PSW
PAKISTAN SINGLE WINDOW

# PAKISTAN SINGLE WINDOW

## Transforming Pakistan's International Trade

PORTVERSE
CONNECTING THE ECOSYSTEM

# 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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# TABLE OF CONTENTS


1. Introduction ..... 6
2. Background ..... 6
3. Salient Features of PortVerse: ..... 7
4. Pre-Requisites for Cross Border Trade and Financial Transactions ..... 8
5. System Requirements ..... 8
6. Step by Step Process ..... 9
   6.1. User login – External User ..... 9
   6.2. Security Threat Reporting – Shipping Agent ..... 10
      6.2.1. Access to Security Threat Reporting ..... 10
      6.2.2. Submit Security Threat Reporting Form ..... 11
      6.2.3. View Acknowledgement ..... 17
   6.3. Waste Disposal Request Submission – Shipping Agent ..... 19
      6.3.1. Access to Waste Disposal ..... 19
      6.3.2. Submit Waste Disposal Request ..... 20
   6.4. Waste Disposal Payment – Shipping Agent ..... 25
      6.4.1. Access to Waste Disposal ..... 25
      6.4.2. Submit Waste Disposal Payment ..... 27
   6.5. Waste Disposal Penalty Payment – Shipping Agent ..... 30
      6.5.1. Access to Waste Disposal ..... 30
      6.5.1. Submit Waste Disposal Penalty Payment ..... 32
   6.6. Last 10 Port Calls – Shipping Agent ..... 35
      6.6.1. Access to Last 10 Port Calls ..... 35
      6.6.2. Submit Last 10 Port Calls ..... 36
   6.7. List of Seafarer – Shipping Agent ..... 40
      6.7.1. Access to List of Seafarer ..... 40
      6.7.2. Submit List of Seafarer ..... 41
   6.8. Vessel Convoy – Shipping Agent ..... 46
      6.8.1. Access to Vessel Convoy ..... 46
      6.8.2. Submit Vessel Convoy – Acquire from Port ..... 47
      6.8.3. Submit Vessel Convoy – Acquire Outside Port ..... 54
   6.9. Stowaways Declaration – Shipping Agent ..... 61
      6.9.1. Access to Stowaway declaration ..... 61
      6.9.2. Submit Stowaways Declaration form ..... 62

# TABLE OF FIGURES

Figure 1 – PCS Portal ..... 9
Figure 2 – Login Screen ..... 9
Figure 3 – FAL Forms ..... 10
Figure 4 – FAL Forms Dashboard ..... 11
Figure 5 – Security Threat Reporting Form ..... 11
Figure 6 – Security Threat Reporting Form ..... 11
Figure 7 – Security Threat Reporting Form ..... 12
Figure 8 – Security Threat Reporting Form ..... 12
Figure 9 – Security Threat Reporting Form ..... 13
Figure 10 – Security Threat Reporting Form ..... 13
Figure 11 – Security Threat Reporting Form ..... 14
Figure 12 – Security Threat Reporting Form ..... 14
Figure 13 – Security Threat Reporting Form ..... 15
Figure 14 – Security Threat Reporting Form ..... 15
Figure 15 – Security Threat Reporting Form ..... 16
Figure 16 – Security Threat Reporting Form ..... 16
Figure 17 – FAL Forms Dashboard ..... 17
Figure 18 – View Acknowledgement Status ..... 17
Figure 19 – FAL Forms ..... 19
Figure 20 – FAL Forms Dashboard ..... 19
Figure 21 – Waste Disposal Request ..... 20
Figure 22 – Waste Disposal Request ..... 20
Figure 23 – Waste Disposal Request ..... 21
Figure 24 – Waste Disposal Request ..... 21
Figure 25 – Waste Disposal Request ..... 22
Figure 26 – Waste Disposal Request ..... 22
Figure 27 – Waste Disposal Request ..... 23
Figure 28 – Waste Disposal Request ..... 23
Figure 29 – Waste Disposal Request ..... 24
Figure 30 – FAL Forms Dashboard ..... 24
Figure 31 – FAL Forms ..... 25
Figure 32 – FAL Forms Dashboard ..... 26
Figure 33 – Waste Disposal Request ..... 26
Figure 34 – Waste Disposal Request ..... 27
Figure 35 – Waste Disposal Request ..... 27
Figure 36 – Waste Disposal Request ..... 28
Figure 37 – Waste Disposal Request ..... 28
Figure 38 – Waste Disposal Request ..... 29
Figure 39 – FAL Forms Dashboard ..... 29
Figure 40 – FAL Forms ..... 30
Figure 41 – FAL Forms Dashboard ..... 30
Figure 42 – Waste Disposal Request ..... 31
Figure 43 – Waste Disposal Request ..... 32
Figure 44 – Waste Disposal Request ..... 32
Figure 45 – Waste Disposal Request ..... 33
Figure 46 – Waste Disposal Request ..... 33
Figure 47 – Waste Disposal Request ..... 34
Figure 48 – FAL Forms Dashboard ..... 34
Figure 49 – FAL Forms ..... 35



