

# PAKISTAN SINGLE WINDOW

## Transforming Pakistan's International Trade



# PORT COMMUNITY SYSTEM USER MANUAL

This manual entails the submission of FAL Forms which is a mandatory compliance requirement of the Port Community System (PCS) module. It facilitates the stakeholder in the approval process for the FAL form submitted by the Shipping Agents.



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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 It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows.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:

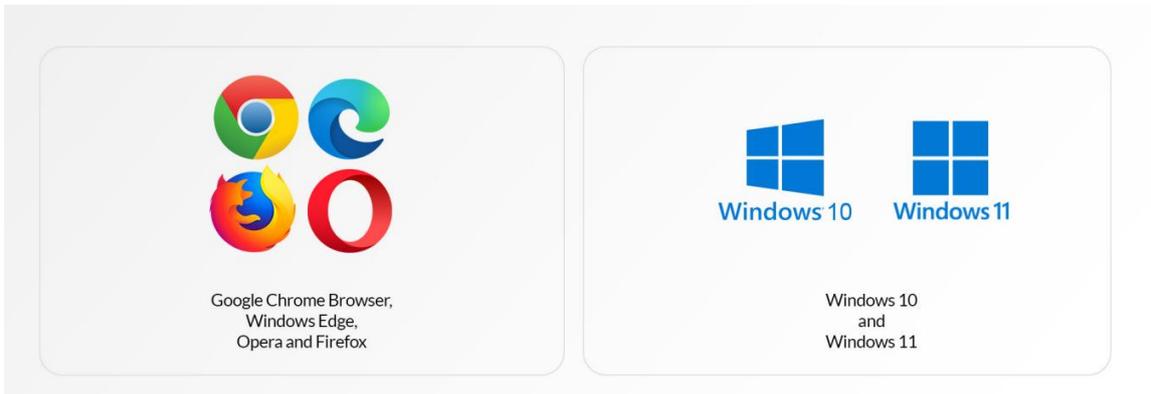
- i. **Centralized Information Hub:** Platform for sharing information among all port stakeholders, including shipping lines, terminal operators, customs, and logistics providers.
- ii. **Real-Time Data Exchange:** Real-time exchange of data between various entities, improving coordination and decision-making.
- 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

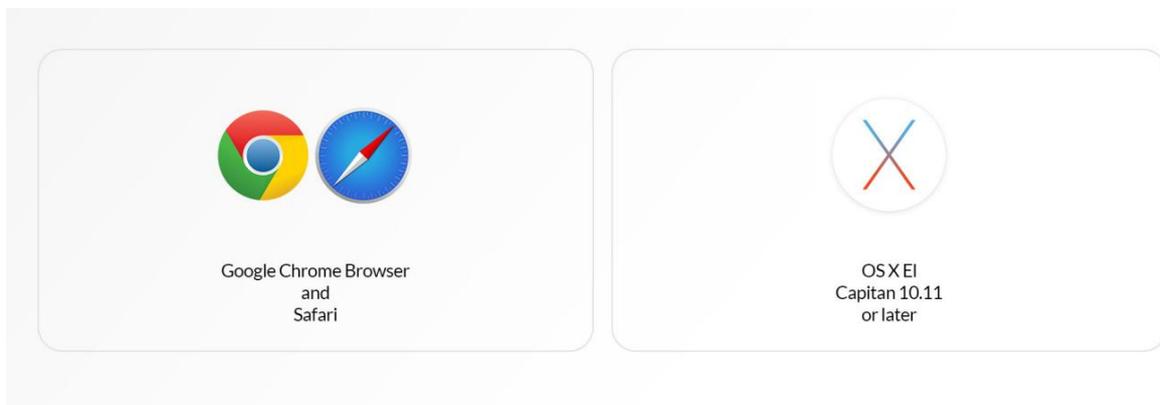
- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have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

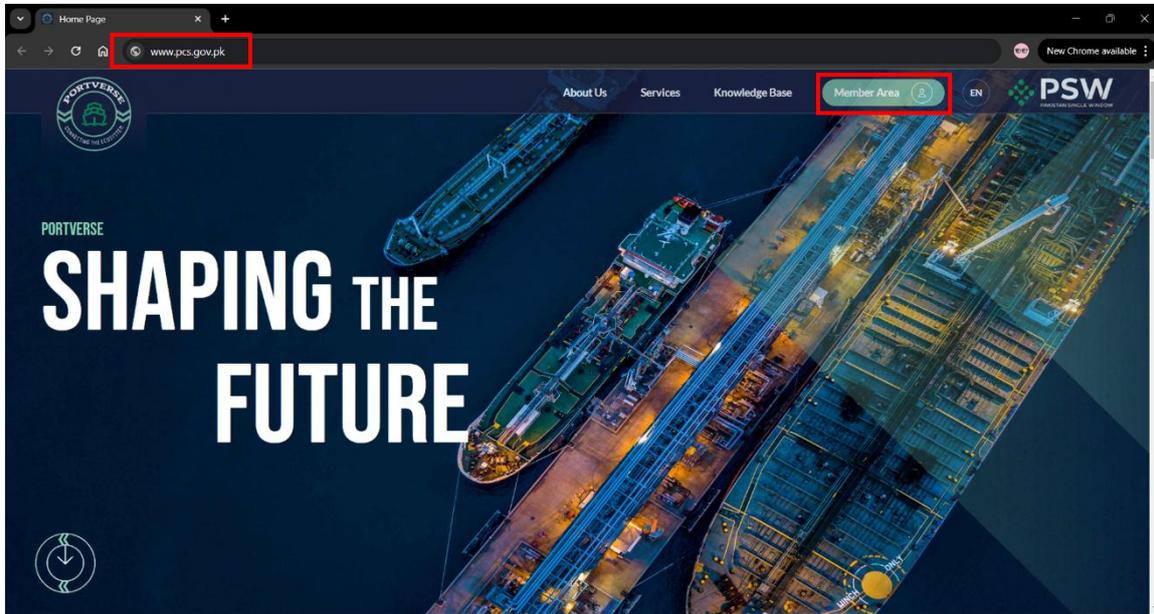


Figure 1 - PCS Website Member Area

- 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 and click on the eye view icon to see the password.
- iv. Click on the **Log in** Button.

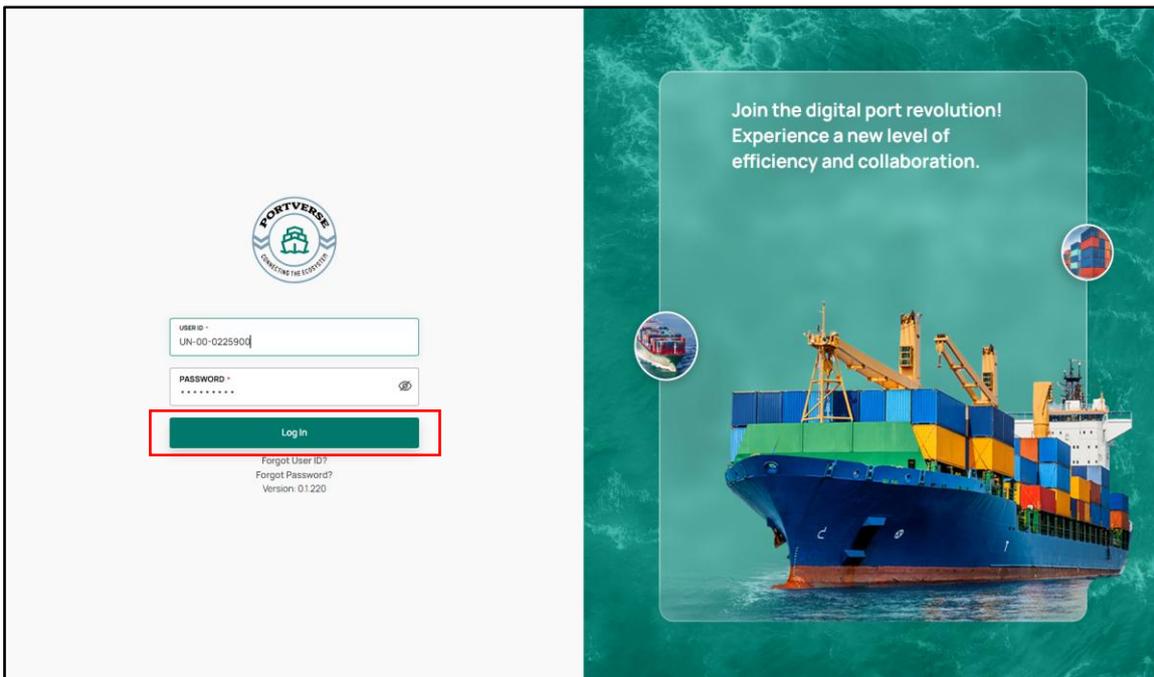
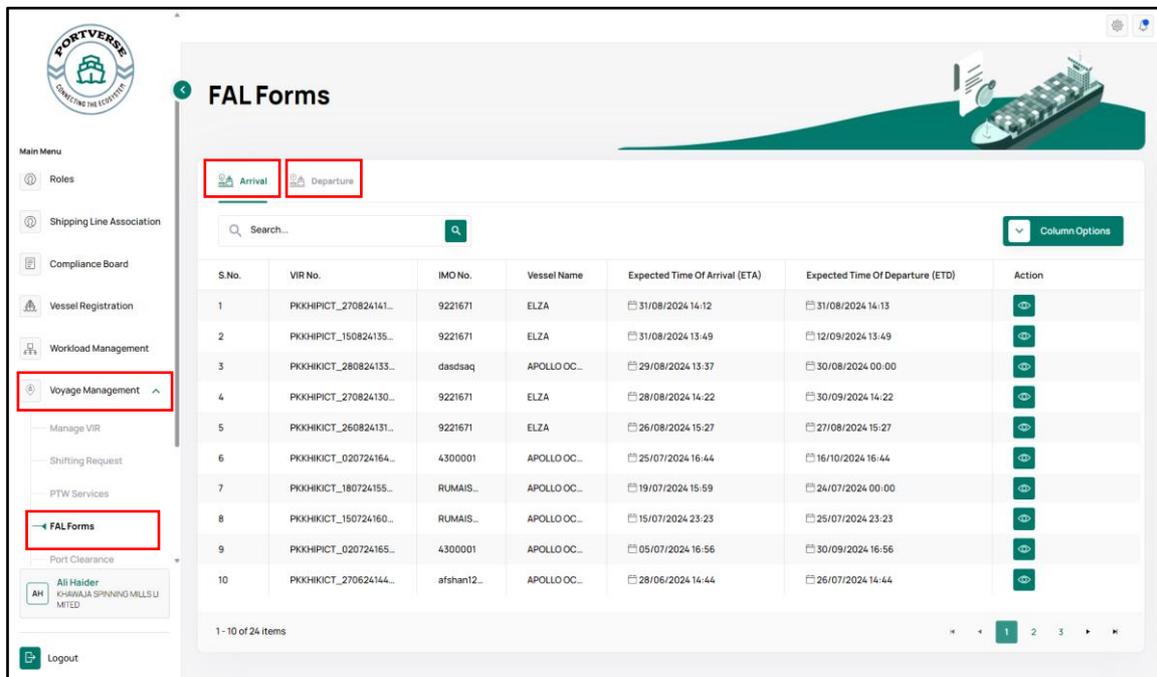


Figure 2 - PCS User Login

## 6.2. General Declaration (FAL – 1)

### 6.2.1. Access to General Declaration (FAL – 1)

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on either of the "Arrival" or "Departure" tab.

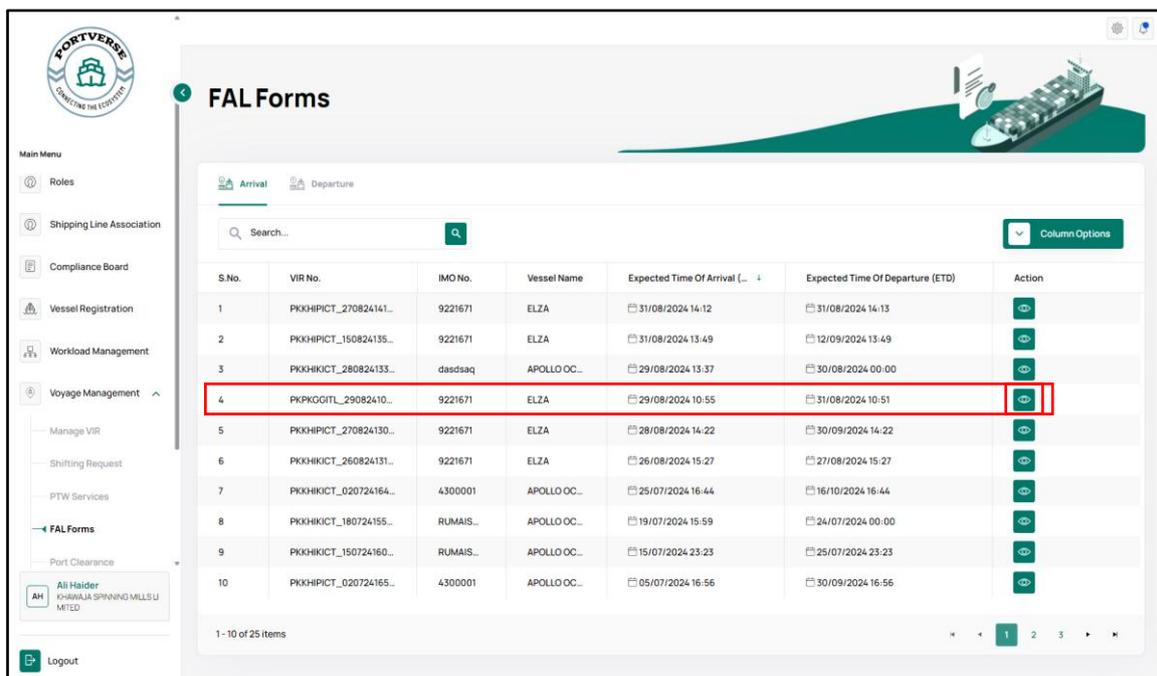


The screenshot shows the 'FAL Forms' interface. On the left is a 'Main Menu' with 'Voyage Management' and 'FAL Forms' highlighted. The main area has 'Arrival' and 'Departure' tabs. Below is a search bar and a table with columns: S.No., VIR No., IMO No., Vessel Name, Expected Time Of Arrival (ETA), Expected Time Of Departure (ETD), and Action. The table contains 10 rows of data. A red box highlights the 'Arrival' and 'Departure' tabs. Another red box highlights the 'FAL Forms' option in the menu.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
5	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
6	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
7	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
8	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
9	PKKHKICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️
10	PKKHKICT_270824144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	👁️

Figure 3 - FAL Forms Screen

- iv. Click on the view icon against a "VIR" after which FAL Form Dashboard will appear.



This screenshot is similar to Figure 3 but shows row 4 selected with a red border. The 'Action' column for row 4 has a red box around the view icon (👁️). The table now shows 25 items.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKPKGICT_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	👁️
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
6	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
7	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
8	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
9	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️

Figure 4 - Select VIR

## 6.2.2. Submit General Declaration (FAL – 1) Form

- i. Click on the “Click to fill” button on the General Declaration (FAL – 1) summary card.

The screenshot shows the 'FAL Forms' dashboard for the vessel 'PKPKGGITL\_290824105102'. The 'General Declaration (FAL-1)' card is highlighted with a red box, and its 'Click To Fill' button is also highlighted with a red box. The card displays the FAL ID: FAL-290824-12444 and the Submitted Date: 29/08/2024 12:44. Other cards include Cargo Declaration, Ship Store's Declaration, Crew List & Effects Declaration, Passenger's List Declaration, Dangerous Goods, Passenger/Crew Sign Out, Stowaways Declaration, Last 10 Port calls, Vaccination List, Vessel Convoy, List Of Seafarer, Waste Disposal, and Security Threat Reporting.

Figure 5 - General Declaration (FAL – 1) Summary Card

- ii. Form screen will appear, Vessel and Voyage information will be auto fetched.
- iii. Enter the remaining fields in the form.

The screenshot shows the 'General Declaration - FAL1' form screen. The form is titled 'General Declaration - FAL1' and contains various fields for vessel and voyage information. The form is highlighted with a red box. The fields include Vessel Name (ELZA), Vessel Type (Oil Tanker), IMO No. (9221671), Call Sign (DSSE4), Voyage In (100), Voyage Out (122), Arrival Port (Gwadar), ETA (Expected Time of Arrival) (29/08/2024 10:55), ETD (Expected Time of Departure) (31/08/2024 10:51), Flag (Liberia), Last Port (Karachi), Next Port (Gwadar), Name of Shipping Agent (Ali Muhammad Khan), GRT (28539), NRT (28000), Number of Crew (10), Number of Passenger, Name of Master (Ali Muhammad Khan), Certificate of Registry (10785N), Contact Details of Vessel Agent (923317896476), Remarks (Not Applicable), Brief Particulars of Voyage (Arrival is expected after noon on 29th August), Brief Description of the Cargo (Cargo contains Industrial equipment), and This Ship's Requirements (Large size equipment handling machinery is r...). The form is highlighted with a red box.

Figure 6 - FAL – 1 Form Screen

iv. Click on “Submit” button.

**General Declaration**

PKPKGITL\_290824105102

**General Declaration - FAL1**

VESSEL NAME ELZA	VESSEL TYPE Oil Tanker	IMO NO. 9221671	CALLSIGN DSSEA
VOYAGE IN 100	VOYAGE OUT 122	ARRIVAL PORT Gwadar	ETA (EXPECTED TIME OF ARRIVAL) 29/08/2024 10:55
ETD (EXPECTED TIME OF DEPARTURE) 31/08/2024 10:51	FLAG Liberia	LAST PORT Karachi	NEXT PORT Gwadar
NAME OF SHIPPING AGENT Ali Muhammad Khan	GRT 28539	NRT 28000	NUMBER OF CREW 10
NUMBER OF PASSENGER			
NAME OF MASTER - Ali Muhammad Khan	CERTIFICATE OF REGISTRY - 10785N	CONTACT DETAILS OF VESSEL AGENT - 923317896476	REMARKS - Not Applicable
BRIEF PARTICULARS OF VOYAGE - Arrival is expected after noon on 29th August	BRIEF DESCRIPTION OF THE CARGO - Cargo contains Industrial equipment	THIS SHIP'S REQUIREMENTS - Large size equipment handling machinery is r...	

Submit

Figure 7 - Submit FAL – 1 Form

v. System will generate a confirmation alert.

vi. Click on the “Yes” button to proceed.

**General Declaration**

PKPKGITL\_290824105102

**General Declaration - FAL1**

Are you sure you want to submit the current request?

No Yes

Figure 8 - Confirmation Alert (FAL - 1)

- vii. A success message alert will appear.
- viii. Click on the “OK” button to proceed.

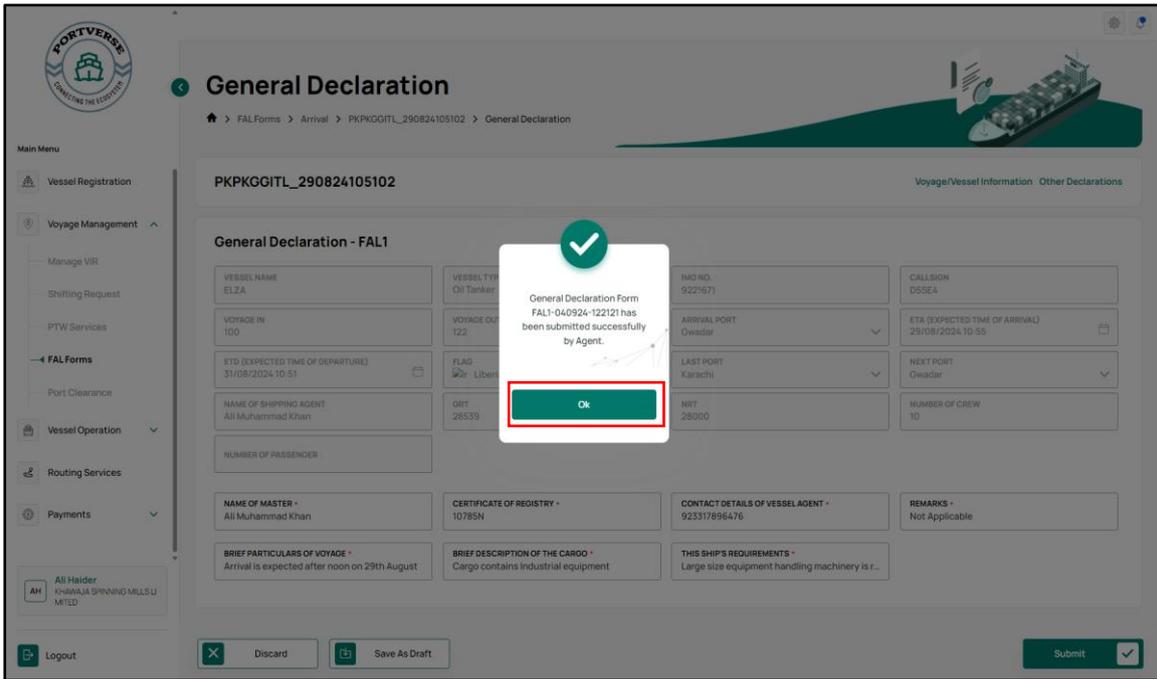


Figure 9 - Success Alert (FAL -1)

- ix. The submitted request will appear on the FAL Forms summary card with its ID and submission date.
- x. Click on the “Print” button to print the form.

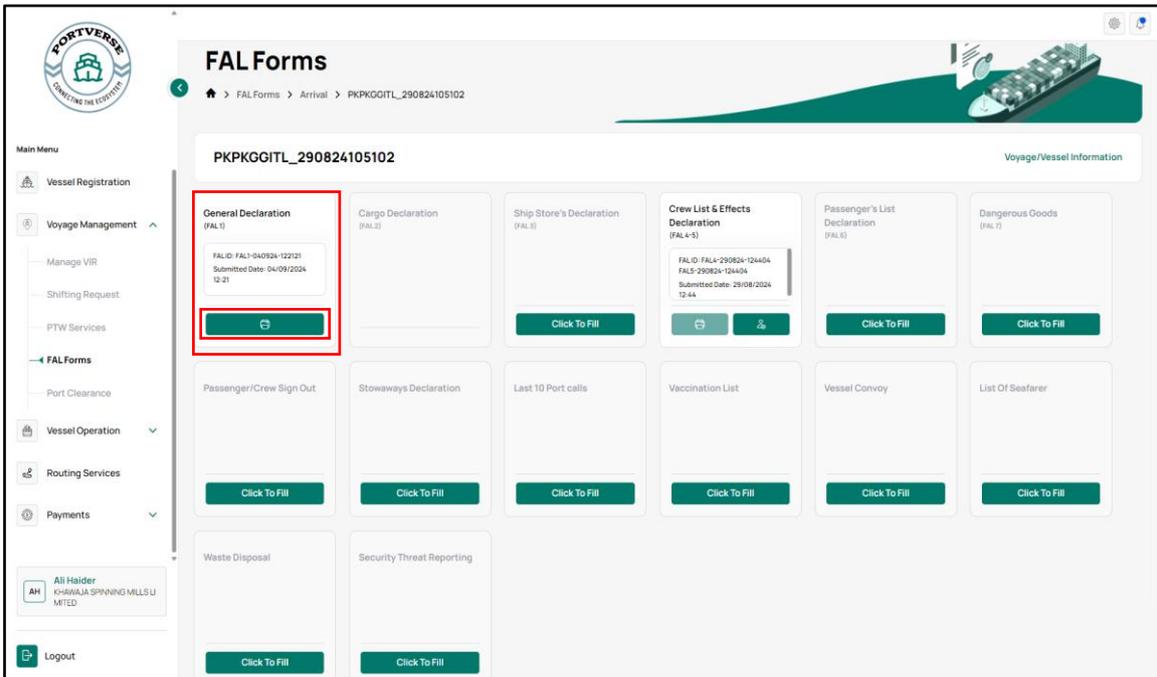


Figure 10 - FAL Forms Dashboard (FAL – 1 Summary Card)

- xi. System will display the form in print mode.
- xii. Click on the “Print” icon

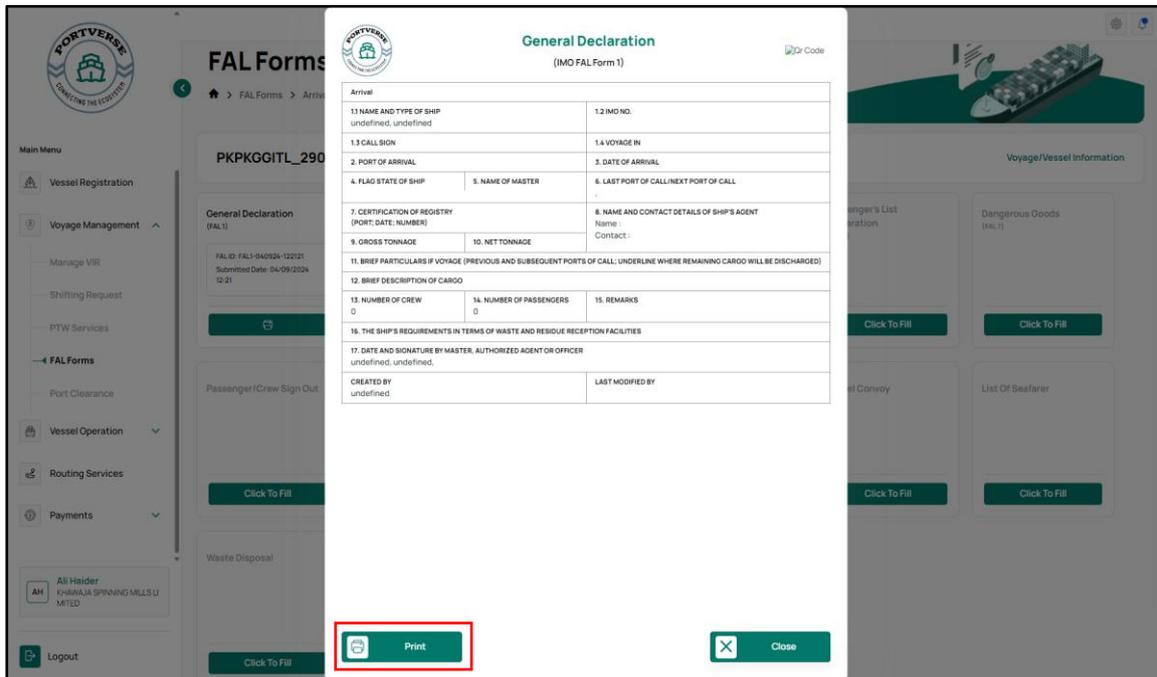


Figure 11 - FAL – 1 Form Print Preview

## 6.3. Ship Store Declaration (FAL – 3)

### 6.3.1. Access to Ship Store Declaration (FAL – 3)

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on either of the "Arrival" or "Departure" tab.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
5	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
6	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
7	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
8	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
9	PKKHKICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️
10	PKKHKICT_270624144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	👁️

Figure 12 - FAL Forms Screen

- iv. Click on the view icon against a "VIR" after which FAL Form Dashboard will appear.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKPKGICT_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	👁️
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
6	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
7	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
8	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
9	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️

Figure 13 - Select VIR

### 6.3.2. Submit Ship Store Declaration Form (FAL – 3)

- i. Click on the “Click to fill” button on the Ship Store Declaration Form (FAL – 3) summary card.

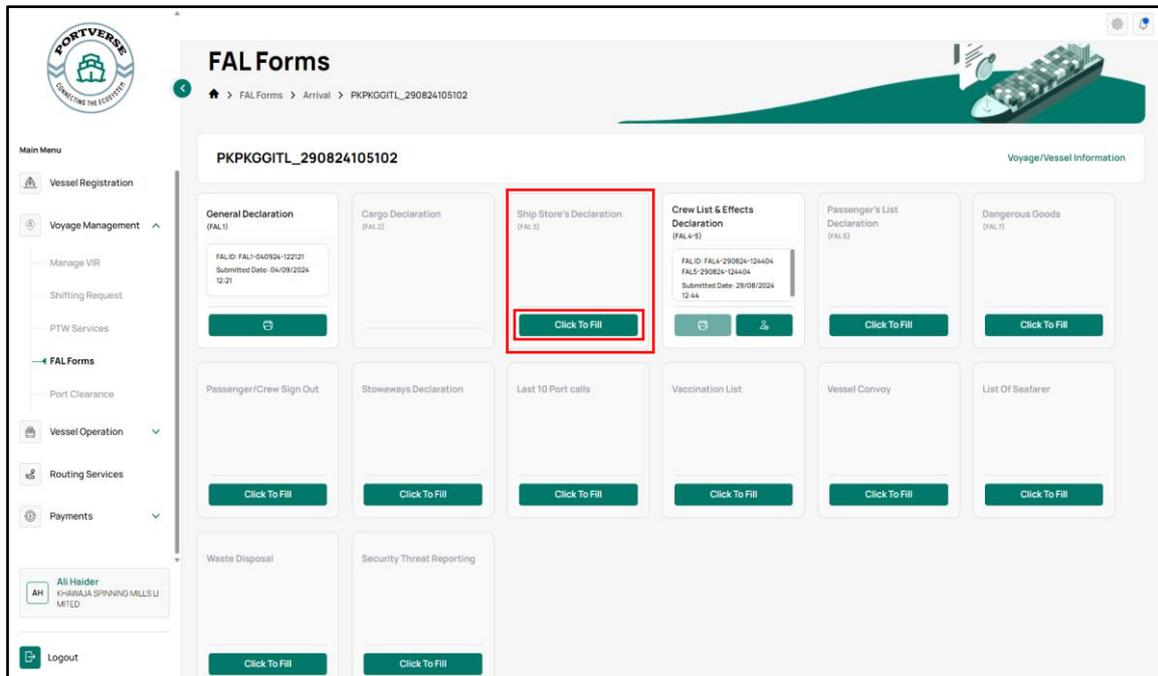


Figure 14 - Ship Store Declaration (FAL – 3) Summary Card

- ii. Once the form screen appears, manually add the data by clicking on the “Add New” button.
- iii. No. of Persons field will be auto populated.
- iv. Enter the duration and period of stay.

