display

Confirmation required


 with below alert message.

Alert Message X


 Do you want to Amend?

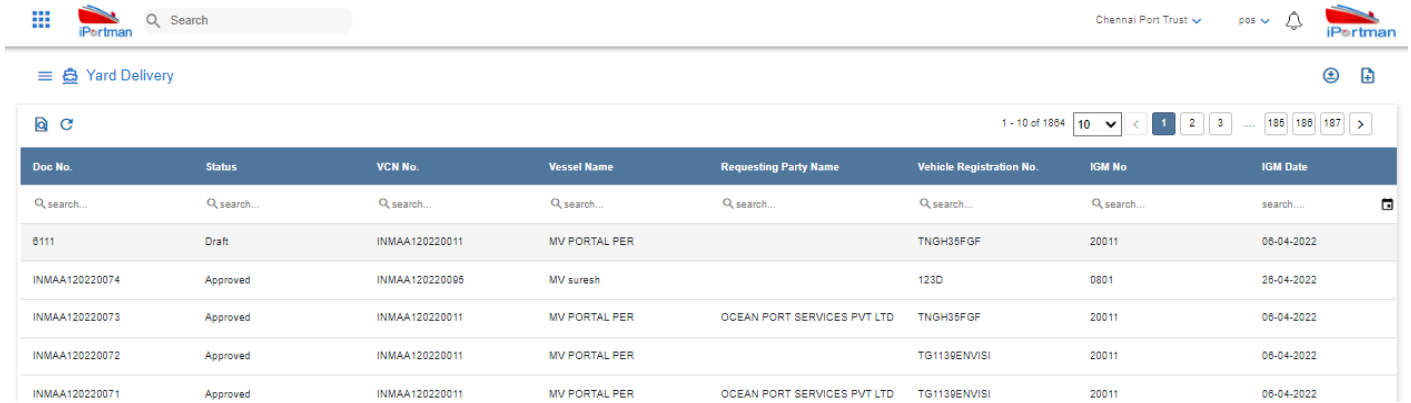
NO
YES


By Clicking on No we can go to the previous screen. By clicking yes we can see

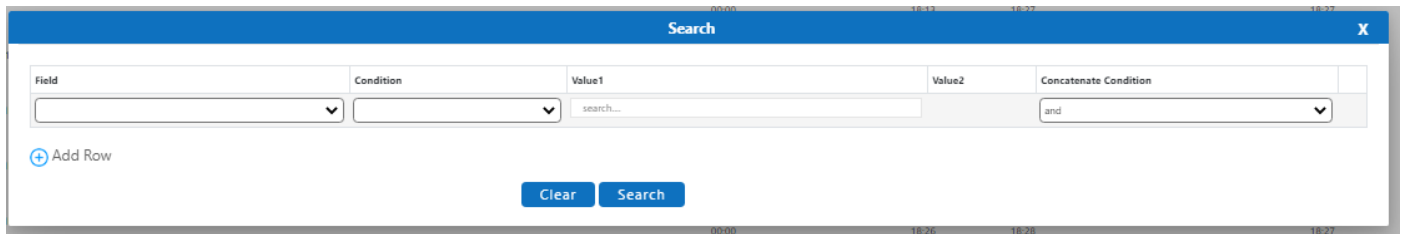
 Ok



 Alert and status code changed to 'AMEND'


Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Step 20: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.





By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.



By Clicking on  Load the records and display the data.

6.5. Field information

Field Name	Mandatory	Fill Type
Yard/Plot	Yes	LOV
Yard/Plot Code	Yes	LOV
Zone Code	No	Textbox
Shifting/Delivery/Terminal Shifting	Yes	Dropdown
Internal Shifting Request No	Yes	LOV
Storage Allotment No.	No	Textbox
Shifting Type	No	Textbox
Shifting Through	No	Textbox
Shed Delivery Order	No	LOV
Shed Delivery Order Validity Period	No	Textbox

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Shed DO Qty	No	Textbox
VCN No	No	Textbox
Vessel Name	No	Textbox
Actual Time of Arrival	No	Textbox
IGM No.	No	LOV
IGM Date	No	Calendar
Rake Application No.	No	Textbox
Importer Name	No	Textbox
To Location/Yard/Plot Name	No	Textbox
Reason Name	No	Textbox
Invoiceable	No	Checkbox
Labour Required(Y/N)	No	LOV
Shift Name	Yes	LOV
Vehicle Registration No	Yes	LOV
Truck Entry Permit No	No	Textbox
Truck Entry Permit Validity	No	Textbox
RFID Card No.	No	Textbox
Truck Status	No	Textbox
CGP No.	No	Textbox
CGP Date	No	Textbox
Shed Executive	Yes	Textbox
Agent Code	No	Textbox
Agent Name	No	Textbox
Shifting Operation By Code	No	Textbox
Shifting Operation By	No	Textbox
Total No of Containers	No	Textbox
Shifting Reason	No	LOV
Vessel Completion Date	No	Textbox
Cargo Discharge Date	No	Textbox
LFD	No	Textbox
Shifted Quantity	No	Textbox
Total No of Trips	No	Textbox
Total Operation Time	No	Date Time
Container or Cargo	No	Dropdown
IGM Line No	No	Textbox
Sub Line No	No	Textbox
B/L No	No	Textbox
House B/L No	No	Textbox
Nature of Cargo	No	Textbox
Carting Bill Item No	No	Textbox
No of Packages	No	Textbox
Type of Package	No	Textbox

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Gross Weight	No	Textbox
Unit of Weight	No	Textbox
Gross Volume	No	Textbox
Unit of Volume	No	Textbox
Marks & Number	No	Textbox
Goods Description	No	Textbox
Shifting Quantity	No	Textbox
No of Trips	No	Textbox
Balance Quantity	No	Textbox
Equipment Name	No	LOV
Cargo Name	No	Textbox
To Location/Yard/Plot Name	No	Textbox
Received No of Packages	No	Textbox
Balance No of Packages	No	Textbox
Approx./Net Qty	No	Textbox
No. of Equipment	No	Textbox
Driver Name	No	Textbox
Truck No	No	Textbox
Start Date & Time	Yes	Date Time
End Date & Time	Yes	Date Time
Total Time	No	Date Time
Weighbridge Name	No	LOV
Weighbridge In Time	Yes	Date Time
Weighbridge Out Time	Yes	Date Time
Tare Weight	No	Textbox
Gross Weight	No	Textbox
Net Quantity	Yes	Textbox
Remarks	No	Textbox
Delay Code	Yes	LOV
Delay Description	No	Textbox
Delay Account Type Code	Yes	LOV
Delay Start Date & Time	Yes	Date Time
Delay End Date & Time	No	Date Time
Total Delay Time	No	Date Time
Equipment Code	Yes	LOV
Description	No	Textbox
Start D&T	Yes	Date Time
End D&T	Yes	Date Time
Total Hours	No	Textbox
Remarks	No	Textbox
Employee Name	Yes	LOV
Employee Type Name	Yes	LOV

Start D&T	No	Date Time
End D&T	No	Date Time
Over Time	No	Dropdown
Over Remarks	No	Textbox
IGM Line No	No	LOV
IGM Sub Line No	No	Textbox
Container No	Yes	Textbox
Container Status	No	Textbox
Container Seal Status	No	Textbox
ISO Code	No	Textbox
Total No of Packages	No	Textbox
Container Weight	No	Textbox
SOC Flag(Yes/No)	No	Textbox
Container Agent Name	No	LOV
Location Name	No	LOV
Driver Name	No	Textbox
Truck No	No	Textbox
Total Operation Time	No	Textbox
ODC Flag	No	Textbox
Total No of Containers	No	Textbox

7. Business Function Name: BE ON SUBMISSION

7.1. Definition:

BE on Submission is a declaration by an importer of the exact nature, precise quantity and value of goods that have landed. BE on Submission is filed in Ice gate system and received in iPortman® application through PCS.

7.2. Navigation:

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


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

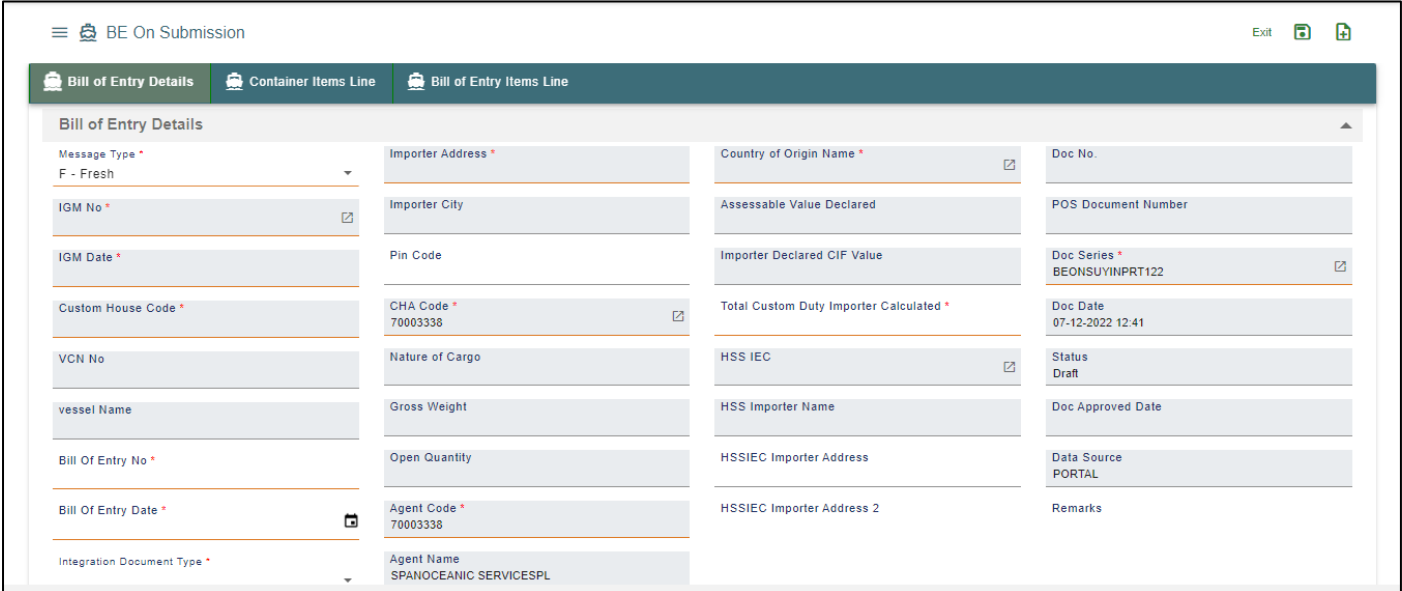
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

7.3. Prerequisites – Masters

1. CHA Code
2. Country
3. H S classification

7.4. 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.



The screenshot shows the 'BE On Submission' interface with the 'Bill of Entry Details' section active. The form includes the following fields:



- Message Type: F - Fresh
- IGM No: [Field]
- IGM Date: [Field]
- Custom House Code: [Field]
- VCN No: [Field]
- vessel Name: [Field]
- Bill Of Entry No: [Field]
- Bill Of Entry Date: [Field]
- Integration Document Type: [Field]
- Importer Address: [Field]
- Importer City: [Field]
- Pin Code: [Field]
- CHA Code: 70003338
- Nature of Cargo: [Field]
- Gross Weight: [Field]
- Open Quantity: [Field]
- Agent Code: 70003338
- Agent Name: SPANOCEANIC SERVICESPL
- Country of Origin Name: [Field]
- Assessable Value Declared: [Field]
- Importer Declared CIF Value: [Field]
- Total Custom Duty Importer Calculated: [Field]
- HSS IEC: [Field]
- HSS Importer Name: [Field]
- HSSIEC Importer Address: [Field]
- HSSIEC Importer Address 2: [Field]
- Doc No.: [Field]
- POS Document Number: [Field]
- Doc Series: BEONSUYINPRT122
- Doc Date: 07-12-2022 12:41
- Status: Draft
- Doc Approved Date: [Field]
- Data Source: PORTAL
- Remarks: [Field]

User Interface Image 52 - BE On Submission Bill of Entry Details10.1


Below are the Field Information regarding Bill of Entry Details Section.

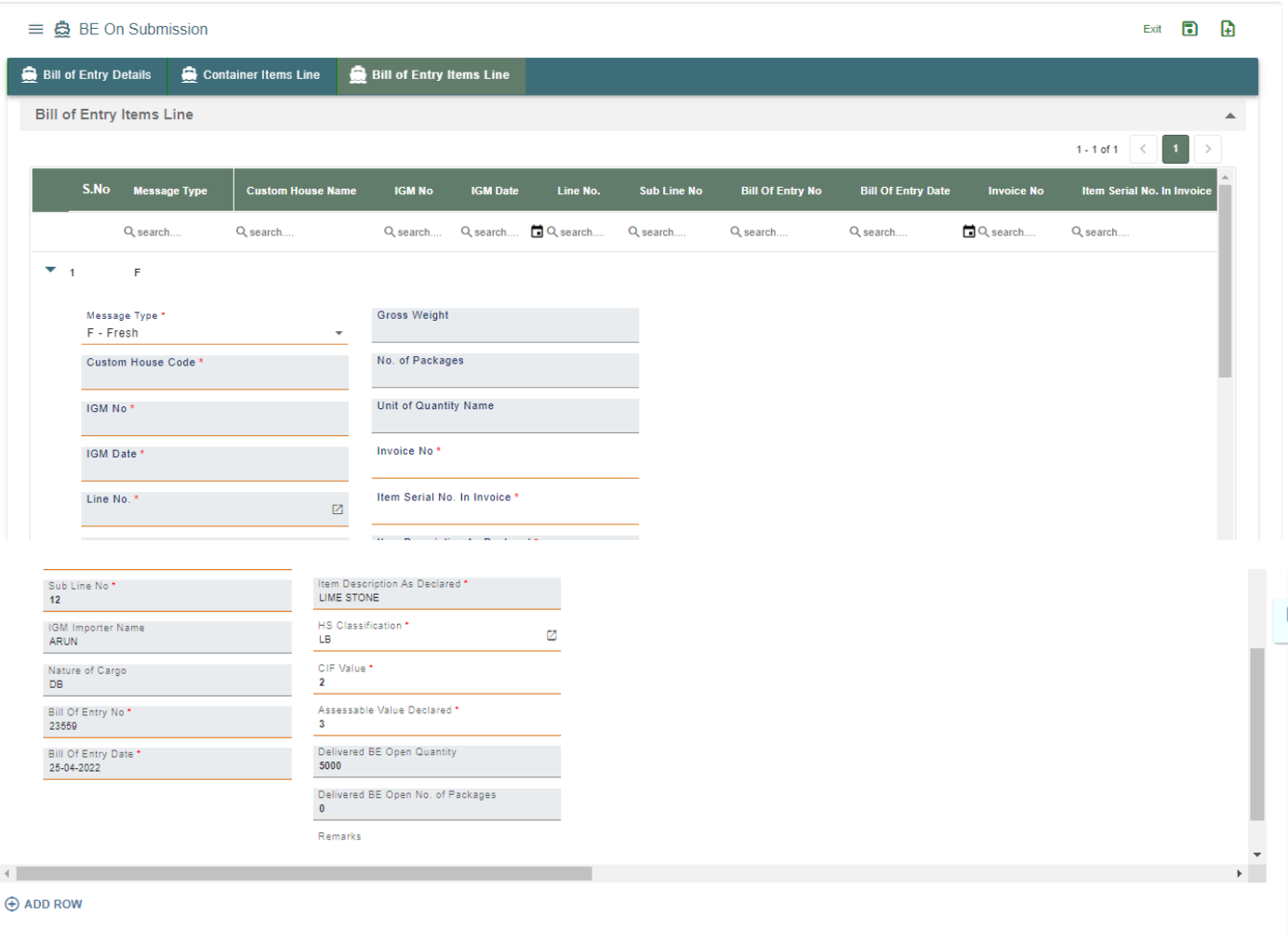
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
IGM No	Yes	LOV
IGM Date	Yes	Textbox
Custom House Code	Yes	Textbox
Line No	Yes	LOV
Sub Line No	No	Textbox
VCN NO.	No	Textbox
Vessel name	No	Textbox
Bill of Entry No	Yes	Textbox
Bill of Entry Date	Yes	Calendar
Integration Document Type	Yes	Dropdown
IE Code	Yes	Textbox
Importer Name	Yes	Textbox
Importer Address	Yes	Textbox
Importer City	No	Textbox
Pin Code	No	Textbox
CHA Code	Yes	LOV
Nature of Cargo	Yes	Textbox
Cargo Type	No	Textbox
Gross Weight	Yes for Bulk	Textbox
Open Qty	No	Textbox

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Unit of Quantity Name	Yes for Bulk	Textbox
Country of Origin Name	Yes	LOV
Assessable Value Declared	Yes	Textbox
Importer Declared CIF Value	Yes	Textbox
Total Customs Duty Importer Calculated	Yes	Textbox
HSS – IEC	No	LOV
HSS Importer Name	Yes for Container	Textbox
HSSIEC Importer Address	Yes for Container	Textbox
HSSIEC Importer Address 2	No	Textbox
HSSIEC Importer City	No	Textbox
HSSIEC Importer Pin	No	Textbox

Step 2: Once data is filled in header, click on save button  and click on [Next](#) button to go for below screen of Bill of Entry Items Line.




User Interface Image 54 - BE On Submission Bill of Entry Items Line 10.3

Below are the Field Information regarding Bill of Entry Item Details Section.


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(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Message Type	No	Dropdown
Custom House Code	Yes	Textbox
IGM No	Yes	Textbox
IGM Date	Yes	Textbox
Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Bill of Entry No	Yes	Textbox
Bill of Entry Date	Yes	Textbox
Integration Document Type	Yes	Textbox
Container No.	Yes	Textbox
Remarks	No	Textbox
Message Type	Yes	Dropdown
Custom House Code	Yes	Textbox
IGM No	Yes	Textbox
IGM Date	Yes	Textbox
Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Bill of Entry No	Yes	Textbox
Bill of Entry Date	Yes	Textbox
Invoice Number	Yes	Textbox
Item Sr No In Invoice	Yes	Textbox
Item Description As Declared	Yes	Textbox
HS Classification	Yes	LOV
CIF Value	Yes	Textbox
Assessable Value Declared	Yes	Textbox
Remarks	No	Textbox



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 LOV as



Step 5(a):Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

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Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
✕


#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Custom Related Document	CUST DOC			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

If the Attachment's are configured, System will display like below when we click on  icon. Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Once all the mandatory and required fields are filled then Click on Upload button. System will display




the status File uploaded on the screen.


Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png <small>(224.39 kb)</small>	

Upload 
Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option
X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

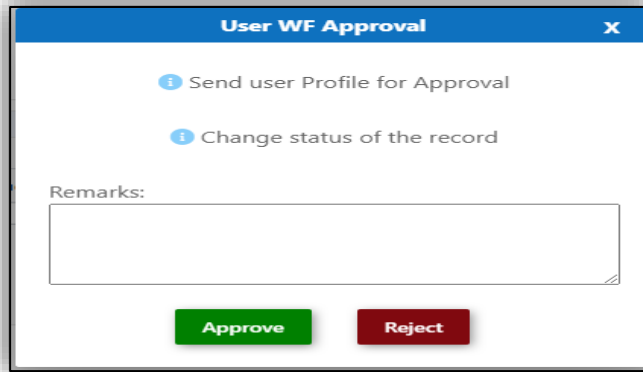
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

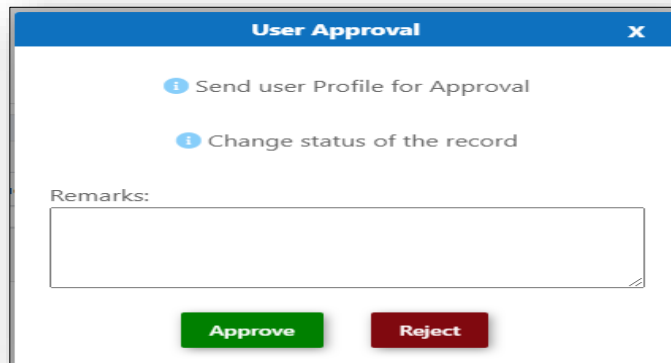
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

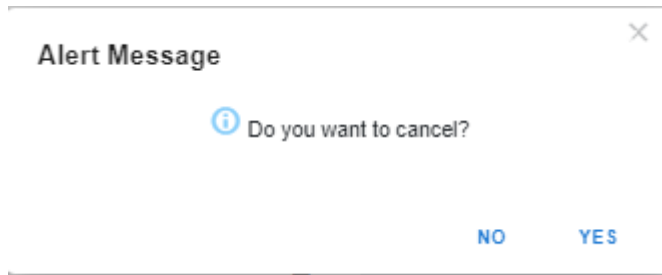
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

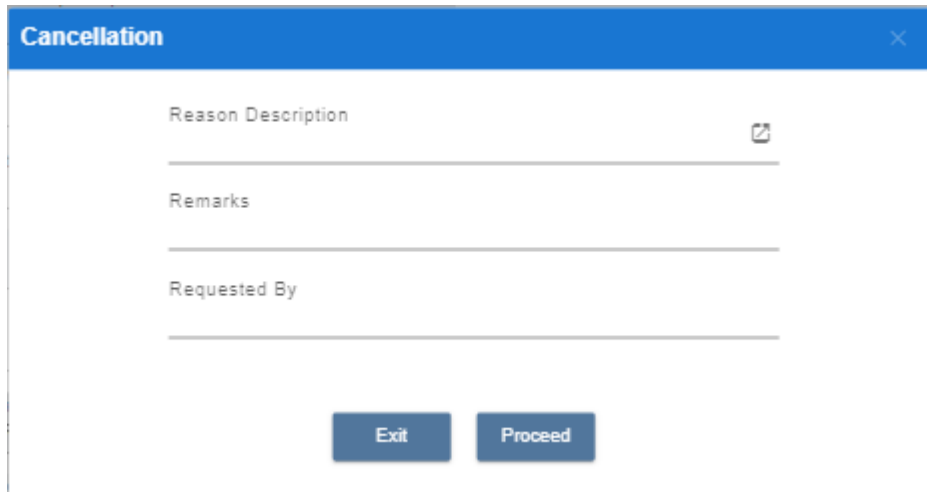
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required

system will display with below alert ok and Back

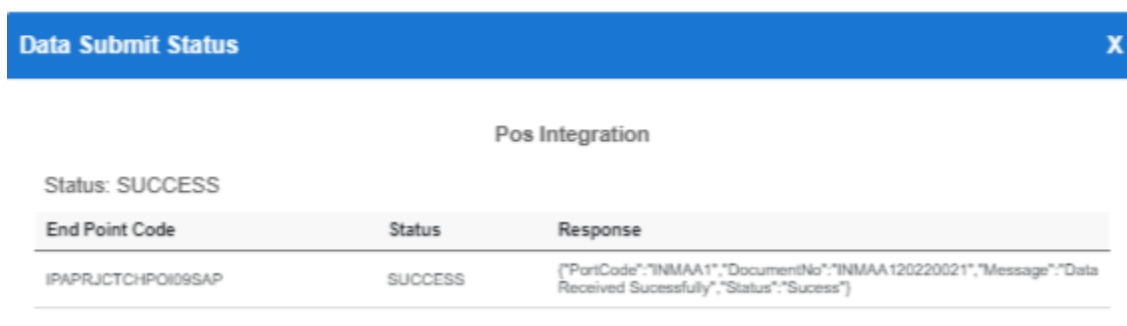



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

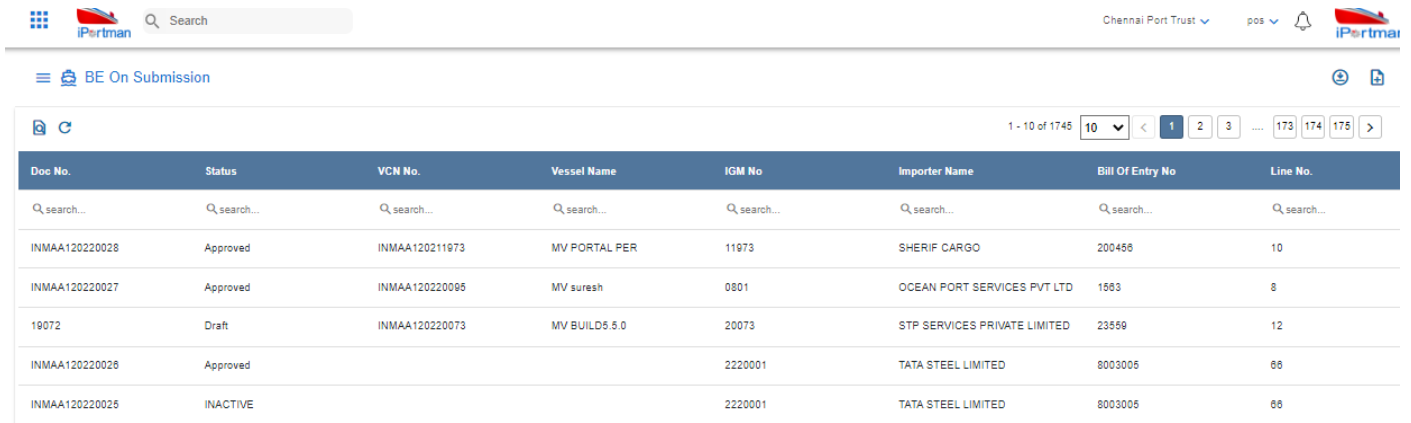


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL


By Clicking on  processing button, we can view the record status

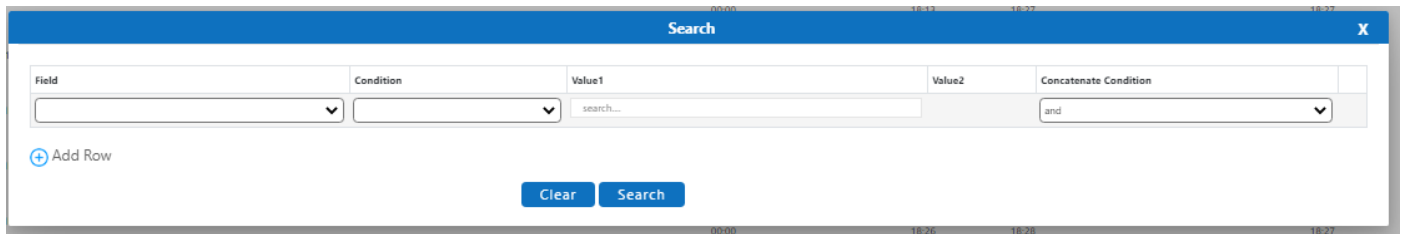


Step 16: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively





Doc No.	Status	VCN No.	Vessel Name	IGM No	Importer Name	Bill Of Entry No	Line No.
INMAA120220028	Approved	INMAA120211973	MV PORTAL PER	11973	SHERIF CARGO	200458	10
INMAA120220027	Approved	INMAA120220095	MV suresh	0801	OCEAN PORT SERVICES PVT LTD	1563	8
19072	Draft	INMAA120220073	MV BUILD5 5.0	20073	STP SERVICES PRIVATE LIMITED	23559	12
INMAA120220026	Approved			2220001	TATA STEEL LIMITED	8003005	88
INMAA120220025	INACTIVE			2220001	TATA STEEL LIMITED	8003005	88


Step 17: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



The search popup window contains the following fields and controls:

- Field:** A dropdown menu.
- Condition:** A dropdown menu.
- Value1:** A text input field with a search icon.
- Value2:** A text input field.
- Concatenate Condition:** A dropdown menu with 'and' selected.
- Buttons:** 'Clear' and 'Search' buttons.
- Footer:** 'Add Row' button.

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

8. Business Function Name: Out of Charge

8.1. 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.

8.2. Navigation

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

Menu Path	Menu Bar → Cargo → Import Documentation → 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

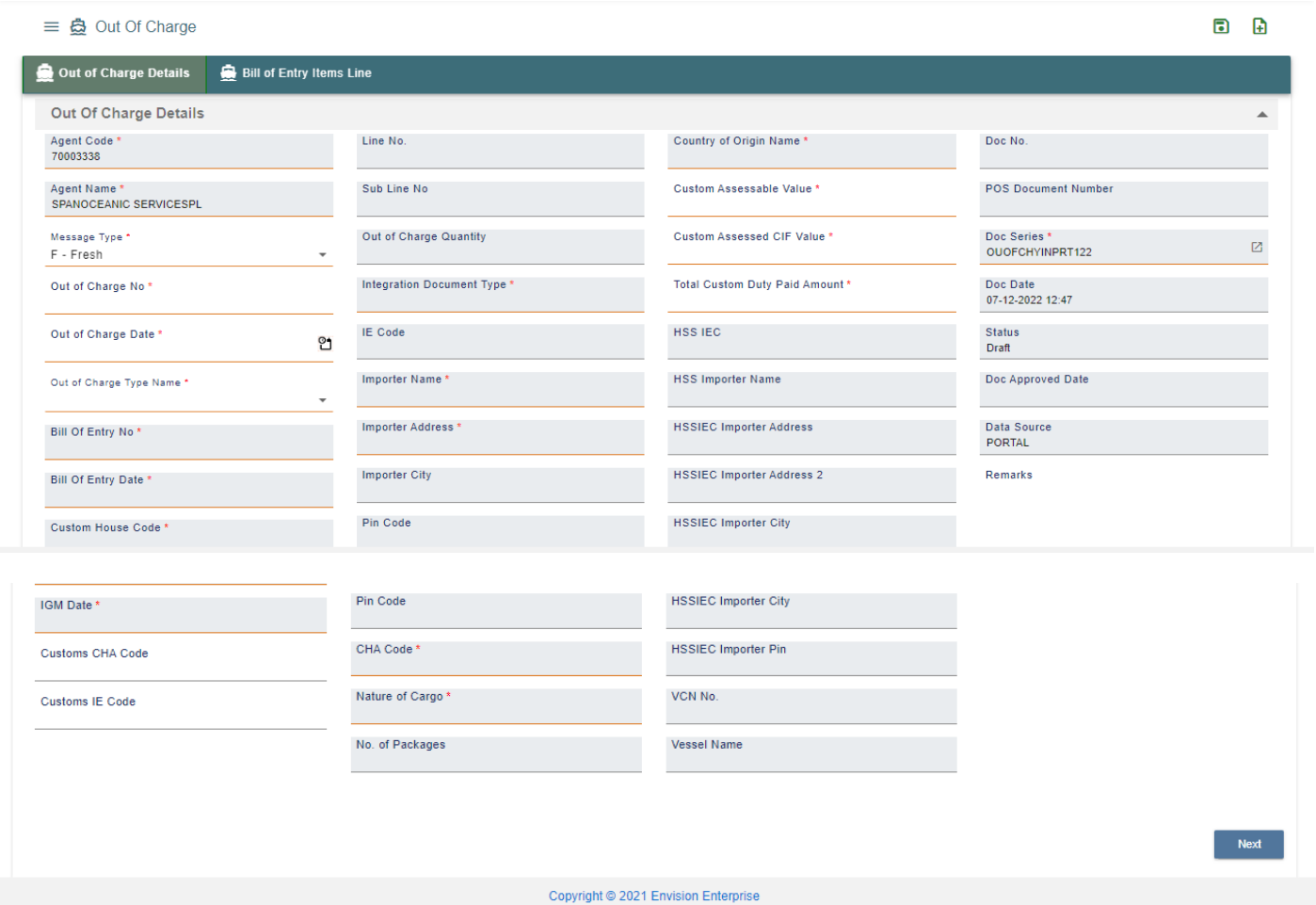
8.3. Prerequisites – Masters

1. Customs House Code

2. Importer
3. CHA

8.4. Screenshot

Step 1: After Navigation to the respective function screen, User will move to list of data and Click on Add new button  . It will direct to the below screen in order to fill the data.





User Interface Image 57 - Out of Charge Header Details11.1


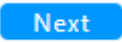
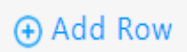
Below are the Field Information regarding Out of Charge Details Section.

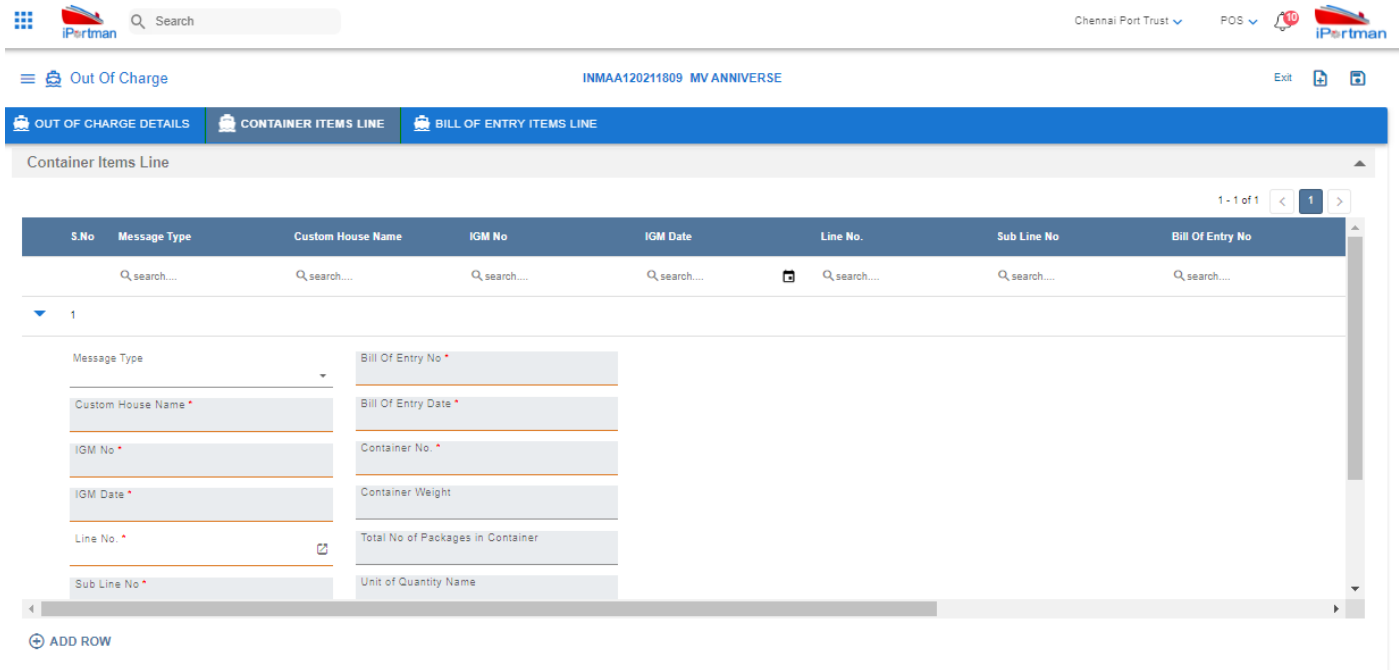
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Out of Charge No	Yes	Textbox
Out of Charge Date	Yes	Calendar
Out of Charge Type Name	Yes	Dropdown
Bill of Entry No	Yes	LOV
Bill of Entry Date	Yes	Textbox
Custom House Code	Yes	Textbox

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IGM No.	Yes	Textbox
IGM Date	Yes	Textbox
Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Integration Document Type	Yes	Textbox
IE Code	Yes	Textbox
Importer Name	Yes	Textbox
Importer Address	Yes	Textbox
Importer City	No	Textbox
Pin Code	No	Textbox
CHA Name	Yes	Textbox
Nature of Cargo	Yes	Textbox
Unit of Quantity Name	Yes for Bulk	Textbox
No. of Packages	Yes for Containerized Cargo	Textbox
Country of Origin Name	Yes	Textbox
Custom Assessable Value	Yes	Textbox
Custom Assessed CIF Value	Yes	Textbox
Total Custom Duty Paid Amount	Yes	Textbox
HSS – IEC	Yes	Textbox
HSS Importer Name	Yes for Container	Textbox
HSSIEC Importer Address	Yes for Container	Textbox
HSSIEC Importer Address 2	No	Textbox
HSSIEC Importer City	No	Textbox
HSSIEC Importer Pin	No	Textbox
VCN NO.	No	Textbox
Vessel Name	No	Textbox

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



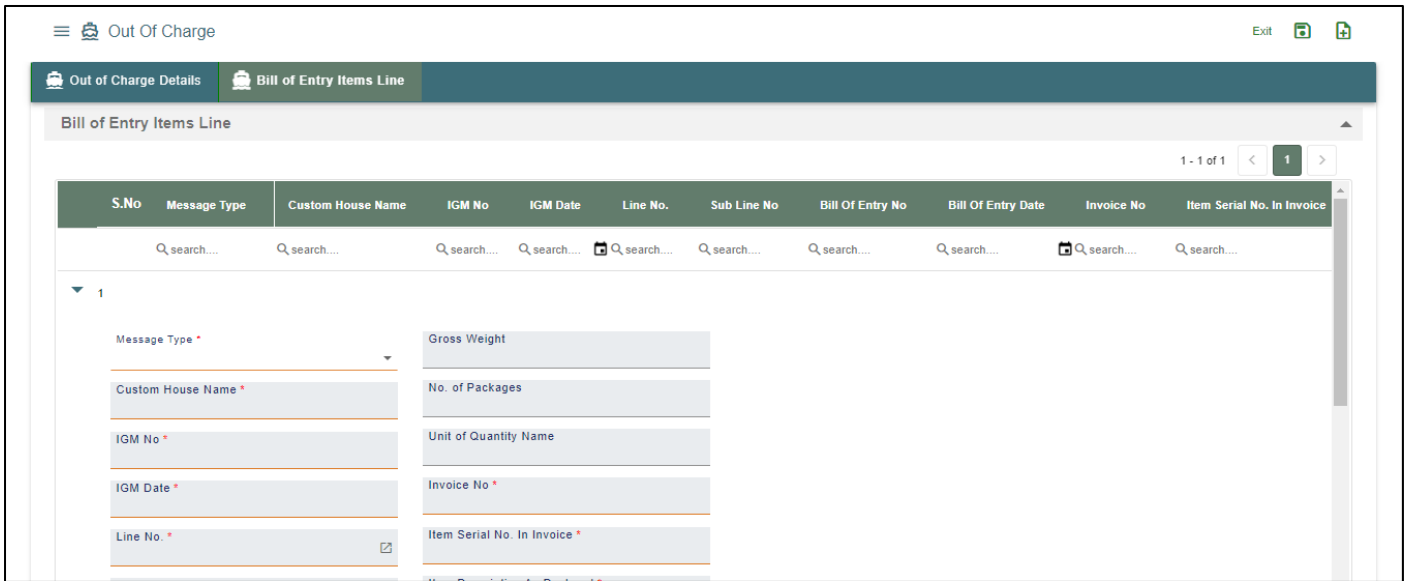
User Interface Image 58 - Out of Charge Container Items Line11.2

Below are the Field Information regarding Container Item Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Message Type	No	Dropdown
Custom House Name	No	Textbox
IGM No.	Yes	Textbox
IGM Date	Yes	Textbox
Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Bill of Entry No	Yes	Textbox
Bill of Entry Date	Yes	Textbox
Container No.	Yes	Textbox
Out of Charge No	Yes	Textbox
Remarks	No	Textbox

Step 3: if any data is updated, 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 Bill of entry Items Line.



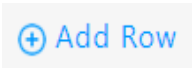

User Interface Image 59 - Out of Charge Bill of Entry Items Line 11.3



Below are the Field Information regarding Bill Of Entry Item Line Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Custom House Name	Yes	Textbox
IGM No.	Yes	Textbox
IGM Date	Yes	Textbox
Line No	Yes	Textbox
Sub Line No	Yes	Textbox
Bill of Entry No	Yes	Textbox
Bill of Entry Date	Yes	Textbox
Invoice No	Yes	Textbox
Item Sr No In Invoice	Yes	Textbox
Item Description As Declared	Yes	Textbox
HS Classification	Yes	Textbox
CIF Value	Yes	Textbox
Assessable Value Declared	Yes	Textbox
Remarks	No	Textbox


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.



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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 LOV as



Step 6(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

If the Attachment's are configured, System will display like below when we click on icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files
Select files



or


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

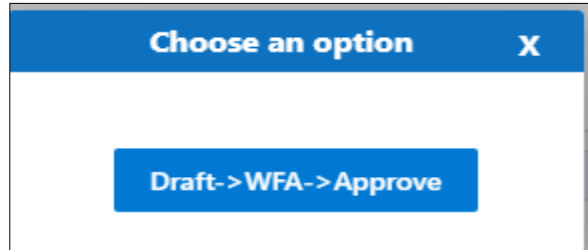
Upload
Close ✕

Click On Close Button

Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


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Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



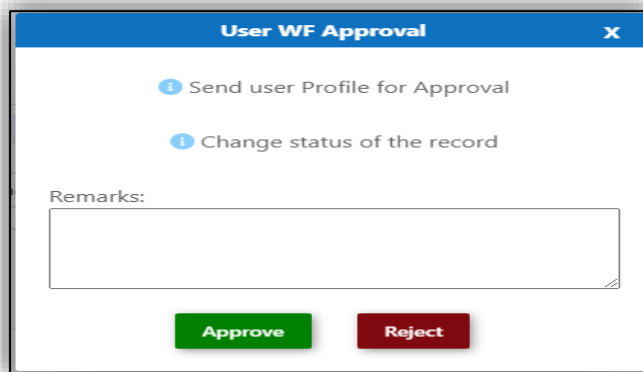
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..

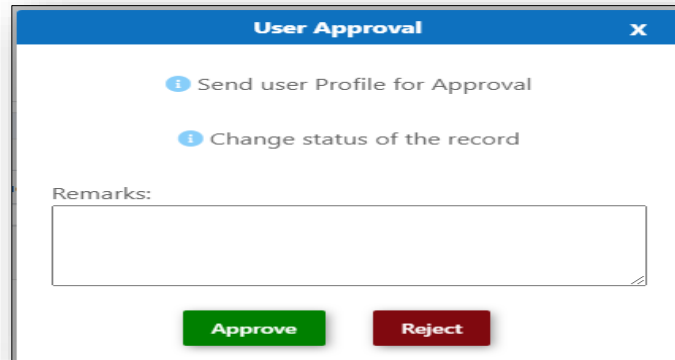
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

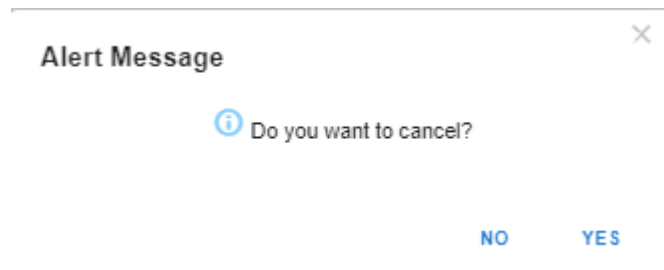
display on the screen. And the document status will be changed as 'REJECTED'.



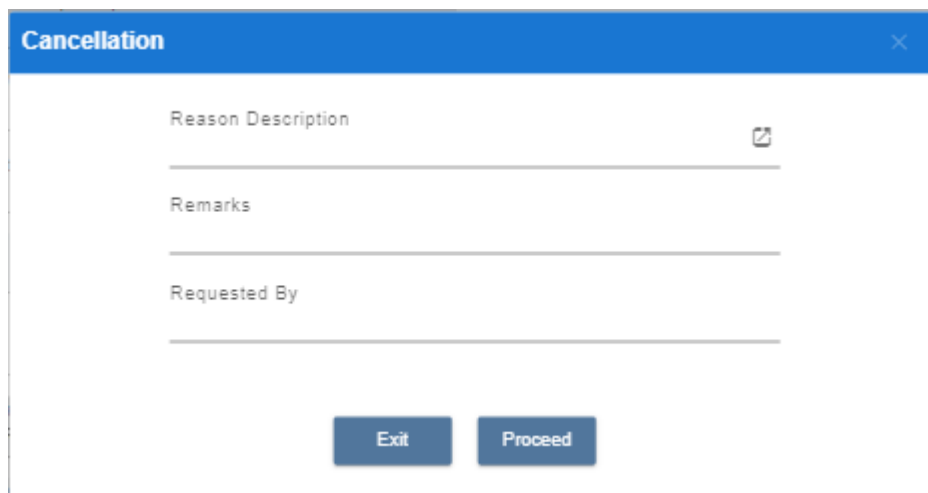
Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

CANCEL

By Clicking on  we can view the status of the record

Data Submit Status
X

Portal Integration


Status: SUCCESS


End Point Code	Status	Response
IPAPRJCTCHPOH10PRTLCHPTOB	SUCCESS	record saved successfully id = 6111


Pos Integration




Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCHPOH10SAP	SUCCESS	{ "status": "message received" }


Step 16: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


 Search

Chennai Port Trust POS



 Out Of Charge  



Doc No.	Status	VCN No.	Vessel Name	IGM No	Line No.	Importer Name	Out of Charge No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2571	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31043
2599	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31042
2698	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31041
INMAA120210536	Approved	INMAA120211907	MV AMERICAN	1999241		BHORUKA STEEL AND SERVICES LIMITED	372678



Step 17: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.

Search
X


Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Add Row

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop

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down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

9. Business Function Name: Port Entry Permit

9.1. 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.

9.2. Navigation:

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


Menu Path	Menu Bar → Gate Operation → Port Entry Permit → Click on Add New
------------------	---

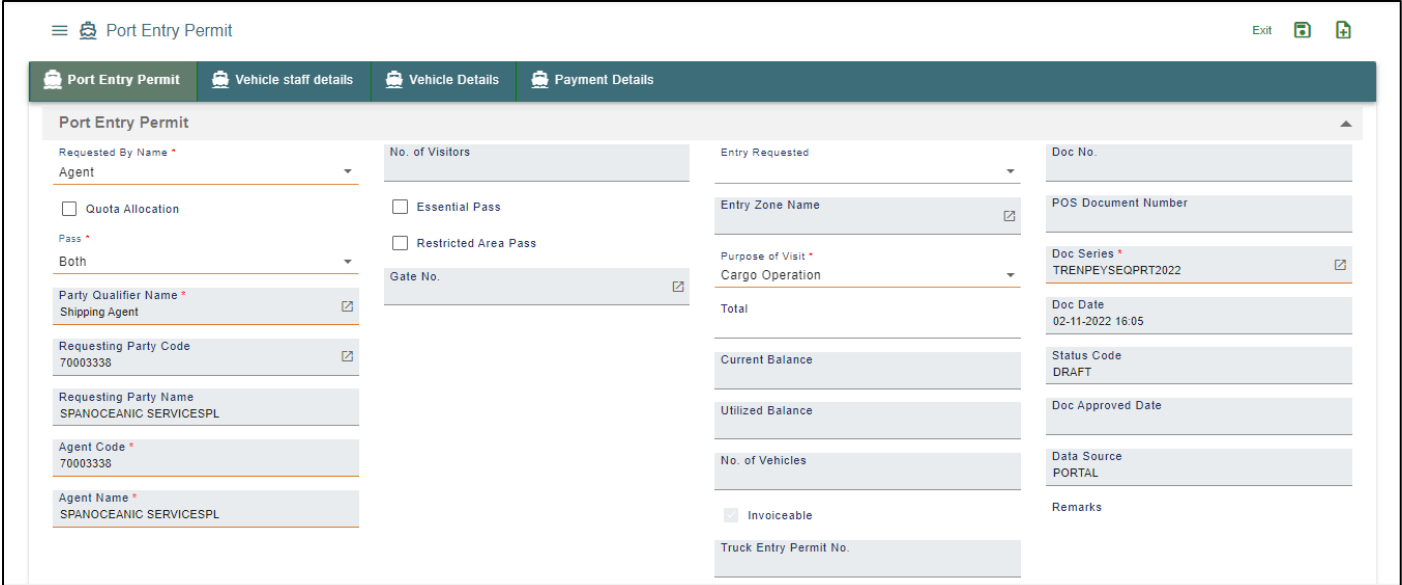
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

9.3. Prerequisites – Masters

1. Party Qualifier Name
2. Requesting Party Code
3. Transporter Code

9.4. Screenshot:

Step 1: After Navigation to the respective function screen, User will move to list of Tables and Click on Add new button  . It will direct to the below screen in order to fill the data. If Pass=Both both vehicle staff details and vehicle details tabs are enable



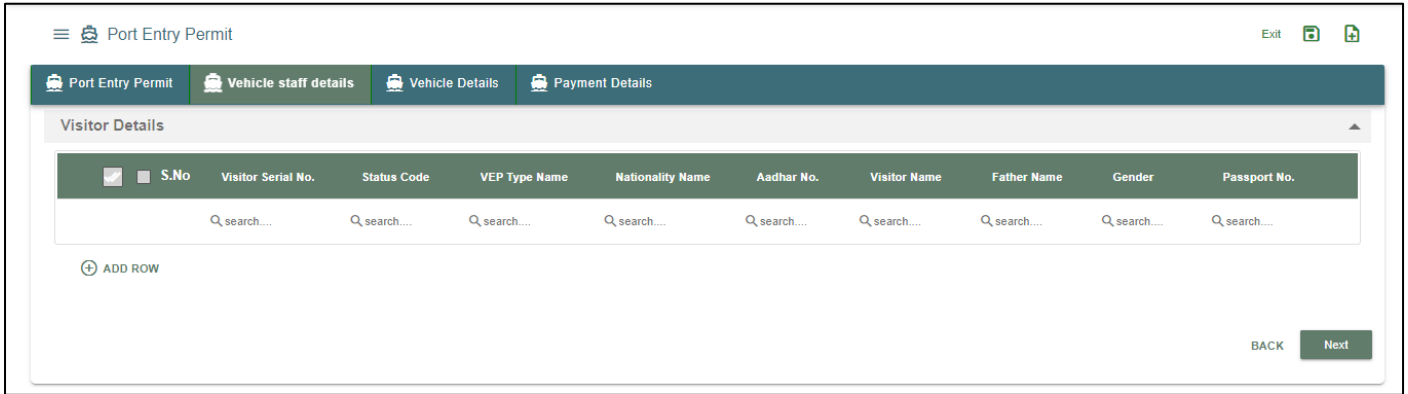
User Interface Image 66 - Port Entry Permit Header Details13.1

Below are the Field Information regarding **Port Entry Permit Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

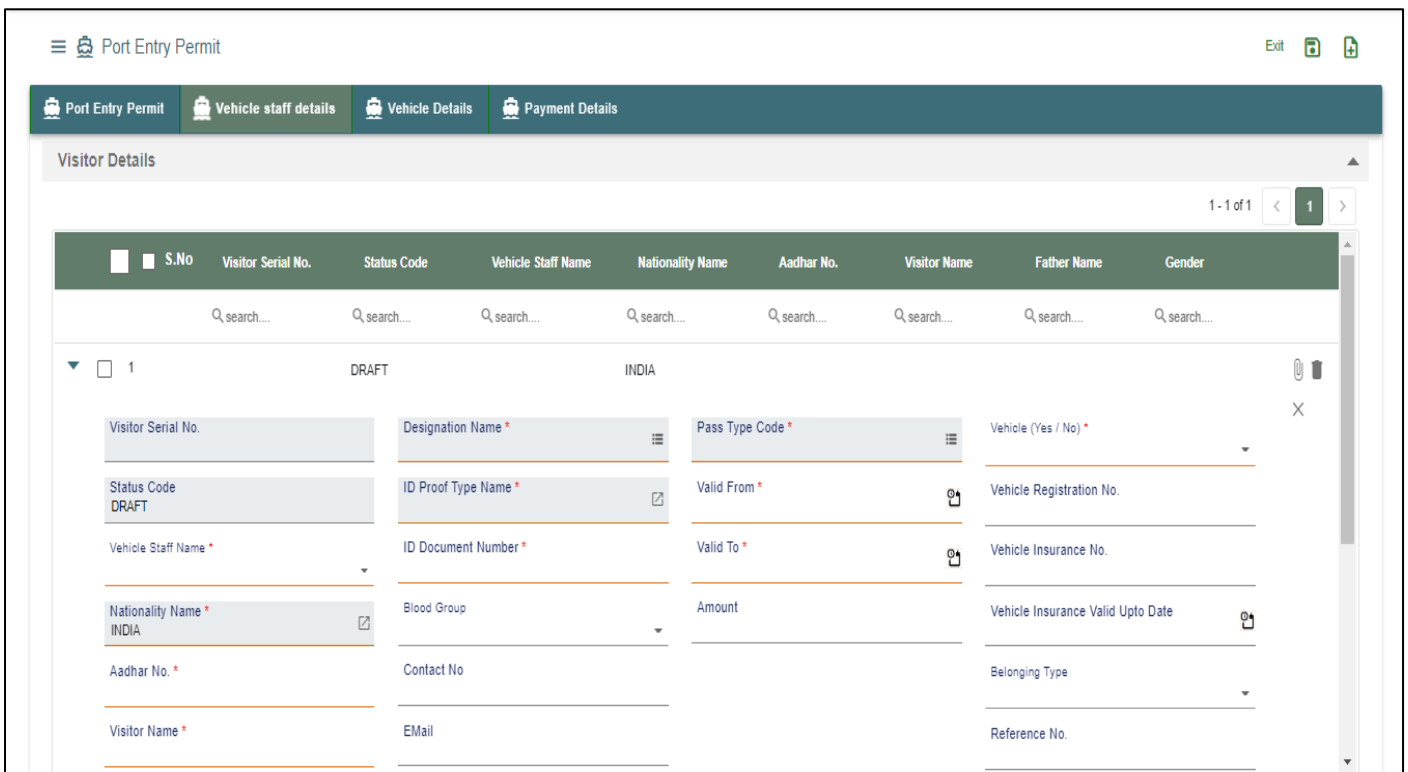
Field Name	Mandatory	Fill Type
Requested By *	Mandatory	Drop Down
Pass	Mandatory	Drop Down
Party Qualifier Name	Mandatory	Popup
Requesting Party Code *	Mandatory	Popup
Requesting Party Name	Non Mandatory	Text Box
Entry Purpose*	Mandatory	Drop Down
Others	Mandatory	Text Box
Department Name*	Mandatory	Pop UP
Referred By	Non Mandatory	Text Box
Company Name*	Mandatory	Text Box
Contact Person*	Mandatory	Text Box
Contact No *	Mandatory	Text Box
Gate No *	Mandatory	Pop UP
Entry Allowed	Mandatory	Drop Down
Entry Zone *	Mandatory	Popup
Current Balance	Non Mandatory	Text Box
Utilized balance	Non Mandatory	Text Box
No. of Vehicles	Non Mandatory	Text Box
Invoiceable *	Mandatory	Drop Down
Truck Entry Permit No,	Non Mandatory	Text Box
Entry Request No	Non Mandatory	Text
Request Date & Time	Non Mandatory	Calendar
Remarks	Non Mandatory	Text

Step 2 – Once all the necessary fields are filled in Header Details Section, click [Next](#) button from the bottom of the page of Header Details Section. User will go into Vehicle Staff Details Section.



User Interface Image 125-Port Entry Permit (Vehicle Staff Details)-19.5.3(a)



Click on [+ Add Row](#) to begin with data entry



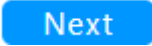
User Interface Image 126-Visitor Entry Permit (Vehicle Staff Details)-19.5.3(b)

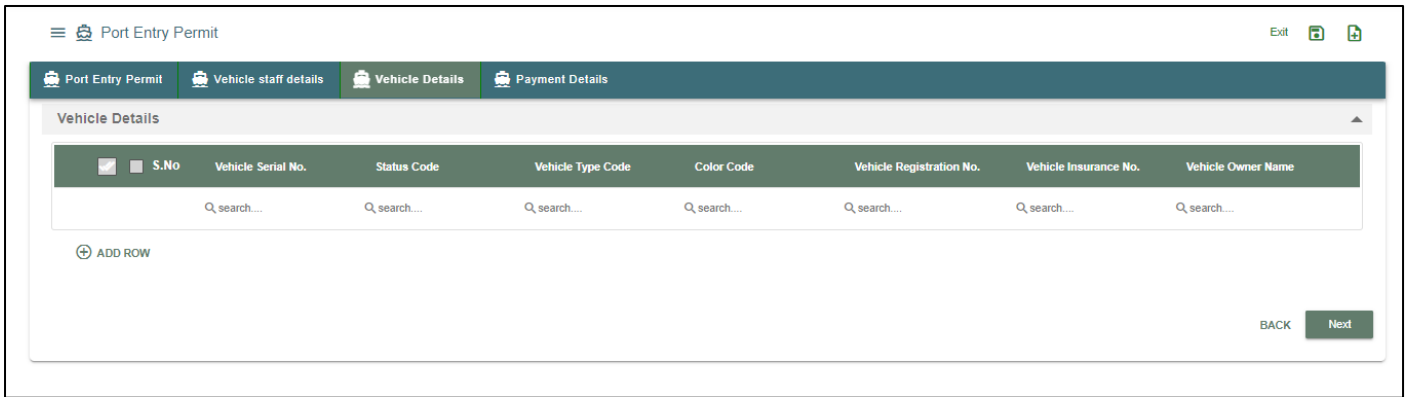
Below are the Field Information regarding **Vehicle Staff** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

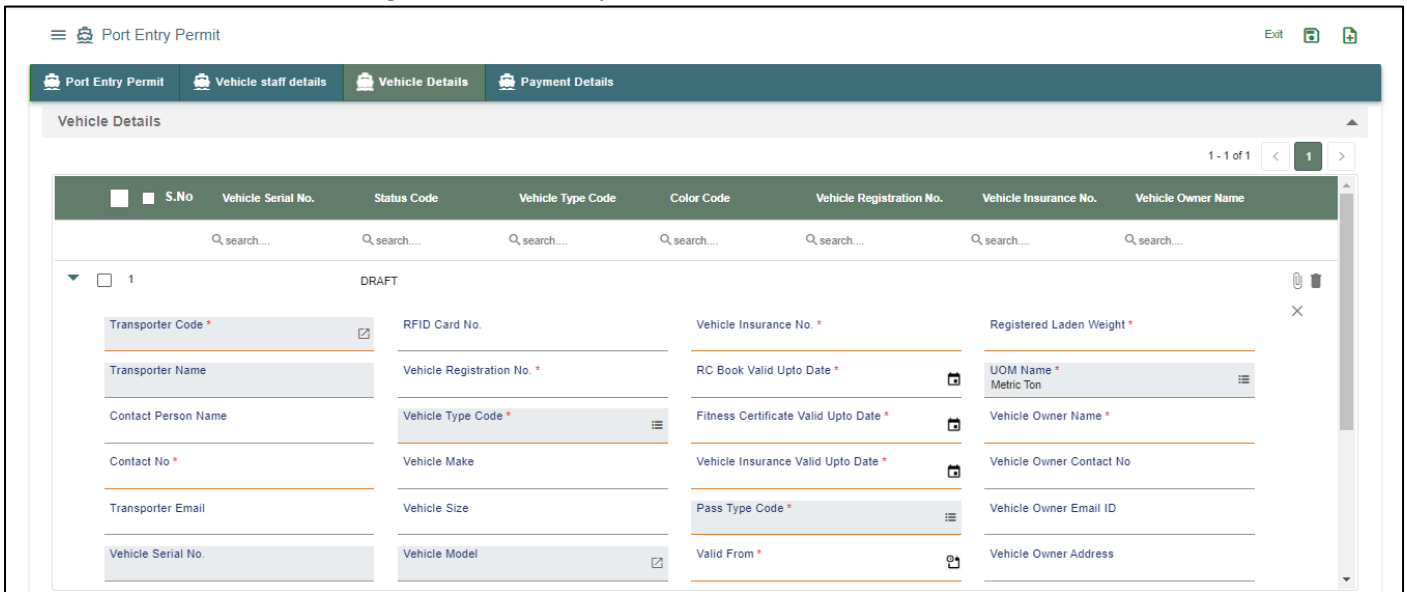
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Field Name	Mandatory	Fill Type
VEP Type Name *	Mandatory	Drop Down
Nationality*	Mandatory	Popup
Aadhar No.	Mandatory	Text Box
Visitor Name *	Mandatory	Text Box
Father's Name *	Mandatory	Text Box
Gender *	Mandatory	Drop Down
DOB *	Non Mandatory	Date & Time Picker
Passport No*	Mandatory	Popup
Passport Issuing Country*	Mandatory	Date & Time Picker
Passport Validity*	Mandatory	Text Box
Visa No*	Mandatory	Date & Time Picker
Visa Validity*		
Designation	Mandatory Non	LOV
Others	Mandatory	Text Box
Identity Proof Type *	Mandatory	Pop UP
ID Document Number *	Mandatory	Text Box
Blood Group	Non Mandatory	Drop Down
Contact No	Non Mandatory	Text Box
Email Id		
Address1 *	Mandatory	Text Box
Address2	Non Mandatory	Text Box
Auction		
Pass Type *	Mandatory	Popup
No. of Days	Mandatory	Text Box
Valid From *	Mandatory	Date & Time Picker
Valid To	Non Mandatory	Date & Time Picker Auto Populated
Police Verification No	Mandatory/Non-Mandatory	Text Box
Issued Date	Mandatory/Non-Mandatory	Date & Time Picker
Amount		
Vehicle (Yes / No) *	Mandatory	Drop Down
Vehicle Regd No *	Mandatory	Text Box
Vehicle Insurance No *	Mandatory	Text Box
Vehicle Insurance Valid Upto *	Mandatory	Date & Time Picker
Belonging Type	Non Mandatory	Dropdown
Reference No* / Remarks	Mandatory	Text Box
RFID Card No	Non Mandatory	Text Box

Step 3 – Once all the necessary fields are filled in Vehicle Staff Details Section, click  button from the Bottom of Page then User will go into Vehicle Details Section.



Click on  to begin with data entry



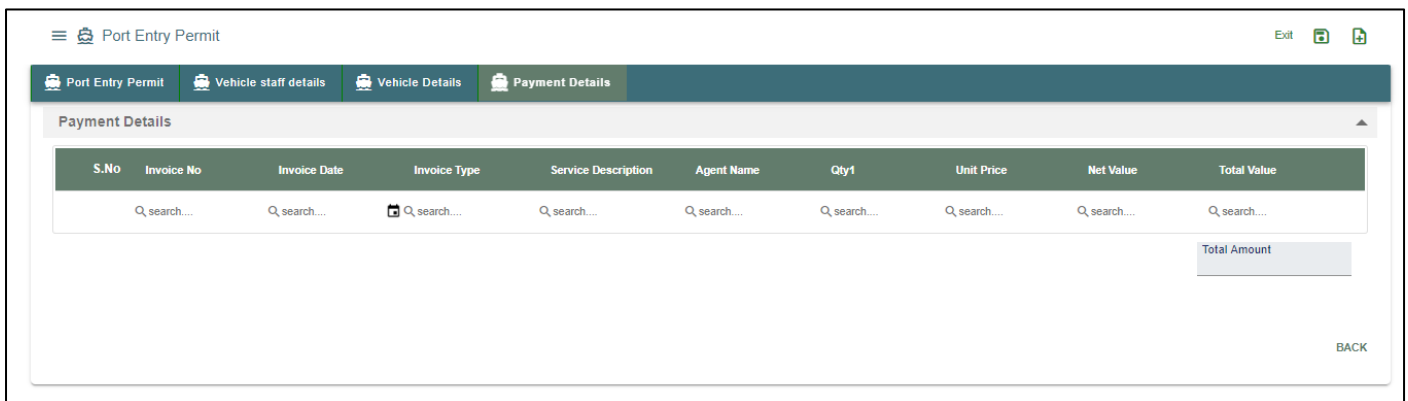
Below are the Field Information regarding **Vehicle Details** Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Transporter Code *	Mandatory	LOV
Transporter Name	Non Mandatory	Text Box
Contact Person	Mandatory Non Mandatory	Text Box
Contact No *	Mandatory	Text Box
Transporter Email ID	Non Mandatory	Text Box
Vehicle Regd No *	Mandatory	Text Box
Vehicle Type Code *	Mandatory	LOV
Vehicle Make	Non Mandatory	Text Box
Vehicle Model	Non Mandatory	Calendar (Year only)
Colour	Non Mandatory	LOV
Vehicle Insurance No *	Mandatory	Text Box

Vehicle Insurance Valid Upto Date*	Mandatory	Date & Time Picker
RC Book Valid Upto Date	Mandatory Non Mandatory	Date & Time Picker
Fitness Certificate Valid Upto Date	Mandatory Non Mandatory	Date & Time Picker
Pass Type	Mandatory	Popup
No. of Days	Mandatory	Text Box
Valid From *	Mandatory	Date & Time Picker
Valid To	Non Mandatory	Date & Time Picker Auto Populated
Unladen Weight (Tare Weight)	Mandatory	Text Box
Registered Laden Weight	Mandatory	Text Box
UOM	Mandatory	LOV
Vehicle Owner Name	Mandatory	Text Box
Vehicle Owner Contact No	Non Mandatory	Text Box
Vehicle Owner Email ID	Non Mandatory	Text Box
Vehicle Owner Address	Non Mandatory	Text Box
Avg Trips Per Day		
Amount	Non Mandatory	Text Box
TEP No.	Non-Mandotry	LOV

Step 4 – Once all the necessary fields are filled in Vehicle Staff Details Section, click [Next](#) button from the Bottom of Page then User will go into Payment Details Section.




Below are the Field Information regarding **Payment** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Invoice No.	Non Mandatory	Textbox
Invoice Date	Non Mandatory	Textbox
Invoice Type	Non Mandatory	Textbox
Agent Name	Non Mandatory	Textbox
Service Description	Non Mandatory	Textbox
Quantity 1	Non Mandatory	Textbox
UOM 1	Non Mandatory	Textbox
Quantity 2	Non Mandatory	Textbox

UOM2	Non Mandatory	Textbox
Unit Price	Non Mandatory	Textbox
Value Rs.	Non Mandatory	Textbox
Concession Rs.	Non Mandatory	Textbox
Assessible Value Rs.	Non Mandatory	Textbox
IGST	Non Mandatory	Textbox
CGST	Non Mandatory	Textbox
SGST	Non Mandatory	Textbox
Total Value Rs.	Non Mandatory	Textbox



Step 5: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	C
Permit Application						
<input type="checkbox"/>	1.	Cargo clearance letter from port 1				*F



[+ ADD FILES](#) [SELECT FILES](#)

or


Drag files here, to upload

[UPLOAD](#) [CLOSE](#)

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.



NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	C
Permit Applctaion						
<input type="checkbox"/>	1.	Cargo clearance letter from port 1 ▼				*F
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	C
Permit Applctaion						
<input type="checkbox"/>	1.	Cargo clearance letter from port 1 ▼				*F
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	C
Permit Applicaiaon						
<input type="checkbox"/>	1.	Cargo clearance letter from port 1 ▼				*F

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	C
Permit Applicaiaon						
<input type="checkbox"/>	1.	Cargo clearance letter from port 1 ▼				*F


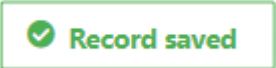
+ ADD FILES SELECT FILES


or

Drag files here, to upload

UPLOAD CLOSE



Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .


Choose an option
✕

Draft->WFA->Approve

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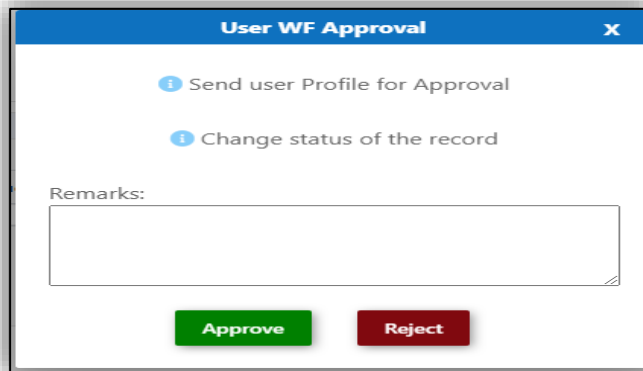
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

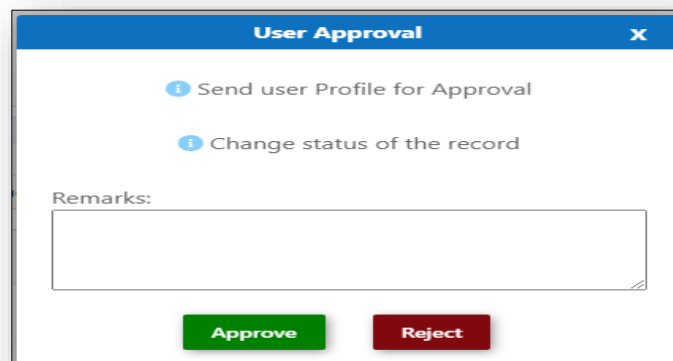
Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.



If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval


with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



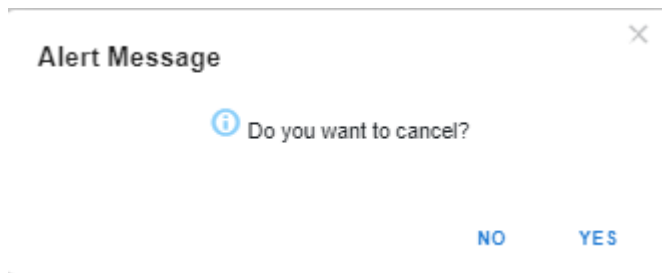
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Step11: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

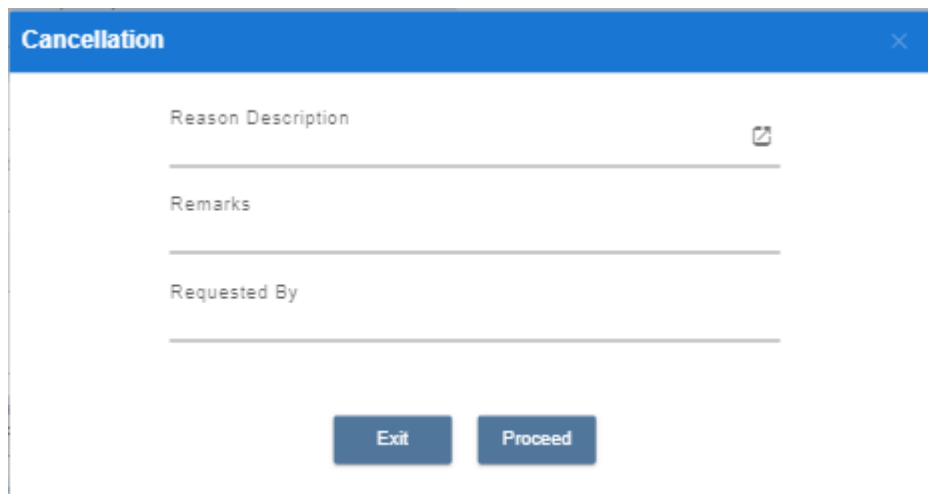
display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


system will display **Confirmation required** with below alert ok and Back





By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.




By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

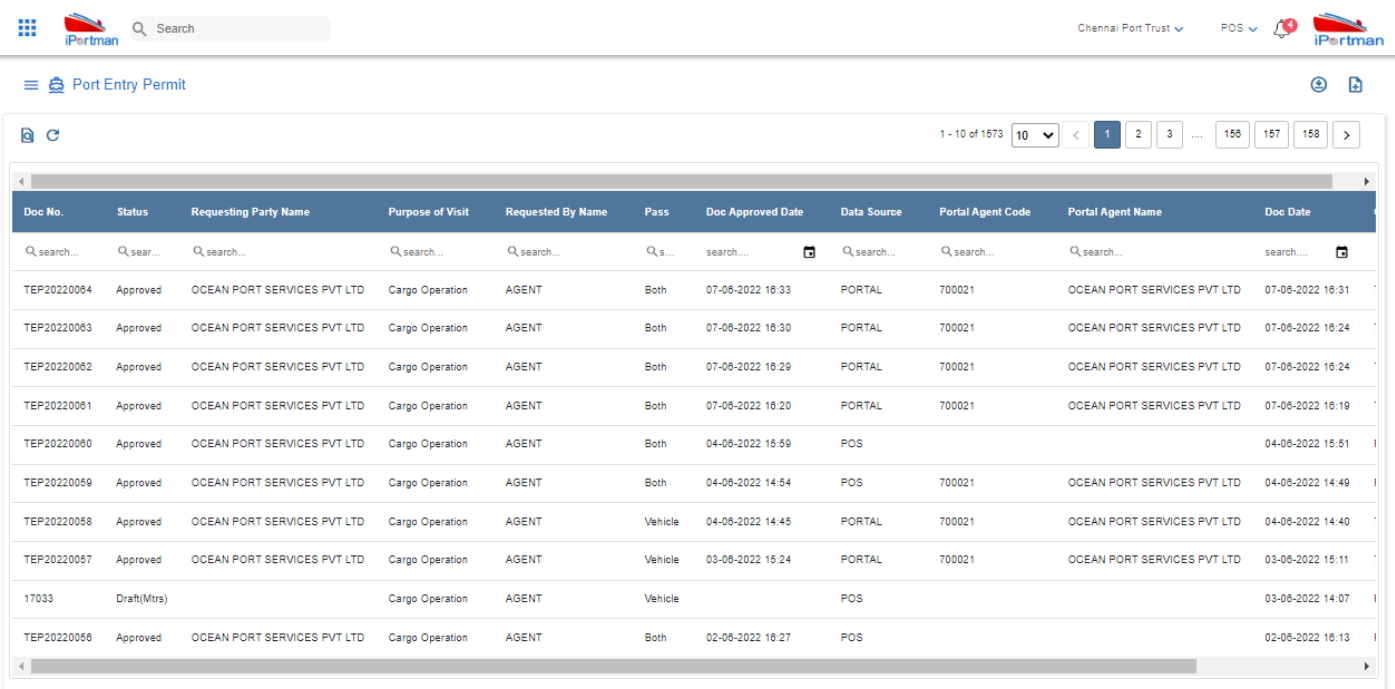
By Clicking on  we can view the status of the record

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Data Submit Status X

Pos Integration		
Status: SUCCESS		
End Point Code	Status	Response
IPAPRJCTTRUENTPESAP	SUCCESS	{ "status": "message received" }

Step 13: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	Requesting Party Name	Purpose of Visit	Requested By Name	Pass	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name	Doc Date
TEP20220084	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-08-2022 16:33	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-08-2022 16:31
TEP20220083	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-08-2022 16:30	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-08-2022 16:24
TEP20220082	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-08-2022 16:29	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-08-2022 16:24
TEP20220081	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-08-2022 16:20	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-08-2022 16:19
TEP20220080	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	04-08-2022 15:59	POS			04-08-2022 15:51
TEP20220059	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	04-08-2022 14:54	POS	700021	OCEAN PORT SERVICES PVT LTD	04-08-2022 14:49
TEP20220058	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	04-08-2022 14:45	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	04-08-2022 14:40
TEP20220057	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	03-08-2022 15:24	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	03-08-2022 15:11
17033	Draft(Mtrs)		Cargo Operation	AGENT	Vehicle		POS			03-08-2022 14:07
TEP20220056	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	02-08-2022 16:27	POS			02-08-2022 16:13

User Interface Image 129-Visitor Entry Permit (List Data)-19.5.5

10. Business Function Name: Shed Delivery Request

10.1. Definition:

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

10.2. Navigation

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


Menu Path	Menu Bar → Gate operation → Shed Delivery Request → Click on Add New
------------------	---

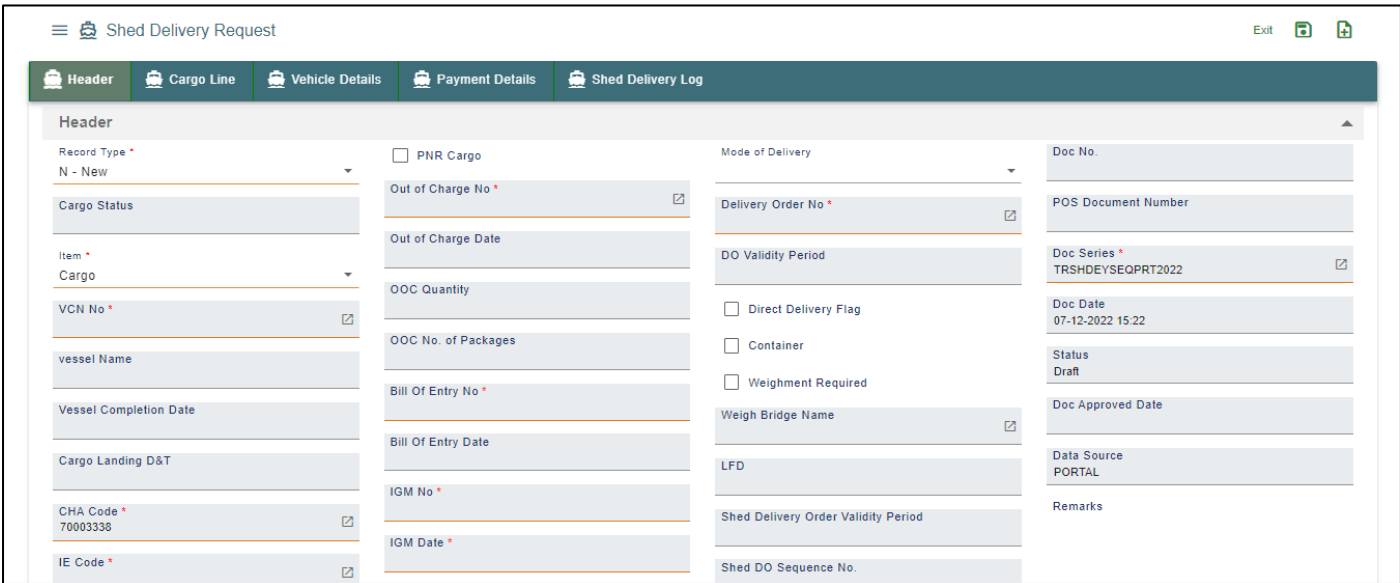
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

10.3. Prerequisites – Masters

1. CHA Code
2. IE Code
3. Out Of Charge No
4. Delivery order NO
5. Mode of Delivery
6. Vehicle Regd No

10.4. 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 70-Truck Shed Delivery Request Header Details14.1


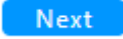

Below are the Field Information regarding **Header** Details Section.

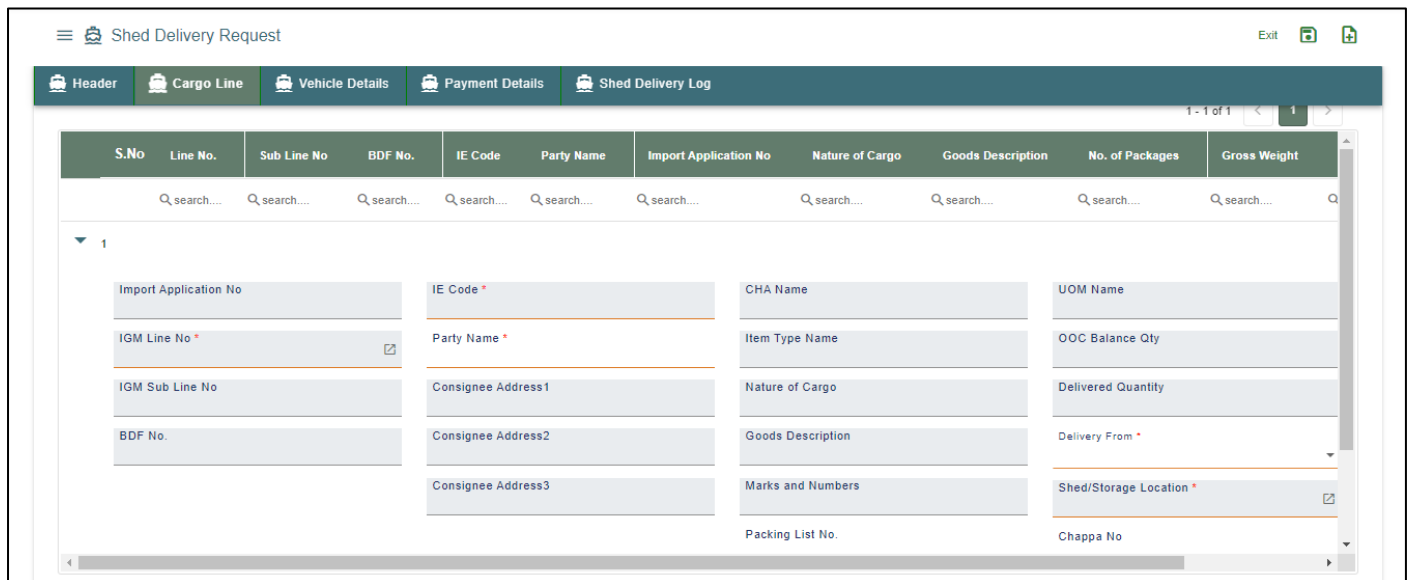
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Record Type	Mandatory	Dropdown
Cargo Status	Not Mandatory	Textbox
Item	Mandatory	Dropdown
VCN No	Mandatory	LOV
Vessel Name	Not Mandatory	Textbox
Vessel Completion Date	Not Mandatory	Textbox
IE Code	Mandatory	LOV
PNR Cargo	Optional	Checkbox
CHA Code	Mandatory	LOV
Out of Charge No	Mandatory	LOV
OOQ Qty	Not Mandatory	Textbox
OOQ No of Packages	Not Mandatory	Textbox
Bill of Entry No	Mandatory	Textbox

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Bill of Entry Date	Not Mandatory	Textbox
IGM No	Mandatory	Textbox
IGM Date	Mandatory	Textbox
IGM Total Quantity	Not Mandatory	Textbox
IGM Total No. of Packages	Not Mandatory	Textbox
Discharged Quantity	Not Mandatory	Textbox
Mode of Delivery	Mandatory	Dropdown
Delivery Order No	Mandatory	LOV
DO Validity Period	Mandatory	Textbox
Direct Delivery Flag	Not Mandatory	Check Box
Garbage Clearance No	Not Mandatory	Textbox
Container	Not Mandatory	Check Box
Shed Delivery Order Validity Period	Not Mandatory	Calendar
Status	Not Mandatory	Textbox
Shed DO Balance Qty	Not Mandatory	Textbox
Shed DO Balance No of Packages	Not Mandatory	Textbox
Demurrage Applicable	Not Mandatory	Textbox

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 Importer Cargo Line. And Press  to enter the data.





User Interface Image 71-Shed Delivery Request Cargo Details14.2


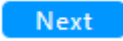
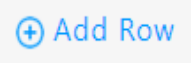
Below are the Field Information regarding Cargo Line Details Section.

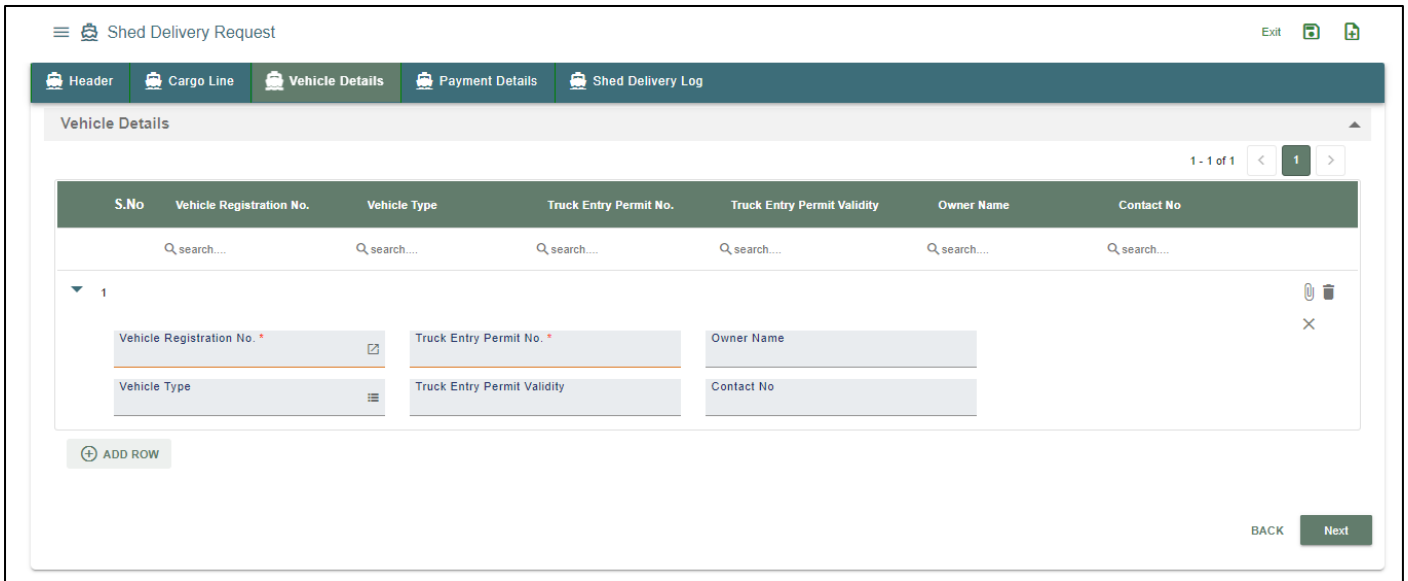
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
------------	-----------	-----------

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Import Application No	Not Mandatory	Textbox
IGM Line No	Not Mandatory	Textbox
IGM Sub Line No	Not Mandatory	Textbox
BDF No	Not Mandatory	LOV
IE Code	Not Mandatory	Textbox
Party Name	Mandatory	Textbox
Consignee Address1	Not Mandatory	Textbox
Consignee Address2	Not Mandatory	Textbox
Consignee Address3	Not Mandatory	Textbox
CHA Name	Not Mandatory	Textbox
Item Type Name	Not Mandatory	Textbox
Nature of Cargo	Not Mandatory	Textbox
Goods and Description	Not Mandatory	Textbox
ITC(HS)	Not Mandatory	Textbox
Gross Weight	Mandatory	Textbox
Packing List No	Not Mandatory	Textbox
UOM Name	Not Mandatory	LOV
OOC/BTT/BOCG Balance Quantity	Not Mandatory	Textbox
OOC/BTT/BOCG Balance No of Packages	Not Mandatory	Textbox
Delivered Qty	Not Mandatory	Textbox
Delivered From	Not Mandatory	Dropbox
Delivered No of Packages	Not Mandatory	Textbox
Shed/Storage Location	Mandatory	LOV
Chappa No	Not Mandatory	Textbox
Chappa Date	Not Mandatory	Calendar
Expected Date of Delivery	Not Mandatory	Calendar


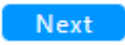
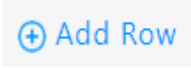
Step 3: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on  button for Vehicle Details. And Press  to enter the data.

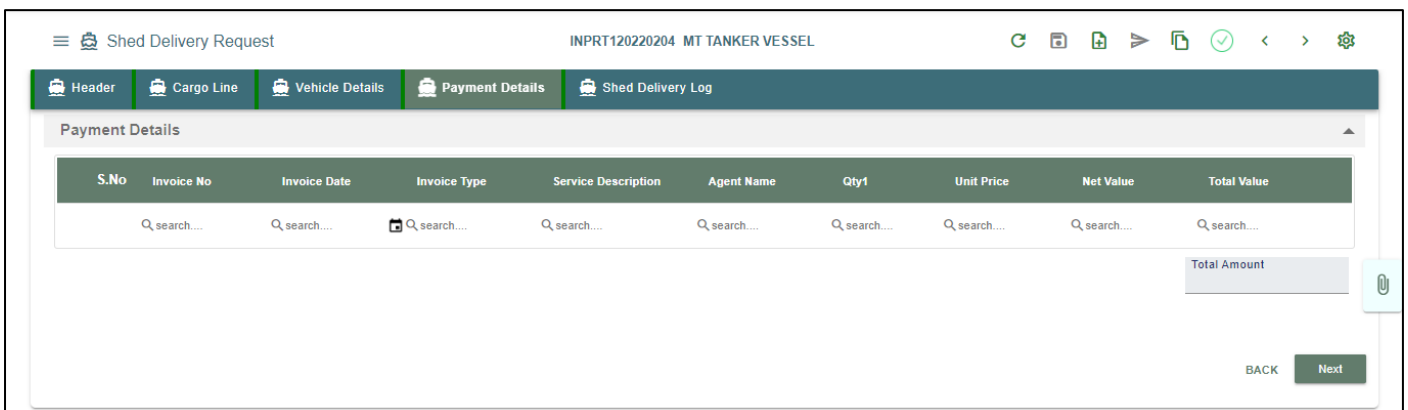


User Interface Image 72-Shed Delivery Request Vehicle Details14.3


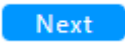
Below are the Field Information regarding Vehicle Details Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

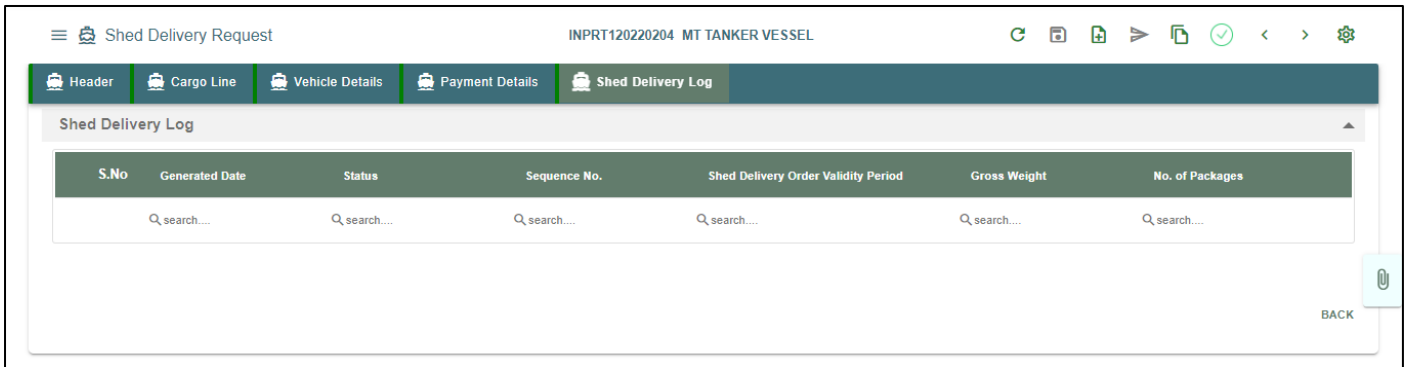
Step 4: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on  button for Payment Details. And Press  to enter the data





User Interface Image 73-Shed Delivery Request Payment Details14.4



Step 7: 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 Shed Delivery Log.


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Step 7(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

If the Attachment's are configured, System will display like below when we click on  icon. Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (0) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p>+ ADD FILES SELECT FILES</p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						<p>UPLOAD CLOSE</p>


Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (0) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div style="display: flex; justify-content: center; gap: 20px; margin-bottom: 10px;"> + ADD FILES SELECT FILES </div> <p style="text-align: center;">or</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin-bottom: 10px;"> Drag files here, to upload </div> <div style="display: flex; justify-content: flex-end; gap: 20px;"> UPLOAD CLOSE </div>						

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

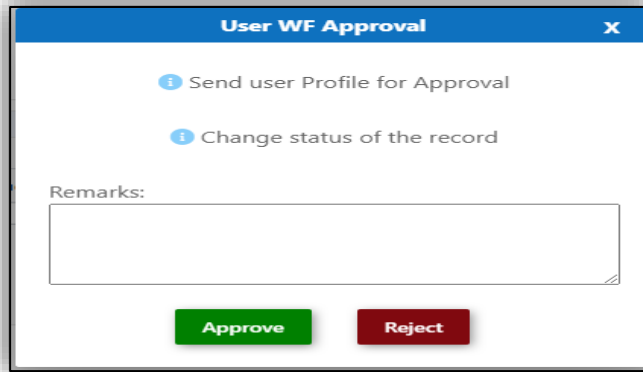
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

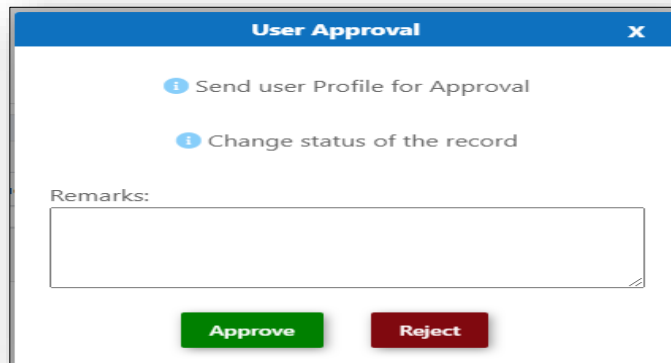
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

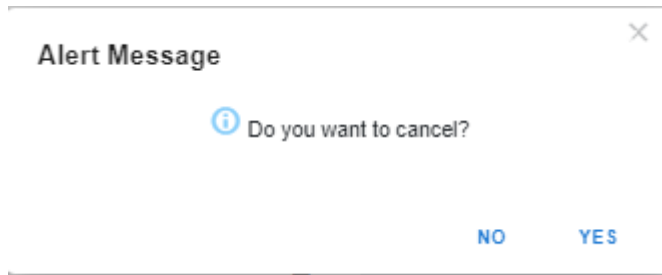
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

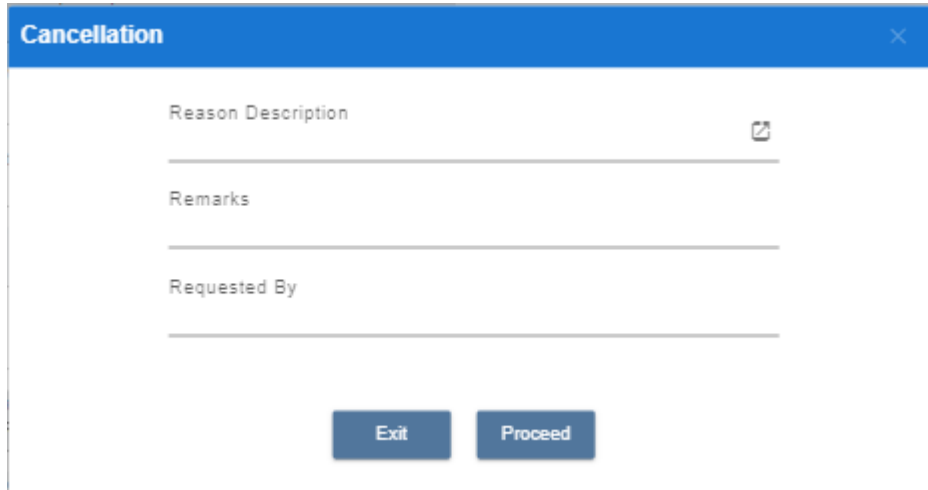
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required


system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.






By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL



By Clicking on  we can view the Partial success status of the record

Data Submit Status		
Portal Integration		
Status: FAILED		
End Point Code	Status	Response
IPAPRJCTTRUSHDEORPRTLCHPTOB	SUCCESS	record saved successfully id = 9303
IPAPRJCTTRUSHDEORPRTLMBPTOB	FAILED	User does not exists or password not valid
IPAPRJCTTRUSHDEORPRTLOB	FAILED	User does not exists or password not valid

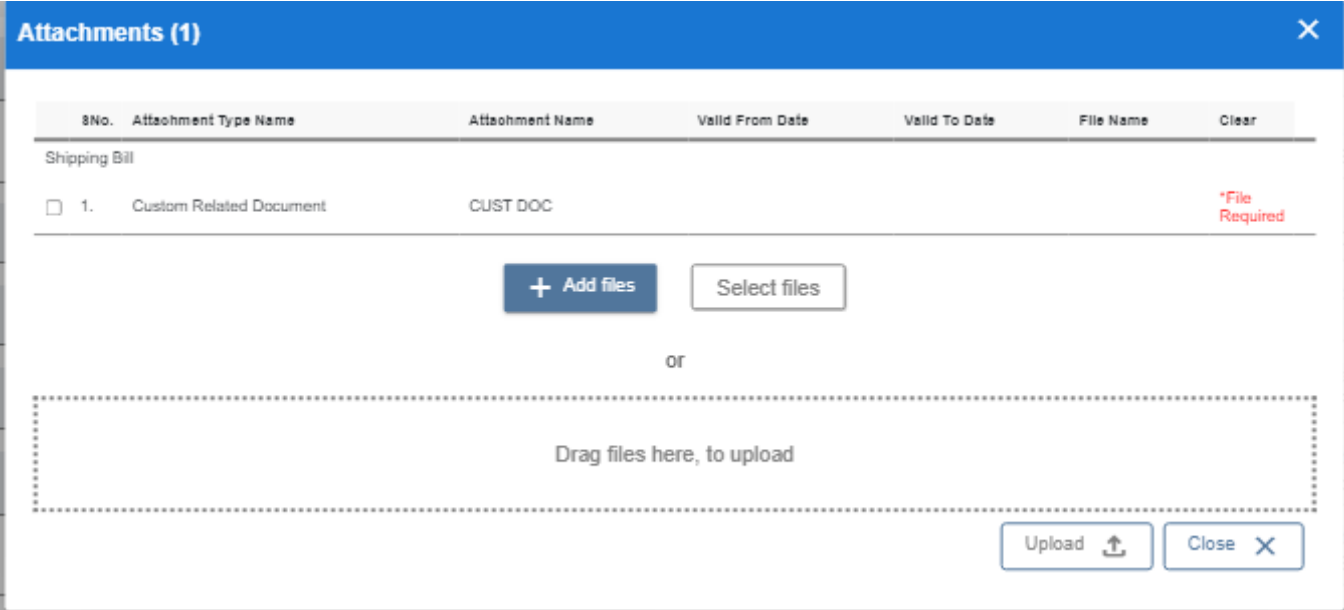
Step 17: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

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Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.






#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Custom Related Document	CUST DOC			*File Required

or

Drag files here, to upload

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files



or

Drag files here, to upload

Upload 
Close ✕

Once all the mandatory and required fields are filled then Click on Upload  button. System will display

the status File uploaded on the screen.




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png <small>(224.39 kb)</small>	

Upload 
Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option
X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

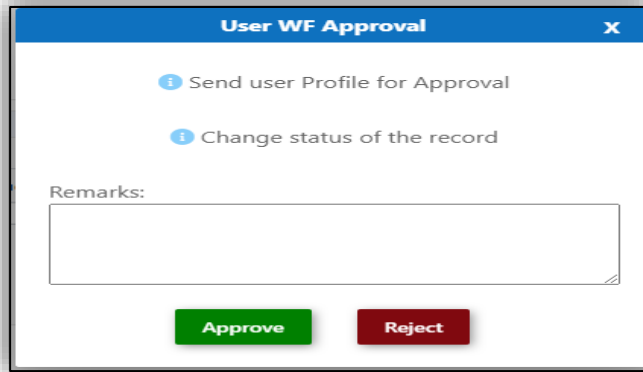
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

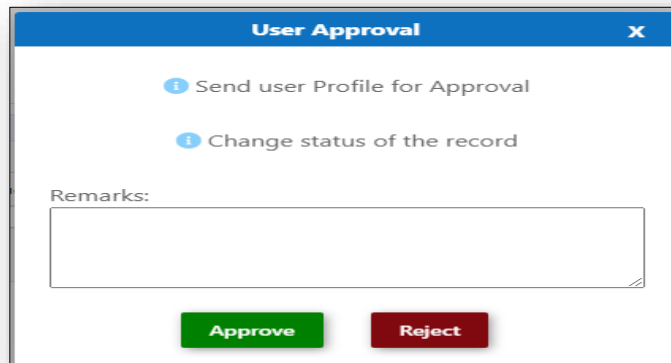
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

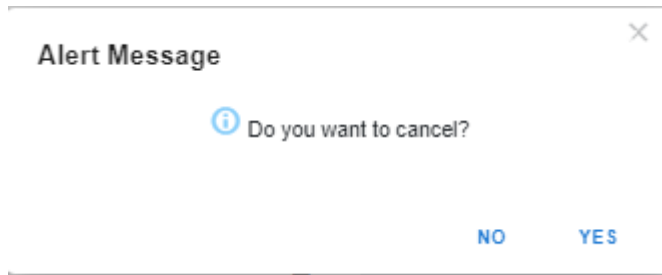
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

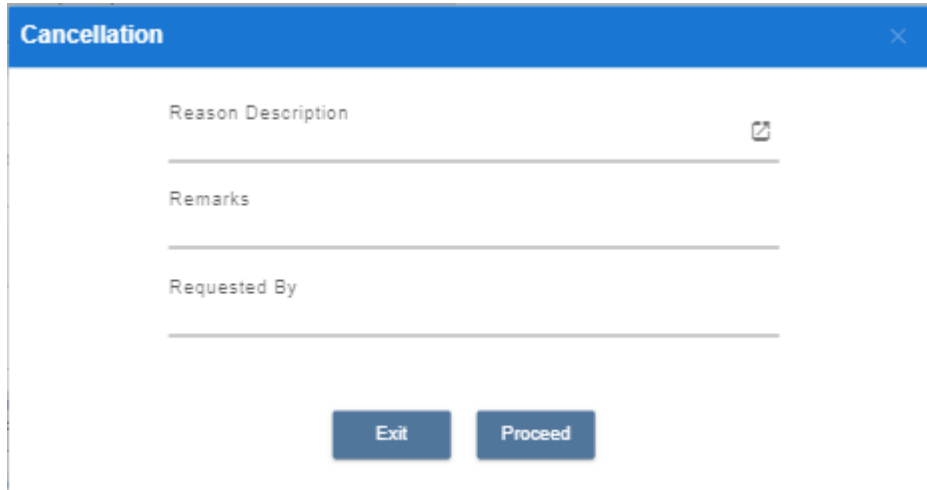
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required


system will display with below alert ok and Back

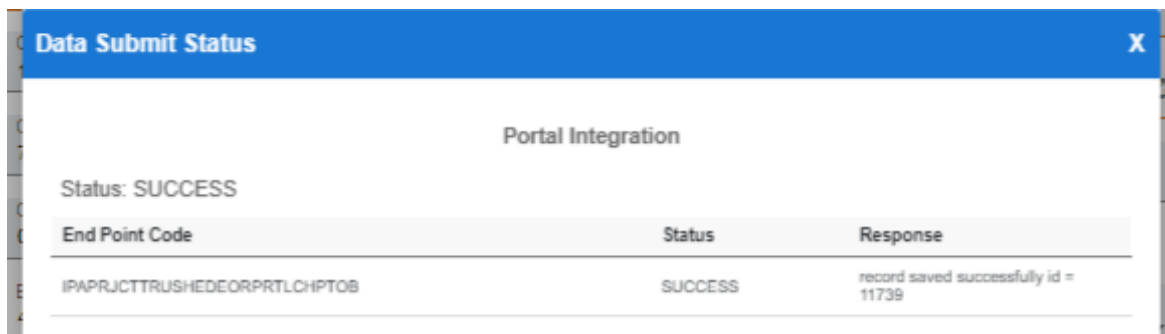



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

On clicking  Button showing Record Status




Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Shed Delivery Request

1 - 10 of 2150



Doc No.	Status	VCN No.	Vessel Name	Line No.	Sub Line No	Shipping Bill No	Shed Delivery Order Validity Period	Doc Date	Doc Approved Date	Data Source	Portal Agent
TRCORD20220224	Approved	INMAA120220604	MV HMAS Armidale	32			28-07-2022 05:59	28-07-2022 13:13	28-07-2022 13:13	PORTAL	700021
TRCORD20220223	Approved	INMAA120220601	MT HMAS Brisbane	32			28-07-2022 05:59	27-07-2022 15:35	27-07-2022 15:35	PORTAL	700021
TRCORD20220222	Approved	INMAA120220599	MV HMAS Arunta		0009890			27-07-2022 12:00	27-07-2022 13:43	POS	
TRCORD20220220	Approved	INMAA120220599	MV HMAS Arunta	12				27-07-2022 11:41	27-07-2022 11:41	PORTAL	700021


Step 18: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.


Search X

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text" value="search..."/>	<input type="text"/>	<input type="text" value="and"/>

[+ Add Row](#)

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

11. While if there is any changes we can Amend the record by clicking the  icon shown. After clicking

the icon system will display


Confirmation required

 with below alert message.

12.

Confirmation required



Alert Message X

 Do you want to Amend?

13. By Clicking on No we can go to the previous screen. By clicking Yes we can see

Ok

 Alert and status code changed to 'AMEND'

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11. Business Function Name: Cargo and Container Gate Permit

11.1 Definition:

11.2 Navigation

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


Menu Path	Menu Bar → Cargo → Others → Cargo and Container gate Permit → Click on Add New
------------------	---

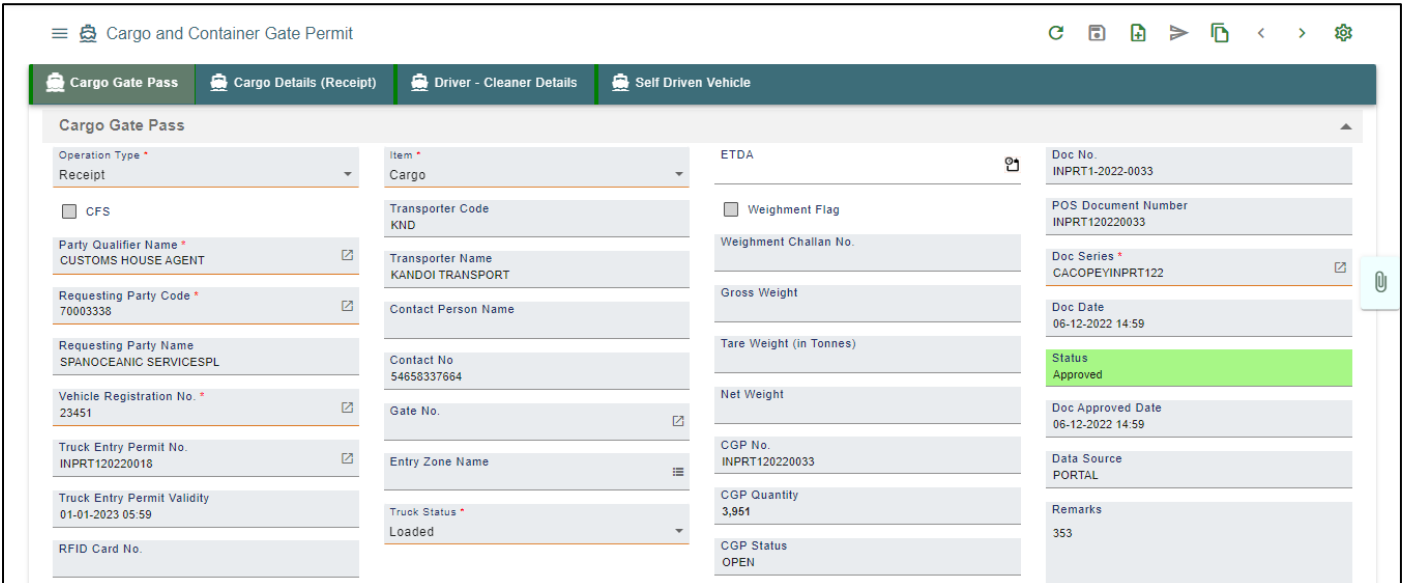
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

11.3 Prerequisites – Masters

1. Operation Type
2. Party Qualifier Name
3. Requesting Party Code
4. Vehicle Regd. no
5. Truck Status

11.4 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.




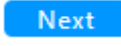
User Interface Image 77- Cargo and Container gate Permit Header Details15.1

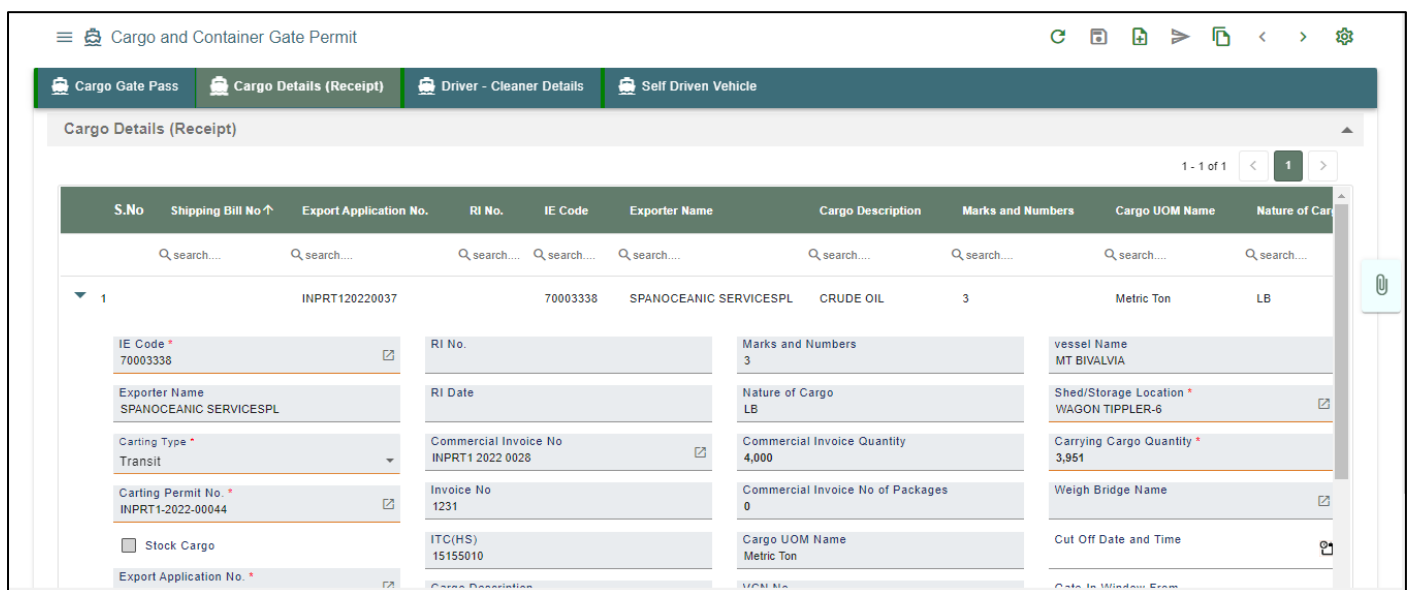
Below are the Field Information regarding Cargo Gate Pass **Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Operation Type	Mandatory	Dropdown



Party Qualifier Name	Mandatory	LOV
Requesting Party Code	Mandatory	LOV
Requesting Party Name	Not Mandatory	Textbox
Vehicle Regd No	Mandatory	LOV
Truck Entry Permit No	Not Mandatory	LOV
Truck Entry Permit Validity	Not Mandatory	Textbox
RFID Card No	Not Mandatory	Textbox
Registered Laden Weight	Not Mandatory	Textbox
Item	Not Mandatory	Dropdown
Transporter Code	Not Mandatory	Textbox
Transporter Name	Not Mandatory	Textbox
Contact Person Name	Not Mandatory	Textbox
Contact No	Not Mandatory	Textbox
Gate No	Not Mandatory	LOV
Entry Zone Name	Not Mandatory	LOV
Truck Status	Mandatory	Dropdown
Gate In Window From	Not Mandatory	Calendar
Gate In Window Up to	Not Mandatory	Calendar
Cut Off Date and Time	Not Mandatory	Calendar
ETDA	Not Mandatory	Calendar
CGP NO	Not Mandatory	Textbox
CGP Quantity	Not Mandatory	Textbox

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 (Receipt/Delivery). This Details are auto populated based on selection of Vehicle Regd No in Header




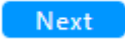

User Interface Image 78- Cargo and Container gate Permit Cargo Details (Delivery) 15.2

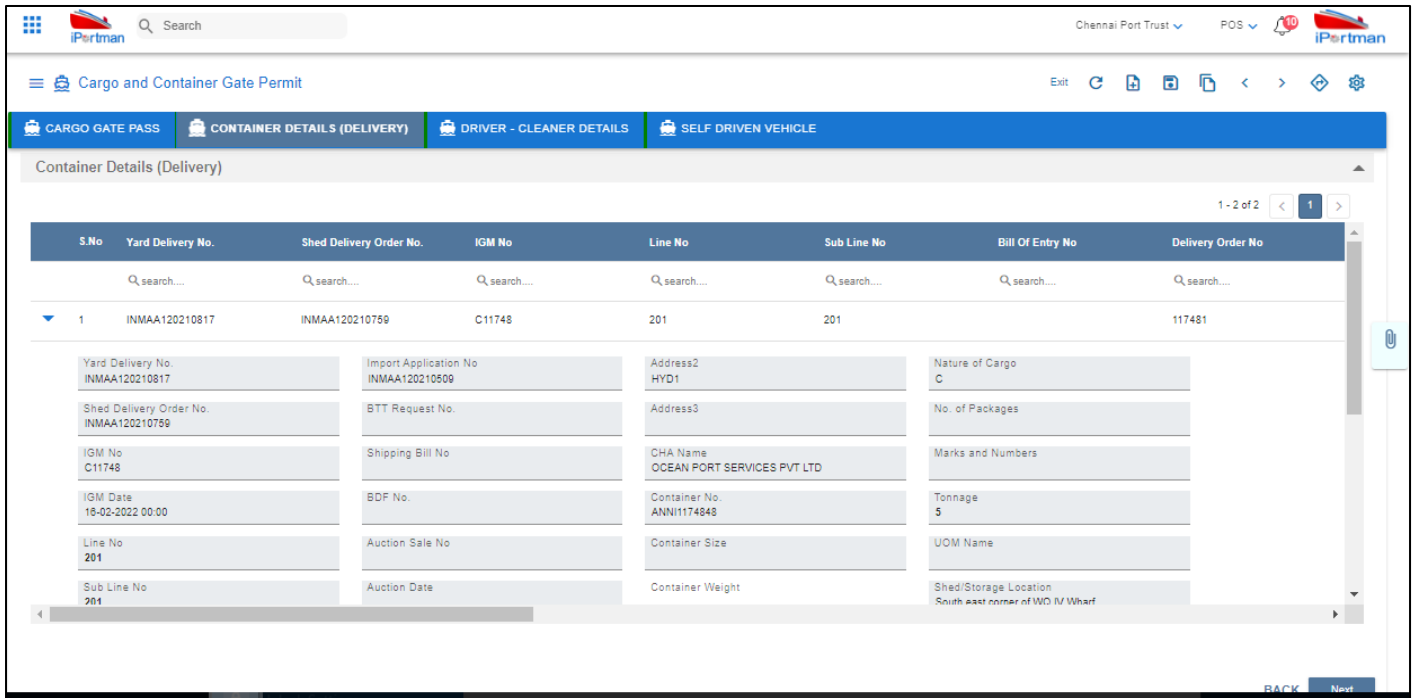
Below are the Field Information regarding Cargo Details (Receipt/Delivery) Details Section.

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(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Shed Delivery Order	Not Mandatory	Textbox
IGM No	Not Mandatory	Textbox
IGM Date	Not Mandatory	Textbox
Line No	Not Mandatory	Textbox
Sub Line No	Not Mandatory	Textbox
Bill of Entry No	Not Mandatory	Textbox
Bill of Entry Date	Not Mandatory	Textbox
Delivery Order No	Not Mandatory	Textbox
Out of Charge No	Not Mandatory	Textbox
Import Application No	Not Mandatory	Textbox
BDF No	Not Mandatory	Textbox
Auction Sale No	Not Mandatory	Textbox
Auction Date	Not Mandatory	Textbox
TP No	Not Mandatory	Textbox
IE Code	Not Mandatory	Textbox
Party Name	Not Mandatory	Textbox
Address 1	Not Mandatory	Textbox
Address 2	Not Mandatory	Textbox
Address 3	Not Mandatory	Textbox
CHA Name	Not Mandatory	Textbox
Item Type Name	Not Mandatory	Textbox
Nature of Cargo	Not Mandatory	Textbox
Goods Description	Not Mandatory	Textbox
ITC(HS)	Not Mandatory	Textbox
No of Packages	Not Mandatory	Textbox
Marks and Numbers	Not Mandatory	Textbox
Tonnage	Not Mandatory	Textbox
UOM Name	Not Mandatory	Textbox
Shed/Storage Location	Not Mandatory	Textbox
Chappa No	Not Mandatory	Textbox
Chappa Date	Not Mandatory	Textbox
Remarks	Not Mandatory	Textbox

Step 3: 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 Container Details. And Press  to enter the data.





User Interface Image 79- Cargo and Container gate Permit Container Details15.3


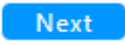
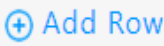
Below are the Field Information regarding Container Details (Receipt/Delivery) Details Section.

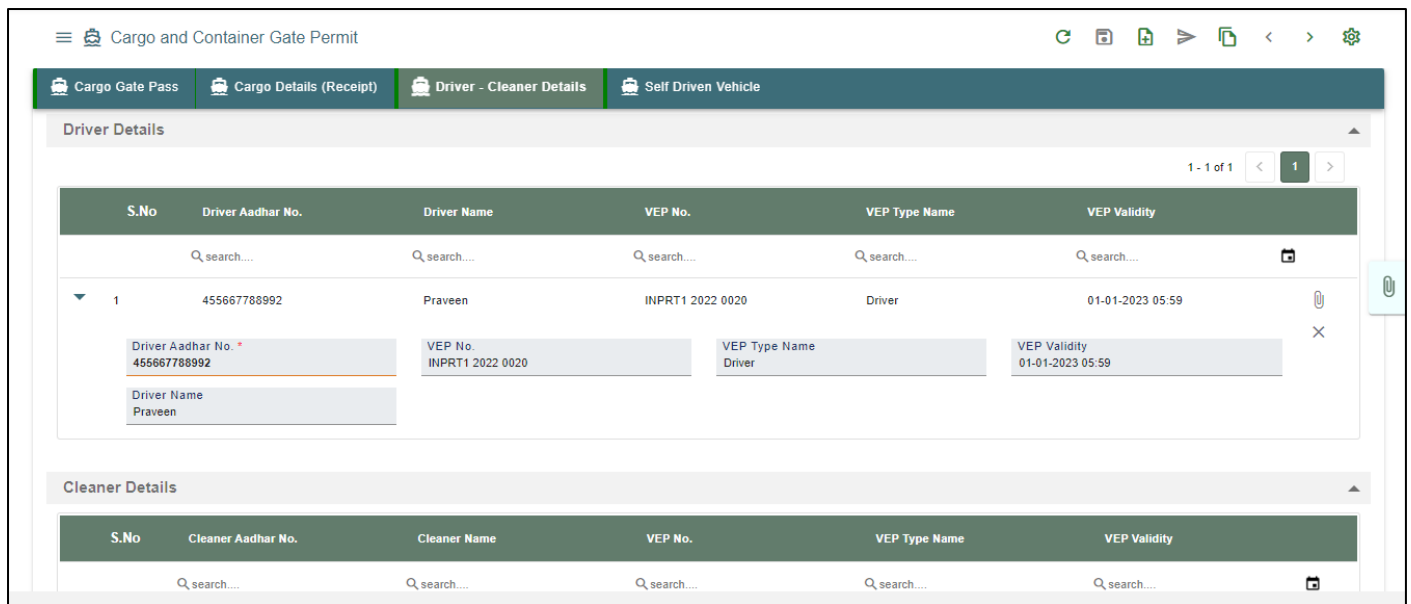
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Shed Delivery Order	Not Mandatory	Textbox
IGM No	Not Mandatory	Textbox
IGM Date	Not Mandatory	Textbox
Line No	Not Mandatory	Textbox
Sub Line No	Not Mandatory	Textbox
Bill of Entry No	Not Mandatory	Textbox
Bill of Entry Date	Not Mandatory	Textbox
Delivery Order No	Not Mandatory	Textbox
Out of Charge No	Not Mandatory	Textbox
Import Application No	Not Mandatory	Textbox
BDF No	Not Mandatory	Textbox
Auction Sale No	Not Mandatory	Textbox
Auction Date	Not Mandatory	Textbox
IE Code	Not Mandatory	Textbox
Party Name	Not Mandatory	Textbox
Address 1	Not Mandatory	Textbox
Address 2	Not Mandatory	Textbox
Address 3	Not Mandatory	Textbox
CHA Name	Not Mandatory	Textbox
Container No	Not Mandatory	Textbox
Container Size	Not Mandatory	Textbox
Container Status	Not Mandatory	Textbox

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ISO Code	Not Mandatory	Textbox
Goods Description	Not Mandatory	Textbox
Nature of Cargo	Not Mandatory	Textbox
No of Packages	Not Mandatory	Textbox
Marks and Numbers	Not Mandatory	Textbox
Tonnage	Not Mandatory	Textbox
UOM Name	Not Mandatory	Textbox
Shed/Storage Location	Not Mandatory	Textbox
Chappa No	Not Mandatory	Textbox
Chappa Date	Not Mandatory	Textbox
Remarks	Not Mandatory	Textbox

Step 4: 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 Driver-Cleaner Details. And Press  to enter the data.





User Interface Image 80 - Cargo and Container gate Permit Driver-Cleaner Details15.4


Below are the Field Information regarding Driver-Cleaner Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	Mandatory	Fill Type
Driver Aadhar No	Mandatory	Textbox
Driver Name	Not Mandatory	Textbox
VEP No	Not Mandatory	Textbox
VEP Type	Not Mandatory	Textbox
VEP Validity	Not Mandatory	Textbox

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Cleaner Aadhar No	Mandatory	Textbox
VEP No	Not Mandatory	Textbox
VEP Type	Not Mandatory	Textbox
VEP Validity	Not Mandatory	Textbox
Cleaner Name	Not Mandatory	Textbox

Step 5(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/>	1.	Request for Entry Permit 1 ▼				*File Req

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/>	1.	Request for Entry Permit 1 ▼				*File Req

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/>	1.	Request for Entry Permit 1 ▼				*File Req

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/>	1.	Request for Entry Permit 1 ▼				*File Req



+ ADD FILES SELECT FILES


or



Drag files here, to upload

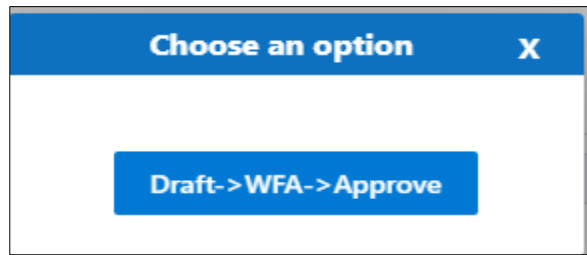
UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

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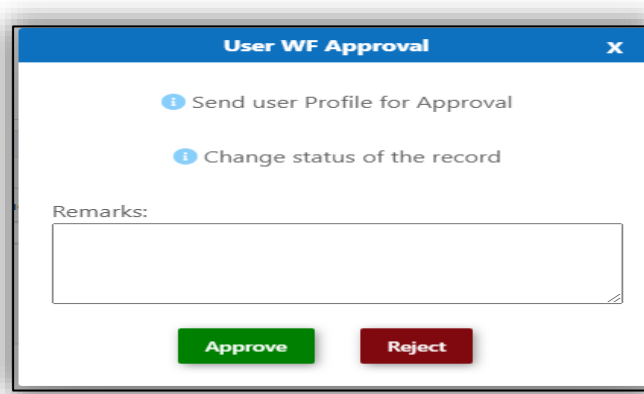
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

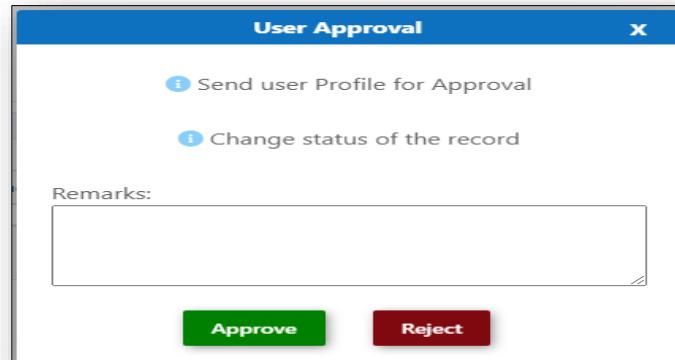
Successfully rejected.

