iPortman PORTAL Application

Stevedore User Manual

Revision History

Version	Author	Revision Date	Description of Changes	Modifier	Approver	Baseline Date
1.0	Bikash Bijaya Panda	19/12/2022	Initial Version	Bikash Bijaya Panda		

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	19/12/2022	I		

2. Purpose

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

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

3. Target Audience

The following are target audience of this document

a. Business Users who uses iPortman PORATL application
b. User who access the iPortman PORTAL application to learn

4. Disclaimer Clause

NA

I. Abbreviation

Following Abbreviations are related to Railway - Inward & Outward Functions

Note: Some of remaining for the below table will update it later because of SDD revamping points incorporating is going on.

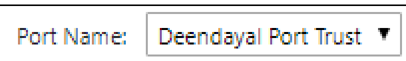
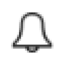
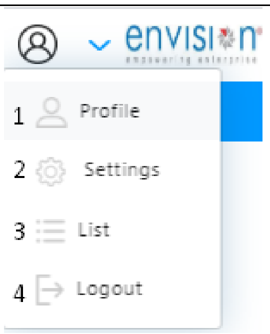
Sr.No.	***Abbreviation***	***Description***
1	FOIS	Freight Operation Information System
2		

2	VCN	Vessel Call Number
3	CHA	Customs House Agent
5	IEC	Import Export Code
6	EDI	Electronic Data Interchange
7	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
8	Item Type Code	
	I. GC	Govt Cargo
	II. OT	Other Cargo
	III. UB	Unaccompanied Cargo
9	HSS	High Sea Sales
10	IEC Code	Importer & Exporter Code
14	UOM CODE	Unit Of Measurement Code
15	ETA	Estimated Time of Arrival
16	ETD	Estimated Time of Departure
17	RFID	Radio Frequency Identification

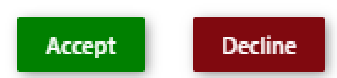
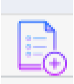
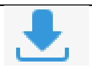
II. Error Messages Codes And Description:-

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

III. Symbols And Icons

SR No.	Symbol / Icon	Purpose / Usage
1		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		 This icon is for user profile, from where user can access following items. 1. USER PROFILE AS SET BY THE ADMINISTRATOR 2. PROFILE SETTINGS 3. LIST OF FAVOURITIRES ITEMS 4. LOGOUT BUTTON
5		Menu 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		List Data – To render a list of records(draft/wfapp/approved/rejected/cancelled)
14		Clear Filter – To clear the searched records
15		Advanced Search – To search a record with multiple search criteria
16	Add Row	Add Row button - Is to add multiple line items
17		This icon is to close each line item
18	Next	Next button – To Navigate next screen
19	Back	Back link – To Navigate previous screen
20		This icon is to expand the line item
21		This icon is to Collapse the section within the function/page
22		This icon is to expand the particular section within the function/page
23		Left Pagination button – To see previous results
24		Right Pagination button – To see next results
25	Record saved	This is popup icon displayed only once data is saved successfully

26		This icon is for sending the data for approval to the authorized person
29		This icon is to approve the data after verification
30		These icons are used to Accept or Decline the request
33		This icon is used to Import the data
34		This icon is used to Upload a document
35		This icon is used to Download a document

IV. Business Process for STEVEDORE

1. Business Function Name: Labour and Equipment Request

1.1. Definition:

This Function is used for requesting Labour & Equipment for deploying for Particular Vessel for Loading or Discharge Operation.

1.2. Navigation:

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

Menu Path	Menu Bar →Labour Planning → Labour and Equipment Request→ Click on **Add New**

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

1.3. Prerequisites – Masters

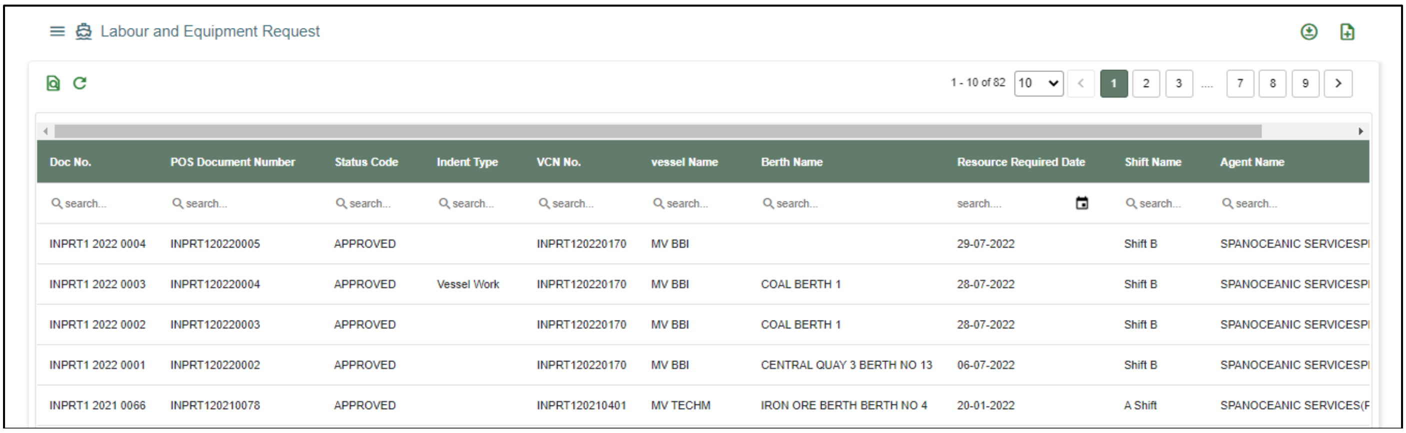
1.4. SCREENSHOT

Following screenshot from Labour and Equipment Request

List Page:

Once entered into the Functional Form – Labour and Equipment Request, list page will appear

- ➢ To enter into the Labour and Equipment Request New Page, click on Add New button from tool bar

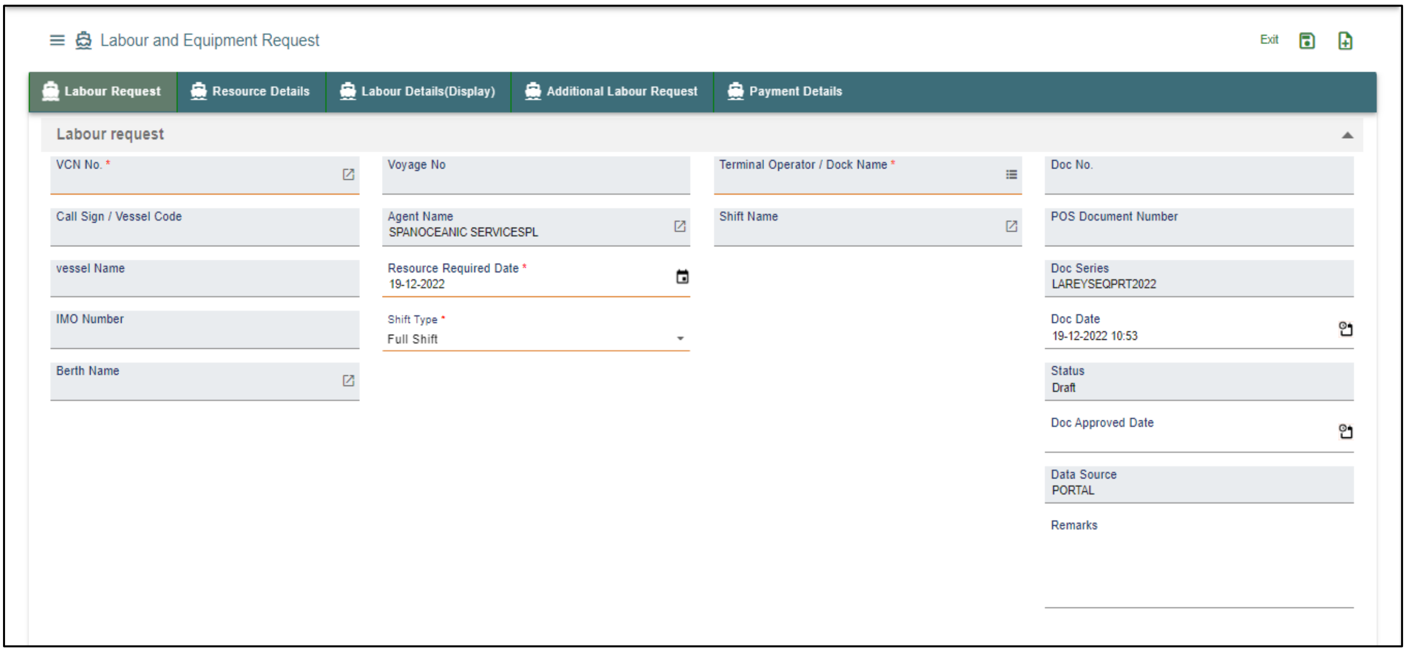

Labour and Equipment Request
1 - 10 of 82
10
1 2 3 .... 7 8 9

Doc No.	POS Document Number	Status Code	Indent Type	VCN No.	vessel Name	Berth Name	Resource Required Date	Shift Name	Agent Name
search...	search...	search...	search...	search...	search...	search...	search....	search...	search...
INPRT1 2022 0004	INPRT120220005	APPROVED		INPRT120220170	MV BBI		29-07-2022	Shift B	SPANOCEANIC SERVICESPI
INPRT1 2022 0003	INPRT120220004	APPROVED	Vessel Work	INPRT120220170	MV BBI	COAL BERTH 1	28-07-2022	Shift B	SPANOCEANIC SERVICESPI
INPRT1 2022 0002	INPRT120220003	APPROVED		INPRT120220170	MV BBI	COAL BERTH 1	28-07-2022	Shift B	SPANOCEANIC SERVICESPI
INPRT1 2022 0001	INPRT120220002	APPROVED		INPRT120220170	MV BBI	CENTRAL QUAY 3 BERTH NO 13	06-07-2022	Shift B	SPANOCEANIC SERVICESPI
INPRT1 2021 0066	INPRT120210078	APPROVED		INPRT120210401	MV TECHM	IRON ORE BERTH BERTH NO 4	20-01-2022	A Shift	SPANOCEANIC SERVICES(F

User Interface Image 5- Labour and Equipment Request-2.5.1

Header Details:

Step 1 - Once clicked on Add New button from top of the tool bar -Labour and Equipment Request Details screen will appear like below



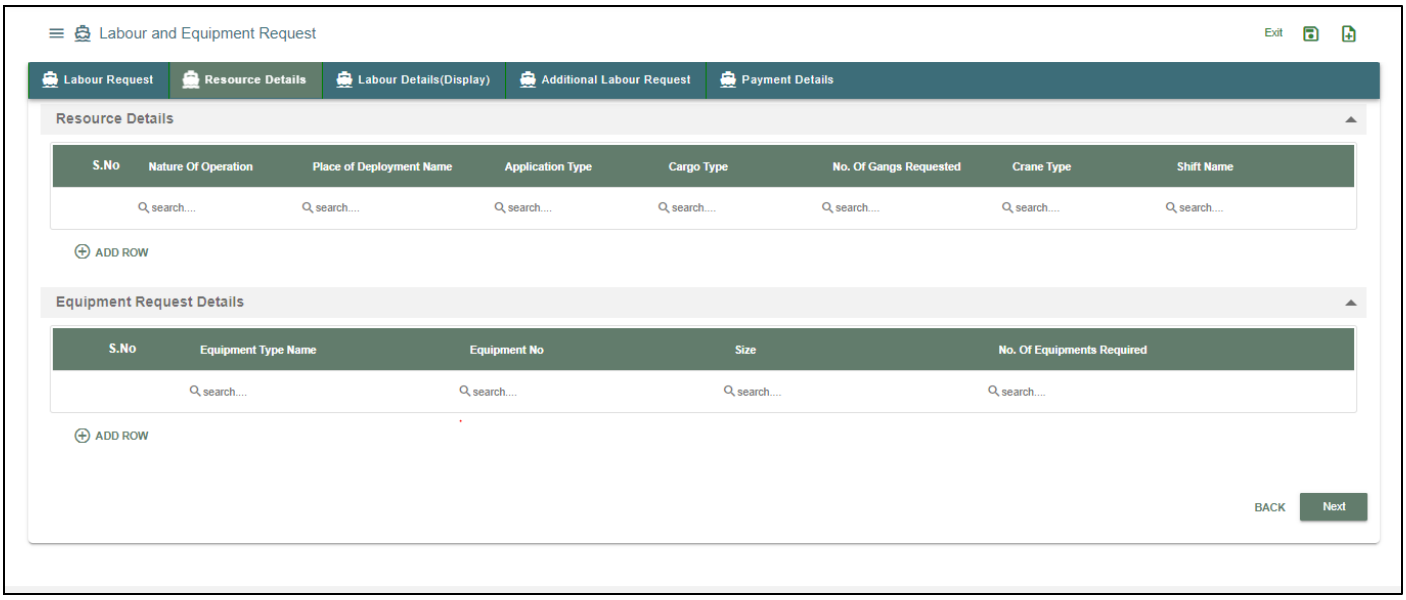
User Interface Image 6—Labour and Equipment Request-2.5.2

Below are the Field Information regarding Labour Request Section.

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

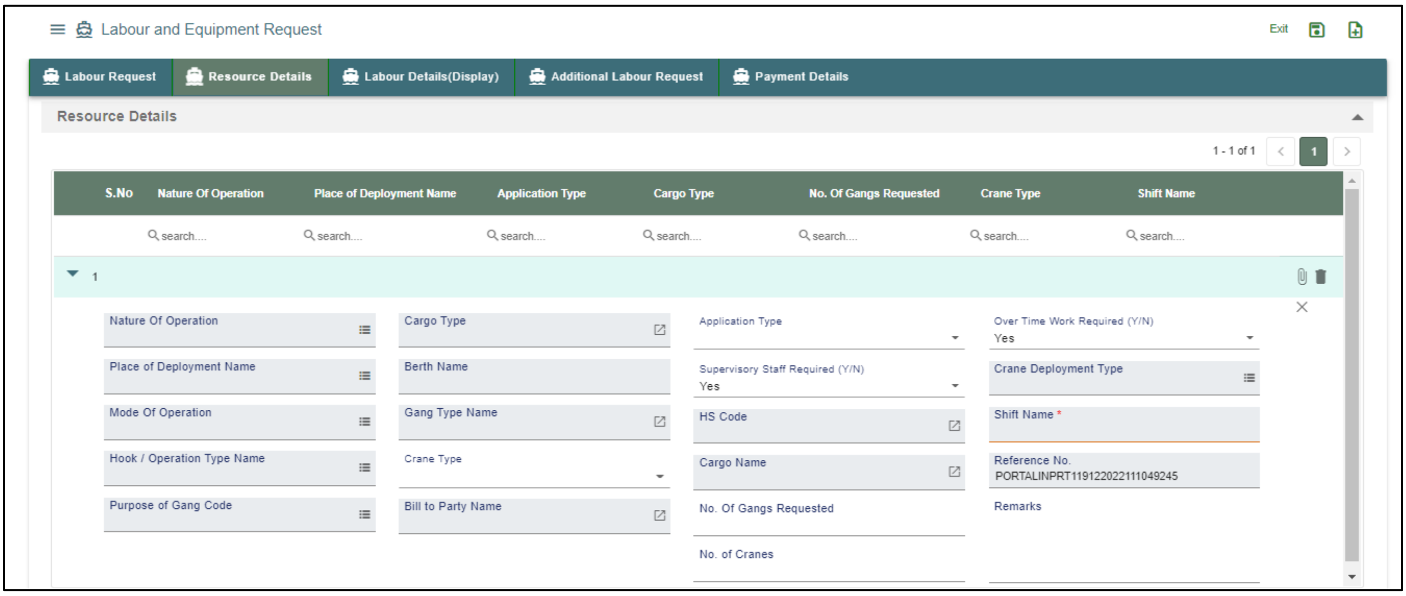
Field Name	Mandatory	Fill Type
Record Type	Yes	Drop Down
VCN No	Yes	Look Up
Call Sign/Vessel Code	Yes	Text Box
IMO Number	Yes	Text Box
Voyage Number	Yes	Text Box
Agent Name	Yes	Text Box
Resource Required Date *	Yes	Calendar
Terminal Operator / Dock Name	Yes	Look Up

Step 2- Once all the necessary fields are filled, click Next button from the bottom of the page. Then Resource Details page redirected as like below



User Interface Image 7- - Labour and Equipment Request-2.5.3

Once ⊕ Add Row is selected, then following Resource Details, Equipment Request Details line item fields will be populated to enter



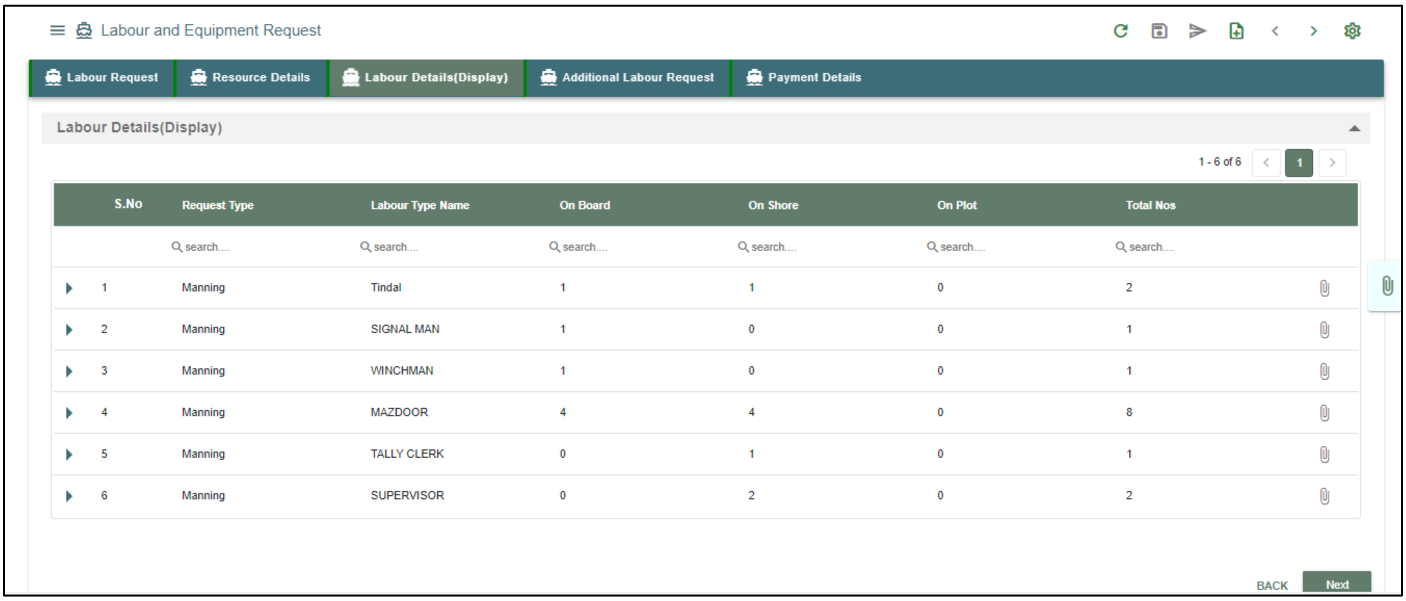
User Interface Image 8- - Labour and Equipment Request-2.5.4

Below are the Field Information regarding Resource Details Section.

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

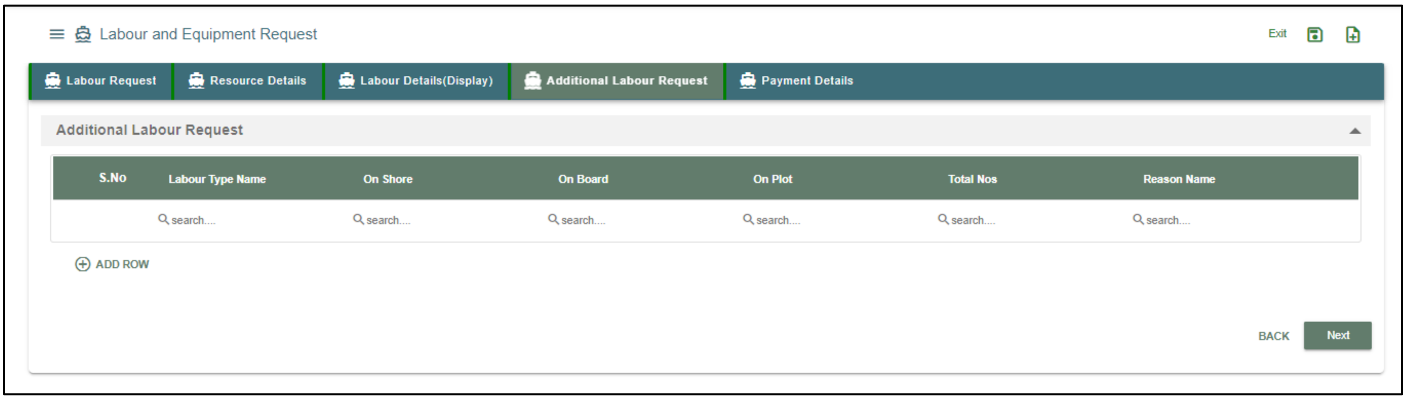
Field Name	Mandatory	Fill Type
Record Type	Yes	Drop Down
Nature of Operation	Yes	Look Up
Place of Deployment	Yes	Drop Down
Purpose of Gang	No	Drop Down
Type of Hook/Operation	No	Look Up
Type of Cargo	No	Look Up
Berth Name	No	Text Box
Crane Type	Yes	Drop Down
Type of Gang	No	Look Up
Yes/No	Yes	Drop Down
HS Code	No	Look Up
Number	No	Text Box
Yes/No	Yes	Drop Down
Crane Deployment Type	No	Drop Down
Mode of Operation Name	No	Drop Down
Shift Name	Yes	Drop Down
Remarks	No	Text Box
Record Type	Yes	Drop Down
Type of Equipment	No	Look Up
Equipment No	No	Text Box
Size	No	Text Box
UOM	No	Look Up
Date and Time	No	Calendar
Date and Time	No	Calendar
Number	No	Text Box
UOM	Yes	Dropdown
Labour Type	No	Text Box
Number	No	Text Box

Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then Labour Details (Display) page Auto populated (redirected) as like below.



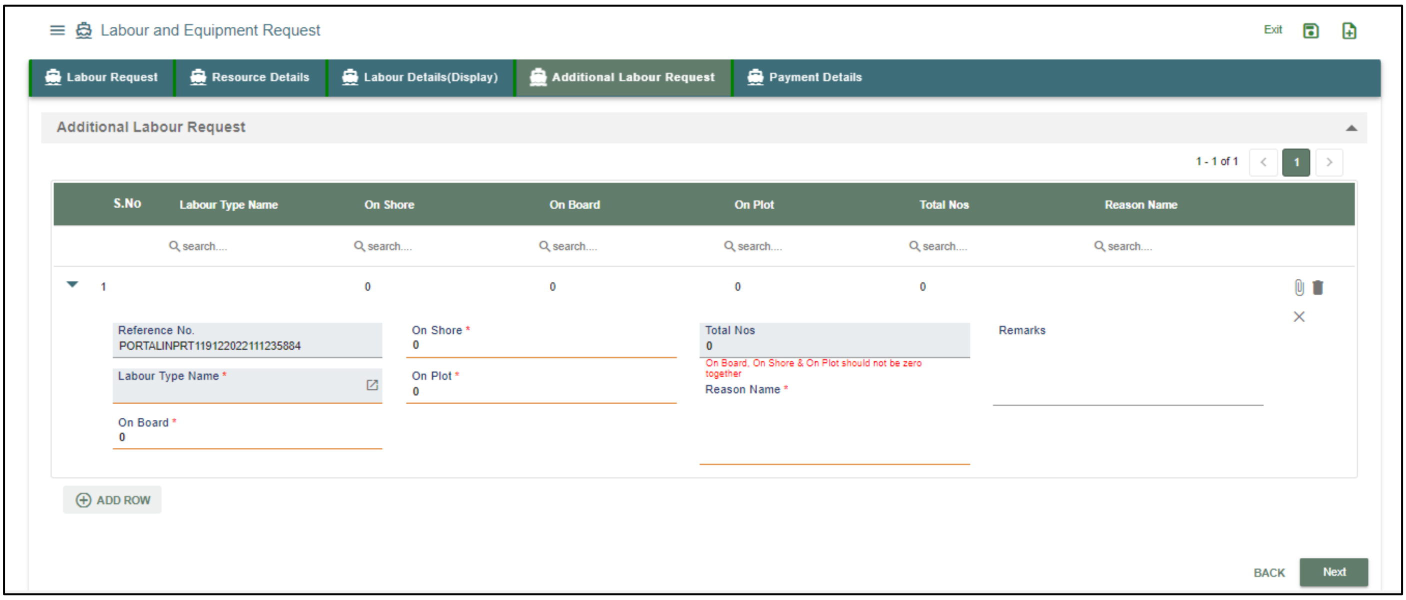
User Interface Image 9 - Labour and Equipment Request-2.5.5

Step 3: Once all the necessary fields are filled, click Next button from the bottom of the page. Then Additional Labour Request page redirected as like below.



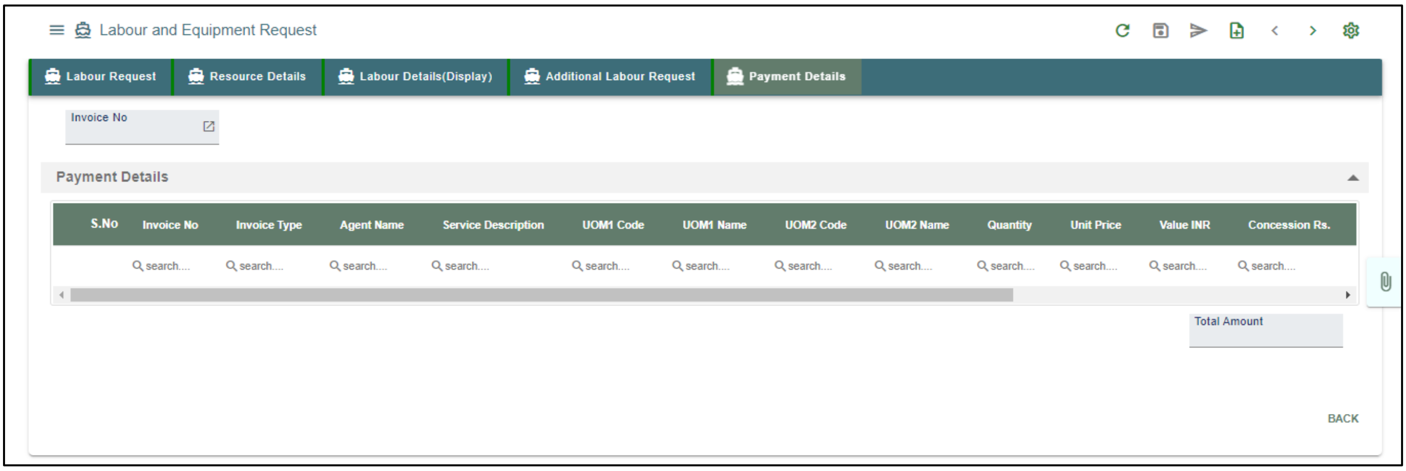
User Interface Image 10 - Labour and Equipment Request-2.5.6

Once ⊕ Add Row is selected, then following Detail fields will be populated to enter



User Interface Image 11- - Labour and Equipment Request-2.5.7

Once all the necessary fields are filled, click Next button from the bottom of the page. Then Payment Details page redirected as like below.

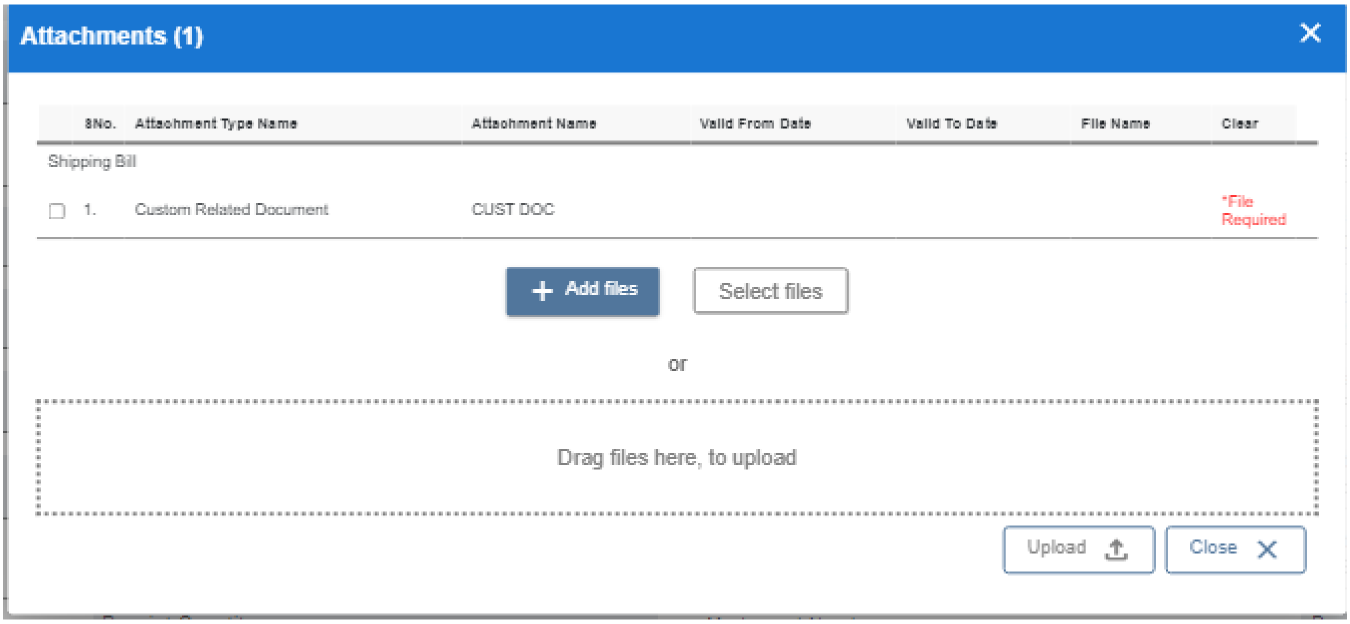


Step 3: Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

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.

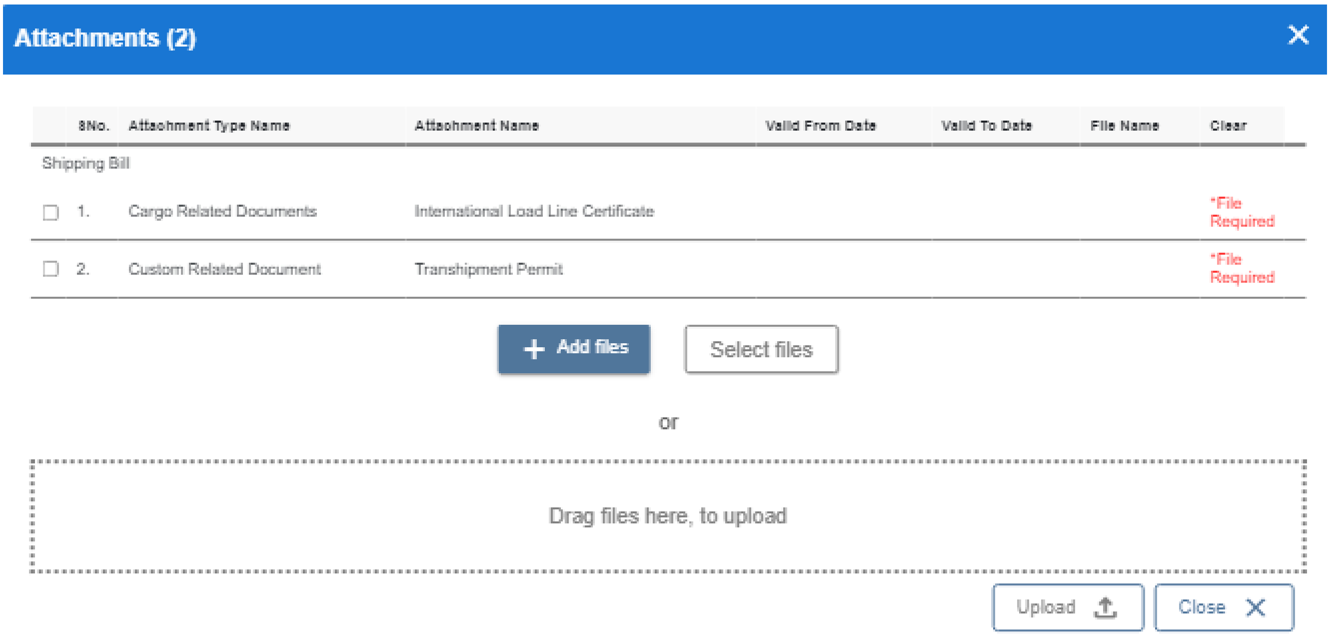
Once all the mandatory and required fields are filled then Click on Upload button. System will display **File uploaded** status on the screen. Respective Form Name, Section name will display along with attached documents.

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



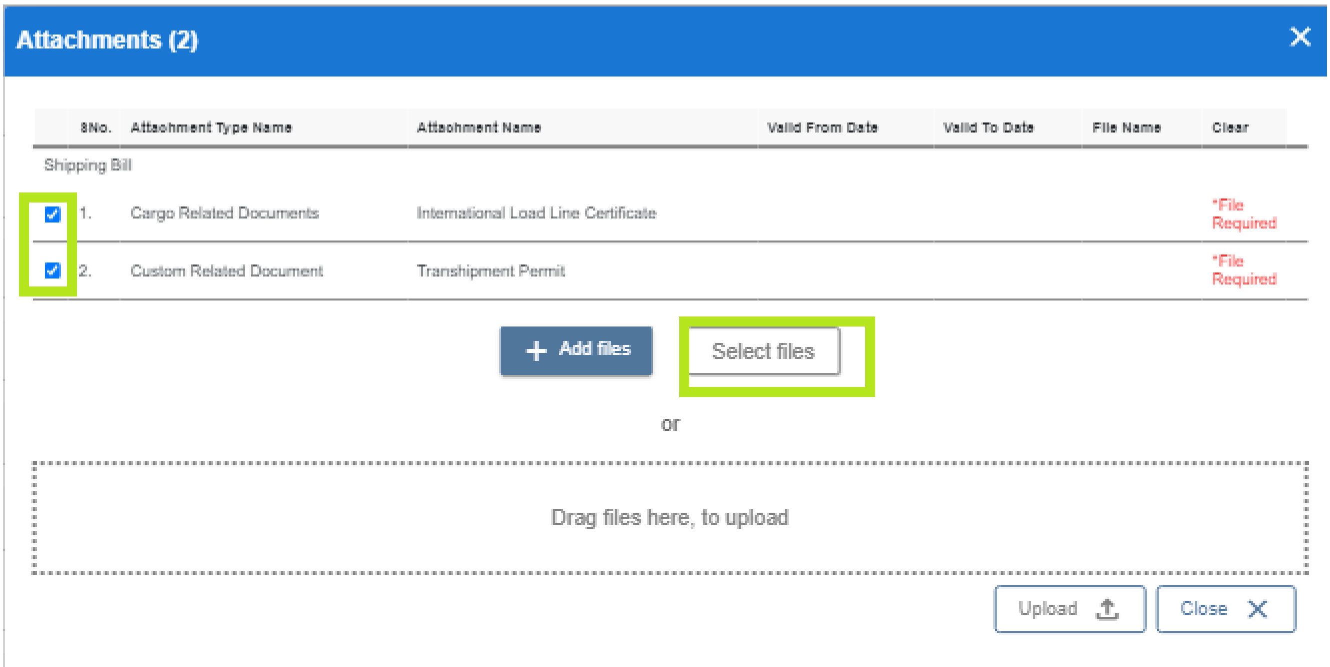
If the Attachment's are configured, System will display like below when we click on icon.

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

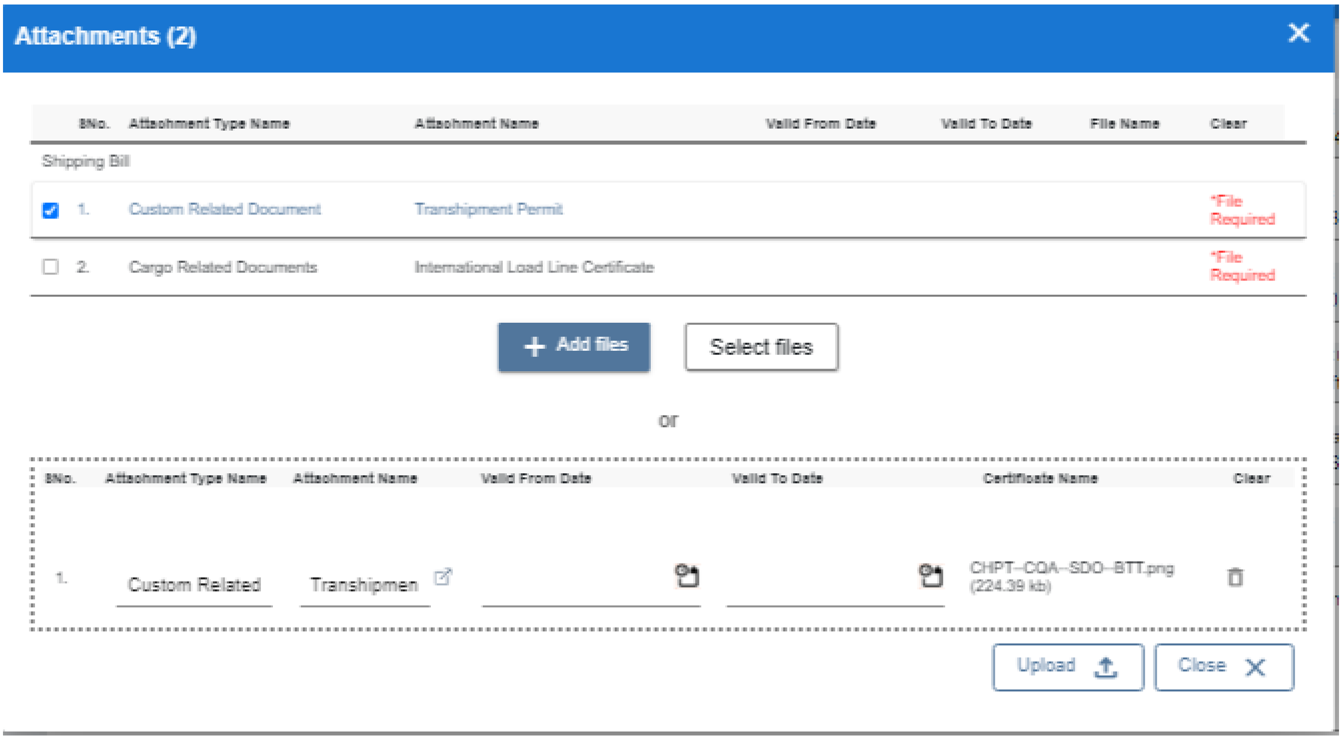


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.



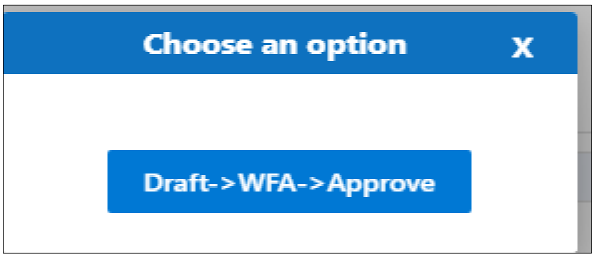
Once all the mandatory and required fields are filled then Click on Upload button. System will display the status **File uploaded** on the screen.



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 .

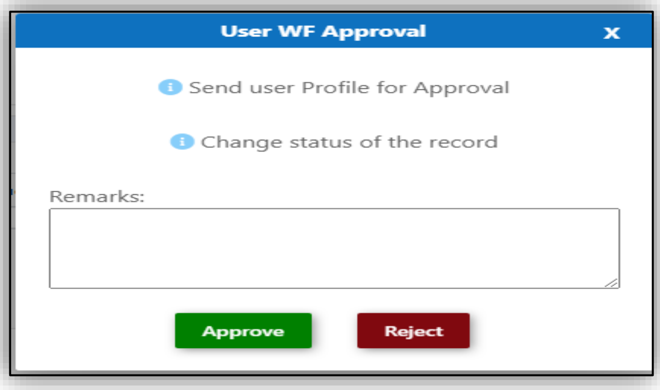


Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

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

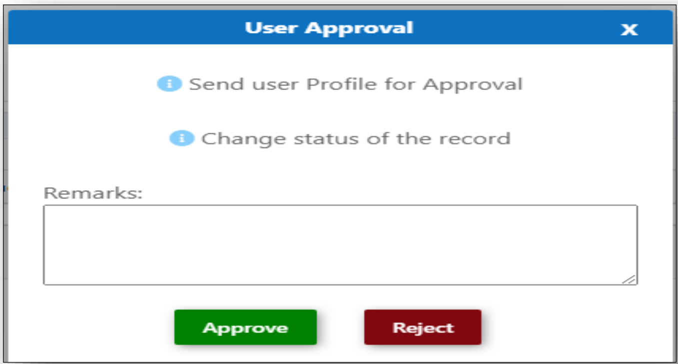
Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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

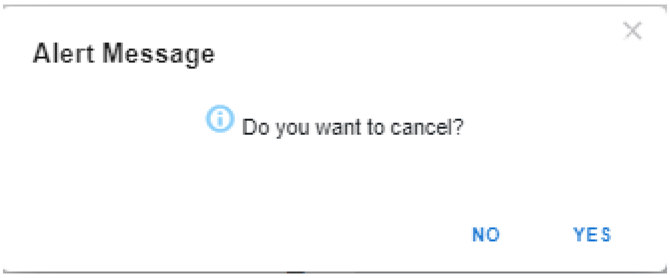
If user reject the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

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).

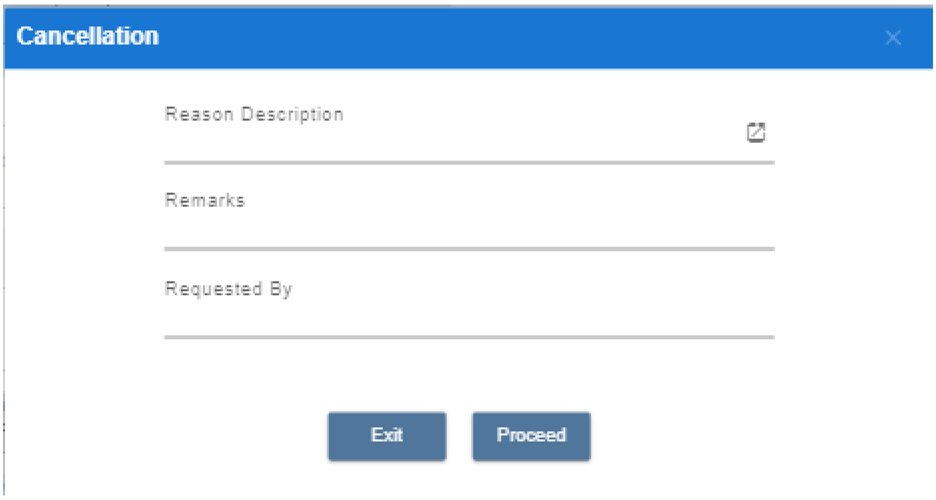


Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. Successfully rejected. And the document status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

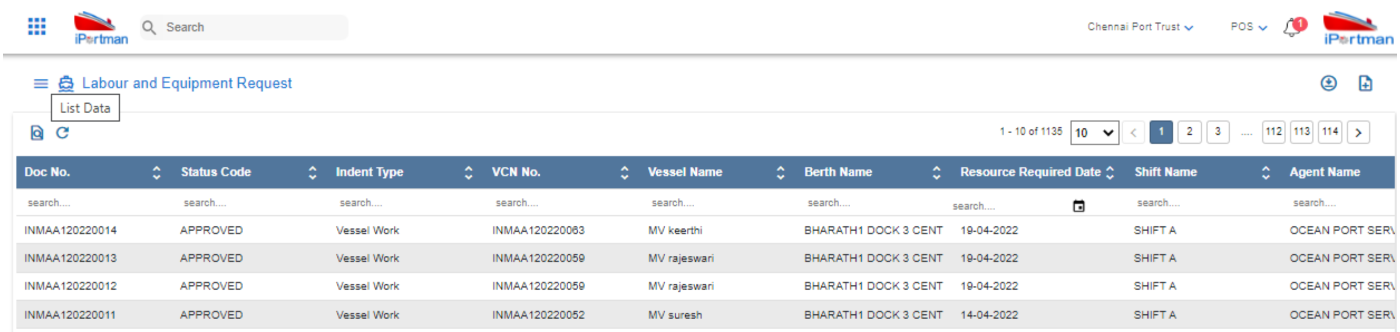


By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



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

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



User Interface Image 14–Labour and Equipment Request (List Data) 2.5.10

2. Business Function Name: Vessel Tally

2.1 Definition:

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

2.2 Navigation

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

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

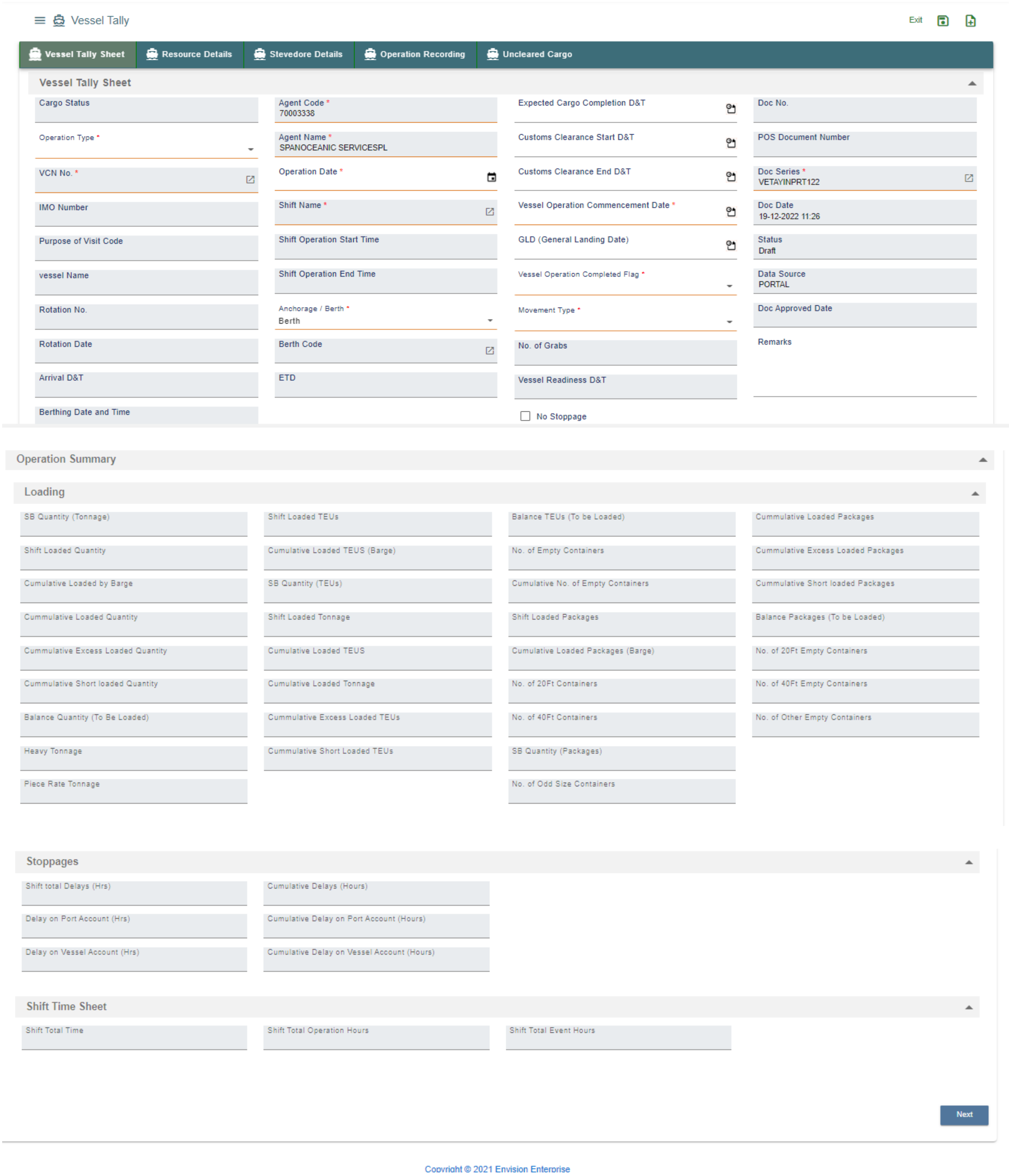
User can also search the function in search area available in the header section left side with function name

2.3 Prerequisites – Masters

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

2.4 Screenshot:

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



User Interface Image 27 –Vessel Tally Header Details6.1

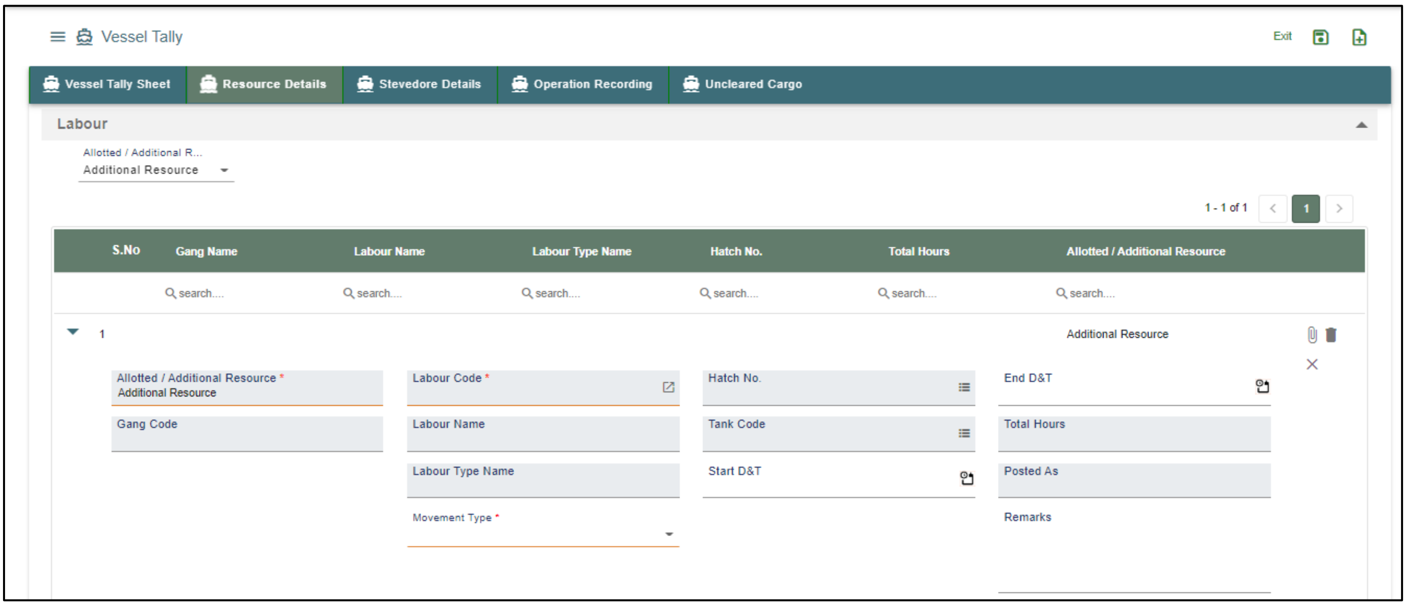
Below are the Field Information regarding Vessel tally Screen Details Section.

