


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

## iPortman PORTAL Application



### Exporter User Manual

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



## Revision History

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

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



## Contents

Contents .....	3
I. ABBREVIATION .....	13
II. ERROR MESSAGES CODES AND DESCRIPTIONS .....	14
III. SYMBOLS AND ICONS .....	14
IV. BUSINESS FLOW DIAGRAM FOR TRAFFIC NON-CONTAINER IMPORT .....	17
V. APPLICATION VIEW/ UI DESCRIPTION .....	17
VI. BUSINESS PROCESS FOR TRAFFIC.....	17
1. BUSINESS FUNCTION NAME: PERMISSION REQUEST .....	18
1.1. DEFINITION: .....	18
1.2. NAVIGATION .....	18
1.3. PREREQUISITES – MASTERS .....	18
1.4. SCREENSHOTS .....	19
2. BUSINESS FUNCTION NAME: PERMISSION RECORDING .....	27
2.1. DEFINITION: .....	27
2.2. NAVIGATION .....	27
2.3. PREREQUISITES – MASTERS .....	27
2.4. SCREENSHOT .....	27
3. BUSINESS FUNCTION NAME: PERMISSION APPROVAL .....	34
3.1. DEFINITION: .....	34
3.2. NAVIGATION .....	34
3.3. PREREQUISITES – MASTERS .....	34
3.4. SCREENSHOTS .....	34
4. Business Function Name: Back to Town .....	40
4.1. Definition: .....	40
4.2. Navigation .....	40
4.3. Prerequisites – Masters .....	40
4.4. SCREENSHOT .....	41
5. Business Function Name: Internal Shifting Request .....	48
5.1. Definition: .....	48
5.2. Navigation .....	48
5.3. Prerequisites – Masters .....	48
5.4. Screenshot .....	48
6. Business Function Name: Yard Delivery.....	57



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

6.1.	Definition: .....	57
6.2.	Navigation .....	57
6.3.	Prerequisites – Masters .....	57
6.4.	Screenshot .....	57
6.5.	Field information.....	66
7.	Business Function Name: Shipping Bill .....	69
7.1.	Definition: .....	69
7.2.	Navigation: .....	69
7.3.	Prerequisites – Masters .....	69
7.4.	Screenshot .....	70
8.	Business Function Name: Commercial Invoice .....	78
8.1.	Definition: .....	78
8.2.	Navigation .....	78
8.3.	Prerequisites – Masters .....	78
8.4.	Screenshot .....	78
9.	Business Function Name: Port Entry Permit .....	87
9.1.	Definition: .....	87
9.2.	Navigation: .....	87
9.3.	Prerequisites – Masters .....	87
9.4.	Screenshot: .....	87
10.	BUSINESS FUNCTION NAME: CARTING PERMISSION .....	98
10.1	DEFINITION .....	98
10.2	NAVIGATION.....	98
10.3	PREREQUISITES – MASTERS.....	99
10.4	SCREENSHOT .....	99
11.	Business Function Name: Cargo and Container Gate Permit .....	108
11.1	Definition: .....	108
11.2	Navigation .....	108
11.3	Prerequisites – Masters .....	108
11.4	Screenshot .....	108
12.	Business Function Name: Truck Weighment .....	119
12.1	Definition: .....	119
12.2	Navigation .....	119
12.3	Prerequisites – Masters .....	119





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



12.4	Screenshot .....	120
13.	Business Function Name: Storage Request.....	130
13.1	Definition: .....	130
13.2	Navigation .....	130
13.3	Prerequisites – Masters .....	130
13.4	Screenshot .....	130
14.	Business Function Name: Storage Allotment.....	139
14.1	Definition: .....	139
14.2	Navigation .....	139
14.3	Prerequisites – Masters .....	140
14.4	Screenshot .....	140
14.5	Field information.....	147
15.	Business Function Name: Packaging Request.....	149
15.1	Definition: .....	149
15.2	Navigation .....	149
15.3	Prerequisites – Masters .....	149
15.4	Screenshot .....	149
15.5	Field information.....	157
16.	Business Function Name: Packaging Recording.....	158
16.1	Definition: .....	158
16.2	Navigation .....	158
16.3	Prerequisites – Masters .....	158
16.4	Screenshot .....	158
16.5	Field information.....	167
17.	BUSINESS FUNCTION NAME: AGENT NOMINATION.....	169
17.1	DEFINITION: .....	169
17.2	NAVIGATION .....	169
17.3	PREREQUISITES – MASTERS .....	169
17.4	SCREENSHOT.....	169
18.	BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL .....	177
18.1	DEFINITION: .....	177
18.2	NAVIGATION .....	177
18.3	PREREQUISITES – MASTERS .....	178
18.4	SCREENSHOT.....	178

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



19.	BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL BILL TO PARTY.....	182
19.1	DEFINITION: .....	182
19.2	NAVIGATION .....	182
19.3	PREREQUISITES – MASTERS .....	182
19.4	SCREENSHOT .....	182
20.	Business Function Name: IA/EA Closure .....	189
20.1	Definition: .....	189
20.2	Navigation .....	189
20.3	Prerequisites – Masters .....	189
20.4	Field information.....	197
21.	BUSINESS FUNCTION NAME: ULLAGE SURVEY .....	198
21.1	DEFINITION: .....	198
21.2	NAVIGATION .....	198
21.3	PREREQUISITES – MASTERS .....	198
21.4	SCREENSHOT .....	199
22.	BUSINESS FUNCTION NAME: DRAFT SURVEY .....	207
22.1	DEFINITION: .....	207
22.2	NAVIGATION .....	207
22.3	PREREQUISITES – MASTERS .....	208
22.4	SCREENSHOT .....	208
23.	BUSINESS FUNCTION NAME: SERVICE REQUISITION .....	216
23.1	DEFINITION: .....	216
23.2	NAVIGATION .....	216
23.3	PREREQUISITES – MASTERS .....	216
23.4	SCREENSHOTS .....	217
24.	<u>BUSINESS FUNCTION NAME: SERVICE ALLOTMENT</u> .....	227
24.1	<u>DEFINITION:</u> .....	227
24.2	<u>NAVIGATION</u> .....	227
24.3	<u>PREREQUISITES – MASTERS</u> .....	227
24.4	<u>SCREENSHOTS</u> .....	228
25.	<u>BUSINESS FUNCTION NAME: SERVICE DELIVERY</u> .....	235
25.1	<u>DEFINITION:</u> .....	235
25.2	<u>NAVIGATION</u> .....	236
25.3	<u>PREREQUISITES – MASTERS</u> .....	236

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



25.4	<u>SCREENSHOTS</u> .....	236
26.	<u>BUSINESS FUNCTION NAME: SLUDGE CLEARANCE REQUEST</u> .....	244
26.1	<u>DEFINITION:</u> .....	244
26.2	<u>NAVIGATION</u> .....	245
26.3	<u>PREREQUISITES – MASTERS</u> .....	245
26.4	<u>SCREENSHOTS</u> .....	245
27.	<u>BUSINESS FUNCTION NAME: SLUDGE CLEARANCE RECORDING</u> .....	253
27.1	<u>DEFINITION:</u> .....	253
27.2	<u>NAVIGATION</u> .....	253
27.3	<u>PREREQUISITES – MASTERS</u> .....	253
27.4	<u>SCREENSHOTS</u> .....	253
28.	<u>BUSINESS FUNCTION NAME: Vehicle/Visitor/Company Blacklisting</u> .....	259
28.1	<u>DEFINITION:</u> .....	259
28.2	<u>NAVIGATION</u> .....	259
28.3	<u>PREREQUISITES – MASTERS</u> .....	259
28.4	<u>SCREENSHOT</u> .....	259
29.	<u>BUSINESS FUNCTION NAME: Blacklisting Releasing</u> .....	266
29.1	<u>DEFINITION:</u> .....	266
29.2	<u>NAVIGATION</u> .....	266
29.3	<u>PREREQUISITES – MASTERS</u> .....	266
29.4	<u>SCREENSHOT</u> .....	266
30.	<u>Business Function Name: Cargo Hold</u> .....	272
30.1	<u>Definition:</u> .....	272
30.2	<u>Navigation</u> .....	272
30.3	<u>Prerequisites – Masters</u> .....	272
30.4	<u>Screenshots</u> .....	273
31.	<u>Business Function Name: Cargo Release Request</u> .....	282
31.1	<u>Definition:</u> .....	282
31.2	<u>Navigation</u> .....	282
31.3	<u>Prerequisites – Masters</u> .....	282
31.4	<u>Screenshots</u> .....	283
32.	<u>Business Function Name: Cargo Release</u> .....	290
32.1	<u>Definition</u> .....	290
32.2	<u>Navigation</u> .....	290

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



32.3	Prerequisites – Masters .....	291
32.4	Screenshot .....	291
33.	BUSINESS FUNCTION NAME: EQUIPMENT REQUEST .....	300
33.1	DEFINITION: .....	300
33.2	NAVIGATION .....	300
33.3	PREREQUISITES – MASTERS .....	300
33.4	SCREENSHOT .....	300
34.	BUSINESS FUNCTION NAME: REQUEST BASED EQUIPMENT ALLOCATION .....	307
34.1	DEFINITION: .....	307
34.2	NAVIGATION .....	307
34.3	PREREQUISITES – MASTERS .....	308
34.4	SCREENSHOT .....	308
35.	BUSINESS FUNCTION NAME: STOCK ACCOUNTAL .....	314
35.1	DEFINITION: .....	314
35.2	NAVIGATION .....	314
35.3	PREREQUISITES – MASTERS .....	315
35.4	SCREENSHOT .....	315
36.	BUSINESS FUNCTION NAME: STOCK APPLICATION .....	321
36.1	DEFINITION: .....	321
36.2	NAVIGATION .....	321
36.3	PREREQUISITES – MASTERS .....	321
36.4	SCREENSHOT .....	321
37.	BUSINESS FUNCTION NAME: Transporter Booking .....	328
37.1	DEFINITION: .....	328
37.2	NAVIGATION .....	328
37.3	PREREQUISITES – MASTERS .....	328
37.4	SCREENSHOT .....	328
38.	BUSINESS FUNCTION NAME: Truck Driver Change .....	334
38.1	DEFINITION: .....	334
38.2	NAVIGATION .....	334
38.3	PREREQUISITES – MASTERS .....	334
38.4	SCREENSHOT .....	334
39.	BUSINESS FUNCTION NAME: BILL OF COASTAL GOODS .....	340
39.1	DEFINITION: .....	340

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



39.2	NAVIGATION .....	340
39.3	PREREQUISITES – MASTERS .....	340
39.4	SCREENSHOT .....	340
40.	BUSINESS FUNCTION NAME: TRANSSHIPMENT PERMIT .....	346
40.1	DEFINITION: .....	346
40.2	NAVIGATION .....	346
40.3	PREREQUISITES – MASTERS .....	346
40.4	SCREENSHOT .....	346
41.	BUSINESS FUNCTION NAME: ASSESSMENT CHARGES FOR VESSEL .....	353
41.1	DEFINITION: .....	353
41.2	NAVIGATION.....	353
41.3	PREREQUISITES – MASTERS .....	353
41.4	SCREENSHOTS .....	353
42.	BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-VESSEL .....	361
42.1	DEFINITION: .....	361
42.2	NAVIGATION .....	361
42.3	PREREQUISITES – MASTERS .....	361
42.4	SCREENSHOT .....	361
43.	Business Function Name: PDA Balance.....	365
43.1	DEFINITION: .....	365
43.2	NAVIGATION .....	365
43.3	PREREQUISITES – MASTERS .....	365
43.4	SCREENSHOT .....	365
44.	BUSINESS FUNCTION NAME: ASSESSMENT OF CHARGES CARGO AND STEVEDORE .....	369
44.1	DEFINITION: .....	369
44.2	NAVIGATION.....	369
44.3	PREREQUISITES – MASTERS .....	369
44.4	SCREENSHOTS .....	369
45.	BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-CARGO .....	377
45.1	DEFINITION: .....	377
45.2	NAVIGATION .....	377
45.3	PREREQUISITES – MASTERS .....	377
45.4	SCREENSHOT .....	377
46.	BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-RAILWAY .....	381

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

46.1	DEFINITION: .....	381
46.2	NAVIGATION .....	381
46.3	PREREQUISITES – MASTERS .....	381
46.4	SCREENSHOT .....	381
47.	BUSINESS FUNCTION NAME: RAKE APPLICATION (RA) .....	385
47.1	DEFINITION .....	385
47.2	NAVIGATION: .....	385
47.3	PREREQUISITES – MASTERS: .....	385
47.4	SCREENSHOT .....	386
47.4.1	RAKE APPLICATION FORM DETAILS - INWARD .....	386
47.4.2	RAKE APPLICATION FORM DETAILS - OUTWARD .....	401
47.4.3	RAKE APPLICATION FORM DETAILS - NEWLY BUILD WAGON .....	416
47.5	FIELD INFORMATION .....	428
48.	BUSINESS FUNCTION NAME: Sick Wagon Placement .....	429
48.1	DEFINITION: .....	429
48.2	NAVIGATION: .....	430
48.3	PREREQUISITES – MASTERS .....	430
48.4	SCREENSHOT .....	430
49.	BUSINESS FUNCTION NAME: WAGON PLACEMENT .....	442
49.1	DEFINITION .....	442
49.2	NAVIGATION .....	442
49.3	PREREQUISITES – MASTERS .....	442
49.4	SCREENSHOT .....	443
49.4.1	WAGON PLACEMENT - UNLOADING .....	443
49.4.2	WAGON PLACEMENT - LOADING .....	454
49.5	FIELD INFORMATION .....	464
50.	BUSINESS FUNCTION NAME: DECLARATION OF LOADING AND UNLOADING .....	467
50.1	DEFINITION: .....	467
50.2	NAVIGATION: .....	467
50.3	PREREQUISITES – MASTERS .....	467
50.4	SCREENSHOT .....	468
50.4.1	Declaration of Loading and Unloading –(Unloading) .....	468
50.4.2	Declaration of Loading and Unloading –(Loading) .....	478
50.5	FIELD INFORMATION .....	490



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

51. BUSINESS FUNCTION NAME: RAIL RECEIPT .....	493
51.1 DEFINITION .....	493
51.2 NAVIGATION: .....	493
51.3 PREREQUISITES – MASTERS.....	493
51.4 LIST PAGE SCREENSHOT .....	494
51.4.1 RAIL RECEIPT - OUTWARD.....	494
51.4.2. RAIL RECEIPT - INWARD.....	506
<u>FIELD INFORMATION</u> .....	518
52. Business Function Name: Yard Receipt.....	521
52.1 Definition: .....	521
52.2 Navigation .....	521
52.3 Prerequisites – Masters .....	521
52.4 Screenshot .....	521
53. BUSINESS FUNCTION NAME: EXPORT APPLICATION .....	533
53.1 DEFINITION .....	533
53.2 NAVIGATION.....	533
53.4 PREREQUISITES – MASTERS.....	534
53.4 SCREENSHOT .....	534
54. BUSINESS FUNCTION NAME: EXPORT GENERAL MANIFEST.....	542
54.1 DEFINITION .....	542
54.2 NAVIGATION .....	542
54.3 PREREQUISITES – MASTERS .....	543
54.4 SCREENSHOT:.....	543
55. BUSINESS FUNCTION NAME: LET EXPORT ORDER.....	550
55.1 DEFINITION .....	550
55.2 NAVIGATION.....	551
55.3 PREREQUISITES – MASTERS.....	551
55.4 SCREENSHOT .....	551
56. BUSINESS FUNCTION NAME: EXPORT READY APPLICATION .....	557
56.1 DEFINITION .....	557
56.2 NAVIGATION.....	557
56.3 PREREQUISITES – MASTERS.....	557
56.4 SCREENSHOT .....	557
57. BUSINESS FUNCTION NAME: MATE RECEIPT .....	566

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

57.1 DEFINITION .....	566
57.2 NAVIGATION:.....	566
57.3 PREREQUISITES – MASTERS .....	566
57.4 SCREENSHOTS .....	566
58. BUSINESS FUNCTION NAME: SHIPPING BILL CONVERSION .....	575
58.1 DEFINITION .....	575
58.2 NAVIGATION.....	575
58.3 PREREQUISITES – MASTERS.....	575
58.4 SCREENSHOT .....	575



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

## ABOUT DOCUMENT

### 1. Document Versioning

#### Document Amendment Record

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

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

### 2. Purpose

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

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

### 3. Target Audience

The following are target audience of this document

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



### 4. Disclaimer Clause

NA

## I. ABBREVIATION

Following Abbreviations are from Import Related Functions.

S.No.	Abbreviation	Description
1	IGM	Import General Manifest
2	VCN	Vessel Call Number
3	CARGO TYPE I. C II. P III. LB IV. DB V. CP	Containerized Packaged Liquid Bulk Dry Bulk Part of the consignment is containerized and remaining is packaged but not containerized
4	Item Type Code I. GC II. OT	Govt Cargo Other Cargo

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



	III. UB	Unaccompanied Cargo
5	HSS	High Sea Sales
6	IEC Code	Importer & Exporter Code
7	UNO Code	
8	IMCO Code	
9	Message Type I. F II. S III. D IV. A	Fresh Supplementary Delete Amendment
10	Out of Charge Type Name I. F II. P	Full Partial
11	UOM CODE	Unit Of Measurement Code
12	Delivery Stage I. F II. P	Full Partial
13	ETA	Estimated Time of Arrival
14	ETD	Estimated Time of Departure
15	RFID	Radio Frequency Identification
16	TAT Hours	Turn Around Time in Hours



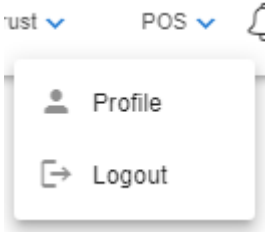















## II. ERROR MESSAGES CODES AND DESCRIPTIONS



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


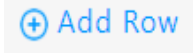

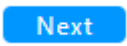













## III. SYMBOLS AND ICONS

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

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

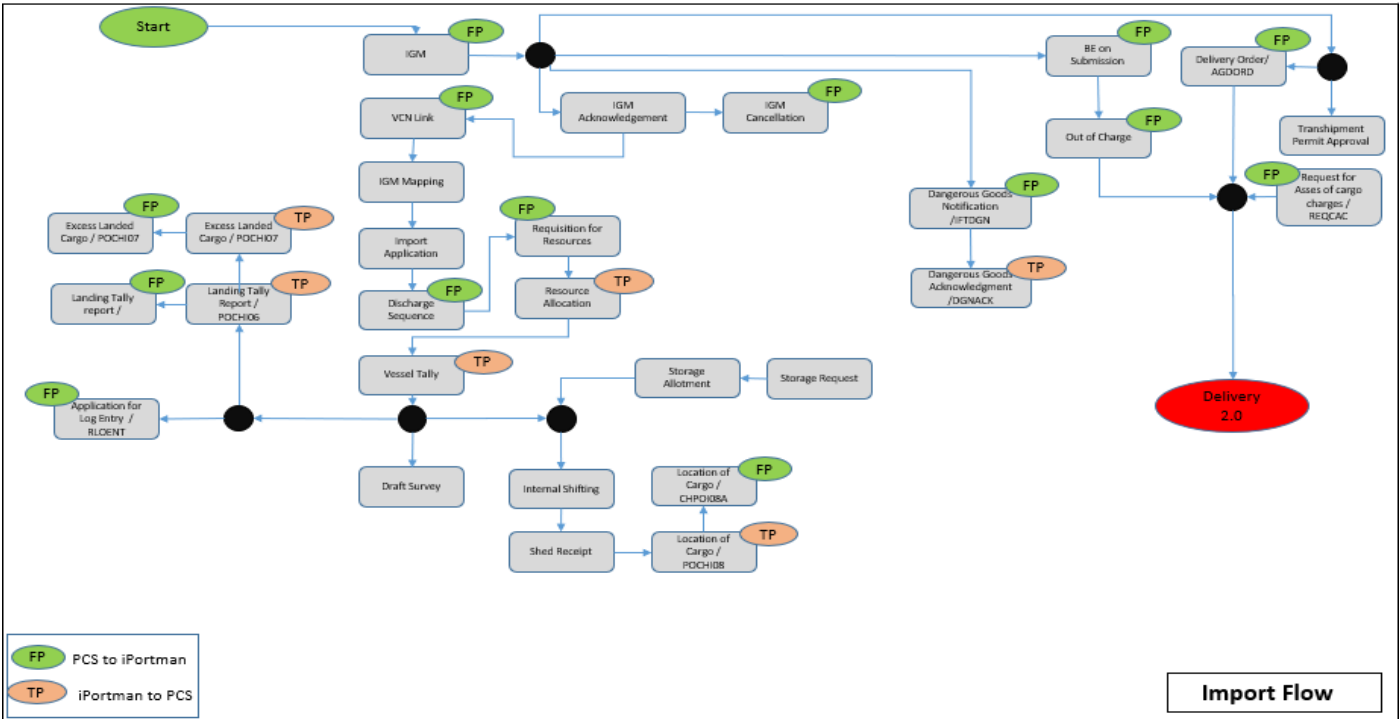
2		Notification Bell it will alert user for pending action items
3		Weather Forecast
4		 This icon is for user profile, from where user can access following items. <ol style="list-style-type: none"> <li>1. USER PROFILE AS SET BY THE ADMINISTRATOR</li> <li>2. PROFILE SETTINGS</li> <li>3. LOGOUT BUTTON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

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

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

#### IV. BUSINESS FLOW DIAGRAM FOR TRAFFIC NON-CONTAINER IMPORT

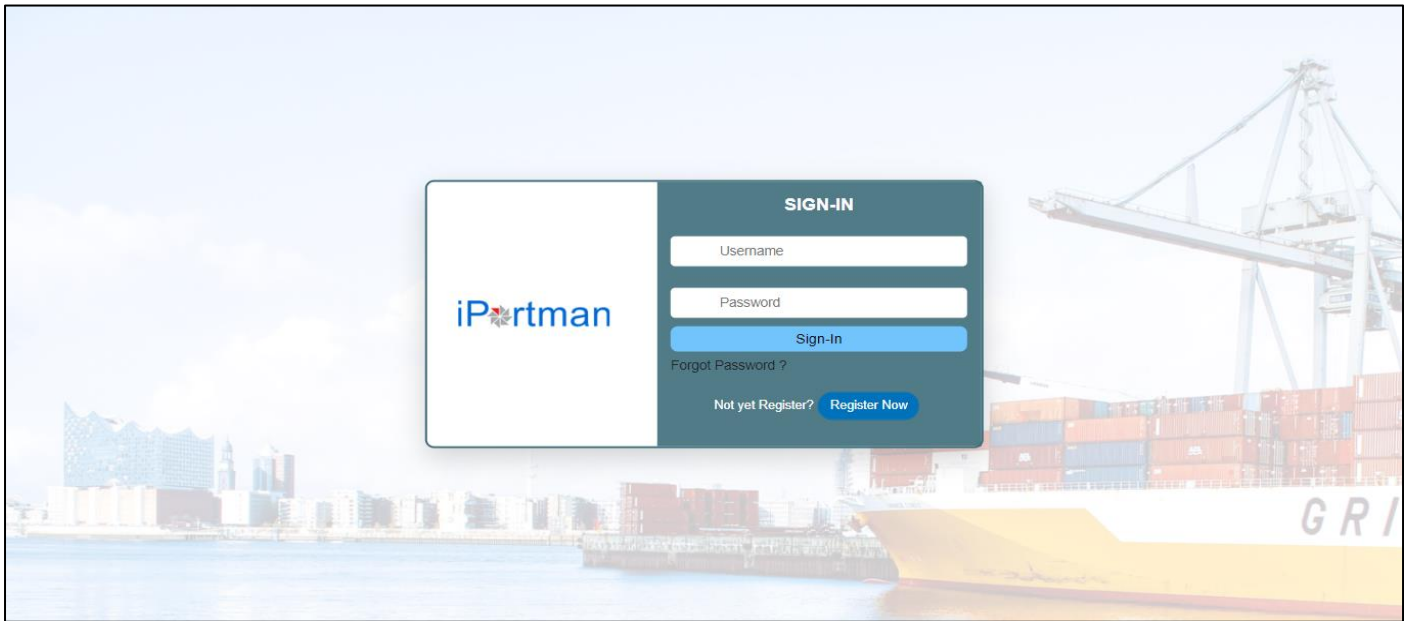
Following process flow for Import Non-Container General Cargo





#### V. APPLICATION VIEW/ UI DESCRIPTION

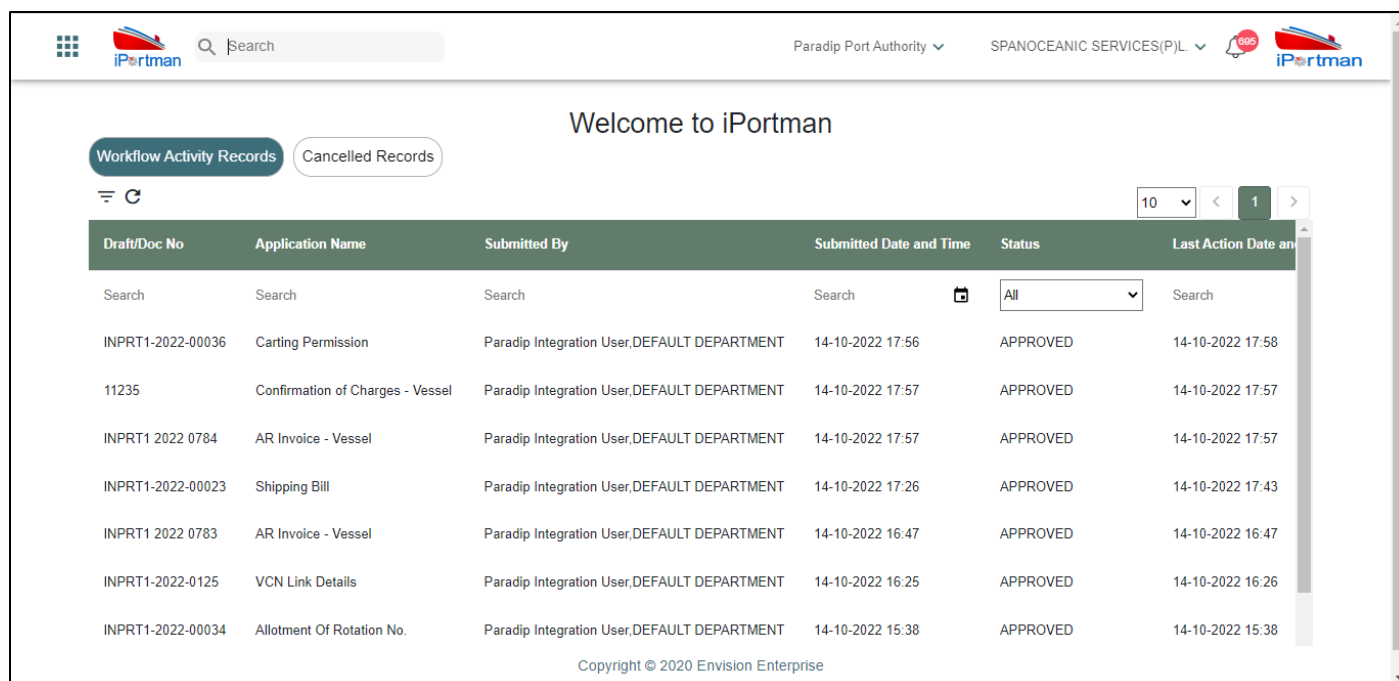
NA

#### VI. BUSINESS PROCESS FOR TRAFFIC



User Interface Image I-Login Screen

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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User Interface Image II-Welcome to iPortman

## 1. BUSINESS FUNCTION NAME: PERMISSION REQUEST

### 1.1. DEFINITION:

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


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


### 1.2. NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

Menu Path	Menu Bar → Marine→ Requests→ Permission Request→ Click on New button 
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

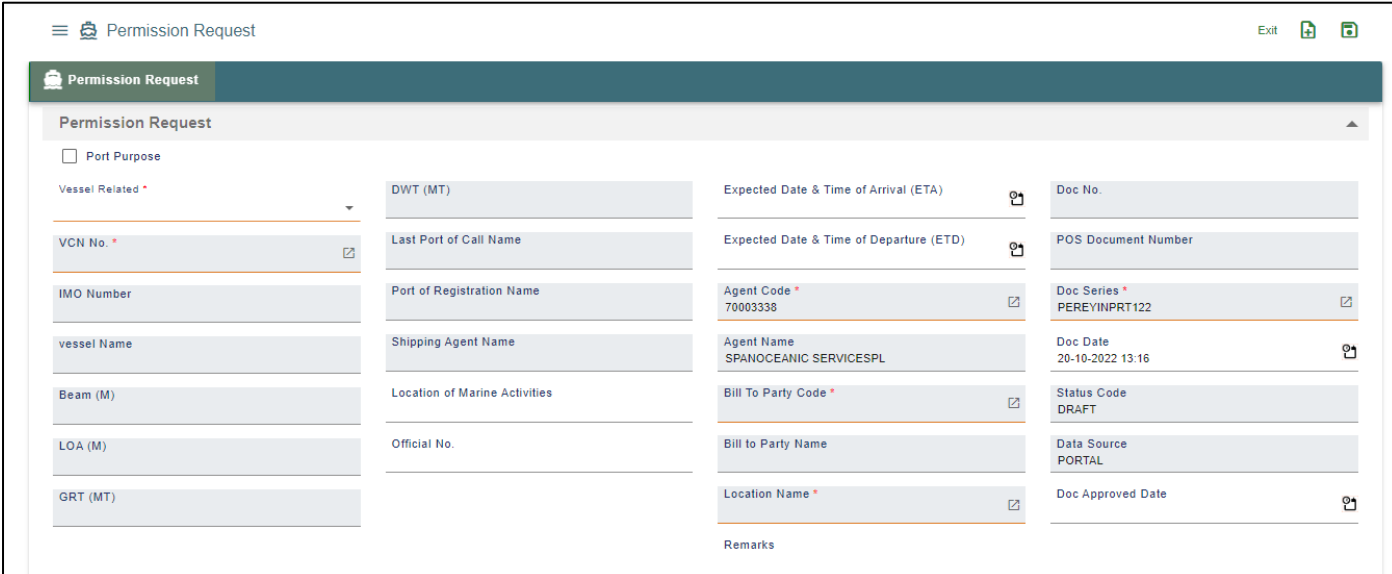
### 1.3. PREREQUISITES – MASTERS

1. Agent
2. Permission Type

#### 1.4. SCREENSHOTS

Following are the screenshot from Permission Request

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



The screenshot shows the 'Permission Request' form. It includes fields for Vessel Related (VCN No., IMO Number, Vessel Name, Beam (M), LOA (M), GRT (MT)), DWT (MT), Last Port of Call Name, Port of Registration Name, Shipping Agent Name, Location of Marine Activities, Official No., Expected Date & Time of Arrival (ETA), Expected Date & Time of Departure (ETD), Agent Code, Agent Name, Bill To Party Code, Bill To Party Name, Location Name, Doc No., POS Document Number, Doc Series, Doc Date, Status Code, Data Source, and Doc Approved Date. Remarks field is also present at the bottom.



*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.

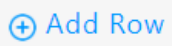
Below are the Field Information regarding Permission Request Details Section.

(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

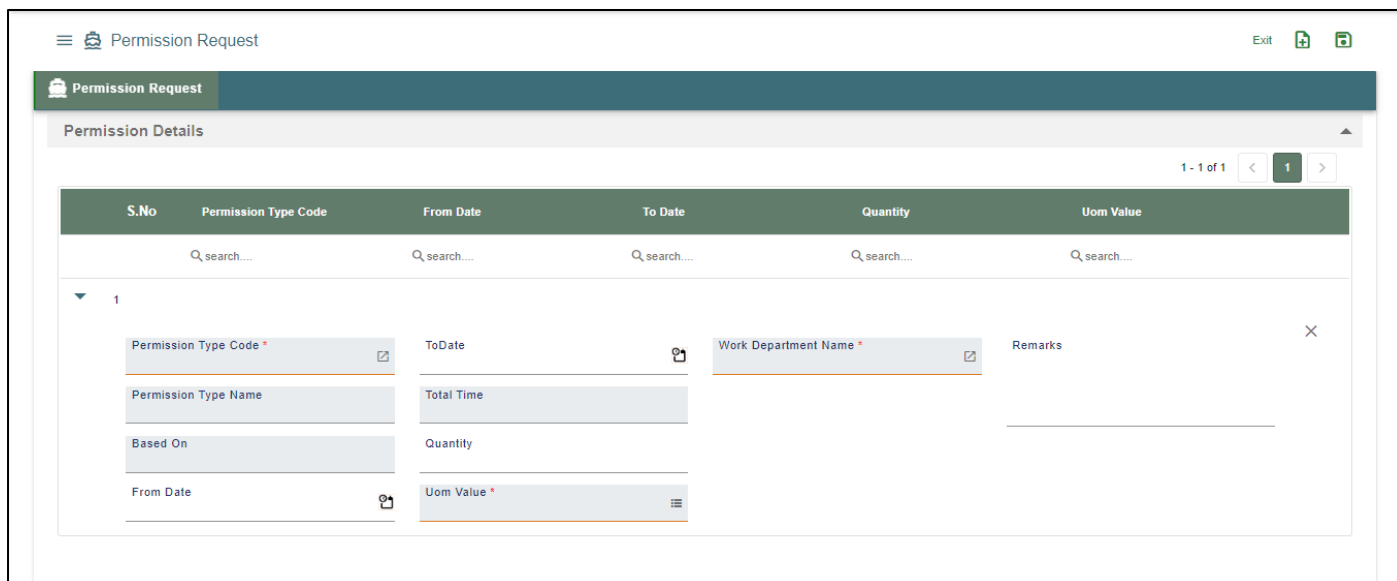
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

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

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

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








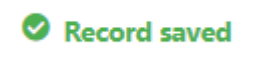
*User Interface Image 252 Permission Request 28.5.2*


Below are the Field Information regarding Permission Request Details Section.

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

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

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



**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. –

Attachments (1) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Permission Request						
<input type="checkbox"/>	1.	Document of Permission 1 <span>▼</span>				*File Req
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>



*User Interface Image 253-Permission Request 28.5.3*


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

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Permission Request						
<input type="checkbox"/> 1.	Document of Permission	1				*File Req
<div> <div>+</div> <div>ADD FILES</div> </div> <div>SELECT FILES</div>						
or						
<div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

*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.



Check List

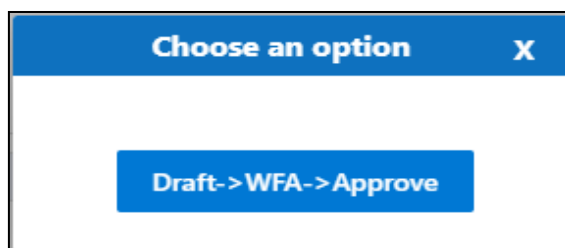
✕

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

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


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

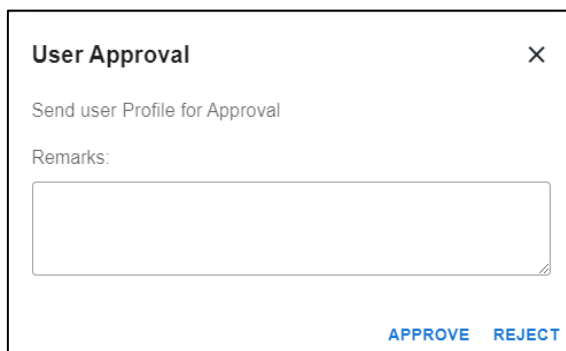
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



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

**Work Flow Initiated. with drivenId = 12999**

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






**Successfully Status changed to WFAPP**

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

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

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

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


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

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

Remarks required!

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

Successfully rejected.

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

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


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

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

Remarks required!

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


Successfully 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

Confirmation required

Alert Message

 Do you want to cancel?

NO YES

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


Cancellation


Reason Description \*

Remarks

Requested By

EXIT PROCEED

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


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

Permission Request

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

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

*User Interface Image 255Permission Request 28.5.5*

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

Search

Field

Condition



Value1


Value2

Concatenate Condition

Add Row

Clear
Search

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

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

## 2. BUSINESS FUNCTION NAME: PERMISSION RECORDING


### 2.1. DEFINITION:


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

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

### 2.2. NAVIGATION

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

<b>Menu Path</b>	Menu Bar → Marine→ Recordings→ Permission Recording→Click on New button 
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 2.3. PREREQUISITES – MASTERS

1. Department Master

### 2.4. SCREENSHOT

Following are the screenshots from Permission Recording

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

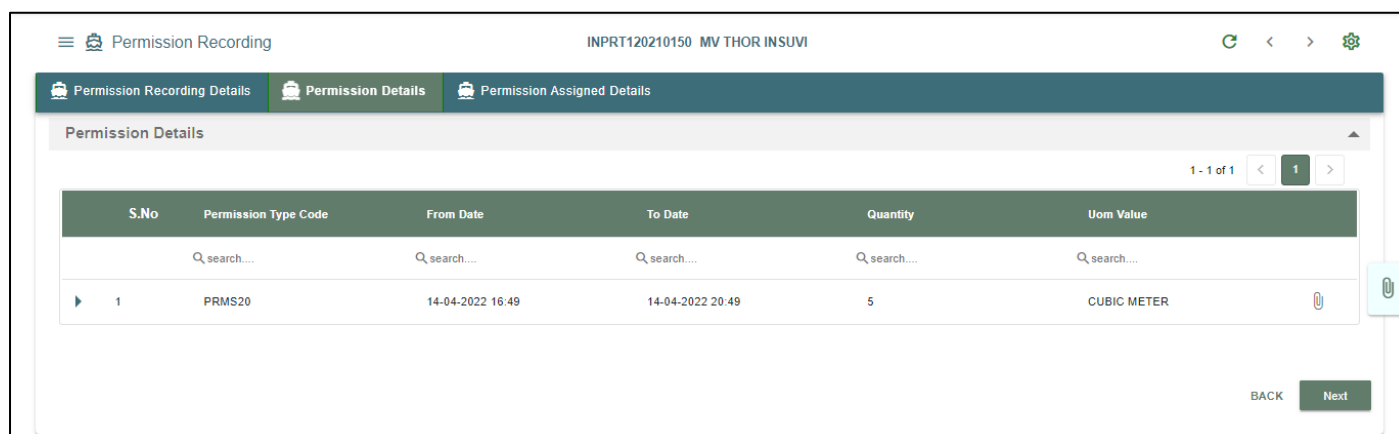


Permission Recording Details			
Permission Approval No. *	Employee Code	Designation Name	Doc No.
INPRT1-2022-0001			INPRT1-2022-0001
Permission Name	Employee Name	Work Department Name	POS Document Number
			INPRT120220001
Vessel Related	LOA (M)	Expected Date & Time of Arrival (ETA)	Doc Date
Yes	189.99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

*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.

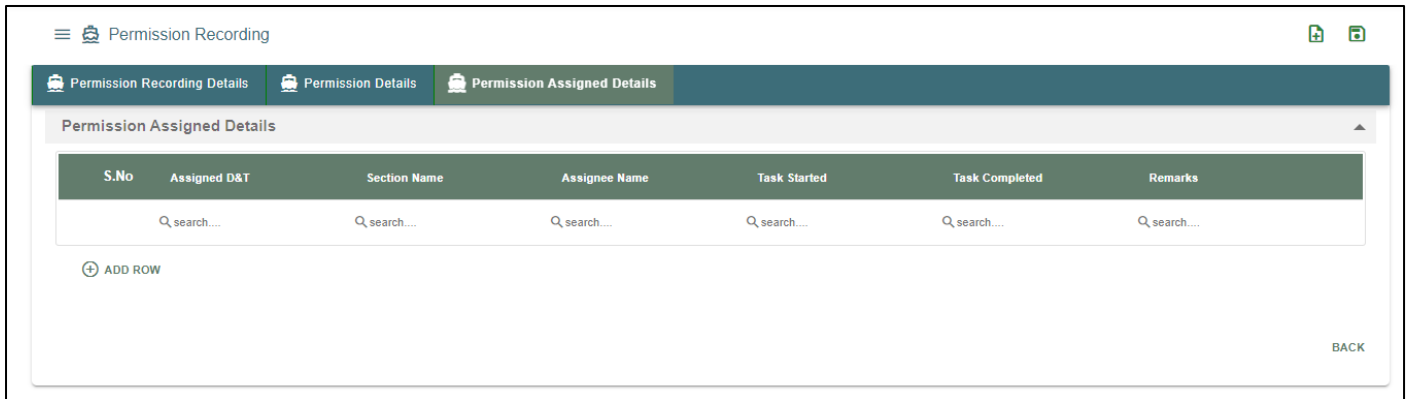


S.No	Permission Type Code	From Date	To Date	Quantity	Uom Value
1	PRMS20	14-04-2022 16:49	14-04-2022 20:49	5	CUBIC METER

*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 -





Permission Recording

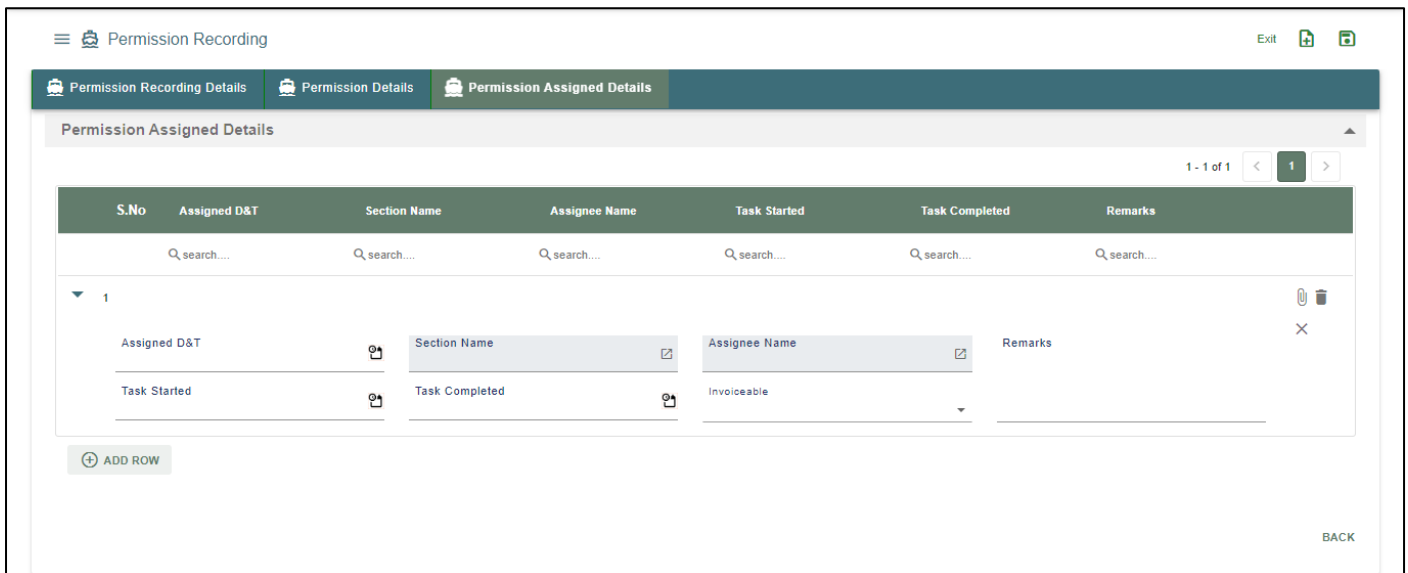
Permission Recording Details | Permission Details | **Permission Assigned Details**

Permission Assigned Details

S.No	Assigned D&T	Section Name	Assignee Name	Task Started	Task Completed	Remarks
<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>

*User Interface Image 258- Permission Recording 29.5.3*

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



Permission Recording



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


Permission Assigned Details

1 - 1 of 1

S.No	Assigned D&T	Section Name	Assignee Name	Task Started	Task Completed	Remarks
1	<input type="text" value="Assigned D&amp;T"/>	<input type="text" value="Section Name"/>	<input type="text" value="Assignee Name"/>	<input type="text" value="Task Started"/>	<input type="text" value="Task Completed"/>	<input type="text" value="Remarks"/>

*User Interface Image 259- Permission Recording 29.5.4*

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

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



Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 260-PERMISSION RECORDING29.5.5*

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



Attachments (0)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

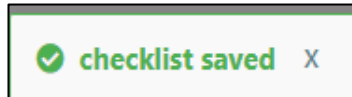
CLOSE

*User Interface Image 261-PERMISSION RECORDING29.5.6*

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

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

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



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

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


button .

Choose an option X

Draft->WFA->Approve

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

Work Flow Initiated. with drivenId = 12999

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

User Approval X

Send user Profile for Approval



Remarks:

APPROVE REJECT

Successfully Status changed to WFAPP

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

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

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

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

**Successfully rejected.**

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

**Step15:** Once the workflow is in WFAPP. Click on



the icon. System will be displaying

**Send user Profile for Approval**

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

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step16:** Once the user Approve the request the

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

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

**Remarks required!**

Up On

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

**Successfully rejected.**

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

**Step 17:** Once the workflow is in WFAPP. Click on



the icon. System will be displaying

**Send user Profile for Approval**

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

User Approval

Send user Profile for Approval



Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step 18:** Once the user Approve the request the

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

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


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

**Remarks required!**

Up On

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

**Successfully rejected.**


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

After clicking the icon system will display

**Confirmation required**

with below alert Yes and No

Alert Message

 Do you want to cancel?

NO YES

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


Cancellation


Reason Description \*

Remarks

Requested By


EXIT PROCEED



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

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

Permission Recording								
1 - 10 of 182 10 1 2 3 ... 17 18 19 >								
Doc No.	Status	Permission Approval No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*User Interface Image 261- Permission Recording 29.5.7*

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

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

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....

search....


and

+

 Add Row

Clear

Search

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

### 3. BUSINESS FUNCTION NAME: PERMISSION APPROVAL

#### 3.1. DEFINITION:

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


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


#### 3.2. NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

Menu Path	Menu Bar → Marine→ Approvals→ Permission Approval→ Click on New button 
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USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.



#### 3.3. PREREQUISITES – MASTERS

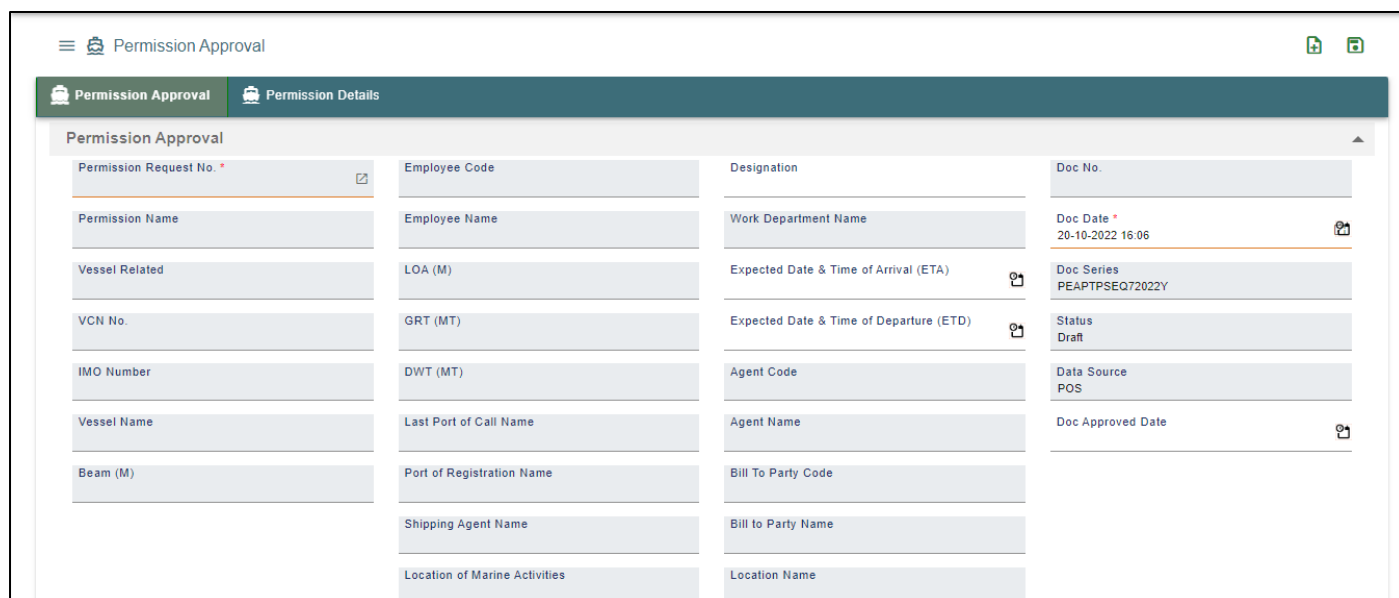
1. Agent Master
2. Permission Type Master

#### 3.4. SCREENSHOTS

Following are the screenshot from Permission Request

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

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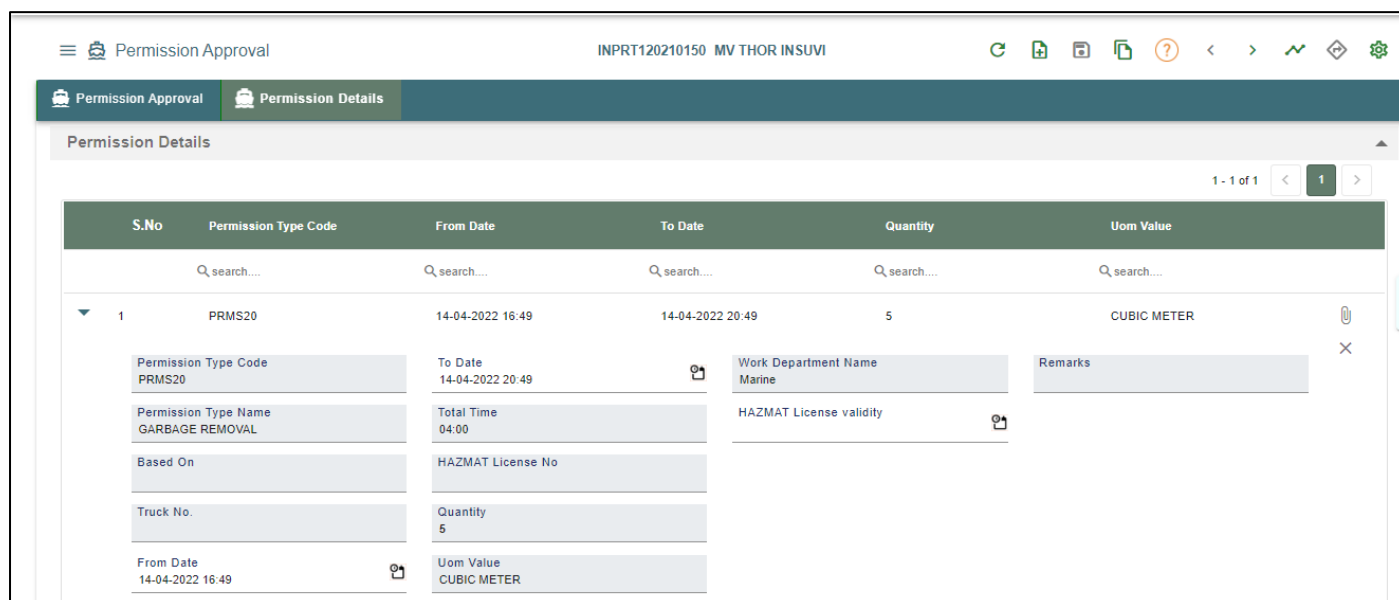
**Permission Approval**

Permission Request No. *	Employee Code	Designation	Doc No.
Permission Name	Employee Name	Work Department Name	Doc Date * 20-10-2022 16:06
Vessel Related	LOA (M)	Expected Date & Time of Arrival (ETA)	Doc Series PEAPTPSEQ72022Y
VCN No.	GRT (MT)	Expected Date & Time of Departure (ETD)	Status Draft
IMO Number	DWT (MT)	Agent Code	Data Source POS
Vessel Name	Last Port of Call Name	Agent Name	Doc Approved Date
Beam (M)	Port of Registration Name	Bill To Party Code	
	Shipping Agent Name	Bill to Party Name	
	Location of Marine Activities	Location Name	

*User Interface Image 262-Permission Approval 30.5.1*

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

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




**Permission Details**



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

**Details for Record 1:**

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

*User Interface Image 263-Permission Approval 30.5.2*

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

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





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

Attachments (0)
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						UPLOAD CLOSE



*User Interface Image 264-Permission Approval 30.5.3*

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

Attachments (0)
×



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						UPLOAD CLOSE

*User Interface Image 265-Permission Approval 30.5.4*


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

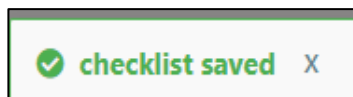
**Step 8:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured




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

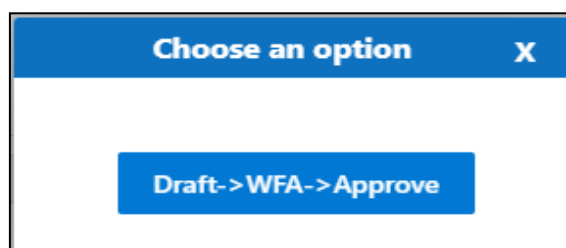
parameters will display in the Check List Window.

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




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


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



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

**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).

User Approval 

Send user Profile for Approval

Remarks:

APPROVE

REJECT

**Successfully Status changed to WFAPP**

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

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

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

**Remarks required!**

Up On

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

**Successfully rejected.**

**Step13:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

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

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

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

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

**Remarks required!**

Up On

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

**Successfully rejected.**

**Step 15:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

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



User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

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

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


Successfully Status changed to APPROVED

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

Remarks required!

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

Successfully 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 with below alert Yes and No

Confirmation required

Alert Message
X

Do you want to cancel?

NO YES

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


Cancellation
X


Reason Description \*

Remarks

Requested By


EXIT PROCEED

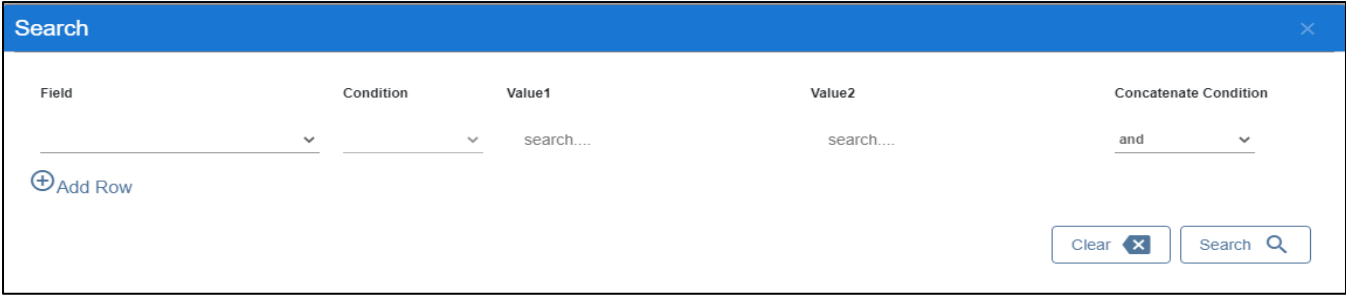
By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

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


Permission Approval								
1 - 10 of 192								
Doc No.	Status	Permission Request No.	Permission Name	Employee Name	VCN No.	Vessel Related	Vessel Name	Agent Name
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

User Interface Image266- Permission Approval 30.5.5

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



The screenshot shows a 'Search' popup window with a blue header and a close button (X). The main area contains a table-like structure with columns: Field, Condition, Value1, Value2, and Concatenate Condition. Each column has a dropdown menu. Below the table is an 'Add Row' button with a plus icon. At the bottom right, there are 'Clear' and 'Search' buttons.

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: Back to Town

### 4.1. Definition:

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

### 4.2. Navigation

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

<b>Menu Path</b>	Menu Bar → Cargo → Cargo Operation→ Back to Town→ Click on <b>Add New</b>
------------------	---

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

### 4.3. Prerequisites – Masters

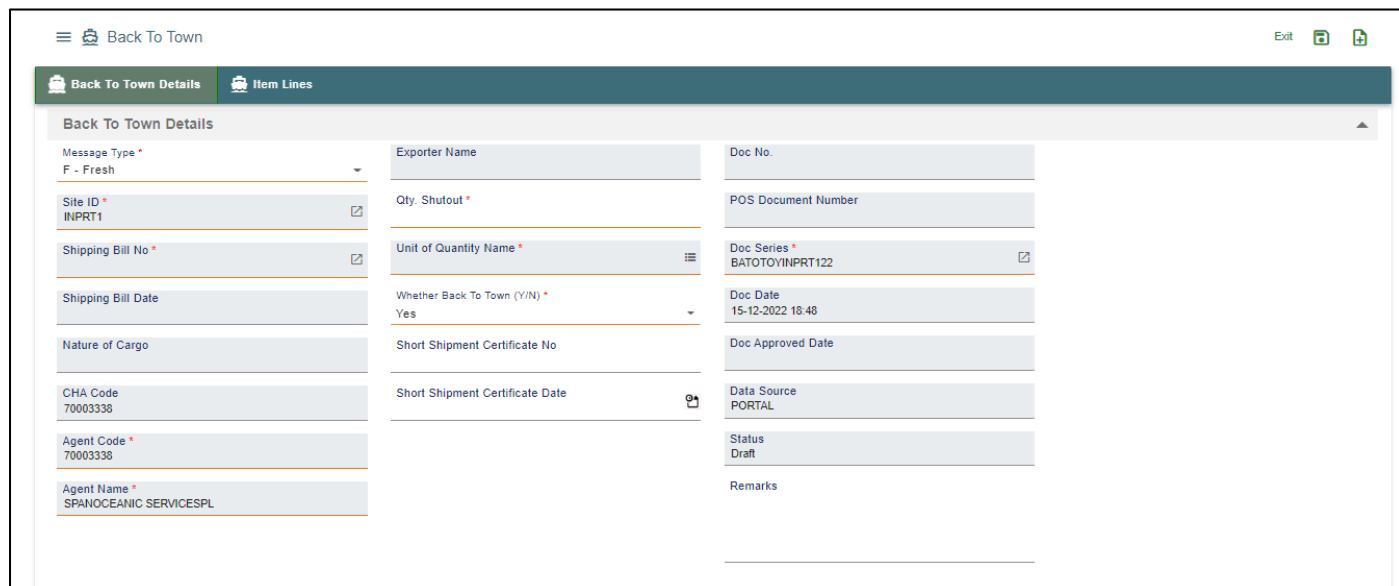
Following Masters are required in order to complete the Import Application and send for approval.

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

## 4.4 SCREENSHOT

Following screenshot from Back to Town

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





*User Interface Image 176 -Back to Town Details-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 Back to Town Details Section.

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

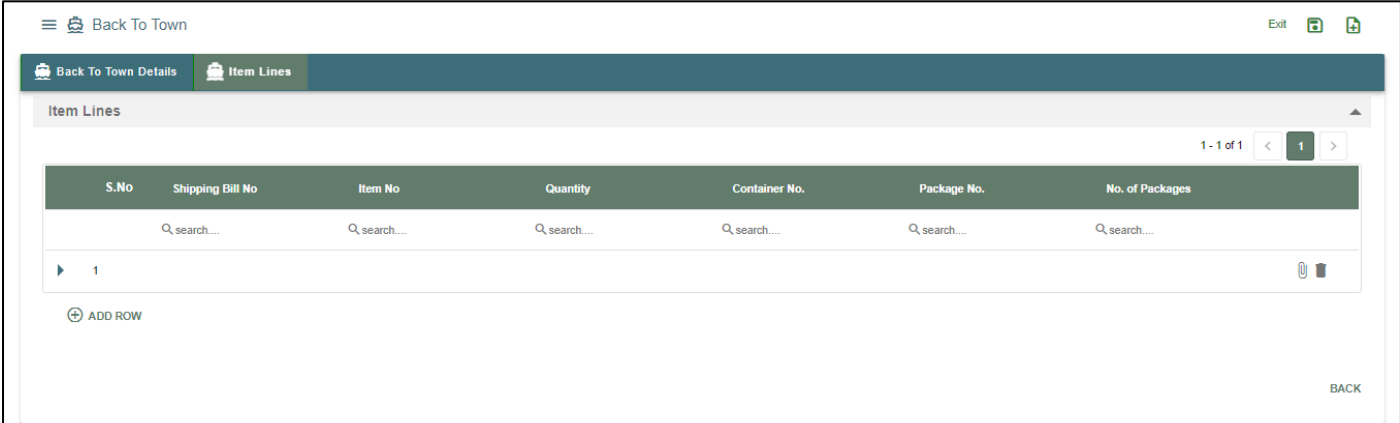
Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Site ID	Yes	LOV
SB No.	Yes	LOV
SB Date	No	Calendar
Nature of Cargo	No	Text Box
CHA Code	No	Auto fill
Exporter Code	No	Auto fill
Quantity Shutout	Yes	Text Box
Unit of Quantity	Yes	LOV
Whether Cargo Back to Town(Yes/No)	Yes	Dropdown
Short Shipment Certificate No	No	Text Box
Short Shipment Certificate Date	No	Calendar
BTT Numb		Text Box
BTT Series		List
BTT Date		Calendar
BTT Status		Text Box
Approval Date		Calendar
Remarks		Text Box

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

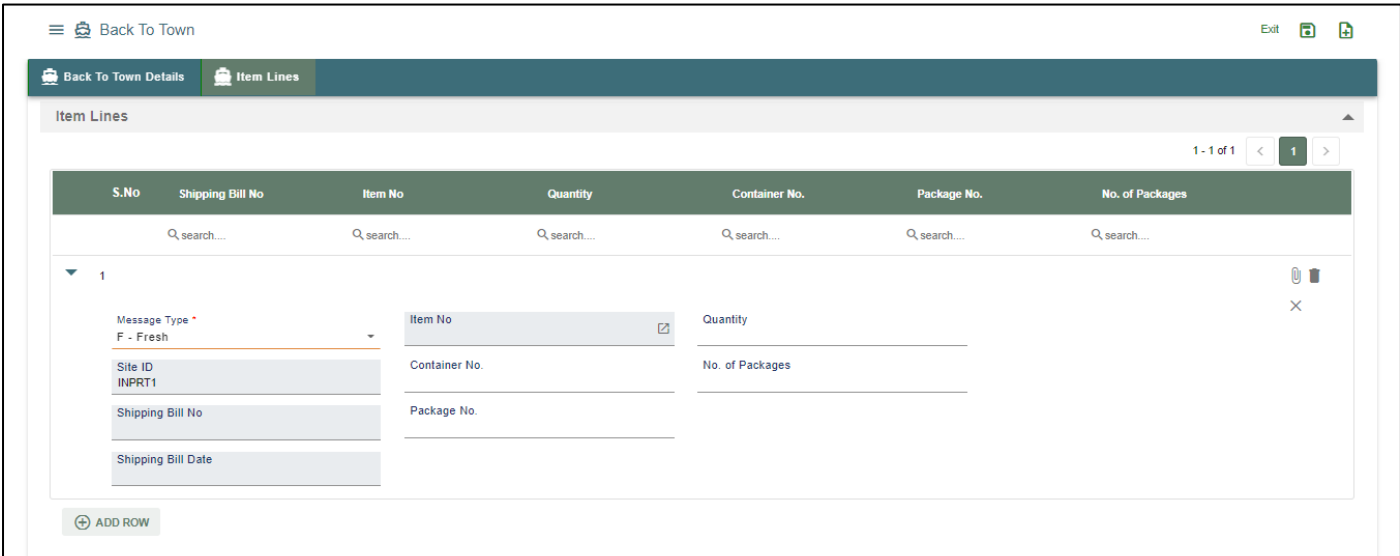
 **Record saved**

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


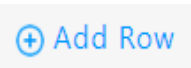





User Interface Image 177-Item Lines-28.5.2

Click on  to begin with data entry



User Interface Image 178-Item Lines-28.5.3


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


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



Below are the Field Information regarding item Details Section.


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

Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Site ID	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Shipping bill item no	No	Pop Up
Container No.	No	Text Box
Package No.	No	Text Box
Quantity	No	Text Box

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

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

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

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

Attachments (1)

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

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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



Attachments (2) ✕


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

+ Add files



Select files

OR

Drag files here, to upload

Upload 

Close ✕

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





Attachments (2) ✕


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

+ Add files

Select files

OR



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


Upload 

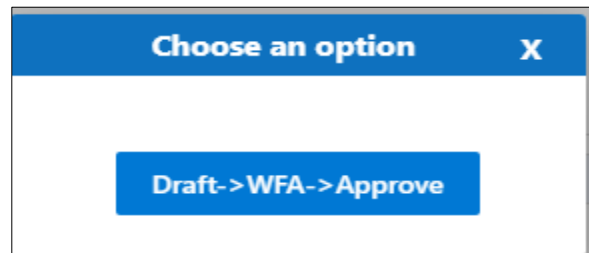
Close ✕

Click On Close Button

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


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

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



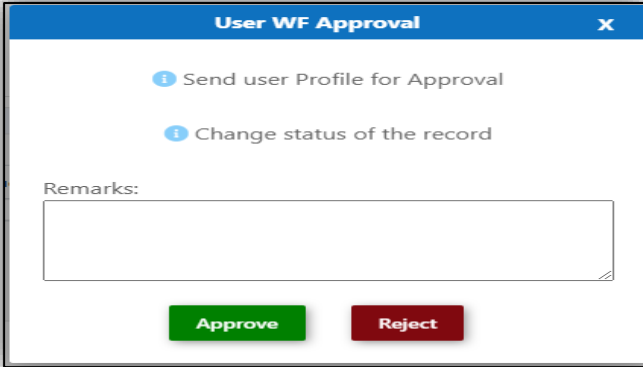
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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



**Successfully Status changed to WFAPP**

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



**Successfully rejected.**

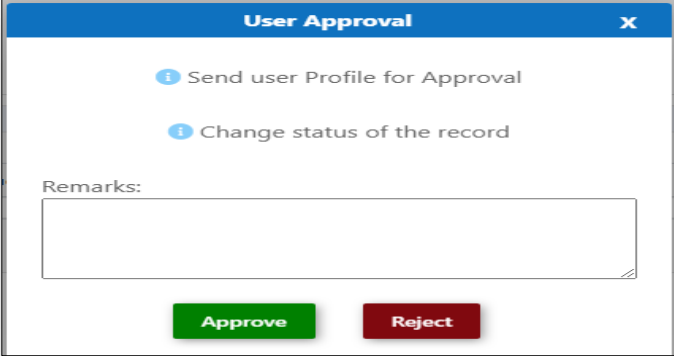
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

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

**Send user Profile for Approval**

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

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

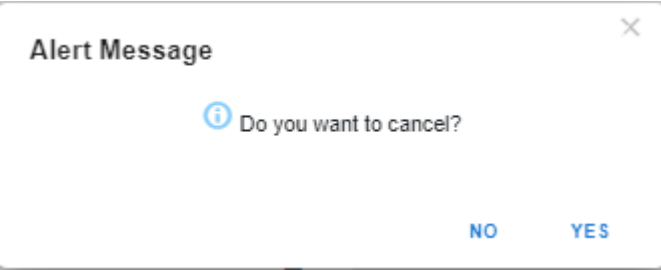
**Approve** **Reject**

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

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

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

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

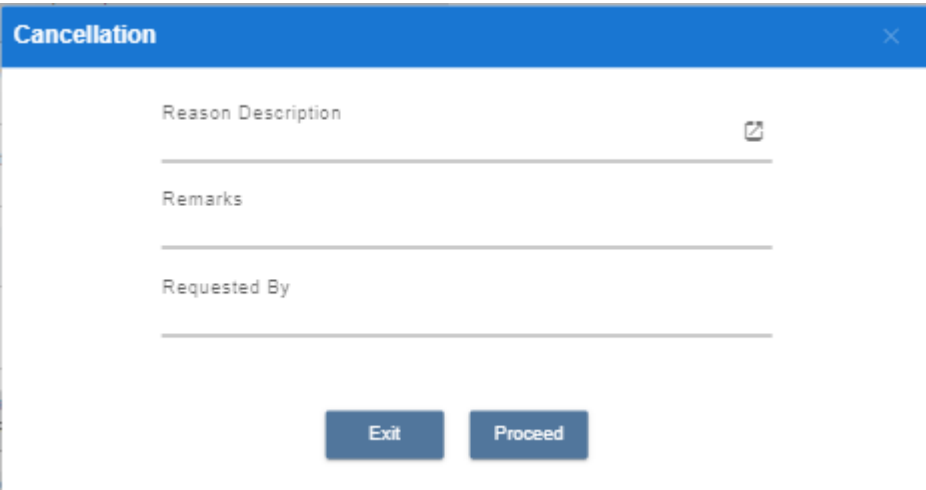


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]



Reason Description 

Remarks

Requested By

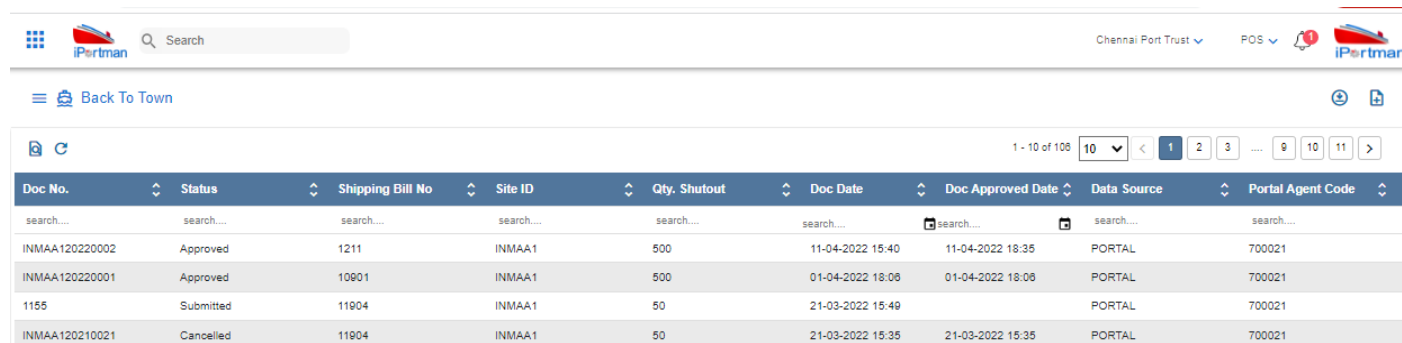
**Exit** **Proceed**

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

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

CANCEL

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



Doc No.	Status	Shipping Bill No	Site ID	Qty. Shutout	Doc Date	Doc Approved Date	Data Source	Portal Agent Code
INMAA120220002	Approved	1211	INMAA1	500	11-04-2022 15:40	11-04-2022 18:35	PORTAL	700021
INMAA120220001	Approved	10901	INMAA1	500	01-04-2022 18:08	01-04-2022 18:08	PORTAL	700021
1155	Submitted	11904	INMAA1	50	21-03-2022 15:49		PORTAL	700021
INMAA120210021	Cancelled	11904	INMAA1	50	21-03-2022 15:35	21-03-2022 15:35	PORTAL	700021

User Interface Image 181-List table -28.5.6

## 5. Business Function Name: Internal Shifting Request

### 5.1. Definition:

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

### 5.2. Navigation

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



<b>Menu Path</b>	Menu Bar → Cargo → Request → Internal Shifting Request → Click on <b>Add New</b>
------------------	--


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

### 5.3. Prerequisites – Masters

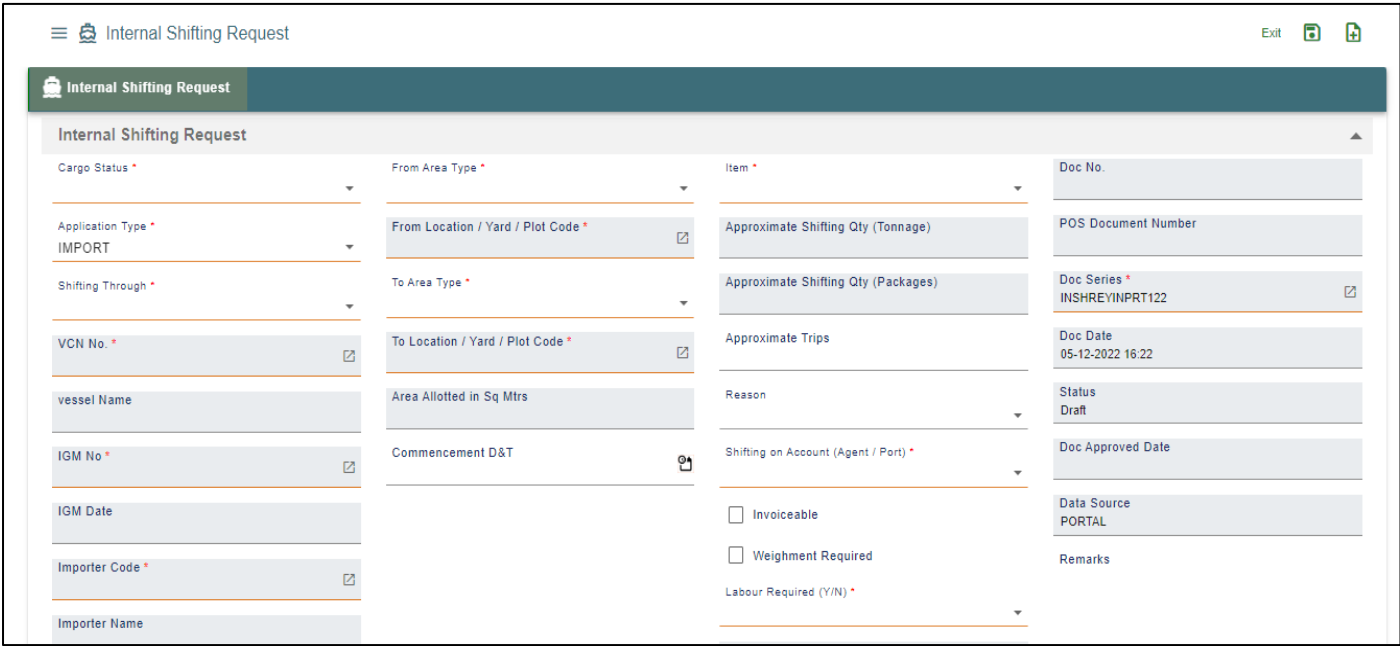
1. Shifting Type
2. Shifting Through
3. VCN NO
4. IGM No
5. From Location/Yard/Plot Code
6. To Location/Yard/Plot Code
7. Importer Code

### 5.4. Screenshot

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**Step 1:** After Navigation to the respective function screen, User will move to list of Data and Click on Add new button  . it will direct to the below screen in order to fill the data

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





*User Interface Image 40 - Internal Shifting Request Header Details 8.1*


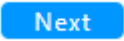

Below are the Field Information regarding Internal Shifting Request Details Section.

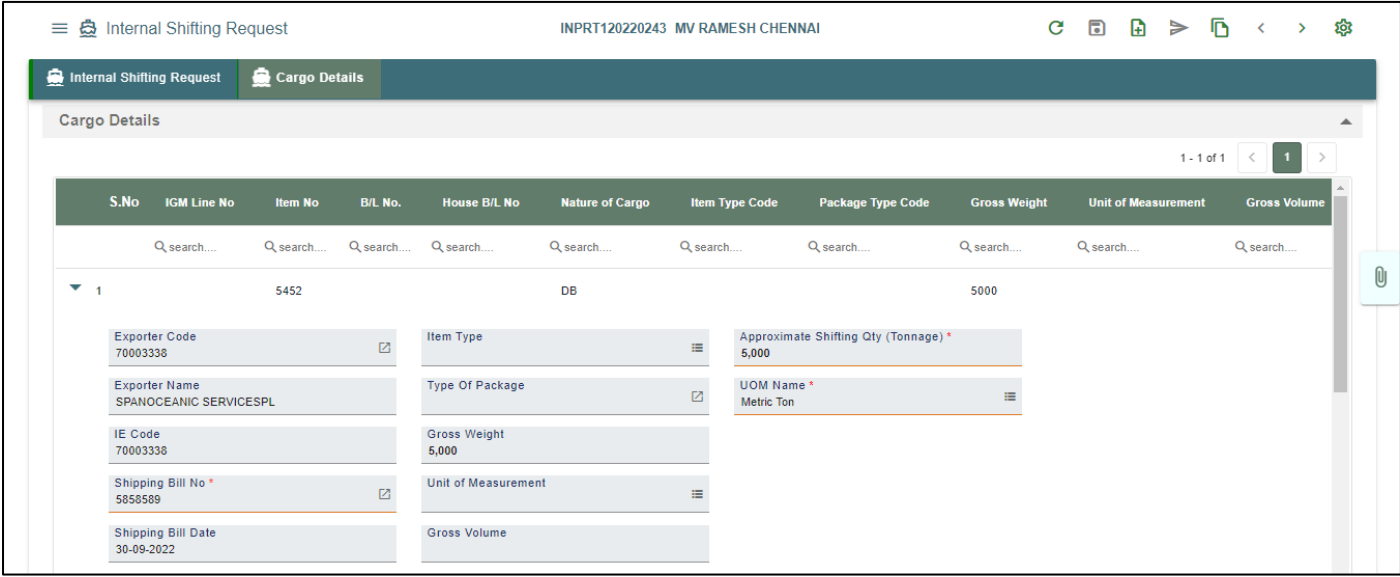
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

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

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

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




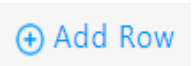

*User Interface Image 41 - Internal Shifting Request Cargo Details 8.2*

Below are the Field Information regarding Cargo Details Section.


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


Field Name	Mandatory	Fill Type
IGM Line No	Yes	LOV
Sub Line No	No	Textbox



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



**Step 4:** Once data is filled in Cargo Details, click on save button  and click on  if need to add multiple Row's or else click on  button, And document will be saved with 'Draft' status with on screen LOV as below



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

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


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

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

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


Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+</div> ADD FILES <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div>UPLOAD</div> <div>CLOSE</div>



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

Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+</div> ADD FILES <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div>UPLOAD</div> <div>CLOSE</div>

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

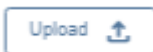



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

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

**Attachments (0)**
×



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						UPLOAD CLOSE


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



**Attachments (0)**
×

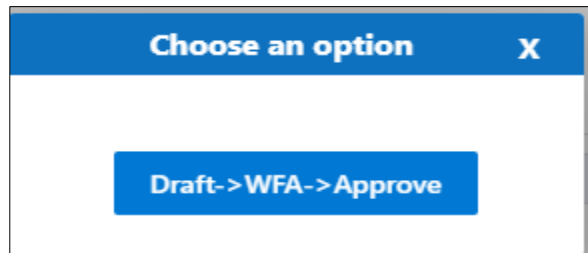
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						UPLOAD CLOSE

Click On Close Button

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


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

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



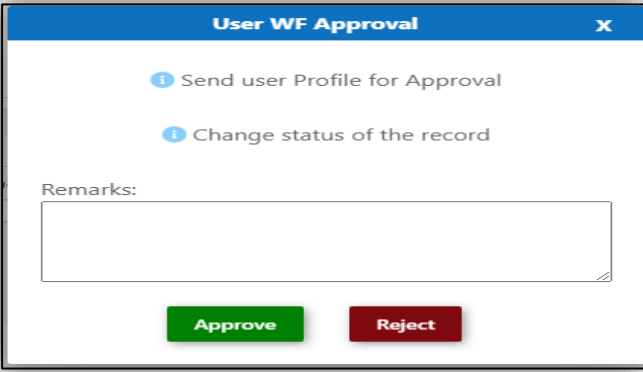
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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



**Successfully Status changed to WFAPP**

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



**Successfully rejected.**

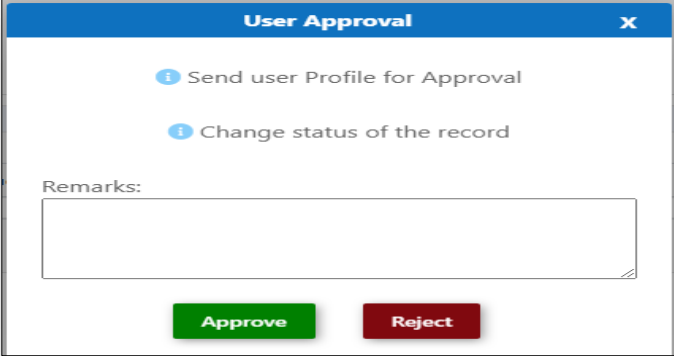
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

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

**Send user Profile for Approval**

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

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

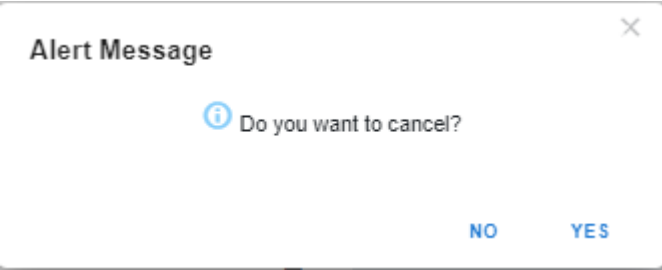
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

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

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

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

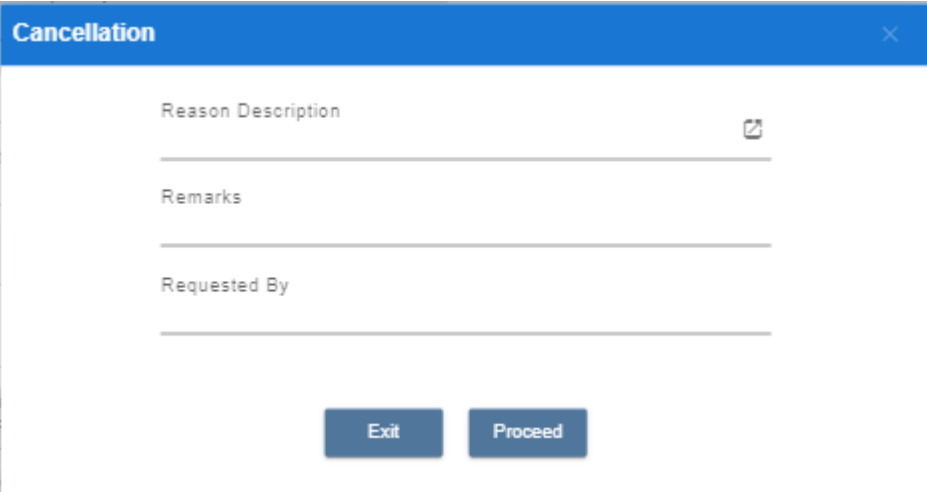


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]



Reason Description 

Remarks

Requested By

**Exit** **Proceed**

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

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

CANCEL


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


**Data Submit Status**
✕


Pos Integration




Status: SUCCESS

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


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



Chennai Port Trust ▾ pos ▾ 


 Internal Shifting Request  

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



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


**Search**
✕



Field	Condition	Value1	Value2	Concatenate Condition
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

 Add Row

Clear
Search

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

By Clicking on  Load the records and display the data.

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

## 6. Business Function Name: Yard Delivery

### 6.1. Definition:

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

### 6.2. Navigation

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


<b>Menu Path</b>	Menu Bar → Cargo → Yard Operations → Yard Delivery → Click on <b>Add New</b>
------------------	--

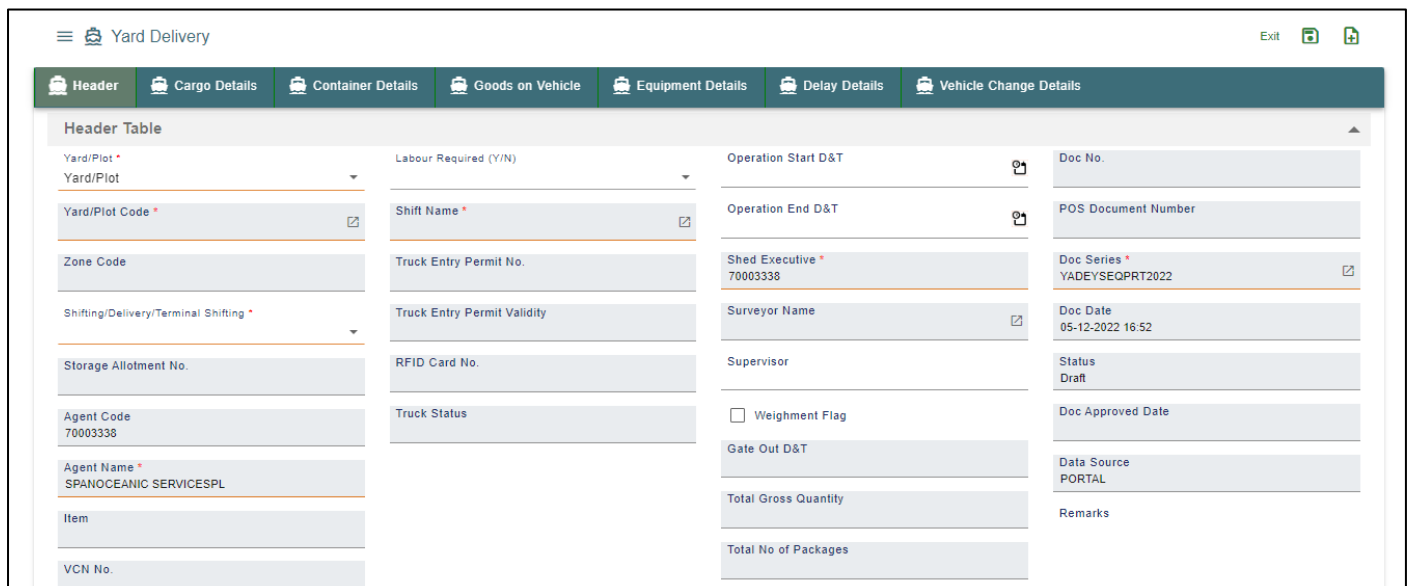
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 6.3. Prerequisites – Masters


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



### 6.4. Screenshot

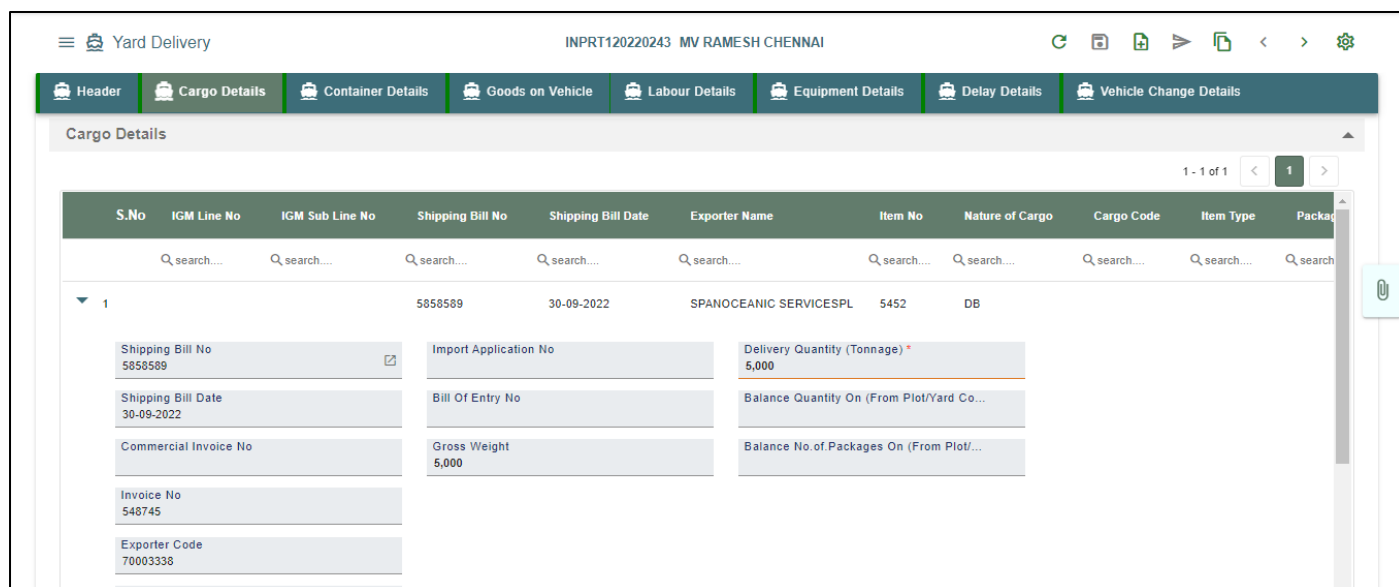
**Step 1:** After Navigation to the respective function screen, user will move to list data then Click on Add new button . It will direct to the below screen in order to fill the data



*User Interface Image 44–Yard Delivery Header Details 9.1*

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

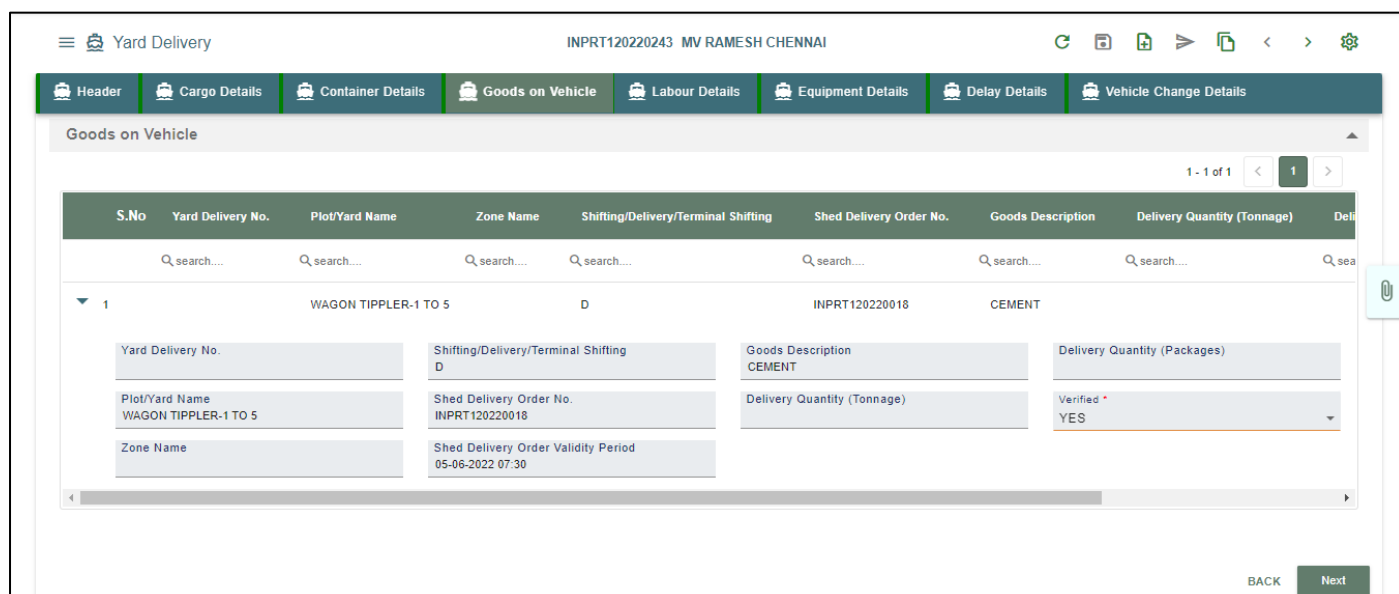
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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The screenshot shows the 'Yard Delivery' interface with the 'Cargo Details' tab selected. The header bar includes navigation icons and the text 'INPRT120220243 MV RAMESH CHENNAI'. Below the header, there are tabs for Header, Cargo Details, Container Details, Goods on Vehicle, Labour Details, Equipment Details, Delay Details, and Vehicle Change Details. The 'Cargo Details' section displays a table with columns: S.No, IGM Line No, IGM Sub Line No, Shipping Bill No, Shipping Bill Date, Exporter Name, Item No, Nature of Cargo, Cargo Code, Item Type, and Package. A search bar is present above the table. The table has one row with the following data: S.No: 1, IGM Line No: 5858589, IGM Sub Line No: 30-09-2022, Shipping Bill No: SPANOCEANIC SERVICESPL, Shipping Bill Date: 5452, Nature of Cargo: DB. Below the table, there are input fields for Shipping Bill No (5858589), Shipping Bill Date (30-09-2022), Commercial Invoice No (548745), Invoice No (70003338), Exporter Code (70003338), Import Application No, Bill Of Entry No, Gross Weight (5,000), Delivery Quantity (Tonnage) (5,000), Balance Quantity On (From Plot/Yard Co...), and Balance No. of Packages On (From Plot/...).


User Interface Image 45–Yard Delivery Cargo Details 9.2



**Step 3:** Based on selection of Header Details Cargo Details will be auto populated click on [Next](#) button to go for below screen of Labour Details as shown below.

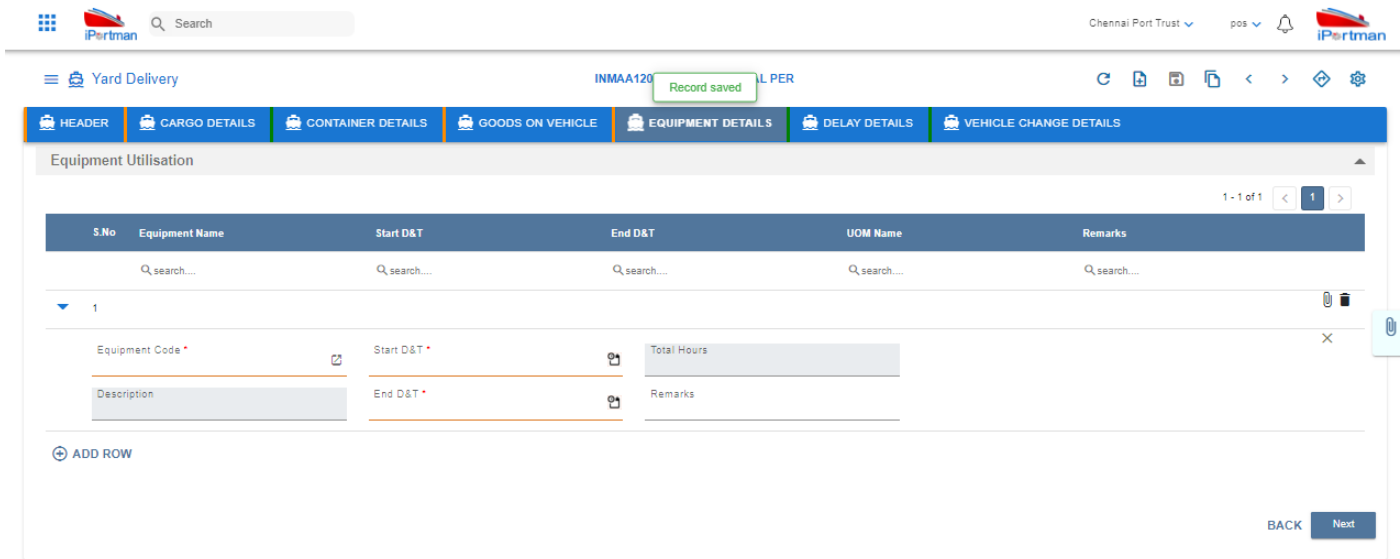


The screenshot shows the 'Yard Delivery' interface with the 'Goods on Vehicle' tab selected. The header bar includes navigation icons and the text 'INPRT120220243 MV RAMESH CHENNAI'. Below the header, there are tabs for Header, Cargo Details, Container Details, Goods on Vehicle, Labour Details, Equipment Details, Delay Details, and Vehicle Change Details. The 'Goods on Vehicle' section displays a table with columns: S.No, Yard Delivery No., Plot/Yard Name, Zone Name, Shifting/Delivery/Terminal Shifting, Shed Delivery Order No., Goods Description, Delivery Quantity (Tonnage), and Del. A search bar is present above the table. The table has one row with the following data: S.No: 1, Yard Delivery No.: WAGON TIPPLER-1 TO 5, Plot/Yard Name: D, Zone Name: INPRT120220018, Goods Description: CEMENT, Delivery Quantity (Tonnage): 1. Below the table, there are input fields for Yard Delivery No. (WAGON TIPPLER-1 TO 5), Plot/Yard Name (WAGON TIPPLER-1 TO 5), Zone Name (D), Shifting/Delivery/Terminal Shifting (D), Shed Delivery Order No. (INPRT120220018), Goods Description (CEMENT), Delivery Quantity (Tonnage) (1), Delivery Quantity (Packages) (1), Verified (YES), and Shed Delivery Order Validity Period (05-06-2022 07:30). At the bottom right, there are 'BACK' and 'Next' buttons.


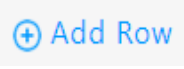
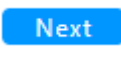
User Interface Image 46–Yard Delivery Good on Vehicle 9.3

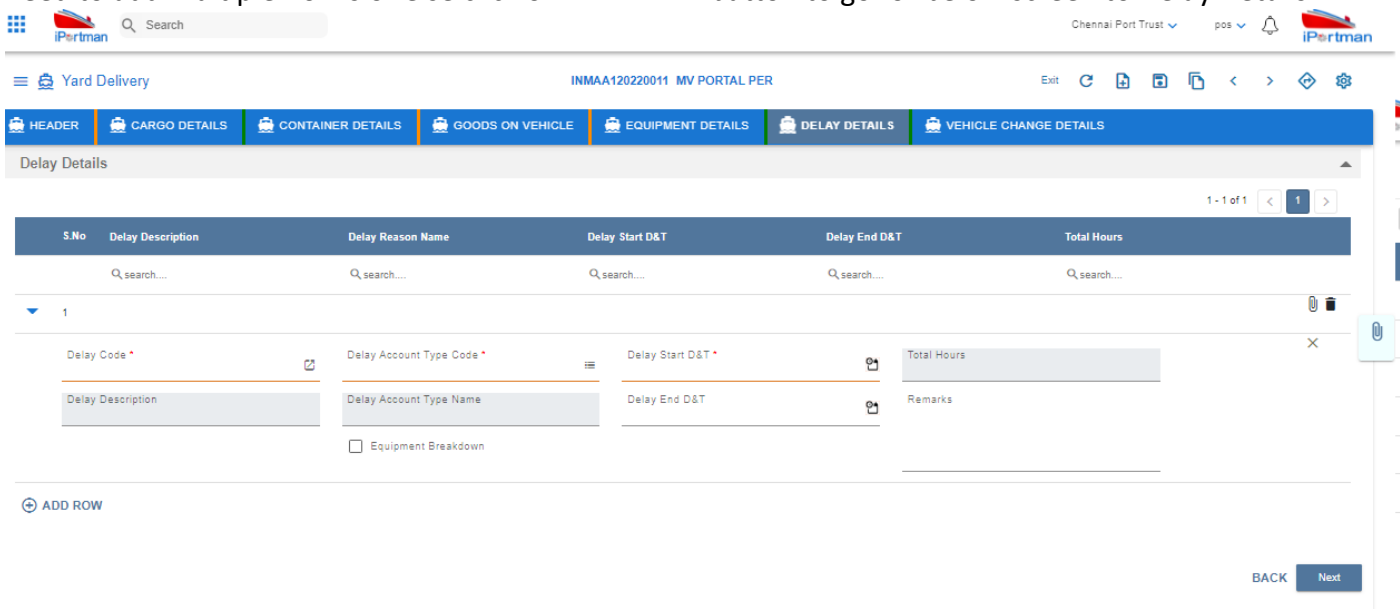
**Step 4:** Once data is filled in Labour Details, click on save button  and click on [Add Row](#) if need to add multiple Row's or else click on [Next](#) button to go for below screen to record Equipment Details.

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


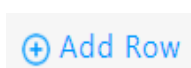
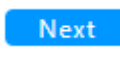




*User Interface Image 47–Yard Delivery Equipment Details 9.4*

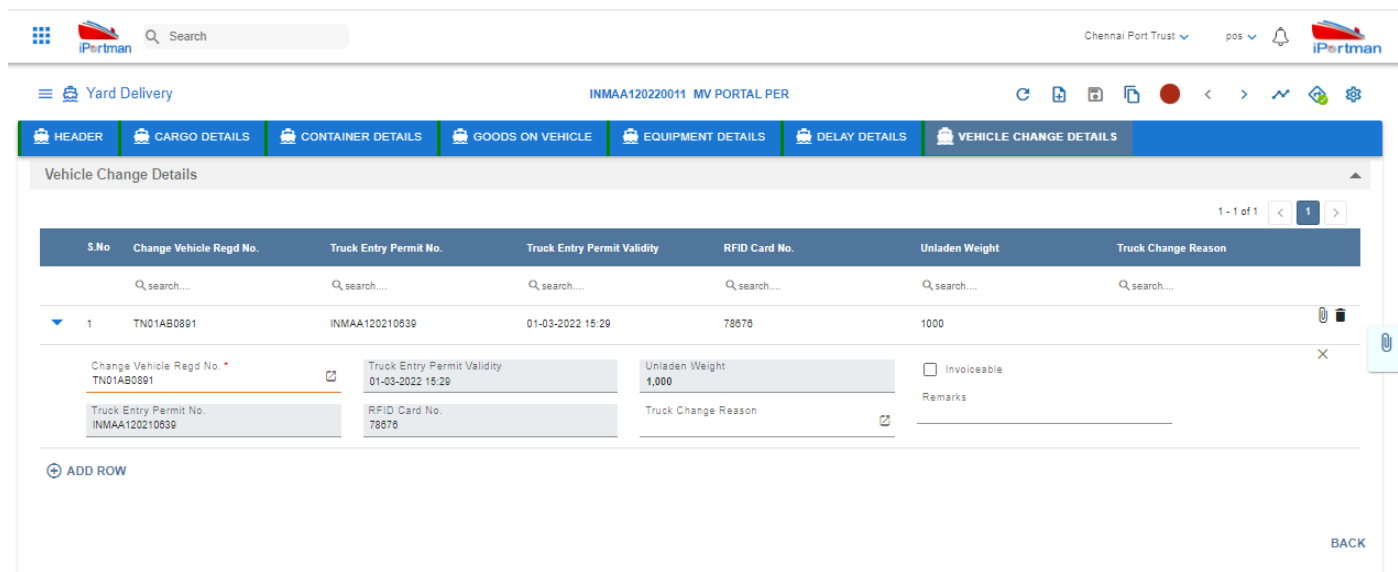
**Step 5:** Once data is filled in Equipment Details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen to Delay Details.





*User Interface Image 48–Yard Delivery Delay Details 9.5*


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


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





*User Interface Image 49–Yard Delivery Vehicle Change Details 9.6*

**Step 7:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be LOV as 


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

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

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





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

Attachments (1)

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files

Select files


or

Drag files here, to upload

Upload

Close



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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload



Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

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

**Attachments (2)**
×

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close





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

**Attachments (2)**
×

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



+ Add files
Select files



or


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

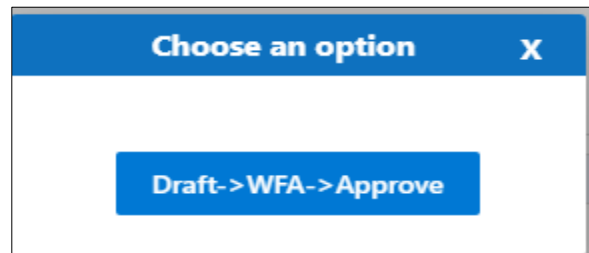
Upload
Close

Click On Close Button

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


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

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



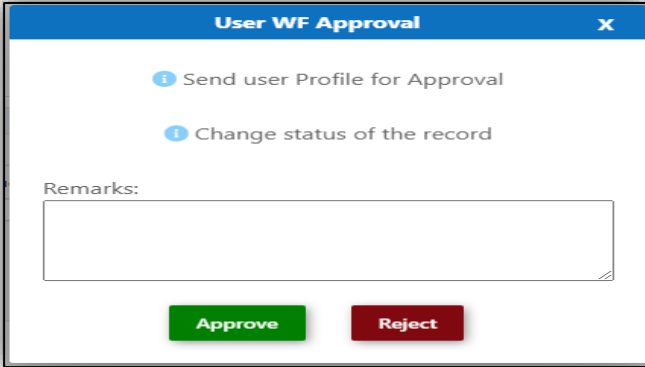
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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



**Successfully Status changed to WFAPP**

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



**Successfully rejected.**

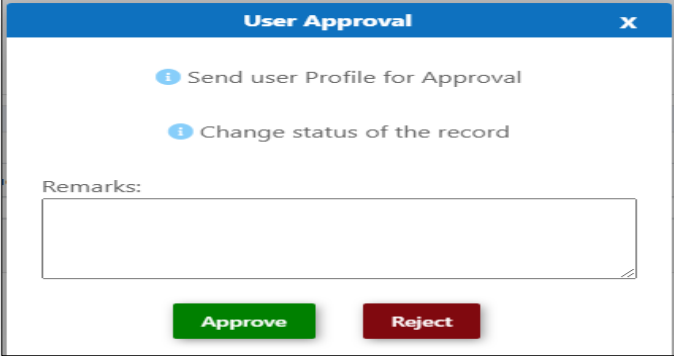
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

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

**Send user Profile for Approval**

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

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

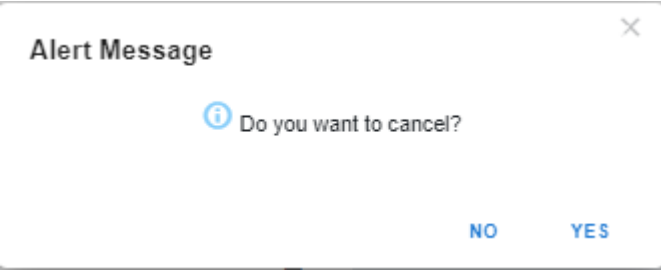
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

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

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

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

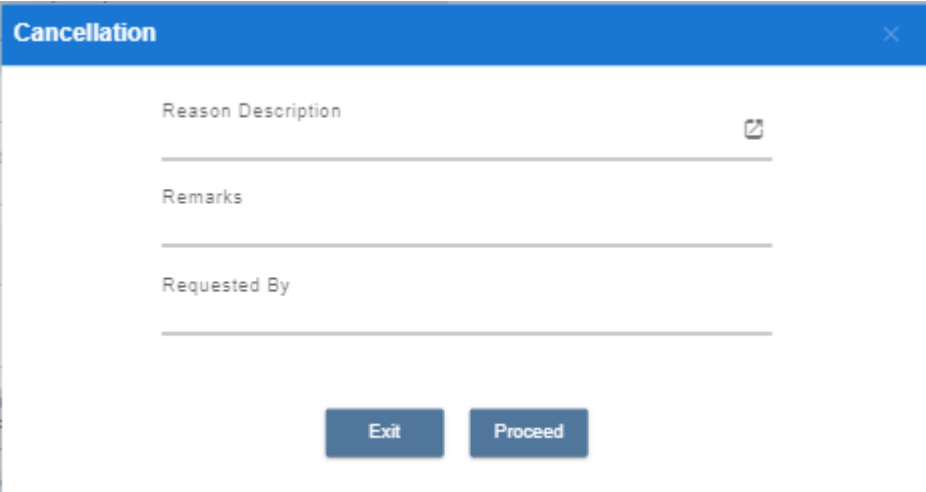


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]

Reason Description 


Remarks

Requested By

**Exit** **Proceed**

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

CANCEL

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

Data Submit StatusX

Portal Integration


Status: SUCCESS

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


Pos Integration

Status: SUCCESS


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


**Step 18:** While if there is any changes we can amend the record by clicking the  icon shown. After clicking the icon system will display **Confirmation required** with below alert message.

Alert Message


 Do you want to Amend?

NO
YES

By Clicking on No we can go to the previous screen. By clicking yes we can see  Alert and status code changed to 'AMEND'

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

1 - 10 of 1884							
Doc No.	Status	VCN No.	Vessel Name	Requesting Party Name	Vehicle Registration No.	IGM No	IGM Date
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>
8111	Draft	INMAA120220011	MV PORTAL PER		TNGH38FGF	20011	06-04-2022
INMAA120220074	Approved	INMAA120220096	MV suresh		123D	0801	26-04-2022
INMAA120220073	Approved	INMAA120220011	MV PORTAL PER	OCEAN PORT SERVICES PVT LTD	TNGH38FGF	20011	06-04-2022
INMAA120220072	Approved	INMAA120220011	MV PORTAL PER		TG1138ENVISI	20011	06-04-2022
INMAA120220071	Approved	INMAA120220011	MV PORTAL PER	OCEAN PORT SERVICES PVT LTD	TG1138ENVISI	20011	06-04-2022

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

Search

Field

Condition

Value1



Value2


Concatenate Condition

Add Row

Clear



Search

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



By Clicking on  Load the records and display the data.

## 6.5. Field information

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

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

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

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

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



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

## 7. Business Function Name: Shipping Bill

### 7.1. Definition:

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

### 7.2. Navigation:

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

<b>Menu Path</b>	Menu Bar → Cargo → Export Documentation → Shipping Bill → Click on <b>Add New</b>
------------------	---

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

### 7.3. Prerequisites – Masters

1. Agent
2. Cargo
3. UOM

## 7.4. Screenshot

Following screenshot from Shipping Bill



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



User Interface Image 1-Shipping Bill-1.5.1


**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 Shipping Bill Details Section.

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

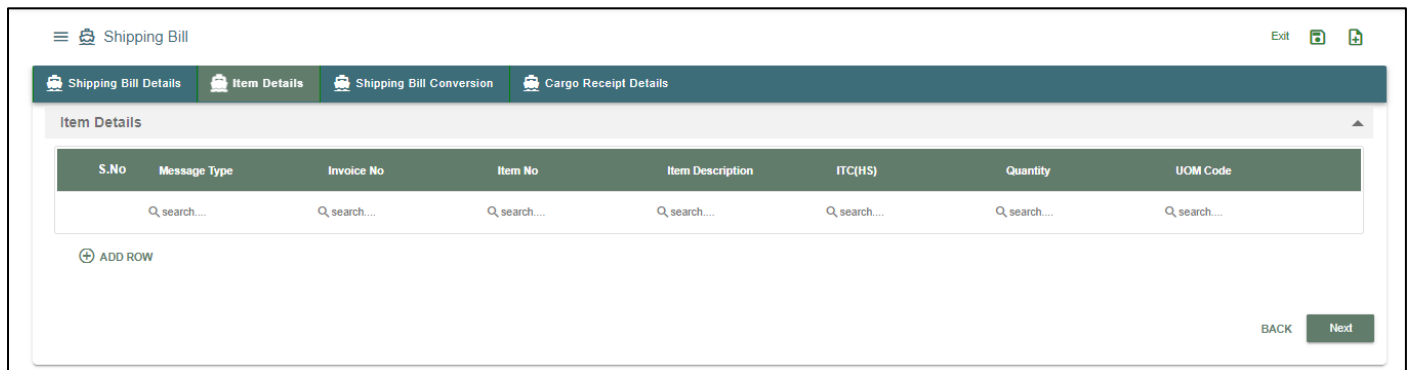
Field Name	Mandatory	Fill Type
Message Type	Yes	Dropdown
Site ID	Yes	LOV
SB NO	Yes	Text Box
SB Date	Yes	Calendar
Nature of Cargo	Yes	LOV
Gross Quantity	No	Text Box
Unit of Quantity	No	LOV
Total FOB Value (in Rs)	Yes	Text Box
Total No. of Pkgs.	No	Text Box
Port of Destination	Yes	LOV
Port of Origin(Port where SB is filed)	Yes	LOV
IE Code *	Yes	LOV
Rotation Number	No	NA
Rotation Date	No	NA
Exporter Code	Yes	Text Box
Address1	Yes	Text Box
Address2	No	Text Box
City	No	Text Box
PIN Code	No	Text Box
CHA NO	No	List
Application Type	No	Text Box

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

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

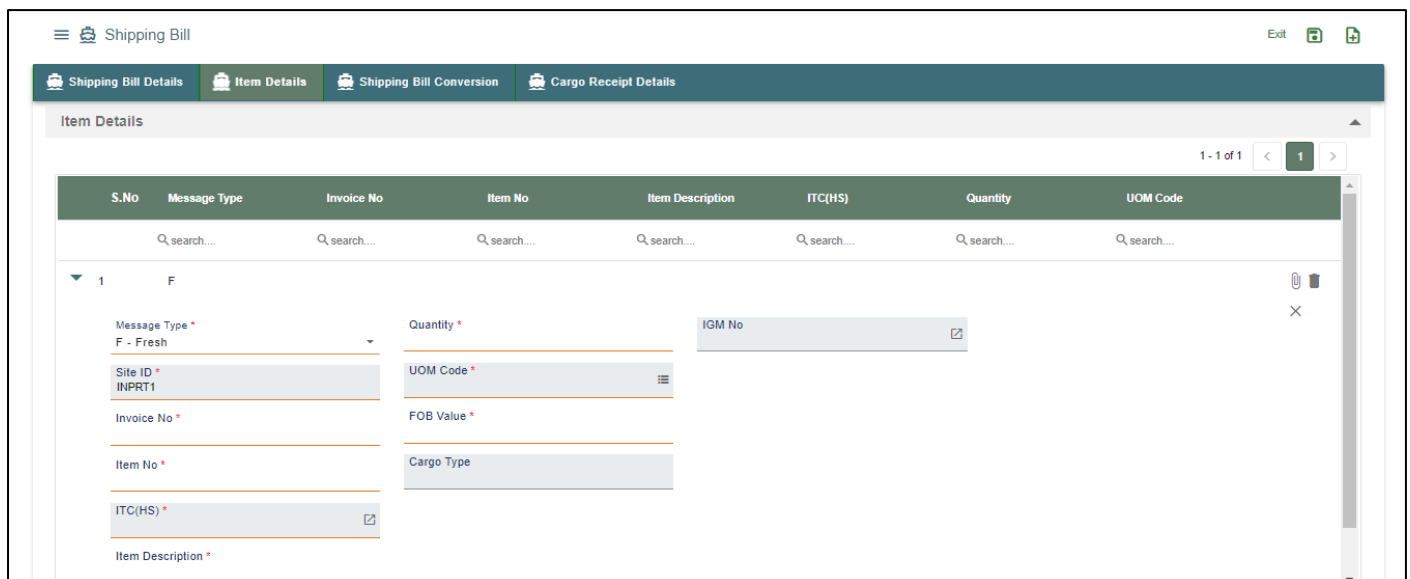


**Step 4:** Once Shipping Bill Details are saved, item line Details will be activated as below to add item line Details as shown in below screen.



*User Interface Image 2-Shipping Bill (Item Details)-1.5.2*

Click on  to begin with data entry





*User Interface Image 3-Shipping Bill (Item Details)-1.5.3*

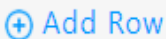

Below are the Field Information regarding item Details Section.

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

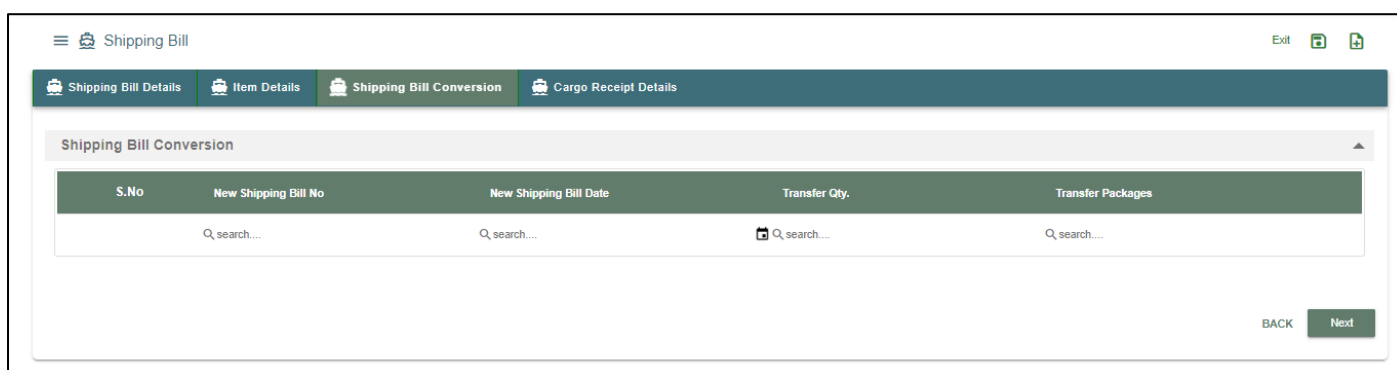
Field Name	Mandatory	Fill Type
Marks & Numbers	No	Text Box
Invoice Serial Number	Yes	Text Box
Item No	Yes	Text Box
ITC (HS)	Yes	Text Box
Item description	Yes	Text Box
Quantity	Yes	Text Box

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

Unit of Measurement	Yes	Text Box
FOB Value (in Rs.)	Yes	Text Box
No. of Packages	Yes	Text Box
Cargo Type	No	LOV
Invoice No	No	Popup
Ship Store Declaration	No	Dropdown
Returnable (Y/N)	Yes	Dropdown

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

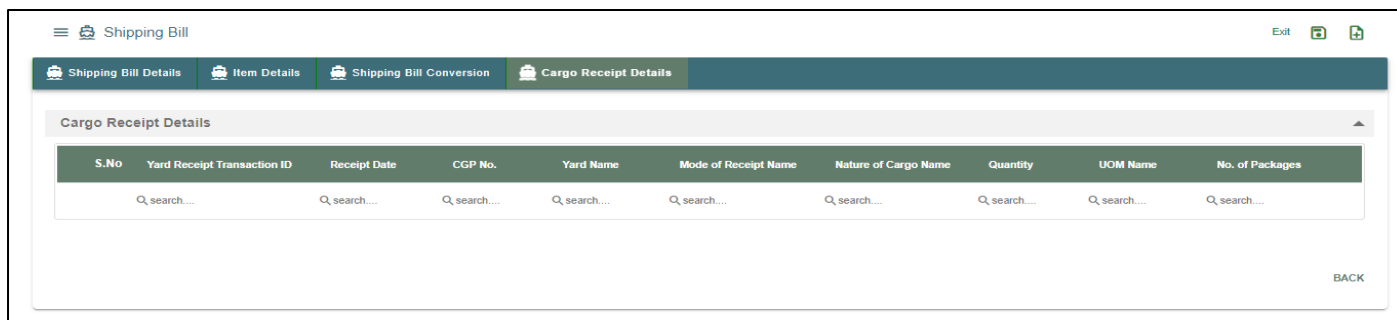
**Step 6:** Once item Details are saved, shipping line Conversion Details will be activated as below to add item line Details as shown in below screen.



The screenshot shows the 'Shipping Bill Conversion' screen. At the top, there are tabs: 'Shipping Bill Details', 'Item Details', 'Shipping Bill Conversion' (active), and 'Cargo Receipt Details'. Below the tabs, the 'Shipping Bill Conversion' section is displayed. It contains a table with the following columns: 'S.No', 'New Shipping Bill No', 'New Shipping Bill Date', 'Transfer Qty.', and 'Transfer Packages'. Each column has a search icon and a text input field. At the bottom right, there are 'BACK' and 'Next' buttons.

User Interface Image 4-Shipping Bill (Item Details)-1.5.4

Once all mandatory fields are filled and saved, Cargo Receipt Details will be activated as below





The screenshot shows the 'Cargo Receipt Details' screen. At the top, there are tabs: 'Shipping Bill Details', 'Item Details', 'Shipping Bill Conversion', and 'Cargo Receipt Details' (active). Below the tabs, the 'Cargo Receipt Details' section is displayed. It contains a table with the following columns: 'S.No', 'Yard Receipt Transaction ID', 'Receipt Date', 'CGP No.', 'Yard Name', 'Mode of Receipt Name', 'Nature of Cargo Name', 'Quantity', 'UOM Name', and 'No. of Packages'. Each column has a search icon and a text input field. At the bottom right, there is a 'BACK' button.

User Interface Image 5-Shipping Bill (Item Details)-1.5.5


Below are the Field Information regarding Shipping Bill Conversion Details Section.


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



Field Name	Mandatory	Fill Type
New Shipping Bill No		
New Shipping Bill Date		
Transferred Quantity		Text Box
Transferred No. of Pkgs		Text Box
VCN No	No	Text Box
Vessel Name	No	Text Box
IMO No	No	Text Box

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



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 hereto upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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



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

Attachments (1) ×


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

+ Add files

Select files


or

Drag files here, to upload

Upload 

Close ×



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

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


**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

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

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


**Attachments (2)**
✕


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

+ Add files
Select files



or

Drag files here, to upload

Upload 
Close ✕

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

status File uploaded on the screen.

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

**Attachments (2)**

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


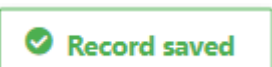
+ Add files
Select files

OR

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

Upload
Close

Click On Close Button

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


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

**Choose an option**

Draft->WFA->Approve



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

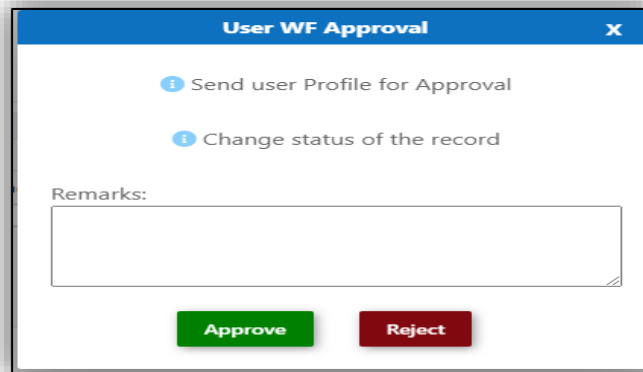
**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

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



**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to WFAPP

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

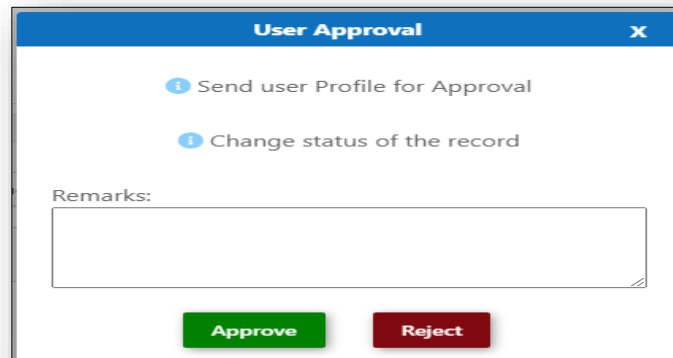
Successfully rejected.

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

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

Send user Profile for Approval

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to APPROVED

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

Successfully rejected.



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

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

Confirmation required

system will display with below alert ok and Back



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

**Alert Message** ✕

i Do you want to cancel?

NO
YES

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

**Cancellation**
✕

Reason Description 📄

---

Remarks

---

Requested By

---

Exit
Proceed

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

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

Chennai Port Trust

POS

Shipping Bill

1 - 10 of 1431

10

<

1

2

3

...

142



143

144

>

Doc No.	Status	Shipping Bill No	Shipping Bill Date	Site ID	Exporter Code	Exporter Name	CHA Code	Doc Approved Date
search...	search...	search...	search...		search...	search...	search...	search...
8674	Draft	190890	20-04-2022	INMAA1	70001993	SHERIF CARGO	700021	20-04-2022 16:08
INMAA120220035	Approved	19089	20-04-2022	INMAA1	70001993	SHERIF CARGO	700021	20-04-2022 16:08
INMAA120220033	Approved	4388576	09-12-2021	INMAA1	70001993	SHERIF CARGO	700021	20-04-2022 15:40
INMAA120220034	Approved	1904228	19-04-2022	INMAA1	700021	OCEAN PORT SERVICES PVT LTD	700021	20-04-2022 15:54
INMAA120220031	Approved	67312	19-04-2022	INMAA1	70001993	SHERIF CARGO	700021	19-04-2022 19:51

User Interface Image 8-Shipping Bill List Data -1.5.8

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

## 8. Business Function Name: Commercial Invoice

### 8.1. Definition:

### 8.2. Navigation

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


<b>Menu Path</b>	Menu Bar → Cargo → Others → Commercial Invoice → Click on <b>Add New</b>
------------------	--

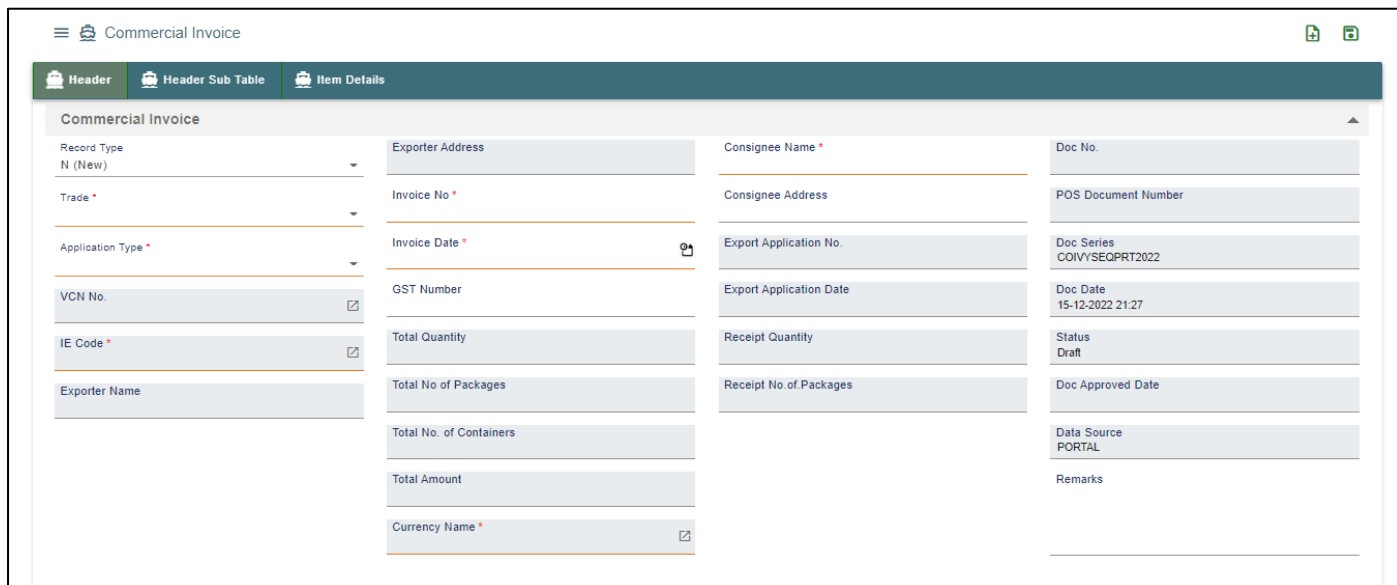
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 8.3. Prerequisites – Masters

1. Customs House Code
2. Importer
3. CHA

### 8.4. Screenshot



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






*User Interface Image 57 – commercial Invoice Header Details11.1*

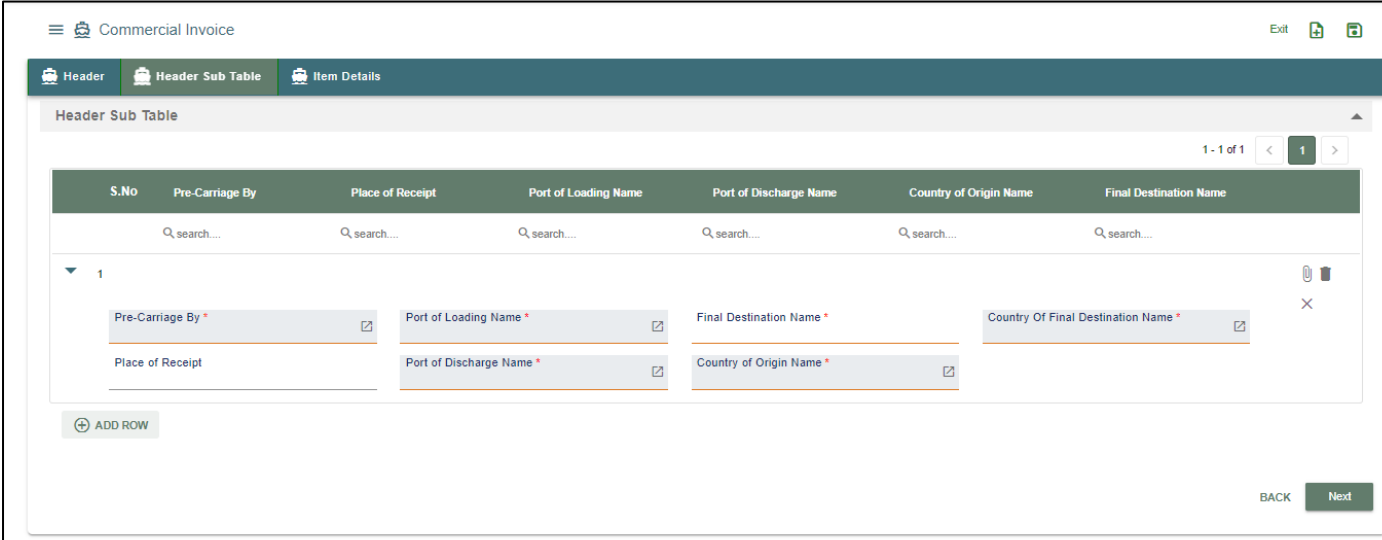
Below are the Field Information regarding Header Details Section.

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



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

Field Name	Mandatory	Fill Type
Record Type	No	Autofill
Trade	yes	Dropdown
Application Type	yes	Dropdown
VCN NO	No	LOV
VESSEL NAME	No	Text Box
Voyage No		
Shipping bill No	No	LOV
IGM No	No	LOV
IE Code	Yes/No	LOV
Exporter Name	No	Autofill
Exporter Address 1	No	Autofill
Exporter Address 2	No	Autofill
Invoice No	Yes	Varchar
Invoice Date	Yes	Date
Consignee Name	Yes	TextBox
Consignee Address	No	TextBox
GST No	No	Varchar
Total Qty (Weight)	No	Text Box
Total No. of Pkgs	No	Text Box
Total No. of Containers	No	Text Box
Total Amount	No	Text Box
Currency	Yes	LOV
IA No.	No	Text Box
IA Date	No	Date
EA No.	No	Text Box
EA Date	No	Date

**Step 2:** Once data is filled in above Screen, click on save button  and proceed to click on  button for Header Sub Table screen shown below. Press  to enter the data if any.




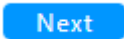

User Interface Image 58 – Commercial Invoice11.2

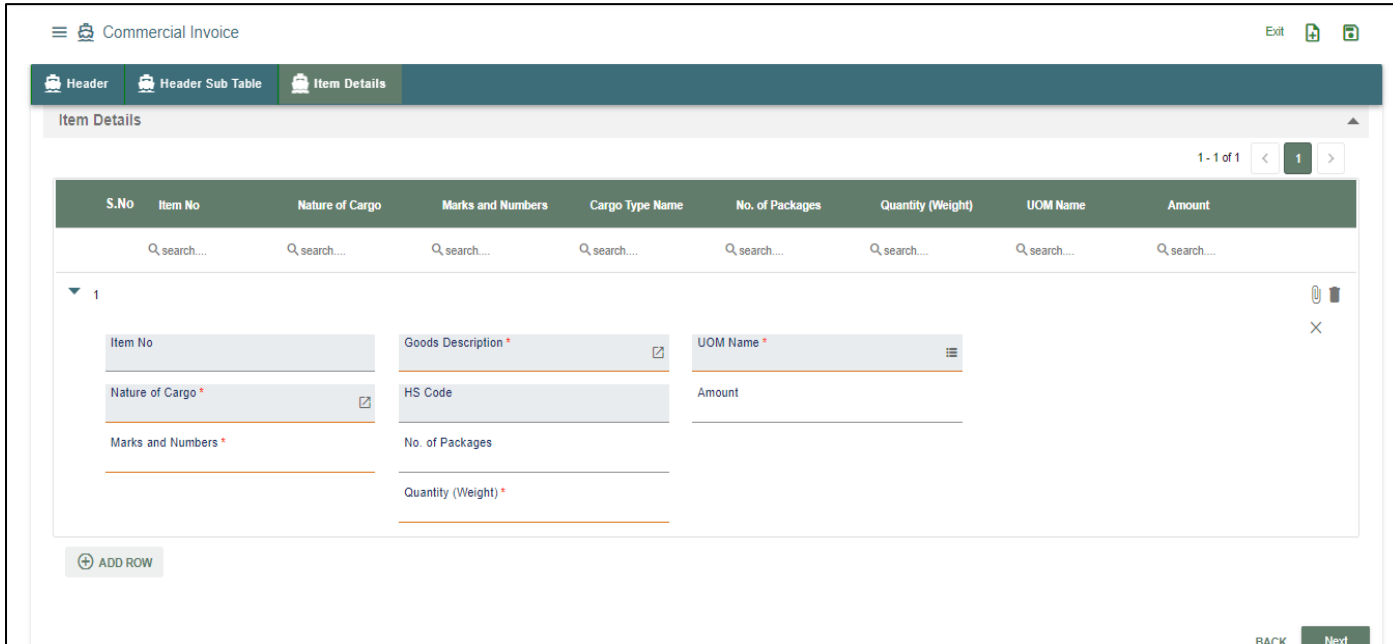
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Below are the Field Information regarding Header Sub Table Details Section.

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

Field Name	Mandatory	Fill Type
Item No	No	Numeric
Nature of Cargo	Yes	LOV
Marks & Numbers	Yes	Text Box
Cargo Code	No	LOV
Description of Goods	Yes	Text Box
HS Code		
NO. OF PKGS	Yes	Numeric
Package Type	Yes	LOV
QTY (Weight)	No	Numeric
UOM	No	Text Box
Amount	No	Text Box

**Step 3:** Once data is filled in above Screen, click on save button  and proceed to click on  button for Item Details screen shown below. Press  to enter the data if any.





*User Interface Image 59 – Commercial Invoice11.3*

Below are the Field Information regarding Item Line Details Section.