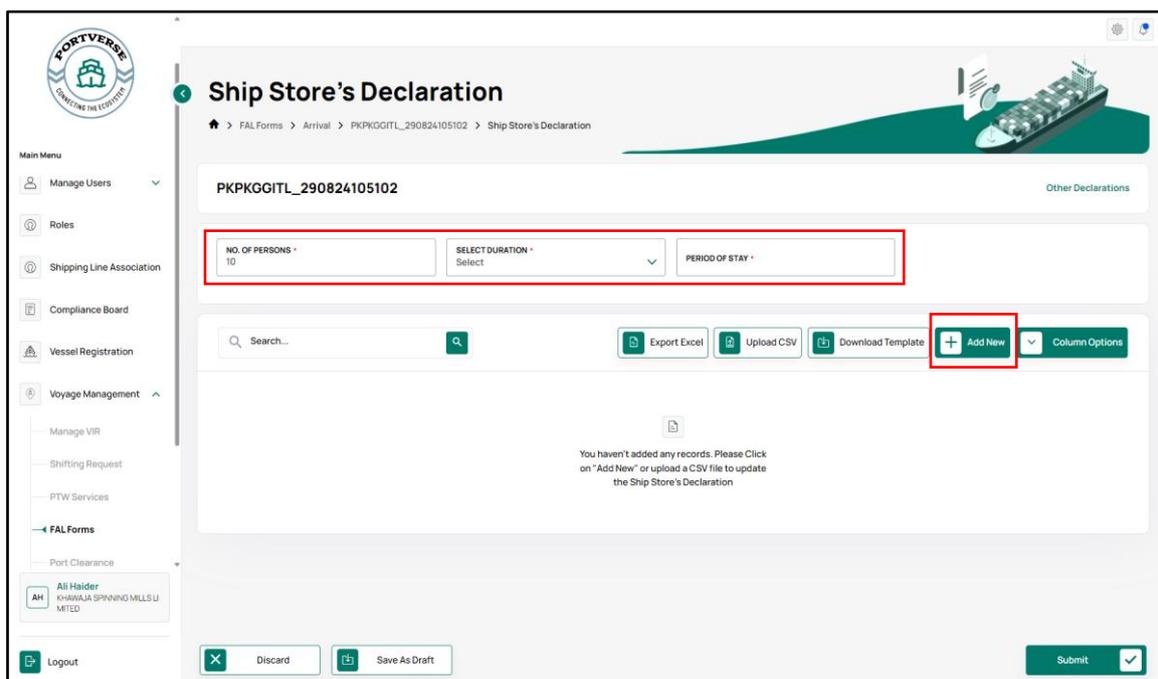


Figure 15 - FAL – 3 Form Screen

- v. An editable overlay screen will appear for the user to fill out the details.

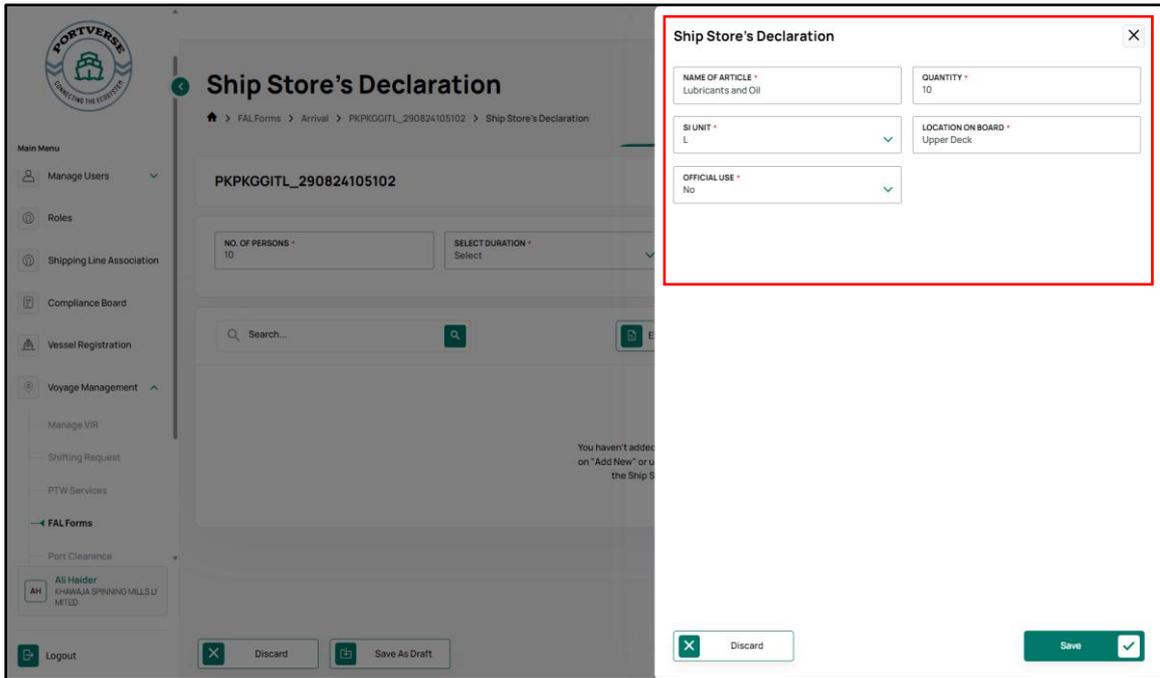


Figure 16 - FAL – 3 Overlay Screen

- vi. Click on the “Save” button.

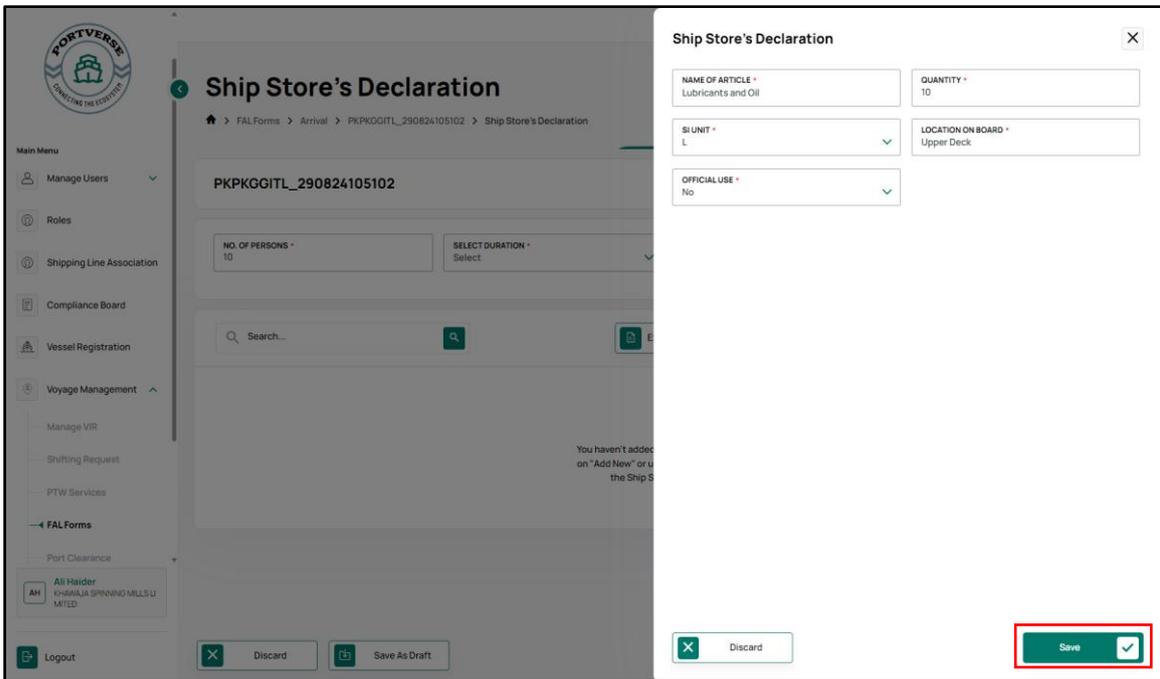


Figure 17 - Save Record

vii. After saving the information, respective record will be displayed on the main screen.

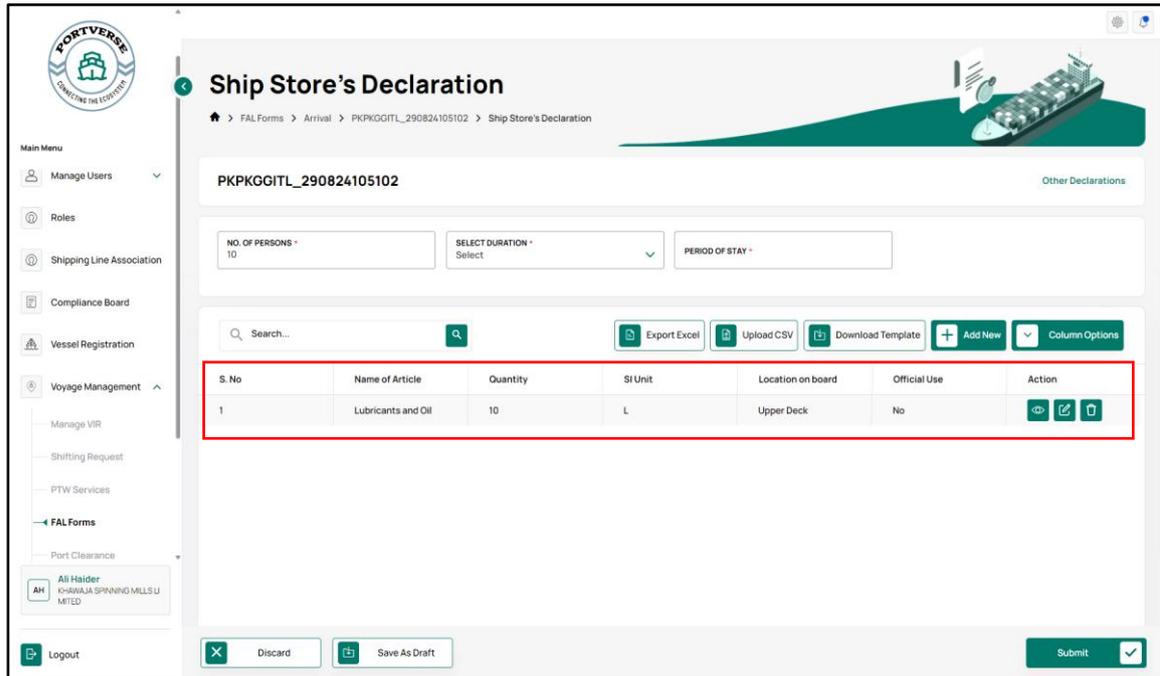


Figure 18 - FAL – 3 Main Screen

- v. Repeat the above step until details pertaining to all the **articles** are added in the form.
- vi. Alternatively, data can be added through Upload CSV functionality.
- vii. To download the Ship Store declaration template, click on the **“Download template”** button.

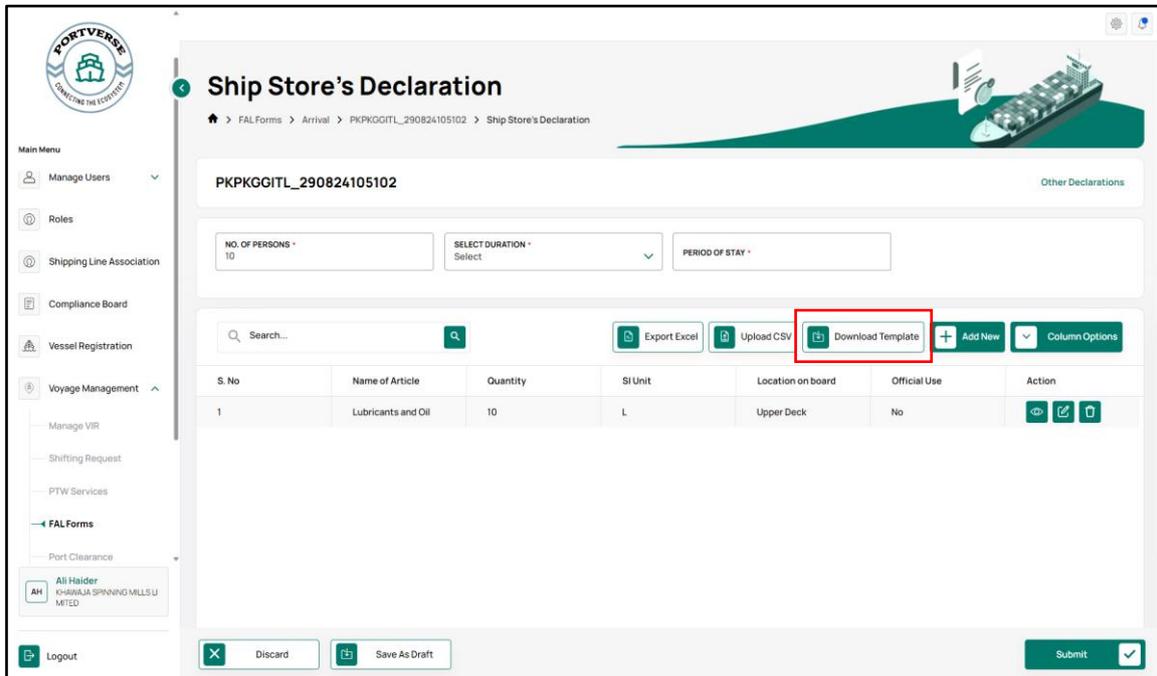


Figure 19 - FAL – 3 Download Template

viii. Update the downloaded CSV template as per requirement.

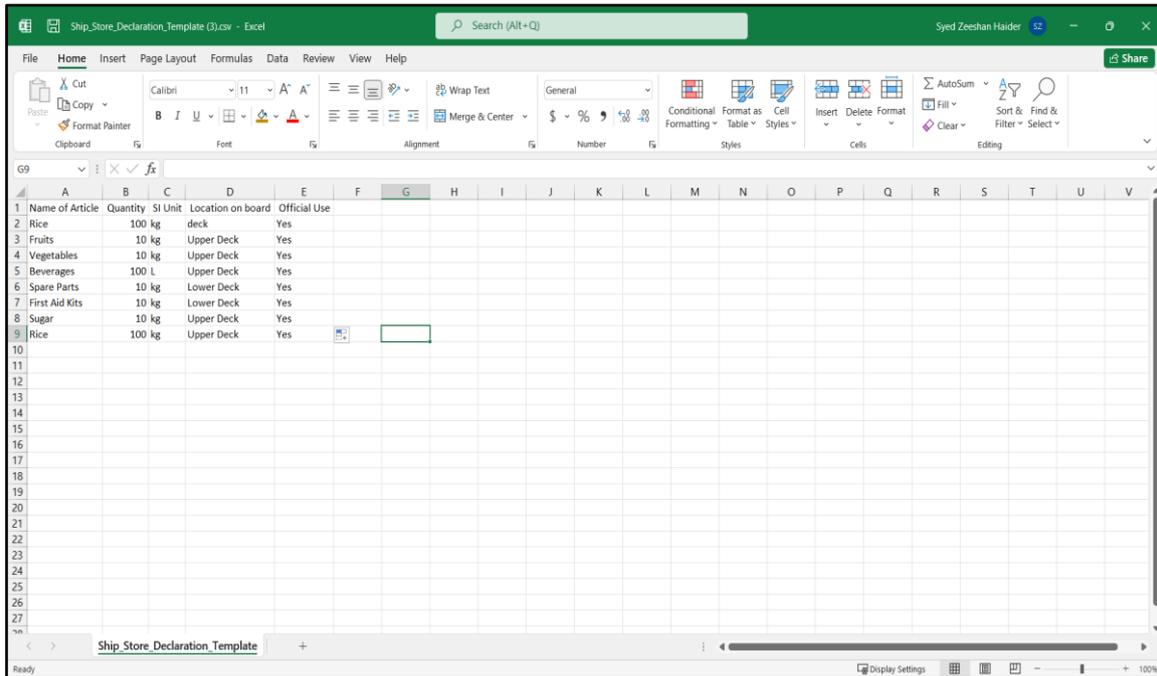


Figure 20 - FAL – 3 CSV File

**Note:** By default, system will ignore the 1st row of the CSV template (Sample data)

ix. Click on the “Upload CSV” button.

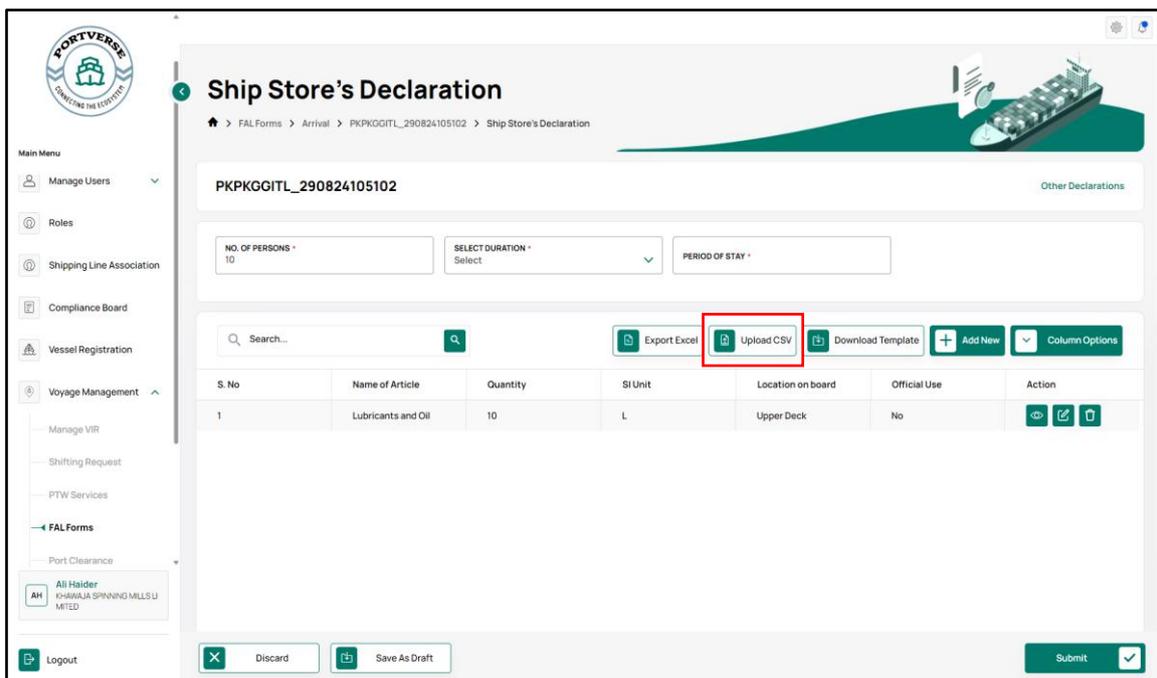


Figure 21 - FAL – 3 Upload CSV

- x. A window will appear for file attachment. Select the relevant file.

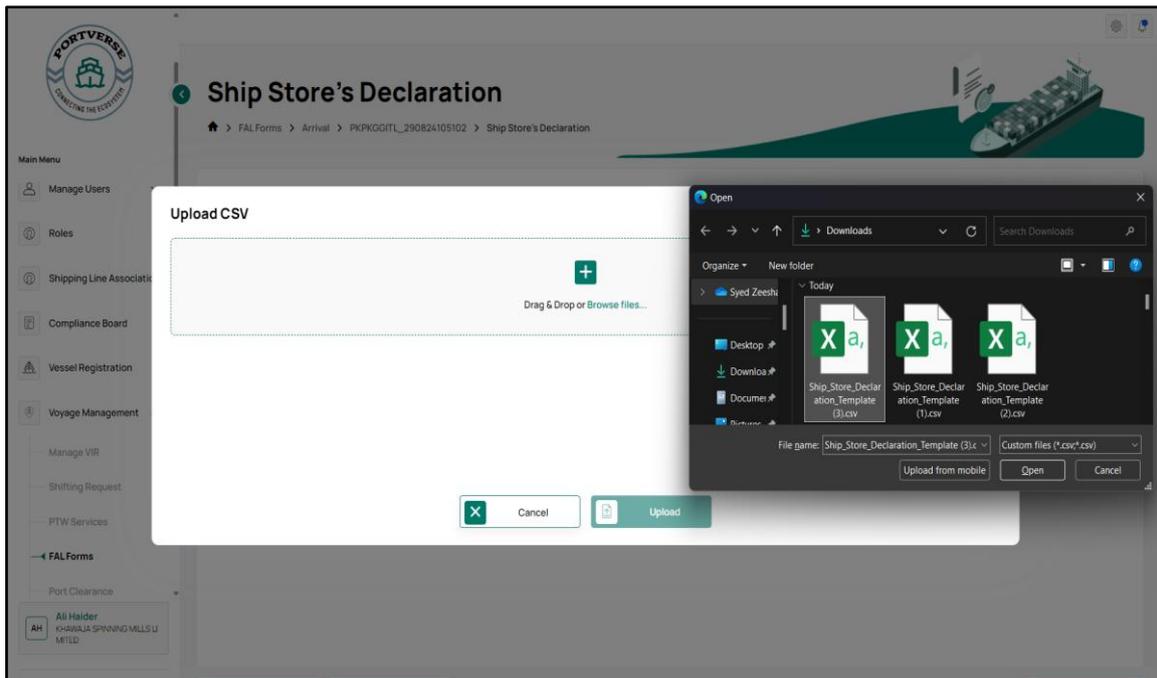


Figure 22 - FAL – 3 Upload CSV Window

- xi. Once the relevant file is selected. Click on the “Upload” button.

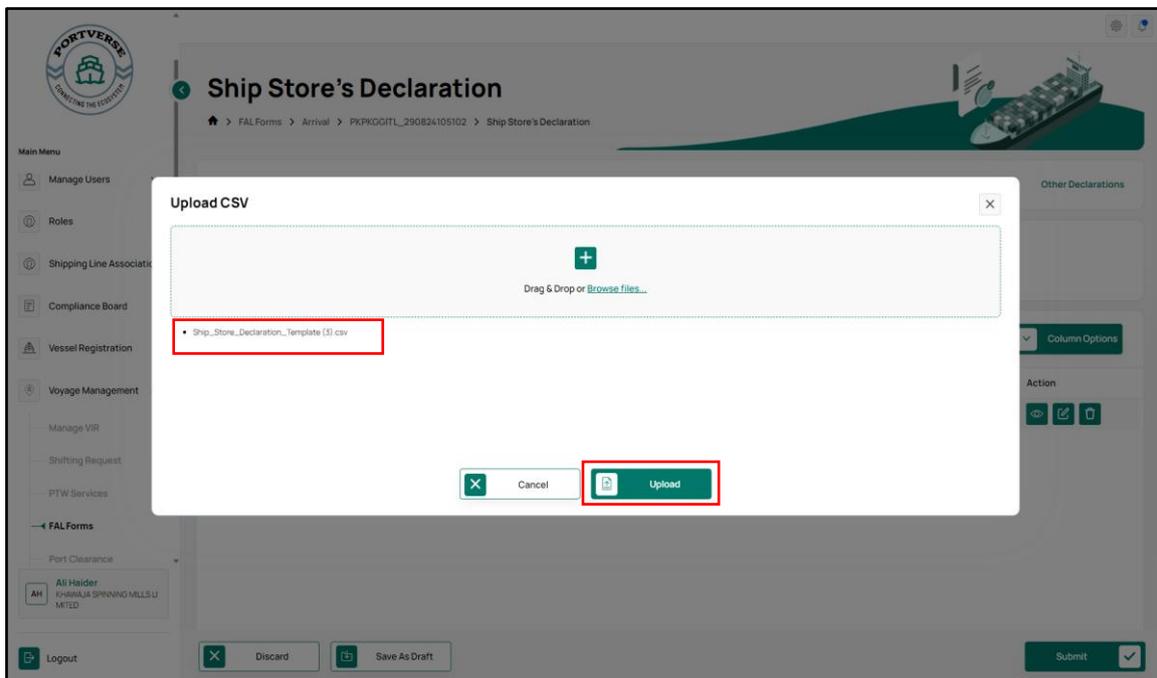


Figure 23 - FAL – 3 Upload CSV Window

- xii. Records will be displayed on the main screen.
- xiii. Update these records by clicking on the “edit” icon (If required).

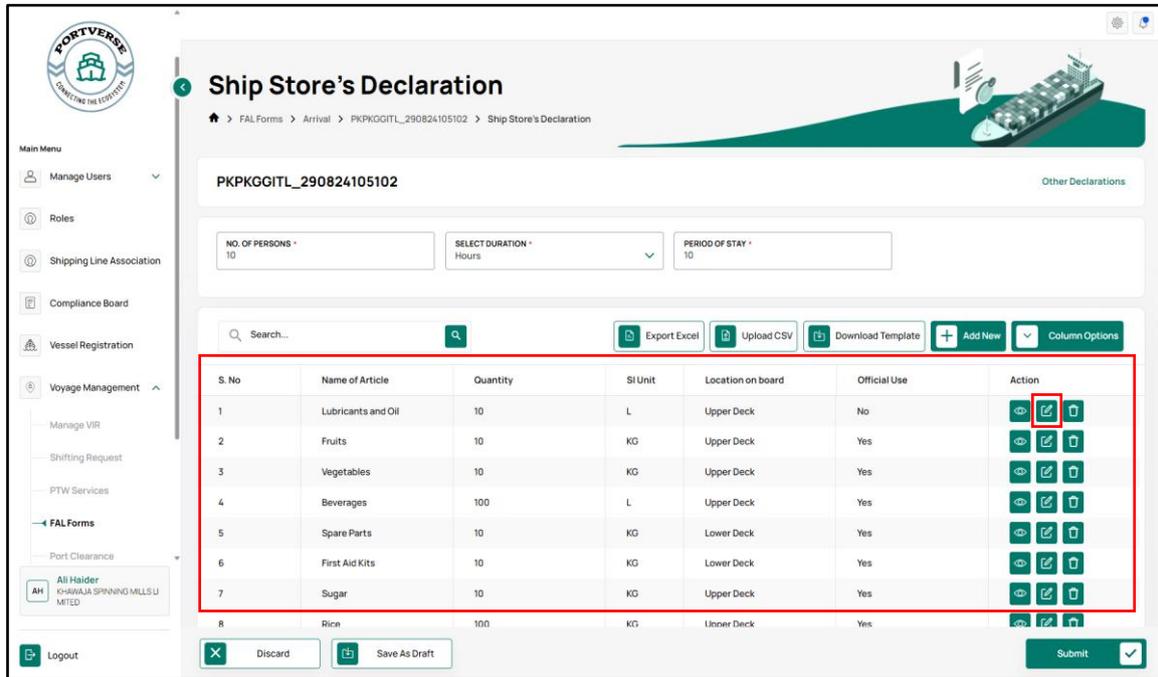


Figure 24 - FAL – 3 Form Main Screen

- xiv. Click on the “Submit” button.

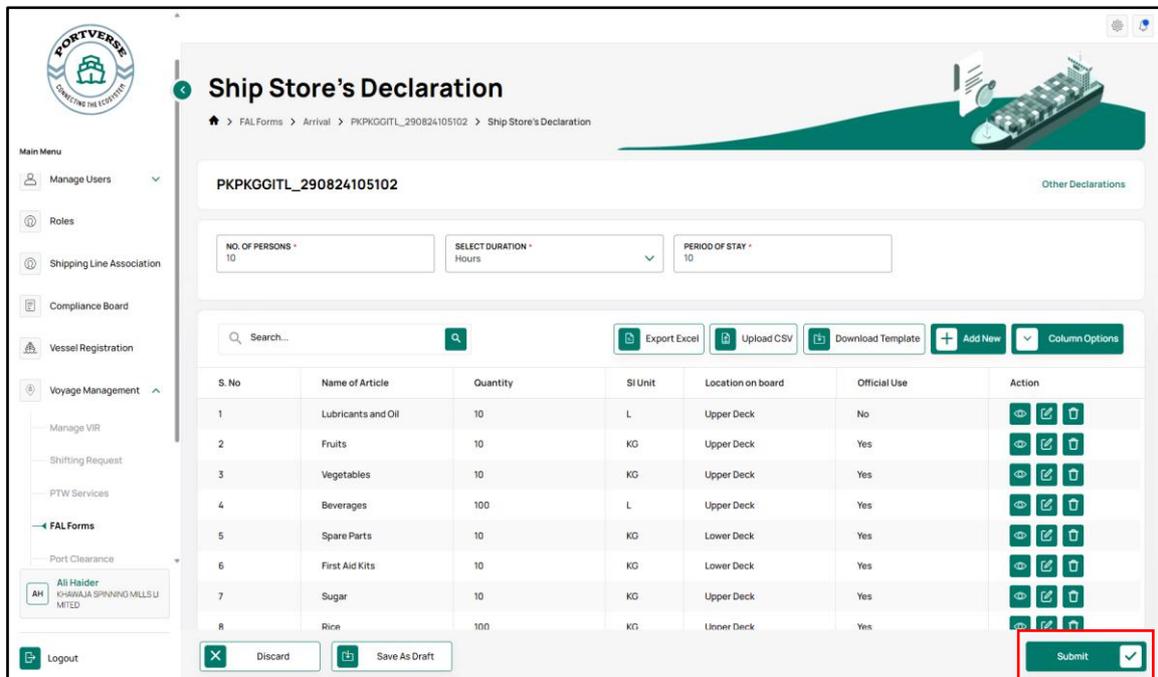


Figure 25 - Submit FAL – 3 Form

- xv. System will generate a confirmation alert.
- xvi. Click on the **“Yes”** button to proceed.