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

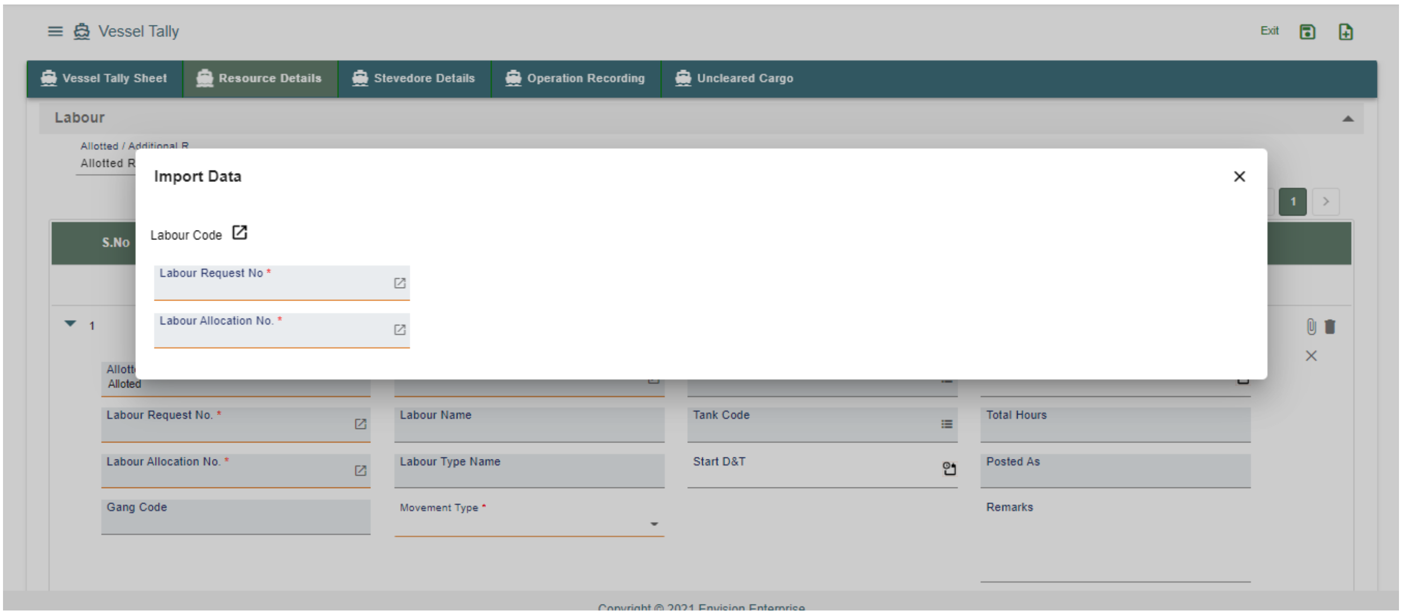
Field Name	**Mandatory**	**Fill Type**
Cargo Status	Non Mandatory	Textbox
Operation Type *	Mandatory	Dropdown
VCN No	Mandatory	LOV
IMO No	Non Mandatory	Textbox
Purpose Of Visit Code	Non Mandatory	Textbox
Vessel Name	Non Mandatory	Textbox
IGM No	Mandatory	Textbox
IGM Date	Non Mandatory	Date
Arrival Date	Non Mandatory	Textbox
Berthing Date and Time	Non Mandatory	Textbox
Shipping Agent Name	Non Mandatory	Textbox
Operation Date	Mandatory	Date
Shift Name	Mandatory	LOV
Shift Name	Mandatory	LOV
Shift Operation Start Time	Non Mandatory	Textbox
Shift Operation End Time	Non Mandatory	Textbox
Anchorage/Berth	Mandatory	Dropdown
Berth Code/Anchorage Name	Non Mandatory	LOV
ETD	Non Mandatory	Textbox
Hose Fitting D&T	Non Mandatory	Date and Time
Vessel Ready to Sail	Non Mandatory	Date and Time
Gangway Lowered Date & Time	Non Mandatory	Date and Time
Expected Cargo Completed D&T	Non Mandatory	Date and Time
Custom Clearance Start D&T	Non Mandatory	Date and Time
Custom Clearance End D&T	Non Mandatory	Date and Time
Vessel Operation Commencement Date	Mandatory	Date and Time
GLD	Non Mandatory	Date and Time
Vessel Operation Completed Flag	Non Mandatory	Check Box
Vessel Completion Date	Mandatory	Date and Time
Documentation Completed	Non Mandatory	Date and Time
IGM Quantity	Non Mandatory	Textbox
Shift Discharged Quantity	Non Mandatory	Textbox
Cumulative Discharged Quantity By Barge	Non Mandatory	Textbox
Cumulative Discharged Quantity	Non Mandatory	Textbox
Balance Quantity	Non Mandatory	Textbox
Heavy Tonnage	Non Mandatory	Textbox
Piece Rate Tonnage	Non Mandatory	Textbox
Cumulative Excess Landed Quantity	Non Mandatory	Textbox
Cumulative Short Landed Quantity	Non Mandatory	Textbox

IGM Quantity	Non Mandatory	Textbox
Shift Discharged TEUs	Non Mandatory	Textbox
Cumulative Discharged TEUs By Barge	Non Mandatory	Textbox
No of 20ft Containers	Non Mandatory	Textbox
No of 40ft Containers	Non Mandatory	Textbox
No of ODD Size Containers	Non Mandatory	Textbox
Shift Discharged Tonnage	Non Mandatory	Textbox
Cumulative Discharged TEUs	Non Mandatory	Textbox
Cumulative Discharged Tonnage	Non Mandatory	Textbox
Cumulative Excess Landed TEUs	Non Mandatory	Textbox
Cumulative Short landed TEUs	Non Mandatory	Textbox
Balance TEUs(To be discharged)	Non Mandatory	Textbox
No of Empty Containers	Non Mandatory	Textbox
Cumulative No of Empty Containers	Non Mandatory	Textbox
IGM Quantity Packages	Non Mandatory	Textbox
Shift Discharged Packages	Non Mandatory	Textbox
Cumulative Discharged Packages By Barge	Non Mandatory	Textbox
Cumulative Discharged Packages	Non Mandatory	Textbox
Cumulative Excess Landed Packages	Non Mandatory	Textbox
Cumulative Short Landed Packages	Non Mandatory	Textbox
Balance Packages To be Discharged	Non Mandatory	Textbox
No of 20ft Empty Containers	Non Mandatory	Textbox
No of 40ft Empty Containers	Non Mandatory	Textbox
No of Other Empty Containers	Non Mandatory	Textbox
Shift Total Delay Hrs.	Non Mandatory	Textbox
Delay on Port Account Hrs.	Non Mandatory	Textbox
Delay on Vessel Account Hrs.	Non Mandatory	Textbox
Cumulative Delay Hrs.	Non Mandatory	Textbox
Cumulative Delay on Port Account Hrs.	Non Mandatory	Textbox
Cumulative Delay on Vessel Account Hrs.	Non Mandatory	Textbox
Shift Total Time	Non Mandatory	Textbox
Shift Total Operation Hours	Non Mandatory	Textbox
Shift Total Event Hours	Non Mandatory	Textbox
Stevedoring Supervisor	Non Mandatory	Textbox
Stevedoring Type	Mandatory	Dropdown
Hatch No	Mandatory	LOV
Tank No	Mandatory	LOV
Stevedoring Code	Mandatory	LOV
Stevedore Name	Non Mandatory	Textbox
Stevedoring Activity	Mandatory	Dropdown
Remarks	Non Mandatory	Textbox

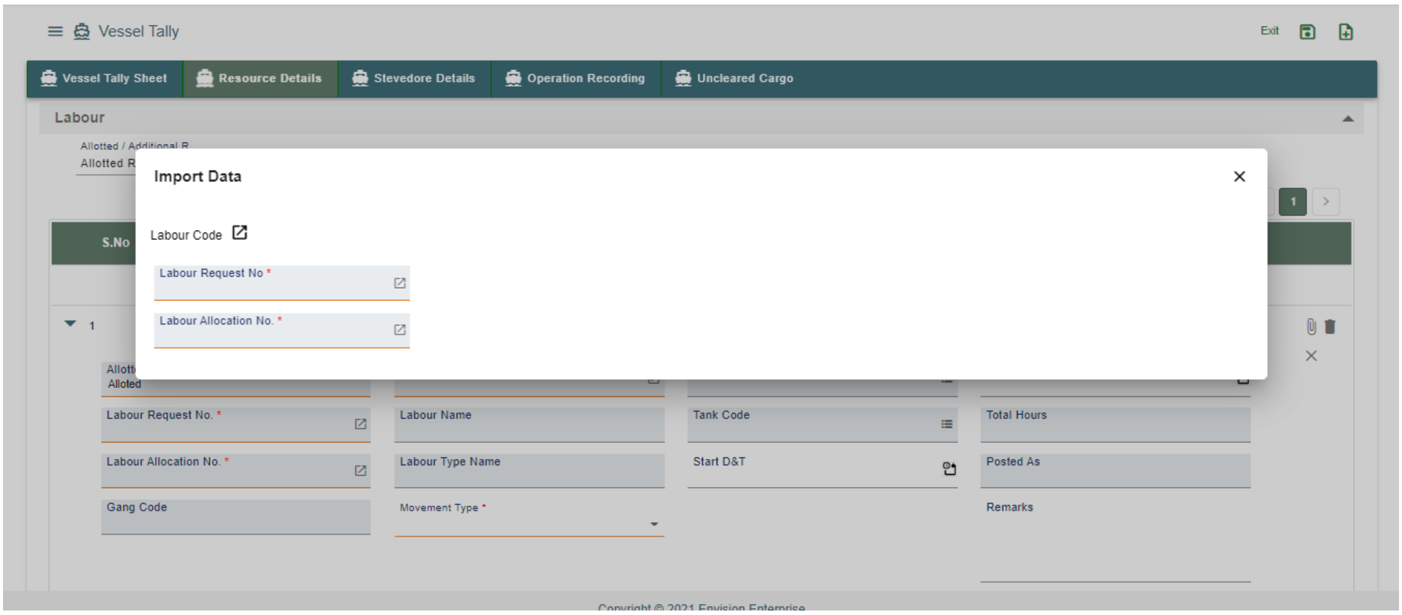
Step 2: Once data is filled in above Screen, click on save button and proceed to click on Next button for Resource Details. And Press ⊕ Add Row to enter the data.



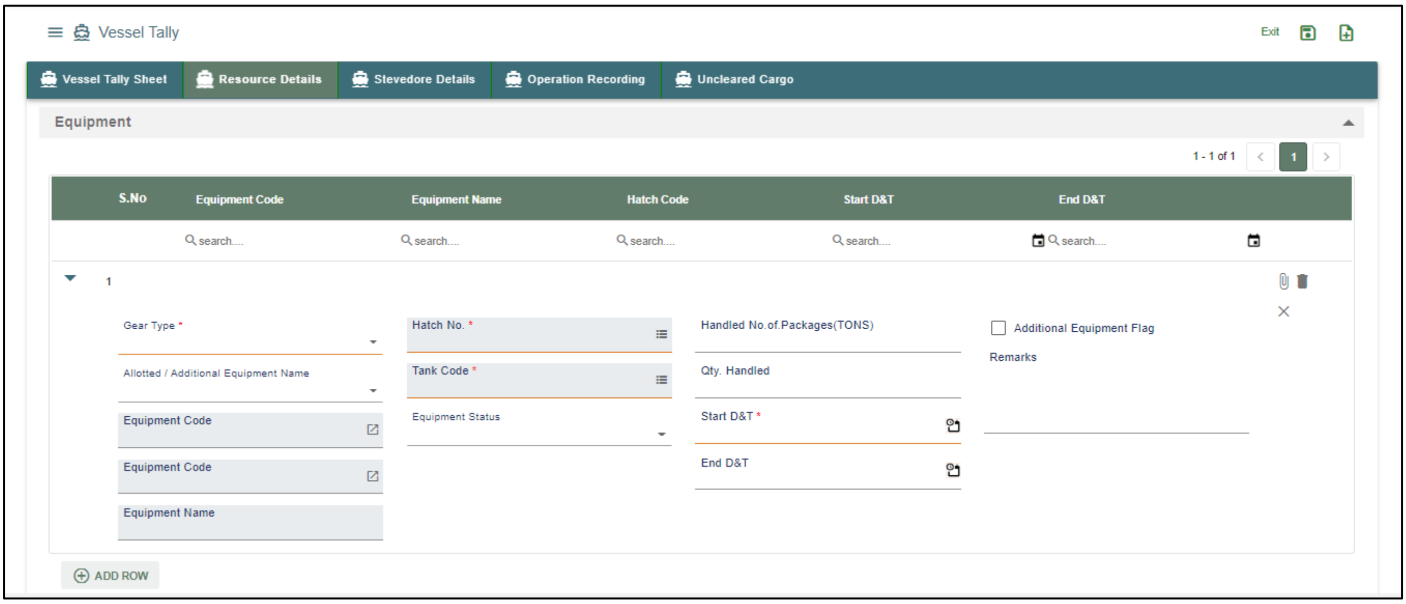
By clicking on lookup and select the indent number from the lookup data.



By clicking on lookup and select the Labour Allocation number from the lookup data.



After selection of Labour Request Number and Labour Allocation Number then click on .I



User Interface Image 28 - Vessel Tally Resource Details 6.2

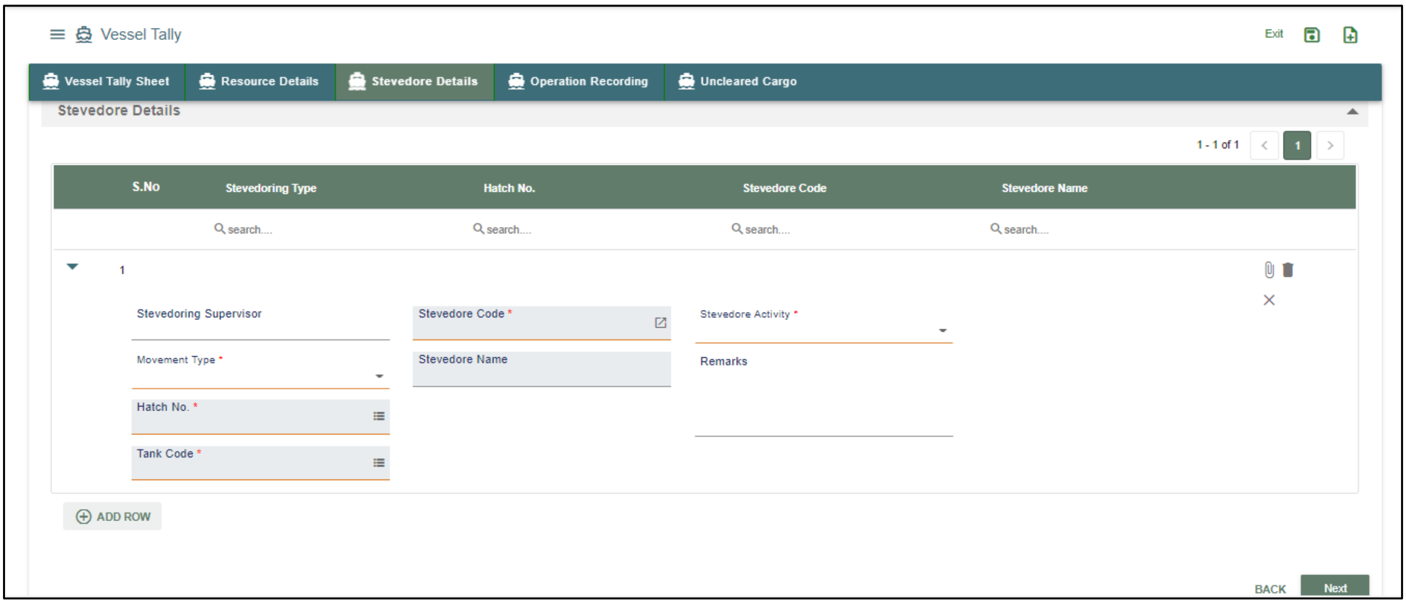
Below are the Field Information regarding Resource Details Section.

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

Field Name	Mandatory	Fill Type
Allotted/Additional Resource	Non Mandatory	Dropdown
Indent No	Mandatory	LOV
Allotted/Additional Resource	Mandatory	Textbox
Labour Request No	Non Mandatory	LOV
Labour Allocation No	Non Mandatory	LOV
Gang Code	Non Mandatory	Textbox

Labour Code	Mandatory	Textbox
Labour Name	Non Mandatory	Textbox
Posted As	Non Mandatory	Textbox
Labour Type Name	Non Mandatory	Textbox
Hatch No	Non Mandatory	LOV
Tank No	Non Mandatory	LOV
Start D&T	Non Mandatory	Date
End D&T	Non Mandatory	Date
Total Hours	Non Mandatory	Textbox
Remarks	Non Mandatory	Textbox
Gear Type	Mandatory	Dropdown
Equipment Code	Mandatory	LOV
Equipment Name	Non Mandatory	Textbox
Hatch No	Mandatory	LOV
Tank No	Mandatory	LOV
Equipment Status	Non Mandatory	Dropdown
Start D&T	Mandatory	Date
End D&T	Non Mandatory	Date
Additional Equipment Flag	Non Mandatory	Checkbox
Remarks	Non Mandatory	Textbox

Step 3: Once data is filled in Resource 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 of Stevedore Details.

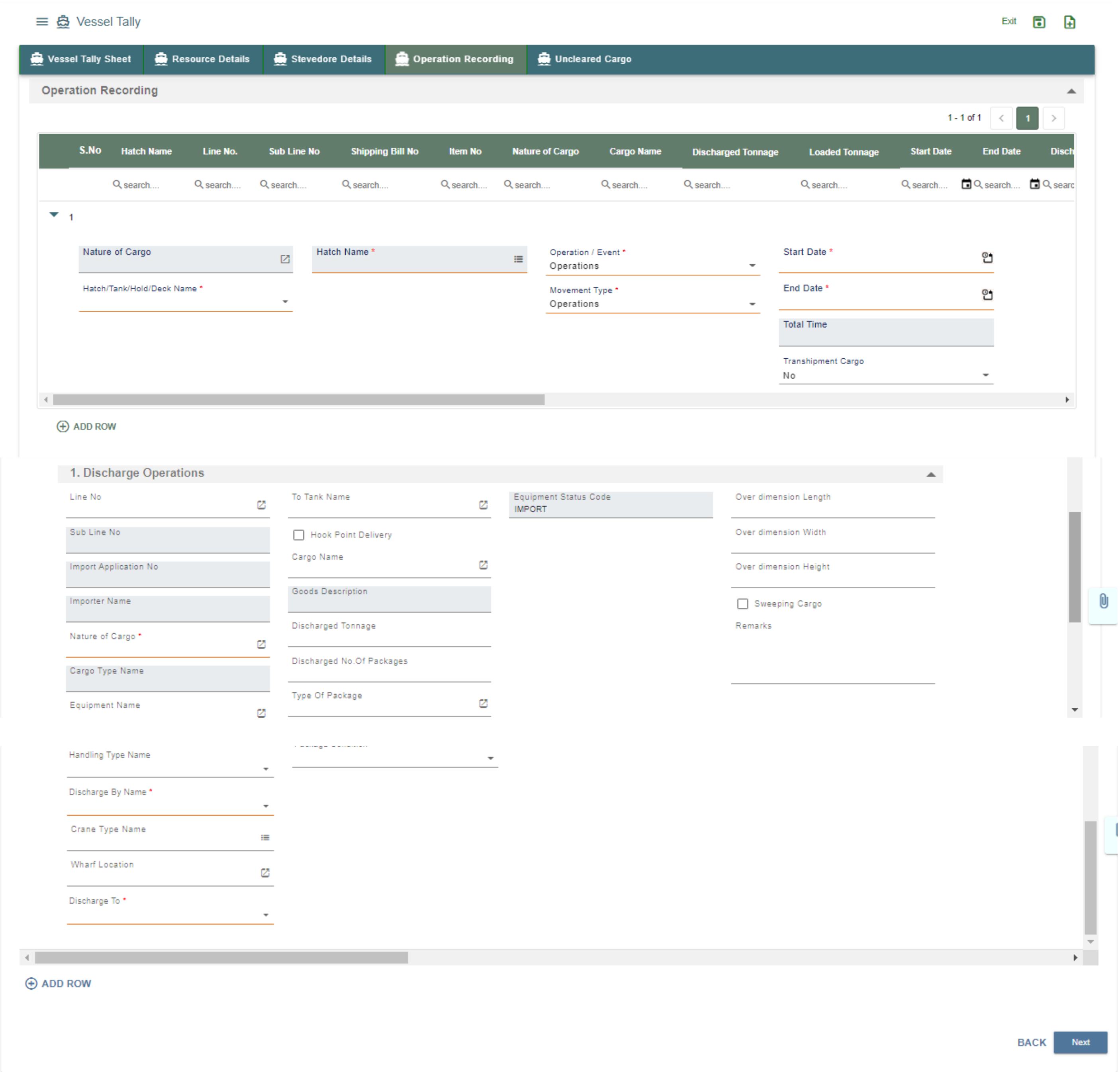


User Interface Image 29 – Vessel Tally Stevedore Details 6.3

Below are the Field Information regarding Stevedore 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 Stevedore Details, click on save button and click on Add Row if need to add multiple Row's or else click on Next to go to Operation Recording show as below.



User Interface Image 30 – Vessel Tally Operation Recording 6.4

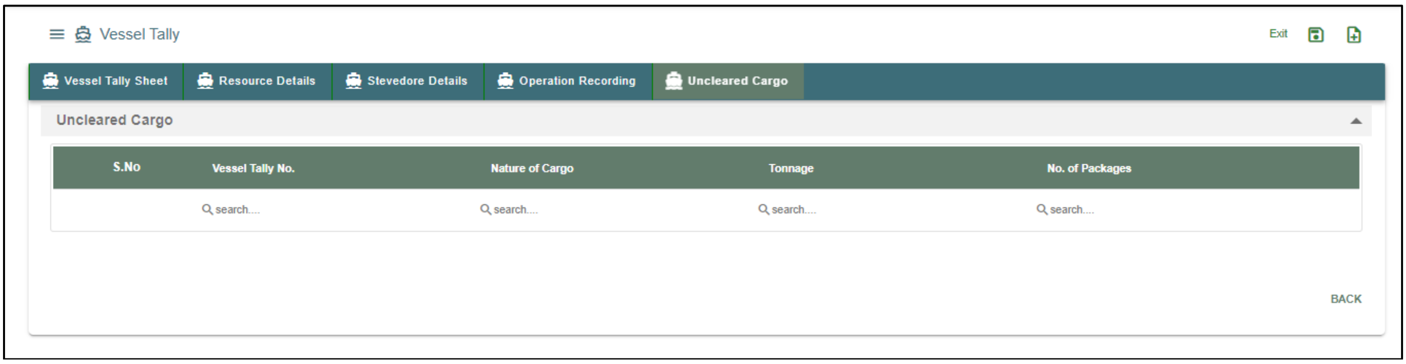
Below are the Field Information regarding Operation Recording Details Section.

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

Field Name	**Mandatory**	**Fill Type**
Hatch/Tank Name	Mandatory	Dropdown
Hatch Name	Mandatory	LOV
Tank Name	Mandatory	LOV
Transhipment Cargo	Mandatory	Dropdown
Part of Hatch	Non Mandatory	Textbox
Operation/Event	Mandatory	Dropdown
Movement Type	Mandatory	Dropdown
Start Date	Mandatory	Date and Time
End Date	Mandatory	Date and Time
Total Operation Time	Non Mandatory	Textbox
Line No	Non Mandatory	LOV
Sub Line No	Non Mandatory	Textbox
TSA NO.	Mandatory	Lookup
Import Application No	Non Mandatory	Textbox
Wharf Location	Non Mandatory	LOV
Nature of Cargo	Mandatory	LOV
Cargo Type Name	Non Mandatory	Textbox
Equipment Name	Non Mandatory	LOV
Handling Type Name	Non Mandatory	Dropdown
Discharge By Name	Mandatory	Dropdown
No of Grabs	Mandatory	Textbox
Total No. of Trips	Non Mandatory	Textbox
Grab Capacity	Mandatory	Textbox
Grab Capacity UOM	Mandatory	LOV
Sling No	Mandatory	Textbox
Sling Landed Date & Time	Mandatory	Date and Time
Sling Cleared Date & Time	Mandatory	Date and Time
Cargo Uncleared	Non Mandatory	Checkbox
MLA Code	Mandatory	Textbox
Delivered/Shifted By	Mandatory	Dropdown
Conveyor Name	Mandatory	LOV
Conveyor Path	Mandatory	LOV
Barge Call No	Mandatory	LOV
Barge Name	Non Mandatory	LOV
Sequence No	Mandatory	Textbox
Container No	Mandatory	LOV
Container Size	Mandatory	LOV
To Tank Name	Non Mandatory	LOV
Discharge To	Mandatory	Dropdown
Cargo Name	Non Mandatory	LOV

Goods Description	Non Mandatory	Textbox
Discharged Tonnage	Non Mandatory	Textbox
UOM Name	Non Mandatory	LOV
Discharged No Packages	Non Mandatory	Textbox
Marks and Numbers	Non Mandatory	Textbox
Type of Packages	Non Mandatory	LOV
Package Condition	Non Mandatory	Dropdown
Container Type Classification Name	Non Mandatory	Textbox
ISO Name	Non Mandatory	LOV
Terminal Container Code	Non Mandatory	Dropdown
Equipment Status Code	Non Mandatory	LOV
Damage Type	Non Mandatory	LOV
Vessel Bay	Non Mandatory	Textbox
Vessel Row	Non Mandatory	Textbox
Vessel Tier	Non Mandatory	Textbox
Lift On Time	Non Mandatory	Textbox
Lift Off Time	Non Mandatory	Textbox
Seal Status	Non Mandatory	Textbox
Container Position(BRT)	Mandatory	Textbox
Container Seal No	Non Mandatory	Textbox
Container Agent Code	Non Mandatory	LOV
Container Damage Indicator	Non Mandatory	Dropdown
Container Damage Description	Non Mandatory	Textbox
ODC Flag	Non Mandatory	Dropdown
Over Dimension Length	Non Mandatory	Textbox
Over Dimension Width	Non Mandatory	Textbox
Over Dimension Height	Non Mandatory	Textbox
Hazardous	Non Mandatory	Dropdown
Tally Clerk	Non Mandatory	Textbox
Sweeping Cargo	Non Mandatory	Check Box
Sweeping Cargo Qty	Non Mandatory	Textbox
Heavy Tonnage	Non Mandatory	Textbox
Piece Rate Tonnage	Non Mandatory	Textbox
Remarks	Non Mandatory	Textbox

Once data is filled in Operation Recording Details, click on save button and click on Add Row if need to add multiple Row's or else click on Next to go to Uncleared Cargo show as below.



User Interface Image 31 – Vessel Tally Operation Recording 6.5

Step 5: Once data is filled in Operation Recording Details, click on save button and click on Add Row if need to add multiple Row's or else click on and documents will be saved with draft status and on screen LOV will show as below.

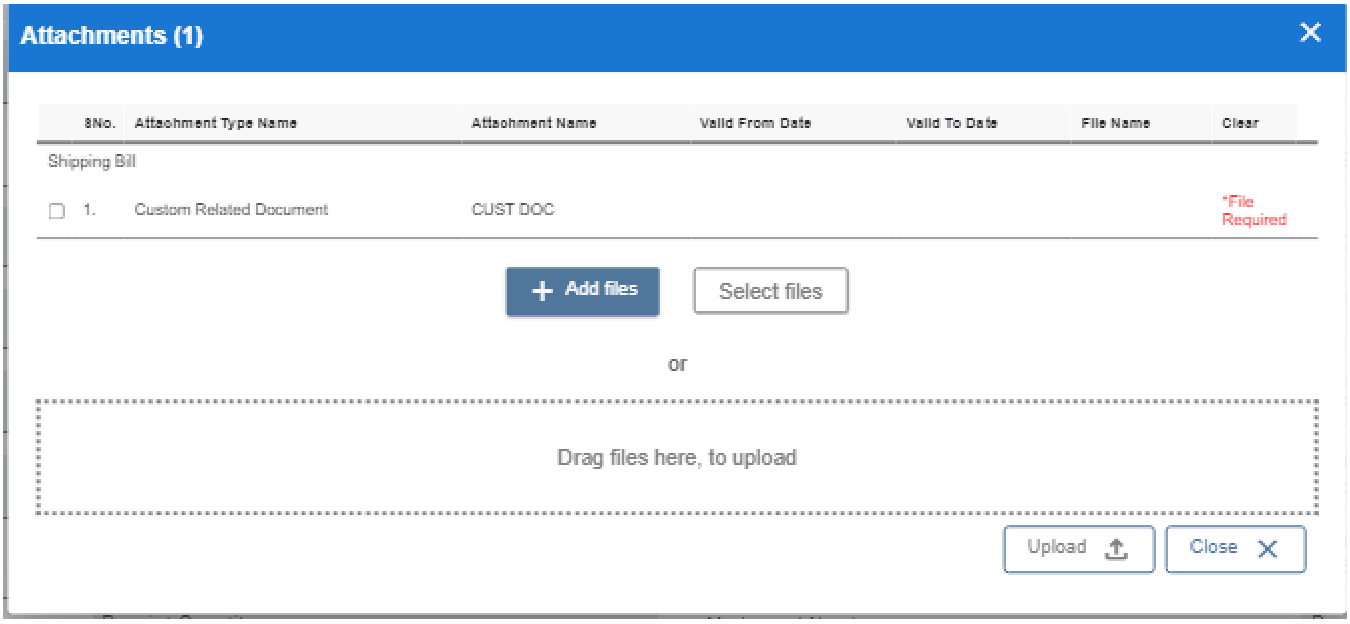
Record saved

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.

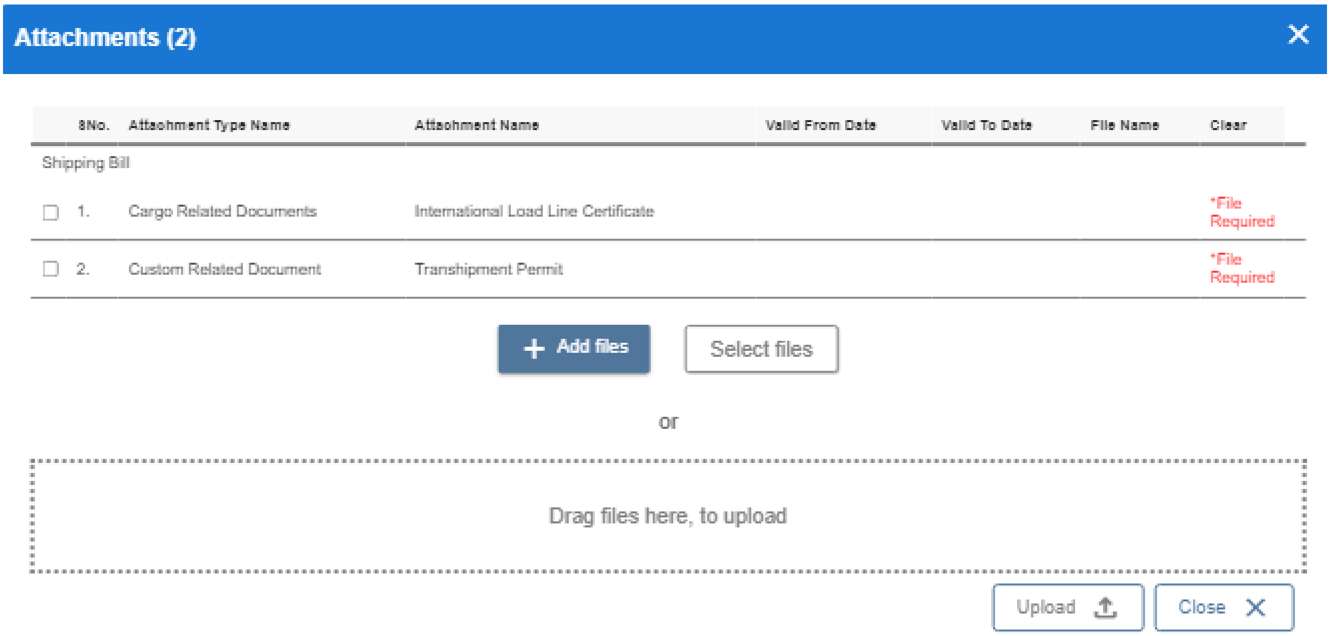
Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

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



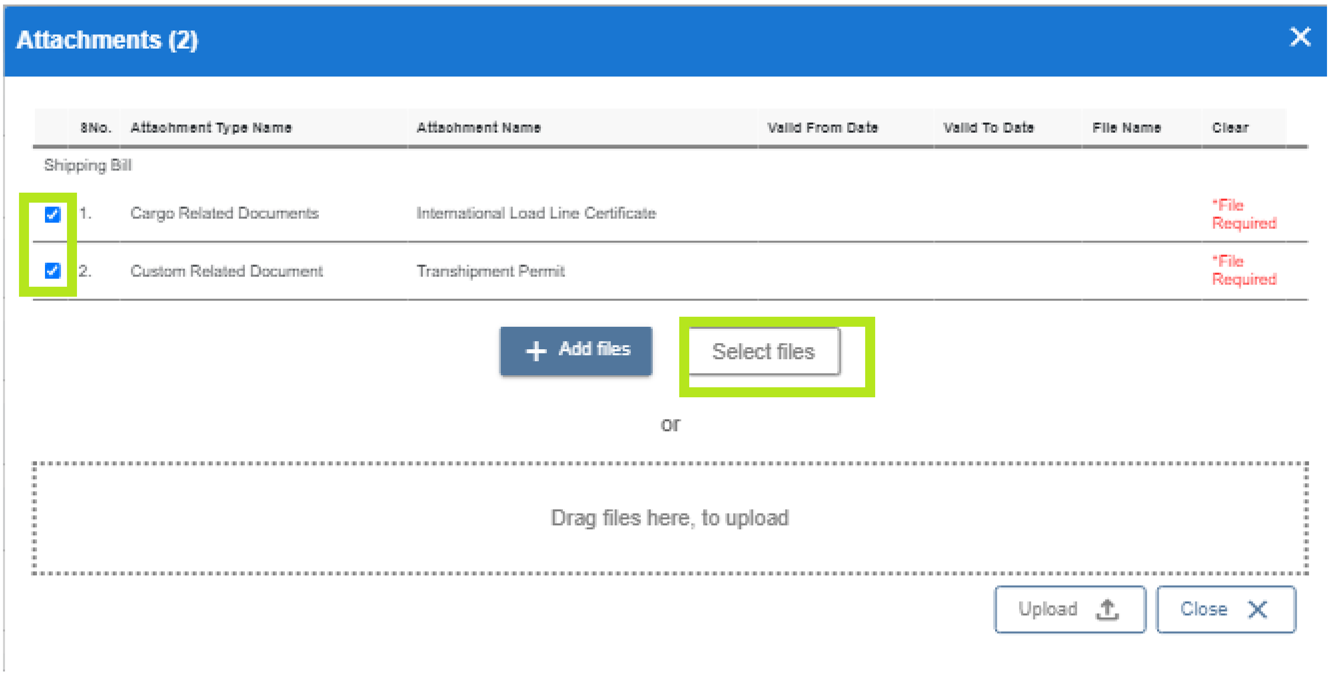
If the Attachment's are configured, System will display like below when we click on icon.

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

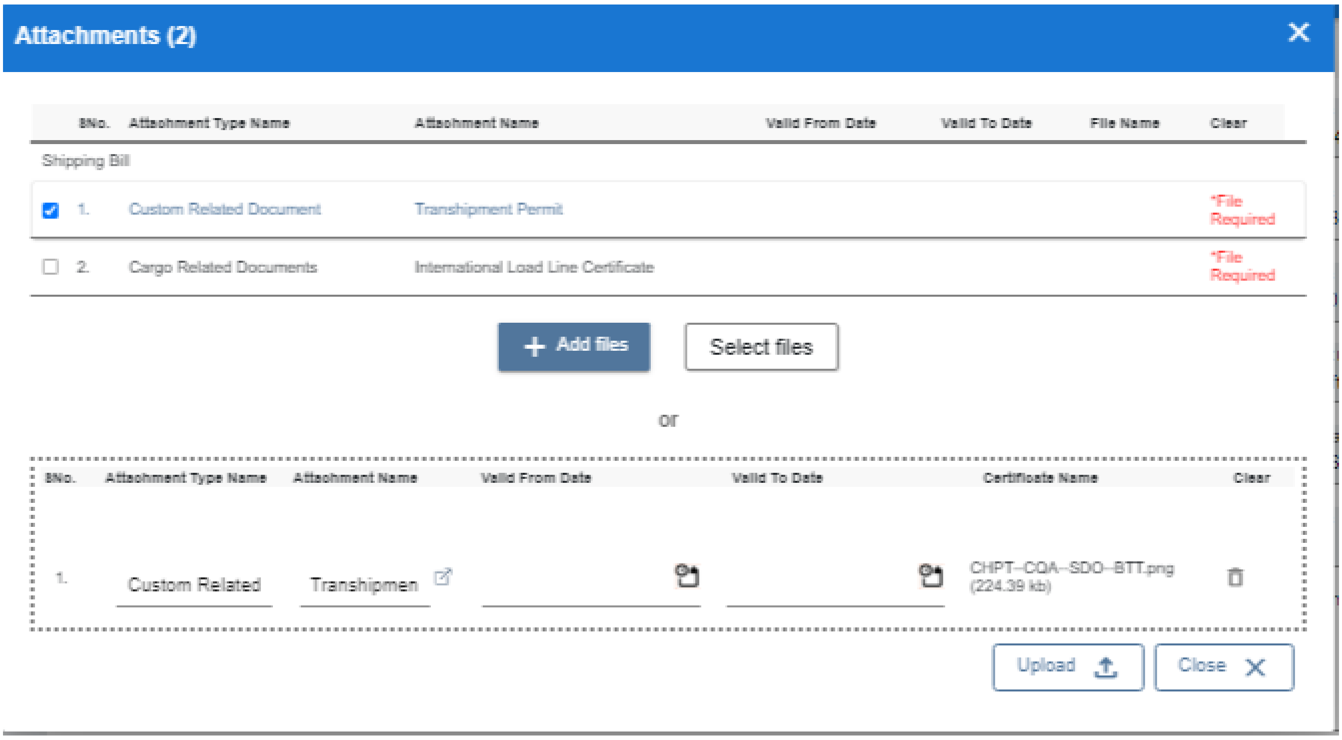


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.



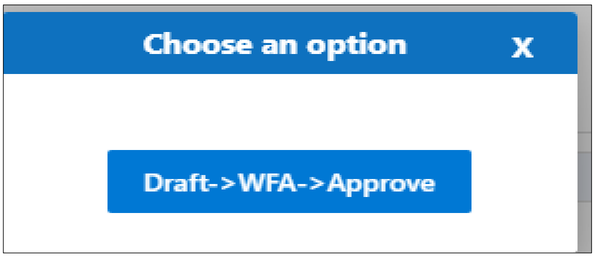
Once all the mandatory and required fields are filled then Click on **Upload** button. System will display the status **File uploaded** on the screen.



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.

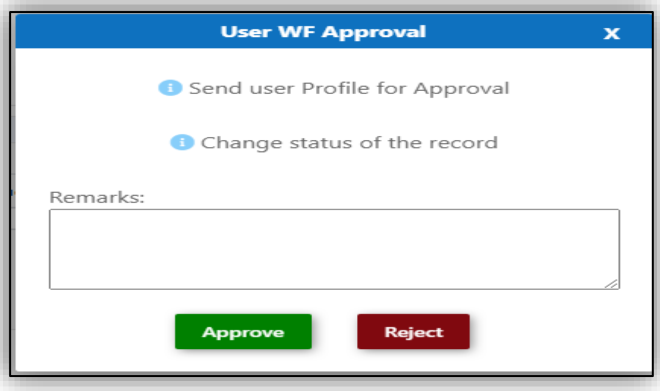
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Work Flow Initiated. with drivenId = 12999

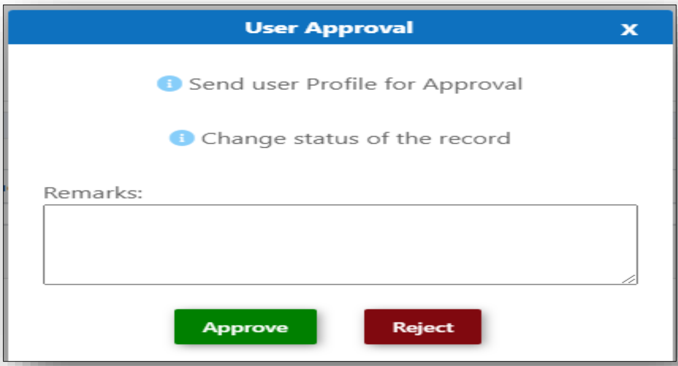
Step8: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).



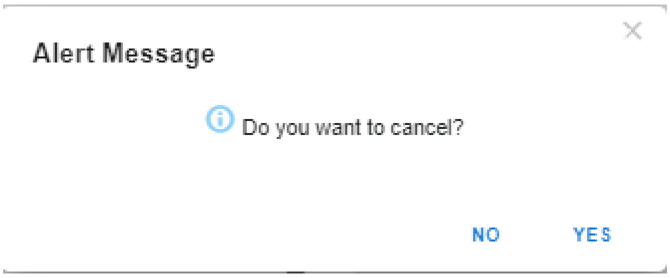
Step11: Once the user Approve the request the 

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. 

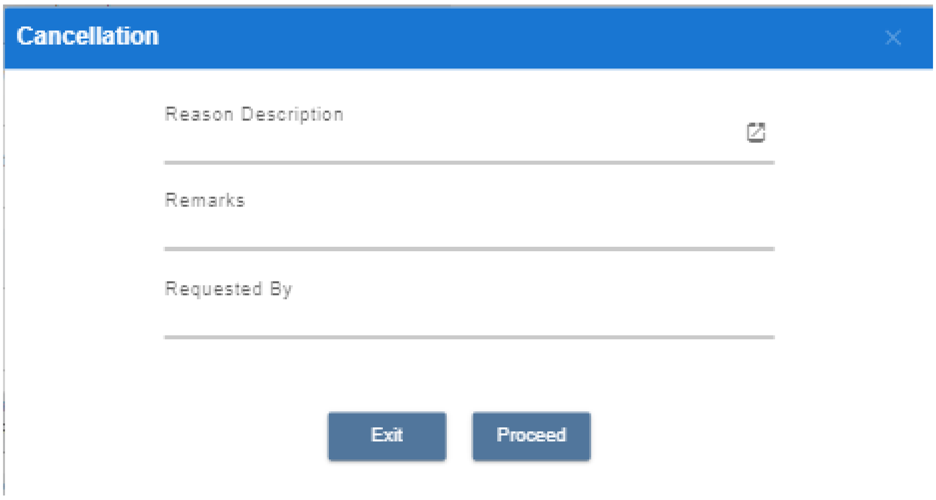
And the document status will be changed as 'REJECTED'.

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



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

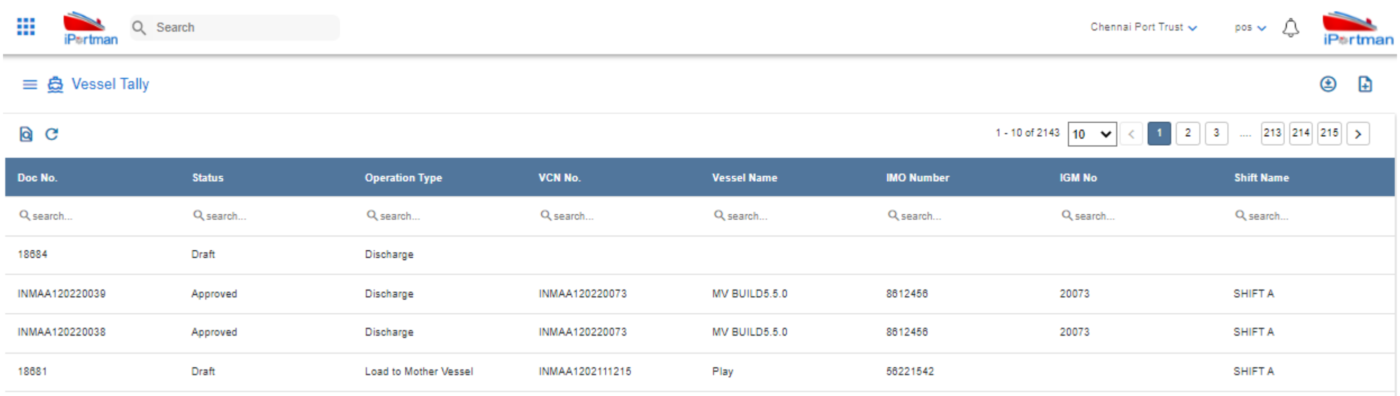


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display 

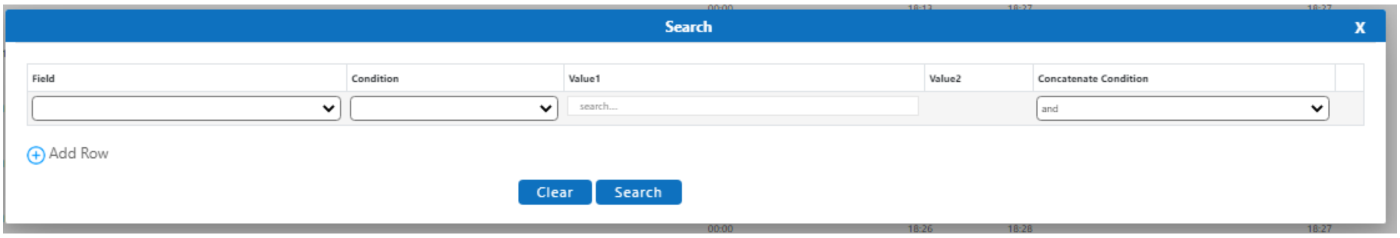
and status will change to

CANCEL

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



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

By Clicking on Load the records and display the data.

3. Business Function Name: Permission Request

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→ Requests→ Permission Request→ Click on New button

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

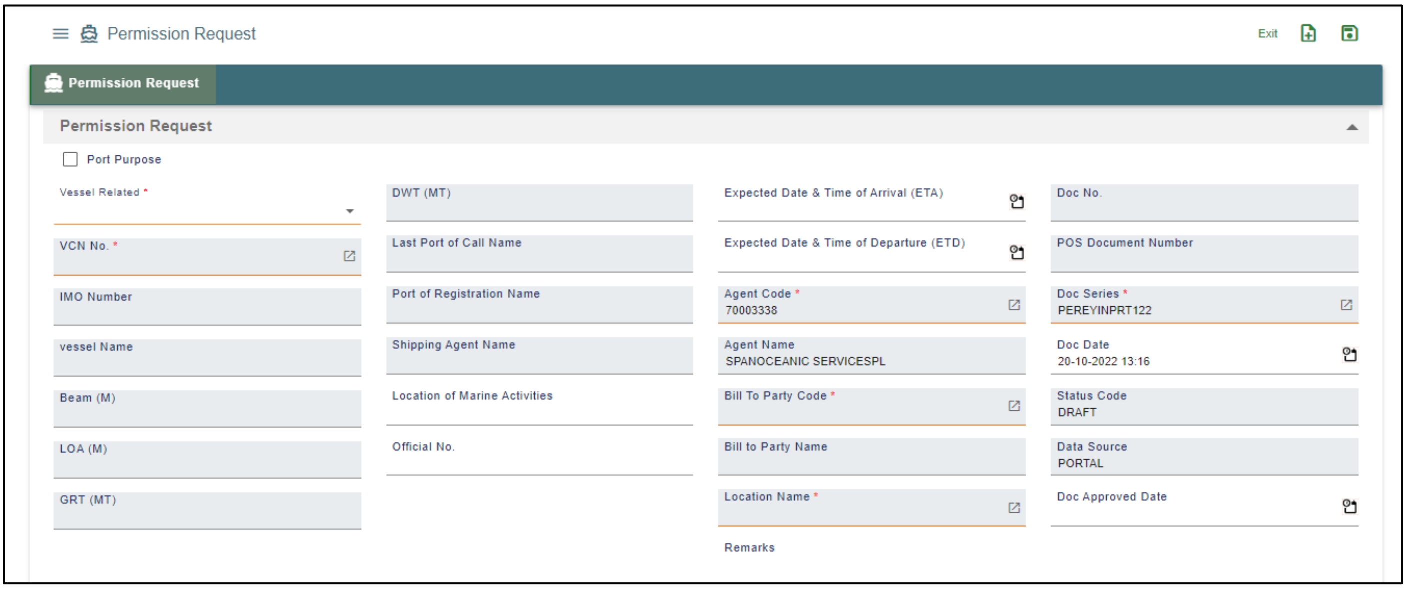
3.3. PREREQUISITES – MASTERS

1. Agent
2. Permission Type

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 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.

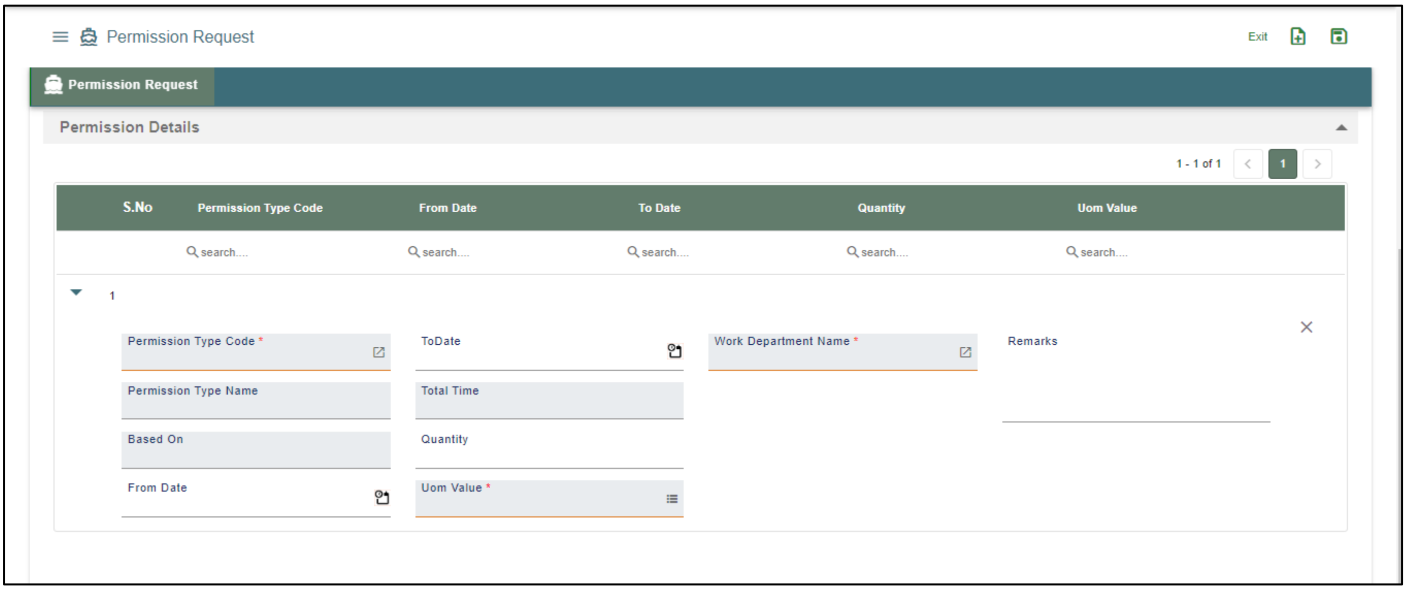
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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)

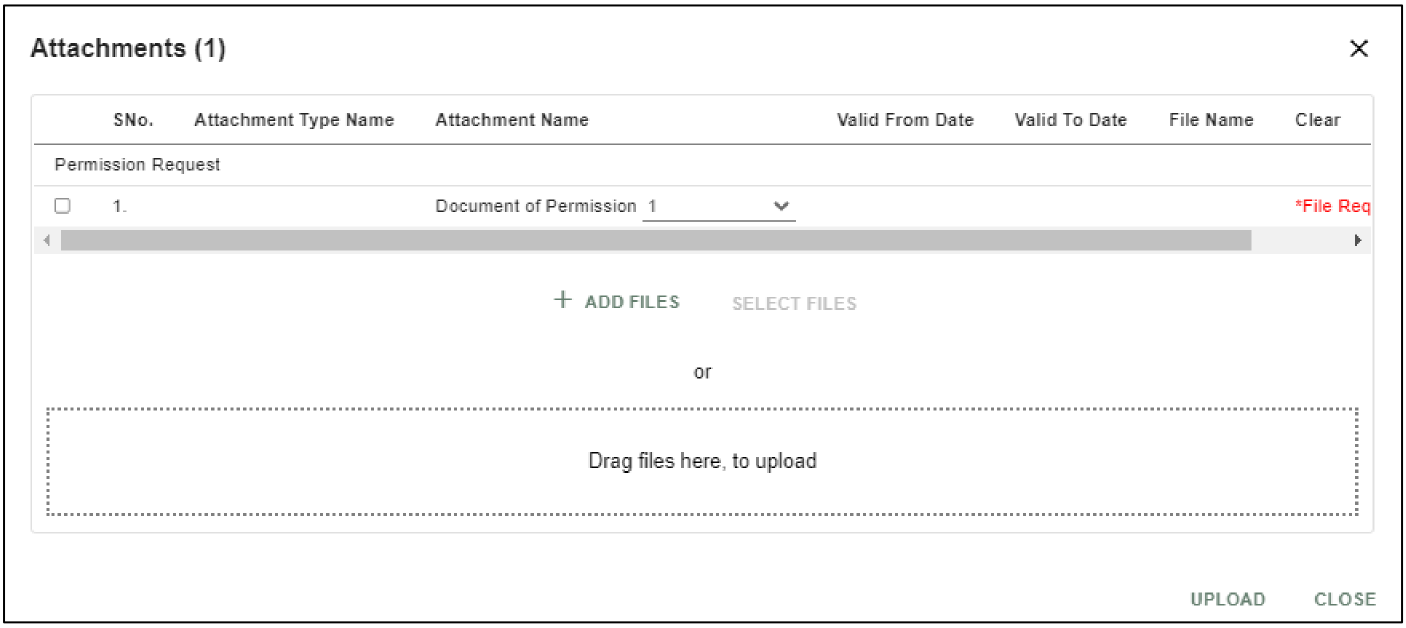
Field Name	Mandatory	Fill Type
Permission Type Code	YES	Form Look Up
Permission Type Name	NO	Auto Populated
Based On	NO	Auto Populated
From Date	YES	Calendar - Date and time
To Date	YES	Calendar - Date and time
Total Time	NO	Auto Populated
Quantity	YES	Text Box
Uom Value	YES	BL Lookup
Work Department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

message.

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

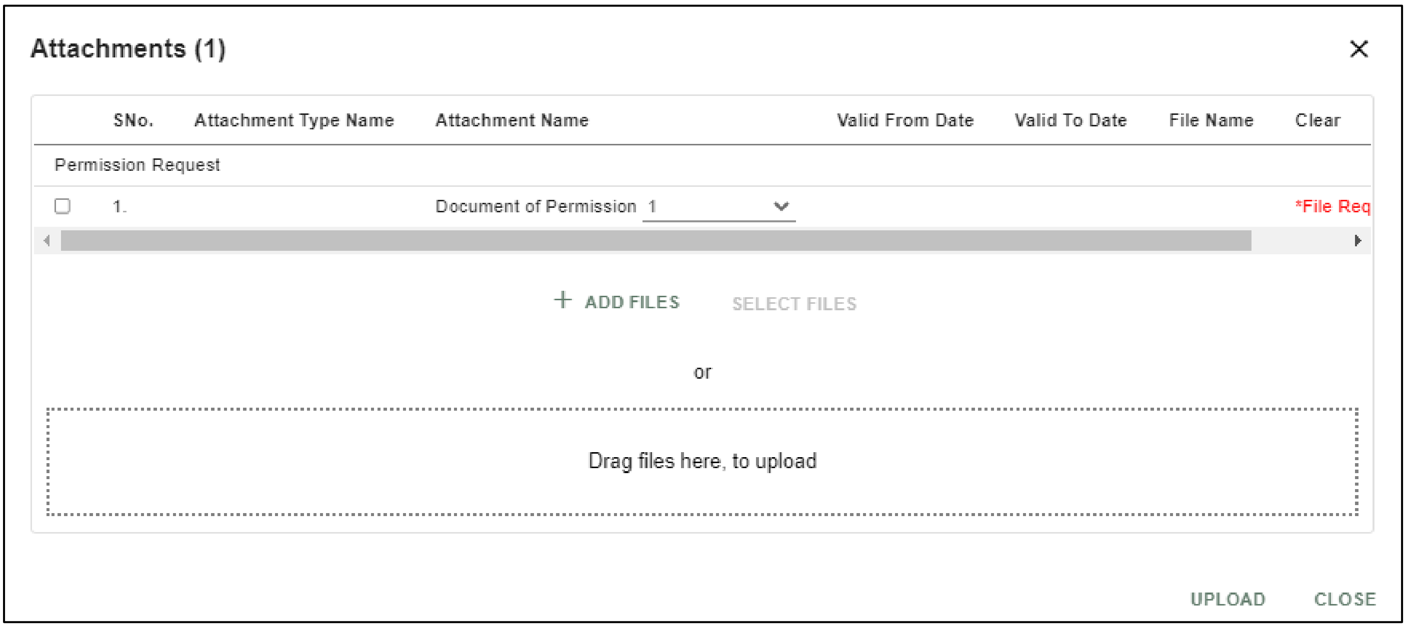


User Interface Image 253-Permission Request 28.5.3

Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on 

fill the required fields and upload the documents if any through 

button and can download the attached document by clicking on the file name attached.



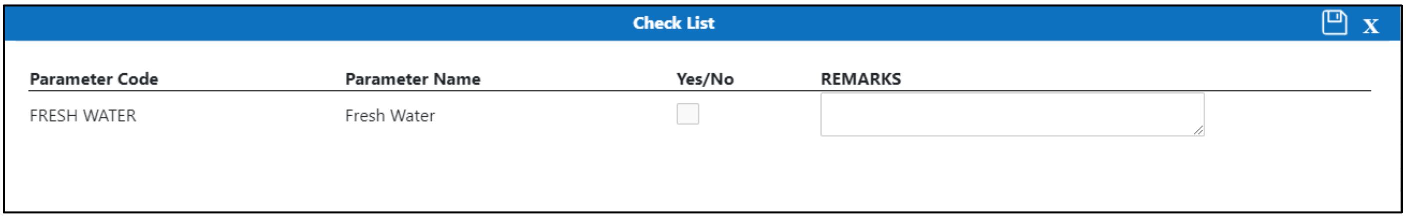
User Interface Image 254-Permission Request 28.5.4

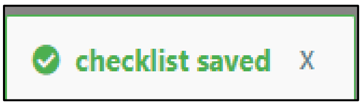
Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on 

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.

