

PAKISTAN SINGLE WINDOW

Transforming Pakistan's International Trade



PORT COMMUNITY SYSTEM USER MANUAL

This manual entails the submission of the security threat reporting, waste disposal, last 10 port calls, list of seafarer and vessel convoy processes by Shipping Agent which is the integral part of Port Community System (PCS) module.



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 It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows.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

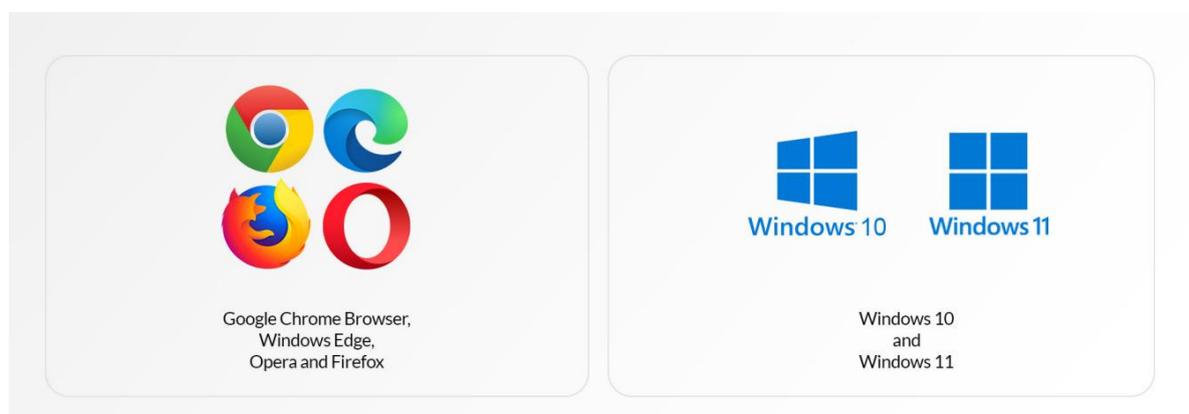


4. Pre-Requisites for Cross Border Trade and Financial Transactions

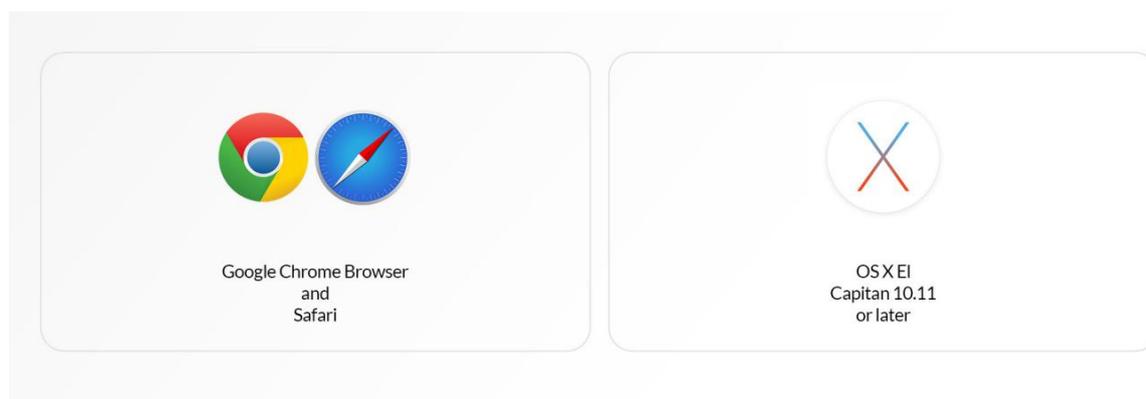
- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have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

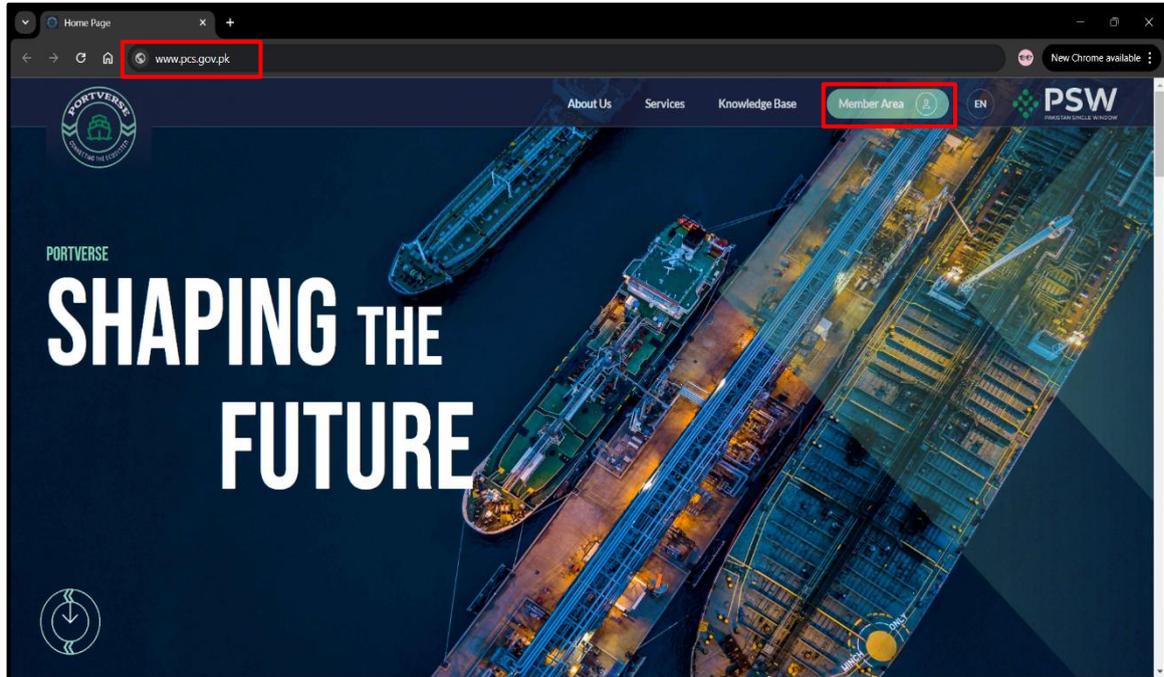


Figure 1 – PCS Portal

- ii.

Figure 2 – Login Screen Figure 3 – PCS Portal

- 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.

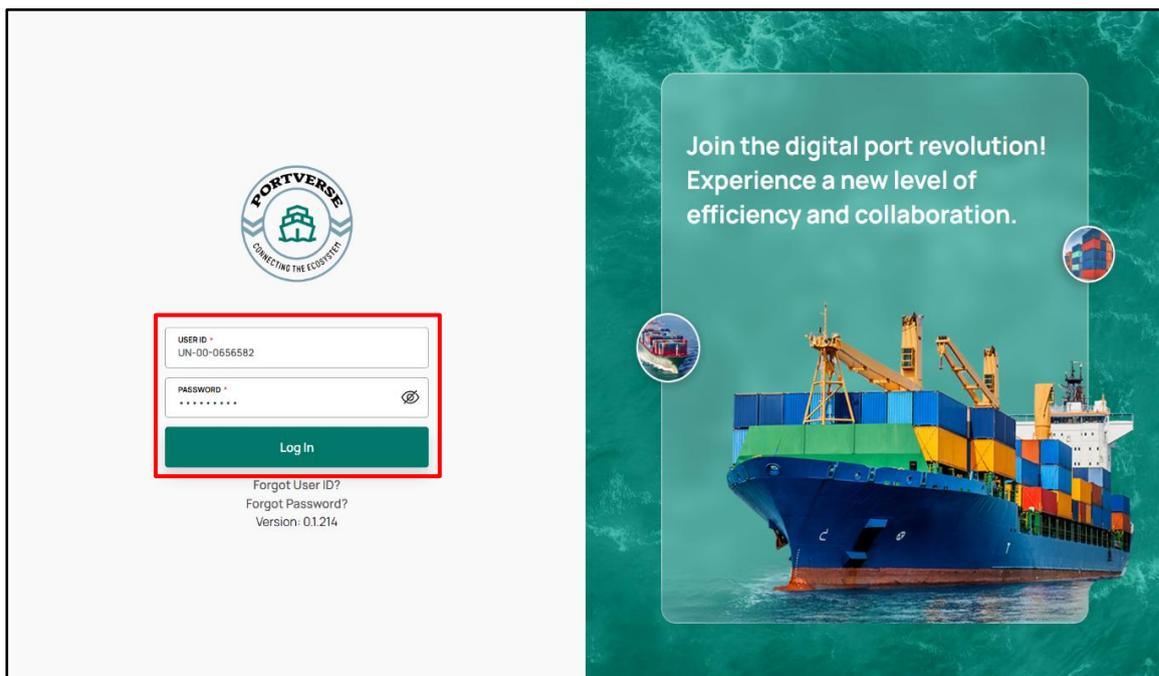


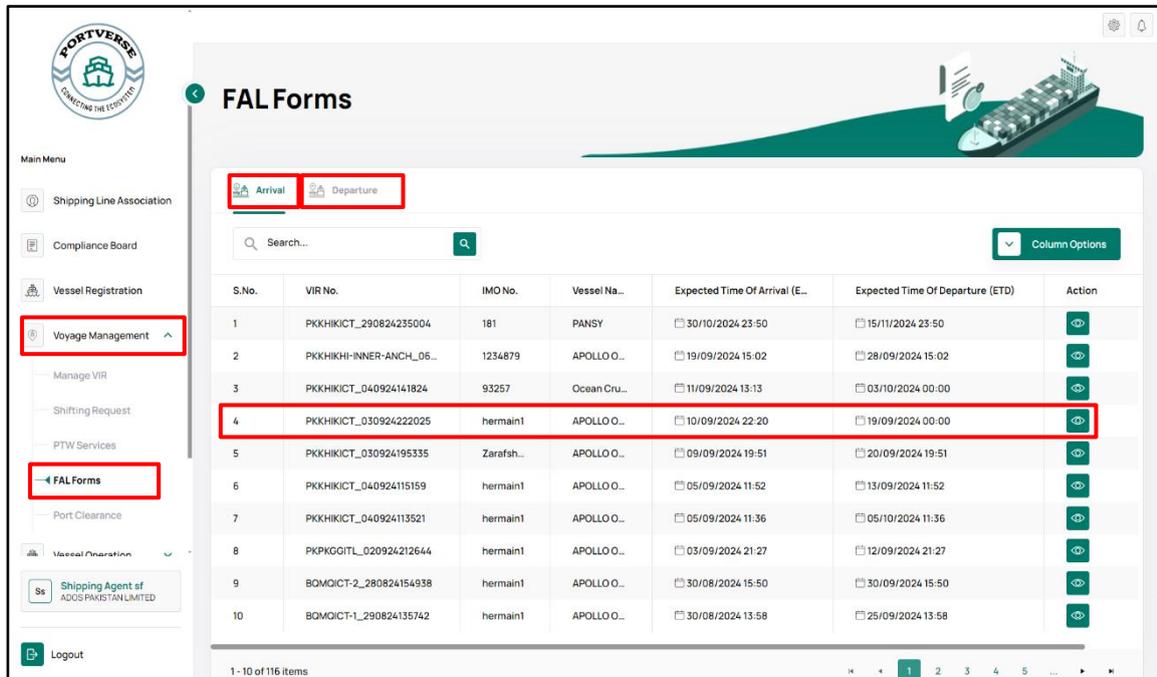
Figure 4 – Login Screen

Figure 5 – FAL Forms Figure 6 – Login Screen

6.2. Security Threat Reporting – Shipping Agent

6.2.1. Access to Security Threat Reporting

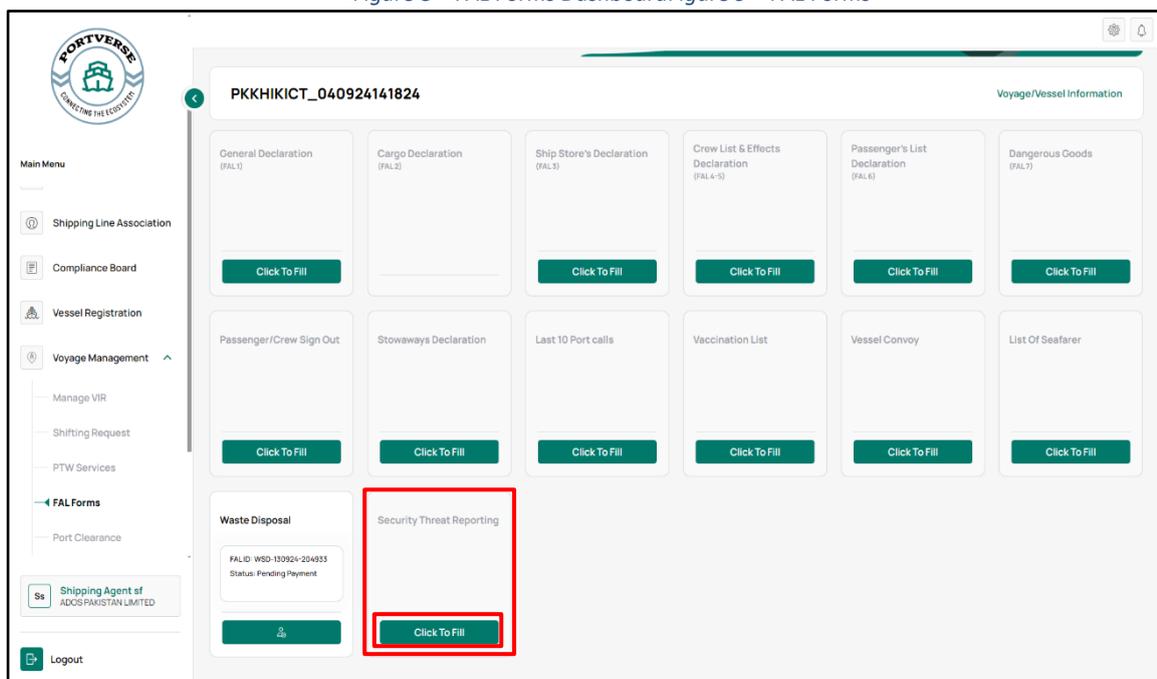
- i. Click on the **"Voyage Management"** to access the FAL Forms.
- ii. Click on the **"FAL Forms"** submenu under the Voyage Management.
- iii. Click on either of the **"Arrival"** or **"Departure"** tab.
- iv. Click on the **"view"** button next to a specific VIR.



S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (E..	Expected Time Of Departure (ETD)	Action
1	PKKHICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	View
2	PKKHICT-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	View
3	PKKHICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	View
4	PKKHICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	View
5	PKKHICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	View
6	PKKHICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	View
7	PKKHICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	View
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	View
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	View
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	View

Figure 7 – FAL Forms

Figure 8 – FAL Forms Dashboard Figure 9 – FAL Forms



PKKHICT_040924141824 Voyage/Vessel Information

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)
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Passenger/Crew Sign Out	Stowaways Declaration	Last 10 Port calls	Vaccination List	Vessel Convoy	List Of Seafarer
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Waste Disposal FAL ID: WSD-130924-204933 Status: Pending Payment	Security Threat Reporting				
Click To Fill	Click To Fill				



Figure 10 – FAL Forms Dashboard

Figure 11 – Security Threat Reporting Form Figure 12 – FAL Forms Dashboard

6.2.2. Submit Security Threat Reporting Form

- i. Fill / select the required fields.

The screenshot shows the 'Security Threat Reporting' form. The left sidebar contains a 'Main Menu' with options: Shipping Line Association, Compliance Board, Vessel Registration, Voyage Management (expanded), Manage VIR, Shifting Request, PTW Services, FAL Forms (selected), and Port Clearance. Below the menu is the 'Shipping Agent of ADOS PAKISTAN LIMITED' and a 'Logout' button. The main form area has a breadcrumb: 'FAL Forms > Arrival > PKKHIKICT_040924141824 > Security Threat Reporting'. The form title is 'Security Threat Reporting' with a ship icon. Below the title are tabs for 'Security Threat' (selected) and 'Documents'. The form is divided into sections: 'Required Security Level' (with a dropdown menu), 'Required Security Level (Port Authority)' (with a dropdown menu), and 'Particulars of the ship and contact details' (with multiple input fields). The 'Particulars' section includes: IMO NO. (93257), VESSEL NAME (Ocean Cruise), PORT OF REGISTRY (Pakistan), FLAG (United Arab Emirates), VESSEL TYPE (Oil Tanker), CALL SIGN (BF122), GROSS TONNAGE (45684), ARRIVAL PORT (CNWUC), INMARSAT CALL NUMBER (131234), PORT FACILITY OF ARRIVAL (Karachi), NAME OF COMPANY (Ados Pakistan), and CSO NAME (Abdul Hannan). A 'Next' button is at the bottom right.

Figure 13 – Security Threat Reporting Form

The screenshot shows the 'Security Threat Reporting' form, continuing from the previous one. The left sidebar is identical. The main form area shows the 'Particulars of the ship and contact details' section from the previous screenshot. Below it is the 'CSO CONTACT DETAILS' section with a text input field containing '03549891264'. The next section is 'Port and port facility information' with 'EXPECTED DATE AND TIME OF ARRIVAL [ETA]' (11/09/2024 13:13) and 'PRIMARY PURPOSE' (Trading). The final section is 'Information required by SOLAS regulation XI-2/9.2.1', which contains several questions and input fields: 'Does the ship have a valid International Ship Security Certificate (ISSC)?' (Yes/No), 'ISSUED BY (NAME OF ADMINISTRATION OR RS.)' (Abdul Ghafoor), 'EXPIRY DATE' (24/10/2024 08:08), 'Does the ship have an approved Ship Security Plan (SSP) on board?' (Yes/No), 'Security Level at which the ship is currently operating?' (Security Level 2), and 'LOCATION OF SHIP AT THE TIME THIS REPORT IS MADE' (Gwadar). A 'Next' button is at the bottom right.

Figure 16 – Security Threat Reporting Form

Figure 17 – Security Threat Reporting Form Figure 18 – Security Threat Reporting Form



Figure 19 – Security Threat Reporting Form

Figure 20 – Security Threat Reporting Form Figure 21 – Security Threat Reporting Form

Figure 22 – Security Threat Reporting Form

Figure 23 – Security Threat Reporting Form Figure 24 – Security Threat Reporting Form



Confirm a copy of the ship's crew list is attached Yes [Crew List](#) Confirm a copy of the ship's passenger list is attached Yes [Passengers List](#)

Other security-related information
Is there any security-related matter you wish to report? Yes No

Agent of ship at intended port of arrival

NAME *
ADOS PAKISTAN LIMITED

CONTACT *
00923333458784

Identification of the person providing the information

TITLE OR POSITION: MASTER / SSO / CSO / SHIP'S AGENT (AS ABOVE) *
Master Abdul Hannan

DATE/TIME/PLACE OF COMPLETION OF THE REPORT *
10/09/2024 08:00

Systems Information

CREATED BY

LAST MODIFIED BY

Discard Next

Figure 25 – Security Threat Reporting Form

Figure 26 – Security Threat Reporting Form Figure 27 – Security Threat Reporting Form

Confirm a copy of the ship's crew list is attached Yes [Crew List](#) Confirm a copy of the ship's passenger list is attached Yes [Passengers List](#)

Other security-related information
Is there any security-related matter you wish to report? Yes No

Agent of ship at intended port of arrival

NAME *
ADOS PAKISTAN LIMITED

CONTACT *
00923333458784

Identification of the person providing the information

TITLE OR POSITION: MASTER / SSO / CSO / SHIP'S AGENT (AS ABOVE) *
Master Abdul Hannan

DATE/TIME/PLACE OF COMPLETION OF THE REPORT *
10/09/2024 08:00

Systems Information

CREATED BY

LAST MODIFIED BY

Discard Next

Copyright (C) Pakistan Single Window
Figure 28 – Security Threat Reporting Form

Figure 29 – Security Threat Reporting Form Figure 30 – Security Threat Reporting Form



- iii. Upload required documents.
- iv. Click on OK button.

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate ...	03/09/2024	DD/MM/YYYY		

Figure 31 – Security Threat Reporting Form

Figure 32 – Security Threat Reporting Form Figure 33 – Security Threat Reporting Form

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate ...	03/09/2024	DD/MM/YYYY		

Figure 34 – Security Threat Reporting Form

Figure 35 – Security Threat Reporting Form Figure 36 – Security Threat Reporting Form



- v. Upload document will be visible in the grid.
- vi. Click on “Submit” button.

Security Threat Reporting

FAL Forms > Arrival > PKKHIKICT_040924141824 > Security Threat Reporting

PKKHIKICT_040924141824 Voyage/Vessel Information Other Declarations

Security Threat Documents

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

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate of Regl...	03/09/2024	DD/MM/YYYY		
2609202419590763-new.txt	Minimum Safe Ma...	26/09/2024	DD/MM/YYYY		

Discard Previous **Submit**

Figure 37 – Security Threat Reporting Form

Figure 38 – Security Threat Reporting Form Figure 39 – Security Threat Reporting Form

- vii. A confirmation alert will appear.
- viii. Click on “Yes” button.

Security Threat Reporting

FAL Forms > Arrival > PKKHIKICT_040924141824 > Security Threat Reporting

PKKHIKICT_040924141824 Voyage/Vessel Information Other Declarations

Security Threat Documents

Are you sure you want to submit the current request?

No **Yes**

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate of Regl...	03/09/2024	DD/MM/YYYY		
2609202419590763-new.txt	Minimum Safe Ma...	26/09/2024	DD/MM/YYYY		

Discard Previous **Submit**

Figure 40 – Security Threat Reporting Form

- ix. Then a success alert appears.
- x. Click on "OK" button.

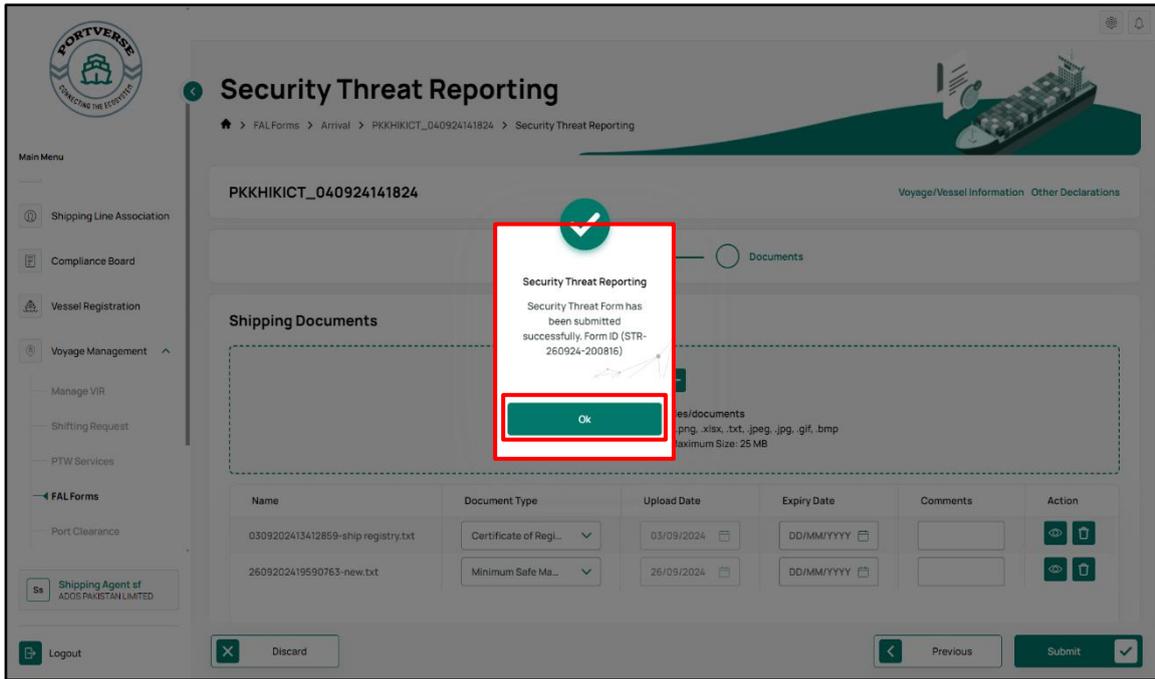


Figure 43 – Security Threat Reporting Form

Figure 44 – Security Threat Reporting Form Figure 45 – Security Threat Reporting Form

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

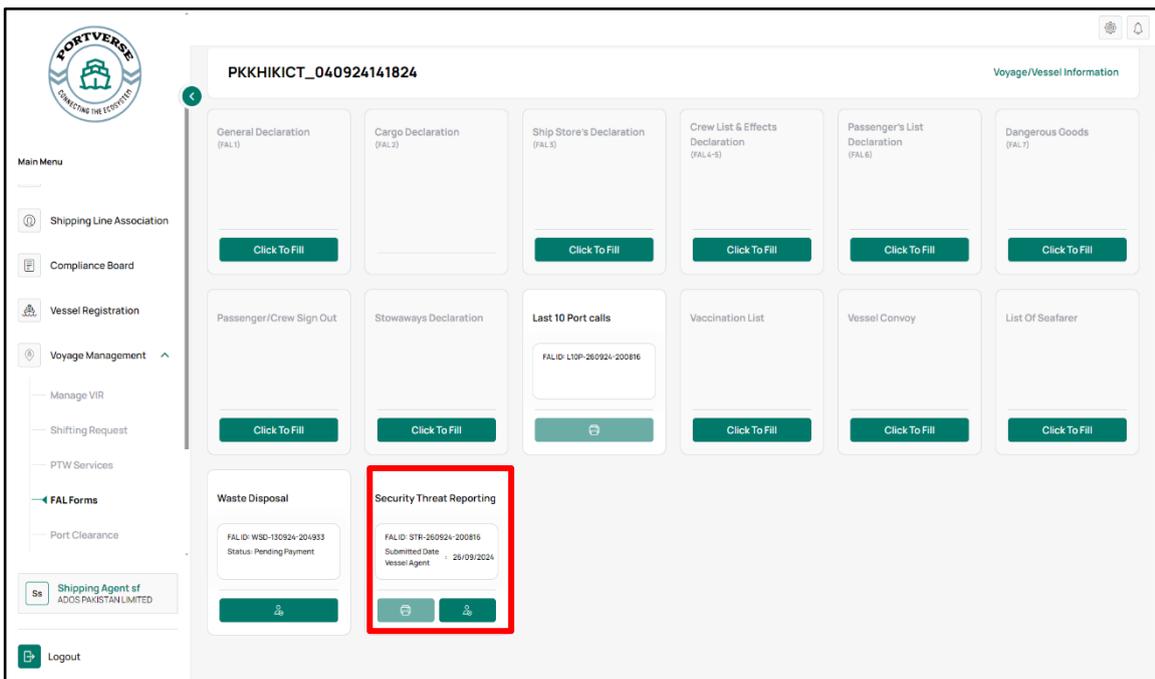


Figure 46 – Security Threat Reporting Form

Figure 47 – FAL Forms Dashboard Figure 48 – Security Threat Reporting Form



6.2.3. View Acknowledgement

- i. Click on the “View Acknowledgement” button on Security Threat Reporting card.