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Figure 50 – FAL Forms Dashboard ..... 35
Figure 51 – Last 10 Port Calls ..... 36
Figure 52 – Last 10 Port Calls ..... 36
Figure 53 – Last 10 Port Calls ..... 37
Figure 54 – Last 10 Port Calls ..... 37
Figure 55 – Last 10 Port Calls ..... 38
Figure 56 – Last 10 Port Calls ..... 38
Figure 57 - FAL Forms Dashboard Screen ..... 39
Figure 58 – FAL Forms ..... 40
Figure 59 – FAL Forms Dashboard ..... 40
Figure 60 – List of Seafarer ..... 41
Figure 61 – List of Seafarer ..... 42
Figure 62 – List of Seafarer ..... 42
Figure 63 – List of Seafarer ..... 42
Figure 64 – List of Seafarer ..... 43
Figure 65 – List of Seafarer ..... 43
Figure 66 – List of Seafarer ..... 44
Figure 67 – List of Seafarer ..... 45
Figure 68 – FAL Forms ..... 46
Figure 69 – FAL Forms Dashboard ..... 46
Figure 70 – Vessel Convoy ..... 47
Figure 71 – Vessel Convoy ..... 47
Figure 72 – Vessel Convoy ..... 48
Figure 73 – Vessel Convoy ..... 48
Figure 74 – Vessel Convoy ..... 49
Figure 75 – Vessel Convoy ..... 49
Figure 76 – Vessel Convoy ..... 50
Figure 77 – Vessel Convoy ..... 50
Figure 78 – Vessel Convoy ..... 51
Figure 79 – Vessel Convoy ..... 52
Figure 80 – Vessel Convoy ..... 52
Figure 81 – FAL Forms Dashboard ..... 53
Figure 82 – Vessel Convoy ..... 54
Figure 83 – Vessel Convoy ..... 54
Figure 84 – Vessel Convoy ..... 55
Figure 85 – Vessel Convoy ..... 55
Figure 86 – Vessel Convoy ..... 56
Figure 87 – Vessel Convoy ..... 56
Figure 88 – Vessel Convoy ..... 57
Figure 89 – Vessel Convoy ..... 57
Figure 90 – Vessel Convoy ..... 58
Figure 91 – Vessel Convoy ..... 59
Figure 92 – Vessel Convoy ..... 59
Figure 93 – Vessel Convoy ..... 60
Figure 94 – Vessel Convoy ..... 60
Figure 95 – FAL Forms Dashboard ..... 61
Figure 99 - FAL Forms Screen ..... 61
Figure 100 - Select VIR ..... 61
Figure 101 - Stowaways Declaration Summary Card ..... 62
Figure 102 - Stowaway Declaration Form Screen ..... 62
Figure 103 - Add New Record ..... 63
Figure 104 - Stowaways Form Overlay Screen ..... 63
Figure 105 - Save Stowaways Record ..... 64

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Figure 106 - Stowaways Declaration Main Screen ..... 64
Figure 107 - Download Template ..... 65
Figure 108 - CSV Template ..... 65
Figure 109 - Upload CSV ..... 66
Figure 110 - Upload CSV Window ..... 66
Figure 111 - Stowaways Form Main Screen ..... 67
Figure 112 -Submit Stowaways Form ..... 67
Figure 113 - Confirmation Alert ..... 68
Figure 114 - FAL Forms Dashboard Screen ..... 68



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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.

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## 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.