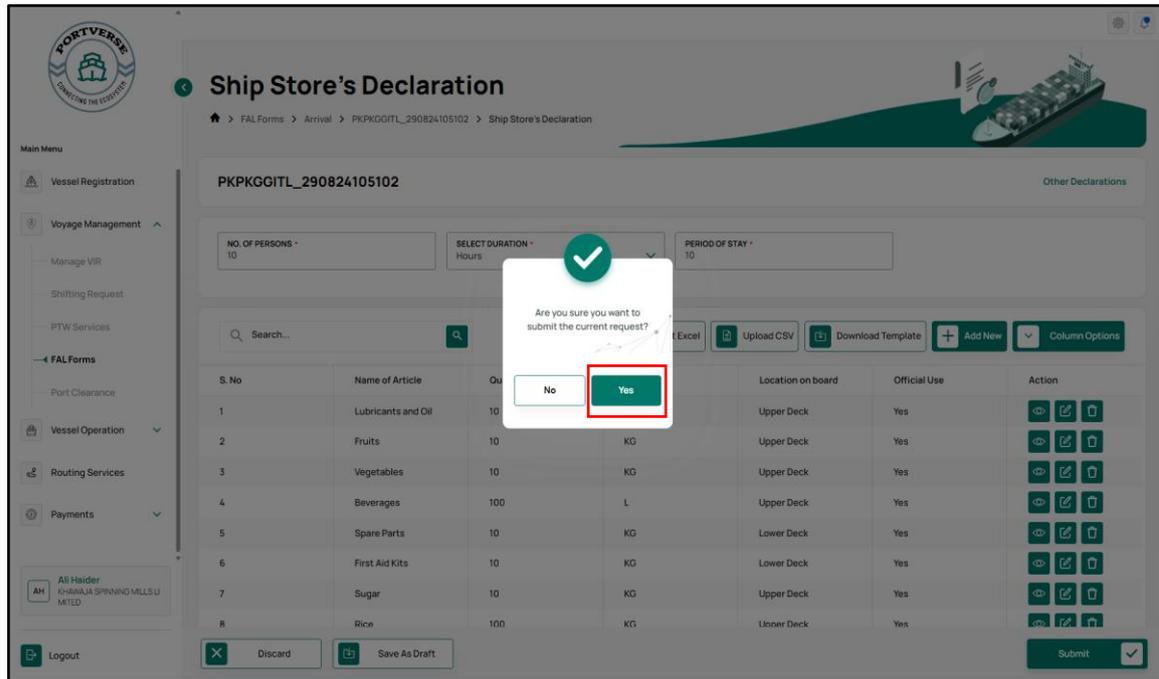


Figure 26 - Confirmation Alert (FAL - 3)

- xvii. A success message alert will appear.
- xviii. Click on the **“Ok”** button to proceed.

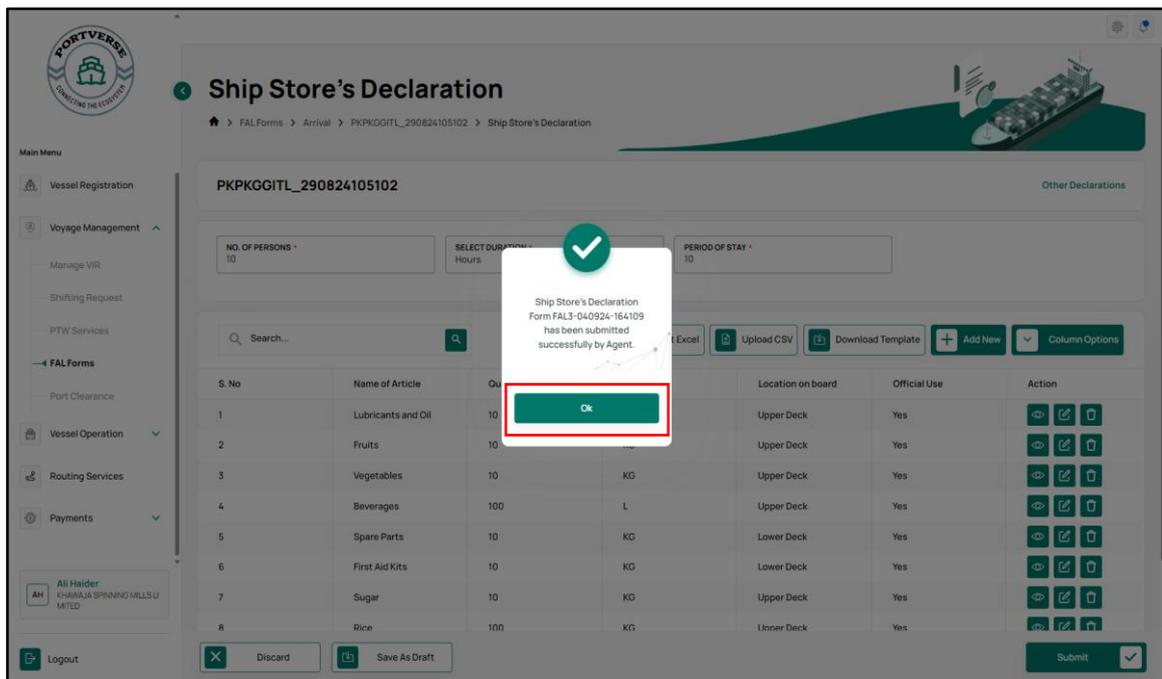


Figure 27 - Success Alert (FAL – 3)

xix. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

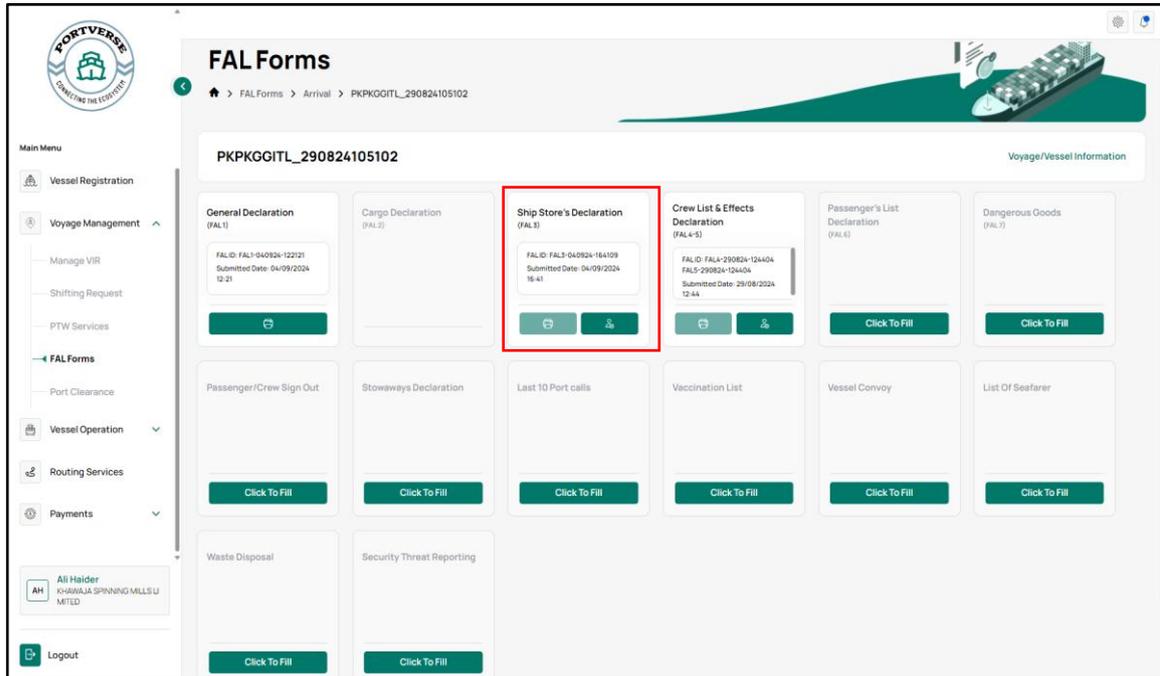


Figure 28 - FAL Forms Dashboard (FAL – 3 Summary Card)

xx. Click on the “View Approvals” icon to view the approval status

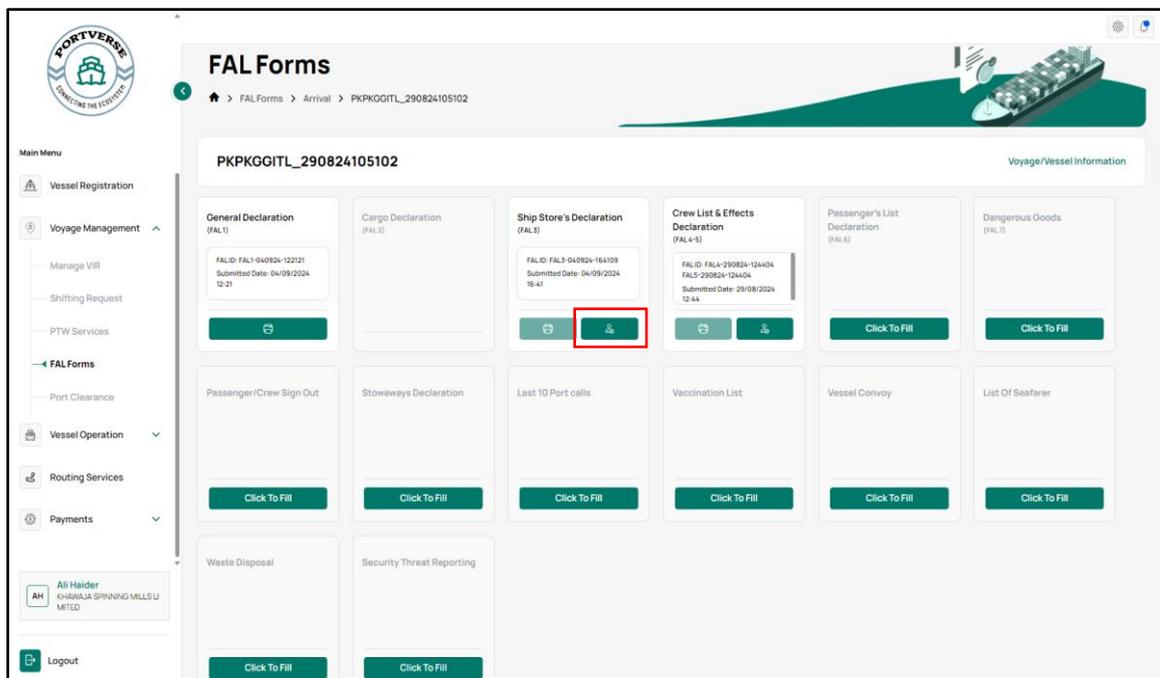


Figure 29 - FAL – 3 View Approvals

xxi. An overlay screen will appear where shipping agent can view the approval status and remarks.

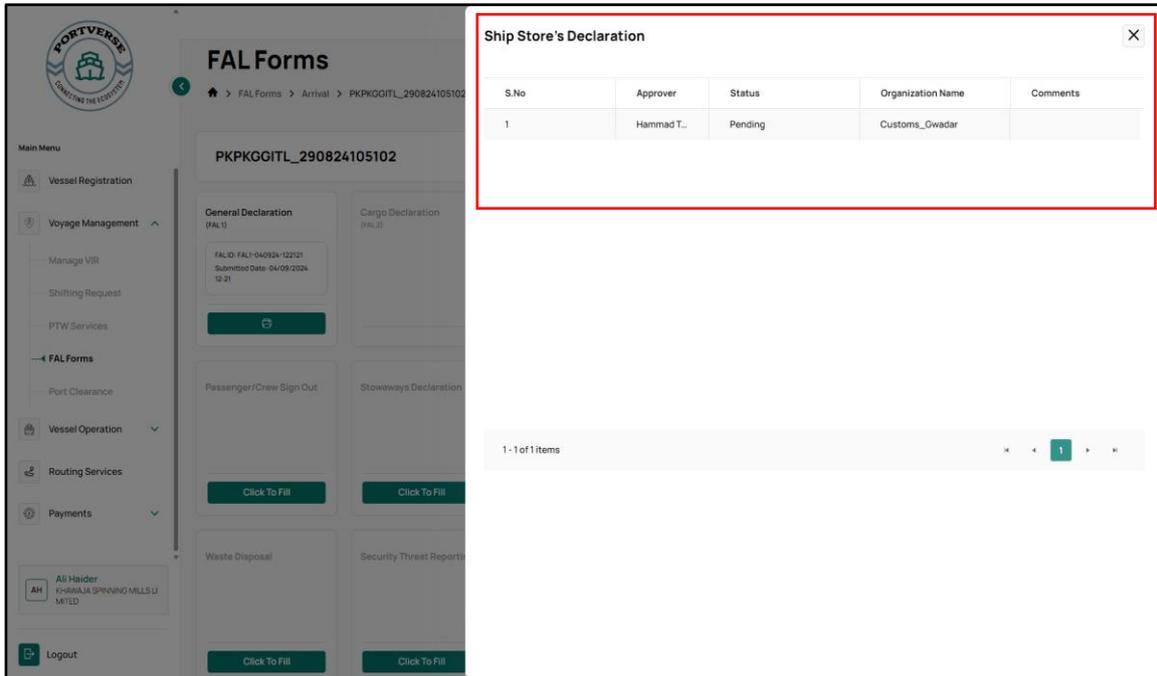


Figure 30 - FAL – 3 View Approvals Overlay Screen

## 6.4. Crew List and Effects Declaration (FAL-4 & FAL-5)

### 6.4.1. Access to Crew List and Effects Declaration (FAL-4 & FAL-5)

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on either of the "Arrival" or "Departure" tab.

The screenshot shows the 'FAL Forms' interface. On the left is a 'Main Menu' with 'Voyage Management' and 'FAL Forms' highlighted. The main area has 'Arrival' and 'Departure' tabs. Below is a table with columns: S.No., VIR No., IMO No., Vessel Name, Expected Time Of Arrival (ETA), Expected Time Of Departure (ETD), and Action. The table contains 10 rows of data. A search bar and 'Column Options' are at the top right.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/08/2024 14:22	👁️
5	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
6	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
7	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
8	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
9	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️
10	PKKHKICT_270624144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	👁️

Figure 31 - FAL Forms Screen

- iv. Click on the "view" icon against a VIR after which FAL Form Dashboard will appear.

This screenshot is similar to Figure 31 but highlights the 'view' icon (👁️) in the 'Action' column for the 4th row of the table. The table now shows 25 items.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKKOGITL_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	👁️
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
6	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
7	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
8	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
9	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️

Figure 32 - Select VIR

## 6.4.2. Submit Arrival Crew List and Effects Declaration form

- i. Click on the **“Click to fill”** button on the Crew List and Effects declaration summary card.

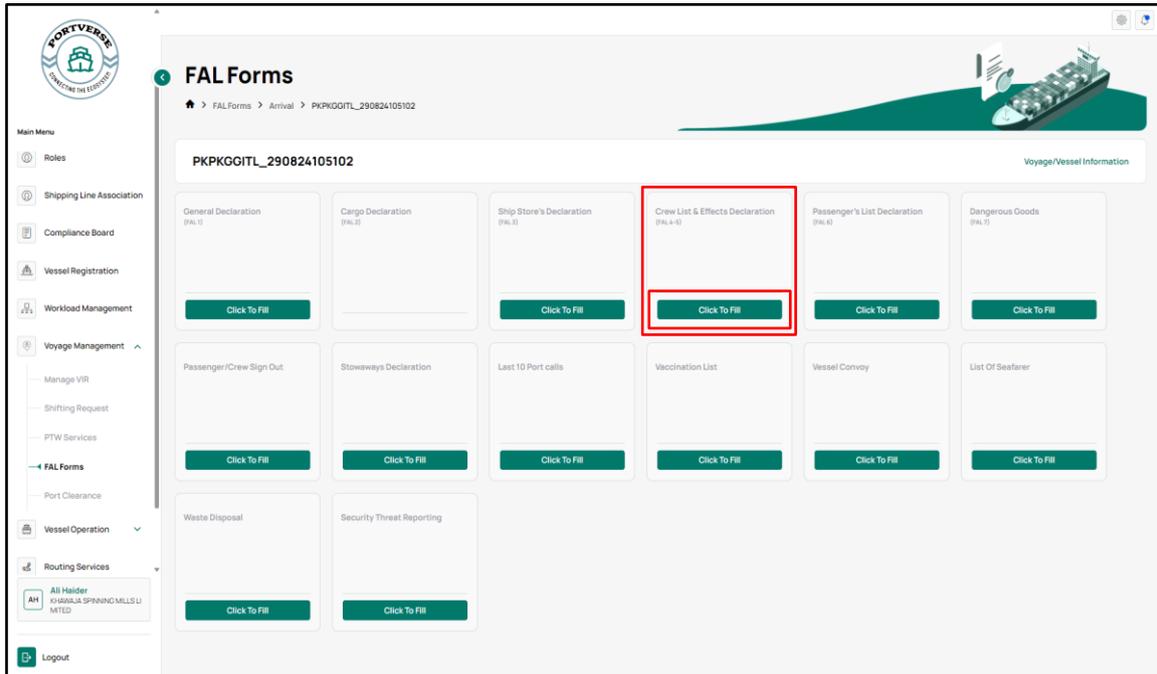


Figure 33 - Crew List & Effects Declaration (FAL – 4/5) Summary Card

- ii. Once the form screen appears, user can manually add the data by clicking on the **“Add New”** button.

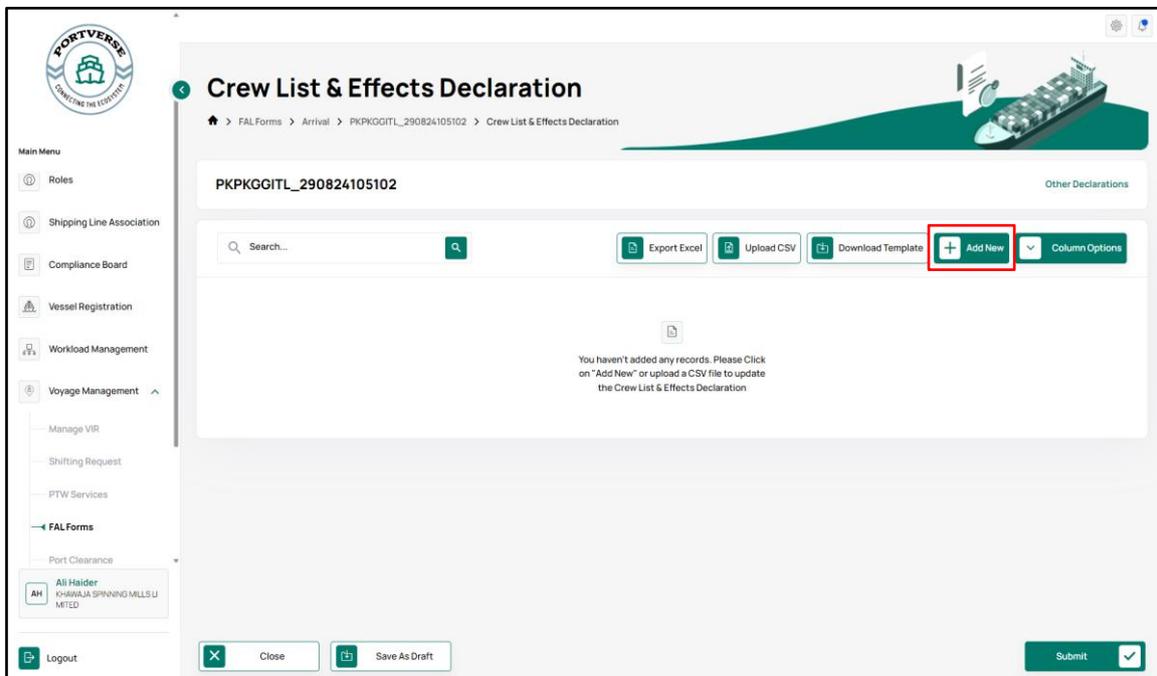


Figure 34 - FAL – 4/5 Form Main Screen

- iii. An editable overlay screen will appear for the user to fill out the crew member details.

**Crew List & Effects Declaration**

FAMILY NAME * Khan	GIVEN NAME * Ali	RANK OR RATING * Senior Staff
NATIONALITY * Pakistani	DATE OF BIRTH * 01/04/1990	PLACE OF BIRTH * Pakistan
GENDER * Male	NATURE OF IDENTITY DOCUMENT * CNIC	NUMBER OF IDENTITY DOCUMENT * 4210178865437
ISSUING STATE OF IDENTITY DOCUMENT * Pakistan	EXPIRY DATE OF IDENTITY DOCUMENT * 30/09/2024	EXCLUDED DUTY ITEM GUIDE * Mobile Phone

Is Certified

**Currency** + Add New

Currency Type	Currency Amount	Action
No records available		

**Documents**

+  
Click + to add files/documents

Discard Save

Figure 35 - FAL – 4/5 Overlay Screen

- iv. Click on the “Add New” button on the form screen to add currency record(s).

**Crew List & Effects Declaration**

FAMILY NAME * Khan	GIVEN NAME * Ali	RANK OR RATING * Senior Staff
NATIONALITY * Pakistani	DATE OF BIRTH * 01/04/1990	PLACE OF BIRTH * Pakistan
GENDER * Male	NATURE OF IDENTITY DOCUMENT * CNIC	NUMBER OF IDENTITY DOCUMENT * 4210178865437
ISSUING STATE OF IDENTITY DOCUMENT * Pakistan	EXPIRY DATE OF IDENTITY DOCUMENT * 30/09/2024	EXCLUDED DUTY ITEM GUIDE * Mobile Phone

Is Certified

**Currency** + Add New

Currency Type	Currency Amount	Action
USD	100	+ -

**Documents**

+  
Click + to add files/documents

Discard Save

Figure 36 - Add Currency Records

- v. Click on the “upload” icon to add the required attachments for the crew member record.

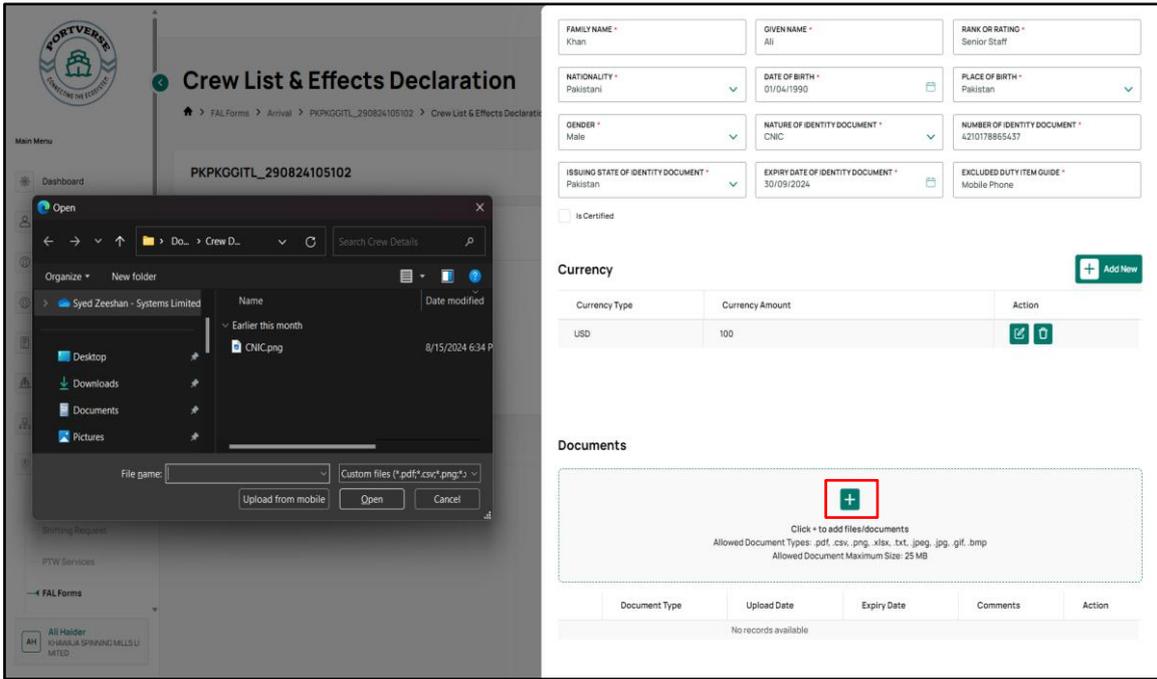


Figure 37 - Add Crew Member Documents

- vi. Click on the “save” button.

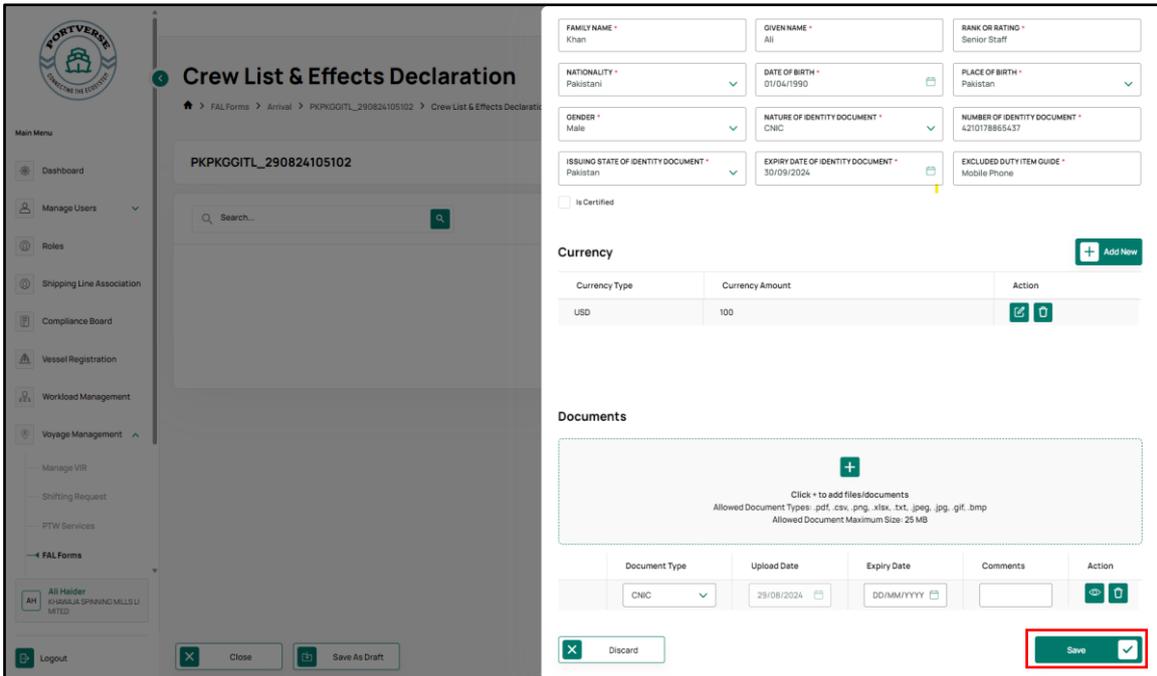


Figure 38 - Save Crew Record

vii. After saving the crew information, crew record will be displayed on the main screen.

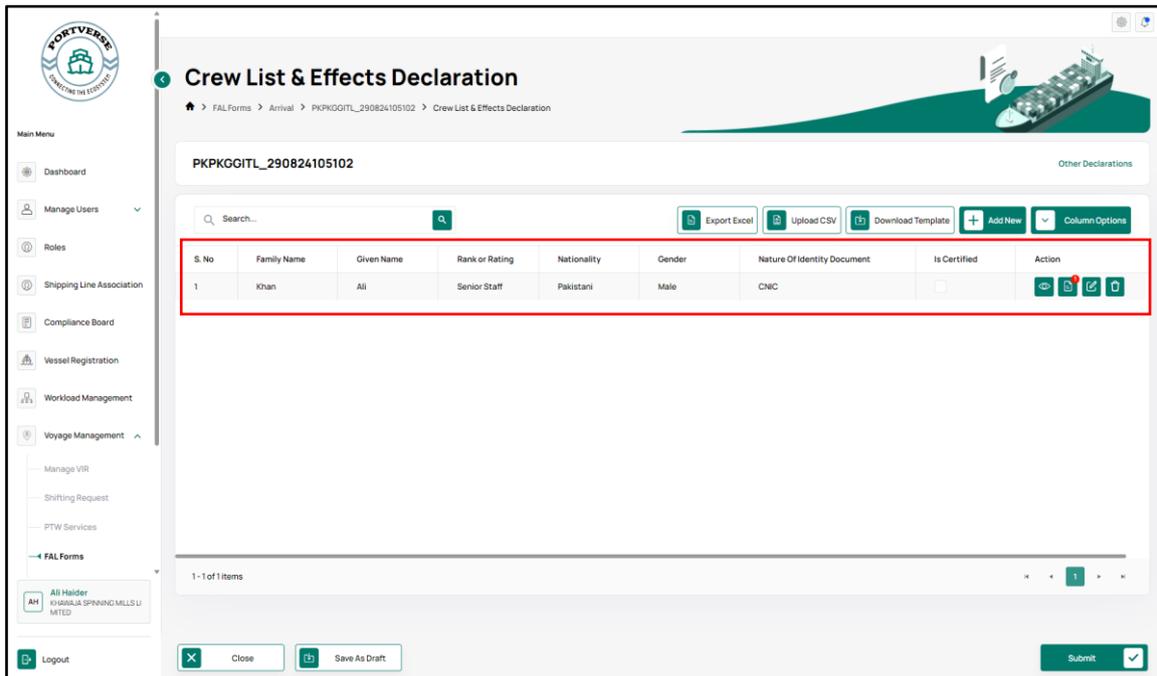


Figure 39 - FAL – 4/5 Form Main Screen

- viii. Repeat the above step until details pertaining to **all the crew member** are added in the form.
- ix. Alternatively, data can be added through Upload CSV functionality.
- x. To download the Crew List & effects template click on the “Download template” button.