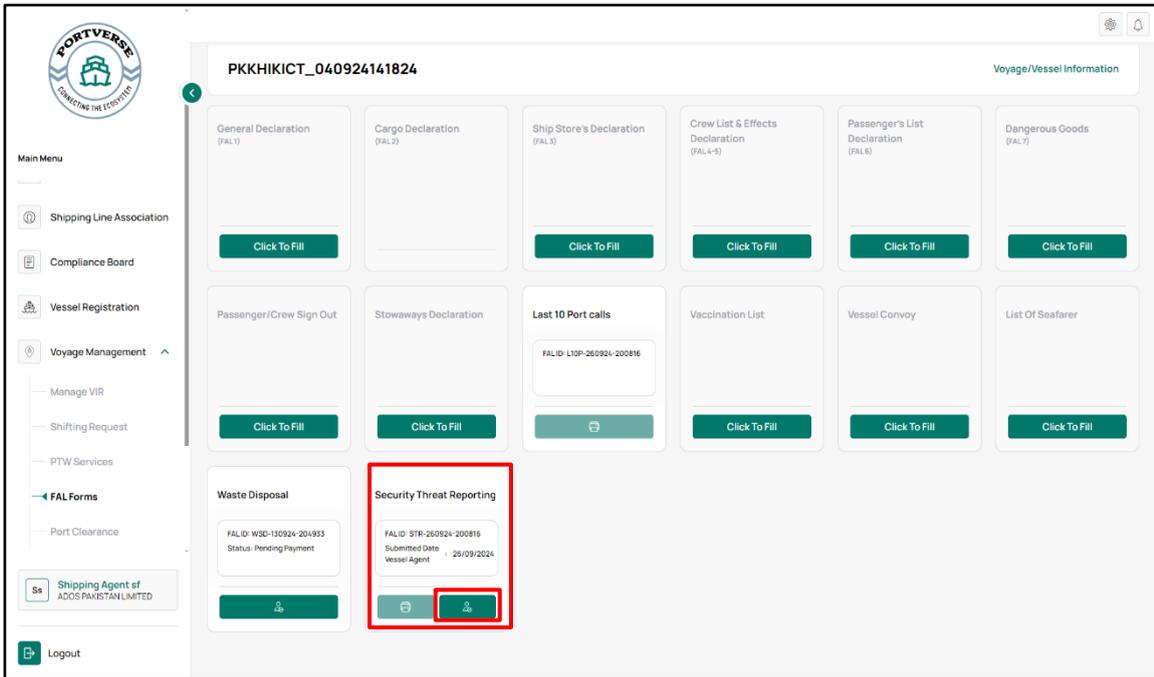


Figure 49 – FAL Forms Dashboard

Figure 50 – View Acknowledgement Status Figure 51 – FAL Forms Dashboard

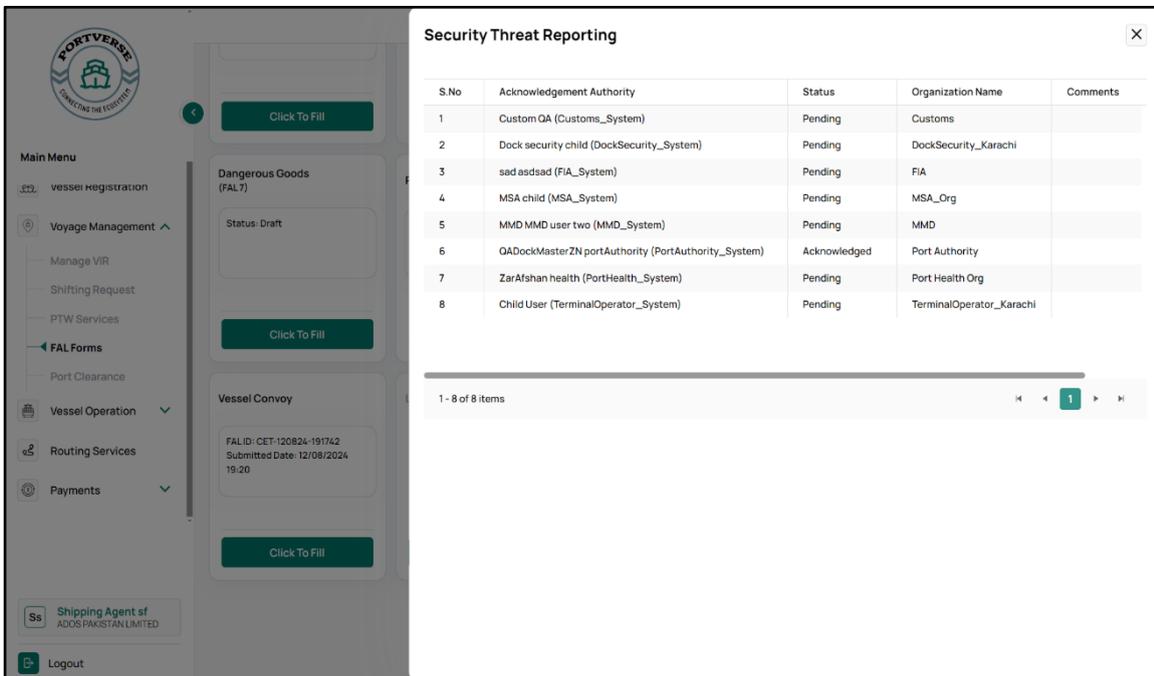


Figure 52 – View Acknowledgement Status

Figure 53 – View Acknowledgement Status



6.3. Waste Disposal Request Submission – Shipping Agent

6.3.1. Access to Waste Disposal

- Click on the **"Voyage Management"** to access the FAL Forms.
- Click on the **"FAL Forms"** submenu under the Voyage Management.
- Click on either of the **"Arrival"** or **"Departure"** tab.
- Click on the **"view"** button next to a specific VIR.

FAL Forms

Arrival | Departure

Search...

S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	View
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	View
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	View
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	View
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	View
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	View
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	View
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	View
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	View
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	View

1 - 10 of 116 items

Figure 54 – FAL Forms

- Click on the **"Click To Fill"** button on Waste Disposal card.

FAL Forms Dashboard

(FAL 1) (FAL 2) (FAL 3) (FAL 4-5) (FAL 6)

Total No Of MBL : 5

Dangerous Goods (FAL 7) Passenger/Crew Sign Out Stowaways Declaration Last 10 Port calls Vaccination List

Vessel Convoy List of Seafarer Waste Disposal Security Threat Reporting

Click To Fill

Figure 55 – FAL Forms Dashboard

6.3.2. Submit Waste Disposal Request

- i. Fill / select the required fields.
- ii. Click on **“Add New”** button to add waste details.

Waste Disposal

PKKHIKICT_030924222025

Waste Disposal Request

LAST PORT WHERE WASTE WAS DELIVERED *
Abu Dhabi

DATE OF LAST WASTE DELIVERY *
26/09/2024 04:00

SERVICE PROVIDER COMPANY *
Al Haj Chemicals

SERVICE PROVIDER REPRESENTATIVE *
Abdul Shakoor

SERVICE REQUEST DATE & TIME *
31/10/2024 18:00

NEXT PORT OF DELIVERY *
Karachi Container Termin...

ARRIVAL PORT *
Wu Chong Kou

TERMINAL *
Wu Chong Kou

REMARKS
Please handle carefully.

Search...

Upload CSV Download Template **Add New** Column Options

You haven't added any records. Please Click on "Add New" or upload a CSV file to update the Waste Disposal

Discard Save As Draft Next

Figure 56 – Waste Disposal Request

- iii. Fill out the required fields.
- iv. Click on **“save”** button.

Type and amount of waste for discharge to facility

WASTE TYPE *
MARPOL Annex II NLS

WASTE SUB-TYPE *
Category Y

OTHER WASTE TYPE

QUANTITY (M3) *
32

MAXIMUM DEDICATED STORAGE *
432

AMOUNT OF WASTE RETAINED ON BOARD *
52

PORT AT WHICH REMAINING WASTE WILL BE DELIVERED *
Karachi Container Terminal

ESTIMATE AMOUNT OF WASTE TO BE GENERATED BETWEEN NOTIFICATION AND NEXT PORT OF CALL *
85

Discard **Save**

Figure 57 – Waste Disposal Request

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

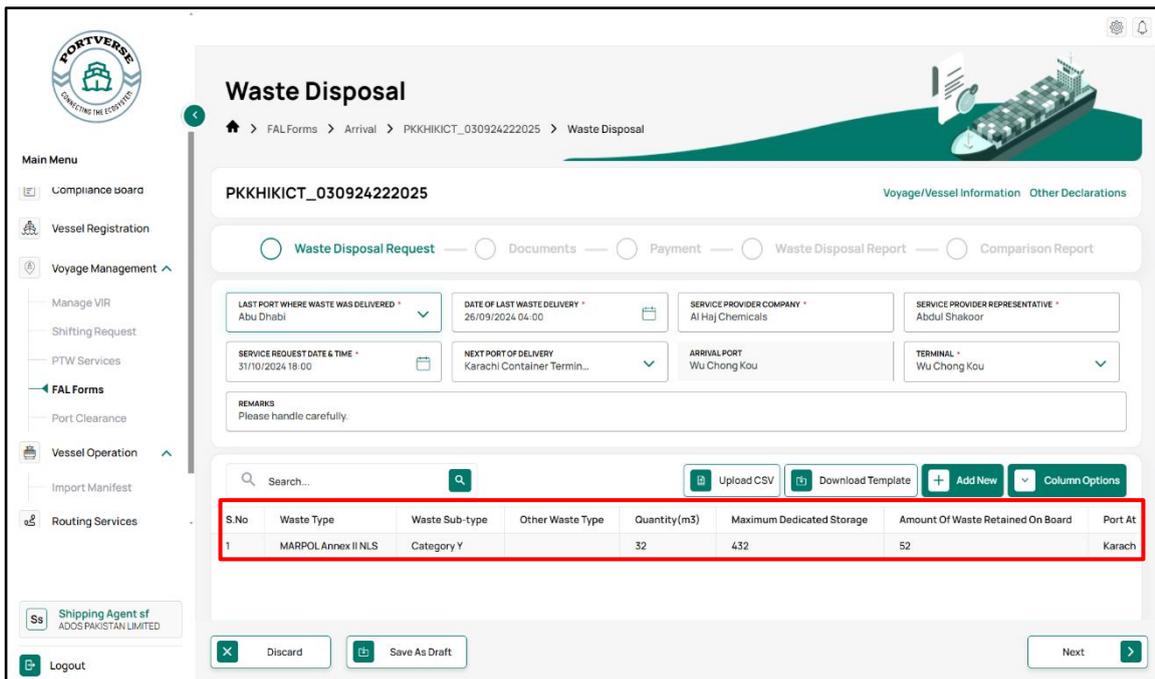


Figure 58 – Waste Disposal Request

- vi. Click on “next” button.

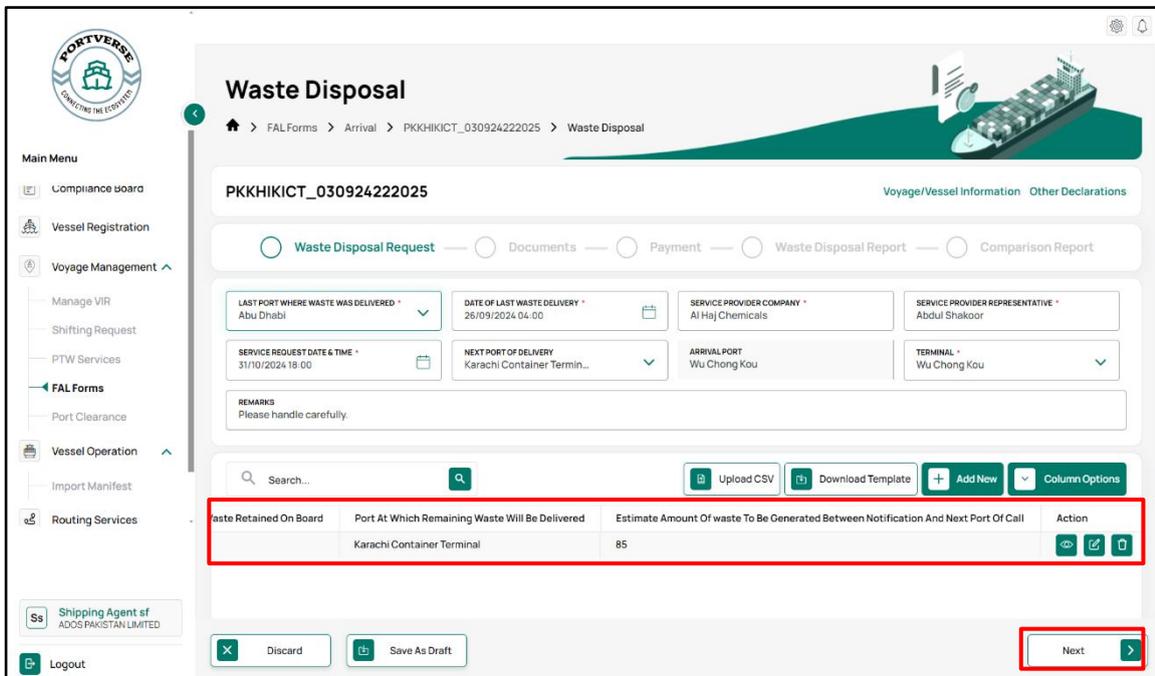


Figure 59 – Waste Disposal Request



vii. Click on “+” icon to upload documents.

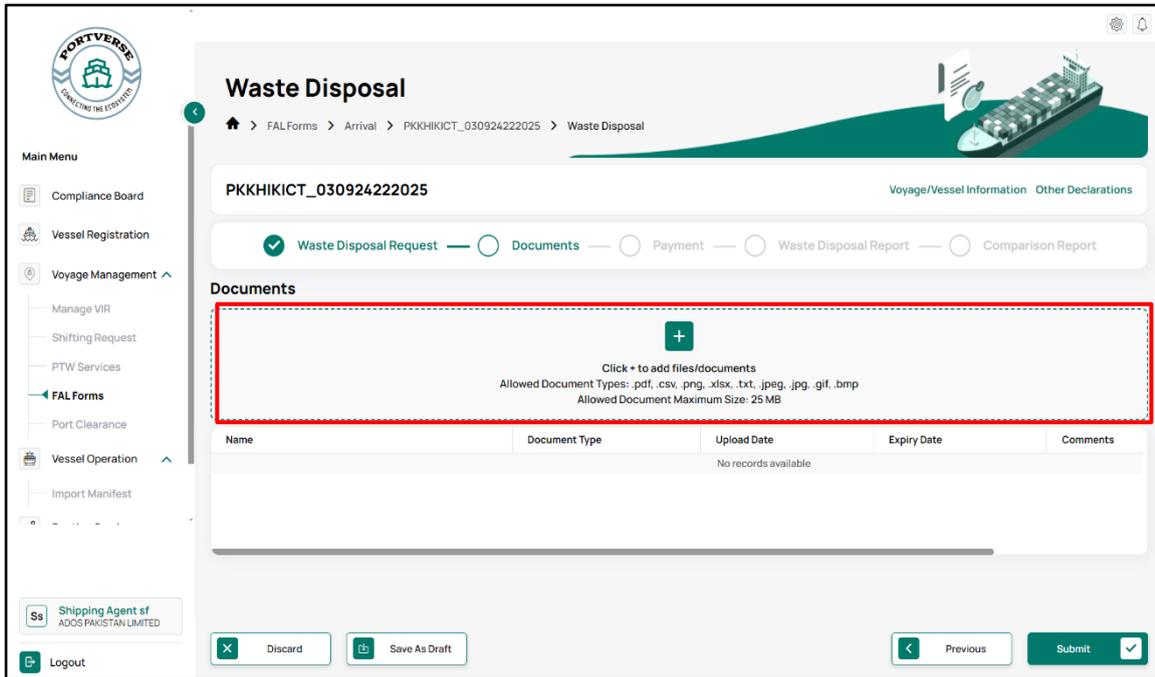


Figure 60 – Waste Disposal Request

viii. Select document(s) to upload.

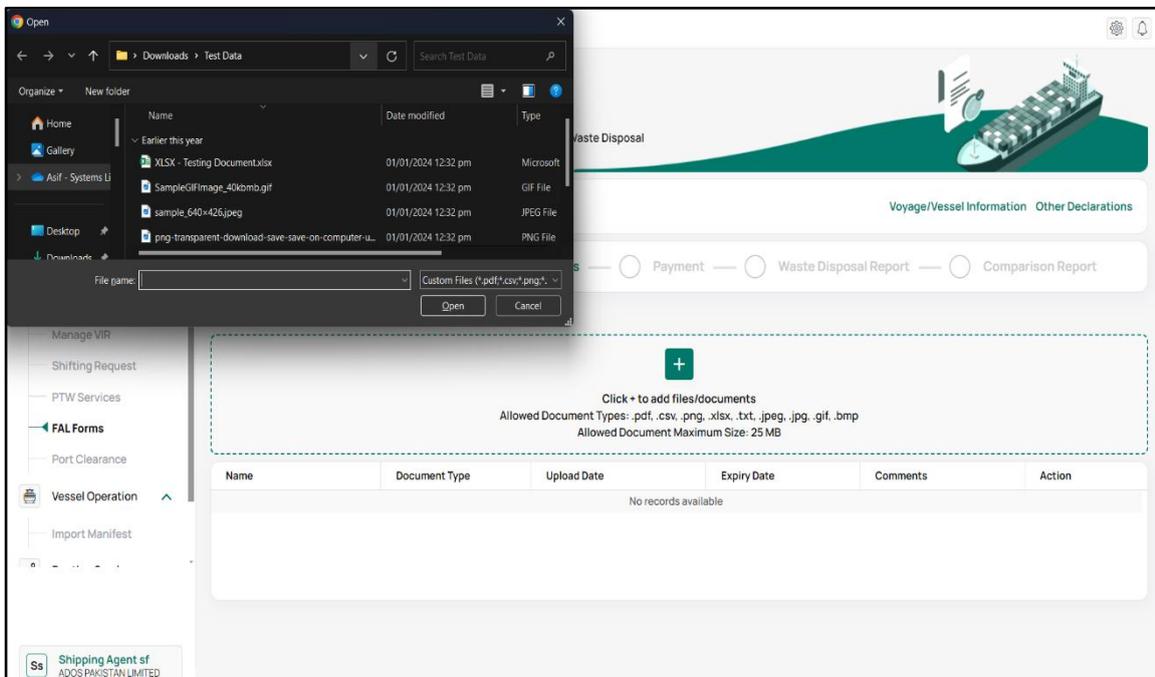


Figure 61 – Waste Disposal Request



- ix. Uploaded document(s) will be displayed in the grid.
- x. Click on the “Submit” button.

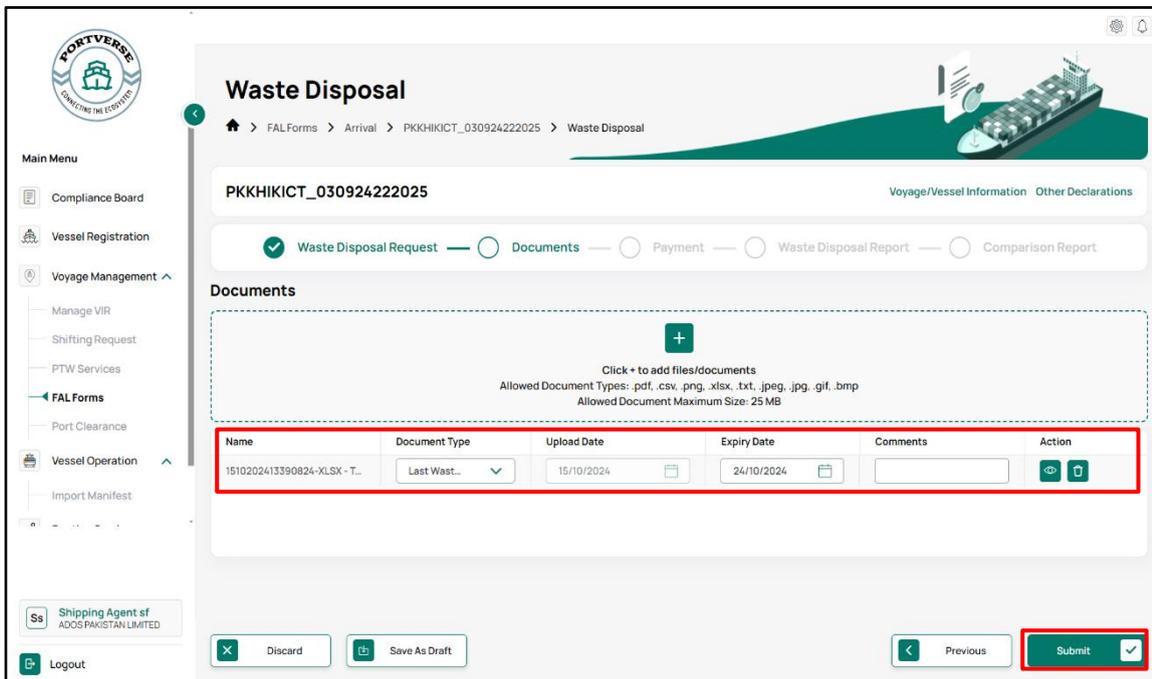


Figure 62 – Waste Disposal Request

- xi. A confirmation alert will appear.
- xii. Click on “Yes” button.

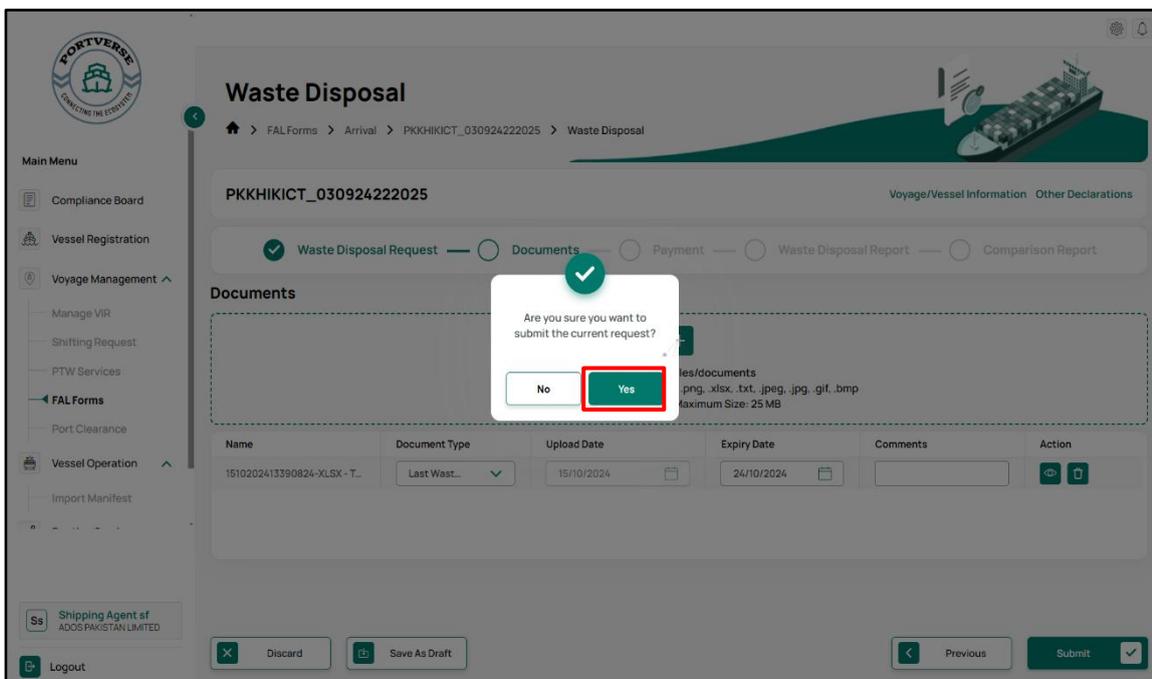


Figure 63 – Waste Disposal Request



- xiii. Then a success alert appears.
- xiv. Click on **“OK”** button.

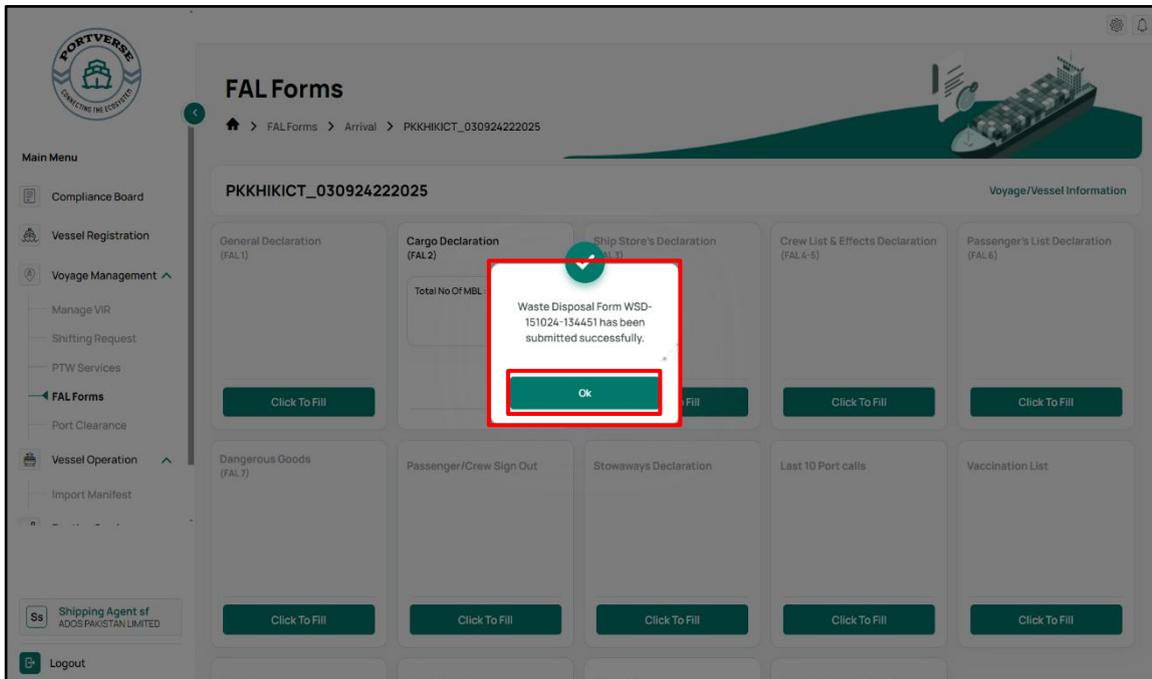
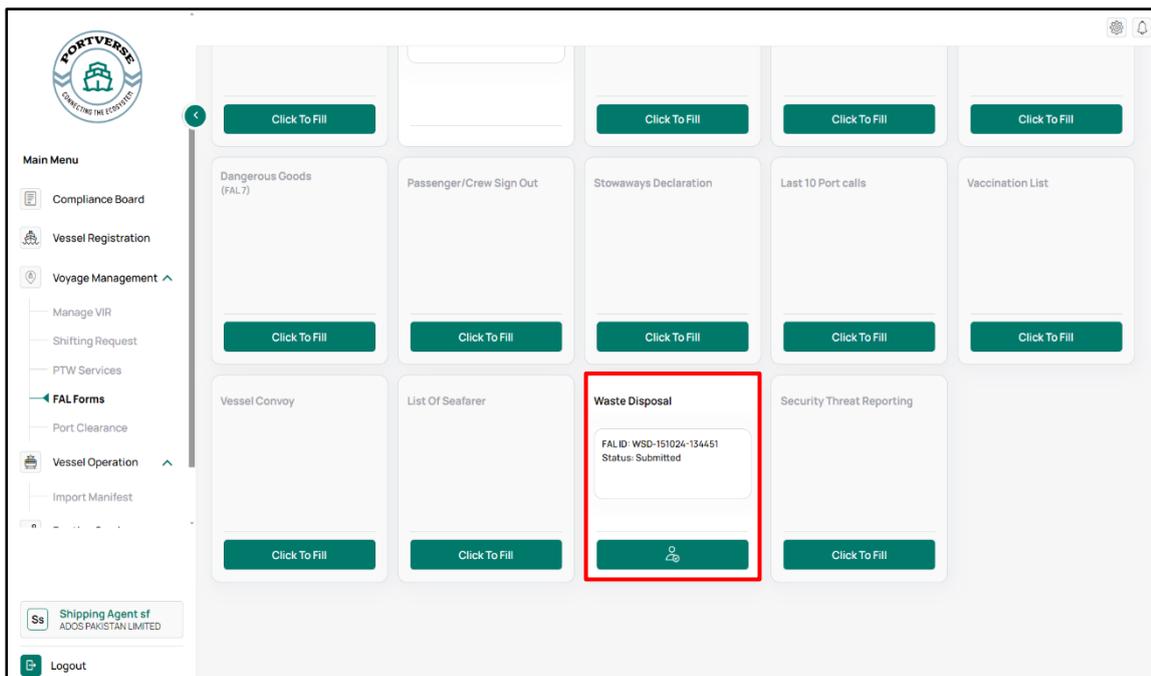


Figure 64 – Waste Disposal Request

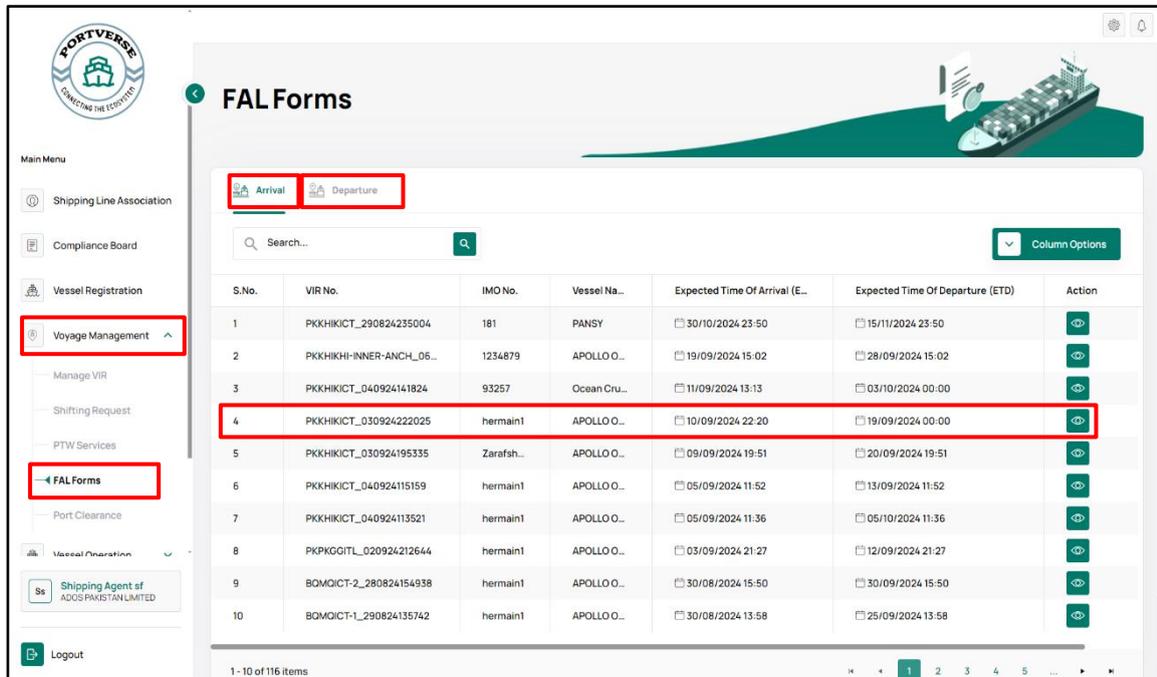
- xv. The submitted request will appear on the FAL Forms summary card with its ID and **‘Submitted’** status.
Note: Submitted request is sent to Port Authority for approval



6.4. Waste Disposal Payment – Shipping Agent

6.4.1. Access to Waste Disposal

- Click on the **“Voyage Management”** to access the FAL Forms.
- Click on the **“FAL Forms”** submenu under the Voyage Management.
- Click on either of the **“Arrival”** or **“Departure”** tab.
- Click on the **“view”** button next to a specific VIR.