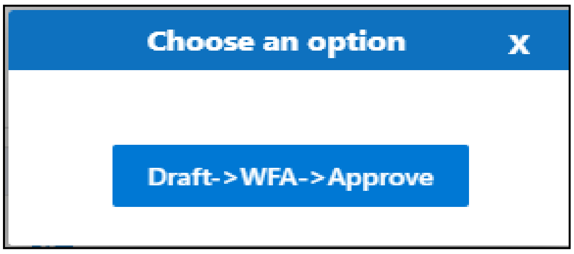
Step 9: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.



Step 11: Click on Save, System will display the 

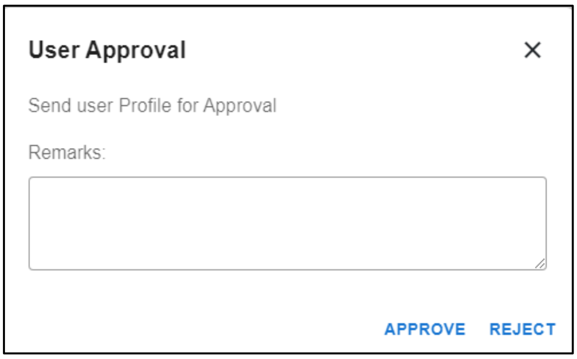
status on the screen.

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 Work Flow Initiated. with drivenId = 12999

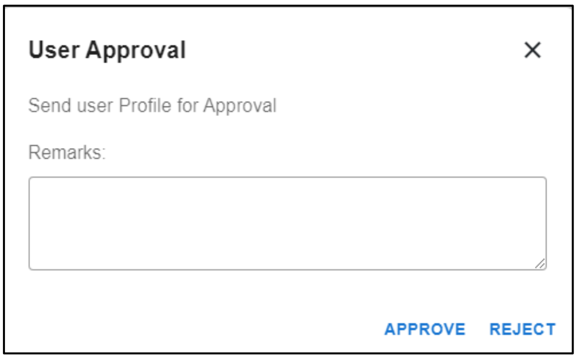
Step13: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either ‘Approve’ or ‘Reject’ with reason (Remarks).



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’.

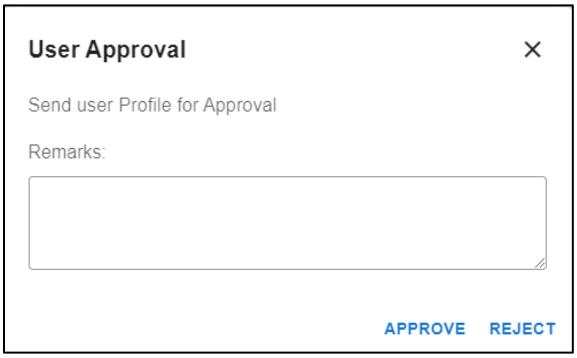
Step15: Once the workflow is in WFAPP. Click on the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either ‘Approve’ or ‘Reject’ with reason (Remarks).



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).



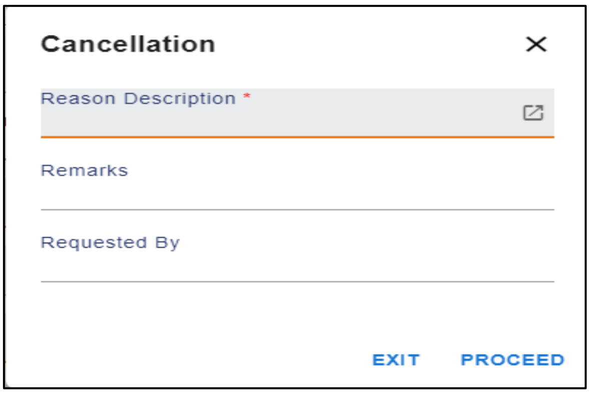
Step 18: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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.

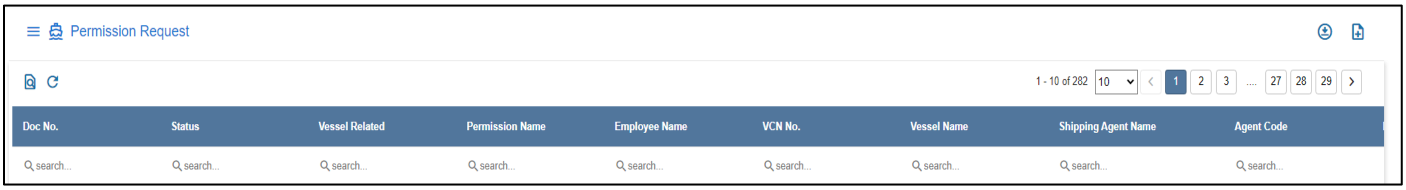
After clicking the icon system will display Confirmation required with below alert Yes and No

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



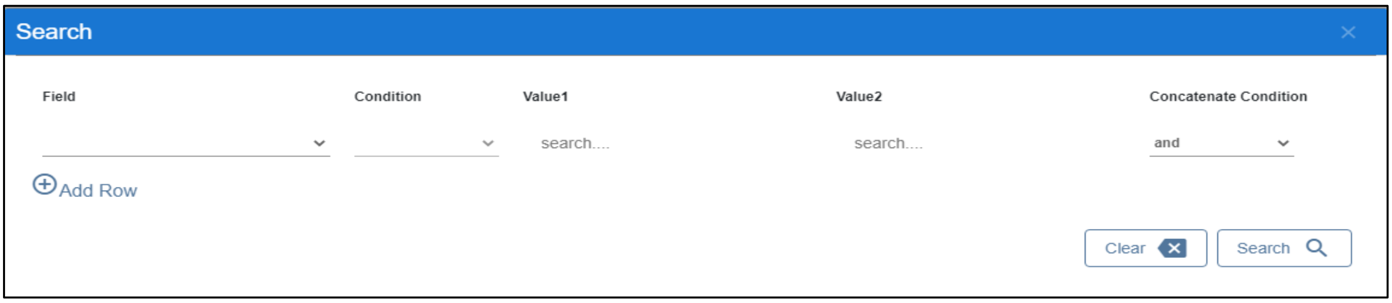
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

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



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.



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

4. Business Function Name: Permission Recording

4.1. 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.

4.2. 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.

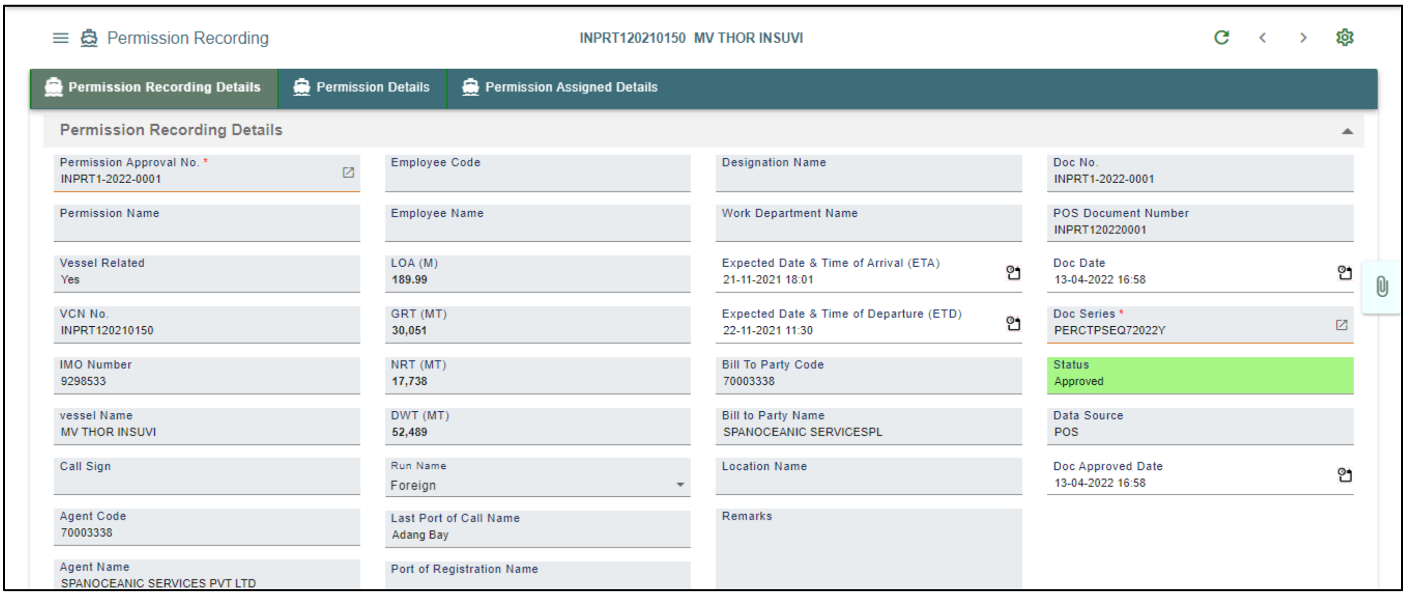
4.3. Prerequisites – Masters

1. Department Master

4.4. Screenshot

Following are the screenshots from Permission Recording

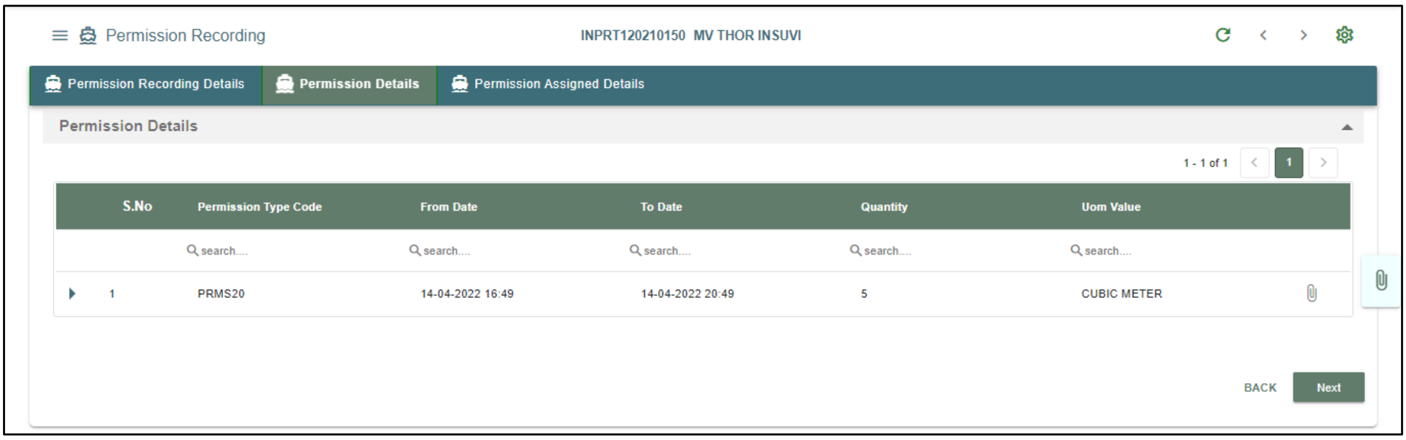
Step 1-Click on New button . The user shall redirect to the screen like below-.



User Interface Image 256- Permission Recording 29.5.1

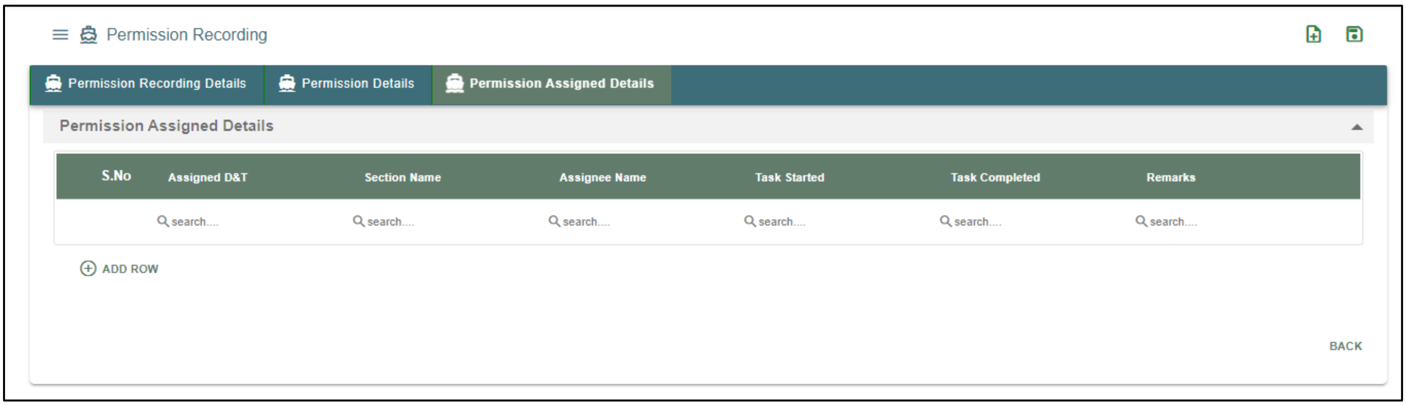
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

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.



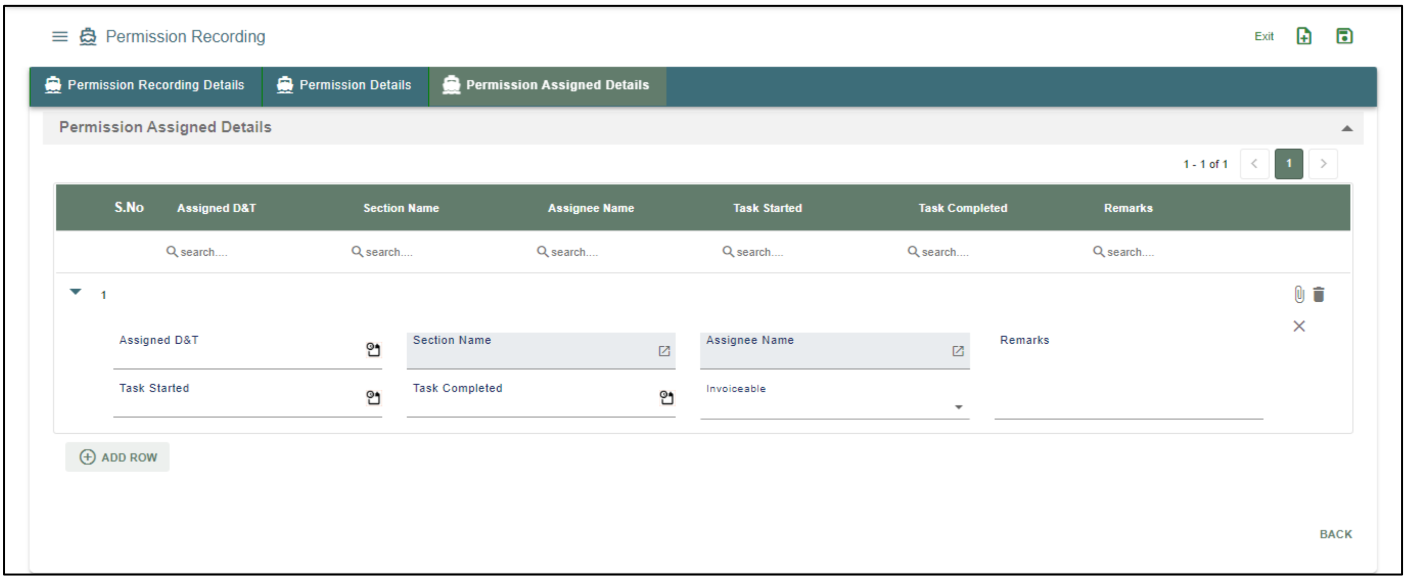
User Interface Image 257- Permission Recording 29.5.2

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 -



User Interface Image 258- Permission Recording 29.5.3

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

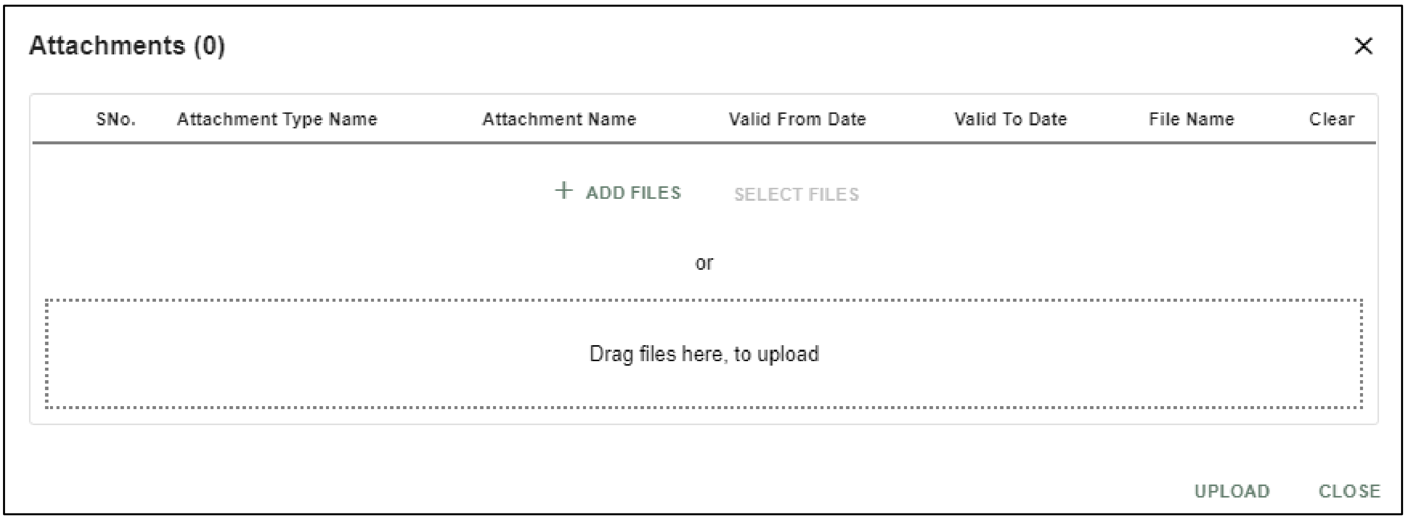


User Interface Image 259- Permission Recording 29.5.4

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

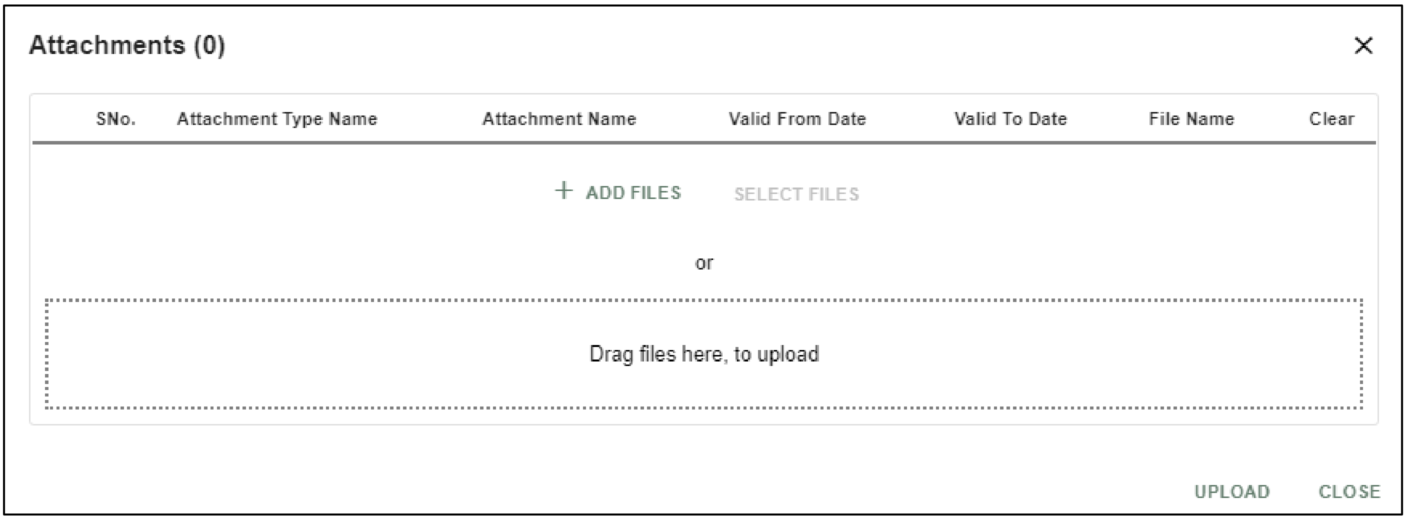
message.

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



User Interface Image 260-PERMISSION RECORDING29.5.5

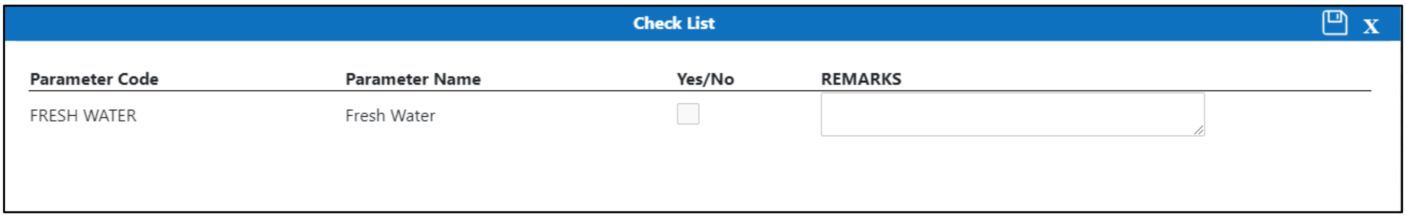
Step 8: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.



User Interface Image 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.

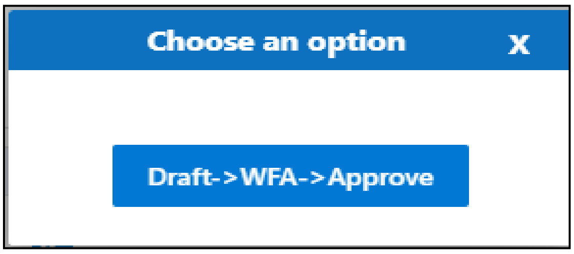
Step 10: Configure Check List in Check List Form for respective forms. Then Click on icon. Configured parameters will display in the Check List Window.


Check List

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

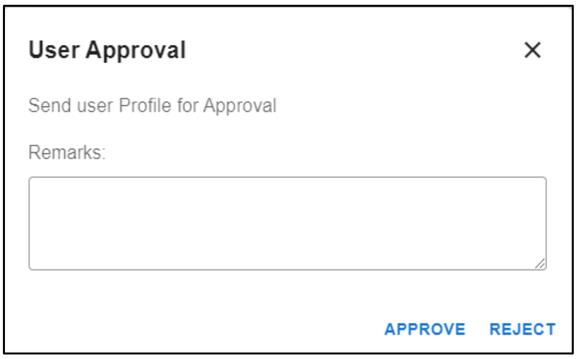
Step 11: Click on Save, System will display the checklist saved X status on the screen.

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



Choose an option 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).

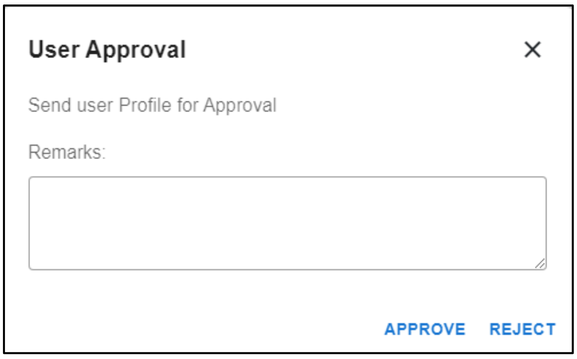


Step14: Once the user Approve the request the following Successfully Status changed to WFAPP status will be shown on the screen and the document status will be changed as 'WFAPP'.

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'.

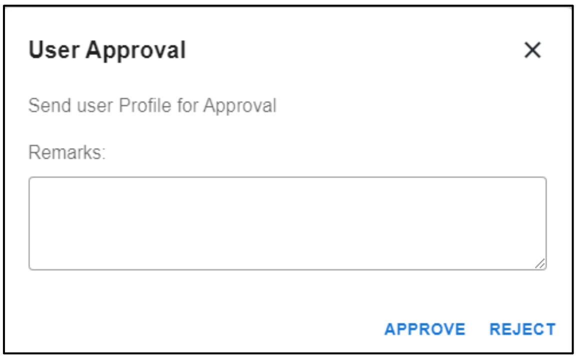
Step15: Once the workflow is in WFAPP. Click on the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).

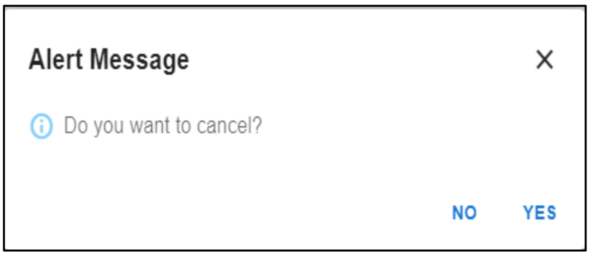


Step 18: Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'.

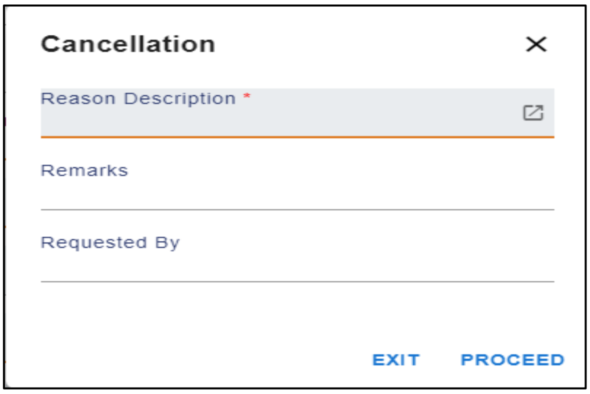
If user reject the request following alert will display on the screen. Remarks required! .Up On Adding the remarks click on Reject. Alert will display on the screen Successfully rejected. and the document status will be changed as ‘REJECTED’.

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

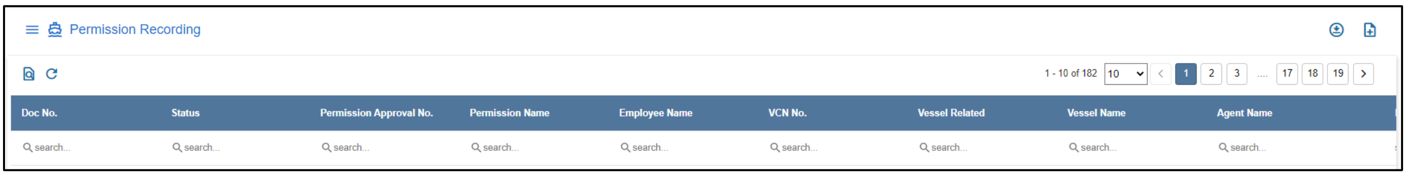


By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.



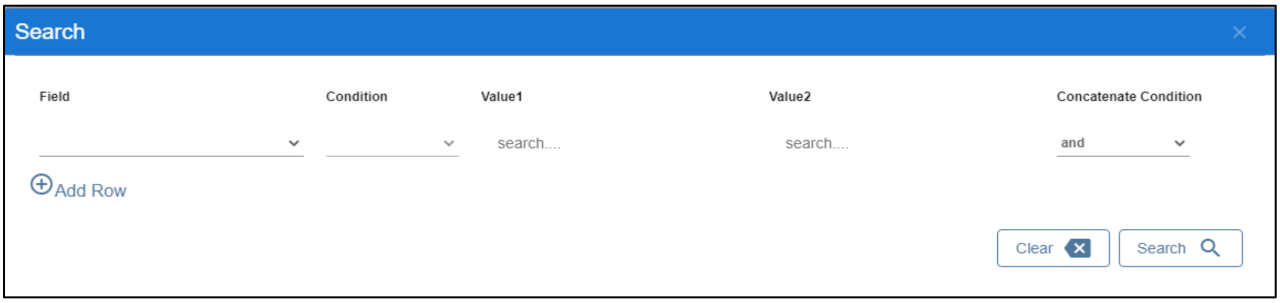
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

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



User Interface Image 261- Permission Recording 29.5.7

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



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

5. Business Function Name: Permission Approval

5.1. 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.

5.2. 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.

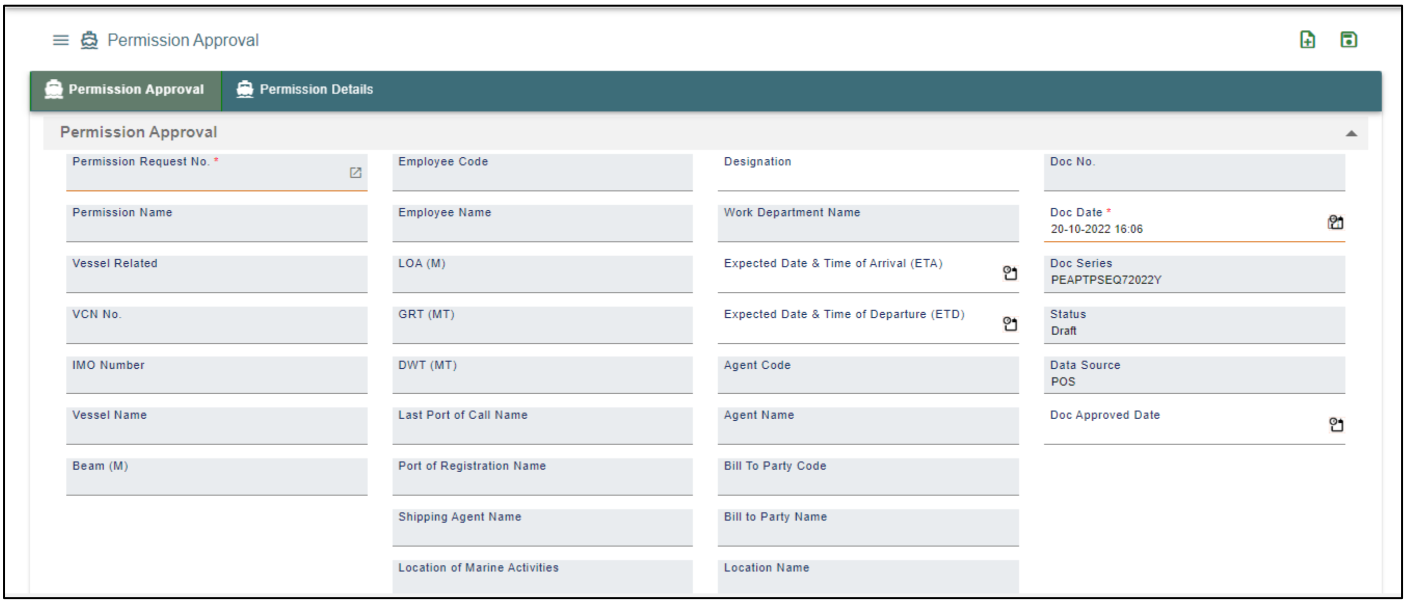
5.3. Prerequisites – Masters

1. Agent Master
2. Permission Type Master

5.4. Screenshots

Following are the screenshot from Permission Request

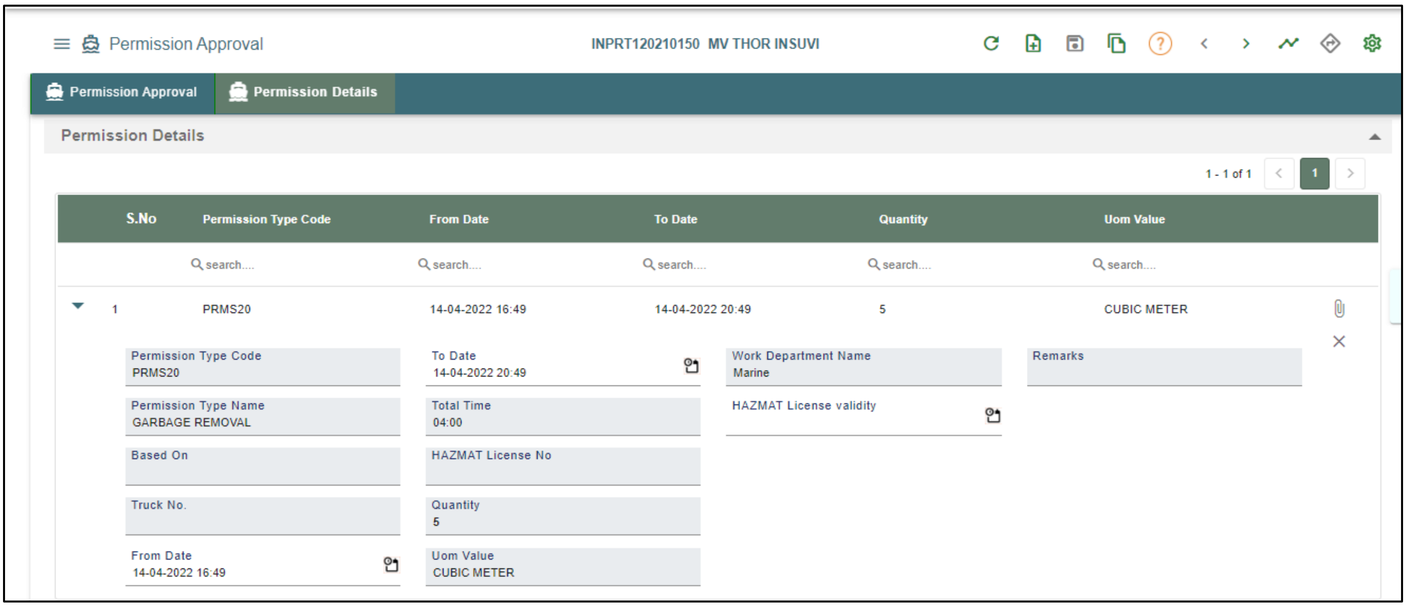
Step 1-Click on New button . The user shall redirect to the screen like below-.



User Interface Image 262-Permission Approval 30.5.1

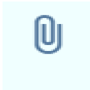
Step 2: Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

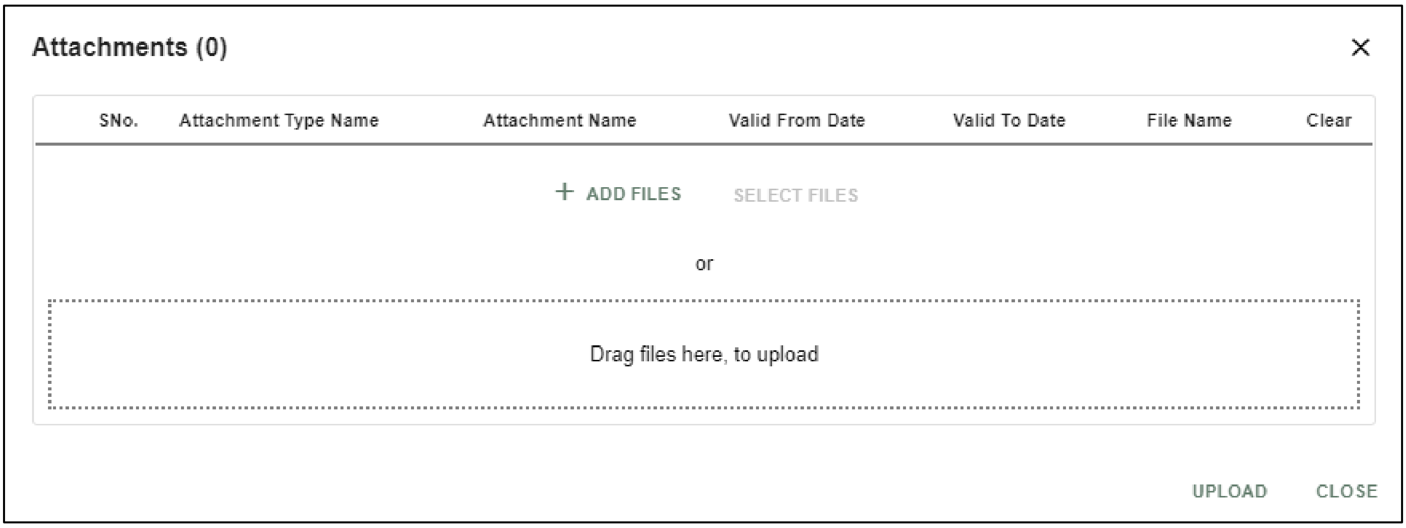
Step 3: then Click on the Next button from the bottom of the page Permission Details Section is displayed which is auto populated.



User Interface Image 263-Permission Approval 30.5.2

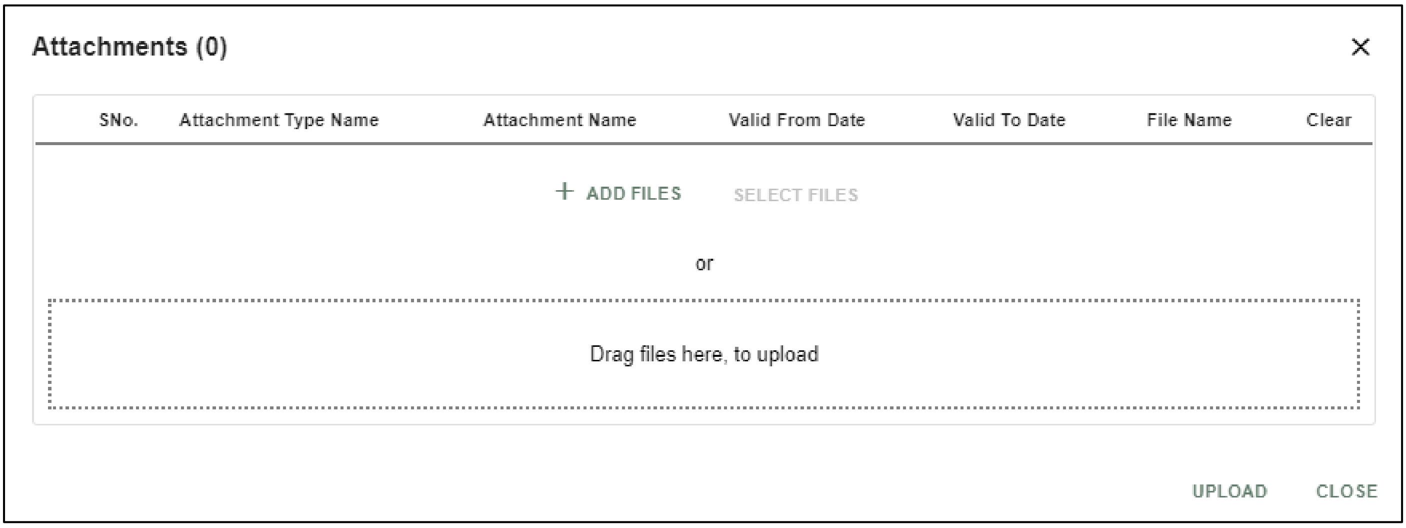
Step 4: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display Record saved message.

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

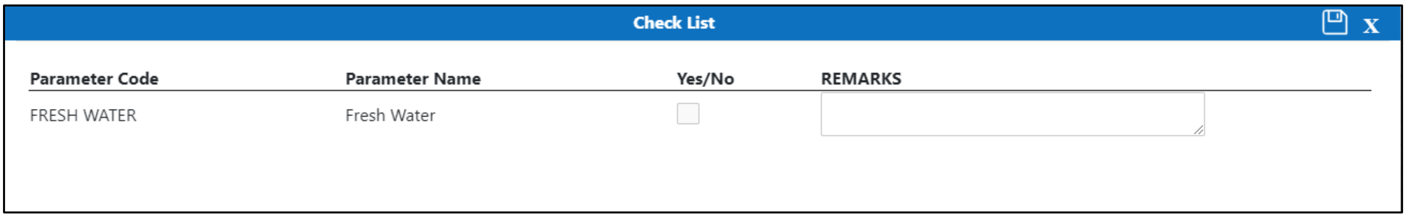
Step 6: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.



User Interface Image 265-Permission Approval 30.5.4

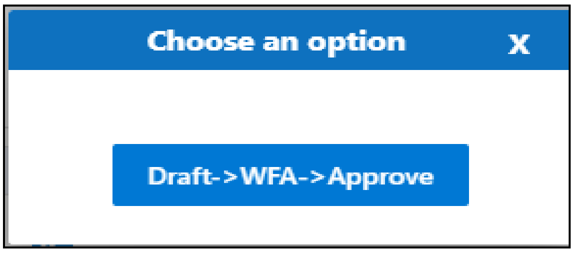
Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.

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.



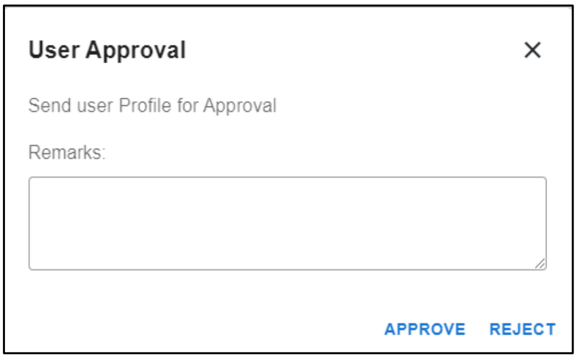
Step 9: Click on Save, System will display the checklist saved X status on the screen.

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 Work Flow Initiated. with drivenId = 12999

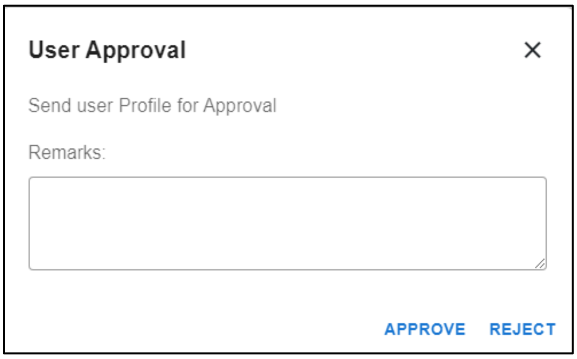
Step11: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step12: 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'.

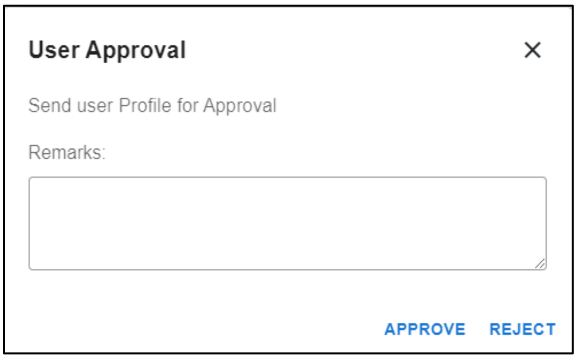
Step13: Once the workflow is in WFAPP. Click on the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).



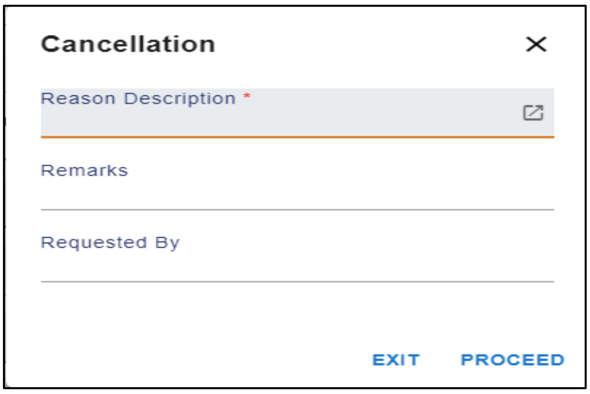
Step 16: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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.

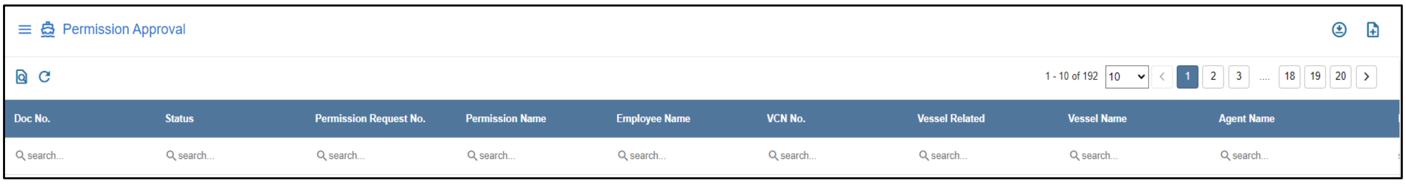
After clicking the icon system will display Confirmation required with below alert Yes and No

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



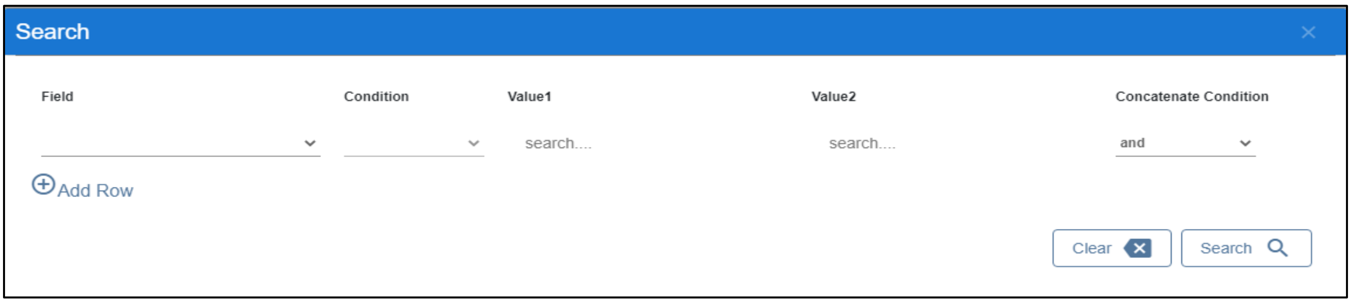
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

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



User Interface Image266- Permission Approval 30.5.5

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



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

6. Business Function Name: Port Entry Permit

6.1. 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.

6.2. 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

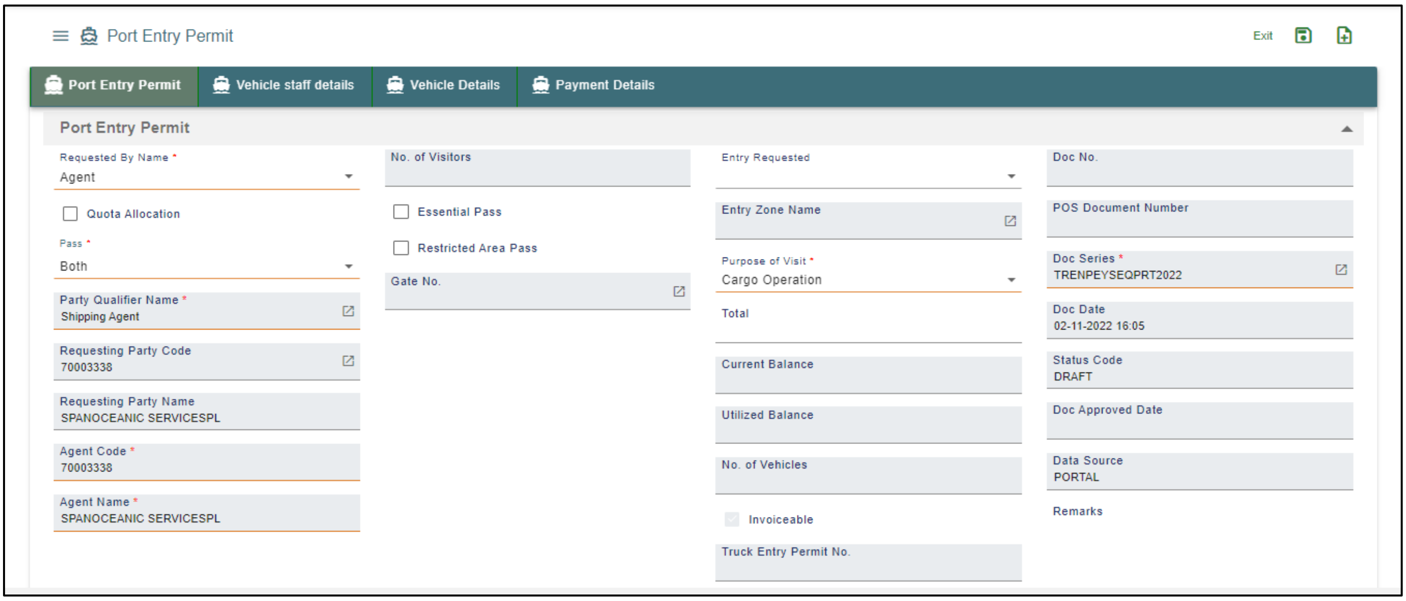
6.3. Prerequisites – Masters

1. Party Qualifier Name

2. Requesting Party Code
3. Transporter Code

6.4. 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

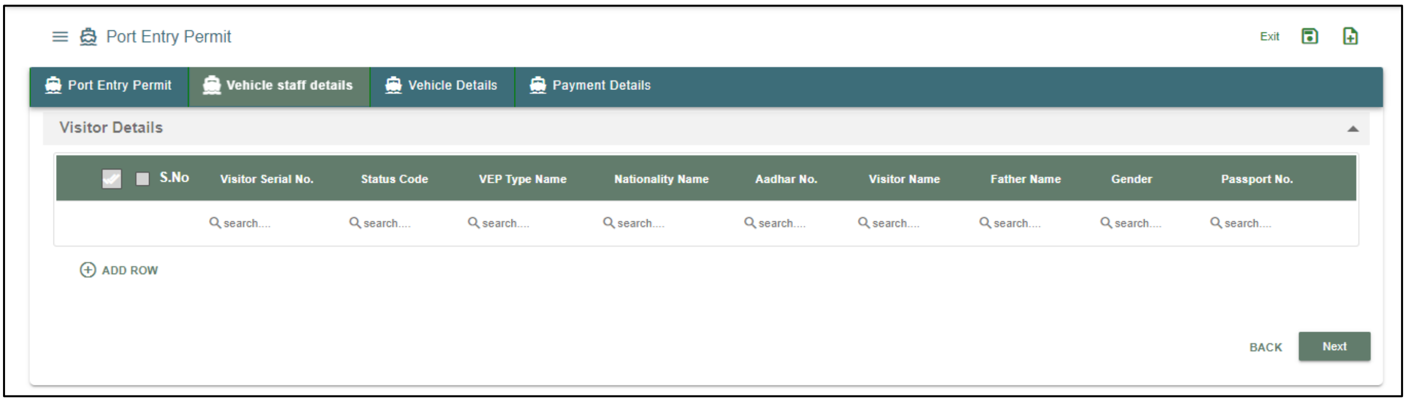
Below are the Field Information regarding **Port Entry Permit Header** Details Section.

(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**

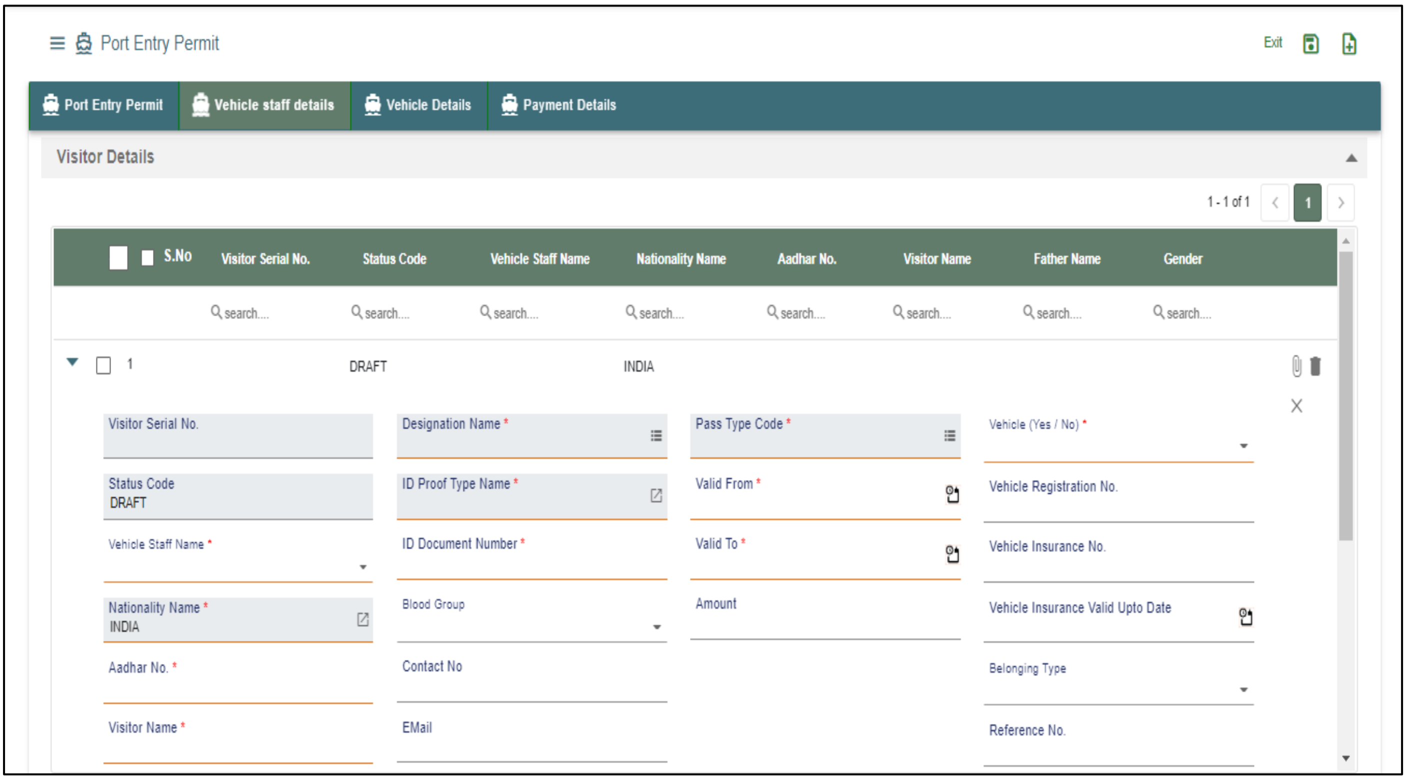
Current Balance	**Non Mandatory**	**Text Box**
Utilized balance	**Non Mandatory**	**Text Box**
No. of Vehicles	**Non Mandatory**	**Text Box**
Invoiceable *	**Mandatory**	**Drop Down**
Truck Entry Permit No,	**Non Mandatory**	**Text Box**
Entry Request No	**Non Mandatory**	**Text**
Request Date & Time	**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)

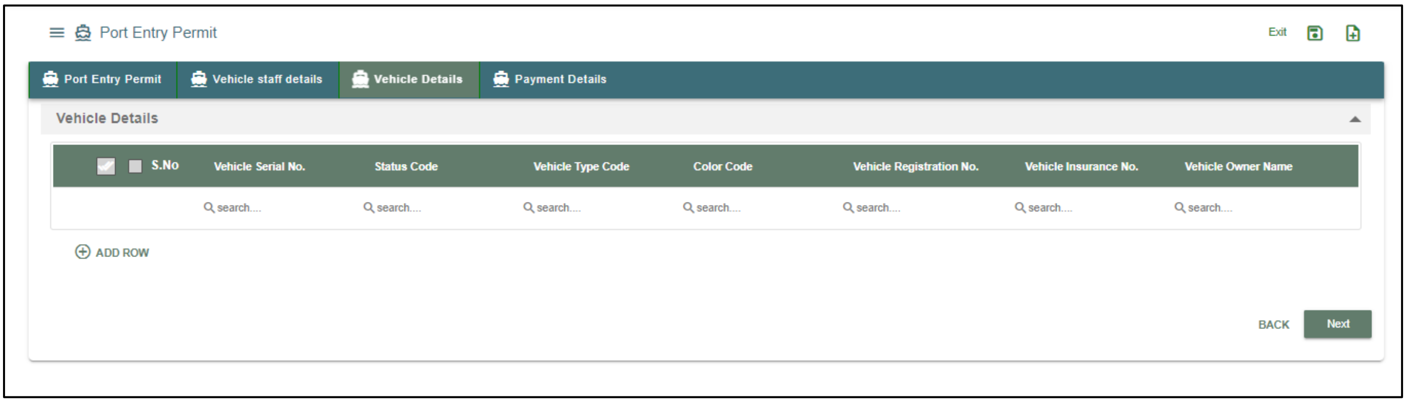
Below are the Field Information regarding **Vehicle Staff** Details Section.

