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

iPortman PORTAL Application

Importer User Manual

Revision History

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

Contents

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	Containerized
	II. P	Packaged
	III. LB	Liquid Bulk
	IV. DB	Dry Bulk
	V. CP	Part of the consignment is containerized and remaining is packaged but not containerized
4	Item Type Code	
	I. GC	Govt Cargo
	II. OT	Other Cargo

		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	Fresh
		II.	S	Supplementary
		III.	D	Delete
		IV.	A	Amendment
10	Out of Charge Type Name			Full
		I.	F	Partial
		II.	P	
11	UOM CODE			Unit Of Measurement Code
12	Delivery Stage			
		I.	F	Full
		II.	P	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
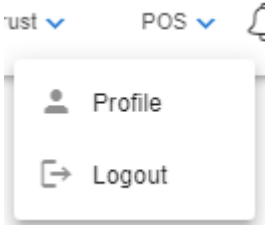
II.   ERROR MESSAGES CODES AND DESCRIPTIONS

#	Error Code	Full Name / Description	Steps to Solve / Who to contact
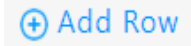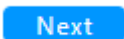
III.   SYMBOLS AND ICONS

SR No.	Symbol / Icon	Purpose / Usage
1	Port Name: Deendayal Port Trust ▼	Based on user login and Site ID set for user, Port Name will reflect in header screen after successfully login. Based on 'Port Name' shown user will be able to access the assigned functions pertaining to the respective port only.

2		Notification Bell it will alert user for pending action items
3		Weather Forecast
4	Profile Logout	This icon is for user profile, from where user can access following items. 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. 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	Add Row button - Is to add multiple line items
21		This icon is to close each line item
22	Next	Next button – To Navigate next screen
23	Back	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	✓ Record saved	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	Accept Decline	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
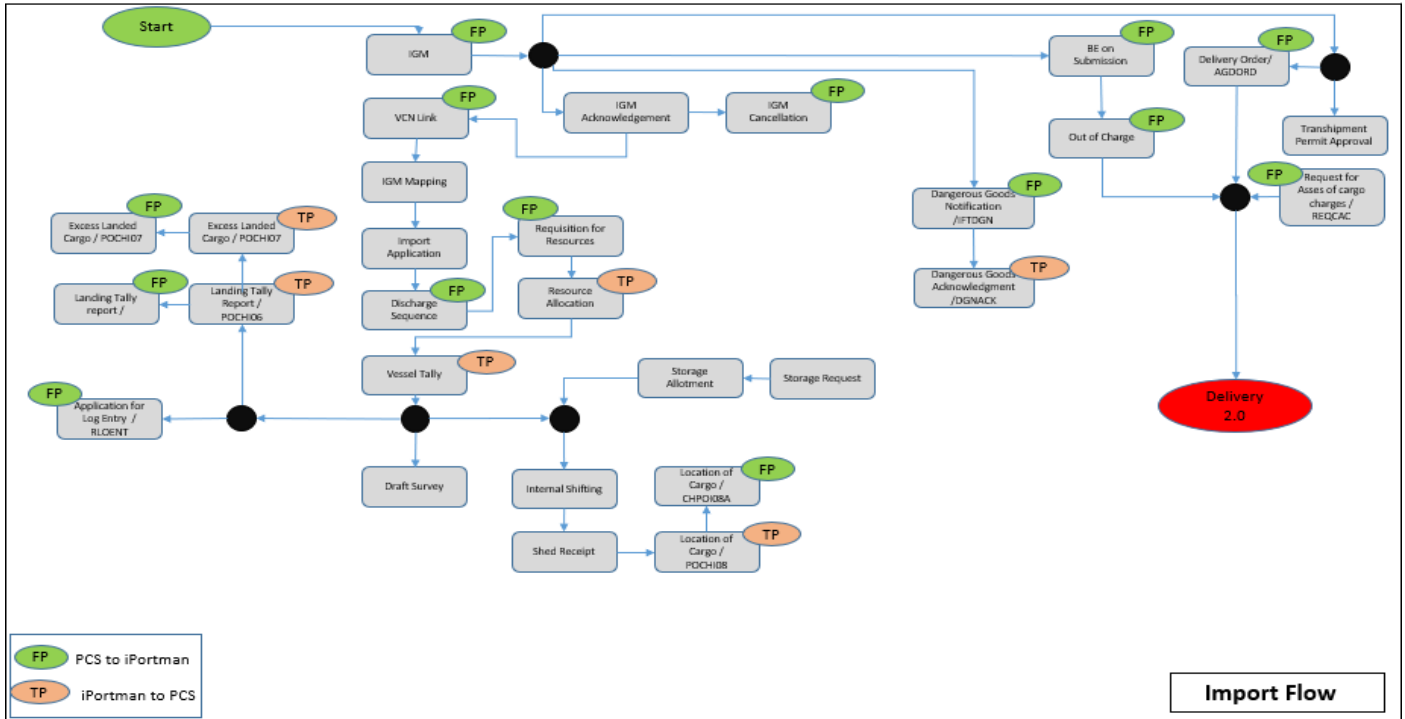
V.   APPLICATION VIEW/ UI DESCRIPTION

NA

VI.   BUSINESS PROCESS FOR TRAFFIC
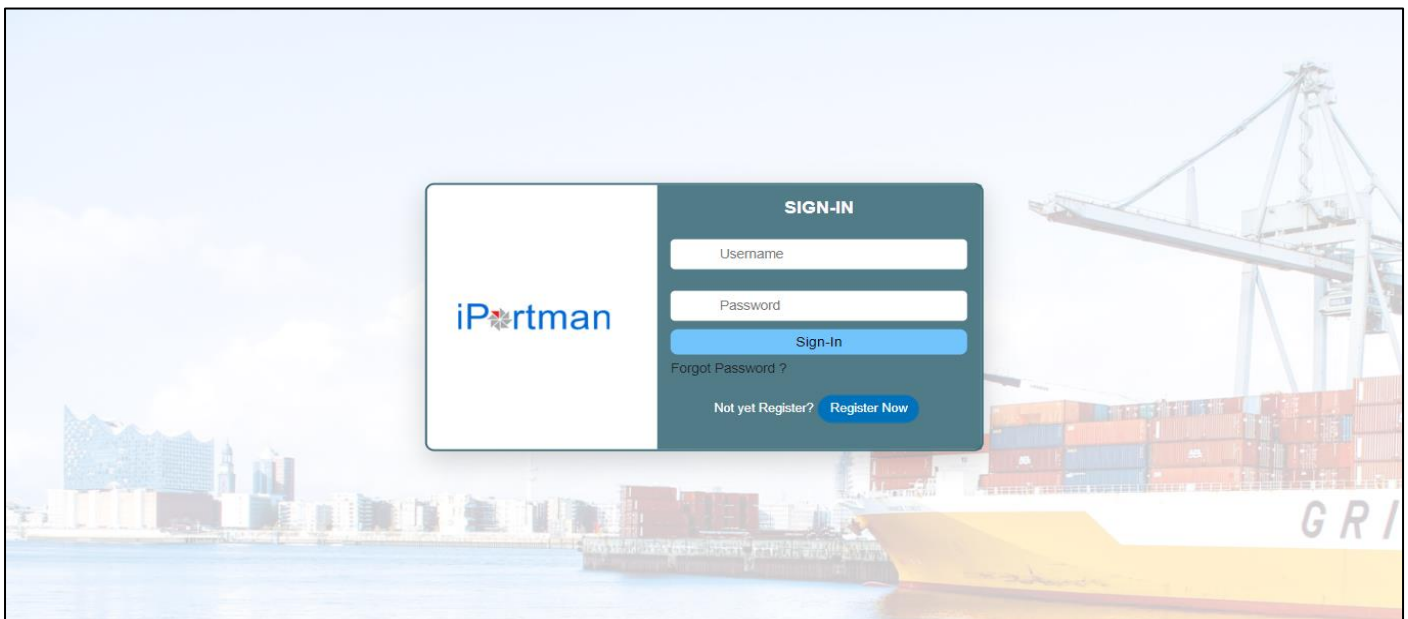
User Interface Image I-Login Screen
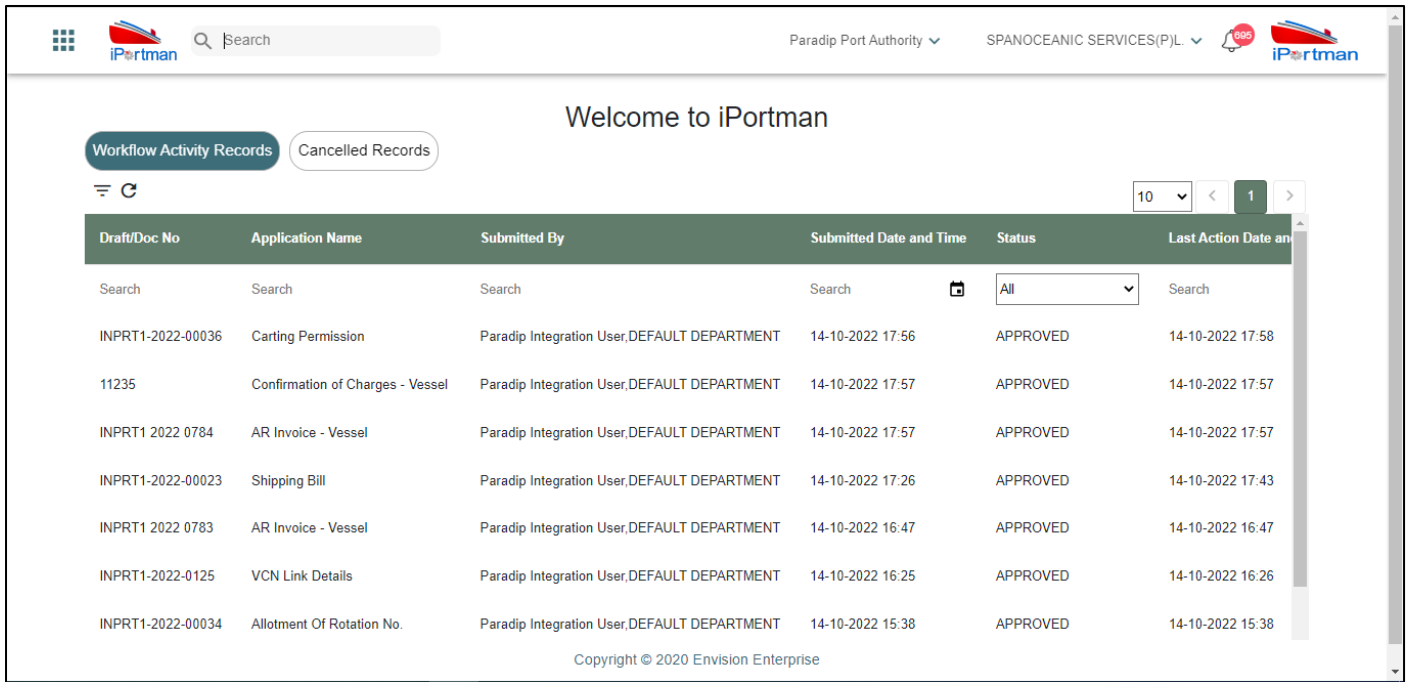
User Interface Image II-Welcome to iPortman

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.
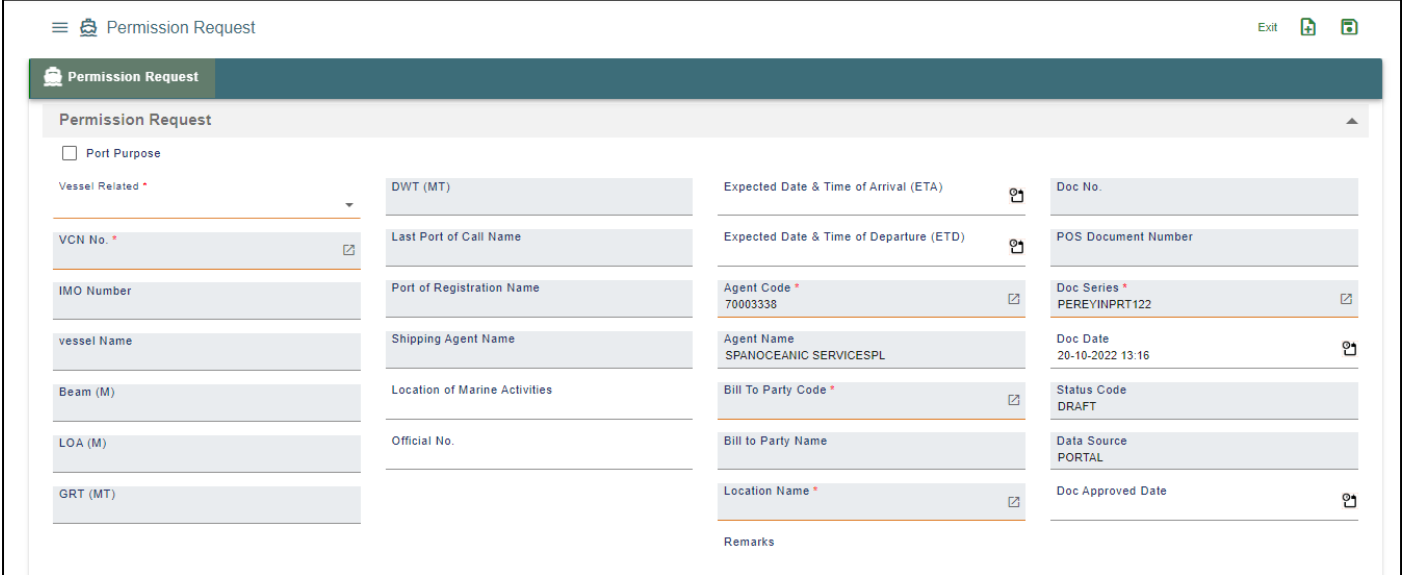
1.3. PREREQUISITES – MASTERS

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

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 ⊕ Add Row the button.

Step 4: The system shall display below fields to enter.
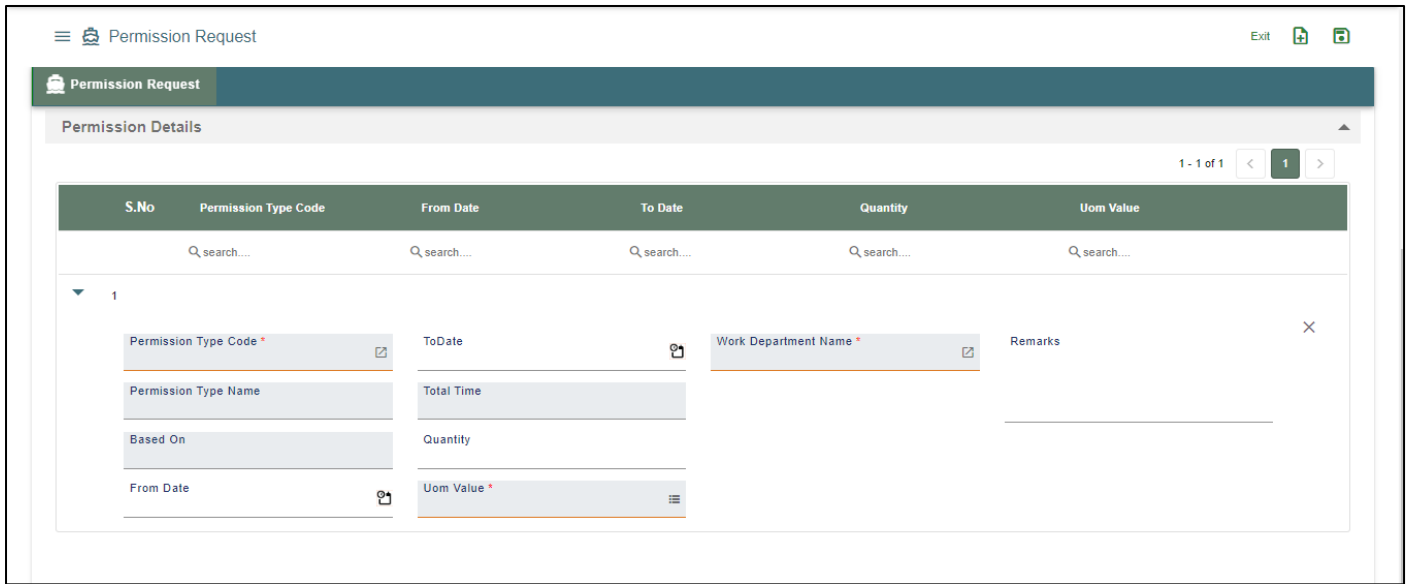
User Interface Image 252 Permission Request 28.5.2

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

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 ☑ Record saved message.

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

Attachments (1)							✕
SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Permission Request							
☐ 1.		Document of Permission 1 ⌄					*File Req

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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

+ 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.

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

 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 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 **Send user Profile for Approval** 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 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).

User Approval ✕

Send user Profile for Approval

Remarks:

APPROVE REJECT

Step16: 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 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

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 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

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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 [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

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...

1 - 10 of 282   10 ⌄   ‹ 1 2 3 .... 27 28 29 ›

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 ✕

Field	Condition	Value1	Value2	Concatenate Condition
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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-.

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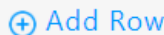
Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Permission Details page as below – The data's will be auto populated based upon the previous data.

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 -

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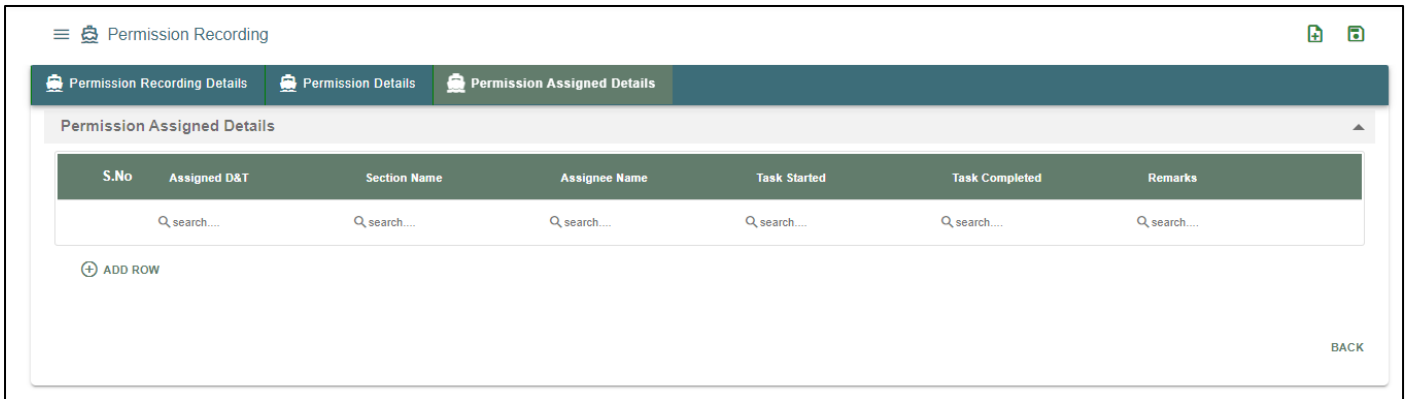
User Interface Image 258- Permission Recording 29.5.3

Step 5: The system shall display below fields to enter.
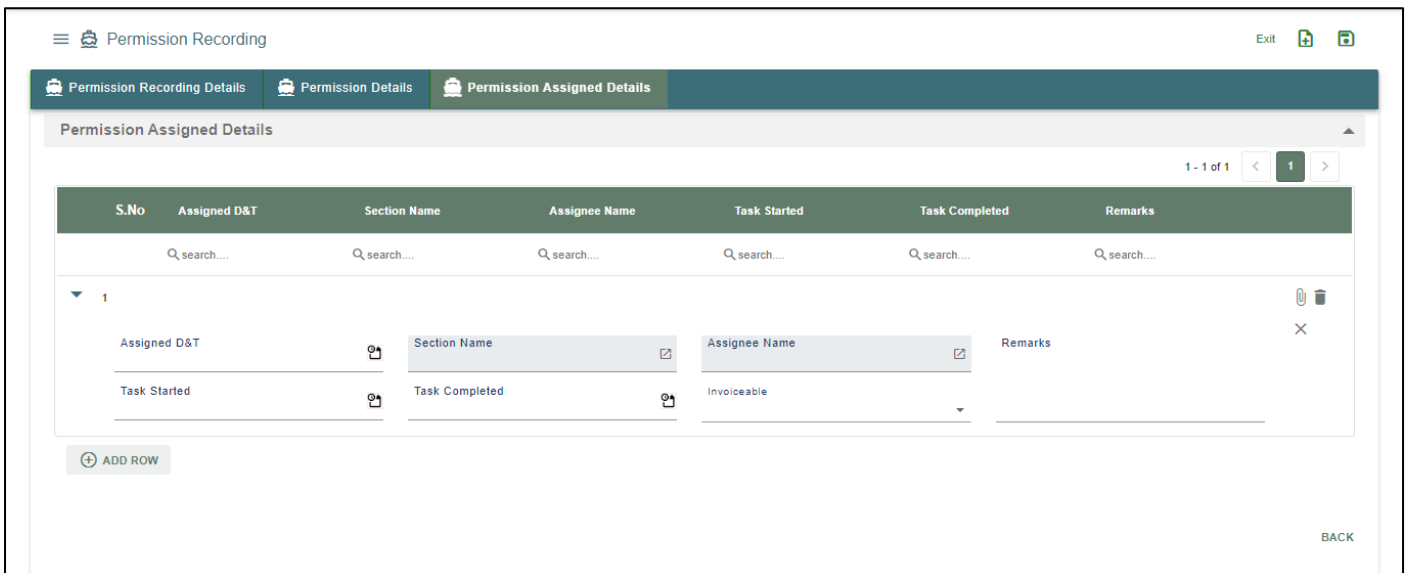
User Interface Image 259- Permission Recording 29.5.4

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. –

Attachments (0) ✕

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
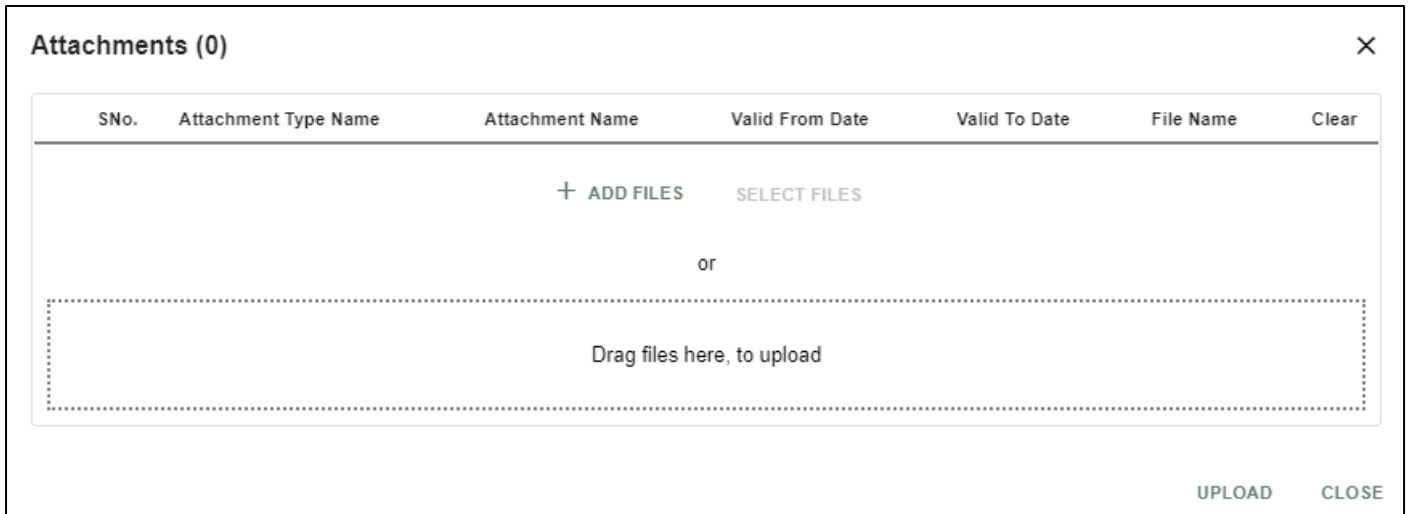
User Interface Image 260-PERMISSION RECORDING29.5.5

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.

Attachments (0) ✕

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
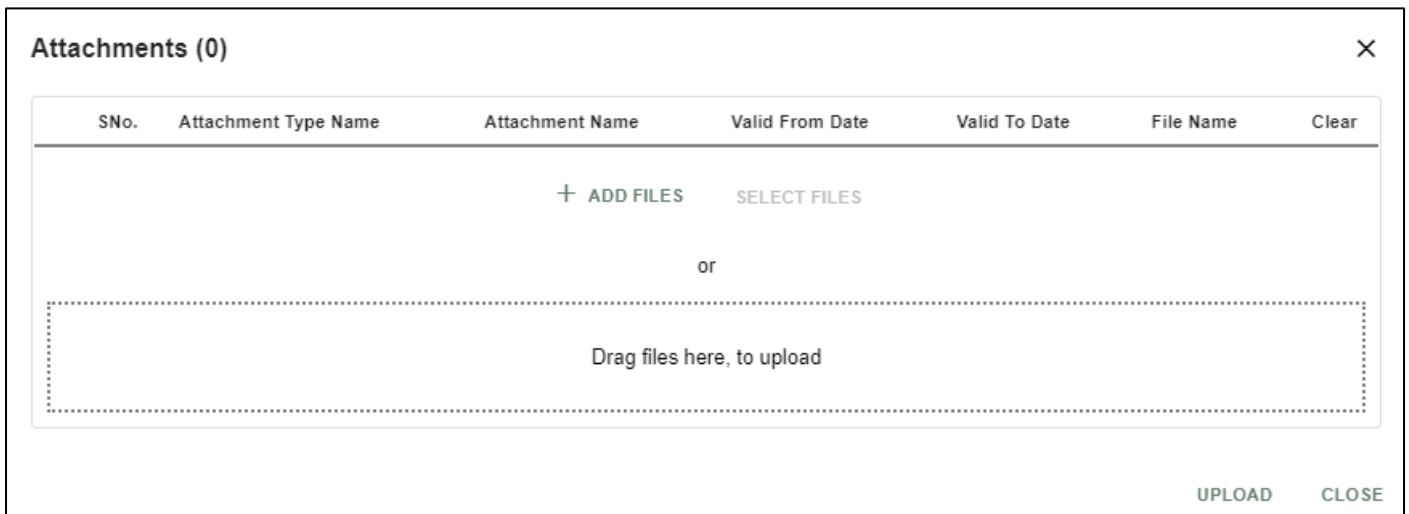
User Interface Image 261-PERMISSION RECORDING29.5.6

Step 9: 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 10: Configure Check List in Check List Form for respective forms. Then Click on ▤ icon. Configured parameters will display in the Check List Window.
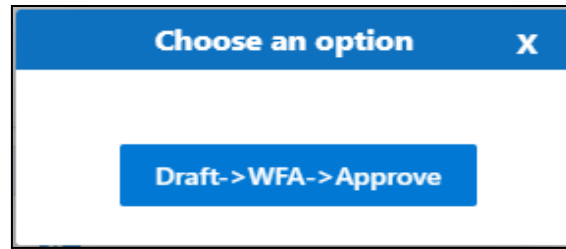
Check List				🖫 X
Parameter Code	Parameter Name	Yes/No	REMARKS	
FRESH WATER	Fresh Water	☐		

Step 11: Click on Save, System will display the ✅ **checklist saved** X 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 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

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).

User Approval ✕

Send user Profile for Approval

Remarks:

APPROVE   REJECT

Step14: Once the user Approve the request the following **Successfully Status changed to WFAPP** 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'.

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

Step16: 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 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

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 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 ✕

ⓘ 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 **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 Recording								
Doc No.	Status	Permission Approval No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...

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.

Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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-.

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.

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 Record saved message.

Step 5: After saving the record click on the ⬚ icon. Then the user will be redirected to the Attachments Window. –
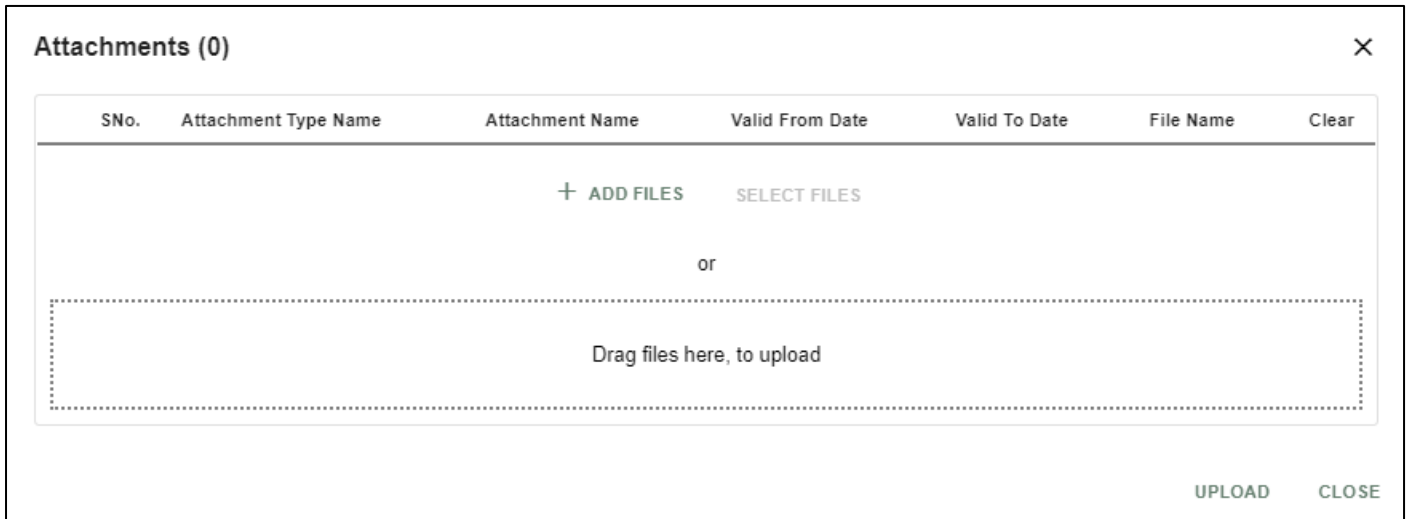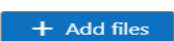
User Interface Image 264-Permission Approval 30.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on **+ 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.
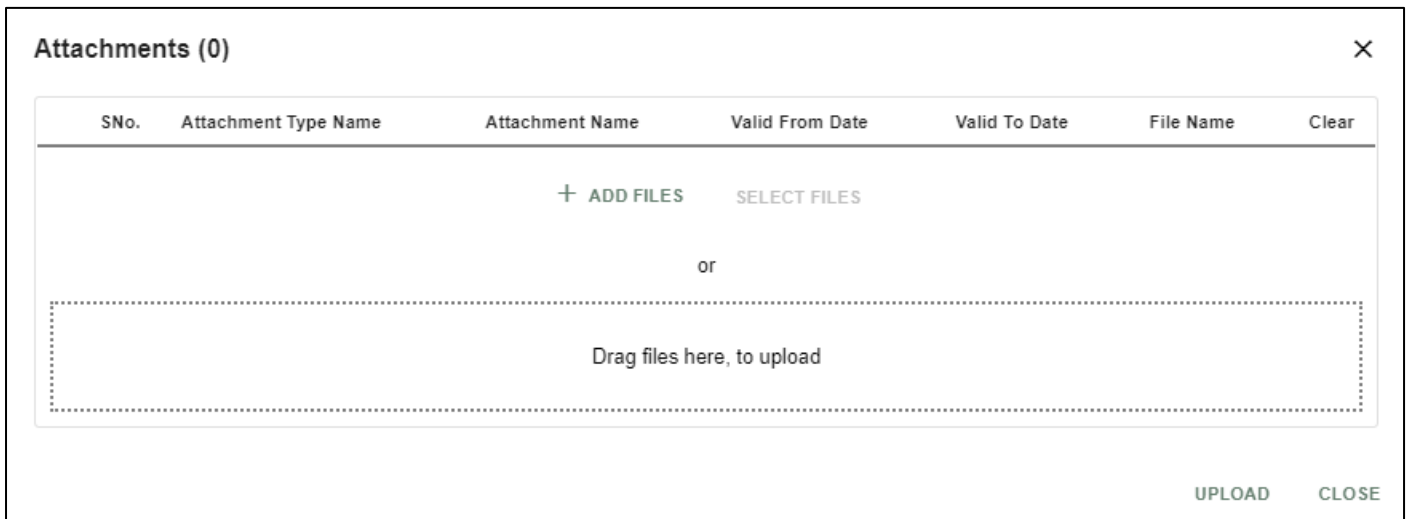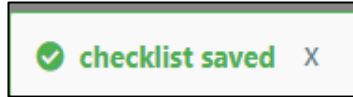

User Interface Image 265-Permission Approval 30.5.4

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on **+ 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 8: Configure Check List in Check List Form for respective forms. Then Click on ☰ icon. Configured
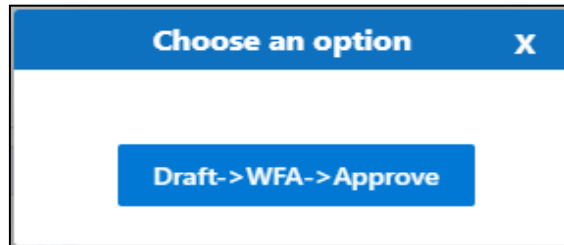
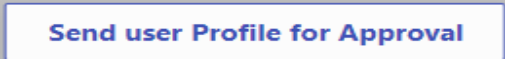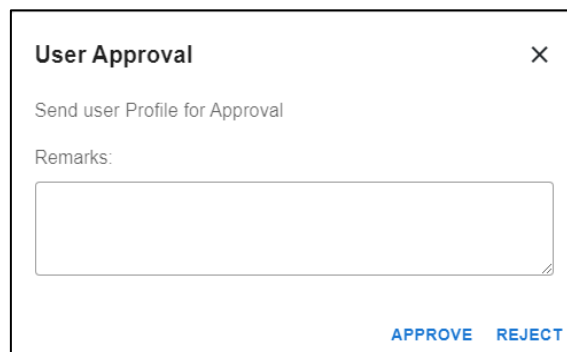parameters will display in the Check List Window.

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).

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'.

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'.

Step13: 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 ✕
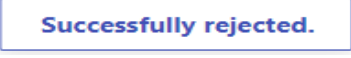
Send user Profile for Approval

Remarks:

APPROVE   REJECT

Step14: 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 15: 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 16: 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 17: 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 **Ok** 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

☰ 🖳 Permission Approval								⊕ 🗋
🗋 ⟳							1 - 10 of 192 10 ▾ ‹ **1** 2 3 … 18 19 20 ›	
Doc No.	Status	Permission Request No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...

User Interface Image266- Permission Approval 30.5.5

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

By Clicking on [icon] 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 [icon] 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 [icon] AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME
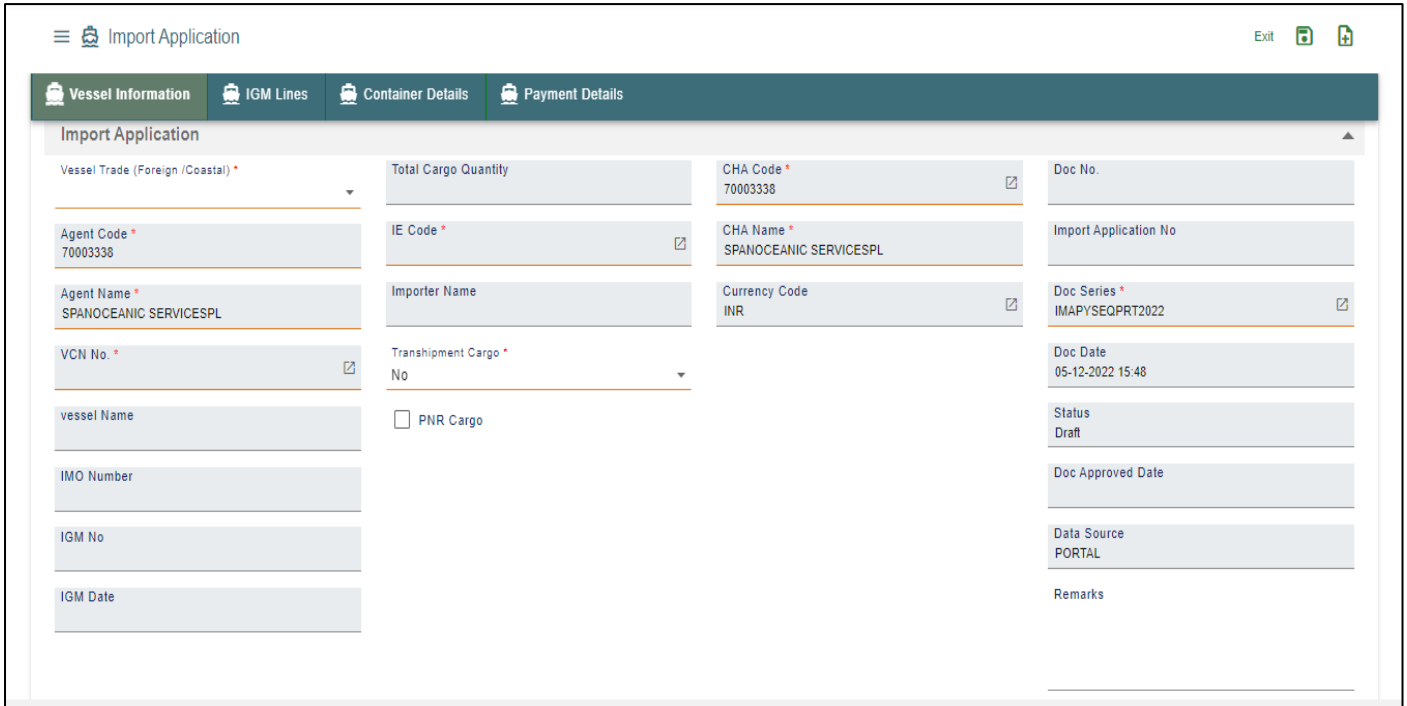
4.3. Prerequisites – Masters

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
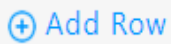
User Interface Image 15 - Import Application Header Details 4.1

Below are the Field Information regarding Vessel Information Details Section.
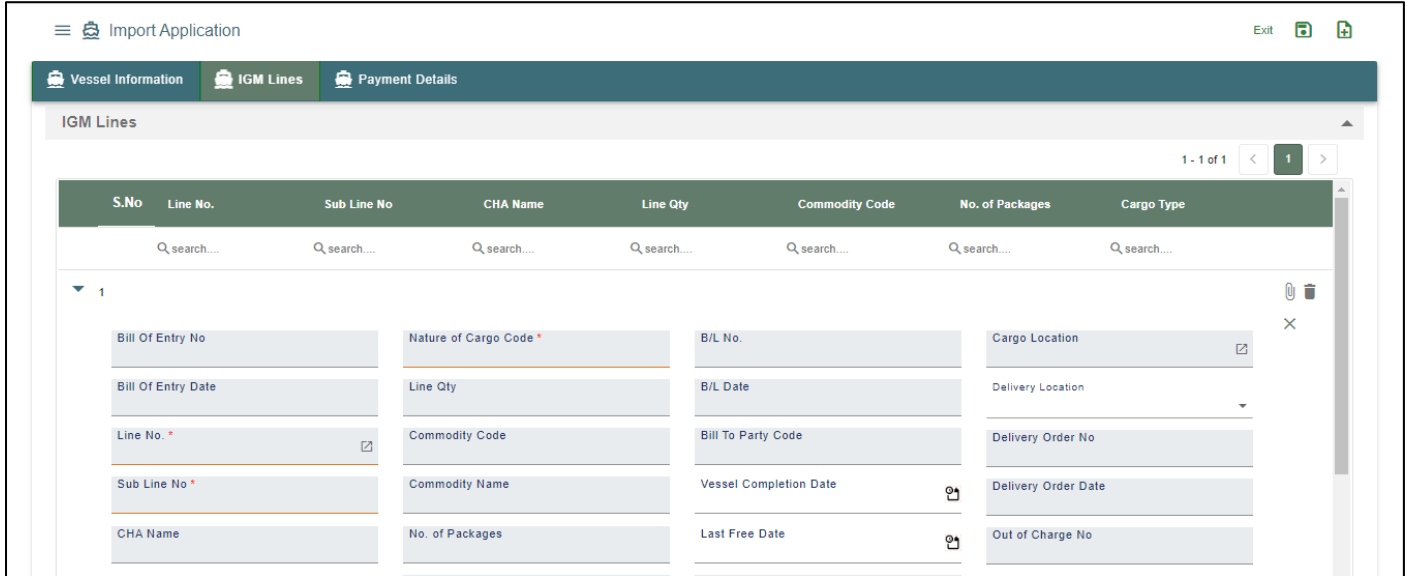
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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
Transhipment 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.
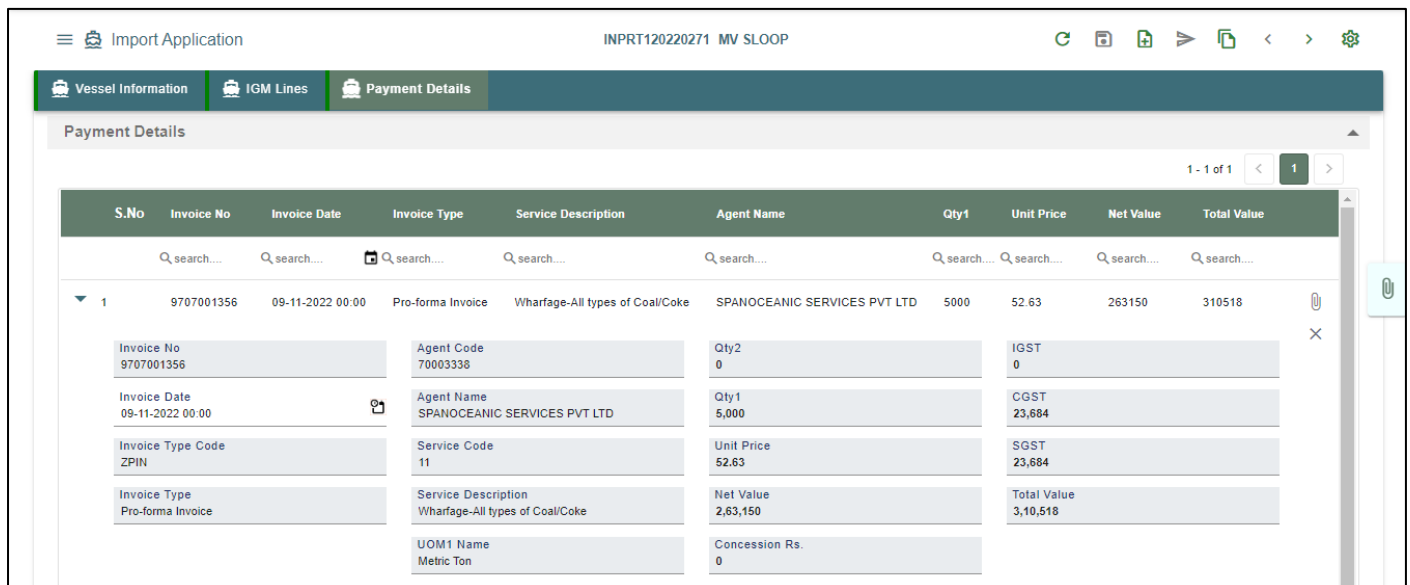
User Interface Image 17 - Import Application Payment Details 4.3

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

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 [icon] button. And On-screen notification will be LOV as [✓ Record saved]

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 [+ 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.

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.

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

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

Click On Close Button

Click on the Save button [icon] 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 [icon] .

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

Step8: Once the workflow is initiated click on [icon] 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

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 ✕

ⓘ 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

Doc No.	Status	VCN No.	IGM No	Line No.	Sub Line No	Vessel Name	IMO Number	Importer Name	CHA Code	Doc Approved Date	Doc Date
IMPAPP20220095	Approved	INMAA120220448	C90909	1	2	MV iPortman	7654321	KIA	700021	08-06-2022 16:55	08-06-202
IMPAPP20220094	Approved	INMAA120220429	3546	655	6465	MV Rithvik	68756836	Rithvik	700021	07-06-2022 15:10	07-06-202

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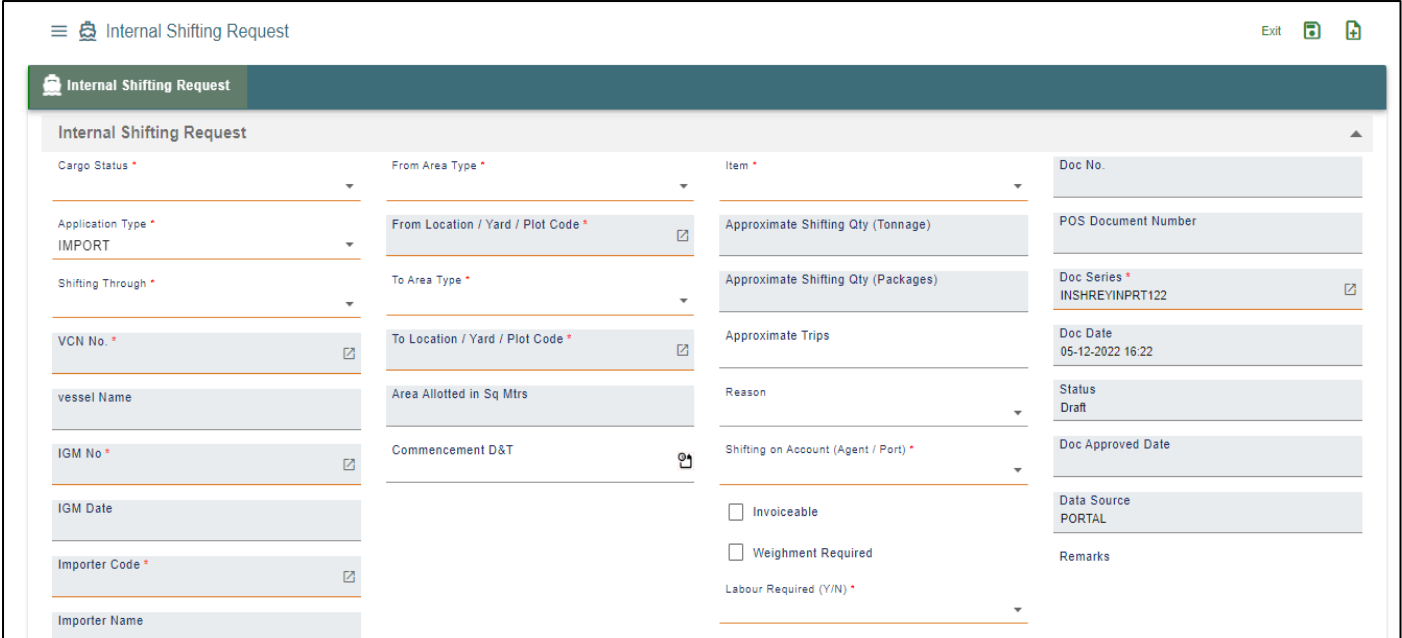
5.3. Prerequisites – Masters
1. Shifting Type
2. Shifting Through
3. VCN NO
4. IGM No
5. From Location/Yard/Plot Code
6. To Location/Yard/Plot Code
7. Importer Code

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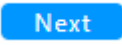
Below are the Field Information regarding Internal Shifting Request Details Section.

(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

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 [icon] and proceed to click on **Next** button for Internal Shifting Request Cargo Details. And

Press ⊕ **Add Row** to enter the data.
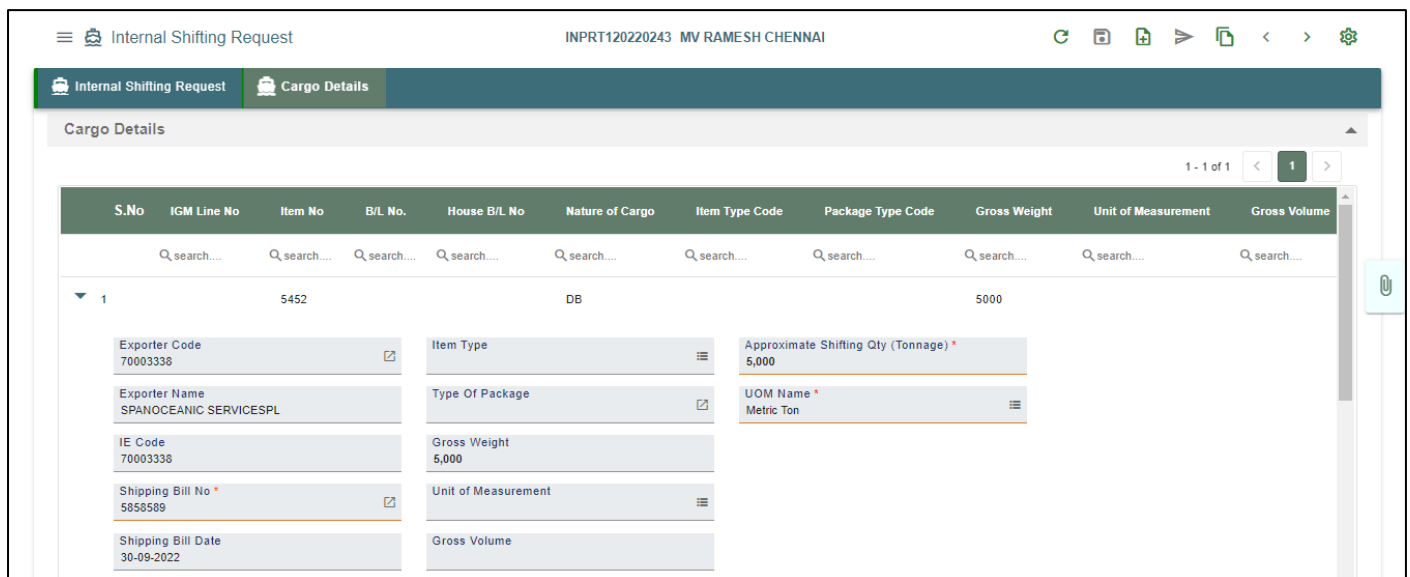
User Interface Image 41 - Internal Shifting Request Cargo Details 8.2

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 ⊕ Add Row if need to add multiple Row's or else click on button, And document will be saved with 'Draft' status with on screen LOV as below

✅ Record saved

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 **+ 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.

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 (0)   ✕

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

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

+ 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.

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

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).

User WF Approval   X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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).

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   ×

ⓘ 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   **X**

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

Doc No.	Status	VCN No.	Vessel Name	IGM No	Application Type	Importer Name	Doc Date	
14162	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 ⊡ s icon to new popup window will display. And can Clear / Search the records with multiple inputs.

Search   **X**

Field	Condition	Value1	Value2	Concatenate Condition
▼	▼	search...		and ▼

⊕ Add Row

Clear **Search**

By Clicking on ⊗ can clear the inputs in the columns. By Clicking on No of Records per page 10 ▼ 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. 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**
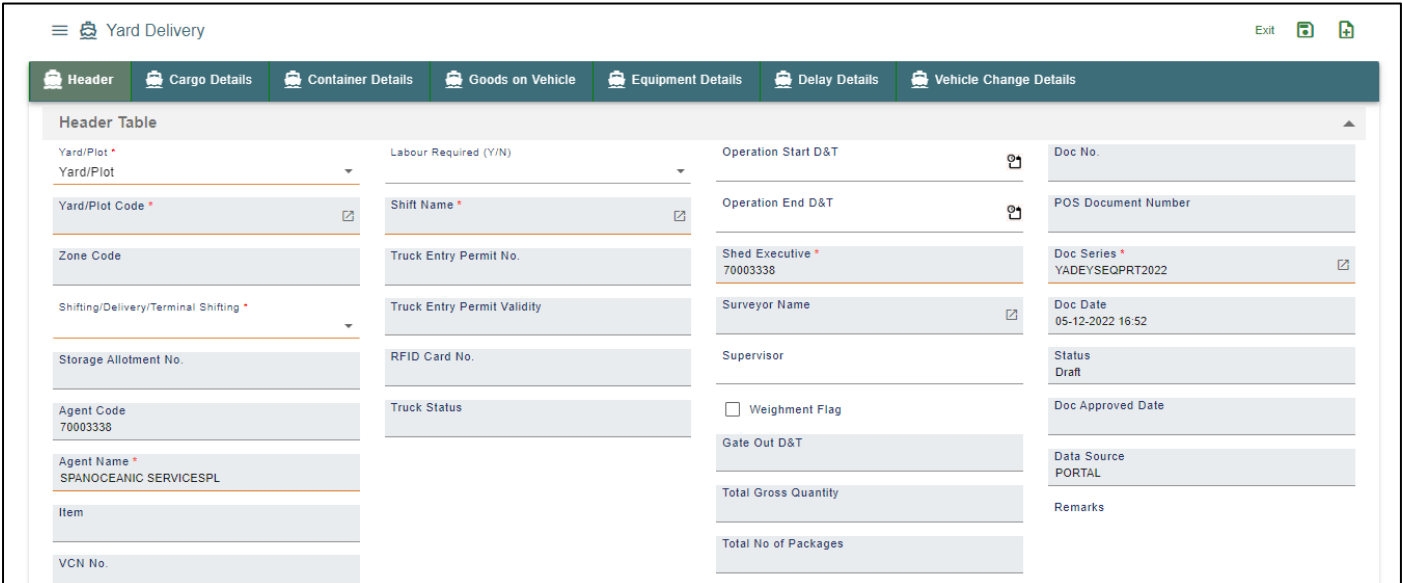
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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
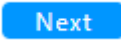
User Interface Image 44–Yard Delivery Header Details 9.1

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.
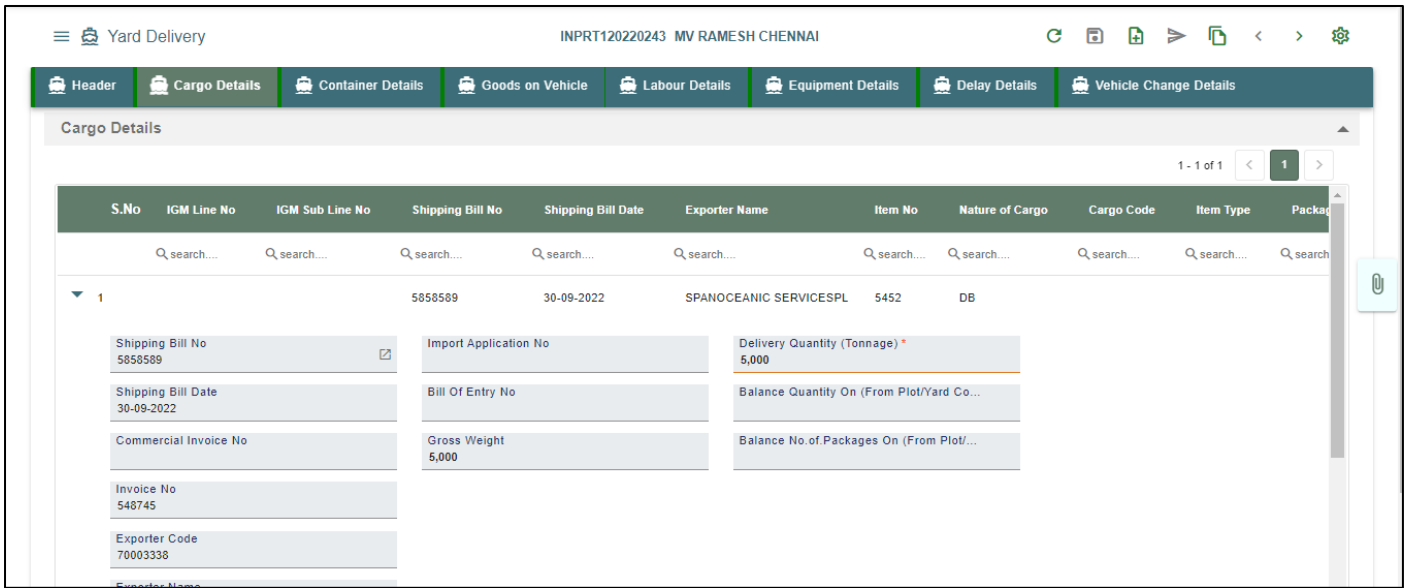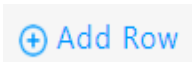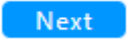
User Interface Image 45–Yard Delivery Cargo Details 9.2

Step 3: Based on selection of Header Details Cargo Details will be auto populated click on **Next** button to go for below screen of Labour Details as shown below.
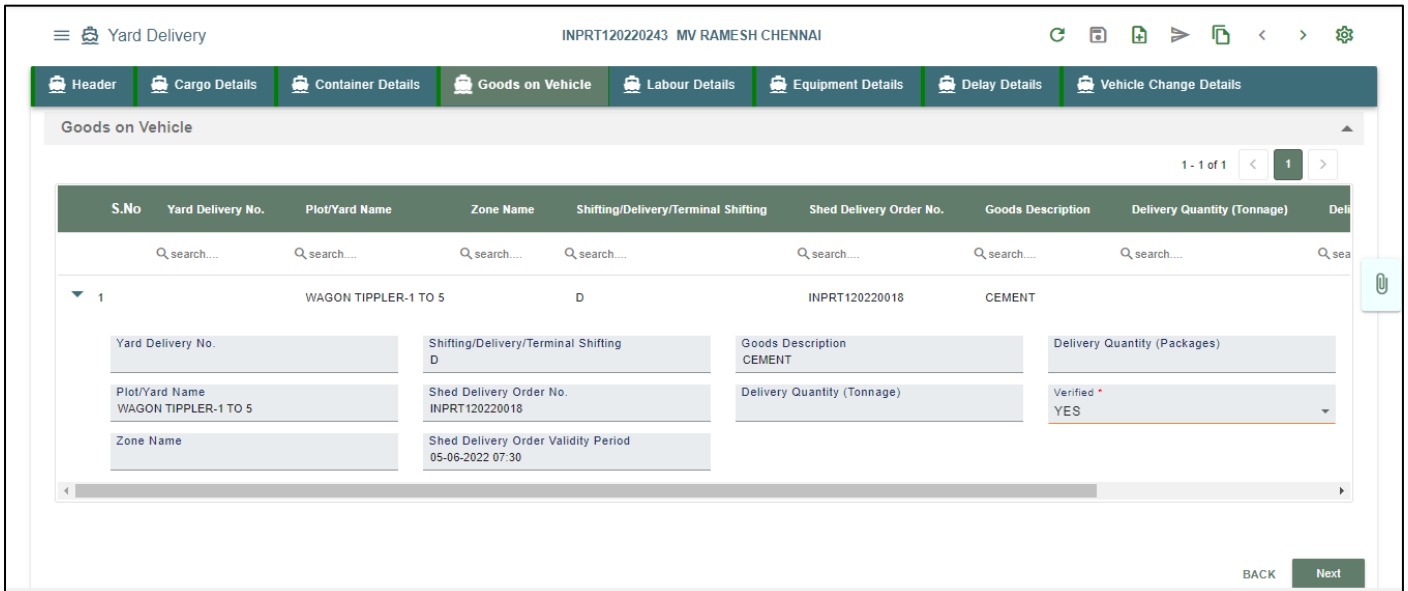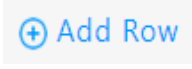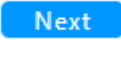
User Interface Image 46–Yard Delivery Good on Vehicle 9.3

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

58
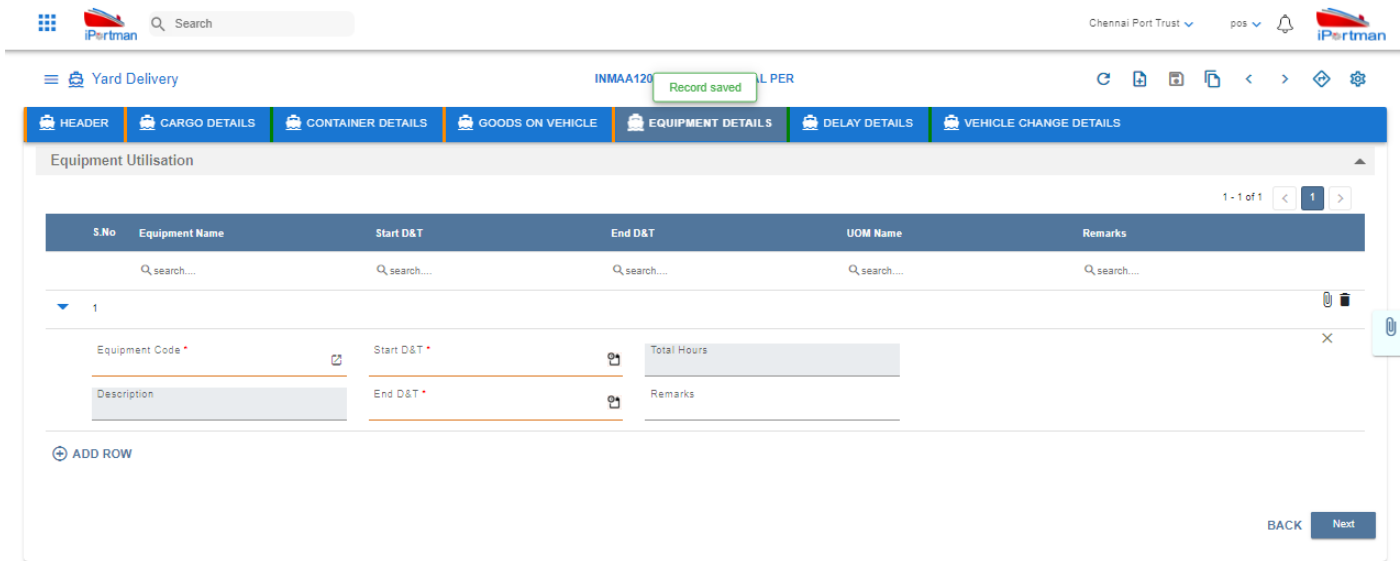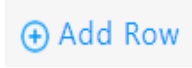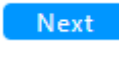
User Interface Image 47–Yard Delivery Equipment Details 9.4

Step 5: Once data is filled in Equipment Details, click on save button [save icon] and click on [+ Add Row] if need to add multiple Row's or else click on [Next] button to go for below screen to Delay Details.
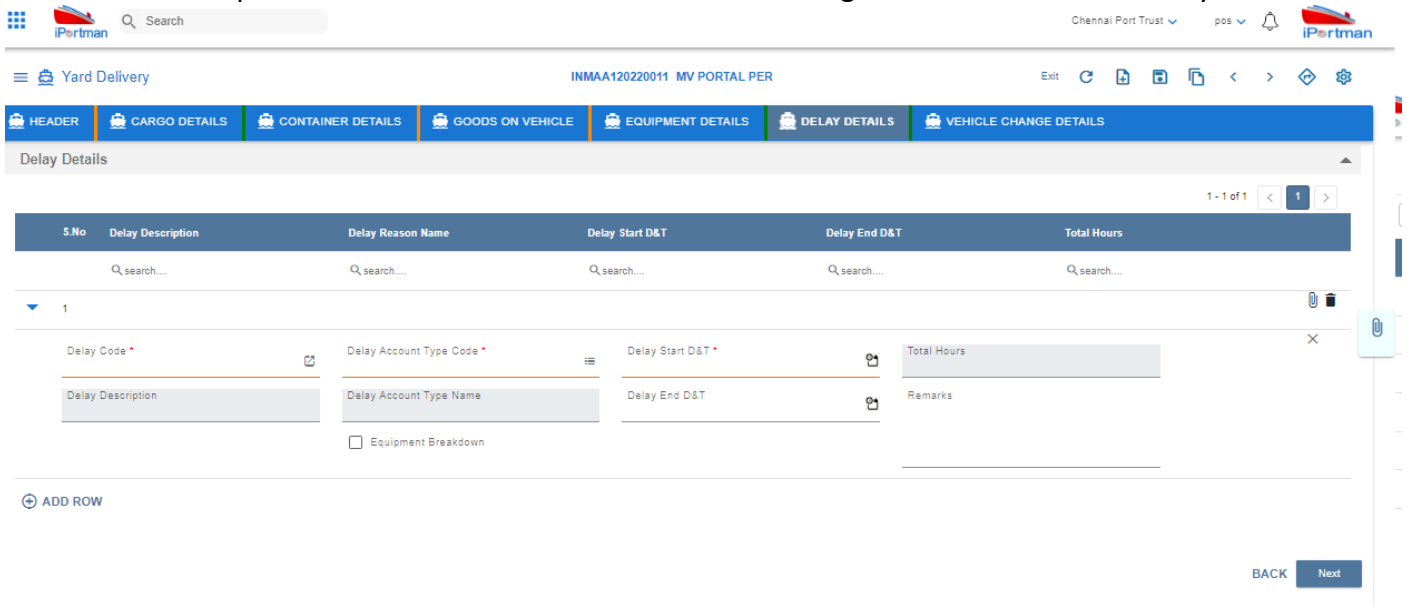
User Interface Image 48–Yard Delivery Delay Details 9.5

Step 6: Once data is filled in Delay Details, click on save button [save icon] and click on [+ Add Row] if need to add multiple Row's or else click on [Next] button to go for below screen to Vehicle Change Details.

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 as ✅ **Record saved**

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 **➕ 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.

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] icon system will display respective section name.

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

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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.

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

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).

User WF Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]

Approve   **Reject**

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).

User Approval

ⓘ 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 ✕

ⓘ 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 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   ✕

ⓘ 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
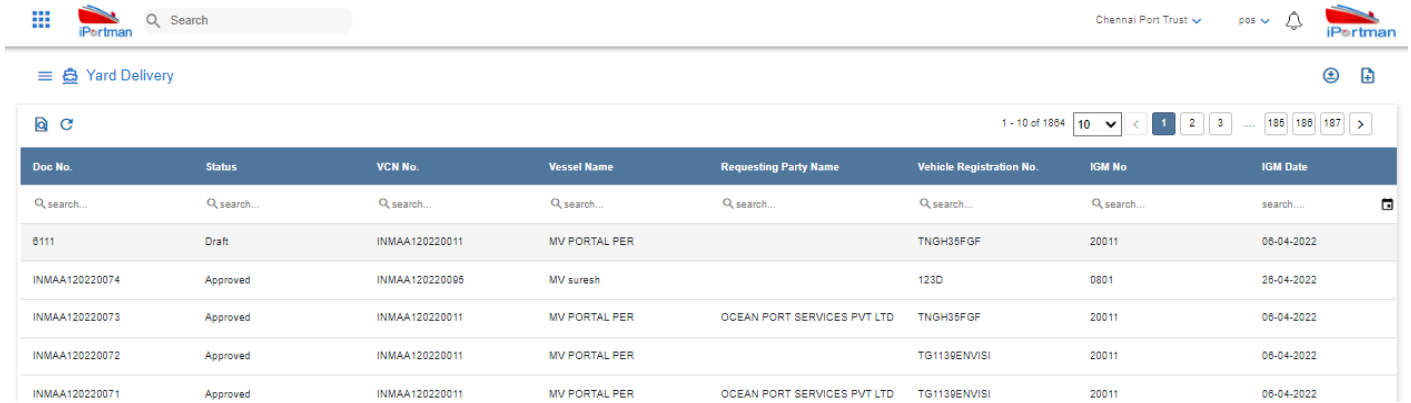
Step 20: Click on icon to new popup window will display. And can Clear / Search the records with multiple inputs.
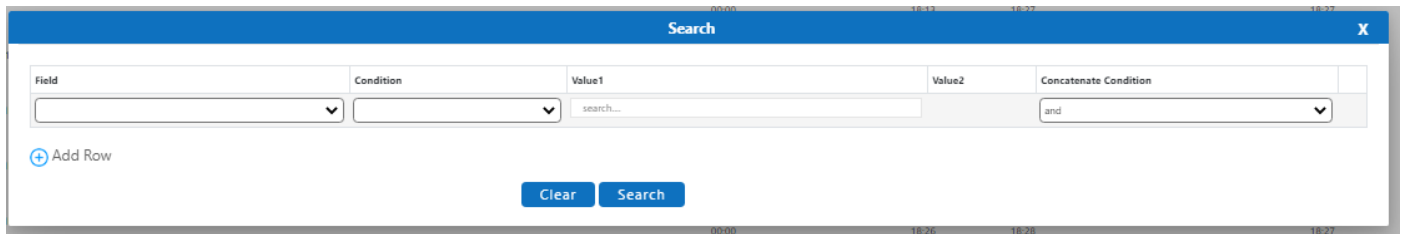
By Clicking on can clear the inputs in the columns. By Clicking on No of Records per page Drop down can select 10/20/30/40 records to view in List page.

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

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

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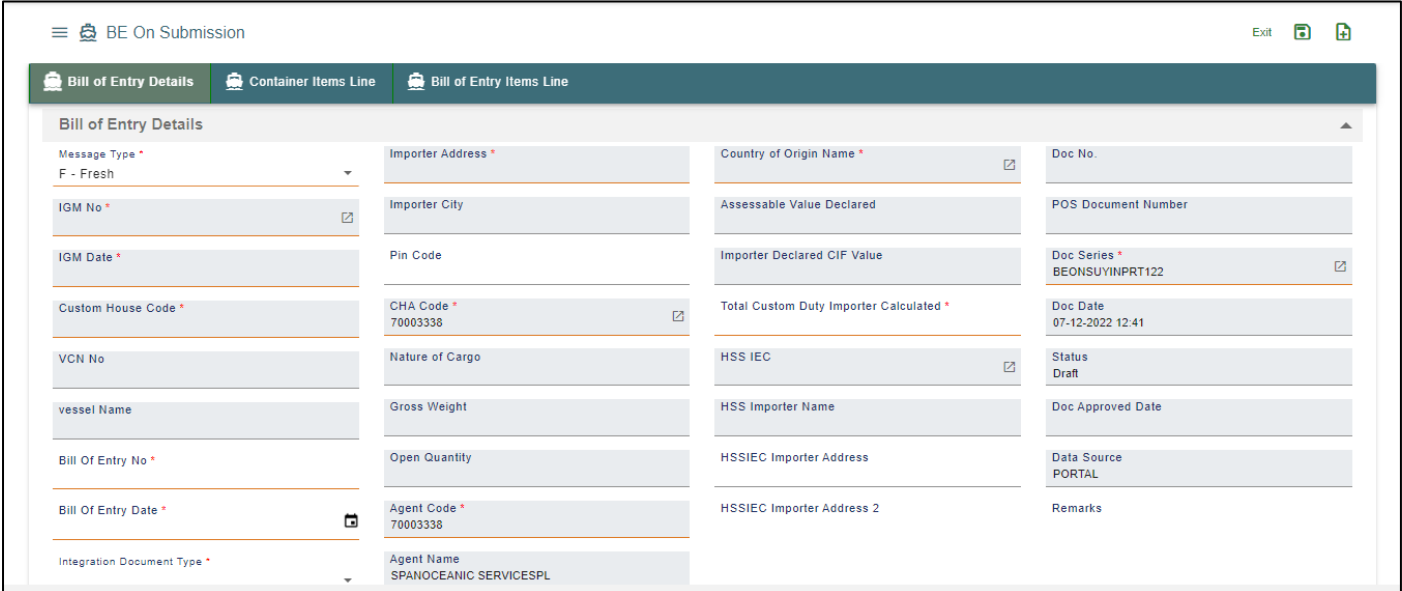
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.

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

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

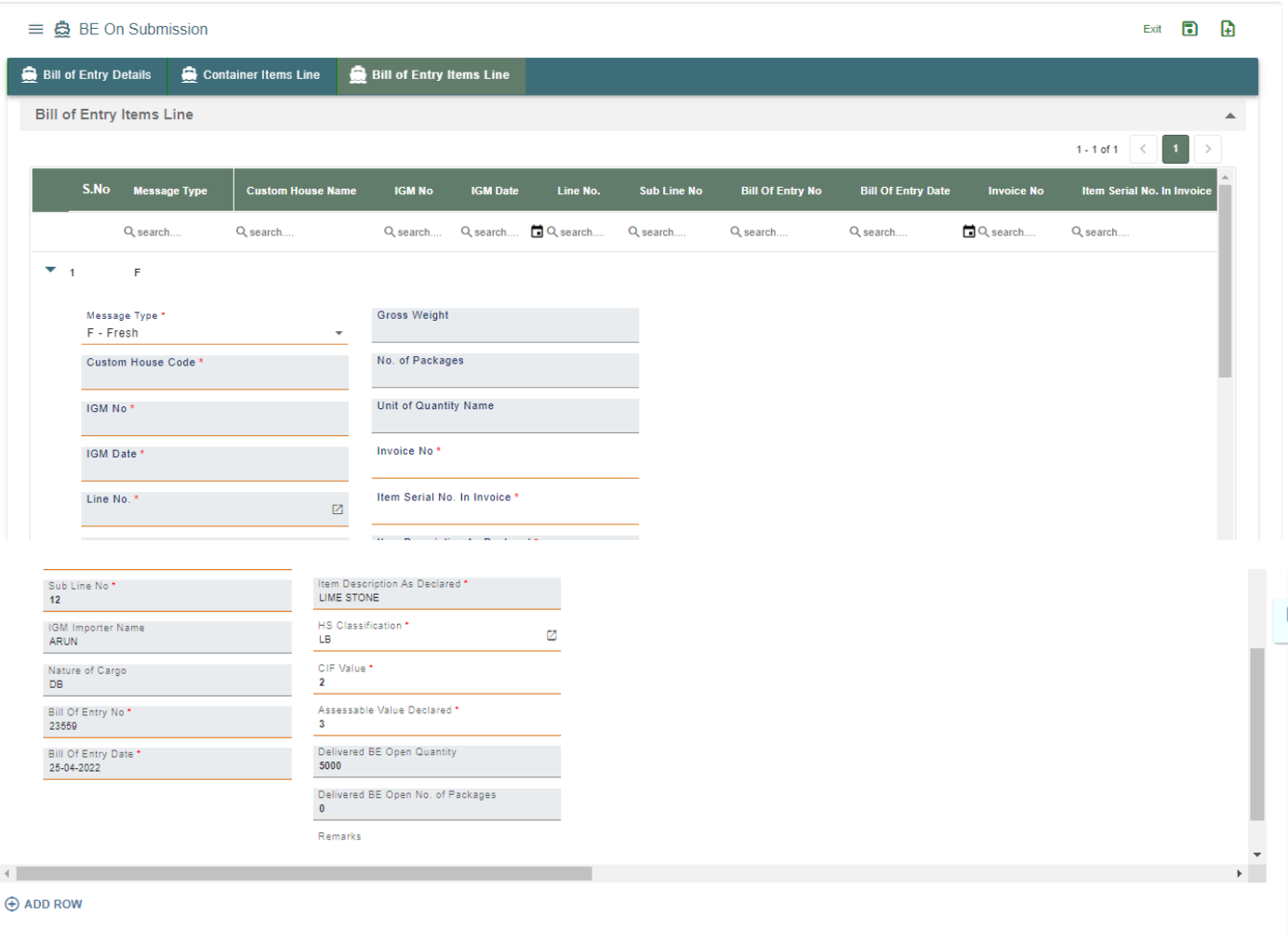Below are the Field Information regarding Bill of Entry Item Details Section.

(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

✅ Record saved

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 **+ 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.

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.

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.

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

Click On Close Button

Click on the Save button ![save icon] 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 ![icon] .

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

Step8: Once the workflow is initiated click on ![icon] 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 WF Approval

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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).

User Approval

ⓘ 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

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

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 Proceed system will display ⬚ Ok ⬚ and status will change to CANCEL

By Clicking on ⟳ processing button, we can view the record status
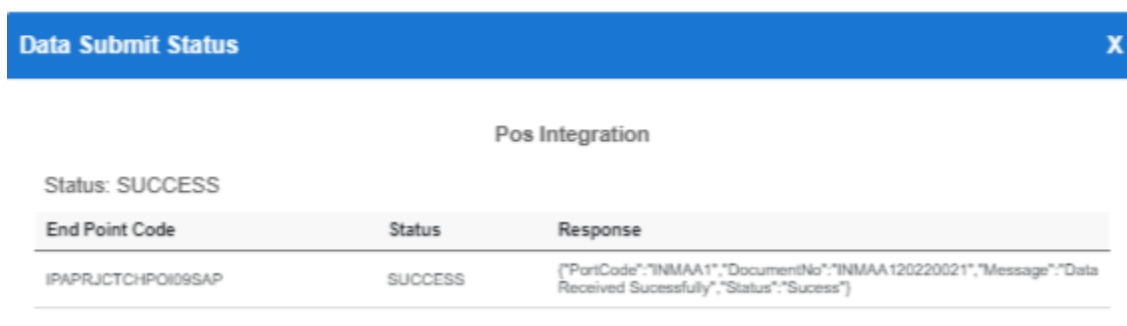
Data Submit Status X

Pos Integration

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCHPOI09SAP	SUCCESS	{"PortCode":"INMAA1","DocumentNo":"INMAA120220021","Message":"Data Received Sucessfully","Status":"Sucess"}

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	200456	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	66
INMAA120220025	INACTIVE			2220001	TATA STEEL LIMITED	8003005	66

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

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

By Clicking on [icon] Load the records and display the data.

8. Business Function Name: Out of Charge

8.1. Definition:

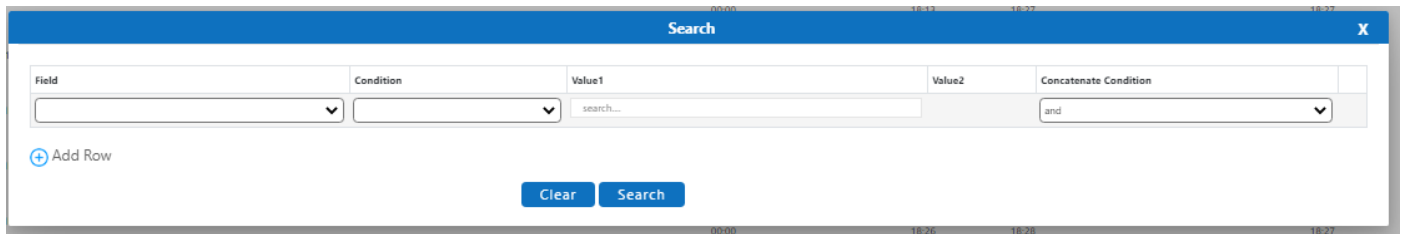Out of charge is received from custom upon finalization of Bill of Entry, Custom Examination by the officer and payment of custom duties by importer. Upon receipt of out of charge message port importer/CHA can approach the port complete the port formalities and settle all dues till date to take out the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

8.2. Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU [icon] 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 [icon] AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME
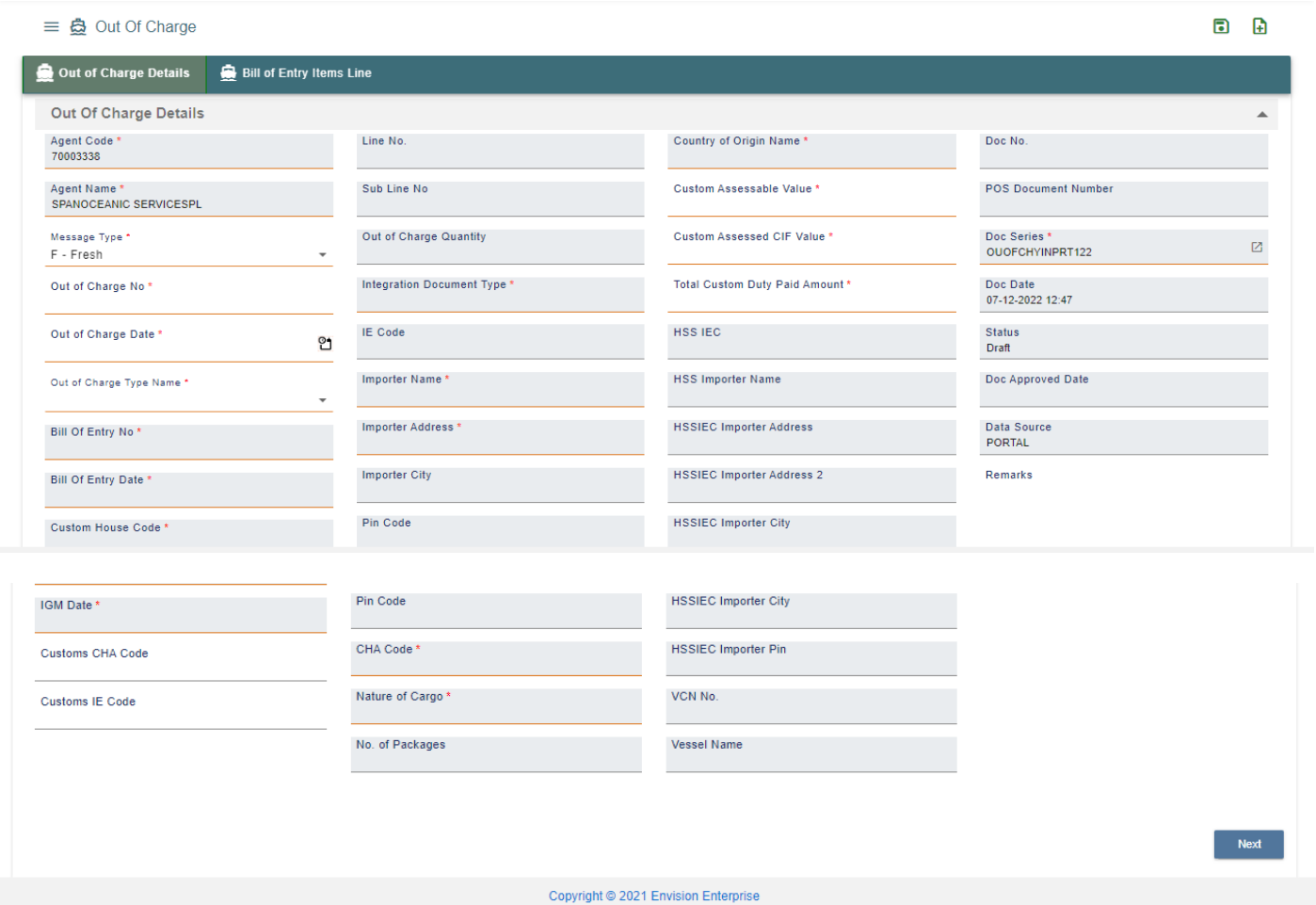
8.3. Prerequisites – Masters
1. Customs House Code

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

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 Next button for Container Items Line screen shown below. And this screen will auto populate the Data based on selection of 'BE no.' and Press ⊕ Add Row to enter the data if any.