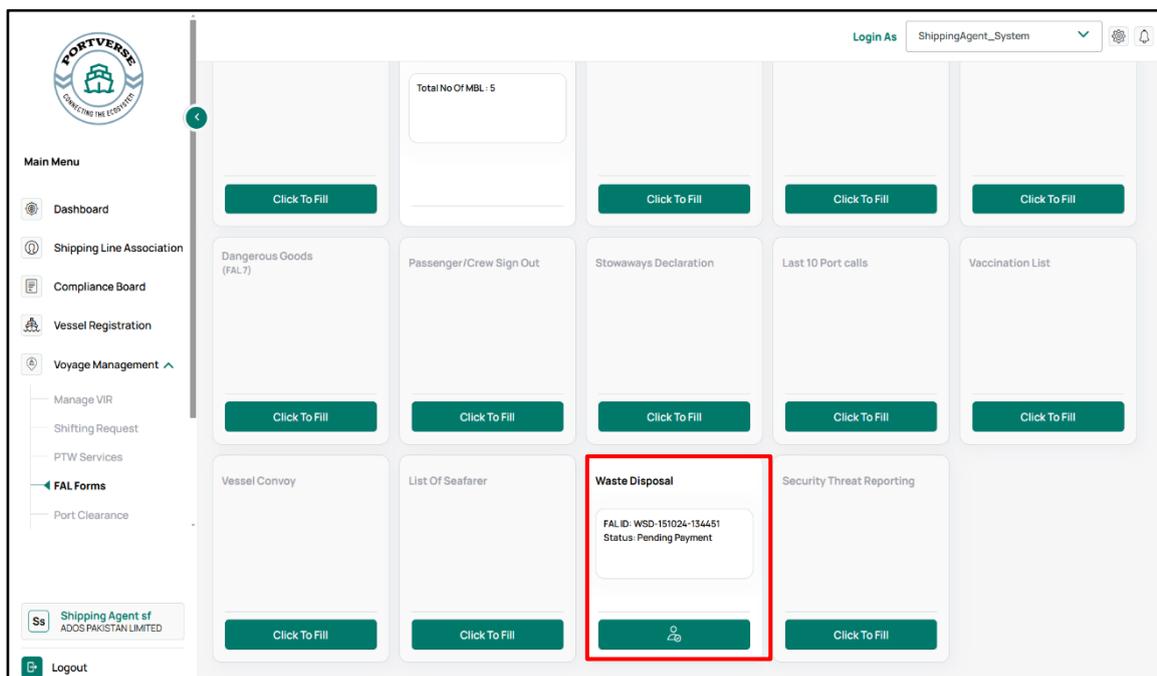


S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (E..	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

Figure 66 – FAL Forms

- Click on the **Waste Disposal** card on FAL Forms dashboard screen.

Note: If the waste disposal request is approved by the Port Authority, Waste Disposal request status will be displayed as “Pending Payment.”



Dashboard overview showing various cards and their status:

- Total No Of MBL : 5
- Dangerous Goods (FAL7)
- Passenger/Crew Sign Out
- Stowaways Declaration
- Last 10 Port calls
- Vaccination List
- Vessel Convoy
- List Of Seafarer
- Waste Disposal**
FAL ID: WSD-151024-134451
Status: Pending Payment
- Security Threat Reporting

Figure 67 – FAL Forms Dashboard

- vi. Click on the “view” button on waste disposal grid.

The screenshot displays the 'Waste Disposal' section of a web application. The left sidebar contains a 'Main Menu' with options like Dashboard, Shipping Line Association, Compliance Board, Vessel Registration, and Voyage Management. The 'FAL Forms' option is selected. The main content area shows a breadcrumb trail: 'FAL Forms > Arrival > PKKCTKICT_030924222025 > Waste Disposal'. Below this, there's a search bar and a 'Column Options' button. A table lists waste disposal requests. The first row is highlighted with a red border and contains the following data:

Form ID	Requested By	Submission Date & Time	Status	Remarks	Action
WSD-151024-134451	Shipping Agent	15/10/2024 13:44	Pending Payment	Please handle carefully.	

At the bottom of the table, it indicates '1 - 1 of 1 items' and has navigation arrows. A 'Close' button is located at the bottom left of the main content area.

Figure 68 – Waste Disposal Request

6.4.2. Submit Waste Disposal Payment

- i. Review the payment details.
- ii. Click on “view” button.

The screenshot shows the 'Waste Disposal' form in the PORTVERSE system. The form is titled 'Waste Disposal' and includes a breadcrumb trail: 'FAL Forms > Arrival > PKKCTKICT_030924222025 > Waste Disposal'. The form ID is 'PKKCTKICT_030924222025'. There are tabs for 'Waste Disposal Request' (selected), 'Documents', 'Payment', 'Waste Disposal Report', and 'Comparison Report'. A search bar and 'Column Options' button are present. A table displays the following data:

S.No	Tariff/Fee	Document No.	PSID	Created Date/Time	Amount	Payment Date/Time	Action
1	WasteFee	10111	10077920241025022533242	25/10/2024 14:25	460260	25/10/2024 16:33	

Buttons at the bottom include 'Close', 'Previous', and 'Submit'.

Figure 69 – Waste Disposal Request

- iii. Click on “x” button to close overlay.

The screenshot shows the 'Payment' overlay window. It contains the following information:

Payment Information		Payment Breakup	
IMO No.	hermain1	Particulars	Amount
VIR No.	PKKCTKICT_030924222025	WasteFee	10
Payment Type	PCS-WD-FEE	Total	460260
Document No.	10111	Mode of Payment	
Creation Date/Time	25/10/2024 14:25	Payment Mode	
Vessel Agent NTN	0656582	PSID	10077920241025022533242
Vessel Agent Business Name	ADOS PAKISTAN LIMITED	Amount [PKR]	460260
Paid Date/Time	25/10/2024 16:33	In Words	Four Hundred and Sixty Thousand Two Hundred and Sixty Only

Buttons at the bottom include 'Discard' and 'Print'.

Figure 70 – Waste Disposal Request

iv. Click on “submit” button.

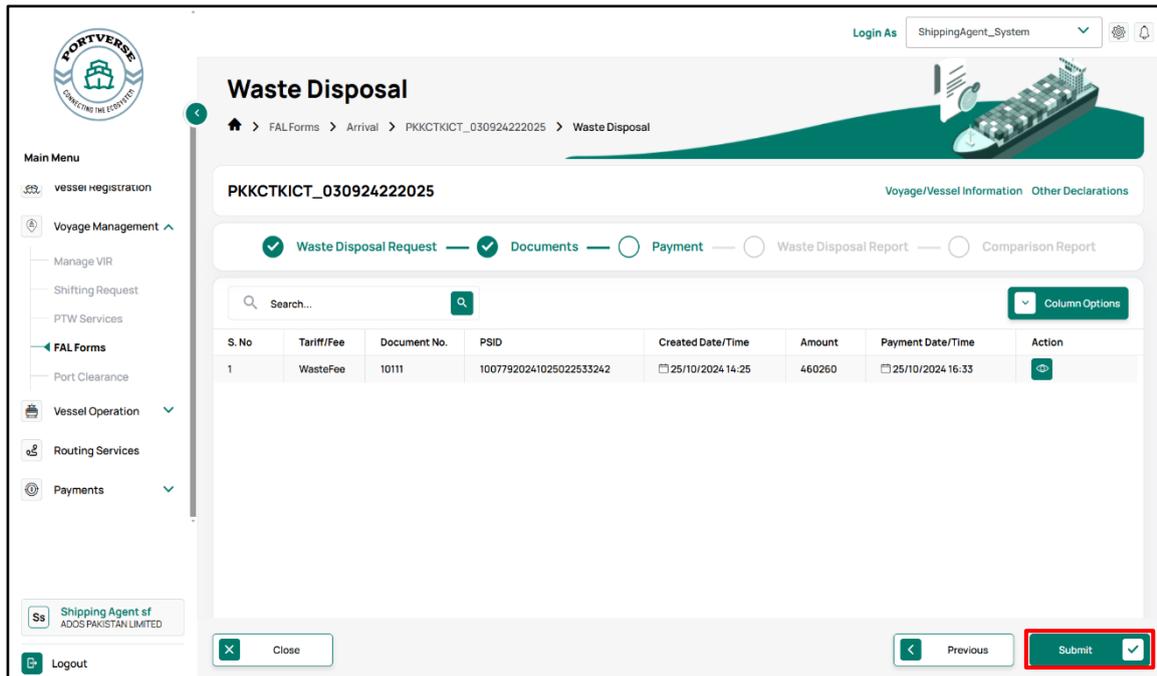


Figure 71 – Waste Disposal Request

- vi. A confirmation alert will appear.
- vii. Click on “Yes” button.

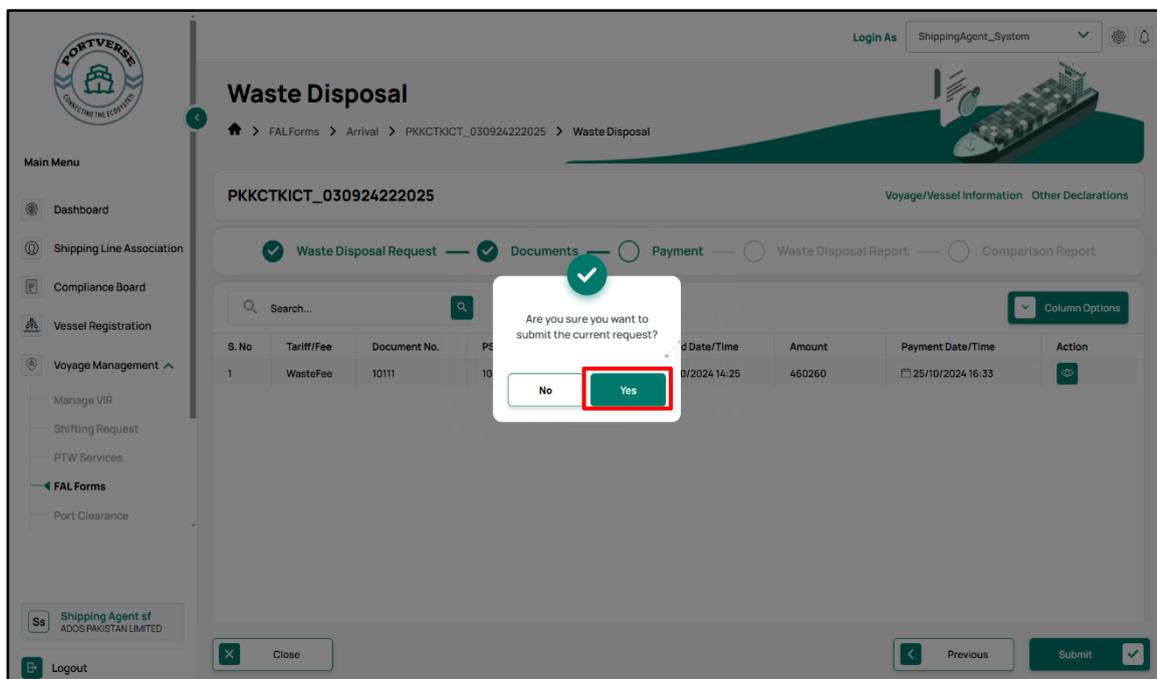


Figure 72 – Waste Disposal Request

- viii. Then a success alert appears.
- ix. Click on “OK” button.

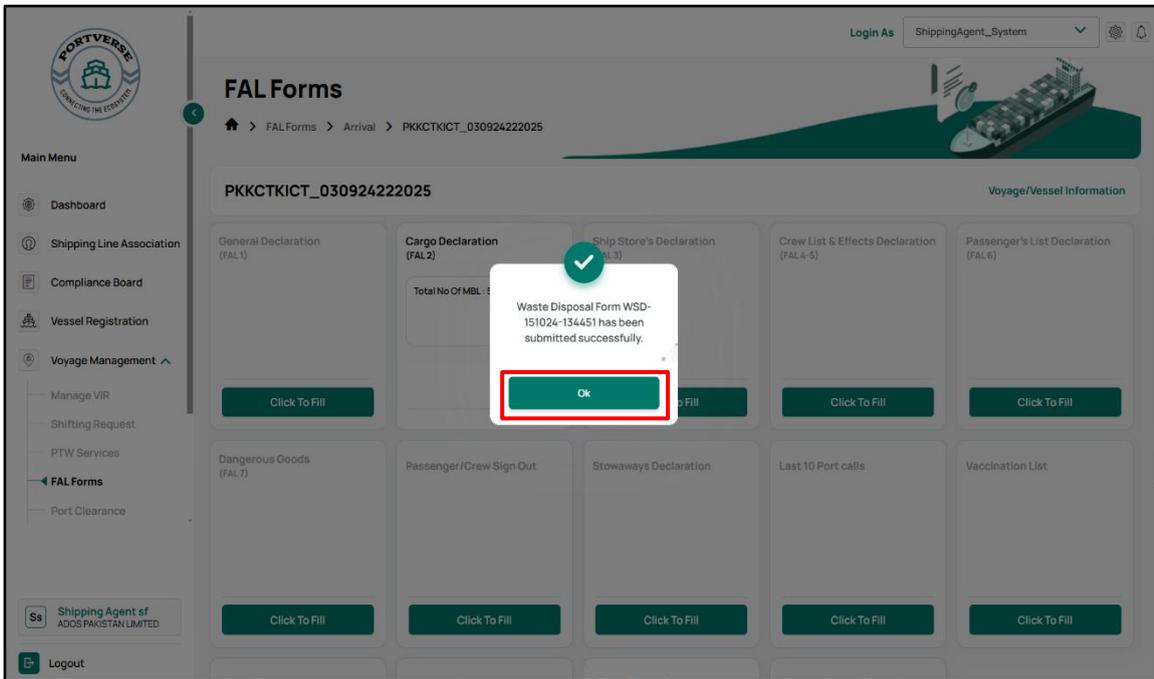


Figure 73 – Waste Disposal Request

- x. The submitted request will appear on the FAL Forms summary card with its ID and status.

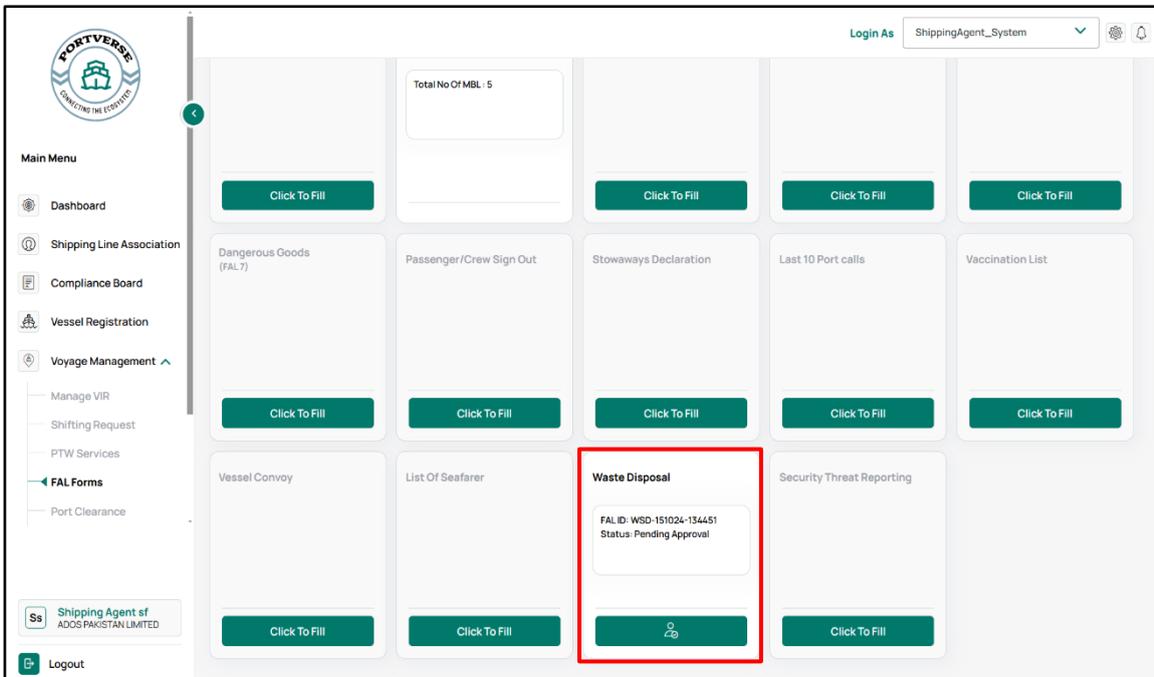
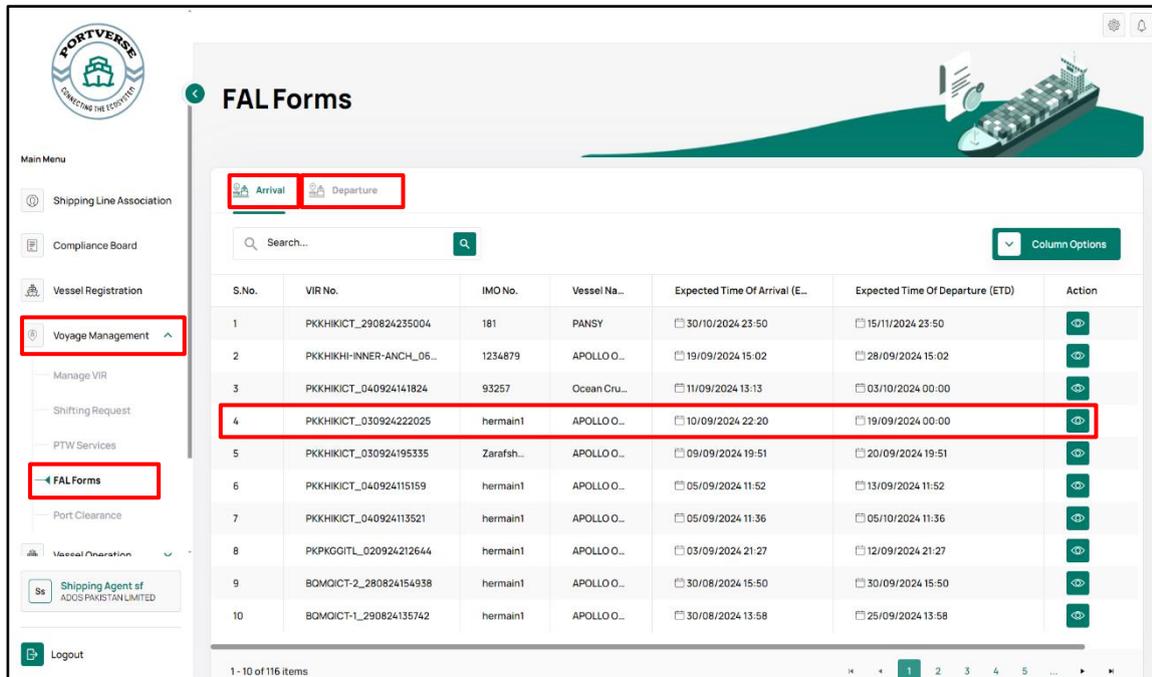


Figure 74 – FAL Forms Dashboard

6.5. Waste Disposal Penalty Payment – Shipping Agent

6.5.1. Access to Waste Disposal

- Click on the **“Voyage Management”** to access the FAL Forms.
- Click on the **“FAL Forms”** submenu under the Voyage Management.
- Click on either of the **“Arrival”** or **“Departure”** tab.
- Click on the **“view”** button next to a specific VIR.

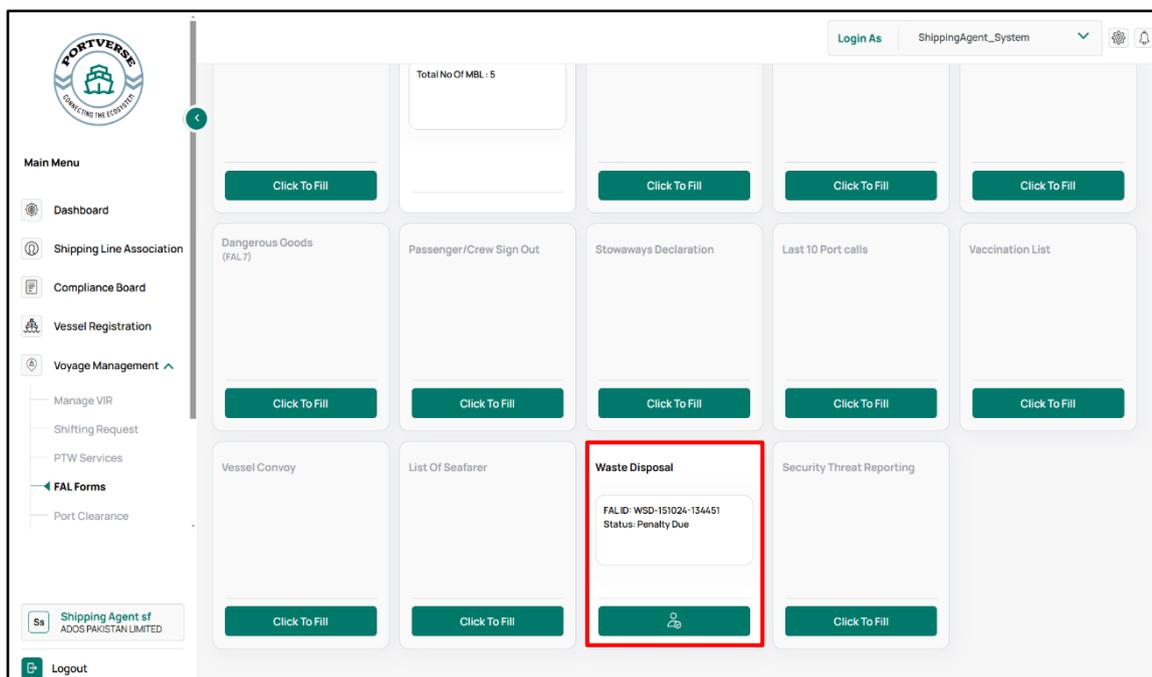


S.No.	VIR No.	IMO No.	Vessel Na.	Expected Time Of Arrival (E.)	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	View
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	View
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	View
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	View
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	View
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	View
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	View
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	View
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	View
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	View

Figure 75 – FAL Forms

- Click on the waste disposal card on FAL Forms dashboard screen.

Note: If there is any penalty amount applied on waste disposal request, Waste Disposal request status will be displayed as “Penalty Due.”



Dashboard overview showing various forms and their status:

- Total No Of MBL : 5
- Dangerous Goods (FAL 7)
- Passenger /Crew Sign Out
- Stowaways Declaration
- Last 10 Port calls
- Vaccination List
- Vessel Convoy
- List Of Seafarer
- Waste Disposal** (Highlighted): FAL ID: WSD-151024-134451, Status: Penalty Due
- Security Threat Reporting



vi. Click on the “view” button on waste disposal grid.

Waste Disposal

PKKCTKICT_030924222025

Form ID	Requested By	Submission Date & Time	Status	Remarks	Action
WSD-151024-134451	Shipping Agent	15/10/2024 13:44	Penalty Due	Please handle carefully.	

Figure 77 – Waste Disposal Request

6.5.1. Submit Waste Disposal Penalty Payment

- i. Review the payment details.
- ii. Click on “view” button.

The screenshot shows the 'Waste Disposal' interface for request ID PKKCTKICT_030924222025. The interface includes a main menu on the left and a central table of requests. The table has columns for S.No, Tariff/Fee, Document No., PSID, Created Date/Time, Amount, Payment Date/Time, and Action. One row is highlighted in red, representing a 'Waste Disposal Penalty' with a document number of 10111 and a payment date of 28/10/2024 01:17.

S.No	Tariff/Fee	Document No.	PSID	Created Date/Time	Amount	Payment Date/Time	Action
1	WasteFee	10111	10077920241025022533242	25/10/2024 14:25	460260	25/10/2024 16:33	
1	Waste Disposal Penalty	10111	10077920241028123856193	28/10/2024 00:38	460260	28/10/2024 01:17	

Figure 78 – Waste Disposal Request

- iii. Click on “x” button to close overlay.

The screenshot shows a 'Payment' overlay window with a close button (x) in the top right corner. The window is divided into two main sections: 'Payment Information' and 'Payment Breakup'. The 'Payment Information' section contains details such as IMO No., VIR No., Payment Type, Document No., Creation Date/Time, Vessel Agent NTN, Vessel Agent Business Name, and Paid Date/Time. The 'Payment Breakup' section shows a table of Particulars and Amounts, including 'Waste Disposal Penalty' and 'Total'. Below the breakdown is a 'Mode of Payment' section with details like PSID, Amount [PKR], and the amount in words.

Payment Information		Payment Breakup	
IMO No.	hermain1	Particulars	Amount
VIR No.	PKKCTKICT_030924222025	Waste Disposal Penalty	10
Payment Type	PCS-WDP-FEE	Total	460260
Document No.	10111	Mode of Payment	
Creation Date/Time	28/10/2024 00:38	Payment Mode	
Vessel Agent NTN	0656582	PSID	10077920241028123856193
Vessel Agent Business Name	ADOS PAKISTAN LIMITED	Amount [PKR]	460260
Paid Date/Time	28/10/2024 01:17	In Words	Four Hundred and Sixty Thousand Two Hundred and Sixty Only

Figure 79 – Waste Disposal Request

iv. Click on “submit” button.

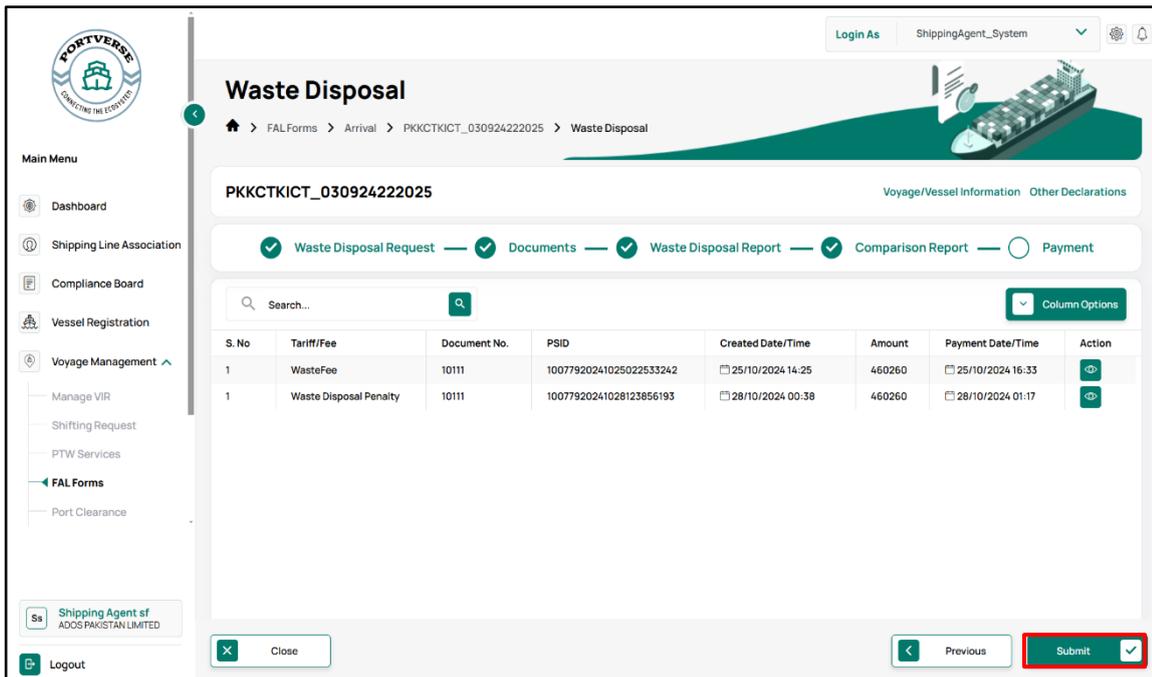


Figure 80 – Waste Disposal Request

v. A confirmation alert will appear.

vi. Click on “Yes” button.