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

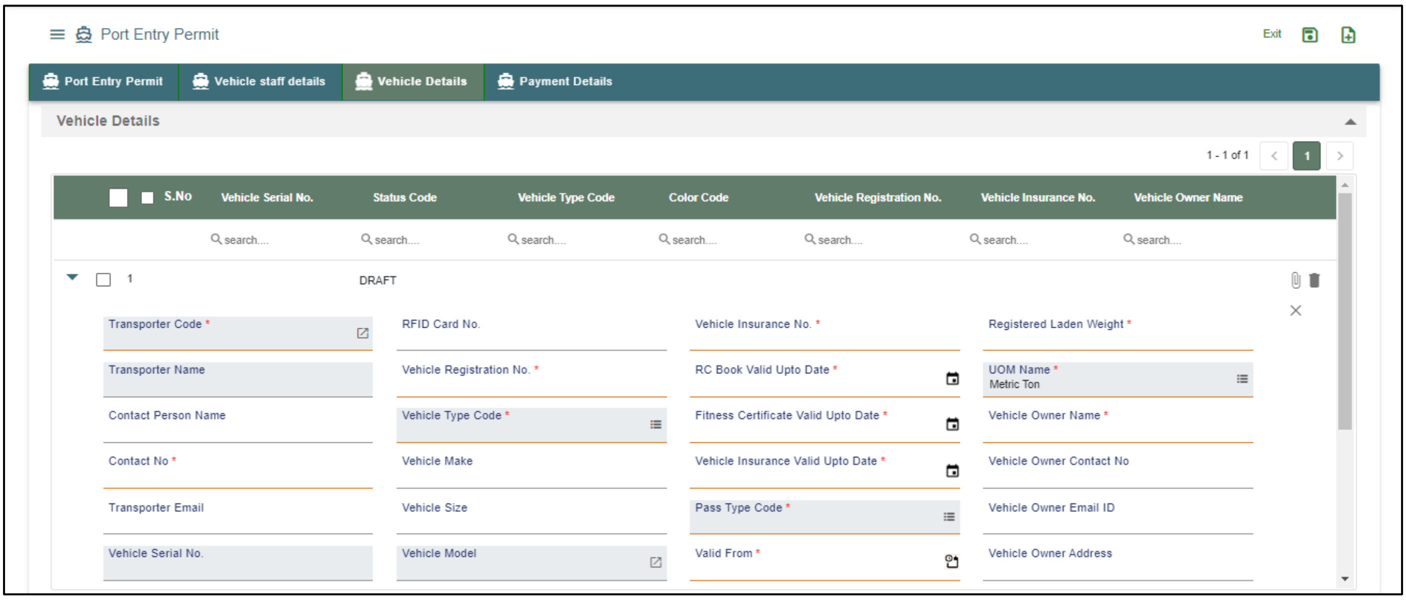
Field Name	Mandatory	Fill Type
VEP Type Name *	Mandatory	Drop Down
Nationality*	Mandatory	Popup
Aadhar No.	Mandatory	Text Box
Visitor Name *	Mandatory	Text Box
Father's Name *	Mandatory	Text Box
Gender *	Mandatory	Drop Down
DOB *	Non Mandatory	Date & Time Picker
Passport No*	Mandatory	Popup
Passport 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**



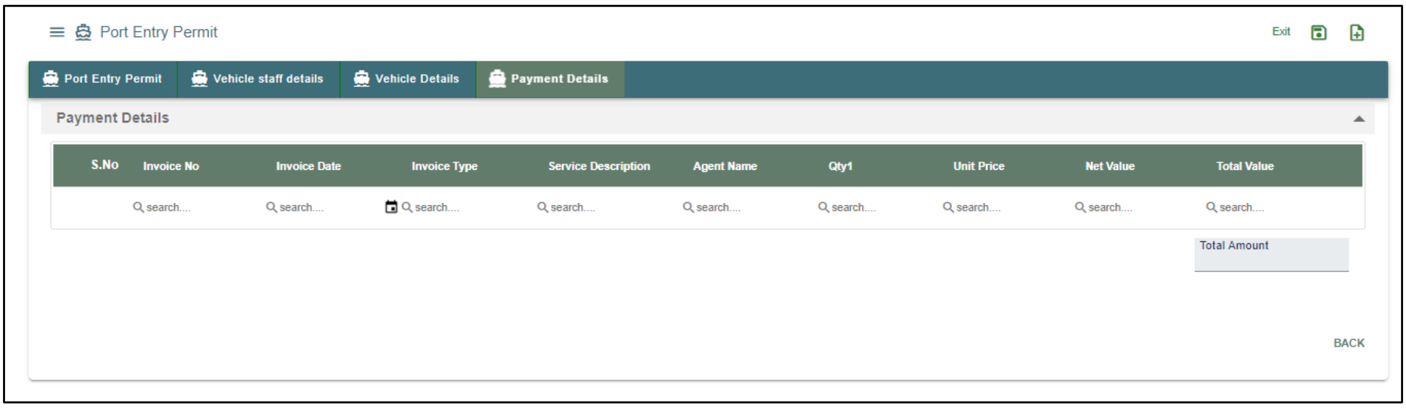
Below are the Field Information regarding **Vehicle** Details Section.

(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.

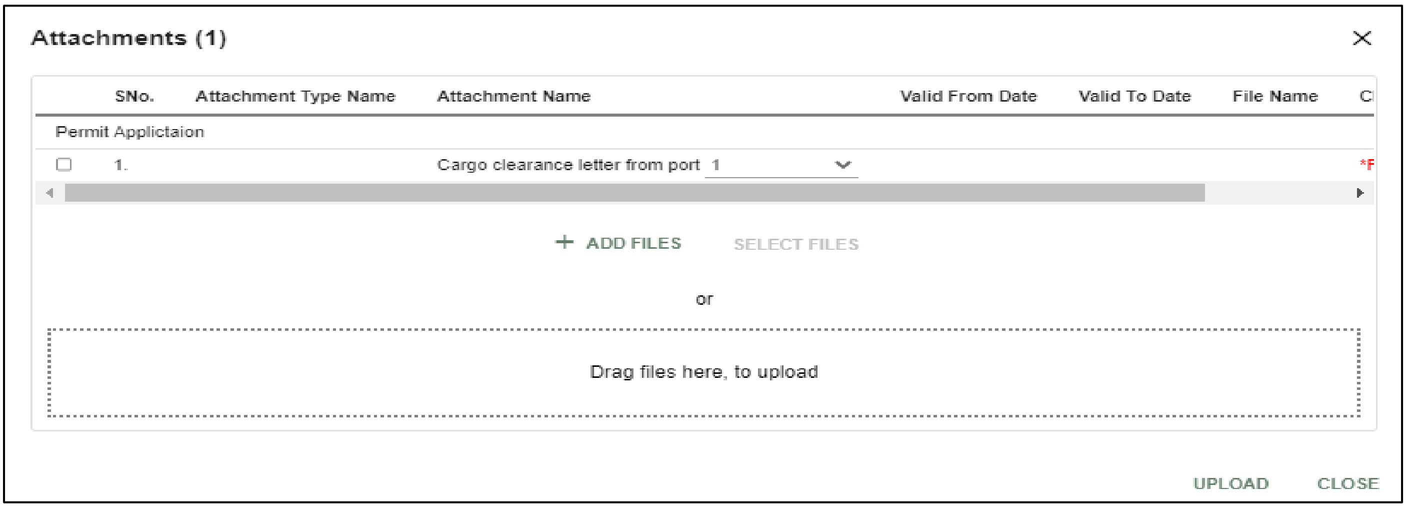


Below are the Field Information regarding **Payment** Details Section.

(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

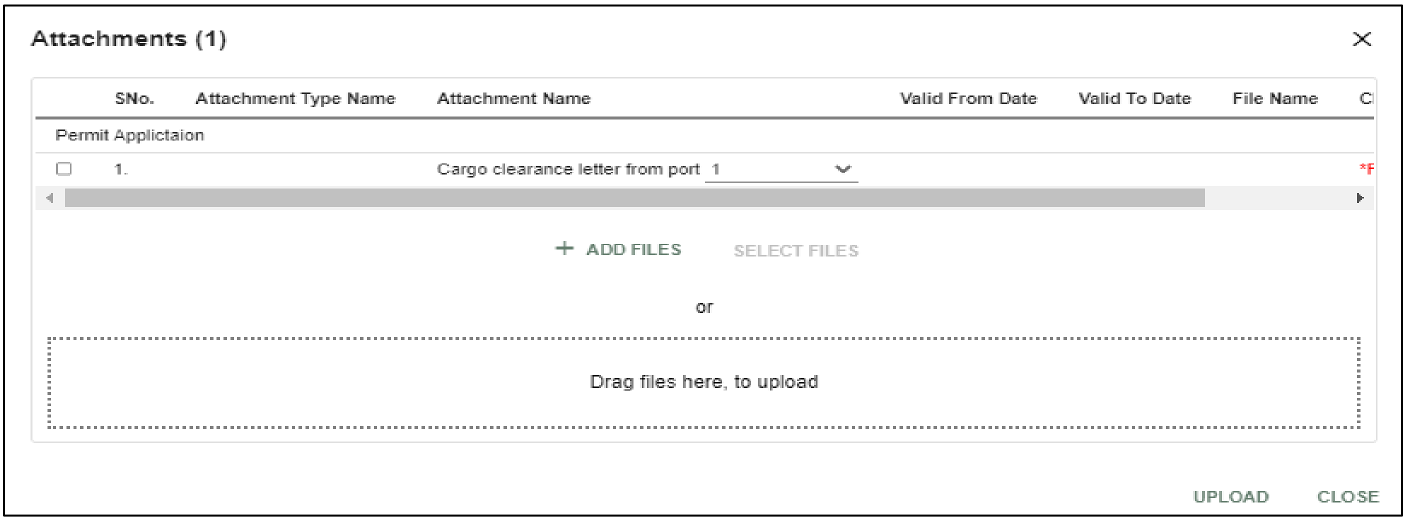
Step 5: Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

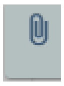


Click on + Add files button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

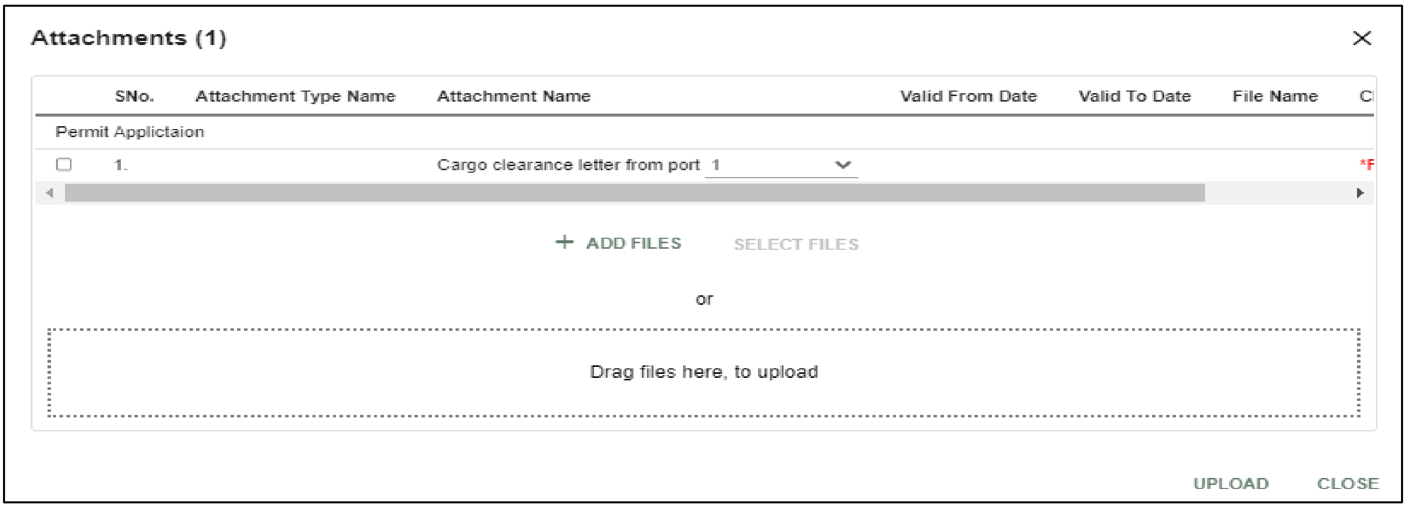
Once all the mandatory and required fields are filled then Click on Upload button. System will display **File uploaded** status on the screen. Respective Form Name, Section name will display along with attached documents.

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



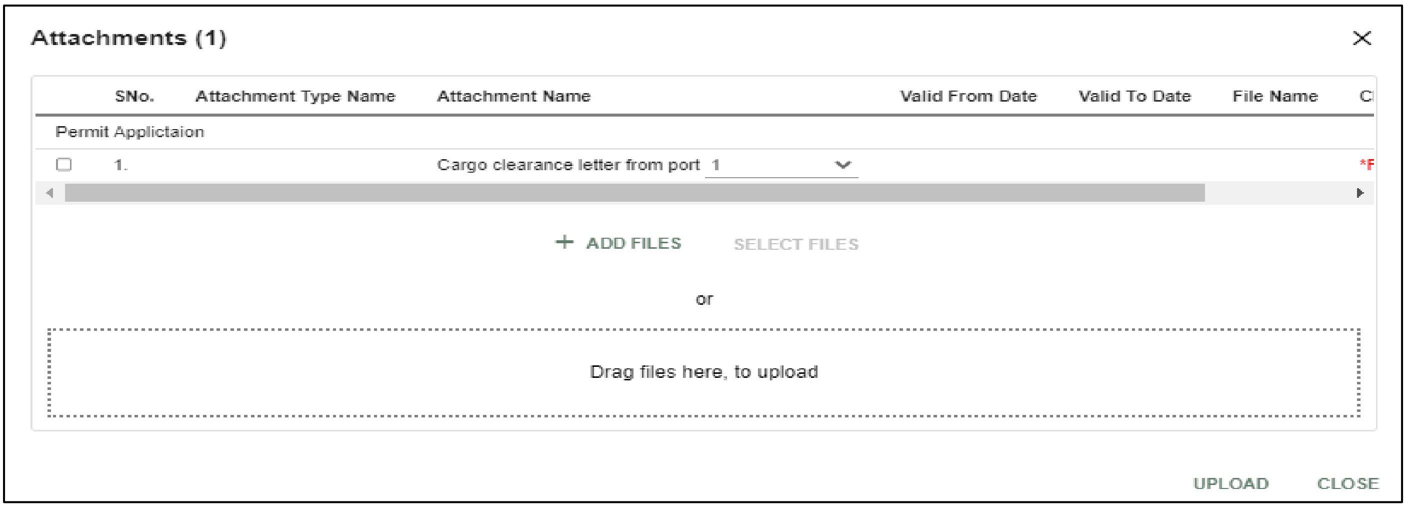
If the Attachment's are configured, System will display like below when we click on  icon.

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

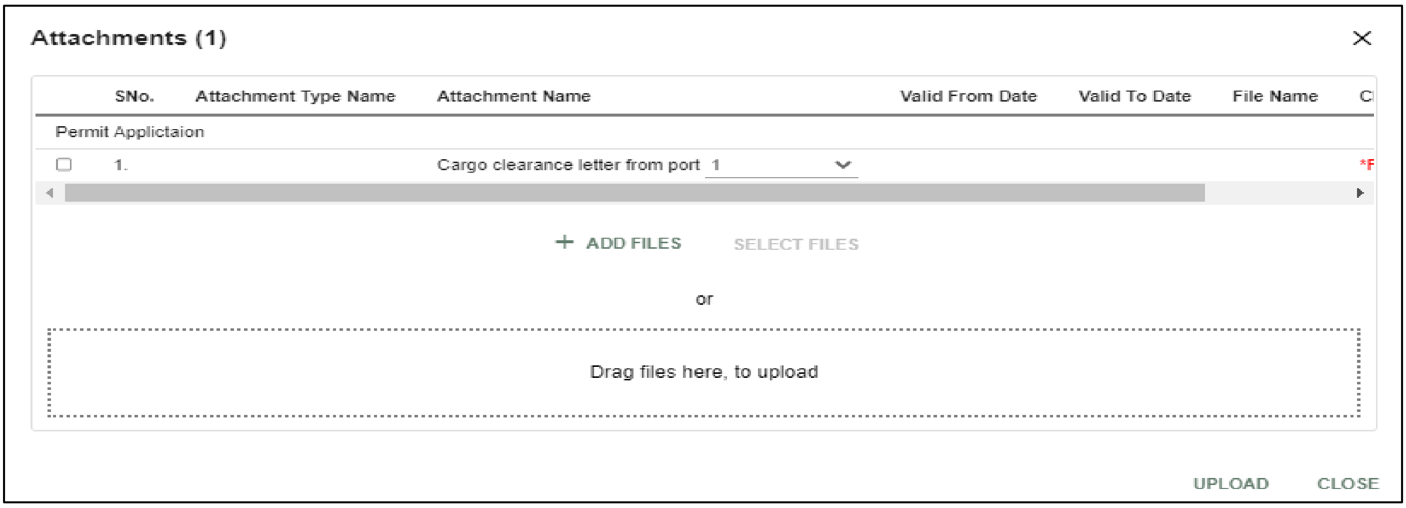


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.



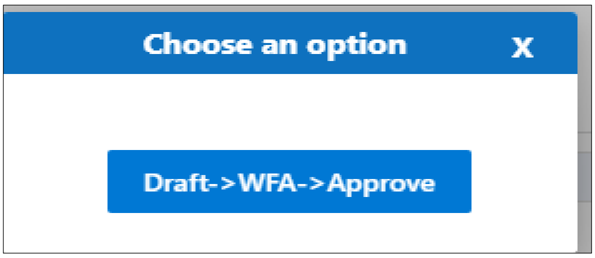
Once all the mandatory and required fields are filled then Click on Upload button. System will display the status **File uploaded** on the screen.



Click On Close Button

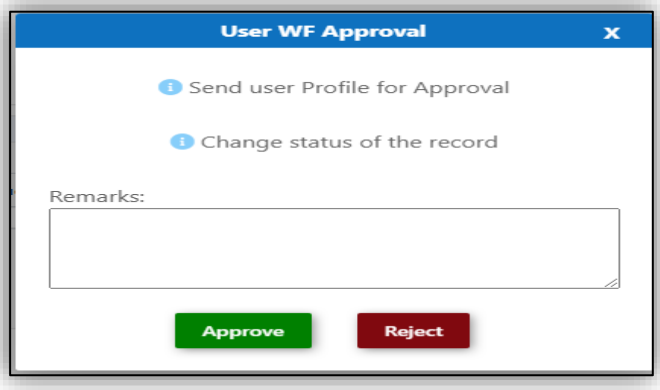
Click on the Save button from the top right corner to save Form. Once the record got saved successfully, then the system will display **Record saved** message.

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**

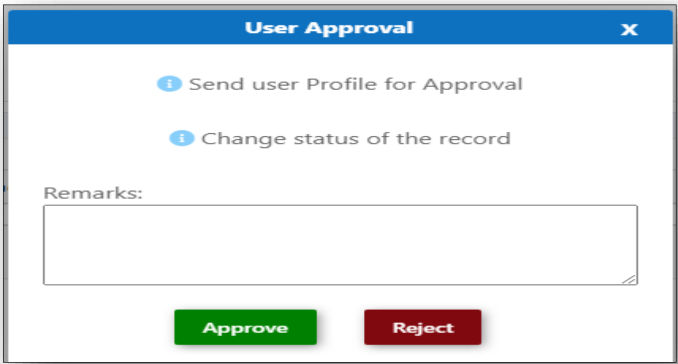
Step8: Once the workflow is initiated click on the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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’. .

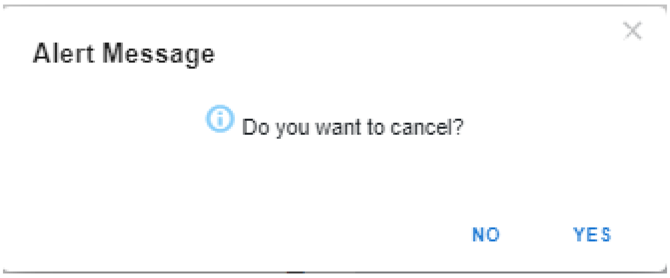
If user reject the request following alert will display on the screen. "Successfully rejected." And the document status will be changed as ‘REJECTED’.

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).

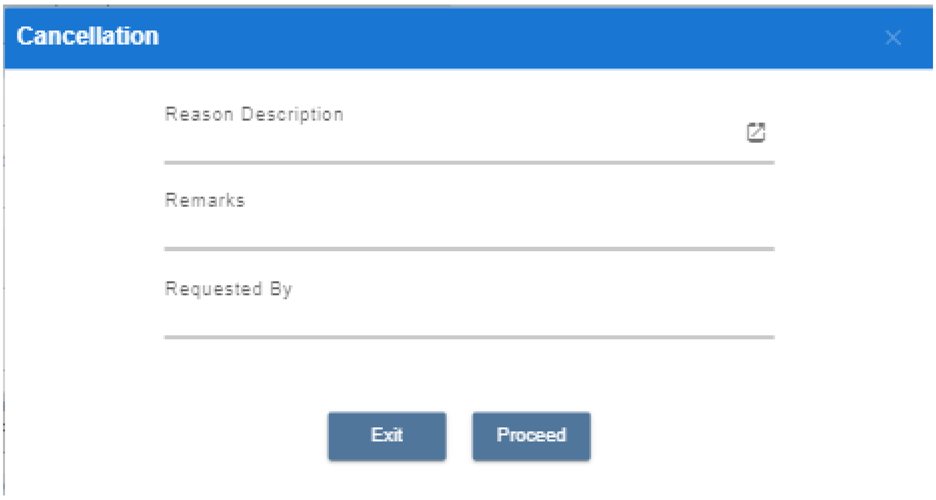


Step11: Once the user Approve the request the "Successfully Status changed to APPROVED" following status will be shown on the screen and the document status will be changed as ‘APPROVED’. If user reject the request following alert will display on the screen. "Successfully rejected." And the document 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

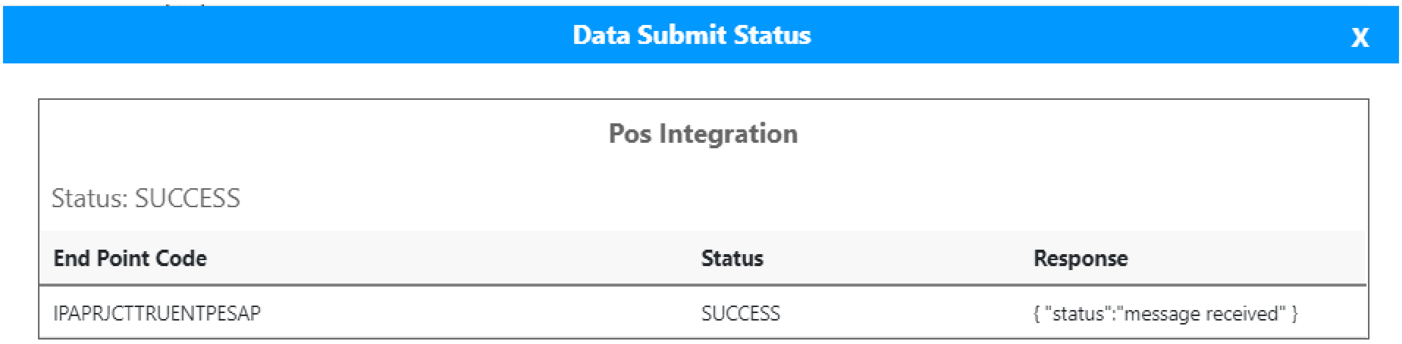


By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

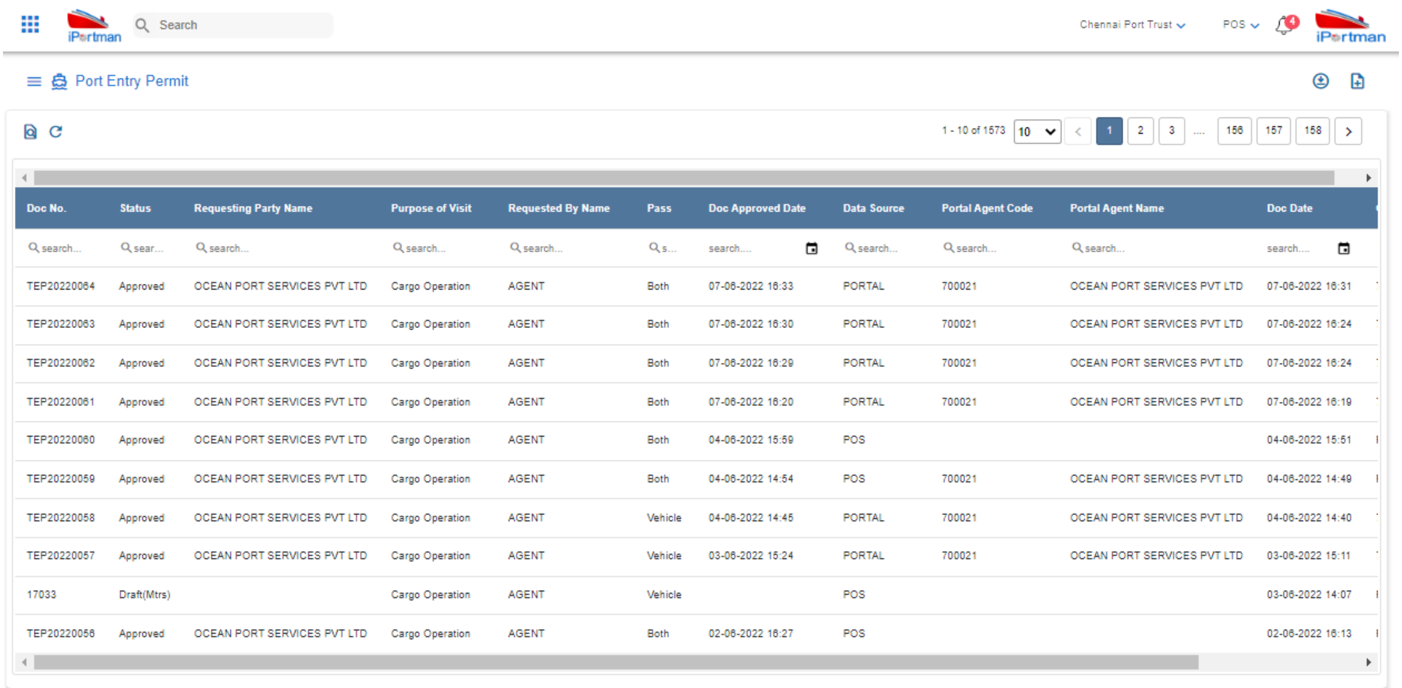


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

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



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

7. Business Function Name: Storage Request

7.1. 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.

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 → Request → Storage Request → Click on **Add New**

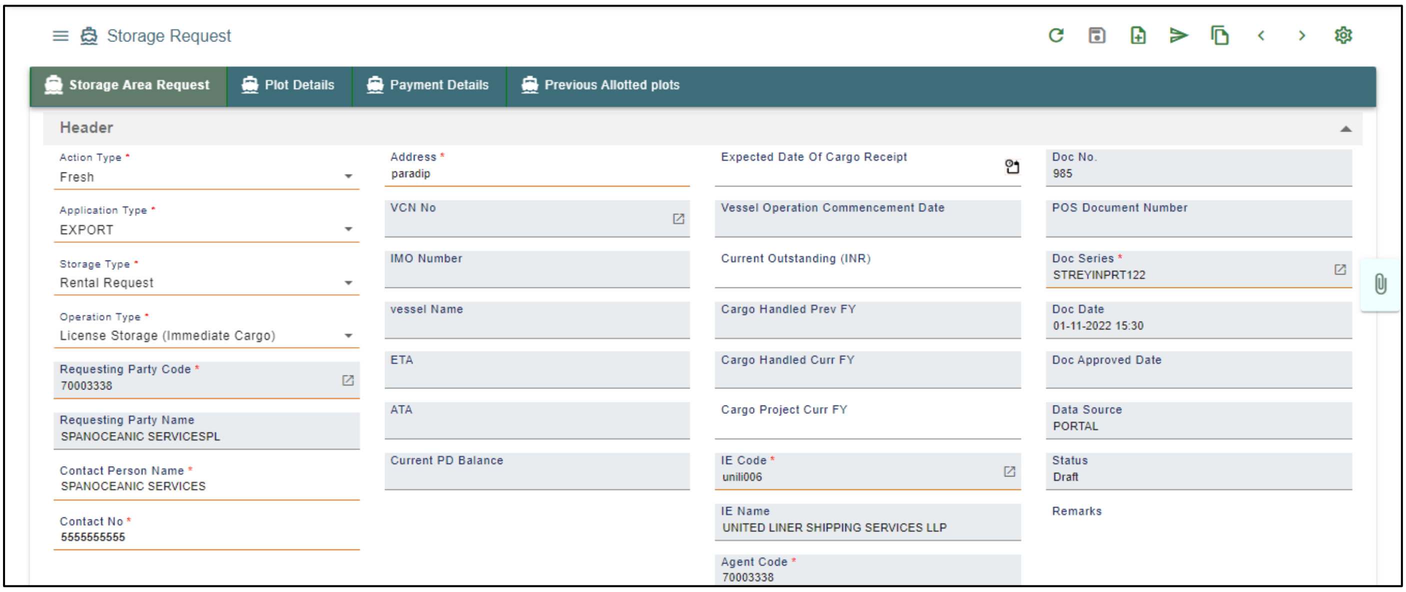
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

7.3. Prerequisites – Masters

1. IGM

7.4. Screenshot

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



User Interface Image 106–Storage Request Header Details 21.1

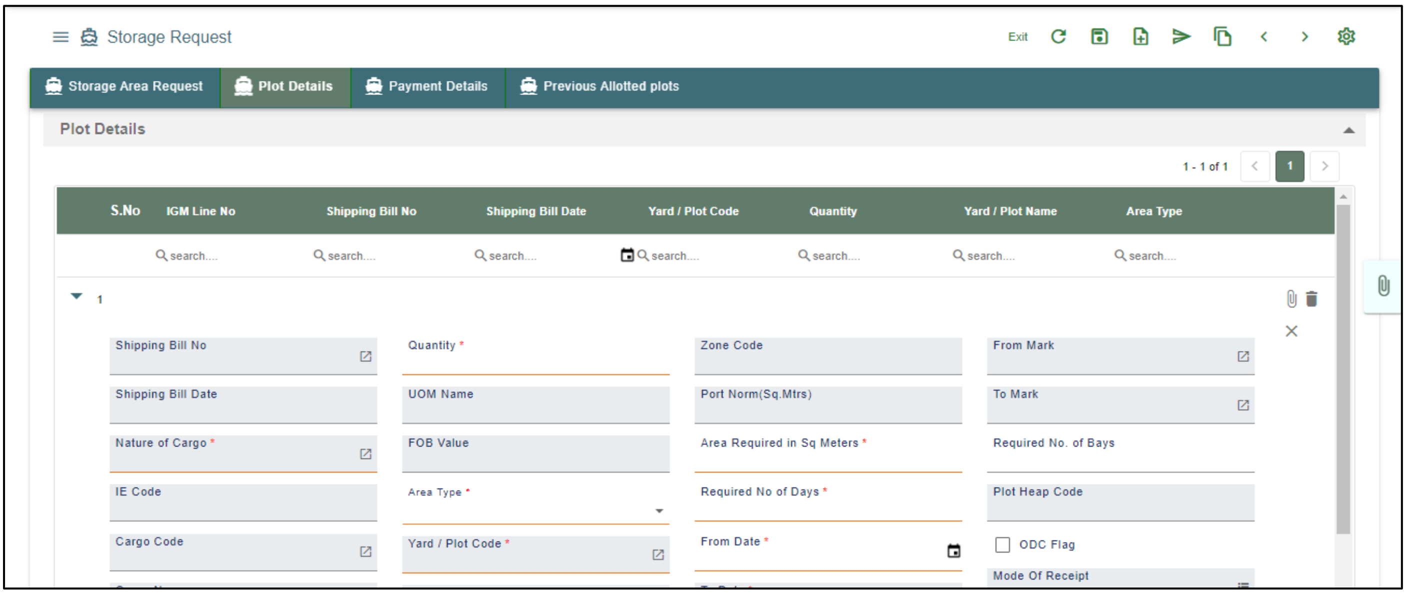
Below are the Field Information regarding Storage Area Request Header Details Section.

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

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



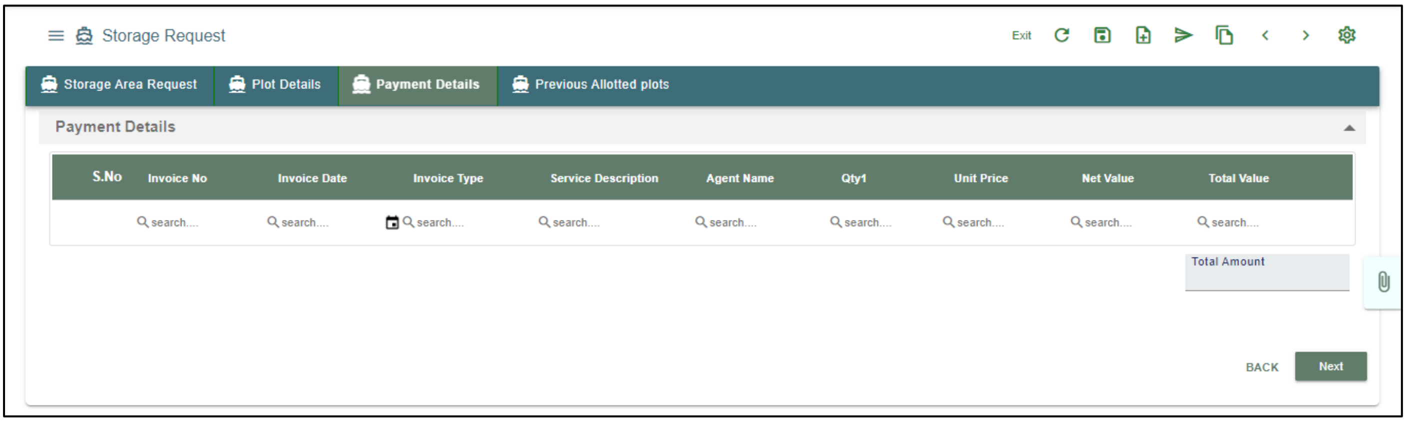
Below are the Field Information regarding Plot Details Section.

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

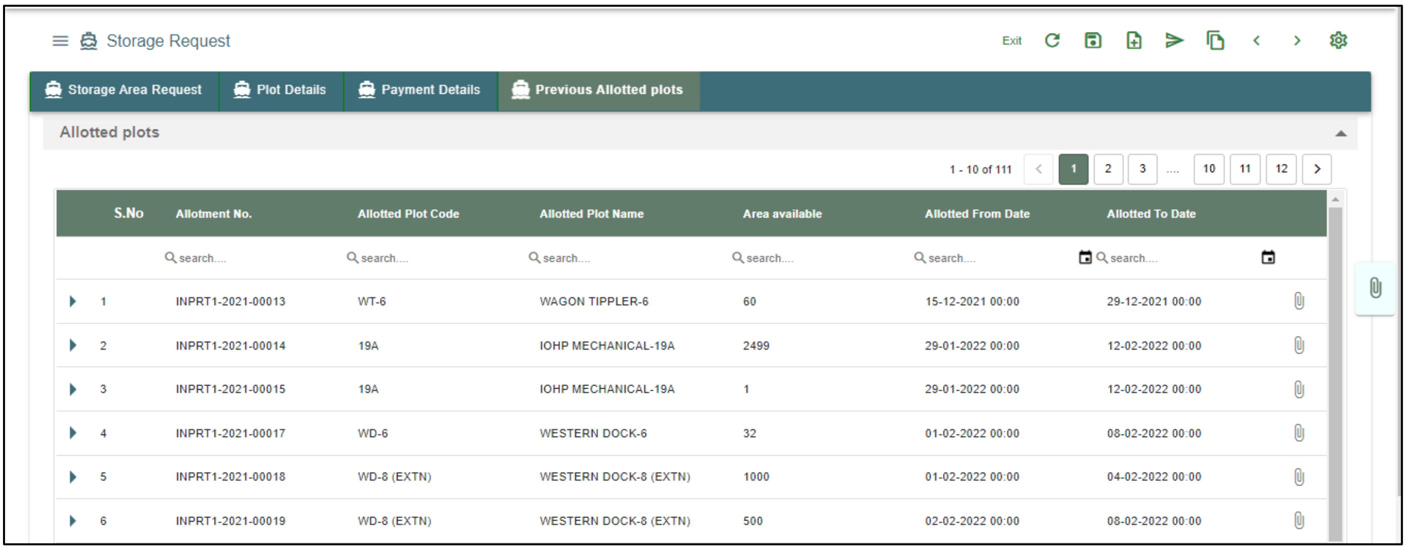
Field Name	Mandatory	Field Val
IGM Line No	No	Textbox
Sub Line No	No	Textbox
Area Type	No	Dropdown
Yard/Plot Code	No	LOV
Yard/Plot Name	No	Textbox
Renewal Plot Type	No	LOV
Renewal Plot Name	No	LOV
Extension Plot Type	No	LOV
Extension Plot Name	No	LOV
Handover Plot Type	Yes	LOV
Nature of Cargo	Yes	LOV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

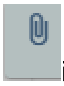
Plot Heap Code	No	Textbox
ODC Flag	No	Checkbox
UOM Name	No	LOV
Cargo Code	No	Textbox
Cargo Name	No	Textbox
Area Required	No	Textbox
Required No of Days	No	Textbox
From Date	No	Calendar
Renewal From Date	No	Calendar
Renewal To Date	No	Calendar
Extension From Date	No	Calendar
Extension To Date	No	Calendar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

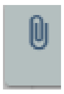
Click on 

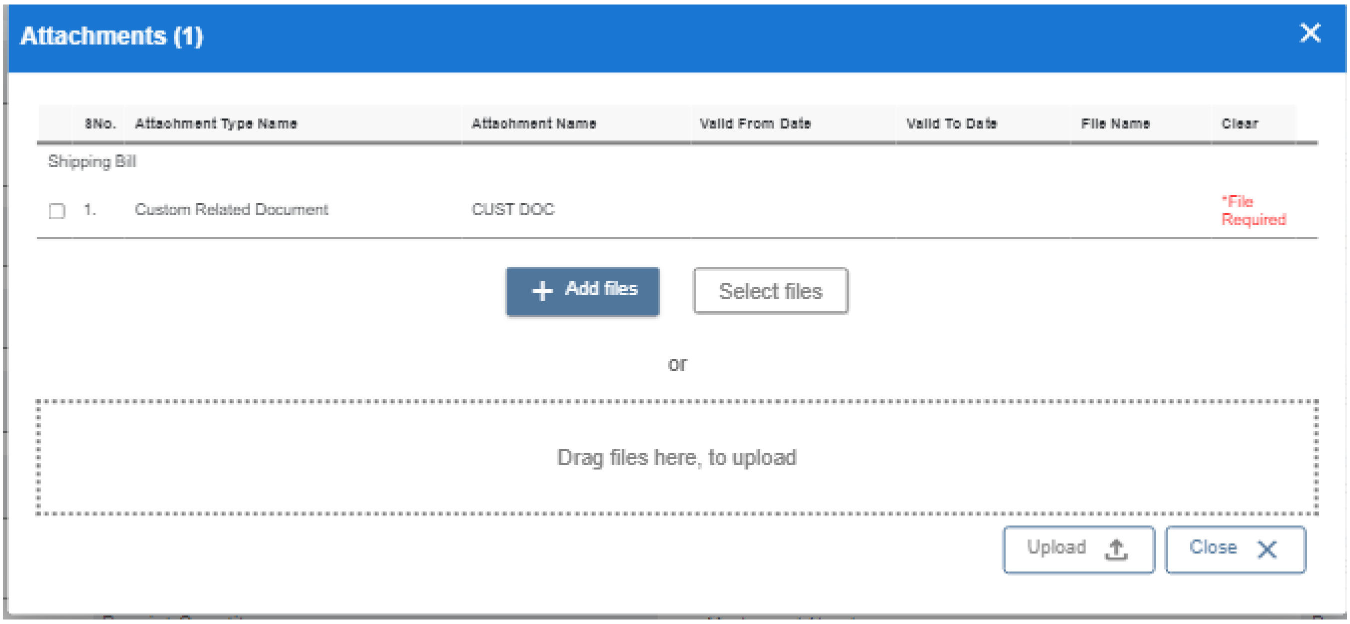
button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on 

button. System will display 

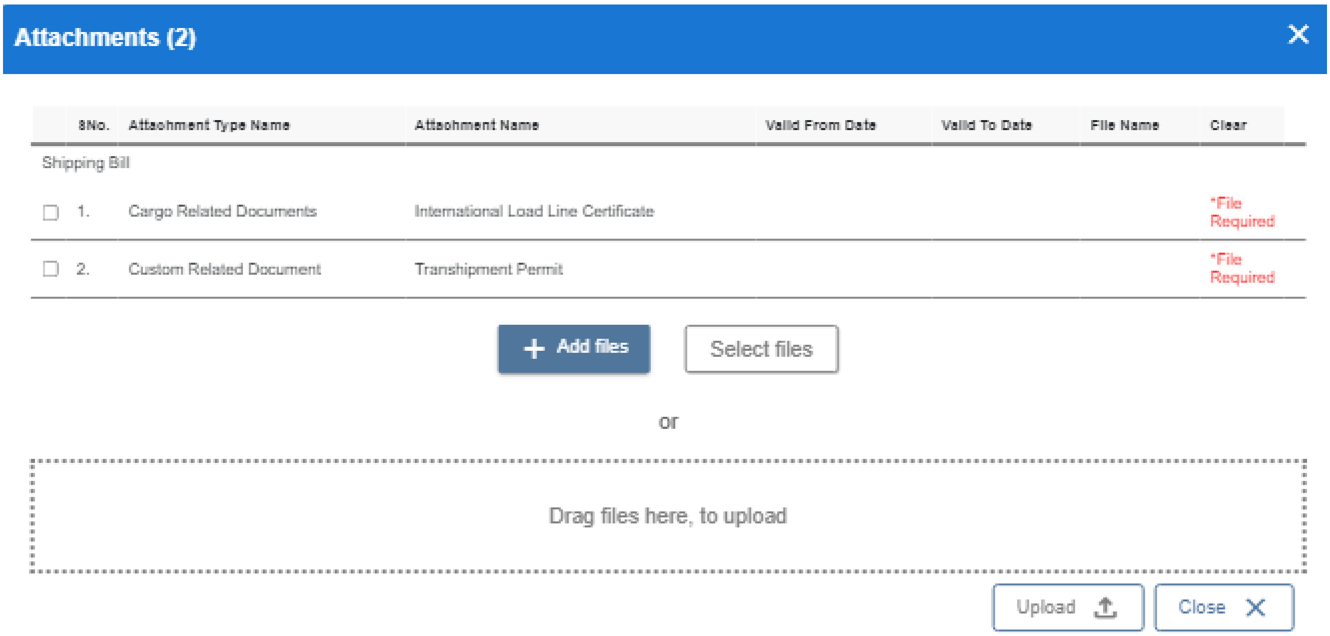
status on the screen. Respective Form Name, Section name will display along with attached documents.

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



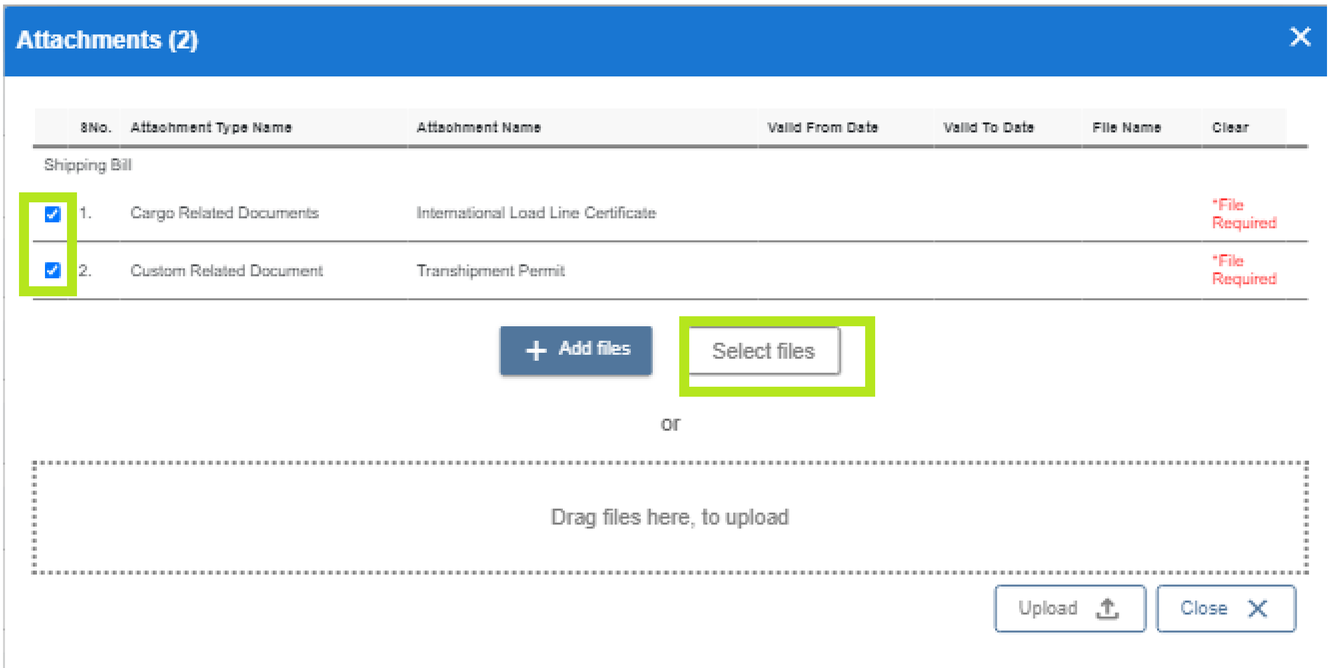
If the Attachment's are configured, System will display like below when we click on icon.

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



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

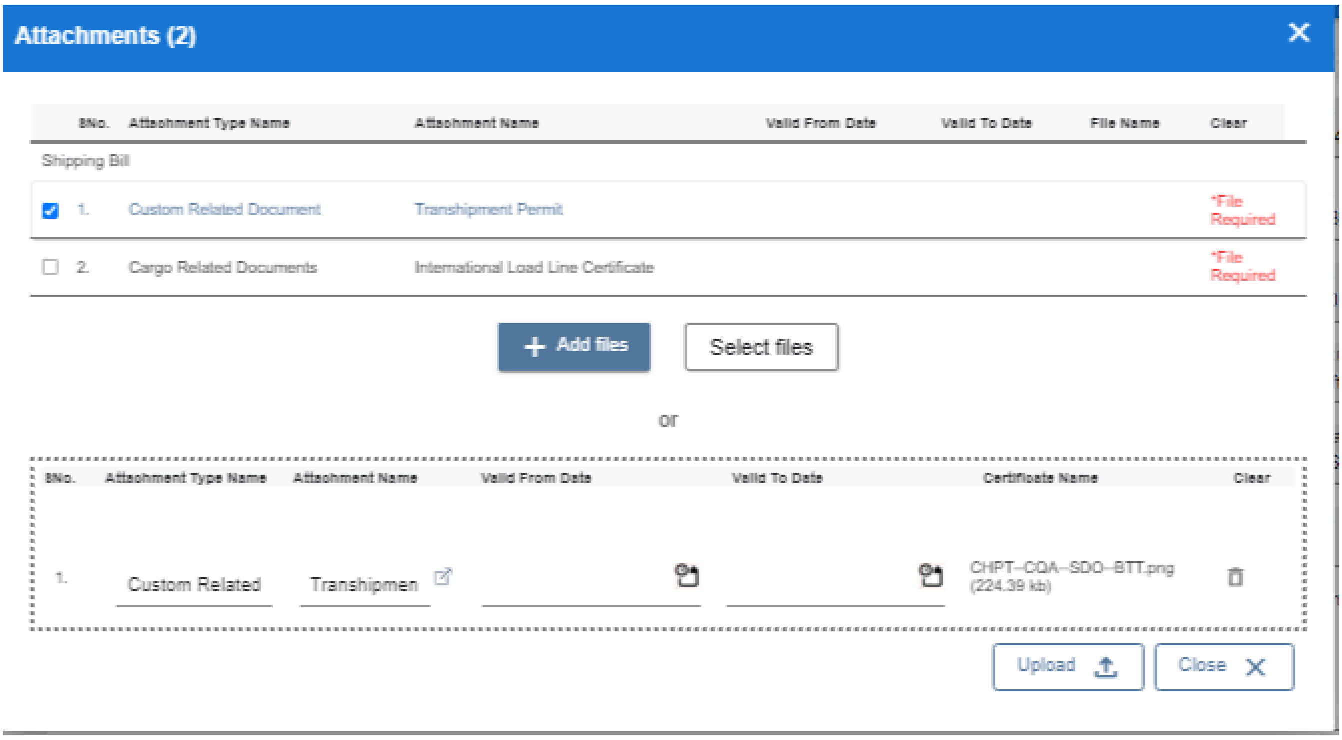
Select respective files / Drag Files here, to upload, Go to respective file location and click on it.File will be attached under file name with respective filename.extension.



Once all the mandatory and required fields are filled then Click on 

button. System will display the status 

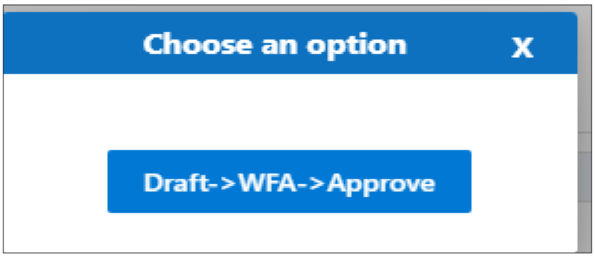
on the screen.



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.

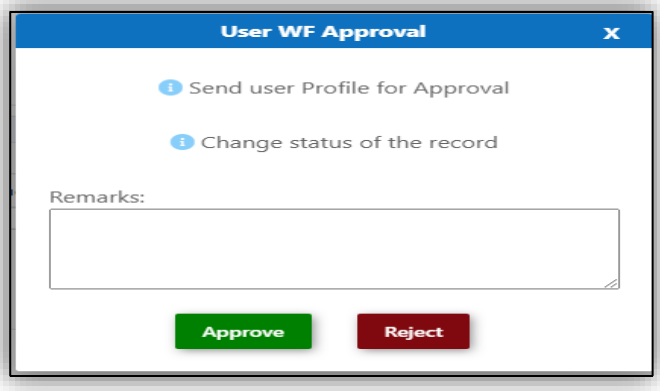
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Work Flow Initiated. with drivenId = 12999

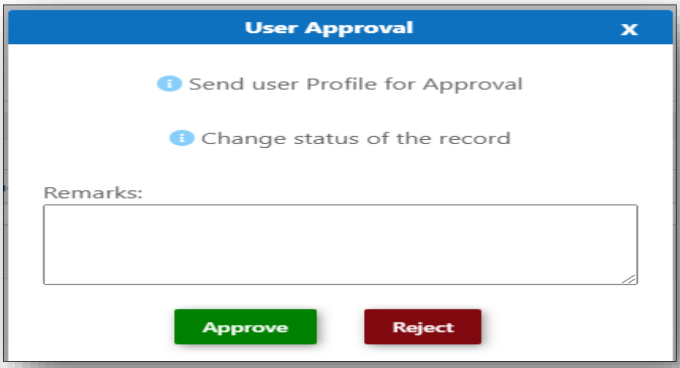
Step8: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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'. .

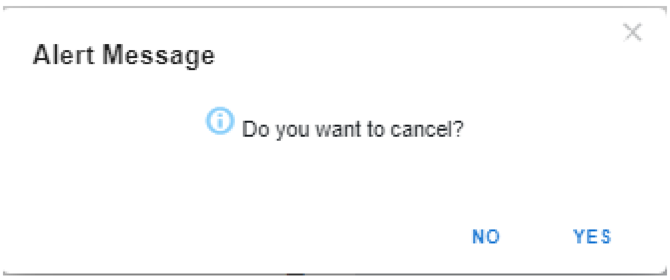
If user reject the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

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).