And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

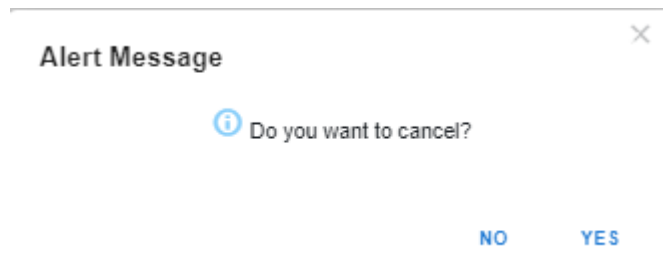
display on the screen. And the document status will be changed as 'REJECTED'.



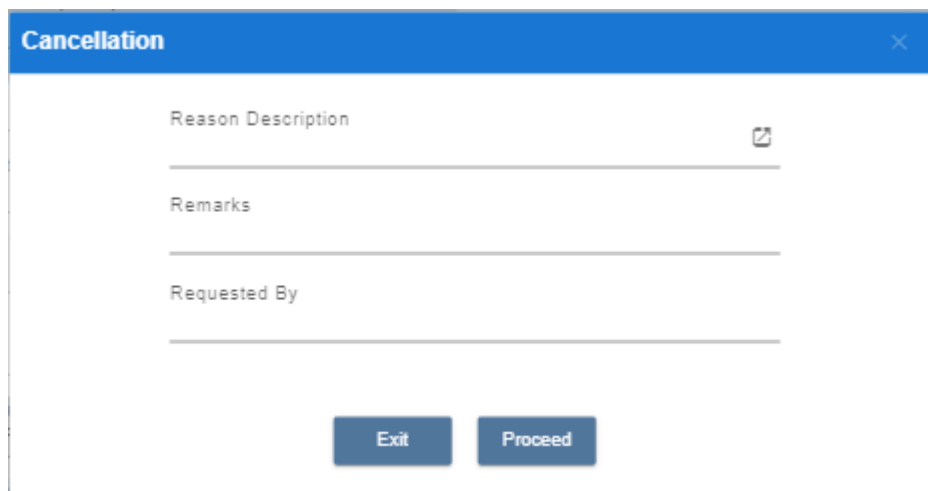
Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back





By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.





Ok

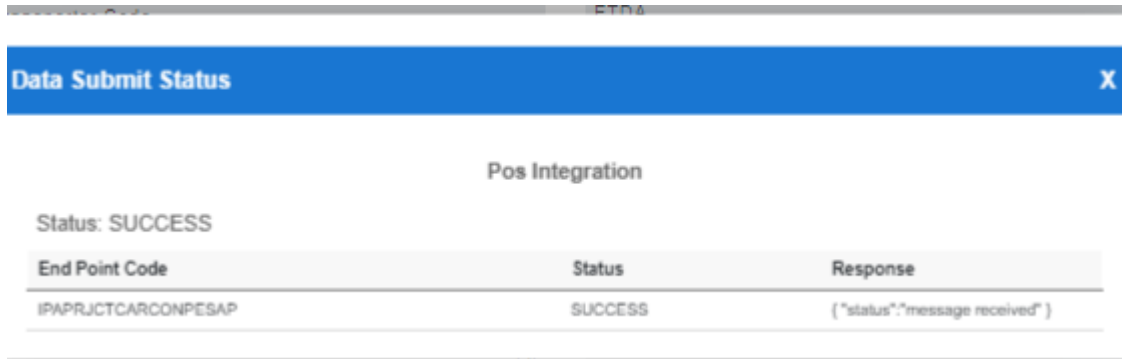
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

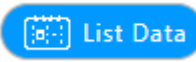
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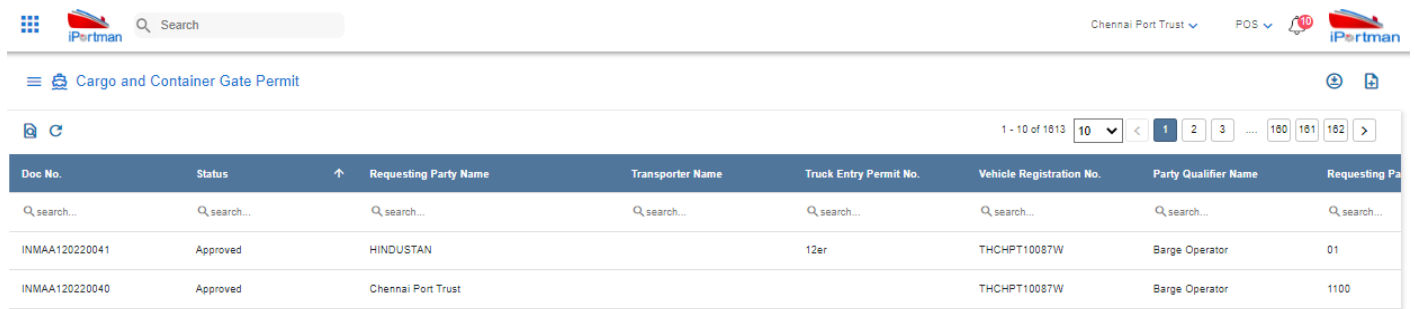
CANCEL


Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

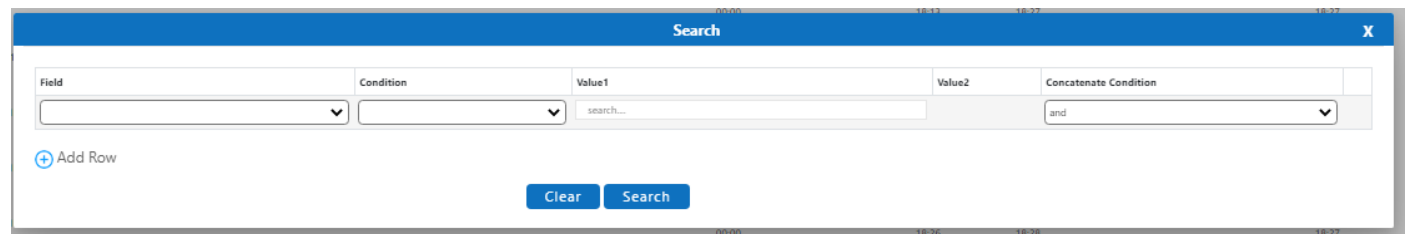
By Clicking on  we can view the status of the record






Step 15: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively





Step 16: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

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12. Business Function Name: Truck Weighment

12.1 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.

After completion of Truck Shed Operation, Vehicle will go for Truck Weighment 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 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 Weighment → Click on Add New
------------------	---

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

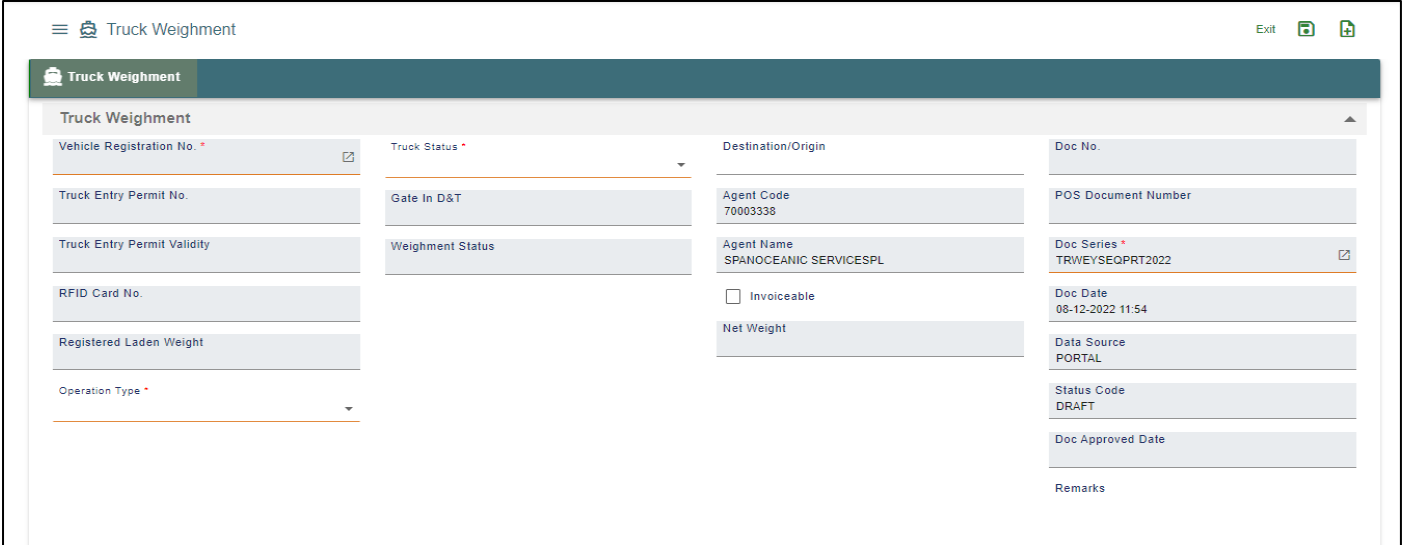
12.3 Prerequisites – Masters

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

12.4 Screenshot

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

If Truck Status = Empty



The screenshot shows the 'Truck Weighment' header details section. It includes the following fields:

- Vehicle Registration No. (Mandatory, marked with a red star and a checkmark icon)
- Truck Status (Dropdown menu)
- Destination/Origin (Textbox)
- Doc No. (Textbox)
- Truck Entry Permit No. (Textbox)
- Gate In D&T (Calendar)
- Agent Code (Textbox, value: 70003338)
- POS Document Number (Textbox)
- Truck Entry Permit Validity (Textbox)
- Weighment Status (Textbox)
- Agent Name (Textbox, value: SPANOEANIC SERVICESPL)
- Doc Series (Mandatory, marked with a red star and a checkmark icon, value: TRWEYSEQPRT2022)
- RFID Card No. (Textbox)
- Registered Laden Weight (Textbox)
- Net Weight (Textbox)
- Invoiceable (Check Box, unchecked)
- Doc Date (Textbox, value: 08-12-2022 11:54)
- Operation Type (Dropdown menu)
- Data Source (Textbox, value: PORTAL)
- Status Code (Textbox, value: DRAFT)
- Doc Approved Date (Textbox)
- Remarks (Textbox)

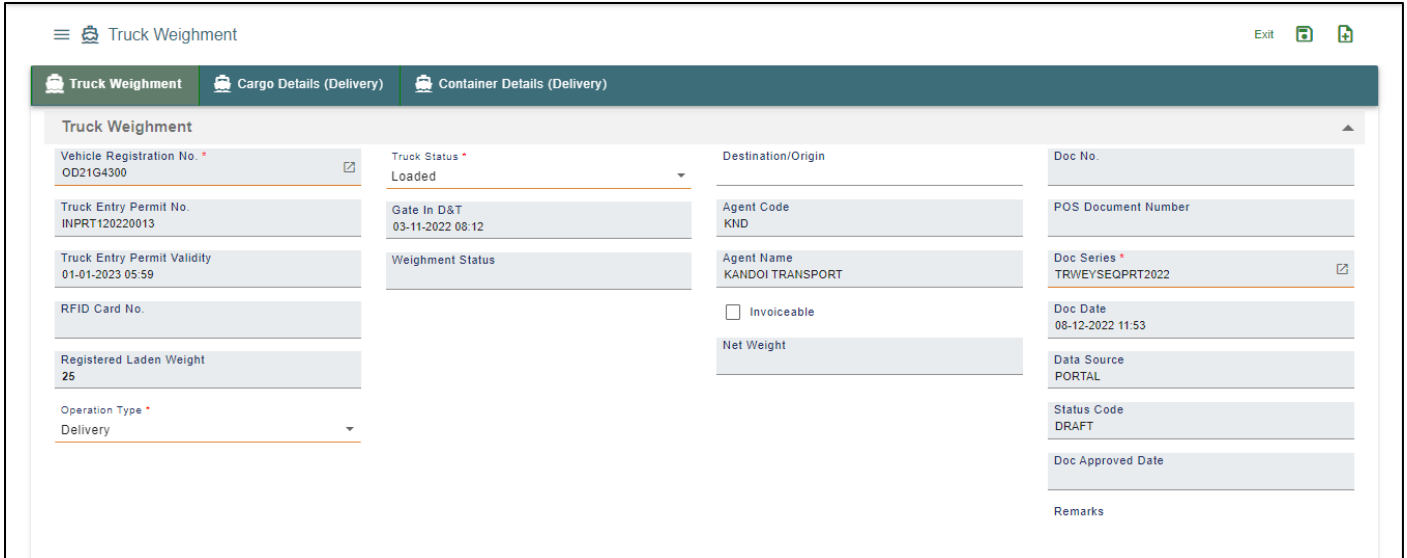
User Interface Image 86 - Truck Weighment Header Details 17.1

Below are the Field Information regarding Truck Weighment Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Vehicle Regd No	Yes	LOV
Truck Entry Permit No	No	Textbox
Truck Entry Permit Validity	No	Textbox
RFID Card No	No	Textbox
Registered Laden Weight	No	Textbox
Operation Type	Yes	Dropdown
Truck Status	Yes	Dropdown
Gate In D&T	No	Calendar
Weighment Status	No	Textbox
Destination/Origin	No	Textbox
Agent Code	No	Textbox
Agent Name	No	Textbox
Invoiceable	No	Check Box
Net Weight	No	Textbox
Weighment Type	No	Textbox
Tare Weight	Yes	Textbox
Weigh Bridge Name	Yes	LOV
Weighment D&T	Yes	Calendar
Remarks	No	Textbox
Gross Weight	Yes	Textbox


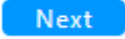
If Truck status-loaded below Screen will show.

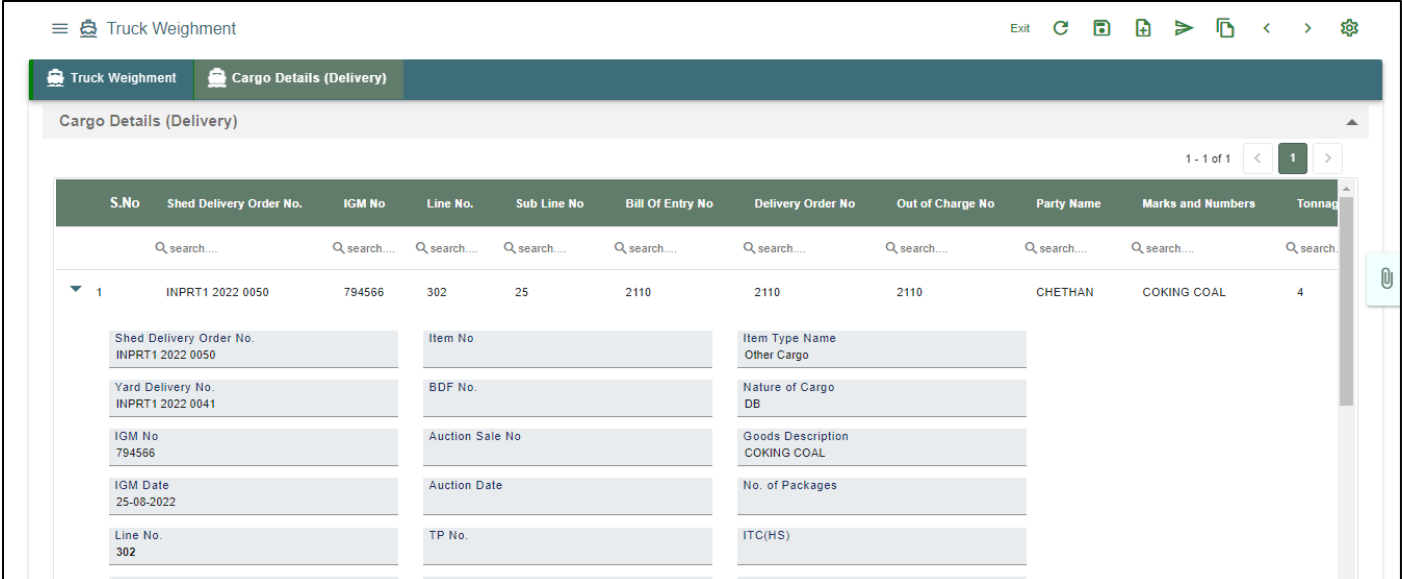


Below are the Field Information regarding Truck Weighment Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Vehicle Regd No	Yes	LOV
Truck Entry Permit No	No	Textbox
Truck Entry Permit Validity	No	Textbox
RFID Card No	No	Textbox
Registered Laden Weight	No	Textbox
Operation Type	Yes	Dropdown
Truck Status	Yes	Dropdown
Gate In Details	No	Textbox
Weighment Status	No	Textbox
Destination/Origin	No	Textbox
Agent Code	No	Textbox
Agent Name	No	Textbox
Invoiceable	No	Check Box
Net Weight	No	Textbox
Weighment Type	No	Textbox
Gross Weight	Yes	Textbox
Weigh Bridge Name	Yes	LOV
Weighment D&T	Yes	Calendar
Gross Remarks	No	Textbox



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 (Receipt/Delivery). This Details are auto populated based on selection of Vehicle Regd No in Header





Below are the Field Information regarding Cargo Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Shed Delivery Order No	No	Textbox
IGM No	No	Textbox
IGM Date	No	Textbox
Line No	No	Textbox
Sub Line No	No	Textbox
Import Application No	No	Textbox
Bill of Entry No	No	Textbox
Bill of Entry Date	No	Textbox
Delivery Order No	No	Textbox
Out of Charge No	No	Textbox
BTT No	No	Textbox
SB No	No	Textbox
Item No	No	Textbox
BDF No	No	Textbox
Auction Sale No	No	Textbox
Auction Date	No	Textbox
TP No	No	Textbox
IE Code	No	Textbox
Party Name	No	Textbox
Address 1	No	Textbox
Address 2	No	Textbox
Address 3	No	Textbox
CHA Name	No	Textbox
Item Type Name	No	Textbox
Nature of Cargo	No	Textbox
Goods Description	No	Textbox


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No of Packages	No	Textbox
ITC(HS)	No	Textbox
Marks and Numbers	No	Textbox
Tonnage	No	Textbox
UOM Name	No	Textbox
Shed/Storage Location	No	Textbox
Chappa No	No	Textbox
Chappa Date	No	Textbox
Shed Delivery Order No	No	Textbox
IGM No	No	Textbox
IGM Date	No	Textbox
Line No	No	Textbox
Sub Line No	No	Textbox
Import Application No	No	Textbox
Bill of Entry No	No	Textbox
Bill of Entry Date	No	Textbox
Delivery Order No	No	Textbox
Out of Charge No	No	Textbox
BTT No	No	Textbox
SB No	No	Textbox
Item No	No	Textbox
BDF No	No	Textbox
Auction Sale No	No	Textbox
Auction Date	No	Textbox
IE Code	No	Textbox
Party Name	No	Textbox
Address 1	No	Textbox
Address 2	No	Textbox
Address 3	No	Textbox
CHA Name	No	Textbox
Container No	No	Textbox
Container Size	No	Textbox
Container Status	No	Textbox
ISO Code	No	Textbox
Goods Description	No	Textbox
Nature of Cargo	No	Textbox
No of Packages	No	Textbox
Marks and Numbers	No	Textbox
Tonnage	No	Textbox
UOM Name	No	Textbox
Shed Location	No	Textbox
Chappa No	No	Textbox
Chappa Date	No	Textbox

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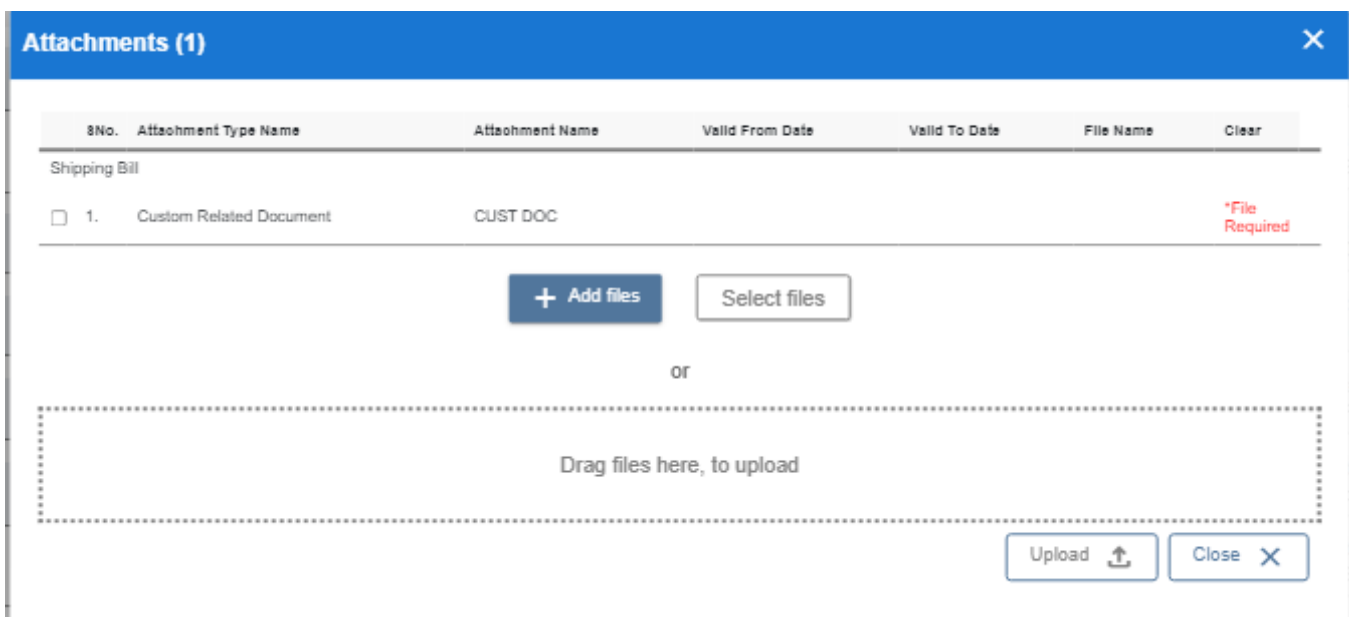
Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be LOV as below



Step 3(a):Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.



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If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x


Attachments (2) ✕

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (2) ✕



8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required



+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

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Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1.	Custom Related Document	Transhipment Permit			*File Required
<input type="checkbox"/>	2.	Cargo Related Documents	International Load Line Certificate			*File Required



+ Add files
Select files


OR

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			CHPT-CQA-SDO-BTT.png (224.39 kb)	

Upload 
Close ✕

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.



Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .


Choose an option
✕

Draft -> WFA -> Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

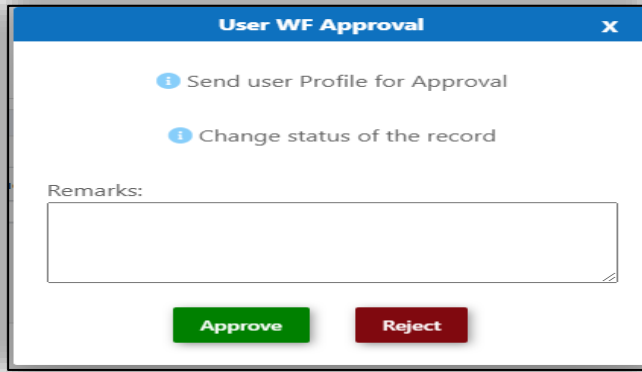
Work Flow Initiated. with drivenId = 12999

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Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User WF Approval' popup window contains the following elements:

- Buttons: 'Send user Profile for Approval' and 'Change status of the record'.
- Text field: 'Remarks:' with an empty text area below it.
- Buttons: 'Approve' (green) and 'Reject' (red).

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

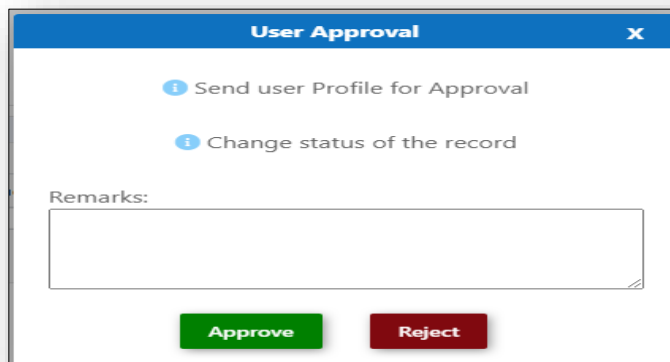
Successfully rejected.

And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:

- Buttons: 'Send user Profile for Approval' and 'Change status of the record'.
- Text field: 'Remarks:' with an empty text area below it.
- Buttons: 'Approve' (green) and 'Reject' (red).



Successfully Status changed to APPROVED



Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

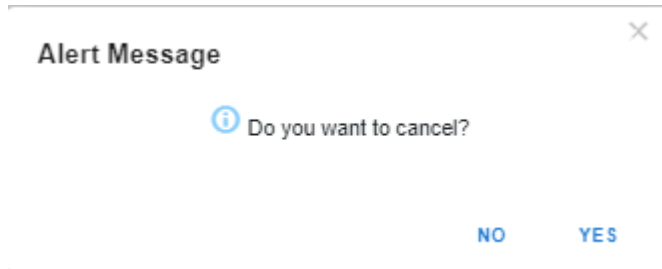
display on the screen.

Successfully rejected.

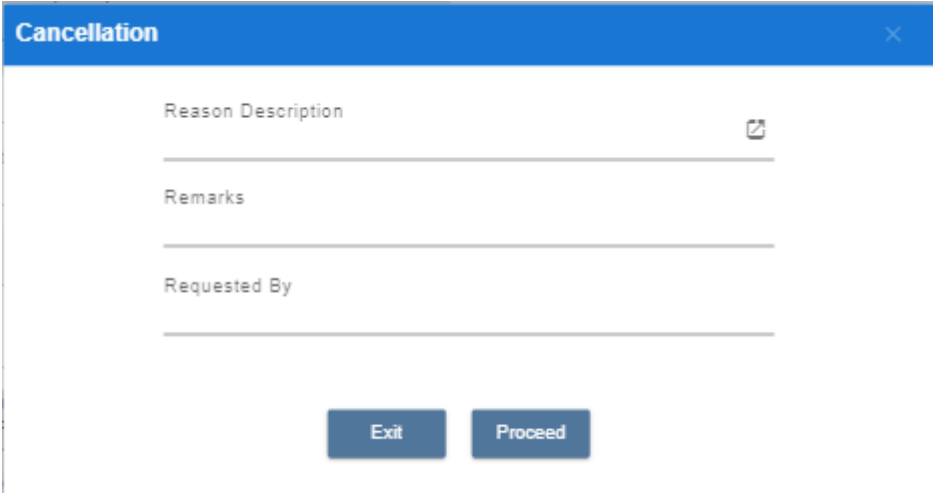
And the document status will be changed as 'REJECTED'.


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Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon system will display  with below alert ok and Back

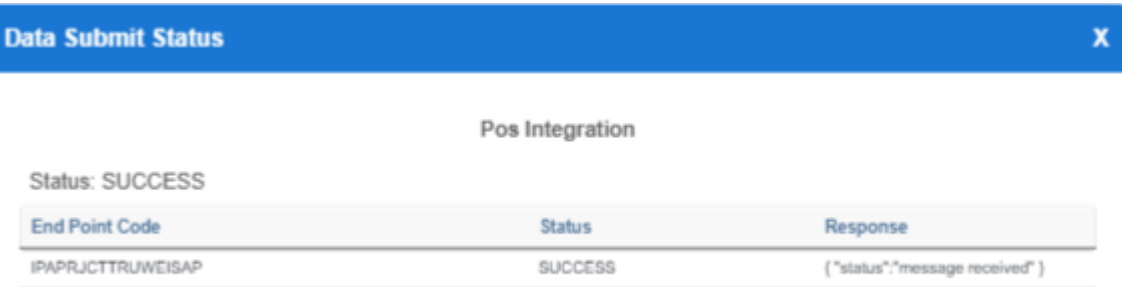


By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.




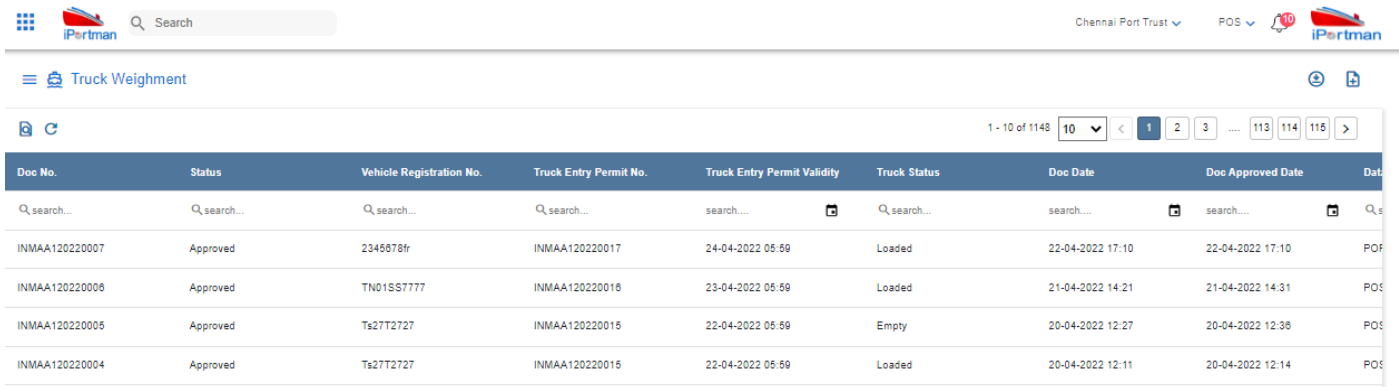
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

By Clicking on  we can view the status of the record




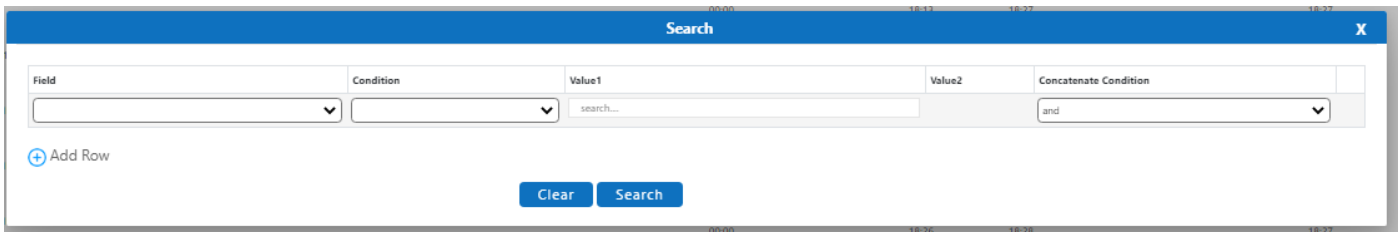
End Point Code	Status	Response
IPAPRJCTTRUWEISAP	SUCCESS	("status": "message received")



Step 13: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




Doc No.	Status	Vehicle Registration No.	Truck Entry Permit No.	Truck Entry Permit Validity	Truck Status	Doc Date	Doc Approved Date	Date
INMAA120220007	Approved	2345678fr	INMAA120220017	24-04-2022 05:59	Loaded	22-04-2022 17:10	22-04-2022 17:10	POF
INMAA120220008	Approved	TN01SS7777	INMAA120220016	23-04-2022 05:59	Loaded	21-04-2022 14:21	21-04-2022 14:31	POF
INMAA120220005	Approved	Ts27T2727	INMAA120220015	22-04-2022 05:59	Empty	20-04-2022 12:27	20-04-2022 12:38	POF
INMAA120220004	Approved	Ts27T2727	INMAA120220015	22-04-2022 05:59	Loaded	20-04-2022 12:11	20-04-2022 12:14	POF

Step 14: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

13. Business Function Name: Storage Request

13.1 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.

13.2 Navigation

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


Menu Path	Menu Bar → Cargo → Request → Storage Request → Click on Add New
------------------	--

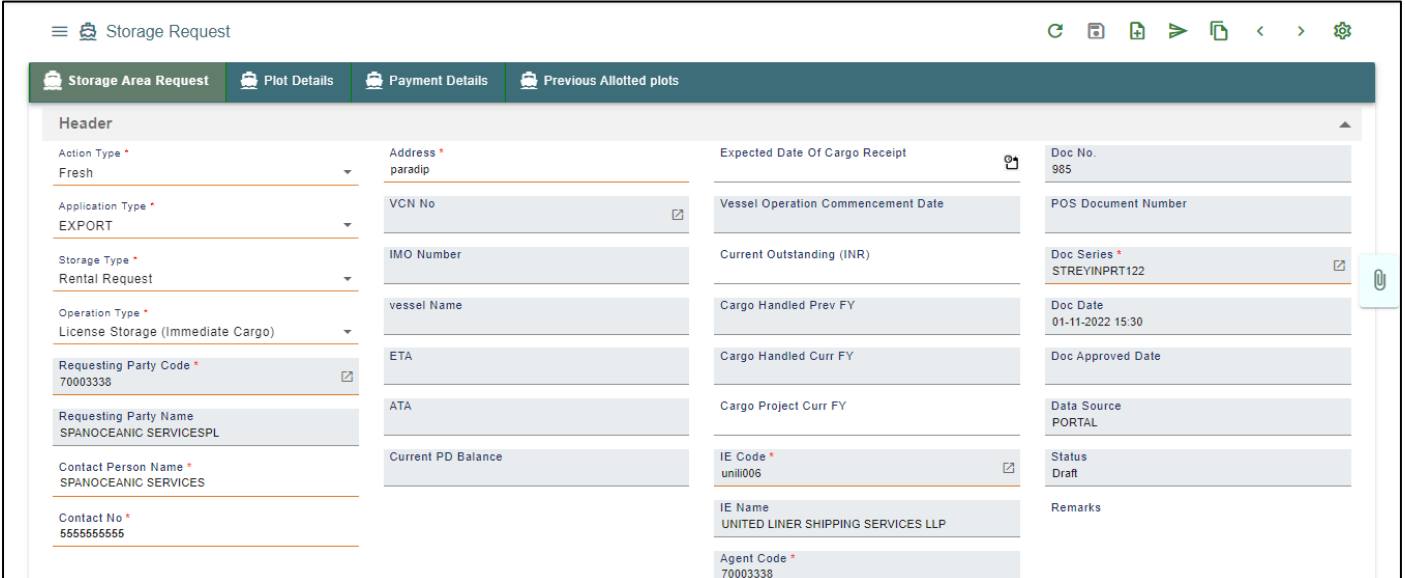
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

13.3 Prerequisites – Masters

1. IGM

13.4 Screenshot

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





User Interface Image 106–Storage Request Header Details 21.1

Below are the Field Information regarding Storage Area Request Header Details Section.

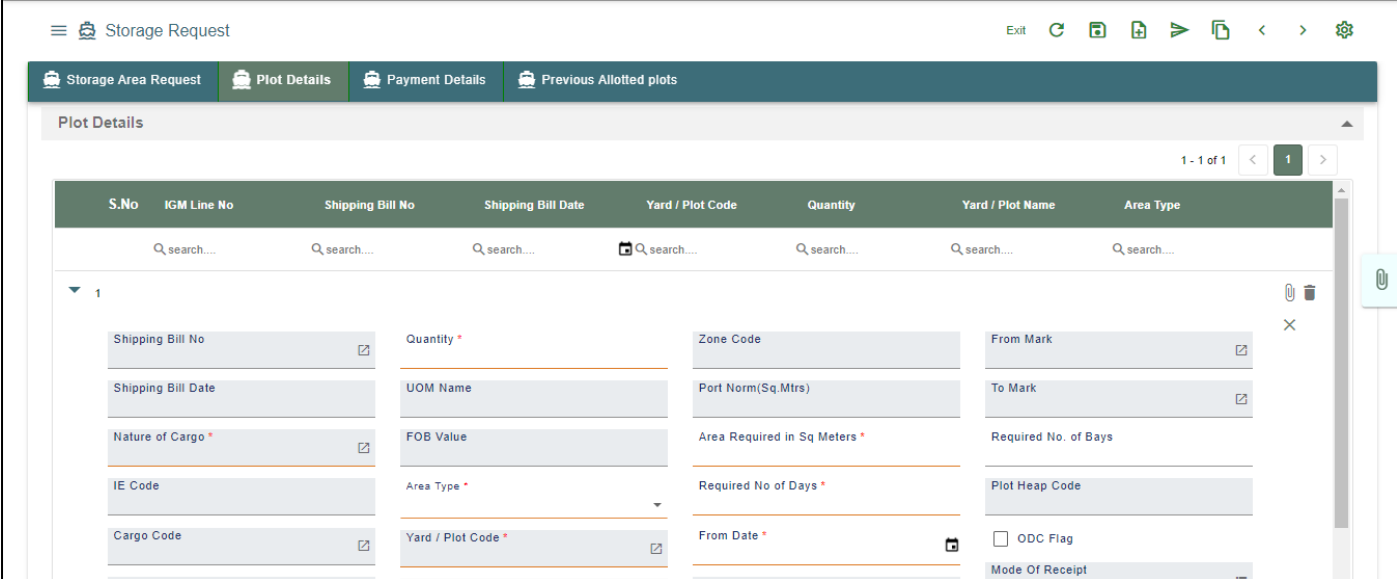
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Allotment No.	No	Textbox
Action Type	Yes	Dropdown
Storage Type	Yes	Dropdown
Application Type	Yes	Dropdown
Agent Type Name	Yes	LOV
Requesting Party Code	Yes	LOV
Requesting Party Name	No	Textbox
Contact Person Name	Yes	Textbox
Contact No	Yes	Textbox
Address	No	Textbox
VCN No.	No	LOV
IMO No.	No	Textbox
Vessel Name	No	Textbox
ETA	No	Textbox
ATA	No	Textbox
IE Code	Yes	LOV
Registration No.	No	Textbox
IGM No	No	LOV

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Expected Date Of Cargo Dispatch	No	Calendar
Mode Of Dispatch Name	Yes	LOV
Current Outstanding	Yes	Textbox
Cargo Handled Prev FY	Yes	Textbox
Cargo Handled Curr FY	Yes	Textbox
Cargo Project Curr FY	Yes	Textbox



Once all mandatory fields are filled then click on NEXT button then redirected to Plot Details section



Below are the Field Information regarding Plot Details Section.

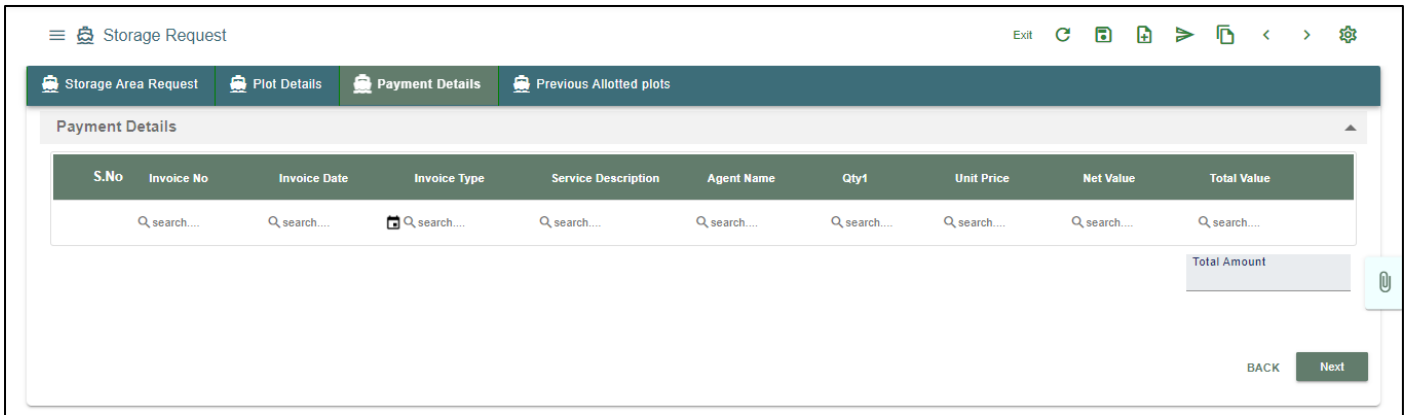
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Field Val
IGM Line No	No	Textbox
Sub Line No	No	Textbox
Area Type	No	Dropdown
Yard/Plot Code	No	LOV
Yard/Plot Name	No	Textbox
Renewal Plot Type	No	LOV
Renewal Plot Name	No	LOV
Extension Plot Type	No	LOV
Extension Plot Name	No	LOV
Handover Plot Type	Yes	LOV
Nature of Cargo	Yes	LOV
Quantity	No	Textbox
Block	No	Textbox
Plot Name From	Yes	LOV
Plot Name To	Yes	LOV
Renewal Area	No	Textbox
Renewal No. of Days	No	Textbox
Extension Area	No	Textbox

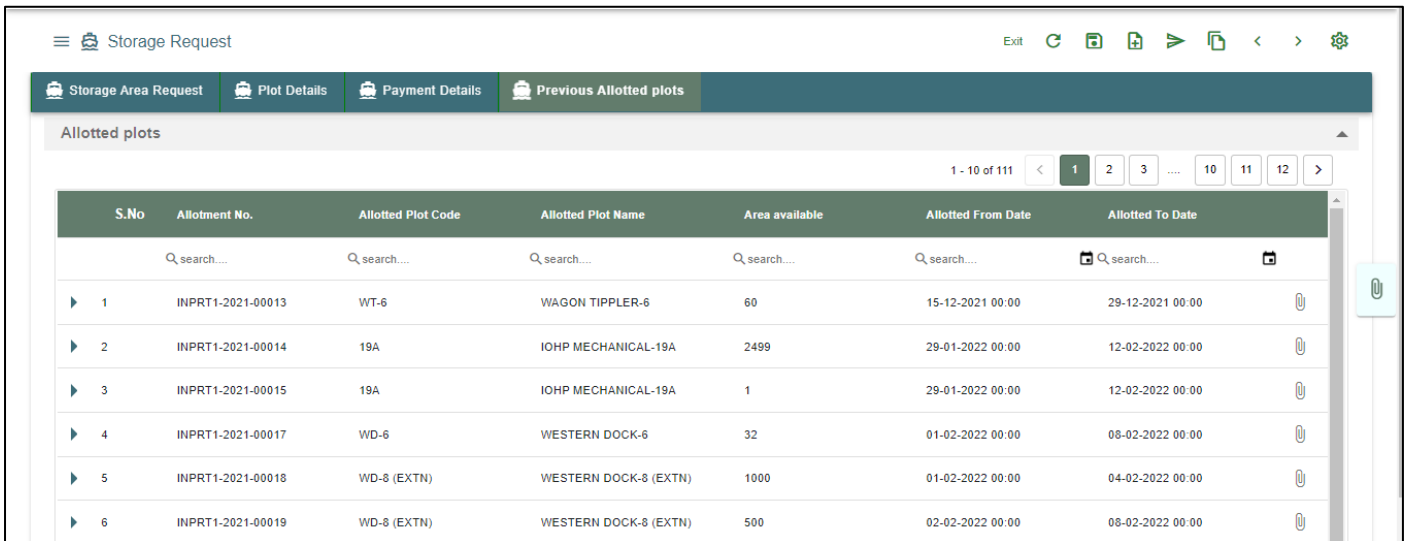
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Extension No of Days	No	Textbox
Handover Plot Name	No	LOV
Expected Tonnage	No	Textbox
Plot Heap Code	No	Textbox
ODC Flag	No	Checkbox
UOM Name	No	LOV
Cargo Code	No	Textbox
Cargo Name	No	Textbox
Area Required	No	Textbox
Required No of Days	No	Textbox
From Date	No	Calendar
Renewal From Date	No	Calendar
Renewal To Date	No	Calendar
Extension From Date	No	Calendar
Extension To Date	No	Calendar
Handover Area	No	Textbox
Handover From Mark	No	Textbox
No of Packages	No	Textbox
Type of Package	No	Textbox
To Date	No	Textbox
From Mark	No	Textbox
To Mark	No	Textbox
Required No of Bays	No	Textbox
Renewal From Mark	No	Textbox
Renewal To Mark	No	Textbox
Renewal No of Bays	No	Textbox
Extension From Mark	No	Textbox
Extension To Mark	No	Textbox
Extension No of Bays	No	Textbox
Handover To Mark	No	Textbox
Handover No of Bays	No	Textbox


Once Plot details Section Details are Filled and Click on Save Button , Click on NEXT button .It will redirected to Payment Details Section






Once Plot details Section Details are Filled and Click on Save Button , Click on NEXT button .It will redirected to Previous Allotted Plot Details Section






S.No	Allotment No.	Allotted Plot Code	Allotted Plot Name	Area available	Allotted From Date	Allotted To Date
1	INPRT1-2021-00013	WT-6	WAGON TIPPLER-6	60	15-12-2021 00:00	29-12-2021 00:00
2	INPRT1-2021-00014	19A	IOHP MECHANICAL-19A	2499	29-01-2022 00:00	12-02-2022 00:00
3	INPRT1-2021-00015	19A	IOHP MECHANICAL-19A	1	29-01-2022 00:00	12-02-2022 00:00
4	INPRT1-2021-00017	WD-6	WESTERN DOCK-6	32	01-02-2022 00:00	08-02-2022 00:00
5	INPRT1-2021-00018	WD-8 (EXTN)	WESTERN DOCK-8 (EXTN)	1000	01-02-2022 00:00	04-02-2022 00:00
6	INPRT1-2021-00019	WD-8 (EXTN)	WESTERN DOCK-8 (EXTN)	500	02-02-2022 00:00	08-02-2022 00:00

Step 2(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.



Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close 

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/> 2.	Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

Once all the mandatory and required fields are filled then Click on Upload  button. System will display




the status File uploaded on the screen.


Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png <small>(224.39 kb)</small>	

Upload 
Close ✕

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

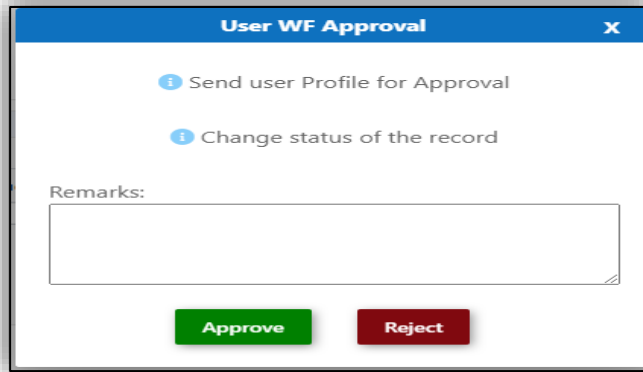
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

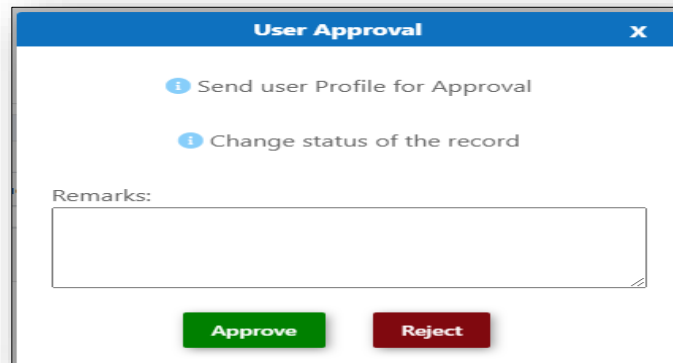
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation ✕


Reason Description ✎

Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

By Clicking on  we can view the status of the record

Data Submit Status ✕

Portal Integration



Status: SUCCESS


End Point Code	Status	Response
IPAPRJCTSTOREQPRTLCHPTOB	SUCCESS	record saved successfully id = 12121

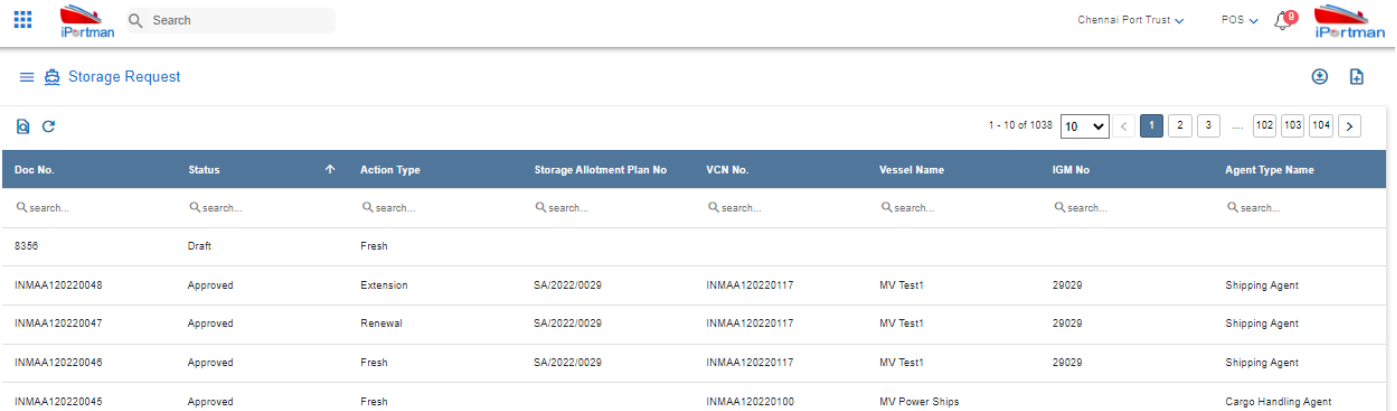
Pos Integration


Status: SUCCESS

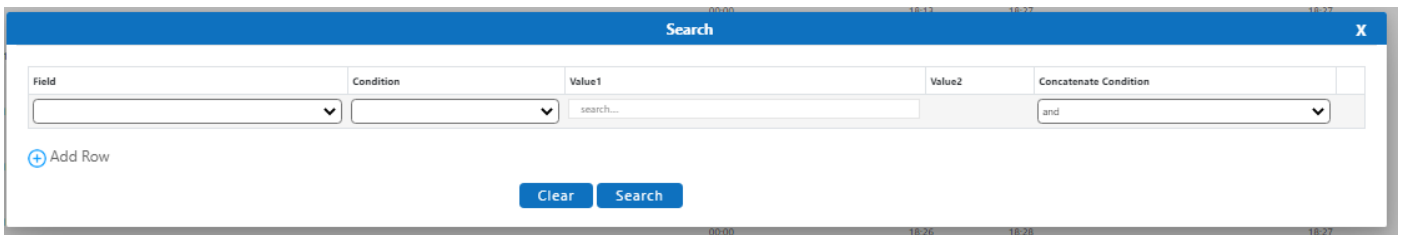
End Point Code	Status	Response
IPAPRJCTSTOREQSAP	SUCCESS	["PortCode":"INMAA1","DocumentNo":"STRETP-INMAA120220048","Message":"Data Received Successfully","Status":"Success"]



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Step 12: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Step 13: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

14. Business Function Name: Storage Allotment

14.1 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.

14.2 Navigation

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

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

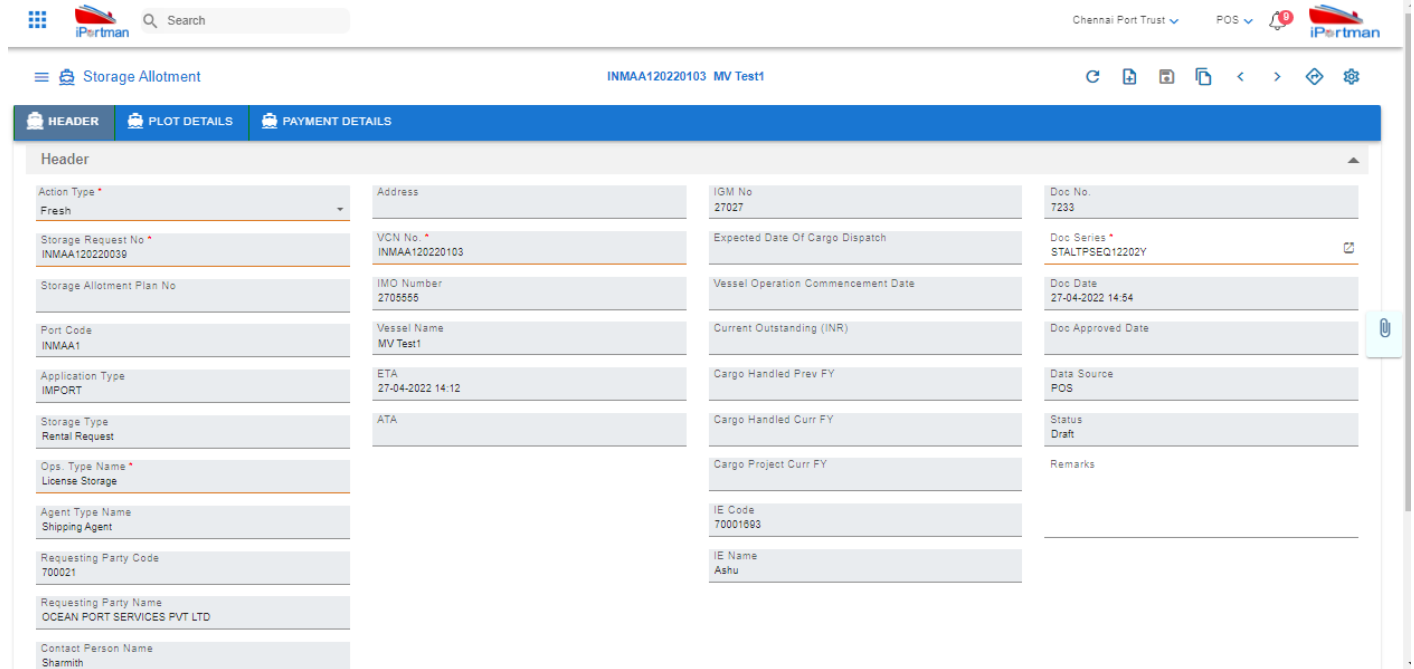
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

14.3 Prerequisites – Masters

1. Storage Request

14.4 Screenshot

Step 1: After Navigation to the respective function screen, Select Draft Record from list page(Draft record generated after storage request from approval). it will direct to the below screen in order to fill the data



Chennai Port Trust | POS | iPortman

Storage Allotment | INMAA120220103 MV Test1

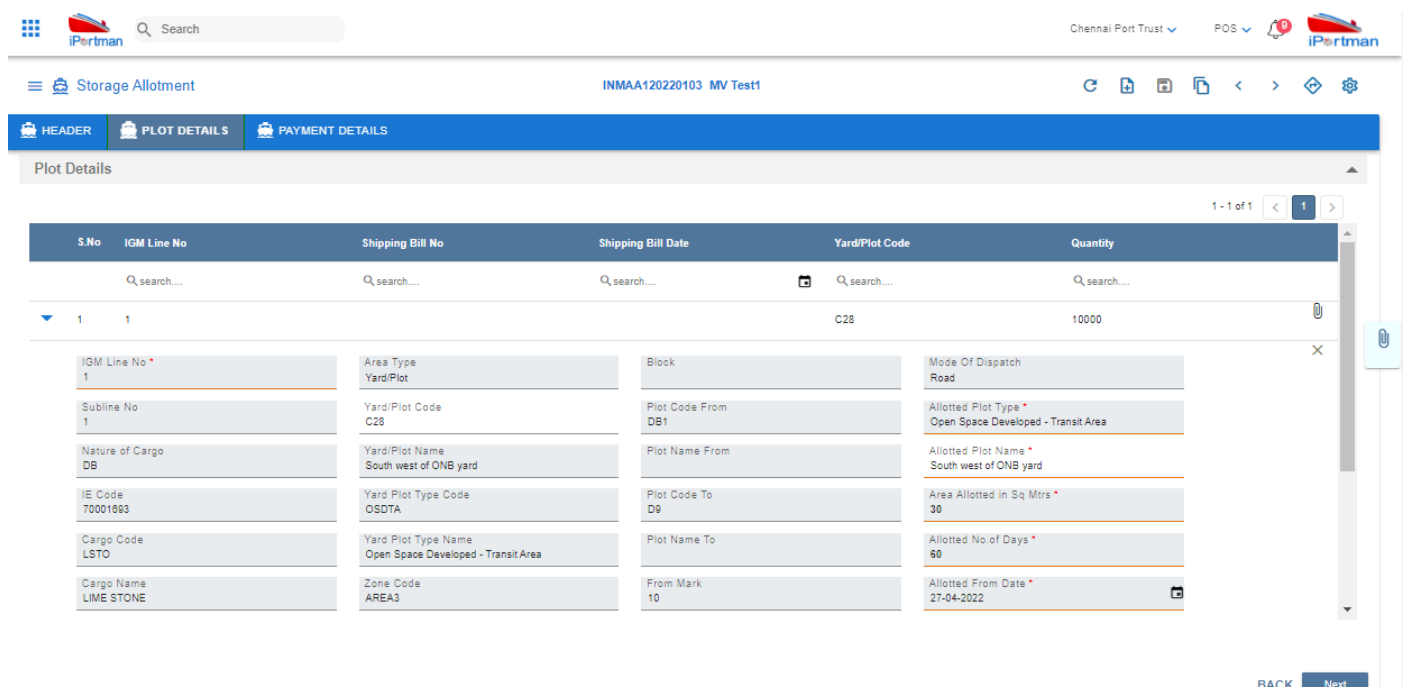
HEADER | PLOT DETAILS | PAYMENT DETAILS

Header

Action Type * Fresh	Address	IGM No 27027	Doc No. 7238
Storage Request No * INMAA120220039	VCN No * INMAA120220103	Expected Date Of Cargo Dispatch	Doc Series * STALTPSEQ12202Y
Storage Allotment Plan No	IMO Number 2705555	Vessel Operation Commencement Date	Doc Date 27-04-2022 14:54
Port Code INMAA1	Vessel Name MV Test1	Current Outstanding (INR)	Doc Approved Date
Application Type IMPORT	ETA 27-04-2022 14:12	Cargo Handled Prev FY	Data Source POS
Storage Type Rental Request	ATA	Cargo Handled Curr FY	Status Draft
Ops. Type Name * License Storage		Cargo Project Curr FY	Remarks
Agent Type Name Shipping Agent		IE Code 70001693	
Requesting Party Code 700021		IE Name Ashu	
Requesting Party Name OCEAN PORT SERVICES PVT LTD			
Contact Person Name Sharmith			

User Interface Image 109 – Storage Allotment Header Details 22.1

Once all Mandatory fields are filled then click on save button then click on next button then the user will be redirected to the popup window as below



Chennai Port Trust | POS | iPortman

Storage Allotment | INMAA120220103 MV Test1

HEADER | PLOT DETAILS | PAYMENT DETAILS

Plot Details

S.No	IGM Line No	Shipping Bill No	Shipping Bill Date	Yard/Plot Code	Quantity
1	1			C28	10000

1 - 1 of 1 | 1

IGM Line No *
1

Area Type
Yard/Plot

Block

Mode Of Dispatch
Road

Subline No
1

Yard/Plot Code
C28

Plot Code From
DB1

Allotted Plot Type *
Open Space Developed - Transit Area

Nature of Cargo
DB

Yard/Plot Name
South west of ONB yard

Plot Name From

Allotted Plot Name *
South west of ONB yard

IE Code
70001693

Yard Plot Type Code
OSDTA

Plot Code To
D9

Area Allotted in Sq Mtrs *
30

Cargo Code
LSTO

Yard Plot Type Name
Open Space Developed - Transit Area

Plot Name To

Allotted No. of Days *
60



Cargo Name
LIME STONE

Zone Code
AREA3

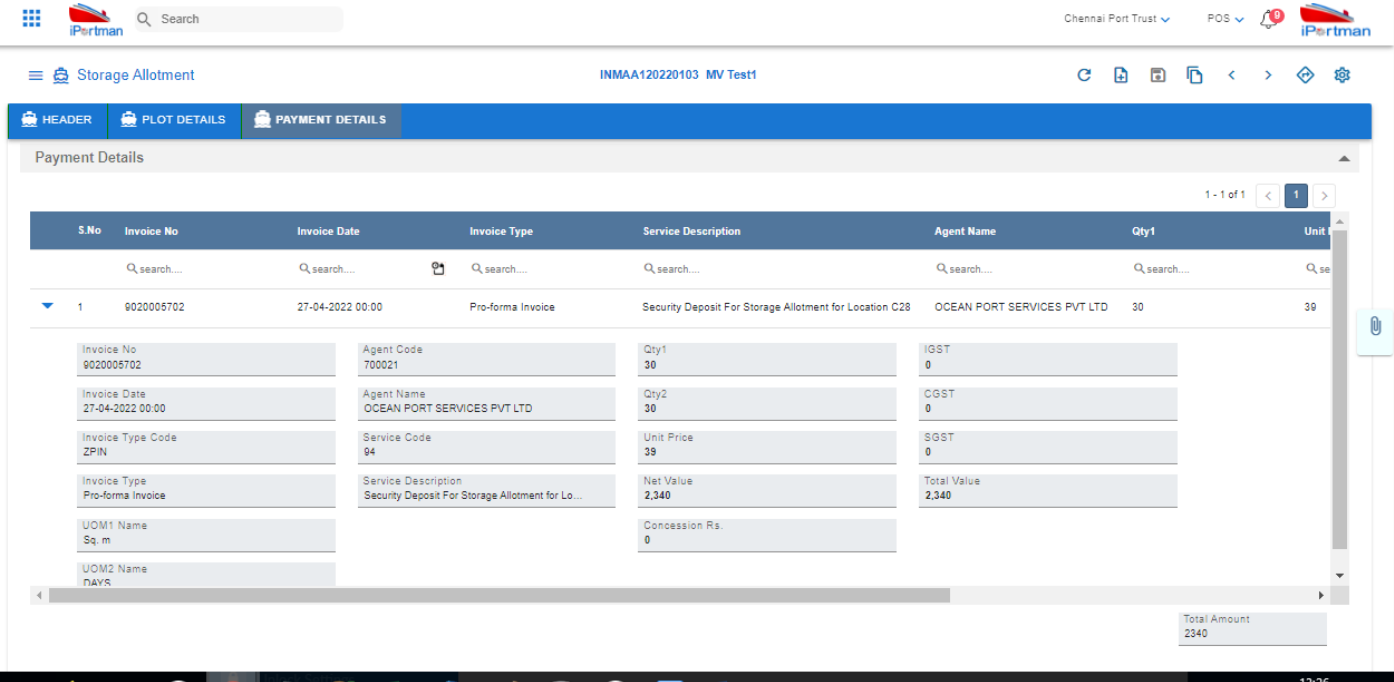
From Mark
10

Allotted From Date *
27-04-2022

RACK Next

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Click on NEXT Button and It Will Redirected to Payment Details




The screenshot shows the 'Payment Details' section of the iPortman application. At the top, there are navigation tabs for 'HEADER', 'PLOT DETAILS', and 'PAYMENT DETAILS'. Below the tabs, a table lists invoice records. The first record is expanded to show details:


S.No	Invoice No	Invoice Date	Invoice Type	Service Description	Agent Name	Qty1	Unit
1	9020005702	27-04-2022 00:00	Pro-forma Invoice	Security Deposit For Storage Allotment for Location C28	OCEAN PORT SERVICES PVT LTD	30	30



Below the table, a detailed view of the selected invoice is shown with the following fields:


- Invoice No: 9020005702
- Invoice Date: 27-04-2022 00:00
- Invoice Type Code: ZPIN
- Invoice Type: Pro-forma Invoice
- UOM1 Name: Sq. m
- UOM2 Name: DAYS
- Agent Code: 700021
- Agent Name: OCEAN PORT SERVICES PVT LTD
- Service Code: 94
- Service Description: Security Deposit For Storage Allotment for Lo...
- Qty1: 30
- Qty2: 30
- Unit Price: 39
- Net Value: 2,340
- Concession Rs.: 0
- IGST: 0
- CGST: 0
- SGST: 0
- Total Value: 2,340

A 'Total Amount' box at the bottom right shows 2340. A paperclip icon is visible on the right side of the screen.

Step 2(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

If the Attachment's are configured, System will display like below when we click on icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files
Select files



or


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

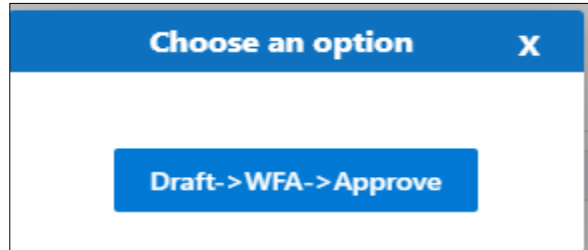
Upload
Close

Click On Close Button

Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


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Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



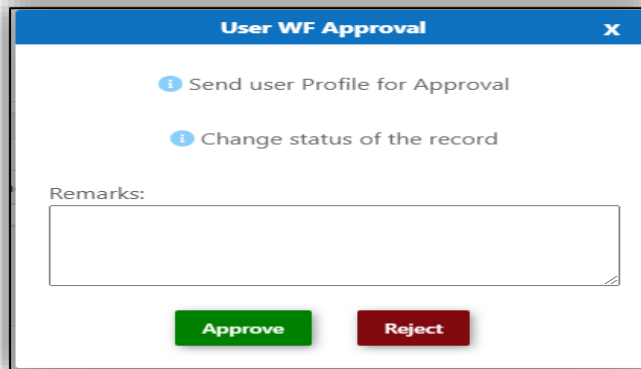
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..

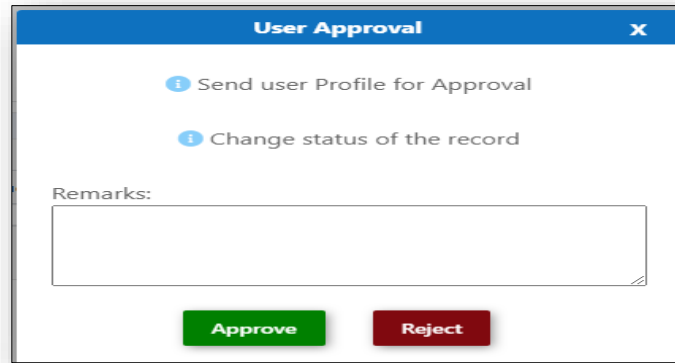
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

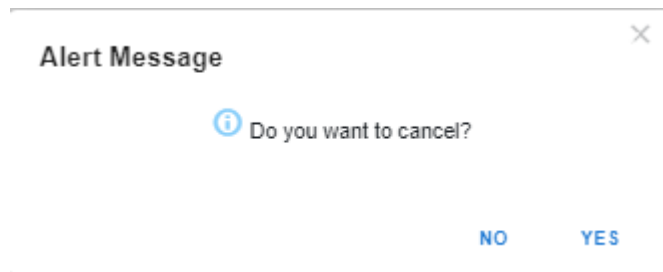
display on the screen. And the document status will be changed as 'REJECTED'.



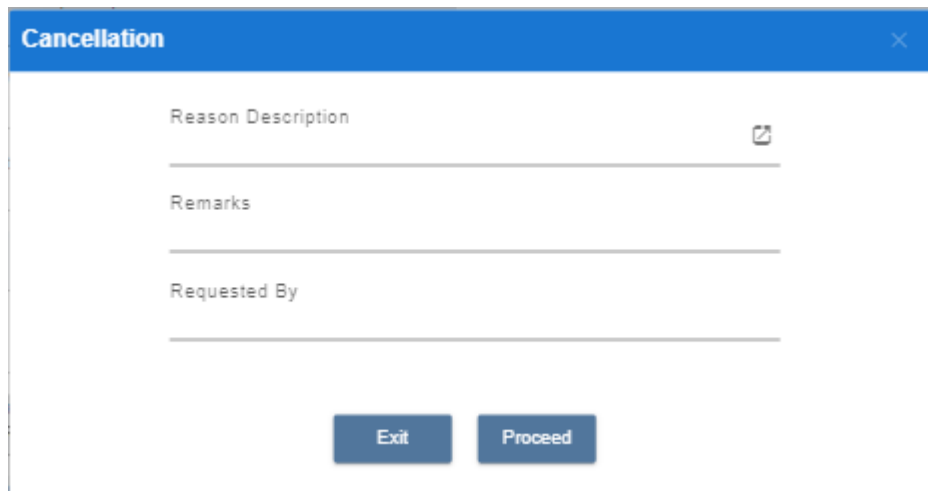
Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

CANCEL

By Clicking on  we can view the status of the record

Data Submit Status
X

Portal Integration


Status: SUCCESS


End Point Code	Status	Response
IPAPRJCTSTOAREALPRTLCHPTOB	SUCCESS	record saved successfully id = 1521


Pos Integration

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTSTOAREALSAP	SUCCESS	{"PortCode":"INMAA1","DocumentNo":"INMAA120220040","Message":"Data Received Successfully","Status":"Success"}

Step 12: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




Chennai Port Trust
POS


Storage Allotment

1 - 10 of 907 10 | 1 | 2 | 3 | ... | 88 | 90 | 91

Doc No.	Status	Storage Allotment Plan No	VCN No.	Vessel Name	IGM No	Action Type	Requesting Party Code
INMAA120220040	Approved	SA/2022/0029	INMAA120220117	MV Test1	29029	Extension	700021
INMAA120220039	Approved	SA/2022/0029	INMAA120220117	MV Test1	29029	Renewal	700021
INMAA120220038	Approved	SA/2022/0029	INMAA120220117	MV Test1	29029	Fresh	700021
7240	Draft		INMAA120220100	MV Power Ships		Fresh	ADITY010
INMAA120220037	Approved	SA/2022/0028	INMAA120220115	MV rajeswari		Fresh	700021



Step 13: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



Search
X


Field	Condition	Value1	Value2	Concatenate Condition
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="search..."/>		<input type="text" value="and"/>

+ Add Row

Clear
Search



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By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

14.5 Field information

Field Name	Mandatory	Fill Type
Action Type	Yes	Dropdown
Storage Request No	Yes	LOV
Port Code	No	Textbox
Storage Type	No	Textbox
Application Type	No	Textbox
Requesting Party Name	No	Textbox
Contact Person Name	No	Textbox
Contact No	No	Textbox
Address	No	Textbox
VCN No.	No	Textbox
IMO No.	No	Textbox
Vessel Name	No	Textbox
ETA	No	Textbox
ATA	No	Textbox
IE Code	No	Textbox
Registration No.	No	Textbox
IGM No	No	Textbox
Mode Of Dispatch Name	Yes	Textbox
Expected Date Of Cargo Dispatch	No	Textbox
Current Outstanding	No	Textbox
Cargo Handled Prev FY	No	Textbox
Cargo Handled Curr FY	No	Textbox
Cargo Project Curr FY	No	Textbox
IGM Line No	No	Textbox
Sub Line No	No	Textbox
Cargo Code	No	Textbox
Cargo Name	No	Textbox
Nature of Cargo	No	Textbox
UOM Name	No	Textbox
Renewal Plot Type	No	Textbox
Renewal Plot Name	No	Textbox

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Extension Plot Type	No	Textbox
Extension Plot Name	No	Textbox
Area Type	No	Textbox
Yard/Plot Code	No	LOV
Yard/Plot Name	No	Textbox
Plot Name From	No	Textbox
Plot Name To	No	Textbox
No of Packages	No	Textbox
Type of Packages	No	Textbox
Quantity	No	Textbox
Renewal Area	No	Textbox
From Date	No	Textbox
To Date	No	Textbox
From Mark	No	Textbox
To Mark	No	Textbox
Expected Tonnage(MT)	No	Textbox
Required No. of Bays	No	Textbox
Renewal No. of Days	No	Textbox
Renewal From Date	No	Textbox
Renewal To Date	No	Textbox
Handover Plot Type	No	Textbox
Handover Plot Name	No	Textbox
Handover Area	No	Textbox
Extension Area	No	Textbox
Extension No of Days	No	Textbox
Extension From Date	No	Textbox
Extension To Date	No	Textbox
Allotted Plot Type	Yes	LOV
Renewal From Mark	No	Textbox
Renewal To Mark	No	Textbox
Renewal No.of Bays	No	Textbox
Extension From Mark	No	Textbox
Extension To Mark	No	Textbox
Extension No.of Bays	No	Textbox
Area Required	No	Textbox
Required No of Days	No	Textbox
Handover From Mark	No	Textbox

Handover To Mark	No	Textbox
Handover No.of Bays	No	Textbox
Remaining Area	No	Textbox
Allotted Plot Name	Yes	Textbox
Area Allotted	Yes	Textbox
Allotted No.of Days	Yes	Textbox
Allotted From Date	Yes	Calendar
Allotted To Date	Yes	Textbox
Allotted From Mark	No	Textbox
Allotted To Mark	No	Textbox
Allotted No.of Bays	No	Textbox
Plot Heap Code	No	Textbox

15. Business Function Name: Packaging Request

15.1 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.

15.2 Navigation

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


Menu Path	Menu Bar→Cargo →Requests → 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

15.3 Prerequisites – Masters

1. IGM

15.4 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

Packaging Request Exit

PACKAGING & DEPACKAGING REQUEST **LINES**


Packaging & Depackaging Request


Application Type * IMPORT	VCN No. *	Bagging Permission No. *	Doc No.
Packaging Type *	Vessel Name	Bagging Permission Date *	Doc Series * PARQTPSEQ12202Y
Document Type *	IMO Number	Bagging Permission Qty *	Doc Date 28-07-2022 15:29
Document No. *	Importer Code *	Labour Required (Port/Private) *	Status Draft
	Importer Name	No. of Labour Required - Port	Doc Approved Date
	IE Code *	Equipment Required (Y/N) *	Data Source POS
			Remarks


Next

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User Interface Image 112–Packaging Request Header Details 23.1

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 Screen.

Step 3(a): And Press Load Data  button then user will see popup window as below

Chennai Port Trust | POS | 

INMAA120200310 MV ROMANIA

PACKAGING & DEPACKAGING REQUEST **LINES**


Lines

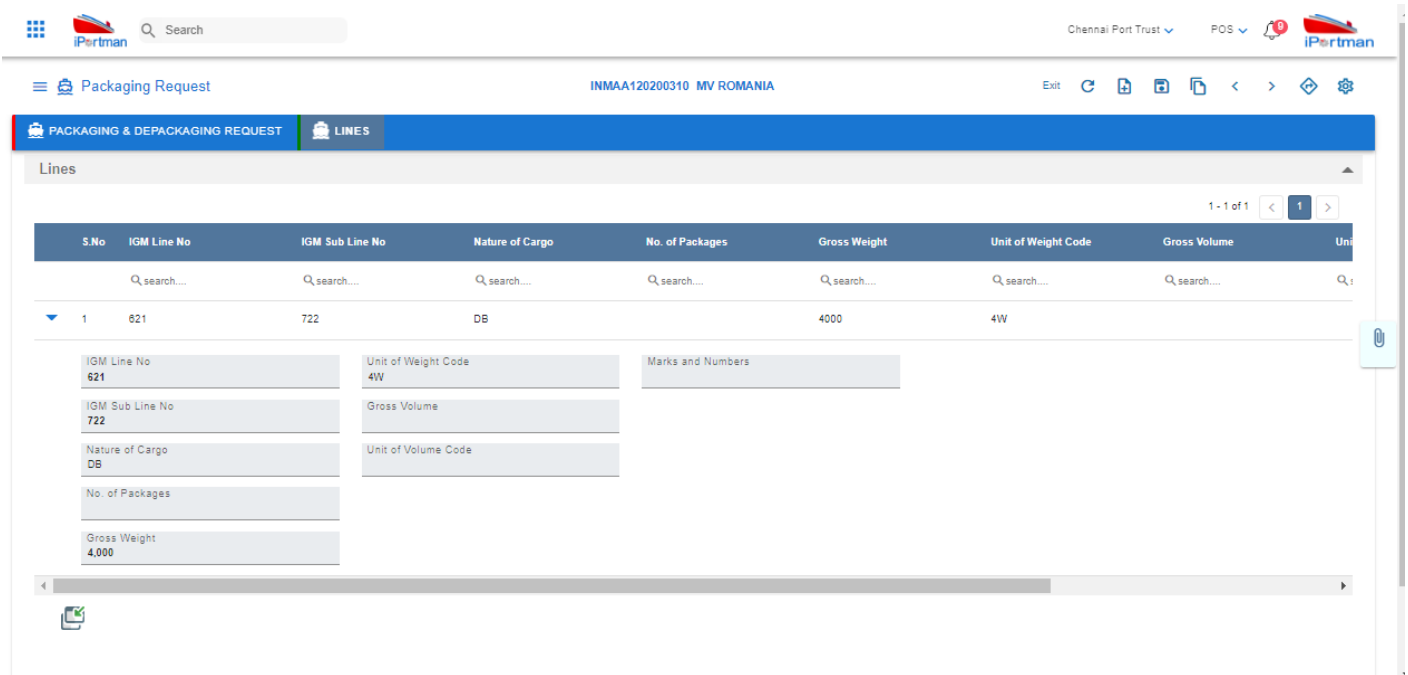
S.No	IGM Line No	IGM Sub Line No	Nature of Cargo	No. of Packages	Gross Weight	Unit of Weight Code	Gross Volume	Unit of Volume
<input type="checkbox"/>	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...
<input type="checkbox"/>	821	722	DB		4000	4W		

BACK





OK < 1 >





Step 3(b): Click on Import Records button then select multiple Line no's and click on  button. Packaging Lines will auto populate as follows.







User Interface Image 113–Packing Request Packaging Lines 23.2


Step 4: Once data is filled in Packaging Details, click on save button  and click on  if need to add multiple Row's or else click on  button to save the record, And On-screen notification will be LOV as 

Step 5(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Once all the mandatory and required fields are filled then Click on Upload button. System will display




the status File uploaded on the screen.


Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png (224.39 kb) 	

Upload 
Close ✕

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

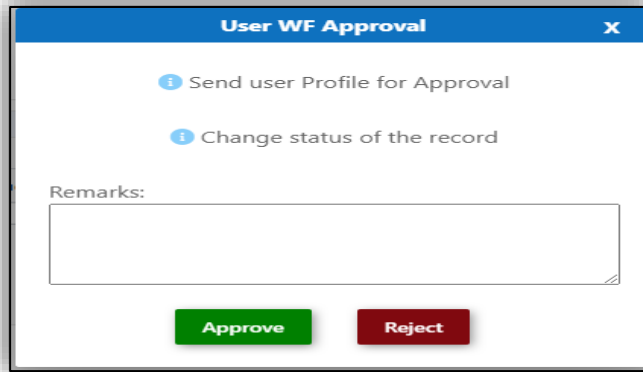
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

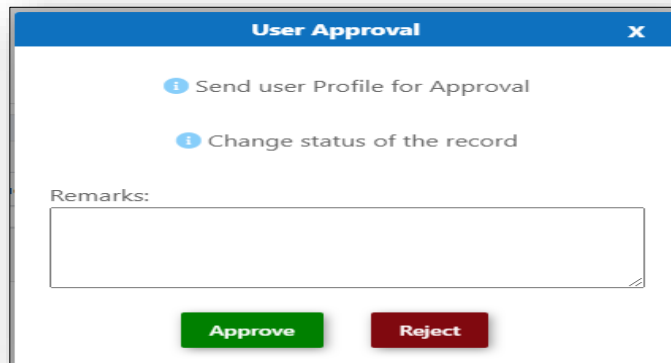
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

Alert Message

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation
✕

Reason Description 📄

Remarks


Requested By


Exit
Proceed

Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

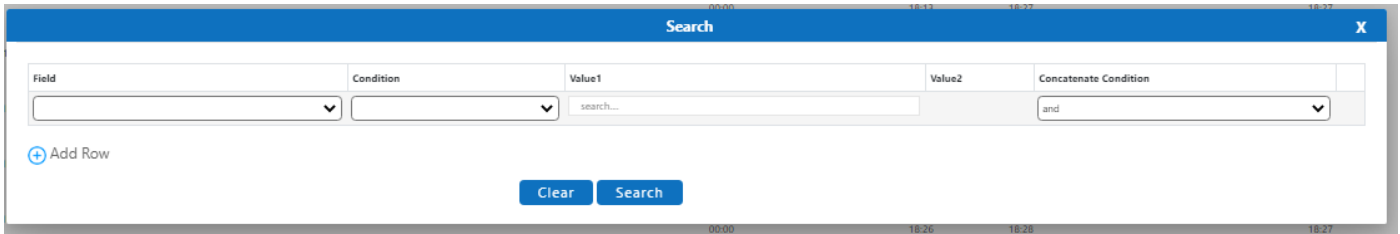




Chennai Port Trust
POS



☰ Packaging Request
🔍 📄

Doc No.	Status	Importer Code	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
<input type="text" value="4147"/>	<input type="text" value="Draft"/>	<input type="text" value="70001757"/>	<input type="text" value="29-04-2022 13:31"/>	<input type="text" value="28-04-2022 09:55"/>	<input type="text" value="POS"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="INMAA120220003"/>	<input type="text" value="Approved"/>	<input type="text" value="700021"/>	<input type="text" value="22-04-2022 10:54"/>	<input type="text" value="22-04-2022 10:54"/>	<input type="text" value="POS"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="INMAA120220002"/>	<input type="text" value="Approved"/>	<input type="text" value="700021"/>	<input type="text" value="22-04-2022 10:54"/>	<input type="text" value="22-04-2022 10:54"/>	<input type="text" value="POS"/>	<input type="text" value=""/>	<input type="text" value=""/>

Step 16: Click on 📄 icon to new popup window will display. And can Clear / Search the records with multiple inputs.





By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

15.5 Field information

Field Name	Mandatory	Fill Type
Application Type	Yes	Dropdown
Packaging Type	Yes	Dropdown
Document Type	Yes	Dropdown
Document No	Yes	LOV
VCN No	Yes	LOV
Vessel Name	No	Textbox
IMO No.	Yes	Textbox
Importer Code	Yes	LOV
Importer Name	No	Textbox
IE Code	Yes	Textbox
Bagging Permission No.	Yes	Textbox
Bagging Permission Date	Yes	Calendar
Bagging Permission Qty	Yes	Textbox
Labour Required (Port/Private)	Yes	Dropdown
No. of Labour Required - Port	No	Textbox
Equipment Required (Y/N)	Yes	Dropdown
IGM Line No	Yes	Textbox
IGM Sub Line No	Yes	Textbox
Nature of Cargo	Yes	Textbox
No. of Packages	No	Textbox
Gross Weight	Yes	Textbox

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Unit of Weight Code	Yes	Textbox
Gross Volume	No	Textbox
Unit of Volume Code	No	Textbox
Marks and Numbers	Conditional	Textbox

16. Business Function Name: Packaging Recording

16.1 Definition:

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

16.2 Navigation

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


Menu Path	Menu Bar → Cargo → Recordings → Packaging Recording → Click on Add New
------------------	---

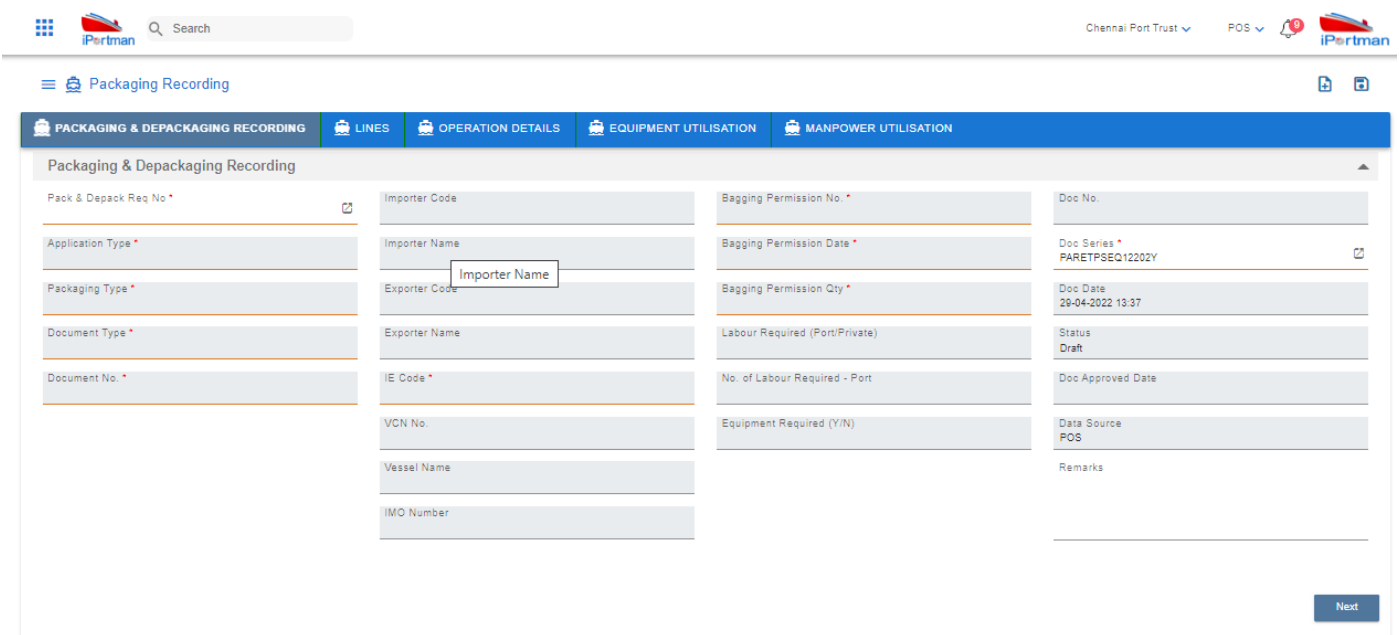
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

16.3 Prerequisites – Masters

1. Packaging Recording


16.4 Screenshot

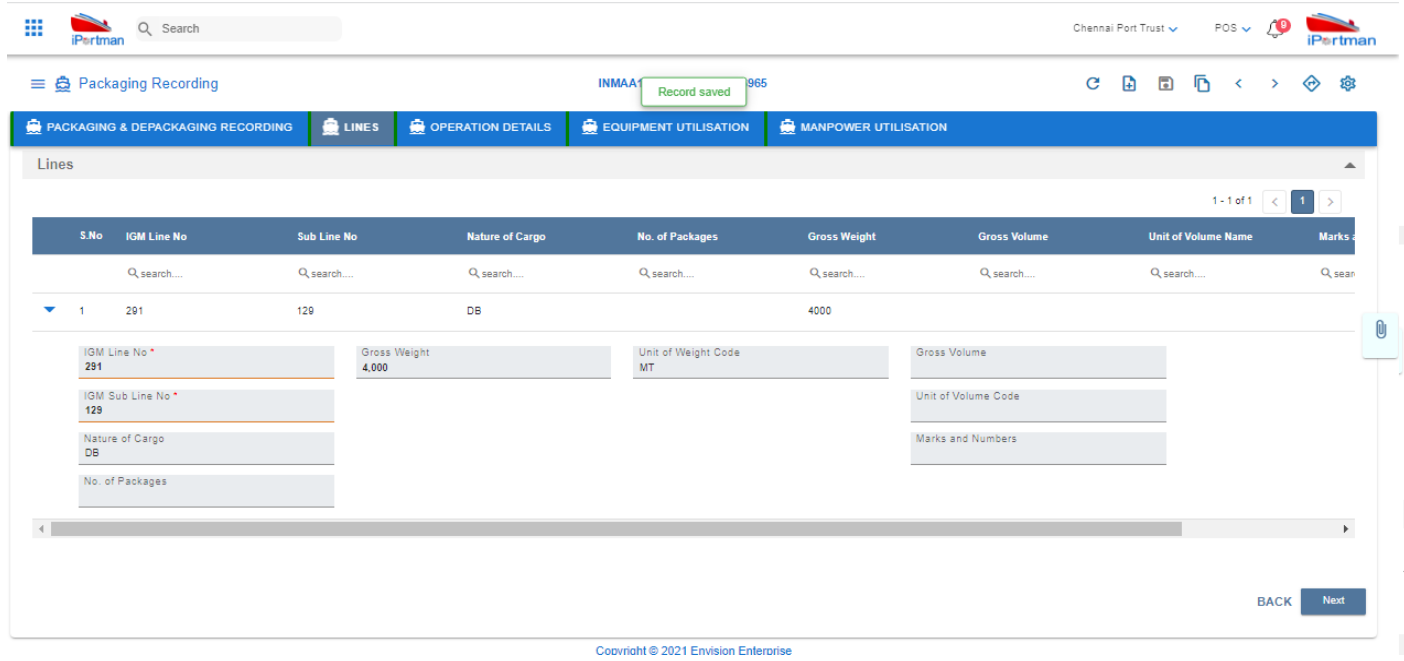
Step 1: After Navigation to the respective function screen, Click on Add new button  . it will direct to the below screen in order to fill the data




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User Interface Image 116 – Packing Recording Header Details 24.1

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 as shown in below screen.




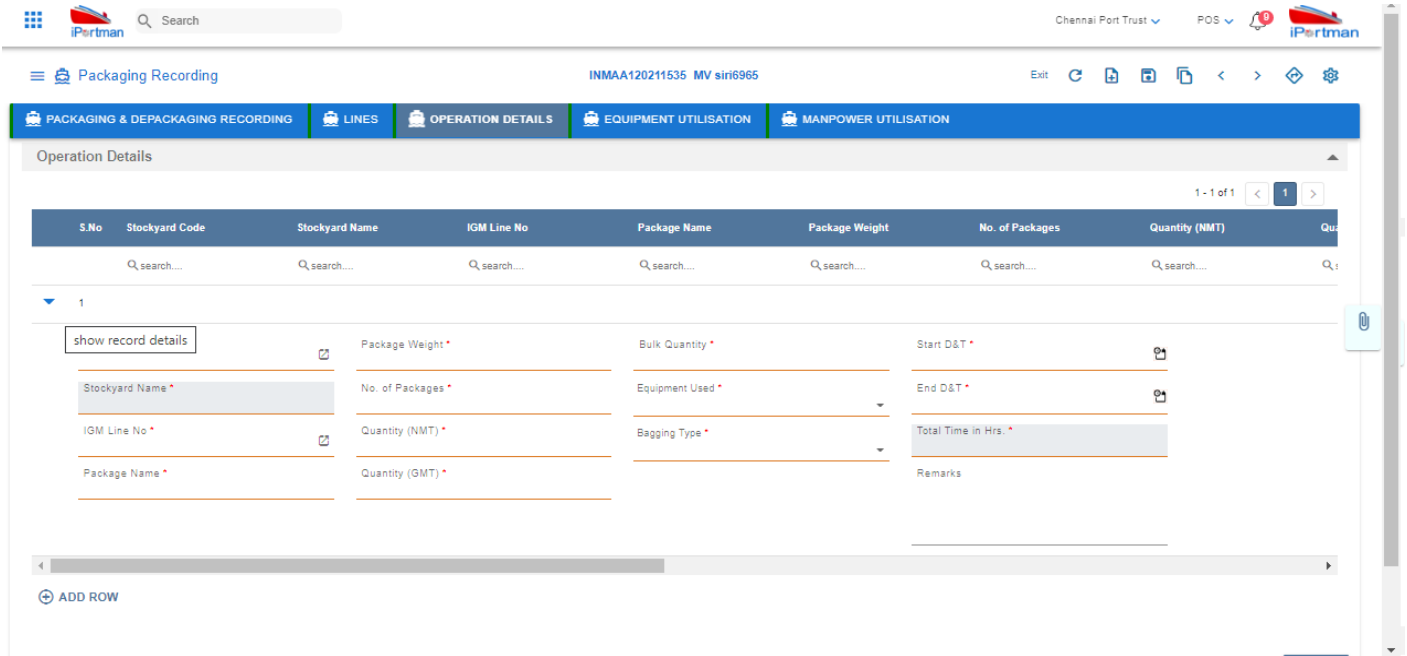
User Interface Image 117 – Packing Recording Lines 24.2

Step 3: Once data is filled in Packaging Lines, click on save button  to save the record, And On-screen



notification will be LOV as


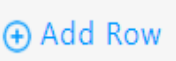


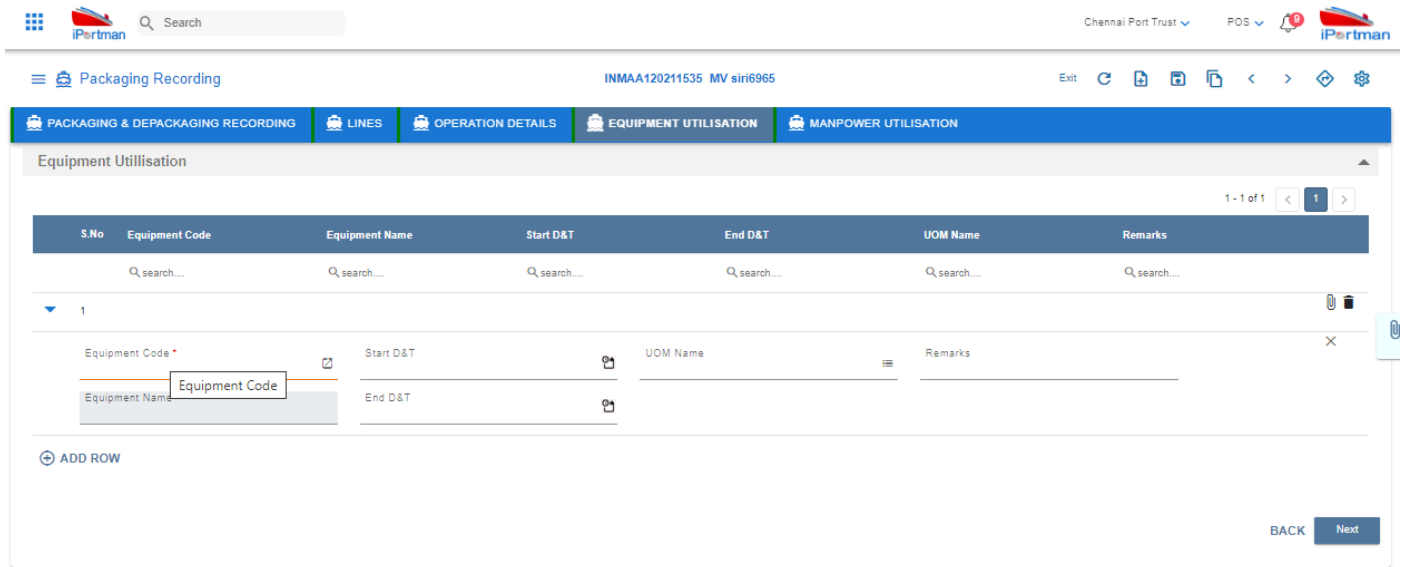
Step 4: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Operation Details as shown in below screen.




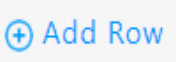

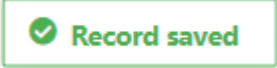
User Interface Image 118 – Packing Recording Operation Details 24.3


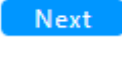

Step 5: Once data is filled in Operation Details, click on save button  to save the record, And On-screen notification will be LOV as 

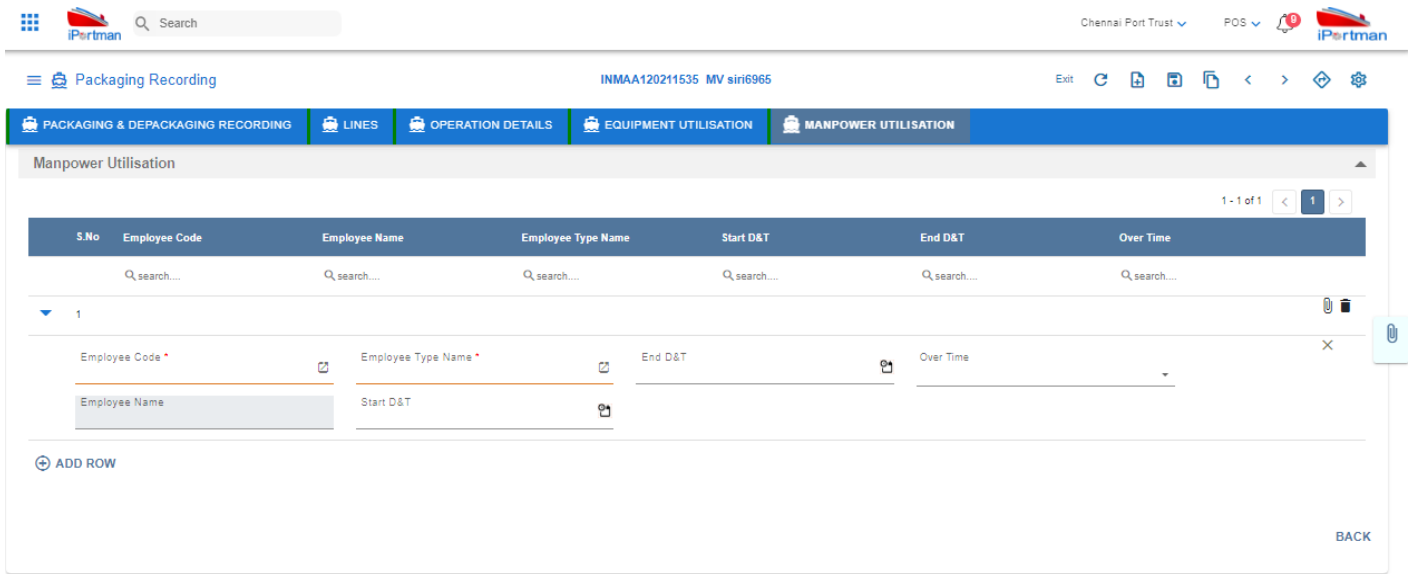
Step 6: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Equipment Utilization as shown in below screen. And Press  to enter the data







User Interface Image 119– Packaging Recording Equipment Utilization 24.4


Step 7: Once data is filled in Equipment Utilization, click on save button  and click on  if need to add multiple Row's or else click on  button to save the record, And On-screen notification will be LOV as 


Step 8: 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 Manpower Utilization as shown in below screen. And Press  to enter the data







User Interface Image 120 – Packaging Recording Manpower Utilization 24.5

Step 9: Once data is filled in Manpower Utilization, click on save button  and click on  if need to add multiple Row's or else click on  button to save the record, And On-screen notification will be LOV as 


Step 10(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
✕

#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Custom Related Document	CUST DOC			*File Required


+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x


Attachments (2)
✕

#No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Cargo Related Documents	International Load Line Certificate			*File Required
<input type="checkbox"/>	2.	Custom Related Document	Transhipment Permit			*File Required


+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕



Now Click on the Check boxes accordingly, then  button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required



+ Add files
Select files


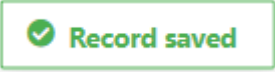
or


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

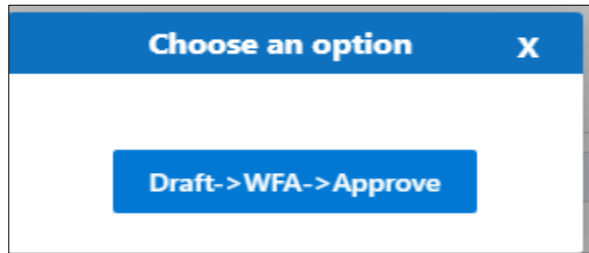
Upload
Close

Click On Close Button

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Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



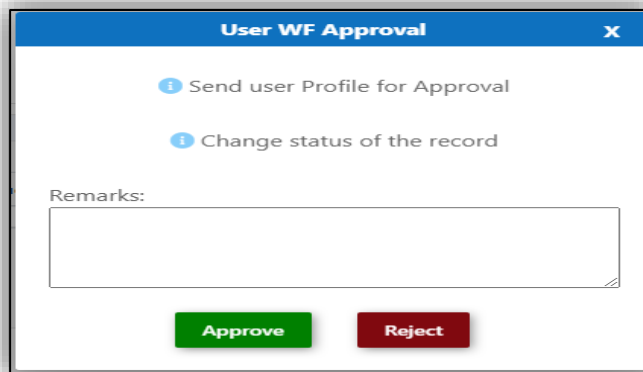
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display


Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

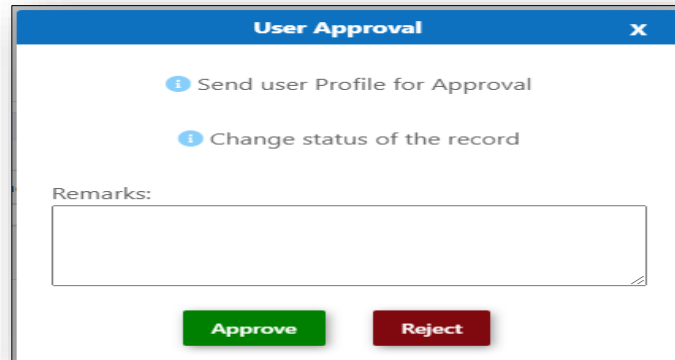
Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

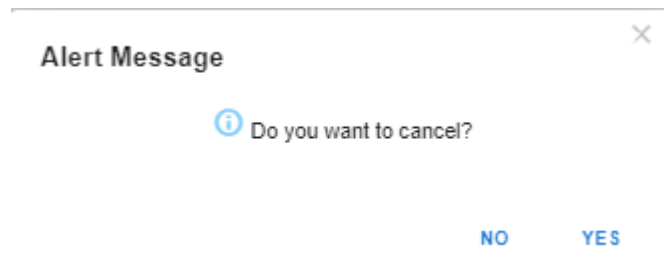
display on the screen. And the document status will be changed as 'REJECTED'.



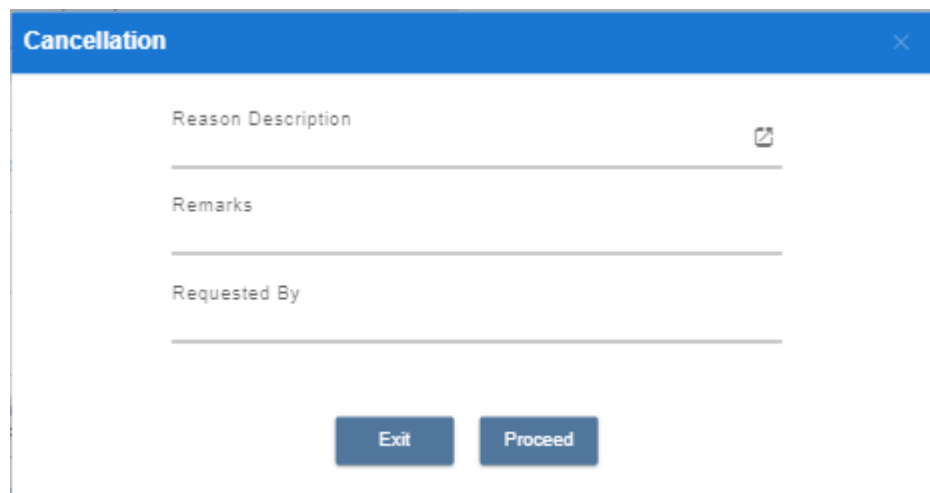
Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back





By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.




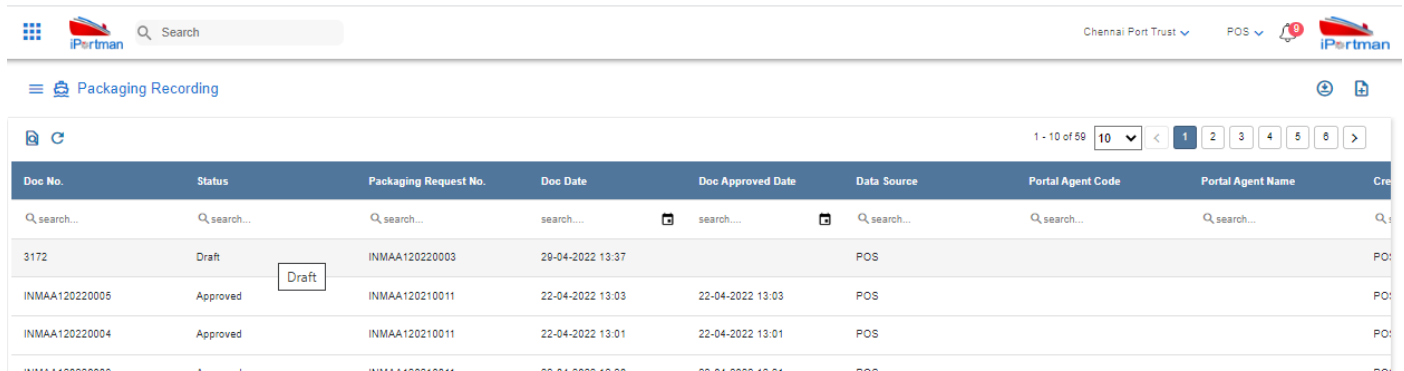
Ok


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

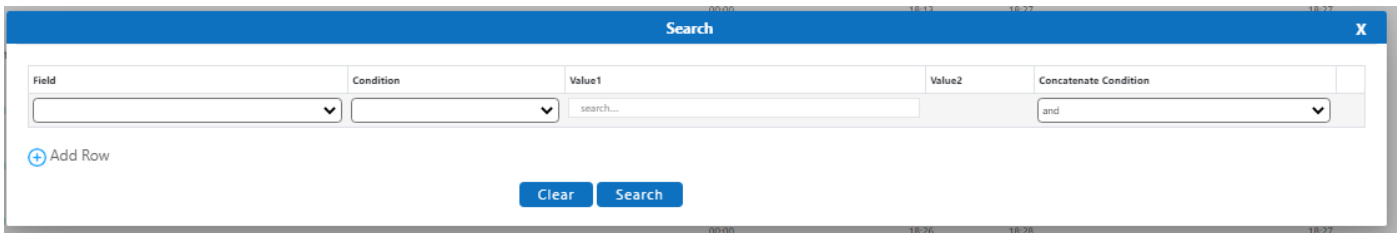
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CANCEL


Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Step 21: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.





By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.



By Clicking on  Load the records and display the data.

16.5 Field information

Field Name	Mandatory	Fill Type
Packaging Request No	Yes	LOV
Application Type	Yes	Textbox
Packaging Type	Yes	Textbox
Document Type	Yes	Textbox
Document No.	Yes	Textbox
Importer Code	Yes	Textbox
Importer Name	No	Textbox

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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 Qty	Yes	Textbox
Labour Required (Port/Private)	Yes	Textbox
No. of Labour Required - Port	Yes	Textbox
Equipment Required (Y/N)	Yes	Textbox
IGM Line No	No	Textbox
IGM Sub Line No	No	Textbox
Nature of Cargo	No	Textbox
No. of Packages	No	Textbox
Gross Weight	No	Textbox
Unit of Weight Code	No	Textbox
Gross Volume	No	Textbox
Unit of Volume Code	No	Textbox
Marks and Numbers	No	Textbox
Stockyard Code	Yes	LOV
Stockyard Name	Yes	Textbox
IGM Line No	No	LOV
Package Name	Yes	Textbox
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 D&T	Yes	Calendar
End D&T	Yes	Calendar
Total Time in Hrs.	Yes	Textbox
Remarks	No	Textbox
Equipment Code	Yes	LOV
Equipment Name	No	Textbox

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Start D&T	No	Textbox
End D&T	No	Textbox
UOM Name	No	LOV
Remarks	No	Textbox
Employee Code	Yes	LOV
Employee Name	No	Textbox
Employee Type Name	Yes	LOV
Start D&T	No	Calendar
End D&T	No	Calendar
Over Time	No	Dropdown


17. BUSINESS FUNCTION NAME: AGENT NOMINATION


17.1 DEFINITION:

User will Nominate Importer, Exporter, CHA, Stevedore through iPortman Portal for handling the cargo.

17.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Others → Agent Nomination → Click on New button 
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

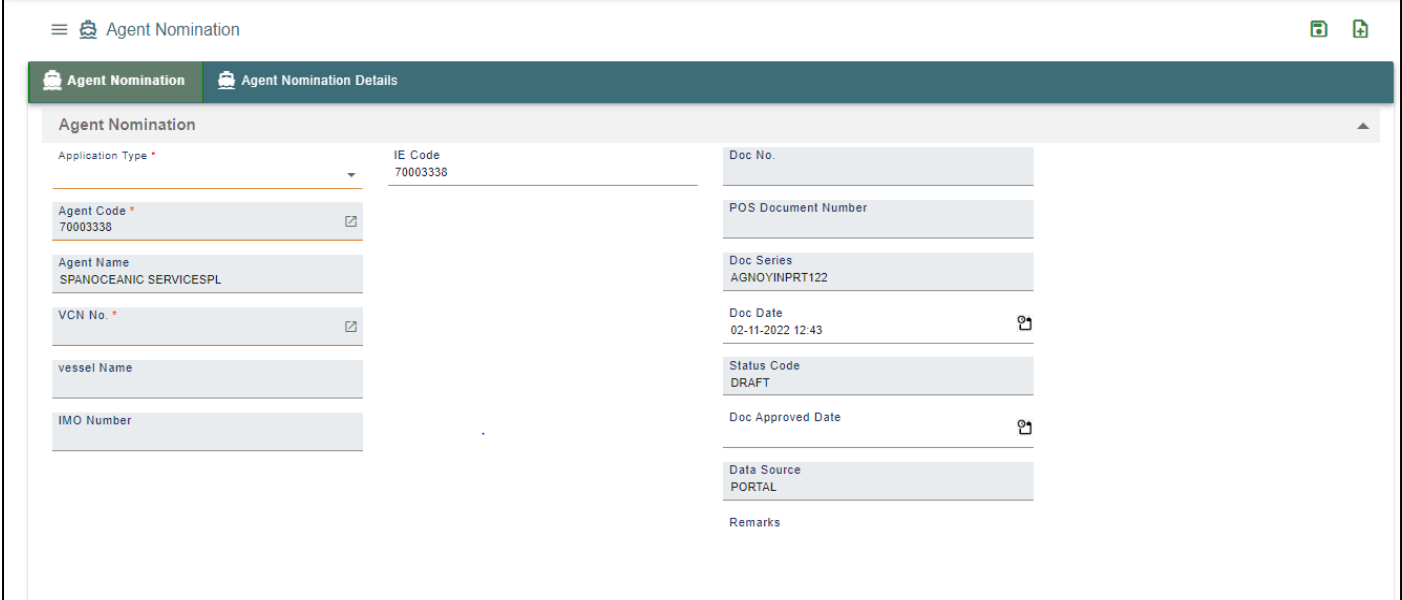
17.3 PREREQUISITES – MASTERS

1. Agent Master

17.4 SCREENSHOT

Following Screenshots are from Agent Nomination

Step 1: After Navigation to the respective function screen, User will move to list of Data and Click on Add new button  . it will direct to the below screen to fill the data


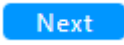



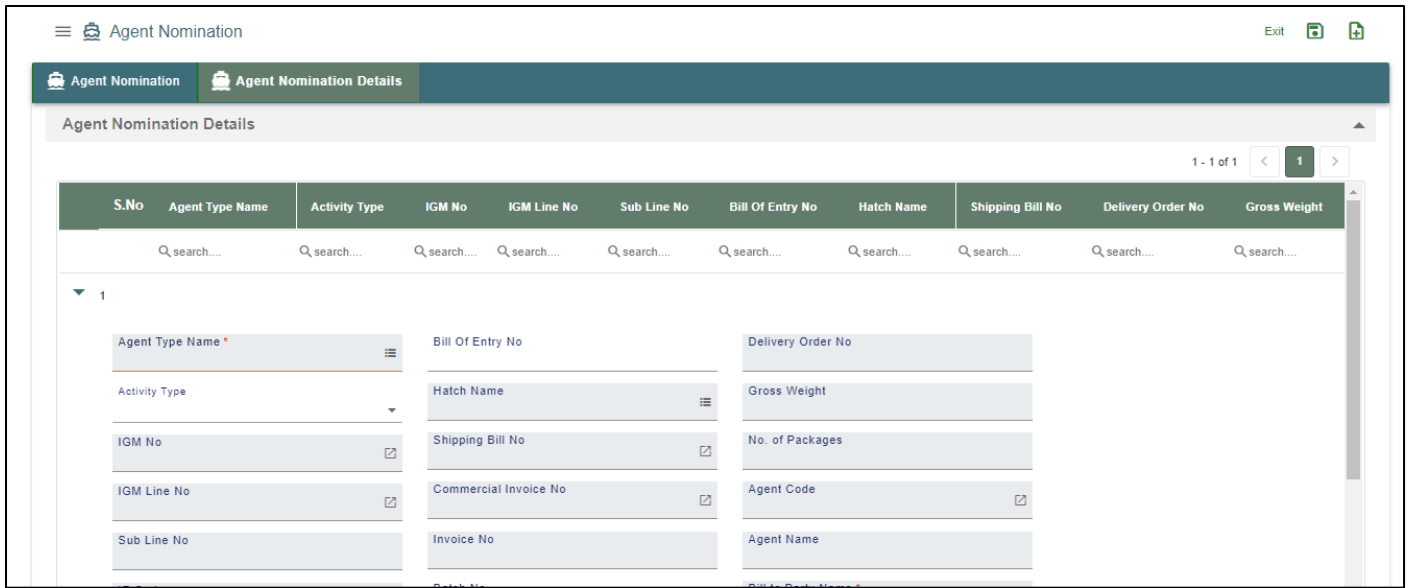
User Interface Image 234-Agent Nomination-35.5.1

Below are the Field Information regarding **Agent Nomination Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Application Type	Yes	Drop down
Cargo Status	Yes	Drop down
Agent type Code	Yes	Popup
Agent Code	Yes	Popup
Agent Name	No	Not Applicable
IE Code	No	TextBox
From Date	Yes	TextBox
To Date	Yes	TextBox
Line MLO Code	No	LOV

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 Agent Nomination Details. And Press  to enter the data.






User Interface Image 235-Agent Nomination-35.5.2



Below are the Field Information regarding **Agent Nomination** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	Mandatory	Fill Type
Agent type Code	Yes	Popup
Activity Type	Yes	Drop down
IGM No	Yes	Popup
IGM Line No	Yes	Popup
IE Code	Yes	Popup
Shipping Bill No*	Yes	Popup
Commercial Invoice No	Yes	Popup
Invoice No	No	TextBox
Batch No	No	TextBox
Agent Code	Yes	Popup
Bill to Party Code	Yes	Popup
Shed/Yard Location	No	Popup

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



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Step 4: button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/>	1.	Agent Nomination Letter 1 ▼				*File Req
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/>	1.	Agent Nomination Letter 1 ▼				*File Req
<div style="display: flex; justify-content: center; gap: 20px;"> + ADD FILES SELECT FILES </div> <p style="text-align: center;">or</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> Drag files here, to upload </div>						
UPLOAD CLOSE						

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/>	1.	Agent Nomination Letter 1 ▼				*File Req
<div style="display: flex; justify-content: center; gap: 20px;"> + ADD FILES SELECT FILES </div> <p style="text-align: center;">or</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> Drag files here, to upload </div>						
UPLOAD CLOSE						

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/>	1.	Agent Nomination Letter 1 ▼				*File Req


+ ADD FILES SELECT FILES


or

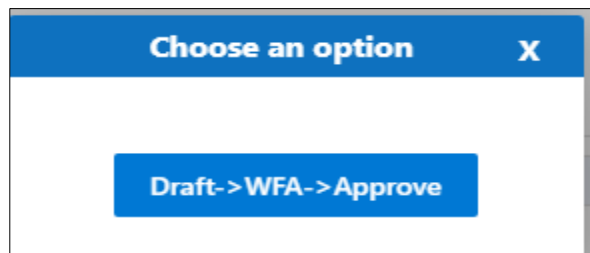
Drag files here, to upload

UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .





Choose an option from the popup .And now Work Flow will be initiated accordingly with id

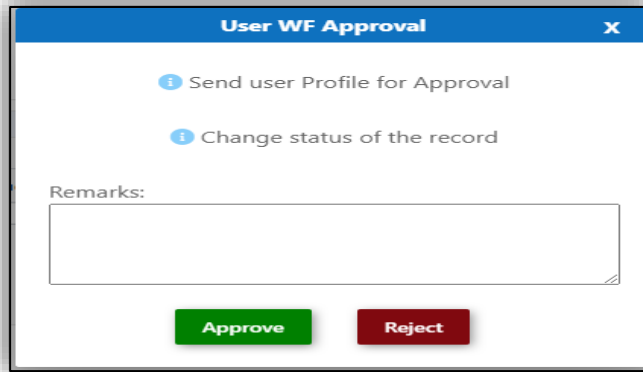


Step8: Once the workflow is initiated click on  the icon. System will be display



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

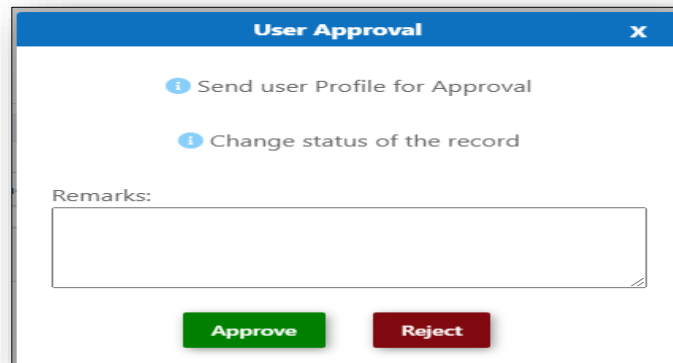
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation ✕

Reason Description ✎

Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL


By Clicking on ✔ we can view the status of the record

Data Submit Status ✕

Portal Integration		
Status: SUCCESS		
End Point Code	Status	Response
IPAPRJCTAGNOTPPRTLCHPTOB	SUCCESS	record saved successfully id = 2766

List Data:

Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

Chennai Port Trust | POS | 

Agent Nomination

1 - 10 of 1454

Doc No.	Status	Application Type	Cargo Status	VCN No.	Vessel Name	Agent Type Name	Agent Code	Agent Name	IE Code	Remarks	Doc Approved Date
PAGNNOM-2022-0128	Approved	IMPORT	Foreign	INMAA120220449	MV PM CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 17:06
PAGNNOM-2022-0127	Approved	IMPORT	Coastal	INMAA120220448	MV iPortman		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 16:00
PAGNNOM-2022-0126	Approved	IMPORT	Foreign	INMAA120220446	MV SUPER35		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 14:56
PAGNNOM-2022-0125	Approved	IMPORT	Coastal	INMAA120220443	MV SHANG CHI		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 11:29
PAGNNOM-2022-0124	Approved	IMPORT	Coastal	INMAA120220431	MV AGENT 47		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 10:22
PAGNNOM-2022-0123	Approved	IMPORT	Foreign	INMAA120220429	MV Rithvik		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 14:42
PAGNNOM-2022-0122	Approved	IMPORT	Coastal	INMAA120220436	MV GENERAL CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:30
PAGNNOM-2022-0121	Approved	IMPORT	Coastal	INMAA120220437	MV AB CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:25
PAGNNOM-2022-0120	Approved	IMPORT	Coastal	INMAA120220434	MV Cargo		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:12
PAGNNOM-2022-0119	Approved	IMPORT	Foreign	INMAA120220428	MT SUPER33		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 11:25

User Interface Image 237-Agent Nomination (List Data)-35.5.4

18. BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL

18.1 DEFINITION:

If an Agent Nominate other agent for Particular Role that that agent needs to accept for Particular role by approve by this Function in iPortman Portal.



18.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU




SELECTION TO VIEW THE LIST DATA AND TO

ADD NEW RECORDS.

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Menu Path Menu Bar → Common Functions→ Recording→ Agent Nomination Approval→ Click on New button 


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

18.3 PREREQUISITES – MASTERS

1. Agent Type

18.4 SCREENSHOT



Following are Screenshots from Agent Nomination Approval.


Step 1-Click on New button  . The user shall redirect to the screen like below-.

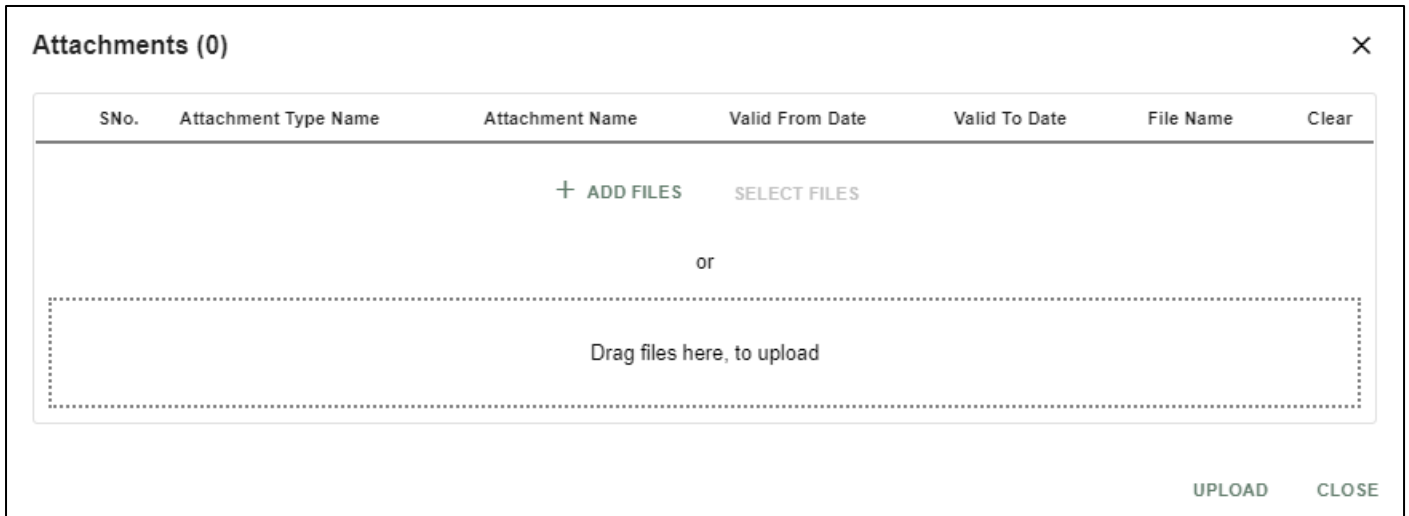


User Interface Image 307-Agent Nomination Approval 38.5.1



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

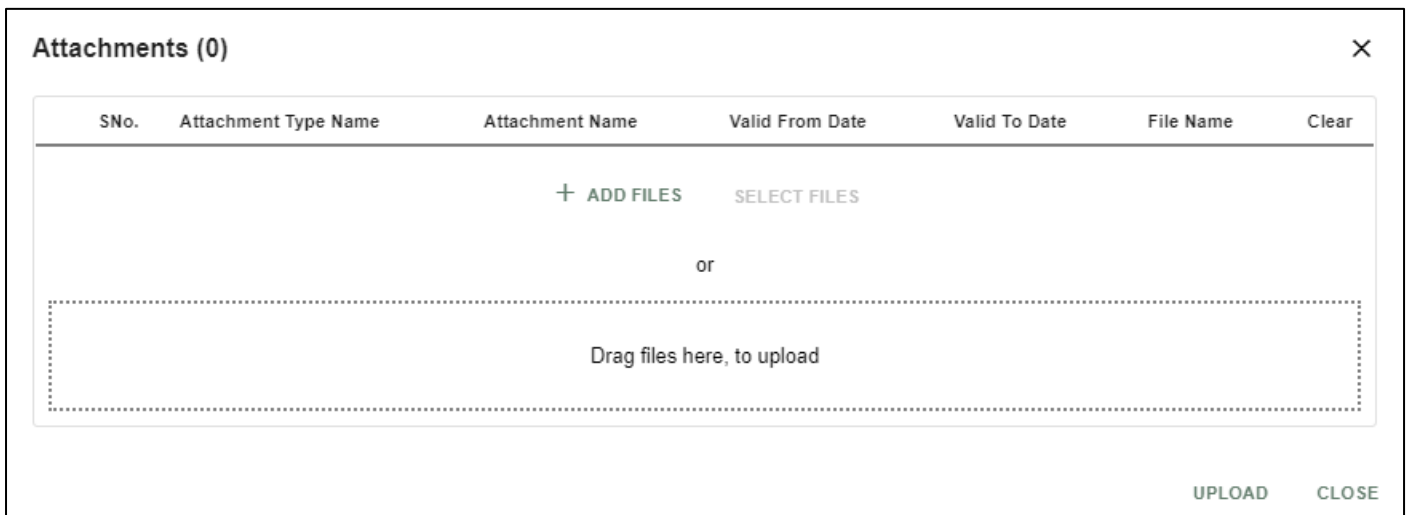
Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





User Interface Image 14-Agent Nomination Approval 38.5.2

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



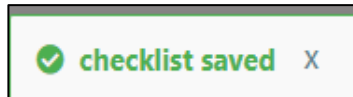
User Interface Image 308- Agent Nomination Approval 38.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured

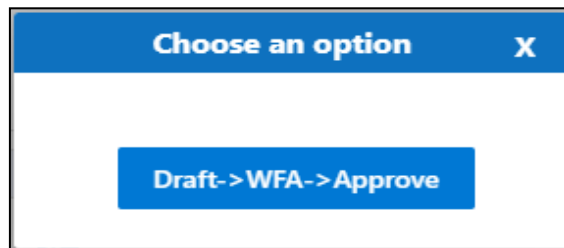
parameters will display in the Check List Window.