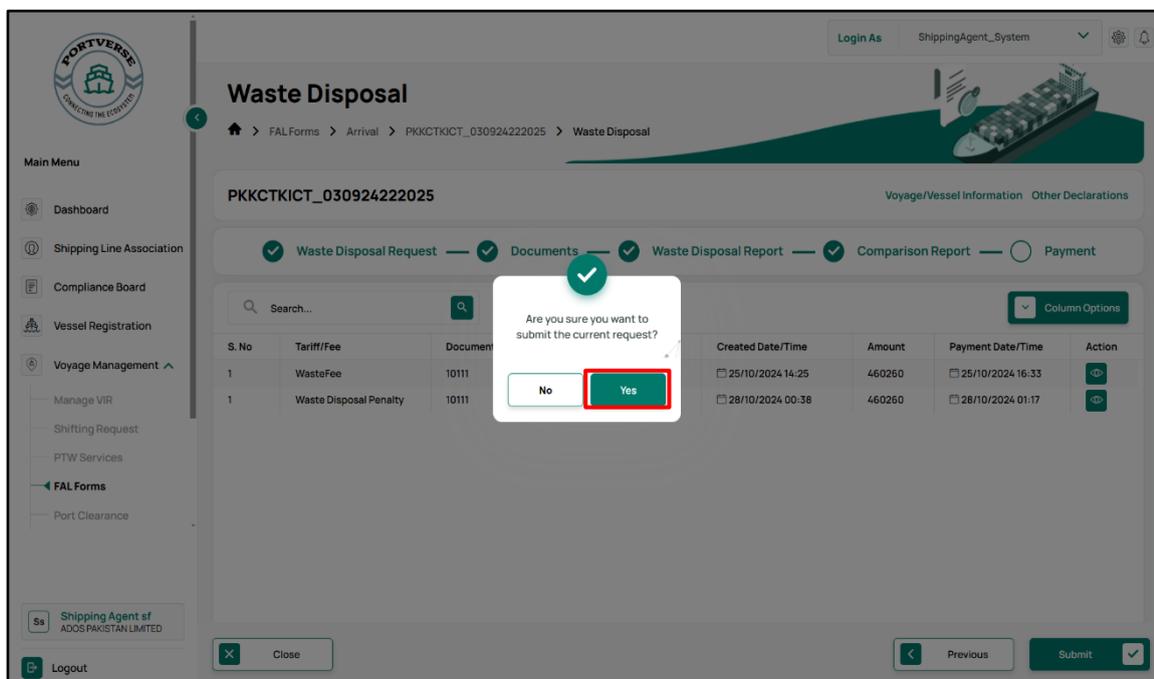


Figure 81 – Waste Disposal Request



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

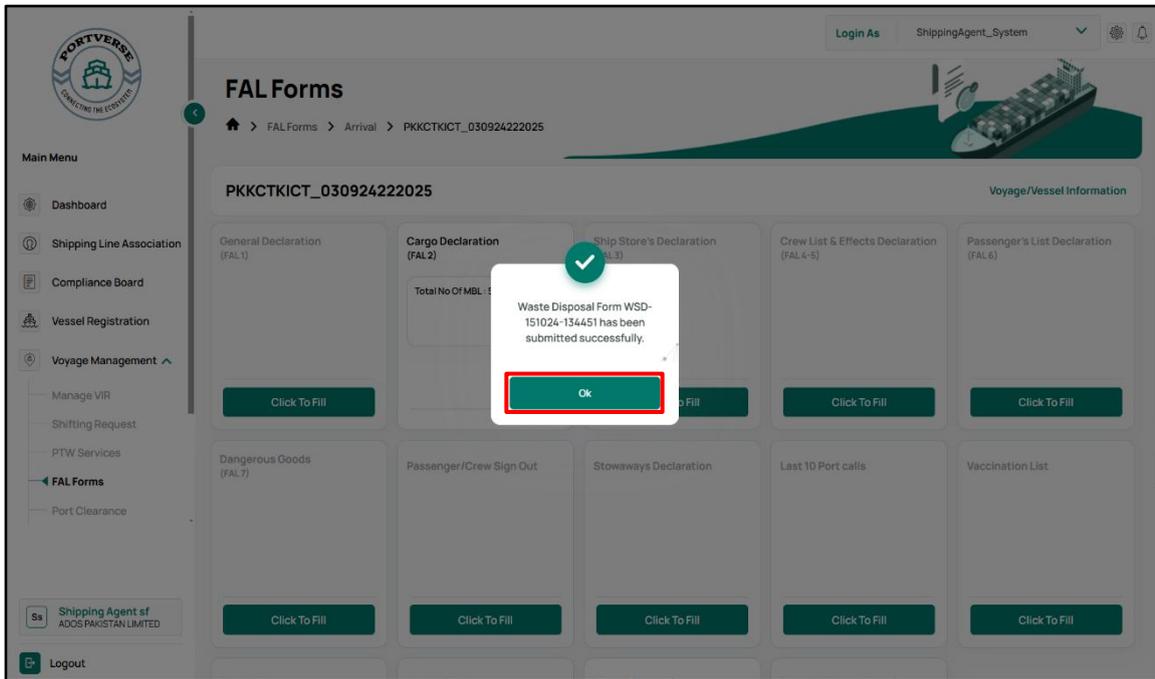


Figure 82 – Waste Disposal Request

- ix. The submitted request will appear on the FAL Forms summary card with its ID and “Penalty Paid” status.

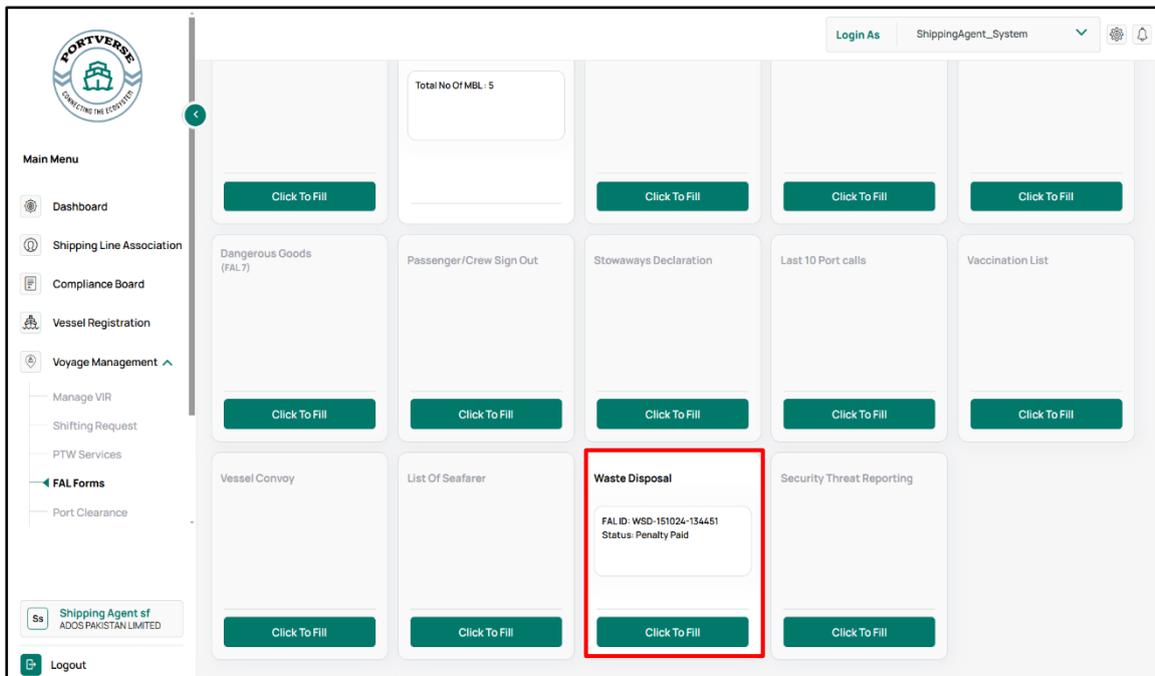
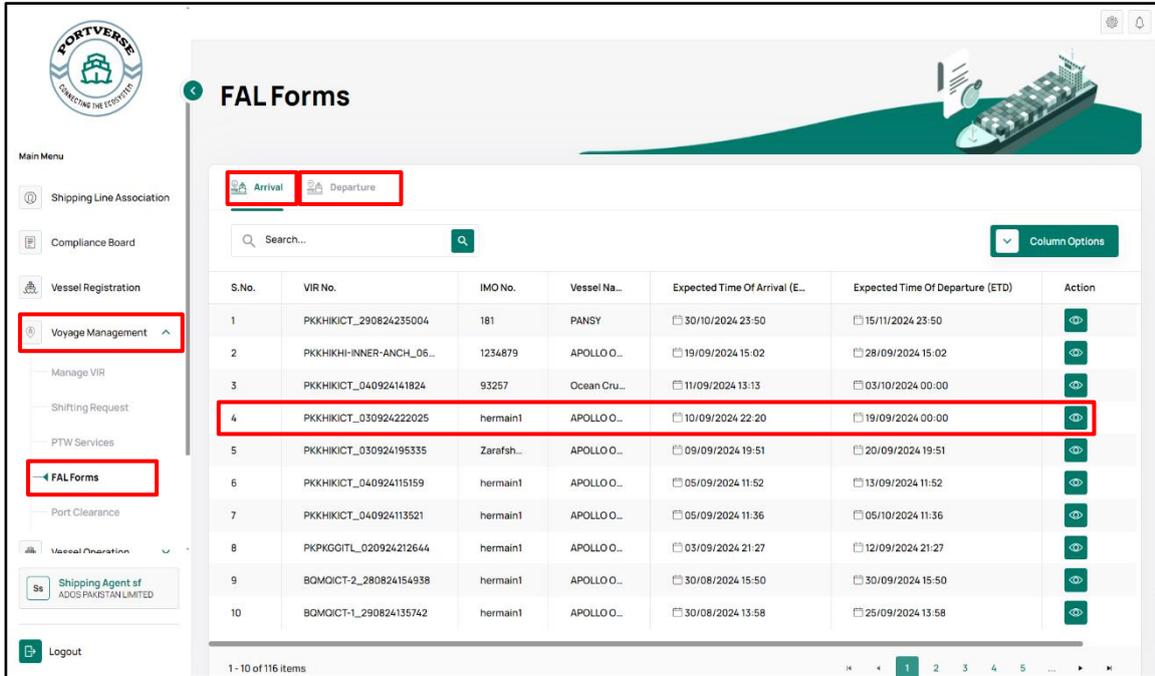


Figure 84 – FAL Forms

6.6. Last 10 Port Calls – Shipping Agent

6.6.1. Access to Last 10 Port Calls

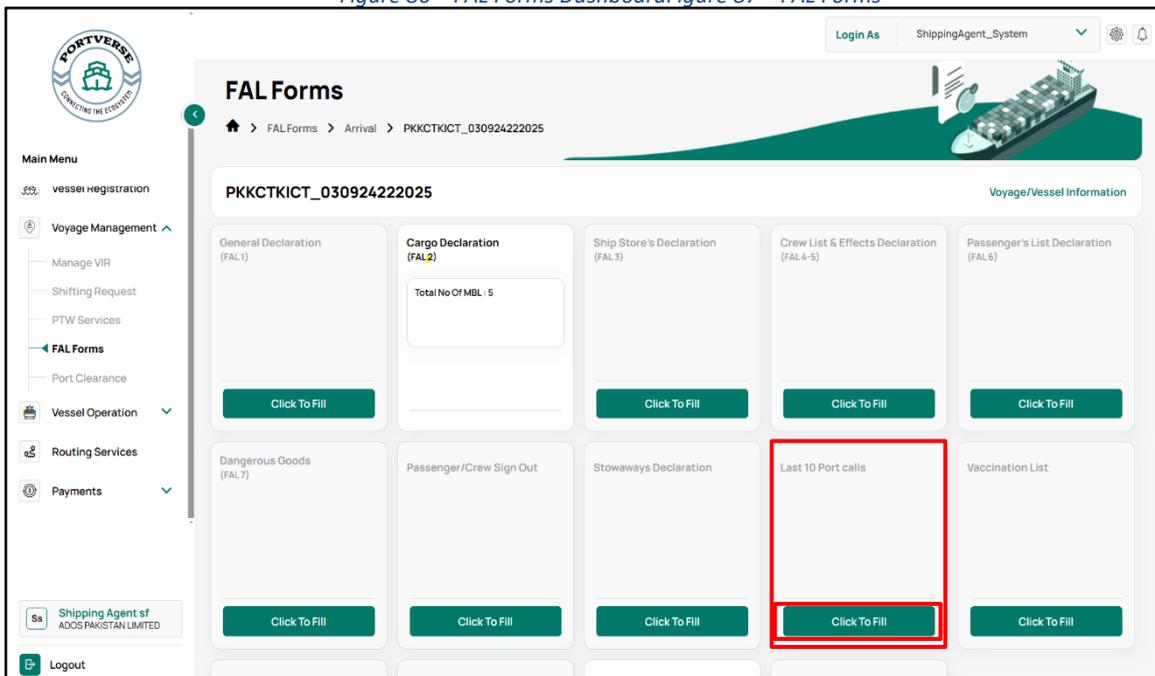
- i. Click on the “Voyage Management” to access the FAL Forms.
- ii. Click on the "FAL Forms" submenu under the Voyage Management.
- iii. Click on either of the "Arrival" or "Departure" tab.
- iv. Click on the “view” button next to a specific VIR.



S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	View
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	View
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	View
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	View
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	View
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	View
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	View
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	View
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	View
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	View

Figure 85 – FAL Forms

Figure 86 – FAL Forms Dashboard Figure 87 – FAL Forms



PKKCTKICT_030924222025

Voyage/Vessel Information

General Declaration (FAL 1)	Cargo Declaration (FAL 2) Total No Of MBL: 5	Ship Store's Declaration (FAL 3)	Crew List & Effects Declaration (FAL 4-5)	Passenger's List Declaration (FAL 6)
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Dangerous Goods (FAL 7)	Passenger/Crew Sign Out	Stowaways Declaration	Last 10 Port calls	Vaccination List
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill

Figure 88 – FAL Forms Dashboard

6.6.2. Submit Last 10 Port Calls

- i. Click on “Add New” button.

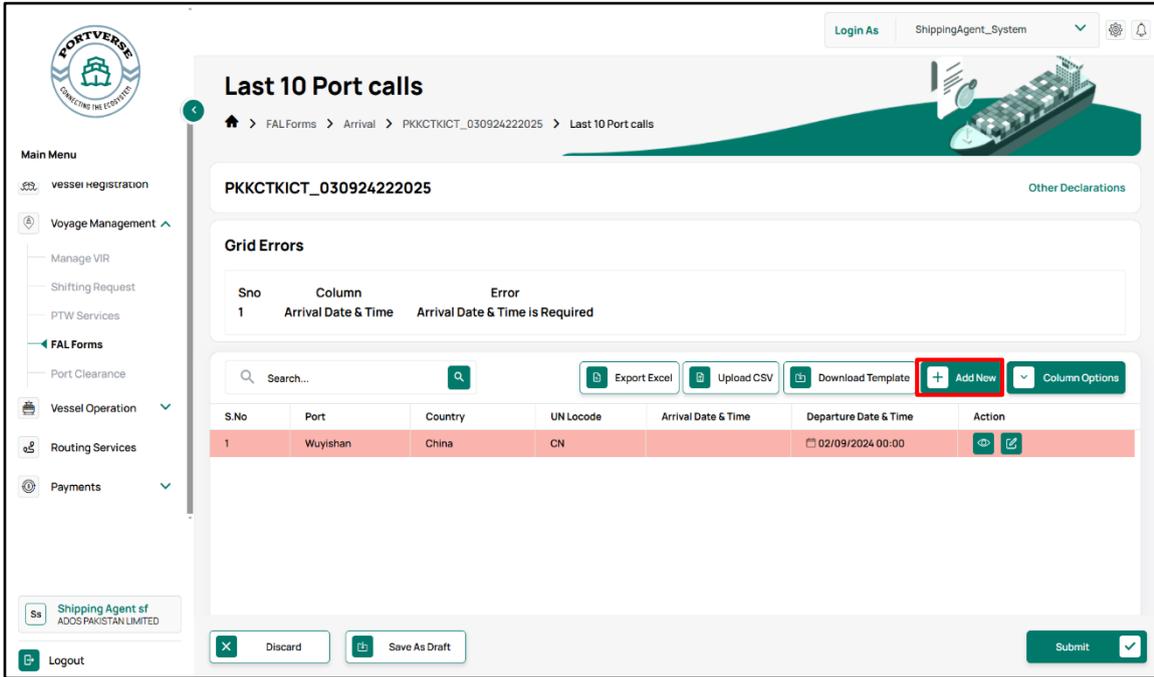


Figure 91 – Last 10 Port Calls

Figure 92 – Last 10 Port Calls Figure 93 – Last 10 Port Calls

- iii. Click on **save** button.

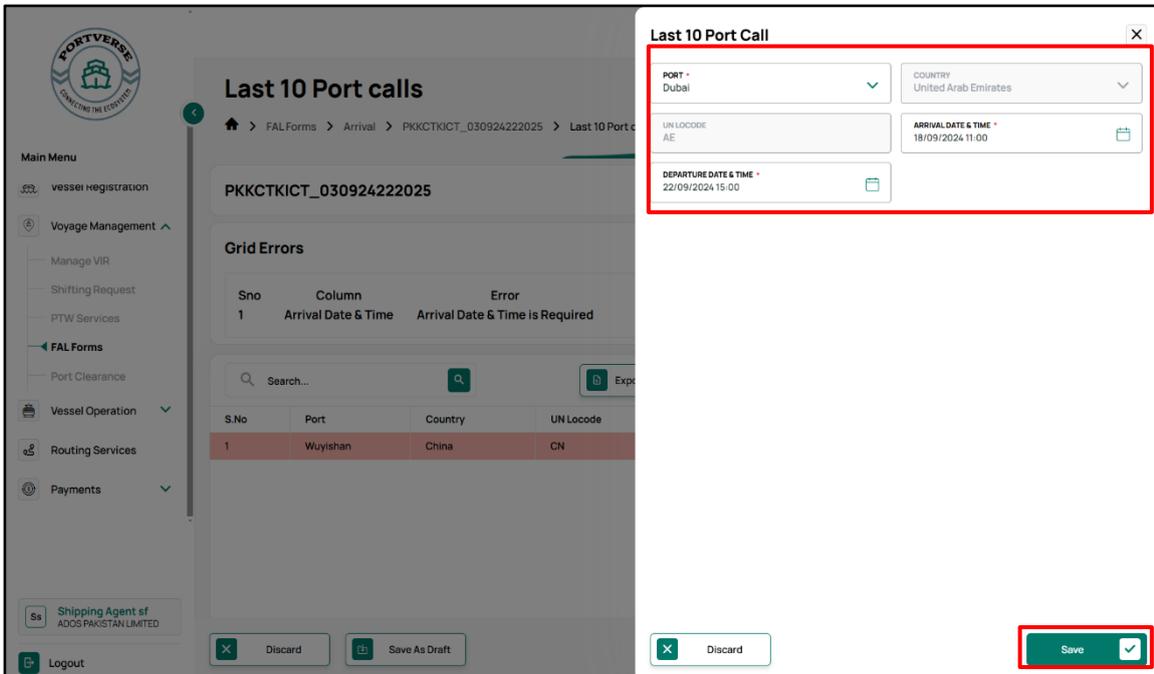


Figure 94 – Last 10 Port Calls

Figure 95 – Last 10 Port Calls Figure 96 – Last 10 Port Calls

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

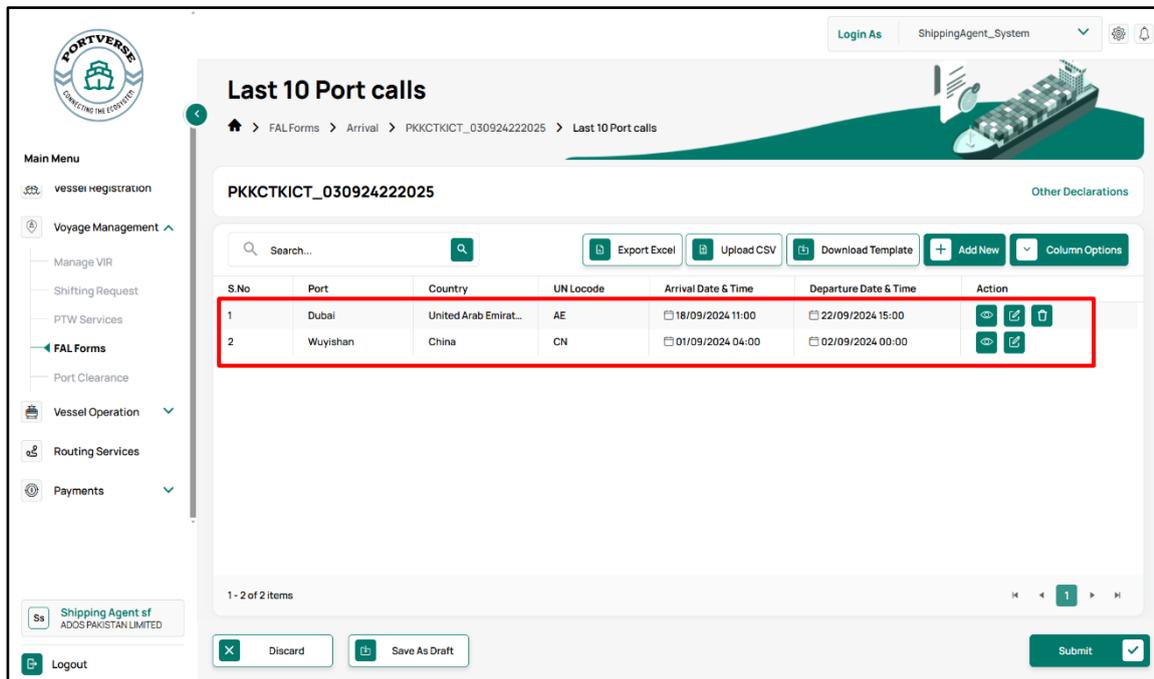


Figure 97 – Last 10 Port Calls

Figure 98 – Last 10 Port Calls Figure 99 – Last 10 Port Calls

- vi. Alternatively, data can be added through Upload CSV functionality.
- vii. To download the Last 10 Port Calls template, click on the **“Download template”** button.
- viii. Click on **“submit”** button.

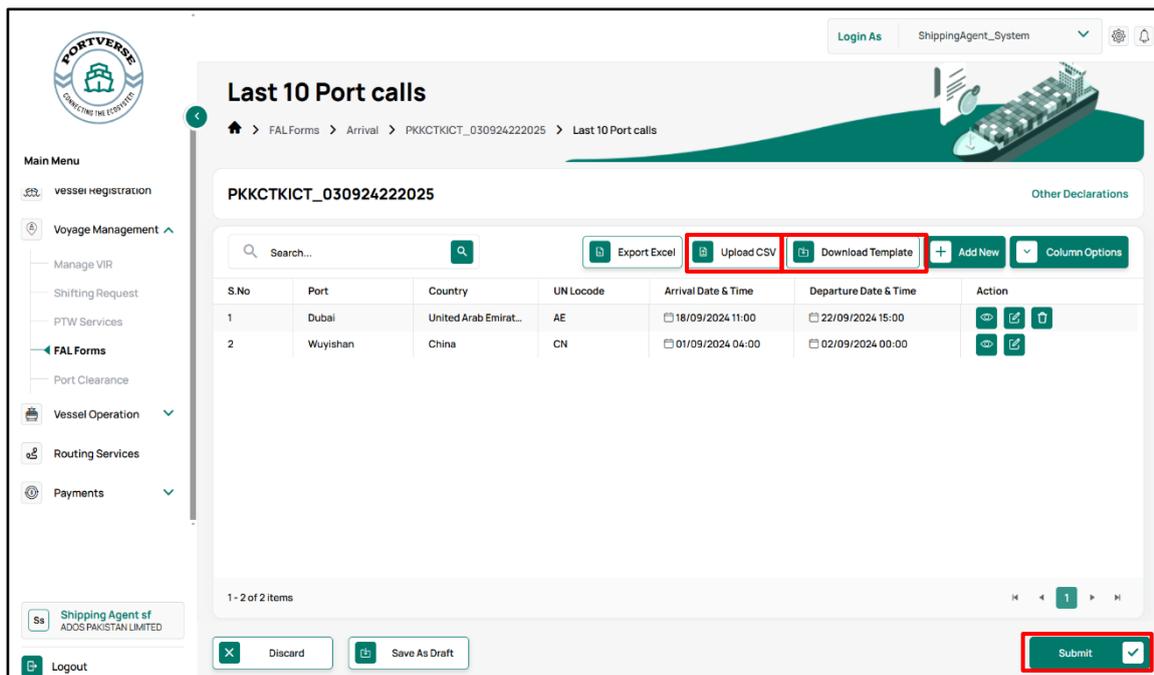


Figure 100 – Last 10 Port Calls

Figure 101 – Last 10 Port Calls Figure 102 – Last 10 Port Calls



- ix. A confirmation alert will appear.
- x. Click on the “Yes” button.

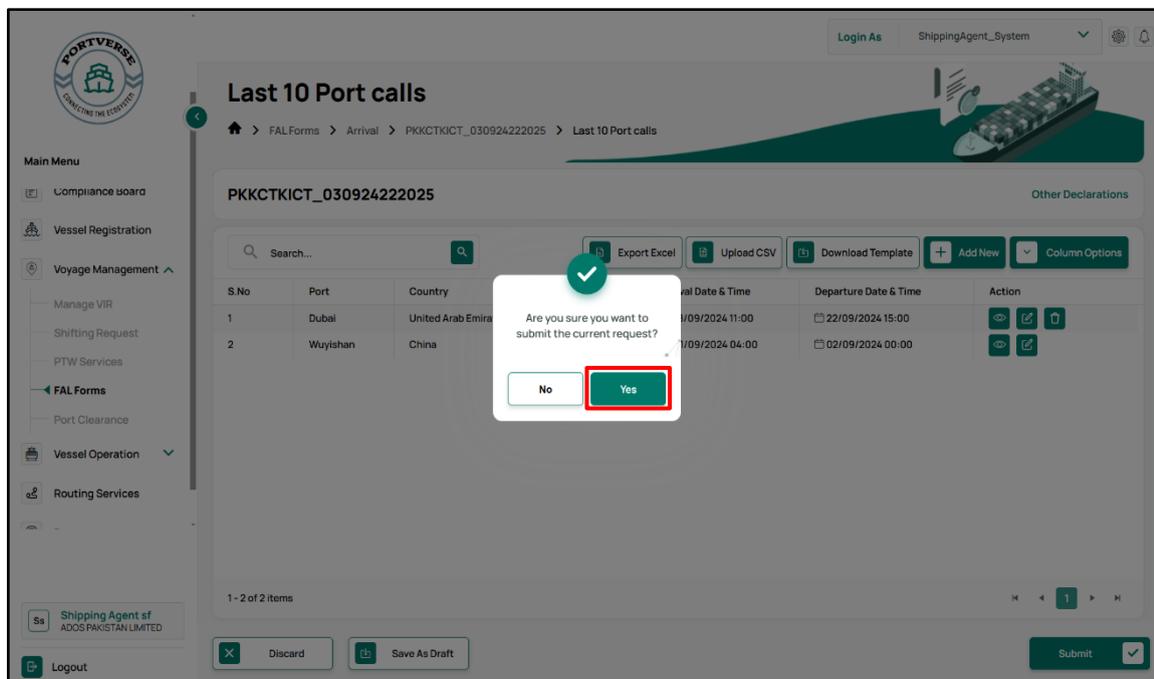


Figure 103 – Last 10 Port Calls

Figure 104 – Last 10 Port Calls Figure 105 – Last 10 Port Calls

- xii. Click on “OK” button.

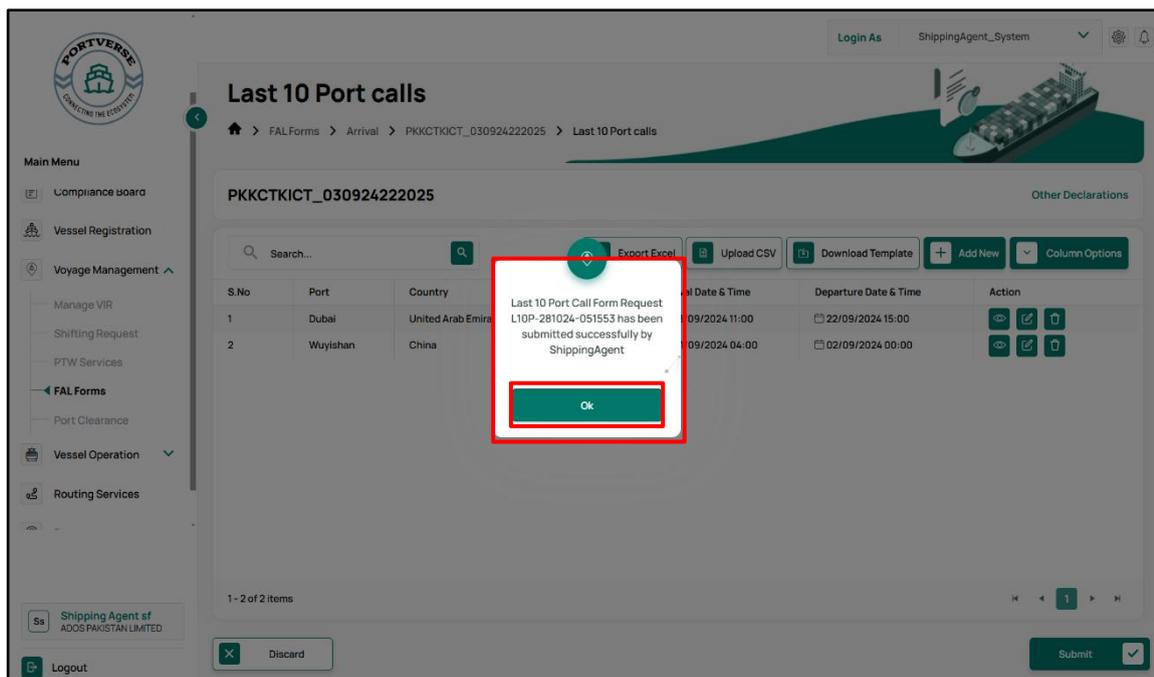


Figure 106 – Last 10 Port Calls

Figure 107 - FAL Forms Dashboard Screen Figure 108 – Last 10 Port Calls



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

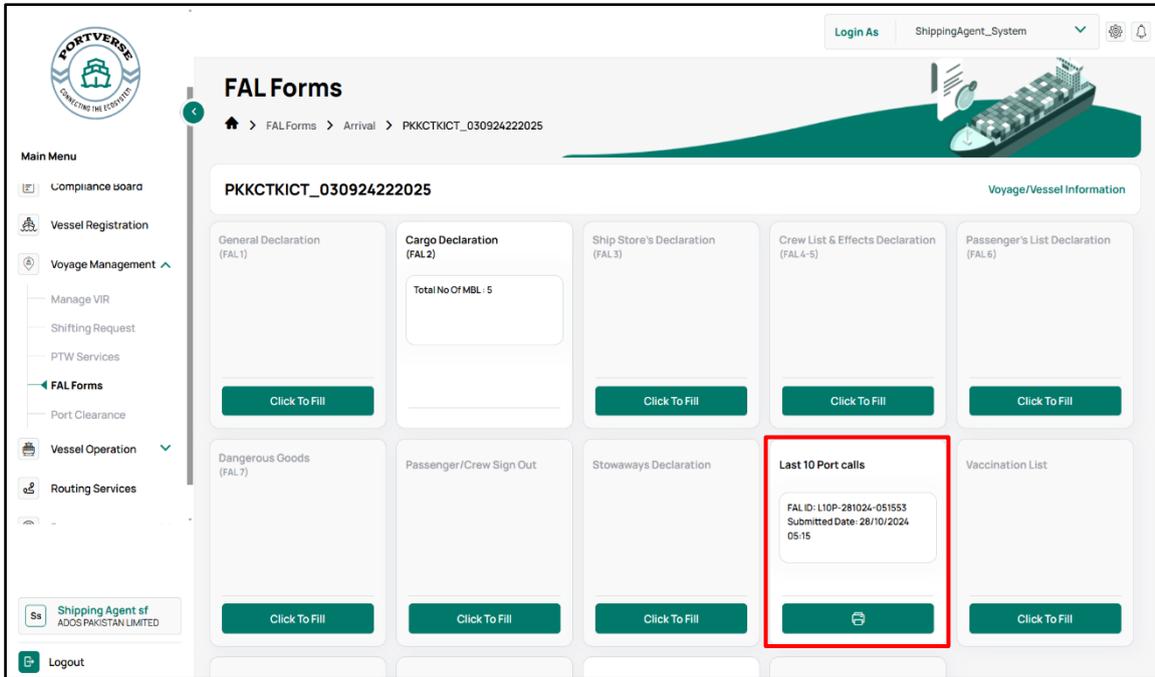


Figure 109 - FAL Forms Dashboard Screen

Figure 110 – FAL Forms Figure 111 - FAL Forms Dashboard Screen



6.7. List of Seafarer – Shipping Agent

6.7.1. Access to List of Seafarer

- i. Click on the **“Voyage Management”** to access the FAL Forms.
- ii. Click on the **“FAL Forms”** submenu under the Voyage Management.
- iii. Click on either of the **“Arrival”** or **“Departure”** tab.
- iv. Click on the **“view”** button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time of Arrival (ETA)	Expected Time of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	
8	PKPKGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	
9	BQMQICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	
10	BQMQICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	

Figure 112 – FAL Forms

Figure 113 – FAL Forms Dashboard

The dashboard contains the following sections:

- Total No of MBL: 5
- Dangerous Goods (FAL 7)
- Passenger/Crew Sign Out
- Stowaways Declaration
- Last 10 Port calls: FAL ID: L10P-281024-051553, Submitted Date: 28/10/2024 05:15
- Vaccination List
- Vessel Convoy
- List of Seafarer (highlighted in red)
- Waste Disposal: FAL ID: WSD-151024-134451, Status: Closed
- Security Threat Reporting



6.7.2. Submit List of Seafarer

- i. Click on “Add New” button.