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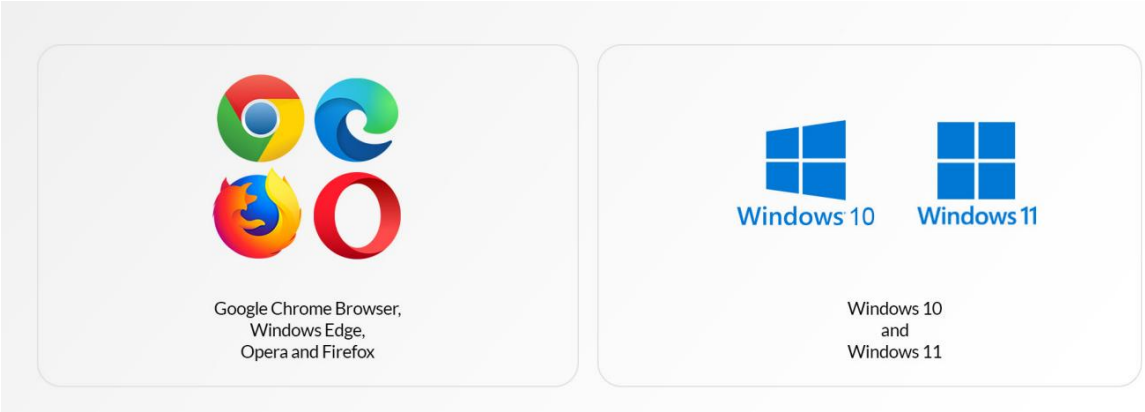
## 4. Pre-Requisites for Cross Border Trade and Financial Transactions

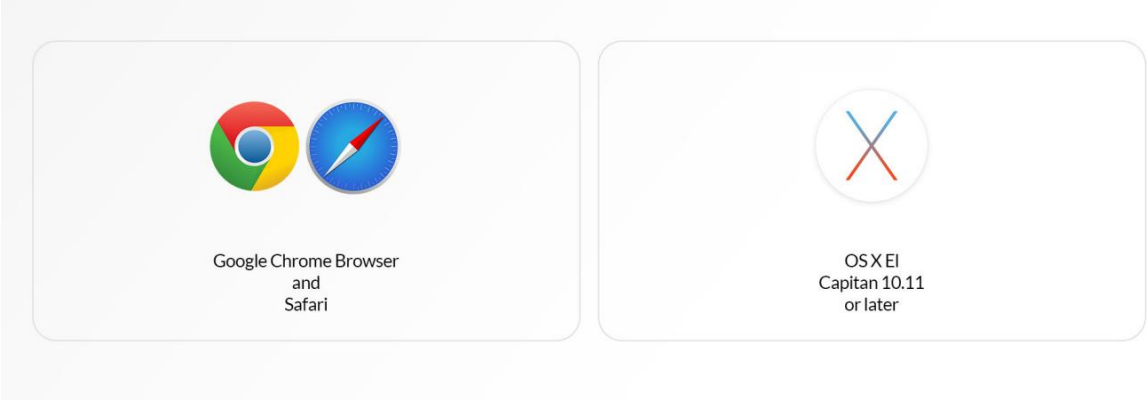
i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
ii. Users must have valid PCS application credentials.
iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
iv. Shipping agents must have a banking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

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# 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.

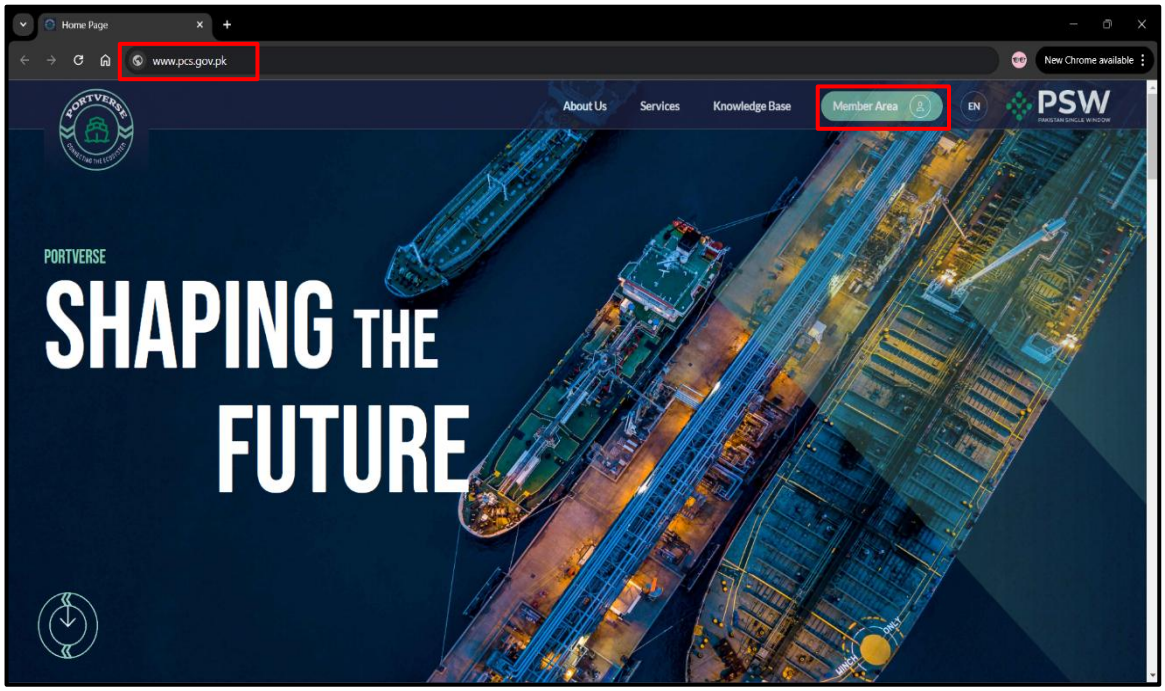


*Figure 1 – PCS Portal*

ii.

