

PAKISTAN SINGLE WINDOW

Transforming Pakistan's International Trade



PORT COMMUNITY SYSTEM USER MANUAL

This manual entails the Port Community System (PCS) module, which facilitates real-time information sharing among maritime logistics stakeholders. It covers the functionality, integration, and operational use of the system to enhance coordination between Port Authorities, Shipping Agents, Pakistan Customs, other key entities.



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1. Introduction

Welcome to the Port Community System - PortVerse User Manual, your comprehensive guide to understanding this digital platform. PortVerse is designed to optimize, digitize, and integrate port operations, logistics processes, and regulatory procedures across Pakistan's maritime ports. It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows. As an integral part of the Pakistan Single Window (PSW) initiative, PortVerse serves as a centralized hub, connecting port authorities, terminal operators, customs, logistics providers, and other stakeholders. This integration facilitates smoother, faster, and more transparent port operations, reducing congestion and aligning with the broader PSW framework. PortVerse is not just a tool for managing daily operations, but a strategic asset aimed at modernizing Pakistan's maritime trade environment, making it more competitive on the global stage. This manual will guide you through PortVerse's features and functionalities, providing the knowledge and tools you need to navigate and leverage the platform for enhanced efficiency and productivity.

2. Background

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan committed to establishing a 'National Single Window' (NSW) as a 'Category C' obligation, effective from 22nd February 2017. To fulfill this commitment, the Government of Pakistan enacted the Pakistan Single Window Act, 2021, designating Pakistan Customs as the Lead Agency. In line with this, Pakistan Customs established the Pakistan Single Window Company (PSWC), a not-for-profit organization under the Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act, responsible for developing and maintaining the PSW portal in collaboration with 77 public sector entities involved in regulating cross-border trade in Pakistan. The PSWC's role includes digitizing the processes of these entities, which will reduce time and costs, increase compliance, and significantly benefit economic operators such as importers, exporters, freight forwarders, clearing agents, shipping companies, and transporters. Additionally, the PSW program's implementation will enhance government controls and transparency.

The Port Community System (PCS), a core component of the PSW system, is designed to optimize, digitize, and integrate port and logistics processes and regulatory procedures. Its objectives include improving cargo management, enhancing inter-agency coordination, creating better B2G and B2B linkages, reducing port congestion, and ultimately saving time and costs for traders.



3. Salient Features of PortVerse:

- i. **Centralized Information Hub:** Platform for sharing information among all port stakeholders, including shipping lines, terminal operators, customs, and logistics providers.
- ii. **Real-Time Data Exchange:** Real-time exchange of data between various entities, improving coordination and decision-making.
- iii. **Single Window Access:** Offers a single window for submitting all necessary documentation and information required by various authorities, simplifying administrative processes.
- iv. **Automated Processes:** Streamlines and automates port operations, such as cargo tracking and vessel scheduling, reducing manual errors and processing times.
- v. **Integration with External Systems:** Seamlessly integrates with systems like PSW, WeBOC, and TOs to ensure a smooth flow of information across the port ecosystem.
- vi. **Enhanced Security:** Employs robust security protocols to protect sensitive data and ensure compliance with regulatory requirements.
- vii. **Customizable and Scalable:** Offers customizable modules to meet the specific needs of different ports and scalable to accommodate new functionalities.
- viii. **Analytics and Reporting:** Features powerful analytics and reporting tools to monitor port performance, identify trends, and optimize operations.
- ix. **User-Friendly Interface:** Designed with an intuitive interface that allows users to navigate the system easily, improving user adoption and efficiency.
- x. **Compliance Management:** Ensures that all operations and transactions comply with local and international regulations, minimizing the risk of non-compliance.

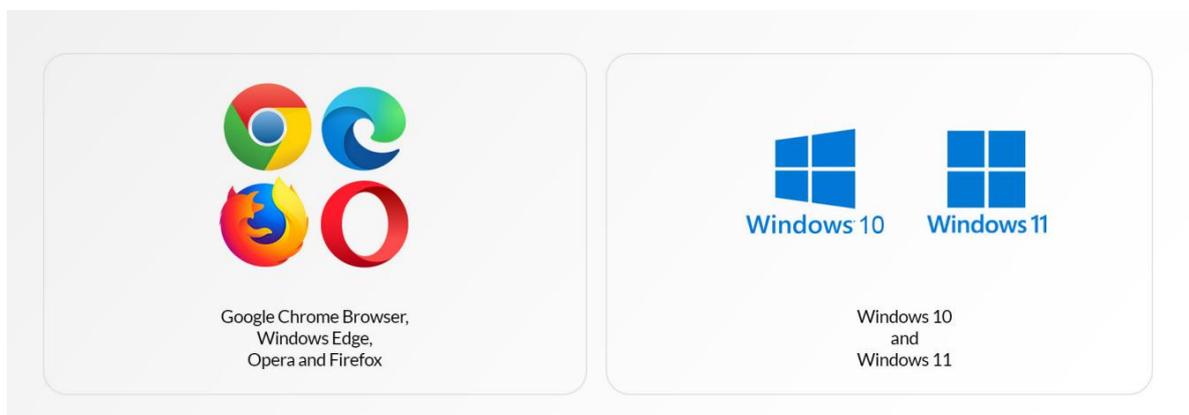


4. Pre-Requisites for Cross Border Trade and Financial Transactions

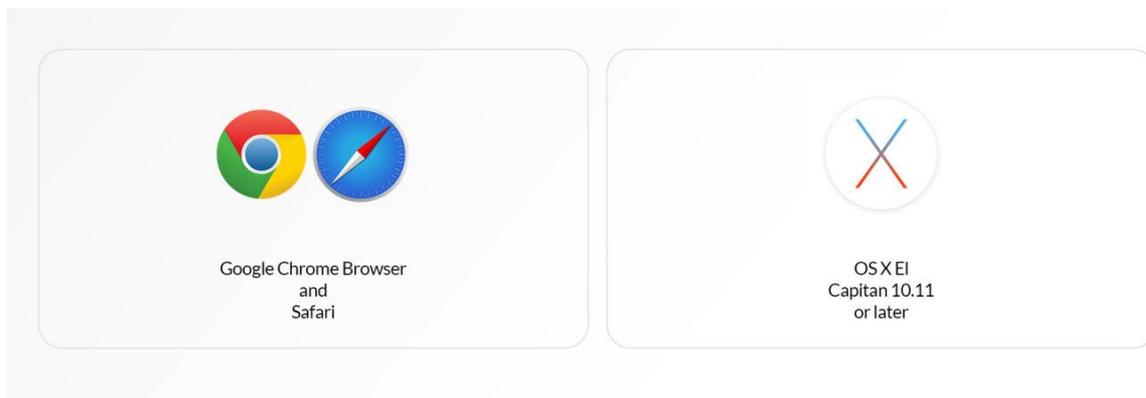
- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have a banking profile communicated to PSW by an AD.

5. System Requirements

To use PSW Portal on Windows®, the subscriber will require



To use PSW Portal on Mac®, the subscriber will need:



6. Step by Step Process

6.1. User login – External User

- i. Please visit “www.pcs.gov.pk” and click on the ‘Member Area’ button.

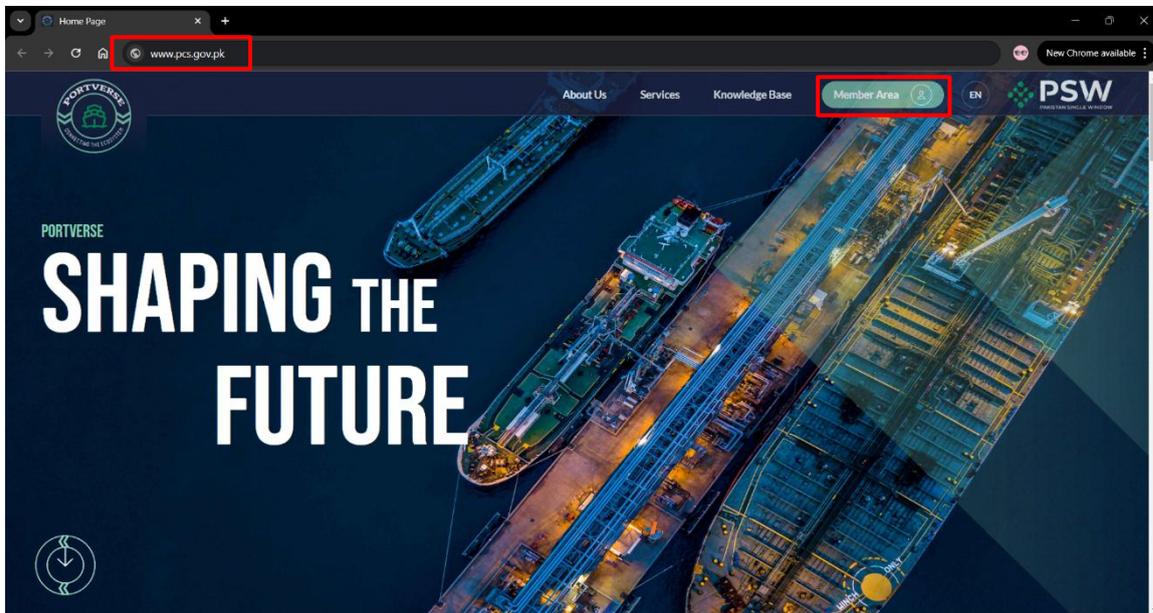


Figure 1

- ii. After clicking on the Member Area button, Shipping Agent will be redirected to the login interface of PCS application.
- iii. Enter User ID and Password.
- iv. Click on Eye View icon to see password.
- v. After clicking the ‘log in’ button, main dashboard will appear.

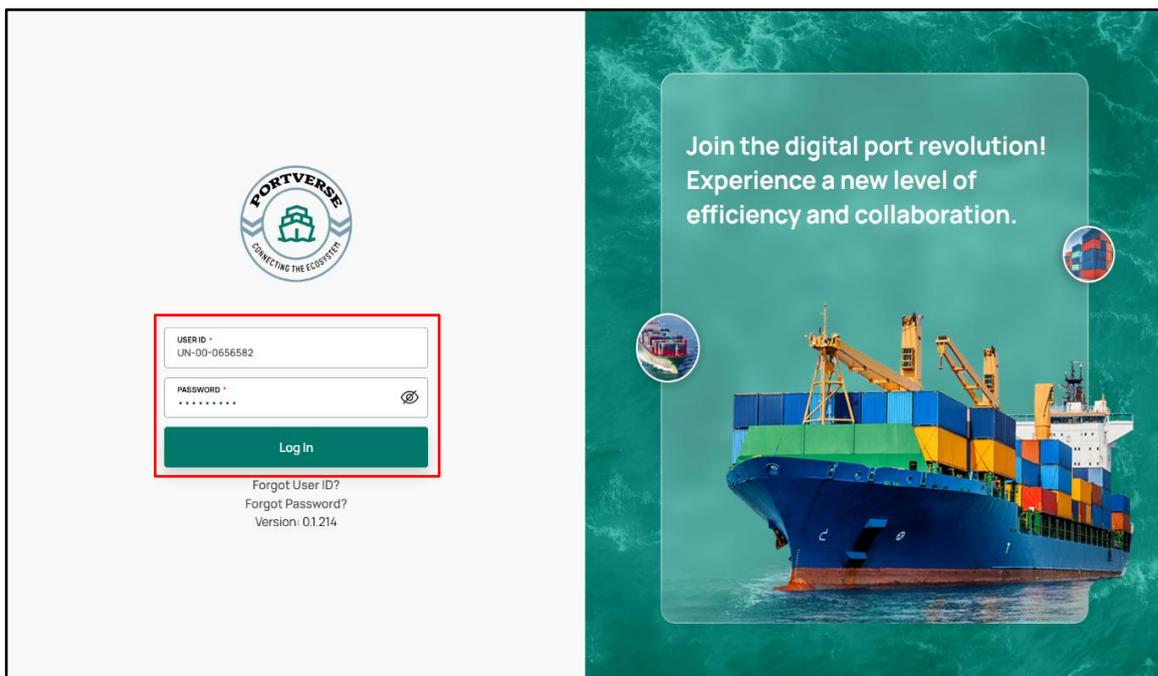
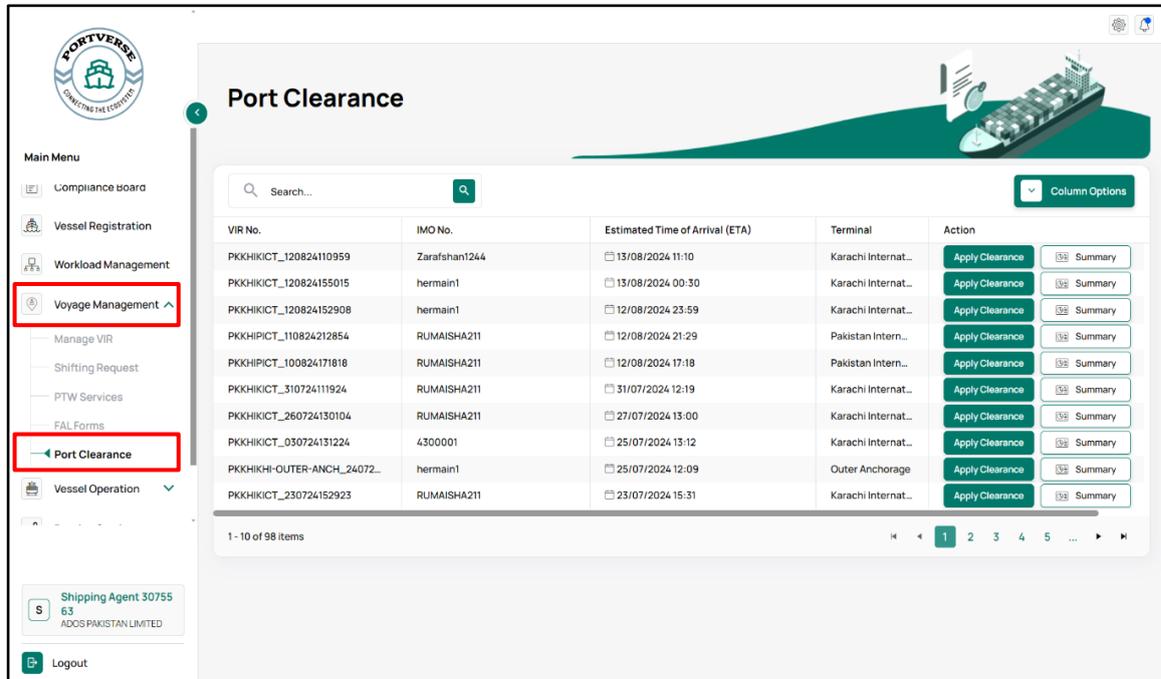


Figure 2

6.2. Port Clearance – Marine Mercantile Department

6.2.1. Access to Port Clearance

- i. Click on the **"Voyage Management"** to access the Port Clearance.
- ii. Click on the **"Port Clearance"** submenu under Voyage Management.