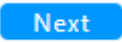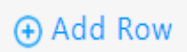*User Interface Image 58 - Out of Charge Container Items Line11.2*

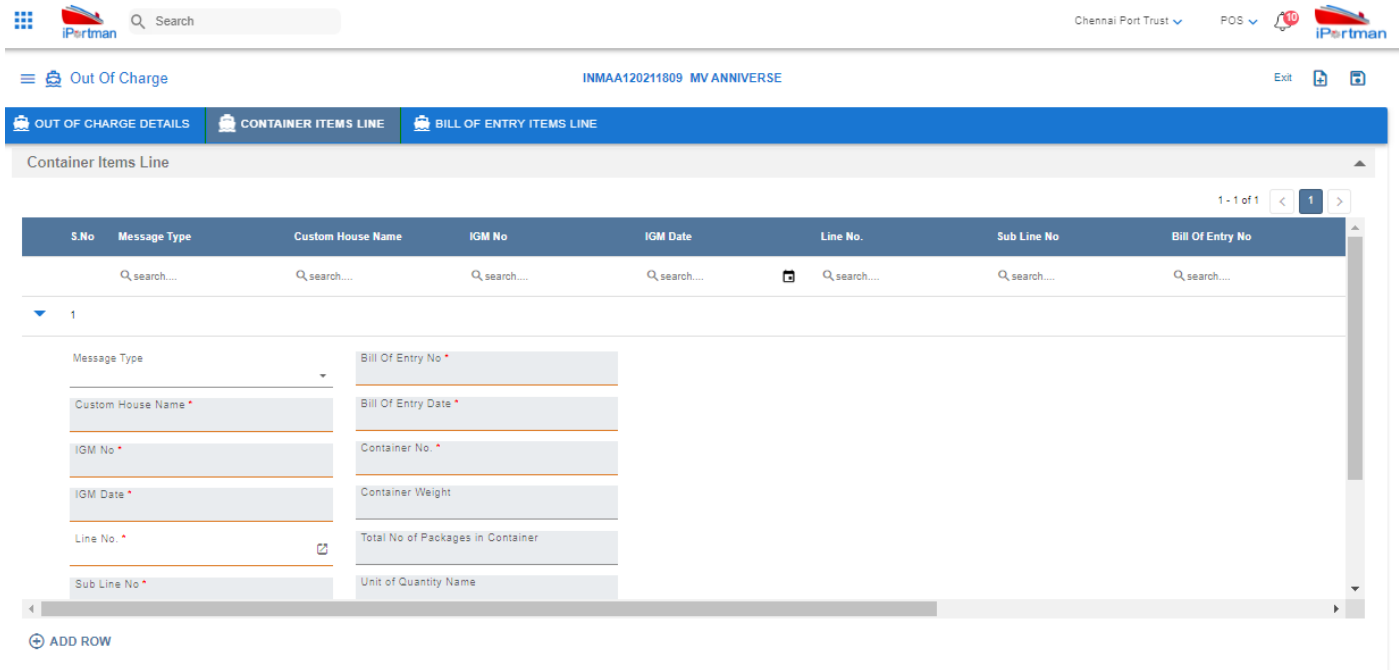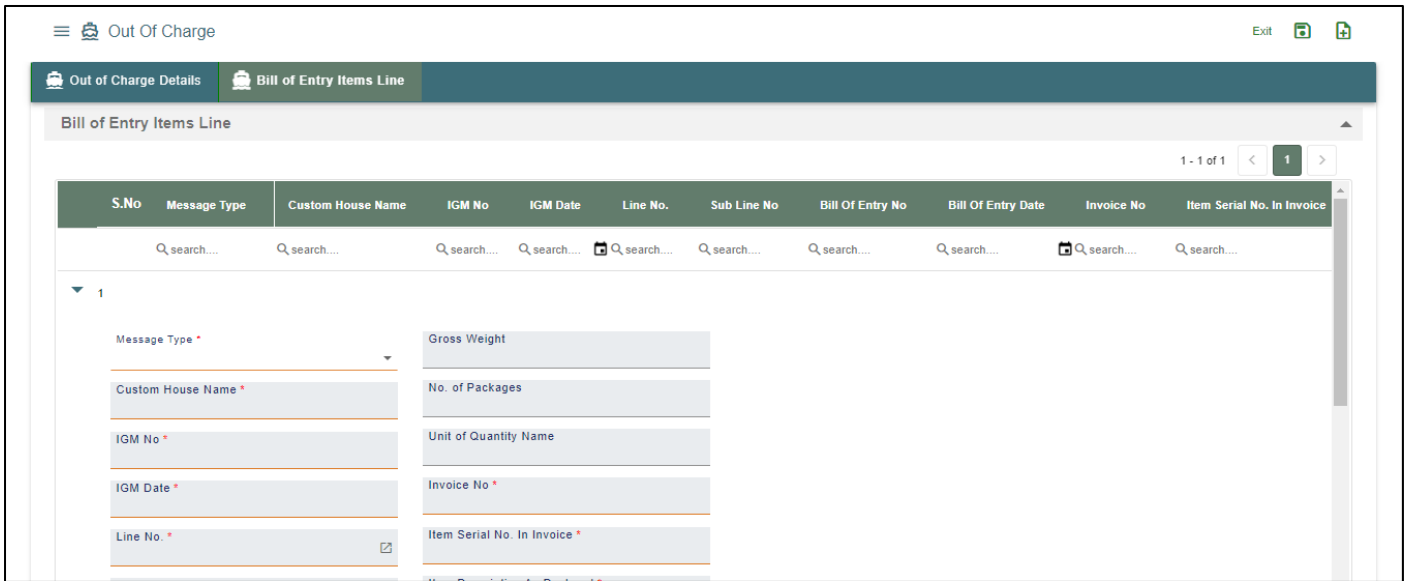Below are the Field Information regarding Container Item Details Section.

(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 [icon] and click on [Add Row] if need to add multiple Row's or else click on [Next] button to go for below screen of Bill of entry Items Line.
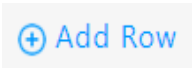
User Interface Image 59 - Out of Charge Bill of Entry Items Line 11.3

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 ⊕ Add Row button and click on
button to save the new line item.

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

<div align="center">✅ Record saved</div>

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 **+ 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.

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)   ✕

	8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☐	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)   ✕

	8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☐	1.	Cargo Related Documents	International Load Line Certificate				*File Required
☐	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.

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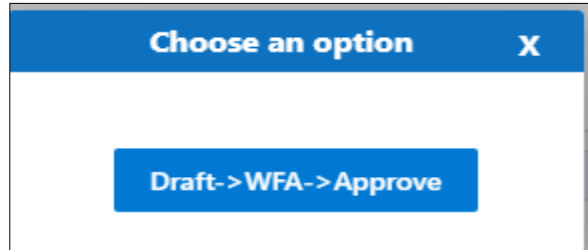

Click On Close Button

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
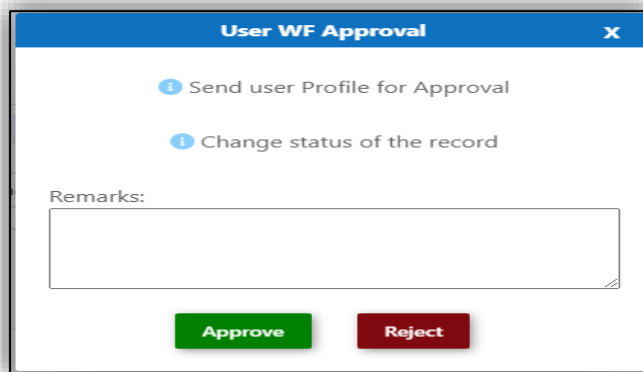
Draft->WFA->Approve

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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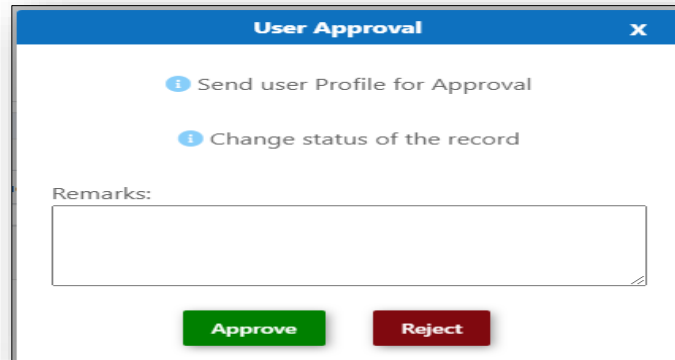
If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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).

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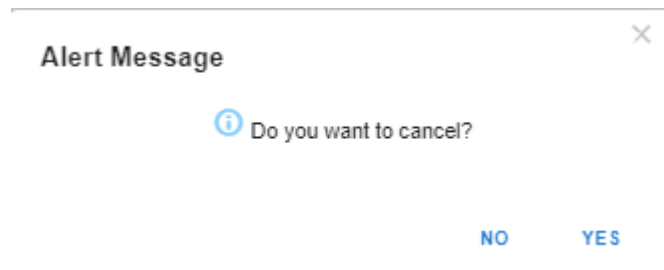
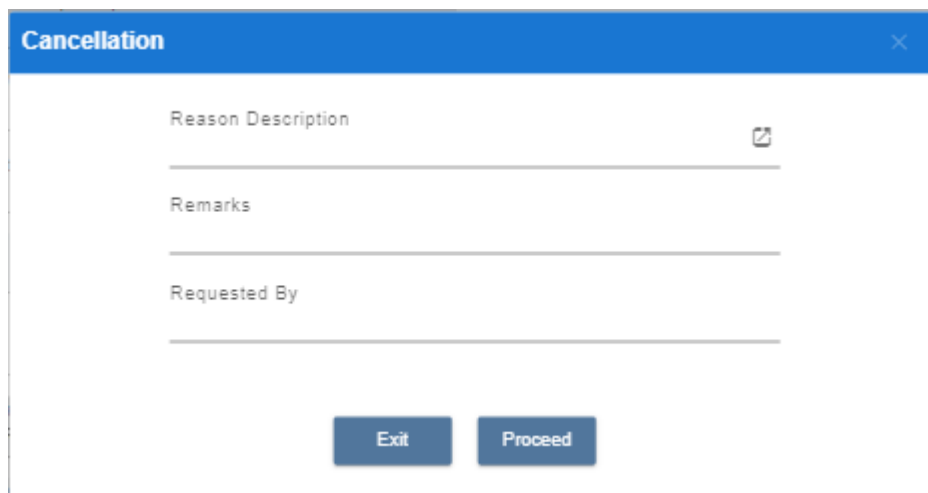display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

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

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

Step 17: 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 [10 ▾] Drop

88

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.

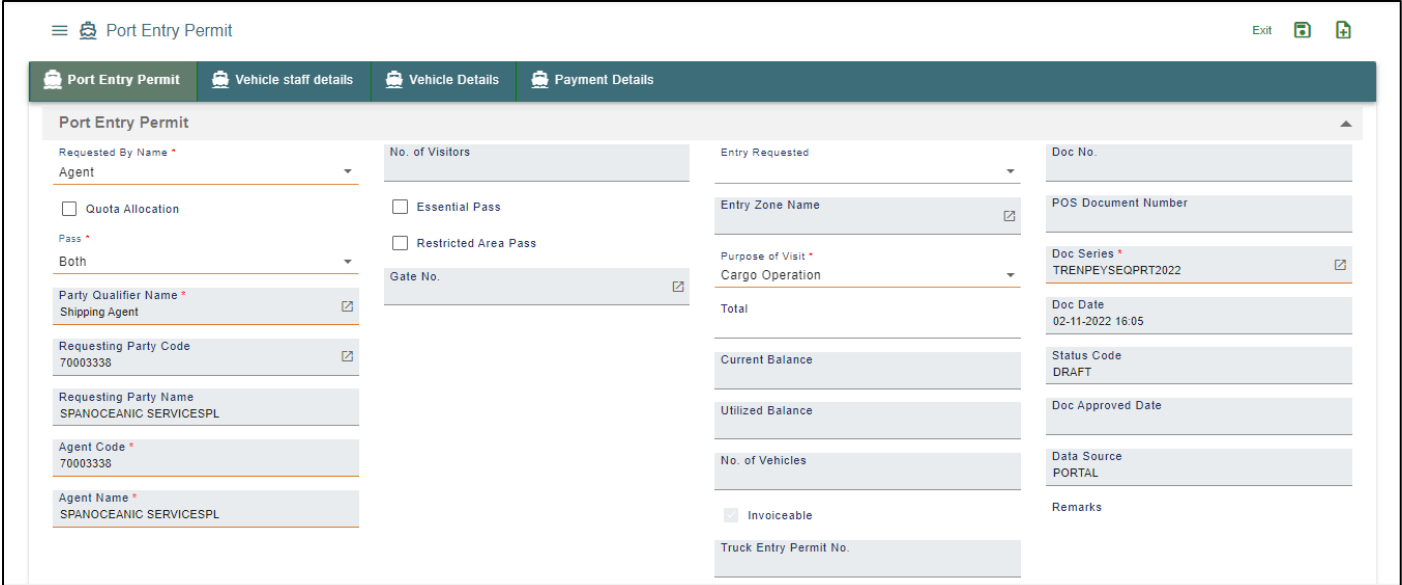| **Menu Path**	Menu Bar →Gate Operation → Port Entry Permit→ Click on **Add New**

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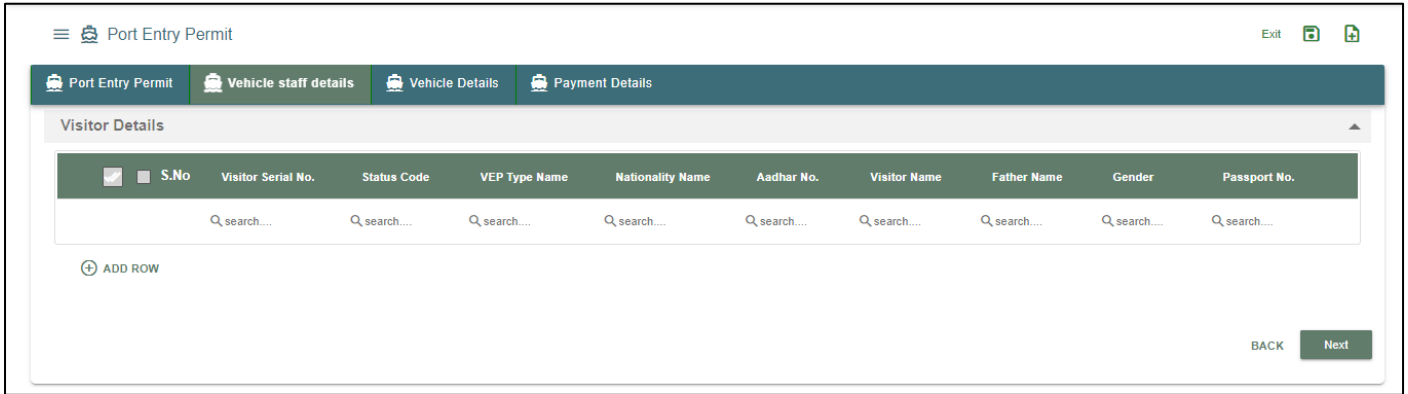
User Interface Image 66 - Port Entry Permit Header Details13.1

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

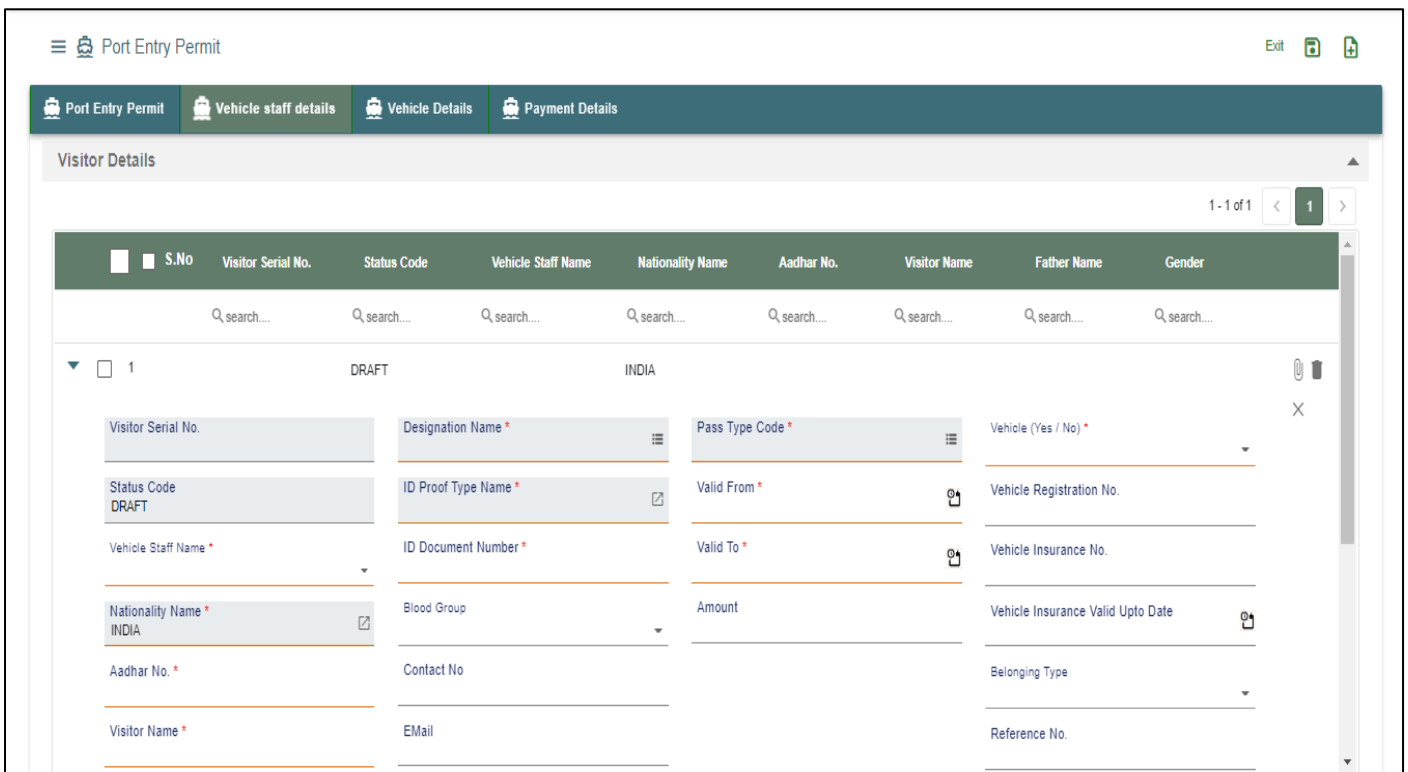(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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)
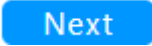
Click on ⊕ Add Row to begin with data entry

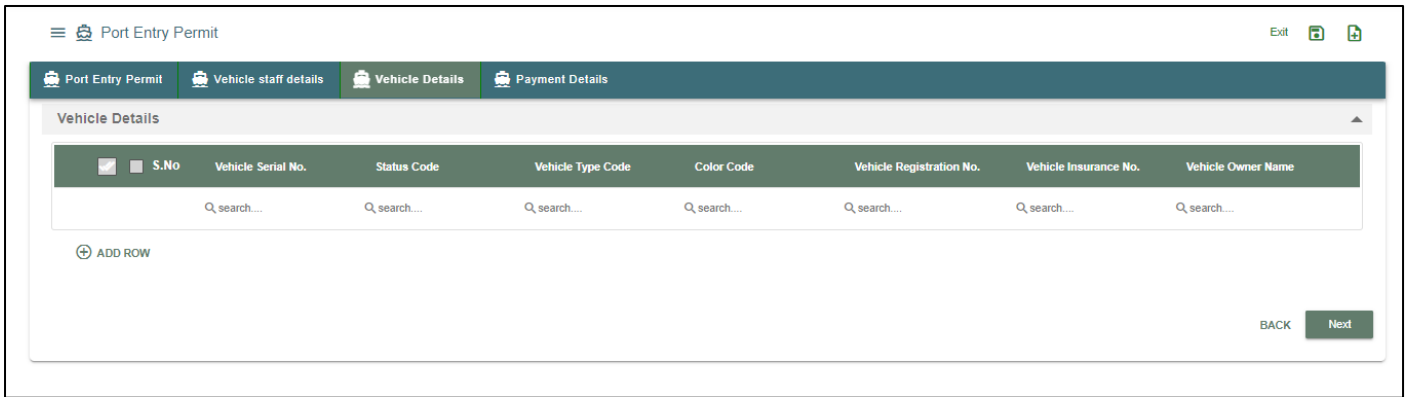User Interface Image 126-Visitor Entry Permit (Vehicle Staff Details)-19.5.3(b)

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

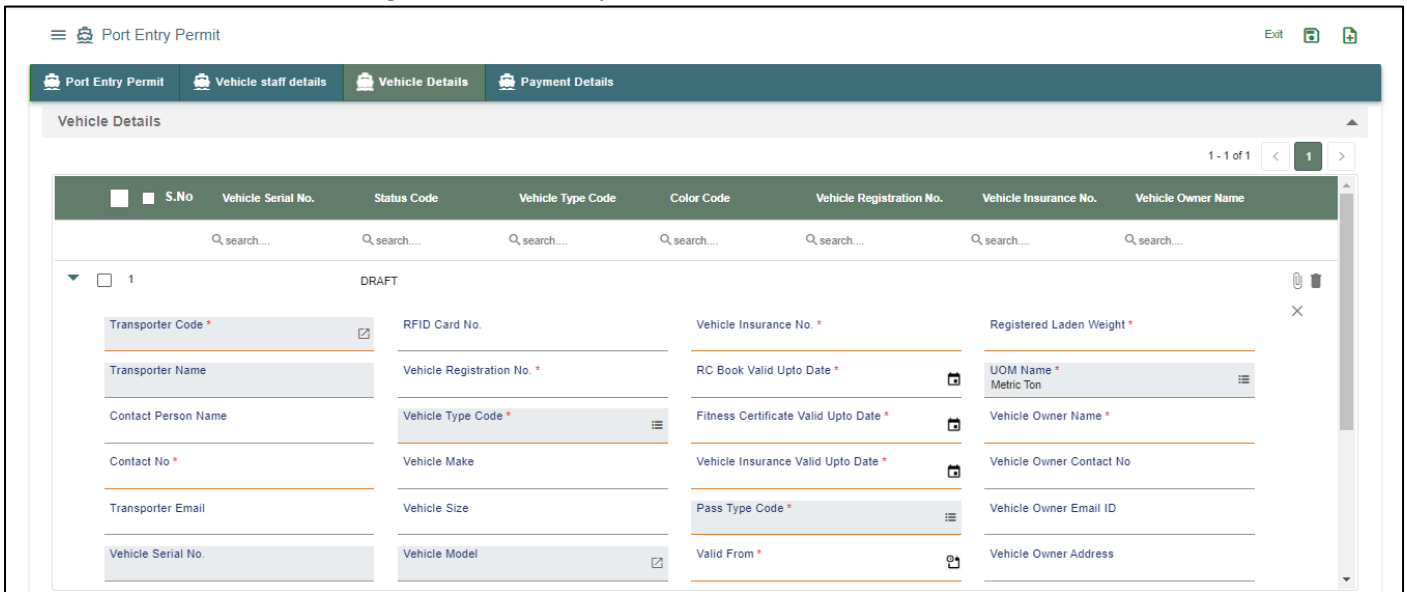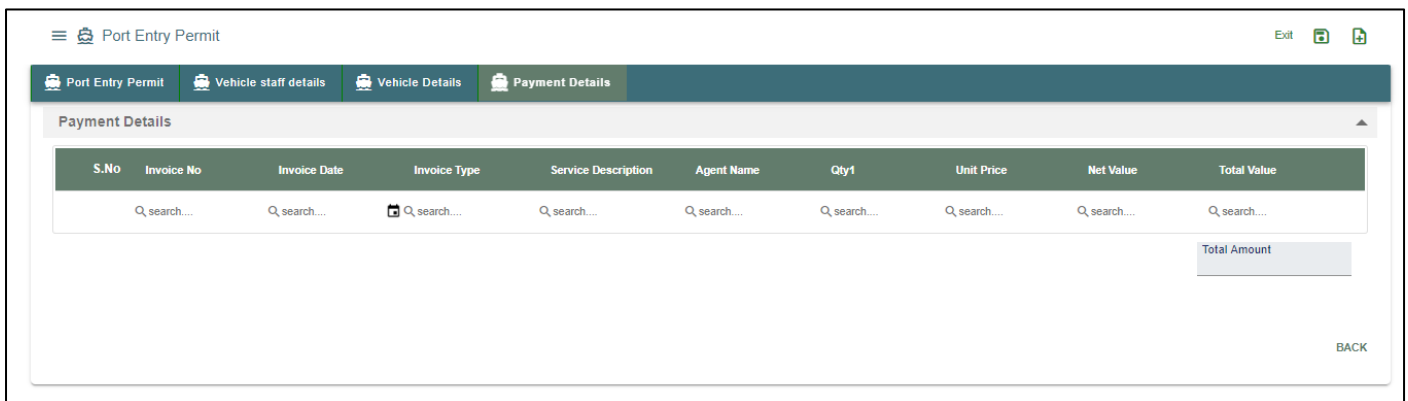(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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 Next button from the Bottom of Page then User will go into Vehicle Details Section.

Click on ⊕ Add Row 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 –

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.

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.

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

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

Click On Close Button

Click on the Save button [icon] 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 [icon].

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).

> **User WF Approval** x
>
> ⓘ Send user Profile for Approval
>
> ⓘ Change status of the record
>
> Remarks:
>
> [ ]
>
> **Approve**   **Reject**

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).

> **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

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

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
TEP20220064	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-06-2022 16:33	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-06-2022 16:31
TEP20220063	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-06-2022 16:30	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-06-2022 16:24
TEP20220062	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-06-2022 16:29	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-06-2022 16:24
TEP20220061	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	07-06-2022 16:20	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	07-06-2022 16:19
TEP20220060	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	04-06-2022 15:59	POS			04-06-2022 15:51
TEP20220059	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	04-06-2022 14:54	POS	700021	OCEAN PORT SERVICES PVT LTD	04-06-2022 14:49
TEP20220058	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	04-06-2022 14:45	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	04-06-2022 14:40
TEP20220057	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	03-06-2022 15:24	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	03-06-2022 15:11
17033	Draft(Mtrs)		Cargo Operation	AGENT	Vehicle		POS			03-06-2022 14:07
TEP20220056	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	02-06-2022 16:27	POS			02-06-2022 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**
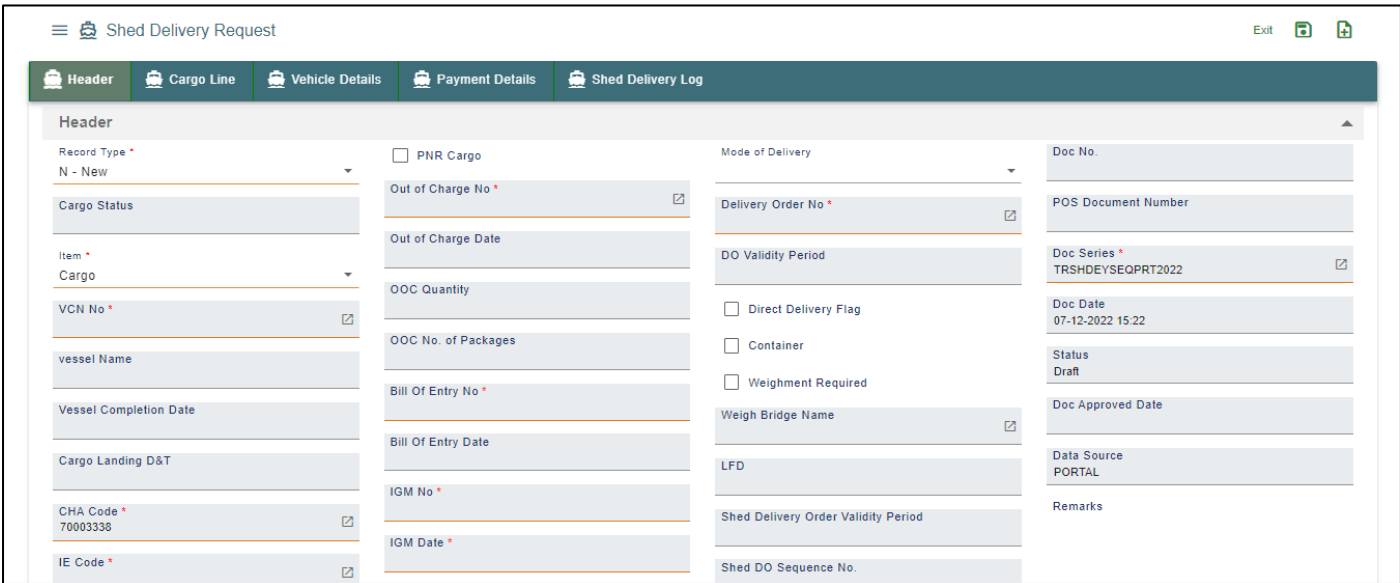
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.

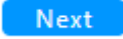*User Interface Image 70-Truck Shed Delivery Request Header Details14.1*
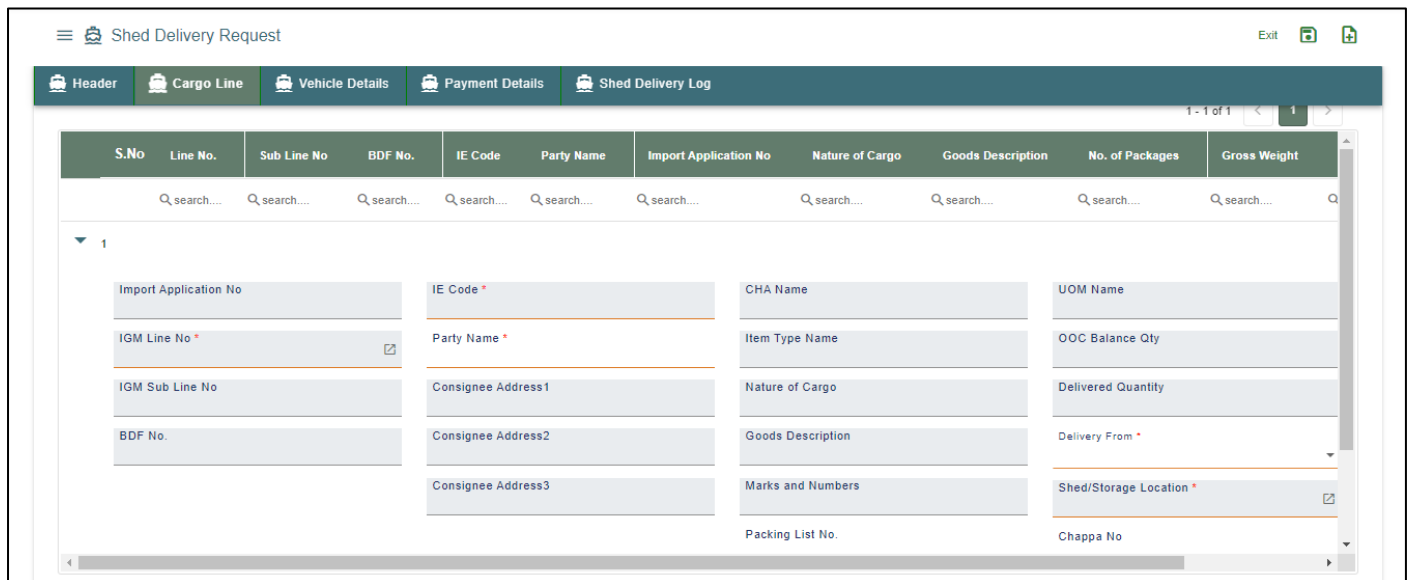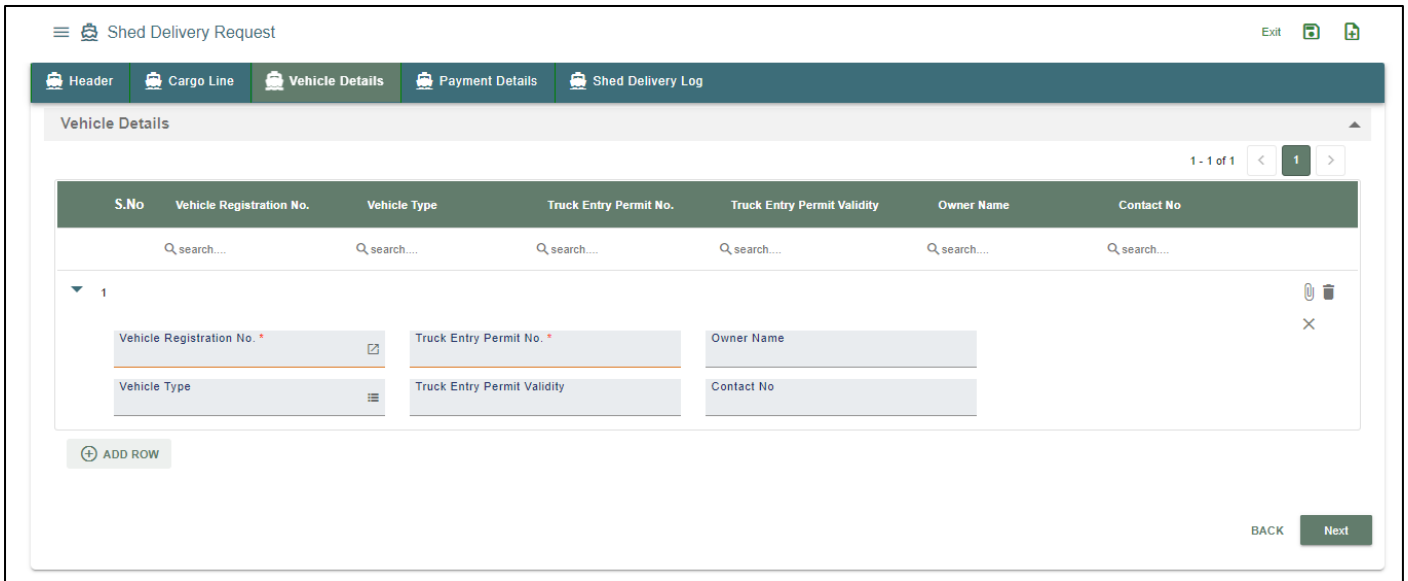
Below are the Field Information regarding **Header** Details Section.

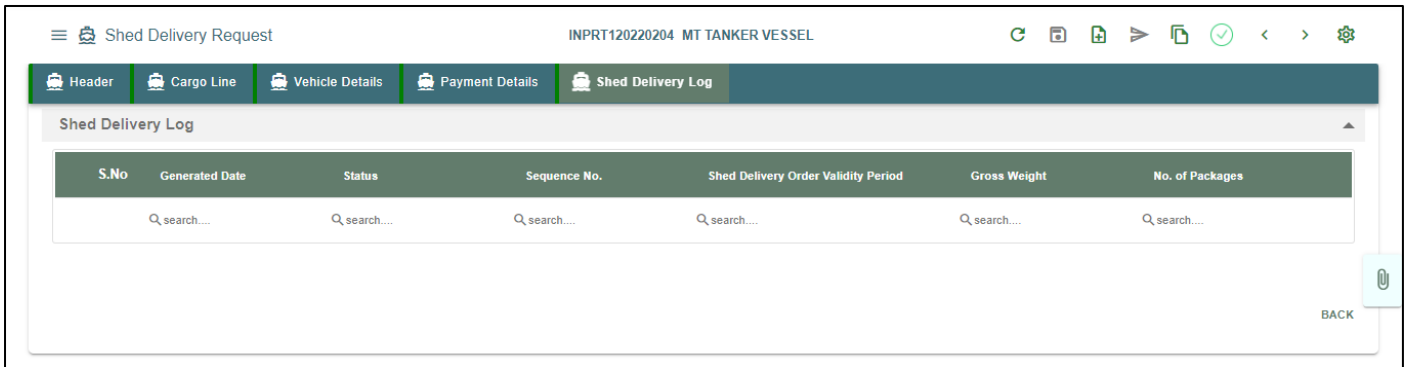(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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
OOC Qty	Not Mandatory	Textbox
OOC No of Packages	Not Mandatory	Textbox
Bill of Entry No	Mandatory	Textbox

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 [Next] button for Importer Cargo Line. And Press

⊕ Add Row to enter the data.

User Interface Image 71-Shed Delivery Request Cargo Details14.2
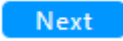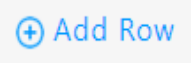
Below are the Field Information regarding Cargo Line Details Section.

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

Field Name	Mandatory	Fill Type

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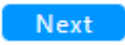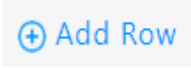
Step 3: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button 🖫 and proceed to click on Next button for Vehicle Details. And Press ⊕ Add Row to enter the data.

User Interface Image 72-Shed Delivery Request Vehicle Details14.3
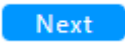
Below are the Field Information regarding Vehicle Details Section.

(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 **Next** button for Payment Details. And Press **⊕ Add Row** to enter the data
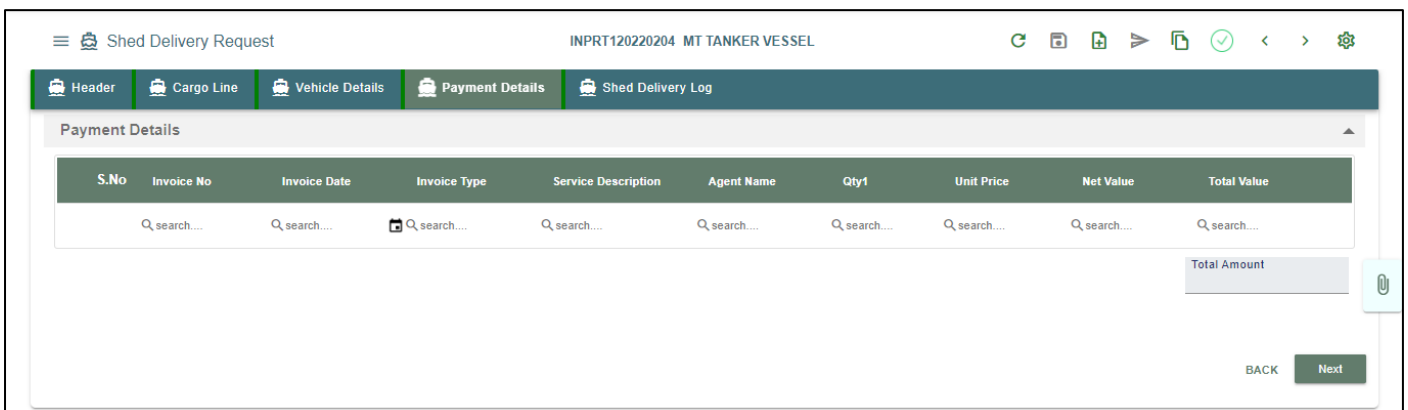
User Interface Image 73-Shed Delivery Request Payment Details14.4

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 **Next** button for Shed Delivery Log.

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

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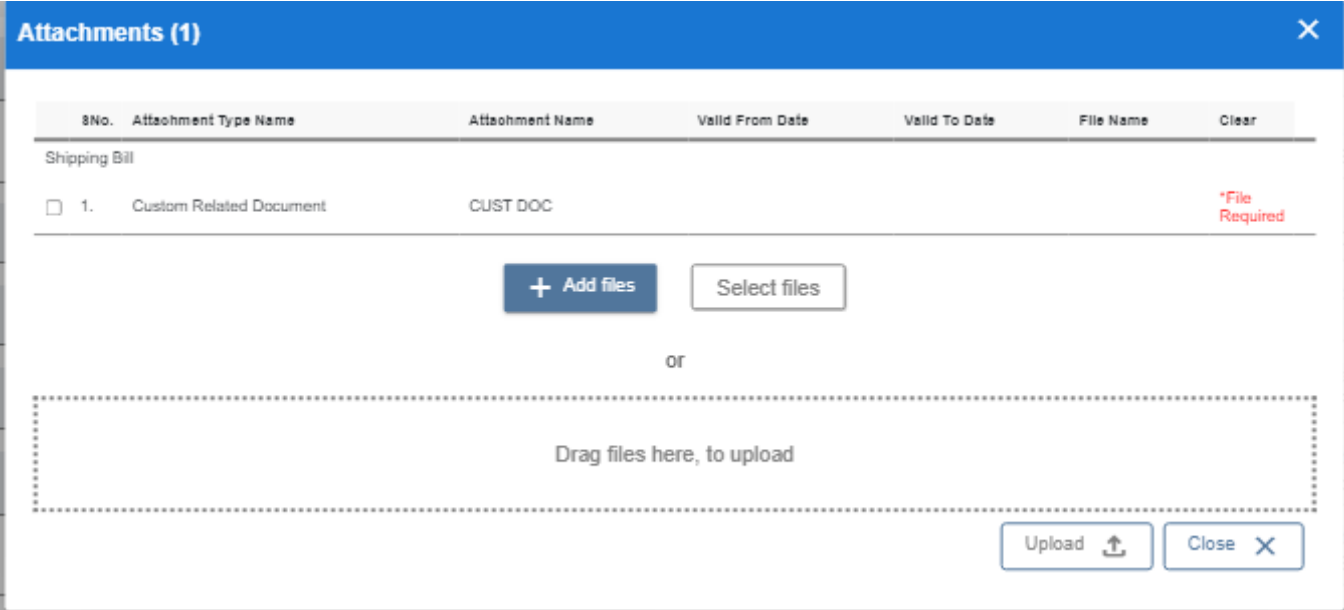
Once all the mandatory and required fields are filled then Click on **Upload** button. System will display **File uploaded** status on the screen. Respective Form Name, Section name will display along with attached documents.

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

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

+ 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 (0)   ✕

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

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

Click On Close Button

Click on the Save button ![save icon] 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).

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).

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. 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 with below alert ok and Back

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

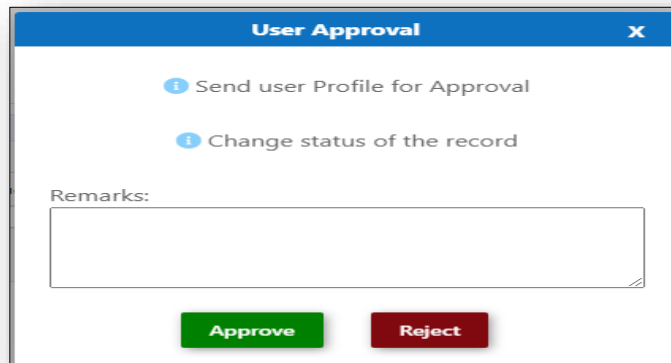Requested By

Exit   Proceed

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

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

Data Submit Status   X

Portal Integration

Status: FAILED

End Point Code	Status	Response
IPAPRJCTTRUSHEDEORPRTLCHPTOB	SUCCESS	record saved successfully id = 9303
IPAPRJCTTRUSHEDEORPRTLMBPTOB	FAILED	User does not exists or password not valid
IPAPRJCTTRUSHEDEORPRTLOB	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 **+ 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.

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 [paperclip] icon system will display respective section name.

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

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

Click On Close Button

Click on the Save button ![save icon] 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 ![icon] .

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

Step8: Once the workflow is initiated click on ![icon] 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).

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).

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. 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 with below alert ok and Back

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 Proceed system will display Ok and status will change to CANCEL

On clicking ⓥ Button showing Record Status

Data Submit Status X

Portal Integration

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTTRUSHEDEORPRTLCHPTOB	SUCCESS	record saved successfully id = 11739

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

Step 18: 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 ▣10▼ 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.

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'

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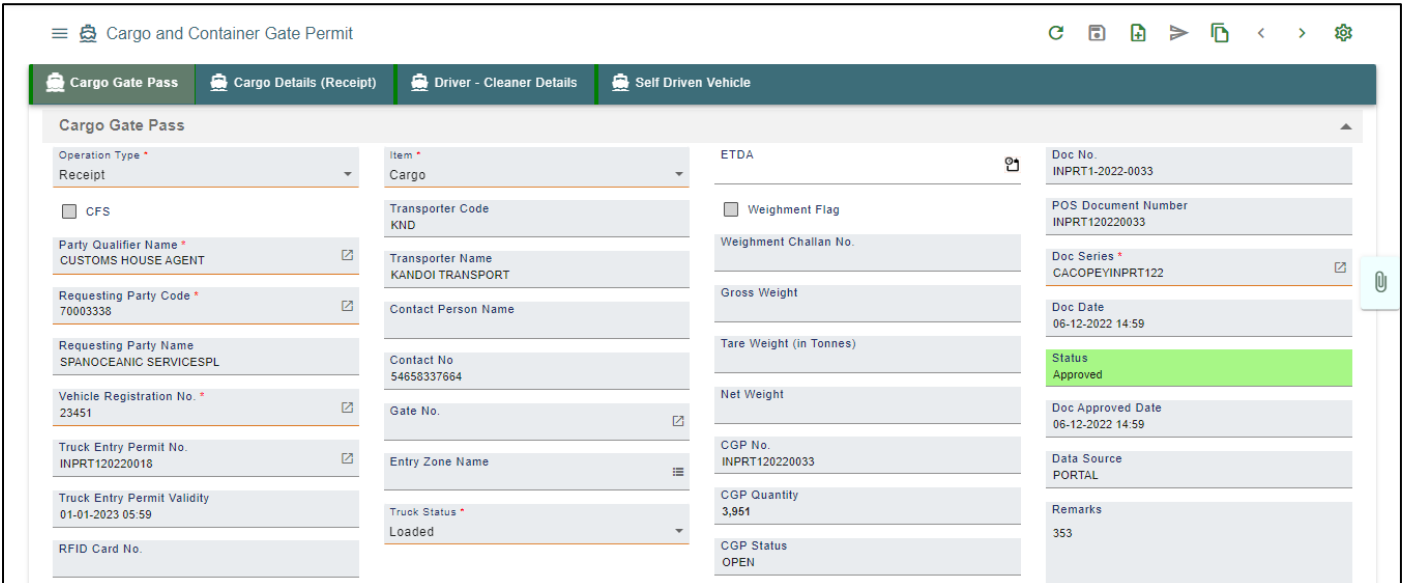
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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.
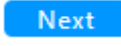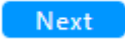

User Interface Image 77- Cargo and Container gate Permit Header Details15.1

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 **Next** button for Cargo Details (Receipt/Delivery). This Details are auto populated based on selection of Vehicle Regd No in Header
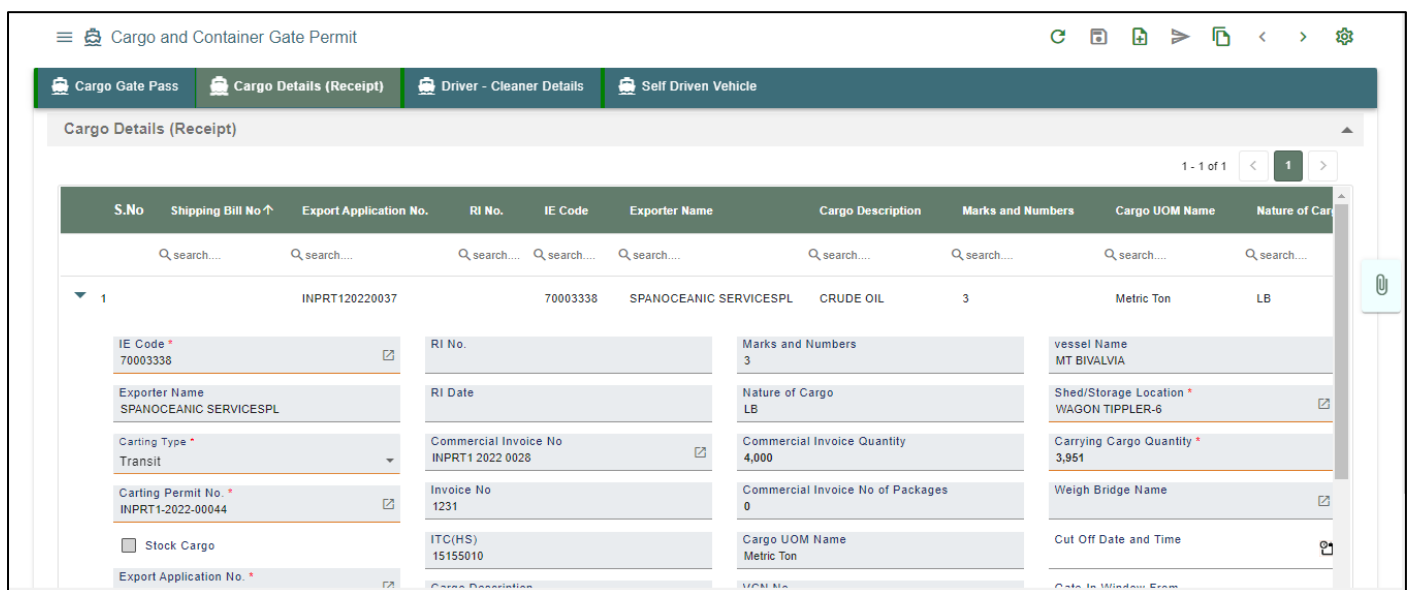
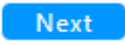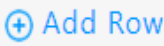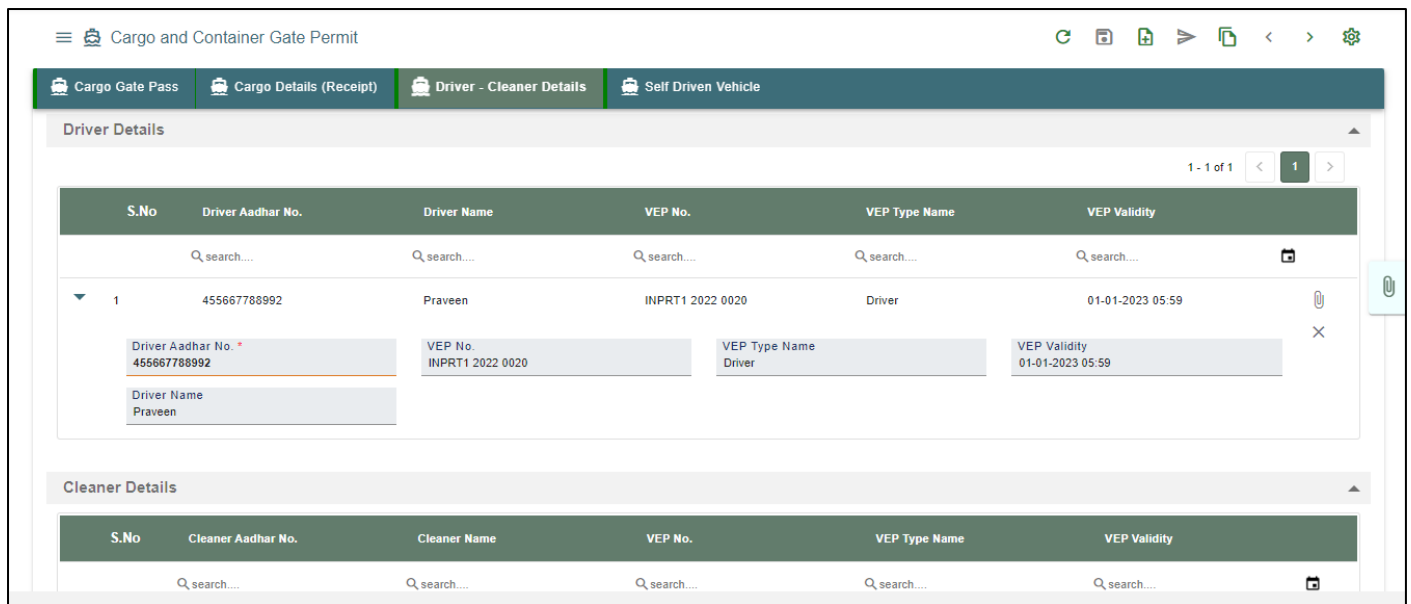*User Interface Image 78- Cargo and Container gate Permit Cargo Details (Delivery) 15.2*

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

(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 **Next** button for Container Details. And Press ⊕ Add Row
to enter the data.
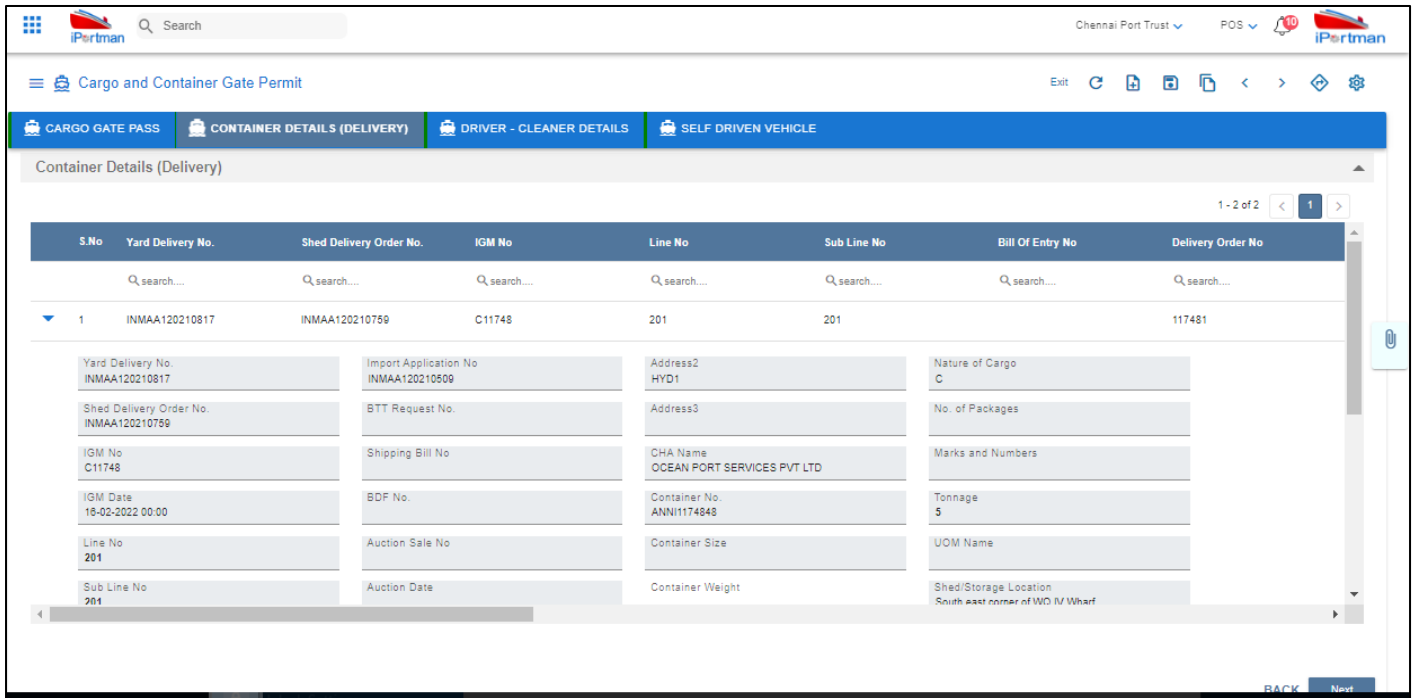
User Interface Image 79- Cargo and Container gate Permit Container Details15.3

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

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 Next button for Driver-Cleaner Details. And Press

⊕ Add Row 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

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 [+ 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.

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] 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								
☐	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								
☐	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.

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

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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).

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

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 🔲 **List Data** 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 **10 ∨** Drop down can select 10/20/30/40 records to view in List page.

By Clicking on ↻ Load the records and display the data.

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
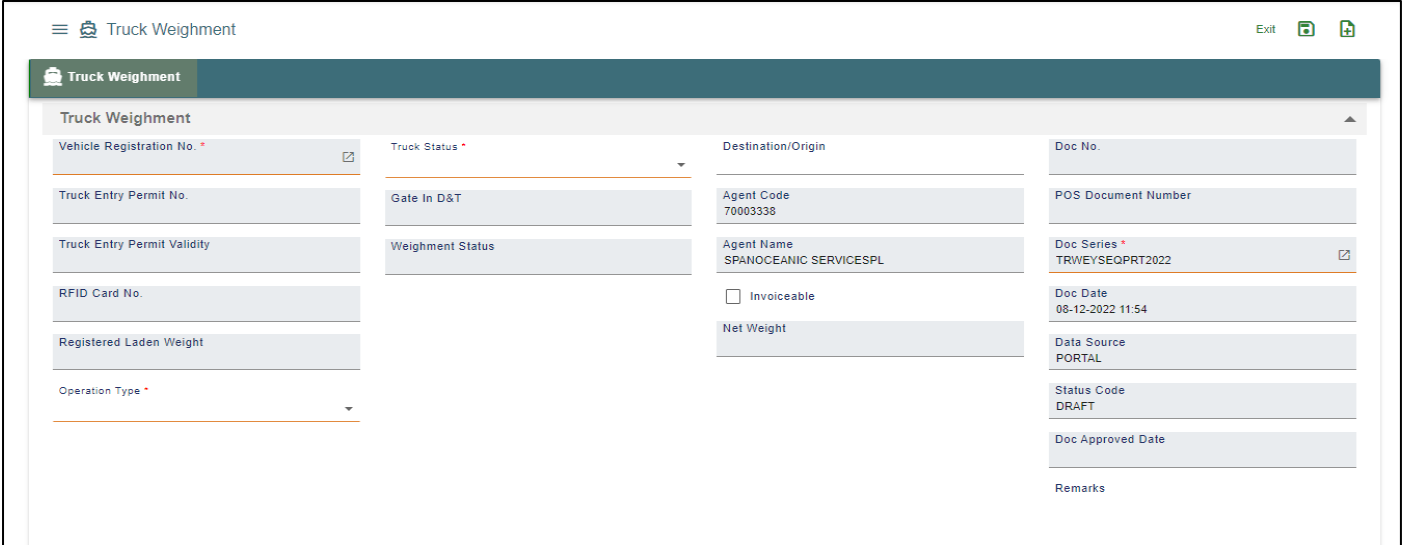
12.3 Prerequisites – Masters
1. Driver master
2. Billing Agent
3. Weighbridge
4. Destination
5. Cargo
6. Transporter

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

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
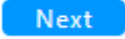
If Truck status-loaded below Screen will show.
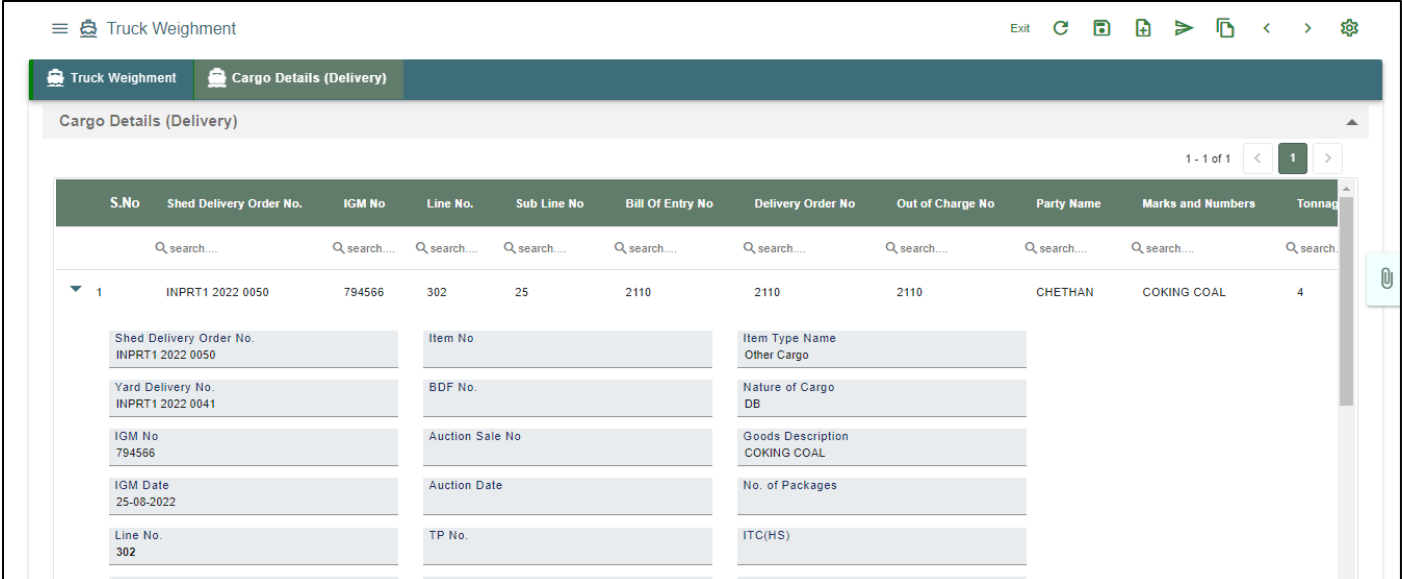
Below are the Field Information regarding Truck Weighment Header Details Section.

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

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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

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

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 **+ 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.

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.

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
☐ 1.	Custom Related Document	CUST DOC				*File Required

Attachments (1) ✕

+ 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 [paperclip] 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.

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

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

Send user Profile for Approval 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 **Successfully Status changed to WFAPP** 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).

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

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

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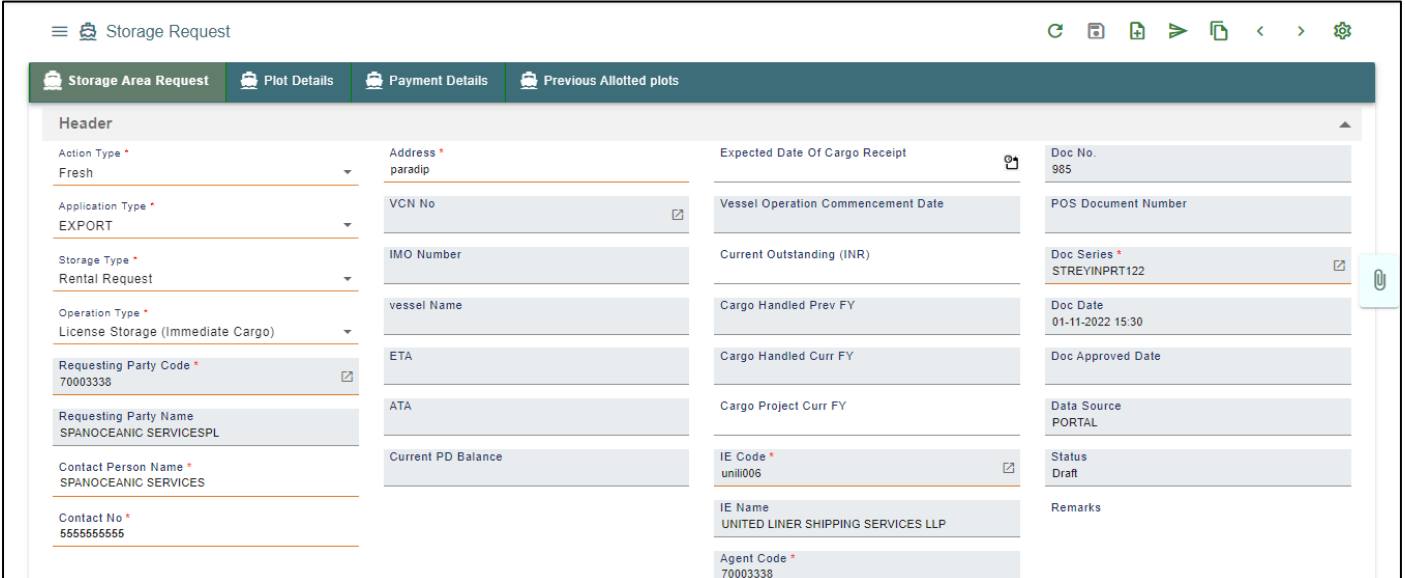
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

13.3   Prerequisites – Masters

1. IGM

13.4   Screenshot

Step 1: After Navigation to the respective function screen, Click on Add new button [icon]. 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.
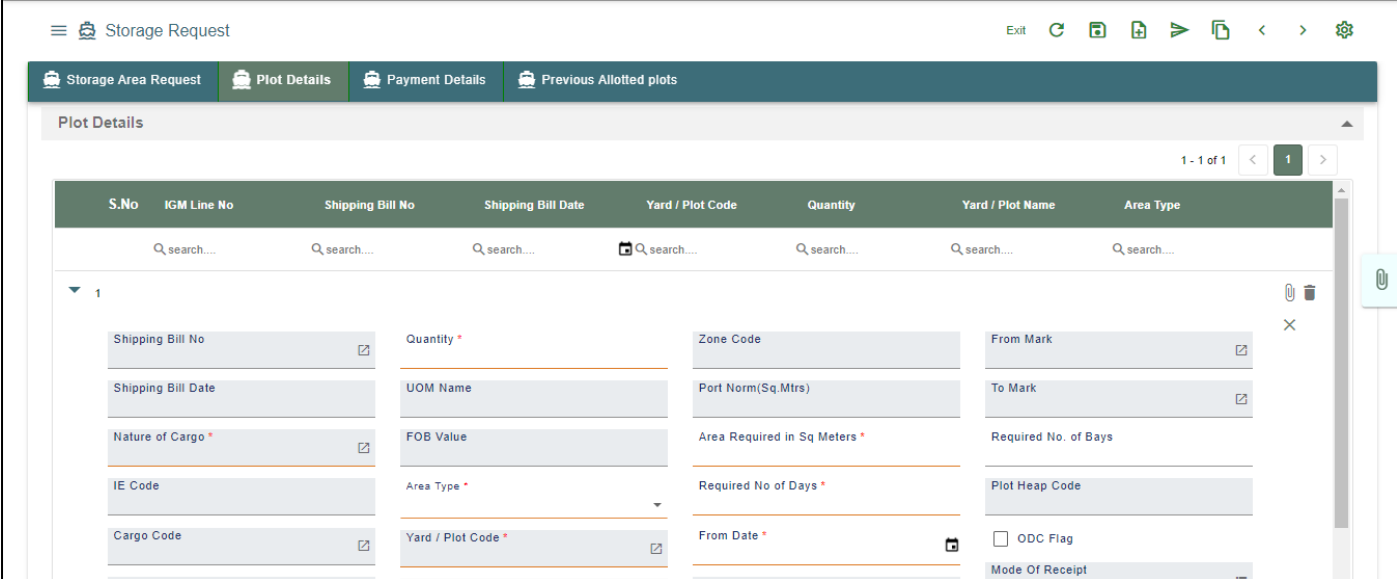
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

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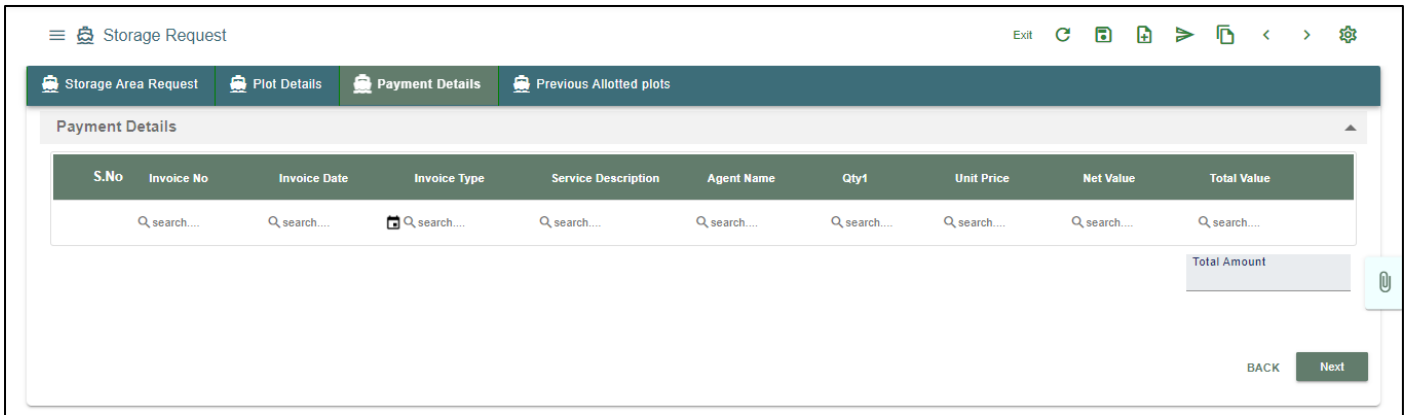
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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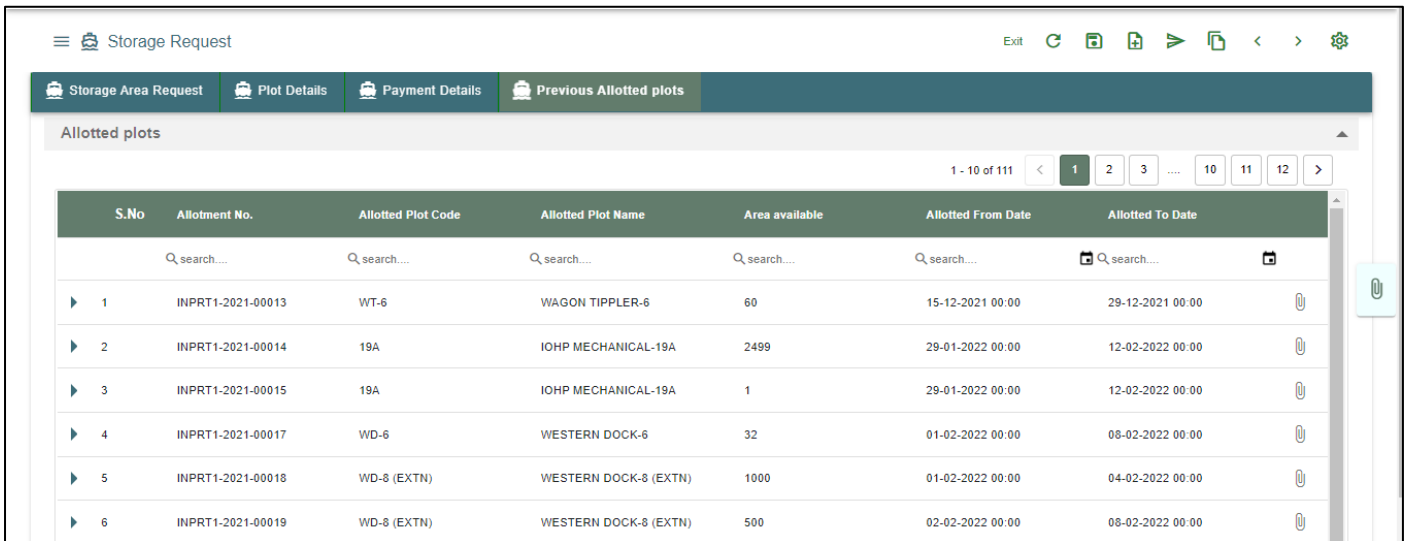
Extension No of Days	No	Textbox
Handover Plot Name	No	LOV
Expected Tonnage	No	Textbox
Plot Heap Code	No	Textbox
ODC Flag	No	Checkbox
UOM Name	No	LOV
Cargo Code	No	Textbox
Cargo Name	No	Textbox
Area Required	No	Textbox
Required No of Days	No	Textbox
From Date	No	Calendar
Renewal From Date	No	Calendar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

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 [**+ 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.

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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) ✕

	8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☐	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

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.

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

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 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).

User WF Approval x

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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).

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

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

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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 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

Portal Integration

Status: SUCCESS

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

Pos Integration

Status: SUCCESS
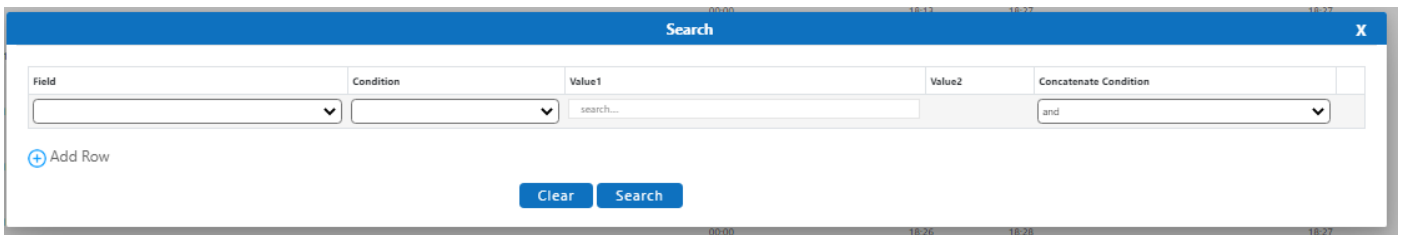
End Point Code	Status	Response
IPAPRJCTSTOREQSAP	SUCCESS	{"PortCode":"INMAA1","DocumentNo":"STRETP~INMAA120220048","Message":"Data Received Sucessfully","Status":"Sucess"}

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 10 ⌄ 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**
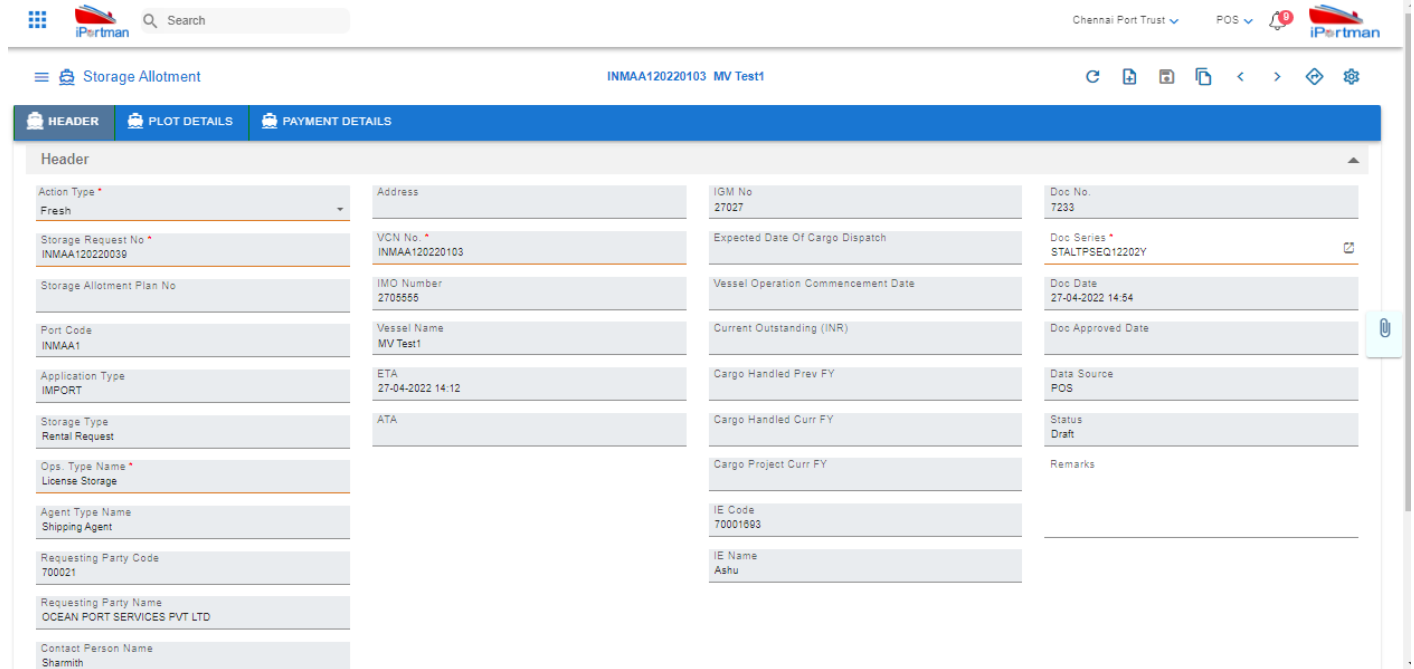
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

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

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 buttonthen the user will be redirected to the popup window as below

Click on NEXT Button and It Will Redirected to Payment Details

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 **＋ 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.

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.

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

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

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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).

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

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 Close / Clear / Search the records with multiple inputs.

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

By Clicking on ![refresh icon] 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

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

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

Step 3(b): Click on Import Records button   then select multiple Line no's and click on [OK] button. Packaging Lines will auto populate as follows.
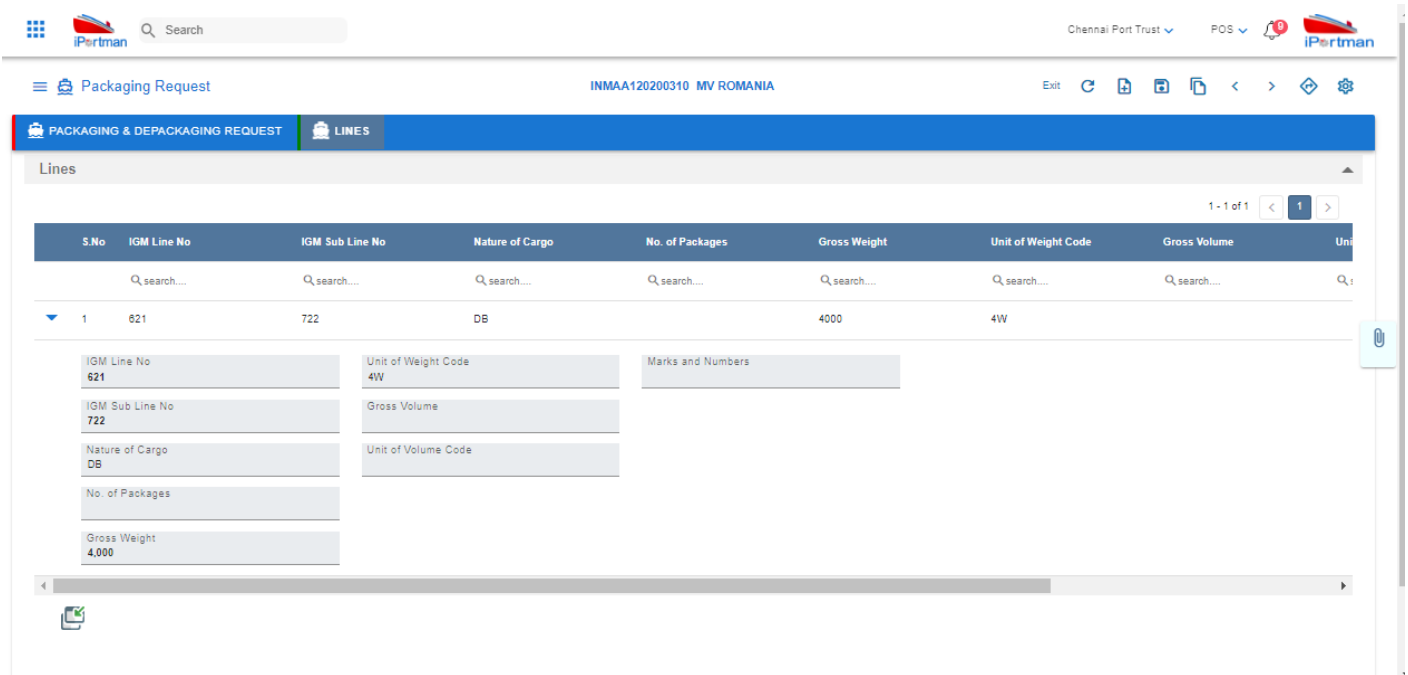
User Interface Image 113–Packing Request Packaging Lines 23.2

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

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 **+ 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.

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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.

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.

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

Click On Close Button

Click on the Save button ![icon] 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 ![icon] .

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

Step8: Once the workflow is initiated click on ![icon] 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 WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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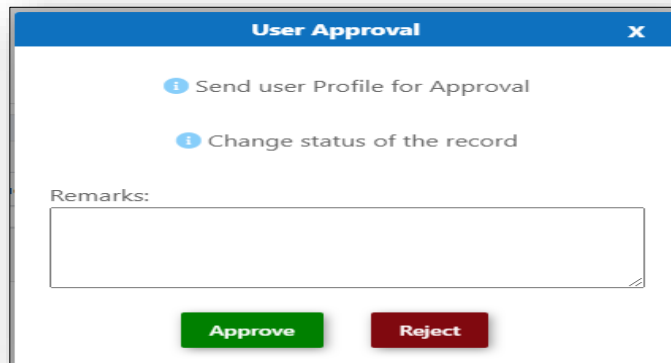
If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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).

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

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

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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 [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
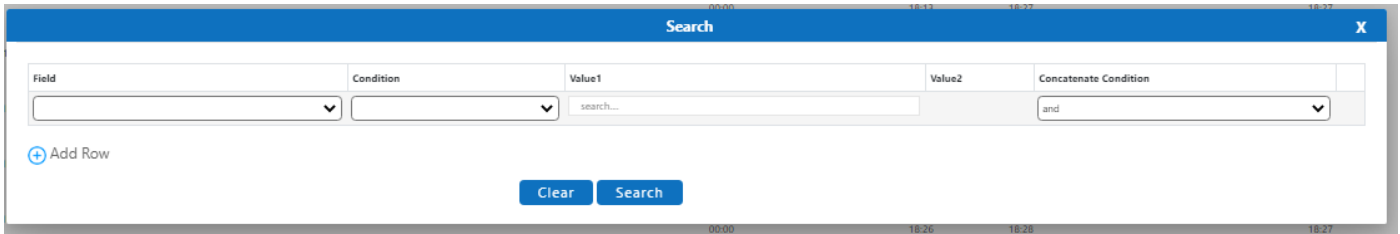

Step 16: Click on icon to new popup window will display. And can Clear / Search the records with multiple inputs.