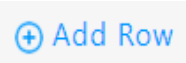

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Item No	No	Numeric
Nature of Cargo	Yes	LOV
Marks & Numbers	Yes	Text Box

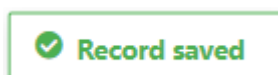
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Cargo Code	No	LOV
Description of Goods	Yes	Text Box
HS Code		
NO. OF PKGS	Yes	Numeric
Package Type	Yes	LOV
QTY (Weight)	No	Numeric
UOM	No	Text Box
Amount	No	Text Box


**Step 4:** The above screen but still if want to add more line items it can be added with selection of



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


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



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

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

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

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

Attachments (1)

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

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload 
Close ✕

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

**Attachments (2)**
✕

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

+ Add files
Select files



or

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

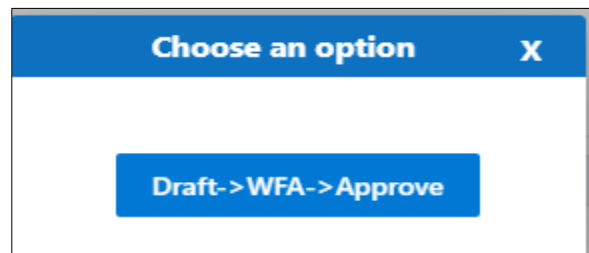
Upload 
Close ✕

Click On Close Button

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


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

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



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

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

**Successfully Status changed to WFAPP**

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

**Successfully rejected.**



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

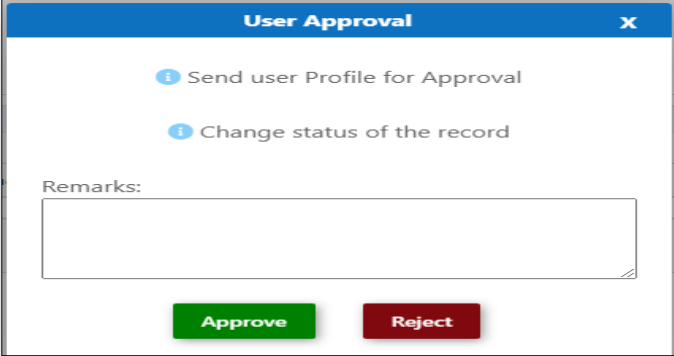
**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

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



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



**User Approval** [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

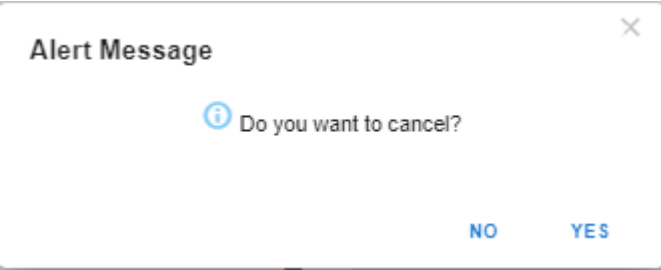
**Approve** **Reject**

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

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

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

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

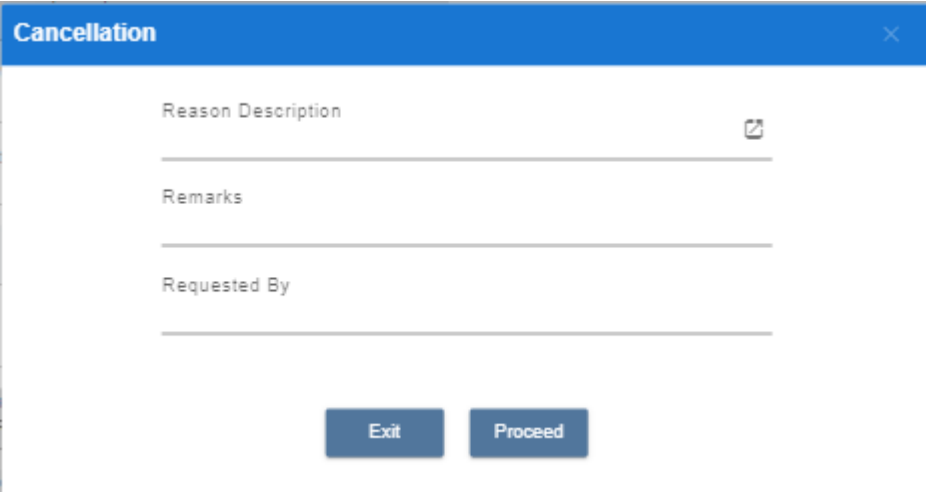


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]

Reason Description 


Remarks

Requested By

**Exit** **Proceed**

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

CANCEL

By Clicking on  we can view the status of the record

**Data Submit Status**
X

**Portal Integration**


Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCHPOI10PRTLCHPTOB	SUCCESS	record saved successfully id = 6111

**Pos Integration**

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCHPOI10SAP	SUCCESS	{ "status": "message received" }

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

iPortman

Search

Chennai Port Trust

POS

iPortman

Out Of Charge

21 - 30 of 1299

10

<

1

2

3

4

5

...


128

129

130

>

Doc No.	Status	VCN No.	Vessel Name	IGM No	Line No.	Importer Name	Out of Charge No
<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>	<div>Q search...</div>
2571	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31043
2599	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31042
2598	Approved	INMAA120211981	MV RAVIK	3104		Shiva Tradings	31041
INMAA120210536	Approved	INMAA120211907	MV AMERICAN	1999241		BHORUKA STEEL AND SERVICES LIMITED	372678



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



**Search**
X

Field	Condition	Value1	Value2	Concatenate Condition
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>


+ Add Row

Clear
Search

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

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

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

By Clicking on  Load the records and display the data.

## 9. Business Function Name: Port Entry Permit

### 9.1. Definition:

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

### 9.2. Navigation:

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


<b>Menu Path</b>	Menu Bar → Gate Operation → Port Entry Permit → Click on <b>Add New</b>
------------------	---

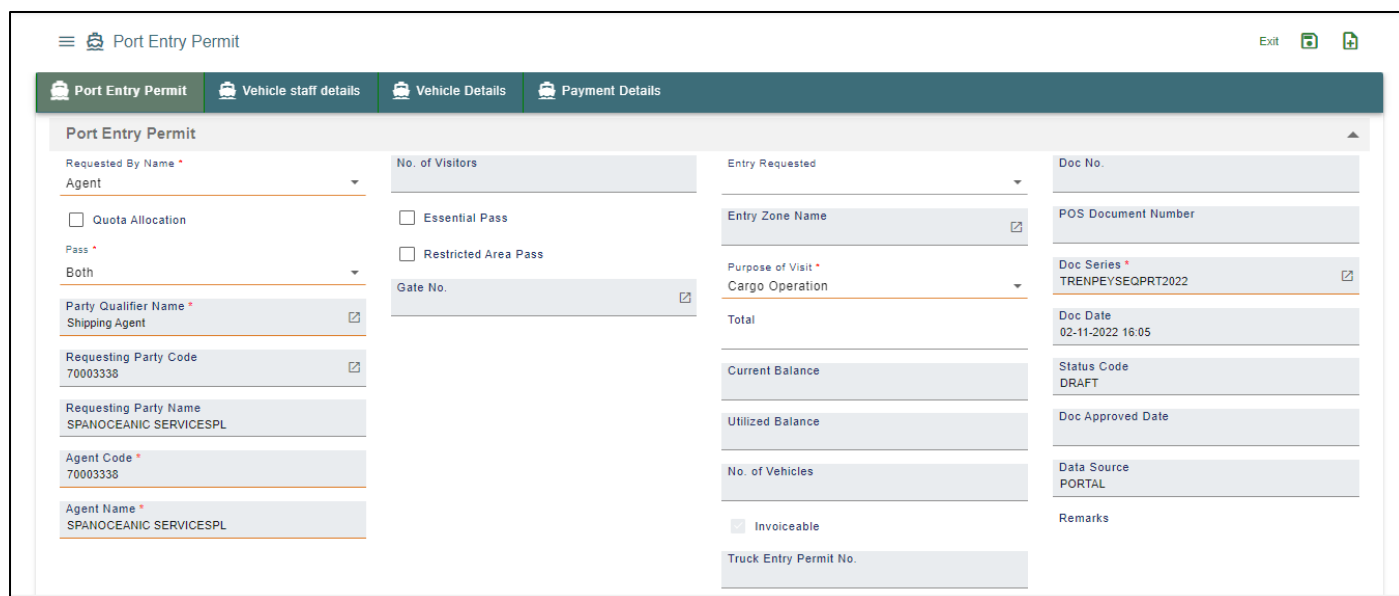
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 9.3. Prerequisites – Masters

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

### 9.4. Screenshot:

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





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

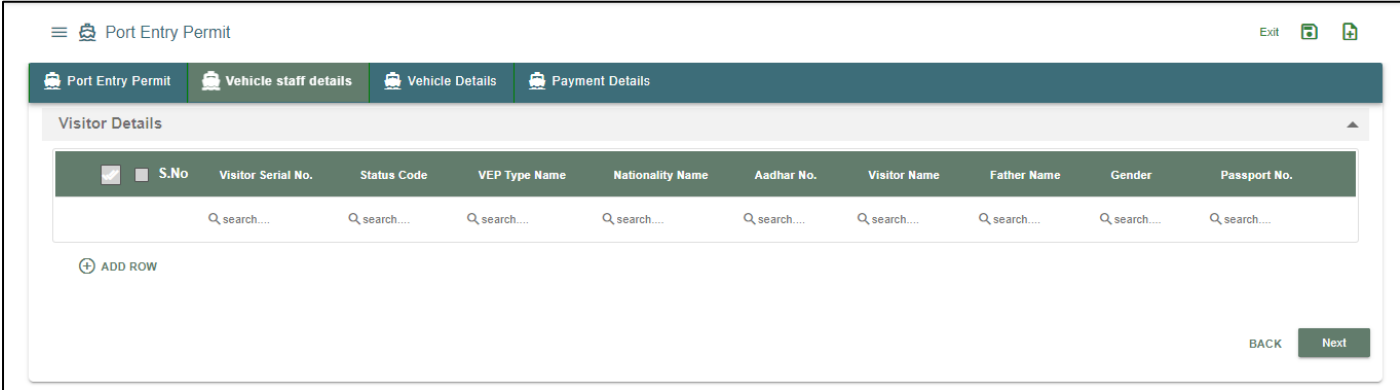
Below are the Field Information regarding **Port Entry Permit Header** Details Section.

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

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

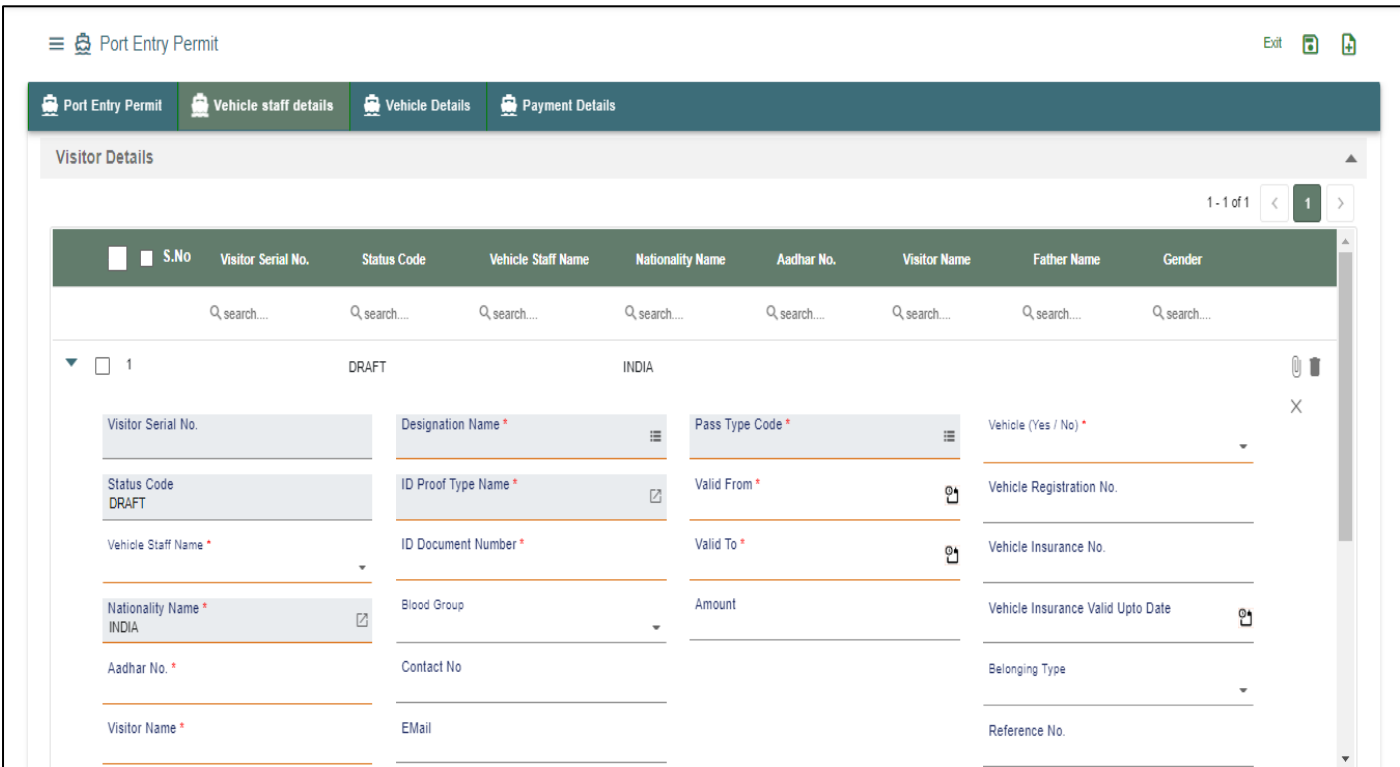
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**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)

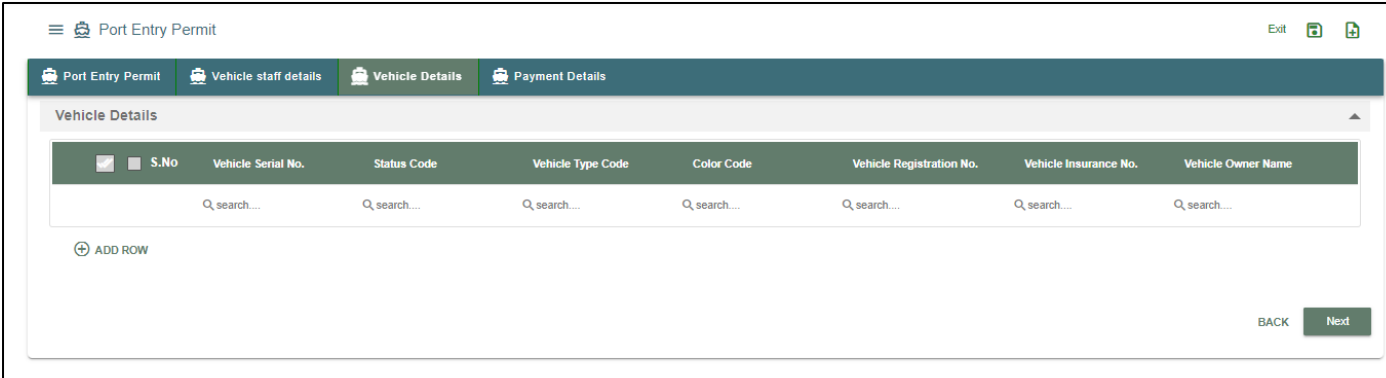
Below are the Field Information regarding **Vehicle Staff** Details Section.


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

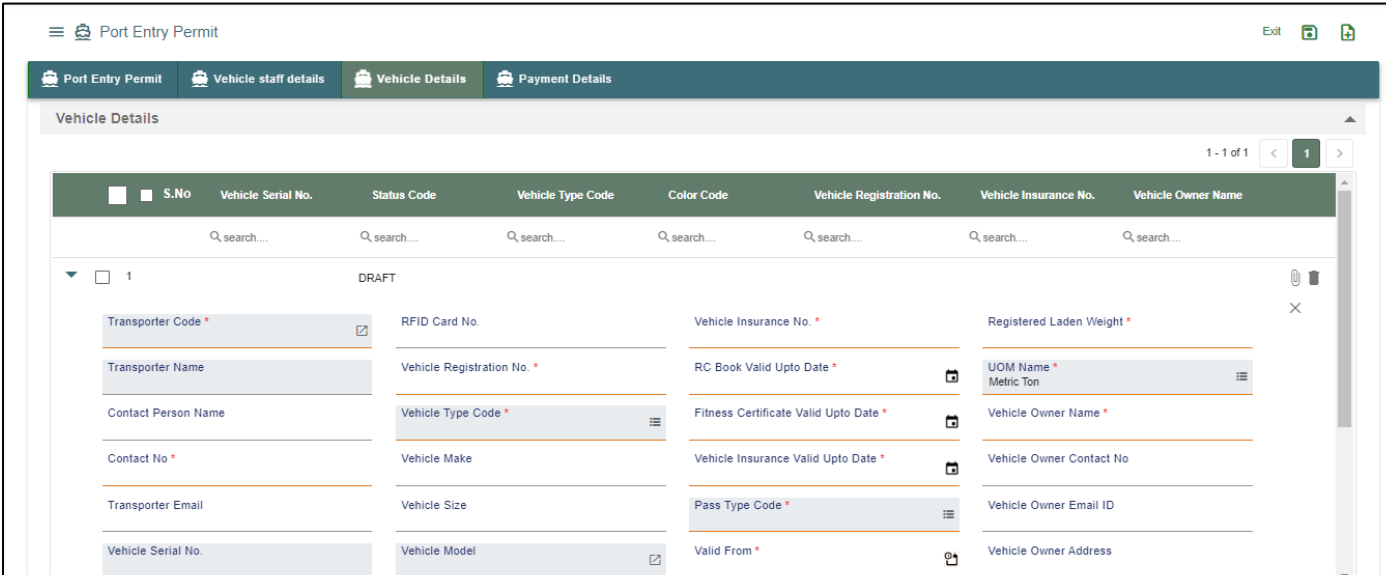
Field Name	Mandatory	Fill Type
VEP Type Name *	Mandatory	Drop Down
Nationality*	Mandatory	Popup
Aadhar No.	Mandatory	Text Box
Visitor Name *	Mandatory	Text Box
Father's Name *	Mandatory	Text Box
Gender *	Mandatory	Drop Down
DOB *	Non Mandatory	Date & Time Picker
Passport No*	Mandatory	Popup
Passport Issuing Country*	Mandatory	Date & Time Picker
Passport Validity*	Mandatory	Text Box
Visa No*	Mandatory	Date & Time Picker
Visa Validity*		
Designation	Mandatory <del>Non</del>	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 <b>Auto Populated</b>
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.

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



Click on  to begin with data entry



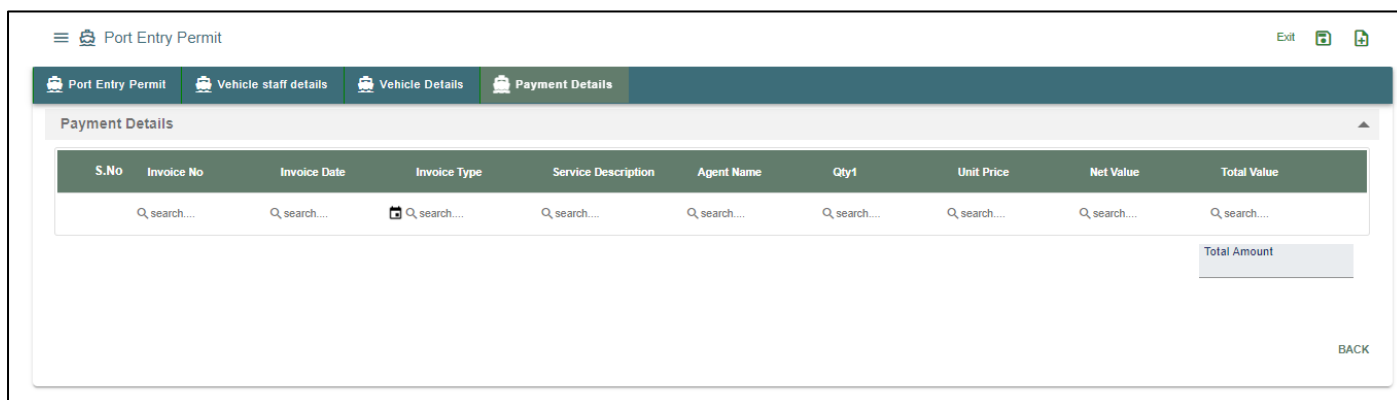
Below are the Field Information regarding **Vehicle** Details Section.

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

Field Name	Mandatory	Fill Type
Transporter Code *	Mandatory	LOV
Transporter Name	Non Mandatory	Text Box
Contact Person	<del>Mandatory</del> 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 <b>Date*</b>	Mandatory	Date & Time Picker
RC Book Valid Upto <b>Date</b>	Mandatory <del>Non Mandatory</del>	Date & Time Picker
Fitness Certificate Valid Upto <b>Date</b>	Mandatory <del>Non Mandatory</del>	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 <b>Auto Populated</b>
Unladen Weight (Tare Weight)	Mandatory	Text Box
Registered Laden Weight	Mandatory	Text Box
UOM	Mandatory	LOV
Vehicle Owner Name	Mandatory	Text Box
Vehicle Owner Contact No	Non Mandatory	Text Box
Vehicle Owner Email ID	Non Mandatory	Text Box
Vehicle Owner Address	Non Mandatory	Text Box
Avg Trips Per Day		
Amount	Non Mandatory	Text Box
TEP No.	Non-Mandotry	LOV

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



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


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

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



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



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

Attachments (1) ×

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

+

ADD FILES


SELECT FILES



or

Drag files here, to upload


UPLOAD

CLOSE

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

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



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

Attachments (1)

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

+ ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

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

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

Attachments (1)

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

+ ADD FILES

SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

Attachments (1)

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

+ ADD FILES

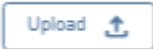

SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

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

Attachments (1)

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

+ ADD FILES

SELECT FILES



or


Drag files here, to upload

UPLOAD

CLOSE



Click On Close Button

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

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


Choose an option

Draft->WFA->Approve

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

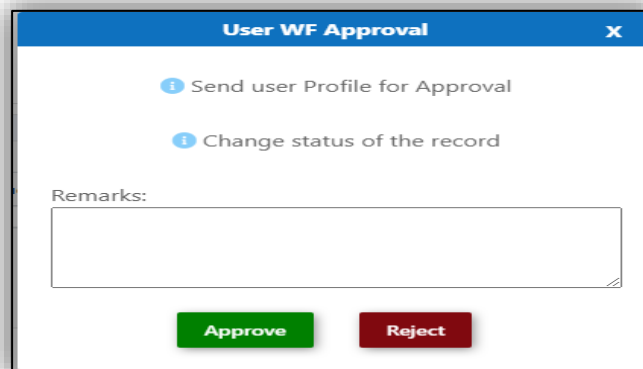
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**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).



The popup window titled "User WF Approval" contains the following elements:

- Two information icons with text: "Send user Profile for Approval" and "Change status of the record".
- A text input field labeled "Remarks:".
- Two buttons at the bottom: "Approve" (green) and "Reject" (red).

**Successfully Status changed to WFAPP**

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

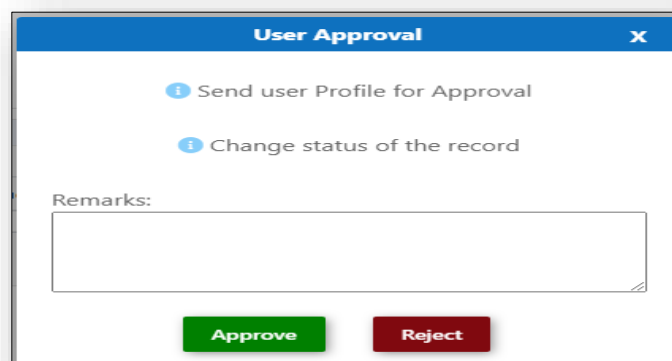
**Successfully rejected.**

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

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



**Send user Profile for Approval**

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




The popup window titled "User Approval" contains the following elements:

- Two information icons with text: "Send user Profile for Approval" and "Change status of the record".
- A text input field labeled "Remarks:".
- Two buttons at the bottom: "Approve" (green) and "Reject" (red).

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


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

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

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

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

Alert Message

 Do you want to cancel?

NO YES

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

Cancellation

Reason Description



Remarks

Requested By

Exit Proceed

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

By Clicking on  we can view the status of the record

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


### Data Submit Status

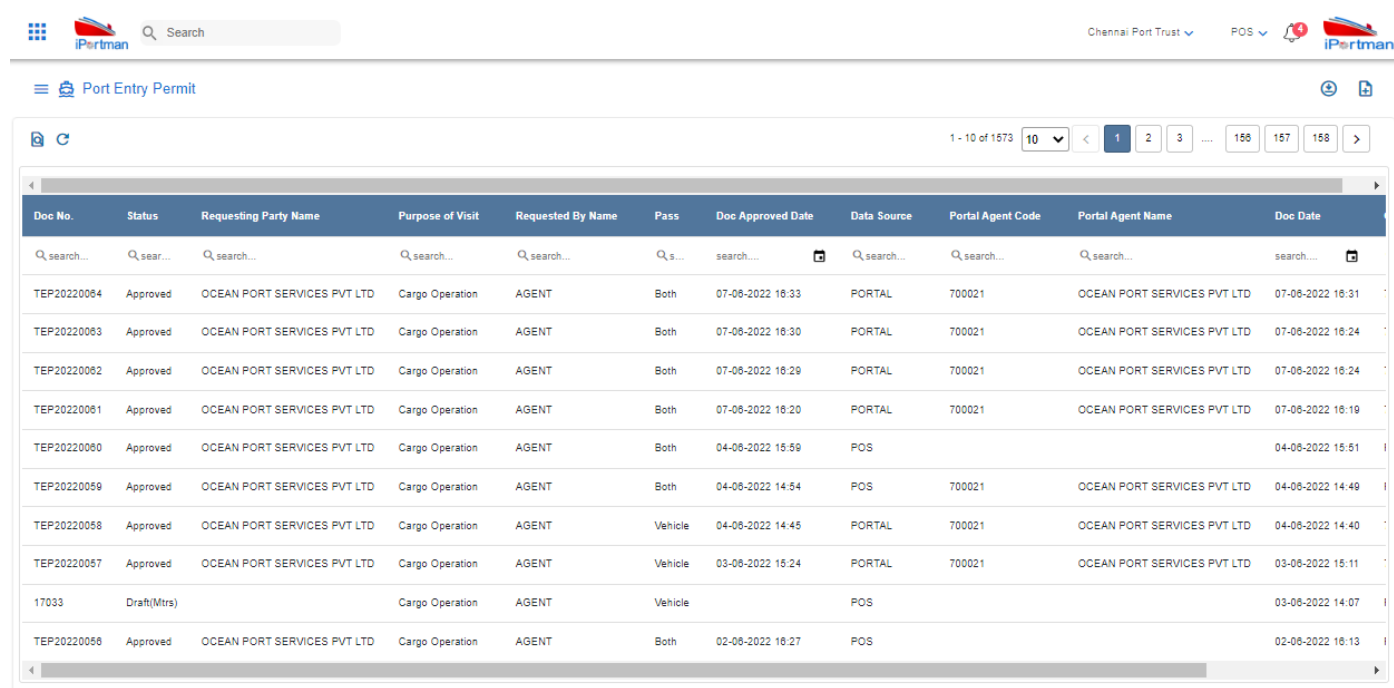
X

#### Pos Integration

Status: SUCCESS

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

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



The screenshot shows the iPortman application interface. At the top, there's a search bar and navigation icons. Below, the 'Port Entry Permit' section displays a table of records. The table has columns for Doc No., Status, Requesting Party Name, Purpose of Visit, Requested By Name, Pass, Doc Approved Date, Data Source, Portal Agent Code, Portal Agent Name, and Doc Date. The records are filtered to show 'Approved' status. The first record is TEP20220064, approved on 07-06-2022 16:33, for 'Cargo Operation' by 'AGENT'.

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		OCEAN PORT SERVICES PVT LTD	04-06-2022 15:51
TEP20220059	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	04-06-2022 14:54	POS	700021	OCEAN PORT SERVICES PVT LTD	04-06-2022 14:49
TEP20220058	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	04-06-2022 14:45	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	04-06-2022 14:40
TEP20220057	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Vehicle	03-06-2022 15:24	PORTAL	700021	OCEAN PORT SERVICES PVT LTD	03-06-2022 15:11
17033	Draft(Mtrs)		Cargo Operation	AGENT	Vehicle		POS			03-06-2022 14:07
TEP20220056	Approved	OCEAN PORT SERVICES PVT LTD	Cargo Operation	AGENT	Both	02-06-2022 16:27	POS			02-06-2022 16:13

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

## 10. BUSINESS FUNCTION NAME: CARTING PERMISSION



### 10.1 DEFINITION

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

### 10.2 NAVIGATION

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

Menu Path	Menu Bar → Cargo → Request → Carting Permission → Click on <b>Add New</b>
-----------	---

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

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

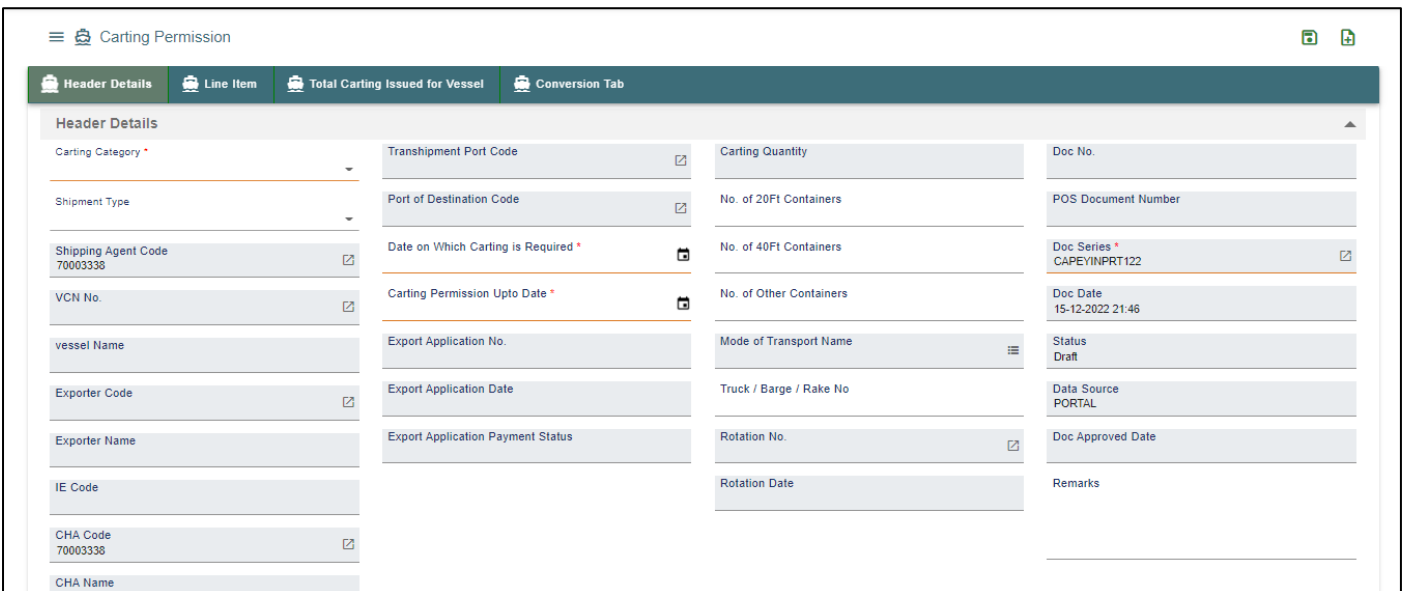
### 10.3 PREREQUISITES – MASTERS

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

### 10.4 SCREENSHOT

Following screenshot from Carting Permission

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





*User Interface Image 20– Carting Permission 4.5.1*

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

**Step 3:** Click  button from Top Menu Bar to save Carting Permission record. Once it is saved Line Item Fields will be activated to add cargo details.





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

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	Mandatory	Fill Type
Carting Category	Yes	Dropdown
Carting Type	Yes	Dropdown
VCN	Yes/No	LOV
Vessel Name	No	Text Box
Exporter Code	Yes	Popup
Exporter Name	No	Auto fill
CHA Code	No	Popup
CHA Name	No	Auto fill
Shipping Agent Code	No	LOV
Liner Name	No	Popup
Transshipment Port	No	LOV
Port of Destination	Yes	LOV
Date on Which Carting is Required	Yes	Calendar
Carting Up to Date (Permission)	Yes	Calendar
Check list No	No	Popup
Check list Date	No	Calendar
Shipping Bill No	No	LOV
Shipping Bill Date	No	Calendar
Export Application No	No	LOV
Export Application Date	No	
Export Application Payment Status	No	
RI No.		
RI Date		
RI Quantity		
No.of 20 Feet Container	No	Text Box
No.of 40 Feet Container	No	Text Box
No.of Other Container	No	Text Box
Mode of Transport	Yes	Dropdown
Truck Number/Barge Number/Rake Number	No	Text Box
Rotation no	No	LOV
Rotation Date	No	Calendar
Type of Cargo	Yes	Dropdown
Invoice No	Yes	Popup
Item No	Yes	Popup
ITC HS Code	No	Popup
Cargo Description	Yes	List
Weight in Tons	Yes	Text Box
No of Pkgs.	Yes	Text Box
Plot Allotment No.	Yes	Popup
Yard Location / CFS	Yes	LOV

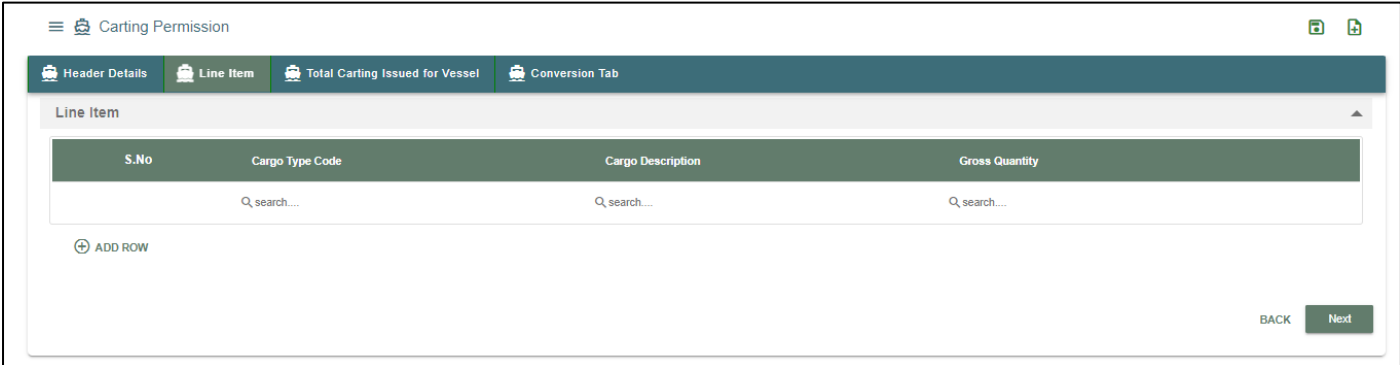


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Type of Package	No	
Marks & Numbers	No	
Gross Quantity	Yes	
Unit of Quantity Code	Yes	
Plot Storage Allotment No	Yes/No	
Zone Code	No	
Yard Location / CFS	No	LOV
Remarks		Text Box

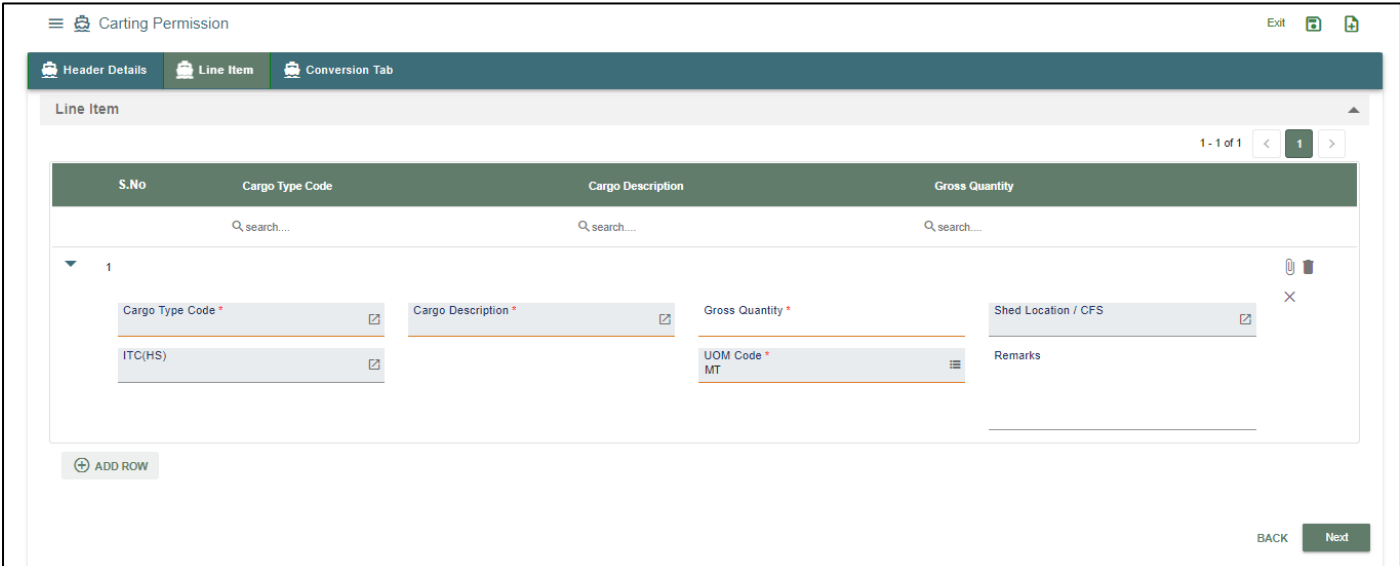
**Step 4:** Once Caring Request Details are saved, Line Item Section will be activated as below to add cargo details as shown in below screen.



Carting Category=Vessel Carting



User Interface Image 21– Carting Permission (Cargo Lines) 4.5.2

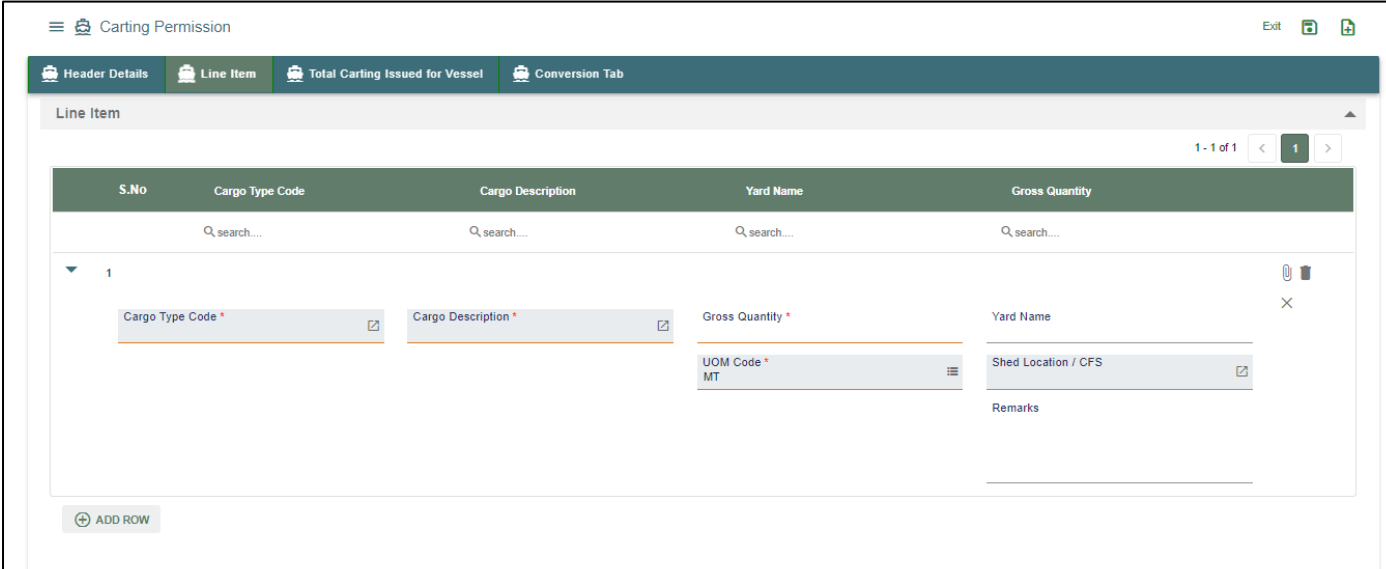
Carting Type=Shed Carting



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

Click on  to begin with data entry

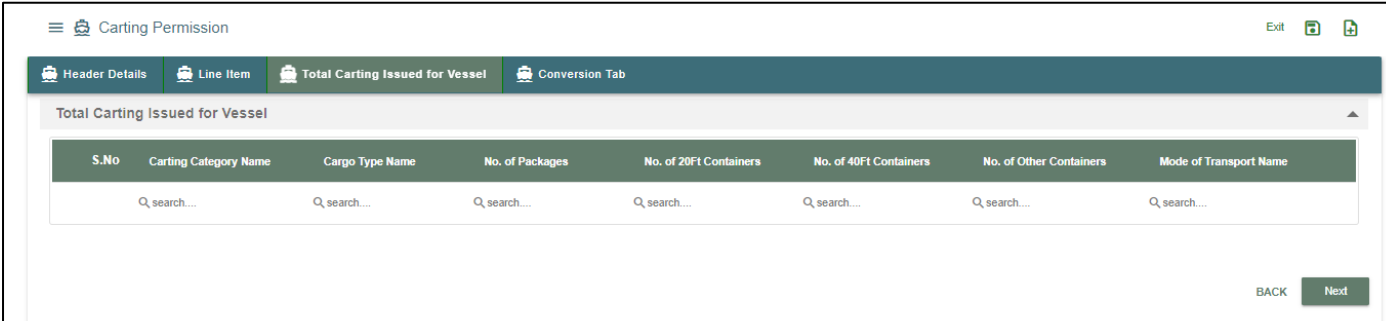
If Carting Category=Vessel carting



User Interface Image22-Carting Permission (Line Item Details) 4.5.3

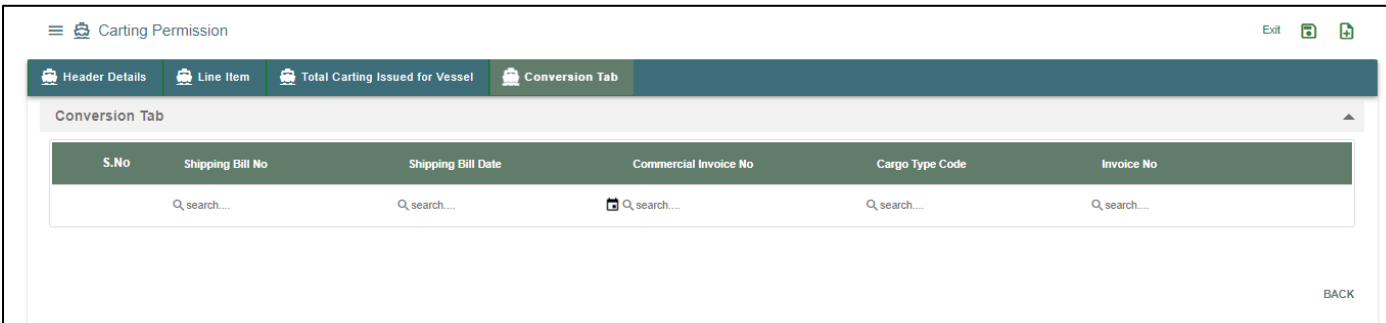
**Step 5:** Once Line Item Details are saved, Total Carting Issued for Vessel will be activated as below to add cargo details as shown in below screen.



If Carting Category=Vessel Carting





User Interface Image 23– Carting Permission (Total Carting Issued for Vessel) 4.5.4



**Step 6:** Once data is filled in Total Carting Issued for Vessel, click on save button and Conversion Tab screen activated as below



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

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

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

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

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

Attachments (1)

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

+ Add files


Select files

or



Drag files here, to upload

Upload

Close

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

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

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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

**Attachments (2)**
✕

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



+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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

**Attachments (2)**

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



+ Add files
Select files

OR

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

Upload
Close

Click On Close Button

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



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


**Choose an option**

Draft->WFA->Approve

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

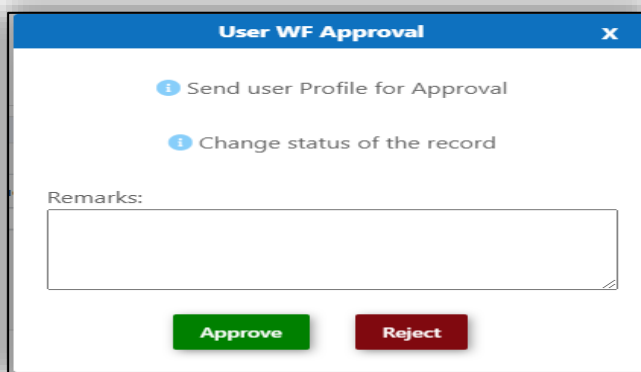
**Work Flow Initiated. with drivenId = 12999**

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

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

**Send user Profile for Approval**

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



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

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

**Successfully Status changed to WFAPP**

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

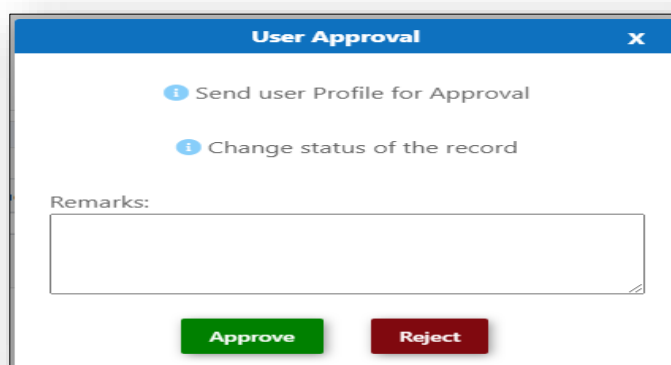
**Successfully rejected.**

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

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

**Send user Profile for Approval**

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



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



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


**Successfully Status changed to APPROVED**

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

**Successfully rejected.**


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

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

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

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

Alert Message

 Do you want to cancel?

NO
YES

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

Cancellation


Reason Description



Remarks

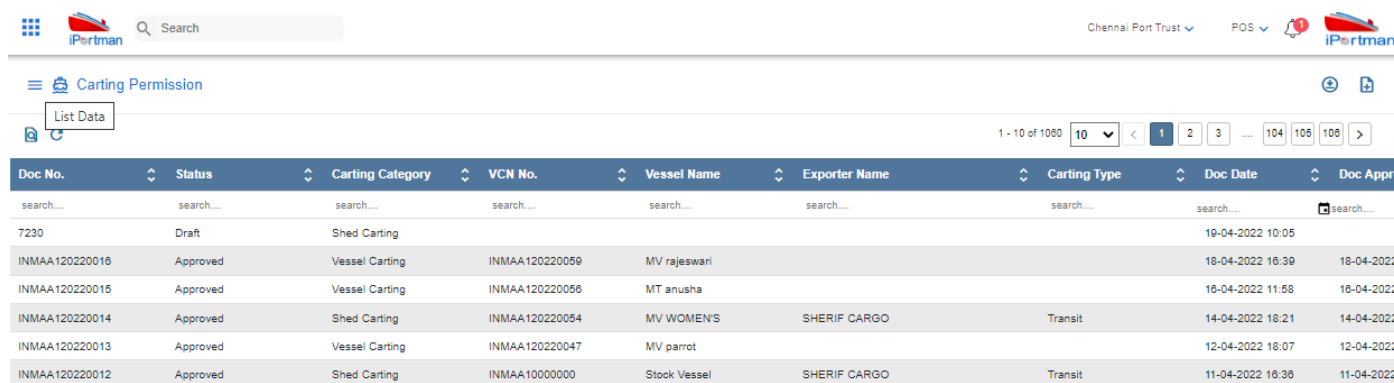
Requested By

Exit
Proceed

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

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

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



The screenshot shows the iPortman web application interface. At the top, there's a header with the iPortman logo, a search bar, and navigation links like 'Chennai Port Trust', 'POS', and a notification bell. Below the header, a sidebar menu on the left includes 'Carting Permission' and 'List Data'. The main area displays a table titled 'Carting Permission List'. The table has columns for Doc No., Status, Carting Category, VCN No., Vessel Name, Exporter Name, Carting Type, Doc Date, and Doc Approval. It shows a list of records with details like 'Draft', 'Approved', 'Shed Carting', 'Vessel Carting', and various vessel names and dates.

User Interface Image 27-Carting Permission List Page -4.5.8

## 11. Business Function Name: Cargo and Container Gate Permit

### 11.1 Definition:

### 11.2 Navigation

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


Menu Path	Menu Bar → Cargo → Others → Cargo and Container gate Permit → Click on <b>Add New</b>
-----------	---

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

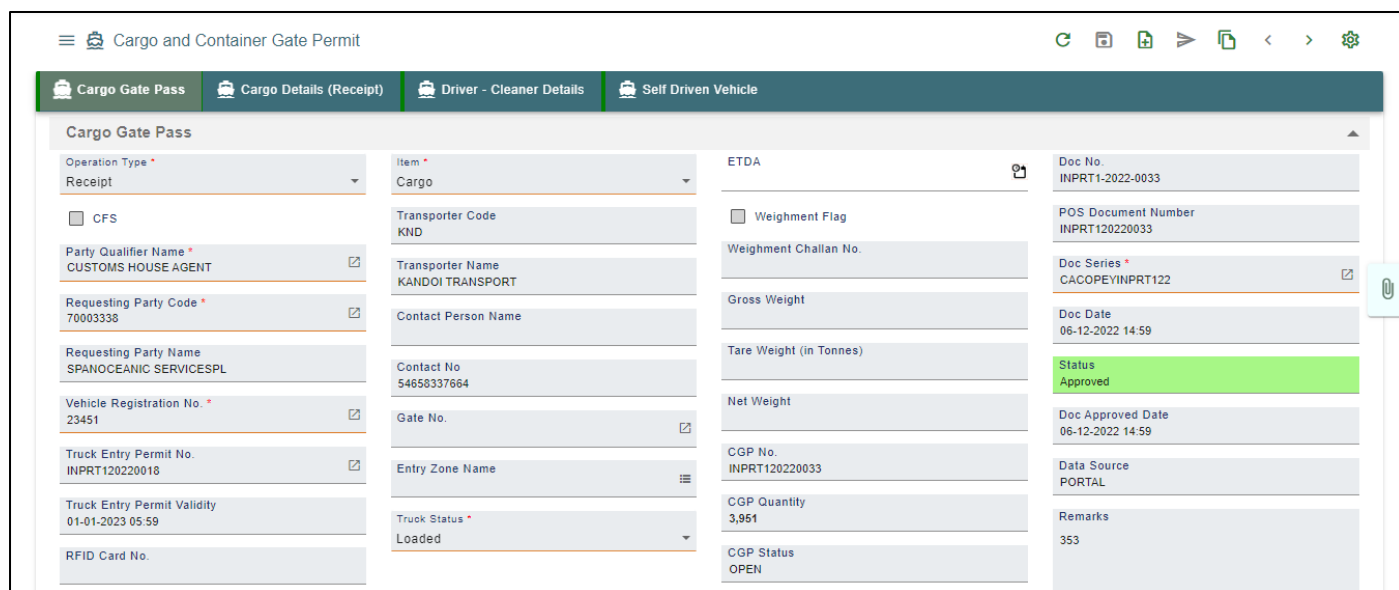
### 11.3 Prerequisites – Masters

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

### 11.4 Screenshot

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






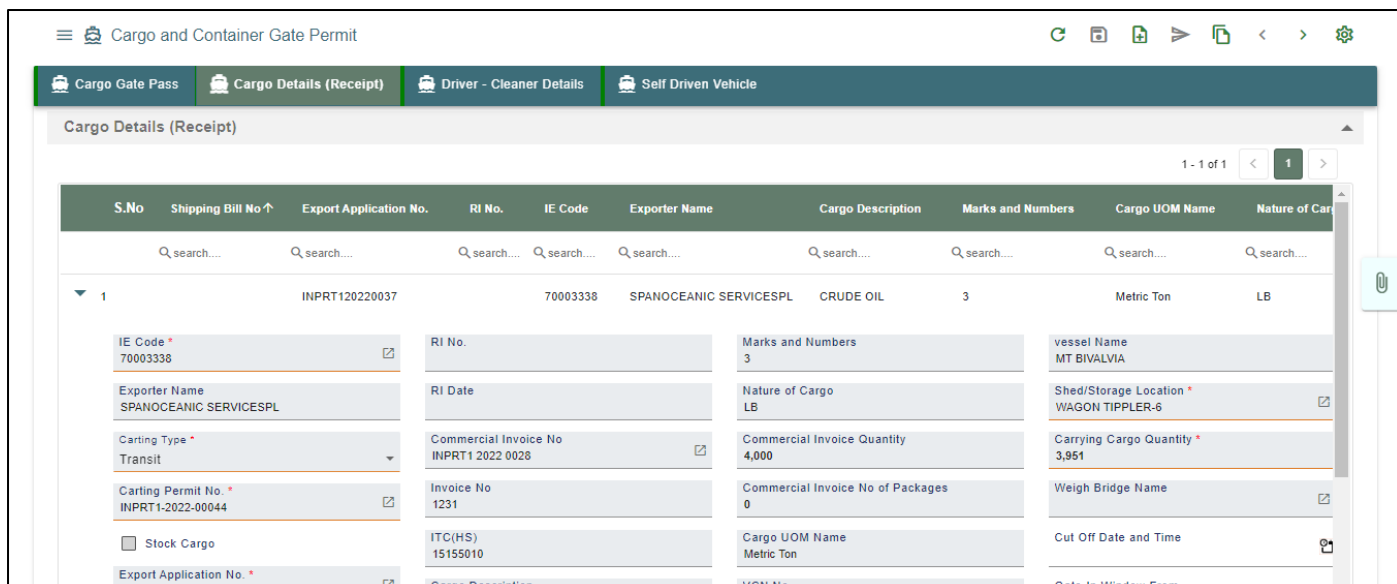
*User Interface Image 77- Cargo and Container gate Permit Header Details15.1*

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

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

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

**Step 2:** Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Cargo Details (Receipt/Delivery). This Details are auto populated based on selection of Vehicle Regd No in Header





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



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

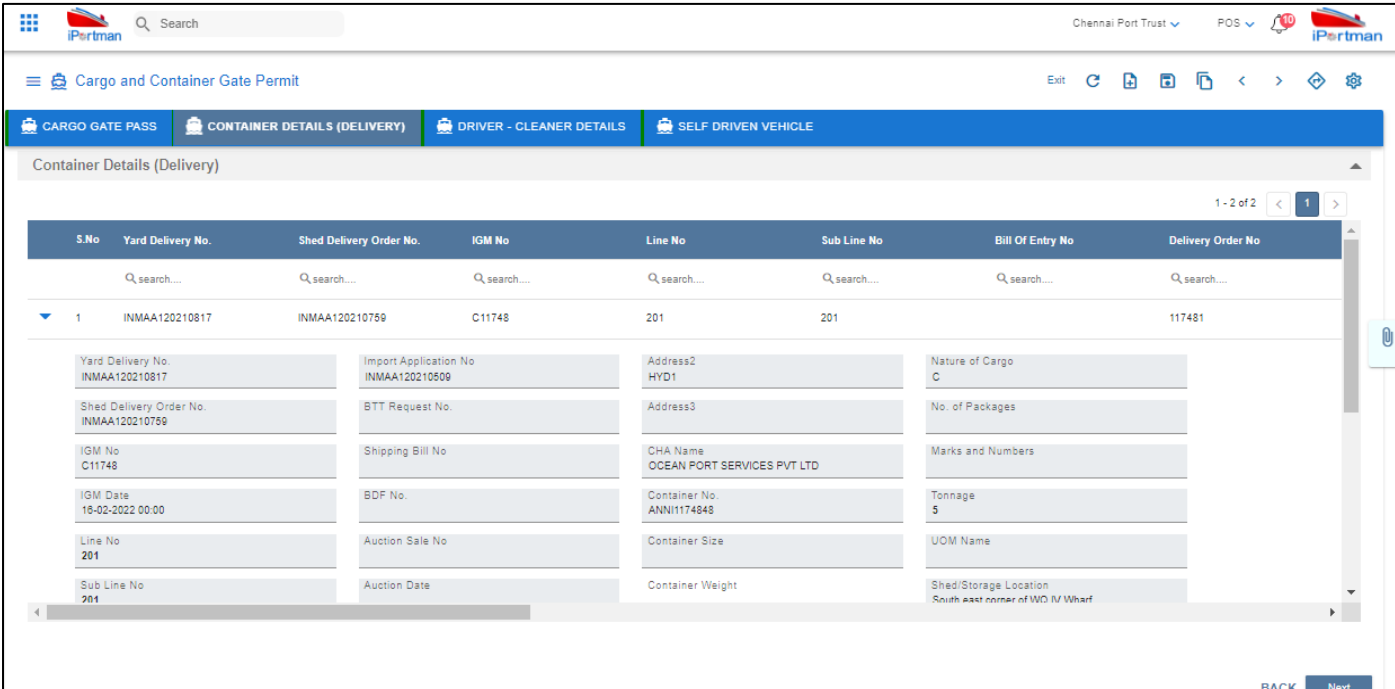
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

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

Item Type Name	Not Mandatory	Textbox
Nature of Cargo	Not Mandatory	Textbox
Goods Description	Not Mandatory	Textbox
ITC(HS)	Not Mandatory	Textbox
No of Packages	Not Mandatory	Textbox
Marks and Numbers	Not Mandatory	Textbox
Tonnage	Not Mandatory	Textbox
UOM Name	Not Mandatory	Textbox
Shed/Storage Location	Not Mandatory	Textbox
Chappa No	Not Mandatory	Textbox
Chappa Date	Not Mandatory	Textbox
Remarks	Not Mandatory	Textbox

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



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


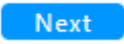
Below are the Field Information regarding Container Details (Receipt/Delivery) Details Section.

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

Field Name	Mandatory	Fill Type
Shed Delivery Order	Not Mandatory	Textbox
IGM No	Not Mandatory	Textbox
IGM Date	Not Mandatory	Textbox

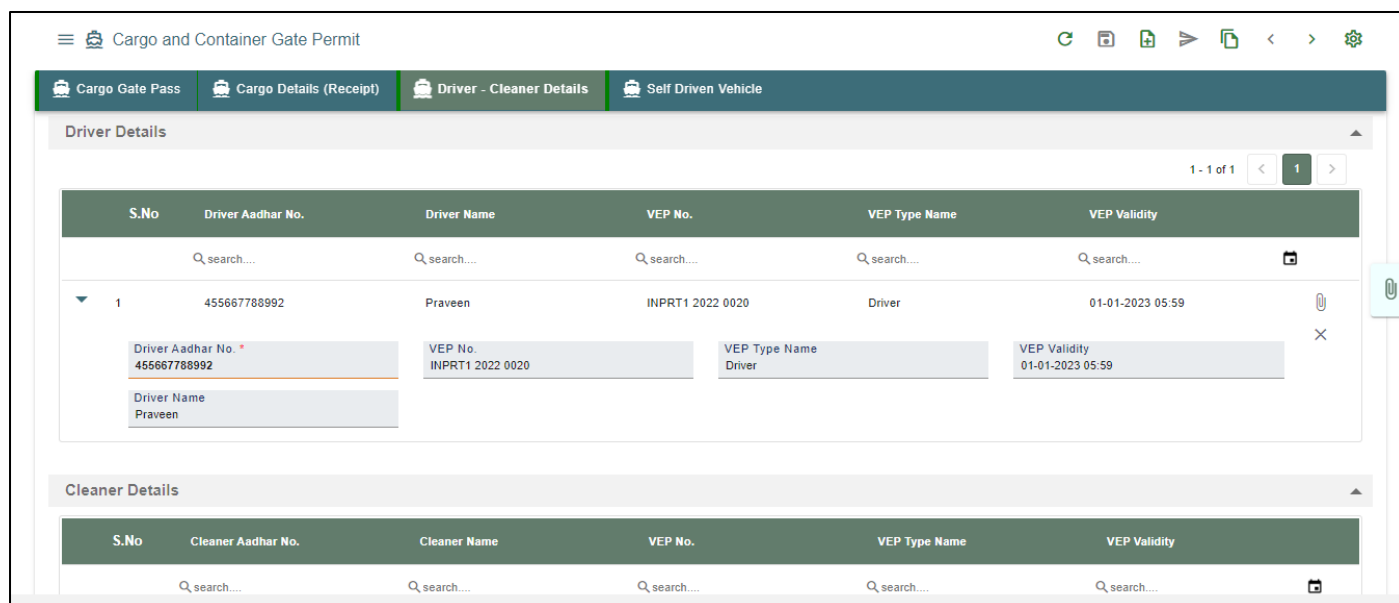
Line No	Not Mandatory	Textbox
Sub Line No	Not Mandatory	Textbox
Bill of Entry No	Not Mandatory	Textbox
Bill of Entry Date	Not Mandatory	Textbox
Delivery Order No	Not Mandatory	Textbox
Out of Charge No	Not Mandatory	Textbox
Import Application No	Not Mandatory	Textbox
BDF No	Not Mandatory	Textbox
Auction Sale No	Not Mandatory	Textbox
Auction Date	Not Mandatory	Textbox
IE Code	Not Mandatory	Textbox
Party Name	Not Mandatory	Textbox
Address 1	Not Mandatory	Textbox
Address 2	Not Mandatory	Textbox
Address 3	Not Mandatory	Textbox
CHA Name	Not Mandatory	Textbox
Container No	Not Mandatory	Textbox
Container Size	Not Mandatory	Textbox
Container Status	Not Mandatory	Textbox
ISO Code	Not Mandatory	Textbox
Goods Description	Not Mandatory	Textbox
Nature of Cargo	Not Mandatory	Textbox
No of Packages	Not Mandatory	Textbox
Marks and Numbers	Not Mandatory	Textbox
Tonnage	Not Mandatory	Textbox
UOM Name	Not Mandatory	Textbox
Shed/Storage Location	Not Mandatory	Textbox
Chappa No	Not Mandatory	Textbox
Chappa Date	Not Mandatory	Textbox
Remarks	Not Mandatory	Textbox

**Step 4:** Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on

save button  and proceed to click on  button for Driver-Cleaner Details. And Press

 Add Row

to enter the data.





*User Interface Image 80 - Cargo and Container gate Permit Driver-Cleaner Details*



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



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


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

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

Click on  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.


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

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

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

Attachments (1) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/> 1.		Request for Entry Permit 1 <span>▼</span>				*File Req
<div> <div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

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

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

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/> 1.		Request for Entry Permit 1 <span>▼</span>				*File Req
<div> <div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Now Click on the Check boxes accordingly, then 

Select files


 button will be enable.

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

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Truck Gate Pass						
<input type="checkbox"/> 1.		Request for Entry Permit 1 <span>▼</span>				*File Req
<div> <div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

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

Upload 

 button. System will display the status 

File uploaded

 on the screen.

**Attachments (1)**
✕

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


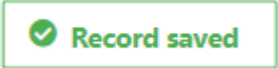
+ ADD FILES
SELECT FILES


or

Drag files here, to upload

UPLOAD
CLOSE

Click On Close Button

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

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

**Choose an option**
✕

Draft->WFA->Approve

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



**Work Flow Initiated. with drivenId = 12999**

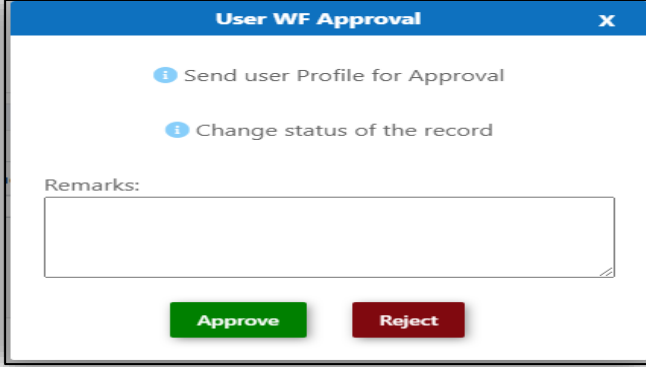
**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

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



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

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to WFAPP

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

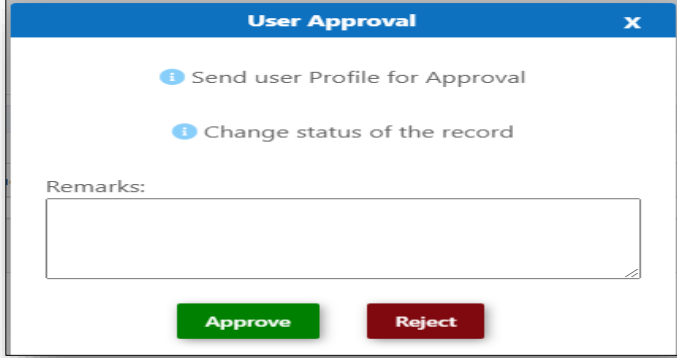
Successfully rejected.

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

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

Send user Profile for Approval

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to APPROVED

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

Successfully rejected.

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


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

Confirmation required

system will display with below alert ok and Back

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

Alert Message

 Do you want to cancel?

NO

YES

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

Cancellation

Reason Description

Remarks

Requested By


Exit


Proceed

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

Ok

 and status will change to CANCEL

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

By Clicking on  we can view the status of the record

Data Submit Status

Pos Integration



Status: SUCCESS


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


**Step 15:** Upon Save / Approve /Reject /Cancel the record that can be seen in 

List Data

 as Draft/Approved/Rejected/Cancel Status respectively

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Chennai Port Trust POS 


Cargo and Container Gate Permit

1 - 10 of 1613

10



1 2 3 ... 160 161 162

Doc No.	Status	Requesting Party Name	Transporter Name	Truck Entry Permit No.	Vehicle Registration No.	Party Qualifier Name	Requesting Pa
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>
INMAA120220041	Approved	HINDUSTAN		12er	THCHPT10087W	Barge Operator	01
INMAA120220040	Approved	Chennai Port Trust			THCHPT10087W	Barge Operator	1100

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

Search

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

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.

## 12. Business Function Name: Truck Weighment

### 12.1 Definition:

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

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

### 12.2 Navigation

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


Menu Path	Menu Bar → Gate Operation → Truck Weighment→ Click on <b>Add New</b>
-----------	--

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

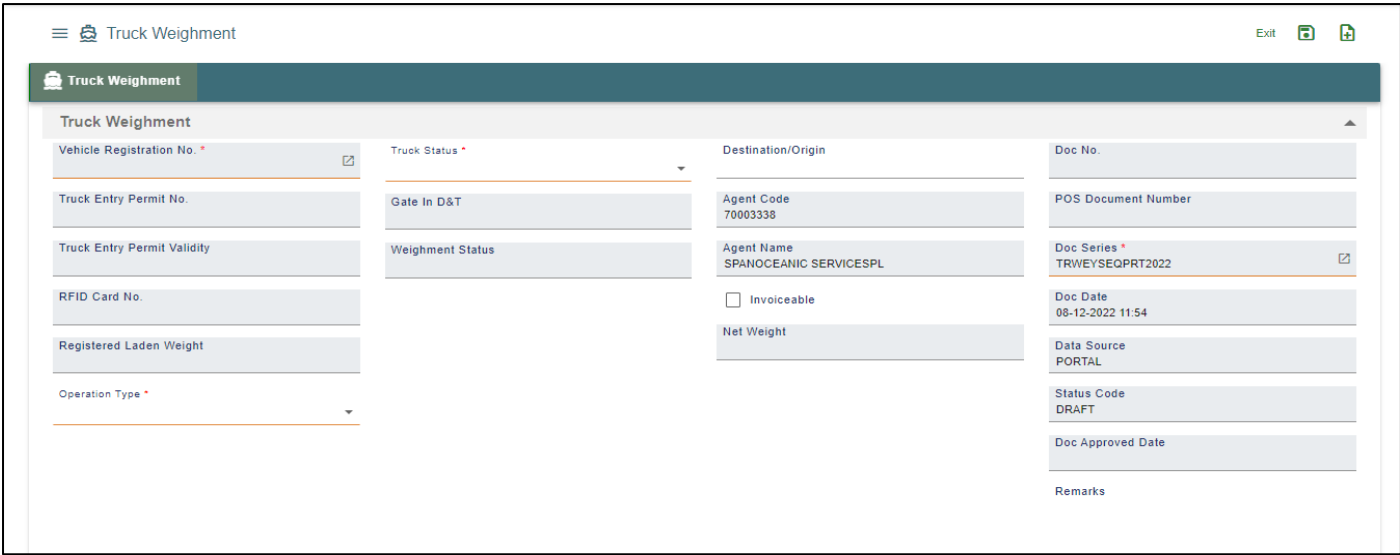
### 12.3 Prerequisites – Masters

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

## 12.4 Screenshot

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

If Truck Status = Empty





*User Interface Image 86 - Truck Weighment Header Details 17.1*

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

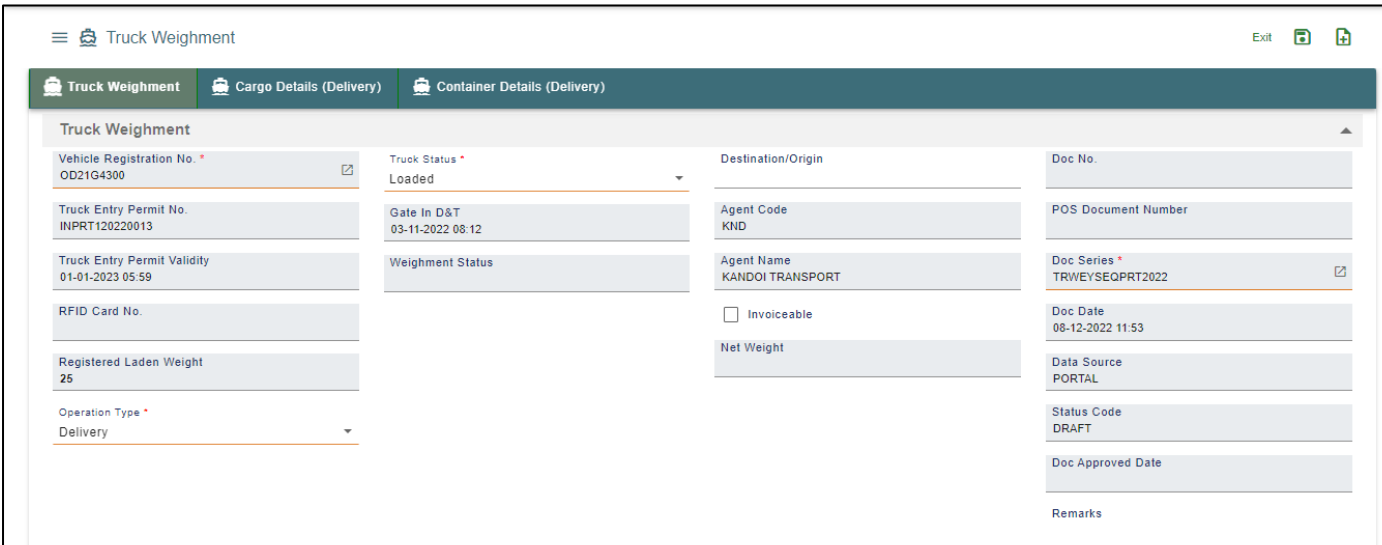
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Vehicle Regd No	Yes	LOV
Truck Entry Permit No	No	Textbox
Truck Entry Permit Validity	No	Textbox
RFID Card No	No	Textbox
Registered Laden Weight	No	Textbox
Operation Type	Yes	Dropdown
Truck Status	Yes	Dropdown
Gate In D&T	No	Calendar
Weighment Status	No	Textbox
Destination/Origin	No	Textbox
Agent Code	No	Textbox
Agent Name	No	Textbox

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

Invoiceable	No	Check Box
Net Weight	No	Textbox
Weighment Type	No	Textbox
Tare Weight	Yes	Textbox
Weigh Bridge Name	Yes	LOV
Weighment D&T	Yes	Calendar
Remarks	No	Textbox
Gross Weight	Yes	Textbox



If Truck status-loaded below Screen will show.




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

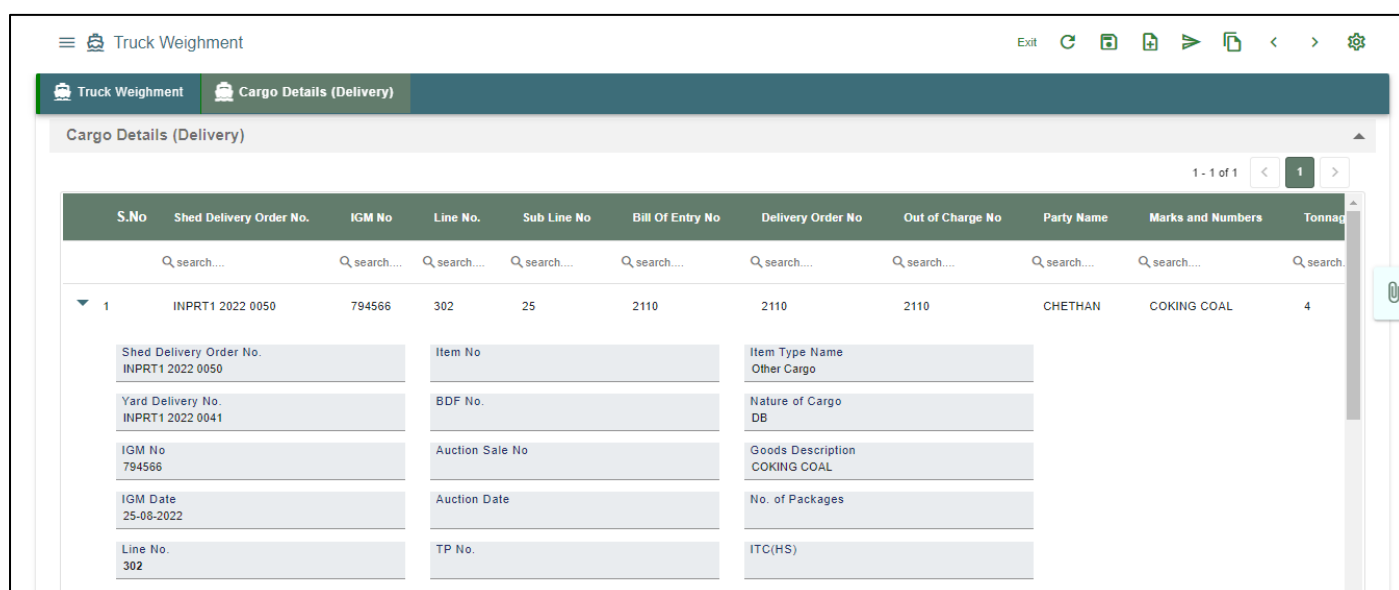
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

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

Gross Weight	Yes	Textbox
Weigh Bridge Name	Yes	LOV
Weighment D&T	Yes	Calendar
Gross Remarks	No	Textbox



**Step 2:-**Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Cargo Details (Receipt/Delivery). This Details are auto populated based on selection of Vehicle Regd No in Header





Below are the Field Information regarding Cargo Details Section.

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


Field Name	Mandatory	Fill Type
Shed Delivery Order No	No	Textbox
IGM No	No	Textbox
IGM Date	No	Textbox
Line No	No	Textbox
Sub Line No	No	Textbox
Import Application No	No	Textbox
Bill of Entry No	No	Textbox
Bill of Entry Date	No	Textbox
Delivery Order No	No	Textbox
Out of Charge No	No	Textbox
BTT No	No	Textbox
SB No	No	Textbox
Item No	No	Textbox
BDF No	No	Textbox


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


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



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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Goods Description	No	Textbox
Nature of Cargo	No	Textbox
No of Packages	No	Textbox
Marks and Numbers	No	Textbox
Tonnage	No	Textbox
UOM Name	No	Textbox
Shed Location	No	Textbox
Chappa No	No	Textbox
Chappa Date	No	Textbox

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

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

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

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

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



Attachments (1)

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

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

**Attachments (2)**
✕

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


+ Add files
Select files



or


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

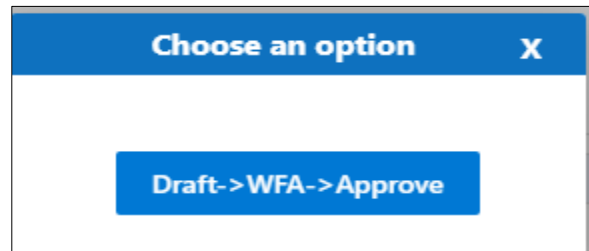
Upload
Close

Click On Close Button

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


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

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



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

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

**Successfully Status changed to WFAPP**

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



**Successfully rejected.**

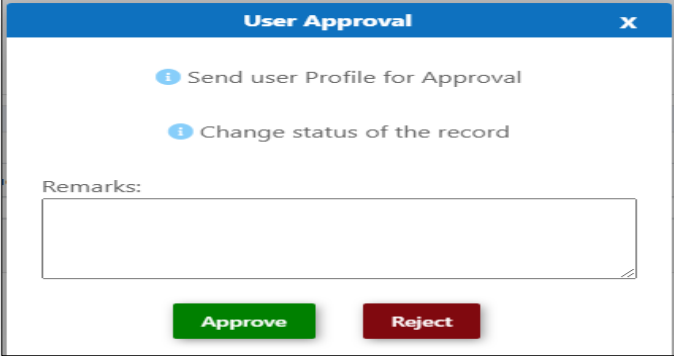
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

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

**Send user Profile for Approval**

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

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

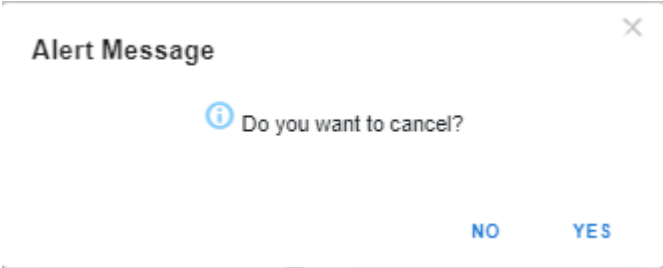
**Approve** **Reject**

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

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

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

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

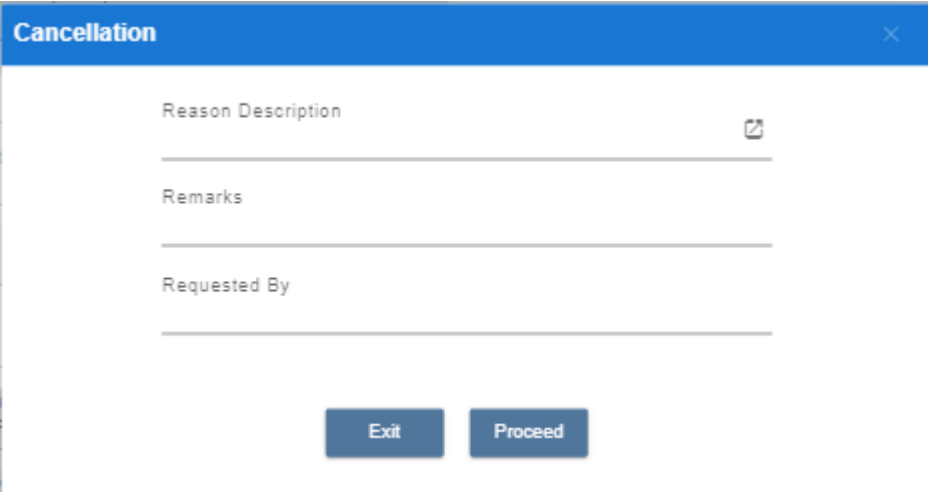


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]



Reason Description 

Remarks


Requested By

**Exit** **Proceed**


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


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

CANCEL

By Clicking on  we can view the status of the record


Data Submit Status <span>X</span>		
Pos Integration		
Status: SUCCESS		
End Point Code	Status	Response
IPAPRJCTTRUWEISAP	SUCCESS	{ "status": "message received" }

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



Chennai Port Trust

POS



Truck Weighment

1 - 10 of 1148

10

<

1

2

3


...


113

114



115


>



Doc No.	Status	Vehicle Registration No.	Truck Entry Permit No.	Truck Entry Permit Validity	Truck Status	Doc Date	Doc Approved Date	Date
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>		<input type="text" value="Q search..."/>	<input type="text" value="search..."/>	<input type="text" value="Q search..."/>
INMAA120220007	Approved	2345678fr	INMAA120220017	24-04-2022 05:59	Loaded	22-04-2022 17:10	22-04-2022 17:10	POS
INMAA120220008	Approved	TN01SS7777	INMAA120220018	23-04-2022 05:59	Loaded	21-04-2022 14:21	21-04-2022 14:31	POS
INMAA120220005	Approved	Ts27T2727	INMAA120220015	22-04-2022 05:59	Empty	20-04-2022 12:27	20-04-2022 12:38	POS
INMAA120220004	Approved	Ts27T2727	INMAA120220015	22-04-2022 05:59	Loaded	20-04-2022 12:11	20-04-2022 12:14	POS

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

Search				
Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text" value="search..."/>		<input type="text" value="and"/>
<input type="button" value="Add Row"/>				
<input type="button" value="Clear"/> <input type="button" value="Search"/>				

By Clicking on  can clear the inputs in the columns. By Clicking on 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.

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

## 13. Business Function Name: Storage Request

### 13.1 Definition:

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

### 13.2 Navigation

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


<b>Menu Path</b>	Menu Bar →Cargo → Request → Storage Request → Click on <b>Add New</b>
------------------	---

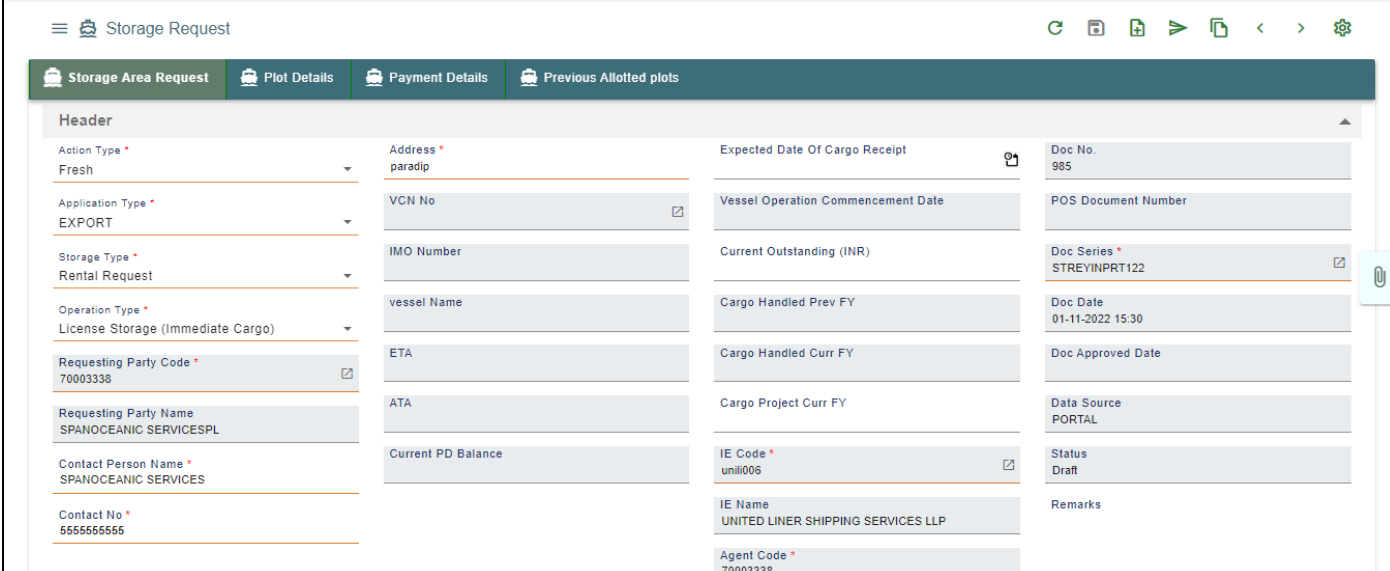
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 13.3 Prerequisites – Masters

1. IGM

### 13.4 Screenshot

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



*User Interface Image 106–Storage Request Header Details 21.1*

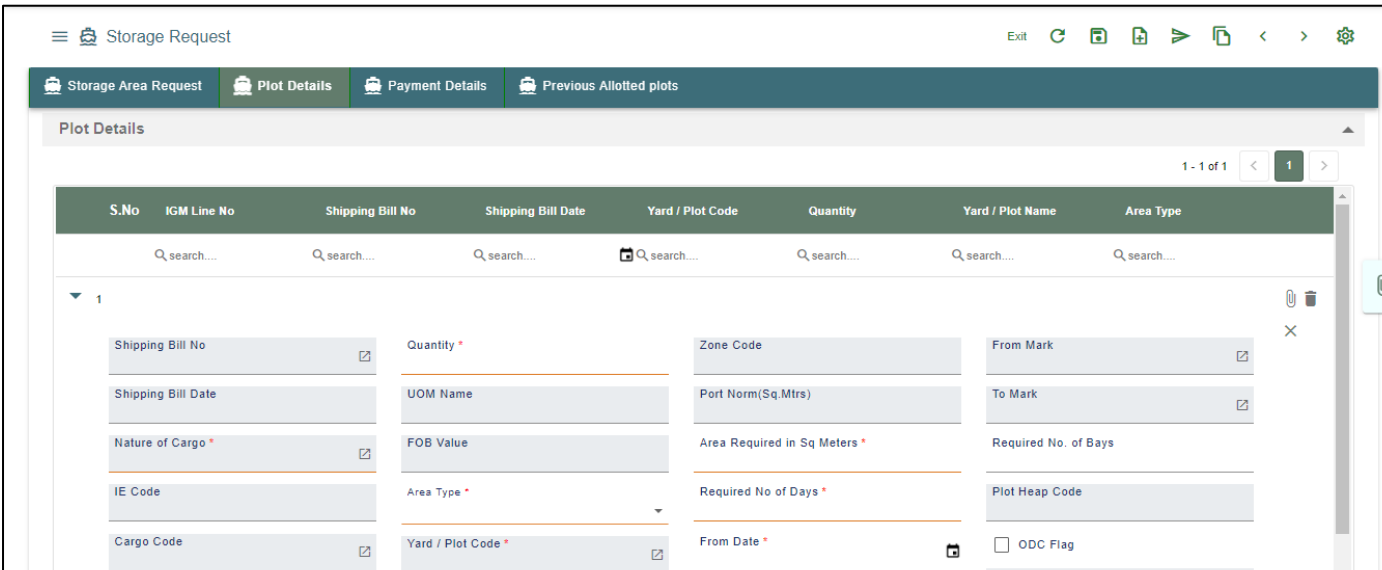
Below are the Field Information regarding Storage Area Request Header Details Section.

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

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

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

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

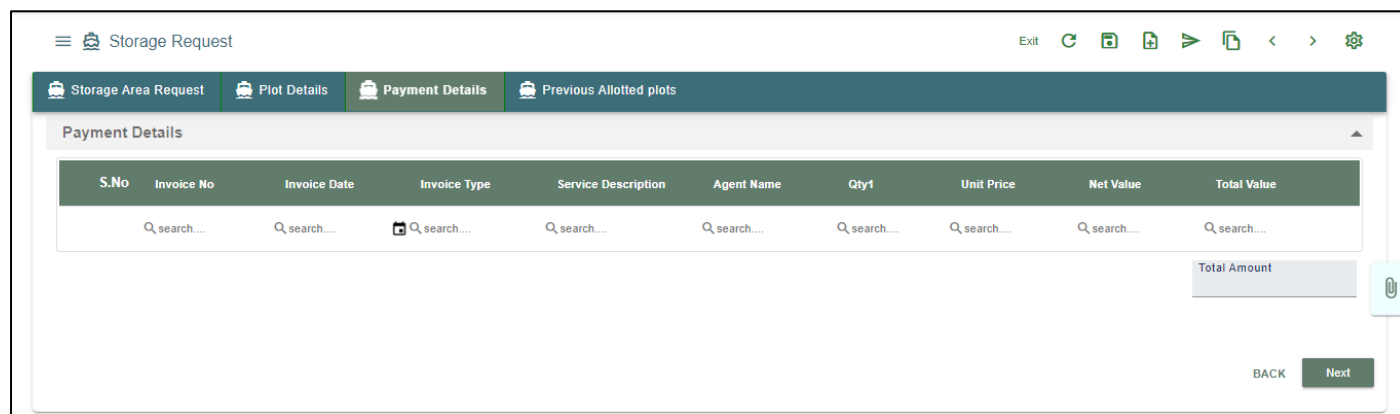
IGM Line No	No	Textbox
Sub Line No	No	Textbox
Area Type	No	Dropdown
Yard/Plot Code	No	LOV
Yard/Plot Name	No	Textbox
Renewal Plot Type	No	LOV
Renewal Plot Name	No	LOV
Extension Plot Type	No	LOV
Extension Plot Name	No	LOV
Handover Plot Type	Yes	LOV
Nature of Cargo	Yes	LOV
Quantity	No	Textbox
Block	No	Textbox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



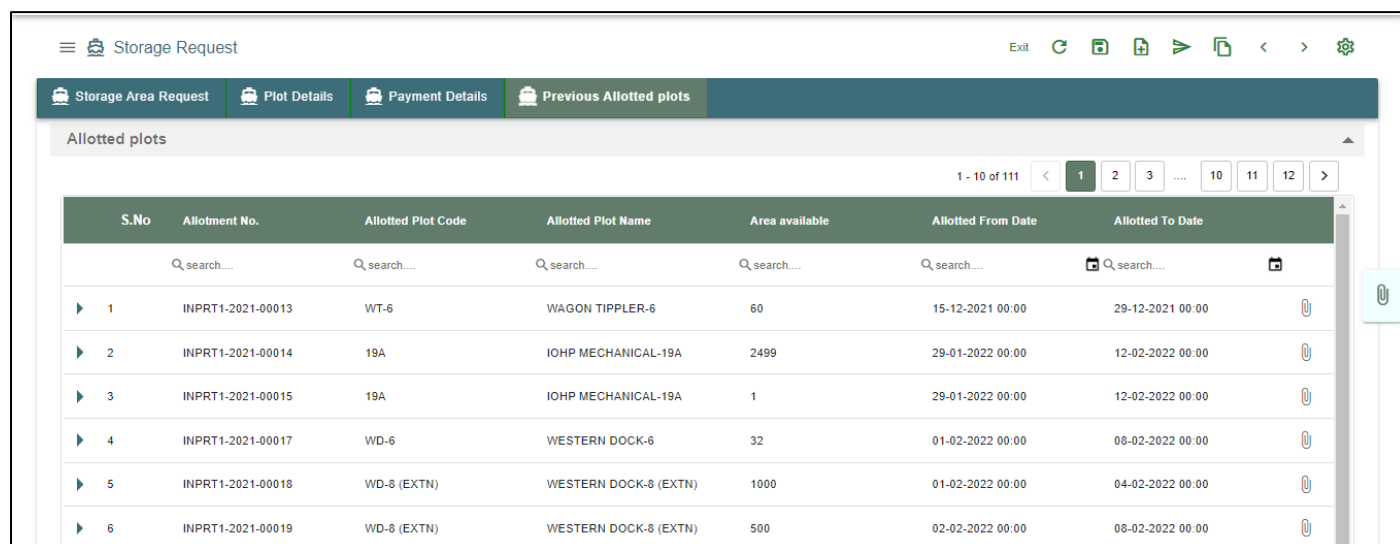
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Extension To Mark	No	Textbox
Extension No of Bays	No	Textbox
Handover To Mark	No	Textbox
Handover No of Bays	No	Textbox


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






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





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

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

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

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

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

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

Attachments (1)

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

+ Add files


Select files



or

Drag files here, to upload

Upload

Close

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

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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

**Attachments (2)**
✕

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



+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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




Attachments (2) X


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

+ Add files

Select files


OR

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

Upload 


Close X

Click On Close Button

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

✔ Record saved

 message.


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

Choose an option X

Draft->WFA->Approve



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

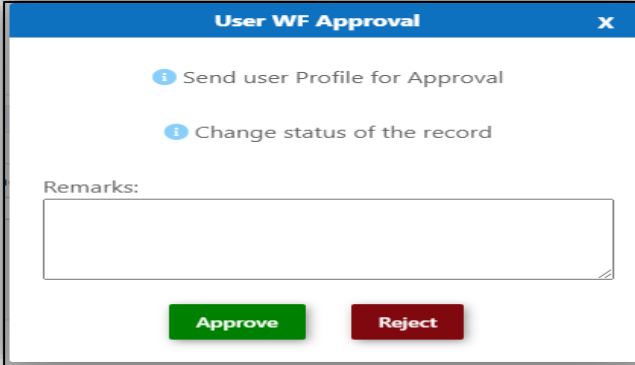
**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

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

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to WFAPP

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

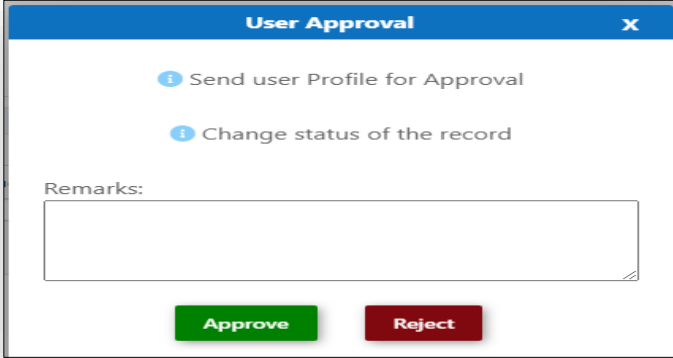
Successfully rejected.

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

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

Send user Profile for Approval

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to APPROVED

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

Successfully rejected.

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

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

Confirmation required

system will display with below alert ok and Back

**Alert Message** ✕

i Do you want to cancel?

NO
YES

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

**Cancellation**
✕

Reason Description 📄

---

Remarks


---

Requested By

---

Exit
Proceed

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

By Clicking on  we can view the status of the record

**Data Submit Status**
✕

**Portal Integration**



Status: SUCCESS


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

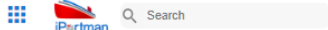
**Pos Integration**




Status: SUCCESS





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


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









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




Chennai Port Trust  PDS  





  Storage Request  


1 - 10 of 1038  < 1 2 3 ... 102 103 104 >

Doc No.	Status	Action Type	Storage Allotment Plan No	VCN No.	Vessel Name	IGM No	Agent Type Name
 search...	 search...	 search...	 search...	 search...	 search...	 search...	 search...
8356	Draft	Fresh					
INMAA120220048	Approved	Extension	SA/2022/0029	INMAA120220117	MV Test1	29029	Shipping Agent
INMAA120220047	Approved	Renewal	SA/2022/0029	INMAA120220117	MV Test1	29029	Shipping Agent
INMAA120220046	Approved	Fresh	SA/2022/0029	INMAA120220117	MV Test1	29029	Shipping Agent
INMAA120220045	Approved	Fresh		INMAA120220100	MV Power Ships		Cargo Handling Agent



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


Search X

Field <div></div>	Condition <div></div>	Value1 <div><input data-bbox="496 1025 1018 1048" type="text" value="search..."/></div>	Value2 <div><input data-bbox="1038 1025 1465 1048" type="text"/></div>	Concatenate Condition <div> and </div>
---	---	--	---	---

 Add Row

Clear
Search

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

By Clicking on  Load the records and display the data.

## 14. Business Function Name: Storage Allotment

### 14.1 Definition:



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

### 14.2 Navigation

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

<b>Menu Path</b>	Menu Bar → Cargo → Recordings → Storage Allotment → Click on <b>Add New</b>
------------------	---

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

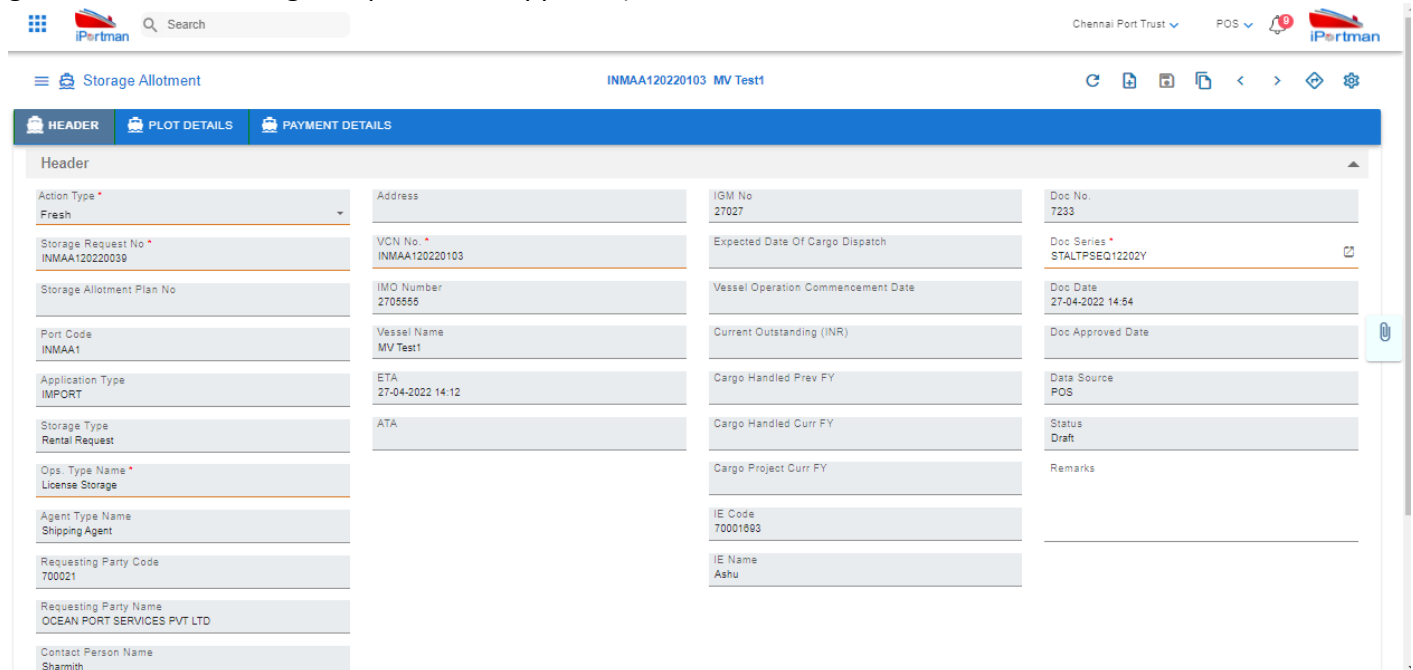
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

## 14.3 Prerequisites – Masters

### 1. Storage Request

## 14.4 Screenshot

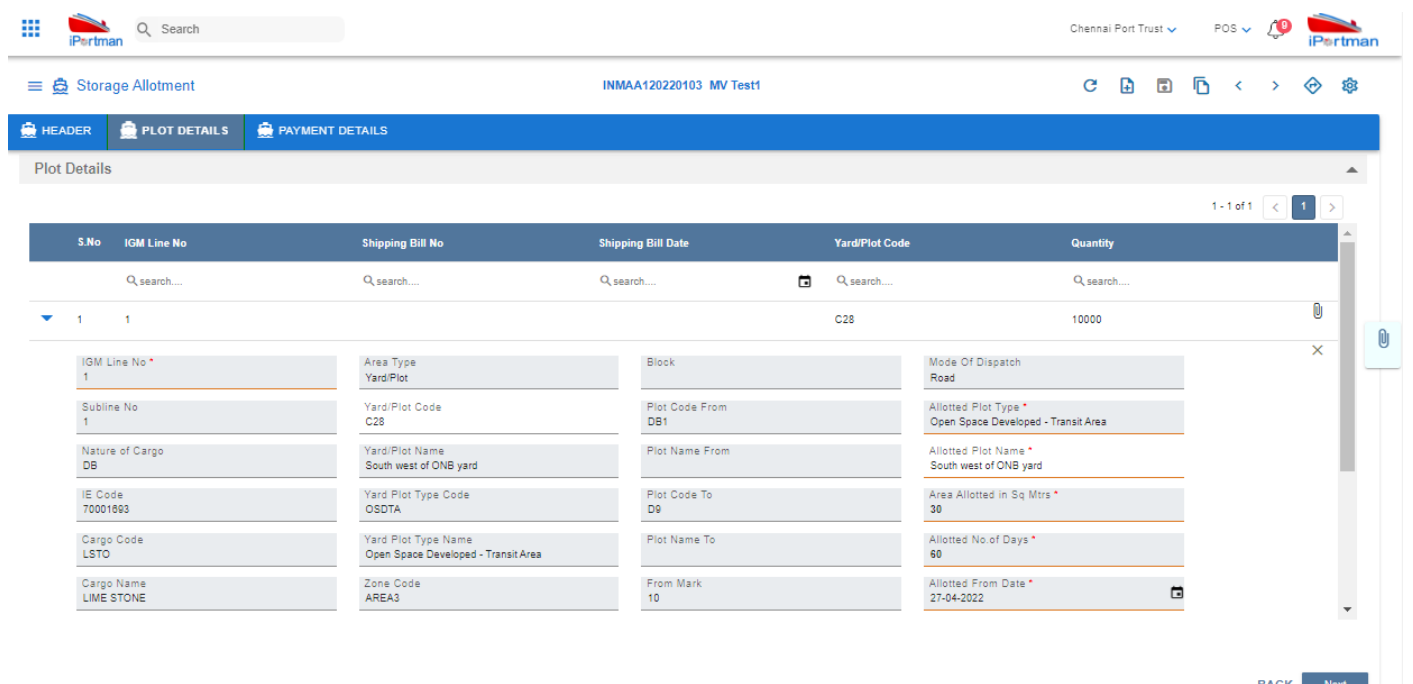
**Step 1:** After Navigation to the respective function screen, Select Draft Record from list page(Draft record generated after storage request from approval). it will direct to the below screen in order to fill the data



Header			
Action Type *	Address	IGM No	Doc No.
Fresh		27027	7233
Storage Request No *	VCN No *	Expected Date Of Cargo Dispatch	Doc Series *
INMAA120220039	INMAA120220103		STALTPSEQ12202Y
Storage Allotment Plan No	IMO Number	Vessel Operation Commencement Date	Doc Date
	2705555		27-04-2022 14:54
Port Code	Vessel Name	Current Outstanding (INR)	Doc Approved Date
INMAA1	MV Test1		
Application Type	ETA	Cargo Handled Prev FY	Data Source
IMPORT	27-04-2022 14:12		POS
Storage Type	ATA	Cargo Handled Curr FY	Status
Rental Request			Draft
Ops. Type Name *		Cargo Project Curr FY	Remarks
License Storage			
Agent Type Name		IE Code	
Shipping Agent		70001993	
Requesting Party Code		IE Name	
700021		Ashu	
Requesting Party Name			
OCEAN PORT SERVICES PVT LTD			
Contact Person Name			
Sharmith			

*User Interface Image 109 – Storage Allotment Header Details 22.1*



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



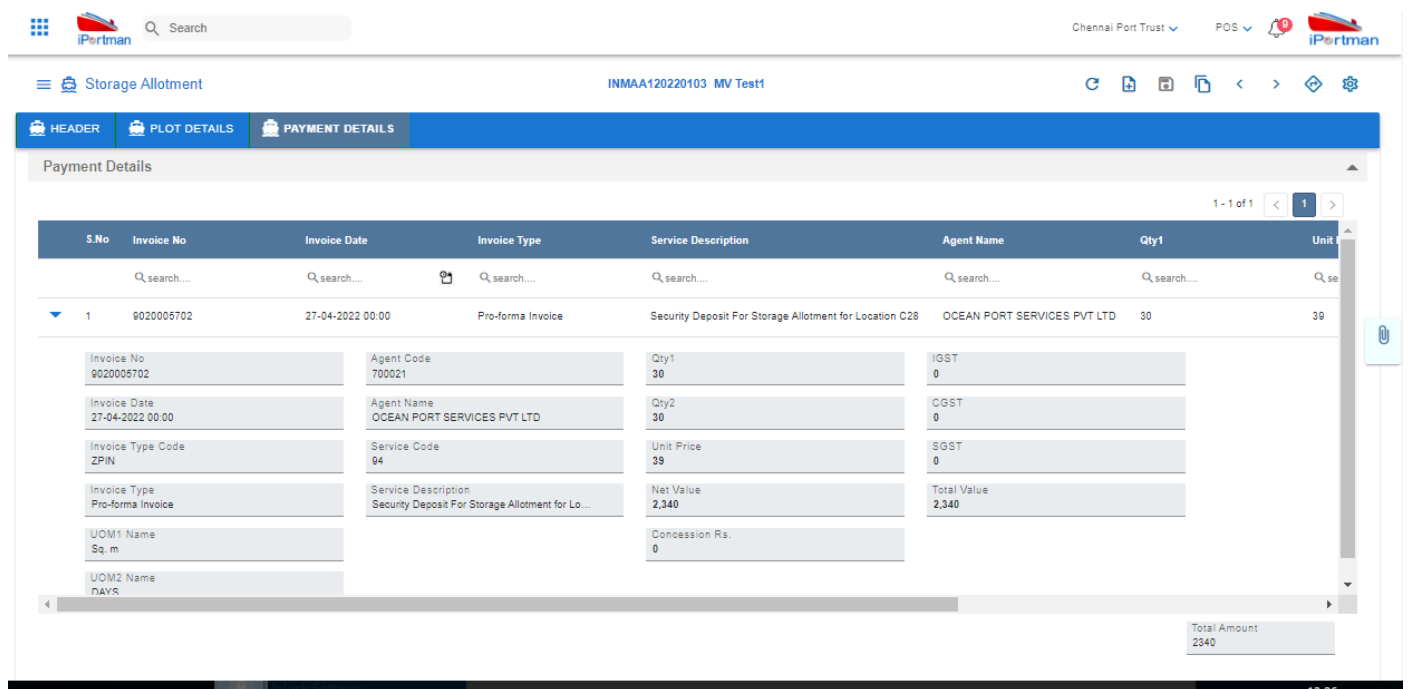
S.No	IGM Line No	Shipping Bill No	Shipping Bill Date	Yard/Plot Code	Quantity
1	1			C28	10000


IGM Line No *	Area Type	Block	Mode Of Dispatch
1	Yard/Plot		Road
Subline No	Yard/Plot Code	Plot Code From	Allotted Plot Type *
1	C28	DB1	Open Space Developed - Transit Area
Nature of Cargo	Yard/Plot Name	Plot Name From	Allotted Plot Name *
DB	South west of ONB yard		South west of ONB yard
IE Code	Yard/Plot Type Code	Plot Code To	Area Allotted in Sq Mtrs *
70001993	OSDTA	D9	30
Cargo Code	Yard Plot Type Name	Plot Name To	Allotted No. of Days *
LSTO	Open Space Developed - Transit Area		60
Cargo Name	Zone Code	From Mark	Allotted From Date *
LIME STONE	AREA3	10	27-04-2022






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--	---	---	--


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.

Attachments (1)

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

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

**Attachments (2)**
✕

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


+ Add files
Select files



or

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

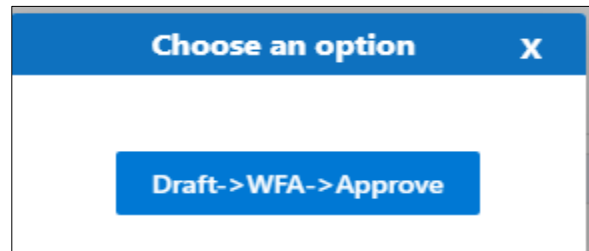
Upload
Close

Click On Close Button

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


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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

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



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

**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

**Successfully Status changed to WFAPP**

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



**Successfully rejected.**

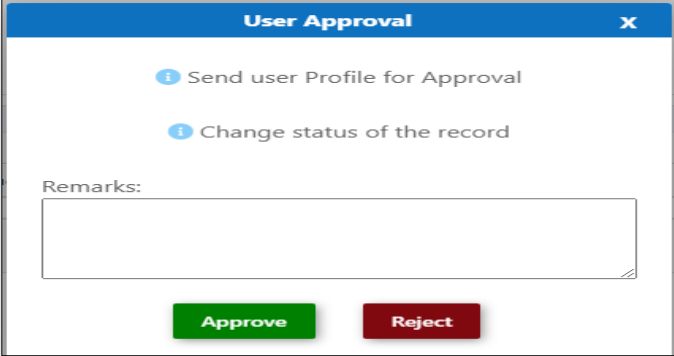
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

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

**Send user Profile for Approval**

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

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

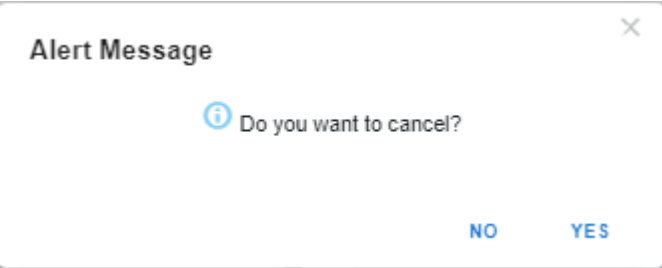
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

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

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

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

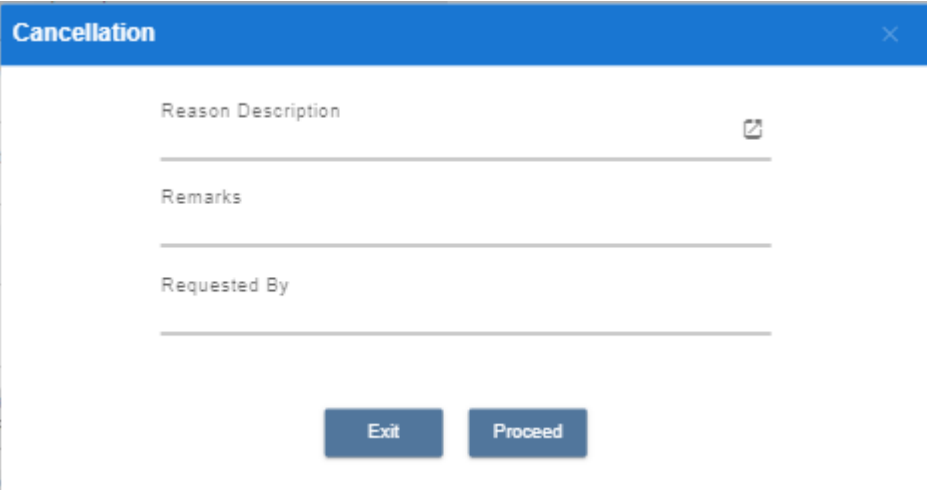


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]



Reason Description 

Remarks


Requested By

**Exit** **Proceed**

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

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

CANCEL

By Clicking on  we can view the status of the record

Data Submit Status

Portal Integration


Status: SUCCESS


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


Pos Integration

Status: SUCCESS

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

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




Channel Port Trust
POS


Storage Allotment

1 - 10 of 907

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

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

Search

Field

Condition



Value1



Value2


Concatenate Condition

Add Row

Clear Search



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

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

By Clicking on  Load the records and display the data.



#### 14.5 Field information

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

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

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



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

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

## 15. Business Function Name: Packaging Request

### 15.1 Definition:

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

### 15.2 Navigation

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


<b>Menu Path</b>	Menu Bar→Cargo →Requests → Packaging Request → Click on <b>Add New</b>
------------------	--

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



### 15.3 Prerequisites – Masters

1. IGM

### 15.4 Screenshot

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

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

≡ Packaging Request Exit  

**PACKAGING & DEPACKAGING REQUEST** **LINES**


Packaging & Depackaging Request


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


**Next**

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*User Interface Image 112–Packaging Request Header Details 23.1*







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

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

≡ Packaging Request Chennai Port Trust POS 


**PACKAGING & DEPACKAGING REQUEST** **LINES**

INMAA120200310 MV ROMANIA

Exit      

Lines

S.No	IGM Line No	IGM Sub Line No	Nature of Cargo	No. of Packages	Gross Weight	Unit of Weight Code	Gross Volume	Unit of Volume
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





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


**OK** < 1 >

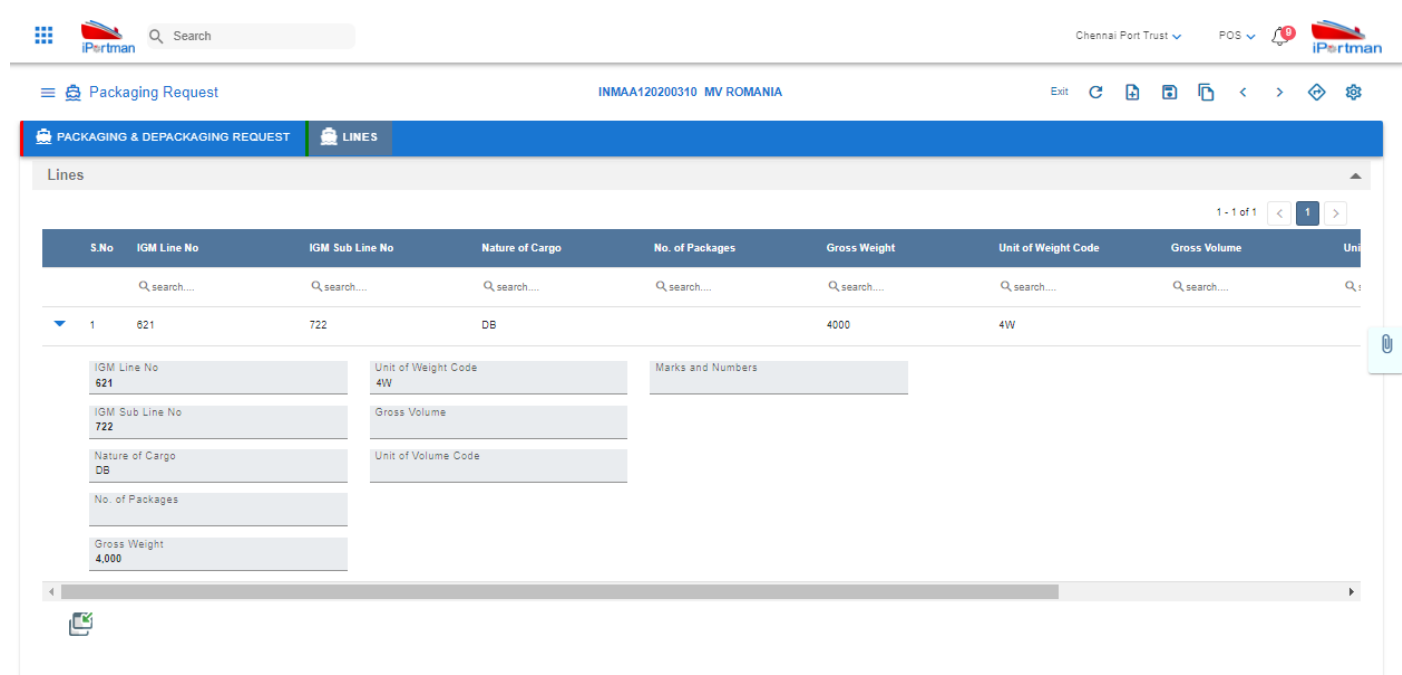
**BACK**

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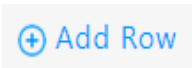


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	





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







*User Interface Image 113–Packing Request Packaging Lines 23.2*

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

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

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

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

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

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

Attachments (1) ×


8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files



or

Drag files here, to upload

Upload 

Close ×

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

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

**Attachments (2)**
✕

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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

**Attachments (2)**
✕

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



+ Add files
Select files

or

Drag files here, to upload

Upload
Close

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

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




Attachments (2) X


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

+ Add files

Select files


OR

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

Upload 


Close X

Click On Close Button

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

✔ Record saved

 message.

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

Choose an option X

Draft->WFA->Approve



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

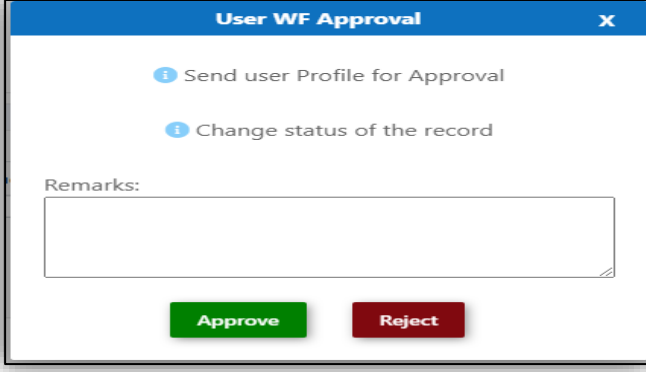
**Work Flow Initiated. with drivenId = 12999**

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

Send user Profile for Approval

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

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

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to WFAPP

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

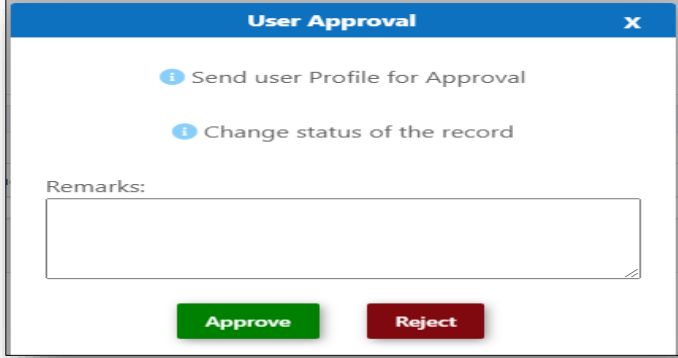
Successfully rejected.

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

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

Send user Profile for Approval

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to APPROVED

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



Successfully rejected.

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

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

Confirmation required

system will display with below alert ok and Back

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

**Alert Message** ✕

i Do you want to cancel?

NO
YES

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

**Cancellation**
✕

Reason Description 📄

---

Remarks

---


Requested By

---

Exit
Proceed


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

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



Chennai Port Trust

POS



Packaging Request

1 - 10 of 89

10

<

1

2

3


...

7

8



9

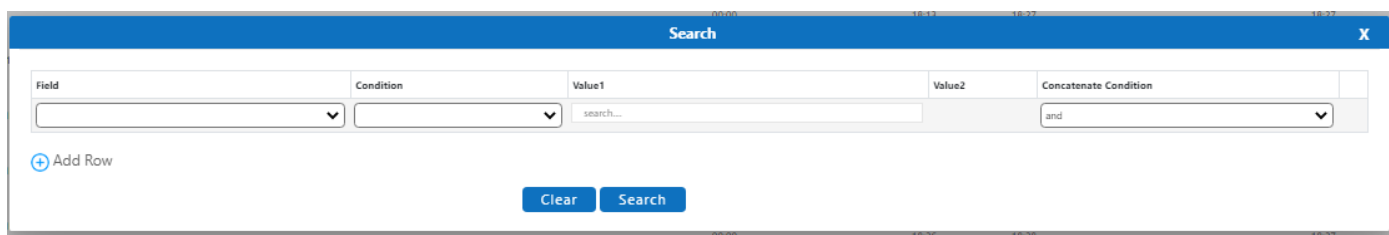
>



Doc No.	Status	Importer Code	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>		<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
4147	Draft		29-04-2022 13:31		POS		
INMAA120220003	Approved	70001757	26-04-2022 09:51	26-04-2022 09:55	POS		
INMAA120220002	Approved	700021	22-04-2022 10:54	22-04-2022 10:54	POS		


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



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



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

By Clicking on  Load the records and display the data.

### 15.5 Field information

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

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

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

## 16. Business Function Name: Packaging Recording

### 16.1 Definition:

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

### 16.2 Navigation

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


<b>Menu Path</b>	Menu Bar → Cargo → Recordings → Packaging Recording → Click on <b>Add New</b>
------------------	---

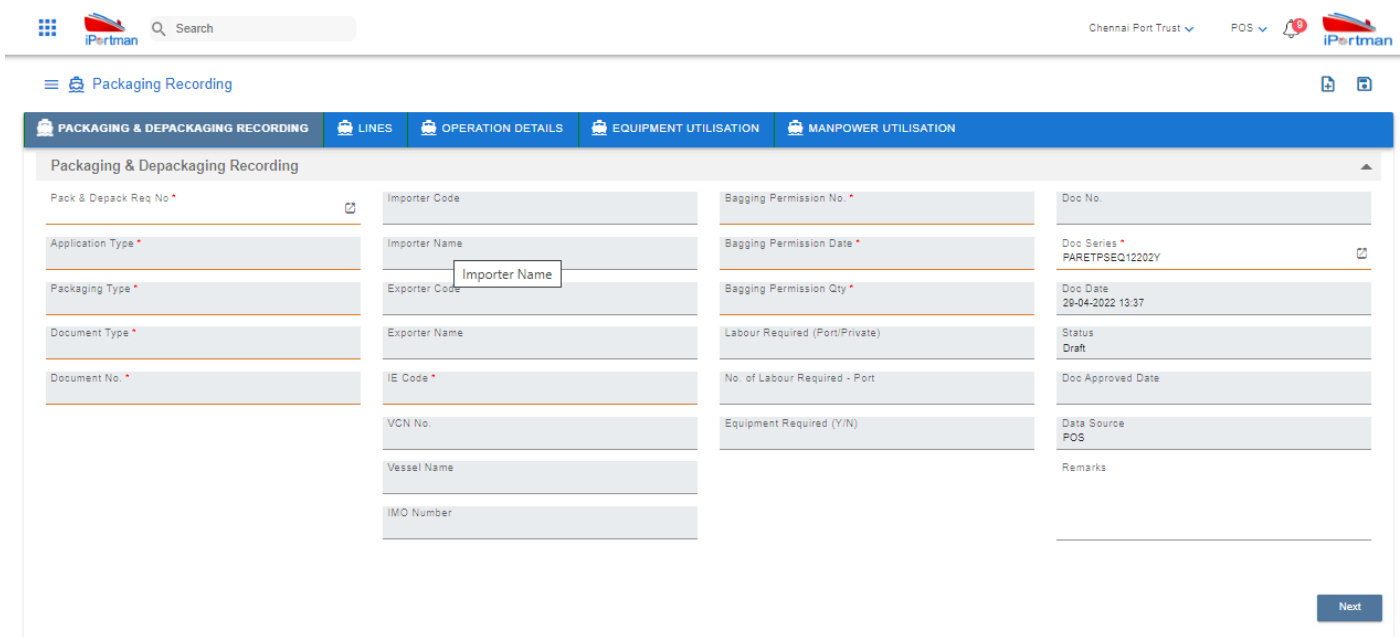
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 16.3 Prerequisites – Masters

#### 1. Packaging Recording

### 16.4 Screenshot

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





The screenshot shows the 'Packaging & Depackaging Recording' form in the iPortman system. The form is divided into several sections for data entry:


- Header:** Includes 'Pack & Depack Req No.', 'Application Type', 'Packaging Type', 'Document Type', and 'Document No.'.
- Importer/Exporter Details:** Fields for 'Importer Code', 'Importer Name', 'Exporter Code', and 'Exporter Name'.
- Bagging Details:** Fields for 'Bagging Permission No.', 'Bagging Permission Date', and 'Bagging Permission Qty'.
- Labour and Equipment:** Fields for 'Labour Required (Port/Private)', 'No. of Labour Required - Port', and 'Equipment Required (Y/N)'.
- Document and Status:** Fields for 'Doc No.', 'Doc Series' (with value PARETFSEQ12202Y), 'Doc Date' (20-04-2022 13:37), 'Status' (Draft), and 'Doc Approved Date'.
- Additional Fields:** 'IE Code', 'VCN No.', 'Vessel Name', 'IMO Number', 'Data Source' (POS), and 'Remarks'.

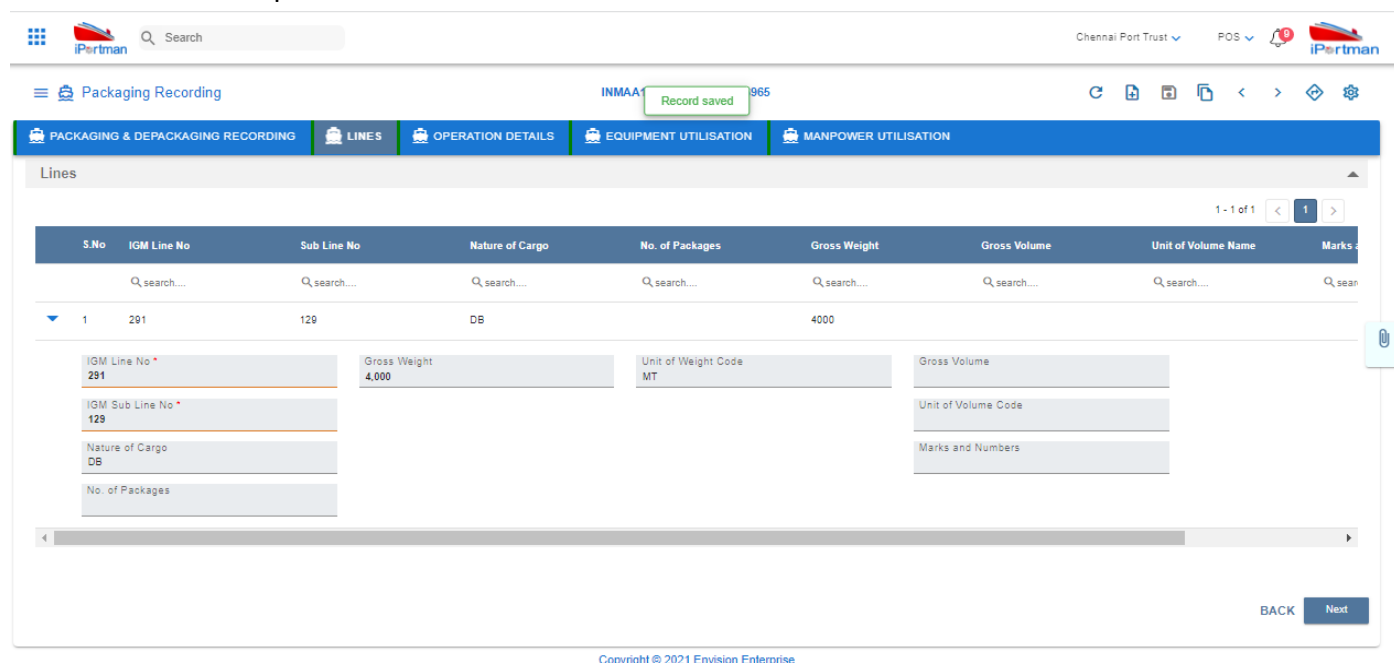
A 'Next' button is located at the bottom right of the form.

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

*User Interface Image 116 – Packing Recording Header Details 24.1*

**Step 2:** Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Lines as shown in below screen.






*User Interface Image 117 – Packing Recording Lines 24.2*

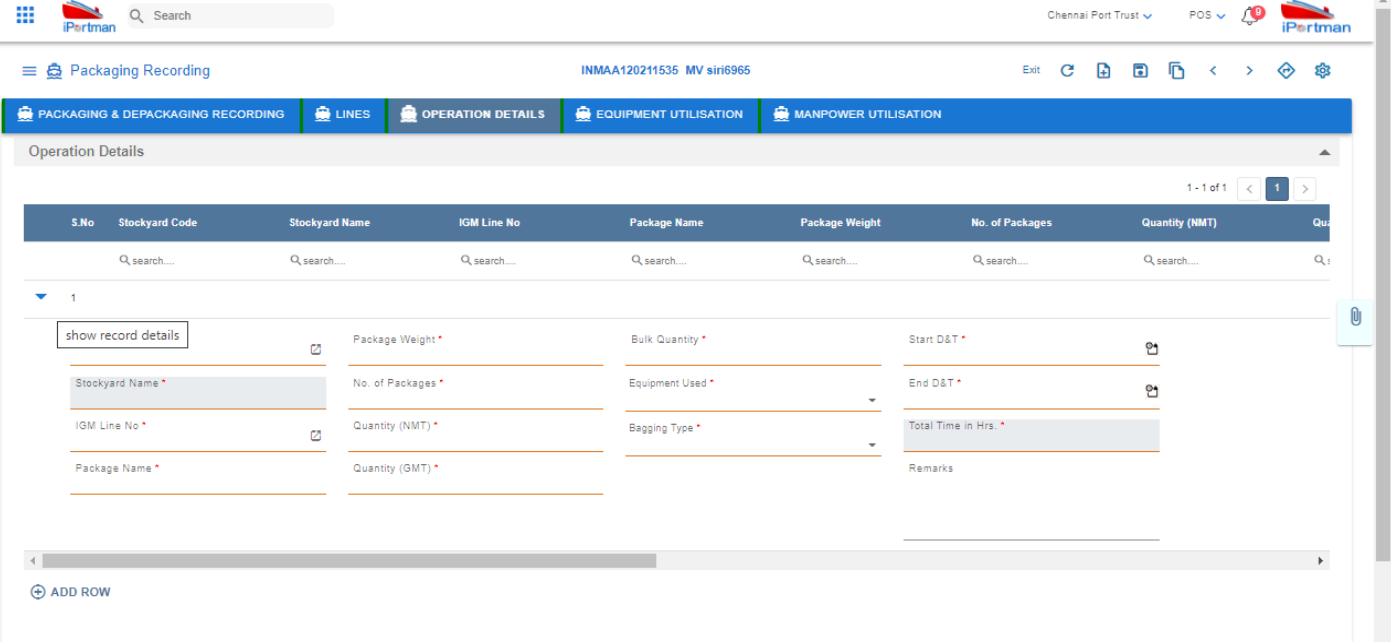
**Step 3:** Once data is filled in Packaging Lines, click on save button  to save the record, And On-screen

notification will be LOV as







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



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

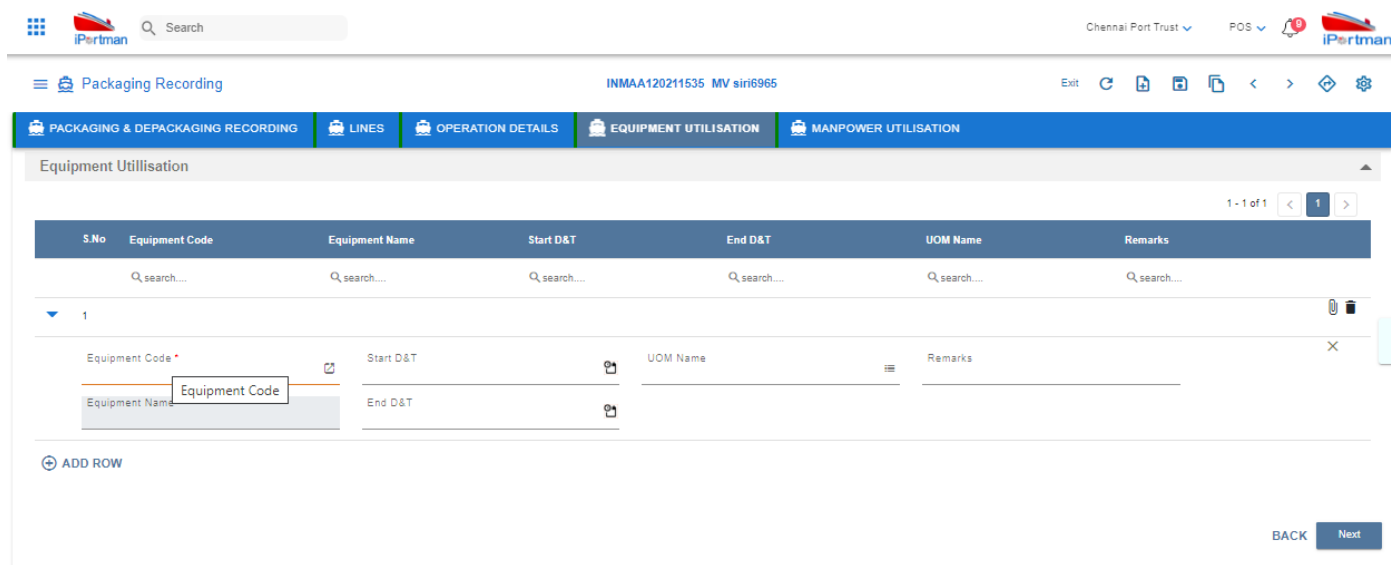


*User Interface Image 118 – Packing Recording Operation Details 24.3*

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

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

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

INMAA120211535 MV sirir6965

PACKAGING & DEPACKAGING RECORDING LINES OPERATION DETAILS EQUIPMENT UTILISATION MANPOWER UTILISATION

Equipment Utilisation

1 - 1 of 1





S.No	Equipment Code	Equipment Name	Start D&T	End D&T	UOM Name	Remarks
1						


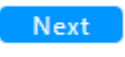

Equipment Code Start D&T End D&T UOM Name Remarks



ADD ROW

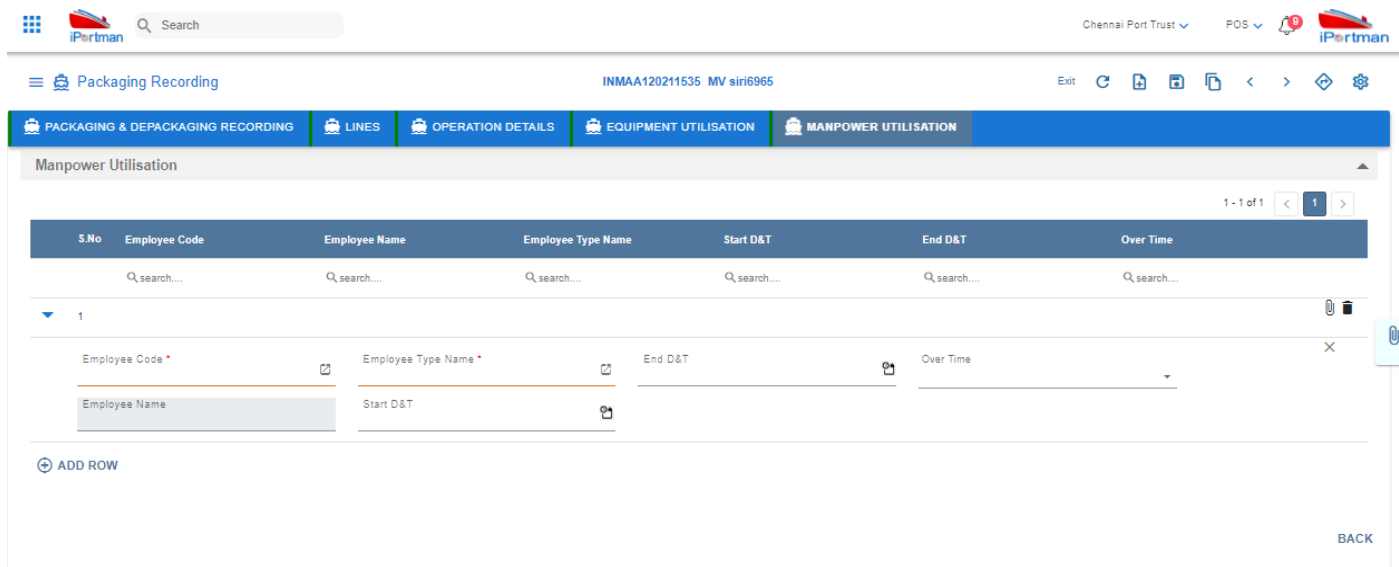
BACK Next

*User Interface Image 119– Packaging Recording Equipment Utilization 24.4*





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


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


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





*User Interface Image 120 – Packaging Recording Manpower Utilization 24.5*


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

**Step 10(a):** Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

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

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



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

Attachments (1)

8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files

Select files


or

Drag files here, to upload

Upload

Close



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

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

Attachments (2)

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

+ Add files

Select files

or

Drag files here, to upload



Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

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

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

**Attachments (2)**
×

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

+ Add files
Select files

or

Drag files here, to upload

Upload
Close





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

**Attachments (2)**
×

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

+ Add files
Select files



or



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


Upload
Close

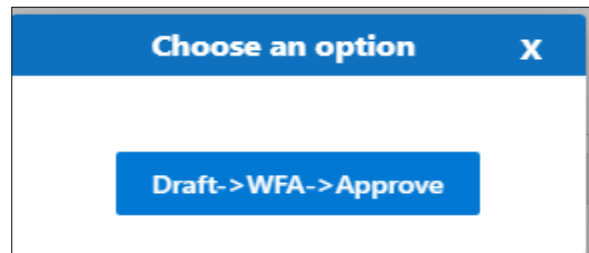
Click On Close Button



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


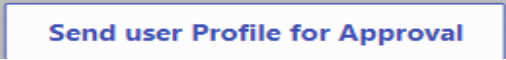
Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

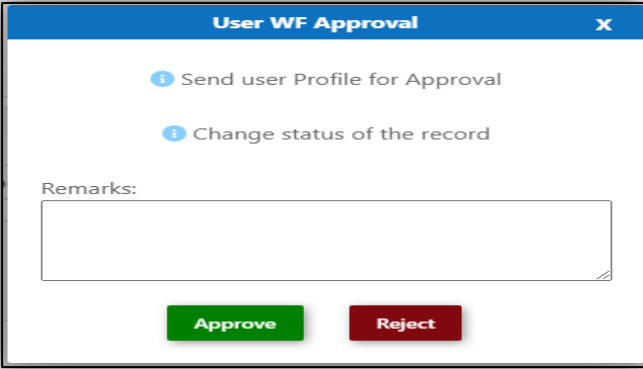
**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



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

**Work Flow Initiated. with drivenId = 12999**

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





A blue header bar with the text "User WF Approval" and a close button "X". Below the header are two information icons with text: "Send user Profile for Approval" and "Change status of the record". Below these is a text area labeled "Remarks:". At the bottom are two buttons: "Approve" (green) and "Reject" (red).