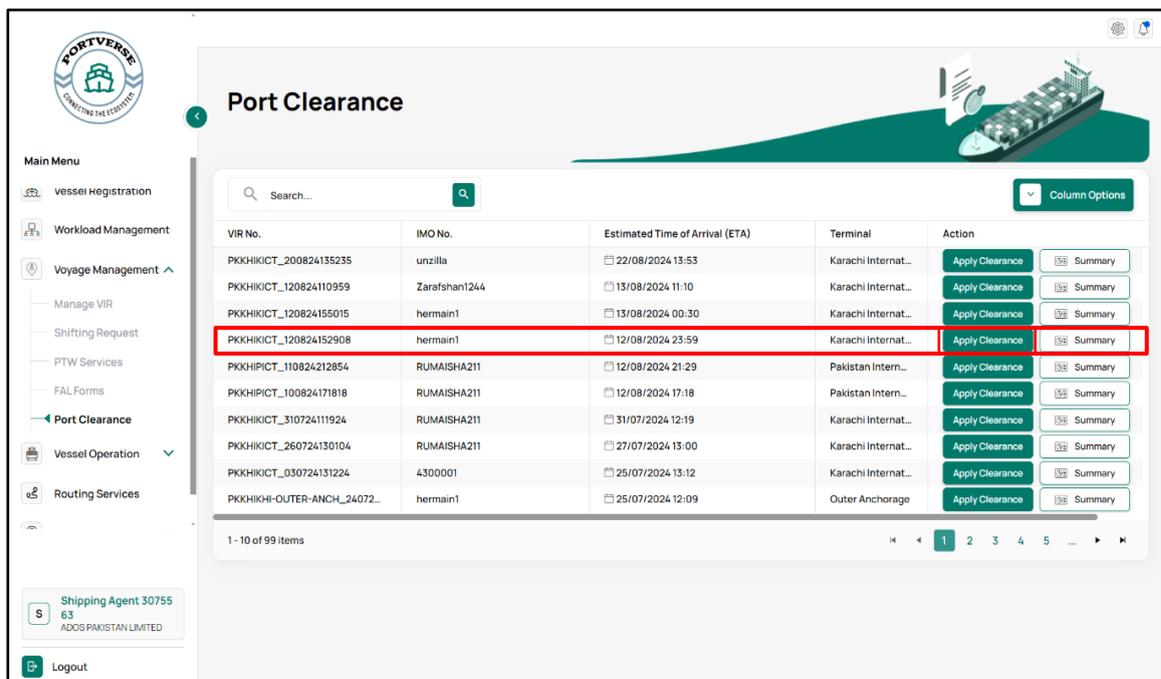


The screenshot shows the 'Port Clearance' application interface. On the left, the 'Main Menu' includes 'Voyage Management' (highlighted with a red box) and 'Port Clearance' (also highlighted with a red box). The main content area displays a table of vessel records with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each record.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 3

- iii. Click on the **"Apply Clearance"** button next to a specific VIR.



The screenshot shows the 'Port Clearance' application interface. The 'Voyage Management' menu is expanded, and the 'Port Clearance' submenu is selected. The table of vessel records is displayed, with the row for VIR No. 'PKKHIKICT_120824152908' highlighted in red. The 'Apply Clearance' button for this record is also highlighted in red.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 4

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Mercantile Marine Department (MMD) card.

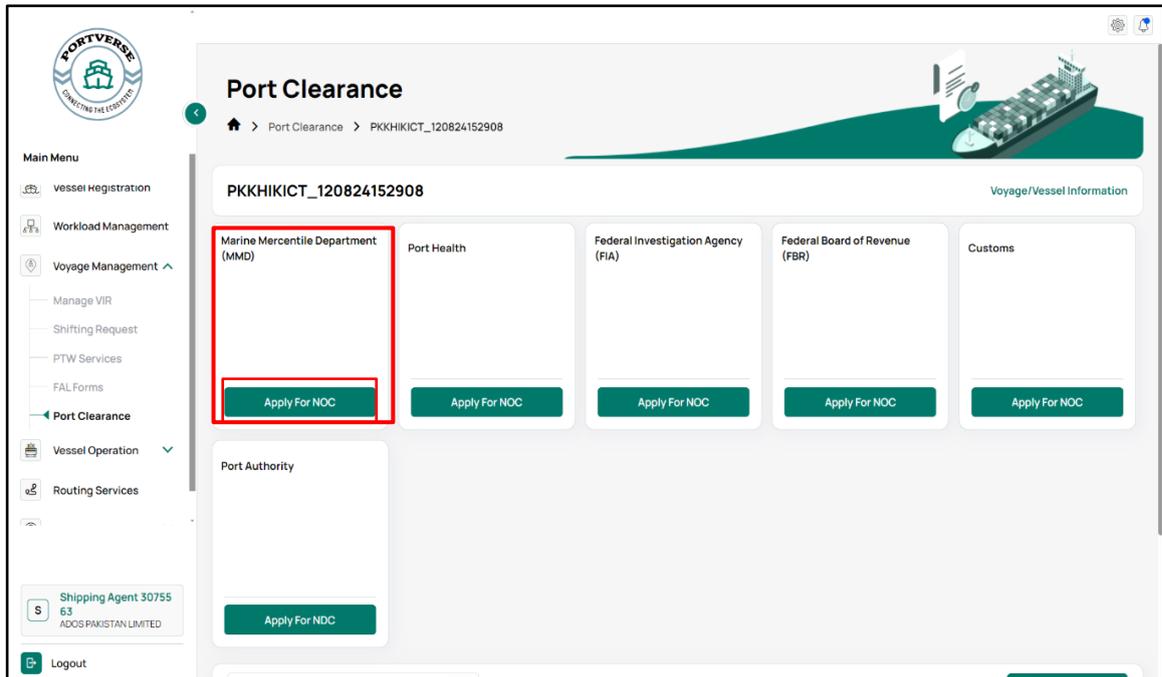


Figure 5



6.2.2. Submit the Port Clearance Request to Marine Mercantile Department

- i. Enter the required fields.
- ii. Click on the upload icon to upload required attachments.

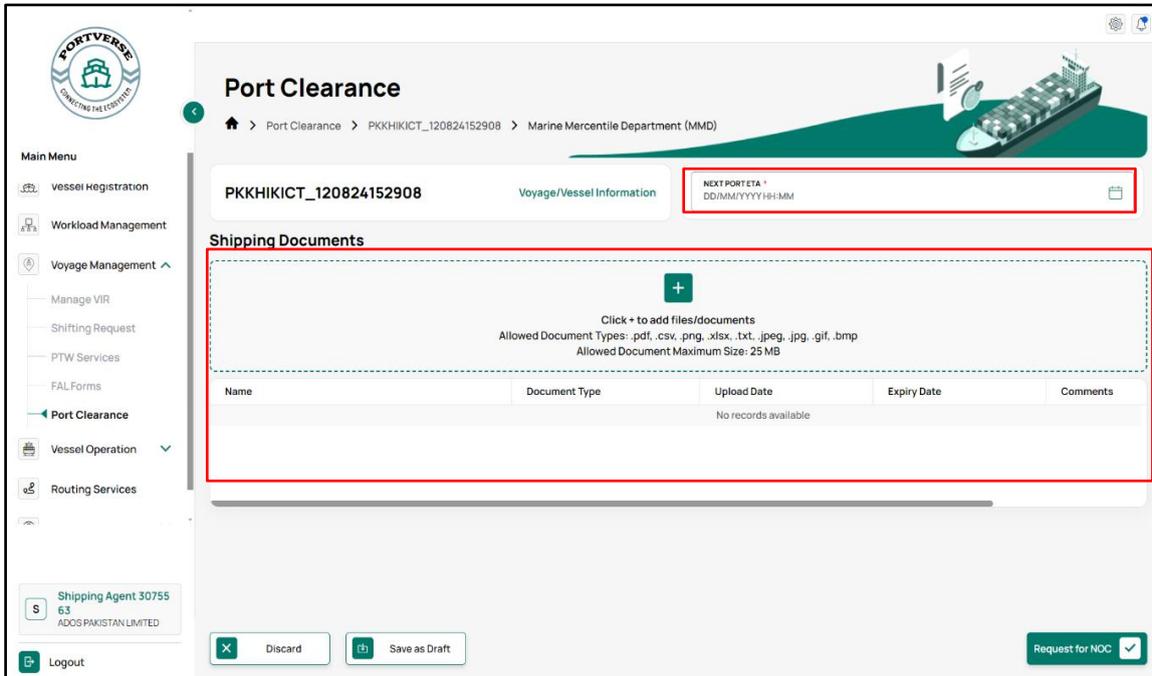


Figure 6

- iii. Select and upload the required document(s).

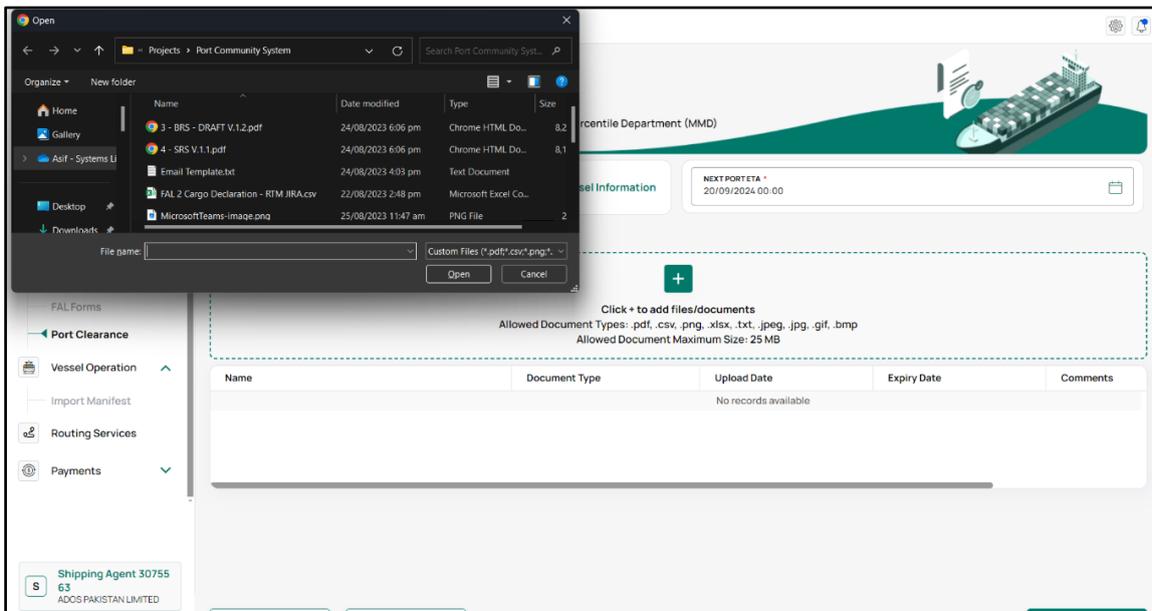


Figure 7

- iv. Uploaded document(s) will appear under the Shipping Documents section.

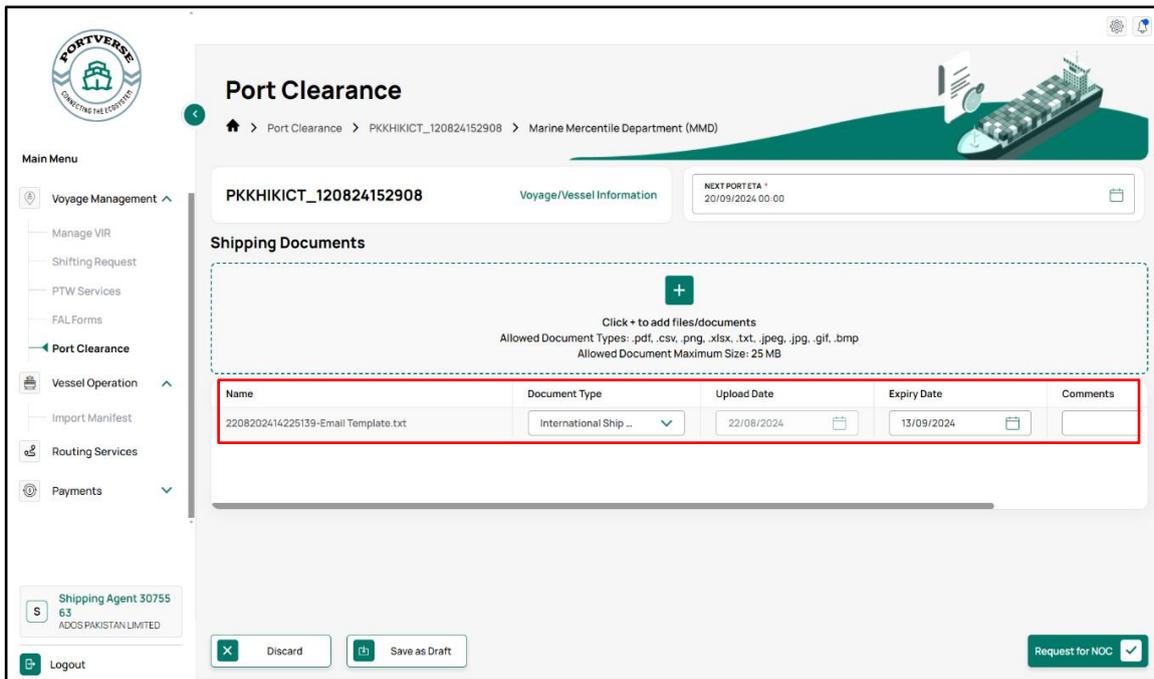


Figure 8

- v. Click on **Request for NOC** button to apply for Port Clearance from Marine Mercantile Department.

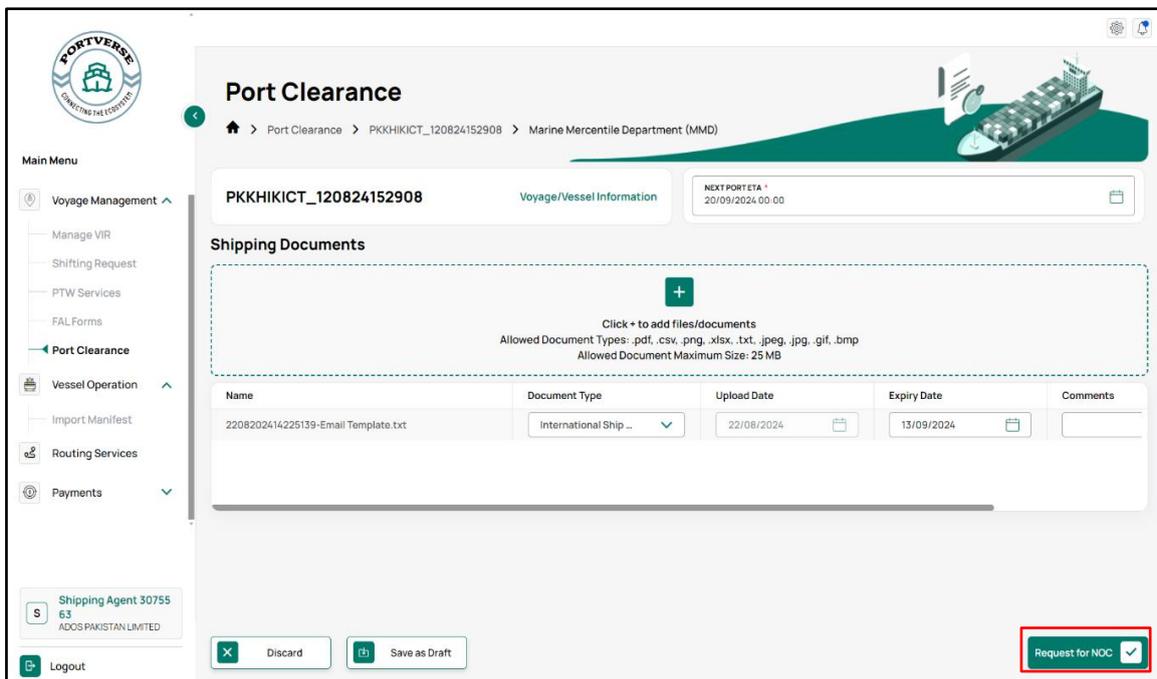


Figure 9

- vi. Then a success alert appears.
- vii. Click on “OK” button to proceed.