Check List 📄 X			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>





Step 8: Click on Save, System will display the  status on the screen.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step10: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).


User Approval X



Send user Profile for Approval


Remarks:


APPROVE REJECT


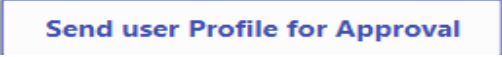


Step11: Once the user Approve the request the following  status will be shown on the screen and the document status will be changed as 'WFAPP'.

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If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×


Send user Profile for Approval


Remarks:

APPROVE REJECT

Step13: Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. .Up On

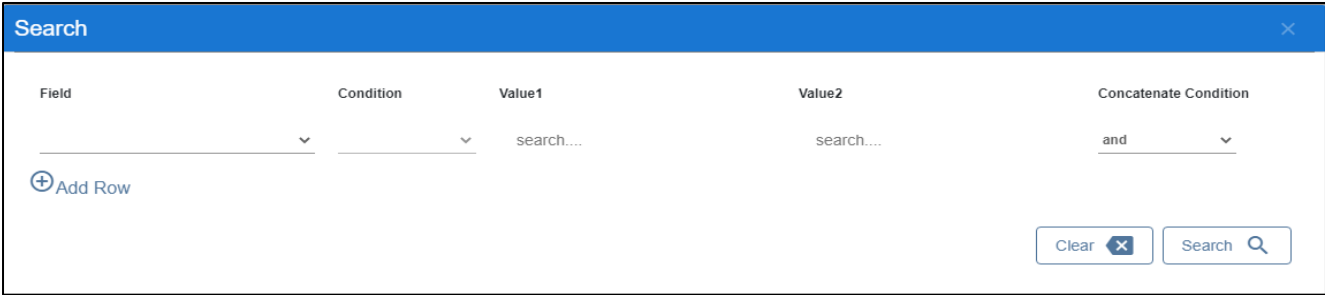
Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	License No.	Boat / Craft Type Name	Length (M)	Breadth (M)	Depth (m)	Registered Tonnage (MT)	Delivery D&T	Year of Built	Reg
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...	search...	Q search...

User Interface Image 309-Request Re-Measurement/Survey Request of Boat/ Craft/ IWT 38.5.4

Step 15: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


19. BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL BILL TO PARTY


19.1 DEFINITION:

If an Agent Nominate other agent for Particular Role that agent needs to accept for Particular role also need accept for the Bill to Party for approval of by this Function in iPortman Portal.

19.2 NAVIGATION

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

Menu Path	Menu Bar → Common Functions→ Recording→ Agent Nomination Approval Bill to Party → Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

19.3 PREREQUISITES – MASTERS

1. Agent Type

19.4 SCREENSHOT

Following Screenshots are from Agent Nomination Approval Bill to Party.



Step 1-Click on New button  . The user shall redirect to the screen like below-.




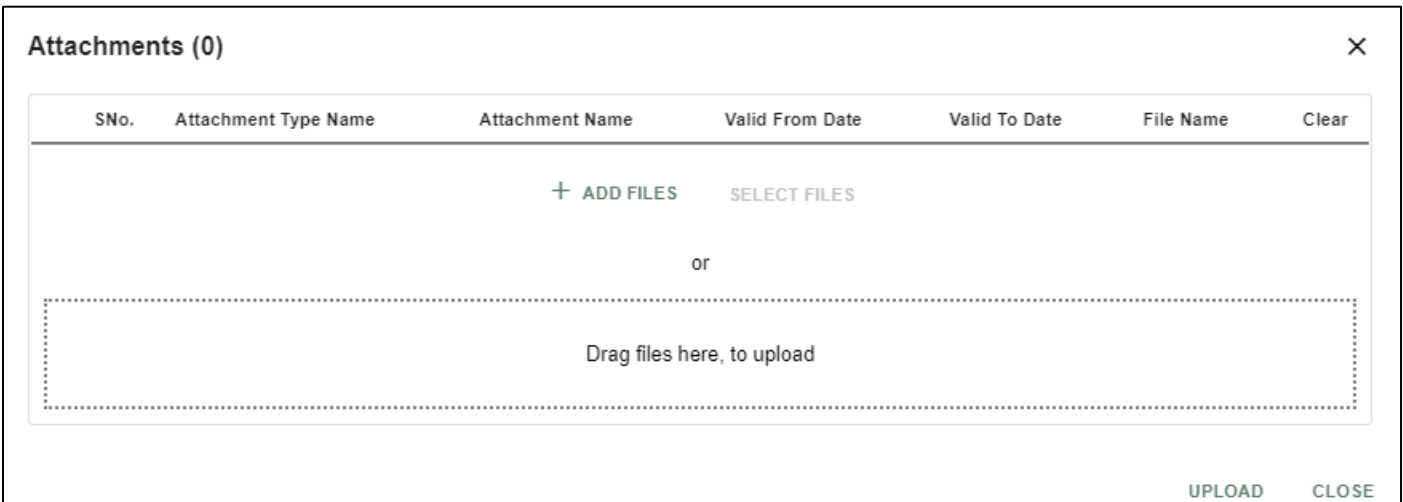
Header Table			
Application Type IMPORT	IMO Number 9632145	Delivery Order No	Doc No. 3523
Request Agent Type Code SA	IGM No 102589	Gross Weight 6000	Doc Series * AGNOBP_SEQ
Request Agent Code 70003338	IGM Line No 9523	Agent Name SPANOCEANIC SERVICESPL	Doc Date 27-09-2022 10:17
Request Agent Name SPANOCEANIC SERVICESPL	Sub Line No 10	Agent Type Name Customs House Agent	Status Code SUBMITTED
IE Code 70003338	Bill Of Entry No	Bill to Party Name SPANOCEANIC SERVICESPL	Data Source PORTAL
Request Doc No. 1831	Hatch Name	Bill to Party Status	Doc Approved Date
Request Doc Series AGNOYINPRT122	Shipping Bill No	Remarks	
Request Doc Date 27-09-2022 10:17	Item No		
Activity Type Custom Clearance			

User Interface Image 310- Agent Nomination Approval Bill to Party 39.5.1

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

Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.



Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
+ ADD FILES SELECT FILES or Drag files here, to upload						



UPLOAD CLOSE

User Interface Image Agent Nomination Approval Bill to Party 311- 39.5.2



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Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Attachments (0) ✕

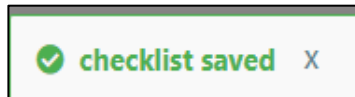
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<p> </p> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div>						
UPLOAD						CLOSE

User Interface Image 312- Agent Nomination Approval Bill to Party 39.5.3


Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

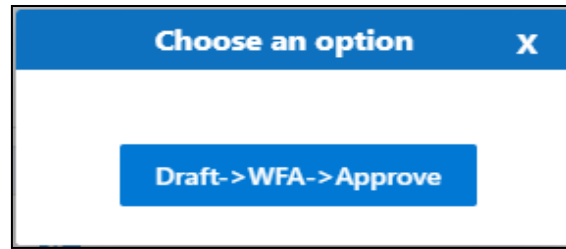
Check List 📄 ✕			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>



Step 8: Click on Save, System will display the  status on the screen.


Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .

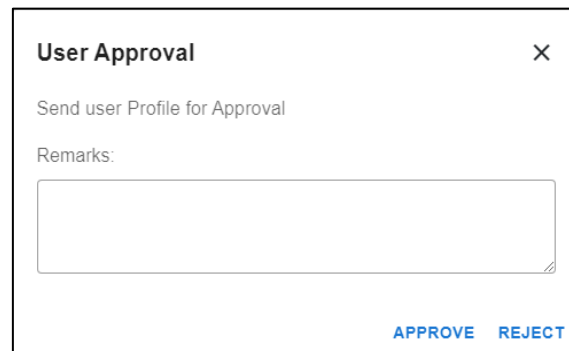
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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step10: Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).






Successfully Status changed to WFAPP

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ×

Send user Profile for Approval

Remarks:


APPROVE
REJECT

Successfully Status changed to APPROVED

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE
REJECT

Successfully Status changed to APPROVED



Step 15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display Confirmation required with below alert Yes and No

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Alert Message X

i Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation X


Reason Description * 📄

Remarks

Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

Step 17: While if there is any changes or extension we can extend the record by clicking the  icon

shown. After clicking the icon system will display Confirmation required with below alert Extend and Back buttons

Alert Message X

i Do you want to Extend?

BACK EXTEND

By Clicking on Back we can go to the previous screen. By clicking Extend we can see the below fields in Alert.

Extension X



Reason Code * 📄


Reason Description


Requested By

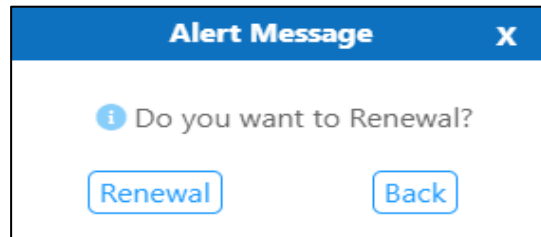
Extend Date * 📅

EXIT EXTEND

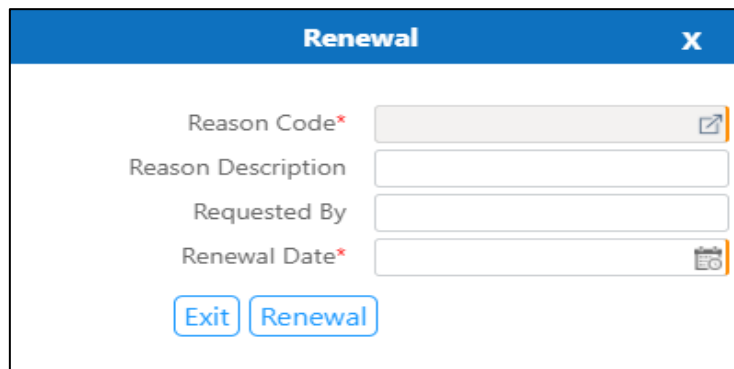
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Clicking on Close we can go to the previous screen. By clicking Extend system will display  and status will same as Approved.


Step 18: While if there is any changes or renewal we can renew the record by clicking the  icon shown. After clicking the icon system will display  with below alert Renewal and Back buttons

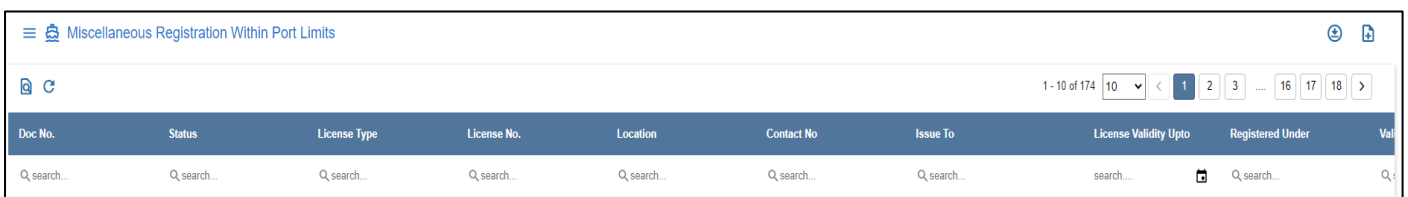


By Clicking on Exit we can go to the previous screen. By clicking Renewal we can see the below fields in Alert.




Clicking on Close we can go to the previous screen. By clicking Renewal System will display  and status will same as Approved.

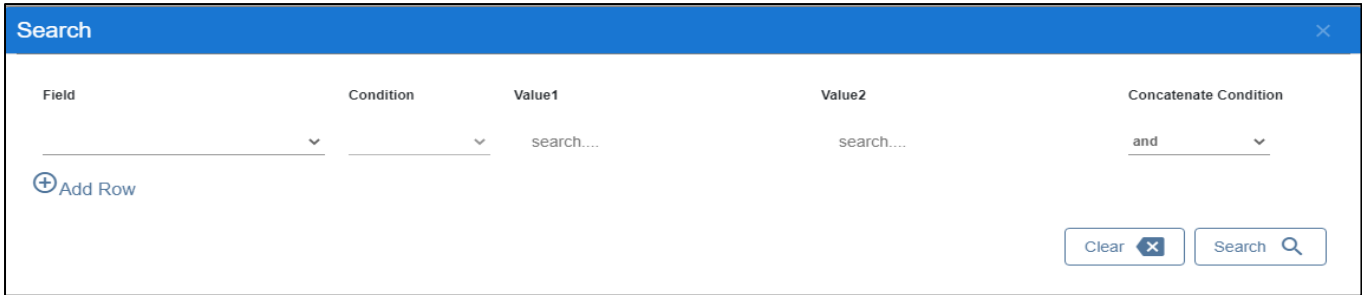
Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




Doc No.	Status	License Type	License No.	Location	Contact No	Issue To	License Validity Upto	Registered Under	Val
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...	Q search...	Q search...

User Interface Image 313-Miscellaneous Registration within port Limits 39.5.4

Step 20: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

20. Business Function Name: IA/EA Closure

20.1 Definition:

IA/EA Closure Form is a Port document for closing the Area of the particular IGM Line or Shipping Bill to closing Cargo Quantities in iPortman® application.

20.2 Navigation

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

Menu Path	Menu Bar → Cargo → Yard Operations → IA/EA Closure → Click on Add New
------------------	--


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

20.3 Prerequisites – Masters

20.3.1 Agent Master

20.3.2 Agent Type Master

Screenshots

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.

Case 1: If Application type as IMPORT the below fields are available.

IA/EIA Closure EXIT

HEADER DETAILS |
 EQUIPMENT UTILIZED |
 SERVICE REQUEST DETAILS |
 SERVICE DELIVERY DETAILS

Header Details

Application Type * IMPORT	IGM No	Weight	Doc No.
Transshipment Cargo *	IGM Date	Total No of Packages	Doc Series * IGEGCLTPSEQ12202Y
VCN No. *	Run Trade		Doc Date 28-07-2022 15:35
Voyage No	Expected Date & Time of Departure (ETD)		Status Draft
Vessel Name			Doc Approved Date
			Data Source PDS
			Remarks

Line Item

Line No. *	Quantity	Cargo Description
Sub Line No	UOM Name	Remarks
Import Application No	No. of Packages	
		Delivered Quantity
		Delivered No. of Packages

Area Closing Details

IA Closing Date and Time	Condition	Closed By
Area Name *		Remarks

CDO Closing Details



Run Trade	Received Record	Remarks
Sent to AC	Send Refund	


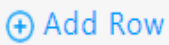
IGM/EGM Closure Details

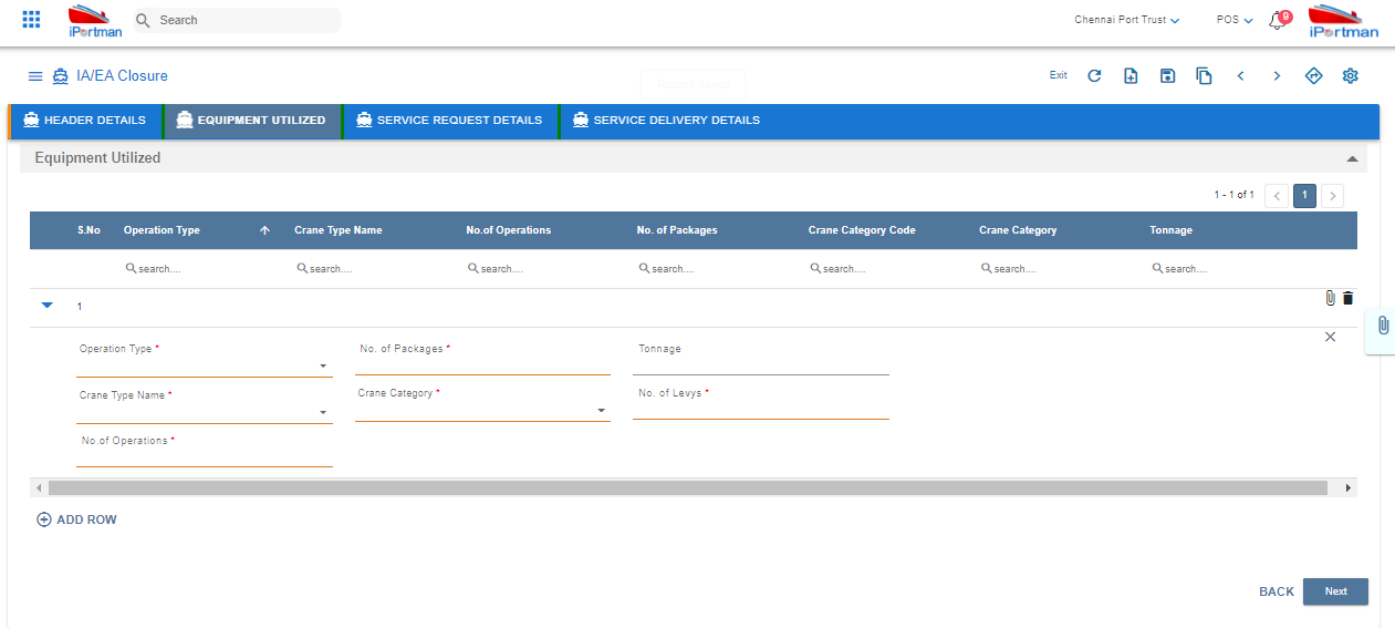
IGM Received	RL Received	IGM Closed DAT
RL/EGM Send	IGM Closing Status Name	IGM Closing Remarks

[Next](#)

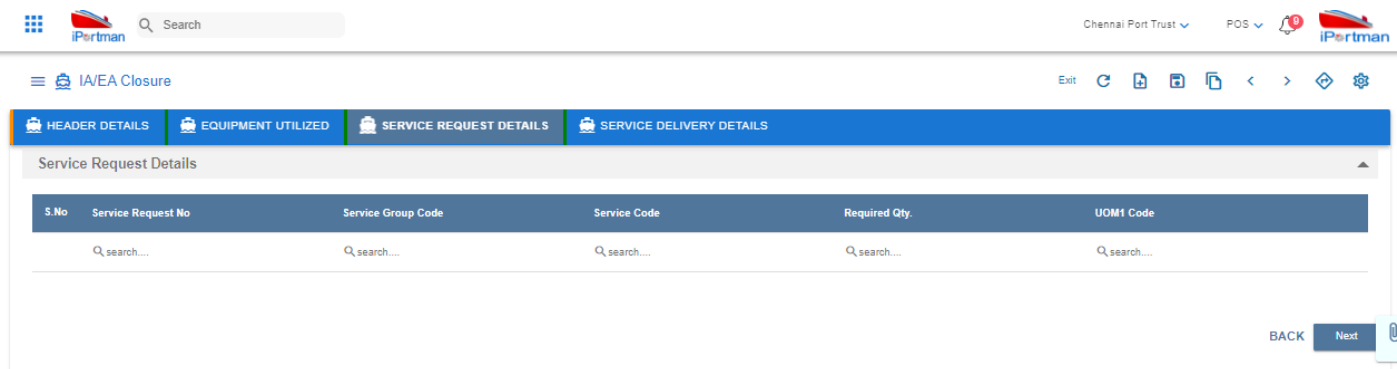
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Step 2: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Equipment Utilized section as shown in below screen. And Press  to enter the data

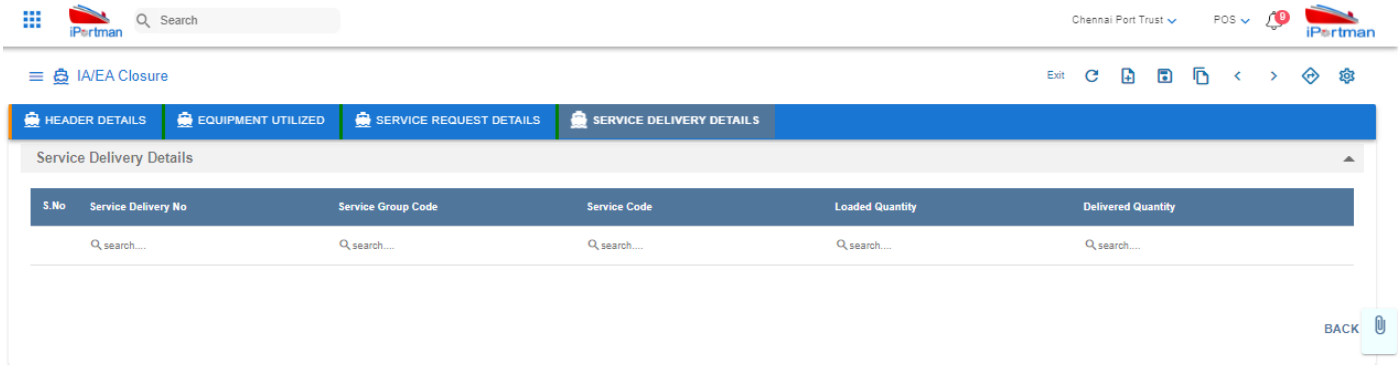


User Interface Image 133– IA/EA Closure Equipment Utilization 27.2(a)


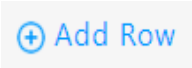



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User Interface Image 133– IA/EA Closure Service Request Details 27.2(b)






User Interface Image 133– IA/EA Closure Service Delivery Details 27.2(c)

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



Step 4(a): Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

If the Attachment's are configured, System will display like below when we click on icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

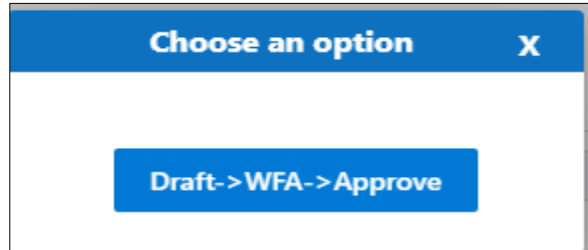
Upload
Close

Click On Close Button

Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display Record saved message.


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Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



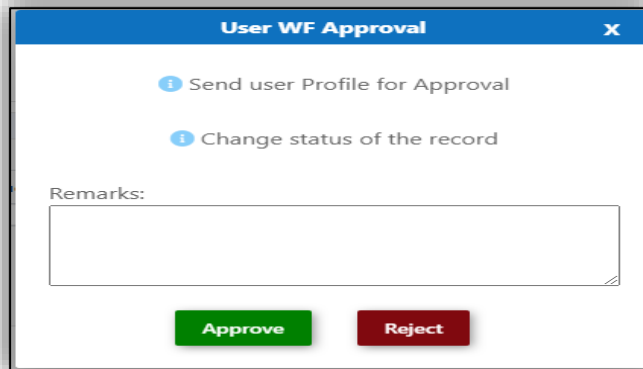
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



Successfully rejected.

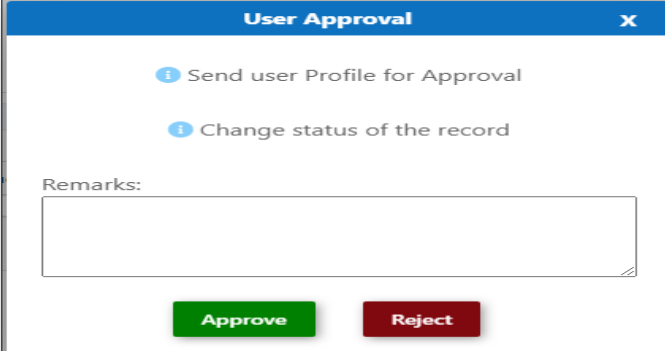
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

Approve
Reject

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

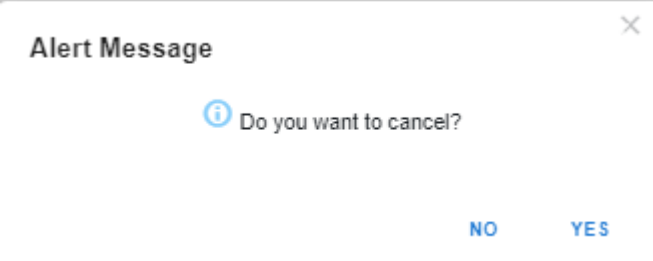
display on the screen. And the document status will be changed as 'REJECTED'.



Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

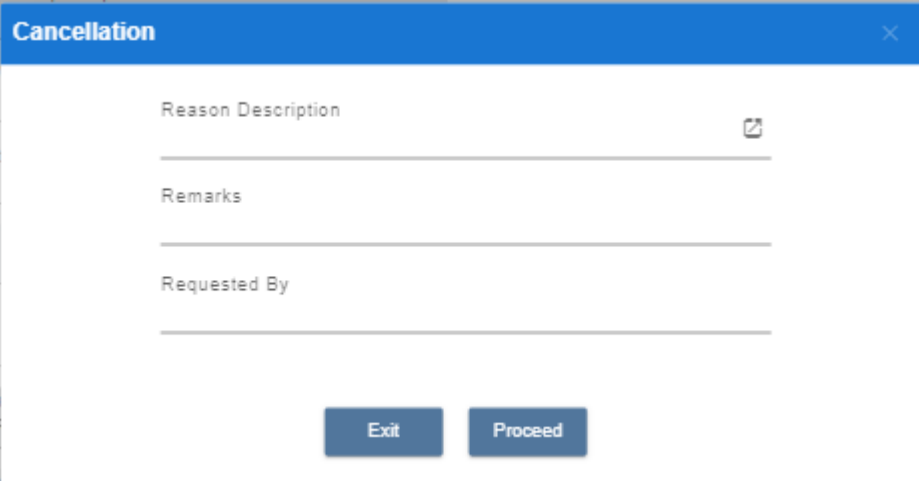


Alert Message [X]

Do you want to cancel?

NO YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]

Reason Description ✎



Remarks

Requested By


Exit
Proceed

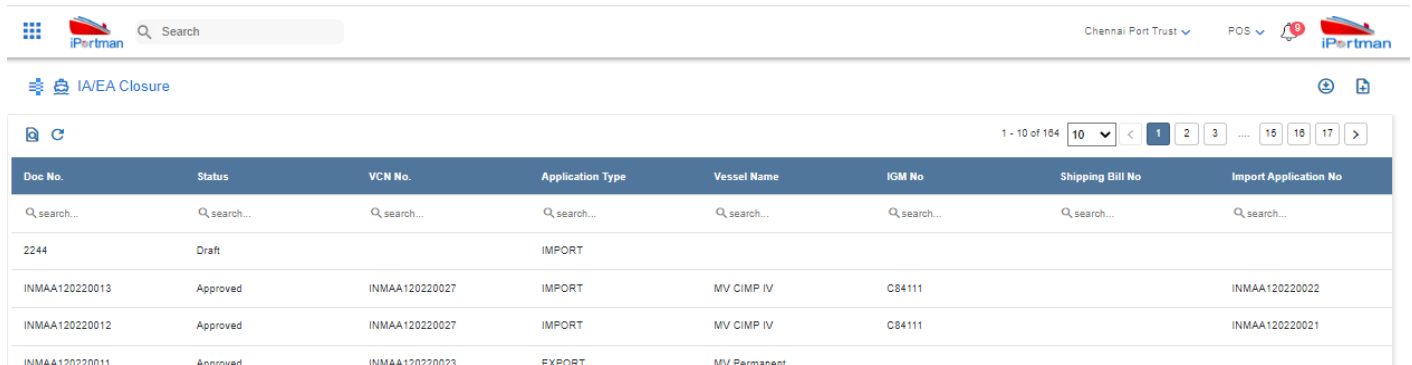
Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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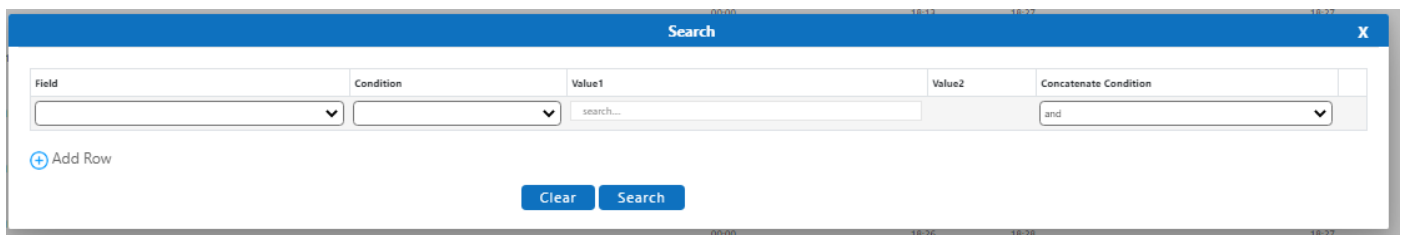
CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively






The screenshot shows the iPortman application interface. At the top, there is a search bar and navigation icons. Below the navigation, there is a table with the following columns: Doc No., Status, VCN No., Application Type, Vessel Name, IGM No., Shipping Bill No, and Import Application No. The table contains several rows of data, including records with status 'Draft', 'Approved', and 'EXPORT'.

Step 15: Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.





The screenshot shows a 'Search' popup window. It has a header with the word 'Search' and a close button. Below the header, there are several input fields: 'Field', 'Condition', 'Value1', 'Value2', and 'Concatenate Condition'. There are also 'Clear' and 'Search' buttons at the bottom of the popup.

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

20.4 Field information

Field Name	Mandatory	Fill Type
VCN No	Yes	Popup
Application Type	Yes	Dropdown
Voyage No	No	Text Box
Vessel Name	No	Text Box
IMO No	No	Text Box
IGM No	No	Text Box
IGM Date	No	Text Box
Weight	No	Text Box
Rotation No	No	Text Box
Run Trade	No	Text Box
Line No	Yes	Popup
Subline No	No	Text Box
Import Application No	No	Text Box

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No. of Packages	No	Text Box
UOM Name	No	LOV
Cargo Description	No	Text Box
Shipping Bill No	Yes	Popup
IA Closing D&T	No	Date Picker
Area Name	Yes	LOV
Closed By	No	DropDown
Condition	No	DropDown
Received At CDO	No	Text Box
Sent to AC	No	Text Box
Received Record	No	Text Box
Send Refund	No	Text Box
IGM/EGM Received	No	Text Box
RL/EGM Send	No	Text Box
RL Received	No	Text Box
IGM Closing Status	No	DropDown
IGM Closed D&T	No	Text Box
IGM Closing Remarks	No	Text Box


21. BUSINESS FUNCTION NAME: ULLAGE SURVEY


21.1 DEFINITION:

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

21.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Cargo Operations → Ullage Survey → Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

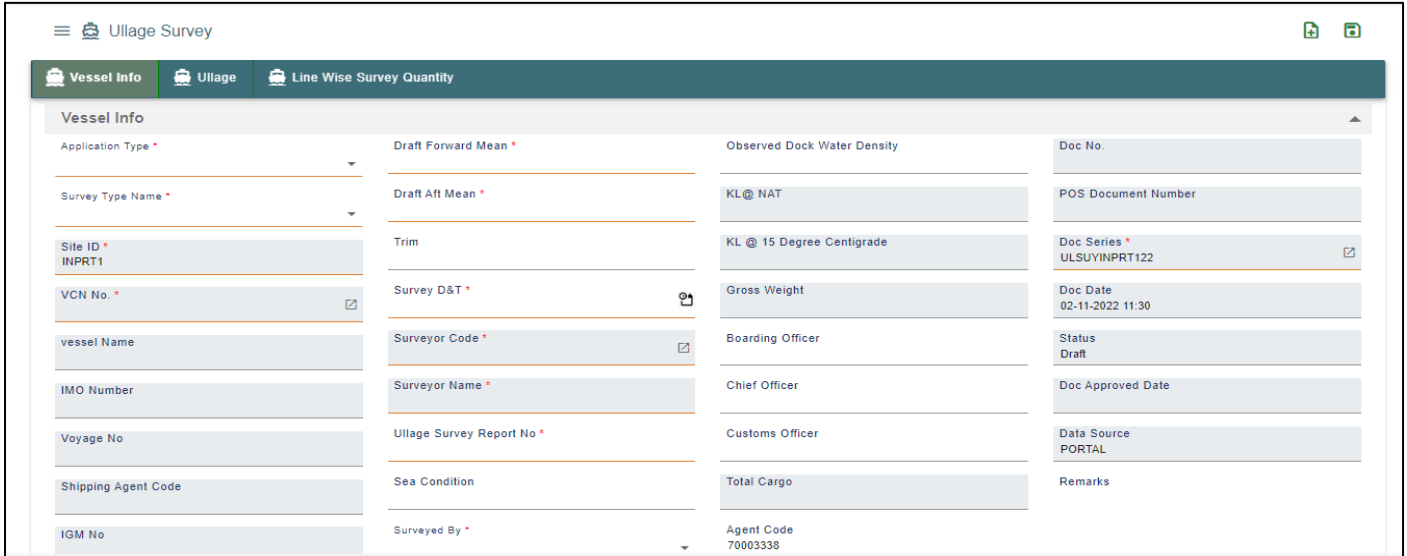
21.3 PREREQUISITES – MASTERS

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

21.4 SCREENSHOT

Following Screenshots are from Ullage Survey

Step 1- Click on New button  and We will redirect to screen like below.





User Interface Image 65-Ullage Survey (Vessel Info)-10.5.1

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


Below are the Field Information regarding Vessel Information Details Section.

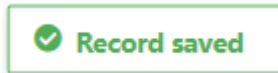
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
Application Type	yes	Dropdown
Survey Type Name	yes	Dropdown
Site Id	yes	text box
VCN No.	yes	Pop Up
Vessel Name	No	Textbox
IMO No	No	Textbox
Voyage No	No	Textbox
Shipping Agent Code	No	Textbox
Importer Name	No	Textbox
IGM No	No	Textbox
Draft Fwd. Mean	yes	Textbox
Draft AftMean	yes	Textbox
Trim	No	Textbox
Date & Time of Survey	yes	Date Picker
Survey Type	yes	Dropdown
Surveyed By	yes	Dropdown
Surveyor Code	yes	Pop Up

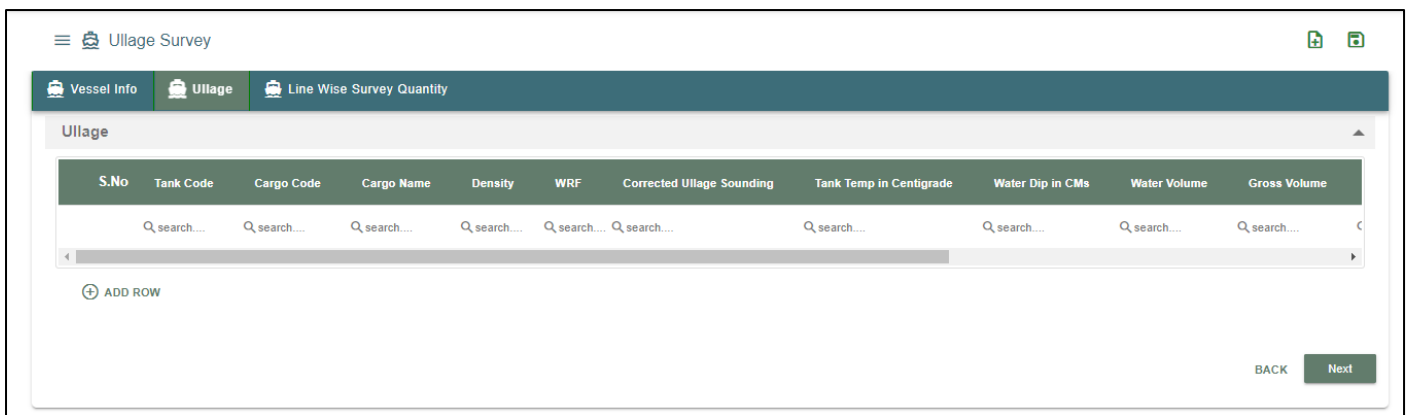
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Surveyor Name	yes	Text Box
Ullage Survey Report No	yes	Text Box
Sea Condition	No	Text Box
Observed Dock Water Density	No	Text Box
Total Cargo(Ship's Account)	No	Text Box
KL@ NAT	No	Text Box
KL @ 15 Degree Centigrade	No	Text Box
Gross Weight	No	Text Box
Remarks	No	Text Box
Boarding Officer	No	Text Box
Chief Officer	No	Text Box
Customs Officer	No	Text Box
Total Cargo	No	Text Box


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

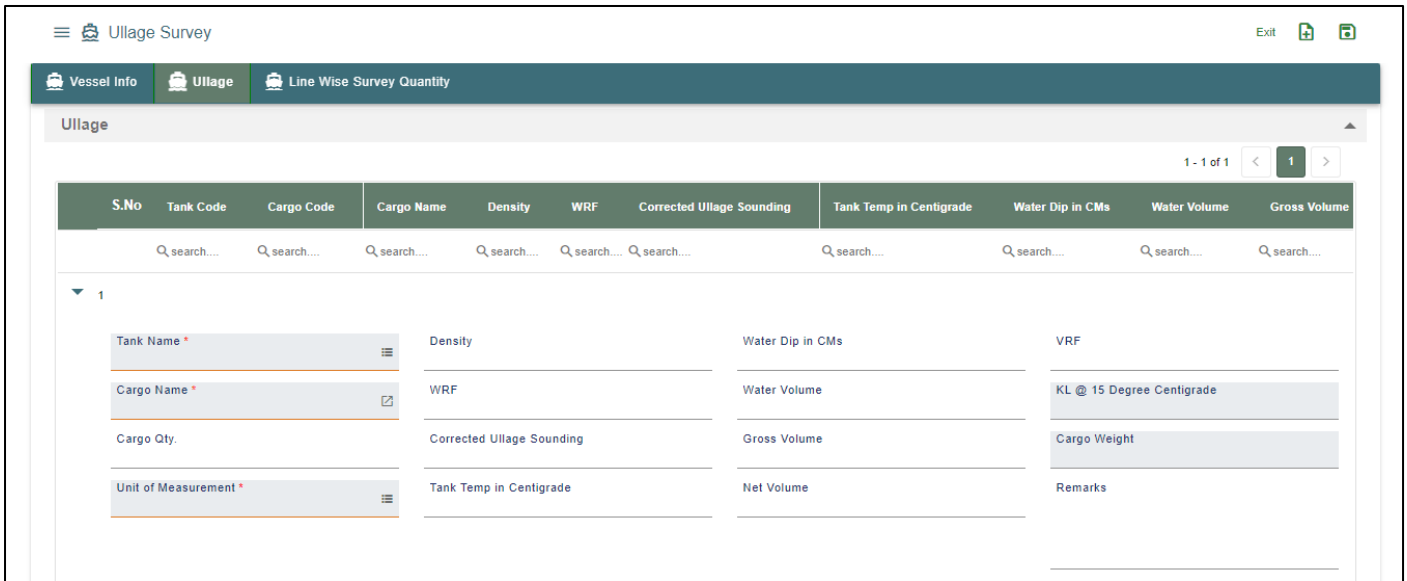


Step 4: Once Vessel Info Details are saved, Ullage form will be activated as below to add Ullage Details as shown in below screen.



User Interface Image 66-Ullage Survey (Ullage)-10.5.2(a)

Click on  to begin with data entry


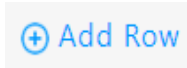



User Interface Image 67-Ullage Survey (Ullage)-10.5.2(b)

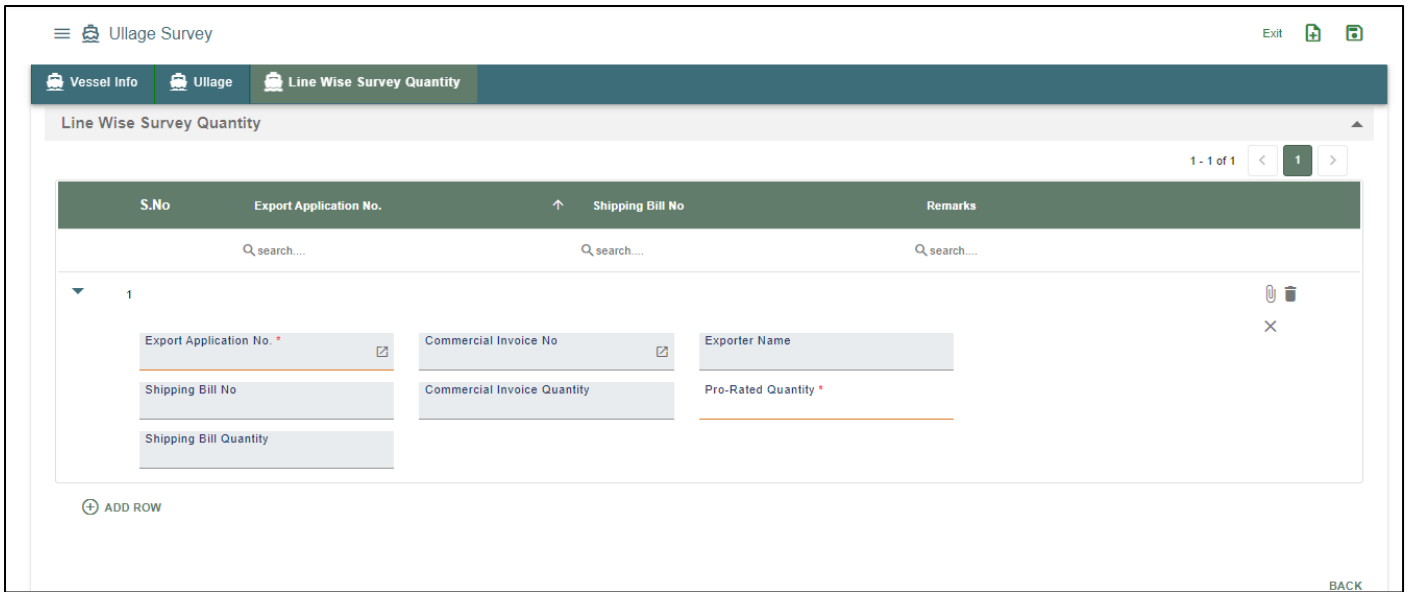
Below are the Field Information regarding Ullage Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Tank Name	yes	Pop Up
Cargo Name	yes	Pop Up
Cargo Quantity	No	Text Box
Unit of Measurement	Yes	Pop Up
Density	No	Text Box
WRF	No	Text Box
Corrected Ullage Soundings	No	Text Box
Tank Temp in Centigrade	No	Text Box
Water Dip in Cms	No	Text Box
Water Volume	No	Text Box
Gross Volume in M3	No	Text Box
Net Volume in M3	No	Text Box
VRF	No	Text Box
KL @ 15 Degree Centigrade	No	Text Box
Cargo Weight	No	Text Box
Remarks	No	Text Box



Step 5: Once data is filled in Ullage Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Once Ullage Details are saved, Line Wise Survey Quantity will be activated as below to Line Wise Survey Quantity as shown in below screen.



Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/>	1.	Ullage survey report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/>	1.	Ullage survey report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/>	1.	Ullage survey report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/>	1.	Ullage survey report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or



Drag files here, to upload

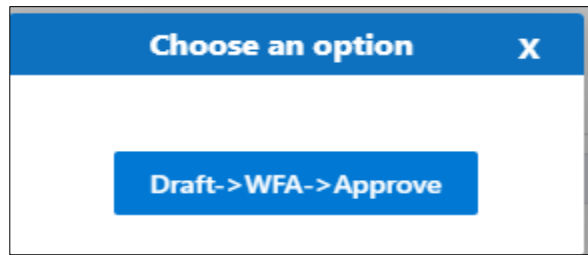
UPLOAD CLOSE

Click On Close Button

Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

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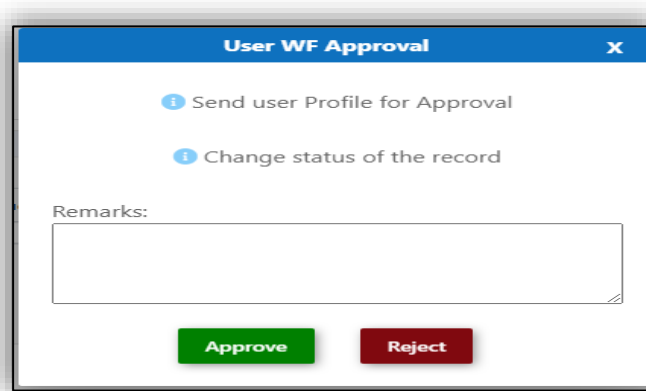
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.



Successfully rejected.

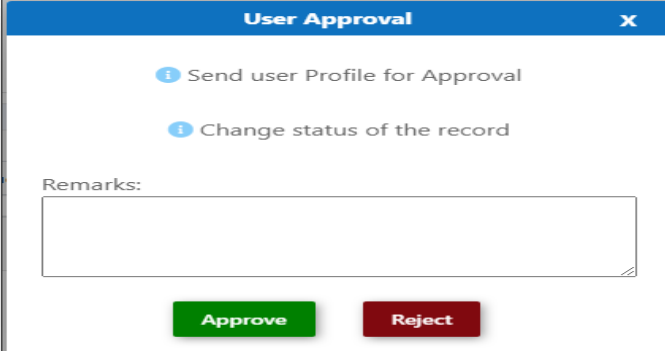
And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

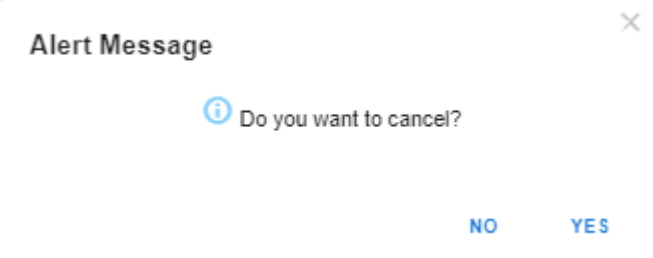
Approve
Reject

Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display Confirmation required with below alert ok and Back

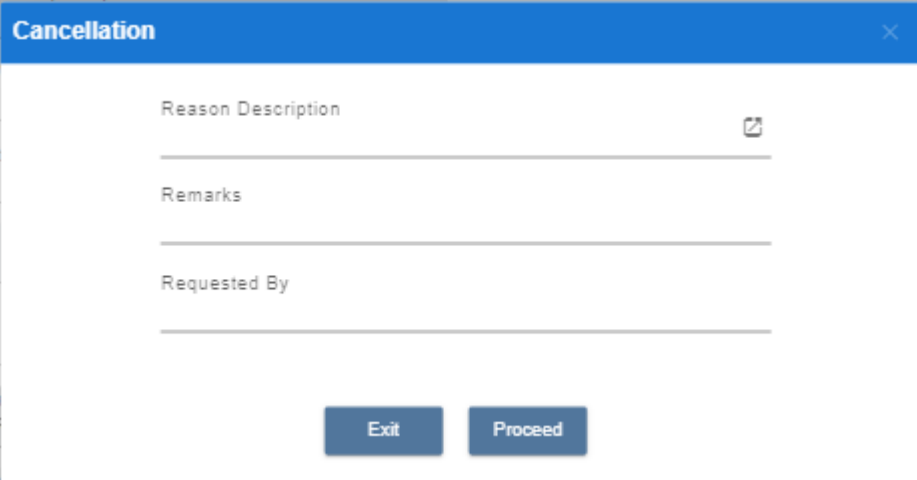


Alert Message [X]


Do you want to cancel?

NO YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]

Reason Description 


Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to

CANCEL


By Clicking on  we can view the status of the record

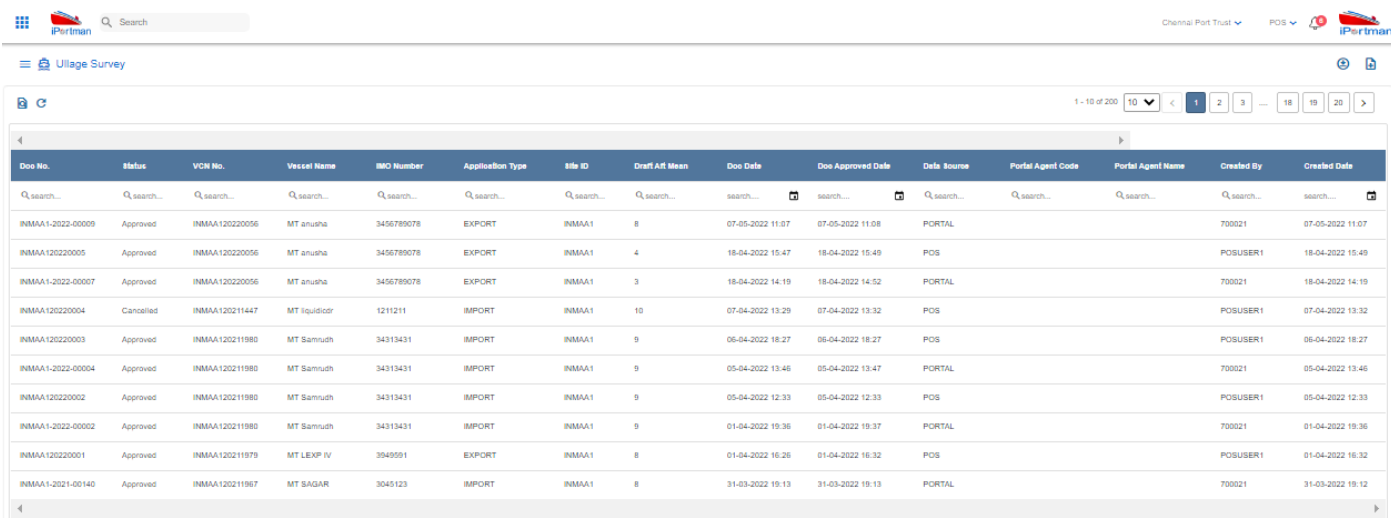
Data Submit Status
X

Pos Integration

Status: **SUCCESS**

End Point Code	Status	Response
IPAPRJCTULLSURSAP	SUCCESS	("PortCode":"INMAA1","DocumentNo":"INMAA1-2022-00007","Message":"Data Received Successfully","Status":"Success")

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	VCN No.	Vessel Name	IMO Number	Application Type	File ID	Draft Aft Mean	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name	Created By	Created Date
INMAA1-2022-00009	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	8	07-05-2022 11:07	07-05-2022 11:08	PORTAL			700021	07-05-2022 11:07
INMAA120220005	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	4	18-04-2022 15:47	18-04-2022 15:49	POS			POSUSER1	18-04-2022 15:49
INMAA1-2022-00007	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	3	18-04-2022 14:19	18-04-2022 14:52	PORTAL			700021	18-04-2022 14:19
INMAA120220004	Cancelled	INMAA120211447	MT liquidor	1211211	IMPORT	INMAA1	10	07-04-2022 13:29	07-04-2022 13:32	POS			POSUSER1	07-04-2022 13:32
INMAA120220003	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	05-04-2022 18:27	05-04-2022 18:27	POS			POSUSER1	05-04-2022 18:27
INMAA1-2022-00004	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	05-04-2022 13:46	05-04-2022 13:47	PORTAL			700021	05-04-2022 13:46
INMAA120220002	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	05-04-2022 12:33	05-04-2022 12:33	POS			POSUSER1	05-04-2022 12:33
INMAA1-2022-00002	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	01-04-2022 19:36	01-04-2022 19:37	PORTAL			700021	01-04-2022 19:36
INMAA120220001	Approved	INMAA120211979	MT LEXP IV	3949591	EXPORT	INMAA1	8	01-04-2022 16:26	01-04-2022 16:32	POS			POSUSER1	01-04-2022 16:32
INMAA1-2021-00140	Approved	INMAA120211967	MT SAGAR	3045123	IMPORT	INMAA1	8	31-03-2022 19:13	31-03-2022 19:13	PORTAL			700021	31-03-2022 19:12

User Interface Image 70-Ullage Survey (List Data)-10.5.4


22. BUSINESS FUNCTION NAME: DRAFT SURVEY



22.1 DEFINITION:


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

22.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Cargo Operations → Draft Survey → Click on New button 
------------------	--


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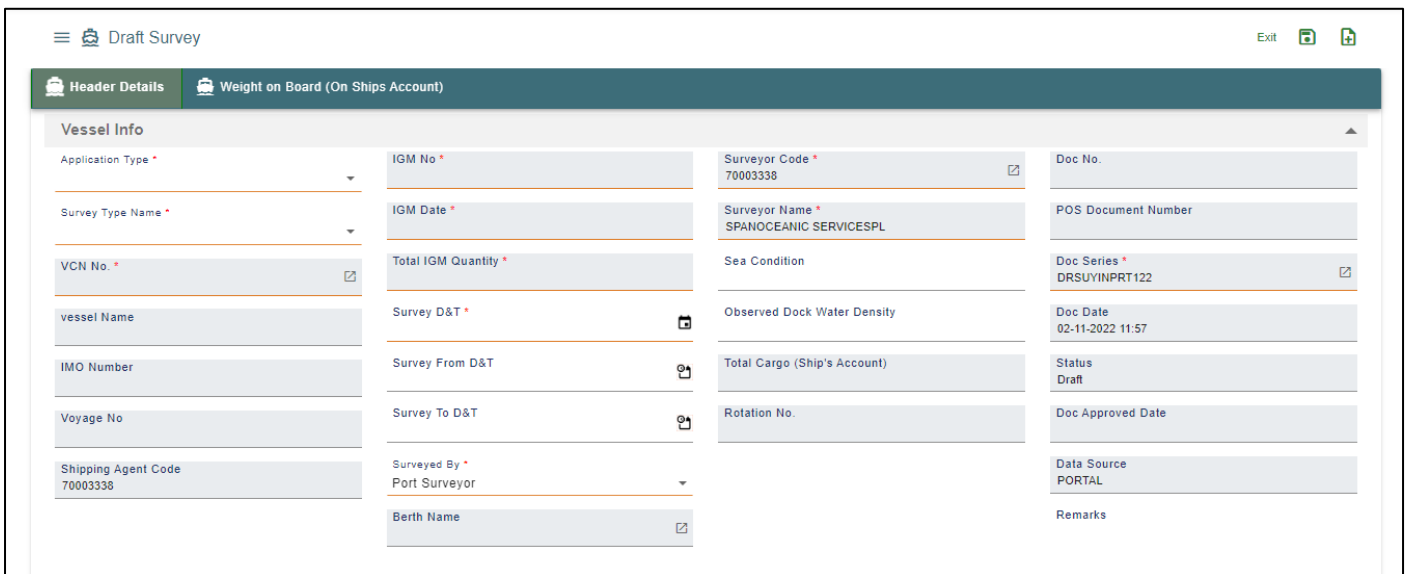
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

22.3 PREREQUISITES – MASTERS

22.4 SCREENSHOT

Following Screenshots are from Draft Survey.

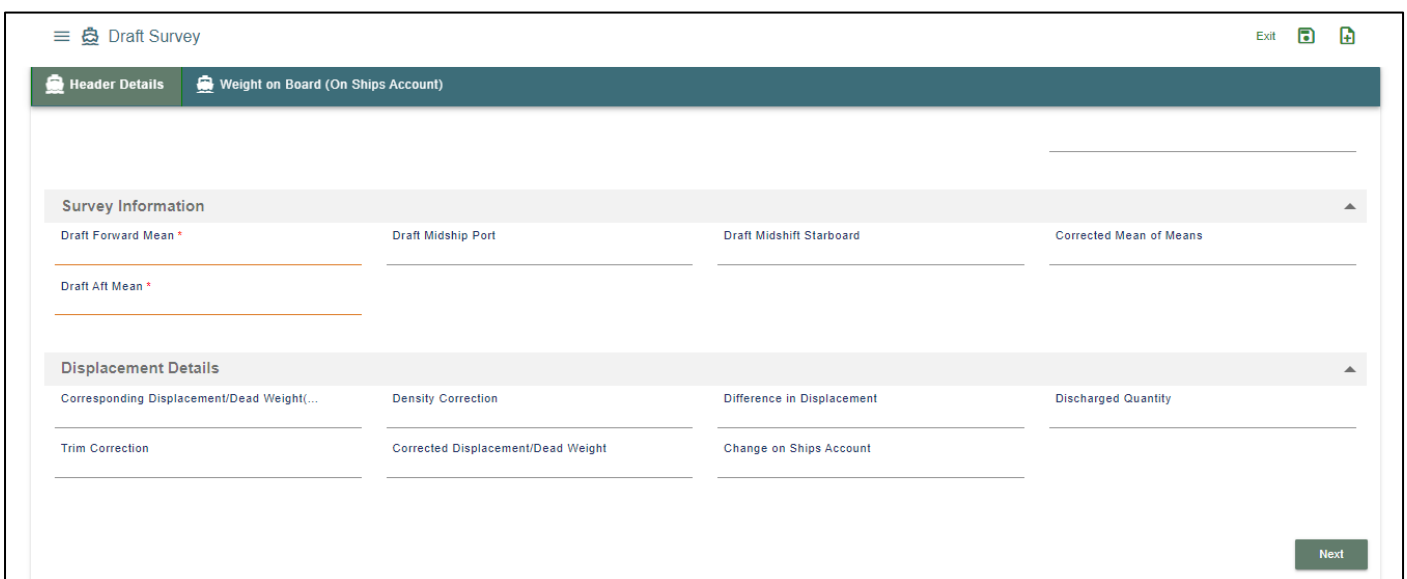
Step 1- Click on New button  and We will redirect to screen like below.



The screenshot shows the 'Draft Survey' form with the 'Vessel Info' section expanded. The form includes the following fields:

Application Type *	IGM No *	Surveyor Code * 70003338	Doc No.
Survey Type Name *	IGM Date *	Surveyor Name * SPANOCCEANIC SERVICESPL	POS Document Number
VCN No. *	Total IGM Quantity *	Sea Condition	Doc Series * DRSUYNPRT122
vessel Name	Survey D&T *	Observed Dock Water Density	Doc Date 02-11-2022 11:57
IMO Number	Survey From D&T	Total Cargo (Ship's Account)	Status Draft
Voyage No	Survey To D&T	Rotation No.	Doc Approved Date
Shipping Agent Code 70003338	Surveyed By * Port Surveyor		Data Source PORTAL
	Berth Name		Remarks

User Interface Image 59-Draft Survey (A)- 9.5.1





The screenshot shows the 'Draft Survey' form with the 'Survey Information' and 'Displacement Details' sections expanded. The form includes the following fields:

Survey Information			
Draft Forward Mean *	Draft Midship Port	Draft Midshift Starboard	Corrected Mean of Means
Draft Aft Mean *			
Displacement Details			
Corresponding Displacement/Dead Weight(...)	Density Correction	Difference in Displacement	Discharged Quantity
Trim Correction	Corrected Displacement/Dead Weight	Change on Ships Account	

A 'Next' button is visible at the bottom right of the form.

User Interface Image 59-Draft Survey (B)- 9.5.1


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

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Below are the Field Information regarding Header Details Section.

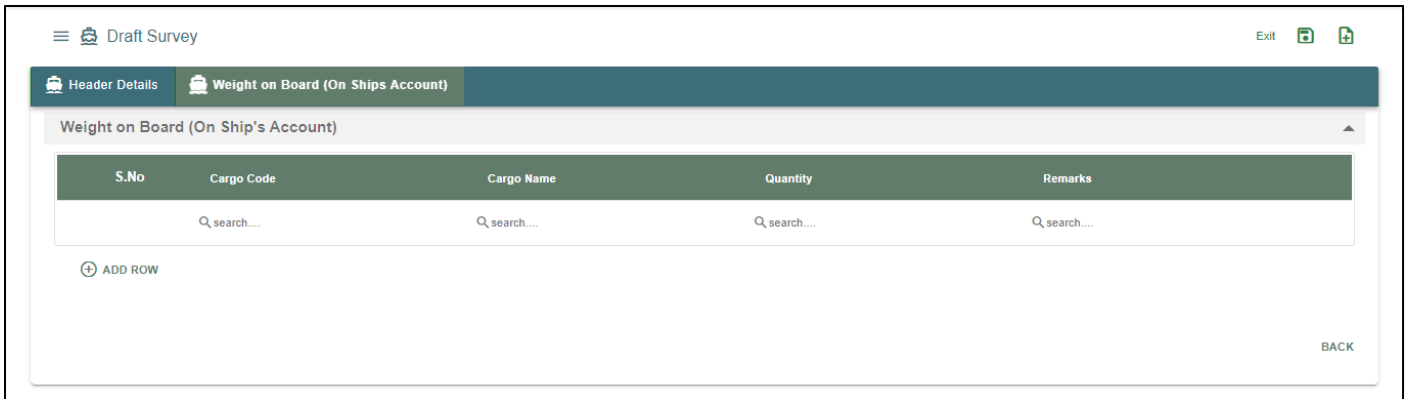
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Application Type	Mandatory	Dropdown
VCN No.	Mandatory	Pop Up
Vessel Name	Non Mandatory	Textbox
IMO No	Non Mandatory	Textbox
Voyage No	Non Mandatory	Textbox
Shipping Agent	Non Mandatory	Textbox
Importer Name	Non Mandatory	Textbox
IGM No	Yes	Textbox
IGM Date	yes	Textbox
Total IGM Quantity	yes	Textbox
Date & Time of Survey*	Mandatory	Date Picker
Surveyed By	yes	Dropdown
Surveyor Code	yes	Pop Up
Surveyor Name	yes	Text Box
Draft Survey Report No	Mandatory	Text Box
Sea Condition	Non Mandatory	Text Box
Observed Dock Water Density	Non Mandatory	Text Box
Total Cargo(Ship's Account)	Non Mandatory	Text Box
Draft Fwd. Mean	Mandatory	Textbox
Draft Aft Mean	Mandatory	Textbox
Draft Midship Port	Non Mandatory	Textbox
Draft Midship Starboard	Non Mandatory	Textbox
Corrected Mean of Means	Non Mandatory	Text Box
Corresponding Displacement/Dead Weight(Ship's Data)	Non Mandatory	Text Box
Trim Correction	Non Mandatory	Text Box
Density Correction	Non Mandatory	Text Box
Corrected Displacement/Dead Weight	Non Mandatory	Text Box
Difference in Displacement	Non Mandatory	Text Box
Change on Ships Account	Non Mandatory	Text Box
Discharged Quantity	Non Mandatory	Text Box


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

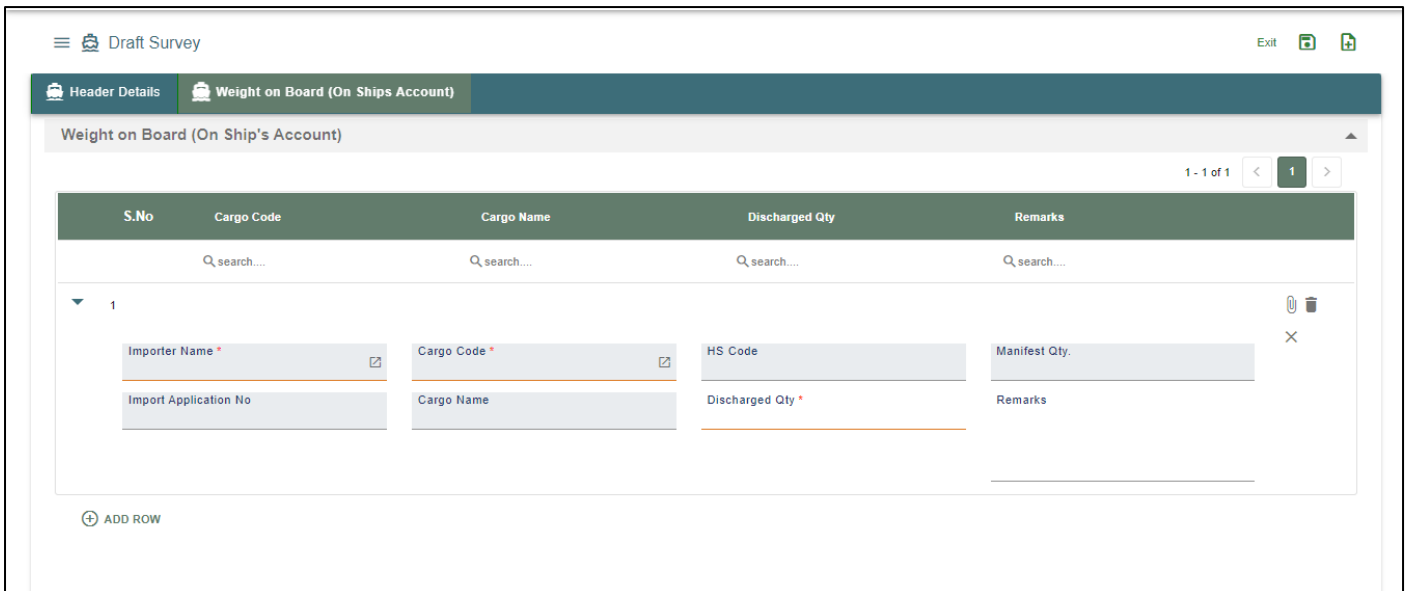


Step 4: Once Header Details are saved, Weight on Board Details will be activated as below to add Weigh on Board Details as shown in below screen.



User Interface Image 60-Draft Survey(Weight on Board)- 9.5.2(a)

Click on  to begin with data entry






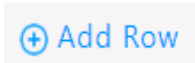

User Interface Image 61-Draft Survey(Weight on Board)- 9.5.2(b)


Below are the Field Information regarding Weight On Board (Ship Account) Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	Mandatory	Fill Type
Importer Code	Non Mandatory	Pop Up
Importer Name	Non Mandatory	TextBox
Cargo Code	Non Mandatory	Pop UP
Cargo Name	Non Mandatory	Text Box
Quantity	Non Mandatory	Text Box
Remarks	Non Mandatory	Text Box


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Step 5: Once data is filled in Weight on Board Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required



+ ADD FILES SELECT FILES


or



Drag files here, to upload

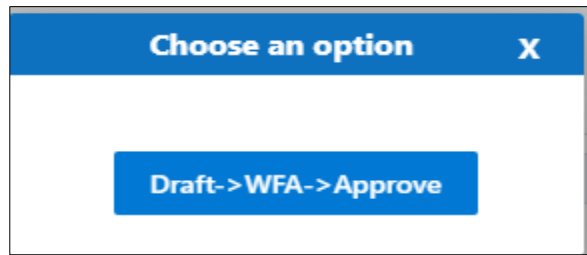
UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

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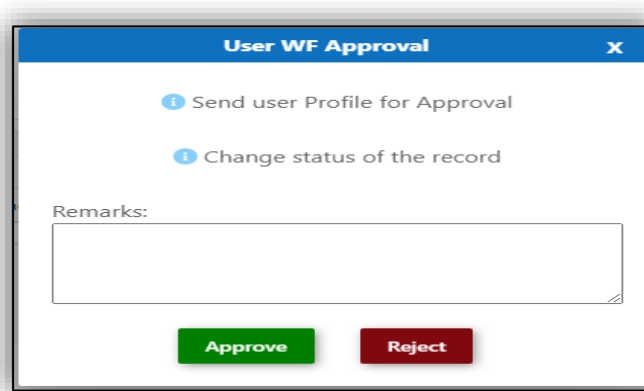
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

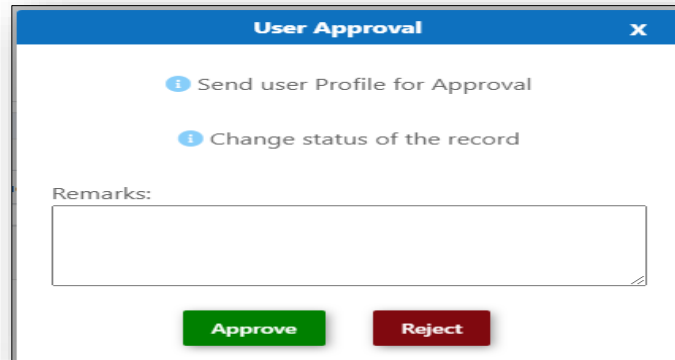
Successfully rejected.

And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

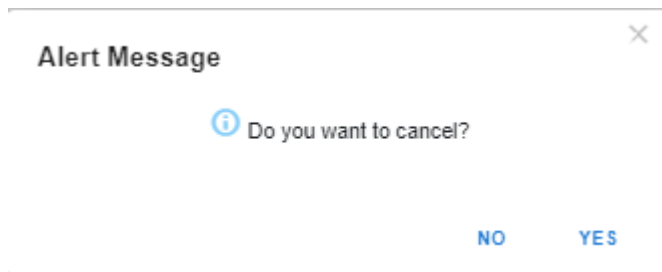
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

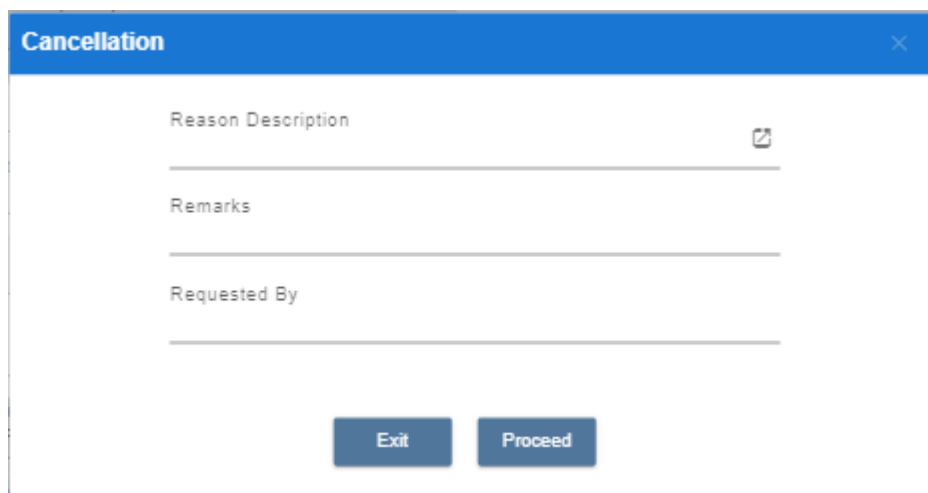
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back




By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

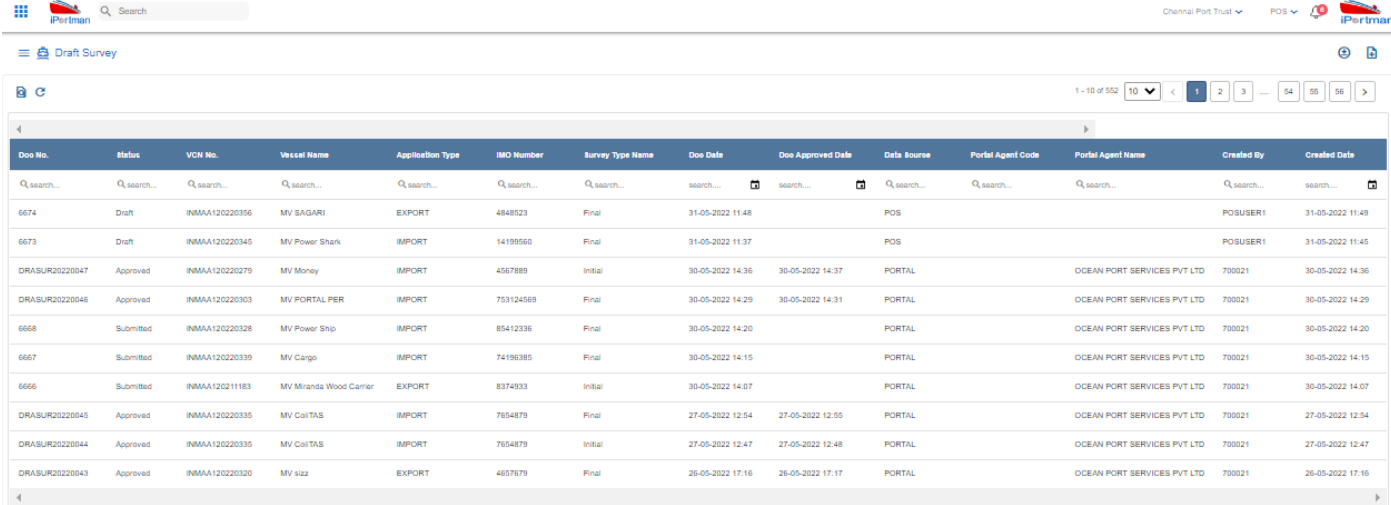


Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



The screenshot shows the 'Draft Survey' interface in iPortman. It features a table with columns for Doc No., Status, VCN No., Vessel Name, Application Type, IMO Number, Survey Type Name, Doc Date, Doc Approved Date, Data Source, Portal Agent Code, Portal Agent Name, Created By, and Created Date. The table contains 13 rows of data, including entries for MV SAGARI, MV Power Shark, MV Money, MV PORTAL PER, MV Power Ship, MV Cargo, MV Miranda Wood Carrier, MV COITAS, and MV sizz.

Doc No.	Status	VCN No.	Vessel Name	Application Type	IMO Number	Survey Type Name	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name	Created By	Created Date
6674	Draft	INMAA120220356	MV SAGARI	EXPORT	4848523	Final	31-05-2022 11:48		POS			POUSER1	31-05-2022 11:48
6673	Draft	INMAA120220345	MV Power Shark	IMPORT	14199560	Final	31-05-2022 11:37		POS			POUSER1	31-05-2022 11:45
DRASUR20220547	Approved	INMAA120220279	MV Money	IMPORT	4567889	Initial	30-05-2022 14:36	30-05-2022 14:37	PORTAL		OCEAN PORT SERVICES PVT LTD	700021	30-05-2022 14:36
DRASUR20220546	Approved	INMAA120220303	MV PORTAL PER	IMPORT	753124569	Final	30-05-2022 14:29	30-05-2022 14:31	PORTAL		OCEAN PORT SERVICES PVT LTD	700021	30-05-2022 14:29
6668	Submitted	INMAA120220328	MV Power Ship	IMPORT	85412336	Final	30-05-2022 14:20		PORTAL		OCEAN PORT SERVICES PVT LTD	700021	30-05-2022 14:20
6667	Submitted	INMAA120220339	MV Cargo	IMPORT	74196385	Final	30-05-2022 14:15		PORTAL		OCEAN PORT SERVICES PVT LTD	700021	30-05-2022 14:15
6666	Submitted	INMAA120211183	MV Miranda Wood Carrier	EXPORT	8374933	Initial	30-05-2022 14:07		PORTAL		OCEAN PORT SERVICES PVT LTD	700021	30-05-2022 14:07
DRASUR20220545	Approved	INMAA120220335	MV COITAS	IMPORT	7654879	Final	27-05-2022 12:54	27-05-2022 12:55	PORTAL		OCEAN PORT SERVICES PVT LTD	700021	27-05-2022 12:54
DRASUR20220544	Approved	INMAA120220335	MV COITAS	IMPORT	7654879	Initial	27-05-2022 12:47	27-05-2022 12:48	PORTAL		OCEAN PORT SERVICES PVT LTD	700021	27-05-2022 12:47
DRASUR20220543	Approved	INMAA120220320	MV sizz	EXPORT	4657679	Final	26-05-2022 17:16	26-05-2022 17:17	PORTAL		OCEAN PORT SERVICES PVT LTD	700021	26-05-2022 17:16

User Interface Image 64-Draft Survey (List Data)- 9.5.4


23. BUSINESS FUNCTION NAME: SERVICE REQUISITION


23.1 DEFINITION:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

23.2 NAVIGATION

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

Menu Path	Menu Bar → Common Functions → Requests → Service Requisition → Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

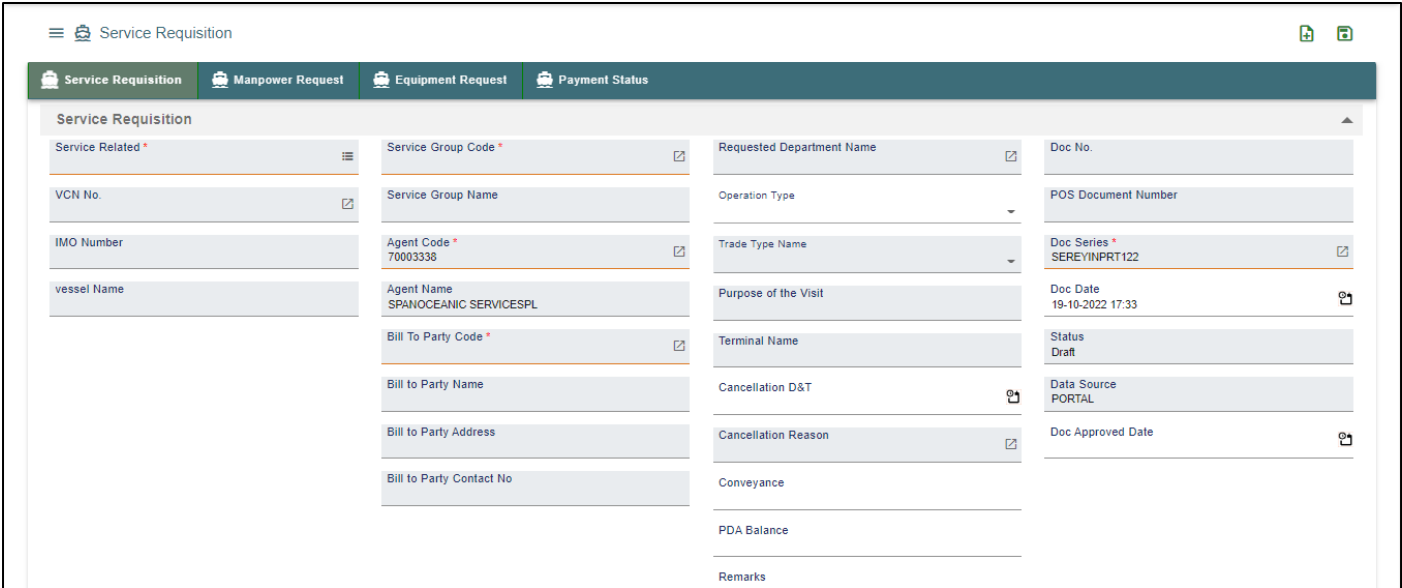
23.3 PREREQUISITES – MASTERS

1. World Port Master
2. Cargo Type Master
3. Vessel Type Master

23.4 SCREENSHOTS

Following Screenshots from Service Requisition

Step 1-Click on New button  . The user shall redirect to the screen like below-



User Interface Image 177-Service Requisition 19.5.1

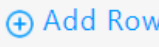
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Below are the Field Information regarding Service Requisition Details Section.

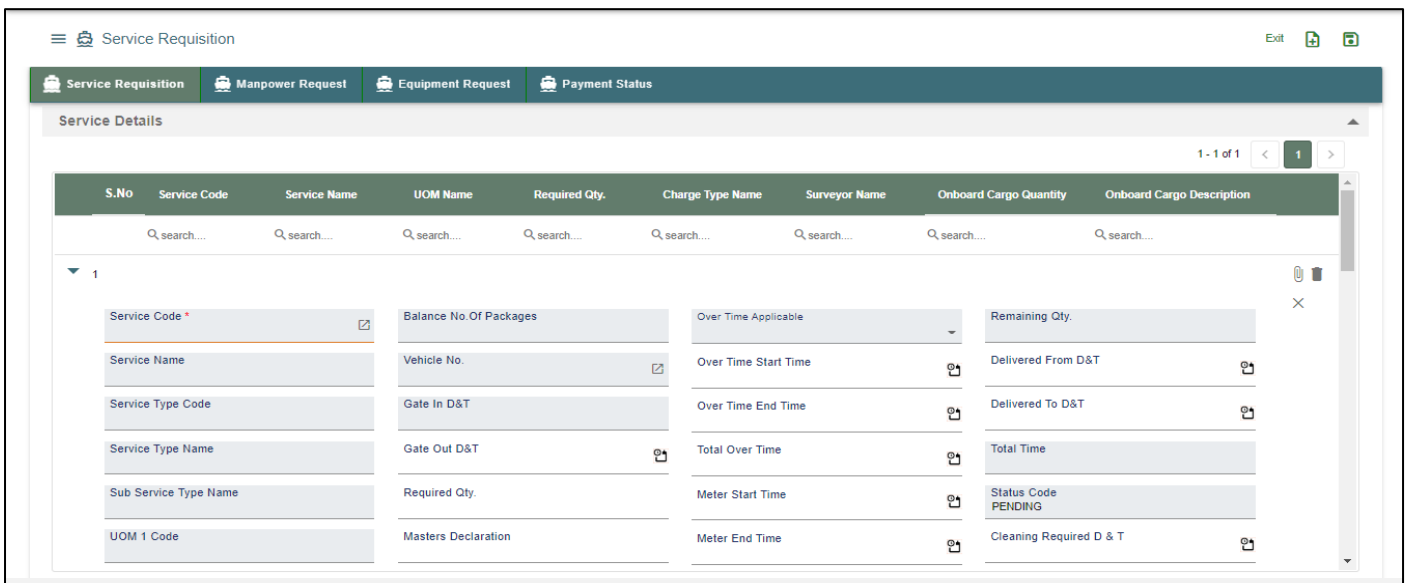
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	MANDATORY	Fill Type
Service Related	YES	BL Lookup
VCN No.	NO	BL Lookup
IMO No.	NO	Textbox/Auto Populated
Vessel Name	NO	Textbox/Auto Populated
Agent Code	YES	BL Lookup
Agent Name	NO	Textbox/Auto Populated
Service Group Code	Yes	BL Lookup
Service Group Name	NO	Textbox
Bill To Party Code	YES	BL Lookup
Bill To Party Name	NO	Textbox/Auto Populated
Requested Department Name	NO	BL Lookup
Operation Type	NO	Drop down
Trade Type Name	NO	Textbox/Auto Populated
Terminal Name	NO	Textbox/Auto Populated

Cancellation D&T	NO	Calendar
Cancellation Reason	NO	Calendar
Convenience	NO	Textbox/Auto Populated
Purpose of Visit	NO	Textbox
Remarks	No	Textbox

Step 3:-Service Details section is displayed in the same page. Click on  the button.

Step 4: The system shall display below fields to enter.





User Interface Image 178-Service Requisition 19.5.2

Below are the Field Information regarding Service Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Service Code	YES	BL Lookup
Service Name	No	Textbox
Masters Declaration	NO	Textbox
Provisions Qty	NO	Textbox
Service Required	NO	Textbox
Qty to Remove	NO	Textbox
Customs Declaration No.	NO	Textbox
No. of Divers Required	NO	Textbox
No. of Resources Required	NO	Textbox
No. of Trips	NO	Textbox
Onboard Cargo Quantity	NO	Textbox
Onboard Cargo Description	NO	Textbox
Requested From D&T	NO	Calendar

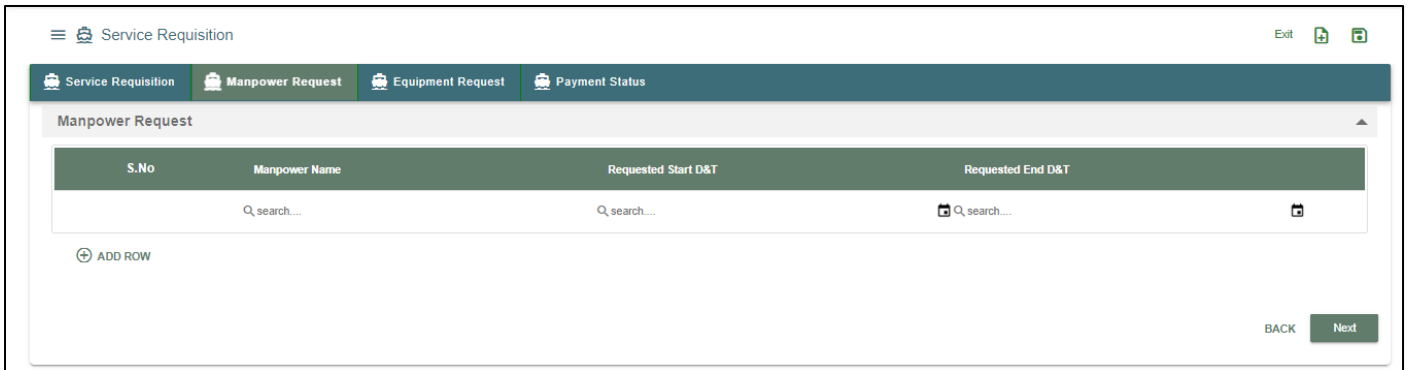
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Requested To D&T	NO	Calendar
Surveyor Name	NO	BL Lookup
Stevedore Name	NO	BL Lookup
Location Name	NO	BL Lookup
Hazardous	NO	Checkbox
Special Instructions	NO	Textbox
Work Permit / Permission Allotment No	NO	BL Lookup
From Location Name	NO	BL Lookup
To Location	NO	BL Lookup
Berth Name	NO	BL Lookup
Approved From D&T	NO	Calendar
Approved To D&T	NO	Calendar
Approved Qty	NO	Calendar
Approved No. of Divers Required	NO	Textbox/Auto Populated
Approved No. of Resources Required	NO	Textbox/Auto Populated
Over Time Applicable	NO	Dropdown
Over Time Start Time	NO	Time
Over Time End Time	NO	Time
Total Over Time	NO	Time
Meter End Time	NO	Time
Meter Start Time	NO	Time
Meter No.	NO	Textbox
Meter End Reading	NO	Textbox
Meter Start Reading	NO	Textbox
Total Delivered Meter Quantity	NO	Textbox
Bill Of Entry No	NO	Textbox
RI No.	NO	Textbox
Custom Permission No.	NO	Textbox
Shed Location	NO	Textbox
Yard No	NO	BL Lookup
Area To be Cleaned	NO	Textbox
Dangerous Goods Description	NO	Textbox/Auto Populated
IMDG No	NO	Textbox/Auto Populated
Bill Of Entry Date	NO	Calendar
RI Date	NO	Calendar
Custom Permission Date	NO	Calendar
Out of Charge Date	NO	Calendar
ETB	NO	Calendar
Marine Bunker Supervision Required	NO	Dropdown
BE Qty.	NO	Textbox
RI Qty.	NO	Textbox
Custom Permission Qty	NO	Textbox

Out of Charge Quantity	NO	Textbox
Out of Charge No	NO	Textbox
Delivered Qty.	NO	Textbox/Auto Populated
Remaining Qty.	NO	Textbox/Auto Populated
Delivered From D&T	NO	Calendar
Delivered To D&T	NO	Calendar
Total Time	NO	Textbox/Auto Populated
Status Code	NO	Textbox/Auto Populated
Cleaning Required D & T	NO	Textbox/Auto Populated
Additional Instructions	NO	Textbox/Auto Populated
Waste Type	NO	Form lookup
Transit Code	NO	Dropdown
Transit Cargo Quantity (MT)	NO	Textbox/Auto Populated
Delivery Through	NO	Dropdown
Application Type	NO	Dropdown
ICD Flag	NO	Dropdown
Balance No of Packages	NO	Textbox
Vehicle No	NO	Lookup
Gate in D&T	No	Calendar
Gate Out D&T	No	Calendar
Application Type	No	Dropdown
Shipping Bill No	No	Auto Populated
Shipping Bill Quantity	NO	Auto Populated
Loaded Quantity	No	Auto Populated
Loaded No of Packages	No	Auto Populated
No of Employees Allotted	NO	Textbox/Auto Populated
Service Type code	No	Auto Populated
Service Type Name	No	Auto Populated
Sub Service Type Name	No	Auto Populated
UOM 1 Code	No	Auto Populated
UOM 1 Name	No	Auto Populated
QT1	No	Auto Populated

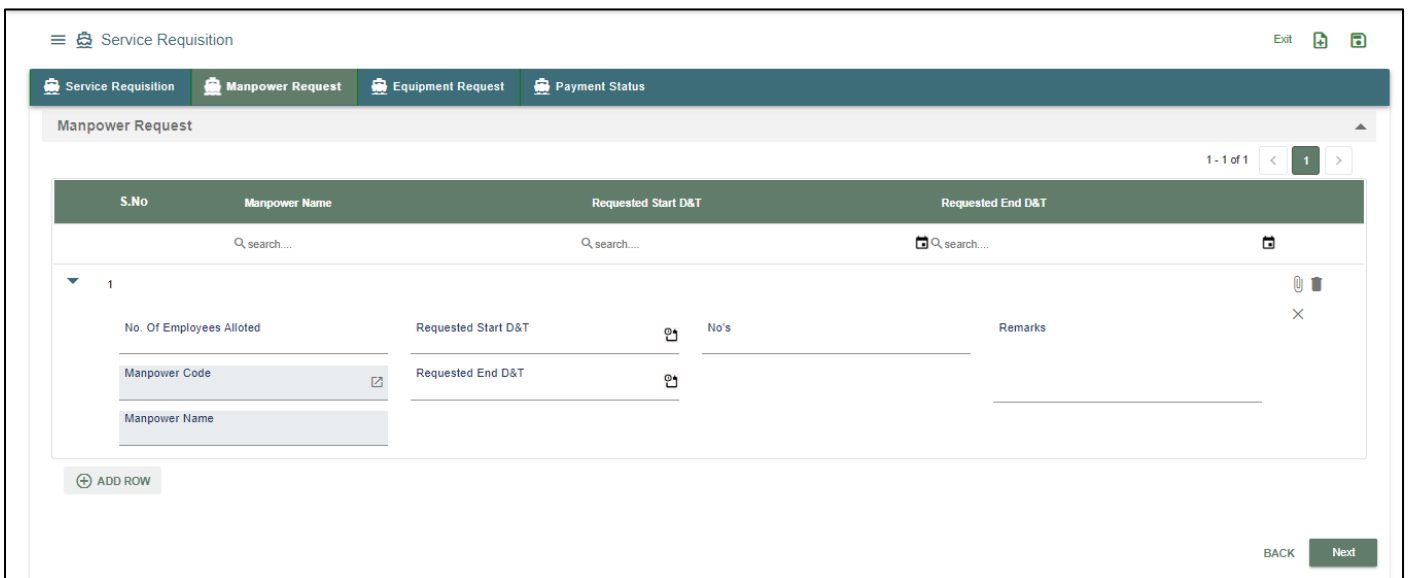
Step 5: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on **+ Add Row** the button.



User Interface Image 179-Service Requisition 19.5.3

Step 6: The system shall display below fields to enter.





User Interface Image 180-Service Requisition 19.5.4

Below are the Field Information regarding Manpower Request Details Section.

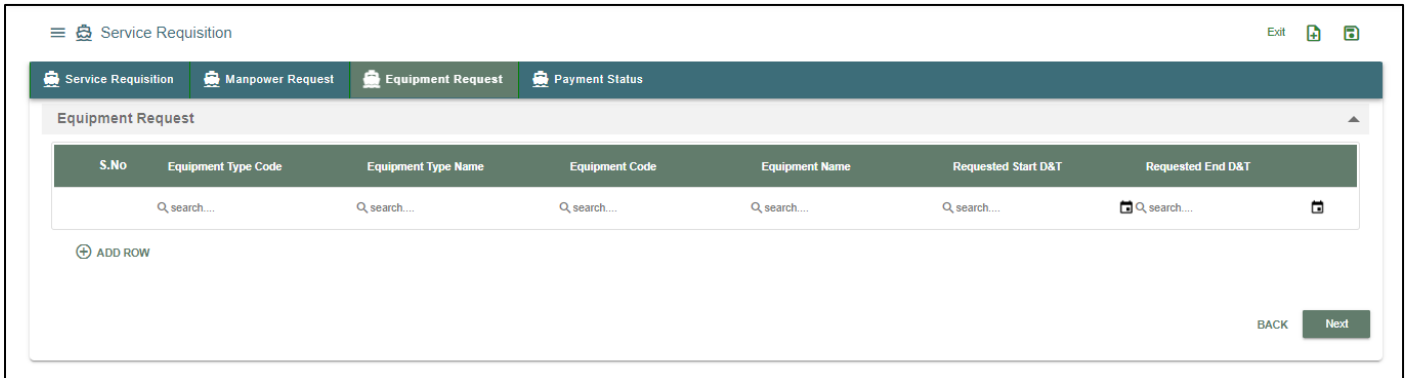
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Number of Employees Alloted	No	Auto Populated
Employee Code	No	Auto Populated
Employee Name	No	Auto Populated
Designation	No	Auto Populated
Department	No	Auto Populated
Alloted Start Date & Time	No	Auto Populated
Alloted End Date & Time	No	Auto Populated
Remarks	No	Auto Populated

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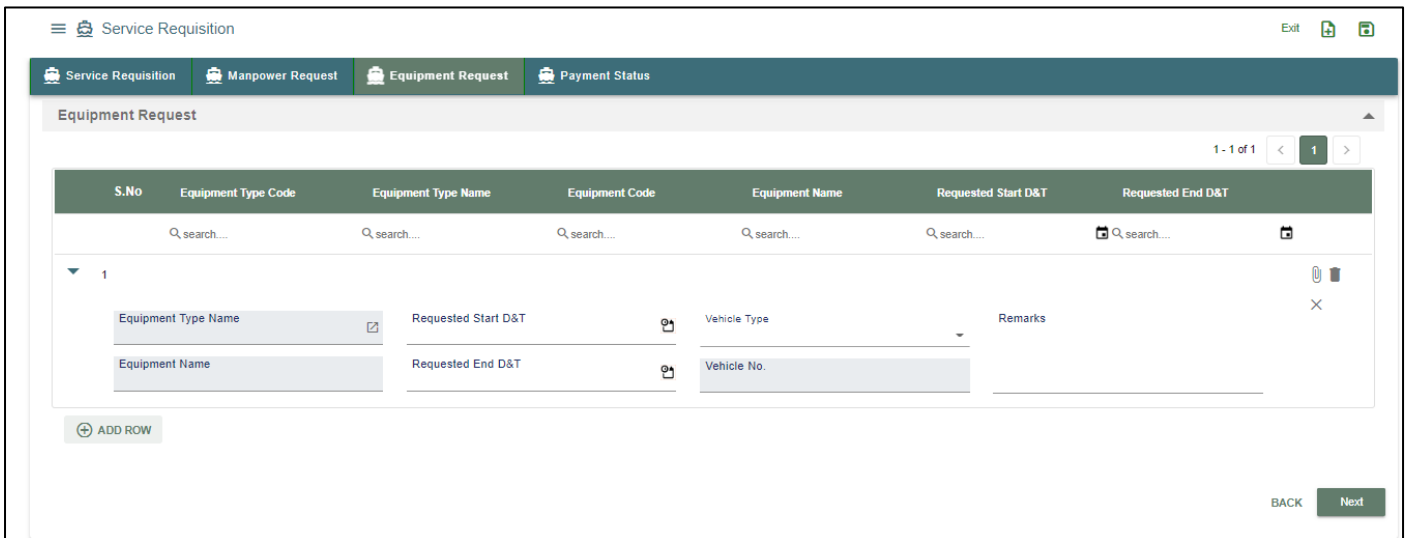
Step 7: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

Click on **+ Add Row** the button.



User Interface Image 181-Service Requisition 19.5.5

Step 8: The system shall display below fields to enter.



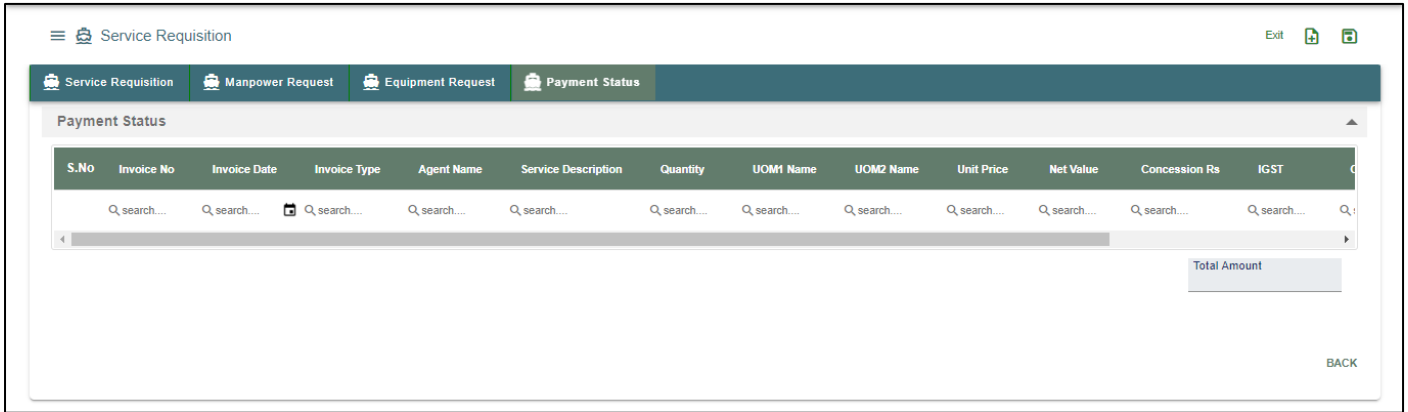
User Interface Image 182-Service Requisition 19.5.6

Below are the Field Information regarding Equipment Request Details Section.


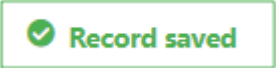
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Equipment Type Code	No	Auto Populated
Equipment Name	No	Auto Populated
Alloted Start Date & Time	No	Auto Populated
Alloted End Date & Time	No	Auto Populated
Vehicle Type	No	Auto Populated
Vehicle No	No	Auto Populated
Remarks	No	Auto Populated

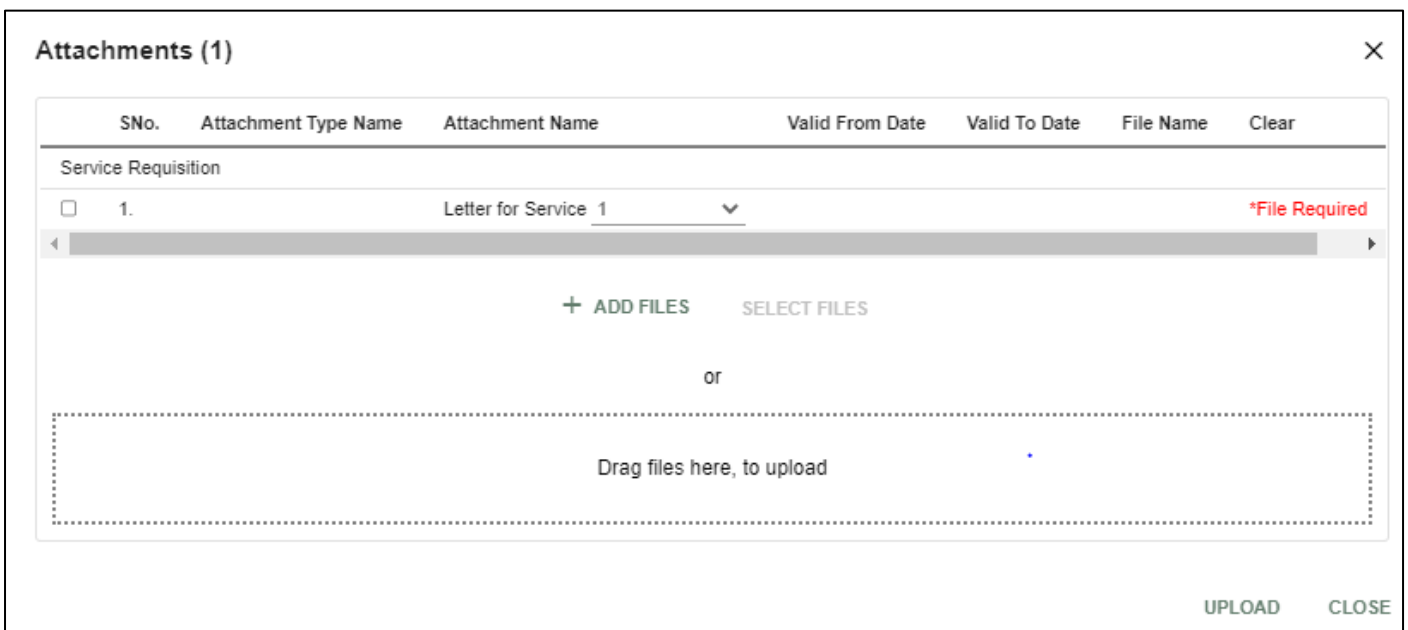
Step 9: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –





User Interface Image 183-Service Requisition 19.5.6(a)

Step 10: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 11: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





User Interface Image 184-Service Requisition 19.5.8


Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Attachments (1) ✕

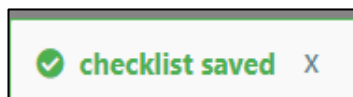
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Service Requisition						
<input type="checkbox"/>	1.	Letter for Service 1 ✕				*File Required
<div style="display: flex; justify-content: center; gap: 20px;"> + ADD FILES SELECT FILES </div> <p>or</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Drag files here, to upload </div>						
						UPLOAD CLOSE

User Interface Image 185-Service Requisition 19.5.9


Step 13: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Step 14: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

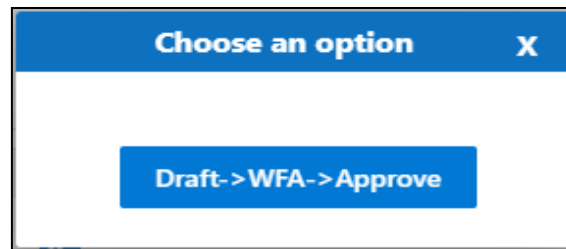
Check List 📄 ✕			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>



Step 15: Click on Save, System will display the  status on the screen.


Step 16: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button.

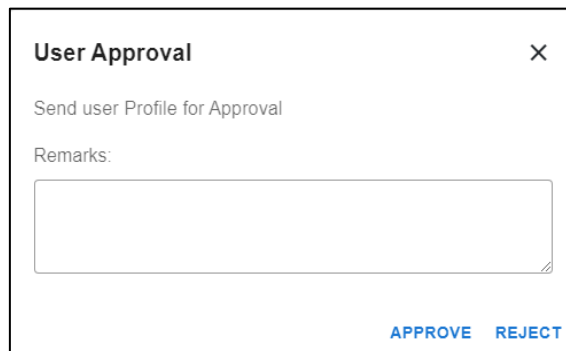
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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step17: Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).






Successfully Status changed to WFAPP

Step18: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step19: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ✕

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


Step20: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

! Remarks required!

If user reject the request following alert will display on the screen. Up On

Successfully rejected.

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Step 21: While if there is any changes or error we can cancel the record by clicking the  icon shown.

Confirmation required

After clicking the icon system will display with below alert Yes and No

Alert Message ✕

i Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation ✕

Reason Description * ✎


Remarks

Requested By

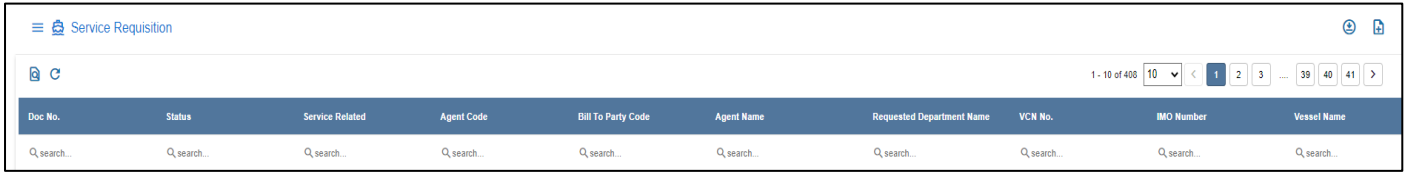
EXIT PROCEED

Ok


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display and status will change to CANCEL

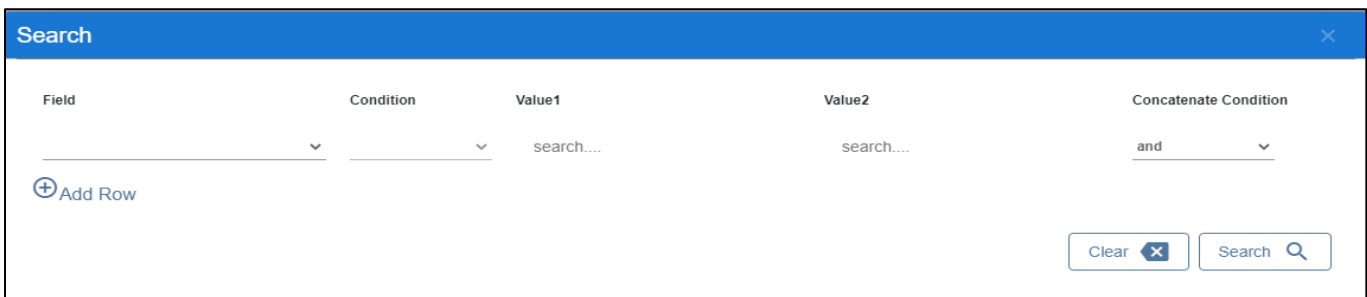
Step 22: Upon Save / Approve /Reject /Cancel the record that can be seen in  as


Draft/Approved/Rejected/Cancel Status respectively



User Interface Image 186-Service Requisition 19.5.10

Step 23: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.




By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


24. BUSINESS FUNCTION NAME: SERVICE ALLOTMENT


24.1 DEFINITION:

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and allot.

24.2 NAVIGATION

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


Menu Path	Menu Bar → Common Functions→ Recordings→ Service Allotment→ Click on New button 
------------------	---

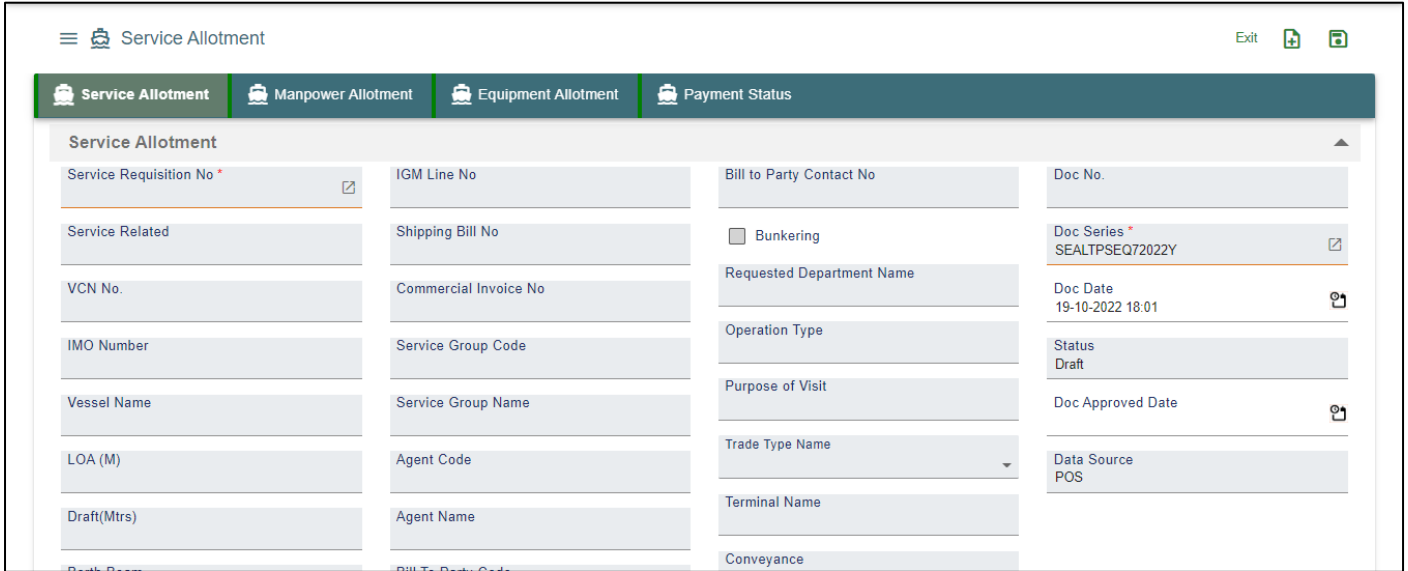
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

24.3 PREREQUISITES – MASTERS

24.4 SCREENSHOTS

Following are the Screenshots from Service Allotment.

Step 1-Click on New button  . The user shall redirect to the screen like below-.



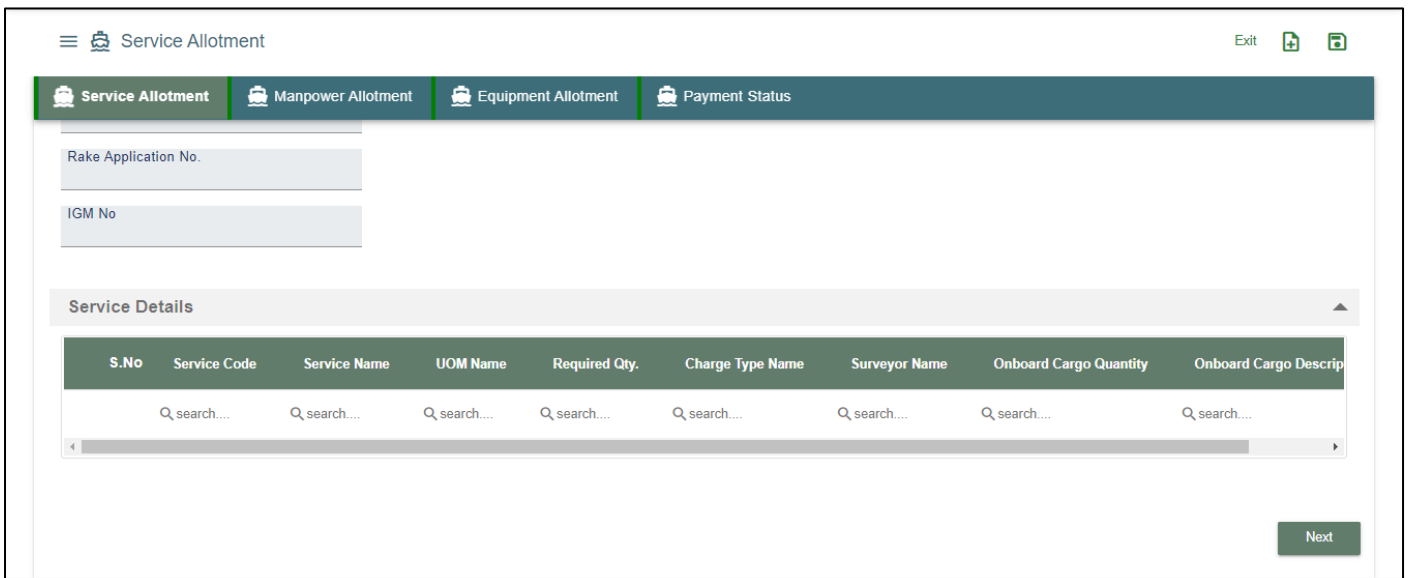
The screenshot shows the 'Service Allotment' form with the following fields:

- Service Requisition No *
- Service Related
- VCN No.
- IMO Number
- Vessel Name
- LOA (M)
- Draft(Mtrs)
- IGM Line No
- Shipping Bill No
- Commercial Invoice No
- Service Group Code
- Service Group Name
- Agent Code
- Agent Name
- Bill to Party Contact No
- Bunkering
- Requested Department Name
- Operation Type
- Purpose of Visit
- Trade Type Name
- Terminal Name
- Conveyance
- Doc No.
- Doc Series * SEALTPEQ72022Y
- Doc Date 19-10-2022 18:01
- Status Draft
- Doc Approved Date
- Data Source POS

User Interface Image 187-Service Allotment 20.5.1

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

Step 3: The system shall display below fields to enter.



The screenshot shows the 'Service Allotment' form with the following fields:

- Rake Application No.
- IGM No

The 'Service Details' table is displayed below:

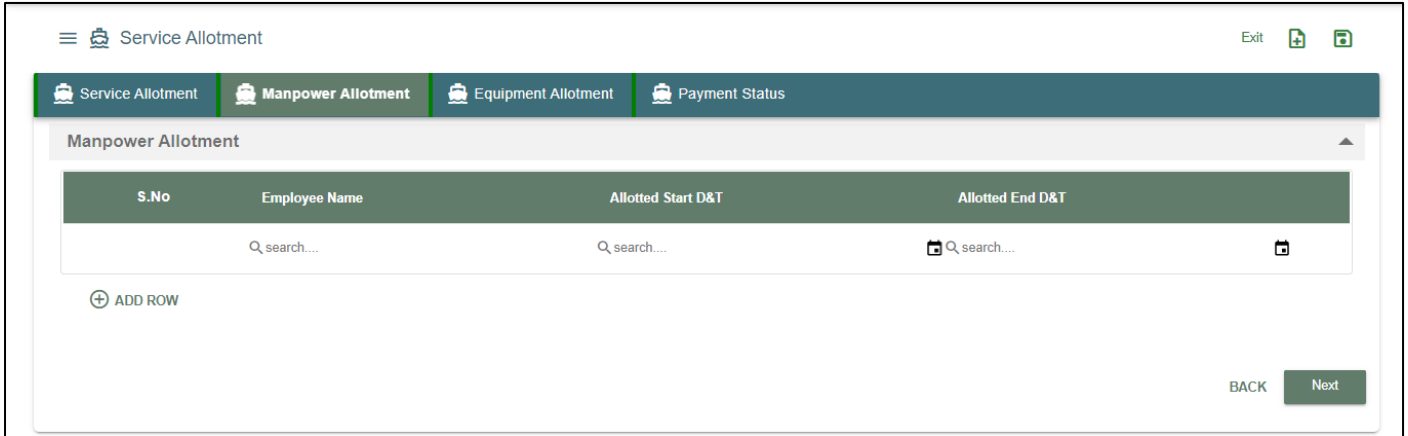
S.No	Service Code	Service Name	UOM Name	Required Qty.	Charge Type Name	Surveyor Name	Onboard Cargo Quantity	Onboard Cargo Descrip
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

A 'Next' button is located at the bottom right of the form.

User Interface Image 188-Service Allotment 20.5.2

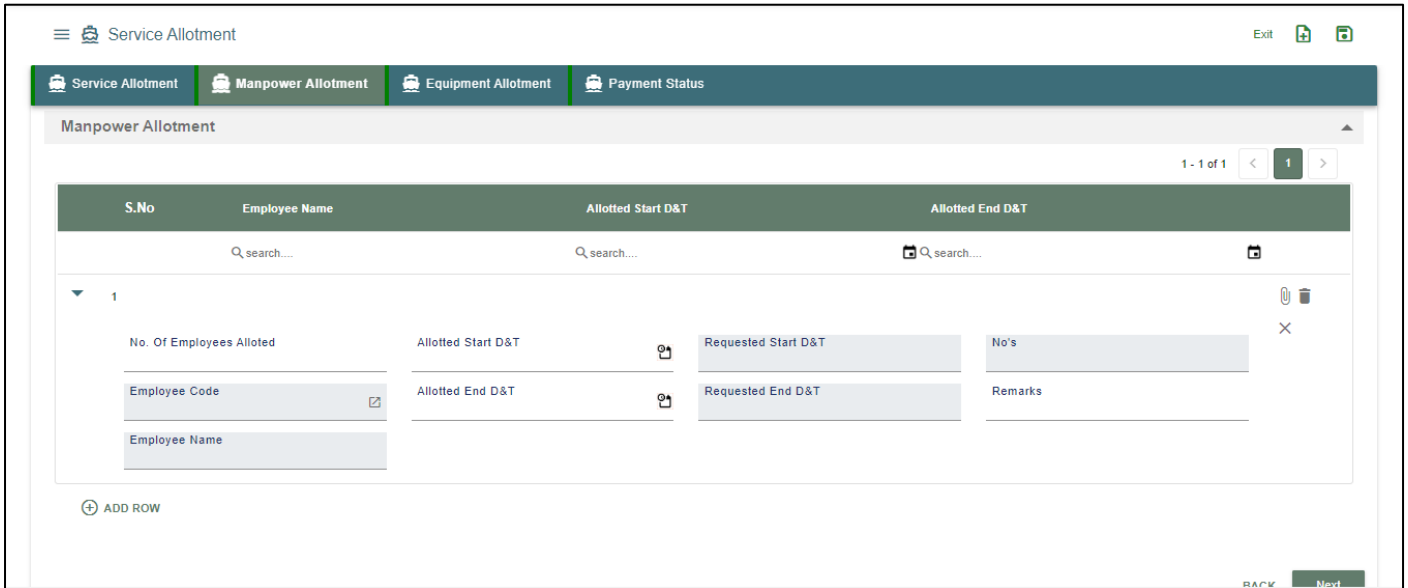
Step 4: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on **+ Add Row** the button.



User Interface Image 189-Service Allotment 20.5.3

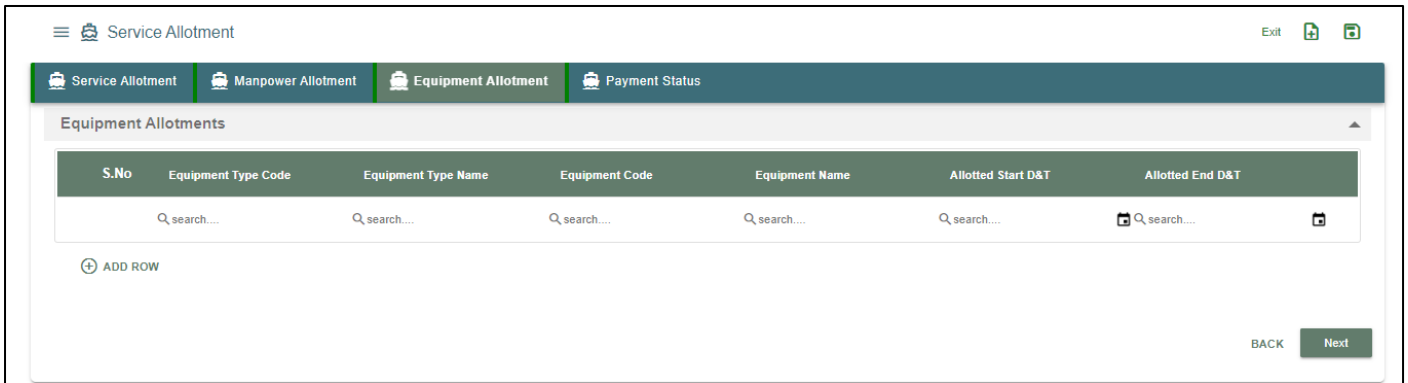
Step 5: After Clicking the **+ Add Row** it will show the given field as shown



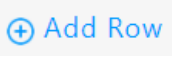
User Interface Image 190-Service Allotment 20.5.4

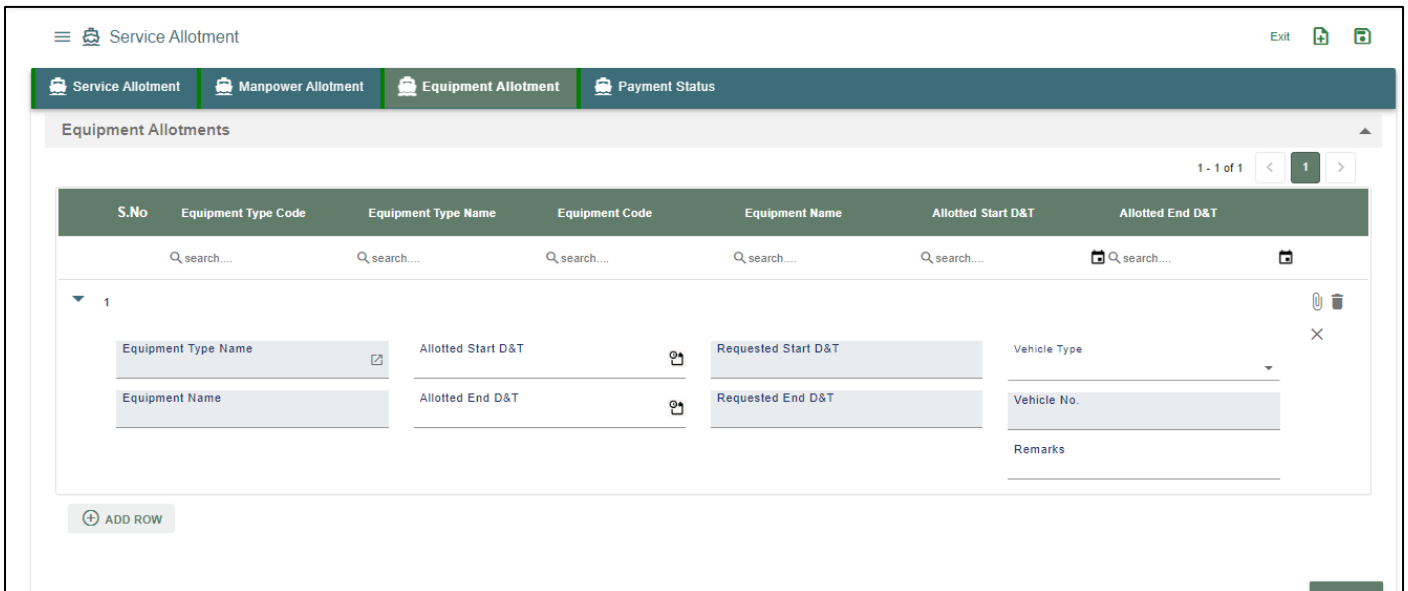
Step 6: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

Click on **+ Add Row** the button.