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

By Clicking on ![icon] 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

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 → Packing Recording → Click on **Add New**
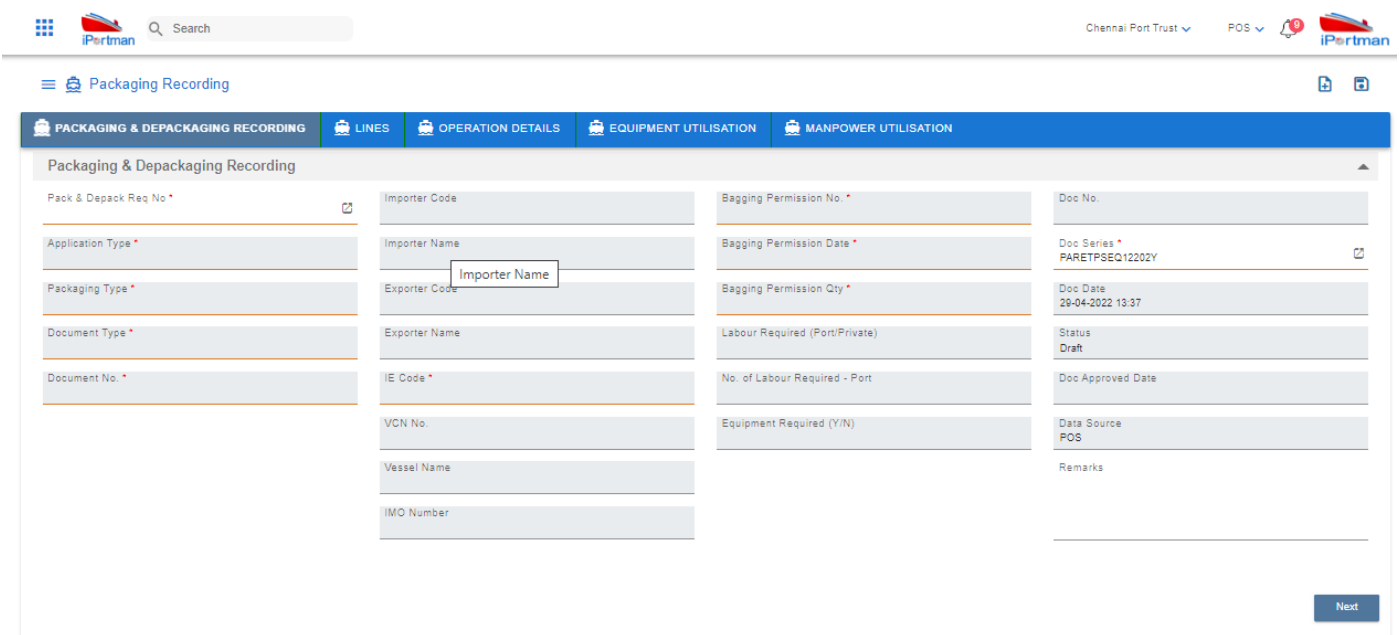
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA 🔍 AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

16.3   Prerequisites – Masters

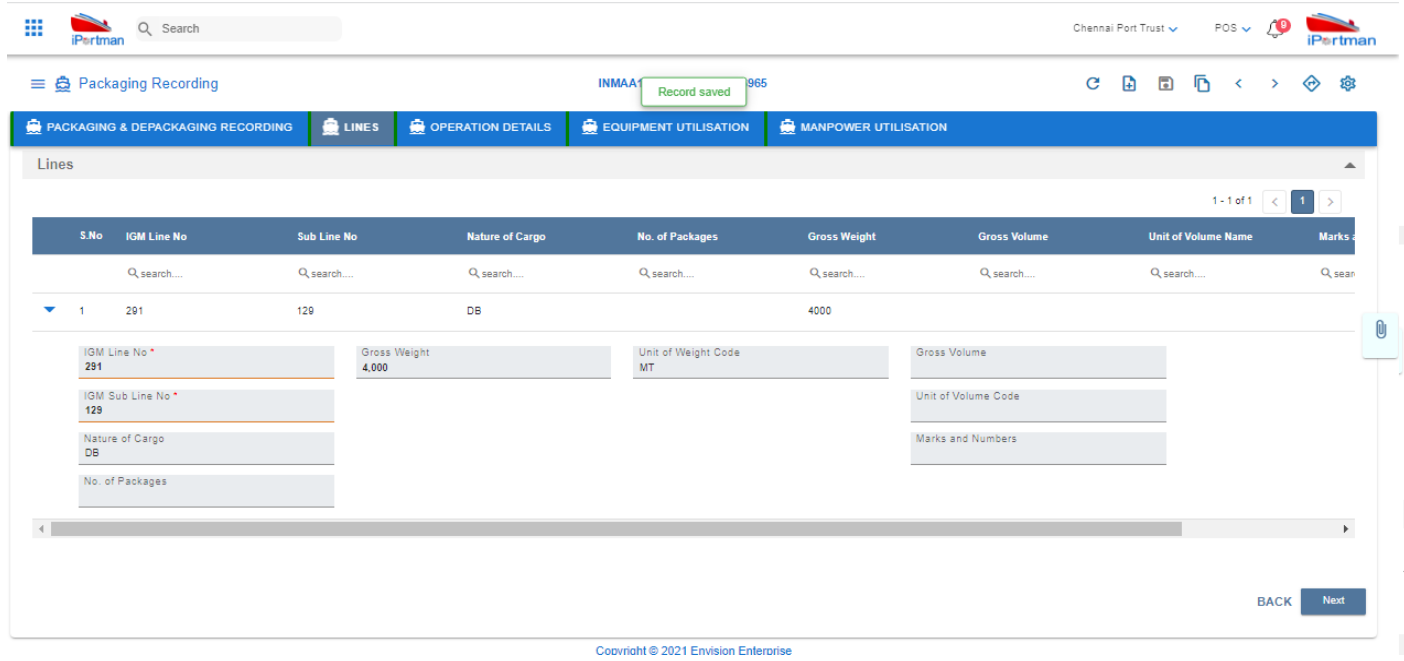1. Packaging Recording

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

User Interface Image 116 – Packing Recording Header Details24.1

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

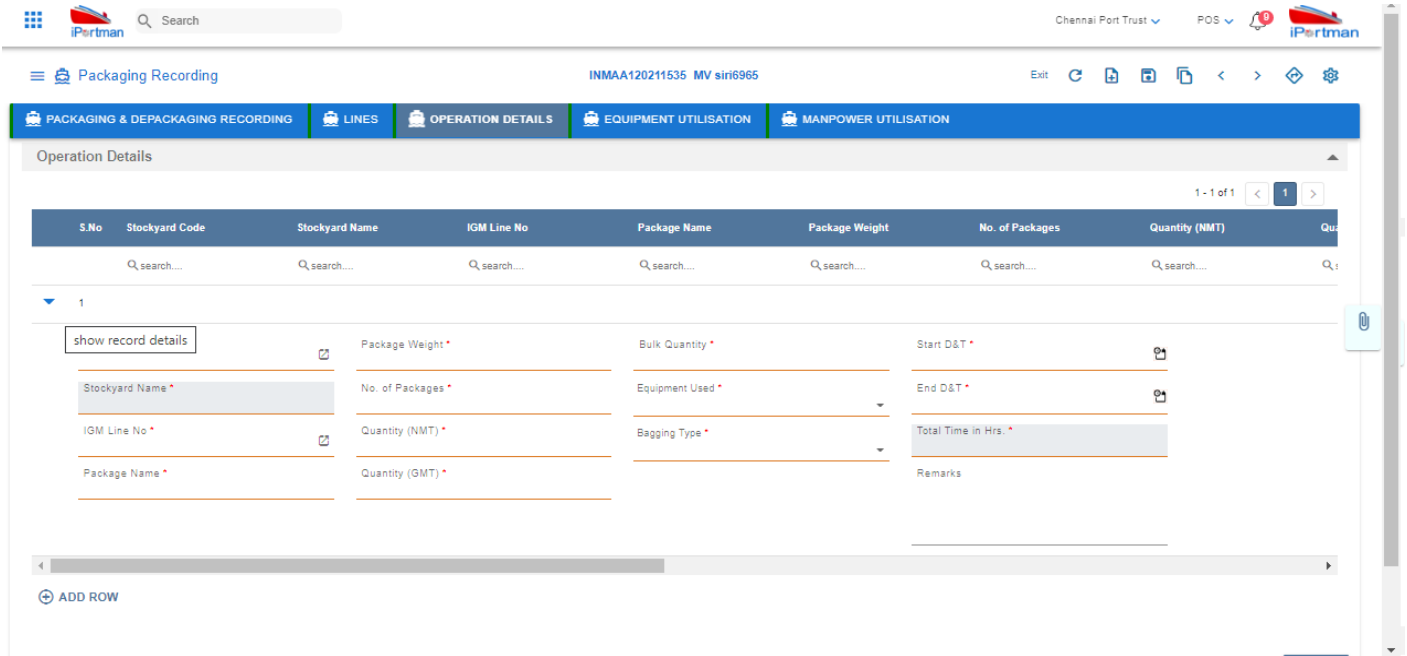save button 🖫 and proceed to click on **Next** button for Lines as shown in below screen.

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
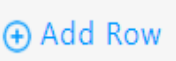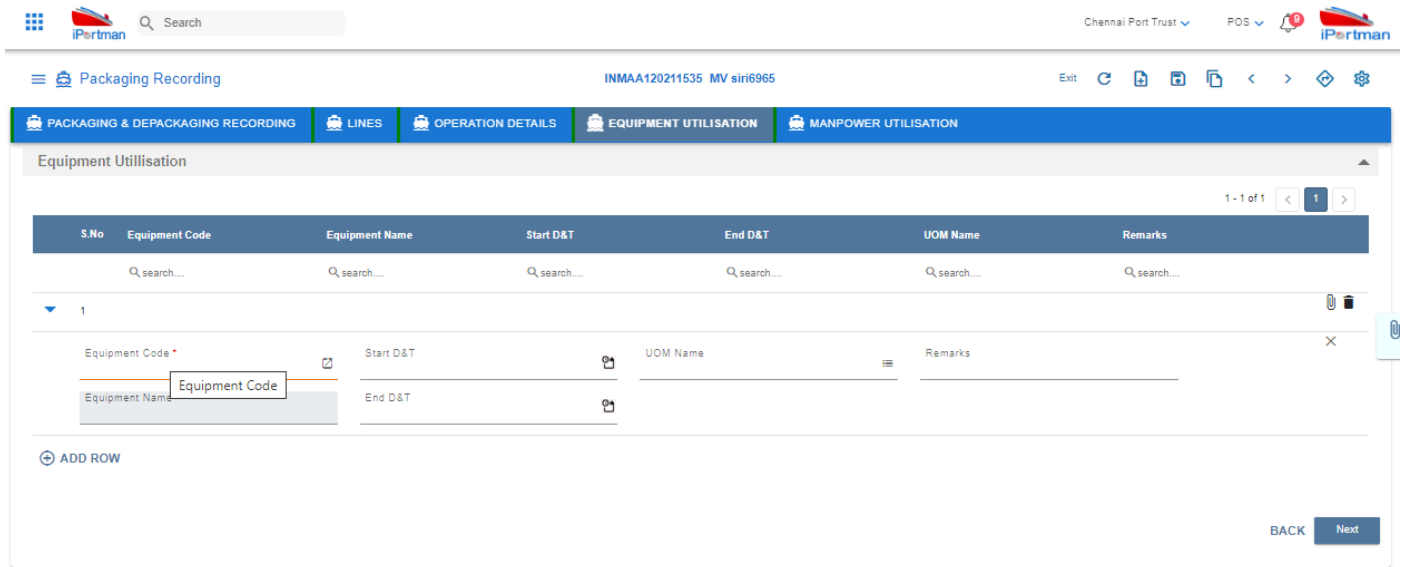
notification will be LOV as ✅ **Record saved**

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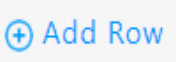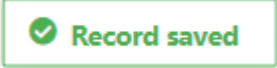

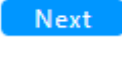
User Interface Image 118 – Packing Recording Operation Details 24.3

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

Step 6: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button [icon] and proceed to click on **Next** button for Equipment Utilization as shown in below screen. And Press **Add Row** 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 [icon] and click on ⊕ Add Row if need to add multiple Row's or else click on [icon] button to save the record, And On-screen notification will be LOV as ✔ Record saved

Step 8: Once data is filled in above Screen with all asterisk mark (*) fields which are mandatory, click on save button [icon] and proceed to click on Next button for Manpower Utilization as shown in below screen. And Press ⊕ Add Row to enter the data

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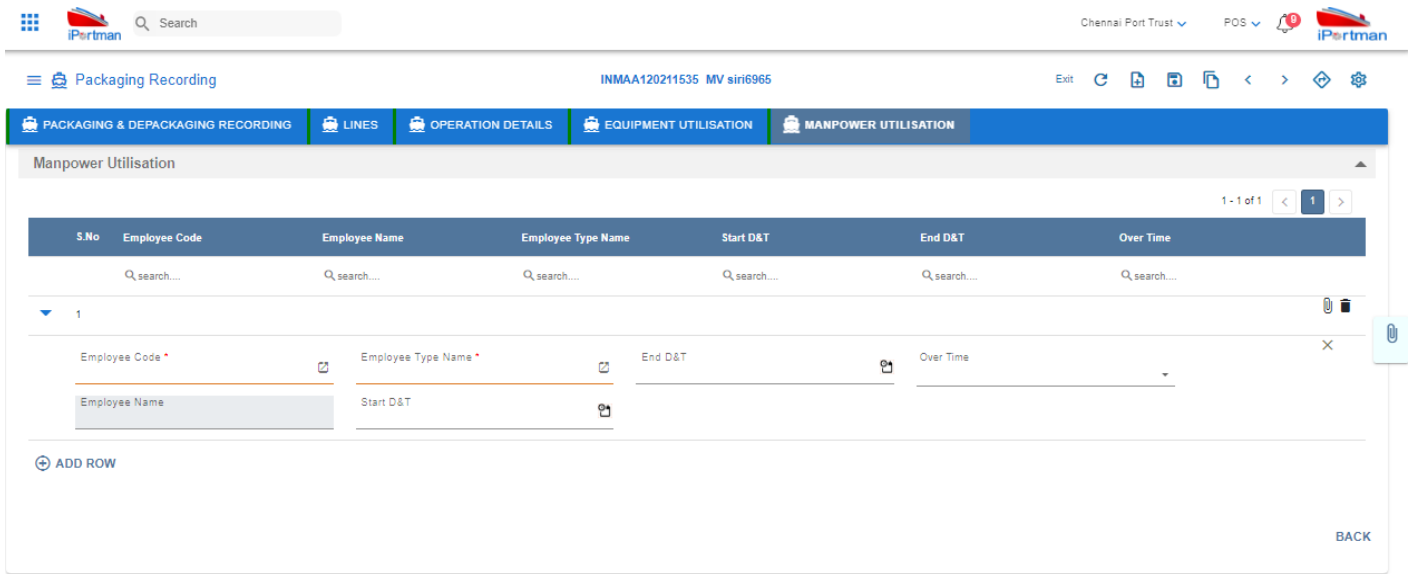
User Interface Image 120 – Packaging Recording Manpower Utilization 24.5

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.

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

Attachments (1)   ✕

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
☐ 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)   ✕

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
☐ 1.	Cargo Related Documents	International Load Line Certificate				*File Required
☐ 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.

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

Click On Close Button

Click on the Save button [icon] 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 [icon] .

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 [icon] the icon. System will be display

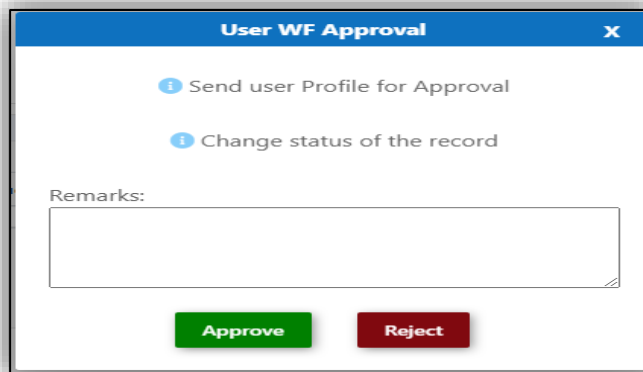**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[ ]

Approve **Reject**

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'.

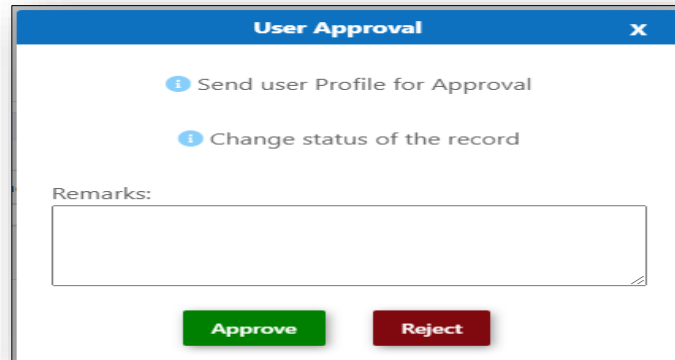**Step10**: Once the workflow is in WFAPP. Click on [icon] the icon. System will be displaying

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

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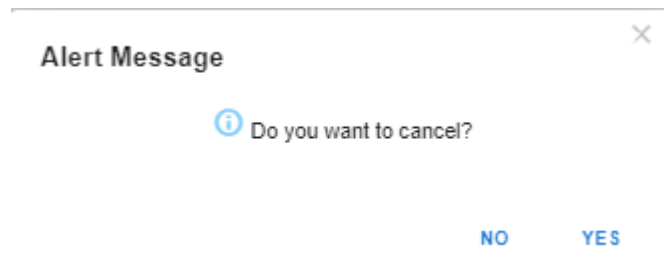
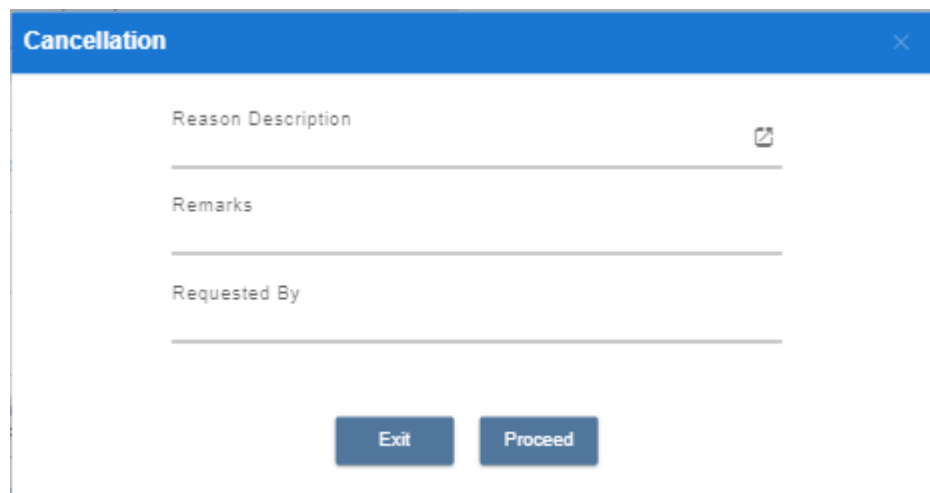**Step 12:** While if there is any changes or error we can cancel the record by clicking the ⊗ icon shown. After clicking the icon system will display **Confirmation required** with below alert ok and Back

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

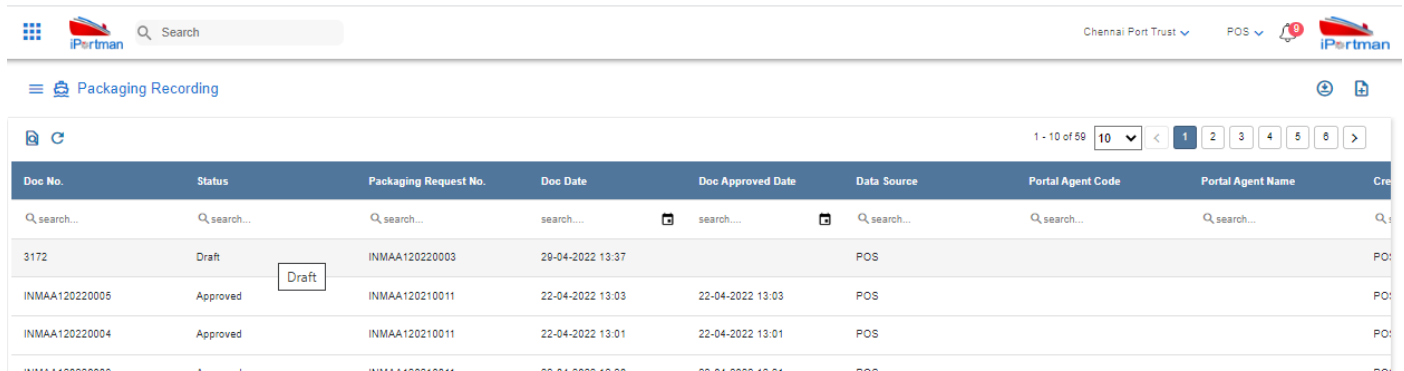By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to
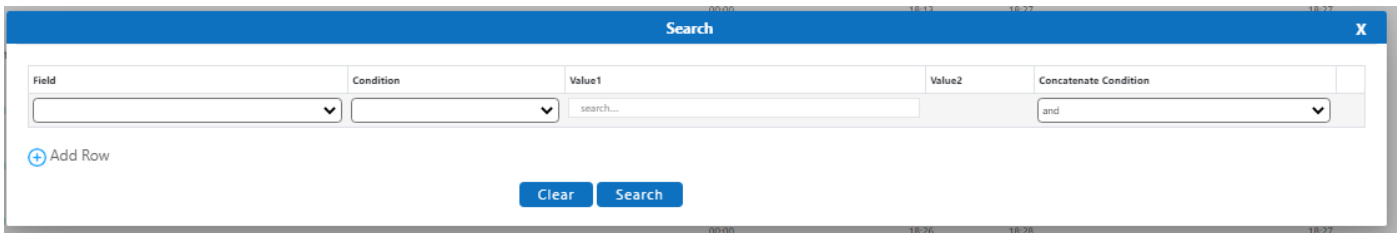
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CANCEL

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 10 ∨ 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

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

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.
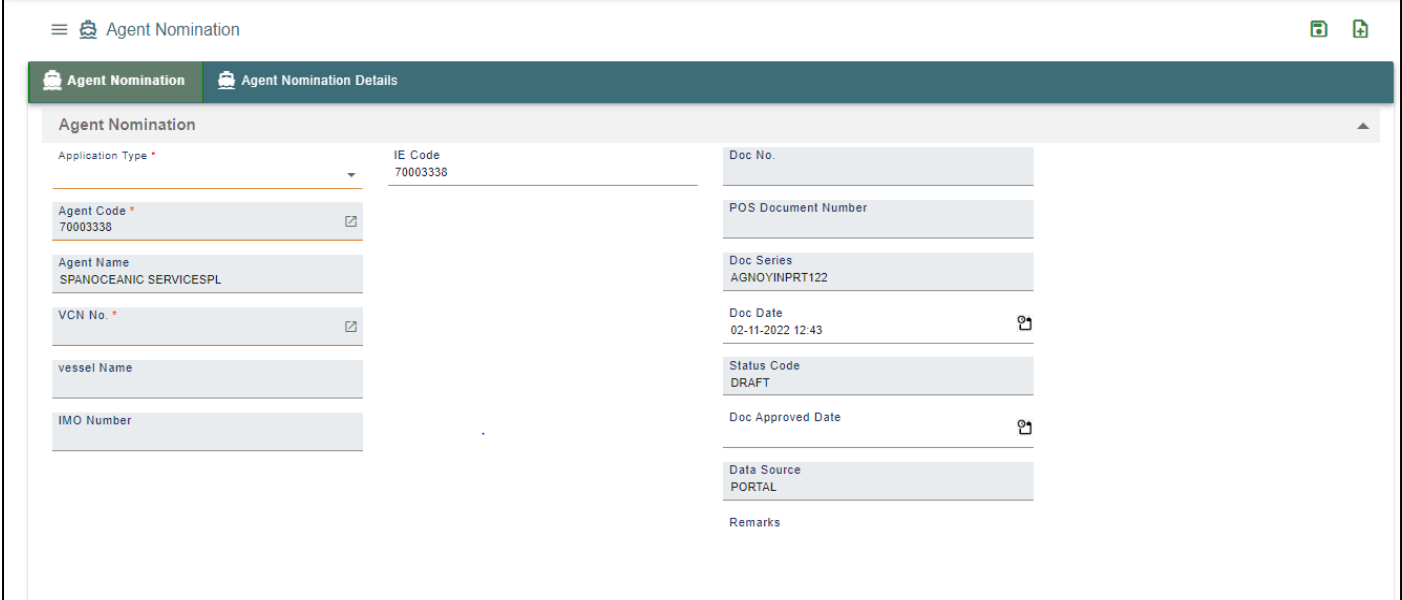
17.3 PREREQUISITES – MASTERS
1. Agent Master

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
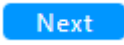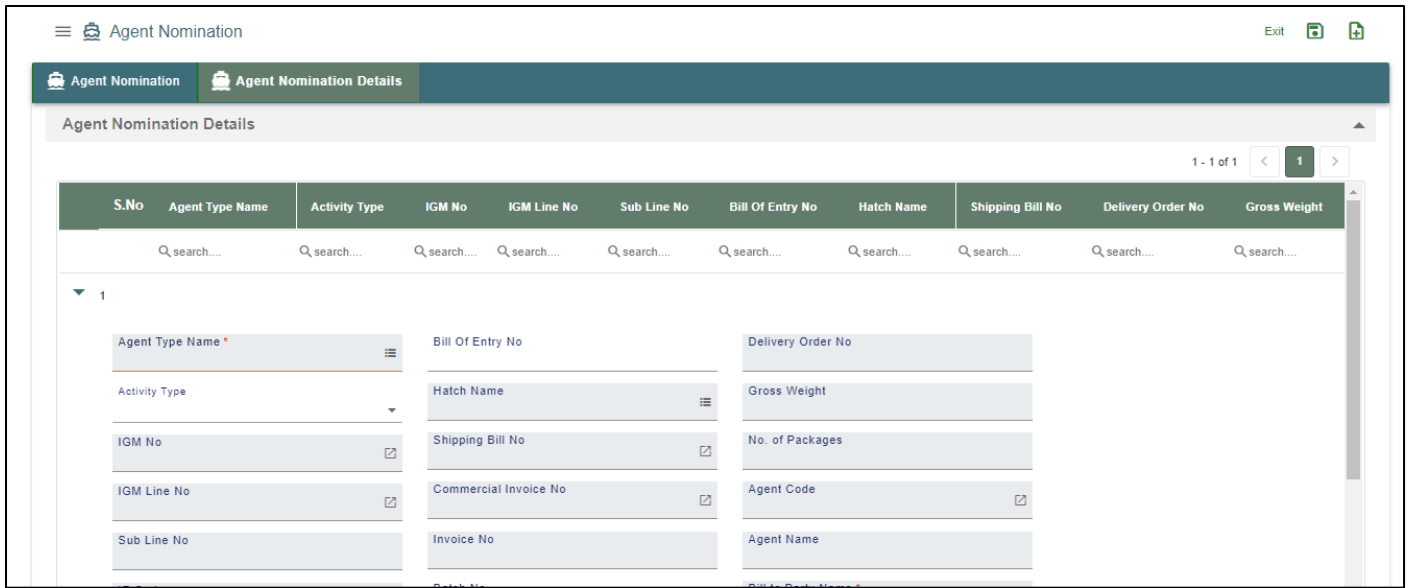

User Interface Image 234-Agent Nomination-35.5.1

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 **Next** **button for Agent Nomination Details. And Press** Add Row **to enter the data.**

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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**

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 [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)   ×

	SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Agent Nomination								
☐	1.		Agent Nomination Letter 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

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.

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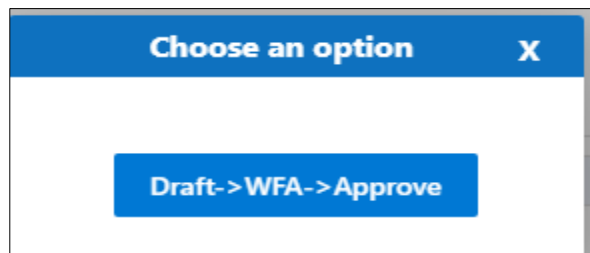
Click On Close Button

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 .

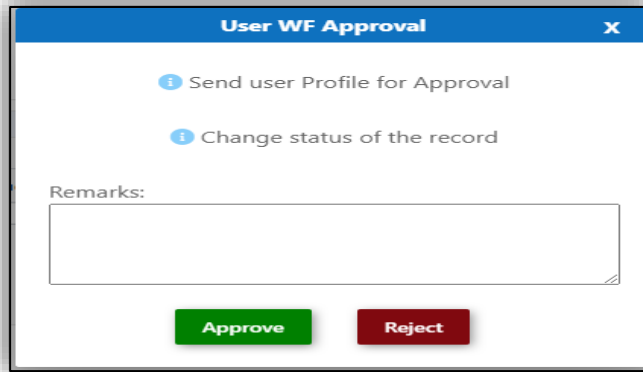Choose an option from the popup .And now Work Flow will be initiated accordingly with id

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

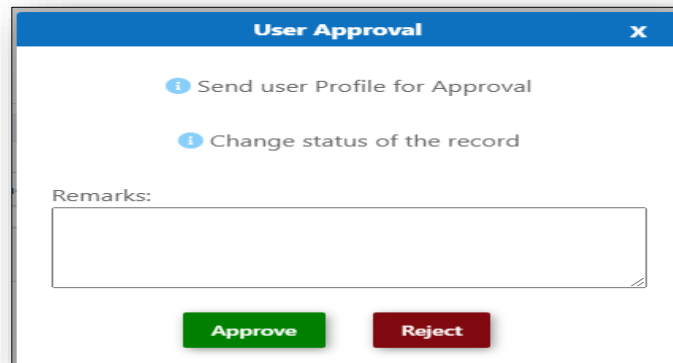status will be shown on the screen and the document status will be changed as 'WFAPP'. .

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).

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. 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 with below alert ok and Back

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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 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

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

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 ✔ **Record saved** message.

Step 4: After saving the record click on the 📎 icon. Then the user will be redirected to the Attachments Window. –
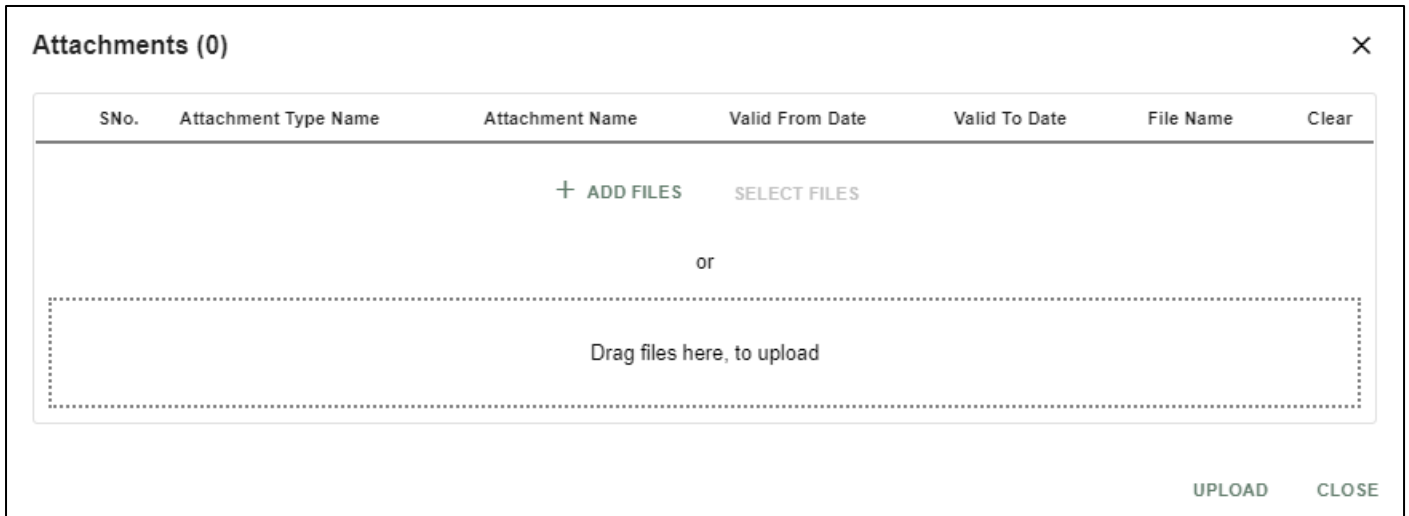
User Interface Image 14-Agent Nomination Approval 38.5.2

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on
+ 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.
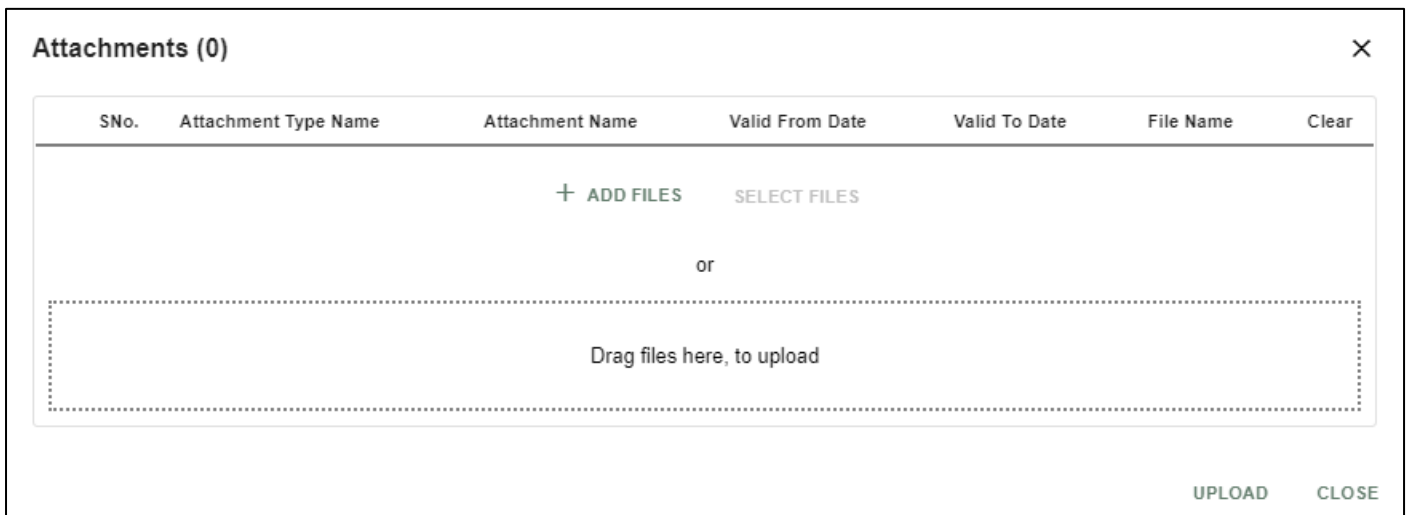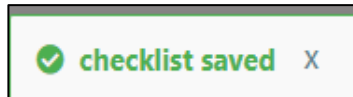

User Interface Image 308- Agent Nomination Approval 38.5.3

Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on
+ 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 7: Configure Check List in Check List Form for respective forms. Then Click on ☷ icon. Configured
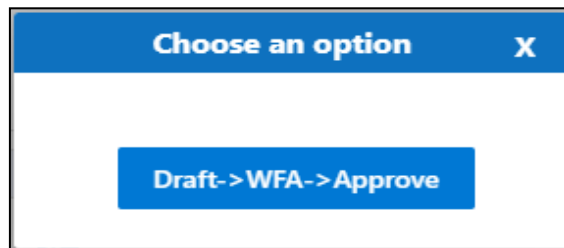
parameters will display in the Check List Window.

Check List

Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	☐	

Step 8: Click on Save, System will display the ✅ checklist saved X 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 **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).
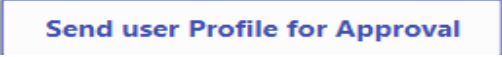
User Approval ×

Send user Profile for Approval

Remarks:

APPROVE   REJECT

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. **⚠ 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'.
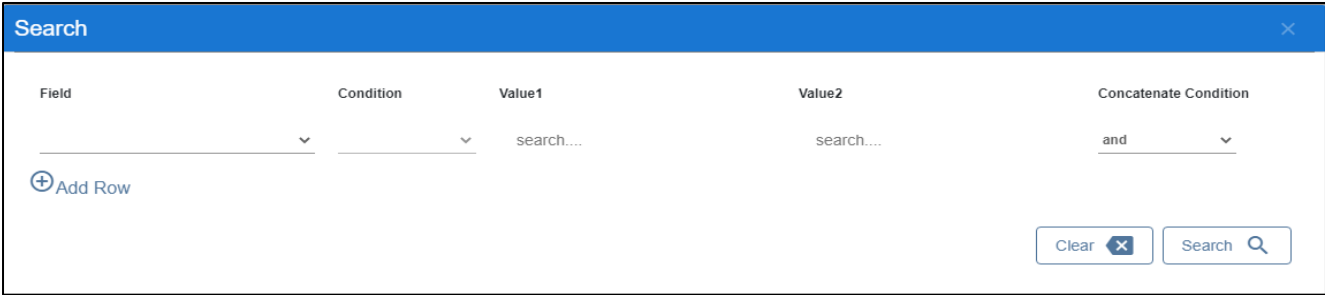
Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	License No.	Boat / Craft Type Name	Length (M)	Breadth (M)	Depth (m)	Registered Tonnage (MT)	Delivery D&T	Year of Built	
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	search.... 📅	🔍

Request Re-Measurement/Survey Request Of Boat/ Craft / IWT

1 - 10 of 152   10   < 1 2 3 .... 14 15 16 >

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.

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Search	×

Field	Condition	Value1	Value2	Concatenate Condition
˅	˅	search....	search....	and ˅

⊕ 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.

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 Biil 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.

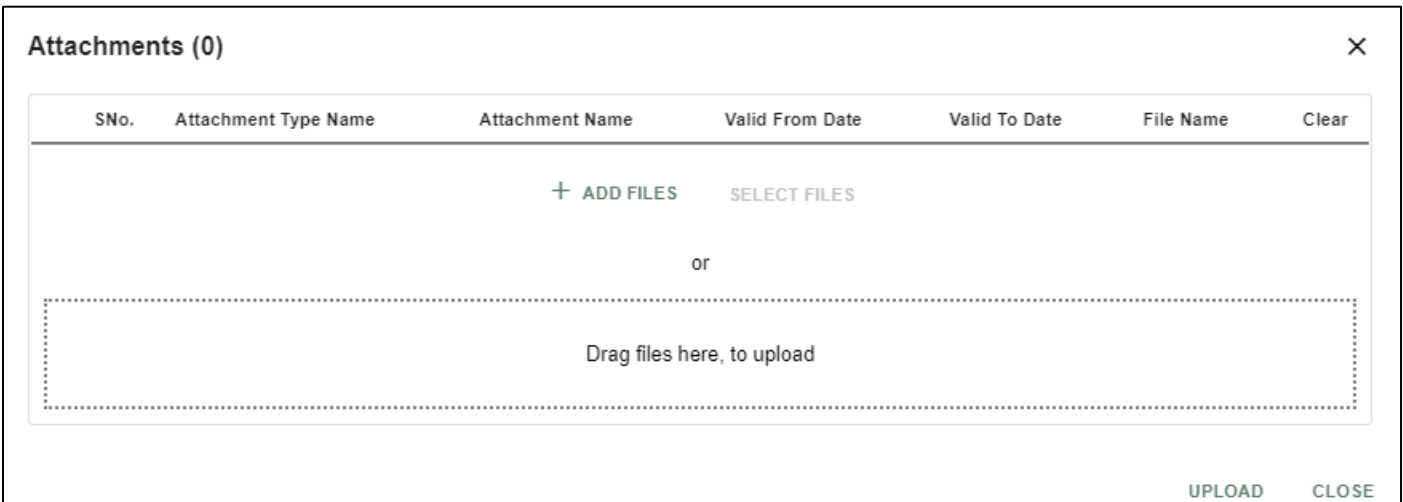**Step 1**-Click on New button 🗋 . The user shall redirect to the screen like below-.

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 [icon] from the top right corner to save the Form. Once the record got saved successfully, then the system will display [✓ Record saved] message.

Step 4: After saving the record click on the [icon] icon. Then the user will be redirected to the Attachments Window. –

User Interface Image Agent Nomination Approval Bill to Party 311- 39.5.2

Step 5: 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.

Attachments (0)   ✕

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 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

+ 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.
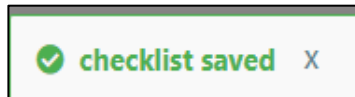
Step 7: Configure Check List in Check List Form for respective forms. Then Click on ☰ icon. Configured parameters will display in the Check List Window.

Check List   💾 X

Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	☐	

Step 8: Click on Save, System will display the **✓ checklist saved X** 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 ◈ .

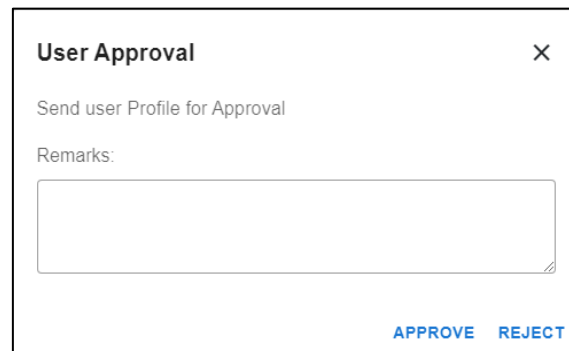**Choose an option**   X

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 **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

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. 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

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

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 [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] icon shown. After clicking the icon system will display **Confirmation required** with below alert Extend and Back buttons

By Clicking on Back we can go to the previous screen. By clicking Extend we can see the below fields in Alert.

Clicking on Close we can go to the previous screen. By clicking Extend system will display [Ok] and status will same as Approved.

Step 18: While if there is any changes or renewal we can renewal the record by clicking the [icon] icon shown. After clicking the icon system will display **Confirmation required** with below alert Renewal and Back buttons

Alert Message X

ⓘ Do you want to Renewal?

[Renewal]   [Back]

By Clicking on Exit we can go to the previous screen. By clicking Renewal we can see the below fields in Alert.

Renewal X

Reason Code*   [   ] ⬈
Reason Description   [   ]
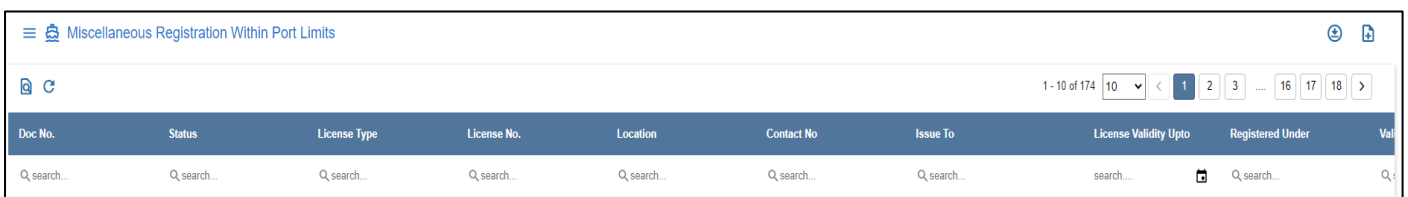Requested By   [   ]
Renewal Date*   [   ] 📅

[Exit] [Renewal]

Clicking on Close we can go to the previous screen. By clicking Renewal System will display [Ok] and status will same as Approved.
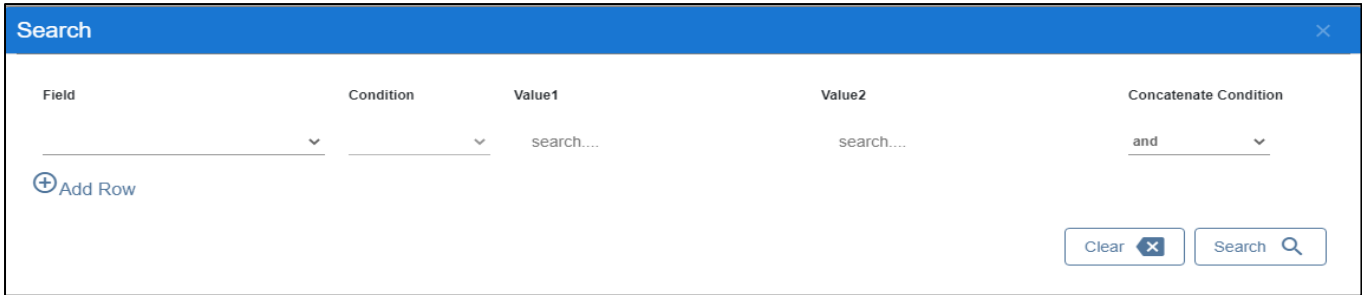
Step 19: Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

☰ 🚢 Miscellaneous Registration Within Port Limits

Doc No.	Status	License Type	License No.	Location	Contact No	Issue To	License Validity Upto	Registered Under	Val
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	🔍 search...	🔍

1 - 10 of 174   10 ▾   ‹ 1 2 3 ... 16 17 18 ›

User Interface Image 313-Miscellaneous Registration within port Limits 39.5.4

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

Search				✕
Field	Condition	Value1	Value2	Concatenate Condition
⌄	⌄	search....	search....	and ⌄
⊕ Add Row				
				Clear ✕ Search 🔍

By Clicking on [funnel icon] 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 [icon] 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 [icon] 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 [icon] . 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.

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 ⊕ **Add Row** to enter the data
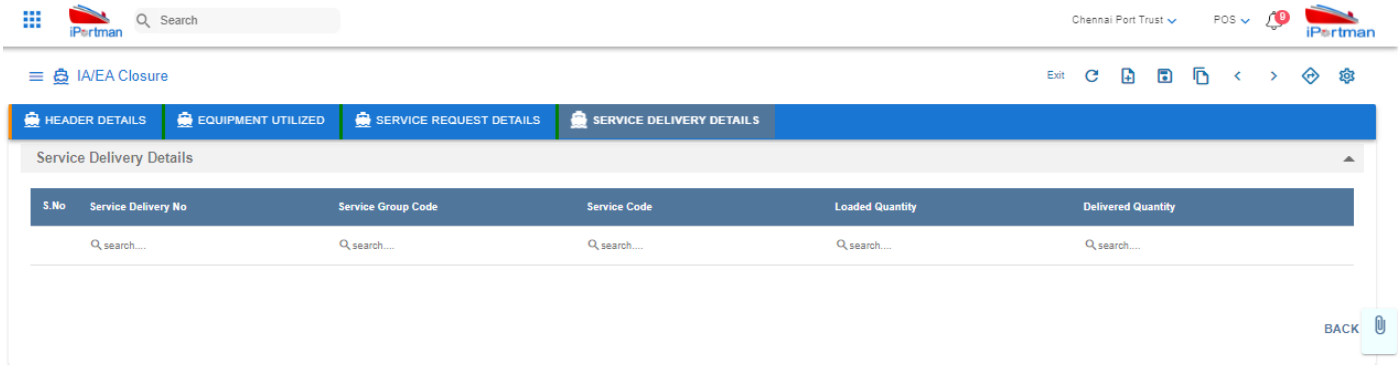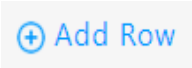
User Interface Image 133– IA/EA Closure Equipment Utilization 27.2(a)

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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 ⊕ Add Row if need to add multiple Row's or else click on button to save the record, And On-screen notification will be LOV as ✅ Record saved

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 + 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.

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 woll display respective section name.

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Attachments (1)   ✕

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
☐ 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)   ✕

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
☐ 1.	Cargo Related Documents	International Load Line Certificate				*File Required
☐ 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.

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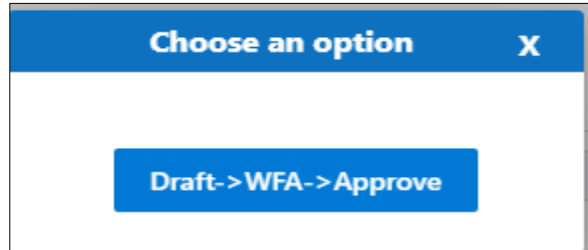

Click On Close Button

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 .
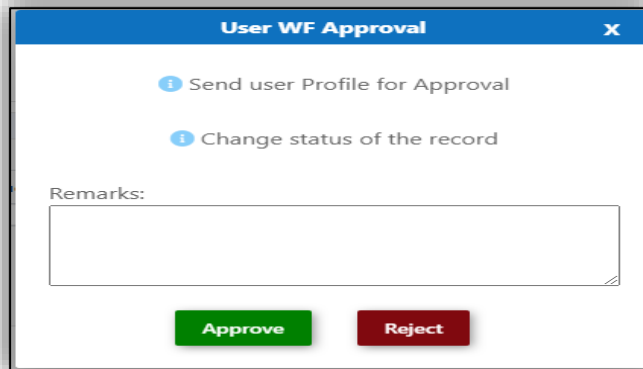
Choose an option ✕

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).

User WF Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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'. .
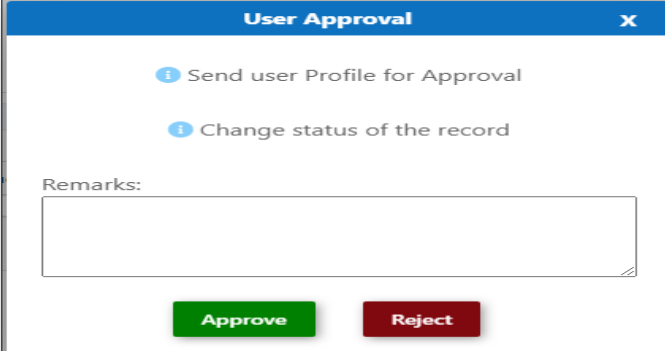
Successfully rejected.

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).

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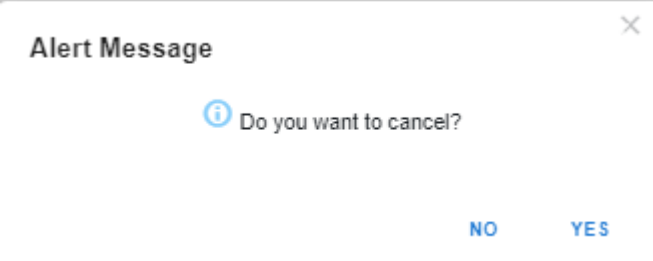APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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
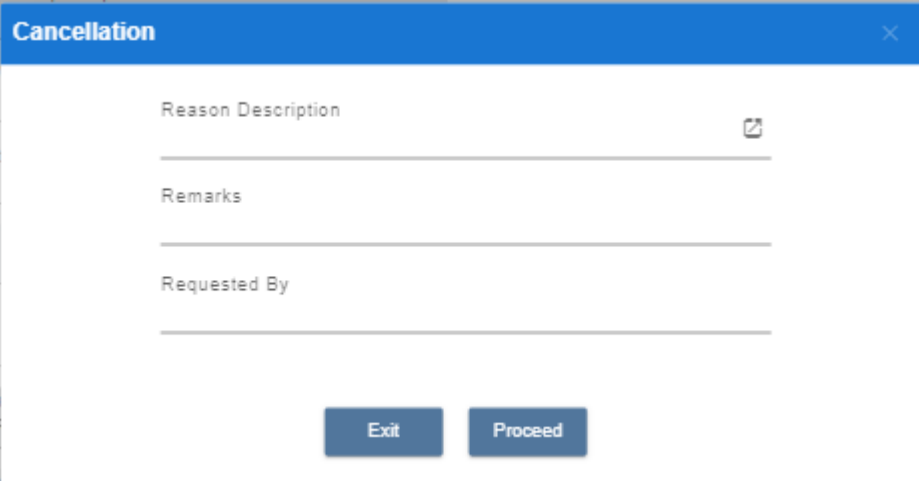
By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.
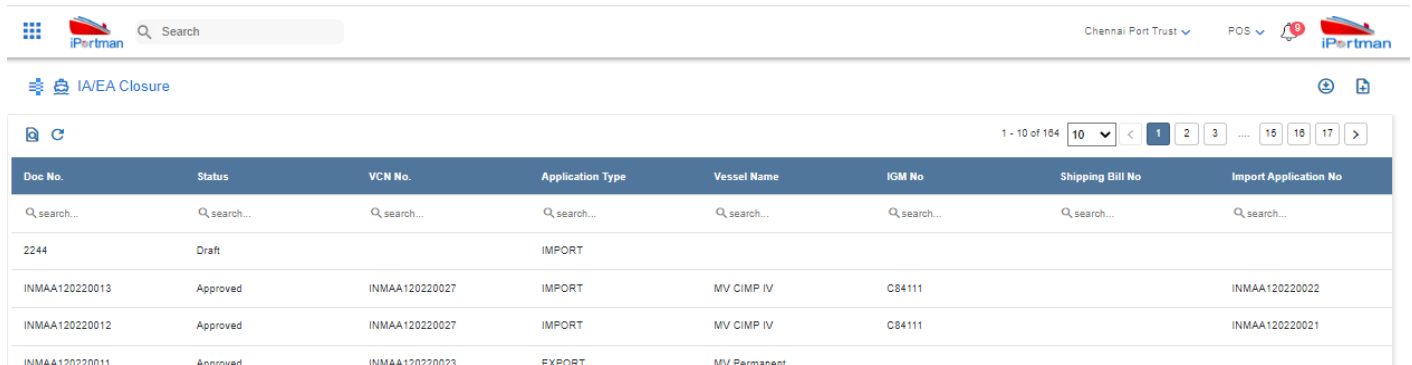
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to

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CANCEL

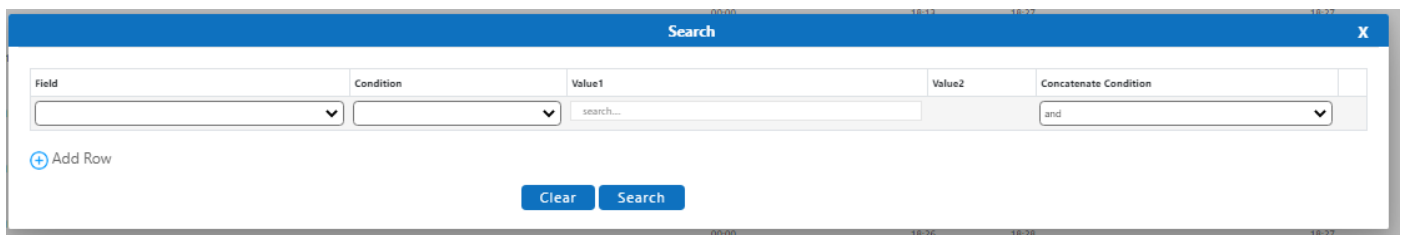Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

Step 15: 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 [10 ▾] 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**

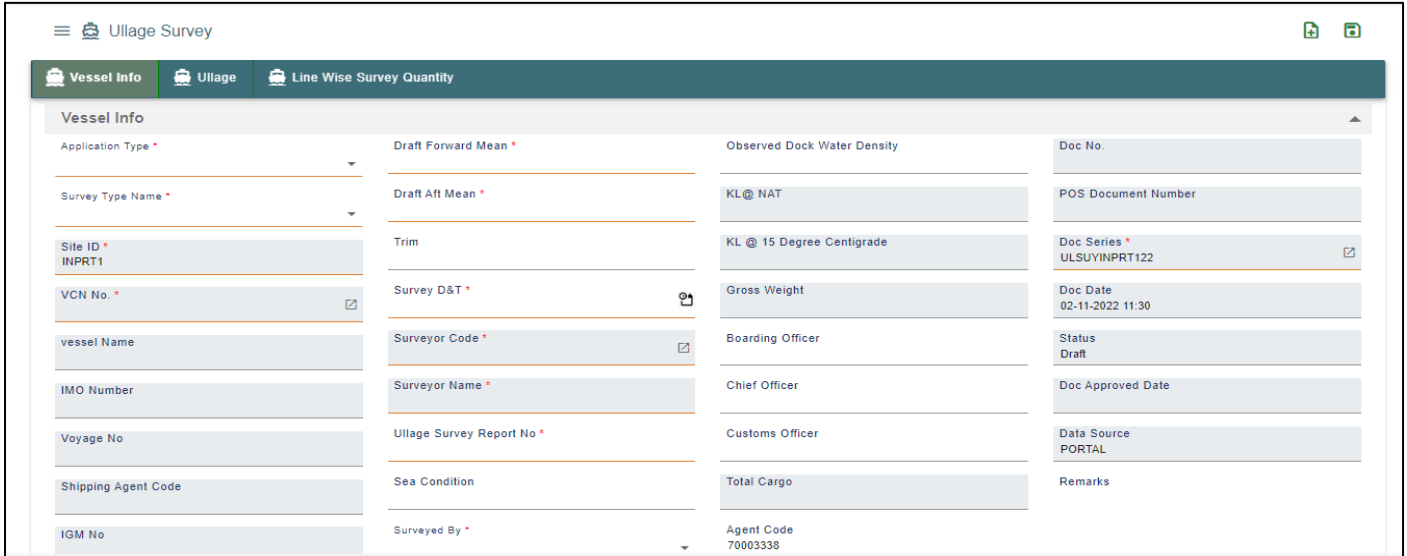USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

21.3 PREREQUISITES – MASTERS

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

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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.

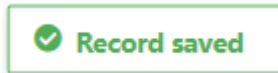Below are the Field Information regarding Vessel Information Details Section.

(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.
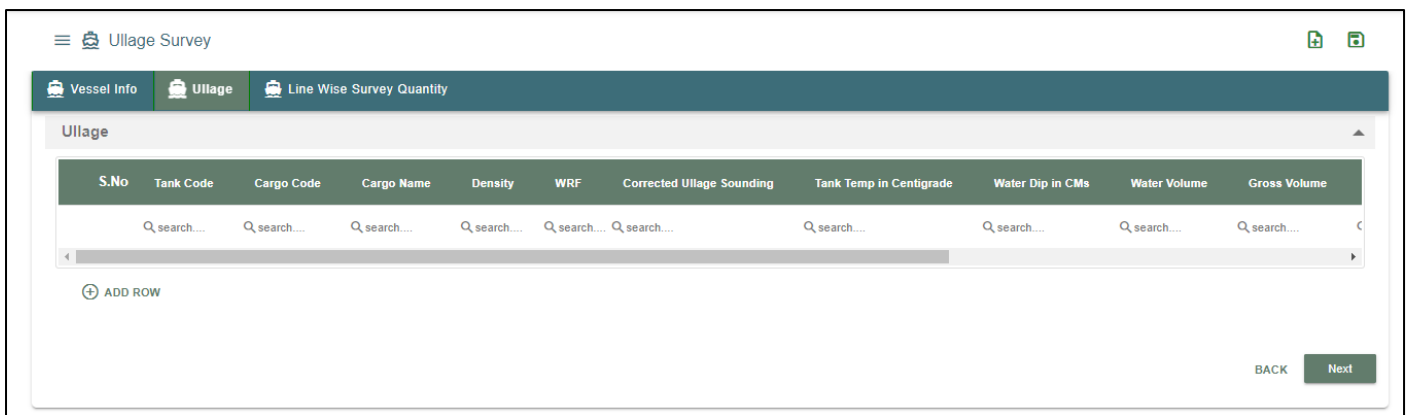
User Interface Image 66-Ullage Survey (Ullage)-10.5.2(a)

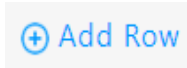Click on [⊕ Add Row] to begin with data entry
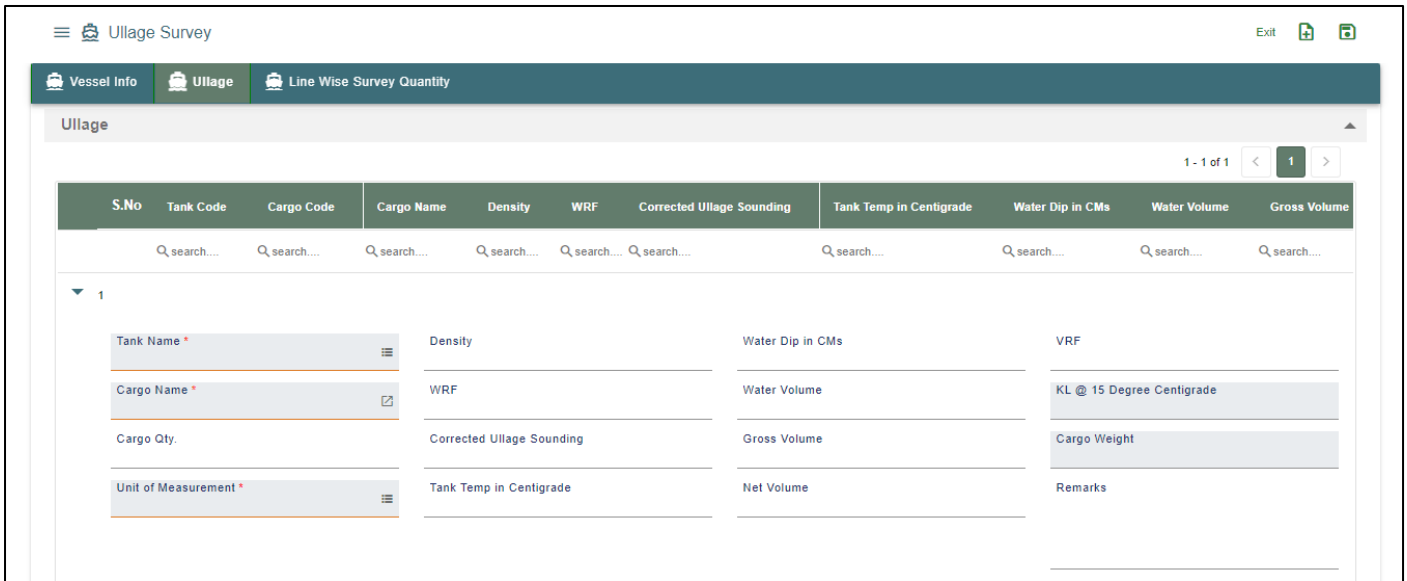
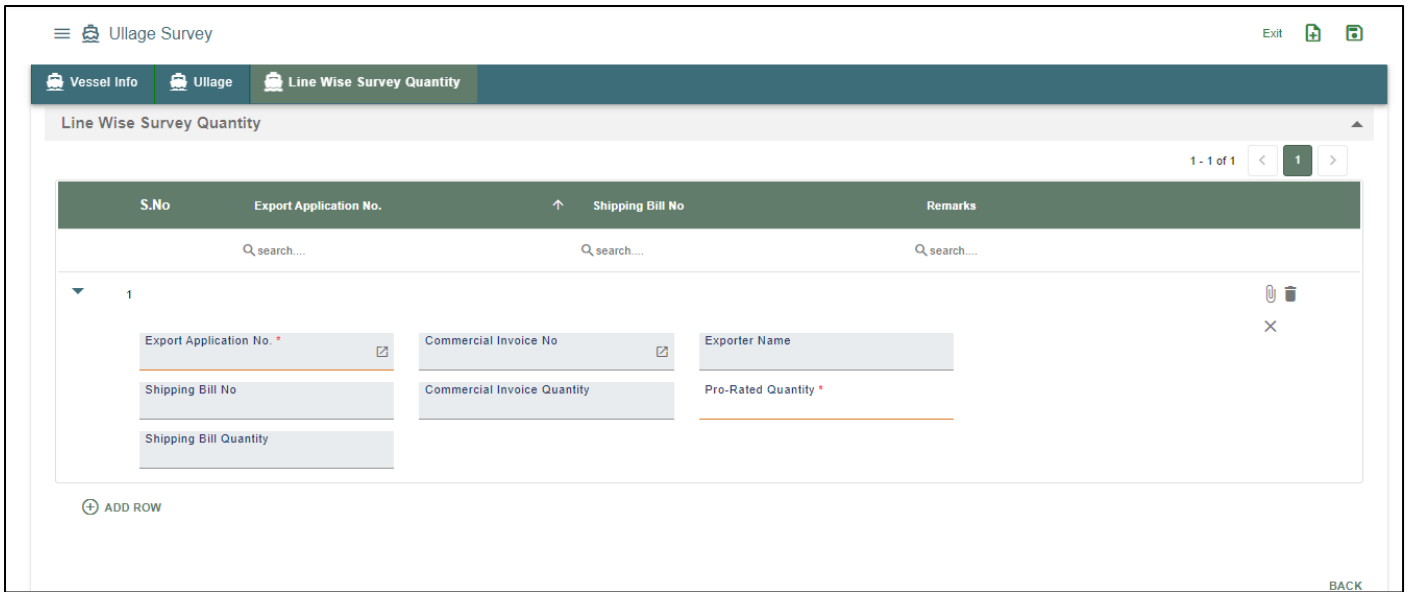**User Interface Image 67-Ullage Survey (Ullage)-10.5.2(b)**

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 ⊕ Add Row 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 [paperclip] icon. Then the user will be redirected to the popup window as below –

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.

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 [paperclip] 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] 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
Ullage Survey							
☐	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							
☐	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 ◈ .

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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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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

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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 Sucessfully","Status":"Sucess"}

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

Doo No.	Status	VCN No.	Vessel Name	IMO Number	Application Type	Site ID	Draft Aft Mean	Doo Date	Doo 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 liquidicdr	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 Samrudh	34313431	IMPORT	INMAA1	9	06-04-2022 18:27	06-04-2022 18:27	POS			POSUSER1	06-04-2022 18:27
INMAA1-2022-00004	Approved	INMAA120211980	MT Samrudh	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 Samrudh	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 Samrudh	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.

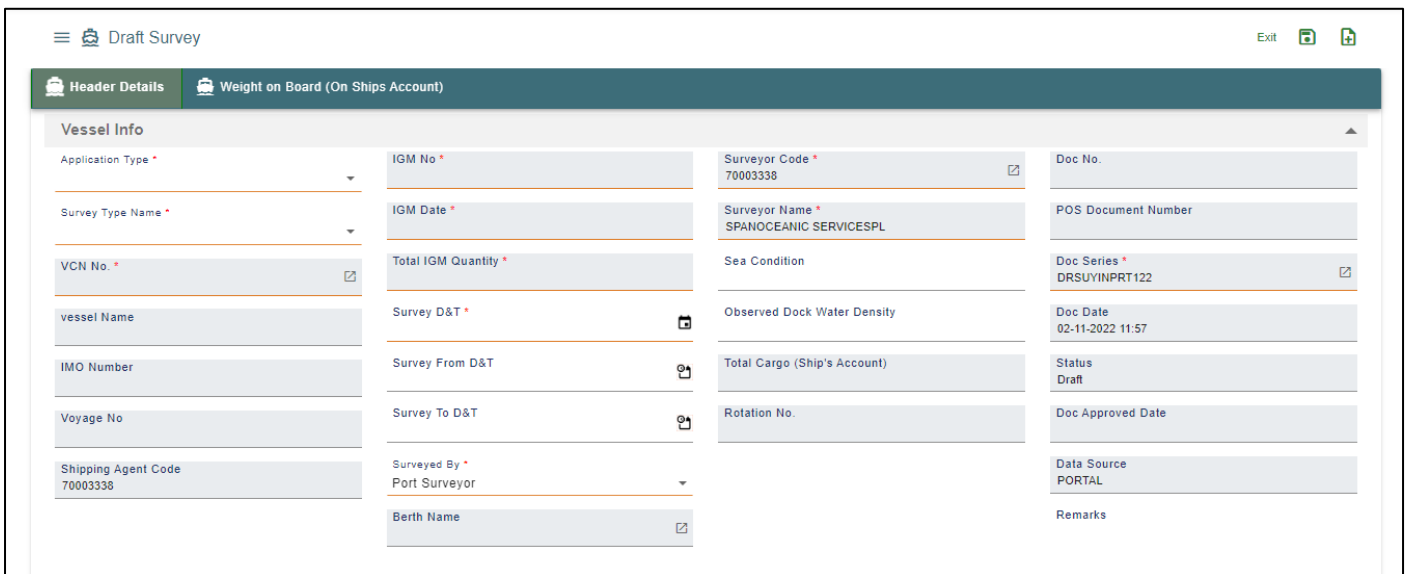| Menu Path	Menu Bar →Cargo→ Cargo Operations → Draft Survey→ Click on New button ⊡

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

22.3   PREREQUISITES – MASTERS

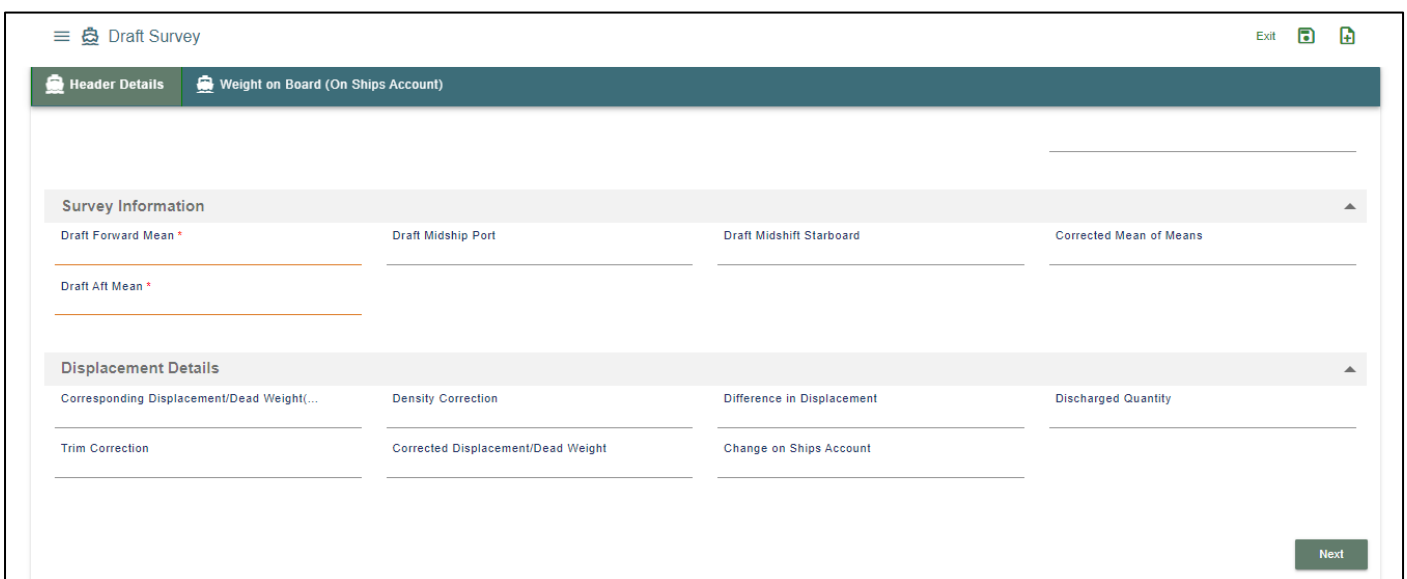### 22.4   SCREENSHOT

Following Screenshots are from Draft Survey.

Step 1- Click on New button 🗎 and We will redirect to screen like below.

User Interface Image 59-Draft Survey (A)- 9.5.1

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.

✓ Record saved

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.
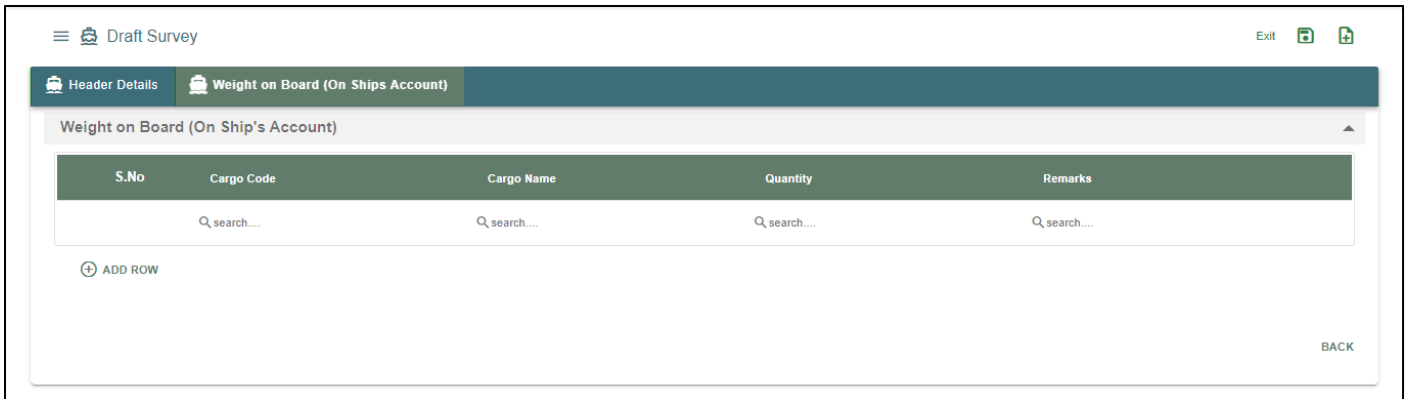
User Interface Image 60-Draft Survey(Weight on Board)- 9.5.2(a)

Click on ⊕ Add Row to begin with data entry
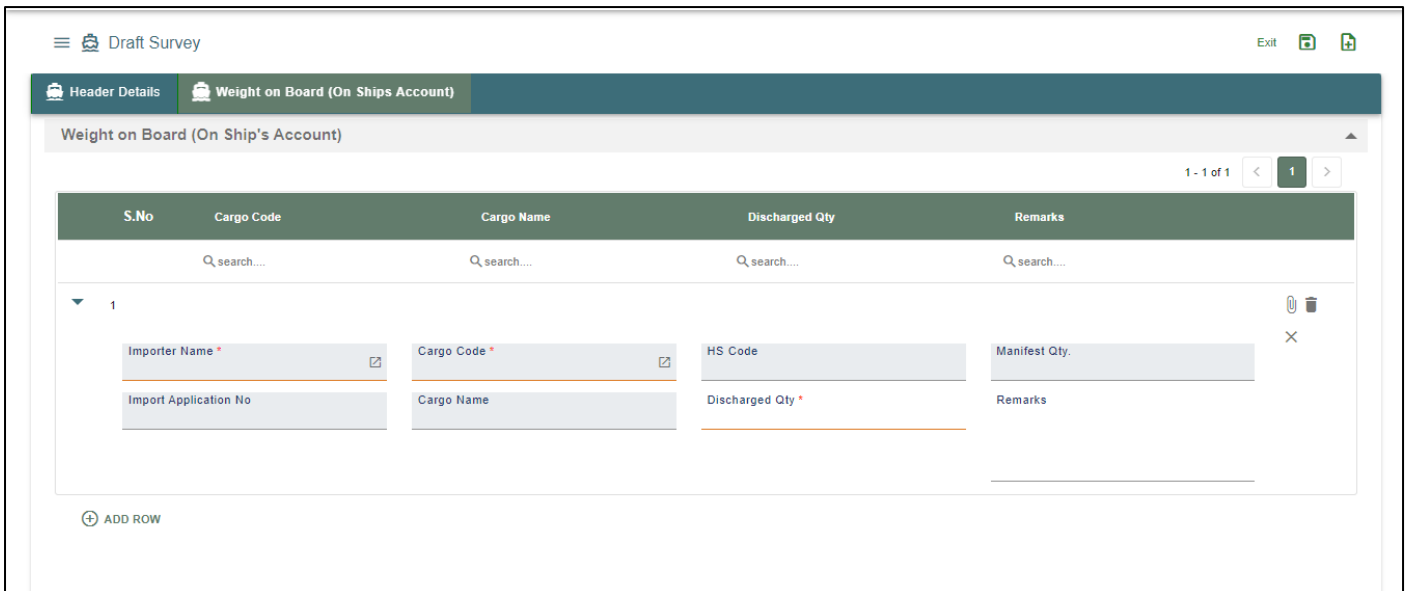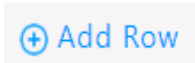
User Interface Image 61-Draft Survey(Weight on Board)- 9.5.2(b)

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

Step 5: Once data is filled in Weight on Board Details, click on save button and click on Add Row 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 **+ 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.

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)   ✕

	SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey							
☐	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							
☐	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								
☐	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								
☐	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).

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).

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

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CANCEL

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

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

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.
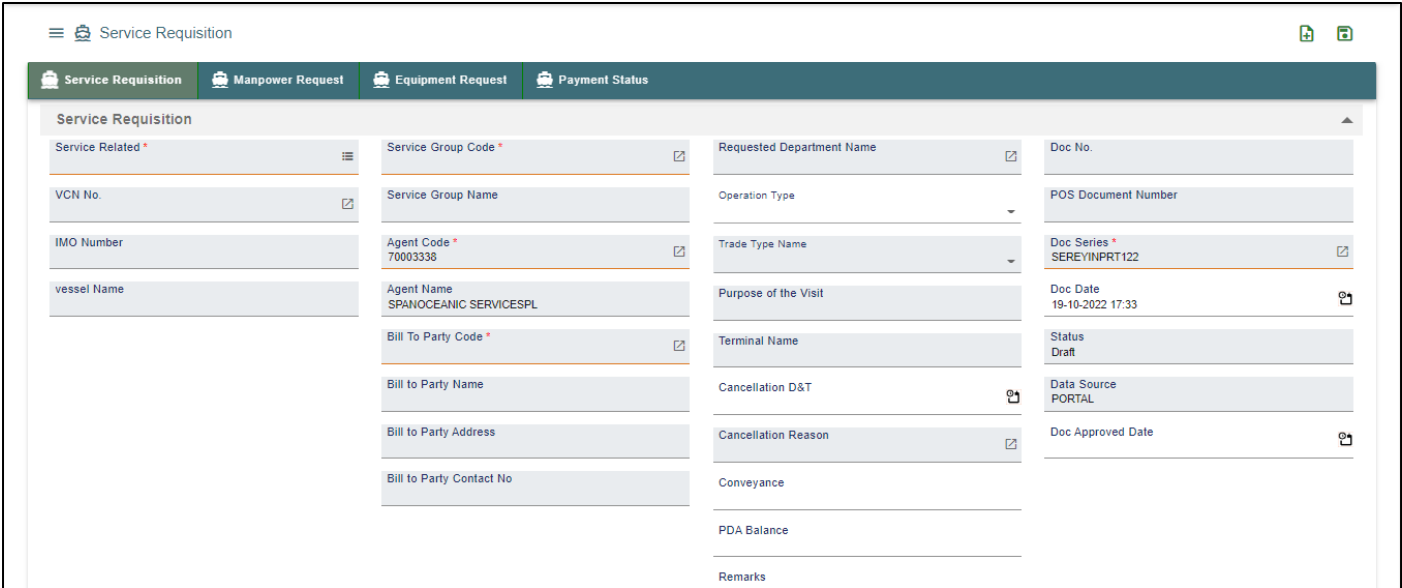
23.3   PREREQUISITES – MASTERS

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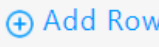
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

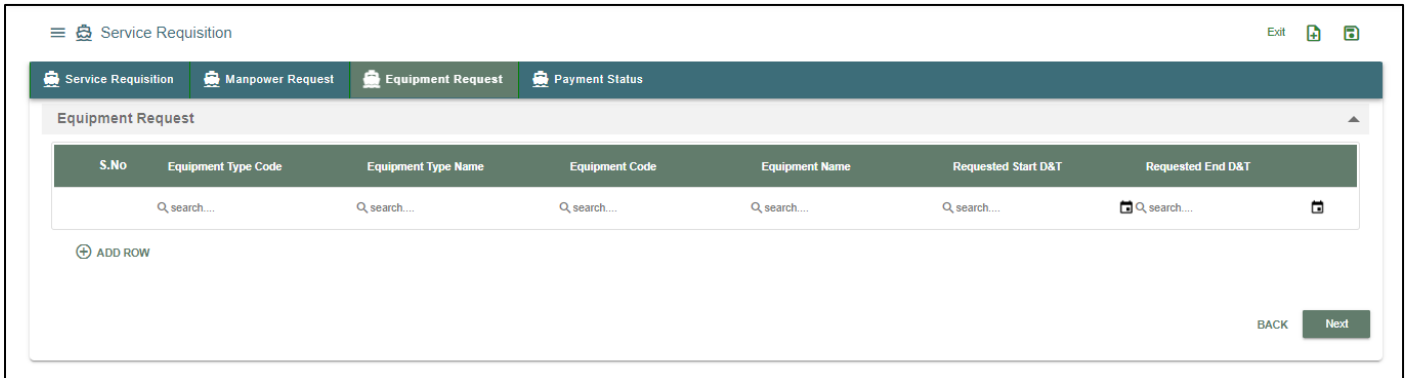Below are the Field Information regarding Service Requisition Details Section.

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

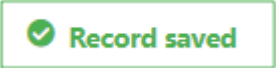| Field Name	MANDATORY	Fill Type
Service Related	YES	BL Lookup
VCN No.	NO	BL Lookup
IMO No.	NO	Textbox/Auto Populated
Vessel Name	NO	Textbox/Auto Populated
Agent Code	YES	BL Lookup
Agent Name	NO	Textbox/Auto Populated
Service Group Code	Yes	BL Lookup
Service Group Name	NO	Textbox
Bill To Party Code	YES	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 ⊕ Add Row the button.