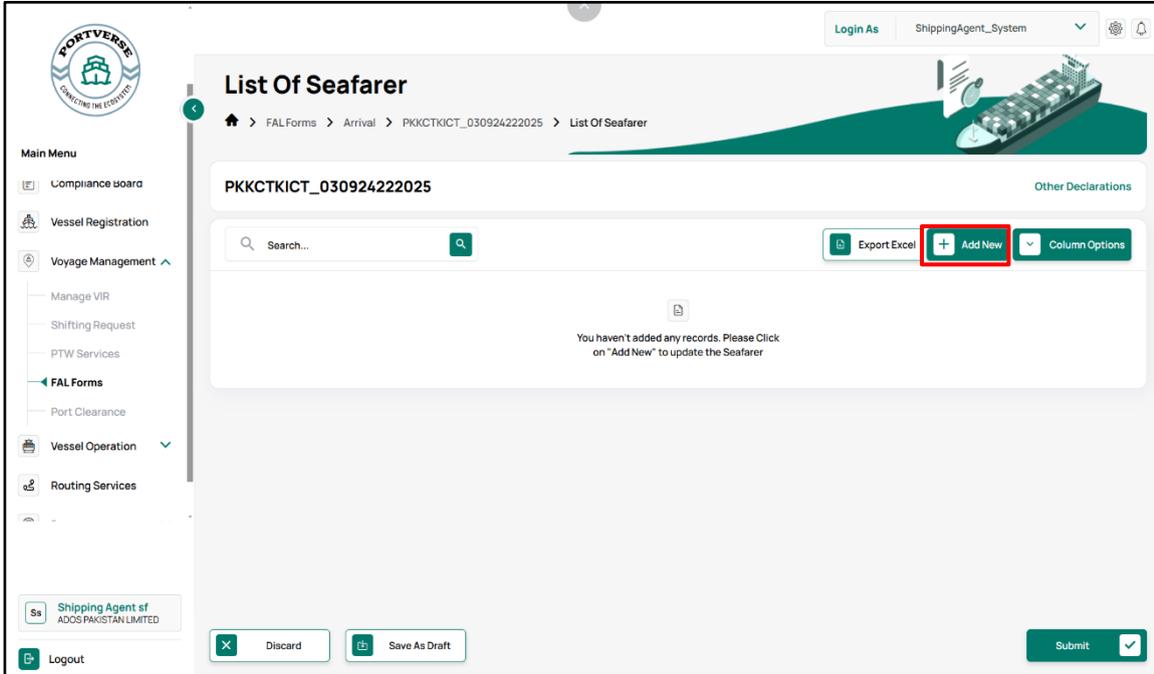


Figure 118 – List of Seafarer

Figure 119 – List of Seafarer Figure 120 – List of Seafarer

- iii. Click on + button to upload document.

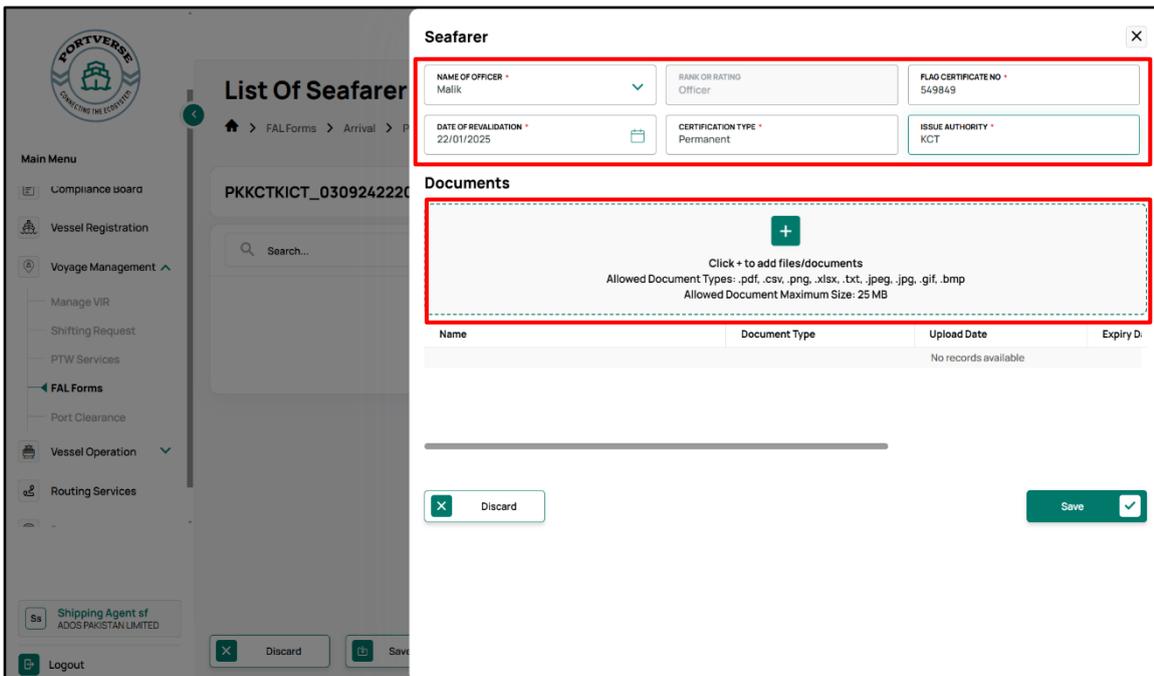




Figure 121 – List of Seafarer

Figure 122 – List of Seafarer Figure 123 – List of Seafarer

- iv. Select document to upload.

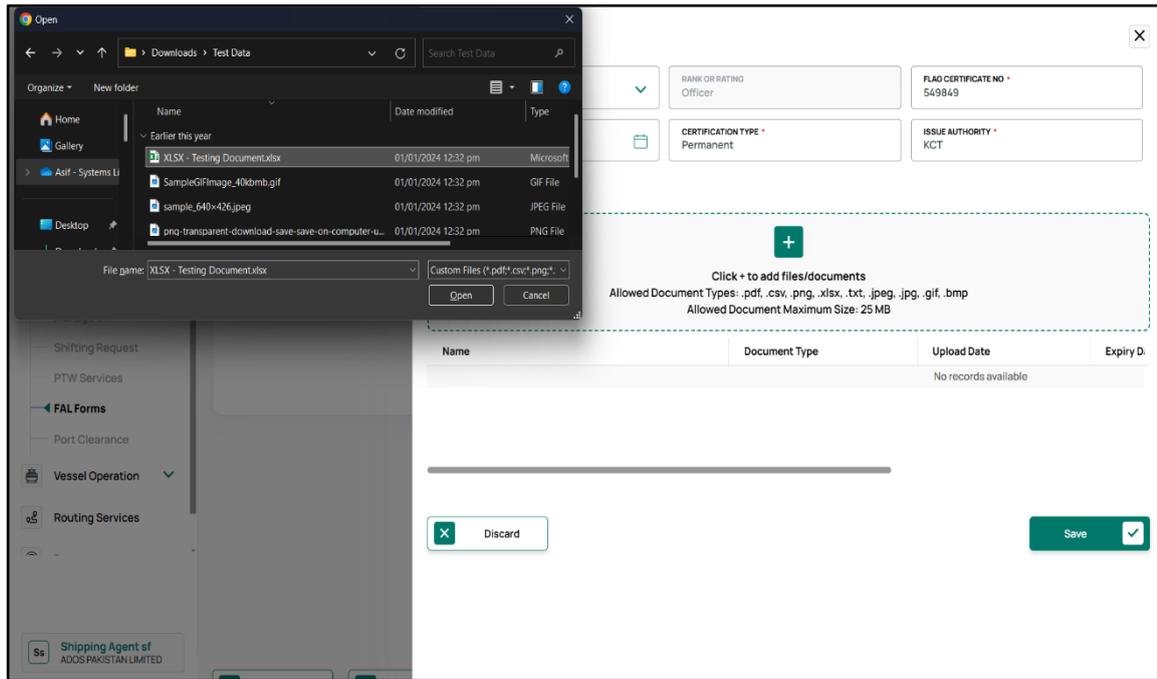


Figure 124 – List of Seafarer

Figure 125 – List of Seafarer Figure 126 – List of Seafarer

- v. Uploaded document will appear in the grid.
- vi. Click on “save” button.

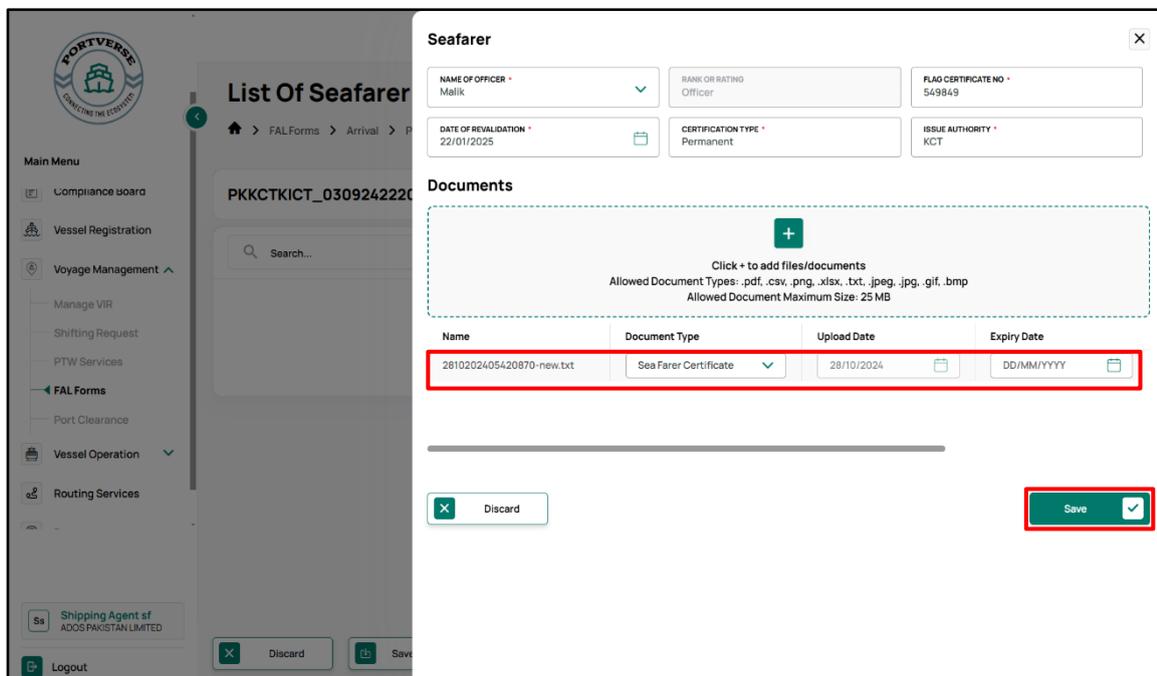


Figure 127 – List of Seafarer



vii. Click on “submit” button.

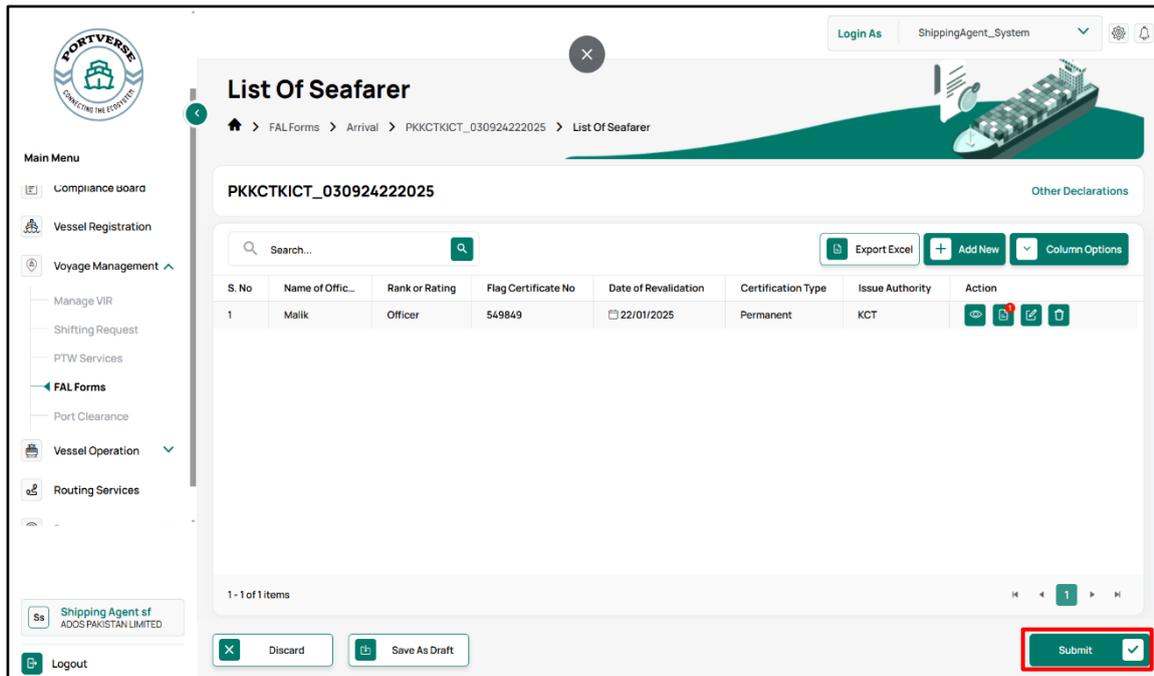


Figure 130 – List of Seafarer

Figure 131 – List of Seafarer Figure 132 – List of Seafarer

viii. A confirmation alert will appear.

ix. Click on “Yes” button.

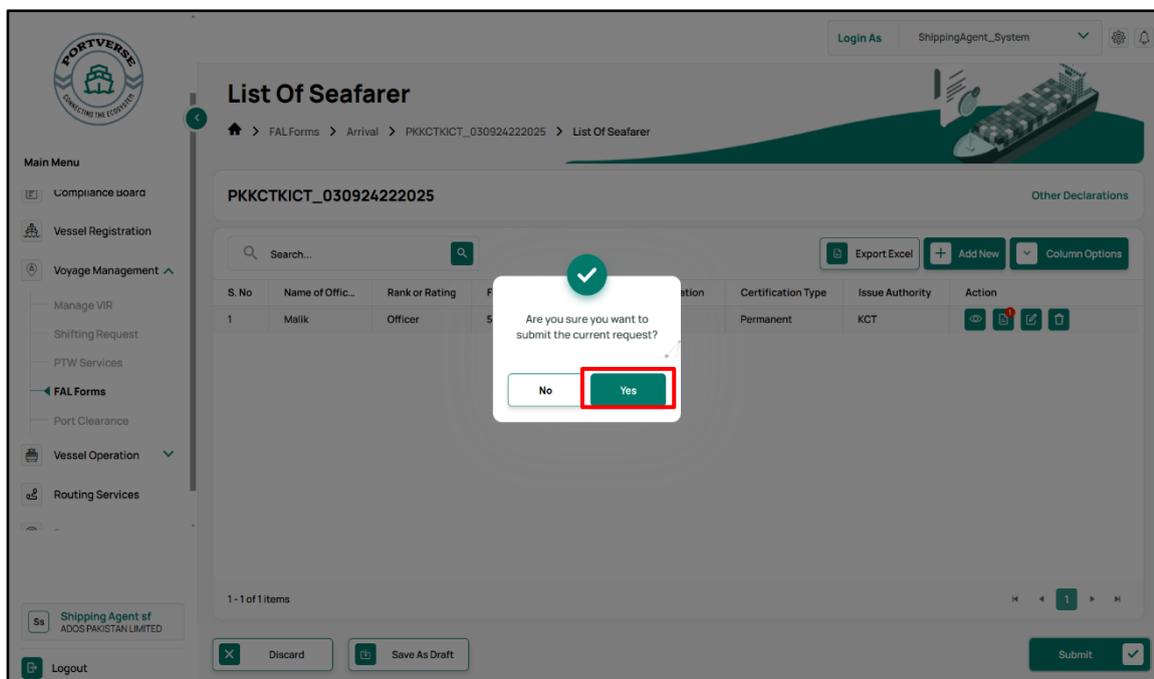


Figure 133 – List of Seafarer



- x. Then a success alert appears.
- xi. Click on “OK” button.

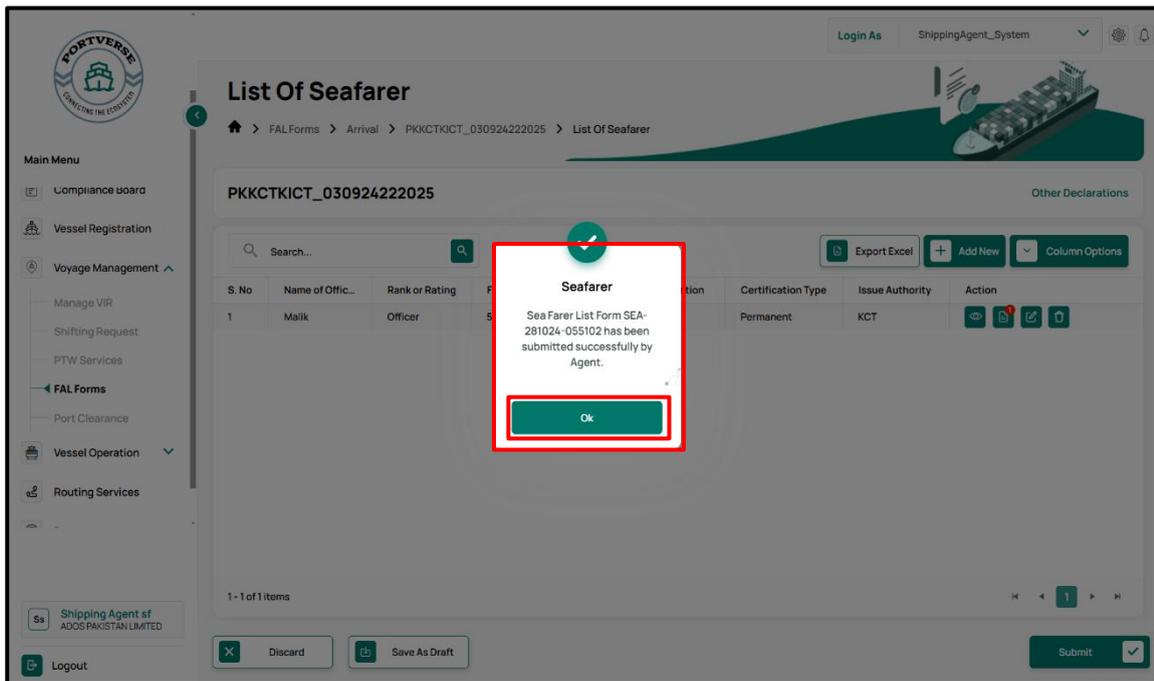


Figure 136 – List of Seafarer

Figure 137 – List of Seafarer Figure 138 – List of Seafarer

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

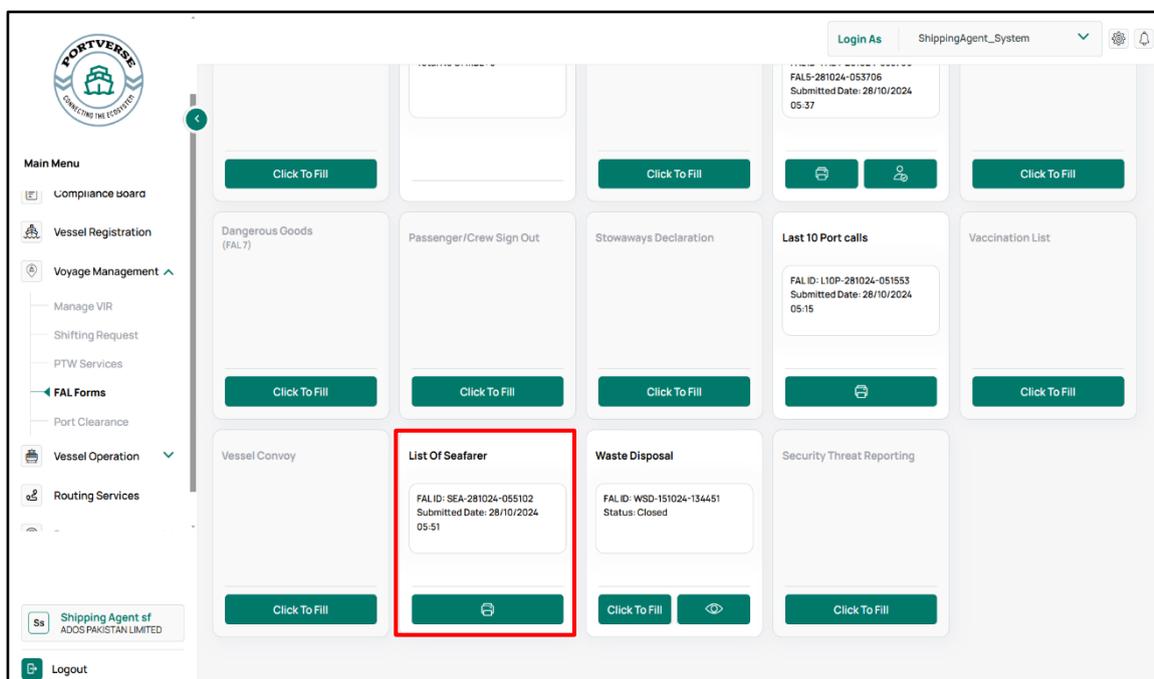




Figure 139 – List of Seafarer

Figure 140 – FAL Forms *Figure 141 – List of Seafarer*

6.8. Vessel Convoy – Shipping Agent

6.8.1. Access to Vessel Convoy

- Click on the **"Voyage Management"** to access the FAL Forms.
- Click on the **"FAL Forms"** submenu under the Voyage Management.
- Click on either of the **"Arrival"** or **"Departure"** tab.
- Click on the **"view"** button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (E..)	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	

Figure 142 – FAL Forms

Figure 143 – FAL Forms Dashboard Figure 144 – FAL Forms

Figure 145 – FAL Forms Dashboard

6.8.2. Submit Vessel ConvoY – Acquire from Port

- i. Click on “Add New” button.

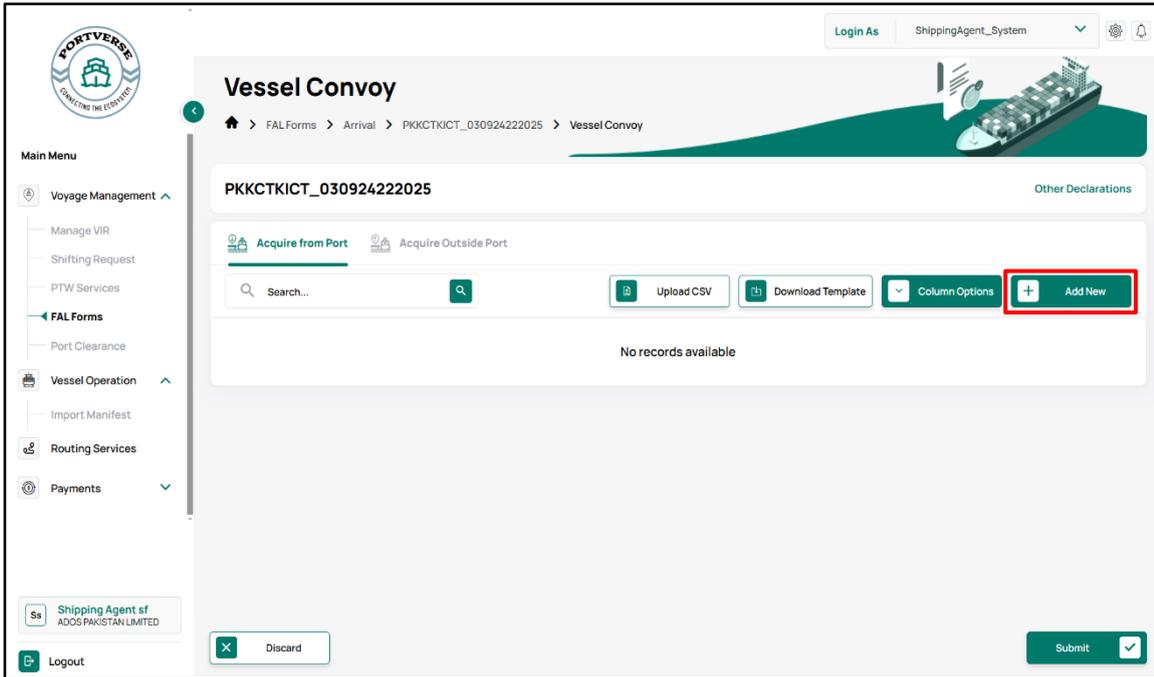


Figure 148 – Vessel ConvoY

Figure 149 – Vessel ConvoY Figure 150 – Vessel ConvoY

- iii. Click on **save** button.