*Figure 2 – Login ScreenFigure 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.

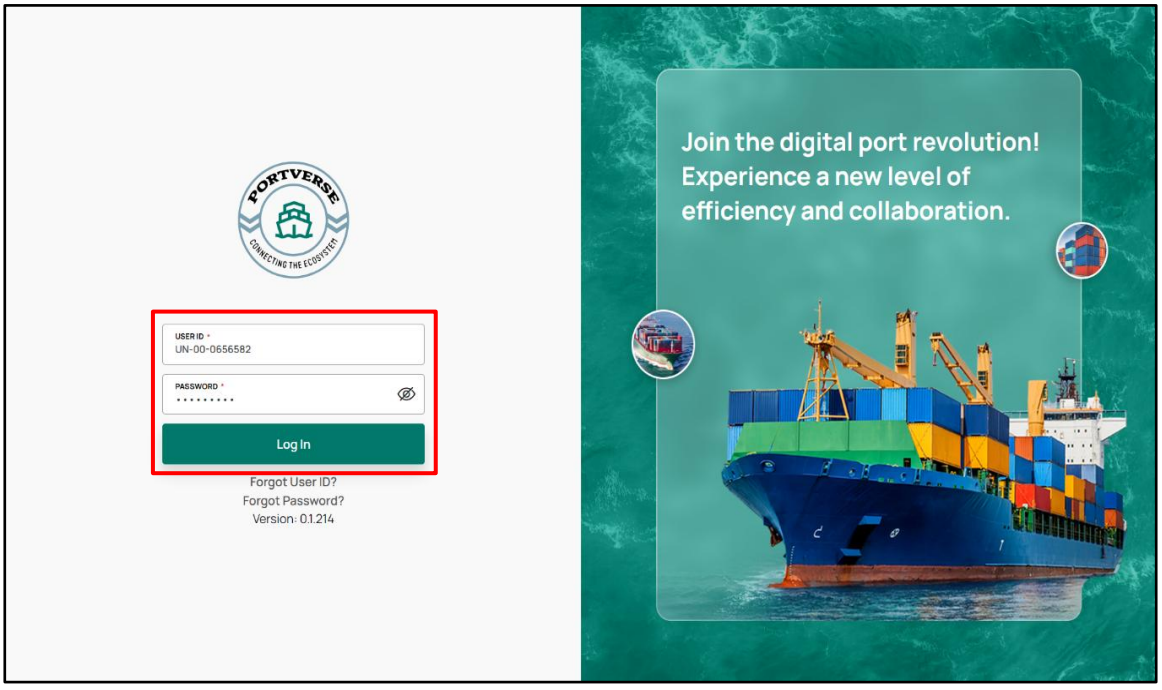


*Figure 4 – Login Screen*

*Figure 5 – FAL FormsFigure 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.