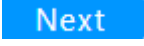


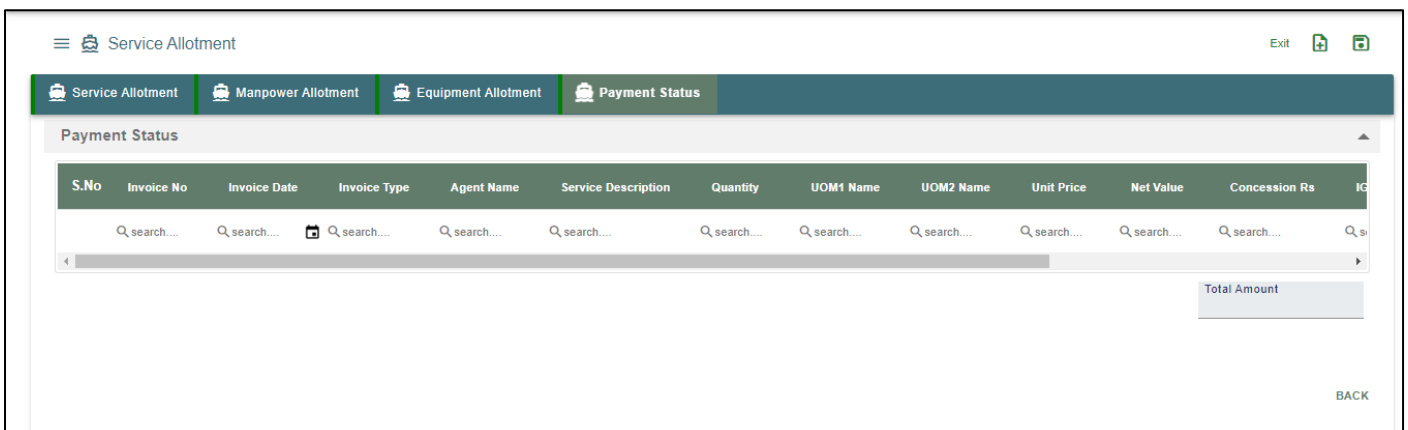
User Interface Image 191-Service Allotment 20.5.5



Step 7: After Clicking the  it will show the given field as shown





User Interface Image 192-Service Allotment 20.5.6


Step 8: Once all the mandatory and required fields are filled then Click on the  button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –

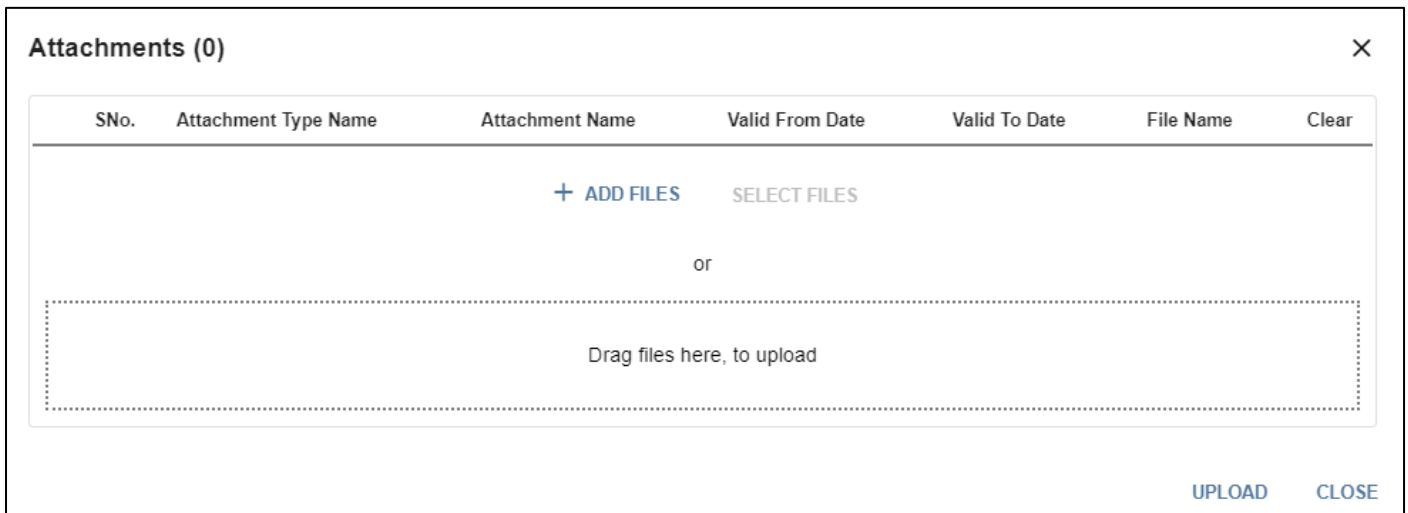


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User Interface Image 192-Service Allotment 20.5.6(a)

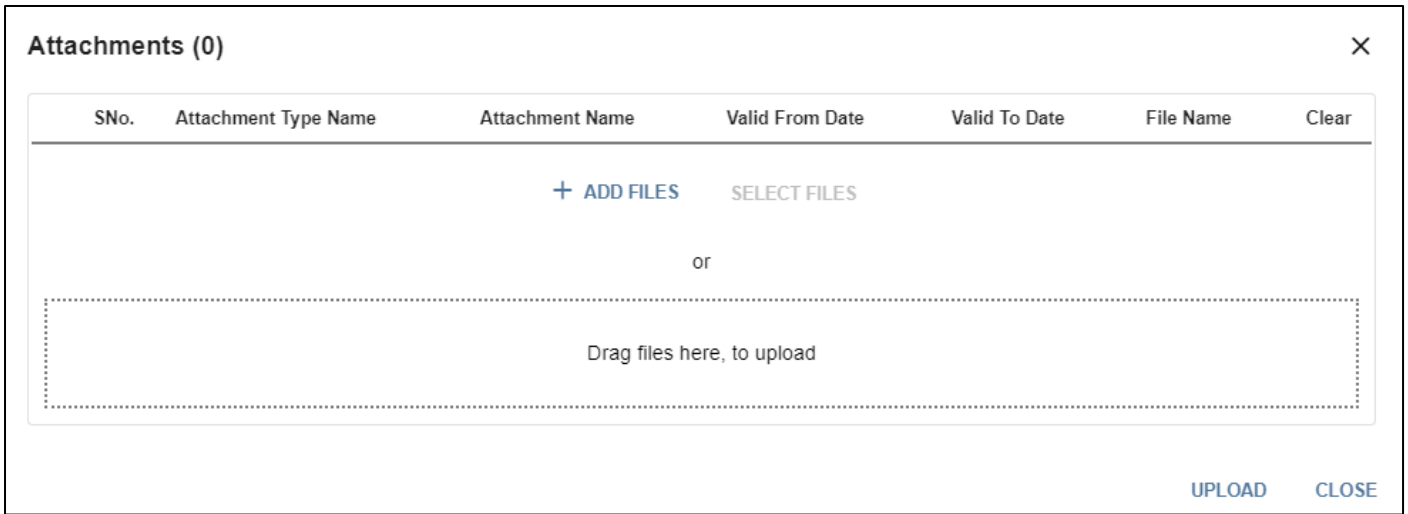
Step 9: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 10: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

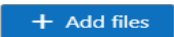




User Interface Image 193-Service Allotment 20.5.7

Step 11:Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

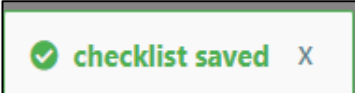



User Interface Image 194-Service Allotment 20.5.8

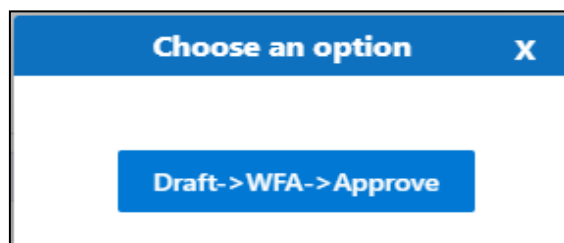
Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Step 13: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

Step 14: Click on Save, System will display the  status on the screen.


Step 15: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step16: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to WFAPP

Step17: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step18: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×



Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to APPROVED

Step19: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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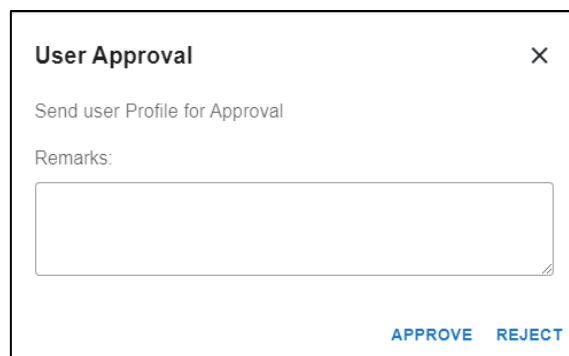
If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 20: Once the workflow is in WFAPP. Click on  the icon. System will be displaying




with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).





The form is titled "User Approval" and contains the following elements:

- Title: User Approval
- Close button: X
- Action: Send user Profile for Approval
- Field: Remarks (with a text input area)
- Buttons: APPROVE, REJECT

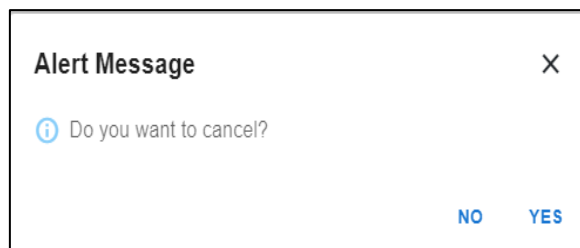
Step 21: Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 22: While if there is any changes or error we can cancel the record by clicking the  icon shown.



After clicking the icon system will display  with below alert Yes and No



The form is titled "Alert Message" and contains the following elements:

- Title: Alert Message
- Close button: X
- Message: Do you want to cancel?
- Buttons: NO, YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

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Cancellation ✕


Reason Description * ✎

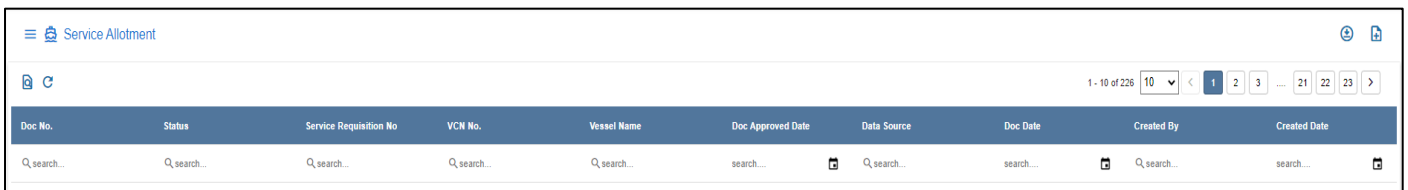
Remarks

Requested By

EXIT **PROCEED**


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 23: Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	Service Requisition No	VCN No.	Vessel Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
Q search...	Q search...	Q search...	Q search...	Q search...	search...	Q search...	search...	Q search...	search...



User Interface Image 195-Service Allotment 20.5.9


Step 24: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search...	search...	and <input type="text"/>



⊕ Add Row

Clear 
Search 

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


25. BUSINESS FUNCTION NAME: SERVICE DELIVERY


25.1 DEFINITION:


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Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

25.2 NAVIGATION

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

Menu Path	Menu Bar → Common Functions→ Recordings→ Service Delivery Work Order→ Click on New button 
------------------	---

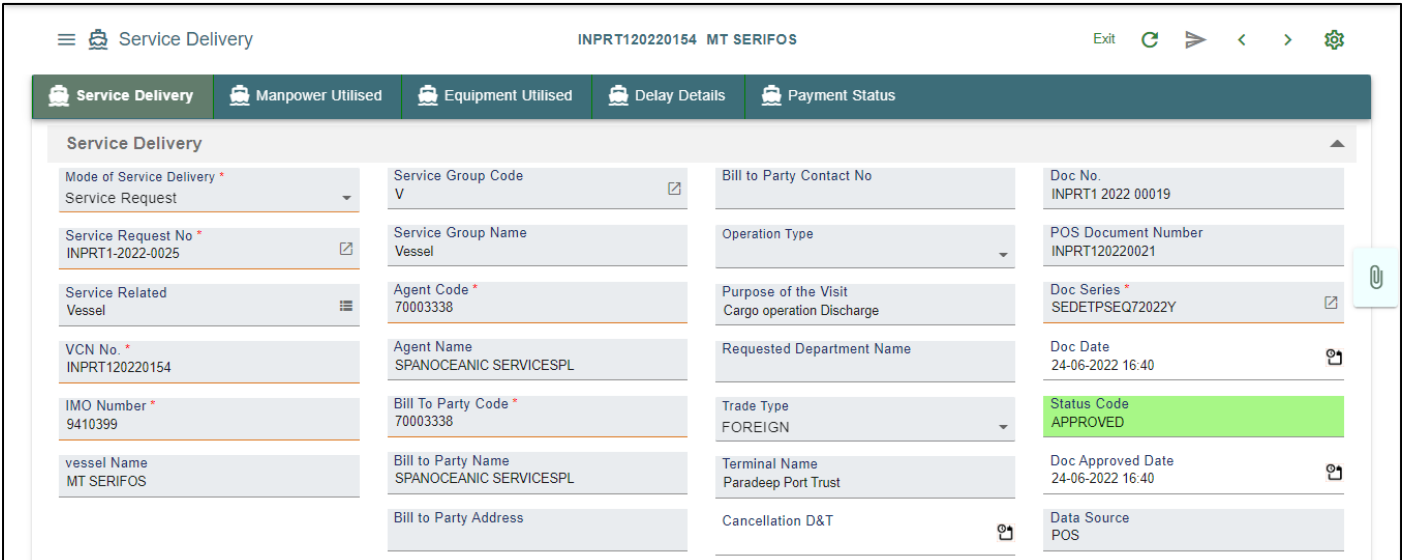
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

25.3 PREREQUISITES – MASTERS

25.4 SCREENSHOTS

Following are the Screenshots from Service Recording.

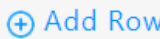
Step 1-Click on New button  . The user shall redirect to the screen like below-.



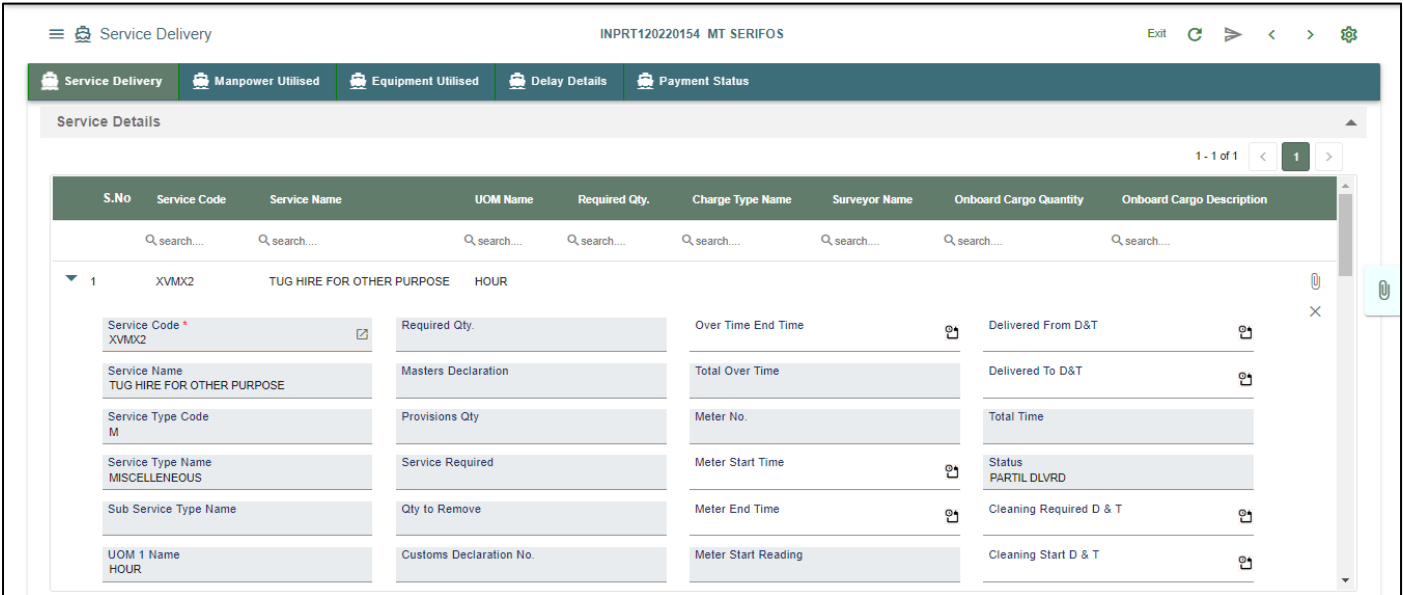
Service Delivery			
Mode of Service Delivery * Service Request	Service Group Code V	Bill to Party Contact No	Doc No. INPRT1 2022 00019
Service Request No * INPRT1-2022-0025	Service Group Name Vessel	Operation Type	POS Document Number INPRT120220021
Service Related Vessel	Agent Code * 70003338	Purpose of the Visit Cargo operation Discharge	Doc Series * SEDETPSEQ72022Y
VCN No. * INPRT120220154	Agent Name SPANOCEANIC SERVICESPL	Requested Department Name	Doc Date 24-06-2022 16:40
IMO Number * 9410399	Bill To Party Code * 70003338	Trade Type FOREIGN	Status Code APPROVED
vessel Name MT SERIFOS	Bill to Party Name SPANOCEANIC SERVICESPL	Terminal Name Paradeep Port Trust	Doc Approved Date 24-06-2022 16:40
	Bill to Party Address	Cancellation D&T	Data Source POS

User Interface Image 196-Service Delivery 21.5.1

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

Step 3:-Service Details section is displayed in the same page. Click on  the button.

Step 4: The system shall display below fields to enter.

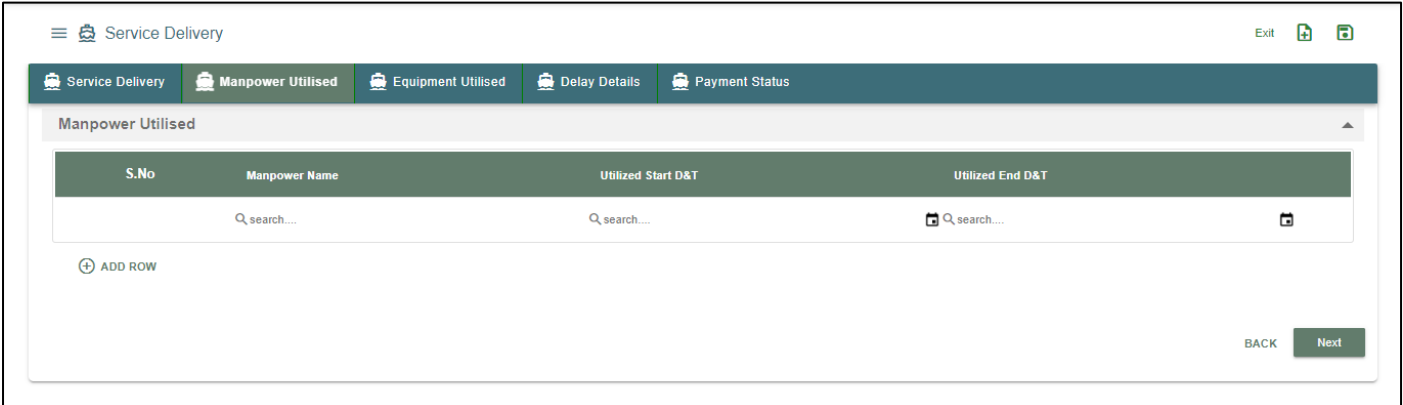


S.No	Service Code	Service Name	UOM Name	Required Qty.	Charge Type Name	Surveyor Name	Onboard Cargo Quantity	Onboard Cargo Description
1	XVMX2	TUG HIRE FOR OTHER PURPOSE	HOURL					

User Interface Image 197-Service Delivery 21.5.2

Step 5: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Utilized page as below -

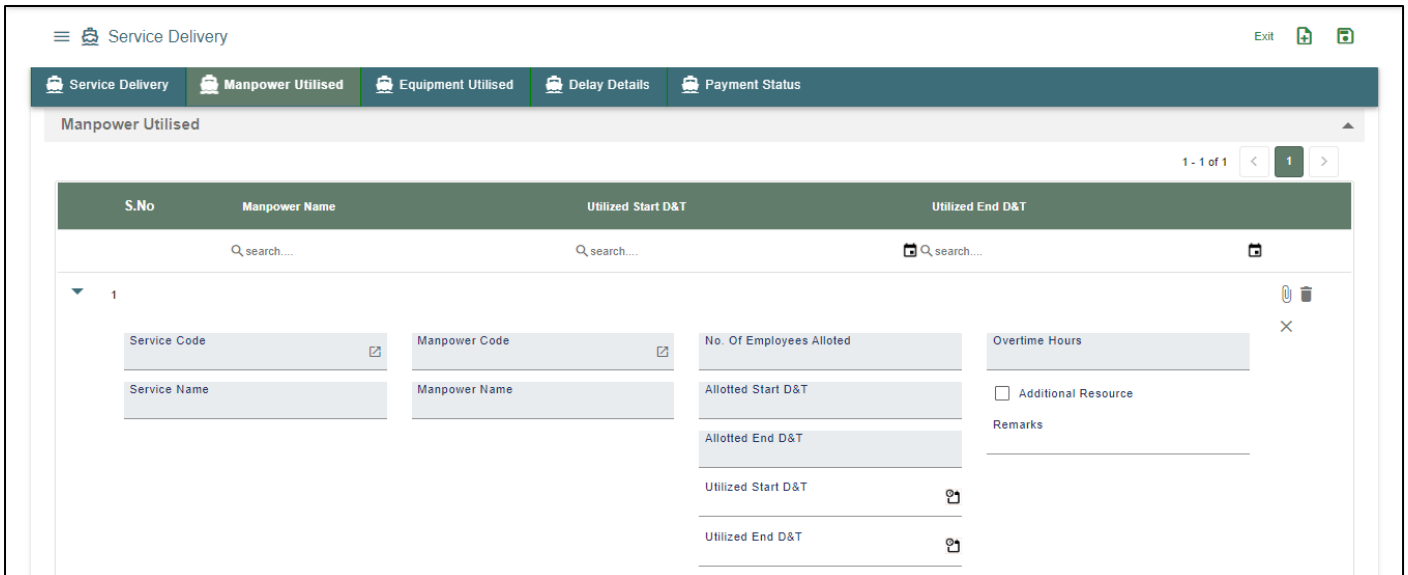
Click on **+ Add Row** the button.



S.No	Manpower Name	Utilized Start D&T	Utilized End D&T

User Interface Image 198-Service Delivery 21.5.3

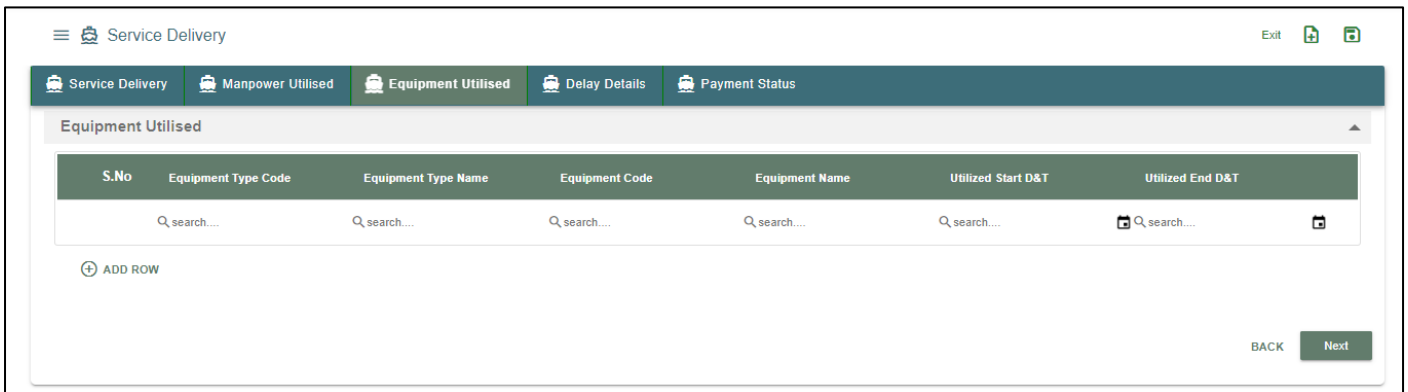
Step 6: After Clicking the **+ Add Row** it will show the given field as shown



User Interface Image 199-Service Delivery 21.5.4

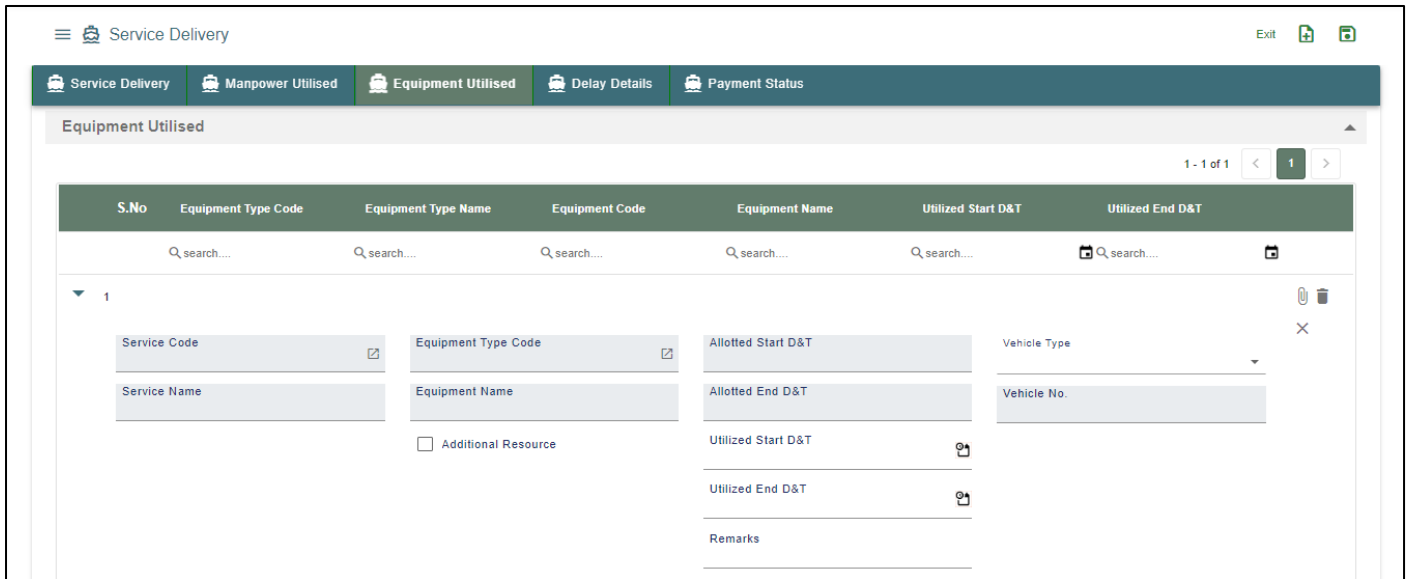
Step 7: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Utilized page as below -

Click on **+ Add Row** the button.



User Interface Image 200-Service Delivery 21.5.5

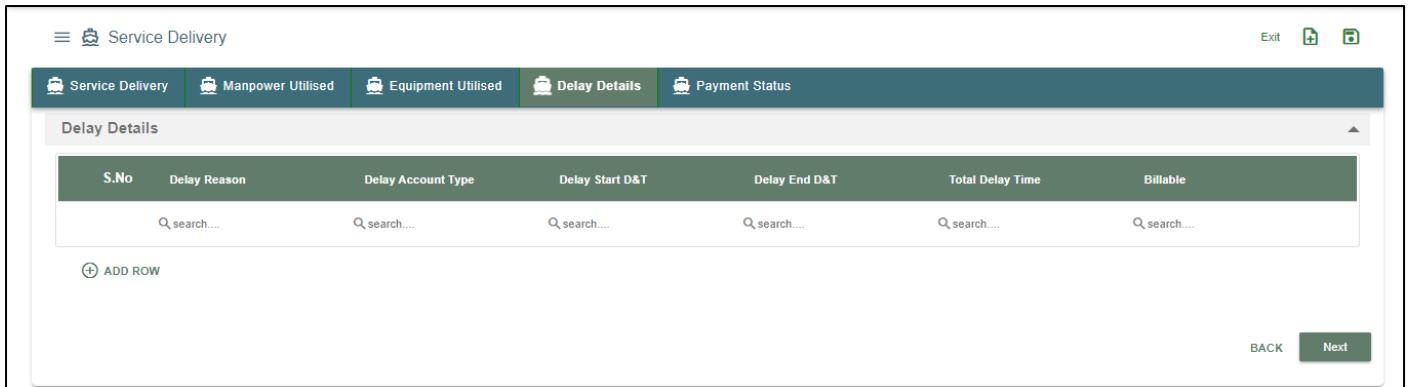
Step 8: After Clicking the **+ Add Row** it will show the given field as shown



User Interface Image 201-Service Delivery 21.5.6

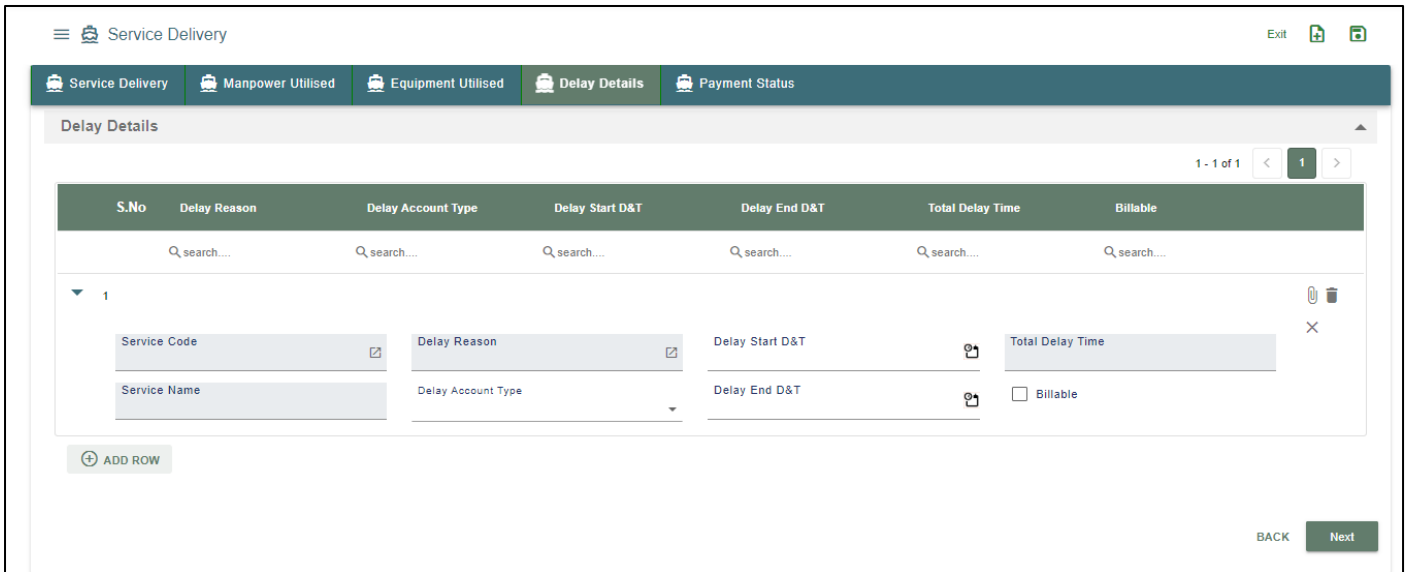
Step 9: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Delay Details page as below -

Click on **+ Add Row** the button.



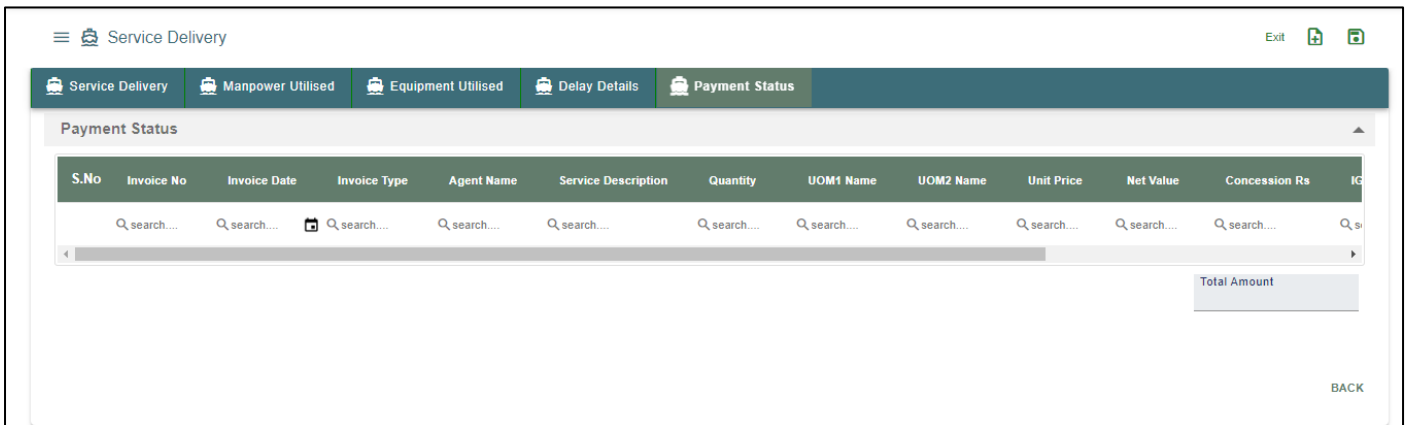
User Interface Image 202-Service Delivery 21.5.7

Step 10: After Clicking the **+ Add Row** it will show the given field as shown






User Interface Image 203-Service Delivery 21.5.8

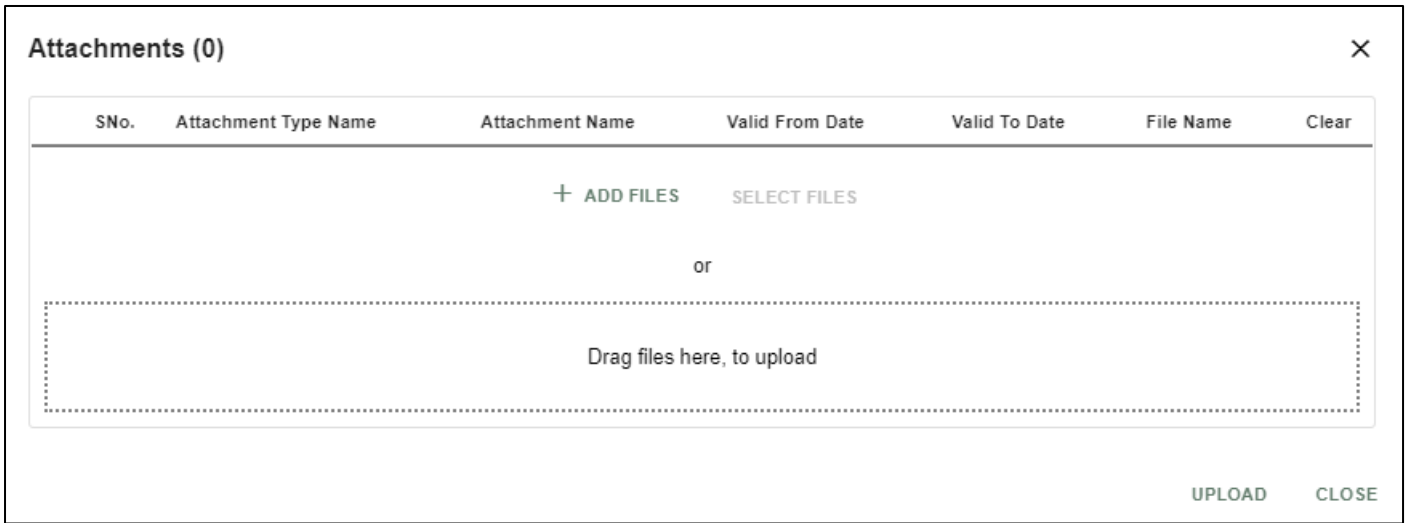
Step 11: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –





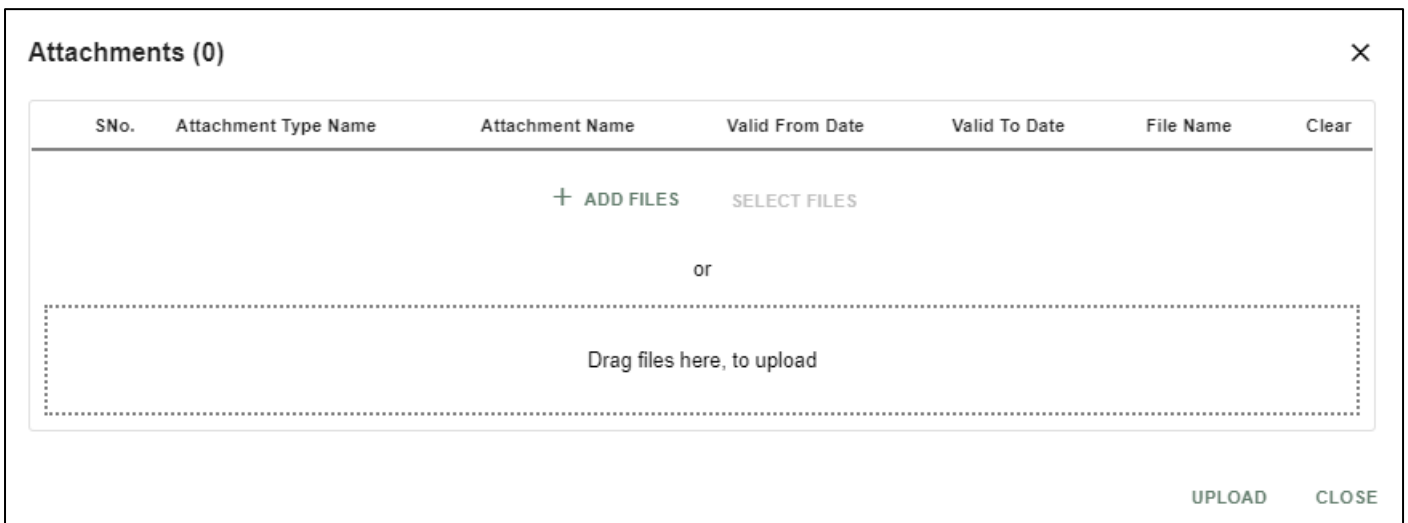
User Interface Image 204-Service Delivery 21.5.9

Step 11: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.



Step 12: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






Step 13: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



User Interface Image 205-Service Delivery 21.5.11

Step 14: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 15: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

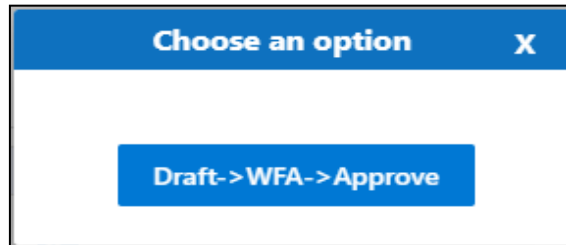
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Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	




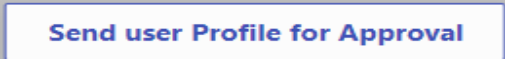
Step 16: Click on Save, System will display the status on the screen.

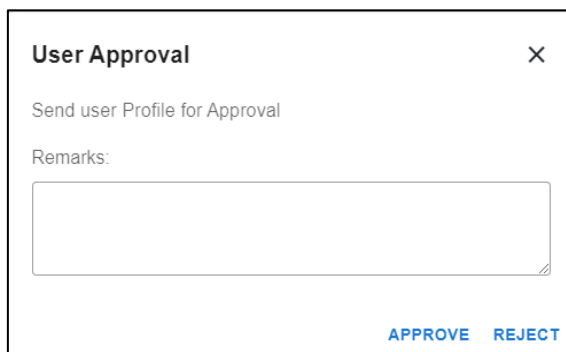
Step 17: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id






Step18: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).


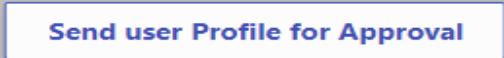


Step19: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. .Up On

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Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step20: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ✕


Send user Profile for Approval


Remarks:

APPROVE REJECT

Step21: Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 22: While if there is any changes or error we can cancel the record by clicking the  icon shown.



After clicking the icon system will display  with below alert Yes and No

Alert Message ✕

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

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Cancellation ✕


Reason Description * ✎

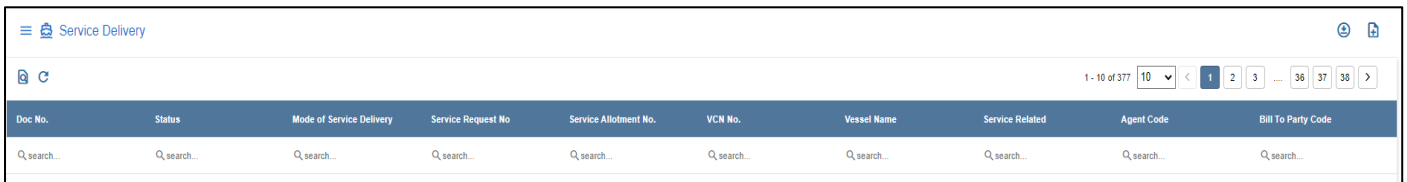
Remarks

Requested By

EXIT **PROCEED**


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 23: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	Mode of Service Delivery	Service Request No	Service Allotment No.	VCN No.	Vessel Name	Service Related	Agent Code	Bill To Party Code
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...



User Interface Image 206-Service Delivery 21.5.12


Step 24: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>



⊕ Add Row

Clear 
Search 

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


26. BUSINESS FUNCTION NAME: SLUDGE CLEARANCE REQUEST


26.1 DEFINITION:


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Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.

26.2 NAVIGATION

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


Menu Path	Menu Bar → Marine → Requests → Sludge Clearance Request → Click on New button 
------------------	---

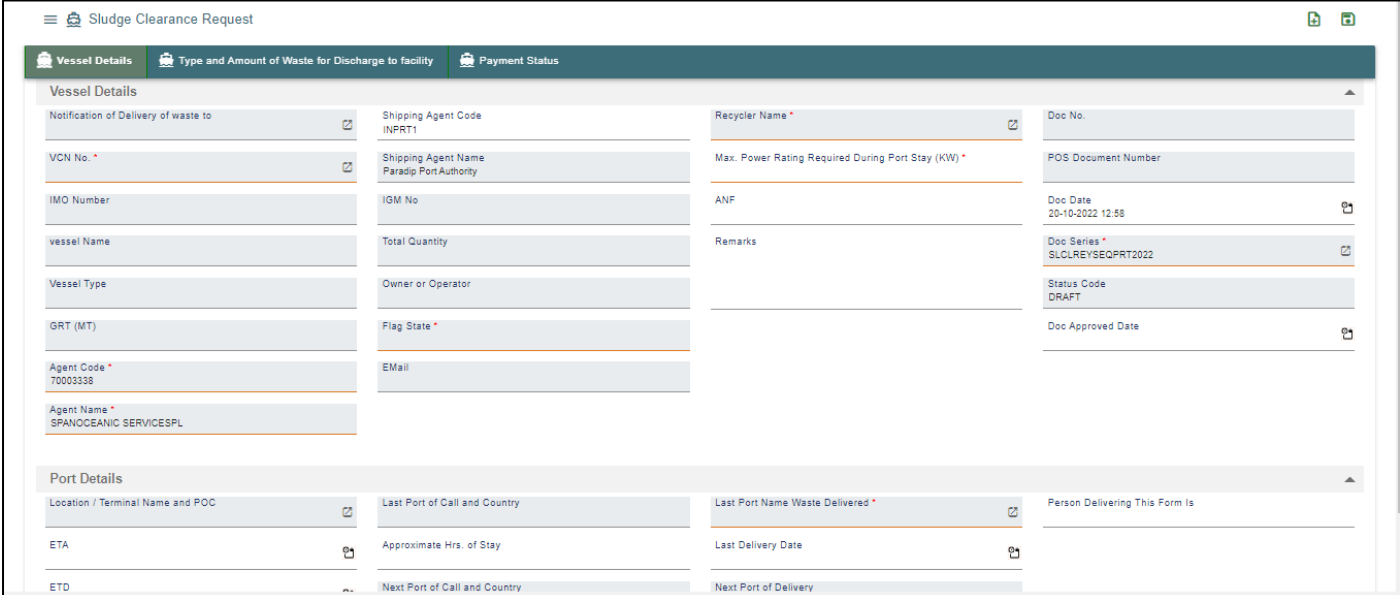
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

26.3 PREREQUISITES – MASTERS

26.4 SCREENSHOTS

Following Screenshots are from Sludge Clearance Request.



Step 1-Click on New button  . The user shall redirect to the screen like below-.



User Interface Image 207-Sludge Clearance Request 22.5.1

Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk (*). Enter the valid data or information into the fields. Port Details Section is also available in the same page.

Below are the Field Information regarding Vessel Details Section.

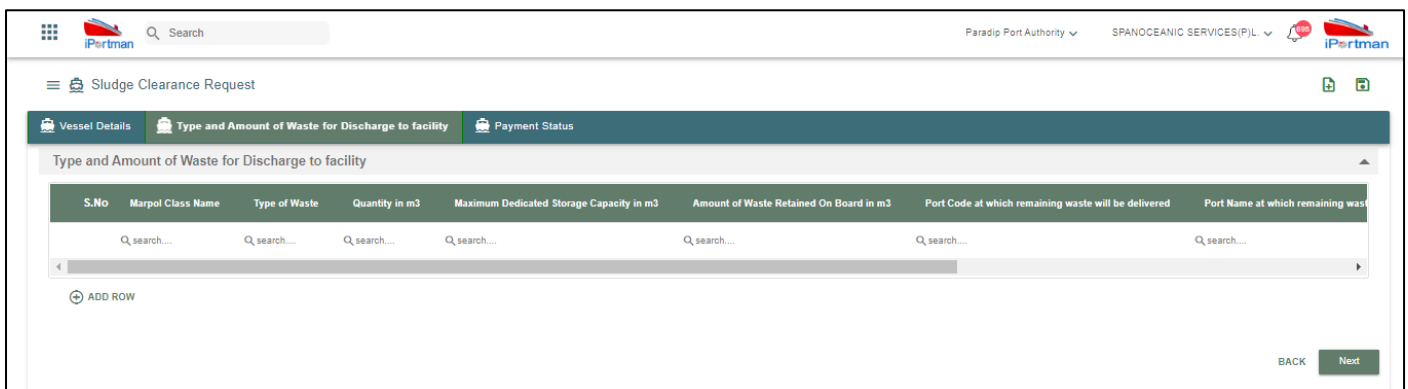
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(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	MANDATORY	Fill Type
Notification of Delivery of waste to	NO	BL Lookup
VCN No.	YES	BL Lookup
IMO No.	NO	Textbox/auto populated
Vessel Name	NO	Textbox/auto populated
GRT (MT)	NO	Textbox/auto populated
Vessel Type Name	NO	Textbox/auto populated
Owner or Operator	NO	Textbox/auto populated
Flag State	YES	Textbox/auto populated
Email	NO	Textbox/auto populated
Max. Power Rating Required During Port Stay (KW)	YES	Textbox
Remarks	NO	Textbox
Location / Terminal Name and POC	NO	BL Lookup
ETA	NO	Calendar
ETD	NO	Calendar
Last Port of Call and Country	NO	Textbox
Approximate Hrs. of Stay	NO	BL Lookup
Next Port of Call and Country	NO	BL Lookup
Last Port Name Waste Delivered	YES	BL Lookup
Last Delivery Date	YES	Calendar
Next Port of Delivery	NO	BL Lookup
Person Delivering This Form Is	YES	Textbox

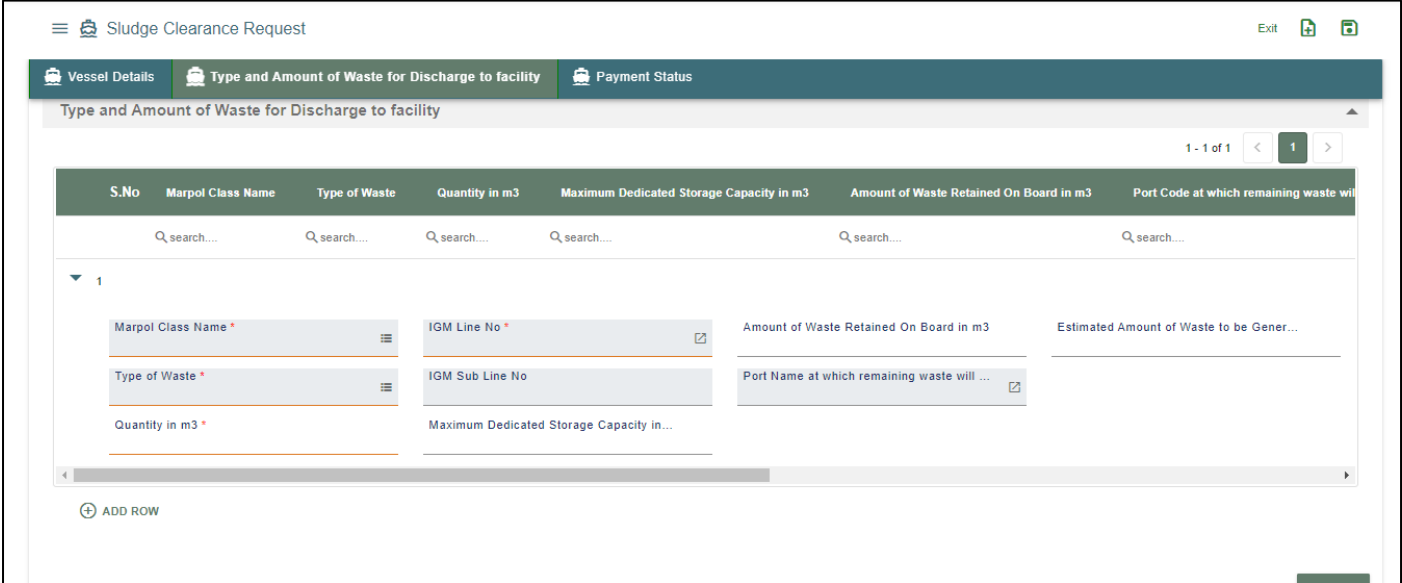
Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Type and Amount of Waste for Discharge to Facility page as below -

Click on **+ Add Row** the button.



User Interface Image 208-Sludge Clearance Request 22.5.2

Step 4: The system shall display below fields to enter.



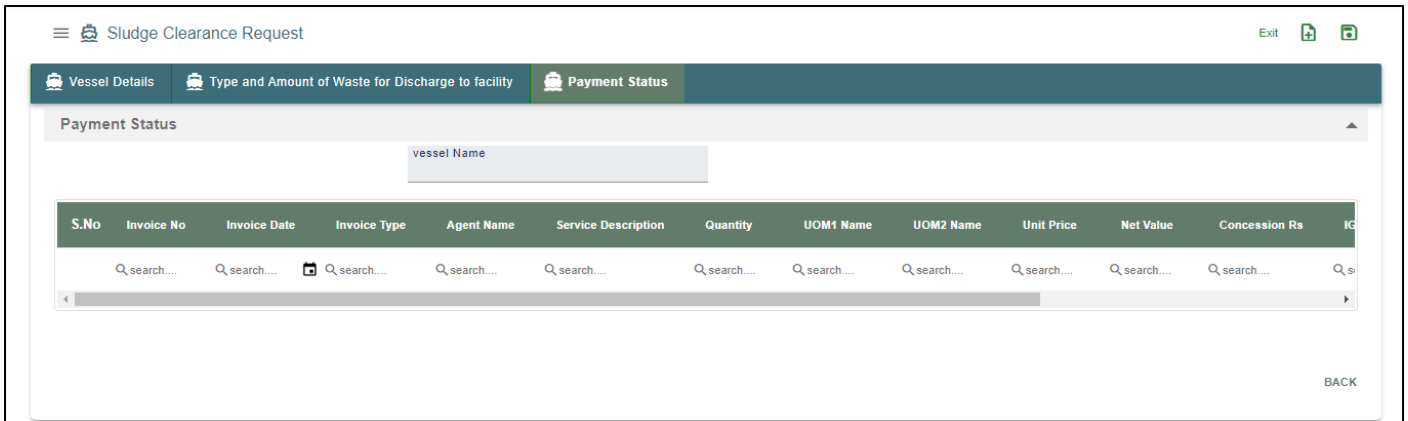
User Interface Image 209-Sludge Clearance Request 22.5.3



Below are the Field Information regarding Type and Amount of Waste for Discharge to Facility page Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

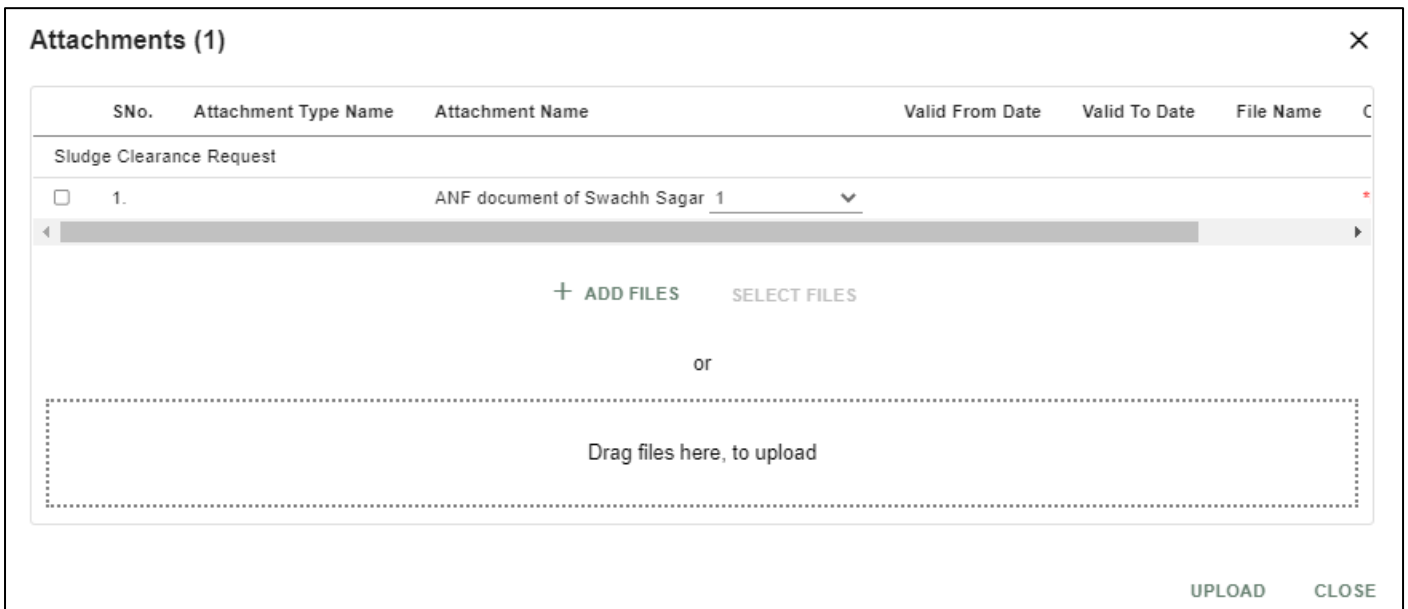
Field Name	Mandatory	Fill Type
Marpol Class Name	YES	Form Lookup / Auto populated
Type of Waste	YES	Form Lookup / Auto populated
Quantity in m3	YES	Textbox
Max. Dedicated Storage Capacity in m3	NO	Textbox
Amount of Waste retained on board in m3	NO	Textbox
Port Name at which remaining waste will be delivered	NO	BL Lookup
Estimated amount of waste to be generated between notification and next port call in m3	NO	Textbox

Step 5: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –


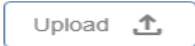


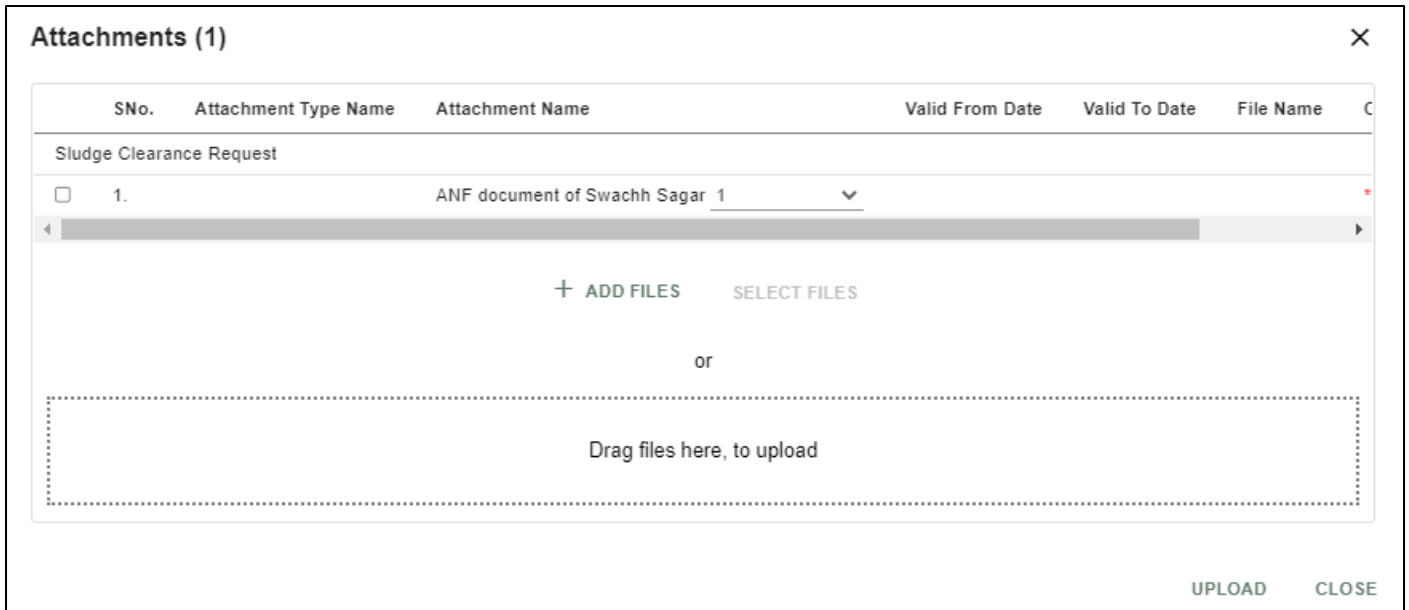
Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 210-Sludge Clearance Request 22.5.4

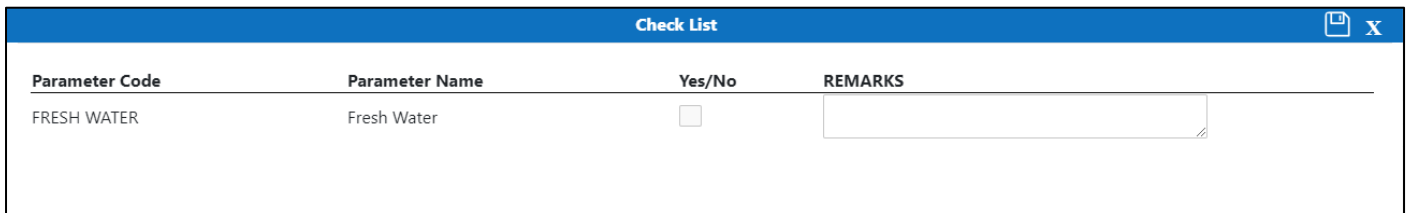
Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 211-Sludge Clearance Request 22.5.5



Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

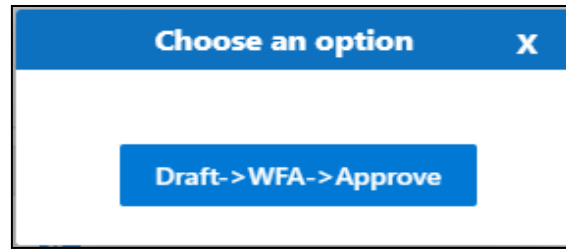
Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.



Step 10: Click on Save, System will display the  status on the screen.


Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .

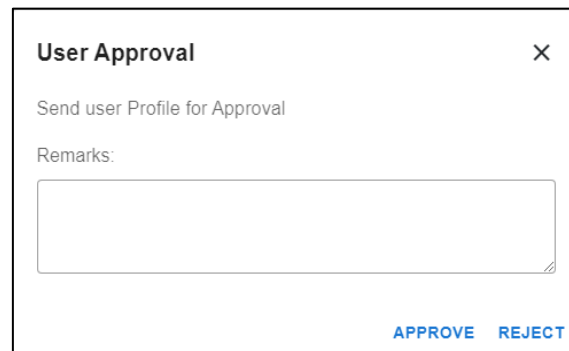
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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step12: Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).






Successfully Status changed to WFAPP

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ×

Send user Profile for Approval

Remarks:


APPROVE
REJECT

Successfully Status changed to APPROVED

Step15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 16: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE
REJECT

Successfully Status changed to APPROVED

Step 17: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step 18: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display Confirmation required with below alert Yes and No

Alert Message X

i Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation X

Reason Description * 📄

Remarks

Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Notification of Delivery of waste to ↑	VCN No.	IMO Number	Vessel Name	Owner or Operator Name	Flag State	Max. Power Rating Required During Port Stay (KW)	De
Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	Q_search...	98

User Interface Image 212-Sludge Clearance Request 22.5.6



Step 20: Click on 📄 icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.


Search X

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text" value="search...."/>	<input type="text" value="search...."/>	<input type="text" value="and"/>

+ Add Row

Clear X
 Search 🔍

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By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


27. BUSINESS FUNCTION NAME: SLUDGE CLEARANCE RECORDING


27.1 DEFINITION:

Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.

27.2 NAVIGATION

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

Menu Path	Menu Bar → Marine→ Recordings→ Sludge Clearance Recording→ Click on New button 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

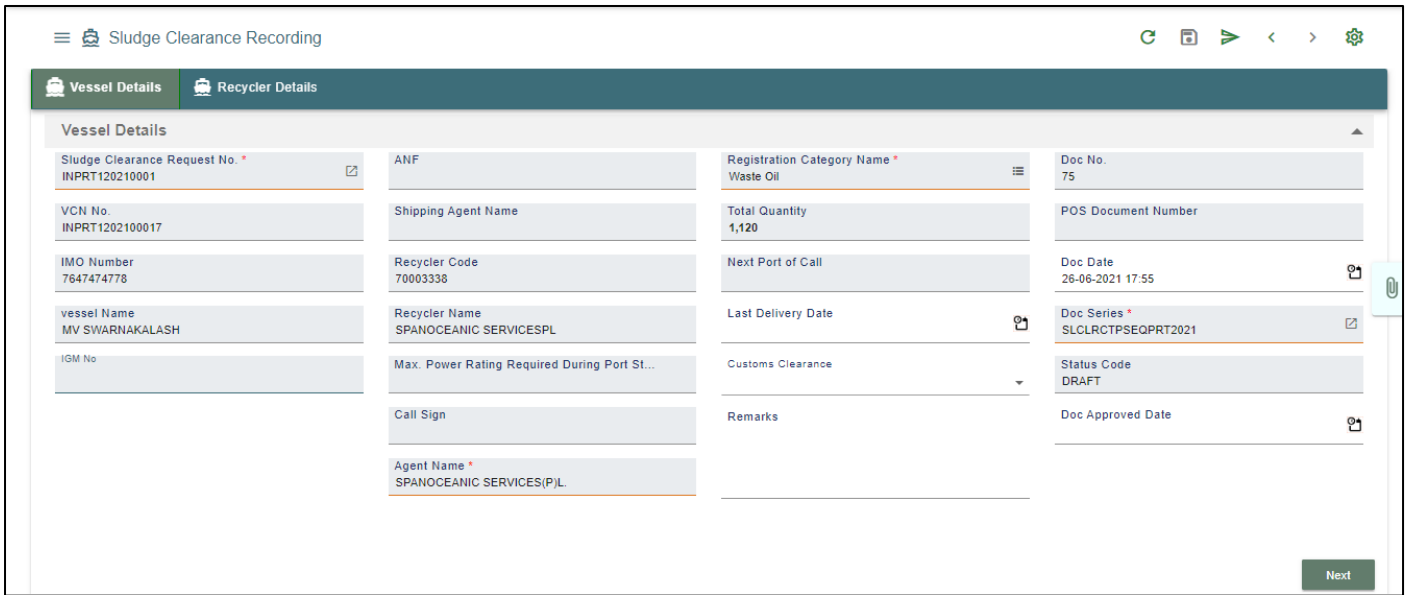
27.3 PREREQUISITES – MASTERS

1. Agent

27.4 SCREENSHOTS

Following Screenshots are from Sludge Clearance Recording.

Step 1-Click on New button  . The user shall redirect to the screen like below-.



Sludge Clearance Recording

Vessel Details

Sludge Clearance Request No. * INPRT120210001	ANF	Registration Category Name * Waste Oil	Doc No. 75
VCN No. INPRT1202100017	Shipping Agent Name	Total Quantity 1,120	POS Document Number
IMO Number 7647474778	Recycler Code 70003338	Next Port of Call	Doc Date 26-06-2021 17:55
vessel Name MV SWARNAKALASH	Recycler Name SPANOCEANIC SERVICESPL	Last Delivery Date	Doc Series * SLCLRCTPSEQPRT2021
IGM No	Max. Power Rating Required During Port St...	Customs Clearance	Status Code DRAFT
	Call Sign	Remarks	Doc Approved Date
	Agent Name * SPANOCEANIC SERVICES(P/L)		

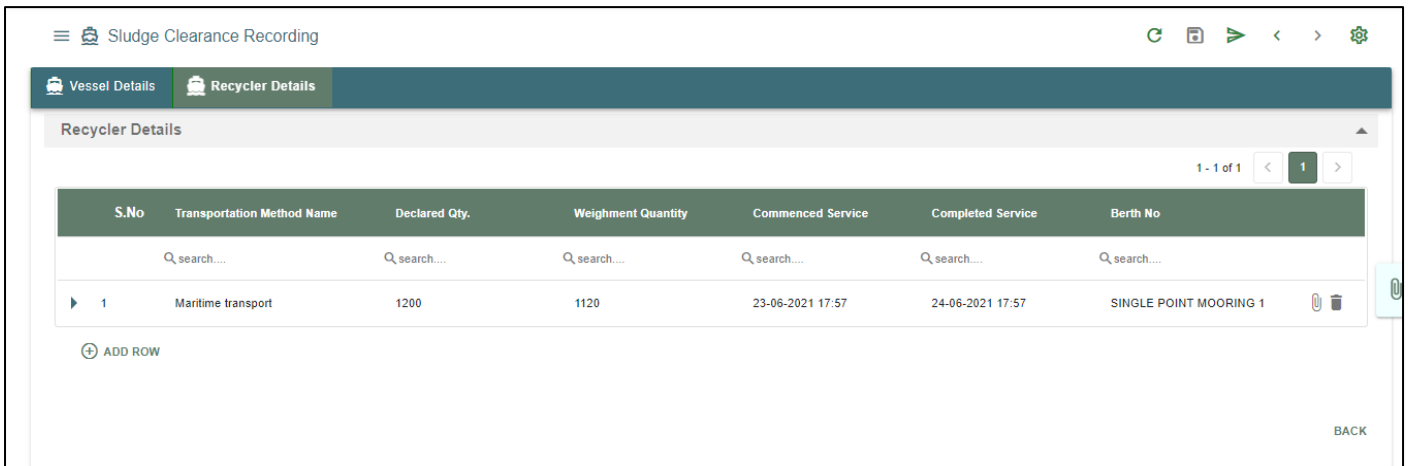
Next

User Interface Image 213- Sludge Clearance Recording 23.5.1

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

Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Recycler Details page as below -

Click on **+ Add Row** the button.



Sludge Clearance Recording

Recycler Details

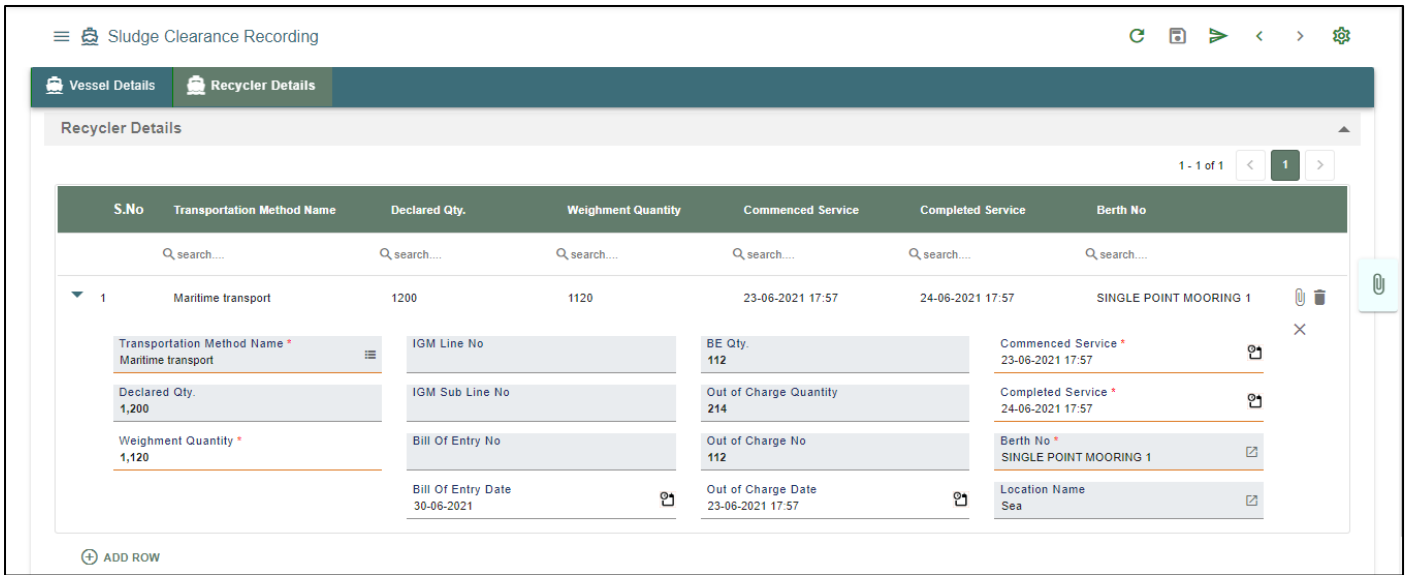
S.No	Transportation Method Name	Declared Qty.	Weighment Quantity	Commenced Service	Completed Service	Berth No
1	Maritime transport	1200	1120	23-06-2021 17:57	24-06-2021 17:57	SINGLE POINT MOORING 1

+ ADD ROW



BACK


User Interface Image 214- Sludge Clearance Recording 23.5.2

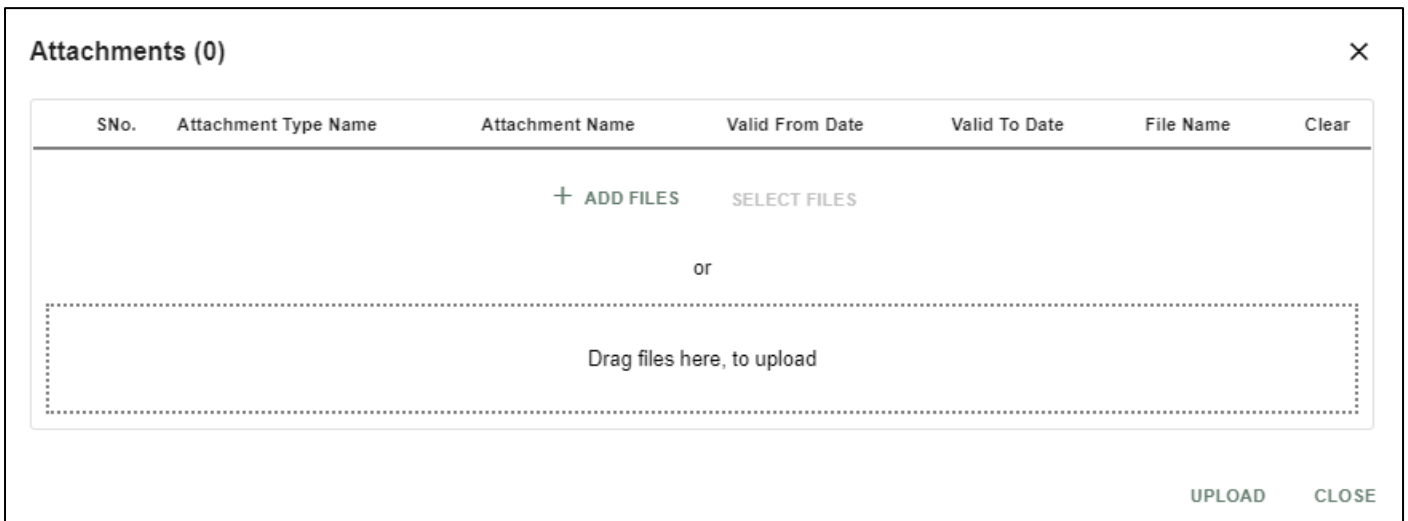
Step 4: The system shall display below fields to enter.





User Interface Image 215- Sludge Clearance Recording 23.5.3

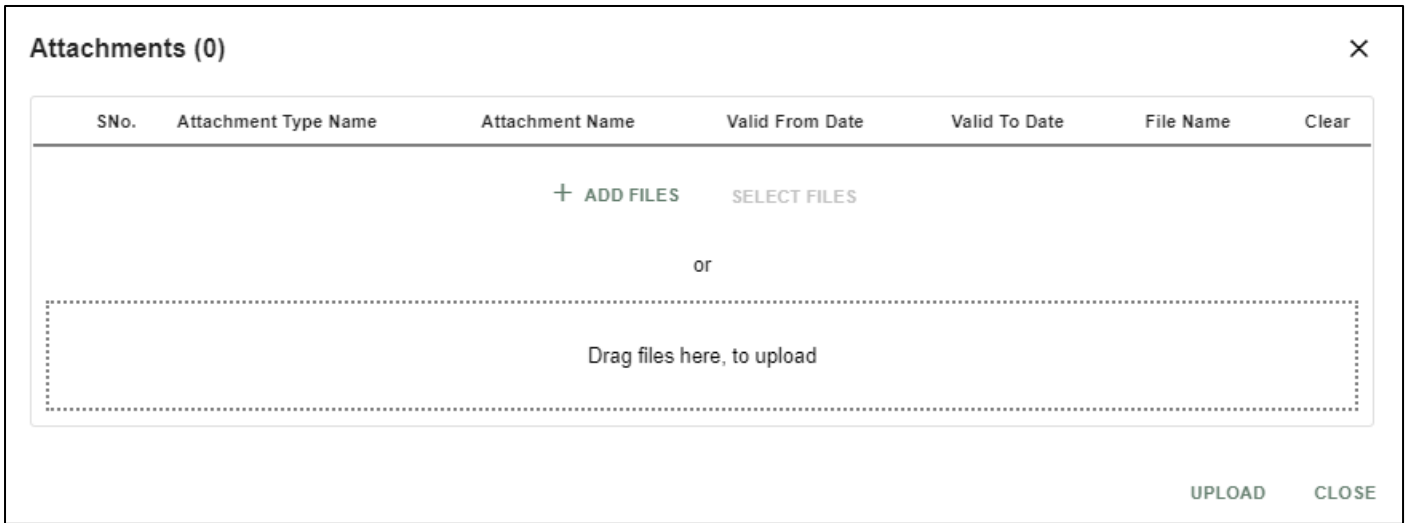
Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 216-Sludge Clearance Recording 23.5.4

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 217-Sludge Clearance Recording 23.5.5

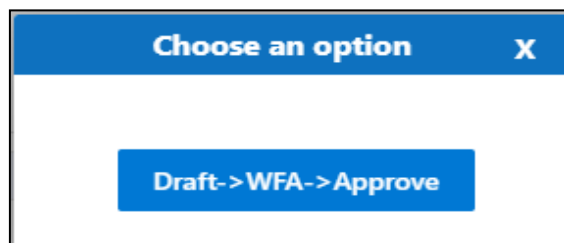
Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

Step 10: Click on Save, System will display the  status on the screen.


Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step12: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to WFAPP

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×



Send user Profile for Approval

Remarks:


APPROVE REJECT


Successfully Status changed to APPROVED

Step15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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If user reject the request following alert will display on the screen. . Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display  with below alert Yes and No


Alert Message X

 Do you want to cancel?

NO **YES**

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation X


Reason Description * 

Remarks

Requested By


EXIT **PROCEED**

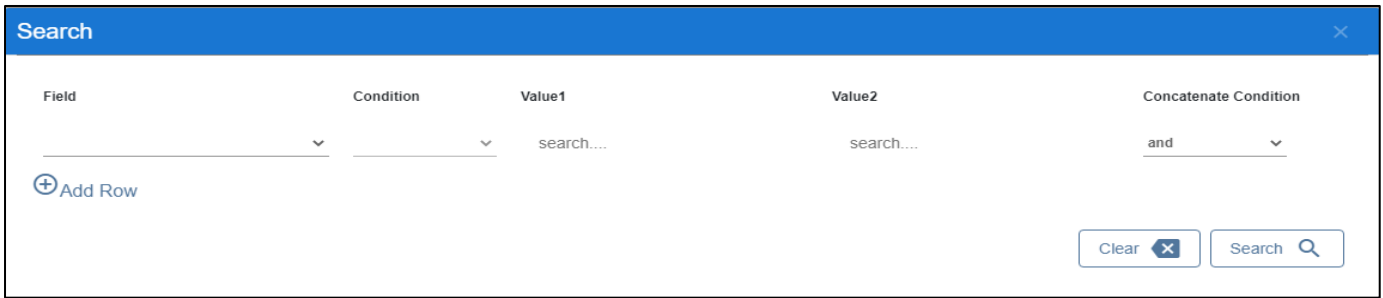
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Sludge Clearance Request No.	Recycler Code	Recycler Name	VCM No.	Vessel Name	Registration Category Name	Doc Approved Date	Data Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Interface Image 218- Sludge Clearance Recording 23.5.6

Step 18: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


28. BUSINESS FUNCTION NAME: Vehicle/Visitor/Company Blacklisting


28.1 DEFINITION:

THE PURPOSE OF THIS FUNCTION IS TO BLACKLIST OF ANY VEHICLE/VISITOR/COMPANY TO DO THE BUSINESS WITH PORT.

28.2 NAVIGATION

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


Menu Path	Menu Bar → Cargo → Others → Vehicle/Visitor/Company Blacklisting → Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

28.3 PREREQUISITES – MASTERS

28.4 SCREENSHOT

Following screenshot from Vehicle/Visitor/Company Blacklisting.

Step 1- Click on New button  . The user shall redirect to the screen like below-

The screenshot shows a web application interface for 'Vehicle/Visitor/Company Blacklisting'. The form contains the following fields:

- Vehicle/Visitor/Company:** Vehicle / Visitor / Company (dropdown), Company Code, Company Name, Company Type, Vehicle Registration No., Vehicle Owner Name, Vehicle Type Name, Vehicle Model, Color, Document Type.
- Identification:** Aadhar No., Passport No., ID Proof Type Name, ID No., Visitor Name, Nationality Name, Designation Name, Contact Person Name, Contact No., Latest Permit Validity From.
- Reason for Blacklisting:** Reason For Blacklisting (*), Recommended By (*), Permanent, Blacklist From Date (*), Blacklist Upto Date.
- Document Details:** Doc No., POS Document Number, Doc Series (*), Doc Date, Status, Doc Approved Date, Data Source, Agent Code (*), Agent Name (*), Remarks.



User Interface Image 359 – Vehicle/Visitor/Company Blacklisting 50.5.1

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


Below are the Field Information regarding Vehicle/Visitor/Company Blacklisting Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

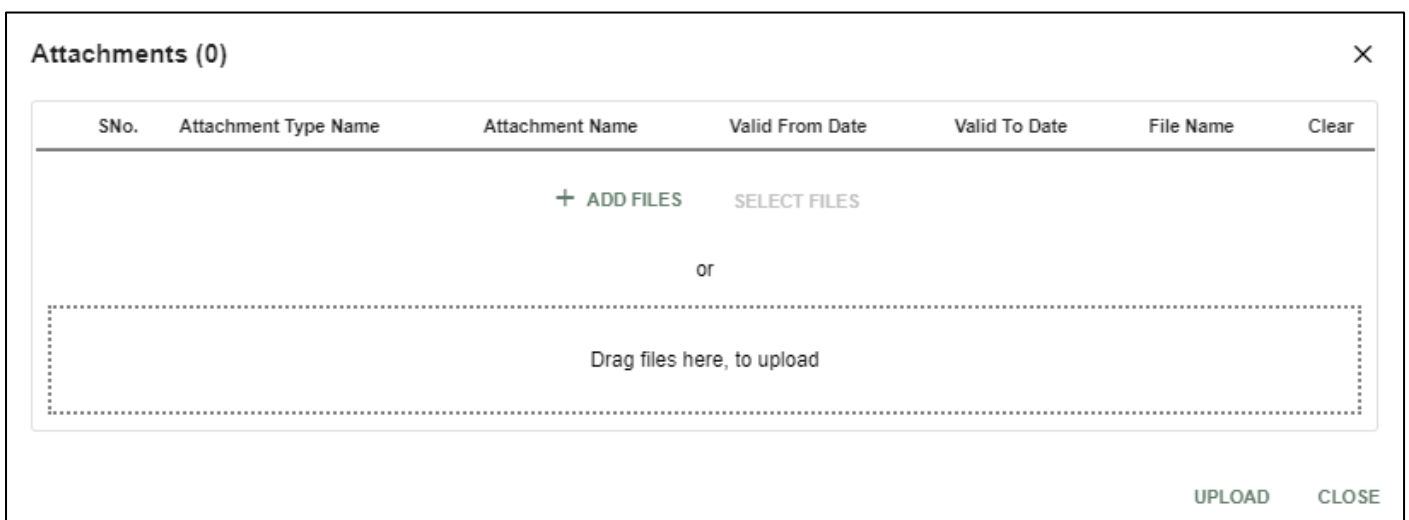
Field Name	Mandatory	Fill Type
Vehicle/Visitor/company	Yes	Dropdown
Company Code	Yes	Popup
Company Name	No	Text box
Company Type	No	Text box
Vehicle Regd No.	Yes	Popup
Vehicle Owner Name	No	Text box
Vehicle Type	No	Text box
Vehicle Model	No	Text box
Vehicle Colour	No	Text box
Document Type	Yes	Dropdown
Aadhar No.	Yes	Popup
ID Proof Type	No	Text box
ID Proof No.	No	Text box
Passport No.	Yes	Popup
Visitor Name	No	Text box
Nationality	No	Text box
Designation	No	Text box
Contact Person	No	Text box
Contact No.	No	Text box
Latest Permit Vaidity From	No	Text box
Latest Permit Validity To	No	Text box

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Reason for Blacklisting	Yes	Text box
Reccomended By	Yes	Text box
Permanent	No	Checkbox
Blacklist From Date	Yes	Date Picker
Blacklist Upto Date	Yes/No	Date Picker
Remarks	No	Text box

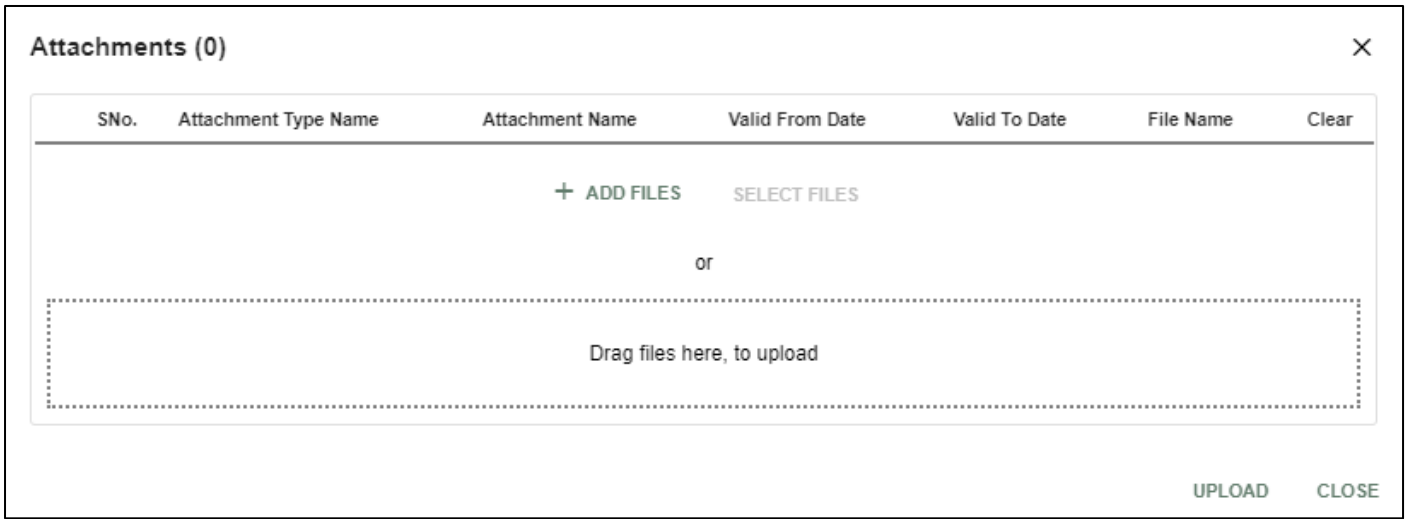
Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

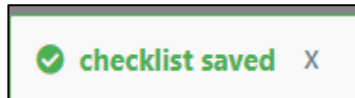


User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3


Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

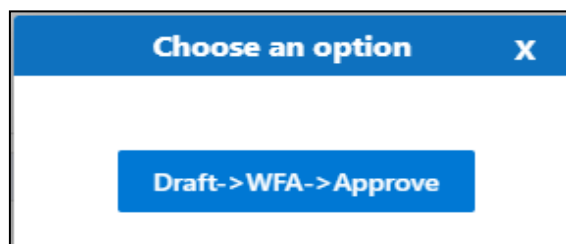
Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.



Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	



Step 8: Click on Save, System will display the  status on the screen.


Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step10: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to WFAPP

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×



Send user Profile for Approval

Remarks:

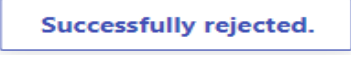
APPROVE REJECT


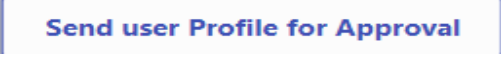
Successfully Status changed to APPROVED

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step 14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×


Send user Profile for Approval

Remarks:

APPROVE REJECT

Step 15: Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display  with below alert Yes and No

Alert Message ×

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation ✕


Reason Description * ✎

Remarks

Requested By


EXIT **PROCEED**

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	IMO Number	Vessel Name	Arrival D&T	Berth Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
Q search...	Q search...	Q search...	Q search...	search...	Q search...	search...	Q search...	search...	Q search...	search...



User Interface Image 362 – Vehicle/Visitor/Company Blacklisting 50.5.4


Step 18: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

⊕ Add Row

Clear 
Search 

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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29. BUSINESS FUNCTION NAME: Blacklisting Releasing

29.1 DEFINITION:

THE PURPOSE OF THIS FUNCTION IS TO RELEASE THE BLACKLIST OF ANY VEHICLE/VISITOR/COMPANY TO DO THE BUSINESS WITH PORT.


29.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.


Menu Path	Menu Bar → Cargo → Others → Blacklist Releasing → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.



29.3 PREREQUISITES – MASTERS

29.4 SCREENSHOT

Following screenshot from Blacklist Releasing.

Step 1- Click on New button  . The user shall redirect to the screen like below-

User Interface Image 363 – Vessel Inspection 51.5.1



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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.


Below are the Field Information regarding Blacklist Releasing Details Section.

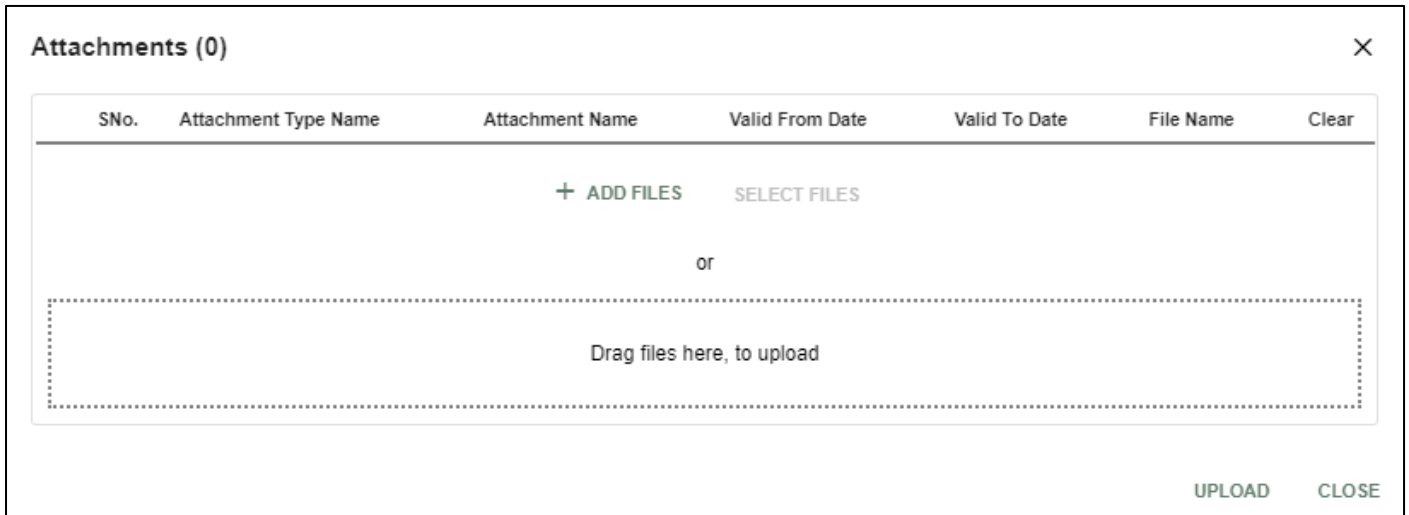
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Blacklist No.	Yes	Pop Up
Vehicle/Visitor/Company	No	Text Box
Company Code	No	Text Box
Company Name	No	Text Box
Company Type	No	Text Box
Vehicle Regd No.	No	Text Box
Vehicle Owner Name	No	Text Box
Vehicle Type	No	Text Box
Vehicle Model	No	Text Box
Vehicle Colour	No	Text Box
Document Type	No	Text Box
Aadhar No.	No	Text Box
ID Proof Type	No	Text Box
ID Proof No.	No	Text Box
Passport No.	No	Text Box
Visitor Name	No	Text Box
Nationality	No	Text Box
Designation	No	Text Box
Contact Person	No	Text Box
Contact No.	No	Text Box
Latest Permit Vaidity From	No	Date Picker
Latest Permit Validity To	No	Date Picker
Reason for Blacklisting	No	Text Box
Reccomended By	No	Text Box
Permanent	No	Checkbox
Blacklist From Date	No	Date Picker
Blacklist Upto Date	No	Date Picker
Releasing From	Yes	Date Picker
Released By	Yes	Text Box
Penalty Paid (Y/N)	Yes	Dropdown
Remarks	No	Text Box



Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

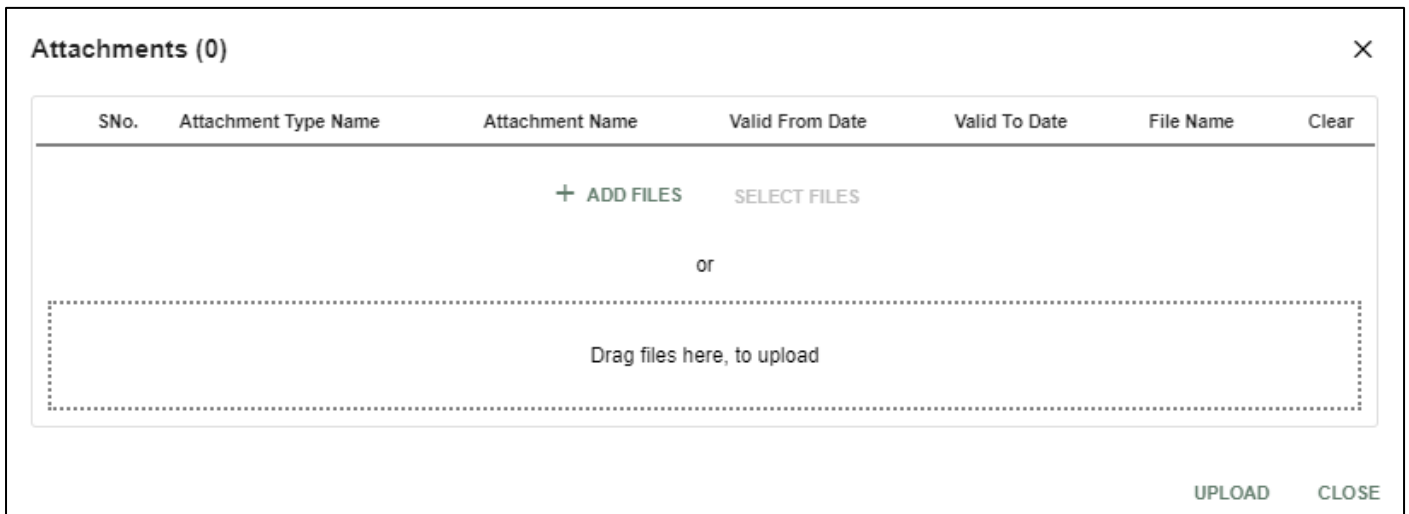


Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



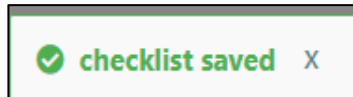
User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured

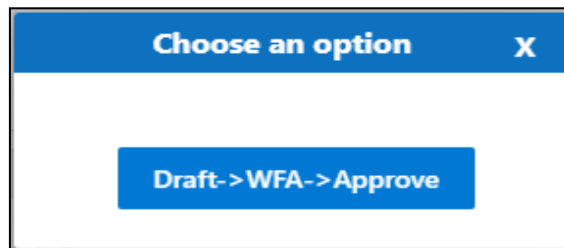
parameters will display in the Check List Window.

Check List 📄 X			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>





Step 8: Click on Save, System will display the  status on the screen.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step10: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).


User Approval X



Send user Profile for Approval

Remarks:


APPROVE REJECT


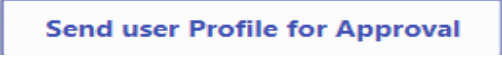


Step11: Once the user Approve the request the following  status will be shown on the screen and the document status will be changed as 'WFAPP'.

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If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval


Remarks:



[APPROVE](#) [REJECT](#)



Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×



Send user Profile for Approval

Remarks:

[APPROVE](#) [REJECT](#)

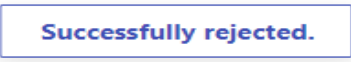



Step 15: Once the user Approve the request the following

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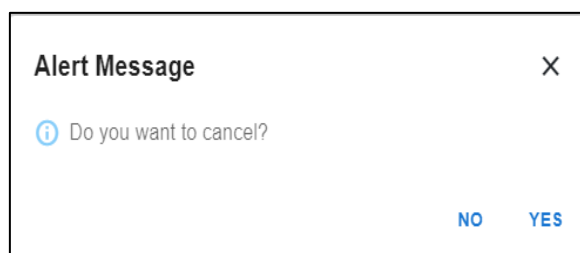
status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. . Up On

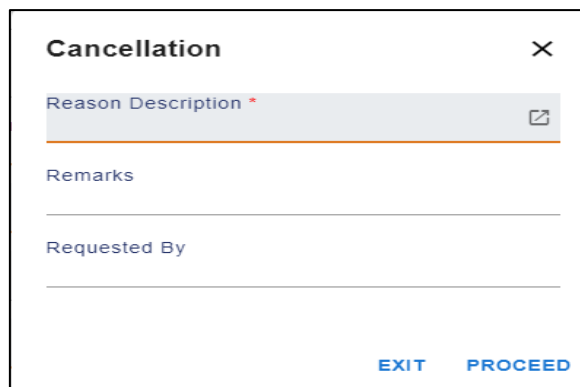
Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.


Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.


After clicking the icon system will display  with below alert Yes and No

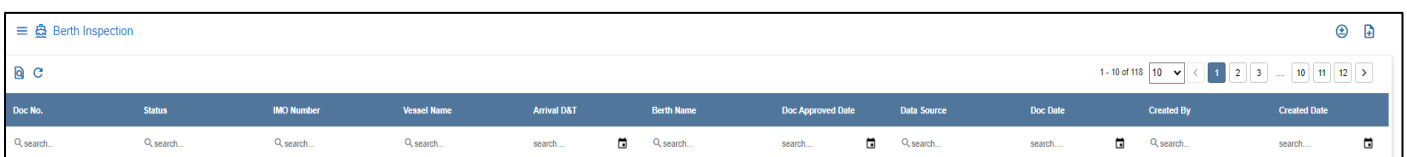


By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.




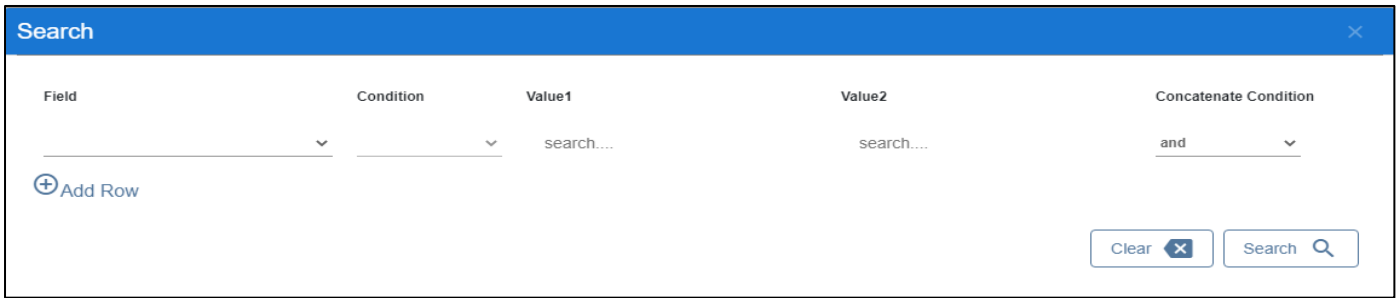
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL


Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



User Interface Image 362 – Vehicle/Visitor/Company Blacklisting 50.5.4

Step 18: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

30. Business Function Name: Cargo Hold

30.1 Definition:

Port authority can hold the cargo for various reasons. Hold cargo are not allowed for shipment or delivery. Port Authority can use iPortman® application to hold the cargo. Port Official can hold the cargo for various reasons mentioned below

- Operation Hold
- Finance Hold
- Custom Hold
- Documentation Hold
- Safety Hold
- Other Holds

Imported Cargo marked, as “Hold” will not allowed for delivery. Likewise, Export Cargo marked as “Hold” will not be allowed for shipment. Importer/Exporter can request to release the cargo by obtaining clearance on the reason of Holding.

30.2 Navigation

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

Menu Path	Menu Bar → Cargo → Cargo operations → Cargo Hold → Click on New button
------------------	---


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

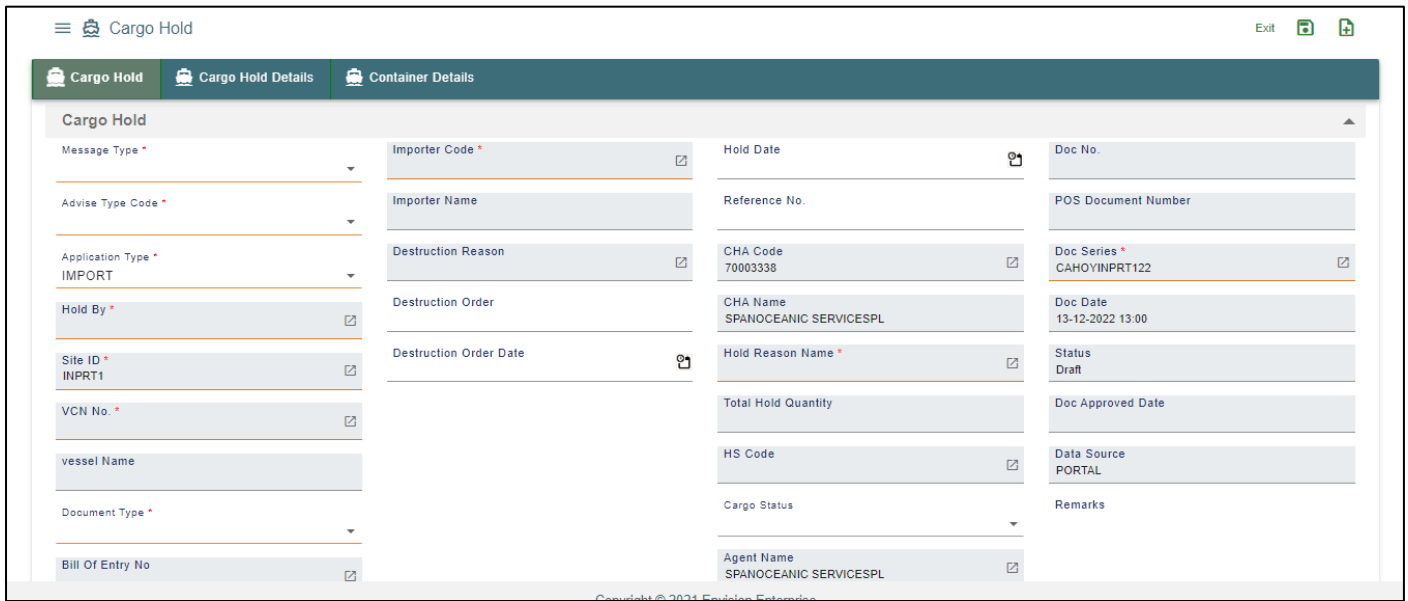
30.3 Prerequisites – Masters

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

30.4 Screenshots

Following screenshot from Cargo Hold

Step 1- Click on Add new button  and Select Application type as “IMPORT”. We will redirect to screen like below.



User Interface Image 149-Cargo Hold-23.5.1


Below are the Field Information regarding Cargo Hold Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
Hold/Application Type*	Yes	Dropdown
Hold By*	Yes	Dropdown
Site Id	Yes	text box
Hold Type	Yes	Dropdown
Post Hold Action	No	Dropdown
VCN*	Yes	Popup
Vessel Name	No	Text Box
Document Type*(IGM /Bill of Entry)	Yes	Dropdown
IGM No.	No	Text Box
IGM Date	No	Calendar
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Calendar
Importer Code*	Yes	Popup
Importer Name	No	Text Box
Exporter Code*	Yes	Popup
Exporter Name	No	Text Box
Shipping Bill No*	Yes	Popup
Shipping Bill Date	No	Calendar
Cargo Type	No	Text Box

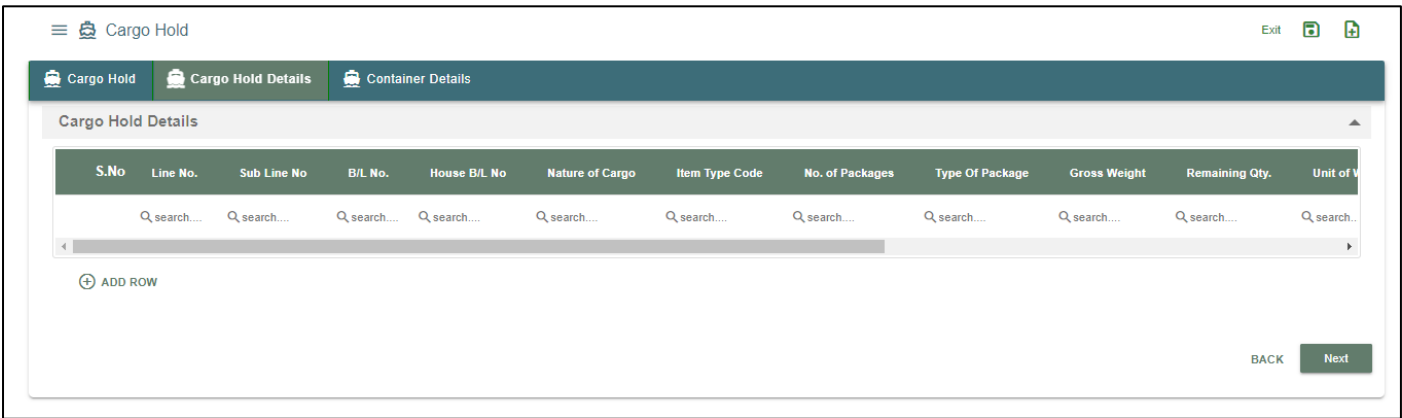
Cargo Code*	Yes	Popup
Cargo Name	No	Text Box
CHA Code*	Yes	Popup
CHA Name	No	Text Box
Hold Reason*	Yes	Text Box
Total Hold Quantity	No	Text Box
Carting Permission Number	Yes	Popup
Confiscation Flag	NO	Dropdown
Confiscation/Hold Date	Yes	Text box
Customs Order release Date (For confiscation)	Yes	Text box
Destruction Reason	No	Text box
Destruction Order	No	Text box
Destruction Order Date	No	Date Picker
Cargo Status	No	Auto fill
Release Date	No	Auto fill
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

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


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

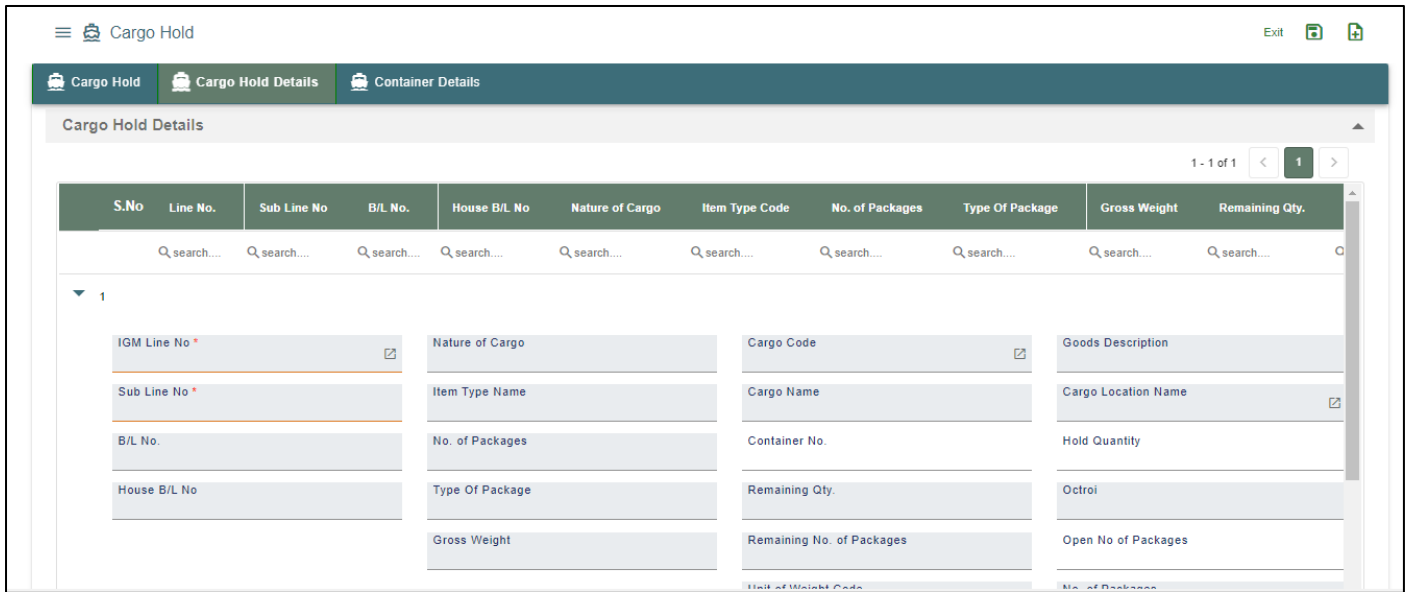


Step 4: Once Cargo Hold form are saved, Cargo Hold Details will be activated as below to add Cargo Hold Details as shown in below screen.



User Interface Image 150-Cargo Hold (Cargo Hold Details)-23.5.2(a)

Click on  to begin with data entry



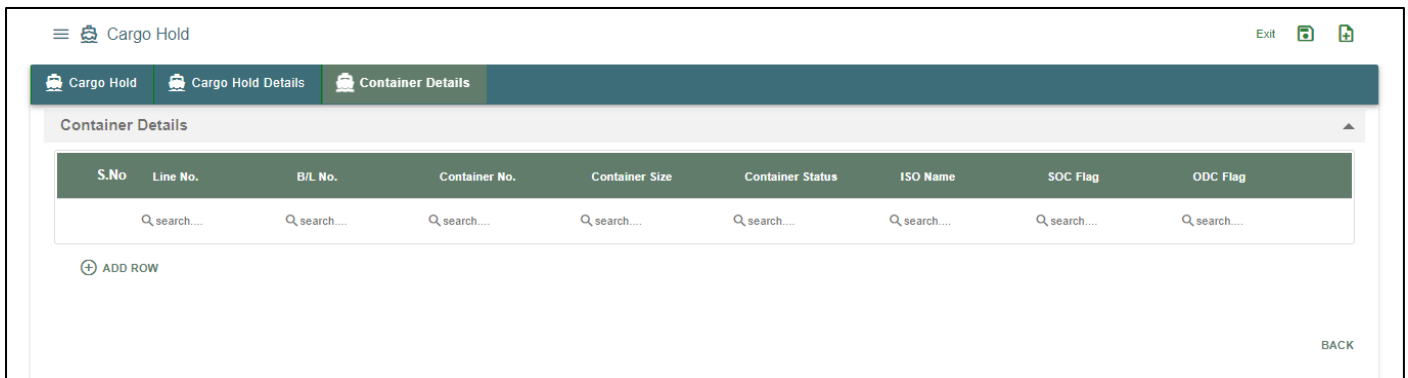
User Interface Image 151-Cargo Hold (Cargo Hold Details)-23.5.2(b)

Below are the Field Information regarding Cargo Hold Details Line-Item Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

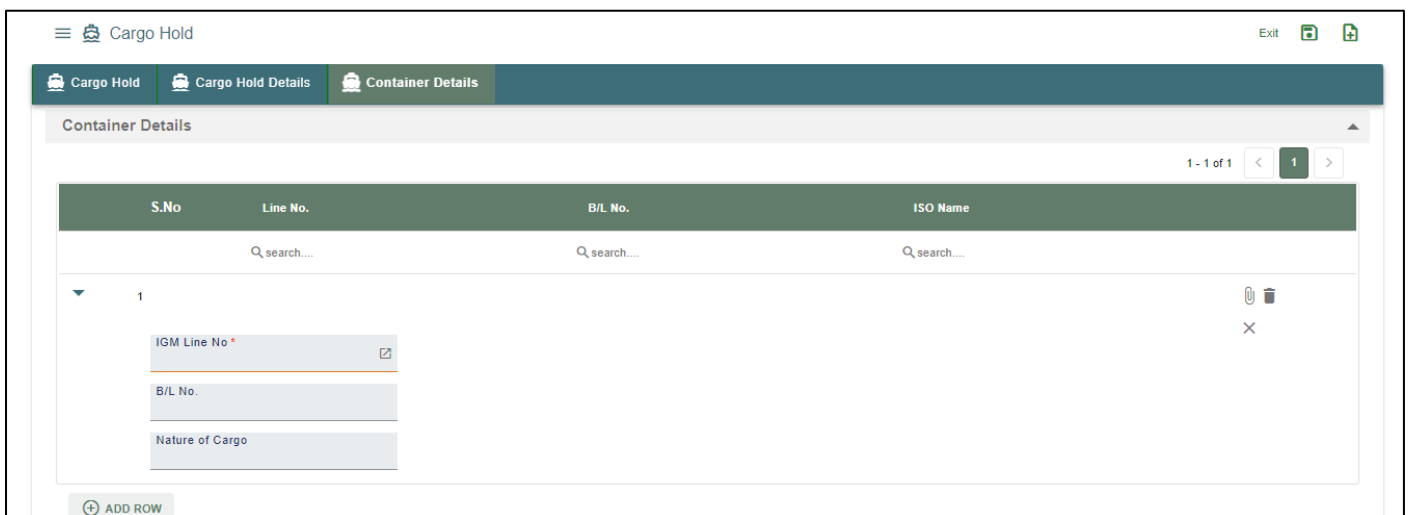
Field Name	Mandatory	Fill Type
IGM Line No*	Yes	Popup
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type Name	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Cargo Code	No	Pop Up
Cargo Name	No	Text Box
Remaining No. of Packages	No	Text Box
Hold Quantity	No	Text Box
Open Qty	No	Text Box
Hold No. of Packages	No	Text Box
Open No. of Packages	No	Text Box
Post Hold Action	No	DropDown
CIF Value	No	Text Box
Gross Volume	No	Text Box
Marks and Numbers	No	Text Box
Goods Description	No	Text Box

Step 5: Once Cargo Hold form are saved, Container Details will be activated as below to add Container Details as shown in below screen.



User Interface Image 152-Cargo Hold (Container Details)-23.5.3(a)

Click on  to begin with data entry





User Interface Image 153-Cargo Hold (Container Details)-23.5.3(b)



Below are the Field Information regarding Container Details Line-Item Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
SB Item No*	Yes	Popup
Container No	No	Pop Up
Container Size ¹	No	Text Box
Container Status	No	Text Box
ISO Code	No	Text Box
SOC Flag	No	Text Box
ODC Flag	NO	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.



Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1.	Custom Related Document	CUST DOC			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close 

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Once all the mandatory and required fields are filled then Click on Upload button. System will display





the status File uploaded on the screen.


Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			  CHPT-CQA-SDO-BTT.png (224.39 kb) 	

Upload 
Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

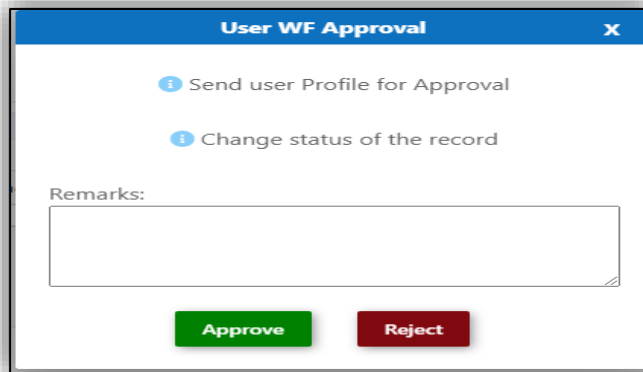
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

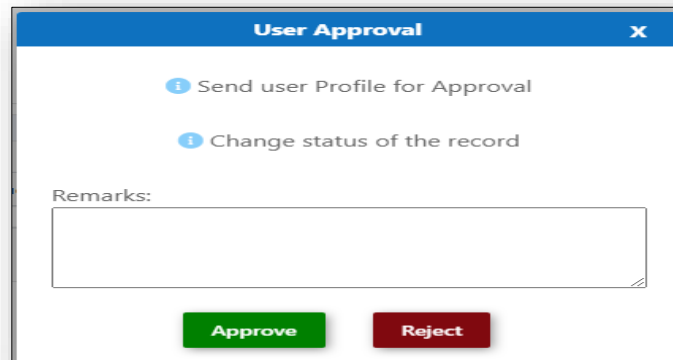
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

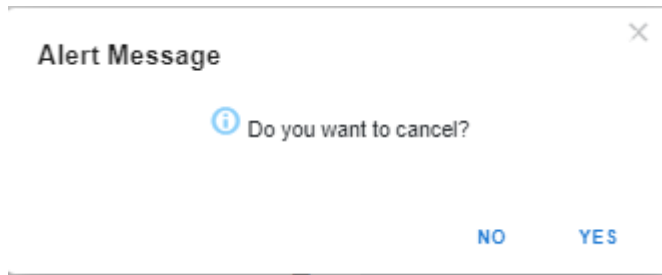
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

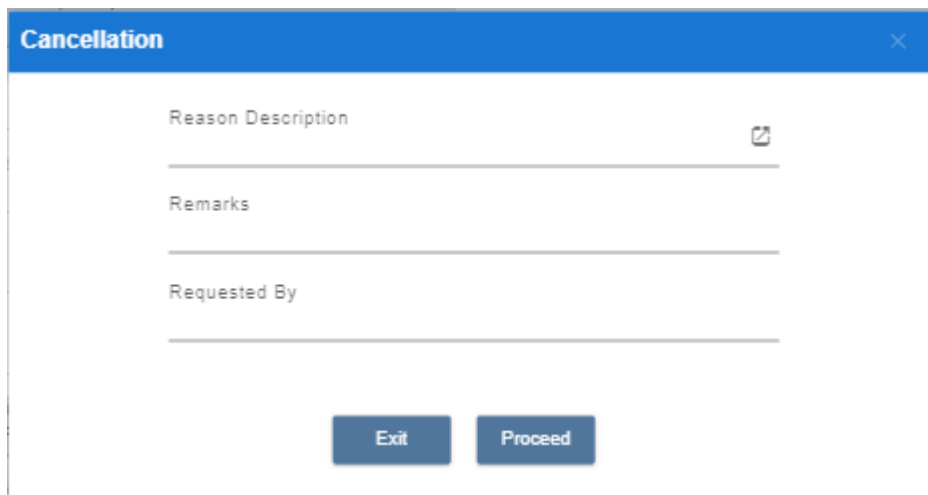
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon


Confirmation required

system will display with below alert ok and Back

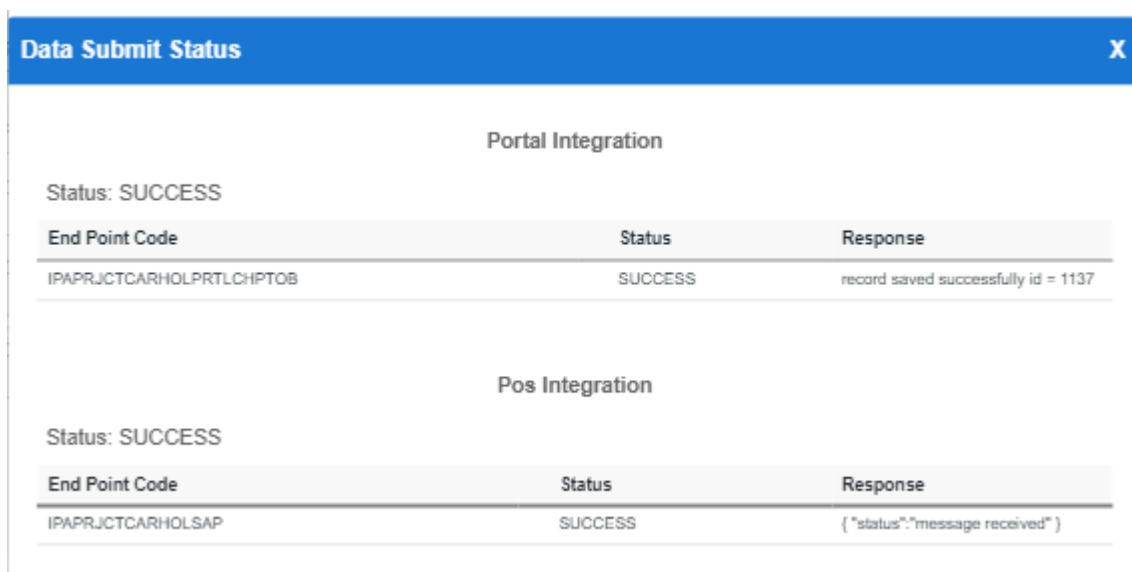



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

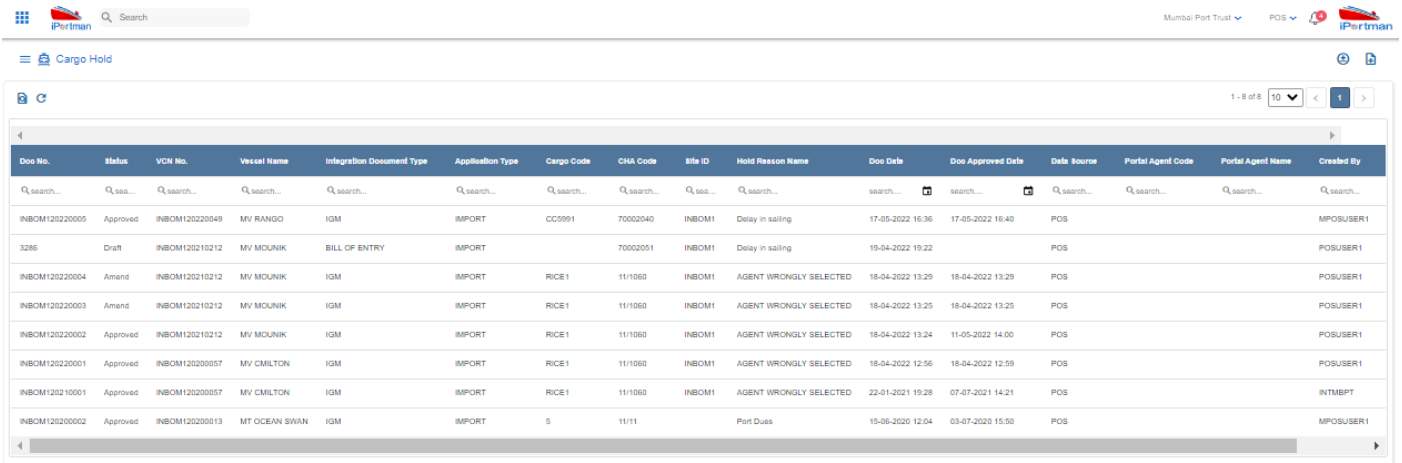


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

By Clicking on  we can view the status of the record or displays no history data found



Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	VCN No.	Vessel Name	Integration Document Type	Application Type	Cargo Code	CHA Code	Bill ID	Hold Reason Name	Doo Date	Doo Approved Date	Date Source	Portal Agent Code	Portal Agent Name	Created By
INBOM120220005	Approved	INBOM120220049	MV RANGO	IGM	IMPORT	CC5991	70002040	INBOM1	Delay in sailing	17-05-2022 16:36	17-05-2022 16:40	POS			MPOSUSER1
3286	Draft	INBOM120210212	MV MOUNIK	BILL OF ENTRY	IMPORT		70002051	INBOM1	Delay in sailing	19-04-2022 19:22		POS			POSUSER1
INBOM120220004	Amend	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:29	18-04-2022 13:29	POS			POSUSER1
INBOM120220003	Amend	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:25	18-04-2022 13:25	POS			POSUSER1
INBOM120220002	Approved	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:24	11-05-2022 14:00	POS			POSUSER1
INBOM120220001	Approved	INBOM120200057	MV CMLTON	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 12:56	18-04-2022 12:59	POS			POSUSER1
INBOM120210001	Approved	INBOM120200057	MV CMLTON	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	22-01-2021 19:28	07-07-2021 14:21	POS			INTMPT
INBOM120200002	Approved	INBOM120200013	MT OCEAN SWAN	IGM	IMPORT	5	11/11		Port Dues	15-06-2020 12:04	03-07-2020 15:50	POS			MPOSUSER1

User Interface Image 156-Cargo Hold (List Data)-23.5.5

31. Business Function Name: Cargo Release Request

31.1 Definition:


In this function the Customer Request to release the Cargo which has been hold by the Port for Various Reasons.