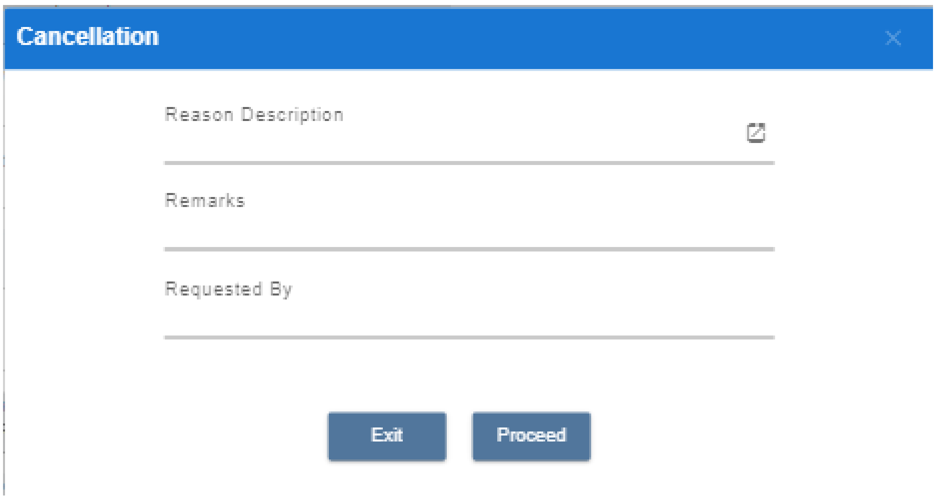


Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. Successfully rejected. And the document status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



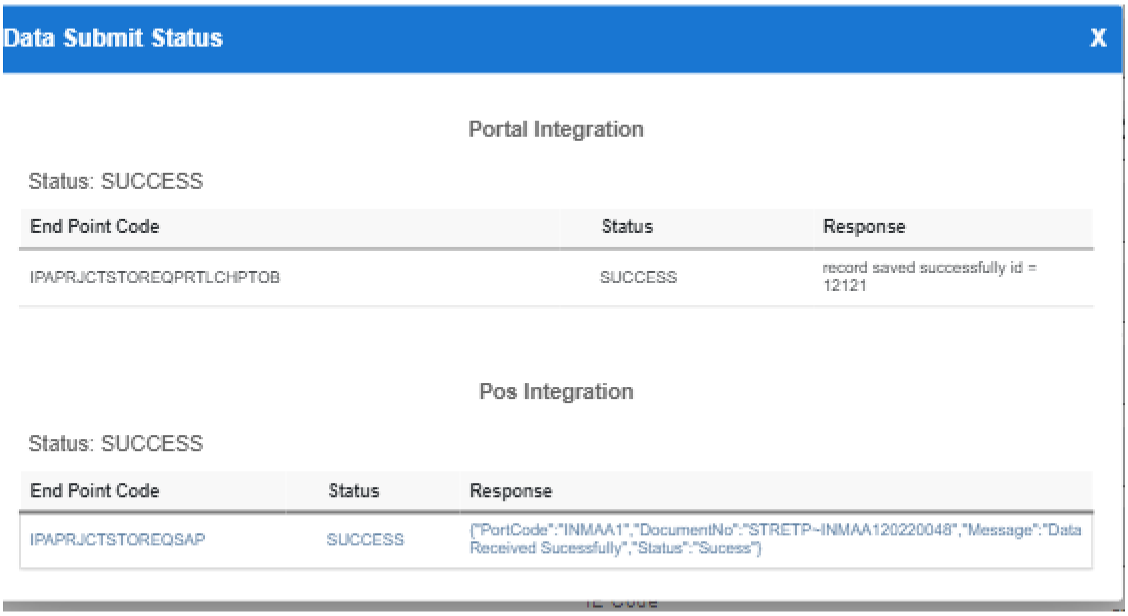
By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



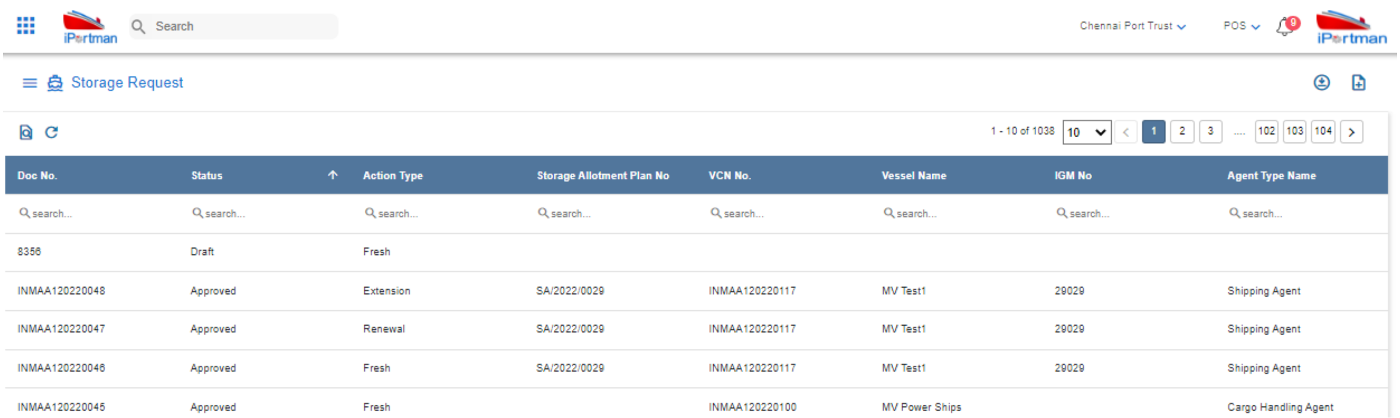
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to

CANCEL

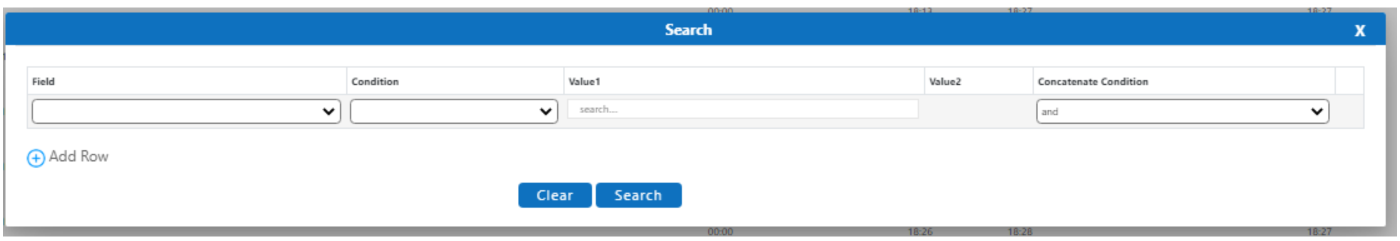
By Clicking on we can view the status of the record



Step 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.

8. Business Function Name: Storage Allotment

8.1. 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.

8.2. Navigation

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

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

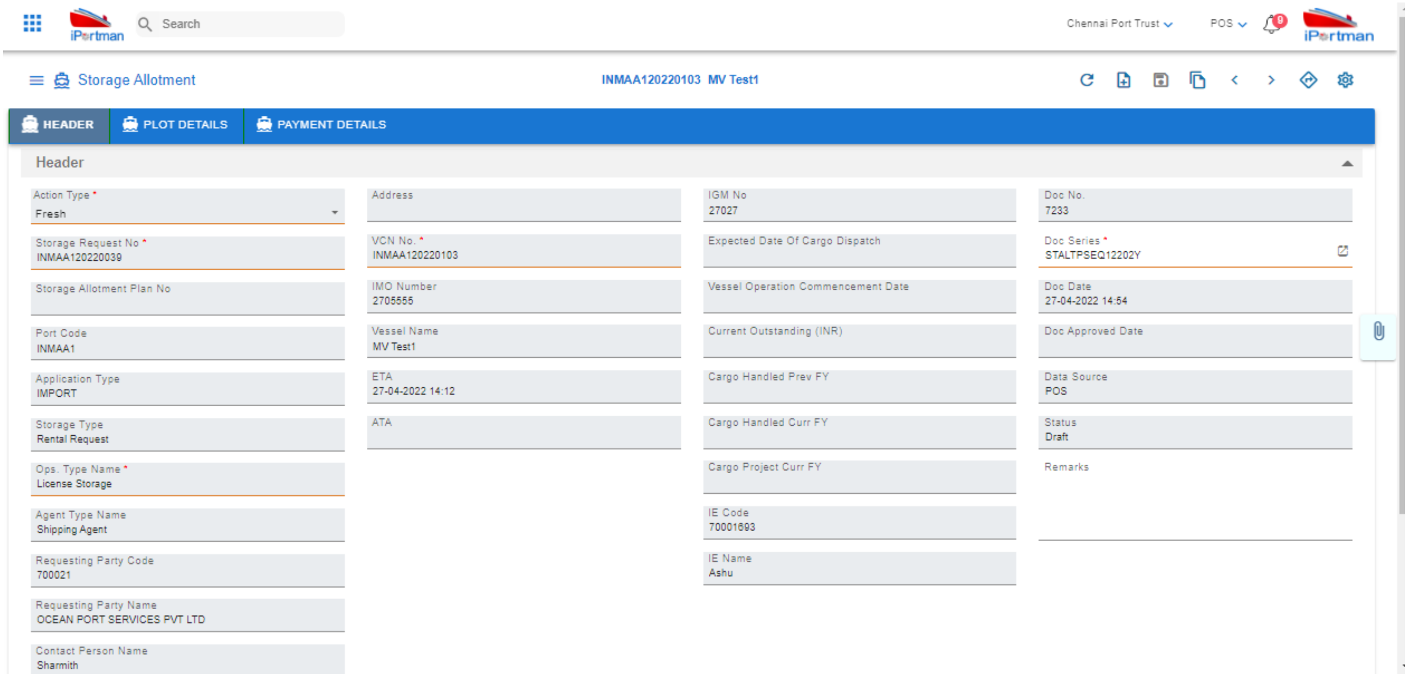
User can also search the function in search area available in the header section left side with function name

8.3. Prerequisites – Masters

1. Storage Request

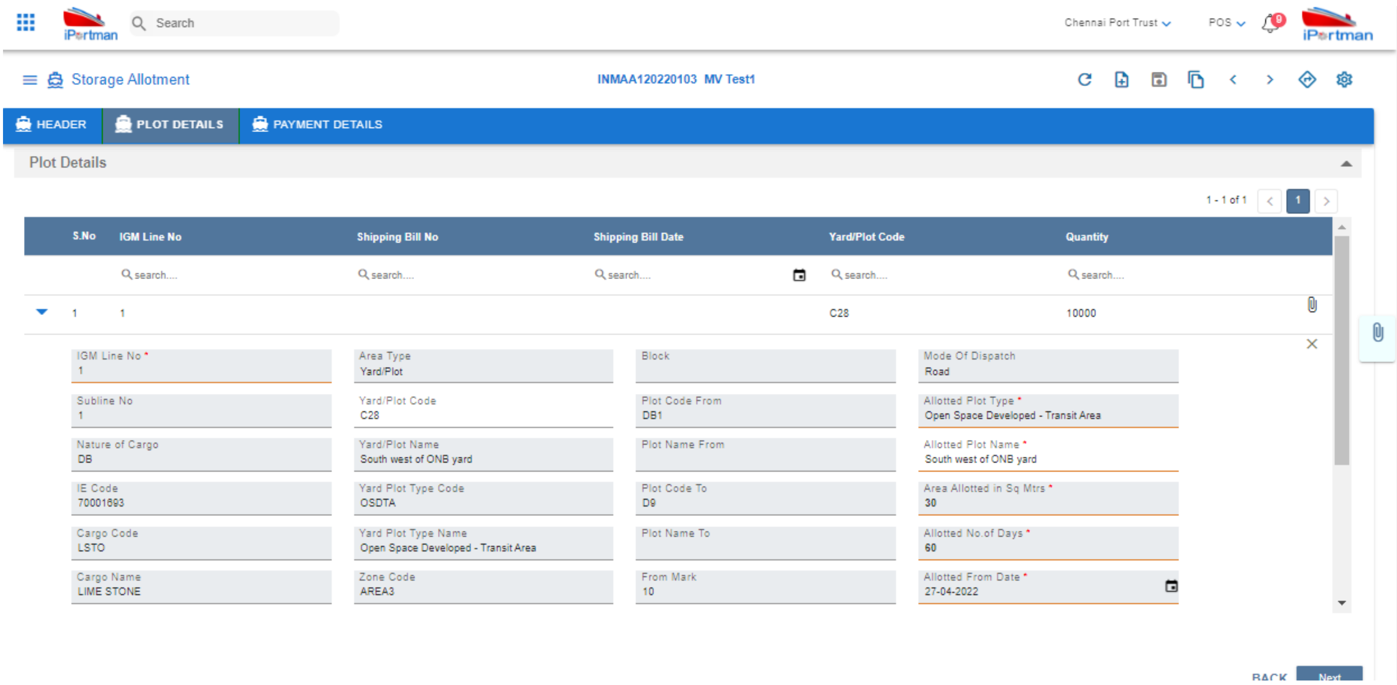
8.4. Screenshot

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

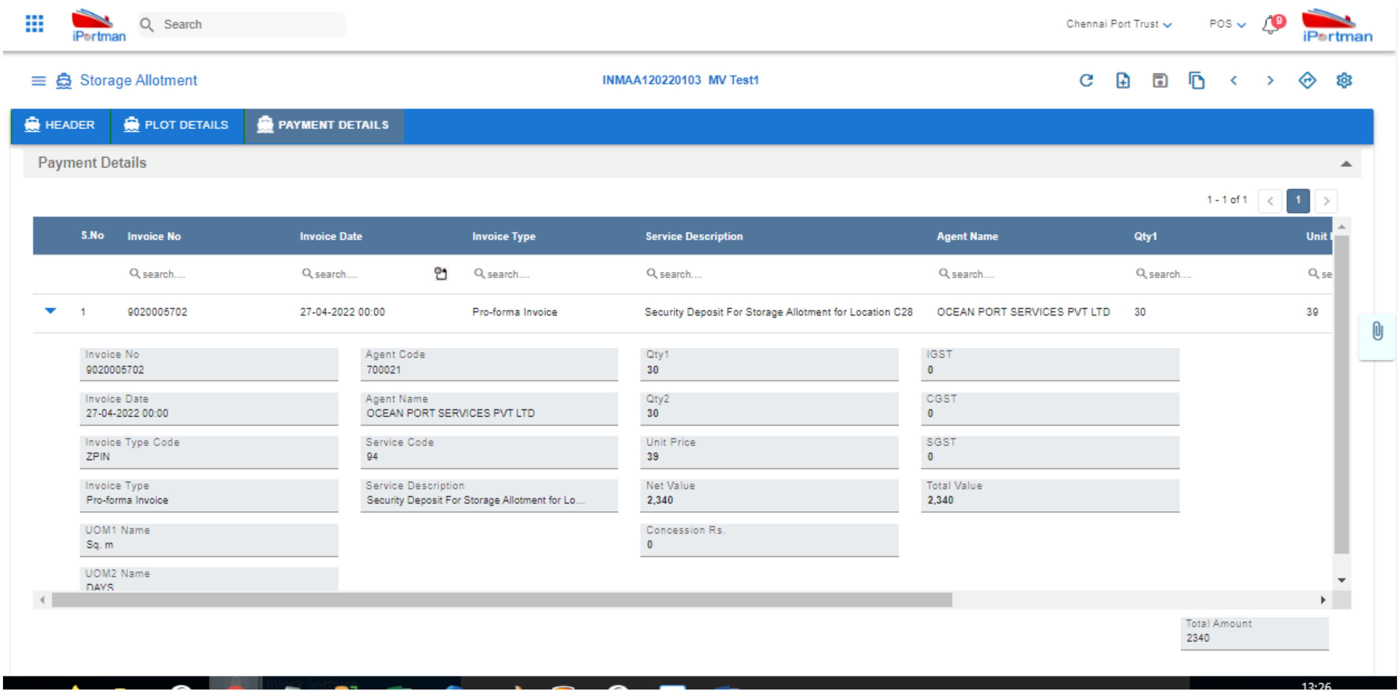


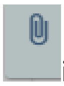
User Interface Image 109 – Storage Allotment Header Details 22.1

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



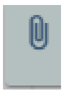
Click on NEXT Button and It Will Redirected to Payment Details

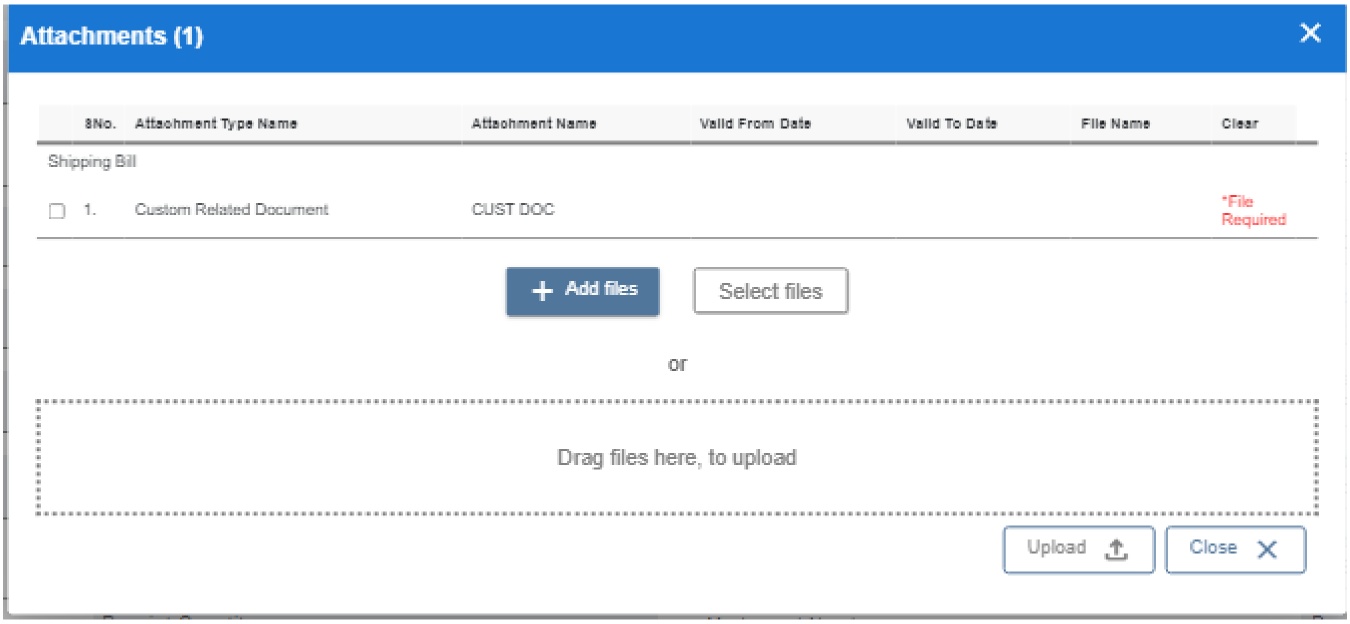


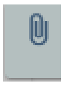
Step 2(a): Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

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

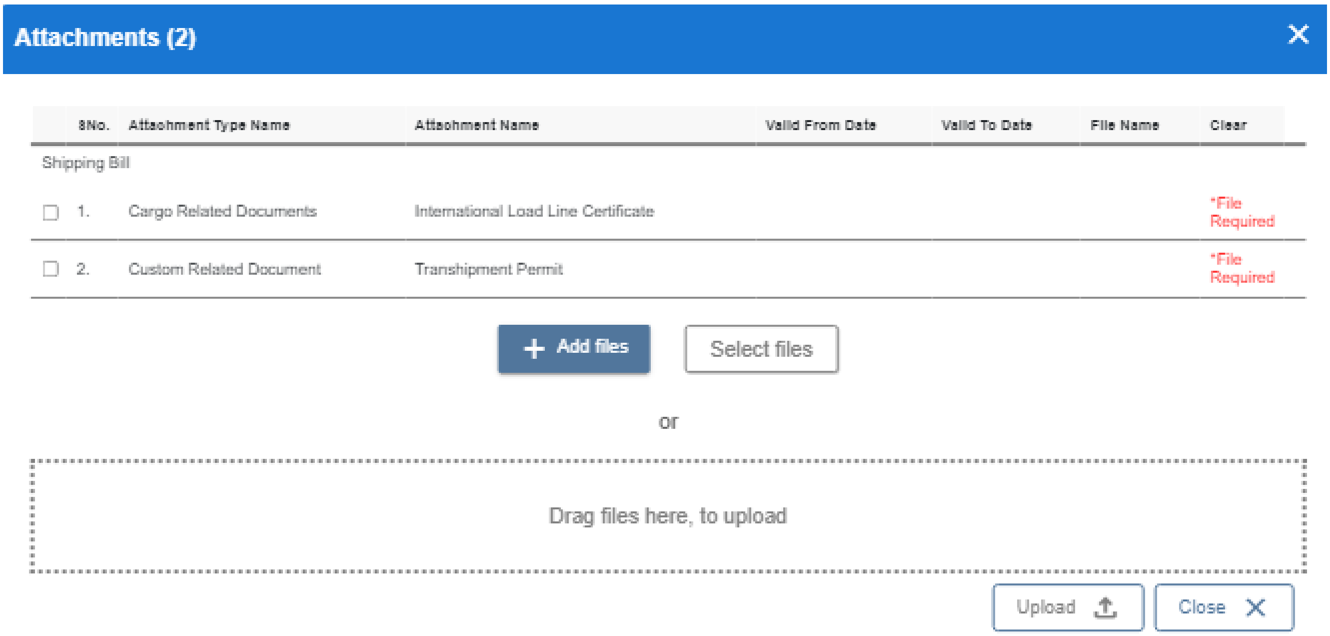
Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

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



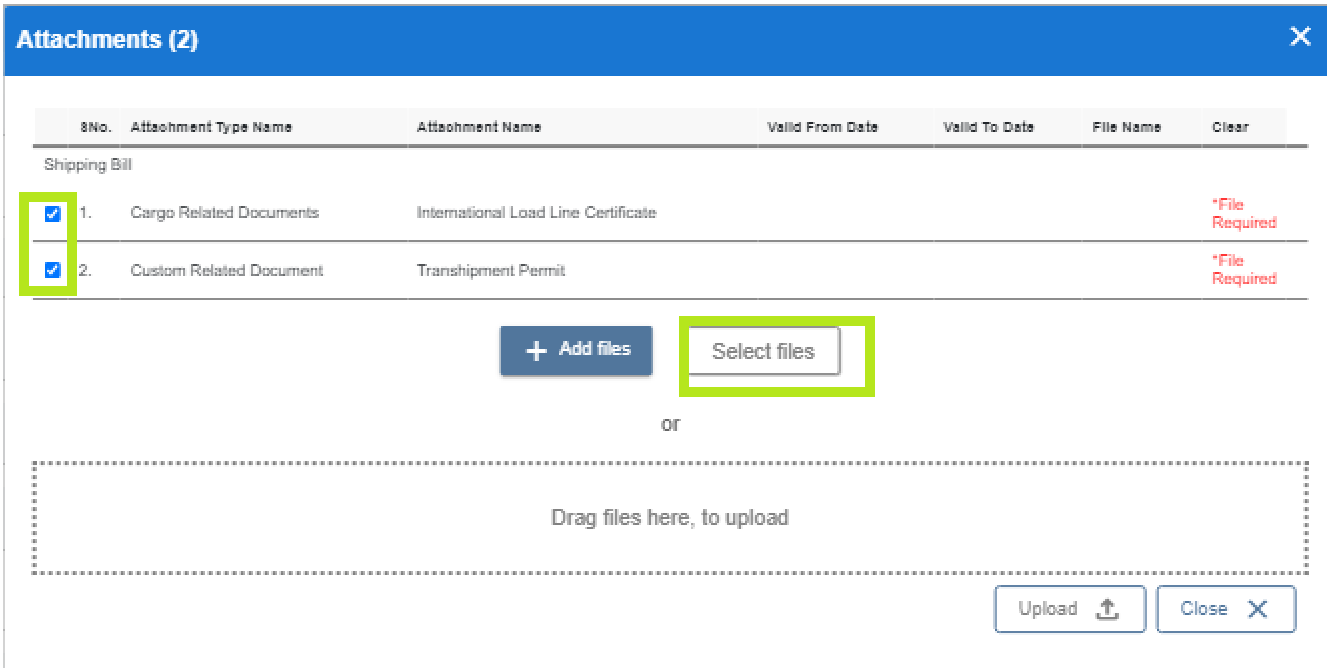
If the Attachment's are configured, System will display like below when we click on  icon.

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

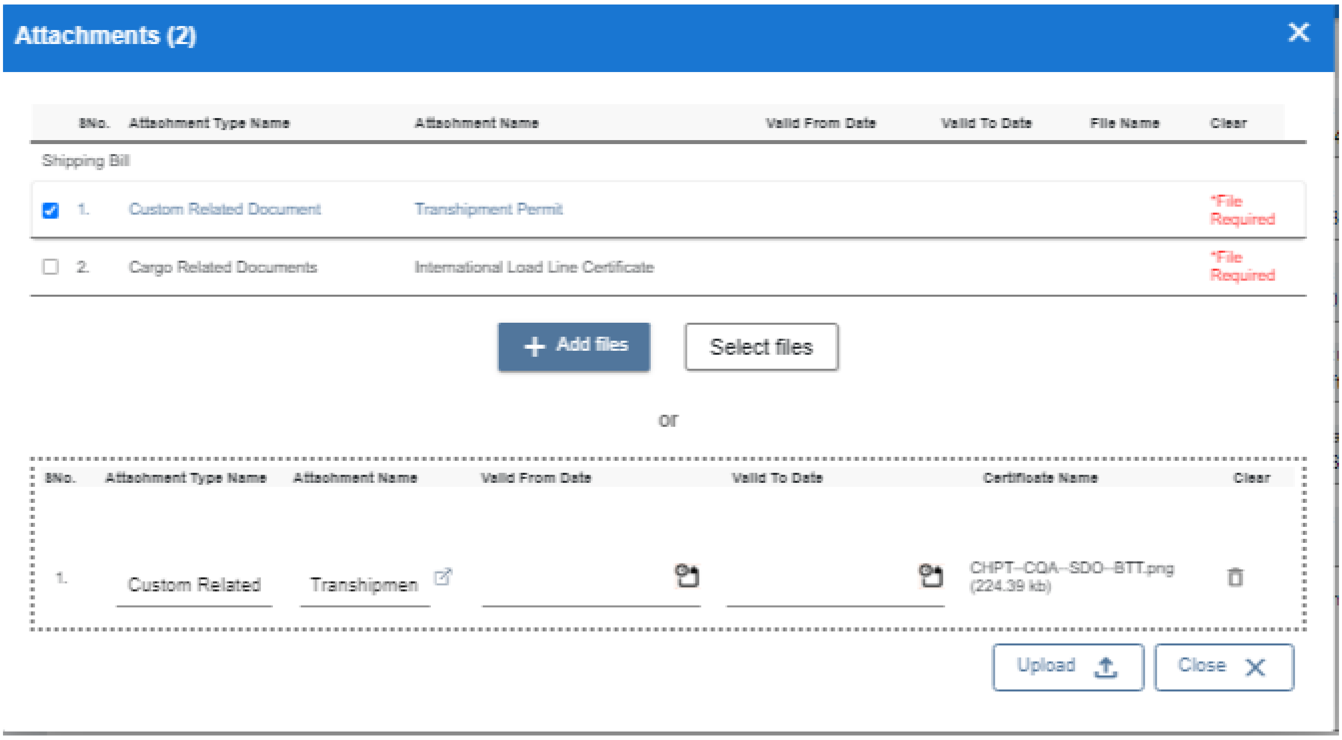


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.



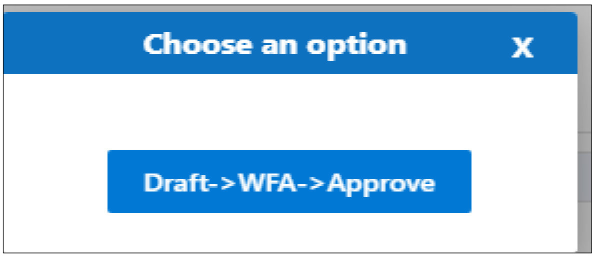
Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.



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.

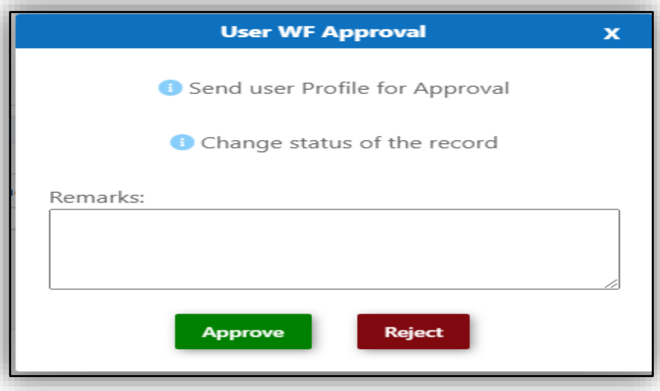
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Work Flow Initiated. with drivenId = 12999

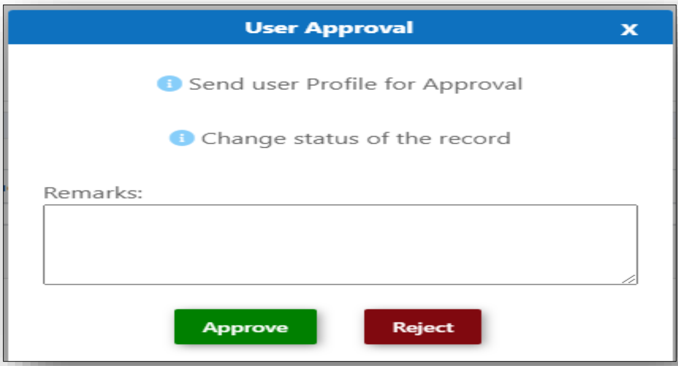
Step8: Once the workflow is initiated click on the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).



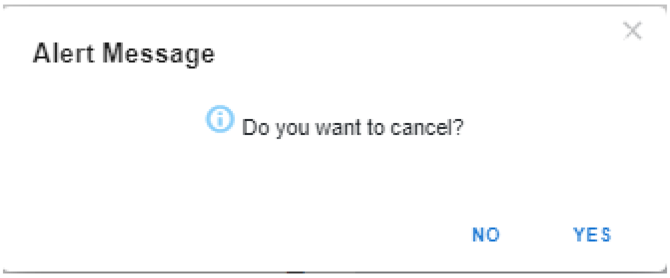
Step11: Once the user Approve the request the 

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. 

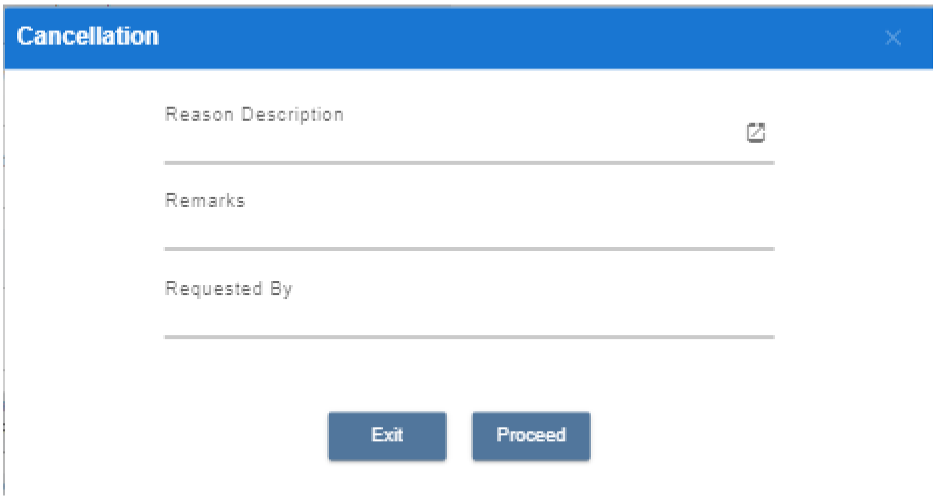
And the document status will be changed as 'REJECTED'.

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



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

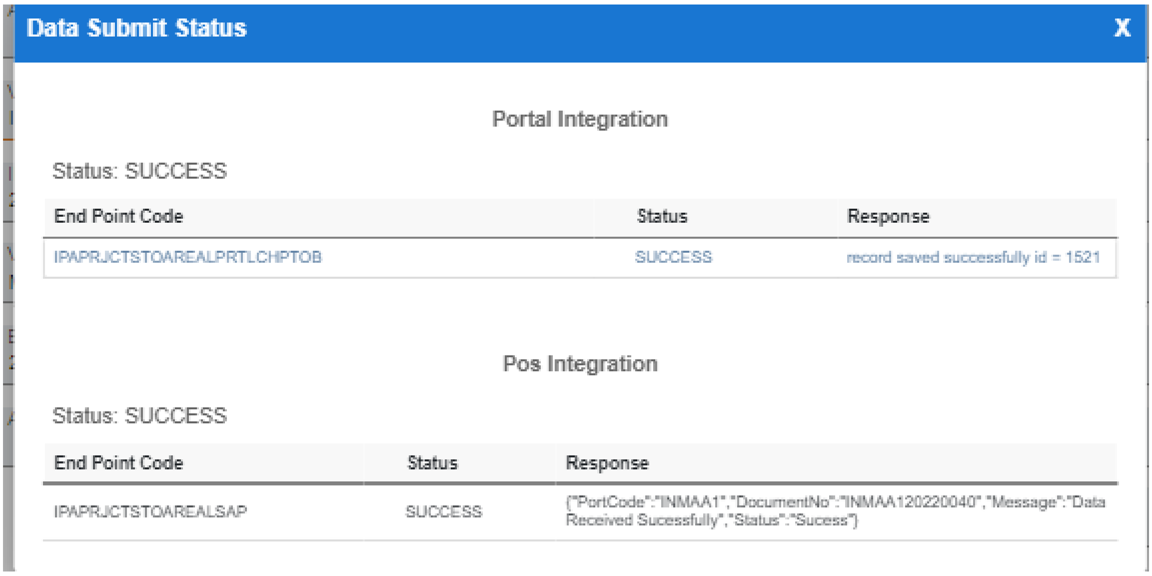


By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display 

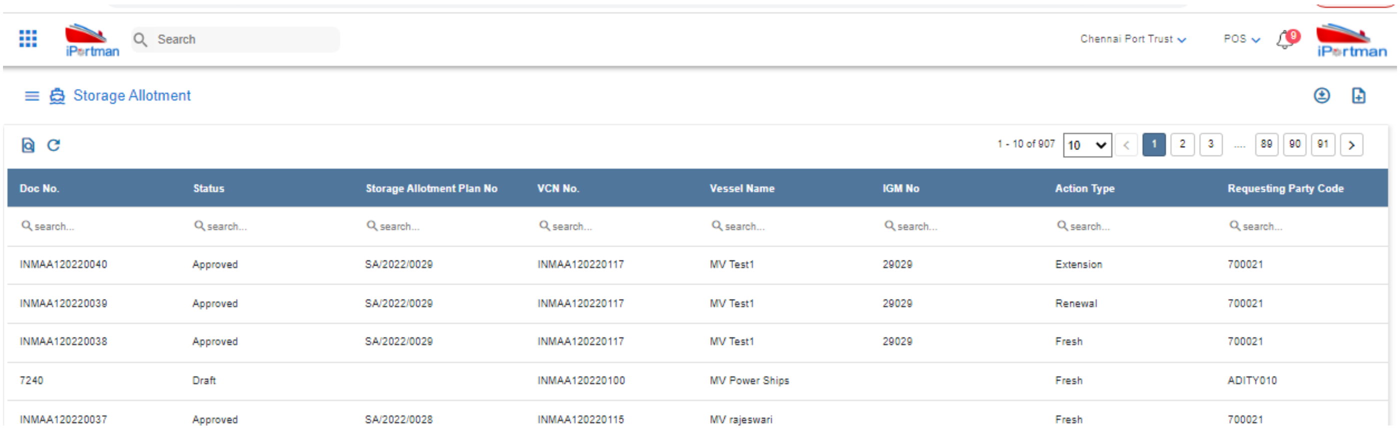
and status will change to

CANCEL

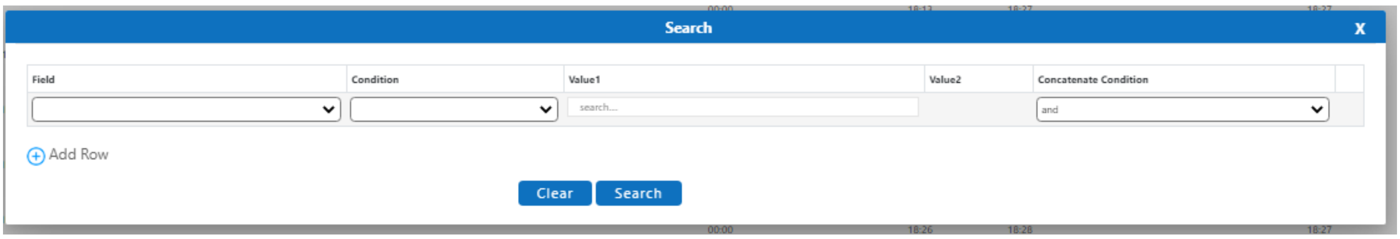
By Clicking on we can view the status of the record



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

By Clicking on Load the records and display the data.

8.5. 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

9. Business Function Name: Service Requisition

9.1. 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.

9.2. 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.

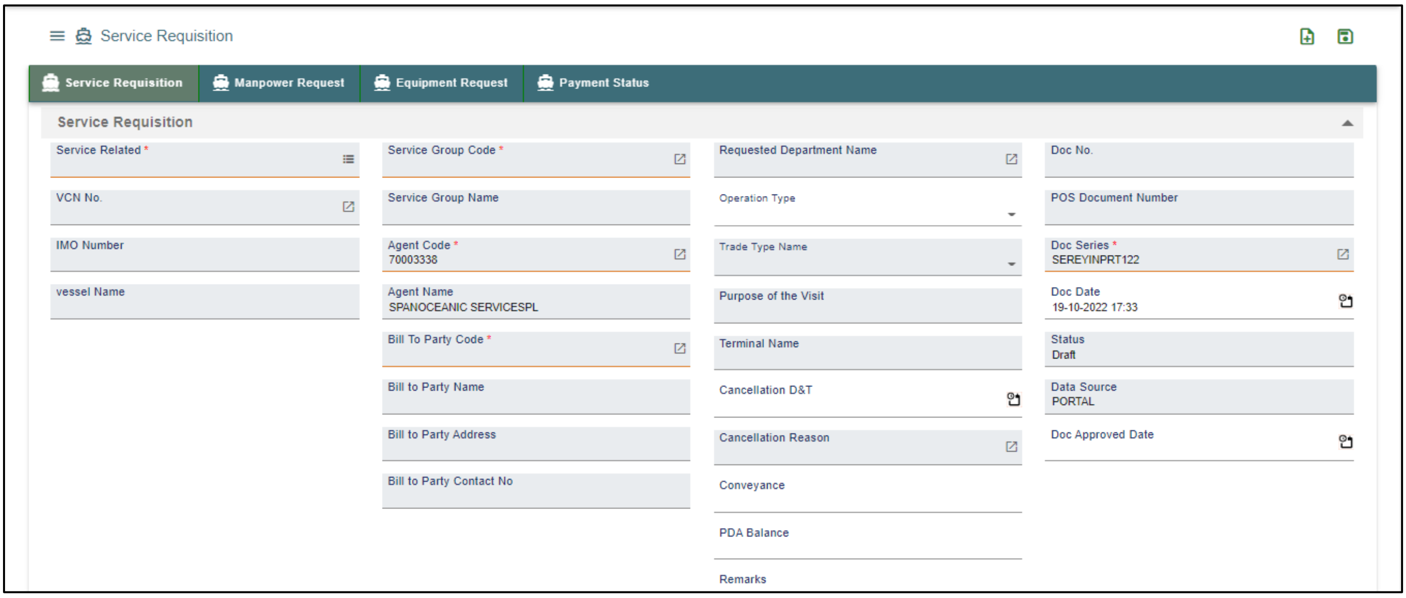
9.3. Prerequisites – Masters

1. World Port Master
2. Cargo Type Master
3. Vessel Type Master

9.4. 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.

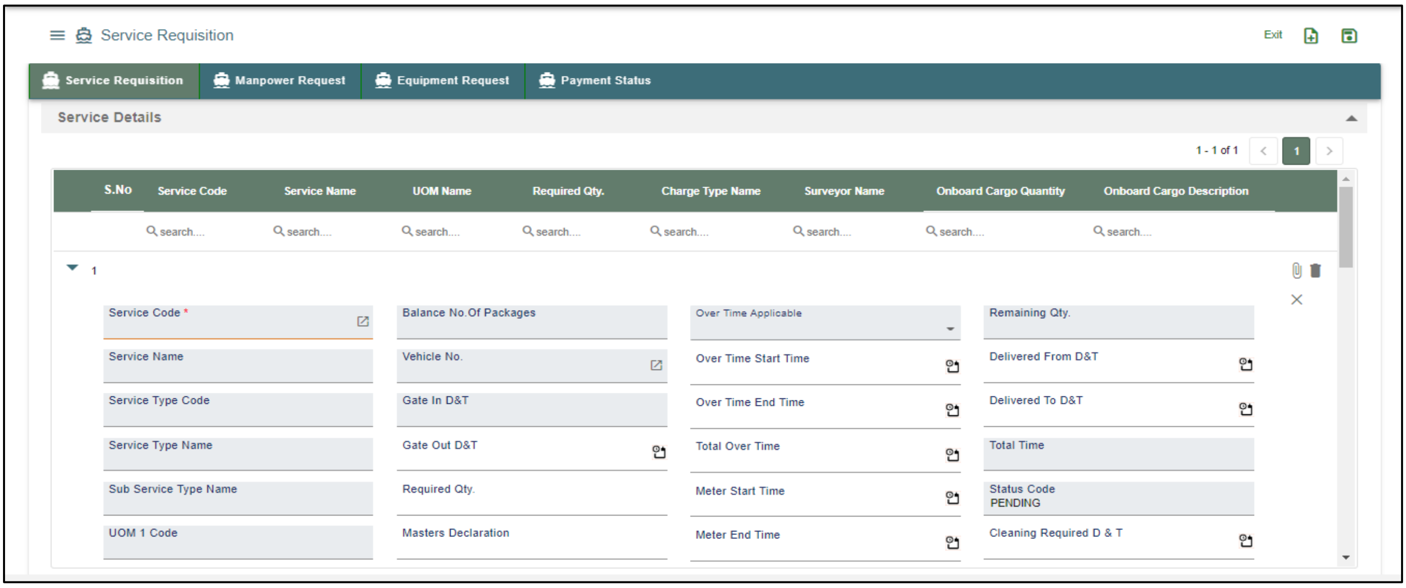
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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)

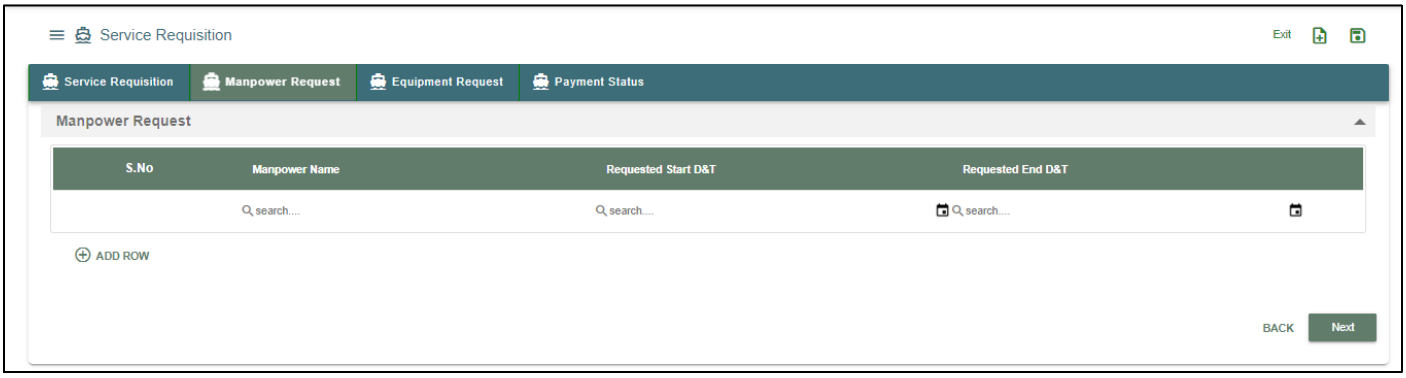
Field Name	**Mandatory**	**Fill Type**
Service Code	YES	BL Lookup
Service Name	No	Textbox
Masters Declaration	NO	Textbox
Provisions Qty	NO	Textbox
Service Required	NO	Textbox
Qty to Remove	NO	Textbox
Customs Declaration No.	NO	Textbox
No. of Divers Required	NO	Textbox
No. of Resources Required	NO	Textbox
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
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

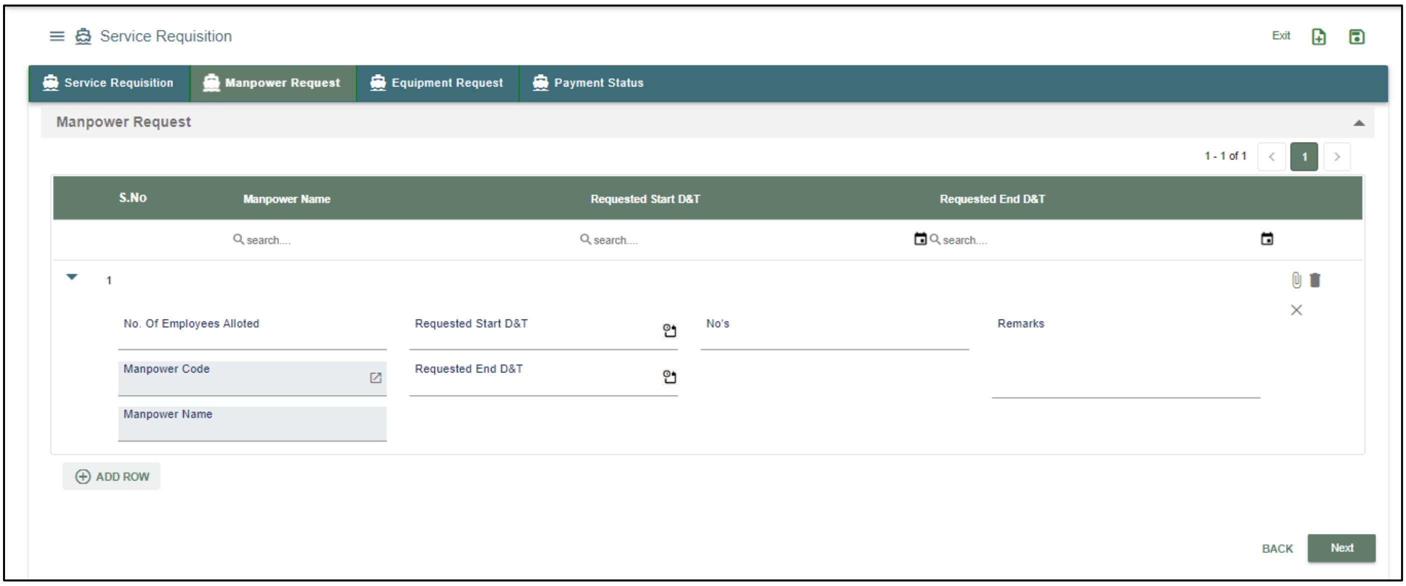
Step 5: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

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

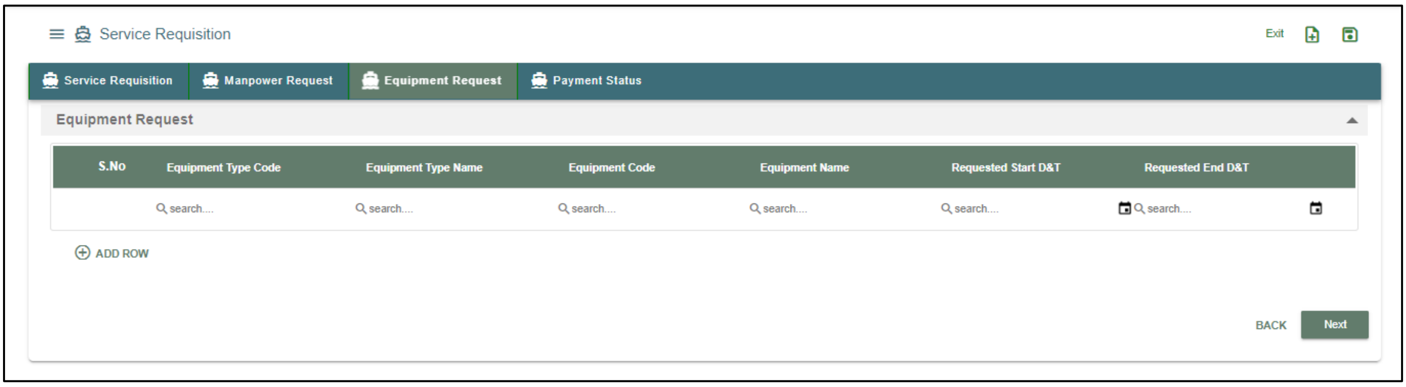
Below are the Field Information regarding Manpower Request Details Section.

(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

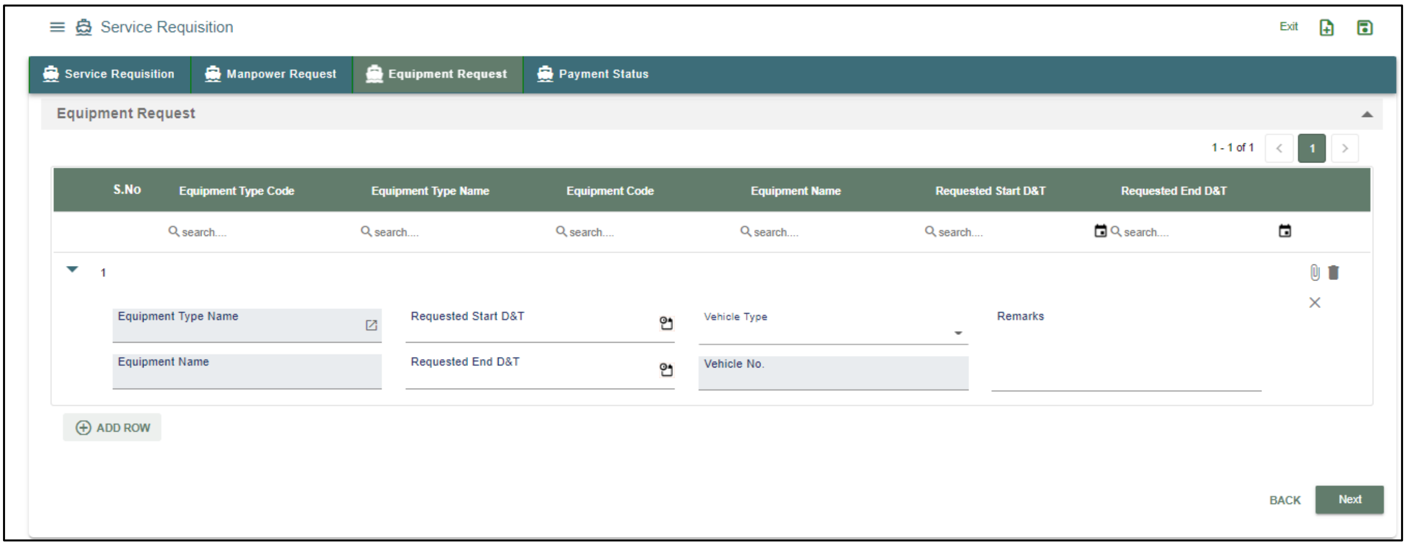
Step 7: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

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.



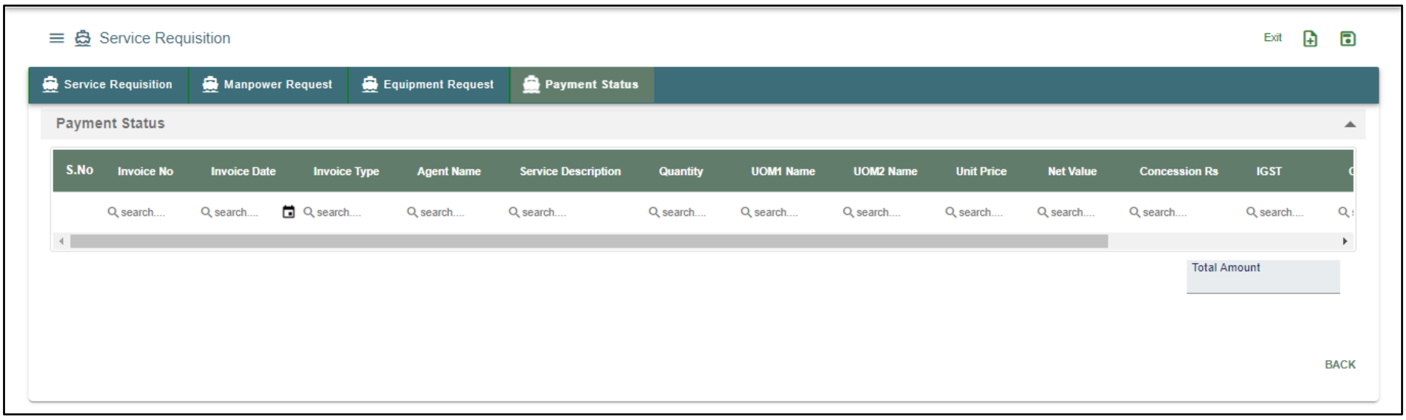
User Interface Image 182-Service Requisition 19.5.6

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

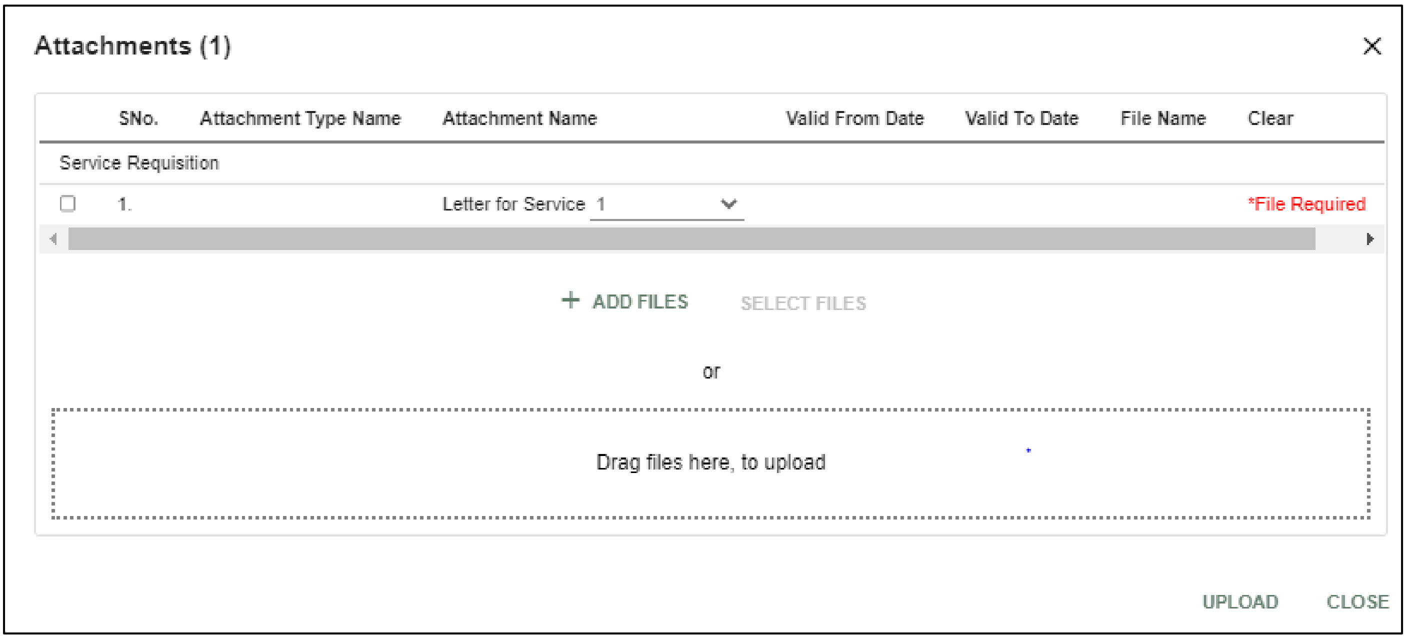
Step 9: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –



User Interface Image 183-Service Requisition 19.5.6(a)

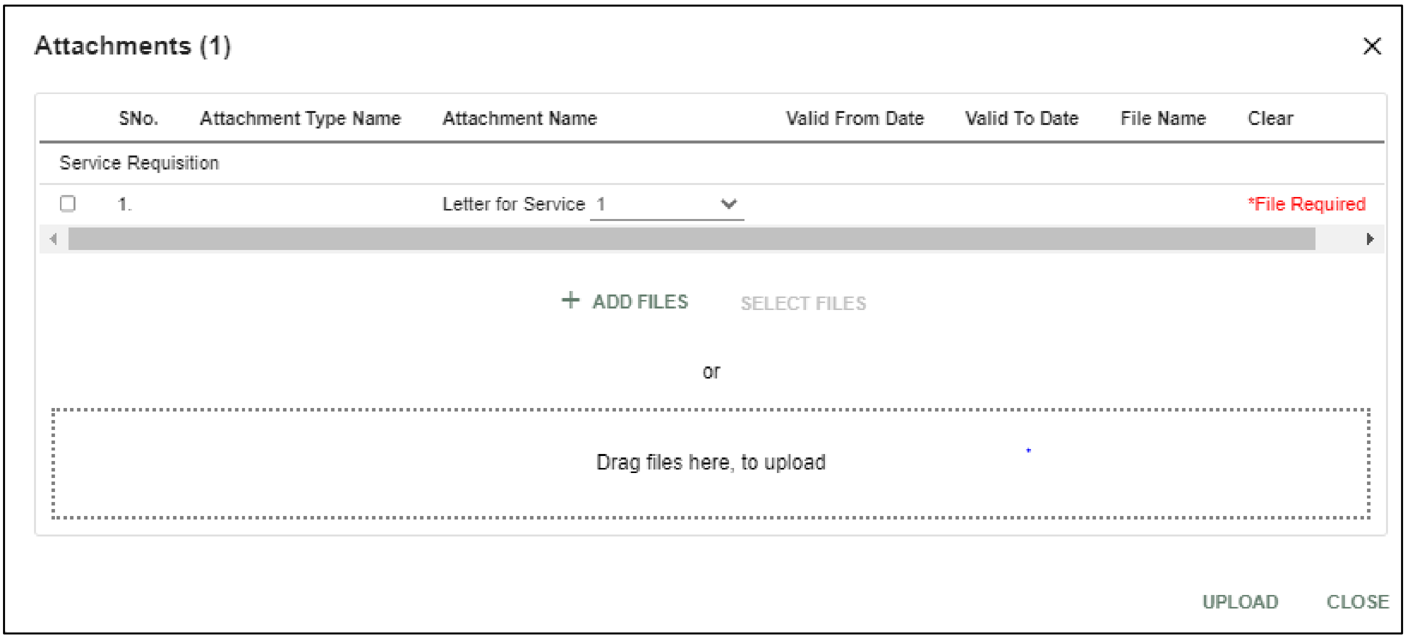
Step 10: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display Record saved message.