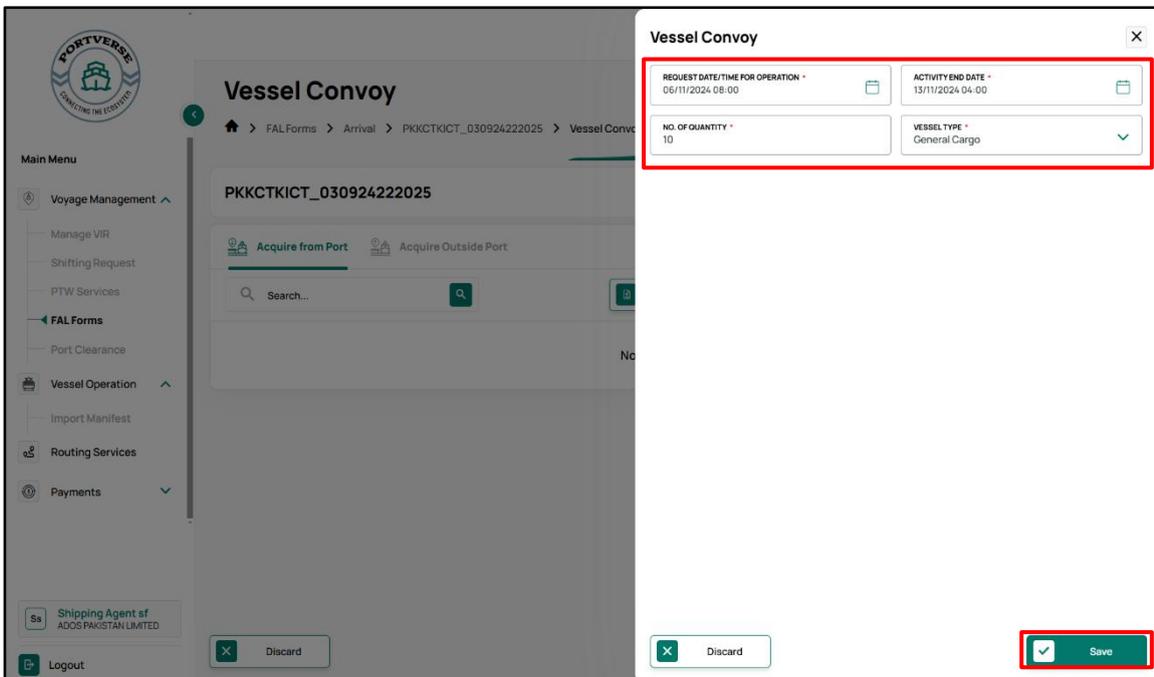


Figure 151 – Vessel ConvoY

Figure 152 – Vessel ConvoY Figure 153 – Vessel ConvoY

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

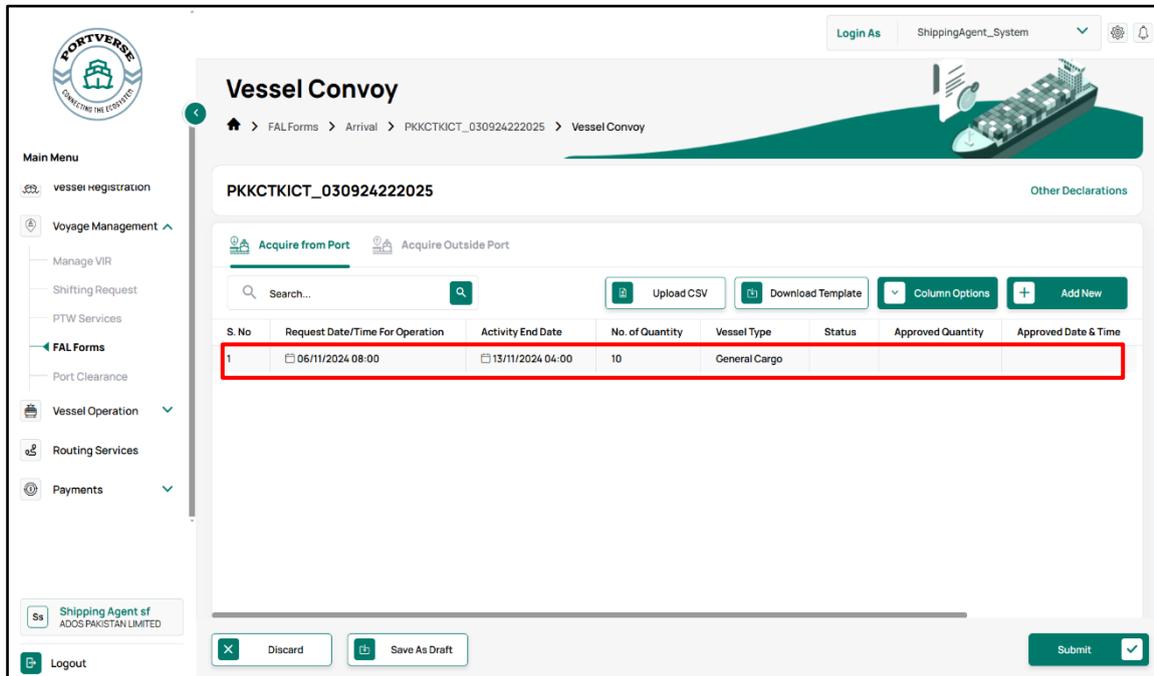


Figure 154 – Vessel Convoy

Figure 155 – Vessel Convoy Figure 156 – Vessel Convoy

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

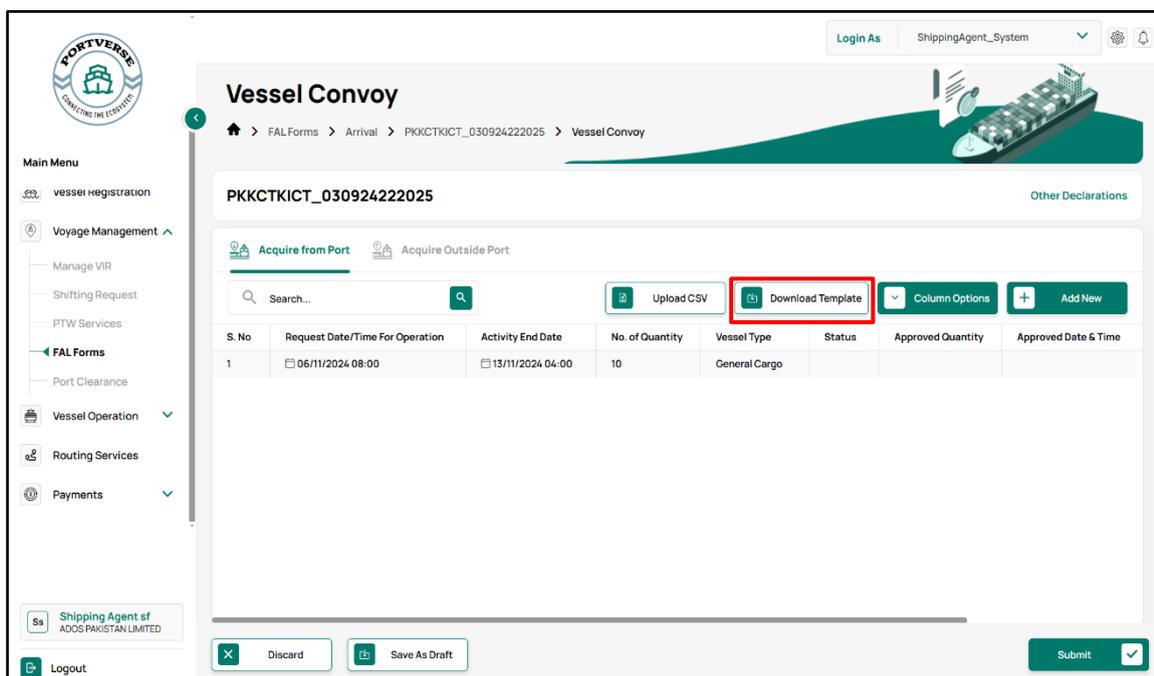


Figure 157 – Vessel Convoy



viii. Update the CSV file as per requirement.

Request Date/Time For Operation	Activity End Date	No. of Qu	Vessel Type
14/11/2024 11:08	16/11/2024 11:08	20	Bulk Carrier
18/11/2024 11:08	20/11/2024 11:08	10	General Cargo
22/11/2024 11:08	24/11/2024 11:08	30	RORO Ship
26/11/2024 11:08	28/11/2024 11:08	40	Oil Tanker

Figure 160 – Vessel Convoy

Figure 161 – Vessel Convoy Figure 162 – Vessel Convoy

ix. Click on the “Upload” Button

PortVerse
CONNECTING THE ECONOMY

Login As ShippingAgent_System

Vessel Convoy

PKKCTKICT_030924222025

Acquire from Port Acquire Outside Port

Search...

Upload CSV Download Template Column Options Add New

S.No	Request Date/Time For Operation	Activity End Date	No. of Quantity	Vessel Type	Status	Approved Quantity	Approved Date & Time
1	06/11/2024 08:00	13/11/2024 04:00	10	General Cargo			

Shipping Agent sf
ADOS PAKISTAN LIMITED

Logout Discard Save As Draft Submit



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

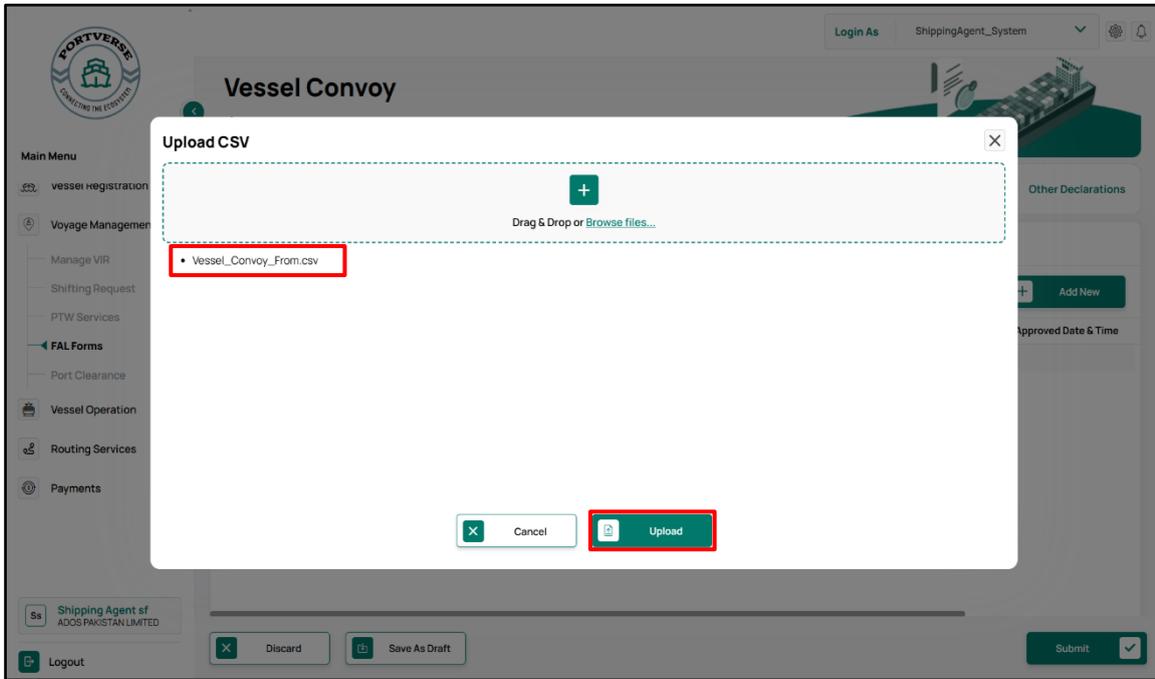


Figure 166 – Vessel Convoy

Figure 167 – Vessel Convoy Figure 168 – Vessel Convoy

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

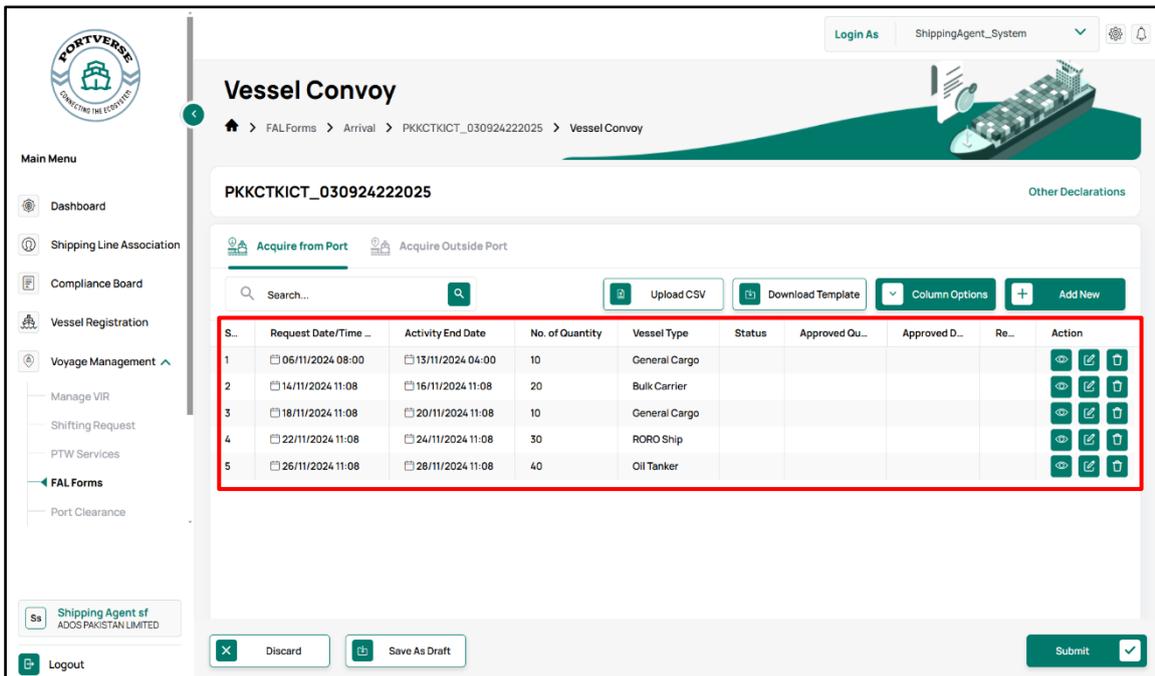


Figure 169 – Vessel Convoy

Figure 170 – Vessel Convoy Figure 171 – Vessel Convoy



xiii. Click on “submit” button.

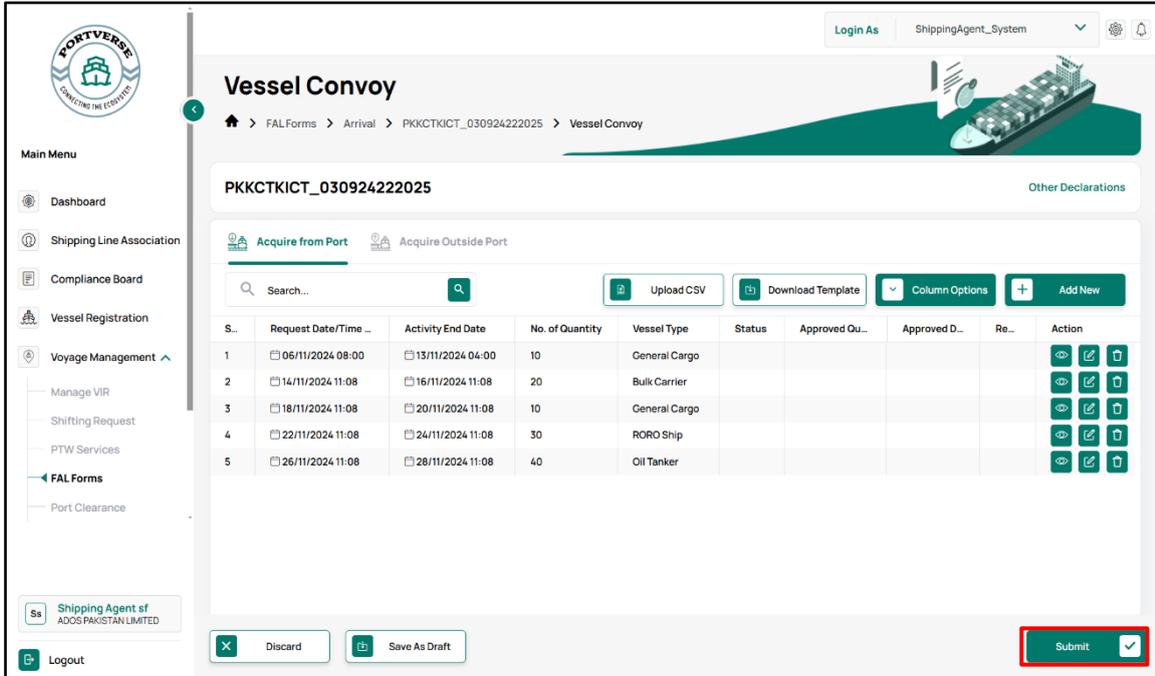


Figure 172 – Vessel Convoy

Figure 173 – Vessel Convoy Figure 174 – Vessel Convoy

xiv. A confirmation alert will appear.

xv. Click on “Yes” button.

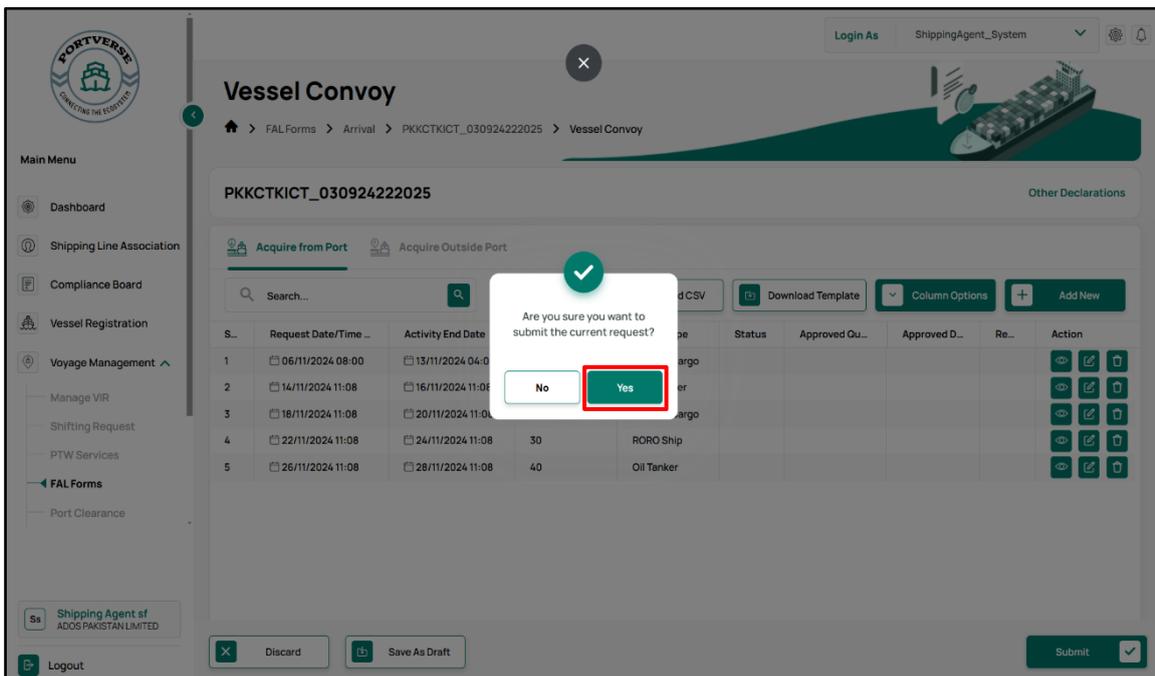




Figure 181 – FAL Forms Dashboard

Figure 182 – Vessel Convoy *Figure 183 – FAL Forms Dashboard*

6.8.3. Submit Vessel Convoy – Acquire Outside Port

- i. Click on “Acquire Outside Port” tab.

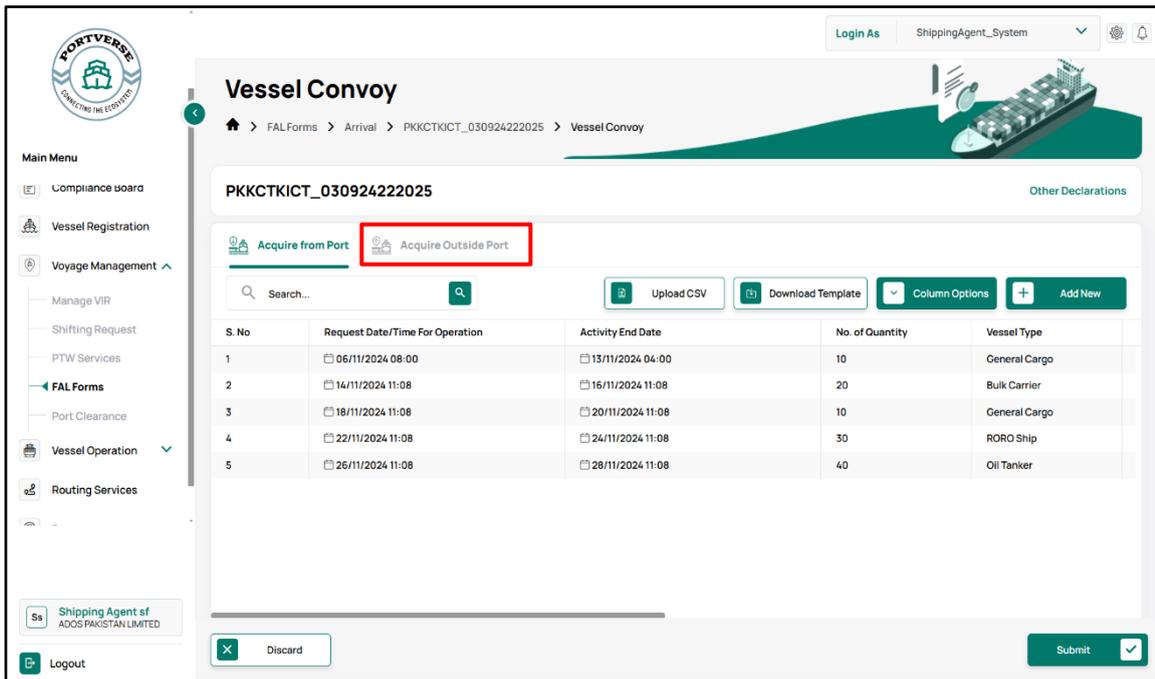


Figure 184 – Vessel Convoy

Figure 185 – Vessel Convoy Figure 186 – Vessel Convoy

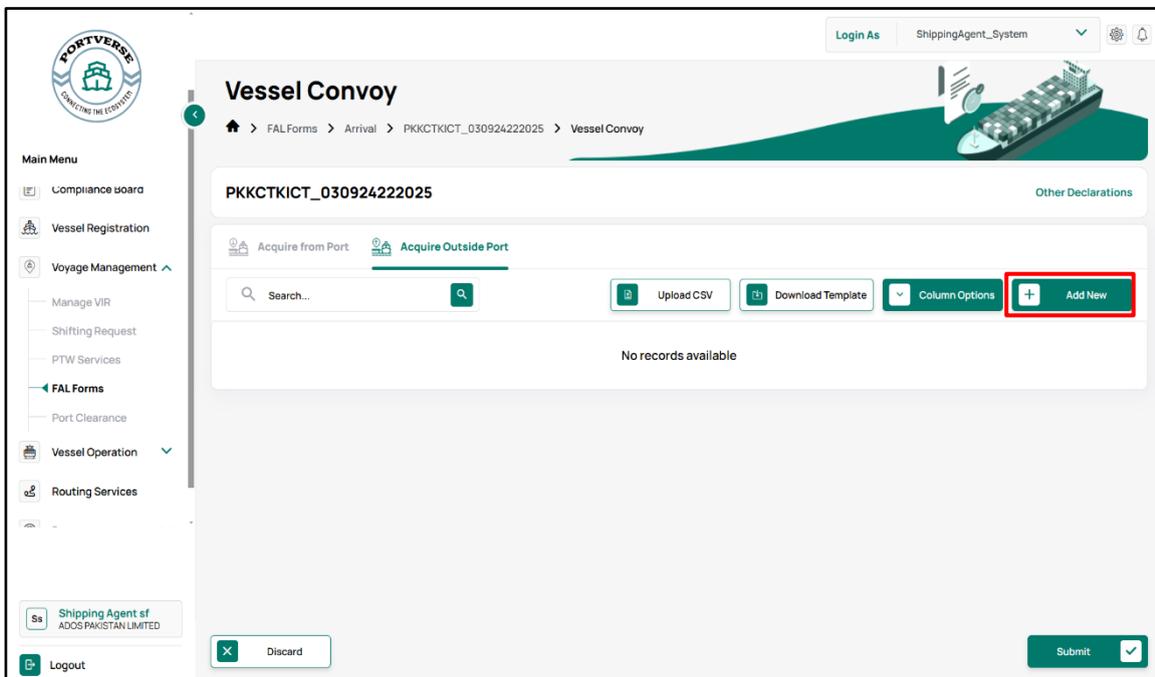


Figure 187 – Vessel Convoy

Figure 188 – Vessel Convoy Figure 189 – Vessel Convoy

- iii. Fill / select the highlighted fields.
- iv. Click on "save" button.

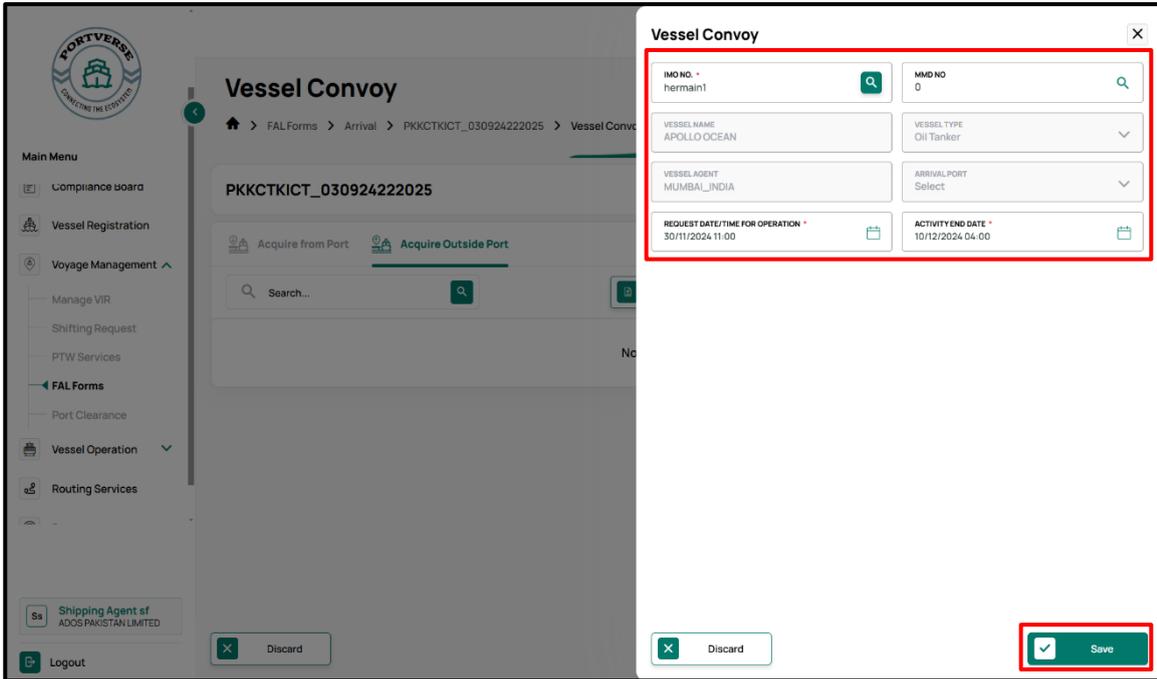


Figure 190 – Vessel Convoy

Figure 191 – Vessel Convoy Figure 192 – Vessel Convoy

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

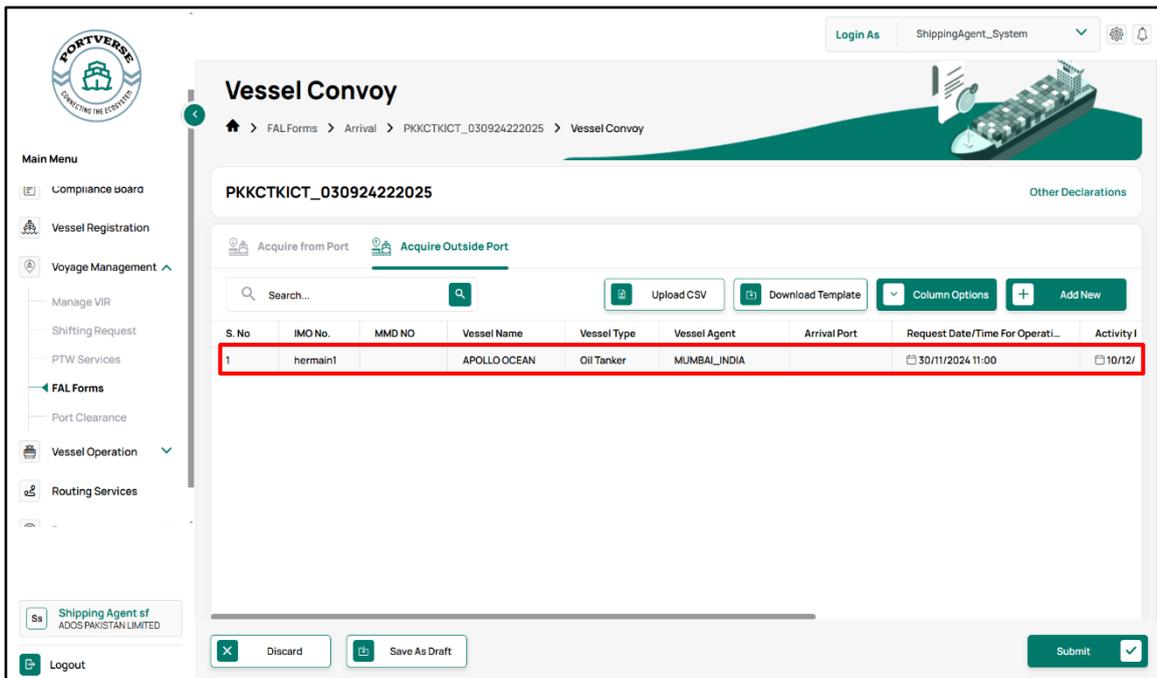


Figure 194 – Vessel Convoy Figure 195 – Vessel Convoy



- vi. Repeat the above step until details pertaining to all the vessel convoy are added in the form.
- vii. Alternatively, data can be added through Upload CSV functionality.
- viii. To download the Vessel Convoy template, click on the **“Download template”** button.

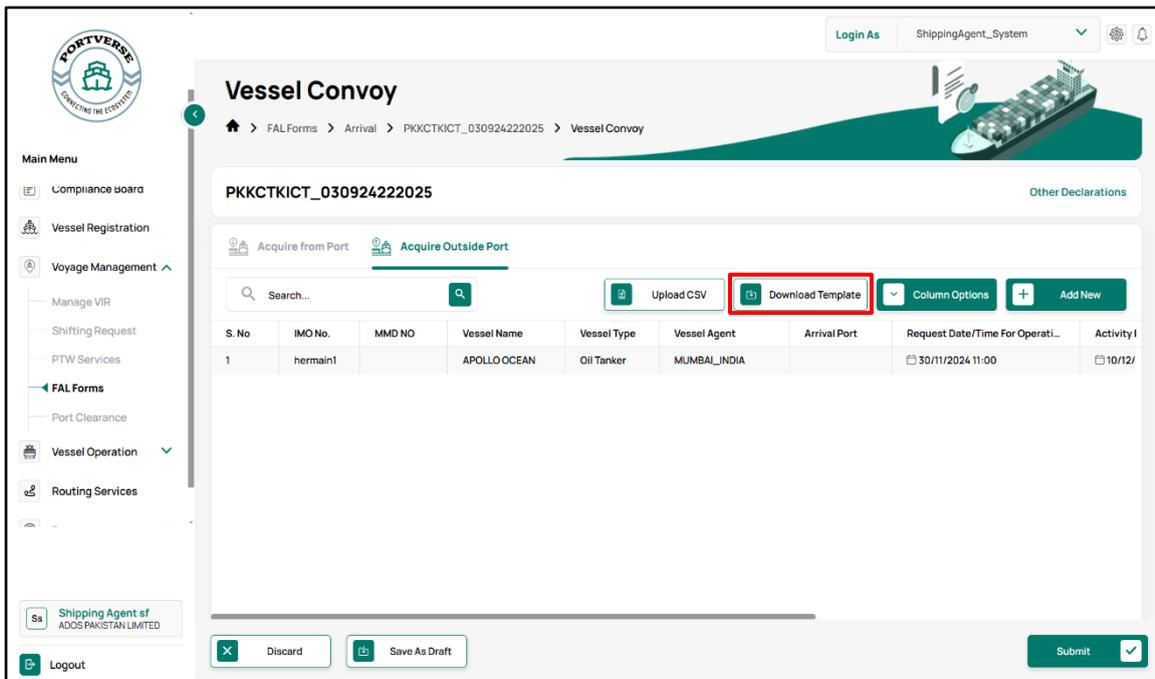


Figure 196 – Vessel Convoy

Figure 197 – Vessel Convoy Figure 198 – Vessel Convoy

... Update the CSV file as per requirements.