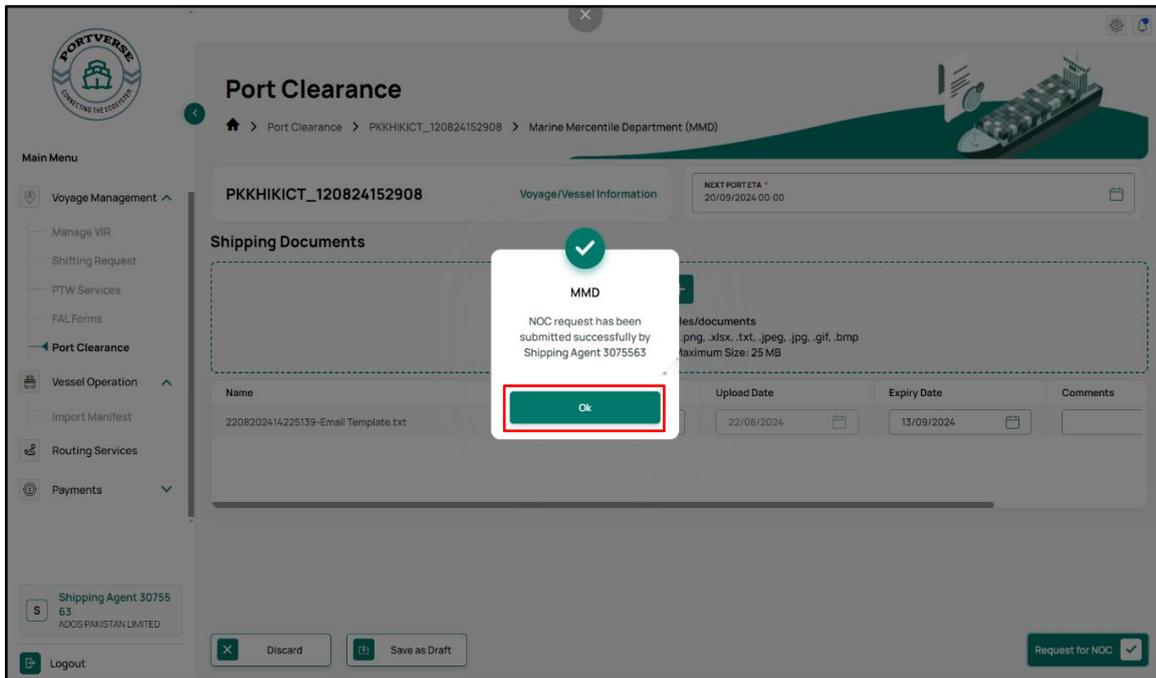


Figure 10

- viii. The submitted request will appear on the Port Clearance main screen.
- ix. The user will click on Generate PSID button for MMD port clearance payment

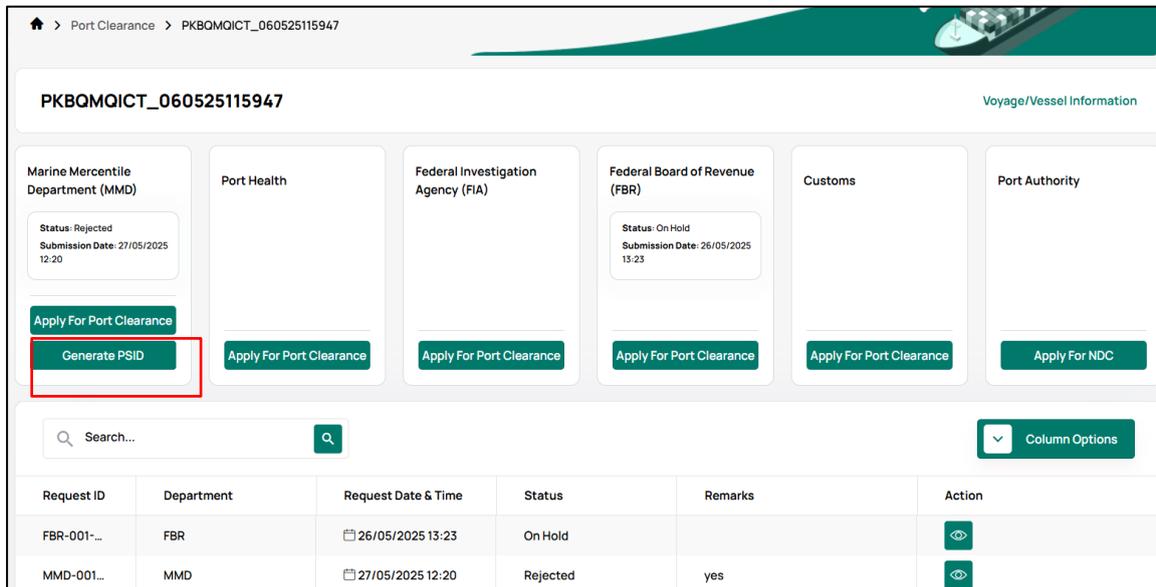


Figure 11

6.3. Port Clearance – Port Health

6.3.1. Access to Port Clearance

- i. Click on the **"Voyage Management"** to access the Port Clearance.
- ii. Click on the **"Port Clearance"** submenu under the Voyage Management.

The screenshot shows the 'Port Clearance' application interface. On the left is a 'Main Menu' sidebar with options: Compliance Board, Vessel Registration, Workload Management, Voyage Management (highlighted with a red box), Manage VIR, Shifting Request, PTW Services, FAL Forms, Port Clearance (highlighted with a red box), Vessel Operation, Shipping Agent 30755 (ADOS PAKISTAN LIMITED), and Logout. The main content area is titled 'Port Clearance' and features a search bar and a 'Column Options' button. Below is a table with the following data:

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHICT_11082412854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHICT-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

At the bottom of the table, it indicates '1 - 10 of 98 items' and a pagination control showing page 1 of 5.

Figure 12

- iii. Click on the **"Apply Clearance"** button next to a specific VIR.

This screenshot is identical to Figure 12, but with a red box highlighting the first row of the table and the 'Apply Clearance' button next to it. The 'Apply Clearance' button is a green button with a white checkmark icon, and the 'Summary' button is a white button with a green checkmark icon.

Figure 13

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Port Health card.

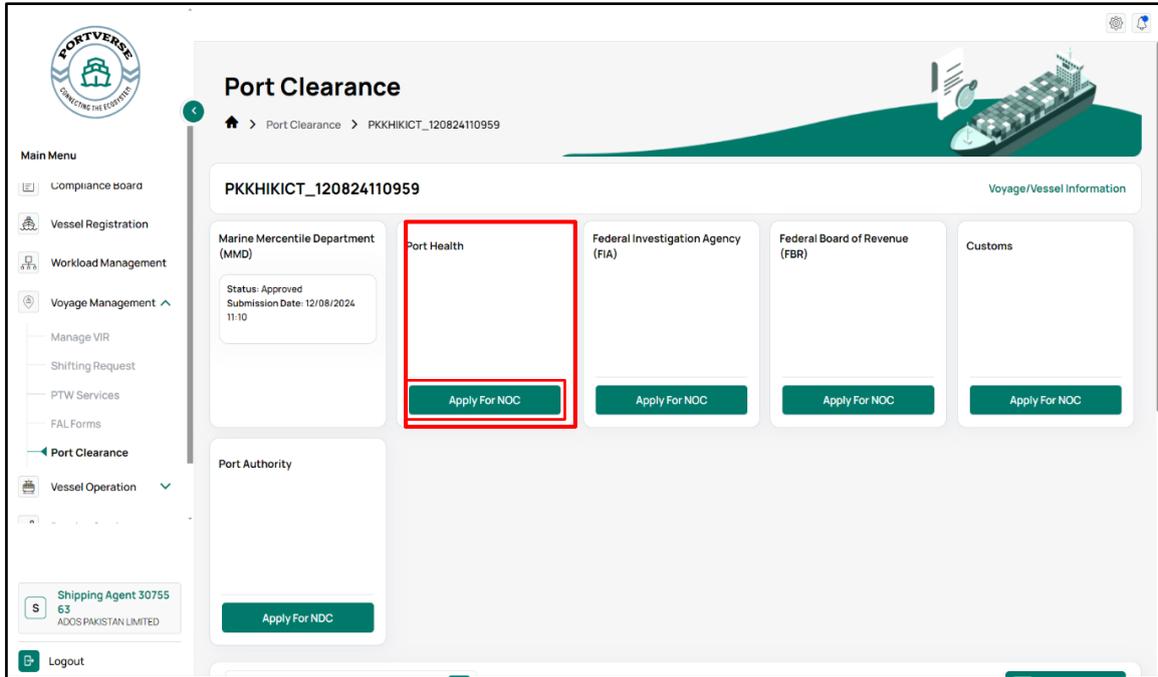


Figure 14

6.3.2. Submit the Port Clearance Request to Port Health

- i. Enter the required fields.

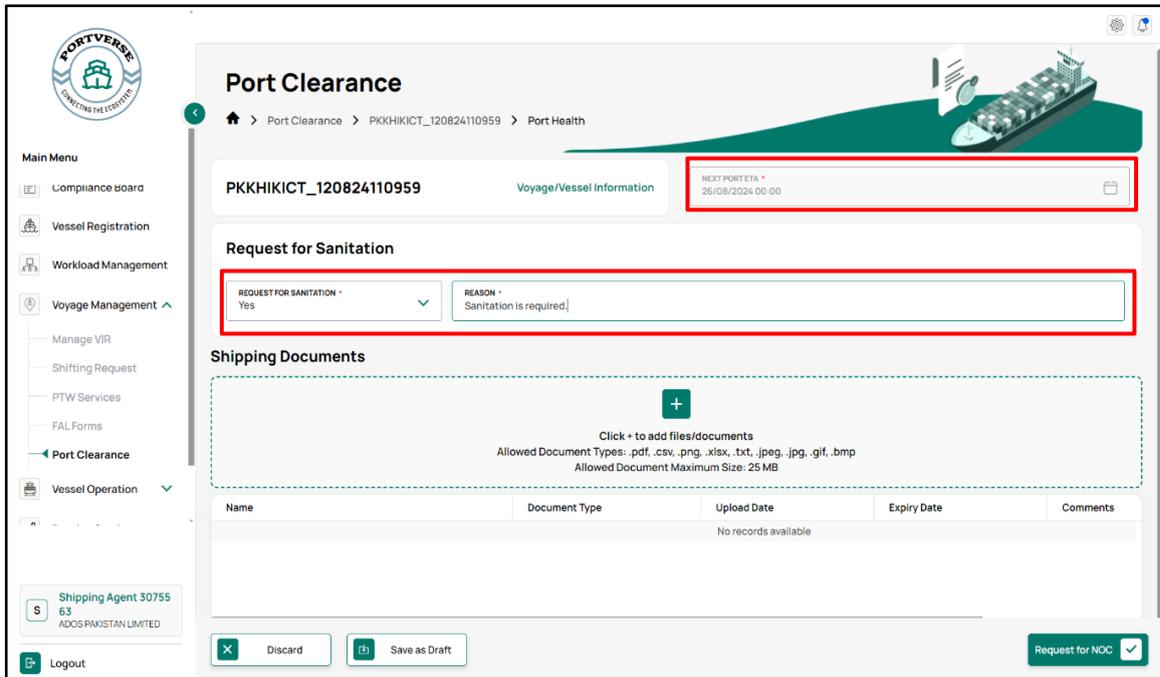


Figure 15

- ii. Select and upload the required document(s).

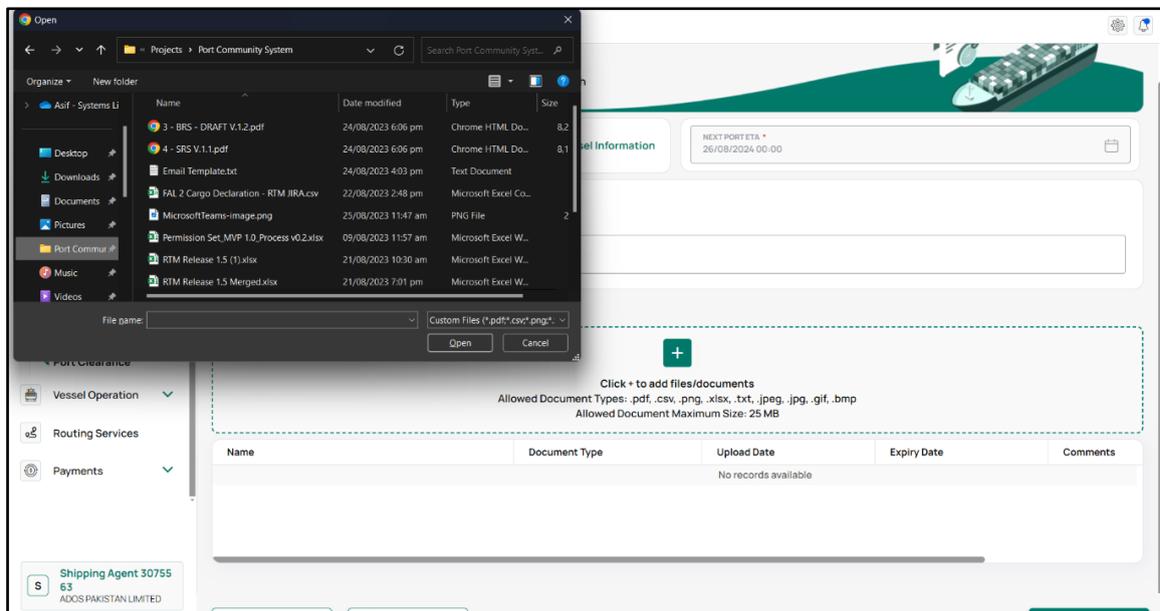


Figure 16

iii. Uploaded document(s) will appear under the Shipping Documents section.

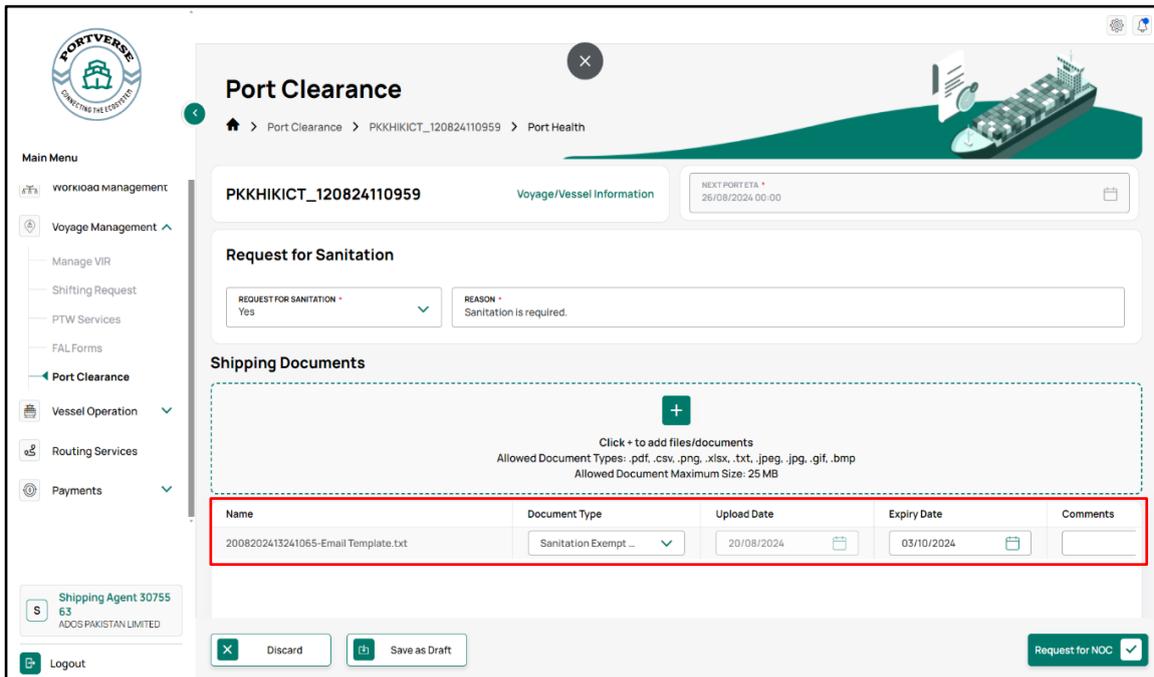


Figure 17

iv. Click on **Request for NOC** button to apply for Port Clearance from Port Health.