Step 4: The system shall display below fields to enter.
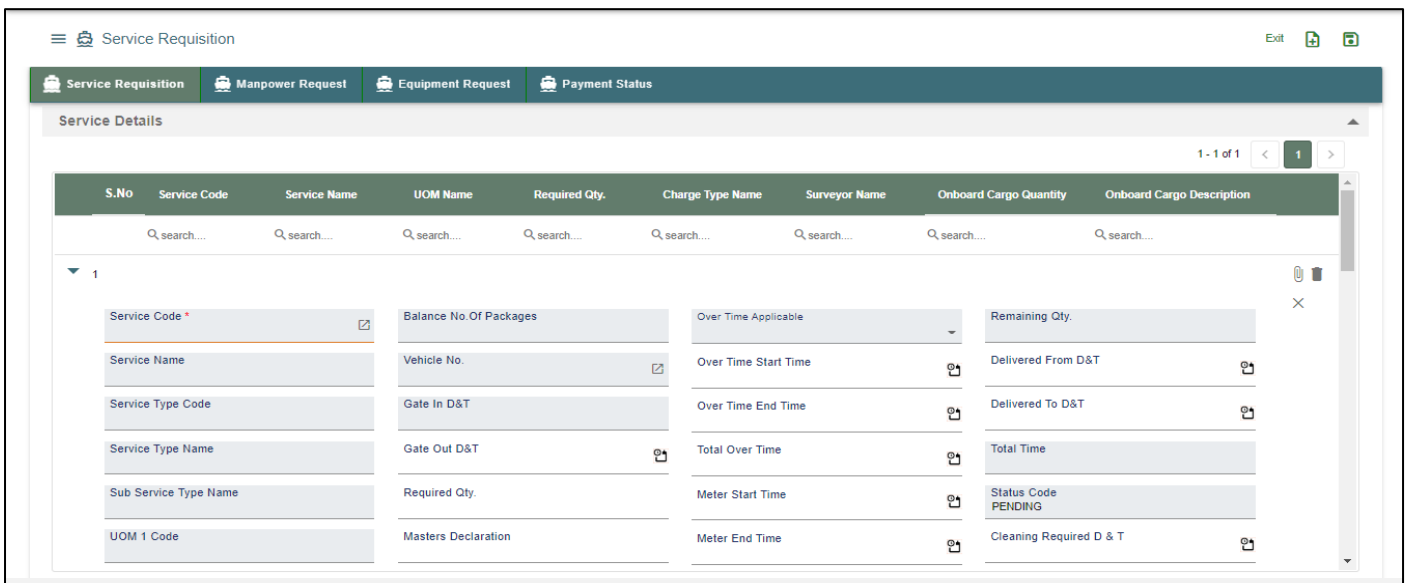
User Interface Image 178-Service Requisition 19.5.2

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

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

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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.
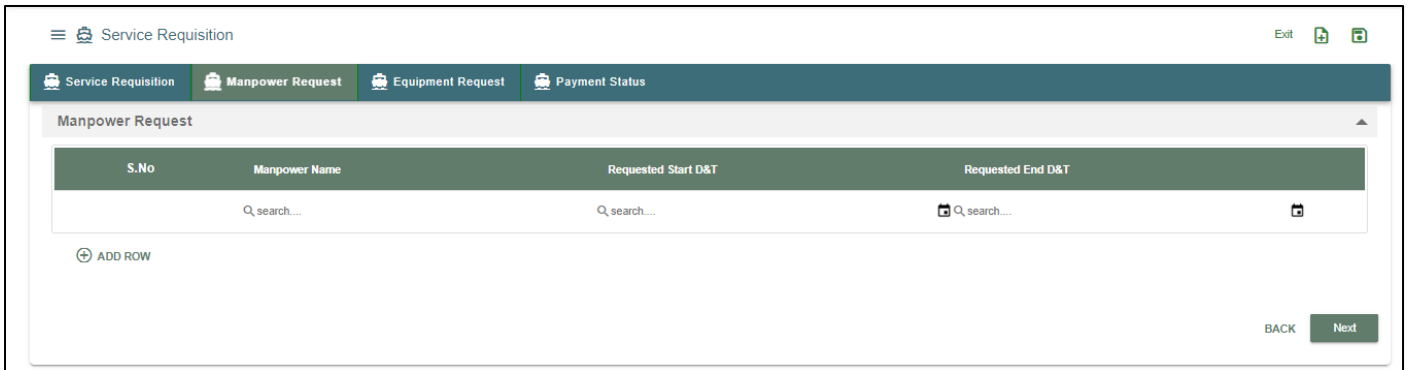
User Interface Image 179-Service Requisition 19.5.3

Step 6: The system shall display below fields to enter.
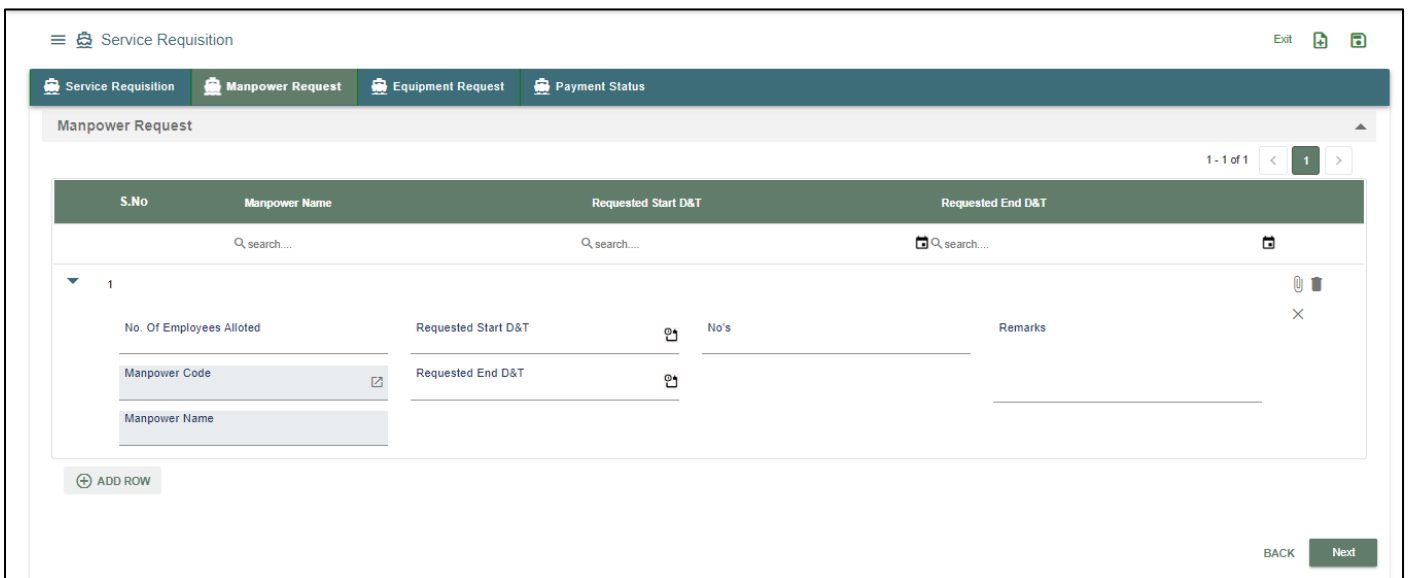
User Interface Image 180-Service Requisition 19.5.4

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

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

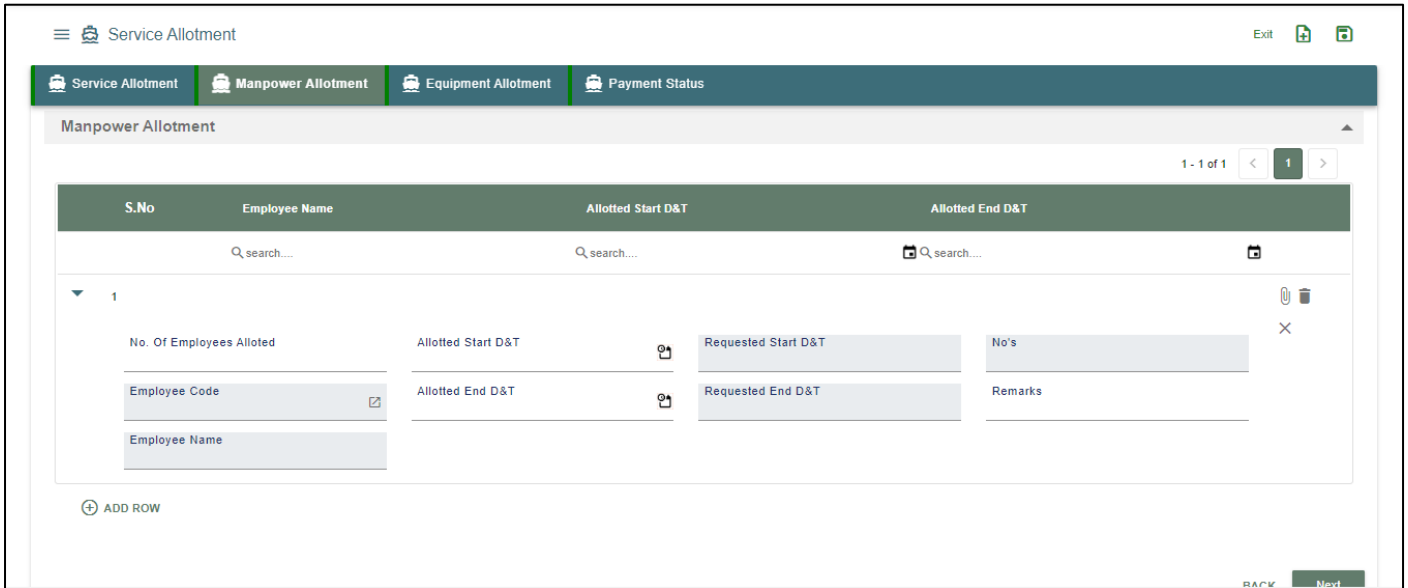**Step 9:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –
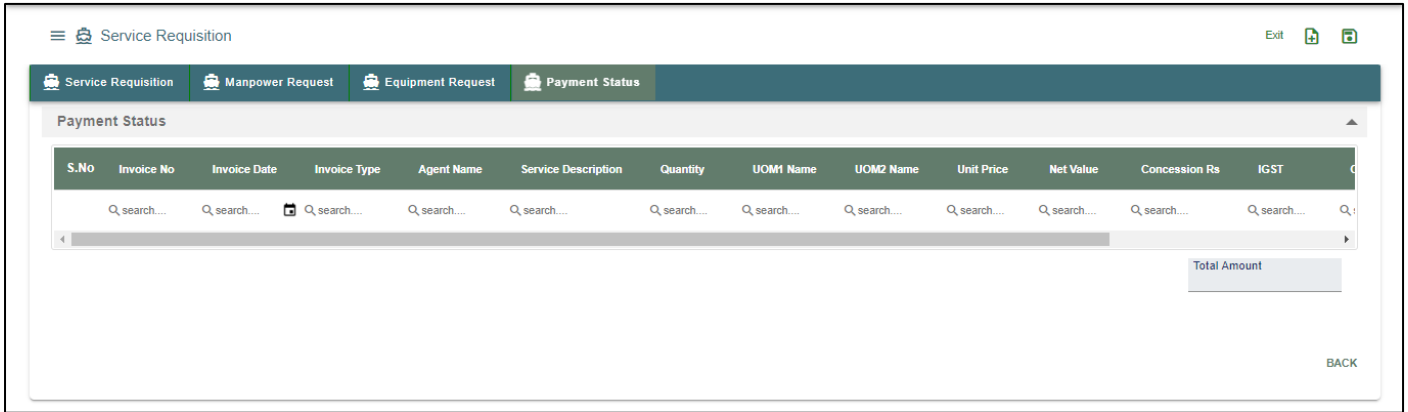
User Interface Image 183-Service Requisition 19.5.6(a)

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 ✅ **Record saved** message.

Step 11: Aftersaving the record click on the 📎 icon. Then the user will be redirected to the Attachments Window. –
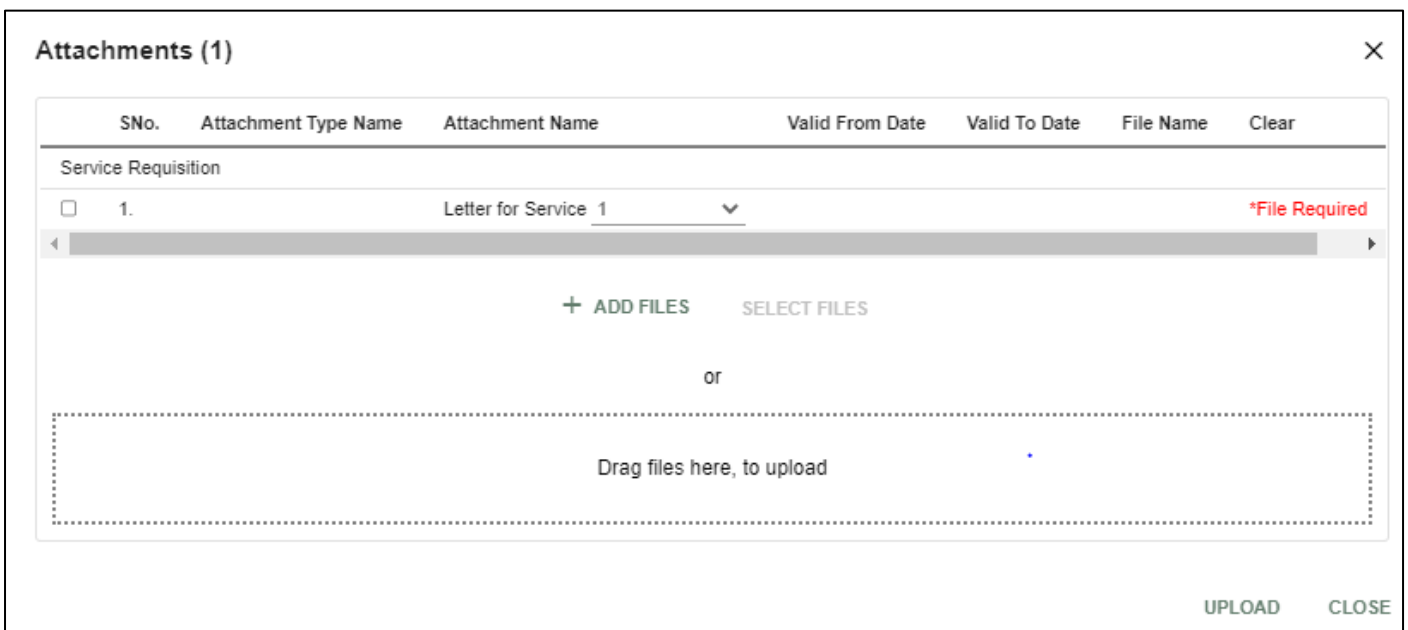
User Interface Image 184-Service Requisition 19.5.8

Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on **+ 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.

Attachments (1)   ✕

	SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Service Requisition								
☐	1.		Letter for Service 1	⌄				*File Required

◄   ►

+ ADD FILES   SELECT FILES

or

Drag files here, to upload   ·

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 **+ 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.
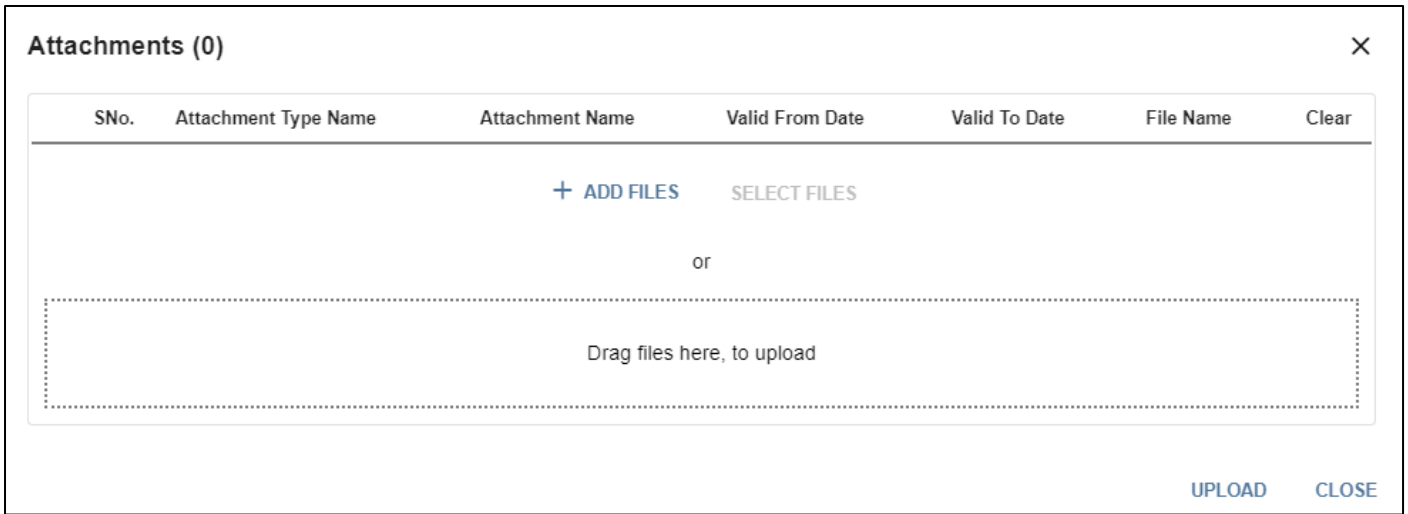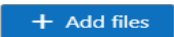
Step 14: Configure Check List in Check List Form for respective forms. Then Click on ☷ icon. Configured parameters will display in the Check List Window.

Check List   🖫 **X**

Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	☐	

Step 15: Click on Save, System will display the **✓ checklist saved X** 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 ◈ .

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

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).

User Approval   ×

Send user Profile for Approval

Remarks:

APPROVE   REJECT

Step18: Once the user Approve the request the following   Successfully Status changed to WFAPP   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

Step20: 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. **❶ 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 21: 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 **Ok** and status will change to CANCEL

Step 22: Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as

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Draft/Approved/Rejected/Cancel Status respectively

≡ 🖴 Service Requisition									🔄 🔁

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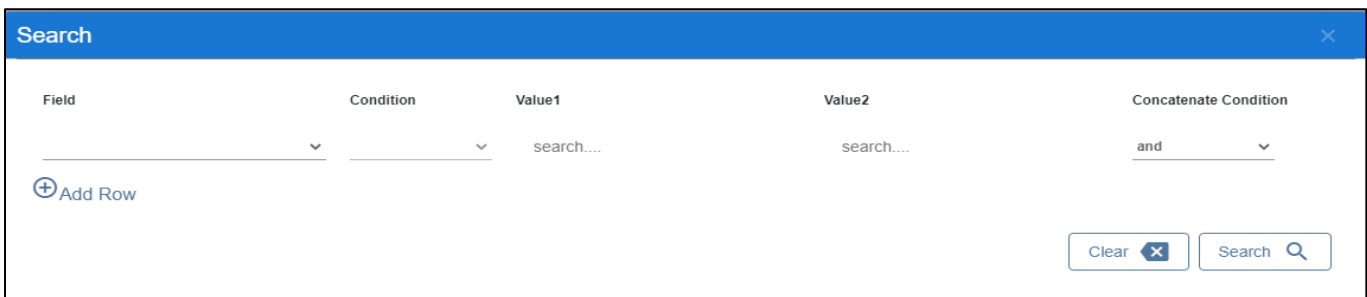
By Clicking on 🔽 can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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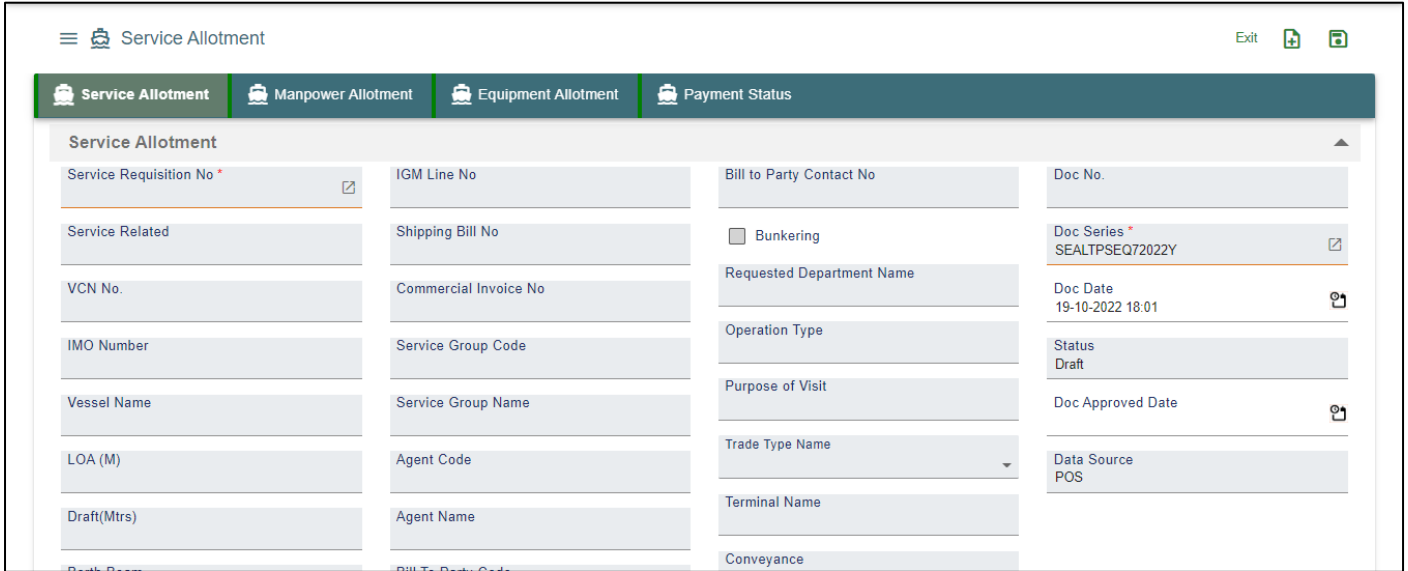
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

24.3   PREREQUISITES – MASTERS

24.4 SCREENSHOTS

Following are the Screenshots from Service Allotment.

Step 1-Click on New button [icon] . The user shall redirect to the screen like below-.
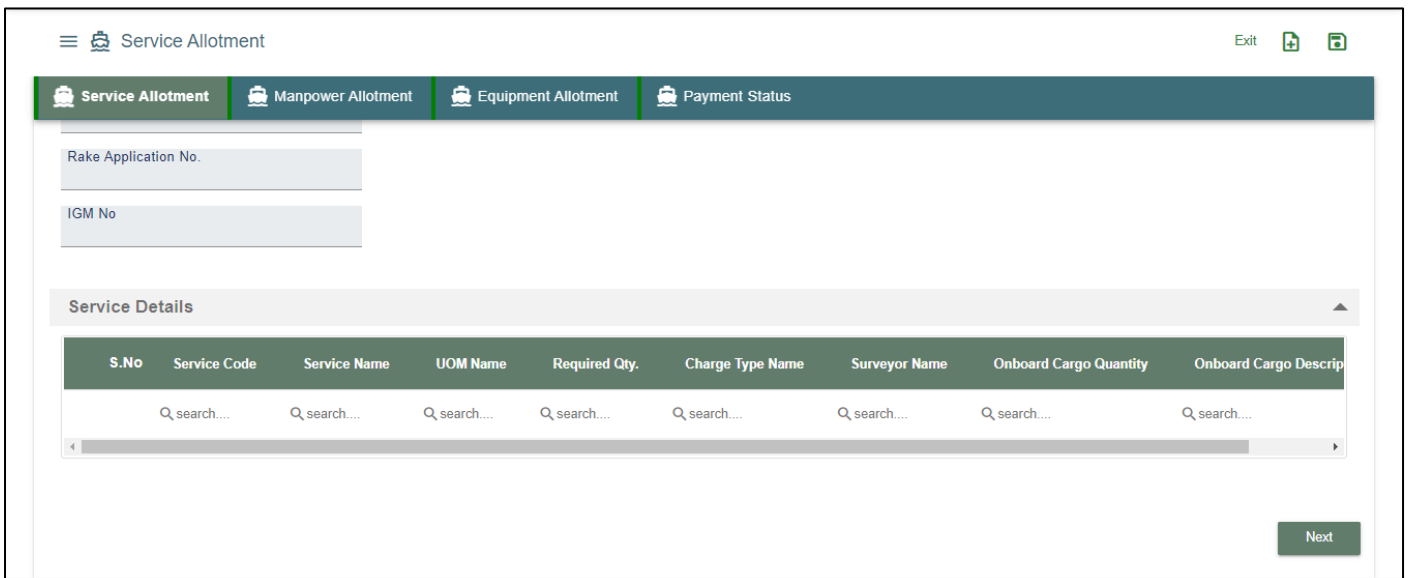
User Interface Image 187-Service Allotment 20.5.1

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

Step 3: The system shall display below fields to enter.

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.
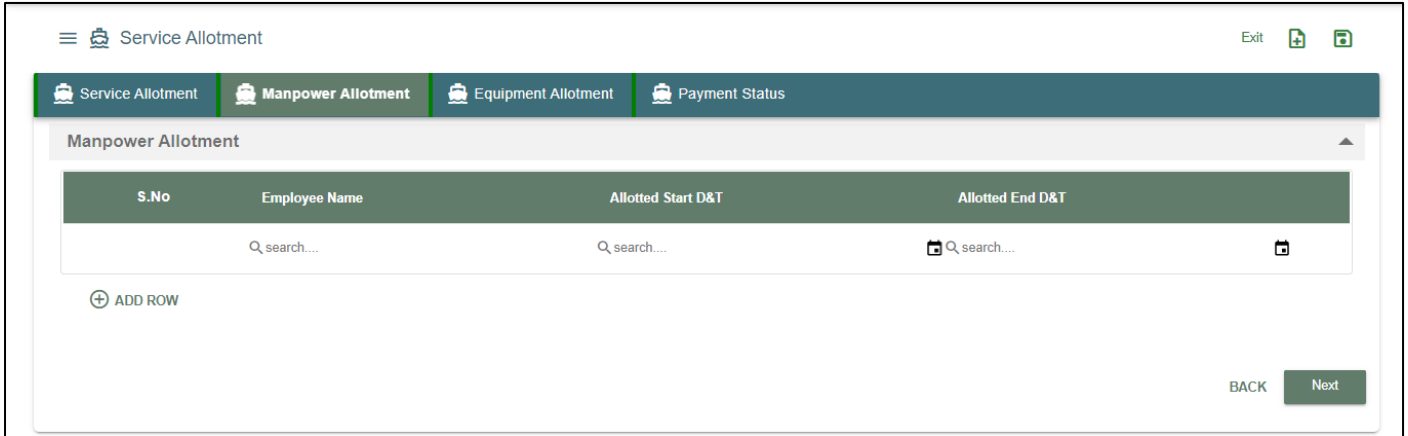
User Interface Image 189-Service Allotment 20.5.3

Step 5: After Clicking the ⊕ Add Row it will show the given field as shown
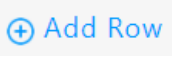
User Interface Image 190-Service Allotment 20.5.4

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.
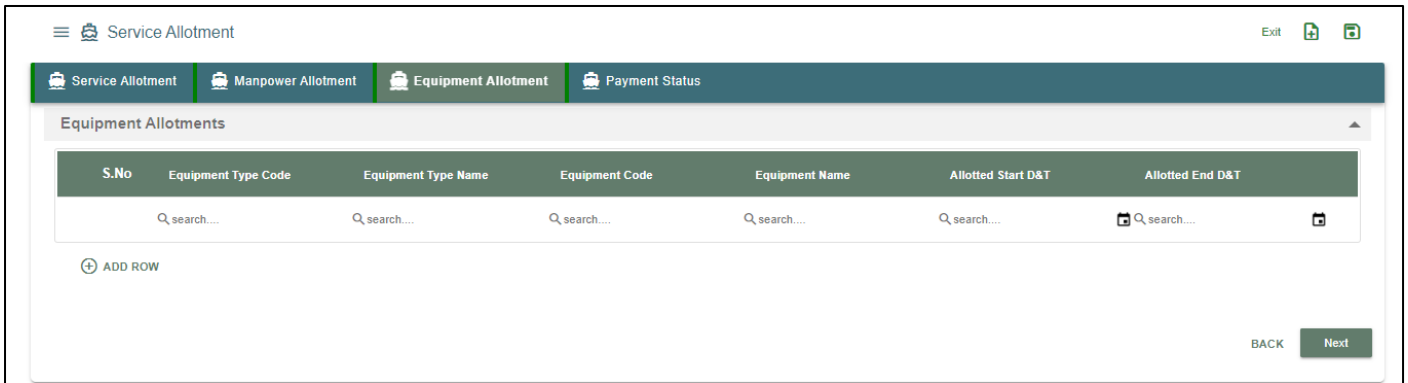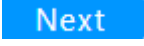
User Interface Image 191-Service Allotment 20.5.5

Step 7: After Clicking the ⊕ Add Row it will show the given field as shown
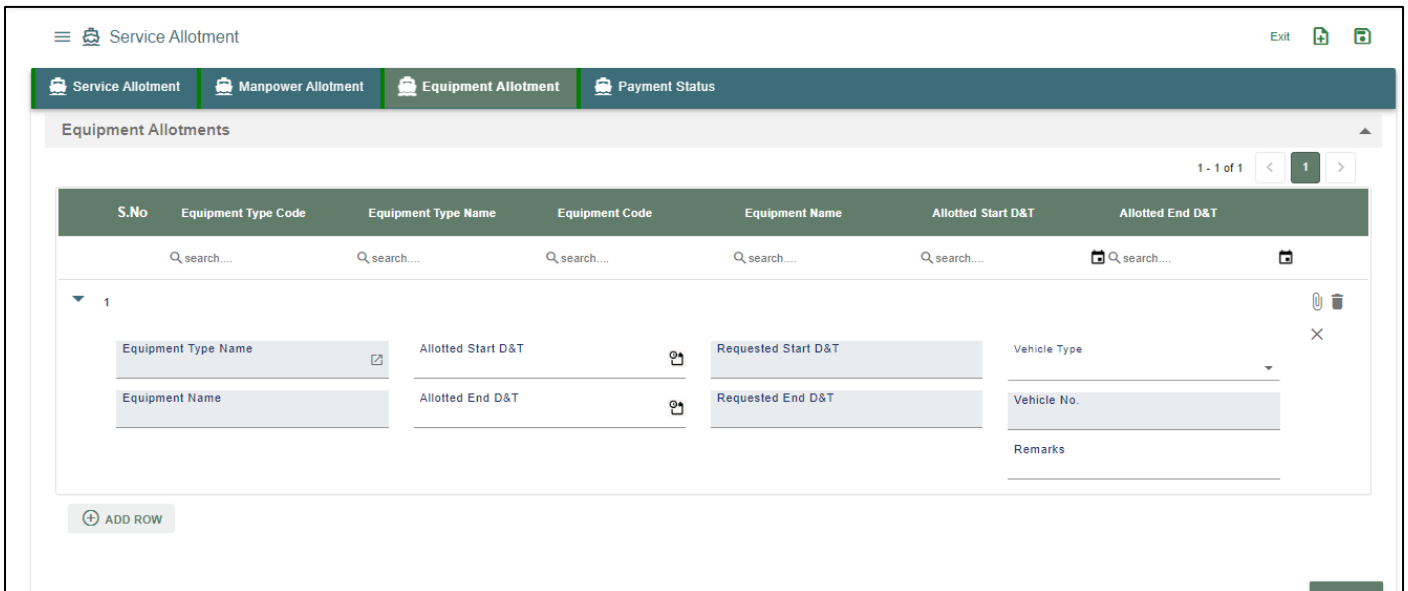
User Interface Image 192-Service Allotment 20.5.6

Step 8: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –

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 ✅ Record saved 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 **+ 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.

Attachments (0)

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
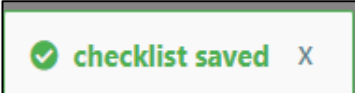
User Interface Image 194-Service Allotment 20.5.8

Step 12: 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 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	☐	

Step 14: Click on Save, System will display the ✅ checklist saved X 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 .

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

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'.

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 20: 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 21: 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 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 **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 [**Ok**] 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

≡ 🏛 Service Allotment   ⊕ 🖹

Doc No.	Status	Service Requisition No	VCN No.	Vessel Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	search.... 📅	🔍 search...	search.... 📅	🔍 search...	search.... 📅

1 - 10 of 226   10 ⌄   ‹ [1] 2 3 ... 21 22 23 ›

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
⌄	⌄	search....	search....	and ⌄

⊕ 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:

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-.

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 mark (*).Enter the valid data or information into the fields.

Step 3:-Service Details section is displayed in the same page. Click on ⊕ Add Row the button.

Step 4: The system shall display below fields to enter.
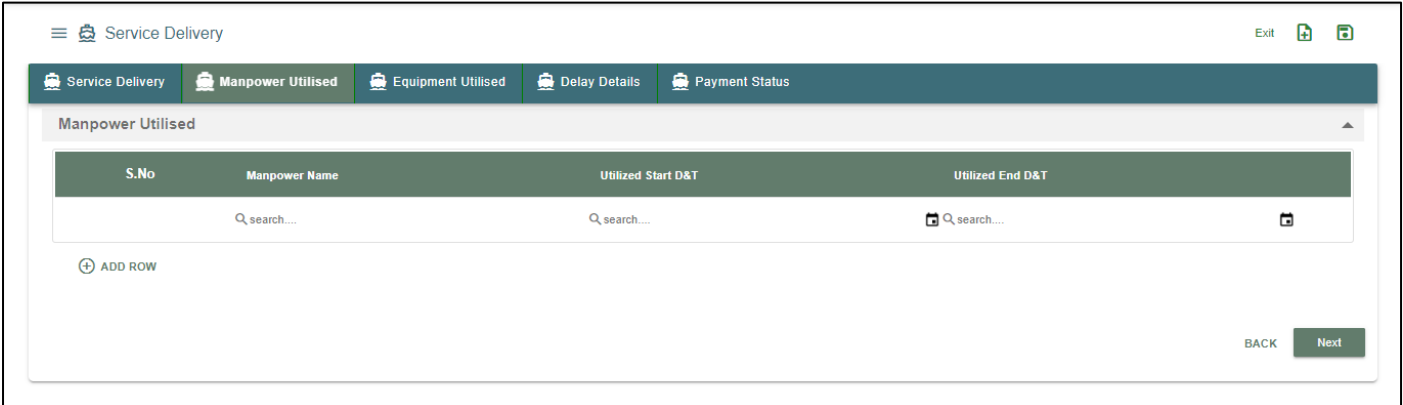
User Interface Image 197-Service Delivery 21.5.2

Step 5: Once all the mandatory and required fields are filled then Clickon 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.

User Interface Image 198-Service Delivery 21.5.3

Step 6: After Clicking the [⊕ Add Row] it will show the given field as shown

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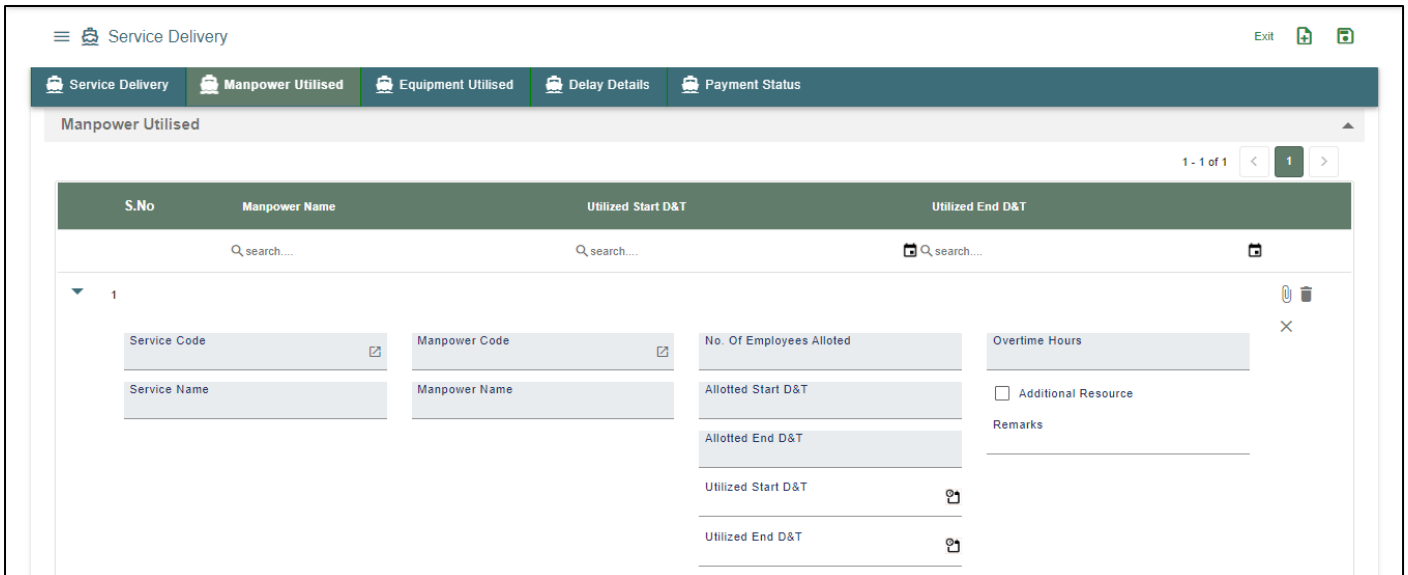
User Interface Image 199-Service Delivery 21.5.4

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.
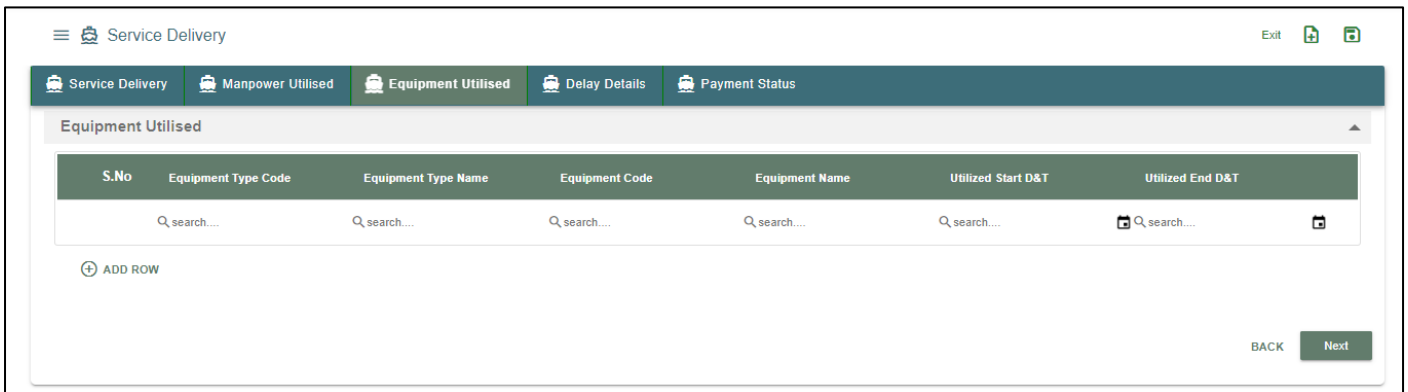
User Interface Image 200-Service Delivery 21.5.5

Step 8: After Clicking the ⊕ Add Row it will show the given field as shown
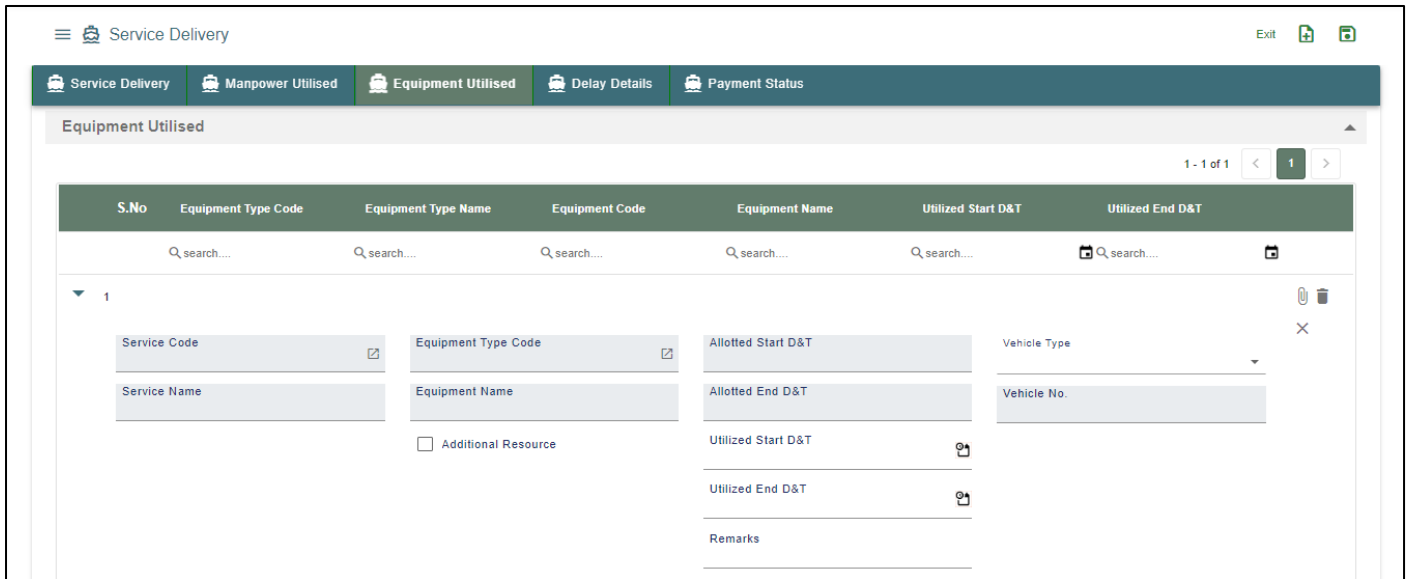
User Interface Image 201-Service Delivery 21.5.6

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.
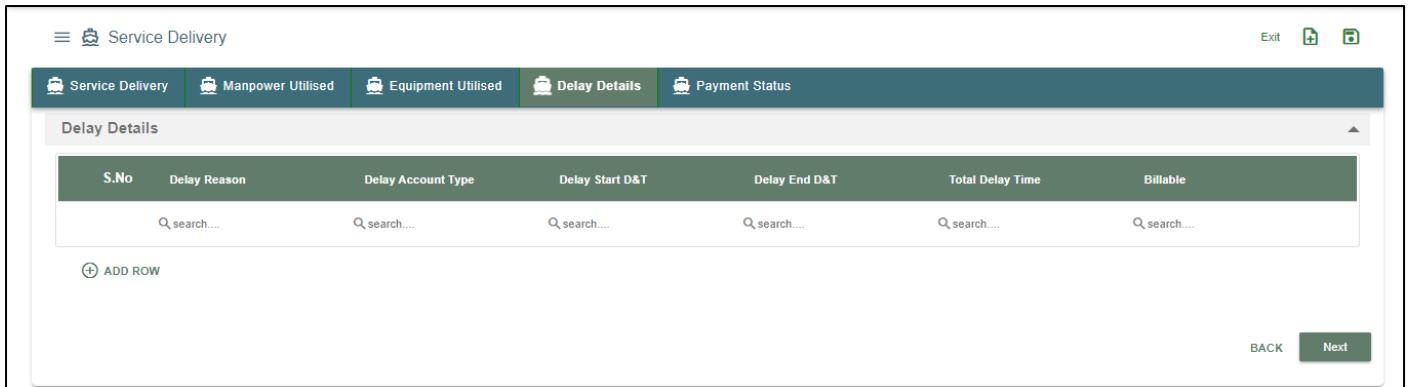
User Interface Image 202-Service Delivery 21.5.7

Step 10: After Clicking the ⊕ Add Row it will show the given field as shown
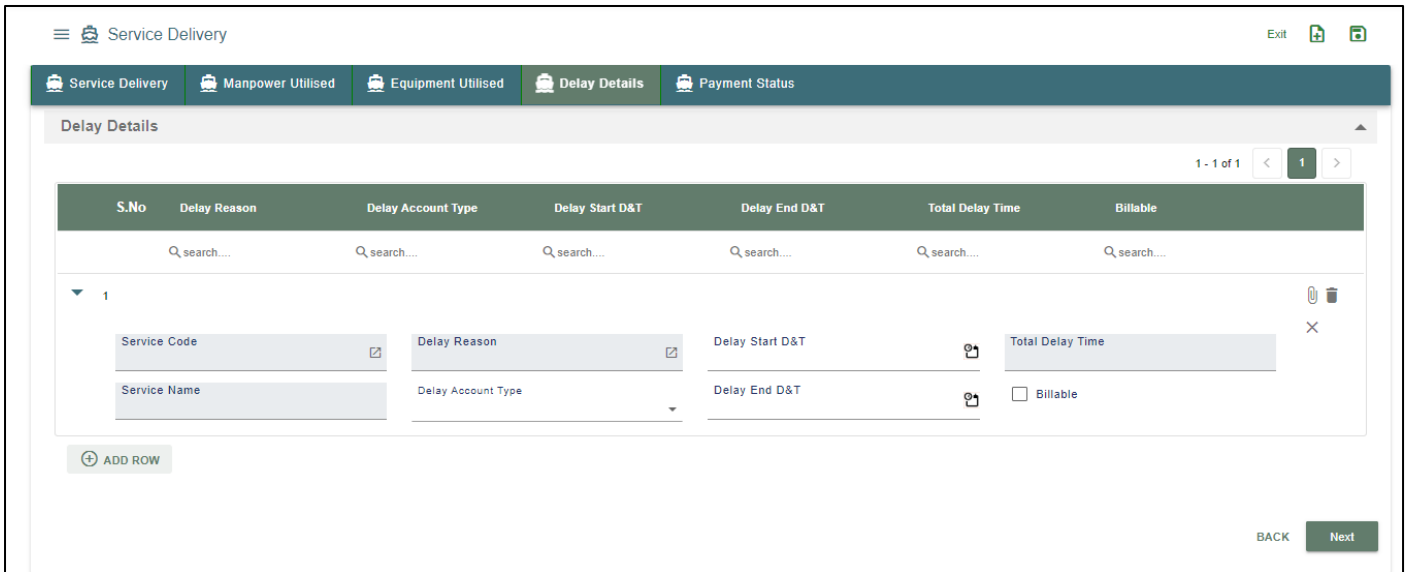
User Interface Image 203-Service Delivery 21.5.8

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 –
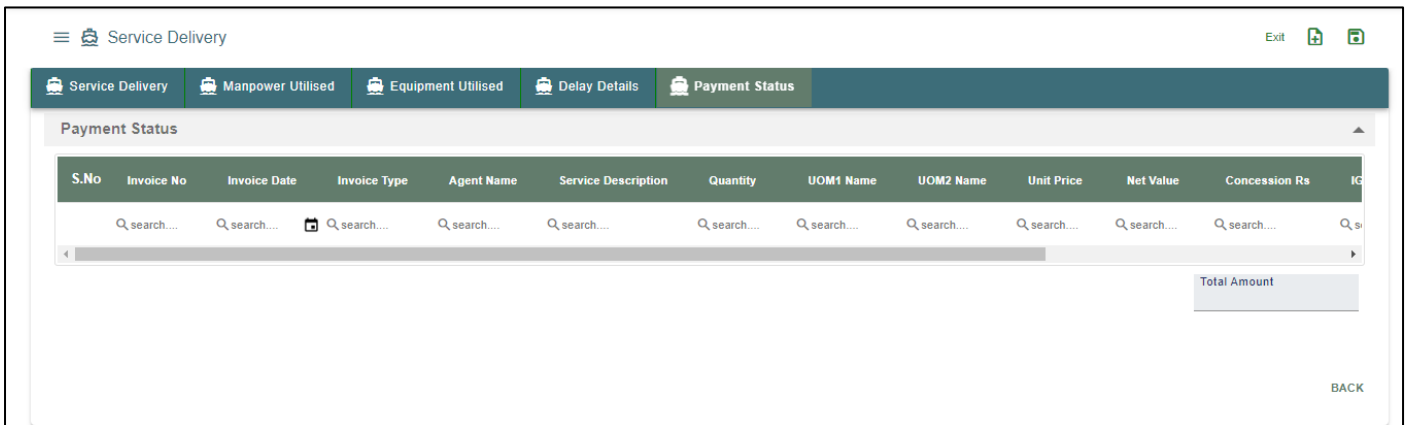
User Interface Image 204-Service Delivery 21.5.9

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 ✅ **Record saved** message.

Step 12: Aftersaving the record 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

＋ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

Step 13: 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.

Attachments (0)   ✕

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
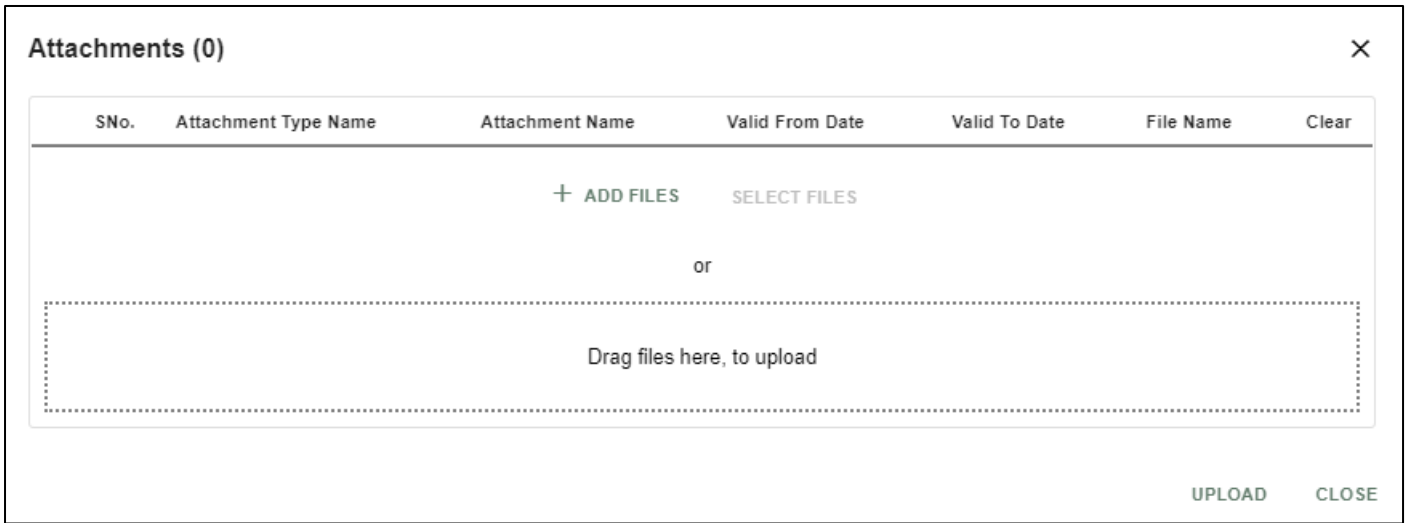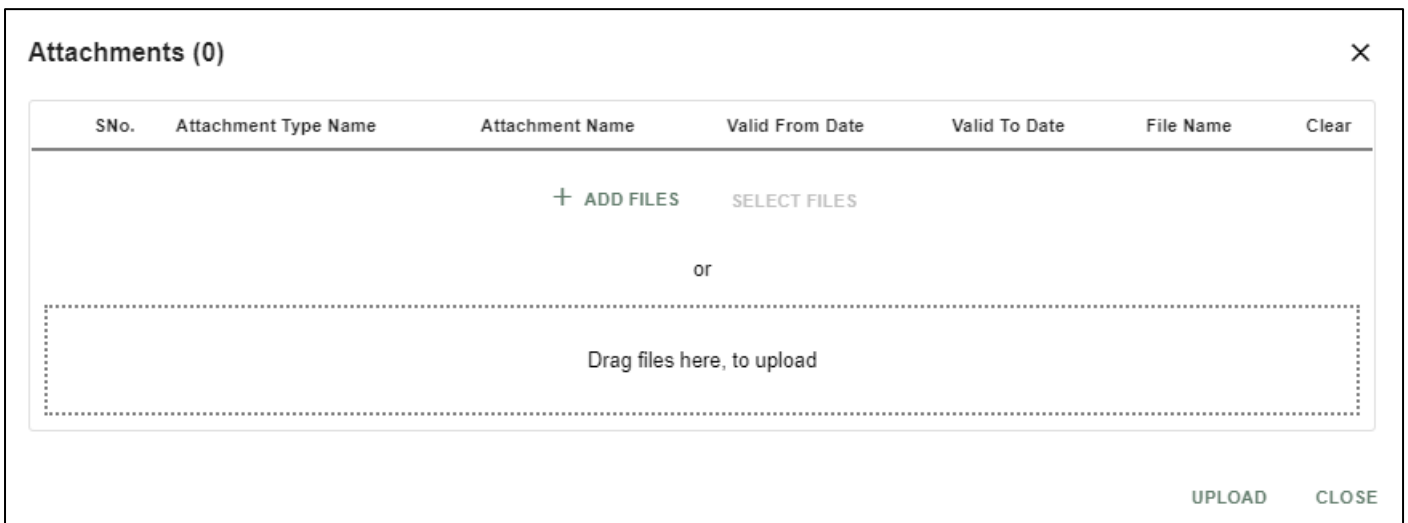
User Interface Image 205-Service Delivery 21.5.11

*Step 14:*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 15: 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	☐		
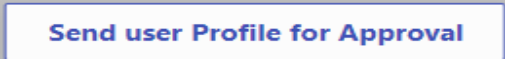
Step 16: Click on Save, System will display the ⊘ checklist saved X status on the screen.

Step 17: Once the record is saved then the document status will be as 'Draft' and then click on workflow button ⬦ .

Choose an option 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

Step18: 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

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. ❶ 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'.

Step20: 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

Step21: 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 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 **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 23: Upon Save / Approve /Reject /Cancel the record that can be seen in ≡ as Draft/Approved/Rejected/Cancel Status respectively

≡ 🏛 Service Delivery

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
search...	search...	search...	search...	search...	search...	search...	search...	search...	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
		search....	search....	and

⊕ 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:

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 mark (*).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)

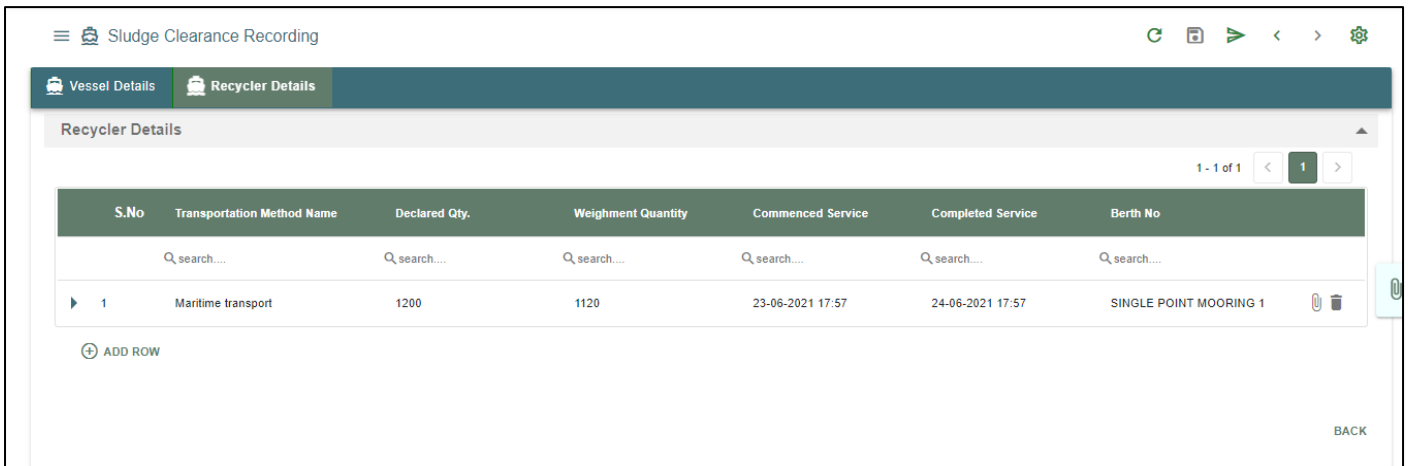| Field Name	MANDATORY	Fill Type
Notification of Delivery of waste to	NO	BL Lookup
VCN No.	YES	BL Lookup
IMO No.	NO	Textbox/auto populated
Vessel Name	NO	Textbox/auto populated
GRT (MT)	NO	Textbox/auto populated
Vessel Type Name	NO	Textbox/auto populated
Owner or Operator	NO	Textbox/auto populated
Flag 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
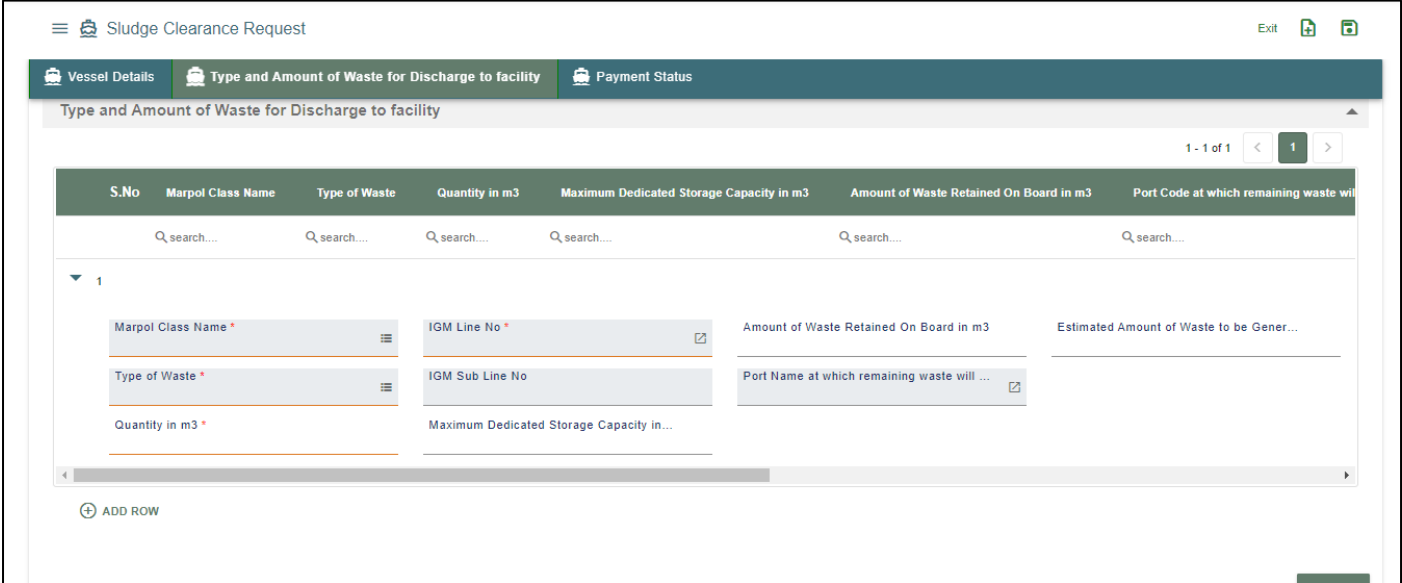
Step 3: Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Type and Amount of Waste for Discharge to Facility page as below -

Click on ⊕ Add Row the button.
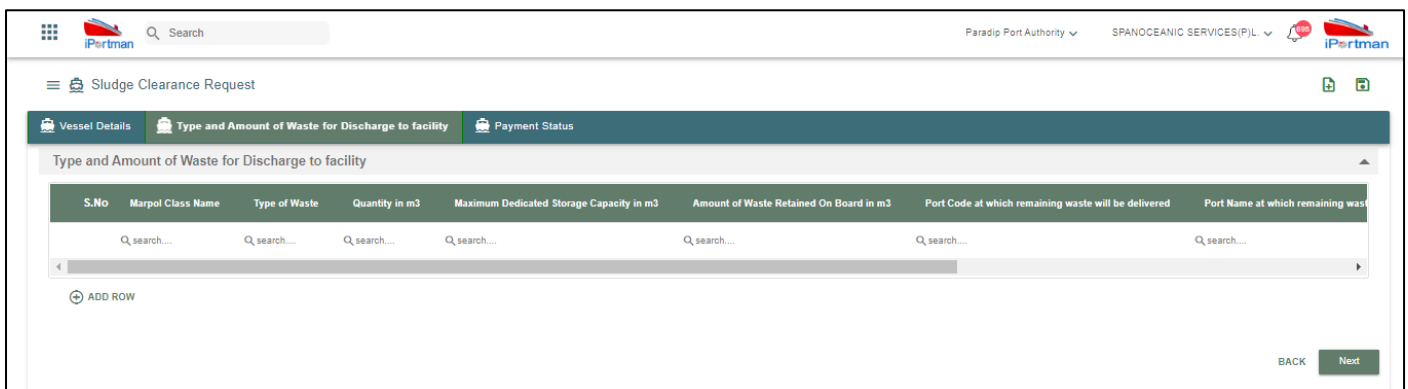
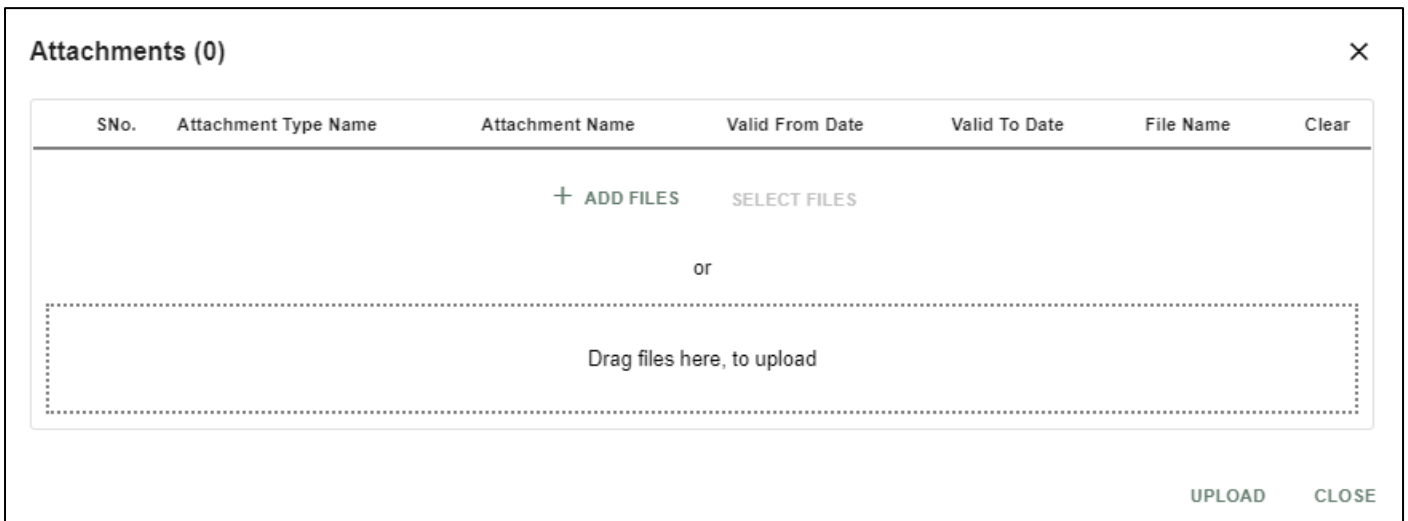*User Interface Image 208-Sludge Clearance Request 22.5.2*

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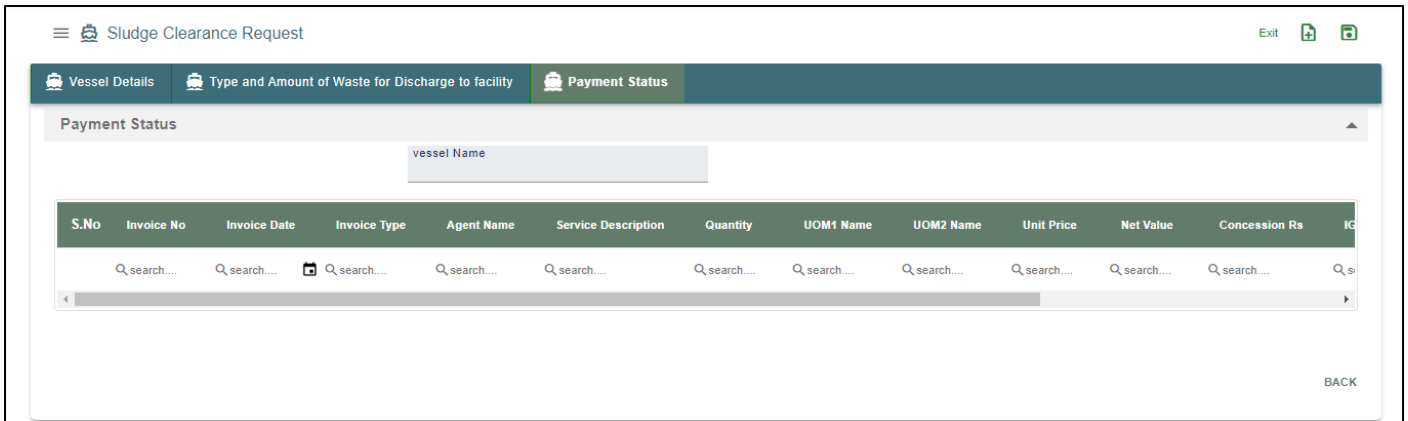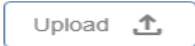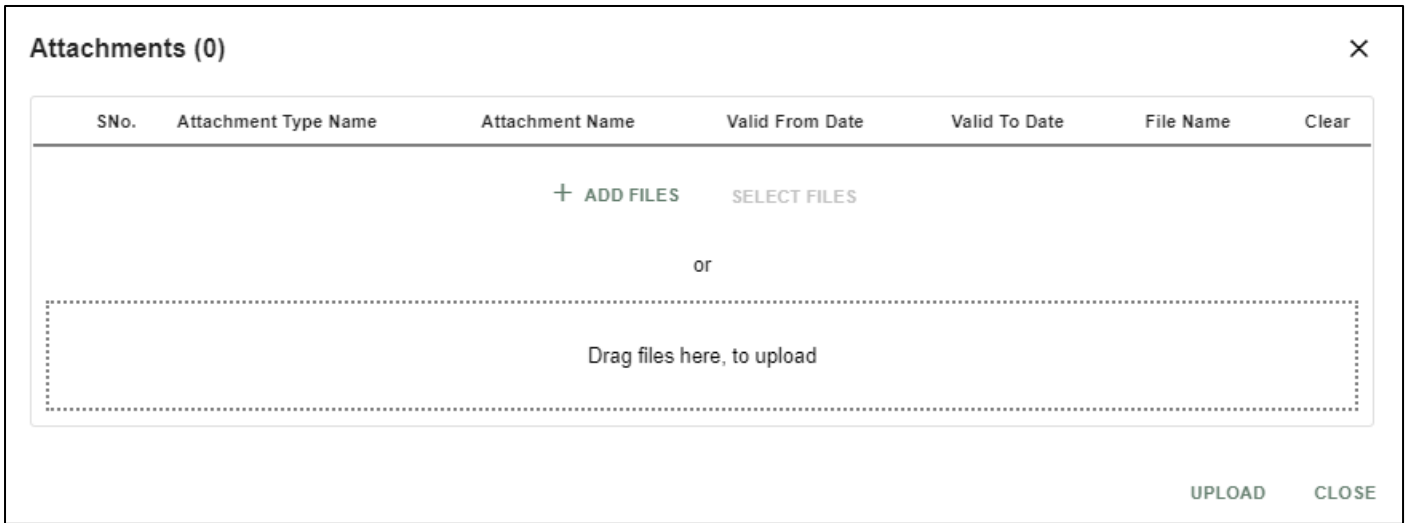
Step 5: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display message.

Step 6: Aftersaving the record click on the icon. Then the user will be redirected to the Attachments Window. –
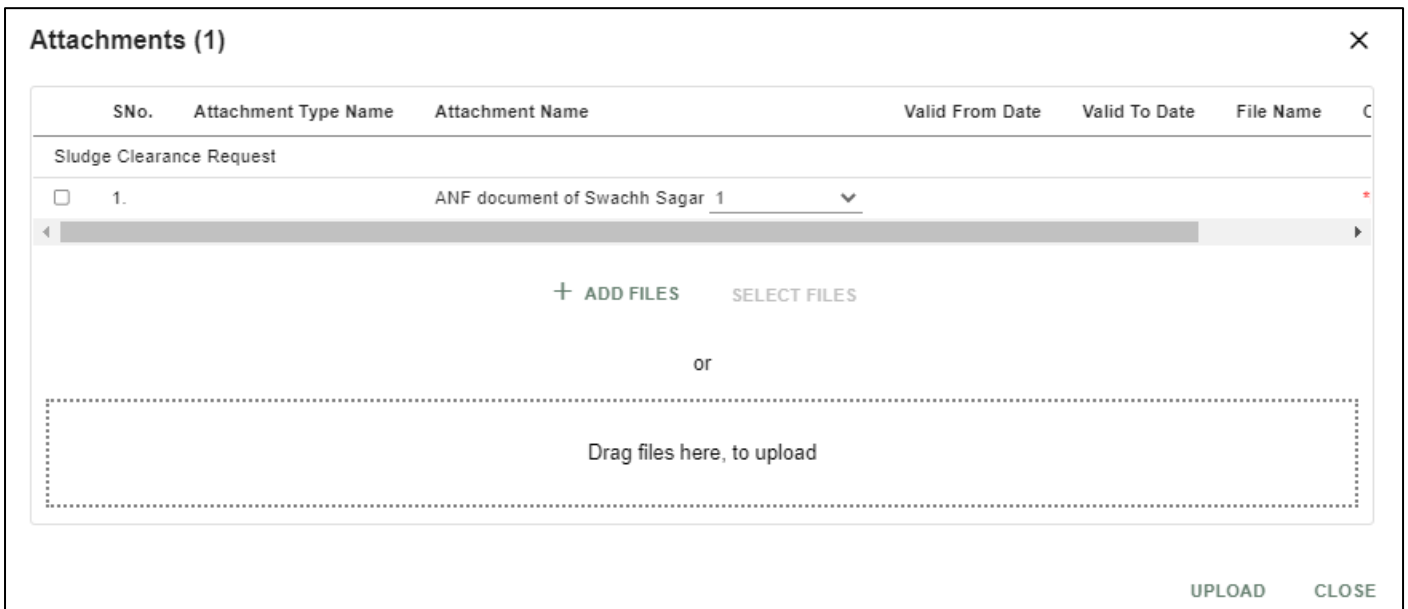
User Interface Image 210-Sludge Clearance Request 22.5.4

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.
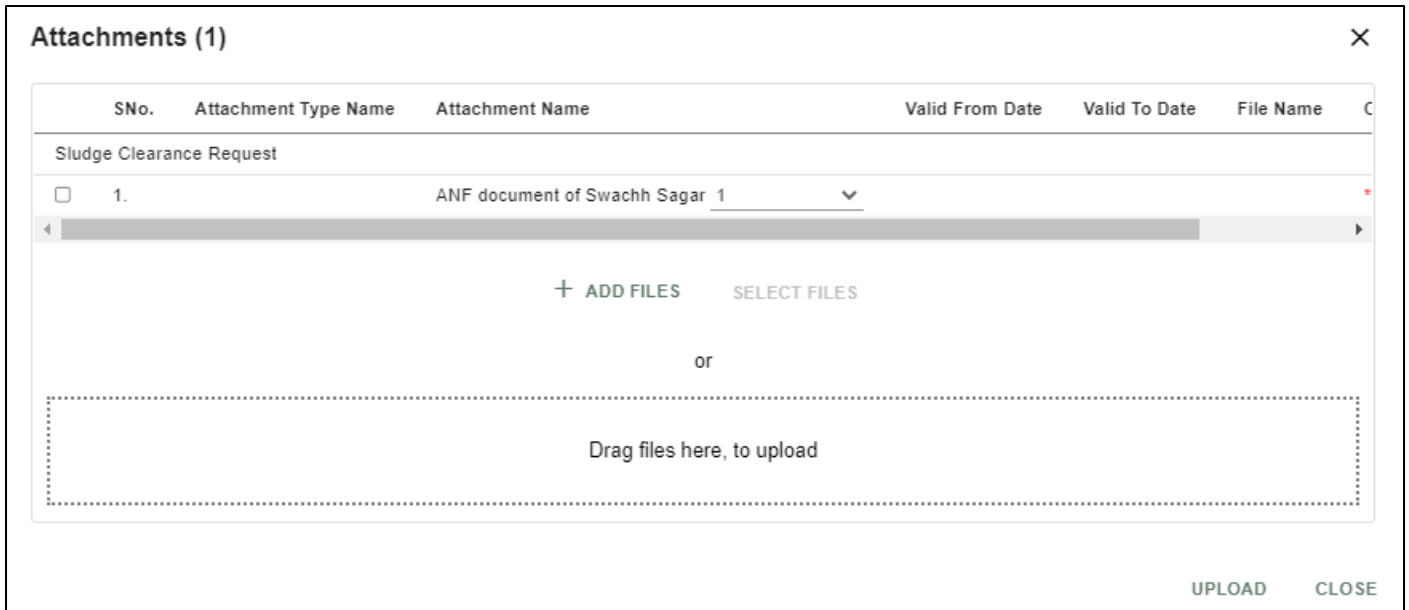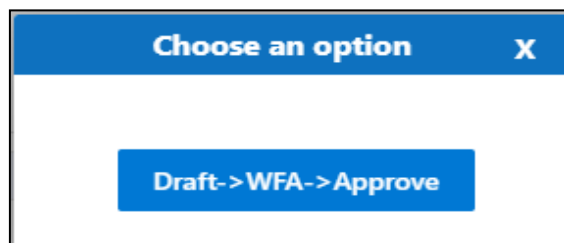
User Interface Image 211-Sludge Clearance Request 22.5.5

Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on **+ 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.

Step 10: Click on Save, System will display the ✓ checklist saved X 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

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).

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

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

Step15: 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. ❶ 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

Step 17: 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. ❶ 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

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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.

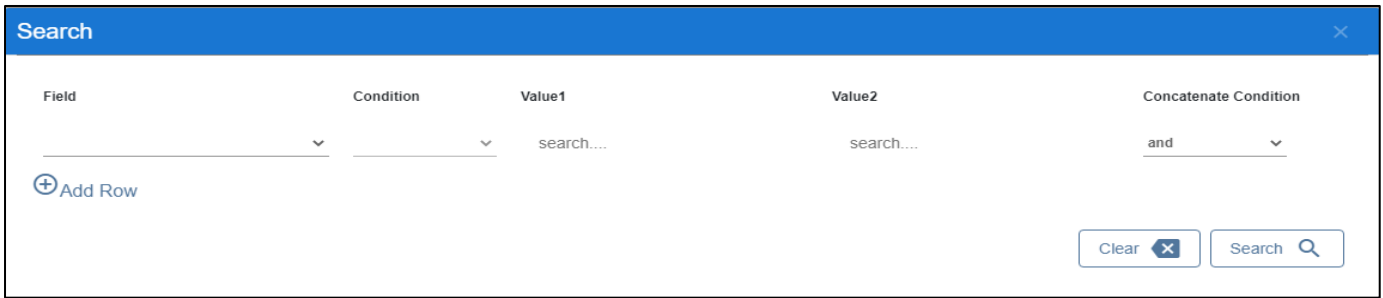By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display **Ok** and status will change to CANCEL

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

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.

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.
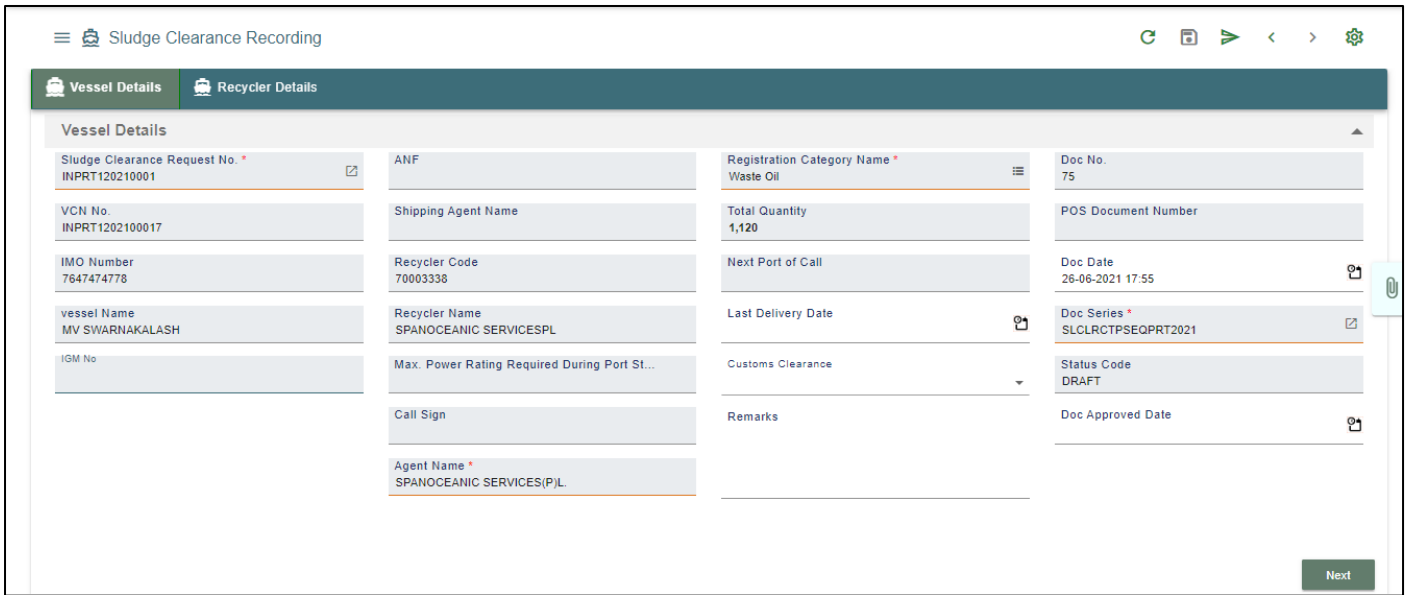
27.3   PREREQUISITES – MASTERS

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-.

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.

User Interface Image 214- Sludge Clearance Recording 23.5.2

Step 4: The system shall display below fields to enter.
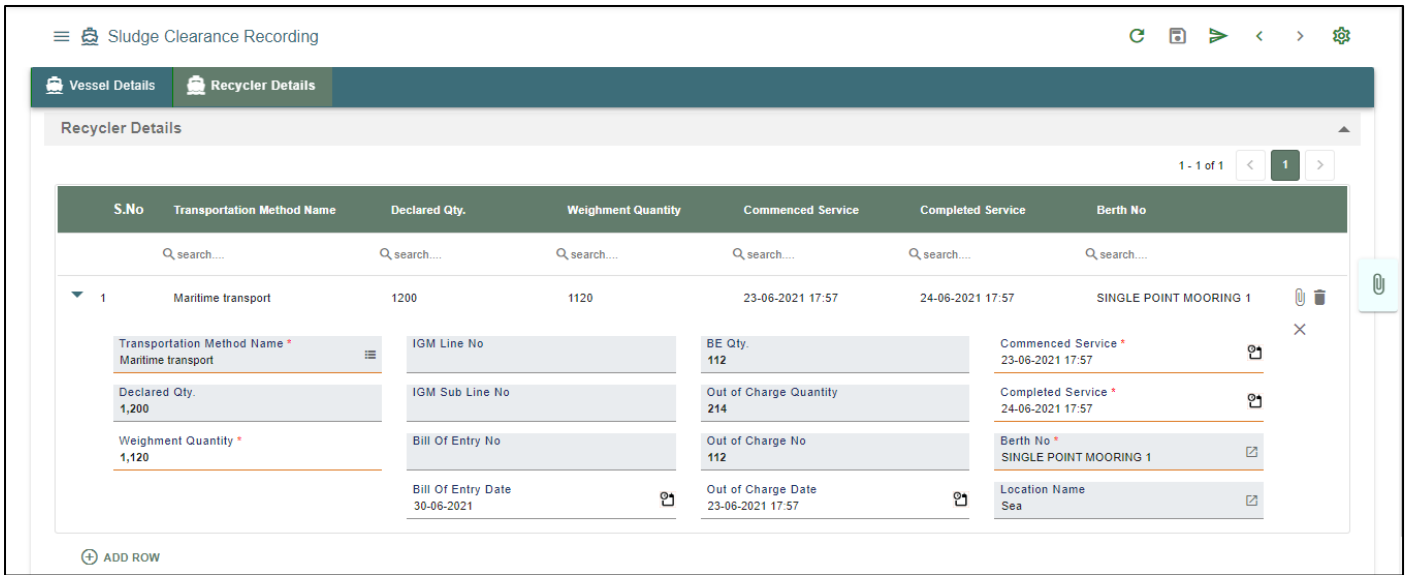
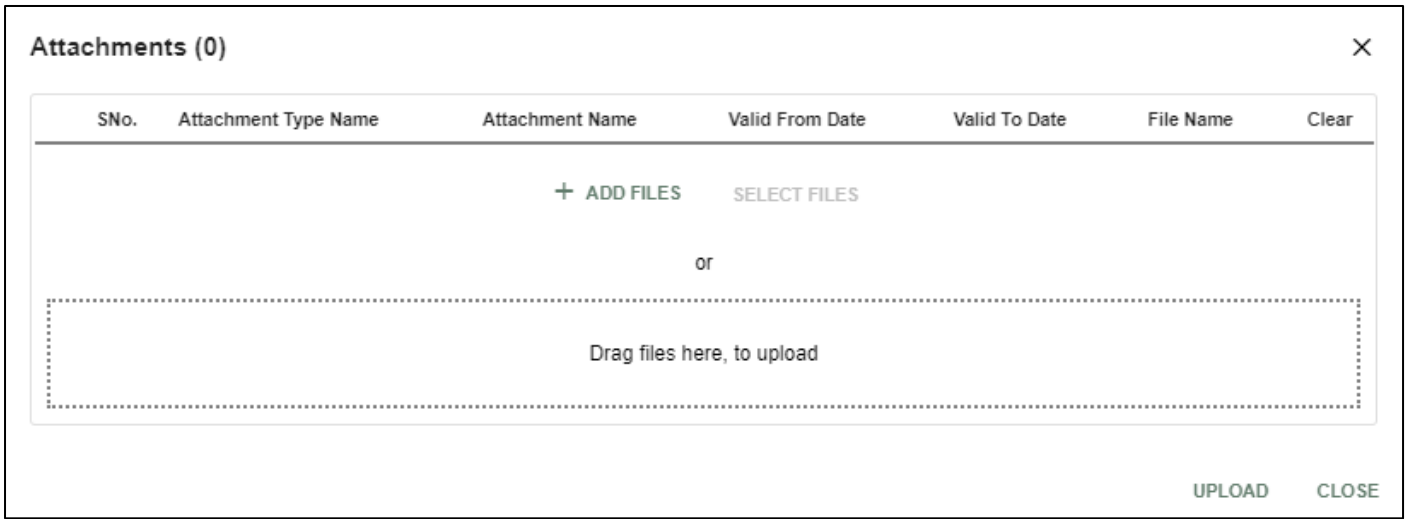*User Interface Image 215- Sludge Clearance Recording 23.5.3*

Step 5: Click on the Save button [icon] from the top right corner to save the Form. Once the record got saved

successfully, then the system will display [✓ Record saved] message.