**Successfully Status changed to WFAPP**

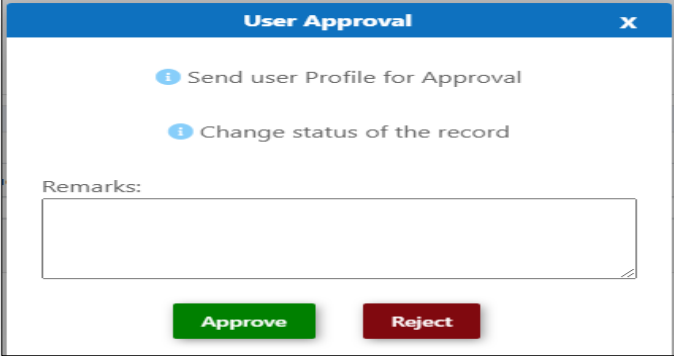
**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

**Successfully rejected.**

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

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

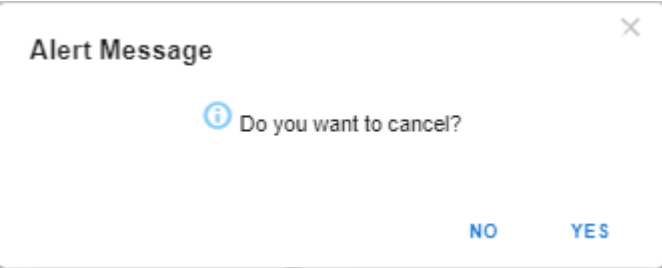
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

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

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

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

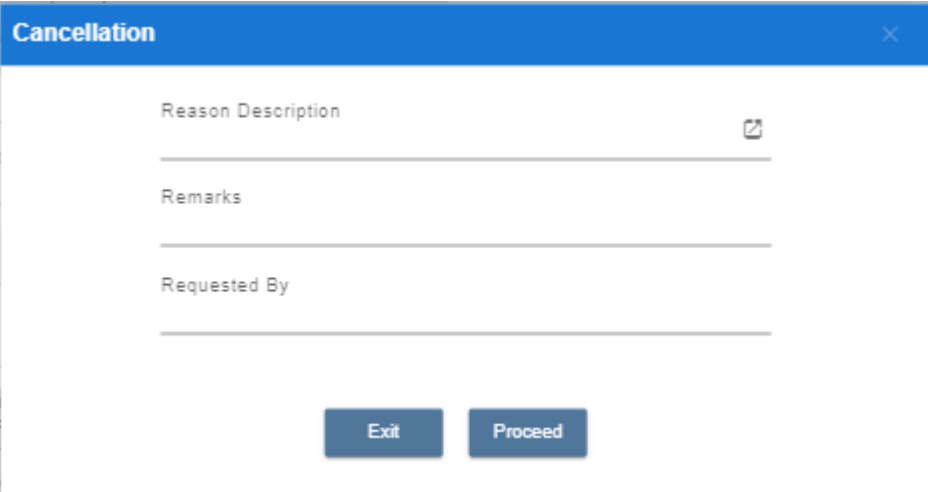


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

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



**Cancellation** [X]



Reason Description 

Remarks


Requested By

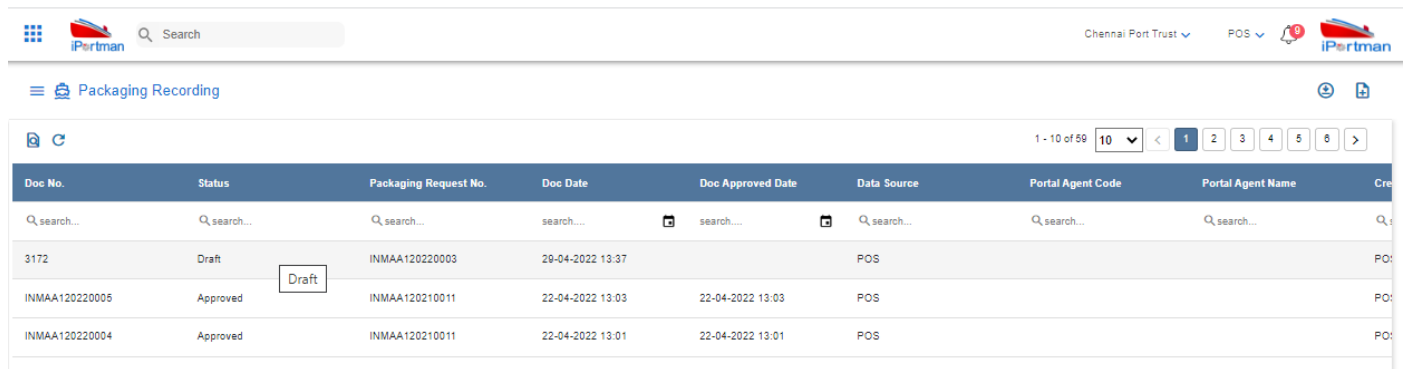
**Exit** **Proceed**

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


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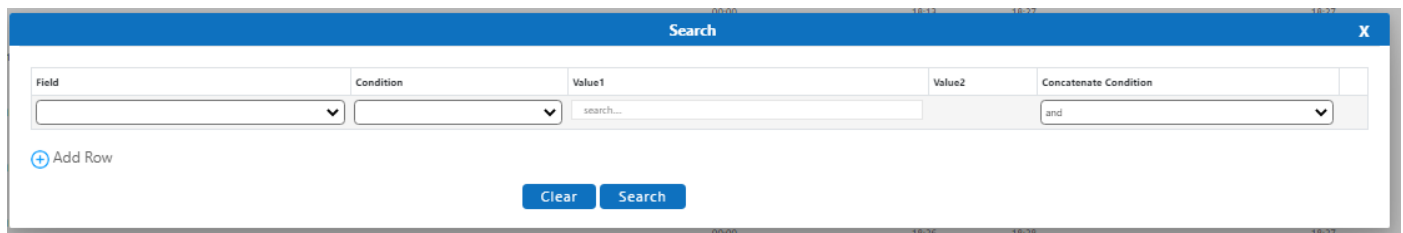
CANCEL

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






The screenshot shows the iPortman web application interface. At the top, there's a header with the iPortman logo, a search bar, and navigation links for 'Chennai Port Trust', 'POS', and a notification bell. Below the header, the 'Packaging Recording' section is active. It features a table with columns: Doc No., Status, Packaging Request No., Doc Date, Doc Approved Date, Data Source, Portal Agent Code, and Portal Agent Name. The table contains three rows of data. The first row has a 'Draft' status, and a 'Draft' button is visible next to it. The second and third rows have 'Approved' status. At the top right of the table, there's a pagination control showing '1 - 10 of 59' records and a dropdown menu set to '10'.

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





The screenshot shows a 'Search' popup window. It has a table with columns: Field, Condition, Value1, Value2, and Concatenate Condition. The 'Field' column has a dropdown menu. The 'Condition' column has a dropdown menu. The 'Value1' column has a search input field. The 'Value2' column is empty. The 'Concatenate Condition' column has a dropdown menu with 'and' selected. Below the table, there's an 'Add Row' button with a plus icon. At the bottom, there are 'Clear' and 'Search' buttons.

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



By Clicking on  Load the records and display the data.

## 16.5 Field information

Field Name	Mandatory	Fill Type
Packaging Request No	Yes	LOV
Application Type	Yes	Textbox
Packaging Type	Yes	Textbox
Document Type	Yes	Textbox
Document No.	Yes	Textbox
Importer Code	Yes	Textbox
Importer Name	No	Textbox

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

IE Code	Yes	Textbox
VCN No.	Yes	Textbox
Vessel Name	No	Textbox
IMO No.	No	Textbox
Bagging Permission No.	Yes	Textbox
Bagging Permission Date	Yes	Textbox
Bagging Permission Qty	Yes	Textbox
Labour Required (Port/Private)	Yes	Textbox
No. of Labour Required - Port	Yes	Textbox
Equipment Required (Y/N)	Yes	Textbox
IGM Line No	No	Textbox
IGM Sub Line No	No	Textbox
Nature of Cargo	No	Textbox
No. of Packages	No	Textbox
Gross Weight	No	Textbox
Unit of Weight Code	No	Textbox
Gross Volume	No	Textbox
Unit of Volume Code	No	Textbox
Marks and Numbers	No	Textbox
Stockyard Code	Yes	LOV
Stockyard Name	Yes	Textbox
IGM Line No	No	LOV
Package Name	Yes	Textbox
Package Weight	Yes	Textbox
No. of Packages	Yes	Textbox
Quantity (NMT)	Yes	Textbox
Quantity (GMT)	Yes	Textbox
Bulk Quantity	Yes	Textbox
Equipment Used	Yes	Dropdown
Bagging Type	Yes	Dropdown
Start D&T	Yes	Calendar
End D&T	Yes	Calendar
Total Time in Hrs.	Yes	Textbox
Remarks	No	Textbox
Equipment Code	Yes	LOV
Equipment Name	No	Textbox

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

Start D&T	No	Textbox
End D&T	No	Textbox
UOM Name	No	LOV
Remarks	No	Textbox
Employee Code	Yes	LOV
Employee Name	No	Textbox
Employee Type Name	Yes	LOV
Start D&T	No	Calendar
End D&T	No	Calendar
Over Time	No	Dropdown

## 17. BUSINESS FUNCTION NAME: AGENT NOMINATION

### 17.1 DEFINITION:

User will Nominate Importer, Exporter, CHA, Stevedore through iPortman Portal for handling the cargo.


### 17.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo → Others → Agent Nomination → Click on New button 
------------------	--


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

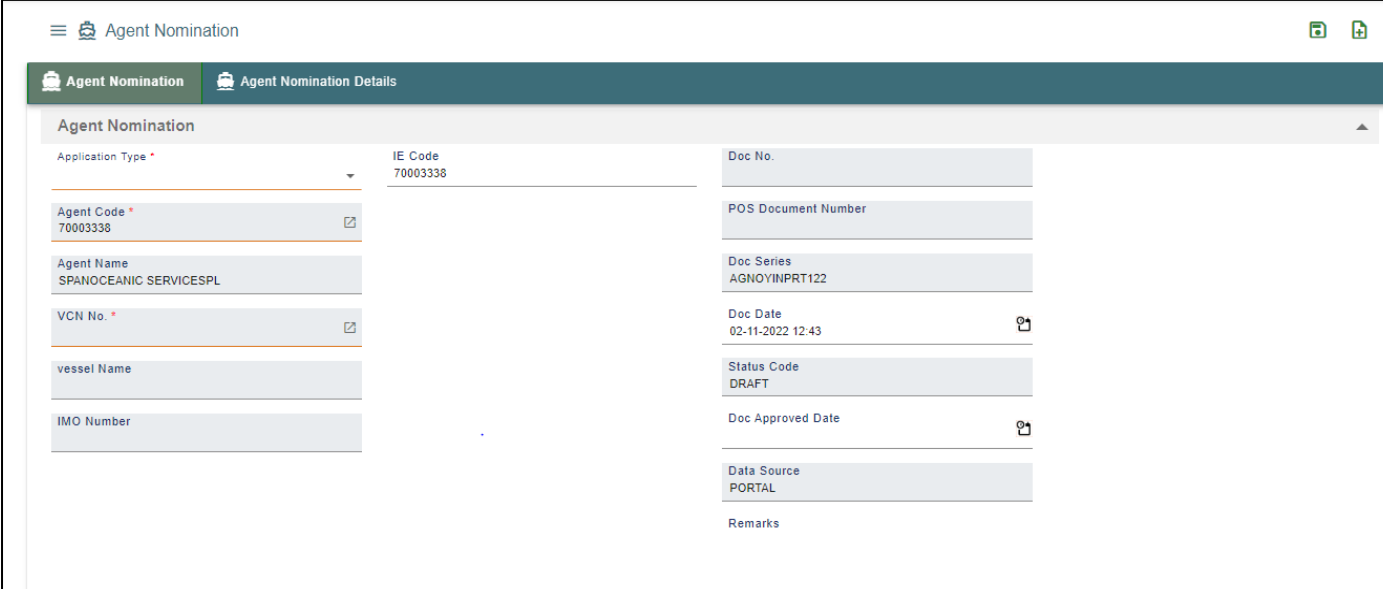
### 17.3 PREREQUISITES – MASTERS

1. Agent Master

### 17.4 SCREENSHOT

Following Screenshots are from Agent Nomination

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




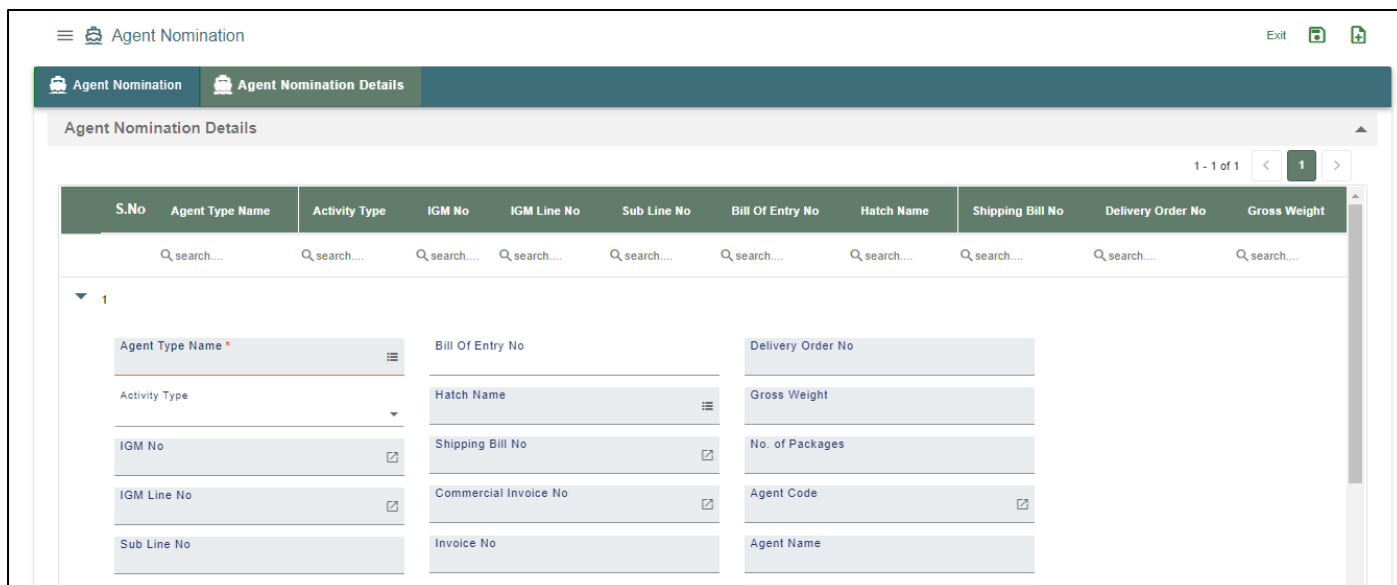
**User Interface Image 234-Agent Nomination-35.5.1**

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

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

Field Name	Mandatory	Fill Type
Application Type	Yes	Drop down
Cargo Status	Yes	Drop down
Agent type Code	Yes	Popup
Agent Code	Yes	Popup
Agent Name	No	Not Applicable
IE Code	No	TextBox
From Date	Yes	TextBox
To Date	Yes	TextBox
Line MLO Code	No	LOV

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


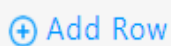



**User Interface Image 235-Agent Nomination-35.5.2**



Below are the Field Information regarding **Agent Nomination** Details Section.

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



Field Name	Mandatory	Fill Type
Agent type Code	Yes	Popup
Activity Type	Yes	Drop down
IGM No	Yes	Popup
IGM Line No	Yes	Popup
IE Code	Yes	Popup
Shipping Bill No*	Yes	Popup
Commercial Invoice No	Yes	Popup
Invoice No	No	TextBox
Batch No	No	TextBox
Agent Code	Yes	Popup
Bill to Party Code	Yes	Popup
Shed/Yard Location	No	Popup


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



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

**Step 4:** button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

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

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

Attachments (1) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/>	1.	Agent Nomination Letter 1 <span>▼</span>				*File Req

+

ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

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

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



Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/> 1.	Agent Nomination Letter	1				*File Req

+

ADD FILES

SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

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

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

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/> 1.	Agent Nomination Letter	1				*File Req

+

ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD


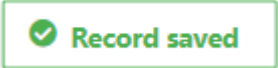
CLOSE


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

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Agent Nomination						
<input type="checkbox"/> 1.	Agent Nomination Letter	1				*File Req
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Click On Close Button

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

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

**Choose an option**
✕

Draft->WFA->Approve



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

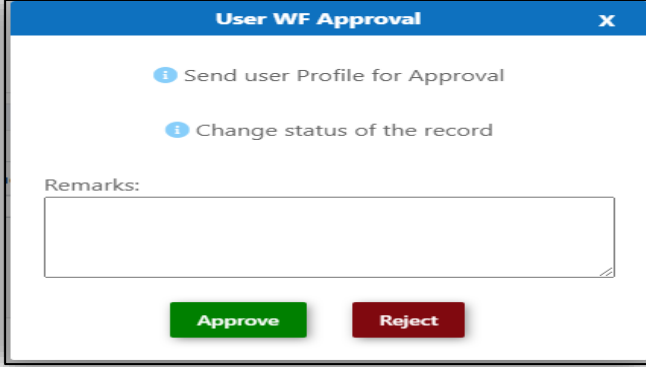
**Work Flow Initiated. with drivenId = 12999**

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

**Send user Profile for Approval**

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

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



**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

**Successfully Status changed to WFAPP**

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

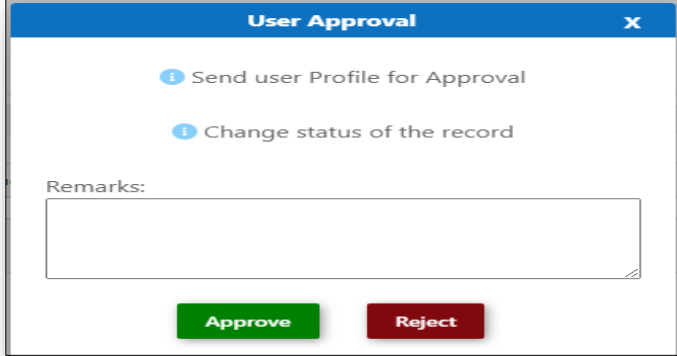
**Successfully rejected.**

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

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

**Send user Profile for Approval**

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



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

**Successfully Status changed to APPROVED**

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



**Successfully rejected.**

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

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

**Confirmation required**

system will display with below alert ok and Back

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

**Alert Message** ✕

i Do you want to cancel?

NO
YES

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

**Cancellation**
✕

Reason Description 📄

---

Remarks

---

Requested By

---

Exit
Proceed



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


By Clicking on ✔ we can view the status of the record


Data Submit Status			✕
<b>Portal Integration</b>			
Status: SUCCESS			
End Point Code	Status	Response	
IPAPRJCTAGNOTPPRTLCHPTOB	SUCCESS	record saved successfully id = 2766	

#### List Data:

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

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



Chennai Port Trust
POS


Agent Nomination

1 - 10 of 1454
10
1
2
3
144
145
148

Doc No.	Status	Application Type	Cargo Status	VCN No.	Vessel Name	Agent Type Name	Agent Code	Agent Name	IE Code	Remarks	Doc Approved Date
<input type="text" value="Q search..."/>	<input type="text" value="Q sea..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q sear..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>
PAGNNOM-2022-0128	Approved	IMPORT	Foreign	INMAA120220449	MV PM CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 17:08
PAGNNOM-2022-0127	Approved	IMPORT	Coastal	INMAA120220448	MV iPortman		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 16:00
PAGNNOM-2022-0126	Approved	IMPORT	Foreign	INMAA120220446	MV SUPER38		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 14:58
PAGNNOM-2022-0125	Approved	IMPORT	Coastal	INMAA120220443	MV SHANG CHI		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 11:29
PAGNNOM-2022-0124	Approved	IMPORT	Coastal	INMAA120220431	MV AGENT 47		700021	OCEAN PORT SERVICES PVT LTD	700021		08-06-2022 10:22
PAGNNOM-2022-0123	Approved	IMPORT	Foreign	INMAA120220429	MV Rithvik		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 14:42
PAGNNOM-2022-0122	Approved	IMPORT	Coastal	INMAA120220436	MV GENERAL CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:30
PAGNNOM-2022-0121	Approved	IMPORT	Coastal	INMAA120220437	MV AB CARGO		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:25
PAGNNOM-2022-0120	Approved	IMPORT	Coastal	INMAA120220434	MV Cargo		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 12:12
PAGNNOM-2022-0119	Approved	IMPORT	Foreign	INMAA120220428	MT SUPER33		700021	OCEAN PORT SERVICES PVT LTD	700021		07-06-2022 11:25

**User Interface Image 237-Agent Nomination (List Data)-35.5.4**

## 18.BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL

### 18.1 DEFINITION:

If an Agent Nominate other agent for Particular Role that that agent needs to accept for Particular role by approve by this Function in iPortman Portal.



### 18.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU




SELECTION TO VIEW THE LIST DATA AND TO

ADD NEW RECORDS.

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

<b>Menu Path</b>	Menu Bar → Common Functions→ Recording→ Agent Nomination Approval→ Click on New button 
------------------	--

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

### 18.3 PREREQUISITES – MASTERS

#### 1. Agent Type

### 18.4 SCREENSHOT

Following are Screenshots from Agent Nomination Approval.


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




Header Table			
Application Type IMPORT	IMO Number 9632145	Delivery Order No	Doc No. 3524
Request Agent Type Code SA	IGM No 102509	Gross Weight 6000	Doc Series * AGNOCHA_SEQ
Request Agent Code 70003338	IGM Line No 9523	Agent Name SPANOCANIC SERVICESPL	Doc Date 27-09-2022 10:28
Request Agent Name SPANOCANIC SERVICESPL	Sub Line No 10	Agent Type Name Customs House Agent	Status Code APPROVED
IE Code 70003338	Bill Of Entry No	Agent Code Status APPROVED	Data Source PORTAL
Request Doc No. 1832	Hatch Name	Remarks	Doc Approved Date 27-09-2022 10:29
Request Doc Series AGNOYINPRT122	Shipping Bill No		
Request Doc Date 27-09-2022 10:28	Item No		
Activity Type Custom Clearance			

*User Interface Image 307-Agent Nomination Approval 38.5.1*

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



**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

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

Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div>UPLOAD</div> <div>CLOSE</div>



*User Interface Image 14-Agent Nomination Approval 38.5.2*

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



Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div>UPLOAD</div> <div>CLOSE</div>


*User Interface Image 308- Agent Nomination Approval 38.5.3*

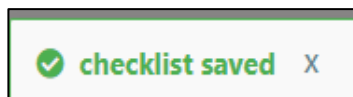
**Step 6:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured


	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

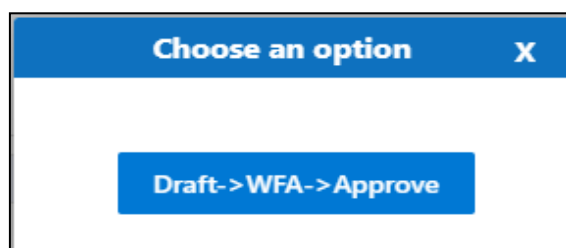
parameters will display in the Check List Window.

Check List 			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>




**Step 8:** Click on Save, System will display the status on the screen.


**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step10:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval 

Send user Profile for Approval

Remarks:



APPROVE

REJECT


**Successfully Status changed to WFAPP**



**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval


×

Send user Profile for Approval


Remarks:


APPROVE

REJECT

**Step13:** Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. .Up On



Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

**Step 14:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Request Re-Measurement/Survey Request Of Boat/ Craft / IWT									
1 - 10 of 152									
Doc No.	Status	License No.	Boat / Craft Type Name	Length (M)	Breadth (M)	Depth (m)	Registered Tonnage (MT)	Delivery D&T	Year of Built
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*User Interface Image 309-Request Re-Measurement/Survey Request of Boat/ Craft/ IWT 38.5.4*

**Step 15:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Search

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

+ Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


## 19. BUSINESS FUNCTION NAME: AGENT NOMINATION APPROVAL BILL TO PARTY


### 19.1 DEFINITION:

If an Agent Nominate other agent for Particular Role that agent needs to accept for Particular role also need accept for the Bill to Party for approval of by this Function in iPortman Portal.

### 19.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Common Functions→ Recording→ Agent Nomination Approval Bill to Party → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.



### 19.3 PREREQUISITES – MASTERS

1. Agent Type

### 19.4 SCREENSHOT

Following Screenshots are from Agent Nomination Approval Bill to Party.

**Step 1**-Click on New button  . The user shall redirect to the screen like below-.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Agent Nomination Approval Bill to Party








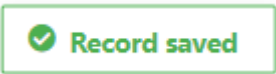

Header Details


Header Table

Application Type IMPORT	IMO Number 9632145	Delivery Order No	Doc No. 3523
Request Agent Type Code SA	IGM No 102589	Gross Weight 6000	Doc Series * AGNOBP_SEQ
Request Agent Code 70003338	IGM Line No 9523	Agent Name SPANOCCEANIC SERVICESPL	Doc Date 27-09-2022 10:17
Request Agent Name SPANOCCEANIC SERVICESPL	Sub Line No 10	Agent Type Name Customs House Agent	Status Code SUBMITTED
IE Code 70003338	Bill Of Entry No	Bill to Party Name SPANOCCEANIC SERVICESPL	Data Source PORTAL
Request Doc No. 1831	Hatch Name	Bill to Party Status	Doc Approved Date
Request Doc Series AGNOYINPRT122	Shipping Bill No	Remarks	
Request Doc Date 27-09-2022 10:17	Item No		
Activity Type Custom Clearance			

*User Interface Image 310- Agent Nomination Approval Bill to Party 39.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 4:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
------	----------------------	-----------------	-----------------	---------------	-----------	-------

+ ADD FILES

SELECT FILES



or


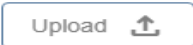
Drag files here, to upload

UPLOAD



CLOSE



*User Interface Image Agent Nomination Approval Bill to Party 311- 39.5.2*

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


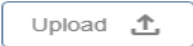
**Step 5:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


**Attachments (0)** ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div>   </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						


*User Interface Image 312- Agent Nomination Approval Bill to Party 39.5.3*



**Step 6:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

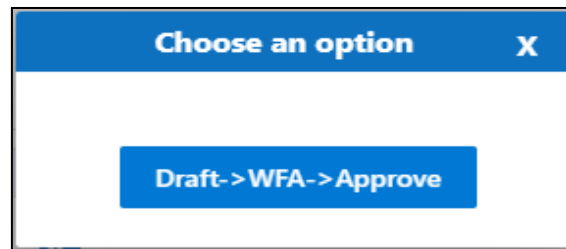
**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List <span>📄 ✕</span>			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

**Step 8:** Click on Save, System will display the  status on the screen.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**



**Step10:** Once the workflow is initiated click on the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to WFAPP**

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

**Remarks required!**

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.



**Successfully rejected.**



**Step12:** Once the workflow is in WFAPP. Click on the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step 14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


**Step 15:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!



Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.


**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Confirmation required

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Alert Message

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation



Reason Description \*

Remarks


Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 17:** While if there is any changes or extension we can extend the record by clicking the  icon shown. After clicking the icon system will display  with below alert Extend and Back buttons

Alert Message

 Do you want to Extend?

BACK EXTEND

By Clicking on Back we can go to the previous screen. By clicking Extend we can see the below fields in Alert.

Extension



Reason Code \*


Reason Description



Requested By

Extend Date \*

EXIT EXTEND


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Clicking on Close we can go to the previous screen. By clicking Extend system will display  and status will same as Approved.

**Step 18:** While if there is any changes or renewal we can renewal the record by clicking the  icon shown. After clicking the icon system will display  with below alert Renewal and Back buttons

Alert Message

X

 Do you want to Renewal?

Renewal

Back

By Clicking on Exit we can go to the previous screen. By clicking Renewal we can see the below fields in Alert.

Renewal

X

Reason Code\*


Reason Description


Requested By

Renewal Date\*

Exit

Renewal



Clicking on Close we can go to the previous screen. By clicking Renewal System will display  and status will same as Approved.


**Step 19:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

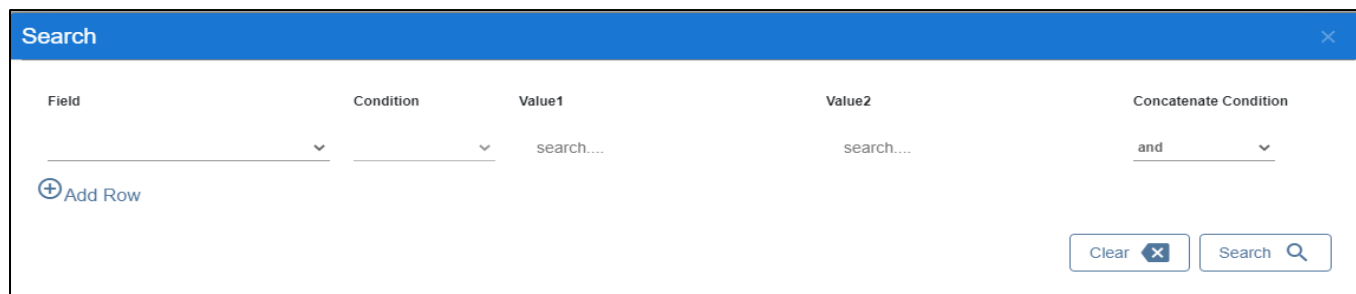
Miscellaneous Registration Within Port Limits									
1 - 10 of 174									
Doc No.	Status	License Type	License No.	Location	Contact No	Issue To	License Validity Upto	Registered Under	Val
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...	Q search...	Q

*User Interface Image 313-Miscellaneous Registration within port Limits 39.5.4*




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 20:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



The search popup window has a blue header with the title 'Search' and a close button. Below the header, there are five columns: 'Field', 'Condition', 'Value1', 'Value2', and 'Concatenate Condition'. Each column has a dropdown menu. Under 'Field', there is an 'Add Row' button with a plus icon. Under 'Value1' and 'Value2', there are text input fields with placeholder text 'search...'. Under 'Concatenate Condition', there is a dropdown menu with 'and' selected. At the bottom right, there are two buttons: 'Clear' with an 'x' icon and 'Search' with a magnifying glass icon.

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 20. Business Function Name: IA/EA Closure

### 20.1 Definition:

IA/EA Closure Form is a Port document for closing the Area of the particular IGM Line or Shipping Bill to closing Cargo Quantities in iPortman® application.

### 20.2 Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar→ Cargo → Yard Operations → IA/EA Closure→ Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 20.3 Prerequisites – Masters



20.3.1 Agent Master

20.3.2 Agent Type Master

## Screenshots

**Step 1:** After Navigation to the respective function screen, Click on Add new button . It will direct to the below screen in order to fill the data.

**Case 1:** If Application type as IMPORT the below fields are available.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div><u>User Manual for iPortman PORTAL Application</u></div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	--	---	--

IA/EA Closure

HEADER DETAILS

EQUIPMENT UTILIZED

SERVICE REQUEST DETAILS

SERVICE DELIVERY DETAILS

Header Details

Application Type * IMPORT	IGM No	Weight	Doc No.
Transhipment Cargo *	IGM Date	Total No of Packages	Doc Series * IGEGCLTPSEQ12202Y
VCN No. *	Run Trade		Doc Date 28-07-2022 15:35
Voyage No	Expected Date & Time of Departure (ETD)		Status Draft
Vessel Name			Doc Approved Date
			Data Source POS
			Remarks

Line Item

Line No. *	Quantity	Cargo Description
Sub Line No	UOM Name	Remarks
Import Application No	No. of Packages	
		Delivered Quantity
		Delivered No of Packages

Area Closing Details

IA Closing Date and Time	Condition	Closed By
Area Name *		Remarks

CDO Closing Details



Run Trade	Received Record	Remarks
Sent to AC	Send Refund	



IGM/EGM Closure Details

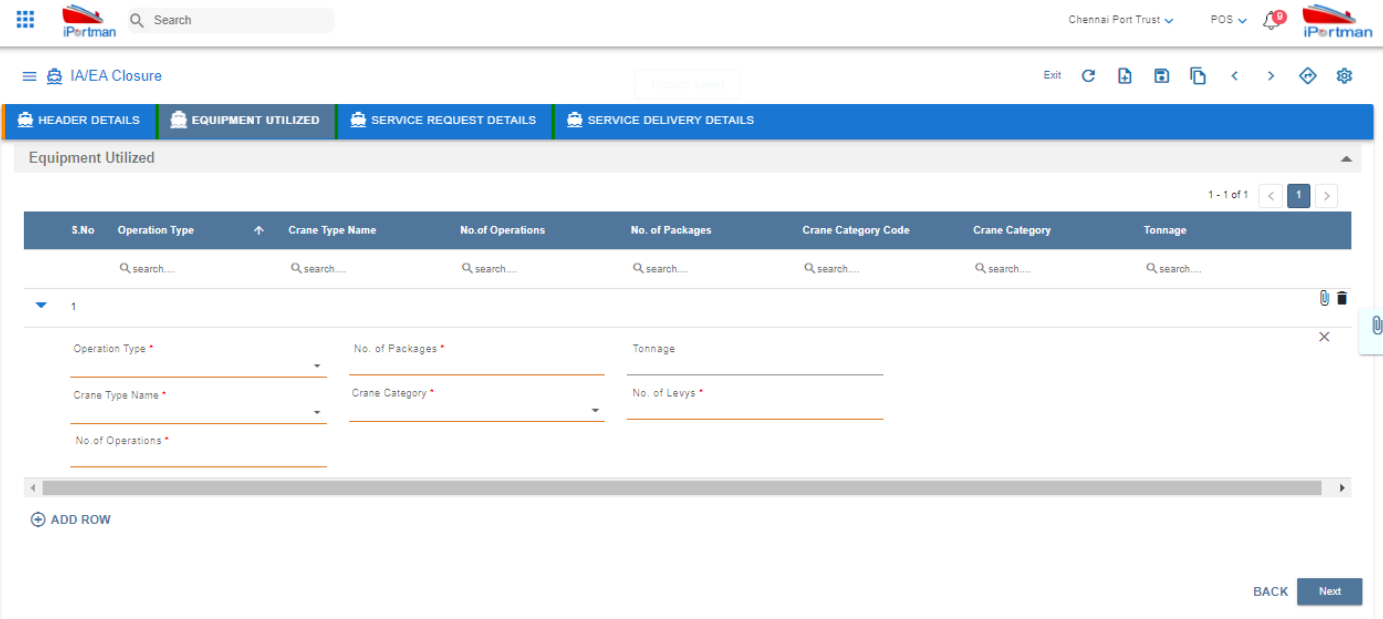
IGM Received	RL Received	IGM Closed D&T
RL/EGM Send	IGM Closing Status Name	IGM Closing Remarks

Next

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 2:** Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on save button  and proceed to click on **Next** button for Equipment Utilized section as shown in below screen. And Press  **Add Row** to enter the data



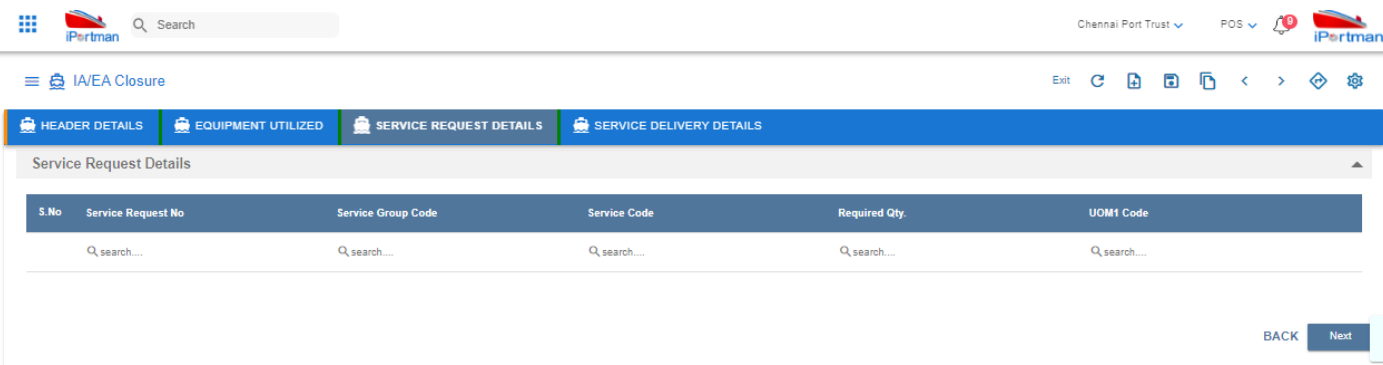
Equipment Utilized

S.No	Operation Type	Crane Type Name	No. of Operations	No. of Packages	Crane Category Code	Crane Category	Tonnage
1							

ADD ROW

BACK Next



*User Interface Image 133– IA/EA Closure Equipment Utilization 27.2(a)*



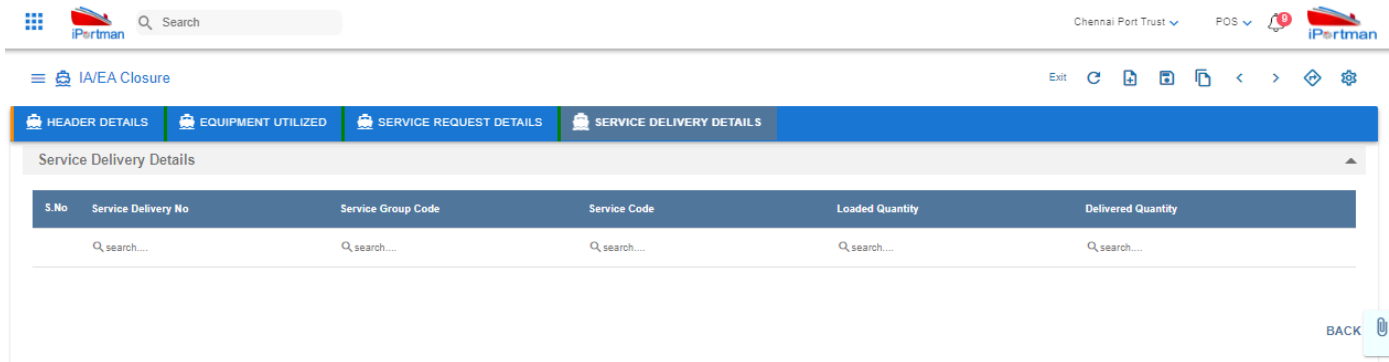
Service Request Details

S.No	Service Request No	Service Group Code	Service Code	Required Qty.	UOM1 Code


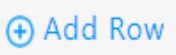

BACK Next

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


*User Interface Image 133– IA/EA Closure Service Request Details 27.2(b)*






*User Interface Image 133– IA/EA Closure Service Delivery Details 27.2(c)*


**Step 3:** Once data is filled in Agent Details, click on save button  and click on  if need to add multiple Row's or else click on  button to save the record, And On-screen notification will be LOV as

 **Record saved**

**Step 4(a):** Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

**NOTE:** If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen			CHPT-CQA-SDO-BTT.png (224.39 kb)	

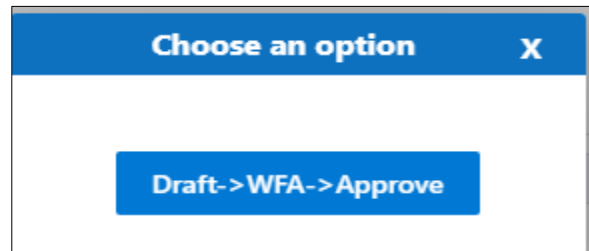
Upload
Close

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display Record saved message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .



**Successfully rejected.**

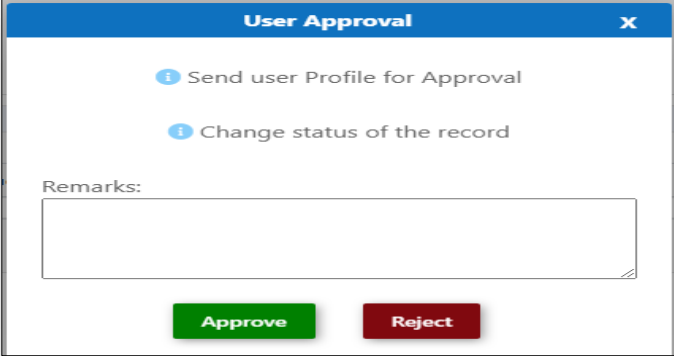
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

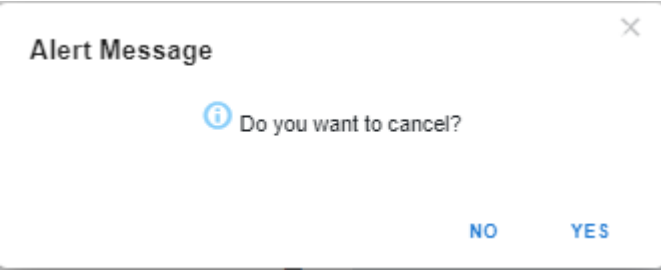
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

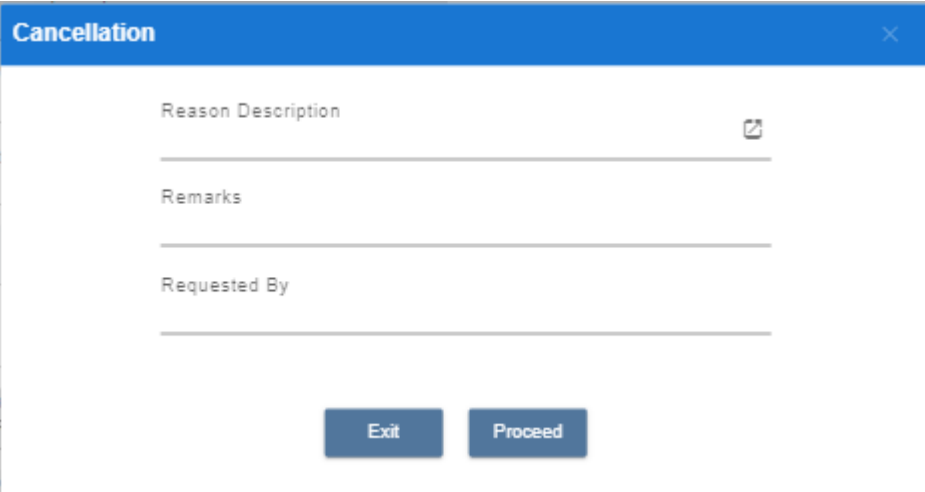


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 



Remarks

Requested By

**Exit** **Proceed**

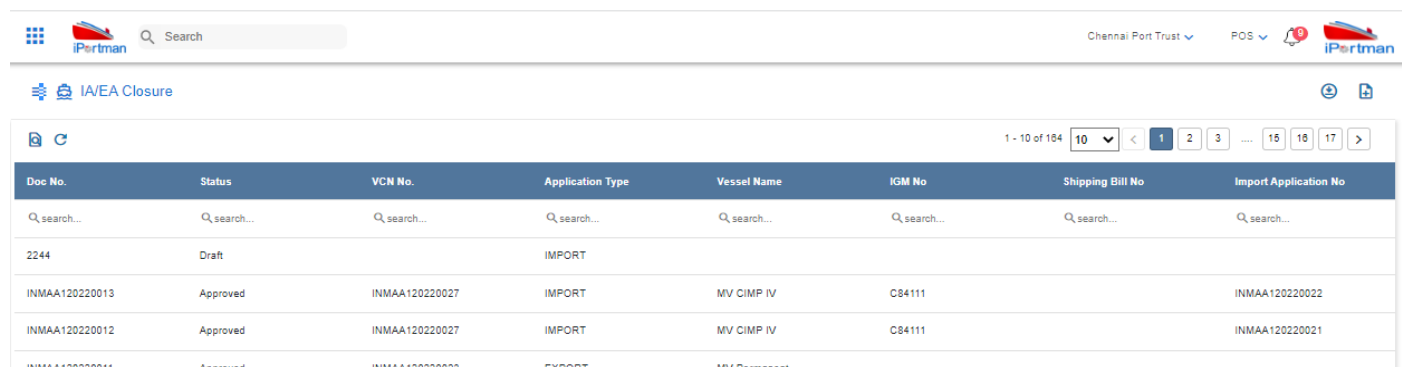
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

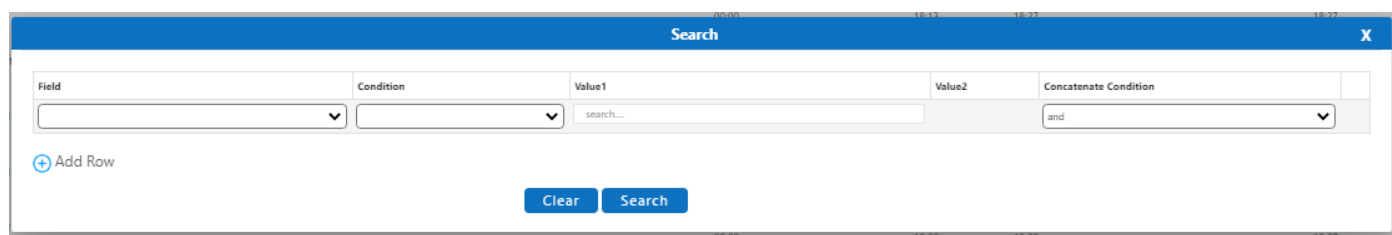
CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	VCN No.	Application Type	Vessel Name	IGM No	Shipping Bill No	Import Application No
2244	Draft		IMPORT				
INMAA120220013	Approved	INMAA120220027	IMPORT	MV CIMP IV	C84111		INMAA120220022
INMAA120220012	Approved	INMAA120220027	IMPORT	MV CIMP IV	C84111		INMAA120220021
INMAA120220011	Approved	INMAA120220023	EXPORT	MV Permanent			

**Step 15:** Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.



Field

Condition

Value1

Value2

Concatenate Condition

▼

▼

search...

and



▼


+

 Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on No of Records per page  Drop down can select 10/20/30/40 records to view in List page.

By Clicking on  Load the records and display the data.

## 20.4 Field information

Field Name	Mandatory	Fill Type
VCN No	Yes	Popup
Application Type	Yes	Dropdown
Voyage No	No	Text Box
Vessel Name	No	Text Box
IMO No	No	Text Box
IGM No	No	Text Box
IGM Date	No	Text Box
Weight	No	Text Box
Rotation No	No	Text Box
Run Trade	No	Text Box
Line No	Yes	Popup
Subline No	No	Text Box
Import Application No	No	Text Box

No. of Packages	No	Text Box
UOM Name	No	LOV
Cargo Description	No	Text Box
Shipping Bill No	Yes	Popup
IA Closing D&T	No	Date Picker
Area Name	Yes	LOV
Closed By	No	DropDown
Condition	No	DropDown
Received At CDO	No	Text Box
Sent to AC	No	Text Box
Received Record	No	Text Box
Send Refund	No	Text Box
IGM/EGM Received	No	Text Box
RL/EGM Send	No	Text Box
RL Received	No	Text Box
IGM Closing Status	No	DropDown
IGM Closed D&T	No	Text Box
IGM Closing Remarks	No	Text Box

## 21. BUSINESS FUNCTION NAME: ULLAGE SURVEY

### 21.1 DEFINITION:


Importer/Exporter / Agent request the surveyor for Ullage Survey. Surveyor measures the depth of free space above the liquid in each tank and then calculates using the vessel stables the volume of the liquid in each tank. Surveyors send this report to Vessel Chief Officer for further validation, upon validation from Chief Officer, Importer/Exporter / Agent submit this survey report to port. Ullage Survey contains information as follows.


### 21.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo → Cargo Operations → Ullage Survey → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

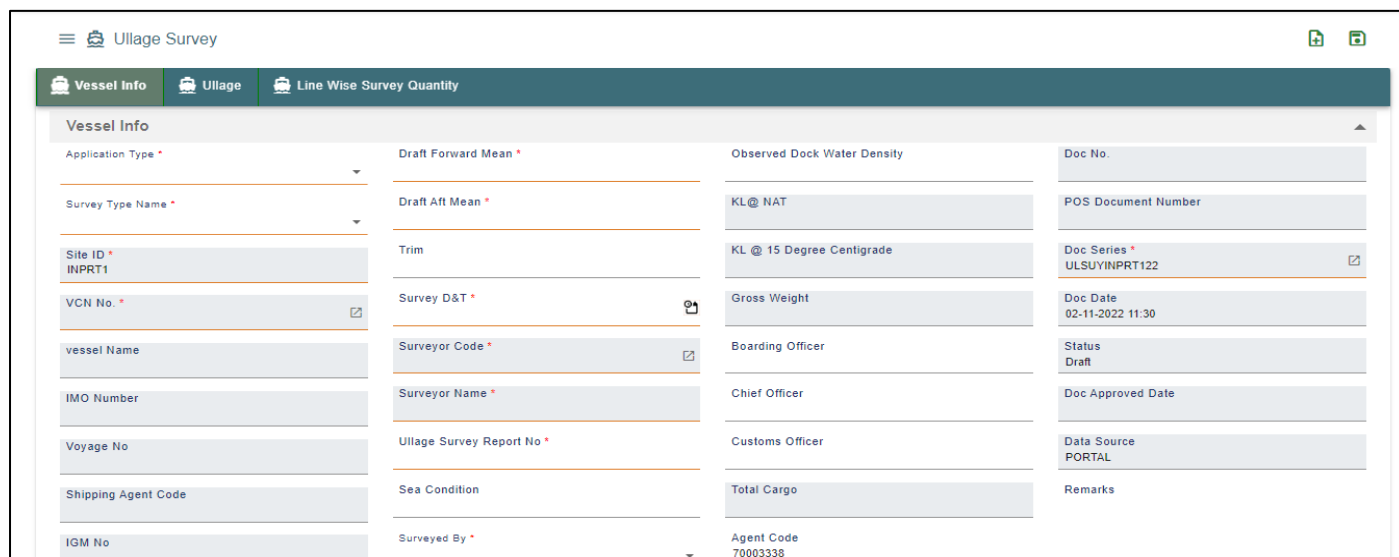
### 21.3 PREREQUISITES – MASTERS

1. Berth Master
2. Tank Farm
3. Product
4. Survey Type
5. Vessel

## 21.4 SCREENSHOT

Following Screenshots are from Ullage Survey

**Step 1-** Click on New button  and We will redirect to screen like below.



**User Interface Image 65-Ullage Survey (Vessel Info)-10.5.1**


**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Vessel Information Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

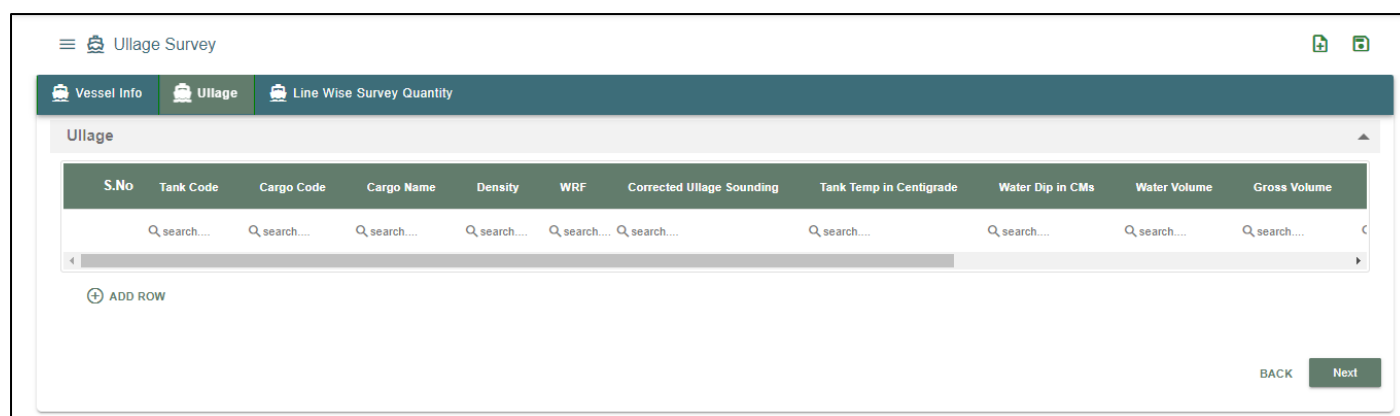
Field	Mandatory	Fill Type
Application Type	yes	Dropdown
Survey Type Name	yes	Dropdown
Site Id	yes	text box
VCN No.	yes	Pop Up
Vessel Name	No	Textbox
IMO No	No	Textbox
Voyage No	No	Textbox
Shipping Agent Code	No	Textbox
Importer Name	No	Textbox
IGM No	No	Textbox
Draft Fwd. Mean	yes	Textbox
Draft AftMean	yes	Textbox
Trim	No	Textbox
Date & Time of Survey	yes	Date Picker
Survey Type	yes	Dropdown
Surveyed By	yes	Dropdown
Surveyor Code	yes	Pop Up

Surveyor Name	yes	Text Box
Ullage Survey Report No	yes	Text Box
Sea Condition	No	Text Box
Observed Dock Water Density	No	Text Box
Total Cargo( Ship's Account)	No	Text Box
KL@ NAT	No	Text Box
KL @ 15 Degree Centigrade	No	Text Box
Gross Weight	No	Text Box
Remarks	No	Text Box
Boarding Officer	No	Text Box
Chief Officer	No	Text Box
Customs Officer	No	Text Box
Total Cargo	No	Text Box


**Step 3:** Click  button from Top Menu Bar to save Vessel info Details form record. Once it is Ullage form will be activated to add Ullage Details.

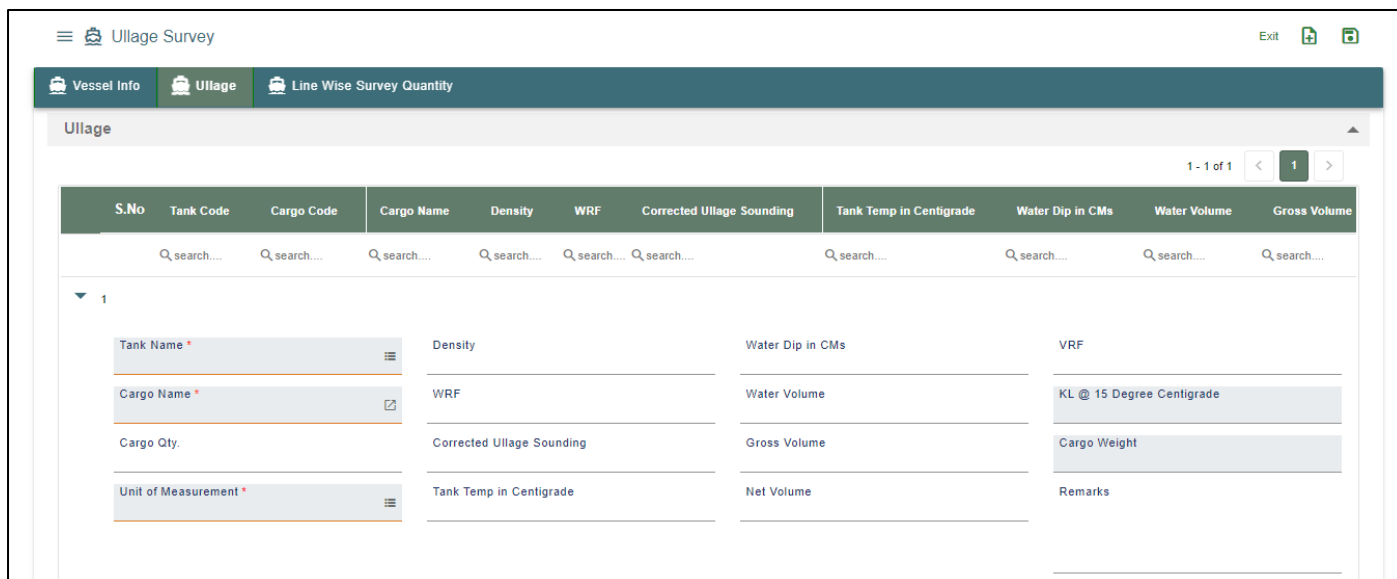


**Step 4:** Once Vessel Info Details are saved, Ullage form will be activated as below to add Ullage Details as shown in below screen.



**User Interface Image 66-Ullage Survey (Ullage)-10.5.2(a)**

Click on  to begin with data entry


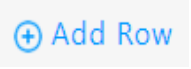



**User Interface Image 67-Ullage Survey (Ullage)-10.5.2(b)**

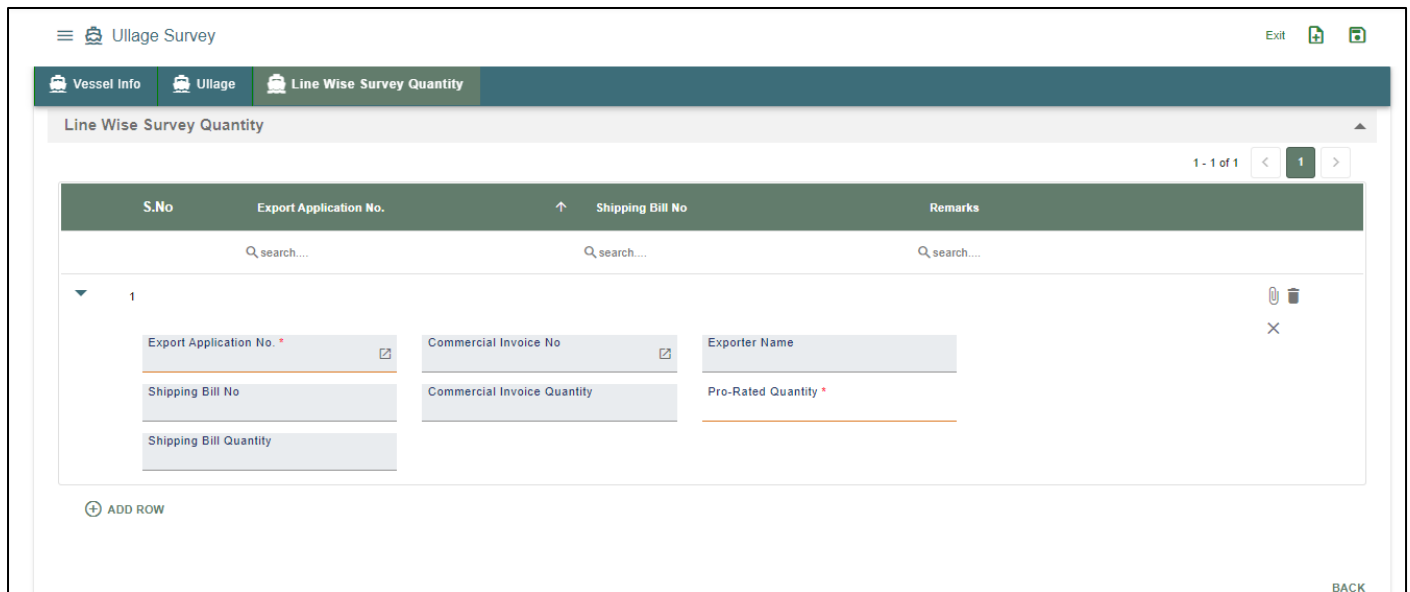
Below are the Field Information regarding Ullage Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Tank Name	yes	Pop Up
Cargo Name	yes	Pop Up
Cargo Quantity	No	Text Box
Unit of Measurement	Yes	Pop Up
Density	No	Text Box
WRF	No	Text Box
Corrected Ullage Soundings	No	Text Box
Tank Temp in Centigrade	No	Text Box
Water Dip in Cms	No	Text Box
Water Volume	No	Text Box
Gross Volume in M3	No	Text Box
Net Volume in M3	No	Text Box
VRF	No	Text Box
KL @ 15 Degree Centigrade	No	Text Box
Cargo Weight	No	Text Box
Remarks	No	Text Box



**Step 5:** Once data is filled in Ullage Details, click on save button  and click on  Add Row if need to add multiple Row's or else click on  button.


Once Ullage Details are saved, Line Wise Survey Quantity will be activated as below to Line Wise Survey Quantity as shown in below screen.



Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/> 1.		Ullage survey report 1 <span>▼</span>				*File Required

+

ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/> 1.		Ullage survey report 1 <span>▼</span>				*File Required

+

ADD FILES

SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/> 1.		Ullage survey report 1 <span>▼</span>				*File Required

+

ADD FILES



SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Ullage Survey						
<input type="checkbox"/> 1.		Ullage survey report 1 <span>▼</span>				*File Required

+

ADD FILES

SELECT FILES



or


Drag files here, to upload

UPLOAD



CLOSE

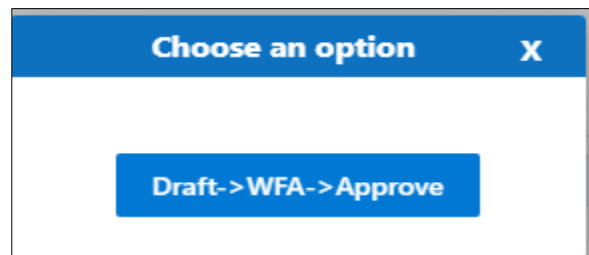
Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

**Successfully rejected.**

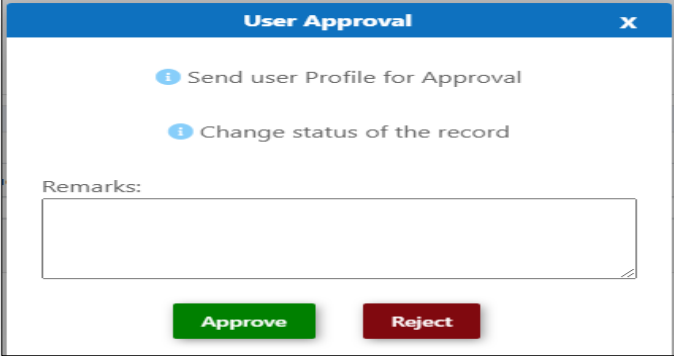
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

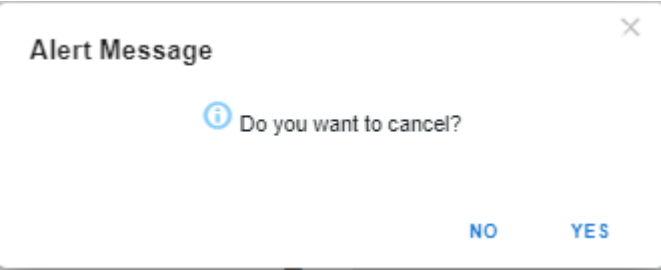
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

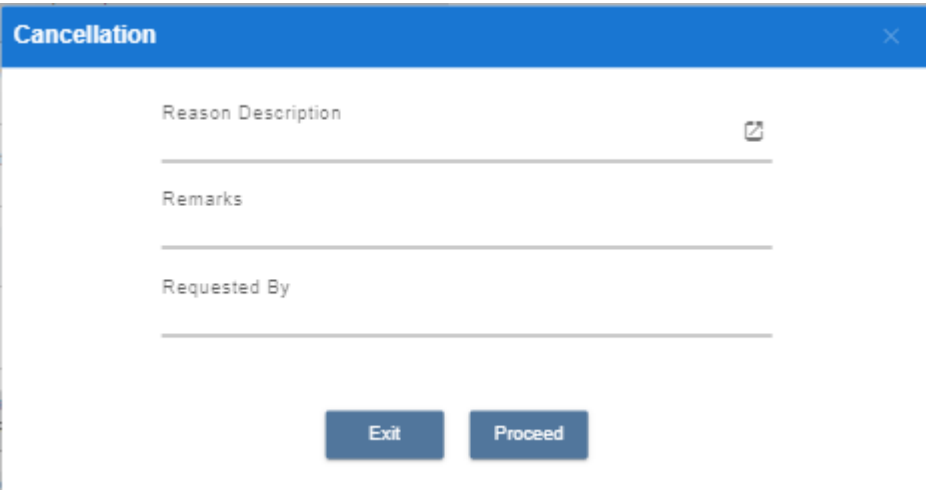


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 

Remarks


Requested By

**Exit** **Proceed**

**Ok**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

CANCEL

By Clicking on  we can view the status of the record


**Data Submit Status**
✕


**Pos Integration**

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTULLSURSAP	SUCCESS	{"PortCode": "INMAA1", "DocumentNo": "INMAA1-2022-00007", "Message": "Data Received Successfully", "Status": "Success"}

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Chennai Port Trust
POS


Ullage Survey
1 - 10 of 200

Doc No.	Status	VCR No.	Vessel Name	IMO Number	Application Type	File ID	Draft Aft Mean	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name	Created By	Created Date
INMAA1-2022-00009	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	8	07-05-2022 11:07	07-05-2022 11:08	PORTAL			700021	07-05-2022 11:07
INMAA120220005	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	4	18-04-2022 15:47	18-04-2022 15:49	POS			POSUSER1	18-04-2022 15:49
INMAA1-2022-00007	Approved	INMAA120220056	MT anusha	3456789078	EXPORT	INMAA1	3	18-04-2022 14:19	18-04-2022 14:52	PORTAL			700021	18-04-2022 14:19
INMAA120220004	Cancelled	INMAA120211447	MT liquidor	1211211	IMPORT	INMAA1	10	07-04-2022 13:29	07-04-2022 13:32	POS			POSUSER1	07-04-2022 13:32
INMAA120220003	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	06-04-2022 18:27	06-04-2022 18:27	POS			POSUSER1	06-04-2022 18:27
INMAA1-2022-00004	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	05-04-2022 13:46	05-04-2022 13:47	PORTAL			700021	05-04-2022 13:46
INMAA120220002	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	05-04-2022 12:33	05-04-2022 12:33	POS			POSUSER1	05-04-2022 12:33
INMAA1-2022-00002	Approved	INMAA120211980	MT Samudh	34313431	IMPORT	INMAA1	9	01-04-2022 19:36	01-04-2022 19:37	PORTAL			700021	01-04-2022 19:36
INMAA120220001	Approved	INMAA120211979	MT LEXP IV	3549591	EXPORT	INMAA1	8	01-04-2022 16:26	01-04-2022 16:32	POS			POSUSER1	01-04-2022 16:32
INMAA1-2021-00140	Approved	INMAA120211967	MT SAGAR	3045123	IMPORT	INMAA1	8	31-03-2022 19:13	31-03-2022 19:13	PORTAL			700021	31-03-2022 19:12

**User Interface Image 70-Ullage Survey (List Data)-10.5.4**

## 22.BUSINESS FUNCTION NAME: DRAFT SURVEY

### 22.1 DEFINITION:


Initial Draft survey is done before starting the Loading Operation (For Bulk Cargo). Final Draft survey is done on completion of Loading Operation. Interim Surveys also can be carried out on Vessel or Port demand (For Bulk Cargo). Final draft survey can be recorded by the stevedore/agent using portal. A copy of final draft survey is attached for reference.



### 22.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

Menu Path	Menu Bar →Cargo→ Cargo Operations → Draft Survey→ Click on New button 
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	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

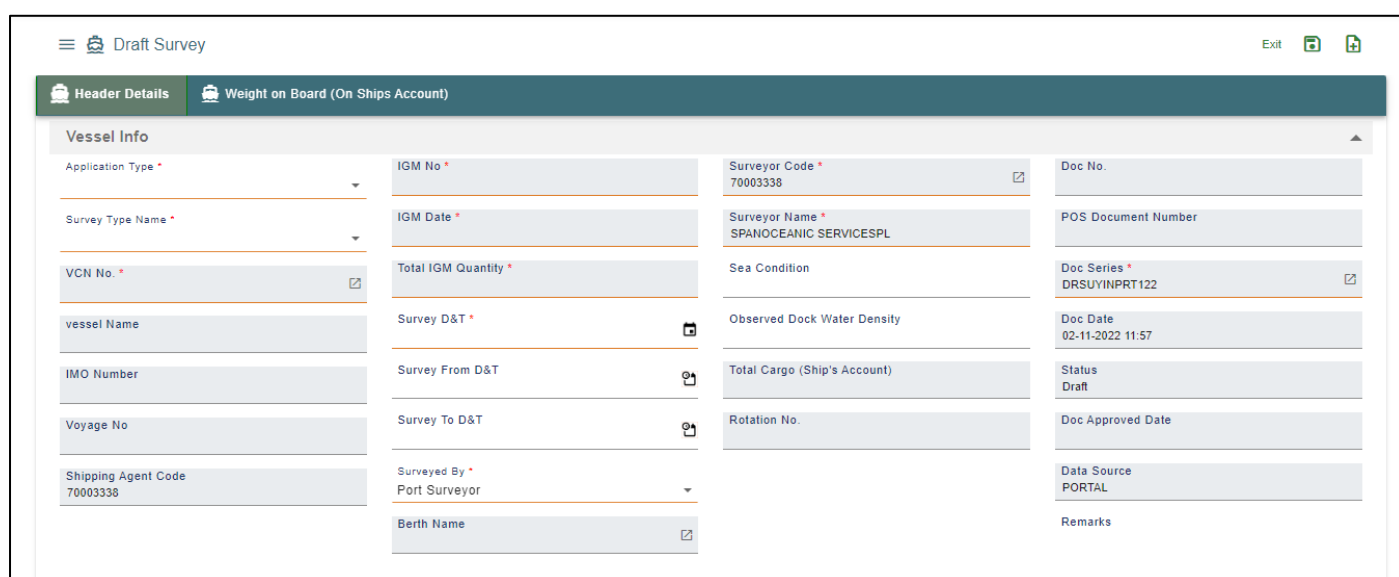
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

## 22.3 PREREQUISITES – MASTERS

## 22.4 SCREENSHOT

Following Screenshots are from Draft Survey.

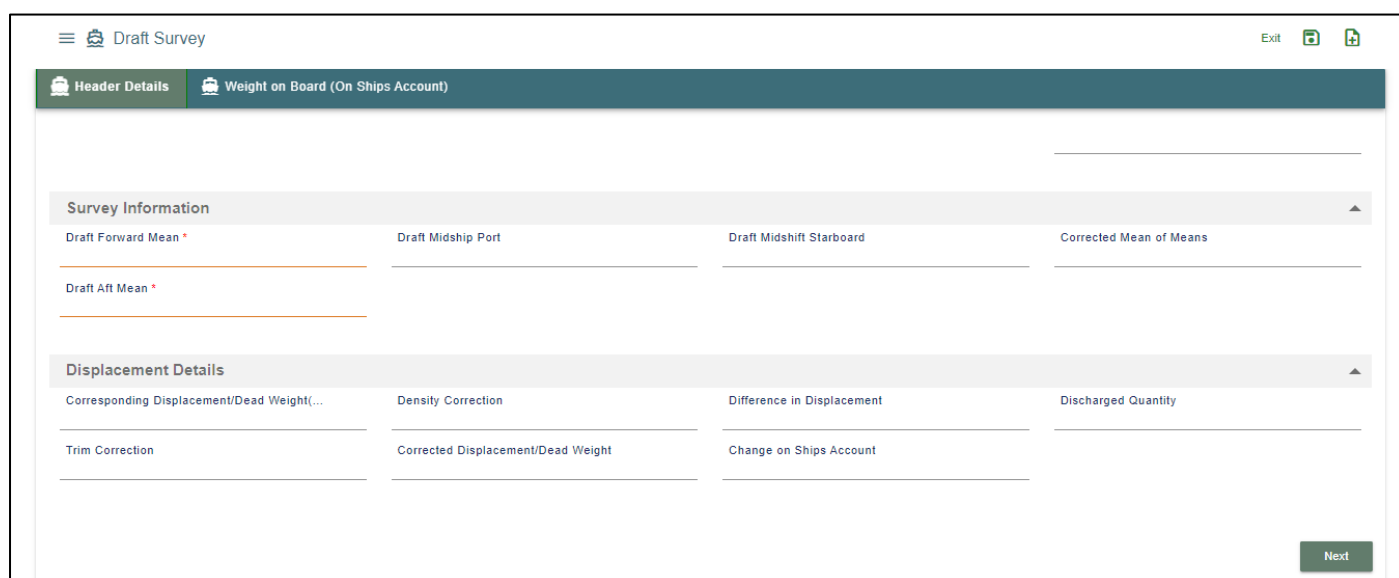
**Step 1-** Click on New button  and We will redirect to screen like below.



The screenshot shows the 'Draft Survey' form with two tabs: 'Header Details' and 'Weight on Board (On Ships Account)'. The 'Header Details' tab is active, displaying a 'Vessel Info' section with various input fields. The 'Weight on Board' tab is also visible.

Vessel Info			
Application Type *	IGM No *	Surveyor Code *	Doc No.
Survey Type Name *	IGM Date *	Surveyor Name *	POS Document Number
VCN No. *	Total IGM Quantity *	Sea Condition	Doc Series *
vessel Name	Survey D&T *	Observed Dock Water Density	Doc Date
IMO Number	Survey From D&T	Total Cargo (Ship's Account)	Status
Voyage No	Survey To D&T	Rotation No.	Doc Approved Date
Shipping Agent Code	Surveyed By *		Data Source
70003338	Port Surveyor		PORTAL
	Berth Name		Remarks

**User Interface Image 59-Draft Survey (A)- 9.5.1**



The screenshot shows the 'Draft Survey' form with two tabs: 'Header Details' and 'Weight on Board (On Ships Account)'. The 'Header Details' tab is active, displaying a 'Survey Information' section with various input fields. The 'Weight on Board' tab is also visible.

Survey Information			
Draft Forward Mean *	Draft Midship Port	Draft Midshift Starboard	Corrected Mean of Means
Draft Aft Mean *			

Displacement Details			
Corresponding Displacement/Dead Weight(...)	Density Correction	Difference in Displacement	Discharged Quantity
Trim Correction	Corrected Displacement/Dead Weight	Change on Ships Account	

Next


**User Interface Image 59-Draft Survey (B)- 9.5.1**

**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Below are the Field Information regarding Header Details Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

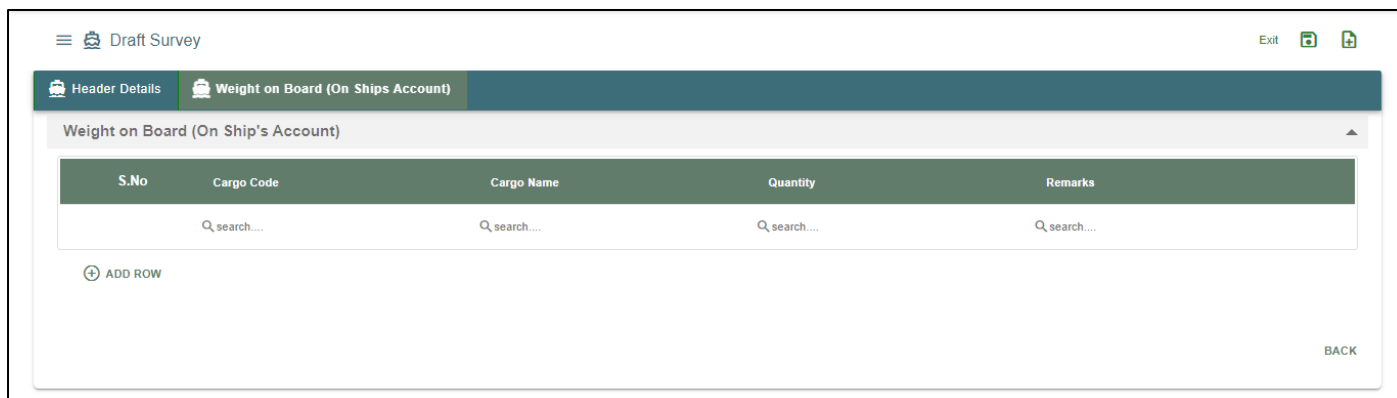
Field Name	Mandatory	Fill Type
Application Type	Mandatory	Dropdown
VCN No.	Mandatory	Pop Up
Vessel Name	Non Mandatory	Textbox
IMO No	Non Mandatory	Textbox
Voyage No	Non Mandatory	Textbox
Shipping Agent	Non Mandatory	Textbox
Importer Name	Non Mandatory	Textbox
IGM No	Yes	Textbox
IGM Date	yes	Textbox
Total IGM Quantity	yes	Textbox
Date & Time of Survey*	Mandatory	Date Picker
Surveyed By	yes	Dropdown
Surveyor Code	yes	Pop Up
Surveyor Name	yes	Text Box
Draft Survey Report No	Mandatory	Text Box
Sea Condition	Non Mandatory	Text Box
Observed Dock Water Density	Non Mandatory	Text Box
Total Cargo( Ship's Account)	Non Mandatory	Text Box
Draft Fwd. Mean	Mandatory	Textbox
Draft Aft Mean	Mandatory	Textbox
Draft Midship Port	Non Mandatory	Textbox
Draft Midship Starboard	Non Mandatory	Textbox
Corrected Mean of Means	Non Mandatory	Text Box
Corresponding Displacement/Dead Weight(Ship's Data)	Non Mandatory	Text Box
Trim Correction	Non Mandatory	Text Box
Density Correction	Non Mandatory	Text Box
Corrected Displacement/Dead Weight	Non Mandatory	Text Box
Difference in Displacement	Non Mandatory	Text Box
Change on Ships Account	Non Mandatory	Text Box
Discharged Quantity	Non Mandatory	Text Box

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Weight on Board section will be activated to add Weight on Board Details.




Step 4: Once Header Details are saved, Weight on Board Details will be activated as below to add Weigh on Board Details as shown in below screen.

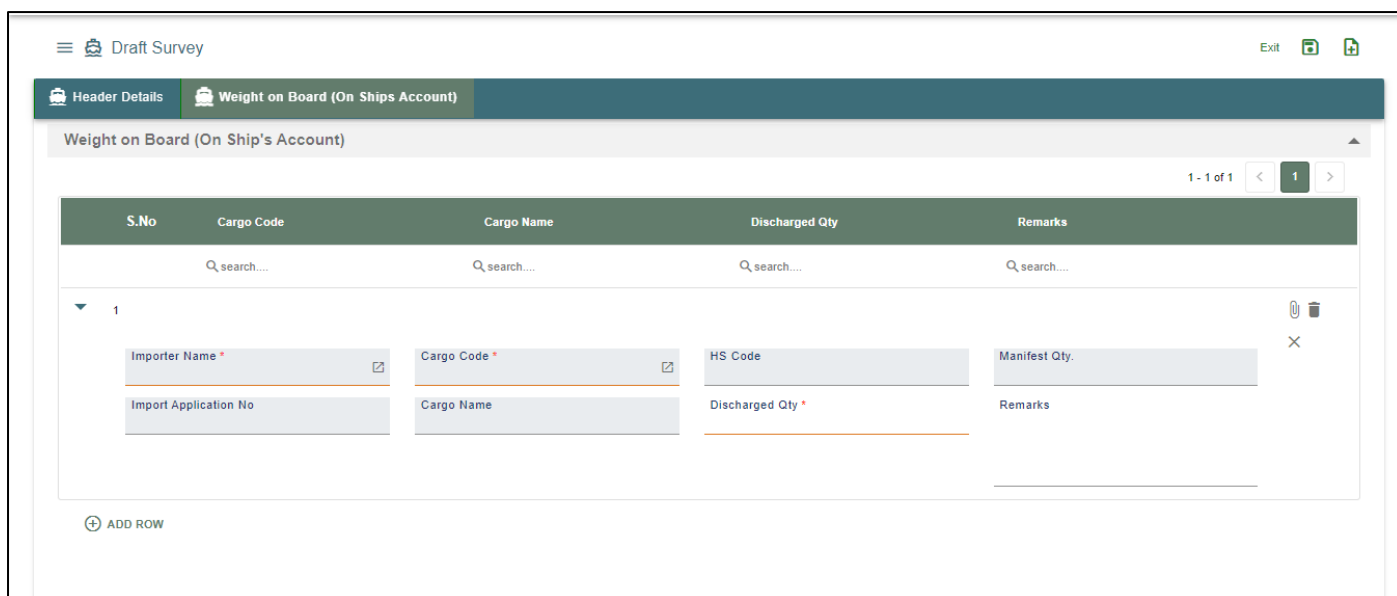
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



The screenshot shows the 'Draft Survey' interface with the 'Weight on Board (On Ship's Account)' section active. It features a table with columns: S.No, Cargo Code, Cargo Name, Quantity, and Remarks. Each column has a search bar. Below the table is an 'ADD ROW' button. The interface includes a header with 'Header Details' and 'Weight on Board (On Ships Account)' tabs, and a sidebar with 'Draft Survey' and 'Exit' options.

**User Interface Image 60-Draft Survey(Weight on Board)- 9.5.2(a)**

Click on  to begin with data entry





The screenshot shows the 'Draft Survey' interface with the 'Weight on Board (On Ship's Account)' section active. It features a table with columns: S.No, Cargo Code, Cargo Name, Discharged Qty, and Remarks. Each column has a search bar. Below the table is an 'ADD ROW' button. The interface includes a header with 'Header Details' and 'Weight on Board (On Ships Account)' tabs, and a sidebar with 'Draft Survey' and 'Exit' options. The table shows one row with a dropdown arrow next to the S.No '1'. The row details include fields for Importer Name, Cargo Code, HS Code, Manifest Qty, Import Application No, Cargo Name, Discharged Qty, and Remarks.


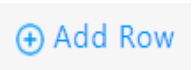

**User Interface Image 61-Draft Survey(Weight on Board)- 9.5.2(b)**


Below are the Field Information regarding Weight On Board (Ship Account) Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	Mandatory	Fill Type
Importer Code	Non Mandatory	Pop Up
Importer Name	Non Mandatory	TextBox
Cargo Code	Non Mandatory	Pop UP
Cargo Name	Non Mandatory	Text Box
Quantity	Non Mandatory	Text Box
Remarks	Non Mandatory	Text Box


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 5:** Once data is filled in Weight on Board Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required

+

ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required

+

ADD FILES

SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

Now Click on the Check boxes accordingly, then 

Select files



 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.



### Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <span>+</span> ADD FILES           <span>SELECT FILES</span> </div> <div>or</div> <div>             Drag files here, to upload           </div>						
						UPLOAD <span>CLOSE</span>


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

### Attachments (1) ✕

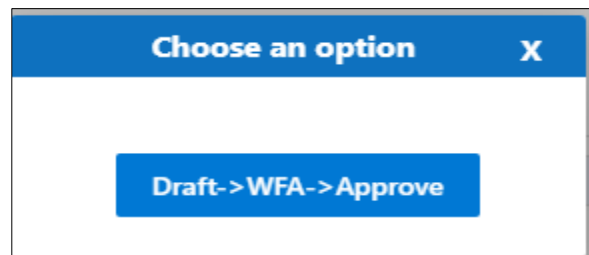
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <span>+</span> ADD FILES           <span>SELECT FILES</span> </div> <div>or</div> <div>             Drag files here, to upload           </div>						
						UPLOAD <span>CLOSE</span>

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



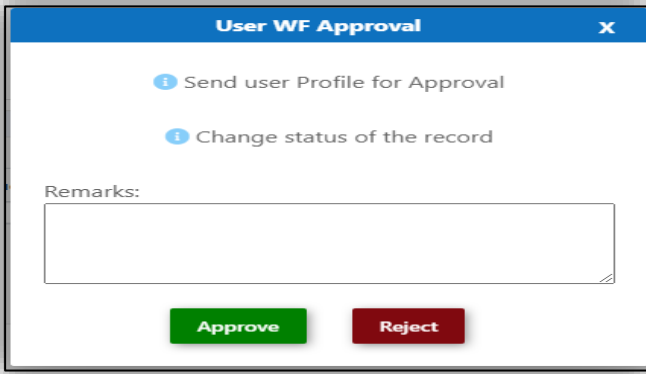
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



**Successfully rejected.**

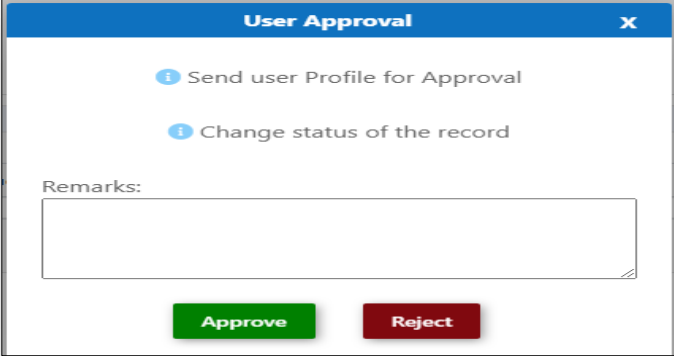
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

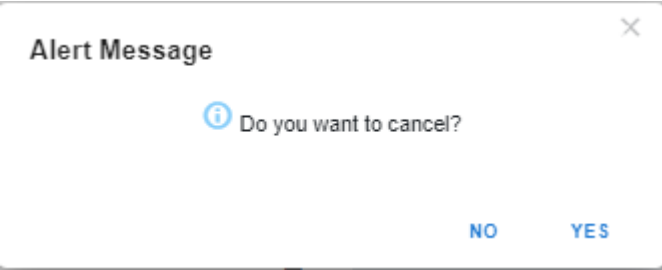
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

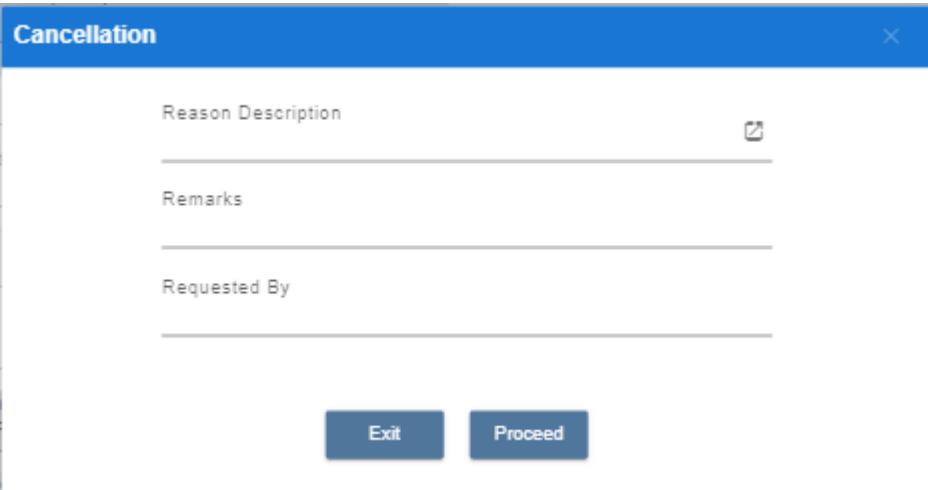


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]



Reason Description 

Remarks

Requested By

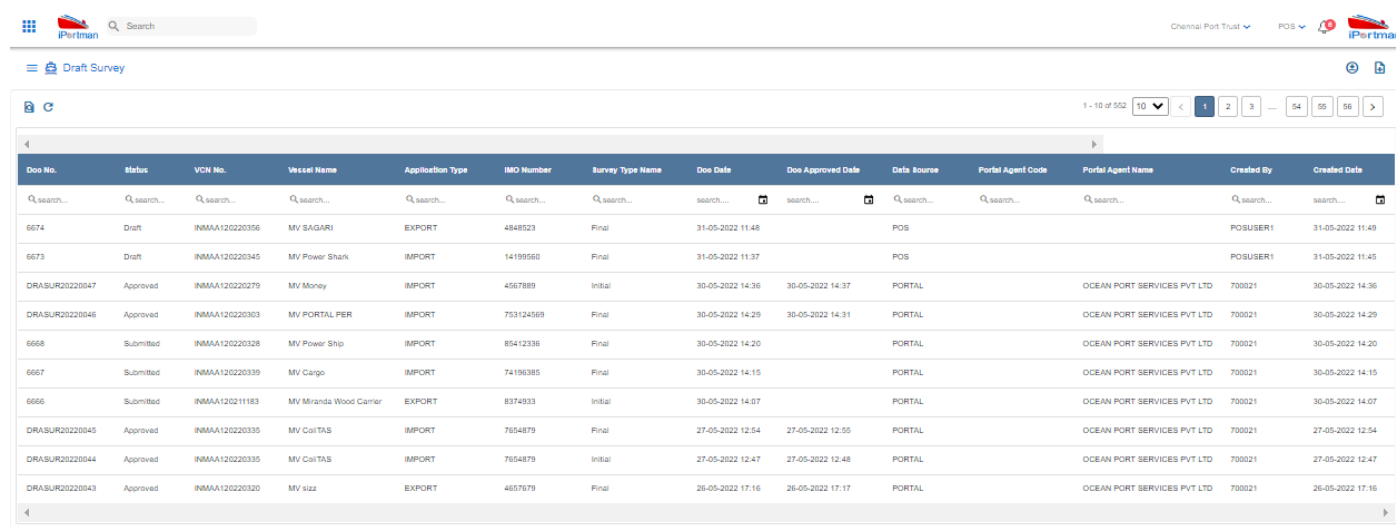
**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



The screenshot shows the 'Draft Survey' interface in the iPortman application. It features a table with columns: Doc No., Status, VCN No., Vessel Name, Application Type, IMO Number, Survey Type Name, Doc Date, Doc Approved Date, Data Source, Portal Agent Code, Portal Agent Name, Created By, and Created Date. The table contains 14 rows of data, including surveys for MV SAGARI, MV Power Shark, MV Money, MV PORTAL PER, MV Power Ship, MV Cargo, MV Miranda Wood Carrier, MV ColITAS, and MV size. The interface includes search filters, pagination (1-10 of 552), and a toolbar with icons for various actions.

User Interface Image 64-Draft Survey (List Data)- 9.5.4

## 23.BUSINESS FUNCTION NAME: SERVICE REQUISITION

### 23.1 DEFINITION:


Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.


### 23.2 NAVIGATION

THE FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU





SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Common Functions→ Requests → Service Requisition→ Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 23.3 PREREQUISITES – MASTERS

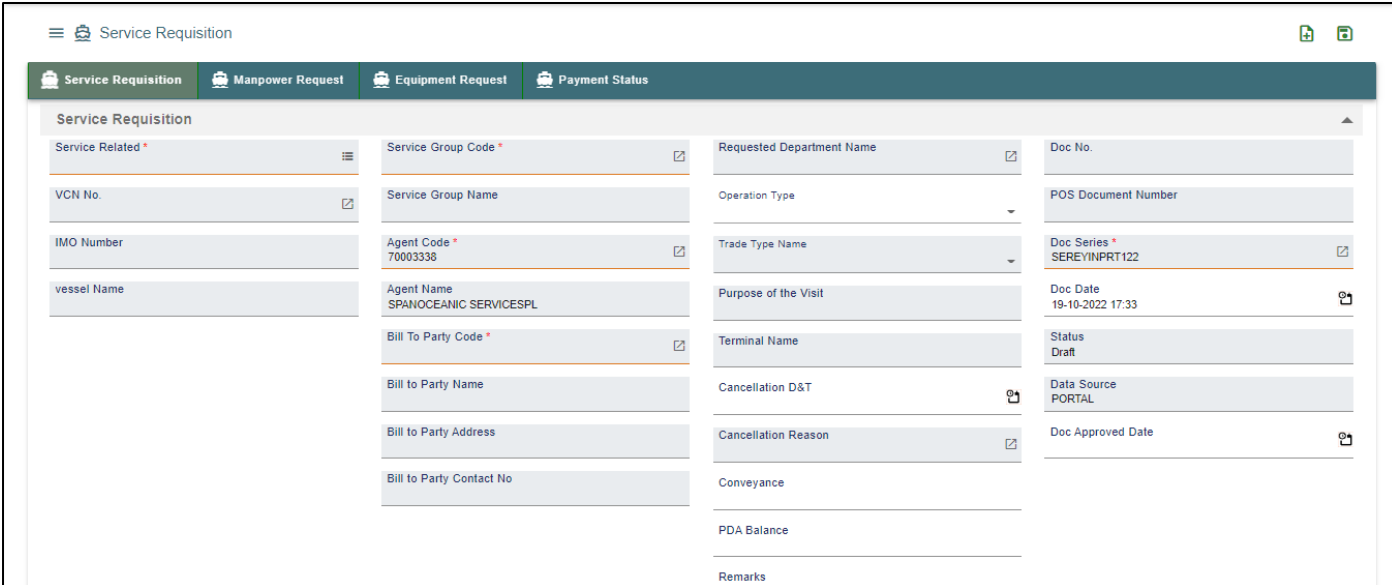
1. World Port Master
2. Cargo Type Master
3. Vessel Type Master

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 23.4 SCREENSHOTS

Following Screenshots from Service Requisition

**Step 1-**Click on New button  . The user shall redirect to the screen like below-





*User Interface Image 177-Service Requisition 19.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk (\*).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)

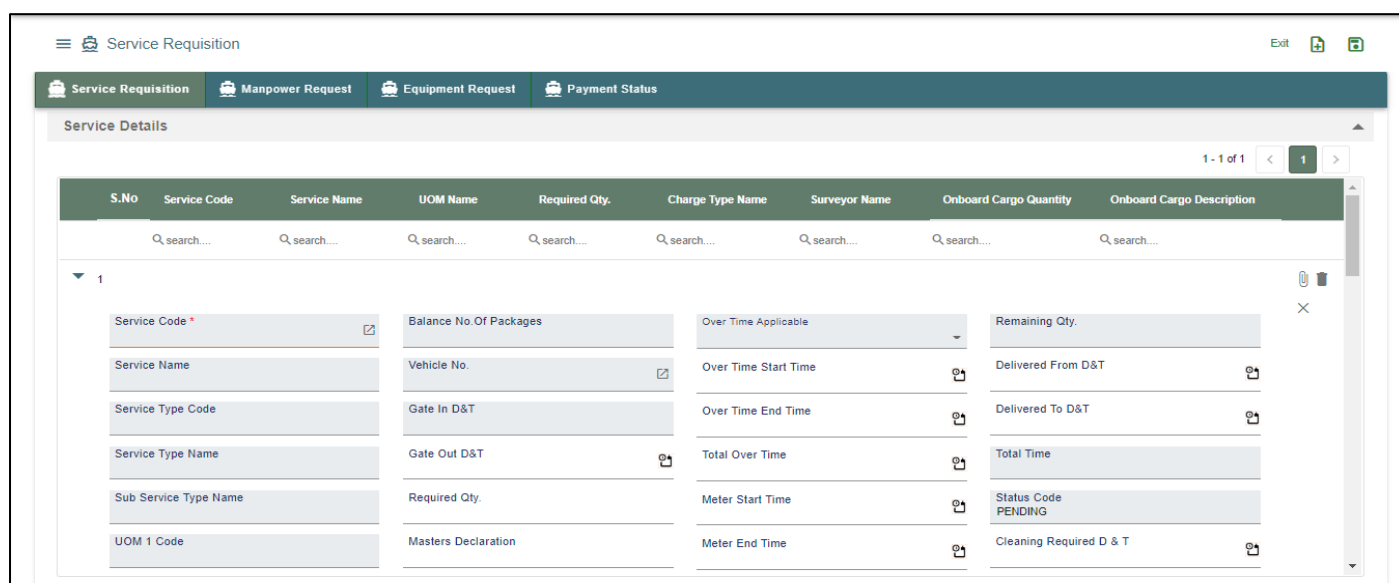
Field Name	MANDATORY	Fill Type
Service Related	YES	BL Lookup
VCN No.	NO	BL Lookup
IMO No.	NO	Textbox/Auto Populated
Vessel Name	NO	Textbox/Auto Populated
Agent Code	YES	BL Lookup
Agent Name	NO	Textbox/Auto Populated
Service Group Code	Yes	BL Lookup
Service Group Name	NO	Textbox
Bill To Party Code	YES	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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cancellation D&T	NO	Calendar
Cancellation Reason	NO	Calendar
Convenience	NO	Textbox/Auto Populated
Purpose of Visit	NO	Textbox
Remarks	No	Textbox

**Step 3:-**Service Details section is displayed in the same page. Click on  the button.

**Step 4:** The system shall display below fields to enter.





*User Interface Image 178-Service Requisition 19.5.2*

Below are the Field Information regarding Service Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Service Code	YES	BL Lookup
Service Name	NO	Textbox
Masters Declaration	NO	Textbox
Provisions Qty	NO	Textbox
Service Required	NO	Textbox
Qty to Remove	NO	Textbox
Customs Declaration No.	NO	Textbox
No. of Divers Required	NO	Textbox
No. of Resources Required	NO	Textbox
No. of Trips	NO	Textbox
Onboard Cargo Quantity	NO	Textbox
Onboard Cargo Description	NO	Textbox
Requested From D&T	NO	Calendar

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



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

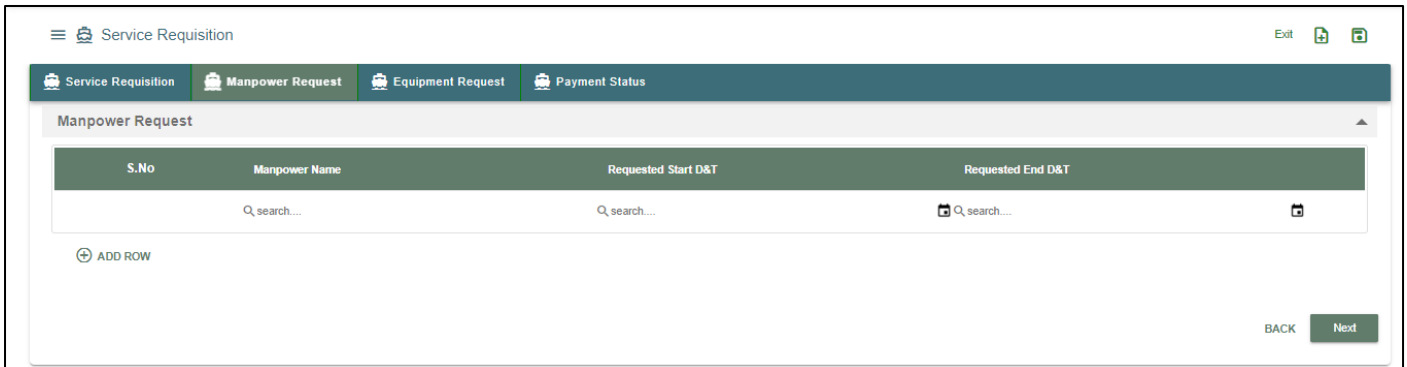
Out of Charge Quantity	NO	Textbox
Out of Charge No	NO	Textbox
Delivered Qty.	NO	Textbox/Auto Populated
Remaining Qty.	NO	Textbox/Auto Populated
Delivered From D&T	NO	Calendar
Delivered To D&T	NO	Calendar
Total Time	NO	Textbox/Auto Populated
Status Code	NO	Textbox/Auto Populated
Cleaning Required D & 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.

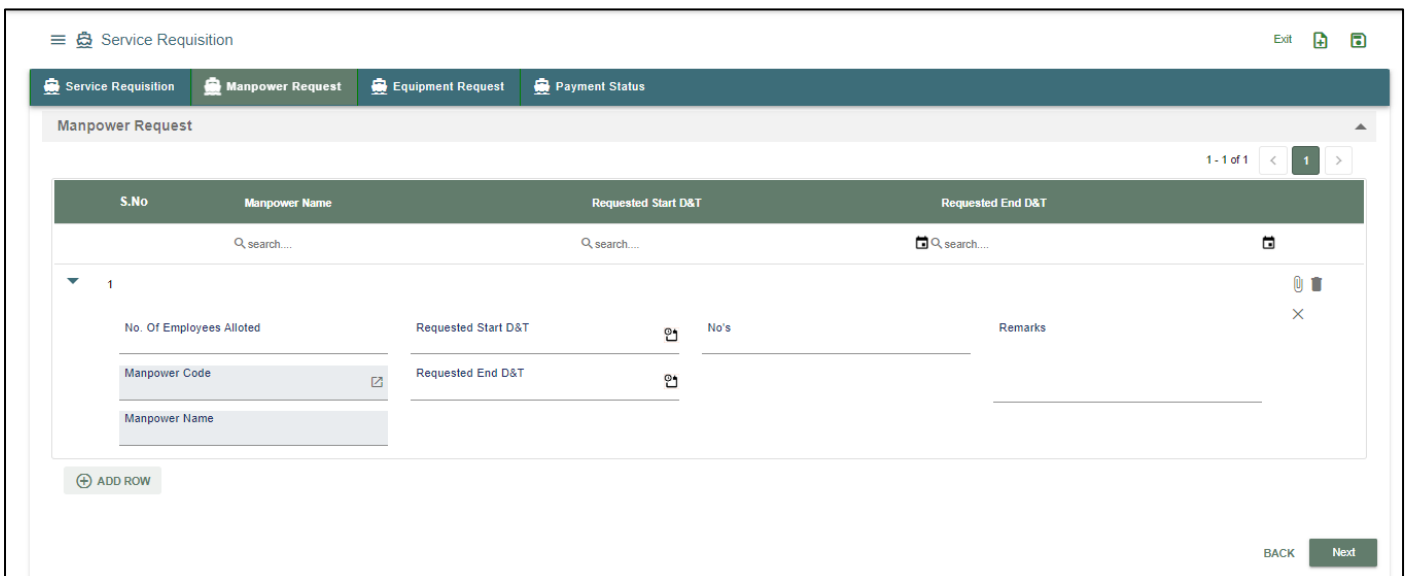


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



*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.

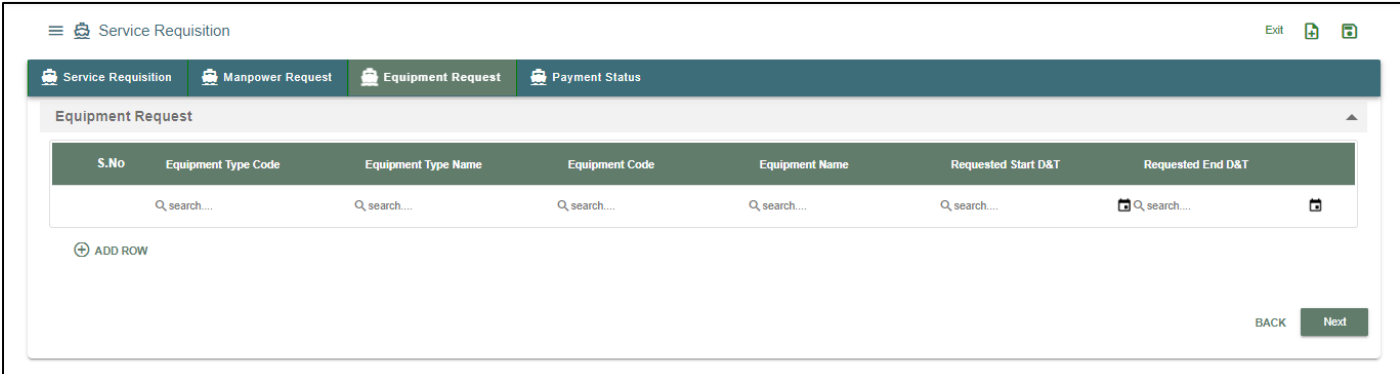
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

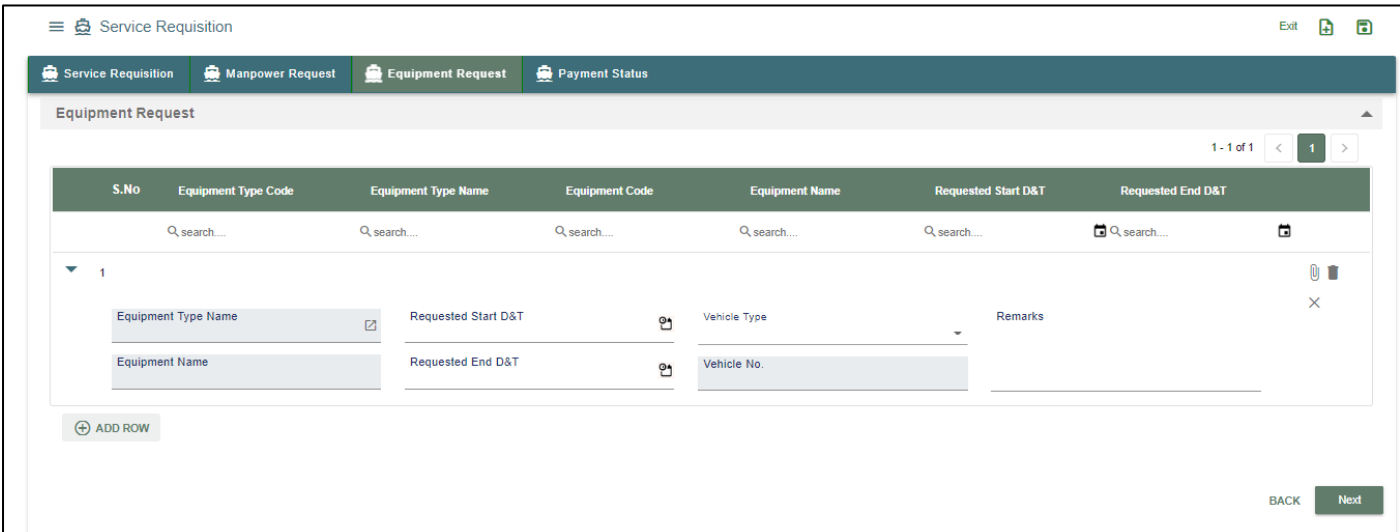
**Step 7:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Allotment page as below -

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*

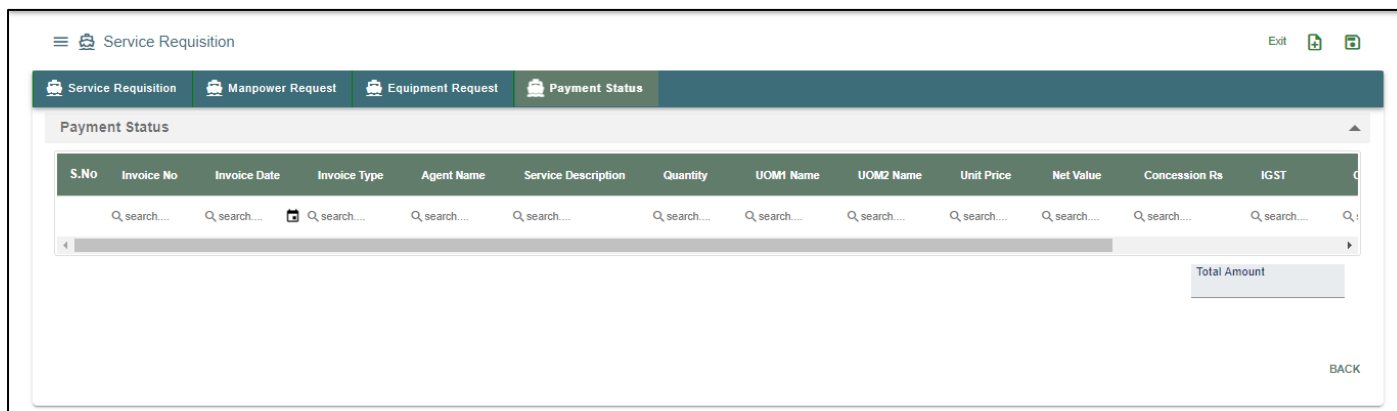
Below are the Field Information regarding Equipment Request Details Section.

(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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

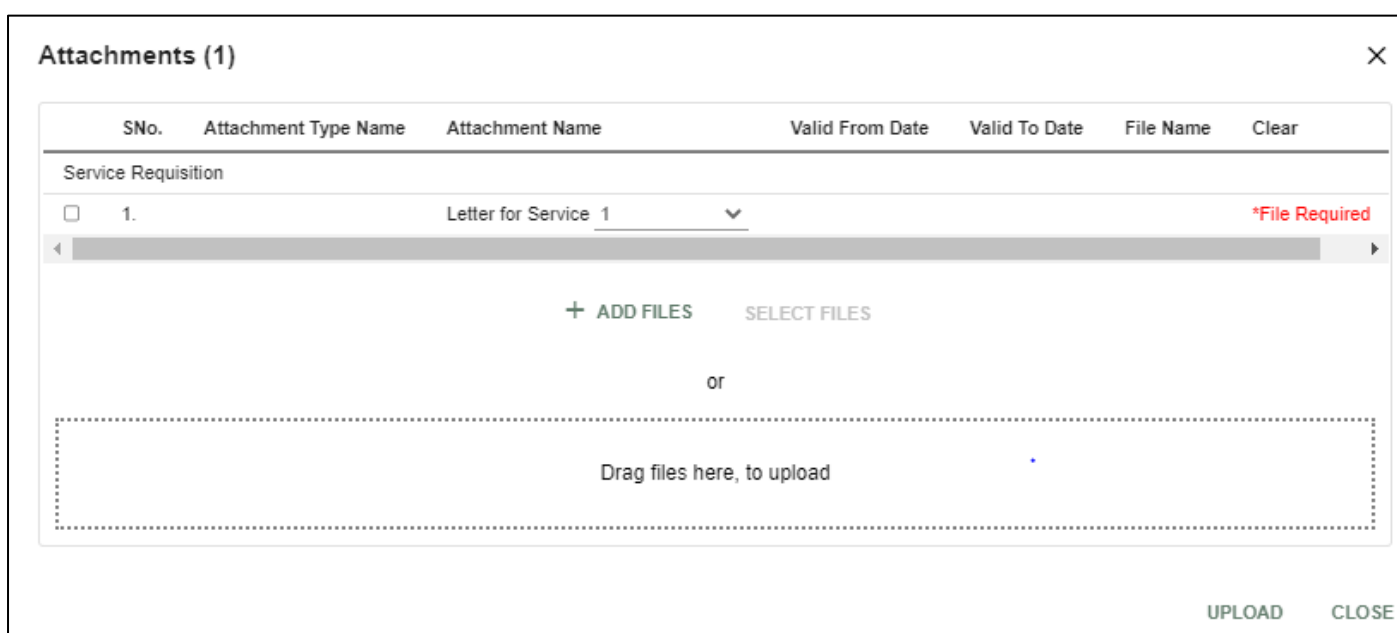
**Step 9:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –




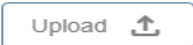
*User Interface Image 183-Service Requisition 19.5.6(a)*

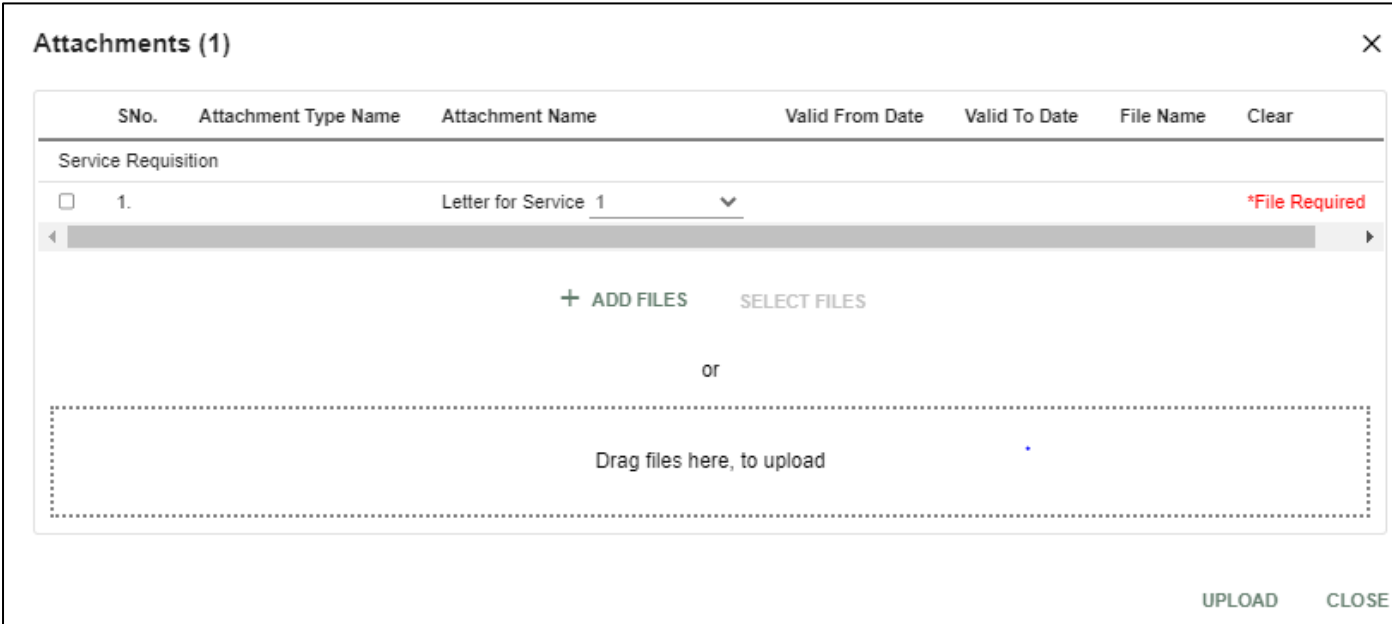
**Step 10:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display **Record saved** message.

**Step 11:** Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –


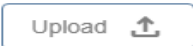



*User Interface Image 184-Service Requisition 19.5.8*

**Step 12:** Click on attachment icon if any attachment are configured it will auto populate or Click on  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.

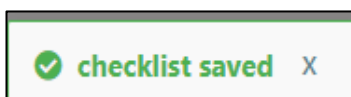


*User Interface Image 185-Service Requisition 19.5.9*


**Step 13:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



**Step 14:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

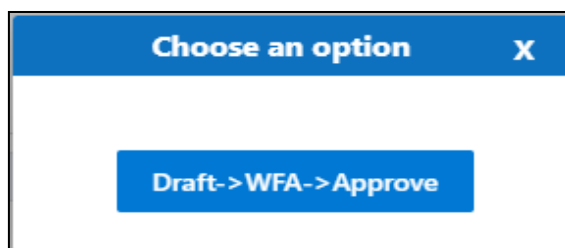
Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	



**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 .

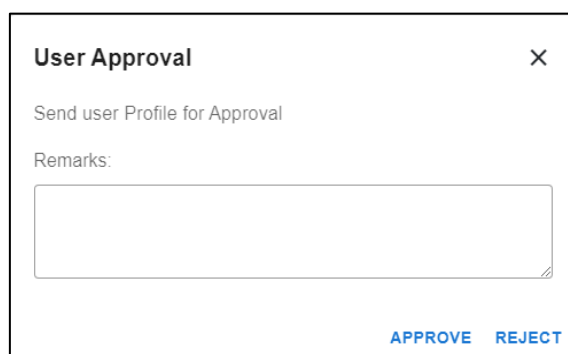
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



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 with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).






**Successfully Status changed to WFAPP**

**Step18:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen  **Successfully rejected.** and the document status will be changed as 'REJECTED'.

**Step19:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
--	---	------------------------------------	--

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED

**Step20:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step 21:** While if there is any changes or error we can cancel the record by clicking the icon shown.



After clicking the icon system will display

Confirmation required

Alert Message

×

Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation

×

Reason Description \*

Remarks

Requested By



EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display

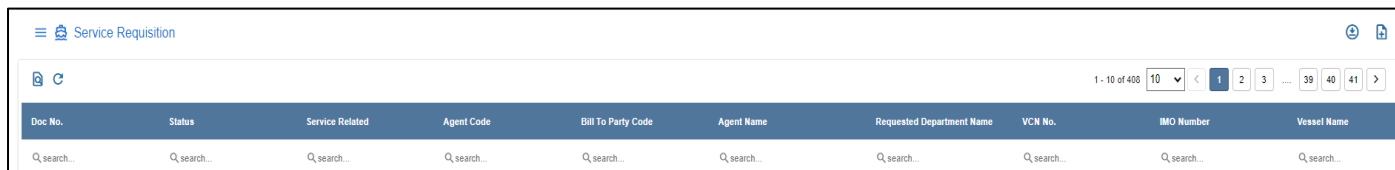
Ok

**Step 22:** Upon Save / Approve /Reject /Cancel the record that can be seen in as




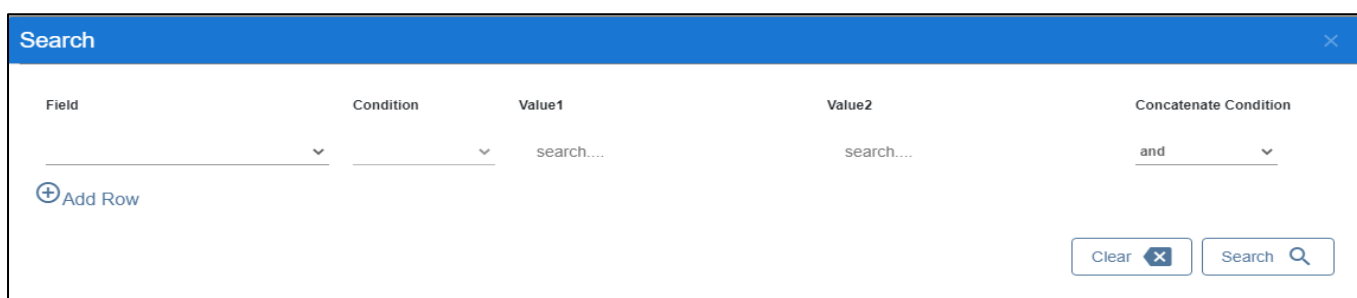
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Draft/Approved/Rejected/Cancel Status respectively



*User Interface Image 186-Service Requisition 19.5.10*

**Step 23:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.




By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


## **24. BUSINESS FUNCTION NAME: SERVICE ALLOTMENT**


### **24.1 DEFINITION:**

Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and allot.

### **24.2 NAVIGATION**

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.


<b>Menu Path</b>	Menu Bar → Common Functions→ Recordings→ Service Allotment→ Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### **24.3 PREREQUISITES – MASTERS**

## 24.4 SCREENSHOTS

Following are the Screenshots from Service Allotment.

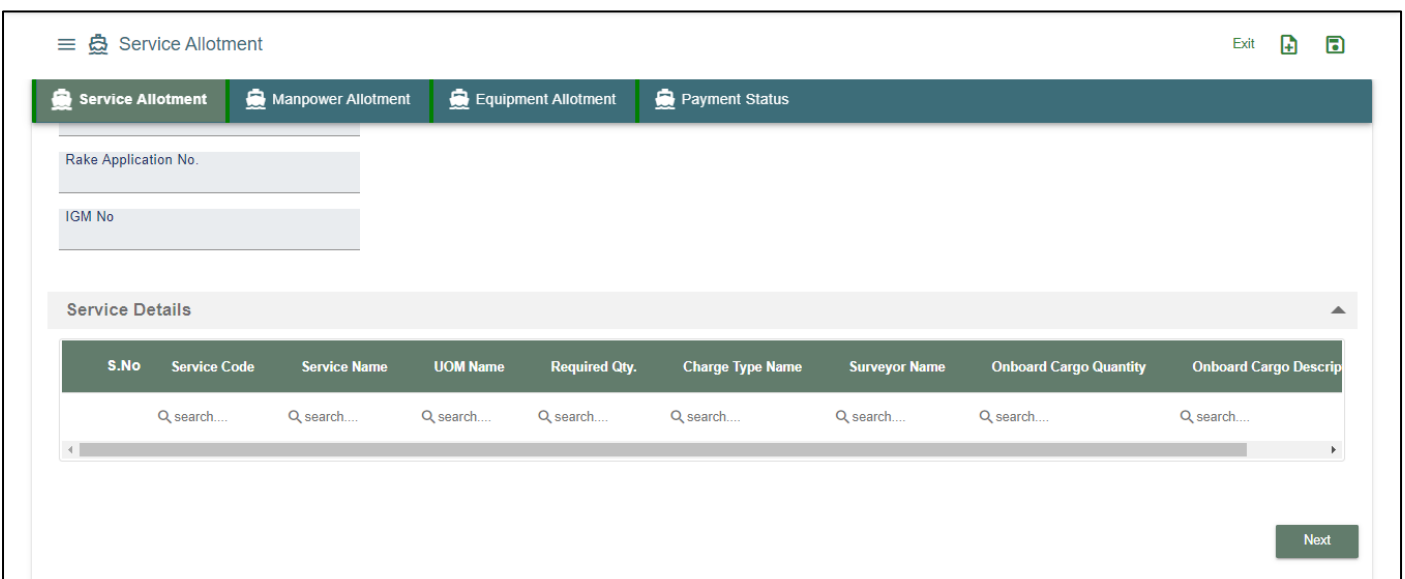
**Step 1-**Click on New button  . The user shall redirect to the screen like below-.



*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.

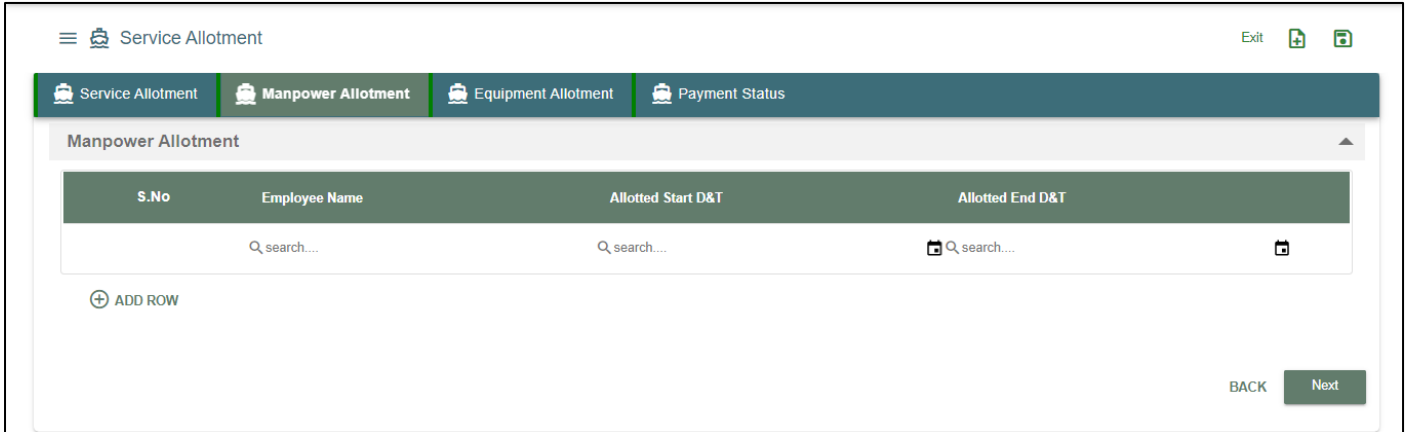


*User Interface Image 188-Service Allotment 20.5.2*



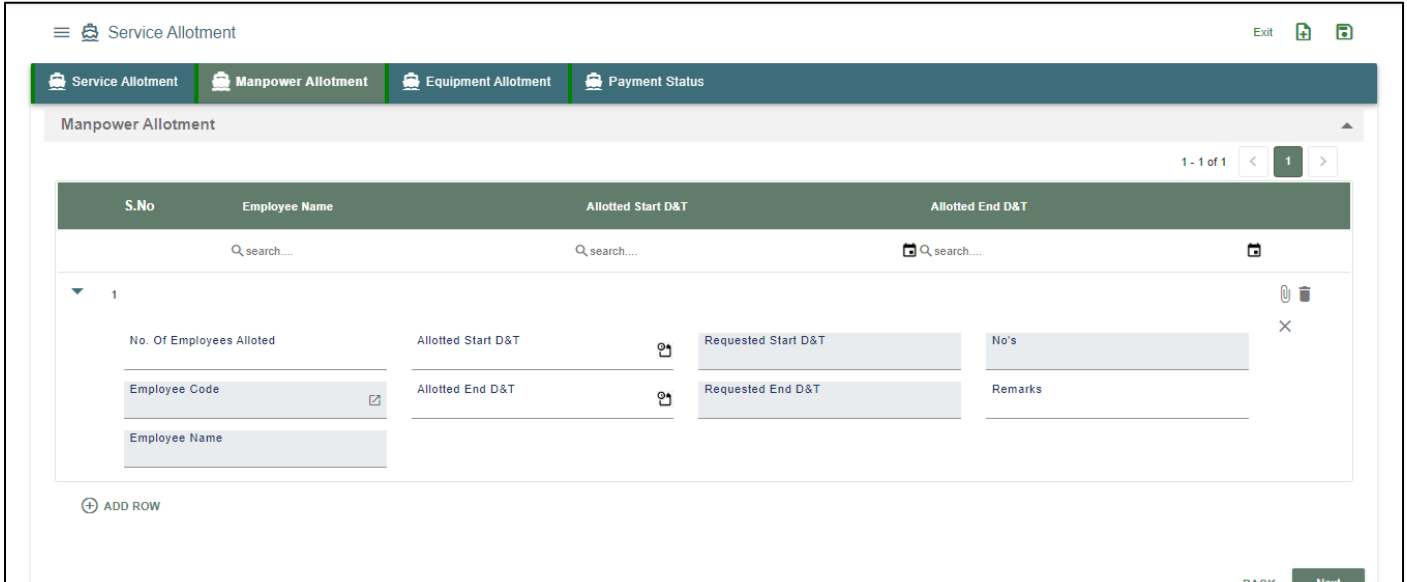
**Step 4:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Manpower Allotment page as below -

Click on **+ Add Row** the button.



*User Interface Image 189-Service Allotment 20.5.3*

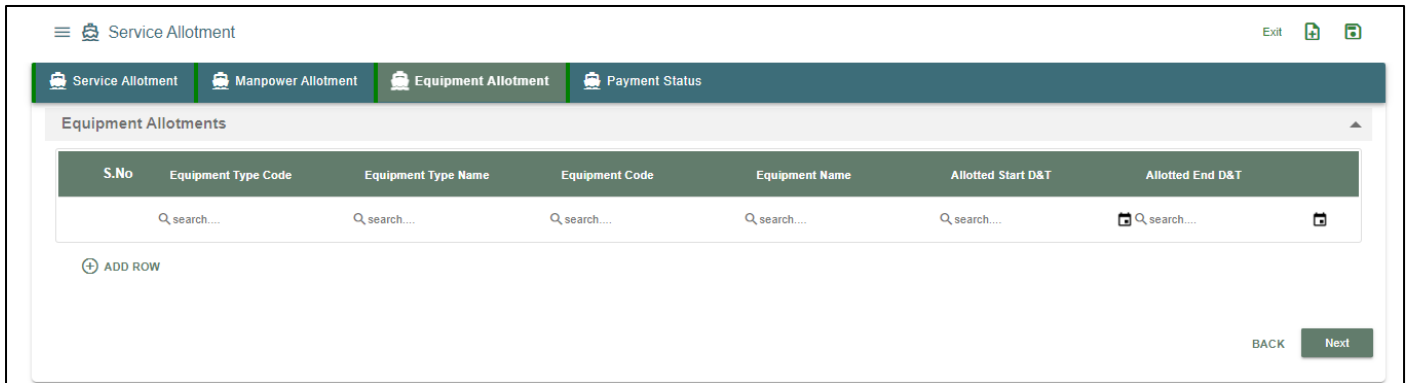
**Step 5:** After Clicking the **+ Add Row** it will show the given field as shown



*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.



Service Allotment

Service Allotment | Manpower Allotment | **Equipment Allotment** | Payment Status

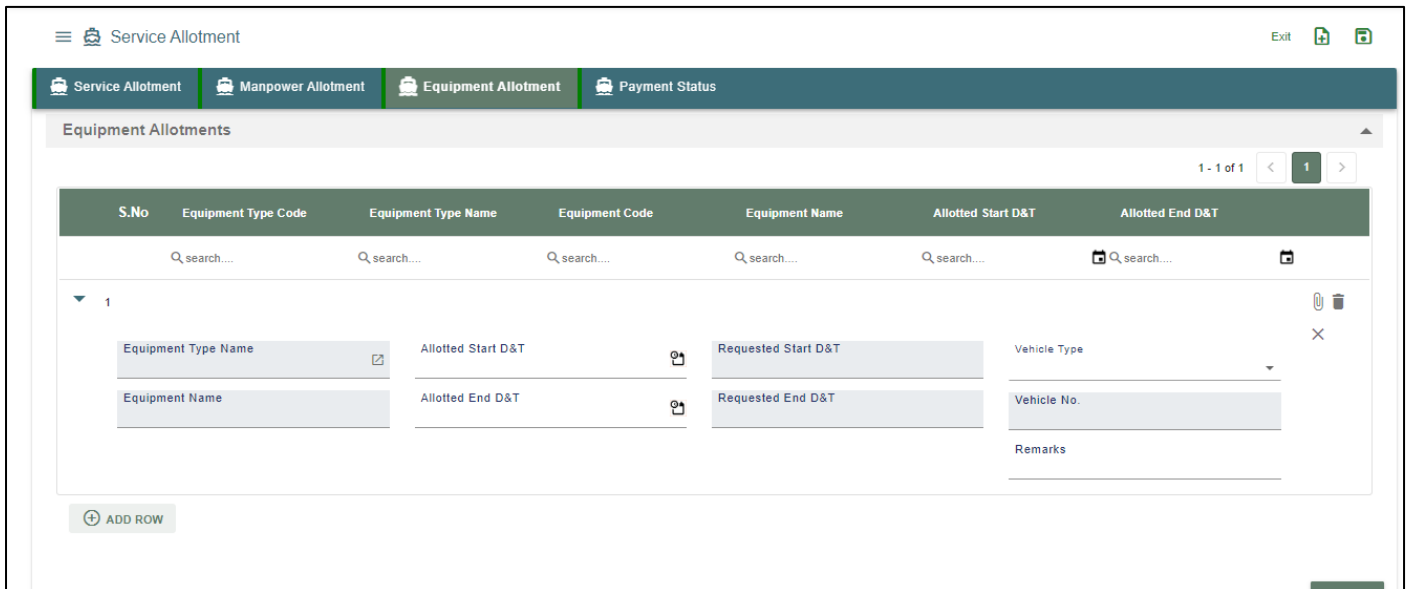
Equipment Allotments

S.No	Equipment Type Code	Equipment Type Name	Equipment Code	Equipment Name	Allotted Start D&T	Allotted End D&T
<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>

BACK Next

*User Interface Image 191-Service Allotment 20.5.5*

**Step 7:** After Clicking the  it will show the given field as shown



Service Allotment

Service Allotment | Manpower Allotment | **Equipment Allotment** | Payment Status

Equipment Allotments

1 - 1 of 1

S.No	Equipment Type Code	Equipment Type Name	Equipment Code	Equipment Name	Allotted Start D&T	Allotted End D&T
1	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>

1

Equipment Type Name

Equipment Name

Allotted Start D&T

Allotted End D&T

Requested Start D&T

Requested End D&T

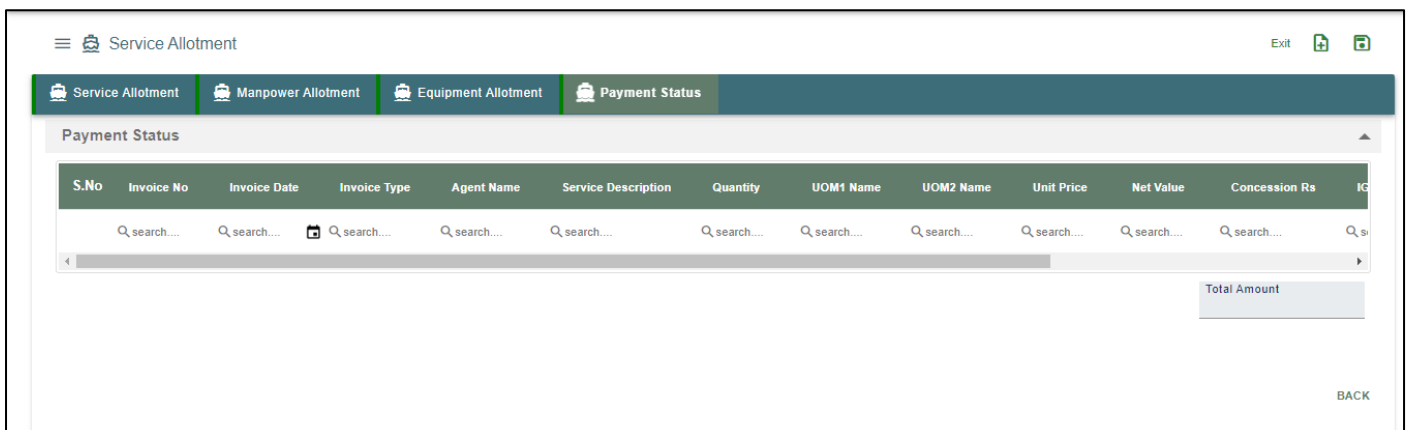
Vehicle Type

Vehicle No.

Remarks

*User Interface Image 192-Service Allotment 20.5.6*

**Step 8:** Once all the mandatory and required fields are filled then Click on the  button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –



Service Allotment



Service Allotment | Manpower Allotment | Equipment Allotment | **Payment Status**

Payment Status



S.No	Invoice No	Invoice Date	Invoice Type	Agent Name	Service Description	Quantity	UOM1 Name	UOM2 Name	Unit Price	Net Value	Concession Rs	IG
<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>	<input type="text" value="Q search...."/>

Total Amount

BACK

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

*User Interface Image 192-Service Allotment 20.5.6(a)*



**Step 9:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 10:** Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

**Attachments (0)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						
						UPLOAD CLOSE


*User Interface Image 193-Service Allotment 20.5.7*


**Step 11:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Attachments (0)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <span>+ ADD FILES</span> <span>SELECT FILES</span> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<span>UPLOAD</span> <span>CLOSE</span>

*User Interface Image 194-Service Allotment 20.5.8*


**Step 12:** Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload  button and can download the attached document by clicking on the file name attached.

**Step 13:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

**Check List**
📄
✕



Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

**Step 14:** Click on Save, System will display the ✔ checklist saved ✕ 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**
✕

Draft->WFA->Approve

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step16:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:


APPROVE REJECT

**Successfully Status changed to WFAPP**

**Step17:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

**Step18:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval



Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step19:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

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 and the document status will be changed as 'REJECTED'.

**Successfully rejected.**



**Step 20:** Once the workflow is in WFAPP. Click on the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step 21:** Once the user Approve the request the

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 and the document status will be changed as 'REJECTED'.

**Successfully rejected.**

**Step 22:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display

**Confirmation required**

with below alert Yes and No



Alert Message

×

Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Cancellation**
✕


Reason Description \*
📝

Remarks

Requested By


EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 23:** Upon Save / Approve / Reject / Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Service Allotment									
1 - 10 of 226									
Doc No.	Status	Service Requisition No	VCN No.	Vessel Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
Q search...	Q search...	Q search...	Q search...	Q search...	search...	Q search...	search...	Q search...	search...

*User Interface Image 195-Service Allotment 20.5.9*


**Step 24:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search
✕

Field	Condition	Value1	Value2	Concatenate Condition
		search....	search....	and



Add Row

Clear
Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 25. BUSINESS FUNCTION NAME: SERVICE DELIVERY


### 25.1 DEFINITION:

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Agent requests for services like fresh water, Fire Services, Garbage clearance to the port through Portal providing necessary Data. Request will be received in iPortman application to the respective department for review and approval.