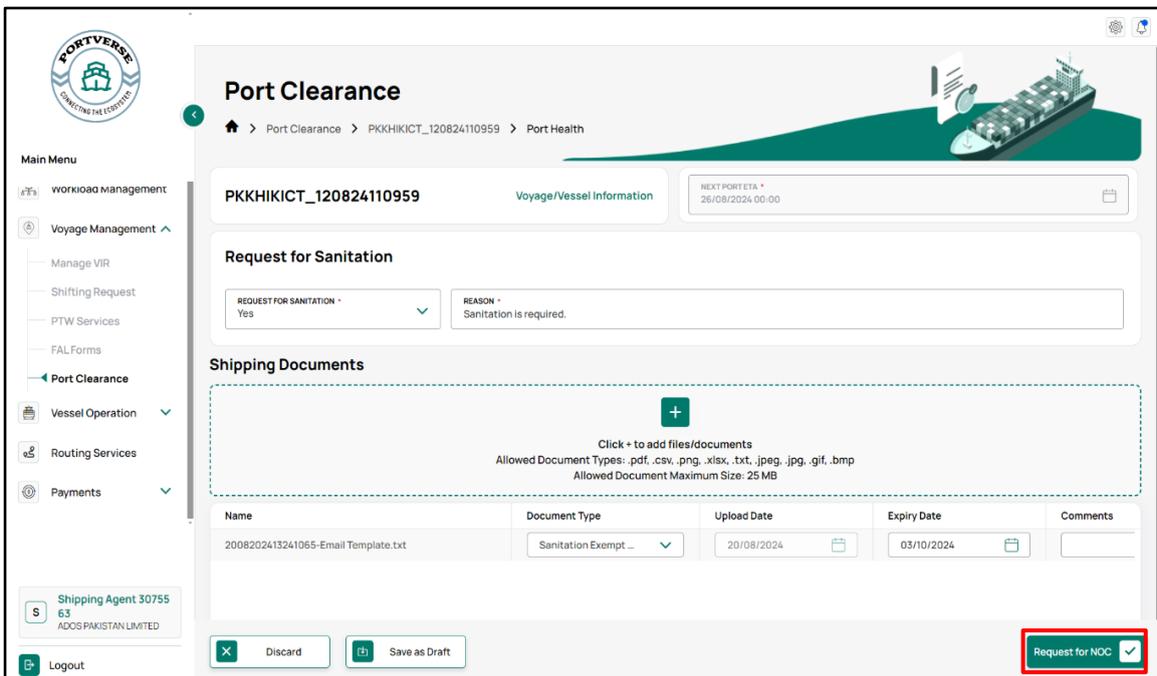


Figure 18

- v. Then a success alert appears.
- vi. Click on “OK” button to proceed.

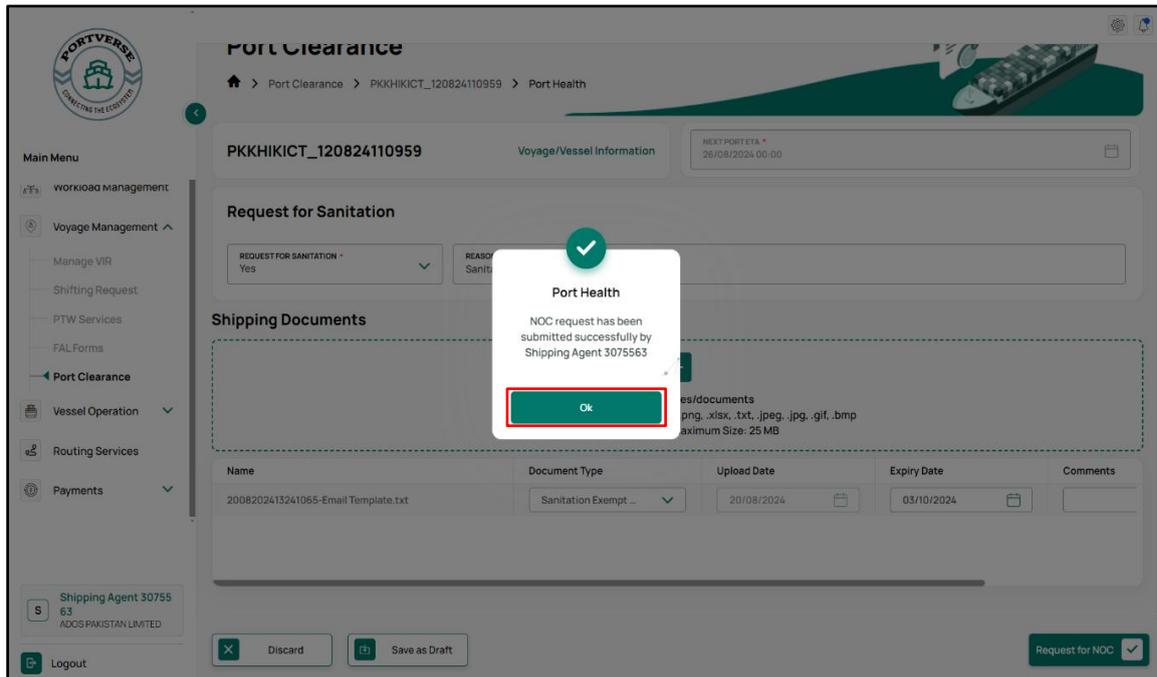


Figure 19

- vii. The request submitted will appear on the main screen of Port Clearance.
- viii. The Shipping Agent user will click on the Generate PSID button for Port Health.

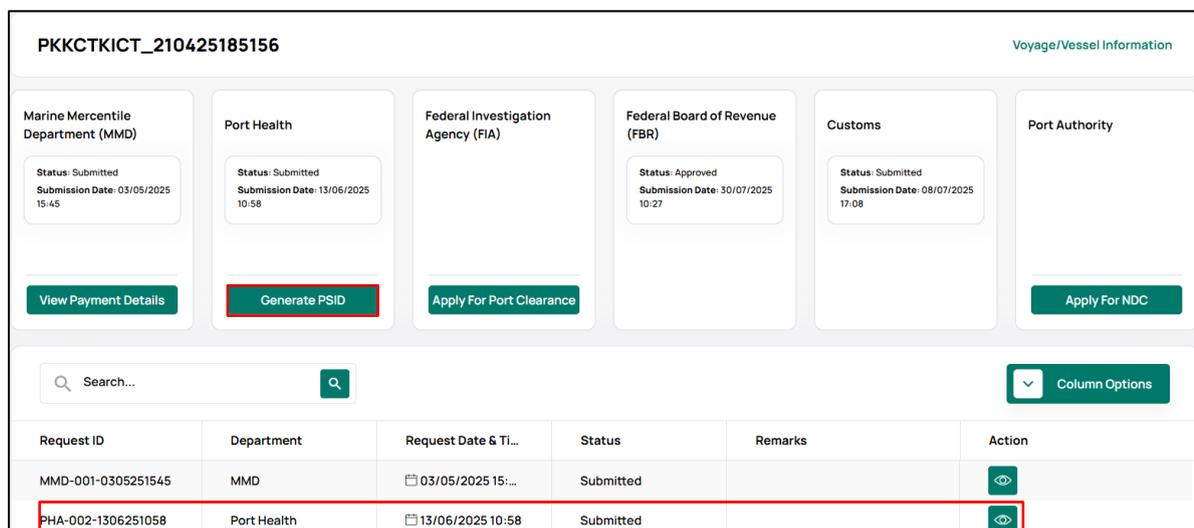
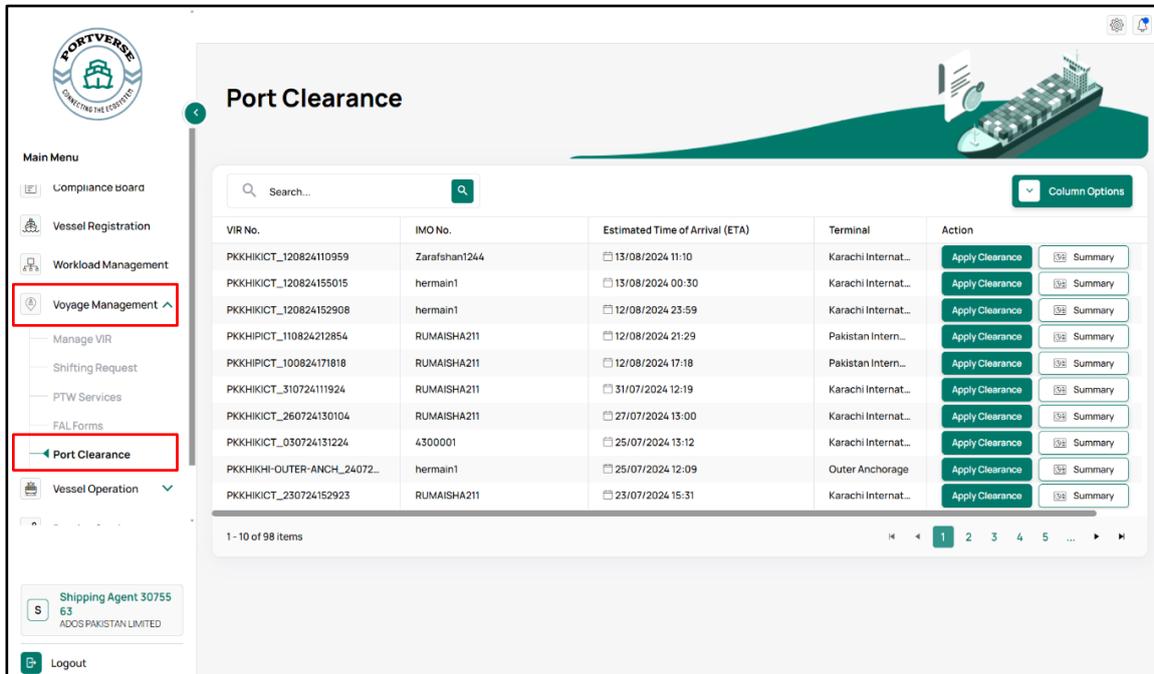


Figure 20

6.4. Port Clearance – Federal Board of Revenue (FBR)

6.4.1. Access to Port Clearance

- i. Click on the **"Voyage Management"** to access the Port Clearance.
- ii. Click on the **"Port Clearance"** submenu under Voyage Management.

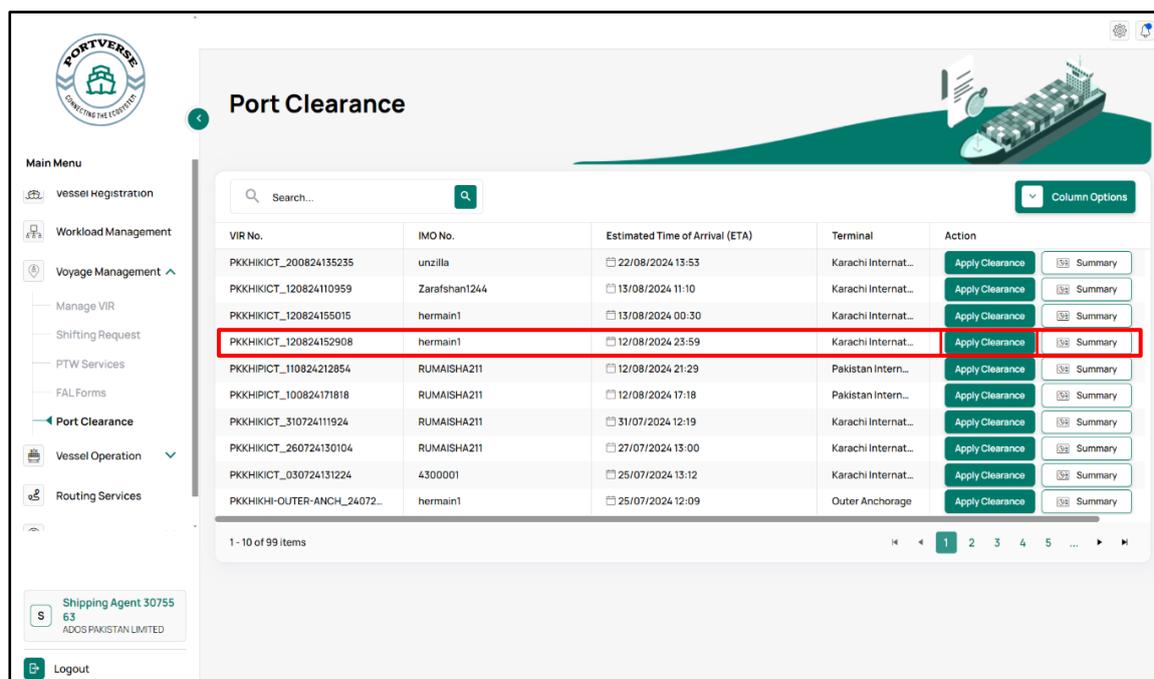


The screenshot shows the Port Clearance dashboard. On the left is a 'Main Menu' with 'Voyage Management' and 'Port Clearance' highlighted. The main area displays a table of VIRs with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons. The table shows 10 items, with a pagination bar at the bottom indicating '1 - 10 of 98 Items'.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 21

- iii. Click on the **"Apply Clearance"** button next to a specific VIR.



The screenshot shows the Port Clearance dashboard with the 'Apply Clearance' button for the VIR PKKHIKICT_120824152908 highlighted in red. The table shows 10 items, with a pagination bar at the bottom indicating '1 - 10 of 99 Items'.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 22

- iv. Port Clearance dashboard will appear.

- v. Click on the **Apply for NOC** button on Federal Board of Revenue (FBR) card.

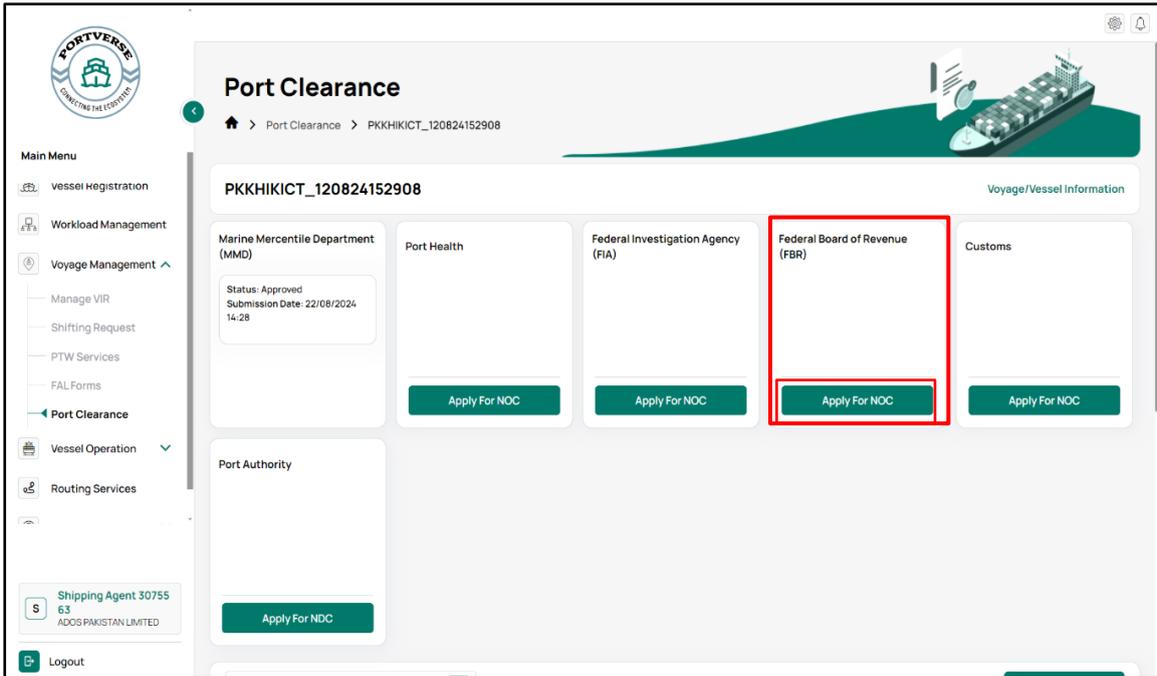
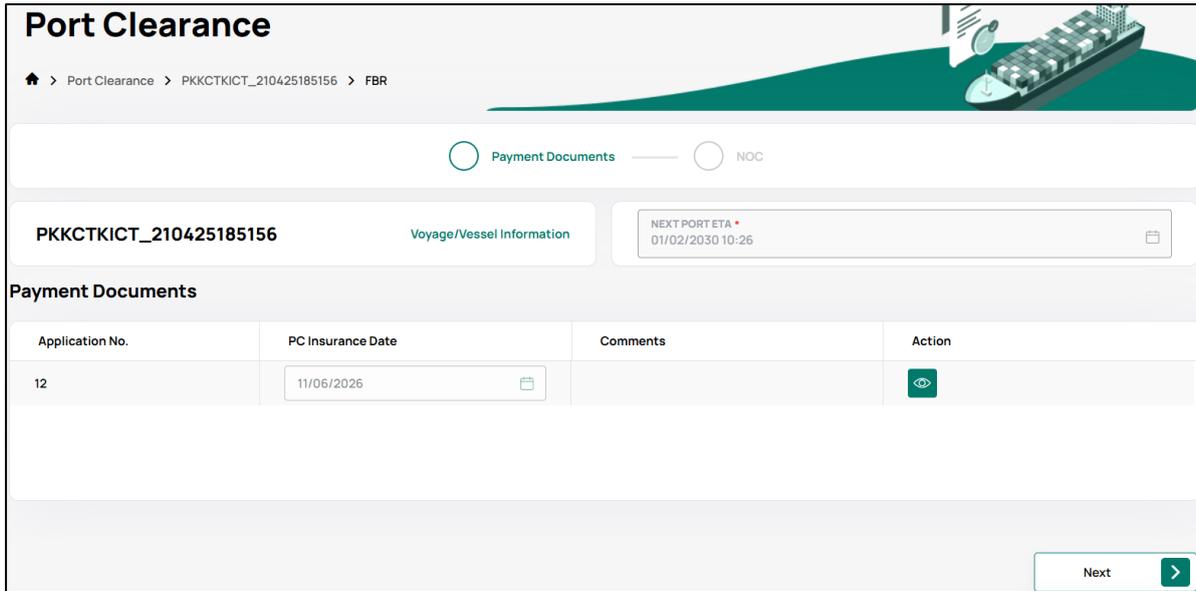


Figure 23

6.4.2. Submit the Port Clearance Request to Federal Board of Revenue (FBR)

- i. Enter FBR Application number and other required fields.