Step 6: Aftersaving the record click on the [icon] 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 [+ 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.
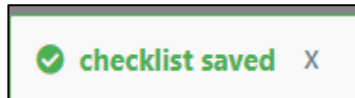
Attachments (0)   ✕

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 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

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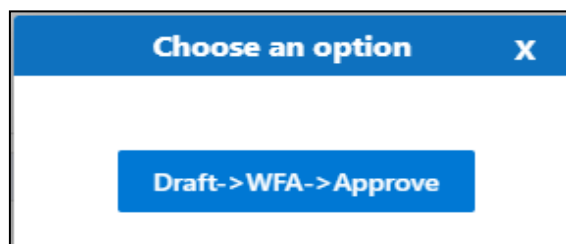
Step 9: Configure Check List in Check List Form for respective forms. Then Click on ☰ icon. Configured parameters will display in the Check List Window.

Check List   🖫 X

Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	☐	

Step 10: Click on Save, System will display the ✓ checklist saved X 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 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

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 ✕
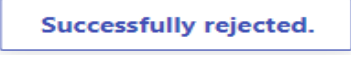
Send user Profile for Approval

Remarks:

APPROVE   REJECT

Step13: Once the user Approve the request the following **Successfully Status changed to WFAPP** 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 ✕
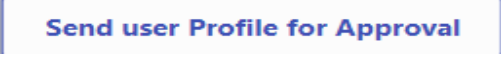
Send user Profile for Approval

Remarks:

APPROVE   REJECT

Step15: 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'.

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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 **Ok** 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

≡ 🏢 Sludge Clearance Recording									⊕ 🗎
Doc No.	Status	Sludge Clearance Request No.	Recycler Code	Recycler Name	VCN No.	Vessel Name	Registration Category Name	Doc Approved Date	Data Source
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	🔍 search...

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.

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Search

Field	Condition	Value1	Value2	Concatenate Condition
▾	▾	search....	search....	and ▾

⊕ 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.

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-

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.

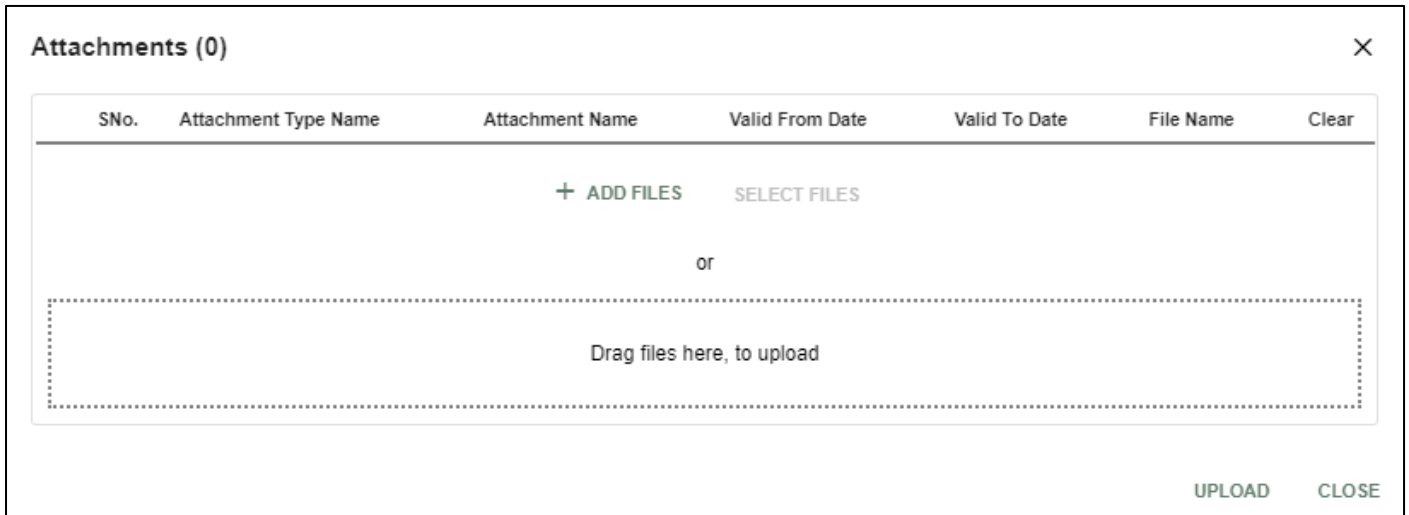Below are the Field Information regarding Vehicle/Visitor/Company Blacklisting Details Section.

(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

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 ![save icon] from the top right corner to save the Form. Once the record got saved successfully, then the system will display ![Record saved] message.
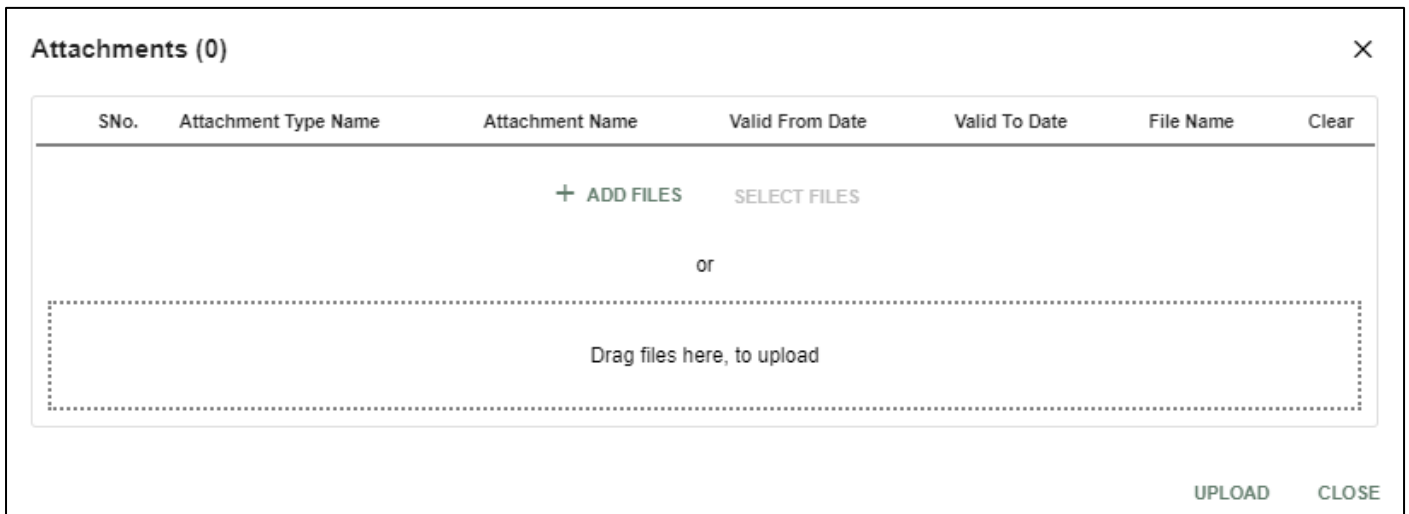
Step 4: After saving the record click on the ![attachment icon] icon. Then the user will be redirected to the Attachments Window. –

Attachments (0)   ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear

+ ADD FILES   SELECT FILES

or

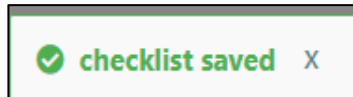Drag files here, to upload

UPLOAD   CLOSE

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 ![+ 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.

Attachments (0)

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 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

+ 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 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	☐	

Step 8: Click on Save, System will display the ✓ checklist saved X 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

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

User Approval ×
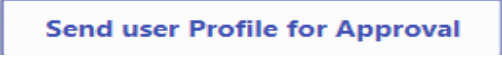
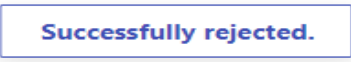Send user Profile for Approval

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).

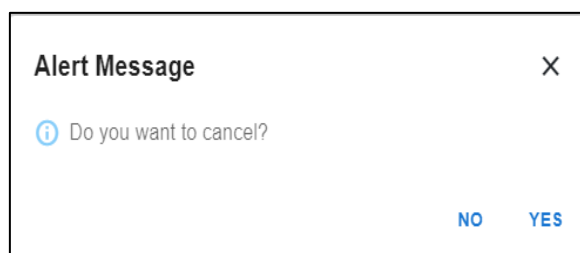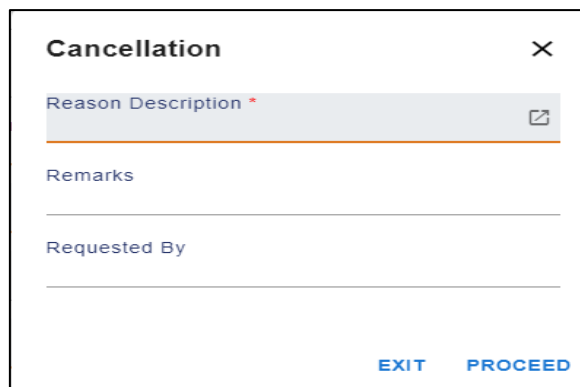**User Approval** ×

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. **⊘ 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

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 ×

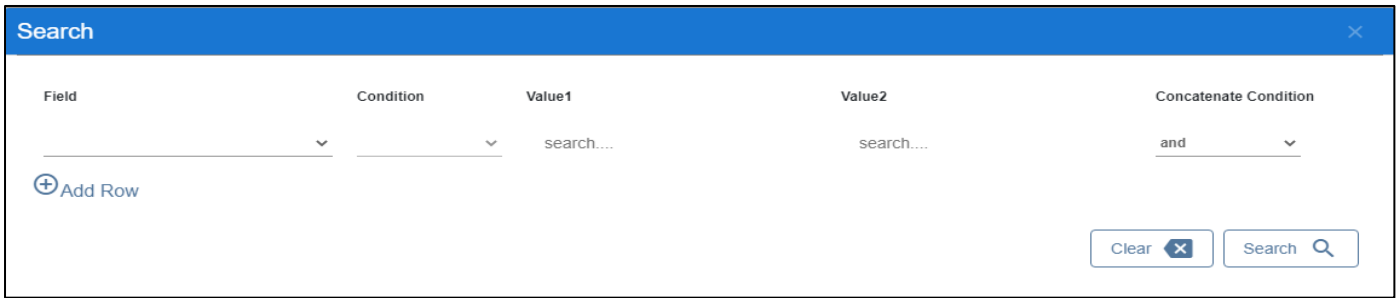Reason Description *

Remarks

Requested By

EXIT   PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display [Ok] 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

☰ 🔖 Berth Inspection

Doc No.	Status	IMO Number	Vessel Name	Arrival D&T	Berth Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	🔍 search...	search... 📅	🔍 search...	search... 📅	🔍 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
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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

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.

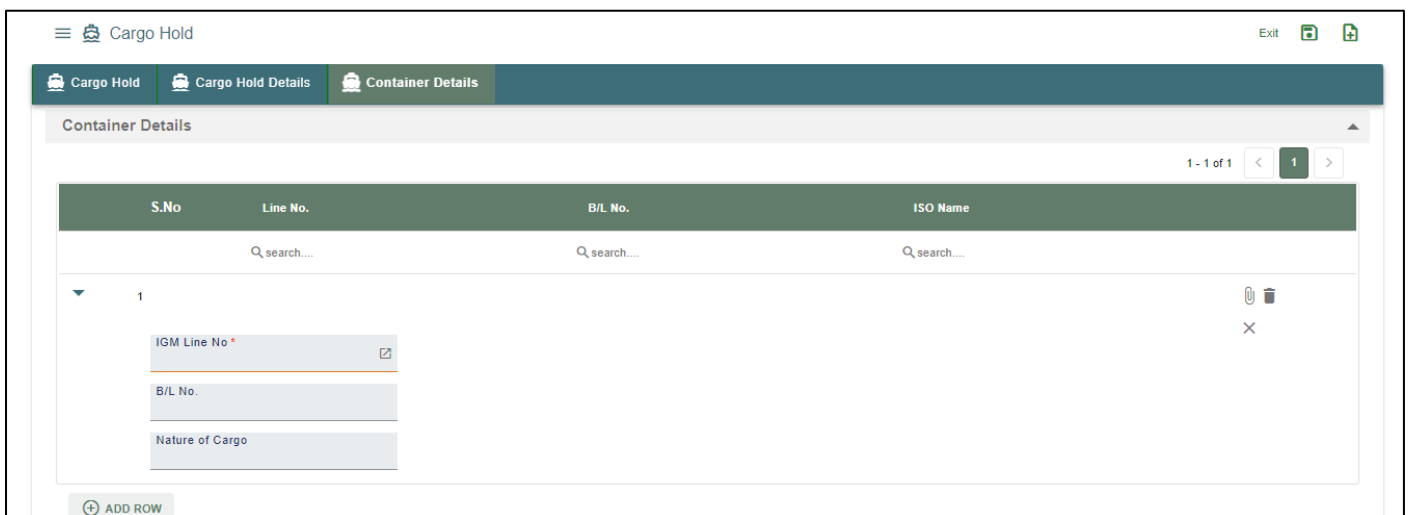(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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 ✔ Record saved message.

Step 4: After saving the record 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

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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 **+ 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.

Attachments (0)   ✕

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 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 **+ 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 7: Configure Check List in Check List Form for respective forms. Then Click on ☰ icon. Configured

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parameters will display in the Check List Window.

Check List				
Parameter Code	**Parameter Name**	**Yes/No**	**REMARKS**	
FRESH WATER	Fresh Water	☐		

Step 8: Click on Save, System will display the [✓ checklist saved X] 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

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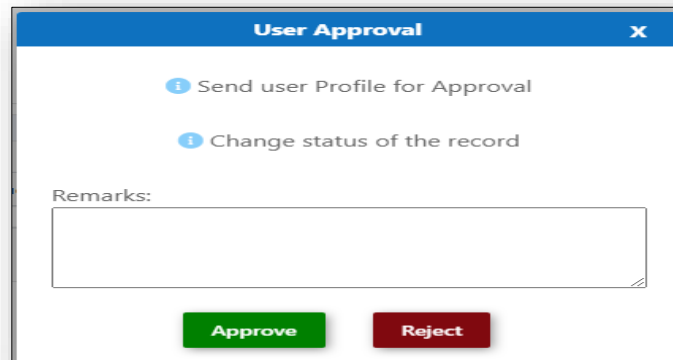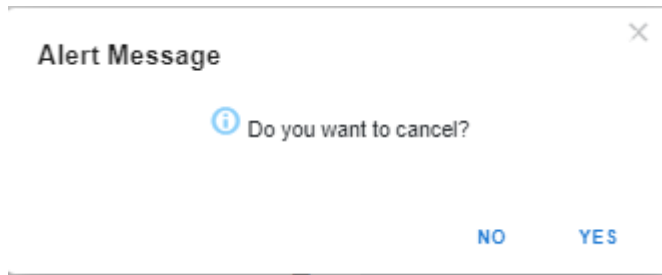
If user reject the request following alert will display on the screen. **Remarks required!** .Up On

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

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. **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

Step 15: Once the user Approve the request the **Successfully Status changed to APPROVED** 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. **⊘ 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 **Ok** 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

☰ 🏢 Berth Inspection									⊕ 📄
🖫 C								1 - 10 of 118 10 ⌄ < 1 2 3 … 10 11 12 >	
Doc No.	**Status**	**IMO Number**	**Vessel Name**	**Arrival D&T**	**Berth Name**	**Doc Approved Date**	**Data Source**	**Doc Date**	**Created By**	**Created Date**
🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	🔍 search...	search... 📅	🔍 search...	search... 📅	🔍 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.

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Search ✕

Field	Condition	Value1	Value2	Concatenate Condition
▾	▾	search....	search....	and ▾

⊕ 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.

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

- o Operation Hold
- o Finance Hold
- o Custom Hold
- o Documentation Hold
- o Safety Hold
- o Other Holds

Imported Cargo marked, as "Hold" will not allowed for delivery. Likewise, Export Cargo marked as "Hold" will not be allowed for shipment. Importer/Exporter can request to release the cargo by obtaining clearance on the reason of Holding.

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".Wewill redirect to screen like below.
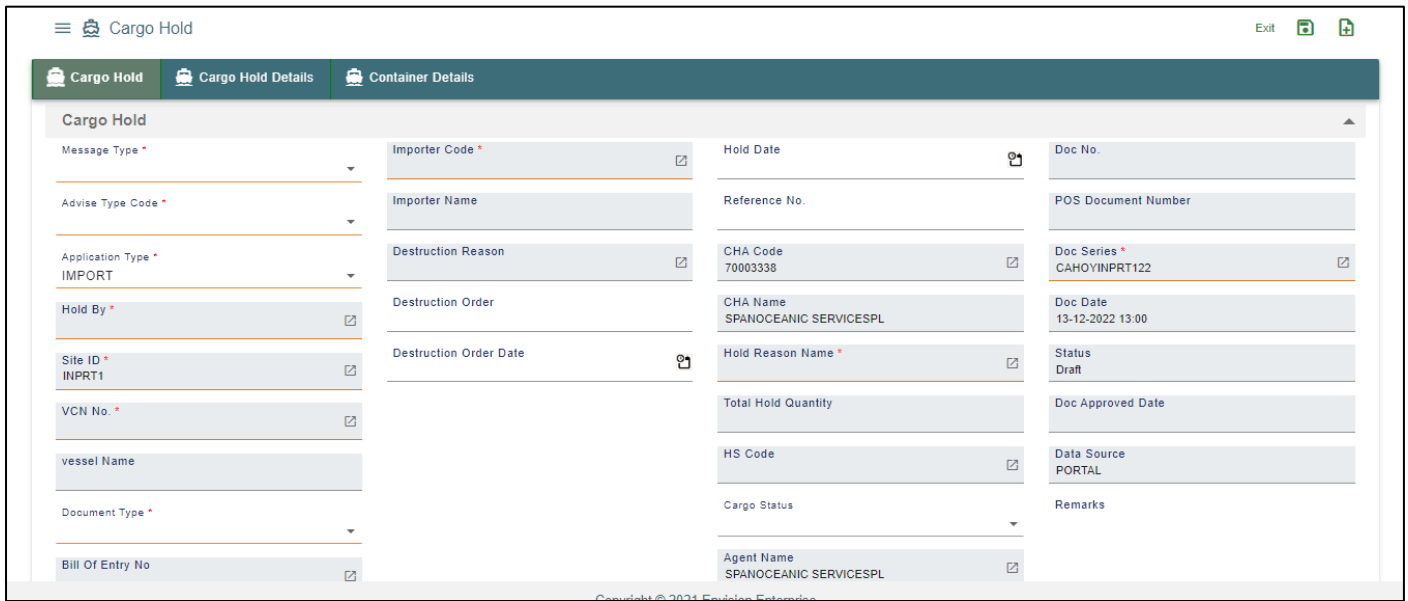
User Interface Image 149-Cargo Hold-23.5.1

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

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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 [icon] 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.

✓ Record saved

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.
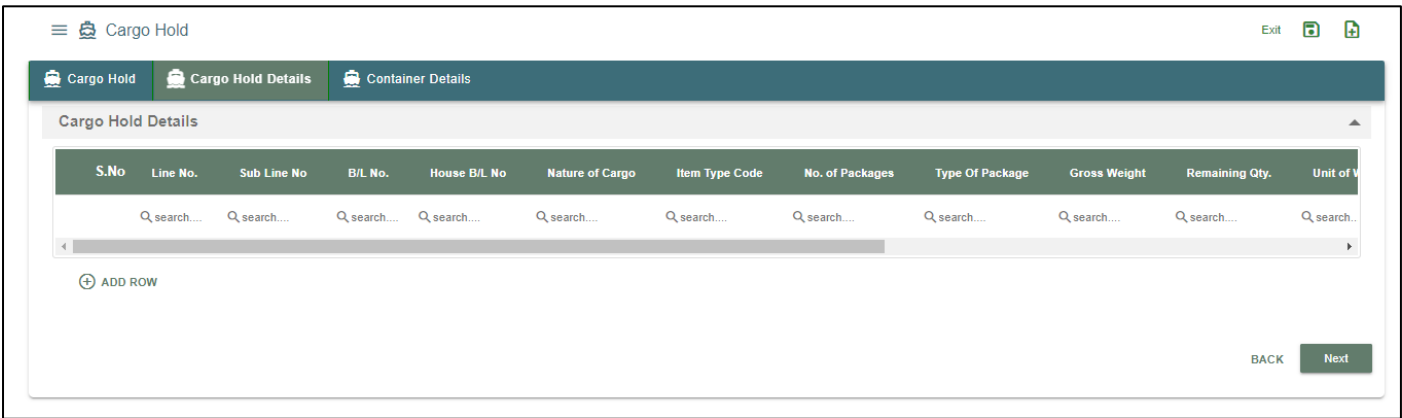
User Interface Image 150-Cargo Hold (Cargo Hold Details)-23.5.2(a)

Click on ⊕ Add Row to begin with data entry
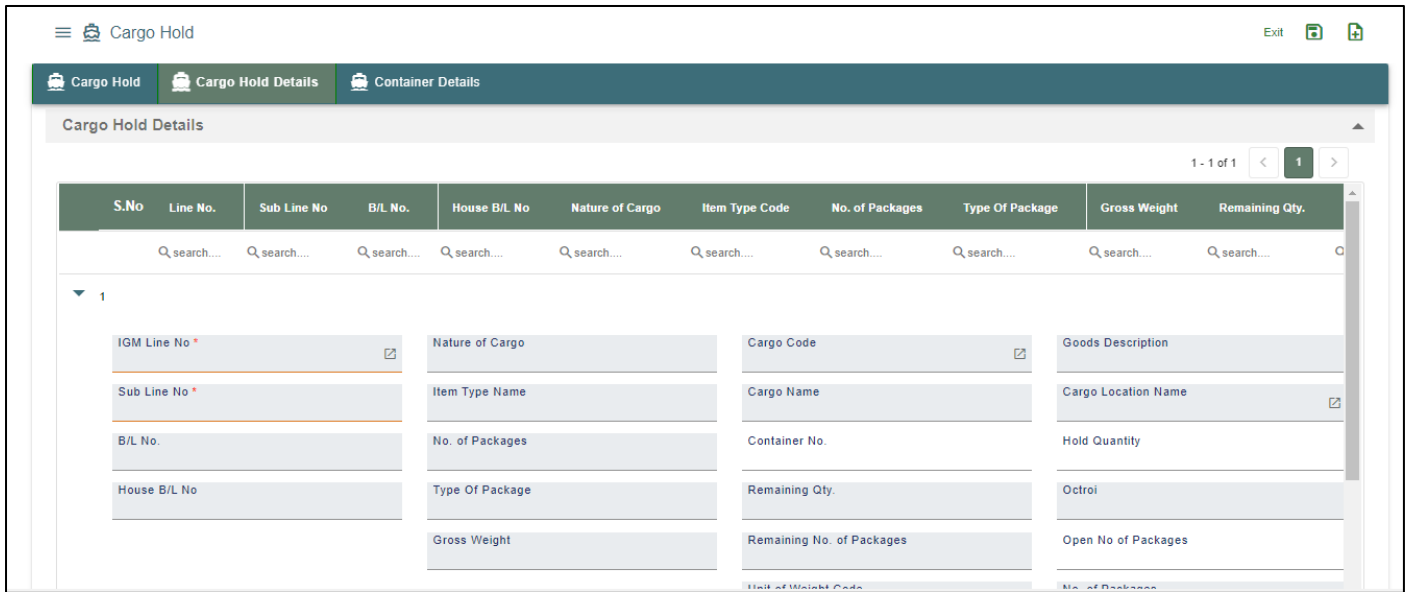
User Interface Image 151-Cargo Hold (Cargo Hold Details)-23.5.2(b)

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.
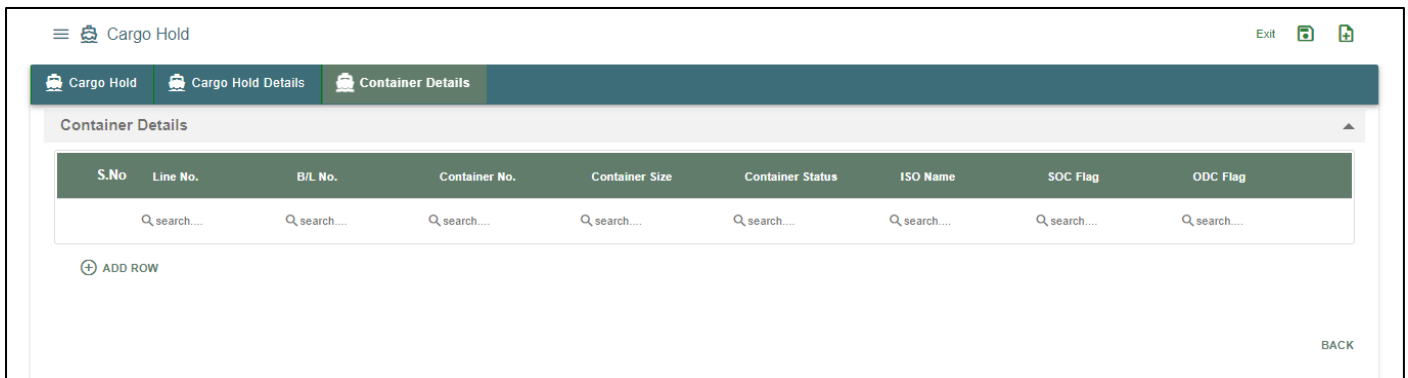
User Interface Image 152-Cargo Hold (Container Details)-23.5.3(a)

Click on ⊕ Add Row 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'	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.

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.

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.

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)   ✕

	SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☑	1.	Custom Related Document	Transhipment Permit				*File Required
☐	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 [icon] 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 [icon] .

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 [icon] 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 WF Approval   X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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).

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 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 ✕

ⓘ 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 or displays no history data found**

Data Submit Status **X**

Portal Integration

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCARHOLPRTLCHPTOB	SUCCESS	record saved successfully id = 1137

Pos Integration

Status: SUCCESS

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

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

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 [grid icon] 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 [search icon] available in the header section left side with function name.
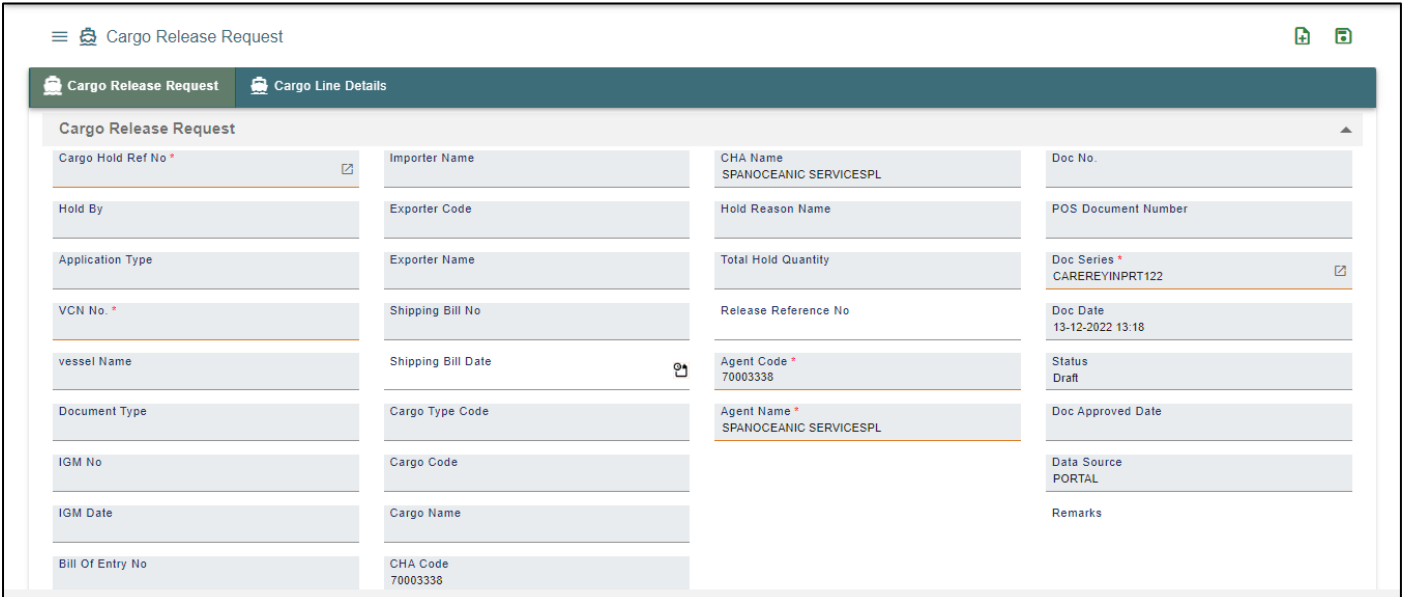
31.3 Prerequisites – Masters

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

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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.

Record saved
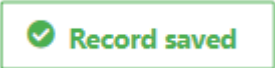
Step 4: Once Cargo Release Request form are saved, Cargo Line Details will be activated as below to add Cargo Line Details as shown in below screen.
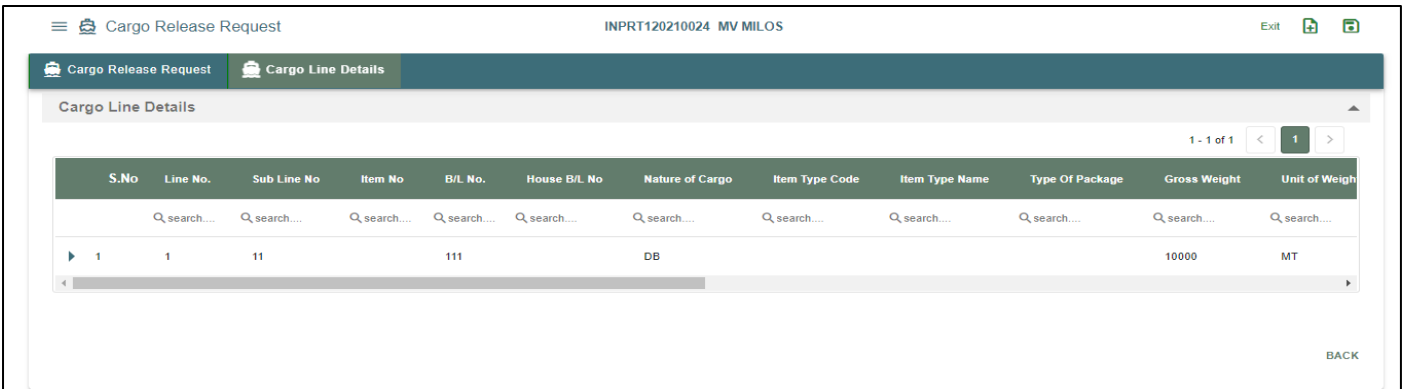
User Interface Image 158-Cargo Release Request (Cargo Line Details)-24.5.2(a)
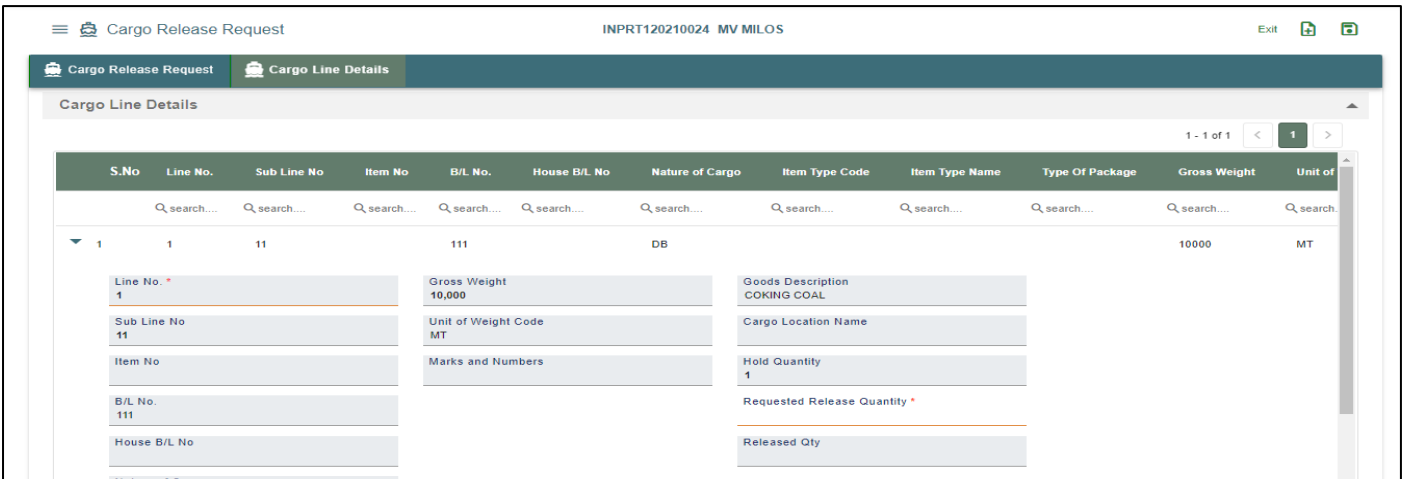
User Interface Image 159-Cargo Release Request (Cargo Line Details)-24.5.2(b)

Step 5: Once data is filled in Cargo Line Details, click on save button and click on Add Row 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)

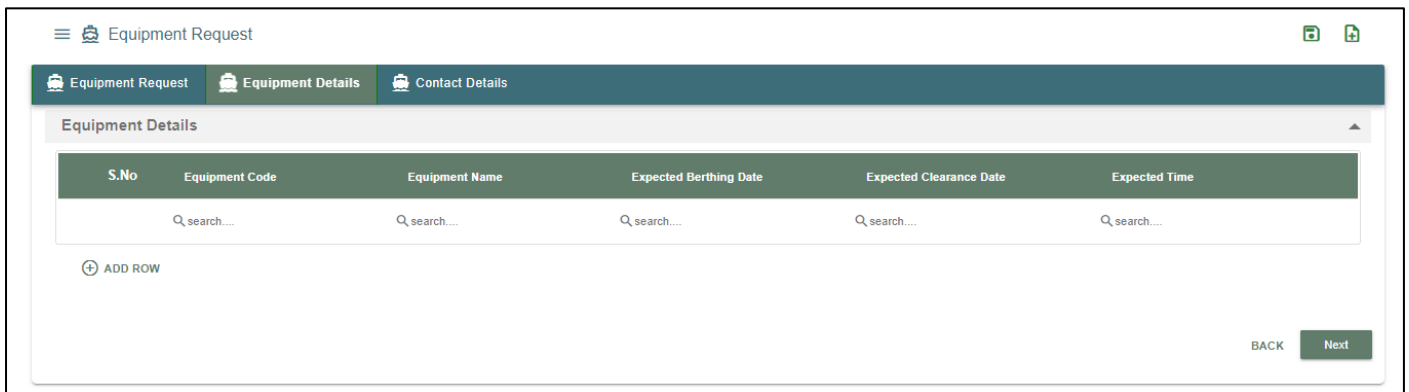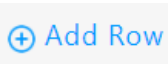| Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	Yes	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Container No	No	Text Box
Item Type	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of 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 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)   ✕

	8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☐	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)   ✕

	8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill							
☐	1.	Cargo Related Documents	International Load Line Certificate				*File Required
☐	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.

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

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).

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).

User Approval

ⓘ 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   ✕

ⓘ 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

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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

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

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
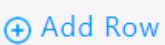
Exporter Code	No	Text Box
Exporter Name	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Cargo Type	No	Text Box
Cargo Code	No	Text Box
Cargo Name	No	Text Box
CHA Code	No	Text Box
CHA Name	No	Text Box
Hold Reason	No	Text Box
Total Hold Quantity	No	Text Box
Cargo Status	No	Text Box
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.

✅ Record saved

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.
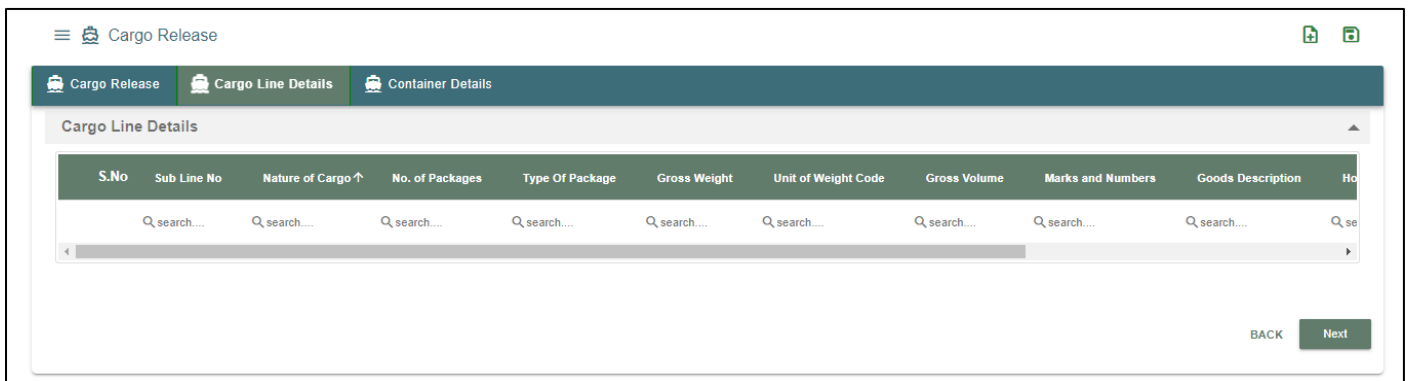
Click on ⊕ Add Row to begin with data entry
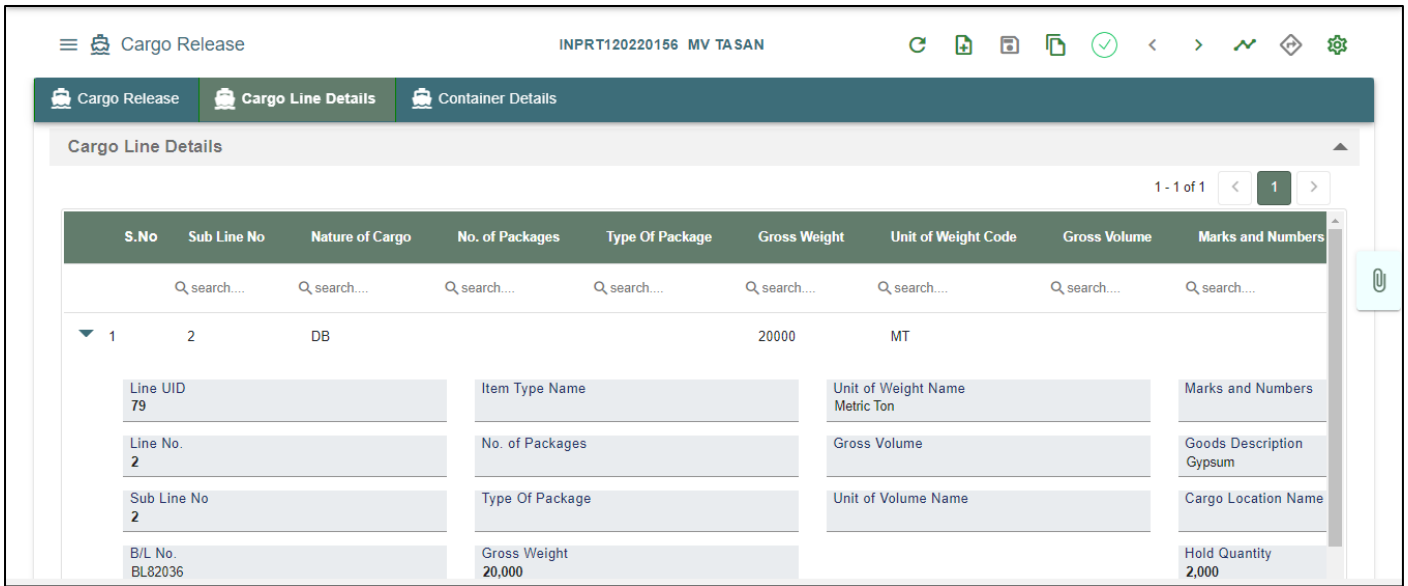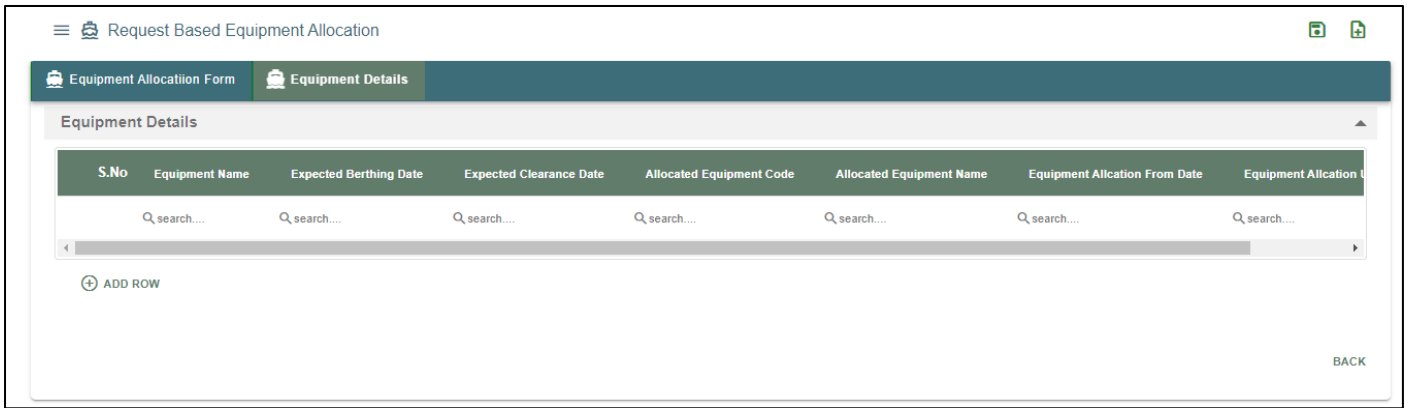
User Interface Image 164-Cargo Release(Cargo Line Details)-25.5.2
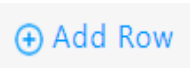
Below are the Field Information regarding Cargo Line Details Section.

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

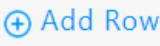| Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	No	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box
Gross Volume	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

SB Item No	No	Text Box

Step 5: Once data is filled in Cargo Line Details, click on save button [icon] and click on [Add Row] if need to add multiple Row's or else click on [icon] button.

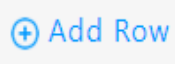Once Cargo line form are saved, Container Line Details will be activated as below to add Container Line Details as shown in below screen.

Click on [⊕ Add Row] 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)

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 [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.

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.

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

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).

User WF Approval   x

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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).

User Approval   x

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

Successfully Status changed to APPROVED

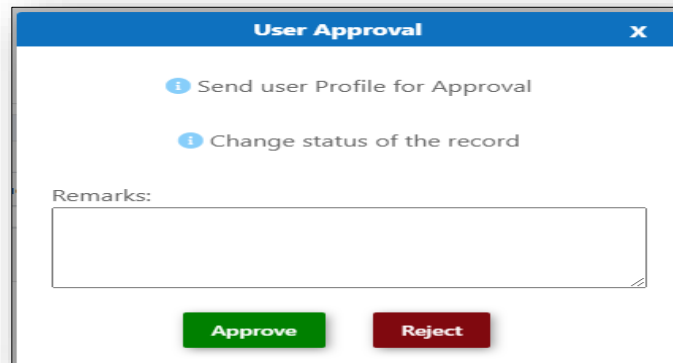**Step11**: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

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

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

User Interface Image 167-Cargo Release (List Data)-25.5.4

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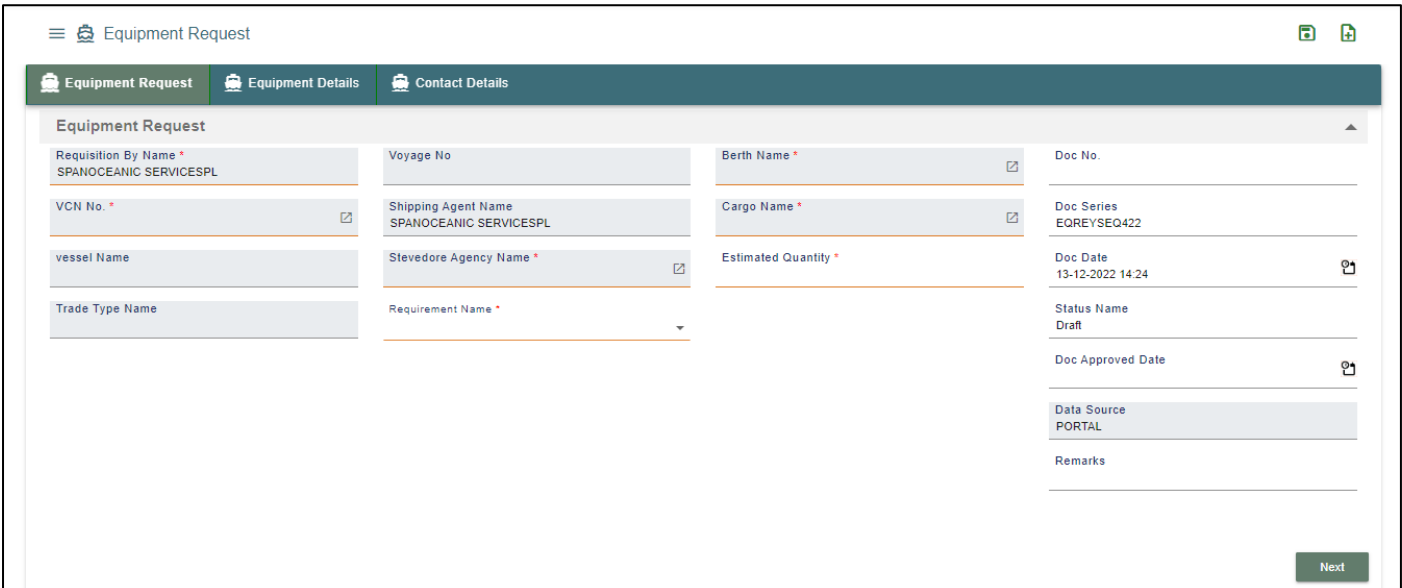
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

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.
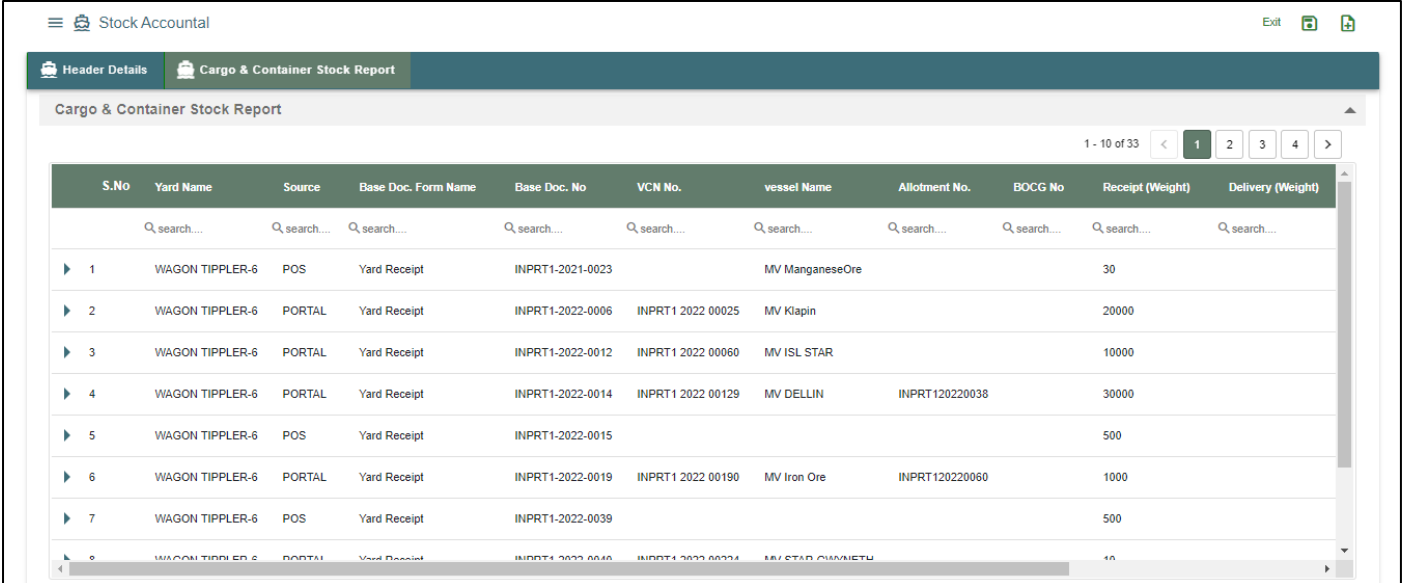
Below are the Field Information regarding Equipment Request Details Section.

(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 ⊕ Add Row 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)

Step 5: Click Next button from below of the Page user will move to Contact Details Section like Below.
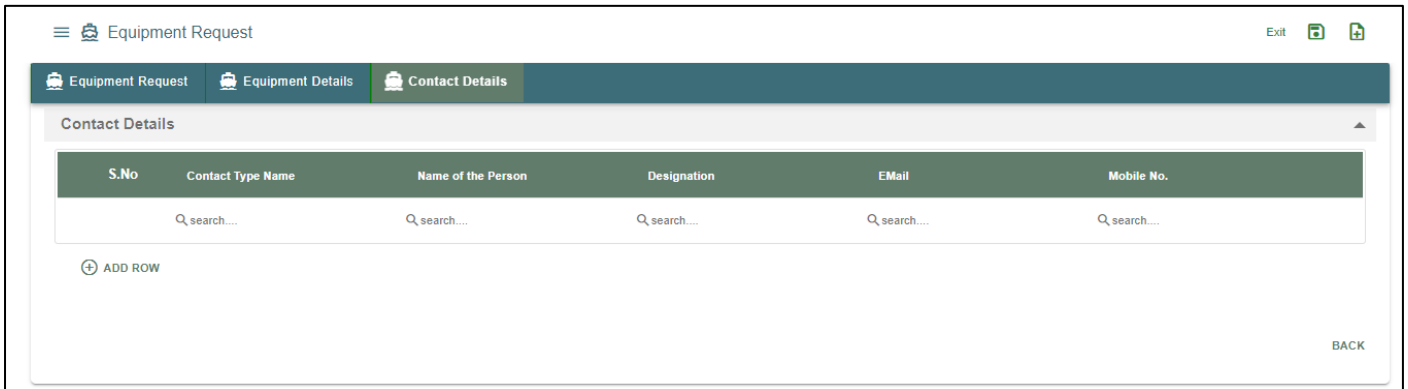
User Interface Image 59-Equipment Request 9.5.2(a)

Click on **⊕ Add Row** to begin with data entry
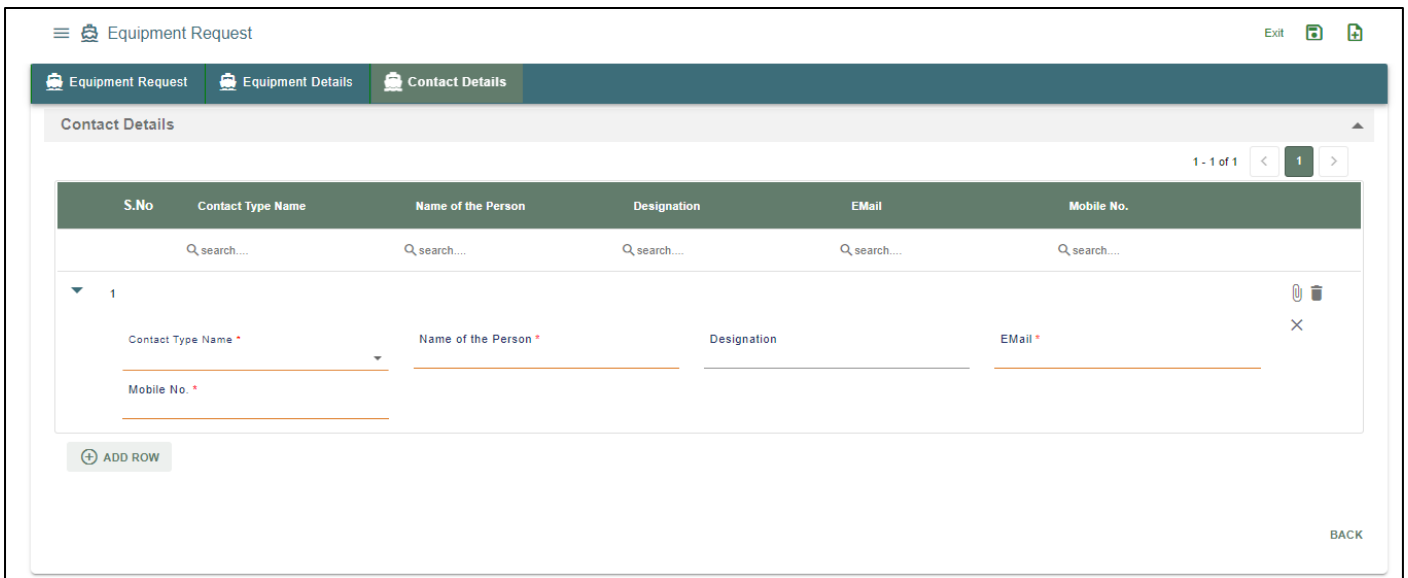
User Interface Image 59-Equipment Request 9.5.2(b)

Step 5: Once data is filled in Contact Details, click on save button and click on **⊕ Add Row** 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 **+ 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.

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) ✕

	SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Draft Survey								
☐	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							
☐	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							
☐	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					
☐	1.		Survey Report 1	˅				*File Required

+ ADD FILES   SELECT FILES

or

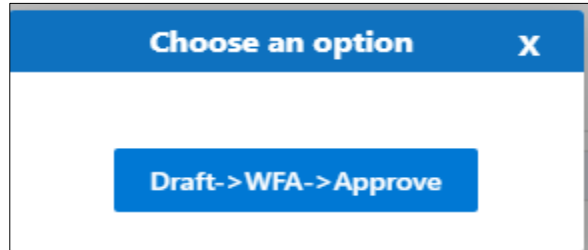Drag files here, to upload

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 ◈ .

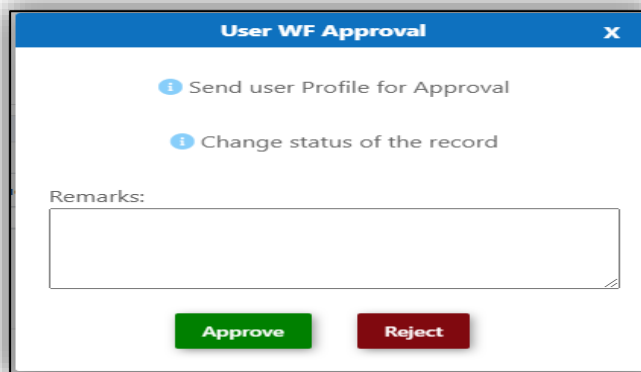**Choose an option**   **X**

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).

User WF Approval

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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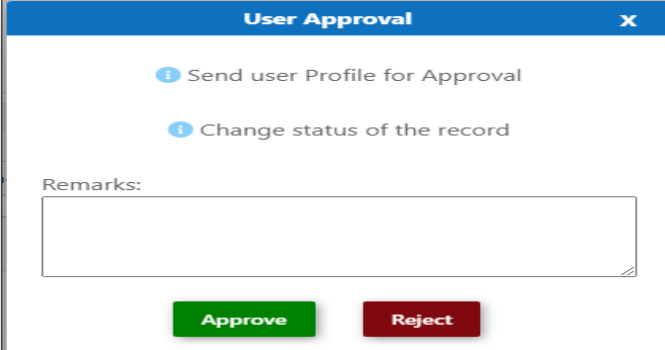
If user reject the request following alert will display on the screen.   **Successfully rejected.**   And the document status will be changed as 'REJECTED'.

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).

User Approval

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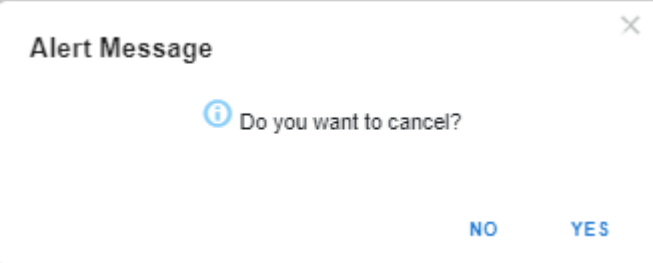APPROVED'. If user reject the request following alert will display on the screen.   **Successfully rejected.**   And the document status will be changed as 'REJECTED'.

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

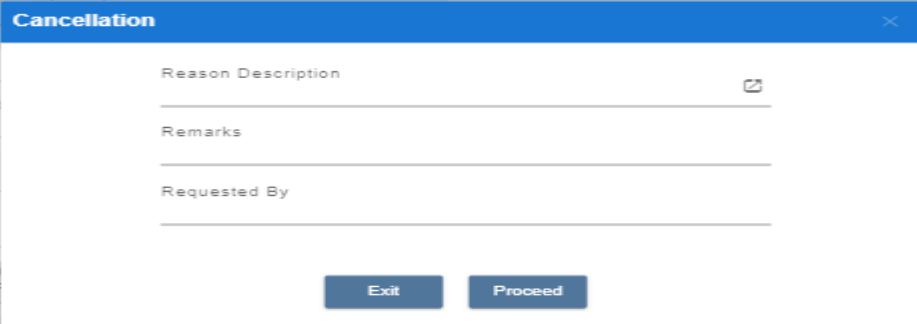system will display   **Confirmation required**   with below alert ok and Back

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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 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.

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.
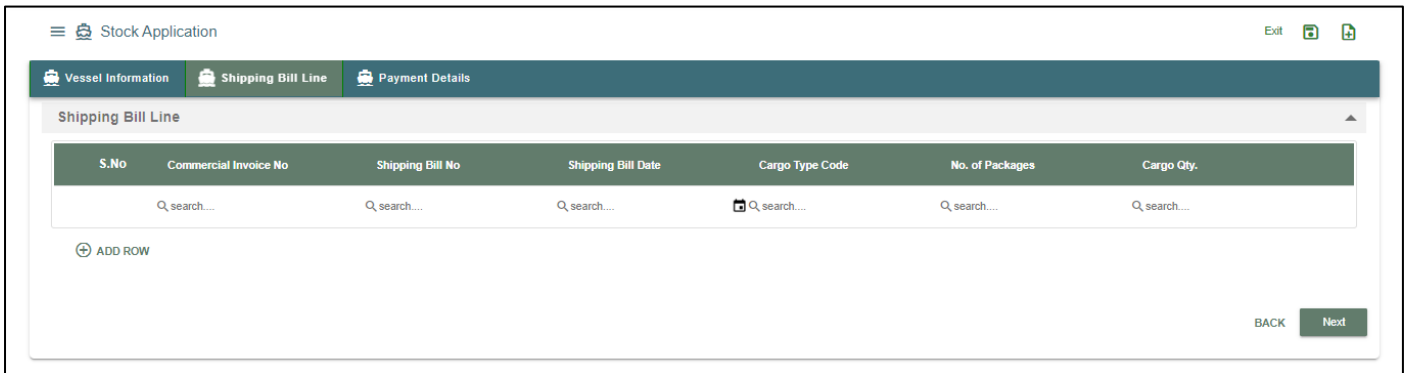
Below are the Field Information regarding Request Based Equipment Allocation Details Section.

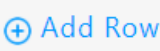(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.
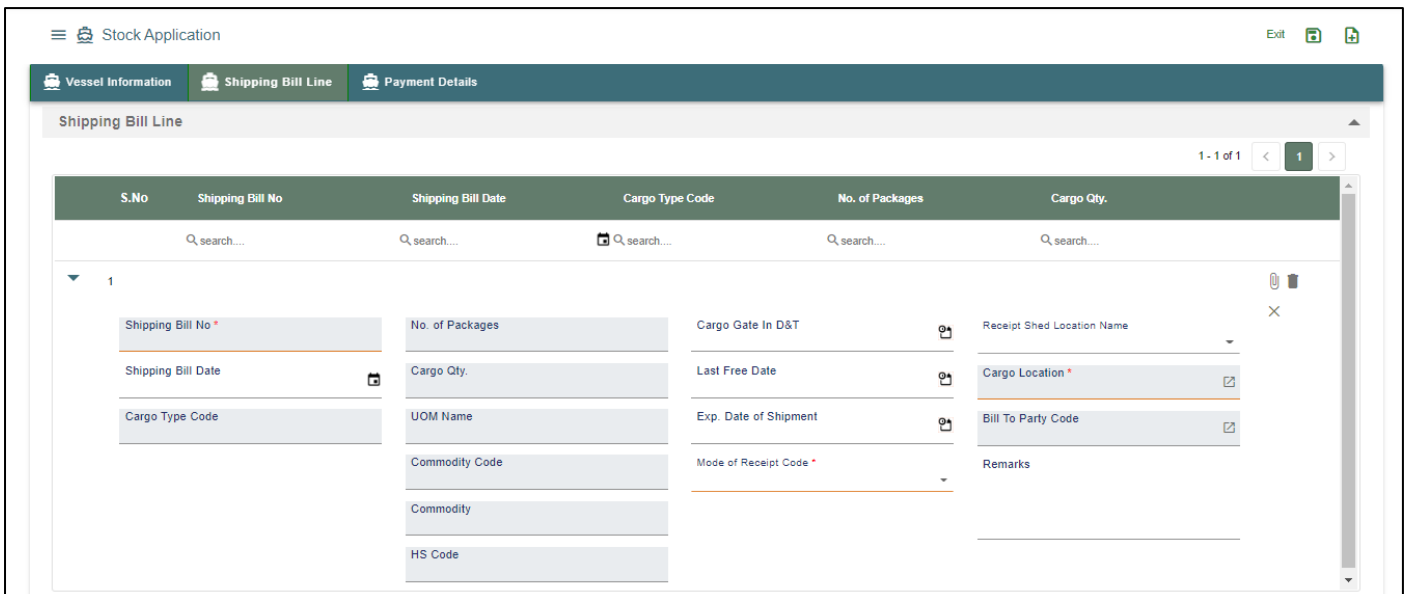

Step 4: Click button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

User Interface Image 59- Request Based Equipment Allocation **- 9.5.1**

Click on ![Add Row] to begin with data entry
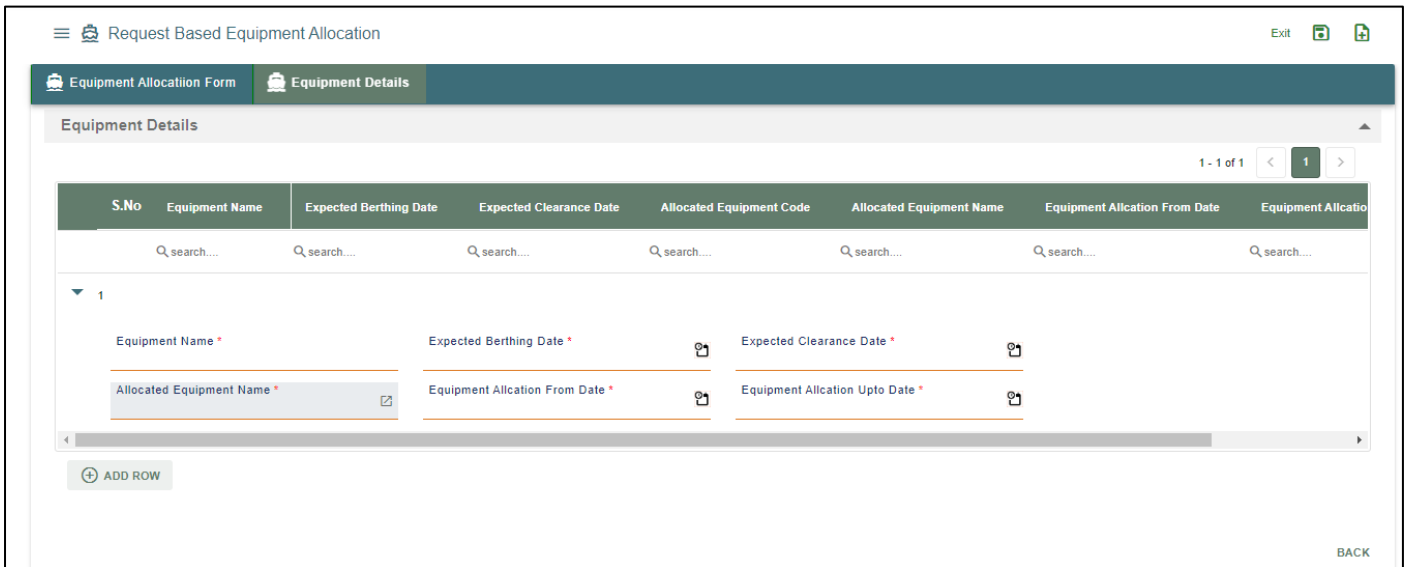
User Interface Image 59- Request Based Equipment Allocation **- 9.5.1**

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 ![save icon] and click on ![Add Row] if need to add multiple Row's or else click on ![save icon] button.

Adding the files manually once the record got saved, Click on the ![attach icon] icon. Then the user will be redirected to the popup window as below –

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.

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)   ✕

	SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Draft Survey								
☐	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							
☐	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							
☐	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.
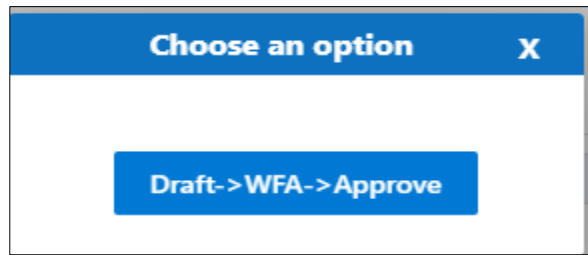
Click On Close Button

Click on the Save button [icon] 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 [icon] .
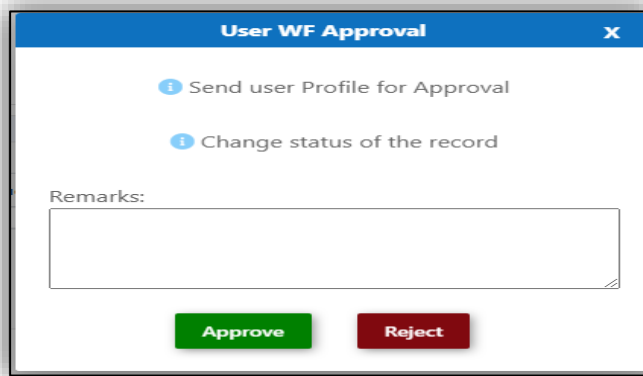
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

Step8: Once the workflow is initiated click on [icon] 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).

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

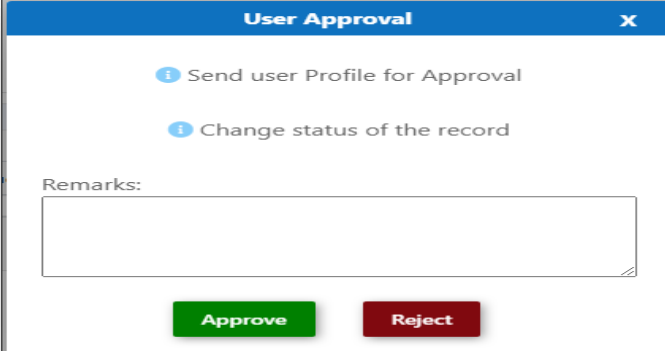If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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).

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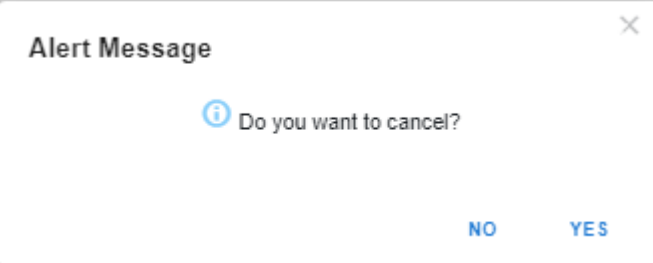
display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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

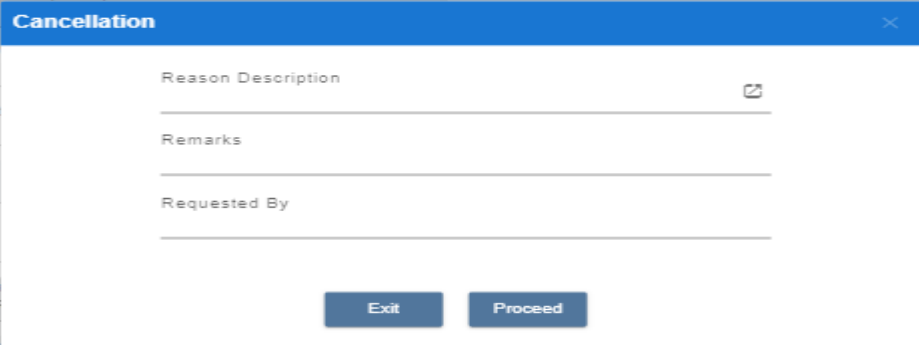system will display **Confirmation required** with below alert ok and Back

Alert Message ×

ⓘ 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.

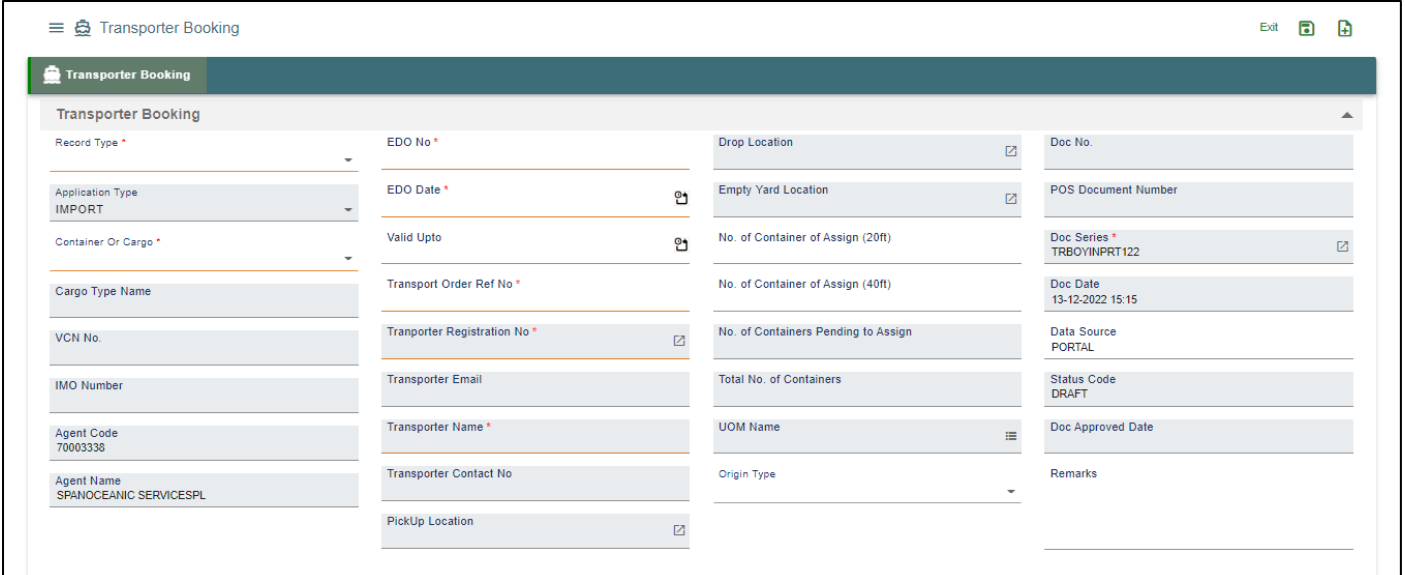| Menu Path	Menu Bar → Cargo→ Export Documentation → Stock Accountal → Click on **Add New** 🗋

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

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.

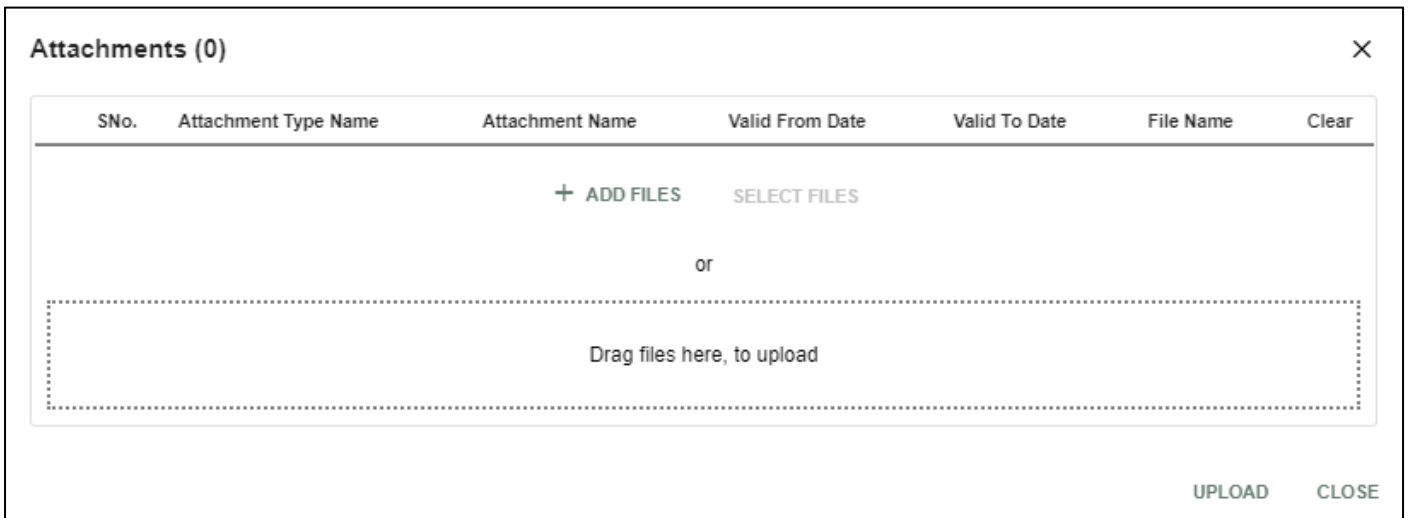Below are the Field Information regarding Stock Accountal Details Section.

(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.
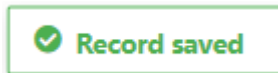
Step 4: Click button from Top Menu Bar to save Header Details form record. Once it is saved Cargo & Container Stock report section will be activated.

≡ 🚢 Stock Accountal										Exit 📄 📄

Header Details | **Cargo & Container Stock Report**

Cargo & Container Stock Report

1 - 10 of 33 < **1** 2 3 4 >
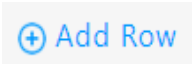
S.No	Yard Name	Source	Base Doc. Form Name	Base Doc. No	VCN No.	vessel Name	Allotment No.	BOCG No	Receipt (Weight)	Delivery (Weight)
	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...
▶ 1	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2021-0023		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	
▶	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0040	INPRT1 2022 00224	MV STAR GWYNETH			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 [icon] and click on [⊕ Add Row] if need to add multiple Row's or else click on [icon] 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 –
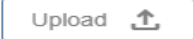
Click on [+ Add files] button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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.

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.

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

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).

User WF Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]

Approve   **Reject**

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

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

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.
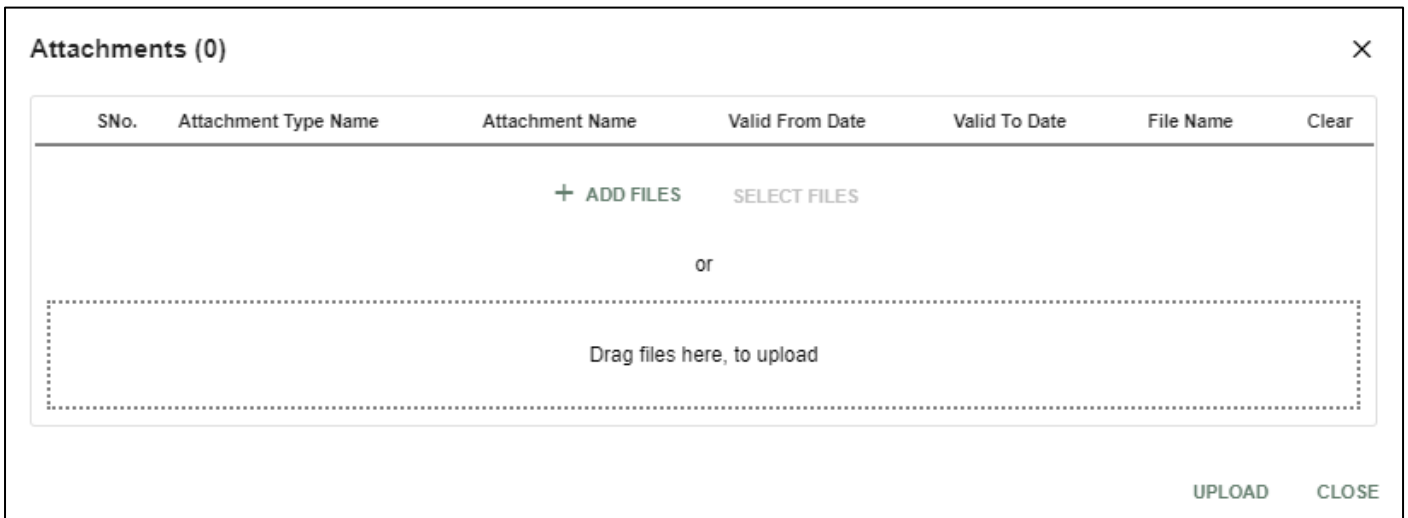
329

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.
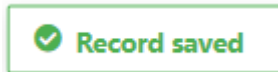
Record saved

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 Add Row to begin with data entry

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.

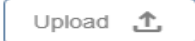Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

Click on **+ 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.

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) ✕

	SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey							
☐	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							
☐	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								
☐	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								
☐	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 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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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).

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. 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

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

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 mark (*).Enter the valid data or information into the fields.

Below are the Field Information regarding Transporter Booking Details Section.
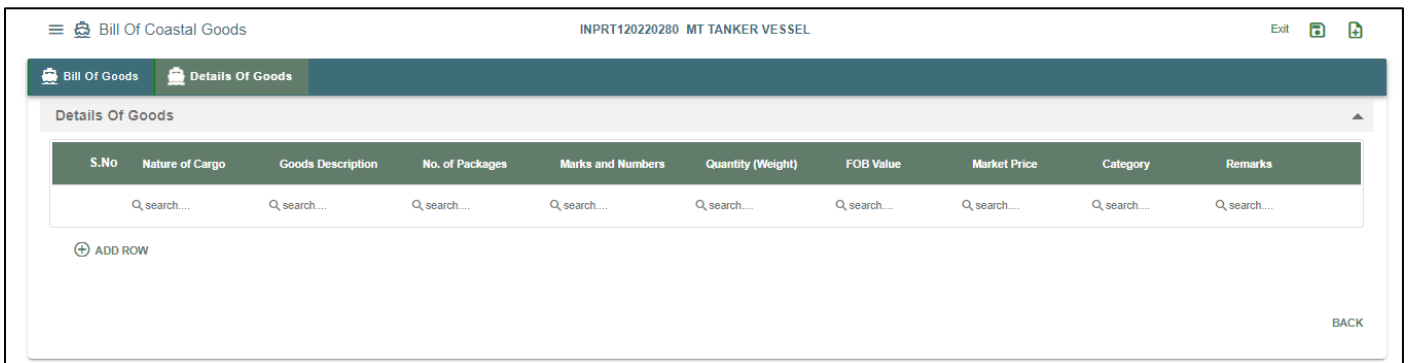
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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 ⊘ Record saved message.

Step 4: After saving the record 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

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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

+ 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.

Attachments (0)   ✕

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 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

+ 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 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	☐		

Step 8: Click on Save, System will display the **✓ checklist saved X** 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

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'.