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

31.2 Navigation

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

Menu Path	Menu Bar → Cargo → Requests → Cargo Release Request → Click on New button
------------------	--

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

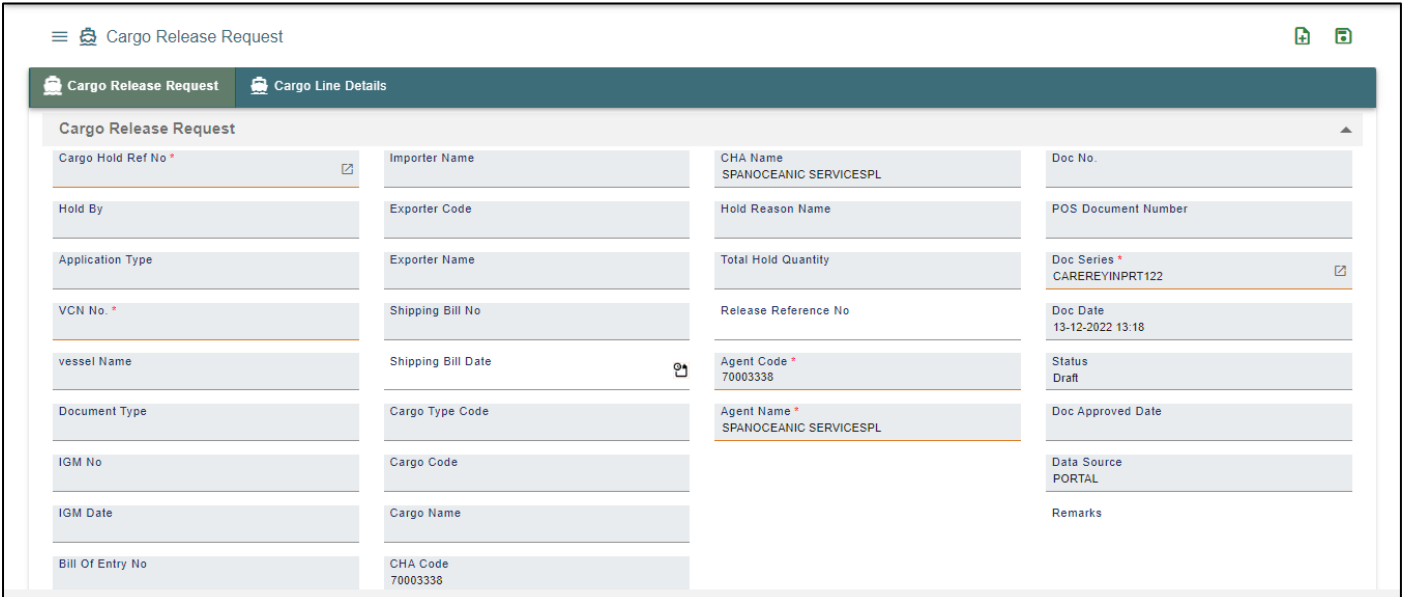
31.3 Prerequisites – Masters

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

31.4 Screenshots

Following screenshot from Cargo Release Request

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



User Interface Image 157-Cargo Release Request-24.5.1

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

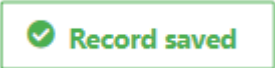
Below are the Field Information regarding Cargo Release Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

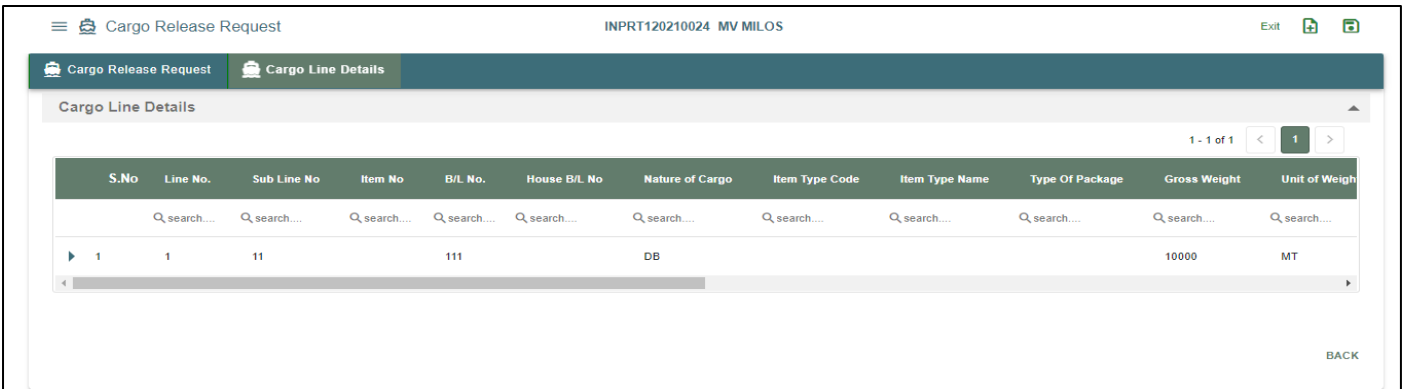
Field	Mandatory	Fill Type
Cargo Hold Reference No*	Yes	Popup
Hold By	No	Text Box
Application Type	No	Text Box
VCN	No	Text Box
Vessel Name	No	Text Box
Document Type(IGM /Bill of Entry)	No	Text Box
IGM No.	No	Text Box
IGM Date	No	Text Box
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Text Box
Importer Code	No	Text Box
Importer Name	No	Text Box
Exporter Code	No	Text Box
Exporter Name	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Cargo Type	No	Text Box

Cargo Code	No	Text Box
Cargo Name	No	Text Box
CHA Code	No	Text Box
CHA Name	No	Text Box
Hold Reason	No	Text Box
Total Hold Quantity	No	Text Box
Cargo Status	No	Text Box
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

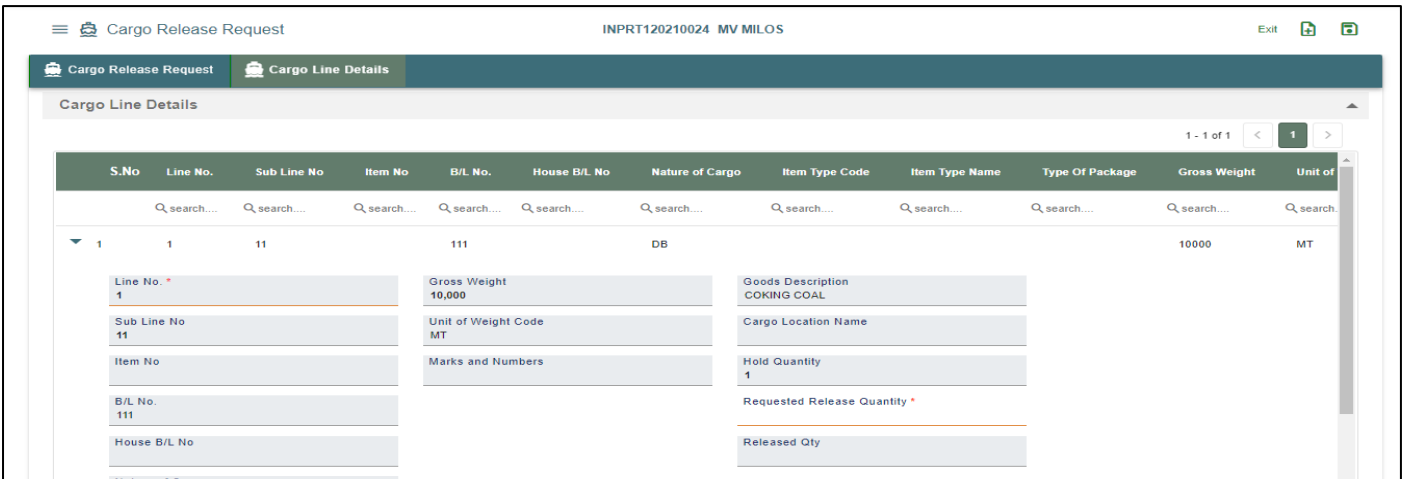
Step 3: Click  button from Top Menu Bar to save Cargo Release Request form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.





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






User Interface Image 158-Cargo Release Request (Cargo Line Details)-24.5.2(a)



User Interface Image 159-Cargo Release Request (Cargo Line Details)-24.5.2(b)

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Step 5: Once data is filled in Cargo Line Details, click on save button  and click on  if need to add multiple Row's or else click on  button.


Below are the Field Information regarding Cargo Line Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	Yes	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
Container No	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
Hold Quantity	No	Text Box
Requested Release Quantity*	Yes	Text Box
Released Quantity	No	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display

 status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Custom Related Document	CUST DOC				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

If the Attachment's are configured, System will display like below when we click on icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close ✕

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on button. System will display the status File uploaded on the screen.

Attachments (2)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

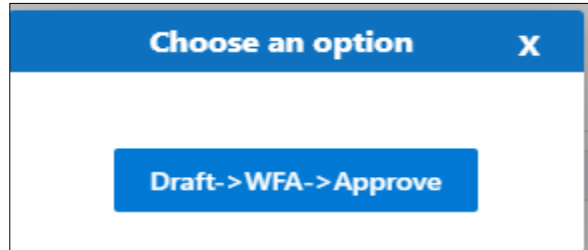
Upload
Close

Click On Close Button

Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


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Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



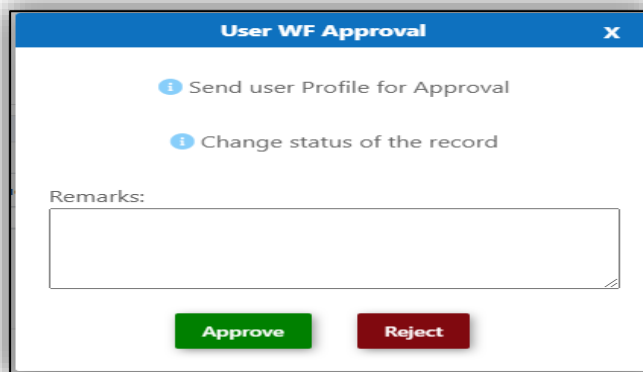
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



Successfully rejected.

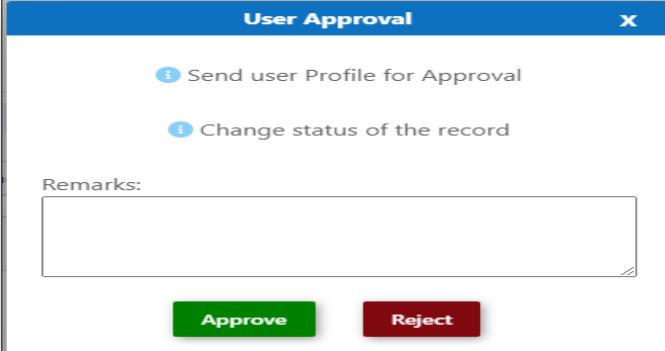
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

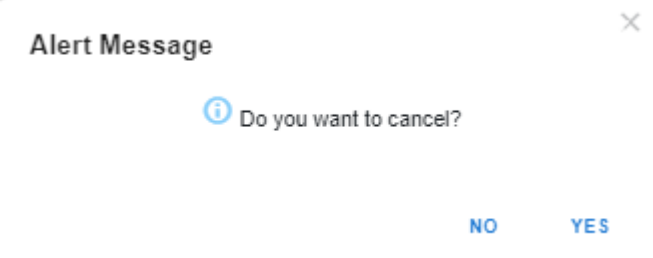
Approve
Reject

Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display Confirmation required with below alert ok and Back

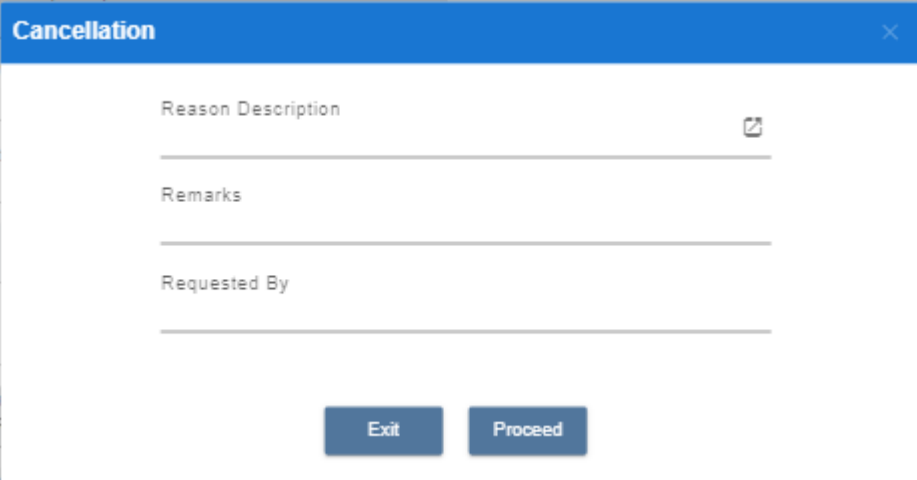


Alert Message [X]


Do you want to cancel?

NO YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]

Reason Description 

Remarks

Requested By

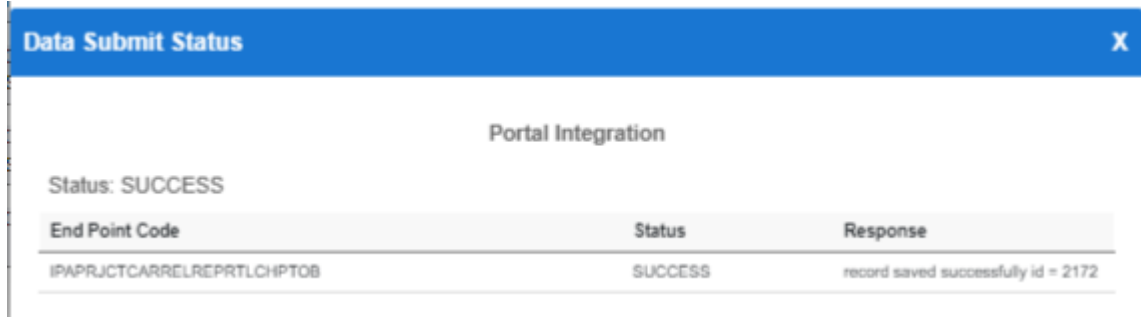
Exit
Proceed


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to

CANCEL



By Clicking on  displays Status



Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Cargo Hold Ref No	VCN No.	Vessel Name	Document Type	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
INMAA120220003	Approved	INMAA1 2022 0002	INMAA1 2022 00011	MV PORTAL PER	IGM	11-04-2022 19:01	PORTAL		
INMAA120220002	Approved	INMAA120220003	INMAA120211978	MV CIMP IV	IGM	06-04-2022 17:57	POS		
INMAA120220001	Cancelled	INMAA120220003	INMAA120211978	MV CIMP IV	IGM	06-04-2022 17:55	POS		
INMAA120210018	Cancelled	INMAA1 2021 0045	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 10:37	PORTAL		
INMAA120210017	Approved	INMAA120210034	INMAA120211750	MT MT LIQUID CARGOSS	IGM	18-03-2022 10:24	POS		
INMAA120210016	Approved	INMAA120210033	INMAA120211750	MT MT LIQUID CARGOSS	IGM	17-02-2022 09:59	POS		
INMAA120210015	Approved	INMAA1 2021 0042	INMAA1 2021 01870	MV AMAZON	BILL OF ENTRY	04-02-2022 15:37	PORTAL		
INMAA120210014	Approved	INMAA120210029	INMAA120211326	Navya	IGM	17-01-2022 16:33	POS		
INMAA120210013	Approved	INMAA1 2021 0041	INMAA1 2021 01530	MV Navya581	IGM	17-01-2022 16:25	PORTAL		
INMAA120210012	Approved	INMAA120210031	INMAA120211363	MV Navya581	IGM	17-01-2022 16:24	POS		

User Interface Image 162-Cargo Release Request(List Data)-24.5.4

32. Business Function Name: Cargo Release

32.1 Definition



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

32.2 Navigation

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

Menu Path	Menu Bar → Cargo → Cargo Operations → Cargo Release → Click on New button
------------------	--

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


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32.3 Prerequisites – Masters

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

32.4 Screenshot

Following screenshot from Cargo Release.

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



User Interface Image 163-Cargo Release-25.5.1


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

Below are the Field Information regarding Cargo Release Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

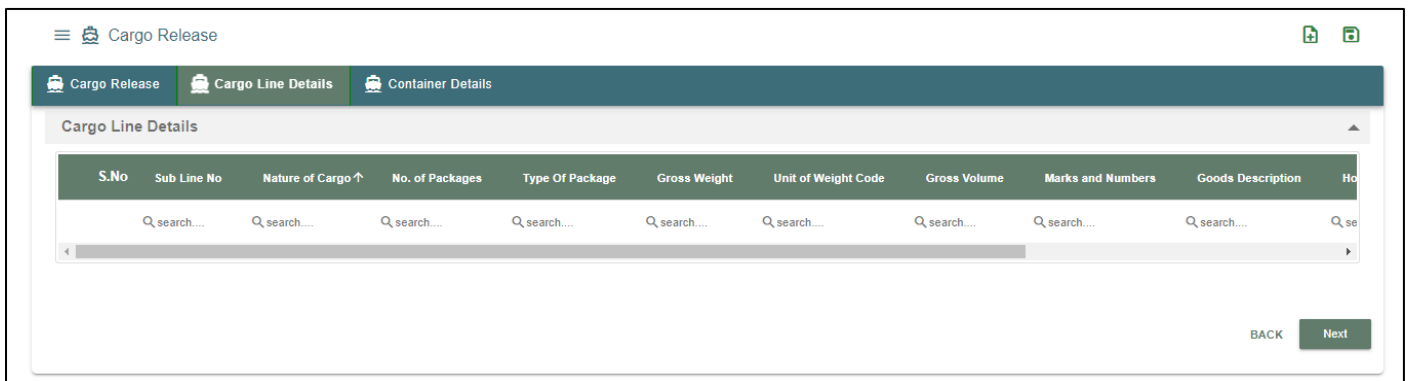
Field	Mandatory	Fill Type
Cargo Release Request Reference No*	Yes	LOV
Cargo Hold No*	Yes	Textbox
VCN	No	Text Box
Vessel Name	No	Text Box
Document Type(IGM /Bill of Entry)	No	Text Box
IGM No.	No	Text Box
IGM Date	No	Text Box
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Text Box
Importer Code	No	Text Box
Importer Name	No	Text Box

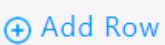
Exporter Code	No	Text Box
Exporter Name	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Cargo Type	No	Text Box
Cargo Code	No	Text Box
Cargo Name	No	Text Box
CHA Code	No	Text Box
CHA Name	No	Text Box
Hold Reason	No	Text Box
Total Hold Quantity	No	Text Box
Cargo Status	No	Text Box
Release Date	No	Text Box
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

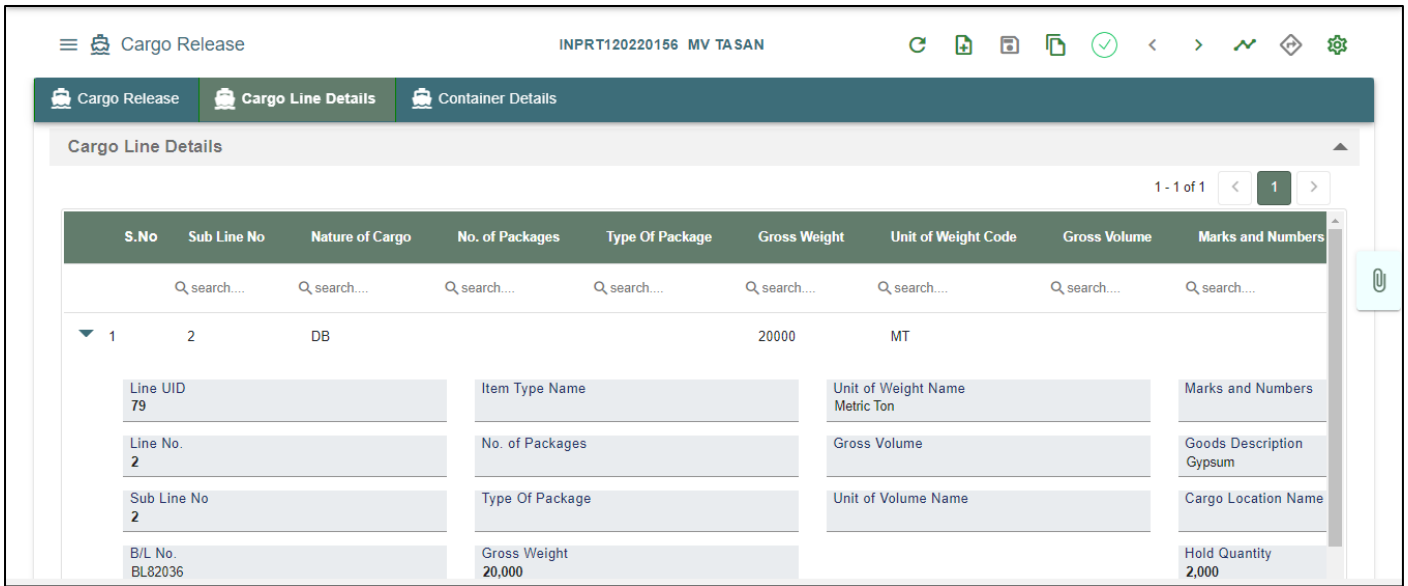
Step 3: Click  button from Top Menu Bar to save Cargo Release form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.



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



Click on  to begin with data entry





User Interface Image 164-Cargo Release(Cargo Line Details)-25.5.2


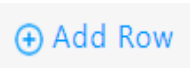

Below are the Field Information regarding Cargo Line Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

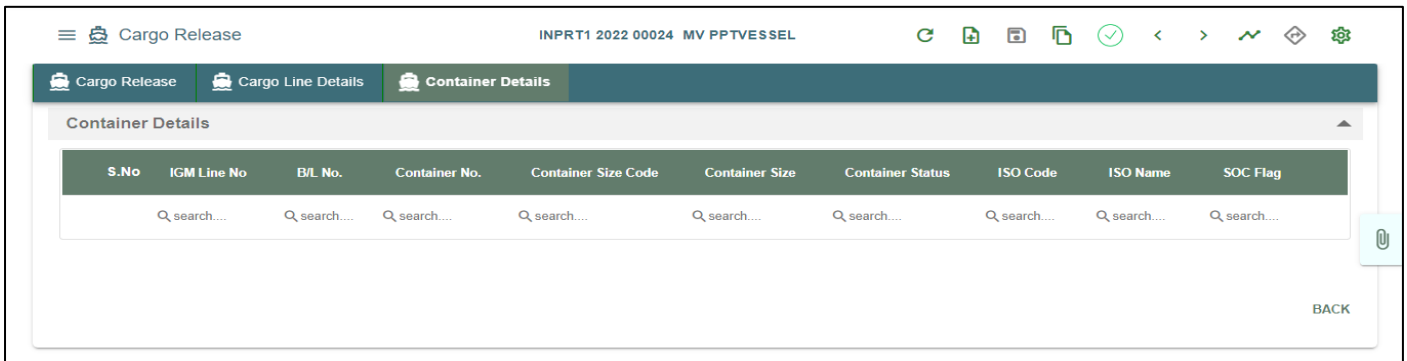
Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	No	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box
Gross Volume	No	Text Box
Unit of Volume	No	Text Box
Marks & Number	No	Text Box
Goods Description	No	Text Box
Hold Quantity	No	Text Box
Requested Release Quantity	No	Text Box
Release Quantity*	Yes	Text Box
Hold No. Of Packages	No	Text Box
Requested No. Of Packages	No	Text Box
IGM Line No	No	Text Box
B/L No	No	Text Box


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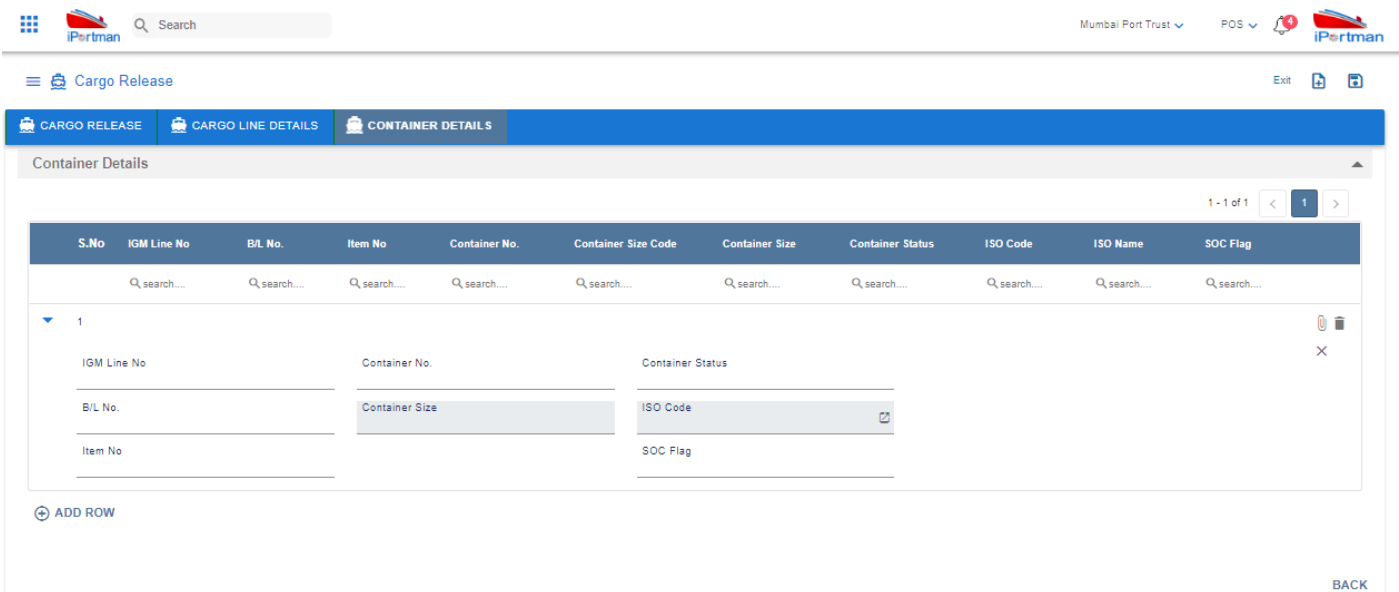
SB Item No	No	Text Box
------------	----	----------

Step 5: Once data is filled in Cargo Line Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Once Cargo line form are saved, Container Line Details will be activated as below to add Container Line Details as shown in below screen.





Click on  to begin with data entry





Below are the Field Information regarding Cargo Line Details Section.

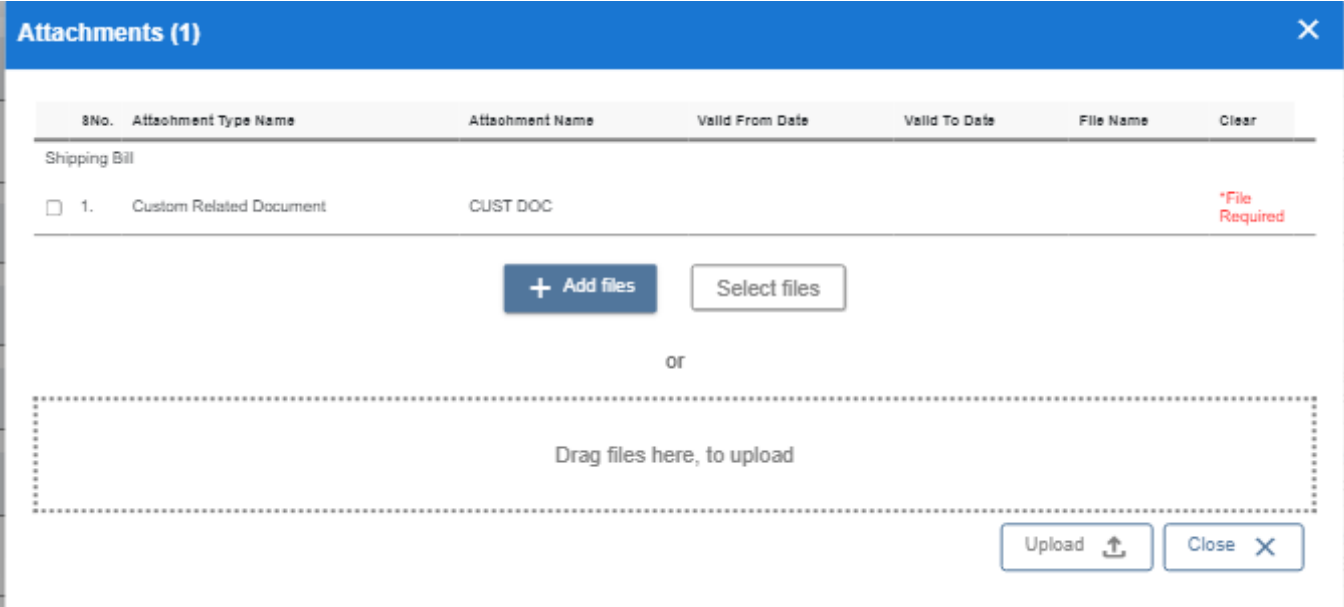
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


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Field name	Mandatory	Fill Type
Container No	No	Pop Up
Container Size'	No	Text Box
Container Status	No	Text Box
ISO Code	No	Text Box
SOC Flag	No	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (2) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/> 2.	Custom Related Document	Transhipment Permit				*File Required

or

Drag files here, to upload

Once all the mandatory and required fields are filled then Click on Upload button. System will display

the status File uploaded on the screen.




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Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files


or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png (224.39 kb)	

Upload 
Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

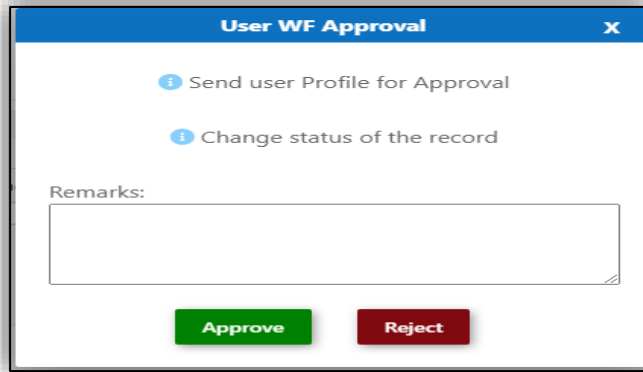
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

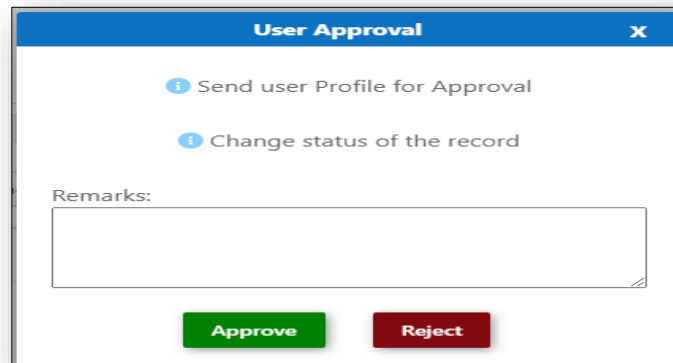
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

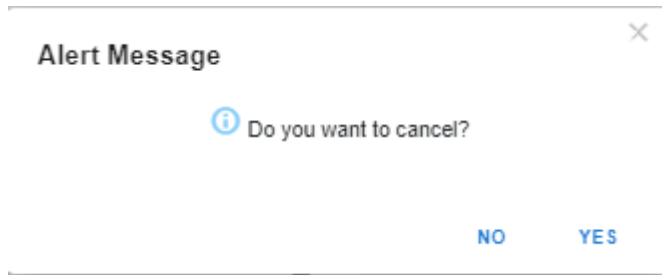
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

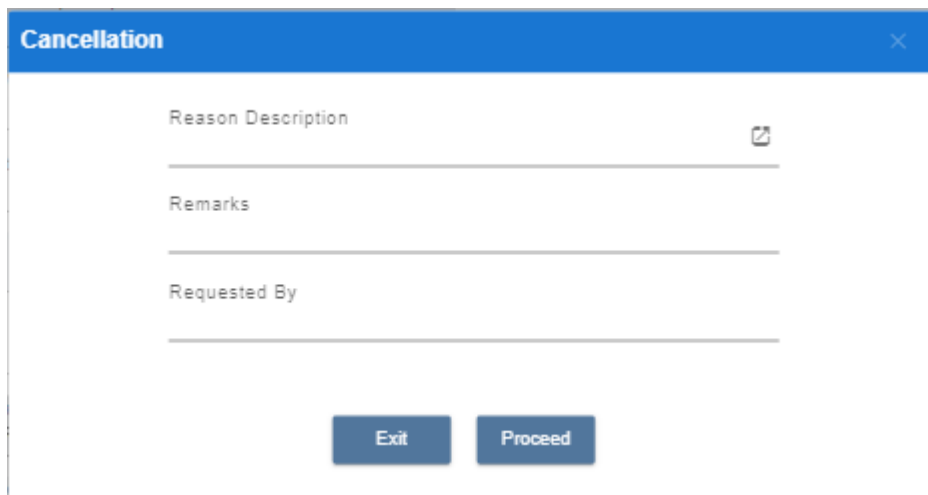
Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required


system will display with below alert ok and Back



By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.





By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	VCN No.	Vessel Name	Document Type	Doc Approved Date	Docs Source	Portal Agent Code	Portal Agent Name	Doc Date
INMAA120220005	Approved	INMAA1 2022 00011	MV PORTAL PER	IGM	11-04-2022 19:25	POS			11-04-2022 19:24
INMAA120220004	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	08-04-2022 13:46	POS			08-04-2022 13:37
INMAA120220001	Cancelled	INMAA120211978	MV CIMP IV	IGM	06-04-2022 18:00	POS			06-04-2022 17:58
INMAA120210018	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	23-03-2022 11:39	POS			23-03-2022 11:38
INMAA120210017	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 11:57	POS			22-03-2022 11:57
INMAA120210016	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 11:26	POS			22-03-2022 11:26
INMAA120210015	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 09:07	POS			22-03-2022 09:07
INMAA120210014	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 16:31	POS			21-03-2022 16:31
INMAA120220002	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	07-04-2022 19:29	POS			21-03-2022 16:31
INMAA120210013	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 11:25	POS			21-03-2022 11:25

User Interface Image 167-Cargo Release (List Data)-25.5.4

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33. BUSINESS FUNCTION NAME: EQUIPMENT REQUEST


33.1 DEFINITION:

Equipment Request is for requesting port for allocating HMC for Loading & Discharge of cargo from Vessel.

33.2 NAVIGATION

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

Menu Path	Menu Bar → Labor Planning → Equipment Request → Click on New button 
------------------	---

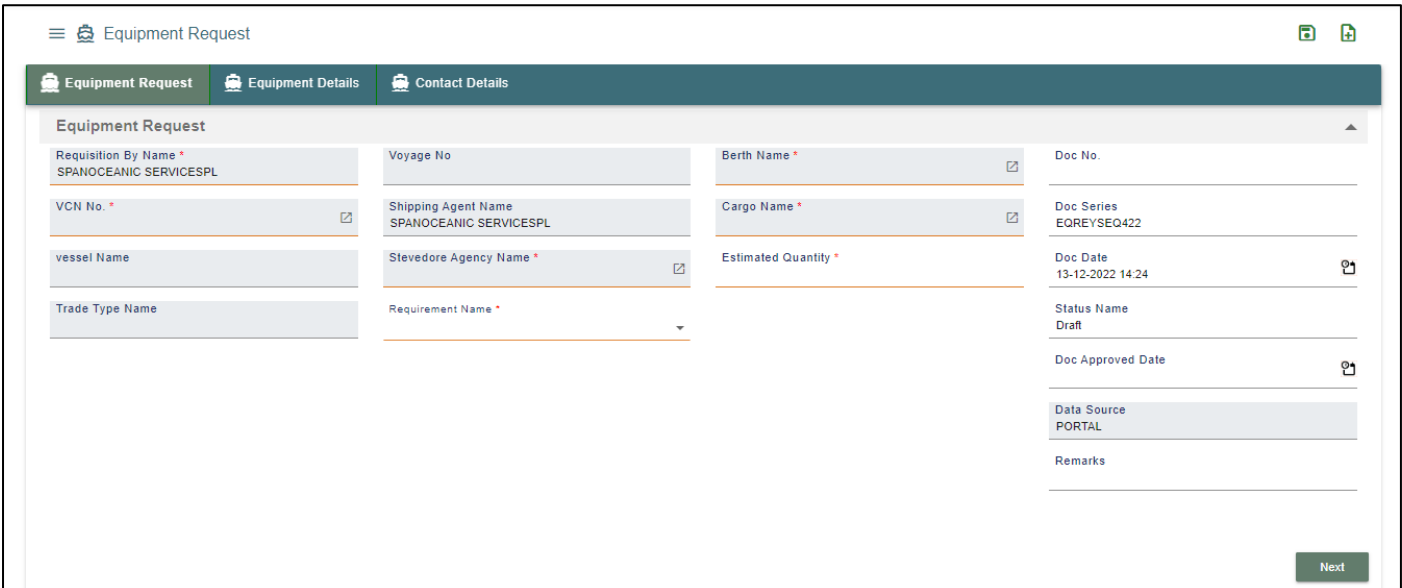
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

33.3 PREREQUISITES – MASTERS

33.4 SCREENSHOT

Following Screenshots are from Equipment Request.

Step 1- Click on New button  and We will redirect to screen like below.




User Interface Image 59-Equipment Request - 9.5.1


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

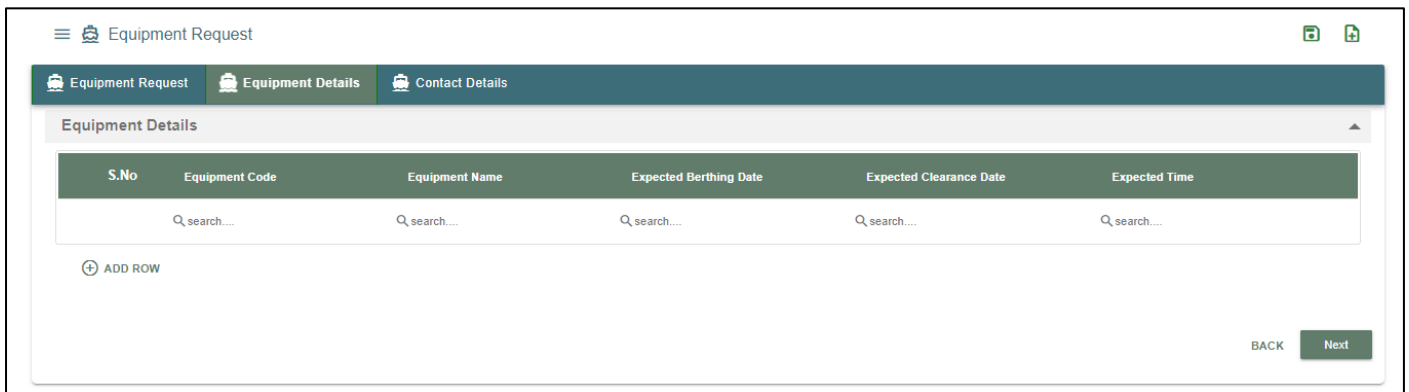
Below are the Field Information regarding Equipment Request Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

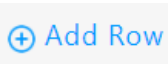
Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

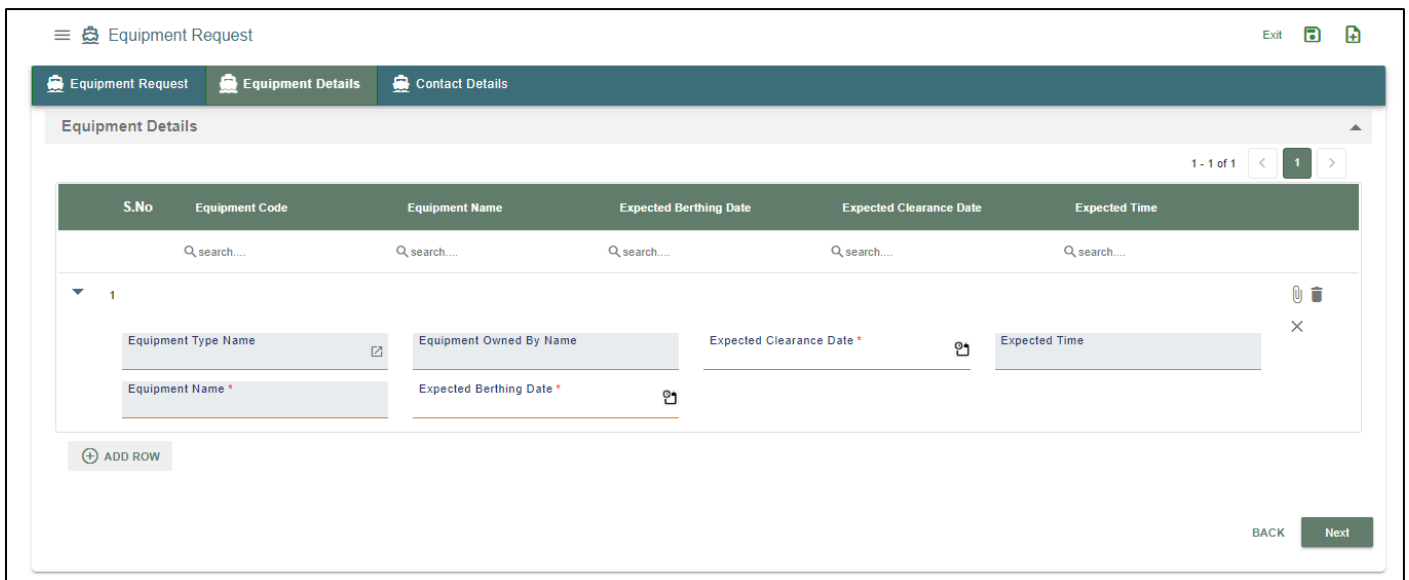


Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.



User Interface Image 59-Equipment Request 9.5.2(a)



Click on  to begin with data entry



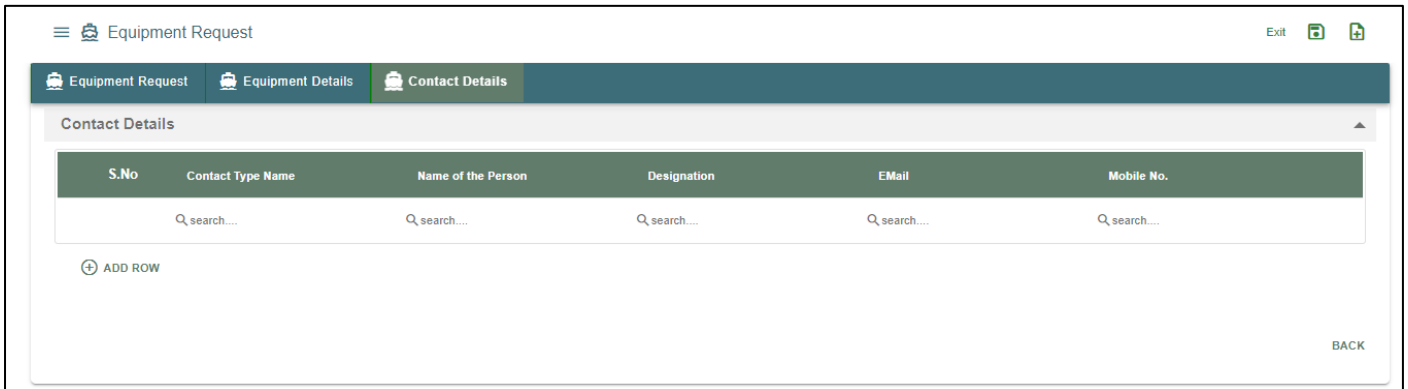
User Interface Image 59-Equipment Request 9.5.2(b)

Below are the Field Information regarding Equipment Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

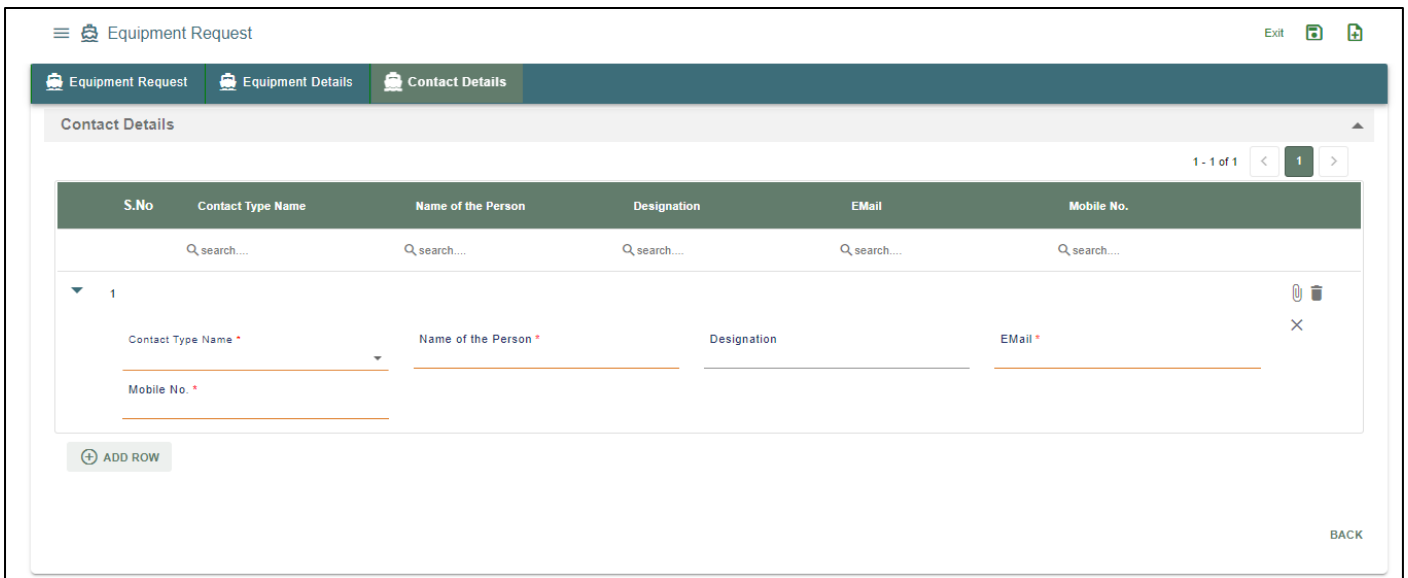
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 5: Click Next button from below of the Page user will move to Contact Details Section like Below.


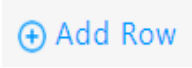




User Interface Image 59-Equipment Request 9.5.2(a)



Click on  to begin with data entry






User Interface Image 59-Equipment Request 9.5.2(b)

Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

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Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

or

Drag files here, to upload

UPLOAD **CLOSE**

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
						UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on Upload  button. System will display the status File uploaded on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES


or

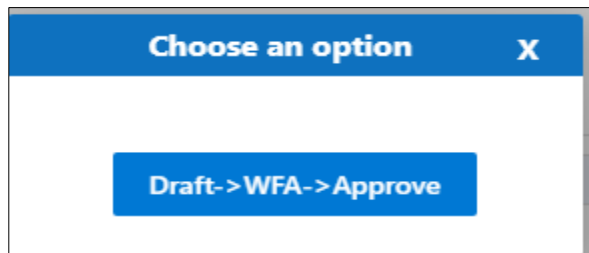
Drag files here, to upload

UPLOAD CLOSE

Click On Close Button


Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .





Choose an option from the popup .And now Work Flow will be initiated accordingly with id

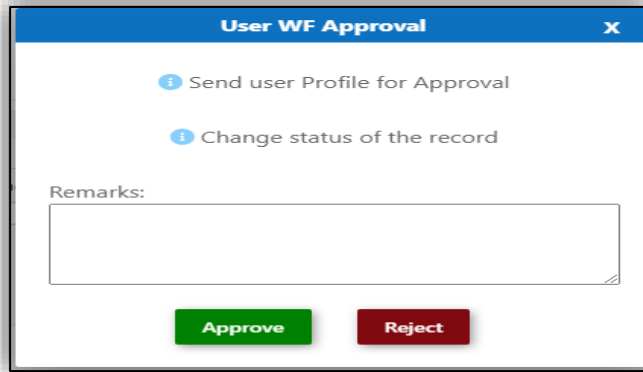
Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

 with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

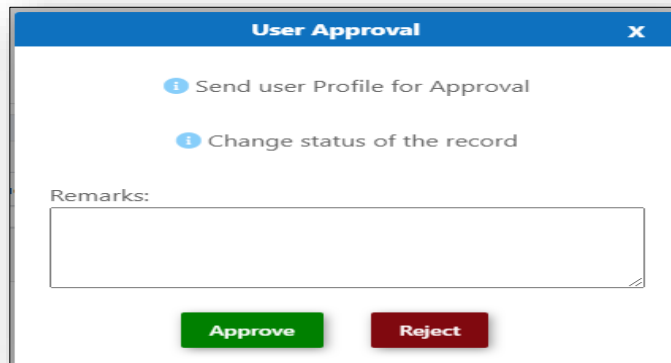
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation ✕


Reason Description ✎

Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


34. BUSINESS FUNCTION NAME: REQUEST BASED EQUIPMENT ALLOCATION


34.1 DEFINITION:



Based on Agent Equipment for allocating HMC for Loading & Discharge of cargo from Vessel. Port will Allocating Equipment to the ship.

34.2 NAVIGATION

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

Menu Path	Menu Bar → Labor Planning → Request Based Equipment Allocation → Click on New button 
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

34.3 PREREQUISITES – MASTERS

34.4 SCREENSHOT

Following Screenshots are from Request Based Equipment Allocation.

Step 1- Click on New button  and We will redirect to screen like below.




User Interface Image 59- Request Based Equipment Allocation - 9.5.1


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

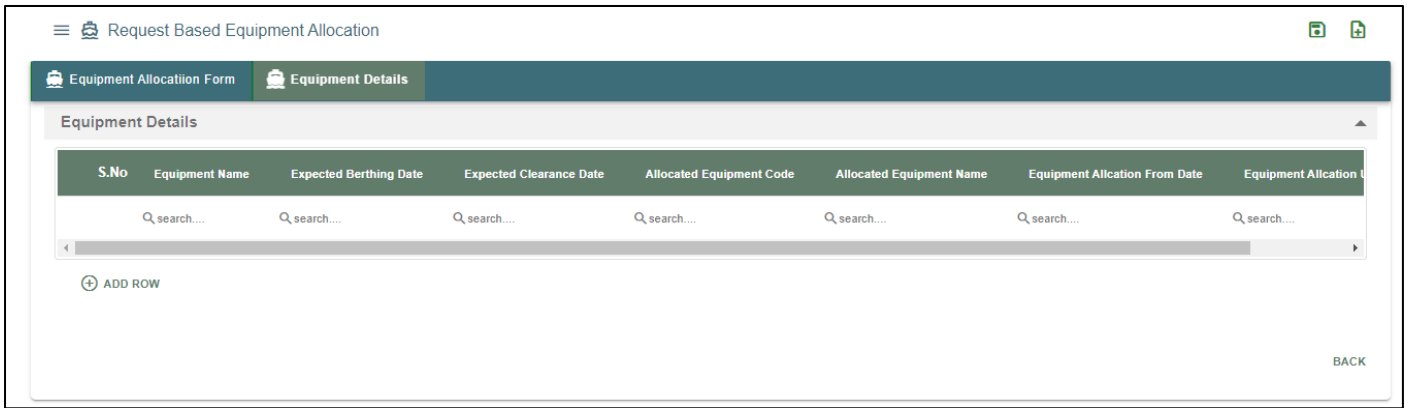
Below are the Field Information regarding Request Based Equipment Allocation Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

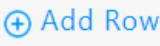
Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

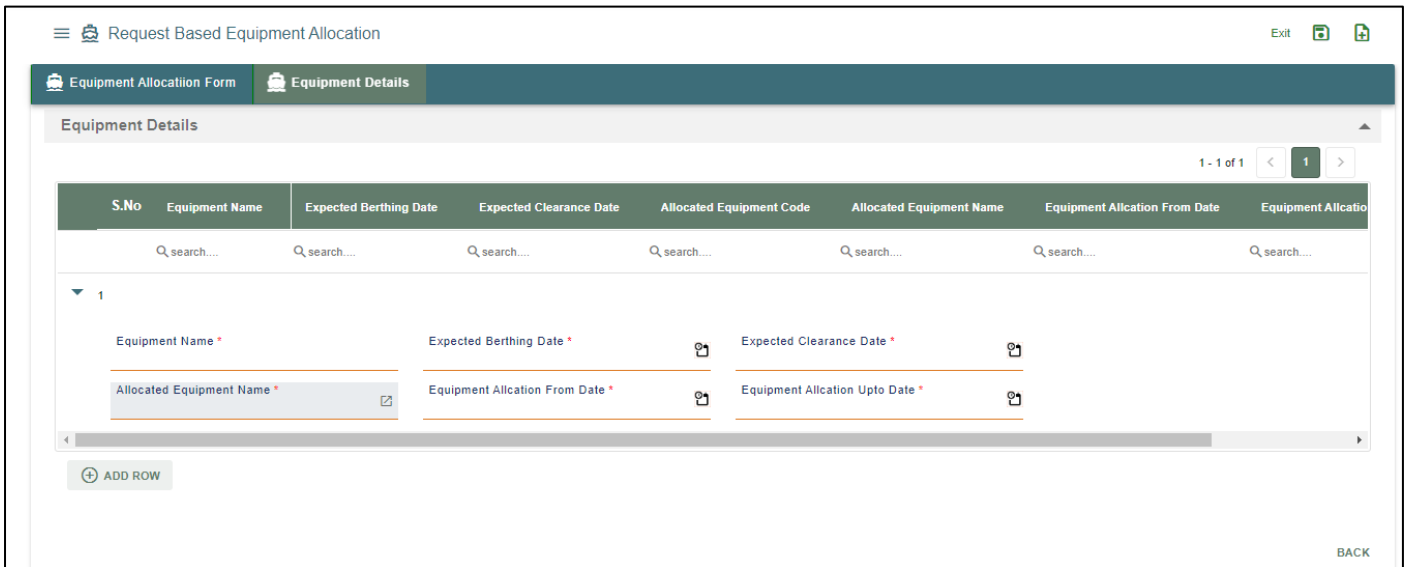


Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.



User Interface Image 59- Request Based Equipment Allocation - 9.5.1


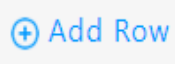

Click on  to begin with data entry






User Interface Image 59- Request Based Equipment Allocation - 9.5.1


Below are the Field Information regarding Equipment Details Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

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Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

 ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on Upload  button. System will display the status File uploaded on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES


or

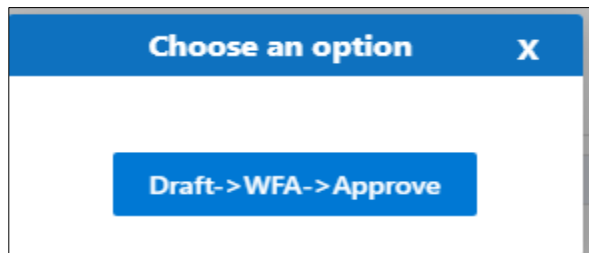
Drag files here, to upload

UPLOAD CLOSE


Click On Close Button



Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

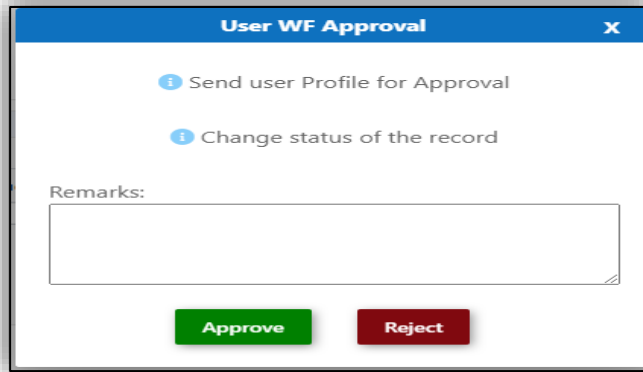
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

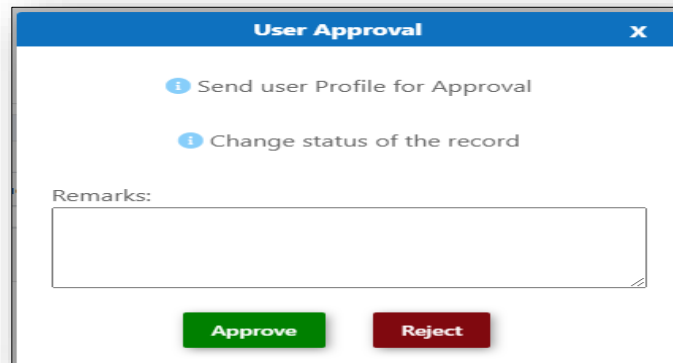
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Alert Message ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation ✕

Reason Description 📄

Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

35. BUSINESS FUNCTION NAME: STOCK ACCOUNTAL

35.1 DEFINITION:



This Function is for know How Much stock availed for Particular Party, Plot, VCN, IGM etc.

35.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Export Documentation → Stock Accountal → Click on Add New 📄
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX Q WHICH IS AVAILABLE ON TOOL BAR SECTION.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

35.3 PREREQUISITES – MASTERS

35.4 SCREENSHOT

Following Screenshots are from Stock Accountal.

Step 1- Click on New button  and We will redirect to screen like below.




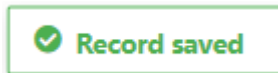
User Interface Image 59- Stock Accountal - 9.5.1


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

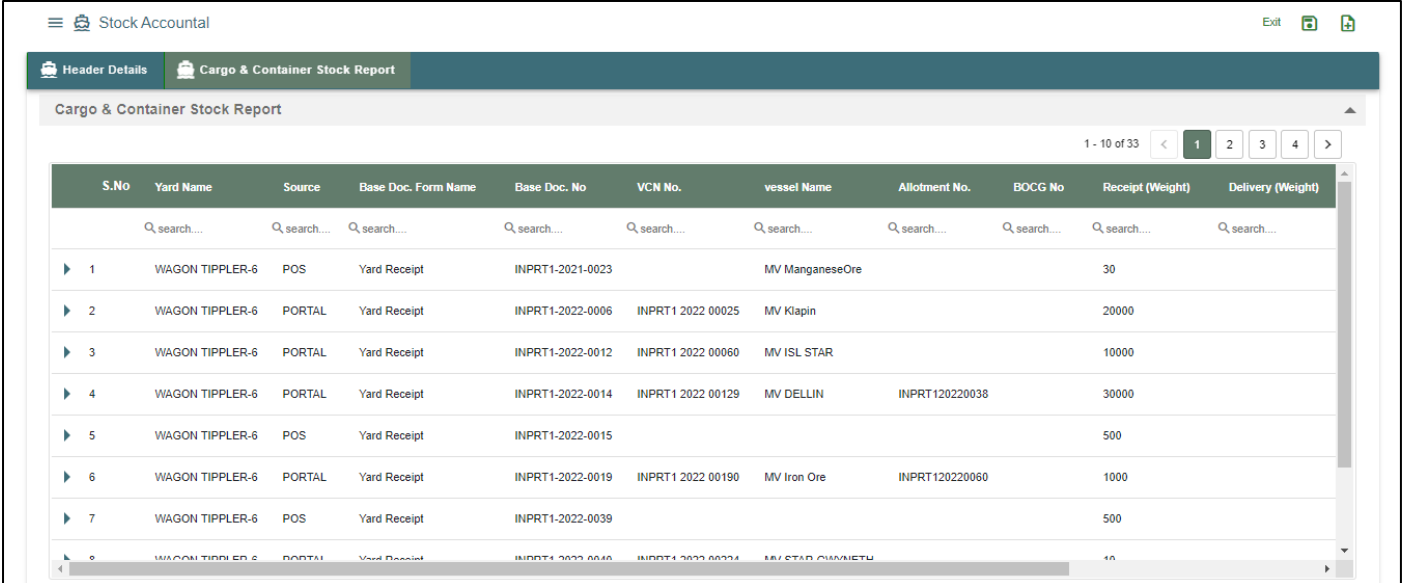
Below are the Field Information regarding Stock Accountal Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Cargo & Container Stock report section will be activated.



Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Cargo & Container Stock report section will be activated.



Stock Accountal

Header Details | Cargo & Container Stock Report

Cargo & Container Stock Report


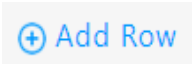

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S.No	Yard Name	Source	Base Doc. Form Name	Base Doc. No	VCN No.	vessel Name	Allotment No.	BOCG No	Receipt (Weight)	Delivery (Weight)
1	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2021-0023		MV ManganeseOre			30	
2	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0006	INPRT1 2022 00025	MV Klapin			20000	
3	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0012	INPRT1 2022 00060	MV ISL STAR			10000	
4	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0014	INPRT1 2022 00129	MV DELLIN	INPRT120220038		30000	
5	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2022-0015					500	
6	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0019	INPRT1 2022 00190	MV Iron Ore	INPRT120220060		1000	
7	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2022-0039					500	
8	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0040	INPRT1 2022 00334	MV STAR CUMIYETU			10	


User Interface Image 59- Stock Accountal - 9.5.1



Below are the Field Information regarding Cargo & Container Stock report Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.


Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES



or

Drag files here, to upload

UPLOAD CLOSE



Now Click on the Check boxes accordingly, then  button will be enable.

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Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required



+ ADD FILES SELECT FILES



or


Drag files here, to upload

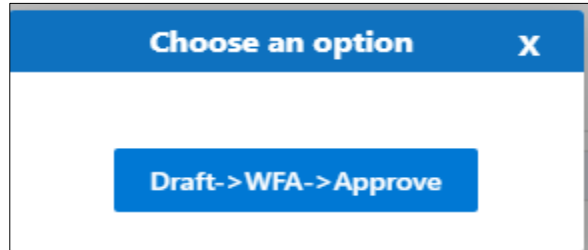
UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



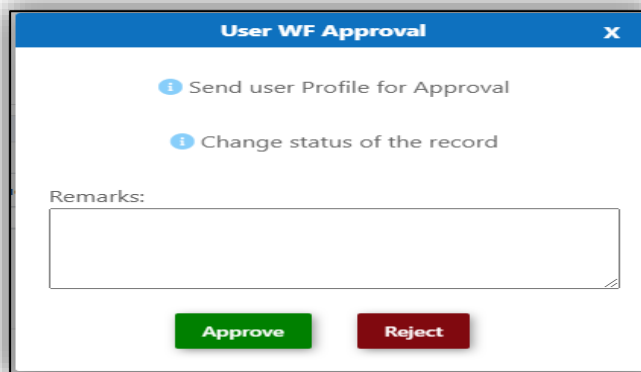
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



Successfully rejected.

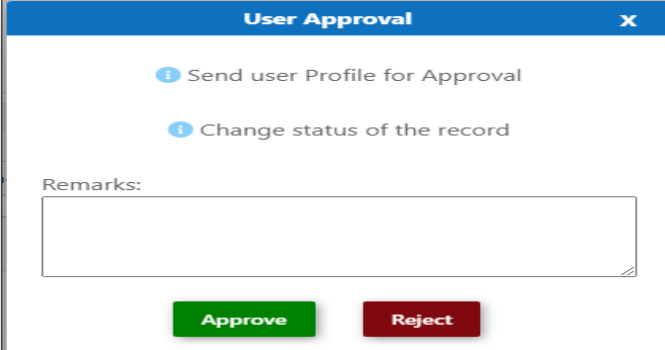
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

[Approve] [Reject]

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

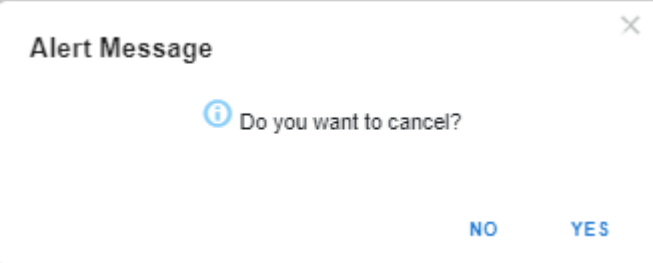
display on the screen. And the document status will be changed as 'REJECTED'.



Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

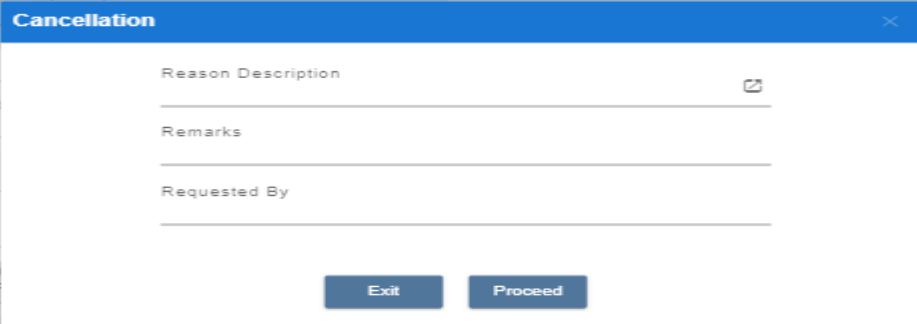


Alert Message [X]

Do you want to cancel?

[NO] [YES]

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]

Reason Description [Text Area]

Remarks [Text Area]



Requested By [Text Area]

[Exit] [Proceed]

Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in as Draft/Approved/Rejected/Cancel Status respectively


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36. BUSINESS FUNCTION NAME: STOCK APPLICATION


36.1 DEFINITION:

This Function is for know How Much stock availed for Particular Party, Plot, VCN, IGM etc.

36.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Export Documentation → Stock Application → Click on Add New 
------------------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

36.3 PREREQUISITES – MASTERS

1. Agent Master
2. Berth Master
3. Currency Master
4. Zone Master

36.4 SCREENSHOT

Following Screenshots are from Stock Application.


Step 1- Click on New button  and We will redirect to screen like below.

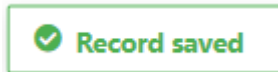
User Interface Image 59- Stock Application - 9.5.1


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

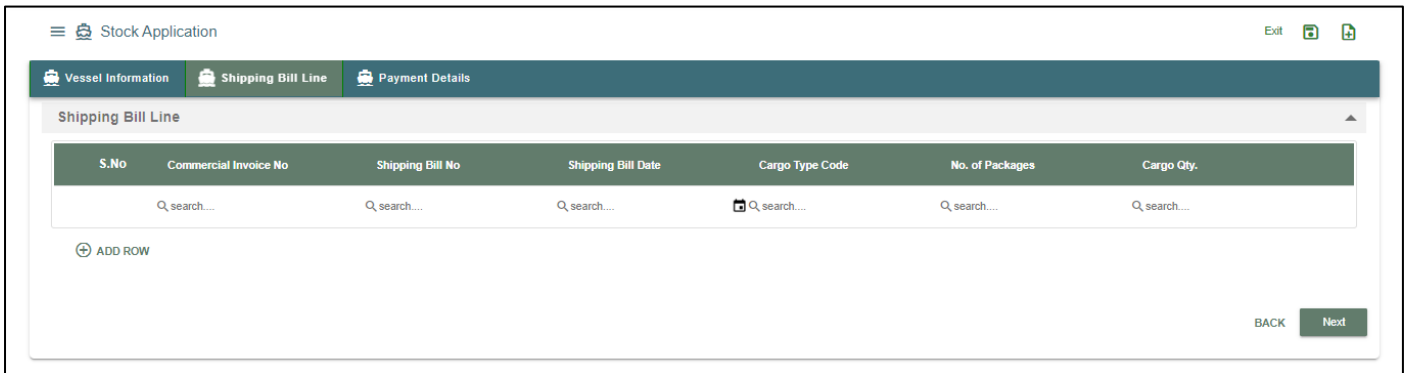
Below are the Field Information regarding Stock Application Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

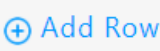
Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Shipping Bill Line section will be activated.

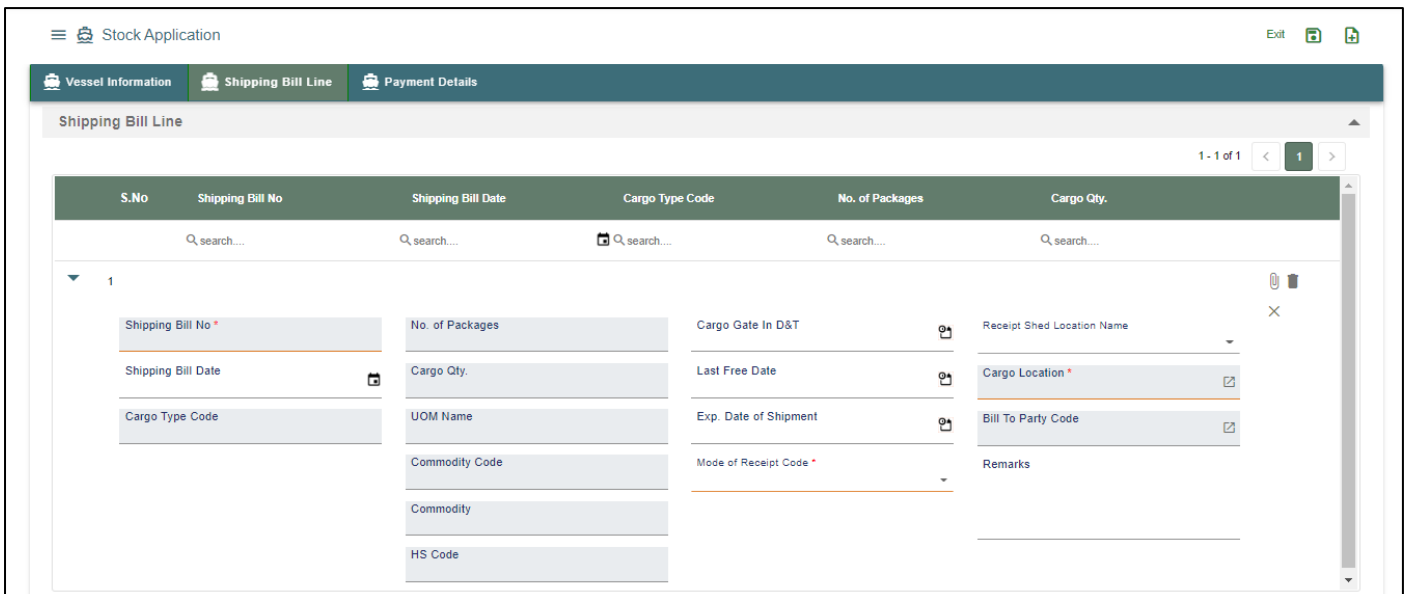




Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Shipping Bill Line section will be activated.



User Interface Image 59- Shipping Bill Line- 9.5.1

Click on  to begin with data entry

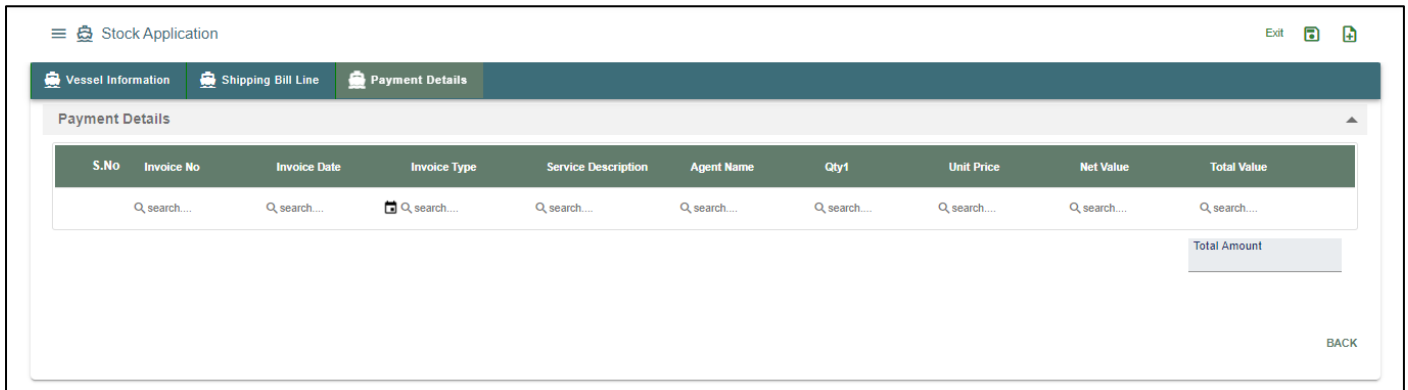



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Below are the Field Information regarding Shipping Bill Line Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Step 5: Once data is filled in Shipping Bill Line Details, click on Next button then user will move to Payment Details Section.



Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required



+ ADD FILES SELECT FILES


or



Drag files here, to upload

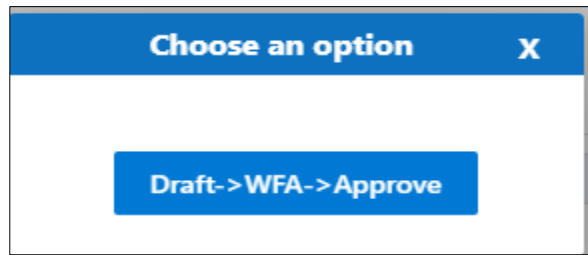
UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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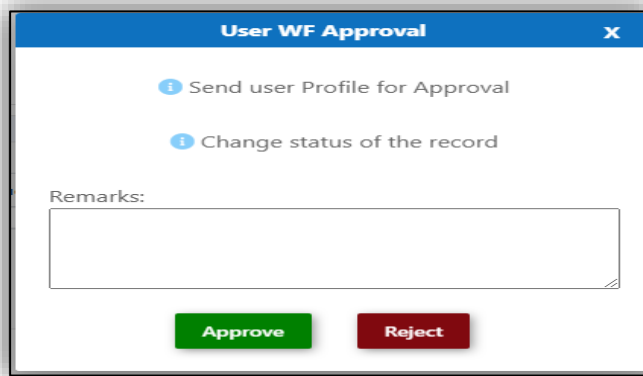
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.



If user reject the request following alert will display on the screen. **Successfully rejected.**

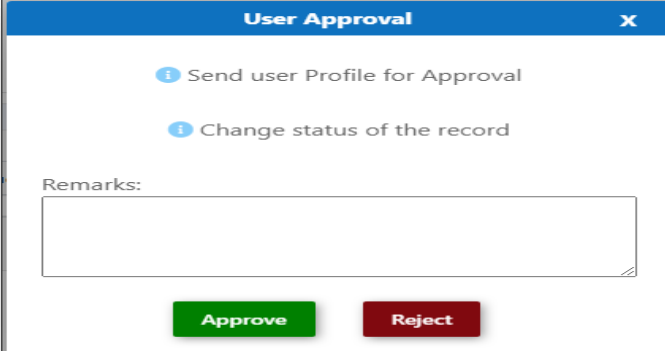
And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


Approve **Reject**

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

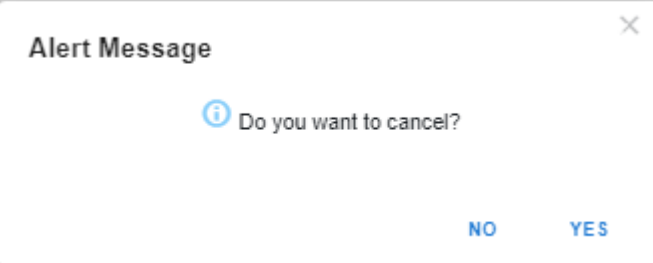
Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

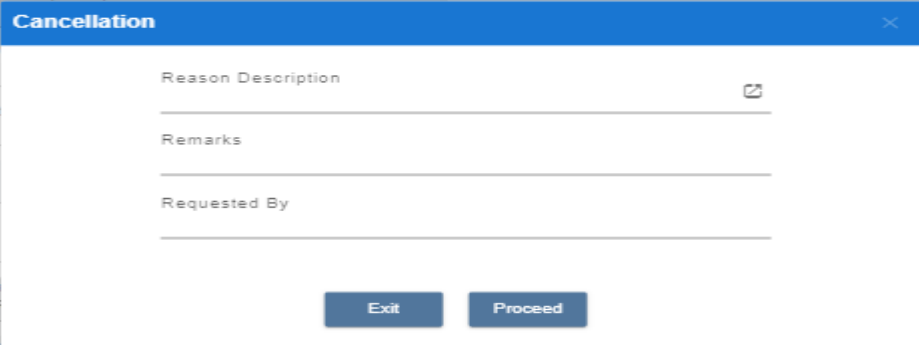


Alert Message [X]

Do you want to cancel?

NO **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]

Reason Description


Remarks



Requested By

Exit **Proceed**

Ok

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

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37. BUSINESS FUNCTION NAME: Transporter Booking


37.1 DEFINITION:

THE PURPOSE OF THIS FUNCTION IS TO BOOK ANY TRANSPORTER FOR PARTICULAR CARGO DELIVERY FROM PORT.

37.2 NAVIGATION

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


Menu Path	Menu Bar → Gate Operation → Transporter Booking → Click on New button 
------------------	---

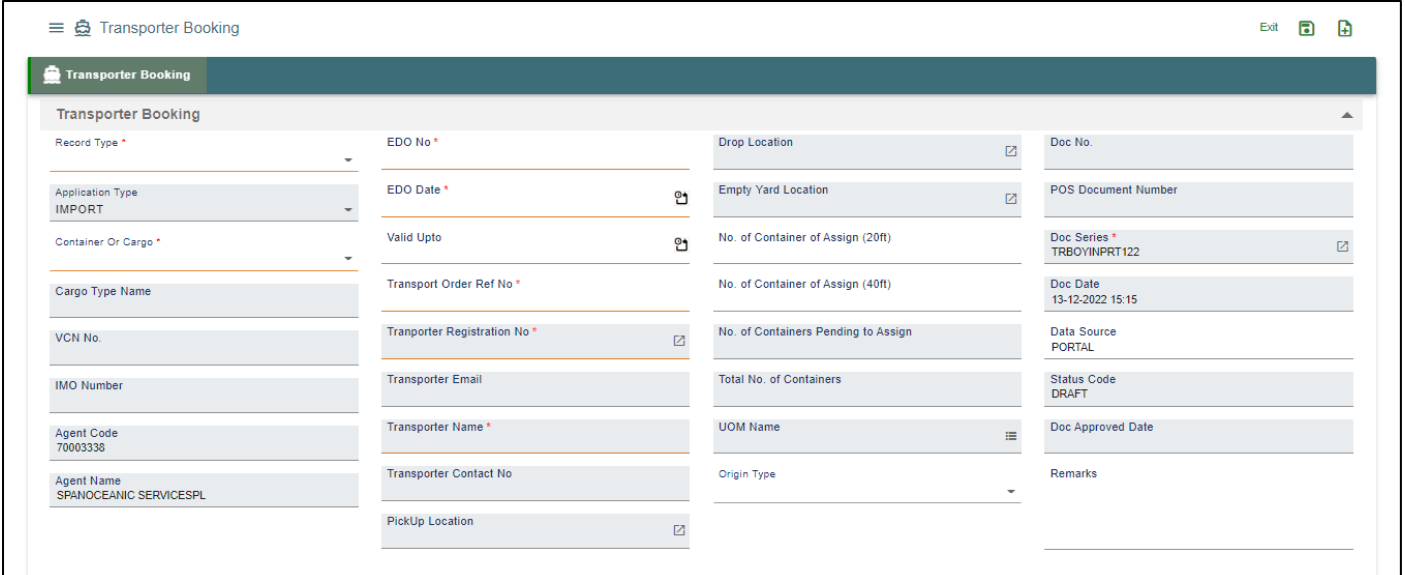
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

37.3 PREREQUISITES – MASTERS

37.4 SCREENSHOT

Following screenshot from Transporter Booking.

Step 1- Click on New button  . The user shall redirect to the screen like below-






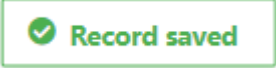
User Interface Image 359 –Transporter Booking 50.5.1


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

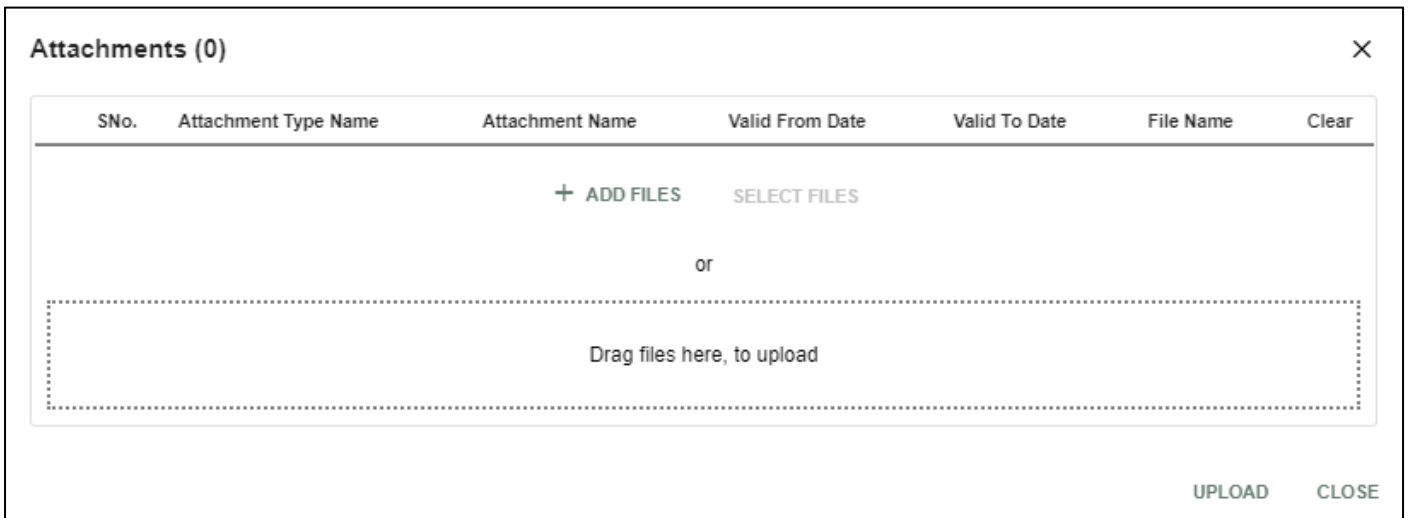
Below are the Field Information regarding Transporter Booking Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



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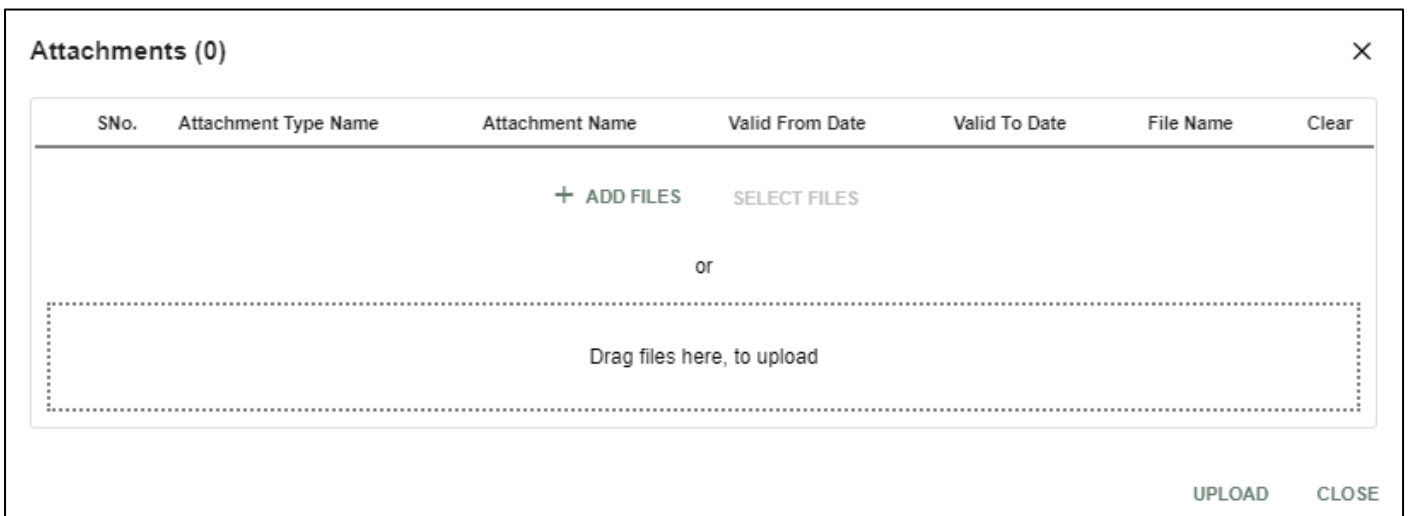
Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






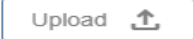
User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2


Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3


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Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List 			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>

Step 8: Click on Save, System will display the  status on the screen.



Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .



Choose an option
X

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step10: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to WFAPP

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:



APPROVE REJECT


Successfully Status changed to APPROVED

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

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Step 14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval


Remarks:

APPROVE REJECT

Step 15: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message ×

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation ✕


Reason Description * ✎

Remarks

Requested By

EXIT PROCEED


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Transporter Booking 🔄 📄

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Doc No.	POS Document Number	Status Code	Application Type	IGM No	EDO No	Container Or Cargo	Doc Date	Doc Approved Date	Data Source	Created By	Created Date
Q search...	Q search...	Q search...	Q search...	Q sear...	Q searc...	Q search...	search...	📅 search...	📅 Q search...	Q search...	search...
20		DRAFT	IMPORT				13-12-2022 15:17		PORTAL	70003338	13-12-2022 15:17
19		DRAFT	IMPORT				13-12-2022 15:17		PORTAL	70003338	13-12-2022 15:17


Step 18: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

⊕ Add Row

Clear ✕ Search 🔍

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

38. BUSINESS FUNCTION NAME: Truck Driver Change

38.1 DEFINITION:

THE PURPOSE OF THIS FUNCTION IS TO CHANGE THE DRIVER FOR A PARTICULAR VEHICLE.


38.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.


Menu Path	Menu Bar → Gate Operation → Truck Driver Change → Click on New button 
------------------	---

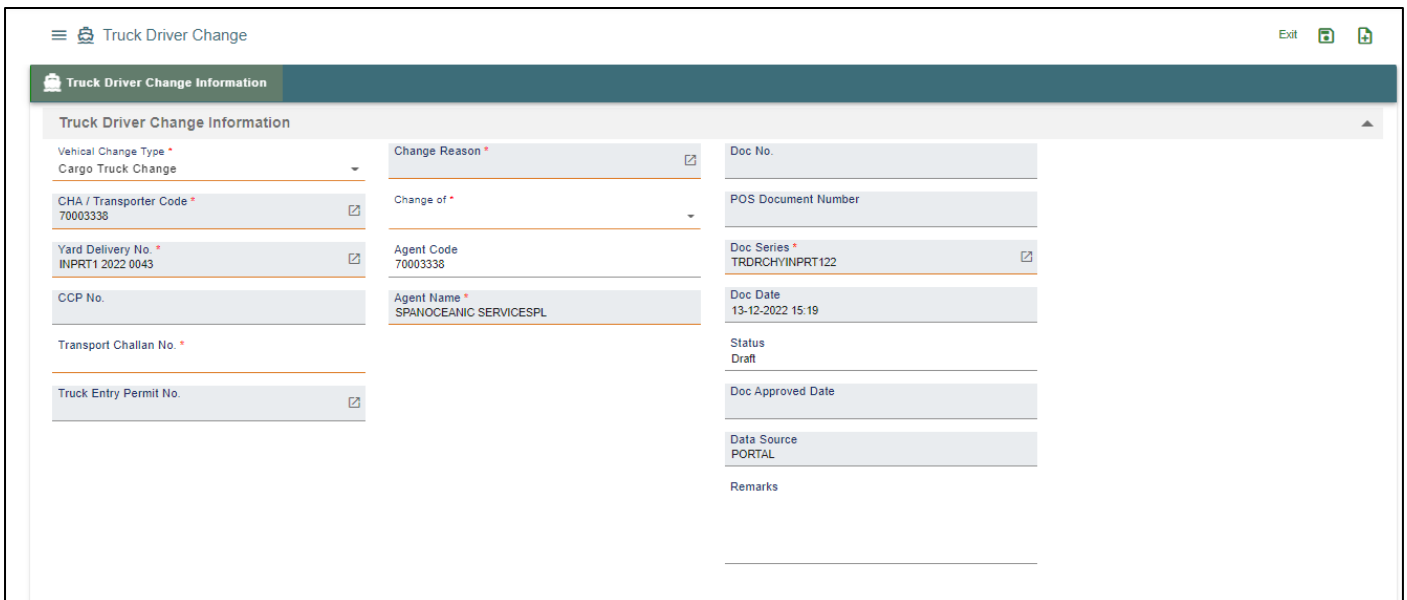
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

38.3 PREREQUISITES – MASTERS

38.4 SCREENSHOT

Following screenshot from Truck Driver Change.

Step 1- Click on New button  . The user shall redirect to the screen like below-



The screenshot shows the 'Truck Driver Change Information' form. It includes the following fields:



- Truck Driver Change Information** (Section Header)
- Vehicle Change Type ***: Cargo Truck Change
- Change Reason ***: Change of *
- Doc No.**
- CHA / Transporter Code ***: 70003338
- Agent Code**: 70003338
- POS Document Number**
- Yard Delivery No. ***: INPRT1 2022 0043
- Agent Name ***: SPANOCEANIC SERVICESPL
- Doc Series ***: TRDRCHYINPRT122
- CCP No.**
- Agent Name ***: SPANOCEANIC SERVICESPL
- Doc Date**: 13-12-2022 15:19
- Transport Challan No. ***
- Agent Name ***: SPANOCEANIC SERVICESPL
- Doc Date**: 13-12-2022 15:19
- Truck Entry Permit No.**
- Agent Name ***: SPANOCEANIC SERVICESPL
- Doc Date**: 13-12-2022 15:19
- Status**: Draft
- Doc Approved Date**
- Data Source**: PORTAL
- Remarks**



User Interface Image 359 –Truck Driver Change 50.5.1


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

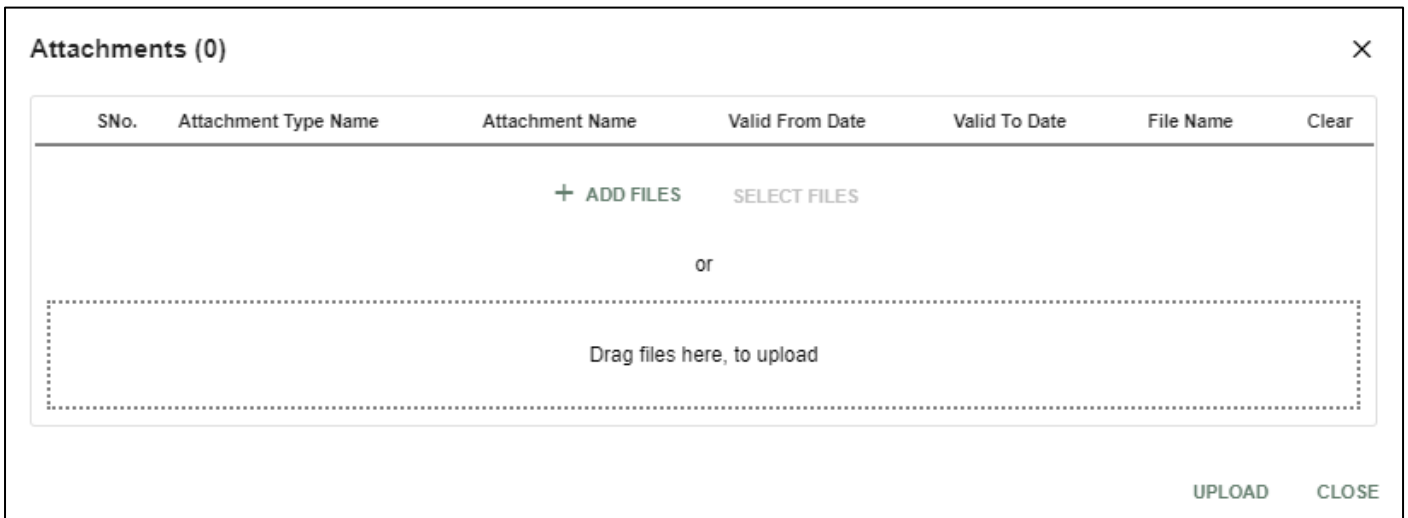
Below are the Field Information regarding Truck Driver change Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



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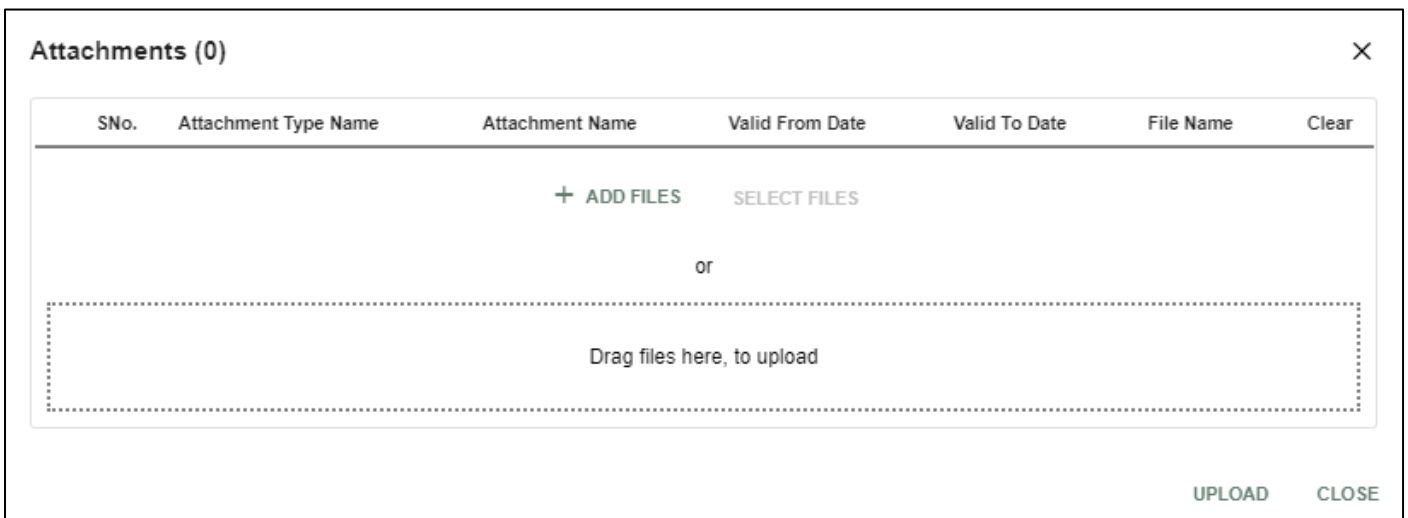
Step 3: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 4: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






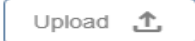
User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2


Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3


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Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 7: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.


Check List 			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>



Step 8: Click on Save, System will display the  status on the screen.



Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .

Choose an option
X

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id 

Step10: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval ×

Send user Profile for Approval

Remarks:


APPROVE REJECT

Successfully Status changed to WFAPP

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:



APPROVE REJECT


Successfully Status changed to APPROVED

Step13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. ! Remarks required! Up On

Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Step 14: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval


Remarks:

APPROVE REJECT

Step 15: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message ×

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation ✕


Reason Description * ✎

Remarks

Requested By

EXIT PROCEED


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰ Truck Driver Change 🔄 📄

1 - 2 of 2 10 < 1 >

Doc No.	POS Document Number	Status	CCP No.	Transport Challan No.	Truck Entry Permit No.	Agent Name	Agent Code	Doc Date	Doc Approved Date	Data Source
Q sear...	Q search...	Q sea...	Q searc...	Q search...	Q search...	Q search...	Q search...	search...	search...	Q search...
28		Draft				SPANOCEANIC SERVICESPL	70003338	13-12-2022 15:24		PORTAL
27		Draft				SPANOCEANIC SERVICESPL	70003338	13-12-2022 15:19		PORTAL


Step 18: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

+ Add Row

Clear ✕
Search 🔍

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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39. BUSINESS FUNCTION NAME: BILL OF COASTAL GOODS


39.1 DEFINITION:

This Function is for Import of Coastal Cargo.

39.2 NAVIGATION

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


Menu Path	Menu Bar → Cargo → Others → Bill of Coastal Goods → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

39.3 PREREQUISITES – MASTERS

39.4 SCREENSHOT

Following Screenshots are from Bill Of Coastal Goods.

Step 1- Click on New button  and We will redirect to screen like below.



Bill of Goods		Details Of Goods	
Document *	Importer *	Port of Loading Name *	Doc No.
Bill of Coastal Goods			
VCN No. *	IE Code	Port of Discharge Name *	POS Document Number
INPRT120220280			
vessel Name	Address 1	Import Application No	Doc Series *
MT TANKER VESSEL			BICOGOYINPRT122
Voyage No	IGM No	Name of Master	Doc Date
s12	C280		13-12-2022 15:28
Nationality Name	IGM Date	Total Quantity	Status
INDIA	06-12-2022		Draft
Vessel Run	Shipping Agent	Total No. of Packages	Doc Approved Date
Coastal	SPANOCEANIC SERVICESPL		
Application Type *	Agent Code	BOCG No *	Data Source
IMPORT	70003338		PORTAL
CHA Code *		BOCG Date *	Remarks
70003338			
CHA Name			
SPANOCEANIC SERVICESPL			


User Interface Image 59- Bill Of Coastal Goods- 9.5.1

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


Below are the Field Information regarding Bill Of Coastal Goods Details Section.

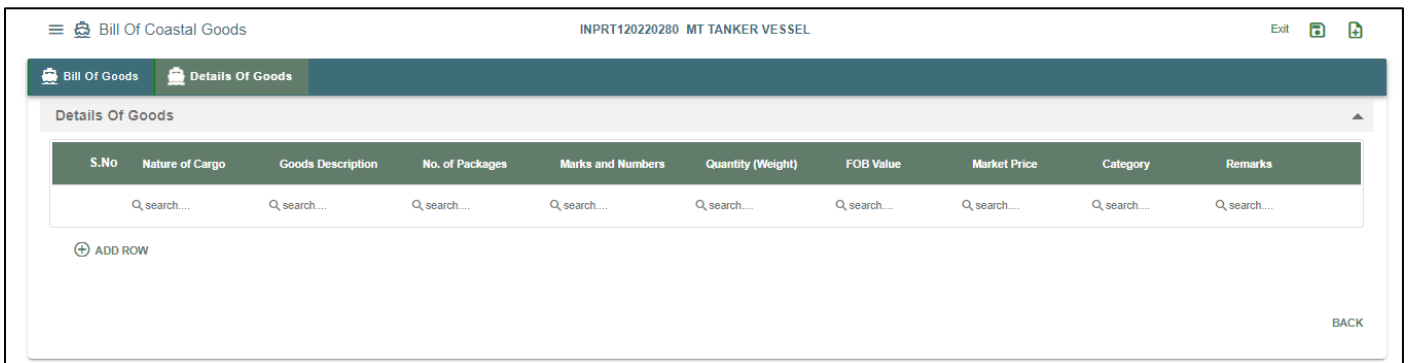
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Details of Goods section will be activated.



Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Details of Goods section will be activated.

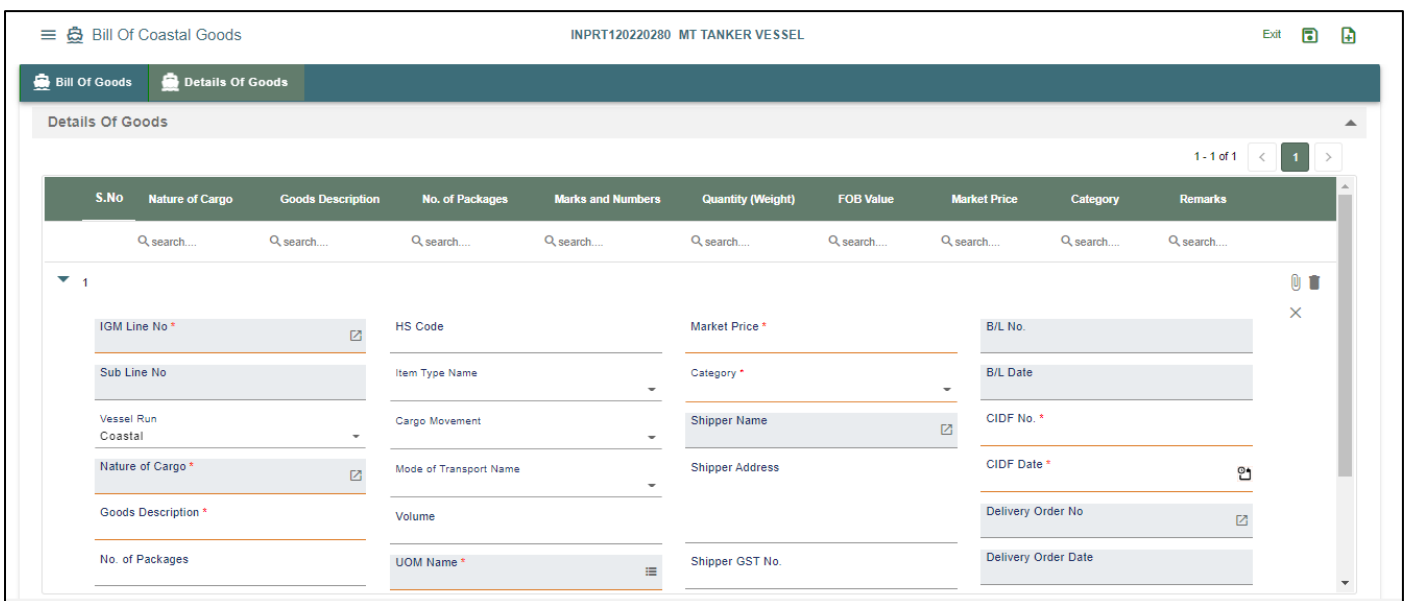



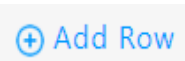

User Interface Image 59- Details of Goods - 9.5.1



Below are the Field Information regarding Cargo & Container Stock report Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Click on  to begin with data entry






Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

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Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required.x**

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required
<div style="border: 1px dashed gray; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">+ ADD FILES SELECT FILES</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Drag files here, to upload</p> </div>						
UPLOAD CLOSE						

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES


or

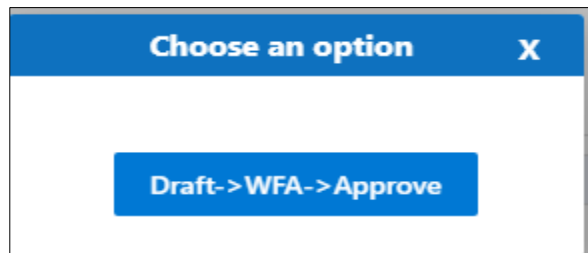
Drag files here, to upload

UPLOAD CLOSE

Click On Close Button


Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .





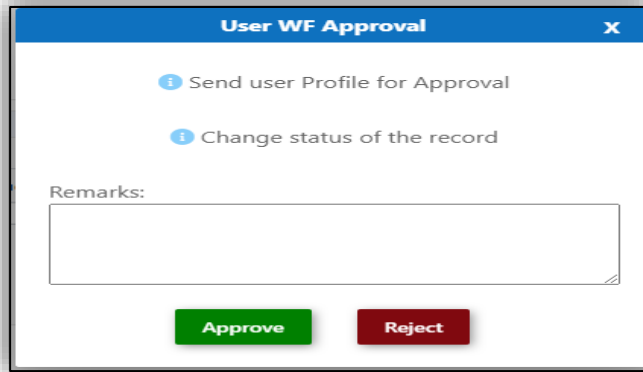
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

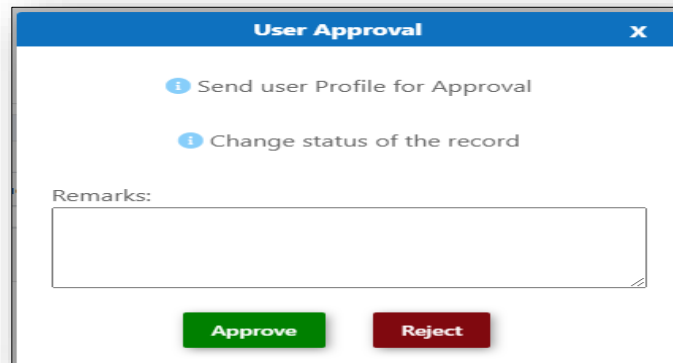
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

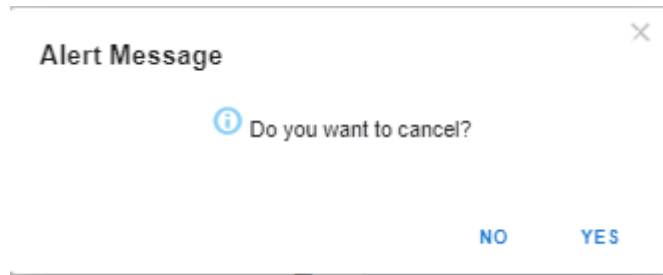
display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

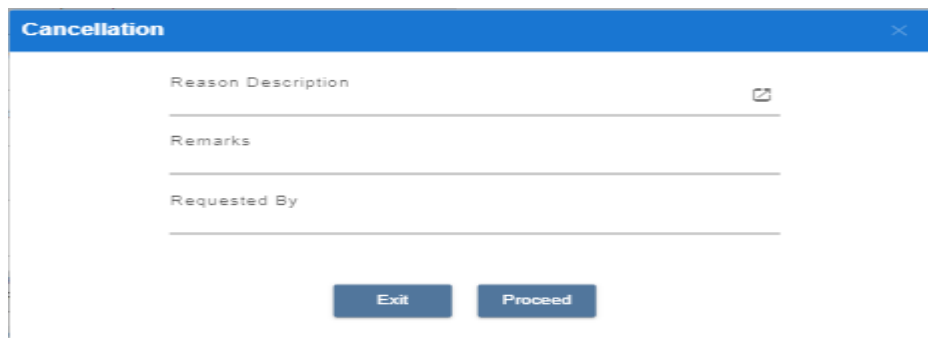
Confirmation required


system will display with below alert ok and Back


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By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


40. BUSINESS FUNCTION NAME: TRANSSHIPMENT PERMIT

40.1 DEFINITION:

This Function is for Import of Transshipment Cargo.

40.2 NAVIGATION

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


Menu Path	Menu Bar → Cargo → Others → Transshipment Permit → Click on New button 
------------------	--

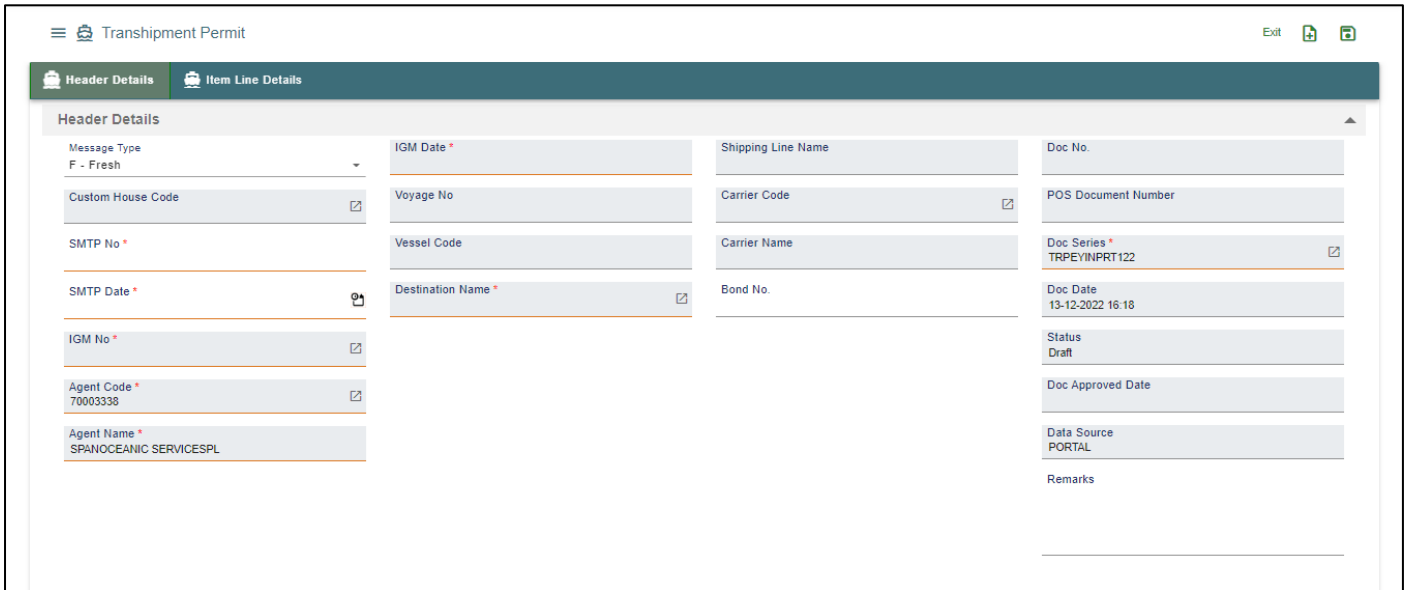
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

40.3 PREREQUISITES – MASTERS

40.4 SCREENSHOT

Following Screenshots are from Transshipment Permit.

Step 1- Click on New button  and We will redirect to screen like below.



The screenshot shows the 'Transshipment Permit' form with the 'Header Details' section active. The form contains several input fields with red asterisks indicating mandatory fields. The fields are organized into three columns:


- Column 1:** Message Type (F - Fresh), Custom House Code, SMTP No *, SMTP Date *, IGM No *, Agent Code (70003338), Agent Name (SPANOCENIC SERVICESPL).
- Column 2:** IGM Date *, Voyage No, Vessel Code, Destination Name *.
- Column 3:** Shipping Line Name, Carrier Code, Carrier Name, Bond No., Doc No., POS Document Number, Doc Series * (TRPEYINPRT122), Doc Date (13-12-2022 16:18), Status (Draft), Doc Approved Date, Data Source (PORTAL), Remarks.

User Interface Image 59- Transshipment Permit - 9.5.1


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

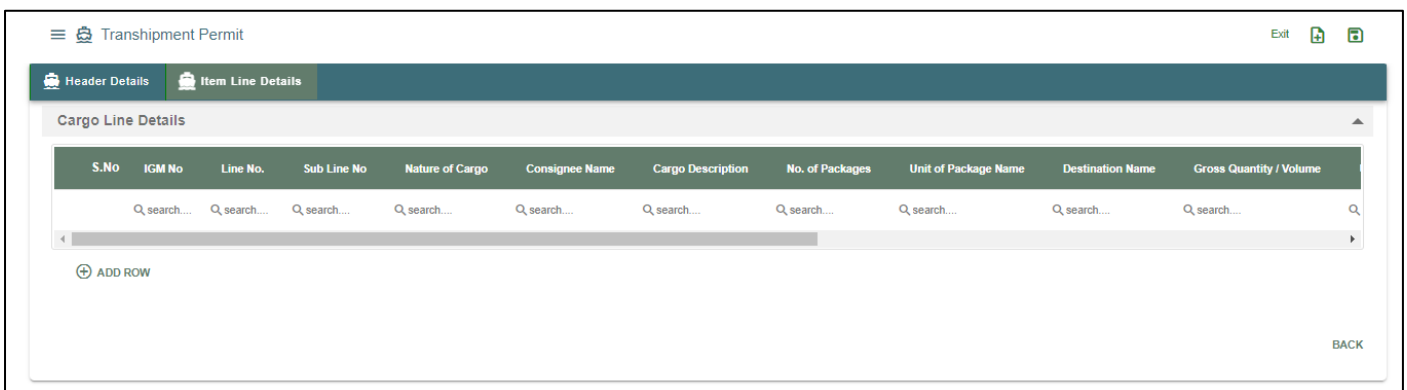
Below are the Field Information regarding Transshipment Permit Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Item Line Details section will be activated.



Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Item Line Details section will be activated.

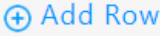


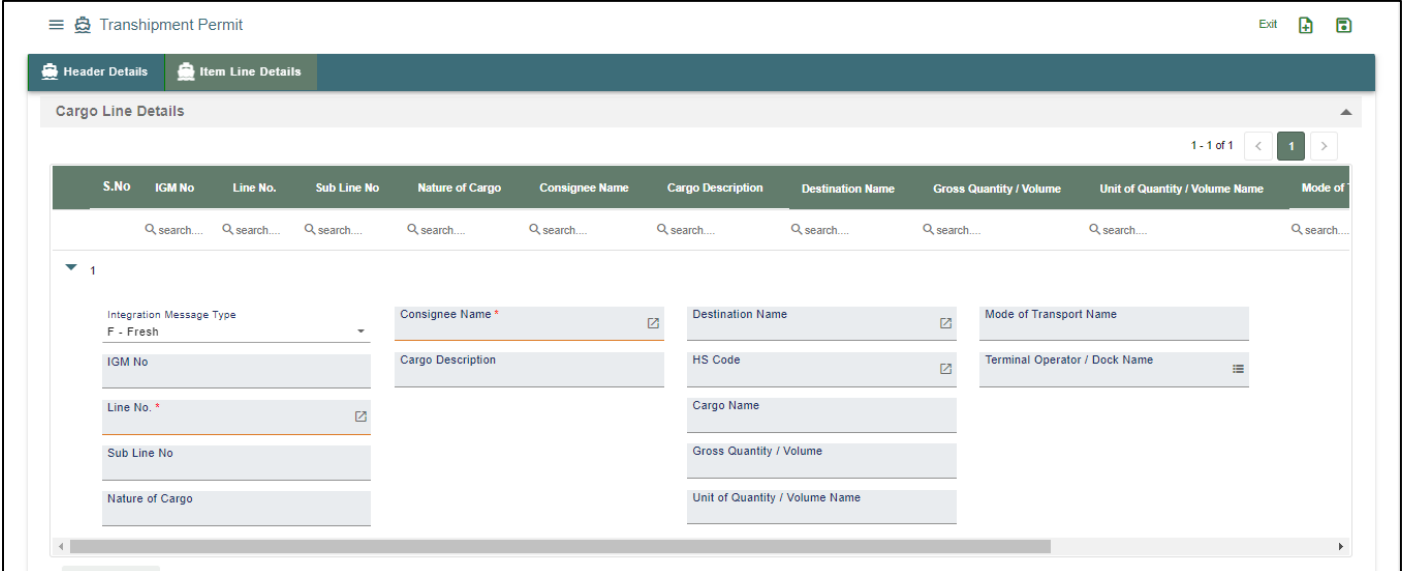
The screenshot shows the 'Transshipment Permit' form with the 'Cargo Line Details' section active. It features a table with the following columns: S.No, IGM No, Line No., Sub Line No, Nature of Cargo, Consignee Name, Cargo Description, No. of Packages, Unit of Package Name, Destination Name, and Gross Quantity / Volume. Below the table is an 'ADD ROW' button and a 'BACK' button.




User Interface Image 59- Transshipment Permit - 9.5.1


Below are the Field Information regarding Item Line Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Click on  to begin with data entry





Step 5: Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.


Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required


+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents *File Required.x

Attachments (1) ✕

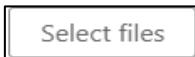
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

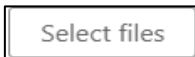
+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE



Now Click on the Check boxes accordingly, then  button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required

+ ADD FILES SELECT FILES

or

Drag files here, to upload

UPLOAD CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 ▼				*File Required



+ ADD FILES SELECT FILES



or


Drag files here, to upload

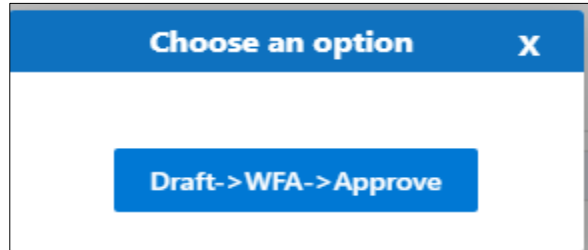
UPLOAD CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


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Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



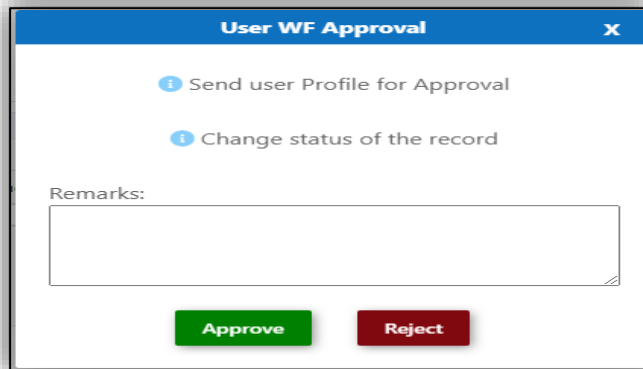
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



Successfully rejected.

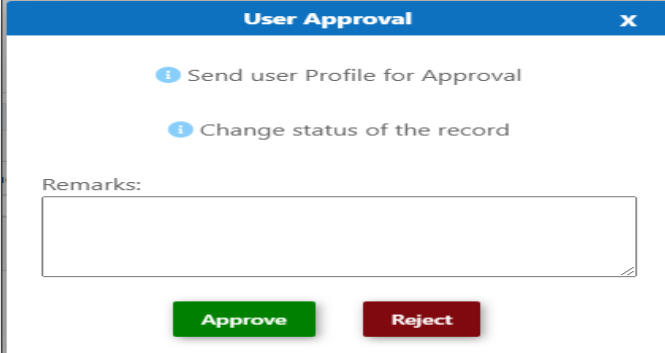
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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User Approval [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

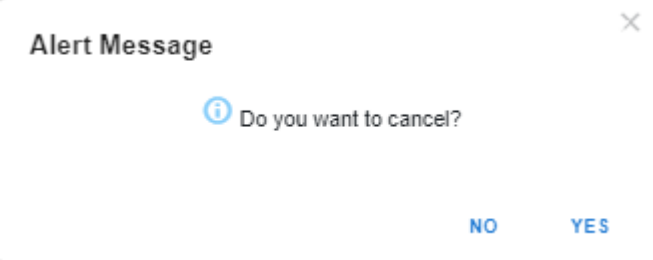
Approve
Reject

Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display Confirmation required with below alert ok and Back

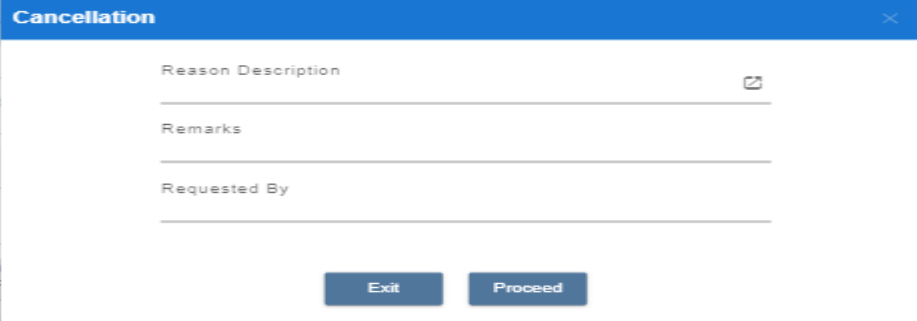


Alert Message [X]

Do you want to cancel?

NO YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



Cancellation [X]


Reason Description



Remarks

Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively.

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41. BUSINESS FUNCTION NAME: ASSESSMENT CHARGES FOR VESSEL


41.1 DEFINITION:

THE SHIPPING AGENT SUBMITS THIS REQUEST TO THE PORT TO GET THE AMOUNT TO BE PAID TO THE PORT FOR THE VESSEL SERVICES.

41.2 NAVIGATION

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

Menu Path	Menu Bar → Marine → Billing → Transactions → ASSESSMENT CHARGES FOR VESSEL → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

41.3 PREREQUISITES – MASTERS

1. Agent
2. Agent Type
3. UOM
4. Location
5. Currency

41.4 SCREENSHOTS

Following screenshot from Assessment charges of Vessel

Step 1- Click on New button  . The user shall redirect to the screen like below-

User Interface Image 325-Assessment Charges for Vessel 43.5.1

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

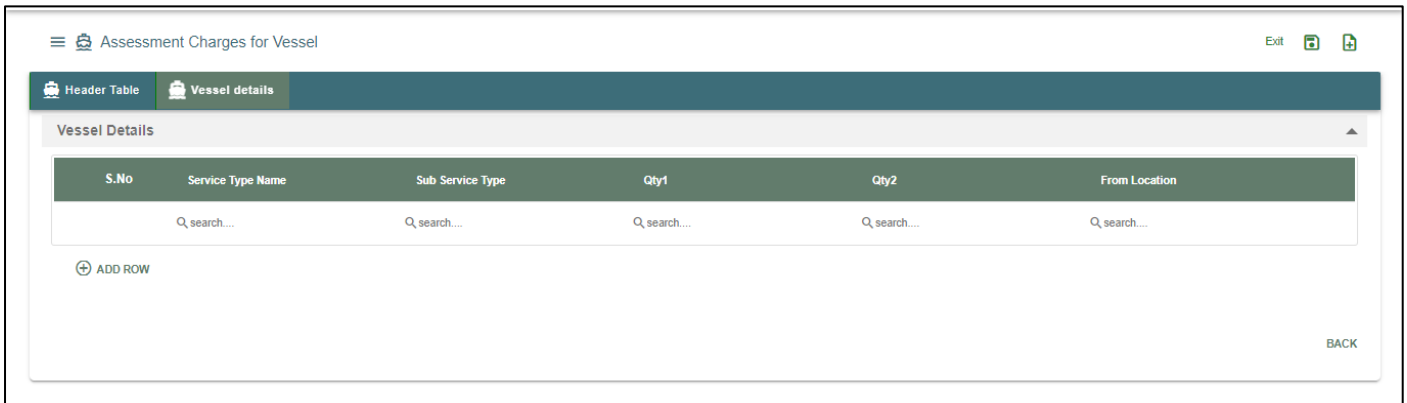
Below are the Field Information regarding **Header Details** Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Record Type*	Yes	Auto populate/Dropdown
CALINF Ref Number	No	Autopopulate
VCN No.*	Yes	Autopopulate/Form Lookup
Vessel Name	No	Autopopulate
Purpose of Visit	No	Autopopulate
GRT	No	Autopopulate
SBT	No	Autopopulate/Text Box
IGM No	No	Autopopulate
IGM Date	No	Autopopulate
Rotation No	No	Autopopulate
Rotation Date	No	Autopopulate
Service Category*	Yes	Autopopulate/Dropdown
Vessel Type	No	Autopopulate
Agency Type Qualifier Code*	Yes	Autopopulate/Form Lookup
Agency Code*	Yes	Autopopulate/Form Lookup
Currency Code for Payment	No	Autopopulate/Form Lookup
Trade*	Yes	Autopopulate/Dropdown
Trade Status Change*	Yes	Autopopulate/Dropdown
Expected Status Change Date	No	Autopopulate/Calendar
TDS*	Yes	Autopopulate/Dropdown
Terminal Code	No	Autopopulate/Form Lookup

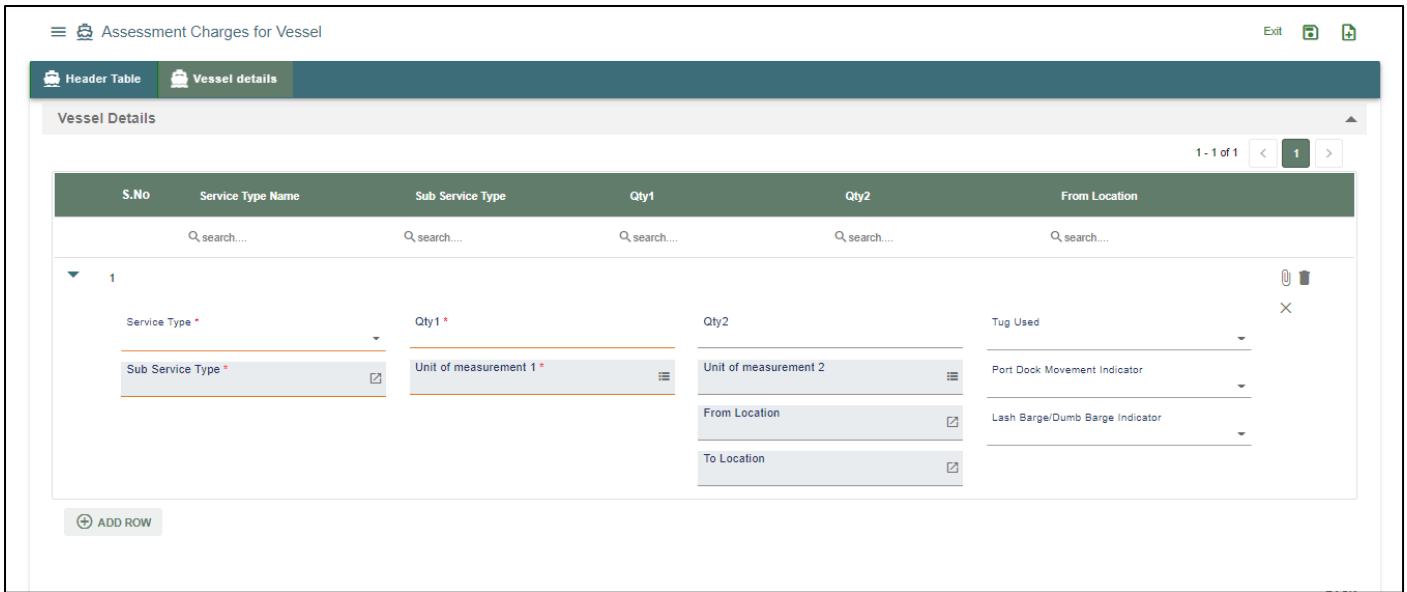
Payment Mode*	Yes	Autopopulate/Dropdown
PD Account No	Yes/No	Autopopulate/Text Box
Expected Stay of Vessel At Berth (Hours)	No	Autopopulate/Text Box
Date of Last Vessel Visit	No	Autopopulate/Calendar
Tonnage on Deck	No	Autopopulate/Text Box
Habour Type	No	Autopopulate/Text Box
Channel Route	No	Autopopulate/Text Box
Applicants Bank MICR Code	No	Autopopulate/Text Box
Applicants Bank IFSC Code	No	Autopopulate/Text Box
Applicants Bank Account No	No	Autopopulate/Text Box
Entry in Ballast*	Yes	Autopopulate/Dropdown
Berth Type	No	Autopopulate/Dropdown
Operation	No	Autopopulate/Dropdown
Bill to Party Code	No	Autopopulate/Text Box
Remarks	No	Text Box

Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the vessel Details page as below. Click on the **+ Add Row** button.



User Interface Image 332- Assessment Charges for Vessel 43.5.2

Step 4: The system shall display below fields to enter.