Port Clearance

Home > Port Clearance > PKKCTKICT_210425185156 > FBR

Payment Documents NOC

PKKCTKICT_210425185156 Voyage/Vessel Information

NEXT PORT ETA
01/02/2030 10:26

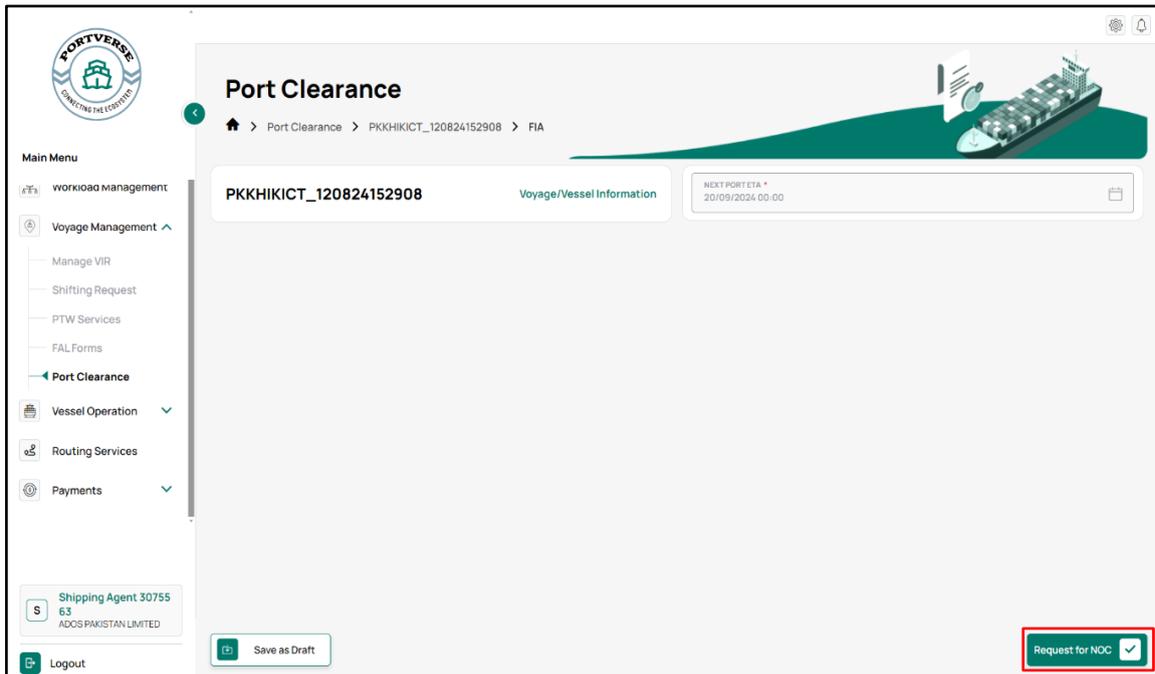
Payment Documents

Application No.	PC Insurance Date	Comments	Action
12	11/06/2026		

Next

Figure 24

- ii. Click on **Request for NOC** button to apply for Port Clearance from Federal Board of Revenue (FBR).



Port Clearance

Home > Port Clearance > PKKHIKICT_120824152908 > FIA

PKKHIKICT_120824152908 Voyage/Vessel Information

NEXT PORT ETA
20/09/2024 00:00

Main Menu

- workload management
- Voyage Management
 - Manage VIR
 - Shifting Request
 - PTW Services
 - FAL Forms
- Port Clearance**
- Vessel Operation
- Routing Services
- Payments

Shipping Agent 30755
63
ADOS PAKISTAN LIMITED

Logout

Save as Draft

Request for NOC

Figure 25

- iii. Then a success alert appears.
- iv. Click on “OK” button to proceed.

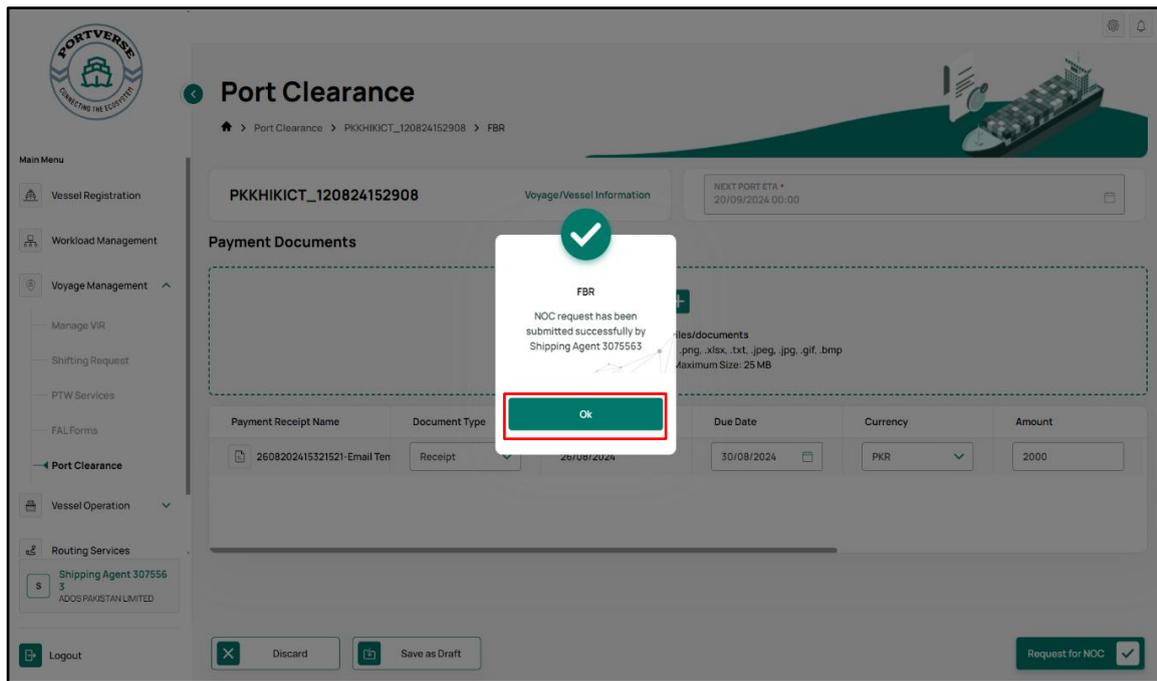


Figure 26

- v. The submitted request will appear on the Port Clearance main screen.

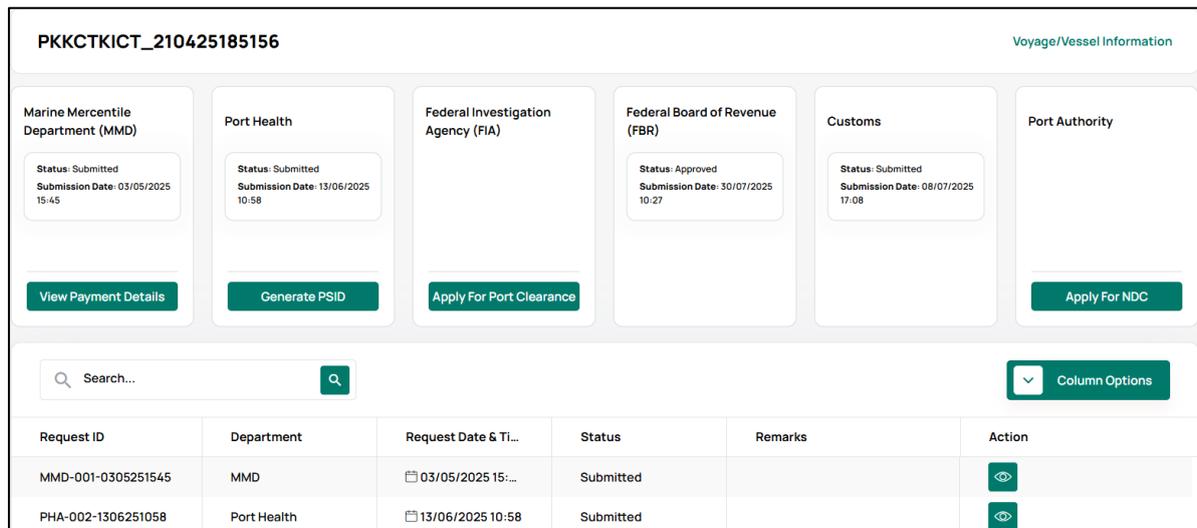
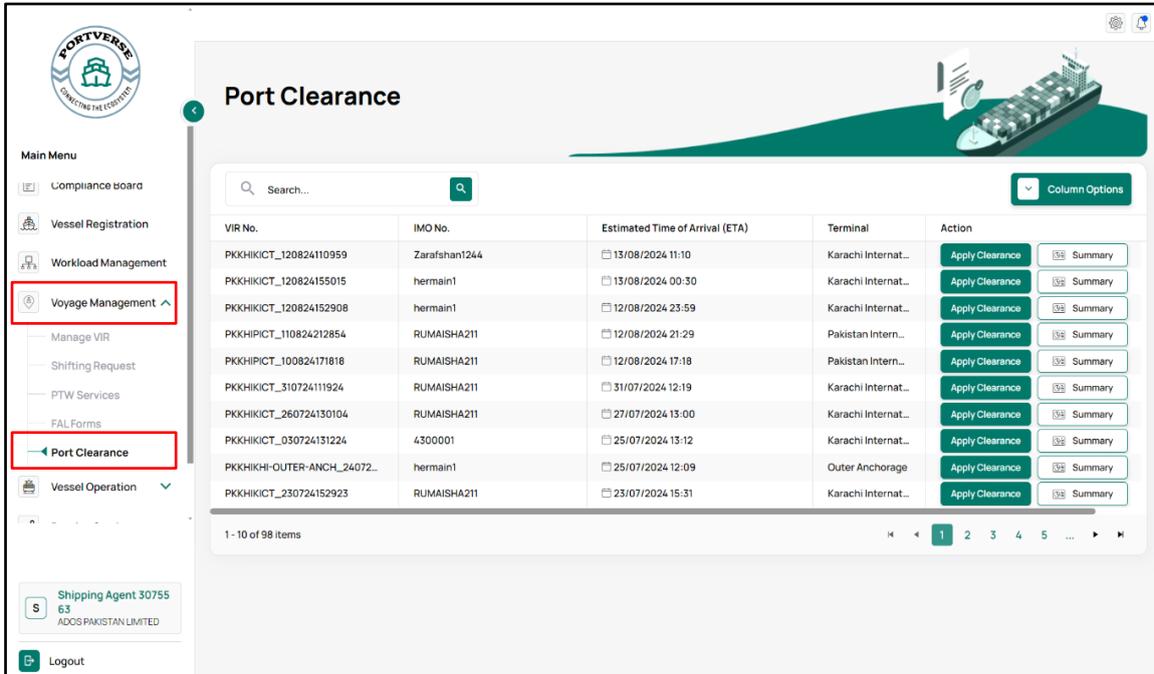


Figure 27

6.5. Port Clearance – Federal Investigation of Agency

6.5.1. Access to Port Clearance

- i. Click on the **"Voyage Management"** to access the Port Clearance.
- ii. Click on the **"Port Clearance"** submenu under Voyage Management.

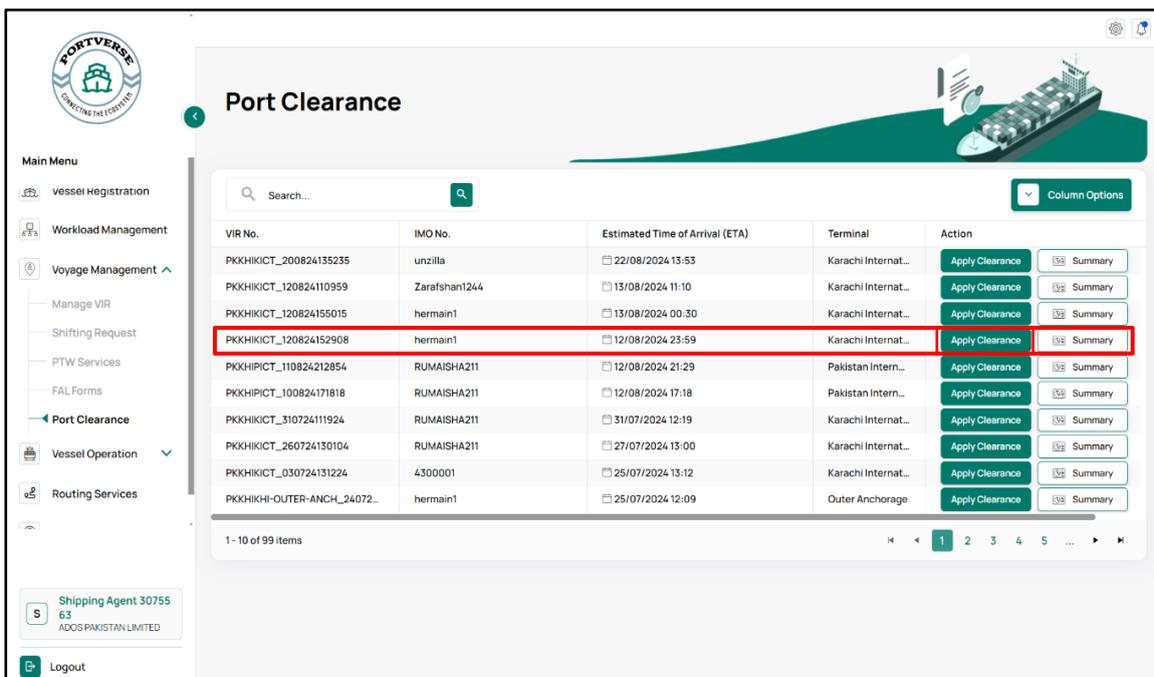


The screenshot shows the 'Port Clearance' application interface. On the left, the 'Main Menu' includes 'Compliance Board', 'Vessel Registration', 'Workload Management', 'Voyage Management', 'Manage VIR', 'Shifting Request', 'PTW Services', 'FAL Forms', 'Port Clearance', 'Vessel Operation', and 'Routing Services'. The 'Voyage Management' and 'Port Clearance' items are highlighted with red boxes. The main content area displays a table of vessel records with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each record.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 28

- iii. Click on the **"Apply Clearance"** button next to a specific VIR.



The screenshot shows the 'Port Clearance' application interface. The 'Main Menu' is visible on the left, with 'Voyage Management' and 'Port Clearance' highlighted. The main content area displays a table of vessel records. The row for VIR No. 'PKKHIKICT_120824152908' is highlighted with a red box, and the 'Apply Clearance' button next to it is also highlighted with a red box.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 29

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NOC** button on Federal Board of Revenue (FBR) card.