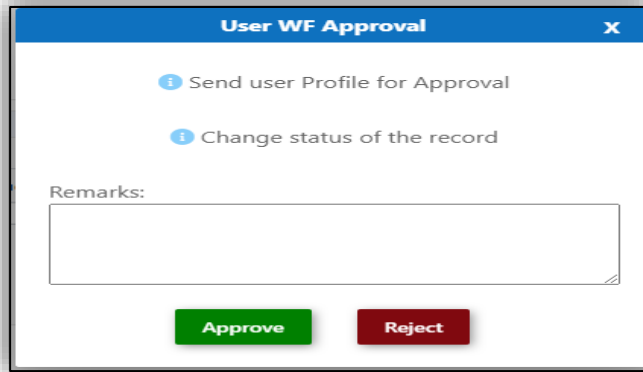If user reject the request following alert will display on the screen. ⓘ **Remarks required!** .Up On

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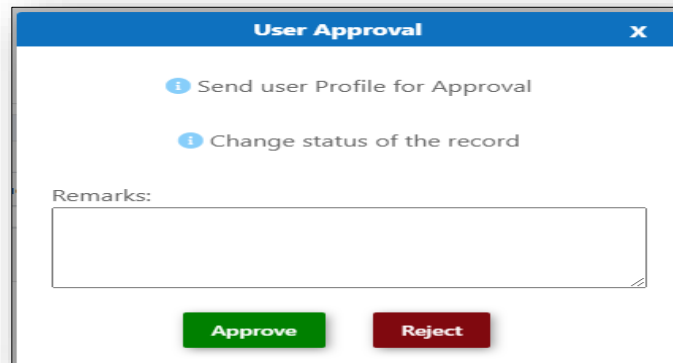
If user reject the request following alert will display on the screen. ⓘ **Remarks required!** .Up On

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

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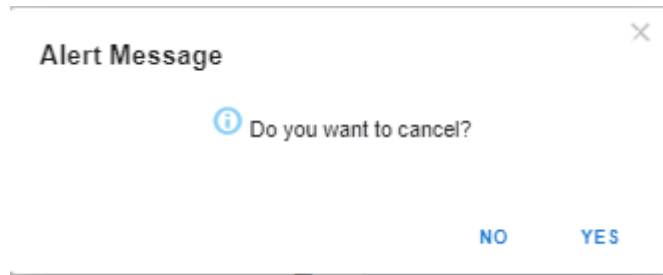
If user reject the request following alert will display on the screen. **Remarks required!** .Up On

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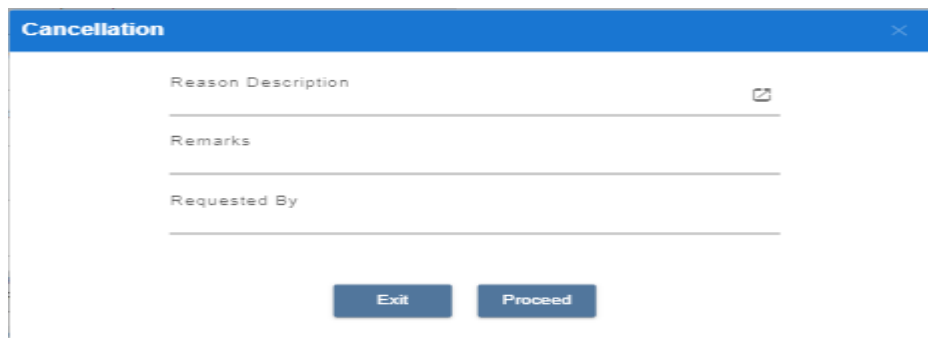
After clicking the icon system will display **Confirmation required** with below alert Yes and No

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.

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

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.

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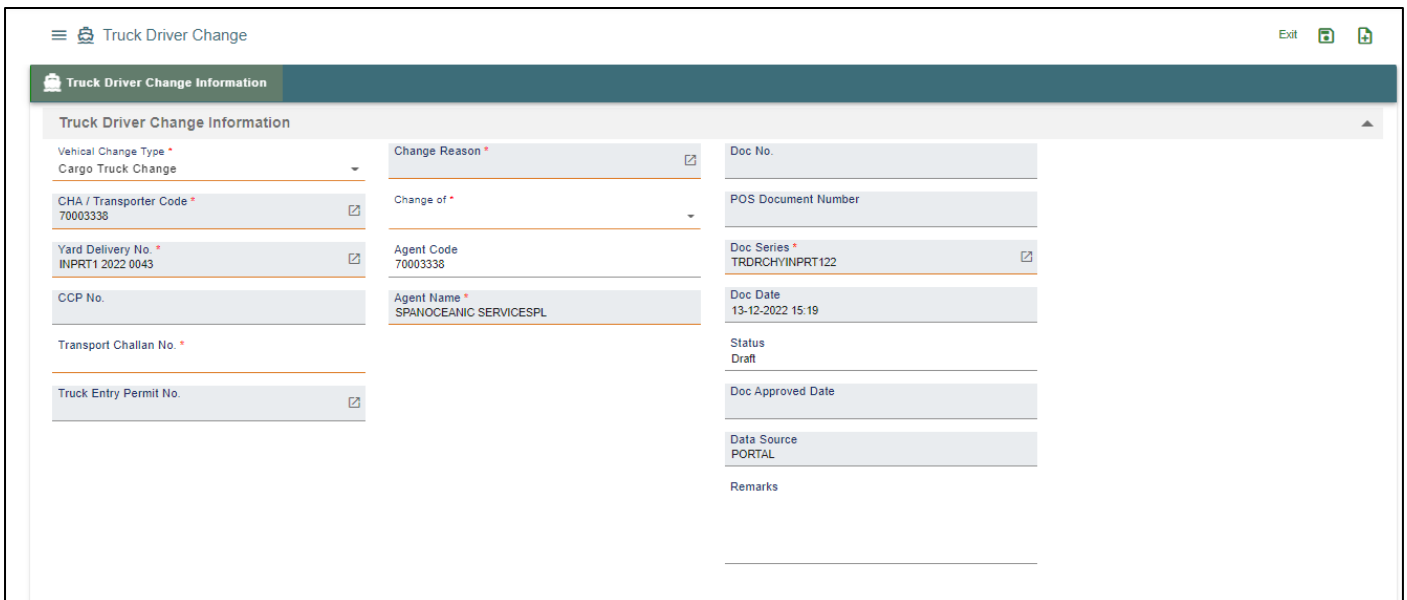
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

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-

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.
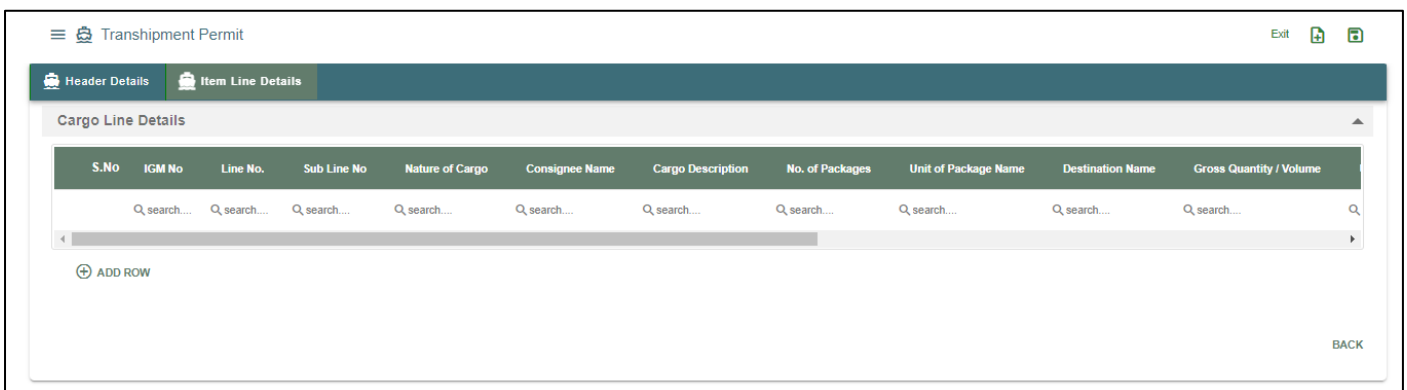
Below are the Field Information regarding Truck Driver change Details Section.

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

Step 3: Click on the Save button [icon] from the top right corner to save the Form. Once the record got saved

successfully, then the system will display ✓ Record saved message.

Step 4: After saving the record click on the [icon] 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

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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

+ 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.

Attachments (0)   ✕

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 361- Vehicle/Visitor/Company Blacklisting 50.5.3
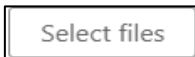
Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on

+ 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 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	☐		

Step 8: Click on Save, System will display the **✓ checklist saved X** 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

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 **[Successfully Status changed to WFAPP]** 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:

[   ]

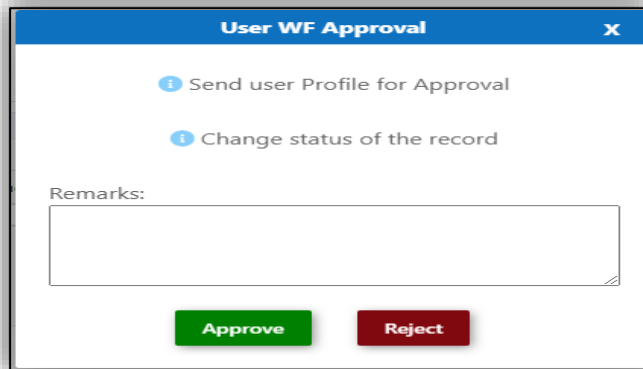APPROVE   REJECT

Successfully Status changed to APPROVED

Step13: Once the user Approve the request the **[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 14: Once the workflow is in WFAPP. Click on [icon] 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'.

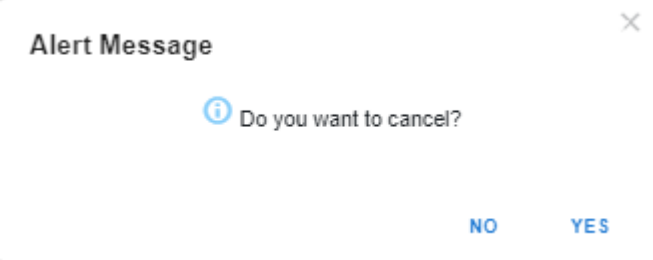If user reject the request following alert will display on the screen. [🛇 **Remarks required!**].Up On

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] icon shown.

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

Alert Message   ×
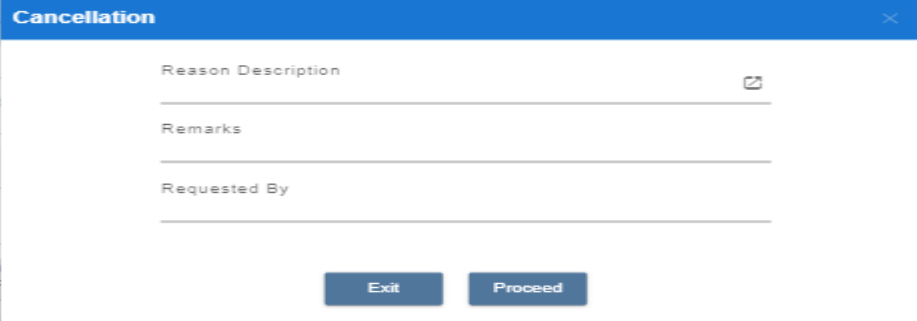
ⓘ Do you want to cancel?

                                                         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 [Ok] 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
🔍 sear...	🔍 search...	🔍 sea...	🔍 searc...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	search... 📅	search.... 📅	🔍 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
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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.

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 mark (*).Enter the valid data or information into the fields.
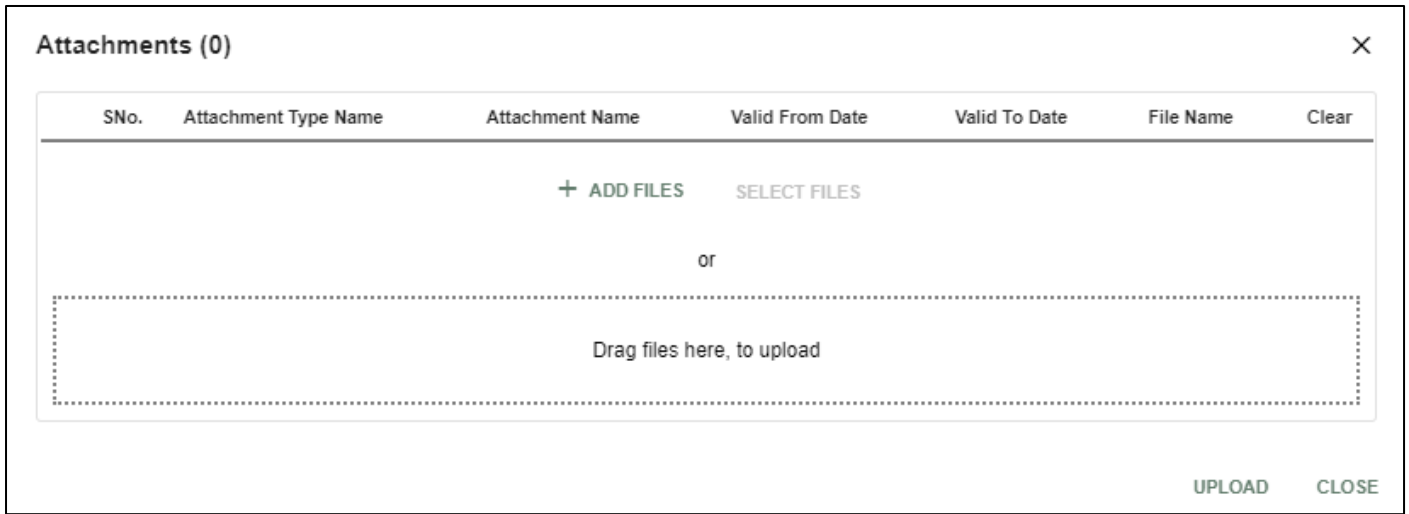
Below are the Field Information regarding Bill Of Coastal Goods Details Section.

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

Step 3: Click [icon] 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 [icon] 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 [Add Row] to begin with data entry

Step 5: Once data is filled in Contact Details, click on save button [icon] and click on [Add Row] if need to add multiple Row's or else click on [icon] 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 [**+ 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.

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)   ×

	SNo.	Attachment Type Name	Attachment Name		Valid From Date	Valid To Date	File Name	Clear
Draft Survey								
☐	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							
☐	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							
☐	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.

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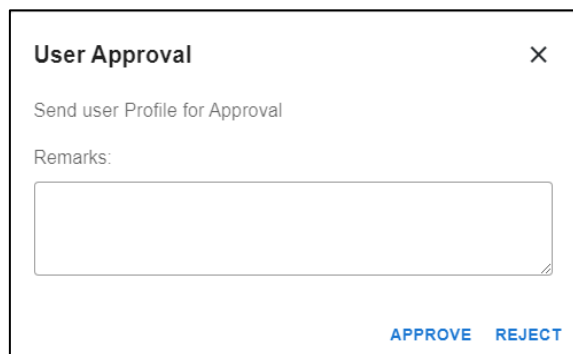
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option 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).

User WF Approval

ℹ Send user Profile for Approval

ℹ Change status of the record

Remarks:

[Approve] [Reject]

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).

User Approval

ℹ Send user Profile for Approval

ℹ Change status of the record

Remarks:

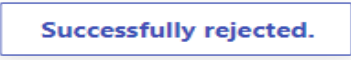[Approve] [Reject]

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

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

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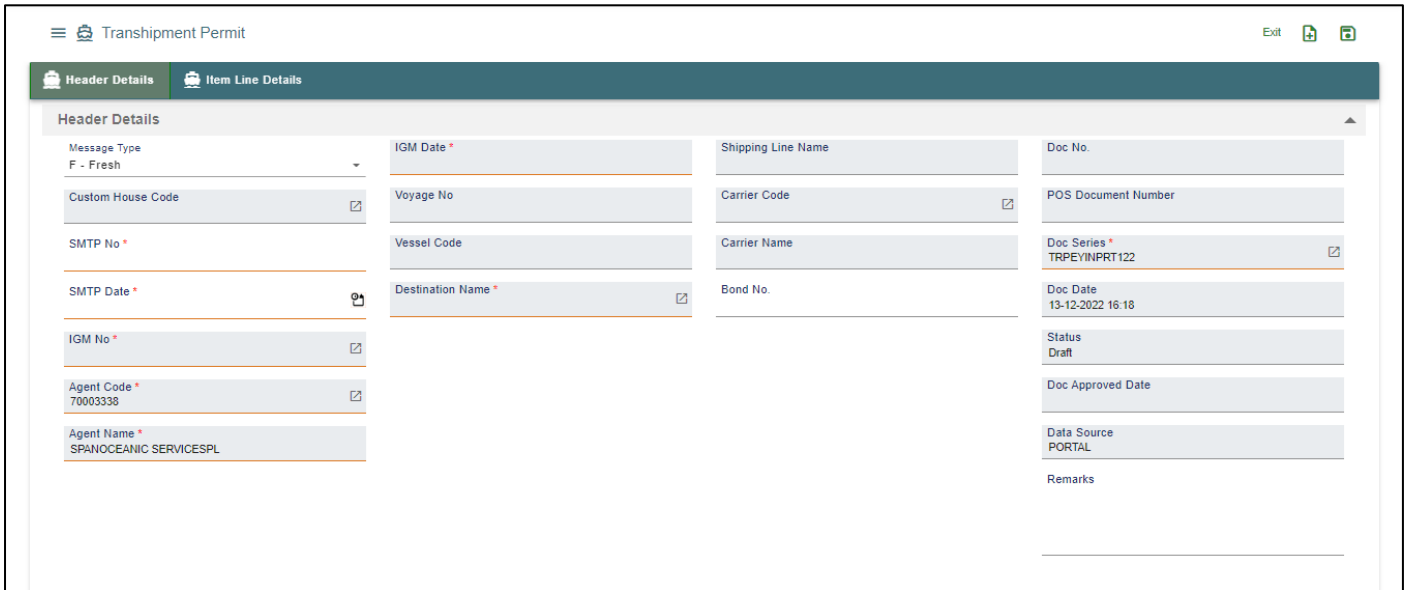
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍WHICH IS AVAILABLE ON TOOL BAR SECTION.

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.

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.

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 ⊕ Add Row to begin with data entry

Step 5: Once data is filled in Contact Details, click on save button 🔳 and click on ⊕ Add Row 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 **+ 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.

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] icon system will display respective section name.

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

Copy Right @ Envision Enterprise Solutions Pvt. Ltd.

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.

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

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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).

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

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

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

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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.
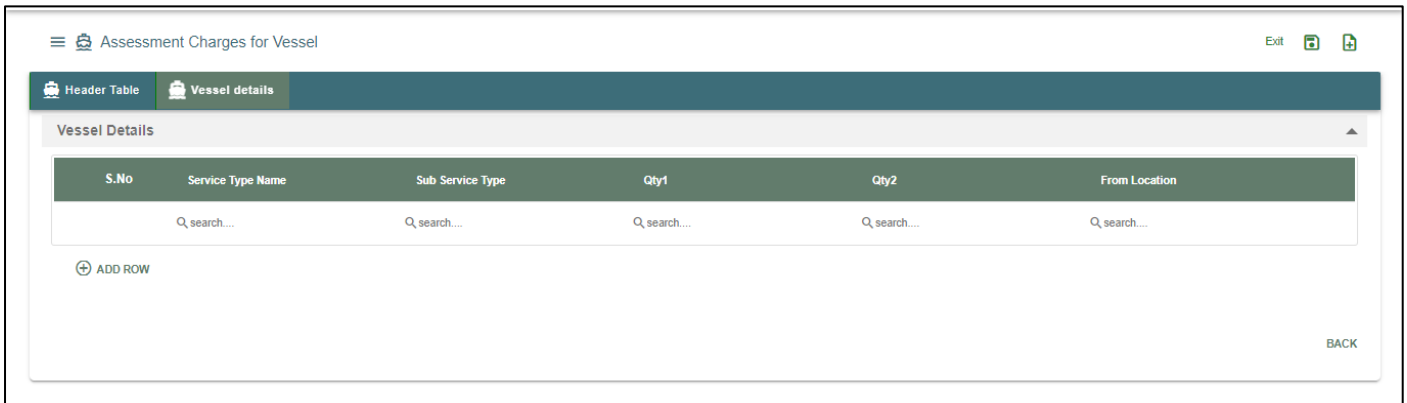
User Interface Image 332- Assessment Charges for Vessel 43.5.2

Step 4: The system shall display below fields to enter.
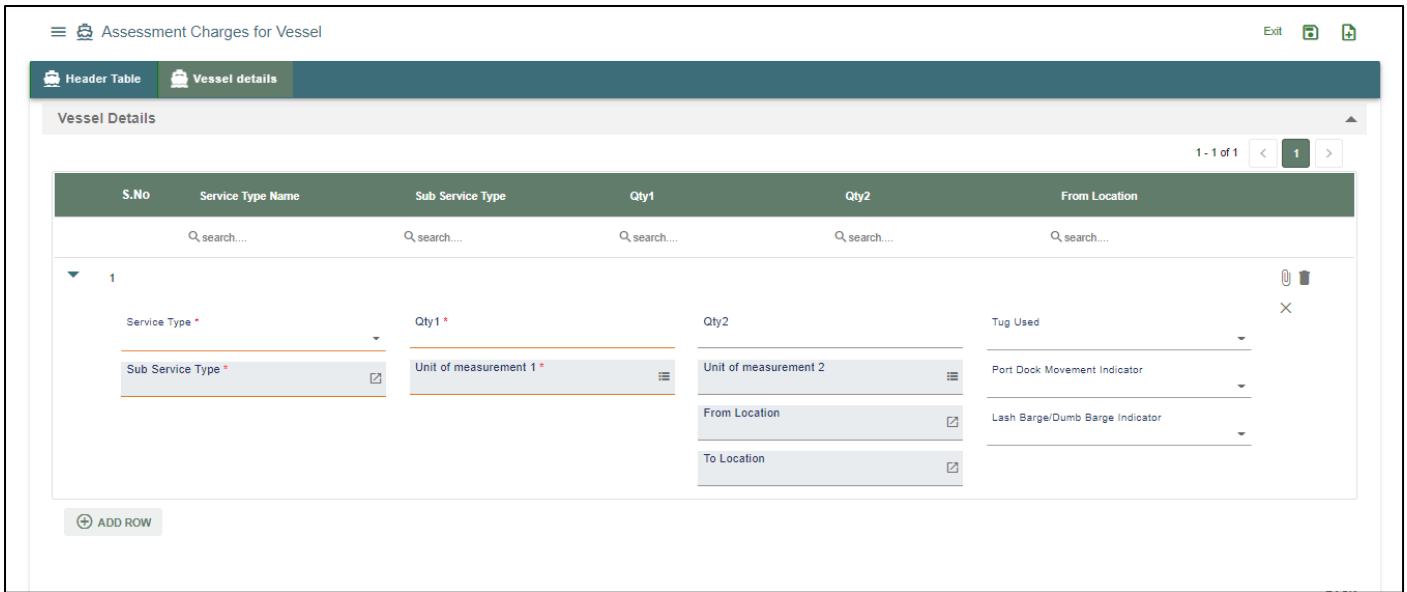
User Interface Image 326- Assessment Charges for Vessel 43.5.3

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)
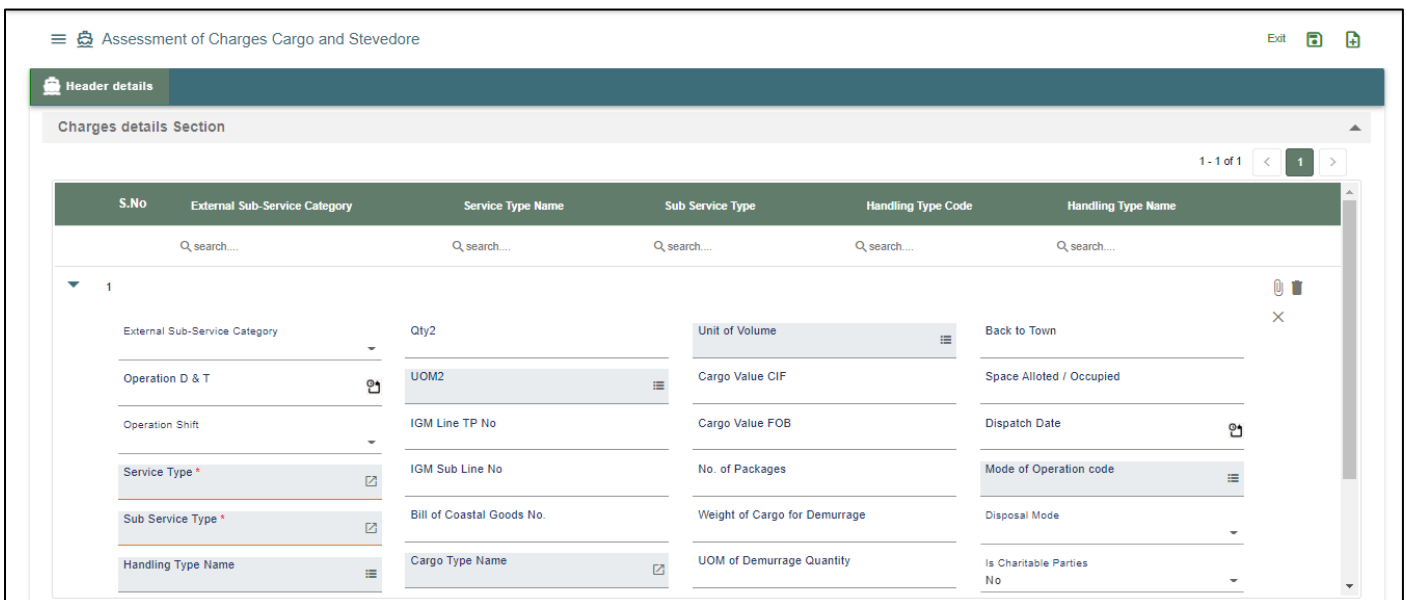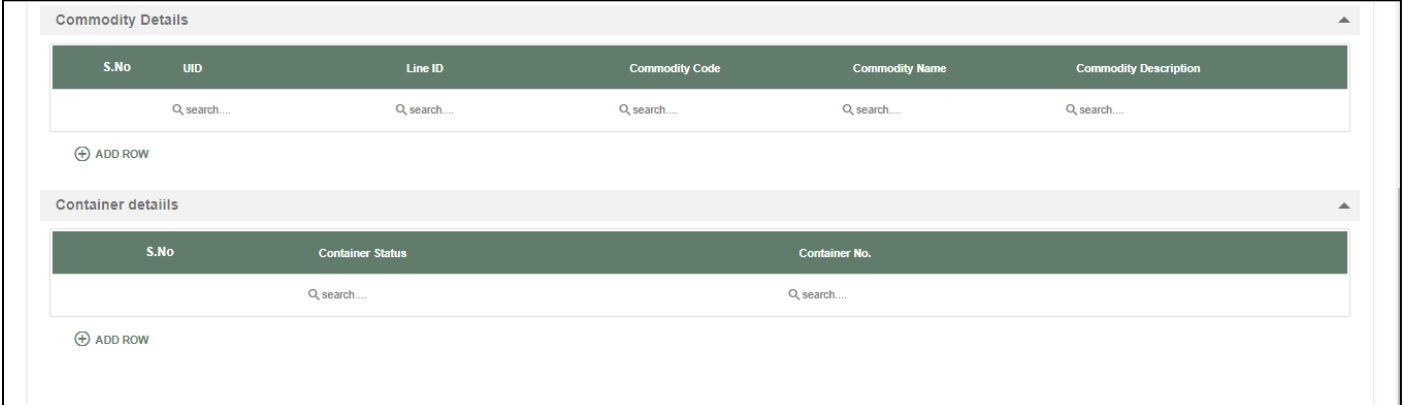
Field Name	Mandatory	Fill Type
Record Type*	Yes	Autopopulate/Dropdown
Port Code	No	Autopopulate
VCN	No	Autopopulate
Vessel Name	No	Autopopulate
Service Type*	Yes	Autopopulate/Dropdown
Sub Service Type*	Yes	Autopopulate/Dropdown
Quantity 1*	Yes	Autopopulate/Text Box
Unit of Measurement 1*	Yes	Autopopulate/Form 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 ✅ **Record saved** message.

Step 6: After saving the record 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

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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

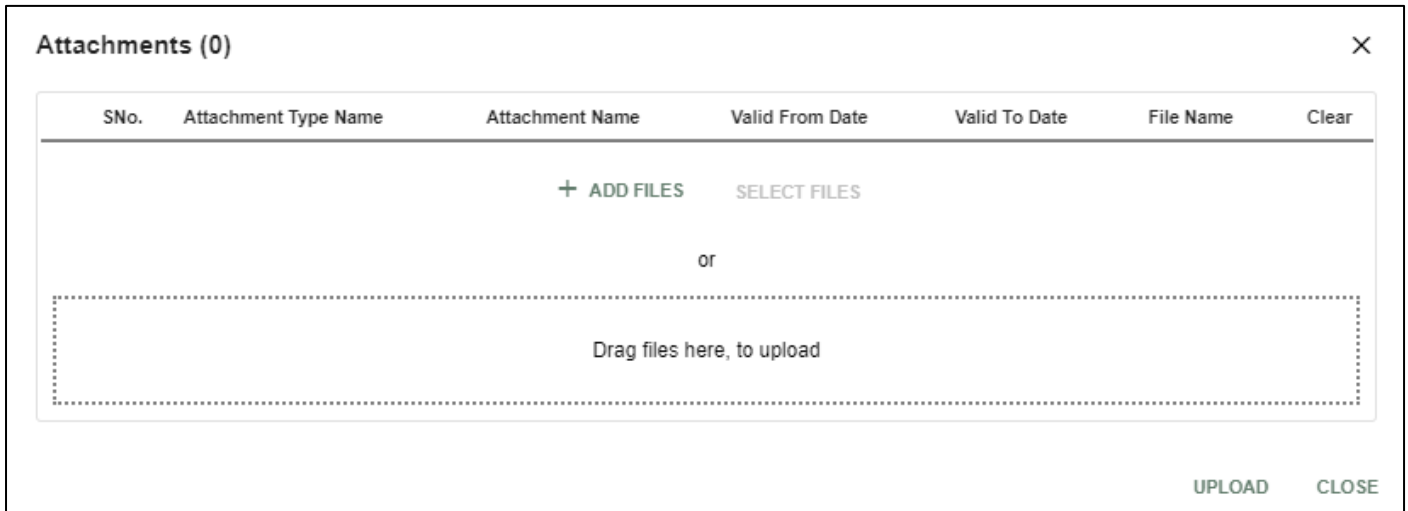**+ Add files** fill the required fields and upload the documents if any through Upload ⬆ button and can download the attached document by clicking on the file name attached.

Attachments (0)   ✕

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 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

+ 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.
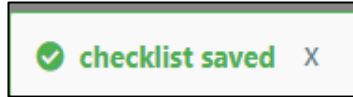
Step 9: Configure Check List in Check List Form for respective forms. Then Click on ⬛ icon. Configured parameters will display in the Check List Window.
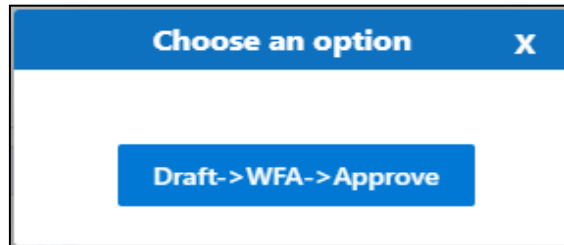
Check List				🖫 X
Parameter Code	Parameter Name	Yes/No	REMARKS	
FRESH WATER	Fresh Water	☐		

Step 10: Click on Save, System will display the ✅ checklist saved X 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 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

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. ❶ Remarks required! .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

Step15: 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: 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
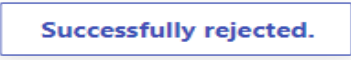
Remarks:

APPROVE   REJECT

Step 17: 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'.

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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   ✕

ⓘ 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 **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

≡ 🏛 Assessment Charges for Vessel										② 🗋
🗋 C							1 - 10 of 738 10 ▾ ‹ 1 2 3 … 72 73 74 ›			
VCN 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
🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 search…	🔍 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
⌄	⌄	search....	search....	and ⌄

⊕ Add Row

Clear ✕   Search Q

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-
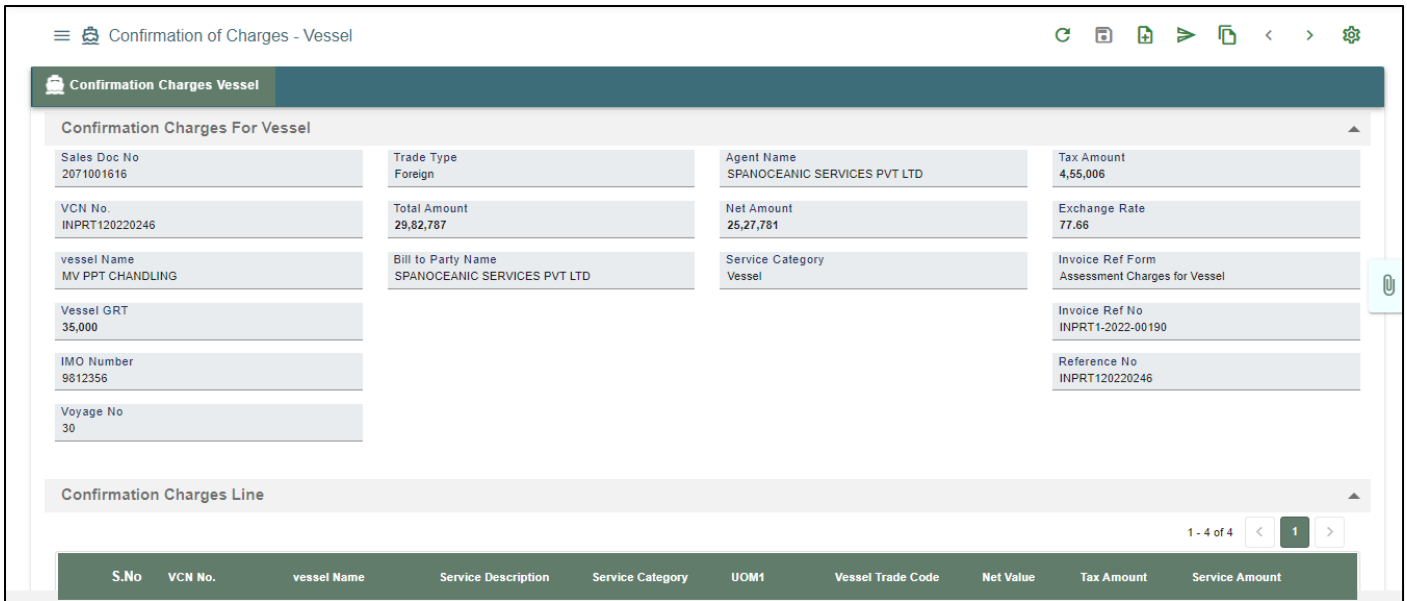
User Interface Image 421 – CONFIRMATION OF CHARGES-VESSEL61.5.1
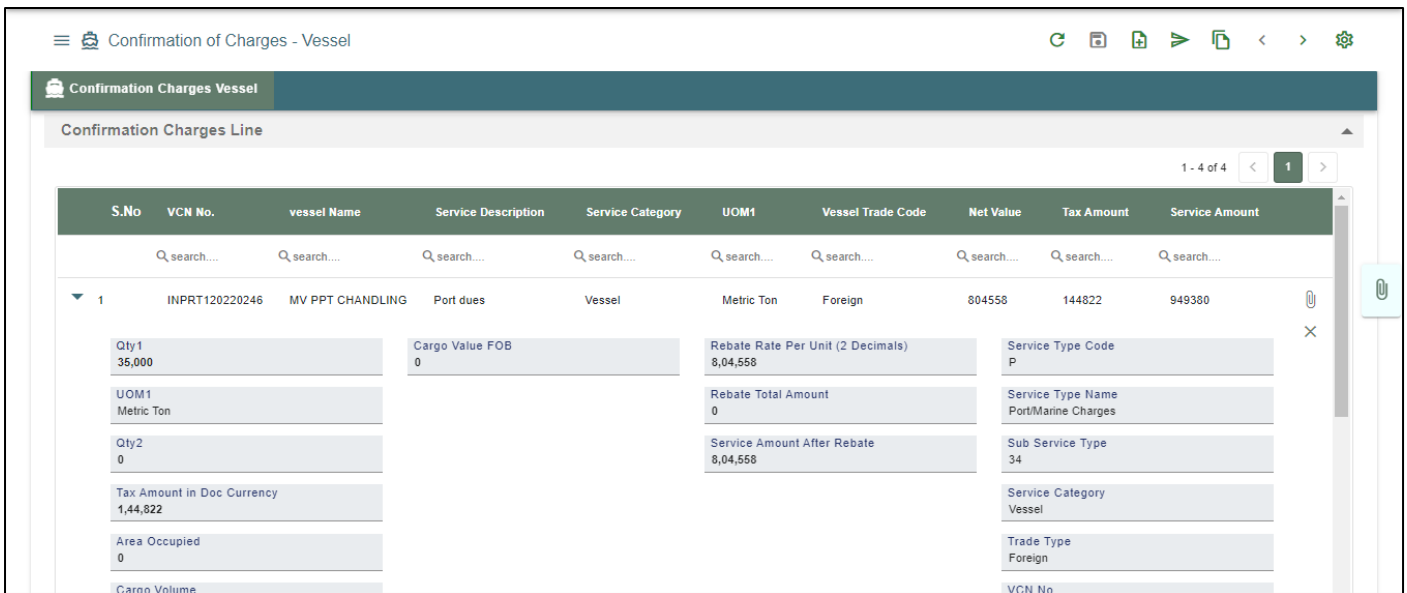
User Interface Image 422 – CONFIRMATION OF CHARGES-VESSEL 61.5.2

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

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 [paperclip] icon. Then the user will be redirected to the Attachments Window. –

User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.
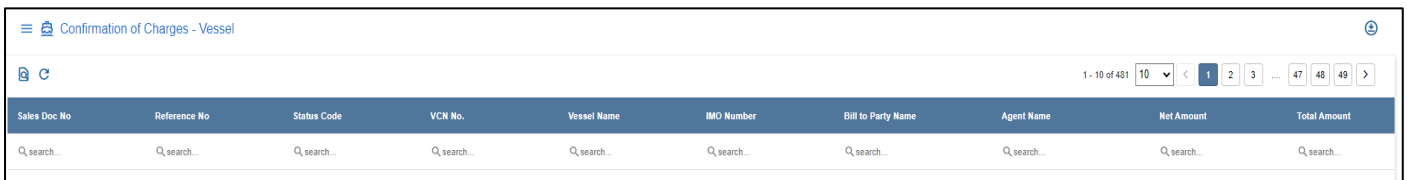
Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on [+ Add files] fill the required fields and upload the documents if any through [Upload] button and can download the attached document by clicking on the file name attached.

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 [+ 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 6: The record that can be seen in ☰ as shown below

☰ 🖥 Confirmation of Charges - Vessel										⊕

🔖 C   1 - 10 of 481 10 ⌄ ‹ 1 2 3 … 47 48 49 ›

Sales Doc No	Reference No	Status Code	VCN No.	Vessel Name	IMO Number	Bill to Party Name	Agent Name	Net Amount	Total Amount
🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 search...	🔍 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.

Search				✕
Field	Condition	Value1	Value2	Concatenate Condition
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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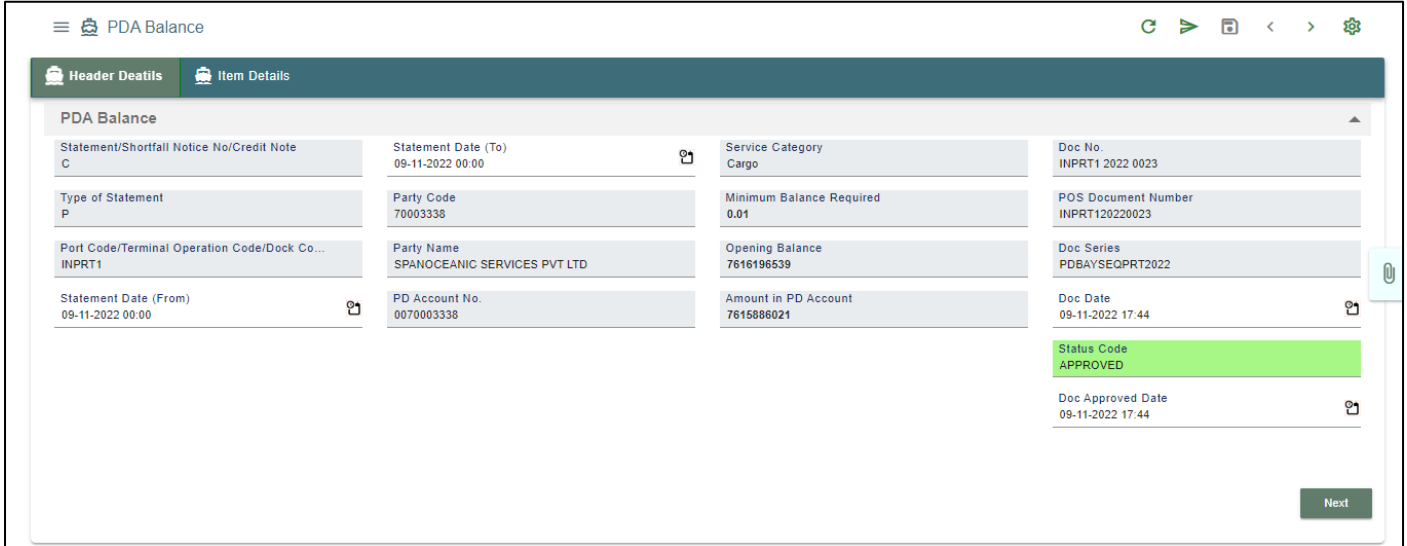
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

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-

User Interface Image 426 –PDA Balance62.5.1
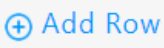
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*). Then click on Next Button then User will go to Item Details Section.

Click on ⊕ Add Row the button.

User Interface Image 427 –PDA Balance62.5.2

Step 3: Click on the [icon] icon. Then the user will be redirected to the Attachments Window. –
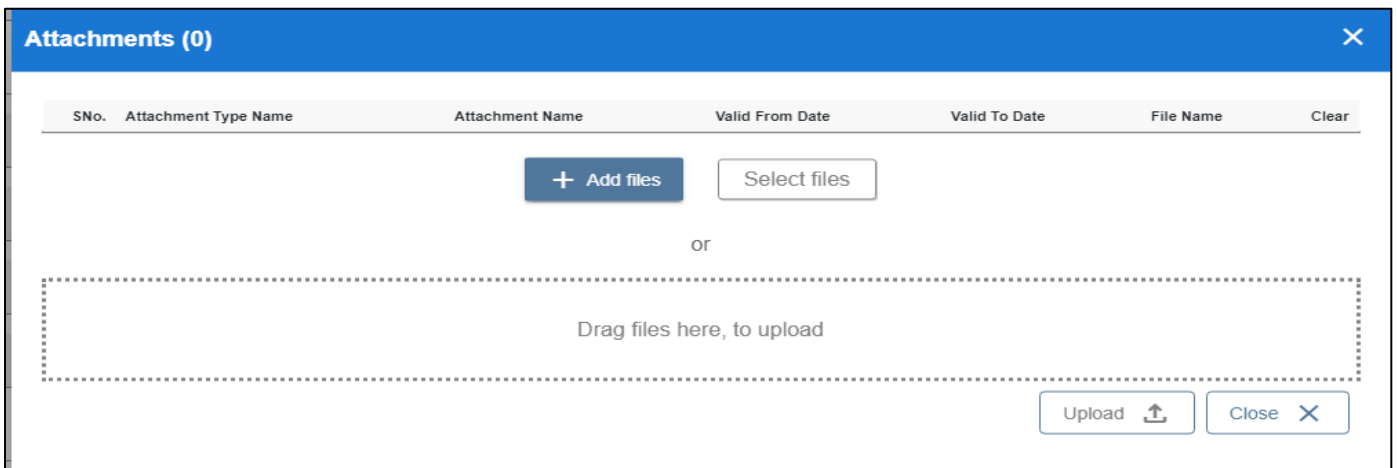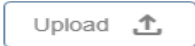
*User Interface Image 428 – PDA Balance 62.3.*

Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on [+ 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.
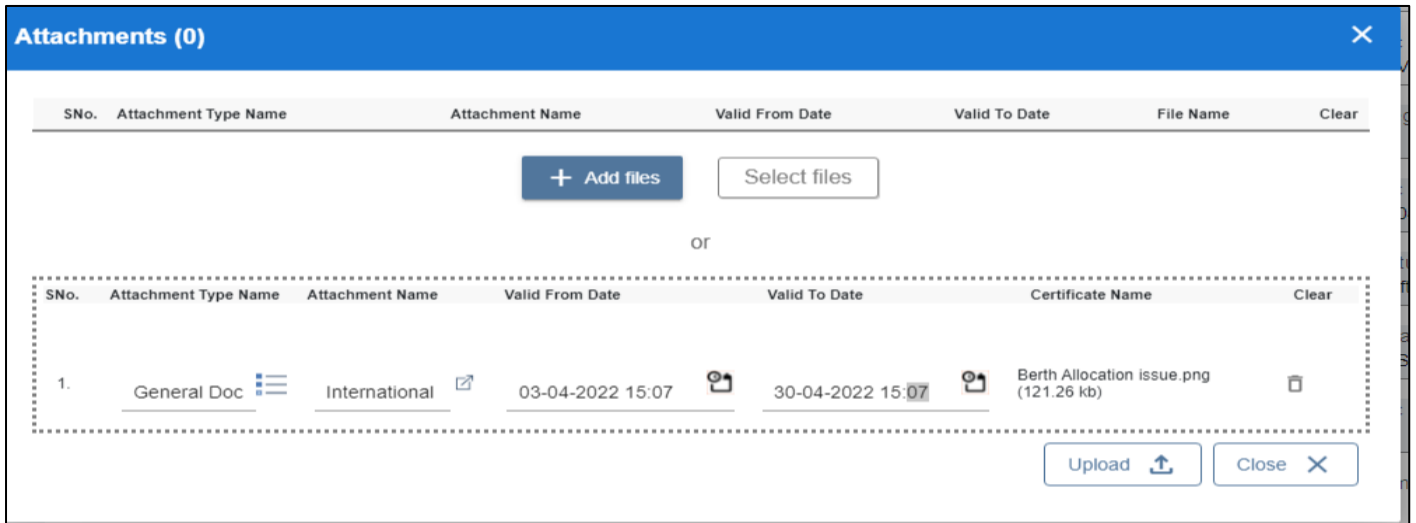
User Interface Image 429 – PDA Balance 62.5.4

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on

+ 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 6: The record that can be seen in ☰ as below
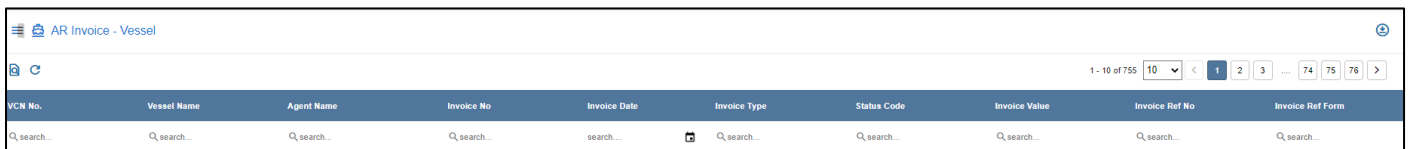
User Interface Image 430 – PDA Balance.5.5

Step 7: Click on 🔍 icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.
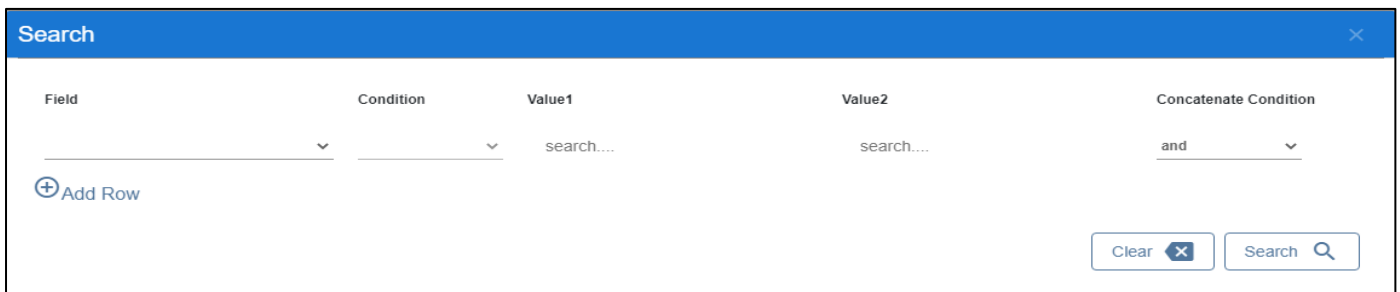
By Clicking on 🔽 can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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.
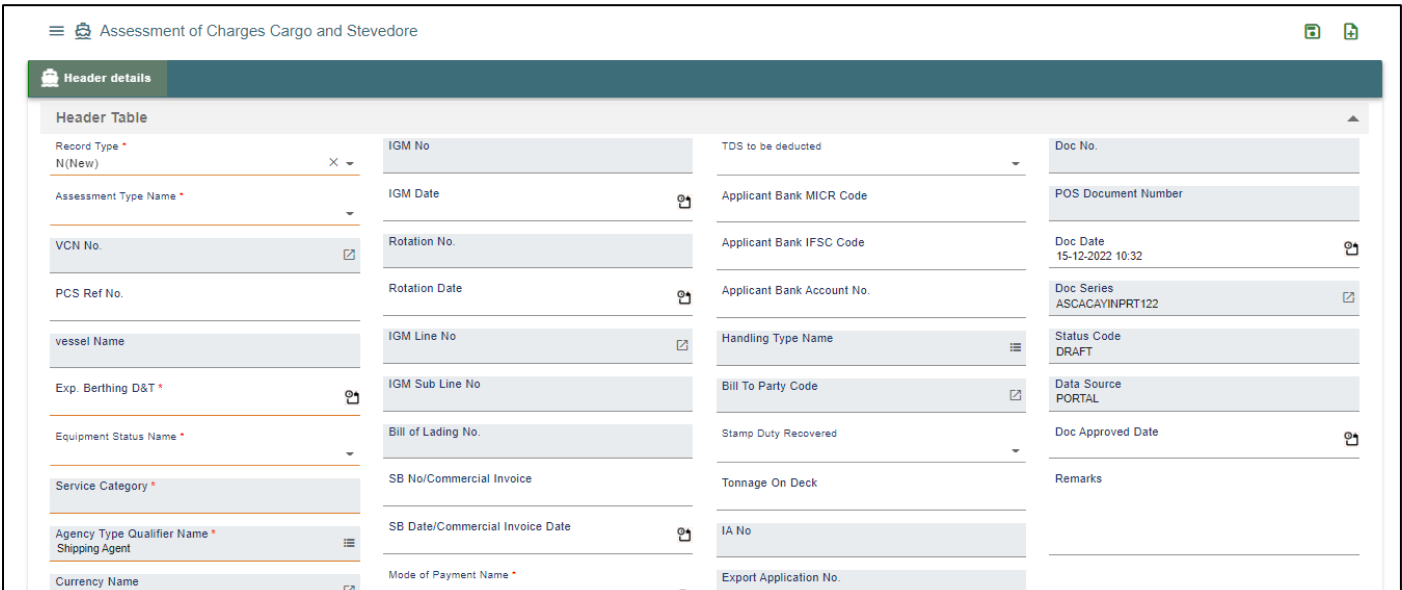
44.3   PREREQUISITES – MASTERS

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 page as below. Click on the ⊕ Add Row button.
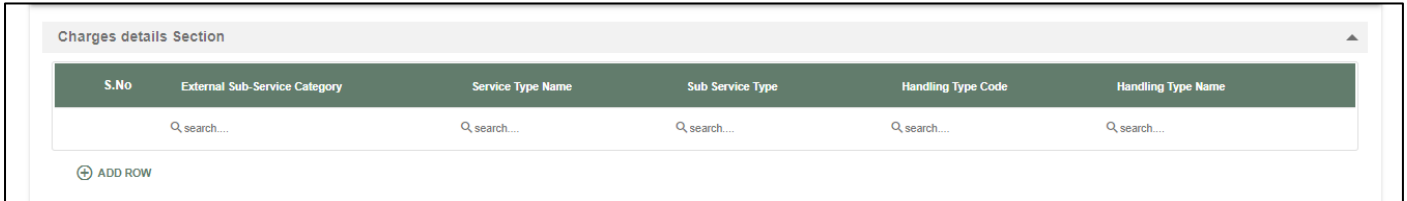
User Interface Image 332- Assessment of Charges Cargo and Stevedore 43.5.2

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

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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 ⊕ Add Row button.

Click on the ⊕ Add Row 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 ✓ Record saved message.

Step 6: After saving the record 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

+ ADD FILES   SELECT FILES

or

Drag files here, to upload

UPLOAD   CLOSE

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

+ 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.

Attachments (0)

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 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

+ 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				🖫 **X**
Parameter Code	**Parameter Name**	**Yes/No**	**REMARKS**	
FRESH WATER	Fresh Water	☐		

Step 10: Click on Save, System will display the ✅ checklist saved X 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   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

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

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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

Step15: 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: 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 17: 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'.

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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 ✕

ⓘ 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 **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

☰ 🏛 Assessment Charges for Vessel

VCN 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
⌄	⌄	search....	search....	and ⌄

⊕ 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.

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-
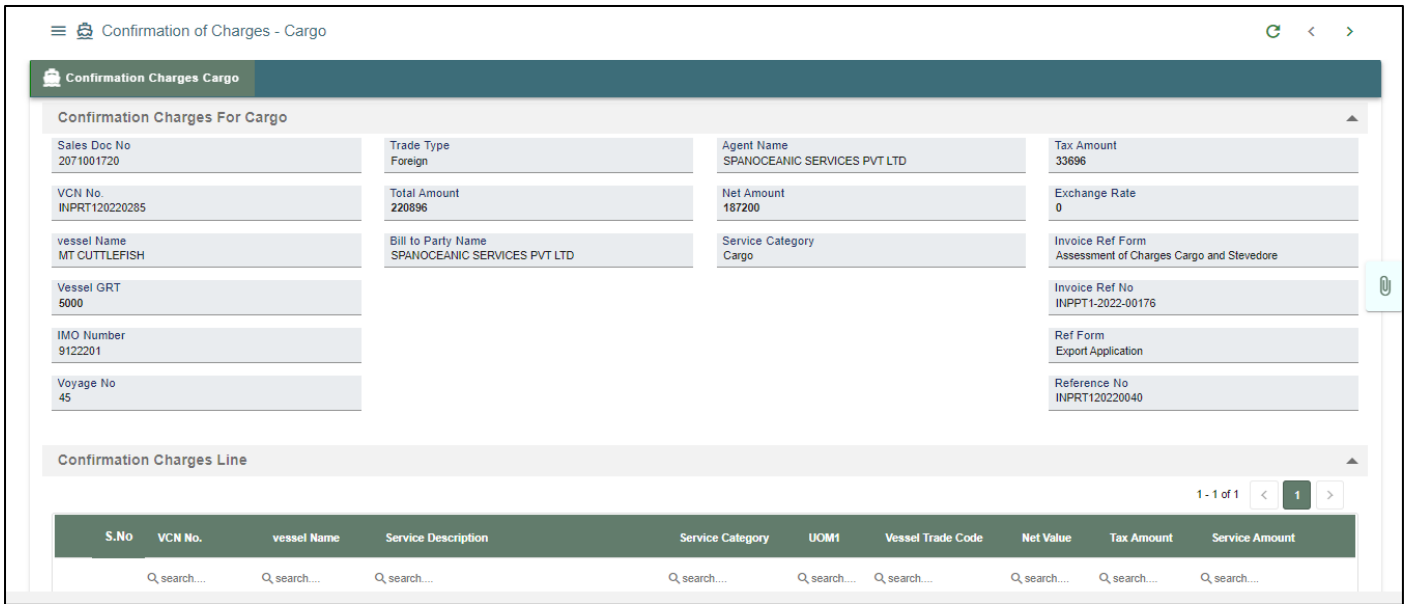
User Interface Image 421 – CONFIRMATION OF CHARGES-CARGO61.5.1
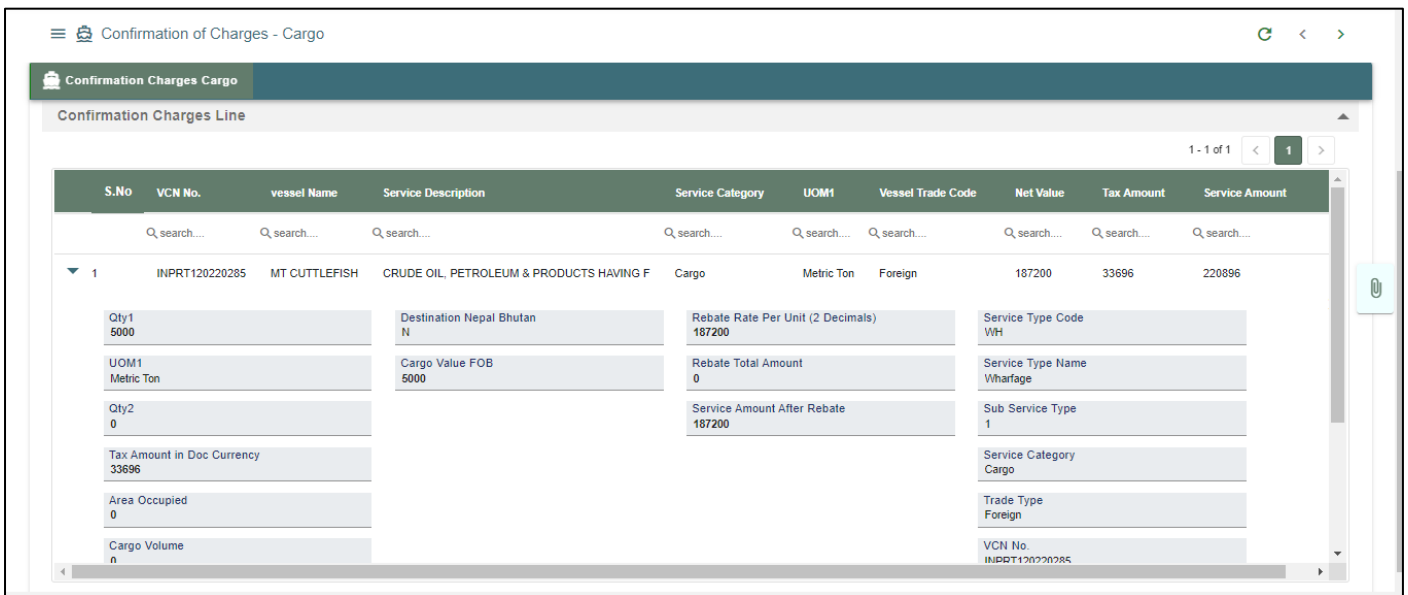
User Interface Image 422 – CONFIRMATION OF CHARGES-CARGO 61.5.2

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. –

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 [+ 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.

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 [+ 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 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.

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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.

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-

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. –

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear

Attachments (0)

+ Add files   Select files

or

Drag files here, to upload

Upload ⬆   Close ✕

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 **+ 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.
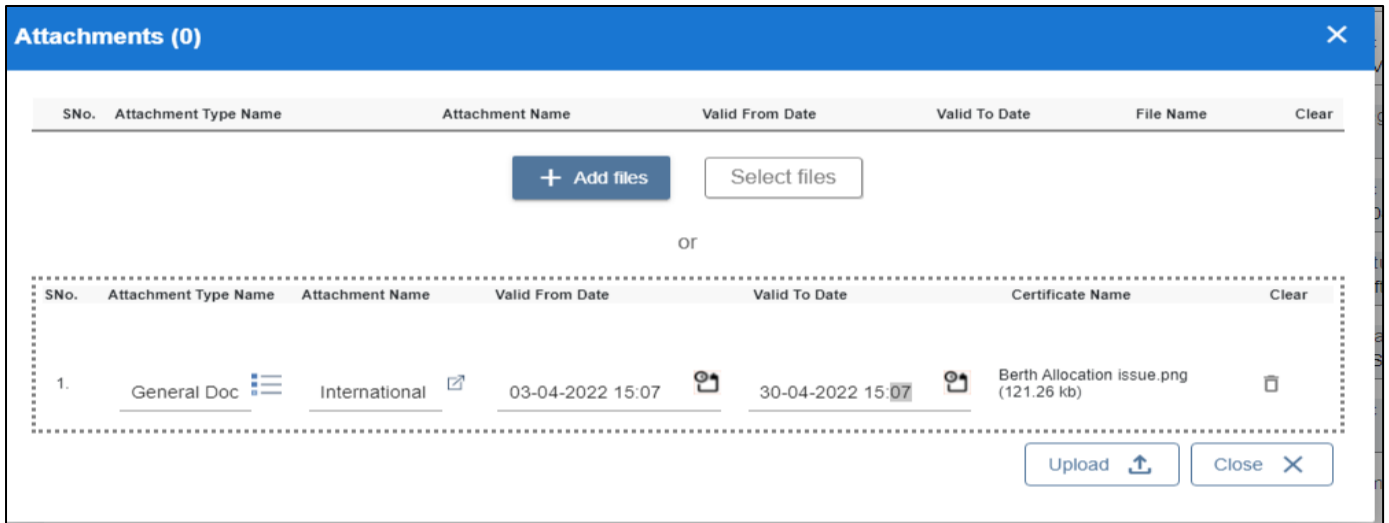
User Interface Image 424 – CONFIRMATION OF CHARGES-RAILWAY 61.5.4

Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on **+ 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 6: The record that can be seen in ☰ as shown below
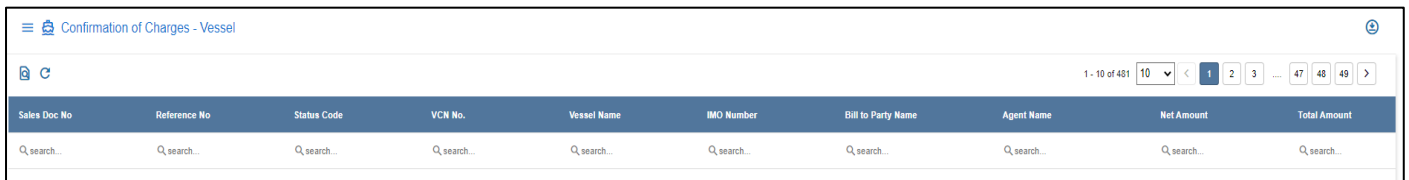
User Interface Image 425 – CONFIRMATION OF CHARGES-RAILWAY 61.5.5

Step 7: Click on 🔍 icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.
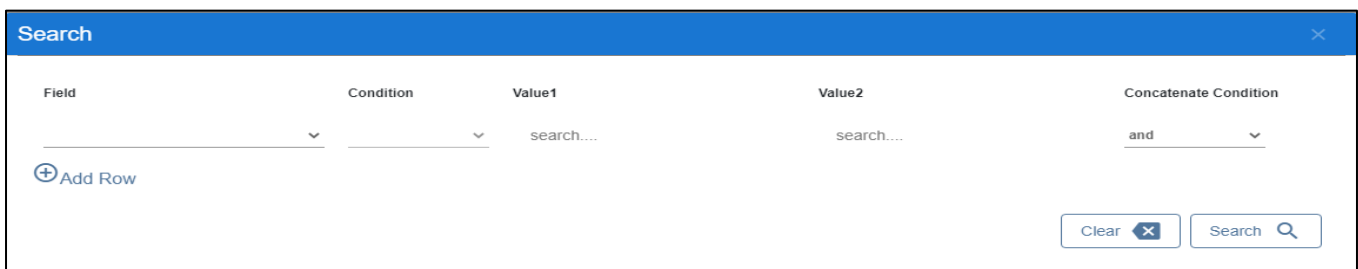
By Clicking on 🔻 can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

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

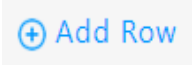Once entered into the Functional Form – Rake Application, list page will appear

List Page:

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

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.
  - o If User select Inward Receipt Type as "Railway Receipt", then system shows the fields as Railway Receipt No. and Railway Receipt Date for entering

  - o If User select Inward Receipt Type as Indemnity Bond, then system shows the fields as Indemnity Bond No. and Indemnity Bond Date for entering

Inward Receipt Type*

Indemnity Bond

Indemnity Bond No*

Indemnity Bond Date*

> 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
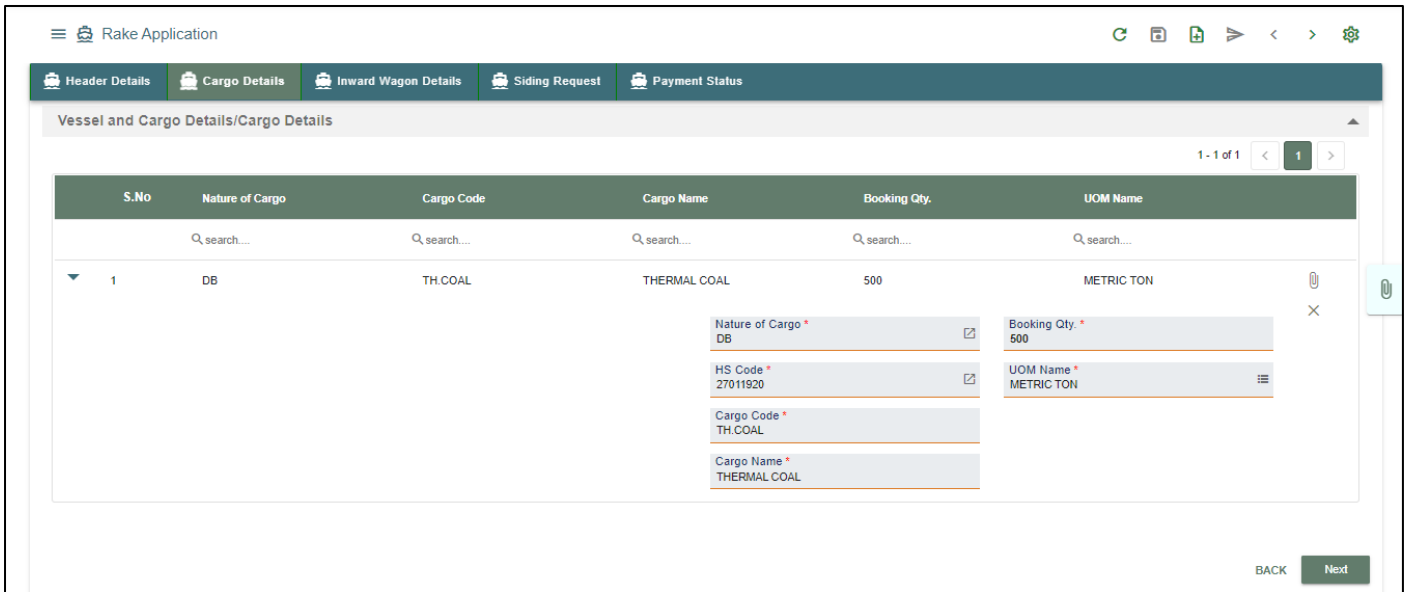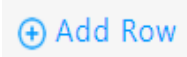
User Interface Image 2-Rake Application Cargo details - 1.5.1.2

Step 3 – Once ⊕ Add Row is selected, then following vessel/Cargo Details line item fields will be populated to enter
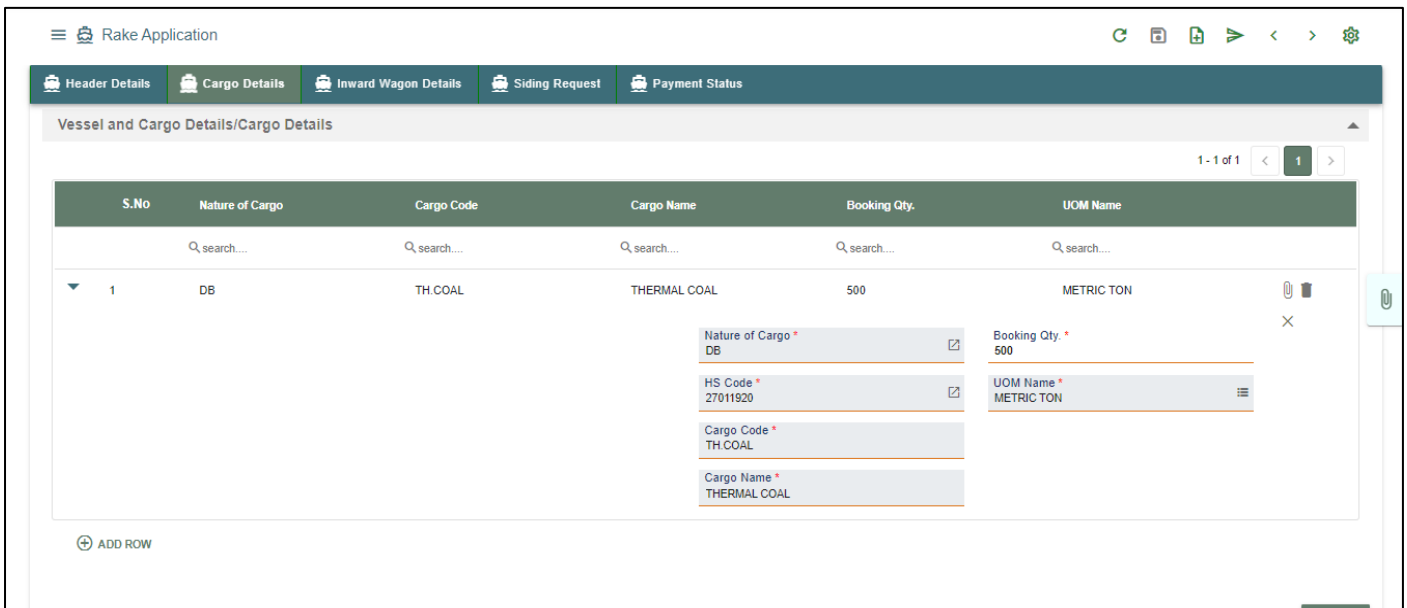
User Interface Image 3-Rake Application Cargo details - 1.5.1.3
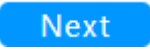
➢ Once fields are populated, select the Nature of Cargo and from Lookup button
➢ Select HS code from Lookup button
➢ Once Selected HS Code, Description will be populated by the system
➢ Cargo code , cargo name are both re mandatory fields
➢ Enter Booking Quantity of cargo.
➢ System shown by default UOM will be Metric Ton. If want to change, then select from Lookup button

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Step 4 - Once data is filled in Line item Details, click on save button [icon] to save the cargo details record and click on ⊕ Add Row if need to add multiple Row's or else click on [icon] 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 [icon]. If want to delete the particular record line item then click on Delete button 🗑
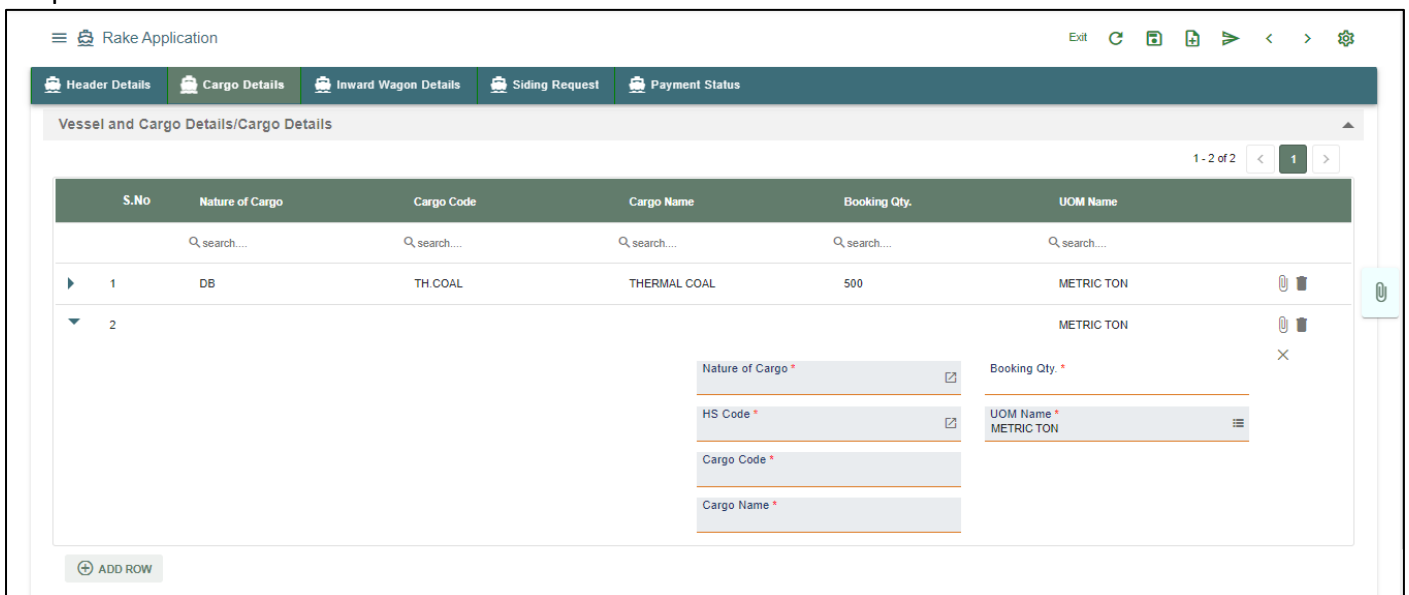
User Interface Image 4 - Rake Application Cargo details-1.5.1.4

Step 5 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Inward Wagon Details page redirected as like below

Click on ⊕ Add Row to begin with data entry
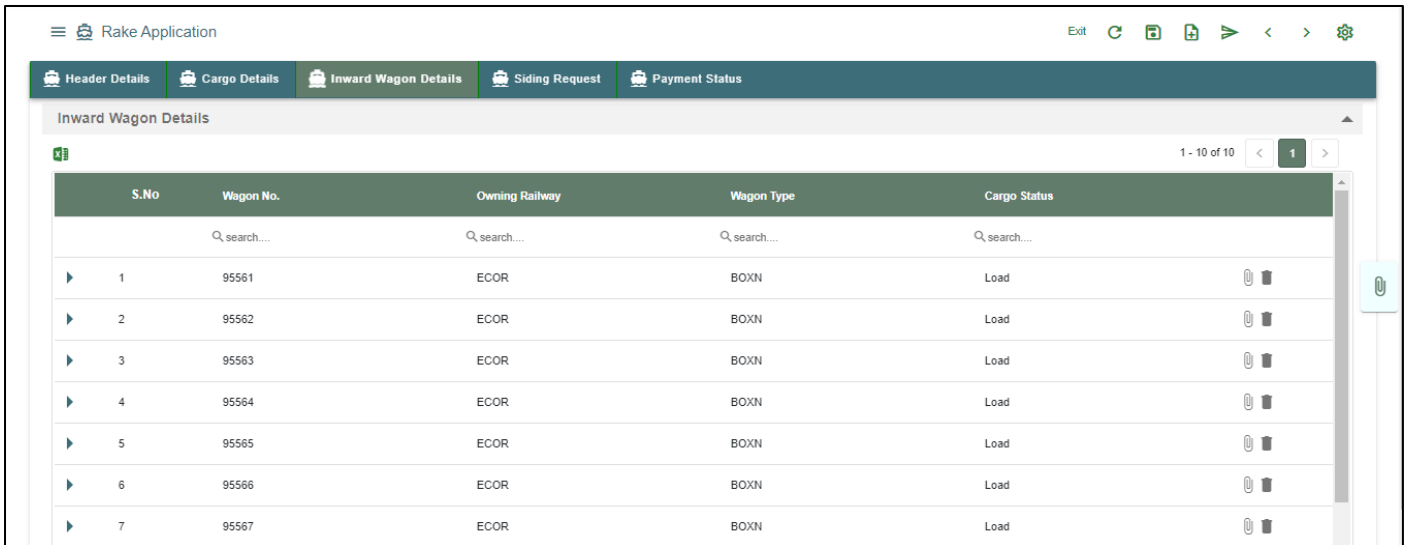
User Interface Image 5- Rake Application Inward wagon details -1.5.1.5

Step 6 – Once ⊕ Add Row is selected, and then following Inward Wagon Details line item fields will be populated to enter
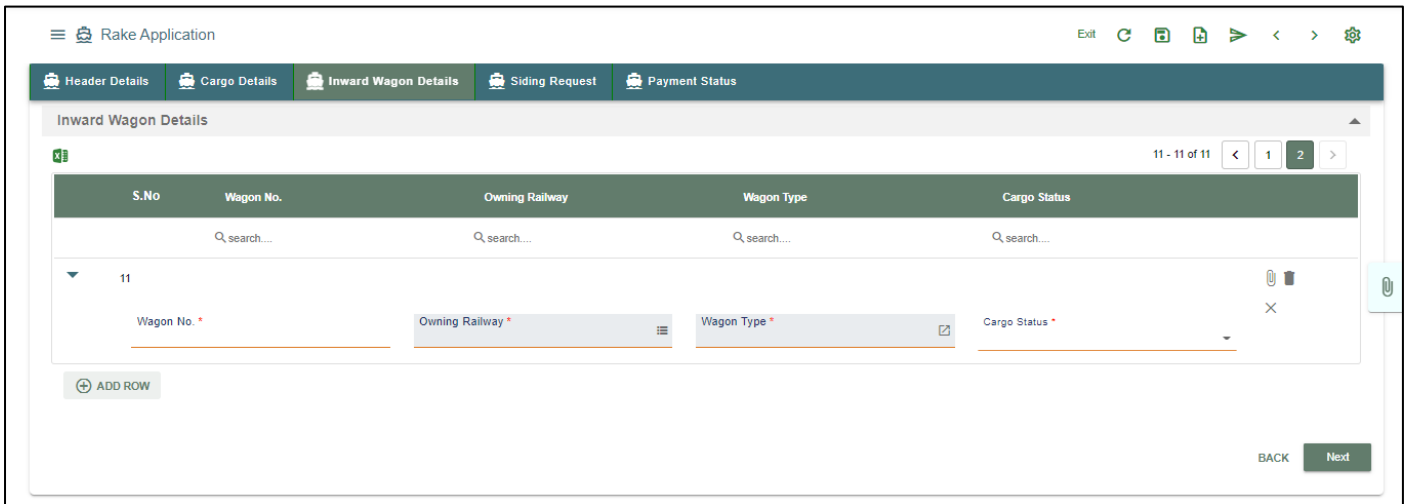
User Interface Image 6- Rake Application Inward wagon details -1.5.1.6

➢ 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
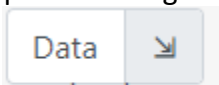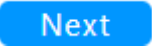
upload button Data upload ⊻ to select the destination file

Step 7 - Once data is filled in Line item Details, click on save button [icon] to save the inward wagon details record and click on ⊕ Add Row if need to add multiple Row's or else click on [icon] 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 [icon]. If want to delete the particular record line item then click on Delete button 🗑
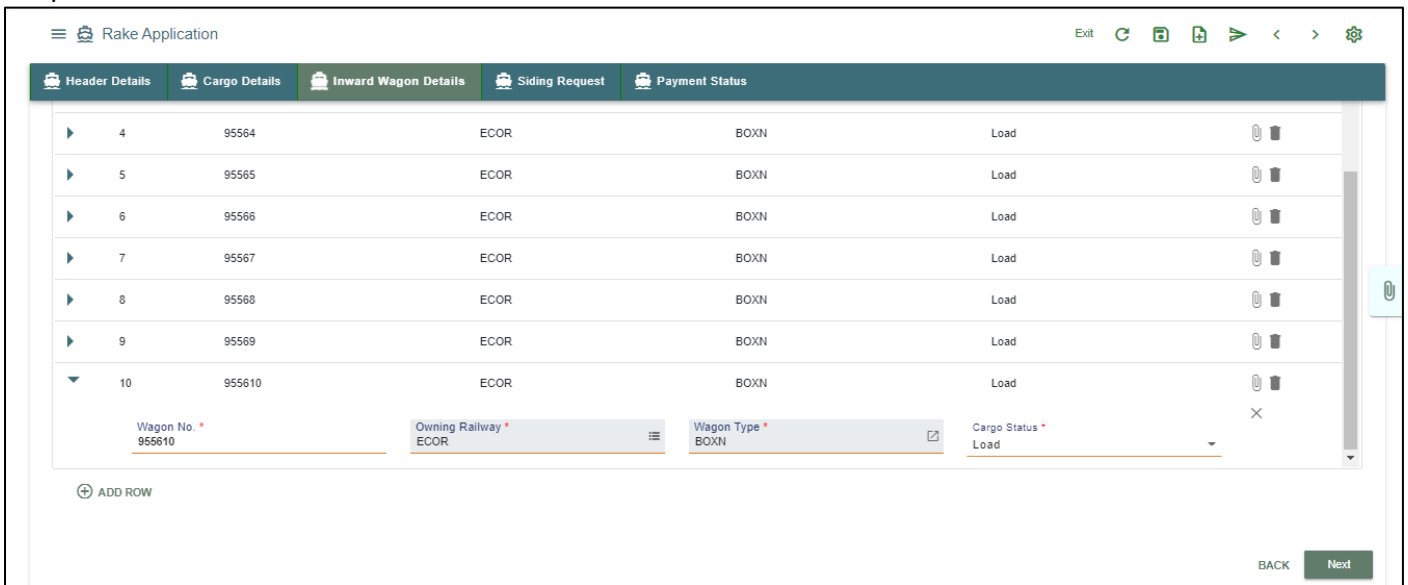
User Interface Image 7- Rake Application Inward wagon details-1.5.1.7

Step 8 – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then sliding request - page redirected as like below
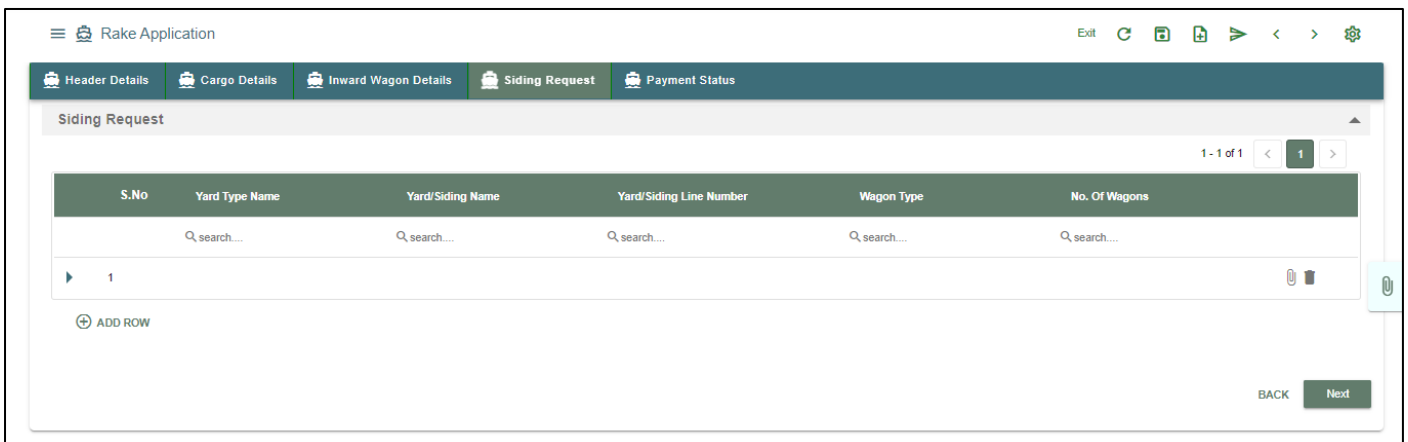
User Interface Image 8- Rake Application siding request-1.5.1.8

➢ Click on ⊕ Add Row to begin with data entry
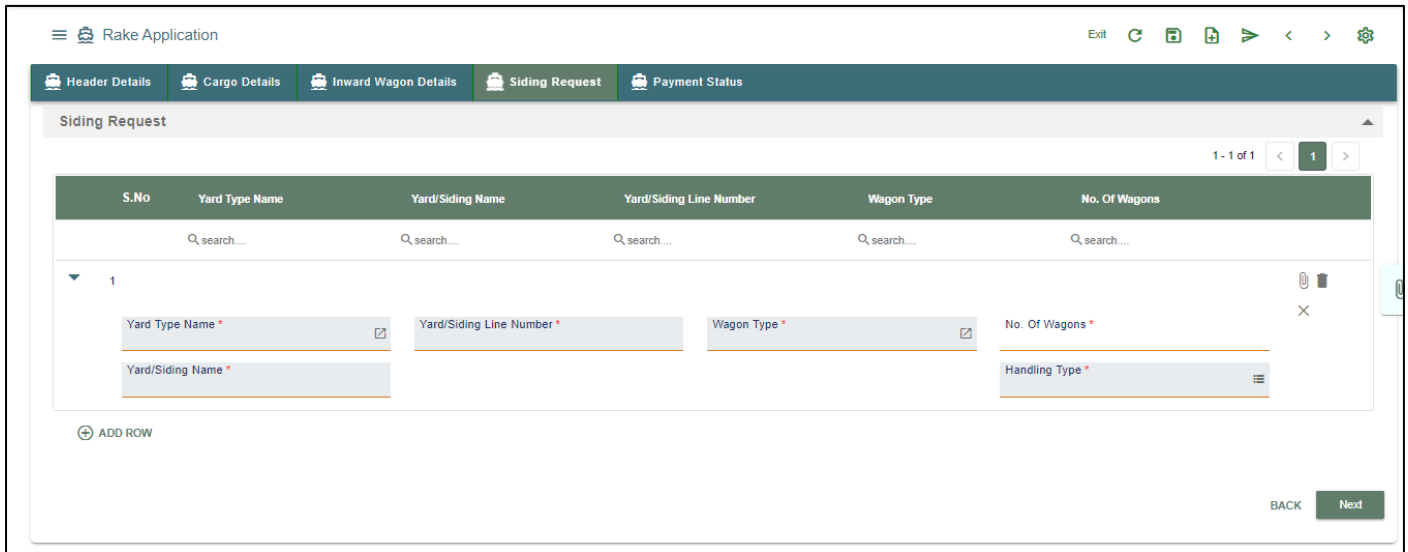
User Interface Image 9- Rake Application siding request-1.5.1.9

➢ 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 ⊕ 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 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 –
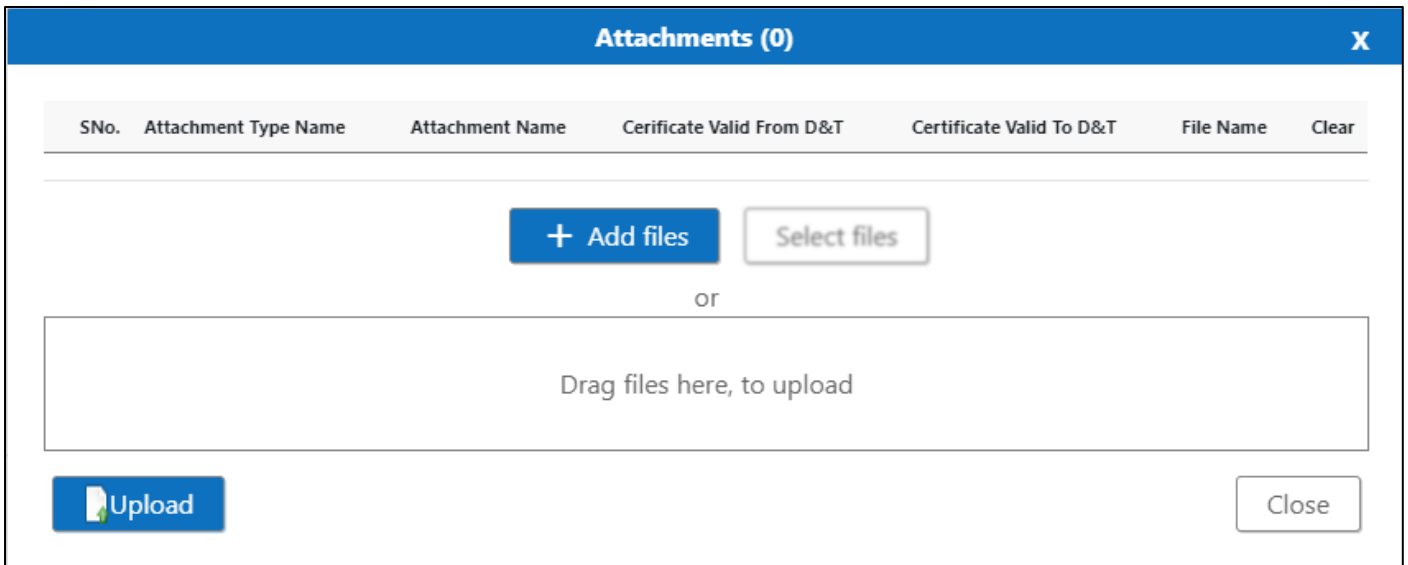
User Interface Image 11-Rake Application (Attachments) 1.5.11

Step 12: Click on **+ 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.