## 25.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Common Functions→ Recordings→ Service Delivery Work Order→ Click on New button 
------------------	---

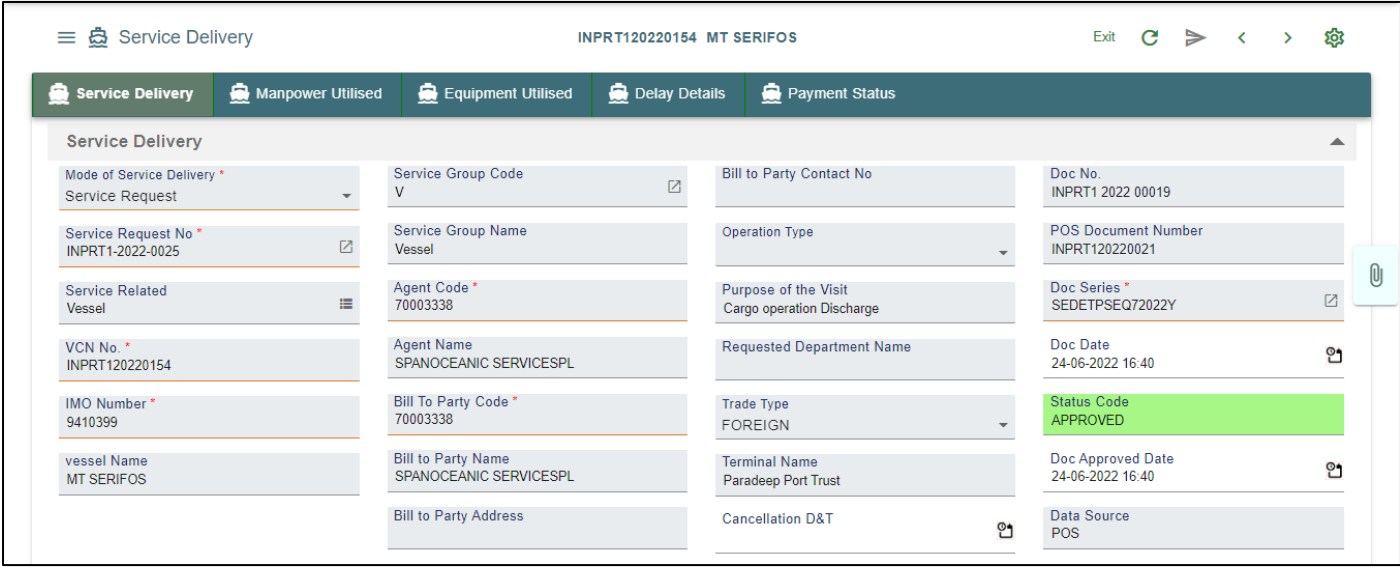
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX WHICH IS AVAILABLE ON TOOL BAR SECTION.

## 25.3 PREREQUISITES – MASTERS

## 25.4 SCREENSHOTS

Following are the Screenshots from Service Recording.


**Step 1**-Click on New button . The user shall redirect to the screen like below-.





Service Delivery			
Mode of Service Delivery *	Service Group Code	Bill to Party Contact No	Doc No.
Service Request	V		INPRT1 2022 00019
Service Request No *	Service Group Name	Operation Type	POS Document Number
INPRT1-2022-0025	Vessel		INPRT120220021
Service Related Vessel	Agent Code *	Purpose of the Visit	Doc Series *
	70003338	Cargo operation Discharge	SEDETPSEQ72022Y
VCN No. *	Agent Name	Requested Department Name	Doc Date
INPRT120220154	SPANOCCEANIC SERVICESPL		24-06-2022 16:40
IMO Number *	Bill To Party Code *	Trade Type	Status Code
9410399	70003338	FOREIGN	APPROVED
vessel Name	Bill to Party Name	Terminal Name	Doc Approved Date
MT SERIFOS	SPANOCCEANIC SERVICESPL	Paradeep Port Trust	24-06-2022 16:40
	Bill to Party Address	Cancellation D&T	Data Source
			POS

*User Interface Image 196-Service Delivery 21.5.1*

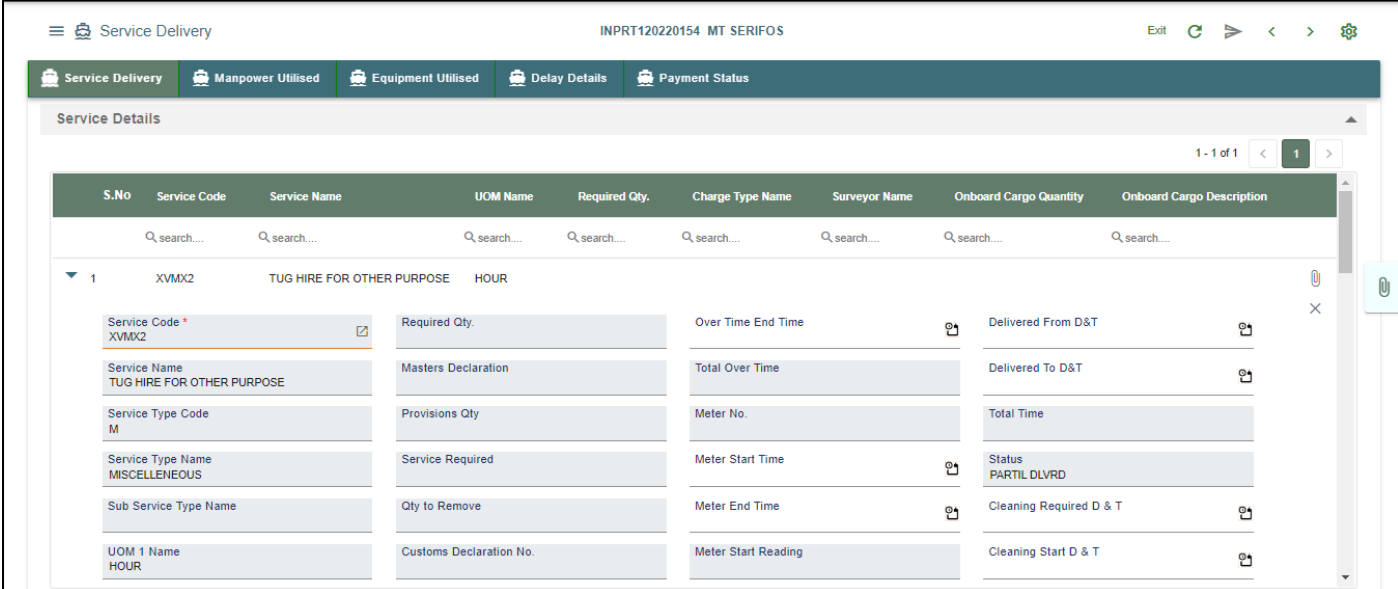
**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:**-Service Details section is displayed in the same page. Click on  Add Row the button.



	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

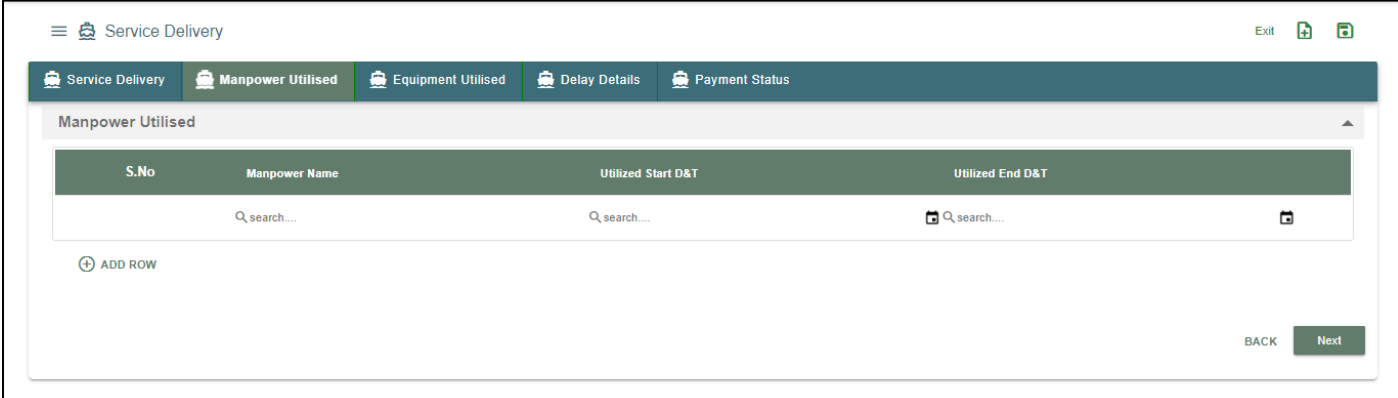
**Step 4:** The system shall display below fields to enter.



*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 -

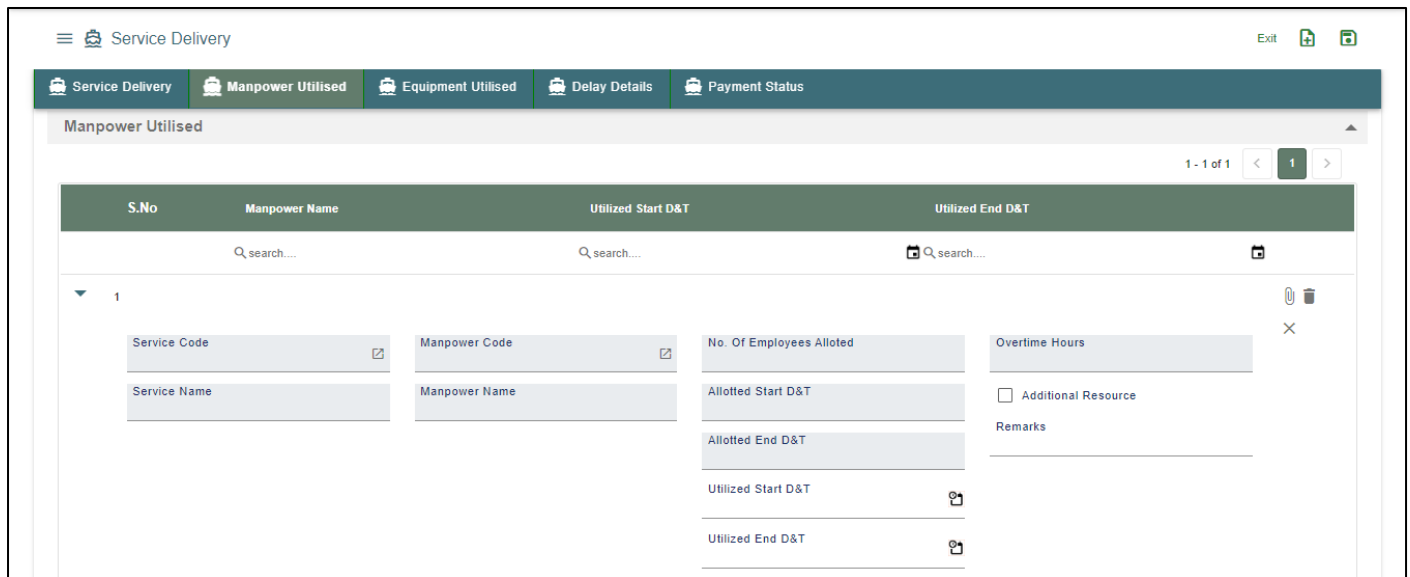
Click on **+ Add Row** the button.



*User Interface Image 198-Service Delivery 21.5.3*

**Step 6:** After Clicking the **+ Add Row** it will show the given field as shown

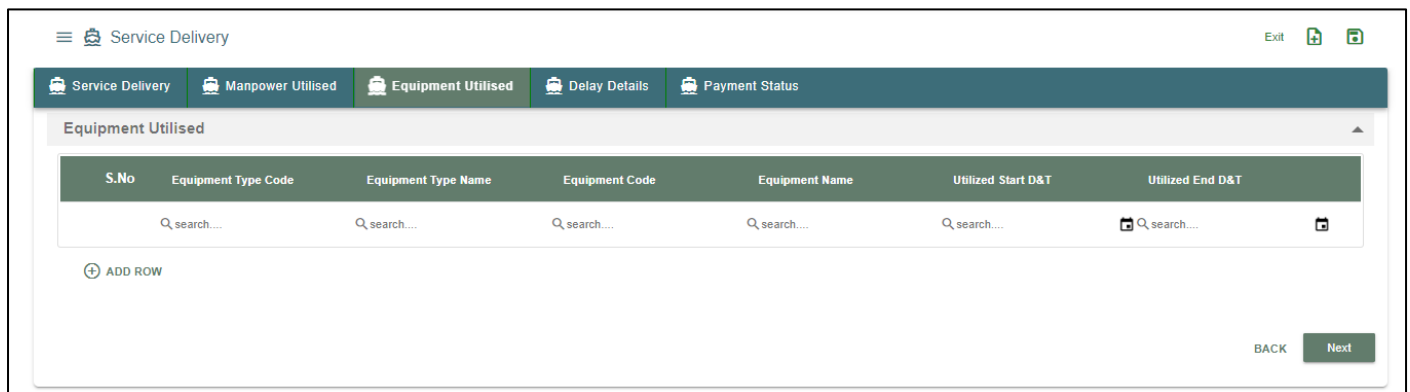
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--



*User Interface Image 199-Service Delivery 21.5.4*

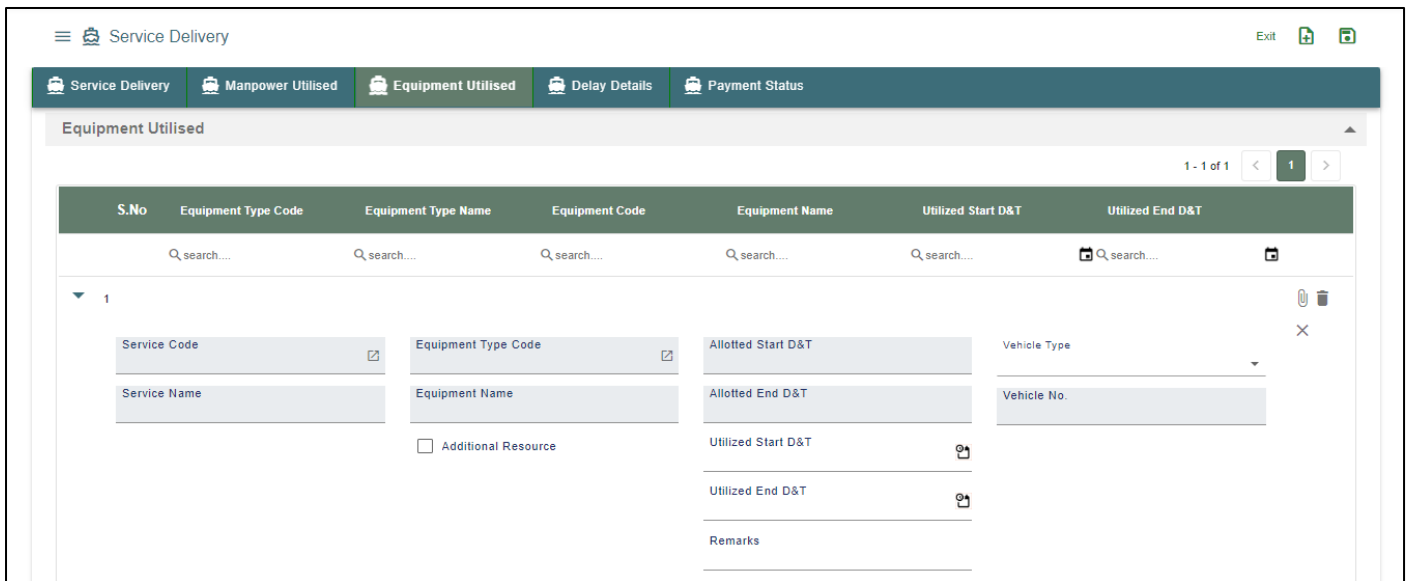
**Step 7:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Equipment Utilized page as below -

Click on **+ Add Row** the button.



*User Interface Image 200-Service Delivery 21.5.5*

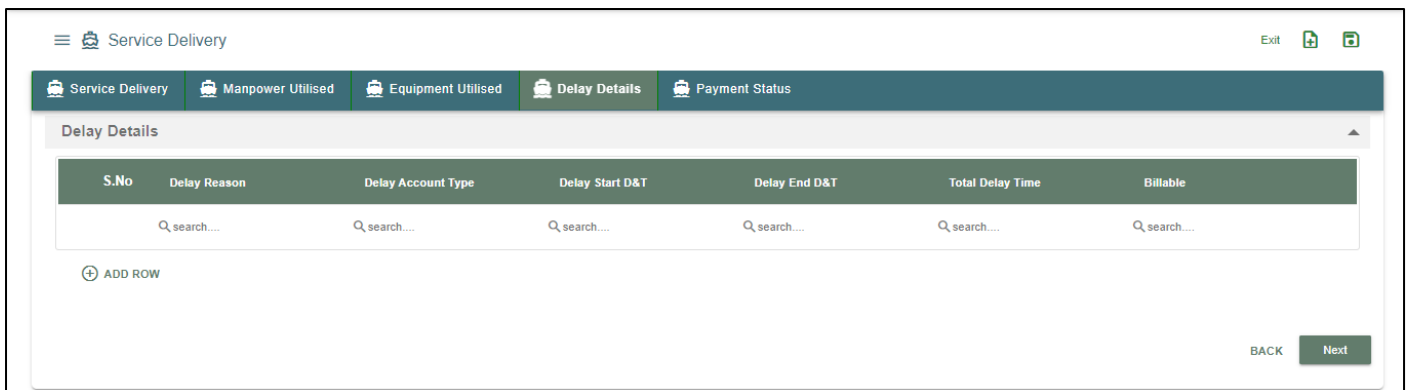
**Step 8:** After Clicking the **+ Add Row** it will show the given field as shown



*User Interface Image 201-Service Delivery 21.5.6*

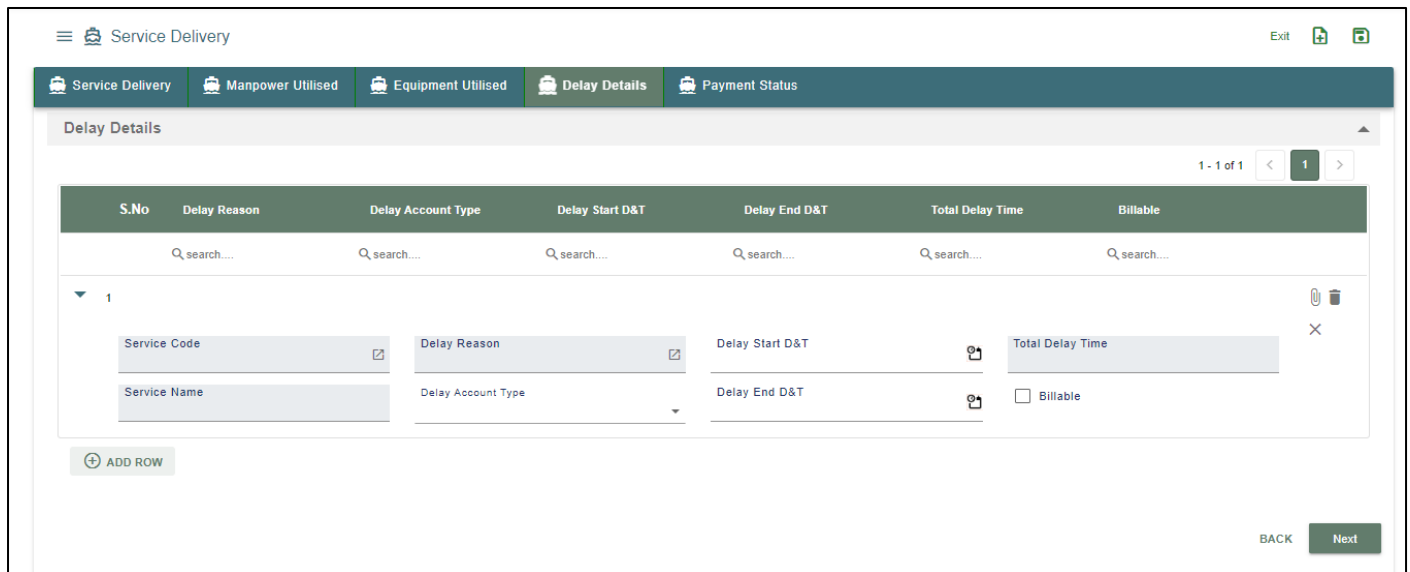
**Step 9:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Delay Details page as below -

Click on **+ Add Row** the button.



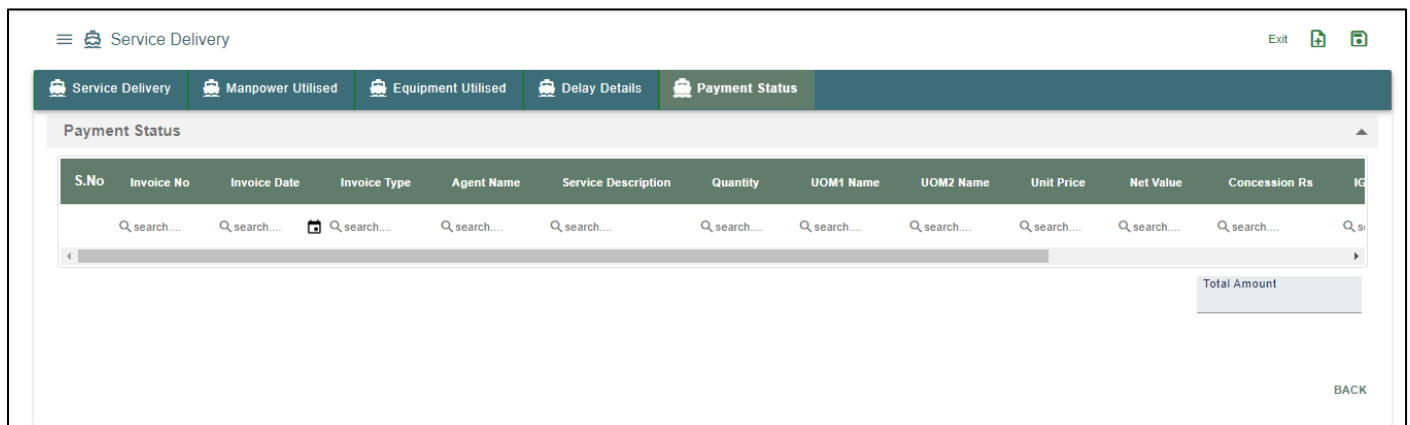
*User Interface Image 202-Service Delivery 21.5.7*

**Step 10:** After Clicking the **+ Add Row** it will show the given field as shown


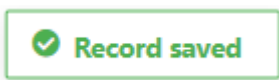



*User Interface Image 203-Service Delivery 21.5.8*

**Step 11:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –



*User Interface Image 204-Service Delivery 21.5.9*

**Step 11:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.



**Step 12:** Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

**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.



Attachments (0)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						



UPLOAD

CLOSE

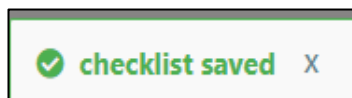
#### *User Interface Image 205-Service Delivery 21.5.11*

**Step 14:**Click on attachment icon if any attachment are configured it will auto populate or Click on  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.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman PORTAL Application	TMP/UMG/V.1.0	

Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	



**Step 16:** Click on Save, System will display the status on the screen.


**Step 17:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option X

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

**Step18:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval X

Send user Profile for Approval



Remarks:

APPROVE REJECT

Successfully Status changed to WFAPP

**Step19:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. .Up On

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step20:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step21:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.


**Remarks required!**

Up On

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step 22:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display

**Confirmation required**



with below alert Yes and No

Alert Message

Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Cancellation**
✕


Reason Description \*

Remarks

Requested By


EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 23:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Service Delivery									
1 - 10 of 377 10 < 1 2 3 ... 36 37 38 >									
Doc No.	Status	Mode of Service Delivery	Service Request No	Service Allotment No.	VCN No.	Vessel Name	Service Related	Agent Code	Bill To Party Code
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

*User Interface Image 206-Service Delivery 21.5.12*


**Step 24:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search
✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

+ Add Row



Clear ✕ Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## **26.BUSINESS FUNCTION NAME: SLUDGE CLEARANCE REQUEST**

### **26.1 DEFINITION:**



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.


## 26.2 NAVIGATION



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Requests→ Sludge Clearance Request→ Click on New button
------------------	--



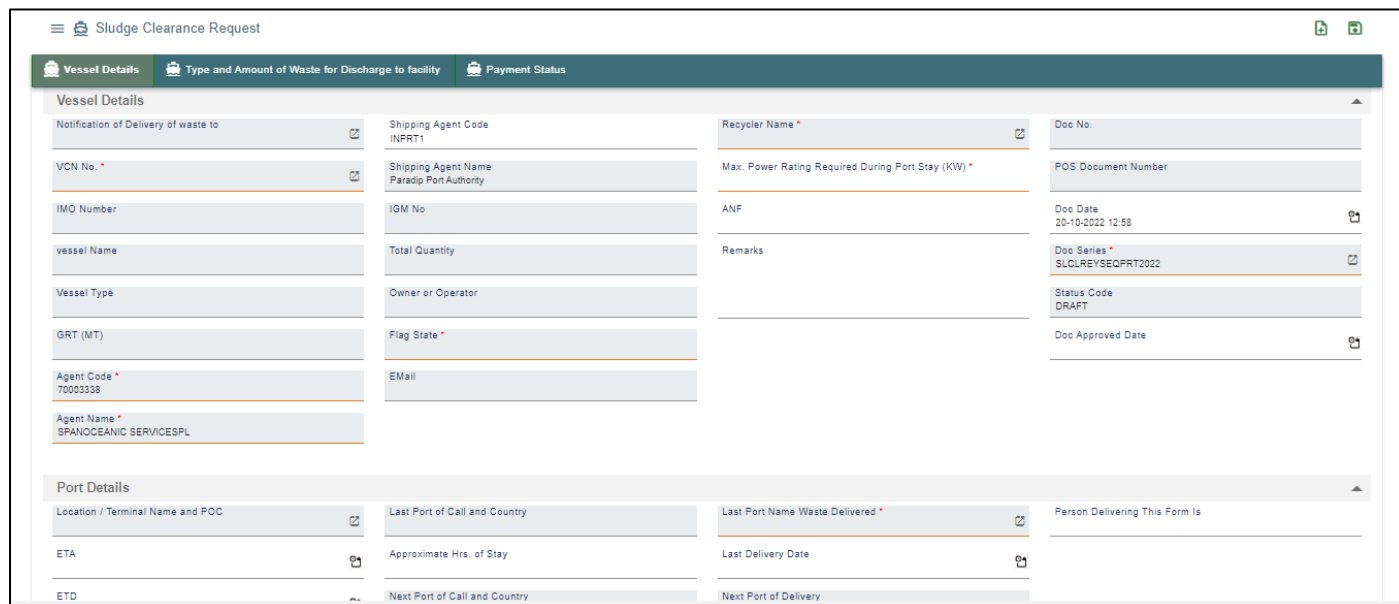
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

## 26.3 PREREQUISITES – MASTERS

## 26.4 SCREENSHOTS

Following Screenshots are from Sludge Clearance Request.



**Step 1-**Click on New button  . The user shall redirect to the screen like below-.



*User Interface Image 207-Sludge Clearance Request 22.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields. Port Details Section is also available in the same page.

Below are the Field Information regarding Vessel Details Section.

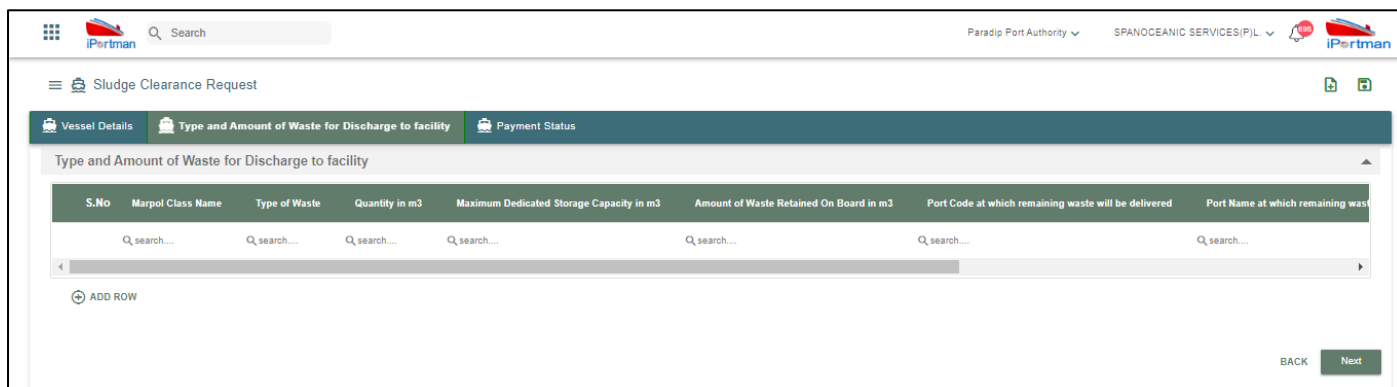
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Field Name	MANDATORY	Fill Type
Notification of Delivery of waste to	NO	BL Lookup
VCN No.	YES	BL Lookup
IMO No.	NO	Textbox/auto populated
Vessel Name	NO	Textbox/auto populated
GRT (MT)	NO	Textbox/auto populated
Vessel Type Name	NO	Textbox/auto populated
Owner or Operator	NO	Textbox/auto populated
Flag State	YES	Textbox/auto populated
Email	NO	Textbox/auto populated
Max. Power Rating Required During Port Stay (KW)	YES	Textbox
Remarks	NO	Textbox
Location / Terminal Name and POC	NO	BL Lookup
ETA	NO	Calendar
ETD	NO	Calendar
Last Port of Call and Country	NO	Textbox
Approximate Hrs. of Stay	NO	BL Lookup
Next Port of Call and Country	NO	BL Lookup
Last Port Name Waste Delivered	YES	BL Lookup
Last Delivery Date	YES	Calendar
Next Port of Delivery	NO	BL Lookup
Person Delivering This Form Is	YES	Textbox

**Step 3:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Type and Amount of Waste for Discharge to Facility page as below -

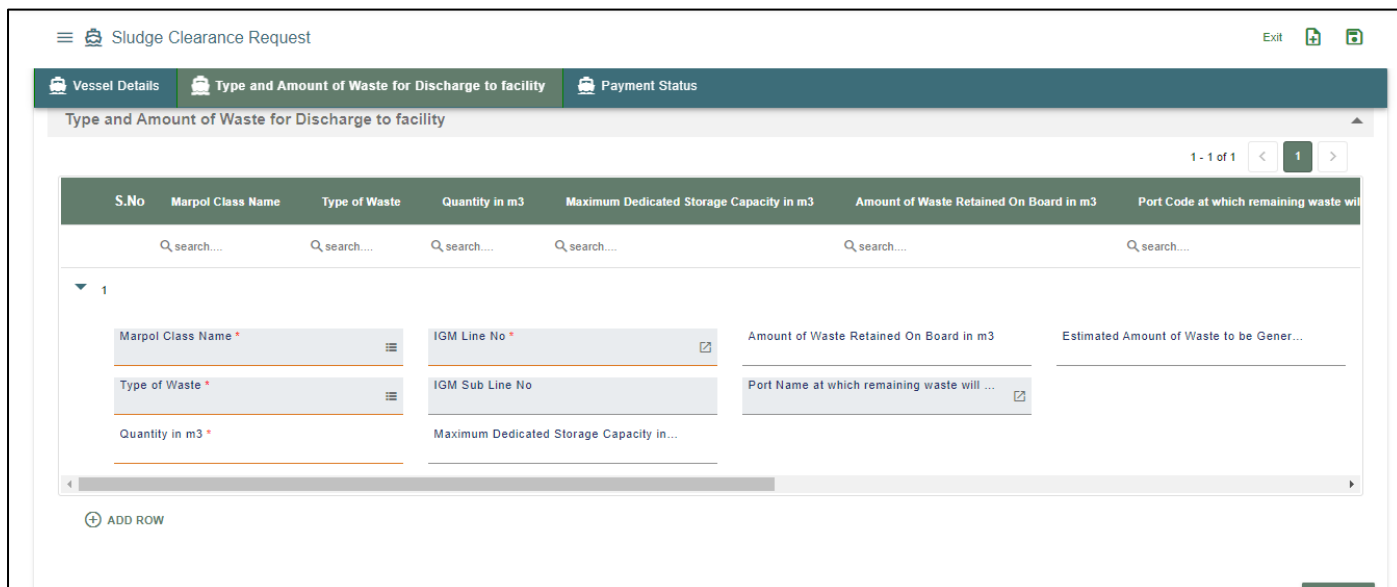
Click on **+ Add Row** the button.



*User Interface Image 208-Sludge Clearance Request 22.5.2*

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 4:** The system shall display below fields to enter.





*User Interface Image 209-Sludge Clearance Request 22.5.3*

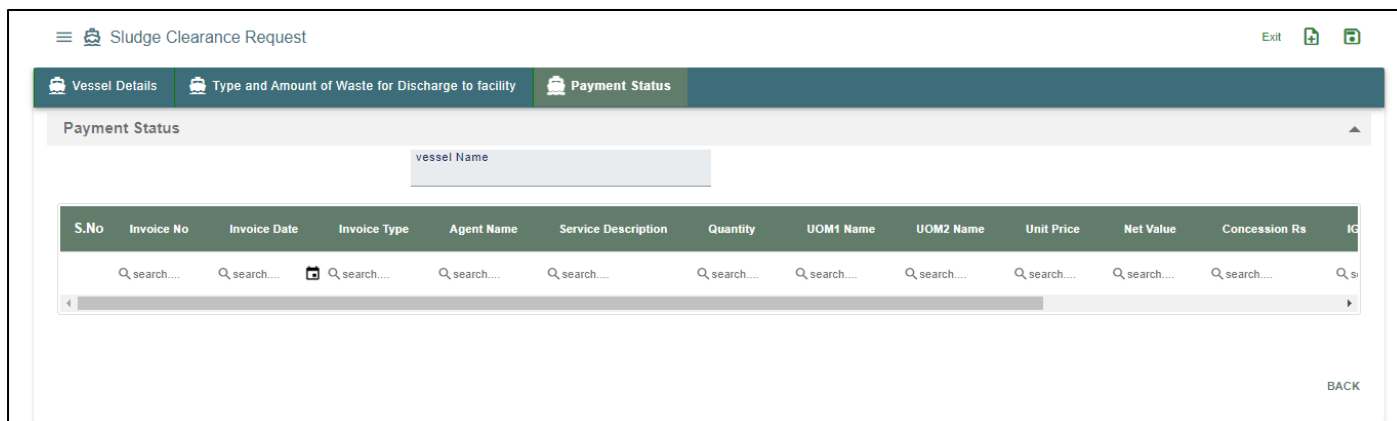
Below are the Field Information regarding Type and Amount of Waste for Discharge to Facility page Details Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Marpol Class Name	YES	Form Lookup / Auto populated
Type of Waste	YES	Form Lookup / Auto populated
Quantity in m3	YES	Textbox
Max. Dedicated Storage Capacity in m3	NO	Textbox
Amount of Waste retained on board in m3	NO	Textbox
Port Name at which remaining waste will be delivered	NO	BL Lookup
Estimated amount of waste to be generated between notification and next port call in m3	NO	Textbox

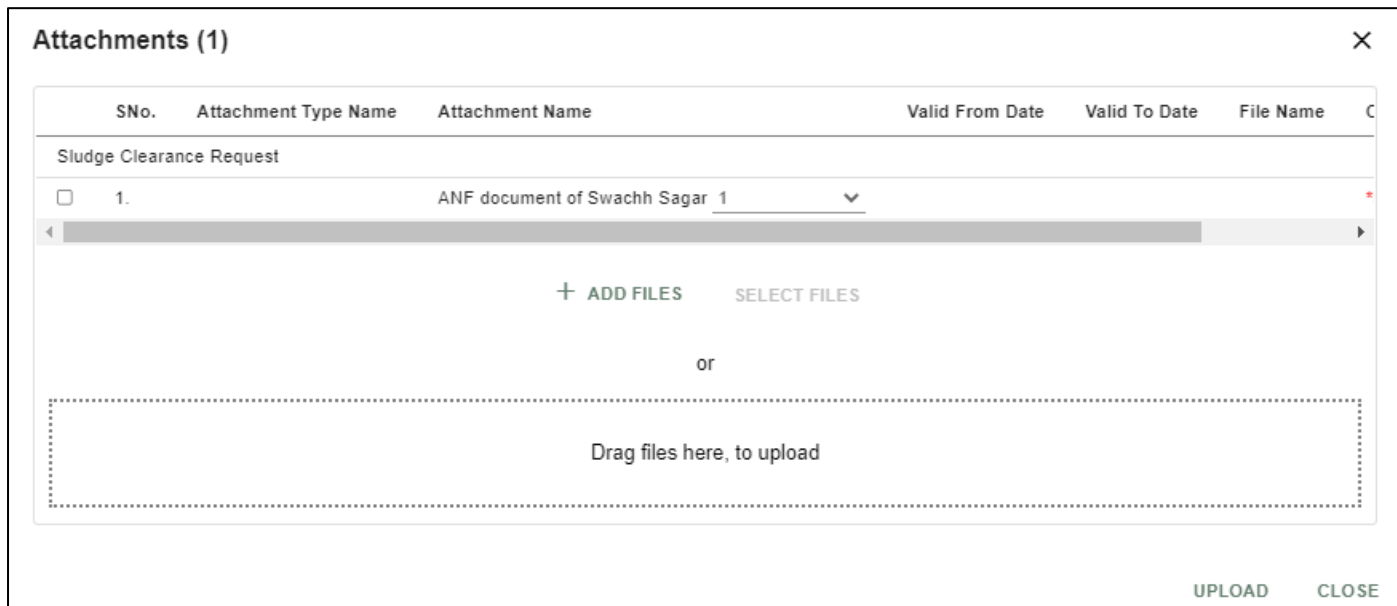
**Step 5:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Payment Status page as below –

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


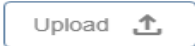


**Step 5:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 6:** Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



*User Interface Image 210-Sludge Clearance Request 22.5.4*

**Step 7:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

### Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	
Sludge Clearance Request						
<input type="checkbox"/>	1.	ANF document of Swachh Sagar 1				<span>✕</span>


+ ADD FILES
SELECT FILES


or

Drag files here, to upload

UPLOAD
CLOSE


*User Interface Image 211-Sludge Clearance Request 22.5.5*



**Step 8:** Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload  button and can download the attached document by clicking on the file name attached.

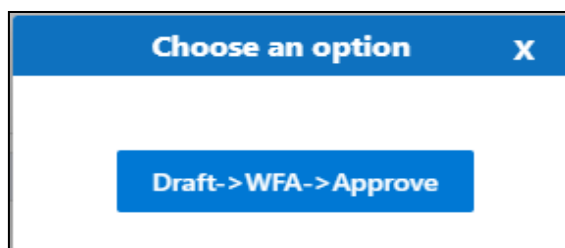
**Step 9:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List <span>📄</span> <span>✕</span>			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

**Step 10:** Click on Save, System will display the ✔ checklist saved ✕ 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 .

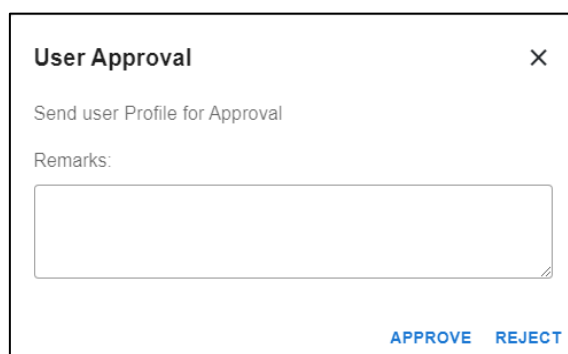
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**


**Step12:** Once the workflow is initiated click on  the icon. System will be display with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).






**Successfully Status changed to WFAPP**

**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

**Step14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


**Step15:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step 16:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED


**Step 17:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully 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

Confirmation required

**Alert Message**
✕

ℹ Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

**Cancellation**
✕

Reason Description \* 📎

Remarks

Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking 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

Sludge Clearance Request									
1 - 10 of 246 <span>10</span> <span>&lt;</span> <span>1</span> <span>2</span> <span>3</span> ... <span>23</span> <span>24</span> <span>25</span> <span>&gt;</span>									
Doc No.	Status	Notification of Delivery of waste to ↑	VCN No.	IMO Number	Vessel Name	Owner or Operator Name	Flag State	Max. Power Rating Required During Port Stay (KW)	Do
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	ss

*User Interface Image 212-Sludge Clearance Request 22.5.6*

**Step 20:** Click on 📄 icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



**Search**
✕


Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>

⊕ Add Row

Clear Search



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


## **27. BUSINESS FUNCTION NAME: SLUDGE CLEARANCE RECORDING**


### **27.1 DEFINITION:**

Agent requests for services for Sludge / Waste Oil Clearance to the port either through Portal by providing necessary Data. Request will be received in iPortman application for review and approval.

### **27.2 NAVIGATION**

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Recordings→ Sludge Clearance Recording→ Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.



### **27.3 PREREQUISITES – MASTERS**

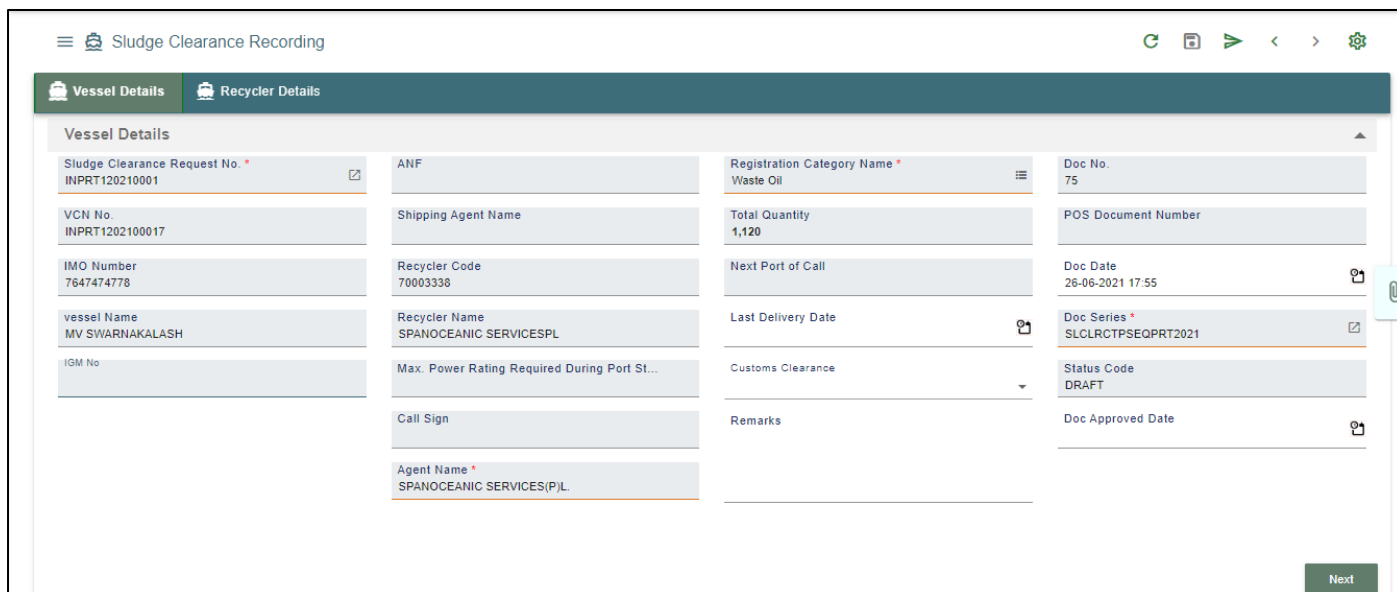
1. Agent

### **27.4 SCREENSHOTS**

Following Screenshots are from Sludge Clearance Recording.

**Step 1**-Click on New button  . The user shall redirect to the screen like below-.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Sludge Clearance Recording

**Vessel Details**

Sludge Clearance Request No. * INPRT120210001	ANF	Registration Category Name * Waste Oil	Doc No. 75
VCN No. INPRT1202100017	Shipping Agent Name	Total Quantity 1,120	POS Document Number
IMO Number 7647474778	Recycler Code 70003338	Next Port of Call	Doc Date 26-06-2021 17:55
vessel Name MV SWARNAKALASH	Recycler Name SPANOCANIC SERVICESPL	Last Delivery Date	Doc Series * SLCLRCTPSEQPRT2021
IGM No	Max. Power Rating Required During Port St...	Customs Clearance	Status Code DRAFT
	Call Sign	Remarks	Doc Approved Date
	Agent Name * SPANOCANIC SERVICES(P/L)		

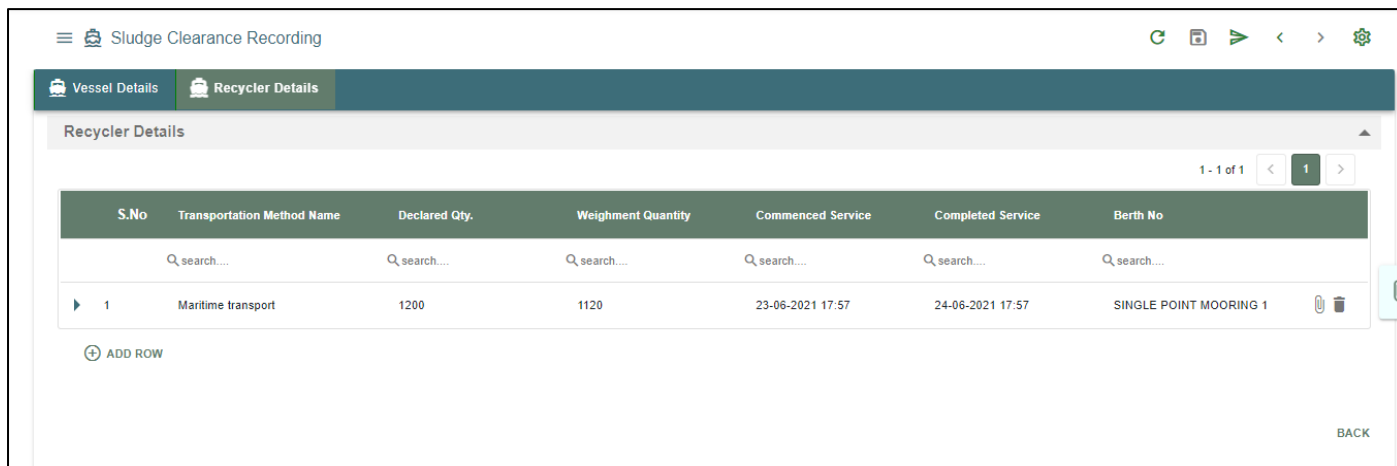
Next

*User Interface Image 213- Sludge Clearance Recording 23.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

**Step 3:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the Recycler Details page as below -

Click on **+ Add Row** the button.



Sludge Clearance Recording

**Recycler Details**

1 - 1 of 1

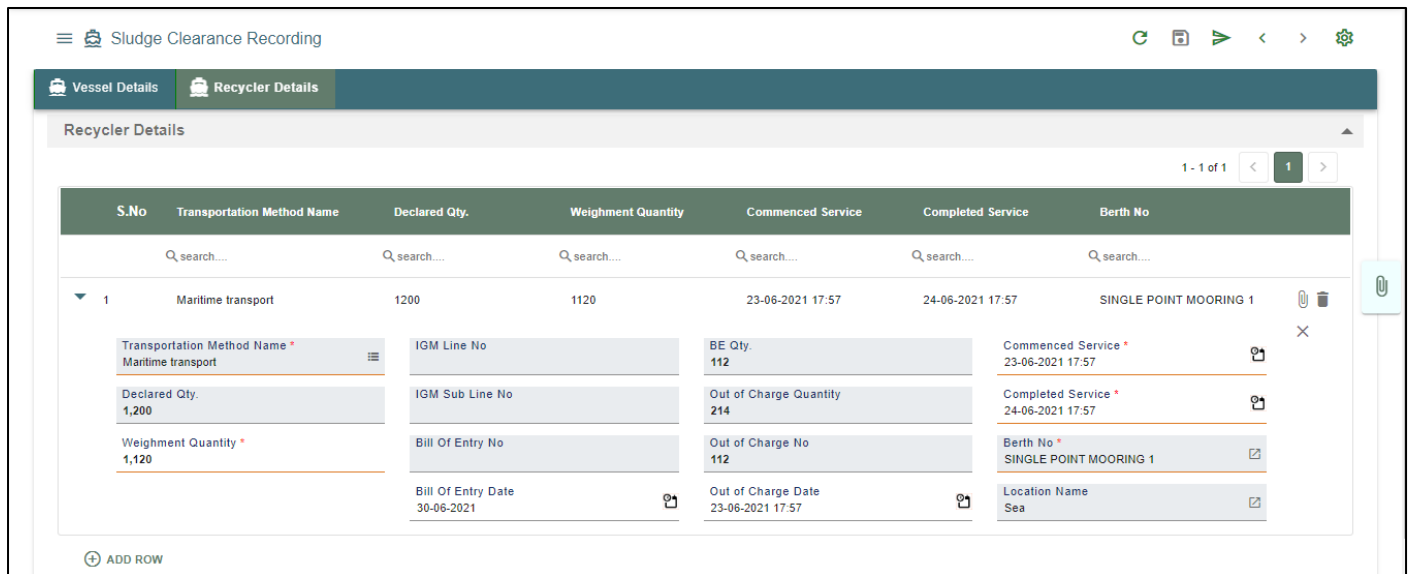
S.No	Transportation Method Name	Declared Qty.	Weighment Quantity	Commenced Service	Completed Service	Berth No
1	Maritime transport	1200	1120	23-06-2021 17:57	24-06-2021 17:57	SINGLE POINT MOORING 1

+ ADD ROW

BACK

*User Interface Image 214- Sludge Clearance Recording 23.5.2*

**Step 4:** The system shall display below fields to enter.






The screenshot shows the 'Sludge Clearance Recording' interface. The 'Recycler Details' tab is active. A table lists one record with the following details:

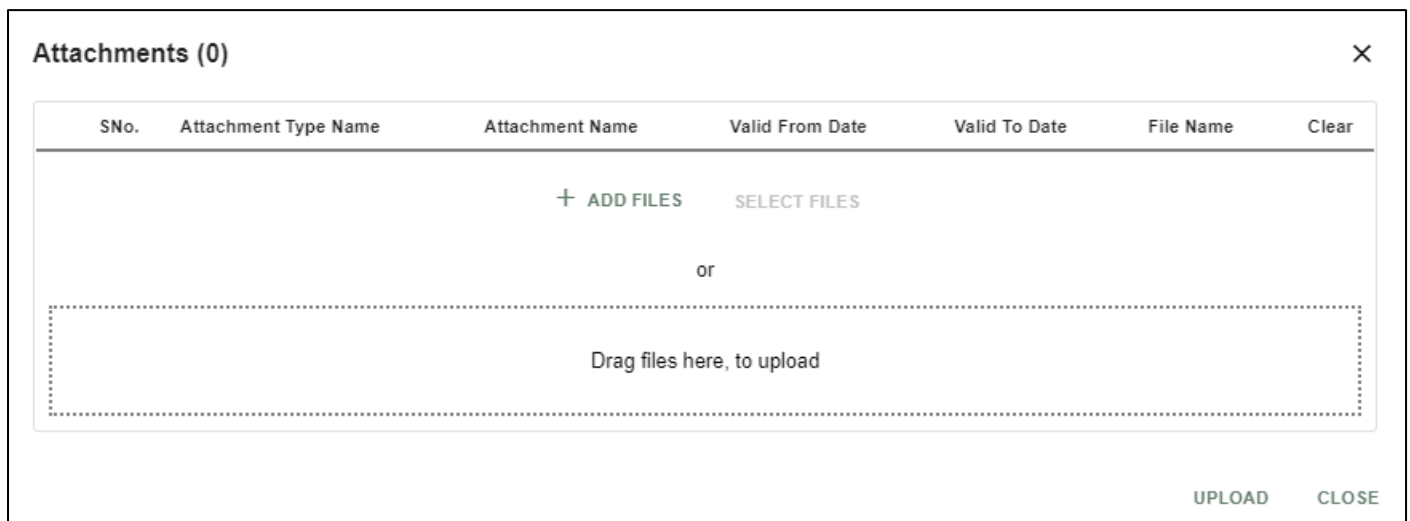
S.No	Transportation Method Name	Declared Qty.	Weighment Quantity	Commenced Service	Completed Service	Berth No
1	Maritime transport	1200	1120	23-06-2021 17:57	24-06-2021 17:57	SINGLE POINT MOORING 1

Below the table, a detailed view of the first record is shown, including fields for Transportation Method Name, Declared Qty., Weighment Quantity, IGM Line No, IGM Sub Line No, Bill Of Entry No, Bill Of Entry Date, BE Qty., Out of Charge Quantity, Out of Charge No, Out of Charge Date, Commenced Service, Completed Service, Berth No, and Location Name.

*User Interface Image 215- Sludge Clearance Recording 23.5.3*



**Step 5:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 6:** Aftersaving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



The screenshot shows the 'Attachments (0)' window. It contains a table with columns: SNo., Attachment Type Name, Attachment Name, Valid From Date, Valid To Date, File Name, and Clear. Below the table, there are buttons for '+ ADD FILES' and 'SELECT FILES', followed by 'or' and a dashed box with the text 'Drag files here, to upload'. At the bottom right, there are 'UPLOAD' and 'CLOSE' buttons.


*User Interface Image 216-Sludge Clearance Recording 23.5.4*


**Step 7:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Attachments (0)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <span>+</span> ADD FILES           <span>SELECT FILES</span> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div> <div> <span>UPLOAD</span> <span>CLOSE</span> </div>						

*User Interface Image 217-Sludge Clearance Recording 23.5.5*


**Step 8:** Click on attachment icon if any attachment are configured it will auto populate or Click on + Add files fill the required fields and upload the documents if any through Upload  button and can download the attached document by clicking on the file name attached.

**Step 9:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

**Check List**
📄
✕



Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

**Step 10:** Click on Save, System will display the ✔ checklist saved ✕ 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**
✕

Draft->WFA->Approve

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman PORTAL Application	TMP/UMG/V.1.0	

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step12:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to WFAPP**

**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

**Remarks required!**

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

**Successfully rejected.**

**Step14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×



Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step15:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If user reject the request following alert will display on the screen.

**Remarks required!**


Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

**Successfully rejected.**

**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation


Reason Description \*

Remarks

Requested By


EXIT PROCEED



By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display **Ok** and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Sludge Clearance Recording									
1 - 10 of 227									
Doc No.	Status	Sludge Clearance Request No.	Recycler Code	Recycler Name	VCN No.	Vessel Name	Registration Category Name	Doc Approved Date	Data Source
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...	Q search...

User Interface Image 218- Sludge Clearance Recording 23.5.6

**Step 18:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....

search....


and

+

 Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 28. BUSINESS FUNCTION NAME: Vehicle/Visitor/Company Blacklisting

### 28.1 DEFINITION:


THE PURPOSE OF THIS FUNCTION IS TO BLACKLIST OF ANY VEHICLE/VISITOR/COMPANY TO DO THE BUSINESS WITH PORT.


### 28.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo→ Others→ Vehicle/Visitor/Company Blacklisting → Click on New button 
------------------	--

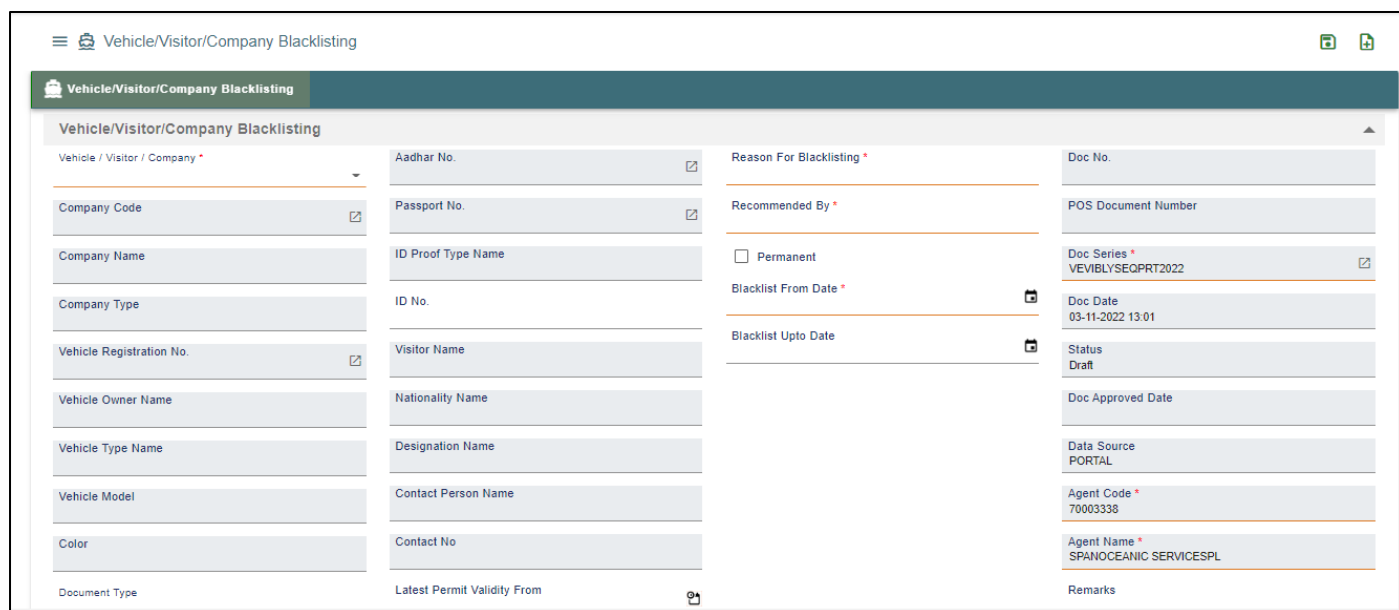
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 28.3 PREREQUISITES – MASTERS

### 28.4 SCREENSHOT

Following screenshot from Vehicle/Visitor/Company Blacklisting.

**Step 1-** Click on New button  . The user shall redirect to the screen like below-



**Vehicle/Visitor/Company Blacklisting**

Vehicle / Visitor / Company \*

Company Code \*

Company Name

Company Type

Vehicle Registration No. \*

Vehicle Owner Name

Vehicle Type Name

Vehicle Model

Color

Document Type

Aadhar No. \*

Passport No. \*

ID Proof Type Name

ID No.

Visitor Name

Nationality Name

Designation Name

Contact Person Name

Contact No.

Latest Permit Validity From

Reason For Blacklisting \*

Recommended By \*

☐ Permanent

Blacklist From Date \*

Blacklist Upto Date

Doc No.

POS Document Number

Doc Series \*  
VEVIBLYSEQPRT2022

Doc Date  
03-11-2022 13:01

Status  
Draft

Doc Approved Date

Data Source  
PORTAL

Agent Code \*  
70003338

Agent Name \*  
SPANOCANIC SERVICESPL

Remarks

*User Interface Image 359 – Vehicle/Visitor/Company Blacklisting 50.5.1*



**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Vehicle/Visitor/Company Blacklisting Details Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Vehicle/Visitor/company	Yes	Dropdown
Company Code	Yes	Popup
Company Name	No	Text box
Company Type	No	Text box
Vehicle Regd No.	Yes	Popup
Vehicle Owner Name	No	Text box
Vehicle Type	No	Text box
Vehicle Model	No	Text box
Vehicle Colour	No	Text box
Document Type	Yes	Dropdown
Aadhar No.	Yes	Popup
ID Proof Type	No	Text box
ID Proof No.	No	Text box
Passport No.	Yes	Popup
Visitor Name	No	Text box
Nationality	No	Text box
Designation	No	Text box
Contact Person	No	Text box
Contact No.	No	Text box
Latest Permit Vaidity From	No	Text box
Latest Permit Validity To	No	Text box



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Reason for Blacklisting	Yes	Text box
Recommened By	Yes	Text box
Permanent	No	Checkbox
Blacklist From Date	Yes	Date Picker
Blacklist Upto Date	Yes/No	Date Picker
Remarks	No	Text box

**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.



**Step 4:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –

**Attachments (0)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div>						

UPLOAD
CLOSE

*User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2*

**Step 5:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3*


**Step 6:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List



Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	

**Step 8:** Click on Save, System will display the  status on the screen.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .


Choose an option

Draft->WFA->Approve

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step10:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to WFAPP**

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

**Remarks required!**

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

**Successfully rejected.**

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

×



Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

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 and the document status will be changed as 'REJECTED'.

Successfully rejected.



**Step 14:** Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED

**Step 15:** Once the user Approve the request the

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 and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step 16:** While if there is any changes or error we can cancel the record by clicking the icon shown.



After clicking the icon system will display

Confirmation required



with below alert Yes and No

Alert Message

Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cancellation


Reason Description \*


Remarks

Requested By

EXIT


PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Berth Inspection											
1 - 10 of 118											
Doc No.	Status	IMO Number	Vessel Name	Arrival D&T	Berth Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date	
Q search...	Q search...	Q search...	Q search...	search...	Q search...	search...	Q search...	search...	Q search...	search...	

*User Interface Image 362 – Vehicle/Visitor/Company Blacklisting 50.5.4*

**Step 18:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search


Field	Condition	Value1	Value2	Concatenate Condition
		search....	search....	and



+

Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 29. BUSINESS FUNCTION NAME: Blacklisting Releasing

### 29.1 DEFINITION:


THE PURPOSE OF THIS FUNCTION IS TO RELEASE THE BLACKLIST OF ANY VEHICLE/VISITOR/COMPANY TO DO THE BUSINESS WITH PORT.


### 29.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.


<b>Menu Path</b>	Menu Bar → Cargo → Others → Blacklist Releasing → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 29.3 PREREQUISITES – MASTERS

### 29.4 SCREENSHOT

Following screenshot from Blacklist Releasing.

**Step 1-** Click on New button  . The user shall redirect to the screen like below-





*User Interface Image 363 – Vessel Inspection 51.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.


Below are the Field Information regarding Blacklist Releasing Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Blacklist No.	Yes	Pop Up
Vehicle/Visitor/Company	No	Text Box
Company Code	No	Text Box
Company Name	No	Text Box
Company Type	No	Text Box
Vehicle Regd No.	No	Text Box
Vehicle Owner Name	No	Text Box
Vehicle Type	No	Text Box
Vehicle Model	No	Text Box
Vehicle Colour	No	Text Box
Document Type	No	Text Box
Aadhar No.	No	Text Box
ID Proof Type	No	Text Box
ID Proof No.	No	Text Box
Passport No.	No	Text Box
Visitor Name	No	Text Box
Nationality	No	Text Box
Designation	No	Text Box
Contact Person	No	Text Box
Contact No.	No	Text Box
Latest Permit Vaidity From	No	Date Picker
Latest Permit Validity To	No	Date Picker
Reason for Blacklisting	No	Text Box
Recommened By	No	Text Box
Permanent	No	Checkbox
Blacklist From Date	No	Date Picker
Blacklist Upto Date	No	Date Picker
Releasing From	Yes	Date Picker
Released By	Yes	Text Box
Penalty Paid (Y/N)	Yes	Dropdown
Remarks	No	Text Box

**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.



**Step 4:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2*

**Step 5:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3*

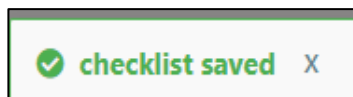
**Step 6:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured




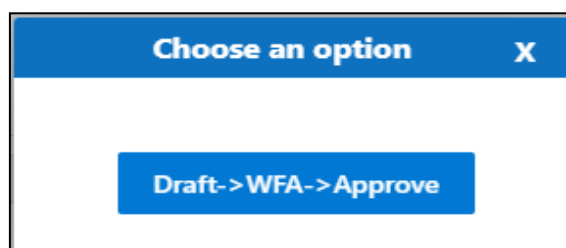
parameters will display in the Check List Window.

Check List <span>📄 X</span>			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	




**Step 8:** Click on Save, System will display the status on the screen.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step10:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval X



Send user Profile for Approval


Remarks:


APPROVE
REJECT



**Successfully Status changed to WFAPP**

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

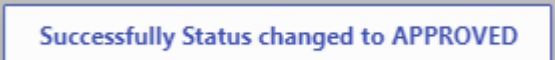
User Approval

×


Send user Profile for Approval



Remarks:

APPROVE REJECT

**Step13:** Once the user Approve the request the  following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. .Up On

Adding the remarks click on Reject. Alert will display on the screen  and the document status will be changed as 'REJECTED'.

**Step 14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval



×

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Step 15:** Once the user Approve the request the  following

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.


**Remarks required!**

Up On

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.


**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display

**Confirmation required**

with below alert Yes and No

Alert Message

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation

Reason Description \*

Remarks


Requested By

EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display


**Ok**



and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Berth Inspection										
1 - 10 of 110										
Doc No.	Status	IMO Number	Vessel Name	Arrival D/T	Berth Name	Doc Approved Date	Data Source	Doc Date	Created By	Created Date
search...	search...	search...	search...	search...	search...	search...	search...	search...	search...	search...

#### User Interface Image 362 – Vehicle/Visitor/Company Blacklisting 50.5.4

**Step 18:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....


search....

and

+ Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 30. Business Function Name: Cargo Hold

### 30.1 Definition:

Port authority can hold the cargo for various reasons. Hold cargo are not allowed for shipment or delivery. Port Authority can use iPortman® application to hold the cargo. Port Official can hold the cargo for various reasons mentioned below

- Operation Hold
- Finance Hold
- Custom Hold
- Documentation Hold
- Safety Hold
- Other Holds

Imported Cargo marked, as “Hold” will not allowed for delivery. Likewise, Export Cargo marked as “Hold” will not be allowed for shipment. Importer/Exporter can request to release the cargo by obtaining clearance on the reason of Holding.

### 30.2 Navigation

Following navigation path is mentioned from Menu  selection to view the list item and add new records.

<b>Menu Path</b>	<b>Menu Bar → Cargo → Cargo operations → Cargo Hold → Click on New button</b>
------------------	---


User can also search the function in search area  available in the header section left side with function name

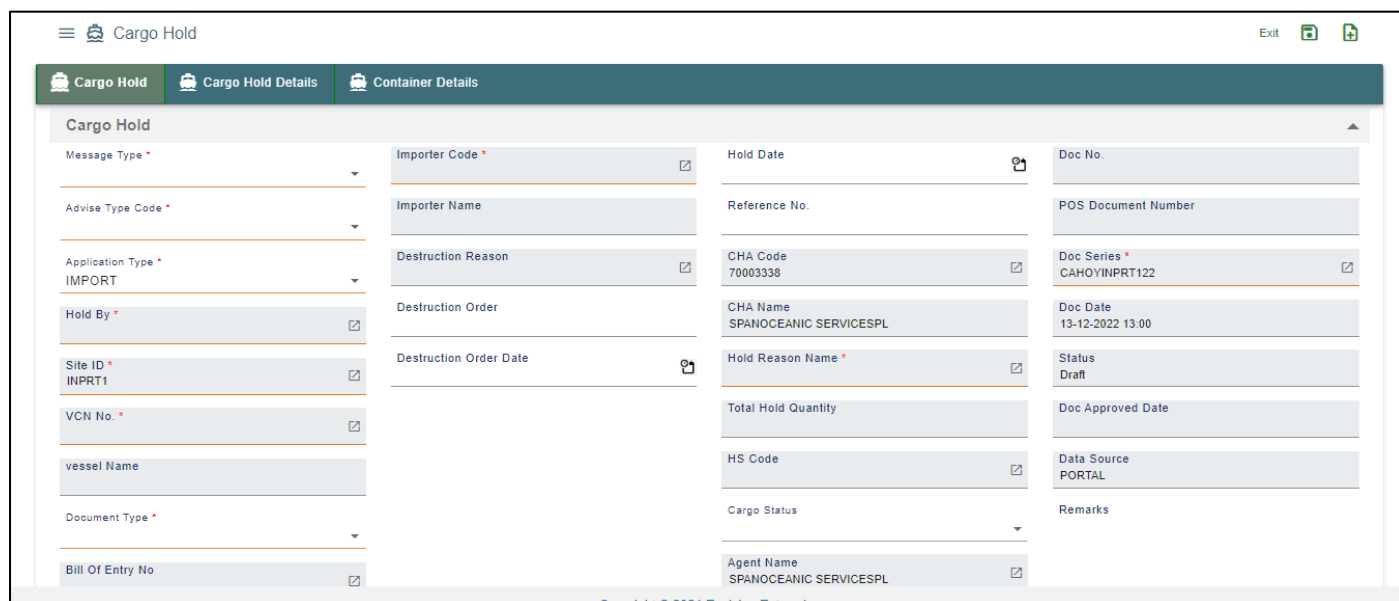
### 30.3 Prerequisites – Masters

1. Document Type
2. Hold Type
3. Cargo Code
4. Cargo Name
5. UOM

## 30.4 Screenshots

Following screenshot from Cargo Hold

**Step 1-** Click on Add new button  and Select Application type as “IMPORT”. We will redirect to screen like below.



User Interface Image 149-Cargo Hold-23.5.1


Below are the Field Information regarding Cargo Hold Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
Hold/Application Type*	Yes	Dropdown
Hold By*	Yes	Dropdown
Site Id	Yes	text box
Hold Type	Yes	Dropdown
Post Hold Action	No	Dropdown
VCN*	Yes	Popup
Vessel Name	No	Text Box
Document Type*(IGM /Bill of Entry)	Yes	Dropdown
IGM No.	No	Text Box
IGM Date	No	Calendar
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Calendar
Importer Code*	Yes	Popup
Importer Name	No	Text Box
Exporter Code*	Yes	Popup
Exporter Name	No	Text Box
Shipping Bill No*	Yes	Popup
Shipping Bill Date	No	Calendar
Cargo Type	No	Text Box

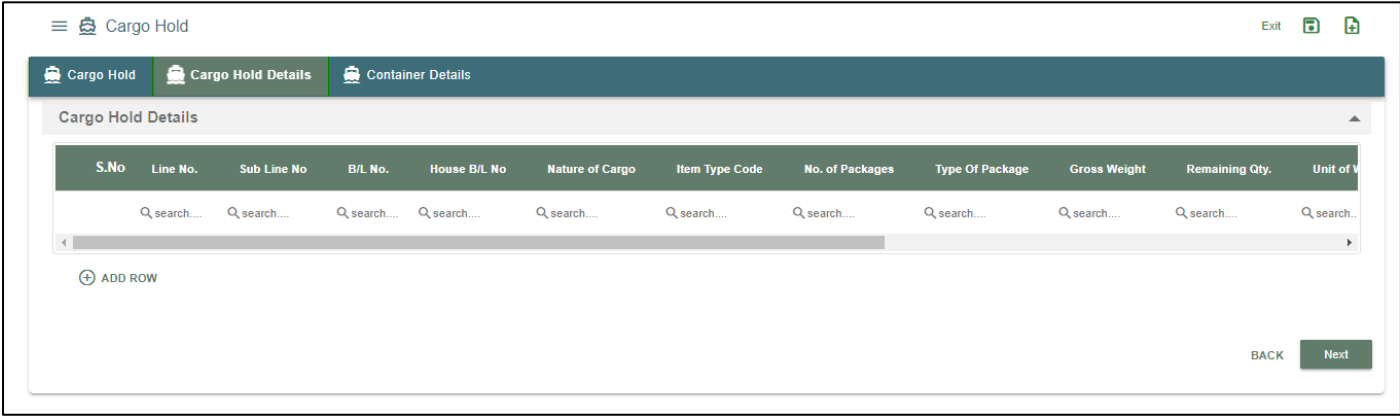
Cargo Code*	Yes	Popup
Cargo Name	No	Text Box
CHA Code*	Yes	Popup
CHA Name	No	Text Box
Hold Reason*	Yes	Text Box
Total Hold Quantity	No	Text Box
Carting Permission Number	Yes	Popup
Confiscation Flag	NO	Dropdown
Confiscation/Hold Date	Yes	Text box
Customs Order release Date (For confiscation)	Yes	Text box
Destruction Reason	No	Text box
Destruction Order	No	Text box
Destruction Order Date	No	Date Picker
Cargo Status	No	Auto fill
Release Date	No	Auto fill
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.


**Step 3:** Click  button from Top Menu Bar to save Cargo Holdform record. Once it is saved Cargo Hold Details will be activated to add Cargo Hold details.

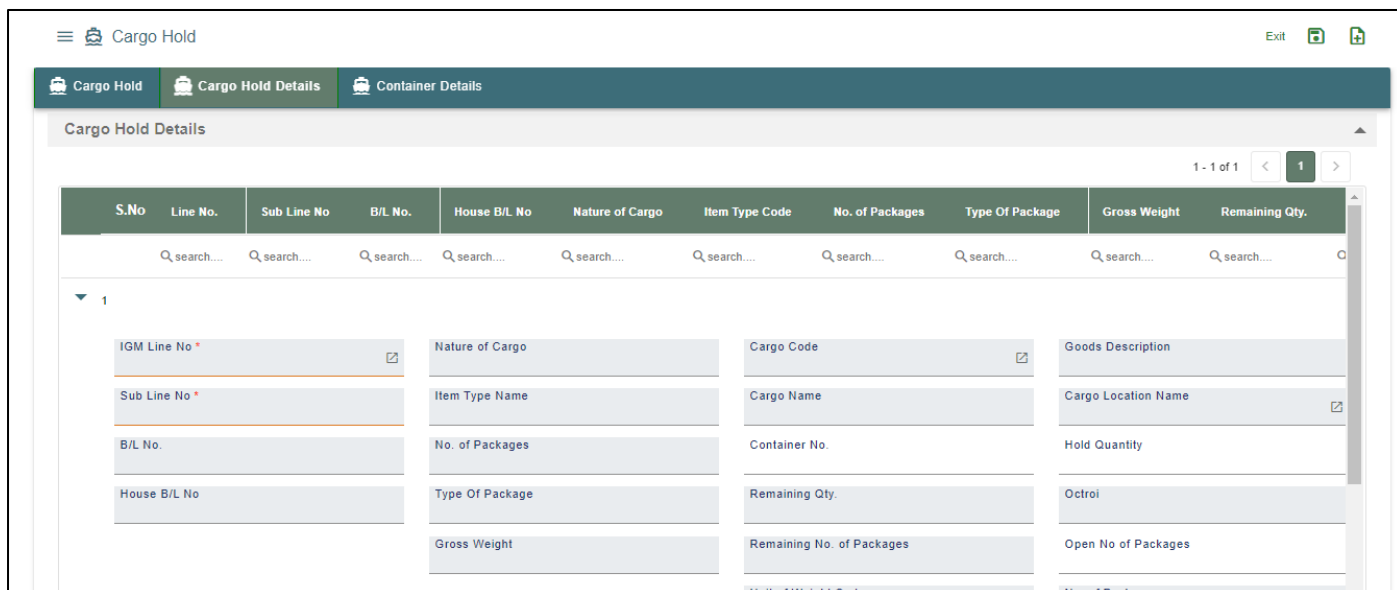
 **Record saved**

**Step 4:** Once Cargo Hold form are saved, Cargo Hold Details will be activated as below to add Cargo Hold Details as shown in below screen.



**User Interface Image 150-Cargo Hold (Cargo Hold Details)-23.5.2(a)**

Click on  to begin with data entry





**User Interface Image 151-Cargo Hold (Cargo Hold Details)-23.5.2(b)**

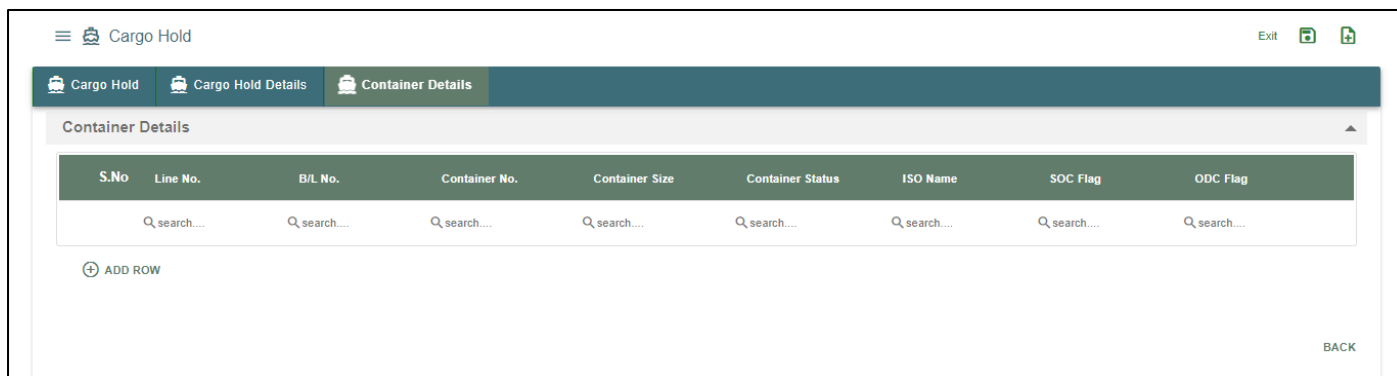
Below are the Field Information regarding Cargo Hold Details Line-Item Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
IGM Line No*	Yes	Popup
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type Name	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Cargo Code	No	Pop Up
Cargo Name	No	Text Box
Remaining No. of Packages	No	Text Box
Hold Quantity	No	Text Box
Open Qty	No	Text Box
Hold No. of Packages	No	Text Box
Open No. of Packages	No	Text Box
Post Hold Action	No	DropDown
CIF Value	No	Text Box
Gross Volume	No	Text Box
Marks and Numbers	No	Text Box
Goods Description	No	Text Box

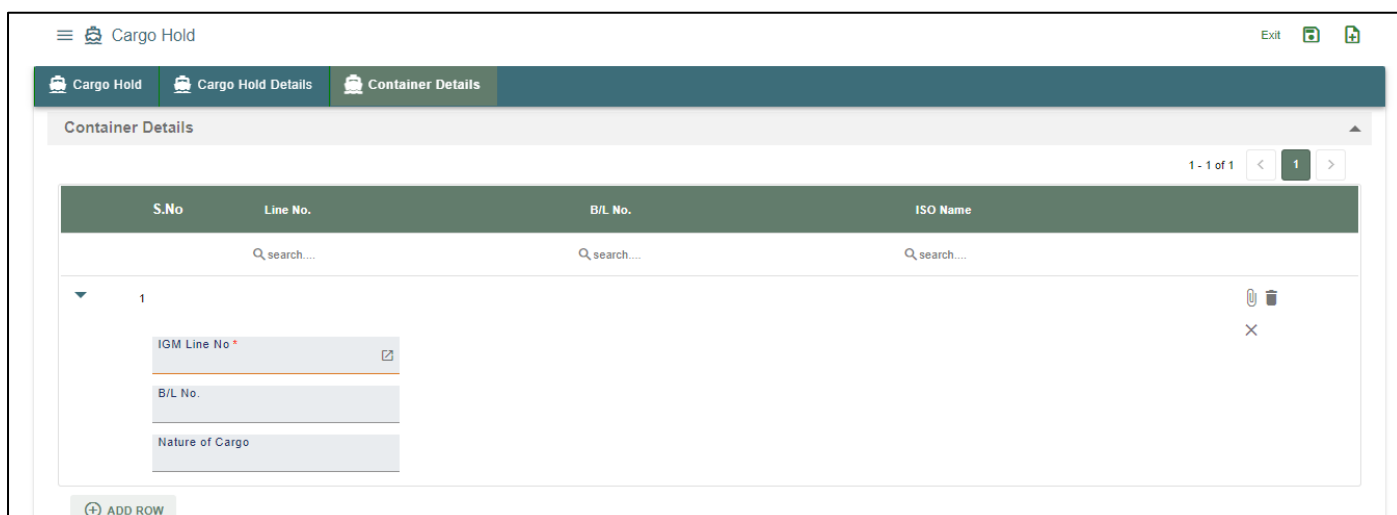
**Step 5:** Once Cargo Hold form are saved, Container Details will be activated as below to add Container Details as shown in below screen.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



**User Interface Image 152-Cargo Hold (Container Details)-23.5.3(a)**

Click on [+ Add Row](#) to begin with data entry



**User Interface Image 153-Cargo Hold (Container Details)-23.5.3(b)**



Below are the Field Information regarding Container Details Line-Item Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
SB Item No*	Yes	Popup
Container No	No	Pop Up
Container Size'	No	Text Box
Container Status	No	Text Box
ISO Code	No	Text Box
SOC Flag	No	Text Box
ODC Flag	NO	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ×


8No.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload 

Close ×

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required.x**

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required



+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	




Attachments (2) X


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files

Select files


OR

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png (224.39 kb) 	

Upload 


Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display 

✔ Record saved

 message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

Choose an option X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

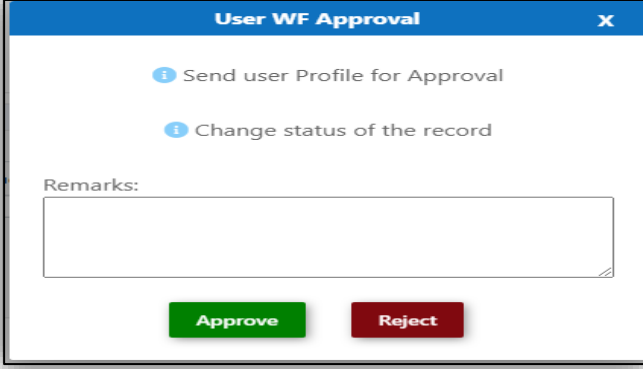
**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

 with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
--	---	------------------------------------	--



**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to WFAPP

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

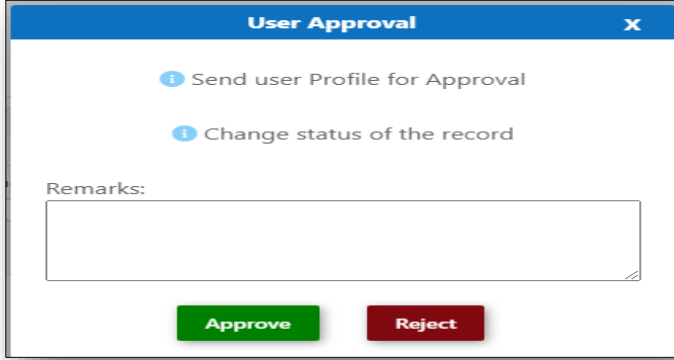
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to APPROVED

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

**Alert Message** ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

**Cancellation**
✕

Reason Description ✎

---

Remarks

---

Requested By

---

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

By Clicking on ✔ we can view the status of the record or displays no history data found

**Data Submit Status**
✕

**Portal Integration**

Status: SUCCESS



End Point Code	Status	Response
IPAPRJCTCARHOLPRTLCHPTOB	SUCCESS	record saved successfully id = 1137

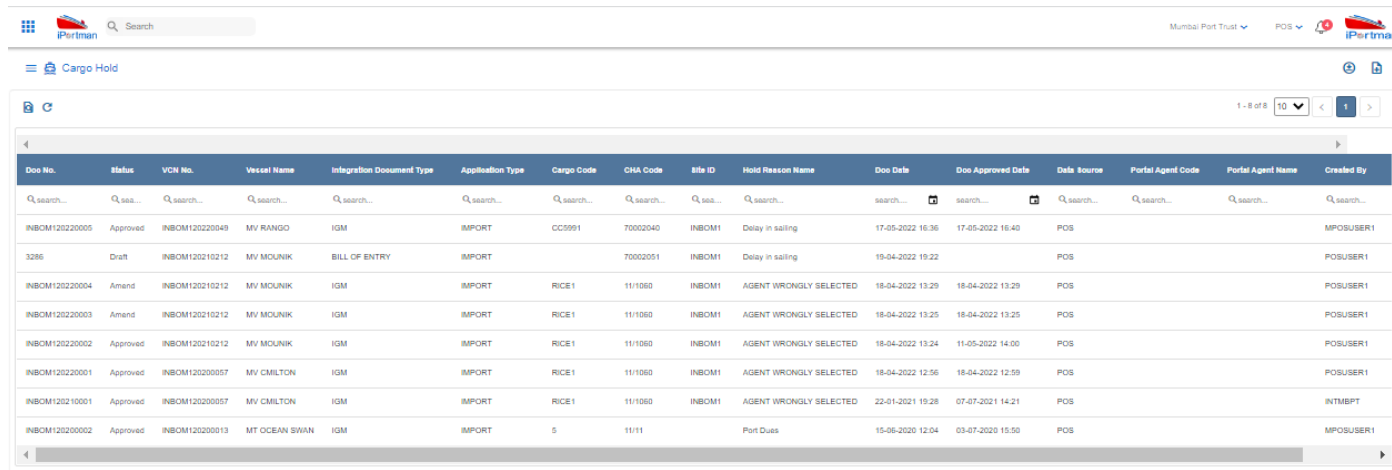
**Pos Integration**

Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTCARHOLSAP	SUCCESS	{ "status": "message received" }

Upon Save / Approve / Reject / Cancel the record that can be seen in ✔ as Draft/Approved/Rejected/Cancel Status respectively

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Doc No.	Status	VCN No.	Vessel Name	Integration Document Type	Application Type	Cargo Code	CHA Code	Bill ID	Hold Reason Name	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name	Created By
INBOM120220005	Approved	INBOM120220049	MV RANGO	IGM	IMPORT	CC991	70002040	INBOM1	Delay in sailing	17-05-2022 16:36	17-05-2022 16:40	POS			MPOSUSER1
3286	Draft	INBOM120210212	MV MOUNIK	BILL OF ENTRY	IMPORT		70002051	INBOM1	Delay in sailing	19-04-2022 19:22		POS			POSUSER1
INBOM120220004	Amend	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:29	18-04-2022 13:29	POS			POSUSER1
INBOM120220003	Amend	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:25	18-04-2022 13:25	POS			POSUSER1
INBOM120220002	Approved	INBOM120210212	MV MOUNIK	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 13:24	11-05-2022 14:00	POS			POSUSER1
INBOM120220001	Approved	INBOM120200057	MV CMLTON	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	18-04-2022 12:56	18-04-2022 12:59	POS			POSUSER1
INBOM120210001	Approved	INBOM120200057	MV CMLTON	IGM	IMPORT	RICE1	11/1060	INBOM1	AGENT WRONGLY SELECTED	22-01-2021 19:28	07-07-2021 14:21	POS			INTMEPT
INBOM120200002	Approved	INBOM120200013	MT OCEAN SWAN	IGM	IMPORT	5	11/11		Port Dues	15-06-2020 12:04	03-07-2020 15:50	POS			MPOSUSER1

**User Interface Image 156-Cargo Hold (List Data)-23.5.5**

## 31.Business Function Name: Cargo Release Request

### 31.1 Definition:


In this function the Customer Request to release the Cargo which has been hold by the Port for Various Reasons.

- Importer/Exporter or CHA logs in to iPortman® Portal to submit the request for “Cargo Release” by providing the details.
- Importer/Exporter or CHA attaches required documents as a proof of clearance.
- Submitted request will be available in iPortman Web Application for review and approval.

### 31.2 Navigation

Following navigation path is mentioned from Menu  selection to view the list item and add new records.

<b>Menu Path</b>	<b>Menu Bar →Cargo→ Requests→ Cargo Release Request→ Click on New button</b>
------------------	--

User can also search the function in search area  available in the header section left side with function name.

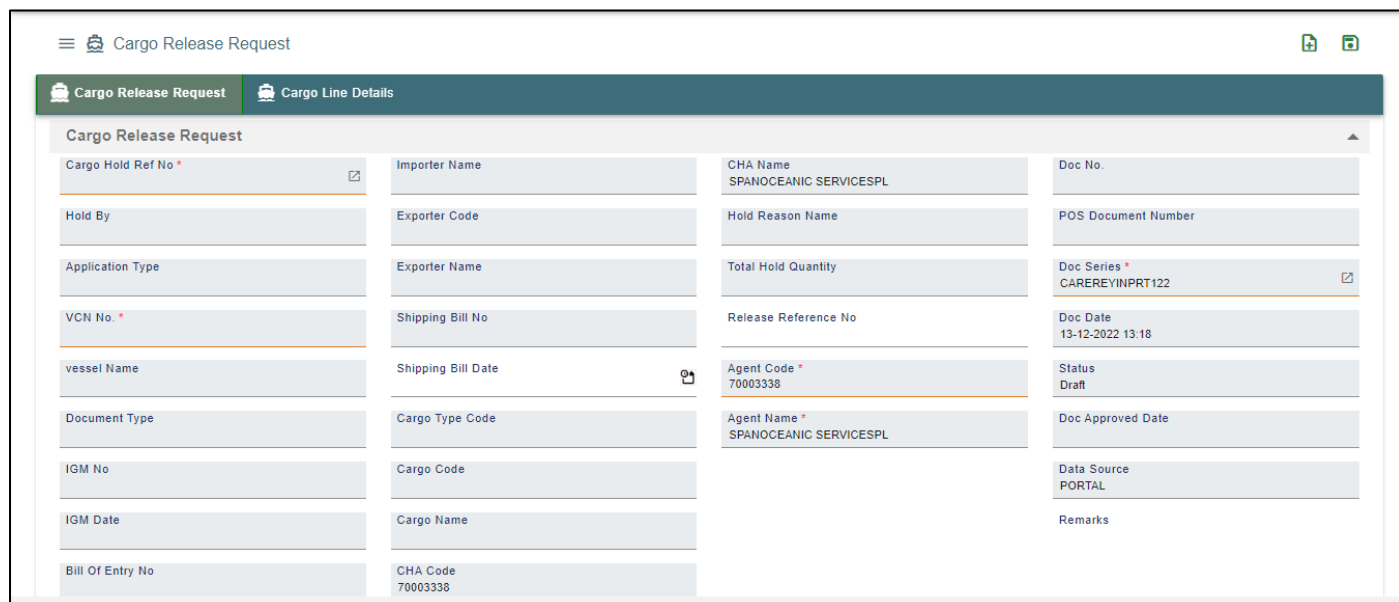
### 31.3 Prerequisites – Masters

1. Document Type
2. Hold Type
3. Cargo Code
4. Cargo Name
5. UOM

## 31.4 Screenshots

Following screenshot from Cargo Release Request

**Step 1-** Click on Add new button  .We will redirect to screen like below.



Cargo Release Request			
Cargo Hold Ref No *	Importer Name	CHA Name SPANOCCEANIC SERVICESPL	Doc No.
Hold By	Exporter Code	Hold Reason Name	POS Document Number
Application Type	Exporter Name	Total Hold Quantity	Doc Series * CAREREYINPRT122
VCN No. *	Shipping Bill No	Release Reference No	Doc Date 13-12-2022 13:18
vessel Name	Shipping Bill Date	Agent Code * 70003338	Status Draft
Document Type	Cargo Type Code	Agent Name * SPANOCCEANIC SERVICESPL	Doc Approved Date
IGM No	Cargo Code		Data Source PORTAL
IGM Date	Cargo Name		Remarks
Bill Of Entry No	CHA Code 70003338		



**User Interface Image 157-Cargo Release Request-24.5.1**

**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Below are the Field Information regarding Cargo Release Request Details Section.

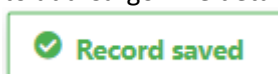
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
Cargo Hold Reference No*	Yes	Popup
Hold By	No	Text Box
Application Type	No	Text Box
VCN	No	Text Box
Vessel Name	No	Text Box
Document Type(IGM /Bill of Entry)	No	Text Box
IGM No.	No	Text Box
IGM Date	No	Text Box
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Text Box
Importer Code	No	Text Box
Importer Name	No	Text Box
Exporter Code	No	Text Box
Exporter Name	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Cargo Type	No	Text Box

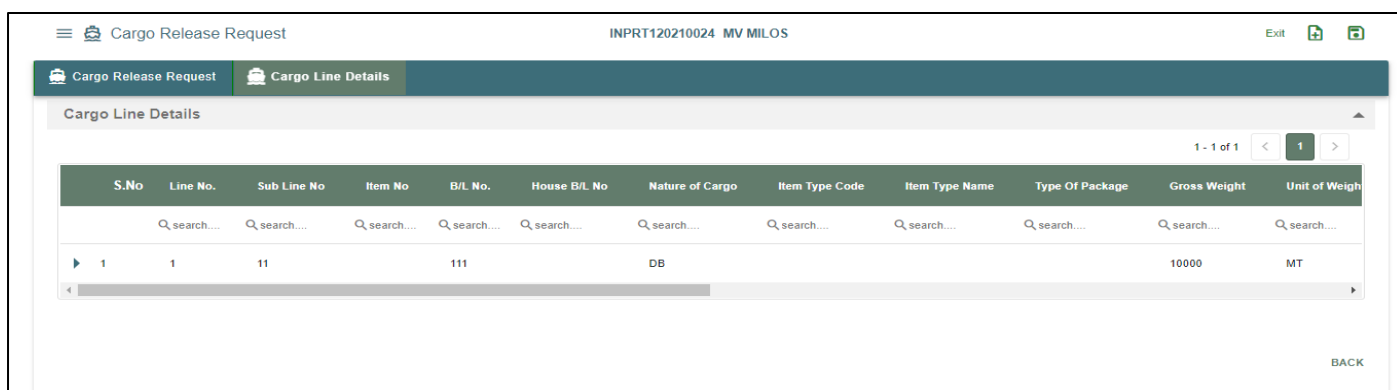
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cargo Code	No	Text Box
Cargo Name	No	Text Box
CHA Code	No	Text Box
CHA Name	No	Text Box
Hold Reason	No	Text Box
Total Hold Quantity	No	Text Box
Cargo Status	No	Text Box
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

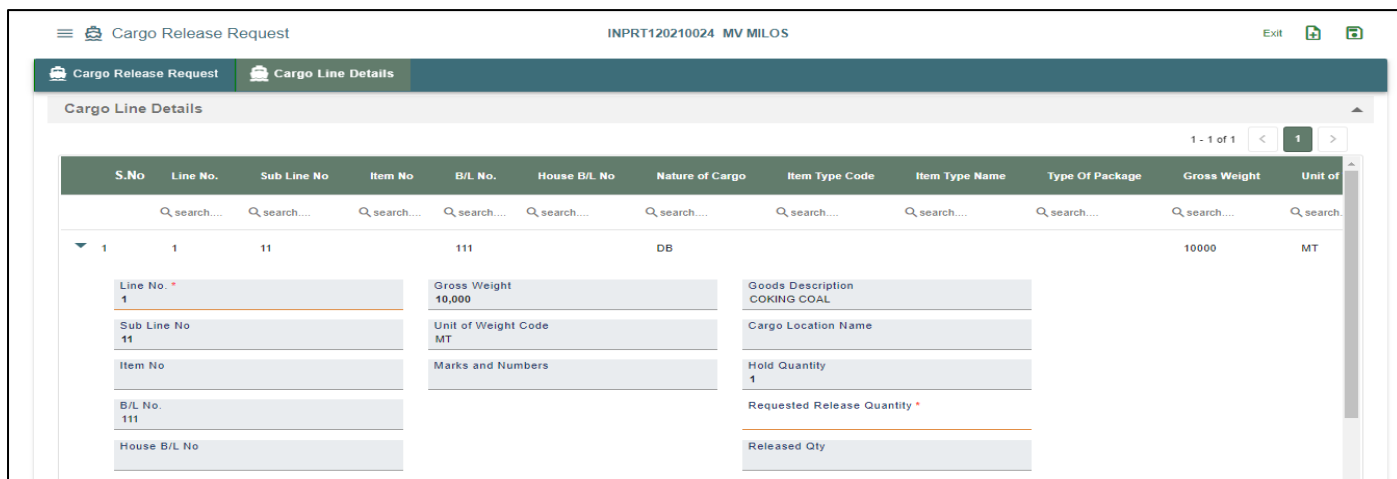
**Step 3:** Click  button from Top Menu Bar to save Cargo Release Request form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.



**Step 4:** Once Cargo Release Request form are saved, Cargo Line Details will be activated as below to add Cargo Line Details as shown in below screen.








**User Interface Image 158-Cargo Release Request (Cargo Line Details)-24.5.2(a)**



**User Interface Image 159-Cargo Release Request (Cargo Line Details)-24.5.2(b)**



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



**Step 5:** Once data is filled in Cargo Line Details, click on save button  and click on  Add Row if need to add multiple Row's or else click on  button.


Below are the Field Information regarding Cargo Line Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	Yes	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Container No	No	Text Box
Item Type	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box
Gross Volume	No	Text Box
Unit of Volume	No	Text Box
Marks & Number	No	Text Box
Goods Description	No	Text Box
Hold Quantity	No	Text Box
Requested Release Quantity*	Yes	Text Box
Released Quantity	No	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  Upload button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close





Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transshipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transshipment 			CHPT-CQA-SDO-BTT.png (224.39 kb)	

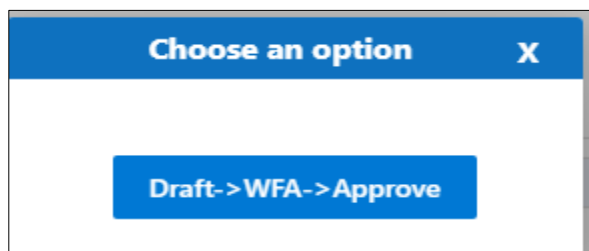
Upload
Close

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display Record saved message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .



**Successfully rejected.**

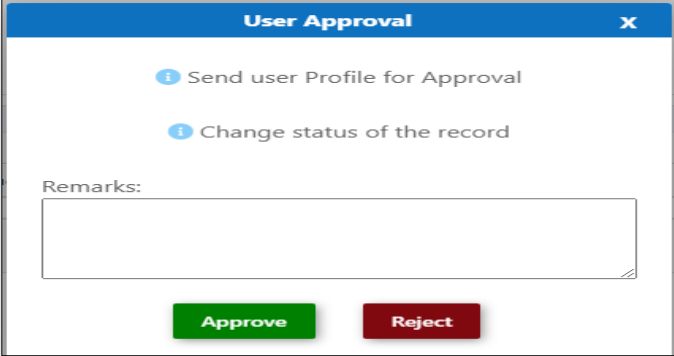
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

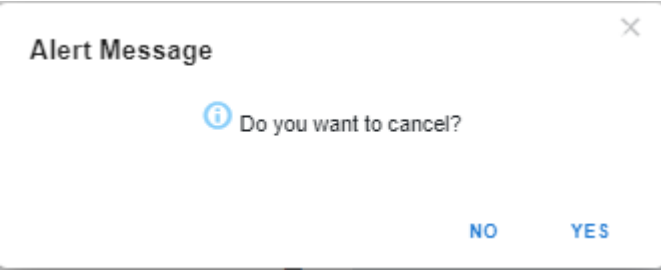
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

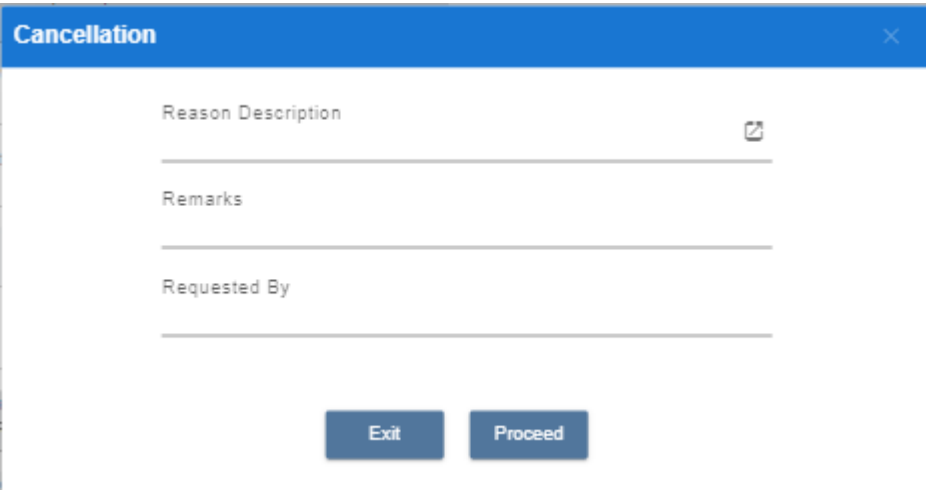


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]



Reason Description 

Remarks

Requested By

**Exit** **Proceed**

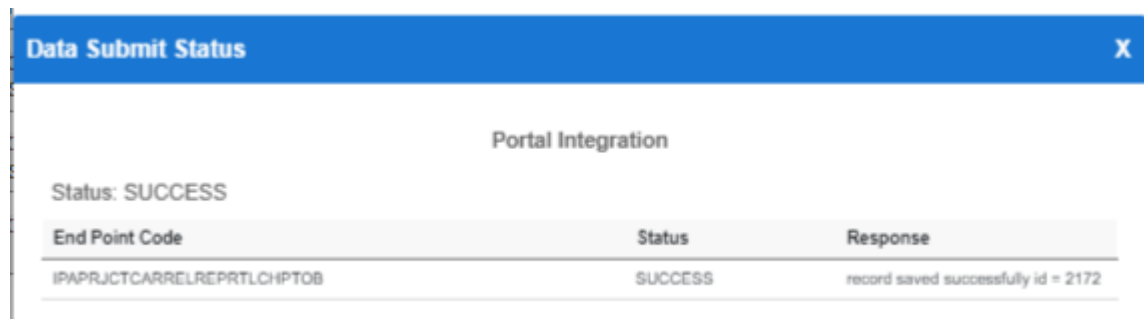
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL



By Clicking on  displays Status



Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Doc No.	Status	Cargo Hold Ref No	VCN No.	Vessel Name	Document Type	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
INMAA120220003	Approved	INMAA1 2022 0002	INMAA1 2022 00011	MV PORTAL PER	IGM	11-04-2022 19:01	PORTAL		
INMAA120220002	Approved	INMAA120220003	INMAA120211978	MV CIMP IV	IGM	06-04-2022 17:57	POS		
INMAA120220001	Cancelled	INMAA120220003	INMAA120211978	MV CIMP IV	IGM	06-04-2022 17:55	POS		
INMAA120210018	Cancelled	INMAA1 2021 0045	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 10:37	PORTAL		
INMAA120210017	Approved	INMAA120210034	INMAA120211750	MT MT LIQUID CARGOISS	IGM	18-03-2022 10:24	POS		
INMAA120210016	Approved	INMAA120210033	INMAA120211750	MT MT LIQUID CARGOISS	IGM	17-02-2022 09:59	POS		
INMAA120210015	Approved	INMAA1 2021 0042	INMAA1 2021 01870	MV AMAZON	BILL OF ENTRY	04-02-2022 15:37	PORTAL		
INMAA120210014	Approved	INMAA120210029	INMAA120211326	Navya	IGM	17-01-2022 16:33	POS		
INMAA120210013	Approved	INMAA1 2021 0041	INMAA1 2021 01530	MV Navya581	IGM	17-01-2022 16:25	PORTAL		
INMAA120210012	Approved	INMAA120210031	INMAA120211363	MV Navya581	IGM	17-01-2022 16:24	POS		

**User Interface Image 162-Cargo Release Request(List Data)-24.5.4**

## 32.Business Function Name: Cargo Release

### 32.1 Definition



This Objective of this function is to generate Cargo Release for Cargo release request which are requested by the customer through Portal.

### 32.2 Navigation

Following navigation path is mentioned from Menu  selection to view the list item and add new records.

Menu Path	Menu Bar →Cargo→ Cargo Operations → Cargo Release → Click on New button
-----------	---

User can also search the function in search area  available in the header section left side with function name

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

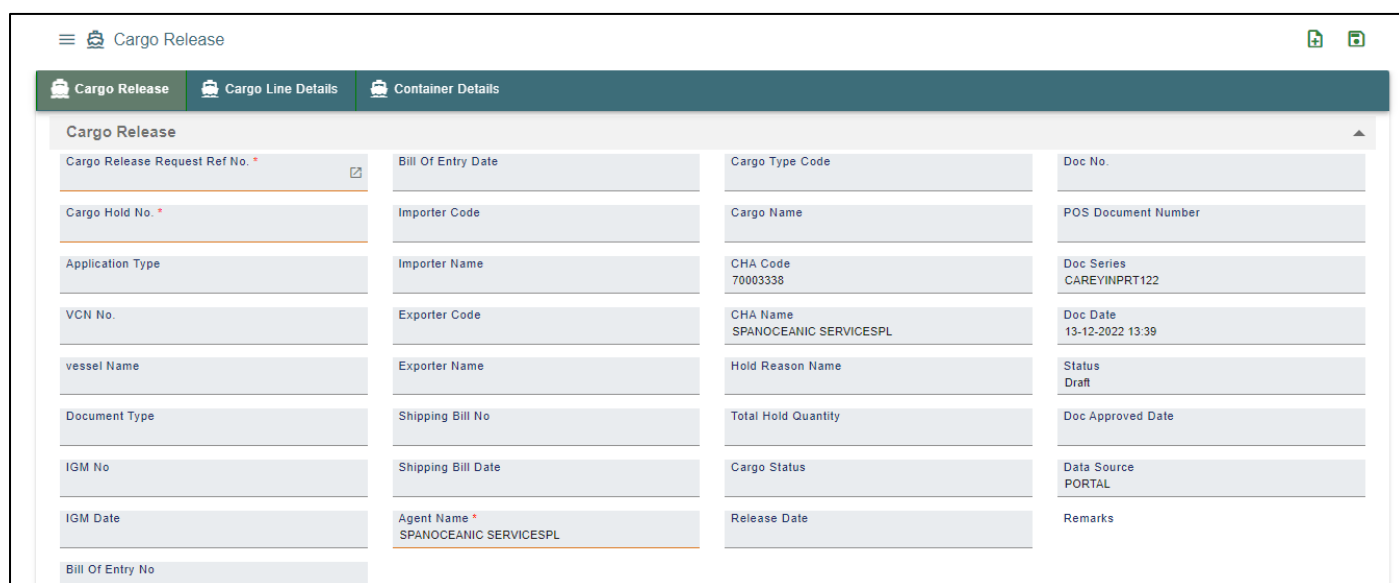
### 32.3 Prerequisites – Masters

1. Document Type
2. Hold Type
3. Cargo Code
4. Cargo Name
5. UOM

### 32.4 Screenshot

Following screenshot from Cargo Release.

**Step 1-** Click on New button  .We will redirect to screen like below.





**User Interface Image 163-Cargo Release-25.5.1**

Step 2:-Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

Below are the Field Information regarding Cargo Release Details Section.

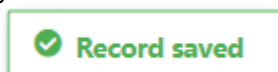
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
Cargo Release Request Reference No*	Yes	LOV
Cargo Hold No*	Yes	Textbox
VCN	No	Text Box
Vessel Name	No	Text Box
Document Type(IGM /Bill of Entry)	No	Text Box
IGM No.	No	Text Box
IGM Date	No	Text Box
Bill of Entry No.	No	Text Box
Bill of Entry Date	No	Text Box
Importer Code	No	Text Box
Importer Name	No	Text Box

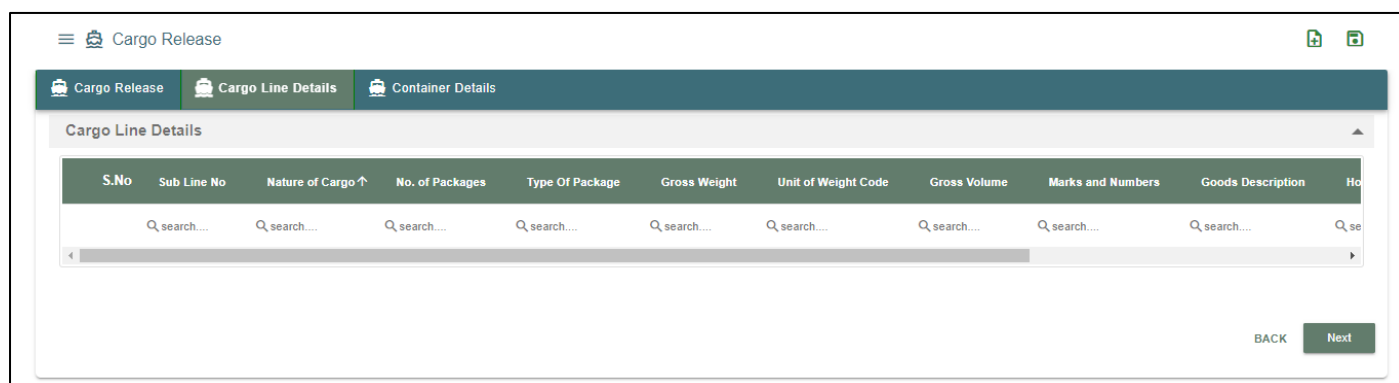
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Exporter Code	No	Text Box
Exporter Name	No	Text Box
Shipping Bill No	No	Text Box
Shipping Bill Date	No	Text Box
Cargo Type	No	Text Box
Cargo Code	No	Text Box
Cargo Name	No	Text Box
CHA Code	No	Text Box
CHA Name	No	Text Box
Hold Reason	No	Text Box
Total Hold Quantity	No	Text Box
Cargo Status	No	Text Box
Release Date	No	Text Box
Doc No	No	Text Box
Doc Series	Yes	Dropdown
Doc Date	No	Calendar
Status Code	No	Text Box
Doc Approved Date	No	Calendar
Remarks	No	Text Box

Step 3: Click  button from Top Menu Bar to save Cargo Release form record. Once it is saved Cargo Line Details will be activated to add Cargo Line details.

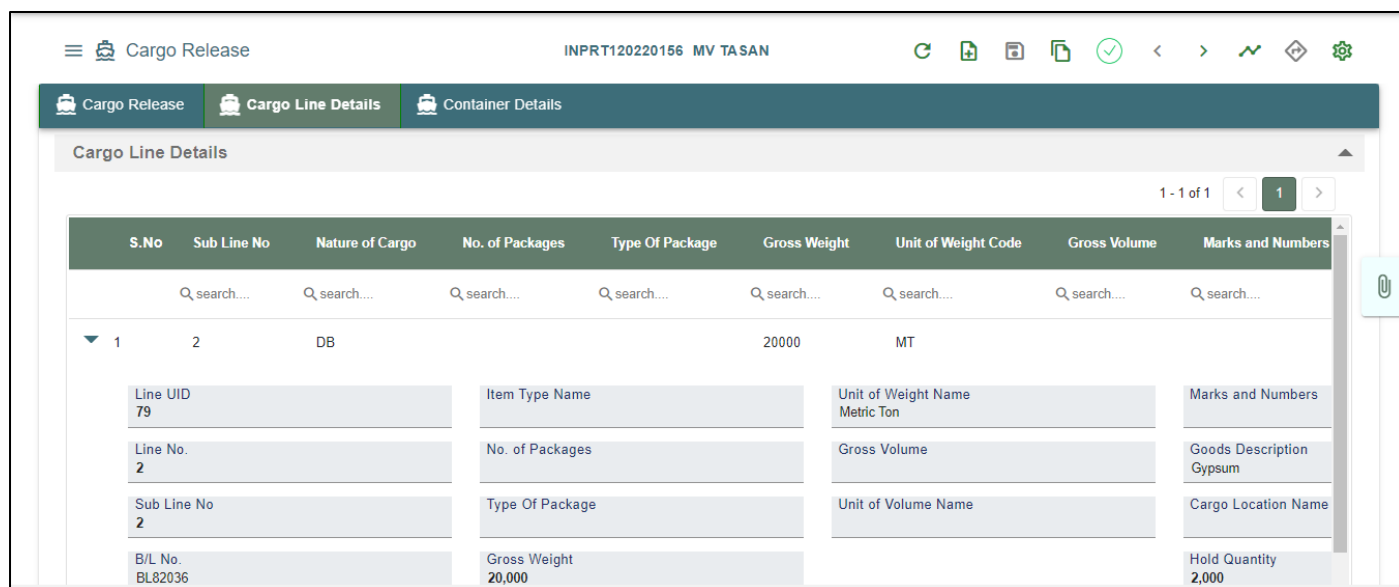


Step 4: Once Cargo Release form are saved, Cargo Line Details will be activated as below to add Cargo Line Details as shown in below screen.



Click on  to begin with data entry





**User Interface Image 164-Cargo Release(Cargo Line Details)-25.5.2**


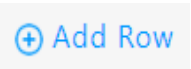

Below are the Field Information regarding Cargo Line Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

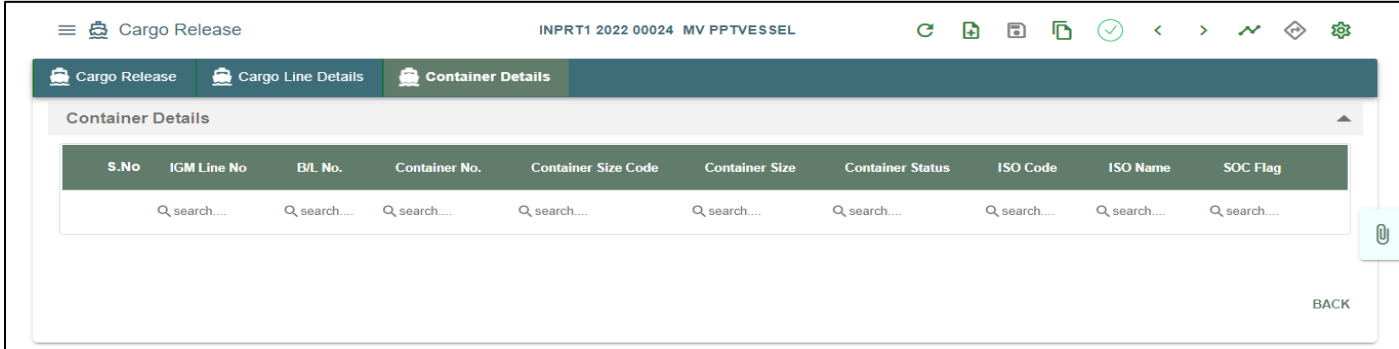
Field Name	Mandatory	Fill Type
IGM Line No/SB Item No	No	Text Box
Sub Line No	No	Text Box
B/L No	No	Text Box
House B/L No	No	Text Box
Nature of Cargo	No	Text Box
Item Type	No	Text Box
No. of Packages	No	Text Box
Type of Package	No	Text Box
Gross Weight	No	Text Box
Unit of Weight	No	Text Box
Gross Volume	No	Text Box
Unit of Volume	No	Text Box
Marks & Number	No	Text Box
Goods Description	No	Text Box
Hold Quantity	No	Text Box
Requested Release Quantity	No	Text Box
Release Quantity*	Yes	Text Box
Hold No. Of Packages	No	Text Box
Requested No. Of Packages	No	Text Box
IGM Line No	No	Text Box
B/L No	No	Text Box

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

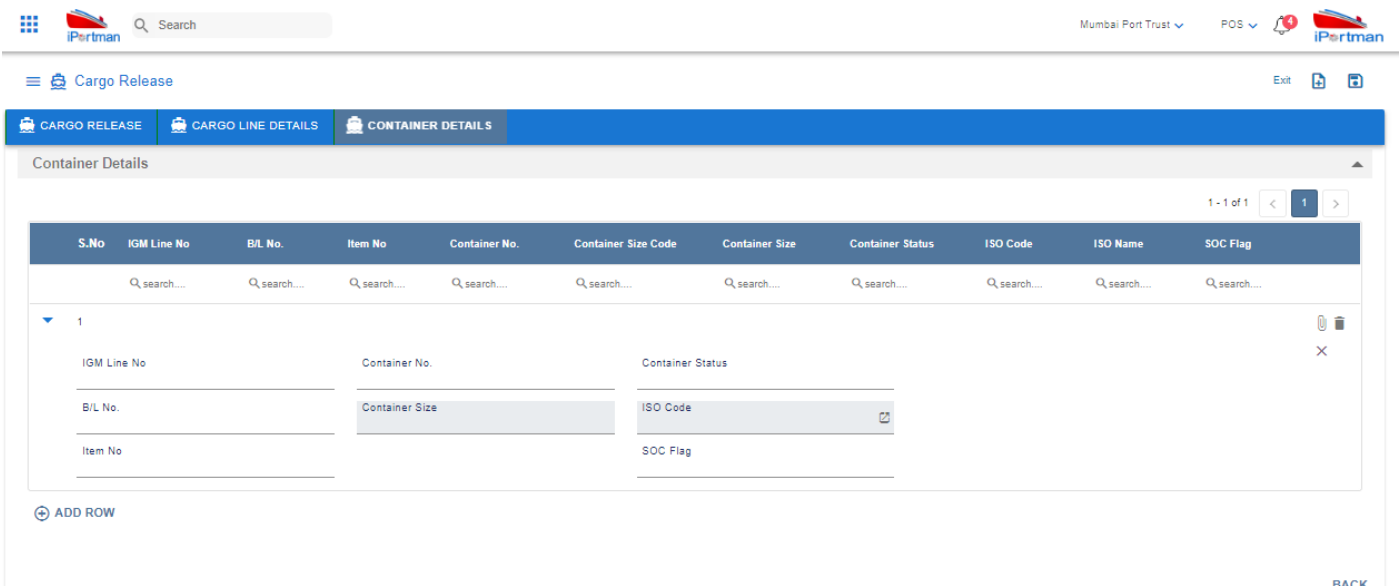
SB Item No	No	Text Box
------------	----	----------

Step 5: Once data is filled in Cargo Line Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Once Cargo line form are saved, Container Line Details will be activated as below to add Container Line Details as shown in below screen.





Click on  to begin with data entry





Below are the Field Information regarding Cargo Line Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

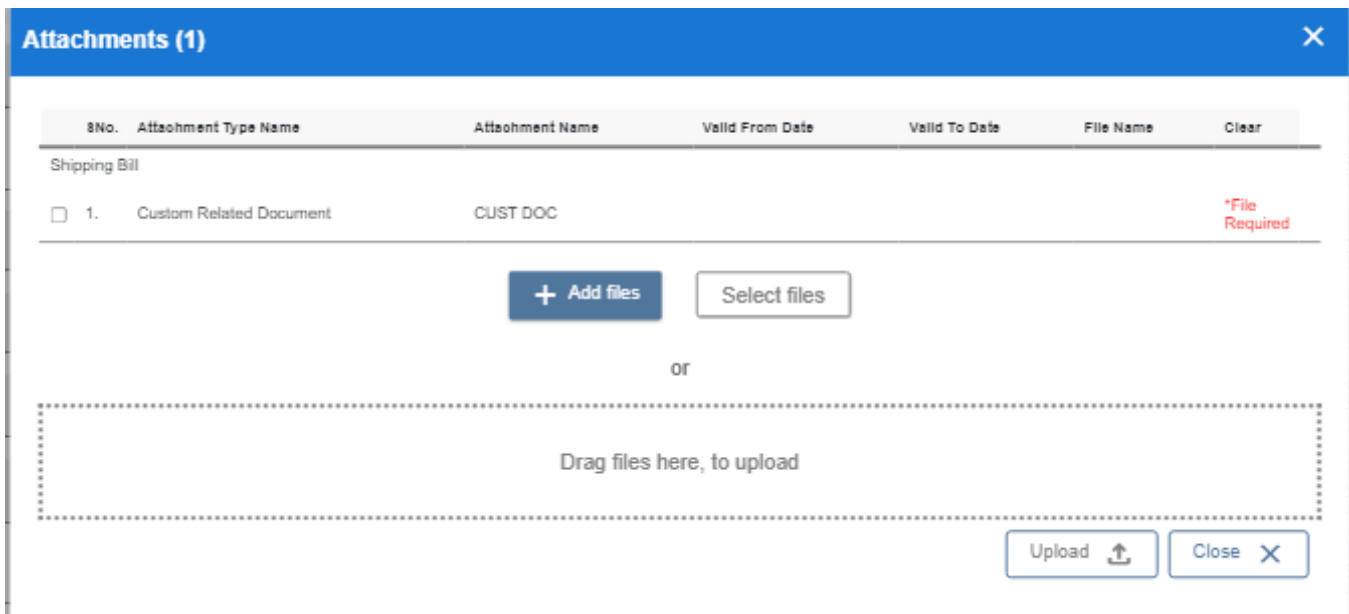
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Field name	Mandatory	Fill Type
Container No	No	Pop Up
Container Size'	No	Text Box
Container Status	No	Text Box
ISO Code	No	Text Box
SOC Flag	No	Text Box

button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.Once all the mandatory and required fields are filled then



Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required.x**

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### Attachments (2)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload 

Close X

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

### Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files


Select files

or



Drag files here, to upload

Upload 

Close X

Once all the mandatory and required fields are filled then Click on Upload  button. System will display

the status File uploaded on the screen.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	




Attachments (2) X


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files

Select files


OR

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SOO-BTT.png (224.39 kb) 	

Upload 


Close X

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display 

✔ Record saved

 message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option X

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

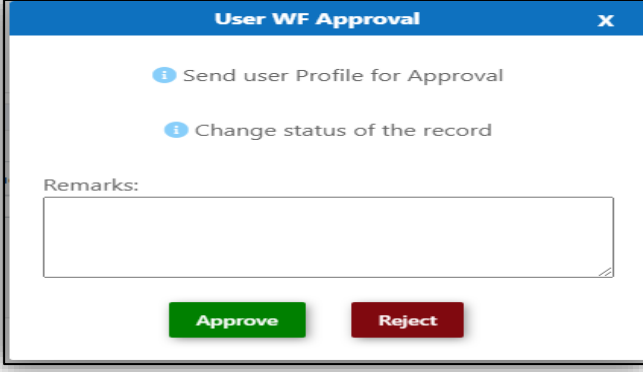
**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to WFAPP

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

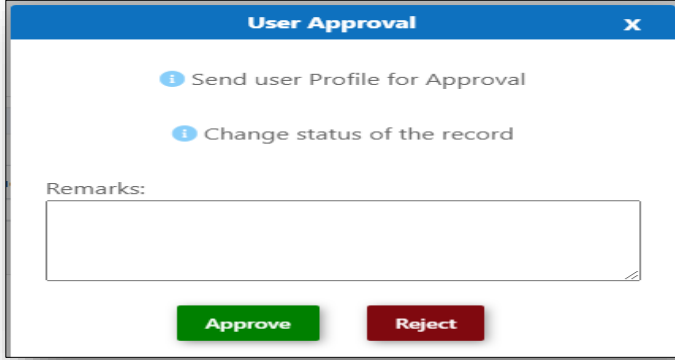
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]

**Approve** **Reject**

Successfully Status changed to APPROVED

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Alert Message** ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

**Cancellation**
✕

Reason Description 📄

---

Remarks

---

Requested By

---

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ≡ as Draft/Approved/Rejected/Cancel Status respectively

iPortman

Search

Channel Port Trust

POS

iPortman

Cargo Release

1 - 10 of 82

10

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9

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Doc No.	Status	VCM No.	Vessel Name	Document Type	Doc Approved Date	Data Source	Portai Agent Code	Portai Agent Name	Doc Date
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>		<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>
INMAA120220005	Approved	INMAA1 2022 00011	MV PORTAL PER	IGM	11-04-2022 19:25	POS			11-04-2022 19:24
INMAA120220004	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	08-04-2022 13:46	POS			08-04-2022 13:37
INMAA120220001	Cancelled	INMAA120211978	MV CIMP IV	IGM	06-04-2022 18:00	POS			06-04-2022 17:58
INMAA120210018	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	23-03-2022 11:39	POS			23-03-2022 11:38
INMAA120210017	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 11:57	POS			22-03-2022 11:57
INMAA120210016	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 11:26	POS			22-03-2022 11:26
INMAA120210015	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	22-03-2022 09:07	POS			22-03-2022 09:07
INMAA120210014	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 16:31	POS			21-03-2022 16:31
INMAA120220002	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	07-04-2022 19:29	POS			21-03-2022 16:31
INMAA120210013	Approved	INMAA1 2021 02043	MV ANNIVERSE	BILL OF ENTRY	21-03-2022 11:25	POS			21-03-2022 11:25

**User Interface Image 167-Cargo Release (List Data)-25.5.4**

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### 33.BUSINESS FUNCTION NAME: EQUIPMENT REQUEST

#### 33.1 DEFINITION:

Equipment Request is for requesting port for allocating HMC for Loading & Discharge of cargo from Vessel.


#### 33.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

Menu Path	Menu Bar → Labor Planning → Equipment Request → Click on New button 
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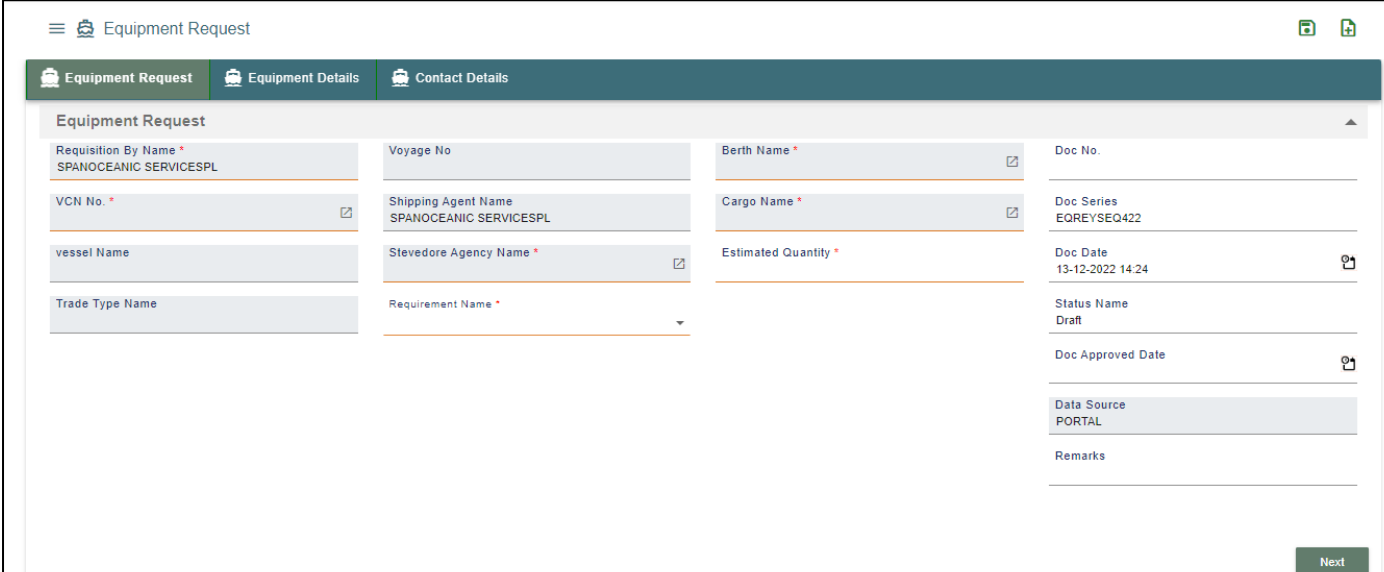
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

#### 33.3 PREREQUISITES – MASTERS

#### 33.4 SCREENSHOT

Following Screenshots are from Equipment Request.

**Step 1-** Click on New button  and We will redirect to screen like below.





**User Interface Image 59-Equipment Request - 9.5.1**


**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Equipment Request Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

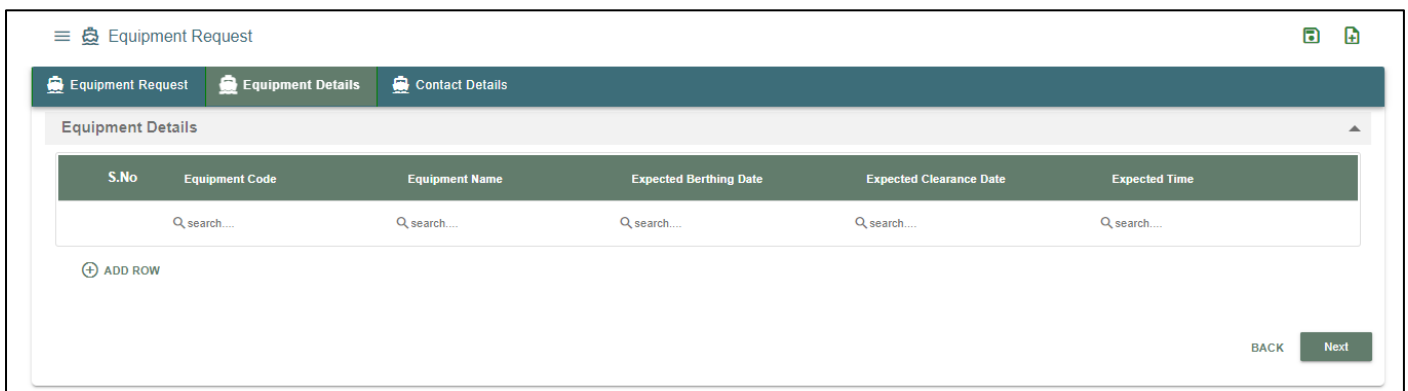


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

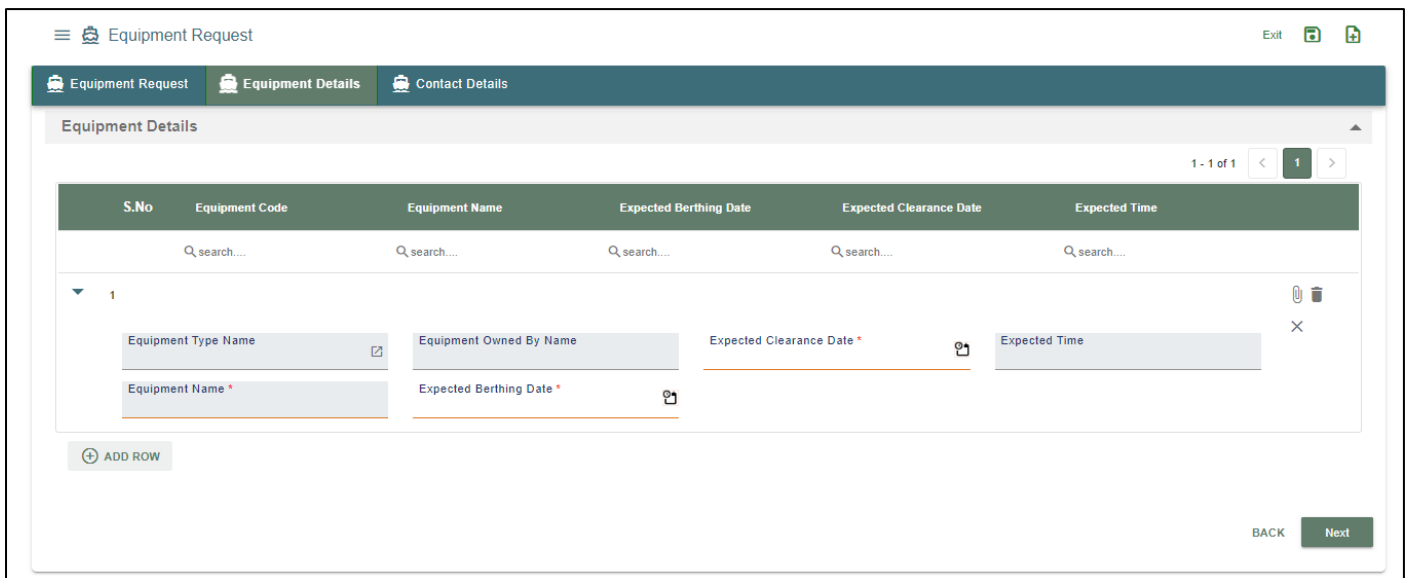


Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.



**User Interface Image 59-Equipment Request 9.5.2(a)**

Click on  to begin with data entry



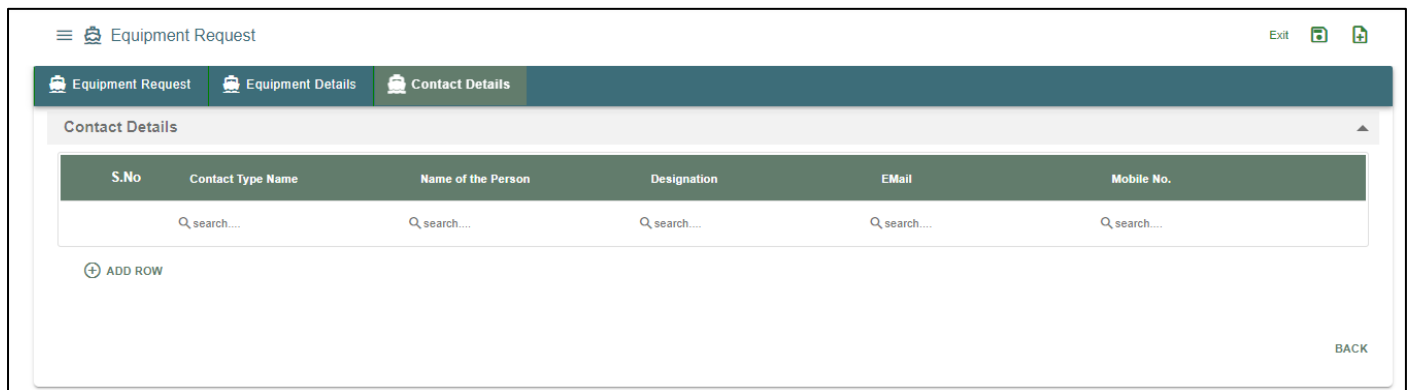
**User Interface Image 59-Equipment Request 9.5.2(b)**

Below are the Field Information regarding Equipment Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

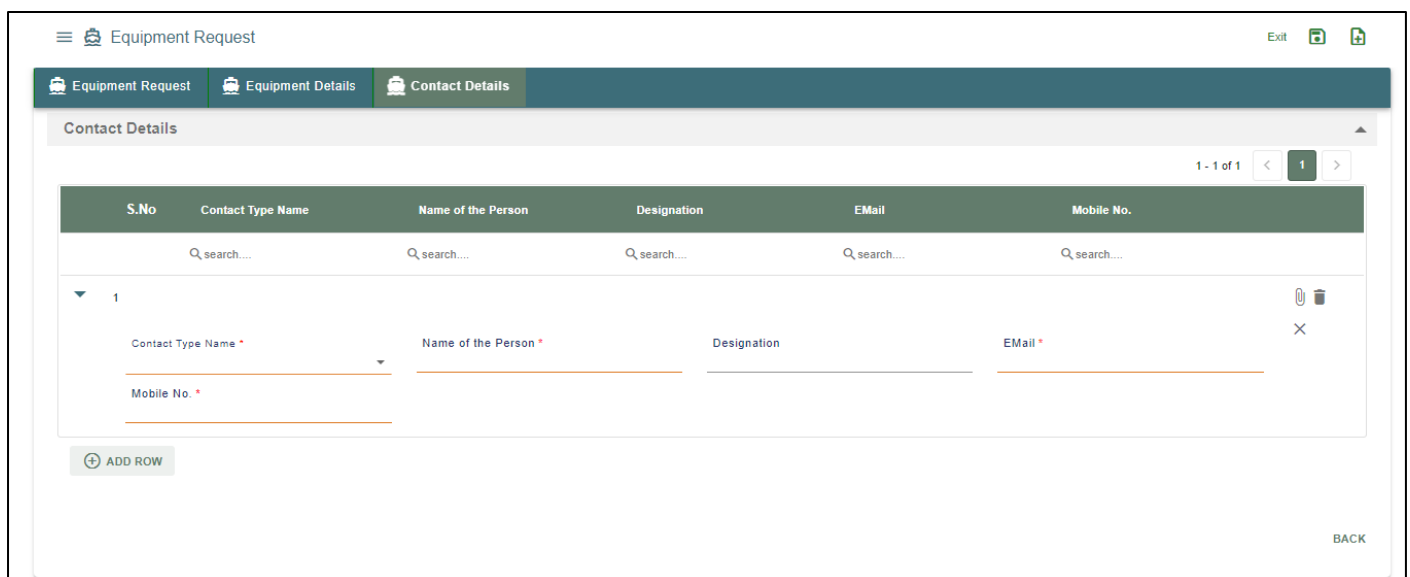
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 5: Click Next button from below of the Page user will move to Contact Details Section like Below.







**User Interface Image 59-Equipment Request 9.5.2(a)**



Click on  to begin with data entry






**User Interface Image 59-Equipment Request 9.5.2(b)**

**Step 5:** Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 <span>▼</span>				*File Required
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div>UPLOAD</div> <div>CLOSE</div>

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required.x**

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (1)**
✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload



UPLOAD
CLOSE


Once all the mandatory and required fields are filled then Click on Upload  button. System will display the status File uploaded on the screen.