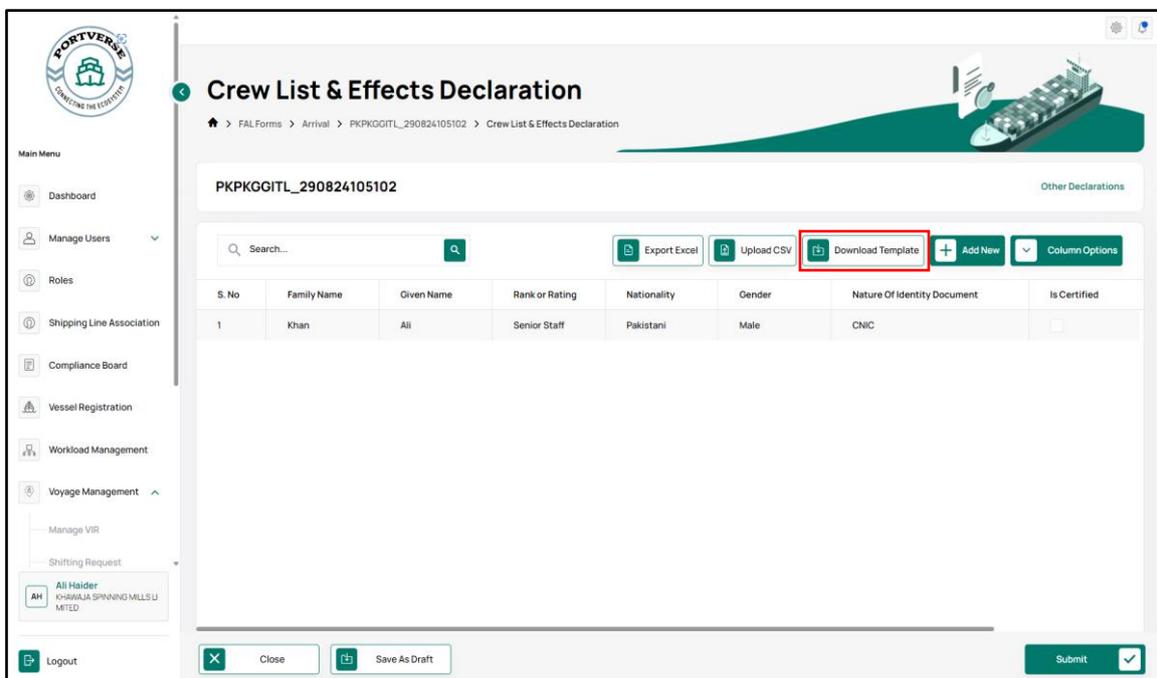


Figure 40 - FAL – 4/5 Download Template

- xi. Update the downloaded CSV template as per requirement.

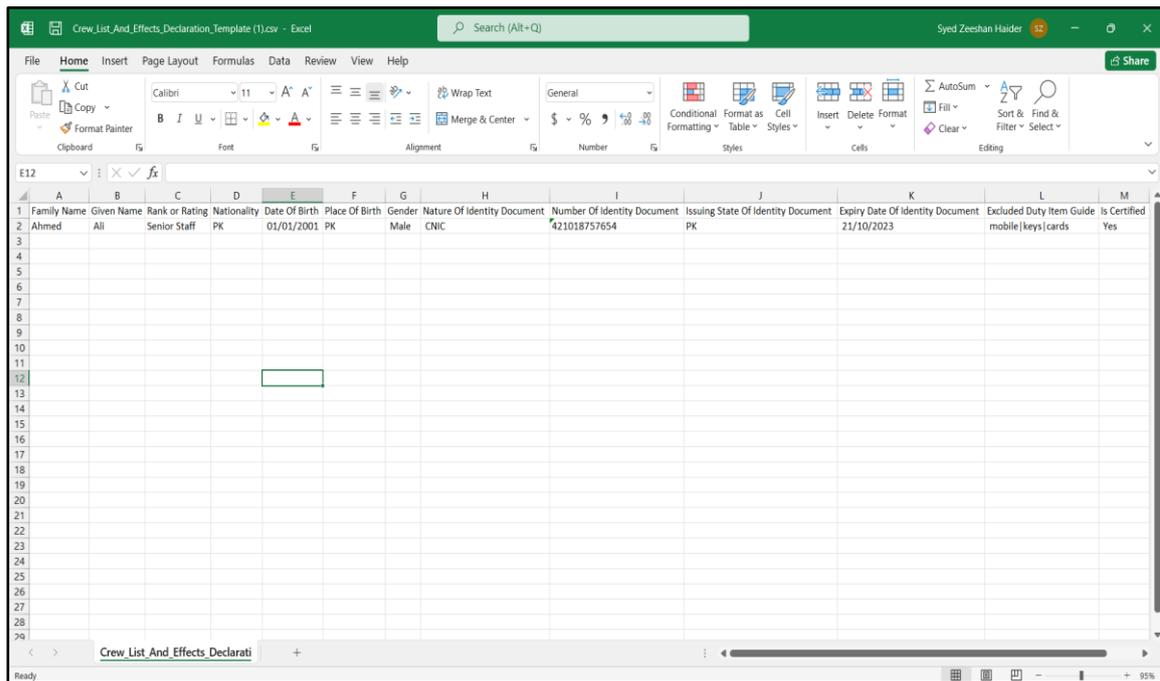


Figure 41 - FAL – 4/5 CSV file

**Note:** By default, system will ignore the 1st row of the CSV template (Sample data)

- xii. For multiple excluded duty items add a pipe or vertical bar “|” after each value.

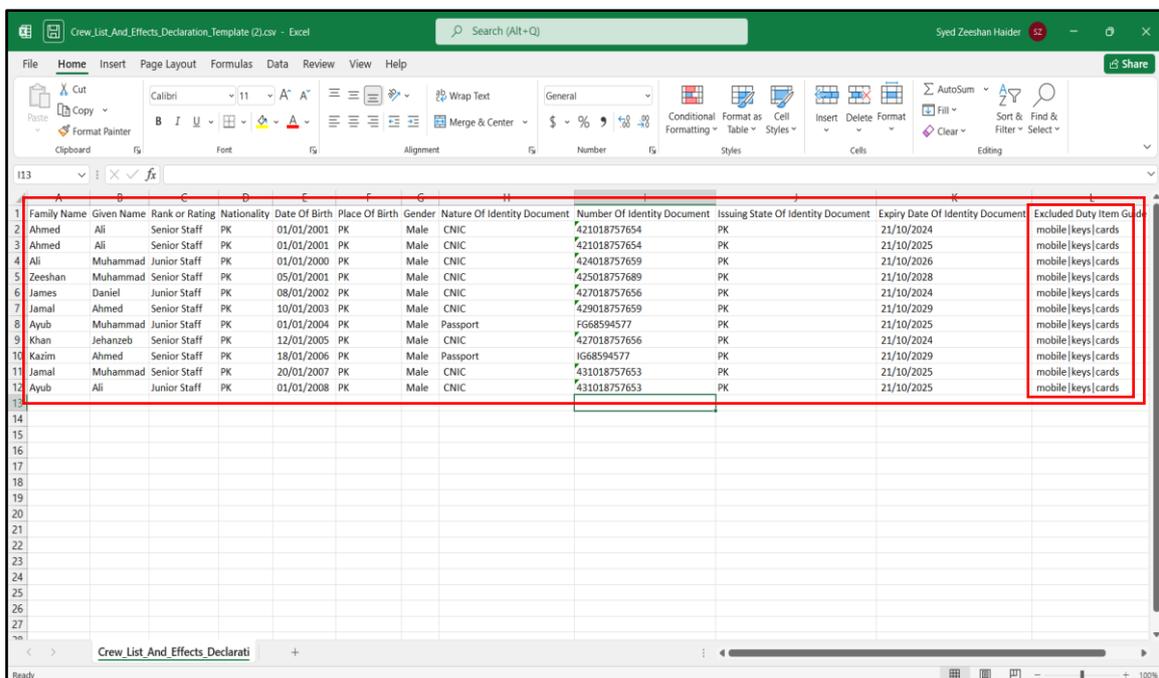


Figure 42 - FAL – 4/5 CSV file

xiii. Click on the **“Upload CSV”** button.

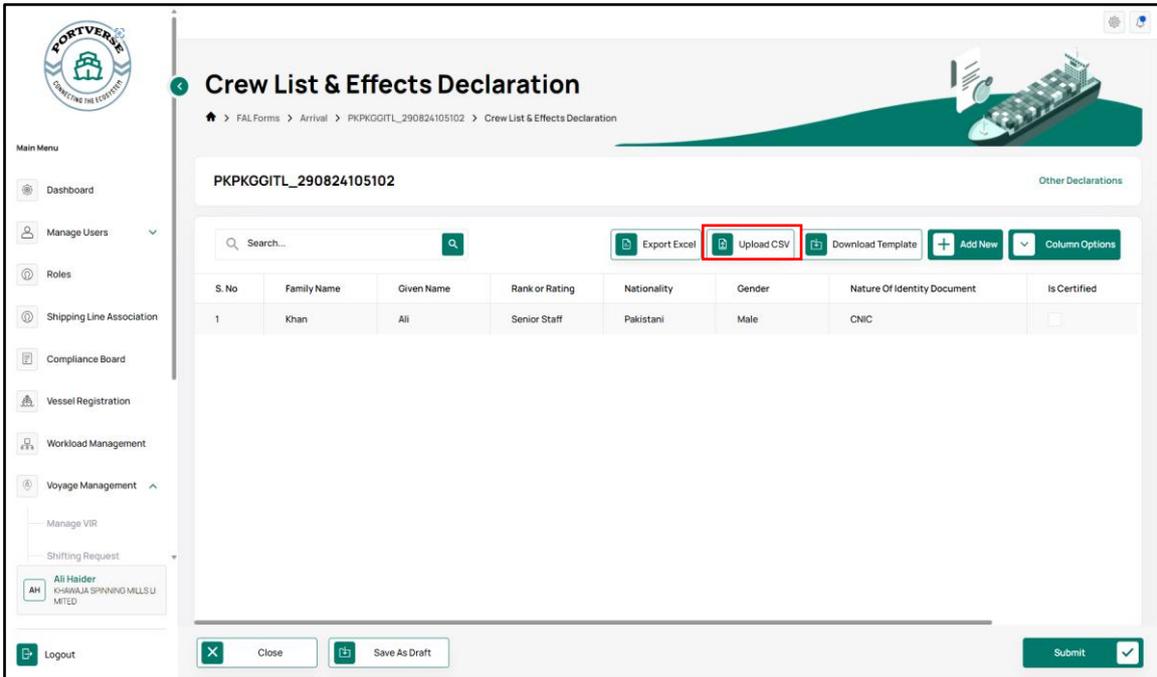


Figure 43 - FAL – 4/5 Upload CSV

xiv. A window will appear for file attachment. Once the relevant file is selected click on the **“Upload”** Button.

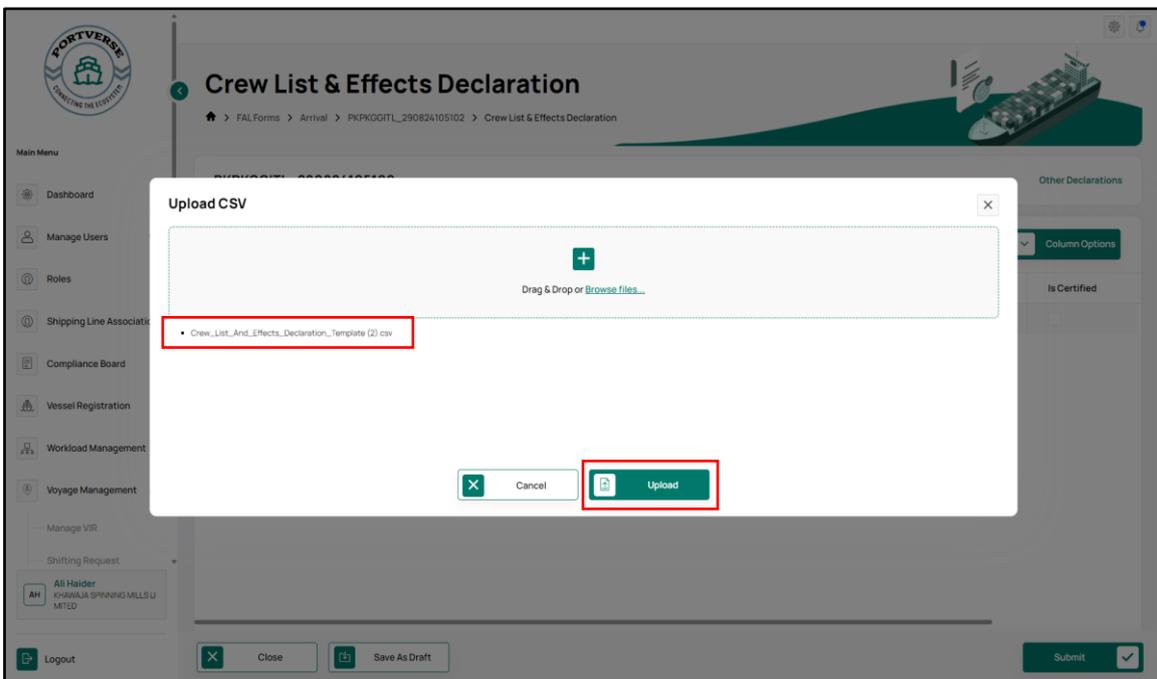


Figure 44 - Upload CSV Window

- xv. Records will be displayed on the main screen.
- xvi. Update these records by clicking on the “edit” icon (If required)

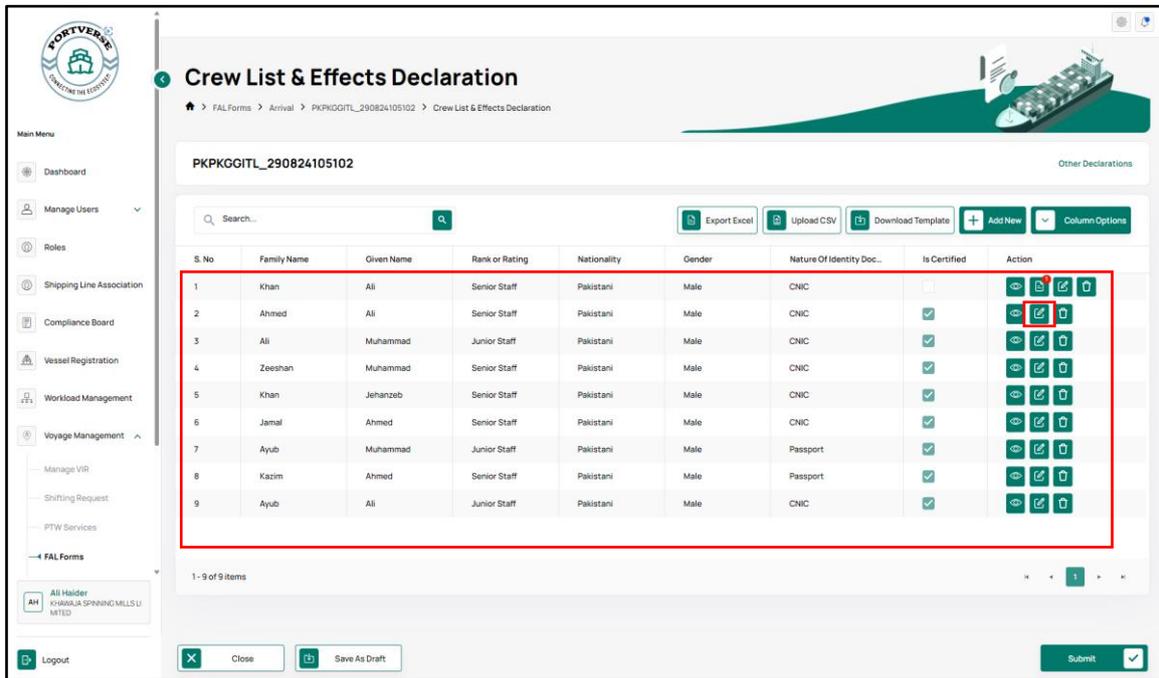


Figure 45 - FAL – 4/5 Form Main Screen

- xvii. Click on the “Submit” button.

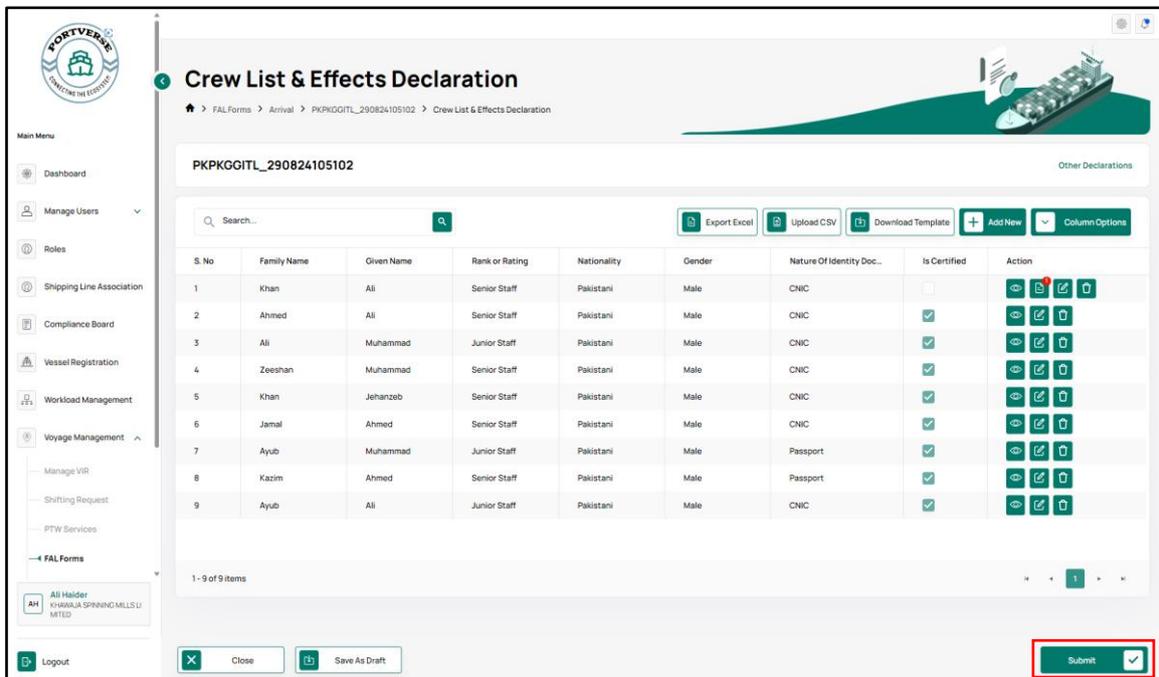


Figure 46 - Submit FAL – 4/5 Form

- xviii. System will generate a confirmation alert.
- xix. Click on the “Yes” button to proceed.

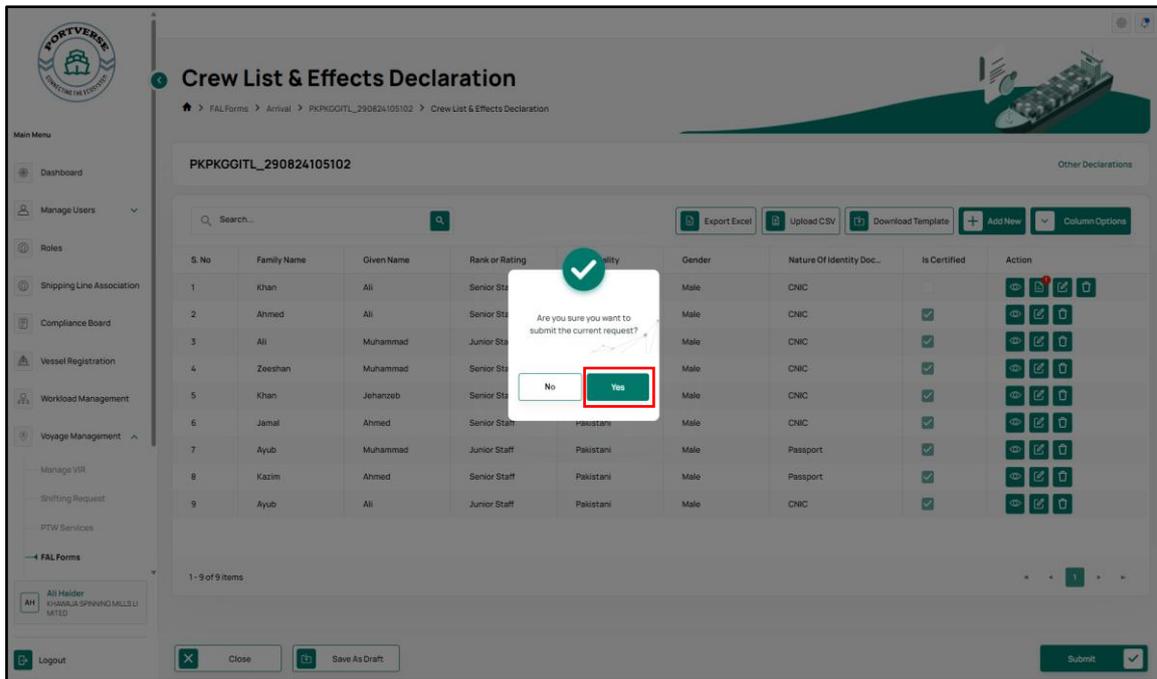


Figure 47 - Confirmation Alert (FAL – 4/5)

- xx. A success message alert will appear.
- xxi. Click on the “Ok” button to proceed.

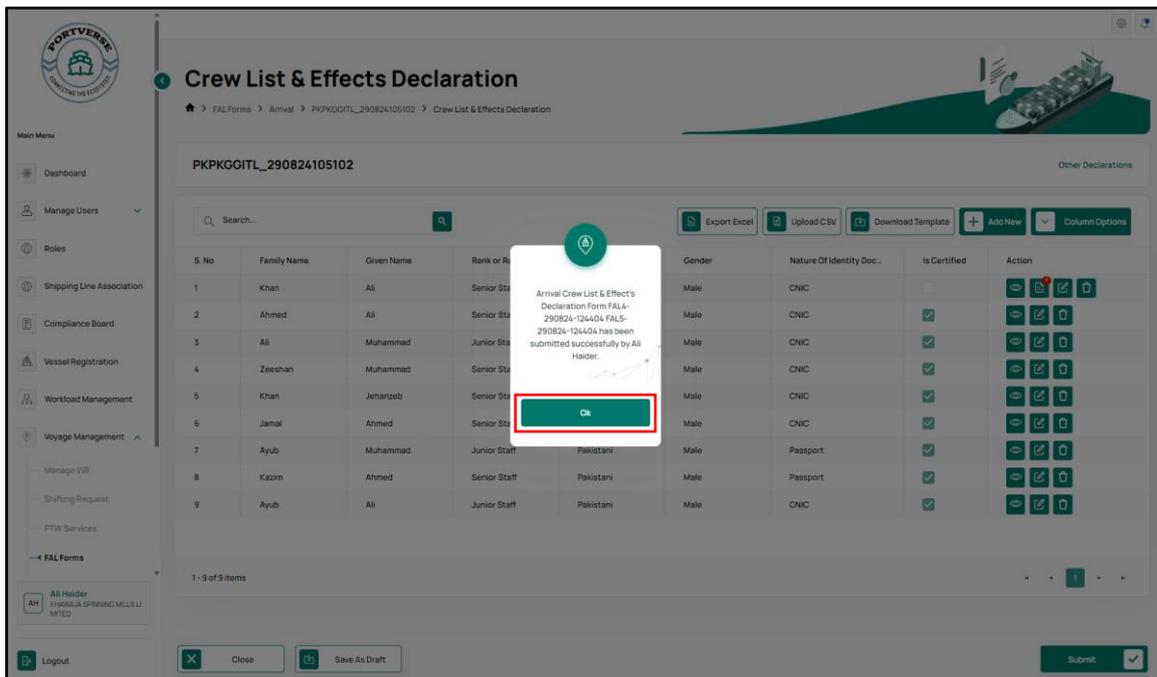


Figure 48 - Success Alert

- xxii. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

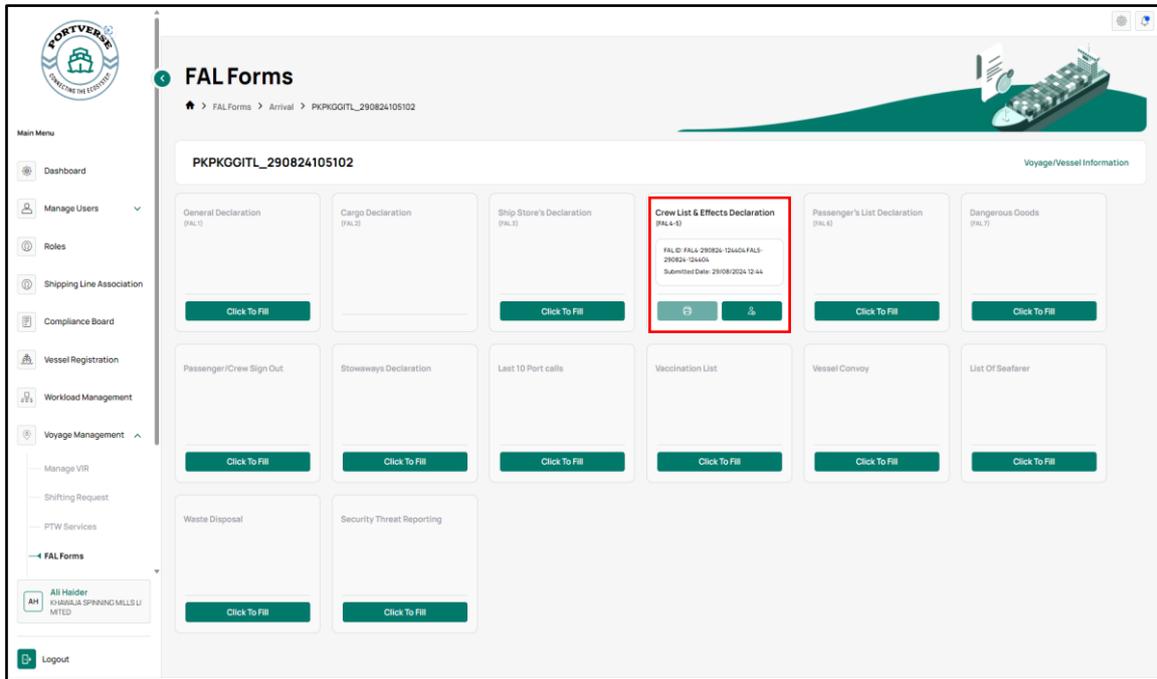


Figure 49 - FAL Forms Dashboard (FAL – 4/5 Summary Card)

- xxiii. Click on the “View Approvals” icon to view the approval status.

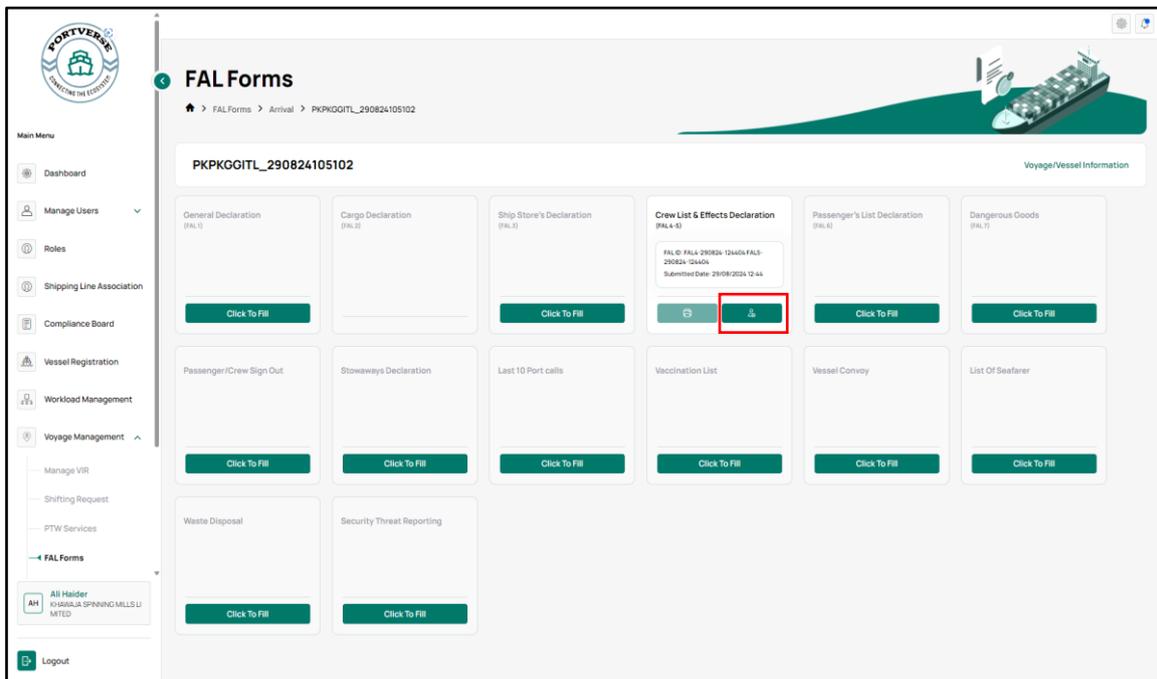


Figure 50 - FAL – 4/5 View Approvals

xxiv. An overlay screen will appear where shipping agent can view the approval status and remarks.