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

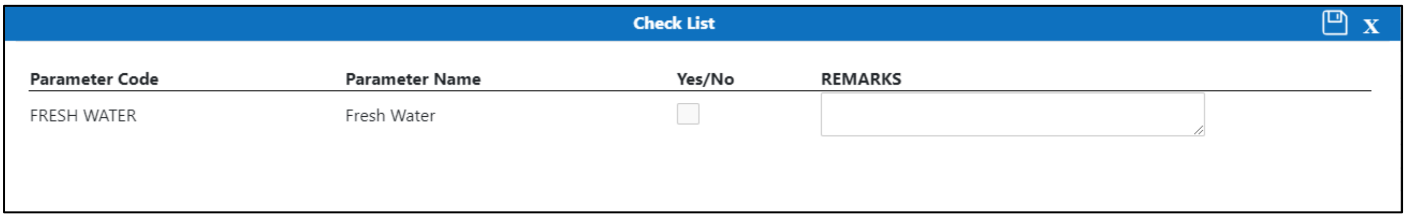
Step 12: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.



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.

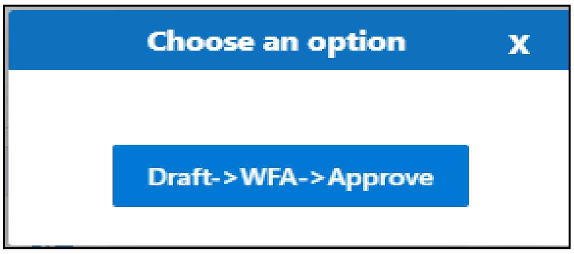
Step 14: Configure Check List in Check List Form for respective forms. Then Click on icon. Configured parameters will display in the Check List Window.



Step 15: Click on Save, System will display the

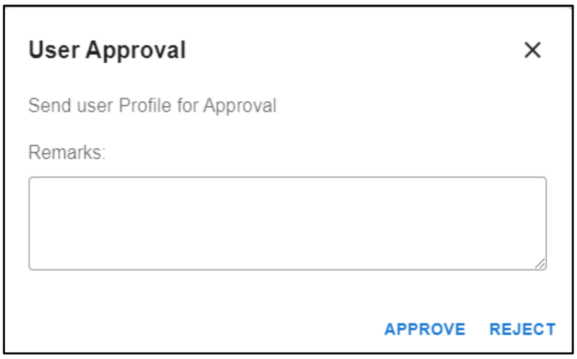
status on the screen.

Step 16: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id Work Flow Initiated. with drivenId = 12999

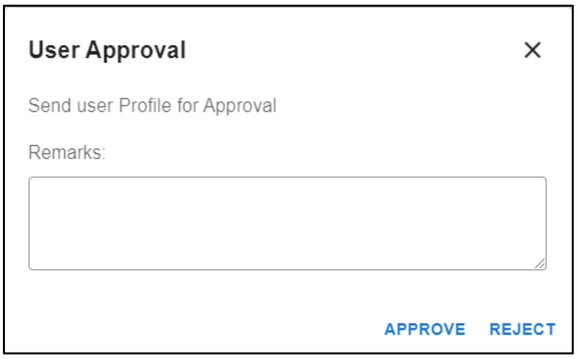
Step17: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).



Step20: Once the user Approve the request the 

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

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

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

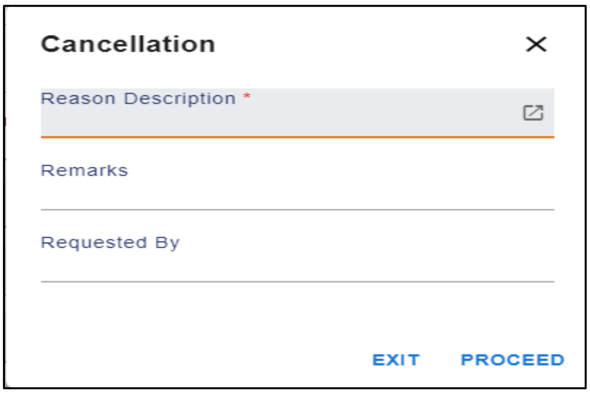
and the document status will be changed as 'REJECTED'.

Step 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 

with below alert Yes and No

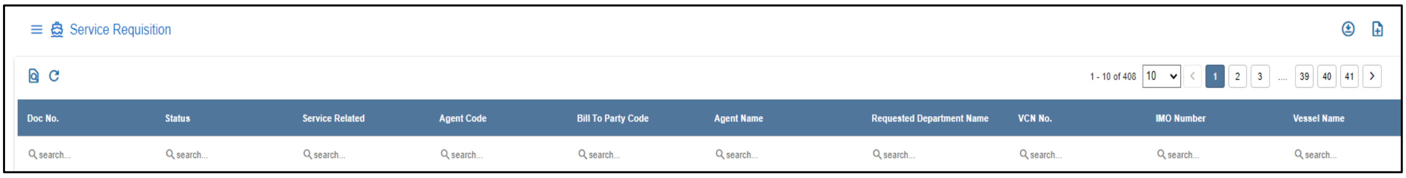
By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.



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

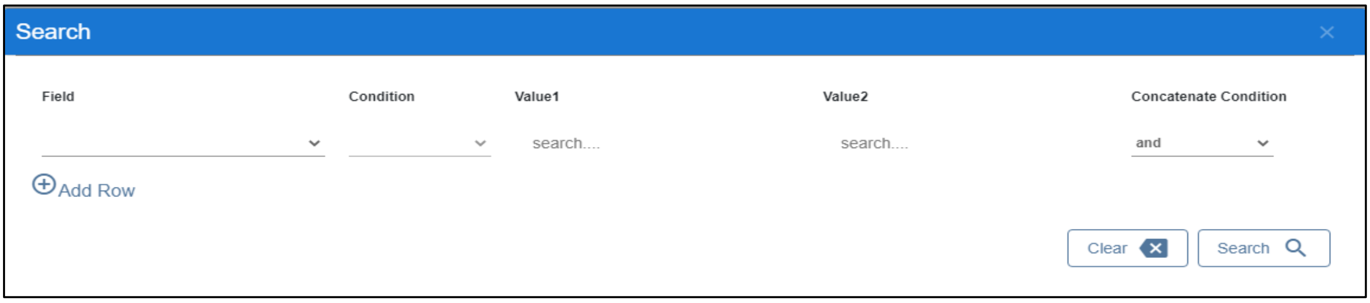
and status will change to CANCEL

Step 22: Upon Save / Approve /Reject /Cancel the record that can be seen in as Draft/Approved/Rejected/Cancel Status respectively



User Interface Image 186-Service Requisition 19.5.10

Step 23: Click on icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



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

10. Business Function Name: Service Allotment

10.1. 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.

10.2. 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

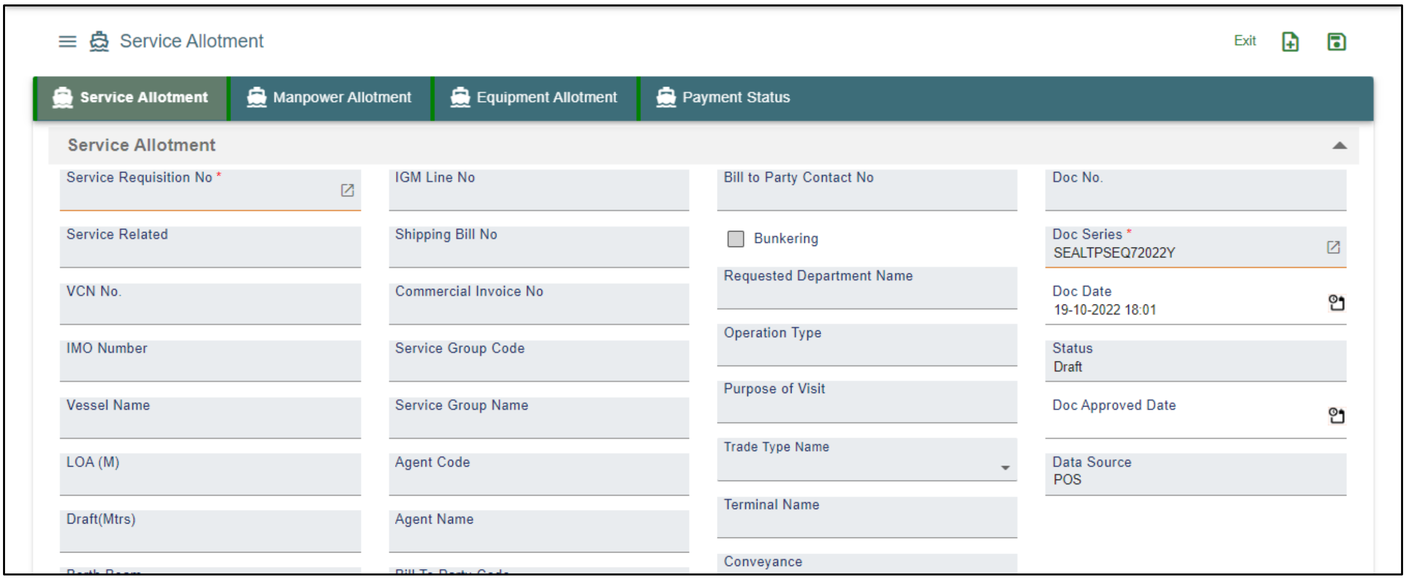
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

10.3. Prerequisites – Masters

10.4. Screenshots

Following are the Screenshots from Service Allotment.

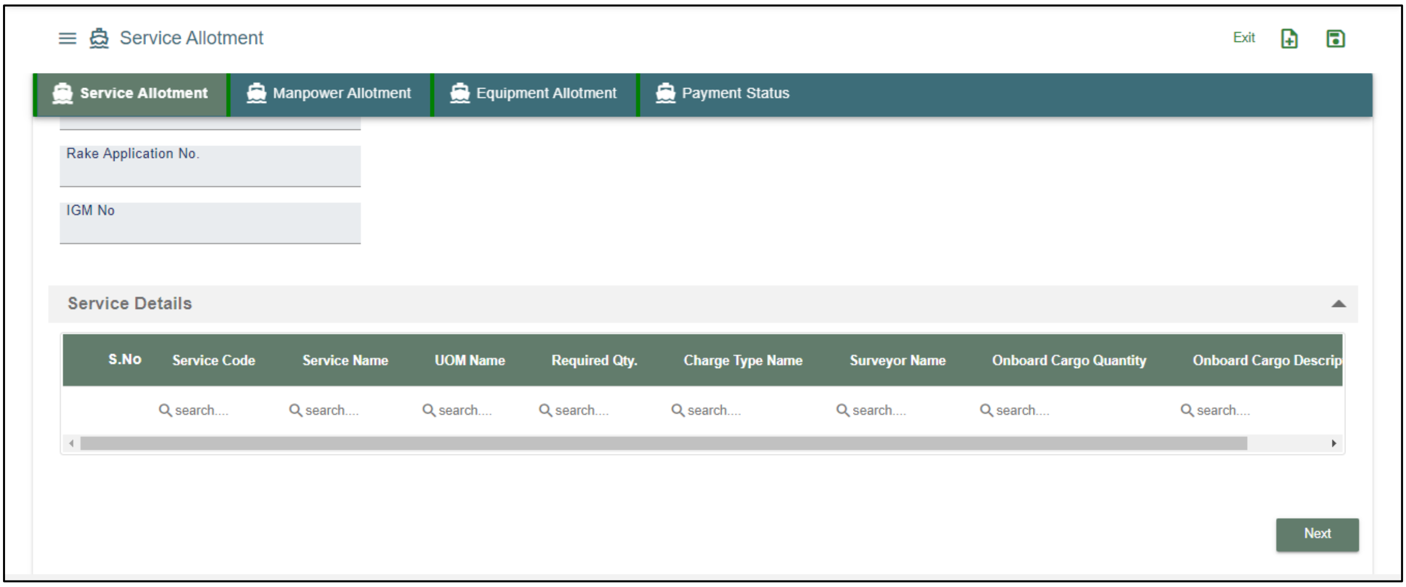
Step 1-Click on New button . The user shall redirect to the screen like below-.



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.

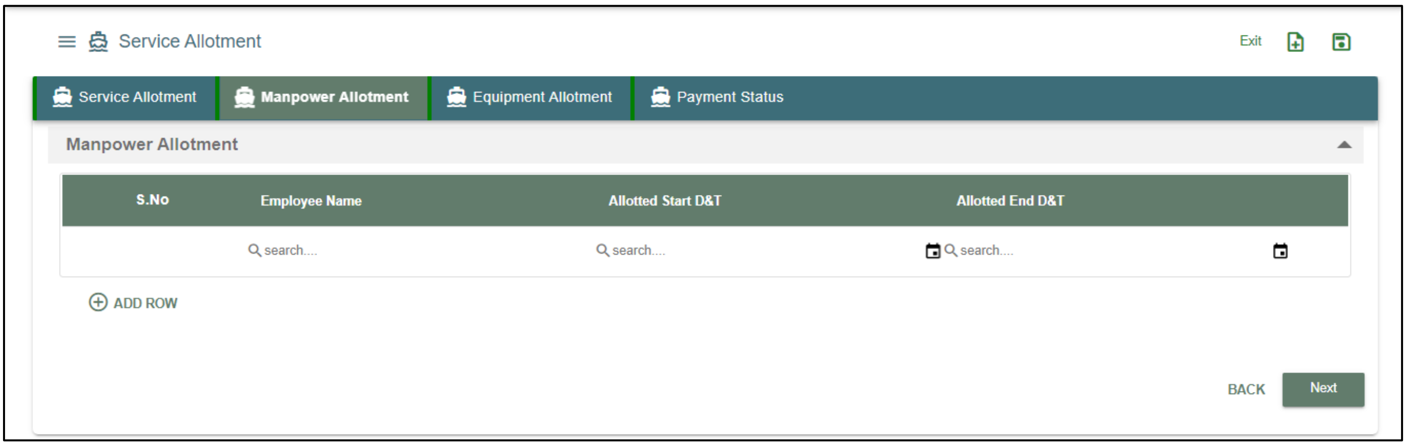
Step 3: The system shall display below fields to enter.



User Interface Image 188-Service Allotment 20.5.2

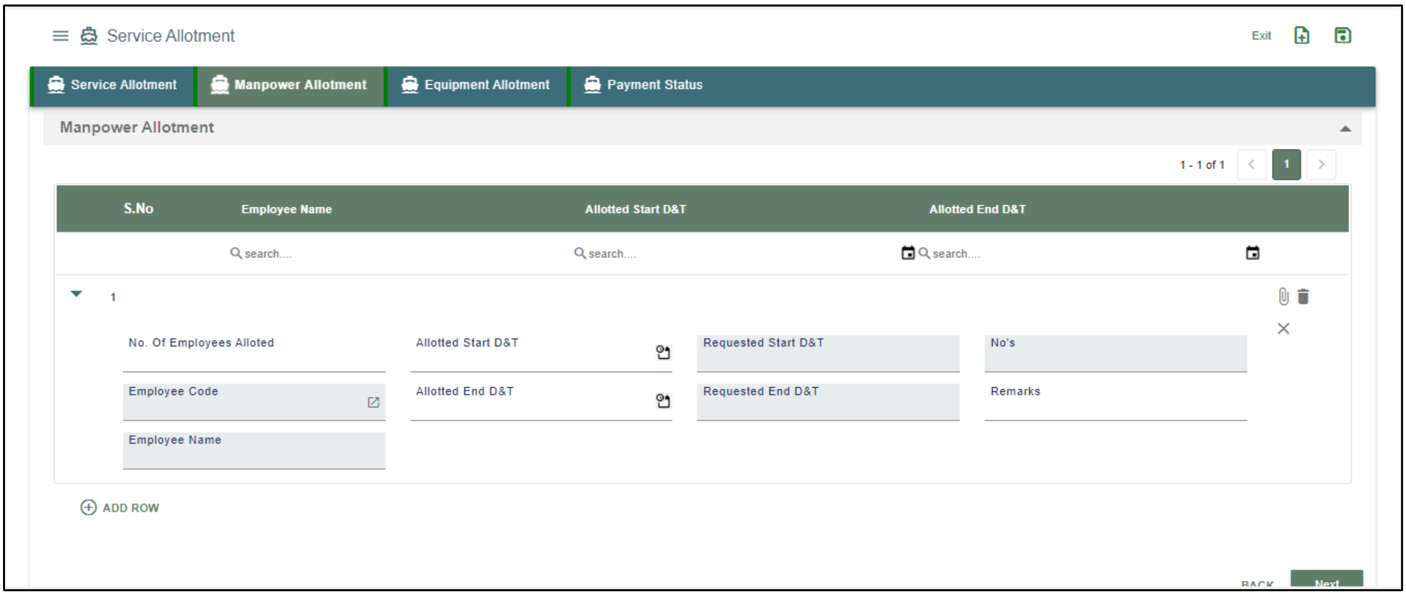
Step 4: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on ⊕ Add Row the button.



User Interface Image 189-Service Allotment 20.5.3

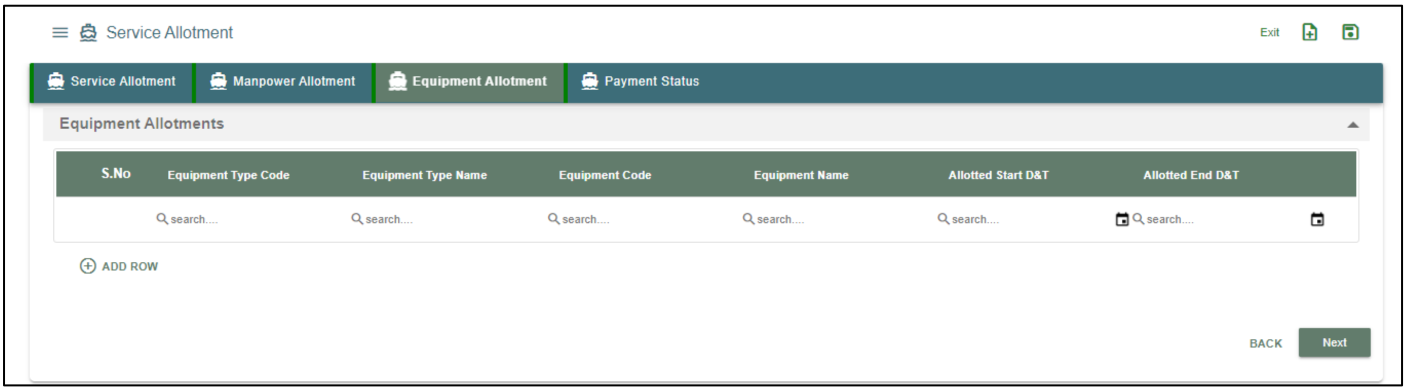
Step 5: After Clicking the ⊕ Add Row it will show the given field as shown



User Interface Image 190-Service Allotment 20.5.4

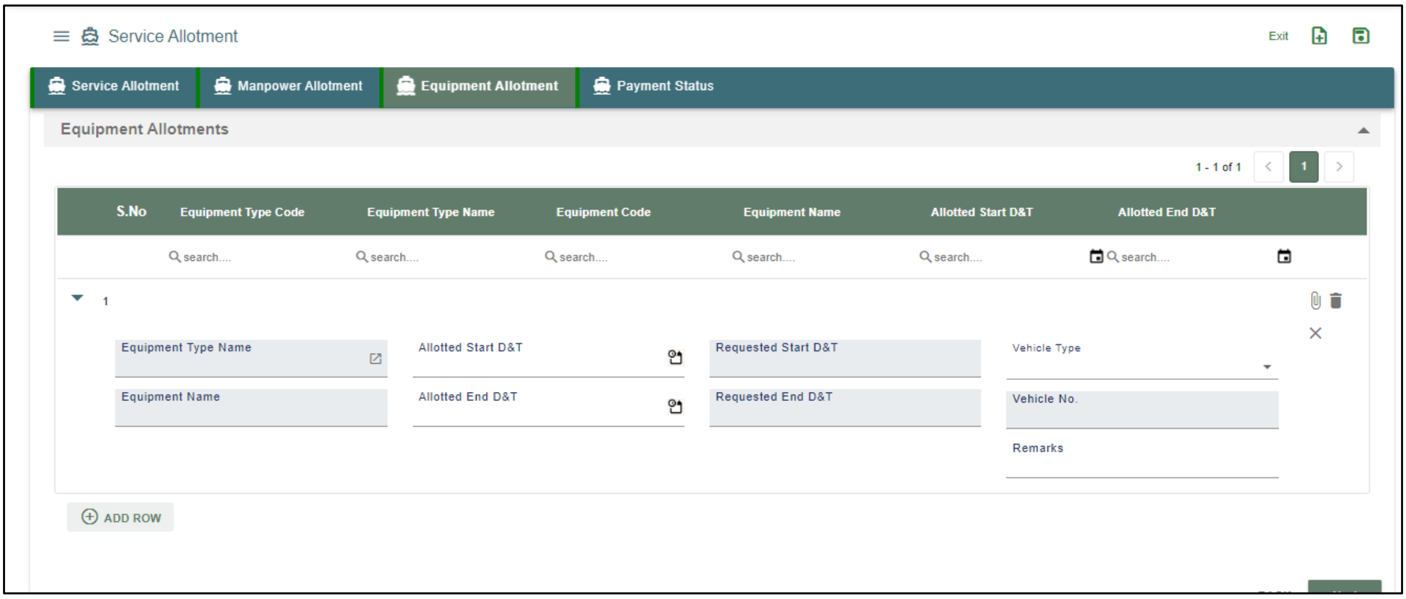
Step 6: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

Click on ⊕ Add Row the button.



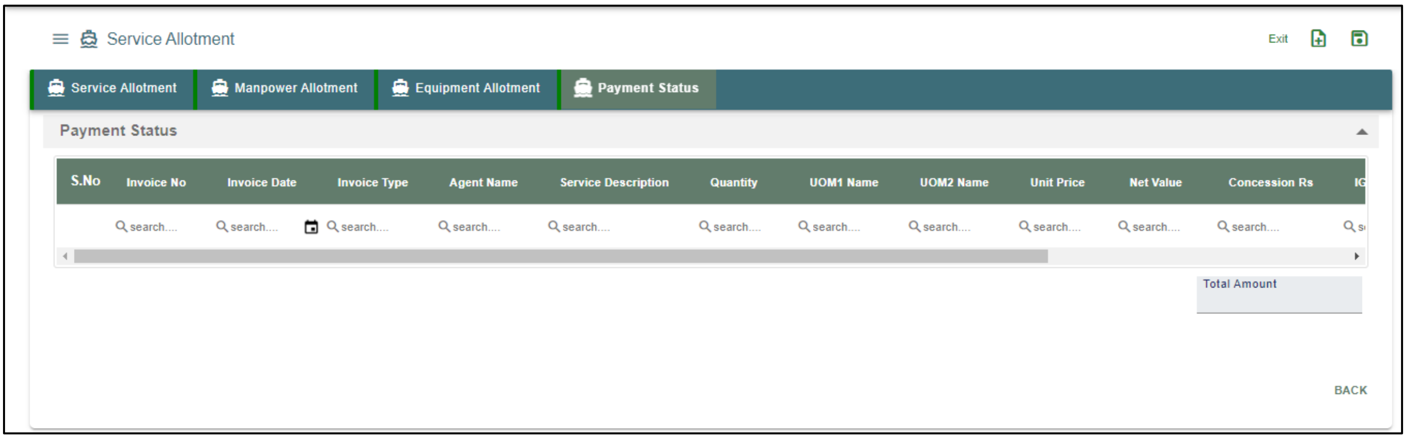
User Interface Image 191-Service Allotment 20.5.5

Step 7: After Clicking the ⊕ Add Row it will show the given field as shown



User Interface Image 192-Service Allotment 20.5.6

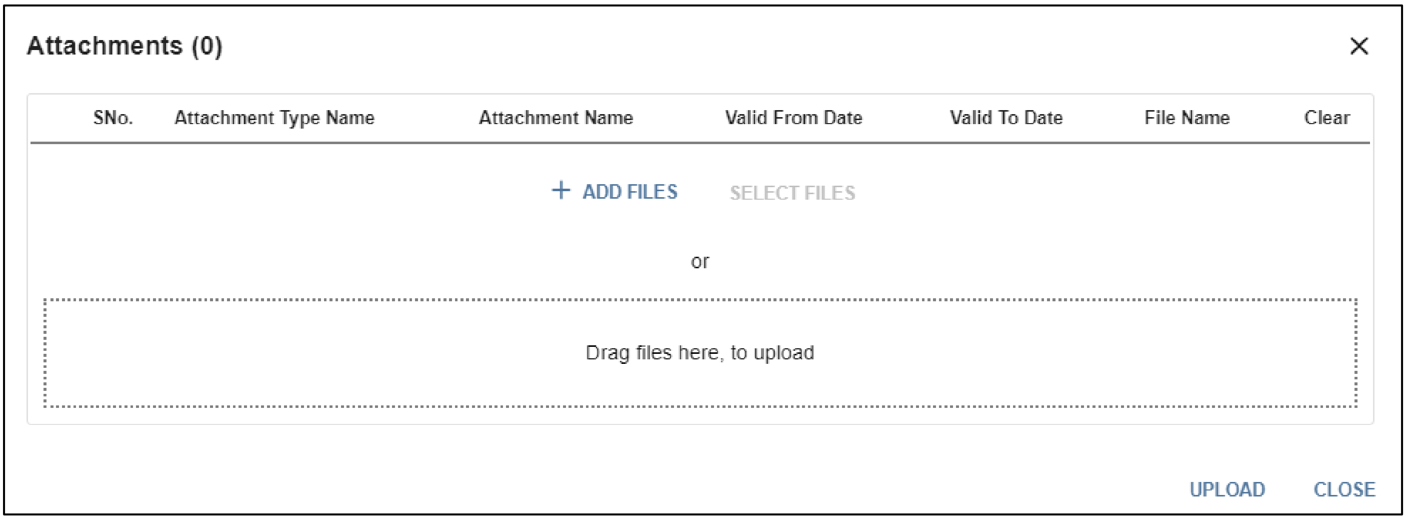
Step 8: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –



User Interface Image 192-Service Allotment 20.5.6(a)

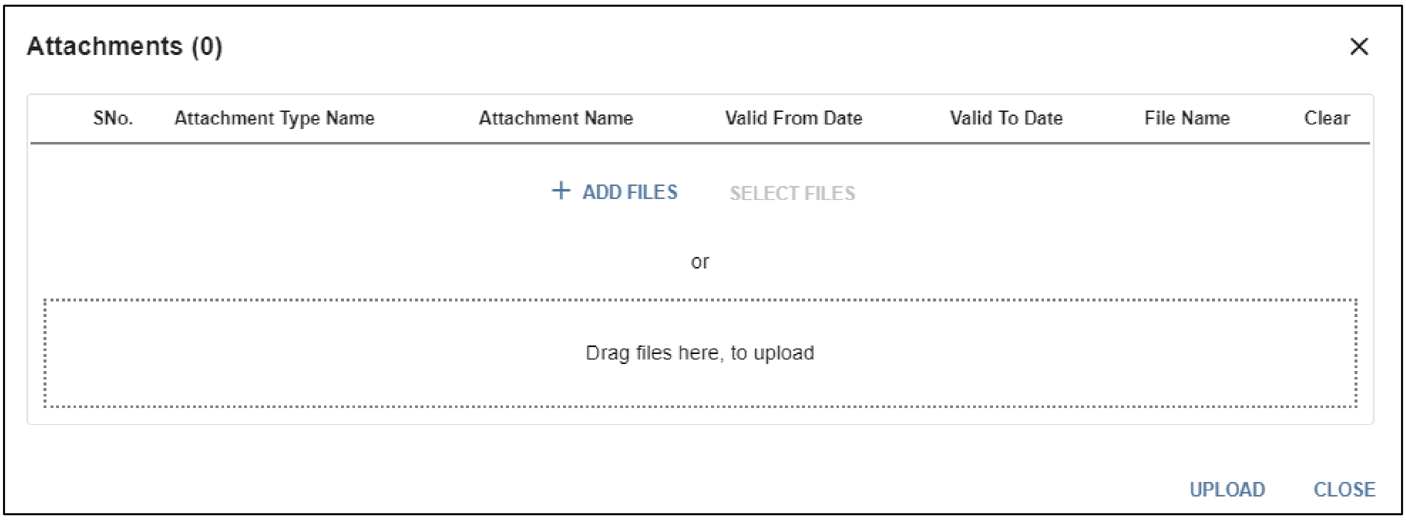
Step 9: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display Record saved message.

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.



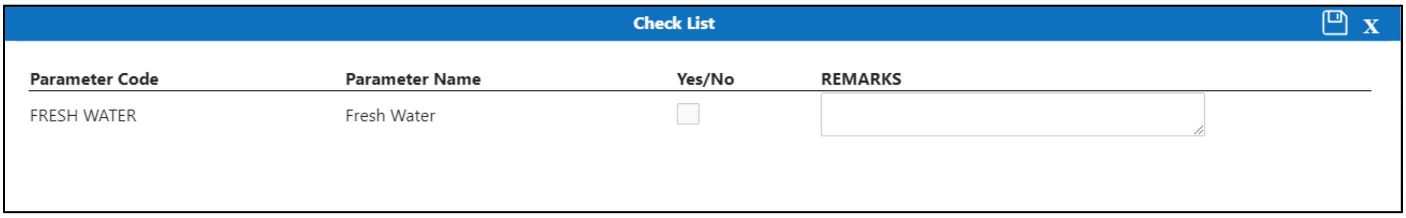
User Interface Image 194-Service Allotment 20.5.8

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

fill the required fields and upload the documents if any through 

button and can download the attached document by clicking on the file name attached.

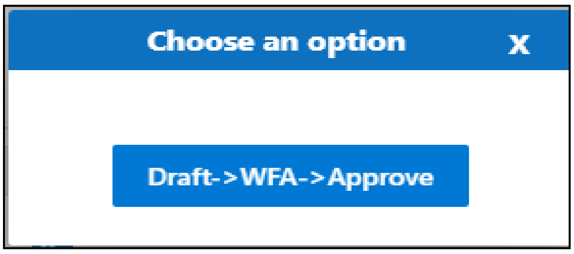
Step 13: Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.



Step 14: Click on Save, System will display the 

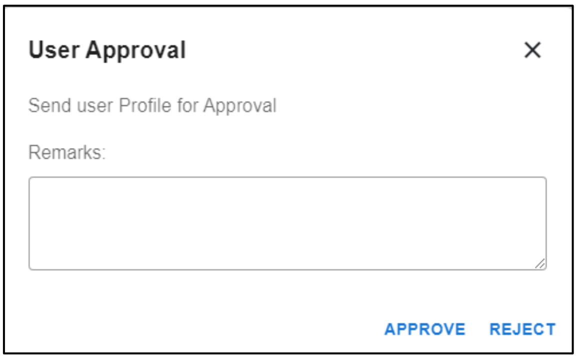
status on the screen.

Step 15: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id Work Flow Initiated. with drivenId = 12999

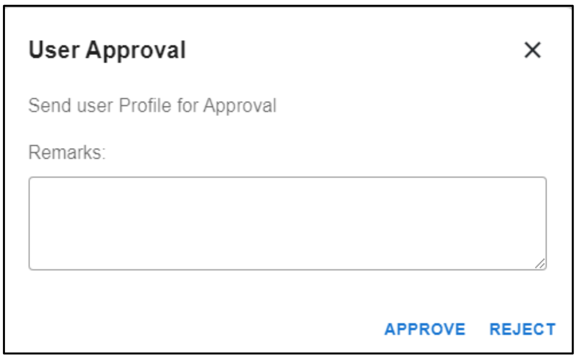
Step16: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step17: 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'.

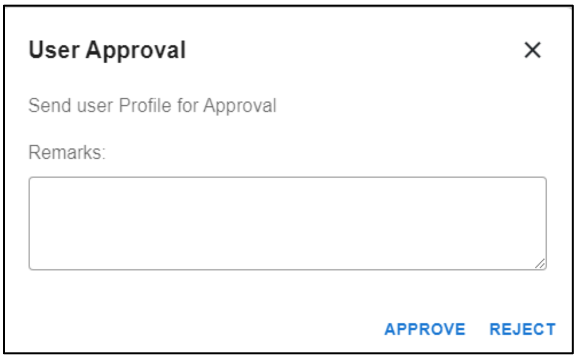
Step18: Once the workflow is in WFAPP. Click on the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



Step19: 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 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).



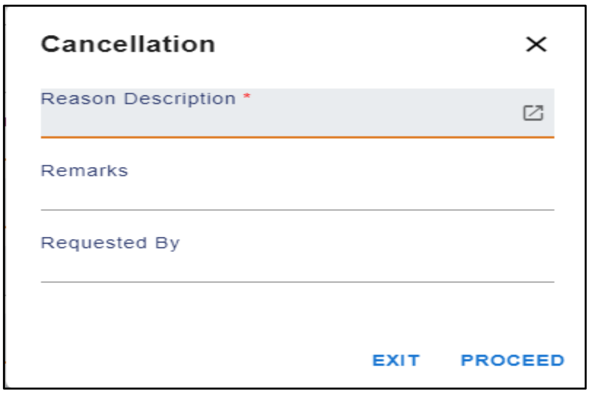
Step 21: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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.

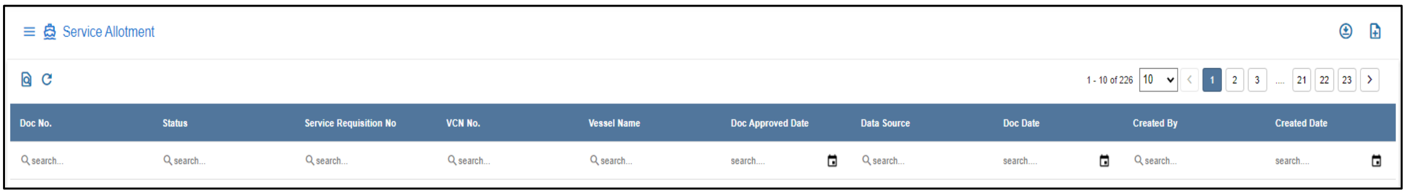
After clicking the icon system will display Confirmation required with below alert Yes and No

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



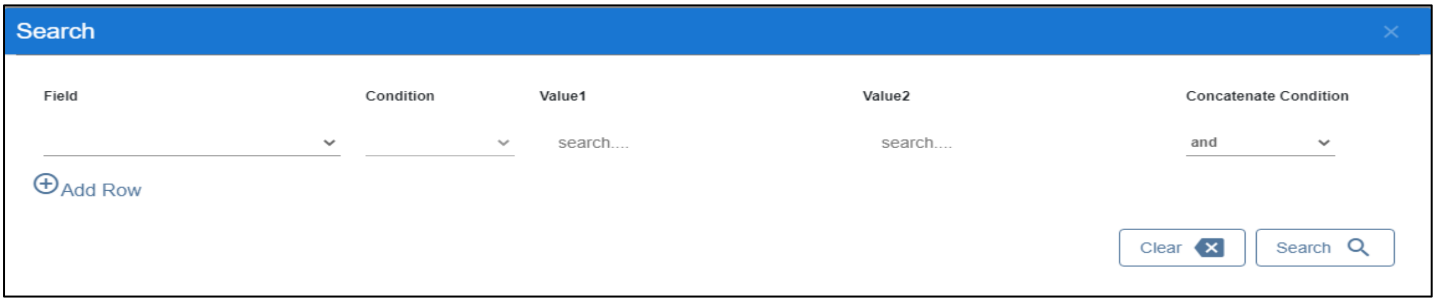
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

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



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.



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.

11. Business Function Name: Service Delivery

11.1. 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.

11.2. 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

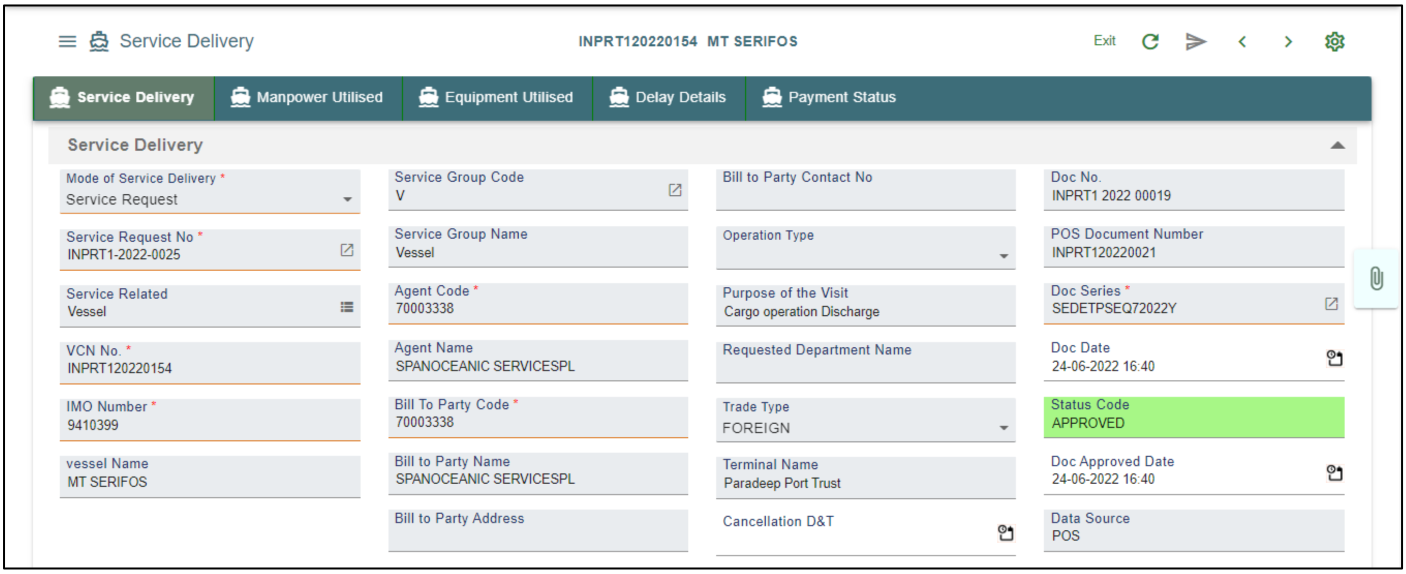
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

11.3. PREREQUISITES – MASTERS

11.4. SCREENSHOTS

Following are the Screenshots from Service Recording.

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

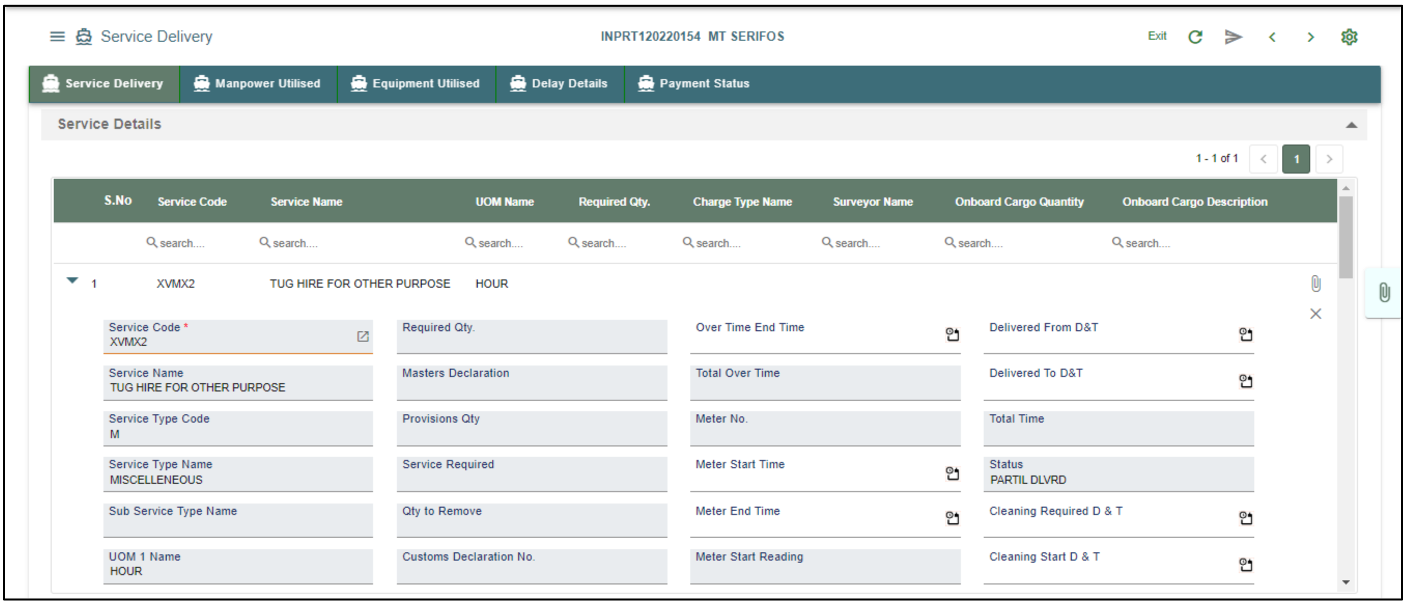


User Interface Image 196-Service Delivery 21.5.1

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.

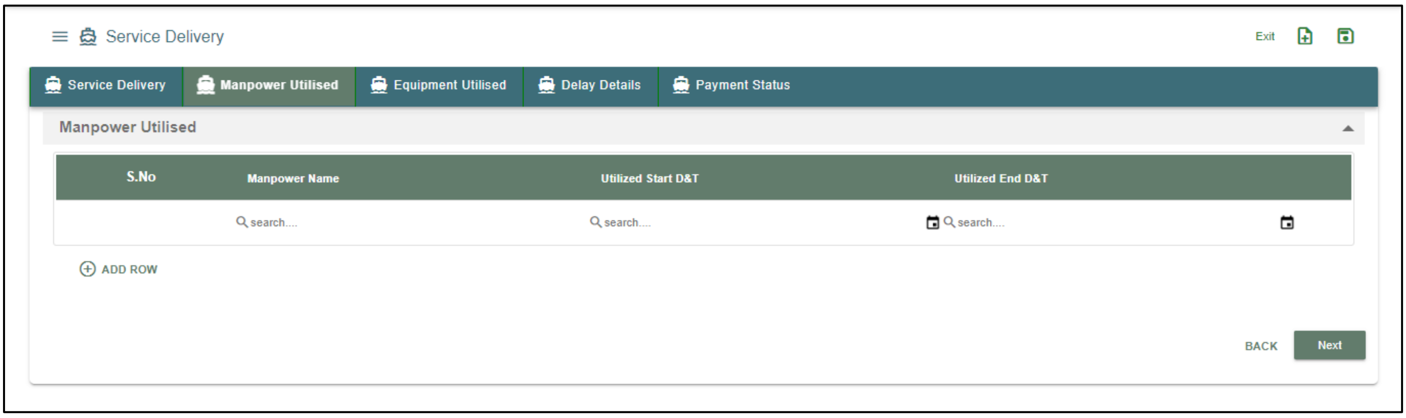
Step 4: The system shall display below fields to enter.



User Interface Image 197-Service Delivery 21.5.2

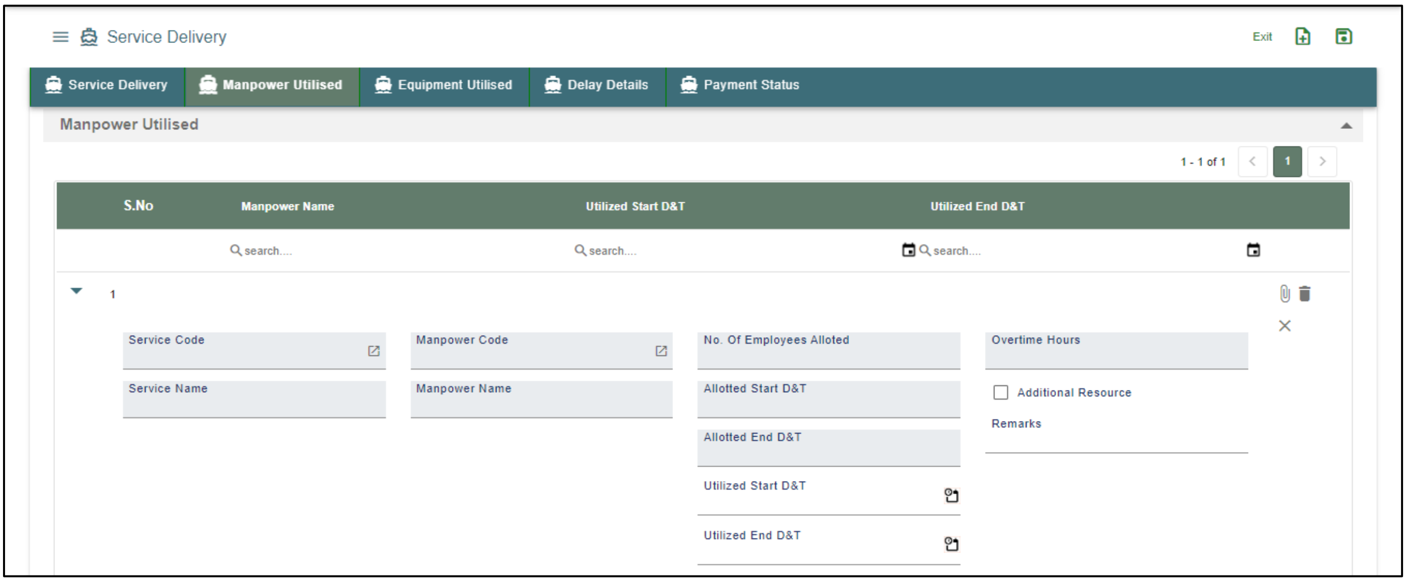
Step 5: Once all the mandatory and required fields are filled then Clickon the Next button from the bottom of the page. Then the user will be redirected to the Manpower Utilized page as below -

Click on ⊕ Add Row the button.



User Interface Image 198-Service Delivery 21.5.3

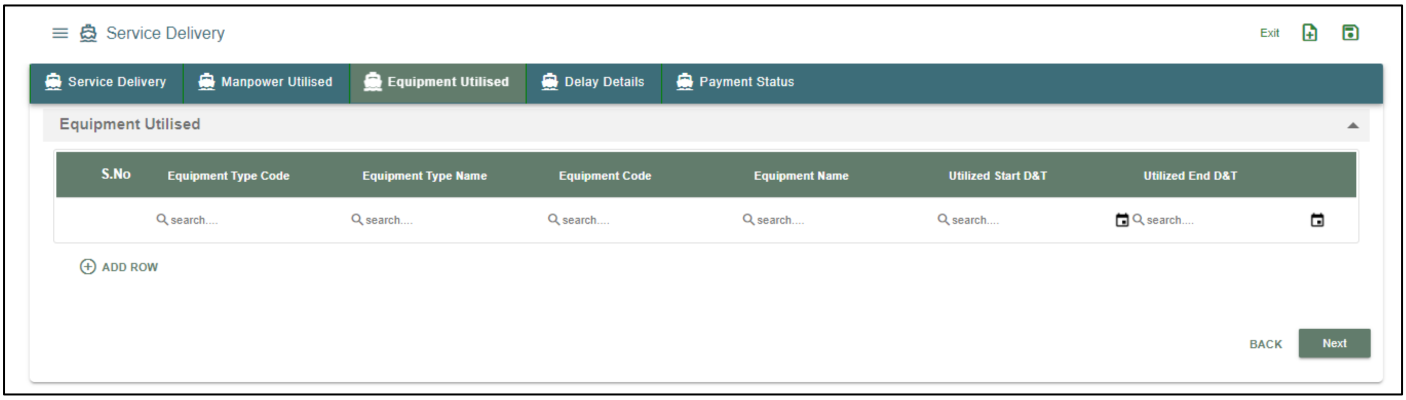
Step 6: After Clicking the ⊕ Add Row it will show the given field as shown



User Interface Image 199-Service Delivery 21.5.4

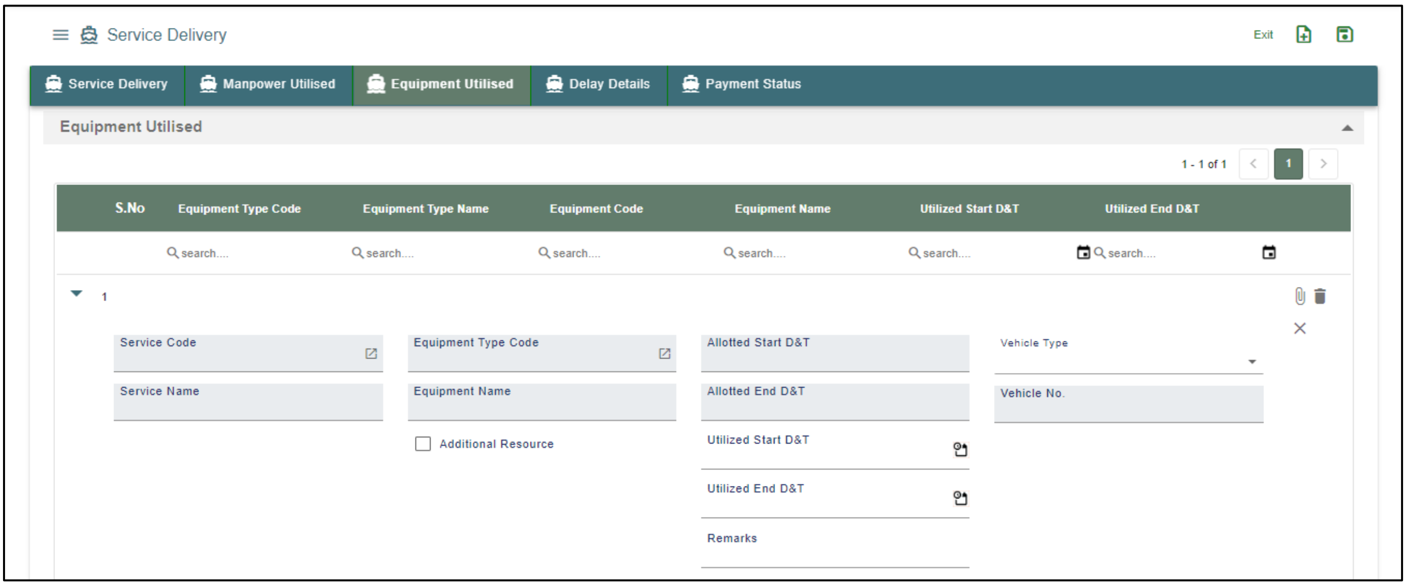
Step 7: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Equipment Utilized page as below -

Click on Add Row the button.