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

**Choose an option**
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

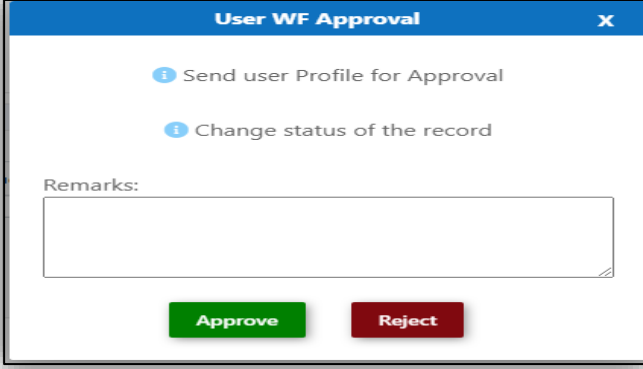
**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

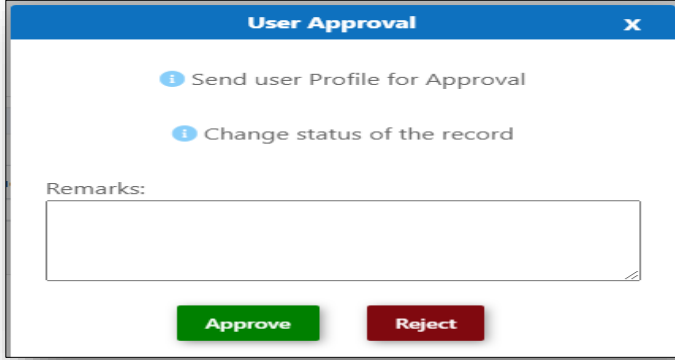
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Alert Message** ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

**Cancellation**
✕

Reason Description 📄

---

Remarks

---

Requested By

---

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ☰ as Draft/Approved/Rejected/Cancel Status respectively

## 34.BUSINESS FUNCTION NAME: REQUEST BASED EQUIPMENT ALLOCATION

### 34.1 DEFINITION:



Based on Agent Equipment for allocating HMC for Loading & Discharge of cargo from Vessel. Port will Allocating Equipment to the ship.

### 34.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU ☰ SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar →Labor Planning→ Request Based Equipment Allocation→ Click on New button <span style="color: #007bff;">➕</span>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### 34.3 PREREQUISITES – MASTERS

### 34.4 SCREENSHOT

Following Screenshots are from Request Based Equipment Allocation.

**Step 1-** Click on New button  and We will redirect to screen like below.




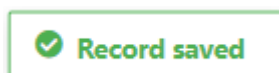
**User Interface Image 59- Request Based Equipment Allocation - 9.5.1**


**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Request Based Equipment Allocation Details Section.

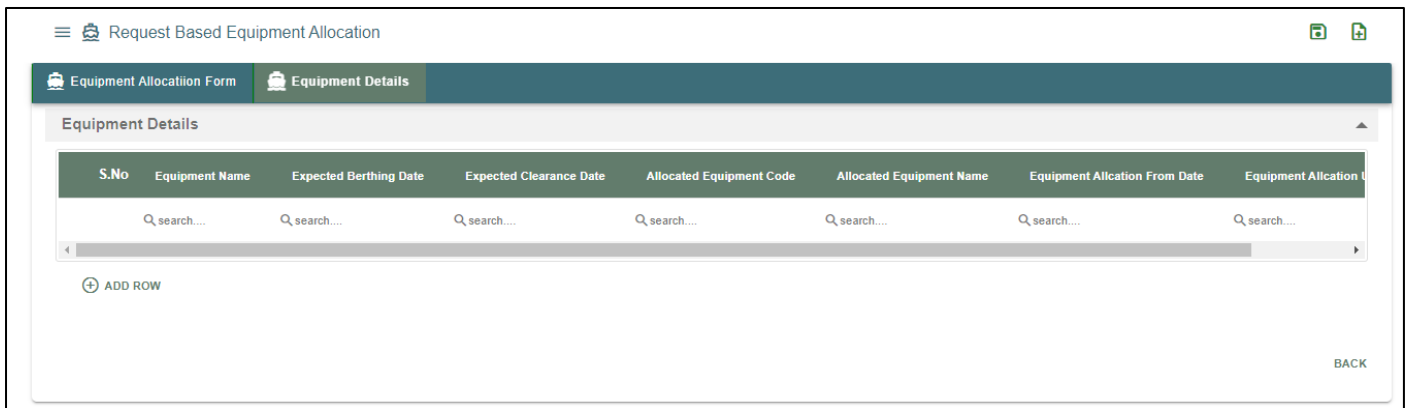
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

**Step 3:** Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.




**Step 4:** Click  button from Top Menu Bar to save Header Details form record. Once it is saved Equipment Details section will be activated.

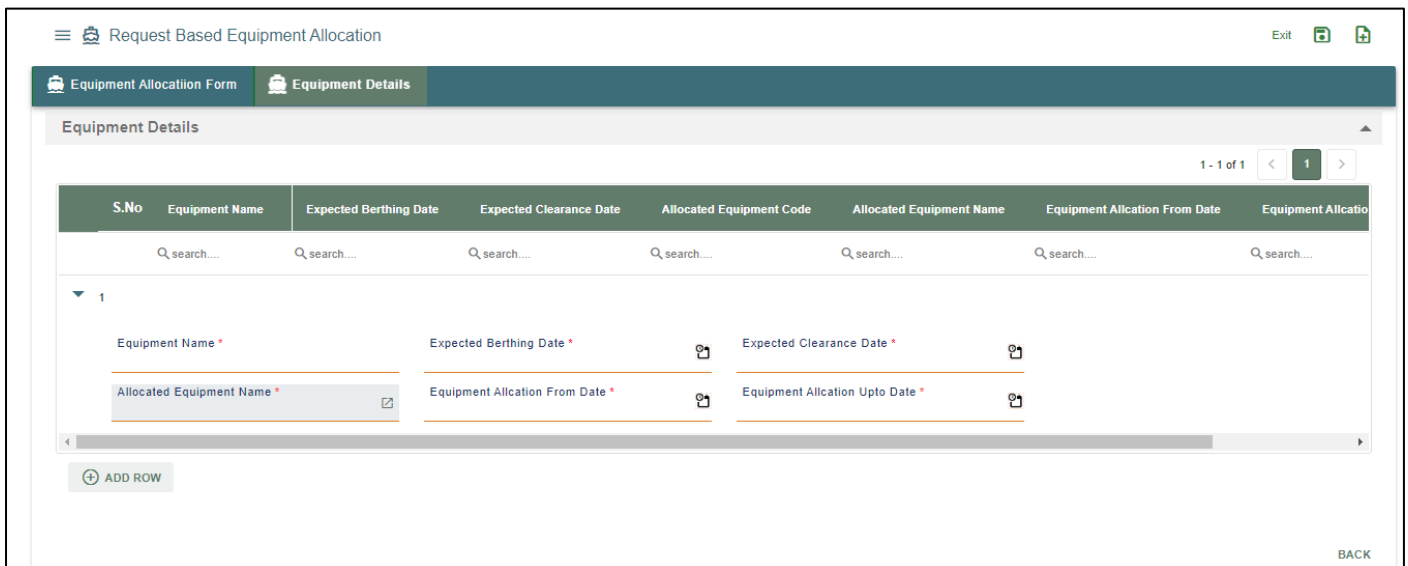




The screenshot shows the 'Request Based Equipment Allocation' form. The 'Equipment Details' section is active, displaying a table with columns: S.No, Equipment Name, Expected Berthing Date, Expected Clearance Date, Allocated Equipment Code, Allocated Equipment Name, Equipment Allocation From Date, and Equipment Allocation To Date. Each column has a search filter. Below the table is an 'ADD ROW' button. A 'BACK' button is in the bottom right corner.

**User Interface Image 59- Request Based Equipment Allocation - 9.5.1**

Click on  to begin with data entry


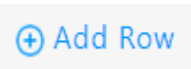




This screenshot shows the same form as the previous one, but with one row added to the table. The row is numbered '1' and contains the following fields: Equipment Name, Expected Berthing Date, Expected Clearance Date, Allocated Equipment Name, Equipment Allocation From Date, and Equipment Allocation To Date. Each field has a red star indicating it is mandatory. There are also icons for adding attachments. The 'ADD ROW' button is still visible at the bottom left.

**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 –



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required
<div>  ADD FILES            SELECT FILES         </div> <div>or</div> <div>           Drag files here, to upload         </div>						
						UPLOAD           CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required.x**

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (1)**
✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required



+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Once all the mandatory and required fields are filled then Click on Upload  button. System will display the status File uploaded on the screen.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required


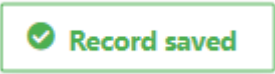
+ ADD FILES
SELECT FILES


or

Drag files here, to upload

UPLOAD
CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

**Choose an option**
✕

Draft->WFA->Approve



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

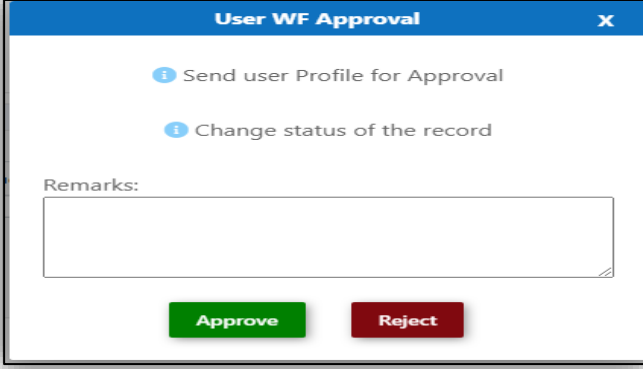
**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
--	---	------------------------------------	--



**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

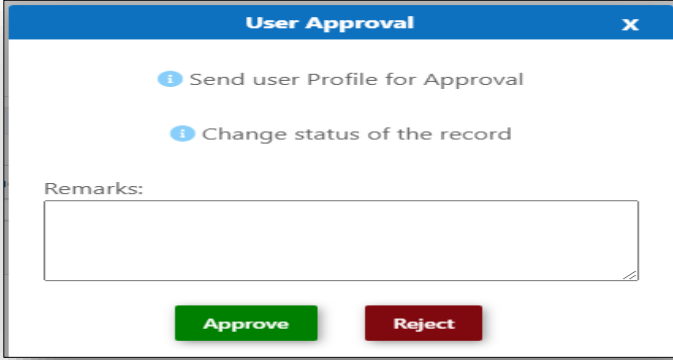
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Alert Message** ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

**Cancellation** ✕

Reason Description 📄

---

Remarks

---

Requested By

---

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ≡ as Draft/Approved/Rejected/Cancel Status respectively

## 35.BUSINESS FUNCTION NAME: STOCK ACCOUNTAL

### 35.1 DEFINITION:


This Function is for know How Much stock availed for Particular Party, Plot, VCN, IGM etc.


### 35.2 NAVIGATION



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo→ Export Documentation → Stock Accountal → Click on <b>Add New</b> 
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

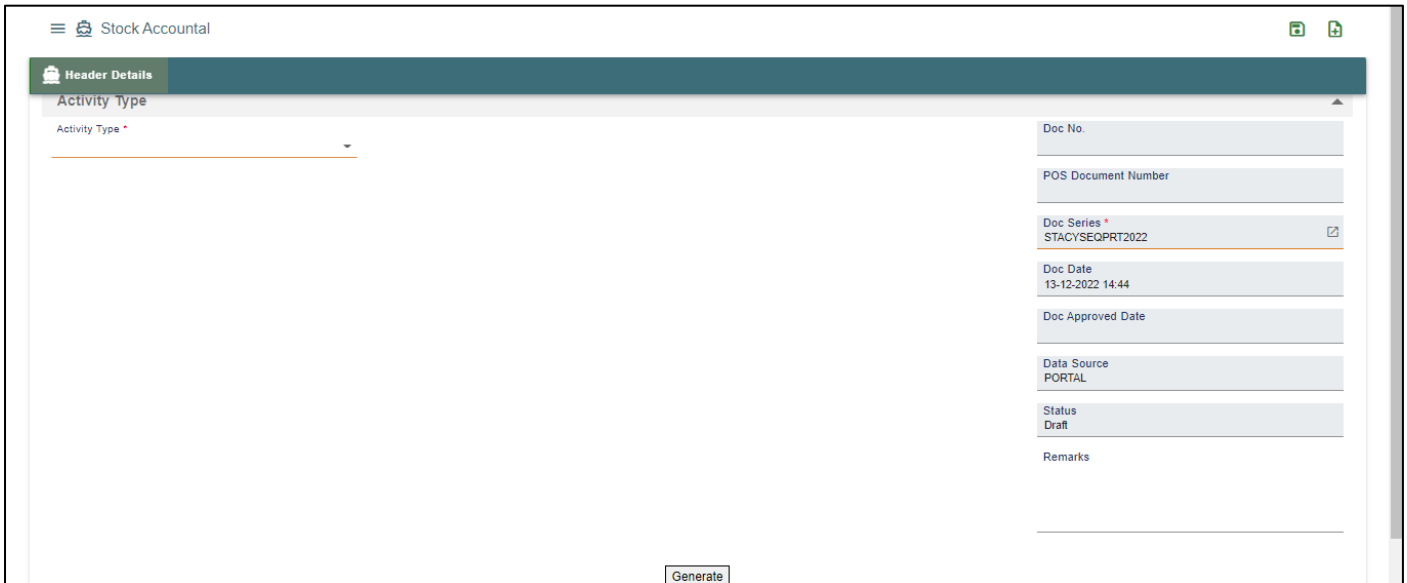
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### 35.3 PREREQUISITES – MASTERS

### 35.4 SCREENSHOT

Following Screenshots are from Stock Accountal.

**Step 1-** Click on New button  and We will redirect to screen like below.




**User Interface Image 59- Stock Accountal - 9.5.1**


**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.



Below are the Field Information regarding Stock Accountal Details Section.

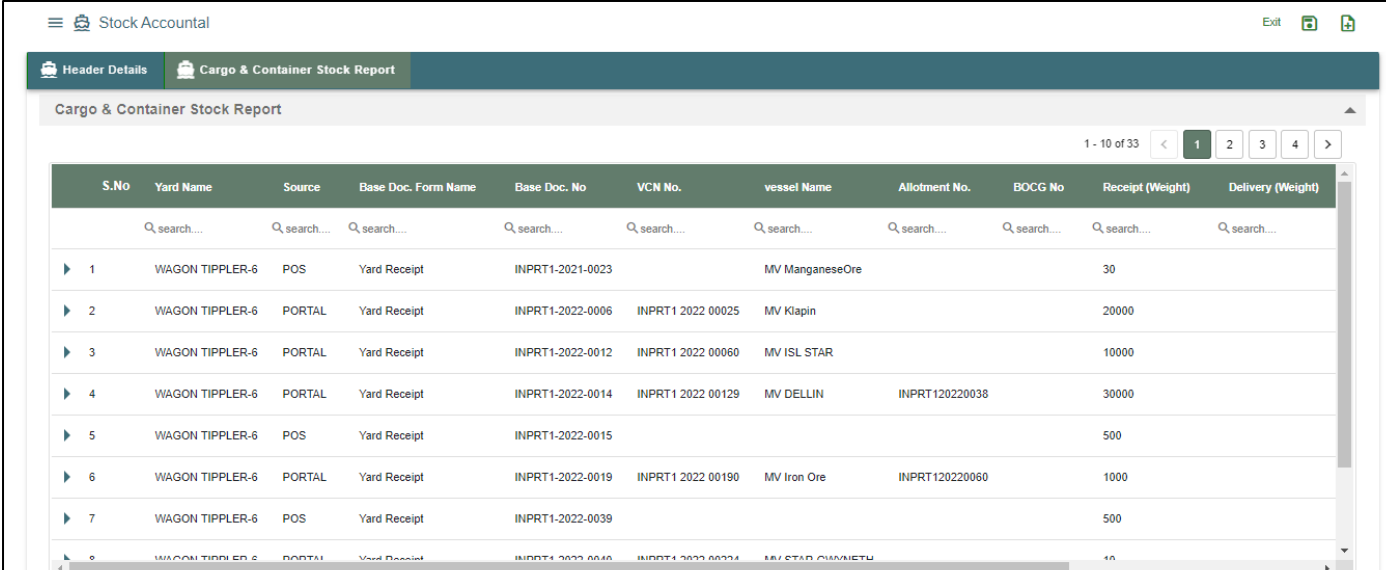
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

**Step 3:** Click  button from Top Menu Bar to save Header Details form record. Once it is saved Cargo & Container Stock report section will be activated.



**Step 4:** Click  button from Top Menu Bar to save Header Details form record. Once it is saved Cargo & Container Stock report section will be activated.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


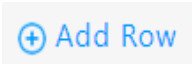




S.No	Yard Name	Source	Base Doc. Form Name	Base Doc. No	VCN No	vessel Name	Allotment No	BOCG No	Receipt (Weight)	Delivery (Weight)
1	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2021-0023		MV ManganeseOre			30	
2	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0006	INPRT1 2022 00025	MV Klapiin			20000	
3	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0012	INPRT1 2022 00060	MV ISL STAR			10000	
4	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0014	INPRT1 2022 00129	MV DELLIN	INPRT120220038		30000	
5	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2022-0015					500	
6	WAGON TIPPLER-6	PORTAL	Yard Receipt	INPRT1-2022-0019	INPRT1 2022 00190	MV Iron Ore	INPRT120220060		1000	
7	WAGON TIPPLER-6	POS	Yard Receipt	INPRT1-2022-0039					500	


**User Interface Image 59- Stock Accountal - 9.5.1**



Below are the Field Information regarding Cargo & Container Stock report Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

**Step 5:** Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.


Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.





NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required


+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

**Attachments (1)**
×


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Now Click on the Check boxes accordingly, then  button will be enable.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (1)**
×



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

**Attachments (1)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required



+ ADD FILES
SELECT FILES



or

Drag files here, to upload

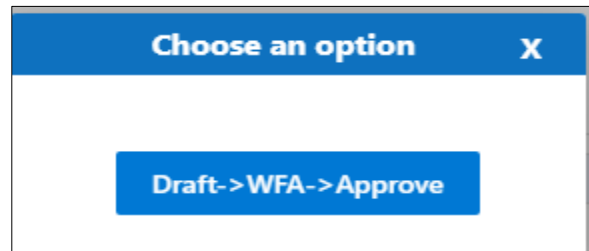
UPLOAD
CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



**Successfully rejected.**

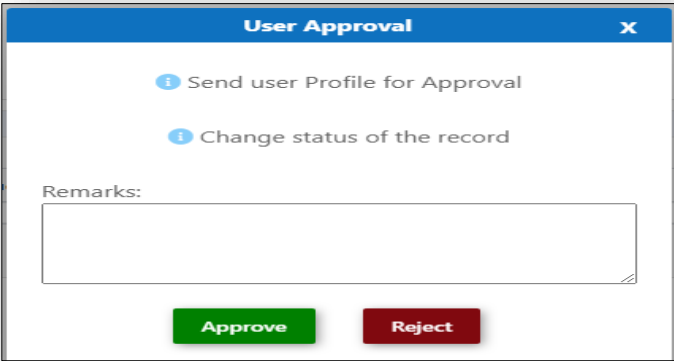
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

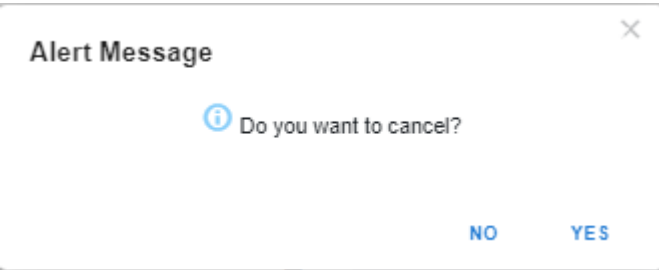
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

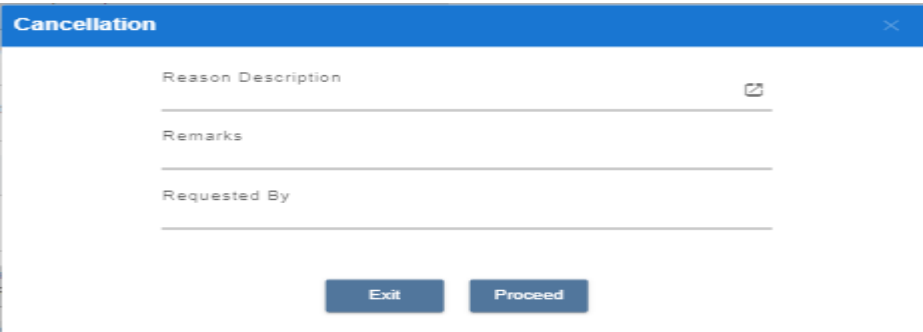


**Alert Message** [X]

Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description



Remarks

Requested By

**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


## 36. BUSINESS FUNCTION NAME: STOCK APPLICATION


### 36.1 DEFINITION:

This Function is for know How Much stock availed for Particular Party, Plot, VCN, IGM etc.

### 36.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo → Export Documentation → Stock Application → Click on <b>Add New</b> 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

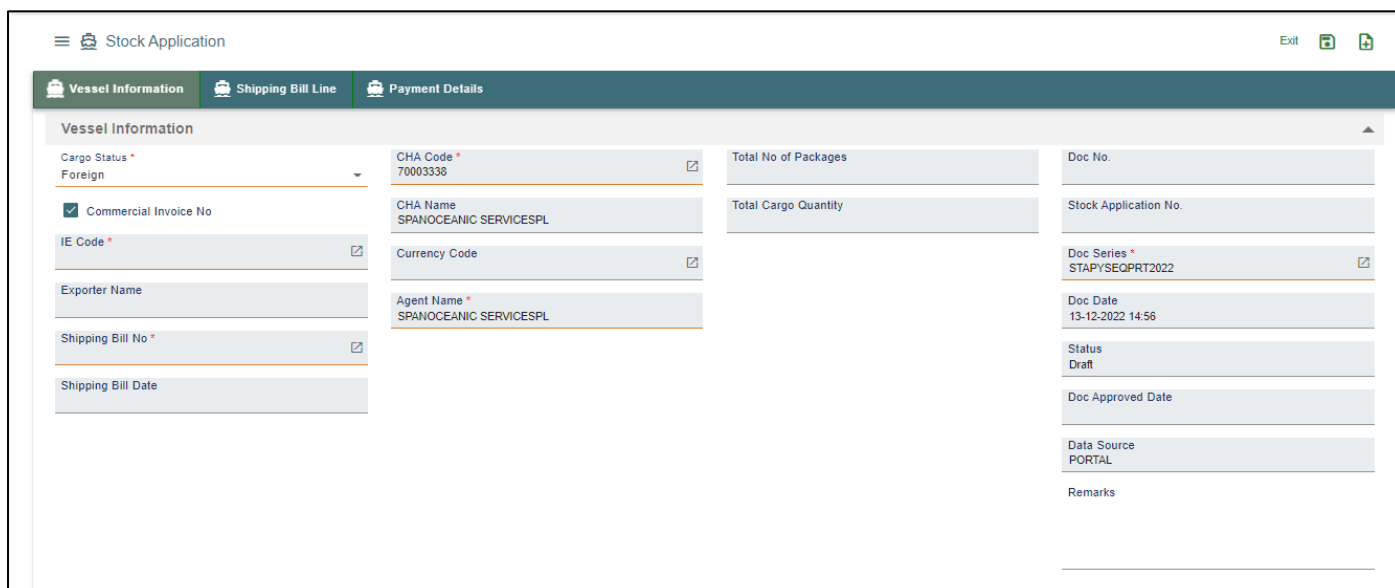
### 36.3 PREREQUISITES – MASTERS

1. Agent Master
2. Berth Master
3. Currency Master
4. Zone Master

### 36.4 SCREENSHOT



Following Screenshots are from Stock Application.

**Step 1-** Click on New button  and We will redirect to screen like below.




**User Interface Image 59- Stock Application - 9.5.1**

**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

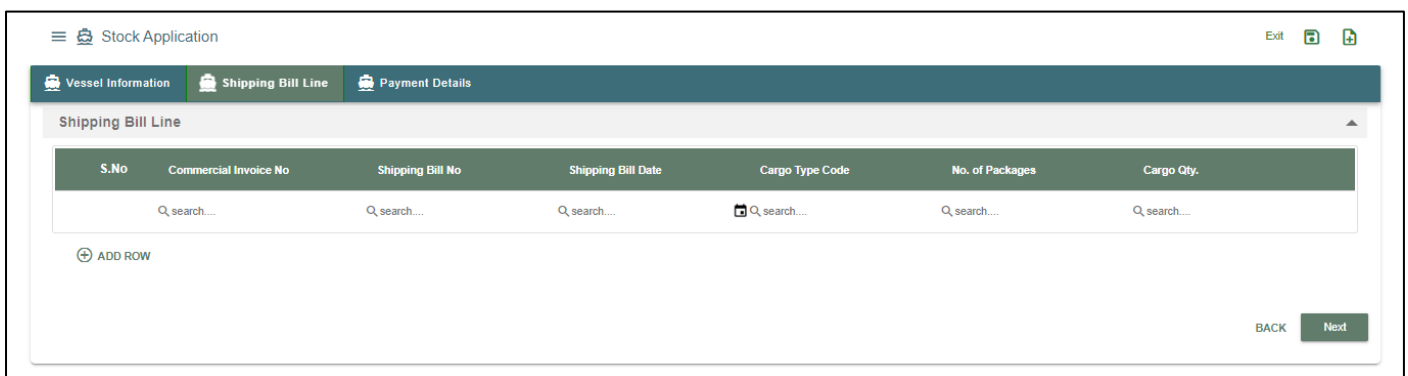
Below are the Field Information regarding Stock Application Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

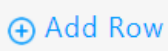
Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Shipping Bill Line section will be activated.

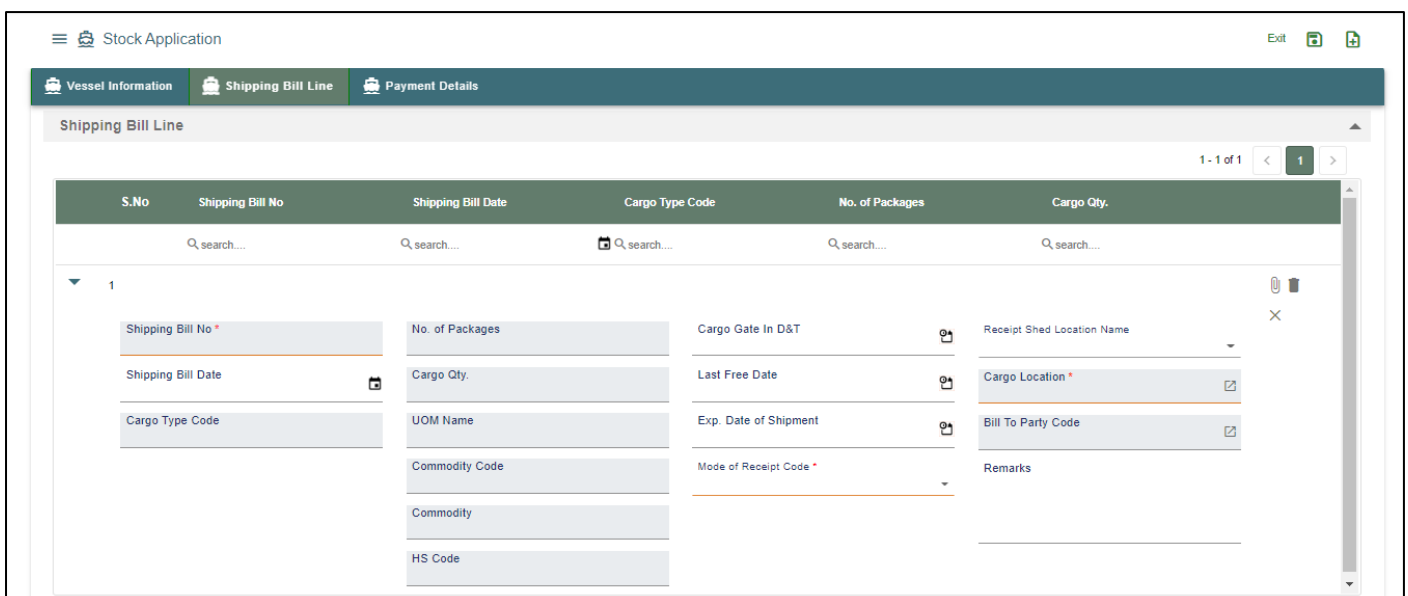




Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Shipping Bill Line section will be activated.



**User Interface Image 59- Shipping Bill Line- 9.5.1**

Click on  to begin with data entry

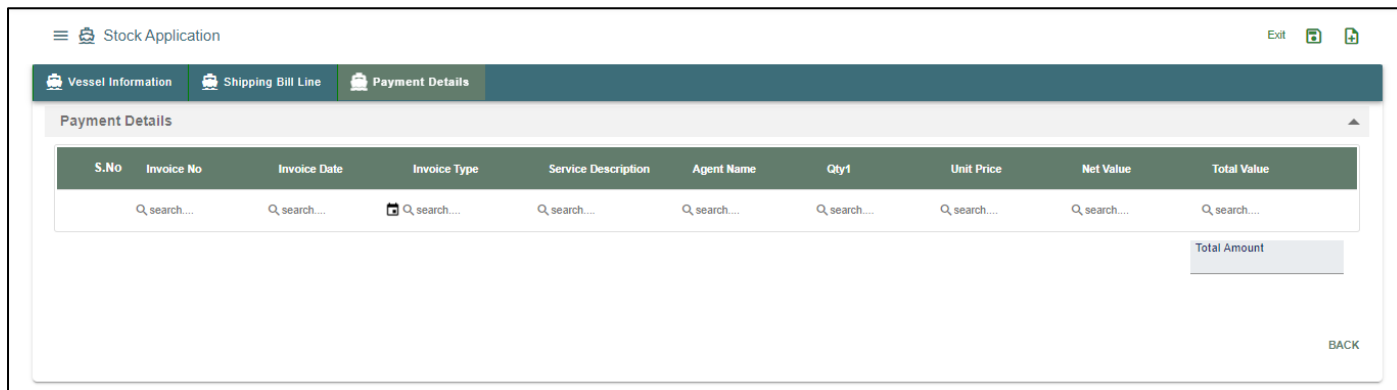



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Below are the Field Information regarding Shipping Bill Line Section.



(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


**Step 5:** Once data is filled in Shipping Bill Line Details, click on Next button then user will move to Payment Details Section.



Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –


Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (1) ✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Now Click on the Check boxes accordingly, then 

Select files



 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.



Attachments (1) ✕



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>


Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.



Attachments (1) ✕

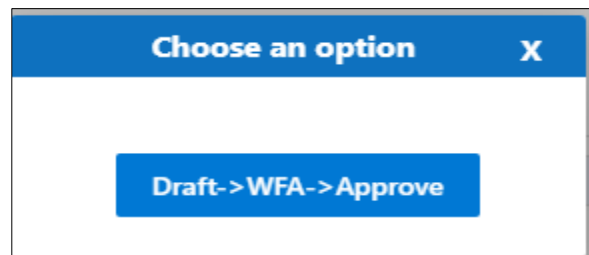
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1 <span>▼</span>				*File Required
<div> <div>+</div> <div>ADD FILES</div> </div> <div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



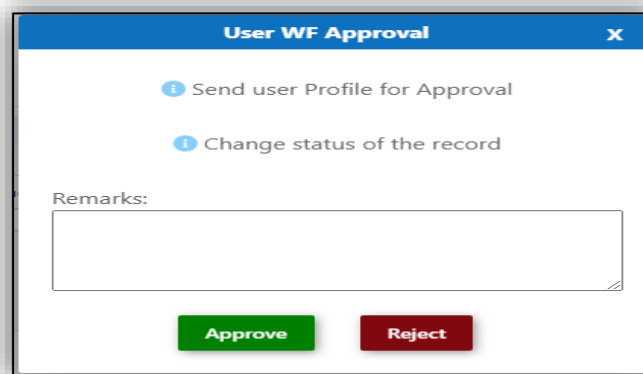
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'..



**Successfully rejected.**

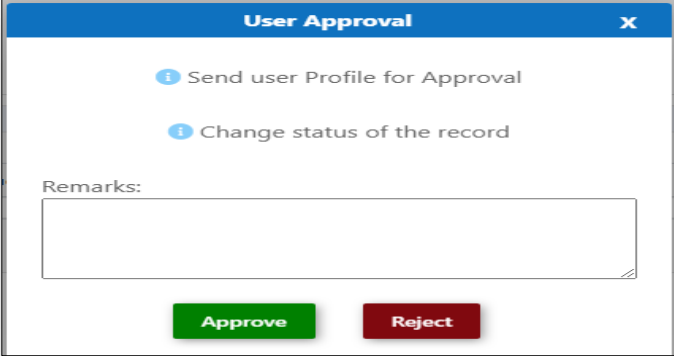
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--



**User Approval** [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

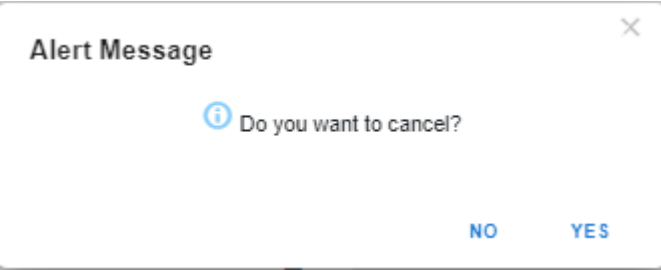
**Approve** **Reject**

**Step11:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

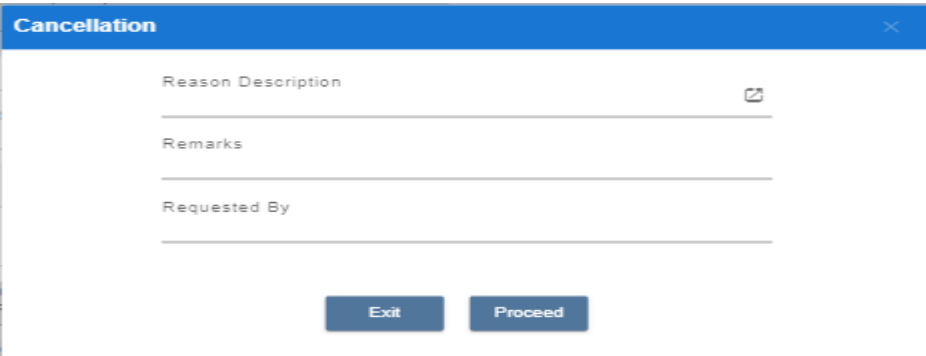


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]


Reason Description 



Remarks

Requested By

**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 37. BUSINESS FUNCTION NAME: Transporter Booking

### 37.1 DEFINITION:


THE PURPOSE OF THIS FUNCTION IS TO BOOK ANY TRANSPORTER FOR PARTICULAR CARGO DELIVERY FROM PORT.


### 37.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Gate Operation → Transporter Booking → Click on New button 
------------------	---

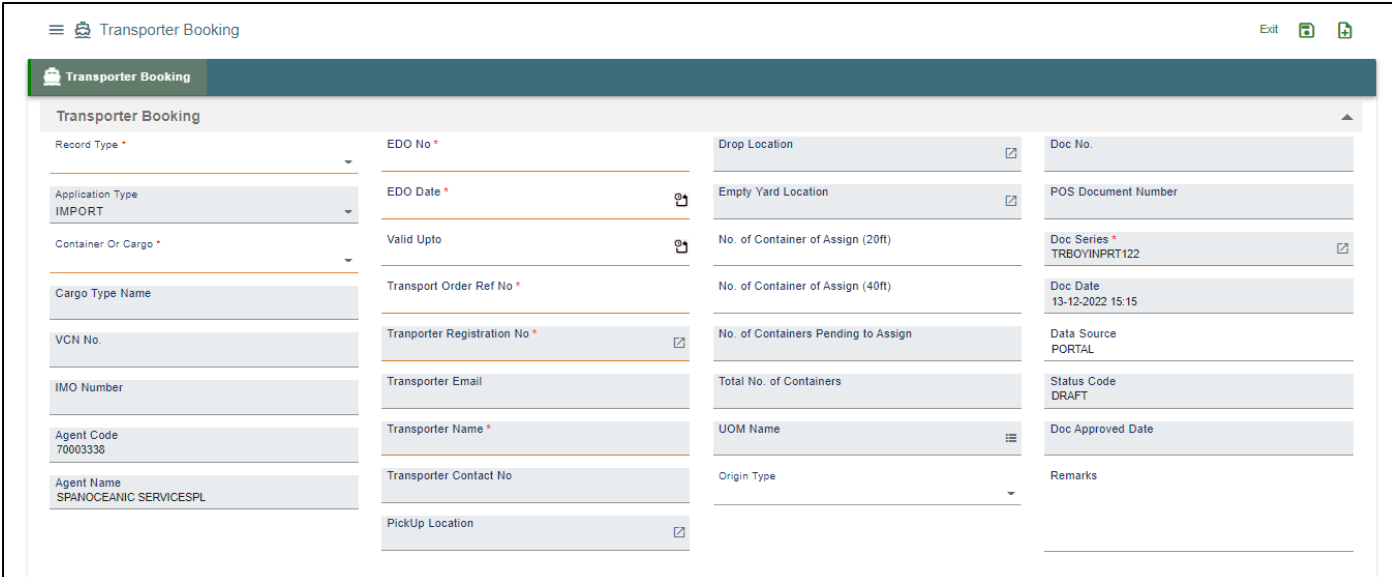
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 37.3 PREREQUISITES – MASTERS

### 37.4 SCREENSHOT

Following screenshot from Transporter Booking.

**Step 1-** Click on New button  . The user shall redirect to the screen like below-



The screenshot shows the 'Transporter Booking' form. The top bar includes 'Transporter Booking' and 'Exit' buttons. The form is divided into several sections:


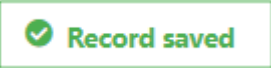
- Record Type \***: A dropdown menu.
- Application Type**: A dropdown menu with 'IMPORT' selected.
- Container Or Cargo \***: A dropdown menu.
- Cargo Type Name**: A text field.
- VCN No.**: A text field.
- IMO Number**: A text field.
- Agent Code**: A text field with value '70003338'.
- Agent Name**: A text field with value 'SPANOCCEANIC SERVICESPL'.
- EDO No \***: A text field.
- EDO Date \***: A date field.
- Valid Upto**: A date field.
- Transport Order Ref No \***: A text field.
- Transporter Registration No \***: A text field.
- Transporter Email**: A text field.
- Transporter Name \***: A text field.
- Transporter Contact No**: A text field.
- PickUp Location**: A text field.
- Drop Location**: A text field.
- Empty Yard Location**: A text field.
- No. of Container of Assign (20ft)**: A text field.
- No. of Container of Assign (40ft)**: A text field.
- No. of Containers Pending to Assign**: A text field.
- Total No. of Containers**: A text field.
- UOM Name**: A text field.
- Origin Type**: A dropdown menu.
- Doc No.**: A text field.
- POS Document Number**: A text field.
- Doc Series \***: A text field with value 'TRBOYINPRT122'.
- Doc Date**: A text field with value '13-12-2022 15:15'.
- Data Source**: A text field with value 'PORTAL'.
- Status Code**: A text field with value 'DRAFT'.
- Doc Approved Date**: A text field.
- Remarks**: A text area.


*User Interface Image 359 –Transporter Booking 50.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Transporter Booking Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 4:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2*

**Step 5:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0) ×



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						


UPLOAD


CLOSE

*User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3*


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Step 6:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List 			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>

**Step 8:** Click on Save, System will display the  status on the screen.


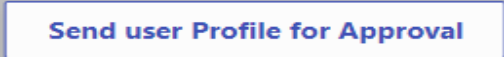
**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .



Choose an option 

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

**Step10:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to WFAPP


**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED



**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div><u>User Manual for iPortman PORTAL Application</u></div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	--	---	--

**Step 14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:


APPROVE

REJECT

**Step 15:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message



 Do you want to cancel?

NO

YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cancellation


Reason Description \*


Remarks

Requested By

EXIT

PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Transporter Booking

1 - 2 of 2


10

<

1

>

Doc No.	POS Document Number	Status Code	Application Type	IGM No	EDO No	Container Or Cargo	Doc Date	Doc Approved Date	Data Source	Created By	Created Date
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...	search...	Q search...	Q search...	search...
20		DRAFT	IMPORT				13-12-2022 15:17		PORTAL	70003338	13-12-2022 15:17
19		DRAFT	IMPORT				13-12-2022 15:17		PORTAL	70003338	13-12-2022 15:17

**Step 18:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....


search....

and

Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### 38. BUSINESS FUNCTION NAME: Truck Driver Change

#### 38.1 DEFINITION:

THE PURPOSE OF THIS FUNCTION IS TO CHANGE THE DRIVER FOR A PARTICULAR VEHICLE.


#### 38.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Gate Operation → Truck Driver Change → Click on New button 
------------------	---

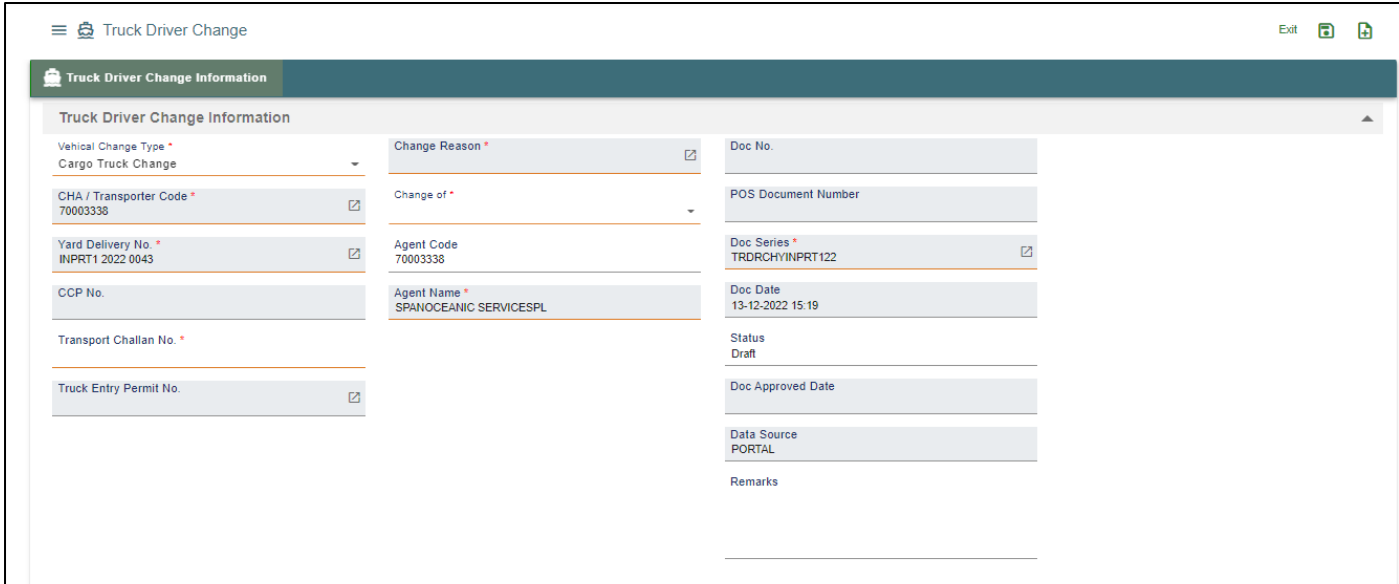
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

#### 38.3 PREREQUISITES – MASTERS

#### 38.4 SCREENSHOT

Following screenshot from Truck Driver Change.

**Step 1-** Click on New button  . The user shall redirect to the screen like below-






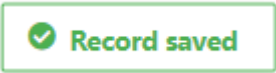
*User Interface Image 359 –Truck Driver Change 50.5.1*


**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Truck Driver change Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 3:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 4:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –



Attachments (0) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 360- Vehicle/Visitor/Company Blacklisting 50.5.2*

**Step 5:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0) ×


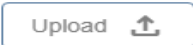
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						


UPLOAD


CLOSE

*User Interface Image 361- Vehicle/Visitor/Company Blacklisting 50.5.3*


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Step 6:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 7:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

Check List 			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	<input type="text"/>

**Step 8:** Click on Save, System will display the  status on the screen.


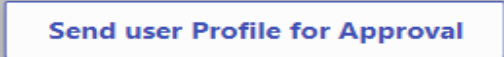
**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow  button .



Choose an option 

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

**Step10:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to WFAPP


**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

Successfully Status changed to APPROVED



**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.


If user reject the request following alert will display on the screen.

Remarks required!

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

Successfully rejected.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:


APPROVE

REJECT

**Step 15:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen. **Remarks required!** Up On

Adding the remarks click on Reject. Alert will display on the screen **Successfully rejected.** and the document status will be changed as 'REJECTED'.

**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message

Do you want to cancel?

NO

YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


**Cancellation**
✕


**Reason Description \***

**Remarks**

**Requested By**

EXIT
PROCEED


By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Truck Driver Change
🔍 📄

1 - 2 of 2
10
< 1 >

Doc No.	POS Document Number	Status	CCP No.	Transport Challan No.	Truck Entry Permit No.	Agent Name	Agent Code	Doc Date	Doc Approved Date	Data Source
28		Draft				SPANOCCEANIC SERVICESPL	70003338	13-12-2022 15:24		PORTAL
27		Draft				SPANOCCEANIC SERVICESPL	70003338	13-12-2022 15:19		PORTAL


**Step 18:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



**Search**
✕

Field	Condition	Value1	Value2	Concatenate Condition
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; padding: 2px;">search....</div>	<div style="border: 1px solid #ccc; padding: 2px;">search....</div>	<div style="border: 1px solid #ccc; padding: 2px;">and</div>

⊕ Add Row

Clear ✕
Search 🔍

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### 39. BUSINESS FUNCTION NAME: BILL OF COASTAL GOODS


#### 39.1 DEFINITION:


This Function is for Import of Coastal Cargo.

#### 39.2 NAVIGATION



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo → Others → Bill of Coastal Goods → Click on New button 
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

#### 39.3 PREREQUISITES – MASTERS

#### 39.4 SCREENSHOT

Following Screenshots are from Bill Of Coastal Goods.

**Step 1-** Click on New button  and We will redirect to screen like below.

Bill of Goods		Details Of Goods	
Document *	Importer *	Port of Loading Name *	Doc No.
Bill of Coastal Goods			
VCN No. *	IE Code	Port of Discharge Name *	POS Document Number
INPRT120220280			
Vessel Name	Address 1	Import Application No	Doc Series *
MT TANKER VESSEL			BICOGOYINPRT122
Voyage No	IGM No	Name of Master	Doc Date
s12	C280		13-12-2022 15:28
Nationality Name	IGM Date	Total Quantity	Status
INDIA	06-12-2022		Draft
Vessel Run	Shipping Agent	Total No. of Packages	Doc Approved Date
Coastal	SPANOCCEANIC SERVICESPL		
Application Type *	Agent Code	BOCG No *	Data Source
IMPORT	70003338		PORTAL
CHA Code *		BOCG Date *	Remarks
70003338			
CHA Name			
SPANOCCEANIC SERVICESPL			



**User Interface Image 59- Bill Of Coastal Goods- 9.5.1**


**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

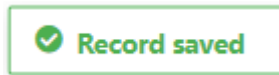
Below are the Field Information regarding Bill Of Coastal Goods Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

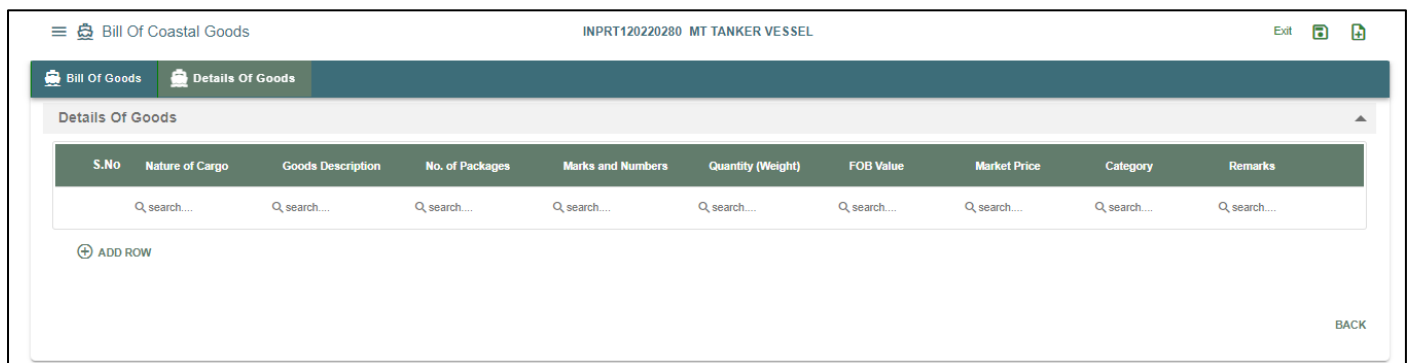


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Details of Goods section will be activated.



Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Details of Goods section will be activated.

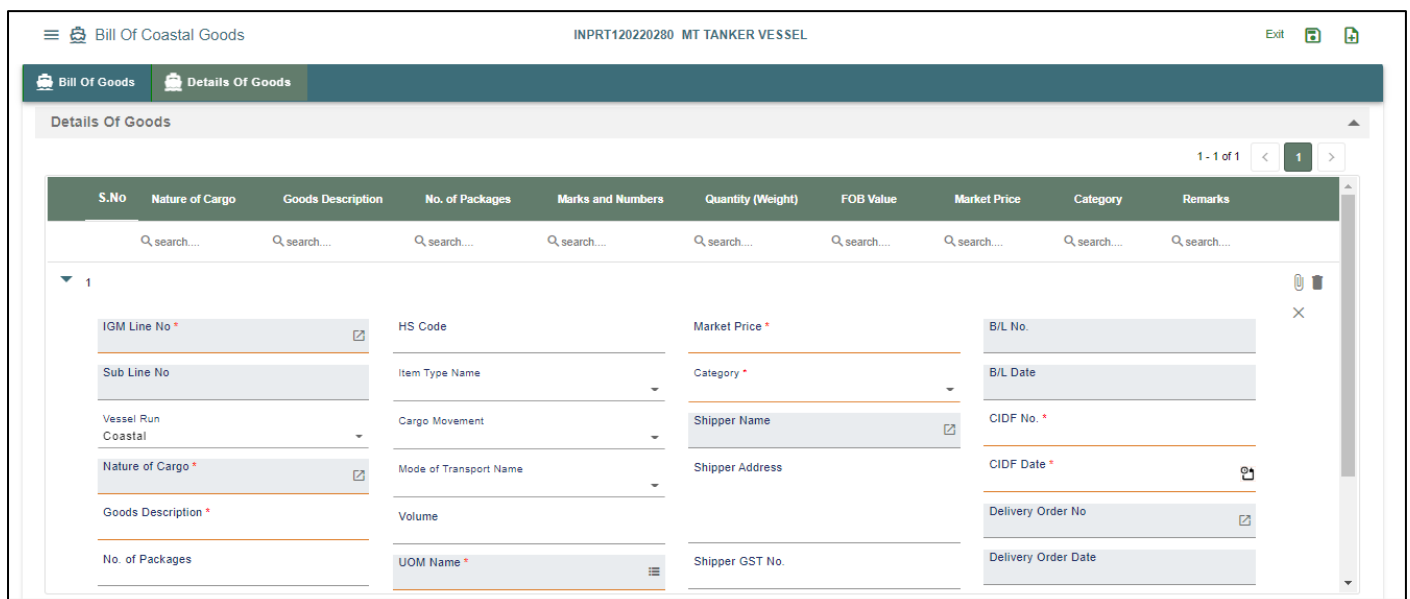



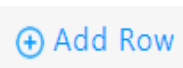

**User Interface Image 59- Details of Goods - 9.5.1**



Below are the Field Information regarding Cargo & Container Stock report Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Click on  to begin with data entry






**Step 5:** Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1 <span>▼</span>				*File Required

+ ADD FILES


SELECT FILES

or

Drag files here, to upload

UPLOAD

CLOSE

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required.x**

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required
<div> <div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it.File will be attached under file name with respective filename.extension.

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required
<div> <div> + ADD FILES SELECT FILES </div> <div>or</div> <div> Drag files here, to upload </div> </div>						
						<div> <div>UPLOAD</div> <div>CLOSE</div> </div>

Once all the mandatory and required fields are filled then Click on 

Upload

 button. System will display the status 

File uploaded

 on the screen.

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.		Survey Report 1				*File Required



+ ADD FILES
SELECT FILES


or

Drag files here, to upload

UPLOAD
CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

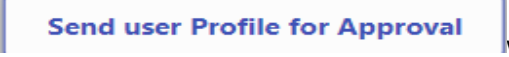
**Choose an option**
✕



Draft->WFA->Approve

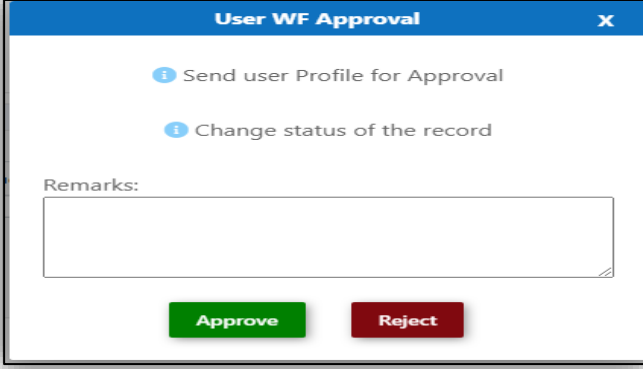
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

 with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User WF Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to WFAPP

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

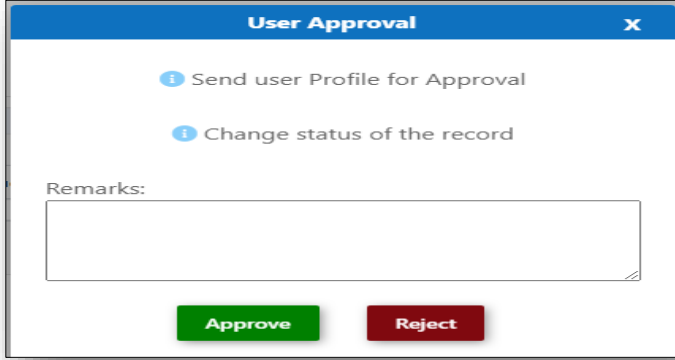
Successfully rejected.

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on the icon. System will be displaying

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

**Approve** **Reject**

Successfully Status changed to APPROVED

Step11: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will



Successfully rejected.

display on the screen. And the document status will be changed as 'REJECTED'.

Step 12: While if there is any changes or error we can cancel the record by clicking the icon shown. After clicking the icon

Confirmation required

system will display with below alert ok and Back

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Alert Message** ✕

i Do you want to cancel?

NO
YES

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

**Cancellation**
✕

Reason Description ✎

---

Remarks

---

Requested By

---

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display Ok and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in ≡ as Draft/Approved/Rejected/Cancel Status respectively

## 40.BUSINESS FUNCTION NAME: TRANSSHIPMENT PERMIT

### 40.1 DEFINITION:

This Function is for Import of Transshipment Cargo.

### 40.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU ≡ SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.



<b>Menu Path</b>	Menu Bar →Cargo→ Others→ Transshipment Permit → Click on New button <span style="color: #007bff;">+</span>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX 🔍 WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 40.3 PREREQUISITES – MASTERS

### 40.4 SCREENSHOT

Following Screenshots are from Transshipment Permit.

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**Step 1-** Click on New button  and We will redirect to screen like below.




The screenshot shows the 'Transshipment Permit' form with the 'Header Details' tab active. The form contains several input fields for header information, including Message Type, Custom House Code, SMTP No, SMTP Date, IGM No, Agent Code, Agent Name, IGM Date, Voyage No, Vessel Code, Destination Name, Shipping Line Name, Carrier Code, Carrier Name, Bond No., Doc No., POS Document Number, Doc Series, Doc Date, Status, Doc Approved Date, Data Source, and Remarks. Mandatory fields are marked with a red asterisk (\*).

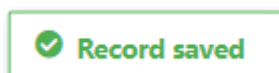
**User Interface Image 59- Transshipment Permit - 9.5.1**


**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

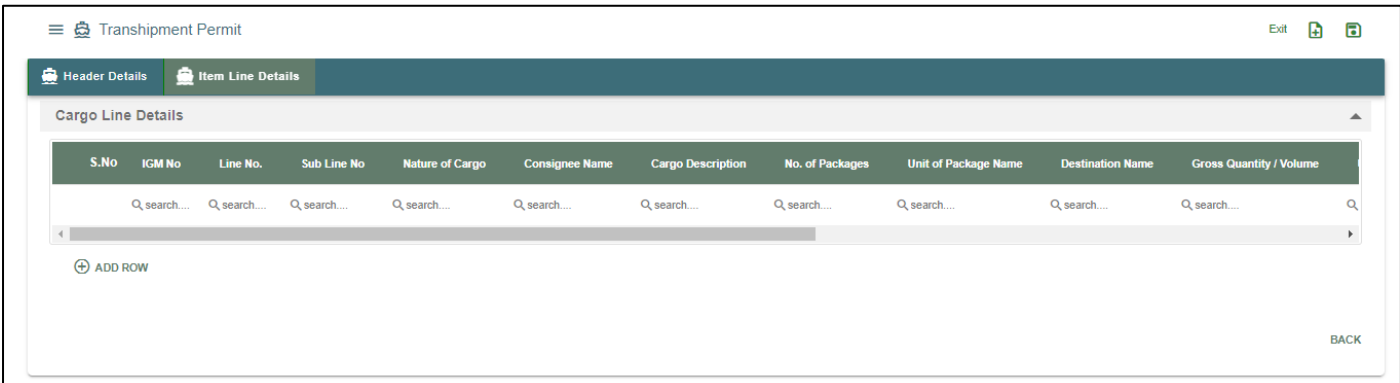
Below are the Field Information regarding Transshipment Permit Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Step 3: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Item Line Details section will be activated.





Step 4: Click  button from Top Menu Bar to save Header Details form record. Once it is saved Item Line Details section will be activated.



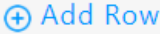
The screenshot shows the 'Transshipment Permit' form with the 'Item Line Details' tab active. The 'Cargo Line Details' section displays a table with columns: S.No, IGM No, Line No., Sub Line No, Nature of Cargo, Consignee Name, Cargo Description, No. of Packages, Unit of Package Name, Destination Name, and Gross Quantity / Volume. Below the table is an 'ADD ROW' button and a 'BACK' button.

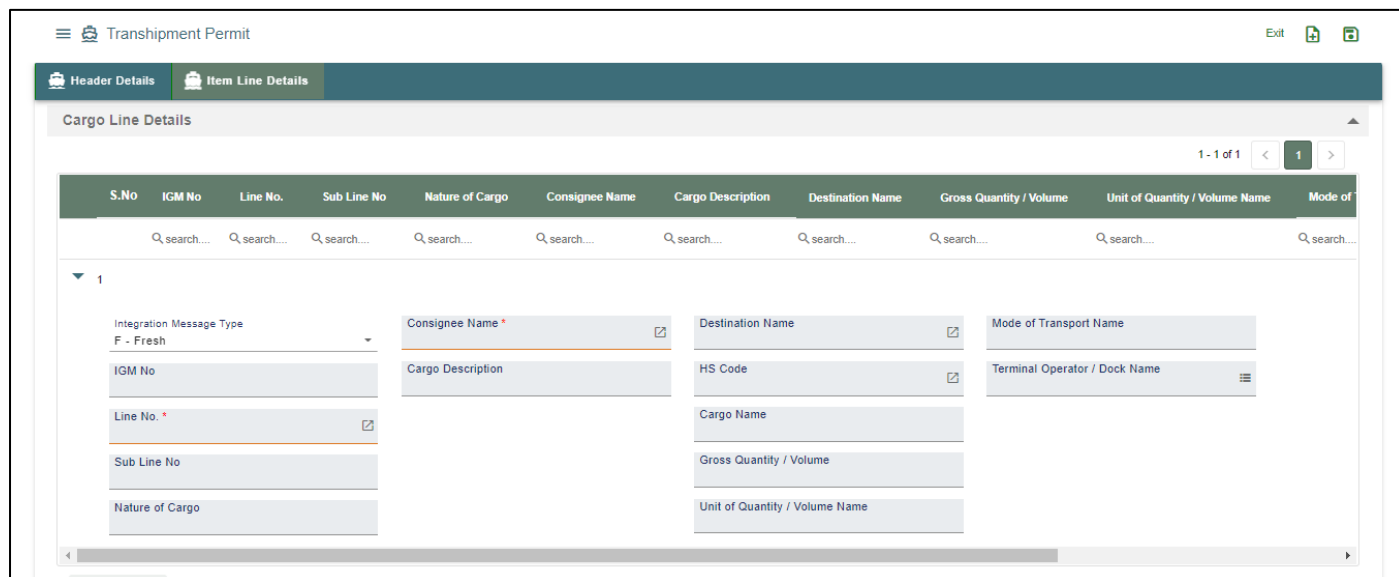
**User Interface Image 59- Transshipment Permit - 9.5.1**


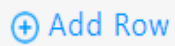

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Below are the Field Information regarding Item Line Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)



Click on  to begin with data entry



**Step 5:** Once data is filled in Contact Details, click on save button  and click on  if need to add multiple Row's or else click on  button.


Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.





NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required


+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE



If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

**Attachments (1)**
✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/> 1.	Survey Report	1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Now Click on the Check boxes accordingly, then  button will be enable.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (1)**
×



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required

+ ADD FILES
SELECT FILES

or

Drag files here, to upload

UPLOAD
CLOSE

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.

**Attachments (1)**
×

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Draft Survey						
<input type="checkbox"/>	1.	Survey Report 1				*File Required



+ ADD FILES
SELECT FILES



or

Drag files here, to upload

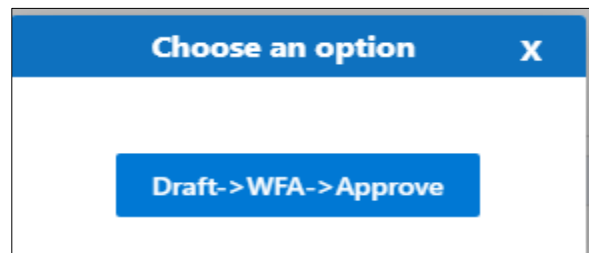
UPLOAD
CLOSE

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display  message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Step 7: Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

Step8: Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

Step9: Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .



**Successfully rejected.**

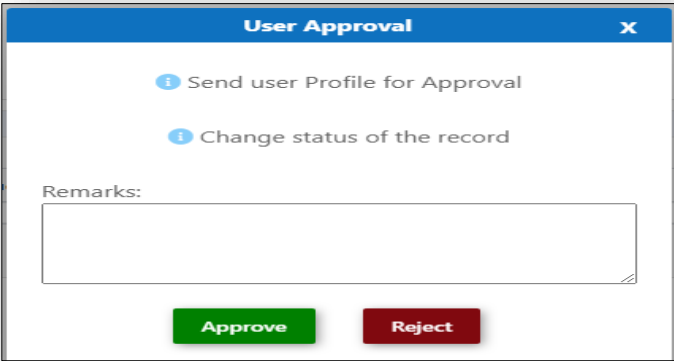
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

Step10: Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:

[Text Area]


**Approve** **Reject**

**Successfully Status changed to APPROVED**

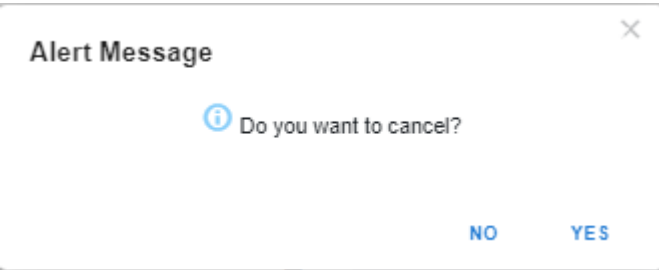
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

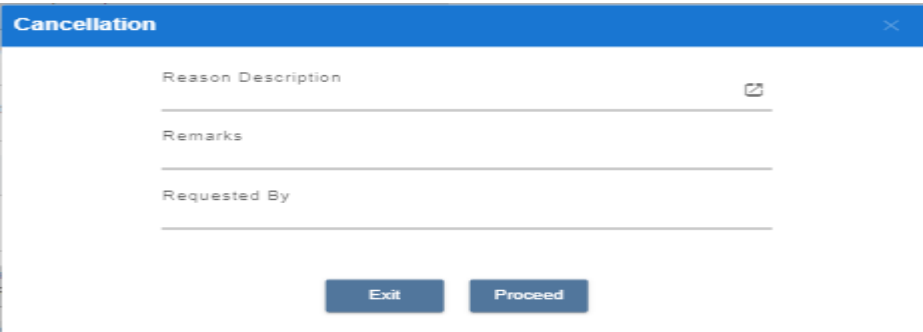


**Alert Message** [X]

Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description [Text Area]



Remarks [Text Area]

Requested By [Text Area]

**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 41. BUSINESS FUNCTION NAME: ASSESSMENT CHARGES FOR VESSEL

### 41.1 DEFINITION:


THE SHIPPING AGENT SUBMITS THIS REQUEST TO THE PORT TO GET THE AMOUNT TO BE PAID TO THE PORT FOR THE VESSEL SERVICES.


### 41.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Billing→ Transactions→ ASSESSMENT CHARGES FOR VESSEL→
	Click on New button 

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

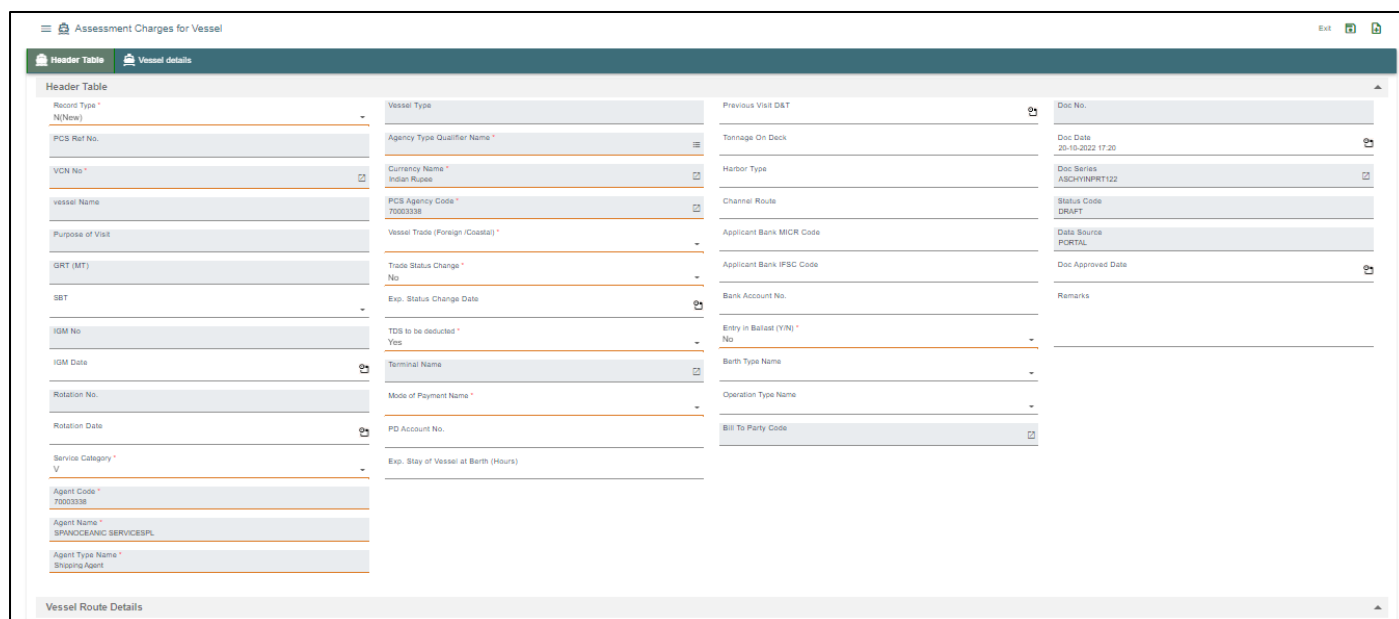
### 41.3 PREREQUISITES – MASTERS

1. Agent
2. Agent Type
3. UOM
4. Location
5. Currency

### 41.4 SCREENSHOTS

Following screenshot from Assessment charges of Vessel

**Step 1-** Click on New button  . The user shall redirect to the screen like below-



*User Interface Image 325-Assessment Charges for Vessel 43.5.1*

**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

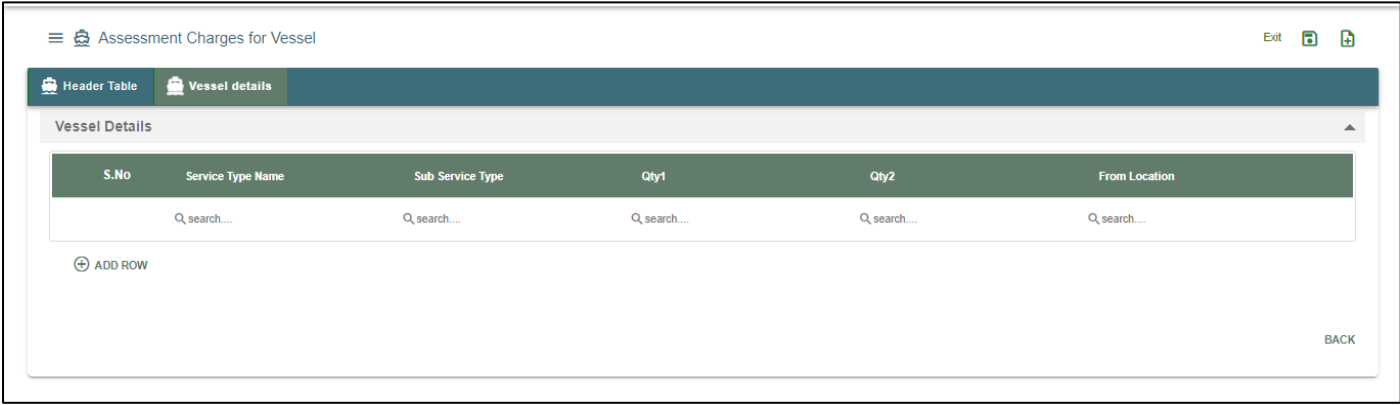
Below are the Field Information regarding **Header Details** Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Record Type*	Yes	Auto populate/Dropdown
CALINF Ref Number	No	Autopopulate
VCN No.*	Yes	Autopopulate/Form Lookup
Vessel Name	No	Autopopulate
Purpose of Visit	No	Autopopulate
GRT	No	Autopopulate
SBT	No	Autopopulate/Text Box
IGM No	No	Autopopulate
IGM Date	No	Autopopulate
Rotation No	No	Autopopulate
Rotation Date	No	Autopopulate
Service Category*	Yes	Autopopulate/Dropdown
Vessel Type	No	Autopopulate
Agency Type Qualifier Code*	Yes	Autopopulate/Form Lookup
Agency Code*	Yes	Autopopulate/Form Lookup
Currency Code for Payment	No	Autopopulate/Form Lookup
Trade*	Yes	Autopopulate/Dropdown
Trade Status Change*	Yes	Autopopulate/Dropdown
Expected Status Change Date	No	Autopopulate/Calendar
TDS*	Yes	Autopopulate/Dropdown
Terminal Code	No	Autopopulate/Form Lookup

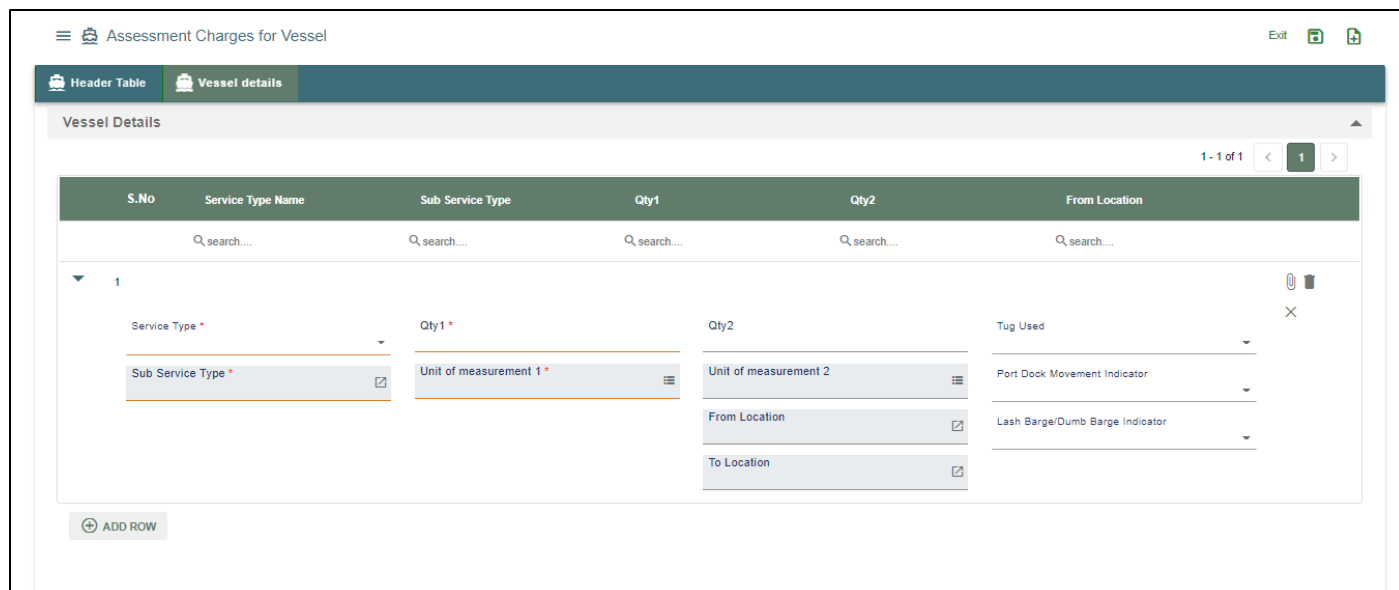
Payment Mode*	Yes	Autopopulate/Dropdown
PD Account No	Yes/No	Autopopulate/Text Box
Expected Stay of Vessel At Berth (Hours)	No	Autopopulate/Text Box
Date of Last Vessel Visit	No	Autopopulate/Calendar
Tonnage on Deck	No	Autopopulate/Text Box
Habour Type	No	Autopopulate/Text Box
Channel Route	No	Autopopulate/Text Box
Applicants Bank MICR Code	No	Autopopulate/Text Box
Applicants Bank IFSC Code	No	Autopopulate/Text Box
Applicants Bank Account No	No	Autopopulate/Text Box
Entry in Ballast*	Yes	Autopopulate/Dropdown
Berth Type	No	Autopopulate/Dropdown
Operation	No	Autopopulate/Dropdown
Bill to Party Code	No	Autopopulate/Text Box
Remarks	No	Text Box

**Step 3:** Once all the mandatory and required fields are filled then Click on the **Next** button from the bottom of the page. Then the user will be redirected to the vessel Details page as below. Click on the **+ Add Row** button.



*User Interface Image 332- Assessment Charges for Vessel 43.5.2*

**Step 4:** The system shall display below fields to enter.






*User Interface Image 326- Assessment Charges for Vessel 43.5.3*

Below are the Field Information regarding **Vessel** Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Record Type*	Yes	Autopopulate/Dropdown
Port Code	No	Autopopulate
VCN	No	Autopopulate
Vessel Name	No	Autopopulate
Service Type*	Yes	Autopopulate/Dropdown
Sub Service Type*	Yes	Autopopulate/Dropdown
Quantity 1*	Yes	Autopopulate/Text Box
Unit of Measurement 1*	Yes	Autopopulate/Form Lookup
Quantity 2	No	Autopopulate/Text Box
Unit of Measurement 2	No	Autopopulate/Form Lookup
From Location	No	Autopopulate/Form Lookup
To Location	No	Autopopulate/Form Lookup
Tug Used Container	No	Autopopulate/Dropdown
Port Dock Movement Indicator	No	Autopopulate/Dropdown
Lash Barge/ Dumb Barge Indicator	No	Autopopulate/Dropdown

**Step 5:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 6:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 327-Assessment Charges f Vessel 43.5.4*

**Step 7:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						



UPLOAD

CLOSE

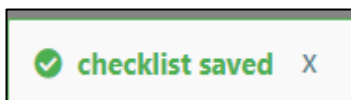
*User Interface Image 328-Assessment Charges for Vessel 43.5.5*

**Step 8:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


**Step 9:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman PORTAL Application	TMP/UMG/V.1.0	

Check List			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	



**Step 10:** Click on Save, System will display the status on the screen.


**Step 11:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .

Choose an option X

Draft->WFA->Approve

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

**Step12:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval X

Send user Profile for Approval



Remarks:

APPROVE REJECT

Successfully Status changed to WFAPP

**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. .Up On

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step15:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

**Remarks required!**

Up On

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step 16:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval



Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step 17:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If user reject the request following alert will display on the screen.

**Remarks required!**


Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

**Successfully rejected.**

**Step 18:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert Yes and No

Alert Message

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.

Cancellation


Reason Description \*

Remarks

Requested By


EXIT PROCEED

By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display **Ok** and status will change to CANCEL

**Step 19:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


Assessment Charges for Vessel									
<div> <div>1 - 10 of 738</div> <div> 10 </div> <div> 1 2 3 ... 72 73 74 </div> </div>									
VCW No.	Status Code	Vessel Name	Doc No.	Assessment Type Name	PCS Agency Name	PCS Agency Code	Vessel Trade (Foreign /Coastal)	Bill To Party Code	Bill to Party Name
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

*User Interface Image 329- Assessment Charges for Vessel 43.5.6*

**Step 19:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<div> <div>+</div> Add Row </div>				
				<div> <div>Clear</div> <div>×</div> <div>Search</div> <div>🔍</div> </div>

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 42. BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-VESSEL

### 42.1 DEFINITION:


### 42.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD

NEW RECORDS.

Menu Path	Menu Bar → Billing→ Transactions→ Confirmation of Charges-Vessel→ Click on New button 
-----------	---



USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

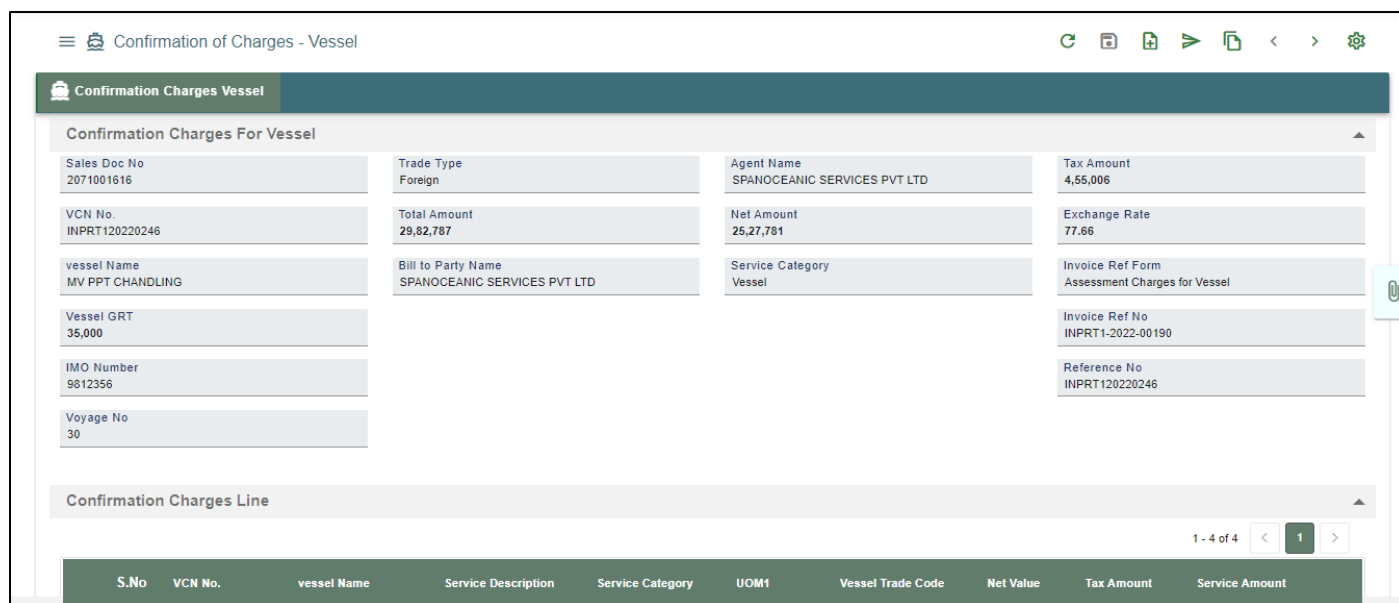
### 42.3 PREREQUISITES – MASTERS

### 42.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-VESSEL

**Step 1-** Click on any record in List Data. The user shall redirect to the screen like below-

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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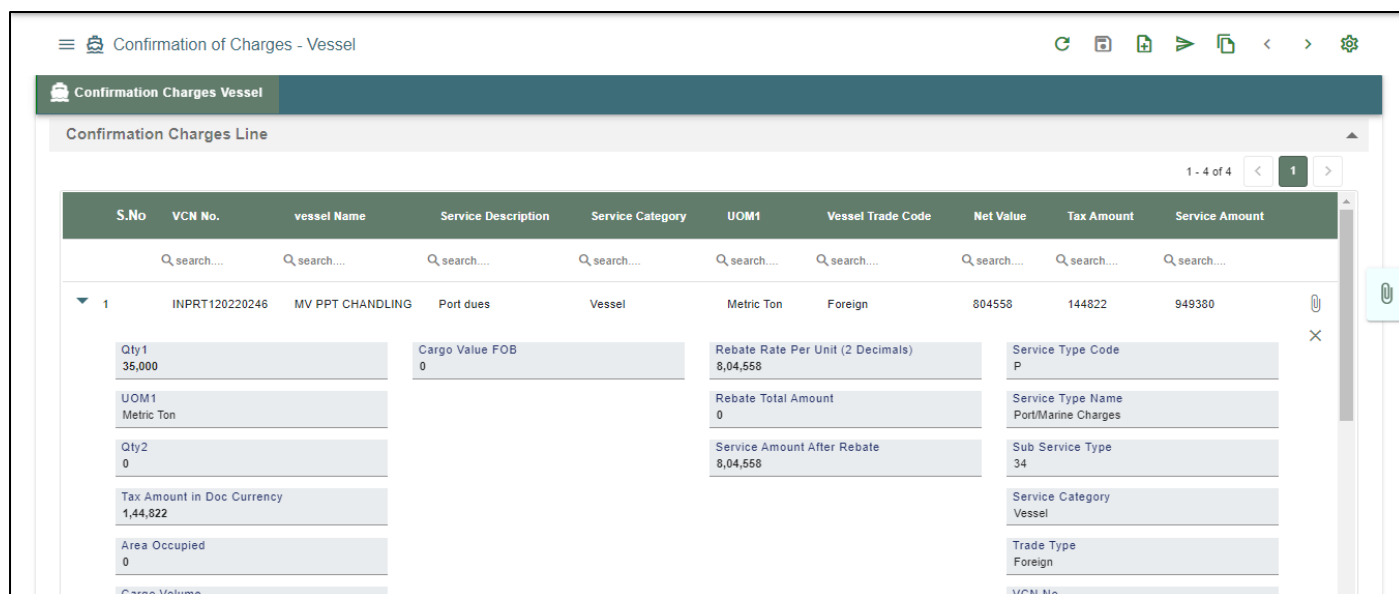
**Confirmation Charges Vessel**

Sales Doc No 2071001616	Trade Type Foreign	Agent Name SPANOCANIC SERVICES PVT LTD	Tax Amount 4,55,006
VCN No. INPRT120220246	Total Amount 29,82,787	Net Amount 25,27,781	Exchange Rate 77.66
vessel Name MV PPT CHANDLING	Bill to Party Name SPANOCANIC SERVICES PVT LTD	Service Category Vessel	Invoice Ref Form Assessment Charges for Vessel
Vessel GRT 35,000			Invoice Ref No INPRT1-2022-00190
IMO Number 9812356			Reference No INPRT120220246
Voyage No 30			

**Confirmation Charges Line**

S.No	VCN No.	vessel Name	Service Description	Service Category	UOM1	Vessel Trade Code	Net Value	Tax Amount	Service Amount
------	---------	-------------	---------------------	------------------	------	-------------------	-----------	------------	----------------

*User Interface Image 421 – CONFIRMATION OF CHARGES-VESSEL61.5.1*



**Confirmation Charges Vessel**

**Confirmation Charges Line**

S.No	VCN No.	vessel Name	Service Description	Service Category	UOM1	Vessel Trade Code	Net Value	Tax Amount	Service Amount
1	INPRT120220246	MV PPT CHANDLING	Port dues	Vessel	Metric Ton	Foreign	804558	144822	949380

**Details for Line 1:**



Qty1 35,000	Cargo Value FOB 0	Rebate Rate Per Unit (2 Decimals) 8,04,558	Service Type Code P
UOM1 Metric Ton		Rebate Total Amount 0	Service Type Name Port/Marine Charges
Qty2 0		Service Amount After Rebate 8,04,558	Sub Service Type 34
Tax Amount in Doc Currency 1,44,822			Service Category Vessel
Area Occupied 0			Trade Type Foreign
Carrin Volume			VCN No

*User Interface Image 422 – CONFIRMATION OF CHARGES-VESSEL 61.5.2*



Below are the Field Information regarding Confirmation Charges Vessel Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Certificate Name	No	Auto Populated
------------------	----	----------------



**Step 3:** Click on the icon. Then the user will be redirected to the Attachments Window. –

Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ Add files</div> <div>Select files</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div> <div> <div>Upload</div> <div>Close</div> </div>						

*User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.*

**Step 4:** Click on attachment icon if any attachment are configured it will auto populate or Click on 

+ Add files

 fill the required fields and upload the documents if any through 

Upload

 button and can download the attached document by clicking on the file name attached.

Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear														
<div> <div>+ Add files</div> <div>Select files</div> </div> <div>or</div> <div> <table> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name</th> <th>Attachment Name</th> <th>Valid From Date</th> <th>Valid To Date</th> <th>Certificate Name</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General Doc</td> <td>International</td> <td>03-04-2022 15:07</td> <td>30-04-2022 15:07</td> <td>Berth Allocation issue.png (121.26 kb)</td> <td></td> </tr> </tbody> </table> </div> <div> <div>Upload</div> <div>Close</div> </div>							SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear	1.	General Doc	International	03-04-2022 15:07	30-04-2022 15:07	Berth Allocation issue.png (121.26 kb)	
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear														
1.	General Doc	International	03-04-2022 15:07	30-04-2022 15:07	Berth Allocation issue.png (121.26 kb)															

*User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4*

**Step 5:** Click on attachment icon if any attachment are configured it will auto populate or Click on 



+ Add files


 fill the required fields and upload the documents if any through 

Upload

 button and can download the attached document by clicking on the file name attached.




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Step 6:** The record that can be seen in  as shown below

Confirmation of Charges - Vessel									
1 - 10 of 481									
Sales Doc No	Reference No	Status Code	VCN No.	Vessel Name	IMO Number	Bill to Party Name	Agent Name	Net Amount	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5*

**Step 7:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

Search				
Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<input type="button" value="Add Row"/>				
<input type="button" value="Clear"/> <input type="button" value="Search"/>				

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 43.Business Function Name: PDA Balance

### 43.1 DEFINITION:


### 43.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD

NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Billing→ Transactions→ PDA Balance→ Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

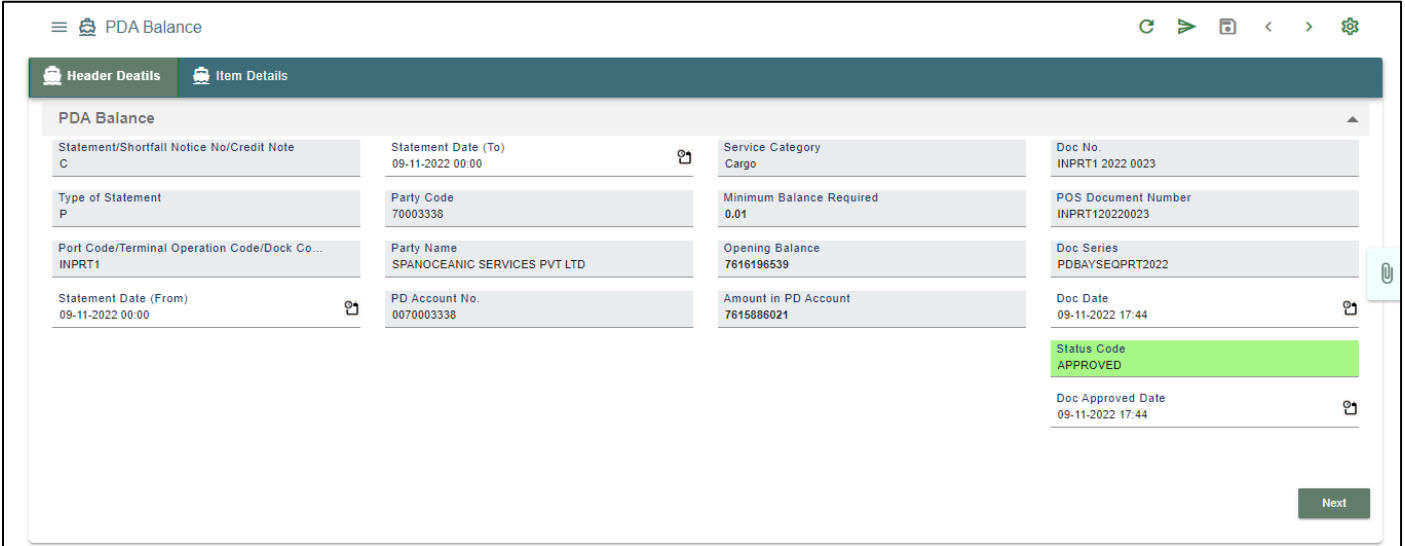
### 43.3 PREREQUISITES – MASTERS

### 43.4 SCREENSHOT

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

Following screenshot from PDA Balance

**Step 1-** Click on any record in List Data. The user shall redirect to Header Details Section screen like below-



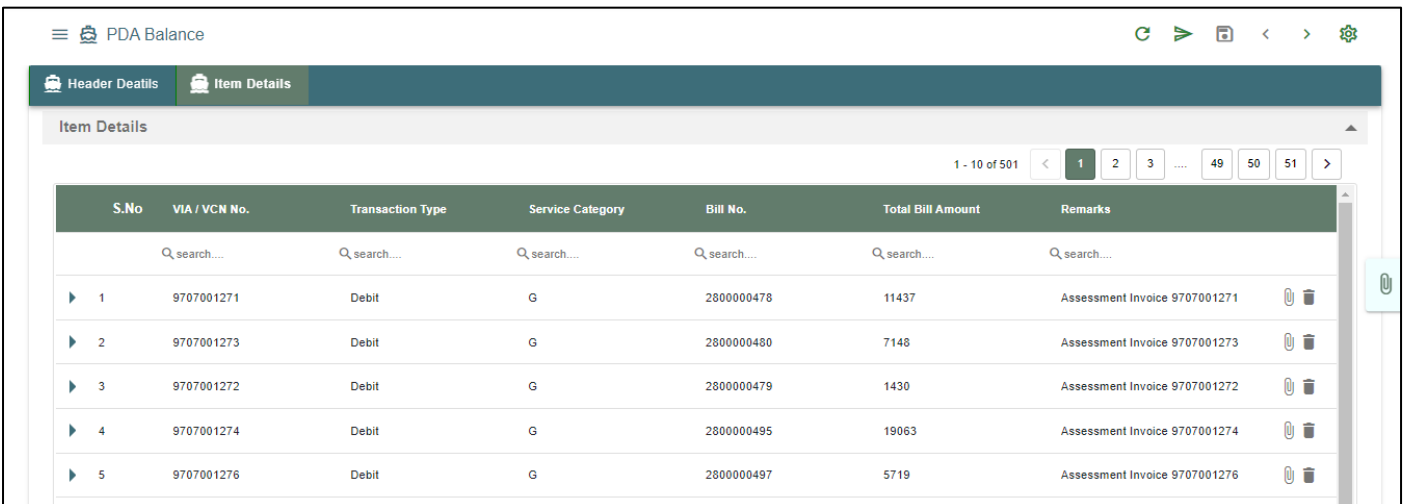
The screenshot shows the 'PDA Balance' screen with the 'Header Details' tab selected. The screen displays various fields organized into a grid:

Statement/Shortfall Notice No/Credit Note C	Statement Date (To) 09-11-2022 00:00	Service Category Cargo	Doc No. INPRT1 2022 0023
Type of Statement P	Party Code 70003338	Minimum Balance Required 0.01	POS Document Number INPRT120220023
Port Code/Terminal Operation Code/Dock Co... INPRT1	Party Name SPANOCANIC SERVICES PVT LTD	Opening Balance 7616196539	Doc Series PDBAYSEQPRT2022
Statement Date (From) 09-11-2022 00:00	PD Account No. 0070003338	Amount in PD Account 7615886021	Doc Date 09-11-2022 17:44
Status Code APPROVED			Doc Approved Date 09-11-2022 17:44

A 'Next' button is located at the bottom right of the screen.


*User Interface Image 426 –PDA Balance62.5.1*



**Step 2:** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Then click on Next Button then User will go to Item Details Section.

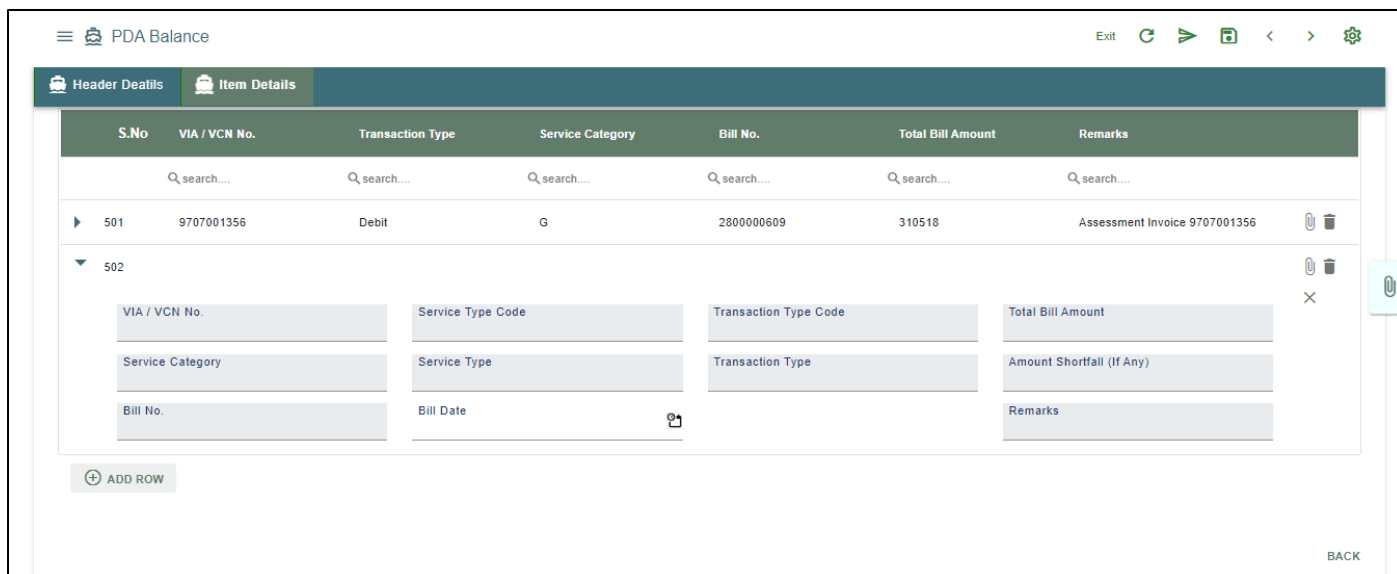


The screenshot shows the 'PDA Balance' screen with the 'Item Details' tab selected. It displays a table of transactions with 5 rows of data. The table has 7 columns: S.No, VIA / VCN No., Transaction Type, Service Category, Bill No., Total Bill Amount, and Remarks. Each column has a search icon and a search input field. The table is paginated, showing 1-10 of 501 items, with page 1 selected.

S.No	VIA / VCN No.	Transaction Type	Service Category	Bill No.	Total Bill Amount	Remarks
1	9707001271	Debit	G	2800000478	11437	Assessment Invoice 9707001271
2	9707001273	Debit	G	2800000480	7148	Assessment Invoice 9707001273
3	9707001272	Debit	G	2800000479	1430	Assessment Invoice 9707001272
4	9707001274	Debit	G	2800000495	19063	Assessment Invoice 9707001274
5	9707001276	Debit	G	2800000497	5719	Assessment Invoice 9707001276


Click on  the button.

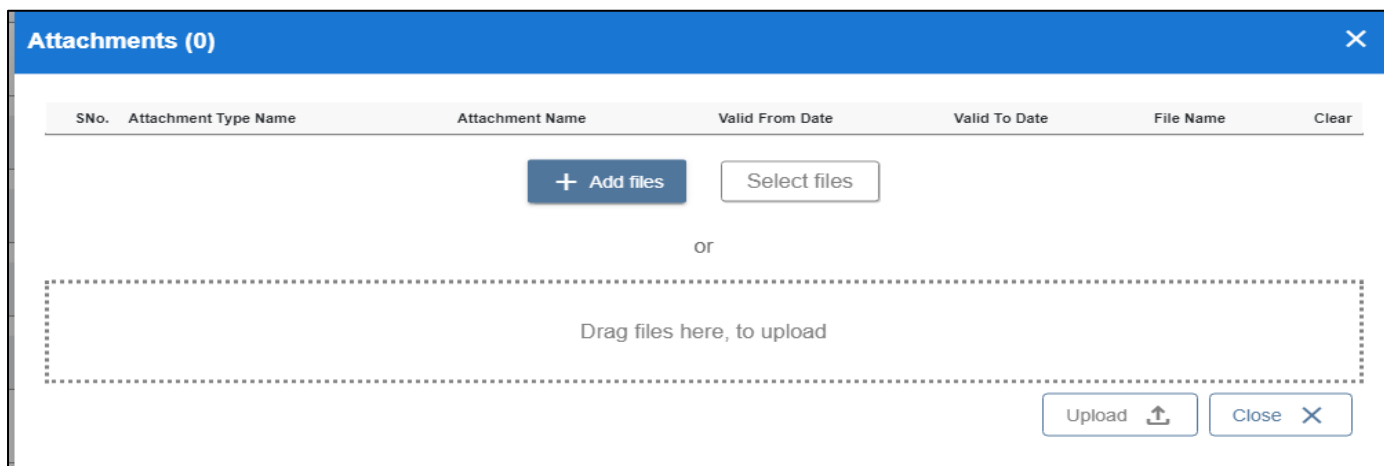
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



The screenshot shows the 'PDA Balance' application interface. At the top, there's a header bar with 'Header Details' and 'Item Details' tabs. Below this is a table with columns: S.No, VIA / VCN No., Transaction Type, Service Category, Bill No., Total Bill Amount, and Remarks. The table contains two rows: row 501 is an 'Assessment Invoice' with a total bill amount of 310518; row 502 is expanded, showing a form with fields for VIA / VCN No., Service Type Code, Transaction Type Code, Total Bill Amount, Service Category, Service Type, Transaction Type, Amount Shortfall (If Any), Bill No., Bill Date, and Remarks. A '+ ADD ROW' button is at the bottom left, and a 'BACK' button is at the bottom right.



*User Interface Image 427 –PDA Balance62.5.2*



**Step 3:** Click on the  icon. Then the user will be redirected to the Attachments Window. –



The screenshot shows the 'Attachments (0)' window. It has a table with columns: S.No., Attachment Type Name, Attachment Name, Valid From Date, Valid To Date, File Name, and Clear. Below the table are two buttons: '+ Add files' and 'Select files'. Below these is a dashed box with the text 'Drag files here, to upload'. At the bottom right are 'Upload' and 'Close' buttons.

*User Interface Image 428 – PDA Balance 62.3.*

**Step 4:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Attachments (0)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <span>+ Add files</span> <span>Select files</span> </div>						
OR						
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	General Doc	International	03-04-2022 15:07	30-04-2022 15:07	Berth Allocation issue.png (121.26 kb)	
<div> <span>Upload</span> <span>Close</span> </div>						

*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

 AR Invoice - Vessel


VCN No.	Vessel Name	Agent Name	Invoice No.	Invoice Date	Invoice Type	Status Code	Invoice Value	Invoice Ref No	Invoice Ref Form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



*User Interface Image 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.

**Search**
✕

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div> <span>+ Add Row</span> </div>				
<div> <span>Clear</span> </div>				
<div> <span>Search</span> </div>				

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.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 44. BUSINESS FUNCTION NAME: ASSESSMENT OF CHARGES CARGO AND STEVEDORE

### 44.1 DEFINITION:


THE AGENT SUBMITS THIS REQUEST TO THE PORT TO GET THE AMOUNT TO BE PAID TO THE PORT FOR THE VESSEL, CARGO, STEVEDORE SERVICES.


### 44.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Marine→ Billing→ Transactions→ ASSESSMENT OF CHARGES CARGO AND STEVEDORE→ Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

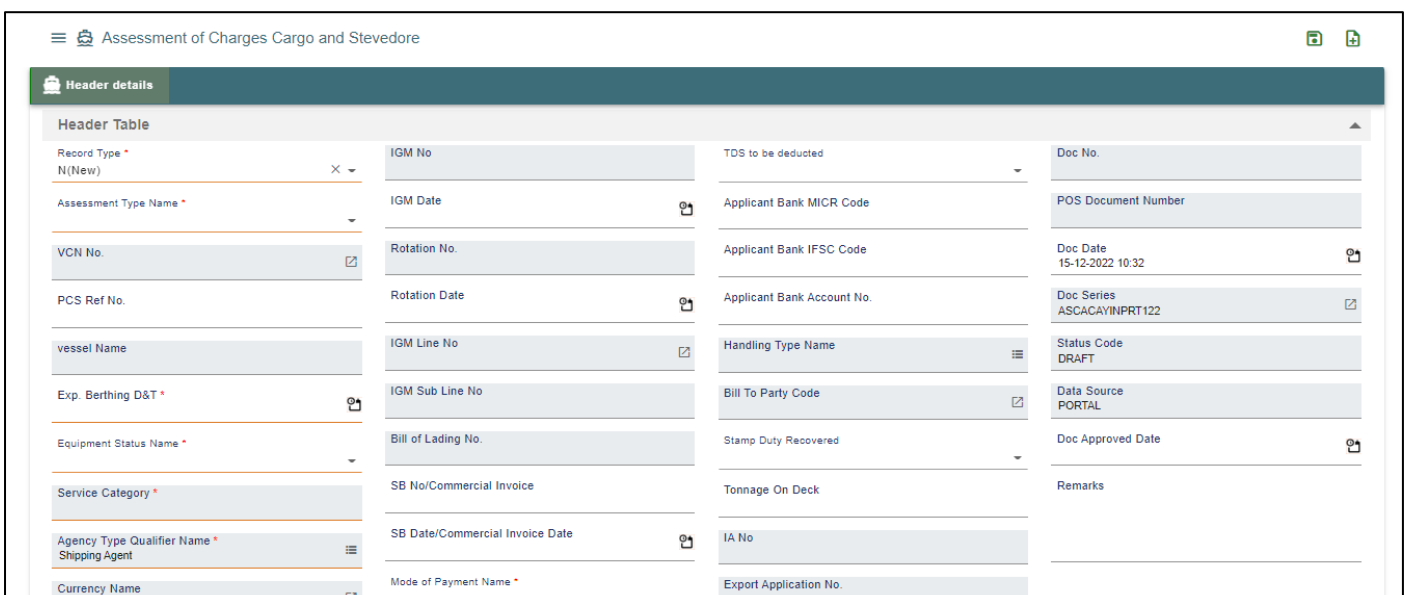
### 44.3 PREREQUISITES – MASTERS

6. Agent
7. Agent Type
8. UOM
9. Location
10. Currency



### 44.4 SCREENSHOTS

Following screenshot from Assessment of charges Cargo and Stevedore

**Step 1-** Click on New button  . The user shall redirect to the screen like below-



*User Interface Image 325-Assessment of Charges Cargo and Stevedore 43.5.1*



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**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.

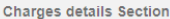
Below are the Field Information regarding **Header** Details Section.

(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

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**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  button.






S.No	External Sub-Service Category	Service Type Name	Sub Service Type	Handling Type Code	Handling Type Name
Q search....	Q search....	Q search....	Q search....	Q search....	Q search....



*User Interface Image 332- Assessment of Charges Cargo and Stevedore 43.5.2*

**Step 4:** The system shall display below fields to enter.



Exit  

**Header details**

Charges details Section 1 - 1 of 1 < 1 >



S.No	External Sub-Service Category	Service Type Name	Sub Service Type	Handling Type Code	Handling Type Name
Q search....	Q search....	Q search....	Q search....	Q search....	Q search....
1	External Sub-Service Category Operation D & T Operation Shift Service Type * Sub Service Type * Handling Type Name	Qty2 UOM2 IGM Line TP No IGM Sub Line No Bill of Coastal Goods No. Cargo Type Name	Unit of Volume Cargo Value CIF Cargo Value FOB No. of Packages Weight of Cargo for Demurrage UOM of Demurrage Quantity	Back to Town Space Allotted / Occupied Dispatch Date Mode of Operation code Disposal Mode Is Charitable Parties No	

*User Interface Image 326- Assessment of Charges Cargo and Stevedore 43.5.3*


Below are the Field Information regarding **Vessel** Details Section.

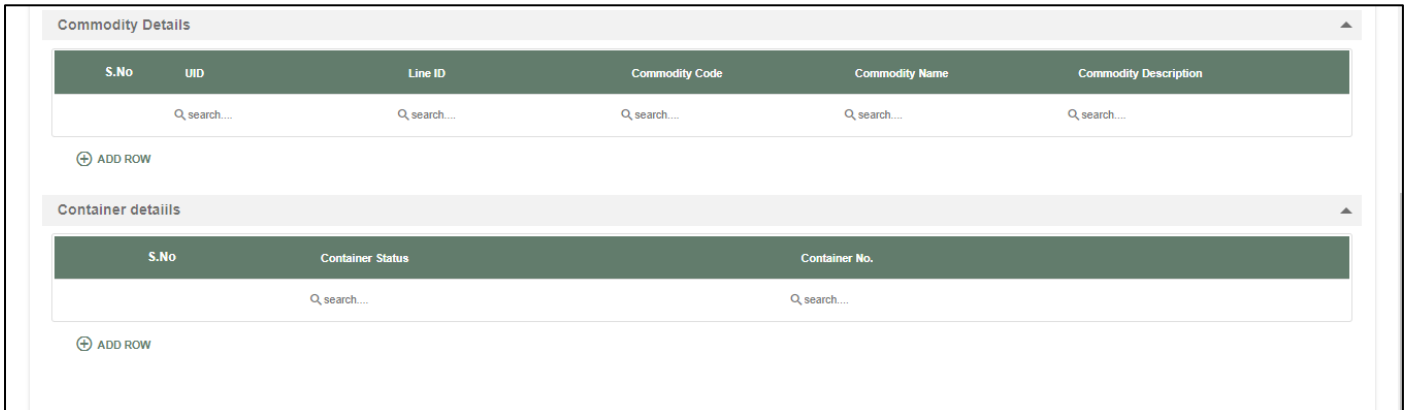
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


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

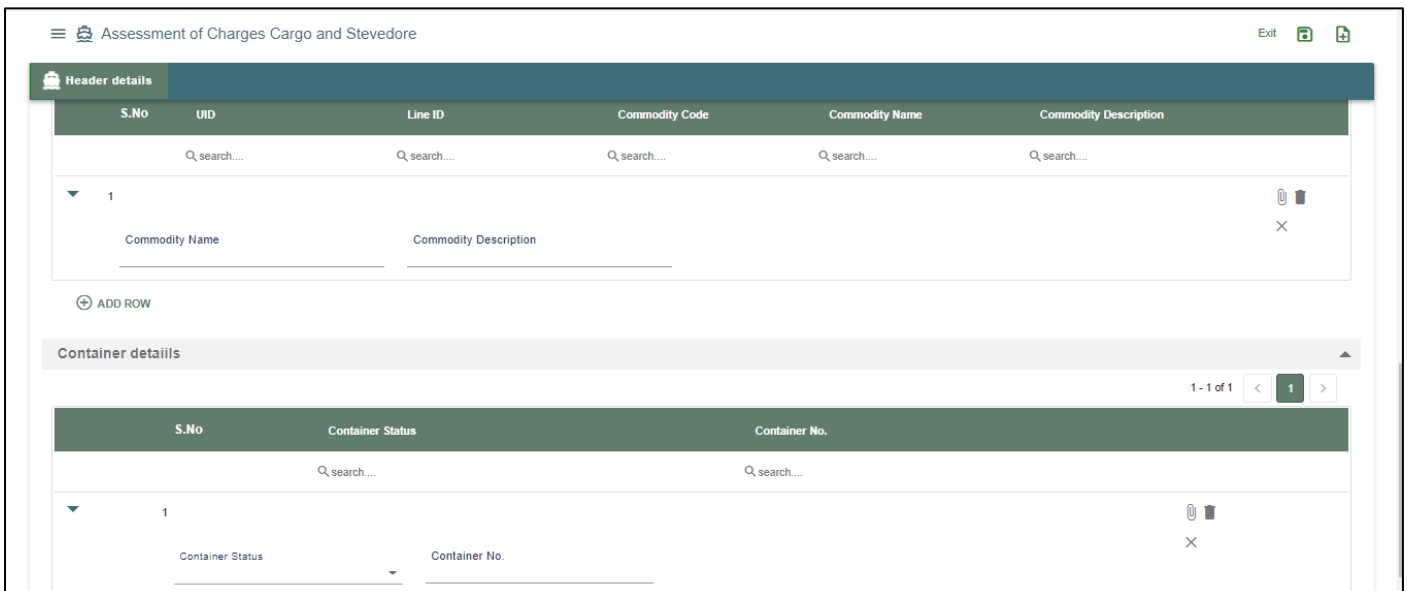
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Tug Used Container	No	Autopopulate/Dropdown
Port Dock Movement Indicator	No	Autopopulate/Dropdown
Lash Barge/ Dumb Barge Indicator	No	Autopopulate/Dropdown


**Step 5:** Once all the mandatory and required fields are filled Then the user will be redirected Commodity Details & Container Details Section page as below. Click on the  button.



Click on the  button.



**Step 5:** Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.

**Step 6:** After saving the record click on the  icon. Then the user will be redirected to the Attachments Window. –





Attachments (0)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

CLOSE

*User Interface Image 327-Assessment Charges f Vessel 43.5.4*

**Step 7:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



Attachments (0)


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ ADD FILES</div> <div>SELECT FILES</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div>						

UPLOAD

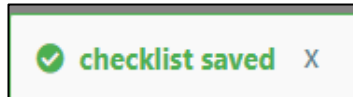
CLOSE

*User Interface Image 328-Assessment Charges for Vessel 43.5.5*

**Step 8:**Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.

**Step 9:** Configure Check List in Check List Form for respective forms. Then Click on  icon. Configured parameters will display in the Check List Window.

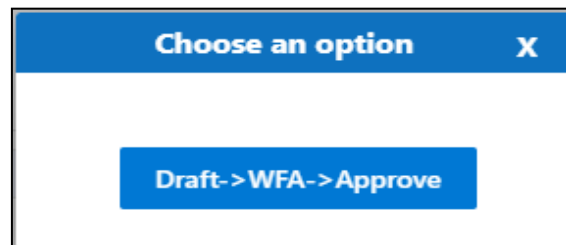
Check List <span>📄 X</span>			
Parameter Code	Parameter Name	Yes/No	REMARKS
FRESH WATER	Fresh Water	<input type="checkbox"/>	



**Step 10:** Click on Save, System will display the status on the screen.


**Step 11:** Once the record is saved then the document status will be as 'Draft' and then click on workflow

button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step12:** Once the workflow is initiated click on  the icon. System will be display **Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval X

Send user Profile for Approval



Remarks:

APPROVE REJECT

**Successfully Status changed to WFAPP**

**Step13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen. Up On

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step14:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval

Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step15:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

If user reject the request following alert will display on the screen.

**! Remarks required!**

Up On

Adding the remarks click on Reject. Alert will display on the screen

**Successfully rejected.**

and the document status will be changed as 'REJECTED'.

**Step 16:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

User Approval



Send user Profile for Approval

Remarks:

APPROVE REJECT

**Successfully Status changed to APPROVED**

**Step 17:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


If user reject the request following alert will display on the screen.

**Remarks required!**

Up On

Adding the remarks click on Reject. Alert will display on the screen and the document status will be changed as 'REJECTED'.

**Successfully rejected.**


**Step 18:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display

**Confirmation required**

with below alert Yes and No

Alert Message

 Do you want to cancel?

NO YES

By Clicking on No we can go to the previous screen. By clicking Yes we can see the below fields in Alert.


Cancellation


Reason Description \*

Remarks

Requested By


EXIT PROCEED



By Clicking on Exit we can go to the previous screen. By clicking on Proceed system will display  and status will change to CANCEL

**Step 19:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Assessment Charges for Vessel									
<div> <div>1 - 10 of 738</div> <div> 10 </div> <div> 1 2 3 ... 72 73 74 </div> </div>									
VCW No.	Status Code	Vessel Name	Doc No.	Assessment Type Name	PCS Agency Name	PCS Agency Code	Vessel Trade (Foreign /Coastal)	Bill To Party Code	Bill to Party Name
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

*User Interface Image 329- Assessment Charges for Vessel 43.5.6*

**Step 19:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....


search....

and

+ Add Row

Clear

Search

By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.

## 45.BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-CARGO

### 45.1 DEFINITION:


### 45.2 NAVIGATION


FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU



SELECTION TO VIEW THE LIST DATA AND TO ADD

NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Billing→ Transactions→ Confirmation of Charges-Cargo→ Click on New button 
------------------	--



USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 45.3 PREREQUISITES – MASTERS

### 45.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-CARGO

**Step 1-** Click on any record in List Data. The user shall redirect to the screen like below-

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Confirmation of Charges - Cargo

Confirmation Charges Cargo

Confirmation Charges For Cargo

Sales Doc No 2071001720	Trade Type Foreign	Agent Name SPANOCEANIC SERVICES PVT LTD	Tax Amount 33696
VCN No. INPRT120220285	Total Amount 220896	Net Amount 187200	Exchange Rate 0
vessel Name MT CUTTLEFISH	Bill to Party Name SPANOCEANIC SERVICES PVT LTD	Service Category Cargo	Invoice Ref Form Assessment of Charges Cargo and Stevedore
Vessel GRT 5000			Invoice Ref No INPPT1-2022-00176
IMO Number 9122201			Ref Form Export Application
Voyage No 45			Reference No INPRT120220040

Confirmation Charges Line

1 - 1 of 1

S.No	VCN No.	vessel Name	Service Description	Service Category	UOM1	Vessel Trade Code	Net Value	Tax Amount	Service Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Interface Image 421 – CONFIRMATION OF CHARGES-CARGO61.5.1

Confirmation of Charges - Cargo

Confirmation Charges Cargo

Confirmation Charges Line

1 - 1 of 1

S.No	VCN No.	vessel Name	Service Description	Service Category	UOM1	Vessel Trade Code	Net Value	Tax Amount	Service Amount
1	INPRT120220285	MT CUTTLEFISH	CRUDE OIL, PETROLEUM & PRODUCTS HAVING F	Cargo	Metric Ton	Foreign	187200	33696	220896

Qty1 5000	Destination Nepal Bhutan N	Rebate Rate Per Unit (2 Decimals) 187200	Service Type Code WH
UOM1 Metric Ton	Cargo Value FOB 5000	Rebate Total Amount 0	Service Type Name Wharfage
Qty2 0		Service Amount After Rebate 187200	Sub Service Type 1
Tax Amount in Doc Currency 33696			Service Category Cargo
Area Occupied 0			Trade Type Foreign
Cargo Volume n			VCN No. INPRT120220285

User Interface Image 422 – CONFIRMATION OF CHARGES-CARGO 61.5.2

Below are the Field Information regarding Confirmation Charges Cargo Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated
Vessel GRT	No	Auto Populated



Agent Name	No	Auto Populated
IMO No	No	Auto Populated
Net Amount	No	Auto Populated
Service Category	No	Auto Populated
Voyage No	No	Auto Populated
Tax Amount	No	Auto Populated
Qty1	Yes	Auto Populated
UOM1	No	Auto Populated
Qty2	No	Auto Populated
Tax Amount in Doc Currency	No	Auto Populated
Area Occupied	Yes	Auto Populated
Cargo Volume	Yes	Auto Populated
Vessel Trade (Foreign /Coastal)	No	Auto Populated
Cargo Value CIF	No	Auto Populated
Cargo Value FOB	No	Auto Populated
Rebate Rate Per Unit (2 Decimals)	No	Auto Populated
Rebate Total Amount	No	Auto Populated
Service Amount After Rebate	No	Auto Populated
Service Type Code	No	Auto Populated
Trade Type	No	Auto Populated
Vessel Name	No	Auto Populated
Unit Rate	No	Auto Populated
Total Amount	No	Auto Populated
Short Text For Sales Order Item	No	Auto Populated
Attachment Type Name	No	Form lookup/Auto Populated
Attachment Name	No	Form lookup/Auto Populated
Certificate Valid From D&T	No	Calendar/Auto Populated
Certificate Valid To D&T	No	Calendar/Auto Populated
Certificate Name	No	Auto Populated





**Step 3:** Click on the icon. Then the user will be redirected to the Attachments Window. –

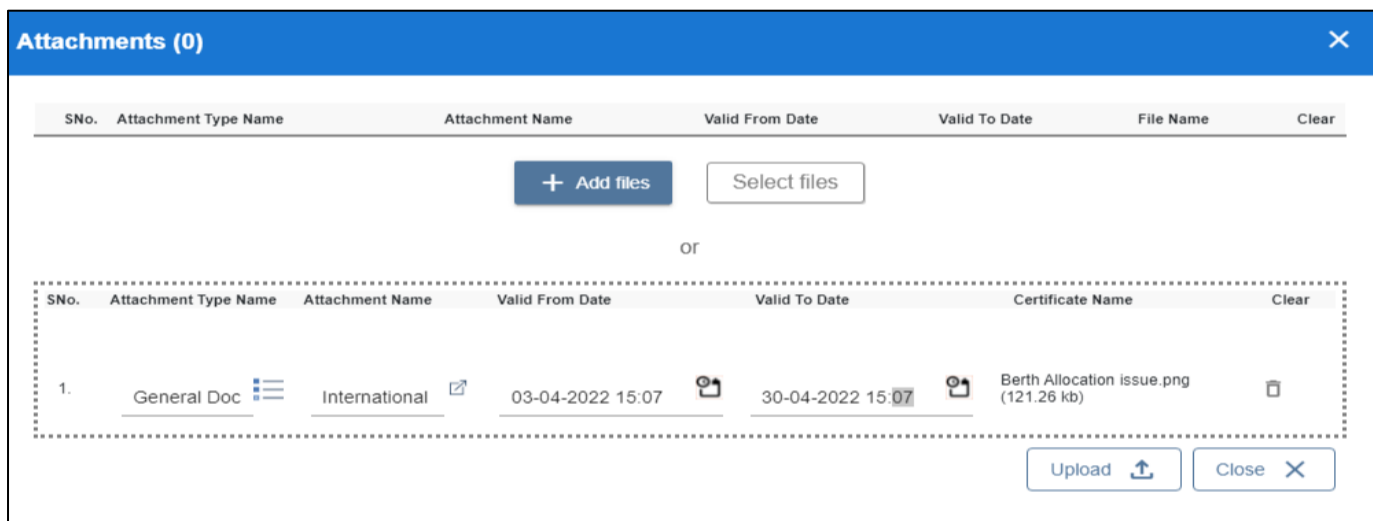
**Attachments (0)**

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ Add files</div> <div>Select files</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div> <div> <div>Upload</div> <div>Close</div> </div>						



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


*User Interface Image 423 – CONFIRMATION OF CHARGES-VESSEL 61.3.*

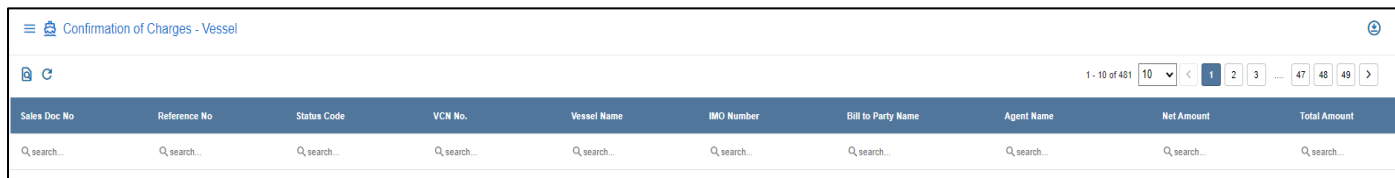
**Step 4:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.




*User Interface Image 424 – CONFIRMATION OF CHARGES-VESSEL 61.5.4*

**Step 5:** Click on attachment icon if any attachment are configured it will auto populate or Click on  fill the required fields and upload the documents if any through  button and can download the attached document by clicking on the file name attached.



**Step 6:** The record that can be seen in  as shown below



*User Interface Image 425 – CONFIRMATION OF CHARGES-VESSEL 61.5.5*

**Step 7:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Search

Field

Condition

Value1

Value2

Concatenate Condition

search....


search....

and

+ Add Row

Clear

Search


By Clicking on  can clear the inputs in the columns. By Clicking on Results / reset Drop down can select 10/20/30/40 records to view in List page.


## 46.BUSINESS FUNCTION NAME: CONFIRMATION OF CHARGES-RAILWAY

### 46.1 DEFINITION:

### 46.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST DATA AND TO ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Billing→ Transactions→ Confirmation of Charges-Railway→ Click on New button 
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH BOX  WHICH IS AVAILABLE ON TOOL BAR SECTION.

### 46.3 PREREQUISITES – MASTERS

### 46.4 SCREENSHOT

Following screenshot from CONFIRMATION OF CHARGES-RAILWAY

**Step 1-** Click on any record in List Data. The user shall redirect to the screen like below-

Confirmation of Charges - Railways

Confirmation Charges Railways

Confirmation Charges For Railways

Sales Doc No  
2071001626

Total Amount  
45006

Agent Name  
SPANOCÉANIC SERVICES PVT LTD

Tax Amount  
6866

Bill to Party Name  
SPANOCÉANIC SERVICES PVT LTD

Net Amount  
38140

Exchange Rate  
0

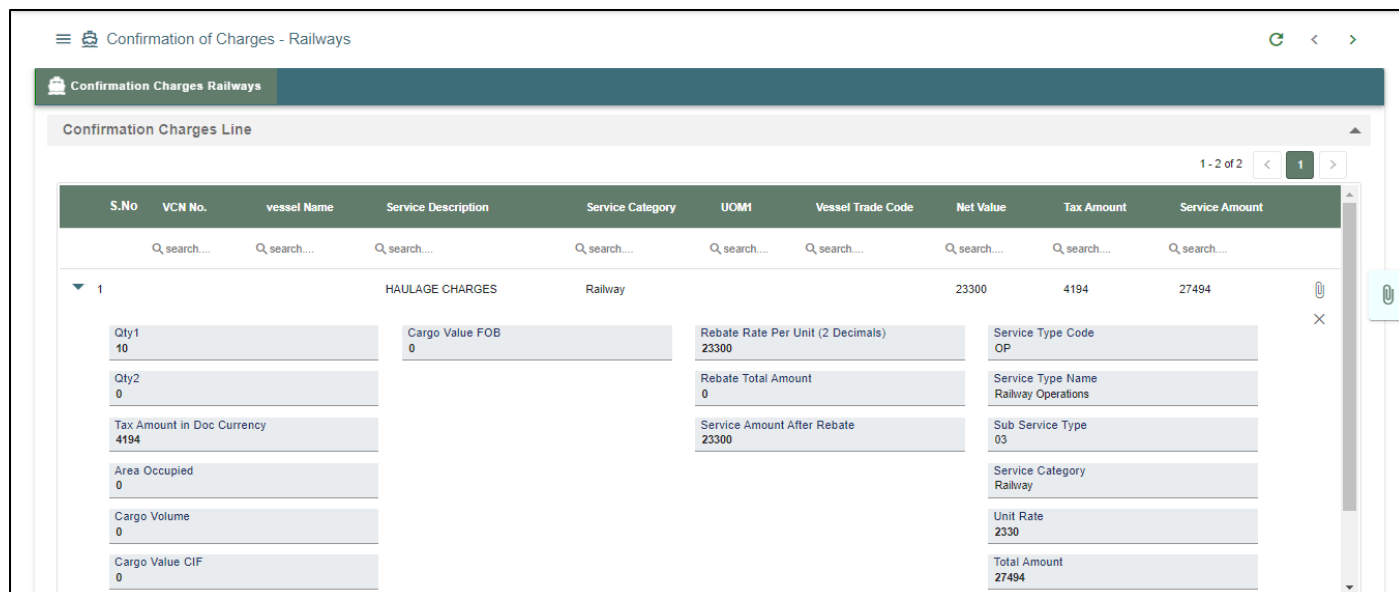
Service Category  
Railway

Invoice Ref Form  
Rate Application

Invoice Ref No  
INPRT120220054

Reference No  
PER/2022/0043

User Interface Image 421 – CONFIRMATION OF CHARGES-RAILWAY61.5.1



*User Interface Image 422 – CONFIRMATION OF CHARGES-RAILWAY 61.5.2*

Below are the Field Information regarding Confirmation Charges Railway Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Sales Doc No	No	Auto Populated
VCN No	No	Auto Populated
Trade Type	No	Auto Populated
Total Amount	No	Auto Populated
Bill to Party Name	No	Auto Populated
Vessel Name	No	Auto Populated
Vessel GRT	No	Auto Populated
Agent Name	No	Auto Populated
IMO No	No	Auto Populated
Net Amount	No	Auto Populated
Service Category	No	Auto Populated
Voyage No	No	Auto Populated
Tax Amount	No	Auto Populated
Qty1	Yes	Auto Populated
UOM1	No	Auto Populated
Qty2	No	Auto Populated
Tax Amount in Doc Currency	No	Auto Populated
Area Occupied	Yes	Auto Populated
Cargo Volume	Yes	Auto Populated
Vessel Trade (Foreign /Coastal)	No	Auto Populated
Cargo Value CIF	No	Auto Populated
Cargo Value FOB	No	Auto Populated
Rebate Rate Per Unit (2 Decimals)	No	Auto Populated

Rebate Total Amount	No	Auto Populated
Service Amount After Rebate	No	Auto Populated
Service Type Code	No	Auto Populated
Trade Type	No	Auto Populated
Vessel Name	No	Auto Populated
Unit Rate	No	Auto Populated
Total Amount	No	Auto Populated
Short Text For Sales Order Item	No	Auto Populated
Attachment Type Name	No	Form lookup/Auto Populated
Attachment Name	No	Form lookup/Auto Populated
Certificate Valid From D&T	No	Calendar/Auto Populated
Certificate Valid To D&T	No	Calendar/Auto Populated
Certificate Name	No	Auto Populated



**Step 3:** Click on the icon. Then the user will be redirected to the Attachments Window. –

Attachments (0) ×


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ Add files</div> <div>Select files</div> </div> <div>or</div> <div> <div>Drag files here, to upload</div> </div> <div> <div>Upload </div> <div>Close <span>×</span></div> </div>						

*User Interface Image 423 – CONFIRMATION OF CHARGES-RAILWAY 61.3*



**Step 4:** Click on attachment icon if any attachment are configured it will auto populate or Click on 

+ Add files

 fill the required fields and upload the documents if any through 

Upload 

 button and can download the attached document by clicking on the file name attached.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Attachments (0)**

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<div> <div>+ Add files</div> <div>Select files</div> </div>						
or						
SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	General Doc	International	03-04-2022 15:07	30-04-2022 15:07	Berth Allocation issue.png (121.26 kb)	
<div> <div>Upload</div> <div>Close</div> </div>						

*User Interface Image 424 – CONFIRMATION OF CHARGES-RAILWAY 61.5.4*


**Step 5:** Click on attachment icon if any attachment are configured it will auto populate or Click on 

+ Add files

 fill the required fields and upload the documents if any through 

Upload

 button and can download the attached document by clicking on the file name attached.


**Step 6:** The record that can be seen in  as shown below

Confirmation of Charges - Vessel

1 - 10 of 481


Sales Doc No	Reference No	Status Code	VCN No.	Vessel Name	IMO Number	Bill to Party Name	Agent Name	Net Amount	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



*User Interface Image 425 – CONFIRMATION OF CHARGES-RAILWAY 61.5.5*

**Step 7:** Click on  icon to new popup window will display. And can Close / Clear / Search the records with multiple inputs.

**Search**

Field	Condition	Value1	Value2	Concatenate Condition
<input type="text"/>	<input type="text"/>	search....	search....	and <input type="text"/>
<div> <div>+ Add Row</div> </div>				
<div> <div>Clear</div> </div>				<div> <div>Search</div> </div>

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.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


## 47. BUSINESS FUNCTION NAME: RAKE APPLICATION (RA)

### 47.1 DEFINITION


Rake Application (RA) purpose is to Consignee/Consignor/Railway handling agent (RHA) will request to bring cargo inside the port or will request for cargo delivery through rail.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the agent is unable to file the Rake Application (RA) via the portal, then he can file the RA at the port designated counter.

### 47.2 NAVIGATION:



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Railways → Rake Application → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 47.3 PREREQUISITES – MASTERS:

S. No	Master List
1.	Station
2.	Cargo
3.	UOM
4.	Owning Railway
5.	Wagon Type
6.	Yard
7.	Handling Method
8.	Agent



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



## 47.4 SCREENSHOT

Following screenshot from Rake Application

Once entered into the Functional Form – Rake Application, list page will appear

### List Page:

≡ Rake Application  

1 - 10 of 106   **1** 2 3 .... 9 10 11 


Doc No.	POS Document Number	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q sea..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>
INPRT1-2022-0056	INPRT120220053	Approved	Inward	PER/2022/0042	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
INPRT1-2022-0057	INPRT120220054	Approved	Inward	PER/2022/0043	Export Cargo	Train Load	M/S MAHANADI COALFIELD LTD.	ADB COAL HANDLING I
798	INPRT120220051	Draft	Inward		Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0055	INPRT120220052	Approved	Inward	PER/2022/0041	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0054	INPRT120220051	Approved	Inward	PER/2022/0040	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0053	INPRT120220050	Approved	Inward	PER/2022/0039	Export Cargo	Train Load	BHILLAI STEAL PLANT CONSTRUCTION AREA SDG	PARADIP
INPRT1-2022-0052	INPRT120220049	Approved	Inward	PER/2022/0038	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0051	INPRT120220048	Approved	Inward	PER/2022/0037	Export Cargo	Train Load	SELECTED SAMAL ASSTD SDG.	ADB COAL HANDLING I
INPRT1-2022-0023	INPRT120220022	Approved	Outward	IND/2022/0010	Import Cargo	Train Load	CARGO BERTH SIDING PARADIP	CUTTACK JN.



*User Interface Image 1-Rake Application- 1.5.1*

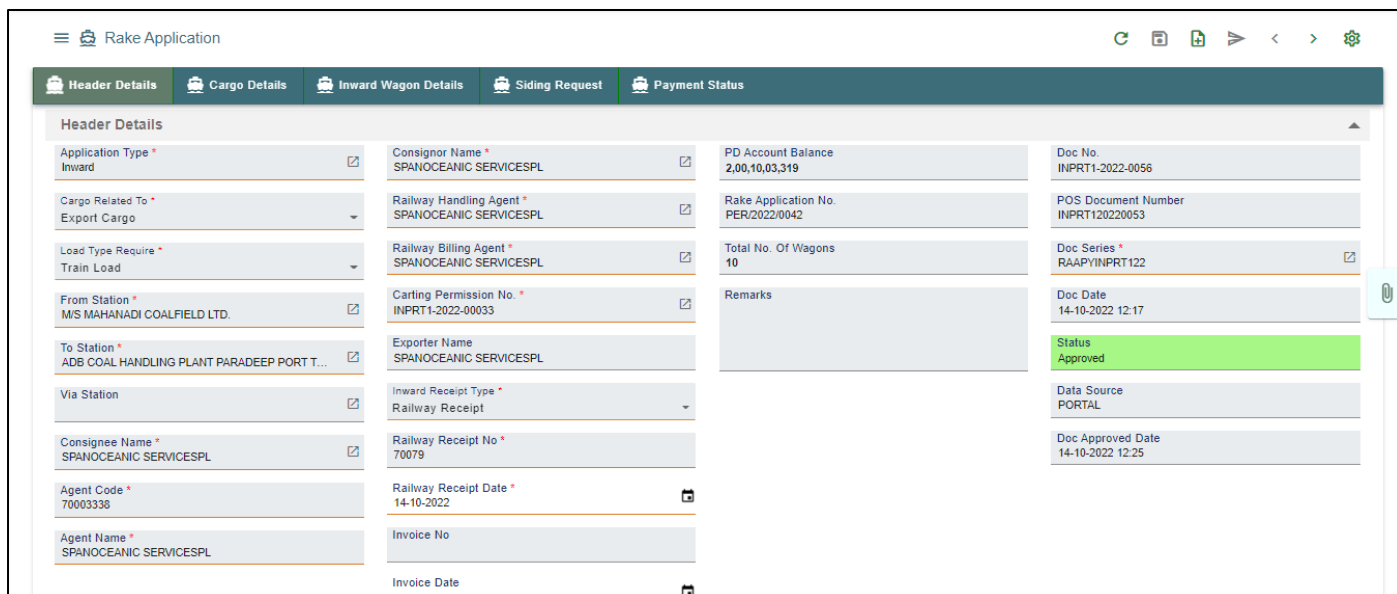
➤ To enter into the Rake Application New Page, click on Add New button  from tool bar

### 47.4.1 Rake Application Form Details - Inward

#### Header Details:

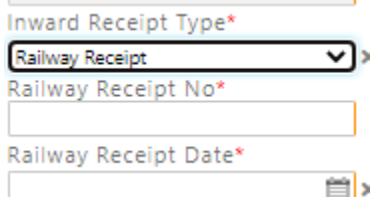
**Step 1** -Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below



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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



*User Interface Image 1-Rake Application Header Details- 1.5.1.1*

- Select Application Type from drop down list, whether it is Inward or Outward
  - Select cargo related to from drop down list whether it is import cargo, domestic cargo ,newly build wagon
  - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Inward”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:
- Select From Station from Look-up button
  - Select To Station from Look-up button
  - Select Via Station from Look-up button, but it is not mandatory to select
  - Select Consignee from Look-up button
  - Select Consignor from Look-up button
  - Select Railway Handling Agent from Look-up button
  - Select Billing Agent from Look-up button
  - Select Inward Receipt Type from drop down list, whether it is Railway Receipt or Indemnity Bond or none.
    - If User select Inward Receipt Type as “Railway Receipt”, then system shows the fields as Railway Receipt No. and Railway Receipt Date for entering
 


    - If User select Inward Receipt Type as Indemnity Bond, then system shows the fields as Indemnity Bond No. and Indemnity Bond Date for entering

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Inward Receipt Type\*

Indemnity Bond x

Indemnity Bond No\*

Indemnity Bond Date\* x

Demand Type\*

- Select demand type require from drop down list e- demand , manual demand
  1. If user selects e-demand then system field shows the field as e-demand no. , e-demand date

E-Demand No\*

E-Demand Date\* x

2. If user selects manual demand system field shows the field as manual demand no., manual date

Manual Demand No\*

Manual Demand Date\* x

- Select wagon covering required system field options give (yes /no)
- The fields like Manual Indent No. , Wagon Registration Fee Amount, PD Account Balance is not mandatory fields.
- The field of shore handling charges has options (yes /no).