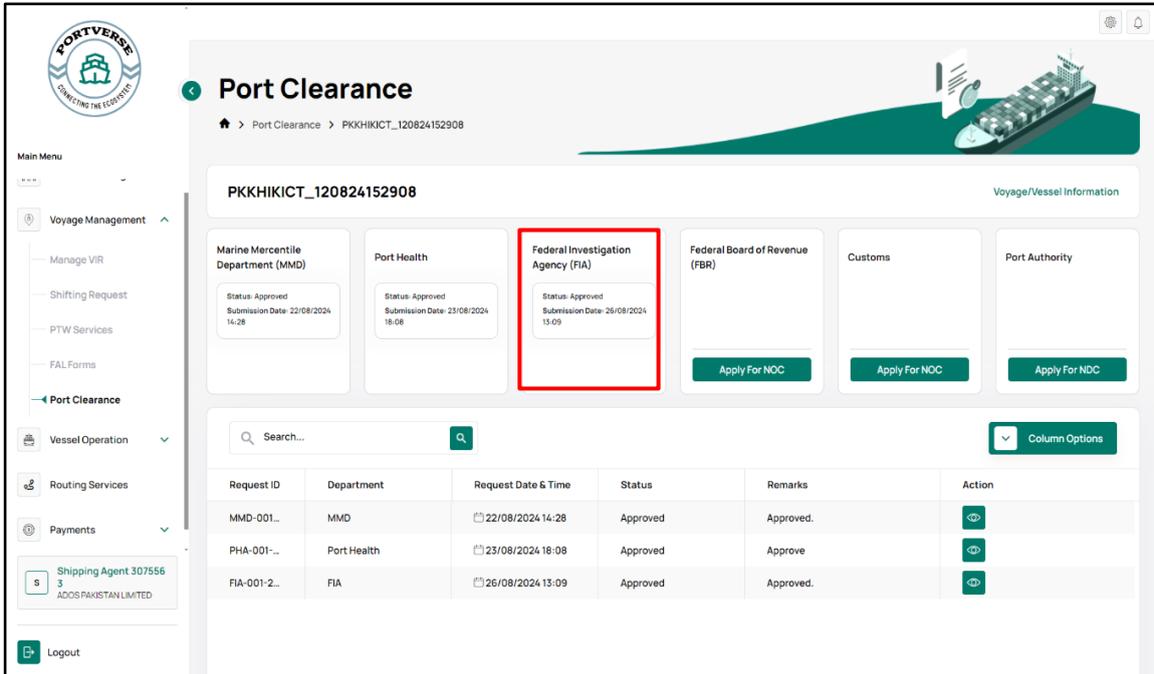


Figure 30



6.5.2. Submit the Port Clearance Request to Federal Investigation of Agency

- i. Enter the required fields and click on Request for NOC button.

The screenshot shows a web form titled "Port Clearance". The breadcrumb trail is "Home > Port Clearance > PKKCTKICT_210425185156 > FIA". The form contains a field for "PKKCTKICT_210425185156" with a "Voyage/Vessel Information" label. To the right, there is a "Next Port ETA" field with the value "01/02/2030 10:26". At the bottom left, there is a "Save" button. At the bottom right, there is a "Request for NOC" button with a checkmark icon.

Figure 31

- ii. Then a success alert appears.
- iii. Click on "OK" button to proceed.

The screenshot shows the same "Port Clearance" form as in Figure 31, but with a success alert dialog box in the center. The dialog box has a green checkmark icon and the text: "FIA", "NOC request has been submitted successfully by Shipping Agent 3075563". Below the text is an "Ok" button, which is highlighted with a red rectangle. The background form is dimmed. The breadcrumb trail is "Home > Port Clearance > PKKHIKICT_120824152908 > FIA". The "Next Port ETA" field shows "20/09/2024 00:00". The "Shipping Agent" field shows "Shipping Agent 30755 63 ADOS PAKISTAN LIMITED". At the bottom left, there are "Logout" and "Save as Draft" buttons. At the bottom right, there is a "Request for NOC" button with a checkmark icon.

Figure 32

- iv. The submitted request will appear on the Port Clearance main screen.

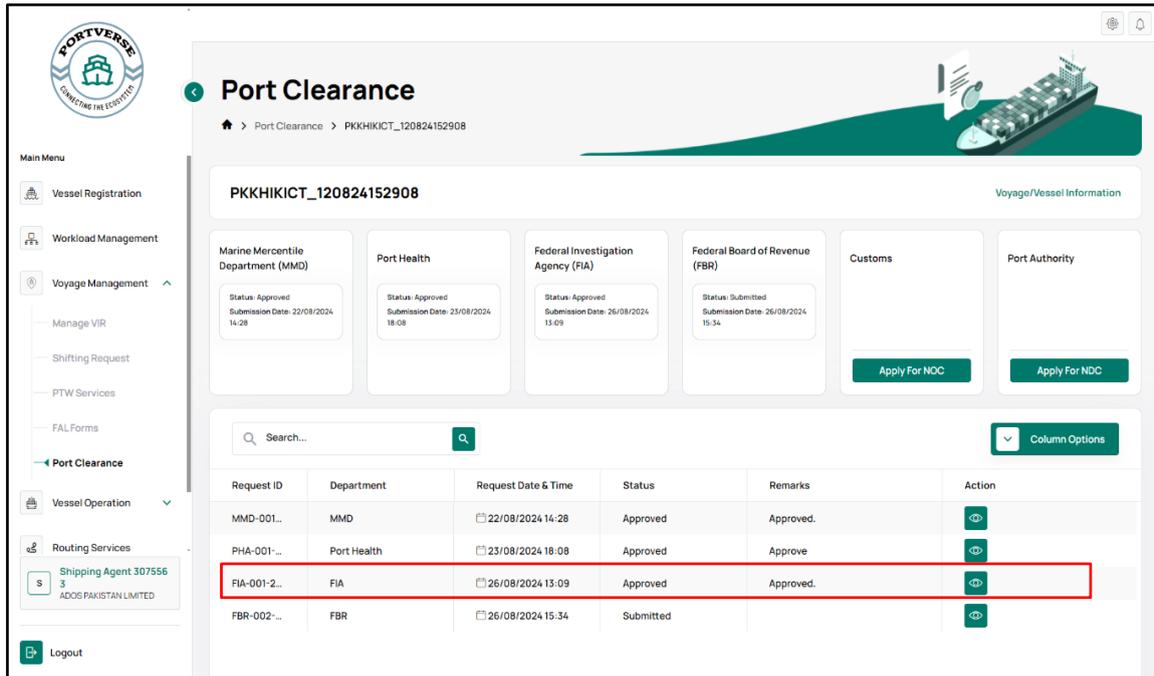


Figure 33

6.6. Port Clearance – Customs

6.6.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under the Voyage Management.

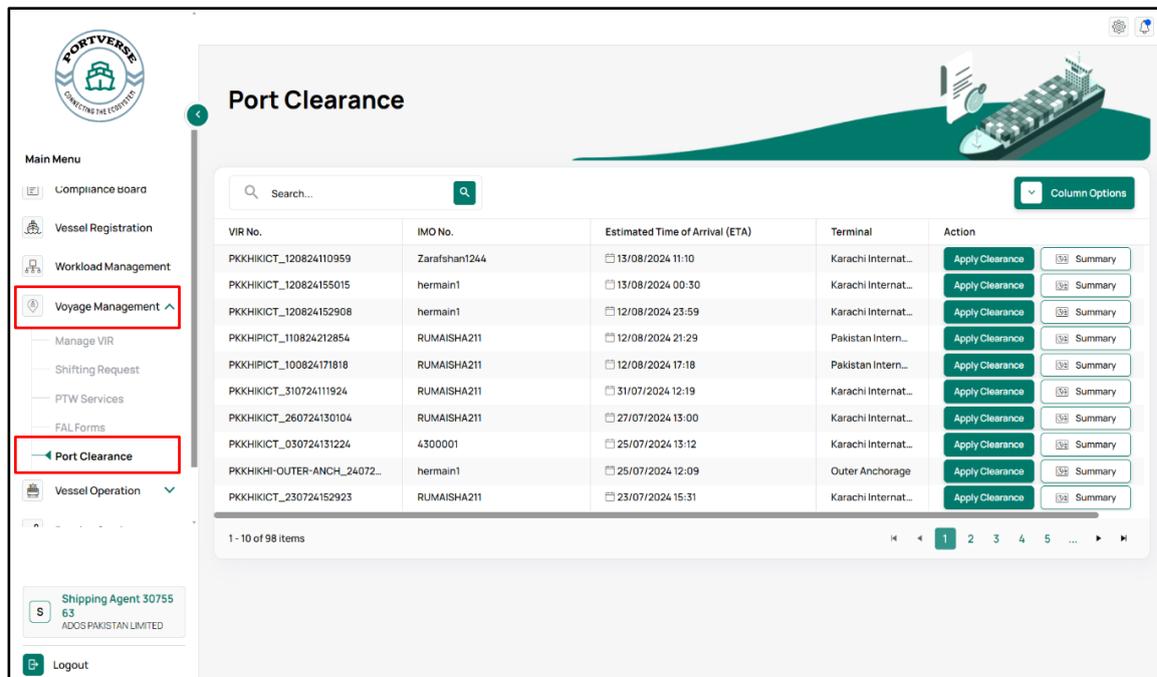


Figure 34

- iii. Click on the "Apply Clearance" button next to a specific VIR.

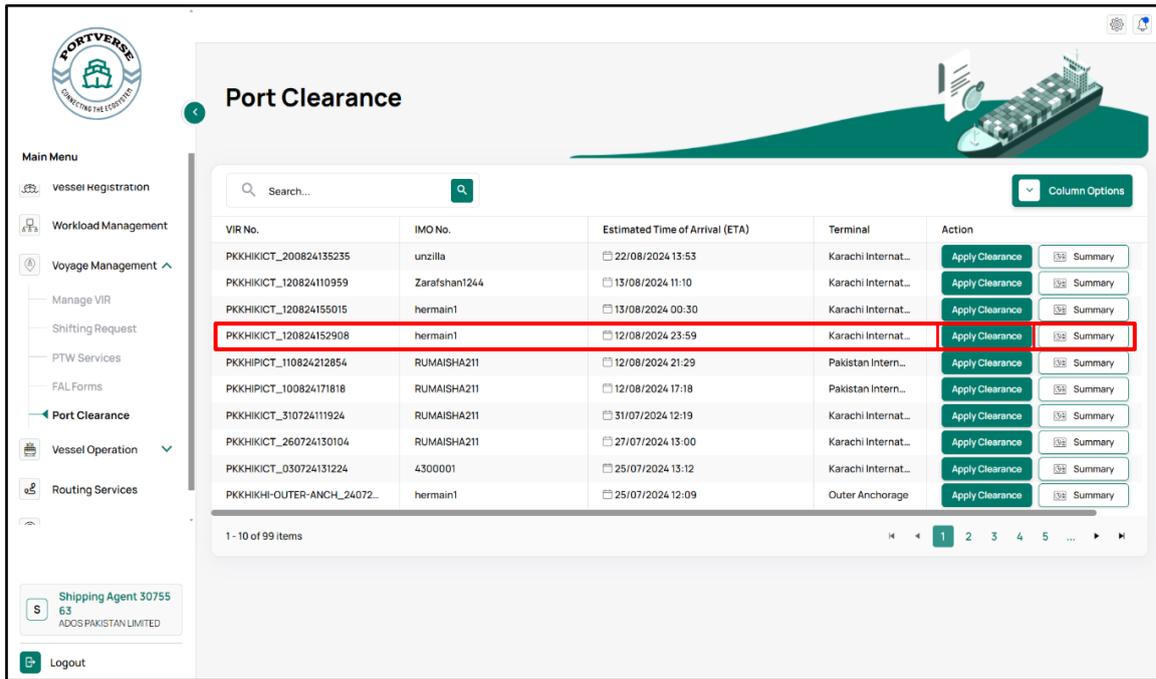


Figure 35

- vi. Port Clearance dashboard will appear.
- iv. Click on the **Apply for NOC** button on Customs card.

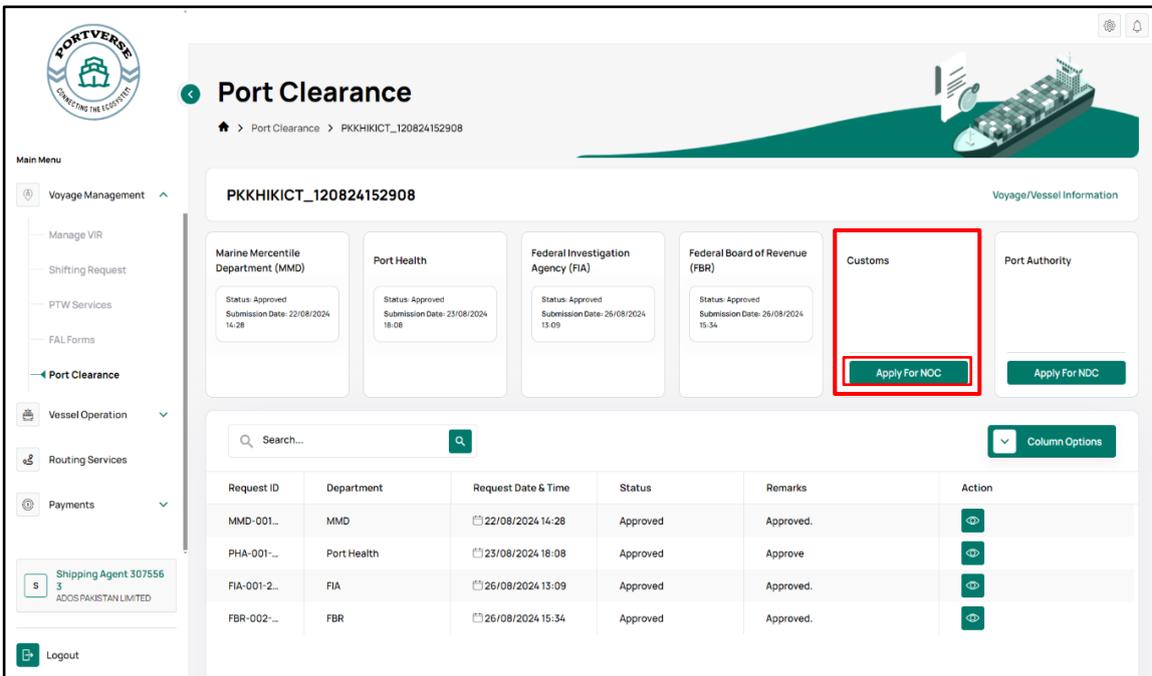


Figure 36

6.6.2. Submit the Port Clearance Request to Customs

- i. Enter the required fields.
- ii. Click on the upload icon to upload required attachments.

Port Clearance

PKKHIKICT_120824152908 Voyage/Vessel Information

NEXT PORT ETA * 20/09/2024 00:00

Payment Documents

Click + to add files/documents
Allowed Document Types: pdf, csv, png, xls, txt, jpeg, jpg, gif, bmp
Allowed Document Maximum Size: 25 MB

Payment Receipt Name	Document Type	Receipt Uploaded Da...	Due Date	Currency	Amount
No records available					

Shipping Agent 307556
ADOS PAKISTAN LIMITED

Logout Discard Save as Draft Request for NOC

Figure 37

- iii. Select and upload the required document(s).

Open

Projects > Port Community System

3 - BRS - DRAFT V.1.2.pdf
4 - SRS V.1.1.pdf
Email Template List
RI.2 Cargo Declaration - RIM JIRA.csv
MicrosoftTeams-image.png

File name: Custom Files (*.pdf;*.csv;*.png;*.xls;*.xlsx;*.txt;*.jpeg;*.jpg;*.gif;*.bmp)

Port Clearance

PKKHIKICT_120824152908 Voyage/Vessel Information

NEXT PORT ETA * 20/09/2024 00:00

Payment Documents

Click + to add files/documents
Allowed Document Types: pdf, csv, png, xls, txt, jpeg, jpg, gif, bmp
Allowed Document Maximum Size: 25 MB

Payment Receipt Name	Document Type	Receipt Uploaded Da...	Due Date	Currency	Amount
No records available					

Shipping Agent 307556
ADOS PAKISTAN LIMITED

Logout Discard Save as Draft Request for NOC

Figure 38

- iv. Uploaded document(s) will appear under the Payment Documents section.