User Interface Image 200-Service Delivery 21.5.5

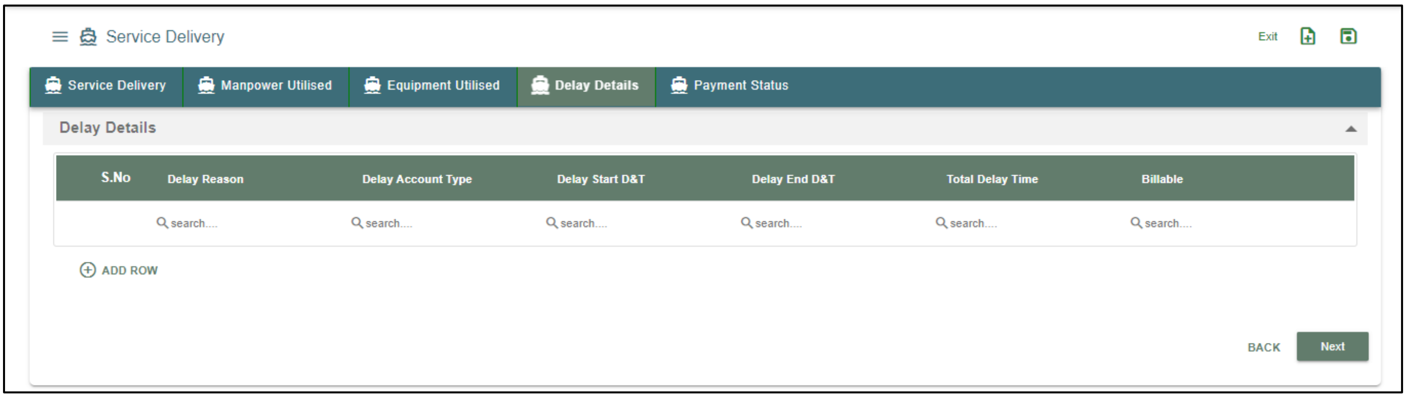
Step 8: After Clicking the Add Row it will show the given field as shown



User Interface Image 201-Service Delivery 21.5.6

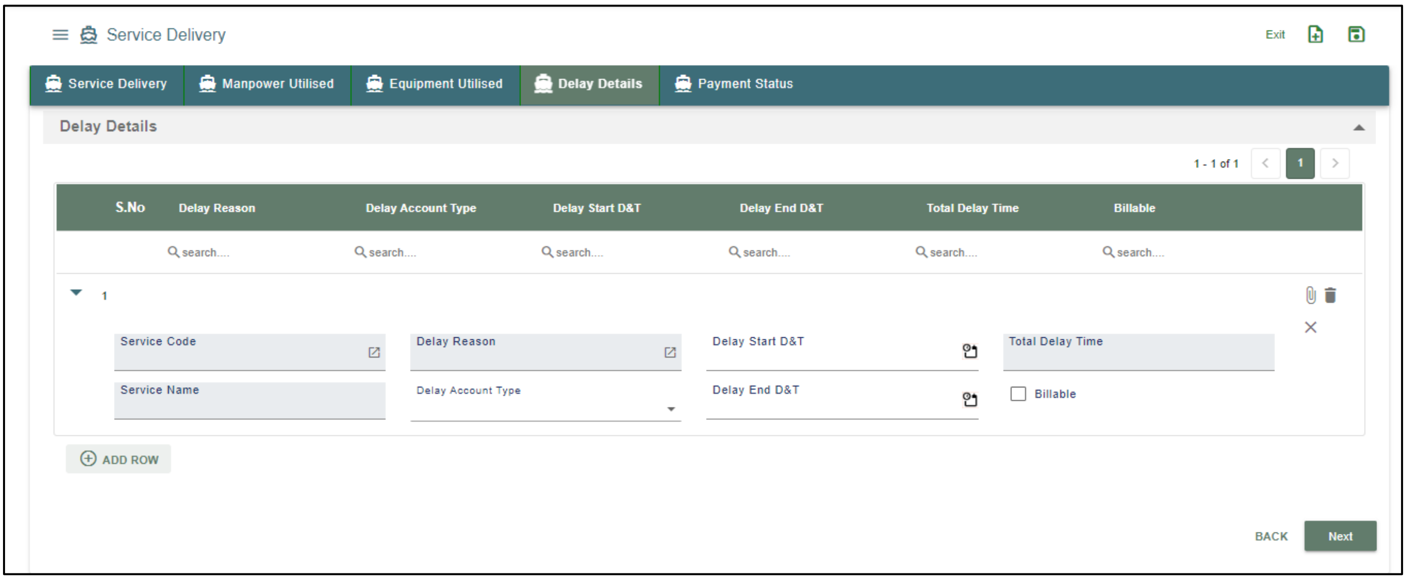
Step 9: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Delay Details page as below -

Click on ⊕ Add Row the button.



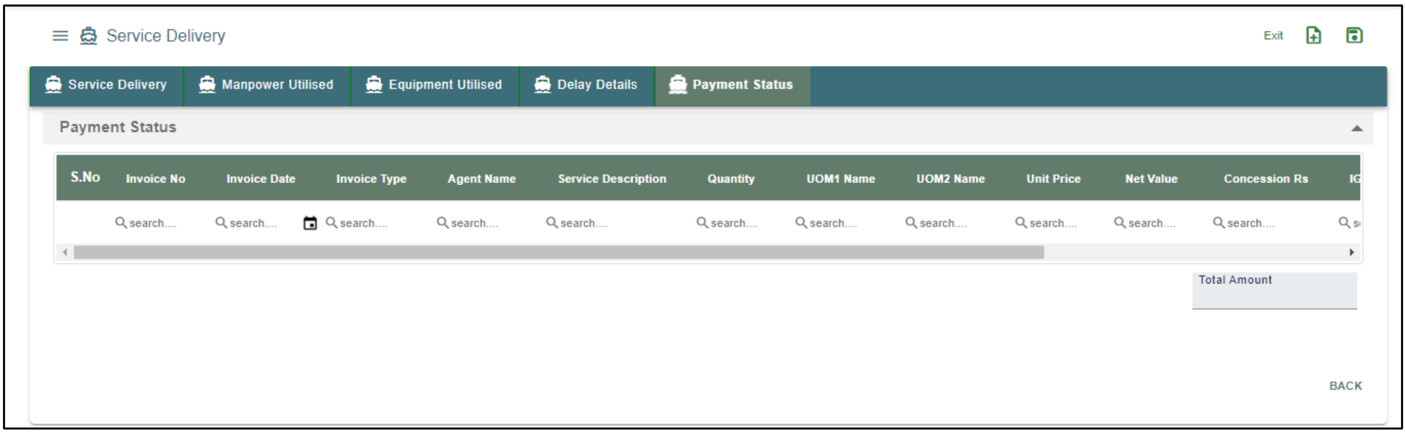
User Interface Image 202-Service Delivery 21.5.7

Step 10: After Clicking the ⊕ Add Row it will show the given field as shown



User Interface Image 203-Service Delivery 21.5.8

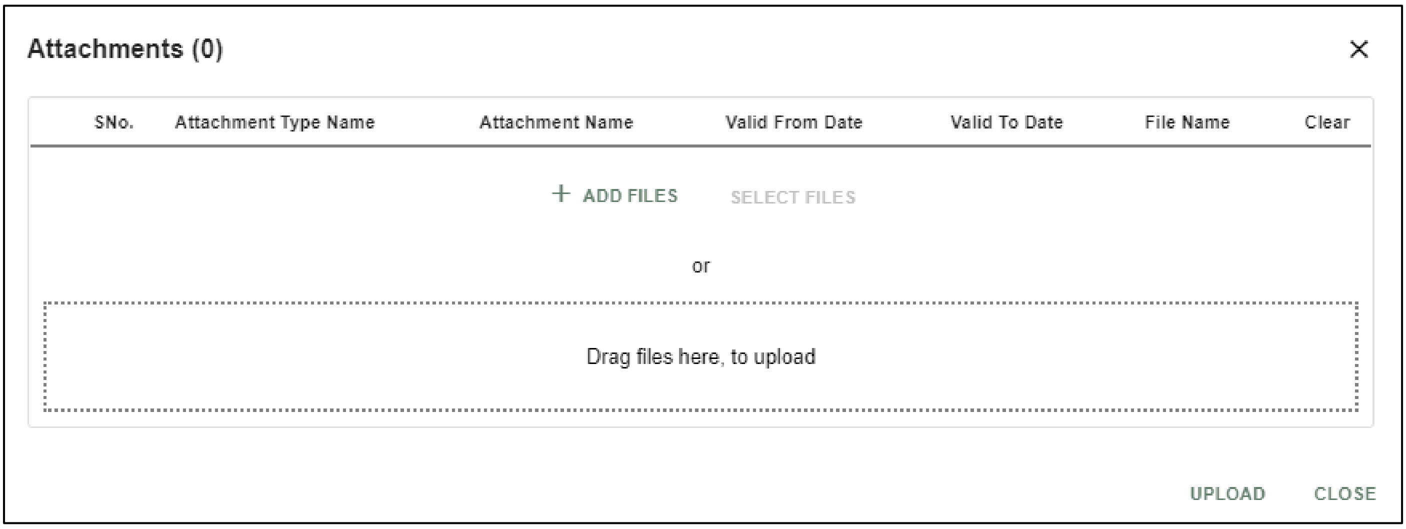
Step 11: Once all the mandatory and required fields are filled then Click on the Next button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –



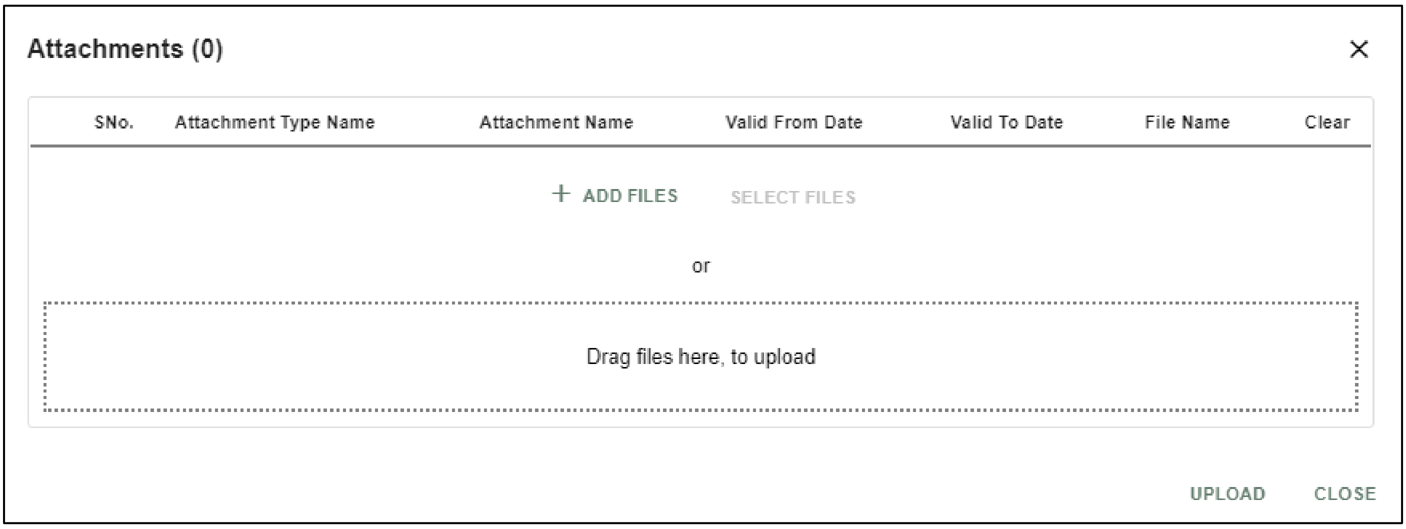
User Interface Image 204-Service Delivery 21.5.9

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. –



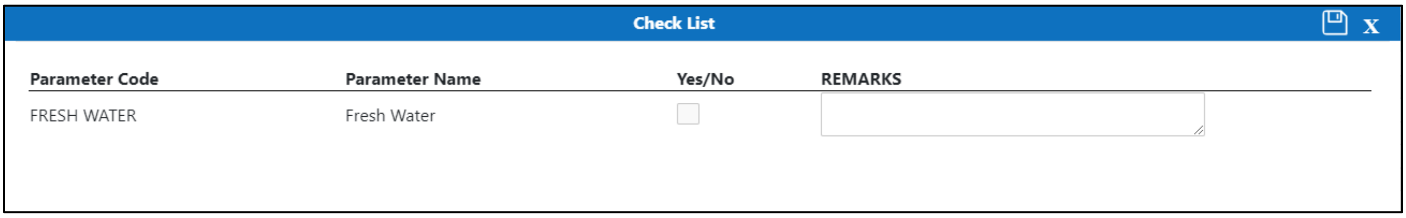
Step 13: Click on attachment icon if any attachment are configured it will auto populate or Click on fill the required fields and upload the documents if any through button and can download the attached document by clicking on the file name attached.

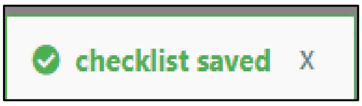


User Interface Image 205-Service Delivery 21.5.11

Step 14:Click on attachment icon if any attachment are configured it will auto populate or Click on fill the required fields and upload the documents if any through button and can download the attached document by clicking on the file name attached.

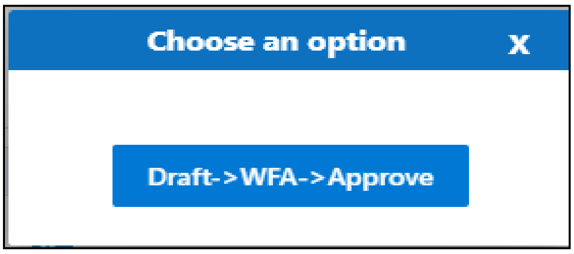
Step 15: Configure Check List in Check List Form for respective forms. Then Click on icon. Configured parameters will display in the Check List Window.



Step 16: Click on Save, System will display the 

status on the screen.

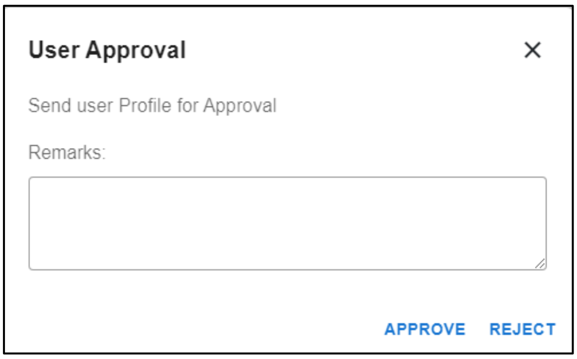
Step 17: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Step18: Once the workflow is initiated click on the icon. System will be display 

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



Step19: Once the user Approve the request the following 

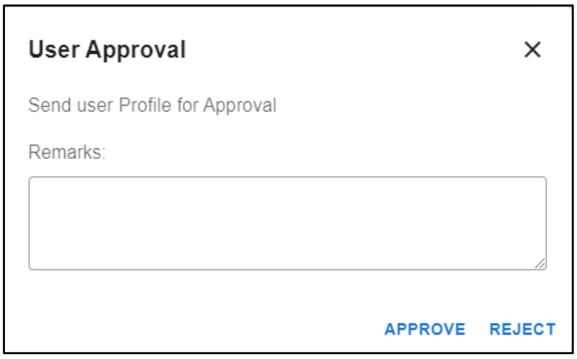
status will be shown on the screen and the document status will be changed as 'WFAPP'.

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

.Up On

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).



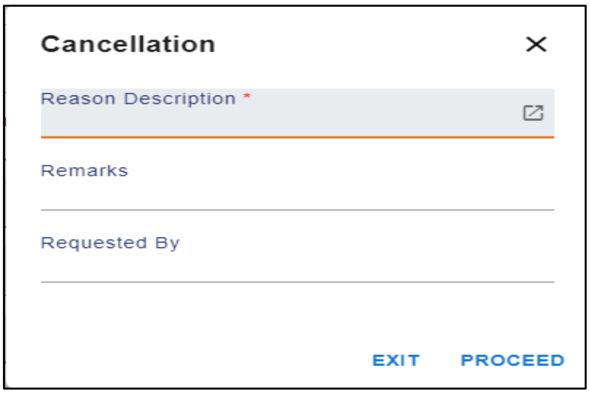
Step21: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'.

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.

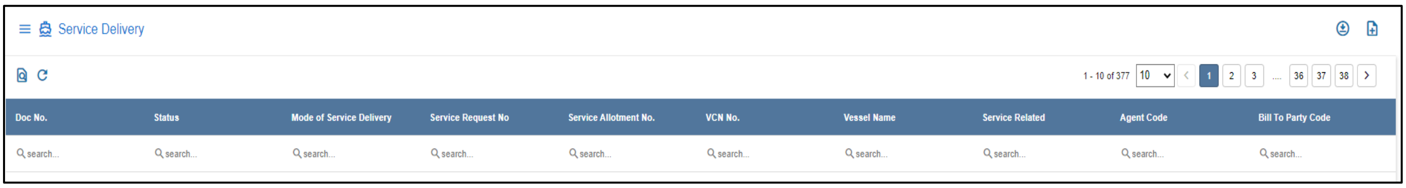
After clicking the icon system will display Confirmation required with below alert Yes and No

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



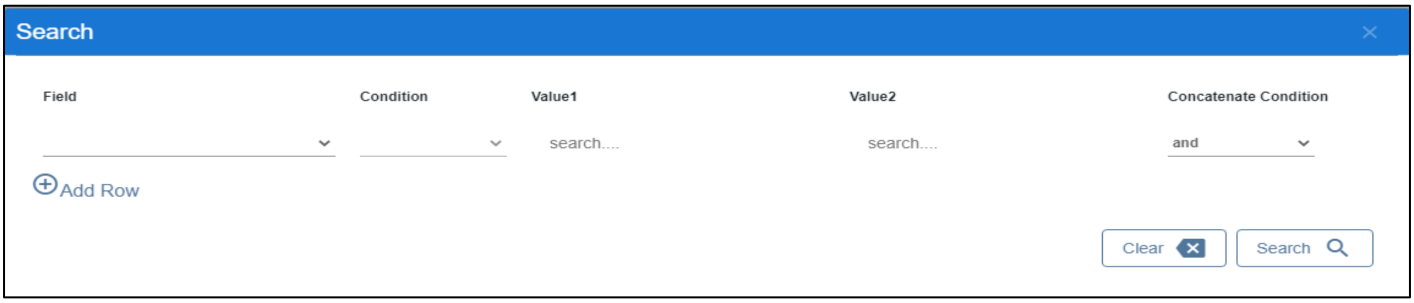
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

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



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.



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.

12. Business Function Name: Equipment Request

12.1 Definition:

Equipment Request is for requesting port for allocating HMC for Loading & Discharge of cargo from Vessel.

12.2 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**

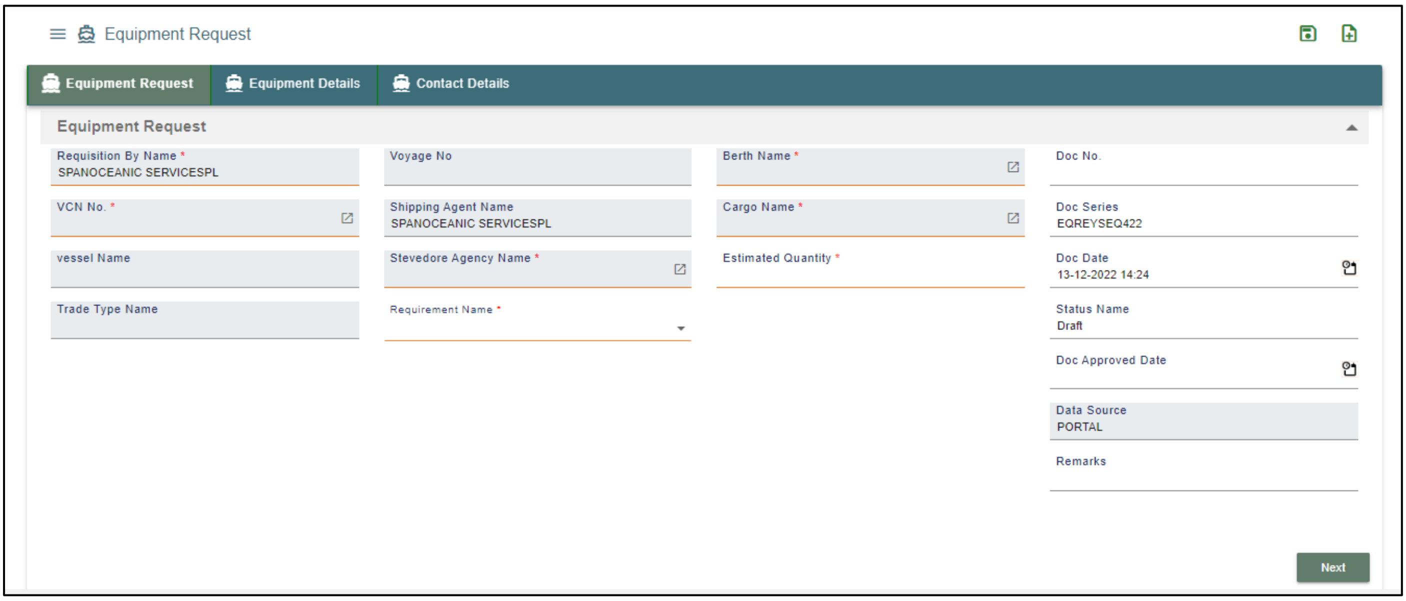
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

12.3 Prerequisites – Masters

12.4 Screenshot

Following Screenshots are from Equipment Request.

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



User Interface Image 59-Equipment Request - 9.5.1

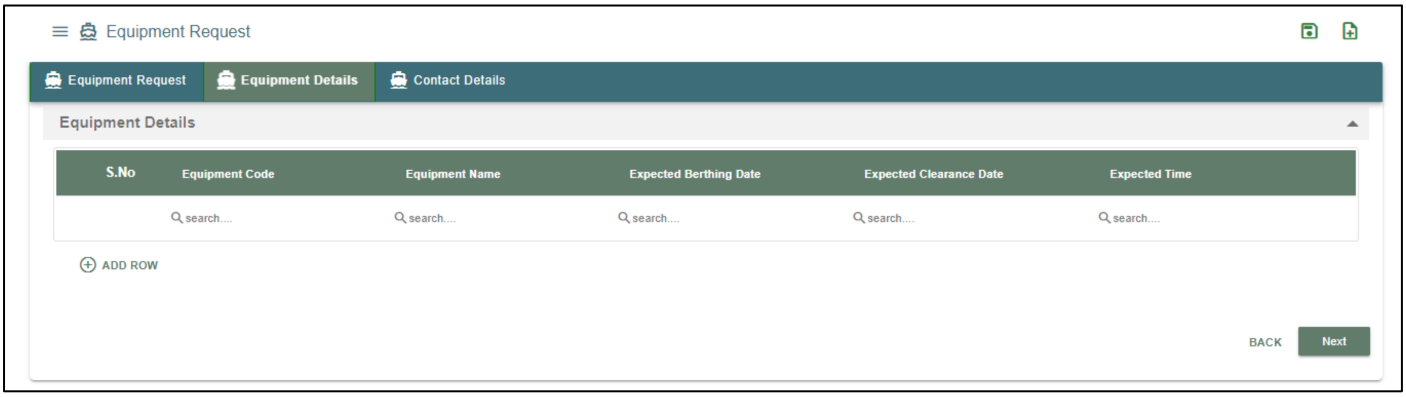
Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

Below are the Field Information regarding Equipment Request Details Section.

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

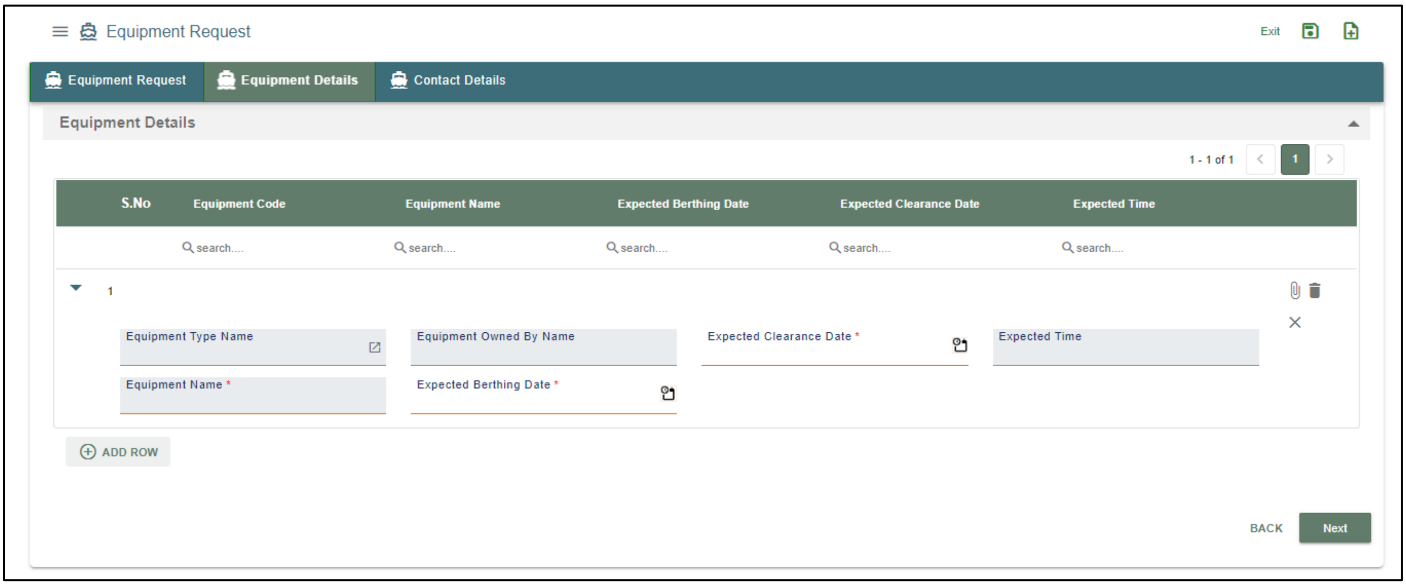
Step 3: Click button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

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



User Interface Image 59-Equipment Request 9.5.2(a)

Click on  **to begin with data entry**

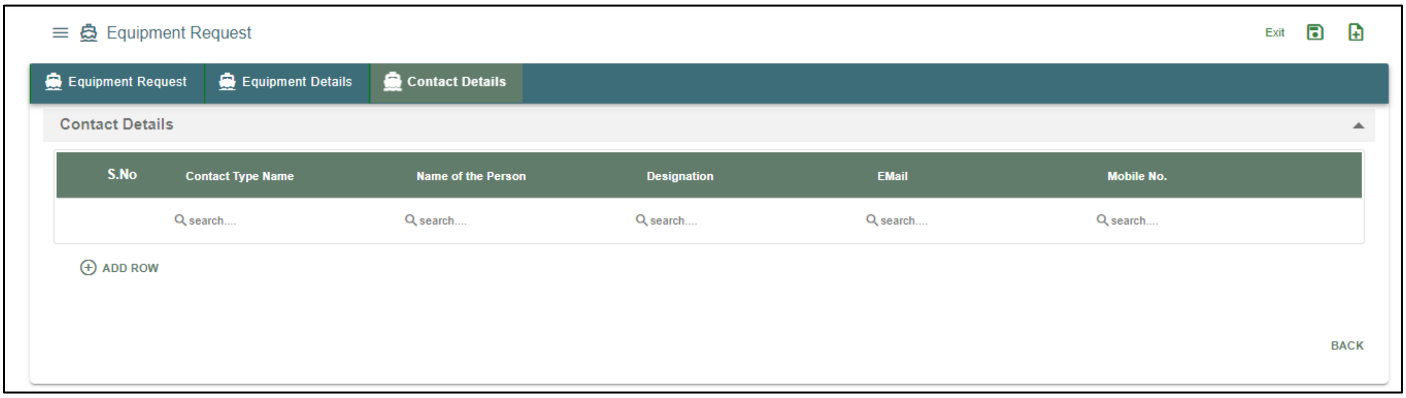


User Interface Image 59-Equipment Request 9.5.2(b)

Below are the Field Information regarding Equipment Details Section.

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

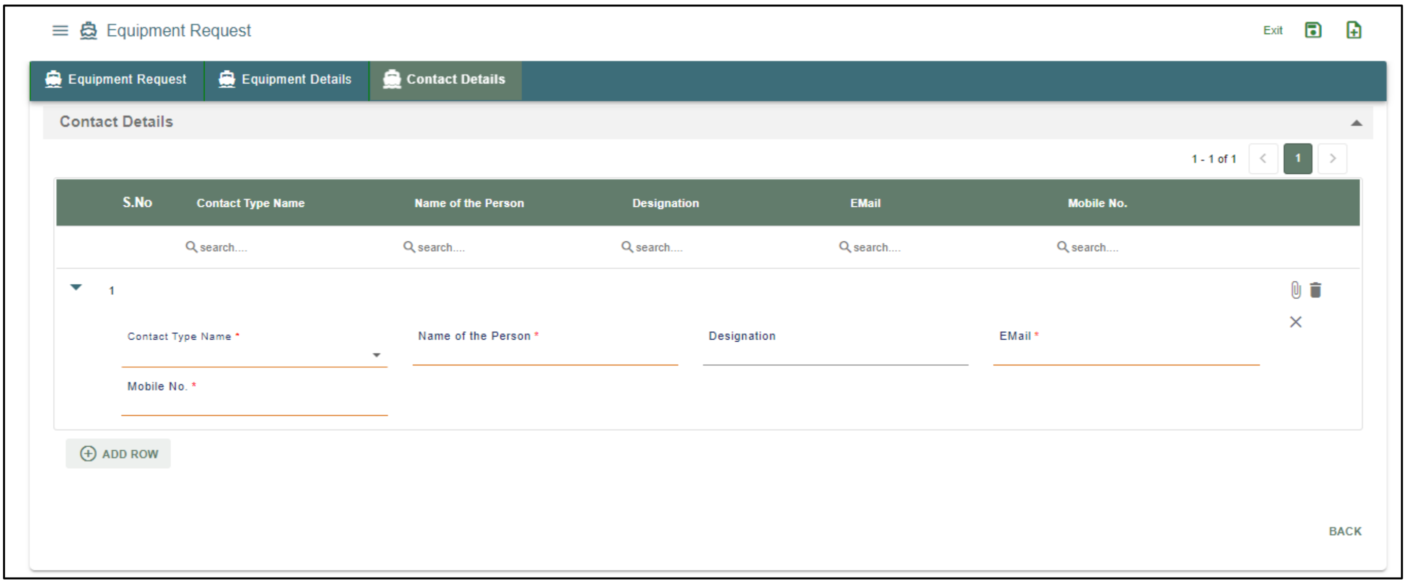
Step 5: Click Next **button from below of the Page user will move to Contact Details Section like Below.**



User Interface Image 59-Equipment Request 9.5.2(a)

Click on 

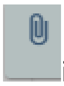
to begin with data entry



User Interface Image 59-Equipment Request 9.5.2(b)

Step 5: Once data is filled in Contact Details, click on save button  **and click on** 

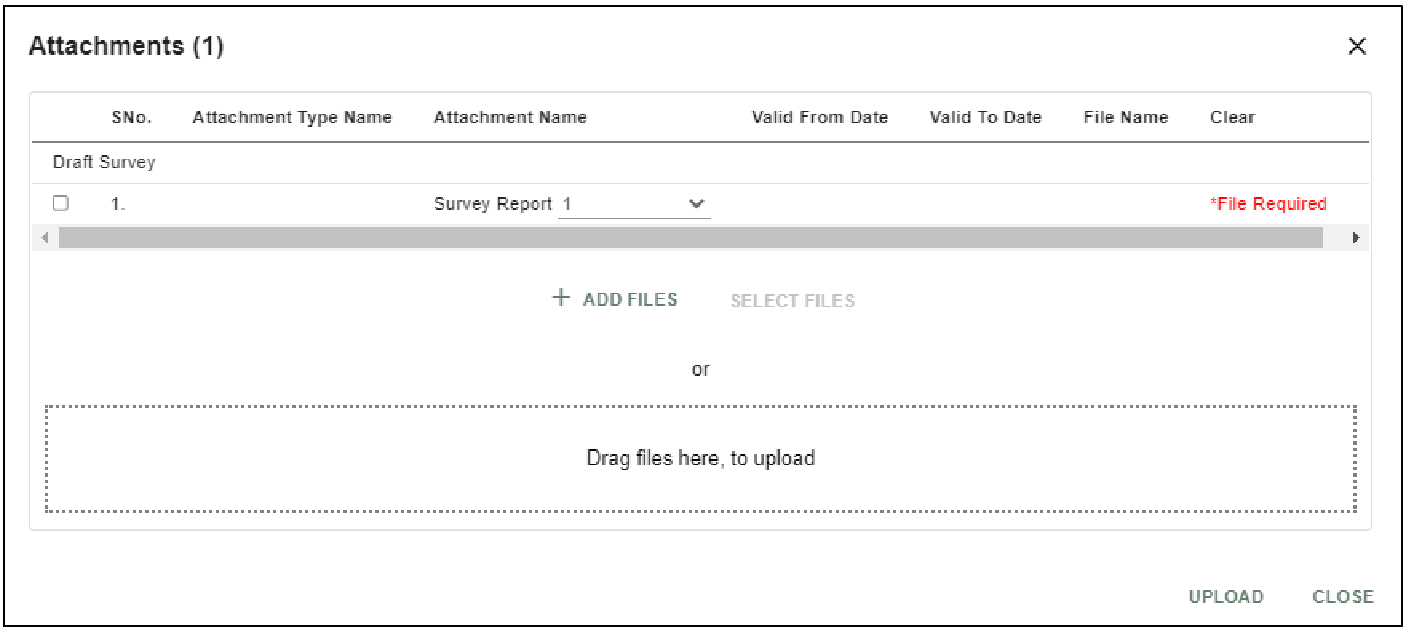
if need to add multiple Row's or else click on  **button.**

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

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.

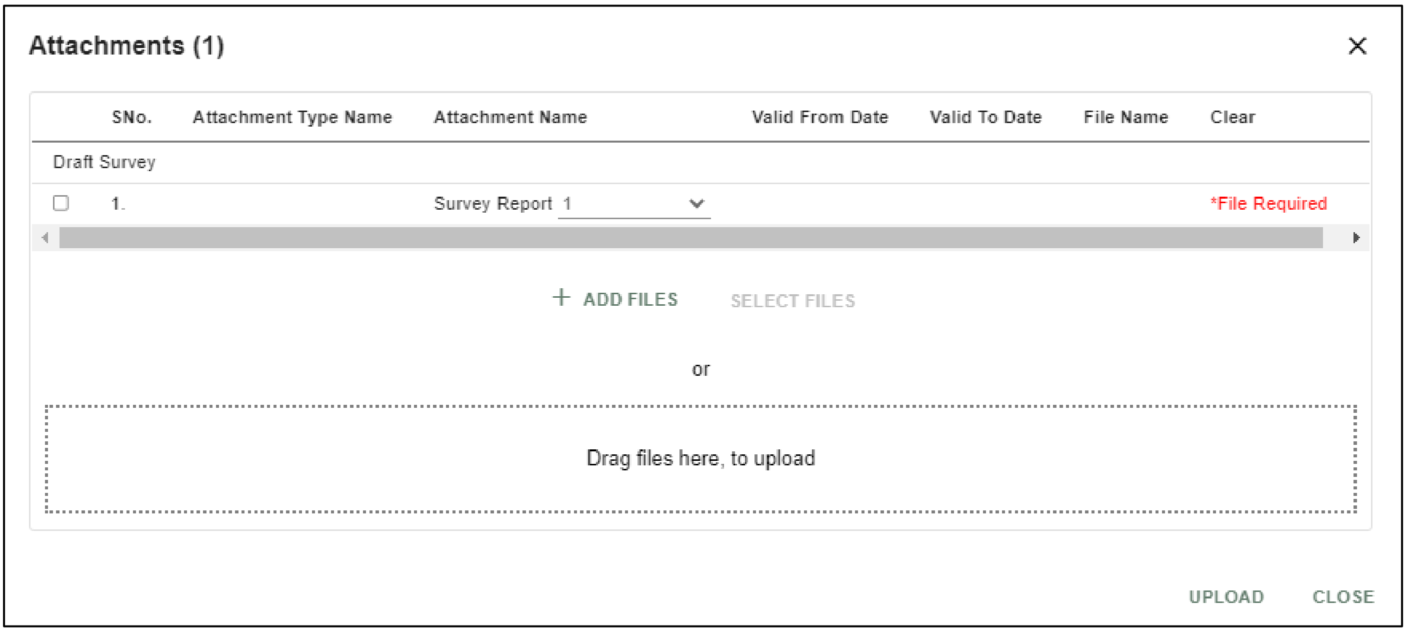
Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

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



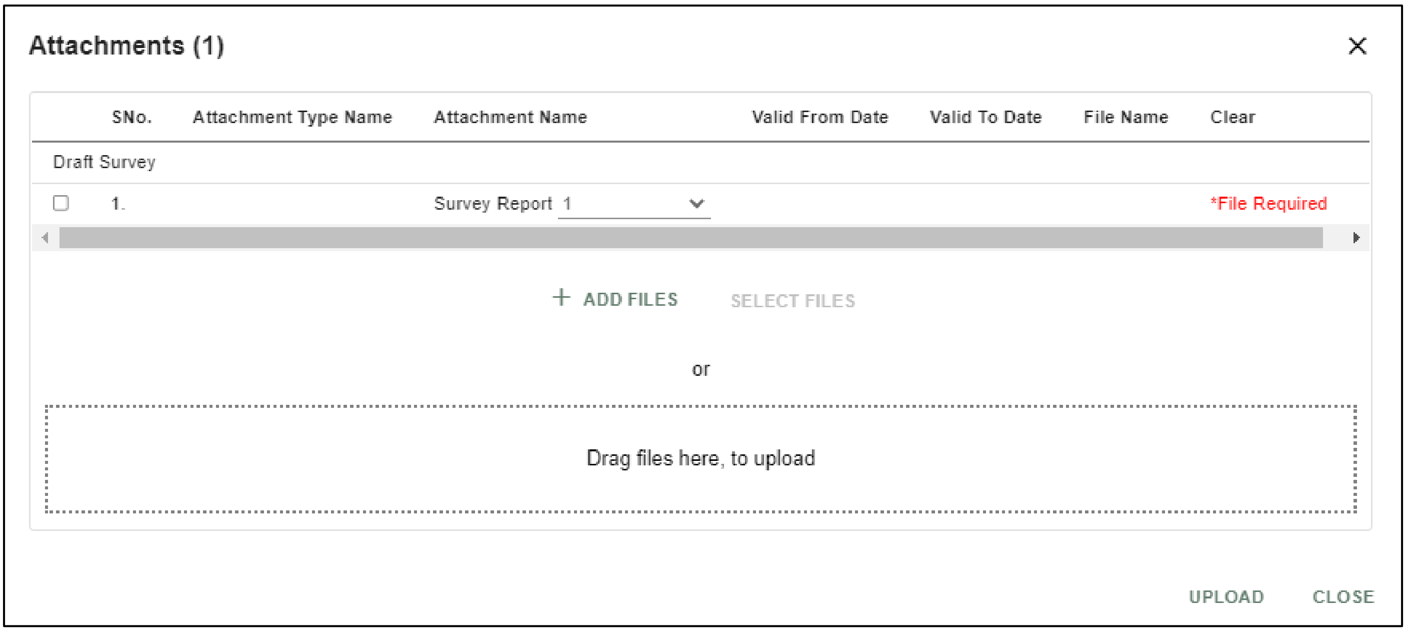
If the Attachment's are configured, System will display like below when we click on icon.

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

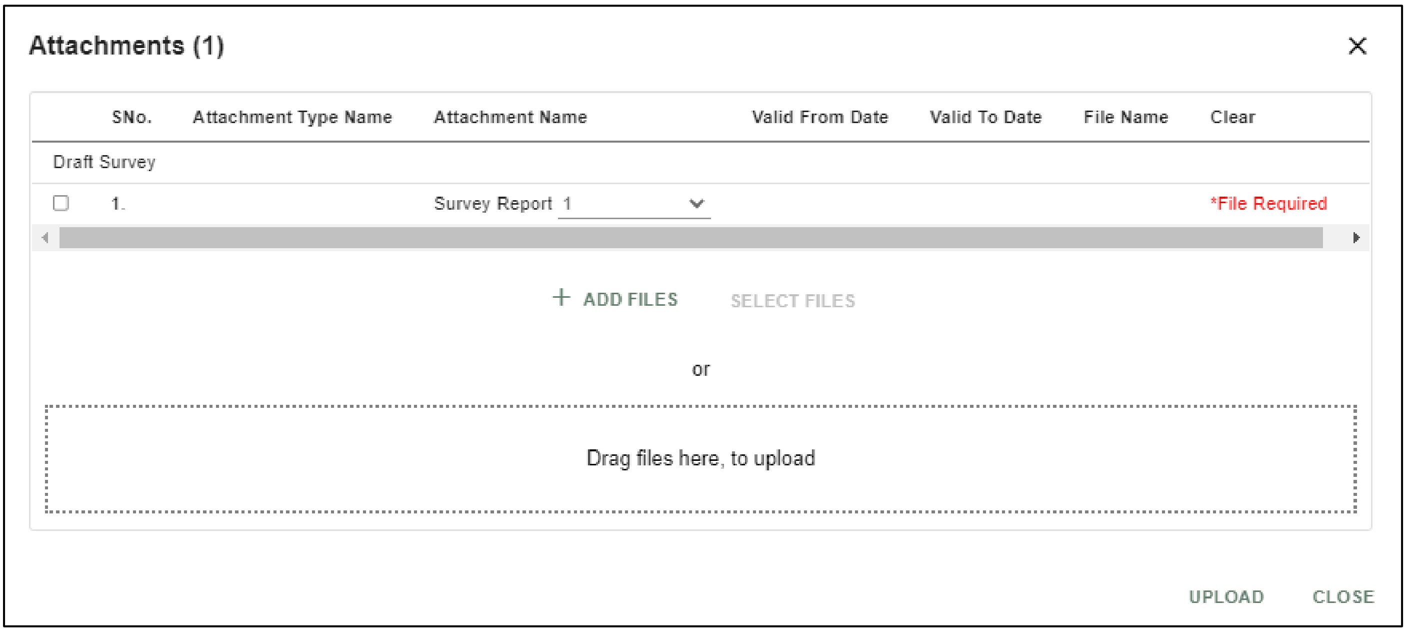


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.

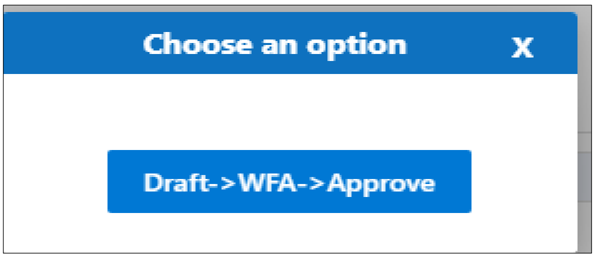


Click On Close Button

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

message.

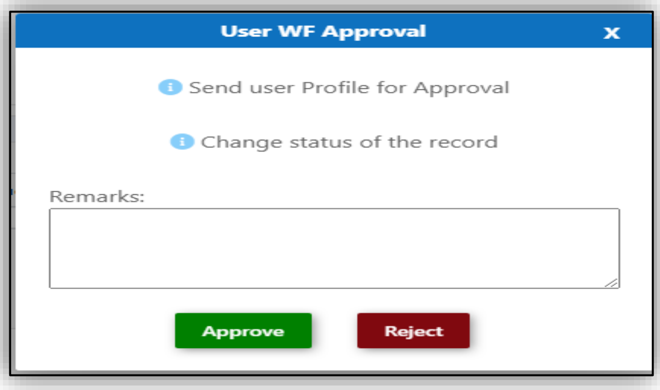
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

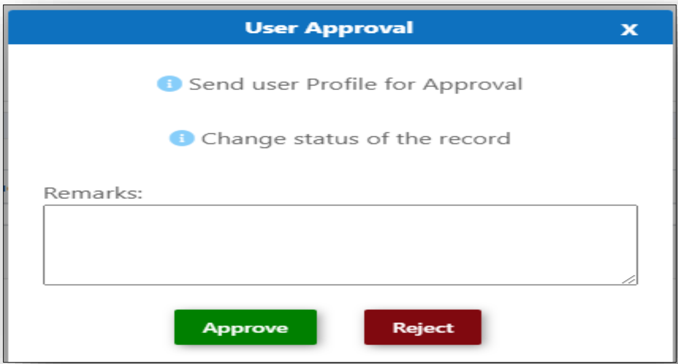
with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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

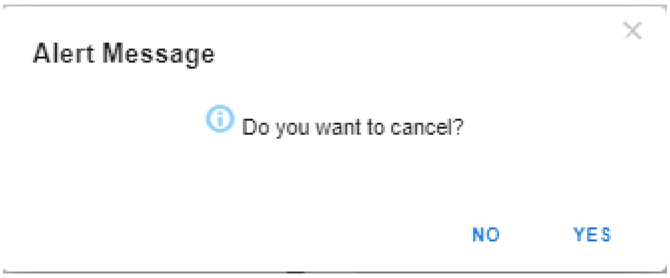
If user reject the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

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).

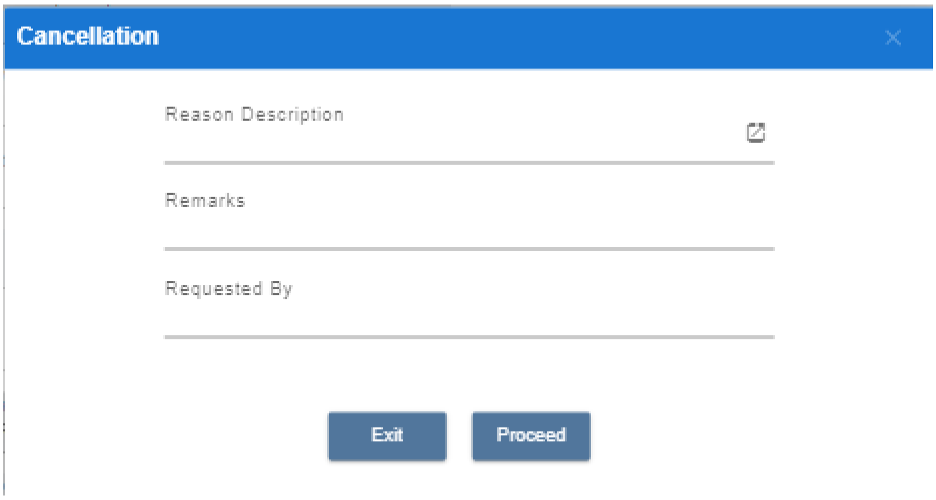


Step11: Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. Successfully rejected. And the document status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

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

13. Business Function Name: Request based Equipment Allocation

13.1 Definition:

Based on Agent Equipment for allocating HMC for Loading & Discharge of cargo from Vessel. Port will Allocating Equipment to the ship.

13.2 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.

13.3 PREREQUISITES – MASTERS

13.4 SCREENSHOT

Following Screenshots are from Request Based Equipment Allocation.

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

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

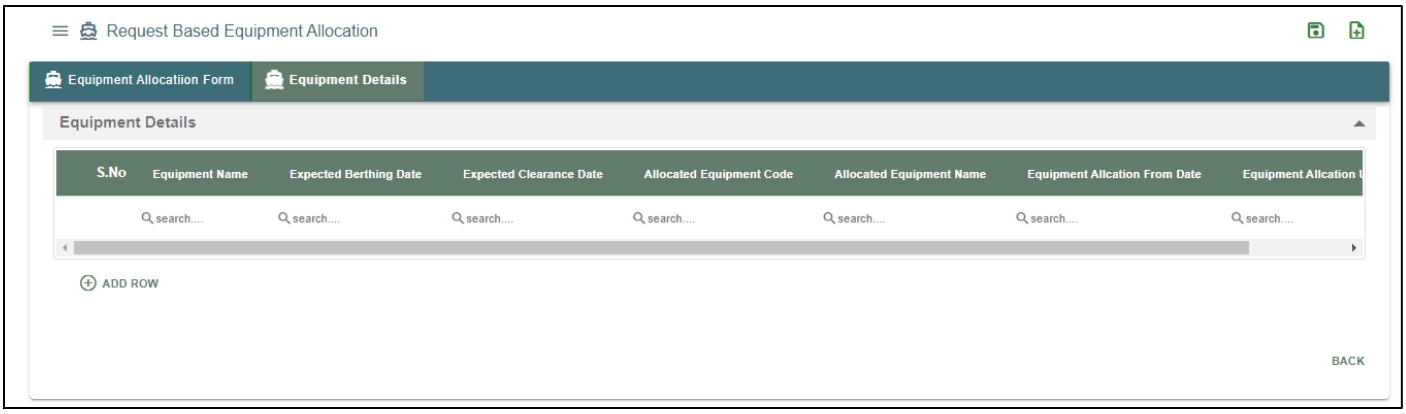
Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (*).Enter the valid data or information into the fields.

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

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

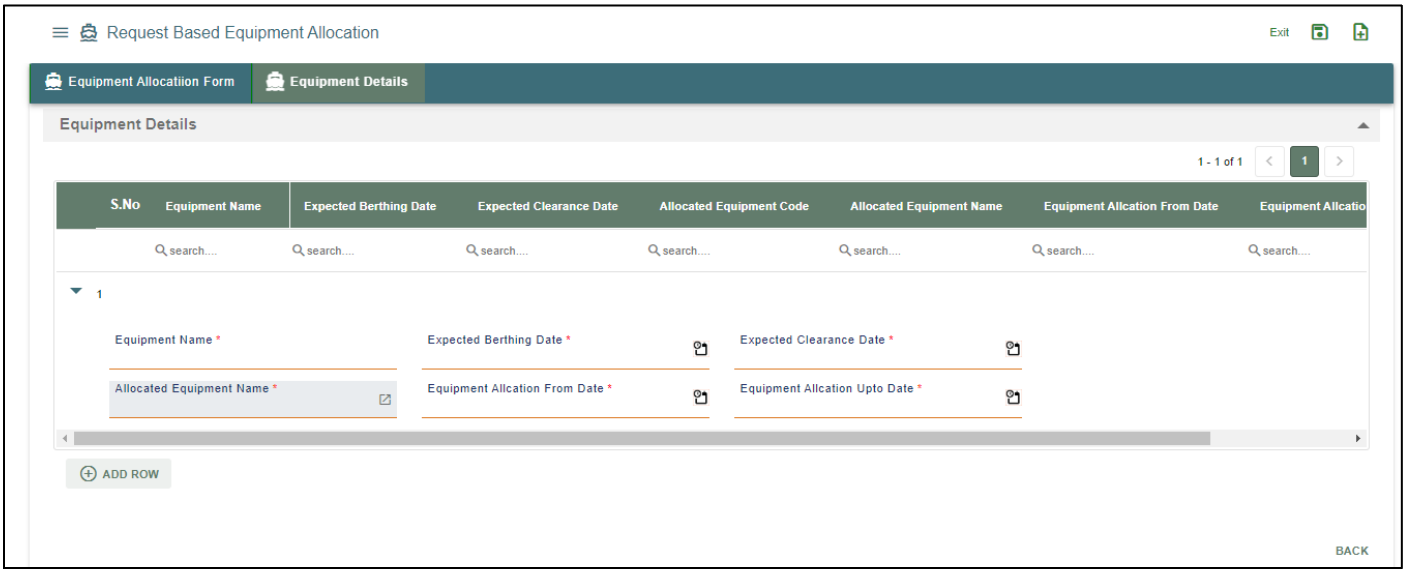
Step 3: Click button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

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



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

Click on  **to begin with data entry**

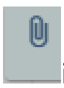


User Interface Image 59- Request Based Equipment Allocation **- 9.5.1**

Below are the Field Information regarding Equipment Details Section.

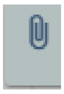
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

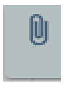
Step 5: Once data is filled in Contact Details, click on save button  **and click on**  **if need to add multiple Row's or else click on**  **button.**

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

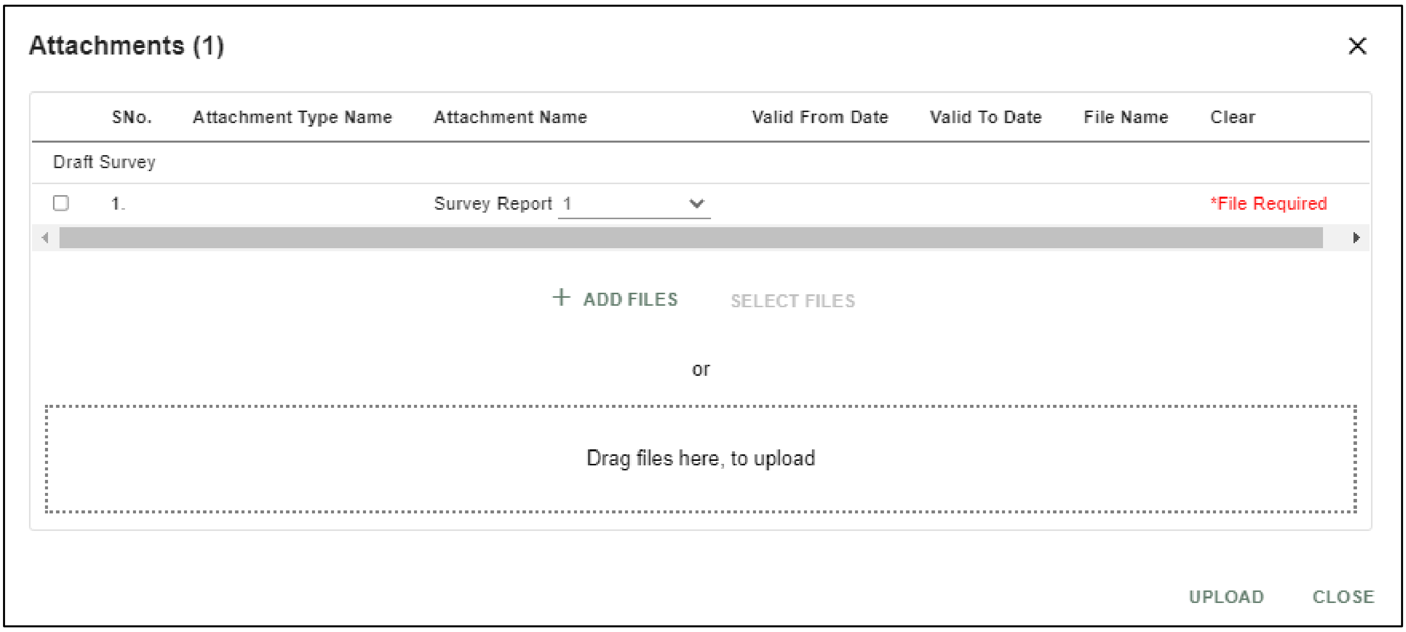
Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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

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

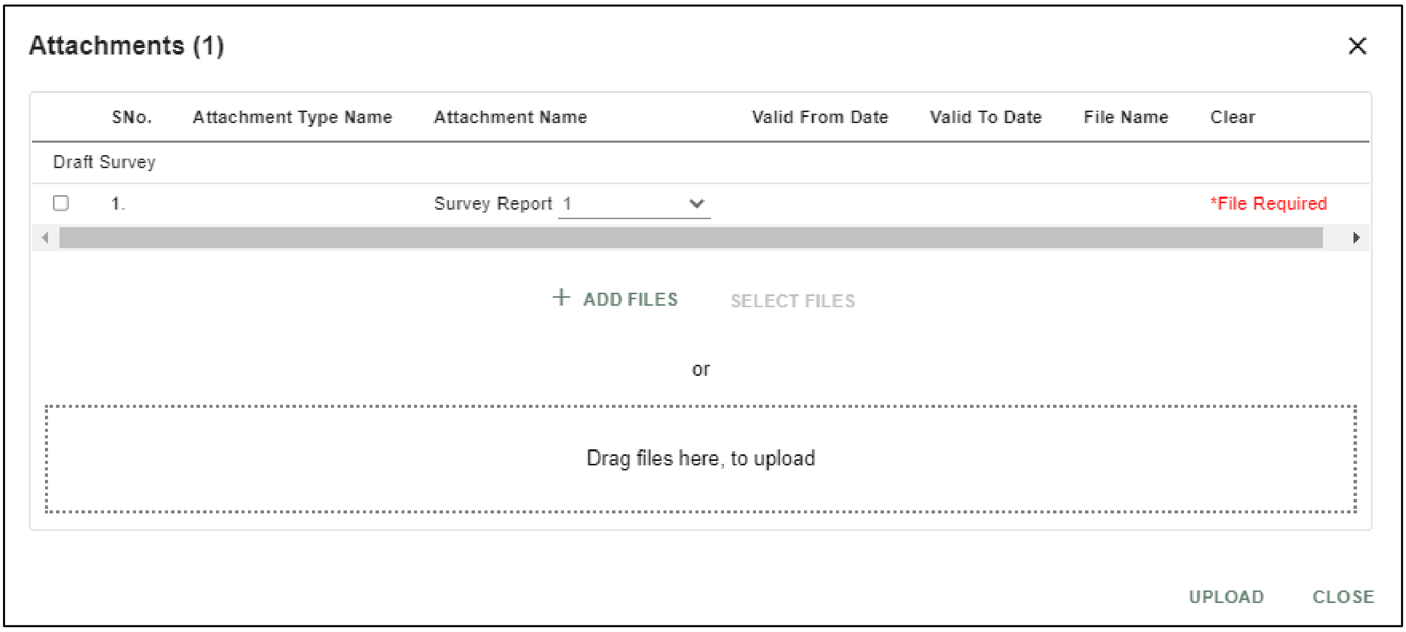
If the Attachment's are configured, System will display like below when we click on  icon.