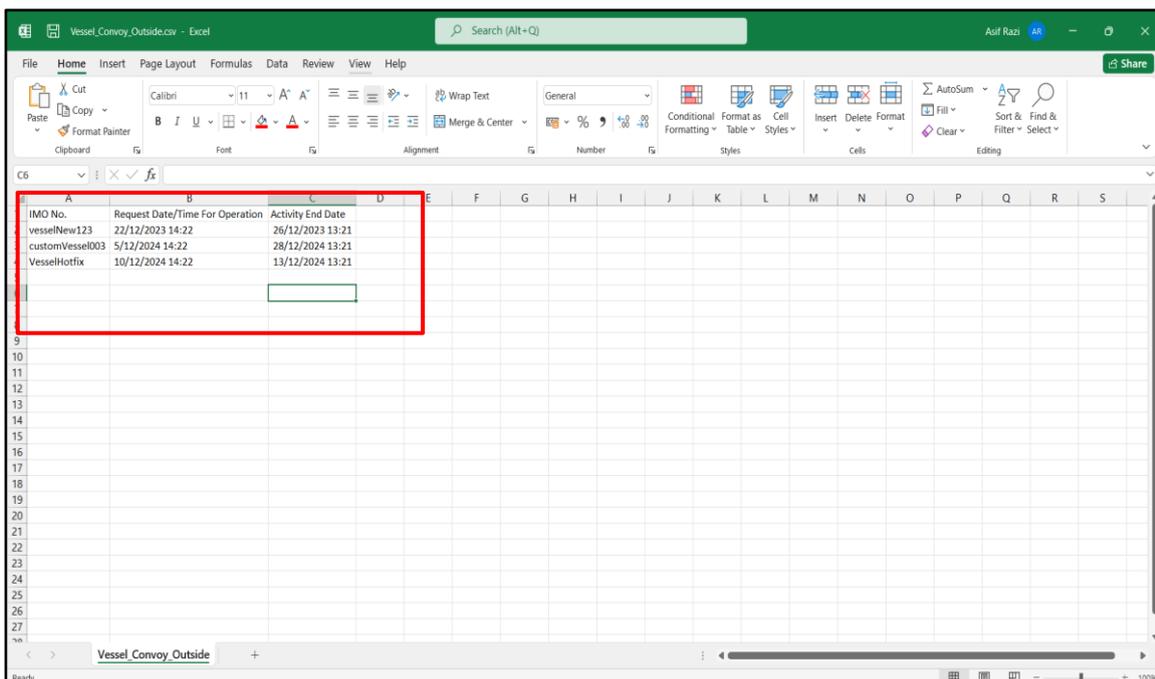


Figure 199 – Vessel Convoy

Figure 200 – Vessel Convoy Figure 201 – Vessel Convoy



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

- x. Click on the **“Upload CSV”** Button

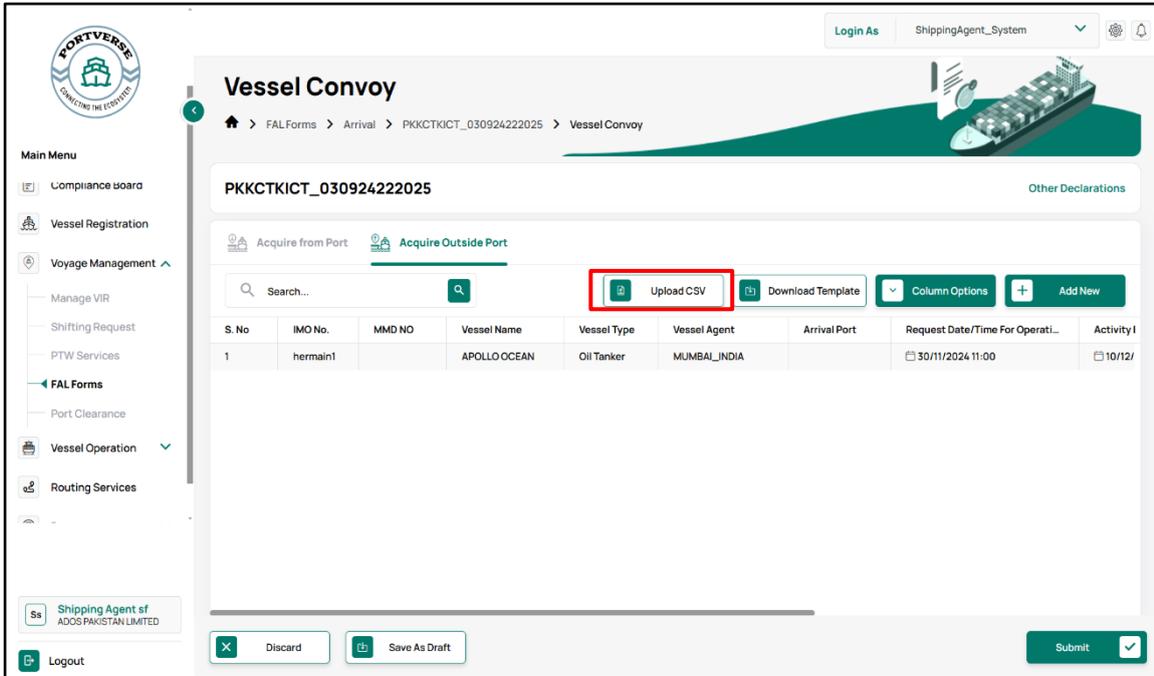


Figure 202 – Vessel Convey

Figure 203 – Vessel Convey Figure 204 – Vessel Convey

“Upload” Button.

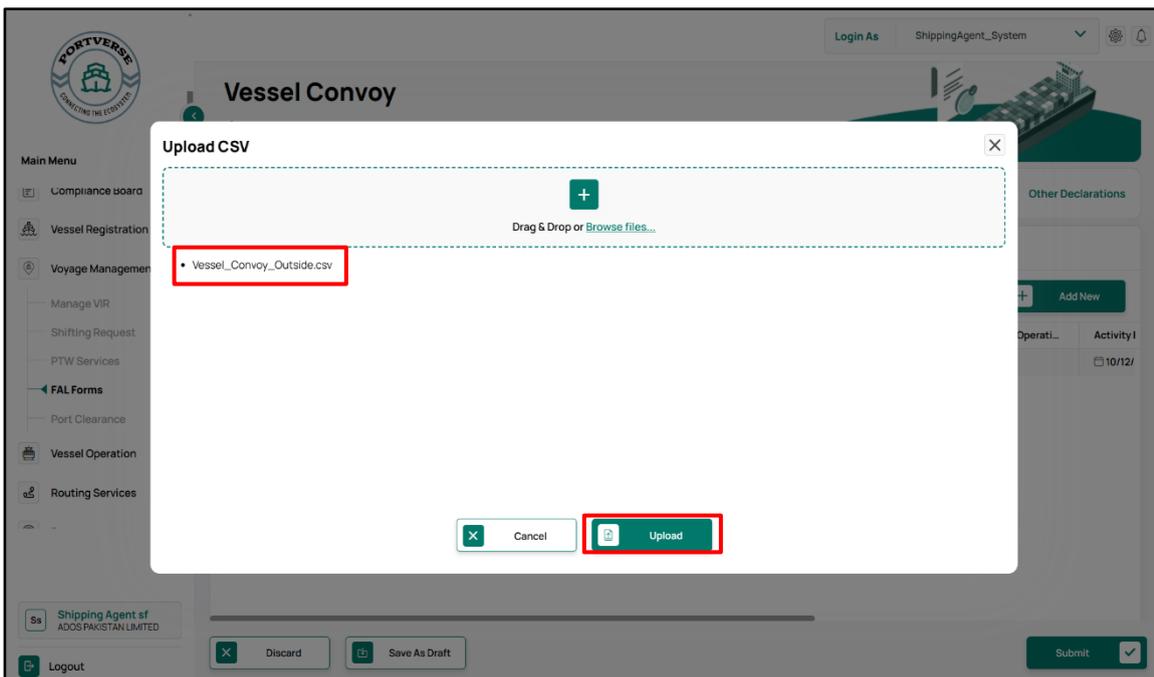


Figure 205 – Vessel Convey

Figure 206 – Vessel Convey Figure 207 – Vessel Convey



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

S.No	IMO No.	MMD NO	Vessel Name	Vessel Type	Vessel Agent	Arrival Port	Request Date/Time For Operati...	Activity I
1	hermain1		APOLLO OCEAN	Oil Tanker	MUMBAI_INDIA		30/11/2024 11:00	10/12/
2	vesselNe...		PANSY11	Oil Tanker	11	Karachi Cont...	22/12/2023 14:22	26/12/
3	customV_		PANSY22	Container S...	22	Karachi Cont...	05/12/2024 14:22	28/12/
4	VesselH...		hermain	Oil Tanker	hermain	Karachi Cont...	10/12/2024 14:22	13/12/

Figure 208 – Vessel Convoy

Figure 209 – Vessel Convoy Figure 210 – Vessel Convoy

Vessel Agent	Arrival Port	Request Date/Time For Operati...	Activity End Date	Status	Approved Date & Time	Remarks	Action
MUMBAI_INDIA		30/11/2024 11:00	10/12/2024 04:00				
	Karachi Cont...	22/12/2023 14:22	26/12/2023 13:21				
	Karachi Cont...	05/12/2024 14:22	28/12/2024 13:21				
hermain	Karachi Cont...	10/12/2024 14:22	13/12/2024 13:21				



Figure 211 – Vessel Convoy

xiv. Click on “submit” button.

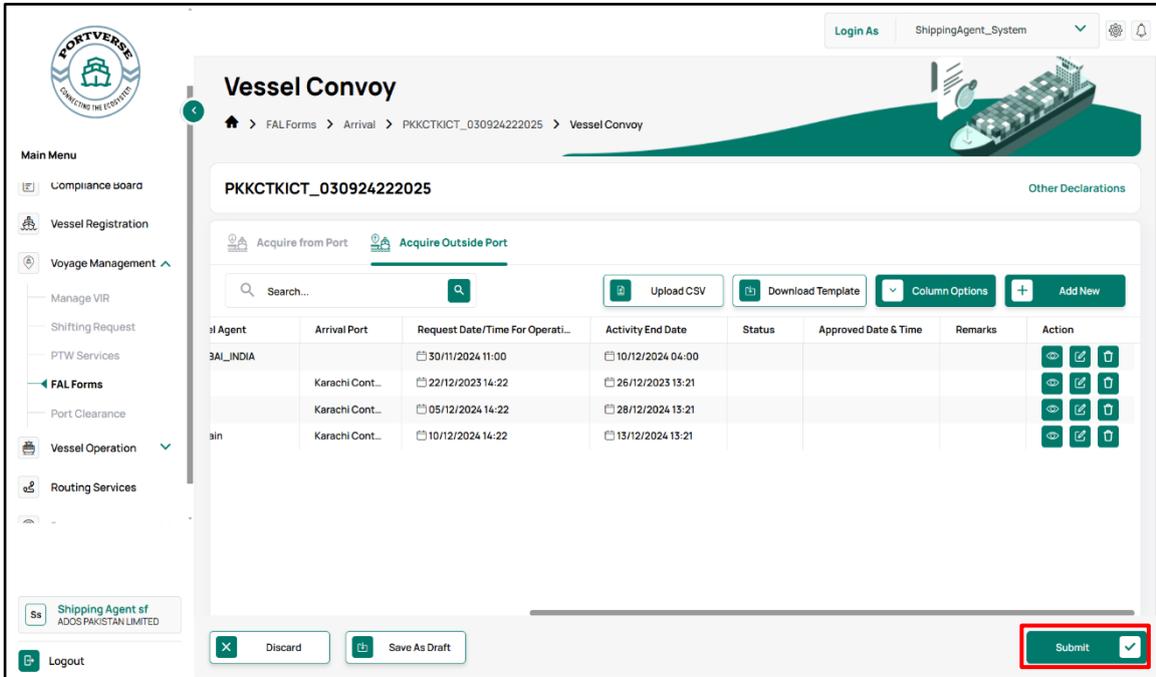


Figure 214 – Vessel Convoy

Figure 215 – Vessel Convoy Figure 216 – Vessel Convoy

xv. A confirmation alert will appear.

xvi. Click on “Yes” button.

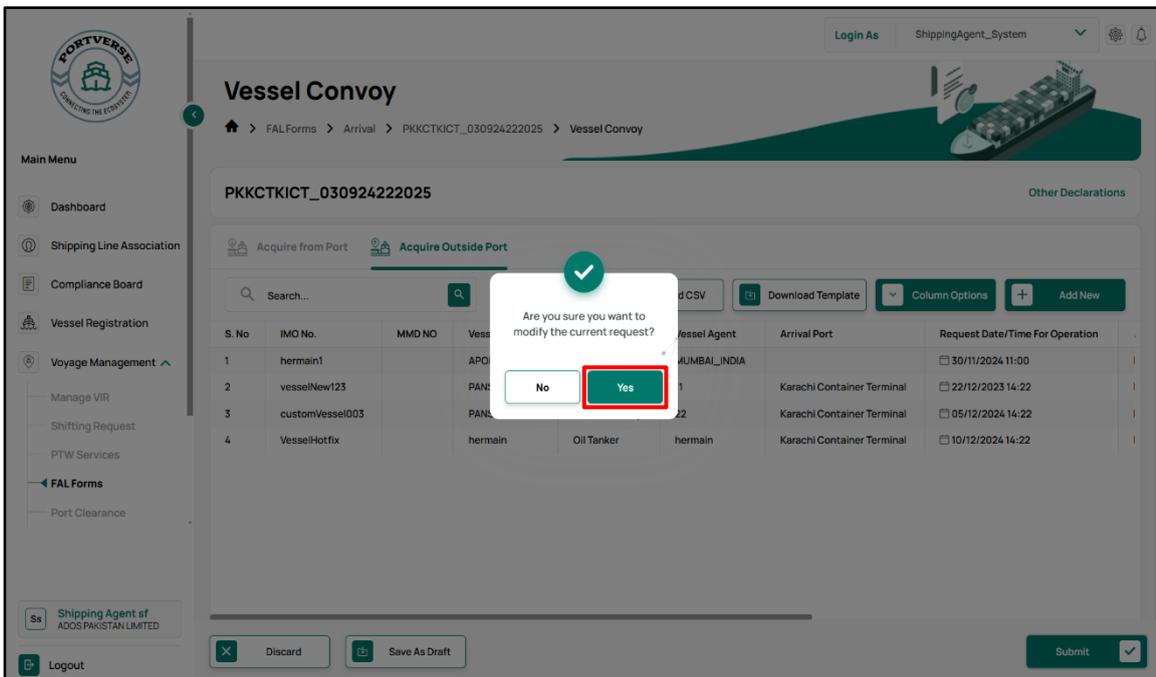




Figure 217 – Vessel Convoy

Figure 218 – Vessel Convoy Figure 219 – Vessel Convoy

- xvii. Then a success alert appears.
- xviii. Click on “OK” button.

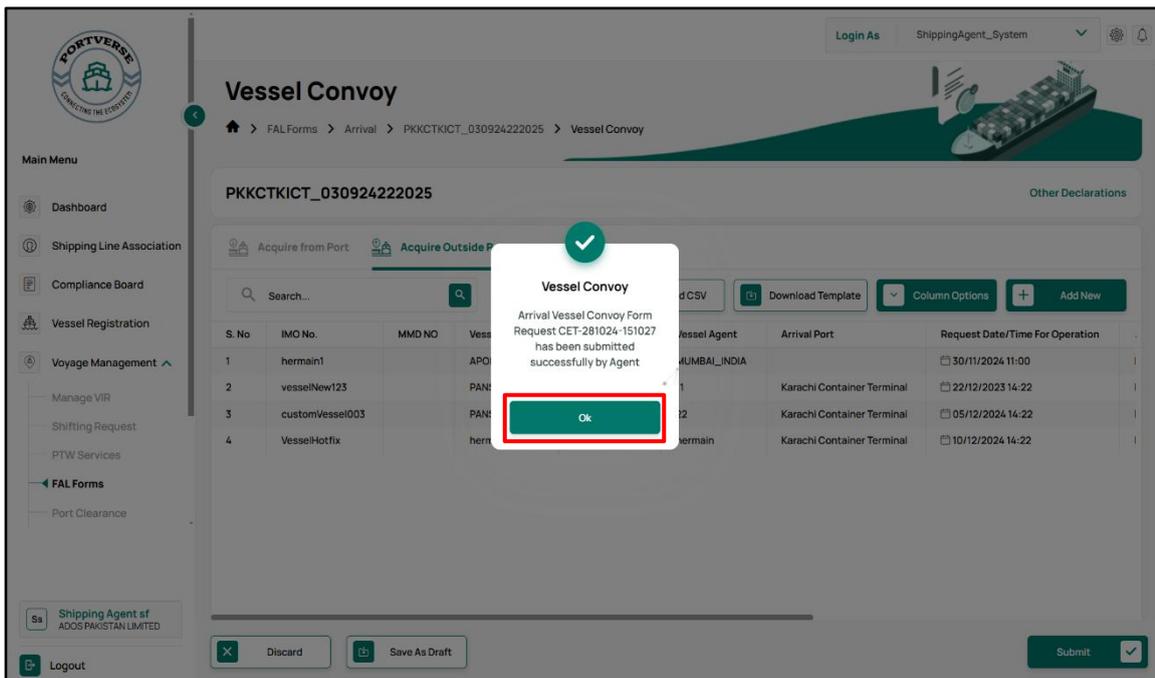


Figure 220 – Vessel Convoy

Figure 221 – FAL Forms Dashboard Figure 222 – Vessel Convoy

- xix. The submitted request will appear on the FAL FORMS summary card with its ID and modification date.
- xx. Click on the “View Approval” icon to view the approval status

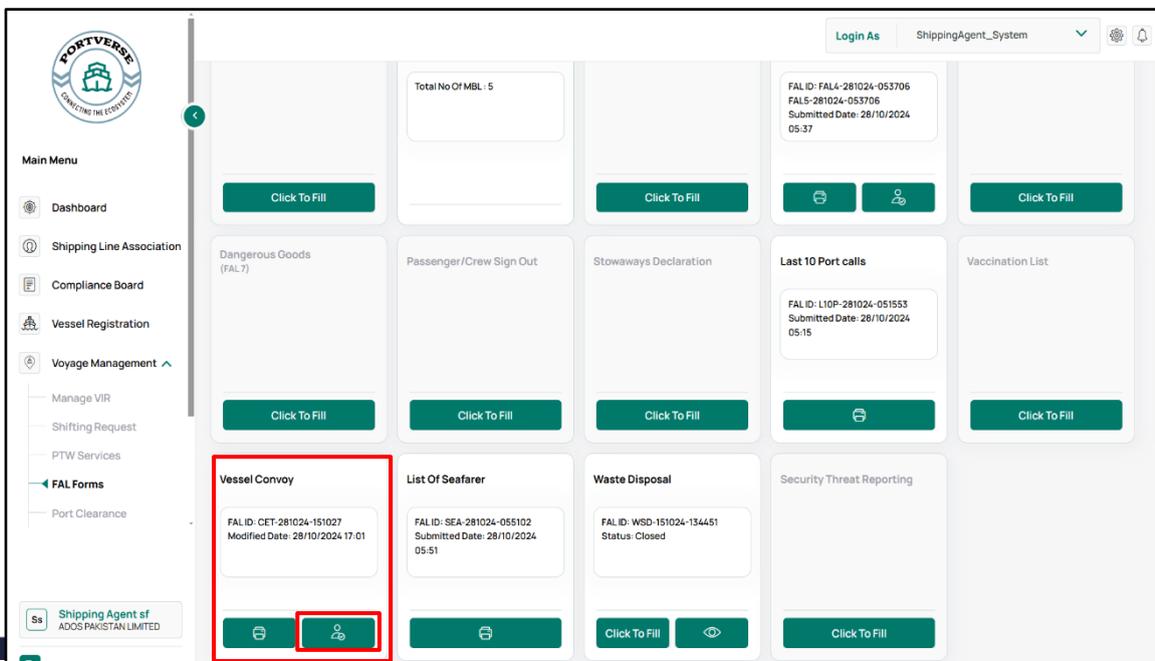




Figure 223 – FAL Forms Dashboard

Figure 224 - FAL Forms Screen Figure 225 – FAL Forms Dashboard

6.9. Stowaways Declaration – Shipping Agent

6.9.1. Access to Stowaway declaration

- i. Click 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.

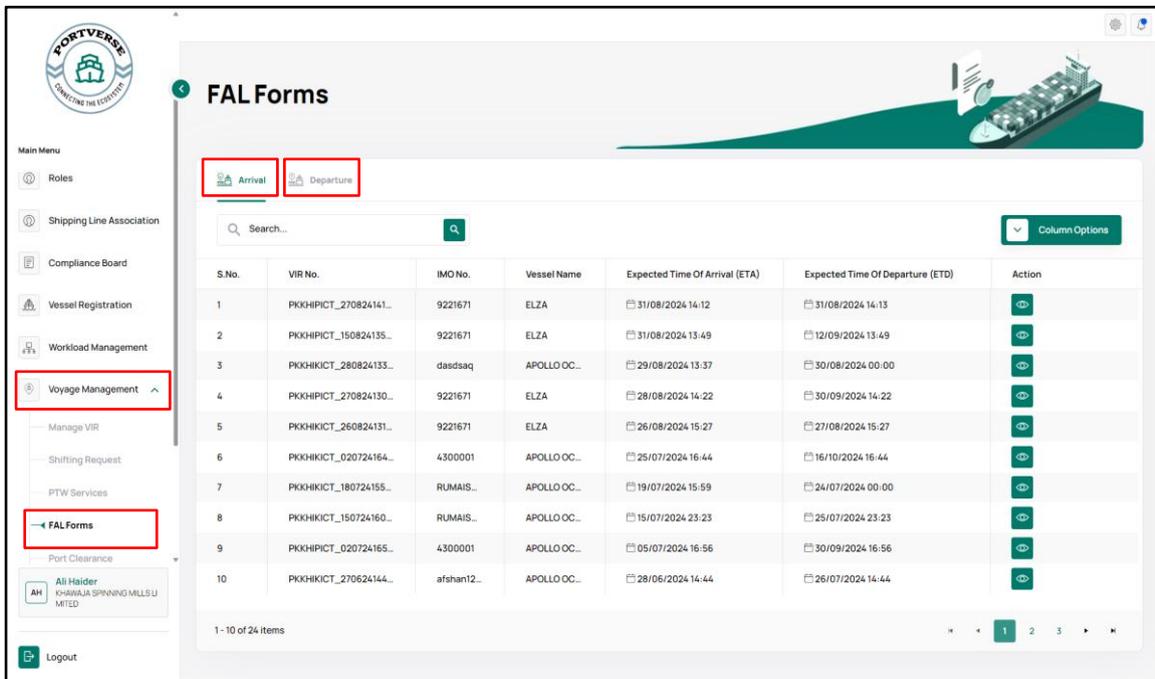
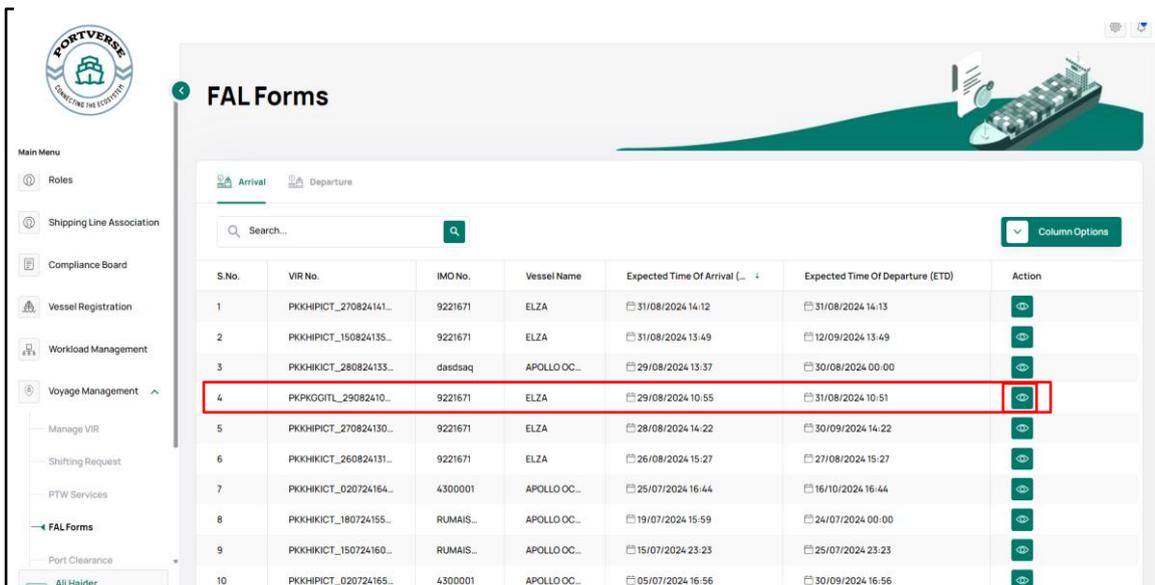


Figure 226 - FAL Forms Screen

iv.

Figure 227 - Select VIR Figure 228 - FAL Forms Screen



6.9.2. Submit Stowaways Declaration form

- i. Click on the “Click to fill” button on the Stowaways Declaration summary card

The screenshot shows the 'FAL Forms' interface for vessel PKPKGGITL_290824105102. The main menu on the left includes Shipping Line Association, Compliance Board, Vessel Registration, Voyage Management, Manage VIR, Shifting Request, PTW Services, FAL Forms (selected), Port Clearance, Vessel Operation, Routing Services, and Logout. The main content area displays a grid of declaration cards: 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 (highlighted with a red box), Last 10 Port calls, Vaccination List, Vessel Convoy, List Of Seafarer, Waste Disposal, and Security Threat Reporting. Each card has a 'Click To Fill' button.

Figure 232 - Stowaways Declaration Summary Card

- ii.

Figure 233 - Stowaway Declaration Form Screen

- iii. Enter No of Persons and Period of Stay.

The screenshot shows the 'Stowaways Declaration' form for vessel PKPKGGITL_290824105102. The form has two input fields: 'NO. OF PERSONS' with the value '5' and 'PERIOD OF STAY' with the value '5'. Below the input fields is a search bar and buttons for 'Export Excel', 'Upload CSV', 'Download Template', 'Add New', and 'Column Options'. A message states: 'You haven't added any records. Please Click on "Add New" or upload a CSV file to update the Stowaway Declaration'. At the bottom, there are buttons for 'Discard', 'Save As Draft', and 'Submit'.

Figure 235 - Stowaway Declaration Form Screen

Figure 236 - Add New Record

iv. Click on the “Add New” button to manually add data.

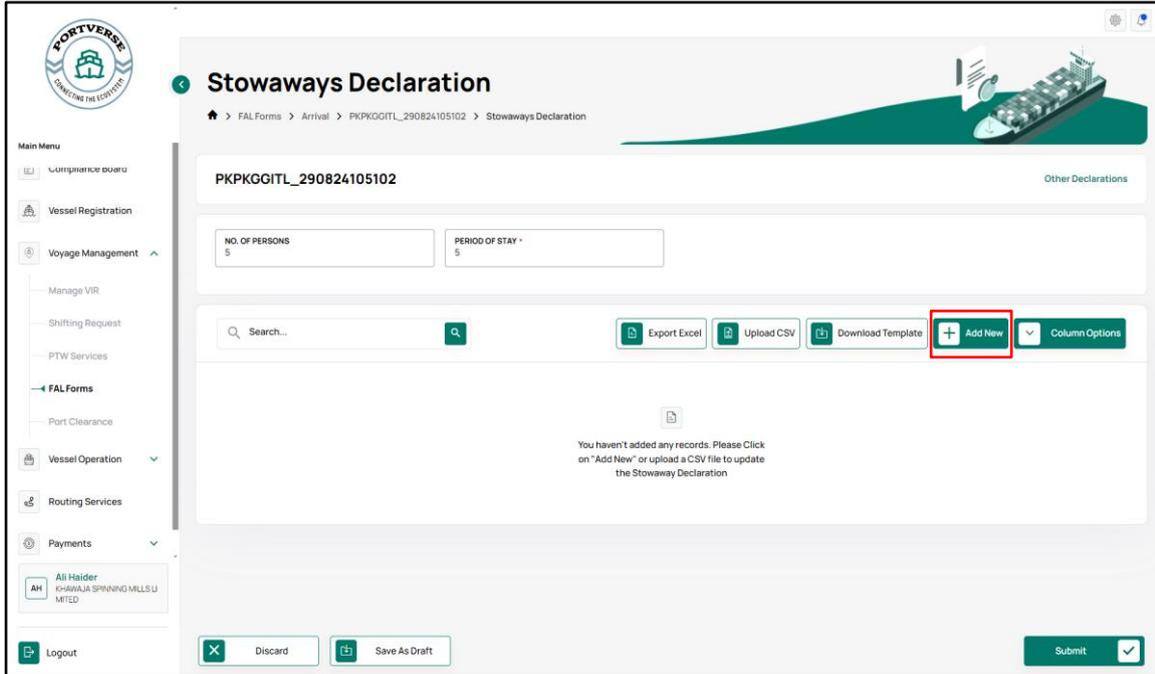


Figure 238 - Add New Record

Figure 239 - Stowaways Form Overlay Screen

v.

vi. Form fields will have default values.