User Interface Image 326- Assessment Charges for Vessel 43.5.3

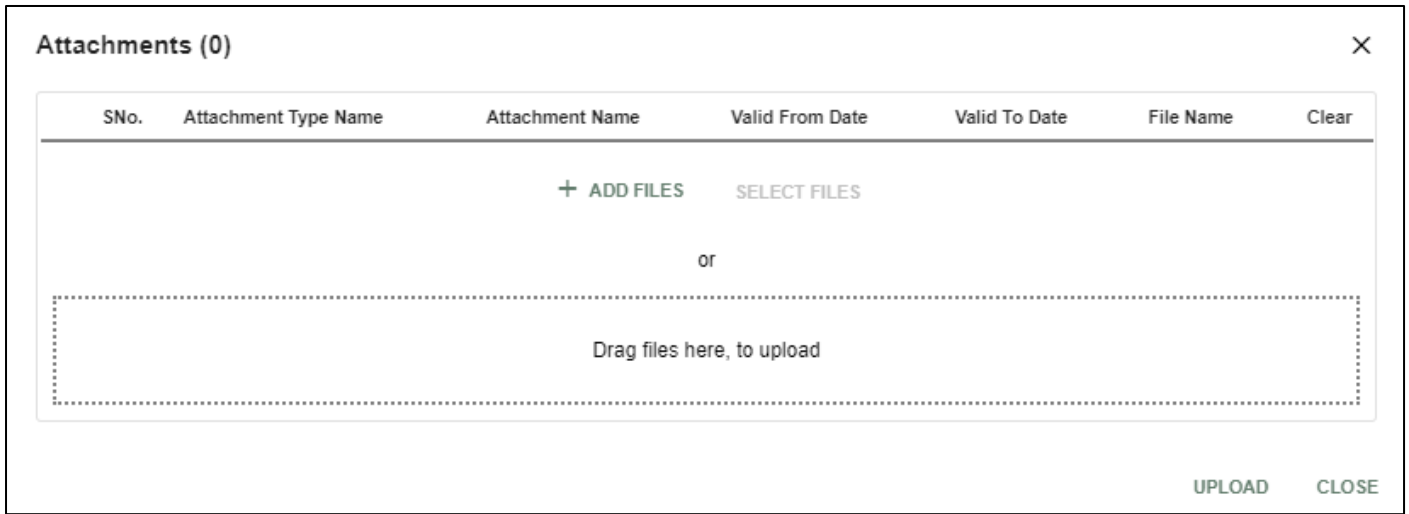
Below are the Field Information regarding **Vessel Details** Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	Mandatory	Fill Type
Record Type*	Yes	Autopopulate/Dropdown
Port Code	No	Autopopulate
VCN	No	Autopopulate
Vessel Name	No	Autopopulate
Service Type*	Yes	Autopopulate/Dropdown
Sub Service Type*	Yes	Autopopulate/Dropdown
Quantity 1*	Yes	Autopopulate/Text Box
Unit of Measurement 1*	Yes	Autopopulate/Form Lookup
Quantity 2	No	Autopopulate/Text Box
Unit of Measurement 2	No	Autopopulate/Form Lookup
From Location	No	Autopopulate/Form Lookup
To Location	No	Autopopulate/Form Lookup
Tug Used Container	No	Autopopulate/Dropdown
Port Dock Movement Indicator	No	Autopopulate/Dropdown
Lash Barge/ Dumb Barge Indicator	No	Autopopulate/Dropdown

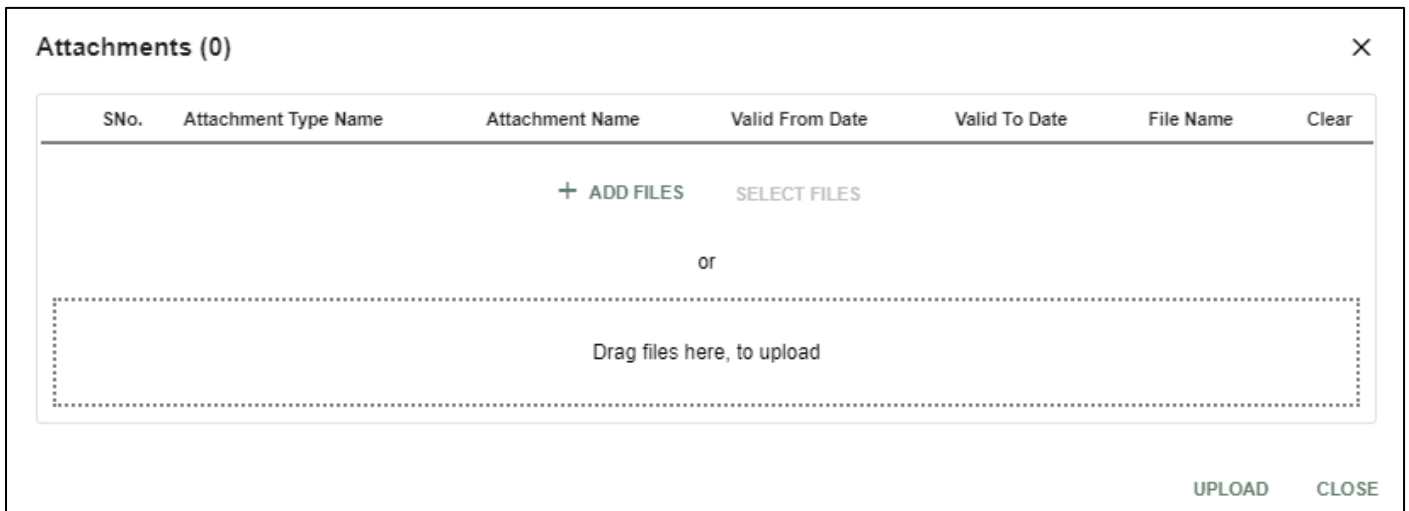
Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 327-Assessment Charges f Vessel 43.5.4



Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



User Interface Image 328-Assessment Charges for Vessel 43.5.5


Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

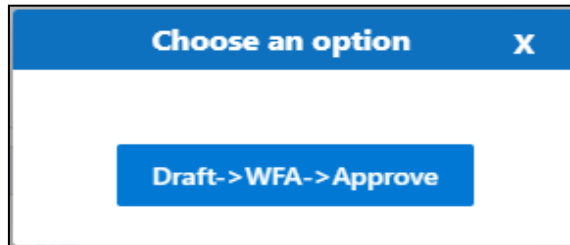
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Check List 📄 X			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	




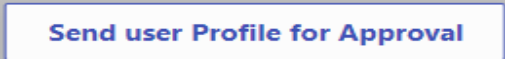
Step 10: Click on Save, System will display the  status on the screen.

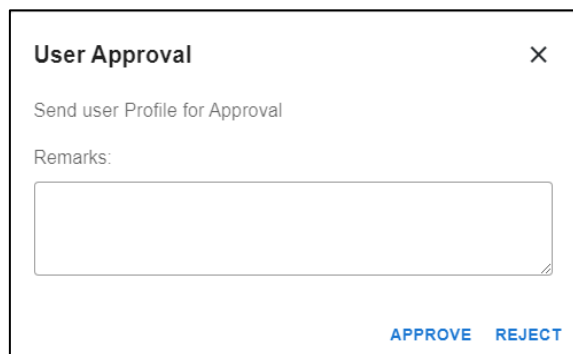
Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .




Choose an option from the popup .And now Work Flow will be initiated accordingly with id





Step12: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step13: Once the user Approve the request the following  status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. .Up On

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Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step14: Once the workflow is in WFAPP. Click on



the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED

Step15: Once the user Approve the request the

following status

will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Up On

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step 16: Once the workflow is in WFAPP. Click on



the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ×

Send user Profile for Approval

Remarks:



APPROVE REJECT

Successfully Status changed to APPROVED

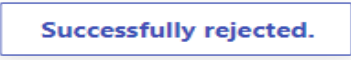
Step 17: Once the user Approve the request the


following status

will be shown on the screen and the document status will be changed as 'APPROVED'.

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If user reject the request following alert will display on the screen. . Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 18: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display  with below alert Yes and No


Alert Message X

 Do you want to cancel?

NO **YES**

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation X


Reason Description * 

Remarks

Requested By


EXIT **PROCEED**

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


VCW No.	Status Code	Vessel Name	Doc No.	Assessment Type Name	PCS Agency Name	PCS Agency Code	Vessel Trade (Foreign /Coastal)	Bill To Party Code	Bill to Party Name
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

User Interface Image 329- Assessment Charges for Vessel 43.5.6

Step 19: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search
✕


Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<input type="button" value="Add Row"/>				
				<input type="button" value="Clear"/> <input type="button" value="Search"/>


By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


42. BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-VESSEL

42.1 DEFINITION:

42.2 NAVIGATION

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

Menu Path	Menu Bar → Billing → Transactions → Confirmation of Charges-Vessel → Click on New  button
------------------	--

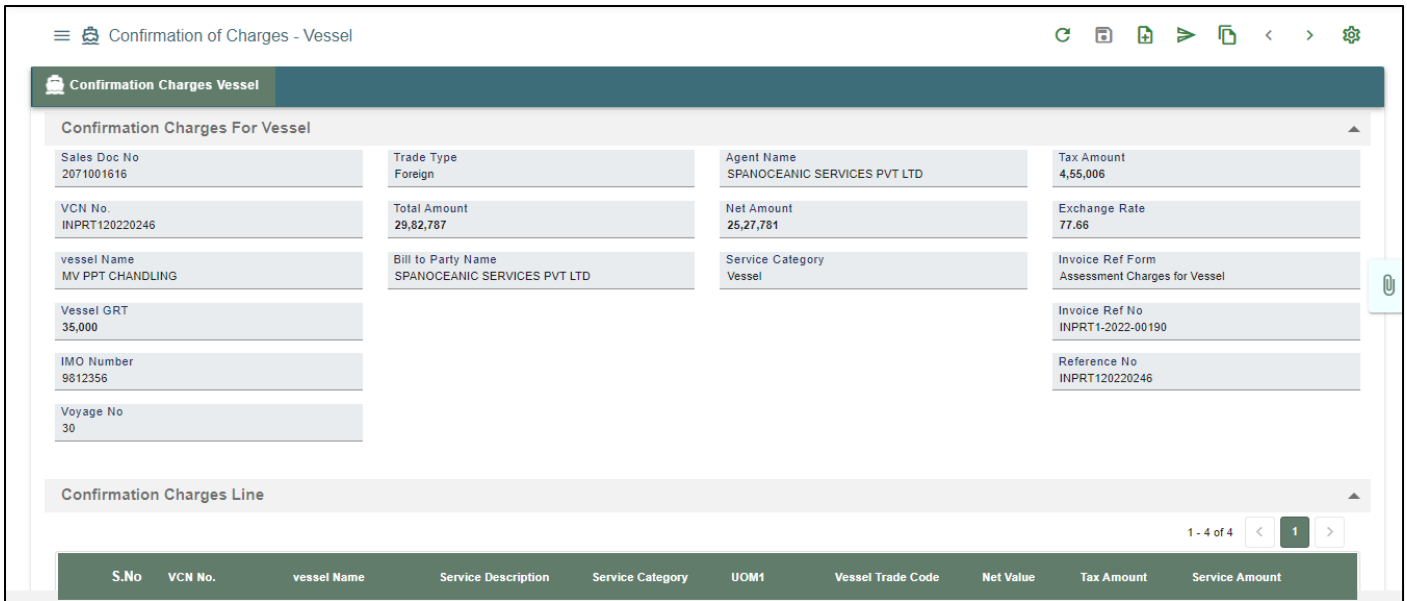
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

42.3 PREREQUISITES – MASTERS

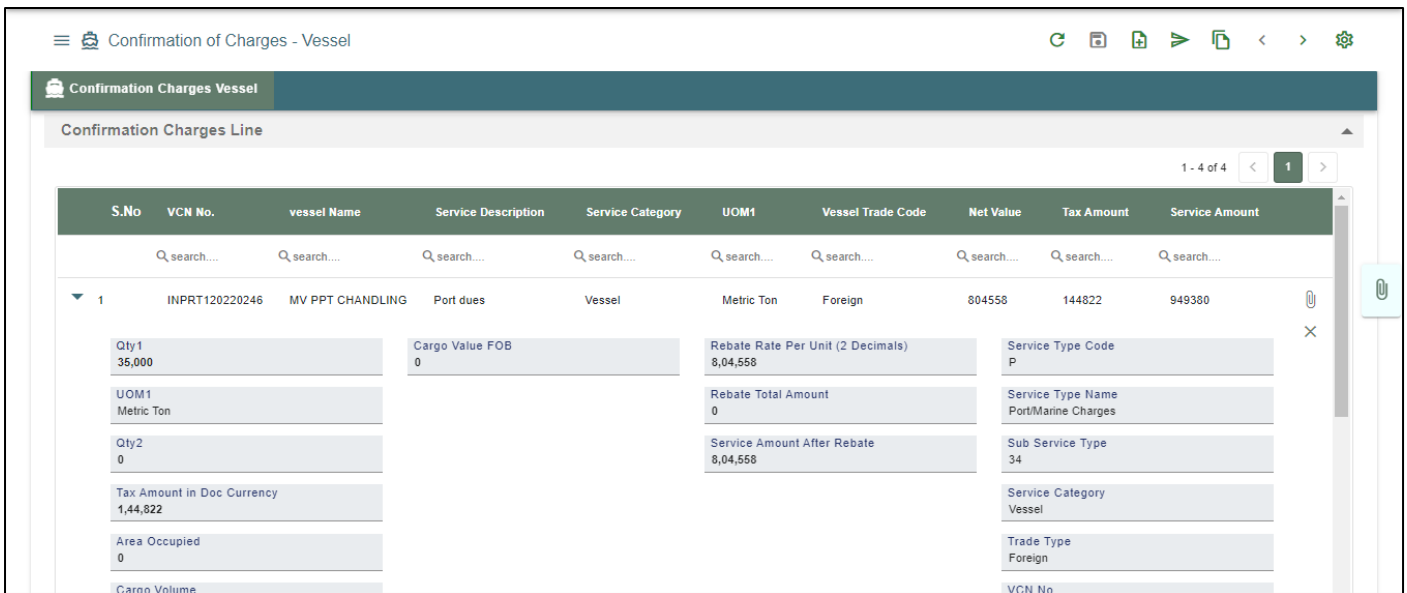
42.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-VESSEL

Step 1- Click on any record in List Data. The user shall redirect to the screen like below-



User Interface Image 421 – CONFIRMATION OF CHARGES-VESSEL61.5.1





User Interface Image 422 – CONFIRMATION OF CHARGES-VESSEL 61.5.2



Below are the Field Information regarding Confirmation Charges Vessel Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated

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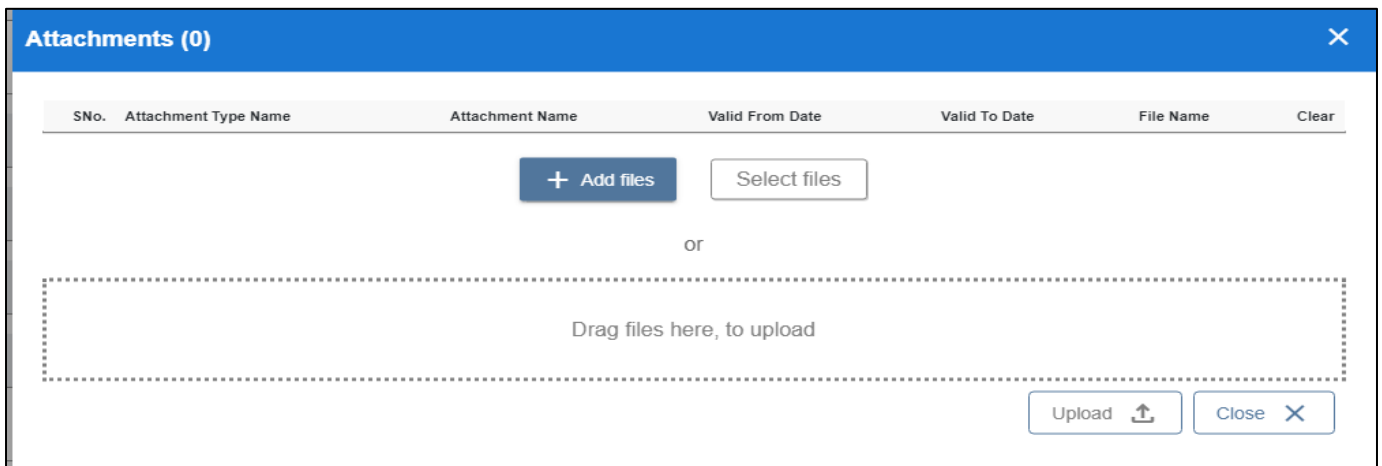
Vessel GRT	No	Auto Populated
Agent Name	No	Auto Populated
IMO No	No	Auto Populated
Net Amount	No	Auto Populated
Service Category	No	Auto Populated
Voyage No	No	Auto Populated
Tax Amount	No	Auto Populated
Qty1	Yes	Auto Populated
UOM1	No	Auto Populated
Qty2	No	Auto Populated
Tax Amount in Doc Currency	No	Auto Populated
Area Occupied	Yes	Auto Populated
Cargo Volume	Yes	Auto Populated
Vessel Trade (Foreign /Coastal)	No	Auto Populated
Cargo Value CIF	No	Auto Populated
Cargo Value FOB	No	Auto Populated
Rebate Rate Per Unit (2 Decimals)	No	Auto Populated
Rebate Total Amount	No	Auto Populated
Service Amount After Rebate	No	Auto Populated
Service Type Code	No	Auto Populated
Trade Type	No	Auto Populated
Vessel Name	No	Auto Populated
Unit Rate	No	Auto Populated
Total Amount	No	Auto Populated
Short Text For Sales Order Item	No	Auto Populated
Attachment Type Name	No	Form lookup/Auto Populated
Attachment Name	No	Form lookup/Auto Populated
Certificate Valid From D&T	No	Calendar/Auto Populated
Certificate Valid To D&T	No	Calendar/Auto Populated

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Certificate Name	No	Auto Populated
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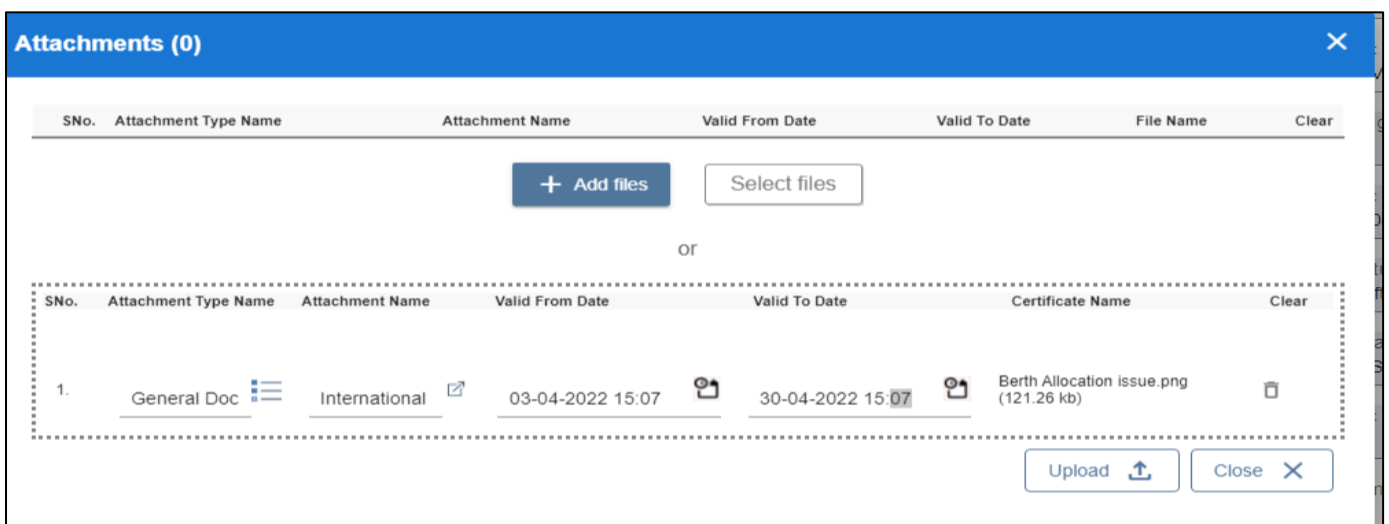


Step 3: Click on the  icon. Then the user will be redirected to the Attachments Window. –

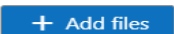





User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.


Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

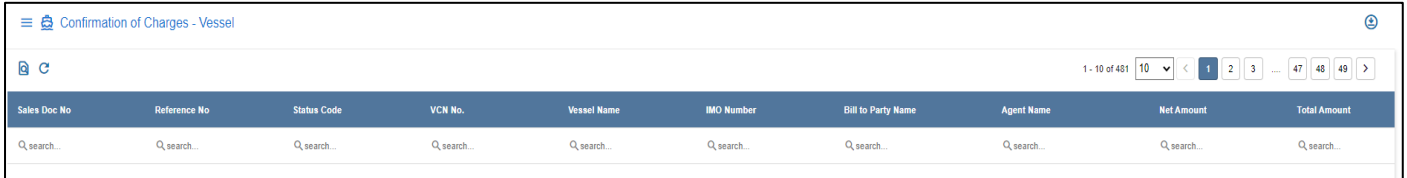


User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


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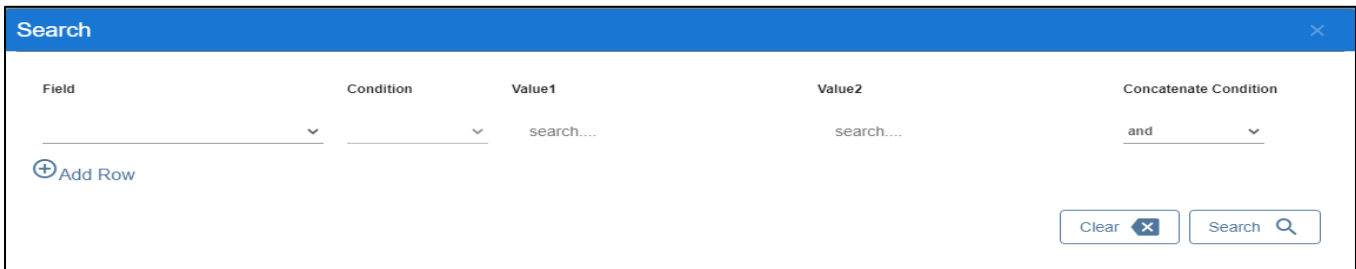
Step 6: The record that can be seen in  as shown below




Sales Doc No	Reference No	Status Code	VCN No.	Vessel Name	IMO Number	Bill to Party Name	Agent Name	Net Amount	Total Amount
<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>

User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.




Field	Condition	Value1	Value2	Concatenate Condition
<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="and"/>


By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


43. Business Function Name: PDA Balance

43.1 DEFINITION:

43.2 NAVIGATION

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

Menu Path	Menu Bar → Billing → Transactions → PDA Balance → Click on New button 
------------------	---

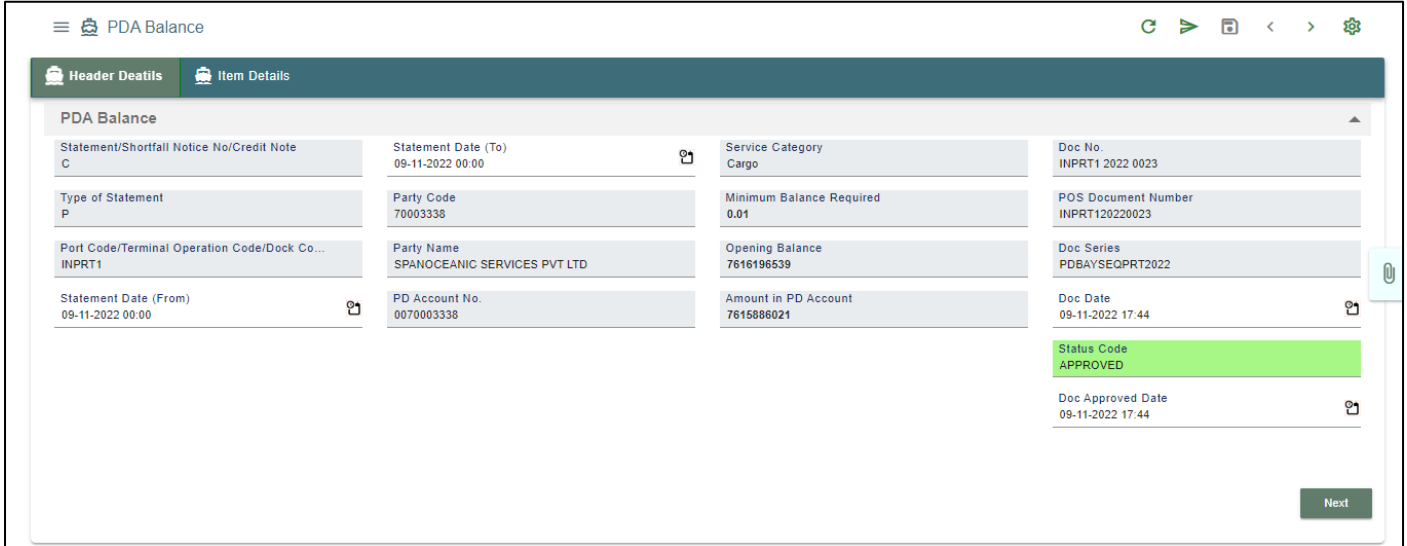
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

43.3 PREREQUISITES – MASTERS

43.4 SCREENSHOT

Following screenshot from PDA Balance

Step 1- Click on any record in List Data. The user shall redirect to Header Details Section screen like below-



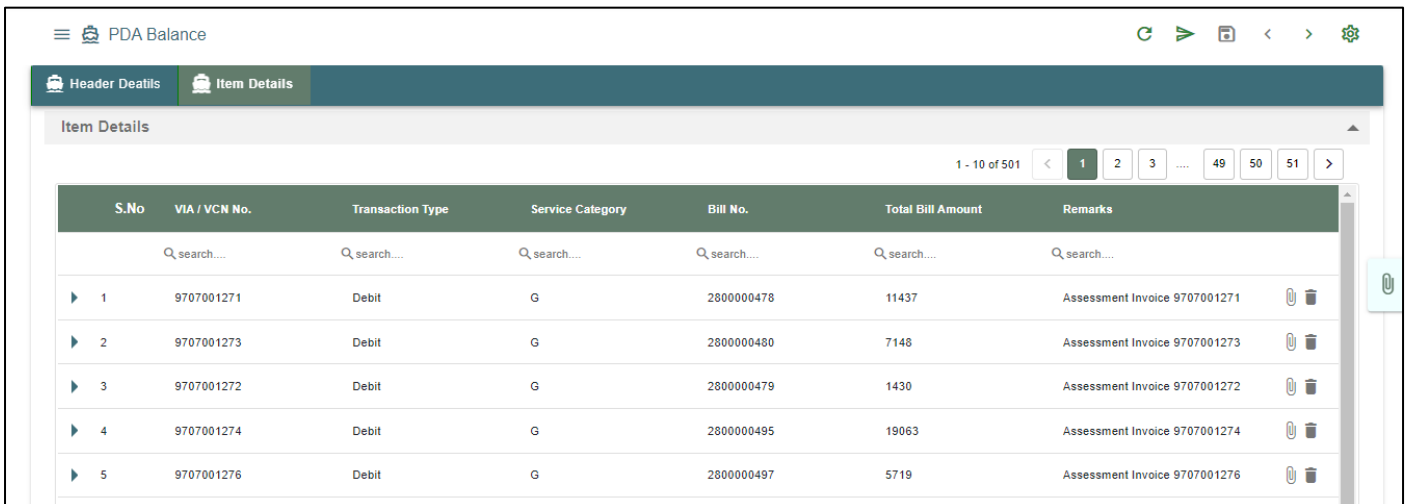
The screenshot shows the 'Header Details' section of the PDA Balance application. It contains a grid of fields for data entry:

Statement/Shortfall Notice No/Credit Note C	Statement Date (To) 09-11-2022 00:00	Service Category Cargo	Doc No. INPRT1 2022 0023
Type of Statement P	Party Code 70003338	Minimum Balance Required 0.01	POS Document Number INPRT120220023
Port Code/Terminal Operation Code/Dock Co... INPRT1	Party Name SPANOCÉANIC SERVICES PVT LTD	Opening Balance 7816196539	Doc Series PDBAYSEQPRT2022
Statement Date (From) 09-11-2022 00:00	PD Account No. 0070003338	Amount in PD Account 7815886021	Doc Date 09-11-2022 17:44
			Status Code APPROVED
			Doc Approved Date 09-11-2022 17:44

A 'Next' button is located at the bottom right of the form.

User Interface Image 426 –PDA Balance62.5.1

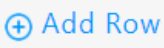
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Then click on Next Button then User will go to Item Details Section.

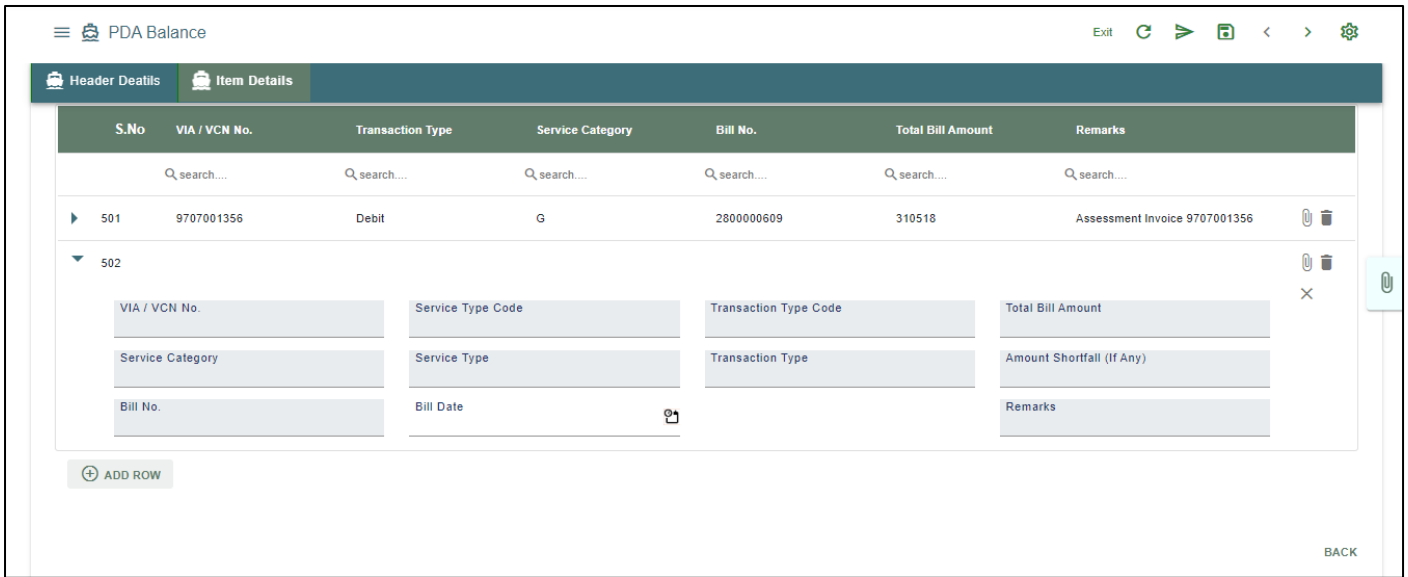


The screenshot shows the 'Item Details' section of the PDA Balance application. It displays a table with 5 rows of transaction data:


S.No	VIA / VCN No.	Transaction Type	Service Category	Bill No.	Total Bill Amount	Remarks
1	9707001271	Debit	G	2800000478	11437	Assessment Invoice 9707001271
2	9707001273	Debit	G	2800000480	7148	Assessment Invoice 9707001273
3	9707001272	Debit	G	2800000479	1430	Assessment Invoice 9707001272
4	9707001274	Debit	G	2800000495	19063	Assessment Invoice 9707001274
5	9707001276	Debit	G	2800000497	5719	Assessment Invoice 9707001276

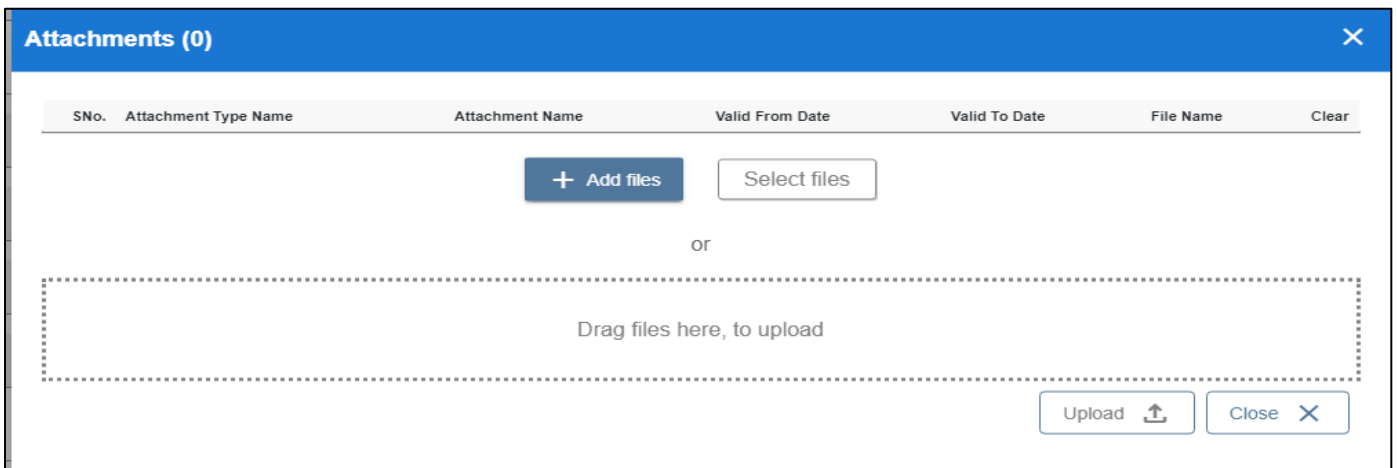
At the top of the table, there is a pagination control showing '1 - 10 of 501' and a list of page numbers (1, 2, 3, ..., 49, 50, 51). A search bar is also present above the table columns.

Click on  the button.





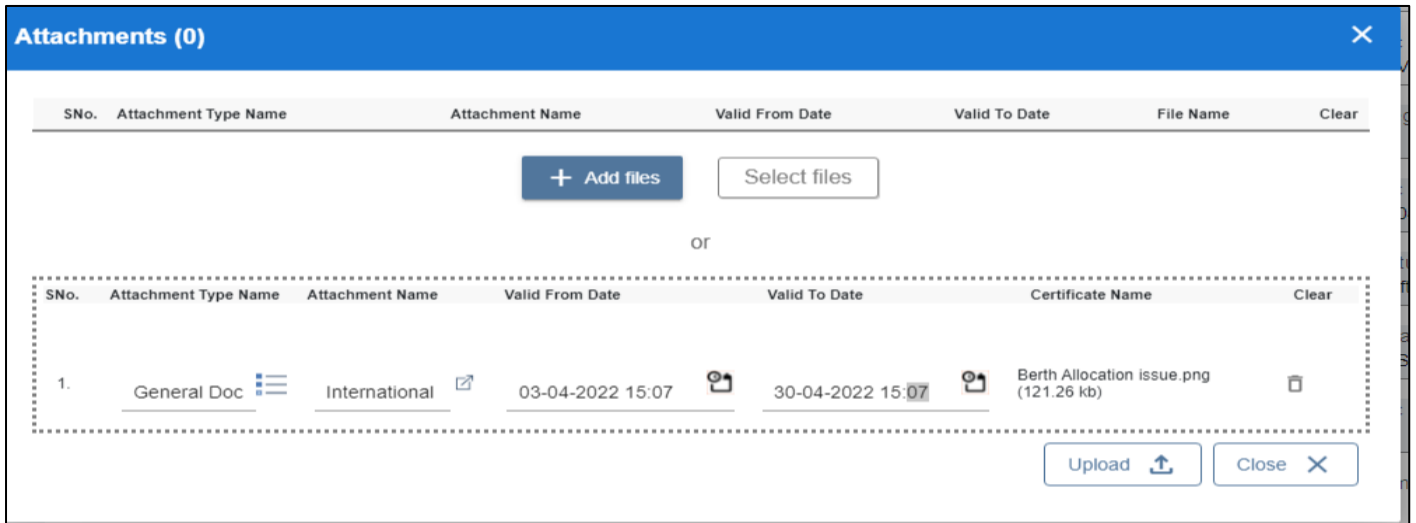
User Interface Image 427 –PDA Balance62.5.2

Step 3: Click on the  icon. Then the user will be redirected to the Attachments Window. –


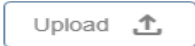



User Interface Image 428 – PDA Balance 62.3.

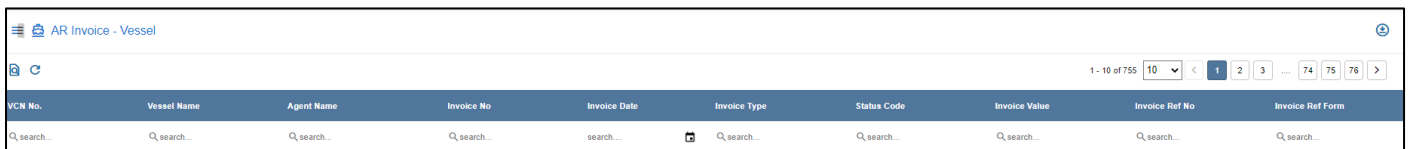
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 429 – PDA Balance 62.5.4

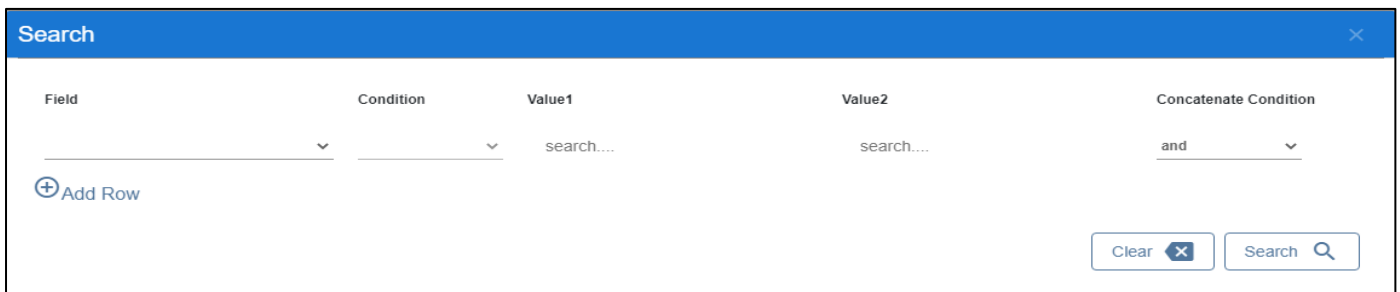
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 6: The record that can be seen in  as below



User Interface Image 430 – PDA Balance.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

44. BUSINESS FUNCTION NAME: ASSESSMENT OF CHARGES CARGO AND STEVEDORE

44.1 DEFINITION:


THE AGENT SUBMITS THIS REQUEST TO THE PORT TO GET THE AMOUNT TO BE PAID TO THE PORT FOR THE VESSEL, CARGO, STEVEDORE SERVICES.


44.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

Menu Path	Menu Bar → Marine→ Billing→ Transactions→ ASSESSMENT OF CHARGES CARGO AND STEVEDORE→ Click on New button 
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

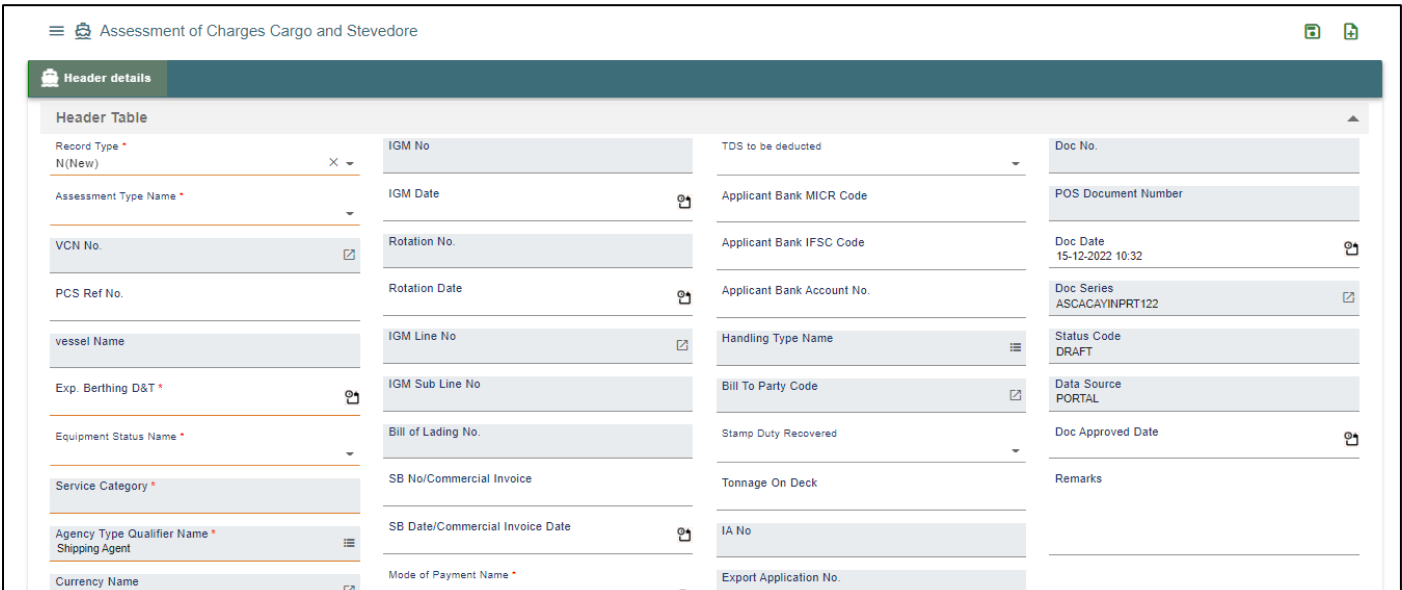
44.3 PREREQUISITES – MASTERS

6. Agent
7. Agent Type
8. UOM
9. Location
10. Currency



44.4 SCREENSHOTS

Following screenshot from Assessment of charges Cargo and Stevedore

Step 1- Click on New button  . The user shall redirect to the screen like below-



User Interface Image 325-Assessment of Charges Cargo and Stevedore 43.5.1


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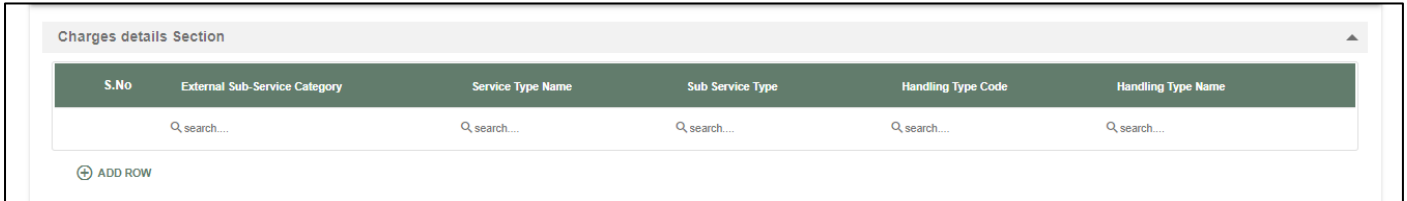
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Enter the valid data or information into the fields.

Below are the Field Information regarding **Header** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

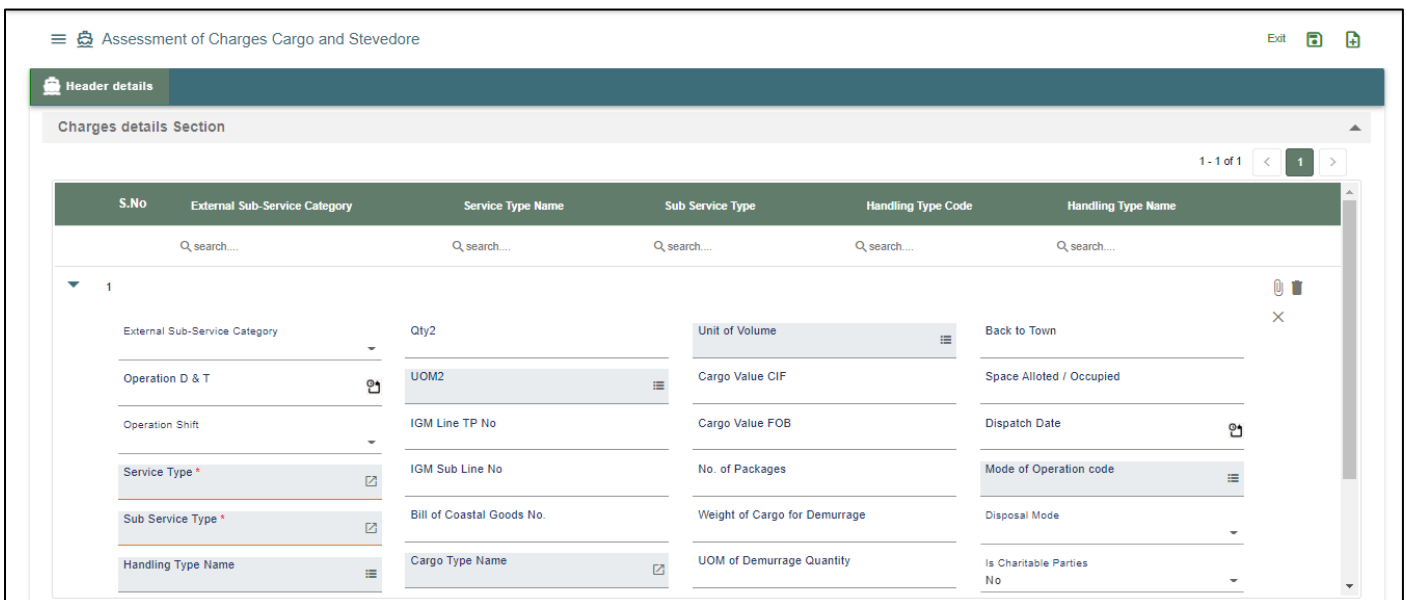
Field Name	Mandatory	Fill Type
Record Type*	Yes	Auto populate/Dropdown
CALINF Ref Number	No	Autopopulate
VCN No.*	Yes	Autopopulate/Form Lookup
Vessel Name	No	Autopopulate
Purpose of Visit	No	Autopopulate
GRT	No	Autopopulate
SBT	No	Autopopulate/Text Box
IGM No	No	Autopopulate
IGM Date	No	Autopopulate
Rotation No	No	Autopopulate
Rotation Date	No	Autopopulate
Service Category*	Yes	Autopopulate/Dropdown
Vessel Type	No	Autopopulate
Agency Type Qualifier Code*	Yes	Autopopulate/Form Lookup
Agency Code*	Yes	Autopopulate/Form Lookup
Currency Code for Payment	No	Autopopulate/Form Lookup
Trade*	Yes	Autopopulate/Dropdown
Trade Status Change*	Yes	Autopopulate/Dropdown
Expected Status Change Date	No	Autopopulate/Calendar
TDS*	Yes	Autopopulate/Dropdown
Terminal Code	No	Autopopulate/Form Lookup
Payment Mode*	Yes	Autopopulate/Dropdown
PD Account No	Yes/No	Autopopulate/Text Box
Expected Stay of Vessel At Berth (Hours)	No	Autopopulate/Text Box
Date of Last Vessel Visit	No	Autopopulate/Calendar
Tonnage on Deck	No	Autopopulate/Text Box
Habour Type	No	Autopopulate/Text Box
Channel Route	No	Autopopulate/Text Box
Applicants Bank MICR Code	No	Autopopulate/Text Box
Applicants Bank IFSC Code	No	Autopopulate/Text Box
Applicants Bank Account No	No	Autopopulate/Text Box
Entry in Ballast*	Yes	Autopopulate/Dropdown
Berth Type	No	Autopopulate/Dropdown
Operation	No	Autopopulate/Dropdown
Bill to Party Code	No	Autopopulate/Text Box
Remarks	No	Text Box

Step 3: Once all the mandatory and required fields are filled Then the user will be redirected Charges Details Section sub page as below. Click on the  button.



User Interface Image 332- Assessment of Charges Cargo and Stevedore 43.5.2

Step 4: The system shall display below fields to enter.




User Interface Image 326- Assessment of Charges Cargo and Stevedore 43.5.3

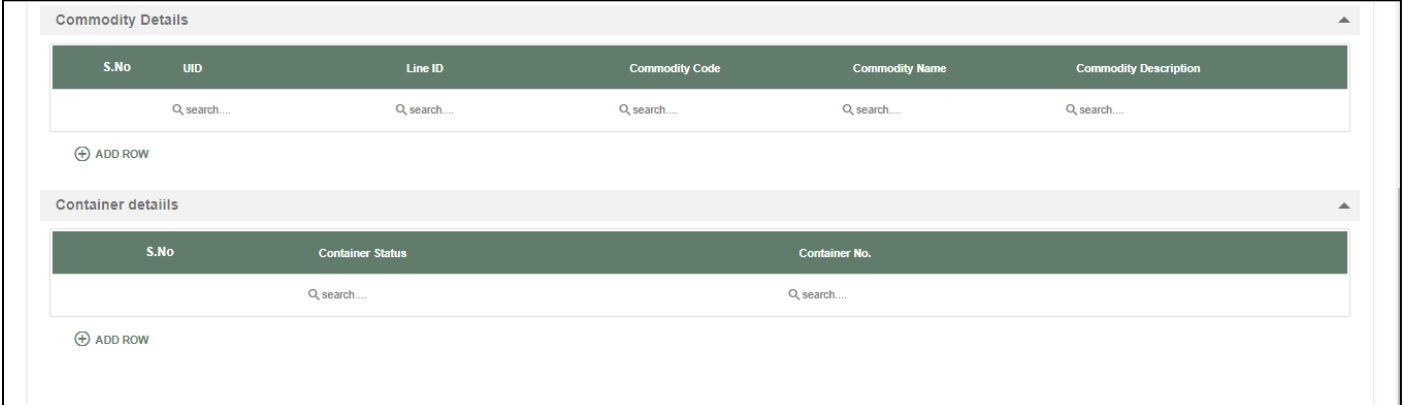
Below are the Field Information regarding **Vessel** Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

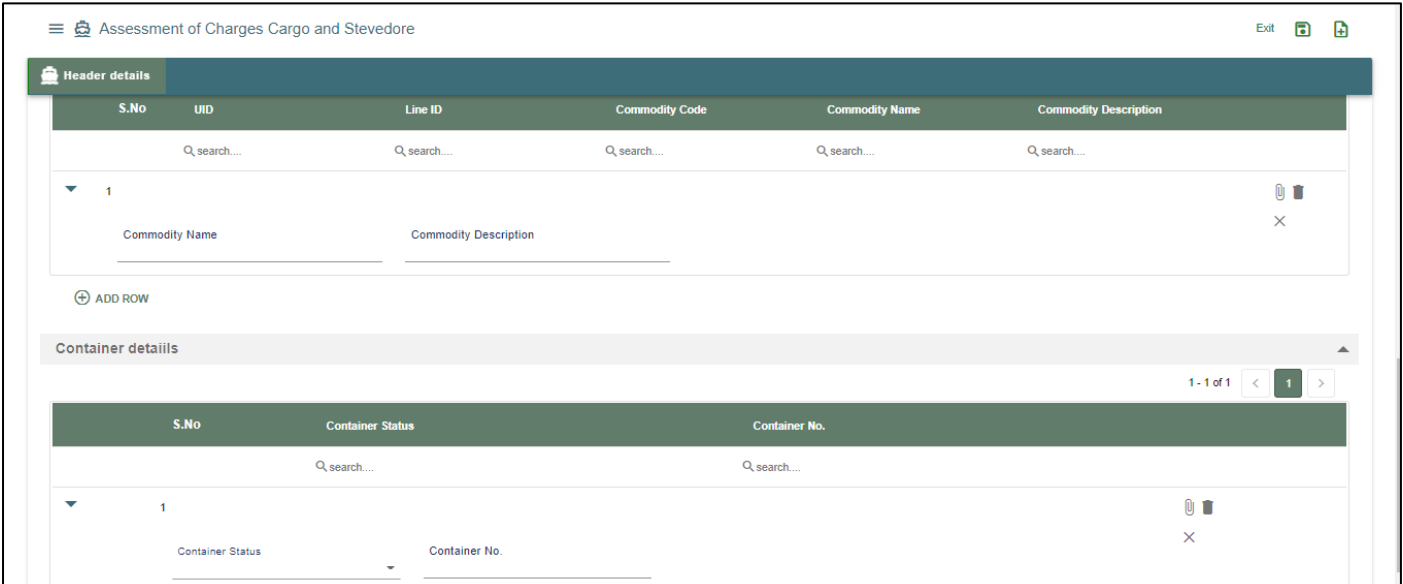
Field Name	Mandatory	Fill Type
Record Type*	Yes	Autopopulate/Dropdown
Port Code	No	Autopopulate
VCN	No	Autopopulate
Vessel Name	No	Autopopulate
Service Type*	Yes	Autopopulate/Dropdown
Sub Service Type*	Yes	Autopopulate/Dropdown
Quantity 1*	Yes	Autopopulate/Text Box
Unit of Measurement 1*	Yes	Autopopulate/Form Lookup
Quantity 2	No	Autopopulate/Text Box
Unit of Measurement 2	No	Autopopulate/Form Lookup
From Location	No	Autopopulate/Form Lookup
To Location	No	Autopopulate/Form Lookup



Tug Used Container	No	Autopopulate/Dropdown
Port Dock Movement Indicator	No	Autopopulate/Dropdown
Lash Barge/ Dumb Barge Indicator	No	Autopopulate/Dropdown


Step 5: Once all the mandatory and required fields are filled Then the user will be redirected Commodity Details & Container Details Section page as below. Click on the  button.

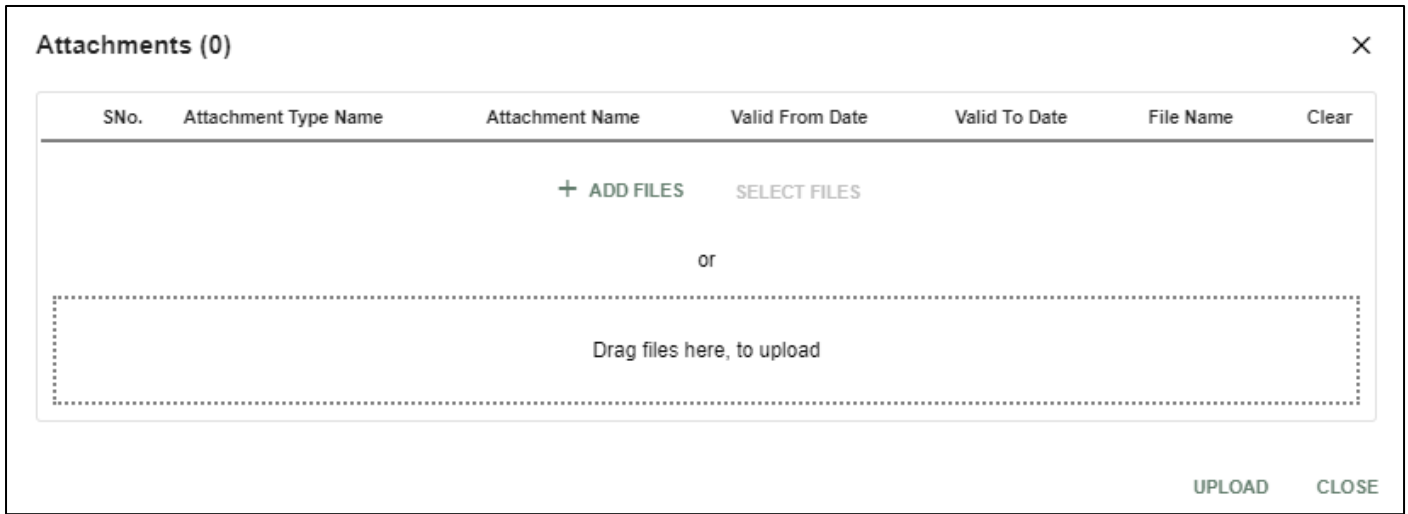


Click on the  button.





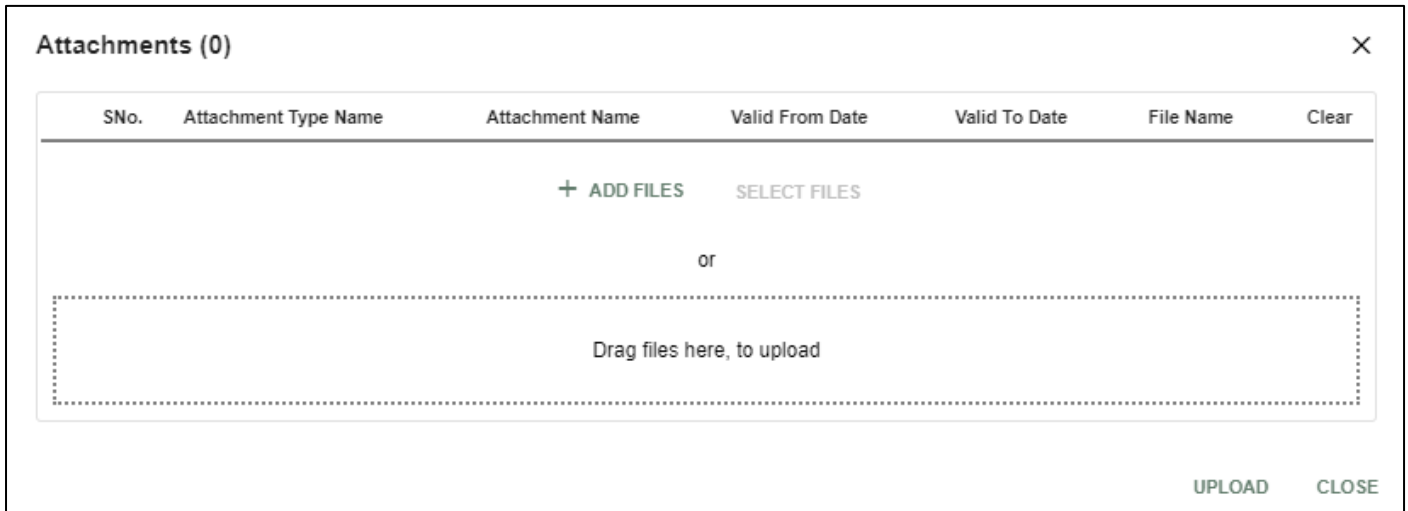
Step 5: Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

Step 6: After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 327-Assessment Charges f Vessel 43.5.4



Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



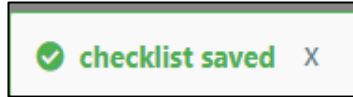
User Interface Image 328-Assessment Charges for Vessel 43.5.5

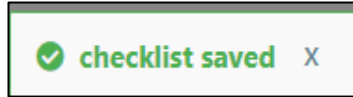
Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

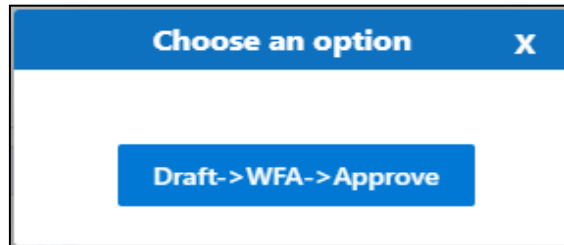
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>		

Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	




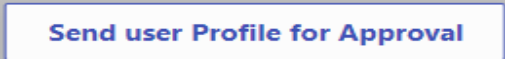
Step 10: Click on Save, System will display the  status on the screen.

Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step12: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).


User Approval X

Send user Profile for Approval



Remarks:

APPROVE REJECT



Step13: Once the user Approve the request the following  status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  Up On

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step14: Once the workflow is in WFAPP. Click on



the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ✕

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED

Step15: Once the user Approve the request the

following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Up On

Adding the remarks click on Reject. Alert will display on the screen

Successfully rejected.

and the document status will be changed as 'REJECTED'.

Step 16: Once the workflow is in WFAPP. Click on



the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval ✕

Send user Profile for Approval



Remarks:

APPROVE REJECT

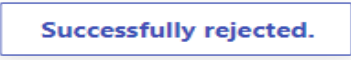
Successfully Status changed to APPROVED


Step 17: Once the user Approve the request the

following status will be shown on the screen and the document status will be changed as 'APPROVED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


If user reject the request following alert will display on the screen. . Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

Step 18: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display  with below alert Yes and No


Alert Message X

 Do you want to cancel?

NO **YES**

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation X


Reason Description * 

Remarks

Requested By


EXIT **PROCEED**

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


VCW No.	Status Code	Vessel Name	Doc No.	Assessment Type Name	PCS Agency Name	PCS Agency Code	Vessel Trade (Foreign /Coastal)	Bill To Party Code	Bill to Party Name
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

User Interface Image 329- Assessment Charges for Vessel 43.5.6

Step 19: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search
✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<input type="button" value="Add Row"/>				
				<input type="button" value="Clear"/> <input type="button" value="Search"/>

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

45. BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-CARGO

45.1 DEFINITION:


45.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD

NEW RECORDS.

Menu Path	Menu Bar → Billing → Transactions → Confirmation of Charges-Cargo → Click on New button 
------------------	---

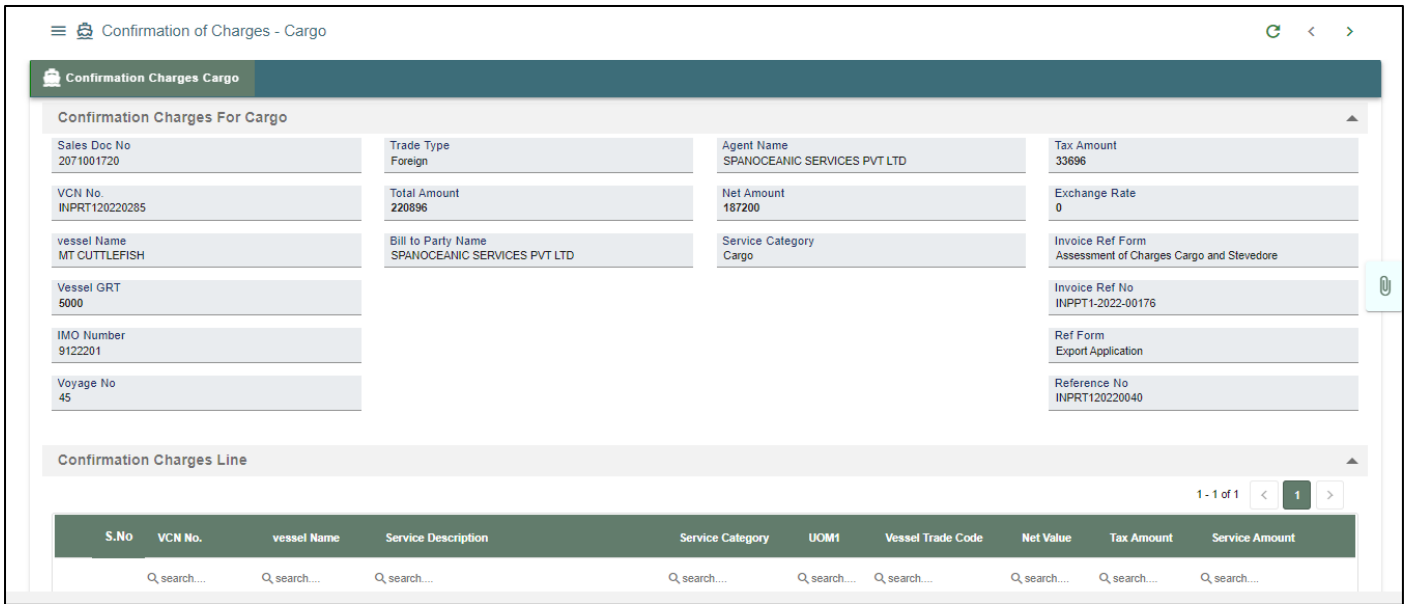
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

45.3 PREREQUISITES – MASTERS

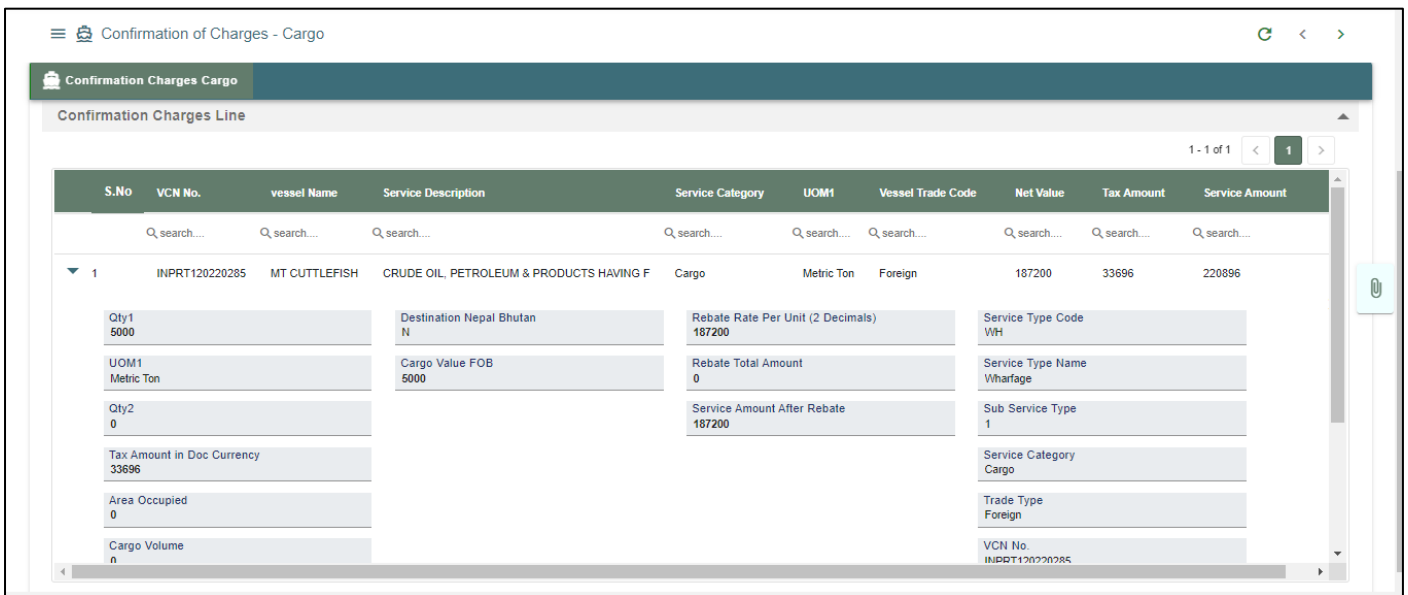
45.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-CARGO

Step 1- Click on any record in List Data. The user shall redirect to the screen like below-



User Interface Image 421 – CONFIRMATION OF CHARGES-CARGO61.5.1



User Interface Image 422 – CONFIRMATION OF CHARGES-CARGO 61.5.2

Below are the Field Information regarding Confirmation Charges Cargo Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated
Vessel GRT	No	Auto Populated



Agent Name	No	Auto Populated
IMO No	No	Auto Populated
Net Amount	No	Auto Populated
Service Category	No	Auto Populated
Voyage No	No	Auto Populated
Tax Amount	No	Auto Populated
Qty1	Yes	Auto Populated
UOM1	No	Auto Populated
Qty2	No	Auto Populated
Tax Amount in Doc Currency	No	Auto Populated
Area Occupied	Yes	Auto Populated
Cargo Volume	Yes	Auto Populated
Vessel Trade (Foreign /Coastal)	No	Auto Populated
Cargo Value CIF	No	Auto Populated
Cargo Value FOB	No	Auto Populated
Rebate Rate Per Unit (2 Decimals)	No	Auto Populated
Rebate Total Amount	No	Auto Populated
Service Amount After Rebate	No	Auto Populated
Service Type Code	No	Auto Populated
Trade Type	No	Auto Populated
Vessel Name	No	Auto Populated
Unit Rate	No	Auto Populated
Total Amount	No	Auto Populated
Short Text For Sales Order Item	No	Auto Populated
Attachment Type Name	No	Form lookup/Auto Populated
Attachment Name	No	Form lookup/Auto Populated
Certificate Valid From D&T	No	Calendar/Auto Populated
Certificate Valid To D&T	No	Calendar/Auto Populated
Certificate Name	No	Auto Populated





Step 3: Click on the icon. Then the user will be redirected to the Attachments Window. –

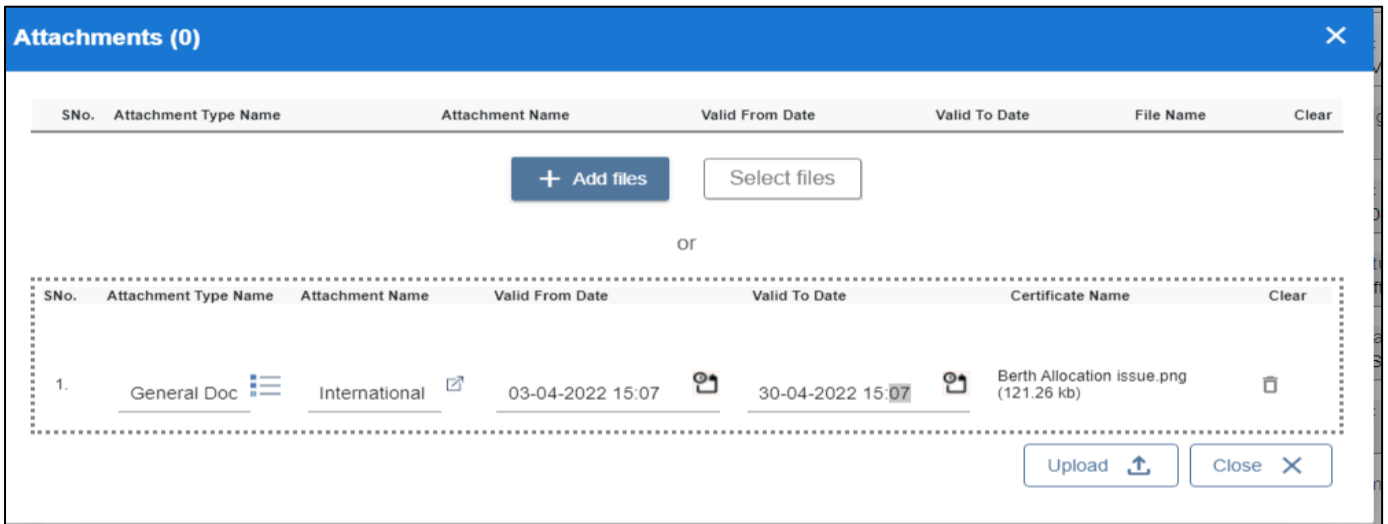
Attachments (0)
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center; gap: 5px;"> + Add files </div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center; gap: 5px;"> Select files </div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <div style="border: 1px dashed #ccc; padding: 20px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center; gap: 5px;"> Upload ↑ </div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center; gap: 5px;"> Close ✕ </div> </div>						

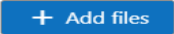

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	<u>User Manual for iPortman PORTAL Application</u>		


User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.

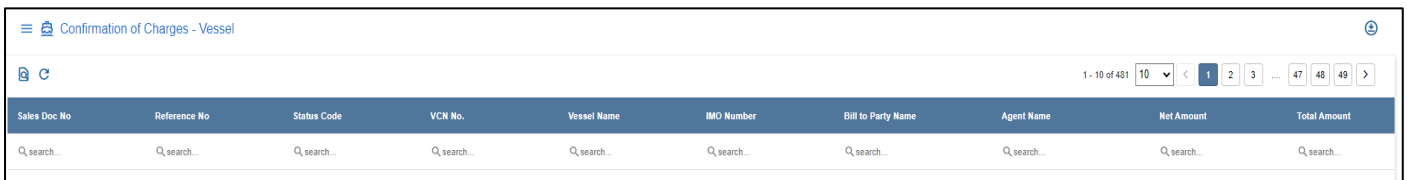
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4



Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 6: The record that can be seen in  as shown below




User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Search
✕


Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<input type="button" value="Add Row"/>				
				<input type="button" value="Clear"/> <input type="button" value="Search"/>


By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


46. BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-RAILWAY

46.1 DEFINITION:

46.2 NAVIGATION

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

Menu Path	Menu Bar → Billing→ Transactions→ Confirmation of Charges-Railway→ Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

46.3 PREREQUISITES – MASTERS

46.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-RAILWAY

Step 1- Click on any record in List Data. The user shall redirect to the screen like below-

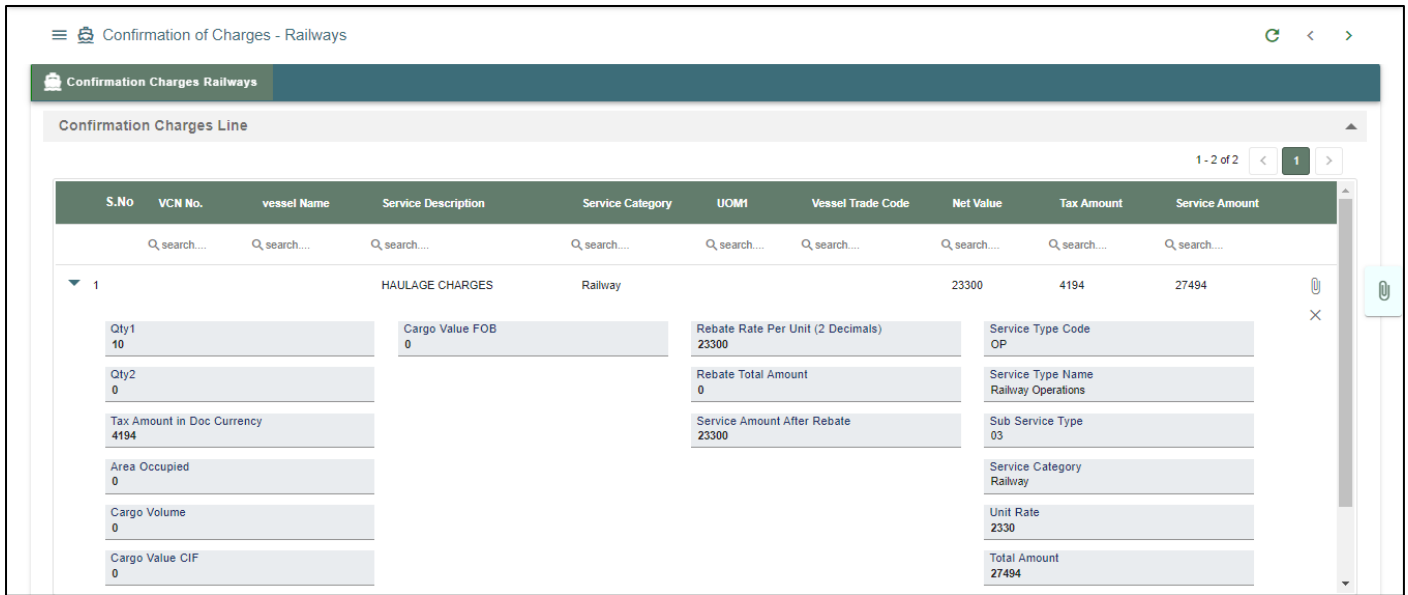
Confirmation of Charges - Railways
🔄 < >

Confirmation Charges Railways

Confirmation Charges For Railways

Sales Doc No 2071001626	Total Amount 45006	Agent Name SPANOCÉANIC SERVICES PVT LTD	Tax Amount 6866
	Bill to Party Name SPANOCÉANIC SERVICES PVT LTD	Net Amount 38140	Exchange Rate 0
		Service Category Railway	Invoice Ref Form Rate Application
			Invoice Ref No INPRT120220054
			Reference No PER/2022/0043

User Interface Image 421 – CONFIRMATION OF CHARGES-RAILWAY61.5.1



User Interface Image 422 – CONFIRMATION OF CHARGES-RAILWAY 61.5.2

Below are the Field Information regarding Confirmation Charges Railway Details Section.

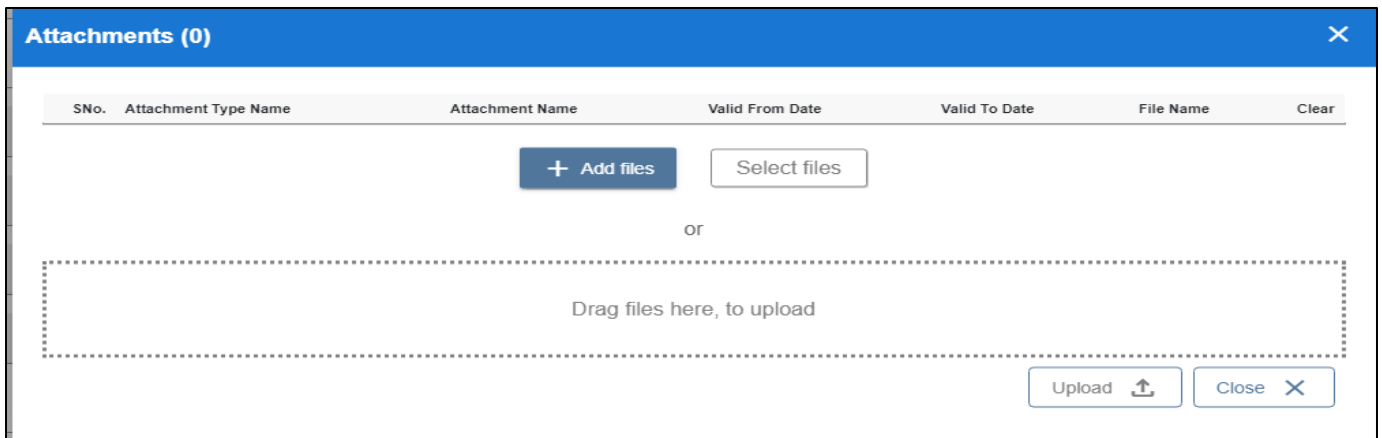
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated
Vessel GRT	No	Auto Populated
Agent Name	No	Auto Populated
IMO No	No	Auto Populated
Net Amount	No	Auto Populated
Service Category	No	Auto Populated
Voyage No	No	Auto Populated
Tax Amount	No	Auto Populated
Qty1	Yes	Auto Populated
UOM1	No	Auto Populated
Qty2	No	Auto Populated
Tax Amount in Doc Currency	No	Auto Populated
Area Occupied	Yes	Auto Populated
Cargo Volume	Yes	Auto Populated
Vessel Trade (Foreign /Coastal)	No	Auto Populated
Cargo Value CIF	No	Auto Populated
Cargo Value FOB	No	Auto Populated
Rebate Rate Per Unit (2 Decimals)	No	Auto Populated



Rebate Total Amount	No	Auto Populated
Service Amount After Rebate	No	Auto Populated
Service Type Code	No	Auto Populated
Trade Type	No	Auto Populated
Vessel Name	No	Auto Populated
Unit Rate	No	Auto Populated
Total Amount	No	Auto Populated
Short Text For Sales Order Item	No	Auto Populated
Attachment Type Name	No	Form lookup/Auto Populated
Attachment Name	No	Form lookup/Auto Populated
Certificate Valid From D&T	No	Calendar/Auto Populated
Certificate Valid To D&T	No	Calendar/Auto Populated
Certificate Name	No	Auto Populated

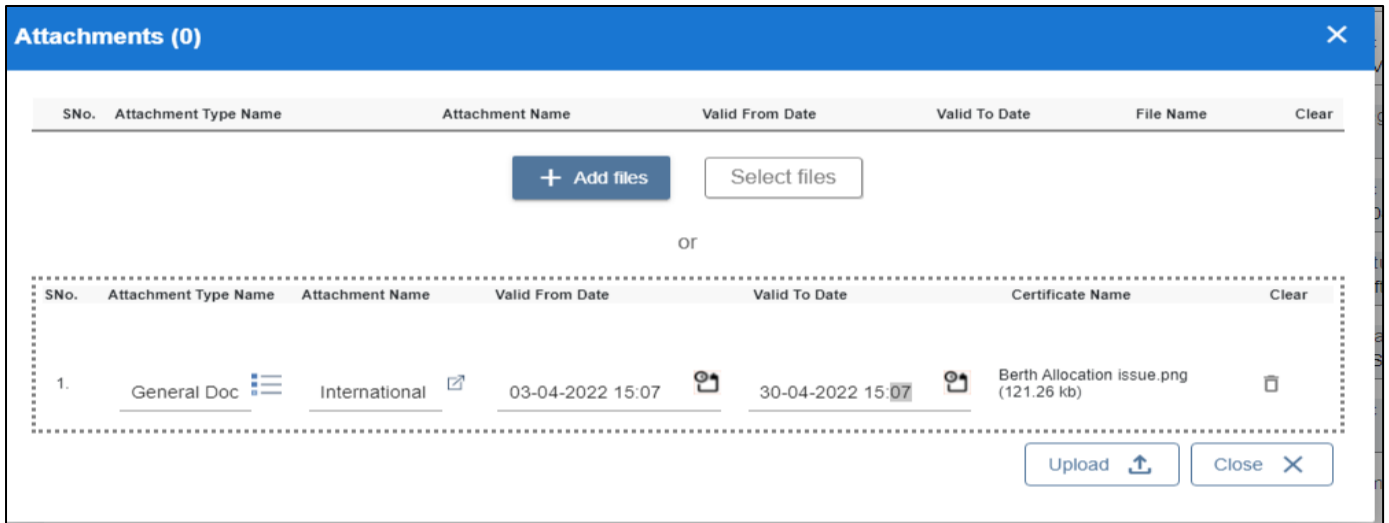


Step 3: Click on the  icon. Then the user will be redirected to the Attachments Window. –






User Interface Image 423 – CONFIRMATION OF CHARGES-RAILWAY 61.3.

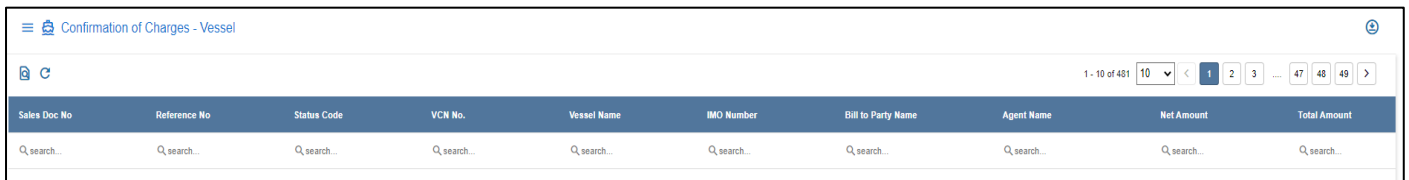
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




User Interface Image 424 – CONFIRMATION OF CHARGES-RAILWAY 61.5.4

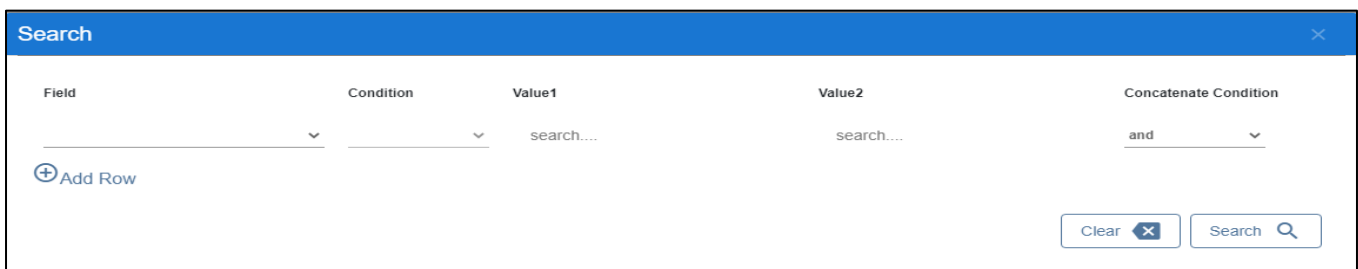
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


Step 6: The record that can be seen in  as shown below



User Interface Image 425 – CONFIRMATION OF CHARGES-RAILWAY 61.5.5

Step 7: Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

47. BUSINESS FUNCTION NAME: RAKE APPLICATION (RA)

47.1 DEFINITION

Rake Application (RA) purpose is to Consignee/Consignor/Railway handling agent (RHA) will request to bring cargo inside the port or will request for cargo delivery through rail.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the agent is unable to file the Rake Application (RA) via the portal, then he can file the RA at the port designated counter.

47.2 NAVIGATION:

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

Menu Path	Menu Bar → Railways → Rake Application → Click on Add New
------------------	--

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

47.3 PREREQUISITES – MASTERS:

S. No	Master List
1.	Station
2.	Cargo
3.	UOM
4.	Owning Railway
5.	Wagon Type
6.	Yard
7.	Handling Method
8.	Agent

47.4 SCREENSHOT

Following screenshot from Rake Application

Once entered into the Functional Form – Rake Application, list page will appear


List Page:

☰ Rake Application 🔍 📄

1 - 10 of 106 10 < 1 2 3 ... 9 10 11 >


Doc No.	POS Document Number	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station
Q search...	Q search...	Q sea...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...
INPRT1-2022-0056	INPRT120220053	Approved	Inward	PER/2022/0042	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
INPRT1-2022-0057	INPRT120220054	Approved	Inward	PER/2022/0043	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
798	INPRT120220051	Draft	Inward		Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0055	INPRT120220052	Approved	Inward	PER/2022/0041	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0054	INPRT120220051	Approved	Inward	PER/2022/0040	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0053	INPRT120220050	Approved	Inward	PER/2022/0039	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0052	INPRT120220049	Approved	Inward	PER/2022/0038	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0051	INPRT120220048	Approved	Inward	PER/2022/0037	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0023	INPRT120220022	Approved	Outward	IND/2022/0010	Import Cargo	Train Load	CARGO BERTH SIDING PARADIP	CUTTACK JN.



User Interface Image 1-Rake Application- 1.5.1

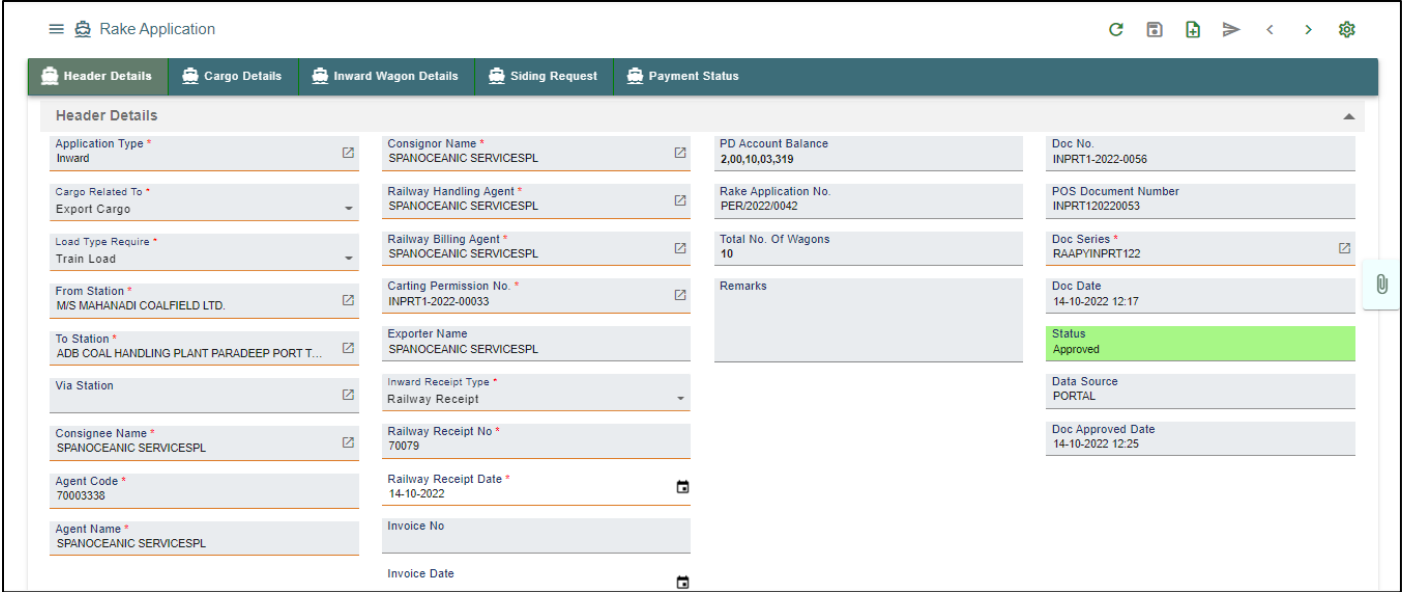
➤ To enter into the Rake Application New Page, click on Add New button  from tool bar

47.4.1 Rake Application Form Details - Inward

Header Details:

Step 1 -Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

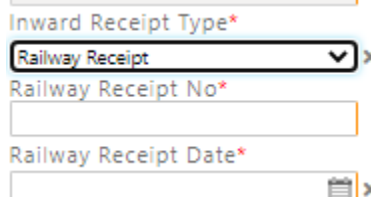


Header Details			
Application Type * Inward	Consignor Name * SPANOCEANIC SERVICESPL	PD Account Balance 2,00,10,03,319	Doc No. INPRT1-2022-0056
Cargo Related To * Export Cargo	Railway Handling Agent * SPANOCEANIC SERVICESPL	Rake Application No. PER/2022/0042	POS Document Number INPRT120220053
Load Type Require * Train Load	Railway Billing Agent * SPANOCEANIC SERVICESPL	Total No. Of Wagons 10	Doc Series * RAAPYINPRT122
From Station * M/S MAHANADI COALFIELD LTD.	Carting Permission No. * INPRT1-2022-00033	Remarks	Doc Date 14-10-2022 12:17
To Station * ADB COAL HANDLING PLANT PARADEEP PORT T...	Exporter Name SPANOCEANIC SERVICESPL		Status Approved
Via Station	Inward Receipt Type * Railway Receipt		Data Source PORTAL
Consignee Name * SPANOCEANIC SERVICESPL	Railway Receipt No * 70079		Doc Approved Date 14-10-2022 12:25
Agent Code * 70003338	Railway Receipt Date * 14-10-2022		
Agent Name * SPANOCEANIC SERVICESPL	Invoice No		
	Invoice Date		

User Interface Image 1-Rake Application Header Details- 1.5.1.1

- Select Application Type from drop down list, whether it is Inward or Outward
 - Select cargo related to from drop down list whether it is import cargo, domestic cargo ,newly build wagon
 - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Inward”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:
- Select From Station from Look-up button
 - Select To Station from Look-up button
 - Select Via Station from Look-up button, but it is not mandatory to select
 - Select Consignee from Look-up button
 - Select Consignor from Look-up button
 - Select Railway Handling Agent from Look-up button
 - Select Billing Agent from Look-up button
 - Select Inward Receipt Type from drop down list, whether it is Railway Receipt or Indemnity Bond or none.

- If User select Inward Receipt Type as “Railway Receipt”, then system shows the fields as Railway Receipt No. and Railway Receipt Date for entering





Inward Receipt Type*

Railway Receipt

Railway Receipt No*

Railway Receipt Date*

- If User select Inward Receipt Type as Indemnity Bond, then system shows the fields as Indemnity Bond No. and Indemnity Bond Date for entering

 empowering enterprise	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>		

Inward Receipt Type*

Indemnity Bond x

Indemnity Bond No*

Indemnity Bond Date*

Demand Type*

- Select demand type require from drop down list e- demand , manual demand
 1. If user selects e-demand then system field shows the field as e-demand no. , e-demand date

E-Demand No*

E-Demand Date*

2. If user selects manual demand system field shows the field as manual demand no., manual date

Manual Demand No*

Manual Demand Date*

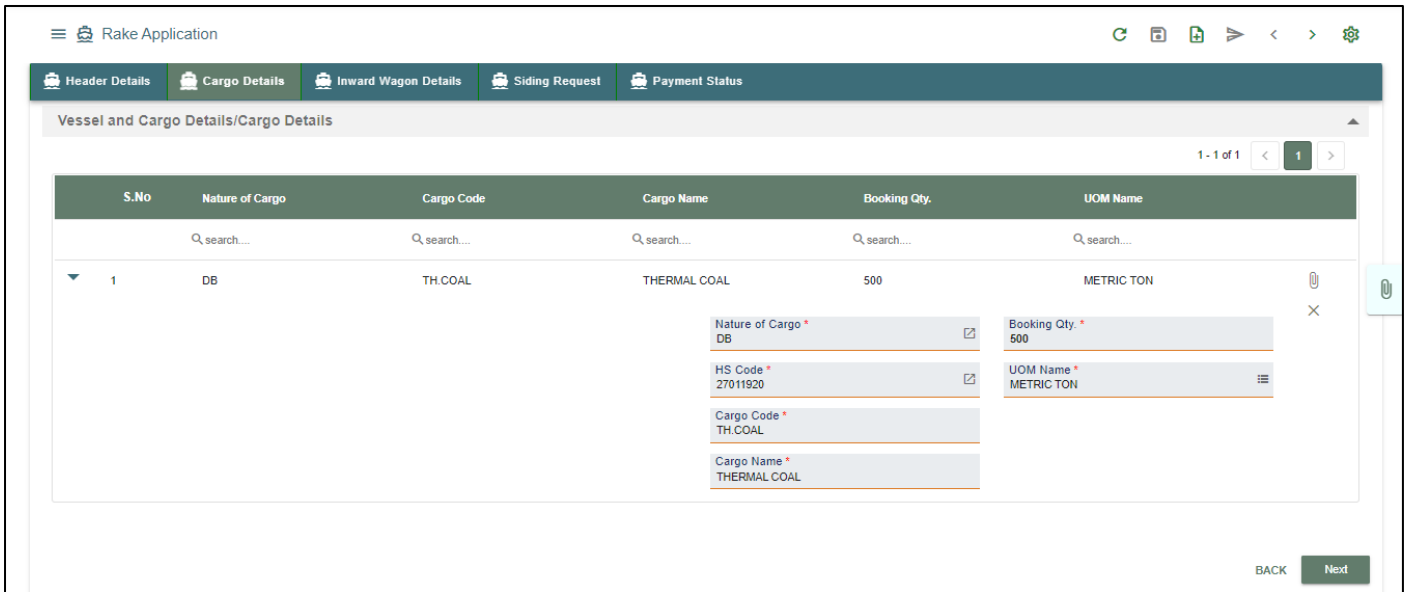
- Select wagon covering required system field options give (yes /no)
- The fields like Manual Indent No. , Wagon Registration Fee Amount, PD Account Balance is not mandatory fields.
- The field of shore handling charges has options (yes /no).

The field “Rake Application No” which will be auto populated after approval of the form

- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

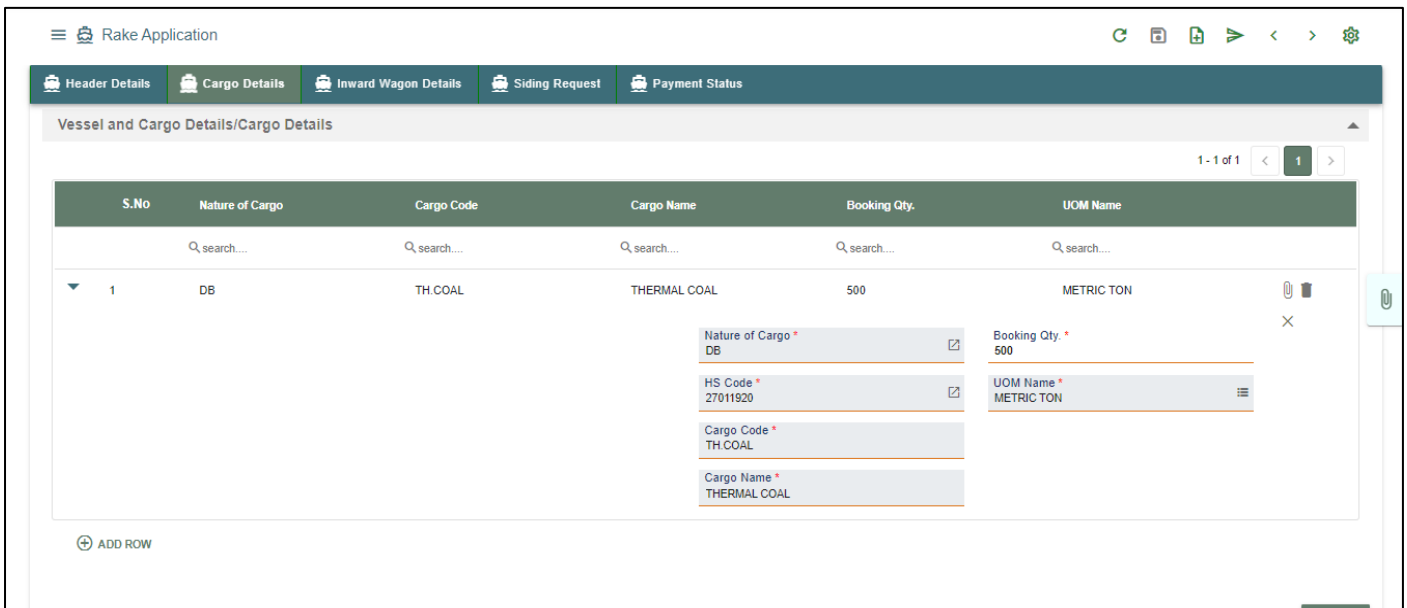
Step 2 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then vessel /Cargo Details page redirected as like below

Click on [+ Add Row](#) to begin with data entry




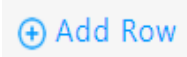

User Interface Image 2-Rake Application Cargo details - 1.5.1.2




Step 3 – Once **+ Add Row** is selected, then following vessel/Cargo Details line item fields will be populated to enter

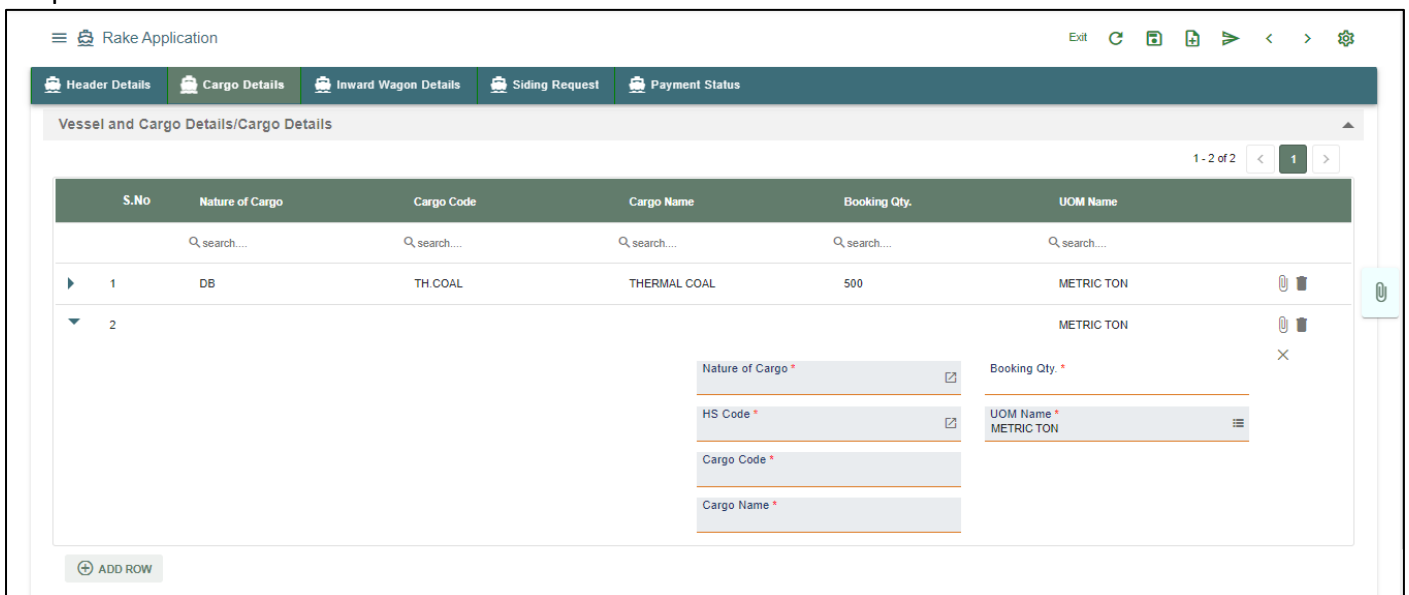


User Interface Image 3-Rake Application Cargo details - 1.5.1.3

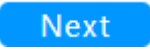
- Once fields are populated, select the Nature of Cargo and from Lookup button
- Select HS code from Lookup button
- Once Selected HS Code, Description will be populated by the system
- Cargo code , cargo name are both re mandatory fields
- Enter Booking Quantity of cargo.
- System shown by default UOM will be Metric Ton. If want to change, then select from Lookup button


Step 4 - Once data is filled in Line item Details, click on save button  to save the cargo details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

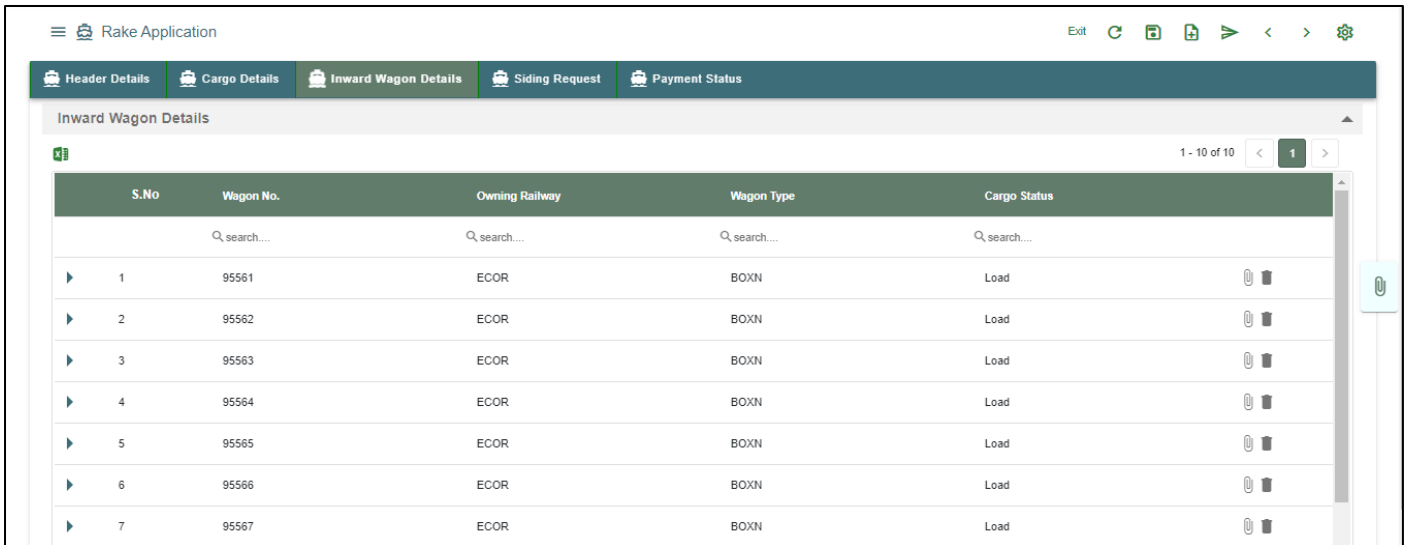
➤ If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 



User Interface Image 4 - Rake Application Cargo details-1.5.1.4

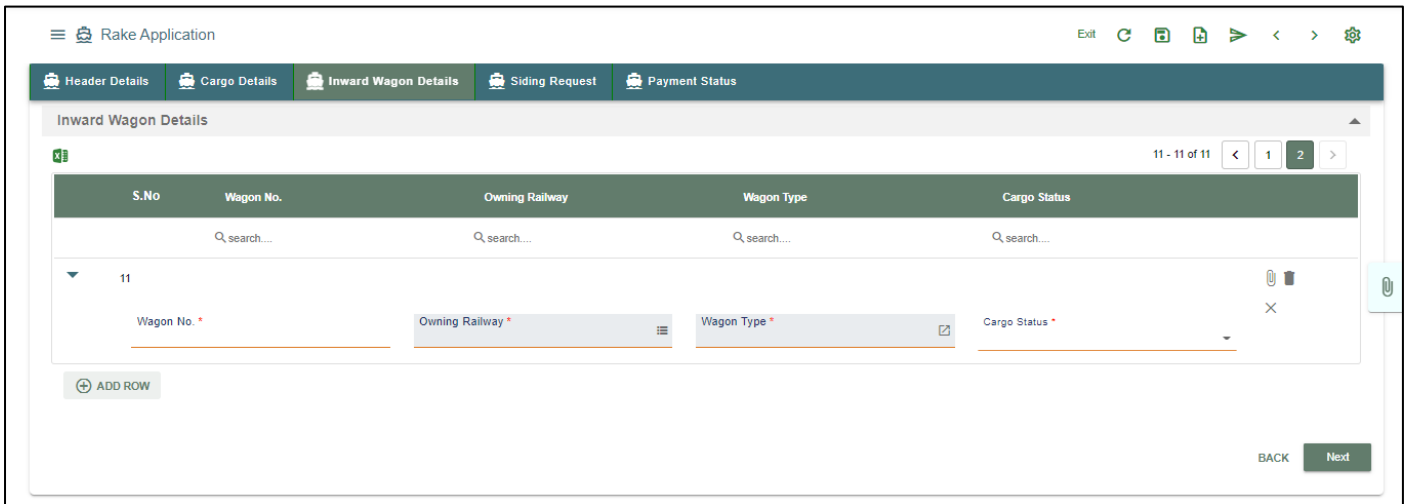
Step 5 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Inward Wagon Details page redirected as like below

Click on  to begin with data entry



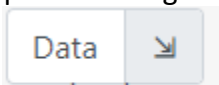
User Interface Image 5- Rake Application Inward wagon details -1.5.1.5

Step 6 – Once **+ Add Row** is selected, and then following Inward Wagon Details line item fields will be populated to enter









User Interface Image 6- Rake Application Inward wagon details -1.5.1.6

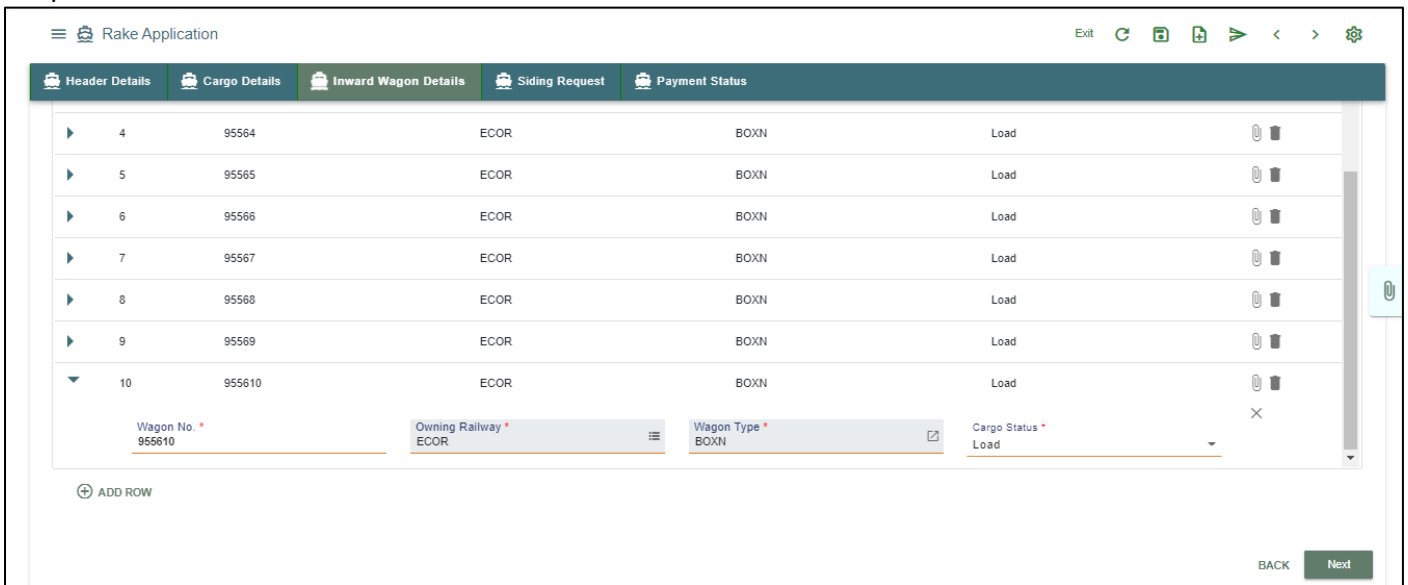
- If it integrated with FOIS, then system will auto populate all Inward Wagon Details in the line.
- Enter Inward Wagon Number at Wagon Number field.
- Select Owning Railway from Lookup button
- Select Wagon Type from Lookup button
- Select cargo status an mandatory filed drop down list choose load or empty
- System have option for wagons upload. If want to upload the inward wagon details, then click on



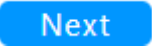
upload button **upload** to select the destination file

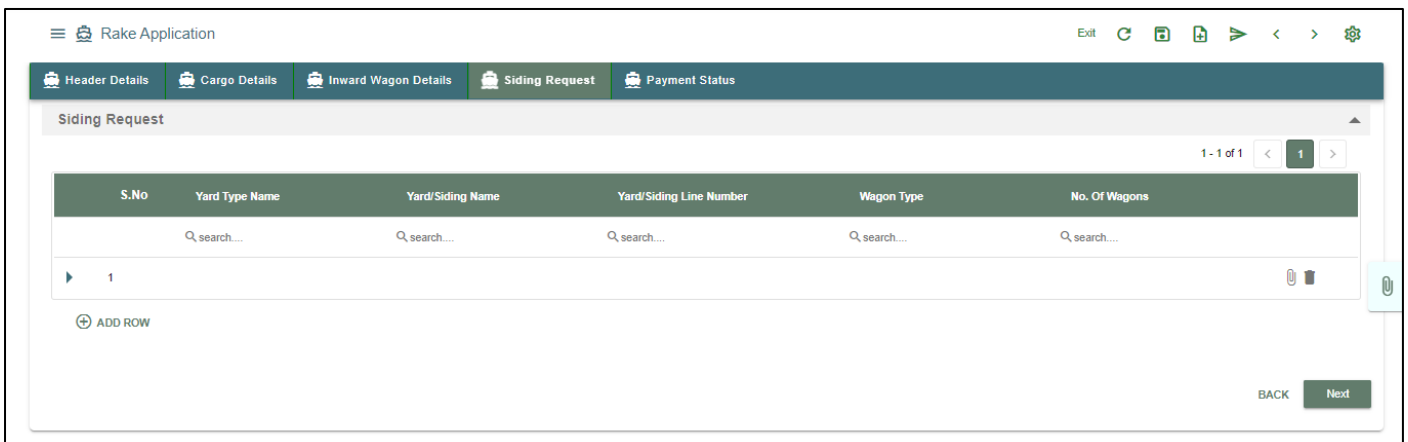
Step 7 - Once data is filled in Line item Details, click on save button  to save the inward wagon details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

➤ If any want to update the previous inward wagon details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 



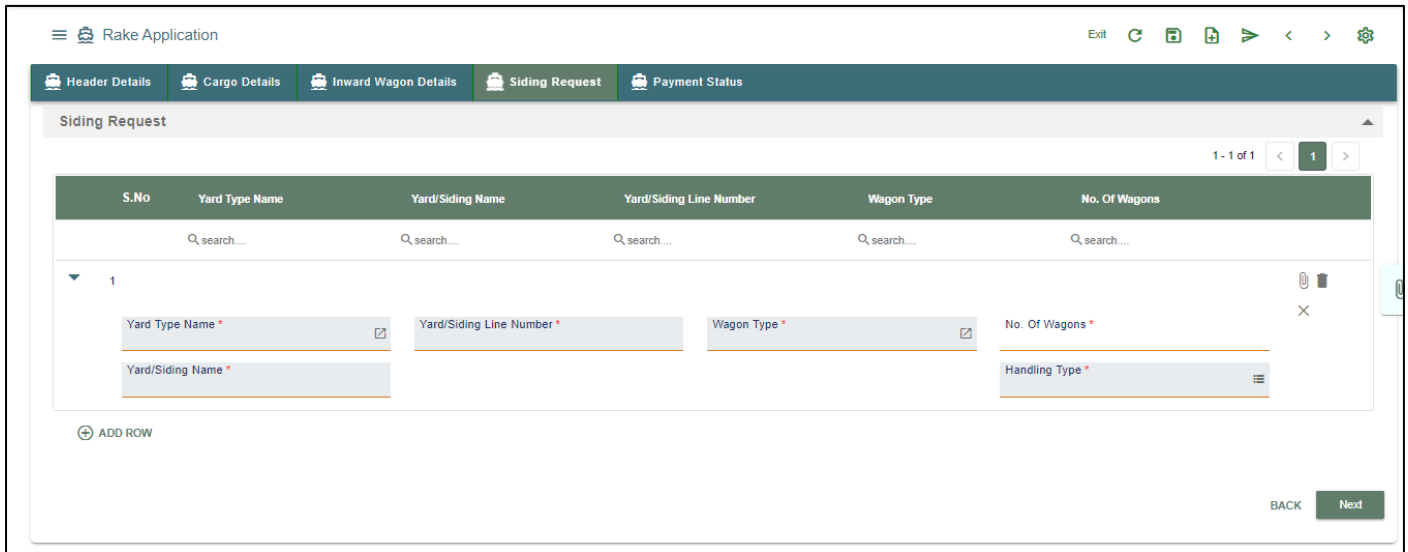
User Interface Image 7- Rake Application Inward wagon details-1.5.1.7

Step 8 – Once all the necessary fields are filled, click  button from the bottom of the page. Then sliding request - page redirected as like below






User Interface Image 8- Rake Application siding request-1.5.1.8




➤ Click on  to begin with data entry

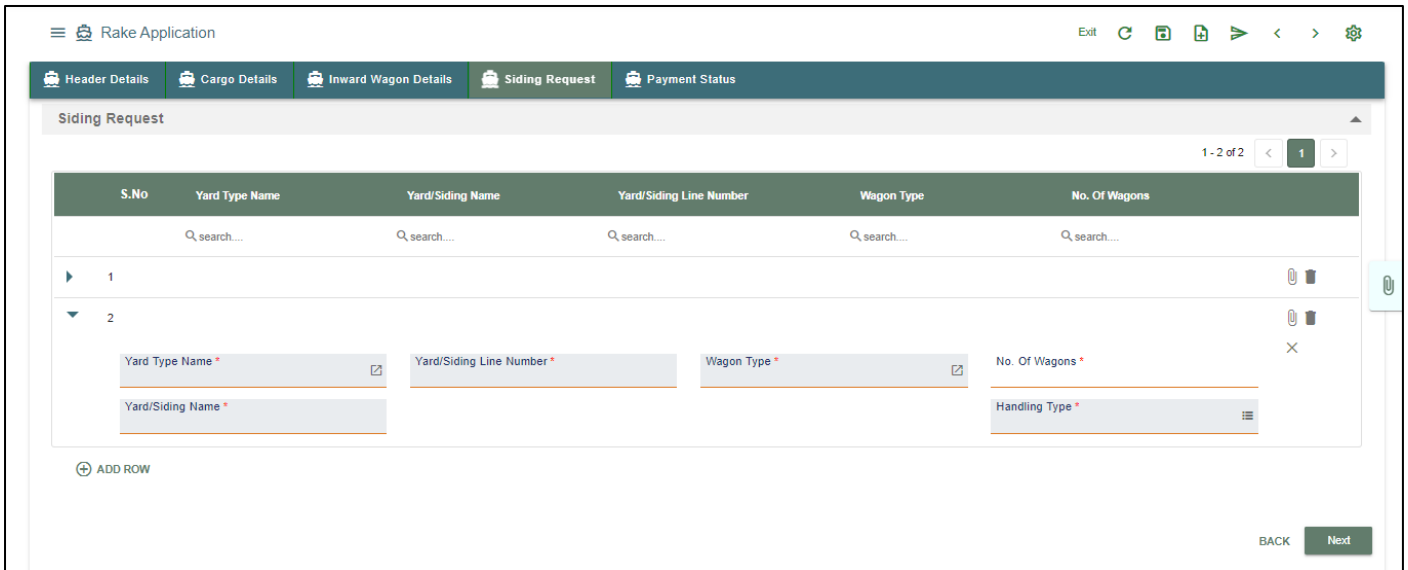


User Interface Image 9- Rake Application siding request-1.5.1.9


- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

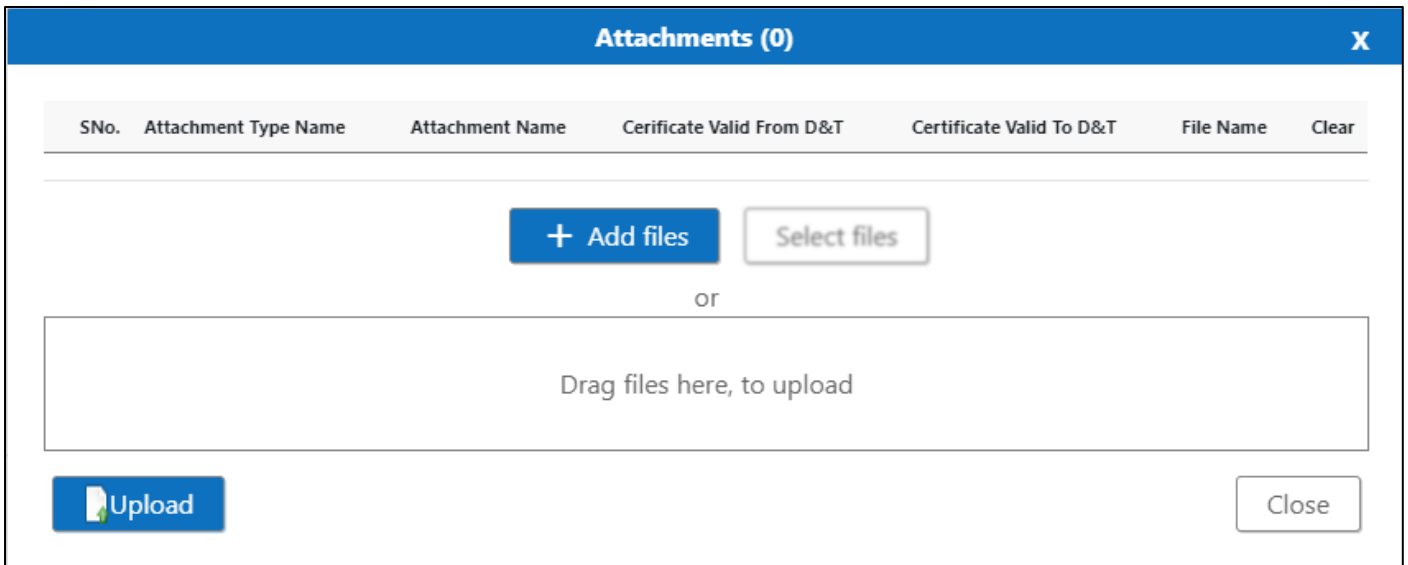
Step 11 - Once data is filled in Line item Details, click on save button  to save the forwarding note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 




User Interface Image 10- Rake Application siding request-1.5.1.10

Step 11: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



User Interface Image 11-Rake Application (Attachments) 1.5.11

Step 12: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 10%;">Attachment Type Name*</th> <th style="width: 15%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 25%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 12-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using 📎 icon system will display respective section name.

Attachments (1)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	📎 Sample.docx 🗑


+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now click on the Check boxes accordingly, and then Select files button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc 


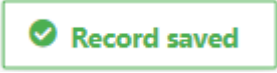
+ Add files
Select files


OR

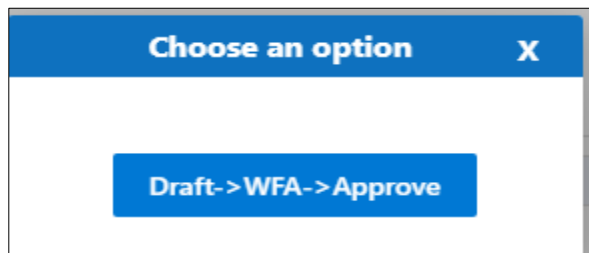
Drag files here, to upload

 Upload
Close

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


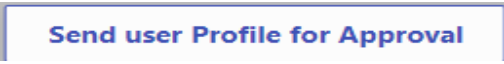
Step 13: Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

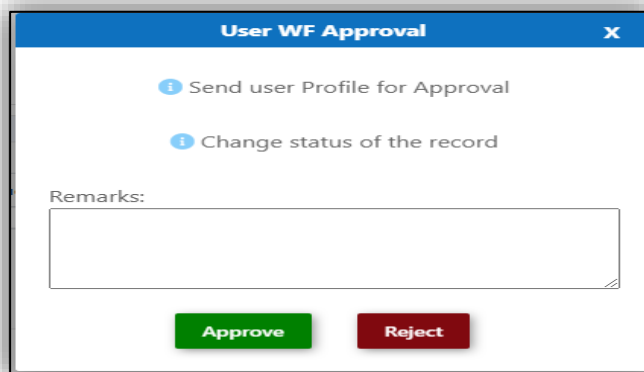
Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Work Flow Initiated. with drivenId = 12999

Step 15: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




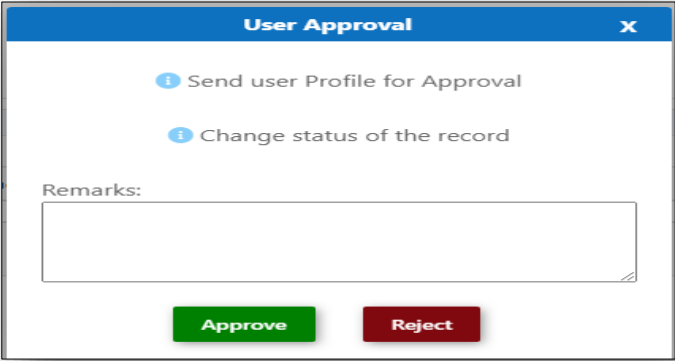
Successfully Status changed to WFAPP

Step 16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

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If user rejects the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.


Step 17: Once the workflow is in WFAPP. Click on  the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



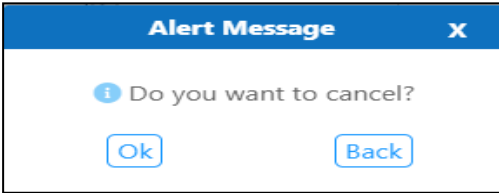
The 'User Approval' popup window contains the following elements:

- Header: User Approval [X]
- Item 1: Send user Profile for Approval
- Item 2: Change status of the record
- Field: Remarks (text area)
- Buttons: Approve (green), Reject (red)

Step 18: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 19: While if there is any changes or error we can cancel the record by clicking the  icon shown.

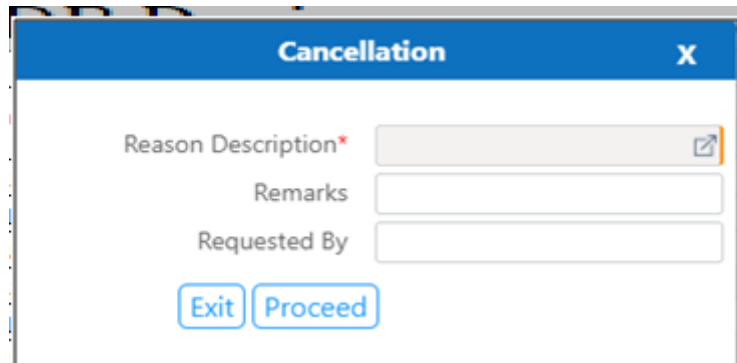
After clicking the icon system will display Confirmation required with below alert ok and Back



The 'Alert Message' popup window contains the following elements:

- Header: Alert Message [X]
- Text: Do you want to cancel?
- Buttons: Ok, Back

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.