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

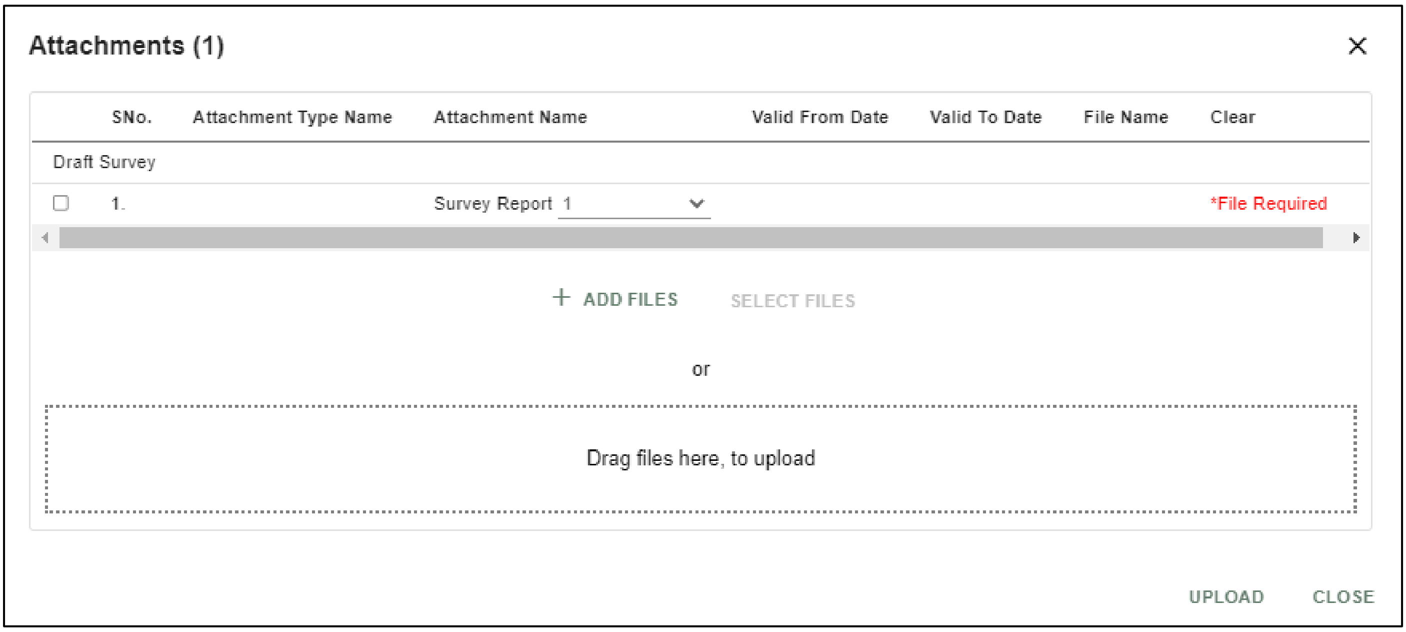


Now Click on the Check boxes accordingly, then Select files button will be enable.

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.



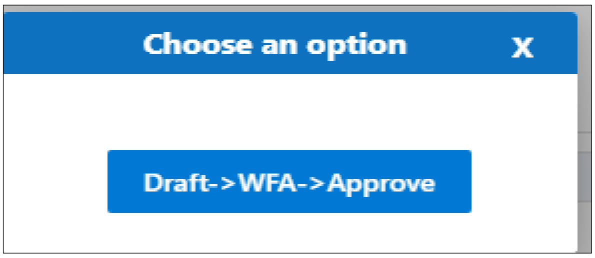
Once all the mandatory and required fields are filled then Click on Upload button. System will display the status **File uploaded** on the screen.



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.

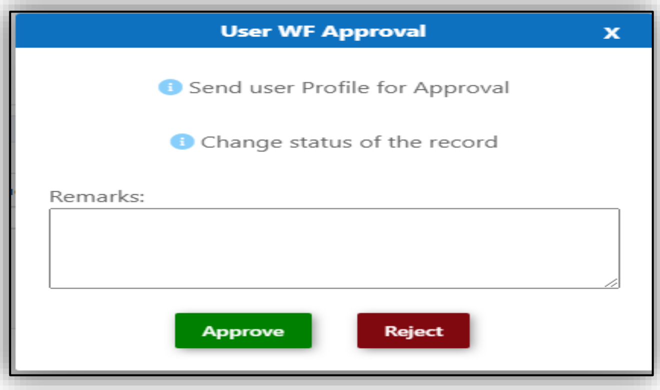
Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

Work Flow Initiated. with drivenId = 12999

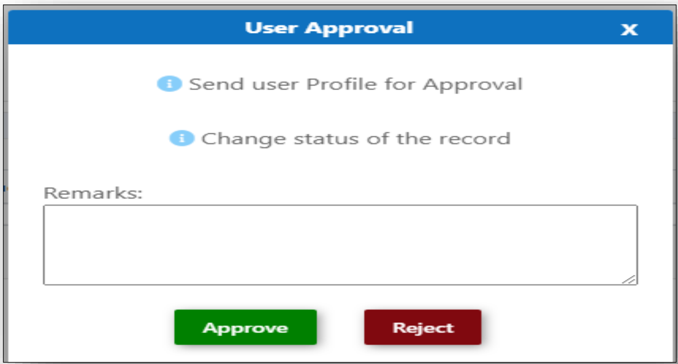
Step8: Once the workflow is initiated click on the icon. System will be display Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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'. .

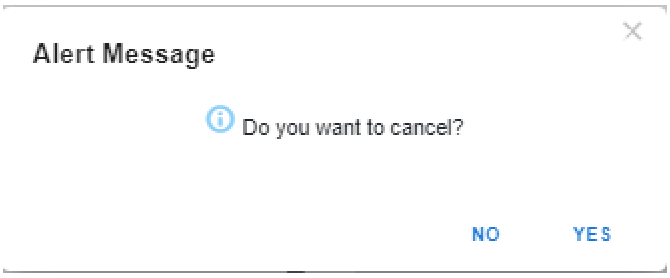
If user reject the request following alert will display on the screen. "Successfully rejected." And the document status will be changed as 'REJECTED'.

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).

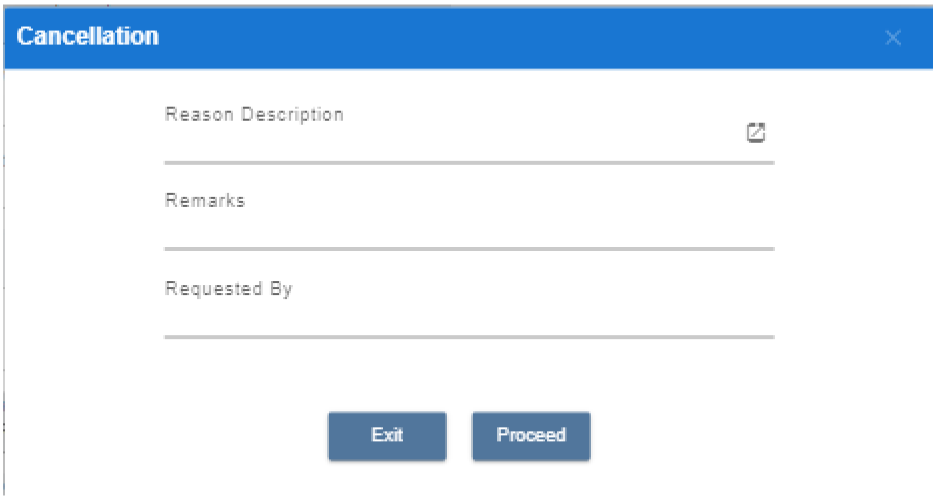


Step11: Once the user Approve the request the "Successfully Status changed to APPROVED" following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. "Successfully rejected." And the document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

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

14. Business Function Name: Assessment of Charges cargo and stevedore

14.1 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.

14.2 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.

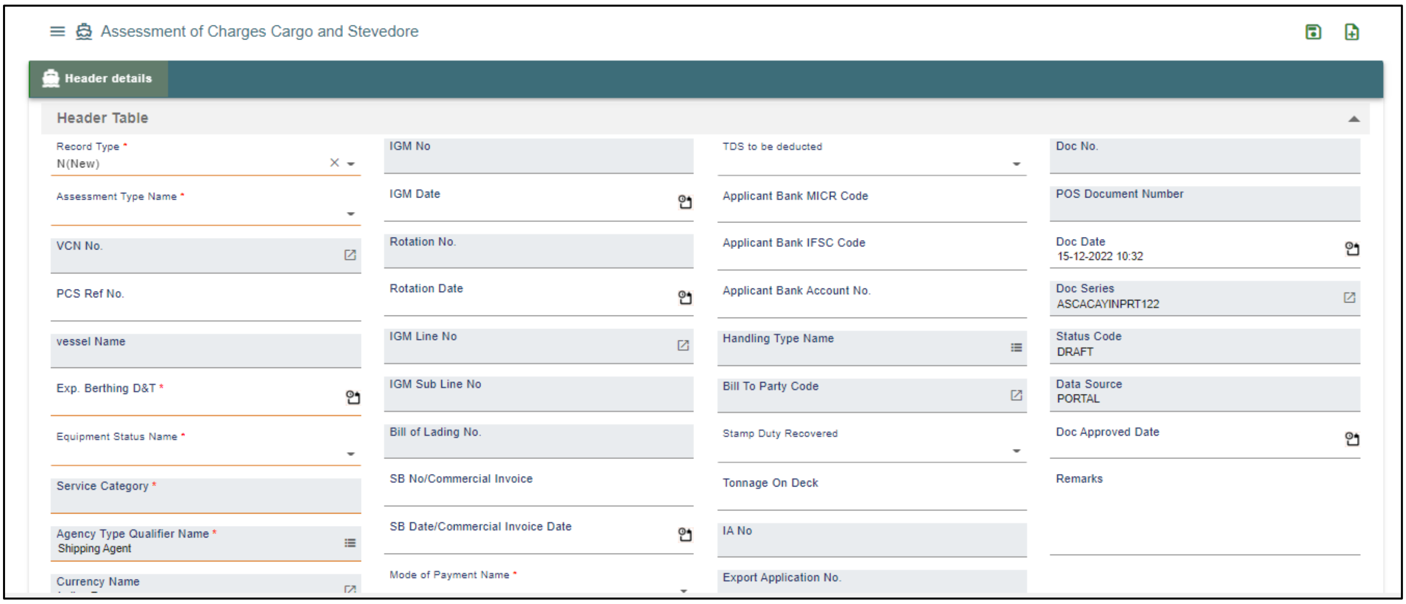
14.3 Prerequisites – Masters

1. Agent
2. Agent Type
3. UOM
4. Location
5. Currency

14.4 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

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.

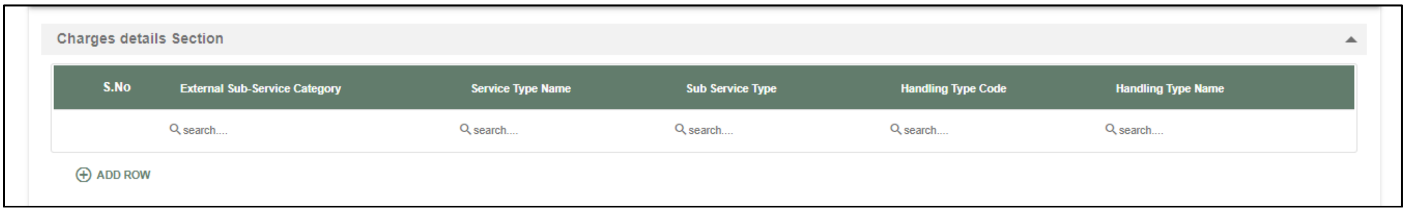
Below are the Field Information regarding **Header** Details Section.

(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

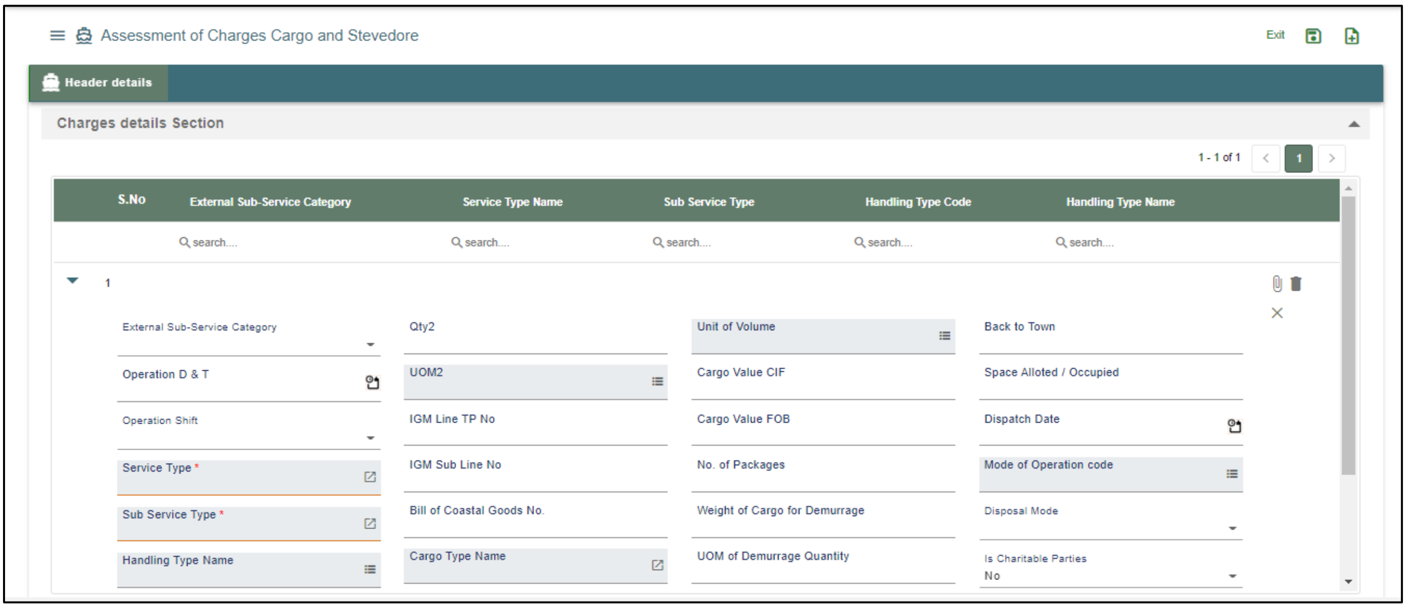
SBT	No	Autopopulate/Text Box
IGM No	No	Autopopulate
IGM Date	No	Autopopulate
Rotation No	No	Autopopulate
Rotation Date	No	Autopopulate
Service Category*	Yes	Autopopulate/Dropdown
Vessel Type	No	Autopopulate
Agency Type Qualifier Code*	Yes	Autopopulate/Form Lookup
Agency Code*	Yes	Autopopulate/Form Lookup
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

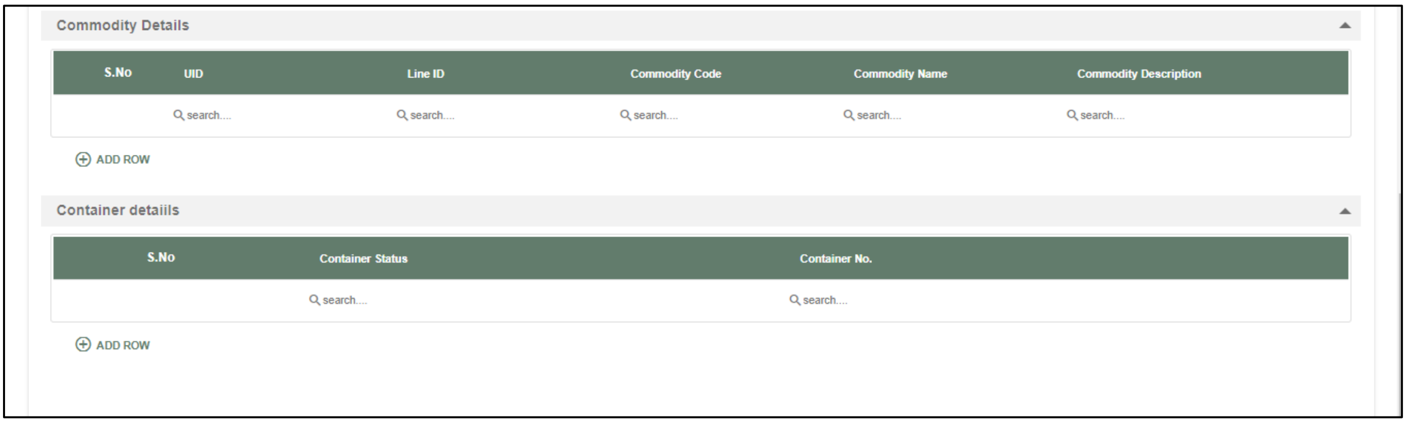
Below are the Field Information regarding **Vessel** Details Section.

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

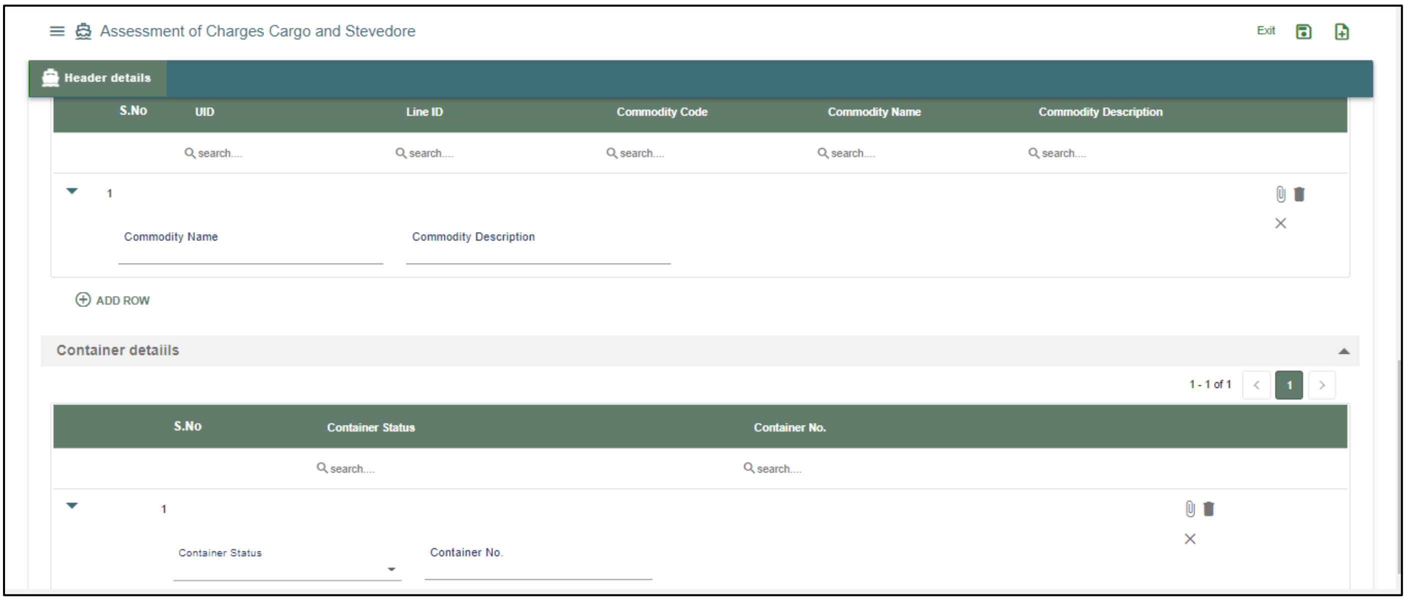
Field Name	Mandatory	Fill Type
Record Type*	Yes	Autopopulate/Dropdown
Port Code	No	Autopopulate
VCN	No	Autopopulate
Vessel Name	No	Autopopulate
Service Type*	Yes	Autopopulate/Dropdown
Sub Service Type*	Yes	Autopopulate/Dropdown
Quantity 1*	Yes	Autopopulate/Text Box
Unit of Measurement 1*	Yes	Autopopulate/Form 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
Tug Used Container	No	Autopopulate/Dropdown
Port Dock Movement Indicator	No	Autopopulate/Dropdown
Lash Barge/ Dumb Barge Indicator	No	Autopopulate/Dropdown

Step 5: Once all the mandatory and required fields are filled Then the user will be redirected Commodity Details & Container Details Section page as below. Click on the 

button.

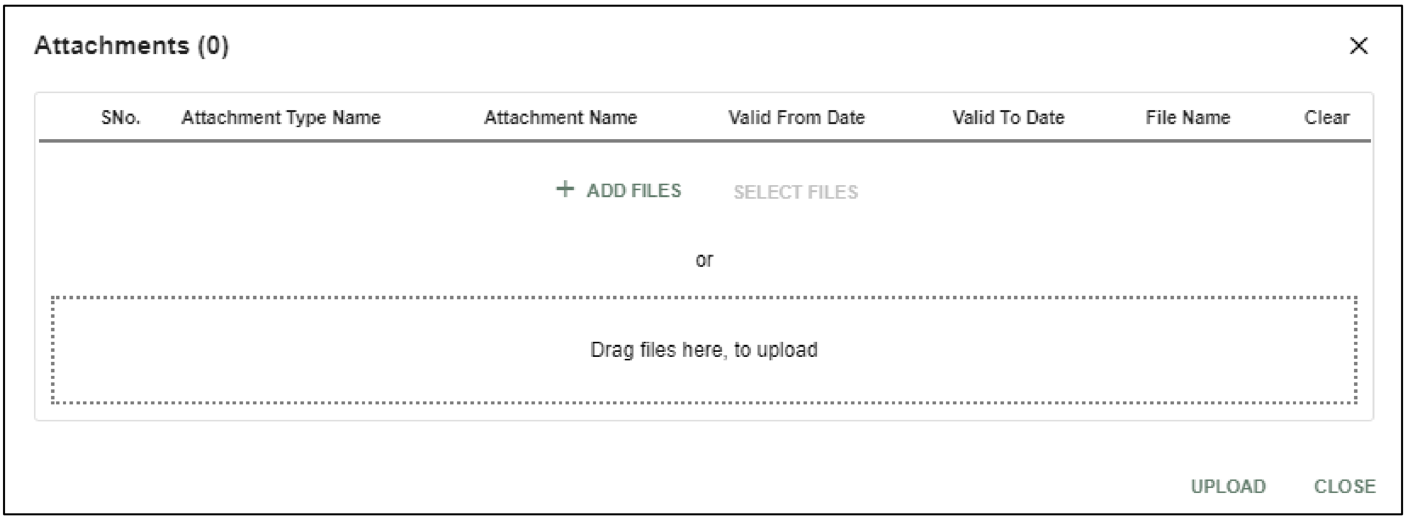


Click on the ⊕ Add Row button.



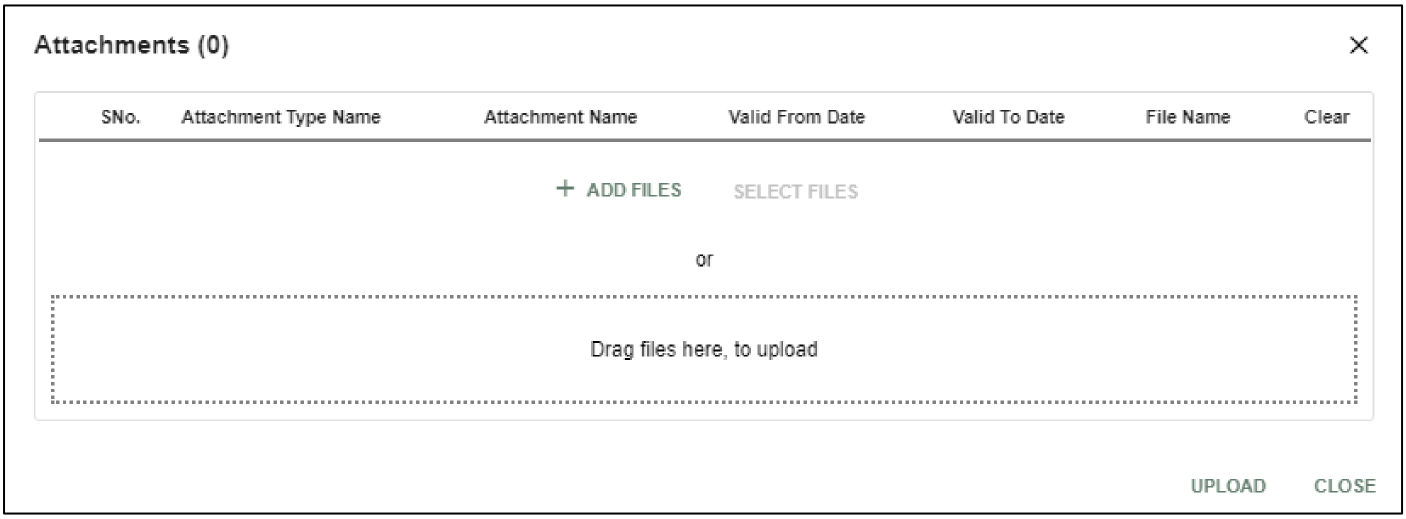
Step 5: Click on the Save button from the top right corner to save the Form. Once the record got saved successfully, then the system will display ✔ Record saved message.

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



User Interface Image 327-Assessment Charges f Vessel 43.5.4

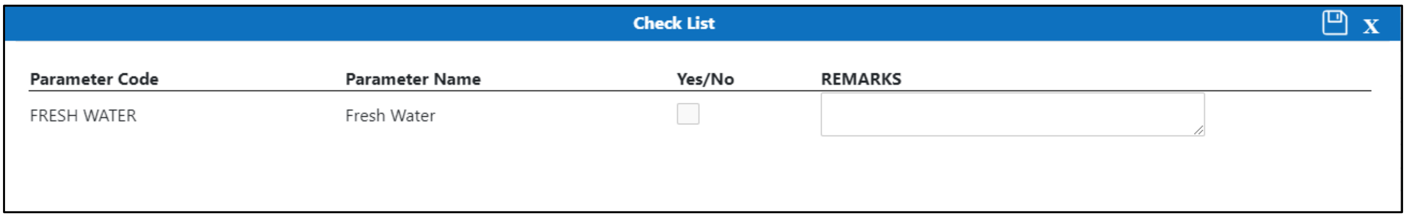
Step 7: Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.

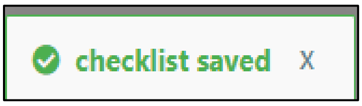


User Interface Image 328-Assessment Charges for Vessel 43.5.5

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.

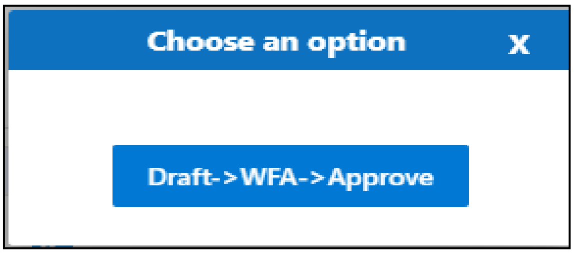
Step 9: Configure Check List in Check List Form for respective forms. Then Click on icon. Configured parameters will display in the Check List Window.



Step 10: Click on Save, System will display the 

status on the screen.

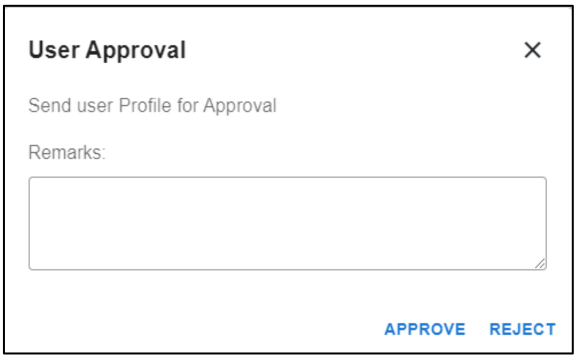
Step 11: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



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

Step12: Once the workflow is initiated click on  the icon. System will be display 

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



Step13: Once the user Approve the request the following 

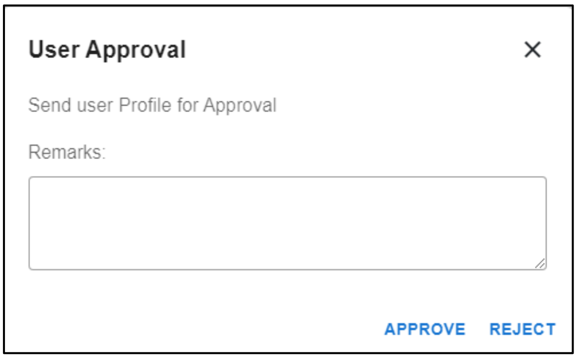
status will be shown on the screen and the document status will be changed as 'WFAPP'.

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

.Up On

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

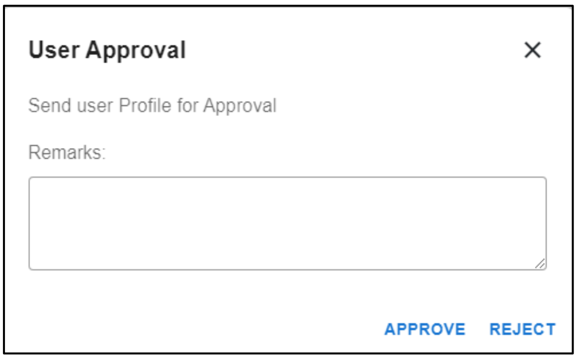
Step14: Once the workflow is in WFAPP. Click on the icon. System will be displaying Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



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).



Step 17: Once the user Approve the request the Successfully Status changed to APPROVED following

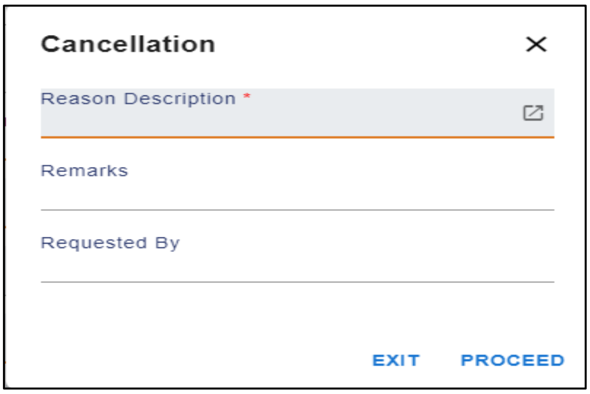
status will be shown on the screen and the document status will be changed as 'APPROVED'.

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

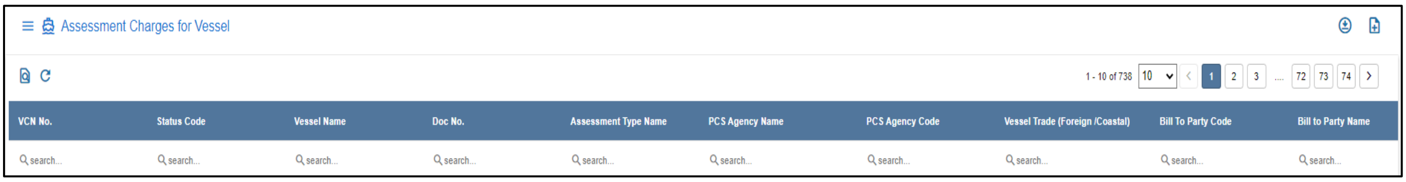
After clicking the icon system will display Confirmation required with below alert Yes and No

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



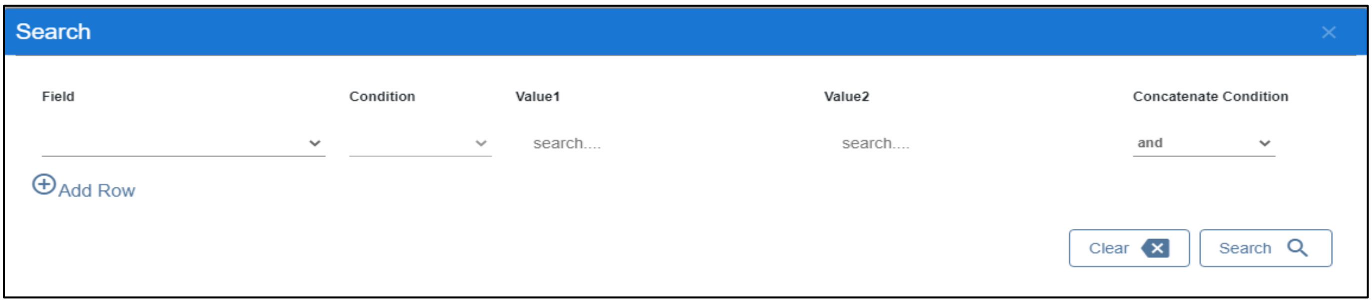
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display Ok and status will change to CANCEL

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



User Interface Image 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.



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.

15 Business Function Name: Confirmation of Charges-Stevedore

15.1 Definition:

15.2 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

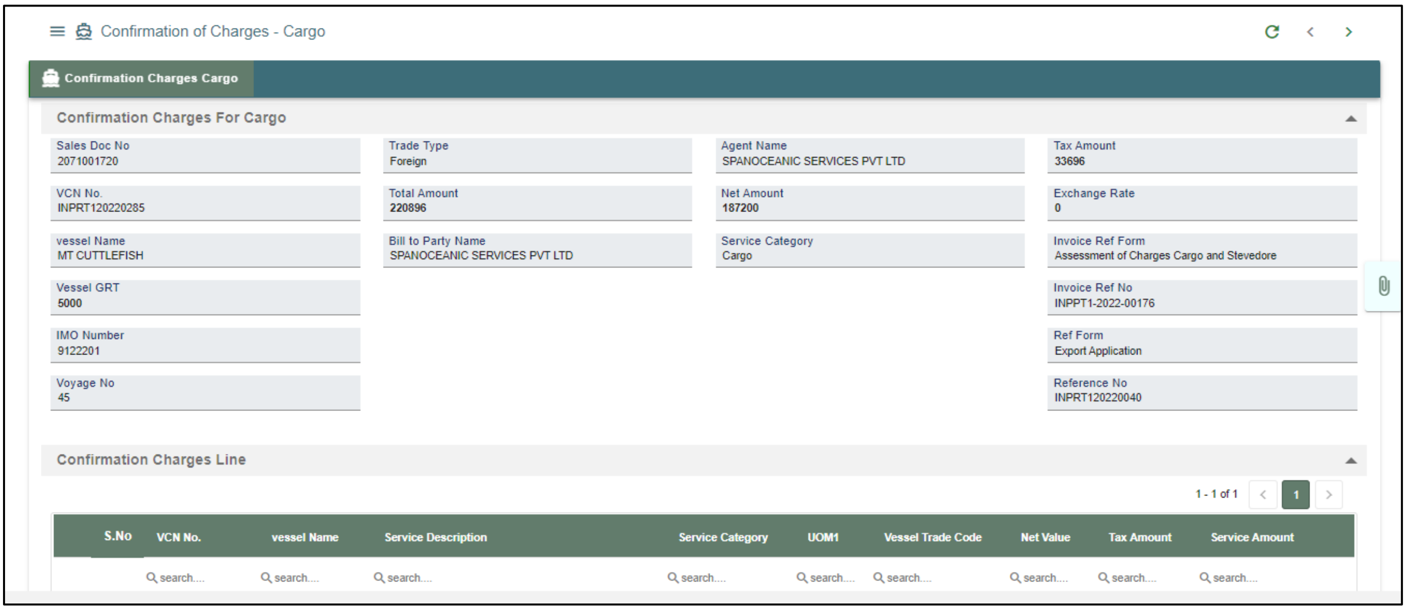
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

15.3 Prerequisites – Masters

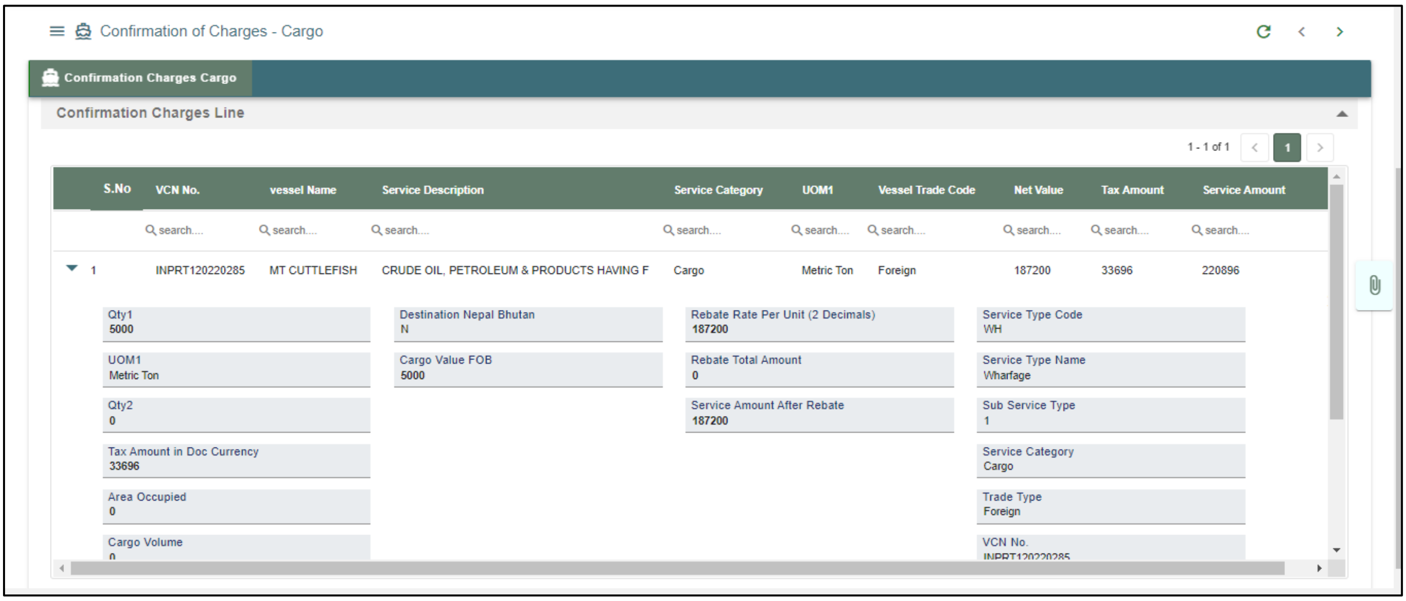
15.4 Screenshot

Following screenshot from Confirmation of Charges-Stevedore

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-STEVEDORE61.5.1



User Interface Image 422 – CONFIRMATION OF CHARGES-STEVEDORE 61.5.2

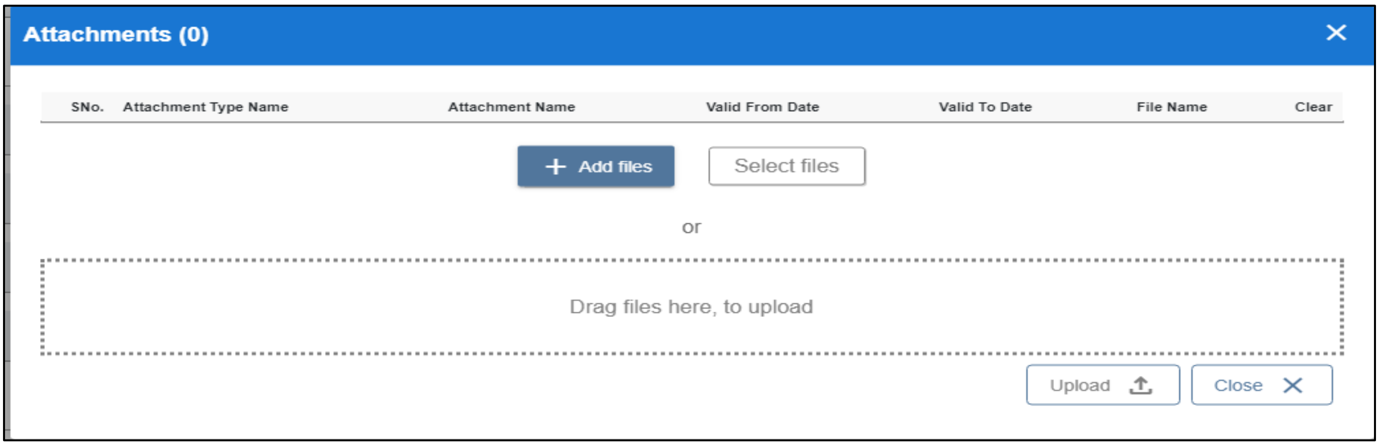
Below are the Field Information regarding Confirmation Charges Cargo Details Section.

(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. –



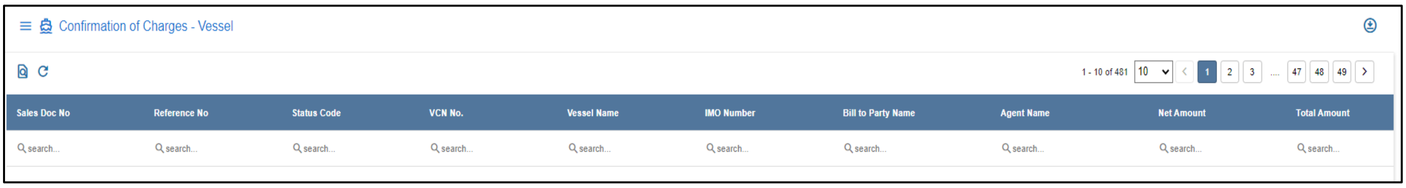
User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.

Step 4: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4

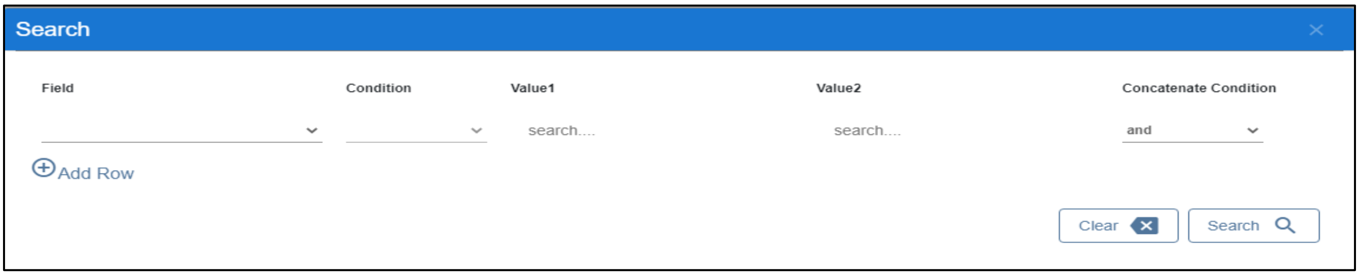
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

Step 6: The record that can be seen in  as shown below



User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5

Step 7: Click on icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



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.

16. Business Function Name: PDA Balance

16.1 DEFINITION:

16.2 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

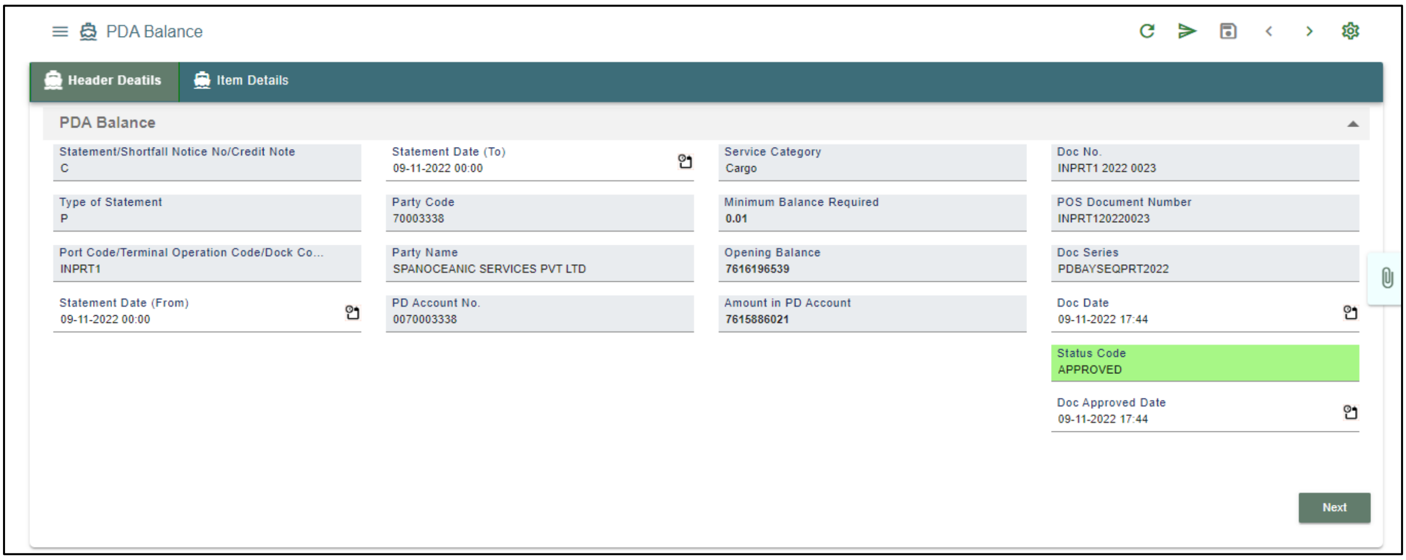
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

16.3 PREREQUISITES – MASTERS

16.4 SCREENSHOT

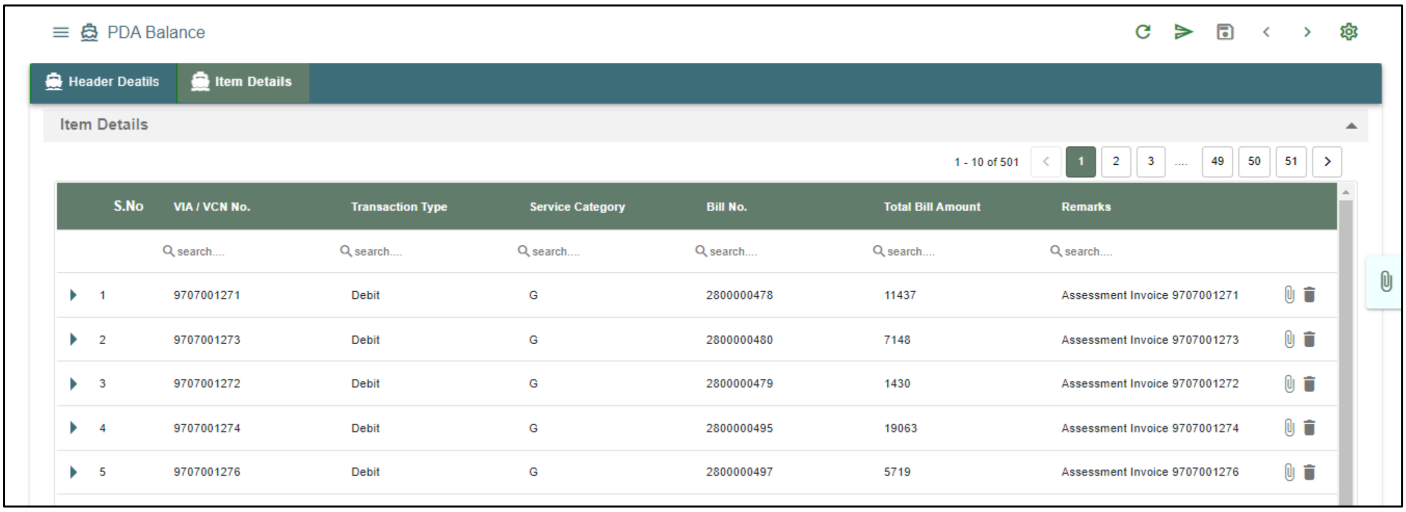
Following screenshot from PDA Balance

Step 1- Click on any record in List Data. The user shall redirect to Header Details Section screen like below-

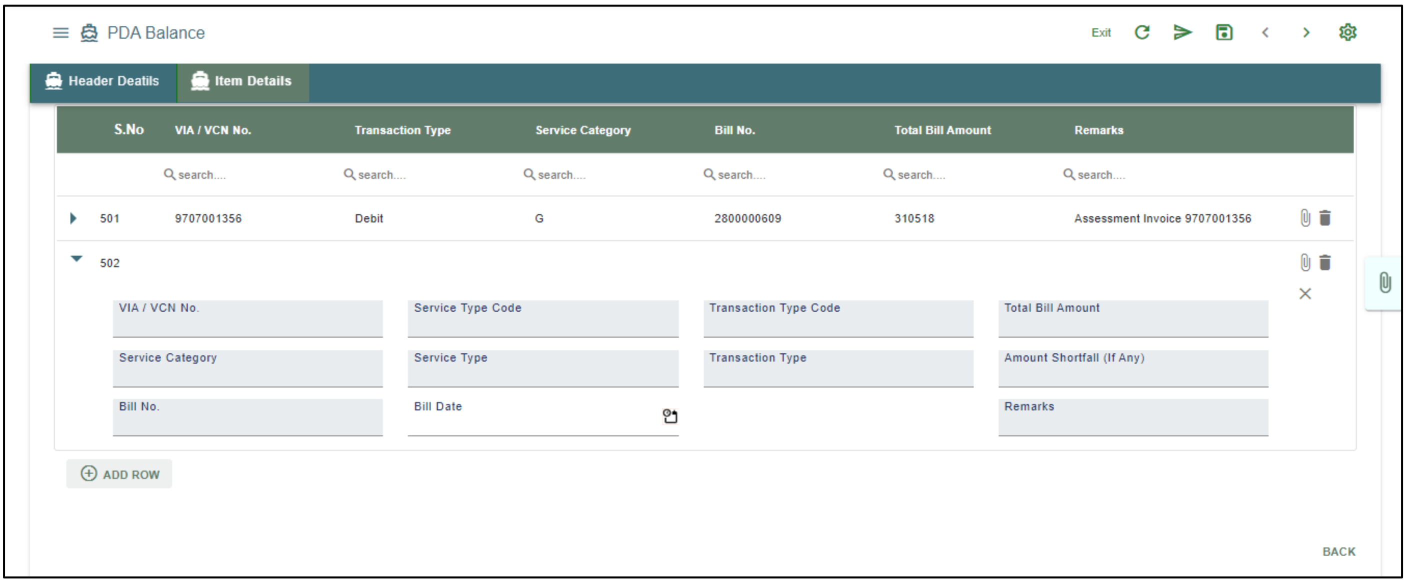


User Interface Image 426 –PDA Balance62.5.1

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.

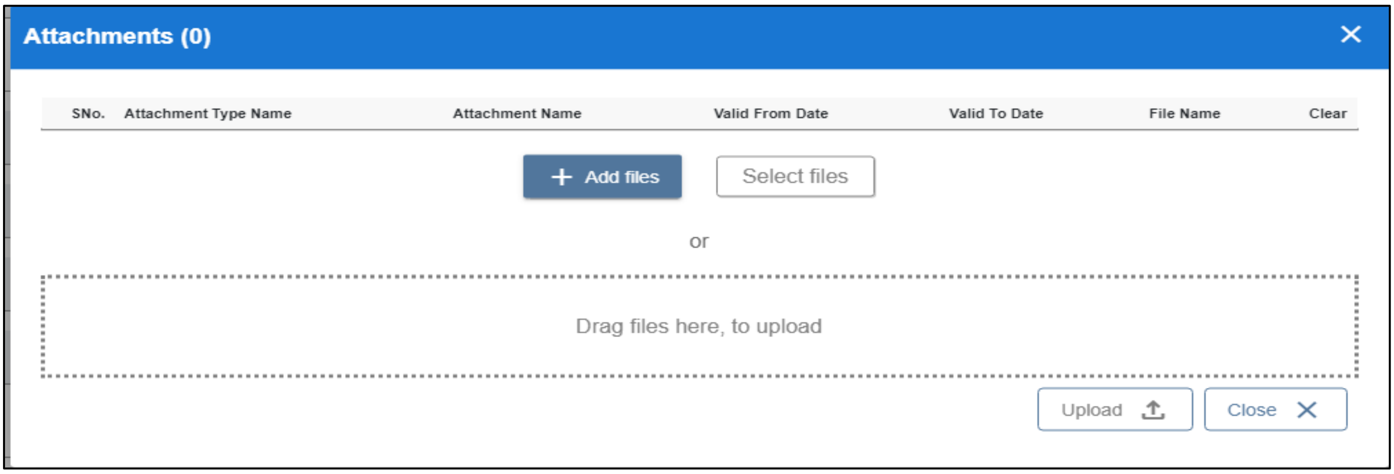


Click on ⊕ Add Row the button.



User Interface Image 427 –PDA Balance62.5.2

Step 3: Click on the icon. Then the user will be redirected to the Attachments Window. –



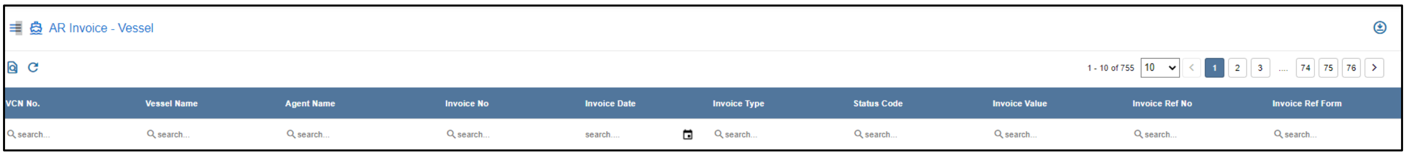
User Interface Image 428 – PDA Balance 62.3.

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

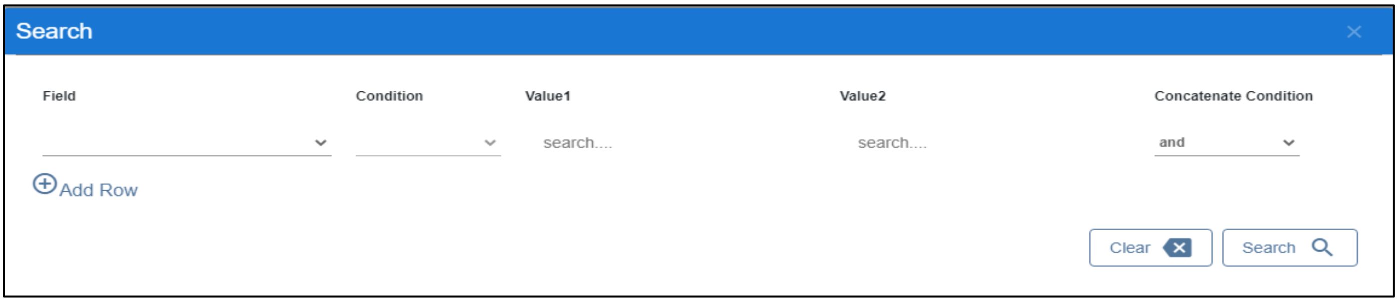
Step 5: Click on attachment icon if any attachment are configured it will auto populate or Click on Add files fill the required fields and upload the documents if any through Upload button and can download the attached document by clicking on the file name attached.

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.