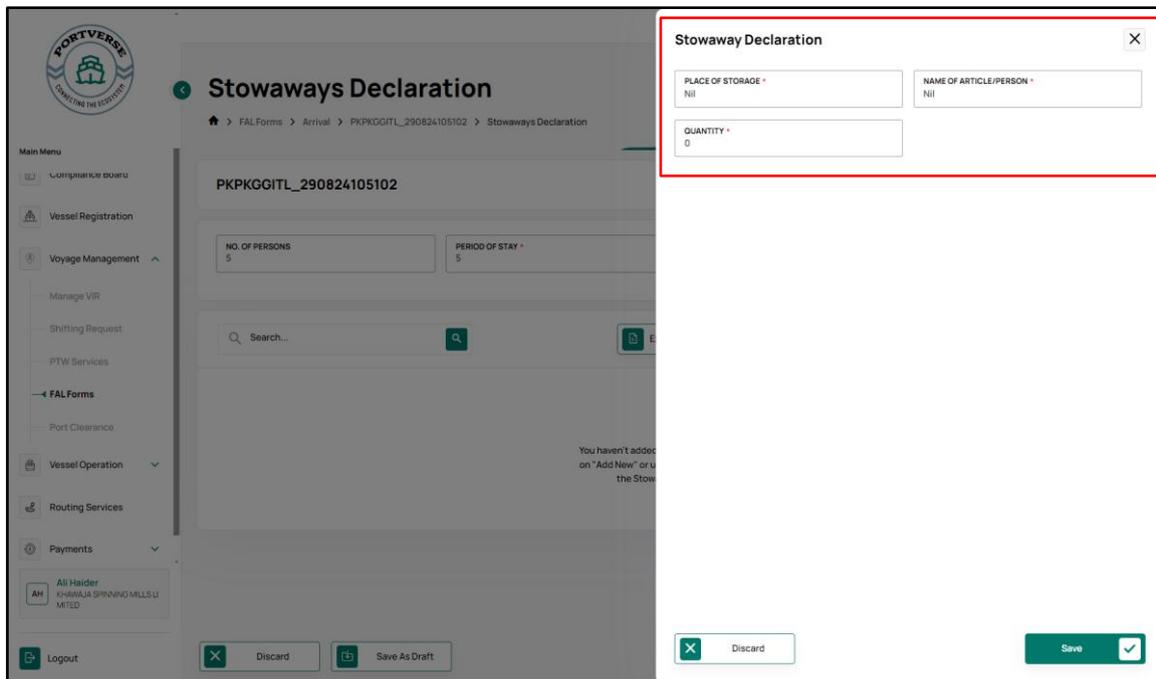


Figure 241 - Stowaways Form Overlay Screen

Figure 242 - Save Stowaways Record

Figure 243 - Stowaways Form Overlay Screen

- vii. Enter the updated field values.
- viii. Click on the “Save” button.

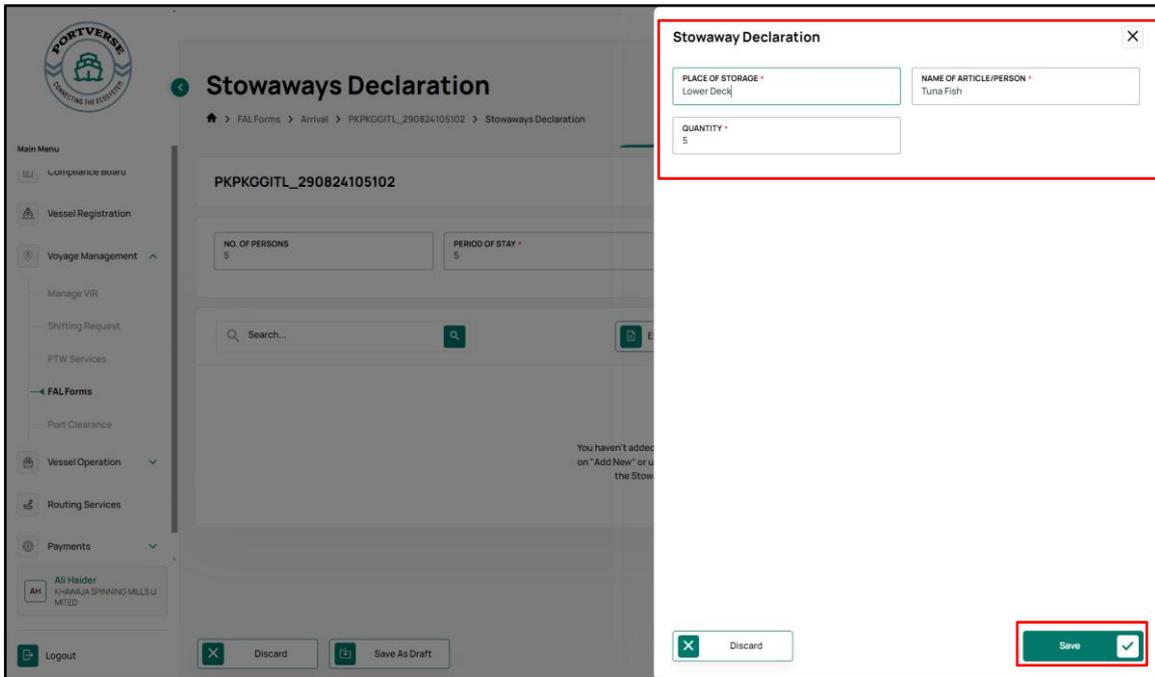


Figure 244 - Save Stowaways Record

Figure 245 - Stowaways Declaration Main Screen Figure 246 - Save Stowaways Record

- ix.

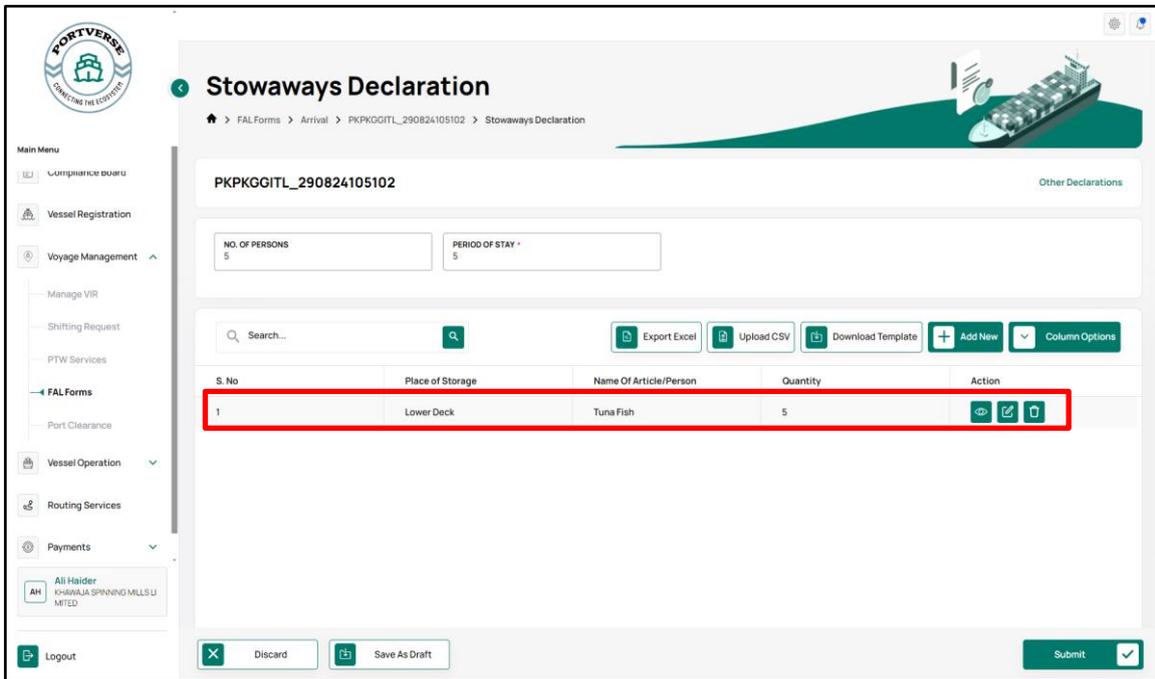


Figure 247 - Stowaways Declaration Main Screen

Figure 248 - Download Template Figure 249 - Stowaways Declaration Main Screen



- x. Repeat the above step until details pertaining to all the Stowaways are added in the form.
- xi. Alternatively, data can be added through Upload CSV functionality.
- xii. To download the Stowaways Declaration template, click on the **“Download template”** button

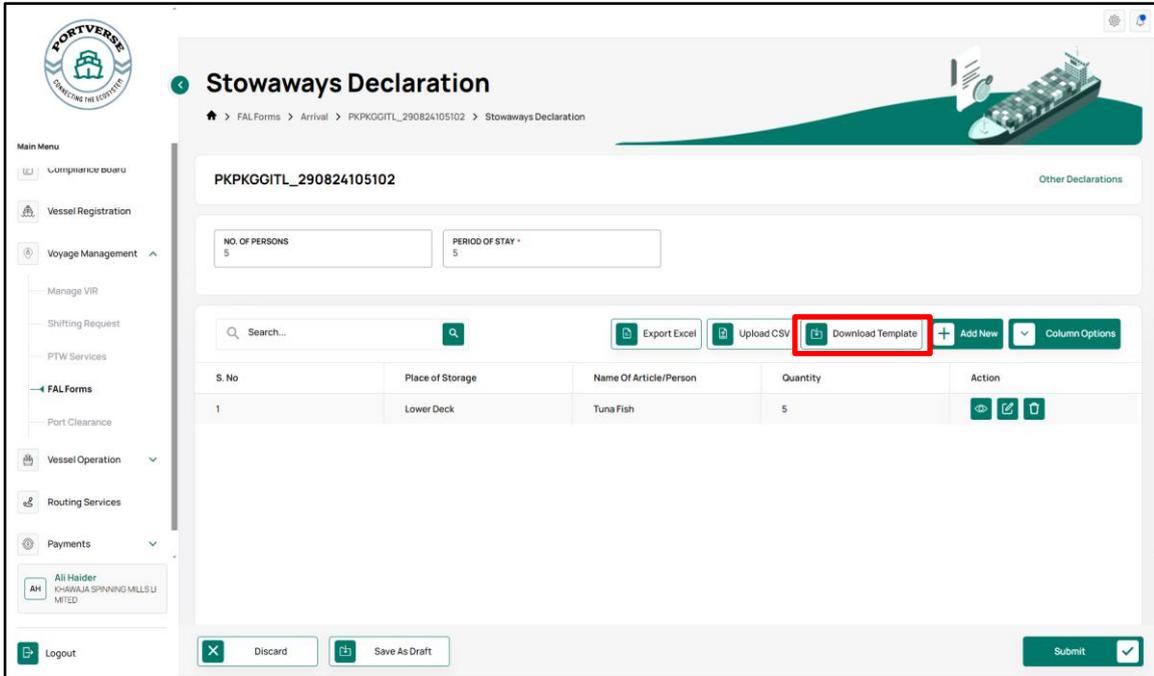


Figure 250 - Download Template

Figure 251 - CSV Template Figure 252 - Download Template

xii

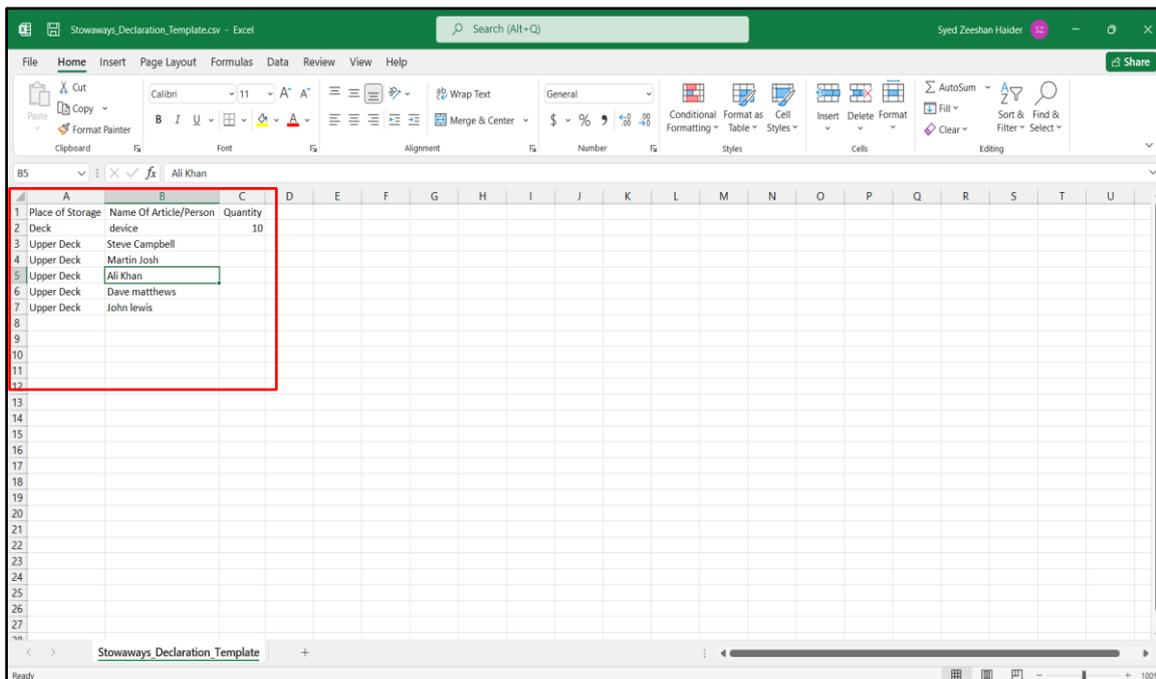


Figure 254 - Upload CSV Figure 255 - CSV Template



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

- xiv. Click on the **“Upload”** Button

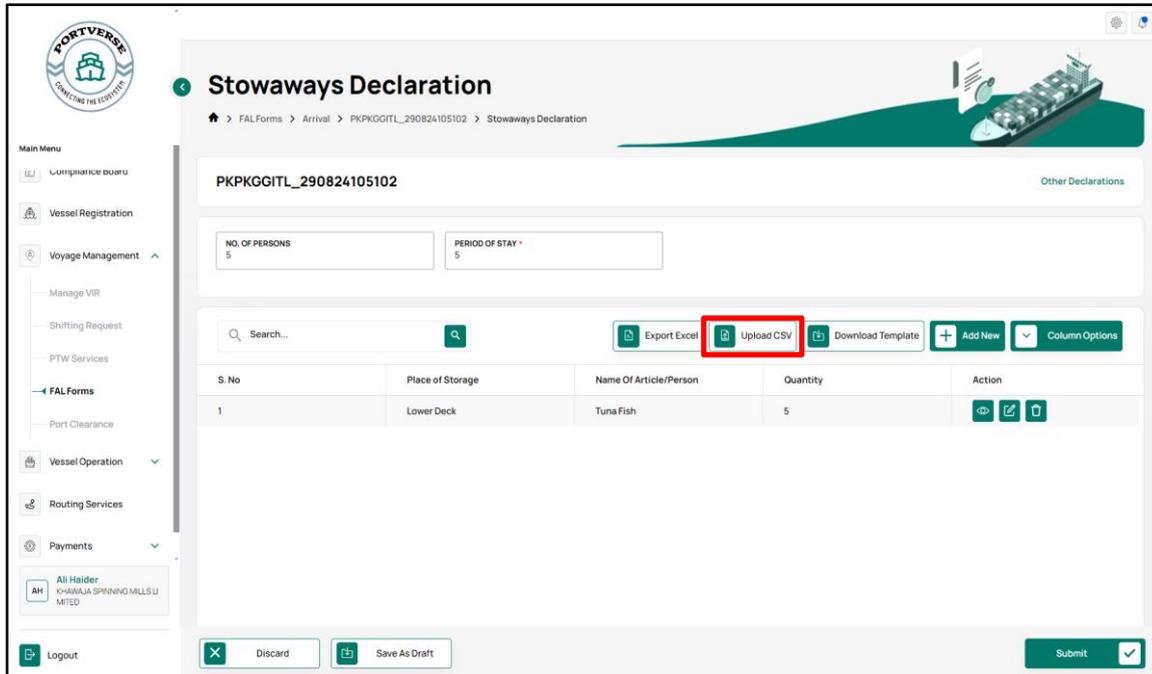


Figure 256 - Upload CSV

Figure 257 - Upload CSV Window

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

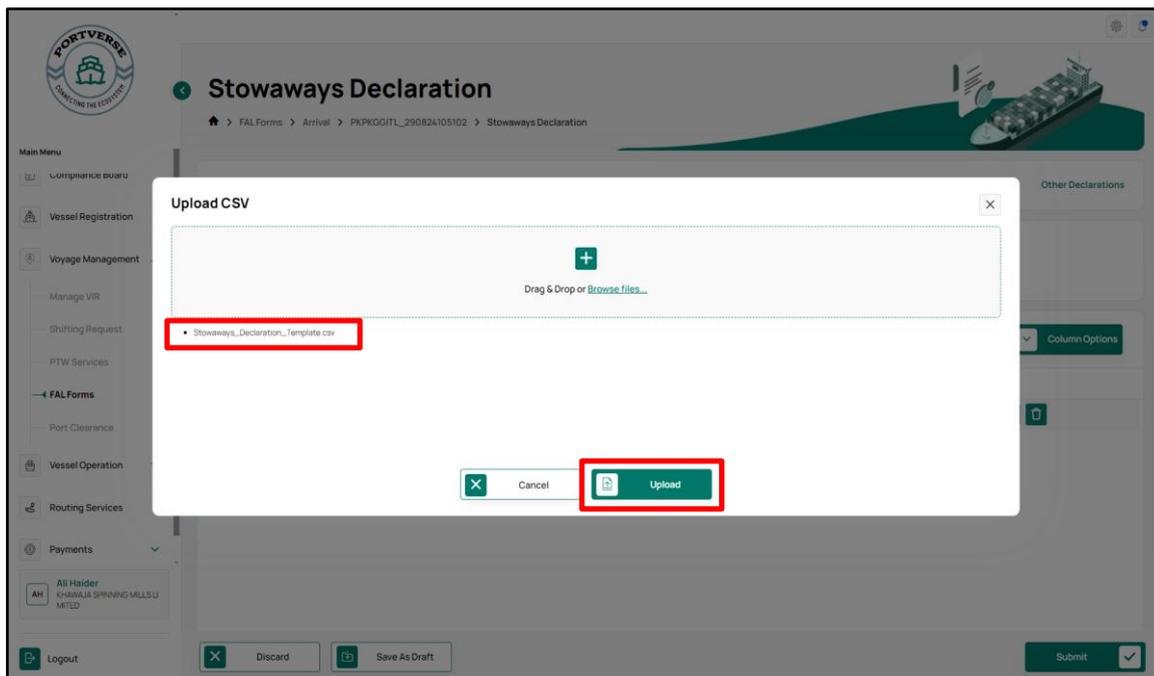


Figure 259 - Upload CSV Window

Figure 260 - Stowaways Form Main Screen

Figure 261 - Upload CSV Window



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

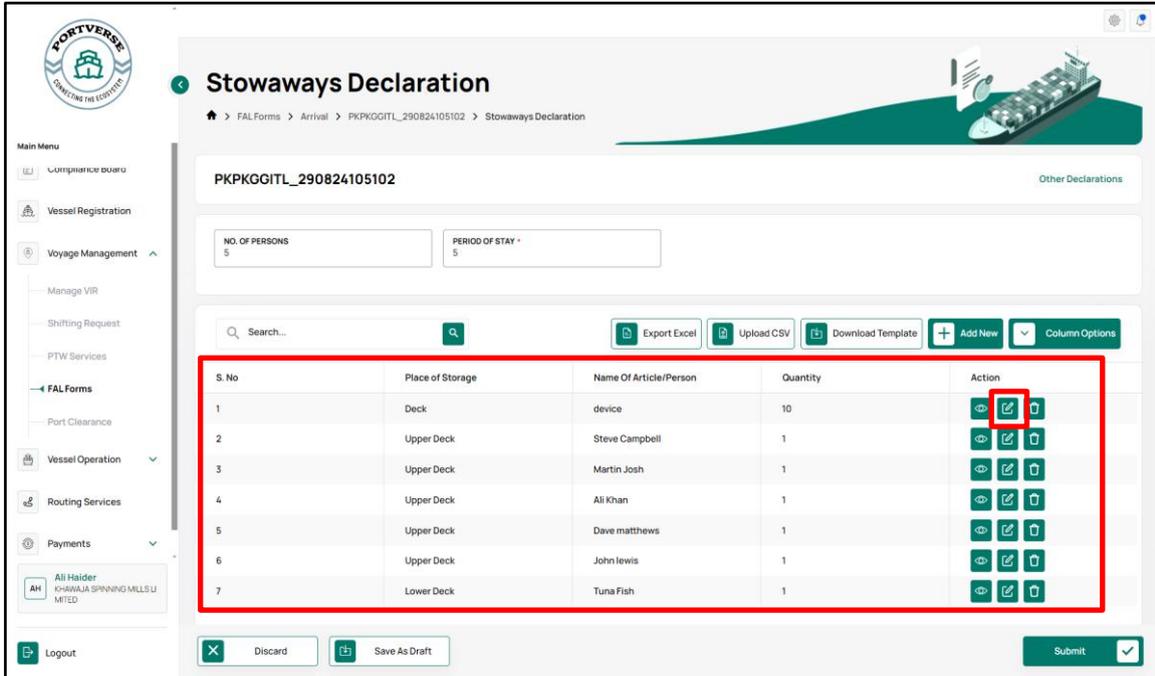


Figure 262 - Stowaways Form Main Screen

- xviii. *Figure 263 -Submit Stowaways Form* *Figure 264 - Stowaways Form Main Screen*

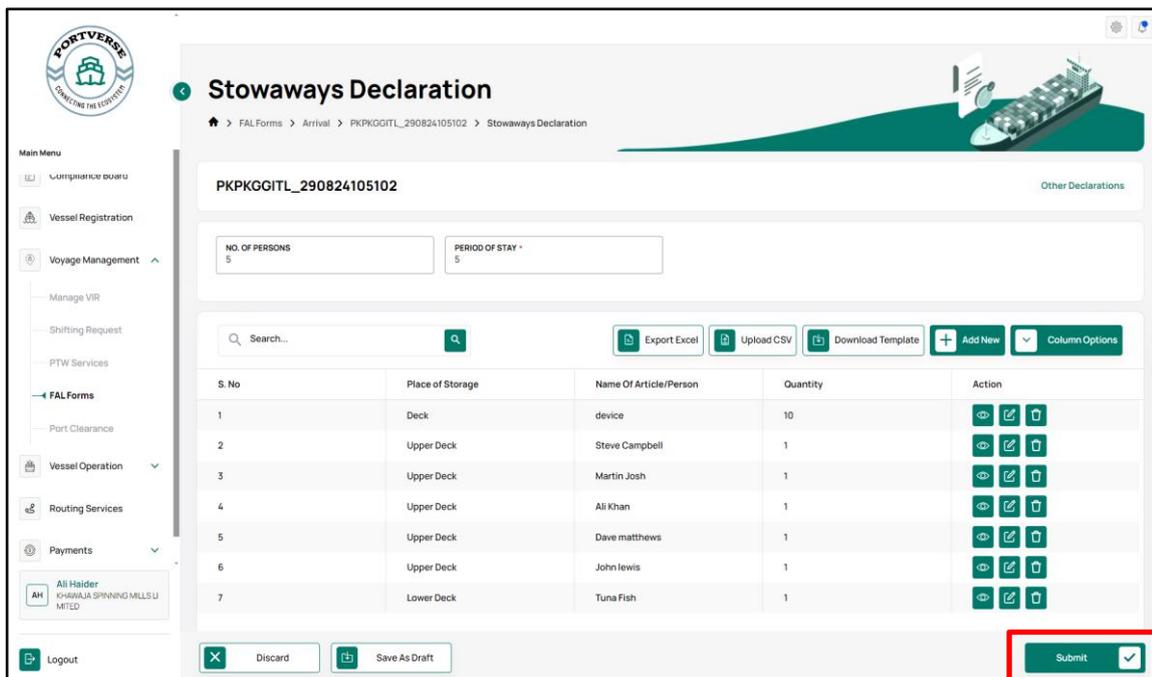


Figure 265 -Submit Stowaways Form



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

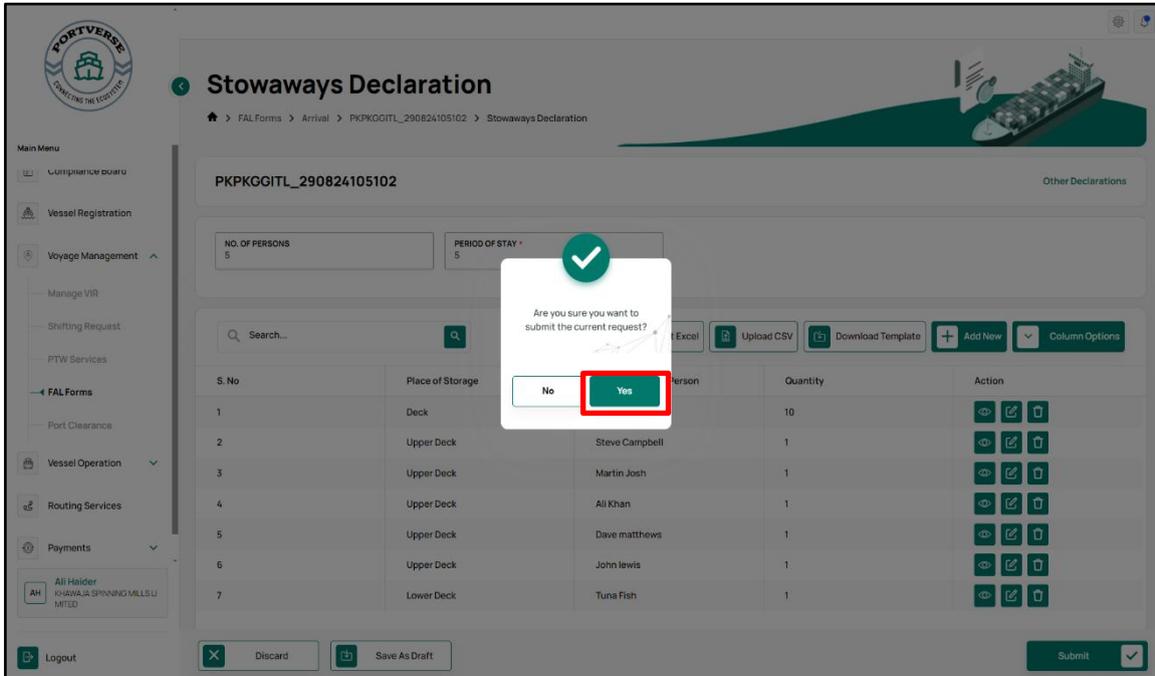


Figure 268 - Confirmation Alert

Figure 269 - FAL Forms Dashboard Screen Figure 270 - Confirmation Alert

- xxi. date.
- xxii. Click on the “View Approval” icon to view the approval status

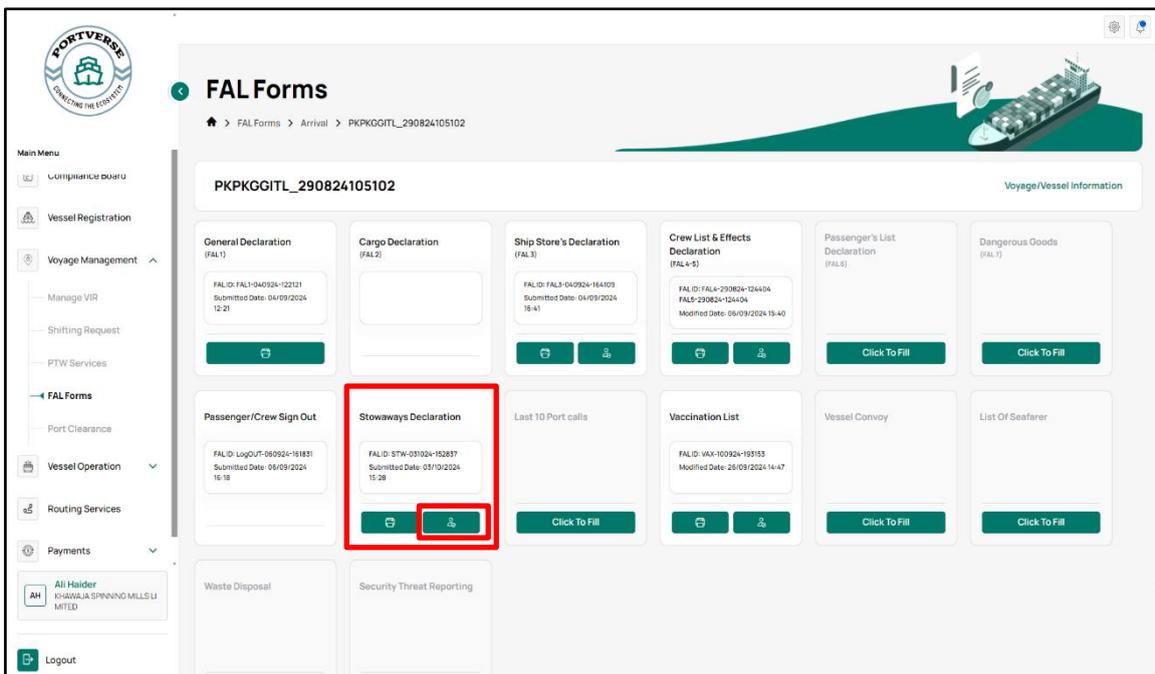


Figure 271 - FAL Forms Dashboard Screen



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