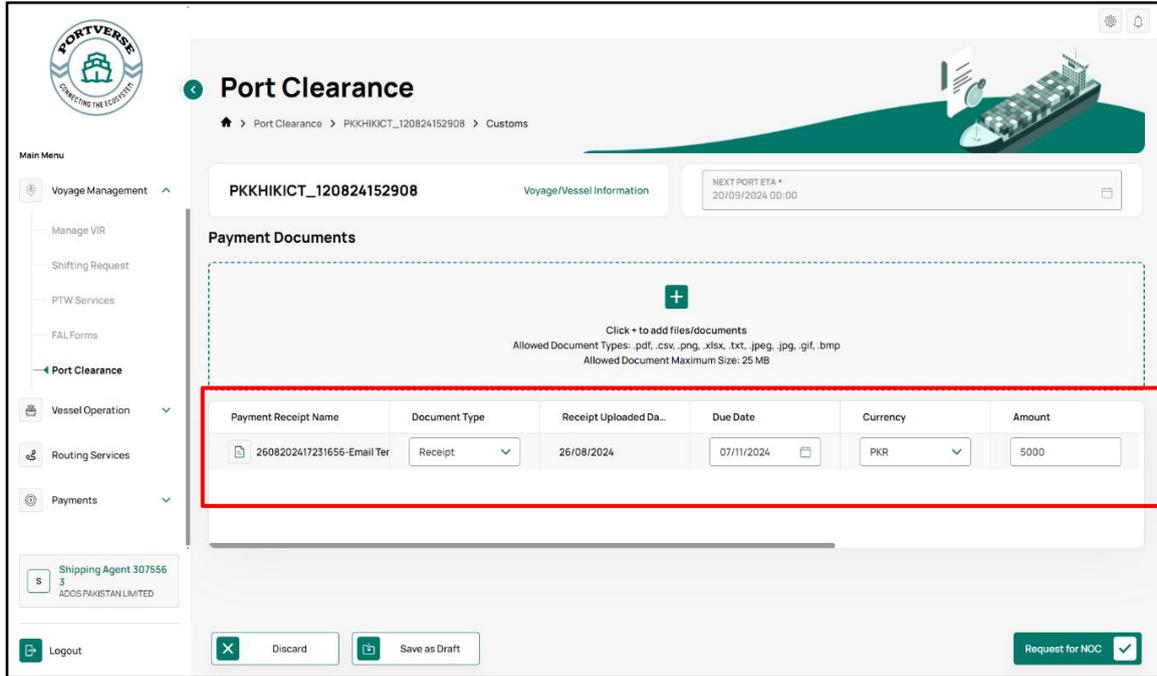


Figure 39

- v. Click on **Request for NOC** button to apply for Port Clearance from Customs.

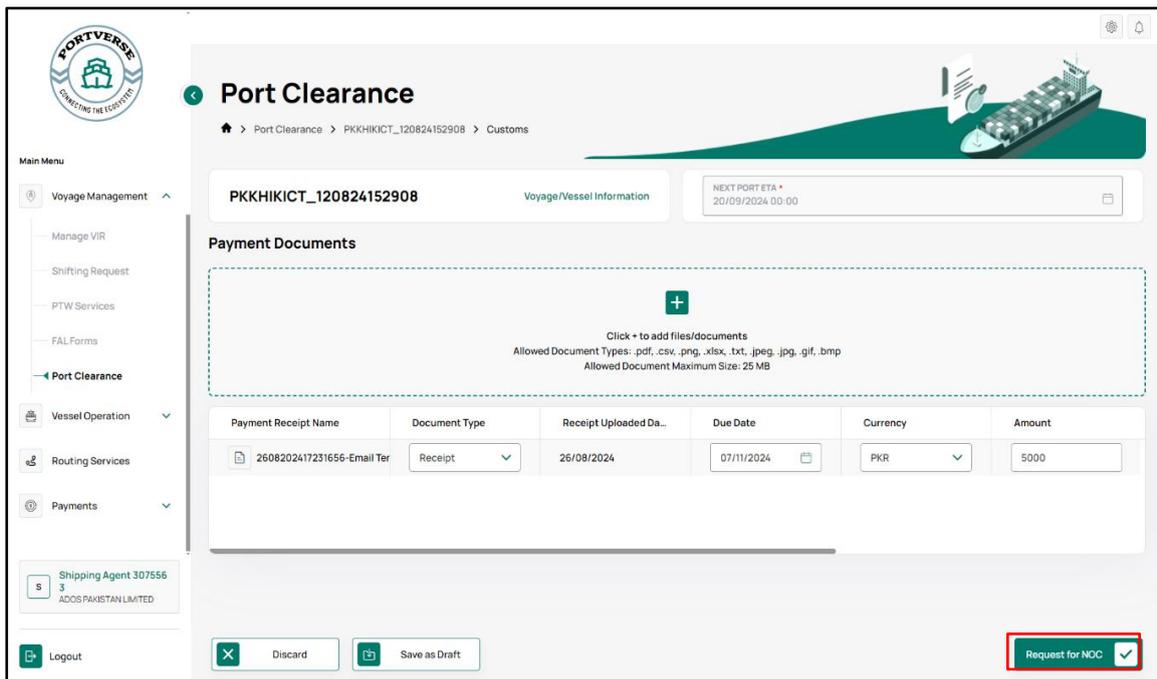


Figure 40

- ix. Then a success alert appears.
- vi. Click on “OK” button to proceed.

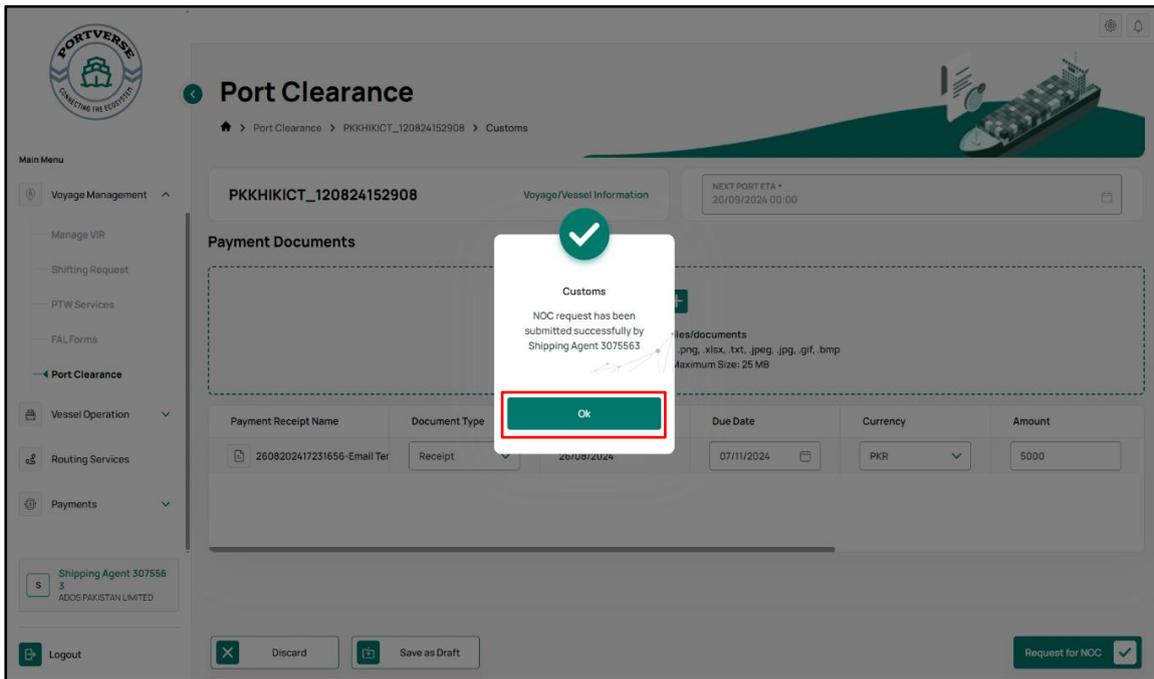


Figure 41

- vii. The submitted request will appear on the Port Clearance main screen.

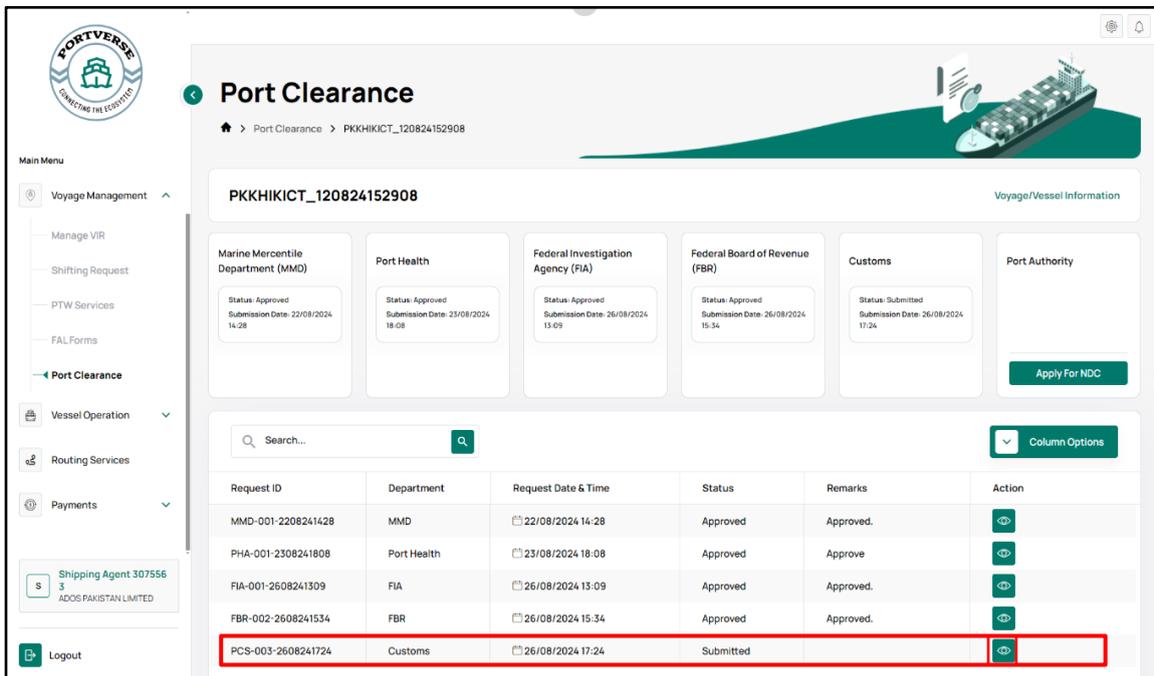
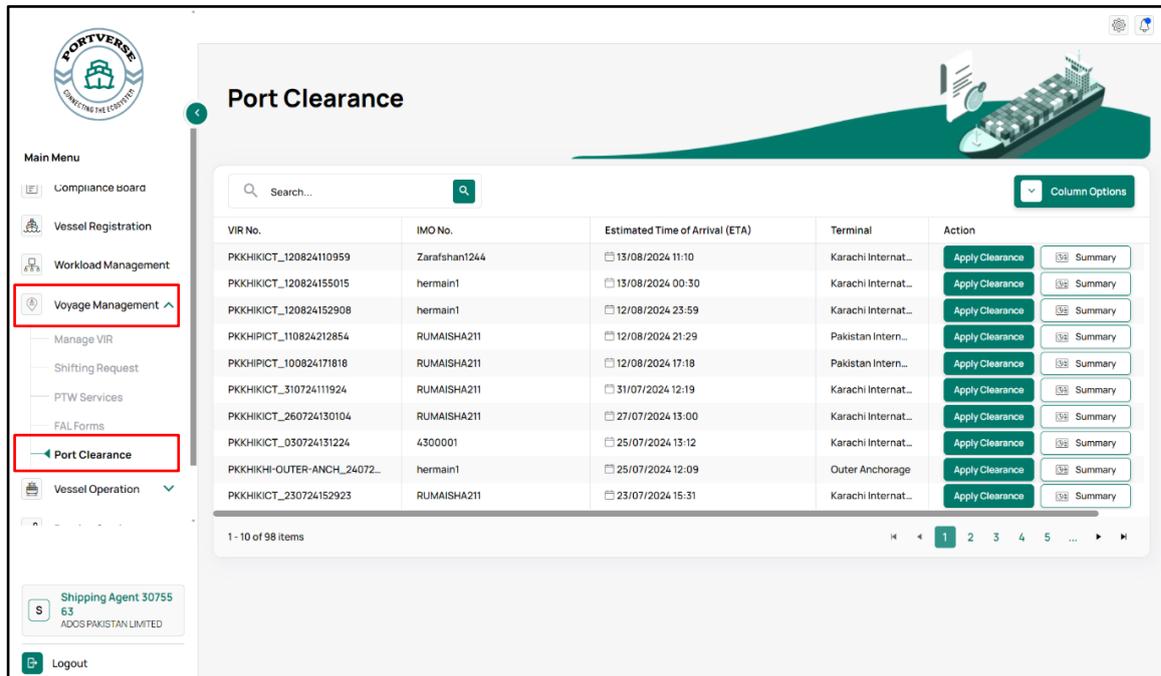


Figure 42

6.7. Port Clearance – Port Authority

6.7.1. Access to Port Clearance

- i. Click on the "Voyage Management" to access the Port Clearance.
- ii. Click on the "Port Clearance" submenu under Voyage Management.

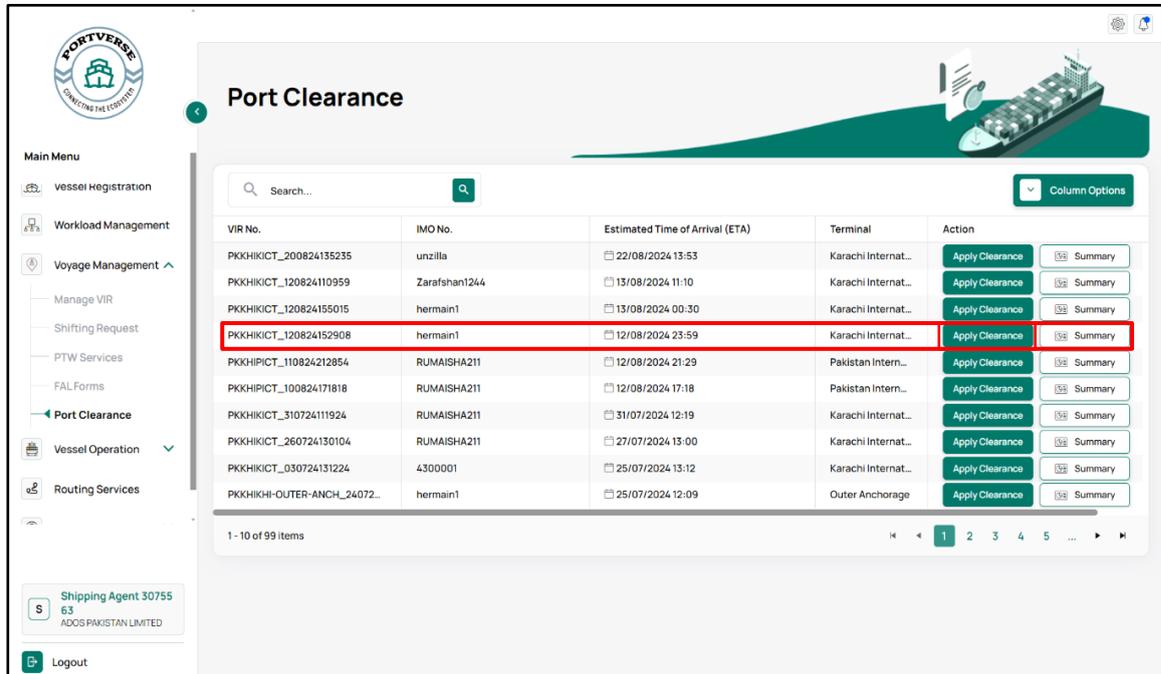


The screenshot shows the 'Port Clearance' dashboard. On the left, the 'Main Menu' includes 'Voyage Management' and 'Port Clearance', both highlighted with red boxes. The main area displays a table of vessel records with columns for VIR No., IMO No., Estimated Time of Arrival (ETA), Terminal, and Action. The 'Action' column contains 'Apply Clearance' and 'Summary' buttons for each record. The table shows 10 items, with a total of 98 items available.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary
PKKHIKICT_230724152923	RUMAISHA211	23/07/2024 15:31	Karachi Internat...	Apply Clearance Summary

Figure 43

- iii. Click on the "Apply Clearance" button next to a specific VIR.