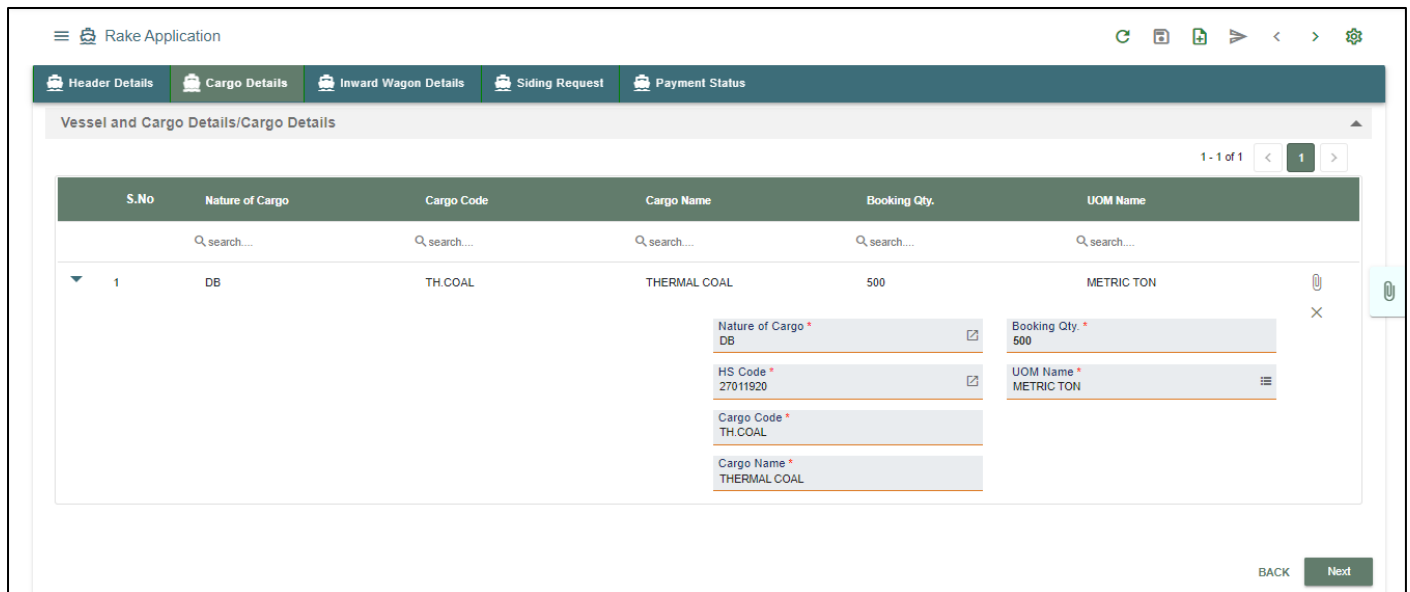
The field “Rake Application No” which will be auto populated after approval of the form

- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

**Step 2** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then vessel /Cargo Details page redirected as like below

Click on **+ Add Row** to begin with data entry





**Vessel and Cargo Details/Cargo Details**

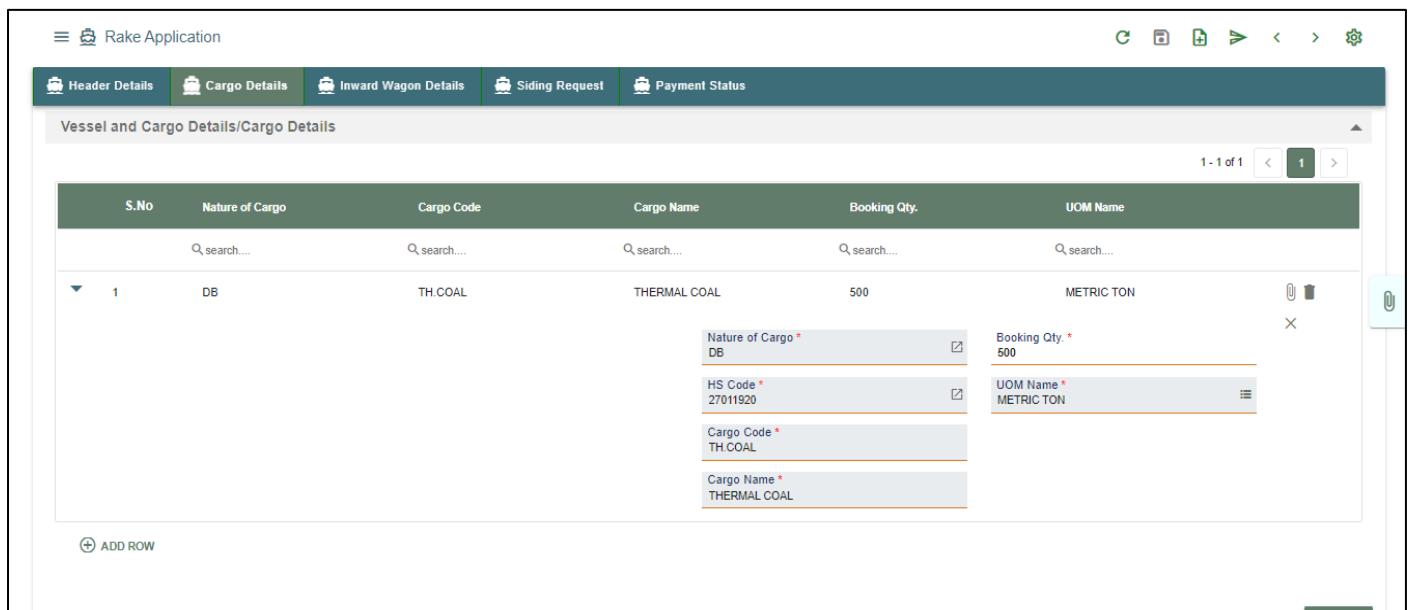
S.No	Nature of Cargo	Cargo Code	Cargo Name	Booking Qty.	UOM Name
1	DB	TH.COAL	THERMAL COAL	500	METRIC TON

Fields shown in dropdown:

- Nature of Cargo: DB
- HS Code: 27011920
- Cargo Code: TH.COAL
- Cargo Name: THERMAL COAL
- Booking Qty.: 500
- UOM Name: METRIC TON

*User Interface Image 2-Rake Application Cargo details - 1.5.1.2*

**Step 3** – Once **+ Add Row** is selected, then following vessel/Cargo Details line item fields will be populated to enter



**Vessel and Cargo Details/Cargo Details**

S.No	Nature of Cargo	Cargo Code	Cargo Name	Booking Qty.	UOM Name
1	DB	TH.COAL	THERMAL COAL	500	METRIC TON



Fields shown in dropdown:


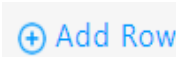

- Nature of Cargo: DB
- HS Code: 27011920
- Cargo Code: TH.COAL
- Cargo Name: THERMAL COAL
- Booking Qty.: 500
- UOM Name: METRIC TON




**+ ADD ROW**

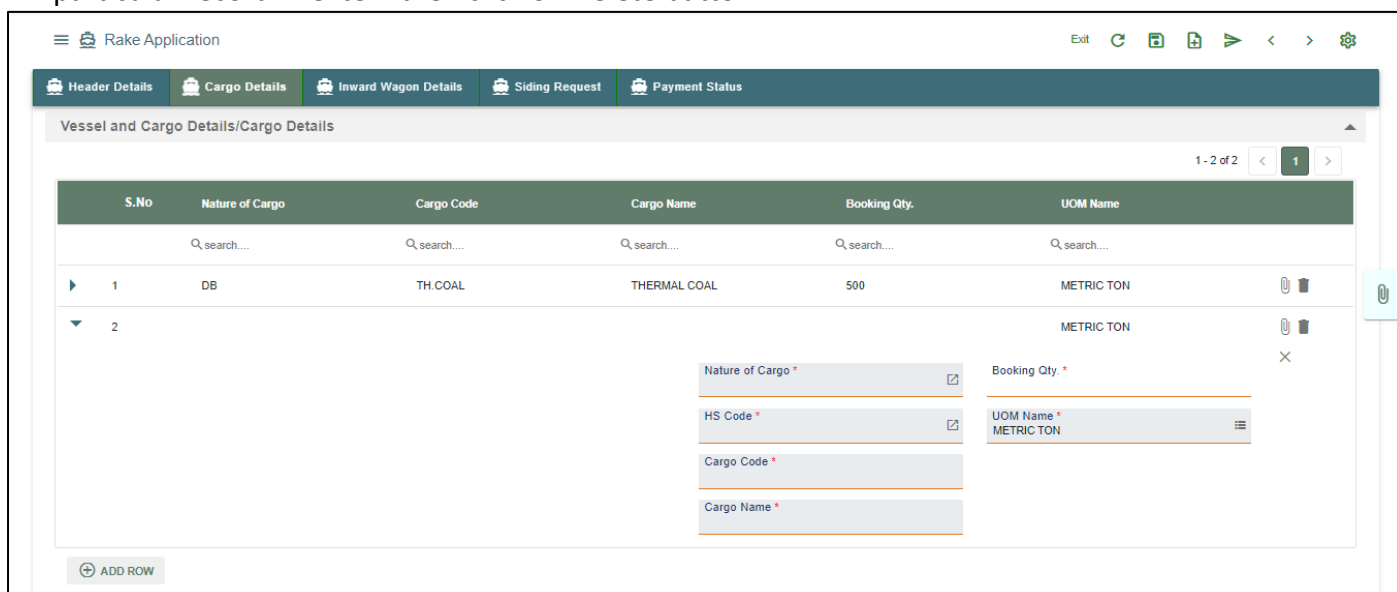
*User Interface Image 3-Rake Application Cargo details - 1.5.1.3*

- Once fields are populated, select the Nature of Cargo and from Lookup button
- Select HS code from Lookup button
- Once Selected HS Code, Description will be populated by the system
- Cargo code , cargo name are both re mandatory fields
- Enter Booking Quantity of cargo.
- System shown by default UOM will be Metric Ton. If want to change, then select from Lookup button

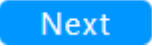
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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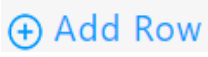
**Step 4** - Once data is filled in Line item Details, click on save button  to save the cargo details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

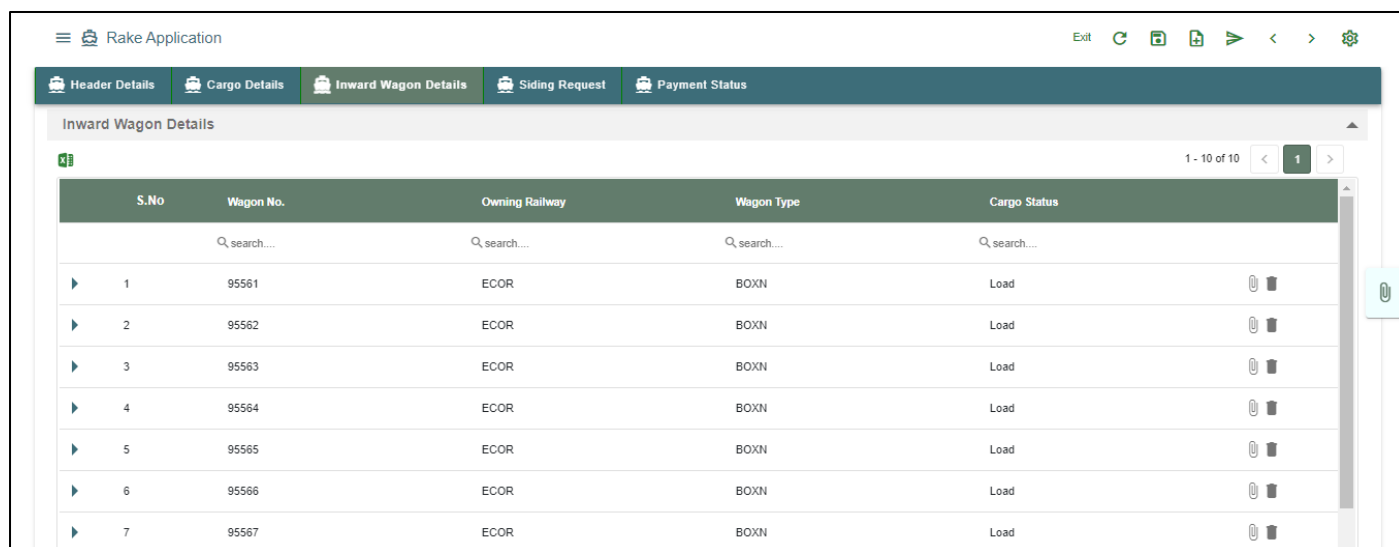
➤ If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 



*User Interface Image 4 - Rake Application Cargo details-1.5.1.4*

**Step 5** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Inward Wagon Details page redirected as like below

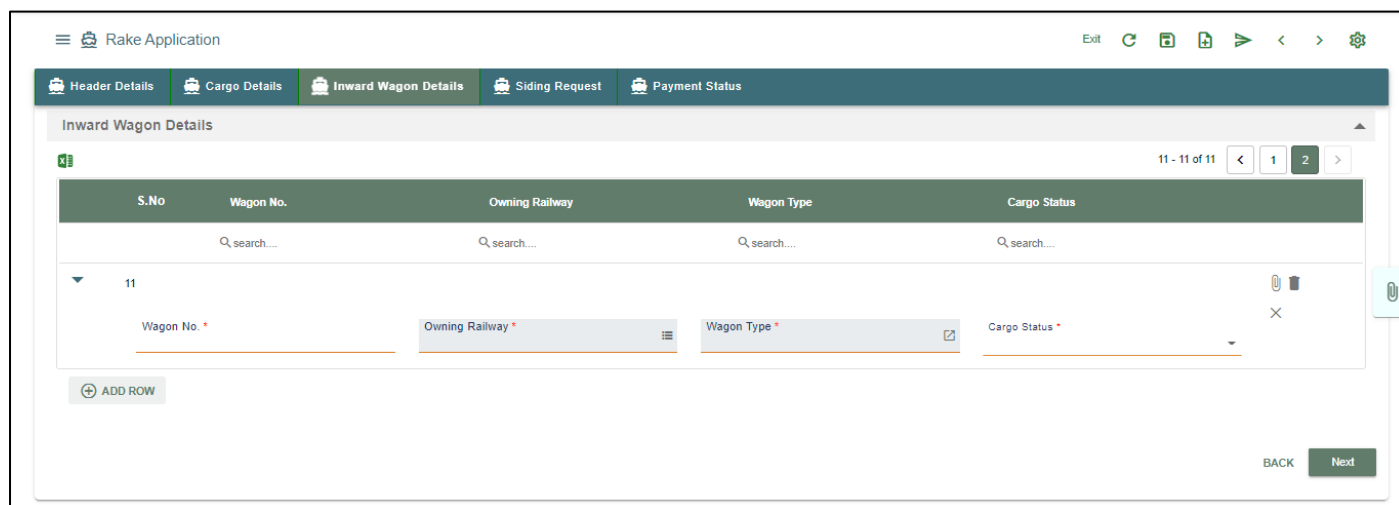
Click on  to begin with data entry



S.No	Wagon No.	Owning Railway	Wagon Type	Cargo Status
1	95561	ECOR	BOXN	Load
2	95562	ECOR	BOXN	Load
3	95563	ECOR	BOXN	Load
4	95564	ECOR	BOXN	Load
5	95565	ECOR	BOXN	Load
6	95566	ECOR	BOXN	Load
7	95567	ECOR	BOXN	Load

User Interface Image 5- Rake Application Inward wagon details -1.5.1.5

**Step 6** – Once **+ Add Row** is selected, and then following Inward Wagon Details line item fields will be populated to enter



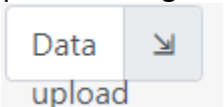
S.No	Wagon No.	Owning Railway	Wagon Type	Cargo Status
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**+ ADD ROW**




BACK Next




User Interface Image 6- Rake Application Inward wagon details -1.5.1.6

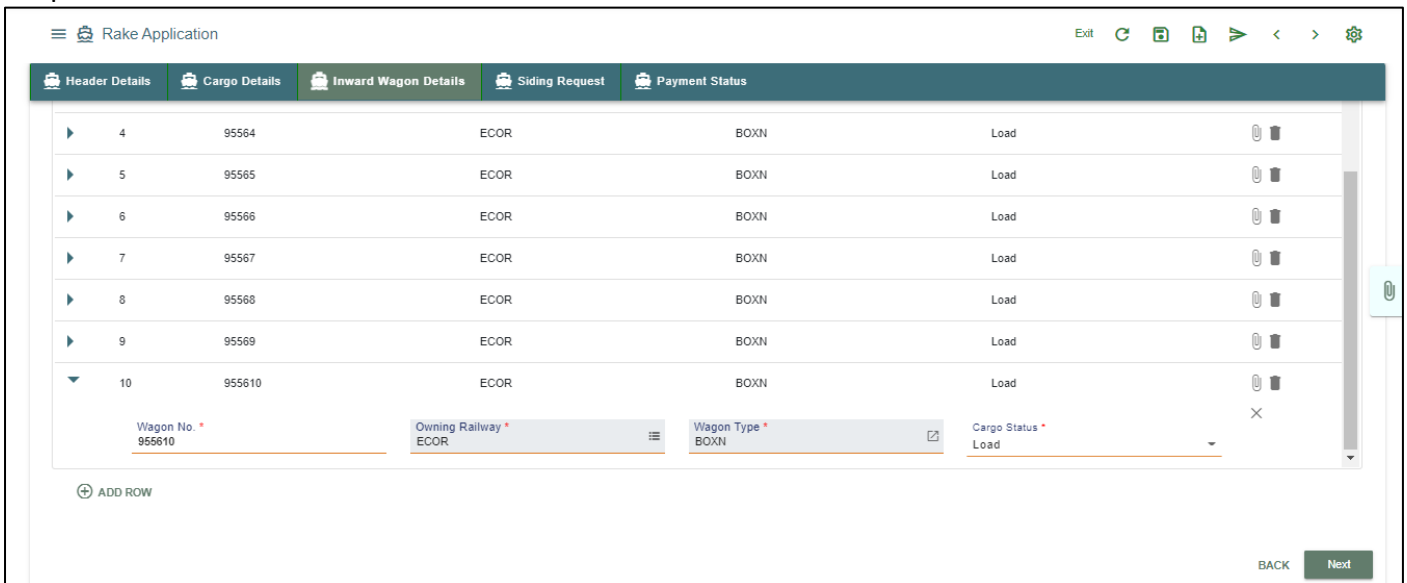
- If it integrated with FOIS, then system will auto populate all Inward Wagon Details in the line.
- Enter Inward Wagon Number at Wagon Number field.
- Select Owning Railway from Lookup button
- Select Wagon Type from Lookup button
- Select cargo status an mandatory filed drop down list choose load or empty
- System have option for wagons upload. If want to upload the inward wagon details, then click on

upload button  to select the destination file

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

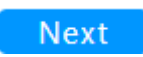
**Step 7** - Once data is filled in Line item Details, click on save button  to save the inward wagon details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

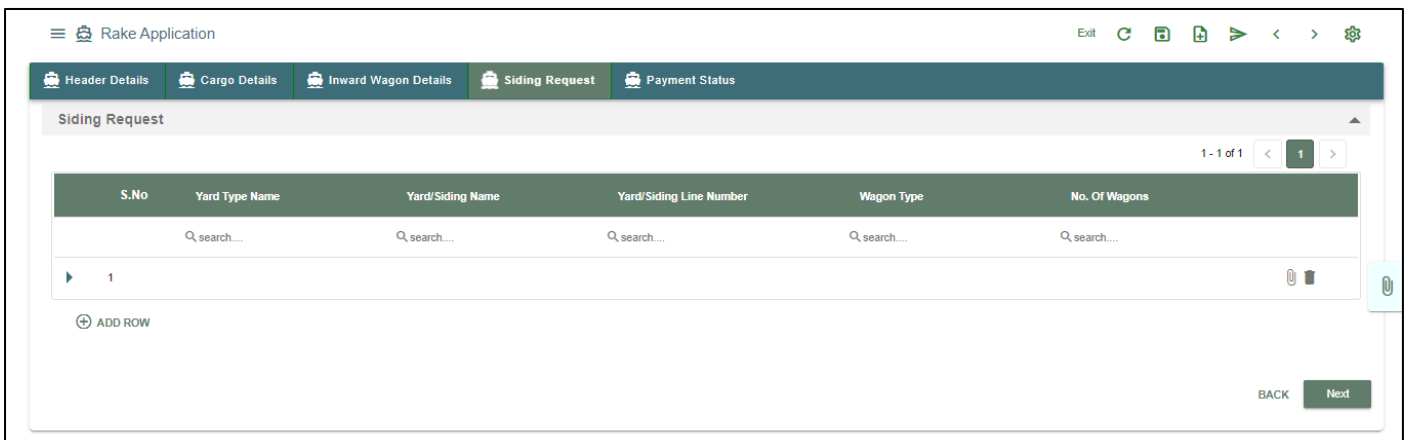
➤ If any want to update the previous inward wagon details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 



S.No	Wagon No.	Owing Railway	Wagon Type	Cargo Status
4	95564	ECOR	BOXN	Load
5	95565	ECOR	BOXN	Load
6	95566	ECOR	BOXN	Load
7	95567	ECOR	BOXN	Load
8	95568	ECOR	BOXN	Load
9	95569	ECOR	BOXN	Load
10	955610	ECOR	BOXN	Load

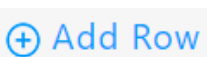
*User Interface Image 7- Rake Application Inward wagon details-1.5.1.7*

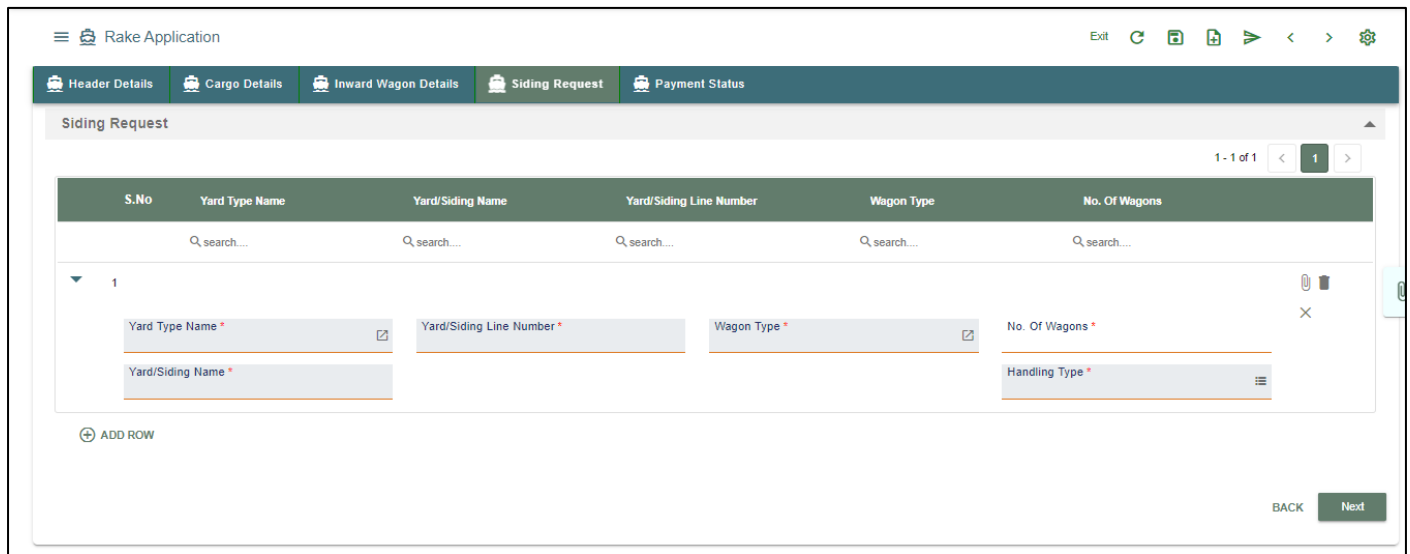
**Step 8** – Once all the necessary fields are filled, click  button from the bottom of the page. Then sliding request - page redirected as like below



S.No	Yard Type Name	Yard/Siding Name	Yard/Siding Line Number	Wagon Type	No. Of Wagons
1					


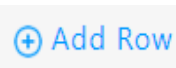

*User Interface Image 8- Rake Application siding request-1.5.1.8*




➤ Click on  to begin with data entry

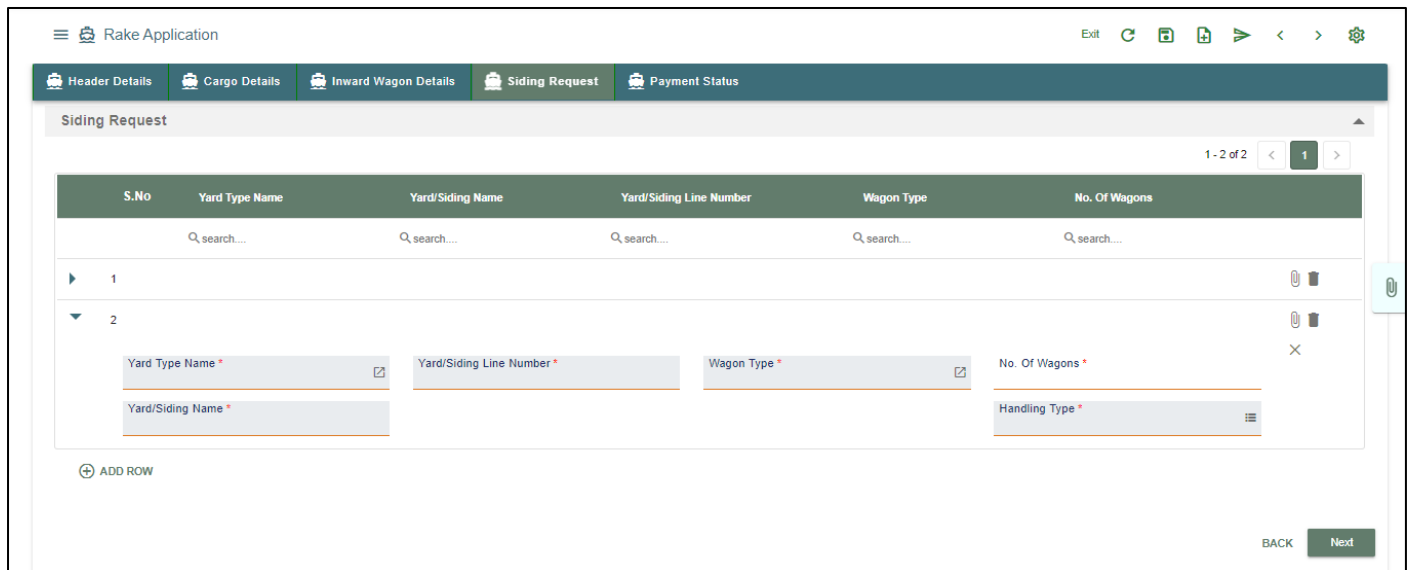


*User Interface Image 9- Rake Application siding request-1.5.1.9*


- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

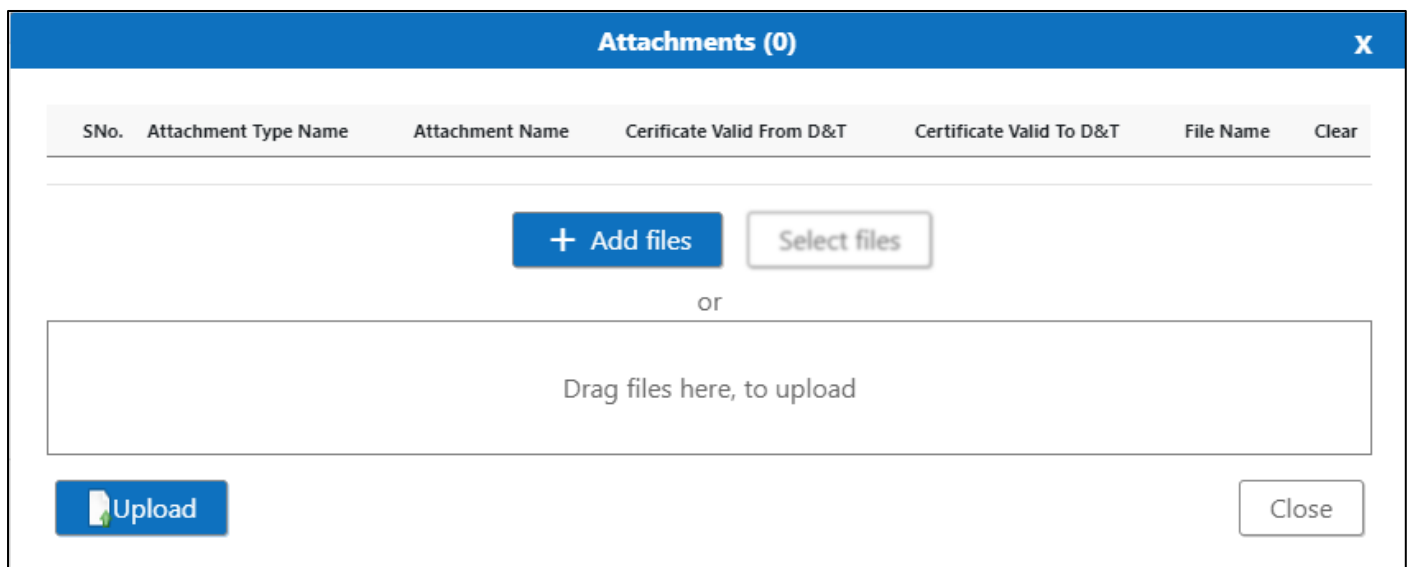
**Step 11** - Once data is filled in Line item Details, click on save button  to save the forwarding note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 




*User Interface Image 10- Rake Application siding request-1.5.1.10*

**Step 11:** Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



*User Interface Image 11-Rake Application (Attachments) 1.5.11*

**Step 12:** Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Select files</div> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&amp;T*</th> <th>Certificate Valid To D&amp;T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div></td> <td><div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center;"> <b>Upload</b> </div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Close</div> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>														

*User Interface Image 12-Rake Application (Attachments Documents) 1.5.12*

Once all the mandatory and required fields are filled then Click on 

**Upload**

 button. System will display 

**File uploaded**

 status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center;">            Sample.docx           <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-left: 10px;">X</div> </div>

+ Add files



Select files


or

Drag files here, to upload

**Upload**

Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents **\*File Required**.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close

Now click on the Check boxes accordingly, and then 

Select files

 button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.




**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

 Upload
 
Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc	



+ Add files
Select files


OR

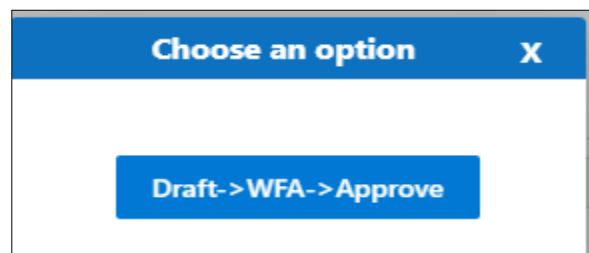
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


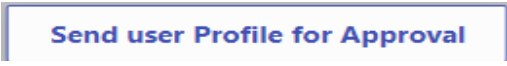
**Step 13:** Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

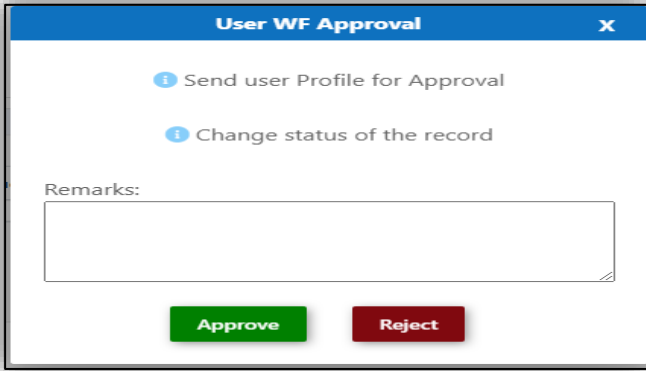
**Step 14:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id



**Work Flow Initiated. with drivenId = 12999**

**Step 15:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

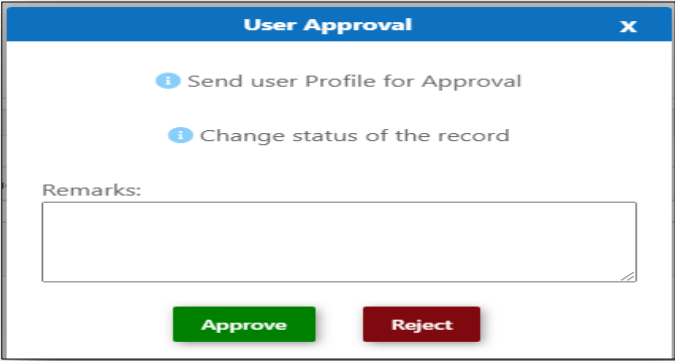
**Step 16:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' .

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If user rejects the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

**Step 17:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

Send user Profile for Approval with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The 'User Approval' popup window contains the following elements:

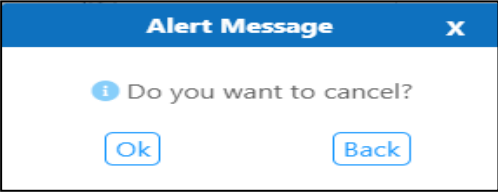
- Header: User Approval (with close button X)
- Information icons and text:
  - Send user Profile for Approval
  - Change status of the record
- Remarks: A text input field for providing reasons.
- Buttons: 'Approve' (green) and 'Reject' (red).

**Step 18:** Once the user Approve the request the Successfully Status changed to APPROVED following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects

the request following alert will display on the screen. Successfully rejected. And the document status will be changed as 'REJECTED'.

**Step 19:** While if there is any changes or error we can cancel the record by clicking the  icon shown.



After clicking the icon system will display Confirmation required with below alert ok and Back

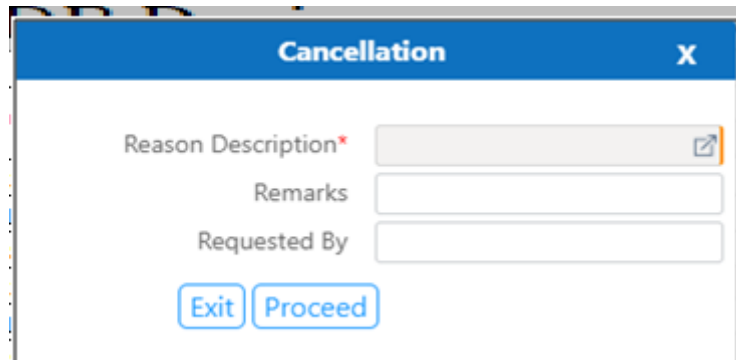


The 'Alert Message' popup window contains the following elements:


- Header: Alert Message (with close button X)
- Information icon and text: Do you want to cancel?
- Buttons: 'Ok' and 'Back'.

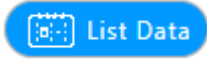
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

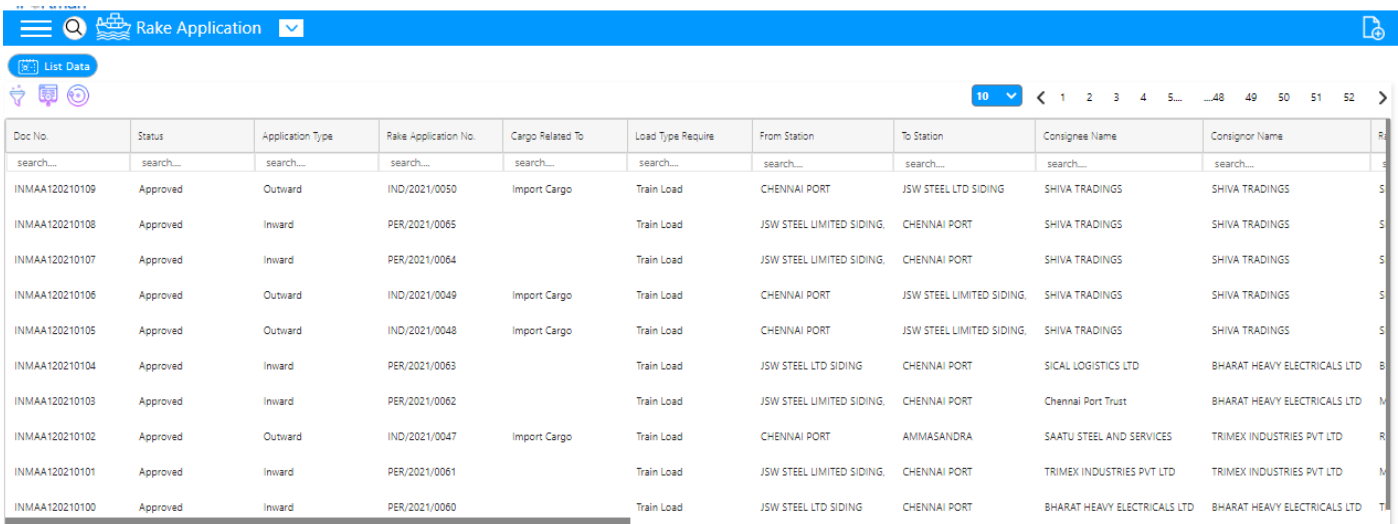
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



A dialog box titled "Cancellation" with a close button (X). It contains three text input fields: "Reason Description\*" (with a small icon), "Remarks", and "Requested By". At the bottom are two buttons: "Exit" and "Proceed".

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 20:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively




The screenshot shows the "Rake Application" header with a "List Data" button. Below is a table with 11 columns: Doc No., Status, Application Type, Rake Application No., Cargo Related To, Load Type Require, From Station, To Station, Consignee Name, Consignor Name, and a partial 11th column. The table contains 10 rows of data, all with "Approved" status.



Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name	Consignor Name	
INMAA120210109	Approved	Outward	IND/2021/0050	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210108	Approved	Inward	PER/2021/0065		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210107	Approved	Inward	PER/2021/0064		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210106	Approved	Outward	IND/2021/0049	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210105	Approved	Outward	IND/2021/0048	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING	SHIVA TRADINGS	SHIVA TRADINGS	S
INMAA120210104	Approved	Inward	PER/2021/0063		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGISTICS LTD	BHARAT HEAVY ELECTRICALS LTD	B
INMAA120210103	Approved	Inward	PER/2021/0062		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	Chennai Port Trust	BHARAT HEAVY ELECTRICALS LTD	M
INMAA120210102	Approved	Outward	IND/2021/0047	Import Cargo	Train Load	CHENNAI PORT	AMMASANDRA	SAATU STEEL AND SERVICES	TRIMEX INDUSTRIES PVT LTD	R
INMAA120210101	Approved	Inward	PER/2021/0061		Train Load	JSW STEEL LIMITED SIDING	CHENNAI PORT	TRIMEX INDUSTRIES PVT LTD	TRIMEX INDUSTRIES PVT LTD	M
INMAA120210100	Approved	Inward	PER/2021/0060		Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	BHARAT HEAVY ELECTRICALS LTD	BHARAT HEAVY ELECTRICALS LTD	T

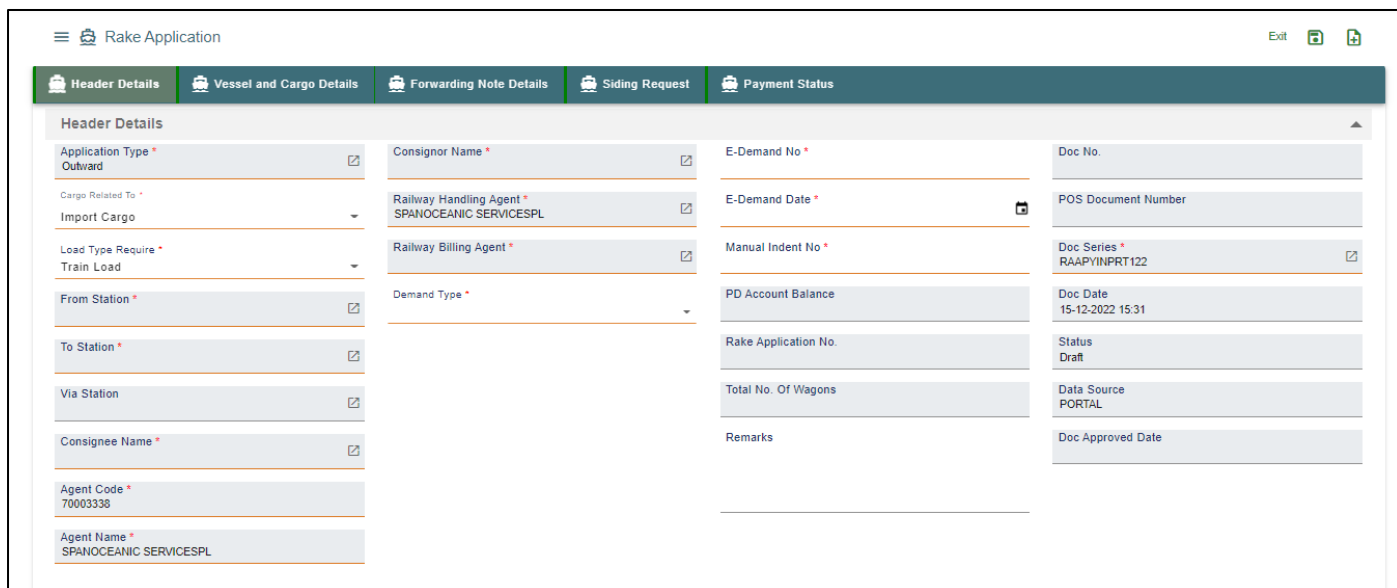
*User Interface Image 14-Rake Application (List Data) 1.5.13*

#### 47.4.2 Rake Application Form Details - Outward

##### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

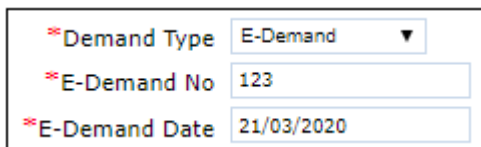
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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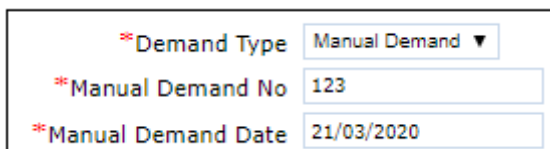
*User Interface Image 14-Rake Application-1.5.2.1*

- Select Application Type from drop down list, whether it is Inward or Outward
  - Select Load Type Require from drop down list, whether it is Train Load or Wagon Load
- If Application Type as **“Outward”**, Cargo related to as **“Import Cargo/domestic cargo/newly build wagon”** and Load Type Require as **“Train Load or Wagon Load”** then following details will appear to enter:



- Select From Station from Look-up button
- Select To Station from Look-up button
- Select Via Station from Look-up button, but it is not mandatory to select
- Select Consignee from Look-up button
- Select Consignor from Look-up button
- Select Railway Handling Agent from Look-up button
- Select wagon covering and choose (yes / no )
- Select Billing Agent from Look-up button
- Select Demand Type from drop down list, whether it is E-Demand or Manual Demand
  - If User select Demand Type as “E-Demand”, then system shows the fields as E-Demand No. and E-Demand Date for entering



- If User select Demand Type as “Manual Demand”, then system shows the fields as Manual Demand No. and Manual Demand Date for entering



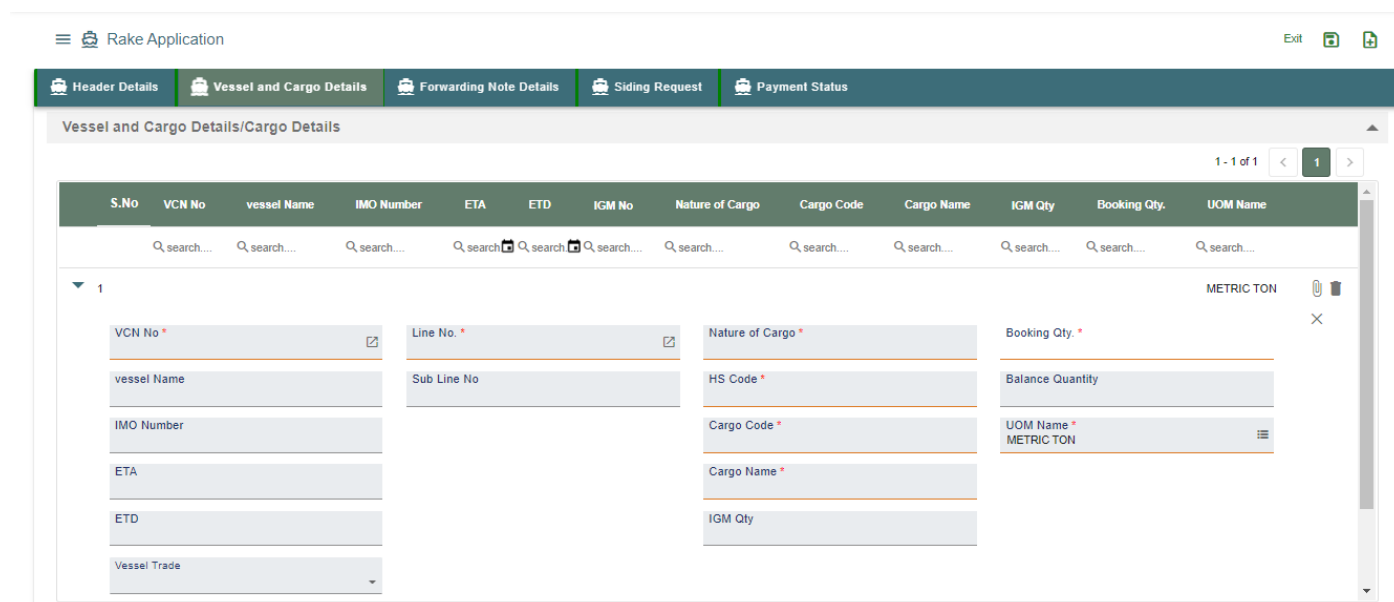
- Enter Wagon Registration Fee Amount if any. It is not mandatory field to enter

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

- Select Shore Handling Charges Paid from drop down button, whether charges paid “Yes or No”. But it is not mandatory field to enter
- Select Wagon Covering Required from drop down button, whether it is “Yes or No”.
- The field “Rake Application No” which will be auto populated after approval of the form
- Doc No., Doc Series, Doc Date, Status code, Doc Approved Date, and Source fields are auto populated by the system
- Enter the Remarks if any.



**Step 2** – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then Vessel and Cargo Details page redirected as like below

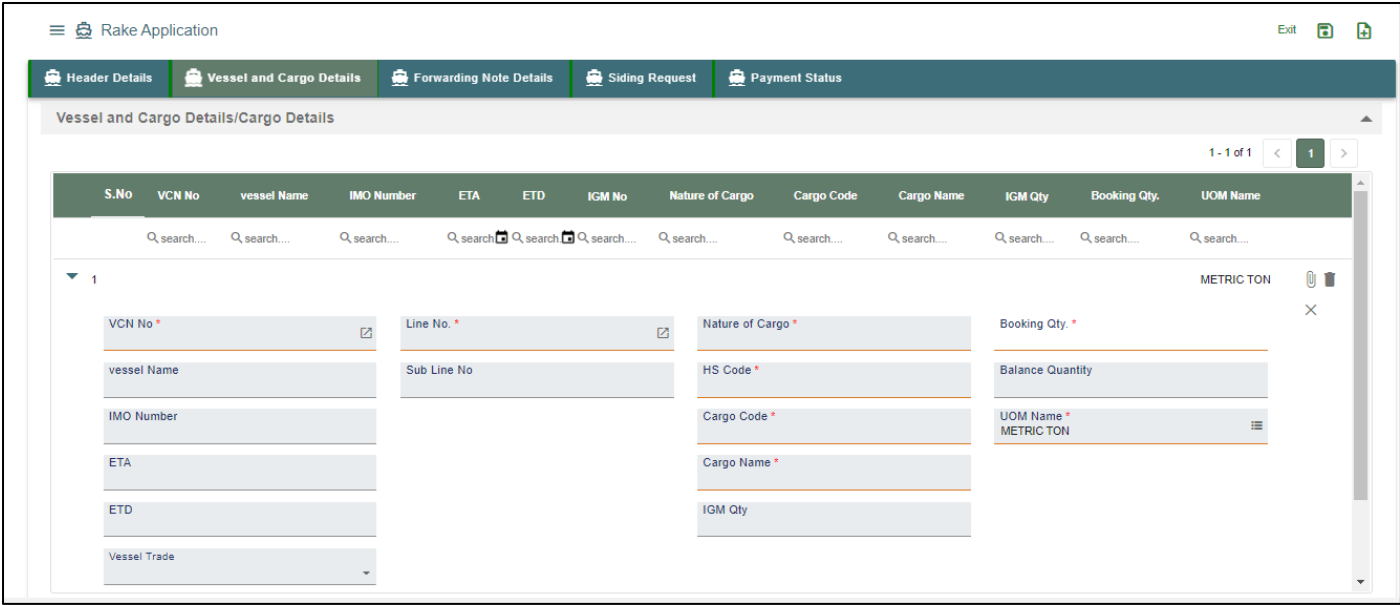
Click on [+ Add Row](#) to begin with data entry



*User Interface Image 15- Rake Application-1.5.2.2*

**Step 3** – Once [+ Add Row](#) is selected, then following Vessel and Cargo Details line item fields will be populated to enter



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*User Interface Image 16- Rake Application-1.5.2.3*



- Once fields are populated, select the VCN from Lookup button
- Based on the selection of VCN, the fields Vessel Name, IMO Number, ETA and ETD will be auto populated
- Select Bill of Entry (BE) No from Lookup button
- Based on the selection of BE No, the fields Out of charge (OOC) No, Out of charge (OOC) quantity and Nature of cargo will be auto populated
- Select Cargo Code from Lookup button
- Based on the selection of Cargo Code, the field Cargo Description will be auto populated
- Enter Booking Quantity based on Out of charge (OOC) quantity
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

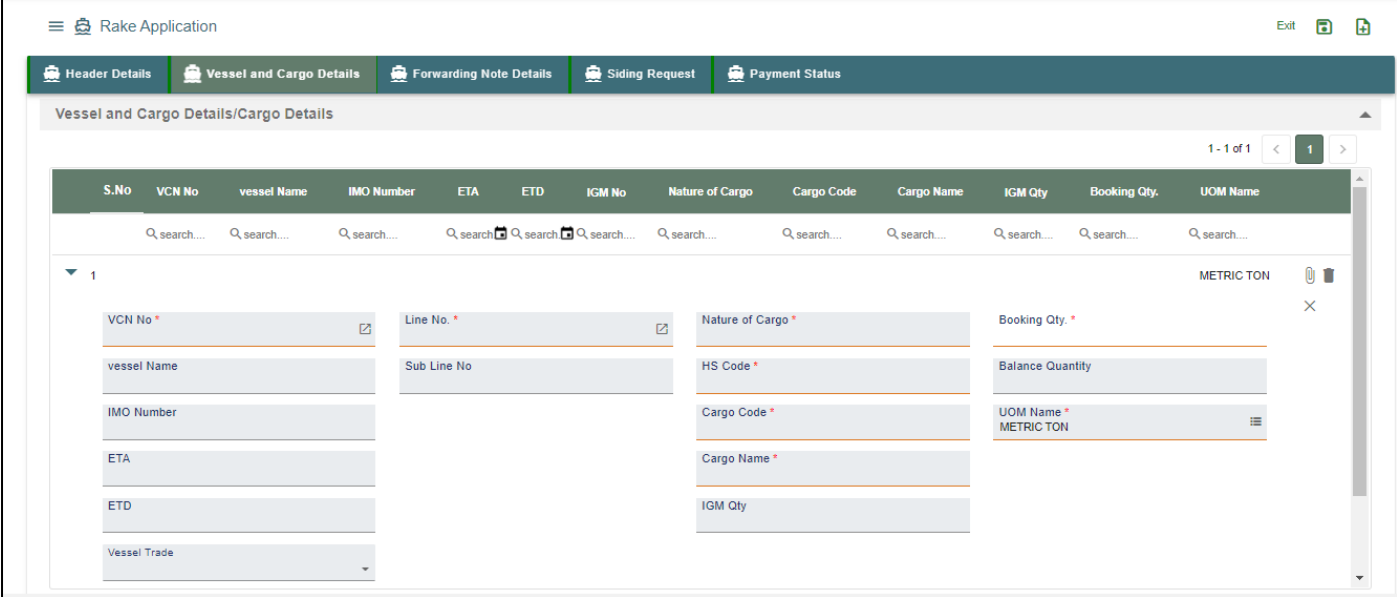
**Step 4** - Once data is filled in Line item Details, click on save button  to save the cargo details

record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous cargo details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



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Rake Application

Header Details | Vessel and Cargo Details | Forwarding Note Details | Siding Request | Payment Status

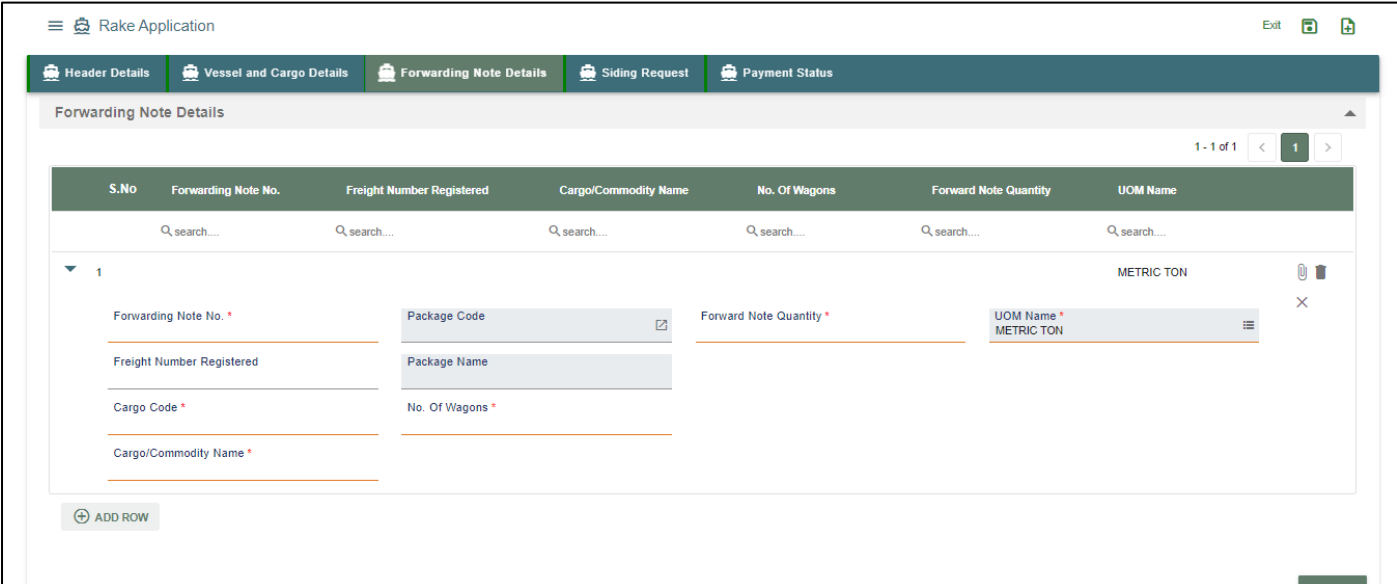
Vessel and Cargo Details/Cargo Details

1 - 1 of 1

S.No	VCN No	vessel Name	IMO Number	ETA	ETD	IGM No	Nature of Cargo	Cargo Code	Cargo Name	IGM Qty	Booking Qty	UOM Name					
1	VCN No *	vessel Name	IMO Number	ETA	ETD	Vessel Trade	Line No *	Sub Line No	Nature of Cargo *	HS Code *	Cargo Code *	Cargo Name *	IGM Qty	Booking Qty *	Balance Quantity	UOM Name *	METRIC TON

User Interface Image 17- Rake Application-1.5.2.4

**Step 5**– Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then forwarding note details page redirected as like below



Rake Application

Header Details | Vessel and Cargo Details | Forwarding Note Details | Siding Request | Payment Status

Forwarding Note Details

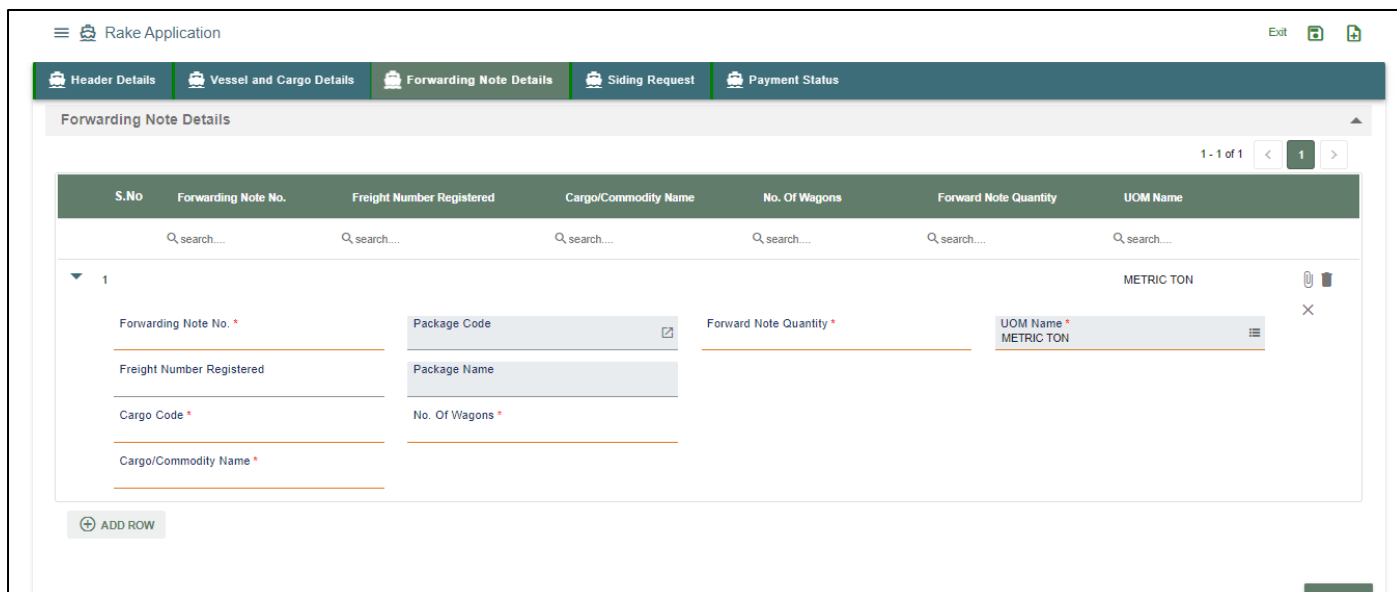
1 - 1 of 1

S.No	Forwarding Note No.	Freight Number Registered	Cargo/Commodity Name	No. Of Wagons	Forward Note Quantity	UOM Name				
1	Forwarding Note No. *	Freight Number Registered	Cargo Code *	Cargo/Commodity Name *	Package Code	Package Name	No. Of Wagons *	Forward Note Quantity *	UOM Name *	METRIC TON

ADD ROW

User Interface Image 18- Rake Application-1.5.2.5




Click on **+ Add Row** to begin with data entry








The screenshot displays the 'Rake Application' interface. At the top, there are navigation tabs: 'Header Details', 'Vessel and Cargo Details', 'Forwarding Note Details' (which is active), 'Siding Request', and 'Payment Status'. Below the tabs, the 'Forwarding Note Details' form is shown. It includes a table with columns: S.No, Forwarding Note No., Freight Number Registered, Cargo/Commodity Name, No. Of Wagons, Forward Note Quantity, and UOM Name. Below the table, there are input fields for each column. The 'Forwarding Note No.' field is highlighted. To the right of the 'Forwarding Note No.' field, there is a 'Package Code' dropdown menu. Below the 'Forwarding Note No.' field, there is a 'Freight Number Registered' field. To the right of the 'Freight Number Registered' field, there is a 'Package Name' dropdown menu. Below the 'Freight Number Registered' field, there is a 'Cargo Code' field. To the right of the 'Cargo Code' field, there is a 'No. Of Wagons' field. Below the 'Cargo Code' field, there is a 'Cargo/Commodity Name' field. To the right of the 'Cargo/Commodity Name' field, there is a 'Forward Note Quantity' field. To the right of the 'Forward Note Quantity' field, there is a 'UOM Name' dropdown menu showing 'METRIC TON'. At the bottom left of the form, there is an 'ADD ROW' button.

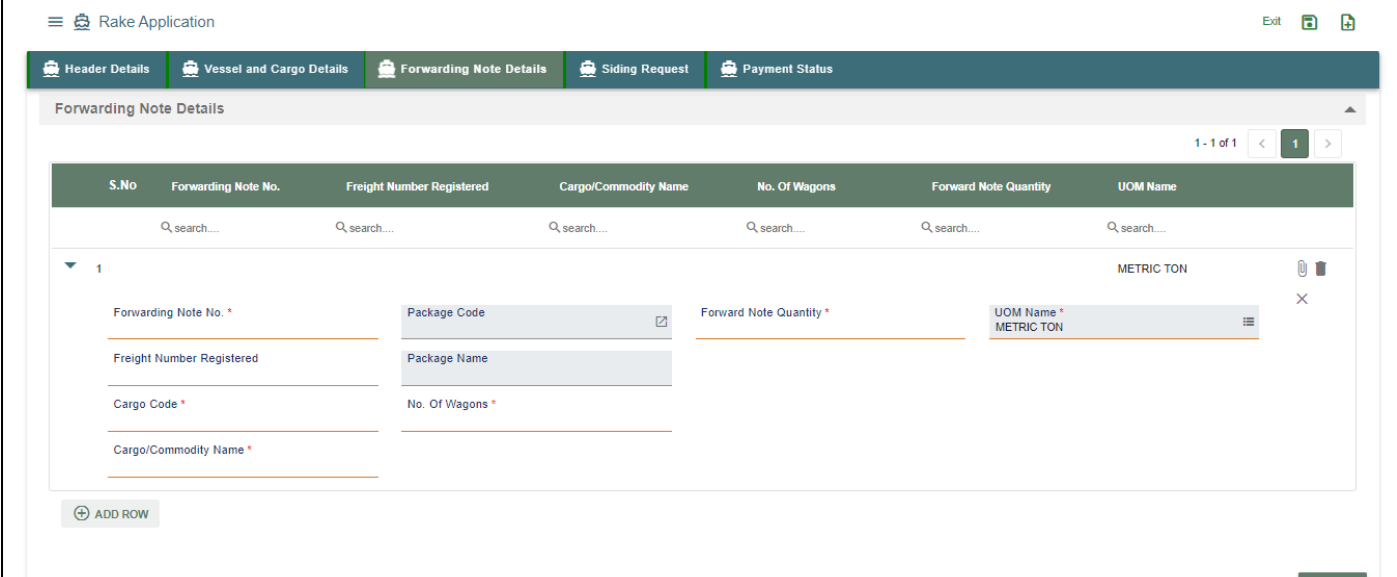
*User Interface Image 19- Rake Application-1.5.2.6*

- Once fields are populated, Enter Forwarding Note No
- Enter Freight Number Registered. But it is not mandatory field to enter
- Select Cargo/Commodity Name from Lookup button
- Enter No. of wagons which is categorized against Forwarding Note No entered
- Enter Quantity which is categorized against Forwarding Note No entered
- System shows UOM field by default Metric Ton. If want to change, select UOM from Lookup button

**Step 7** - Once data is filled in Line item Details, click on save button  to save the Forwarding Note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Forwarding Note details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 

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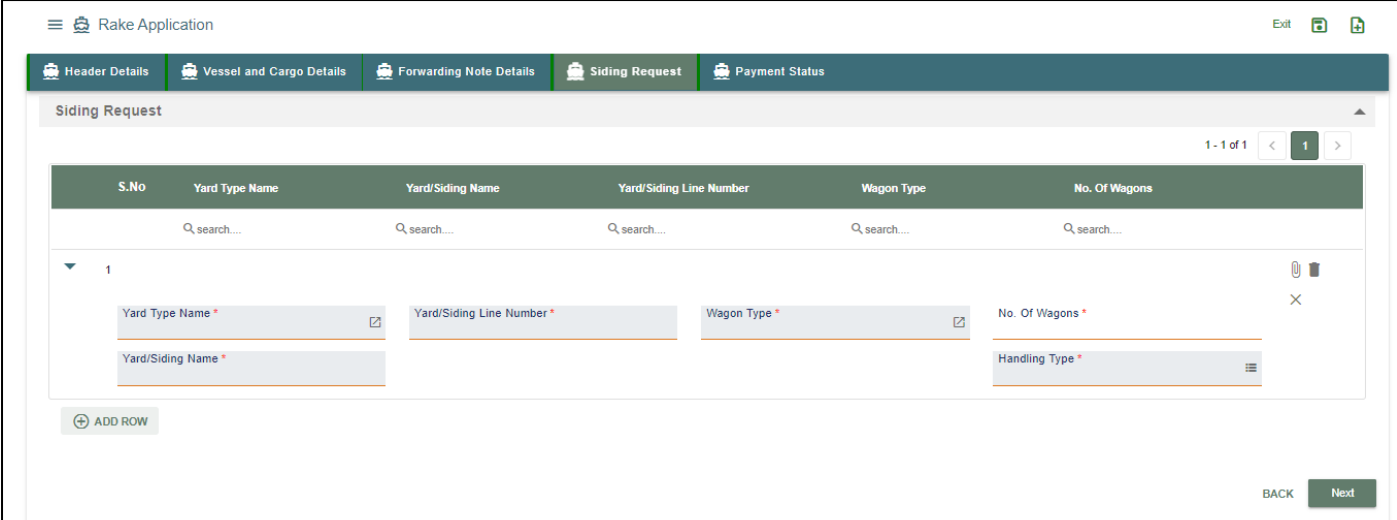
Forwarding Note Details

S.No	Forwarding Note No.	Freight Number Registered	Cargo/Commodity Name	No. Of Wagons	Forward Note Quantity	UOM Name
1						METRIC TON

ADD ROW

User Interface Image 20- Rake Application-1.5.2.7

**Step 8** – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then sliding request - page redirected as like below



Siding Request

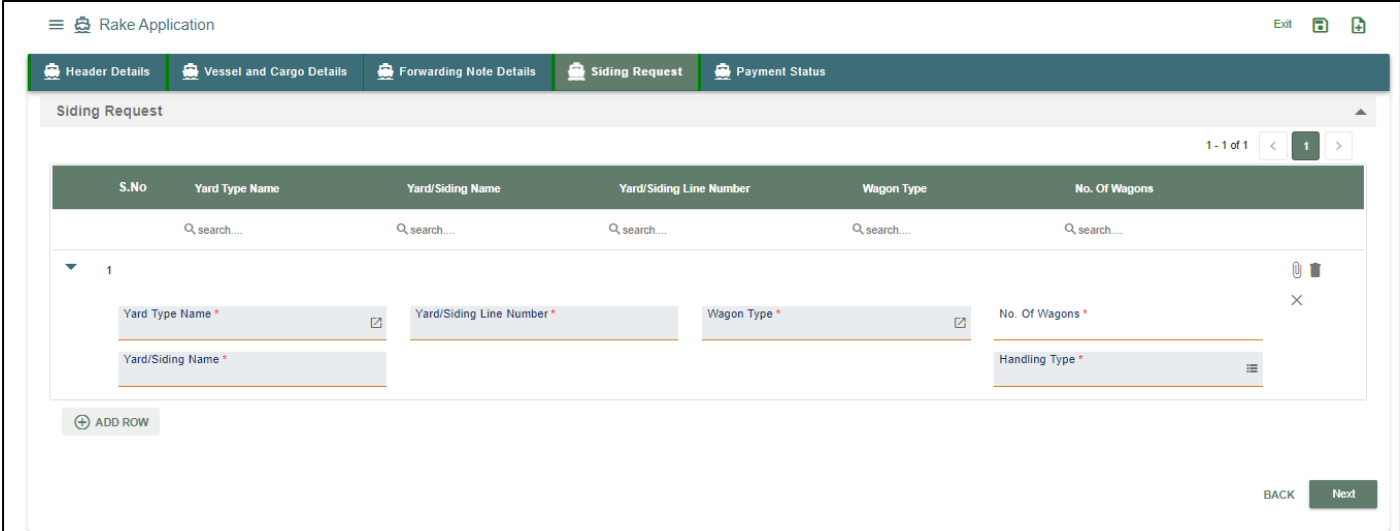
S.No	Yard Type Name	Yard/Siding Name	Yard/Siding Line Number	Wagon Type	No. Of Wagons
1					

ADD ROW

BACK Next


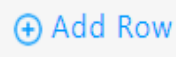

User Interface Image 21- Rake Application siding request-1.5.2.8




➤ Click on [Add Row](#) to begin with data entry

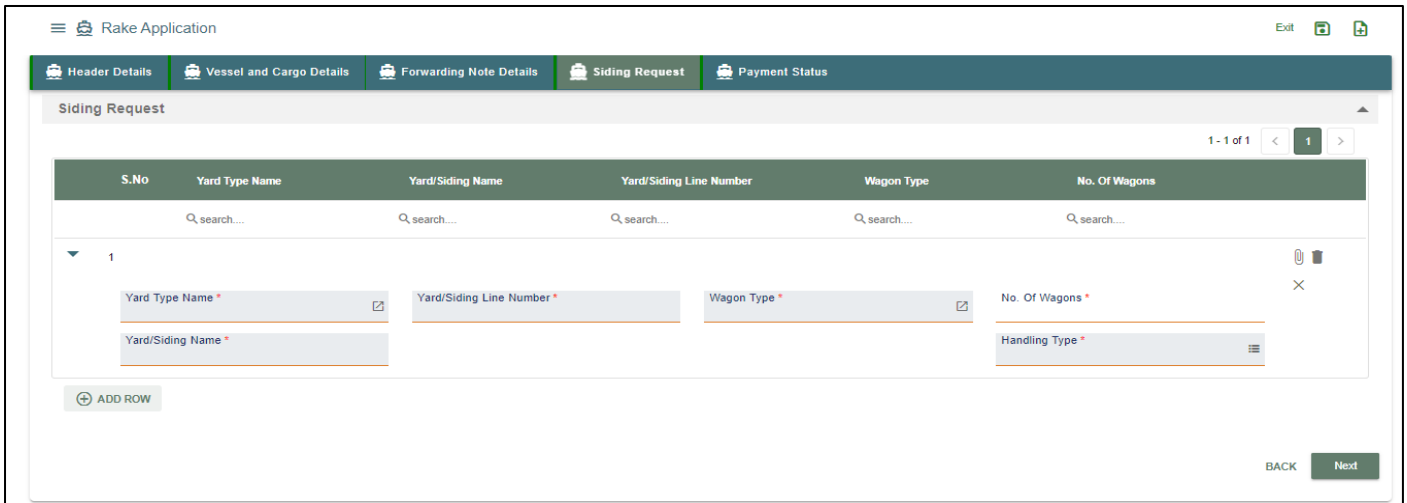


*User Interface Image 22- Rake Application siding request-1.5.2.9*


- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

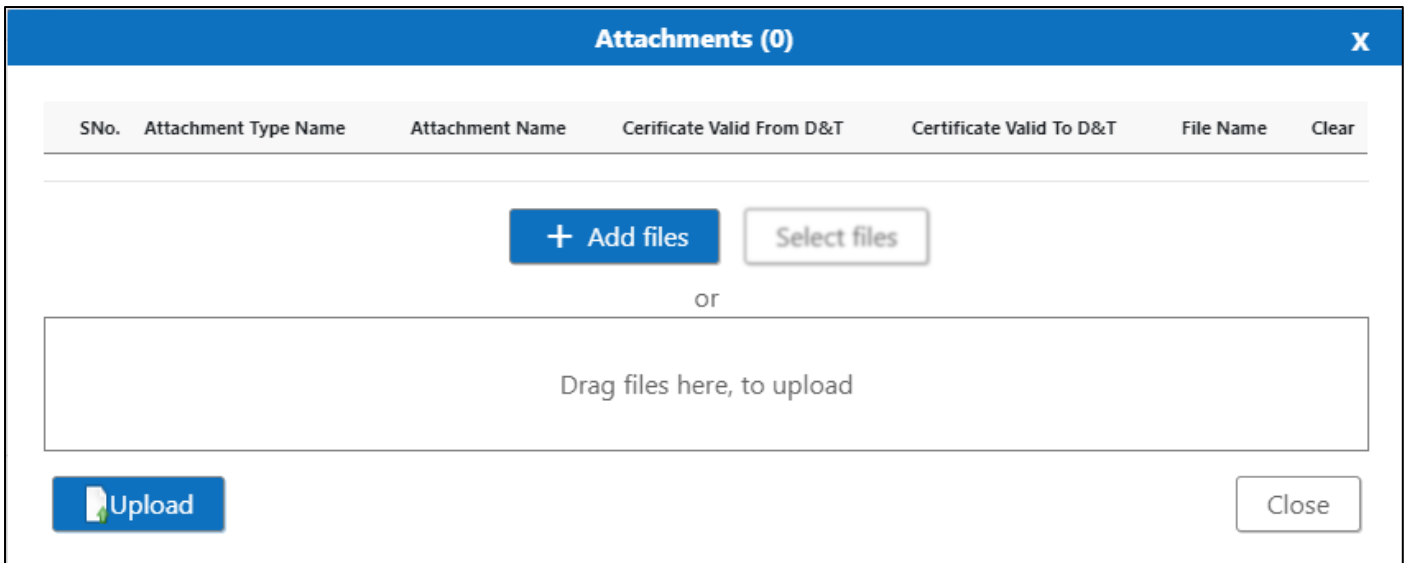
**Step 11** - Once data is filled in Line item Details, click on save button  to save the forwarding note details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 




*User Interface Image 23- Rake Application siding request-1.5.2.10*

**Step 11:** Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



*User Interface Image 24-Rake Application (Attachments) 1.5.2.11*

**Step 12:** Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&amp;T*</th> <th>Certificate Valid To D&amp;T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div></td> <td><div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center; gap: 5px;">  Upload         </span> <span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Close</span> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>														

*User Interface Image 25-Rake Application (Attachments Documents) 1.5.12*

Once all the mandatory and required fields are filled then Click on  Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center; gap: 10px;">  Sample.docx           <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div> </div>


+ Add files
Select files

or

Drag files here, to upload

Upload
 
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name, Section name will display to attach the documents **\*File Required**.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close

Now click on the Check boxes accordingly, and then 

Select files

 button will be enabling.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files

OR



Drag files here, to upload

 Upload
 
Close

Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.






**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







or

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc	



+ Add files
Select files


or

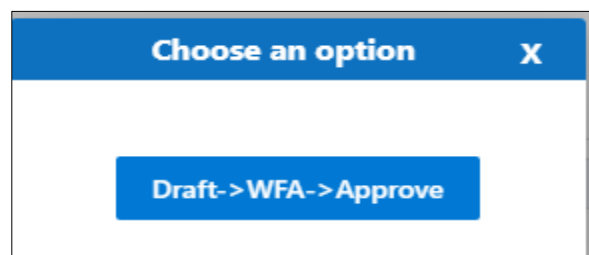
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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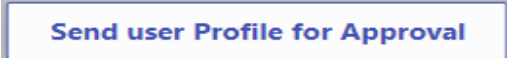
**Step 13:** Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

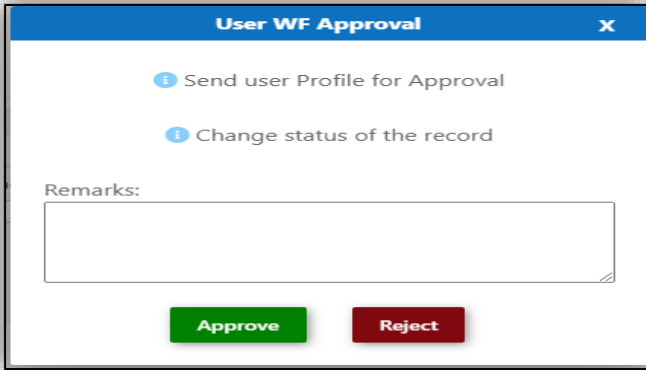
**Step 14:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id


**Work Flow Initiated. with drivenId = 12999**



**Step 15:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




**Successfully Status changed to WFAPP**

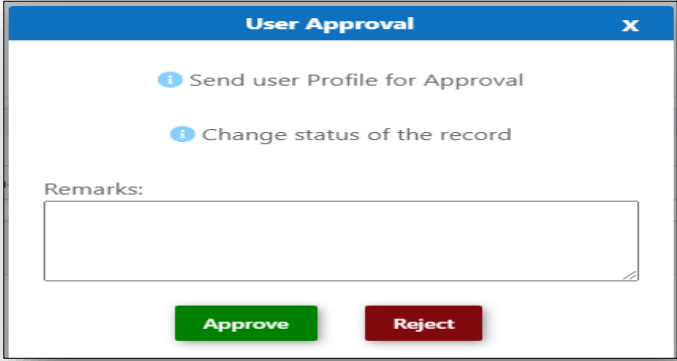
**Step 16:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 17:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying


**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



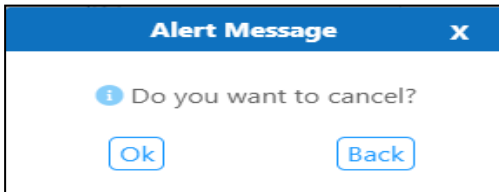
The 'User Approval' popup window contains the following elements:

- Title bar: User Approval (with close button X)
- Buttons: Send user Profile for Approval, Change status of the record
- Text field: Remarks (with a text area for input)
- Buttons: Approve (green), Reject (red)

**Step 18:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 19:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

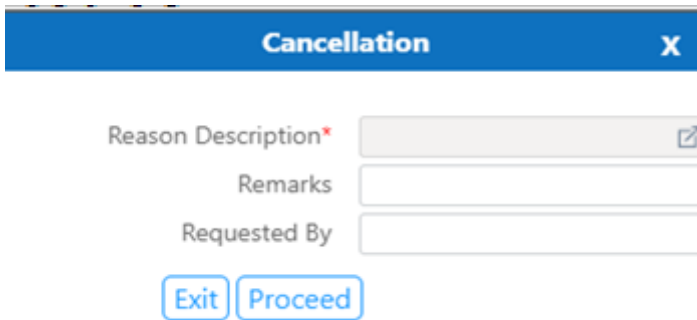
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Title bar: Alert Message (with close button X)
- Text: Do you want to cancel?
- Buttons: Ok, Back


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

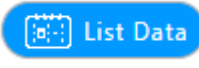






The 'Cancellation' form contains the following elements:

- Title bar: Cancellation (with close button X)
- Fields: Reason Description\* (with a text area), Remarks (with a text area), Requested By (with a text area)
- Buttons: Exit, Proceed

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 20:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

  Rake Application  


1 - 10 of 837 10 < 1 2 3 ... 82 83 84 >



Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee M
search....	search....	search....	search....	search....	search....	search....	search....	search....
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIS'
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIS'
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARC
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA
NMAA120220006	Approved	Outward	IND/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA
10088	Draft	Inward			Train Load			

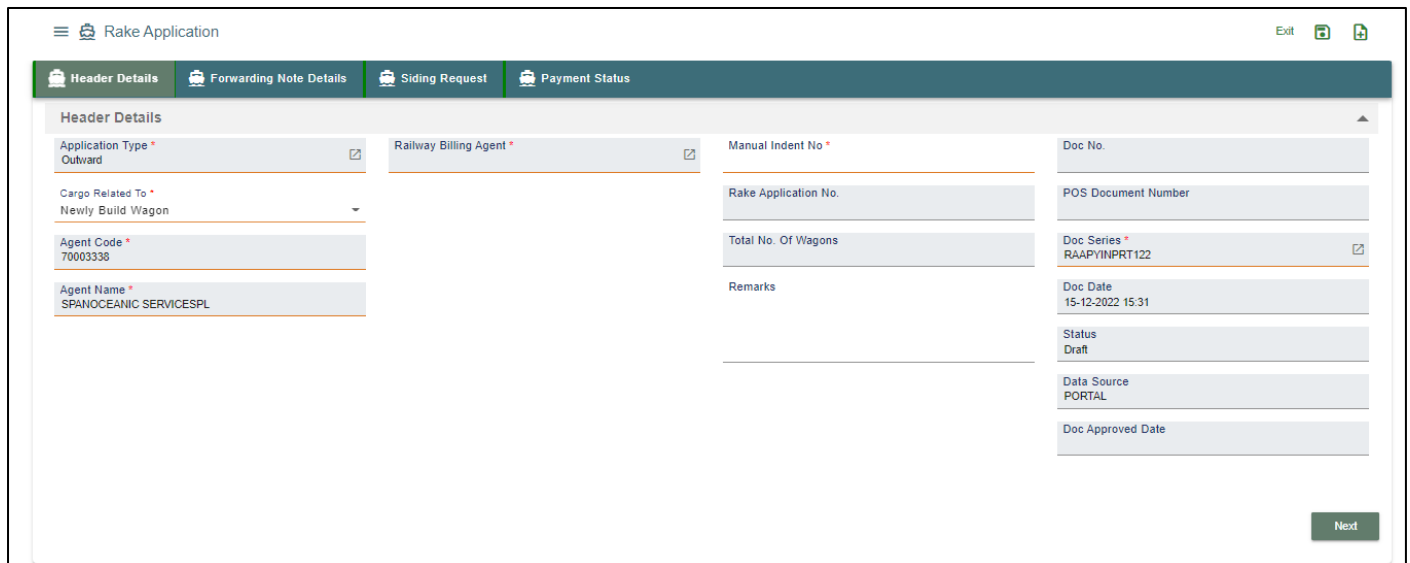
*User Interface Image 26-Rake Application (List Data) 1.5.2.13*

#### 47.4.3 Rake Application Form Details - Newly Build Wagon

##### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Rake Application Header Details screen will appear like below

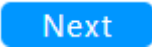
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

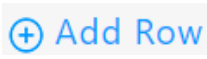


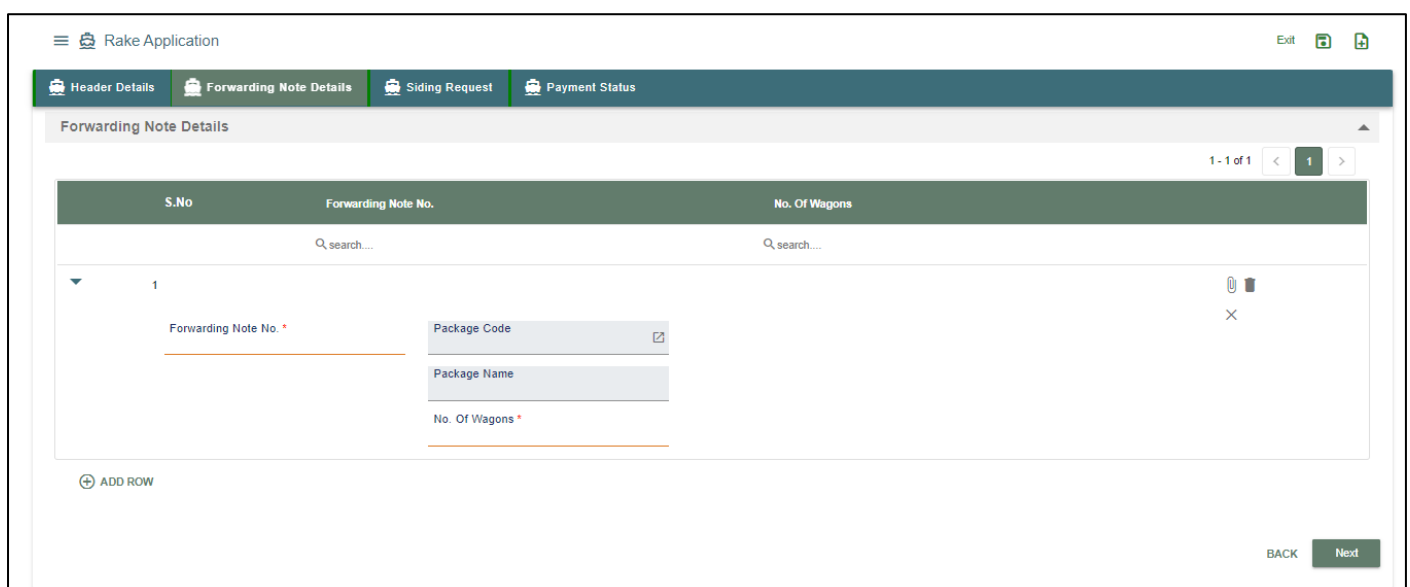
*User Interface Image 27- Rake Application-1.5.3.1*

If Application Type as **“Outward”**, Cargo Related To as **“Newly Build Wagon”** then following details will appear for entering:



- Select Billing Agent from Lookup Button
- The field “Rake Application No” which will be auto populated after approval of the form
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

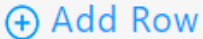
**Step 2** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Forwarding Note page redirected as like below

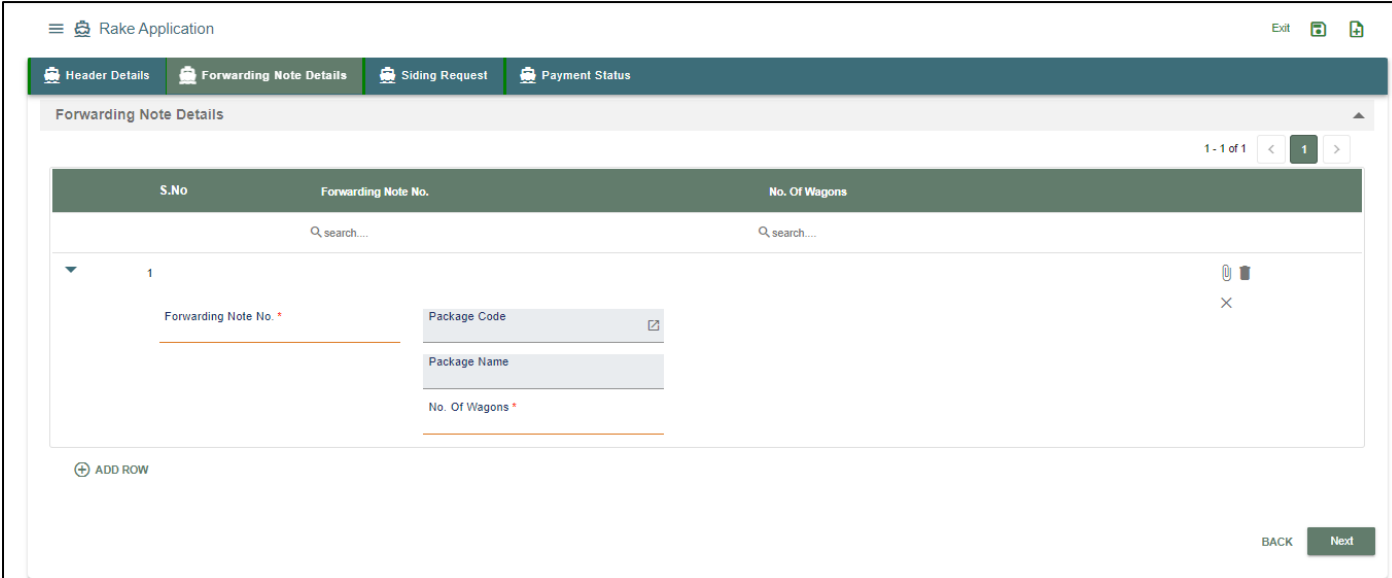
Click on  to begin with data entry



*User Interface Image 28- Rake Application-1.5.3.2*

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 3** – Once  is selected, and then following Forwarding Note Details line item fields will be populated to enter



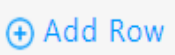

*User Interface Image 29- Rake Application-1.5.3.3*




- Enter Forwarding Note No.
- Enter No. of wagons which is categorized against Forwarding Note No. entered

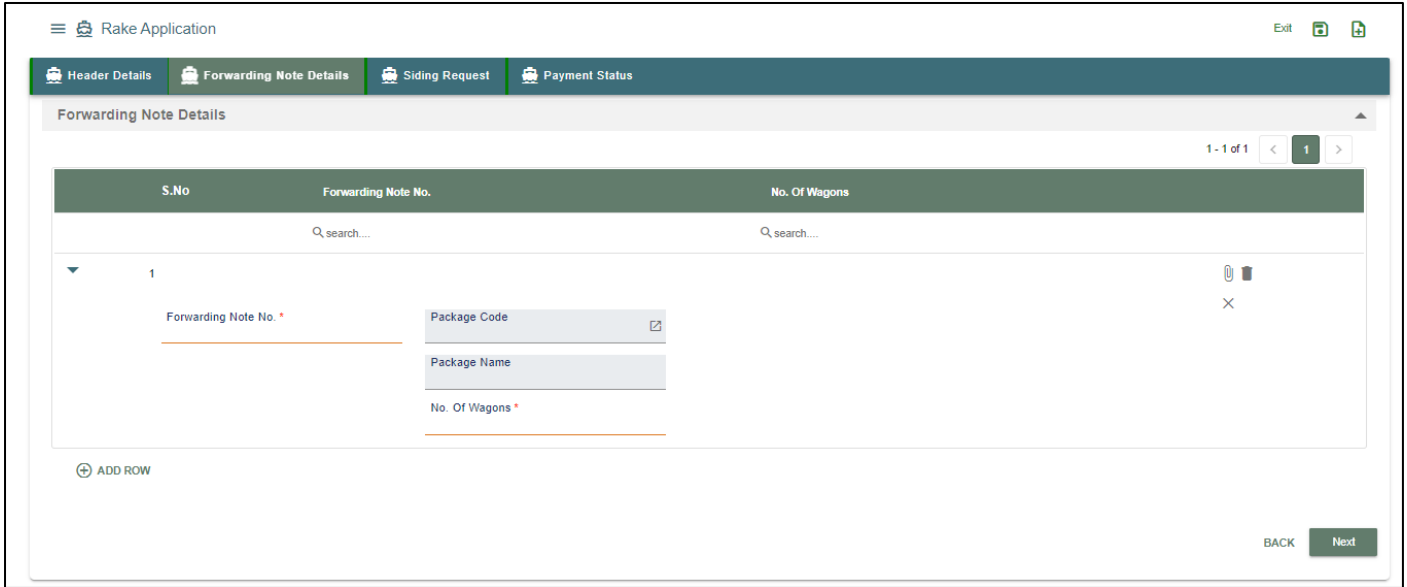
**Step 4**– Once  is selected, then following siding request fields will be populated to enter

- Select yard type name mandatory field
- Then yard type siding name and yard siding line number will be automatically filled
- Select wagon type and number of wagons

**Step 5** - Once data is filled in Line item Details, click on save button  to save the siding request record

and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details

- If any want to update the previous siding request line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 



Forwarding Note Details

S.No	Forwarding Note No.	No. Of Wagons
1		

Forwarding Note No. \*

Package Code \*

Package Name \*

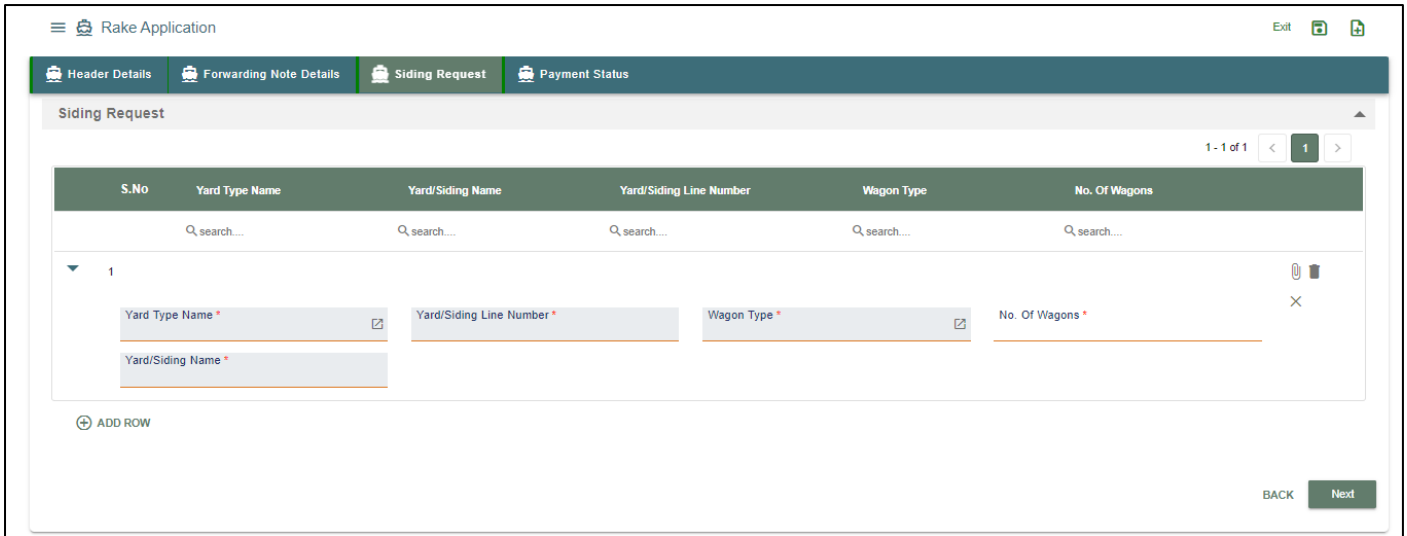
No. Of Wagons \*

ADD ROW

BACK Next

User Interface Image 30- Rake Application-1.5.3.4

**Step 5** – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then sliding request - page redirected as like below



Siding Request

S.No	Yard Type Name	Yard/Siding Name	Yard/Siding Line Number	Wagon Type	No. Of Wagons
1					

Yard Type Name \*

Yard/Siding Line Number \*

Wagon Type \*

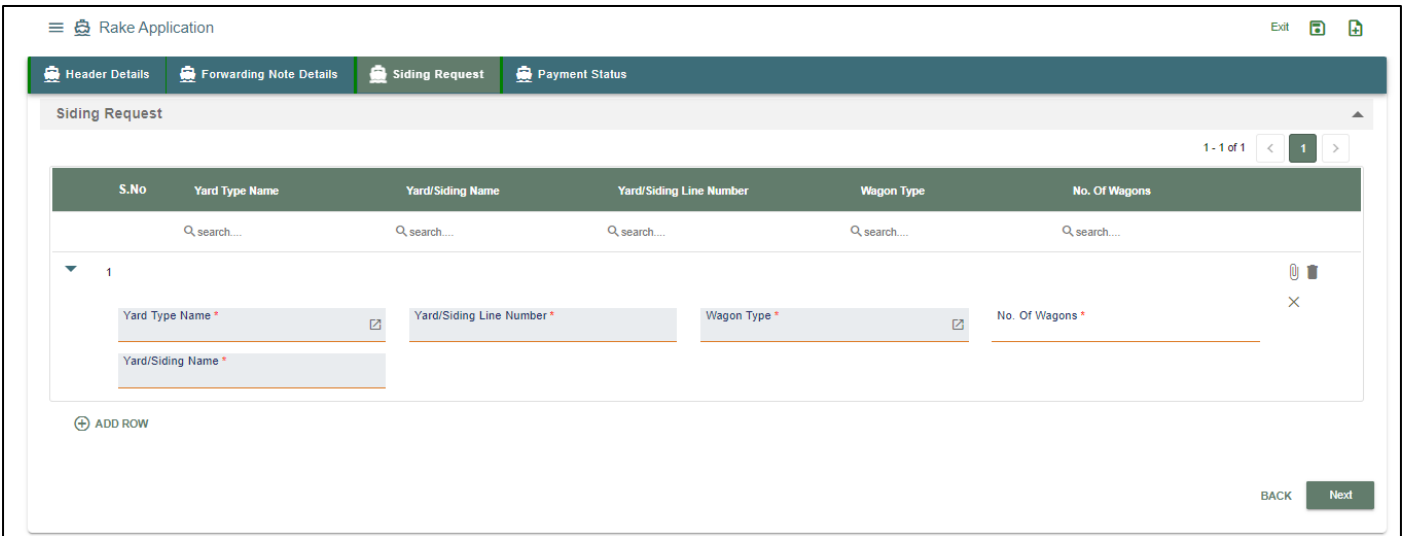
No. Of Wagons \*

ADD ROW

BACK Next

User Interface Image 31- Rake Application siding request-1.5.3.5

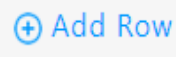

➤ Click on [Add Row](#) to begin with data entry






*User Interface Image 32- Rake Application siding request-1.5.3.6*

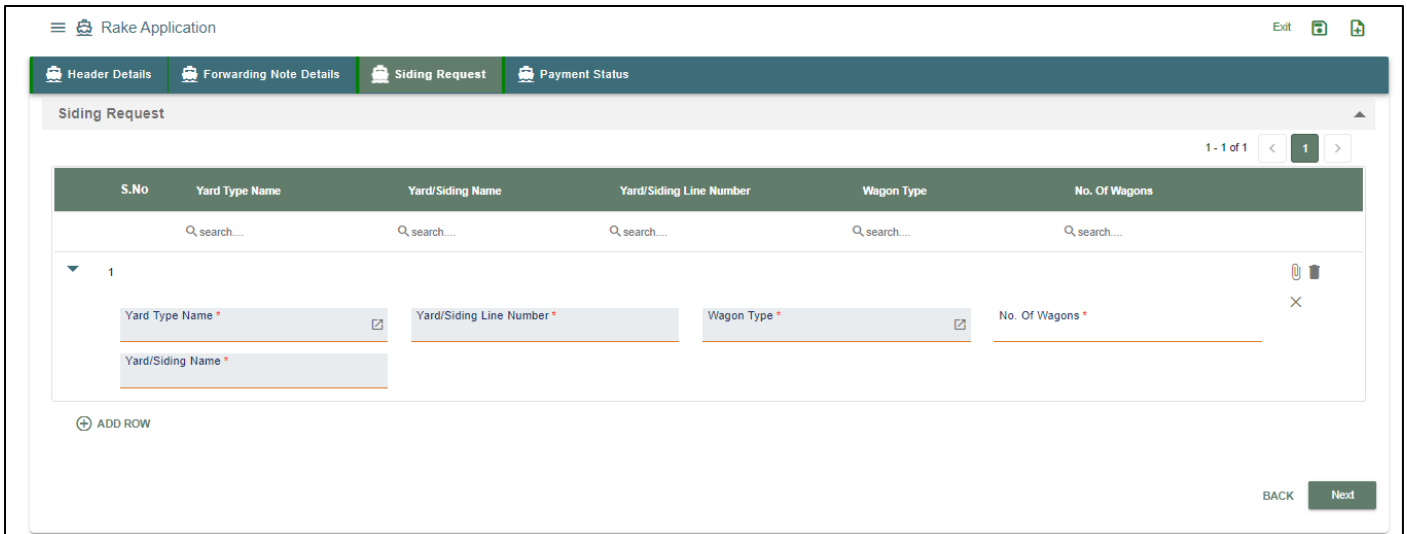
- Select the Yard Type Name from Lookup button
- System will populate the fields which are Yard/Siding Name and Yard/Siding Line Number
- Select Wagon Type from Lookup button
- Enter No. of Wagons which wants to bring at particular selected siding details.

**Step 6** - Once data is filled in Line item Details, click on save button  to save the forwarding note

details record and click on  if need to add multiple Row's or else click on  button to save the complete Rake Application entered details


- If any want to update the previous Siding Request details line item which is already saved then click on expansion button  to update the details and click on save button  . If want to delete the particular record line item then click on Delete button 

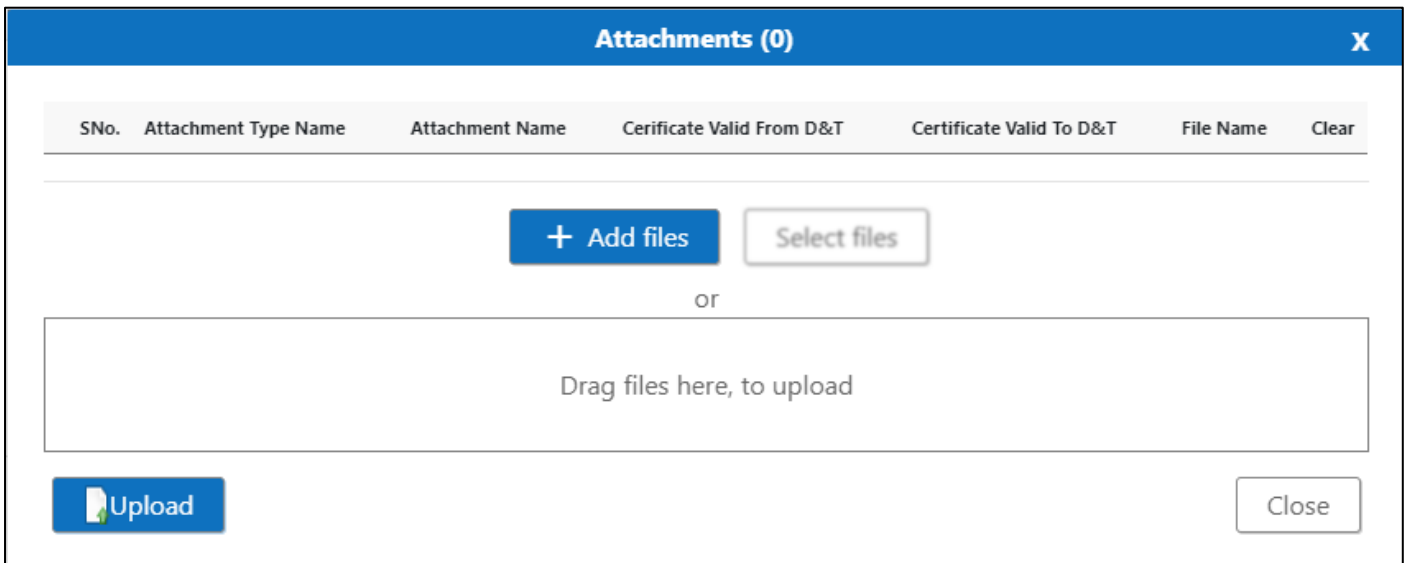




The screenshot displays the 'Siding Request' form within the 'Rake Application'. The form includes a table with the following columns: S.No, Yard Type Name, Yard/Siding Name, Yard/Siding Line Number, Wagon Type, and No. Of Wagons. Below the table, there are input fields for Yard Type Name, Yard/Siding Line Number, Wagon Type, and No. Of Wagons. The interface also includes a 'BACK' button and a 'Next' button.


*User Interface Image 33- Rake Application siding request-1.5.3.7*

**Step 7:** Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



The screenshot shows the 'Attachments (0)' popup window. It features a table with the following columns: SNo, Attachment Type Name, Attachment Name, Certificate Valid From D&T, Certificate Valid To D&T, File Name, and Clear. Below the table, there are buttons for '+ Add files' and 'Select files'. Below these buttons, there is a text area with the text 'Drag files here, to upload'. At the bottom, there are buttons for 'Upload' and 'Close'.

*User Interface Image 34-Rake Application (Attachments) 1.5.3.8*

**Step 9:** Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&amp;T*</th> <th>Certificate Valid To D&amp;T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div></td> <td><div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center; gap: 5px;">  Upload         </span> <span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Close</span> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px; background-color: #f0f0f0;">Sample.docx (9.62 kb)</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>														

*User Interface Image 35-Rake Application (Attachments Documents) 1.5.3.9*

Once all the mandatory and required fields are filled then Click on  Upload button. System will display File uploaded status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center; gap: 10px;">  Sample.docx           <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div> </div>


+ Add files
Select files

or

Drag files here, to upload

Upload
 
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required**.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close

Now click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files



OR

Drag files here, to upload

Upload
Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc	



+ Add files
Select files


OR

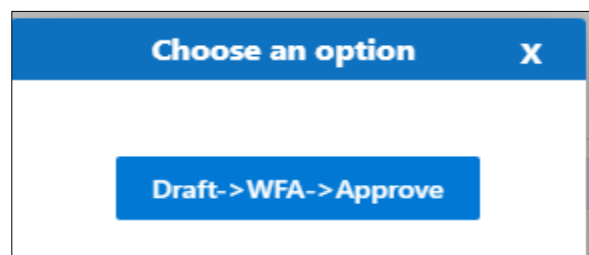
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



**Step 10:** Click on the Save button  from the top right corner to save the Rake Application Form. Once the record got saved successfully, then the system will display  message.

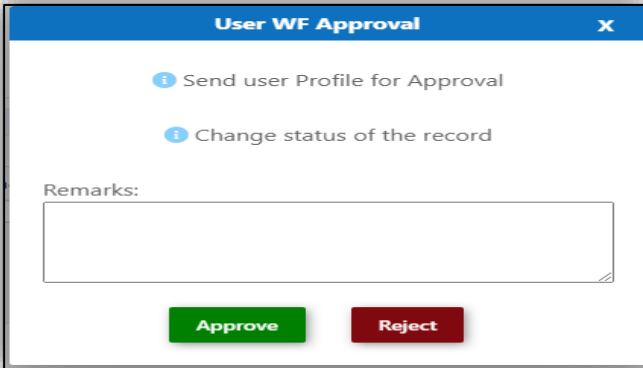
**Step 11:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id


**Work Flow Initiated. with drivenId = 12999**



**Step 12:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

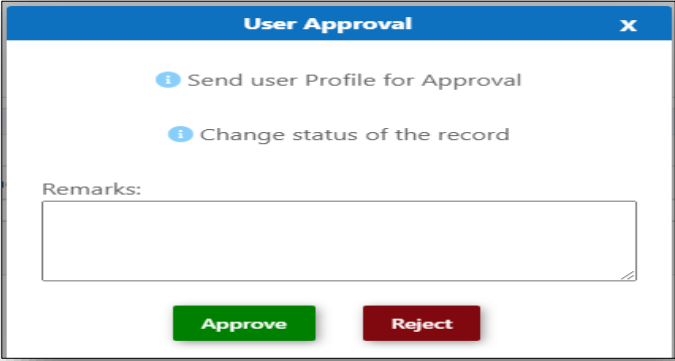
**Step 13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user rejects the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 14:** Once the workflow is in WFAPP. click on  the icon. System will be displaying


**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



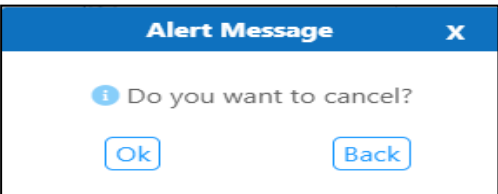
The 'User Approval' popup window contains the following elements:

- Header: User Approval (with close button X)
- Buttons: Send user Profile for Approval, Change status of the record
- Text field: Remarks (with a text area for input)
- Buttons: Approve (green), Reject (red)

**Step15:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user rejects the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 16:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

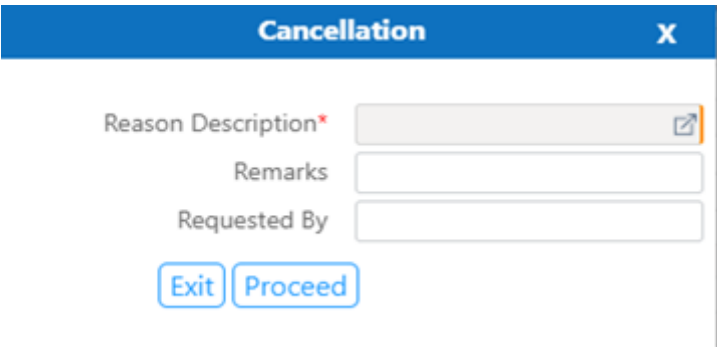
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The 'Alert Message' popup window contains the following elements:



- Header: Alert Message (with close button X)
- Text: Do you want to cancel?
- Buttons: Ok, Back


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

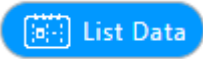






The 'Cancellation' popup window contains the following elements:

- Header: Cancellation (with close button X)
- Text fields: Reason Description\* (with a text area), Remarks, Requested By
- Buttons: Exit, Proceed

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 17:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

  Rake Application  

1 - 10 of 837 10 < 1 2 3 ... 82 83 84 >



Doc No.	Status	Application Type	Rake Application No.	Cargo Related To	Load Type Require	From Station	To Station	Consignee Name
search....	search....	search....	search....	search....	search....	search....	search....	search....
10078	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	CONTAINER C
10077	Submitted	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	SICAL LOGIS'
NMAA120220010	Approved	Outward	IND/2022/0004	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220009	Waiting for Cancel	Outward		Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LTD SIDING	SICAL LOGIS'
NMAA120220008	Approved	Inward	PER/2022/0005	Export Cargo	Train Load	JSW STEEL LTD SIDING	CHENNAI PORT	SICAL LOGIS'
NMAA120220007	Approved	Inward	PER/2022/0004	Domestic Cargo	Train Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	SHERIF CARC
10071	Draft	Outward		Import Cargo	Train Load	CHENNAI PORT	MY HOME INDUSTRIES PRIVATE	BHARAT HEA
NMAA120220006	Approved	Outward	IND/2022/0003	Import Cargo	Train Load	CHENNAI PORT	JSW STEEL LIMITED SIDING,	BHARAT HEA
NMAA120220005	Approved	Inward	PER/2022/0003	Export Cargo	Wagon Load	JSW STEEL LIMITED SIDING,	CHENNAI PORT	BHARAT HEA
10088	Draft	Inward			Train Load			

*User Interface Image 36-Rake Application (List Data) 1.5.3.10*

## 47.5 FIELD INFORMATION

Field Name	Mandatory	Field Type
RA No.	No	Text Box
Application Type	Yes	Drop Down
Cargo Related To	Yes	Drop Down
Load Type Require	Yes	Drop Down
From Station	Yes	Look Up (LOV)
To Station	Yes	Look Up (LOV)
Via Station	No	Look Up (LOV)
Consignee Name	Yes	Look Up (LOV)
Consignor Name	Yes	Look Up (LOV)
Railway Handling Agent	Yes	Look Up (LOV)
Billing Agent	Yes	Look Up (LOV)
Inward Receipt Type	Yes	Drop Down
RR/Indemnity Bond No.	Yes	Text Box
RR/Indemnity Bond Date and Time	Yes	Calendar
Demand Type	Yes	Drop Down





	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

E-Demand/Manual Demand No.	Yes	Text Box
E-Demand/Manual Demand Date and Time	Yes	Calendar
WRF Amount	No	Text Box
Shore Handling Charges paid	No	Drop Down
Wagon Covering Required	Yes	Drop Down
Remarks	No	Text Box
VCN	Yes	Look Up (LOV)
Vessel Name	No	Text Box
IMO Number	No	Text Box
Vessel Trade(Foreign/Coastal)	No	Text Box
ETA	No	Calendar
ETD	No	Calendar
BE No.	Yes	Look Up (LOV)
BE Quantity	No	Text Box
Out of Charge No.*	No	Text Box
Out Of Charge Quantity	No	Text Box
Nature of Cargo	Yes	Look Up (LOV)
Cargo Code	Yes	Look Up (LOV)
Cargo Description	Yes	Text Box
Booking Qty of Cargo	Yes	Text Box
UOM	No	Look Up (LOV)
Forwarding Note No.	Yes	Text Box
FNR No.	No	Text Box
Cargo/Commodity Name	Yes	Look Up (LOV)
No. of Wagons	Yes	Text Box
Quantity	Yes	Text Box
Wagon No.	Yes	Text Box
Wagon Type	Yes	Look Up (LOV)
Owning Railway	Yes	Look Up (LOV)
Yard Type	Yes	Look Up (LOV)
Yard Name	Yes	Text Box
Yard Line Number	Yes	Text Box
No. of Wagons	Yes	Text Box

## 48.BUSINESS FUNCTION NAME: Sick Wagon Placement

### 48.1 DEFINITION:


Port Officials will record the Sick Wagon Placement details in the iPortman Web Application when the Sick wagons are placed in the siding either for rectification or stabling. The Port Associates/Officials will be using this function.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 48.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

Menu Path	Menu Bar → Railways → Sick Wagon Placement → Click on <b>Add New</b>
-----------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

## 48.3 PREREQUISITES – MASTERS

S.No.	Masters List
1	Yard Master
2	Port Loco Master

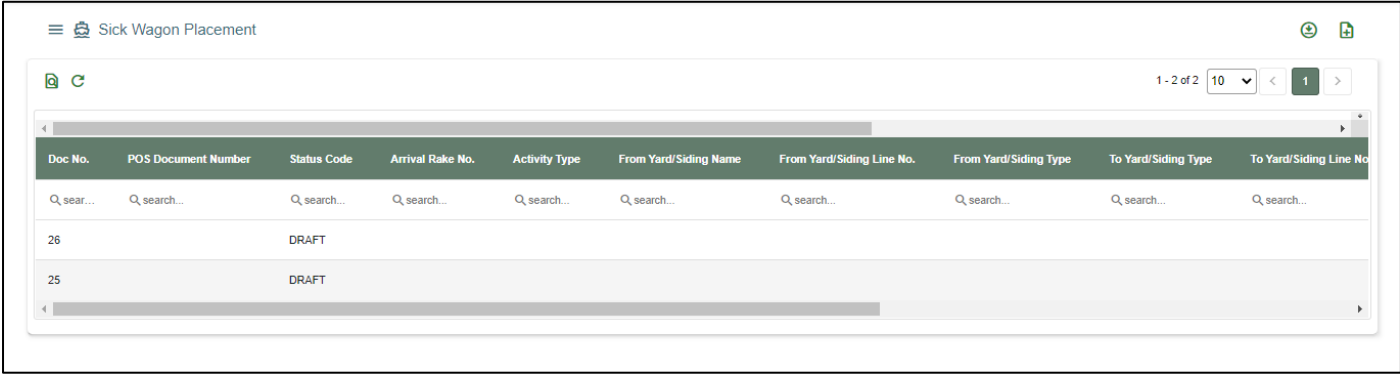
## 48.4 SCREENSHOT

Following screenshot from Sick Wagon Placement

### List Page:


Once entered into the Functional Form – Sick Wagon Placement, list page will appear



➤ To enter into the Sick Wagon Placement New Page, click on Add New button from top of the tool bar

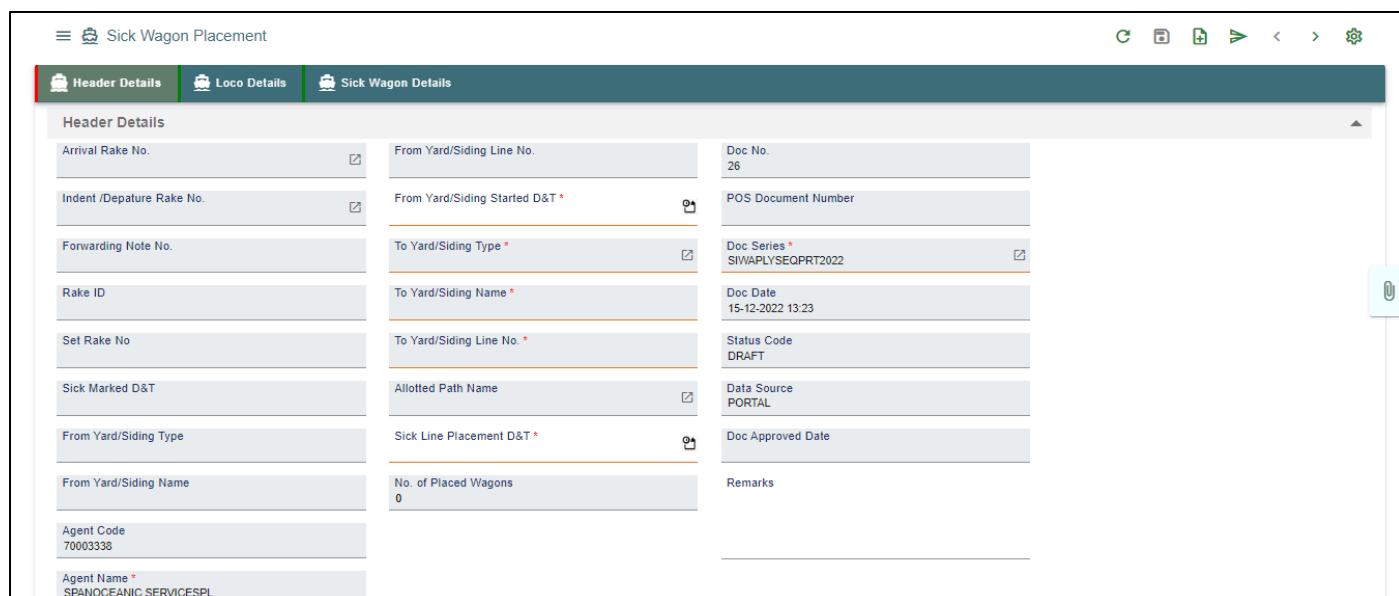


User Interface Image 193: Sick Wagon Placement – 13.5.1

### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar Sick Wagon Placement Header Details screen will appear like below

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	





*User Interface Image 194: Sick Wagon Placement – 13.5.2*

Below are the Field Information regarding Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

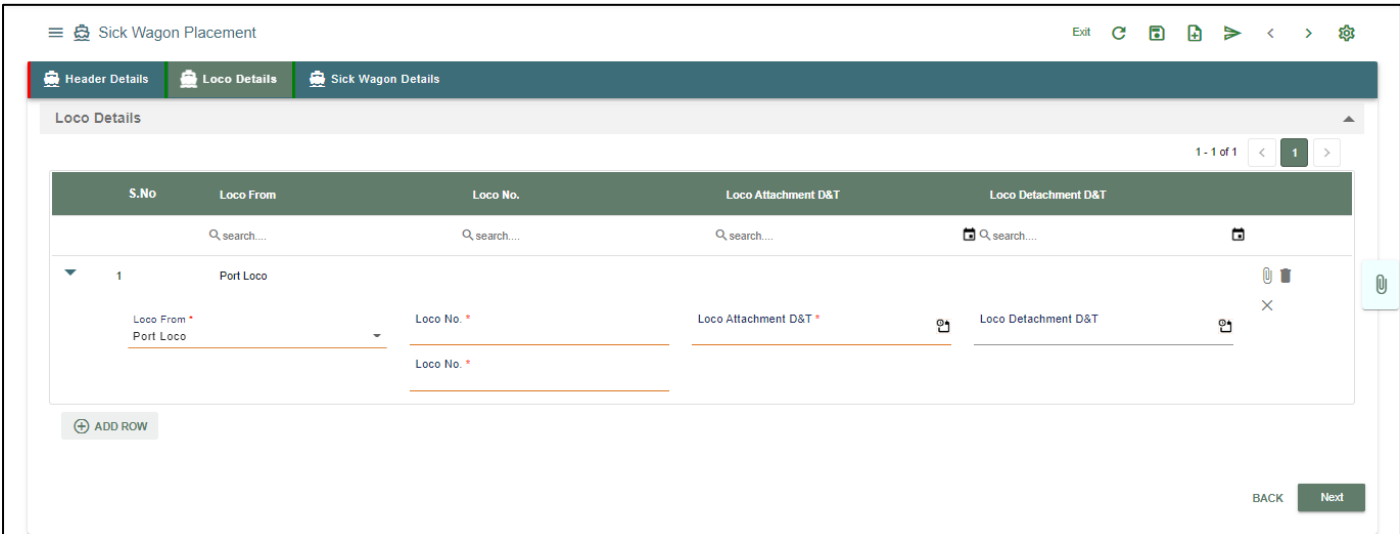
Field Name	Mandatory	Fill Type
Arrival Rake / Indent / Departure Rake No	Yes	Look Up
Forward Note Number	No	Auto Populated
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Sick Marked Date and Time	No	Auto Populated
From Yard Type	No	Auto Populated
From Yard Name	No	Auto Populated
From Yard/Siding Line Number	No	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Look Up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Allotted Path	No	Look Up
Sick Line Placement Date and Time	Yes	Date and Time Picker
No of Wagons Placed	No	Auto Populated

- Select Arrival Rake Number from Lookup Button
- Forwarding Note Number, Rake Id, Set Rake Number, Sick Marked Date and Time, From Yard Type, From Yard/Siding Name, From Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Enter Sick Line Placement Date and Time from date picker
- Number of Wagon Placed field is auto generated based on submission of Wagon Details Line item
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

Once all the necessary are filled in Haeder Section, click on next button and redirected to LOCO Details Section and click on ADDROW button




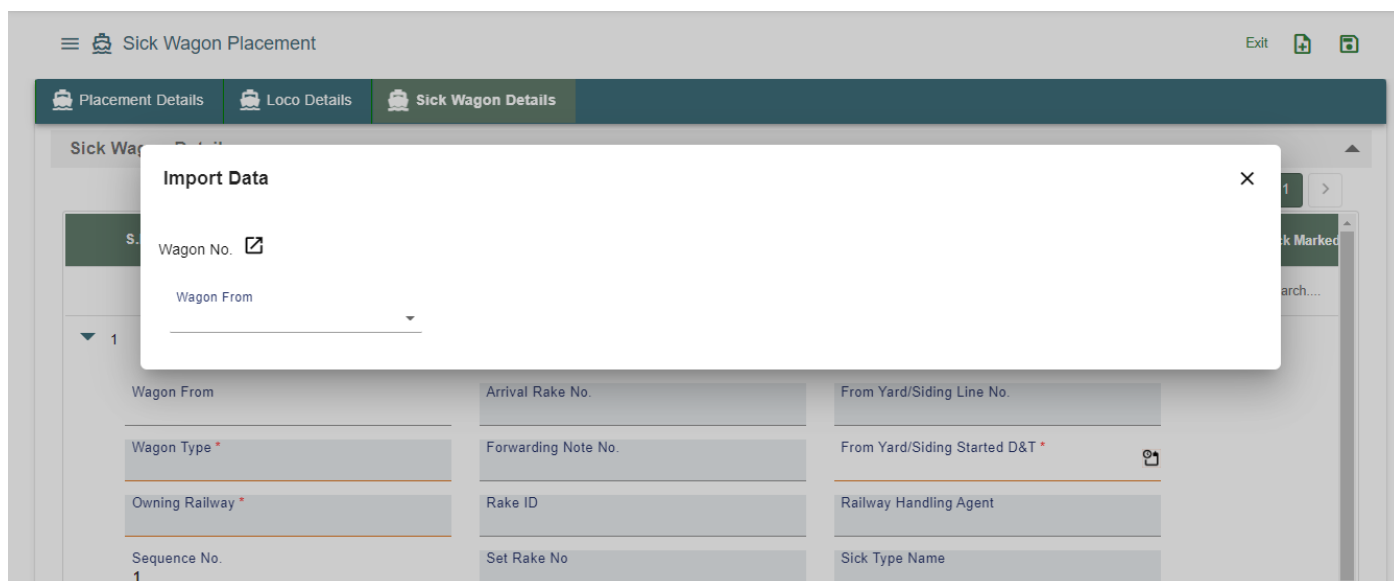
Below are the Field Information regarding Loco Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

**Step 2** – Once all the necessary are filled in Sick to Fit Certification Section, click on next button and

redirected to Sick Wagon Details Section and click  button in Sick Wagon Details Section. Then

Wagon Details Pop Up page come like below and Click on  for getting Wagon No.







- Select data Load
- Select Wagon No, then Owning Railway, Wagon Type, Cargo Status, Cargo Type, Consignee, Consignor, Handling Agent, Cargo Description, Sick Type Name, Sick Marked By, TXR Remarks fields are auto populated based on selection of Wagon Number.
- Then Select Rectified Status From Drop Down(Rectified/Non Rectified)

Below are the Field Information regarding Sick Wagon Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Cargo Status	No	Auto Populated
Cargo Type	No	Auto Populated
Container Size	No	Auto Populated
Container No1	No	Auto Populated
Container No2	No	Auto Populated
Cargo Description	No	Auto Populated
Sick Type Name	No	Auto Populated
Sick Marked By	No	Auto Populated
Rectified Status	Yes	Drop Down
TXR Remarks	No	Auto Populated

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 3:** Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files


or

Drag files here, to upload

Upload

Close

*User Interface Image 201-SICK WAGON PLACEMENT (Attachments) 13.5.10*

**Step 4** Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.





Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files



or



SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.					Sample.docx (9.62 kb)	


Upload

Close



*User Interface Image 202-SICK WAGON PLACEMENT (Attachments Documents) 13.5.11*

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents\***File Required.**


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files
Select files

OR

Drag files here, to upload

 Upload
 
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.




**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files




OR

Drag files here, to upload

 Upload
 
Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			 Sample__1_.docx <span style="color: red; font-weight: bold;">*File Required</span>

+ Add files
Select files







or

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 


+ Add files
Select files

or


Drag files here, to upload

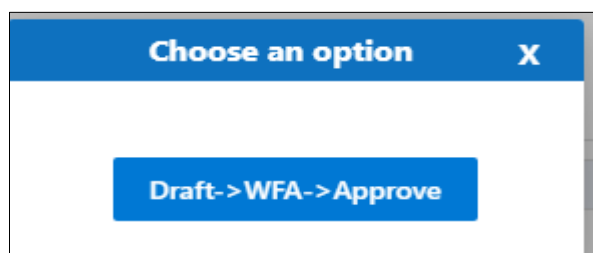
 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 5:** Click on the Save button  from the top right corner to save the SICK WAGON PLACEMENT Form. Once the record got saved successfully, then the system will display message.


 Record saved

**Step 6:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



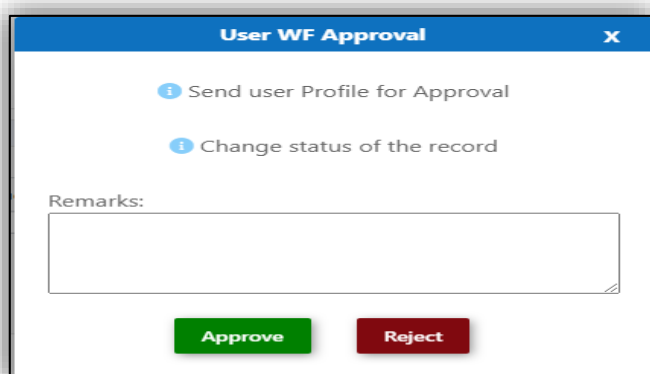
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

Work Flow Initiated. with drivenId = 12999

**Step7:** Once the workflow is initiated click on  the icon. System will be display

Send user Profile for Approval

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).





Successfully Status changed to WFAPP


**Step8:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

Successfully rejected.

If user reject the request following alert will display on the screen. And the

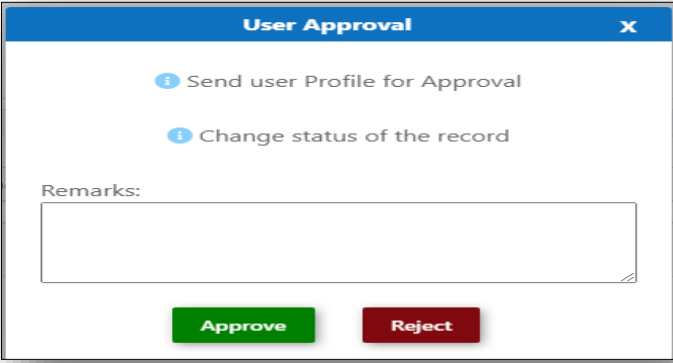
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	User Manual for iPortman PORTAL Application	TMP/UMG/V.1.0	

document status will be changed as 'REJECTED'.

**Step9:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:


- Header: User Approval (with a close 'X' button)
- Buttons: 'Send user Profile for Approval' and 'Change status of the record' (both with information 'i' icons)
- Text Field: 'Remarks:' with a text input area
- Action Buttons: 'Approve' (green) and 'Reject' (red)

**Successfully Status changed to APPROVED**

**Step10:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

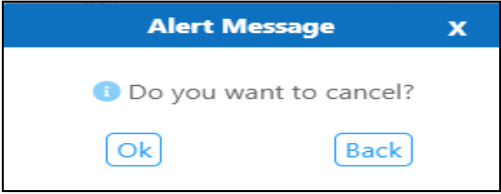
**Successfully rejected.**

the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step 11** While if there is any changes or error we can cancel the record by clicking the  icon shown.

**Confirmation required**



After clicking the icon system will display with below alert ok and Back



The 'Alert Message' popup window contains the following elements:

- Header: Alert Message (with a close 'X' button)
- Text: 'Do you want to cancel?' (with an information 'i' icon)
- Buttons: 'Ok' and 'Back' (both with blue borders)

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cancellation


Reason Description\*

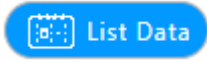
Remarks

Requested By

Exit

Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 12:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Sick Wagon Placement

1 - 10 of 109

10

1

2

3



9

10

11

Doc No.	Status	To Yard/Siding Type	To Yard/Siding Name	To Yard/Siding Line No.	No. of Placed Wagons	Wagon No's	Sick Line Placement D&T
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	search...
INMAA120210028	Approved	Yard one	INDIRA DOCK	Eastern Yard - 1	2	1001,1008	25-03-2022 11:20
INMAA120210027	Approved	PORT	BHARATI DOCK YARD	Eastern Yard 4	1	10	22-03-2022 12:33
INMAA120210026	Approved	Yard one	INDIRA DOCK	Eastern Yard - 1	1	130	16-03-2022 10:37
INMAA120210025	Approved	Yard one	MOD WARE HOUSE	Eastern Yard	1	2	15-03-2022 18:00
INMAA120210024	Approved	PORT	MOD WARE HOUSE	Eastern Yard	1	130	05-01-2022 15:49
INMAA120210023	Approved	MAXIMA CRUDE TANKS	ADVANI PLOT	JD East Line Main II	1	10	16-11-2021 12:28
INMAA120210022	Approved	Yard one	GRAIN DEPOT	JD West Line	1	12	19-10-2021 17:08
INMAA120210021	Approved	Yard	RAILYARD	CONTY	1	14	14-10-2021 12:57
158	Draft	Yard	RAILYARD	CONTY	0		12-10-2021 14:50
INMAA120210020	Approved	Yard one	GRAIN DEPOT	JD West Line	1	93	17-09-2021 22:45

*User Interface Image 203-SICK WAGON PLACEMENT (List Data) 13.5.12*

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 49. BUSINESS FUNCTION NAME: WAGON PLACEMENT


### 49.1 DEFINITION

Port Associates/Officials are recording the information in iPortman Web & in the Mobile application when the Rakes or Partial Rakes are placing at party siding for Loading or Unloading. Port Associates/Officials will be using this function.

### 49.2 NAVIGATION



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

<b>Menu Path</b>	Menu Bar → Railways → Wagon Placement → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 49.3 PREREQUISITES – MASTERS

S.No.	Maters List
1	Handling Type
2	Yard Master
3	Railway Path Master
4	Owning Railway
5	Wagon Type
6	Agent Master
7	Cargo Master
8	Loco Master
9	Delay

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

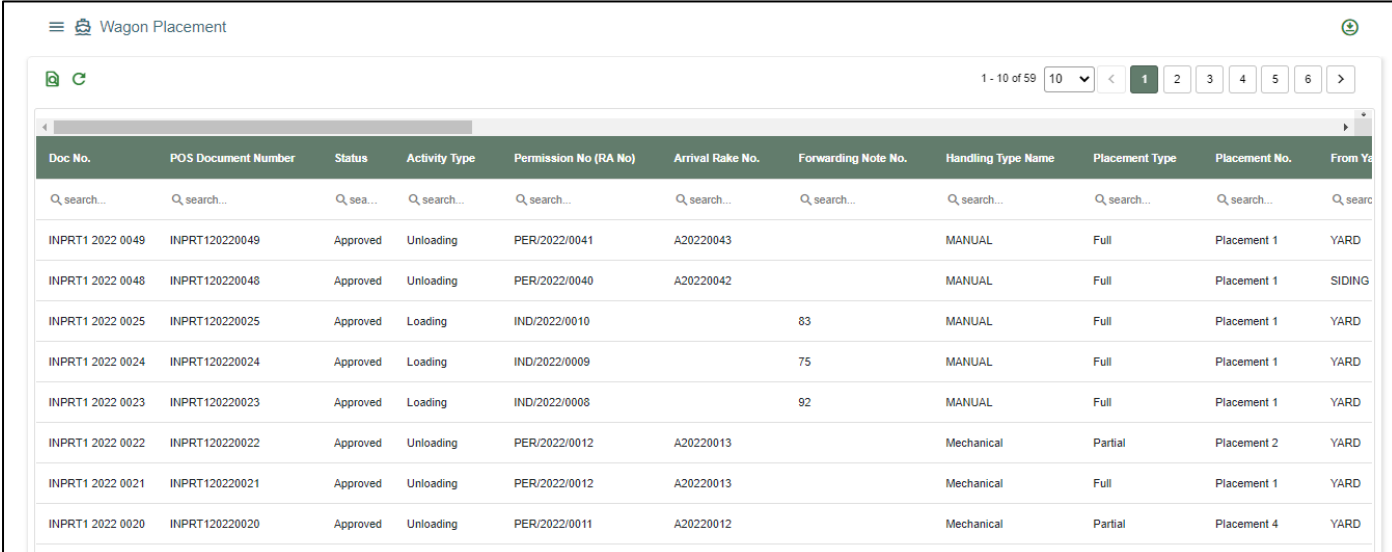
## 49.4 SCREENSHOT

Following screenshot from Wagon Placement

### List Page:

Once entered into the Functional Form – Wagon Placement, list page will appear

To enter into the Wagon Placement New Page, click on Add New button from top of the tool bar




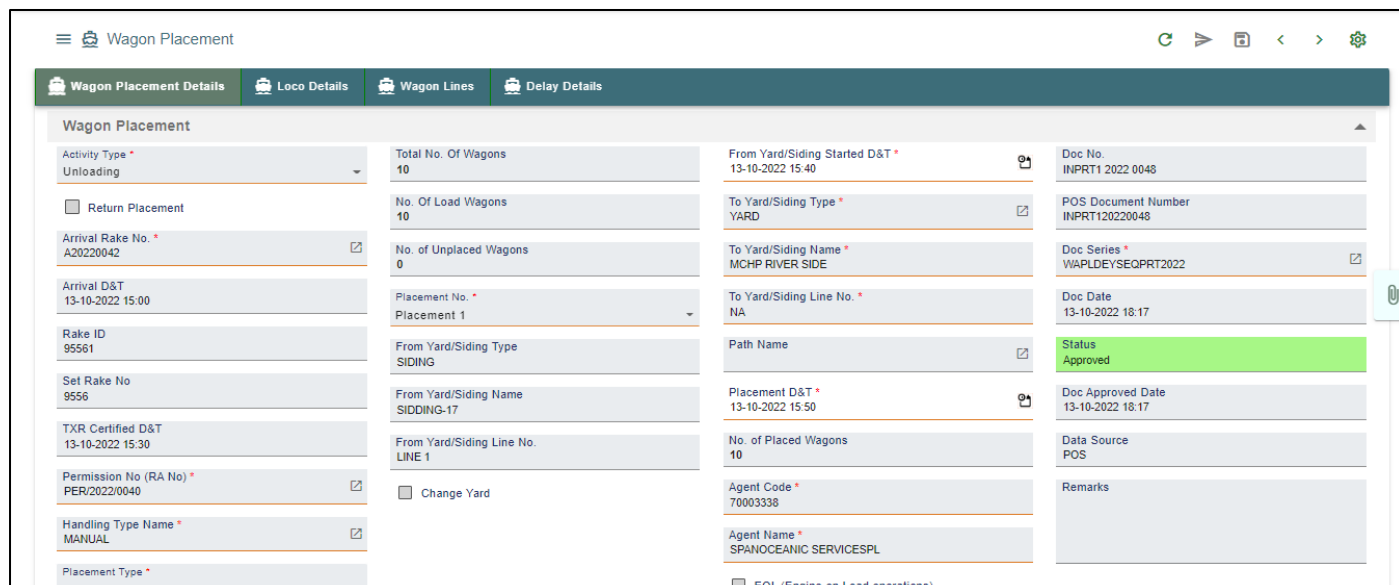
Doc No.	POS Document Number	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type	Placement No.	From Yard
INPRT1 2022 0049	INPRT120220049	Approved	Unloading	PER/2022/0041	A20220043		MANUAL	Full	Placement 1	YARD
INPRT1 2022 0048	INPRT120220048	Approved	Unloading	PER/2022/0040	A20220042		MANUAL	Full	Placement 1	SIDING
INPRT1 2022 0025	INPRT120220025	Approved	Loading	IND/2022/0010		83	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0024	INPRT120220024	Approved	Loading	IND/2022/0009		75	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0023	INPRT120220023	Approved	Loading	IND/2022/0008		92	MANUAL	Full	Placement 1	YARD
INPRT1 2022 0022	INPRT120220022	Approved	Unloading	PER/2022/0012	A20220013		Mechanical	Partial	Placement 2	YARD
INPRT1 2022 0021	INPRT120220021	Approved	Unloading	PER/2022/0012	A20220013		Mechanical	Full	Placement 1	YARD
INPRT1 2022 0020	INPRT120220020	Approved	Unloading	PER/2022/0011	A20220012		Mechanical	Partial	Placement 4	YARD

*User Interface Image 90: Wagon Placement – 6.5.1*

### 49.4.1 WAGON PLACEMENT - UNLOADING

#### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Wagon Placement Header Details screen will appear like below



**Wagon Placement**

Activity Type \*  
Unloading

☐ Return Placement

Arrival Rake No. \*  
A20220042

Arrival D&T  
13-10-2022 15:00

Rake ID  
95561

Set Rake No  
9556

TXR Certified D&T  
13-10-2022 15:30

Permission No (RA No) \*  
PER/2022/0040

Handling Type Name \*  
MANUAL

Placement Type \*  
Full

Total No. Of Wagons  
10

No. Of Load Wagons  
10

No. of Unplaced Wagons  
0

Placement No. \*  
Placement 1

From Yard/Siding Type  
SIDING

From Yard/Siding Name  
SIDING-17

From Yard/Siding Line No.  
LINE 1

☐ Change Yard

From Yard/Siding Started D&T \*  
13-10-2022 15:40

To Yard/Siding Type \*  
YARD

To Yard/Siding Name \*  
MCHP RIVER SIDE

To Yard/Siding Line No. \*  
NA

Path Name

Placement D&T \*  
13-10-2022 15:50

No. of Placed Wagons  
10

Agent Code \*  
70003338

Agent Name \*  
SPANOCCEANIC SERVICESPL

☐ EOL (Engine on Load operations)

Doc No.  
INPRT1 2022 0048

POS Document Number  
INPRT120220048

Doc Series \*  
WAPLDEYSEQPRT2022

Doc Date  
13-10-2022 18:17

Status  
Approved

Doc Approved Date  
13-10-2022 18:17

Data Source  
POS

Remarks

*User Interface Image 91: Wagon Placement – 6.5.1.1*

- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Unloading** then following details required to enter:

- Select Arrival Rake Number from Lookup button
- Arrival Date and Time, Rake Id, Set Rake Number, TXR Certified Date and Time, Total Number of Wagons, Number of Load Wagons, Number of unplaced Wagons fields are auto populated based on selection of Arrival Rake Number
- Select Permission Number (RA No) from Lookup Button
- Select Handling Type from Lookup Button
- Select Placement Number from drop down list
- From Yard Type, From Yard/Siding Name and From Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button
- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Select Allotted Path from Lookup button. It is not mandatory field to enter
- Enter Placement Date and Time from date picker, then Wagon Lines Data will Load.
- Enter the Remarks if any
- Doc Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system





**Step 2** – Once all the necessary fields are filled in Wagon Placement Section, click button from the bottom of the page of Wagon Lines Section. Then Wagon lines Pop Up page come like below and Click on



for getting Wagon No.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Wagon Placement

Wagon Placement Details | Loco Details | Wagon Lines | Delay Details

**Wagon Placement**

Activity Type * Unloading	Total No. Of Wagons 10	From Yard/Siding Started D&T * 13-10-2022 15:40	Doc No. INPRT1 2022 0048
<input type="checkbox"/> Return Placement	No. Of Load Wagons 10	To Yard/Siding Type * YARD	POS Document Number INPRT120220048
Arrival Rake No. * A20220042	No. of Unplaced Wagons 0	To Yard/Siding Name * MCHP RIVER SIDE	Doc Series * WAPLDEYSEQPRT2022
Arrival D&T 13-10-2022 15:00	Placement No. * Placement 1	To Yard/Siding Line No. * NA	Doc Date 13-10-2022 18:17
Rake ID 95561	From Yard/Siding Type SIDING	Path Name	Status Approved
Set Rake No 9556	From Yard/Siding Name SIDING-17	Placement D&T * 13-10-2022 15:50	Doc Approved Date 13-10-2022 18:17
TXR Certified D&T 13-10-2022 15:30	From Yard/Siding Line No. LINE 1	No. of Placed Wagons 10	Data Source POS
Permission No (RA No) * PER/2022/0040	<input type="checkbox"/> Change Yard	Agent Code * 70003338	Remarks
Handling Type Name * MANUAL		Agent Name * SPANOCANIC SERVICESPL	
Placement Type * Full		<input type="checkbox"/> EOL (Engine on Load operations)	

User Interface Image 92: Wagon Placement – 6.5.1.2

➤ After Selection of Wagon No from Pop up below field will Auto Populate.