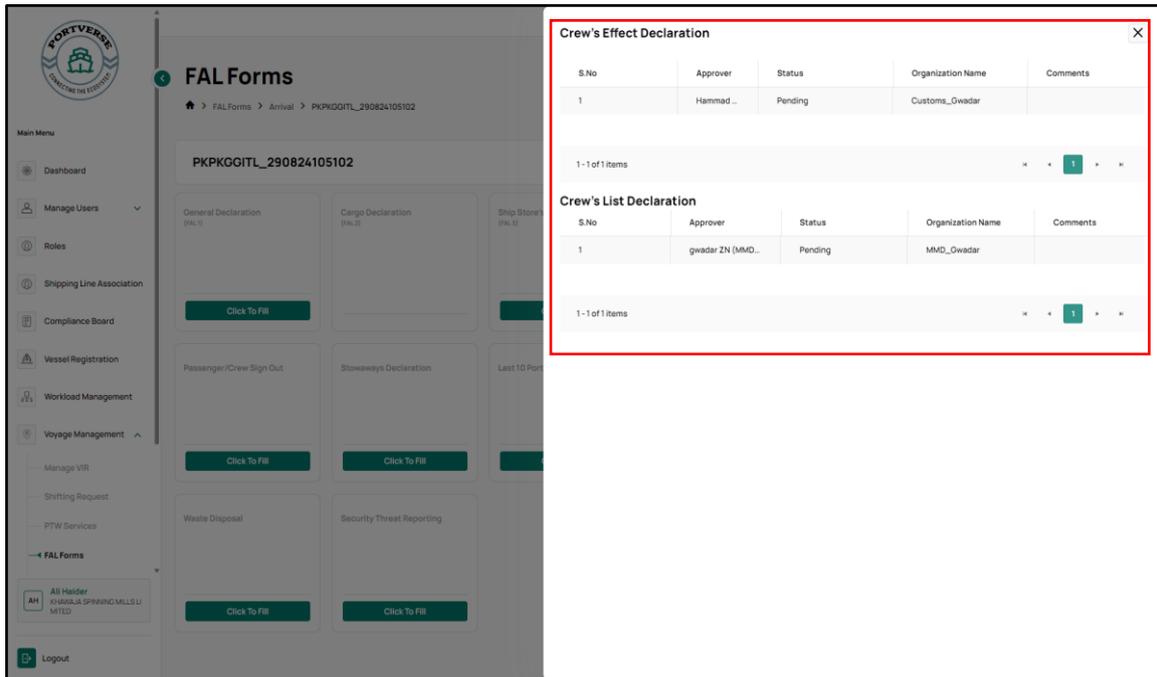
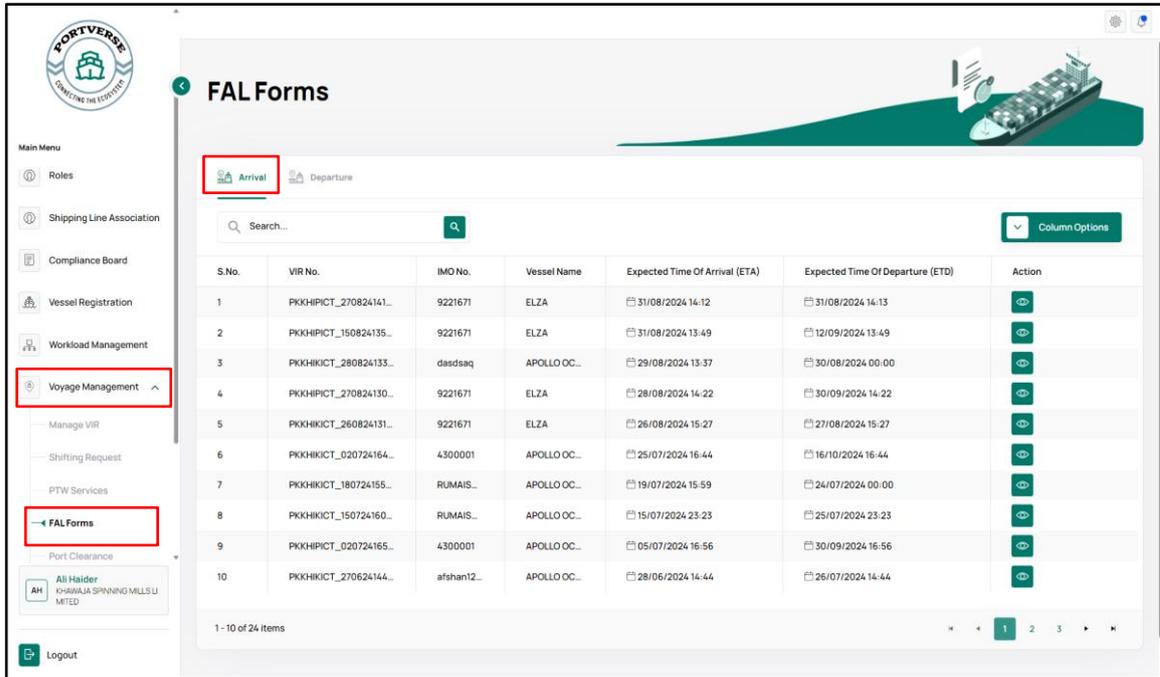


Figure 51 - FAL – 4/5 View Approvals Overlay Screen

## 6.5. Passenger/Crew Sign-Out

### 6.5.1. Access to Passenger/Crew Sign-Out

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on the "Arrival" tab.

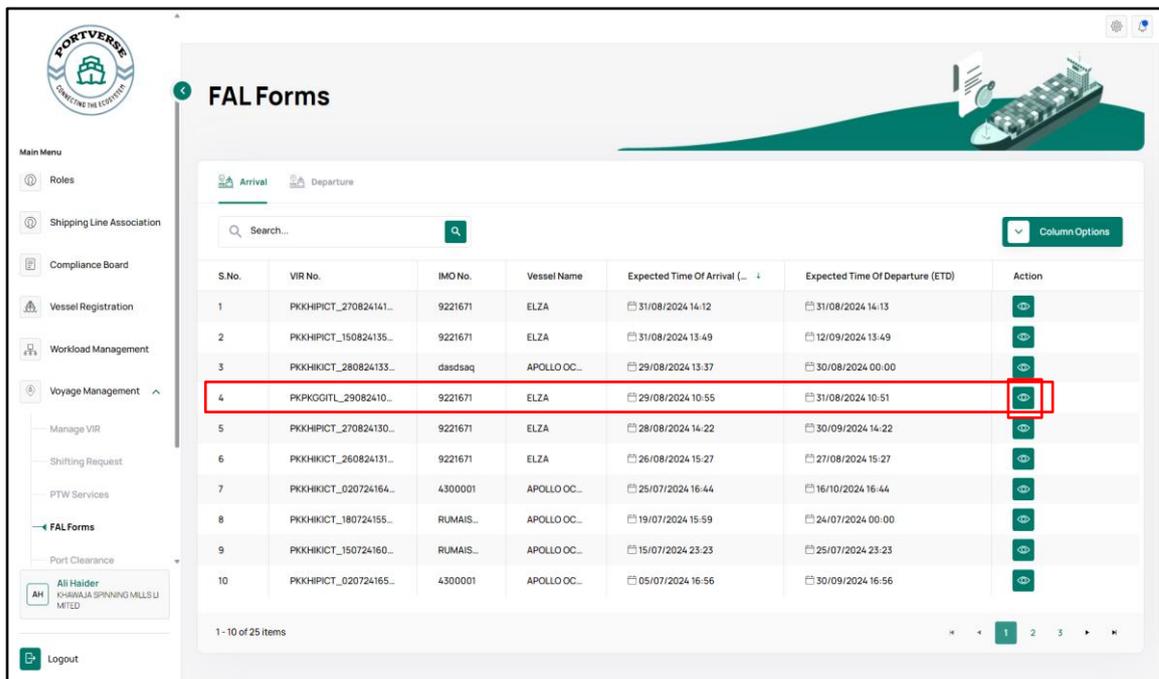


The screenshot shows the 'FAL Forms' interface. On the left, the 'Main Menu' includes 'Voyage Management' and 'FAL Forms', both highlighted with red boxes. The 'Arrival' tab is selected. The table below lists 10 vessels with their respective arrival and departure times.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
5	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
6	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
7	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
8	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
9	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️
10	PKKHKICT_270624144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	👁️

Figure 52 - FAL Forms Screen

- iv. Click on the "view" icon against a VIR after which FAL Form Dashboard will appear.



The screenshot shows the 'FAL Forms' interface with the same table as Figure 52. The 'view' icon (👁️) for the 4th row is highlighted with a red box.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁️
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁️
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁️
4	PKPKGITL_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	👁️
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁️
6	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁️
7	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁️
8	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁️
9	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁️
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁️

Figure 53 - Select VIR

## 6.5.2. Submit Passenger/Crew Sign-Out form

- i. Click on the “Click to fill” button on the Crew/Passenger Sign-out summary card.

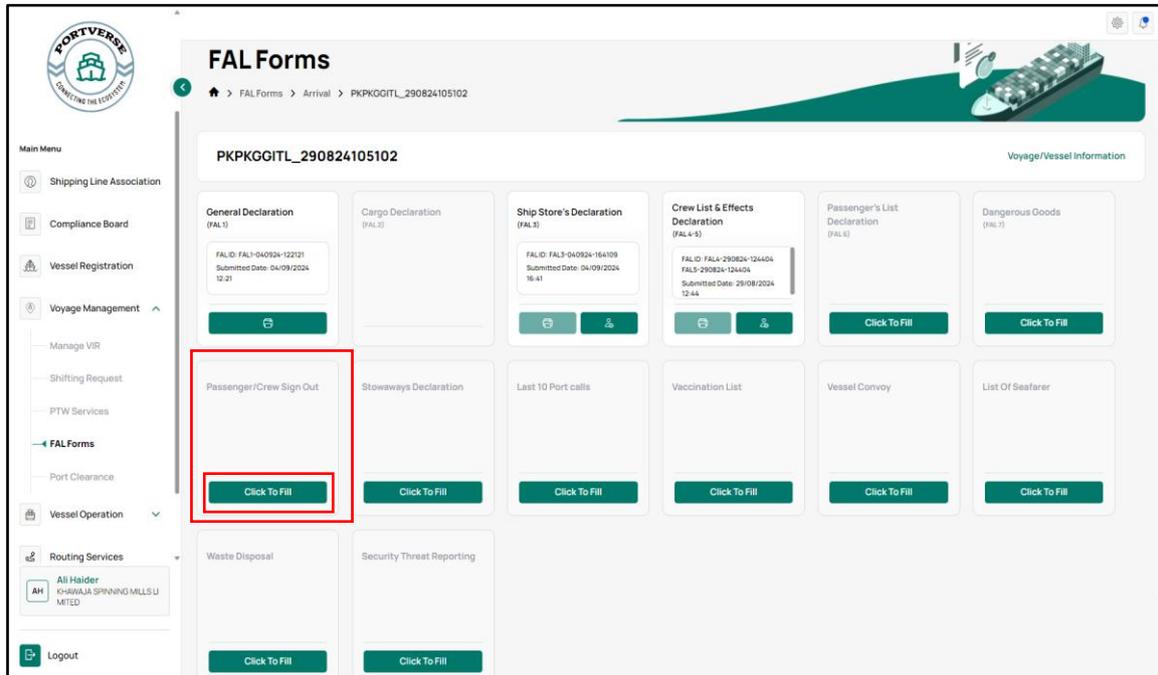


Figure 54 - Crew/Passenger Sign-Out Summary Card

- ii. Click on the “Add new” button (Select Members tab).

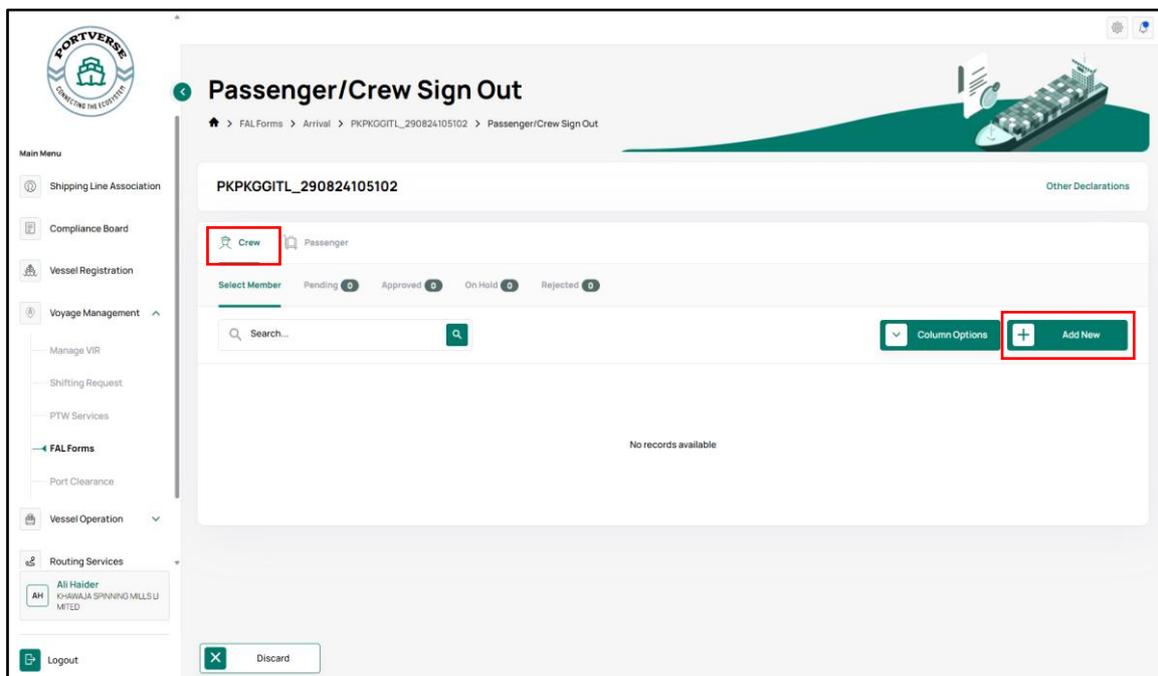


Figure 55 - Passenger/Crew Sign-out form Main Screen

iii. Select the family name.

Figure 56 - Crew Sign-Out Form Overlay Screen

iv. Once Selected, Crew member details will be auto fetched (including attachments)

v. Fill out the remaining details.

Figure 57 - Crew Sign-Out Form Overlay Screen

vi. Click on the “upload” icon to add any required attachments.

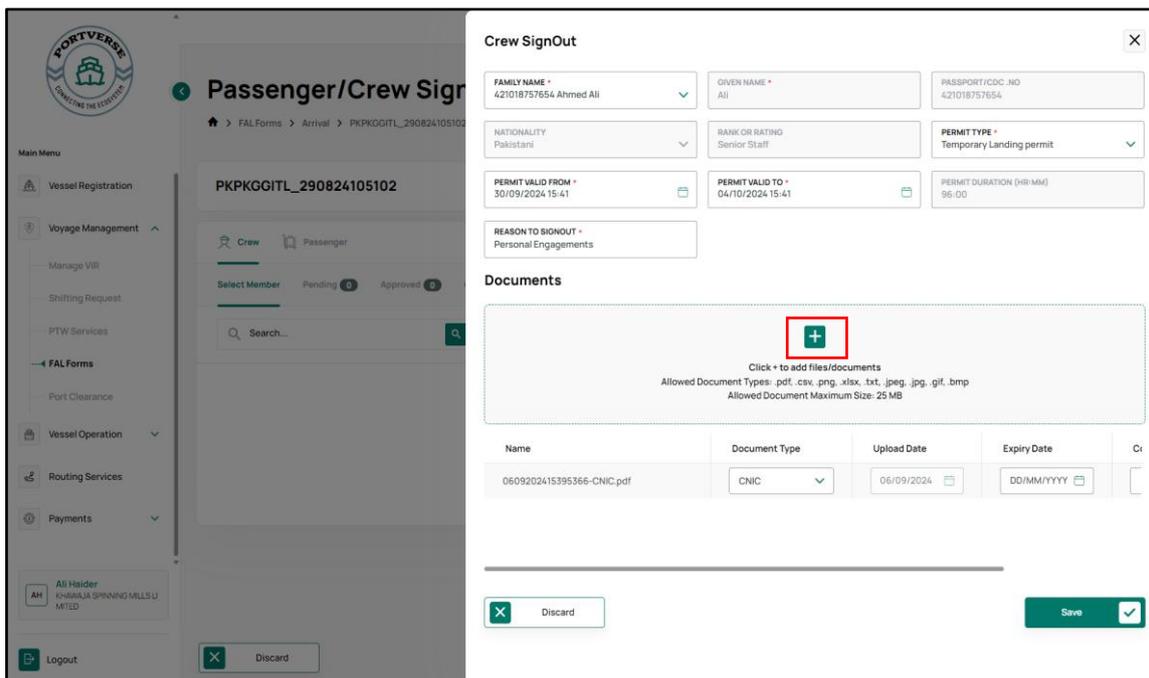


Figure 58 - Crew Sign-Out Form Overlay Screen

vii. Click on the “Save” button.

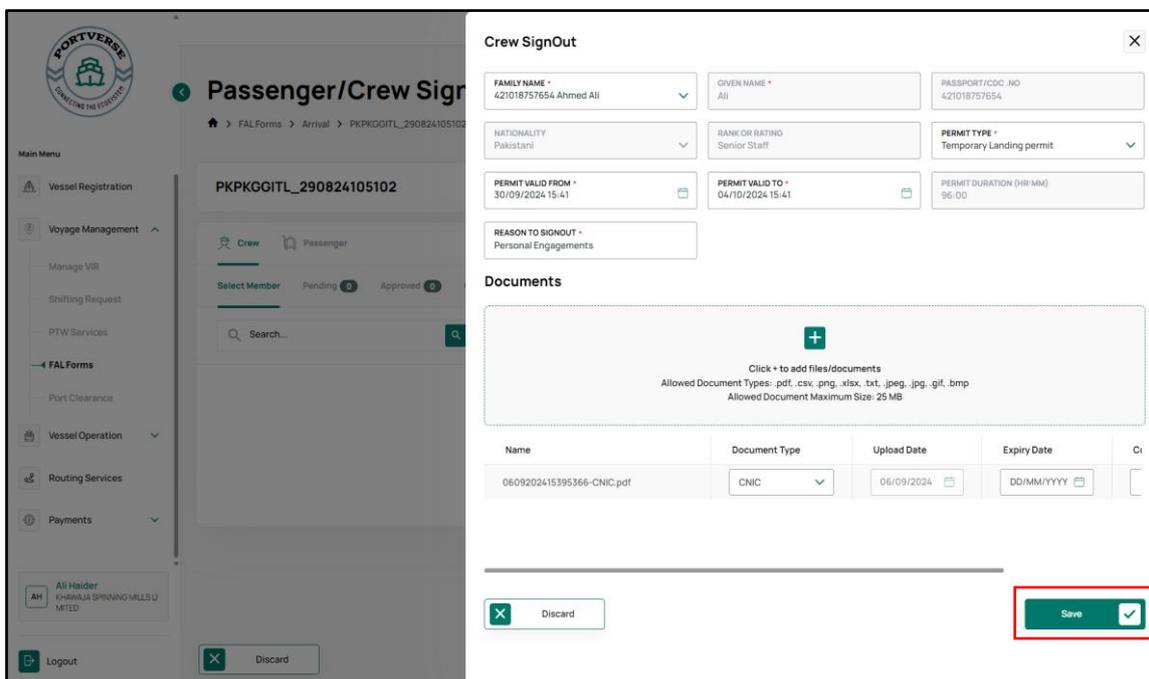


Figure 59 - Save Crew Sign-Out Record

- viii. Record will be displayed on the form main screen.
- ix. Follow the same steps to add the records for remaining crew and passengers.

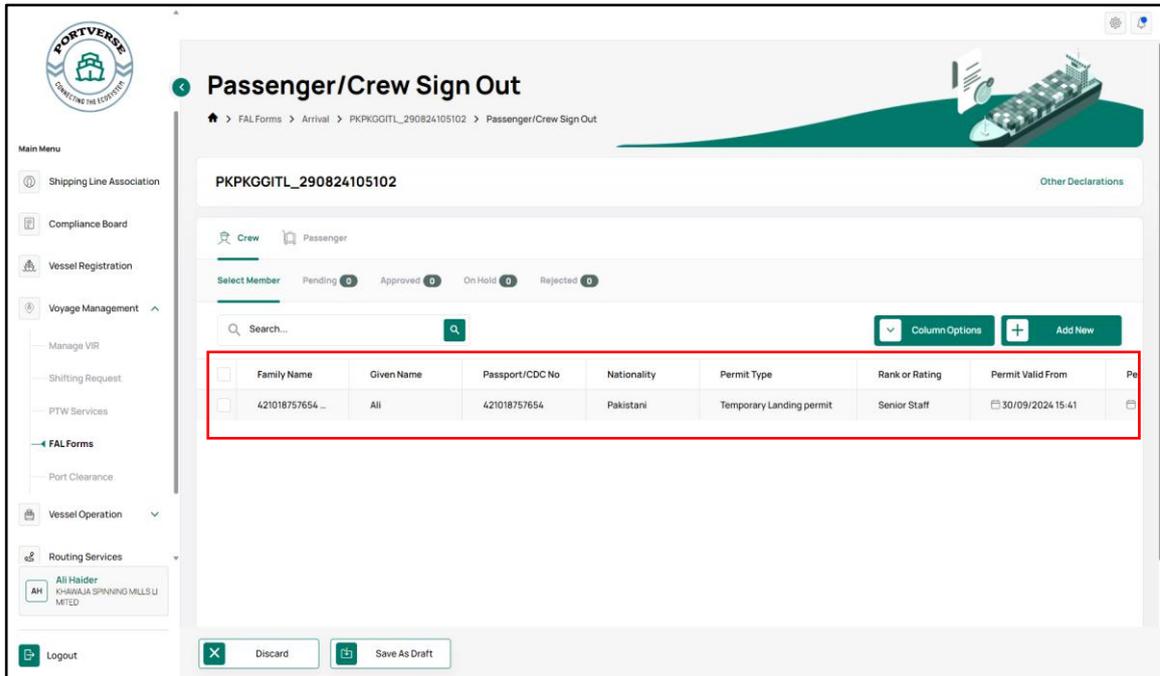


Figure 60 - Crew Sign-Out Form Main Screen

- x. Select the “checkbox” for the Crew record.
- xi. Click on the “Submit”.

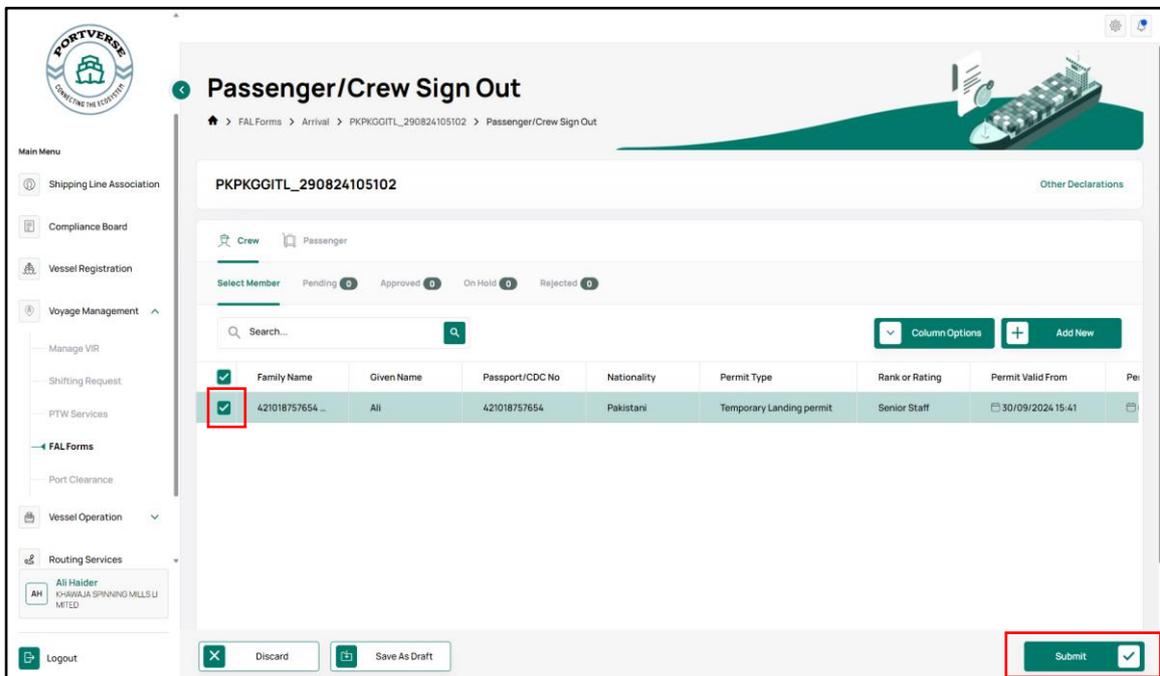


Figure 61 - Submit Crew Sign-Out Form

- xii. System will generate a confirmation alert.
- xiii. Click on the “Yes” button to proceed.

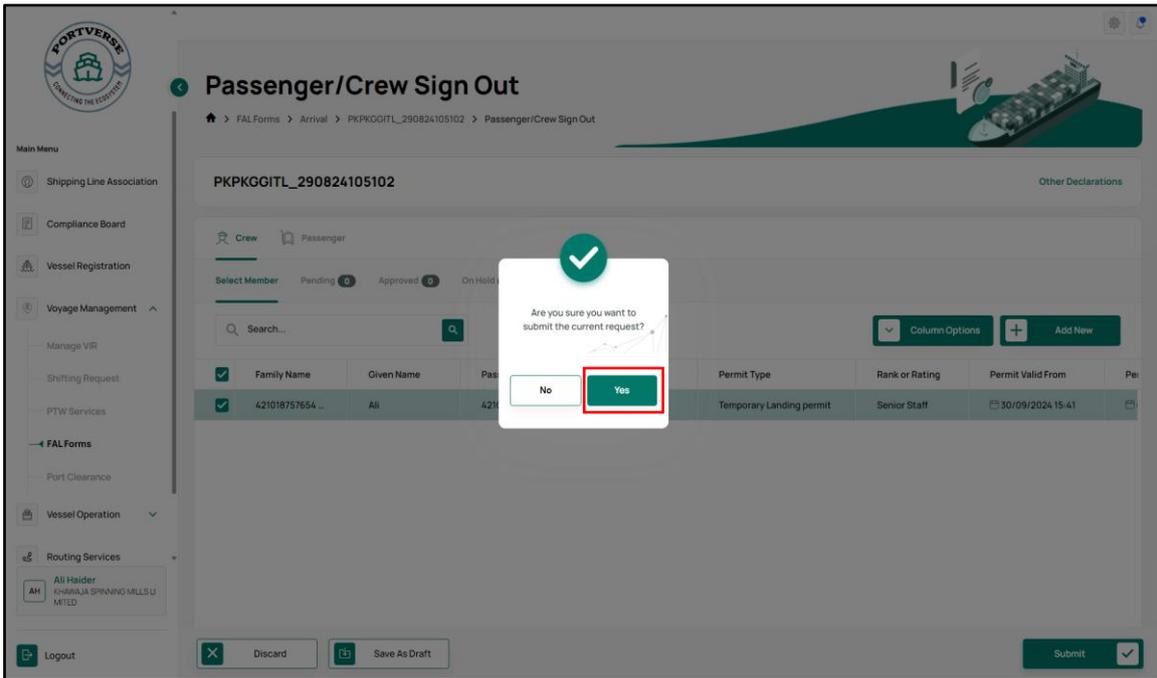


Figure 62 - Confirmation Alert (Crew Sign Out)

- xiv. A success message alert will appear.
- xv. Click on the “Ok” button to proceed.