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 [paperclip icon] icon system will display respective section name.

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

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

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.

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

Click On Close Button

Step 13: Click on the Save button ⊞ from the top right corner to save the Rake Application Form. Once

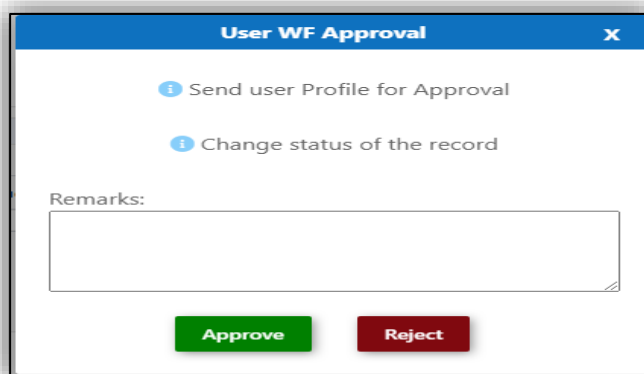the record got saved successfully, then the system will display ✓ **Record saved** message.

Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow

button ⬧ .

Choose an option   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

Step 15: 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 WF Approval   X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]

Approve   **Reject**

Successfully Status changed to WFAPP

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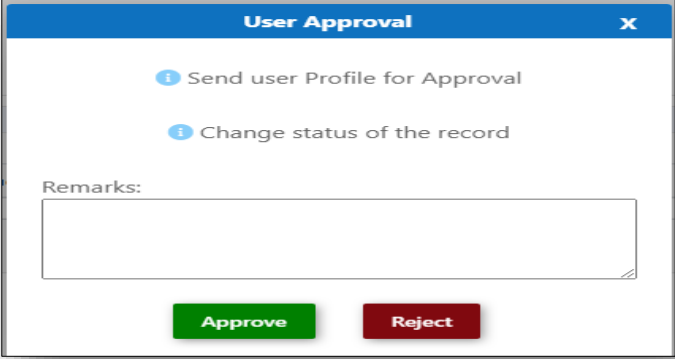shown on the screen and the document status will be changed as 'WFAPP'. .

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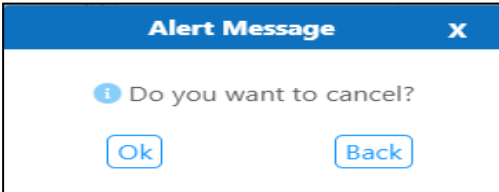If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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).

User Approval ✕

    ⓘ Send user Profile for Approval

     ⓘ Change status of the record

Remarks:

[Approve] [Reject]

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

Alert Message ✕

    ⓘ Do you want to cancel?

[Ok]   [Back]

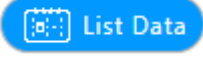By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

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

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

User Interface Image 14-Rake Application (List Data) 1.5.13

47.4.2 Rake Application Form Details - Outward
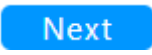
Header Details:

Step 1 - Once clicked on Add New button from top of the tool bar, Rake Application Header Details screen will appear like below
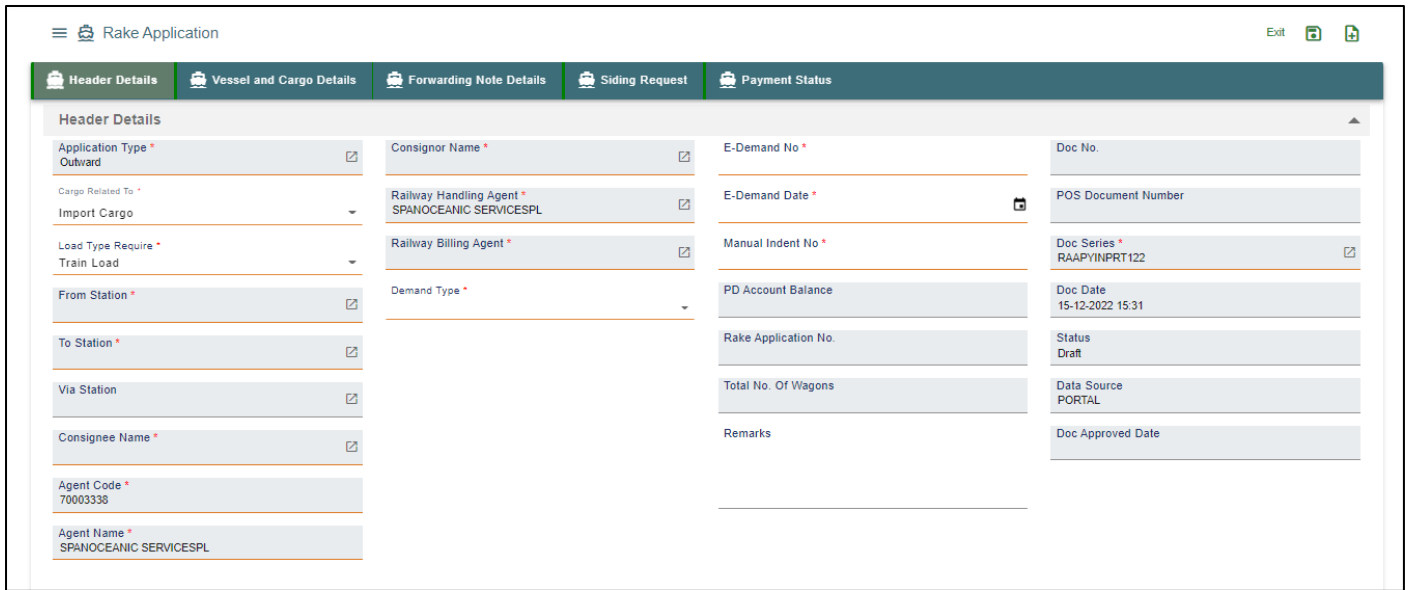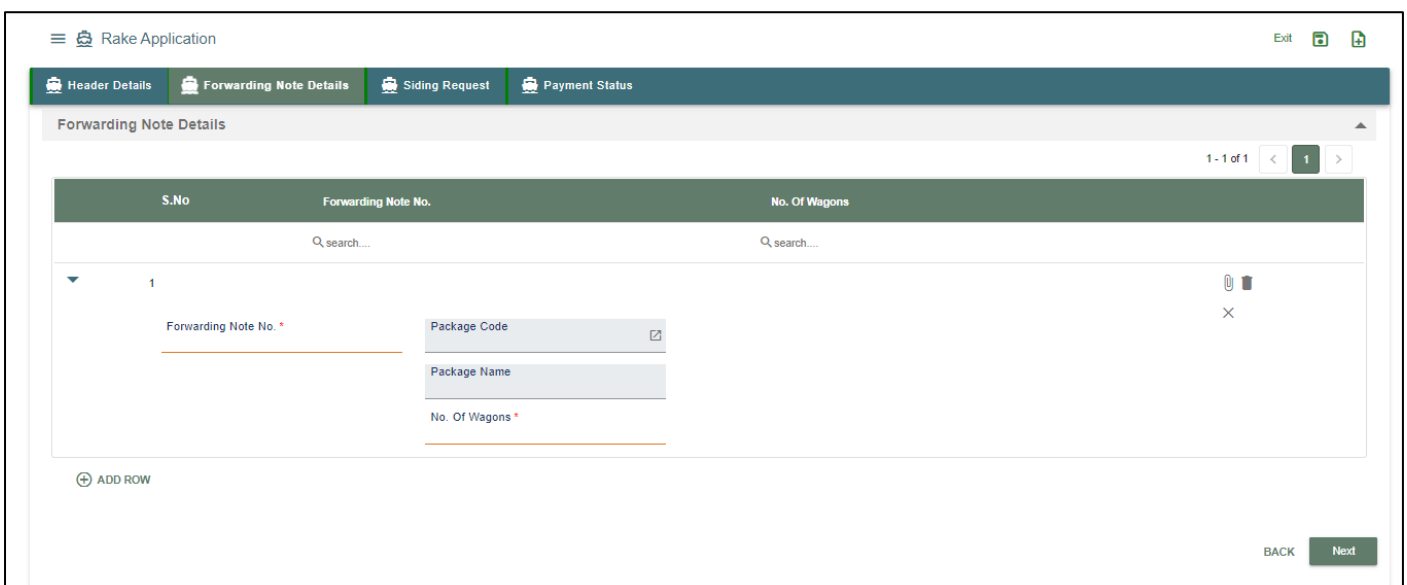
User Interface Image 14-Rake Application-1.5.2.1

➢ 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

    o If User select Demand Type as "E-Demand", then system shows the fields as E-Demand No. and E-Demand Date for entering

    o If User select Demand Type as "Manual Demand", then system shows the fields as Manual Demand No. and Manual Demand Date for entering

➢ 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
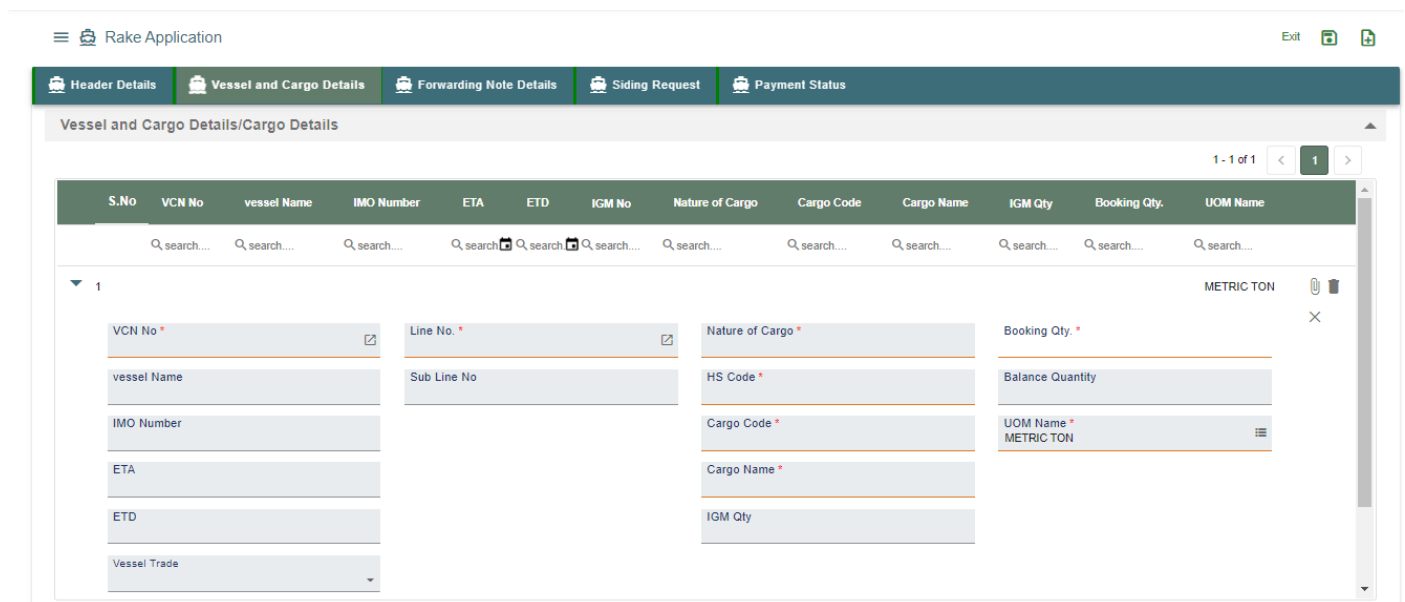
User Interface Image 15- Rake Application-1.5.2.2

Step 3 – Once ⊕ Add Row is selected, then following Vessel and Cargo Details line item fields will be populated to enter
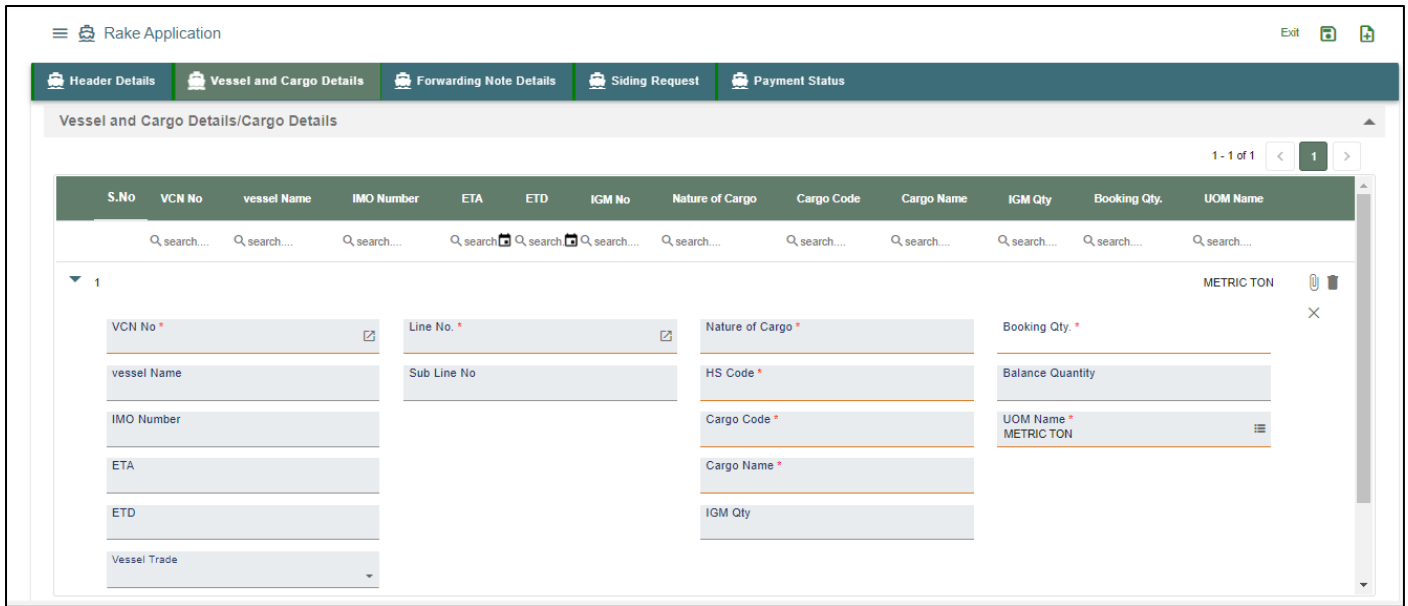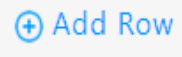
User Interface Image 16- Rake Application-1.5.2.3

- 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 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 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
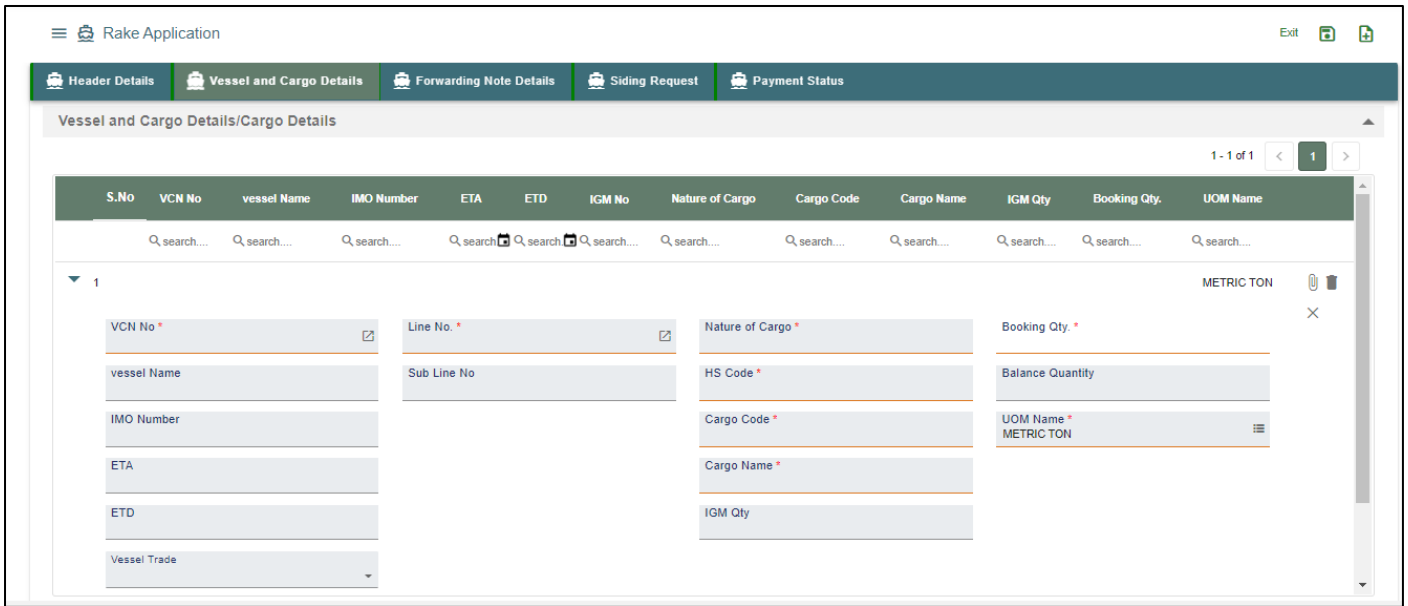
User Interface Image 17- Rake Application-1.5.2.4

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
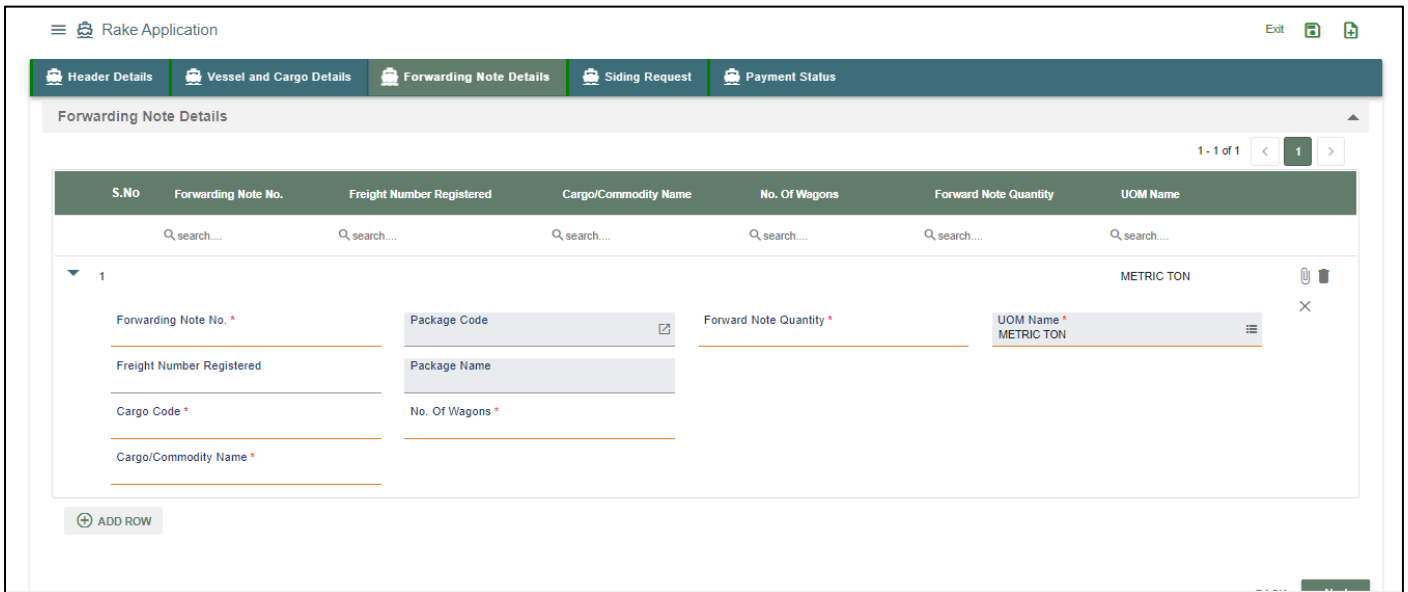
User Interface Image 18- Rake Application-1.5.2.5

Click on ⊕ Add Row to begin with data entry
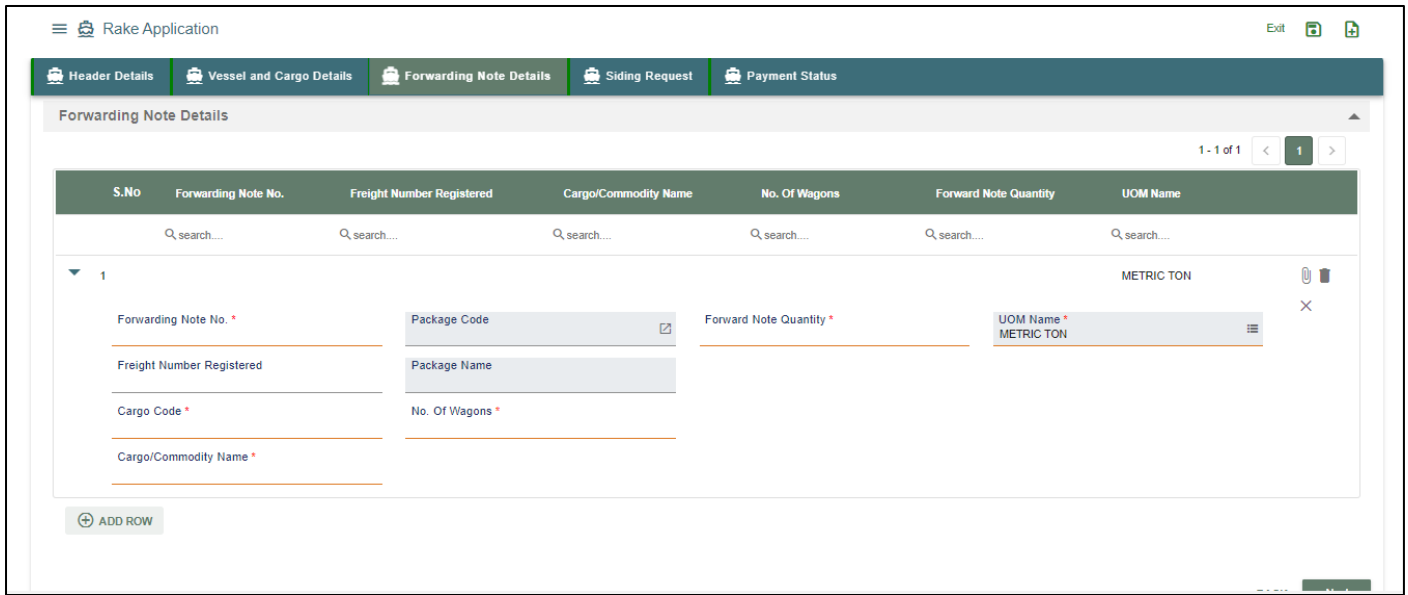
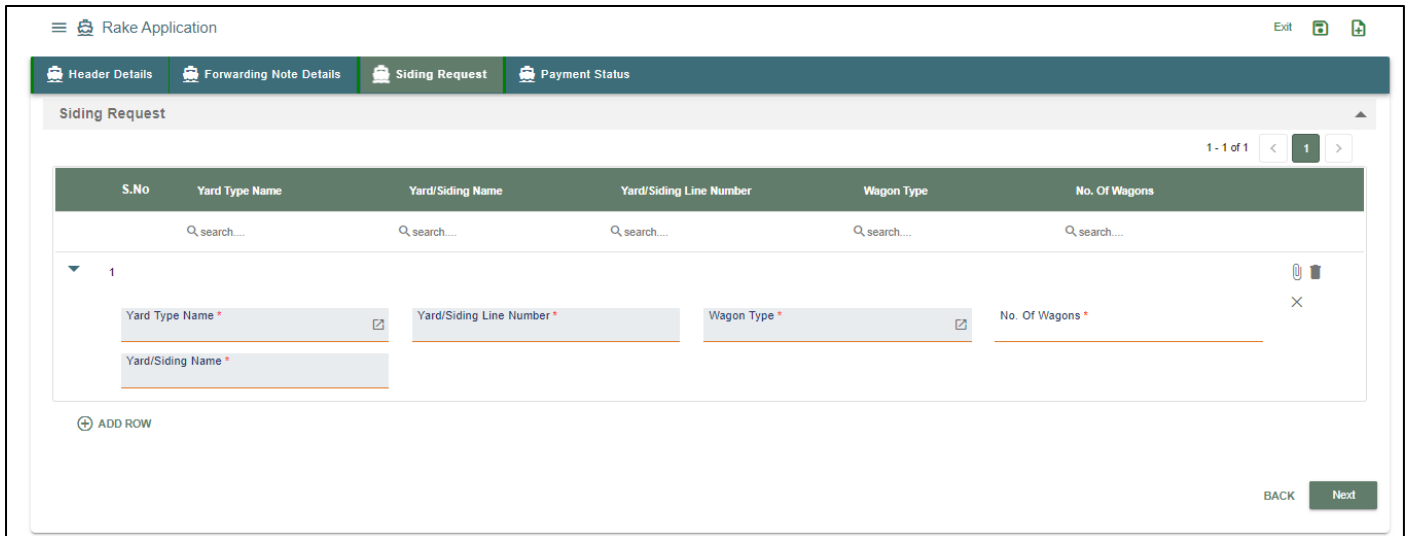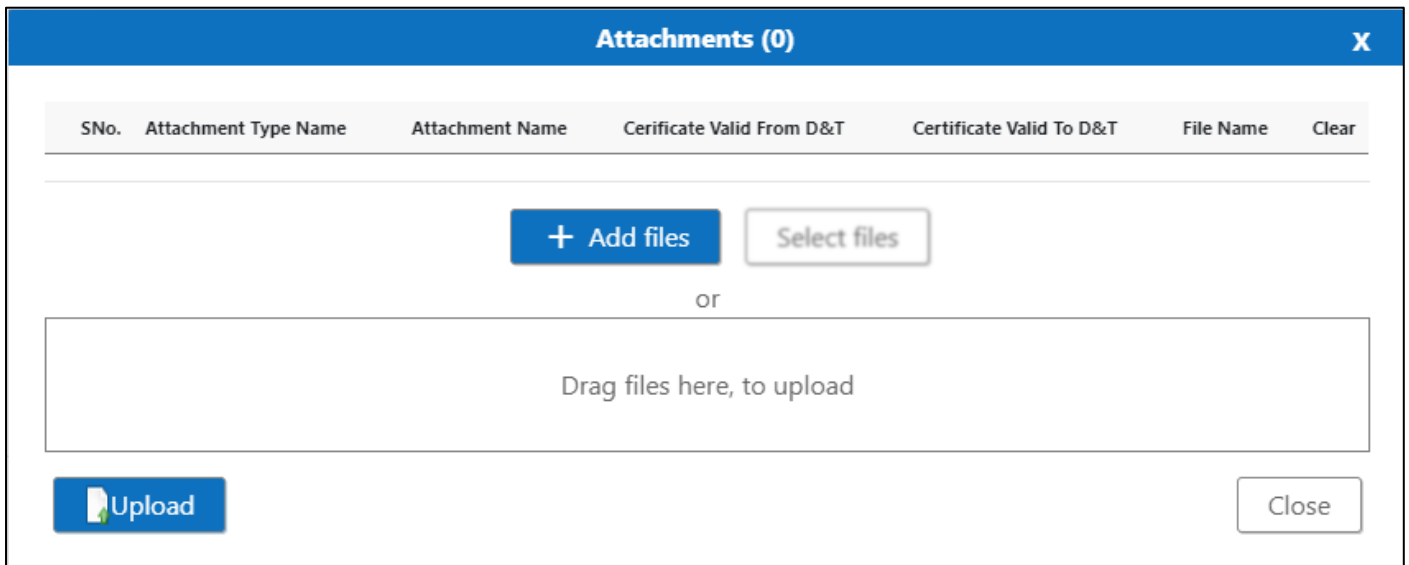*User Interface Image 19- Rake Application-1.5.2.6*

- ➢ 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
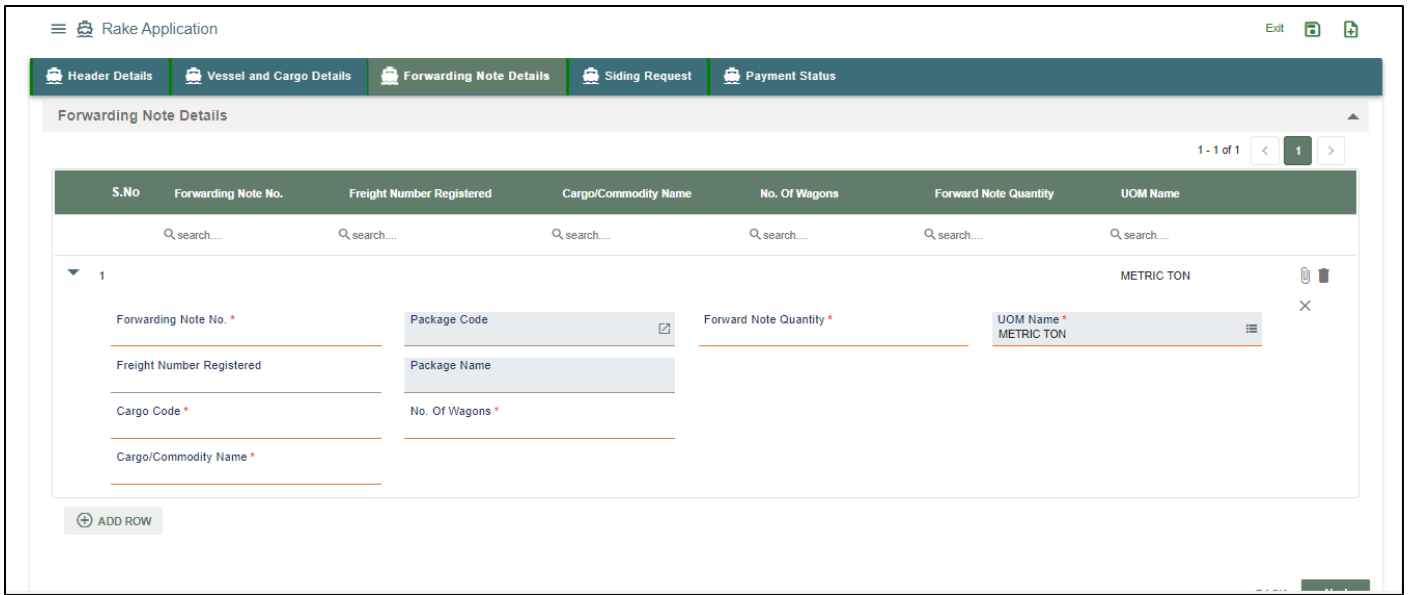
User Interface Image 20- Rake Application-1.5.2.7

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
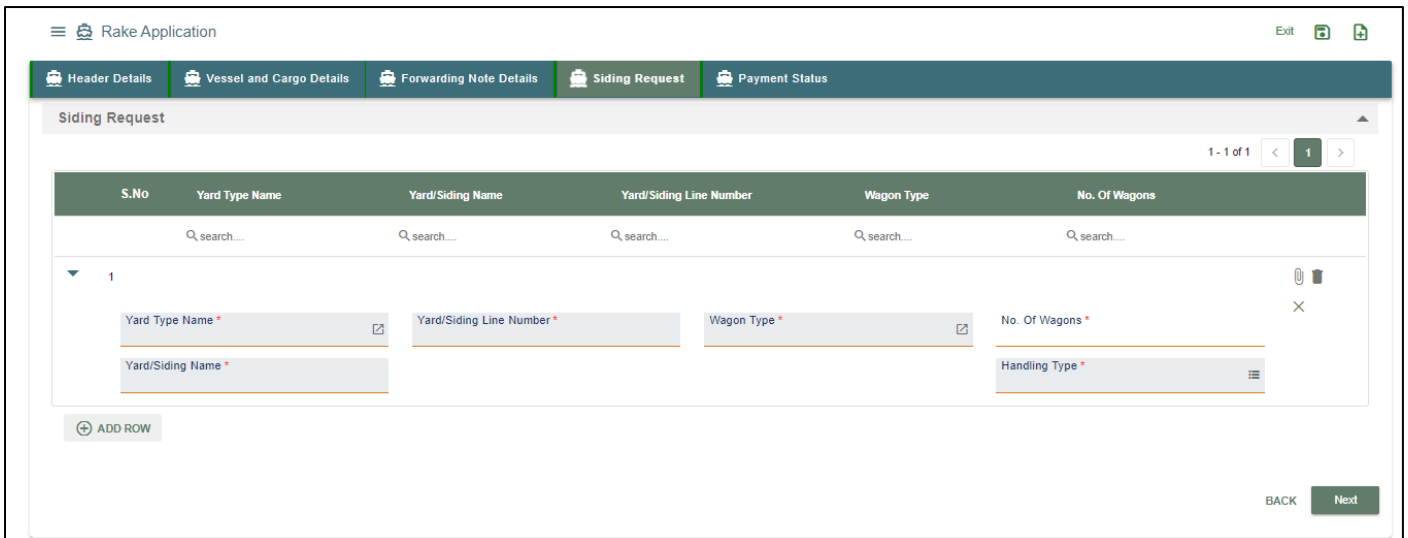
User Interface Image 21- Rake Application siding request-1.5.2.8

➢ Click on **⊕ Add Row** to begin with data entry
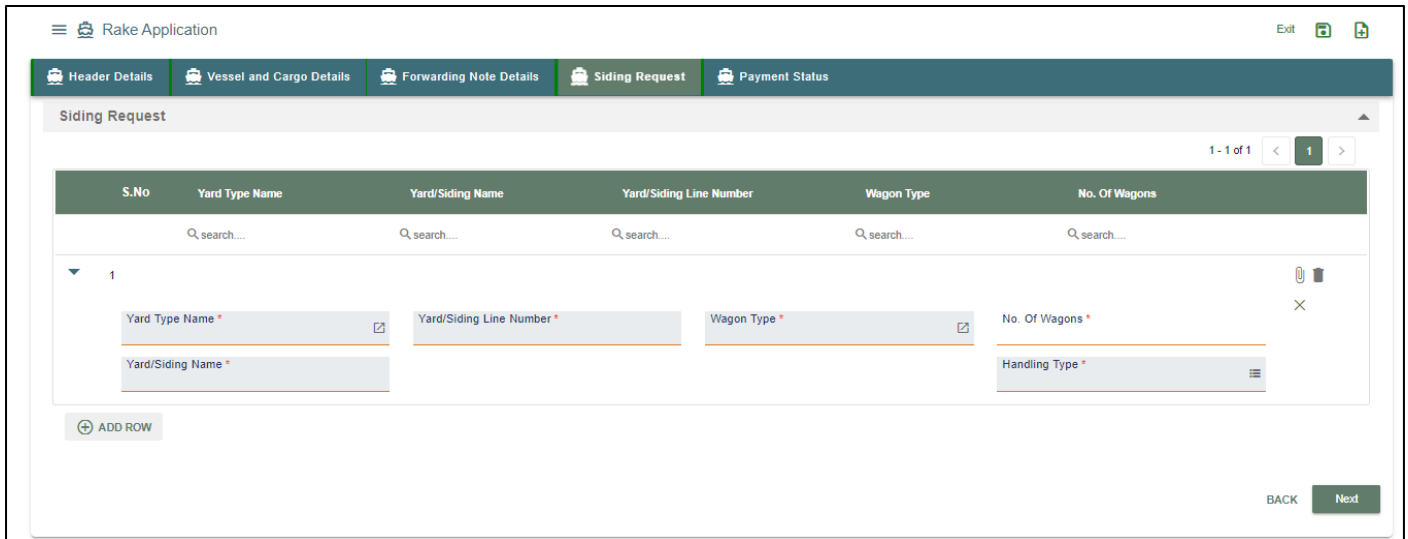
User Interface Image 22- Rake Application siding request-1.5.2.9

➢ 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 ⊕ 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 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 [paperclip] icon. Then the user will be redirected to the popup window as below –
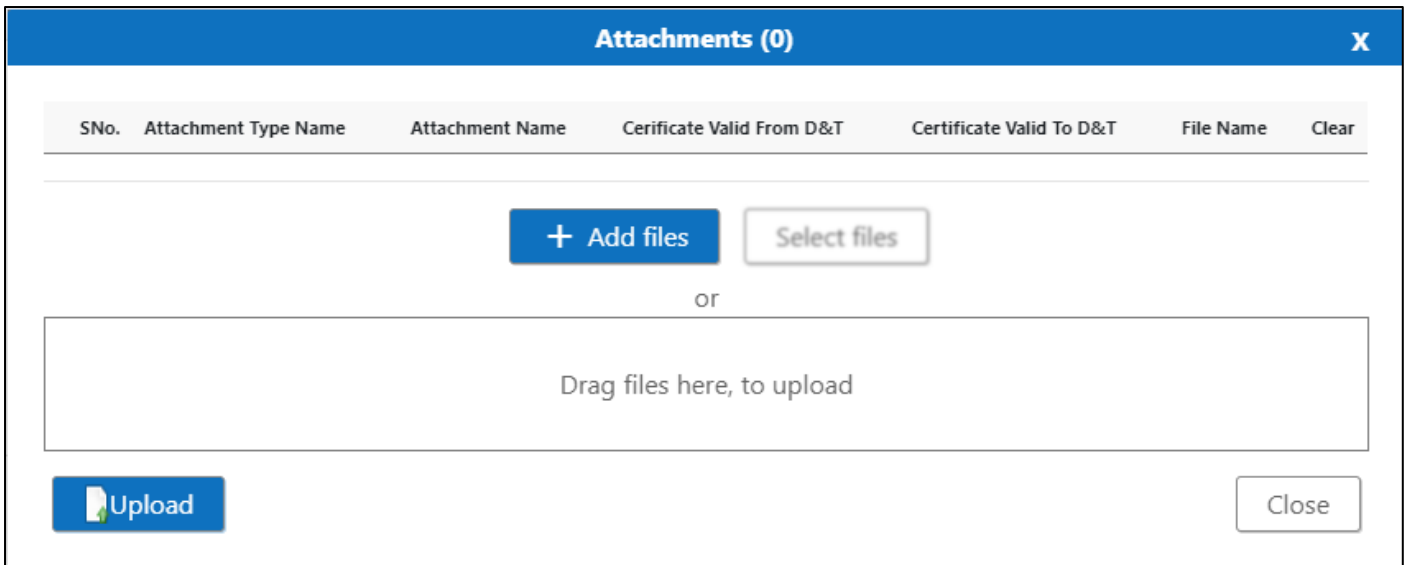
User Interface Image 24-Rake Application (Attachments) 1.5.2.11

Step 12: Click on [+ 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.

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.

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.

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.

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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   **Select files**

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	☰		📅	📅	Sample (2).docx (9.62 kb)	⊗

Upload   Close

Click On Close Button

Attachments (4)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	📄 Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx	🗑
☐	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

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 **Record saved** message.
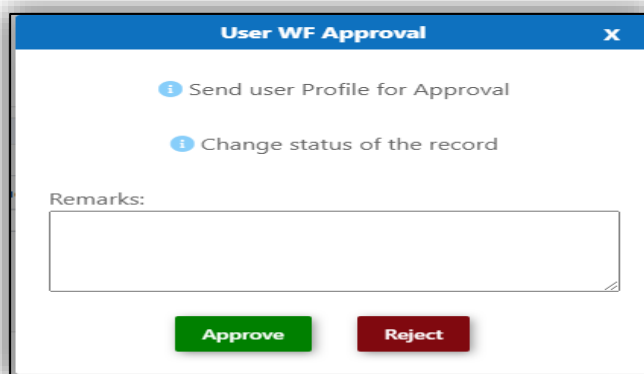
Step 14: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option   **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

Step 15: 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 WF Approval   **X**

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

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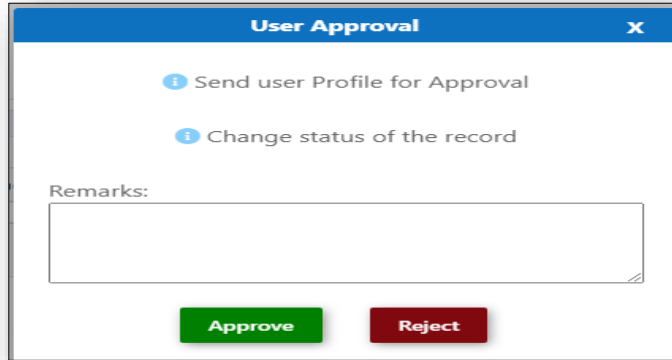
If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

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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).
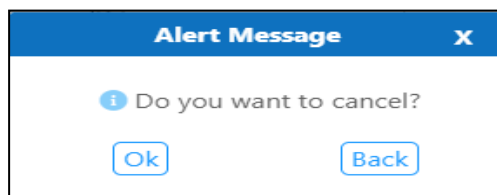

Step 18: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

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.

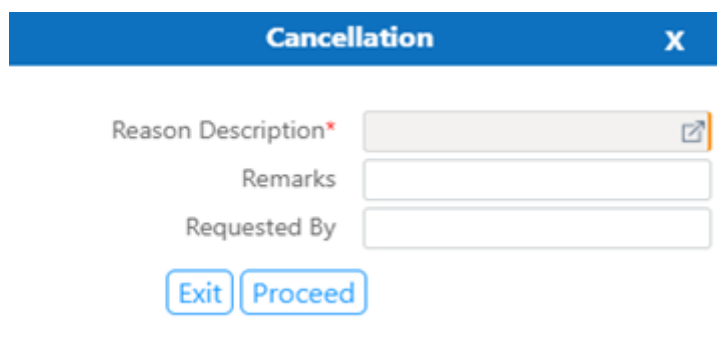After clicking the icon system will display **Confirmation required** with below alert ok and Back

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

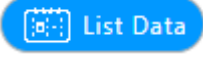By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display [Ok] and status will change to CANCEL

Step 20: Upon Save / Approve /Reject /Cancel the record that can be seen in [List Data] 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 N
search....	search....	search....	search....	search....	search....	search....	search....	search....
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER (
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIST
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIST
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIST
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CAR(
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\
10068	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 [icon] 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 **Next** button from the bottom of the page. Then Forwarding Note page redirected as like below

Click on **⊕ Add Row** to begin with data entry

User Interface Image 28- Rake Application-1.5.3.2

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 🗑

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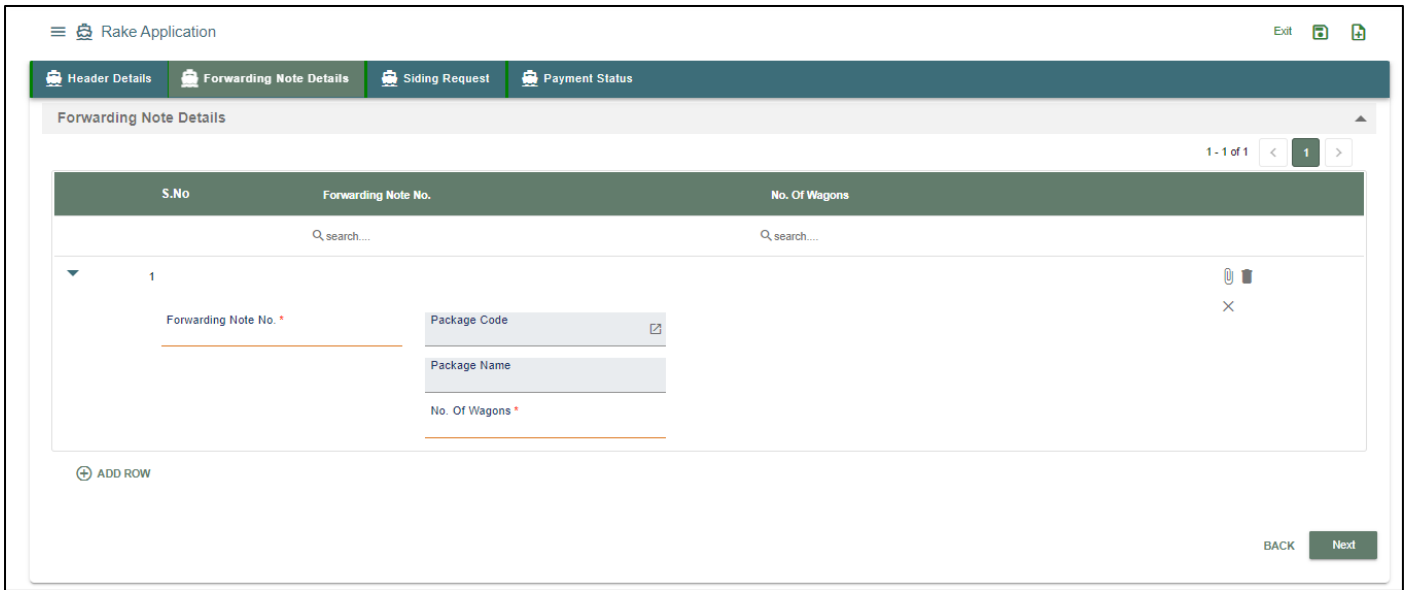
User Interface Image 30- Rake Application-1.5.3.4

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
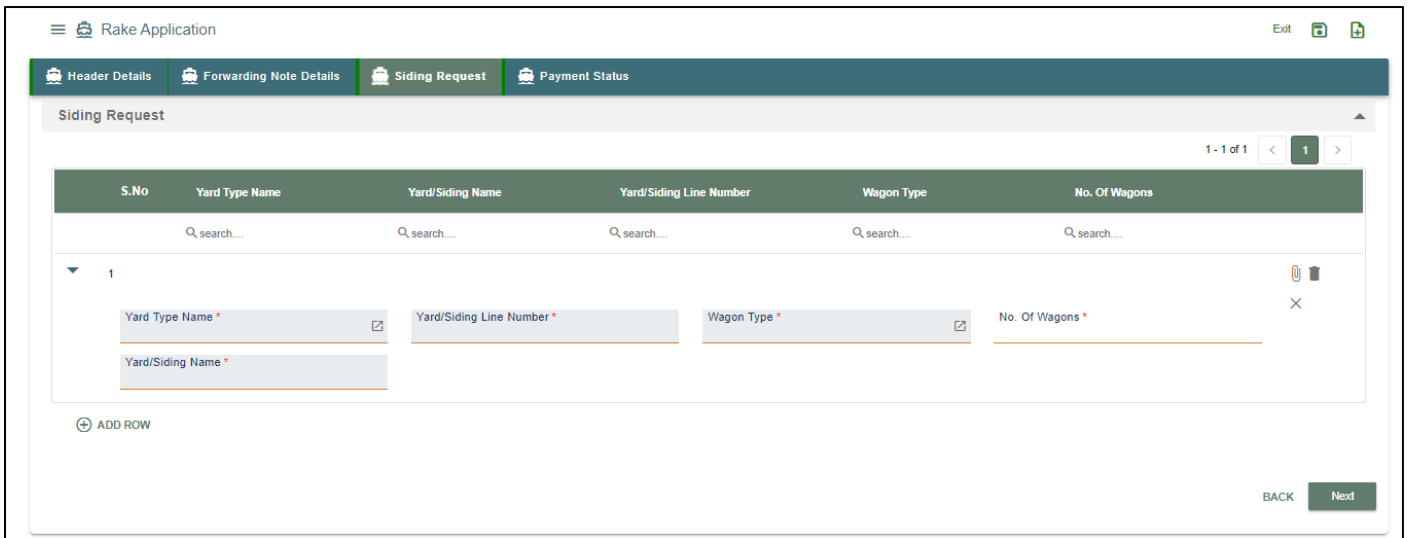
User Interface Image 31- Rake Application siding request-1.5.3.5

➢ Click on **⊕ Add Row** to begin with data entry
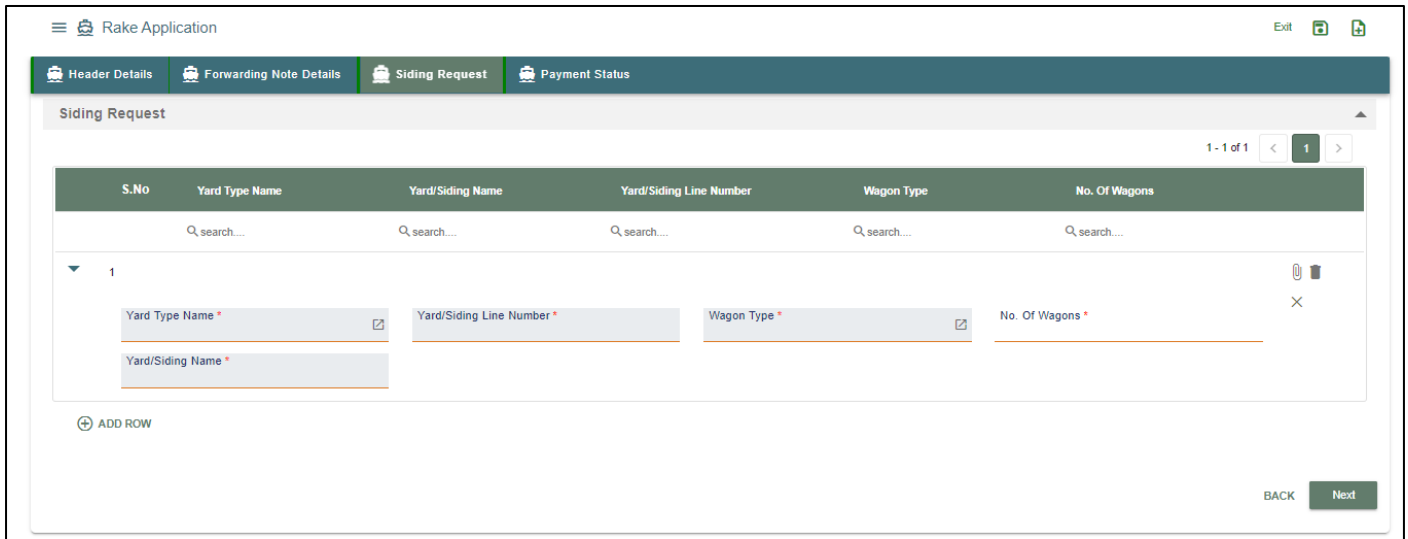
User Interface Image 32- Rake Application siding request-1.5.3.6

➢ 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 [icon] to save the forwarding note details record and click on [Add Row] if need to add multiple Row's or else click on [icon] 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 [icon] to update the details and click on save button [icon] . If want to delete the particular record line item then click on Delete button [icon]

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 [paperclip] 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 [+ 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 dialog showing Attachments (0) with columns SNo., Attachment Type Name, Attachment Name, Cerificate Valid From D&T, Certificate Valid To D&T, File Name, Clear. Add files and Select files buttons. Input row with Sample.docx (9.62 kb) highlighted. Upload and Close buttons.]

User Interface Image 35-Rake Application (Attachments Documents) 1.5.3.9

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.

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

![Attachments dialog showing Attachments (1) with Dredging Request section, row 1 Individual Pass Documents, General, 02-03-2021 15:17:24, 29-03-2021 15:17:26, Sample.docx. Add files and Select files buttons. Drag files here, to upload area. Upload and Close buttons.]

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

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

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.

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

Click On Close Button

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 ✓ Record saved 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** 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

Step 12: 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 WF Approval** X
>
> ⓘ Send user Profile for Approval
>
> ⓘ Change status of the record
>
> Remarks:
>
> [   ]
>
> **Approve**   **Reject**

Step 13: Once the user Approve the request the following Successfully Status changed to WFAPP 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. Successfully rejected. And the document status will be changed as 'REJECTED'.

Step 14: Once the workflow is in WFAPP. click on [icon] 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
ⓘ Change status of the record

Remarks:

[Approve] [Reject]

Step15: 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 16: While if there is any changes or error we can cancel the record by clicking the [icon] icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back

Alert Message ✕
ⓘ Do you want to cancel?
[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 ✕

Reason Description*
Remarks
Requested By

[Exit] [Proceed]

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

Step 17: Upon Save / Approve /Reject /Cancel the record that can be seen in [List Data] as Draft/Approved/Rejected/Cancel Status respectively

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.

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.	Maters 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
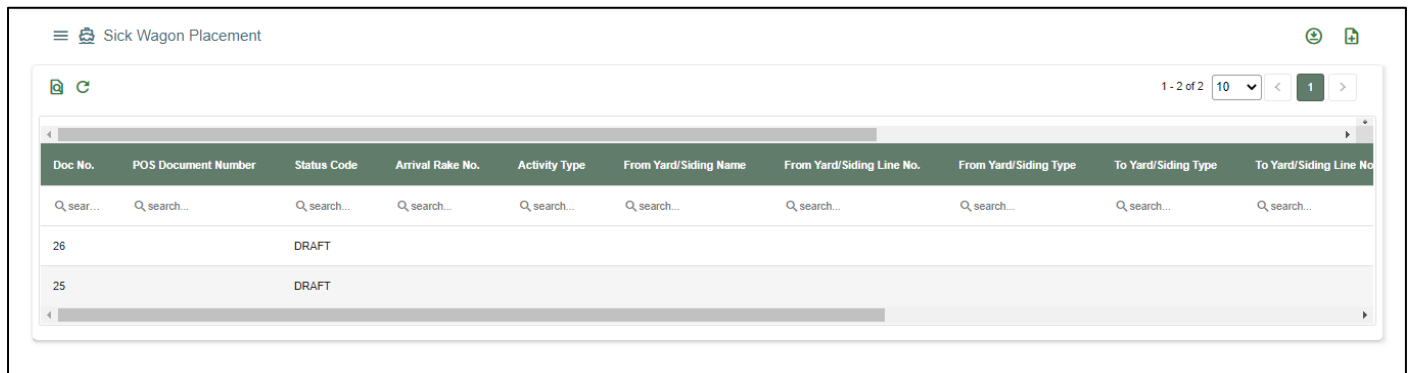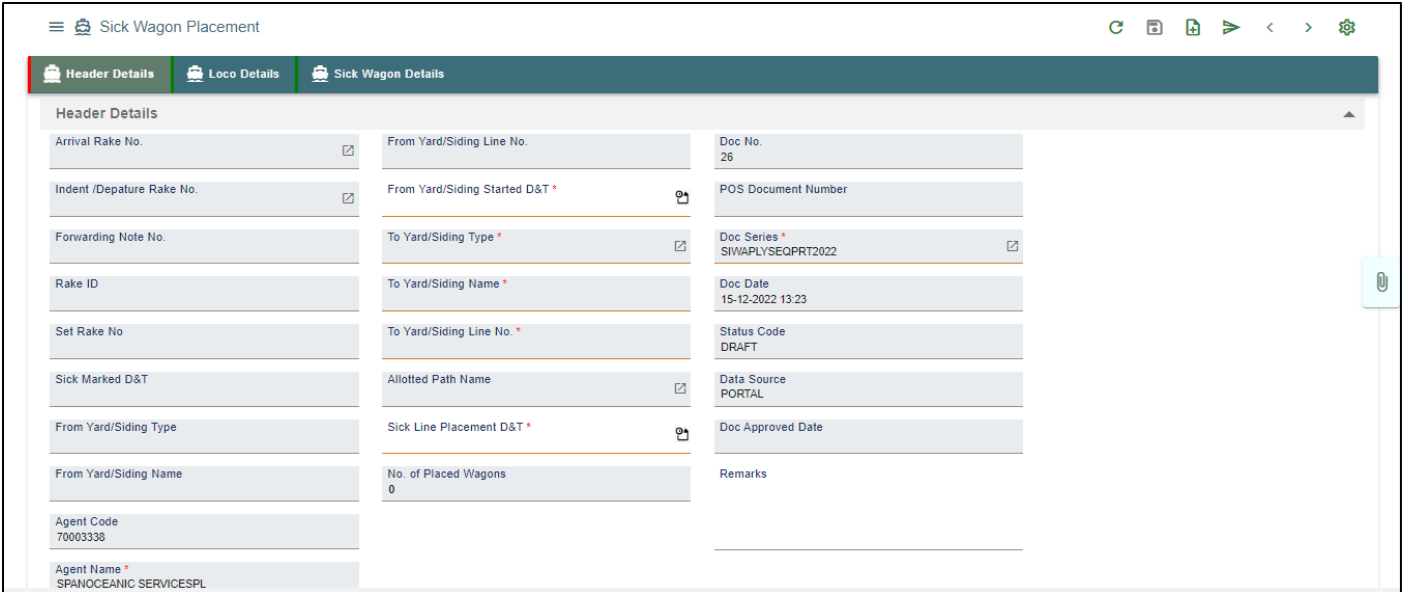
User Interface Image 193: Sick Wagon Placement – 13.5.1

Header Details:

Step 1 - Once clicked on Add New button 📄 from top of the tool bar Sick Wagon PlacementHeader Details screen will appear like below

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User Interface Image 194: Sick Wagon Placement – 13.5.2

Below are the Field Information regarding Header Details Section.
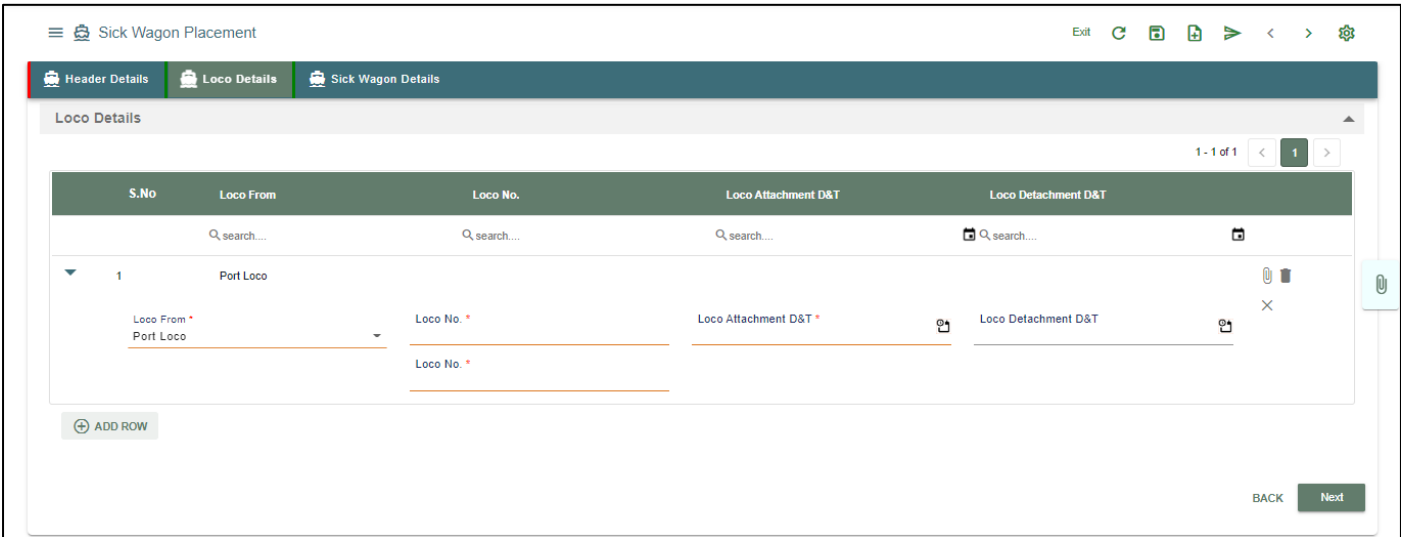
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

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- 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 – Onceallthe 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.
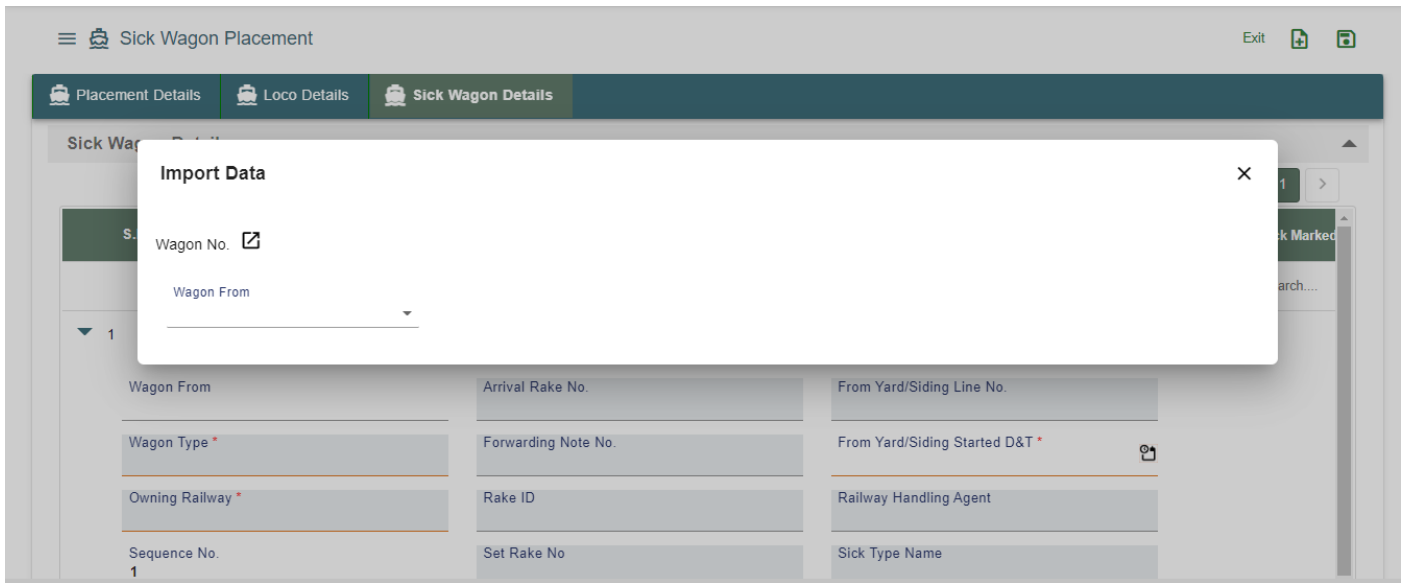
➢ Select data Load

➢ 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

Step 3: Adding the files manually Once the record got saved, Click on the ![paperclip icon] icon. Then the user will be redirected to the popup window as below –

User Interface Image 201-SICK WAGON PLACEMENT (Attachments) 13.5.10

Step 4 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.

.

User Interface Image 202-SICK WAGON PLACEMENT (Attachments Documents) 13.5.11

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.

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.

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.

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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   **Select files**

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	☰		📅	📅	Sample (2).docx (9.62 kb)	⊗

Upload   Close

Click On Close Button

Attachments (4)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	📄 Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	📄 Sample__1_.docx	🗑
☐	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

Step 5: Click on the Save button [icon] from the top right corner to save the SICK WAGON PLACEMENT

Form. Once the record got saved successfully, then the system will display ☑ **Record saved**
message.

Step 6: Once the record is saved then the document status will be as 'Draft' and then click on workflow

button [icon] .

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

Step7: Once the workflow is initiated click on [icon] 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 WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[text box]

Approve   **Reject**

Successfully Status changed to WFAPP

Step8: 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

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document status will be changed as 'REJECTED'.

Step9: Once the workflow is in WFAPP. Click on [icon] 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] 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.

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

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

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.	Maters 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
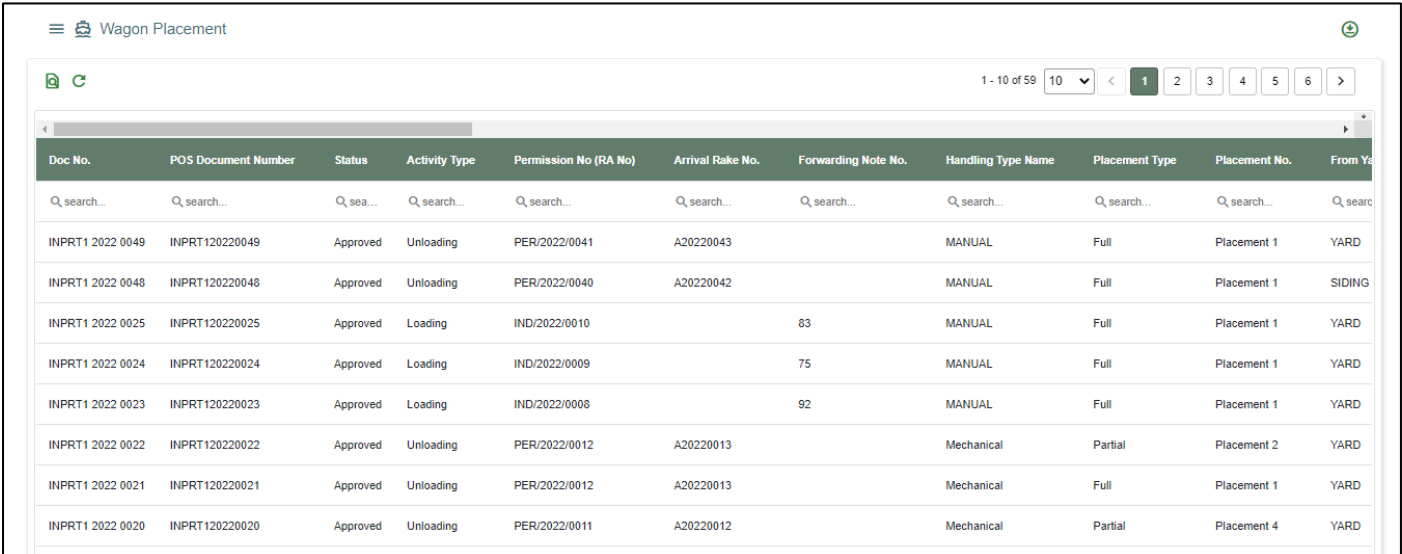
49.4　SCREENSHOT

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

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 [icon] from top of the tool bar, Wagon Placement Header Details screen will appear like below

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:
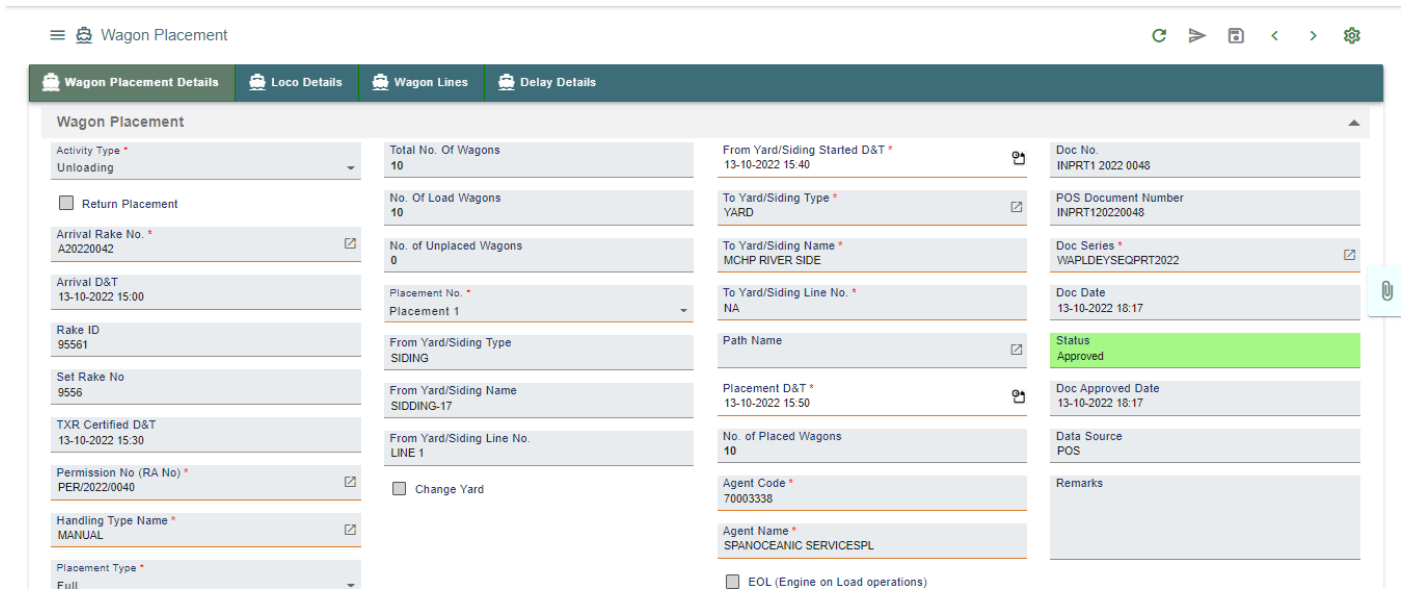
➢ Select Arrival Rake Number from Lookup button
➢ Arrival Date and Time, Rake Id, Set Rake Number, TXR Certified Date and Time, Total Number of Wagons, Number of Load Wagons, Number of unplaced Wagons fields are auto populated based on selection of Arrival Rake Number
➢ Select Permission Number (RA No) 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.

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, 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 – Onceallthe 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

User Interface Image 92: Wagon Placement – 6.5.1.3

Step 4 – Once ⊕ Add Row is selected, then following Loco Details line item fields will be populated to enter.
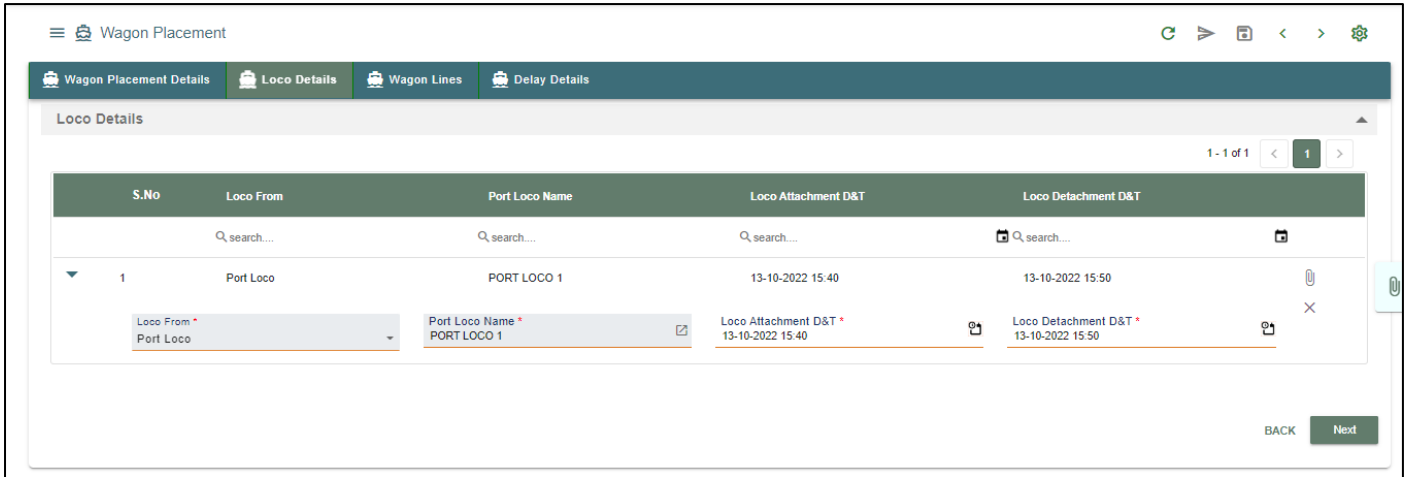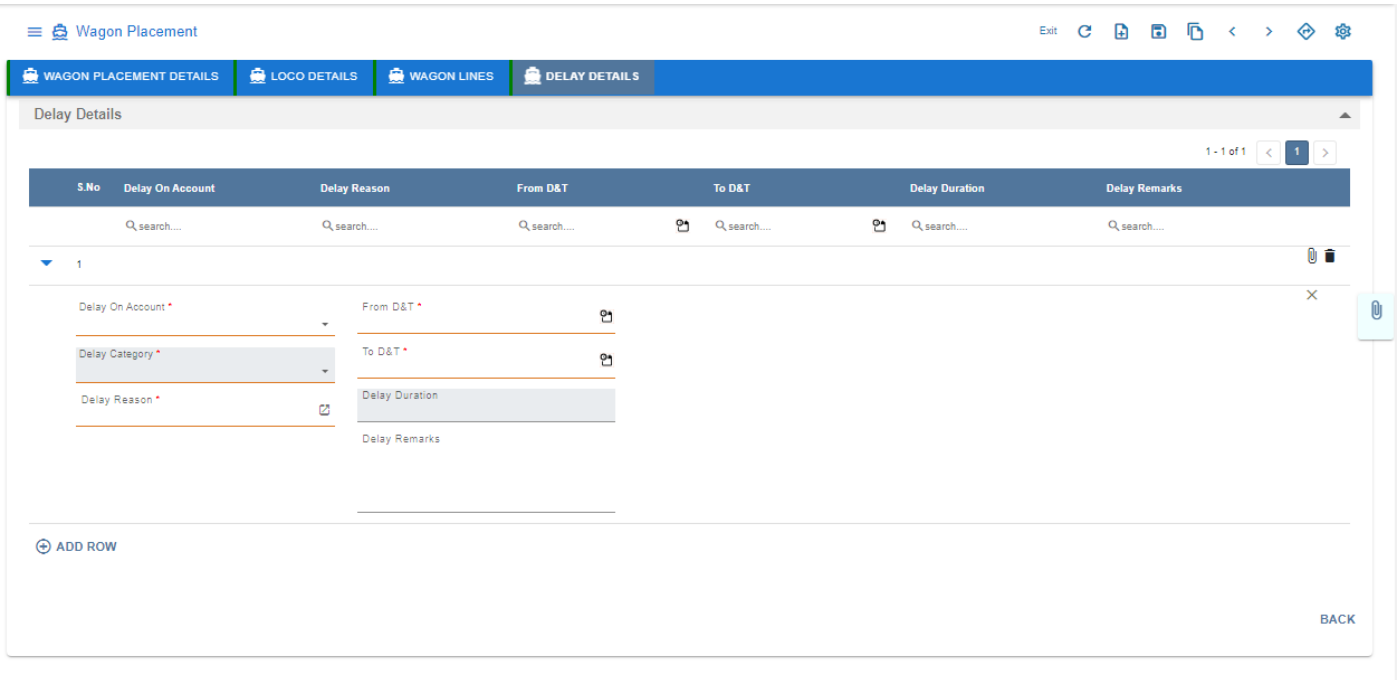
User Interface Image 93: Wagon Placement – 6.5.1.4

➢ 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 **Next** button from the bottom of the page. Then delay lines page redirected as like below

Click on ⊕ Add Row to begin with data entry
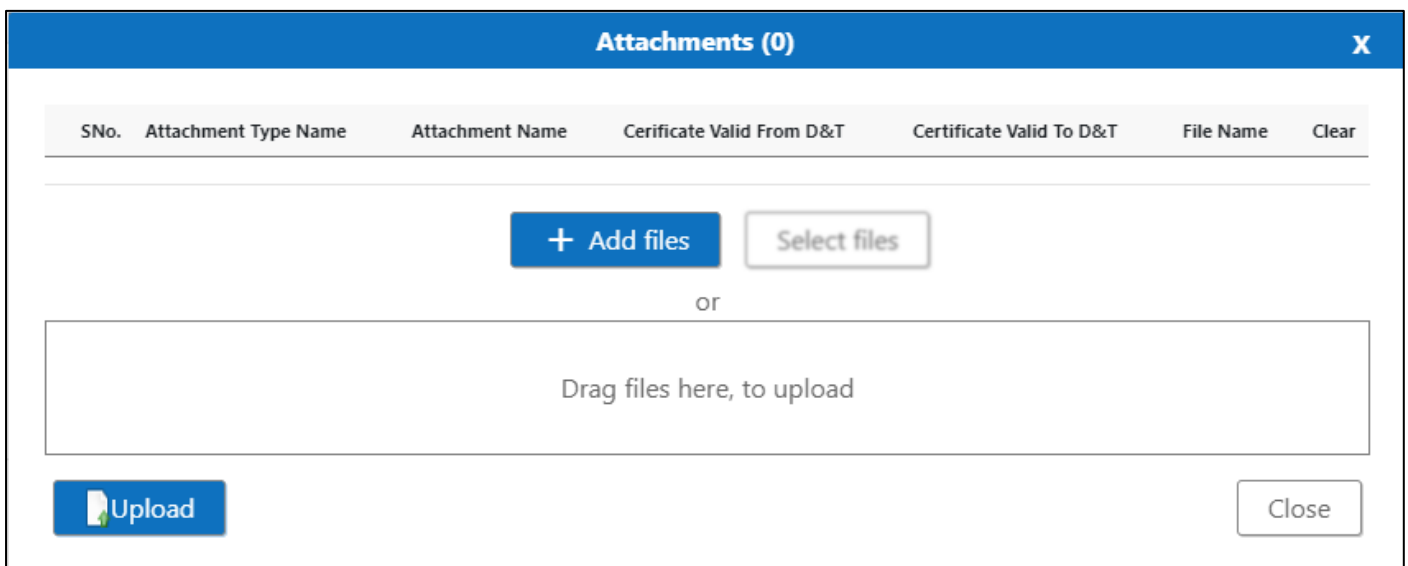
User Interface Image 95: Wagon Placement – 6.5.1.5

➢ 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 –

User Interface Image 96-Wagon Placement (Attachments) 6.5.1.6

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.