Sequence No, Wagon No, Owning Railway, Wagon Type, Rake Cargo Status, HS Code, Cargo Type Name, Cargo Name, Seal Condition, Seal No, Consignee Name ,Consignor Name, Railway Handling Agent, Sick Status.

**Step 3** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Loco Details page redirected as like below

Click on **+ Add Row** to begin with data entry

Wagon Placement

Wagon Placement Details | Loco Details | Wagon Lines | Delay Details

**Loco Details**

1 - 1 of 1

S.No	Loco From	Port Loco Name	Loco Attachment D&T	Loco Detachment D&T
1	Port Loco	PORT LOCO 1	13-10-2022 15:40	13-10-2022 15:50

Loco From \*  
Port Loco

Port Loco Name \*  
PORT LOCO 1


Loco Attachment D&T \*  
13-10-2022 15:40

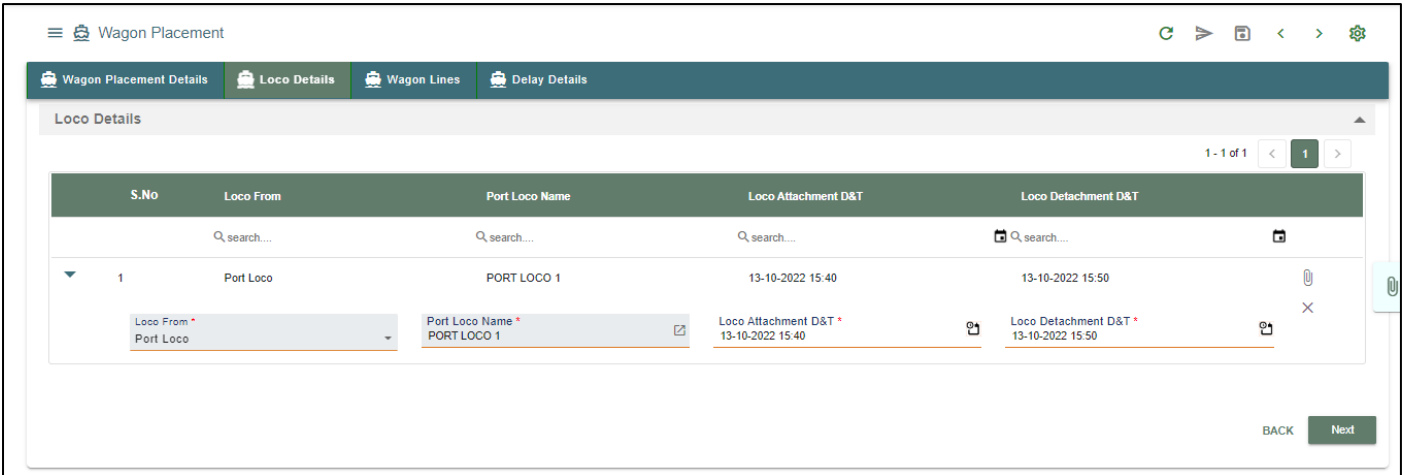
Loco Detachment D&T \*  
13-10-2022 15:50

BACK Next

User Interface Image 92: Wagon Placement – 6.5.1.3

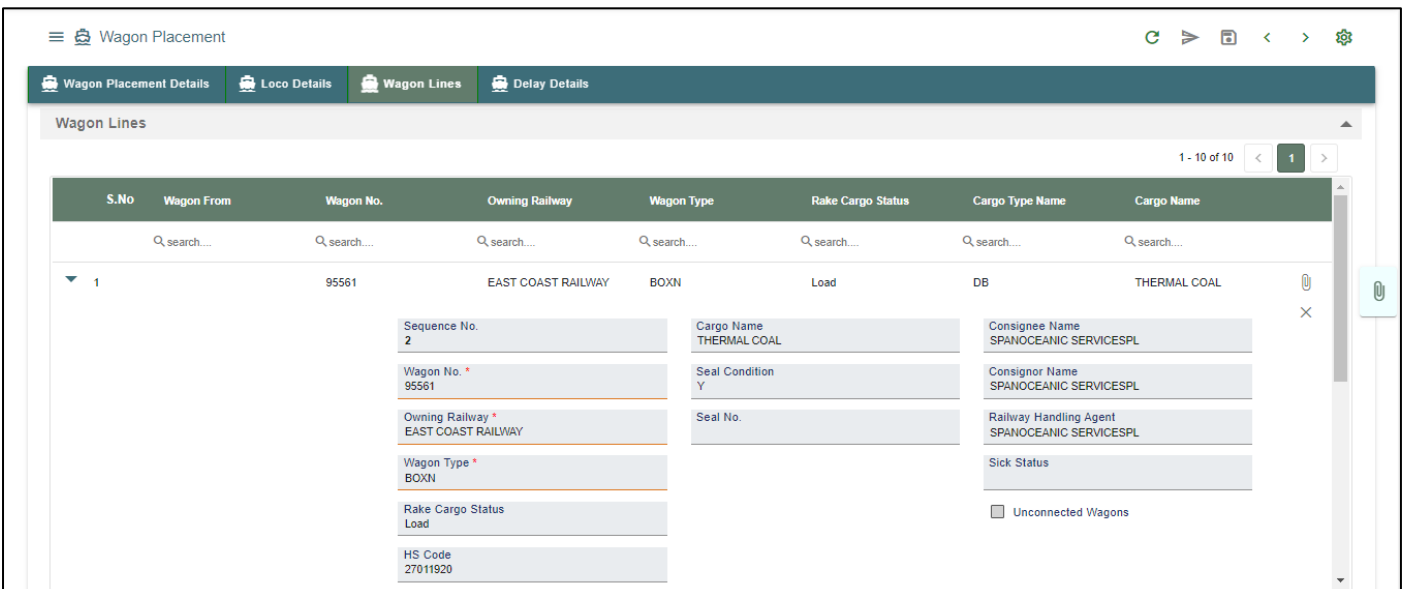
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

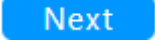
**Step 4** – Once  is selected, then following Loco Details line item fields will be populated to enter.






User Interface Image 93: Wagon Placement – 6.5.1.4

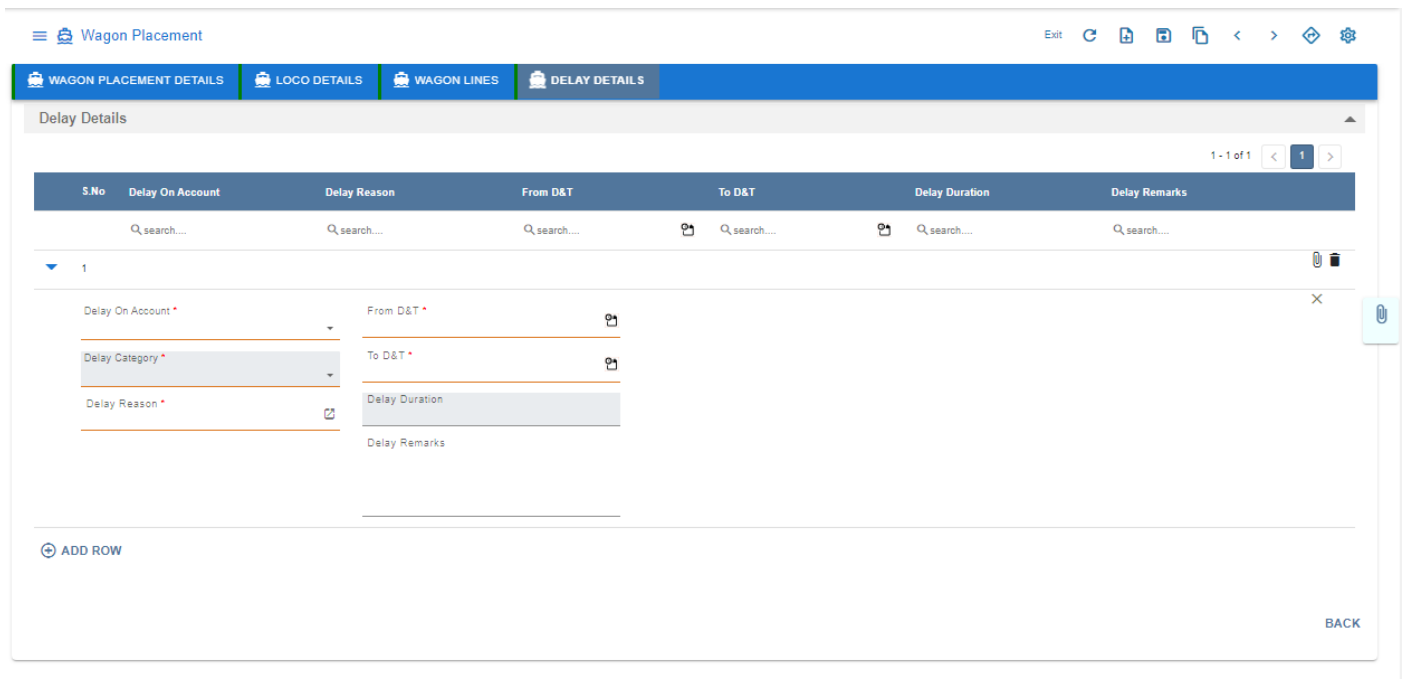
- Select Loco From by Lookup button either it is Railway Loco or Port Loco
- If selected Railway Loco then enter Loco Number.
- If selected Port Loco then select Loco Number from Lookup button



**Step 5**– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below


Click on  to begin with data entry

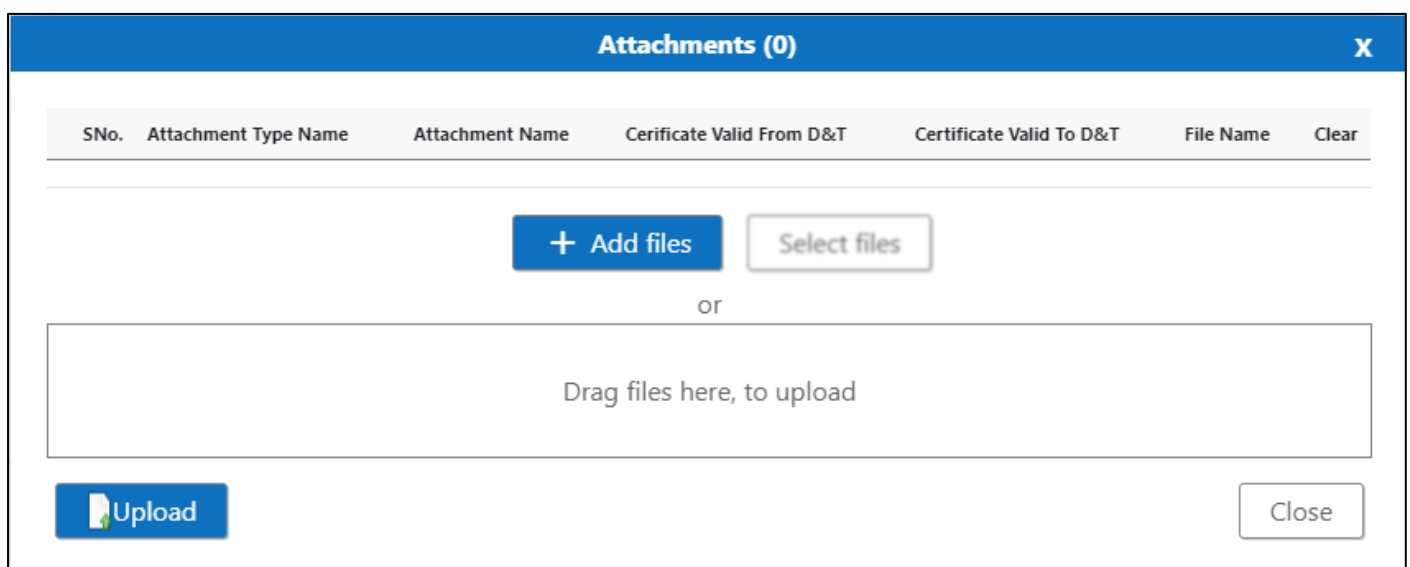
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	





User Interface Image 95: Wagon Placement – 6.5.1.5


- Select on account drop down (port / railway/party)
- Select delay reason code fro look up
- Select from and to (date and time )

**Step 6:**Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



User Interface Image 96-Wagon Placement (Attachments) 6.5.1.6

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**Step 7:** Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files



or


SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	<span>X</span>

Upload



Close

*User Interface Image 97-Wagon Placement (Attachments Documents) 6.1.5.7*

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div>  Sample.docx            </div>

+ Add files


Select files

or

Drag files here, to upload

 Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents **\*File Required**.

**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

or

Drag files here, to upload

 Upload

Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files

Select files

or



Drag files here, to upload

Upload

Close



Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







or

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc	

+ Add files
Select files


or


Drag files here, to upload

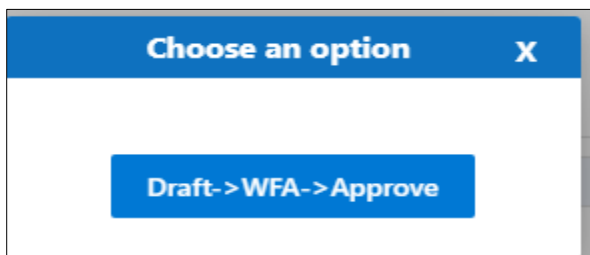
 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 8:** Click on the Save button  from the top right corner to save the Wagon Placement Form.

Once the record got saved successfully, then the system will display  message.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



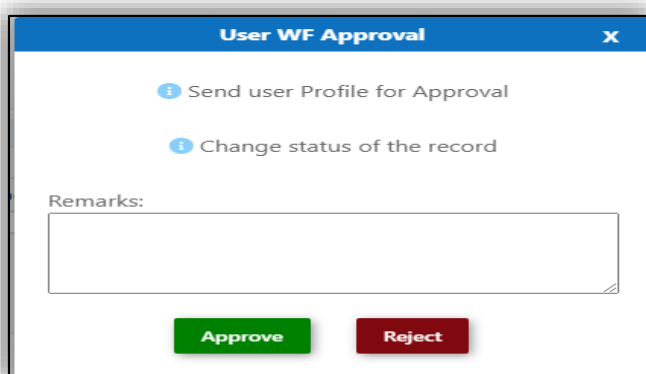
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step 10:** Once the workflow is initiated click on  the icon.System will be display


**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).





**Successfully Status changed to WFAPP**

**Step 11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

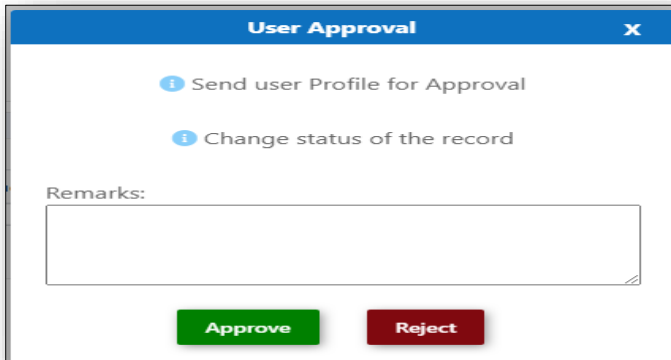
If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Step 11:** Once the workflow is in WFAPP. click on  the icon. System will be displaying

**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

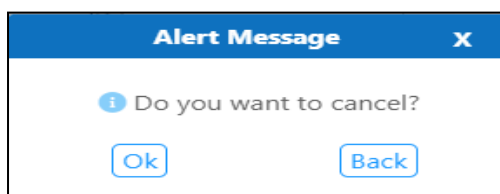


The 'User Approval' popup window has a blue header with the title 'User Approval' and a close button 'X'. It contains two informational messages: 'Send user Profile for Approval' and 'Change status of the record'. Below these is a text area labeled 'Remarks:'. At the bottom, there are two buttons: a green 'Approve' button and a red 'Reject' button.

**Step 11:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

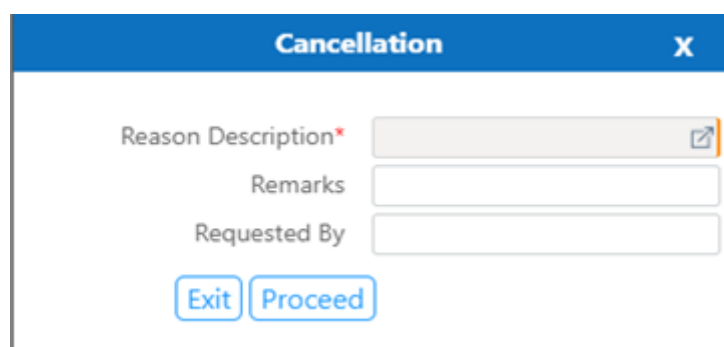
**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back






The 'Alert Message' popup window has a blue header with the title 'Alert Message' and a close button 'X'. It contains an informational message: 'Do you want to cancel?'. Below this are two buttons: 'Ok' and 'Back'.

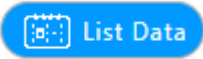
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.



The 'Cancellation' popup window has a blue header with the title 'Cancellation' and a close button 'X'. It contains three text input fields: 'Reason Description\*' (with a small icon on the right), 'Remarks', and 'Requested By'. At the bottom, there are two buttons: 'Exit' and 'Proceed'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 13:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Wagon Placement


1 - 10 of 481



Doc No.	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...
INMAA120220014	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220011	Approved	Loading	IND/2022/0005		45	Port Gantry	Full
5821	Draft	Loading	IND/2022/0004		3	Vessel Gantryr	Partial
INMAA120220010	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220009	Cancelled	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220008	Approved	Unloading	PER/2022/0004	A20220008		Tippler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantryr	Partial
INMAA120220012	Approved	Loading	IND/2021/0180		4325	Vessel Gear	Partial
INMAA120220006	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial
INMAA120220005	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial

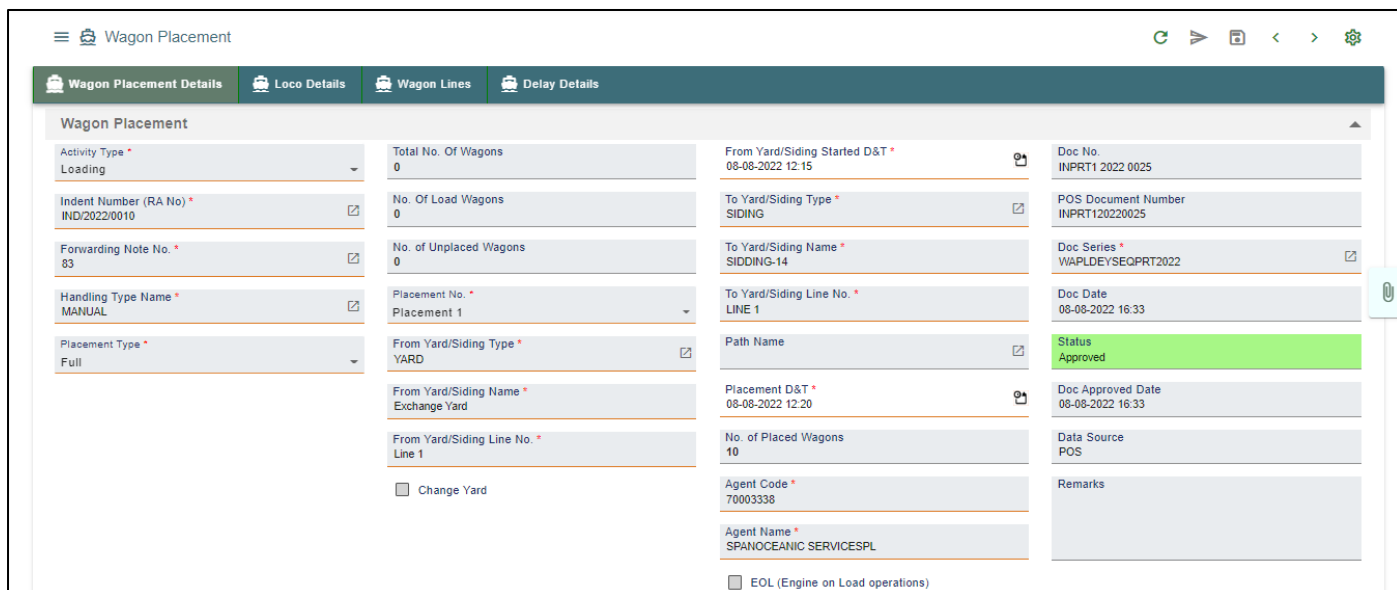
*User Interface Image 98-Wagon Placement (List Data) 6.5.1.8*

#### 49.4.2 WAGON PLACEMENT - LOADING

##### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Wagon Placement Header Details screen will appear like below

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	





*User Interface Image 99: Wagon Placement – 6.5.2.1*

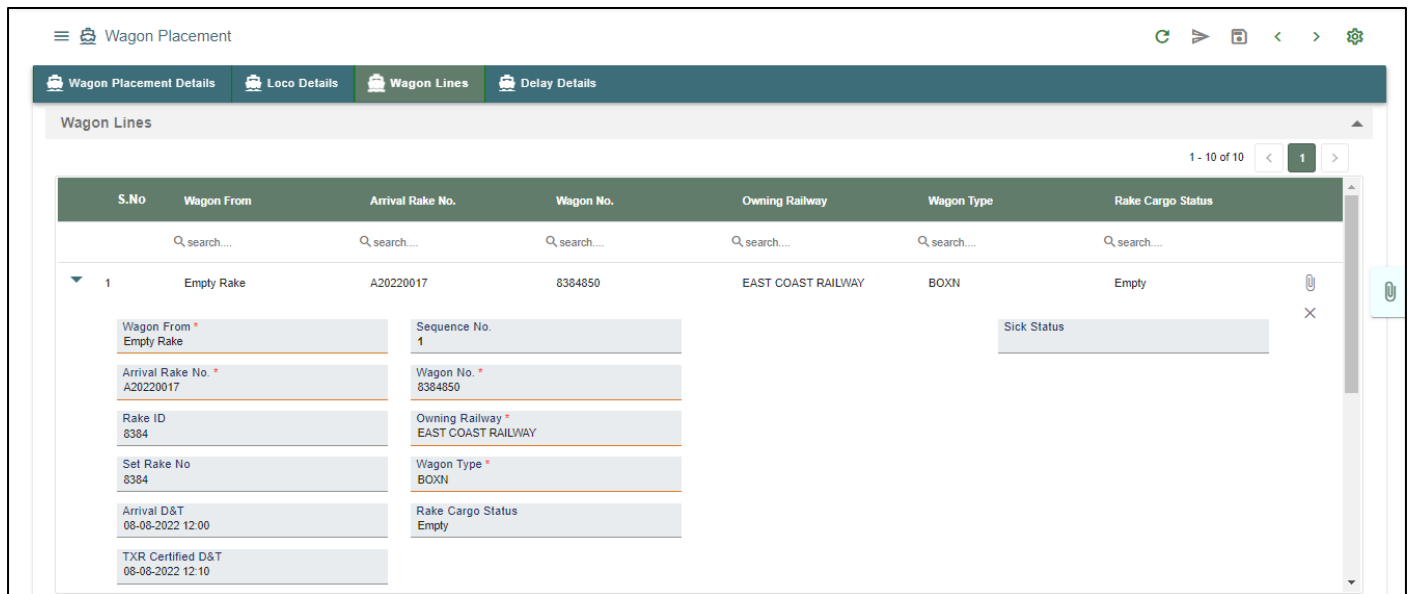
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:

- Select Indent Number (RA No) from Lookup button
- Select Forwarding Note Number from Lookup button
- Select Handling Type from Lookup Button
- Select Placement Number from drop down list
- From Yard Type, From Yard/Siding Name and From Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
- Enter From Yard/Siding Started Date and Time from date picker
- Select To Yard Type from Lookup Button
- To Yard/Siding Name, To Yard/Siding Line Number fields are auto populated based on selection of To Yard Type
- Select Allotted Path from Lookup button. It is not mandatory field to enter
- Enter Placement Date and Time from date picker for Getting Wagon No in Wagon Line Section
- Enter the Remarks if any
- Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

- **Step 2** – Once all the necessary fields are filled in Wagon Placement Section, click  button from the bottom of the page of Wagon Lines Section. Then Wagon lines Pop Up page come like below and

Click on  for getting Wagon No.



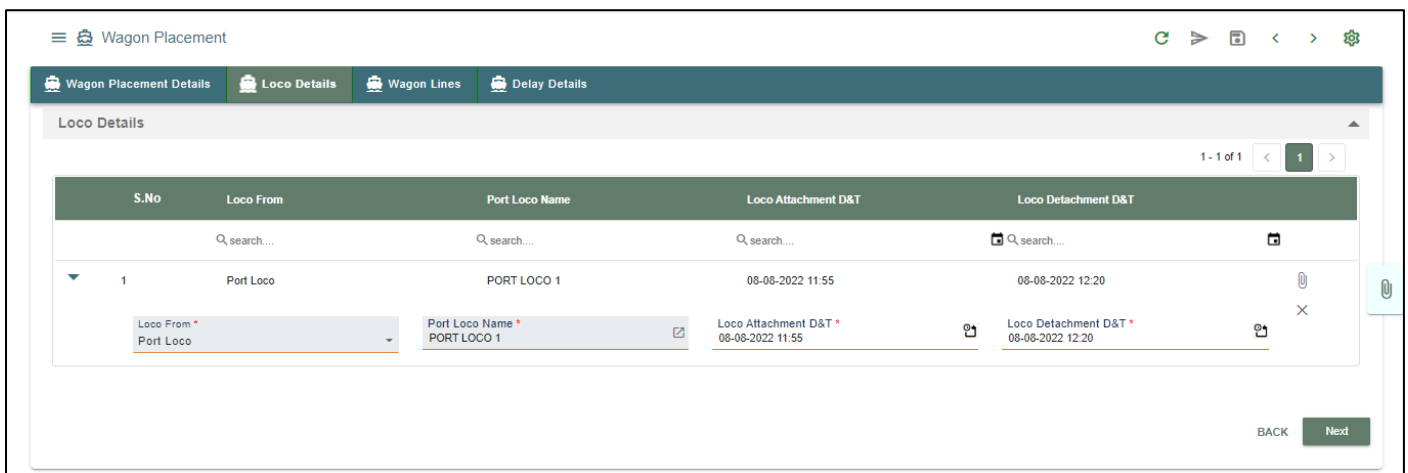
The screenshot shows the 'Wagon Placement' interface. The 'Wagon Lines' table has one entry with S.No 1, Wagon From 'Empty Rake', Arrival Rake No. 'A20220017', Wagon No. '8384850', Owning Railway 'EAST COAST RAILWAY', Wagon Type 'BOXN', and Rake Cargo Status 'Empty'. A pop-up form for Wagon No. 8384850 is displayed, showing fields for Sequence No. (1), Wagon No. (8384850), Owning Railway (EAST COAST RAILWAY), Wagon Type (BOXN), Rake Cargo Status (Empty), and Arrival D&T (08-08-2022 12:00).

*User Interface Image 92: Wagon Placement – 6.5.2.2*

➤ After Selection of Wagon No from Pop up below field will Auto Populate. Sequence No, Wagon No, Owning Railway, Wagon Type, Rake Cargo Status, HS Code, Cargo Type Name, Cargo Name, Seal Condition, Seal No, Consignee Name ,Consignor Name, Railway Handling Agent, Sick Status.

**Step 3** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Loco Details page redirected as like below

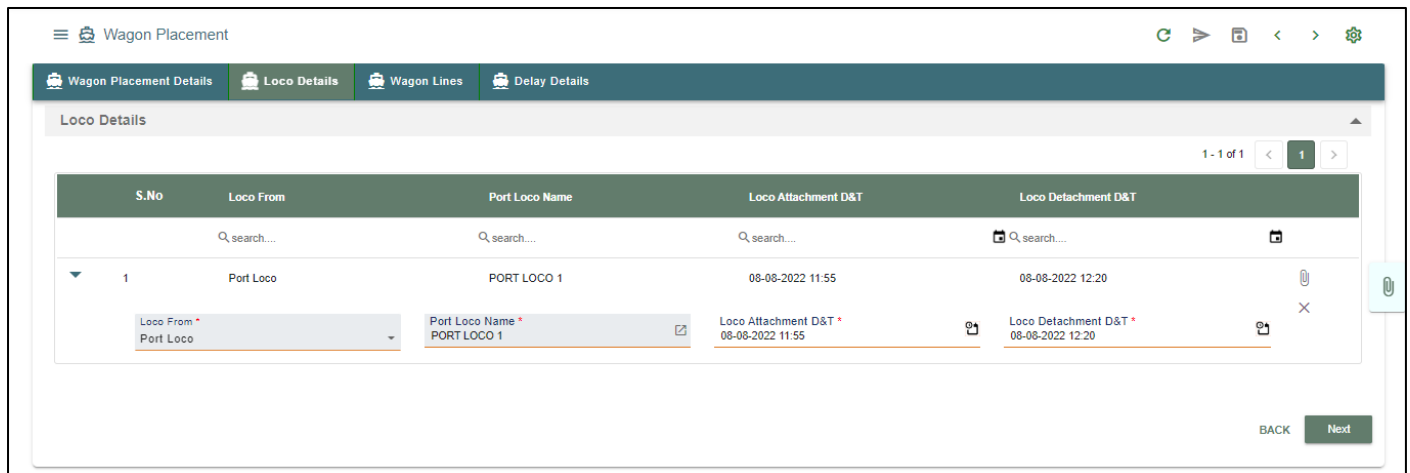
Click on **+ Add Row** to begin with data entry



The screenshot shows the 'Loco Details' page. The table has columns: S.No, Loco From, Port Loco Name, Loco Attachment D&T, and Loco Detachment D&T. The first row shows Loco From 'Port Loco', Port Loco Name 'PORT LOCO 1', Loco Attachment D&T '08-08-2022 11:55', and Loco Detachment D&T '08-08-2022 12:20'. A pop-up form for Loco From 'Port Loco' is displayed, showing fields for Port Loco Name (PORT LOCO 1), Loco Attachment D&T (08-08-2022 11:55), and Loco Detachment D&T (08-08-2022 12:20).

*User Interface Image 100: Wagon Placement – 6.5.2.3*

**Step 4** – Once **+ Add Row** is selected, then following Loco Details line item fields will be populated to enter



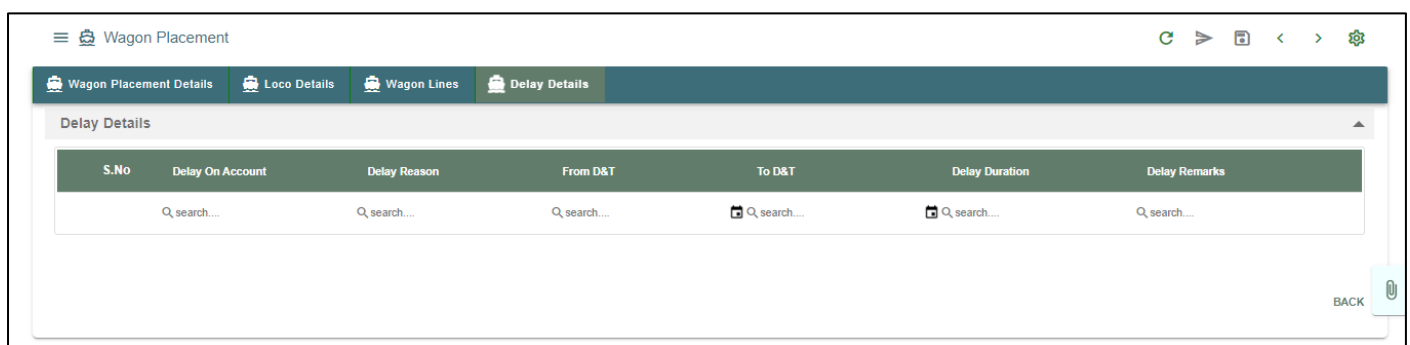
The screenshot shows the 'Loco Details' form in the 'Wagon Placement' module. The form has a table with the following columns: S.No, Loco From, Port Loco Name, Loco Attachment D&T, and Loco Detachment D&T. The first row contains the following data: S.No: 1, Loco From: Port Loco, Port Loco Name: PORT LOCO 1, Loco Attachment D&T: 08-08-2022 11:55, and Loco Detachment D&T: 08-08-2022 12:20. Below the table, there are input fields for each column, with the 'Loco From' field set to 'Port Loco' and the 'Port Loco Name' field set to 'PORT LOCO 1'. The 'Loco Attachment D&T' and 'Loco Detachment D&T' fields are also filled with the respective dates and times. The form has a 'Next' button at the bottom right.

User Interface Image 101: Wagon Placement – 6.5.2.4

- Select Loco From by Lookup button either it is Railway Loco or Port Loco
- If selected Railway Loco then enter Loco Number.
- If selected Port Loco then select Loco Number from Lookup button

**Step 5**– Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then delay lines page redirected as like below


Click on **+ Add Row** to begin with data entry



The screenshot shows the 'Delay Details' form in the 'Wagon Placement' module. The form has a table with the following columns: S.No, Delay On Account, Delay Reason, From D&T, To D&T, Delay Duration, and Delay Remarks. The table is currently empty, and there is a '+ Add Row' button at the bottom right. The form has a 'BACK' button at the bottom right.

User Interface Image 103: Wagon Placement – 6.5.2.5

- Select on account drop down (port / railway/party)
- Select delay reason code from look up
- Select from and to (date and time )

**Step 6:** Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">OR</p> <div style="border: 1px solid #ccc; height: 50px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">             Drag files here, to upload           </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</span> </div>						

*User Interface Image 104-Wagon Placement (Attachments) 6.5.2.6*


**Step 7:** Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (0)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 15%;">Attachment Type Name*</th> <th style="width: 15%;">Attachment Name*</th> <th style="width: 15%;">Certificate Valid From D&amp;T*</th> <th style="width: 15%;">Certificate Valid To D&amp;T*</th> <th style="width: 30%;">Certificate Name*</th> <th style="width: 10%;">Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Sample.docx (9.62 kb)</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</span> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Sample.docx (9.62 kb)	✕														

*User Interface Image 105-Wagon Placement (Attachments Documents) 6.1.2.7*

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div>  Sample.docx           <span style="float: right;"></span> </div>

+ Add files


Select files

or

Drag files here, to upload

 Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents **\*File Required**.

**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files


or

Drag files here, to upload

 Upload

Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Now Click on the Check boxes accordingly, then  button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

or

Drag files here, to upload


Upload

Close

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.




Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear	
Vessel Registration							
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	
Vessel Registration P & I							
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files

Select files

OR




SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample (2).docx (9.62 kb)	

Upload

Close

Click On Close Button

Attachments (4) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear	
Vessel Registration							
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	Sample__2_.docx	
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	Sample__1_.docx	
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	__Sample__2_.doc	

+ Add files



Select files

OR


Drag files here, to upload


Upload

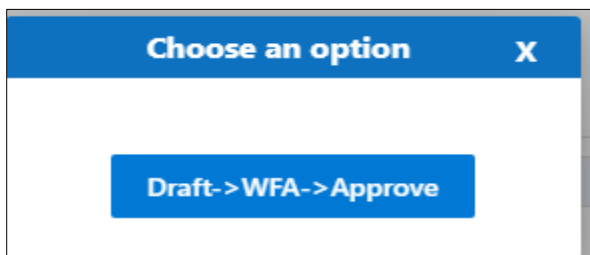
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 8:** Click on the Save button  from the top right corner to save the Wagon Placement Form.

Once the record got saved successfully, then the system will display  message.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

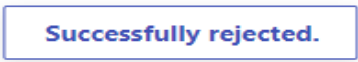
**Step 10:** Once the workflow is initiated click on  the icon.System will be display


**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

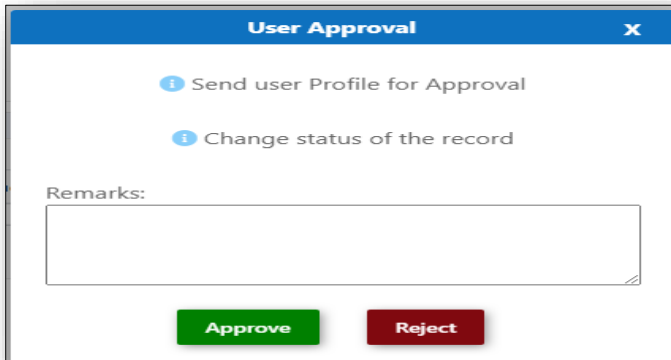
**Successfully Status changed to WFAPP**

**Step 11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.


**Step 11:** Once the workflow is in WFAPP. click on  the icon. System will be displaying

**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

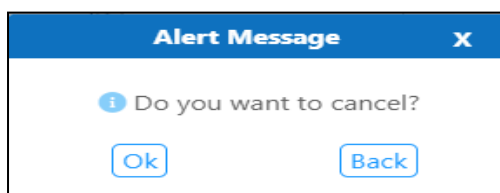


The 'User Approval' popup window has a blue header with the title 'User Approval' and a close button 'X'. It contains two information icons with the text 'Send user Profile for Approval' and 'Change status of the record'. Below these is a 'Remarks:' label followed by a text input field. At the bottom are two buttons: 'Approve' (green) and 'Reject' (red).

**Step 11:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

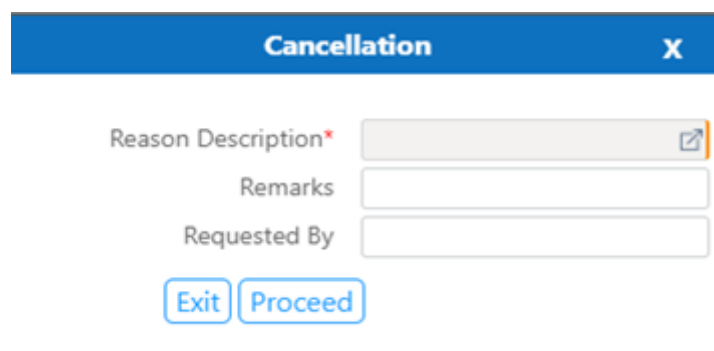
**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back






The 'Alert Message' popup window has a blue header with the title 'Alert Message' and a close button 'X'. It contains an information icon with the text 'Do you want to cancel?'. Below this are two buttons: 'Ok' and 'Back'.

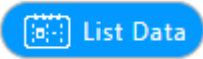
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.



The 'Cancellation' form has a blue header with the title 'Cancellation' and a close button 'X'. It contains three input fields: 'Reason Description\*' (with a text icon), 'Remarks', and 'Requested By'. At the bottom are two buttons: 'Exit' and 'Proceed'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 13:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Wagon Placement

1 - 10 of 481



Doc No.	Status	Activity Type	Permission No (RA No)	Arrival Rake No.	Forwarding Note No.	Handling Type Name	Placement Type
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...
INMAA120220014	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220011	Approved	Loading	IND/2022/0005		45	Port Gantry	Full
5821	Draft	Loading	IND/2022/0004		3	Vessel Gantryr	Partial
INMAA120220010	Approved	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220009	Cancelled	Unloading	PER/2022/0005	A20220007		Vessel Gantryr	Partial
INMAA120220008	Approved	Unloading	PER/2022/0004	A20220008		Tippler	Full
INMAA120220007	Approved	Loading	IND/2022/0002		12	Vessel Gantryr	Partial
INMAA120220012	Approved	Loading	IND/2021/0180		4325	Vessel Gear	Partial
INMAA120220006	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial
INMAA120220005	Approved	Loading	IND/2022/0001		56	Vessel Gantryr	Partial

*User Interface Image 106-Wagon Placement (List Data) 6.5.2.8*



## 49.5 FIELD INFORMATION

**For unloading:-**

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Arrival Date and Time	No	Auto Populated
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
TXR Certified Date and Time *	No	Auto Populated
Total Number of Wagons	No	Auto Populated
Number of Load Wagons	No	Auto Populated
No of Un Placed Wagons	No	Auto Populated
Permission Number (RA)	Yes	Look Up
Handling Type	Yes	Look Up
Placement Type	Yes	Drop Down List
Placement Number	Yes	Drop Down List
From Yard Type	No	Auto Populated
From Yard/ Siding Name	No	Auto Populated



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

From Yard/Siding Line Number	No	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Auto Populated Look up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Path Name	No	Look Up
Placement Date and Time	Yes	Date and Time
Tippler Name	No	Lookup
No of Placed Wagons	No	Text Box
Loco From	Yes	Dropdown
Loco Number*	Yes	Manual Entry
Loco Attachment Date and Time	Yes	Date and Time
Loco Detachment Date and Time	Yes	Date and Time
Sr.No	No	Text Box
Seq No	No	Auto Populated
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Cargo Status	No	Auto Populated
HS Code	No	Auto Populate
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
No of Packages	No	Text Box
Container Size	No	Auto Populated
Container No1	No	Auto Populated
Container No2	No	Auto Populated
Seal Condition	No	Auto Populated
Seal Number	No	Manual entry
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
Railway Billing Agent	No	Auto Populated
Sick Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

### For Loading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Indent Number(RA No)	Yes	Look Up
<b>Forwarding Note Number*</b>	<b>Yes</b>	<b>Drop Down List</b>
Placement Type	Yes	Drop Down List
Placement Number	Yes	Drop Down List
From Yard Type	Yes	Look Up
From Yard/ Siding Name	Yes	Auto Populated
From Yard/Siding Line Number	Yes	Auto Populated
From Yard/Siding Started Date and Time	Yes	Date and Time
To Yard Type	Yes	Auto Populated Look up
To Yard/Siding Name	Yes	Auto Populated
To Yard/Siding Line Number	Yes	Auto Populated
Placement Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Path Name	No	Look Up
No of Placed Wagons	No	Text Box
Loco From	Yes	Dropdown
Loco Number*	Yes	Manual Entry
Loco Attachment Date and Time	Yes	Date and Time
Loco Detachment Date and Time	Yes	Date and Time
Sr.No	No	Text Box
Wagon From	Yes	Drop Down List
Arrival Rake Number / Wagon Number	Yes	Look Up
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Arrival Date and Time	No	Auto Populated
Seq No	No	Auto Populated
TXR Certified Date and Time *	No	Auto Populated
Wagon Number	Yes	Look Up
Owning Railway	Yes	Auto Populated
Wagon Type	Yes	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
Sick Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Duration	No	Autopopulated
Delay Remarks	No	Text Box

## 50. BUSINESS FUNCTION NAME: DECLARATION OF LOADING AND UNLOADING

### 50.1 DEFINITION:


Declaration of Loading and Unloading will be submitted by the Agent through the portal. After completion of loading or unloading operation agents will declare the operation completion, the same can be entered through Web application by the port officials.

The Registered Consignee/Consignor/Railway handling agent (RHA) will be using this function. In case the user is unable to submit the details via the portal, the user declares the operations at the port designated counter.

### 50.2 NAVIGATION:



FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

<b>Menu Path</b>	Menu Bar → Railways → Declaration of Loading and Unloading → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 50.3 PREREQUISITES – MASTERS

S.No.	Maters List
1	Activity Type
2	Handling Type
3	Port Loco Master
4	Party Master
5	Rejected Type
6	Loading Completed
7	Loading Completed
8	Delay

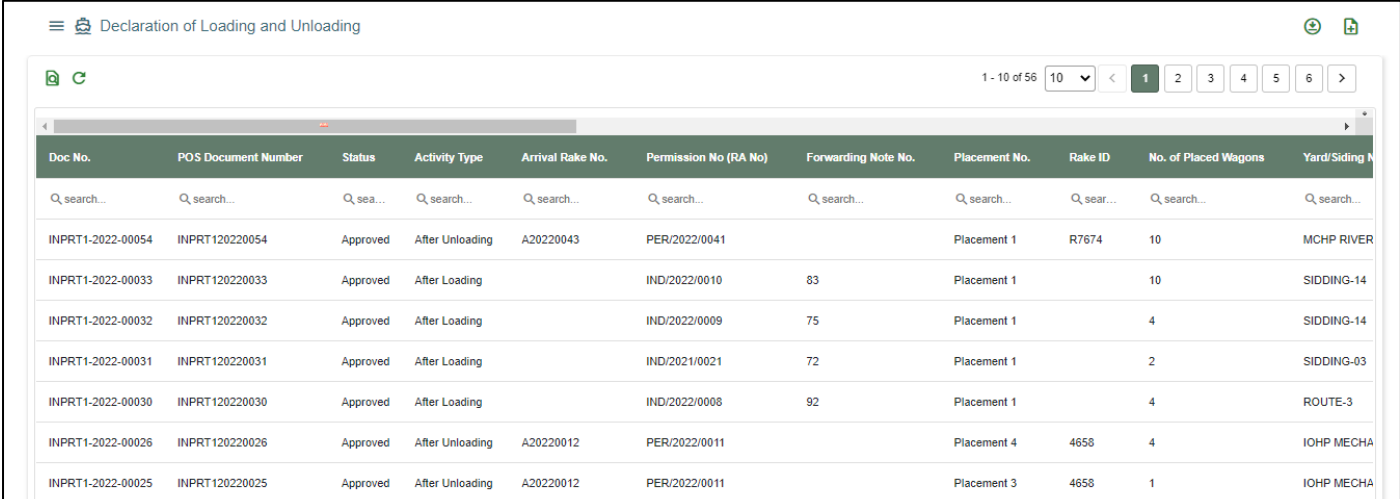
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 50.4 SCREENSHOT

Following screenshot from Declaration of Loading and Unloading

### List Page:

Once entered into the Functional Form – Declaration of Loading and Unloading, list page will appear  
To enter into the Declaration of Loading and Unloading New Page, click on Add New button from top of the tool bar




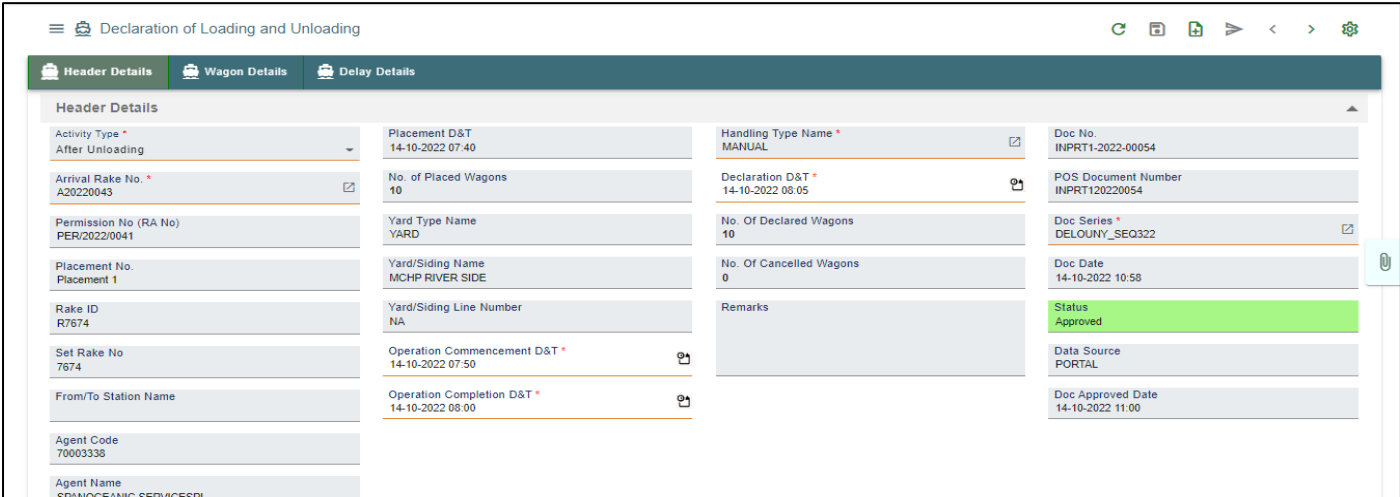
Doc No.	POS Document Number	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID	No. of Placed Wagons	Yard/Siding Name
INPRT1-2022-00054	INPRT120220054	Approved	After Unloading	A20220043	PER/2022/0041		Placement 1	R7674	10	MCHP RIVER
INPRT1-2022-00033	INPRT120220033	Approved	After Loading		IND/2022/0010	83	Placement 1		10	SIDDING-14
INPRT1-2022-00032	INPRT120220032	Approved	After Loading		IND/2022/0009	75	Placement 1		4	SIDDING-14
INPRT1-2022-00031	INPRT120220031	Approved	After Loading		IND/2021/0021	72	Placement 1		2	SIDDING-03
INPRT1-2022-00030	INPRT120220030	Approved	After Loading		IND/2022/0008	92	Placement 1		4	ROUTE-3
INPRT1-2022-00026	INPRT120220026	Approved	After Unloading	A20220012	PER/2022/0011		Placement 4	4658	4	IOHP MECHA
INPRT1-2022-00025	INPRT120220025	Approved	After Unloading	A20220012	PER/2022/0011		Placement 3	4658	1	IOHP MECHA

User Interface Image 107: Declaration of Loading and Unloading – 7.5.1

### 50.4.1 Declaration of Loading and Unloading –(Unloading)

#### Header Details:



**Step 1** - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below



Header Details			
Activity Type *	After Unloading	Placement D&T	14-10-2022 07:40
Arrival Rake No. *	A20220043	No. of Placed Wagons	10
Permission No (RA No)	PER/2022/0041	Yard Type Name	YARD
Placement No.	Placement 1	Yard/Siding Name	MCHP RIVER SIDE
Rake ID	R7674	Yard/Siding Line Number	NA
Set Rake No	7674	Operation Commencement D&T *	14-10-2022 07:50
From/To Station Name		Operation Completion D&T *	14-10-2022 08:00
Agent Code	70003338	Handling Type Name *	MANUAL
Agent Name	SPANOCENIC SERVICESPL	Declaration D&T *	14-10-2022 08:05
		No. Of Declared Wagons	10
		No. Of Cancelled Wagons	0
		Remarks	
		Doc No.	INPRT1-2022-00054
		POS Document Number	INPRT120220054
		Doc Series *	DELOUNY_SEQ322
		Doc Date	14-10-2022 10:58
		Status	Approved
		Data Source	PORTAL
		Doc Approved Date	14-10-2022 11:00

User Interface Image 108: Declaration of Loading and Unloading – 7.5.1.1

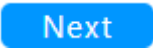



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

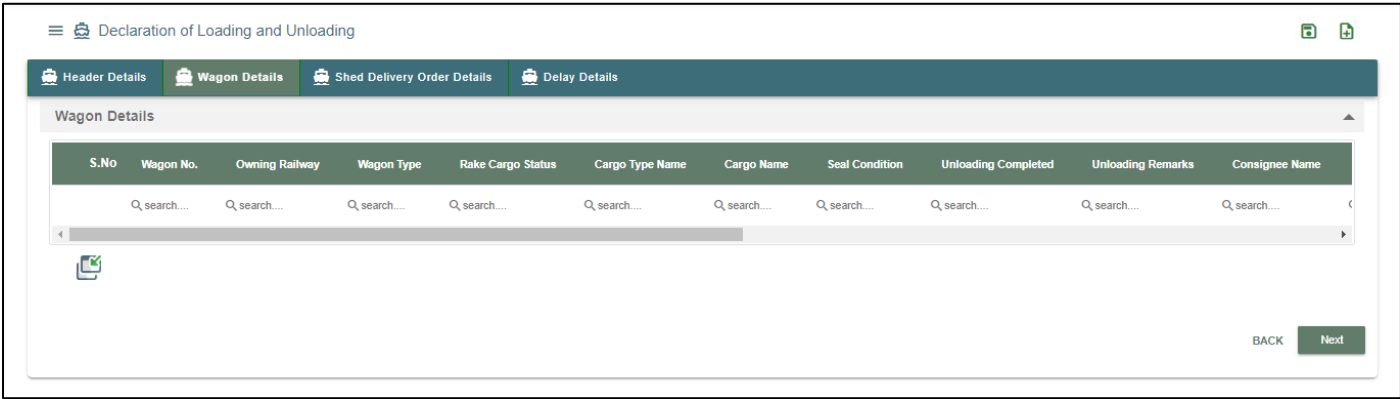
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is after **Unloading** then following details required to enter:

- Select Arrival Rake Number from Lookup button
- Permission Number (RA No), Placement Number, Rake Id, Set Rake Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Arrival Rake Number
- Enter Operation Commencement Date and Time from date picker
- Enter Completion Date and Time from date picker
- Select Handling Type from Lookup button
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

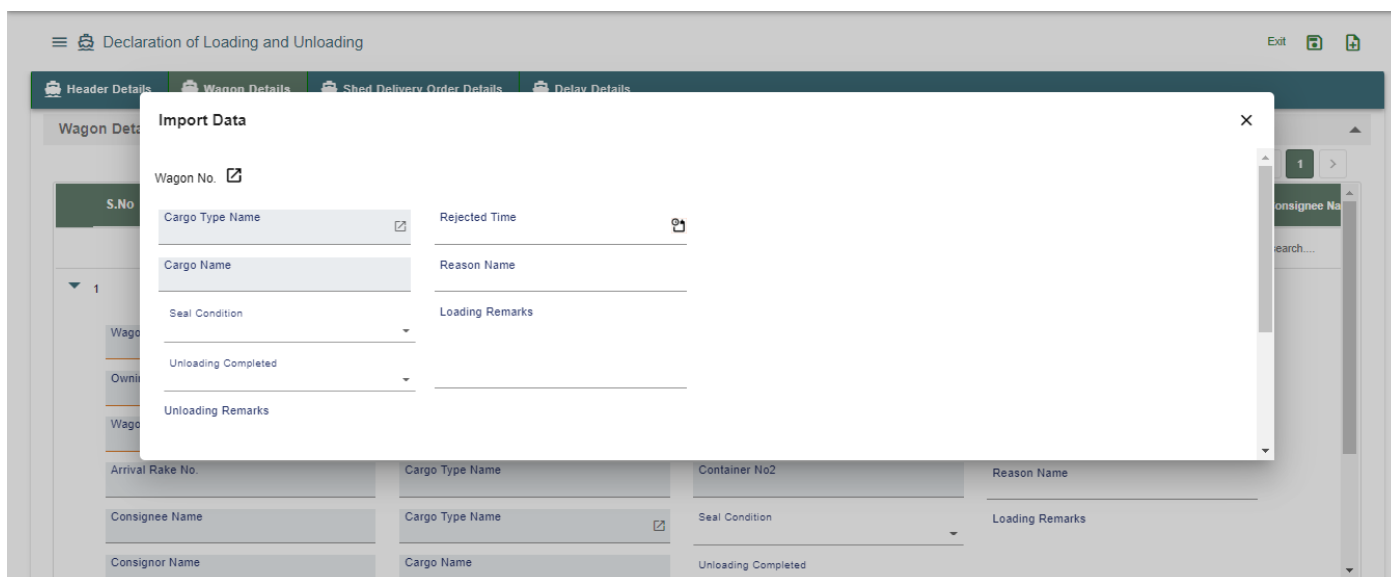
**Step 2** – Once all the necessary fields are filled, click  button from the bottom of the page. Then Wagon Details page redirected as like below

Click on  to begin with data entry

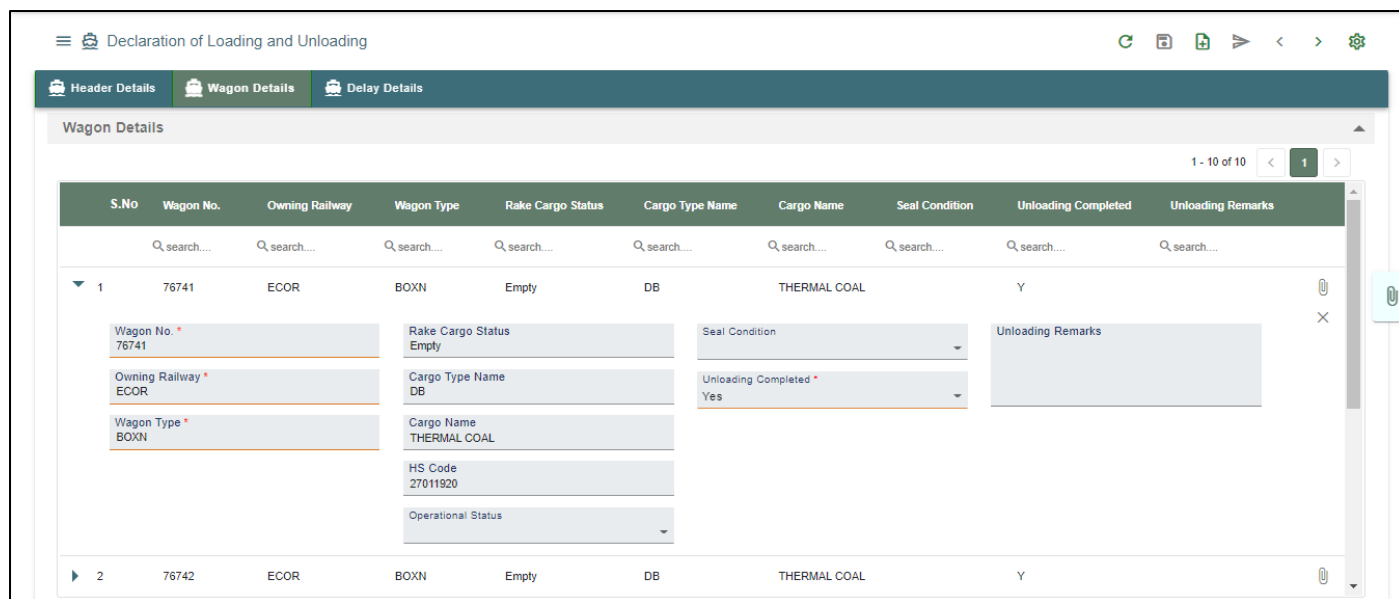


*User Interface Image 109: Declaration of Loading and Unloading – 7.5.1.2*

**Step 3** – Once  is selected, then following Wagon Details line item fields will be populated to enter





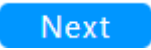
User Interface Image 110: Declaration of Loading and Unloading – 7.5.1.3

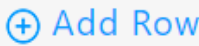


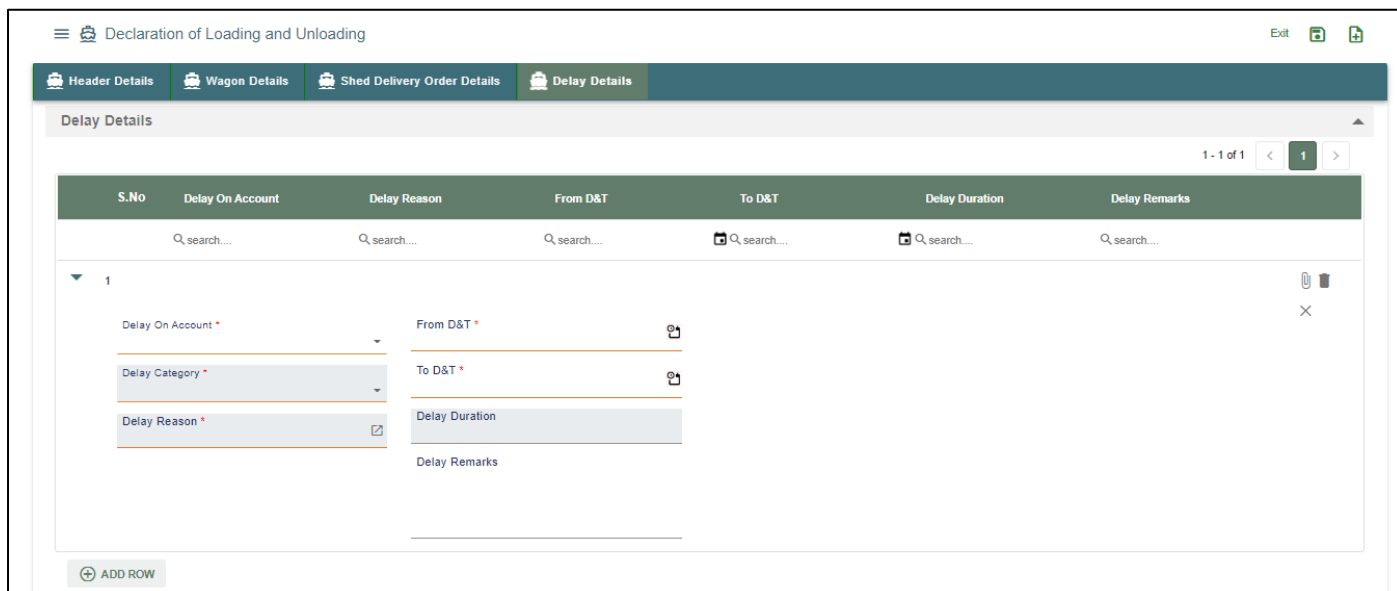
User Interface Image 111: Declaration of Loading and Unloading – 7.5.1.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Step 4**– Once all the necessary fields are filled, click  button from the bottom of the page. Then delay lines page redirected as like below

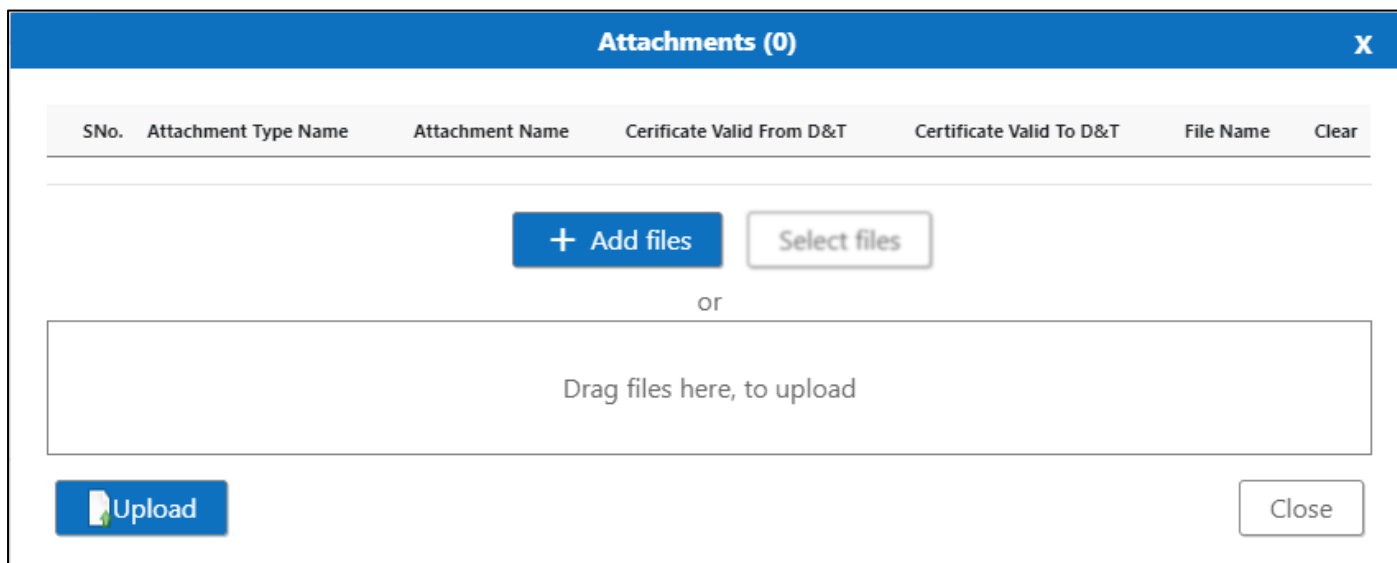
Click on  to begin with data entry





User Interface Image 112: Declaration of Loading and Unloading – 7.5.1.5


- Select on account drop down (port / railway/party)
- Select delay reason code from look up
- Select from and to (date and time)

**Step 5:** Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –



User Interface Image 113-Declaration of loading & Unloading (Attachments) 7.5.1.6

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 6:** Click on  button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files



or


SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sample.docx (9.62 kb)	

Upload



Close

*User Interface Image 114-Declaration of loading & Unloading (Attachments Documents) 7.1.5.7*

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div>  Sample.docx           <span style="float: right;"></span> </div>

+ Add files


Select files

or

Drag files here, to upload

 Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents **\*File Required**.

**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

or

Drag files here, to upload

 Upload

Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files

Select files

or



Drag files here, to upload

Upload

Close



Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc	


+ Add files
Select files

OR


Drag files here, to upload

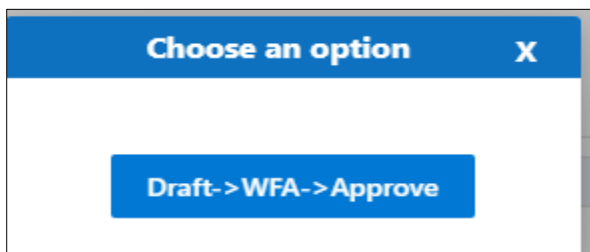
 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Click on the Save button  from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display


 message.

**Step 8:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



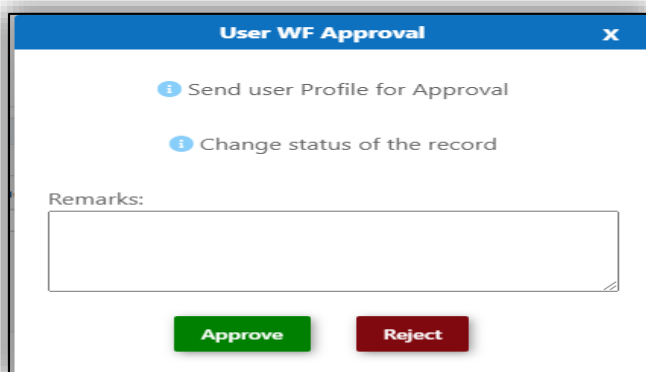
Choose an option from the popup .And now Work Flow will be initiated accordingly with id



**Step 9:** Once the workflow is initiated click on  the icon. System will be display




with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).








**Step 10:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the



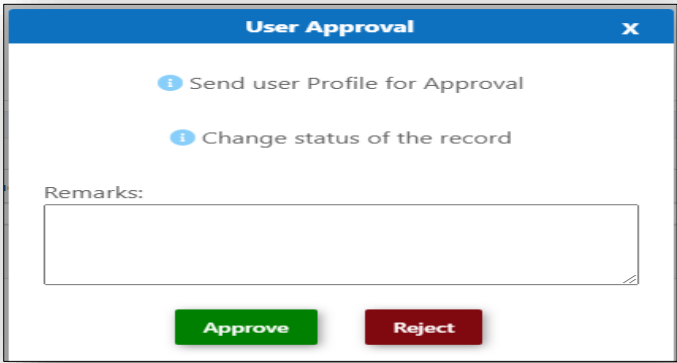
	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--

document status will be changed as 'REJECTED'.

**Step 11:** Once the workflow is in WFAPP. click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The 'User Approval' popup window has a blue header with the title 'User Approval' and a close button 'X'. It contains two informational messages: 'Send user Profile for Approval' and 'Change status of the record'. Below these is a text area labeled 'Remarks:'. At the bottom, there are two buttons: a green 'Approve' button and a red 'Reject' button.

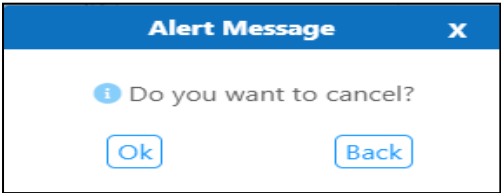
**Successfully Status changed to APPROVED**

**Step 12:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 13:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back



The 'Alert Message' popup window has a blue header with the title 'Alert Message' and a close button 'X'. It contains an informational message: 'Do you want to cancel?'. Below this are two buttons: a blue 'Ok' button and a blue 'Back' button.

By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Cancellation

X


Reason Description\*

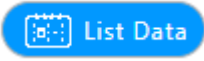
Remarks




Requested By



Exit

Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 14:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

 Declaration of Loading and Unloading



1 - 10 of 408

10

<

1

2

3

...

39

40

41

>


Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220008	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220008	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	58	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4801	Draft	After Unloading	A20210191	PER/2021/0182		Placement 1	6666
4600	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908



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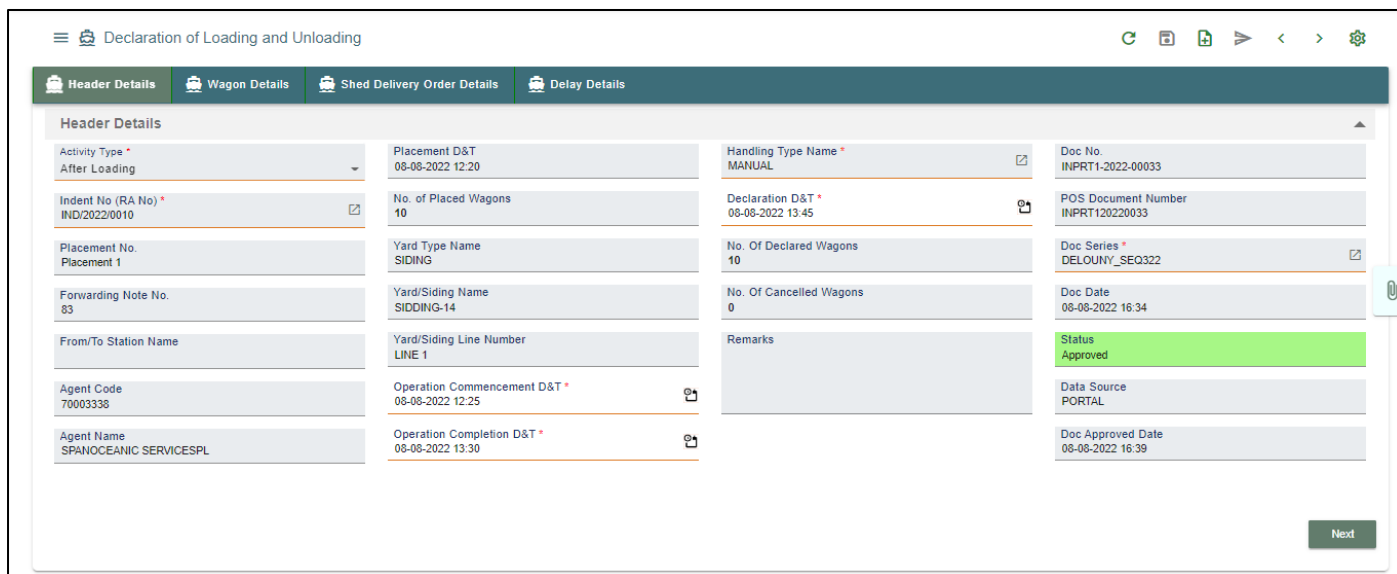
User Interface Image 115-Declaration of loading & Unloading (List Data) 7.5.1.8

## 50.4.2 Declaration of Loading and Unloading –(Loading)

### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Declaration of Loading and Unloading Header Details screen will appear like below

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Declaration of Loading and Unloading

Header Details | Wagon Details | Shed Delivery Order Details | Delay Details

Activity Type *	Placement D&T	Handling Type Name *	Doc No.
After Loading	08-08-2022 12:20	MANUAL	INPRT1-2022-00033
Indent No (RA No) *	No. of Placed Wagons	Declaration D&T *	POS Document Number
IND/2022/0010	10	08-08-2022 13:45	INPRT120220033
Placement No.	Yard Type Name	No. Of Declared Wagons	Doc Series *
Placement 1	SIDING	10	DELOUNY_SEQ322
Forwarding Note No.	Yard/Siding Name	No. Of Cancelled Wagons	Doc Date
83	SIDING-14	0	08-08-2022 16:34
From/To Station Name	Yard/Siding Line Number	Remarks	Status
	LINE 1		Approved
Agent Code	Operation Commencement D&T *		Data Source
70003338	08-08-2022 12:25		PORTAL
Agent Name	Operation Completion D&T *		Doc Approved Date
SPANOCCEANIC SERVICESPL	08-08-2022 13:30		08-08-2022 16:39

Next

*User Interface Image 116: Declaration of Loading and Unloading – 7.5.2.1*

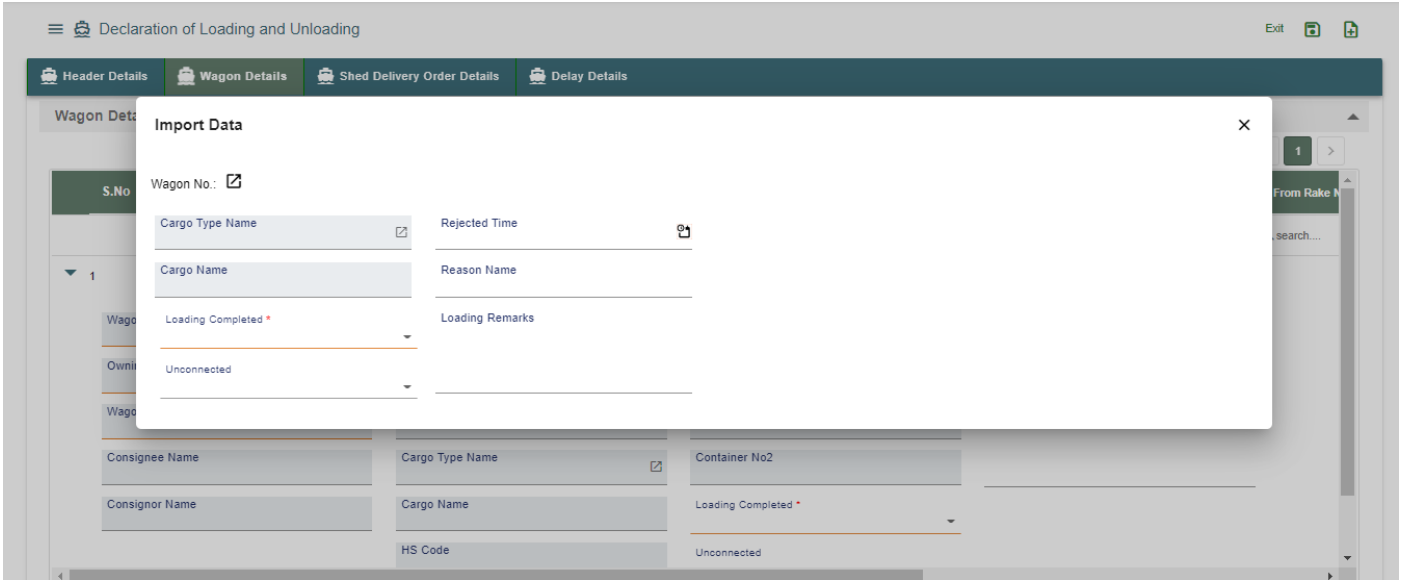
- Select Activity Type from drop down list, either it is Unloading or Loading

If Selected Activity Type is **Loading** then following details required to enter:

- Select Indent Number (RA No) from Lookup button
- Placement Number, Forwarding Note Number, Placement Date and Time, Number of Wagons Placed, Yard Type, Yard/Siding Name, Yard/Siding Line Number fields are auto populated based on selection of Indent Number (RA No)
- Enter Operation Commencement Date and Time from date picker
- Enter Operation Completion Date and Time from date picker
- Select Handling Type from Lookup button
- Enter Tarpaulin Covering Start Date and Time from date picker. It is not mandatory to enter
- Enter Tarpaulin Covering End Date and Time from date picker. It is not mandatory to enter
- Enter Declaration Date and Time from date picker
- Enter the Remarks if any
- Draft Number, Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system

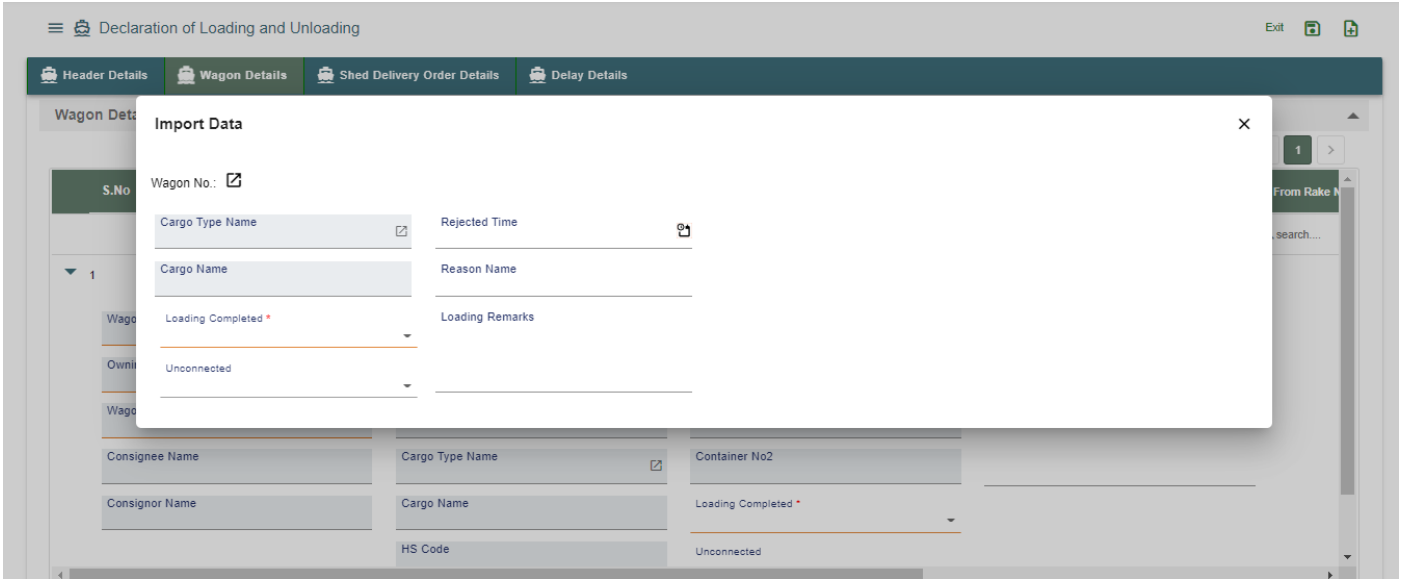
**Step 2** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Wagon Details page redirected as like below

Click on **+ Add Row** to begin with data entry

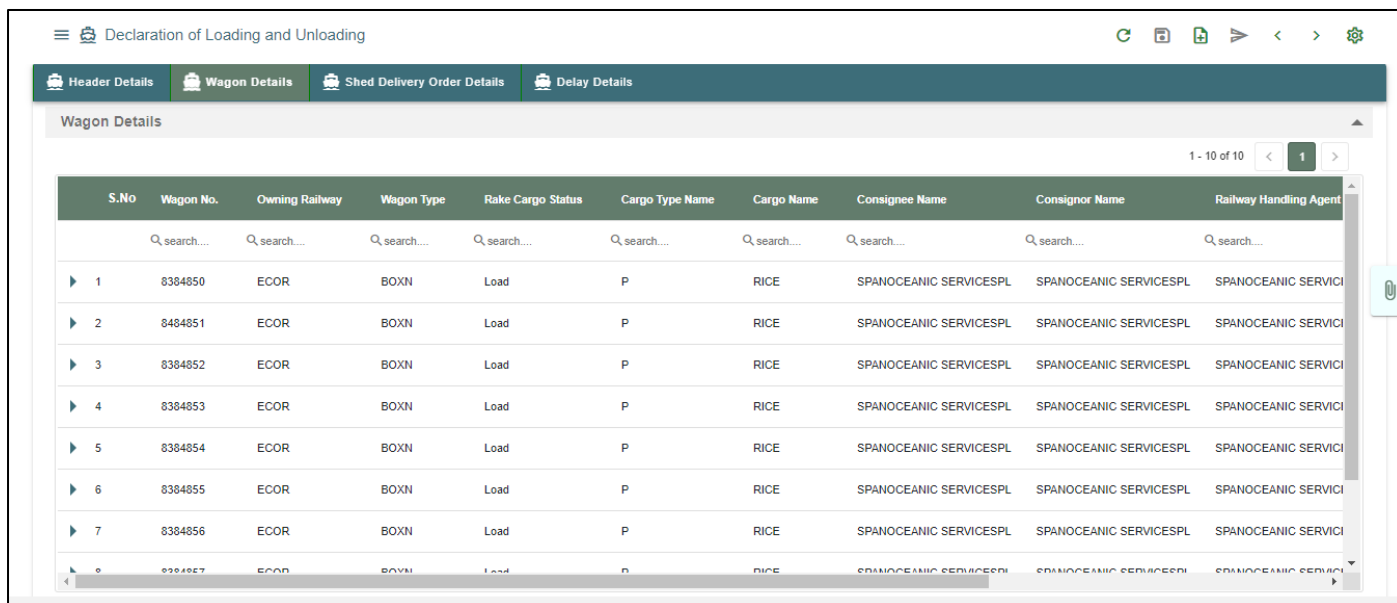


*User Interface Image 117: Declaration of Loading and Unloading – 7.5.2.2*

**Step 3** – Once ⊕ Add Row is selected, then following Wagon Details line item fields will be populated to enter



*User Interface Image 118: Declaration of Loading and Unloading – 7.5.2.3*



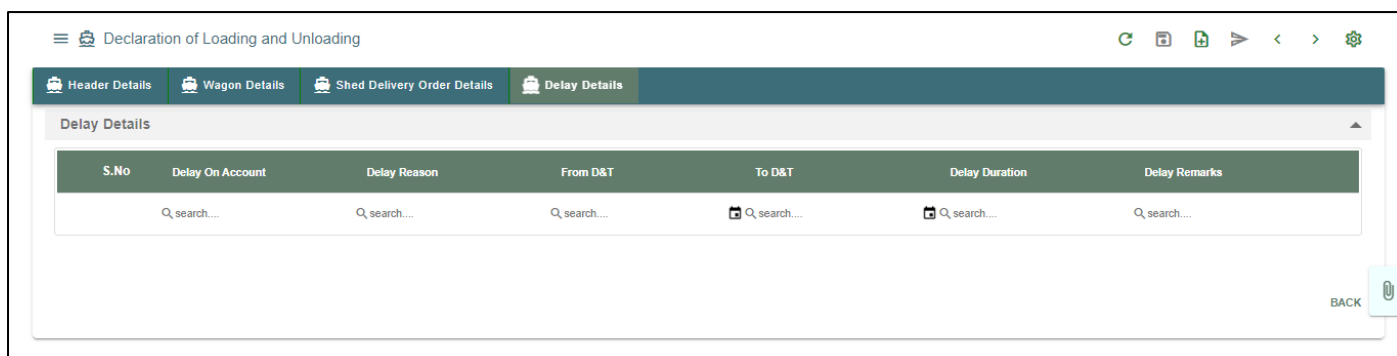
S.No	Wagon No.	Owning Railway	Wagon Type	Rake Cargo Status	Cargo Type Name	Cargo Name	Consignee Name	Consignor Name	Railway Handling Agent
1	8384850	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
2	8484851	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
3	8384852	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
4	8384853	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
5	8384854	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
6	8384855	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
7	8384856	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL
8	8384857	ECOR	BOXN	Load	P	RICE	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL	SPANOCCEANIC SERVICESPL

User Interface Image 119: Declaration of Loading and Unloading – 7.5.2.4

- Select Wagon Number from Lookup button
- Owning Railway, Wagon Type, Cargo Status, Cargo Type, Cargo Description fields are auto populated based on selection of Wagon Number
- Select Seal Condition from drop down button either it is Yes or No
- Select Unloading Completed from drop down button either it is Yes or No
- Enter Tippling Start Date and Time. It is not mandatory field to enter
- Enter Tippling End Date and Time. It is not mandatory field to enter
- Enter Unloading Remarks if any

**Step 4–** Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then delay lines page redirected as like below



Click on **+ Add Row** to begin with data entry




S.No	Delay On Account	Delay Reason	From D&T	To D&T	Delay Duration	Delay Remarks
	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...

User Interface Image 120: Declaration of Loading and Unloading – 7.5.2.5

- Select on account drop down (port / railway/party)
- Select delay reason code from look up

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➤ Select from and to (date and time )

**Step 5:**Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close

User Interface Image 121-Declaration of loading & Unloading (Attachments) 7.5.2.6

**Step 6:**Click on 

+ Add files

 button/ Drag Files here, to upload , Go to respective file location and click on it.File will be attached under file name with respective filename.extension.

Attachments (0) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
------	----------------------	-----------------	----------------------------	--------------------------	-----------	-------

+ Add files

Select files



OR



SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Sample.docx (9.62 kb)</div>	<div>X</div>


Upload

Close



User Interface Image 122-Declaration of loading & Unloading (Attachments Documents) 7.5.2.7

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Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents\***File Required.**

**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1. Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/>	1. Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload
 
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.



Attachments (2)

X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close

Attachments (2)

X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files

Select files

OR

Drag files here, to upload

Upload

Close


**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1. Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files
Select files



OR

Drag files here, to upload

 Upload
 
Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







or

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc	


+ Add files
Select files

or


Drag files here, to upload

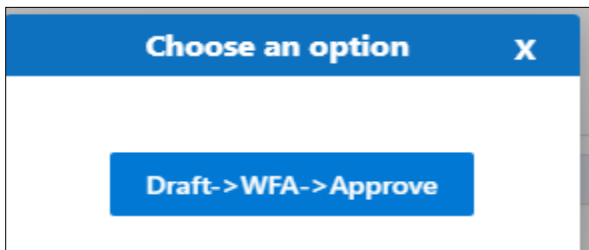
 Upload
Close

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**Step 7:** Click on the Save button  from the top right corner to save the Declaration of loading & Unloading Form. Once the record got saved successfully, then the system will display

 message.

**Step 8:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



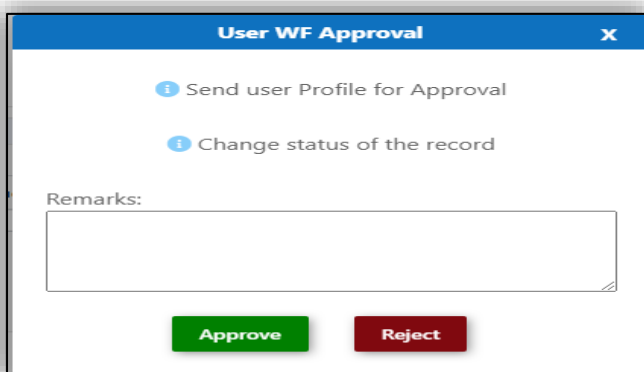
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step 9:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




**Successfully Status changed to WFAPP**

**Step 10:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP' .

If user reject the request following alert will display on the screen. **Successfully rejected.** And the

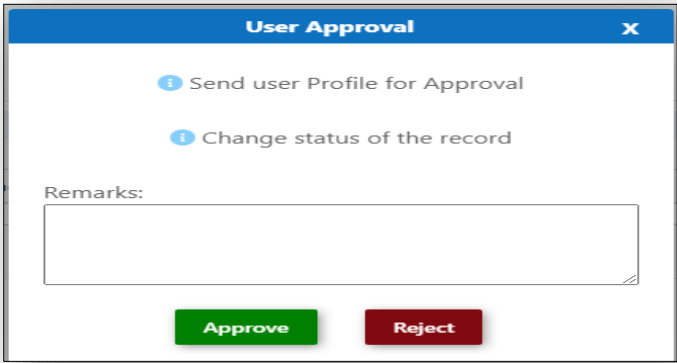
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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

document status will be changed as 'REJECTED'.

**Step 11:** Once the workflow is in WFAPP. click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The 'User Approval' popup window has a blue header with the title 'User Approval' and a close button 'X'. It contains two informational messages: 'Send user Profile for Approval' and 'Change status of the record'. Below these is a text area labeled 'Remarks:'. At the bottom, there are two buttons: a green 'Approve' button and a red 'Reject' button.

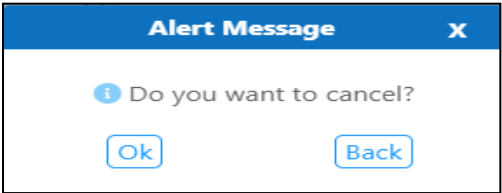
**Successfully Status changed to APPROVED**

**Step 12:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.



**Step 13:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

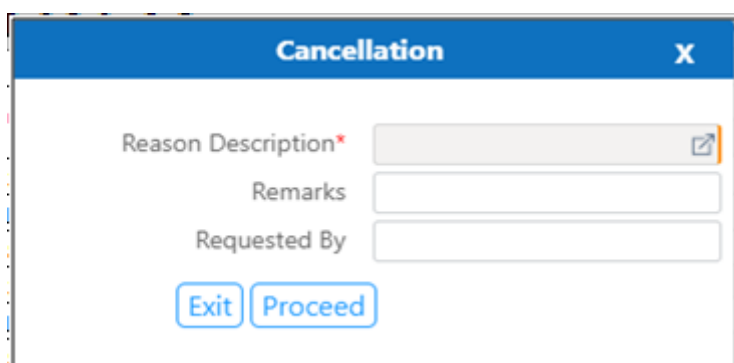
After clicking the icon system will display **Confirmation required** with below alert ok and Back




The 'Alert Message' popup window has a blue header with the title 'Alert Message' and a close button 'X'. It contains an informational message: 'Do you want to cancel?'. Below this are two buttons: a blue 'Ok' button and a blue 'Back' button.

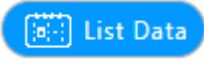
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

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	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



A dialog box titled "Cancellation" with a close button (X). It contains three text input fields: "Reason Description\*" (with a small icon), "Remarks", and "Requested By". At the bottom, there are two buttons: "Exit" and "Proceed".

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 14:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Declaration of Loading and Unloading

1 - 10 of 408

Doc No.	Status	Activity Type	Arrival Rake No.	Permission No (RA No)	Forwarding Note No.	Placement No.	Rake ID
INMAA120220007	Waiting for Cancel	After Loading		IND/2022/0005	45	Placement 1	
INMAA120220006	Approved	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220005	Cancelled	After Unloading	A20220007	PER/2022/0005		Placement 1	354
INMAA120220004	Approved	After Unloading	A20220008	PER/2022/0004		Placement 1	54544
INMAA120220003	Approved	After Loading		IND/2022/0002	12	Placement 1	
INMAA120220002	Approved	After Loading		IND/2022/0001	58	Placement 1	
INMAA120220001	Approved	After Unloading	A20220001	PER/2022/0001		Placement 1	54
488	Draft	After Unloading	A20220001	PER/2022/0001		Placement 1	54
4501	Draft	After Unloading	A20210191	PER/2021/0182		Placement 1	6666
4500	Draft	After Unloading	A20210209	PER/2021/0180		Placement 3	908



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User Interface Image 123-Declaration of loading & Unloading (List Data) 7.5.2.8



## 50.5 FIELD INFORMATION

For unloading:-

Field Name	Mandatory	Fill Type
Activity Type	Yes	Check Box
Arrival Rake Number	Yes	Look Up
Permission Number(RA No)	No	Auto Populated

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Placement Number	No	Drop Down List
Rake ID	No	Auto Populated
Set Rake Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Tippler Name	No	Auto Populated
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Seal Condition	No	Auto Populated or Drop down
Unloading Completed	Yes	Drop Down List
Unloading Remarks	No	Manual Entry
Tippling Start Date and Time	Yes	Date and Time



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
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Tippling End Date and Time	Yes	Date and Time
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

#### For loading:-

Indent Number (RA No)	Yes	Look Up
Placement Number	No	Auto Populated
Forwarding Note Number	No	Auto Populated
Placement Date and Time	No	Date and Time
Number of Wagons Placed	No	Auto Populated
Yard Type	No	Auto Populated
Yard Name	No	Auto Populated
Yard Line Number	No	Auto Populated
Operation Commencement Date and Time	Yes	Date and Time
Operation Completion Date and Time	Yes	Date and Time
Handling Type	Yes	Look Up
Covering Tarpaulin Start Date and Time	No	Date and Time
Covering Tarpaulin End Date and Time	No	Date and Time
Tarpaulin Covering Agent	No	Text Box
Declaration Date and Time	Yes	Date and Time
No of Wagons Declared	No	Auto Populated
No of Wagons Rejected	No	Auto Populated
Sr.No	No	Text Box
Person Name	Yes	Text Box
Gate Pass Number	Yes	Text Box
Company Name	Yes	Text Box
Sr.No	No	Text Box
Wagon Number	Yes	Look Up
Owning Railway	No	Auto Populated
Wagon Type	No	Auto Populated
Consignee	No	Auto Populated
Consignor	No	Auto Populated
Handling Agent	No	Auto Populated
From Rake Number	No	Auto Populated



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Loading Completed	Yes	Drop Down List
Rejected Type (Old Cancel Type)	No	Drop Down List
Reason	No	Text Box
Rejected Time (Old Cancelled Time)	No	Date and Time
Remarks	No	Text Box
Cargo Type	No	Auto Populated
Cargo Description	No	Auto Populated
Cargo Status	No	Auto Populated
Delay on Account	Yes	Dropdown
Delay Reason	Yes	Lookup
From Date and Time	Yes	Date and Time Picker
To Date and time	Yes	Date and Time Picker
Duration	No	Autopopulated
Delay Remarks	No	Text Box

## 51. BUSINESS FUNCTION NAME: RAIL RECEIPT

### 51.1 DEFINITION

The Traffic department is to record the Rail Receipt Details in the iPortman Web for Inward and Outward Load Rakes. The Port Associates/Officials will be using this function.

### 51.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS

<b>Menu Path</b>	Menu Bar → Railways → Rail Receipt Details → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 51.3 PREREQUISITES – MASTERS

S.No.	Masters List
1	Wagon Type Master
2	Owning Railway

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 51.4 LIST PAGE SCREENSHOT

Following screenshot from Rail Receipt Details

### List Page:


Once entered into the Functional Form – Rail Receipt Details, list page will appear

➤ To enter into the Rail Receipt Details New Page, click on Add New button from top of the tool bar

*User Interface Image 266: Rail Receipt Details – 21.5.1.1*



### 51.4.1 RAIL RECEIPT - OUTWARD

#### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Rail Receipt Details – Outward Header Details screen will appear like below



*User Interface Image 267: Rail Receipt Details – 21.5.1.2*

➤ Select Application Type from Drop Down Button either it is Inward or Outward

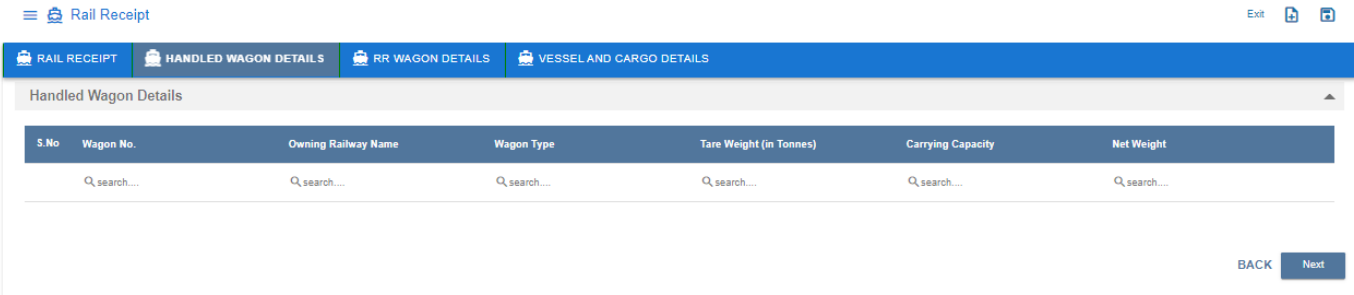
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If Application Type is Select as **Outward** then following details required to follow:

- Select Indent Number (RA No.) from Lookup Button
- Enter RR No. but it should not be duplicate
- Enter RR Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter RR Received Date from date picker. If integrated with FOIS then this field is auto fetched
- From Station, From Station Zone, To Station, To Station Zone, Via Station, Load Category (Trade), Forwarding Note Number, FNR Number, No. of Load Wagons, No. of Empty Wagons, Railway Handling Agent, Consignee, Consignee Address, Consignor, Consignor Address, Billing Agent, Cargo Type, Cargo Description, Total TEU's, No. of 20 Feet Containers, No. of 40 Feet Containers, No. of above 40 Feet Containers, Over Load Weight, Actual Total Weight (Total Net Wt) fields are auto populated based on selection of Indent Number (RA No.) or else if integrated with FOIS then this fields are auto fetched
- Enter Forward Note Date from date picker. It is not mandatory to field to enter. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Distance. If integrated with FOIS then this field is auto fetched
- Enter Handled By. If integrated with FOIS then this field is auto fetched
- Enter Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Invoice Date from date picker. If integrated with FOIS then this field is auto fetched
- Select TRFC Type from Drop Down Button either it is PC (Pvt. Coal) or GG (Govt. Coal). If integrated with FOIS then this field is auto fetched
- Select RR Cargo Code from Lookup Button. If integrated with FOIS then this field is auto fetched
- Enter Risk Rate. If integrated with FOIS then this field is auto fetched
- Enter Sender Weight (Exemption Wt). If integrated with FOIS then this field is auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Class. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Rate. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Weight (POL1). If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Weight (POL2). If integrated with FOIS then this field is auto fetched
- Enter High Punitive Class. If integrated with FOIS then this field is auto fetched
- Enter High Punitive Rate. If integrated with FOIS then this field is auto fetched
- Enter Weight Unit (UOM). If integrated with FOIS then this field is auto fetched
- Enter Total Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Other Charges. If integrated with FOIS then this field is auto fetched
- Enter Rebate. If integrated with FOIS then this field is auto fetched
- Enter Base Freight. If integrated with FOIS then this field is auto fetched
- Enter GST Amount. If integrated with FOIS then this field is auto fetched
- Enter RR Tax Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Miscellaneous Charges. If integrated with FOIS then this field is auto fetched
- Enter D.P.O. If integrated with FOIS then this field is auto fetched
- Enter D.S. If integrated with FOIS then this field is auto fetched
- Enter Total Freight Amount. If integrated with FOIS then this field is auto fetched
- Select Paid RR from Drop down Button either it is Yes or No. If integrated with FOIS then this field is auto fetched
- Total No. of Packages (Articles) is auto calculated based on Submission of Wagon Details. Or else If integrated with FOIS then this field is auto fetched
- Enter the Remarks if any

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

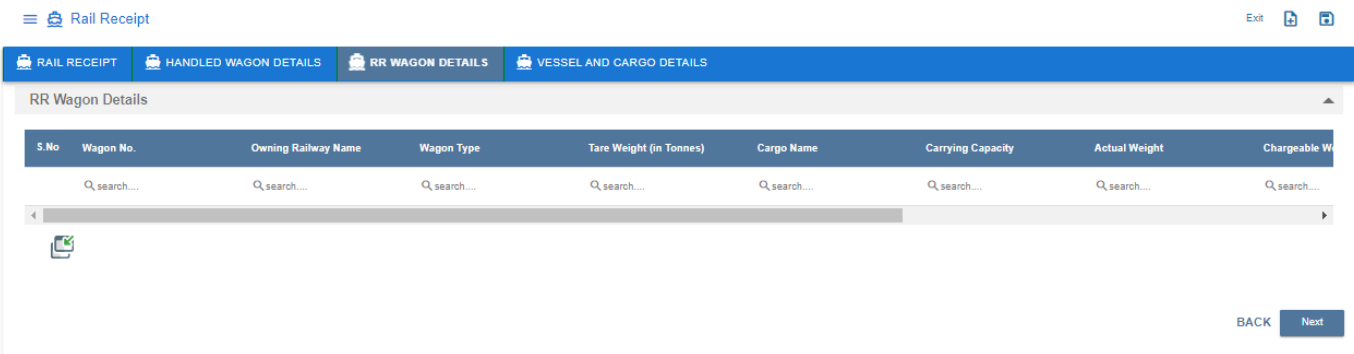
- Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system
- **Step 2** – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then Handled Wagon Details page redirected as like below & This Handled Wagon Details are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.)



*User Interface Image 268: Rail Receipt Details – 21.5.1.3*

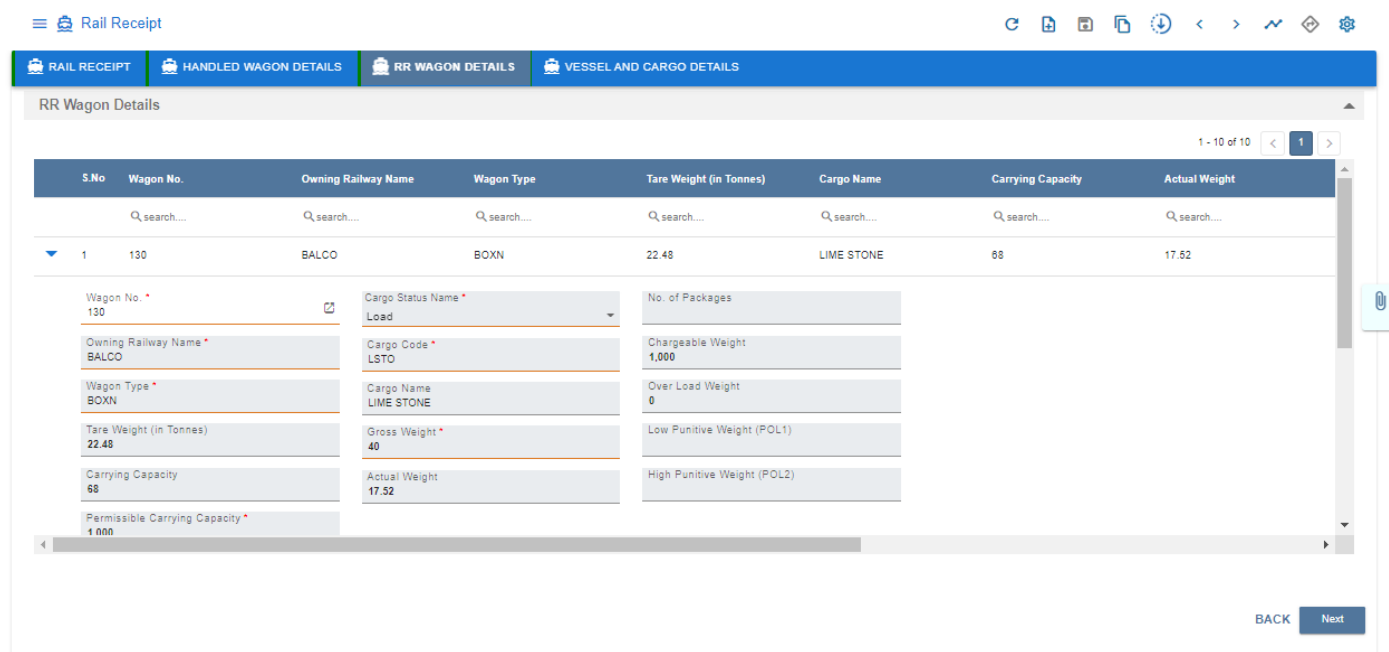
- Step 3** – Once all the necessary fields are filled, click [Next](#) button from the bottom of the page. Then Wagon Details page redirected as like below

Click on [+ Add Row](#) to begin with data entry




*User Interface Image 269: Rail Receipt Details – 21.5.1.4*



- Step 4** – Once [+ Add Row](#) is selected, then following Wagon Details line item fields will be populated to enter.






*User Interface Image 270: Rail Receipt Details – 21.5.1.5*

- Wagon Number, Wagon Type, Owning Railway, Cargo Code, Gross Weight, Tare Weight, Actual Weight (Net Weight), No. of Packages (Articles), Carrying Capacity, Overload Weight etc., this fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive. If integrated with FOIS then this field is auto fetched
- Enter High Punitive. If integrated with FOIS then this field is auto fetched

**Step 5** - Once data is filled in Line item Details, click on save button  to save the Wagon Details line

item record and click on  Add Row if need to add multiple Row's or else click on  button to save the complete Rail Receiptentry details

- If any want to update the previous Wagon Details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 

**Rail Receipt**

**RR Wagon Details**

S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
1	130	BALCO	BOXN	22.48	LIME STONE	88	17.52

Wagon No. \*  
130

Owning Railway Name \*  
BALCO

Wagon Type \*  
BOXN

Tare Weight (in Tonnes)  
22.48

Carrying Capacity  
88

Permissible Carrying Capacity \*  
1 000

Cargo Status Name \*  
Load

Cargo Code \*  
LSTO

Cargo Name  
LIME STONE

Gross Weight \*  
40

Actual Weight  
17.52

No. of Packages

Chargeable Weight  
1,000

Over Load Weight  
0

Low Punitive Weight (POL1)

High Punitive Weight (POL2)

User Interface Image 271: Rail Receipt Details – 21.5.1.6

**Step 6** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Vessel & Cargo Details page redirected as like below.

**Rail Receipt**

**Vessel and Cargo Details**

S.No	VCN No.	Vessel Name	Bill Of Entry No	Bill Of Entry Date	IGM No	IGM Date	Line No.	Sub Lin
1	INMAA120211973	MV PORTAL PER	119711	01-04-2022 00:00	11973	31-03-2022 00:00	100	100

VCN No.  
INMAA120211973

Vessel Name  
MV PORTAL PER

Bill Of Entry No  
119711

Bill Of Entry Date  
01-04-2022 00:00

IGM No  
11973

IGM Date  
31-03-2022 00:00

Line No.  
100

Sub Line No  
100

OOC No.  
119711

Out of Charge Quantity  
5,000

Nature of Cargo  
DB

HS Code  
2521

Cargo  
LIME STONE

BE Qty.  
5,000


Booking Qty.  
500

Actual quantity \*  
175

UOM Name  
METRIC TON

Remarks

User Interface Image 272: Rail Receipt Details – 21.5.1.7

**Step 6:** Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">OR</p> <div style="border: 1px solid #ccc; height: 60px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">             Drag files here, to upload           </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</span> </div>						

*User Interface Image 273-RAIL RECEIPT (Attachments) -21.5.1.8*



**Step 7:** Click on + Add files button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">+ Add files</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Select files</span> </div> <p style="text-align: center; margin: 5px 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name*</th> <th>Attachment Name*</th> <th>Certificate Valid From D&amp;T*</th> <th>Certificate Valid To D&amp;T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input style="width: 80px;" type="text"/></td> <td><input style="width: 80px;" type="text"/></td> <td><input style="width: 80px;" type="text"/></td> <td><input style="width: 80px;" type="text"/></td> <td style="border: 2px solid green;">Sample.docx (9.62 kb)</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Upload</span> <span style="border: 1px solid #ccc; padding: 10px 20px; border-radius: 5px;">Close</span> </div>							SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Sample.docx (9.62 kb)	✕
SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	Sample.docx (9.62 kb)	✕														



*User Interface Image 274-RAIL RECEIPT (Attachments Documents) 21.5.1.9*

Once all the mandatory and required fields are filled then Click on Upload button. System will display File uploaded status on the screen. Respective Form Name , Section name will display along with attached documents.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	 Sample.docx 

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents\***File Required**.




**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files
Select files

OR

Drag files here, to upload

 Upload
 
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2)X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files



Select files

OR



Drag files here, to upload

Upload

Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration				*File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx	
<input type="checkbox"/> 2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx	
<input type="checkbox"/> 3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 ___Sample__2_.doc	



+ Add files
Select files


OR

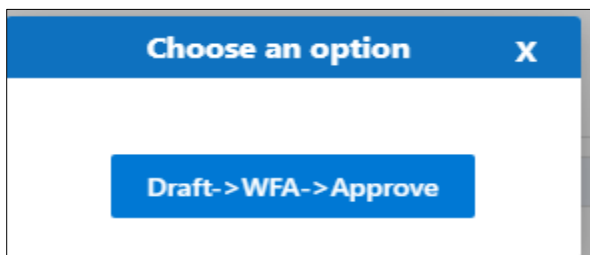
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 8:** Click on the Save button  from the top right corner to save the RAIL RECEIPT Form. Once the record got saved successfully, then the system will display  message.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



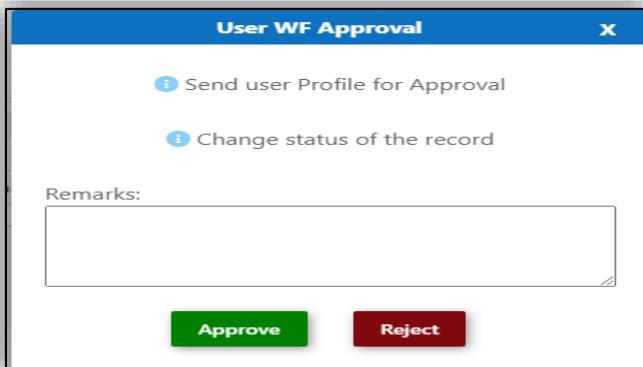
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step10:** Once the workflow is initiated click on  the icon. System will be display


**Send user Profile for Approval**



with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




**Successfully Status changed to WFAPP**

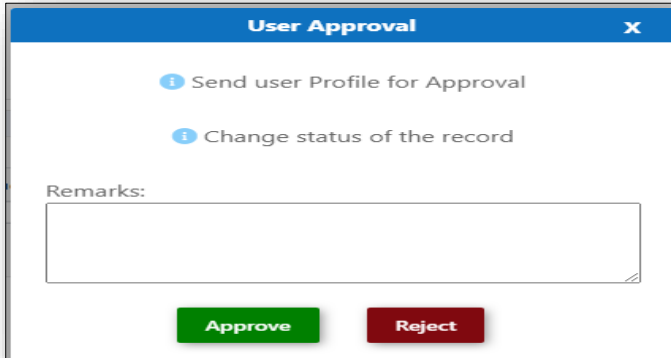
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying


**Send user Profile for Approval** with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



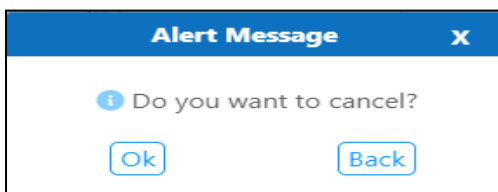
The dialog box titled "User Approval" contains the following elements:

- Two information icons with text: "Send user Profile for Approval" and "Change status of the record".
- A text area labeled "Remarks:" for providing feedback.
- Two buttons at the bottom: a green "Approve" button and a red "Reject" button.

**Step13:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 14:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

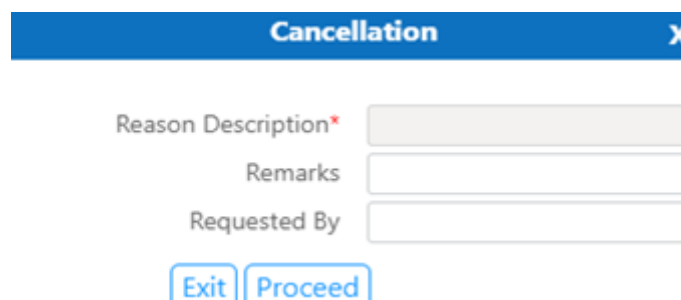
After clicking the icon system will display **Confirmation required** with below alert ok and Back



The dialog box titled "Alert Message" contains the following elements:



- An information icon with the text: "Do you want to cancel?".
- Two buttons at the bottom: "Ok" and "Back".


By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.

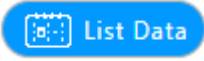






The dialog box titled "Cancellation" contains the following elements:









- Three text input fields labeled: "Reason Description\*", "Remarks", and "Requested By".
- Two buttons at the bottom: "Exit" and "Proceed".

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

**Step 15:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively


  Rail Receipt  



1 - 10 of 143 <span style="float: right;">10 ▾ &lt; 1 2 3 ... 13 14 15 &gt;</span>								
Doc No.	Status	Application Type	Arrival Rake No.	Arrival Rake / Indent No.	Rail Receipt No.	Arrival D&T	Rail Receipt Date	Rail
 search...	 search...	 search...	 search...	 search...	 search...	search..... 	search..... 	sea
INMAA120220003	Approved	Inward	A20220007	PER/2022/0005	35	11-04-2022 10:18	11-04-2022	18-4
INMAA120220002	Approved	Outward		IND/2022/0001	0135133433		04-04-2022	
INMAA120220001	Approved	Inward	A20220001	PER/2022/0001	88451	01-04-2022 10:30	30-03-2022	03-4
INMAA120210098	Approved	Inward	A20210215	PER/2021/0185	89454	22-03-2022 15:13	21-03-2022	22-4
INMAA120210087	Approved	Outward		IND/2021/0151	151		22-03-2022	
INMAA120210086	Approved	Inward	A20210209	PER/2021/0180	8878	17-03-2022 17:38	17-03-2022	17-4
INMAA120210085	Approved	Inward	A20210204	PER/2021/0178	8556	08-03-2022 08:45	08-03-2022	15-4
INMAA120210084	Approved	Outward		IND/2021/0148	148		15-03-2022	
184	Draft(Mtrs)	Outward		IND/2021/0145	145		14-03-2022	
INMAA120210083	Approved	Inward	A20210204	PER/2021/0175	985486	08-03-2022 08:45	08-03-2022	13-4

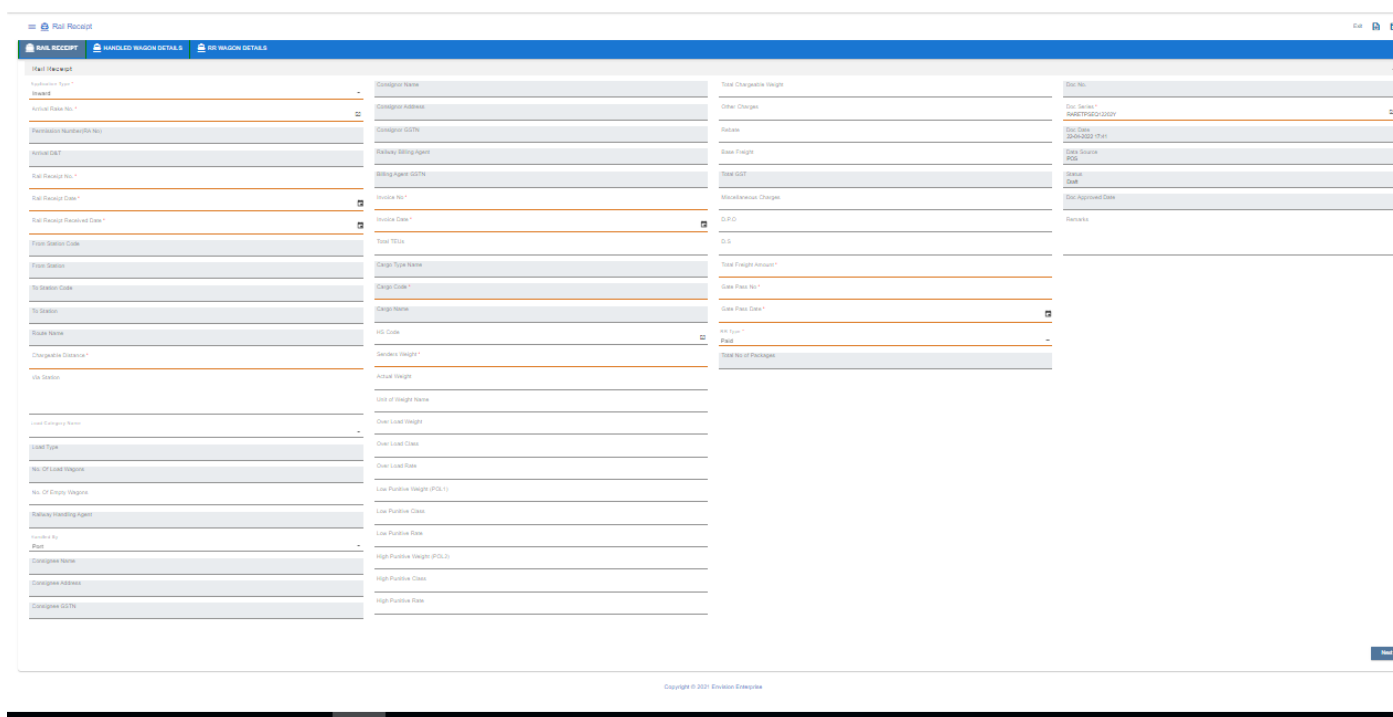
*User Interface Image 275-RAIL RECEIPT (List Data) 21.5.1.10*

#### 51.4.2. RAIL RECEIPT - INWARD

##### Header Details:

**Step 1** - Once clicked on Add New button  from top of the tool bar, Rail Receipt Details – Inward Header Details screen will appear like below

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	





*User Interface Image 276: Rail Receipt Details – 21.5.2.1*

- Select Application Type from Drop Down Button either it is Inward or Outward

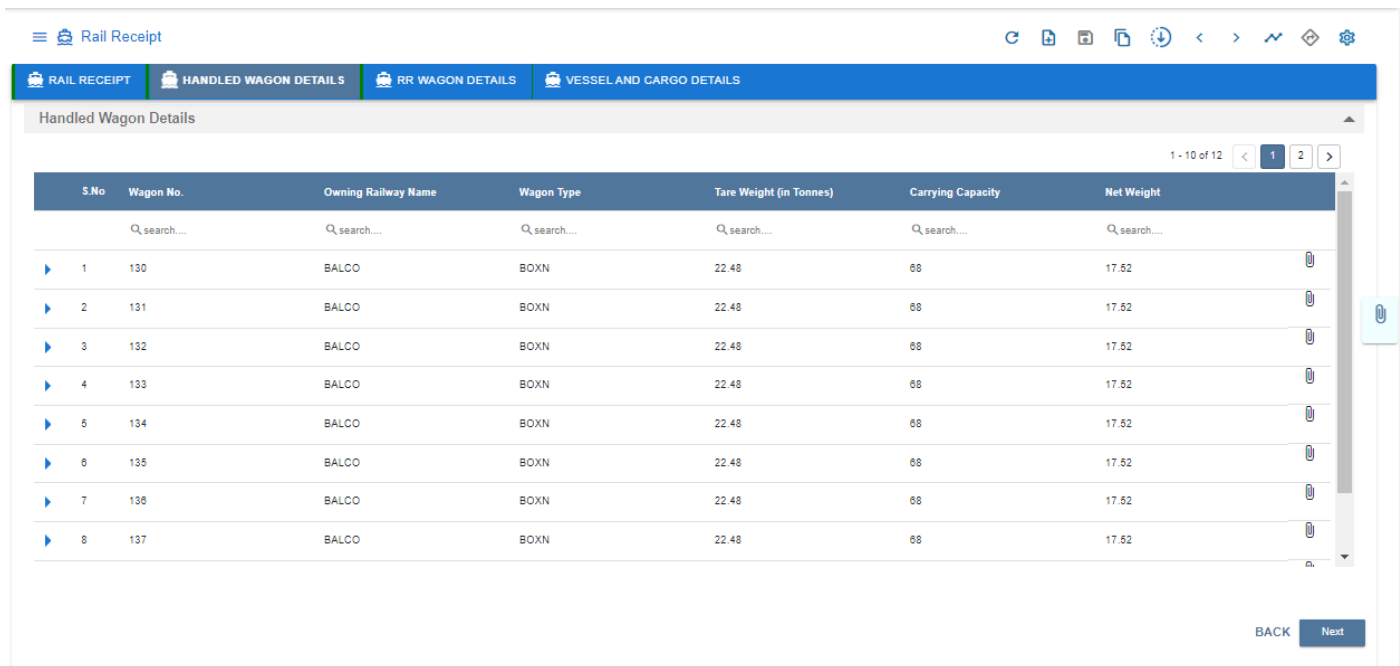
If Application Type is Select as **Inward** then following details required to follow:

- Select Arrival Rake Number from Lookup Button
- Permission Number (RA No.), Arrival Date and Time, From Station, From Station Zone, To Station, To Station Zone, Via Station, Load Category (Trade), No. of Load Wagons, No. of Empty Wagons, Railway Handling Agent, Consignee, Consignee Address, Consignor, Consignor Address, Billing Agent, Cargo Type, Cargo Description, Total TEU's, No. of 20 Feet Containers, No. of 40 Feet Containers, No. of above 40 Feet Containers, Over Load Weight, Actual Total Weight (Total Net Wt) fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter RR No. but it should not be duplicate
- Enter RR Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter RR Received Date from date picker. If integrated with FOIS then this field is auto fetched
- Enter Chargeable Distance. If integrated with FOIS then this field is auto fetched
- Enter Handled By. If integrated with FOIS then this field is auto fetched
- Enter Invoice Number. If integrated with FOIS then this field is auto fetched
- Enter Invoice Date from date picker. If integrated with FOIS then this field is auto fetched
- Select TRFC Type from Drop down Button either it is PC (Pvt. Coal) or GG (Govt. Coal). If integrated with FOIS then this field is auto fetched
- Select RR Cargo Code from Lookup Button. If integrated with FOIS then this field is auto fetched
- Enter Risk Rate. If integrated with FOIS then this field is auto fetched
- Enter Sender Weight (Exemption Wt). If integrated with FOIS then this field is auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

- Enter Chargeable Class. If integrated with FOIS then this field is auto fetched
  - Enter Chargeable Rate. If integrated with FOIS then this field is auto fetched
  - Enter Low Punitive Weight (POL1). If integrated with FOIS then this field is auto fetched
  - Enter Low Punitive Class. If integrated with FOIS then this field is auto fetched
  - Enter Low Punitive Rate. If integrated with FOIS then this field is auto fetched
  - Enter High Punitive Weight (POL2). If integrated with FOIS then this field is auto fetched
  - Enter High Punitive Class. If integrated with FOIS then this field is auto fetched
  - Enter High Punitive Rate. If integrated with FOIS then this field is auto fetched
  - Enter Weight Unit (UOM). If integrated with FOIS then this field is auto fetched
  - Enter Total Chargeable Weight. If integrated with FOIS then this field is auto fetched
  - Enter Other Charges. If integrated with FOIS then this field is auto fetched
  - Enter Rebate. If integrated with FOIS then this field is auto fetched
  - Enter Base Freight. If integrated with FOIS then this field is auto fetched
  - Enter GST Amount. If integrated with FOIS then this field is auto fetched
  - Enter RR Tax Invoice Number. If integrated with FOIS then this field is auto fetched
  - Enter Miscellaneous Charges. If integrated with FOIS then this field is auto fetched
  - Enter D.P.O. If integrated with FOIS then this field is auto fetched
  - Enter D.S. If integrated with FOIS then this field is auto fetched
  - Enter Total Freight Amount. If integrated with FOIS then this field is auto fetched
  - Select Paid RR from Drop down Button either it is Yes or No. If integrated with FOIS then this field is auto fetched
  - Total No. of Packages (Articles) is auto calculated based on Submission of Wagon Details. Or else If integrated with FOIS then this field is auto fetched
  - Enter the Remarks if any
  - Doc No., Doc Series, Doc Date, Status Code, Doc Approved Date, and Source fields are auto populated by the system
- 
- **Step 2** – Once all the necessary fields are filled, click Next button from the bottom of the page. Then Handled Wagon Details page redirected as like below & This Handled Wagon Details are auto populated based on selection of Rake Arrival Number (RA No.)



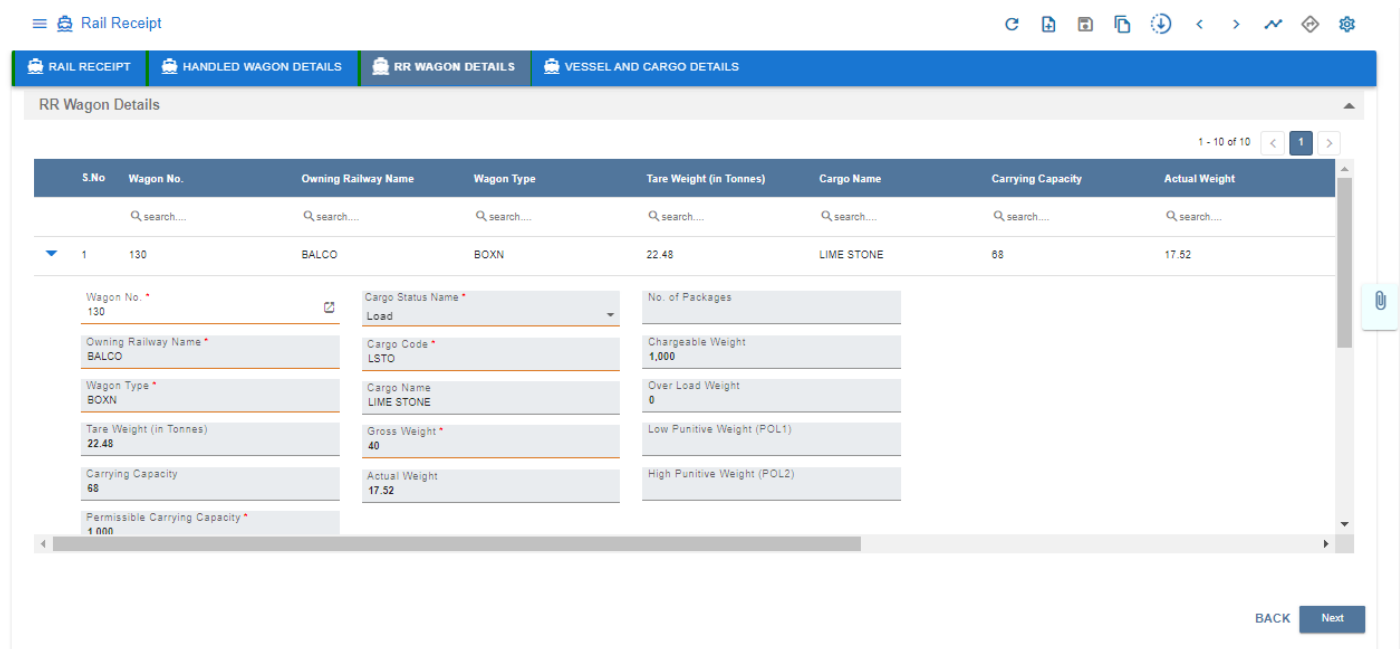


S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Carrying Capacity	Net Weight
1	130	BALCO	BOXN	22.48	88	17.52
2	131	BALCO	BOXN	22.48	88	17.52
3	132	BALCO	BOXN	22.48	88	17.52
4	133	BALCO	BOXN	22.48	88	17.52
5	134	BALCO	BOXN	22.48	88	17.52
6	135	BALCO	BOXN	22.48	88	17.52
7	136	BALCO	BOXN	22.48	88	17.52
8	137	BALCO	BOXN	22.48	88	17.52

*User Interface Image 277: Rail Receipt Details – 21.5.2.2*


**Step 3** – Once all the necessary fields are filled, click **Next** button from the bottom of the page. Then Wagon Details page redirected as like below

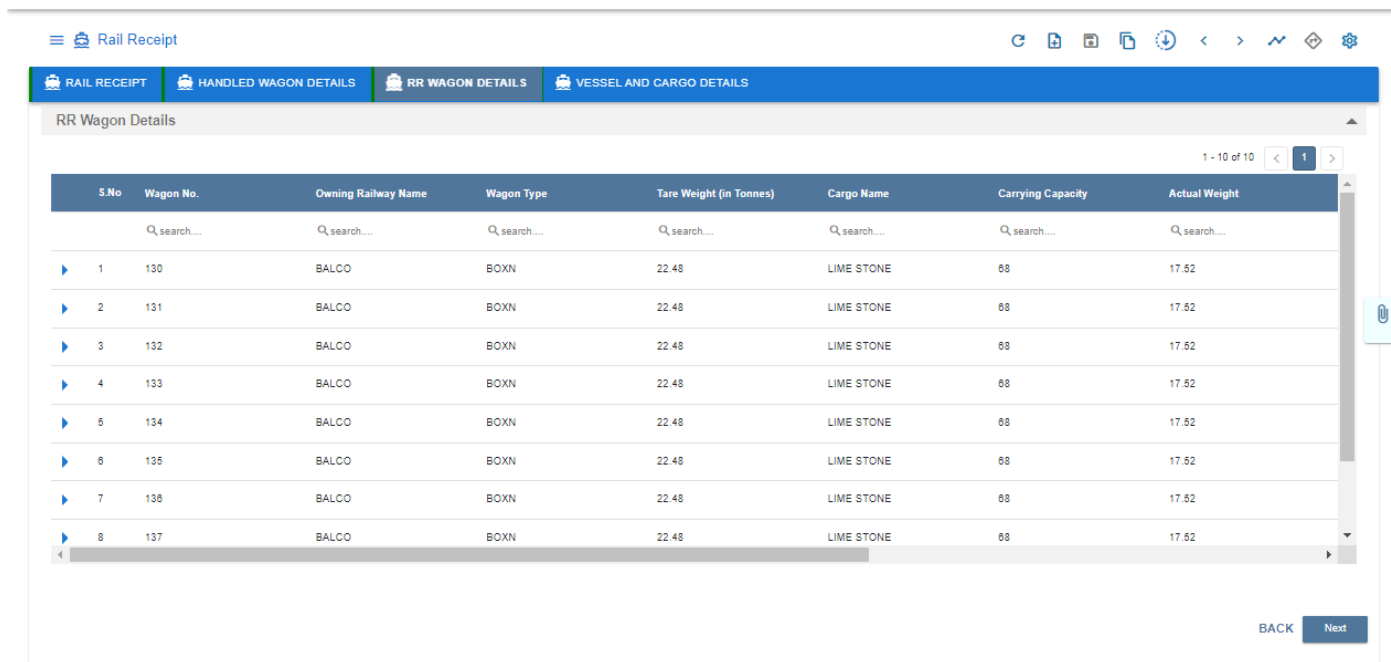
Click on **+ Add Row** to begin with data entry



S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
1	130	BALCO	BOXN	22.48	LIME STONE	88	17.52

*User Interface Image 278: Rail Receipt Details – 21.5.2.3*

**Step 4** – Once  **Add Row** is selected, then following Wagon Details line item fields will be populated to enter.









The screenshot shows the 'Rail Receipt' application interface. The 'RR Wagon Details' tab is active, displaying a table with 8 rows of wagon data. The table columns are: S.No, Wagon No., Owning Railway Name, Wagon Type, Tare Weight (in Tonnes), Cargo Name, Carrying Capacity, and Actual Weight. Each row contains data for a specific wagon, all with 'BALCO' as the owning railway and 'LIME STONE' as the cargo.