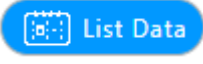
Cancellation [X]

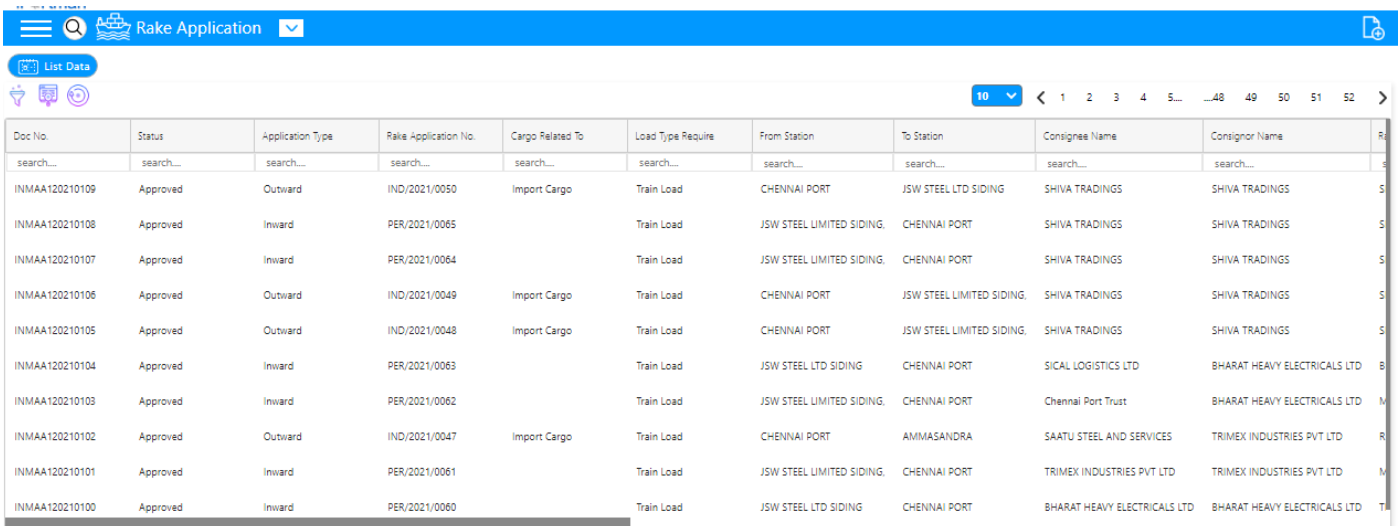
Reason Description*

Remarks

Requested By

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




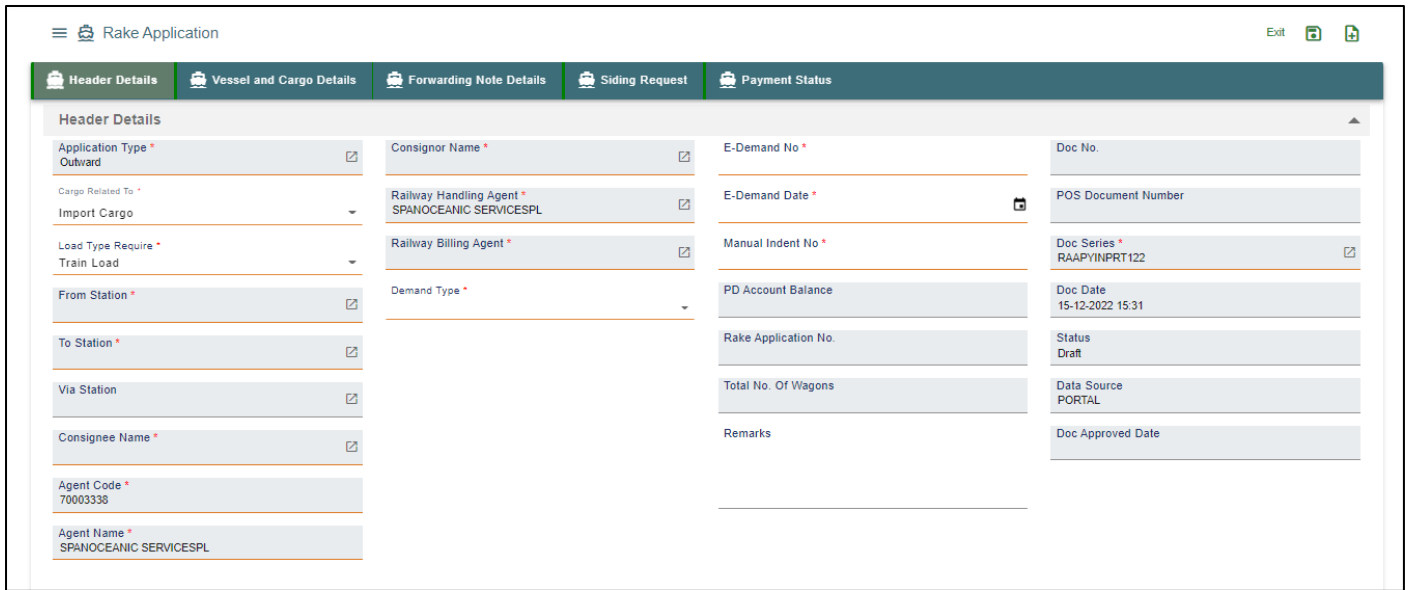
Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name	Consignor Name	Re
INMAA120210109	Approved	Outward	IND/2021/0050	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210108	Approved	Inward	PER/2021/0065		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210107	Approved	Inward	PER/2021/0064		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210106	Approved	Outward	IND/2021/0049	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210105	Approved	Outward	IND/2021/0048	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210104	Approved	Inward	PER/2021/0063		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGISTICS LTD	BHARAT HEAVY ELECTRICALS LTD	B
INMAA120210103	Approved	Inward	PER/2021/0062		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	Chennai Port Trust	BHARAT HEAVY ELECTRICALS LTD	M
INMAA120210102	Approved	Outward	IND/2021/0047	Import Cargo	Train Load	CHENNAI PORT	AMMASANDRA	SAATU STEEL AND SERVICES	TRIMEX INDUSTRIES PVT LTD	R
INMAA120210101	Approved	Inward	PER/2021/0061		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	TRIMEX INDUSTRIES PVT LTD	TRIMEX INDUSTRIES PVT LTD	M
INMAA120210100	Approved	Inward	PER/2021/0060		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	BHARAT HEAVY ELECTRICALS LTD	BHARAT HEAVY ELECTRICALS LTD	T

User Interface Image 14-Rake Application (List Data) 1.5.13

47.4.2 Rake Application Form Details - Outward

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below



User Interface Image 14-Rake Application-1.5.2.1

- Select Application Type from drop down list, whether it is Inward or Outward
 - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Outward”**, Cargo related to as **“Import Cargo/domestic cargo/newly build wagon”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:



- Select From Station from Look-up button
- Select To Station from Look-up button
- Select Via Station from Look-up button, but it is not mandatory to select
- Select Consignee from Look-up button
- Select Consignor from Look-up button
- Select Railway Handling Agent from Look-up button
- Select wagon covering and choose (yes / no)
- Select Billing Agent from Look-up button
- Select Demand Type from drop down list, whether it is E-Demand or Manual Demand
 - If User select Demand Type as “E-Demand”, then system shows the fields as E-Demand No. and E-Demand Date for entering

* Demand Type	E-Demand ▼
* E-Demand No	123
* E-Demand Date	21/03/2020

- If User select Demand Type as “Manual Demand”, then system shows the fields as Manual Demand No. and Manual Demand Date for entering

* Demand Type	Manual Demand ▼
* Manual Demand No	123
* Manual Demand Date	21/03/2020

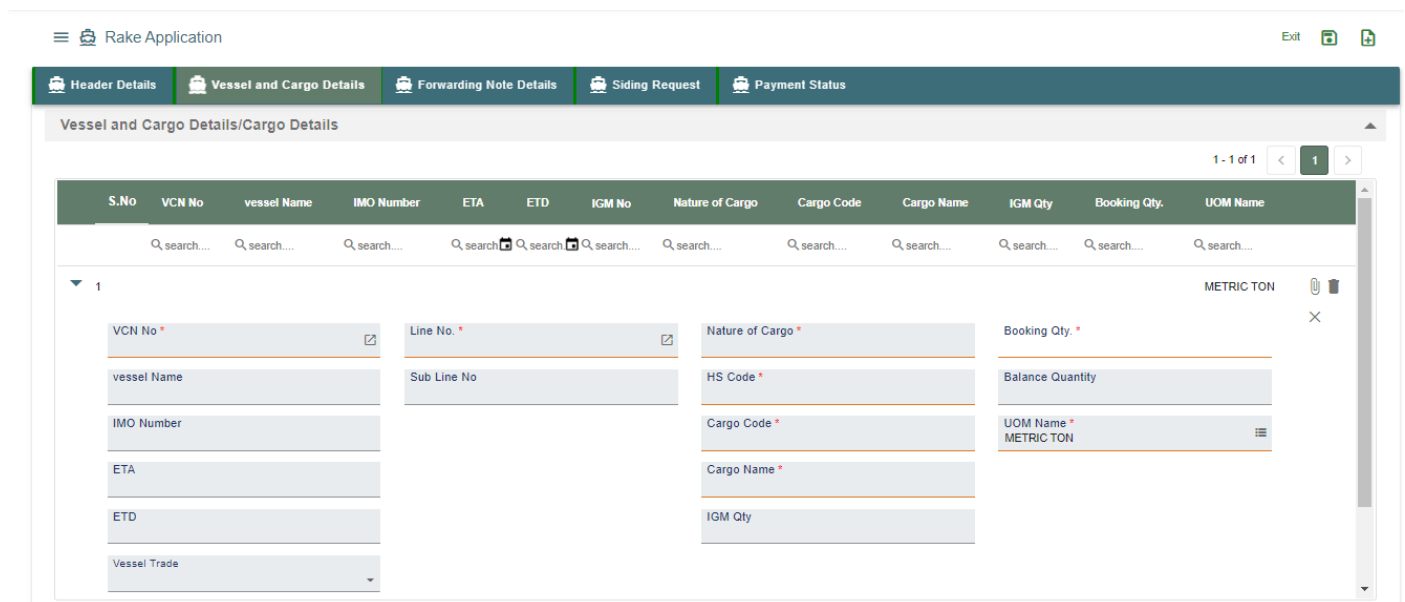
- Enter Wagon Registration Fee Amount if any. It is not mandatory field to enter

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- Select Shore Handling Charges Paid from drop down button, whether charges paid “Yes or No”. But it is not mandatory field to enter
- Select Wagon Covering Required from drop down button, whether it is “Yes or No”.
- The field “Rake Application No” which will be auto populated after approval of the form
- Doc No., Doc Series, Doc Date, Status code, Doc Approved Date, and Source fields are auto populated by the system
- Enter the Remarks if any.

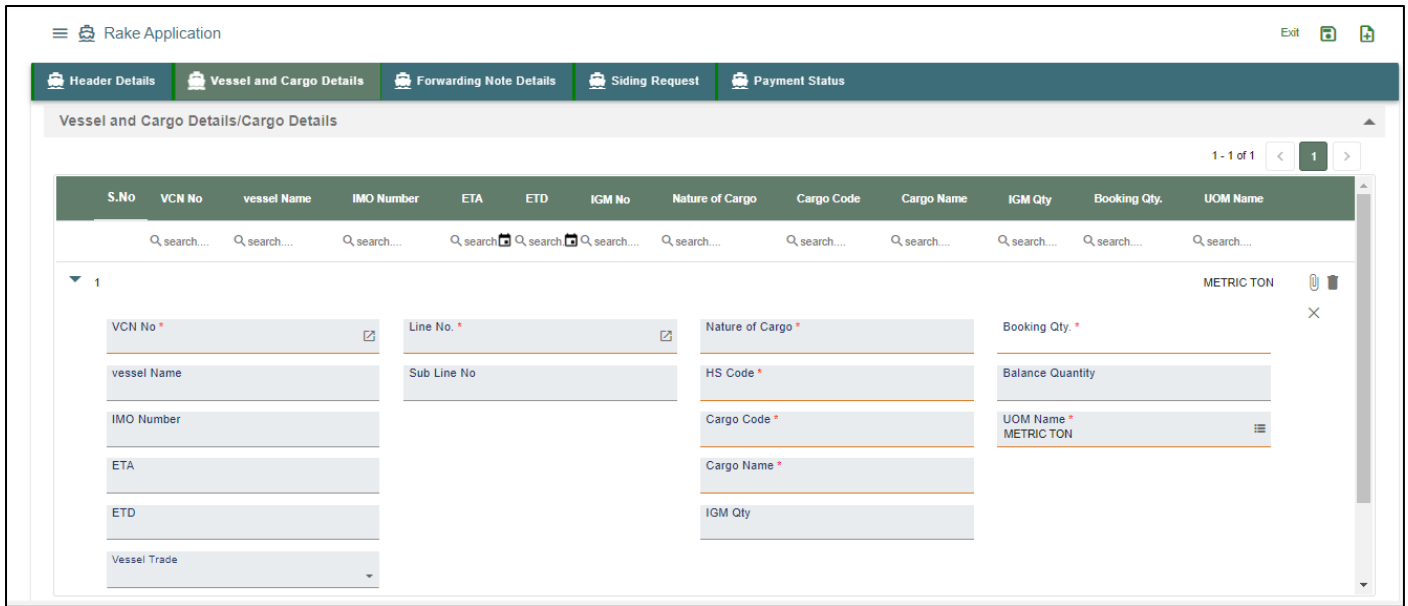
Step 2 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then Vessel and Cargo Details page redirected as like below

Click on [+ Add Row](#) to begin with data entry



User Interface Image 15- Rake Application-1.5.2.2



Step 3 – Once [+ Add Row](#) is selected, then following Vessel and Cargo Details line item fields will be populated to enter






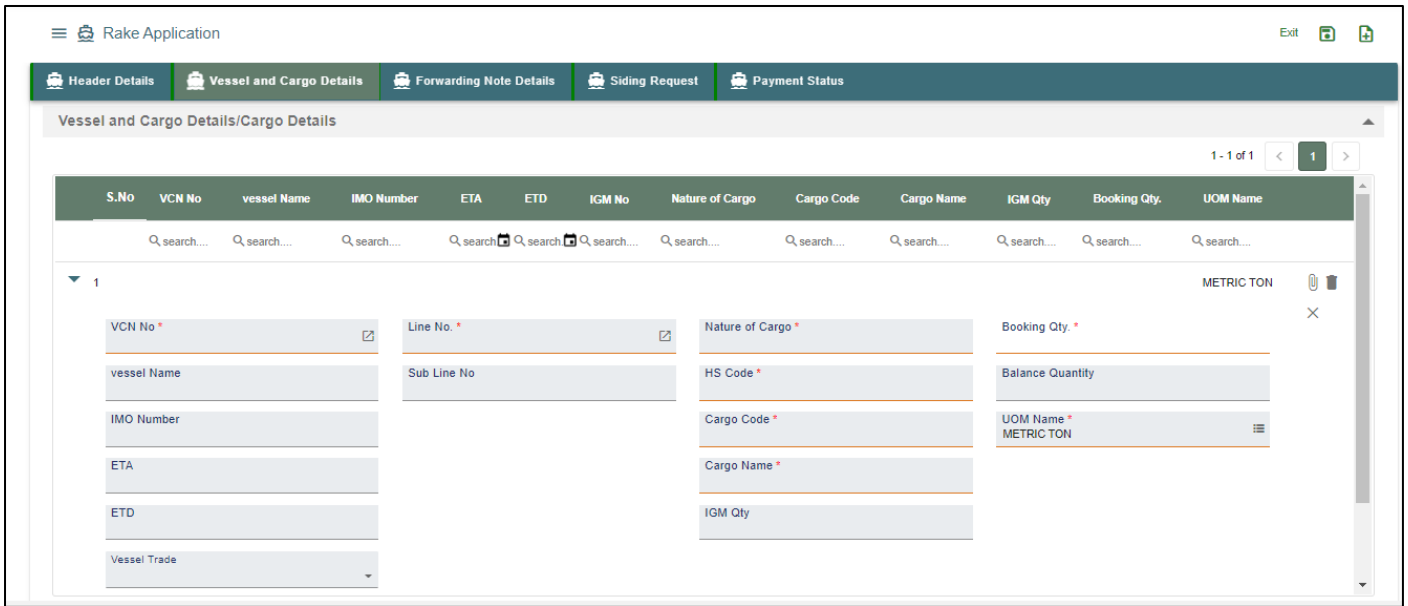
User Interface Image 16- Rake Application-1.5.2.3

- Once fields are populated, select the VCN from Lookup button
- Based on the selection of VCN, the fields Vessel Name, IMO Number, ETA and ETD will be auto populated
- Select Bill of Entry (BE) No from Lookup button
- Based on the selection of BE No, the fields Out of charge (OOC) No, Out of charge (OOC) quantity and Nature of cargo will be auto populated
- Select Cargo Code from Lookup button
- Based on the selection of Cargo Code, the field Cargo Description will be auto populated
- Enter Booking Quantity based on Out of charge (OOC) quantity
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

Step 4 - Once data is filled in Line item Details, click on save button  to save the cargo details

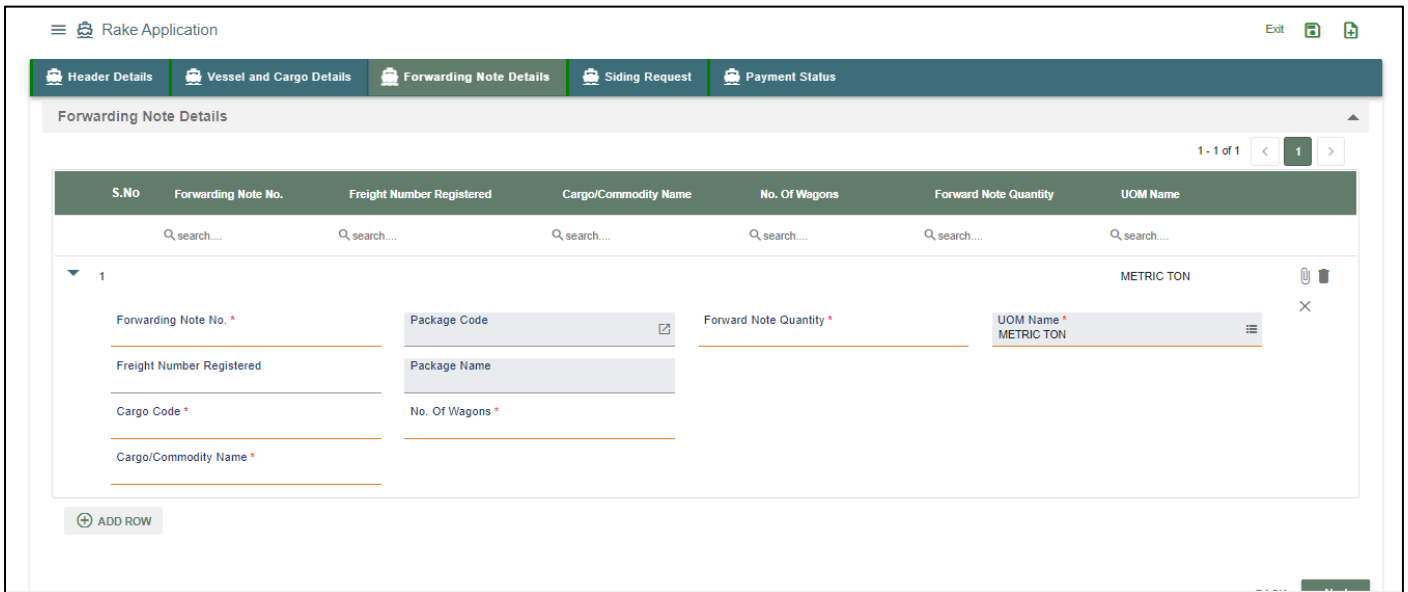
record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



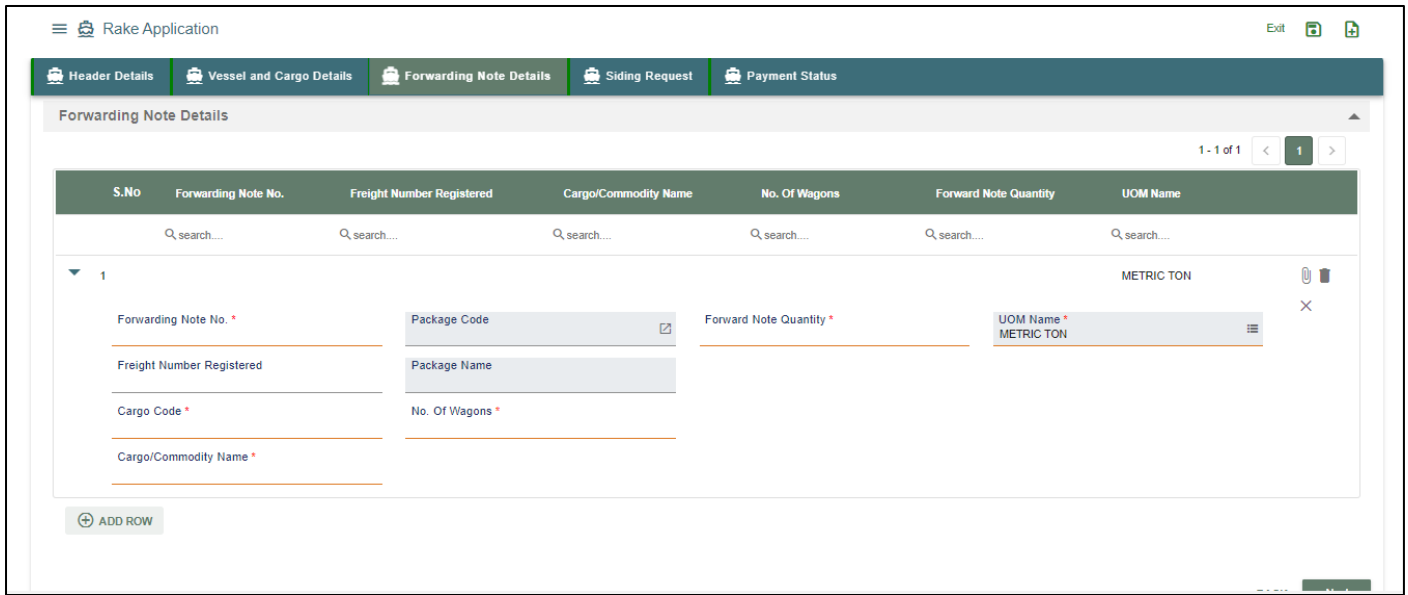
User Interface Image 17- Rake Application-1.5.2.4

Step 5– Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then forwarding note details page redirected as like below




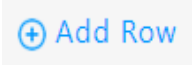

User Interface Image 18- Rake Application-1.5.2.5




Click on [+ Add Row](#) to begin with data entry

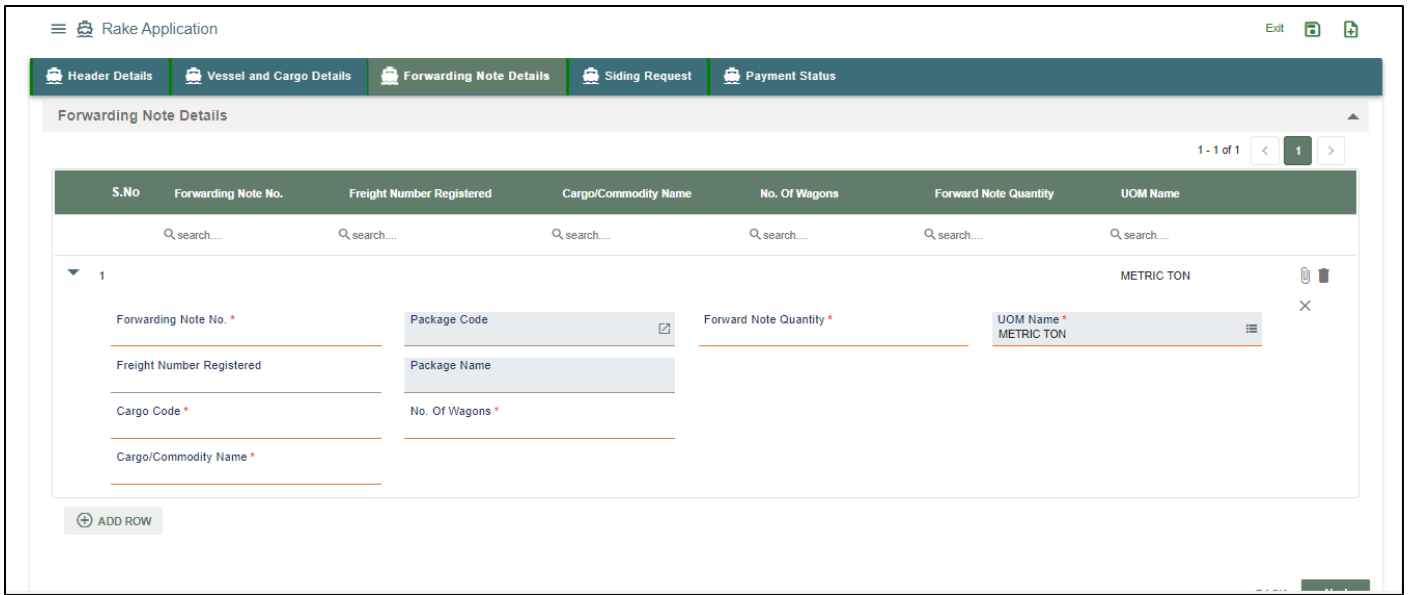


User Interface Image 19- Rake Application-1.5.2.6

- Once fields are populated, Enter Forwarding Note No
- Enter Freight Number Registered. But it is not mandatory field to enter
- Select Cargo/Commodity Name from Lookup button
- Enter No. of wagons which is categorized against Forwarding Note No entered
- Enter Quantity which is categorized against Forwarding Note No entered
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

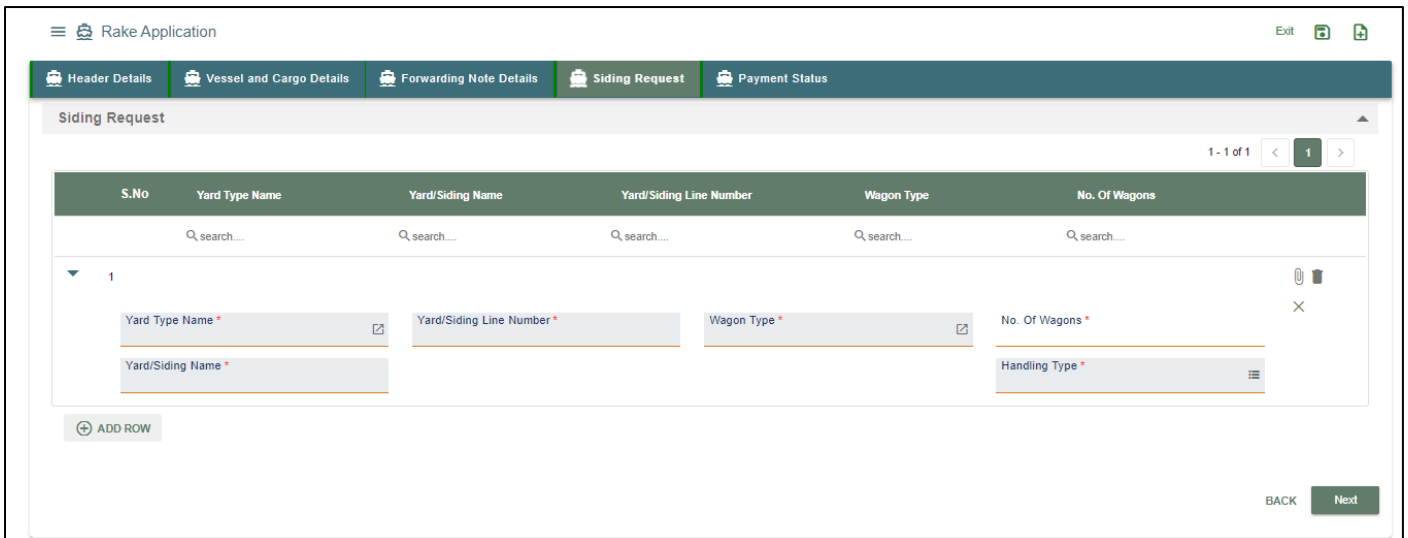
Step 7 - Once data is filled in Line item Details, click on save button  to save the Forwarding Note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Forwarding Note details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



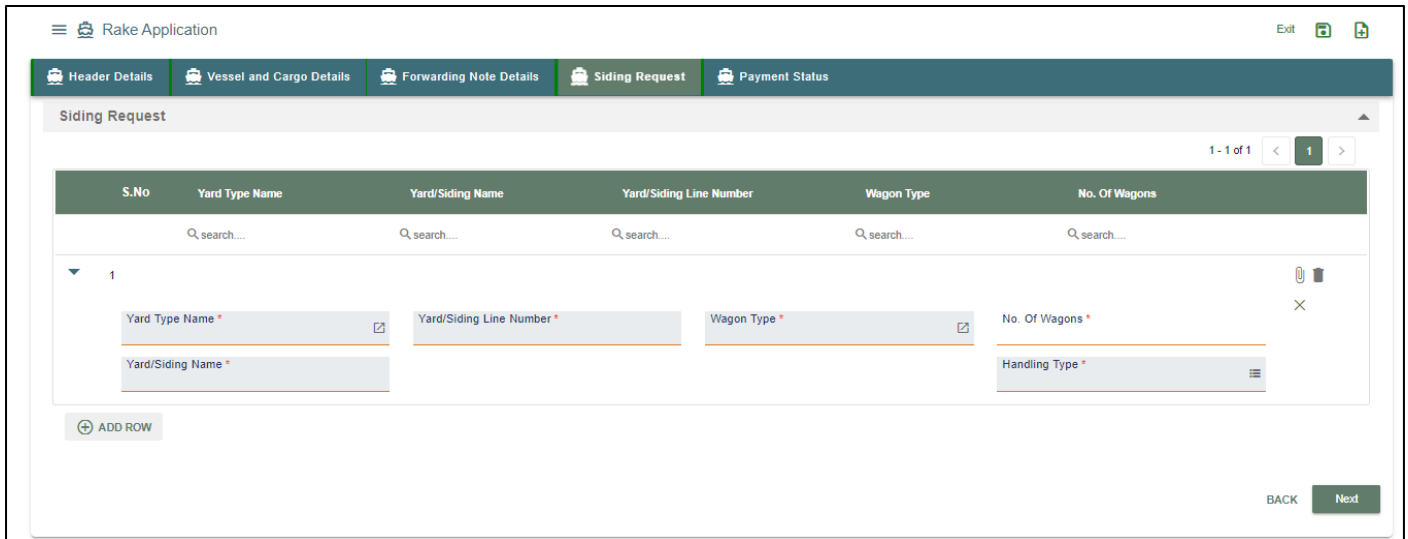
User Interface Image 20- Rake Application-1.5.2.7

Step 8 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then sliding request - page redirected as like below






User Interface Image 21- Rake Application siding request-1.5.2.8




➤ Click on [+ Add Row](#) to begin with data entry

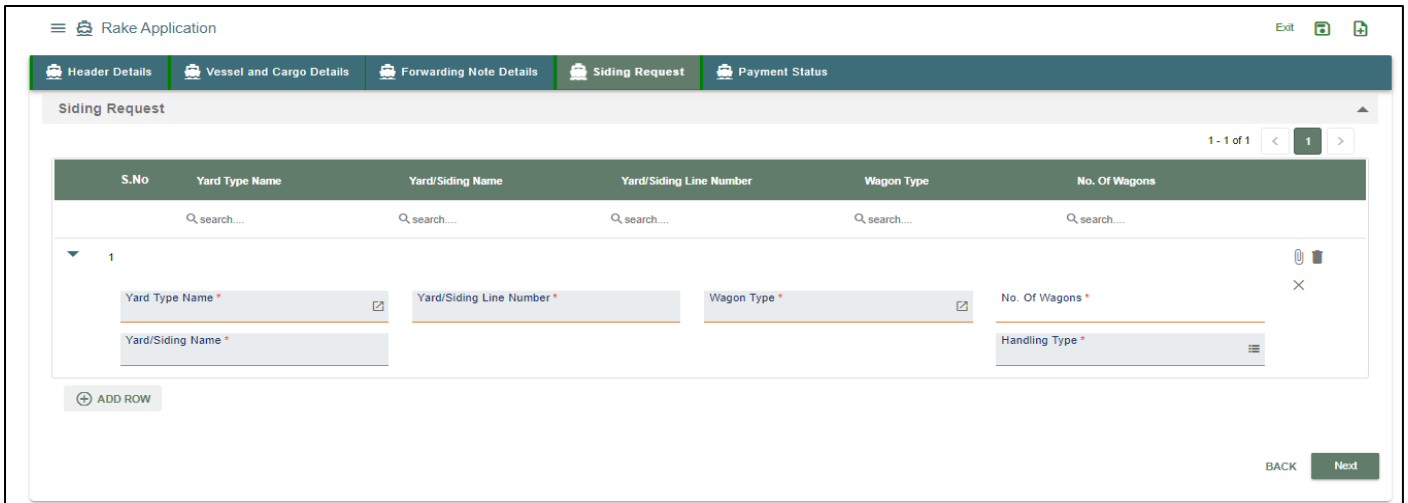


User Interface Image 22- Rake Application siding request-1.5.2.9


- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

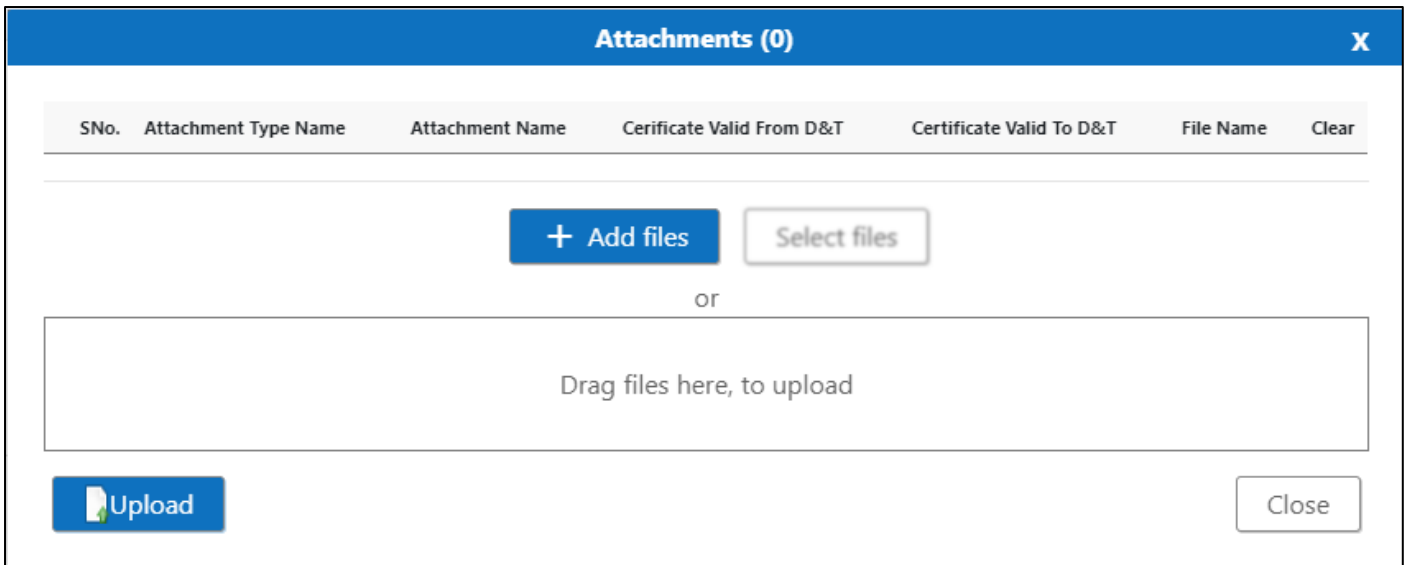
Step 11 - Once data is filled in Line item Details, click on save button  to save the forwarding note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 




User Interface Image 23- Rake Application siding request-1.5.2.10

Step 11: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



User Interface Image 24-Rake Application (Attachments) 1.5.2.11

Step 12: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&T*</th> <th>Certificate Valid To D&T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td>✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 25-Rake Application (Attachments Documents) 1.5.12

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using 📎 icon system will display respective section name.

Attachments (1)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	📎 Sample.docx 🗑


+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now click on the Check boxes accordingly, and then Select files button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 



+ Add files
Select files


or

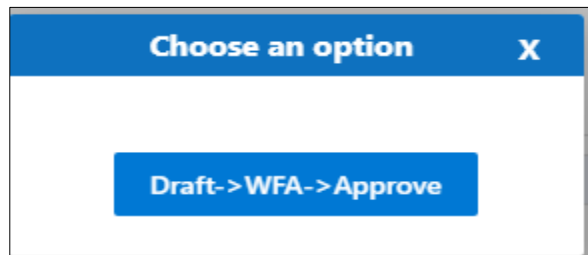
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Step 13: Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

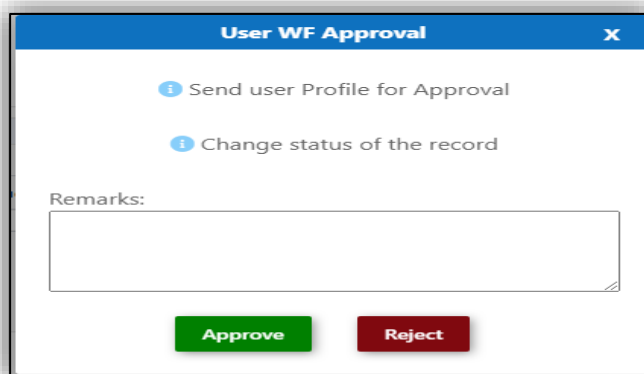
Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

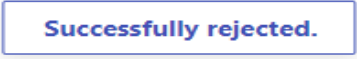
Work Flow Initiated. with drivenId = 12999



Step 15: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step 16: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

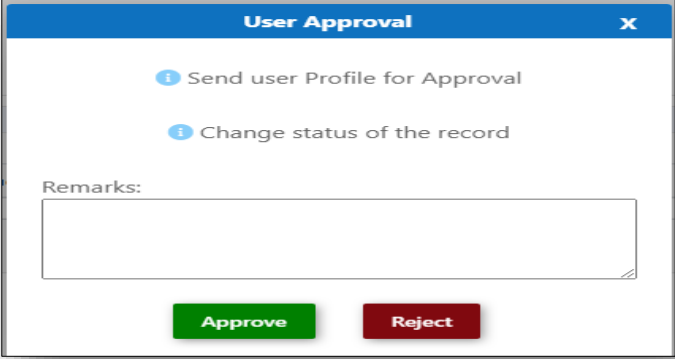
If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

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Step 17: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:

- Buttons: 'Send user Profile for Approval' and 'Change status of the record'.
- Text field: 'Remarks:' with an empty input area.
- Action buttons: 'Approve' (green) and 'Reject' (red).


Successfully Status changed to APPROVED

Step 18: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen.

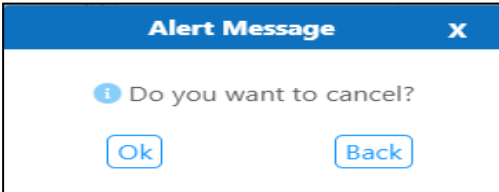
Successfully rejected.

And the document status will be changed as 'REJECTED'.

Step 19: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required**

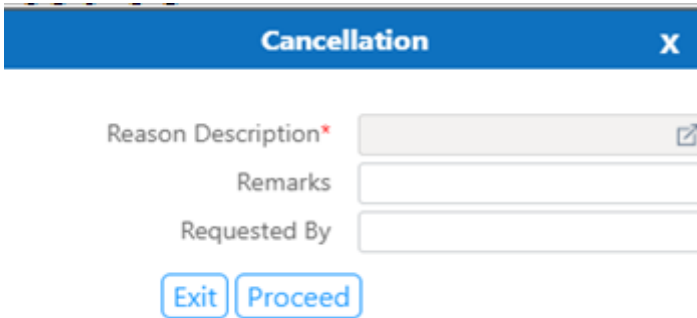
with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Text: 'Do you want to cancel?'.
- Buttons: 'Ok' and 'Back'.


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

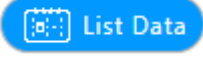


The 'Cancellation' popup window contains the following elements:

- Text field: 'Reason Description*' with a text area and a refresh icon.
- Text field: 'Remarks' with a text area.
- Text field: 'Requested By' with a text area.
- Buttons: 'Exit' and 'Proceed'.

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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰ Rake Application 🔍 📄


🔍 📄 1 - 10 of 837 10 < 1 2 3 ... 82 83 84 >

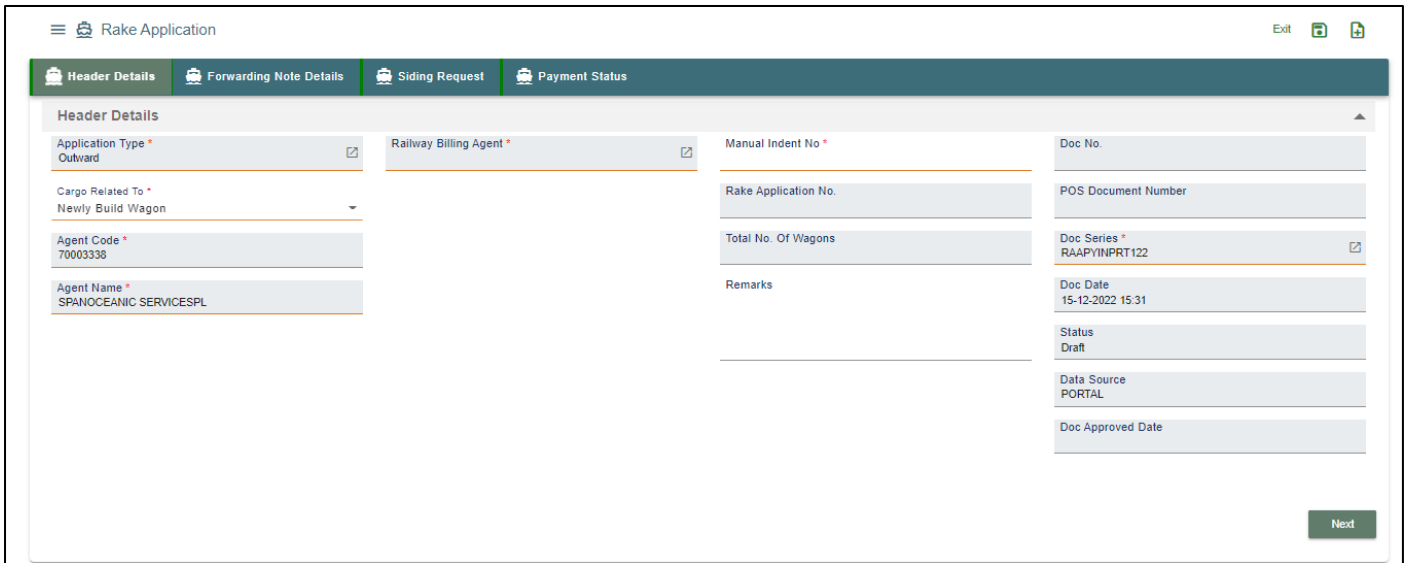
Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee N
search....	search....	search....	search....	search....	search....	search....	search....	search....
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIS'
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIS'
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARC
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA'
NMAA120220006	Approved	Outward	IND/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA'
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA'
10088	Draft	Inward			Train Load			

User Interface Image 26-Rake Application (List Data) 1.5.2.13

47.4.3 Rake Application Form Details - Newly Build Wagon

Header Details:

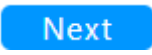
Step 1 - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below



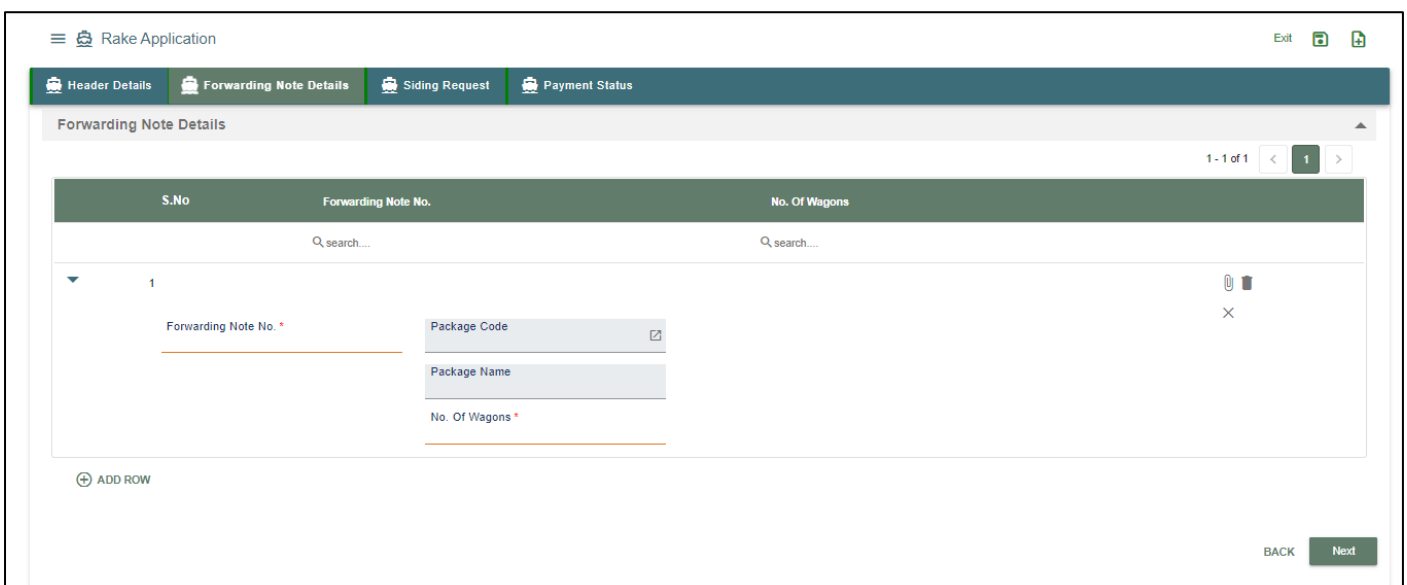
User Interface Image 27- Rake Application-1.5.3.1

If Application Type as **“Outward”**, Cargo Related To as **“Newly Build Wagon”** then following details will appear for entering:



- Select Billing Agent from Lookup Button
- The field “Rake Application No” which will be auto populated after approval of the form
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system


Step 2 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Forwarding Note page redirected as like below

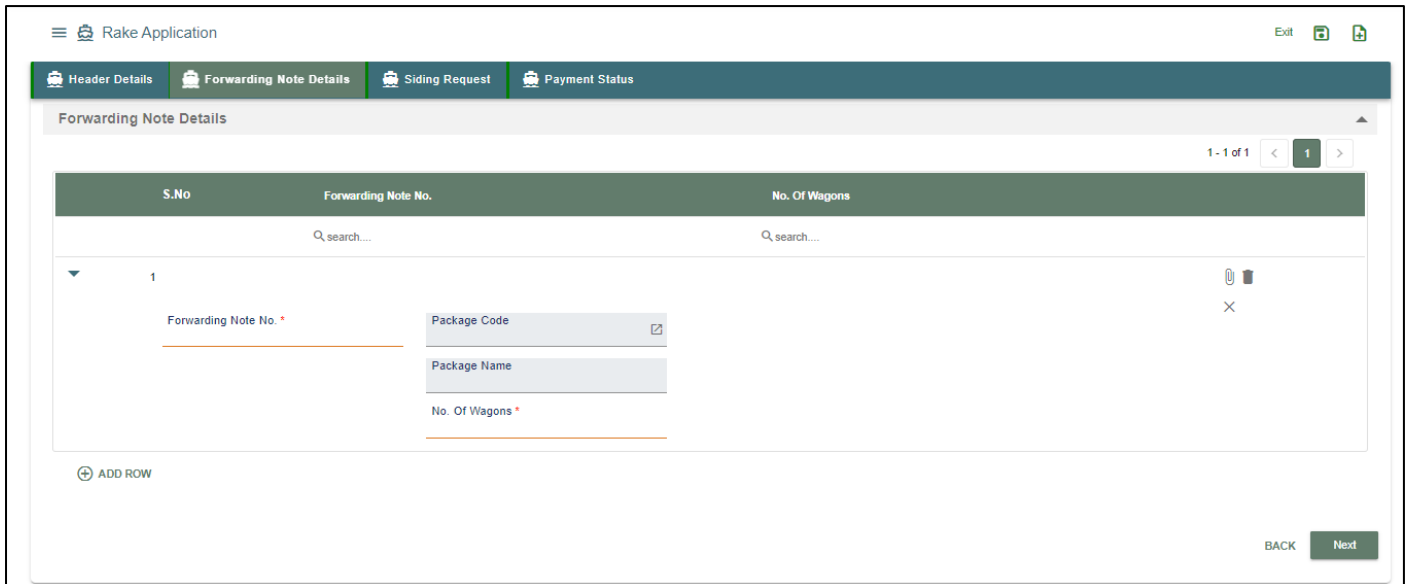
Click on  to begin with data entry



User Interface Image 28- Rake Application-1.5.3.2

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Step 3 – Once  **Add Row** is selected, and then following Forwarding Note Details line item fields will be populated to enter






User Interface Image 29- Rake Application-1.5.3.3




- Enter Forwarding Note No.
- Enter No. of wagons which is categorized against Forwarding Note No. entered

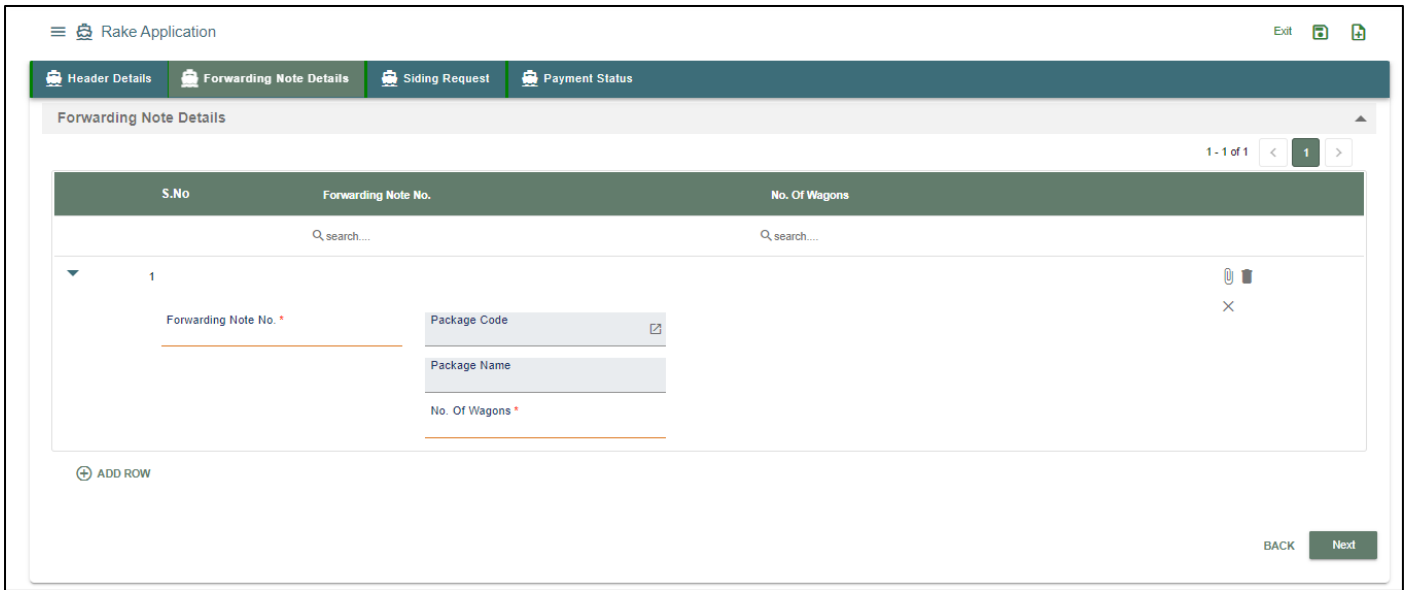
Step 4– Once  **Add Row** is selected, then following siding request fields will be populated to enter

- Select yard type name mandatory field
- Then yard type siding name and yard siding line number will be automatically filled
- Select wagon type and number of wagons

Step 5 - Once data is filled in Line item Details, click on save button  to save the siding request record

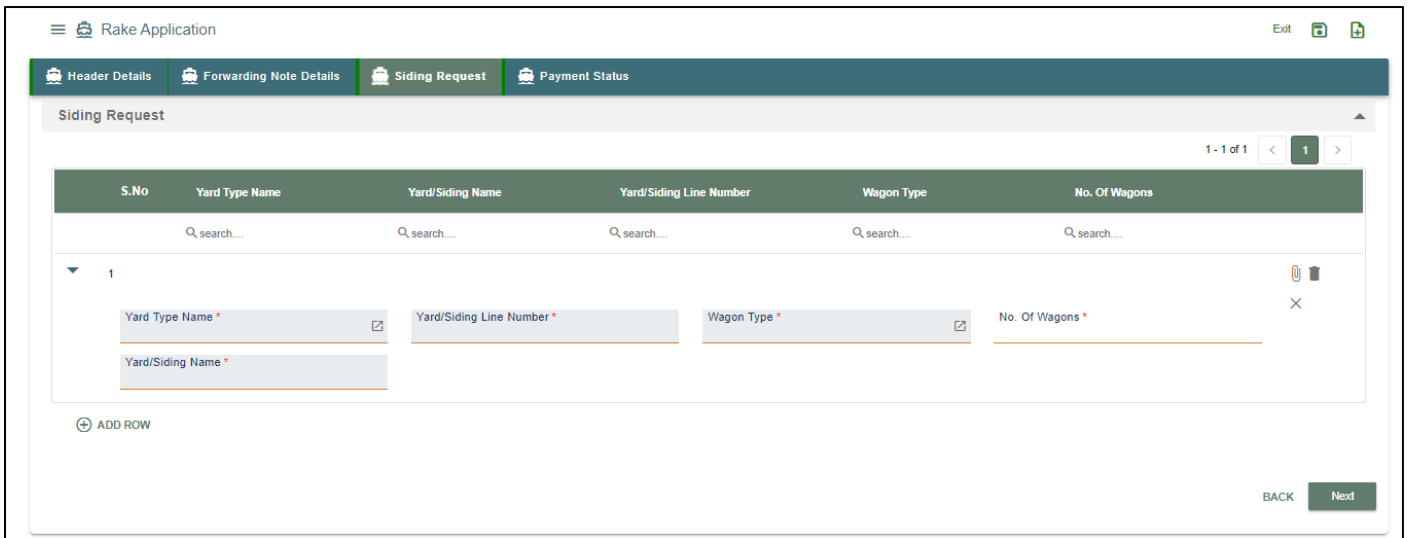
and click on  **Add Row** if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous siding request line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



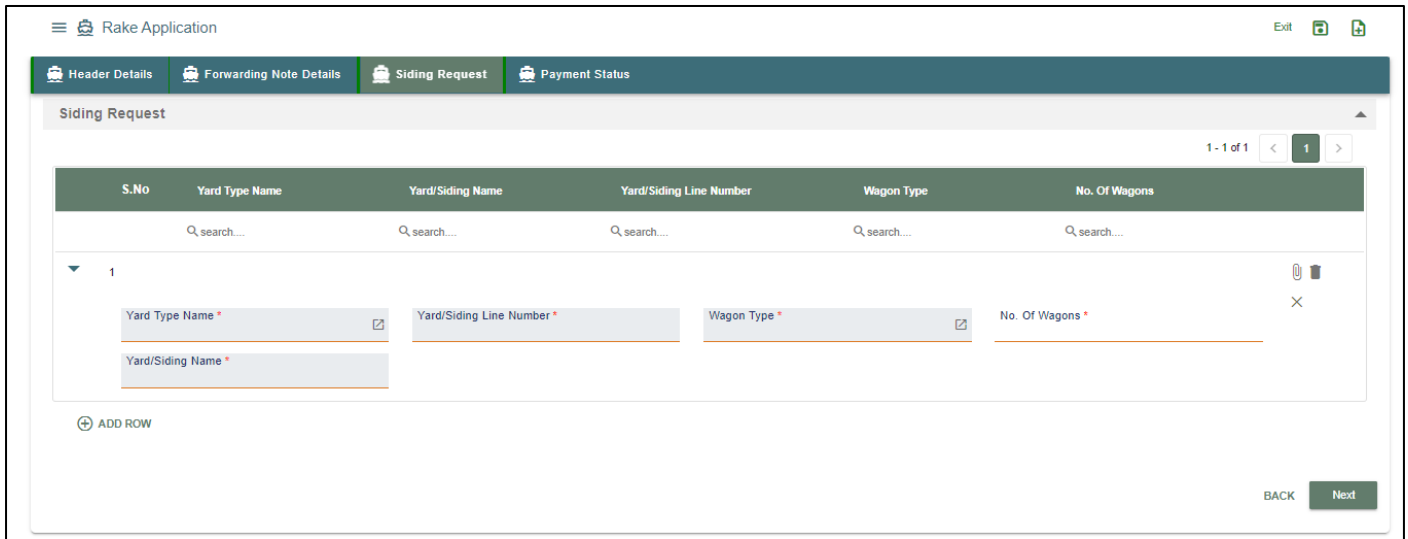
User Interface Image 30- Rake Application-1.5.3.4

Step 5 – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then sliding request - page redirected as like below




User Interface Image 31- Rake Application siding request-1.5.3.5

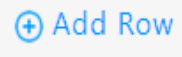

➤ Click on [Add Row](#) to begin with data entry






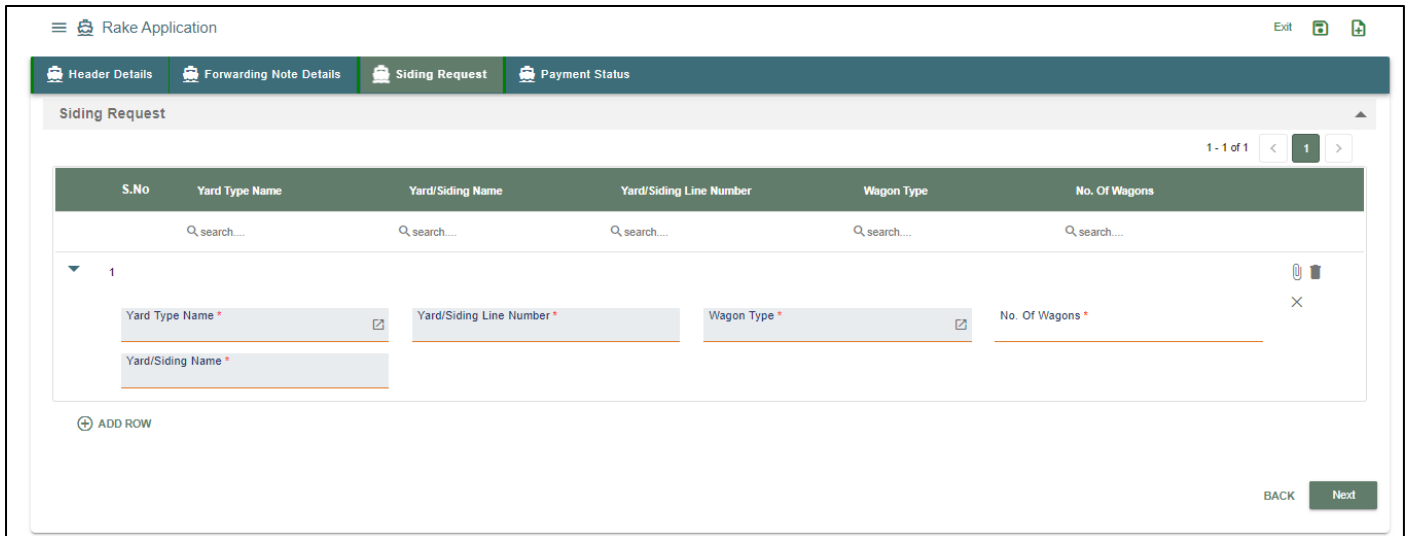
User Interface Image 32- Rake Application siding request-1.5.3.6

- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.


Step 6 - Once data is filled in Line item Details, click on save button  to save the forwarding note

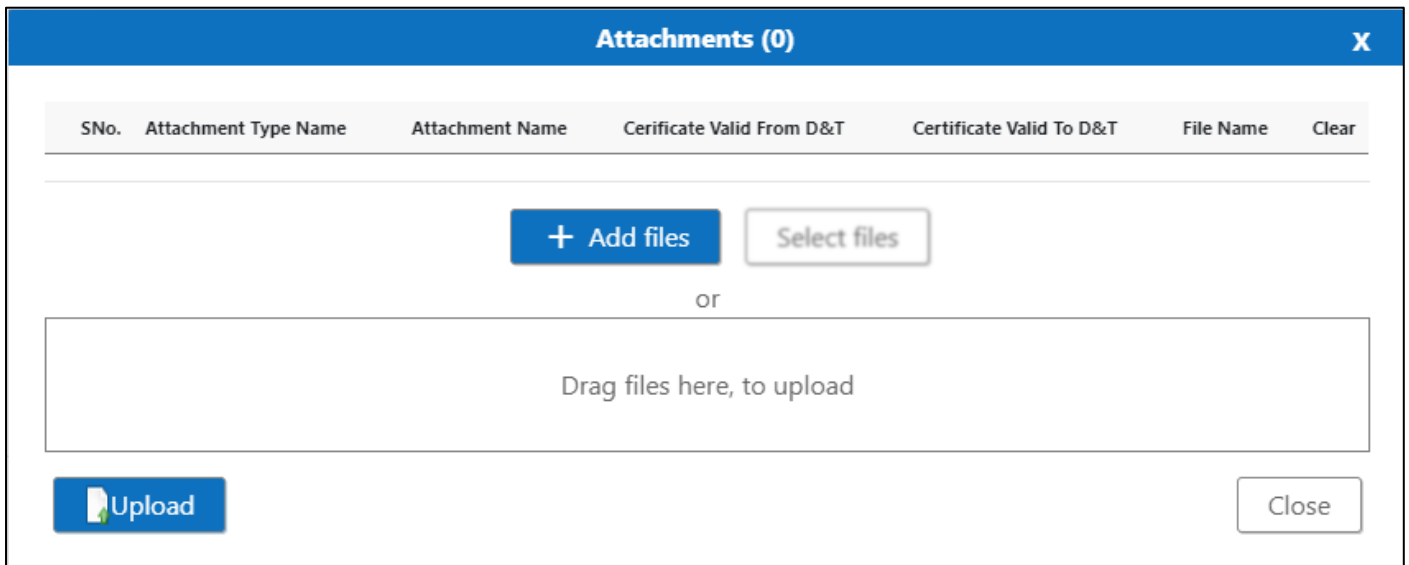
details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 




User Interface Image 33- Rake Application siding request-1.5.3.7

Step 7: Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –





User Interface Image 34-Rake Application (Attachments) 1.5.3.8


Step 9: Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 5px;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Select files</div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&T*</th> <th>Certificate Valid To D&T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td><input type="text"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center;"> Upload </div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px;">Close</div> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	<input type="text"/>
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	<input type="text"/>														

User Interface Image 35-Rake Application (Attachments Documents) 1.5.3.9

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	Sample.docx <input style="width: 20px; height: 15px; border: none; border: 1px solid #ccc;" type="text"/>

+ Add files



Select files


or

Drag files here, to upload

Upload

Close

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If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc 



+ Add files
Select files


OR

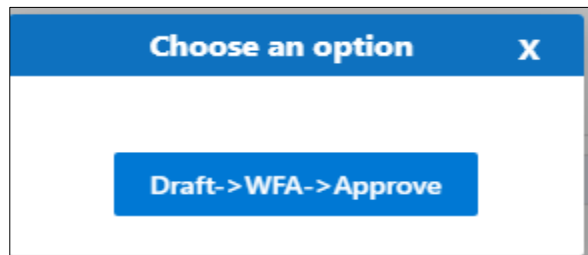
Drag files here, to upload

 Upload
Close

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Step 10: Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

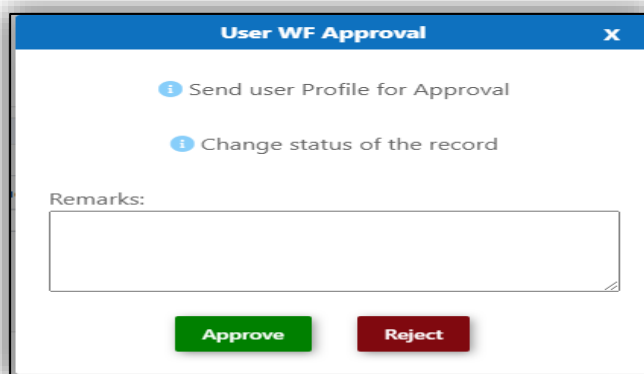
Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id


Work Flow Initiated. with drivenId = 12999



Step 12: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to WFAPP

Step 13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

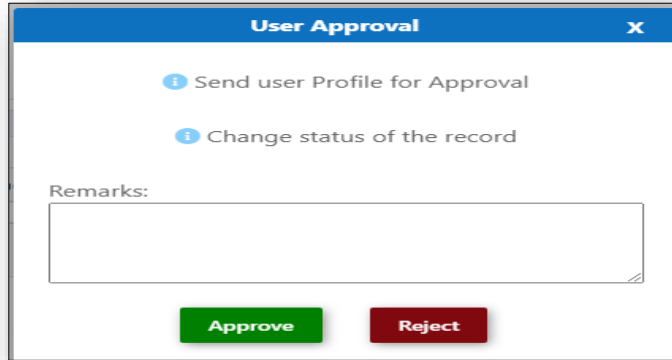
If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

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Step 14: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:


- Buttons: 'Send user Profile for Approval' and 'Change status of the record'.
- Text field: 'Remarks:' with an empty input area.
- Buttons: 'Approve' (green) and 'Reject' (red).

Successfully Status changed to APPROVED

Step 15: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects the

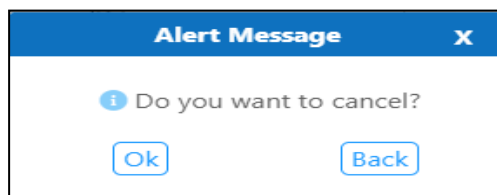
Successfully rejected.

request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step 16: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required**

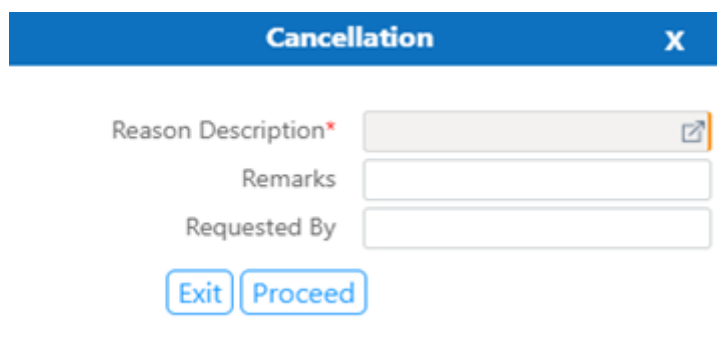
with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Text: 'Do you want to cancel?' with an information icon.
- Buttons: 'Ok' and 'Back'.


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

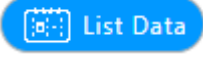


The 'Cancellation' popup window contains the following elements:

- Text field: 'Reason Description*' with a text area and a small icon.
- Text field: 'Remarks'.
- Text field: 'Requested By'.
- Buttons: 'Exit' and 'Proceed'.

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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰ Rake Application 🔍 📄



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Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIS'
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIS'
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARC
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA'
NMAA120220006	Approved	Outward	IND/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA'
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA'
10088	Draft	Inward			Train Load			

User Interface Image 36-Rake Application (List Data) 1.5.3.10

47.5 FIELD INFORMATION

Field Name	Mandatory	Field Type
RA No.	No	Text Box
Application Type	Yes	Drop Down
Cargo Related To	Yes	Drop Down
Load Type Require	Yes	Drop Down
From Station	Yes	Look Up (LOV)
To Station	Yes	Look Up (LOV)
Via Station	No	Look Up (LOV)
Consignee Name	Yes	Look Up (LOV)
Consignor Name	Yes	Look Up (LOV)
Railway Handling Agent	Yes	Look Up (LOV)
Billing Agent	Yes	Look Up (LOV)
Inward Receipt Type	Yes	Drop Down
RR/Indemnity Bond No.	Yes	Text Box
RR/Indemnity Bond Date and Time	Yes	Calendar
Demand Type	Yes	Drop Down



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E-Demand/Manual Demand No.	Yes	Text Box
E-Demand/Manual Demand Date and Time	Yes	Calendar
WRF Amount	No	Text Box
Shore Handling Charges paid	No	Drop Down
Wagon Covering Required	Yes	Drop Down
Remarks	No	Text Box
VCN	Yes	Look Up (LOV)
Vessel Name	No	Text Box
IMO Number	No	Text Box
Vessel Trade(Foreign/Coastal)	No	Text Box
ETA	No	Calendar
ETD	No	Calendar
BE No.	Yes	Look Up (LOV)
BE Quantity	No	Text Box
Out of Charge No.*	No	Text Box
Out Of Charge Quantity	No	Text Box
Nature of Cargo	Yes	Look Up (LOV)
Cargo Code	Yes	Look Up (LOV)
Cargo Description	Yes	Text Box
Booking Qty of Cargo	Yes	Text Box
UOM	No	Look Up (LOV)
Forwarding Note No.	Yes	Text Box
FNR No.	No	Text Box
Cargo/Commodity Name	Yes	Look Up (LOV)
No. of Wagons	Yes	Text Box
Quantity	Yes	Text Box
Wagon No.	Yes	Text Box
Wagon Type	Yes	Look Up (LOV)
Owning Railway	Yes	Look Up (LOV)
Yard Type	Yes	Look Up (LOV)
Yard Name	Yes	Text Box
Yard Line Number	Yes	Text Box
No. of Wagons	Yes	Text Box


48. BUSINESS FUNCTION NAME: Sick Wagon Placement

48.1 DEFINITION:


Port Officials will record the Sick Wagon Placement details in the iPortman Web Application when the Sick wagons are placed in the siding either for rectification or stabling. The Port Associates/Officials will be using this function.

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48.2 NAVIGATION:

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

Menu Path	Menu Bar → Railways → Sick Wagon Placement → Click on Add New
------------------	--

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

48.3 PREREQUISITES – MASTERS

S.No.	Masters List
1	Yard Master
2	Port Loco Master

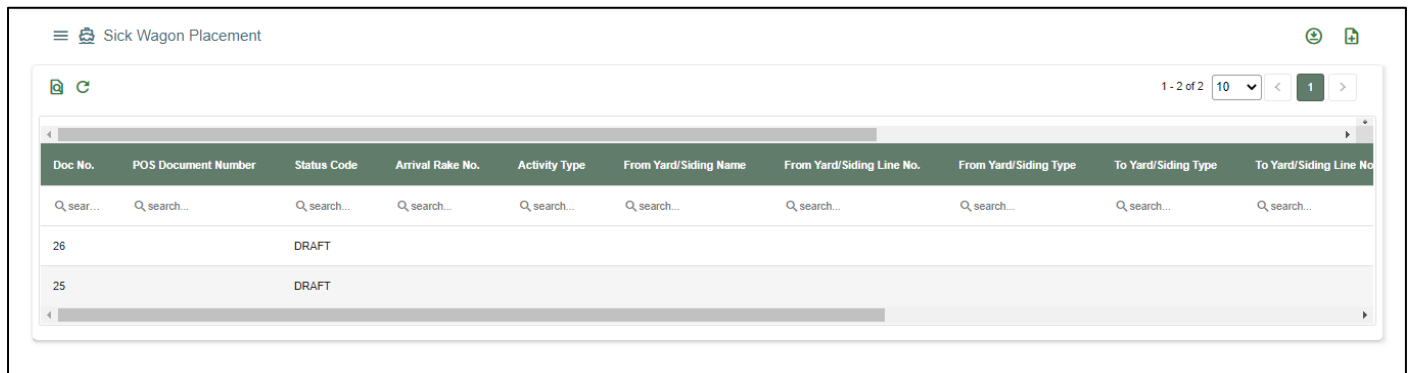
48.4 SCREENSHOT

Following screenshot from Sick Wagon Placement

List Page:


Once entered into the Functional Form – Sick Wagon Placement, list page will appear

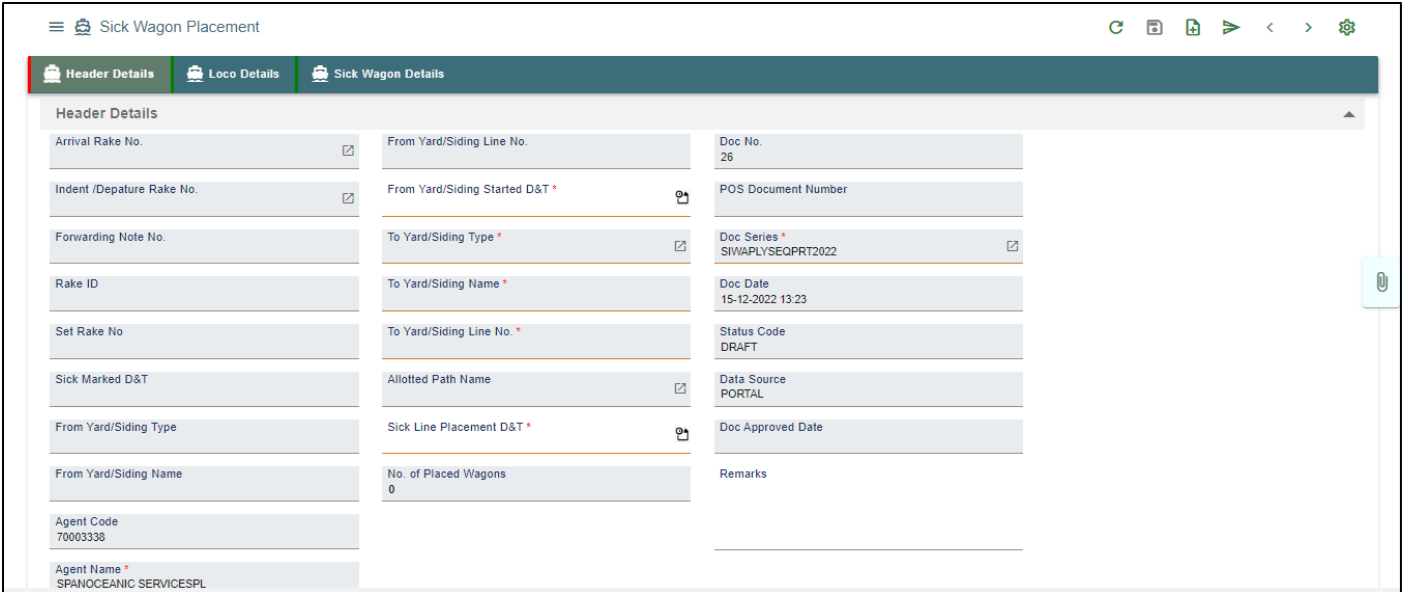
➤ To enter into the Sick Wagon Placement New Page, click on Add New button from top of the tool bar



User Interface Image 193: Sick Wagon Placement – 13.5.1

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar Sick Wagon Placement Header Details screen will appear like below



User Interface Image 194: Sick Wagon Placement – 13.5.2

Below are the Field Information regarding Header Details Section.

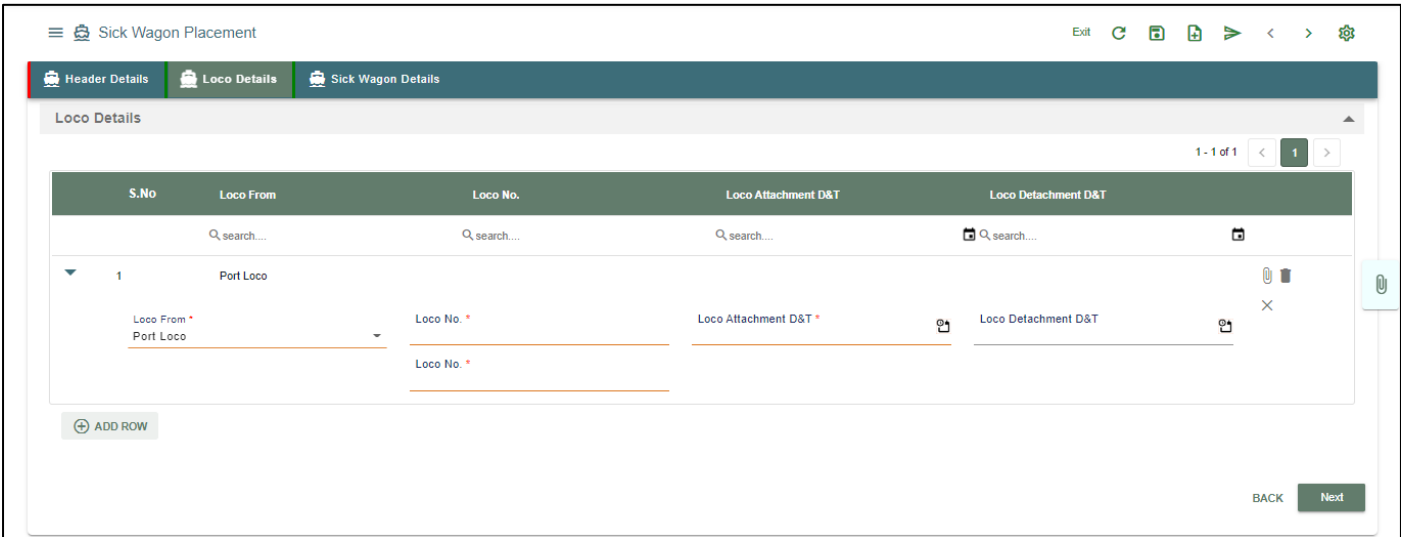
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Arrival Rake / Indent / Departure Rake No	Yes	Look Up
Forward Note Number	No	Auto Populated
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Sick Marked Date and Time	No	Auto Populated
From Yard Type	No	Auto Populated
From Yard Name	No	Auto Populated
From Yard/Siding Line Number	No	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Look Up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Allotted Path	No	Look Up
Sick Line Placement Date and Time	Yes	Date and Time Picker
No of Wagons Placed	No	Auto Populated

- Select Arrival Rake Number from Lookup Button
- Forwarding Note Number, Rake Id, Set Rake Number, Sick Marked Date and Time, From Yard Type, From Yard/Siding Name, From Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button

- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Enter Sick Line Placement Date and Time from date picker
- Number of Wagon Placed field is auto generated based on submission of Wagon Details Line item
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

Once all the necessary are filled in Haeder Section, click on next button and redirected to LOCO Details Section and click on ADDROW button




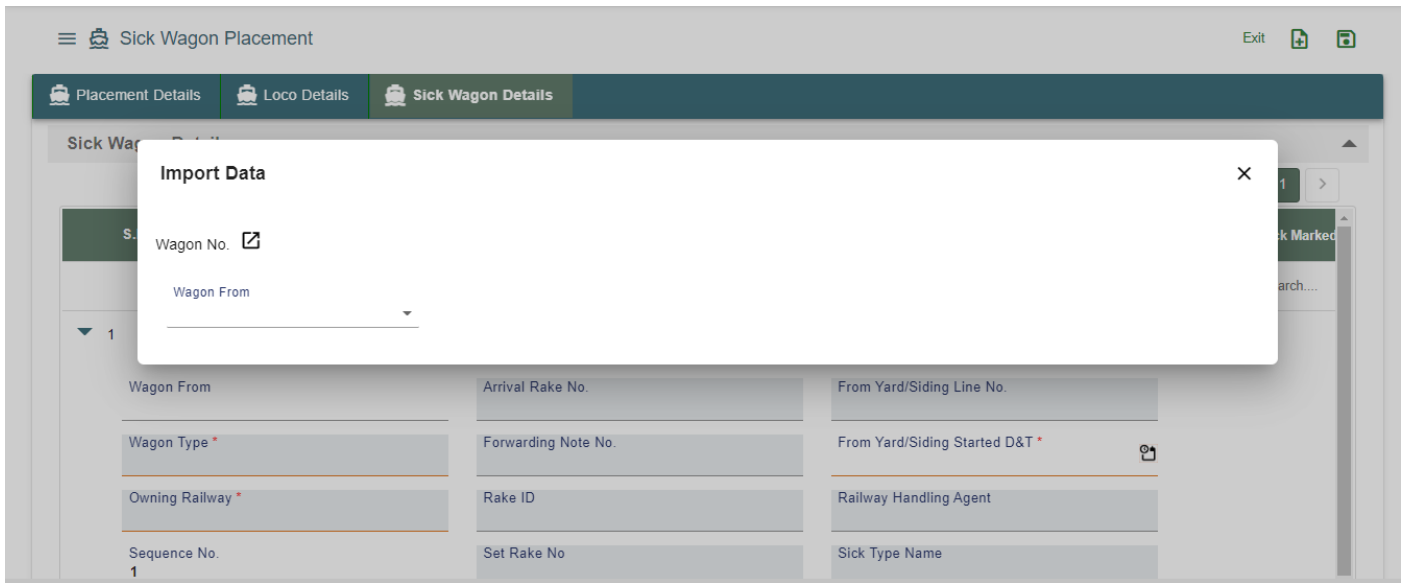
Below are the Field Information regarding Loco Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 2 – Once all the necessary are filled in Sick to Fit Certification Section, click on next button and

redirected to Sick Wagon Details Section and click  button in Sick Wagon Details Section. Then

Wagon Details Pop Up page come like below and Click on  for getting Wagon No.






- Select data Load
- Select Wagon No, then Owning Railway, Wagon Type, Cargo Status, Cargo Type, Consignee, Consignor, Handling Agent, Cargo Description, Sick Type Name, Sick Marked By, TXR Remarks fields are auto populated based on selection of Wagon Number.
- Then Select Rectified Status From Drop Down(Rectified/Non Rectified)

Below are the Field Information regarding Sick Wagon Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Cargo Status	No	Auto Populated
Cargo Type	No	Auto Populated
Container Size	No	Auto Populated
Container No1	No	Auto Populated
Container No2	No	Auto Populated
Cargo Description	No	Auto Populated
Sick Type Name	No	Auto Populated
Sick Marked By	No	Auto Populated
Rectified Status	Yes	Drop Down
TXR Remarks	No	Auto Populated


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Step 3: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center; width: 100%;"> Drag files here, to upload </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</div> <div style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</div> </div>						



User Interface Image 201-SICK WAGON PLACEMENT (Attachments) 13.5.10



Step 4 Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 15%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 20%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">X</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</div> <div style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</div> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	X
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	X														



User Interface Image 202-SICK WAGON PLACEMENT (Attachments Documents) 13.5.11

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

 Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents***File Required.**

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 



+ Add files
Select files


or

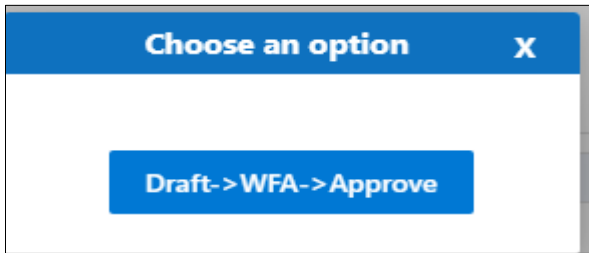
Drag files here, to upload

 Upload
Close

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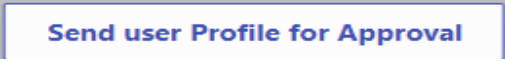
Step 5: Click on the Save button  from the top right corner to save the SICK WAGON PLACEMENT Form. Once the record got saved successfully, then the system will display  message.

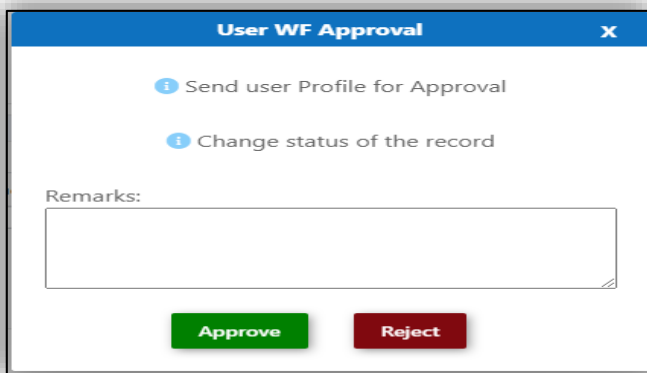
Step 6: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



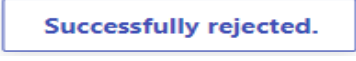
Choose an option from the popup .And now Work Flow will be initiated accordingly with id





Step 7: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Step 8: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

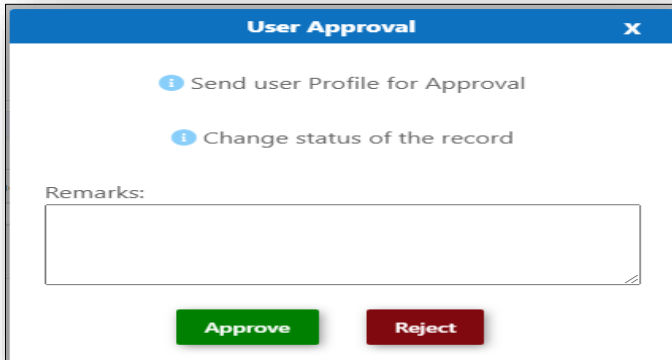
If user reject the request following alert will display on the screen.  And the

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document status will be changed as 'REJECTED'.


Step9: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

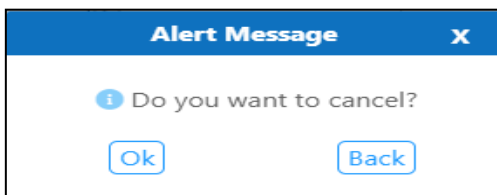


Step10: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

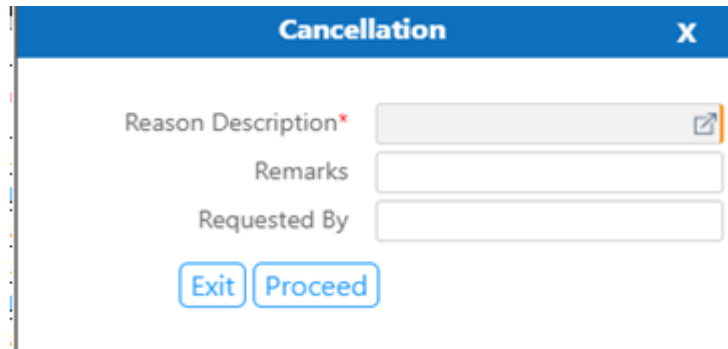
the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 11 While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back



By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.




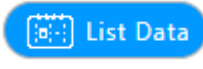
Cancellation [X]

Reason Description*

Remarks

Requested By

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL



Step 12: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

☰ Sick Wagon Placement 🔍 📄

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Doc No.	Status	To Yard/Siding Type	To Yard/Siding Name	To Yard/Siding Line No.	No. of Placed Wagons	Wagon No's.	Sick Line Placement D&T
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>
INMAA120210028	Approved	Yard one	INDIRA DOCK	Eastern Yard - 1	2	1001,1008	25-03-2022 11:20
INMAA120210027	Approved	PORT	BHARATI DOCK YARD	Eastern Yard 4	1	10	22-03-2022 12:33
INMAA120210026	Approved	Yard one	INDIRA DOCK	Eastern Yard - 1	1	130	16-03-2022 10:37
INMAA120210025	Approved	Yard one	MOD WARE HOUSE	Eastern Yard	1	2	15-03-2022 19:00
INMAA120210024	Approved	PORT	MOD WARE HOUSE	Eastern Yard	1	130	05-01-2022 15:49
INMAA120210023	Approved	MAXIMA CRUDE TANKS	ADVANI PLOT	JD East Line Main II	1	10	16-11-2021 12:28
INMAA120210022	Approved	Yard one	GRAIN DEPOT	JD West Line	1	12	19-10-2021 17:08
INMAA120210021	Approved	Yard	RAILYARD	CONTY	1	14	14-10-2021 12:57
158	Draft	Yard	RAILYARD	CONTY	0		12-10-2021 14:50
INMAA120210020	Approved	Yard one	GRAIN DEPOT	JD West Line	1	93	17-09-2021 22:46

User Interface Image 203-SICK WAGON PLACEMENT (List Data) 13.5.12

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49. BUSINESS FUNCTION NAME: WAGON PLACEMENT


49.1 DEFINITION

Port Associates/Officials are recording the information in iPortman Web & in the Mobile application when the Rakes or Partial Rakes are placing at party siding for Loading or Unloading. Port Associates/Officials will be using this function.

49.2 NAVIGATION

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

Menu Path	Menu Bar → Railways → Wagon Placement → Click on Add New
------------------	---

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

49.3 PREREQUISITES – MASTERS

S.No.	Masters List
1	Handling Type
2	Yard Master
3	Railway Path Master
4	Owning Railway
5	Wagon Type
6	Agent Master
7	Cargo Master
8	Loco Master
9	Delay

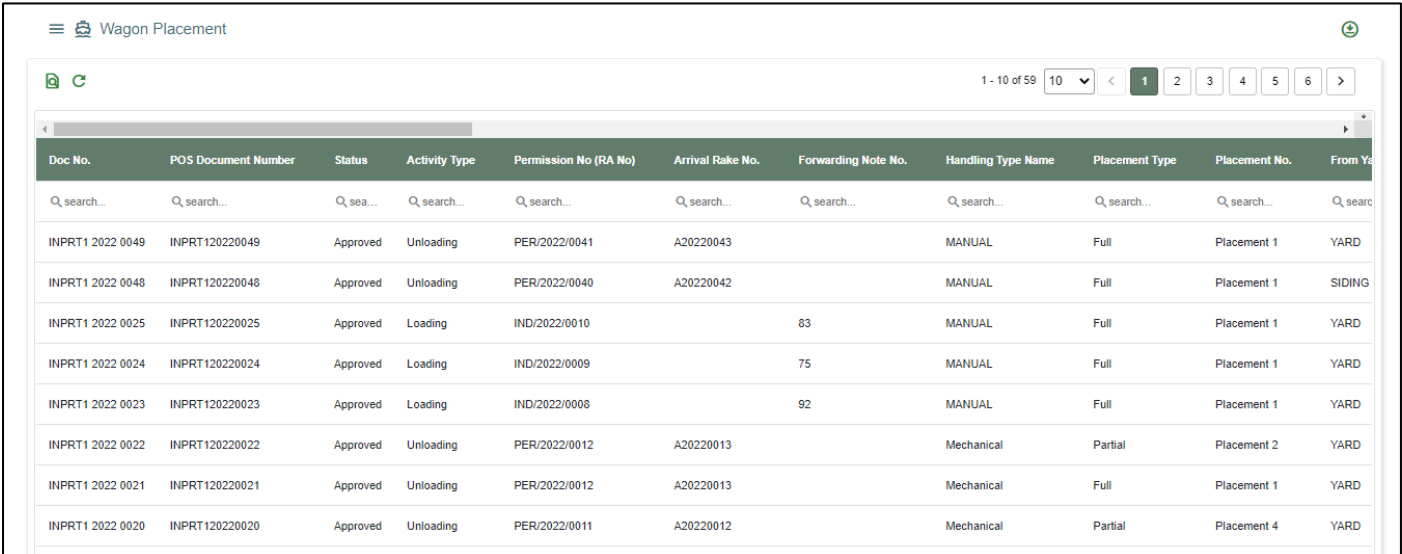
49.4 SCREENSHOT

Following screenshot from Wagon Placement

List Page:

Once entered into the Functional Form – Wagon Placement, list page will appear

To enter into the Wagon Placement New Page, click on Add New button from top of the tool bar




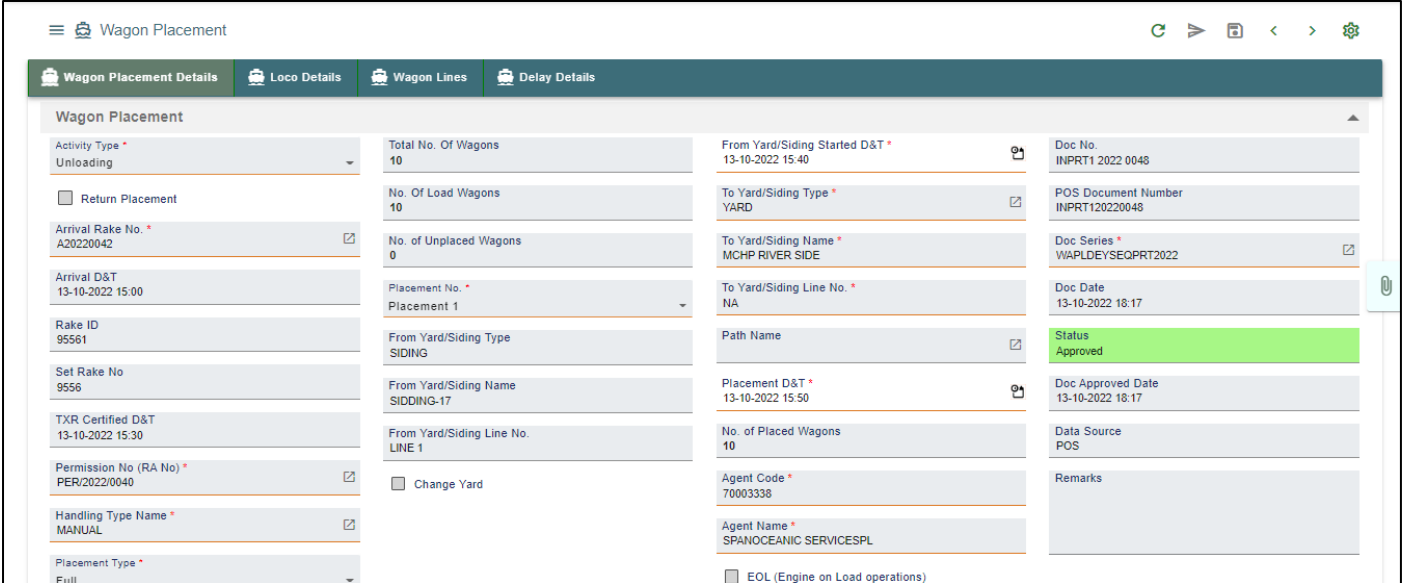
Doc No.	POS Document Number	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type	Placement No.	From Ya
INPRT1 2022 0049	INPRT120220049	Approved	Unloading	PER/2022/0041	A20220043		MANUAL	Full	Placement 1	YARD
INPRT1 2022 0048	INPRT120220048	Approved	Unloading	PER/2022/0040	A20220042		MANUAL	Full	Placement 1	SIDING
INPRT1 2022 0025	INPRT120220025	Approved	Loading	IND/2022/0010		83	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0024	INPRT120220024	Approved	Loading	IND/2022/0009		75	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0023	INPRT120220023	Approved	Loading	IND/2022/0008		92	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0022	INPRT120220022	Approved	Unloading	PER/2022/0012	A20220013		Mechanical	Partial	Placement 2	YARD
INPRT1 2022 0021	INPRT120220021	Approved	Unloading	PER/2022/0012	A20220013		Mechanical	Full	Placement 1	YARD
INPRT1 2022 0020	INPRT120220020	Approved	Unloading	PER/2022/0011	A20220012		Mechanical	Partial	Placement 4	YARD

User Interface Image 90: Wagon Placement – 6.5.1

49.4.1 WAGON PLACEMENT - UNLOADING

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Wagon Placement Header Details screen will appear like below



The screenshot shows the 'Wagon Placement' form with the following details:

- Activity Type:** Unloading
- Return Placement:**
- Arrival Rake No.:** A20220042
- Arrival D&T:** 13-10-2022 15:00
- Rake ID:** 95561
- Set Rake No:** 9556
- TXR Certified D&T:** 13-10-2022 15:30
- Permission No. (RA No.):** PER/2022/0040
- Handling Type Name:** MANUAL
- Placement Type:** Full
- Total No. Of Wagons:** 10
- No. Of Load Wagons:** 10
- No. of Unplaced Wagons:** 0
- Placement No.:** Placement 1
- From Yard/Siding Type:** SIDING
- From Yard/Siding Name:** SIDING-17
- From Yard/Siding Line No.:** LINE 1
- Change Yard:**
- From Yard/Siding Started D&T:** 13-10-2022 15:40
- To Yard/Siding Type:** YARD
- To Yard/Siding Name:** MCHP RIVER SIDE
- To Yard/Siding Line No.:** NA
- Path Name:**
- Placement D&T:** 13-10-2022 15:50
- No. of Placed Wagons:** 10
- Agent Code:** 70003338
- Agent Name:** SPANOCEANIC SERVICESPL
- Doc No.:** INPRT1 2022 0048
- POS Document Number:** INPRT120220048
- Doc Series:** WAPLDEYSEQPRT2022
- Doc Date:** 13-10-2022 18:17
- Status:** Approved
- Doc Approved Date:** 13-10-2022 18:17
- Data Source:** POS
- Remarks:**


User Interface Image 91: Wagon Placement – 6.5.1.1

➤ Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Unloading** then following details required to enter:

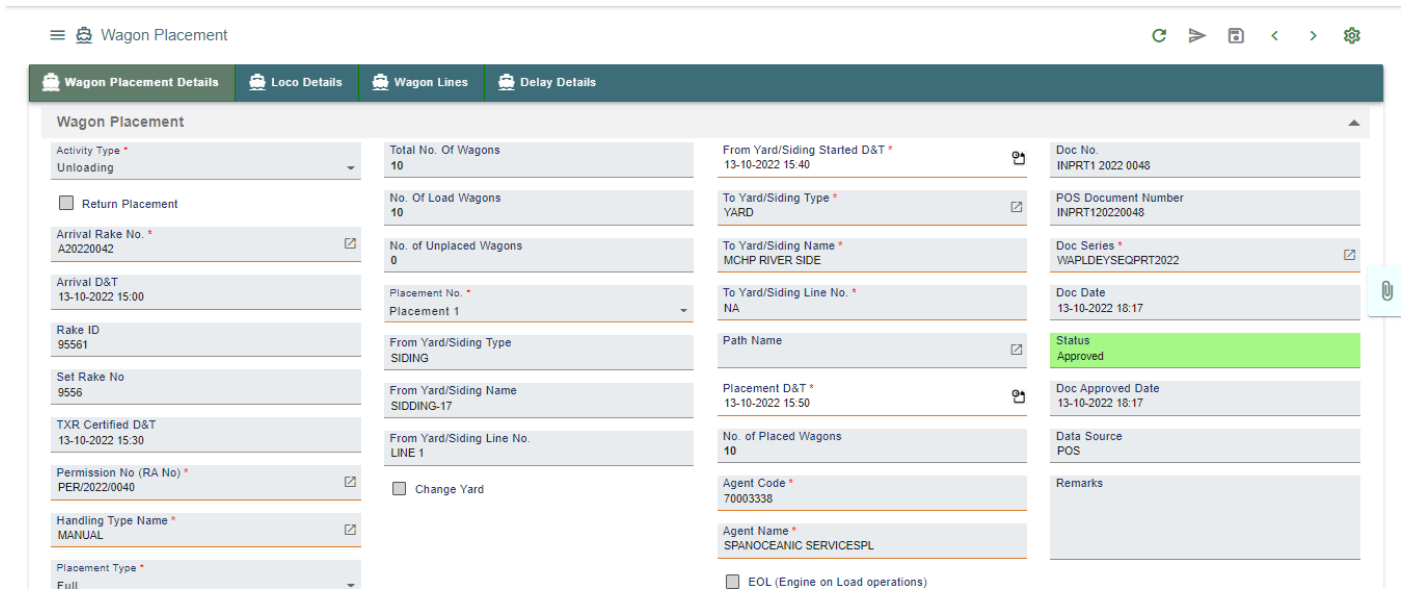
- Select Arrival Rake Number from Lookup button
- Arrival Date and Time, Rake Id, Set Rake Number, TXR Certified Date and Time, Total Number of Wagons, Number of Load Wagons, Number of unplaced Wagons fields are auto populated based on selection of Arrival Rake Number
- Select Permission Number (RA No) from Lookup Button
- Select Handling Type from Lookup Button
- Select Placement Number from drop down list
- From Yard Type, From Yard/Siding Name and From Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button
- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Select Allotted Path from Lookup button. It is not mandatory field to enter
- Enter Placement Date and Time from date picker, then Wagon Lines Data will Load.
- Enter the Remarks if any
- Doc Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system



Step 2 – Once all the necessary fields are filled in Wagon Placement Section, click  button from the bottom of the page of Wagon Lines Section. Then Wagon lines Pop Up page come like below and Click on



for getting Wagon No.



Wagon Placement

Activity Type: Unloading

Total No. Of Wagons: 10

From Yard/Siding Started D&T: 13-10-2022 15:40

Doc No: INPRT1 2022 0048

Return Placement:

No. Of Load Wagons: 10

To Yard/Siding Type: YARD

POS Document Number: INPRT120220048

Arrival Rate No.: A20220042

No. of Unplaced Wagons: 0

To Yard/Siding Name: MCHP RIVER SIDE

Doc Series: WAPLDEYSEQPRT2022

Arrival D&T: 13-10-2022 15:00

Placement No.: Placement 1

To Yard/Siding Line No.: NA

Doc Date: 13-10-2022 18:17

Rake ID: 95561

From Yard/Siding Type: SIDING

Path Name

Status: **Approved**

Set Rake No: 9556

From Yard/Siding Name: SIDING-17

Placement D&T: 13-10-2022 15:50

Doc Approved Date: 13-10-2022 18:17

TXR Certified D&T: 13-10-2022 15:30

From Yard/Siding Line No.: LINE 1

No. of Placed Wagons: 10

Data Source: POS

Permission No (RA No): PER/2022/0040

Change Yard:

Agent Code: 70003338

Remarks

Handling Type Name: MANUAL

Agent Name: SPANOCEANIC SERVICESPL

Placement Type: Full

EOL (Engine on Load operations):

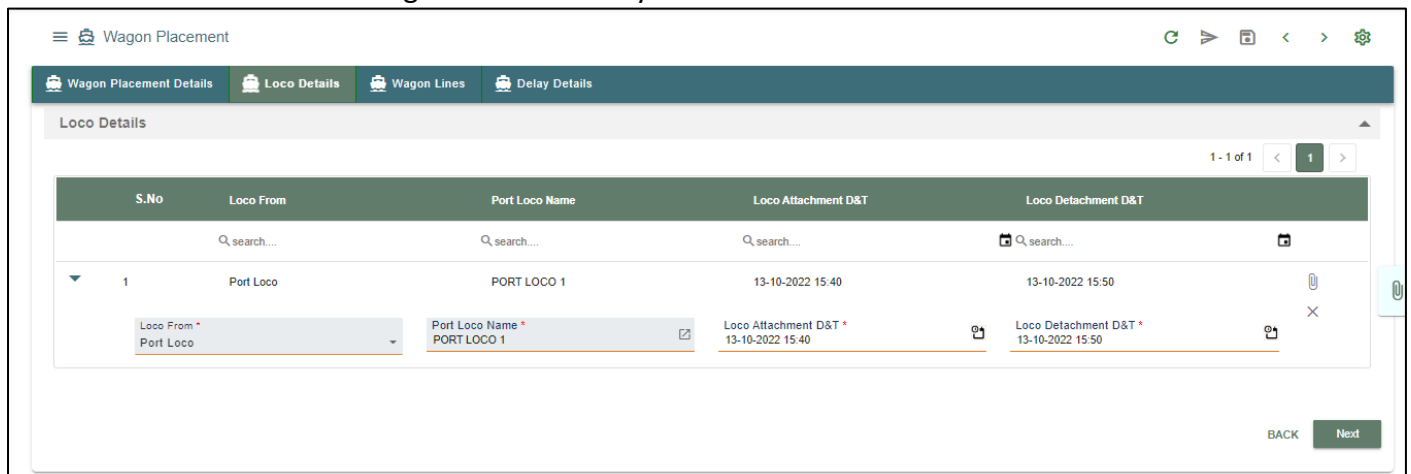
User Interface Image 92: Wagon Placement – 6.5.1.2

➤ After Selection of Wagon No from Pop up below field will Auto Populate.

Sequence No, Wagon No, Owing Railway, Wagon Type, Rake Cargo Status, HS Code, Cargo Type Name, Cargo Name, Seal Condition, Seal No, Consignee Name ,Consignor Name, Railway Handling Agent, Sick Status.

Step 3 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Loco Details page redirected as like below

Click on **Add Row** to begin with data entry



Loco Details

S.No	Loco From	Port Loco Name	Loco Attachment D&T	Loco Detachment D&T
1	Port Loco	PORT LOCO 1	13-10-2022 15:40	13-10-2022 15:50

Loco From: Port Loco


Port Loco Name: PORT LOCO 1

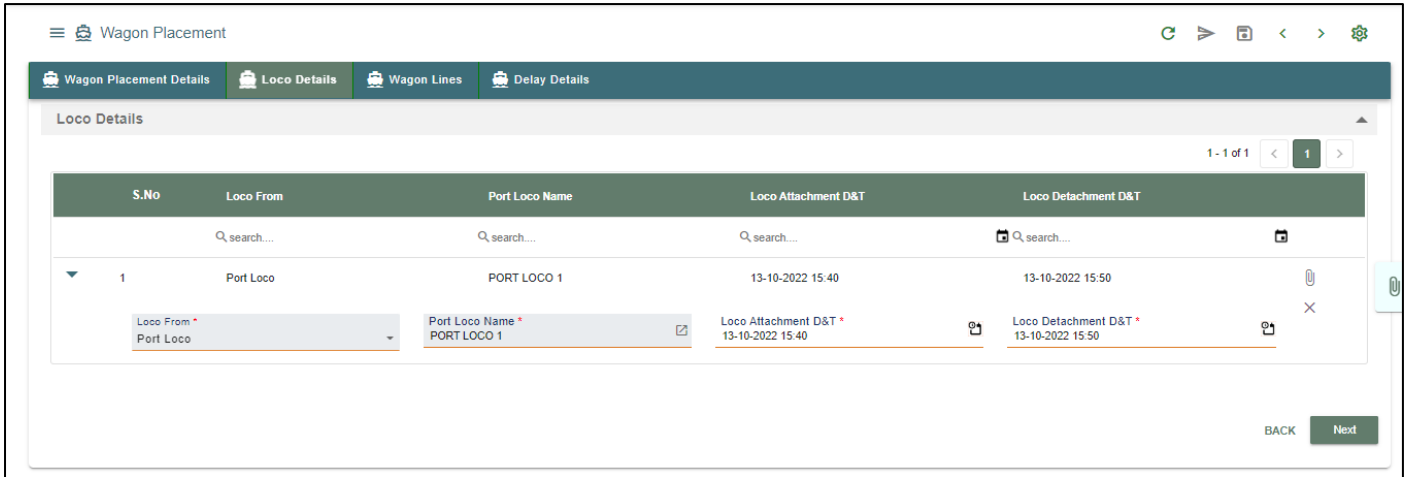
Loco Attachment D&T: 13-10-2022 15:40

Loco Detachment D&T: 13-10-2022 15:50

BACK Next

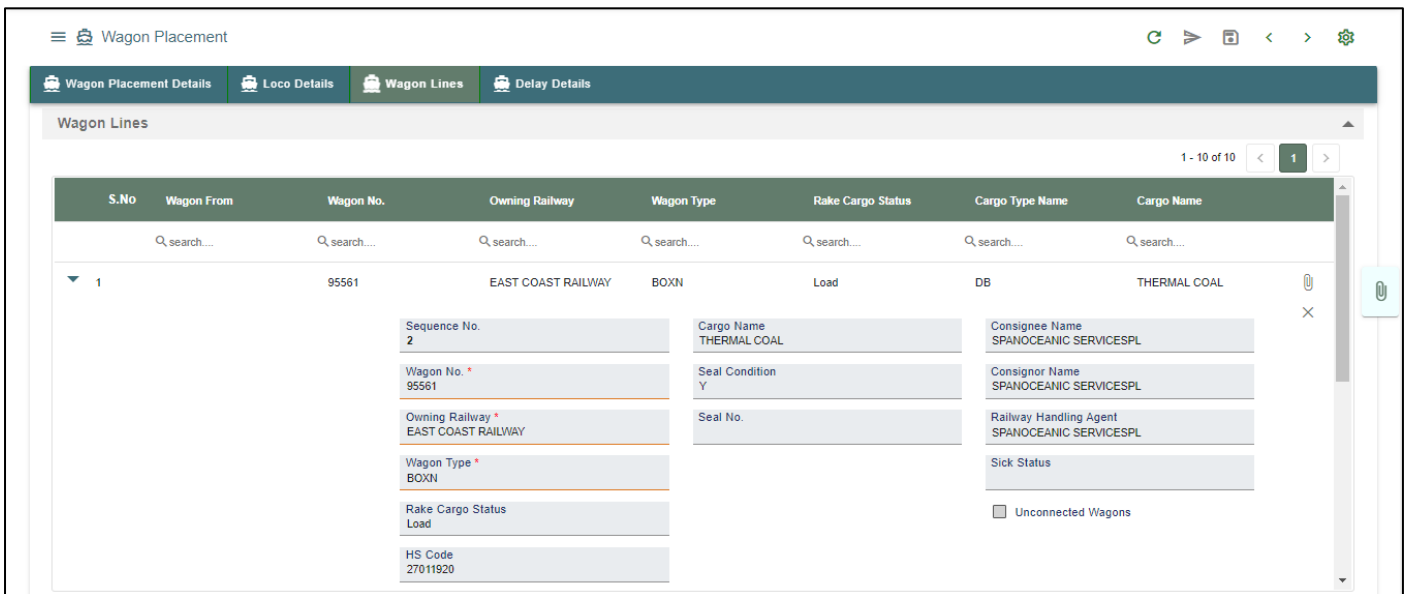
User Interface Image 92: Wagon Placement – 6.5.1.3

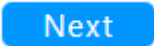
Step 4 – Once  is selected, then following Loco Details line item fields will be populated to enter.




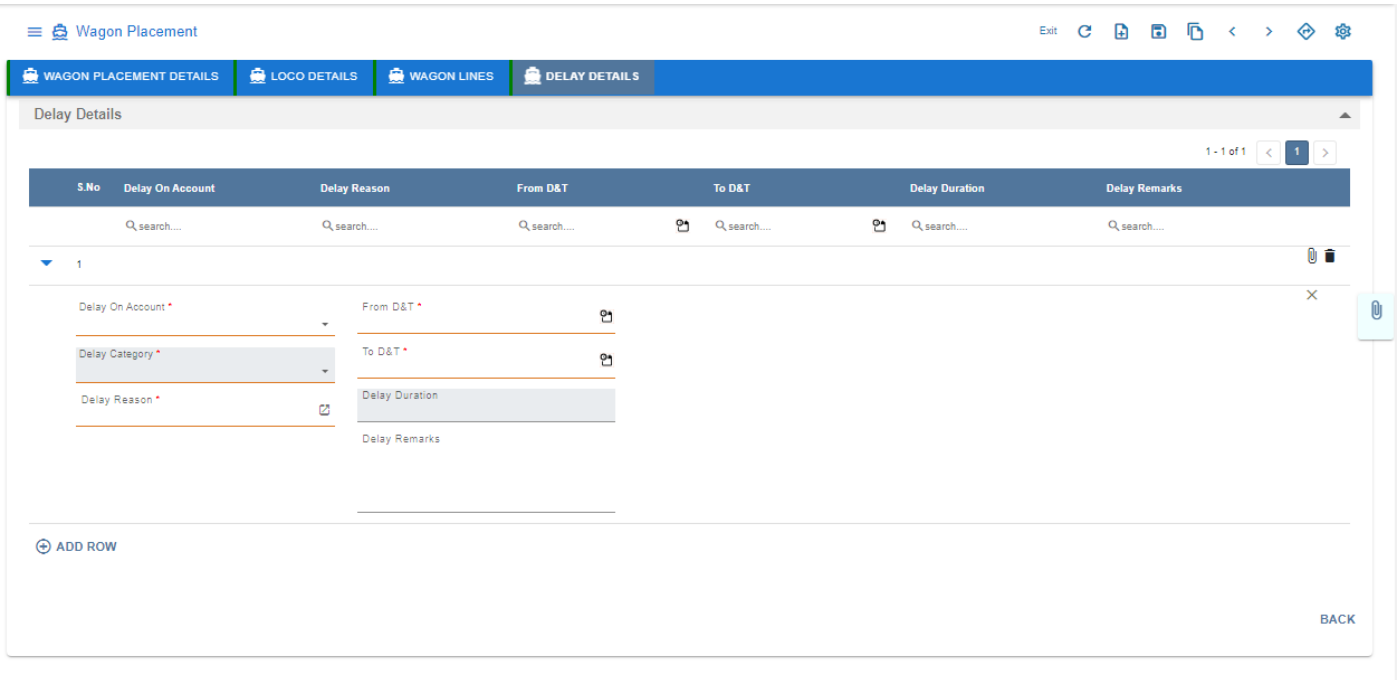
User Interface Image 93: Wagon Placement – 6.5.1.4

- Select Loco From by Lookup button either it is Railway Loco or Port Loco
- If selected Railway Loco then enter Loco Number.
- If selected Port Loco then select Loco Number from Lookup button



Step 5– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below

Click on  to begin with data entry



Wagon Placement

WAGON PLACEMENT DETAILS | LOCO DETAILS | WAGON LINES | DELAY DETAILS

Delay Details

1 - 1 of 1


S.No	Delay On Account	Delay Reason	From D&T	To D&T	Delay Duration	Delay Remarks
1						

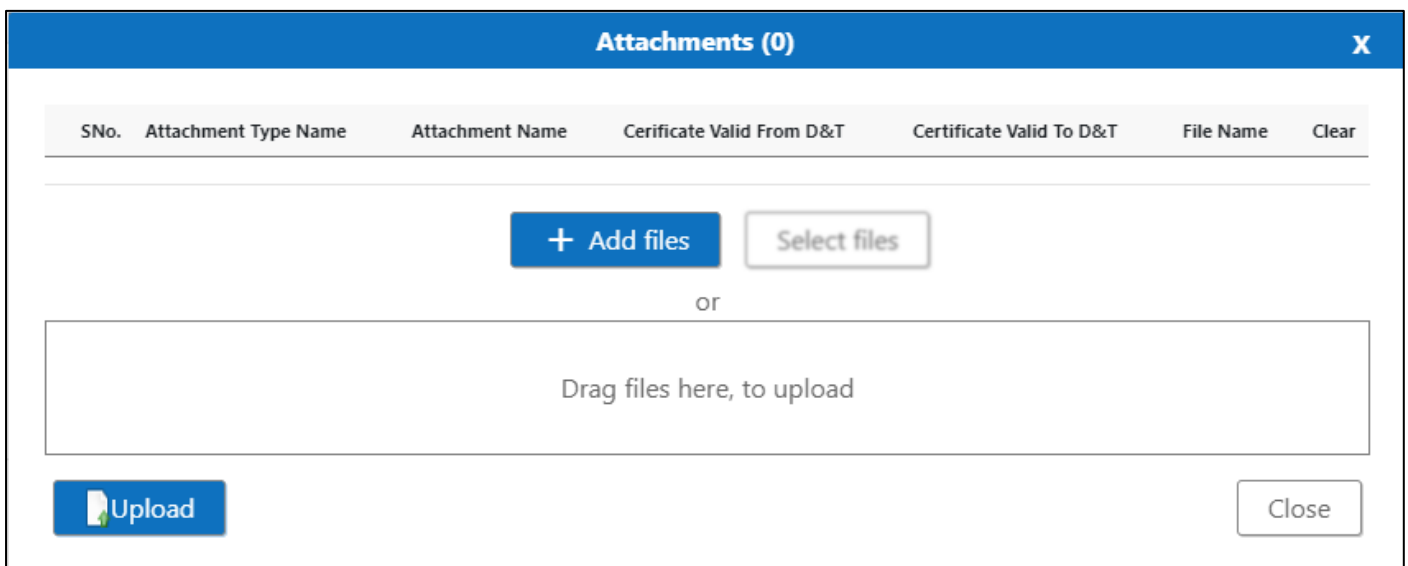
ADD ROW

BACK

User Interface Image 95: Wagon Placement – 6.5.1.5

- Select on account drop down (port / railway/party)
- Select delay reason code fro look up
- Select from and to (date and time)

Step 6: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------



+ Add files | Select files


OR

Drag files here, to upload



Upload | Close

User Interface Image 96-Wagon Placement (Attachments) 6.5.1.6



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Step 7: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;">  <input type="button" value="Select files"/> </div> <p style="text-align: center;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 20%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 20%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;"><input type="button" value="X"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;">  <input type="button" value="Close"/> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	<input type="button" value="X"/>
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	<input type="button" value="X"/>														

User Interface Image 97-Wagon Placement (Attachments Documents) 6.1.5.7

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center;"> Sample.docx </div>

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on icon .

Respective Form Name , Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

or

Drag files here, to upload

Upload

Close

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Now Click on the Check boxes accordingly, then button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

or

Drag files here, to upload


Once all the mandatory and required fields are filled then Click on button. System will display the status on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 


+ Add files
Select files


or


Drag files here, to upload

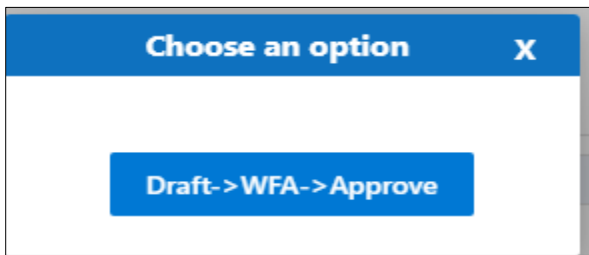
 Upload
Close

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Step 8: Click on the Save button  from the top right corner to save the Wagon Placement Form.


Once the record got saved successfully, then the system will display  message.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



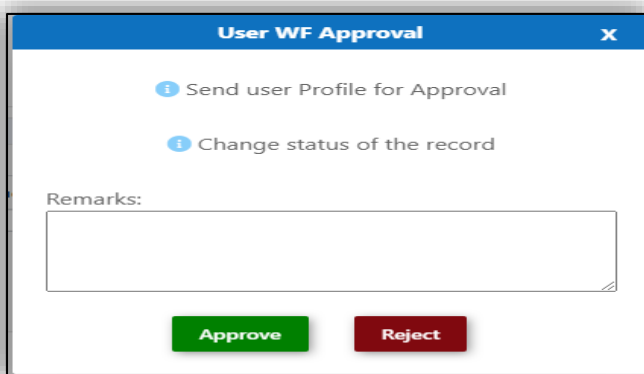
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 10: Once the workflow is initiated click on  the icon.System will be display


Send user Profile for Approval



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to WFAPP

Step 11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

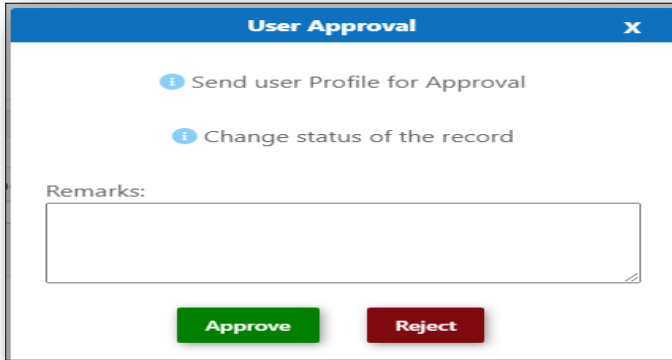
If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

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Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:


- Header: User Approval [X]
- Information icons:
 - Send user Profile for Approval
 - Change status of the record
- Remarks: [Text input field]
- Buttons: Approve (green), Reject (red)

Successfully Status changed to APPROVED

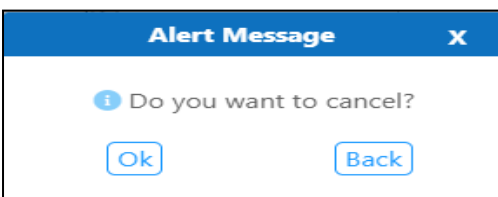
Step 11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

Successfully rejected.

the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown.

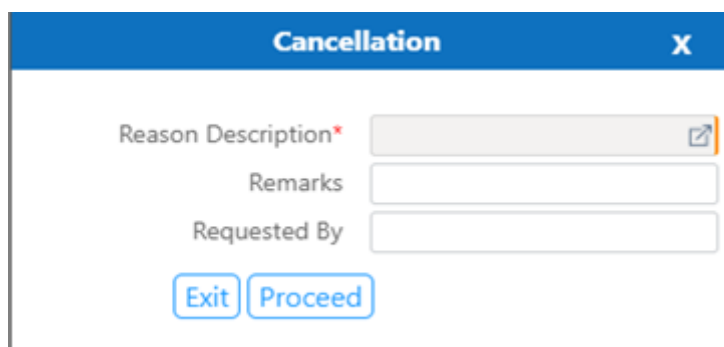
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Header: Alert Message [X]
- Information icon: Do you want to cancel?
- Buttons: Ok, Back


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

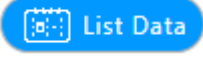


The 'Cancellation' popup window contains the following elements:

- Header: Cancellation [X]
- Fields:
 - Reason Description* [Text input field]
 - Remarks [Text input field]
 - Requested By [Text input field]
- Buttons: Exit, Proceed

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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 13: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Wagon Placement ☺ 🗄


1 - 10 of 481 < 1 2 3 ... 47 48 49 >

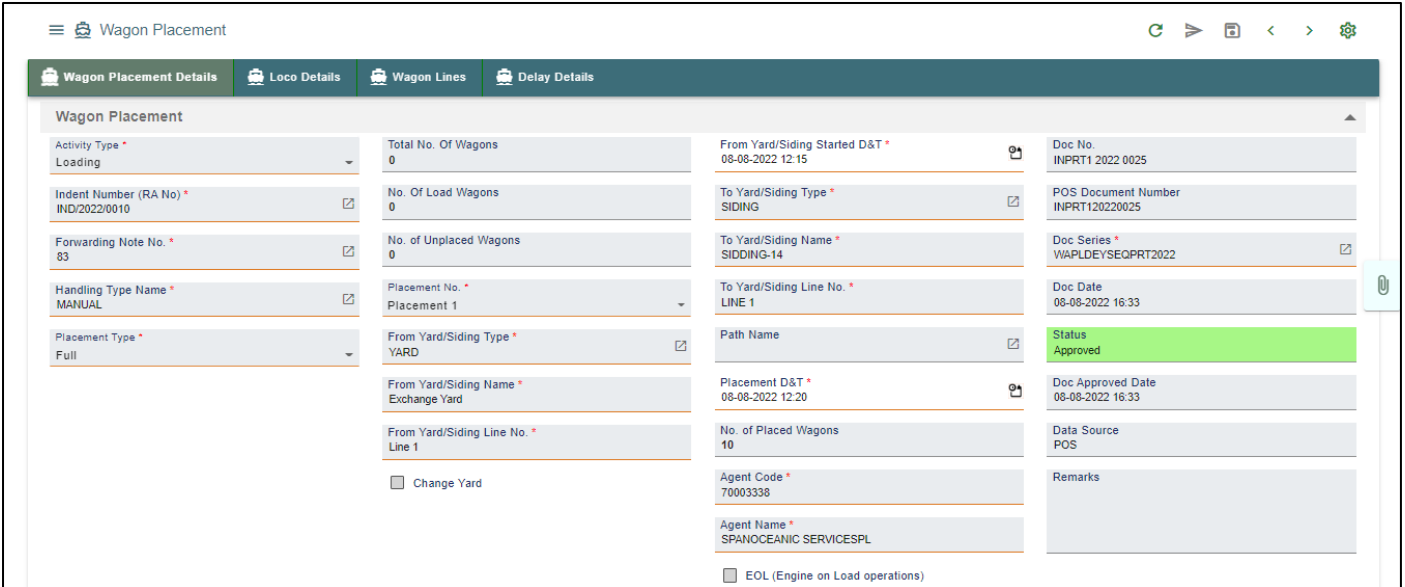
Doc No.	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...
INMAA120220014	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220011	Approved	Loading	IND/2022/0005		45	Port Gantry	Full
5821	Draft	Loading	IND/2022/0004		3	Vessel Gantryr	Partial
INMAA120220010	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220009	Cancelled	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220008	Approved	Unloading	PER/2022/0004	A20220008		Tippler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantryr	Partial
INMAA120220012	Approved	Loading	IND/2021/0180		4325	Vessel Gear	Partial
INMAA120220006	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial
INMAA120220005	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial

User Interface Image 98-Wagon Placement (List Data) 6.5.1.8

49.4.2 WAGON PLACEMENT - LOADING

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Wagon Placement Header Details screen will appear like below



The screenshot displays the 'Wagon Placement' form in the iPortman portal. The form is organized into several sections:


- Activity Type:** Loading (selected from a dropdown).
- Indent Number (RA No):** IND/2022/0010.
- Forwarding Note No.:** 83.
- Handling Type Name:** MANUAL.
- Placement Type:** Full.
- Total No. Of Wagons:** 0.
- No. Of Load Wagons:** 0.
- No. of Unplaced Wagons:** 0.
- Placement No.:** Placement 1.
- From Yard/Siding Type:** YARD.
- From Yard/Siding Name:** Exchange Yard.
- From Yard/Siding Line No.:** Line 1.
- From Yard/Siding Started D&T:** 08-08-2022 12:15.
- To Yard/Siding Type:** SIDING.
- To Yard/Siding Name:** SIDING-14.
- To Yard/Siding Line No.:** LINE 1.
- Path Name:** (empty).
- Placement D&T:** 08-08-2022 12:20.
- No. of Placed Wagons:** 10.
- Agent Code:** 70003338.
- Agent Name:** SPANOCEANIC SERVICESPL.
- Doc No.:** INPRT1 2022 0025.
- POS Document Number:** INPRT120220025.
- Doc Series:** WAPLDEYSEQPRT2022.
- Doc Date:** 08-08-2022 16:33.
- Status:** Approved.
- Doc Approved Date:** 08-08-2022 16:33.
- Data Source:** POS.
- Remarks:** (empty).