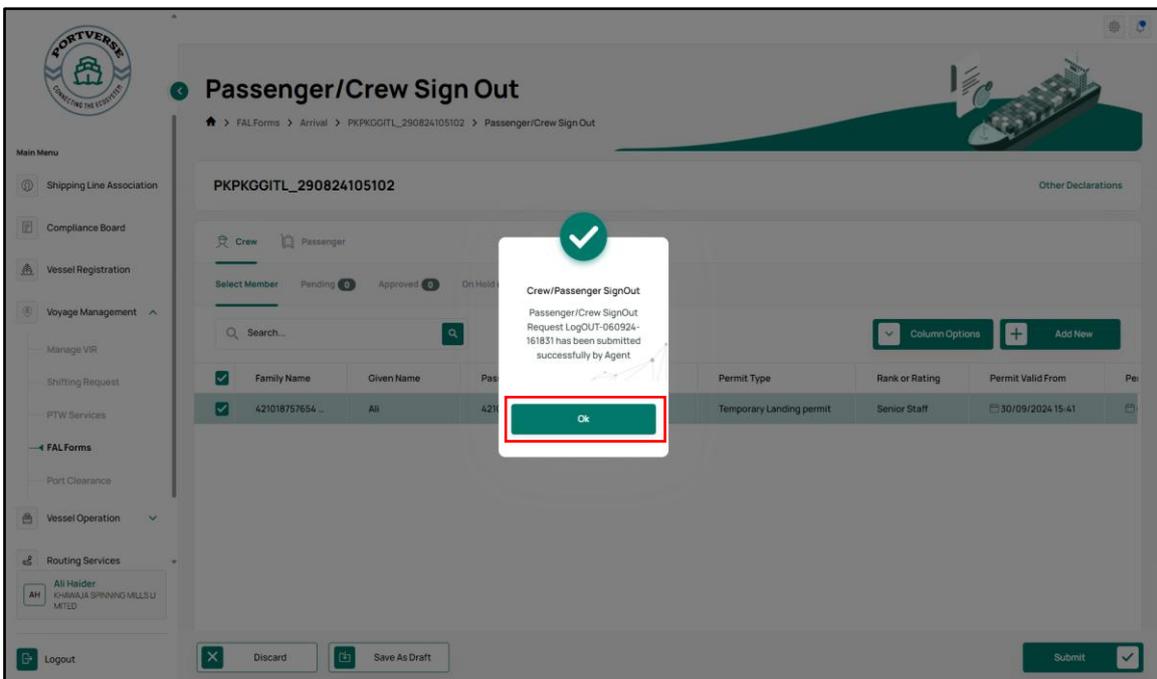


Figure 63 - Success Alert

- xvi. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

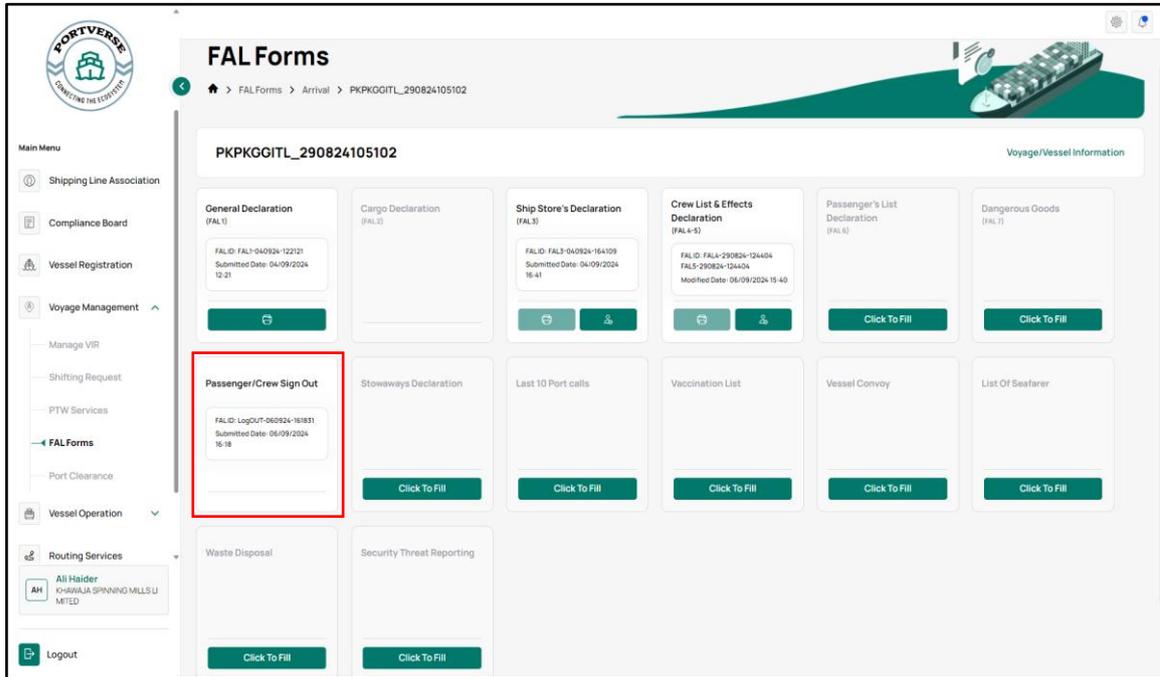


Figure 64 - FAL Forms Dashboard (Passenger/Crew Sign-Out)

## 6.6. Passenger/Crew Sign-In

### 6.6.1. Access to Passenger/Crew Sign-In

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on the "Departure" tab.

The screenshot shows the 'FAL Forms' interface. On the left, the 'Main Menu' includes 'Voyage Management' (highlighted with a red box) and 'FAL Forms' (also highlighted with a red box). The 'FAL Forms' section has two tabs: 'Arrival' and 'Departure' (the latter is highlighted with a red box). Below the tabs is a search bar and a 'Column Options' button. The main area contains a table with the following data:

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	[View]
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	[View]
3	PKKHKICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	[View]
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	[View]
5	PKKHKICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	[View]
6	PKKHKICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	[View]
7	PKKHKICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	[View]
8	PKKHKICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	[View]
9	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	[View]
10	PKKHKICT_270624144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	[View]

Figure 65 - FAL Forms Screen

- iv. Click on the "view" icon against a VIR after which FAL Form Dashboard will appear.

The screenshot shows the 'FAL Forms' interface with the 'Departure' tab selected. The table displays 10 rows of vessel data. The 5th row is highlighted with a red box, and the 'view' icon in the 'Action' column for that row is also highlighted with a red box.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ET...)	Expected Time Of Departure (ETD)	Action
1	PKKHKICT_040924140535	faakehai...	APOLLO OC...	05/09/2024 14:04	06/09/2024 14:06	[View]
2	PKKHPICT_27082414237	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	[View]
3	PKKHPICT_150824135047	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	[View]
4	PKKHKICT_280824133752	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	[View]
5	PKFKOGITL_290824105102	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	[View]
6	PKKHPICT_270824130310	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	[View]
7	PKKHKICT_260824131955	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	[View]
8	PKKHKICT_020724164356	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	[View]
9	PKKHKICT_180724155855	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	[View]
10	PKKHKICT_150724160546	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	[View]

Figure 66 - Select VIR

## 6.6.2. Submit Passenger/Crew Sign-In form

- i. Click on the **“Click to fill”** button on the Passenger/Crew Sign-In summary card.

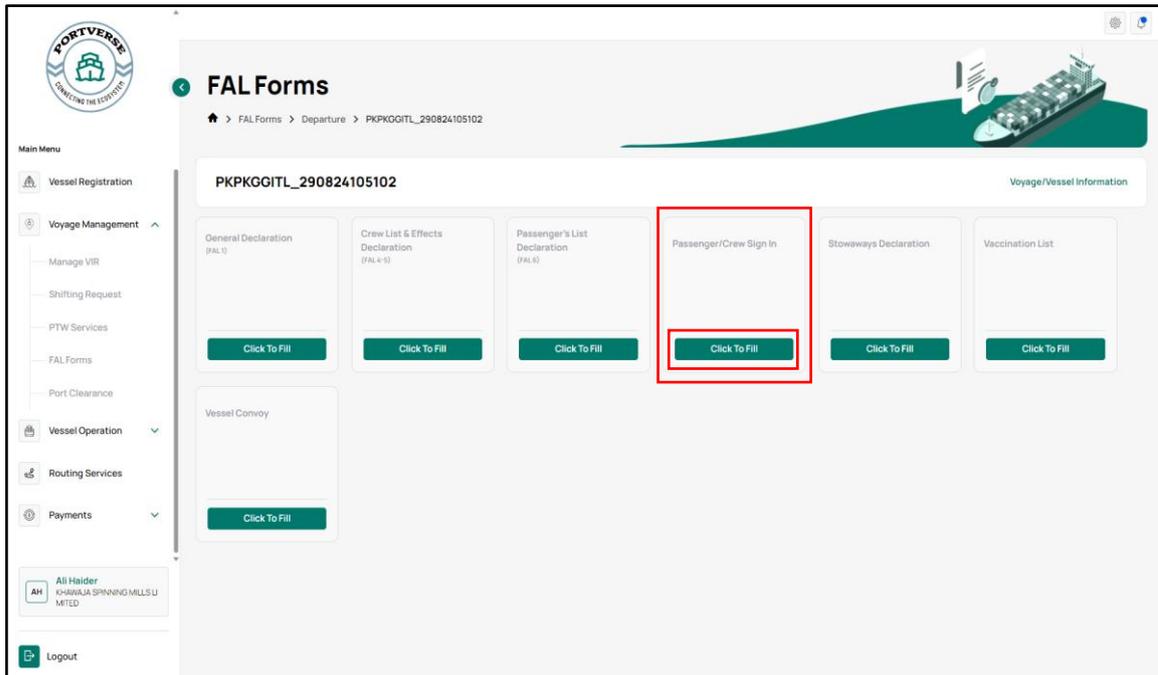


Figure 67 - Passenger/Crew Sign-In Summary Card

- ii. Click on the **“Add new”** button to manually add data for the crew or passenger (Add Members Tab).

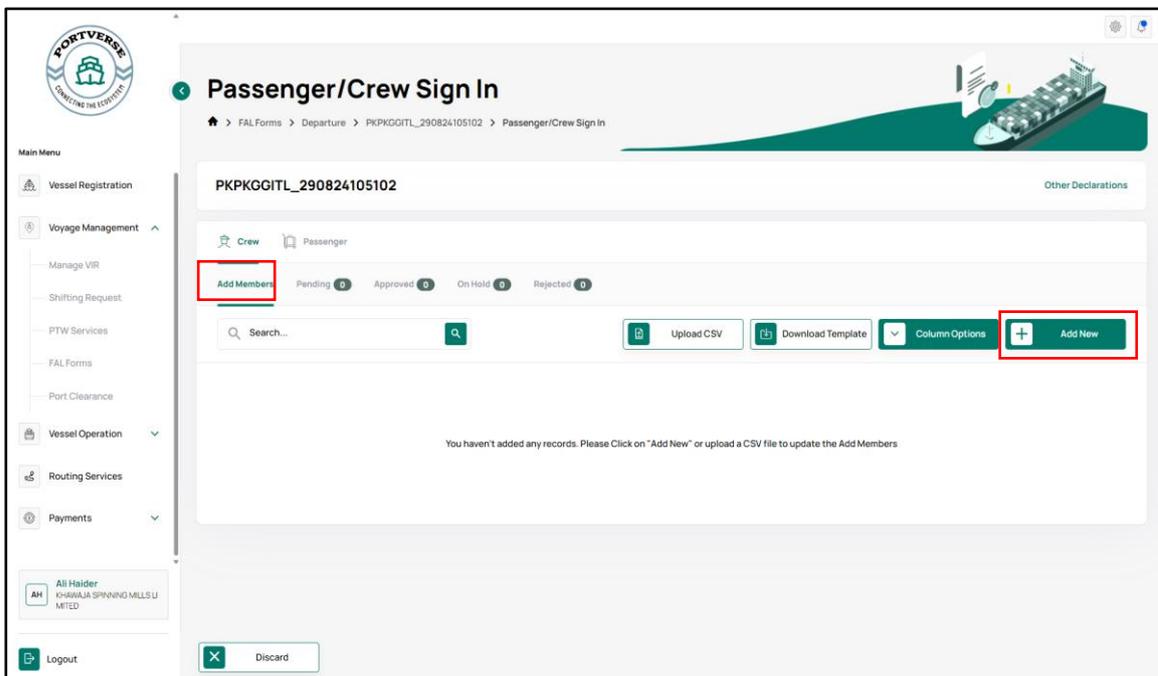


Figure 68 - Passenger/Crew Sign-In form Main Screen

- iii. An editable overlay screen will appear for the user to fill out the crew member details.

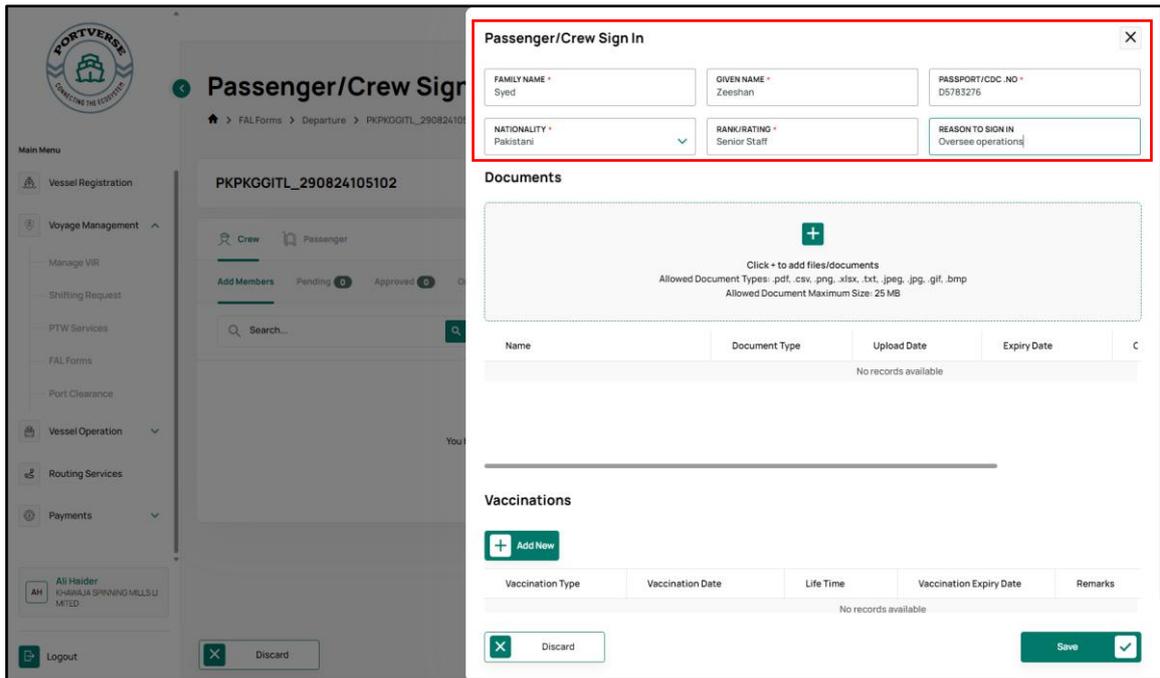


Figure 69 - Passenger/Crew Sign-In Overlay form screen

- iv. Click on the "upload" icon to add the required attachments for the crew member record

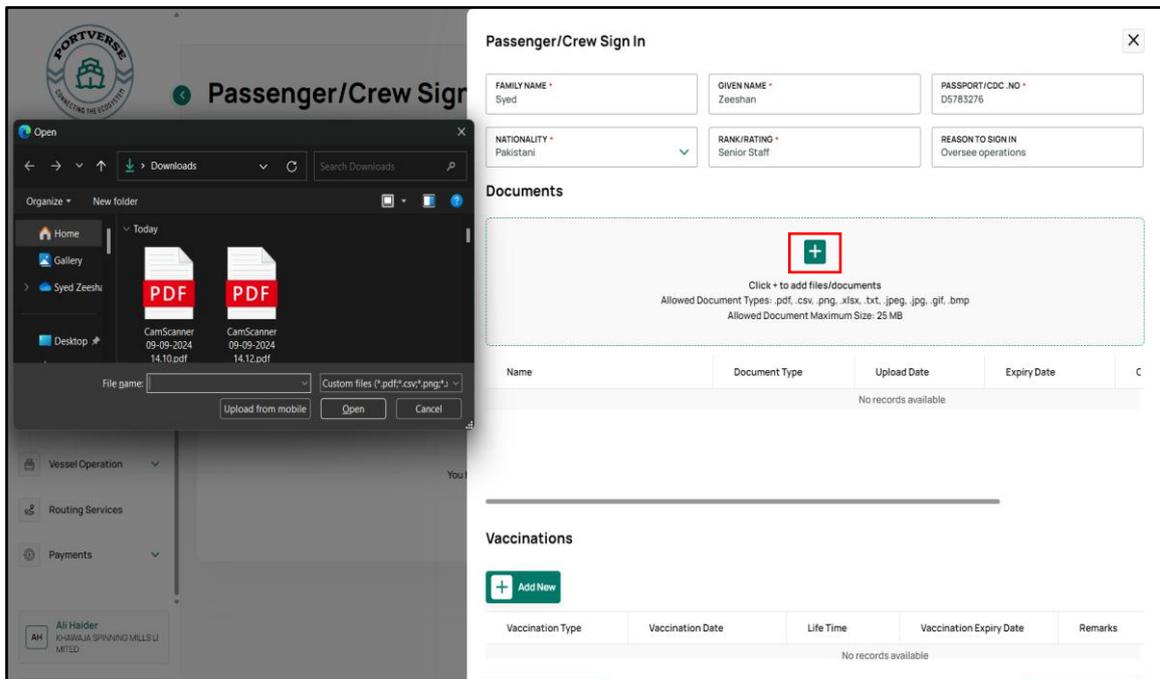


Figure 70 - Add Attachments

- v. Click on the “add new” button to update the vaccination details.
- vi. Click on the “Add (+)” icon to save the vaccination details.

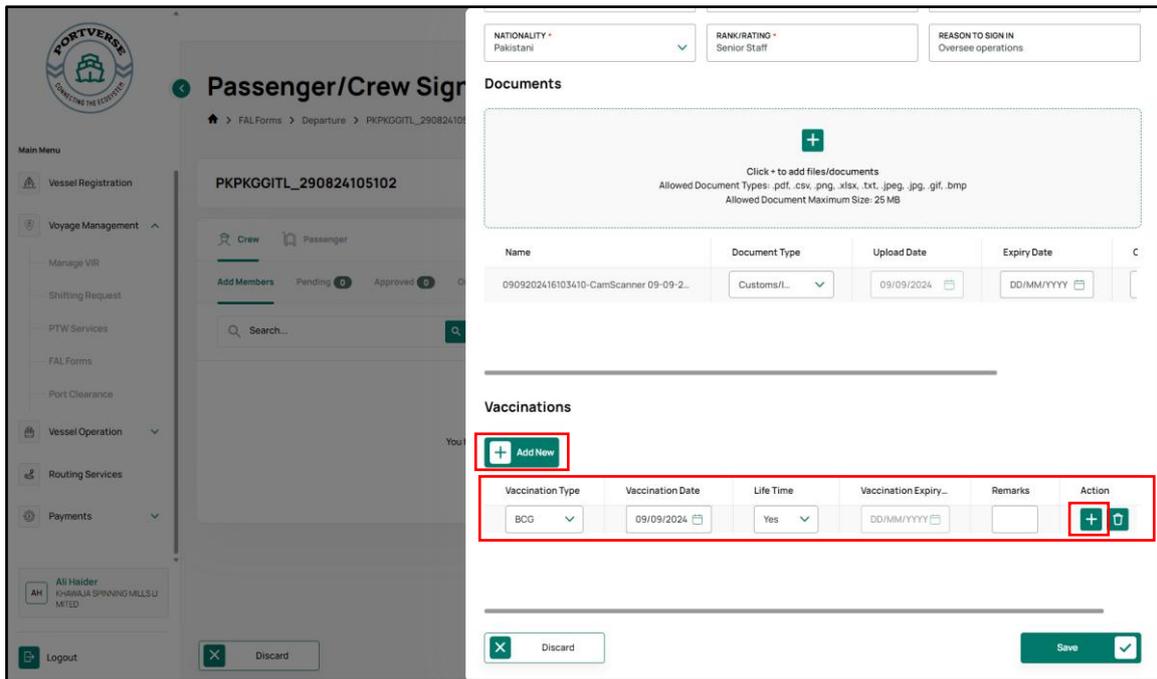


Figure 71 - Add Vaccination Record

- vii. Click on the “document” icon against a vaccination record to add its document.

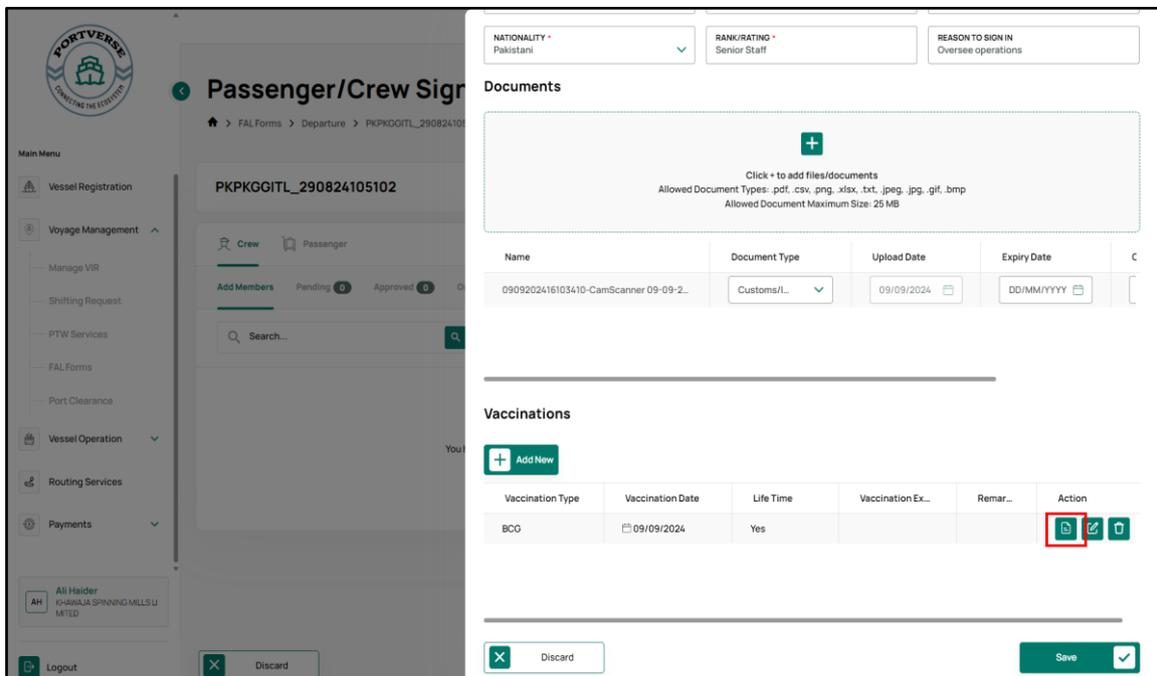


Figure 72 - Add Vaccination document

- viii. Click on the **“Upload”** icon to add the document.
- ix. Click on the **“Ok”** button to proceed.

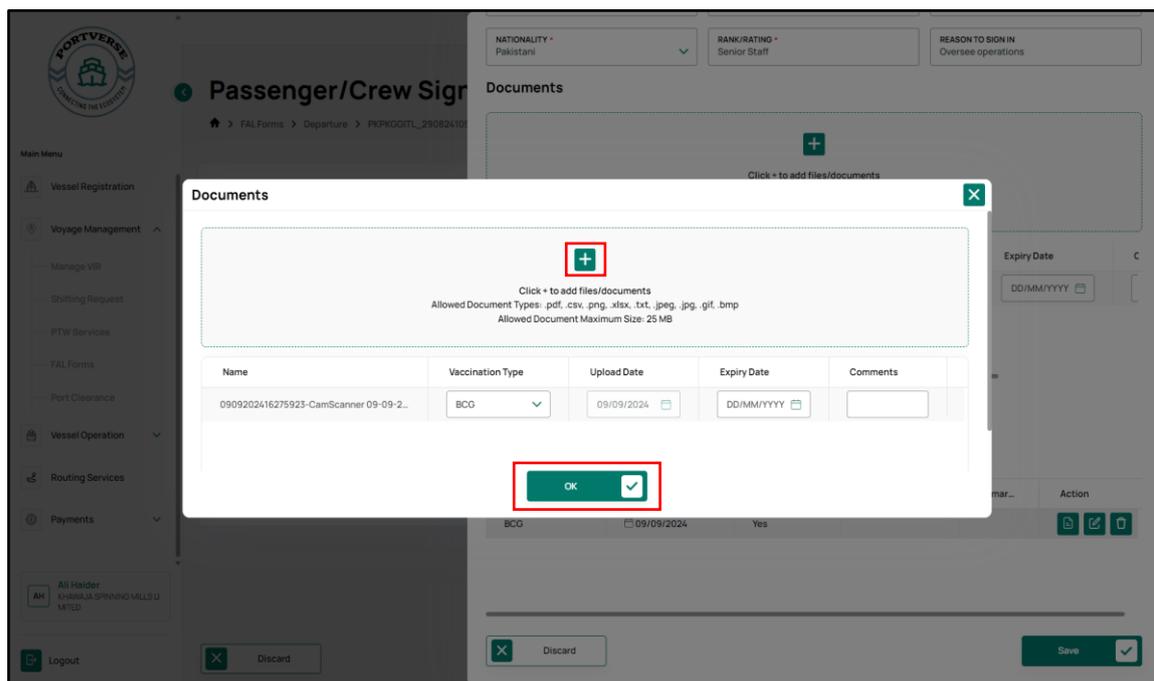


Figure 73 - Document Upload Window

- x. Click on the **“Save”** button.

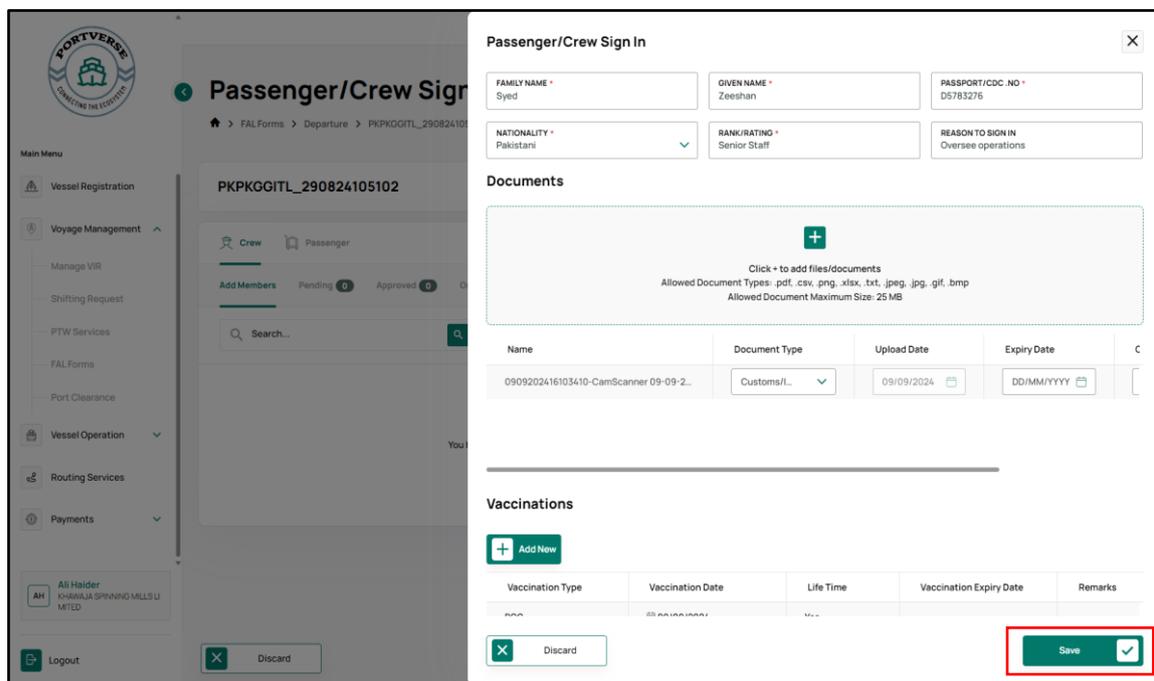


Figure 74 - Save Passenger/Crew Sign-In Record

- xi. After saving the crew information, crew record will be displayed on the main screen.

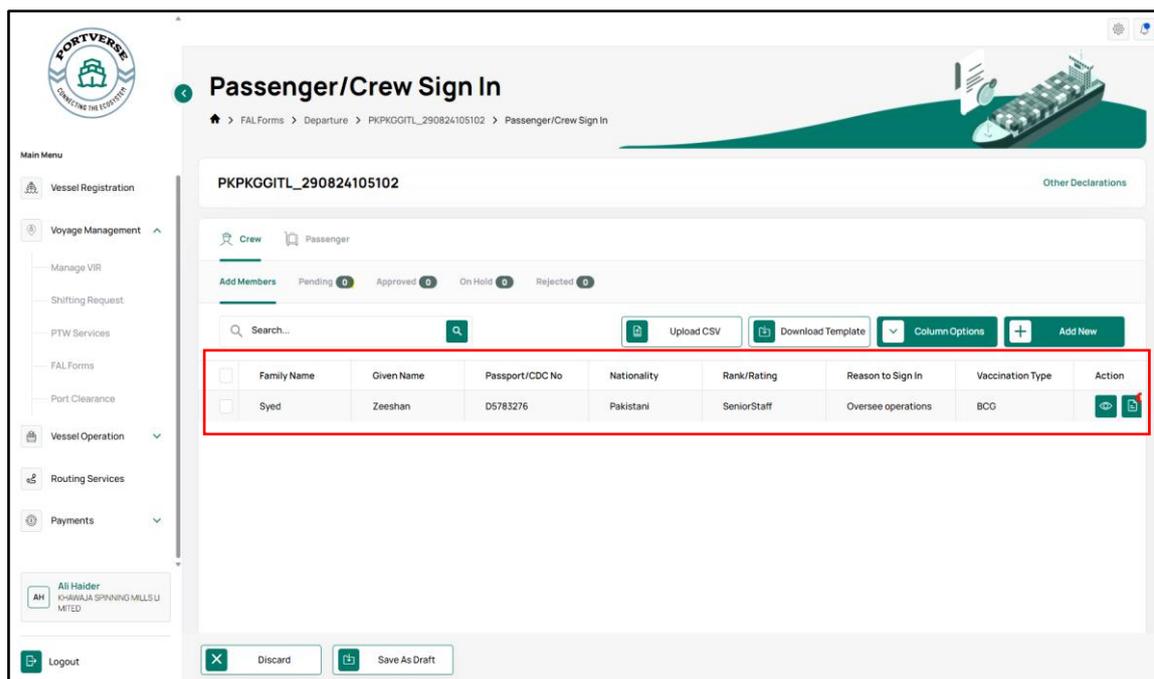


Figure 75 - Passenger/Crew Sign-In Form Main Screen

- xii. Repeat the above step until details pertaining to all the Sign-In Crew member are added in the form.
- xiii. Alternatively, data can be added through Upload CSV functionality.
- xiv. To download the Passenger/Crew Sign-In template click on the “Download template” button.