S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
1	130	BALCO	BOXN	22.48	LIME STONE	68	17.52
2	131	BALCO	BOXN	22.48	LIME STONE	68	17.52
3	132	BALCO	BOXN	22.48	LIME STONE	68	17.52
4	133	BALCO	BOXN	22.48	LIME STONE	68	17.52
5	134	BALCO	BOXN	22.48	LIME STONE	68	17.52
6	135	BALCO	BOXN	22.48	LIME STONE	68	17.52
7	136	BALCO	BOXN	22.48	LIME STONE	68	17.52
8	137	BALCO	BOXN	22.48	LIME STONE	68	17.52

*User Interface Image 279: Rail Receipt Details – 21.5.2.4*

- Wagon Number, Wagon Type, Owning Railway, Cargo Code, Gross Weight, Tare Weight, Actual Weight (Net Weight), No. of Packages (Articles), Carrying Capacity, Overload Weight etc., this fields are auto populated based on selection of Indent Number (RA No.) or Rake Arrival Number (RA No.) Or else if integrated with FOIS then this fields are auto fetched
- Enter Chargeable Weight. If integrated with FOIS then this field is auto fetched
- Enter Low Punitive. If integrated with FOIS then this field is auto fetched
- Enter High Punitive. If integrated with FOIS then this field is auto fetched

**Step 5** - Once data is filled in Line item Details, click on save button  to save the Wagon Details line item record and click on  **Add Row** if need to add multiple Row's or else click on  button to save the complete Rail Receipt entry details

- If any want to update the previous Wagon Details line item which is already saved then click on expansion button  to update the details and click on save button . If want to delete the particular record line item then click on Delete button 

≡ Rail Receipt

RAIL RECEIPT HANDLED WAGON DETAILS RR WAGON DETAILS VESSEL AND CARGO DETAILS


RR Wagon Details

1 - 10 of 10

S.No	Wagon No.	Owning Railway Name	Wagon Type	Tare Weight (in Tonnes)	Cargo Name	Carrying Capacity	Actual Weight
1	130	BALCO	BOXN	22.48	LIME STONE	68	17.52
2	131	BALCO	BOXN	22.48	LIME STONE	68	17.52
3	132	BALCO	BOXN	22.48	LIME STONE	68	17.52
4	133	BALCO	BOXN	22.48	LIME STONE	68	17.52
5	134	BALCO	BOXN	22.48	LIME STONE	68	17.52
6	135	BALCO	BOXN	22.48	LIME STONE	68	17.52
7	136	BALCO	BOXN	22.48	LIME STONE	68	17.52
8	137	BALCO	BOXN	22.48	LIME STONE	68	17.52

BACK Next

User Interface Image 280: Rail Receipt Details – 21.5.2.5

**Step 6:** Adding the files manually Once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

**Attachments (0)** X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
<div> <div>+ Add files</div> <div>Select files</div> </div> <p>OR</p> <div> <div>Drag files here, to upload</div> </div> <div> <div>Upload</div> <div>Close</div> </div>						

User Interface Image 281-RAIL RECEIPT (Attachments) -21.5.2.6

**Step 7:** Click on 



+ Add files


 button/ Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (0)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear														
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 5px;">+ Add files</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Select files</div> </div> <p style="margin: 5px 0;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SNo.</th> <th>Attachment Type Name</th> <th>Attachment Name*</th> <th>Certificate Valid From D&amp;T*</th> <th>Certificate Valid To D&amp;T*</th> <th>Certificate Name*</th> <th>Clear</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><div style="border: 1px solid #ccc; width: 80px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div></td> <td><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div></td> <td>Sample.docx (9.62 kb)</td> <td><div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 5px; display: flex; align-items: center;"> <b>Upload</b> </div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; background-color: #f0f0f0;">Close</div> </div>							SNo.	Attachment Type Name	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear	1.	<div style="border: 1px solid #ccc; width: 80px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	Sample.docx (9.62 kb)	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>
SNo.	Attachment Type Name	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear														
1.	<div style="border: 1px solid #ccc; width: 80px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	Sample.docx (9.62 kb)	<div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px;">X</div>														

*User Interface Image 282-RAIL RECEIPT (Attachments Documents) 21.5.2.7*

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name , Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

**Attachments (1)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Dredging Request						
<input type="checkbox"/>	1.	Individual Pass Documents	General	02-03-2021 15:17:24	29-03-2021 15:17:26	<div style="display: flex; align-items: center;"> <span>Sample.docx</span> <div style="border: 1px solid #ccc; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-left: 10px;">X</div> </div>

+ Add files



Select files


or

Drag files here, to upload

**Upload**

Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

If the Attachment's are configured, System will display like below when we click on  icon .

Respective Form Name , Section name will display to attach the documents **\*File Required**.

Attachments (2) X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/> 1.	Cargo Related Documents	Azure				*File Required
Vessel Registration P & I						
<input type="checkbox"/> 1.	Vessel Related Documents	Cargo Declaration (FAL form 2)				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload , Go to respective file location and click on it. File will be attached under file name with respective filename.extension.


**Attachments (2)**
X


SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input checked="" type="checkbox"/>	1.	Cargo Related Documents	Azure			*File Required
Vessel Registration P & I						
<input checked="" type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration (FAL form 2)			*File Required

+ Add files
Select files




OR

Drag files here, to upload

 Upload
 
Close



Once all the mandatory and required fields are filled then Click on  button. System will display the status File uploaded on the screen.


**Attachments (2)**
X

SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
Vessel Registration P & I						
<input type="checkbox"/>	1.	Vessel Related Documents	Cargo Declaration			 *File Required

+ Add files
Select files







OR

SNo.	Attachment Type Name*	Attachment Name*	Certificate Valid From D&T*	Certificate Valid To D&T*	Certificate Name*	Clear
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 Sample (2).docx (9.62 kb)	

 Upload
Close

Click On Close Button


**Attachments (4)**
X



SNo.	Attachment Type Name	Attachment Name	Certificate Valid From D&T	Certificate Valid To D&T	File Name	Clear
Vessel Registration						
<input type="checkbox"/>	1.	General Document	AAA	02-03-2021 15:49:43	23-03-2021 15:49:44	 Sample__2_.docx 
<input type="checkbox"/>	2.	Cargo Related Documents	Azure	02-03-2021 15:45:50	18-03-2021 15:45:51	 Sample__1_.docx 
<input type="checkbox"/>	3.	General Document	AAA	02-03-2021 15:50:05	31-03-2021 15:50:06	 __Sample__2_.doc 



+ Add files
Select files


OR

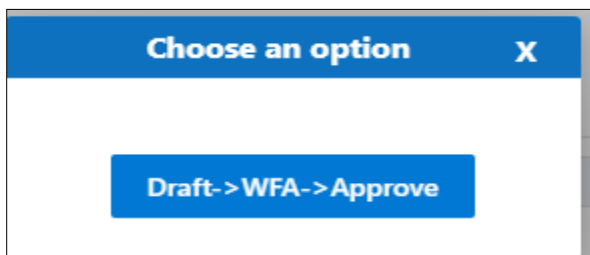
Drag files here, to upload

 Upload
Close

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


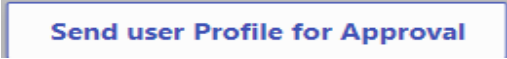
**Step 8:** Click on the Save button  from the top right corner to save the RAIL RECEIPT Form. Once the record got saved successfully, then the system will display  message.

**Step 9:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .




Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**



**Step 10:** Once the workflow is initiated click on  the icon. System will be display  with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step 11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.  And the document status will be changed as 'REJECTED'.

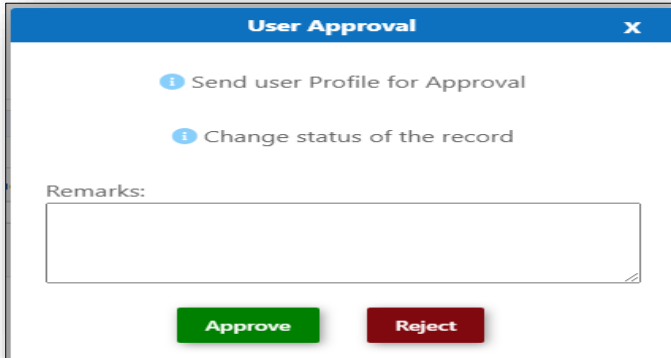


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 12:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).




The 'User Approval' popup window has a blue header with the title 'User Approval' and a close button 'X'. It contains two informational messages: 'Send user Profile for Approval' and 'Change status of the record'. Below these is a 'Remarks:' label followed by a text input field. At the bottom are two buttons: 'Approve' (green) and 'Reject' (red).

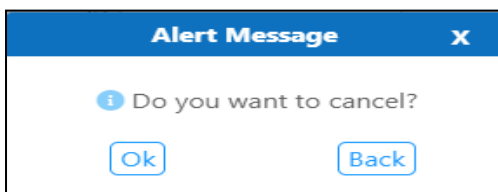
**Successfully Status changed to APPROVED**

**Step 13:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject

the request following alert will display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

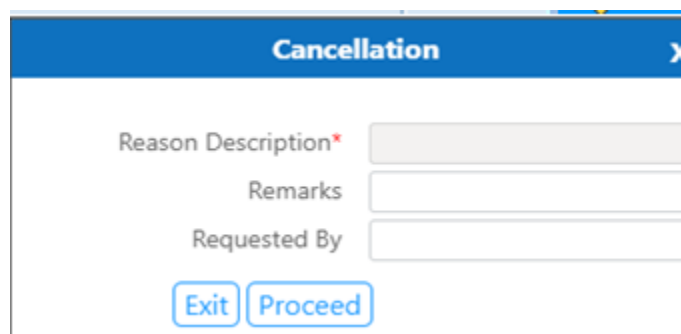
**Step 14:** While if there is any changes or error we can cancel the record by clicking the  icon shown.

After clicking the icon system will display **Confirmation required** with below alert ok and Back






The 'Alert Message' popup window has a blue header with the title 'Alert Message' and a close button 'X'. It contains an informational message: 'Do you want to cancel?'. Below this are two buttons: 'Ok' and 'Back'.

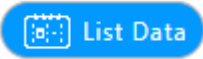
By Clicking on Back we can go to the previous screen. By clicking Ok we can see the below fields in Alert.






The 'Cancellation' form has a blue header with the title 'Cancellation' and a close button 'X'. It contains three input fields: 'Reason Description\*' (with a red asterisk), 'Remarks', and 'Requested By'. At the bottom are two buttons: 'Exit' and 'Proceed'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL



**Step 15:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

 Rail Receipt <span style="float: right;">   </span>								
<div style="text-align: right;">1 - 10 of 143</div> <div> <div>10</div> <div>&lt;</div> <div>1</div> <div>2</div> <div>3</div> <div>...</div> <div>13</div> <div>14</div> <div>15</div> <div>&gt;</div> </div>								
Doc No.	Status	Application Type	Arrival Rake No.	Indent Number(RA No)	Rail Receipt No.	Arrival D&T	Rail Receipt Date	Rail
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>	<input type="text" value="search..."/>
INMAA120220003	Approved	Inward	A20220007	PER/2022/0005	35	11-04-2022 10:18	11-04-2022	18-4
INMAA120220002	Approved	Outward		IND/2022/0001	0135133433		04-04-2022	
INMAA120220001	Approved	Inward	A20220001	PER/2022/0001	88451	01-04-2022 10:30	30-03-2022	03-4
INMAA120210088	Approved	Inward	A20210215	PER/2021/0185	89454	22-03-2022 15:13	21-03-2022	22-4
INMAA120210087	Approved	Outward		IND/2021/0151	151		22-03-2022	
INMAA120210086	Approved	Inward	A20210209	PER/2021/0180	5978	17-03-2022 17:38	17-03-2022	17-4
INMAA120210085	Approved	Inward	A20210204	PER/2021/0176	6556	08-03-2022 08:45	08-03-2022	15-4
INMAA120210084	Approved	Outward		IND/2021/0148	148		15-03-2022	
184	Draft(Mtrs)	Outward		IND/2021/0145	145		14-03-2022	
INMAA120210083	Approved	Inward	A20210204	PER/2021/0175	985486	08-03-2022 08:45	08-03-2022	13-4



*User Interface Image 283-RAIL RECEIPT (List Data) 21.5.2.8*

### FIELD INFORMATION



Field Name	Mandatory	Fill Type
Application Type *	Yes	Dropdown
Arrival Rake No.	Inward =Yes Outward =No	Lookup
Permission No / Indent No. (RA No.)	Inward =No Outward =Yes	Lookup
Arrival Date and Time	No	Textbox
RR Number	Yes	Textbox
RR Date	Yes	Calendar
RR Received Date	Yes	Calendar

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

From Station	No	Textbox
From Station Zone		
To Station	No	Textbox
To Station Zone	No	Textbox
Chargeable Distance	No	Textbox
Via Station	No	Textbox
Load Category (Trade )	No	Textbox
Forward Note Number	No	Textbox
Forward Note Date	No	Date Picker
FNR Number	No	Text Box
No.of Load Wagons	No	Textbox
No.of Empty Wagons	Yes	Textbox
Handling Agent	No	Textbox
Handled By	No	Textbox
Consignee	No	Textbox
ConsigneeAddress	No	Textbox
Consignor	No	Textbox
ConsignorAddress	No	Textbox
Billing Agent	No	Textbox
Invoice Number	Yes	Textbox
Invoice Date	Yes	Textbox
TRFC Type	No	Dropdown
Cargo Type	No	Textbox
RR Cargo Code	Yes	Textbox
Cargo Description	No	Textbox
Risk Rate	No	Textbox
Total TEU's	No	Textbox
No.of 20 Feet containers	No	Textbox
No.of 40 Feet Containers	No	Textbox
No.of above 40 Feet Containers	No	Textbox
Sender Weight (Exemption Wt.)	Yes	Textbox
Actual Total Weight (Total Net Wt.)	No	Textbox
Chargeable Weight	Yes	Textbox
Chargeable Class	No	Textbox
Chargeable Rate	No	Textbox
Over Load Weight	No	Textbox
Over Load Class	No	Textbox
Over Load Rate	No	Textbox
Low Punitive Weight (POL1)	No	Textbox
Low Punitive Class	No	Textbox
Low Punitive Rate	No	Textbox
High Punitive Weight ( POL2)	No	Textbox
High Punitive Class	No	Textbox
High Punitive Rate	No	Textbox

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Weight Unit (UOM)	No	Textbox
Total Chargeable Weight	Yes	Textbox
Other Charges	No	Textbox
Rebate	No	Textbox
Base Freight	No	Textbox
Taxes	No	Textbox
This field name should change as "GST Amount"		
RR Tax invoice Number	No	Textbox
Miscellaneous Charges	No	Textbox
D.P.O	No	Textbox
D.S	No	Textbox
Total Freight Amount	Yes	Textbox
Gate Pass Number	No	Textbox
Gate Pass Date	No	Textbox
Paid RR	Yes	Textbox
Total No. of Packages (Articles)	No	Textbox
Remarks	No	Textbox
Sl.No	No	Textbox
Wagon No	No	Textbox
Wagon Type	No	Textbox
Owning Railways	No	Textbox
Tare Weight	No	Textbox
Carrying Capacity	No	Textbox
Gross Weight	No	Textbox
Net Weight (Chargeable Weight)	No	Textbox
Overload Weight	No	Textbox
Sl.No	No	Textbox
Wagon No	No	Textbox
Wagon Type	No	Textbox
Owning Railways	No	Textbox
Cargo Code	Yes	Manual Entry
Gross Weight	No	Manual Entry
Tare Weight	No	Textbox
Actual Weight (Net Wt.)	No	Textbox
No. of Packages (Articles)	No	Textbox
Carrying Capacity	No	Textbox
Chargeable Weight	No	Textbox
Overload Weight	No	Textbox
Low Punitive	No	Textbox
High Punitive	No	Textbox

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 52. Business Function Name: Yard Receipt

### 52.1 Definition:

Yard Receipt is the process to recording the shifting or Delivery of cargo from one location to another location. This will be recorded by shed super ident or person in-charge at port for such activity against the approval of Internal Shifting Request raised by the CHA/Importer/Vessel Agent.

### 52.2 Navigation

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.


<b>Menu Path</b>	Menu Bar → Cargo → Yard Operations → Yard Receipt → Click on <b>Add New</b>
------------------	---

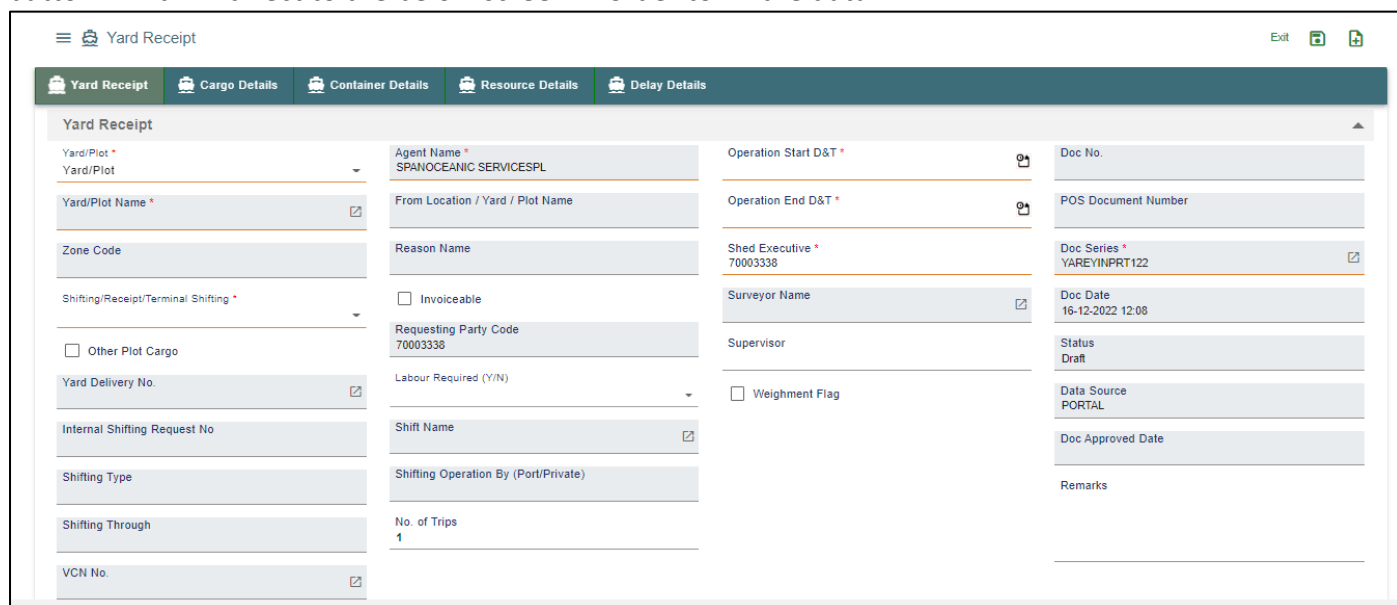
USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 52.3 Prerequisites – Masters

5. Yard/Plot Code
6. Shifting/Delivery
7. Shift
8. Agent Master

### 52.4 Screenshot



**Step 1:** After Navigation to the respective function screen, user will move to list data then Click on Add new button . It will direct to the below screen in order to fill the data




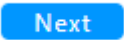
*User Interface Image 44–Yard Receipt Header Details 9.1*

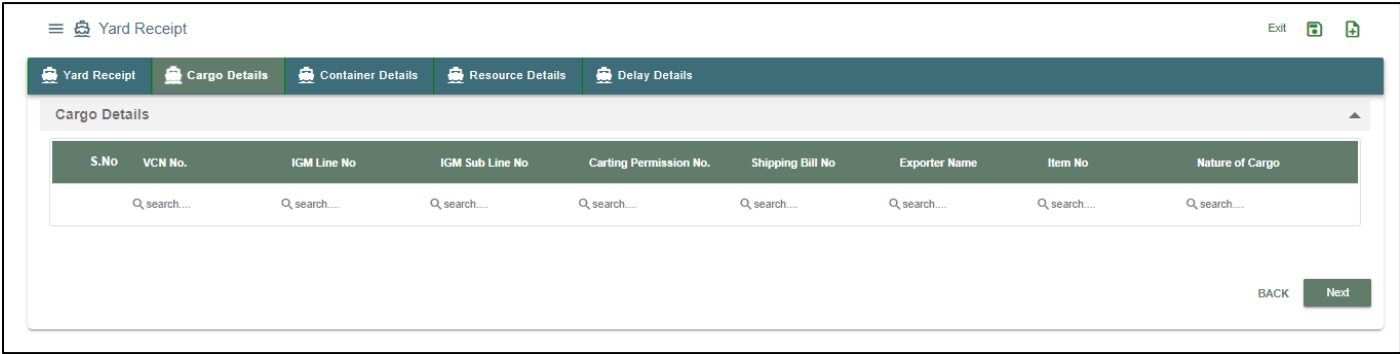
Below are the Field Information regarding Yard Receipt Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Field Name	Mandatory	Fill Type
Yard/Plot	Yes	LOV
Yard/Plot Code	Yes	LOV
Zone Code	No	Textbox
Shifting/Delivery/Terminal Shifting	Yes	Dropdown
Internal Shifting Request No	Yes	LOV
Storage Allotment No.	No	Textbox
Shifting Type	No	Textbox
Shifting Through	No	Textbox
Shed Delivery Order	No	LOV
Shed Delivery Order Validity Period	No	Textbox
Shed DO Qty	No	Textbox
VCN No	No	Textbox
Vessel Name	No	Textbox
Actual Time of Arrival	No	Textbox
IGM No.	No	LOV
IGM Date	No	Calendar
Rake Application No.	No	Textbox
Importer Name	No	Textbox
To Location/Yard/Plot Name	No	Textbox
Reason Name	No	Textbox
Invoiceable	No	Checkbox
Labour Required(Y/N)	No	LOV
Shift Name	Yes	LOV
Vehicle Registration No	Yes	LOV
Truck Entry Permit No	No	Textbox
Truck Entry Permit Validity	No	Textbox
RFID Card No.	No	Textbox
Truck Status	No	Textbox
CGP No.	No	Textbox
CGP Date	No	Textbox
Shed Executive	Yes	Textbox
Agent Code	No	Textbox
Agent Name	No	Textbox
Shifting Operation By Code	No	Textbox
Shifting Operation By	No	Textbox
Total No of Containers	No	Textbox
Shifting Reason	No	LOV
Vessel Completion Date	No	Textbox
Cargo Discharge Date	No	Textbox
LFD	No	Textbox
Shifted Quantity	No	Textbox
Total No of Trips	No	Textbox
Total Operation Time	No	Date Time

**Step 2:** Once data is filled in above Screen with all asterisk mark (\*) fields which are mandatory, click on save button  and proceed to click on  button for Cargo Details Screen shown below.

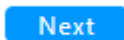




*User Interface Image 45–Yard Receipt Cargo Details 9.2*

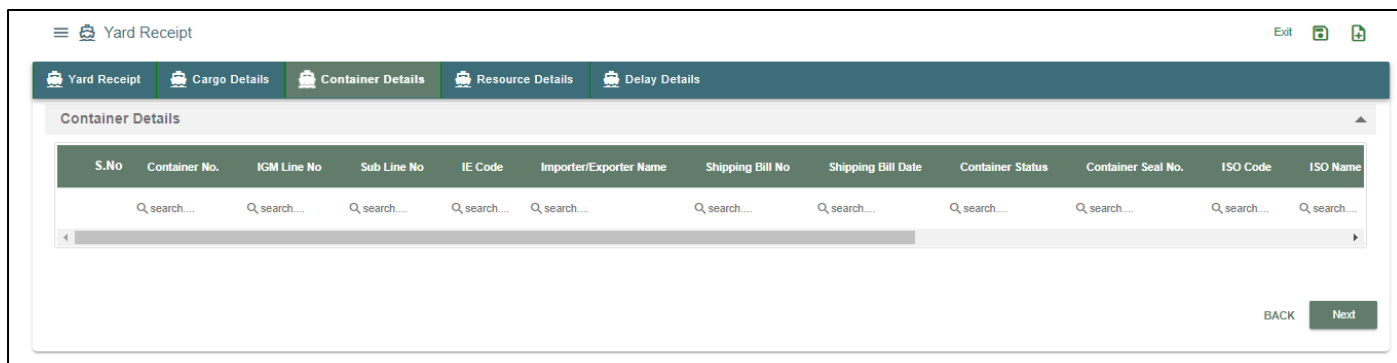
Below are the Field Information regarding Cargo Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Container or Cargo	No	Dropdown
IGM Line No	No	Textbox
Sub Line No	No	Textbox
B/L No	No	Textbox
House B/L No	No	Textbox
Nature of Cargo	No	Textbox
Carting Bill Item No	No	Textbox
No of Packages	No	Textbox
Type of Package	No	Textbox
Gross Weight	No	Textbox
Unit of Weight	No	Textbox
Gross Volume	No	Textbox
Unit of Volume	No	Textbox
Marks & Number	No	Textbox
Goods Description	No	Textbox
Shifting Quantity	No	Textbox
No of Trips	No	Textbox
Balance Quantity	No	Textbox

**Step 3:** Based on selection of Header Details Cargo Details will be auto populated click on  button to go for below screen of Container Details as shown below.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


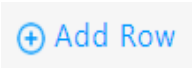
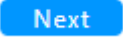


*User Interface Image 46–Yard Receipt Good on Vehicle 9.3*

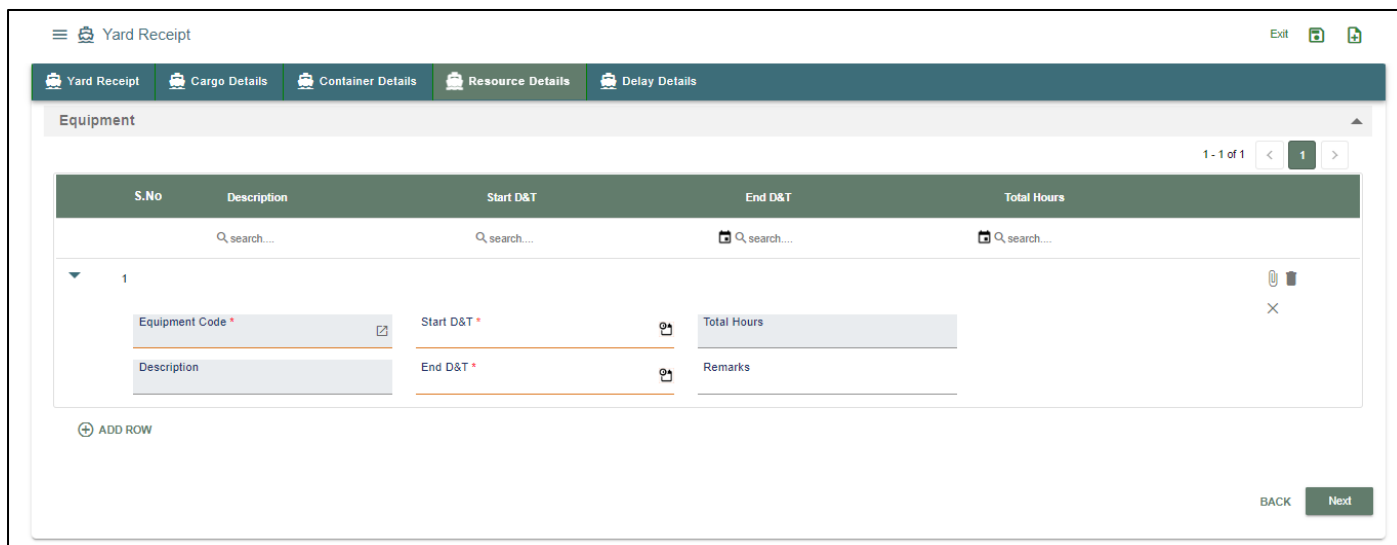
Below are the Field Information regarding Container Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field name	Mandatory	Fill Type
IGM Line No	No	LOV
IGM Sub Line No	No	Textbox
Container No	Yes	Textbox
Container Status	No	Textbox
Container Seal Status	No	Textbox
ISO Code	No	Textbox
Total No of Packages	No	Textbox
Container Weight	No	Textbox
SOC Flag(Yes/No)	No	Textbox
Container Agent Name	No	LOV
Location Name	No	LOV
Driver Name	No	Textbox
Truck No	No	Textbox
Total Operation Time	No	Textbox
ODC Flag	No	Textbox
Total No of Containers	No	Textbox

**Step 4:** Once data is filled in Resource Details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen to record Equipment Details.





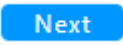


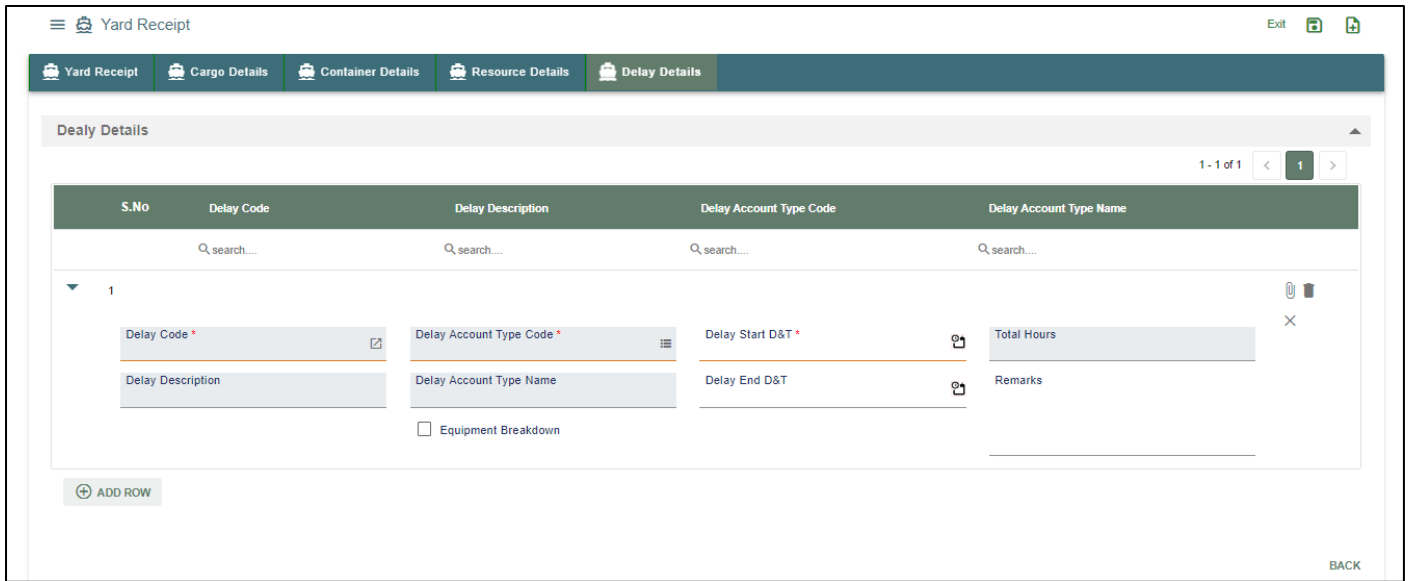
*User Interface Image 47– Yard Receipt Equipment Details 9.4*

Below are the Field Information regarding Resource Details Section.



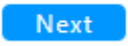
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

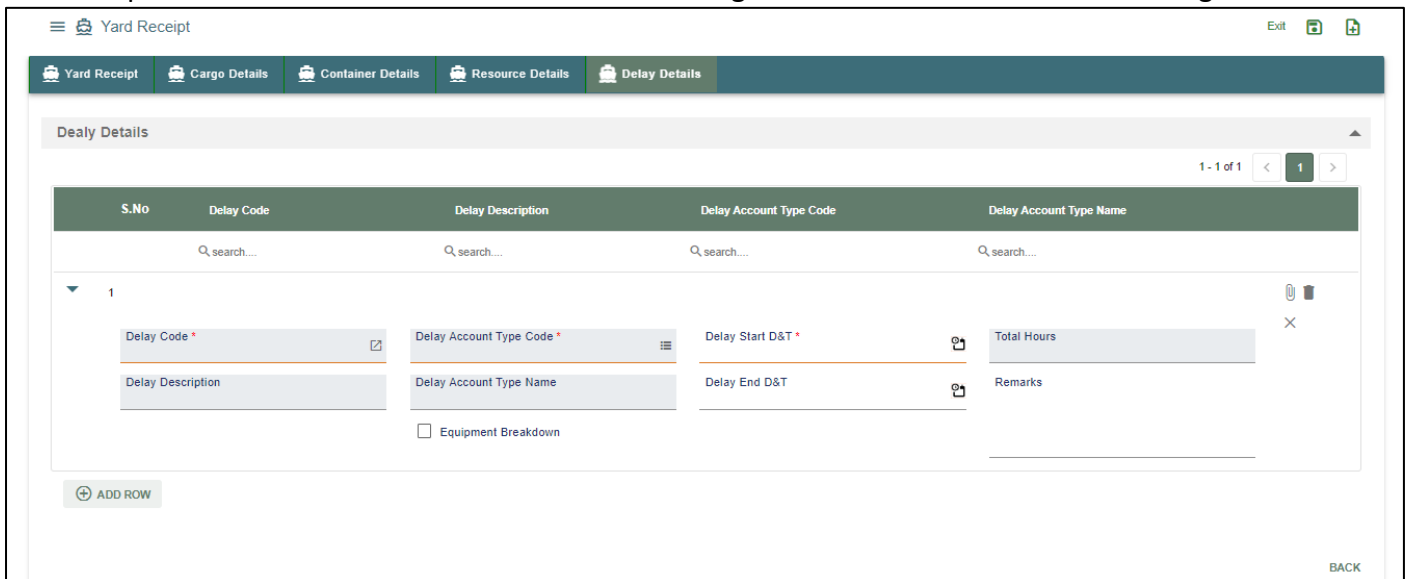
Field Name	Mandatory	Fill Type
Equipment Name	No	LOV
Cargo Name	No	Textbox
To Location/Yard/Plot Name	No	Textbox
Received No of Packages	No	Textbox
Balance No of Packages	No	Textbox
Approx./Net Qty	No	Textbox
No. of Equipment	No	Textbox
Driver Name	No	Textbox
Truck No	No	Textbox
Start Date & Time	Yes	Date Time
End Date & Time	Yes	Date Time
Total Time	No	Date Time
Weighbridge Name	No	LOV
Weighbridge In Time	Yes	Date Time
Weighbridge Out Time	Yes	Date Time
Tare Weight	No	Textbox
Gross Weight	No	Textbox
Net Quantity	Yes	Textbox
Remarks	No	Textbox

**Step 5:** Once data is filled in Equipment Details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen to Delay Details.



*User Interface Image 48– Yard Receipt Delay Details 9.5*

**Step 6:** Once data is filled in Delay Details, click on save button  and click on  if need to add multiple Row's or else click on  button to go for below screen to Vehicle Change Details.





*User Interface Image 49– Yard Receipt Vehicle Change Details 9.6*


Below are the Field Information regarding Delay Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)


Field Name	Mandatory	Fill Type
Delay Code	Yes	LOV
Delay Description	No	Textbox
Delay Account Type Code	Yes	LOV


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



Delay Start Date & Time	Yes	Date Time
Delay End Date & Time	No	Date Time
Total Delay Time	No	Date Time
Equipment Code	Yes	LOV
Description	No	Textbox
Start D&T	Yes	Date Time
End D&T	Yes	Date Time
Total Hours	No	Textbox
Remarks	No	Textbox
Employee Name	Yes	LOV
Employee Type Name	Yes	LOV
Start D&T	No	Date Time
End D&T	No	Date Time
Over Time	No	Dropdown
Over Remarks	No	Textbox


**Step 7:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields. And Click on  button. And On-screen notification will be LOV

as 

**Step 8(a):**Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

**NOTE:** If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.x

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close





Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transshipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transshipment 			CHPT-CQA-SDO-BTT.png (224.39 kb)	

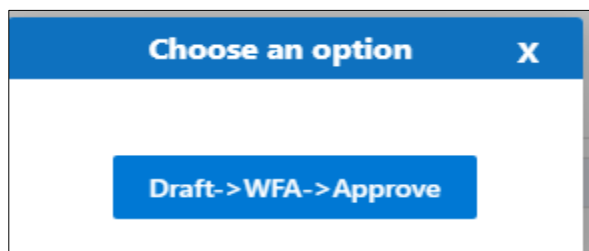
Upload
Close

Click On Close Button

Click on the Save button  from the top right corner to save Form. Once the record got saved successfully, then the system will display Record saved message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .



**Successfully rejected.**

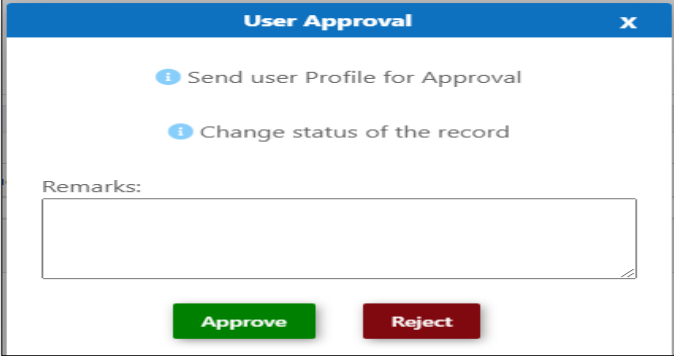
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

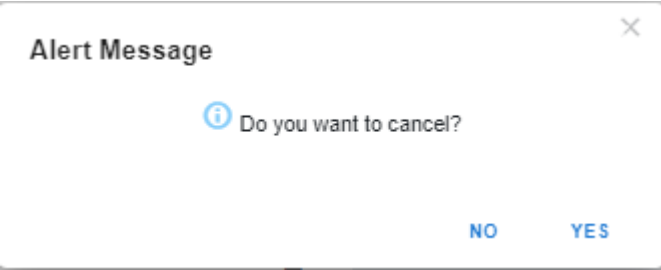
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

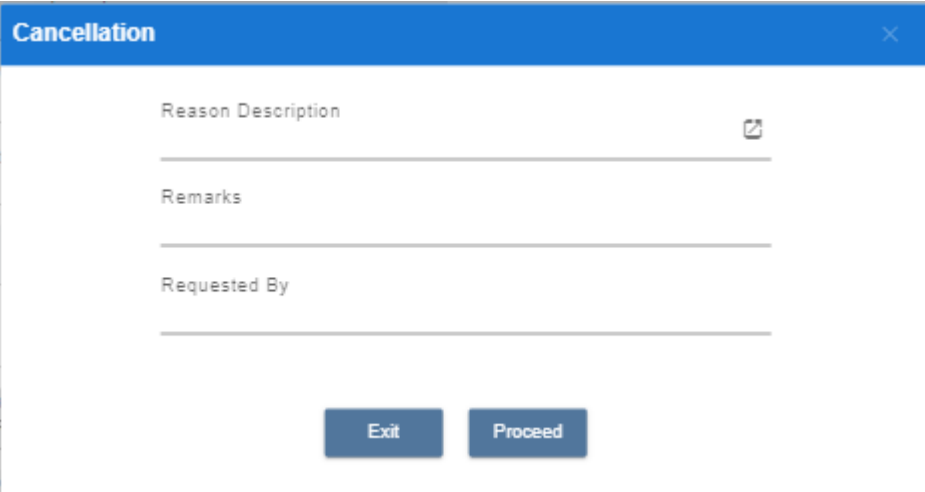


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 


Remarks

Requested By

**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to

CANCEL

By Clicking on  We can view the Success Status of the record

Data Submit StatusX

Portal Integration


Status: SUCCESS

End Point Code	Status	Response
IPAPRJCTYADETPPRTLCHPTOB	SUCCESS	record saved successfully id = 3225


Pos Integration

Status: SUCCESS


End Point Code	Status	Response
IPAPRJCTYARDELSAP	SUCCESS	{ "status": "message received" }


**Step 18:** While if there is any changes we can amend the record by clicking the  icon shown. After clicking the icon system will display **Confirmation required** with below alert message.

Alert Message



 Do you want to Amend?


NO
YES


By Clicking on No we can go to the previous screen. By clicking yes we can see  Alert and status code changed to 'AMEND'

**Step 19:** Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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Chennai Port Trust pos 

Yard Delivery

1 - 10 of 1884

10

1

2


3

185

186

187

Doc No.	Status	VCN No.	Vessel Name	Requesting Party Name	Vehicle Registration No.	IGM No	IGM Date
<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="Q search..."/>	<input type="text" value="search..."/>
8111	Draft	INMAA120220011	MV PORTAL PER		TNGH38FGF	20011	06-04-2022
INMAA120220074	Approved	INMAA120220096	MV suresh		123D	0801	26-04-2022
INMAA120220073	Approved	INMAA120220011	MV PORTAL PER	OCEAN PORT SERVICES PVT LTD	TNGH38FGF	20011	06-04-2022
INMAA120220072	Approved	INMAA120220011	MV PORTAL PER		TG1138ENVISI	20011	06-04-2022
INMAA120220071	Approved	INMAA120220011	MV PORTAL PER	OCEAN PORT SERVICES PVT LTD	TG1138ENVISI	20011	06-04-2022

**Step 20:** Click on  icon to new popup window will display. And can Clear / Search the records with multiple inputs.

Search



Field


Condition

Value1

Value2

Concatenate Condition

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.

## 53. BUSINESS FUNCTION NAME: EXPORT APPLICATION

### 53.1 DEFINITION



Exporter / CHA submit Export application as a request to the port to collect advance Wharfage/other cargo related charges like levy/Carnage charges for the cargo Exported. Export application can be submitted through online portal which further goes for validation and verification in iPortman® system.

### 53.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar → Cargo → Export Documentation → Export Application → Click on <b>Add New</b>
-----------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

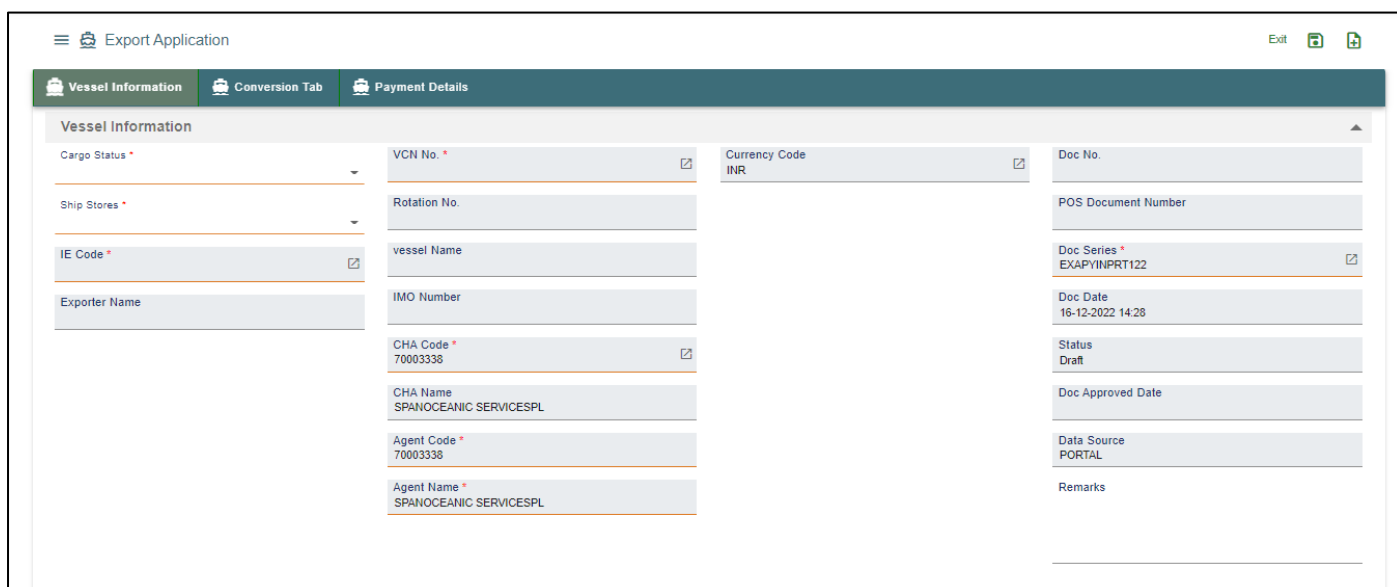
## 53.4 PREREQUISITES – MASTERS

1. Exporter
2. Agent
3. CHA
4. Cargo
5. Cargo Type
6. UOM

## 53.4 SCREENSHOT

Following screenshot from Export Application.

**Step 1-** Click on Add new button  . We will redirect to screen like below.





*User Interface Image 80-Export Application-14.5.1*


**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Vessel Information Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

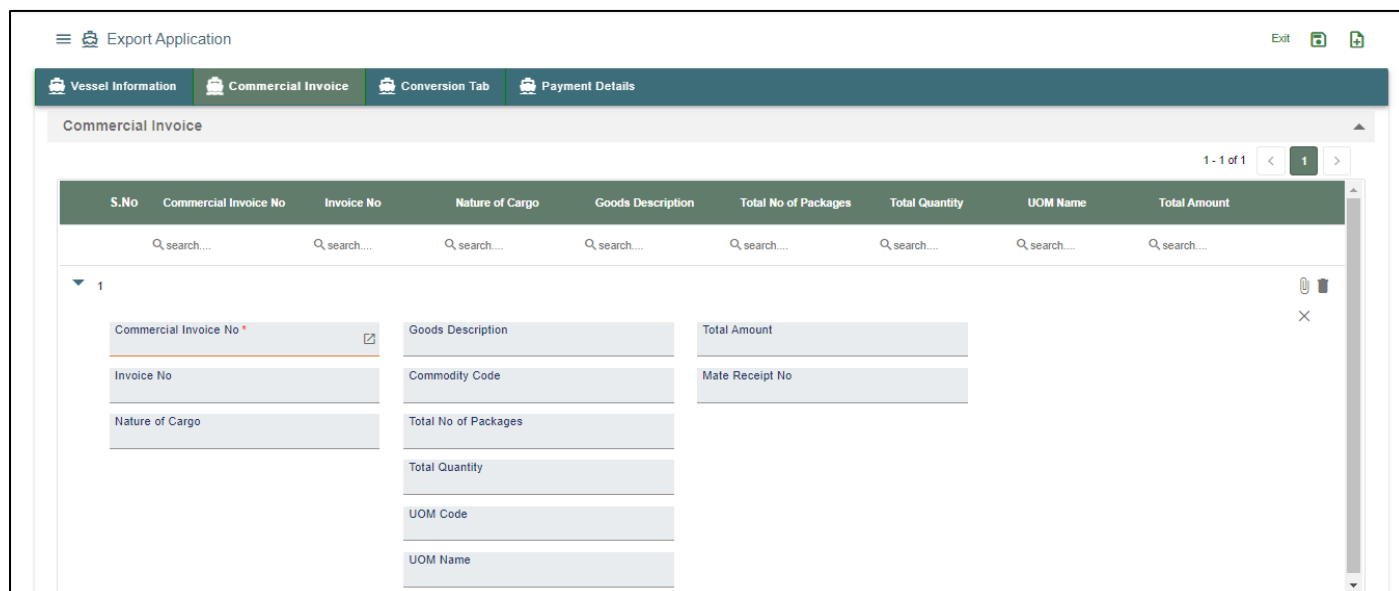
Field	Mandatory	Fill Type
VCN No.	Mandatory	Pop Up
Rotation No.	Non Mandatory	Textbox
Vessel Name	Non Mandatory	Textbox
IMO Code	Non Mandatory	Textbox
IE Code*	Mandatory	Pop Up
Exporter Name	Non Mandatory	Textbox
Bill To Party Code	Non Mandatory	Textbox
Handling Agent	Non Mandatory	Pop up
CHA Name	Mandatory	Textbox
CHA Code	Mandatory	Textbox
Currency	Non Mandatory	Textbox

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**Step 3:** Click  Service line button from Top Menu Bar to save Export Application form record. Once it is saved Commercial Invoice tab will be activated to Commercial Invoice add details and click on ADDROW button





Select Cargo status=Foreign and Ship stores=No



Below are the Field Information regarding Commercial Invoice Details Section.

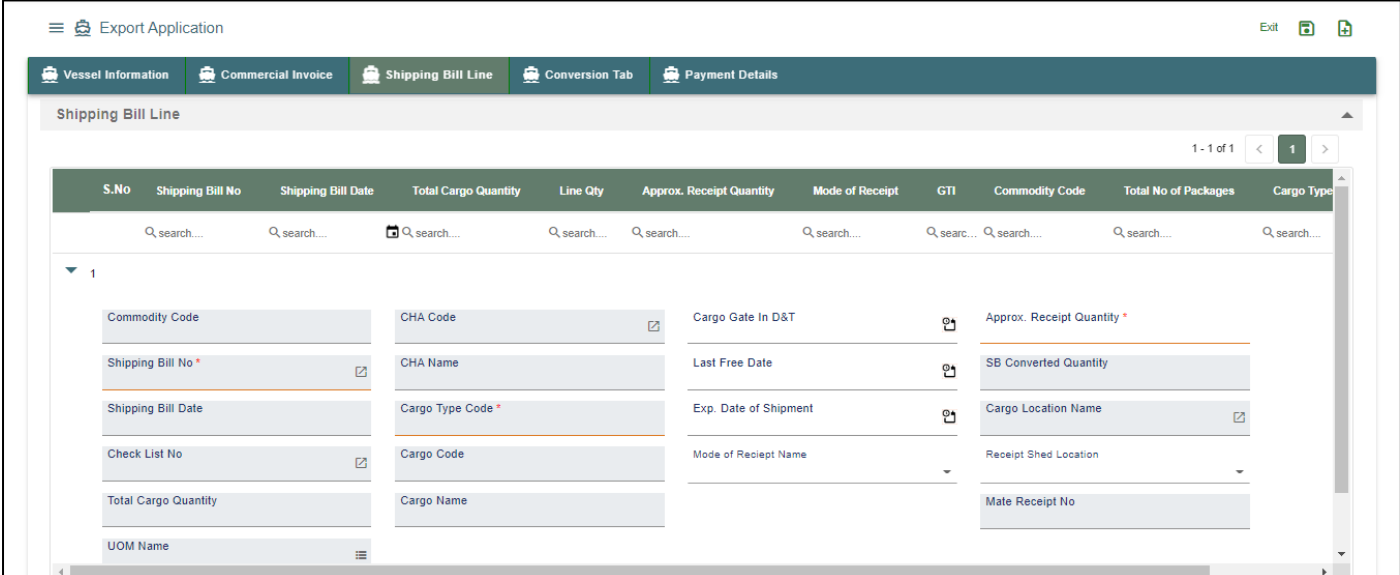
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Service Code	Mandatory	Pop Up
Service Name	Non Mandatory	Textbox
Shipping Bill No*	Mandatory	Pop Up
Shipping Bill Date		
Check List No	Non Mandatory	Pop Up
Total Cargo Quantity(SB)	Non Mandatory	Textbox
Total No. of Packages (SB)	Non Mandatory	Textbox
CHA Code	Non Mandatory	
Mandatory" Shipping Bill Item No*	Textbox Mandatory	Pop Up
Line No.		
GTI	Mandatory	Textbox
Sub-line no		
Line Quantity	Mandatory	Textbox
Total Cargo Quantity(SB)	Non Mandatory	Textbox
Total No. of Packages (SB)	Non Mandatory	Textbox
CHA Code	Non Mandatory	
Shipping Bill Item No*	Mandatory	Pop Up
Line No.		
GTI	Mandatory	Textbox
Sub-line no		
Line Quantity	Mandatory	Textbox
Commodity Code	Mandatory	Textbox
No. of Pkgs	Mandatory	Textbox

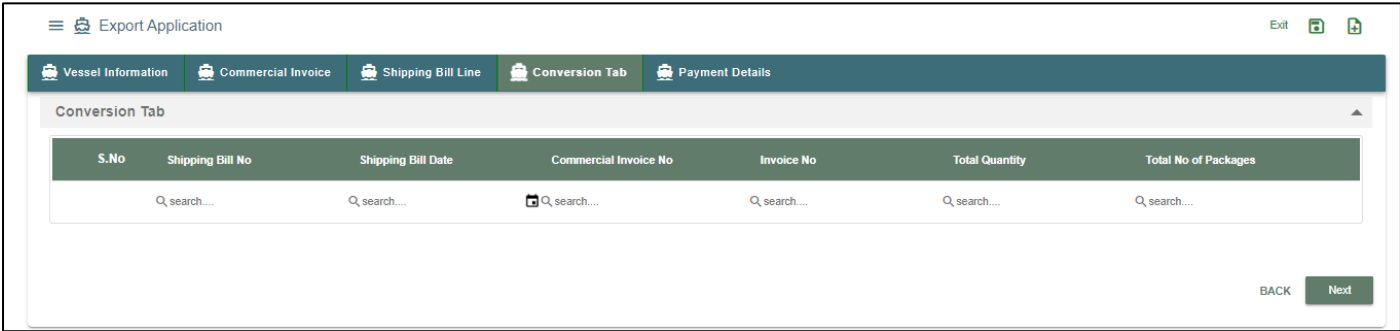
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Type of cargo	Mandatory	Textbox
Approx. Receipt Quantity	Mandatory	Textbox
Approx. Receipt No. of Packages	Mandatory	Textbox
Cargo Gate in Date & Time	Non Mandatory	Date and Time picker
Last Free Date	Non Mandatory	Date picker
Expected date of shipment	Not Mandatory	Date picker
Mode of Receipt		Dropdown
Delivery Receipt Shed Location	Non-Mandatory	
Storage Allotment No.	Mandatory	
Cargo Location	Non-Mandatory	Love
Bill To Party Code	Non Mandatory	Textbox

**Step 4:** Once Commercial Invoice Details are saved, Shipping Bill line Details will be activated as below to Shipping Bill line Details as shown in below screen and click on ADD ROW Button.





**Step 4:** Once Shipping Bill Details are saved, Conversion Tab Details will be activated as below

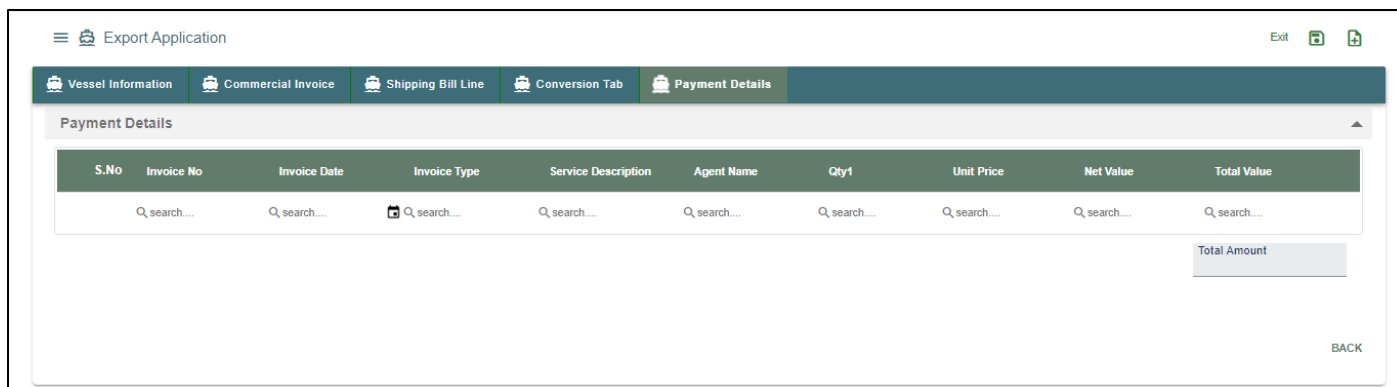


User Interface Image 81-Export Application shipping Bill Lines-14.5.2



**Step 5:** Once data is filled, click on save button and Payment details should be auto populated


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	






User Interface Image 83-Payment Details-14.5.4

Field Name	Mandatory	Fill Type
UOM		Pop Up
Rate		Textbox
Total Before Discount		Textbox
Total After Discount		Textbox
IGST		Textbox
CGST		Textbox
SGST		Textbox
Grand Total		Textbox
Payment Status		
Payment Reference No.		
Charges Paid up to Date		




Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.



NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files



Select files

or

Drag files here, to upload

Upload 

Close ✕

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.





Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files

Select files



or



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			CHPT-CQA-SDO-BTT.png (224.39 kb)	

Upload 

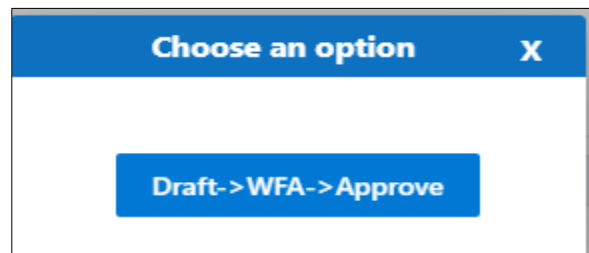
Close ✕

Click On Close Button

Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



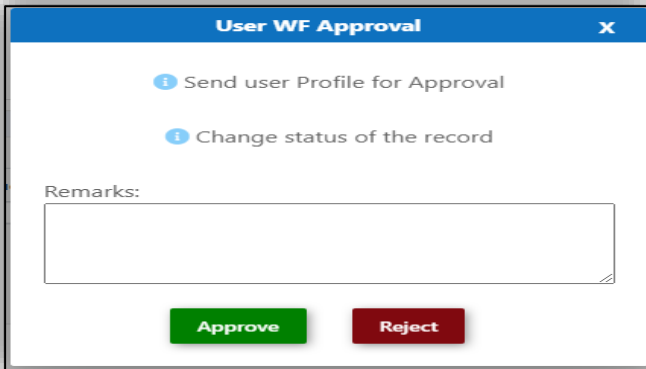
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

**Successfully rejected.**



If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

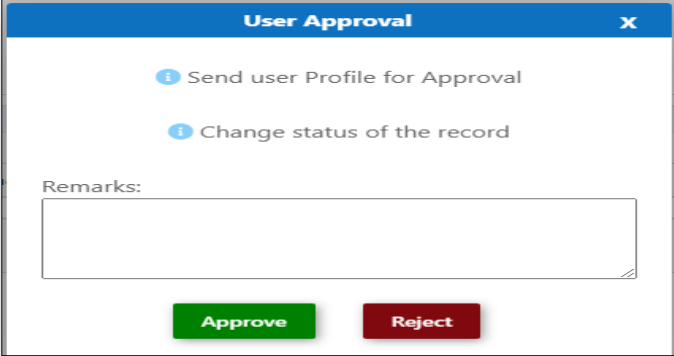
**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

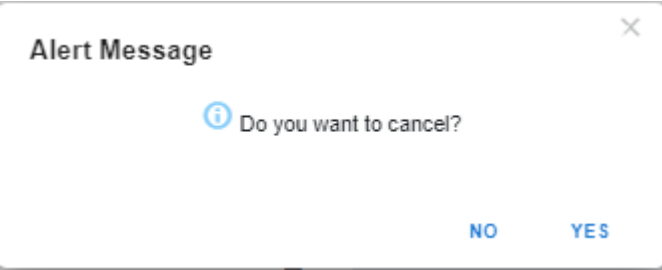
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

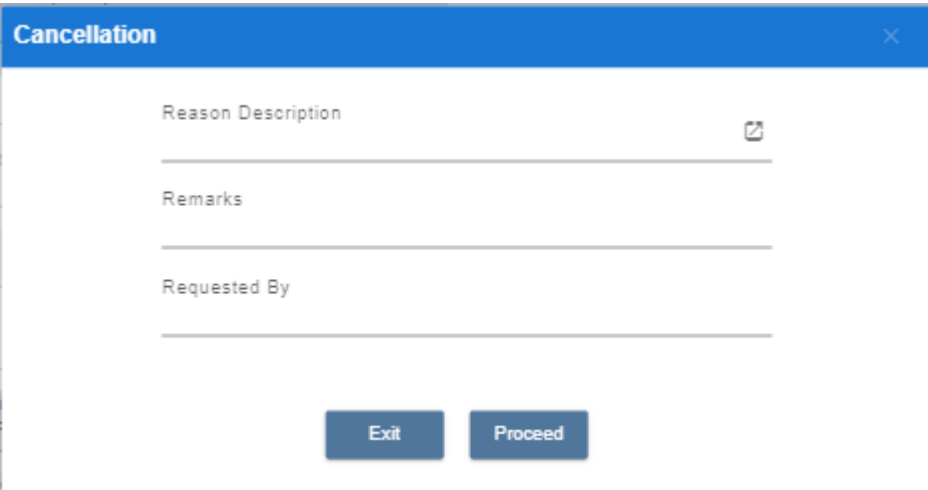


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 



Remarks

Requested By

**Exit** **Proceed**

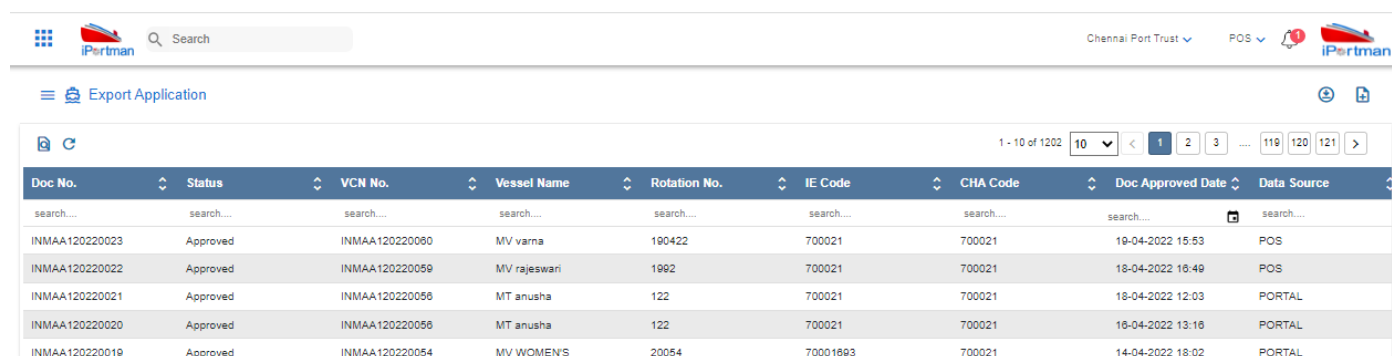
**Ok**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display and status will change to

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	VCN No.	Vessel Name	Rotation No.	IE Code	CHA Code	Doc Approved Date	Data Source
INMAA120220023	Approved	INMAA120220080	MV varna	190422	700021	700021	19-04-2022 15:53	POS
INMAA120220022	Approved	INMAA120220059	MV rajeswari	1992	700021	700021	18-04-2022 10:49	POS
INMAA120220021	Approved	INMAA120220056	MT anusha	122	700021	700021	18-04-2022 12:03	PORTAL
INMAA120220020	Approved	INMAA120220056	MT anusha	122	700021	700021	18-04-2022 13:16	PORTAL
INMAA120220019	Approved	INMAA120220054	MV WOMEN'S	20054	70001693	700021	14-04-2022 18:02	PORTAL

User Interface Image 86-Export Application-14.5.6

## 54. BUSINESS FUNCTION NAME: EXPORT GENERAL MANIFEST

### 54.1 DEFINITION

Export General Manifest (EGM) is a legal document mandatory to be filed by carrier of goods with customs department. This document is used by government authorities as proof of export. The customs officials certify proof of export on shipping documents to exporters on the basis of EGM. The Shipping Agent should file the Export General manifest within 8 days from the sailing of the vessel to the Customs.

EGM is filed in duplicate by the shipping agent to the Customs House and the duplicate copy is received by the commercial Documentation Office from the Customs House within 8 days from the sailing of the vessel. Steamer Agent will fill out goods details for Export in ICE Gate to get EGM. Upon getting the EGM, PCS will receives the information in EDI format and the same information will be retrieved to iPortman® through PCS

### 54.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo→ Export Documentation → Export General Manifest → Click on <b>Add New</b>
------------------	--

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

### 54.3 PREREQUISITES – MASTERS

1. Agent
2. Port
3. Vessel Run
4. UOM
5. Shipper
6. Importer
7. Cargo

### 54.4 SCREENSHOT:

Following screenshot from Export General Manifest.

**Step 1-** Click on Add new button  . We will redirect to screen like below.



*User Interface Image 135-EGM Details-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.


Below are the Field Information regarding Header Details Section.

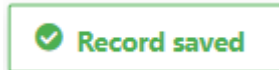
(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Message Type	Mandatory	Dropdown
Custom House Code	Mandatory	Pop Up
Rotation No.	Mandatory	Pop Up
Rotation Date		
VCN No	Mandatory	Text Box
Vessel Name	Mandatory	Text Box
EGM No	Mandatory	Text Box
EGM Date	Mandatory	Date Picker
Gateway Port	Mandatory	Pop Up
Total Qty	Non Mandatory	Text Box
Unit Quantity Code	Non Mandatory	Text Box

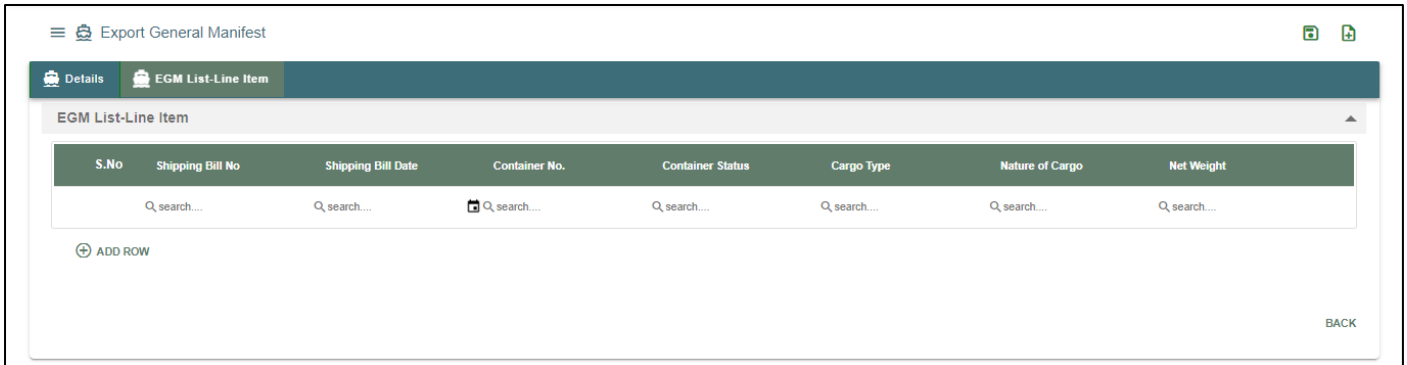
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Total Line Item	Non Mandatory	Text Box
No. of Packages	Non Mandatory	Text Box

**Step 3:** Click  button from Top Menu Bar to save EGM Details form record. Once it is saved Cargo Details will be activated to add Cargo details.

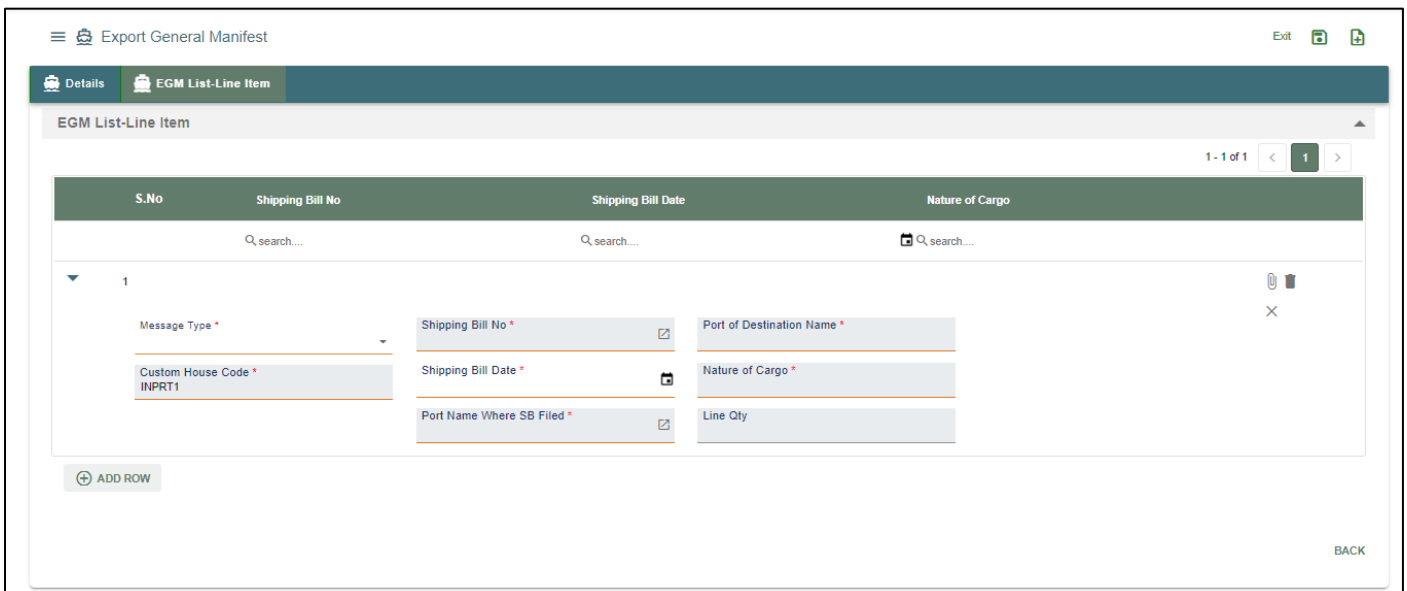


**Step 4:** Once EGM Details are saved, Cargo Details will be activated as below to add Cargo Details as shown in below screen.



*User Interface Image 136-Cargo Details-21.5.2*



Click on  to begin with data entry



*User Interface Image 137-Cargo Details-21.5.3*

Below are the Field Information regarding EGM List Line item Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

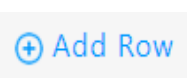
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Field Name	Mandatory	Fill Type
Message Type	Mandatory	Dropdown
Custom House Code	Mandatory	Pop Up
SB No	Mandatory	Pop Up
SB Date	Mandatory	Date Picker
Port Where Shipping Bill Filed	Mandatory	Pop Up
Port of Destination	Mandatory	Text Box
Nature of Cargo	Mandatory	Text Box
Line Quantity		
No. Of Packages		
Container No	Mandatory	Text Box
Container Status	Non Mandatory	Pop Up

**Step 5:** Once data is filled in Cargo Details, click on save button





and click on




if need to add multiple


Row's or else click on  button.

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  button. System will display

 status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

OR

Drag files here, to upload

Upload 
Close ✕

Once all the mandatory and required fields are filled then Click on Upload  button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transshipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required



+ Add files
Select files


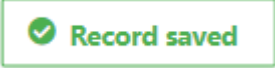
OR


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transshipment			CHPT-CQA-SDO-BTT.png (224.39 kb)	

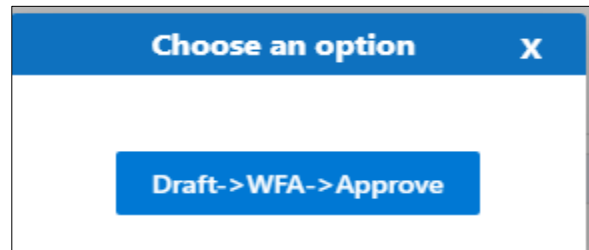
Upload 
Close ✕

Click On Close Button

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Click on the Save button  from the top right corner to save the Back to Town Form. Once the record got saved successfully, then the system will display  message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



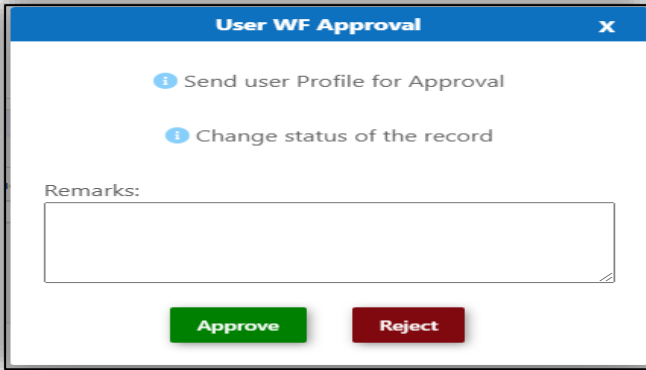
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).





**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

**Successfully rejected.**

If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

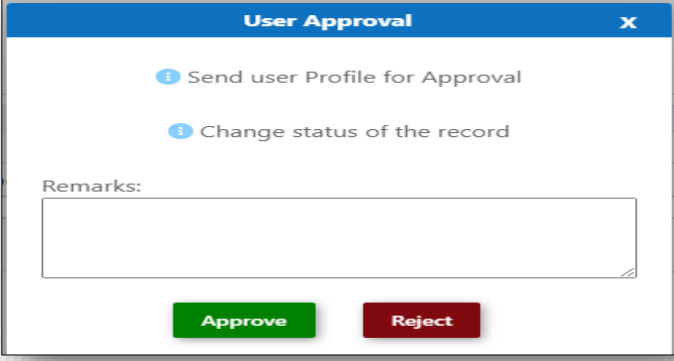


	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup window contains the following elements:


- Header: User Approval (with a close 'X' button)
- Buttons: 'Send user Profile for Approval' and 'Change status of the record' (both with information icons)
- Text Field: 'Remarks:' with a text input area
- Action Buttons: 'Approve' (green) and 'Reject' (red)

**Successfully Status changed to APPROVED**

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

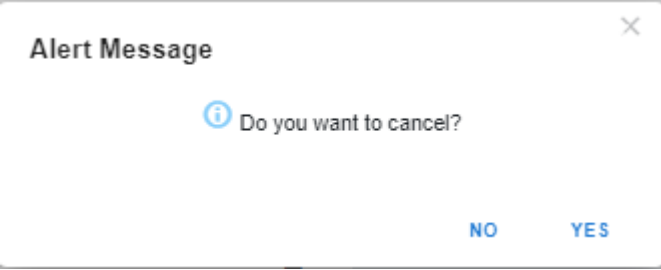
**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

**Confirmation required**



system will display with below alert ok and Back



The 'Alert Message' popup window contains the following elements:

- Header: Alert Message (with a close 'X' button)
- Text: 'Do you want to cancel?' (with an information icon)
- Action Buttons: 'NO' and 'YES' (both in blue)

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Cancellation

Reason Description


Remarks


Requested By


Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Chennai Port Trust
POS



Export General Manifest

Doc No.	Status	VCN No.	Vessel Name	EGM No	Custom House Code	Doc Date	Doc Approved Date	Data Source
search...	search...	search...	search...	search...	search...	search...	search...	search...
INMAA120220006	Approved	INMAA120220056	MT anusha	789	INMAA1	18-04-2022 16:06	18-04-2022 16:07	PORTAL
INMAA120220005	Approved	INMAA120220054	MV WOMEN'S	20054	INMAA1	14-04-2022 19:06	14-04-2022 19:07	PORTAL
INMAA120220004	Approved	INMAA120220033	MV SHARMANA	854444	INMAA1	08-04-2022 18:57	08-04-2022 19:00	PORTAL
6441	Submitted	INMAA120210898	MT Miranda Rice Grain	8987890	INMAA1	06-04-2022 17:23	06-04-2022 17:22	PORTAL

User Interface Image 140-Export General Manifest -21.5.6



## 55. BUSINESS FUNCTION NAME: LET EXPORT ORDER

### 55.1 DEFINITION

Let Export Order is filed by the Exporter to the Customs. Let Export Order is received in iPortman® application through PCS.

The Exported goods before clearance to warehouse shipment or stuffing in containers are required to comply with prescribed Customs clearance formalities. Shipping Bill should be presented containing details such as description of goods, value, quantity, exemption notification, Customs Tariff Heading etc.

This Shipping Bill is verified by the proper officer of Customs. At the time of clearance of goods that these are examined by the Customs to confirm the nature of goods, valuation and other aspects of the declarations. In case no

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

discrepancies are observed at the time of examination of goods 'Let Export Order' order is issued and thereafter the goods can be exported.

Let export order verification is done before release of cargo from exporter by the customs officers posted inside the terminal before the exit cargo from port terminal.

## 55.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo → Export Documentation → Let Export Order → Click on <b>Add New</b>
------------------	--


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME


## 55.3 PREREQUISITES – MASTERS

1. Cargo

## 55.4 SCREENSHOT

Following screenshot from Let Export Order

**Step 1-** Click on Add new button . We will redirect to screen like below.





*User Interface Image 76-Let Export Order-13.5.1*

**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding LEO Header Details Section.


(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Field	Mandatory	Fill Type
Message Type	Yes	" Drop Down"
Site Id	Yes	LOV
SB No	Yes	LOV
SB Date	Yes	Calendar
Rotation No.	Yes	LOV
Rotation Date	Yes	"Calendar
LEO Date	Yes	Calendar
Nature of Cargo	Yes	Text Box
Doc Numb		Text Box
Doc Series		List
Doc Date		Calendar
Doc Status		Text Box
Remarks		Text Box



**Step 3:** Click  button from Top Menu Bar to save Let Export order form.




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 –

6

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transshipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transshipment			CHPT-CQA-SDO-BTT.png (224.39 kb)	

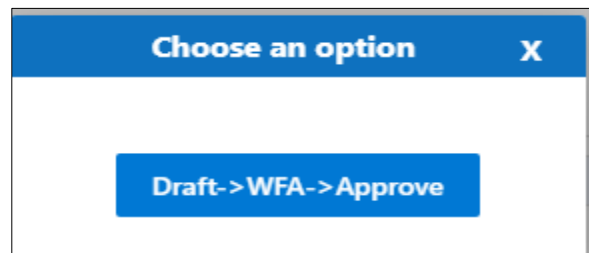
Upload
Close

Click On Close Button

Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display Record saved message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .



**Successfully rejected.**

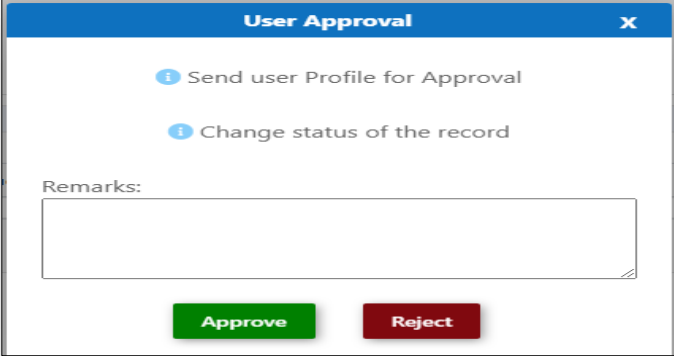
If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).

	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
--	---	---	--



**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

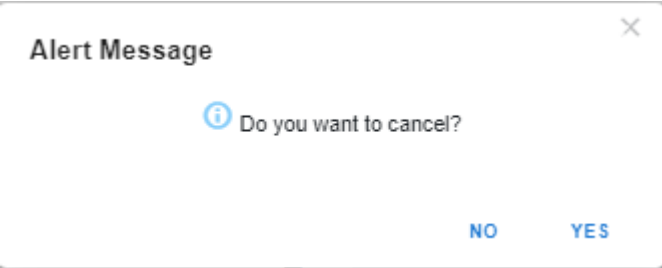
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

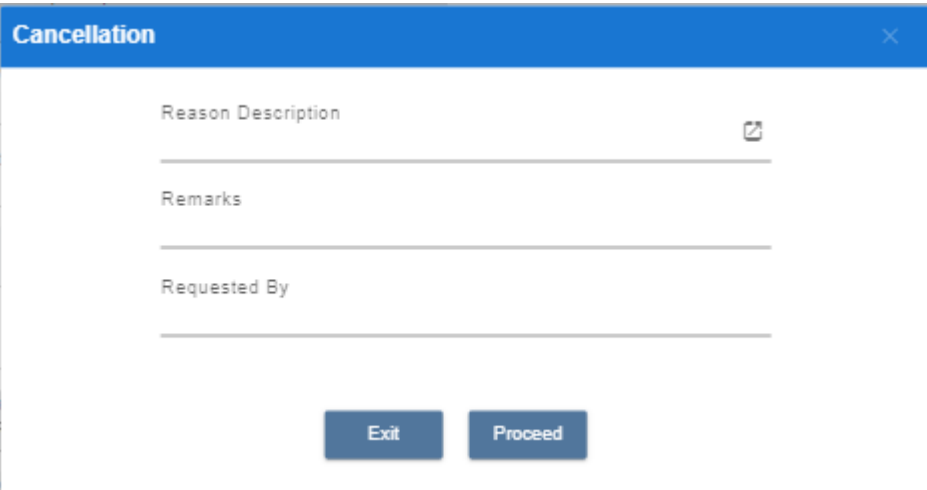


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 



Remarks

Requested By

**Exit** **Proceed**

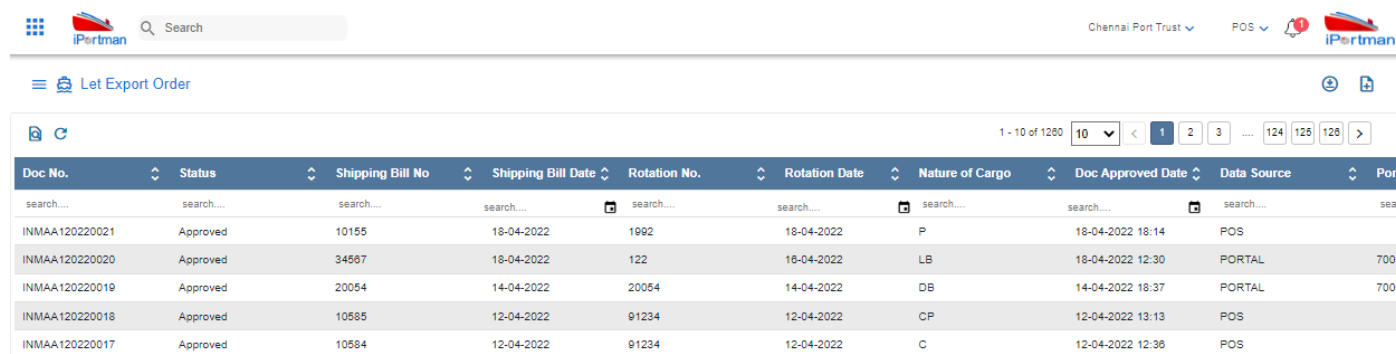
By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to



	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	Shipping Bill No	Shipping Bill Date	Rotation No.	Rotation Date	Nature of Cargo	Doc Approved Date	Data Source	Port
INMAA120220021	Approved	10155	18-04-2022	1992	18-04-2022	P	18-04-2022 18:14	POS	sea
INMAA120220020	Approved	34567	18-04-2022	122	18-04-2022	LB	18-04-2022 12:30	PORTAL	700
INMAA120220019	Approved	20054	14-04-2022	20054	14-04-2022	DB	14-04-2022 18:37	PORTAL	700
INMAA120220018	Approved	10585	12-04-2022	91234	12-04-2022	CP	12-04-2022 13:13	POS	
INMAA120220017	Approved	10594	12-04-2022	91234	12-04-2022	C	12-04-2022 12:36	POS	

User Interface Image 79-Let Export order List Data--13.5.4(a)

## 56. BUSINESS FUNCTION NAME: EXPORT READY APPLICATION

### 56.1 DEFINITION

Exporter / CHA submit Export application as a request to the port to collect advance Wharfage/other cargo related charges like levy/Carnage charges for the cargo Exported. Export Ready application can be submitted through online portal which further goes for validation and verification in iPortman® system.

### 56.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar → Cargo→ Export Documentation → Export Ready Application → Click on <b>Add New</b>
-----------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

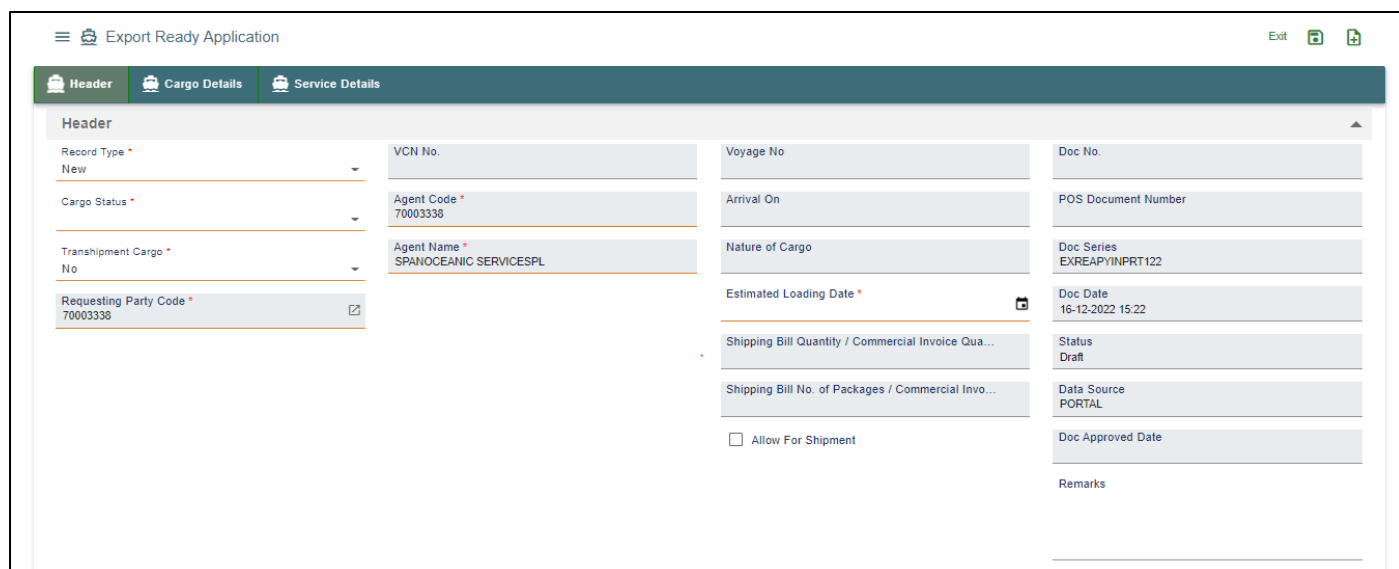
### 56.3 PREREQUISITES – MASTERS

1. Exporter
2. Agent
3. CHA
4. Cargo
5. Cargo Type
6. UOM

### 56.4 SCREENSHOT

Following screenshot from Export Ready Application.

**Step 1-** Click on Add new button  . We will redirect to screen like below.




*User Interface Image 80-Export Ready Application-14.5.1*

**Step 2:-**Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*).Enter the valid data or information into the fields.

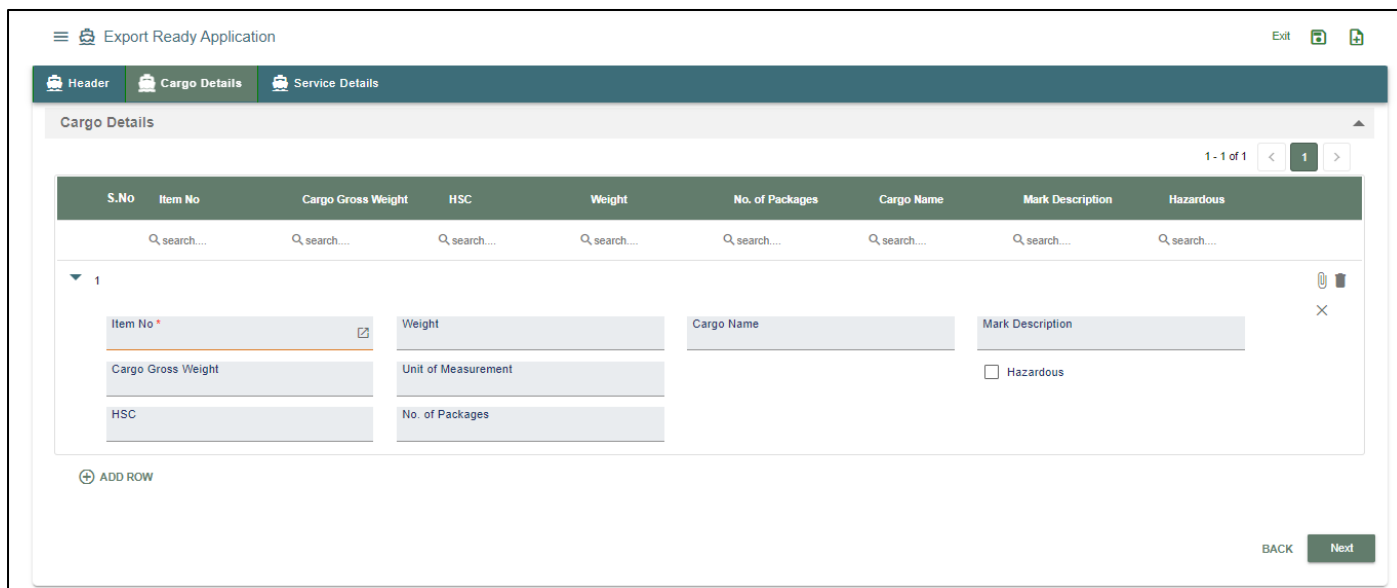
Below are the Field Information regarding Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field	Mandatory	Fill Type
VCN No.	Mandatory	Pop Up
Rotation No.	Non Mandatory	Textbox
Vessel Name	Non Mandatory	Textbox
IMO Code	Non Mandatory	Textbox
IE Code*	Mandatory	Pop Up
Exporter Name	Non Mandatory	Textbox
Bill To Party Code	Non Mandatory	Textbox
Handling Agent	Non Mandatory	Pop up
CHA Name	Mandatory	Textbox
CHA Code	Mandatory	Textbox
Currency	Non Mandatory	Textbox

**Step 3:** Click  Service line button from Top Menu Bar to save Export Application form record. Once it is saved Commercial Invoice tab will be activated to Cargo details and click on ADDROW button







Below are the Field Information regarding Cargo Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Service Code	Mandatory	Pop Up
Service Name	Non Mandatory	Textbox
Shipping Bill No*	Mandatory	Pop Up
Shipping Bill Date		
Check List No	Non Mandatory	Pop Up
Total Cargo Quantity(SB)	Non Mandatory	Textbox
Total No. of Packages (SB)	Non Mandatory	Textbox
CHA Code	Non Mandatory	
Mandatory" Shipping Bill Item No*	Textbox Mandatory	Pop Up
Line No.		
GTI	Mandatory	Textbox
Sub-line no		
Line Quantity	Mandatory	Textbox
Total Cargo Quantity(SB)	Non Mandatory	Textbox
Total No. of Packages (SB)	Non Mandatory	Textbox
CHA Code	Non Mandatory	
Shipping Bill Item No*	Mandatory	Pop Up
Line No.		
GTI	Mandatory	Textbox
Sub-line no		
Line Quantity	Mandatory	Textbox
Commodity Code	Mandatory	Textbox
No. of Pkgs	Mandatory	Textbox
Type of cargo	Mandatory	Textbox
Approx. Receipt Quantity	Mandatory	Textbox
Approx. Receipt No. of Packages	Mandatory	Textbox
Cargo Gate in Date & Time	Non Mandatory	Date and Time picker

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Last Free Date	Non Mandatory	Date picker
Expected date of shipment	Not Mandatory	Date picker
Mode of Receipt		Dropdown
Delivery Receipt Shed Location	Non-Mandatory	
Storage Allotment No.	Mandatory	
Cargo Location	Non-Mandatory	Love
Bill To Party Code	Non Mandatory	Textbox



**Step 5:** Once data is filled, click on save button and Service details should be auto populated

Export Ready Application

Exit

Header

Cargo Details

Service Details



Service Details

S.No	Invoice No	Agent Name	Qty1	Service Name	Net Value	Total Value	Invoice Type
Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...	Q search...


Total Amount


BACK



User Interface Image 83-Payment Details-14.5.4


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Field Name	Mandatory	Fill Type
UOM		Pop Up
Rate		Textbox
Total Before Discount		Textbox
Total After Discount		Textbox
IGST		Textbox
CGST		Textbox
SGST		Textbox
Grand Total		Textbox
Payment Status		
Payment Reference No.		
Charges Paid up to Date		

Adding the files manually once the record got saved, Click on the  icon. Then the user will be redirected to the popup window as below –

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transshipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required


+ Add files
Select files



or

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transshipment			CHPT-CQA-SDO-BTT.png (224.39 kb)	

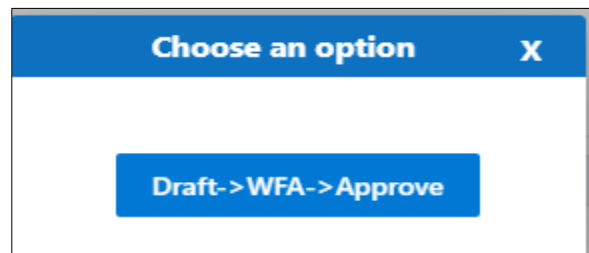
Upload
Close

Click On Close Button

Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display Record saved message.


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



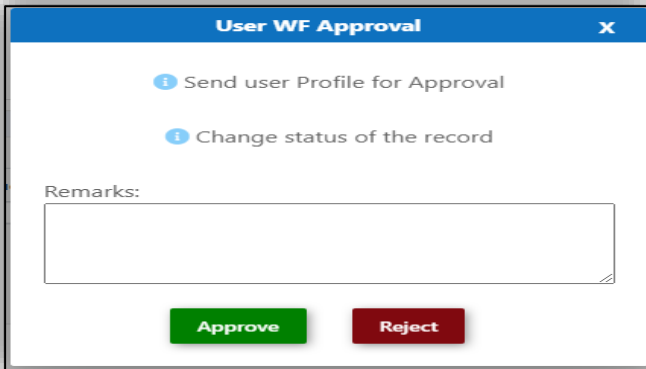
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'. .

**Successfully rejected.**



If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

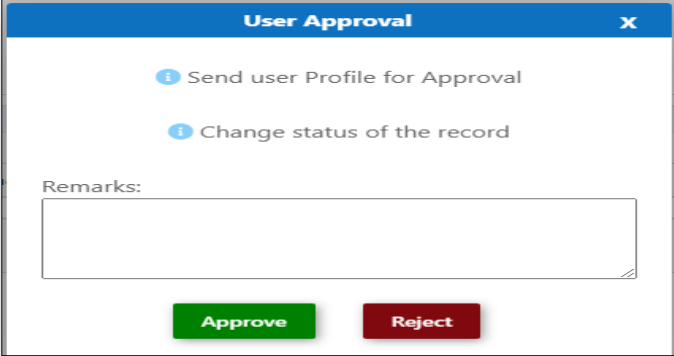
**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



	ENVISION ENTERPRISE SOLUTIONS PVT LTD <u>User Manual for iPortman PORTAL Application</u>	Doc Reference No: TMP/UMG/V.1.0	
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**User Approval** [X]

- Send user Profile for Approval
- Change status of the record

Remarks:


**Approve** **Reject**

**Successfully Status changed to APPROVED**

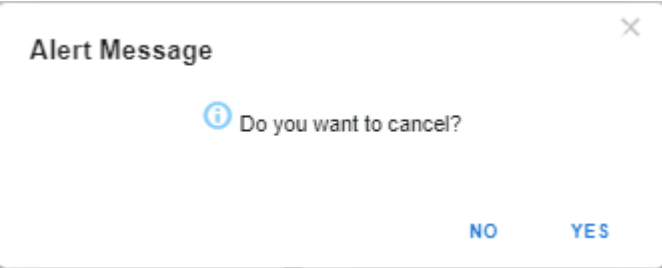
**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

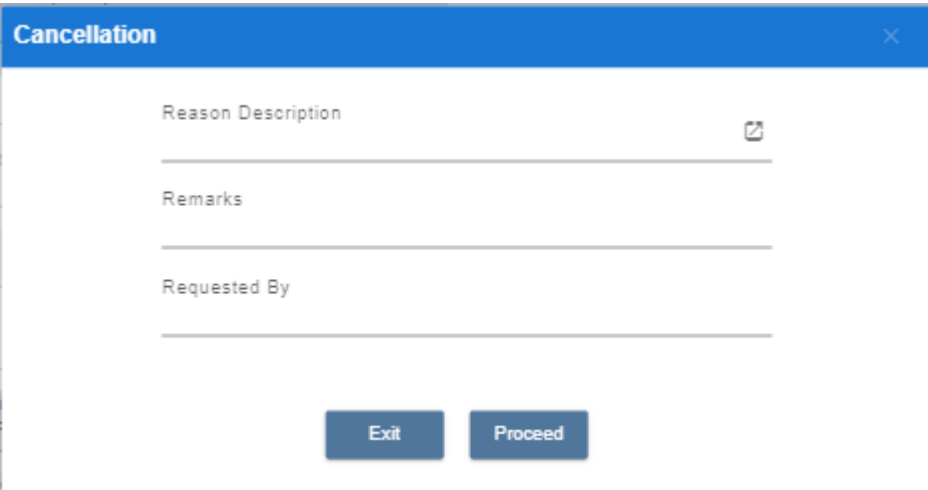


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]



Reason Description 

Remarks

Requested By

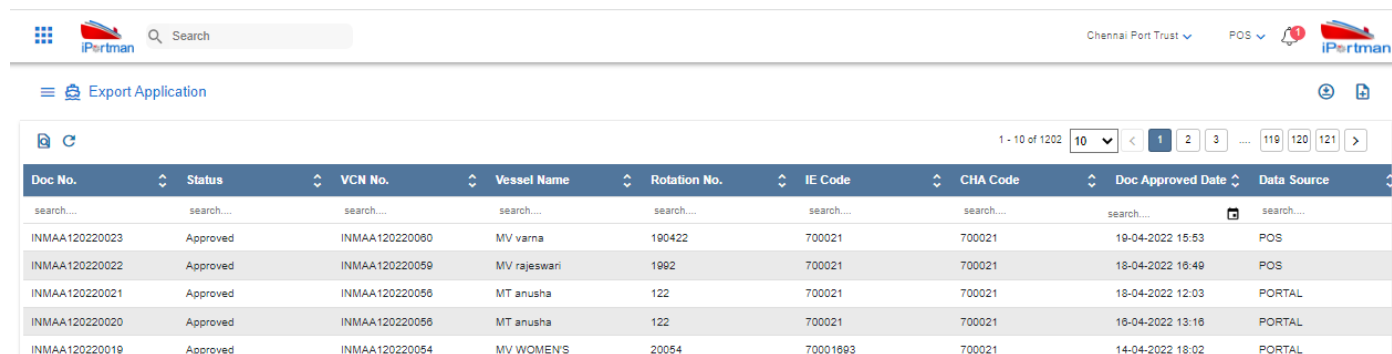
**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively



Doc No.	Status	VCN No.	Vessel Name	Rotation No.	IE Code	CHA Code	Doc Approved Date	Data Source
INMAA120220023	Approved	INMAA120220060	MV vama	190422	700021	700021	19-04-2022 15:53	POS
INMAA120220022	Approved	INMAA120220059	MV rajawari	1992	700021	700021	18-04-2022 16:49	POS
INMAA120220021	Approved	INMAA120220056	MT anusha	122	700021	700021	18-04-2022 12:03	PORTAL
INMAA120220020	Approved	INMAA120220056	MT anusha	122	700021	700021	16-04-2022 13:16	PORTAL
INMAA120220019	Approved	INMAA120220054	MV WOMEN'S	20054	70001693	700021	14-04-2022 18:02	PORTAL

User Interface Image 86-Export Application-14.5.6

## 57. BUSINESS FUNCTION NAME: MATE RECEIPT

### 57.1 DEFINITION

Mate receipt is issued by the Master/Commanding Officer of ship once the cargo is loaded on the ship. It acts as a proof or evidence that cargo is loaded on the vessel. Vessel Agent will upload or enter Mates Receipt in iPortman® portal.

### 57.2 NAVIGATION:

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

Menu Path	Menu Bar → Cargo→ Export Documentation → Mate Receipt → Click on <b>Add New</b>
-----------	---


USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

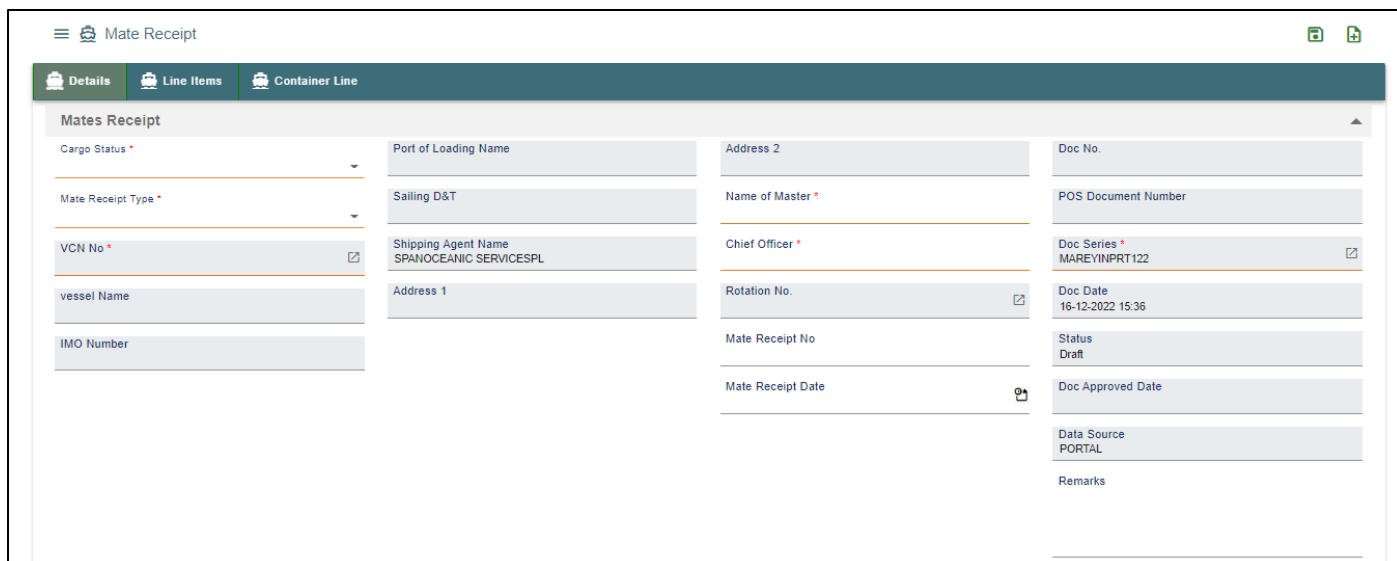
### 57.3 PREREQUISITES – MASTERS

1. Exporter
2. Port
3. Cargo
4. UOM
5. IMDG

### 57.4 SCREENSHOTS

Following screenshot Mate Receipt.

**Step 1-** Click on Add new button  . We will redirect to screen like below.




User Interface Image 127-Mate Receipt Details-20.5.1

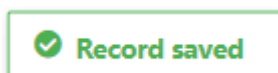
**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk mark (\*). Enter the valid data or information into the fields.

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)

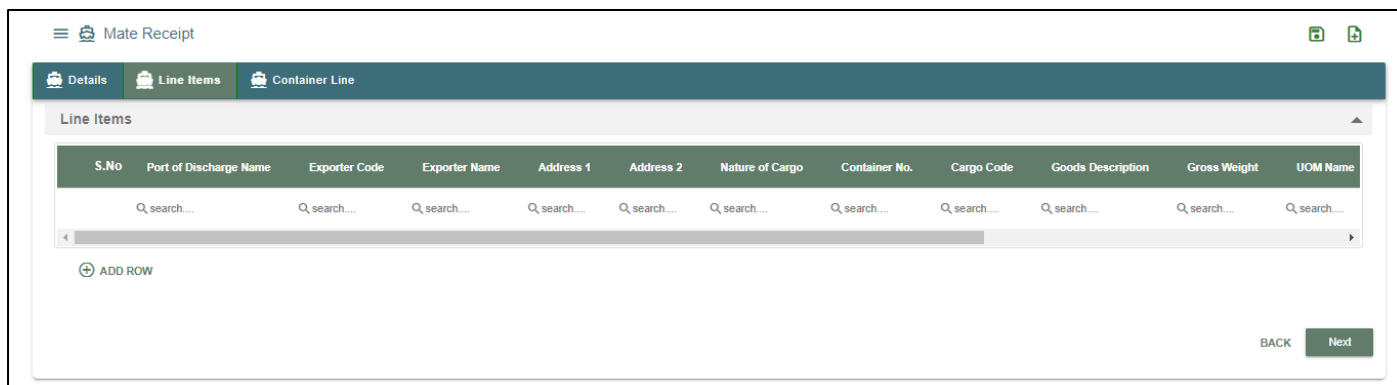
Field Name	Mandatory	Fill Type
Mate Receipt Type	Yes	Dropdown
VCN No.	Yes	Popup
Vessel Name	No	Textbox
IMO	No	Textbox
Port of Loading	No	Textbox
Date of sailing	No	Calendar
Shipping Agent	No	Textbox
Address 1	No	Textbox
Address 2	No	Textbox
Master name	Yes	Textbox
Chief Officer	Yes	Textbox
MR No.		Textbox
MR Date		Calendar
MR Series		Textbox
MR Status		Textbox
Approved By		Textbox
Remarks	No	Enabled when Status = Draft

**Step 3:** Click  button from Top Menu Bar to save Mate Receipt Details form record. Once it is saved Line items will be activated to add Line items details.




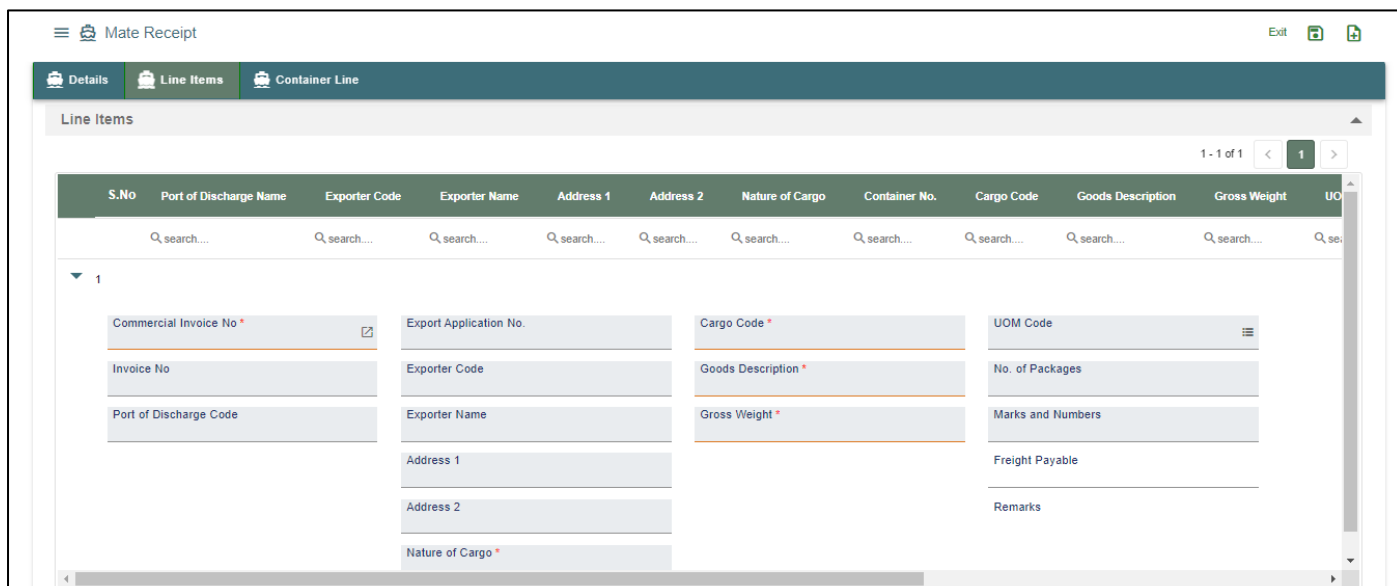
**Step 4:** Once Mate Receipt Details are saved, Line item Details will be activated as below to add Line item Details as shown in below screen.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	



User Interface Image 128-Line Item -20.5.2

Click on  to begin with data entry





User Interface Image 129-Line Item -20.5.3

Below are the Field Information regarding Line item Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

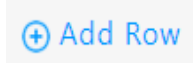
Field Name	Mandatory	Fill Type
Shipping Bill No.	Yes	Popup
Shipping Bill Date	Yes	Calendar
Shipping Bill Item No.	Yes	Textbox
Port of Discharge	Yes	Textbox
Exporter Code	Yes	Textbox
Exporter Name	Yes	Textbox
Address 1	No	Textbox
Address 2	No	Textbox
Nature of Cargo	Yes	Textbox
Container No	No	Textbox
Goods Description	Yes	Textbox
Gross Weight	Yes	Textbox
UOM	No	Dropdown

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

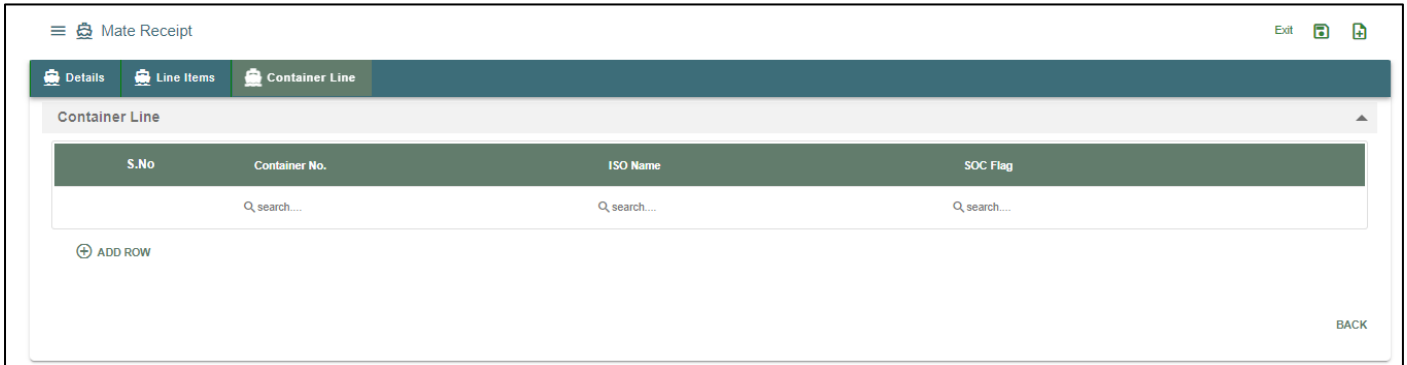
No.of Packages	Yes	Textbox
Marks & Numbers	Yes	Textbox
Freight Payable	Yes	Textbox
Remarks	No	Textbox



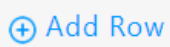
**Step 5:** Once data is filled in Line items Details, click on save button



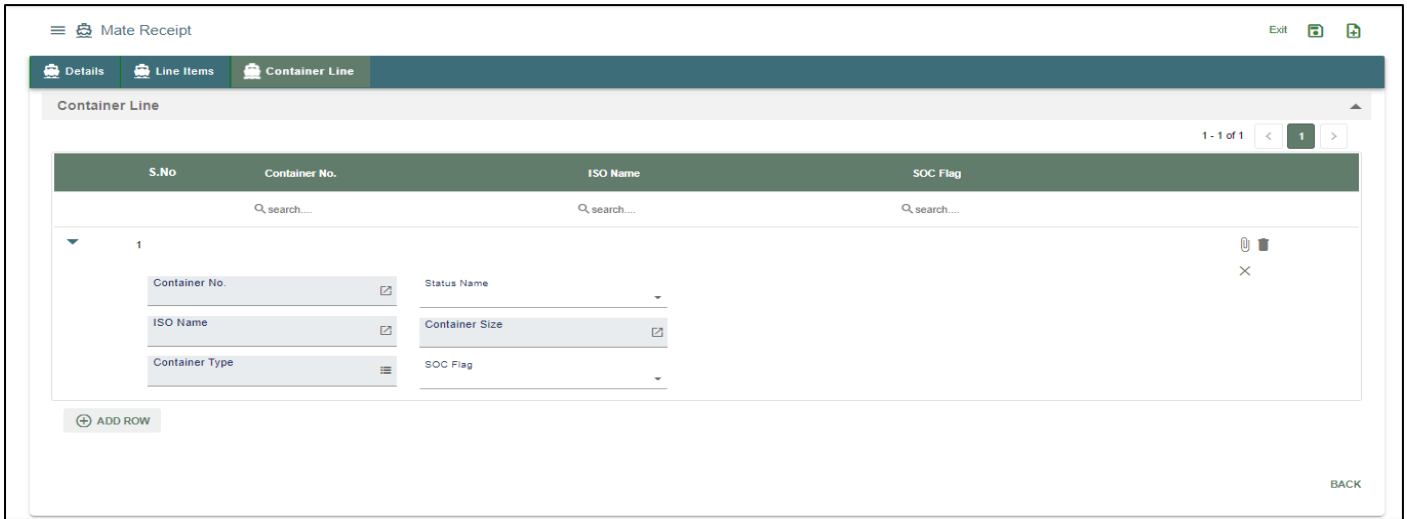
and click on Add Row if need to add multiple Row's or else click on Container line item



User Interface Image 130-Line Item -20.5.4





Click on Add Row to begin with data entry






User Interface Image 131-Line Item -20.5.5



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 –

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.

NOTE: If the attachments added in line level by using  icon system will display respective section name.

Attachments (1) ×


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or



Drag files here, to upload

Upload 

Close ×

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents **\*File Required**.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Now Click on the Check boxes accordingly, then Select files button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required



+ Add files
Select files

or

Drag files here, to upload

Upload
Close

Once all the mandatory and required fields are filled then Click on Upload button. System will display the status File uploaded on the screen.




	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


**Attachments (2)**
✕

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required



+ Add files
Select files


OR

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			 CHPT-CQA-SDO-BTT.png (224.39 kb)	

Upload 
Close ✕

Click On Close Button

Click on the Save button  from the top right corner to save the Form. Once the record got saved successfully, then the system will display  **Record saved** message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button  .



**Choose an option**
✕

**Draft->WFA->Approve**

Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

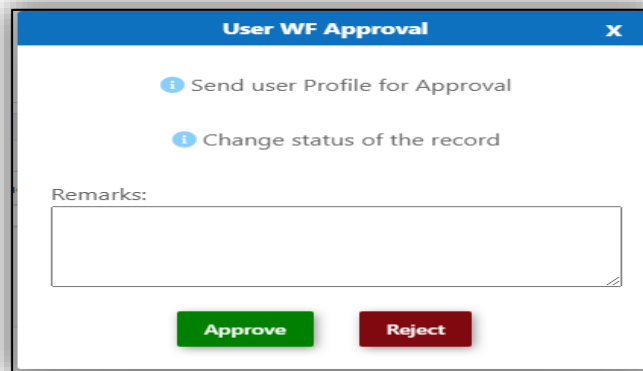


	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User WF Approval' popup form contains the following elements:

- Header: User WF Approval (with a close button 'X')
- Actions:
  - Send user Profile for Approval (with an information icon 'i')
  - Change status of the record (with an information icon 'i')
- Remarks: A text input field for providing reasons.
- Buttons: 'Approve' (green) and 'Reject' (red).

**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

If user reject the request following alert will display on the screen.

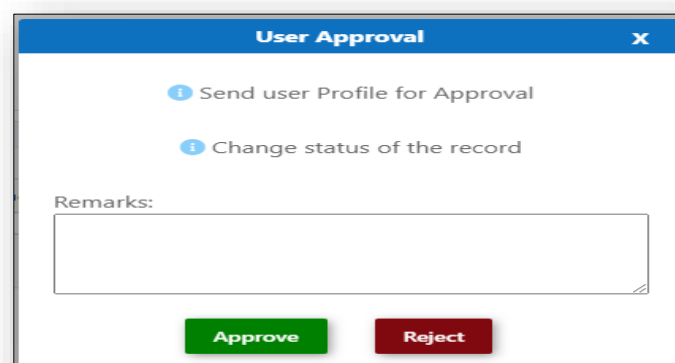
**Successfully rejected.**

And the document status will be changed as 'REJECTED'.

**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



The 'User Approval' popup form contains the following elements:



- Header: User Approval (with a close button 'X')
- Actions:
  - Send user Profile for Approval (with an information icon 'i')
  - Change status of the record (with an information icon 'i')
- Remarks: A text input field for providing reasons.
- Buttons: 'Approve' (green) and 'Reject' (red).



**Successfully Status changed to APPROVED**

**Step11:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will


**Successfully rejected.**

display on the screen. And the document status will be changed as 'REJECTED'.

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon system will display  with below alert ok and Back

Alert Message

 Do you want to cancel?


NO
YES


By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.

Cancellation

Reason Description  
Remarks  
Requested By

Exit
Proceed

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display  and status will change to CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

Chennai Port Trust

POS

Mate Receipt

1 - 10 of 385

10

1

2

3

...



37

38

39

Doc No.	Status	VCN No.	Name of Master	Doc Date	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
search...	search...	search...	search...	search...	search...	search...	search...	search...
INMAA120220008	Approved	INMAA120220056	asd	18-04-2022 16:03	18-04-2022 16:04	POS		
INMAA120220007	Approved	INMAA120220054	aa	14-04-2022 19:05	14-04-2022 19:05	PORTAL	700021	OCEAN PORT SERVICES PV
INMAA120220006	Approved	INMAA120220033	SHARMAN	08-04-2022 18:54	08-04-2022 18:54	PORTAL	700021	OCEAN PORT SERVICES PV
INMAA120220005	Approved	INMAA120220023	master	08-04-2022 17:31	08-04-2022 17:34	PORTAL	700021	OCEAN PORT SERVICES PV

User Interface Image 134-Mate Receipt -20.5.6

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

## 58. BUSINESS FUNCTION NAME: SHIPPING BILL CONVERSION

### 58.1 DEFINITION

### 58.2 NAVIGATION

FOLLOWING NAVIGATION PATH IS MENTIONED FROM MENU  SELECTION TO VIEW THE LIST ITEM AND ADD NEW RECORDS.

<b>Menu Path</b>	Menu Bar → Cargo→ Export Documentation → Shipping Bill Conversion → Click on <b>Add New</b>
------------------	---

USER CAN ALSO SEARCH THE FUNCTION IN SEARCH AREA  AVAILABLE IN THE HEADER SECTION LEFT SIDE WITH FUNCTION NAME

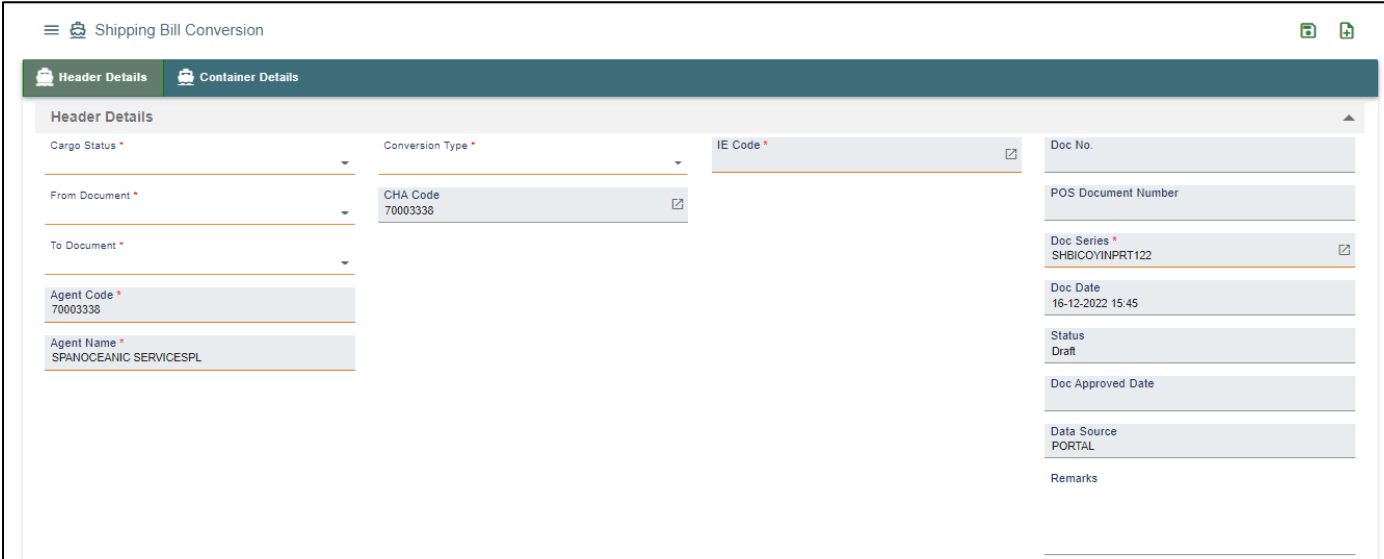
### 58.3 PREREQUISITES – MASTERS

#### 1. Agent Master

### 58.4 SCREENSHOT

Following screenshot from Shipping Bill Conversion

**Step 1-** Click on Add new button  .We will redirect to screen like below.





*User Interface Image 176 –Shipping Bill Conversion -28.5.1*

**Step 2:-** Enter the data in all the fields, Mandatory fields are compulsory which have asterisk (\*). Enter the valid data or information into the fields.

Below are the Field Information regarding Header Details Section.

(Note: - In Application form Only Red Color star Mark field are Mandatory to fill the Details)

Field Name	Mandatory	Fill Type
Cargo Status	Yes	Dropdown
From Document	Yes	Dropdown

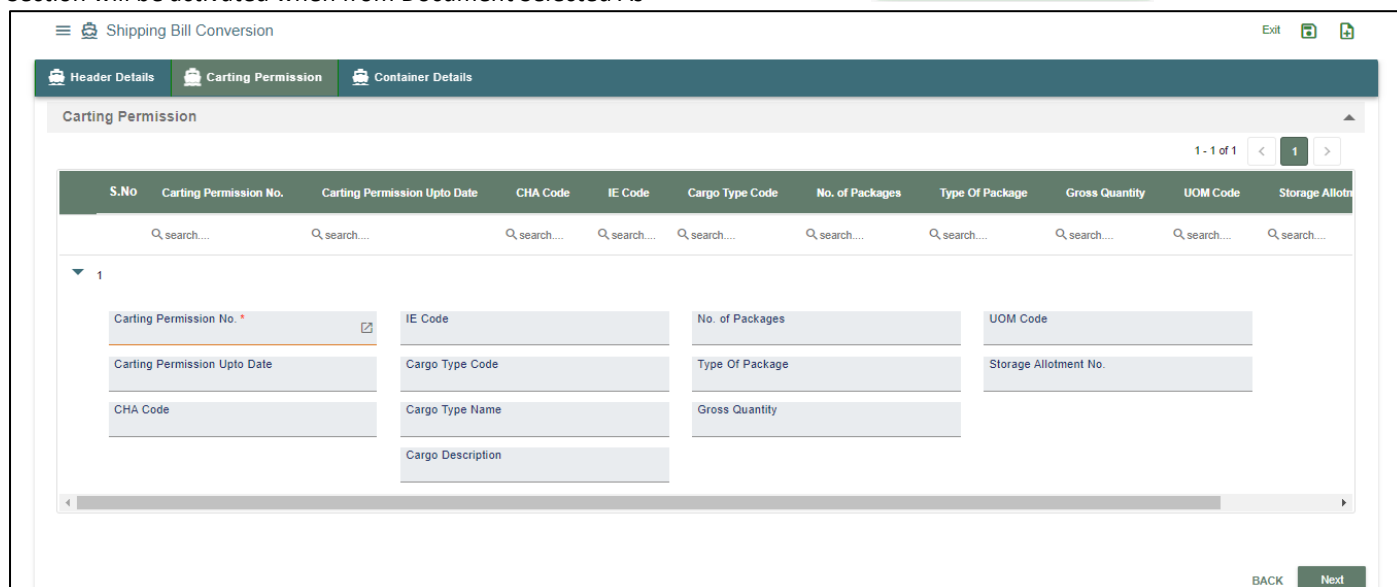
	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

To Document	Yes	Dropdown
Conversion Type	Yes	Dropdown
CHA Code	No	Pop Up
IE Code	Yes	Pop up
Export Application No	Yes	Pop up
VCN No	Yes	Pop up
SBC Num		Text Box
Record No		List
Record Date		Calendar
SBC Status		Text Box
Approval Date		Calendar
Remarks		Text Box

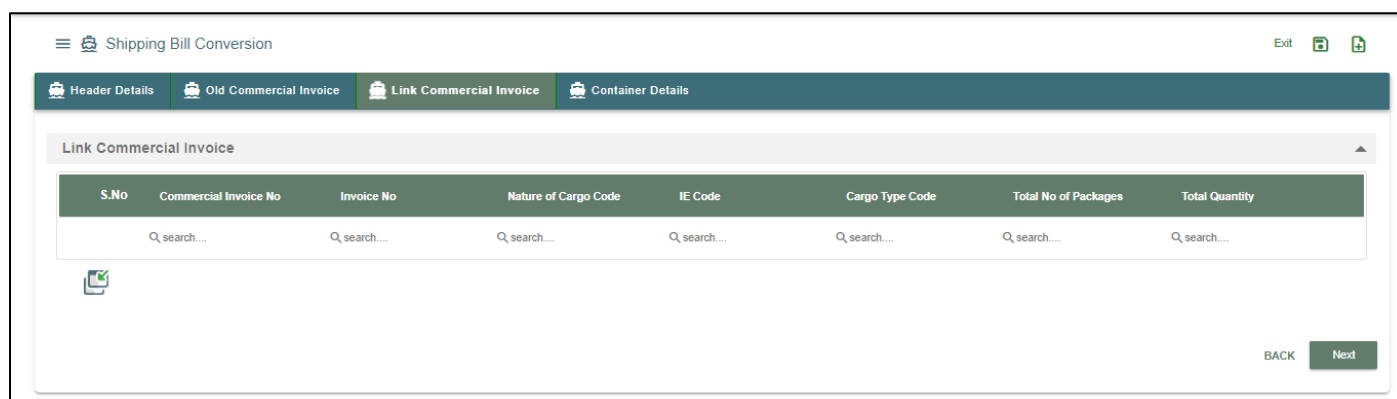
**Step 3:** Click  button from Top Menu Bar to save Shipping Bill Conversion form record. Once it is saved Carting Permission

 Record saved



Section will be activated when from Document Selected As



User Interface Image 177-Carting Permission-28.5.2

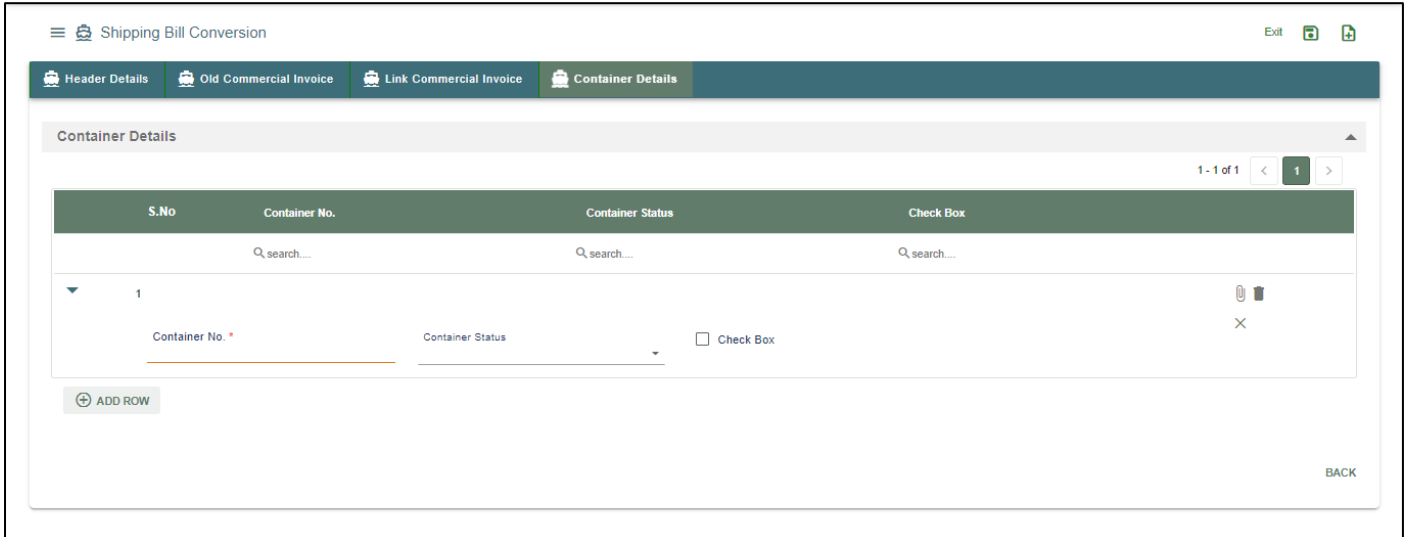


User Interface Image 178-Link Commercial Invoice-28.5.3

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	






**Step 5:** Once data is filled details , click on save button and click on Next Button and will activated to ContainerDetails Section




Adding the files manually once the record got saved, Click on the icon. Then the user will be redirected to the popup window as below –

6

Click on  button/ Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Once all the mandatory and required fields are filled then Click on  button. System will display  status on the screen. Respective Form Name, Section name will display along with attached documents.



**NOTE:** If the attachments added in line level by using icon system will display respective section name.

Attachments (1)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Custom Related Document	CUST DOC				*File Required

+ Add files


Select files

or

Drag files here, to upload

Upload

Close

If the Attachment's are configured, System will display like below when we click on  icon.

Respective Form Name, Section name will display to attach the documents \*File Required.

Attachments (2)

SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input type="checkbox"/> 1.	Cargo Related Documents	International Load Line Certificate				*File Required
<input type="checkbox"/> 2.	Custom Related Document	Transshipment Permit				*File Required

+ Add files

Select files

or

Drag files here, to upload

Upload

Close

Now Click on the Check boxes accordingly, then 

Select files

 button will be enable.

Select respective files / Drag Files here, to upload, Go to respective file location and click on it. File will be attached under file name with respective filename.extension.

Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
Shipping Bill						
<input checked="" type="checkbox"/>	1. Cargo Related Documents	International Load Line Certificate				*File Required
<input checked="" type="checkbox"/>	2. Custom Related Document	Transhipment Permit				*File Required

+ Add files

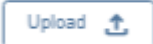

Select files

OR

Drag files here, to upload

Upload 

Close ✕

Once all the mandatory and required fields are filled then Click on  button. System will display the status  on the screen.





Attachments (2) ✕


SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	File Name	Clear
<input checked="" type="checkbox"/>	1. Custom Related Document	Transhipment Permit				*File Required
<input type="checkbox"/>	2. Cargo Related Documents	International Load Line Certificate				*File Required

+ Add files

Select files



OR



SNo.	Attachment Type Name	Attachment Name	Valid From Date	Valid To Date	Certificate Name	Clear
1.	Custom Related	Transhipmen 			CHPT-CQA-SDO-BTT.png (224.39 kb)	


Upload 

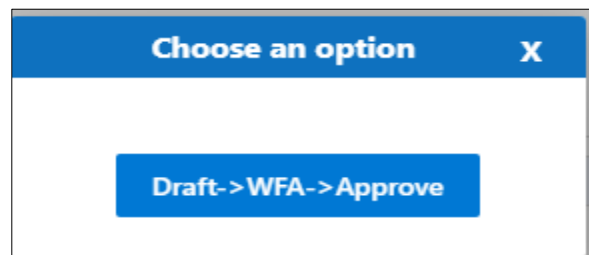
Close ✕

Click On Close Button

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	


Click on the Save button  from the top right corner to save the Back to Town Form. Once the record got saved successfully, then the system will display  message.

**Step 7:** Once the record is saved then the document status will be as 'Draft' and then click on workflow button .



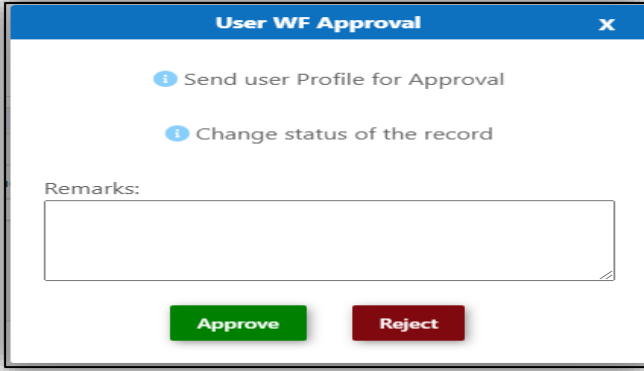
Choose an option from the popup .And now Work Flow will be initiated accordingly with id

**Work Flow Initiated. with drivenId = 12999**

**Step8:** Once the workflow is initiated click on  the icon. System will be display

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



**Successfully Status changed to WFAPP**

**Step9:** Once the user Approve the request the following status will be shown on the screen and the document status will be changed as 'WFAPP'.

**Successfully rejected.**



If user reject the request following alert will display on the screen. And the document status will be changed as 'REJECTED'.

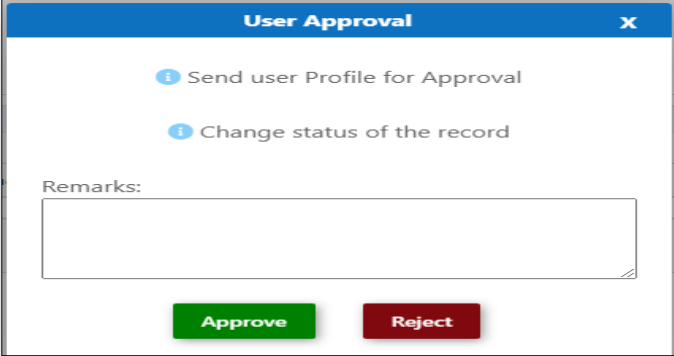
**Step10:** Once the workflow is in WFAPP. Click on  the icon. System will be displaying

**Send user Profile for Approval**

with below popup fields and buttons. So the approver will either 'Approve' or 'Reject' with reason (Remarks).



	<div>ENVISION ENTERPRISE SOLUTIONS PVT LTD</div> <div>User Manual for iPortman PORTAL Application</div>	<div>Doc Reference No:</div> <div>TMP/UMG/V.1.0</div>	
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**User Approval** [X]


- Send user Profile for Approval
- Change status of the record

Remarks:

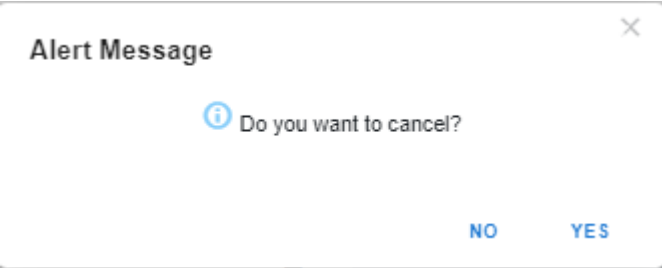
**Approve** **Reject**

**Step11:** Once the user Approve the request the **Successfully Status changed to APPROVED** following status will be shown on the screen and the document status will be changed as 'APPROVED'. If user reject the request following alert will

display on the screen. **Successfully rejected.** And the document status will be changed as 'REJECTED'.

**Step 12:** While if there is any changes or error we can cancel the record by clicking the  icon shown. After clicking the icon

system will display **Confirmation required** with below alert ok and Back

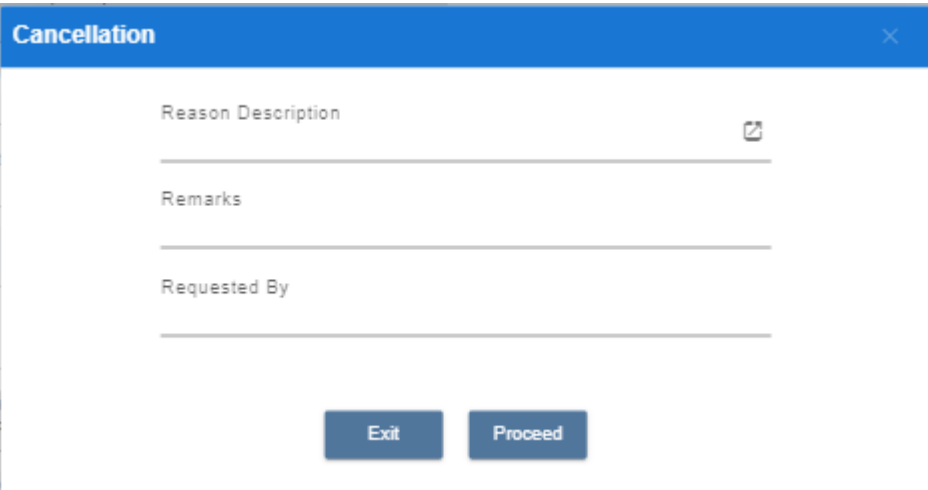


**Alert Message** [X]


Do you want to cancel?

**NO** **YES**

By Clicking on 'NO' we can go to the previous screen. By clicking 'YES' we can see the below fields in Alert.



**Cancellation** [X]

Reason Description 

Remarks


Requested By

**Exit** **Proceed**

By Clicking on Exit we can go to the previous screen. By clicking Proceed system will display **Ok** and status will change to

	ENVISION ENTERPRISE SOLUTIONS PVT LTD	Doc Reference No:	
	<u>User Manual for iPortman PORTAL Application</u>	TMP/UMG/V.1.0	

CANCEL

Upon Save / Approve /Reject /Cancel the record that can be seen in  as Draft/Approved/Rejected/Cancel Status respectively

iPortman

Search

Chennai Port Trust

POS

iPortman

Shipping Bill Conversion

1 - 10 of 182

10

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1

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17

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19

>

Doc No.	Status	VCN No.	From Document	To Document	Doc Approved Date	Data Source	Portal Agent Code	Portal Agent Name
search...	search...	search...	search...	search...	search...	<div></div>	search...	search...
INMAA120220002	Waiting for Cancel		Carting Permission	Shipping Bill	07-04-2022 10:46	PORTAL	700021	OCEAN PORT SERVICES
4390	Submitted		Carting Permission	Shipping Bill		PORTAL	700021	OCEAN PORT SERVICES
4389	Submitted		Carting Permission	Shipping Bill		PORTAL	700021	OCEAN PORT SERVICES
1391	Submitted		Carting Permission	Shipping Bill		PORTAL	700021	OCEAN PORT SERVICES

User Interface Image 181-List table -28.5.6