The screenshot shows the 'Port Clearance' dashboard. The 'Main Menu' on the left has 'Port Clearance' highlighted with a red box. The table of vessel records is shown, with the row for VIR No. 'PKKHIKICT_120824152908' highlighted in red. The 'Apply Clearance' button for this record is also highlighted with a red box.

VIR No.	IMO No.	Estimated Time of Arrival (ETA)	Terminal	Action
PKKHIKICT_200824135235	unzilla	22/08/2024 13:53	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824110959	Zarafshan1244	13/08/2024 11:10	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824155015	hermain1	13/08/2024 00:30	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_120824152908	hermain1	12/08/2024 23:59	Karachi Internat...	Apply Clearance Summary
PKKHIPICT_110824212854	RUMAISHA211	12/08/2024 21:29	Pakistan Intern...	Apply Clearance Summary
PKKHIPICT_100824171818	RUMAISHA211	12/08/2024 17:18	Pakistan Intern...	Apply Clearance Summary
PKKHIKICT_310724111924	RUMAISHA211	31/07/2024 12:19	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_260724130104	RUMAISHA211	27/07/2024 13:00	Karachi Internat...	Apply Clearance Summary
PKKHIKICT_030724131224	4300001	25/07/2024 13:12	Karachi Internat...	Apply Clearance Summary
PKKHIKHI-OUTER-ANCH_24072...	hermain1	25/07/2024 12:09	Outer Anchorage	Apply Clearance Summary

Figure 44

- iv. Port Clearance dashboard will appear.
- v. Click on the **Apply for NDC** button on Port Authority card.

The screenshot displays the 'Port Clearance' dashboard for voyage PKKHKICT_120824152908. The dashboard includes a main menu on the left, a top navigation bar, and a central area with departmental cards and a data table.

Departmental Cards:

- Marine Mercantile Department (MMD):** Status: Approved, Submission Date: 22/08/2024 14:28
- Port Health:** Status: Approved, Submission Date: 23/08/2024 18:08
- Federal Investigation Agency (FIA):** Status: Approved, Submission Date: 26/08/2024 13:09
- Federal Board of Revenue (FBR):** Status: Approved, Submission Date: 26/08/2024 15:34
- Customs:** Status: Approved, Submission Date: 26/08/2024 17:24
- Port Authority:** Status: Approved, Submission Date: 26/08/2024 17:24. Includes an **Apply For NDC** button.

Request Details Table:

Request ID	Department	Request Date & Time	Status	Remarks	Action
MMD-001...	MMD	22/08/2024 14:28	Approved	Approved.	
PHA-001...	Port Health	23/08/2024 18:08	Approved	Approve	
FIA-001-2...	FIA	26/08/2024 13:09	Approved	Approved.	
FBR-002...	FBR	26/08/2024 15:34	Approved	Approved.	
PCS-003...	Customs	26/08/2024 17:24	Approved	Approved.	

Figure 45

6.7.2. Submit the Port Clearance Request to Port Authority

- i. Enter the required field.
- ii. By default, berthing tab will appear.

The screenshot shows the 'Port Clearance' interface for voyage/vessel information PKKHKICT_12082415290. The 'Berthing' tab is highlighted with a red box. The 'NEXT PORT ETA' is 20/09/2024 00:00. The 'Arrival' section shows Terminal Karachi International Container, Berth Allotted 10, and ATA (Actual Time of Arrival) 26/08/2024 00:00. The 'Departure' section shows Terminal Karachi International Container, Berth Allotted 10, and ATS (Actual Time of Sailing). The 'Shifting Request' table is as follows:

Shifting ID	From Berth	From Terminal	To Terminal	To Berth	Shifting Time
SHR_260824180830	10	Karachi Internation...	Karachi Internation...	Regression 1	09/08/2024 00:00

Buttons at the bottom include Discard, Save as Draft, and Request for NDC (checked).

Figure 46

- iii. Click on Work Order tab to view Pilot Work Order request(s).

The screenshot shows the 'Port Clearance' interface for the same voyage/vessel information. The 'Work Order' tab is highlighted with a red box. The 'NEXT PORT ETA' is 20/09/2024 00:00. The 'Arrival' and 'Departure' sections are identical to Figure 46. The 'Shifting Request' table is also identical:

Shifting ID	From Berth	From Terminal	To Terminal	To Berth	Shifting Time
SHR_260824180830	10	Karachi Internation...	Karachi Internation...	Regression 1	09/08/2024 00:00

Buttons at the bottom include Discard, Save as Draft, and Request for NDC (checked).

Figure 47

- iv. Click on PTW Services tab to view PTW request(s).

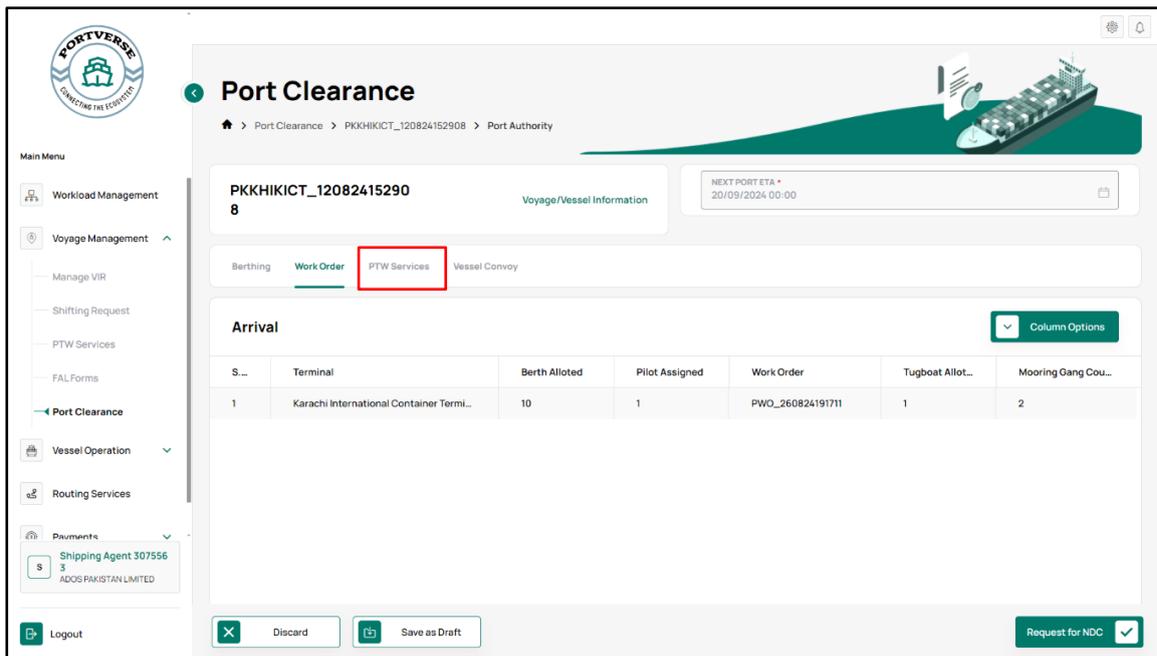


Figure 48

- v. Click on Vessel Convoy tab to view Vessel Convoy.

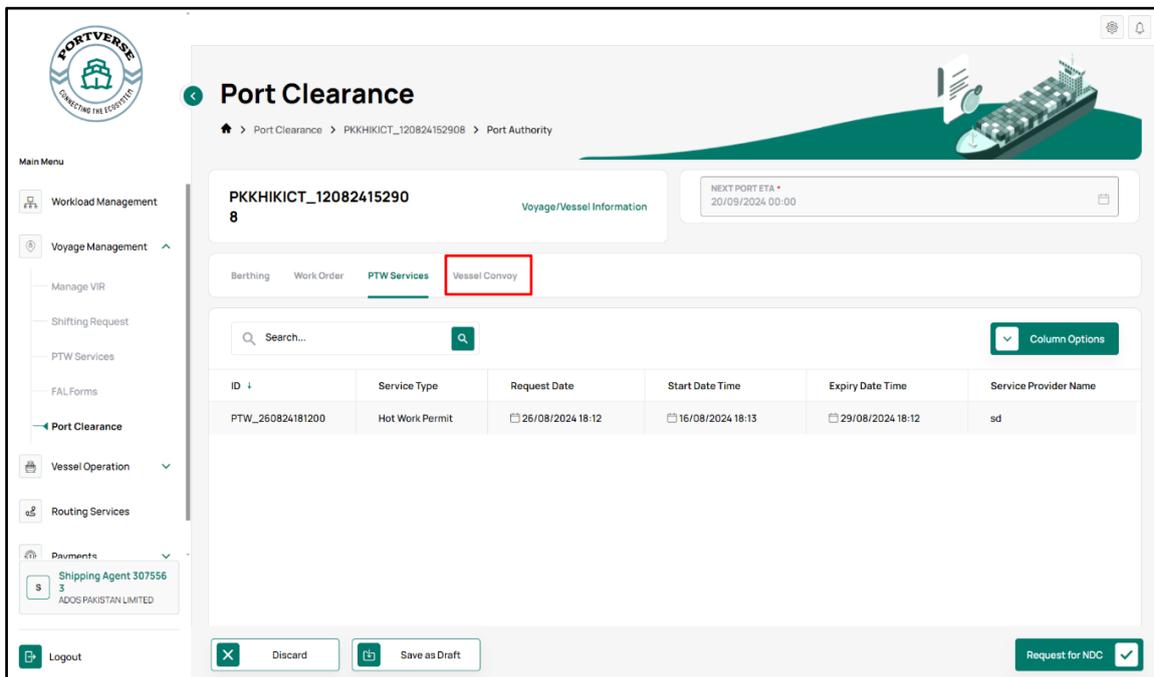


Figure 49

- vi. Click on “Request for NDC” button to apply for Port Clearance from Port Authority.

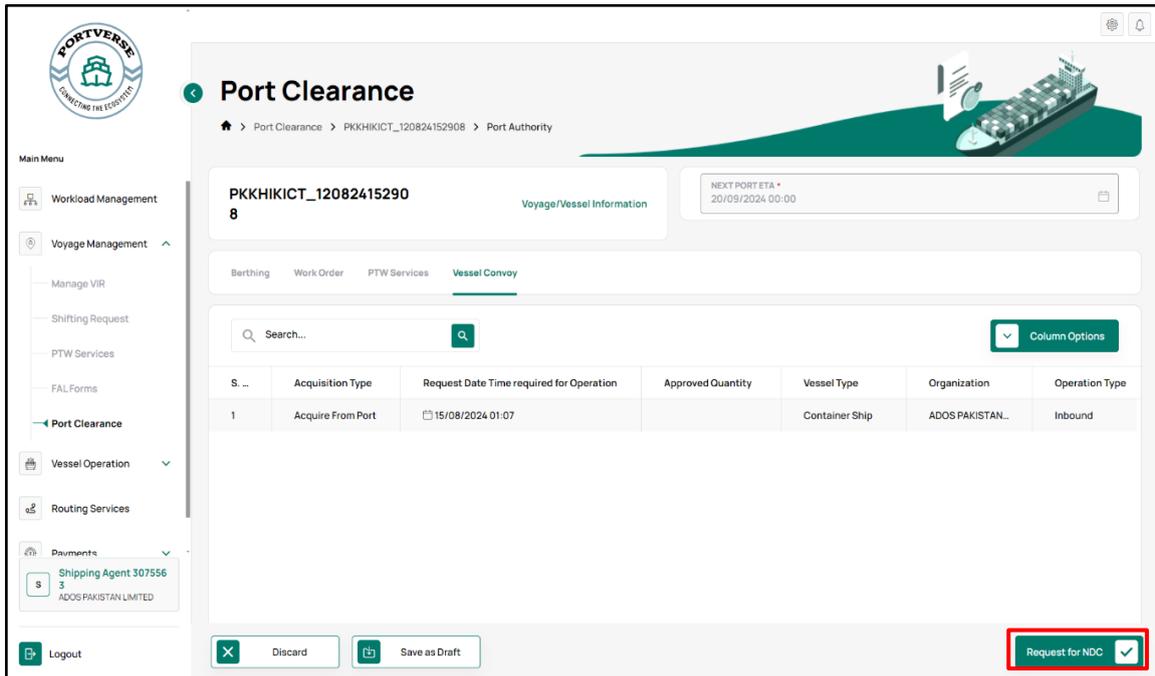


Figure 50

- vii. Then a success alert appears.
- viii. Click on “OK” button to proceed.

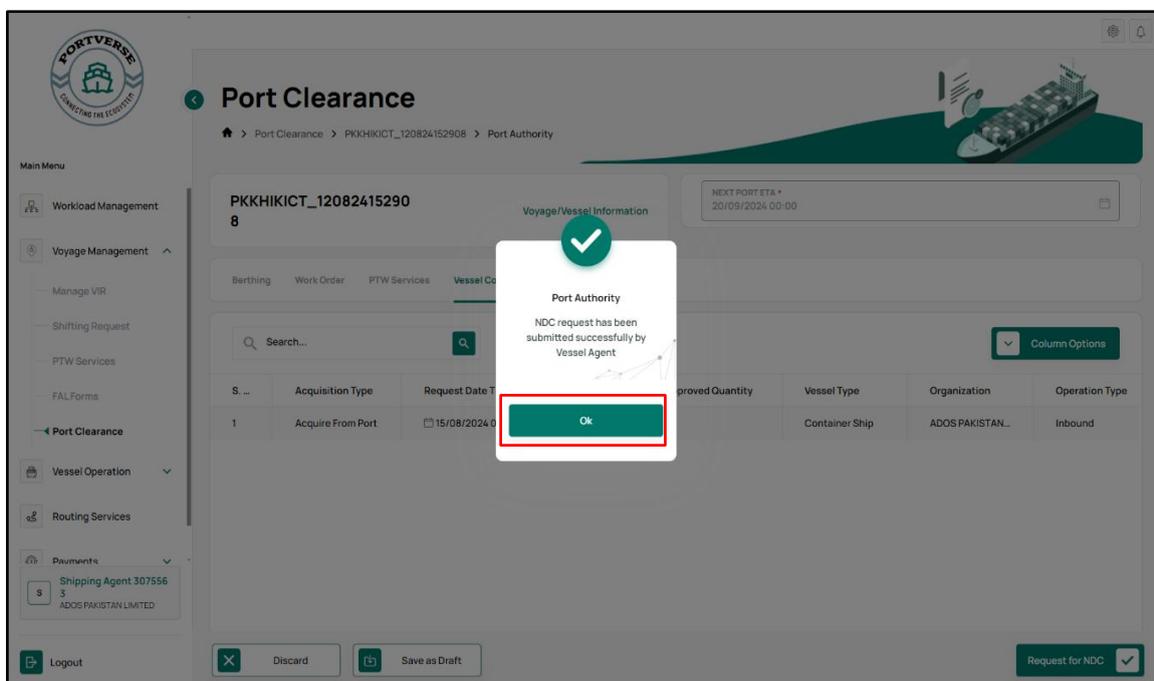


Figure 51

ix. The submitted request will appear in the Port Clearance main screen.

The screenshot displays the 'Port Clearance' interface. At the top, the title 'Port Clearance' is followed by a breadcrumb trail: 'Port Clearance > PKKHIKICT_120824152908'. Below this, a 'Voyage/Vessel Information' section is visible. The main content area features six summary cards for different departments: Marine Mercantile Department (MMD), Port Health, Federal Investigation Agency (FIA), Federal Board of Revenue (FBR), Customs, and Port Authority. Each card shows a status (Approved or Submitted) and a submission date. Below these cards is a search bar and a table of requests. The table has columns for Request ID, Department, Request Date & Time, Status, Remarks, and Action. The last row, representing a submitted request, is highlighted with a red border.

Request ID	Department	Request Date & Time	Status	Remarks	Action
MMD-001-2208241428	MMD	22/08/2024 14:28	Approved	Approved.	
PHA-001-2308241808	Port Health	23/08/2024 18:08	Approved	Approve	
FIA-001-2608241309	FIA	26/08/2024 13:09	Approved	Approved.	
FBR-002-2608241534	FBR	26/08/2024 15:34	Approved	Approved.	
PCS-003-2608241724	Customs	26/08/2024 17:24	Approved	Approved.	
PA-009-2608241921	Port Authority	26/08/2024 19:21	Submitted		

Figure 52



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