User Interface Image 97-Wagon Placement (Attachments Documents) 6.1.5.7

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 [Ø] 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.

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.

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

Click On Close Button

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 ✓ **Record saved** 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 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

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]

Approve   **Reject**

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. **Successfully rejected.** 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).

User Approval

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

Step 11: 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?

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   [   ]

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

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

☰ 🚢 Wagon Placement

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
5621	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	A20220006		Tippler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantryr	Partial
INMAA120220012	Approved	Loading	IND/2021/0160		4325	Vessel Gear	Partial
INMAA120220006	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial
INMAA120220005	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial

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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

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
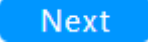
➢ **Step 2 –** Onceallthe necessary fields are filled in Wagon Placement Section, click   button from the bottom of the page of Wagon Lines Section. Then Wagon lines Pop Up page come like below and

Click on   for getting Wagon No.
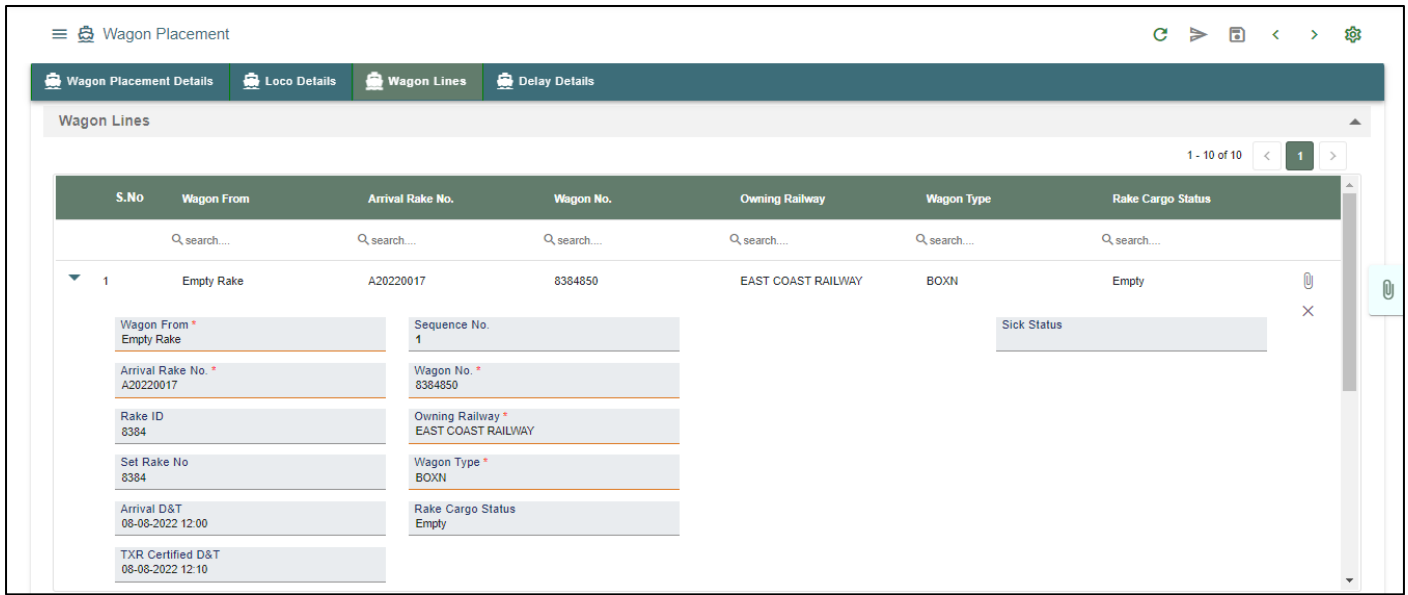
User Interface Image 92: Wagon Placement – 6.5.2.2
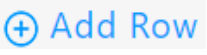
➢ After Selection of Wagon No from Pop up below field will Auto Populate.

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 – Onceallthe 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
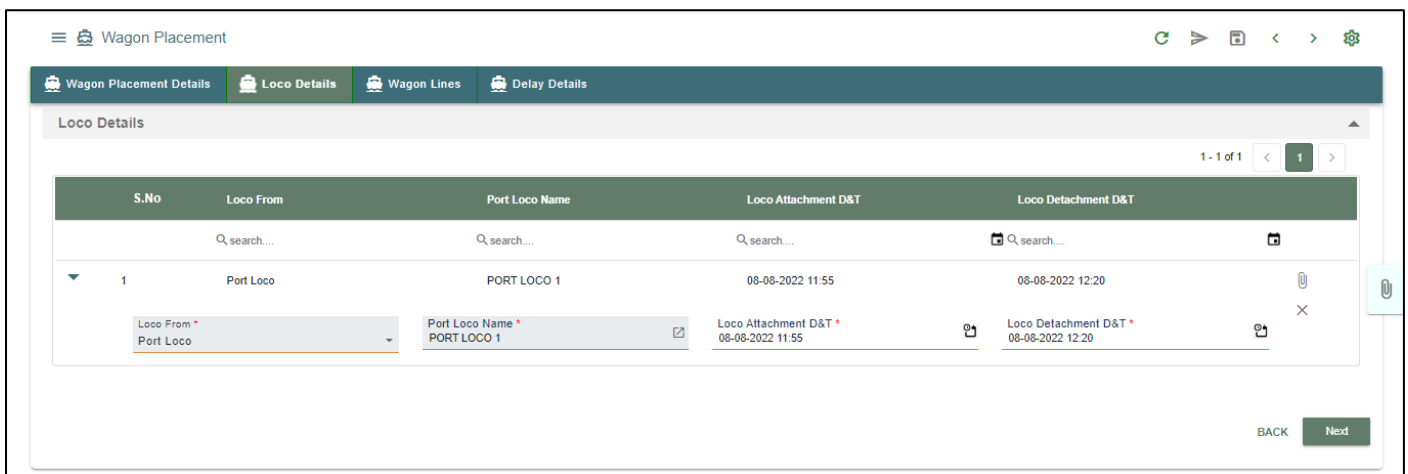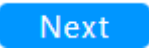
User Interface Image 100: Wagon Placement – 6.5.2.3

Step 4 – Once **⊕ Add Row** is selected, then following Loco Details line item fields will be populated to enter

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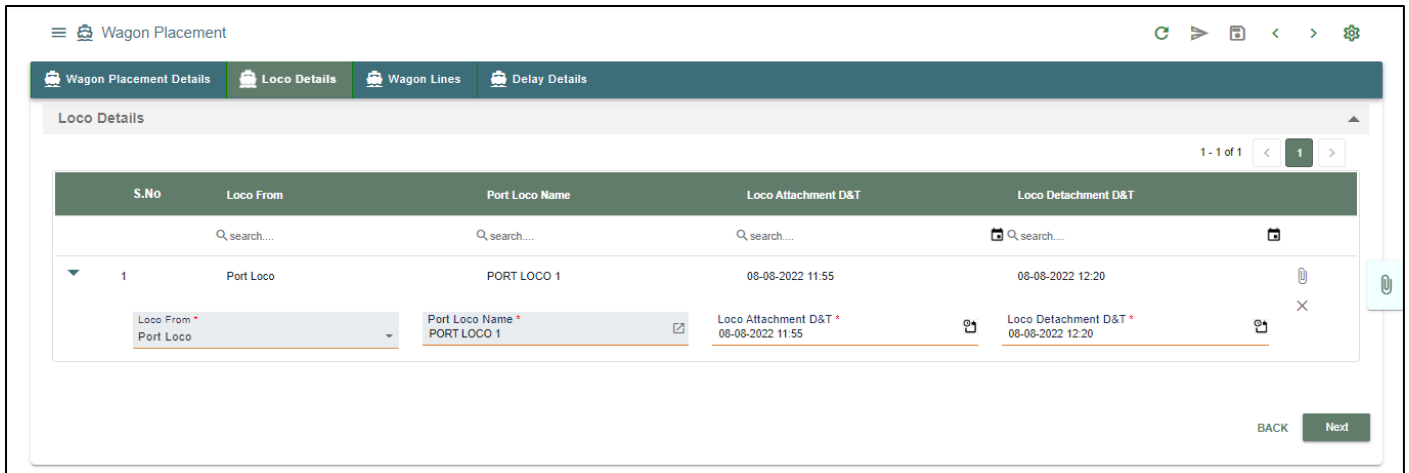
User Interface Image 101: Wagon Placement – 6.5.2.4

- ➢ 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– Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then delay lines page redirected as like below

Click on ⊕ **Add Row** to begin with data entry
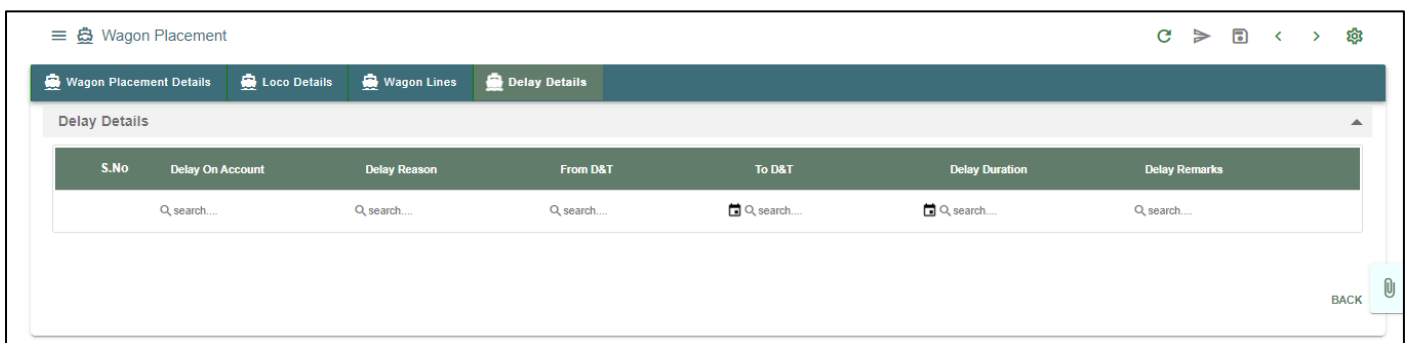
User Interface Image 103: Wagon Placement – 6.5.2.5

- ➢ Select on account drop down (port / railway/party)
- ➢ Select delay reason code 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 –

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.

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 [paperclip] 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.

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.

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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	🗎 Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   Select files

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	🗏		🗓	🗓	Sample (2).docx (9.62 kb)	⊗

🗎 Upload   Close

Click On Close Button

Attachments (4)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	🗎 Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	🗎 Sample__1_.docx	🗑
☐	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 ✔ Record saved message.

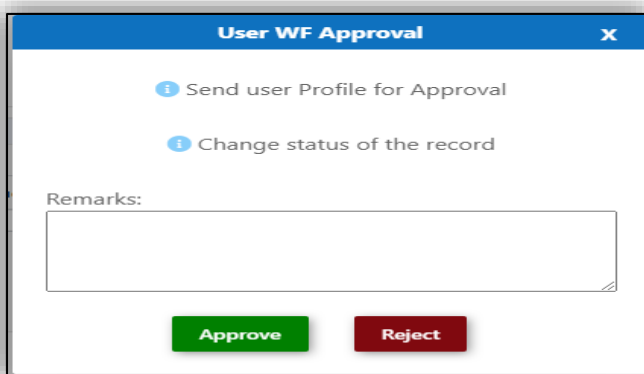**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button 🔶 .

Choose an option 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

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[   ]

Approve   **Reject**

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

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Step 11: Once the workflow is in WFAPP. click on [icon] 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 X
🛈 Send user Profile for Approval
🛈 Change status of the record
Remarks:

Approve   **Reject**

Step 11: 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] 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?
[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 [   ]

[Exit] [Proceed]

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

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

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 Gantryr	Partial
INMAA120220011	Approved	Loading	IND/2022/0005		45	Port Gantry	Full
5621	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	A20220006		Tippler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantryr	Partial
INMAA120220012	Approved	Loading	IND/2021/0160		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 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

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

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

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
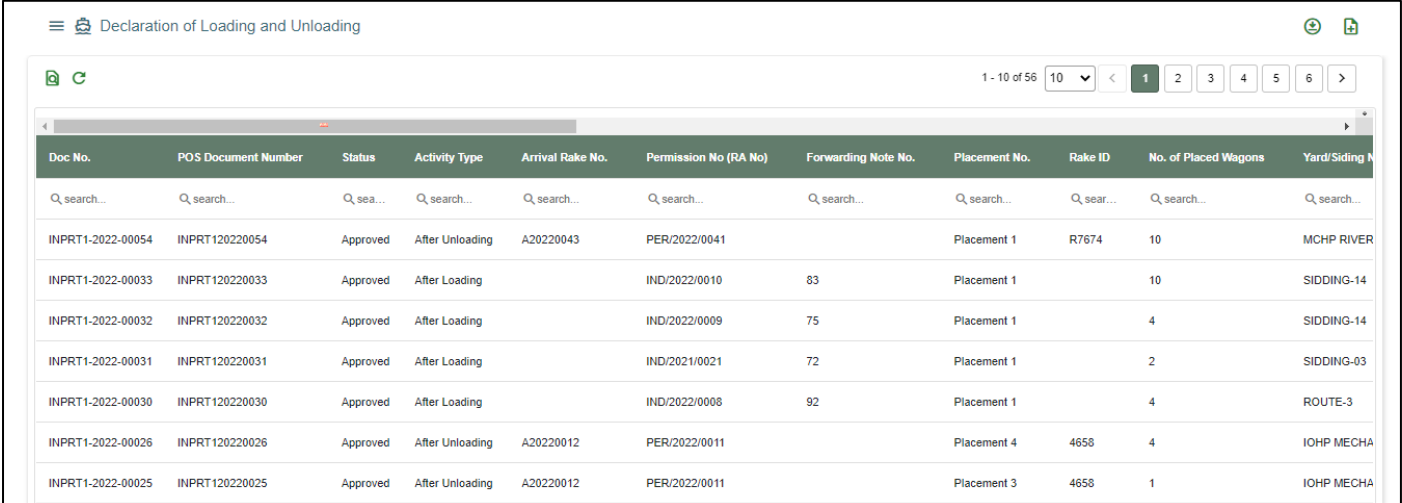
50.4 SCREENSHOT

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

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

User Interface Image 108: Declaration of Loading and Unloading – 7.5.1.1

➢ 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 – Onceallthe 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
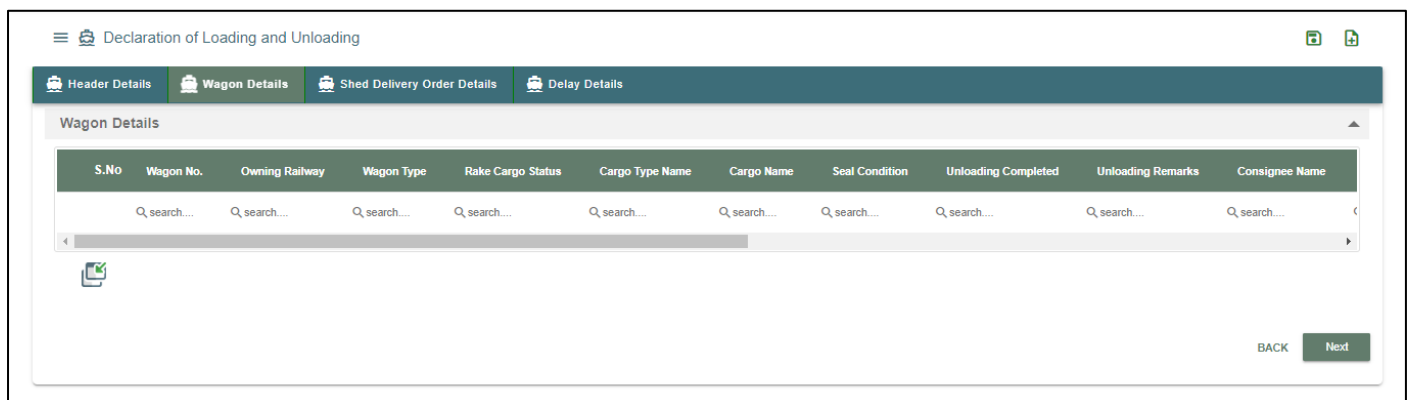
User Interface Image 109: Declaration of Loading and Unloading – 7.5.1.2

Step 3 – Once ⊕ Add Row is selected, then following Wagon Details line item fields will be populated to enter
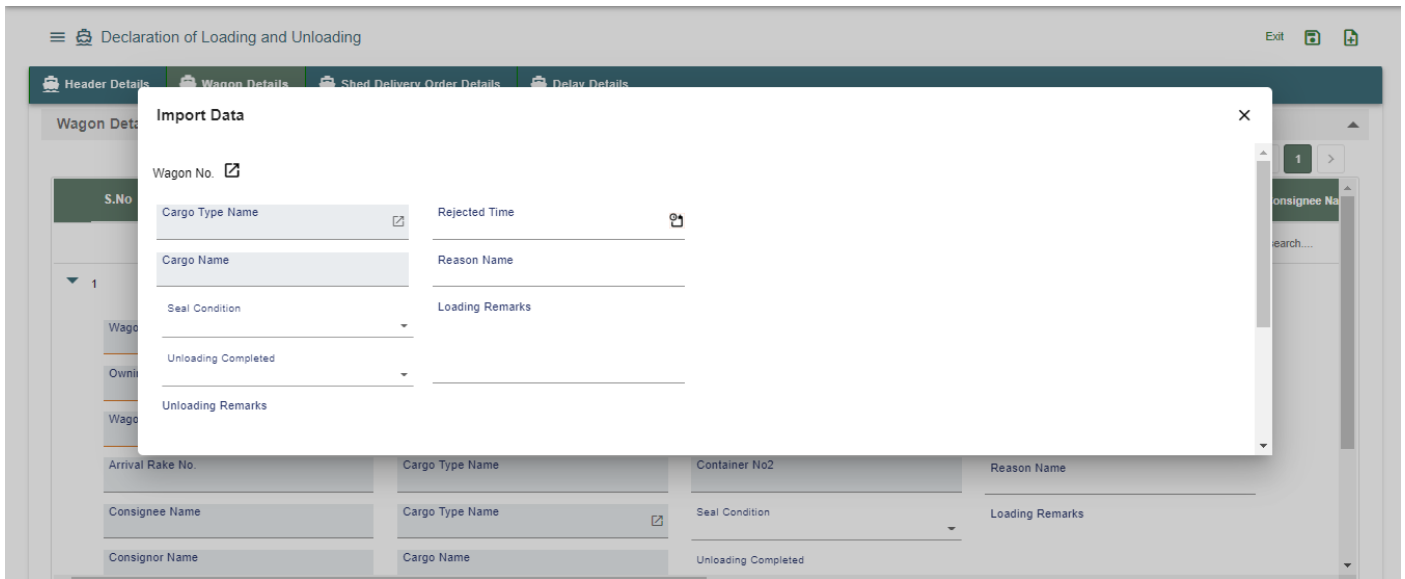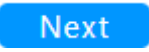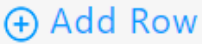
User Interface Image 110: Declaration of Loading and Unloading – 7.5.1.3
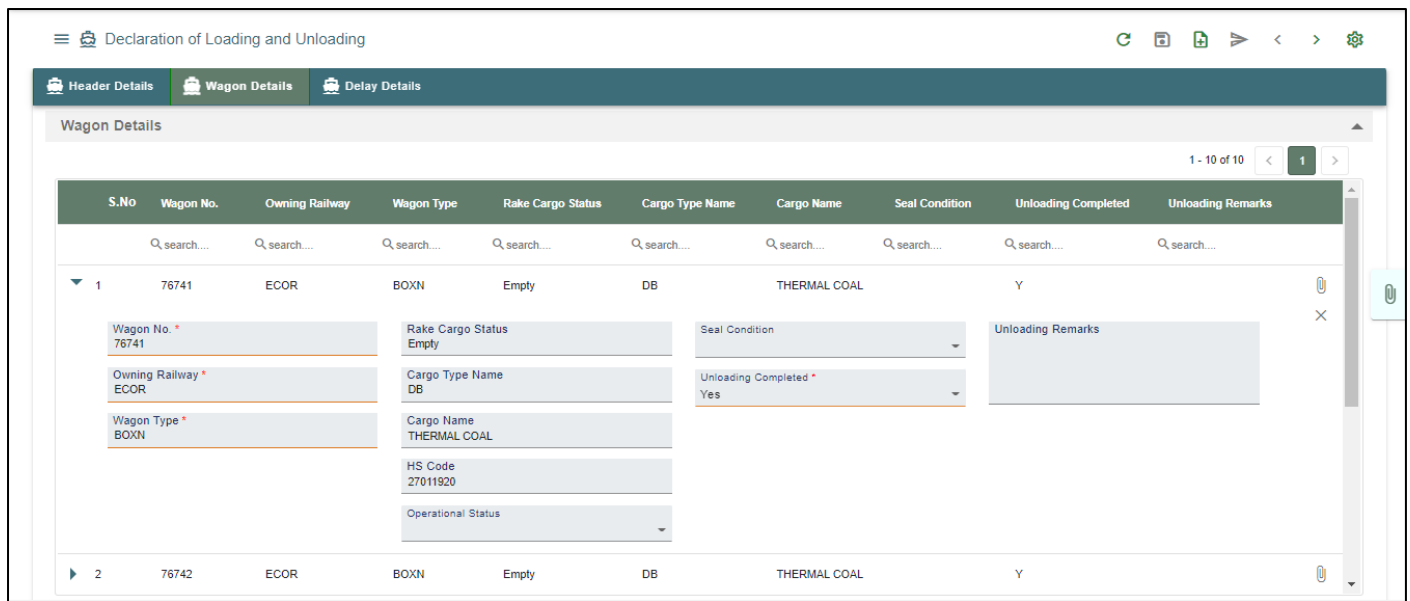
User Interface Image 111: Declaration of Loading and Unloading – 7.5.1.4

➢ 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– Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then delay lines page redirected as like below

Click on ⊕ Add Row to begin with data entry
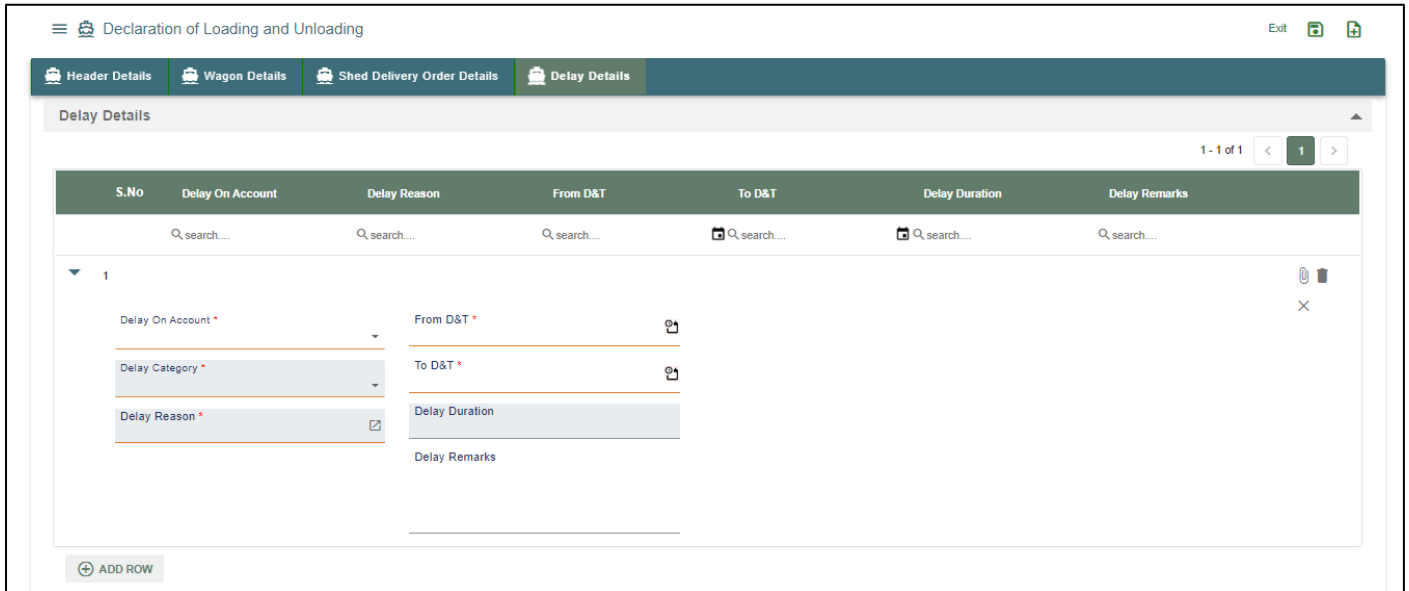
User Interface Image 112: Declaration of Loading and Unloading – 7.5.1.5

- ➢ Select on account drop down (port / railway/party)
- ➢ Select delay reason code fro 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 –
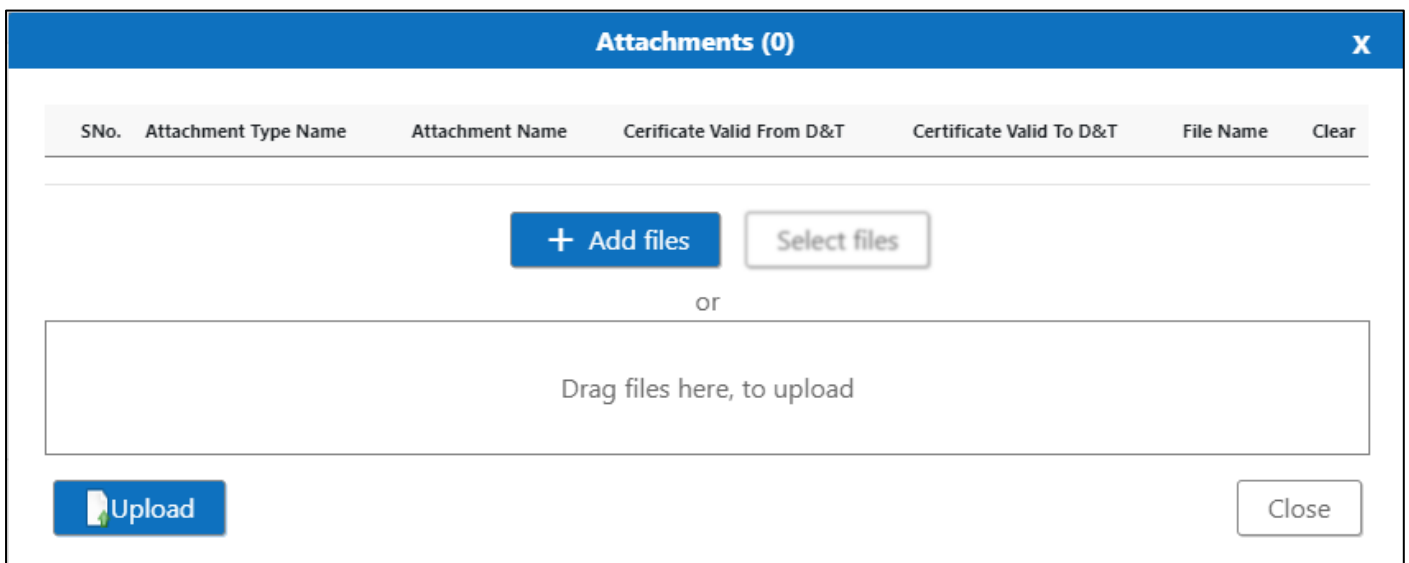
User Interface Image 113-Declaration of loading & Unloading (Attachments) 7.5.1.6

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.

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 [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.

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.

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.

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

Click On Close Button

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

✔ **Record saved** 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 X
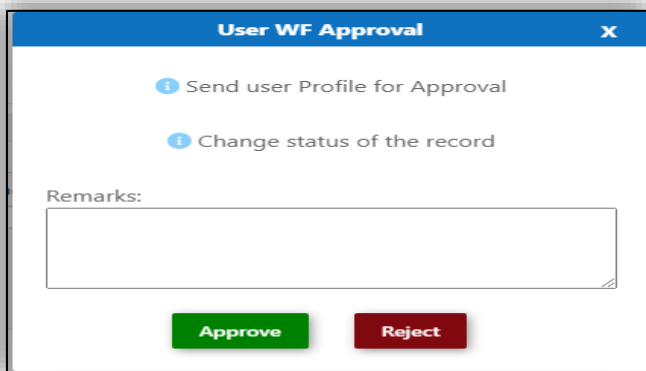
Draft->WFA->Approve

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

Work Flow Initiated. with drivenId = 12999

Step 9: 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 WF Approval X
ⓘ Send user Profile for Approval
ⓘ Change status of the record
Remarks:

Approve   **Reject**

Successfully Status changed to WFAPP

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. **Successfully rejected.** And the

document status will be changed as 'REJECTED'.

Step 11: Once the workflow is in WFAPP. click on ![icon] the icon. System will be displaying
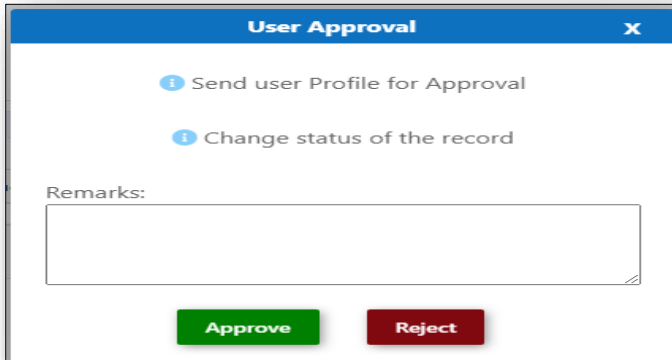
Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).
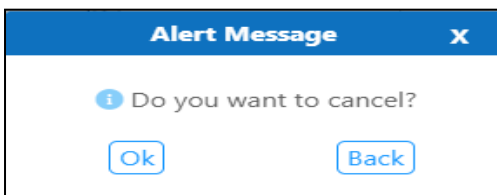

Step 12: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject
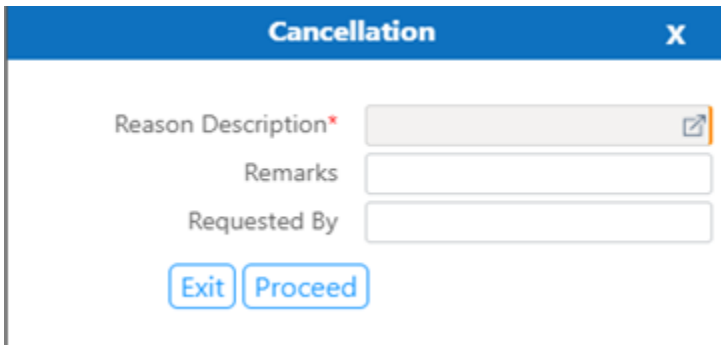
the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the ![icon] 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.

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

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in [List Data] as Draft/Approved/Rejected/Cancel Status respectively

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	A20220006	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	56	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
468	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4501	Draft	After Unloading	A20210191	PER/2021/0162		Placement 1	6666
4500	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 [icon] from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below
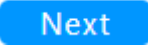
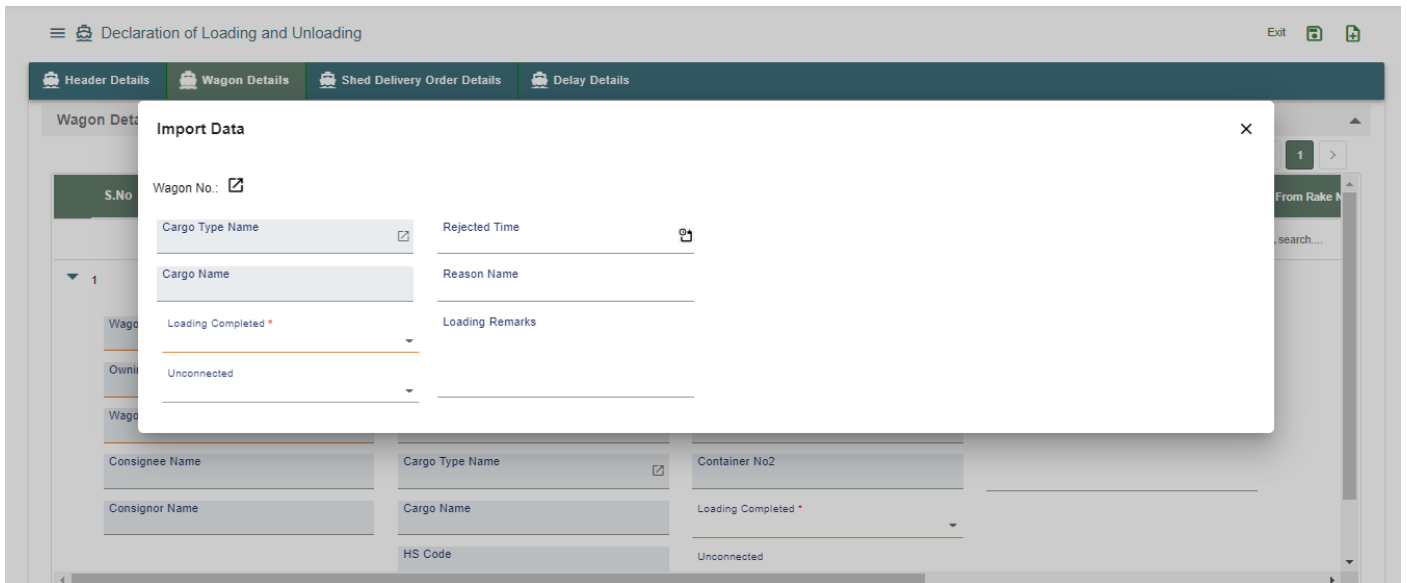*User Interface Image 116: Declaration of Loading and Unloading – 7.5.2.1*

➢ 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
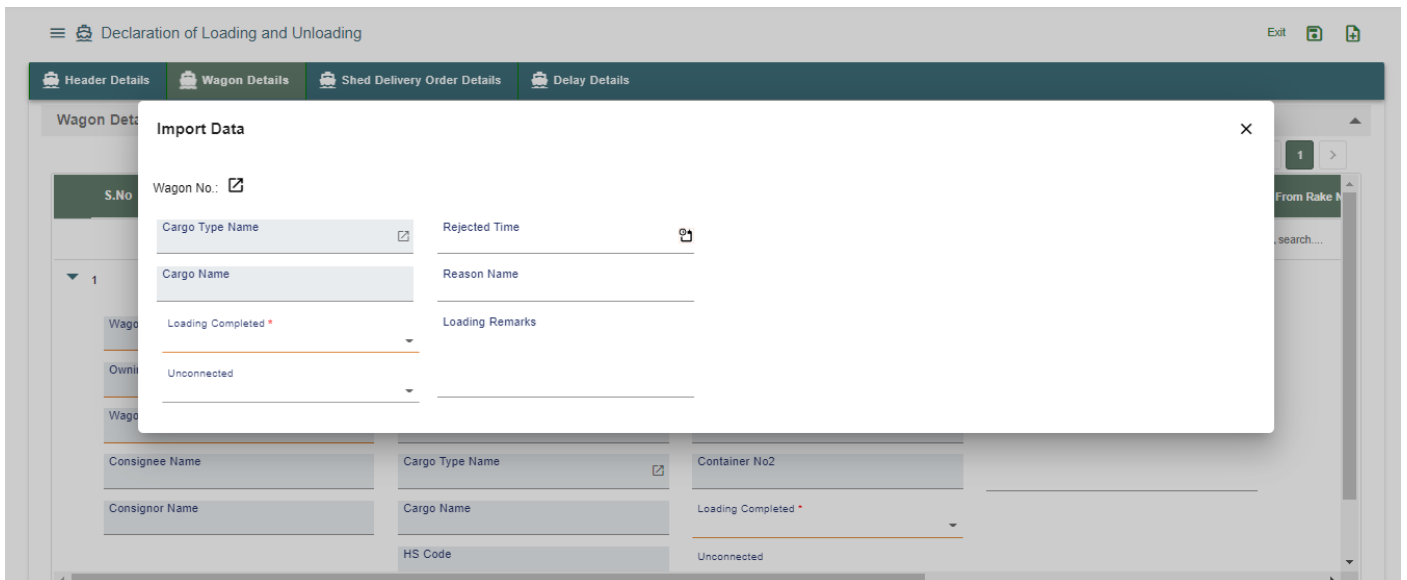
Step 2 – Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then Wagon Details page redirected as like below

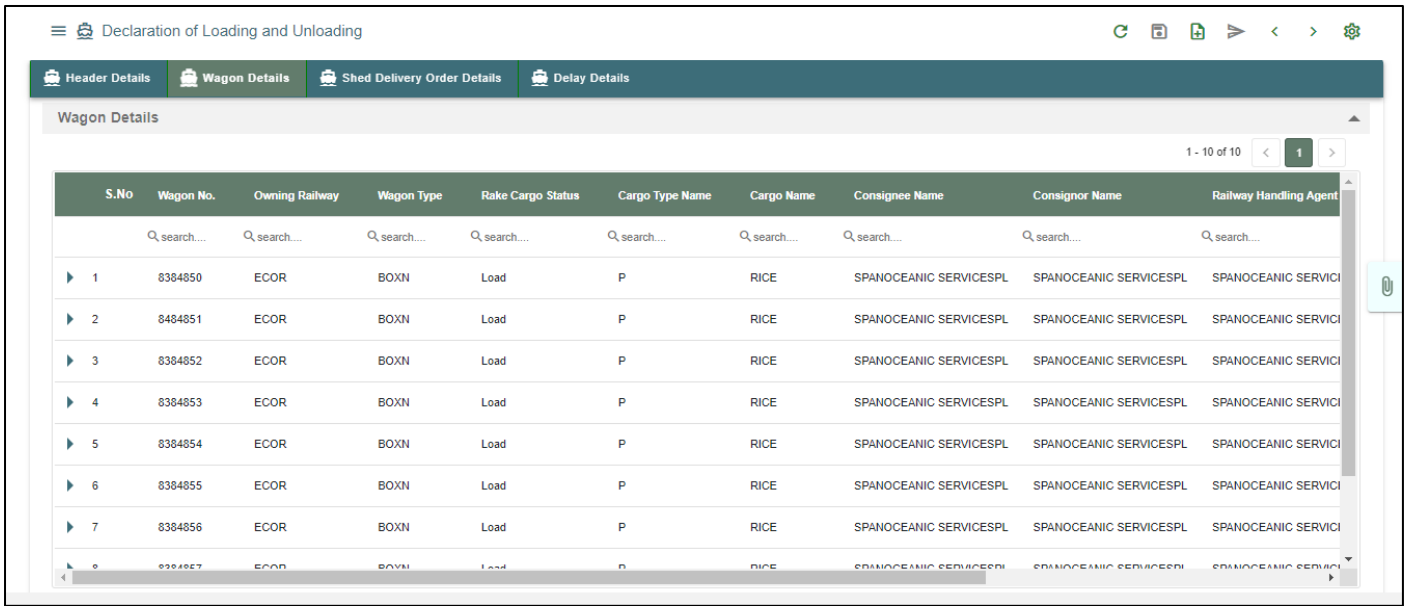Click on **⊕ Add Row** to begin with data entry

User Interface Image 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
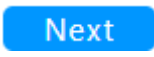

User Interface Image 118: Declaration of Loading and Unloading – 7.5.2.3
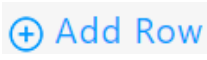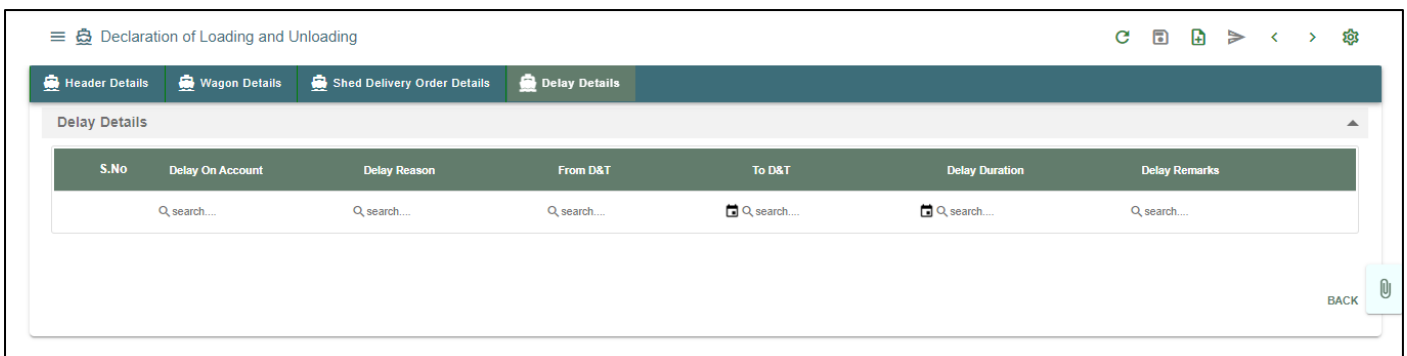
User Interface Image 119: Declaration of Loading and Unloading – 7.5.2.4

➢ 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 **Next** button from the bottom of the page. Then delay lines page redirected as like below

Click on ⊕ **Add Row** to begin with data entry

User Interface Image 120: Declaration POf Loading and Unloading – 7.5.2.5

➢ Select on account drop down (port / railway/party)
➢ Select delay reason code fro 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 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.

User Interface Image 122-Declaration of loading & Unloading (Attachments Documents) 7.5.2.7

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] icon system will display respective section name.

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Attachments (1)							**X**
Dredging Request							
☐	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] icon .

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

Attachments (2)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I							
☐	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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
☑ 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
☑ 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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
☑ 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
☑ 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 [Upload] button. System will display the status [File uploaded] on the screen.

Attachments (2)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   Select files

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.					Sample (2).docx (9.62 kb)	⊗

Upload   Close

Click On Close Button

Attachments (4)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
☐	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	__Sample__2_.doc	🗑

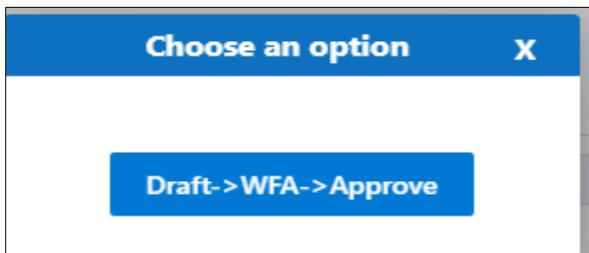+ Add files   Select files

or

Drag files here, to upload

Upload   Close

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

✅ **Record saved**   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   X
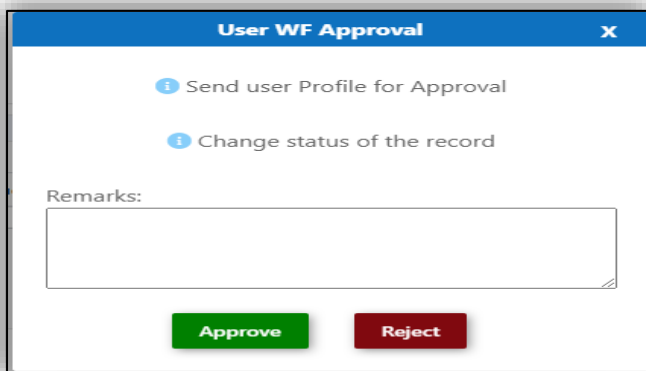
Draft->WFA->Approve

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

Work Flow Initiated. with drivenId = 12999

Step 9: 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 WF Approval   X

ℹ Send user Profile for Approval

ℹ Change status of the record

Remarks:

[   ]

Approve   **Reject**

Successfully Status changed to WFAPP

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. **Successfully rejected.** And the

496

document status will be changed as 'REJECTED'.

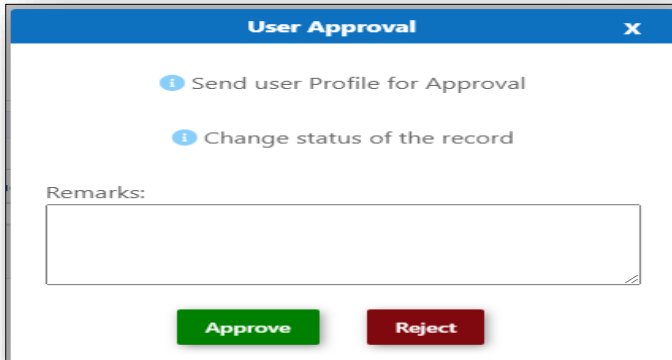**Step 11**: Once the workflow is in WFAPP. click on [icon] the icon. System will be displaying

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

User Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

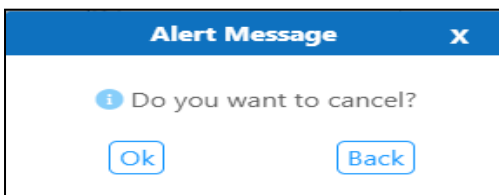Remarks:

Approve　　**Reject**

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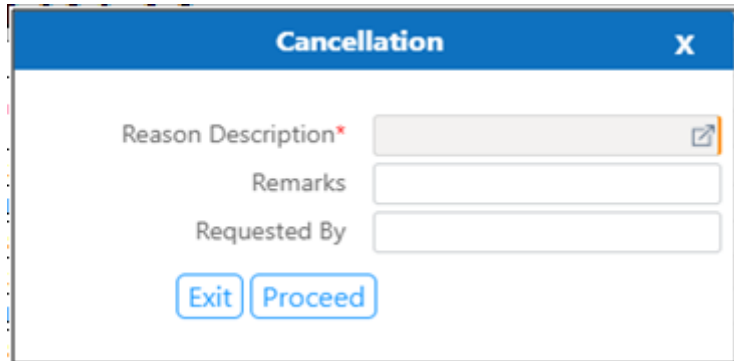d as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

Step 13: While if there is any changes or error we can cancel the record by clicking the [icon] 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?

Ok　　　　Back

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

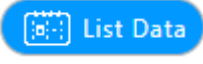By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Step 14: Upon Save / Approve /Reject /Cancel the record that can be seen in **List Data** as Draft/Approved/Rejected/Cancel Status respectively

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

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

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

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 aand 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.	Maters 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
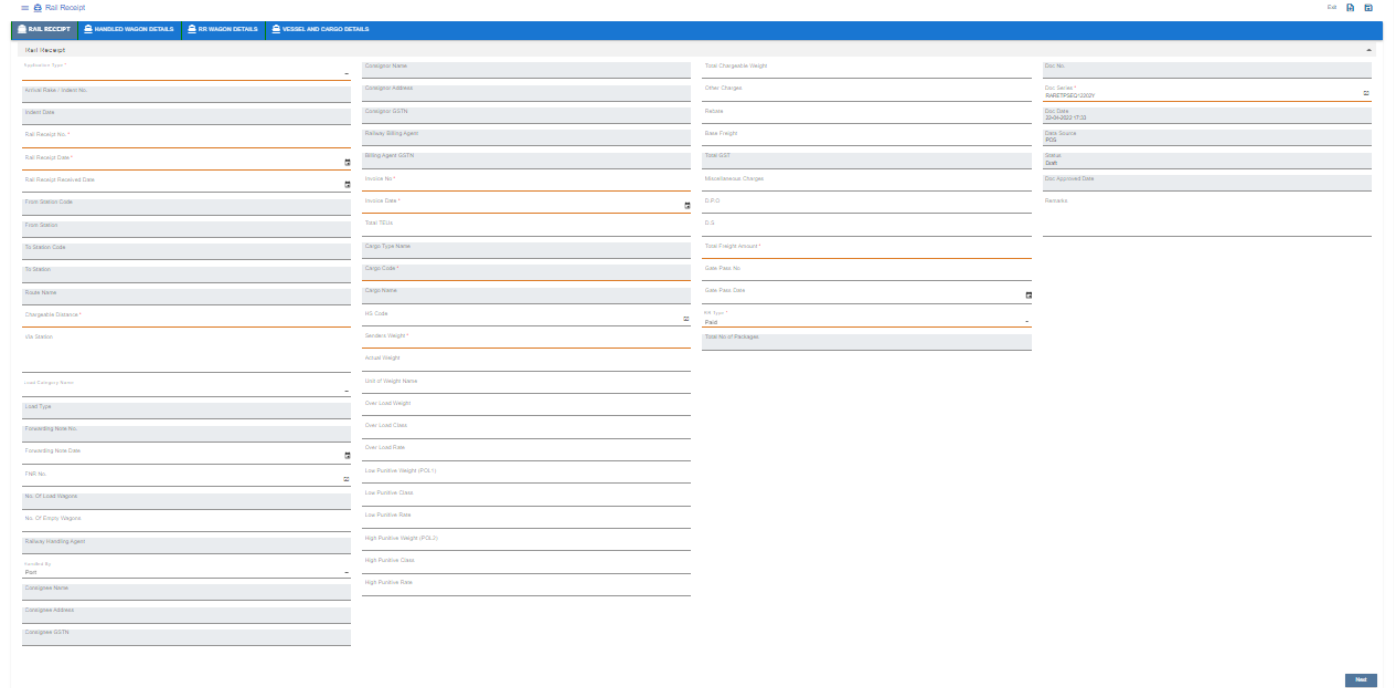➢ To enter into the Rail Receipt Details New Page, click on Add New button from top of the tool bar

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
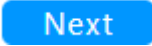
➢ Select Application Type from Drop Down Button either it is Inward or Outward

If Application Type is Select as **Outward** then following details required to follow:
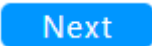
➢ Select Indent Number (RA No.) from Lookup Button
➢ Enter RR No. but it should not be duplicate
➢ Enter RR Date from date picker. If integrated with FOIS then this field is auto fetched
➢ Enter RR Received Date from date picker. If integrated with FOIS then this field is auto fetched
➢ From Station, 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

➤ Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

➤ **Step 2 –** Onceallthe necessary fields are filled, click **Next** 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.)
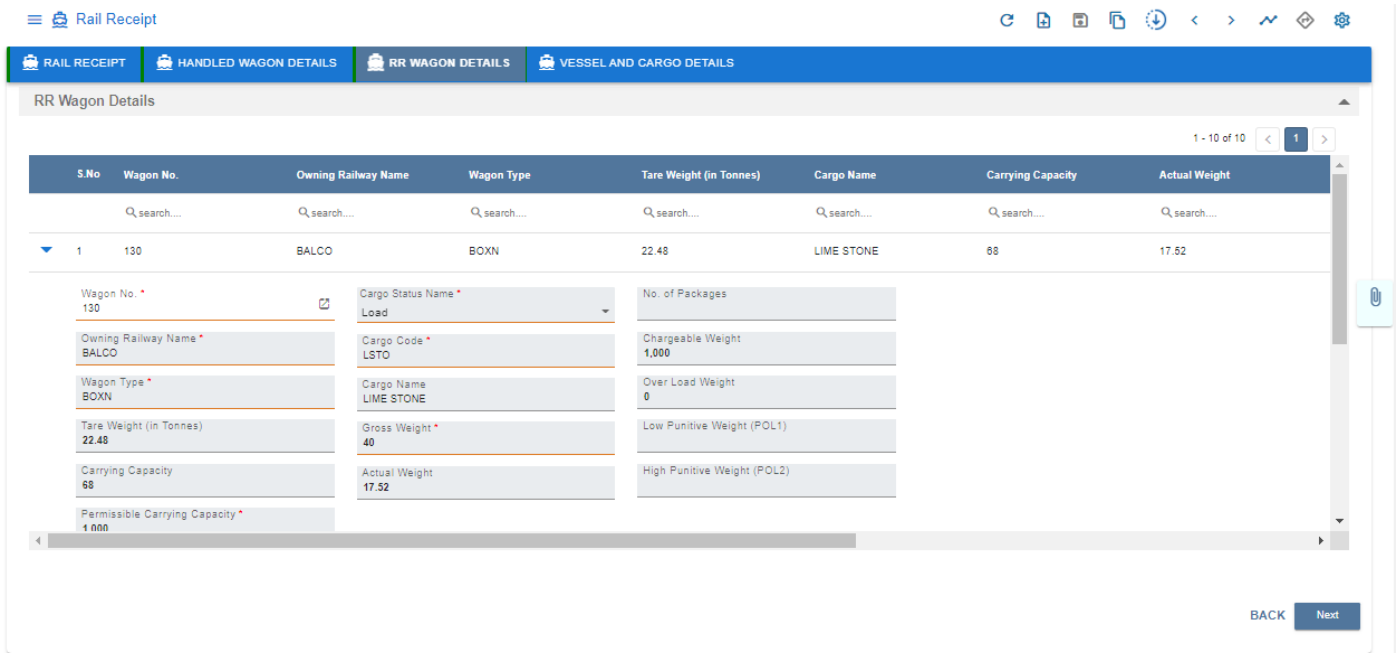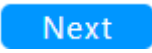
User Interface Image 268: Rail Receipt Details – 21.5.1.3

Step 3 – Onceallthe 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
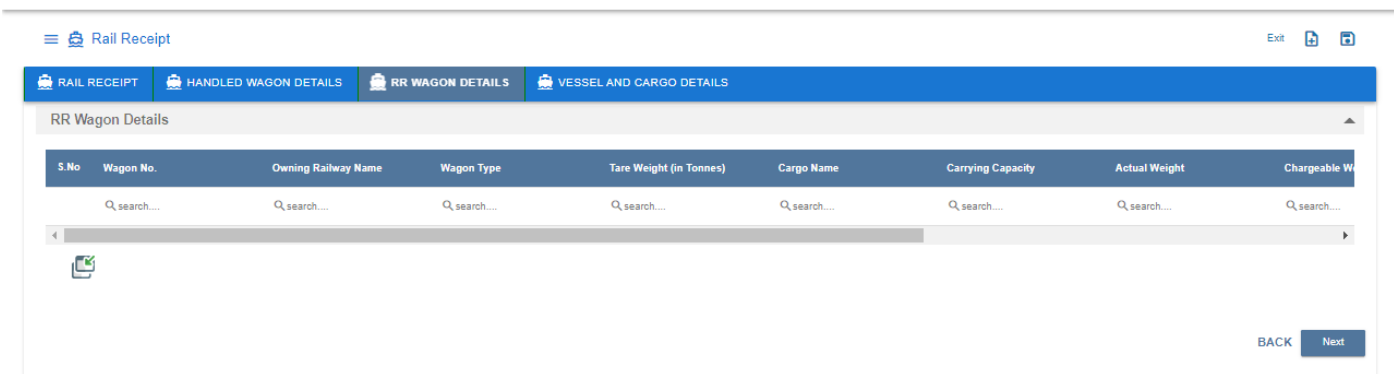
User Interface Image 269: Rail Receipt Details – 21.5.1.4
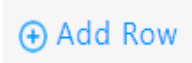
Step 4 – Once **⊕ Add Row** is selected, then following Wagon Details line item fields will be populated to enter.

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User Interface Image 270: Rail Receipt Details – 21.5.1.5

- ➤ 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 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

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User Interface Image 271: Rail Receipt Details – 21.5.1.6

Step 6 – Onceallthe necessary fields are filled, click **Next** button from the bottom of the page. Then Vessel & Cargo Details page redirected as like below.
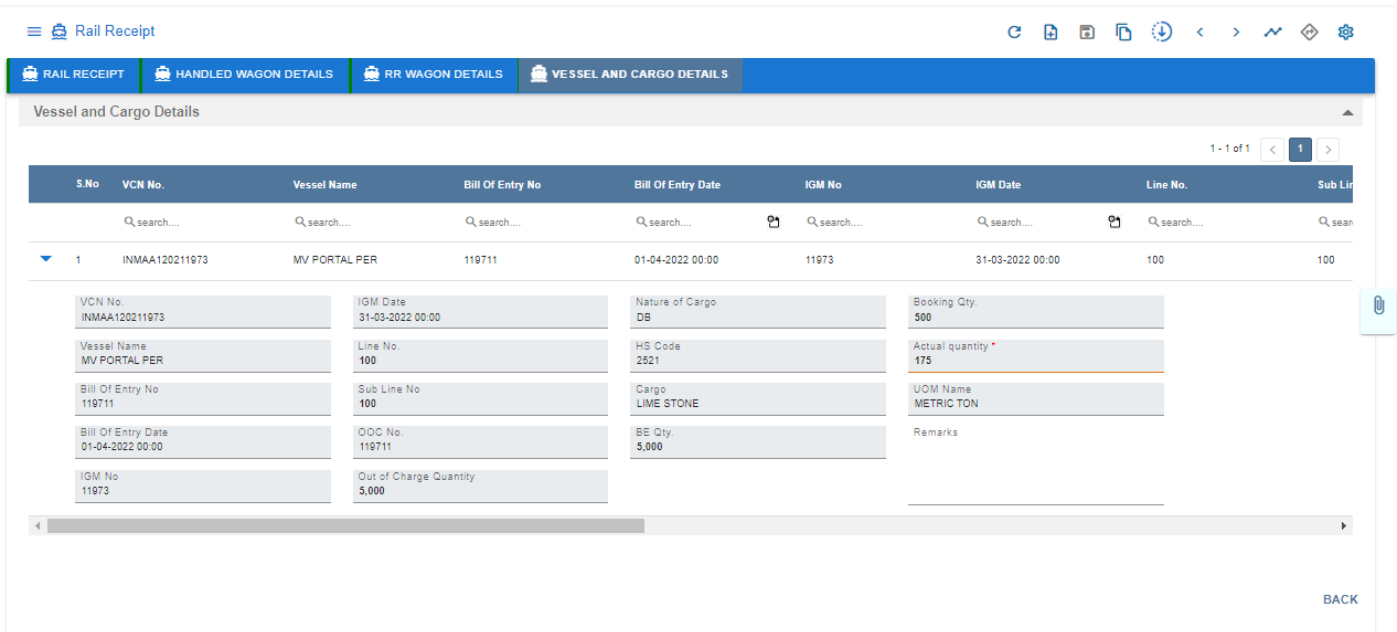
User Interface Image 272: Rail Receipt Details – 21.5.1.7

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 –

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.

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 [paperclip] icon system will display respective section name.

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

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

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.

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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files　**Select files**

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.					Sample (2).docx (9.62 kb)	⊗

Upload　　　　　　　　　　**Close**

Click On Close Button

Attachments (4)   X

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	🗑
☐	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**

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 ✅ Record saved message.

Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow

button 🔸 .

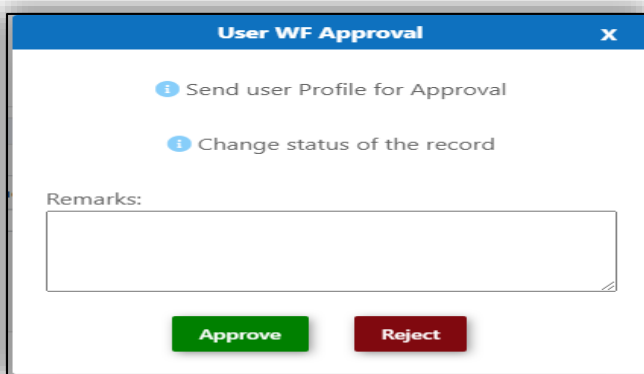**Choose an option** X

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

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

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record
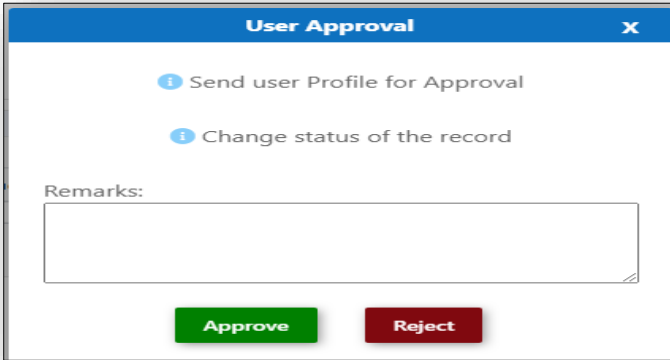
Remarks:

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

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Step12: Once the workflow is in WFAPP. Click on [icon] 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).
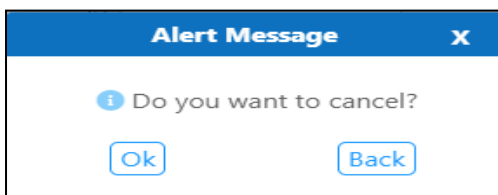
User Approval ✕

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

[Approve] [Reject]

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] icon shown.
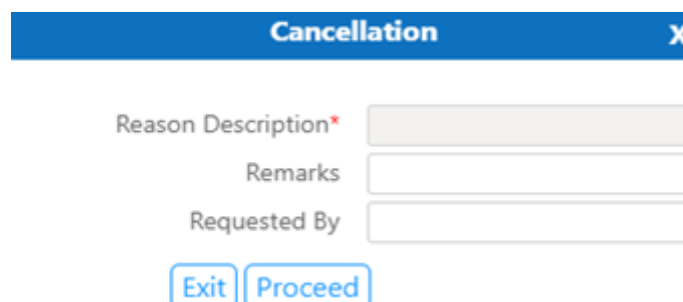
After clicking the icon system will display **Confirmation required** with below alert ok and Back

Alert Message ✕

ⓘ Do you want to cancel?

[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 ✕
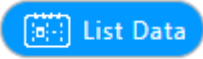
Reason Description*

Remarks

Requested By

[Exit] [Proceed]

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

Step 15: Upon Save / Approve /Reject /Cancel the record that can be seen in [List Data] as Draft/Approved/Rejected/Cancel Status respectively
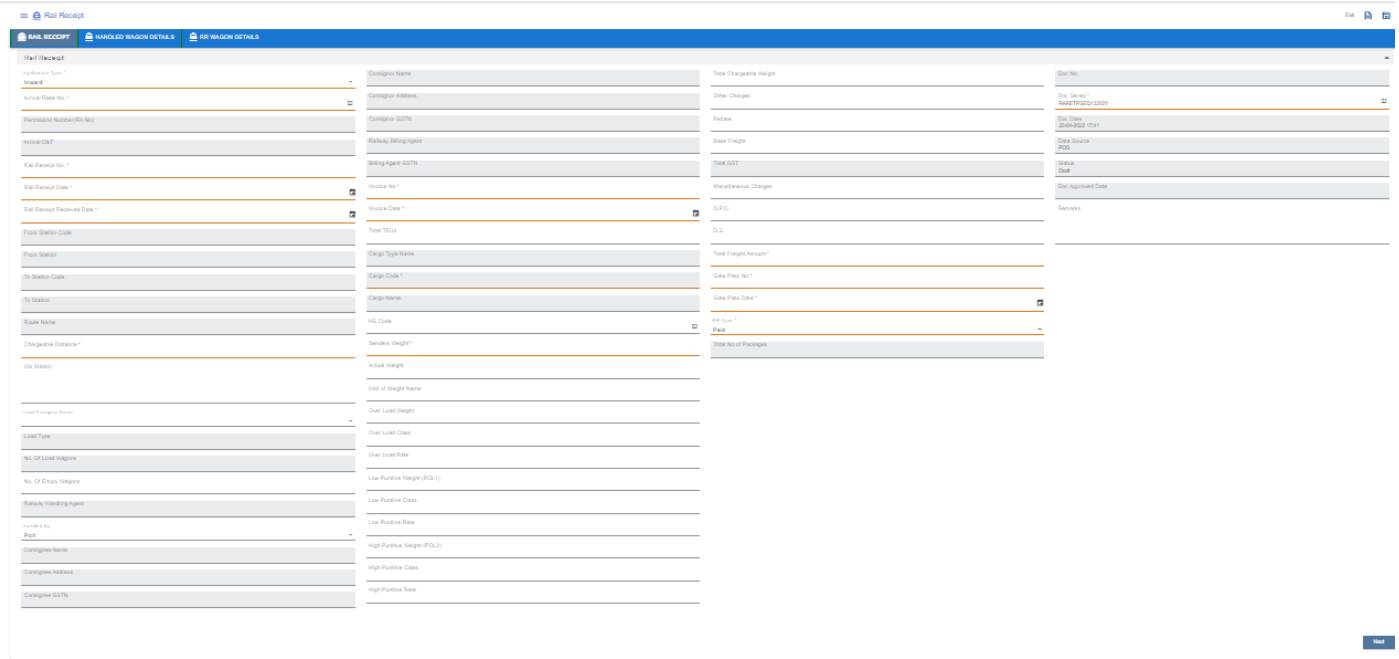
≡ Rail Receipt

Doc No.	Status	Application Type	Arrival Rake No.	Arrival Rake / Indent No.	Rail Receipt No.	Arrival D&T	Rail Receipt Date	Rai
search...	search...	search...	search...	search...	search...	search...	search...	sea
INMAA120220003	Approved	Inward	A20220007	PER/2022/0005	35	11-04-2022 10:18	11-04-2022	19-
INMAA120220002	Approved	Outward		IND/2022/0001	0135133433		04-04-2022	
INMAA120220001	Approved	Inward	A20220001	PER/2022/0001	86451	01-04-2022 10:30	30-03-2022	03-
INMAA120210068	Approved	Inward	A20210215	PER/2021/0185	89454	22-03-2022 15:13	21-03-2022	22-
INMAA120210067	Approved	Outward		IND/2021/0151	151		22-03-2022	
INMAA120210066	Approved	Inward	A20210209	PER/2021/0180	5678	17-03-2022 17:38	17-03-2022	17-
INMAA120210065	Approved	Inward	A20210204	PER/2021/0176	6556	09-03-2022 06:45	08-03-2022	15-
INMAA120210064	Approved	Outward		IND/2021/0146	146		15-03-2022	
184	Draft(Mtrs)	Outward		IND/2021/0145	145		14-03-2022	
INMAA120210063	Approved	Inward	A20210204	PER/2021/0175	985466	09-03-2022 06:45	08-03-2022	13-

1 - 10 of 143 10 ˅ < 1 2 3 .... 13 14 15 >

User Interface Image 275-RAIL RECEIPT (List Data) 21.5.1.10

51.4.2. RAIL RECEIPT - INWARD

Header Details:

Step 1 - Once clicked on Add New button [icon] from top of the tool bar, Rail Receipt Details – Inward Header Details screen will appear like below

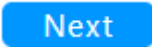*User Interface Image 276: Rail Receipt Details – 21.5.2.1*

➢ 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

- ➤ 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 –** Onceallthe necessary fields are filled, click [Next] 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.)

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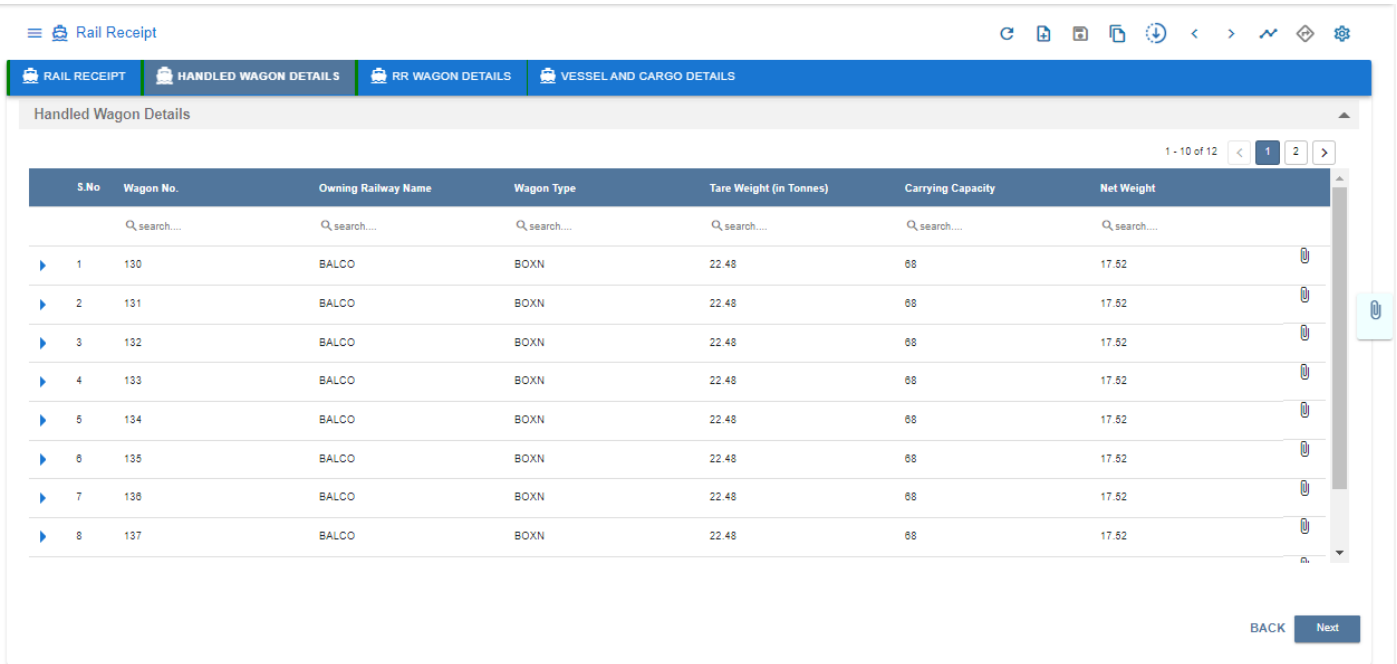
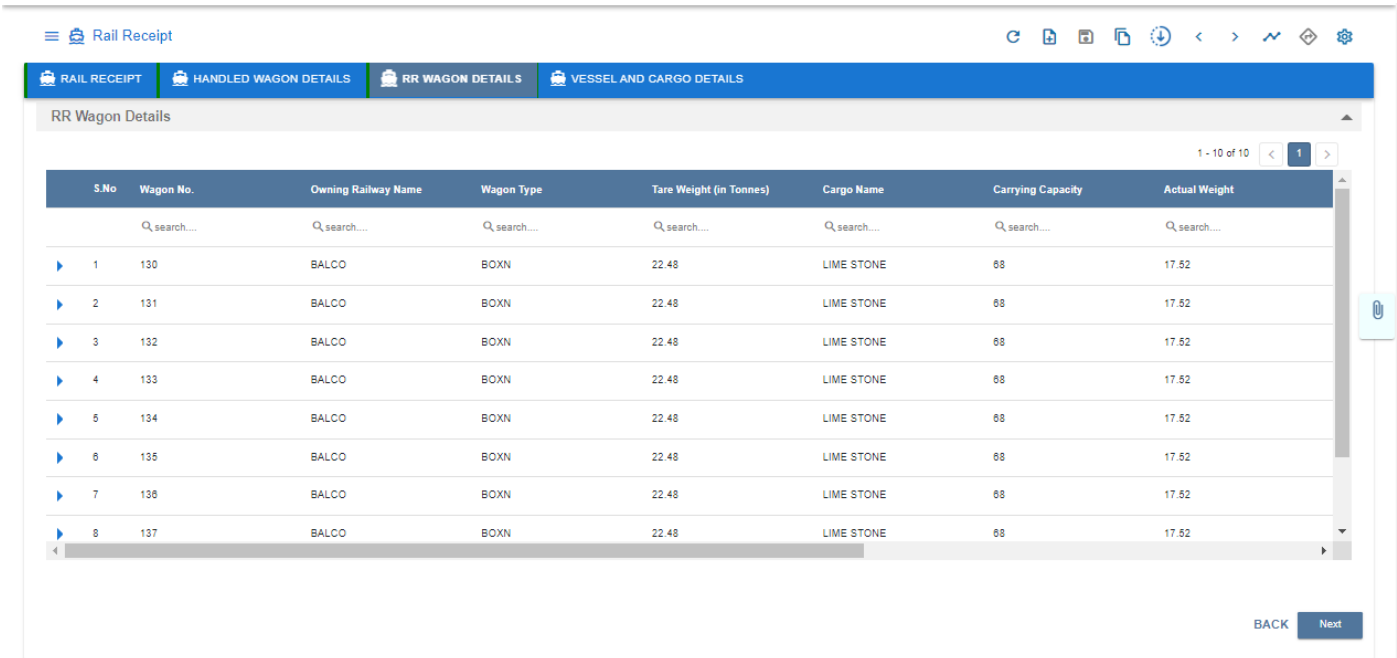*User Interface Image 277: Rail Receipt Details – 21.5.2.2*

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
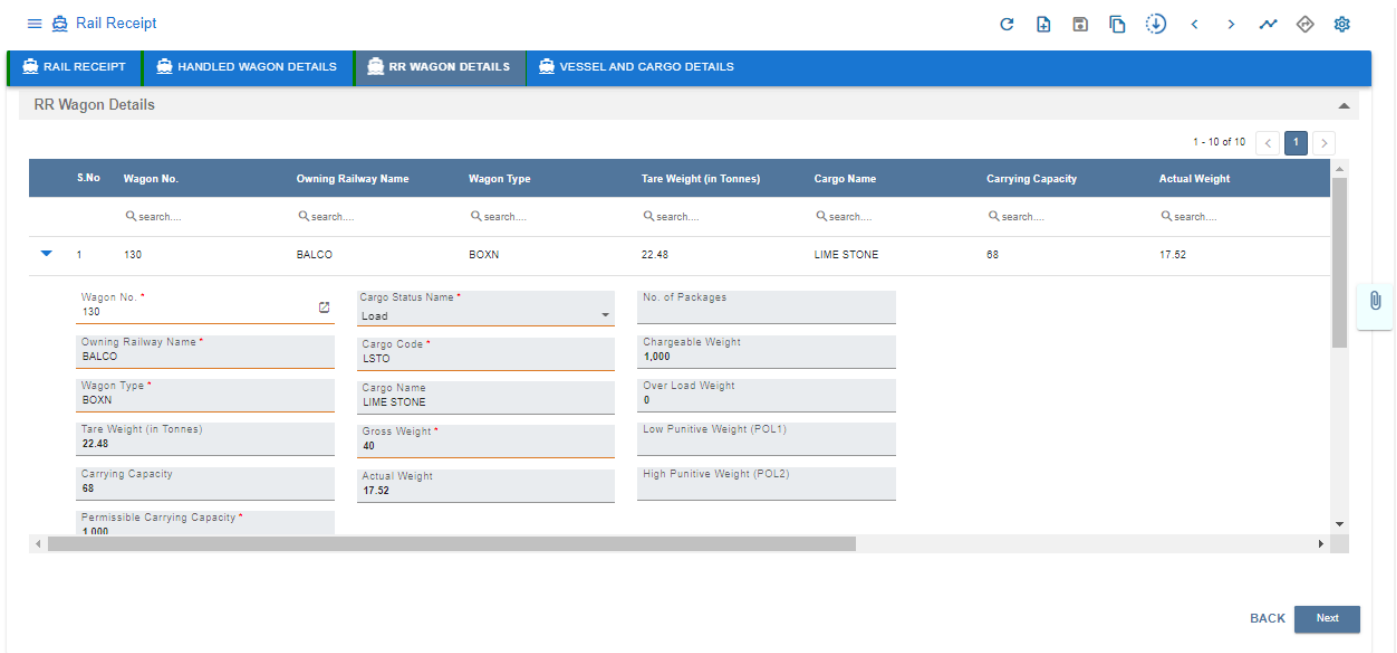
User Interface Image 278: Rail Receipt Details – 21.5.2.3

Step 4 – Once ⊕ Add Row is selected, then following Wagon Details line item fields will be populated to enter.


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 🗑

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 [paperclip]icon. Then the user will be redirected to the popup window as below –

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.

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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.

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.

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.

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	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	�W Sample__1_.docx	🗑
Vessel Registration P & I							
☐	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files   **Select files**

or

SNo.	Attachment Type Name*	Attachment Name*	Cerificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	☰		📅	📅	Sample (2).docx (9.62 kb)	⊗

Upload   **Close**

Click On Close Button

Attachments (4)   **X**

	SNo.	Attachment Type Name	Attachment Name	Cerificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration							
☐	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	�W Sample__2_.docx	🗑
☐	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	�W Sample__1_.docx	🗑
☐	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	�W ___Sample__2_.doc	🗑

+ Add files   **Select files**

or

Drag files here, to upload

Upload   **Close**

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 ☑ **Record saved** message.
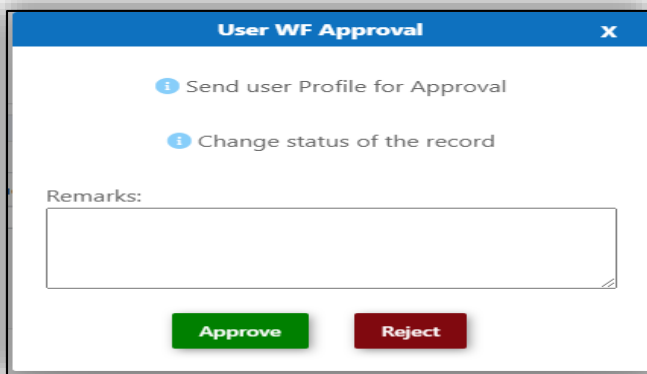
Step 9: Once the record is saved then the document status will be as 'Draft' and then click on workflow button ⬦ .

Choose an option X

Draft->WFA->Approve

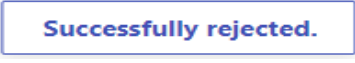Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

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).

User WF Approval X

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve **Reject**

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. **Successfully rejected.** And the document status will be changed as 'REJECTED'.
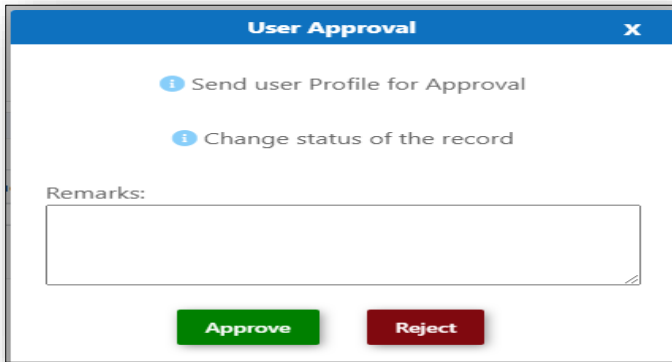
Step 12: Once the workflow is in WFAPP. Click on [icon] the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).
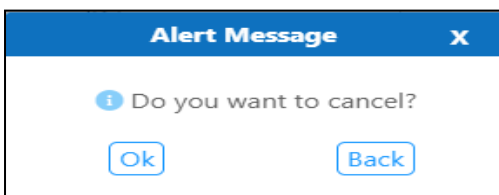
User Approval

ⓘ Send user Profile for Approval

ⓘ Change status of the record

Remarks:

Approve   **Reject**

Step 13: 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] 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?

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

Exit Proceed

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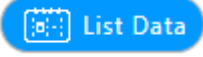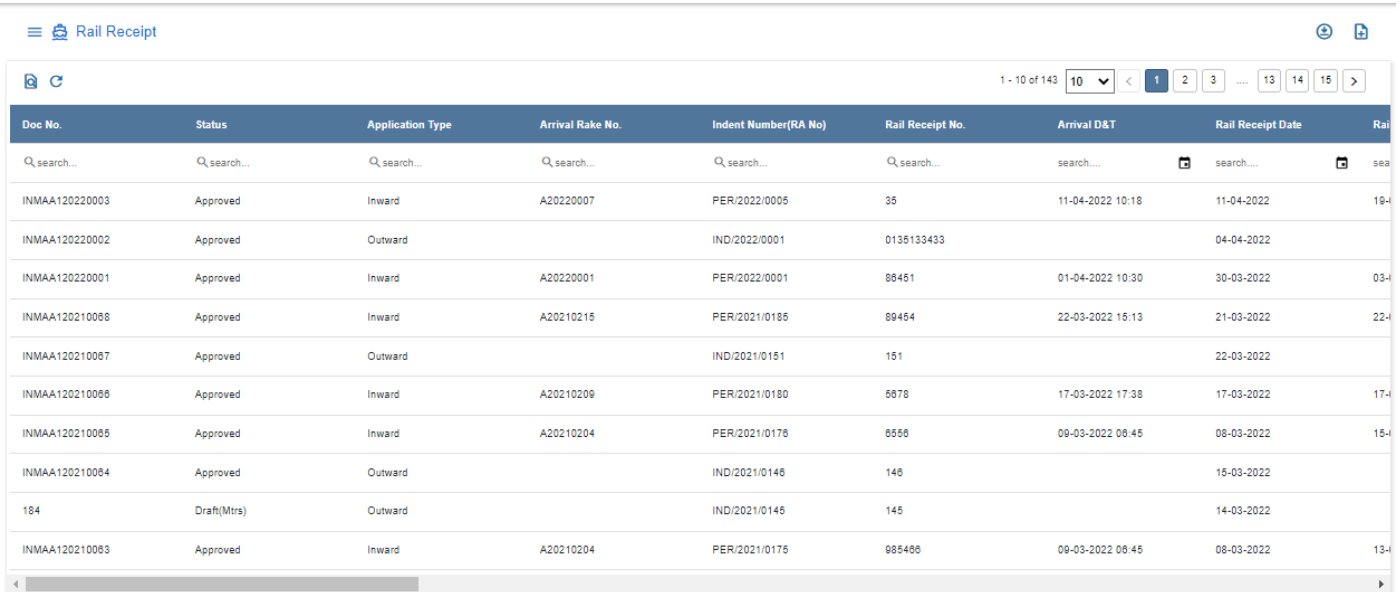By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display [Ok] and status will change to CANCEL

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

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

Field		
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

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