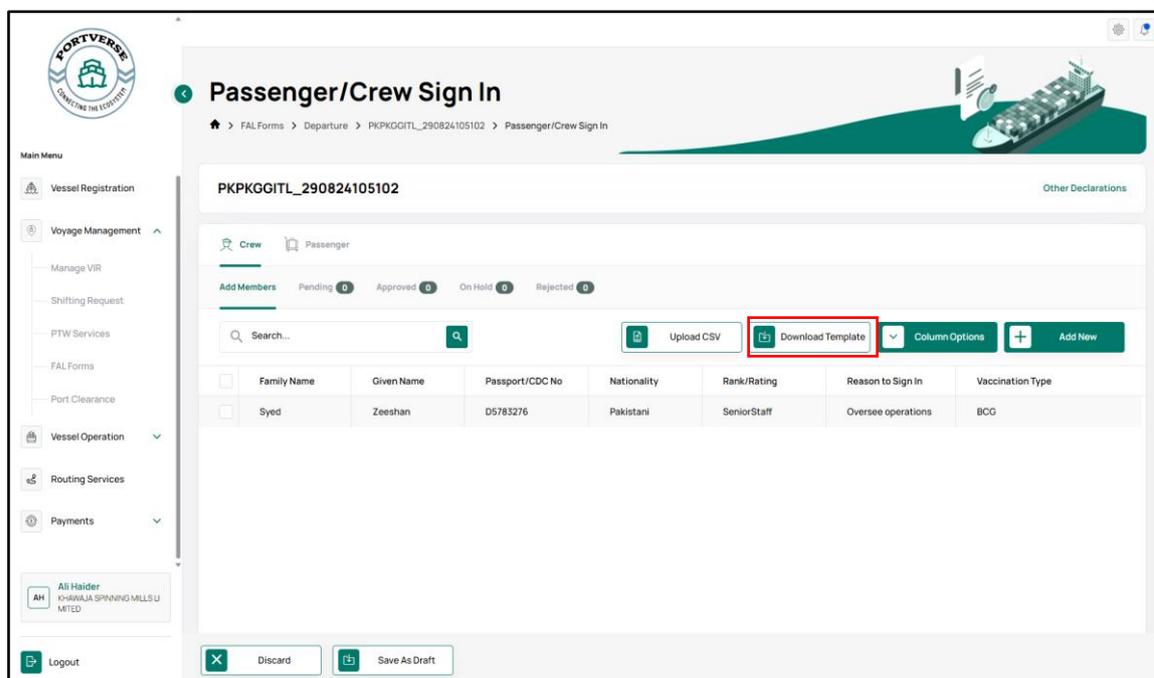


Figure 76 - Download Template

- xv. Update the downloaded CSV template as per requirement.

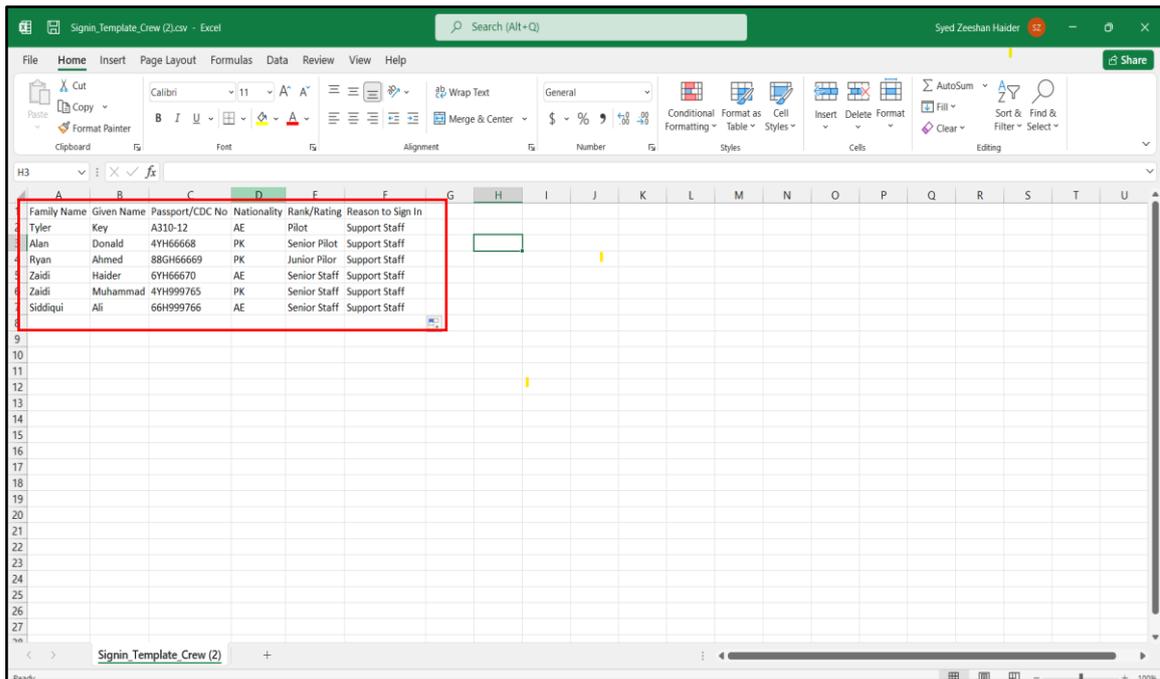


Figure 77 - Passenger/Crew Sign-In CSV Template

**Note:** By default, system will ignore the 1st row of the CSV template (Sample data)

- xvi. Click on the “Upload” button.

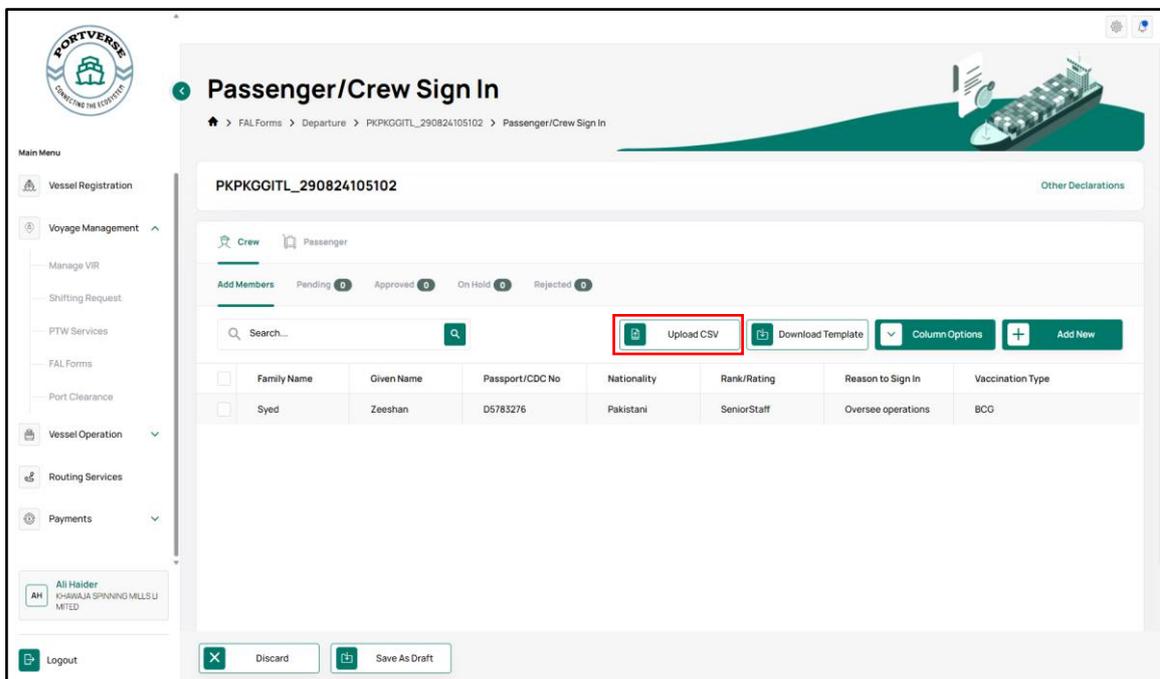


Figure 78 - Upload CSV

- xvii. A window will appear for file attachment. Once the relevant file is selected click on the **“Upload”** Button.

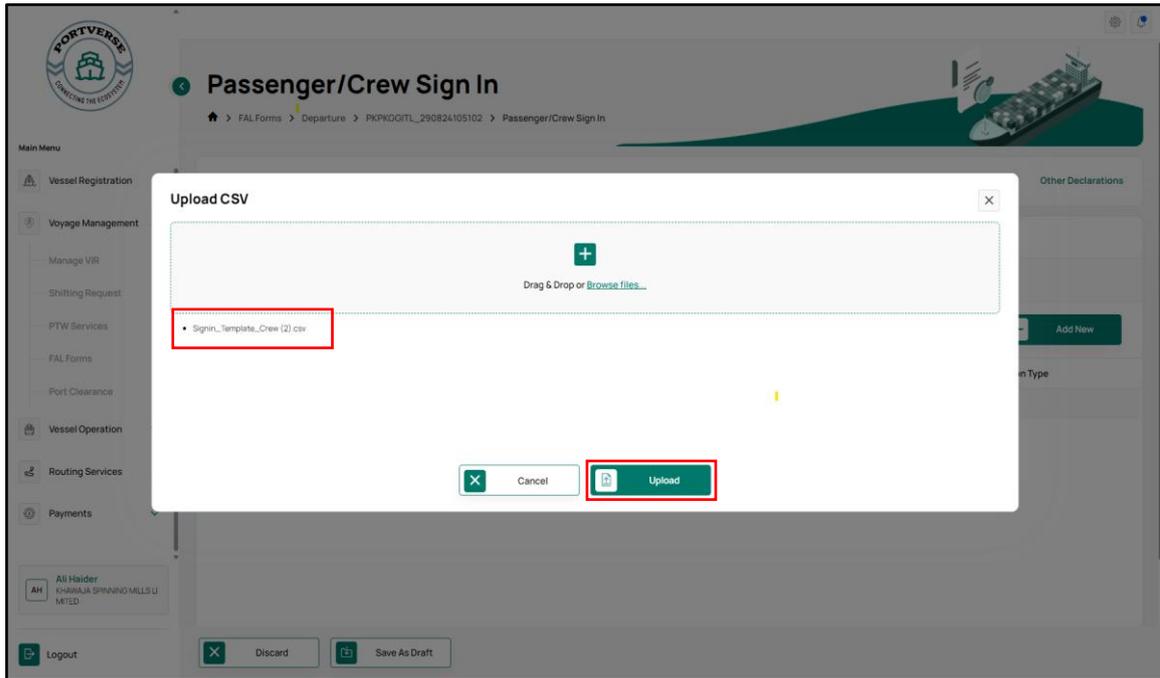


Figure 79 - Upload CSV Window

- xviii. Records will be displayed on the main screen.
- xix. Update the vaccination details for these records by clicking on the **“edit”** icon.

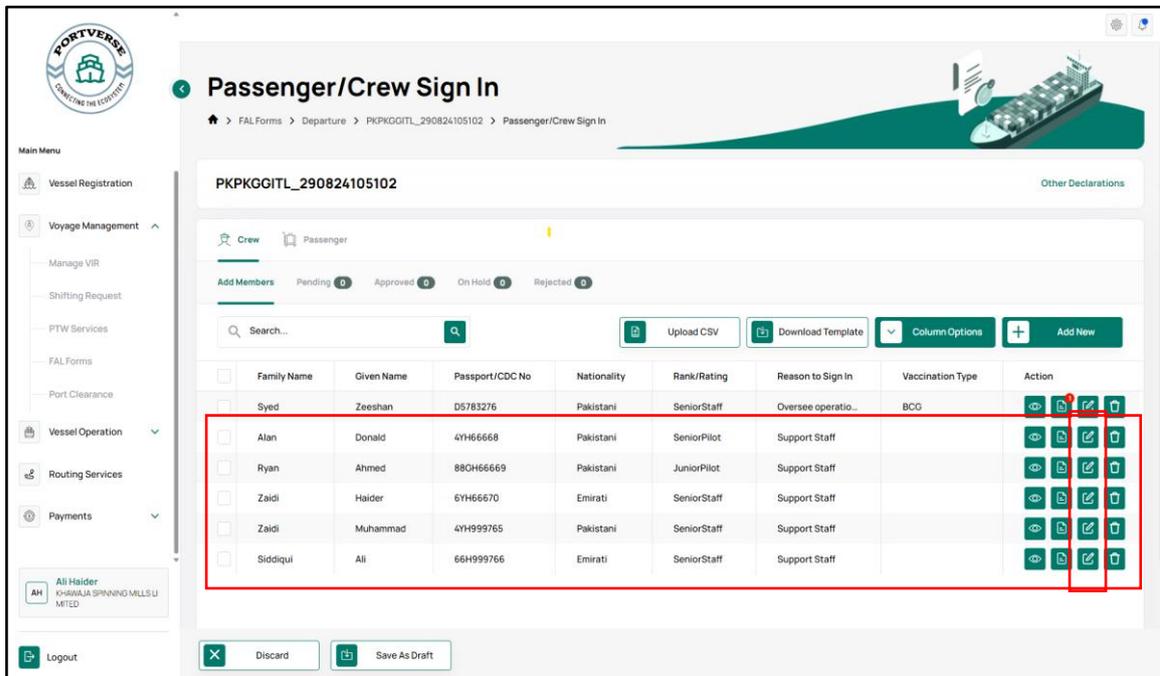


Figure 80 - Passenger/Crew Form Main Screen

- xx. Select the “checkbox” for each crew record.
- xxi. Click on the “Submit” button.

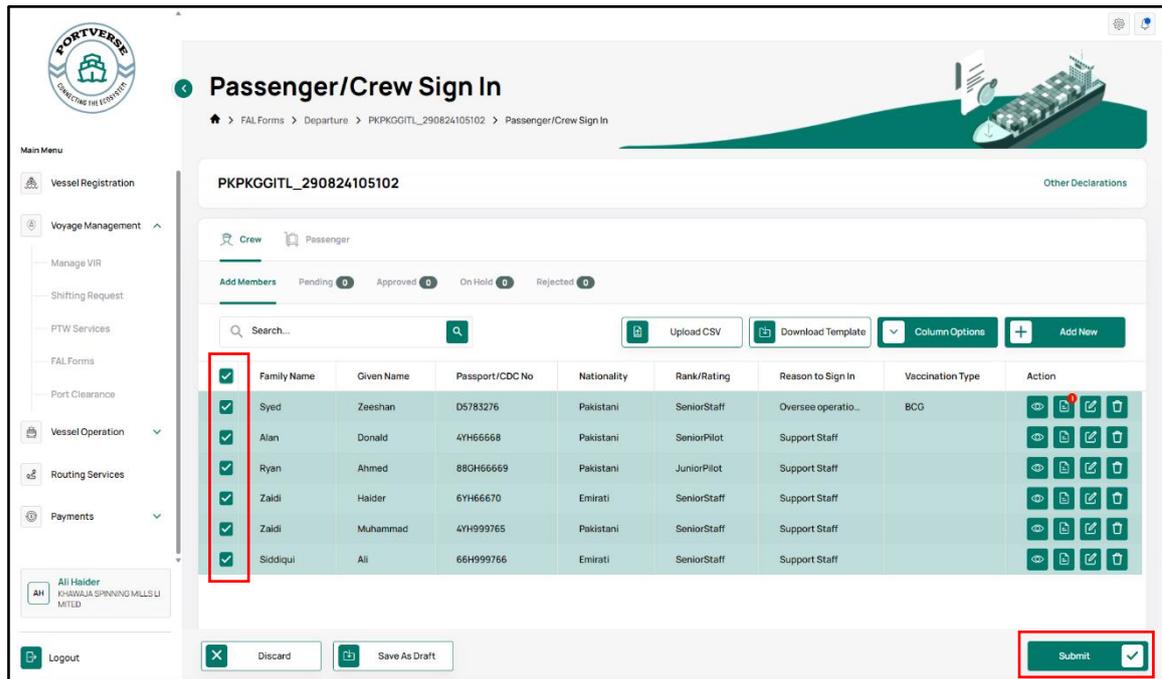


Figure 81 - Select Passenger/Crew Sign-In Record

- xxii. System will generate a confirmation alert.
- xxiii. Click on the “Yes” button to proceed.

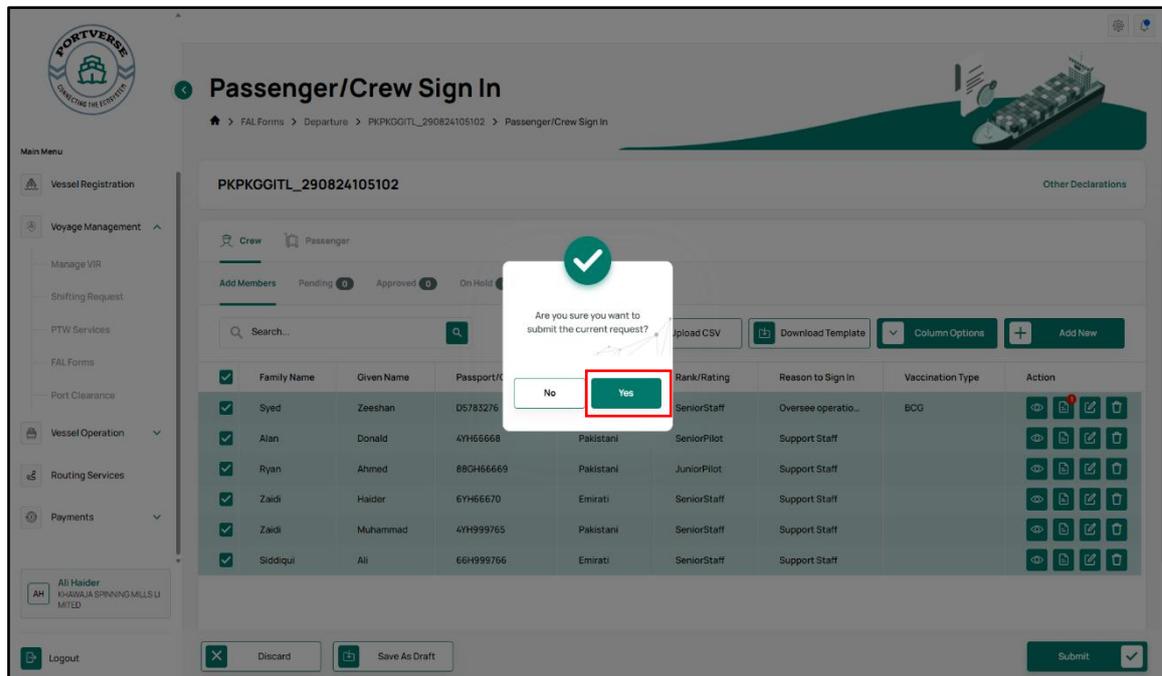


Figure 82 - Confirmation Alert (Sign-In Form)

- xxiv. A success message alert will appear.
- xxv. Click on **“Ok”** Button to Proceed.

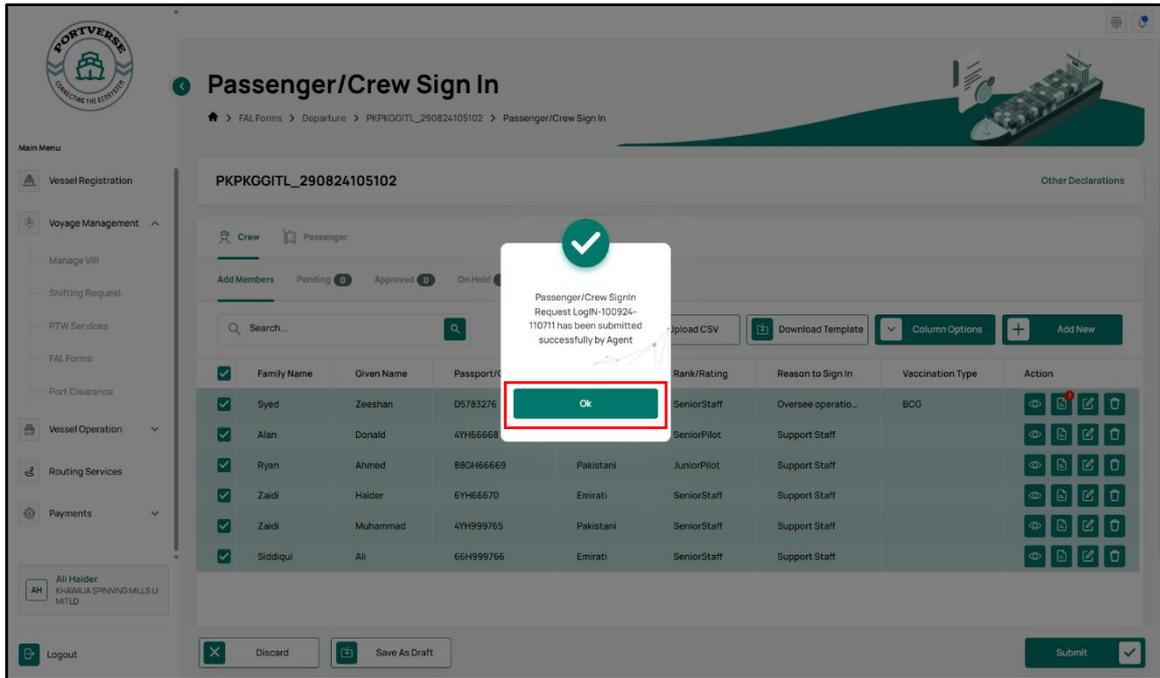


Figure 83 - Success Alert

- xxvi. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

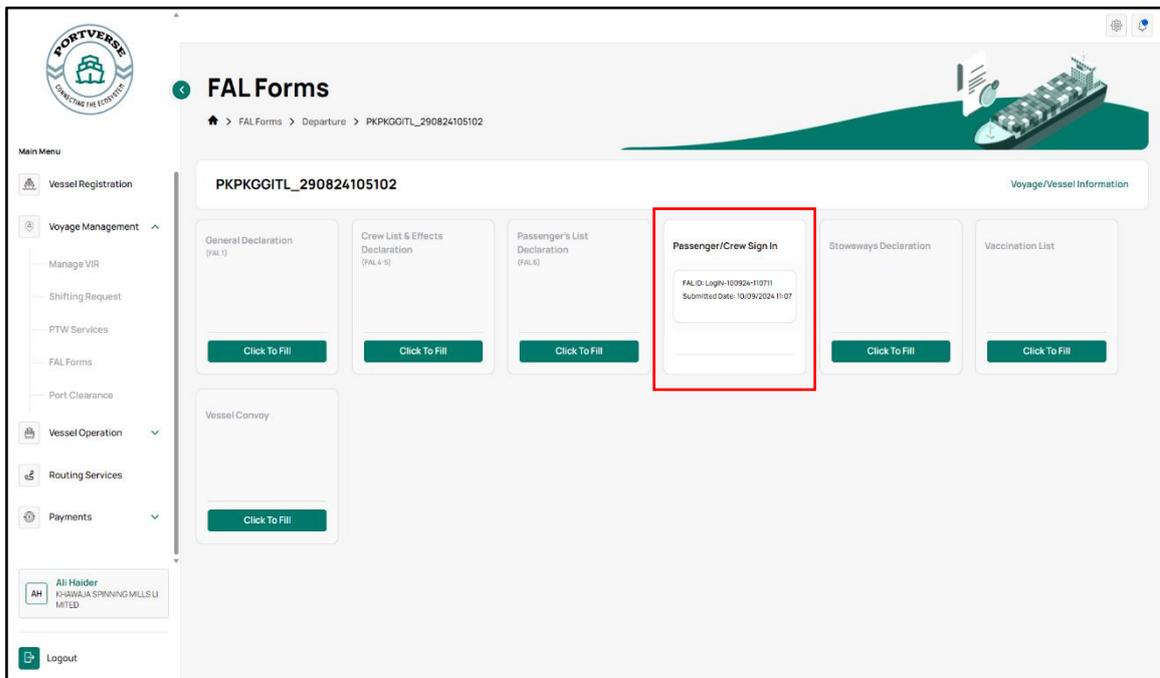
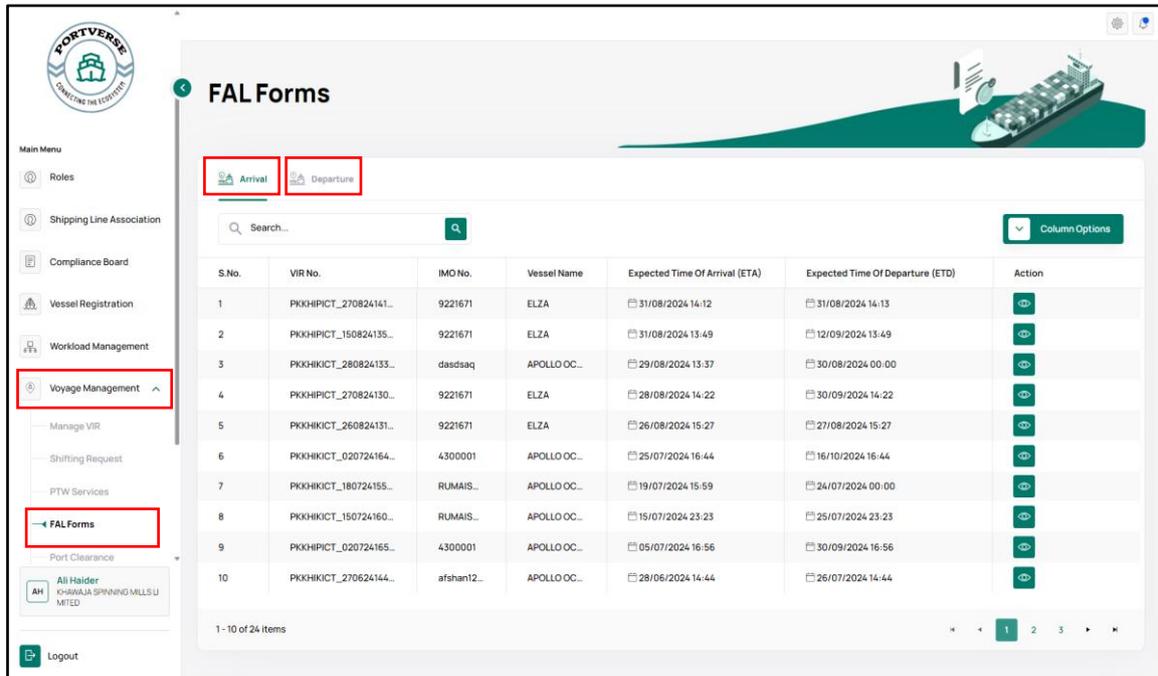


Figure 84 - FAL Forms Dashboard Screen

## 6.7. Vaccination List

### 6.7.1. Access to Vaccination List

- i. Clicks on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on either of the "Arrival" or "Departure" tab.

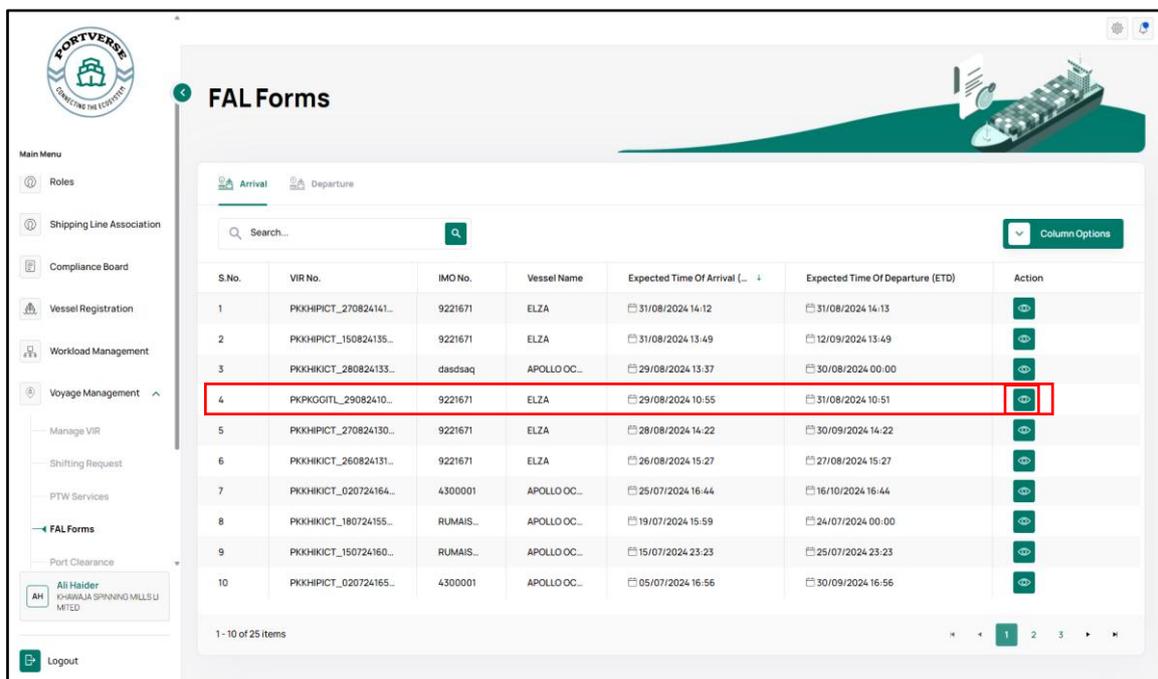


The screenshot shows the 'FAL Forms' interface. On the left is a 'Main Menu' with 'Voyage Management' and 'FAL Forms' highlighted. The main area has 'Arrival' and 'Departure' tabs. Below is a search bar and a table with columns: S.No., VIR No., IMO No., Vessel Name, Expected Time Of Arrival (ETA), Expected Time Of Departure (ETD), and Action. The table lists 10 vessels, including ELZA and APOLLO OC... The 'Action' column contains view icons.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁
3	PKKHPICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁
5	PKKHPICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁
6	PKKHPICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁
7	PKKHPICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁
8	PKKHPICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁
9	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁
10	PKKHPICT_270624144...	afshan12...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	👁

Figure 85 - FAL Forms Screen

- iv. Click on the view icon against a "VIR" after which FAL Form Dashboard will appear.