User Interface Image 99: Wagon Placement – 6.5.2.1

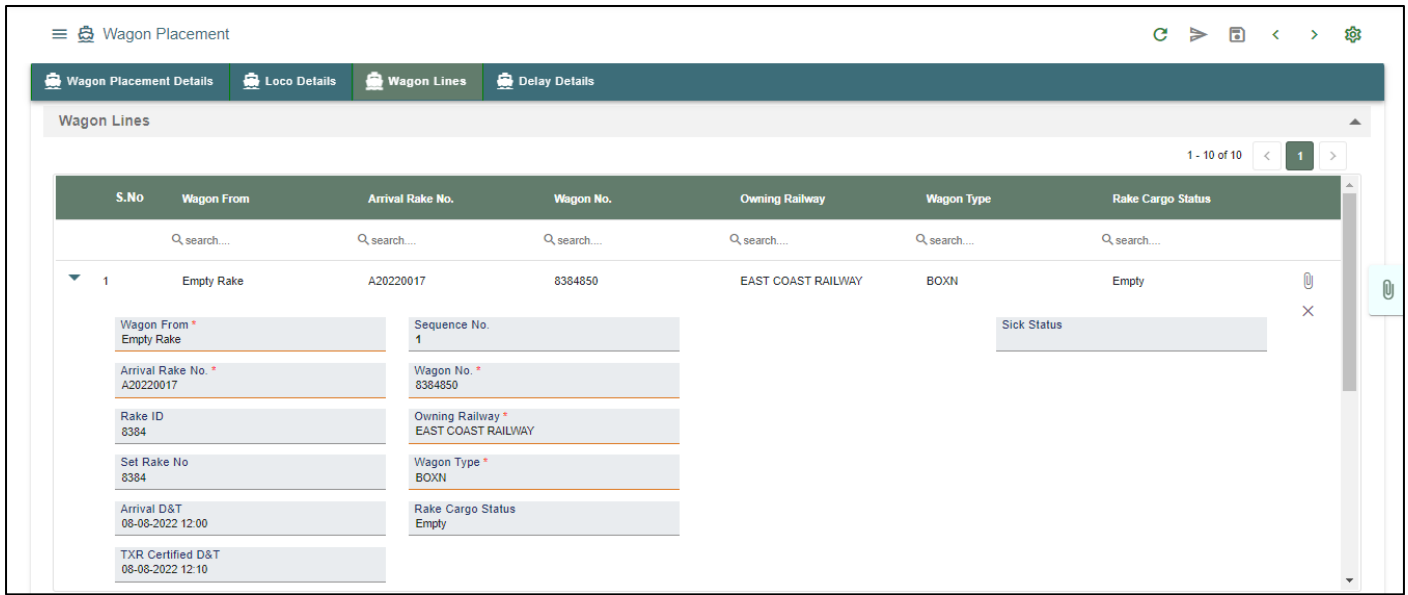
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:

- Select Indent Number (RA No) from Lookup button
- Select Forwarding Note Number from Lookup button
- Select Handling Type from Lookup Button
- Select Placement Number from drop down list
- From Yard Type, From Yard/Siding Name and From Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button
- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Select Allotted Path from Lookup button. It is not mandatory field to enter
- Enter Placement Date and Time from date picker for Getting Wagon No in Wagon Line Section
- Enter the Remarks if any
- Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

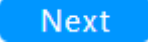
- **Step 2** – Once all the necessary fields are filled in Wagon Placement Section, click  button from the bottom of the page of Wagon Lines Section. Then Wagon lines Pop Up page come like below and


Click on  for getting Wagon No.

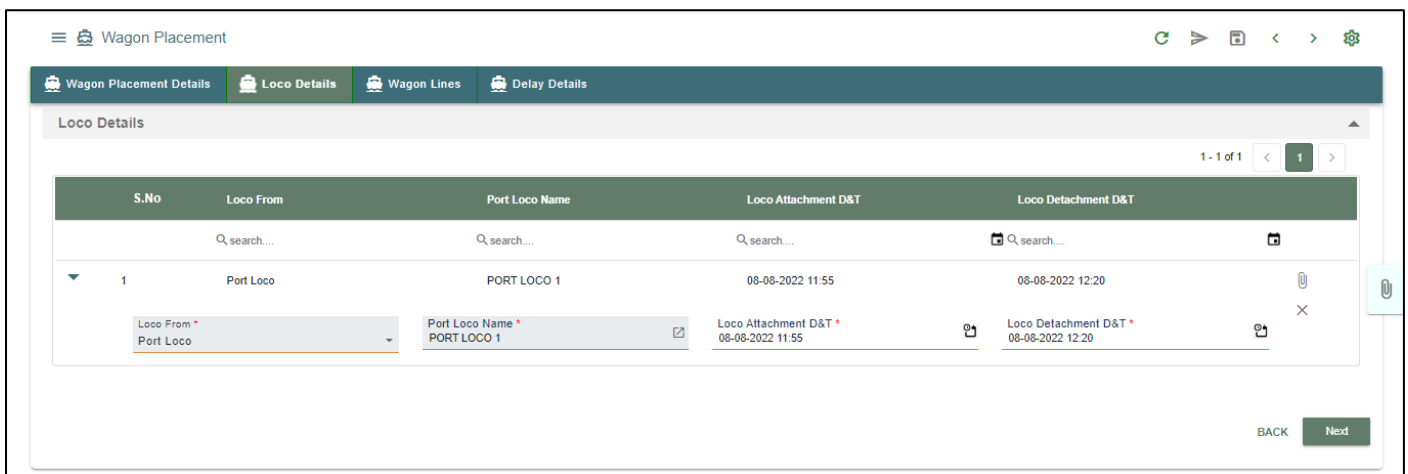


User Interface Image 92: Wagon Placement – 6.5.2.2

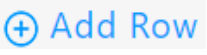
➤ After Selection of Wagon No from Pop up below field will Auto Populate. Sequence No, Wagon No, Owning Railway, Wagon Type, Rake Cargo Status, HS Code, Cargo Type Name, Cargo Name, Seal Condition, Seal No, Consignee Name ,Consignor Name, Railway Handling Agent, Sick Status.

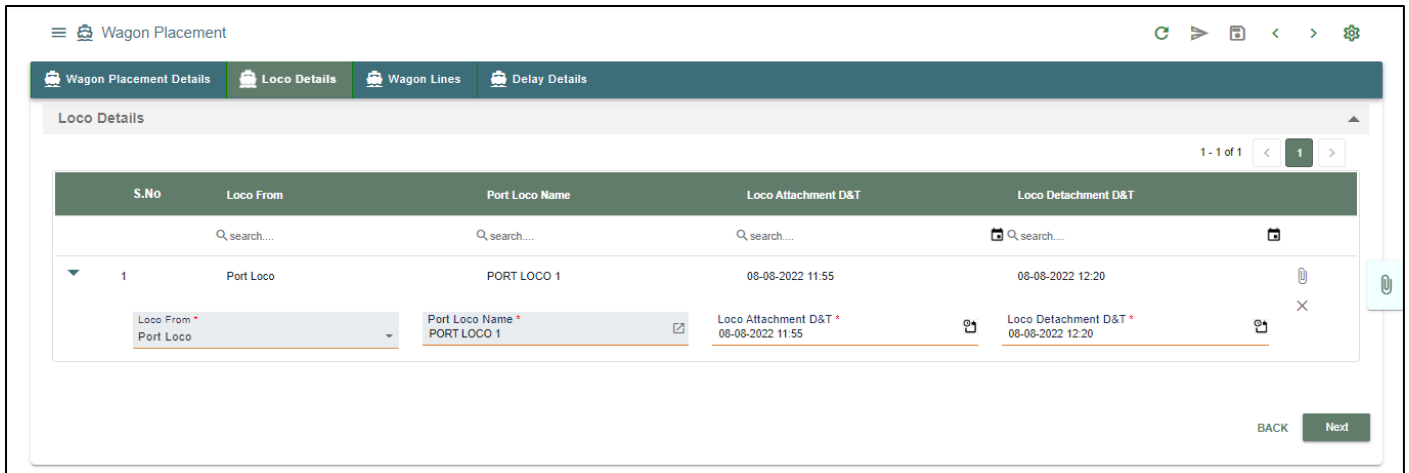
Step 3 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Loco Details page redirected as like below

Click on  to begin with data entry



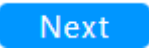
User Interface Image 100: Wagon Placement – 6.5.2.3


Step 4 – Once  is selected, then following Loco Details line item fields will be populated to enter

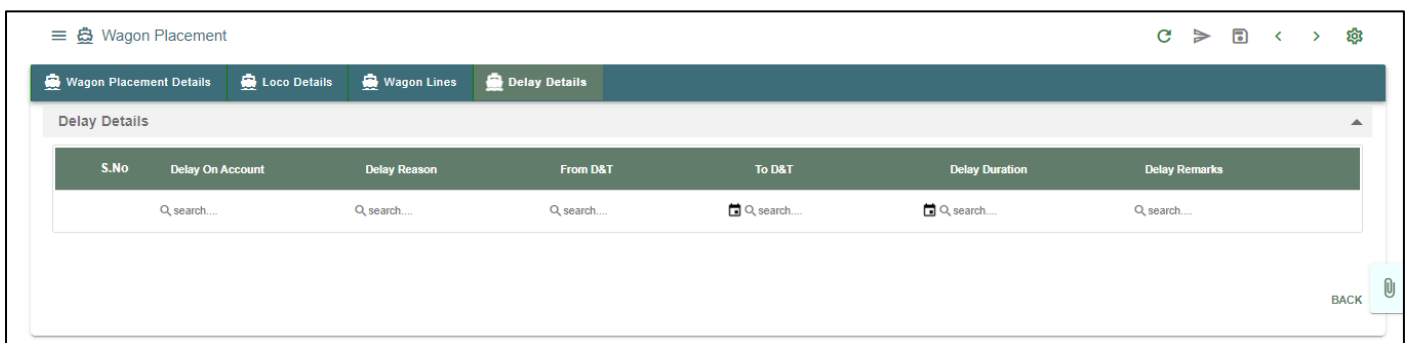


User Interface Image 101: Wagon Placement – 6.5.2.4

- Select Loco From by Lookup button either it is Railway Loco or Port Loco
- If selected Railway Loco then enter Loco Number.
- If selected Port Loco then select Loco Number from Lookup button


Step 5– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below

Click on  to begin with data entry



User Interface Image 103: Wagon Placement – 6.5.2.5

- Select on account drop down (port / railway/party)
- Select delay reason code from look up
- Select from and to (date and time)

Step 6: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>						

User Interface Image 104-Wagon Placement (Attachments) 6.5.2.6


Step 7: Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #f2f2f2;"> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&T*</th> <th>Certificate Valid To D&T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 105-Wagon Placement (Attachments Documents) 6.1.2.7

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center;"> Sample.docx </div>

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on icon .

Respective Form Name , Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

or

Drag files here, to upload

Upload

Close

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Now Click on the Check boxes accordingly, then button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

or

Drag files here, to upload


Once all the mandatory and required fields are filled then Click on button. System will display the status on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 


+ Add files
Select files


or


Drag files here, to upload

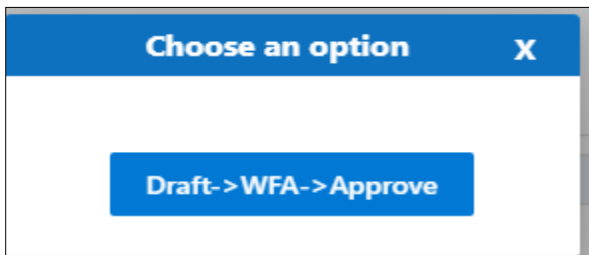
 Upload
Close

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Step 8: Click on the Save button  from the top right corner to save the Wagon Placement Form.


Once the record got saved successfully, then the system will display  message.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



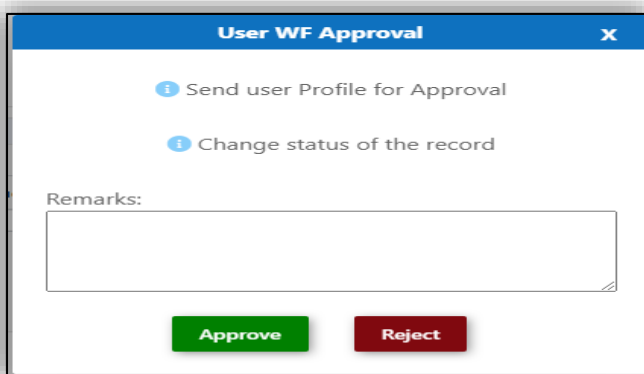
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step 10: Once the workflow is initiated click on  the icon. System will be display


Send user Profile for Approval



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Successfully Status changed to WFAPP

Step 11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

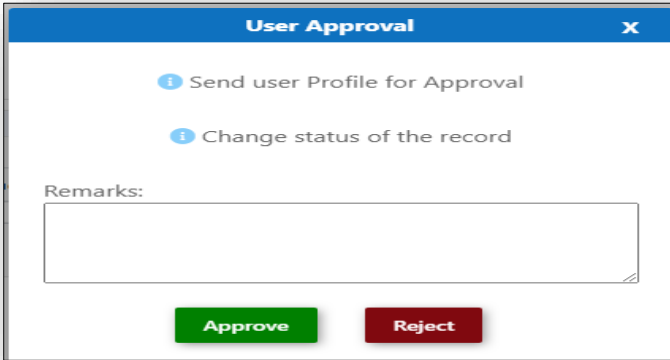
If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

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Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:


- Header: User Approval [X]
- Buttons: Send user Profile for Approval, Change status of the record
- Field: Remarks (text area)
- Buttons: Approve, Reject

Successfully Status changed to APPROVED

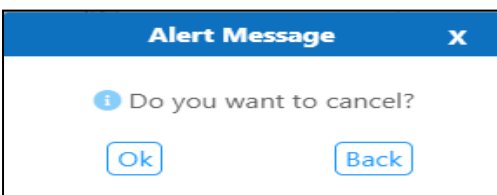
Step 11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

Successfully rejected.

the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the  icon shown.

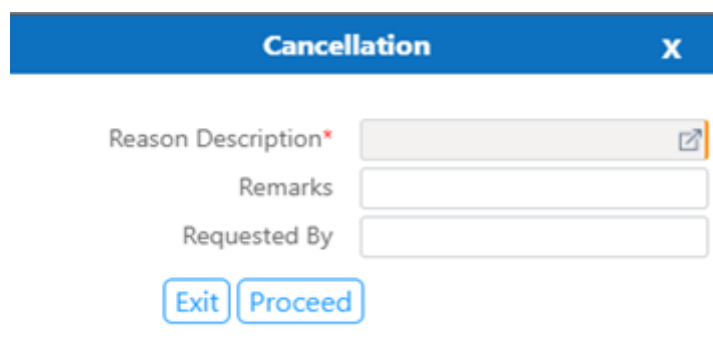
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Header: Alert Message [X]
- Text: Do you want to cancel?
- Buttons: Ok, Back


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

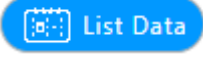


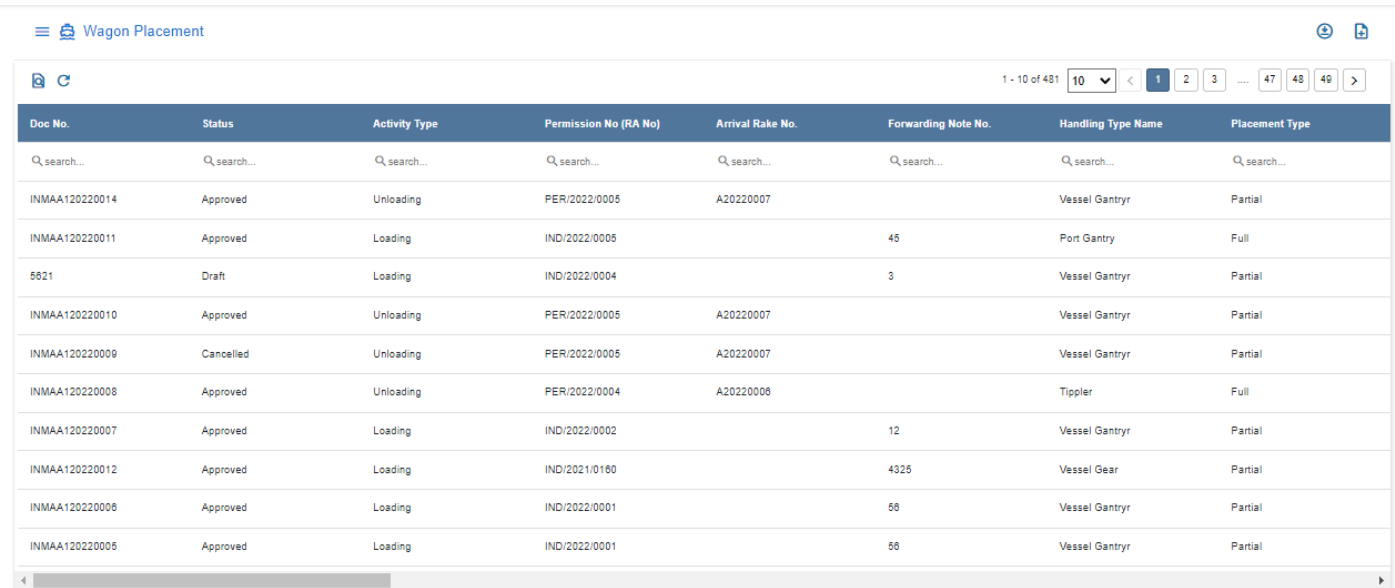
The 'Cancellation' popup window contains the following elements:

- Header: Cancellation [X]
- Fields: Reason Description* (with edit icon), Remarks, Requested By
- Buttons: Exit, Proceed

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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 13: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



The screenshot shows the 'Wagon Placement' interface with a table of records. The table has columns for Doc No., Status, Activity Type, Permission No (RA No), Arrival Rake No., Forwarding Note No., Handling Type Name, and Placement Type. The records include various statuses like Approved, Draft, and Cancelled, with different activity types such as Unloading and Loading.



Doc No.	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type
INMAA120220014	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantry	Partial
INMAA120220011	Approved	Loading	IND/2022/0005		45	Port Gantry	Full
5821	Draft	Loading	IND/2022/0004		3	Vessel Gantry	Partial
INMAA120220010	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantry	Partial
INMAA120220009	Cancelled	Unloading	PER/2022/0005	A20220007		Vessel Gantry	Partial
INMAA120220008	Approved	Unloading	PER/2022/0004	A20220008		Tipler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantry	Partial
INMAA120220012	Approved	Loading	IND/2021/0180		4325	Vessel Gear	Partial
INMAA120220006	Approved	Loading	IND/2022/0001		56	Vessel Gantry	Partial
INMAA120220005	Approved	Loading	IND/2022/0001		56	Vessel Gantry	Partial

User Interface Image 106-Wagon Placement (List Data) 6.5.2.8



49.5 FIELD INFORMATION

For unloading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Arrival Date and Time	No	Auto Populated
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
TXR Certified Date and Time *	No	Auto Populated
Total Number of Wagons	No	Auto Populated
Number of Load Wagons	No	Auto Populated
No of Un Placed Wagons	No	Auto Populated
Permission Number (RA)	Yes	Look Up
Handling Type	Yes	Look Up
Placement Type	Yes	Drop Down List
Placement Number	Yes	Drop Down List
From Yard Type	No	Auto Populated
From Yard/ Siding Name	No	Auto Populated



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From Yard/Siding Line Number	No	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Auto Populated Look up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Path Name	No	Look Up
Placement Date and Time	Yes	Date and Time
Tippler Name	No	Lookup
No of Placed Wagons	No	Text Box
Loco From	Yes	Dropdown
Loco Number*	Yes	Manual Entry
Loco Attachment Date and Time	Yes	Date and Time
Loco Detachment Date and Time	Yes	Date and Time
Sr.No	No	Text Box
Seq No	No	Auto Populated
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Cargo Status	No	Auto Populated
HS Code	No	Auto Populate
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
No of Packages	No	Text Box
Container Size	No	Auto Populated
Container No1	No	Auto Populated
Container No2	No	Auto Populated
Seal Condition	No	Auto Populated
Seal Number	No	Manual entry
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
Railway Billing Agent	No	Auto Populated
Sick Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

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For Loading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Indent Number(RA No)	Yes	Look Up
Forwarding Note Number*	Yes	Drop Down List
Placement Type	Yes	Drop Down List
Placement Number	Yes	Drop Down List
From Yard Type	Yes	Look Up
From Yard/ Siding Name	Yes	Auto Populated
From Yard/Siding Line Number	Yes	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Auto Populated Look up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Placement Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Path Name	No	Look Up
No of Placed Wagons	No	Text Box
Loco From	Yes	Dropdown
Loco Number*	Yes	Manual Entry
Loco Attachment Date and Time	Yes	Date and Time
Loco Detachment Date and Time	Yes	Date and Time
Sr.No	No	Text Box
Wagon From	Yes	Drop Down List
Arrival Rake Number / Wagon Number	Yes	Look Up
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Arrival Date and Time	No	Auto Populated
Seq No	No	Auto Populated
TXR Certified Date and Time *	No	Auto Populated
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
Sick Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker

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Duration	No	Autopopulated
Delay Remarks	No	Text Box

50. BUSINESS FUNCTION NAME: DECLARATION OF LOADING AND UNLOADING

50.1 DEFINITION:


Declaration of Loading and Unloading will be submitted by the Agent through the portal. After completion of loading or unloading operation agents will declare the operation completion, the same can be entered through Web application by the port officials.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the user is unable to submit the details via the portal, the user declares the operations at the port designated counter.

50.2 NAVIGATION:



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

Menu Path	Menu Bar → Railways → Declaration of Loading and Unloading → Click on Add New
------------------	--

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

50.3 PREREQUISITES – MASTERS

S.No.	Maters List
1	Activity Type
2	Handling Type
3	Port Loco Master
4	Party Master
5	Rejected Type
6	Loading Completed
7	Loading Completed
8	Delay

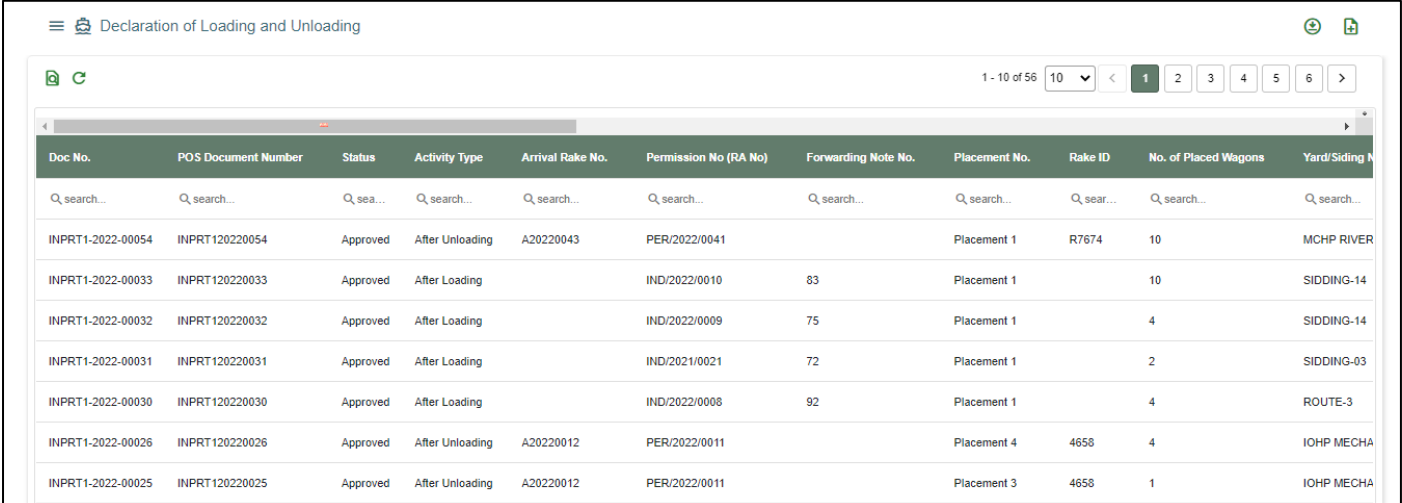
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50.4 SCREENSHOT

Following screenshot from Declaration of Loading and Unloading

List Page:

Once entered into the Functional Form – Declaration of Loading and Unloading, list page will appear
To enter into the Declaration of Loading and Unloading New Page, click on Add New button from top of the tool bar




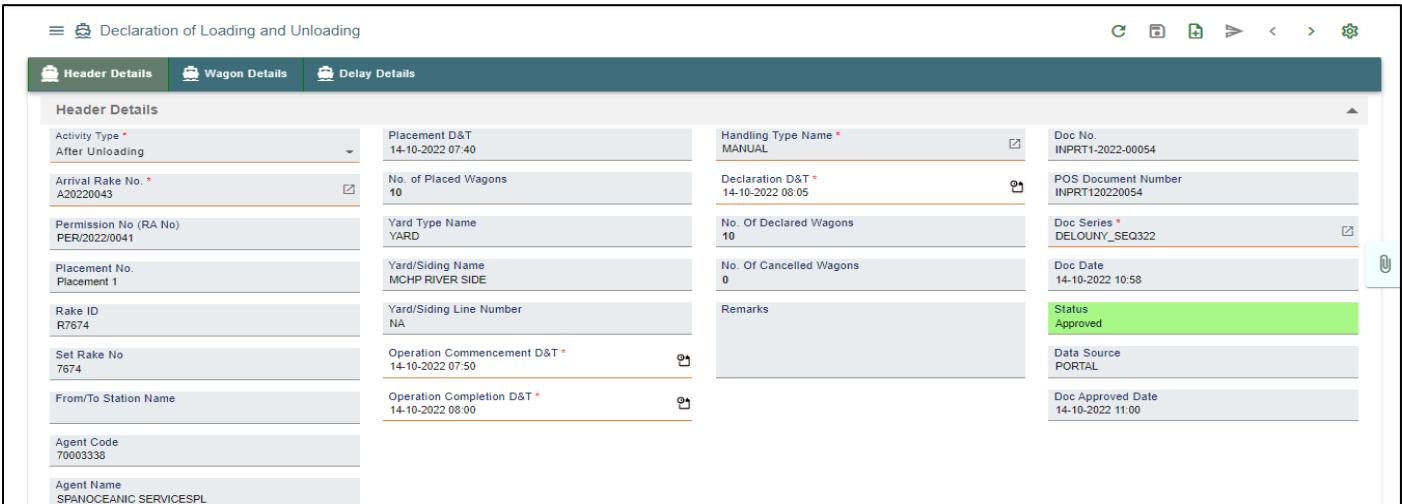
Doc No.	POS Document Number	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID	No. of Placed Wagons	Yard/Siding No.
INPRT1-2022-00054	INPRT120220054	Approved	After Unloading	A20220043	PER/2022/0041		Placement 1	R7674	10	MCHP RIVER
INPRT1-2022-00033	INPRT120220033	Approved	After Loading		IND/2022/0010	83	Placement 1		10	SIDDING-14
INPRT1-2022-00032	INPRT120220032	Approved	After Loading		IND/2022/0009	75	Placement 1		4	SIDDING-14
INPRT1-2022-00031	INPRT120220031	Approved	After Loading		IND/2021/0021	72	Placement 1		2	SIDDING-03
INPRT1-2022-00030	INPRT120220030	Approved	After Loading		IND/2022/0008	92	Placement 1		4	ROUTE-3
INPRT1-2022-00026	INPRT120220026	Approved	After Unloading	A20220012	PER/2022/0011		Placement 4	4658	4	IOHP MECHA
INPRT1-2022-00025	INPRT120220025	Approved	After Unloading	A20220012	PER/2022/0011		Placement 3	4658	1	IOHP MECHA

User Interface Image 107: Declaration of Loading and Unloading – 7.5.1

50.4.1 Declaration of Loading and Unloading –(Unloading)



Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below



Header Details	Wagon Details	Delay Details
Activity Type * After Unloading	Placement D&T 14-10-2022 07:40	Handling Type Name * MANUAL
Arrival Rake No. * A20220043	No. of Placed Wagons 10	Declaration D&T * 14-10-2022 08:05
Permission No (RA No) PER/2022/0041	Yard Type Name YARD	No. Of Declared Wagons 10
Placement No. Placement 1	Yard/Siding Name MCHP RIVER SIDE	No. Of Cancelled Wagons 0
Rake ID R7674	Yard/Siding Line Number NA	Remarks
Set Rake No 7674	Operation Commencement D&T * 14-10-2022 07:50	Status Approved
From/To Station Name	Operation Completion D&T * 14-10-2022 08:00	Data Source PORTAL
Agent Code 70003338		Doc Approved Date 14-10-2022 11:00
Agent Name SPANOCCEANIC SERVICESPL		

User Interface Image 108: Declaration of Loading and Unloading – 7.5.1.1


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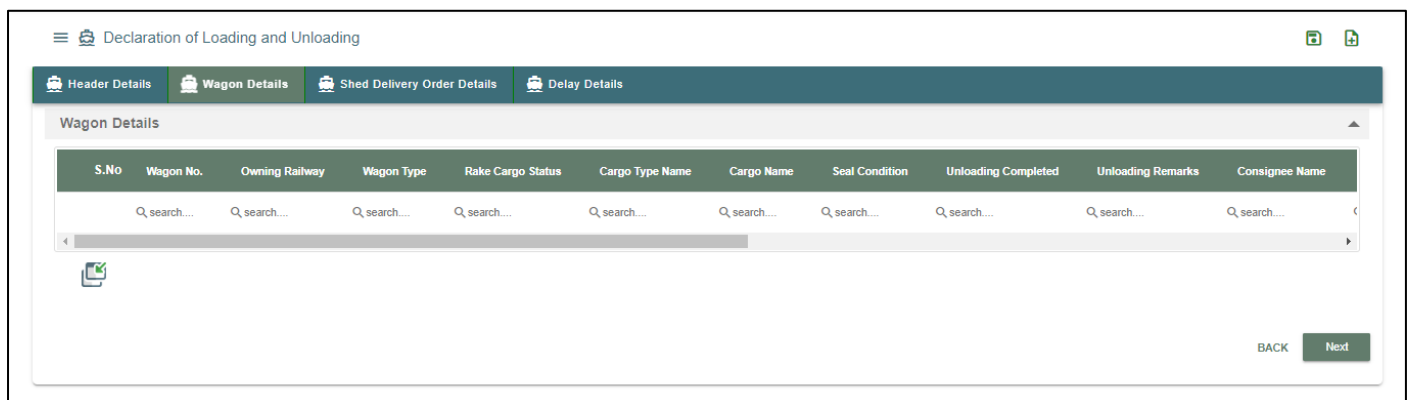
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is after **Unloading** then following details required to enter:


- Select Arrival Rake Number from Lookup button
- Permission Number (RA No), Placement Number, Rake Id, Set Rake Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter Operation Commencement Date and Time from date picker
- Enter Completion Date and Time from date picker
- Select Handling Type from Lookup button
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

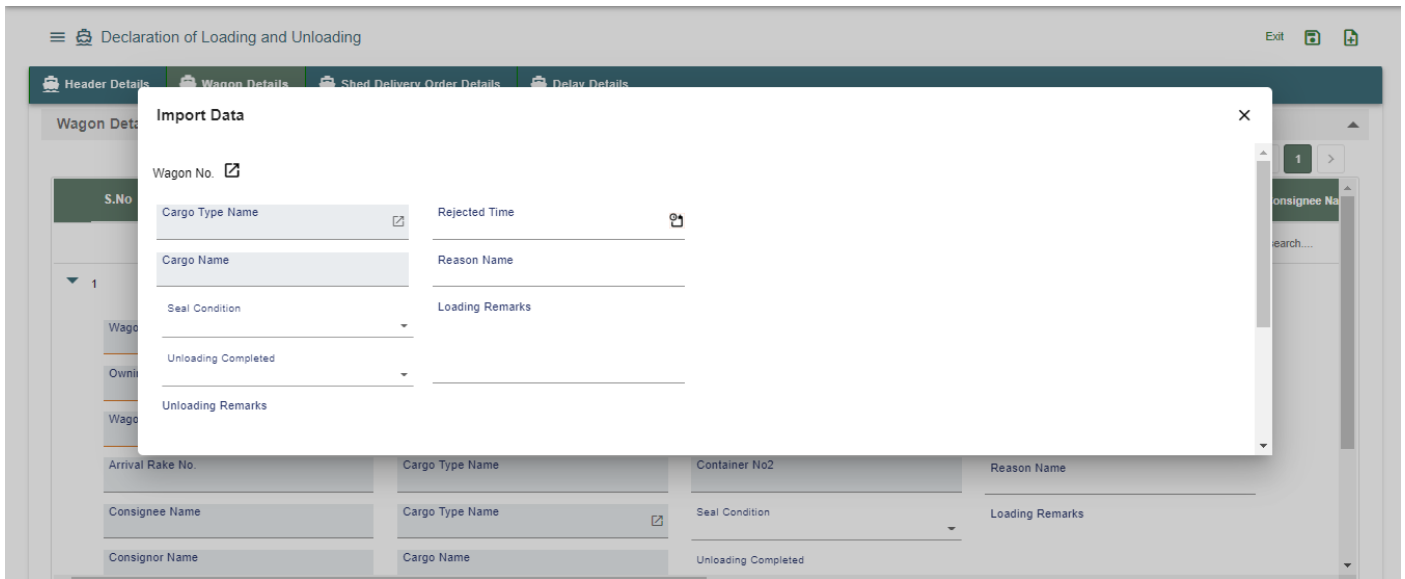
Step 2 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry

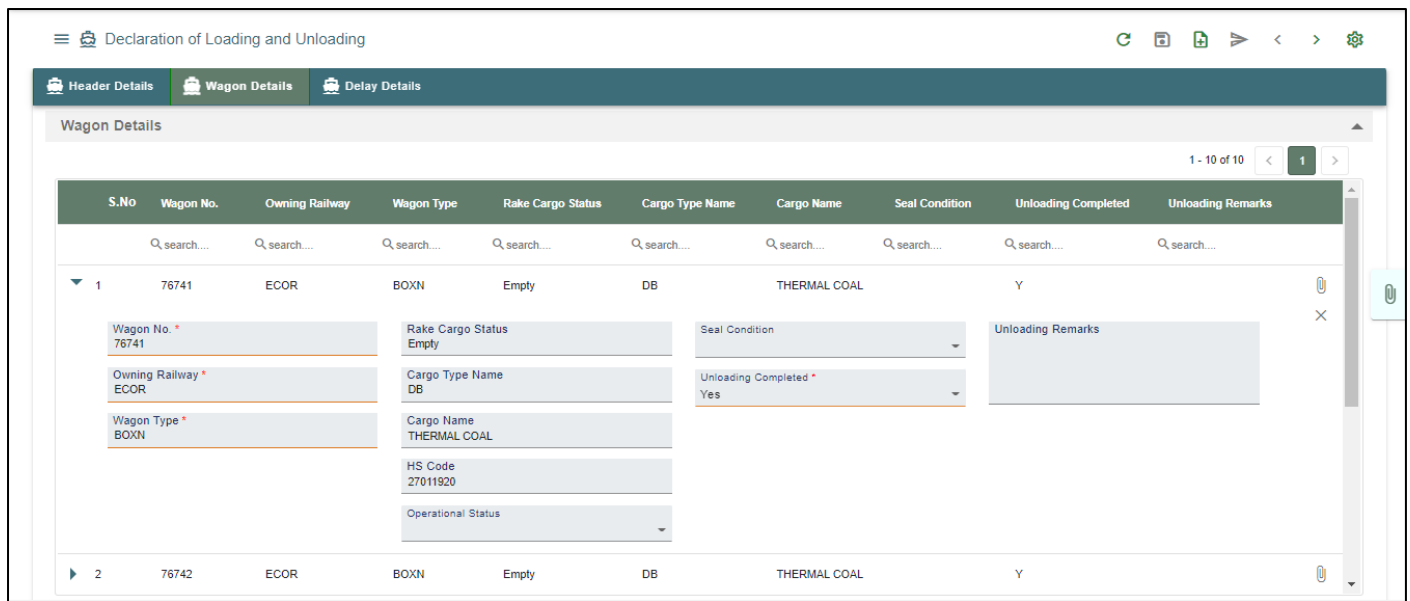


User Interface Image 109: Declaration of Loading and Unloading – 7.5.1.2

Step 3 – Once  is selected, then following Wagon Details line item fields will be populated to enter

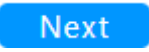


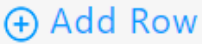
User Interface Image 110: Declaration of Loading and Unloading – 7.5.1.3

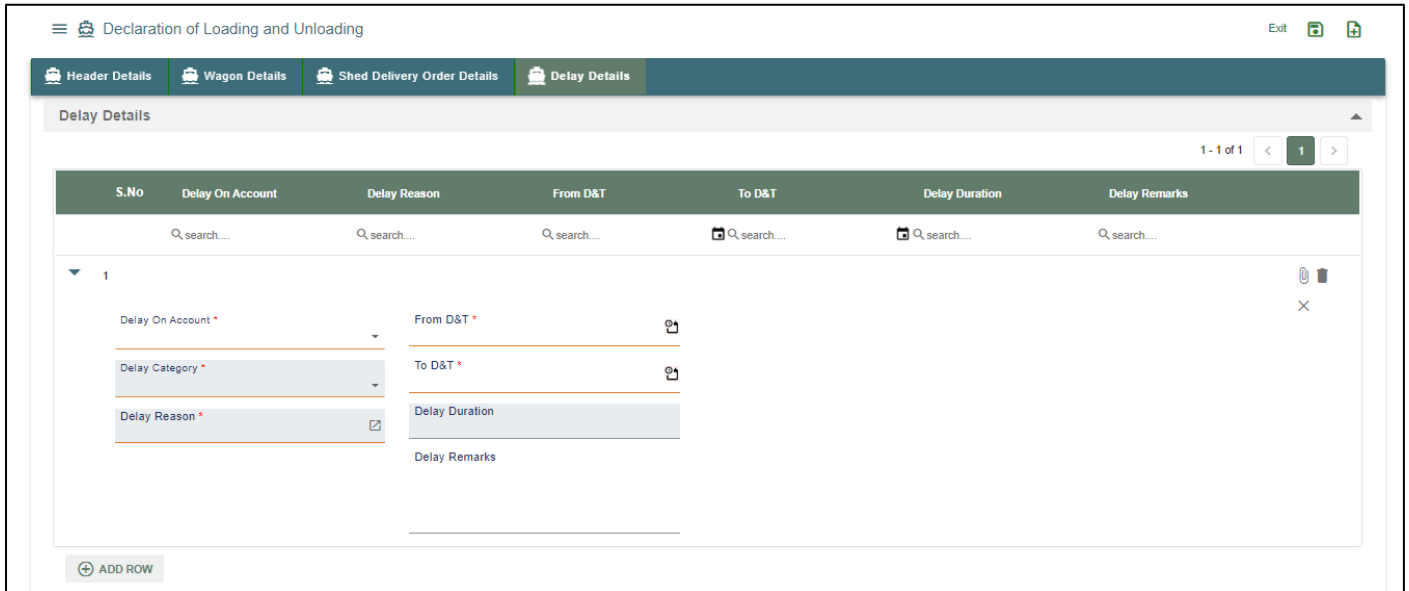


User Interface Image 111: Declaration of Loading and Unloading – 7.5.1.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any


Step 4– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below

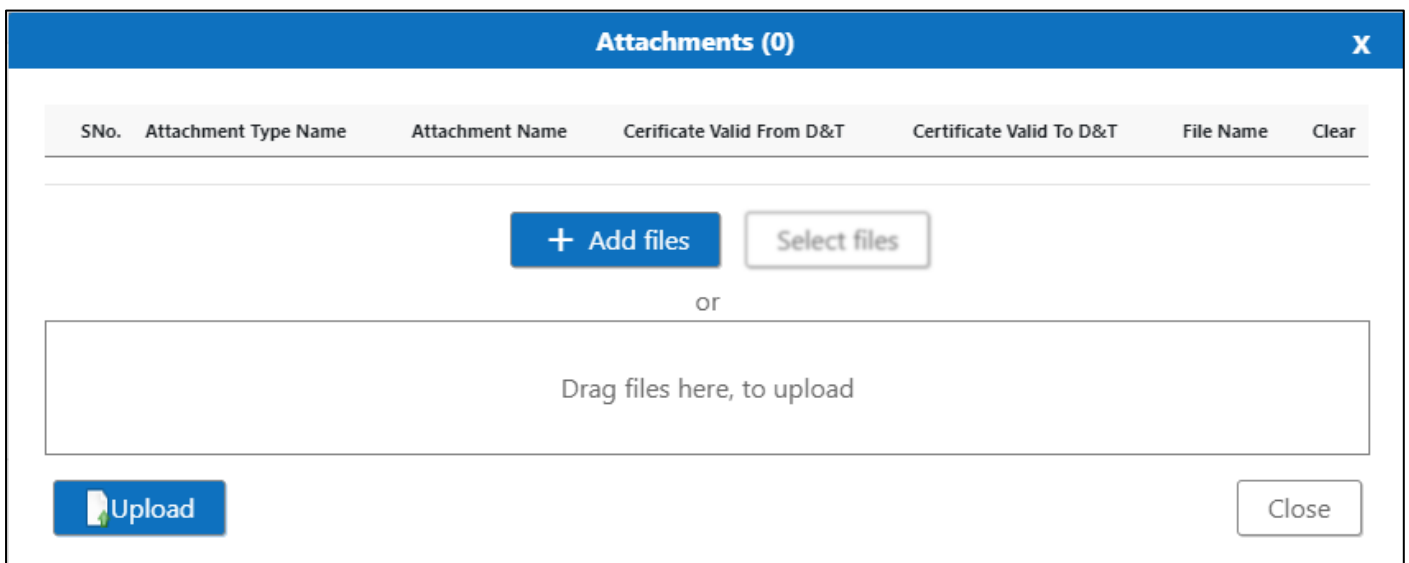
Click on  to begin with data entry





User Interface Image 112: Declaration of Loading and Unloading – 7.5.1.5


- Select on account drop down (port / railway/party)
- Select delay reason code from look up
- Select from and to (date and time)

Step 5: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



User Interface Image 113-Declaration of loading & Unloading (Attachments) 7.5.1.6



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Step 6: Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; display: inline-block;">Select files</div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 20%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 20%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">X</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;"> Upload </div> <div style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 5px; display: inline-block;">Close</div> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	X
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	X														

User Interface Image 114-Declaration of loading & Unloading (Attachments Documents) 7.1.5.7

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center; gap: 5px;"> Sample.docx </div>

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

If the Attachment's are configured, System will display like below when we click on icon .

Respective Form Name , Section name will display to attach the documents ***File Required**.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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Now Click on the Check boxes accordingly, then button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

or

Drag files here, to upload


Once all the mandatory and required fields are filled then Click on button. System will display the status on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc 


+ Add files
Select files

OR

Drag files here, to upload


 Upload
Close

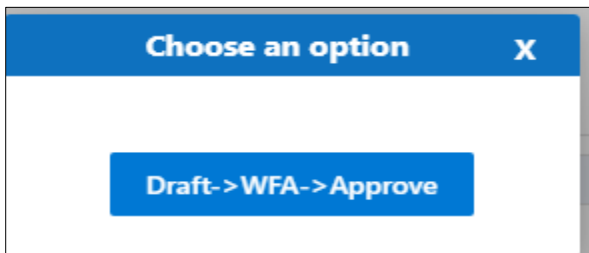
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 7: Click on the Save button  from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display




message.

Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



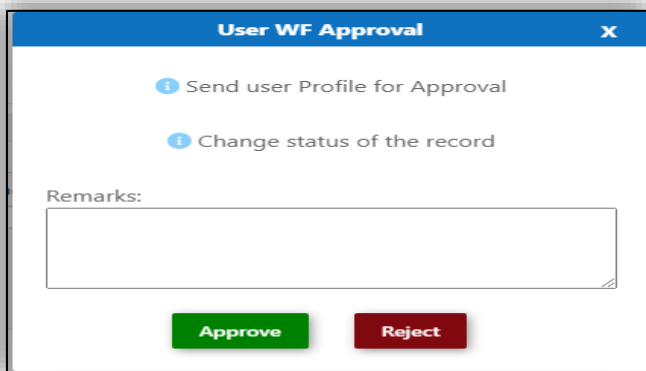
Choose an option from the popup .And now Work Flow will be initiated accordingly with id




Step 9: Once the workflow is initiated click on  the icon.System will be display





with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Step 10: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

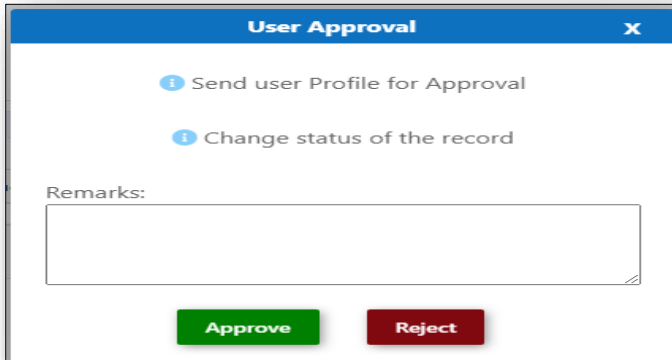
If user reject the request following alert will display on the screen.  And the

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document status will be changed as 'REJECTED'.


Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

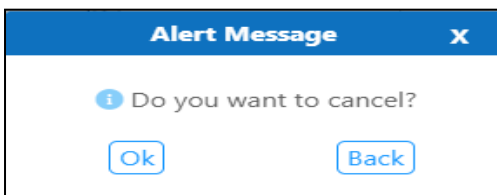


Step 12: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

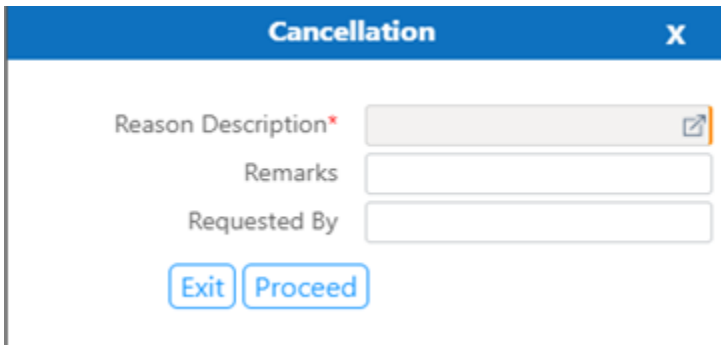
the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back



By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.




Cancellation [X]

Reason Description*

Remarks

Requested By

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in Draft/Approved/Rejected/Cancel Status respectively



as

Declaration of Loading and Unloading

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Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220008	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220008	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	58	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4801	Draft	After Unloading	A20210191	PER/2021/0182		Placement 1	6666
4600	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908



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User Interface Image 115-Declaration of loading & Unloading (List Data) 7.5.1.8

50.4.2 Declaration of Loading and Unloading –(Loading)

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

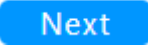
 empowering enterprise	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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User Interface Image 116: Declaration of Loading and Unloading – 7.5.2.1

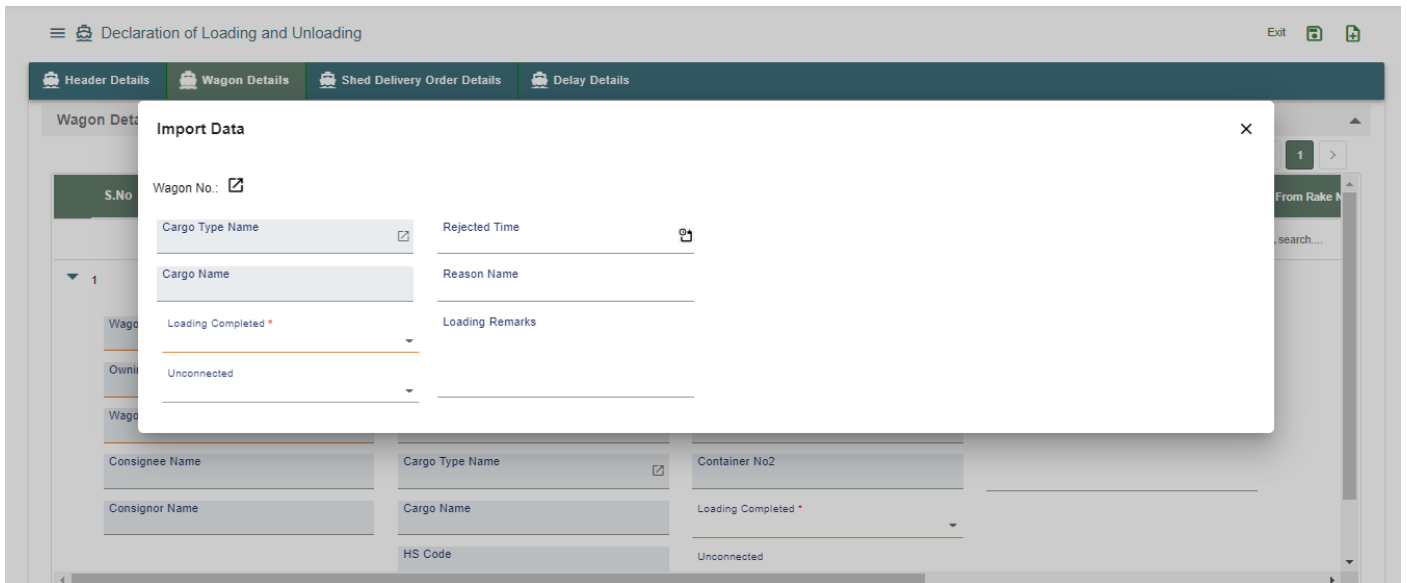
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:

- Select Indent Number (RA No) from Lookup button
- Placement Number, Forwarding Note Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
- Enter Operation Commencement Date and Time from date picker
- Enter Operation Completion Date and Time from date picker
- Select Handling Type from Lookup button
- Enter Tarpaulin Covering Start Date and Time from date picker. It is not mandatory to enter
- Enter Tarpaulin Covering End Date and Time from date picker. It is not mandatory to enter
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

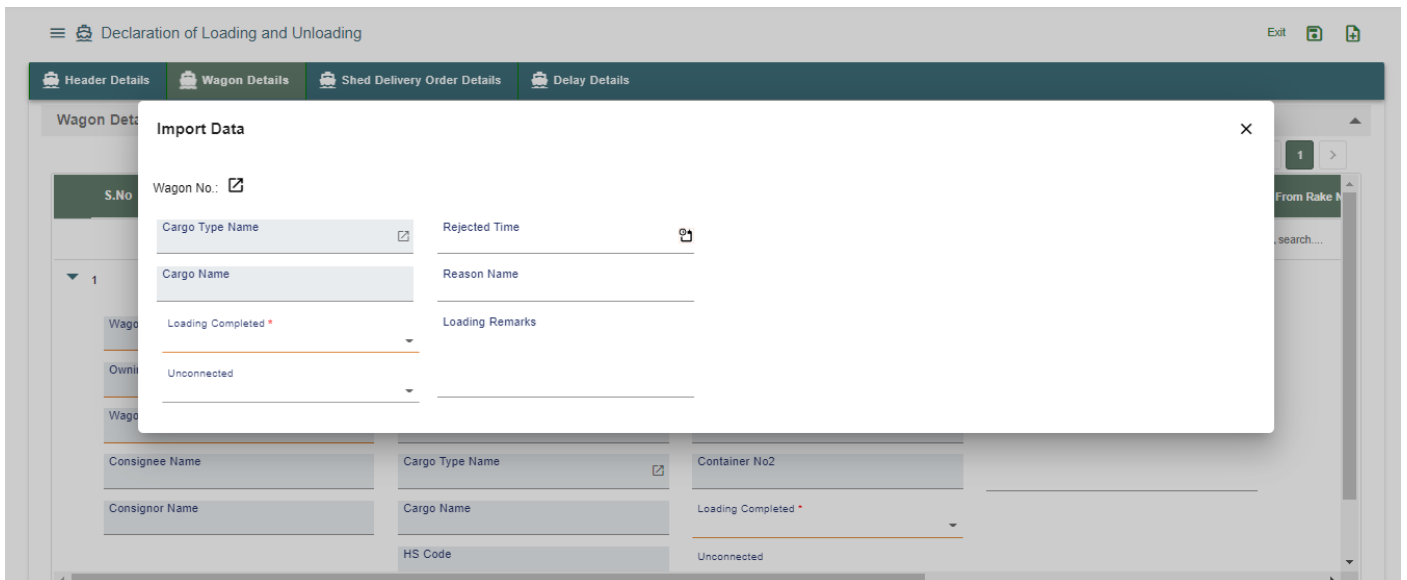
Step 2 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry

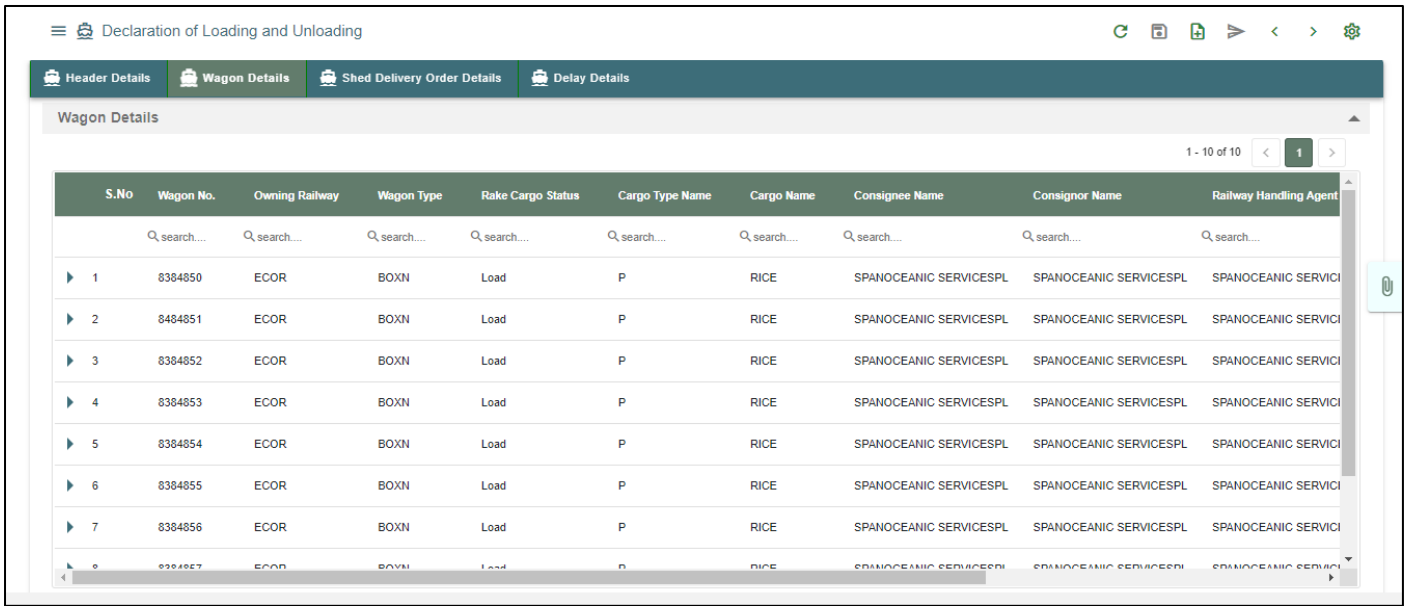


User Interface Image 117: Declaration of Loading and Unloading – 7.5.2.2

Step 3 – Once **+ Add Row** is selected, then following Wagon Details line item fields will be populated to enter



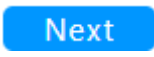
User Interface Image 118: Declaration of Loading and Unloading – 7.5.2.3

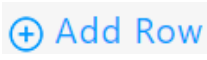


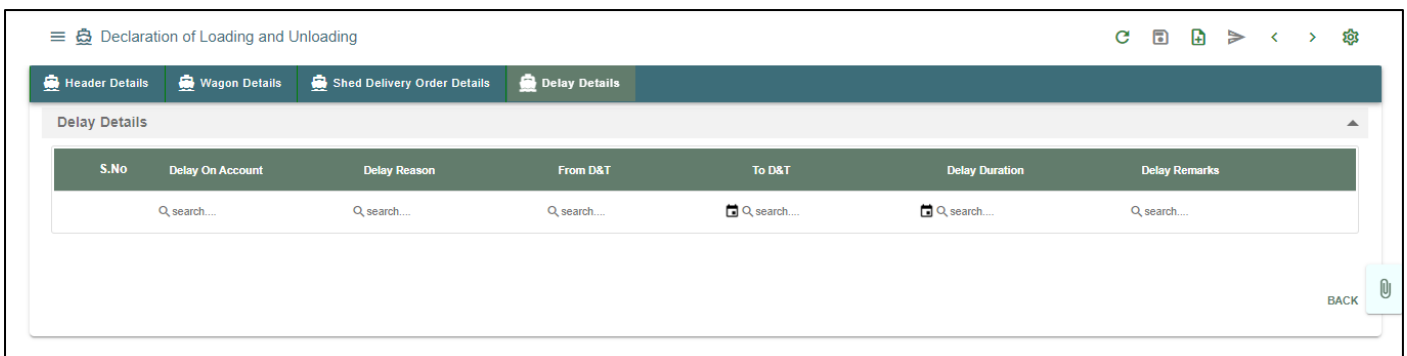
S.No	Wagon No.	Owning Railway	Wagon Type	Rake Cargo Status	Cargo Type Name	Cargo Name	Consignee Name	Consignor Name	Railway Handling Agent
1	8384850	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
2	8484851	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
3	8384852	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
4	8384853	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
5	8384854	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
6	8384855	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
7	8384856	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI
8	8384857	ECOR	BOXN	Load	P	RICE	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVICESPL	SPANOCEANIC SERVI

User Interface Image 119: Declaration of Loading and Unloading – 7.5.2.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any

Step 4– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below



Click on  to begin with data entry




S.No	Delay On Account	Delay Reason	From D&T	To D&T	Delay Duration	Delay Remarks
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.5

- Select on account drop down (port / railway/party)
- Select delay reason code from look up

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➤ Select from and to (date and time)

Step 5: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>						



User Interface Image 121-Declaration of loading & Unloading (Attachments) 7.5.2.6



Step 6: Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 20%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 15%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">X</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	X
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	X														



User Interface Image 122-Declaration of loading & Unloading (Attachments Documents) 7.5.2.7

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center; gap: 10px;">  Sample.docx  </div>

+ Add files


Select files

or

Drag files here, to upload

 Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents***File Required.**

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
Close

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 


+ Add files
Select files

or

Drag files here, to upload


 Upload
Close

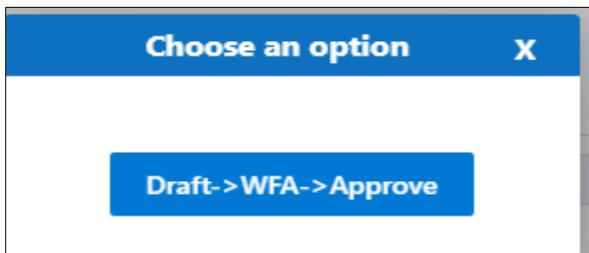
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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 7: Click on the Save button  from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display




message.

Step 8: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



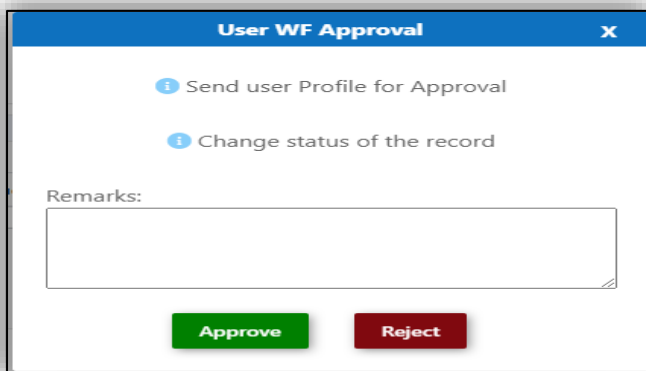
Choose an option from the popup .And now Work Flow will be initiated accordingly with id



Step 9: Once the workflow is initiated click on  the icon.System will be display





with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




Step 10: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' .

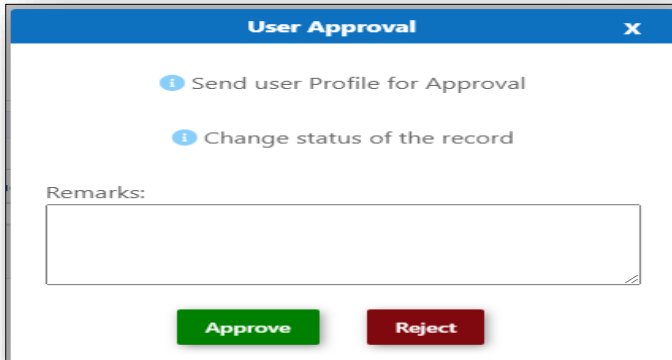
If user reject the request following alert will display on the screen.  And the

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document status will be changed as 'REJECTED'.


Step 11: Once the workflow is in WFAPP. click on  the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

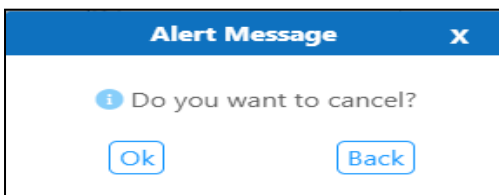


Step 12: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

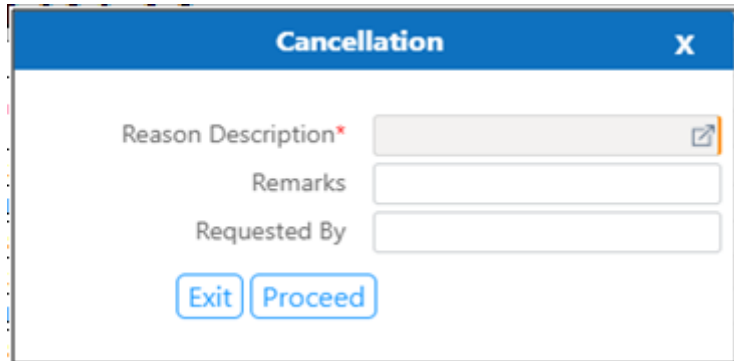
the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back



By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.




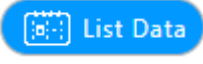
Cancellation [X]

Reason Description*

Remarks

Requested By

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Declaration of Loading and Unloading

1 - 10 of 406

Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220006	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220008	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	58	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4801	Draft	After Unloading	A20210191	PER/2021/0182		Placement 1	6666
4800	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908



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User Interface Image 123-Declaration of loading & Unloading (List Data) 7.5.2.8



50.5 FIELD INFORMATION

For unloading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Permission Number(RA No)	No	Auto Populated

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Placement Number	No	Drop Down List
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Tippler Name	No	Auto Populated
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Seal Condition	No	Auto Populated or Drop down
Unloading Completed	Yes	Drop Down List
Unloading Remarks	No	Manual Entry
Tippling Start Date and Time	Yes	Date and Time

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Tippling End Date and Time	Yes	Date and Time
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

For loading:-

Indent Number (RA No)	Yes	Look Up
Placement Number	No	Auto Populated
Forwarding Note Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Covering Tarpaulin Start Date and Time	No	Date and Time
Covering Tarpaulin End Date and Time	No	Date and Time
Tarpaulin Covering Agent	No	Text Box
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
No of Wagons Rejected	No	Auto Populated
Sr.No	No	Text Box
Person Name	Yes	Text Box
Gate Pass Number	Yes	Text Box
Company Name	Yes	Text Box
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
From Rake Number	No	Auto Populated

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Loading Completed	Yes	Drop Down List
Rejected Type (Old Cancel Type)	No	Drop Down List
Reason	No	Text Box
Rejected Time (Old Cancelled Time)	No	Date and Time
Remarks	No	Text Box
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

51. BUSINESS FUNCTION NAME: RAIL RECEIPT


51.1 DEFINITION

The Traffic department is to record the Rail Receipt Details in the iPortman Web for Inward and Outward Load Rakes. The Port Associates/Officials will be using this function.

51.2 NAVIGATION:

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

Menu Path	Menu Bar → Railways → Rail Receipt Details → Click on Add New
------------------	--

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

51.3 PREREQUISITES – MASTERS

S.No.	Masters List
1	Wagon Type Master
2	Owning Railway

51.4 LIST PAGE SCREENSHOT

Following screenshot from Rail Receipt Details

List Page:


Once entered into the Functional Form – Rail Receipt Details, list page will appear

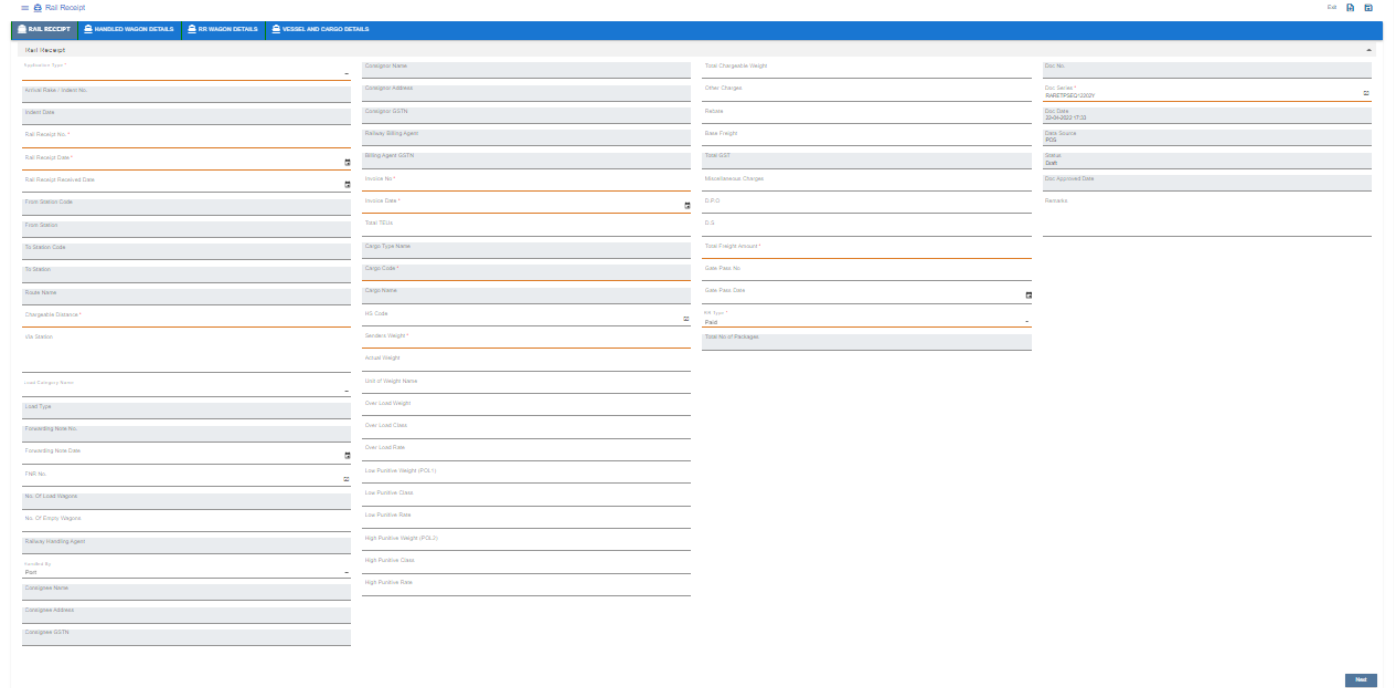
- To enter into the Rail Receipt Details New Page, click on Add New button from top of the tool bar

User Interface Image 266: Rail Receipt Details – 21.5.1.1

51.4.1 RAIL RECEIPT - OUTWARD



Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Rail Receipt Details – Outward Header Details screen will appear like below





User Interface Image 267: Rail Receipt Details – 21.5.1.2

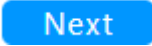
- Select Application Type from Drop Down Button either it is Inward or Outward

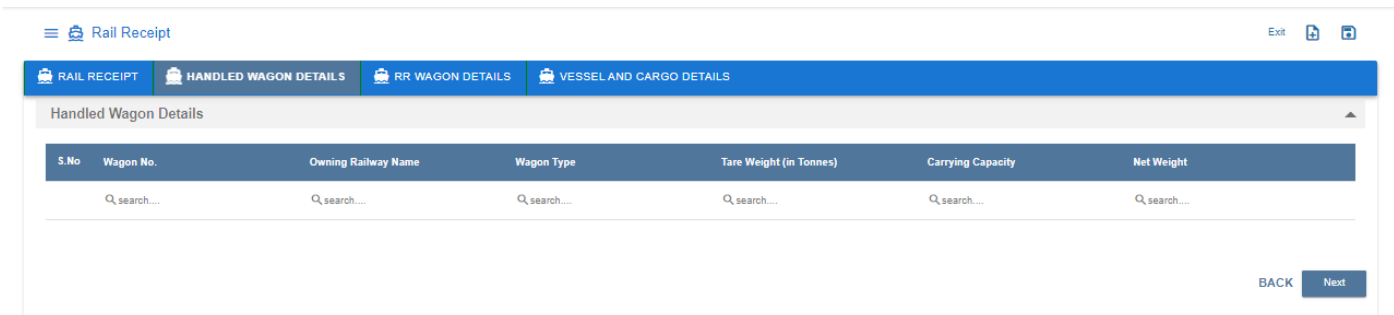
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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If Application Type is Select as **Outward** then following details required to follow:

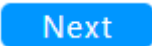
- Select Indent Number (RA No.) from Lookup Button
- Enter RR No. but it should not be duplicate
- Enter RR Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter RR Received Date from date picker. If integrated with FOIS then this field is auto fetched
- From Station, From Station Zone, To Station, To Station Zone, Via Station, Load Category (Trade), Forwarding Note Number, FNR Number, No. of Load Wagons, No. of Empty Wagons, Railway Handling Agent, Consignee, Consignee Address, Consignor, Consignor Address, Billing Agent, Cargo Type, Cargo Description, Total TEU's, No. of 20 Feet Containers, No. of 40 Feet Containers, No. of above 40 Feet Containers, Over Load Weight, Actual Total Weight (Total Net Wt) fields are auto populated based on selection of Indent Number (RA No.) or else if integrated with FOIS then this fields are auto fetched
- Enter Forward Note Date from date picker. It is not mandatory to field to enter. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Distance. If integrated with FOIS then this field is auto fetched
- Enter Handled By. If integrated with FOIS then this field is auto fetched
- Enter Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Invoice Date from date picker. If integrated with FOIS then this field is auto fetched
- Select TRFC Type from Drop Down Button either it is PC (Pvt. Coal) or GG (Govt. Coal). If integrated with FOIS then this field is auto fetched
- Select RR Cargo Code from Lookup Button. If integrated with FOIS then this field is auto fetched
- Enter Risk Rate. If integrated with FOIS then this field is auto fetched
- Enter Sender Weight (Exemption Wt). If integrated with FOIS then this field is auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Class. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Rate. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Weight (POL1). If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Weight (POL2). If integrated with FOIS then this field is auto fetched
- Enter High Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter Weight Unit (UOM). If integrated with FOIS then this field is auto fetched
- Enter Total Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Other Charges. If integrated with FOIS then this field is auto fetched
- Enter Rebate. If integrated with FOIS then this field is auto fetched
- Enter Base Freight. If integrated with FOIS then this field is auto fetched
- Enter GST Amount. If integrated with FOIS then this field is auto fetched
- Enter RR Tax Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Miscellaneous Charges. If integrated with FOIS then this field is auto fetched
- Enter D.P.O. If integrated with FOIS then this field is auto fetched
- Enter D.S. If integrated with FOIS then this field is auto fetched
- Enter Total Freight Amount. If integrated with FOIS then this field is auto fetched
- Select Paid RR from Drop down Button either it is Yes or No. If integrated with FOIS then this field is auto fetched
- Total No. of Packages (Articles) is auto calculated based on Submission of Wagon Details. Or else If integrated with FOIS then this field is auto fetched
- Enter the Remarks if any


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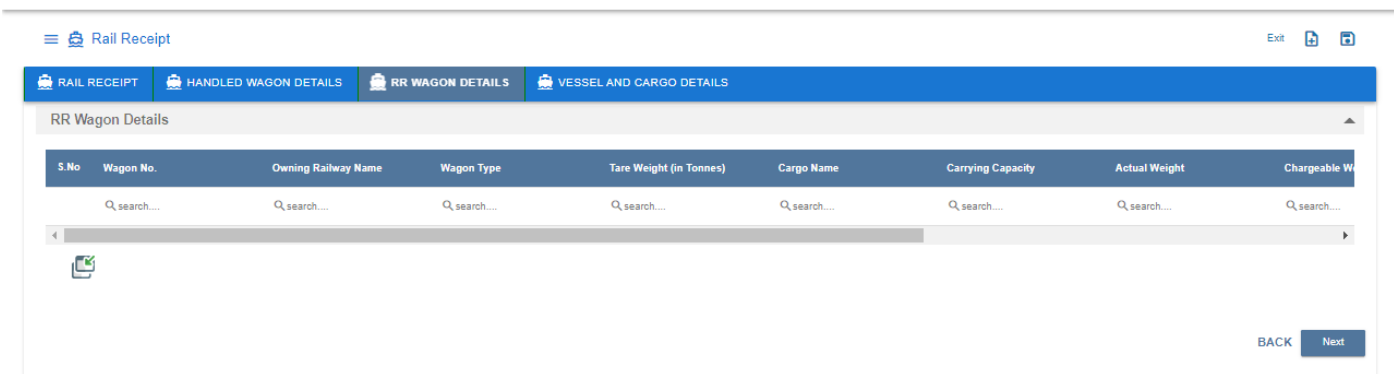
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system
- **Step 2** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Handled Wagon Details page redirected as like below & This Handled Wagon Details are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.)




User Interface Image 268: Rail Receipt Details – 21.5.1.3

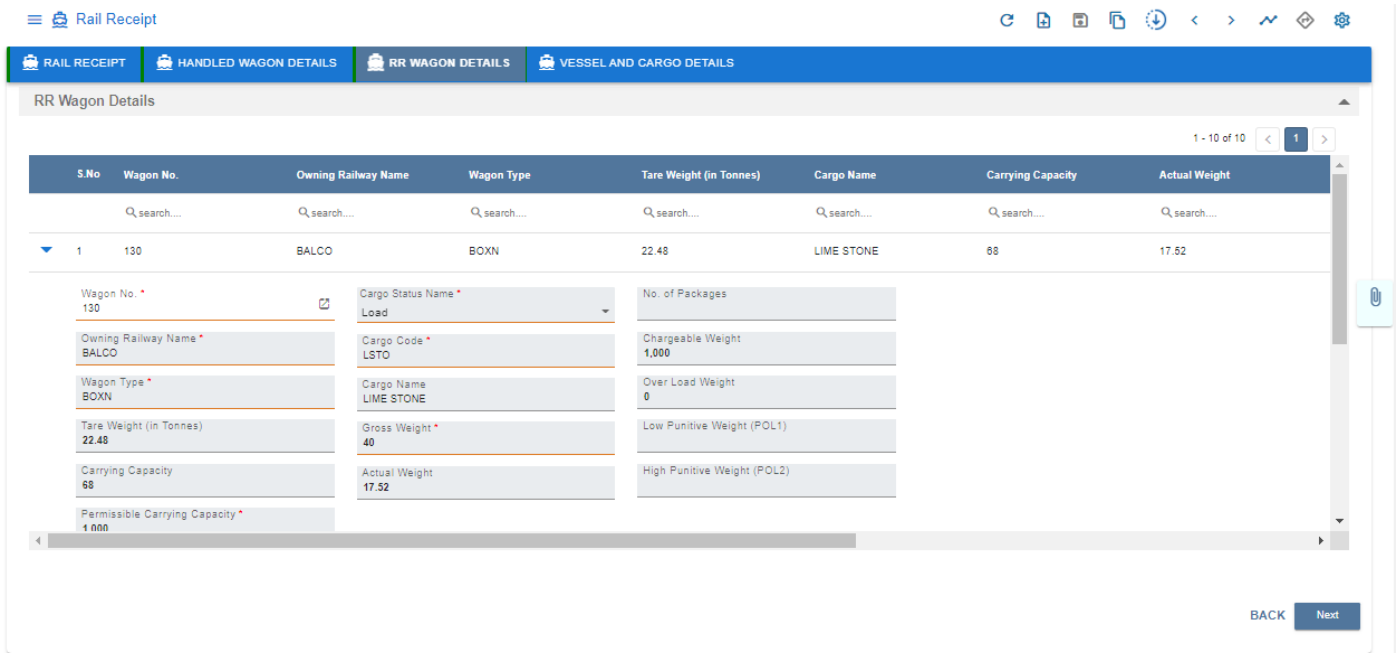
- Step 3** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry




User Interface Image 269: Rail Receipt Details – 21.5.1.4

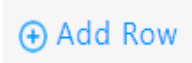

- Step 4** – Once  is selected, then following Wagon Details line item fields will be populated to enter.






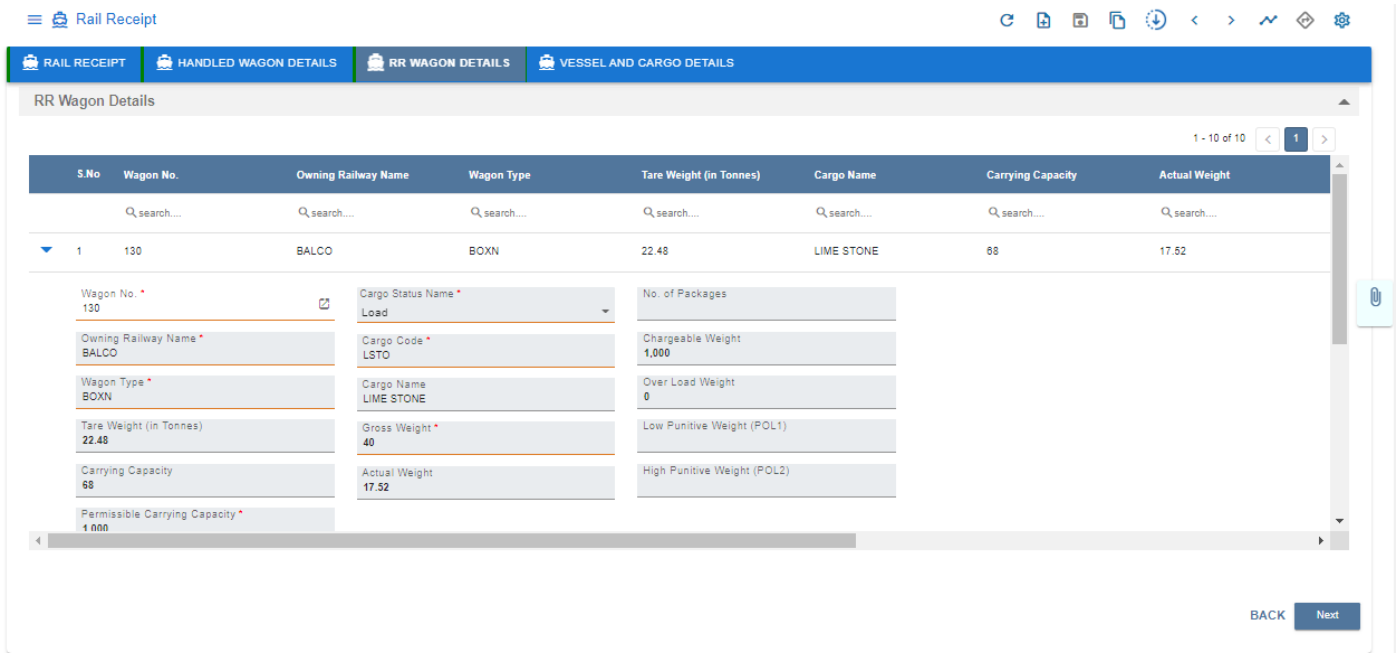
User Interface Image 270: Rail Receipt Details – 21.5.1.5

- Wagon Number, Wagon Type, Owing Railway, Cargo Code, Gross Weight, Tare Weight, Actual Weight (Net Weight), No. of Packages (Articles), Carrying Capacity, Overload Weight etc., this fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive. If integrated with FOIS then this field is auto fetched
- Enter High Punitive. If integrated with FOIS then this field is auto fetched

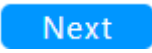
Step 5 - Once data is filled in Line item Details, click on save button  to save the Wagon Details line

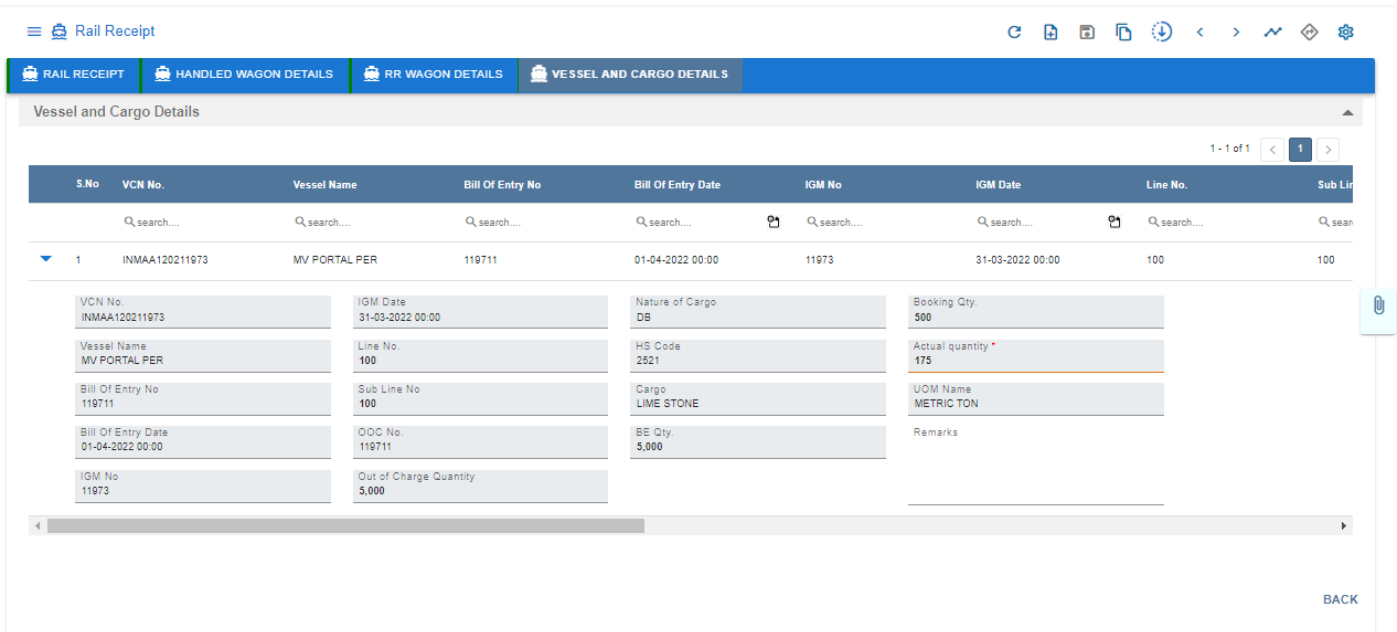
item record and click on  if need to add multiple Row's or else click on  button to save the complete Rail Receiptentry details

- If any want to update the previous Wagon Details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 




User Interface Image 271: Rail Receipt Details – 21.5.1.6

Step 6 – Once all the necessary fields are filled, click  button from the bottom of the page. Then Vessel & Cargo Details page redirected as like below.



User Interface Image 272: Rail Receipt Details – 21.5.1.7

Step 6: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>						

User Interface Image 273-RAIL RECEIPT (Attachments) -21.5.1.8



Step 7: Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 15%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&T*</th> <th style="width: 15%;">Certificate Valid To D&T*</th> <th style="width: 20%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td><input style="width: 80%;" type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">⊗</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	⊗
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	Sample.docx (9.62 kb)	⊗														



User Interface Image 274-RAIL RECEIPT (Attachments Documents) 21.5.1.9

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

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NOTE: If the attachments added in line level by using  icon system will display respective section name.


Attachments (1)
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files
Select files

or

Drag files here, to upload

 Upload
Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents***File Required.**

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc 



+ Add files
Select files


OR

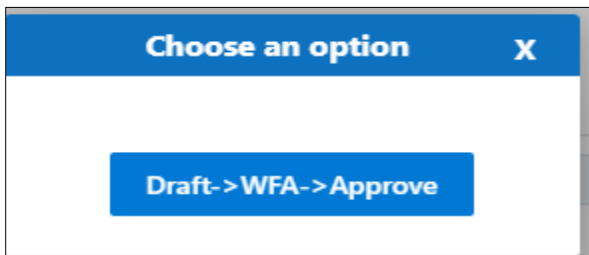
Drag files here, to upload

 Upload
Close

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Step 8: Click on the Save button  from the top right corner to save the RAIL RECEIPT Form. Once the record got saved successfully, then the system will display  message.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



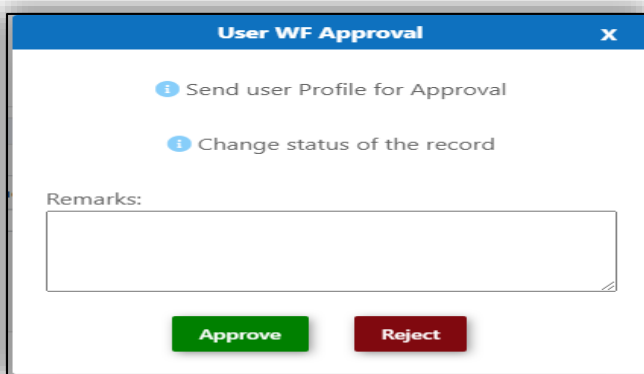
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step10: Once the workflow is initiated click on  the icon.System will be display


Send user Profile for Approval



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




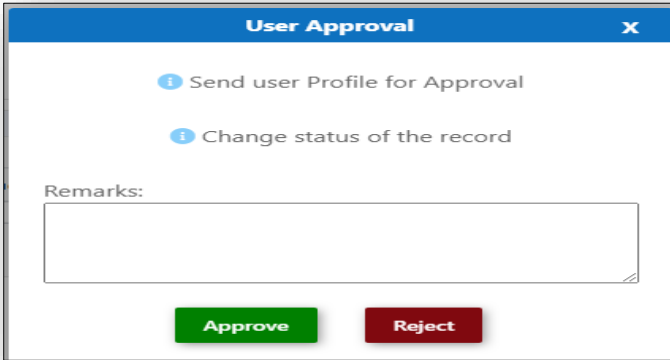
Successfully Status changed to WFAPP

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

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Step12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



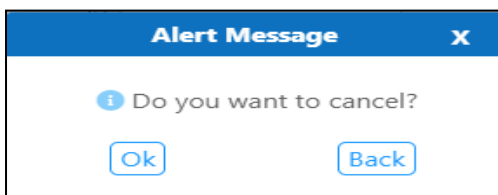
The dialog box titled "User Approval" contains the following elements:

- Two information icons with text: "Send user Profile for Approval" and "Change status of the record".
- A text area labeled "Remarks:" for providing feedback.
- Two buttons at the bottom: a green "Approve" button and a red "Reject" button.

Step13: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 14: While if there is any changes or error we can cancel the record by clicking the  icon shown.

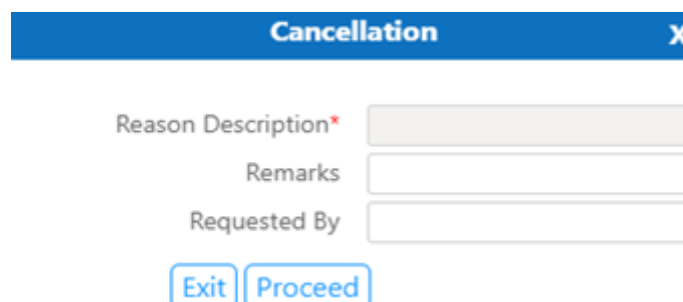
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The dialog box titled "Alert Message" contains the following elements:



- An information icon with the text "Do you want to cancel?".
- Two buttons: "Ok" and "Back".


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

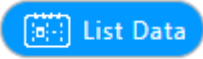






The dialog box titled "Cancellation" contains the following elements:

- Three input fields: "Reason Description*", "Remarks", and "Requested By".
- Two buttons at the bottom: "Exit" and "Proceed".

 empowering enterprise	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL


Step 15: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

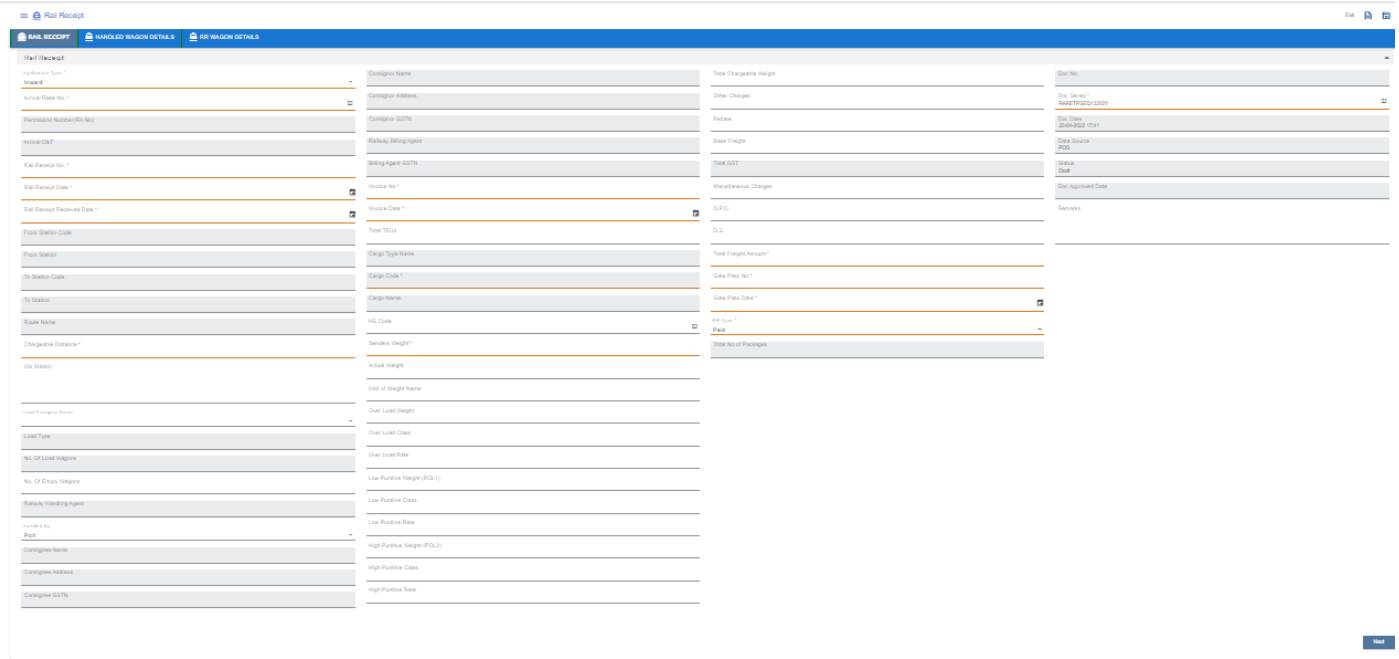
  Rail Receipt  

Doc No.	Status	Application Type	Arrival Rake No.	Arrival Rake / Indent No.	Rail Receipt No.	Arrival D&T	Rail Receipt Date	Rai
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input 250="" 552="" 569"="" 747="" data-label="Caption" type="text" value="sea</td> </tr> <tr> <td>INMAA120220003</td> <td>Approved</td> <td>Inward</td> <td>A20220007</td> <td>PER/2022/0005</td> <td>35</td> <td>11-04-2022 10:18</td> <td>11-04-2022</td> <td>18-</td> </tr> <tr> <td>INMAA120220002</td> <td>Approved</td> <td>Outward</td> <td></td> <td>IND/2022/0001</td> <td>0135133433</td> <td></td> <td>04-04-2022</td> <td></td> </tr> <tr> <td>INMAA120220001</td> <td>Approved</td> <td>Inward</td> <td>A20220001</td> <td>PER/2022/0001</td> <td>88451</td> <td>01-04-2022 10:30</td> <td>30-03-2022</td> <td>03-</td> </tr> <tr> <td>INMAA120210098</td> <td>Approved</td> <td>Inward</td> <td>A20210215</td> <td>PER/2021/0185</td> <td>89454</td> <td>22-03-2022 15:13</td> <td>21-03-2022</td> <td>22-</td> </tr> <tr> <td>INMAA120210087</td> <td>Approved</td> <td>Outward</td> <td></td> <td>IND/2021/0151</td> <td>151</td> <td></td> <td>22-03-2022</td> <td></td> </tr> <tr> <td>INMAA120210086</td> <td>Approved</td> <td>Inward</td> <td>A20210209</td> <td>PER/2021/0180</td> <td>8878</td> <td>17-03-2022 17:38</td> <td>17-03-2022</td> <td>17-</td> </tr> <tr> <td>INMAA120210085</td> <td>Approved</td> <td>Inward</td> <td>A20210204</td> <td>PER/2021/0176</td> <td>8556</td> <td>08-03-2022 08:45</td> <td>08-03-2022</td> <td>15-</td> </tr> <tr> <td>INMAA120210084</td> <td>Approved</td> <td>Outward</td> <td></td> <td>IND/2021/0148</td> <td>148</td> <td></td> <td>15-03-2022</td> <td></td> </tr> <tr> <td>184</td> <td>Draft(Mtrs)</td> <td>Outward</td> <td></td> <td>IND/2021/0145</td> <td>145</td> <td></td> <td>14-03-2022</td> <td></td> </tr> <tr> <td>INMAA120210083</td> <td>Approved</td> <td>Inward</td> <td>A20210204</td> <td>PER/2021/0175</td> <td>985486</td> <td>08-03-2022 08:45</td> <td>08-03-2022</td> <td>13-</td> </tr> </tbody> </table> </div> <div data-bbox="/> <p><i>User Interface Image 275-RAIL RECEIPT (List Data) 21.5.1.10</i></p>

51.4.2. RAIL RECEIPT - INWARD

Header Details:

Step 1 - Once clicked on Add New button  from top of the tool bar, Rail Receipt Details – Inward Header Details screen will appear like below





User Interface Image 276: Rail Receipt Details – 21.5.2.1

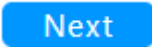
- Select Application Type from Drop Down Button either it is Inward or Outward

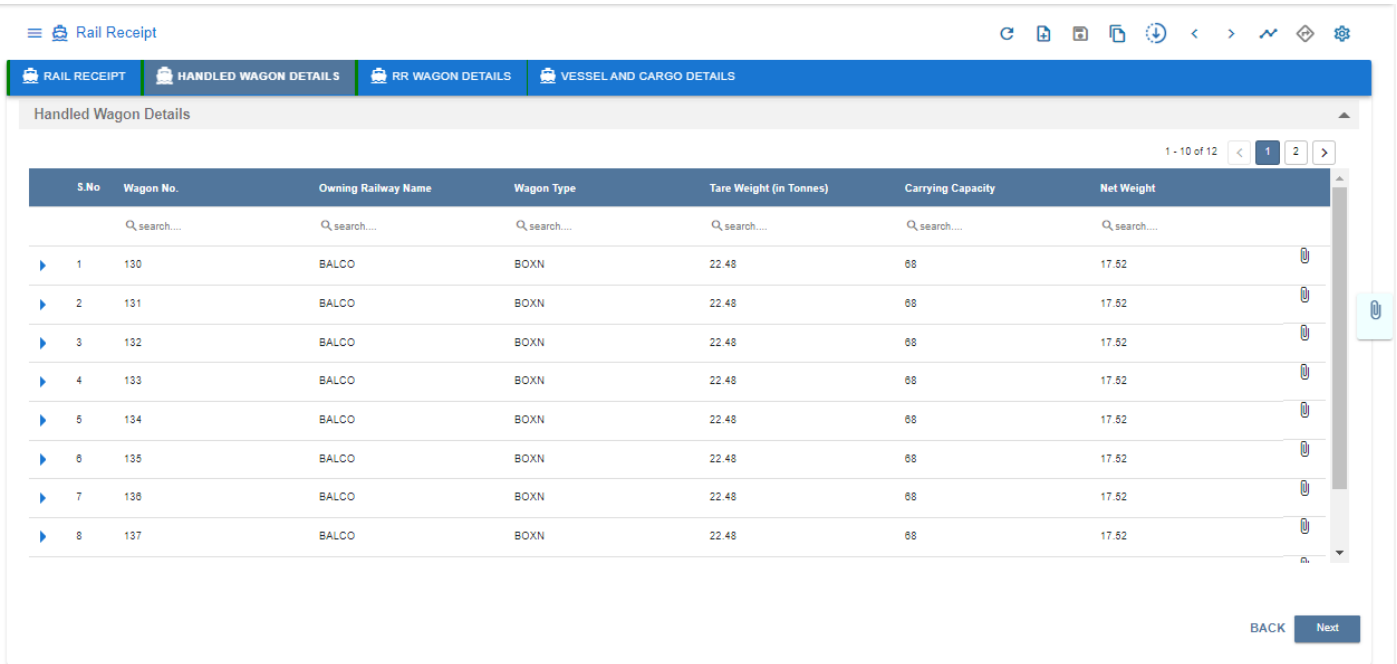
If Application Type is Select as **Inward** then following details required to follow:

- Select Arrival Rake Number from Lookup Button
- Permission Number (RA No.), Arrival Date and Time, From Station, From Station Zone, To Station, To Station Zone, Via Station, Load Category (Trade), No. of Load Wagons, No. of Empty Wagons, Railway Handling Agent, Consignee, Consignee Address, Consignor, Consignor Address, Billing Agent, Cargo Type, Cargo Description, Total TEU's, No. of 20 Feet Containers, No. of 40 Feet Containers, No. of above 40 Feet Containers, Over Load Weight, Actual Total Weight (Total Net Wt) fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter RR No. but it should not be duplicate
- Enter RR Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter RR Received Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Distance. If integrated with FOIS then this field is auto fetched
- Enter Handled By. If integrated with FOIS then this field is auto fetched
- Enter Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Invoice Date from date picker. If integrated with FOIS then this field is auto fetched
- Select TRFC Type from Drop down Button either it is PC (Pvt. Coal) or GG (Govt. Coal). If integrated with FOIS then this field is auto fetched
- Select RR Cargo Code from Lookup Button. If integrated with FOIS then this field is auto fetched
- Enter Risk Rate. If integrated with FOIS then this field is auto fetched
- Enter Sender Weight (Exemption Wt). If integrated with FOIS then this field is auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched

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- Enter Chargeable Class. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Rate. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Weight (POL1). If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Weight (POL2). If integrated with FOIS then this field is auto fetched
- Enter High Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter Weight Unit (UOM). If integrated with FOIS then this field is auto fetched
- Enter Total Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Other Charges. If integrated with FOIS then this field is auto fetched
- Enter Rebate. If integrated with FOIS then this field is auto fetched
- Enter Base Freight. If integrated with FOIS then this field is auto fetched
- Enter GST Amount. If integrated with FOIS then this field is auto fetched
- Enter RR Tax Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Miscellaneous Charges. If integrated with FOIS then this field is auto fetched
- Enter D.P.O. If integrated with FOIS then this field is auto fetched
- Enter D.S. If integrated with FOIS then this field is auto fetched
- Enter Total Freight Amount. If integrated with FOIS then this field is auto fetched
- Select Paid RR from Drop down Button either it is Yes or No. If integrated with FOIS then this field is auto fetched
- Total No. of Packages (Articles) is auto calculated based on Submission of Wagon Details. Or else If integrated with FOIS then this field is auto fetched
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

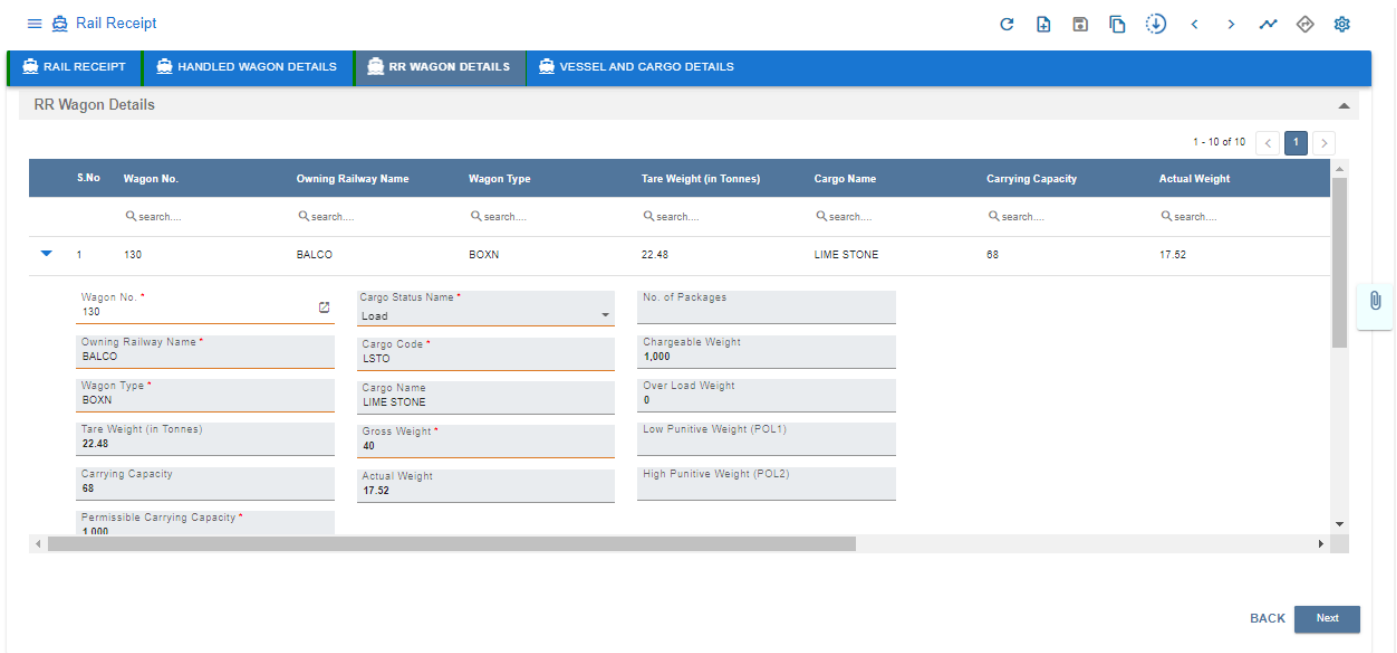
- **Step 2** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Handled Wagon Details page redirected as like below & This Handled Wagon Details are auto populated based on selection of Rake Arrival Number (RA No.)




User Interface Image 277: Rail Receipt Details – 21.5.2.2

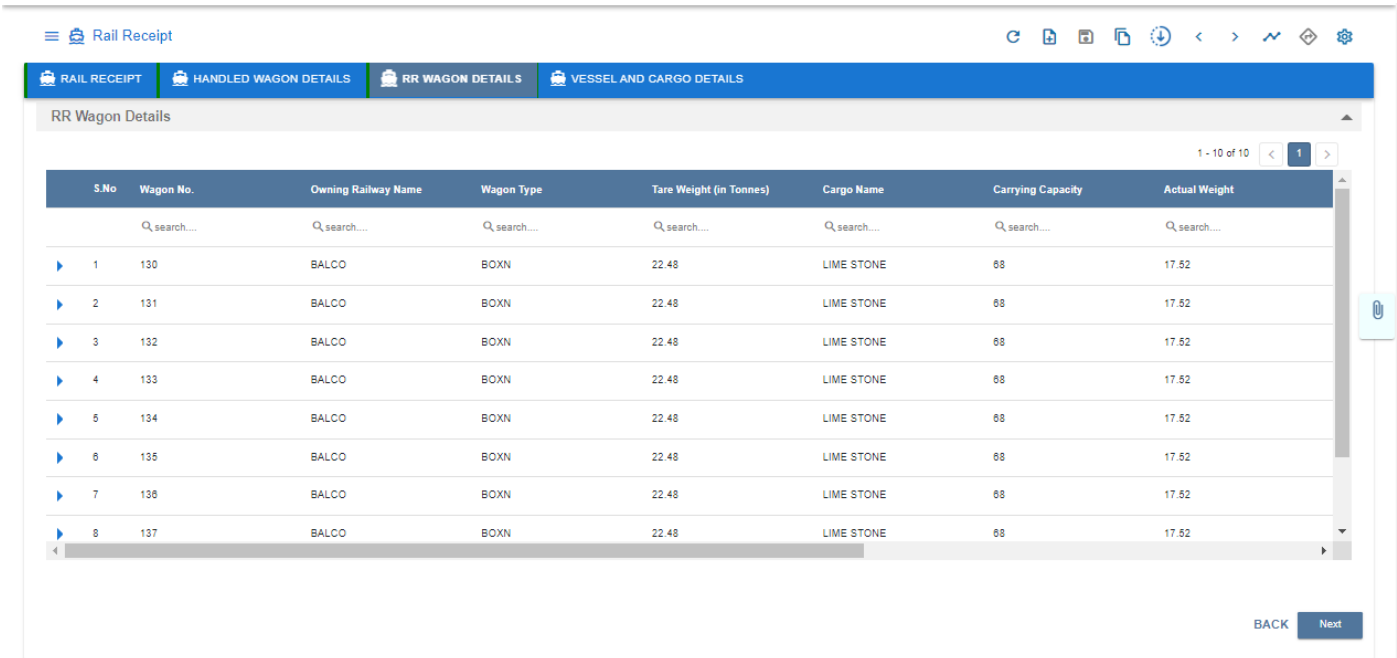
Step 3 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Wagon Details page redirected as like below

Click on **+ Add Row** to begin with data entry



User Interface Image 278: Rail Receipt Details – 21.5.2.3


Step 4 – Once  **Add Row** is selected, then following Wagon Details line item fields will be populated to enter.








S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
1	130	BALCO	BOXN	22.48	LIME STONE	68	17.52
2	131	BALCO	BOXN	22.48	LIME STONE	68	17.52
3	132	BALCO	BOXN	22.48	LIME STONE	68	17.52
4	133	BALCO	BOXN	22.48	LIME STONE	68	17.52
5	134	BALCO	BOXN	22.48	LIME STONE	68	17.52
6	135	BALCO	BOXN	22.48	LIME STONE	68	17.52
7	136	BALCO	BOXN	22.48	LIME STONE	68	17.52
8	137	BALCO	BOXN	22.48	LIME STONE	68	17.52

User Interface Image 279: Rail Receipt Details – 21.5.2.4

- Wagon Number, Wagon Type, Owning Railway, Cargo Code, Gross Weight, Tare Weight, Actual Weight (Net Weight), No. of Packages (Articles), Carrying Capacity, Overload Weight etc., this fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive. If integrated with FOIS then this field is auto fetched
- Enter High Punitive. If integrated with FOIS then this field is auto fetched

Step 5 - Once data is filled in Line item Details, click on save button  to save the Wagon Details line

item record and click on  **Add Row** if need to add multiple Row's or else click on  button to save the complete Rail Receipt entry details

- If any want to update the previous Wagon Details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 

Rail Receipt

RAIL RECEIPT | HANDLED WAGON DETAILS | RR WAGON DETAILS | VESSEL AND CARGO DETAILS


RR Wagon Details

1 - 10 of 10

S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
▶ 1	130	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 2	131	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 3	132	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 4	133	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 5	134	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 6	135	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 7	136	BALCO	BOXN	22.48	LIME STONE	68	17.52
▶ 8	137	BALCO	BOXN	22.48	LIME STONE	68	17.52

BACK Next

User Interface Image 280: Rail Receipt Details – 21.5.2.5

Step 6: Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px;"> + Add files Select files </div> <p style="text-align: center;">OR</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px 0;"> Drag files here, to upload </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Upload Close </div>						

User Interface Image 281-RAIL RECEIPT (Attachments) -21.5.2.6

Step 7: Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> + Add files Select files </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&T*</th> <th>Certificate Valid To D&T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td>✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Upload Close </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	✕														

User Interface Image 282-RAIL RECEIPT (Attachments Documents) 21.5.2.7

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using 📎 icon system will display respective section name.

Attachments (1)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	📎 Sample.docx 🗑


+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents ***File Required**.

Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


Attachments (2)
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


Attachments (4)
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc 



+ Add files
Select files


OR

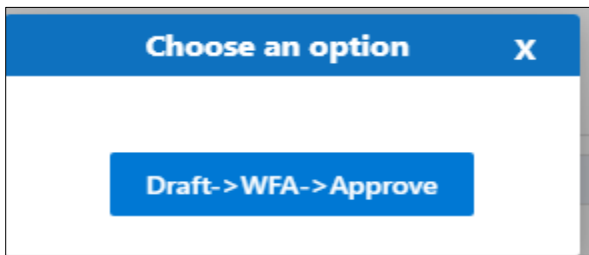
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Step 8: Click on the Save button  from the top right corner to save the RAIL RECEIPT Form. Once the record got saved successfully, then the system will display  message.

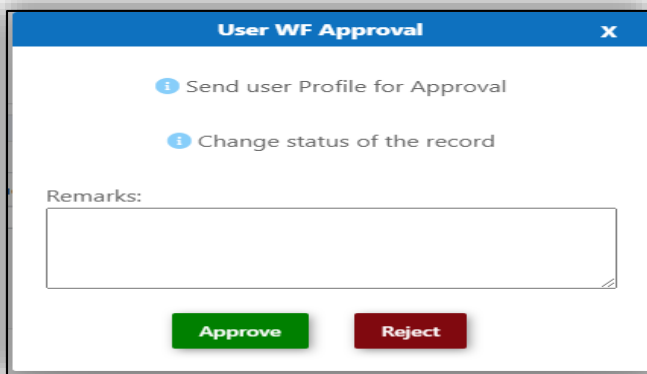
Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

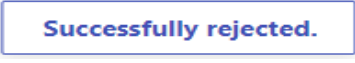
Work Flow Initiated. with drivenId = 12999



Step 10: Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Successfully Status changed to WFAPP

Step 11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' . .

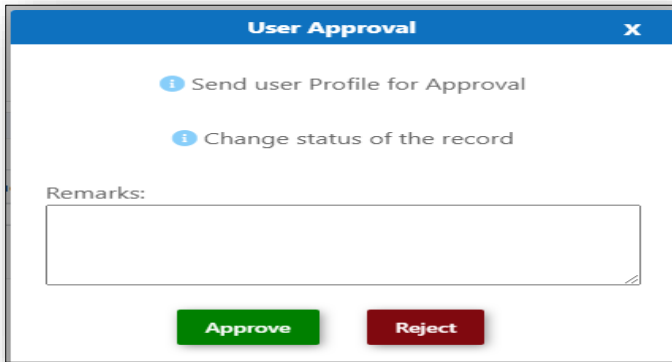
If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 12: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The dialog box titled "User Approval" contains the following elements:


- Header: User Approval [X]
- Buttons: Send user Profile for Approval, Change status of the record
- Text: Remarks:
- Input field: A text area for entering remarks.
- Buttons: Approve (green), Reject (red)

Successfully Status changed to APPROVED

Step 13: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

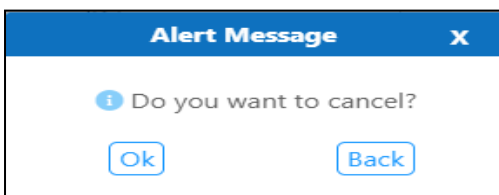
Successfully rejected.

the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step 14: While if there is any changes or error we can cancel the record by clicking the  icon shown.

Confirmation required

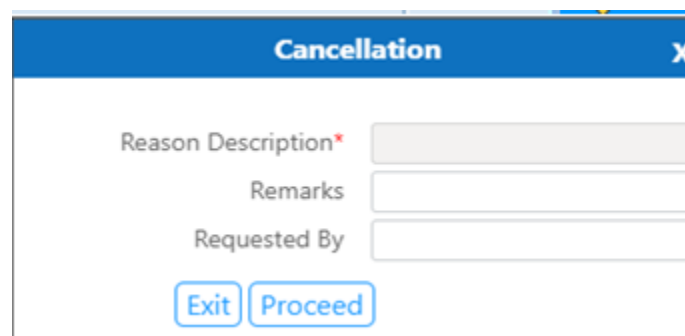
After clicking the icon system will display with below alert ok and Back



The dialog box titled "Alert Message" contains the following elements:



- Header: Alert Message [X]
- Text: Do you want to cancel?
- Buttons: Ok, Back


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

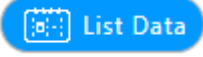


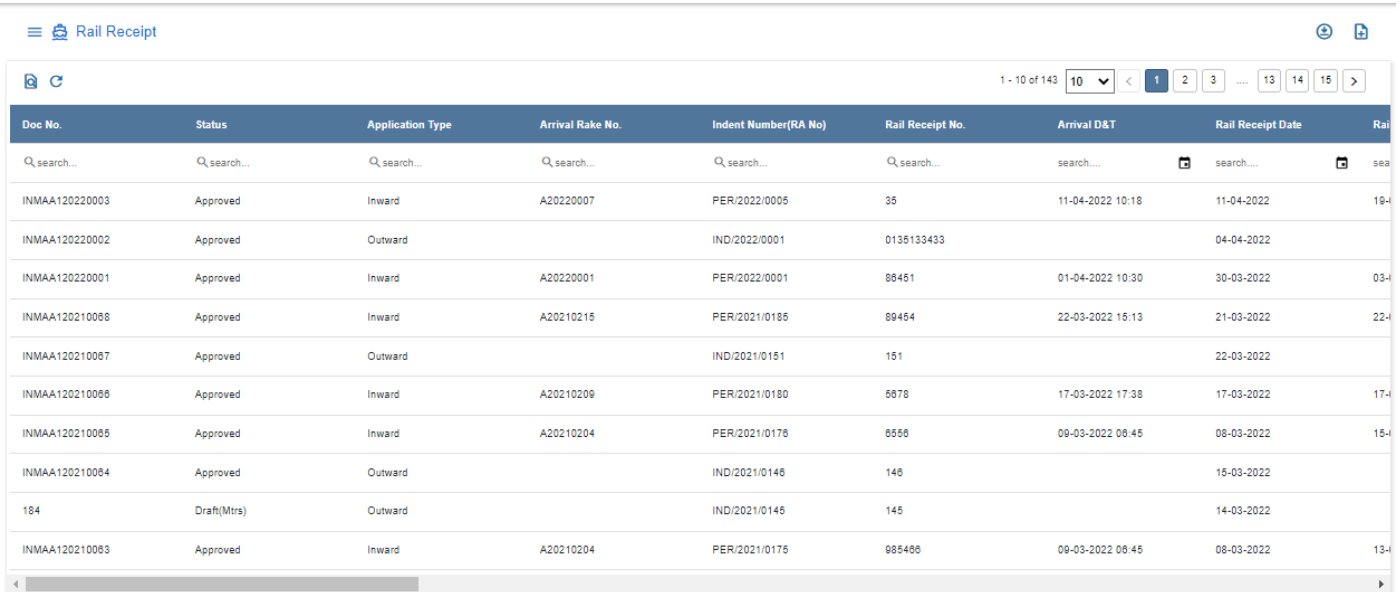
The dialog box titled "Cancellation" contains the following elements:

- Header: Cancellation [X]
- Text: Reason Description*
- Text: Remarks
- Text: Requested By
- Buttons: Exit, Proceed

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By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Step 15: Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively





The screenshot shows a web application interface for 'Rail Receipt'. At the top, there is a navigation bar with a menu icon and the text 'Rail Receipt'. Below this is a search bar and a pagination control showing '1 - 10 of 143' records, with page numbers 1, 2, 3, ..., 13, 14, 15. The main area contains a table with the following columns: Doc No., Status, Application Type, Arrival Rake No., Indent Number(RA No), Rail Receipt No., Arrival D&T, Rail Receipt Date, and a partial 'Rail' column. The table lists several records with various statuses like 'Approved' and 'Draft(Mtrs)'. Search filters are visible in each column header.

Doc No.	Status	Application Type	Arrival Rake No.	Indent Number(RA No)	Rail Receipt No.	Arrival D&T	Rail Receipt Date	Rail
INMAA120220003	Approved	Inward	A20220007	PER/2022/0005	35	11-04-2022 10:18	11-04-2022	19-4
INMAA120220002	Approved	Outward		IND/2022/0001	0135133433		04-04-2022	
INMAA120220001	Approved	Inward	A20220001	PER/2022/0001	88451	01-04-2022 10:30	30-03-2022	03-4
INMAA120210088	Approved	Inward	A20210215	PER/2021/0185	89454	22-03-2022 15:13	21-03-2022	22-4
INMAA120210087	Approved	Outward		IND/2021/0151	151		22-03-2022	
INMAA120210086	Approved	Inward	A20210209	PER/2021/0180	5978	17-03-2022 17:38	17-03-2022	17-4
INMAA120210085	Approved	Inward	A20210204	PER/2021/0176	6556	08-03-2022 08:45	08-03-2022	15-4
INMAA120210084	Approved	Outward		IND/2021/0148	148		15-03-2022	
184	Draft(Mtrs)	Outward		IND/2021/0145	145		14-03-2022	
INMAA120210083	Approved	Inward	A20210204	PER/2021/0175	985466	08-03-2022 08:45	08-03-2022	13-4



User Interface Image 283-RAIL RECEIPT (List Data) 21.5.2.8

FIELD INFORMATION



Field Name	Mandatory	Fill Type
Application Type *	Yes	Dropdown
Arrival Rake No.	Inward =Yes Outward =No	Lookup
Permission No / Indent No. (RA No.)	Inward =No Outward =Yes	Lookup
Arrival Date and Time	No	Textbox
RR Number	Yes	Textbox
RR Date	Yes	Calendar
RR Received Date	Yes	Calendar

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From Station	No	Textbox
From Station Zone		
To Station	No	Textbox
To Station Zone	No	Textbox
Chargeable Distance	No	Textbox
Via Station	No	Textbox
Load Category (Trade)	No	Textbox
Forward Note Number	No	Textbox
Forward Note Date	No	Date Picker
FNR Number	No	Text Box
No.of Load Wagons	No	Textbox
No.of Empty Wagons	Yes	Textbox
Handling Agent	No	Textbox
Handled By	No	Textbox
Consignee	No	Textbox
ConsigneeAddress	No	Textbox
Consignor	No	Textbox
ConsignorAddress	No	Textbox
Billing Agent	No	Textbox
Invoice Number	Yes	Textbox
Invoice Date	Yes	Textbox
TRFC Type	No	Dropdown
Cargo Type	No	Textbox
RR Cargo Code	Yes	Textbox
Cargo Description	No	Textbox
Risk Rate	No	Textbox
Total TEU's	No	Textbox
No.of 20 Feet containers	No	Textbox
No.of 40 Feet Containers	No	Textbox
No.of above 40 Feet Containers	No	Textbox
Sender Weight (Exemption Wt.)	Yes	Textbox
Actual Total Weight (Total Net Wt.)	No	Textbox
Chargeable Weight	Yes	Textbox
Chargeable Class	No	Textbox
Chargeable Rate	No	Textbox
Over Load Weight	No	Textbox
Over Load Class	No	Textbox
Over Load Rate	No	Textbox
Low Punitive Weight (POL1)	No	Textbox
Low Punitive Class	No	Textbox
Low Punitive Rate	No	Textbox
High Punitive Weight (POL2)	No	Textbox
High Punitive Class	No	Textbox
High Punitive Rate	No	Textbox

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Weight Unit (UOM)	No	Textbox
Total Chargeable Weight	Yes	Textbox
Other Charges	No	Textbox
Rebate	No	Textbox
Base Freight	No	Textbox
Taxes		
This field name should change as "GST Amount"	No	Textbox
RR Tax invoice Number	No	Textbox
Miscellaneous Charges	No	Textbox
D.P.O	No	Textbox
D.S	No	Textbox
Total Freight Amount	Yes	Textbox
Gate Pass Number	No	Textbox
Gate Pass Date	No	Textbox
Paid RR	Yes	Textbox
Total No. of Packages (Articles)	No	Textbox
Remarks	No	Textbox
Sl.No	No	Textbox
Wagon No	No	Textbox
Wagon Type	No	Textbox
Owning Railways	No	Textbox
Tare Weight	No	Textbox
Carrying Capacity	No	Textbox
Gross Weight	No	Textbox
Net Weight (Chargeable Weight)	No	Textbox
Overload Weight	No	Textbox
Sl.No	No	Textbox
Wagon No	No	Textbox
Wagon Type	No	Textbox
Owning Railways	No	Textbox
Cargo Code	Yes	Manual Entry
Gross Weight	No	Manual Entry
Tare Weight	No	Textbox
Actual Weight (Net Wt.)	No	Textbox
No. of Packages (Articles)	No	Textbox
Carrying Capacity	No	Textbox
Chargeable Weight	No	Textbox
Overload Weight	No	Textbox
Low Punitive	No	Textbox
High Punitive	No	Textbox

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