This screenshot is similar to Figure 85 but highlights the view icon (👁) in the 'Action' column for the 4th row (VIR No. PKKPGITL\_29082410...). The 'Expected Time Of Arrival' column header is also expanded to show a dropdown arrow.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	👁
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	👁
3	PKKHPICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	👁
4	PKKPGITL_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	👁
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	👁
6	PKKHPICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	👁
7	PKKHPICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	👁
8	PKKHPICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	👁
9	PKKHPICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	👁
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	👁

Figure 86 - Select VIR

## 6.7.2. Submit Vaccination List Form

- i. Click on the “Click to fill” button on the Vaccination List summary card

The screenshot shows the 'FAL Forms' dashboard for vessel PKPKGGITL\_290824105102. The dashboard contains several summary cards for different forms. The 'Vaccination List' card is highlighted with a red box, and its 'Click To Fill' button is also highlighted with a red box. Other cards include General Declaration (FAL 1), Cargo Declaration (FAL 2), Ship Store's Declaration (FAL 3), Crew List & Effects Declaration (FAL 4-5), Passenger's List Declaration (FAL 6), Dangerous Goods (FAL 7), Passenger/Crew Sign Out, Stowaways Declaration, Last 10 Port calls, Vessel Convoy, List Of Seafarer, Waste Disposal, and Security Threat Reporting.

Figure 87 - Vaccination List Summary Card

- ii. Once the form screen appears, Crew/Passenger List will auto-populated data from FAL 4/5 & 6 in the respective crew and passenger tab.

The screenshot shows the 'Vaccination List' form main screen. The 'Crew' tab is selected and highlighted with a red box. Below the tab, there is a search bar and a 'Column Options' button. A table displays the following data:

S. No	Family Name	Given Name	Rank or Rating	Nationality	Passport No	Vaccination Type	Action
1	Khan	Ali	Senior Staff	Pakistani	4210178865437		Add Vaccination
2	Ahmed	Ali	Senior Staff	Pakistani	421018757654		Add Vaccination
3	Ali	Muhammad	Junior Staff	Pakistani	424018757659		Add Vaccination
4	Zeeshan	Muhammad	Senior Staff	Pakistani	425018757689		Add Vaccination
5	Khan	Jehanzeb	Senior Staff	Pakistani	427018757656		Add Vaccination
6	Jamal	Ahmed	Senior Staff	Pakistani	429018757659		Add Vaccination
7	Ayub	Muhammad	Junior Staff	Pakistani	FG68594577		Add Vaccination
8	Kazim	Ahmed	Senior Staff	Pakistani	IG68594577		Add Vaccination
9	Ayub	Ali	Junior Staff	Pakistani	431018757653		Add Vaccination

At the bottom of the screen, there are buttons for 'Discard', 'Save As Draft', and 'Submit'.

Figure 88 - Vaccination List Form Main Screen

- iii. Click on the “Add vaccination” button to add details against a record.

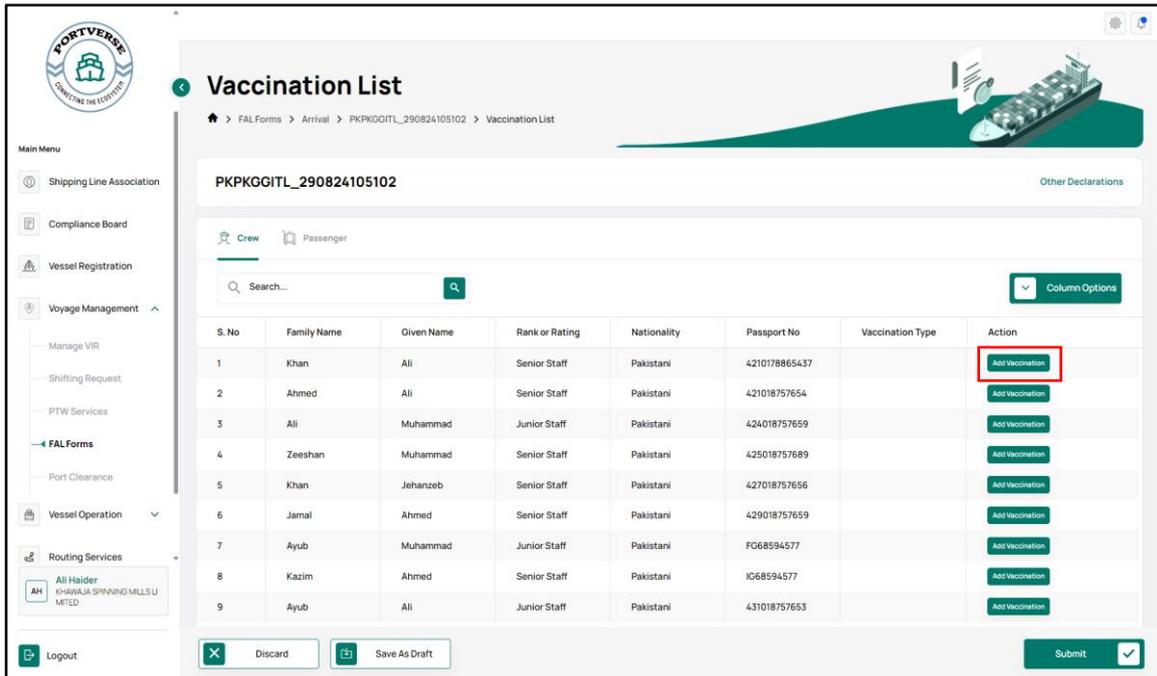


Figure 89 - Vaccination List Form Screen

- iv. An overlay screen will appear.
- v. Click on the “Add new” button to add vaccination details.

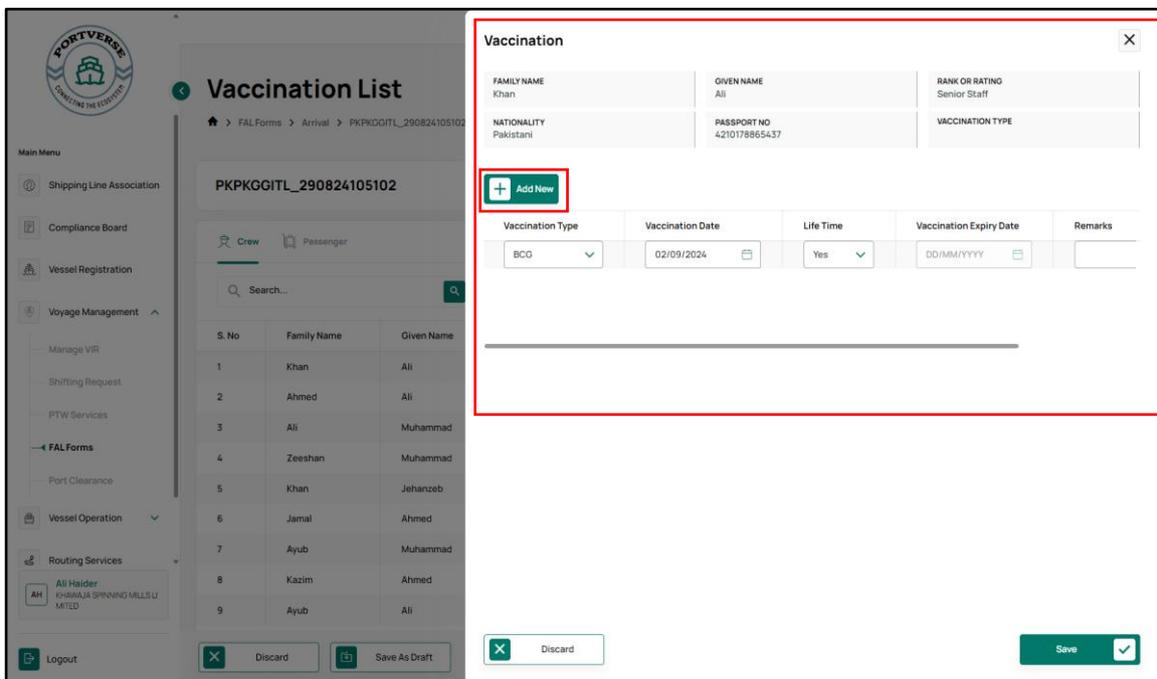


Figure 90 - Vaccination Form Overlay Screen

- vi. Click on the “Add (+)” Icon to save the vaccination details

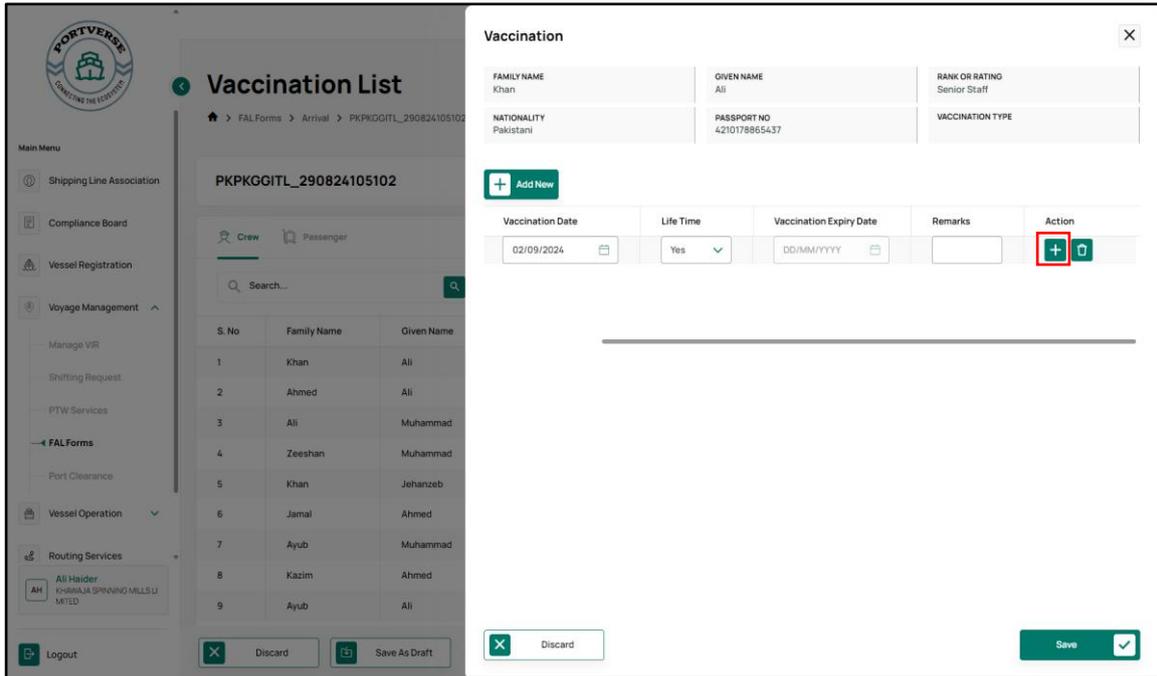


Figure 91 - Add Vaccination Details

- vii. Click on the “document” icon against a vaccination record to add its document.

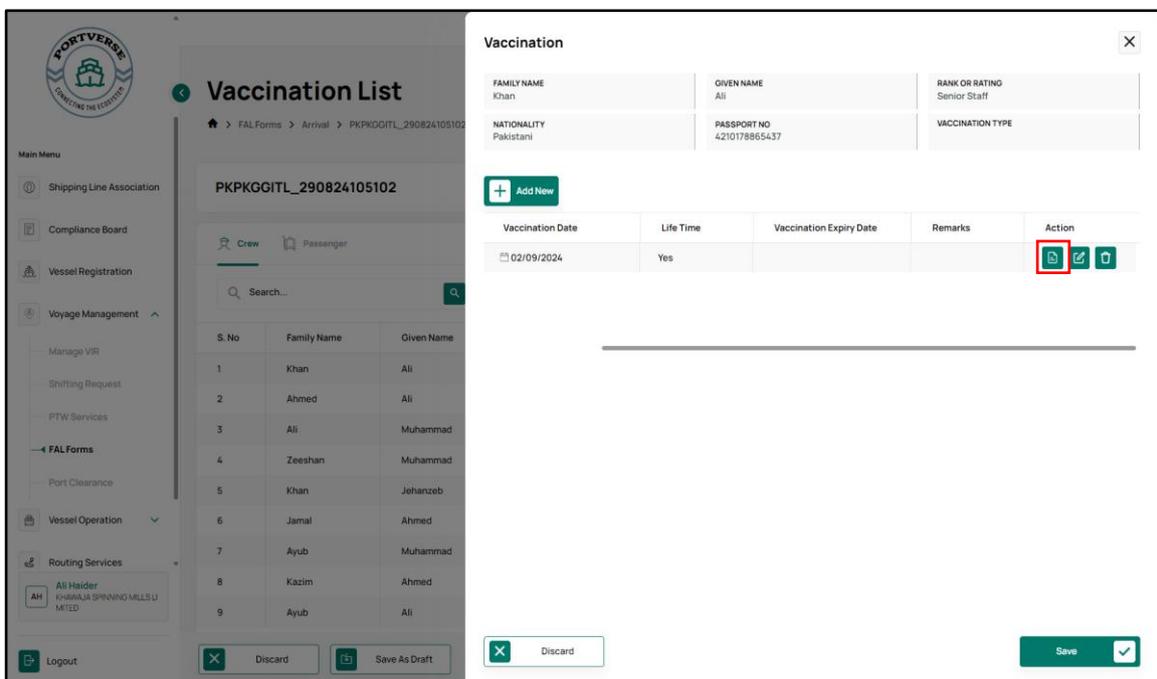


Figure 92 - Add Vaccination Document

- viii. Click on the **“Upload”** icon to add the document
- ix. Click on the **“Ok”** Button to proceed.

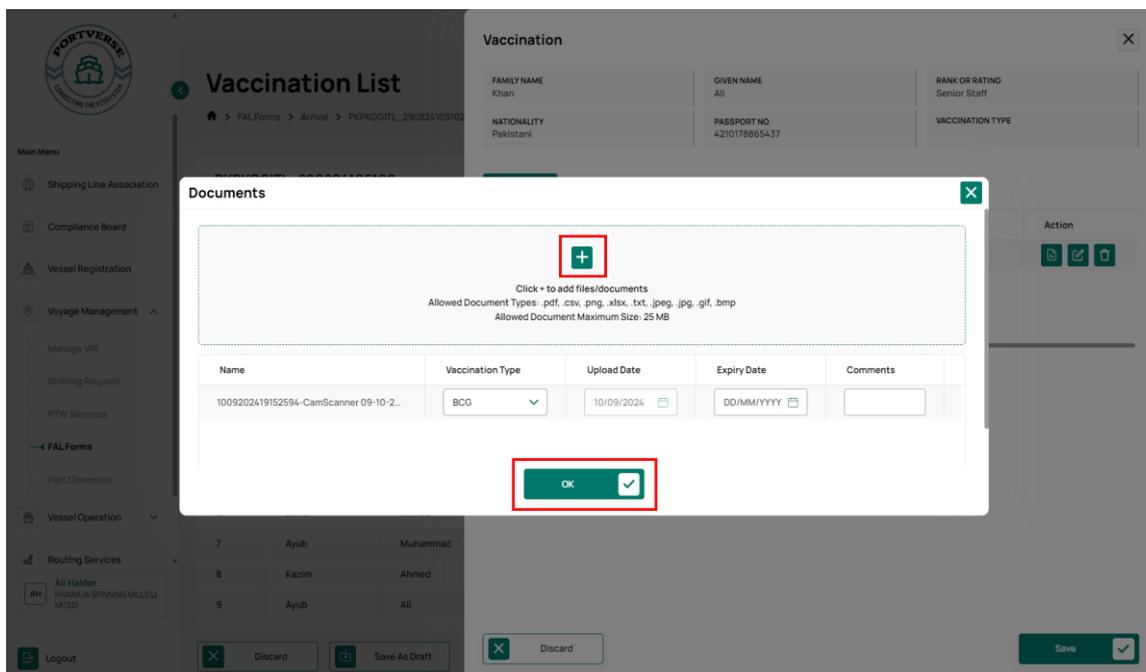


Figure 93 - Upload Vaccination Document

- x. Click on the **“Save”** button.

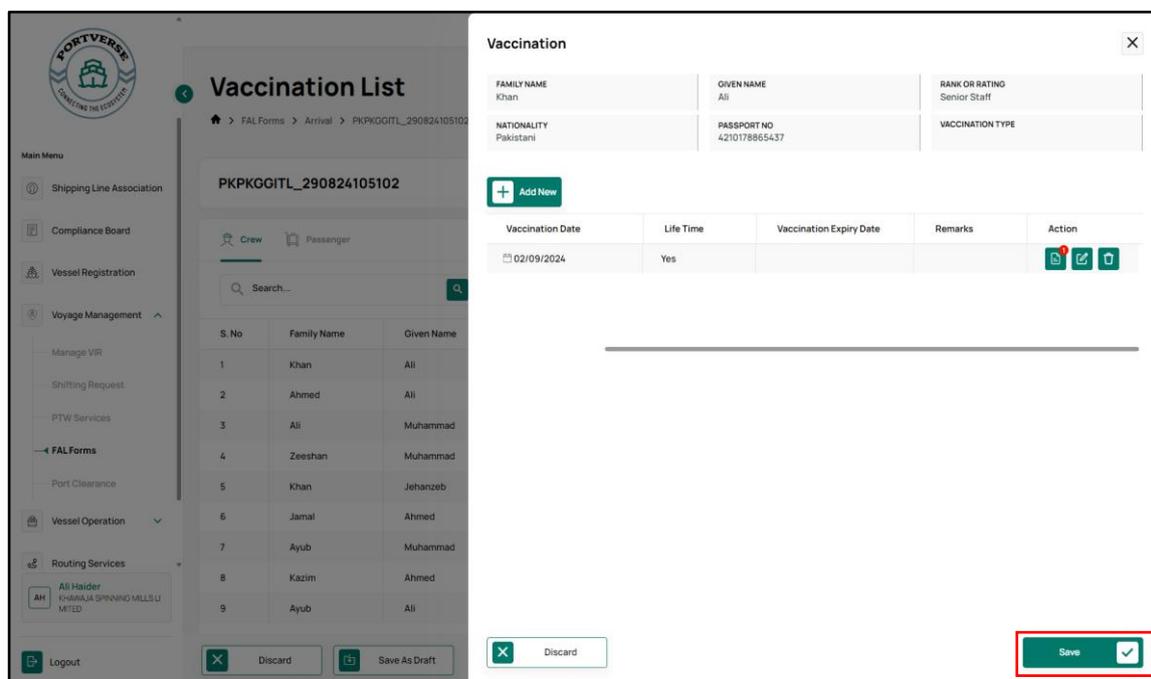


Figure 94 - Save Vaccination Details

- xi. Update the vaccination details for all the required crew members in the same manner.
- xii. Once all the details are updated. Click on the **“Submit”** button.

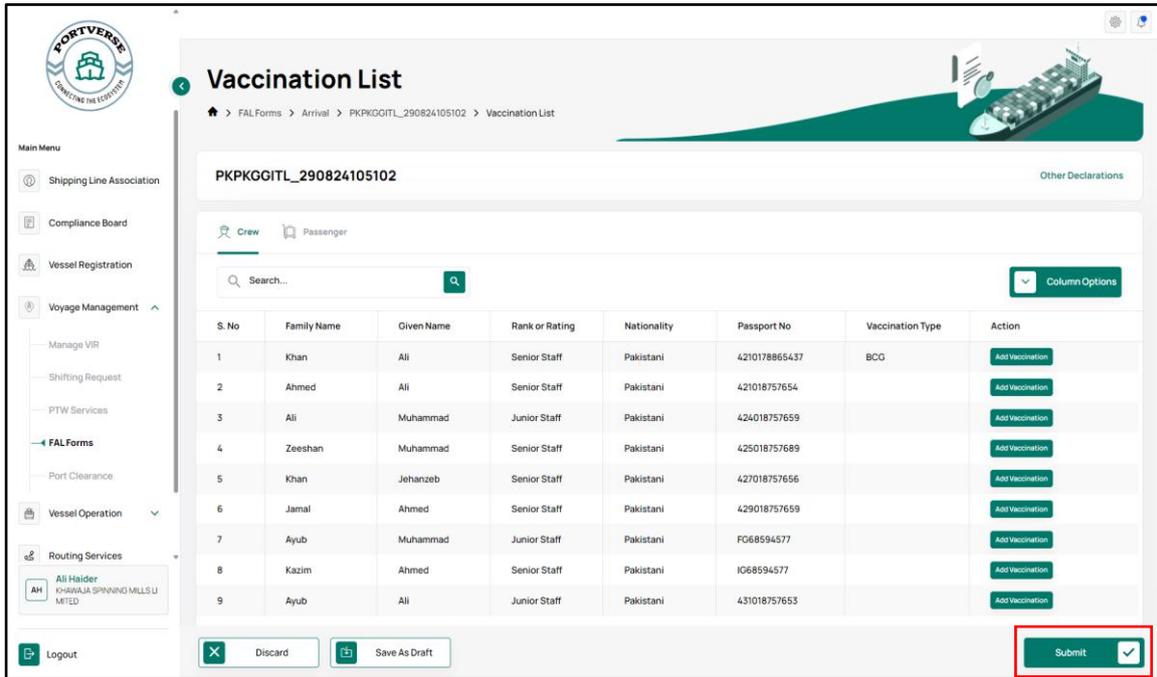


Figure 95 - Submit Vaccination List form

- xiii. System will generate a confirmation alert.
- xiv. Click on the **“Yes”** button to proceed.

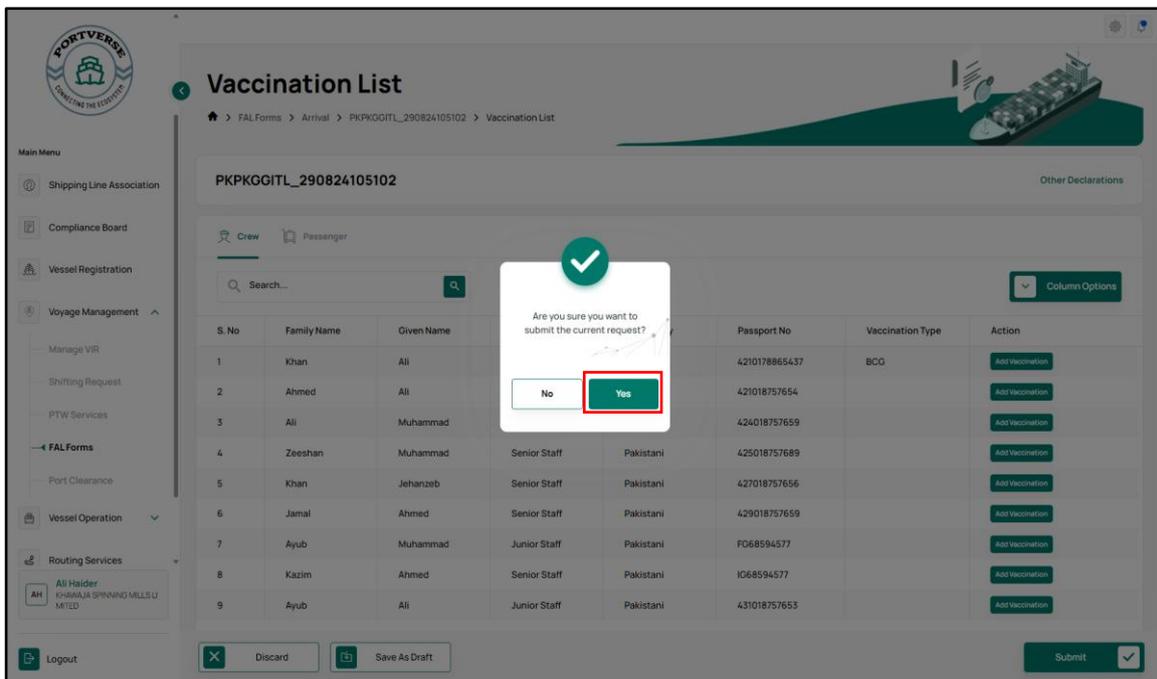


Figure 96 - Confirmation Alert Vaccination List Form

- xv. A success message alert will appear.
- xvi. Click on the “Ok” button to proceed.

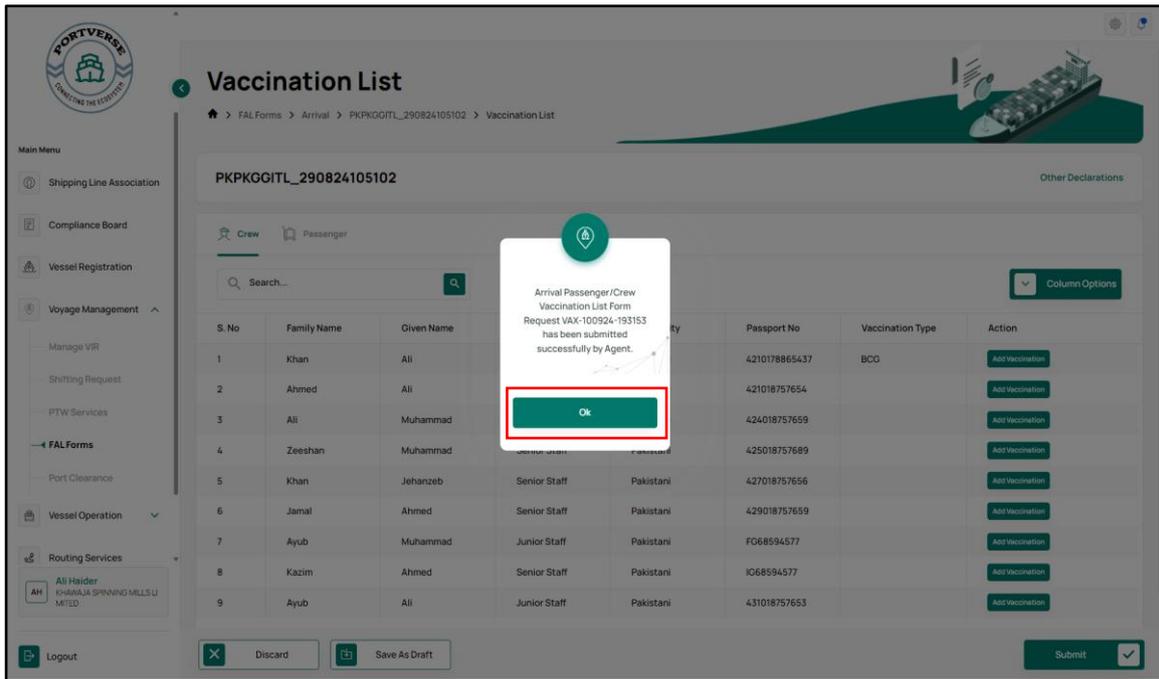


Figure 97 - Success Alert

- xvii. The submitted request will appear on the FAL Forms summary card with its ID and submission date.
- xviii. Click on the “View Approval” icon to view the approval status

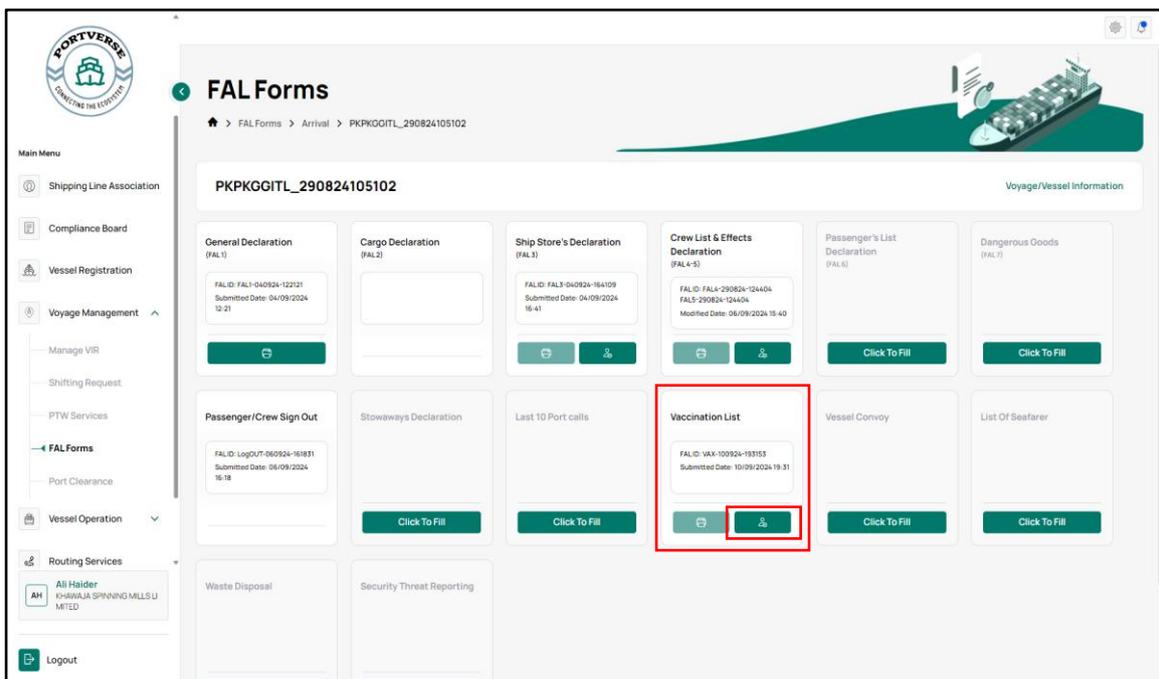


Figure 98 - FAL Forms Dashboard Screen