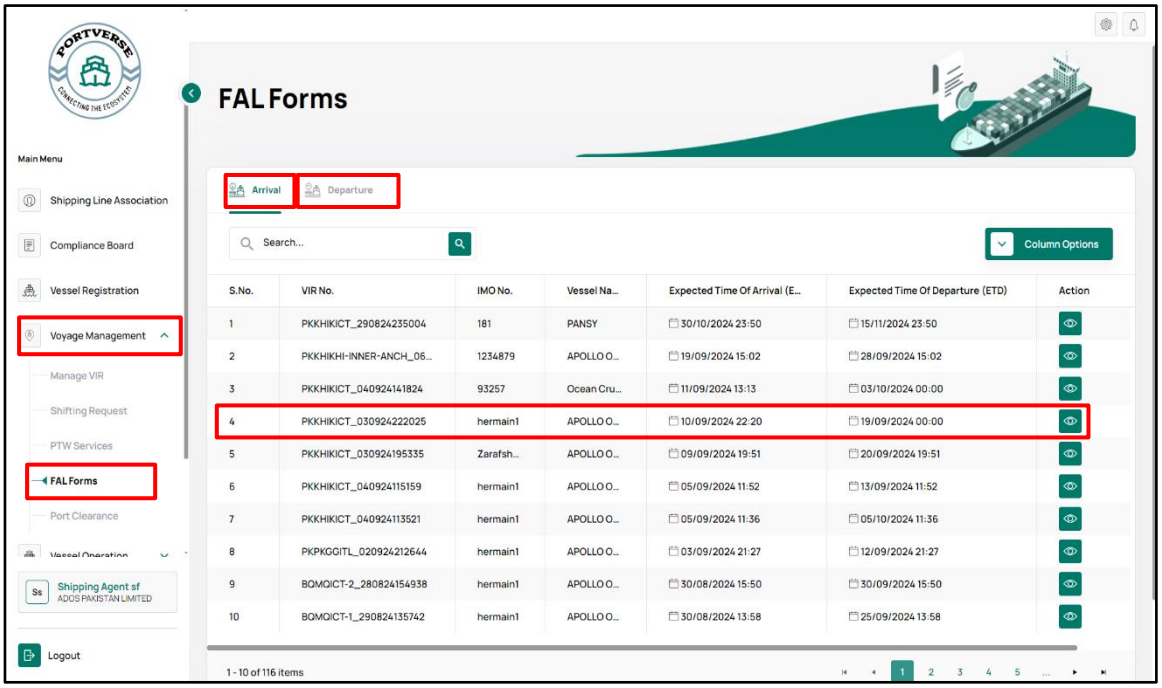


*Figure 7 – FAL Forms*

*Figure 8 – FAL Forms DashboardFigure 9 – FAL Forms*

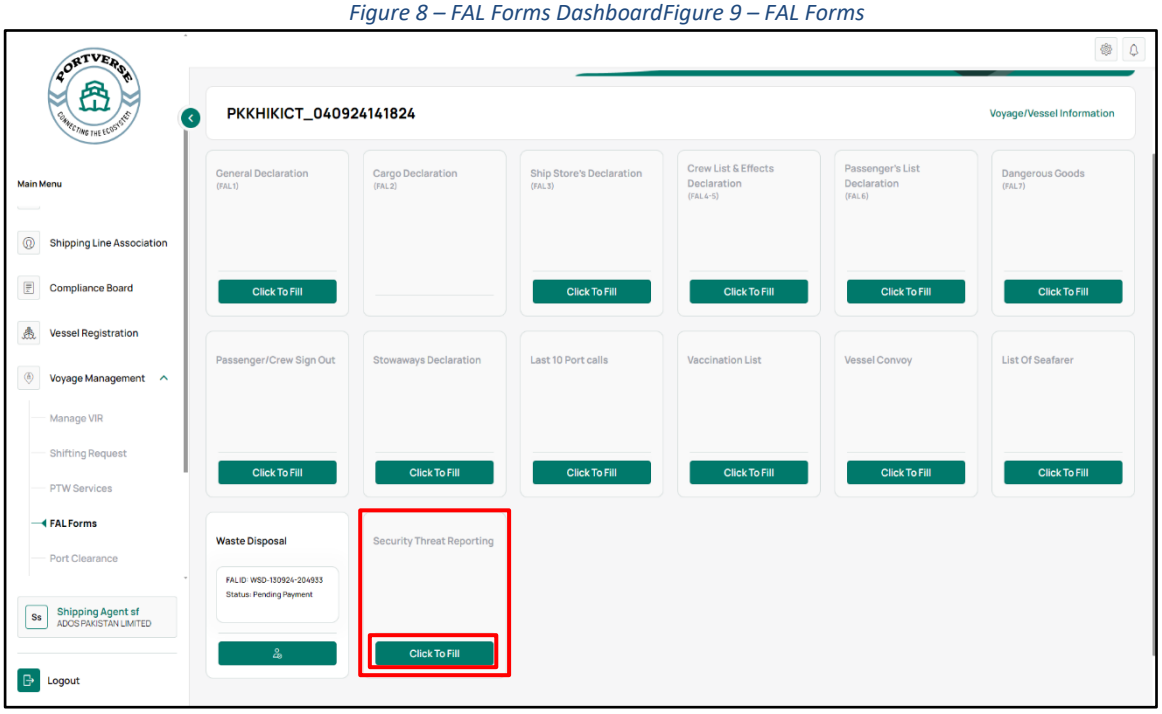


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*Figure 10 – FAL Forms Dashboard*

*Figure 11 – Security Threat Reporting FormFigure 12 – FAL Forms Dashboard*

### 6.2.2. Submit Security Threat Reporting Form

i. Fill / select the required fields.

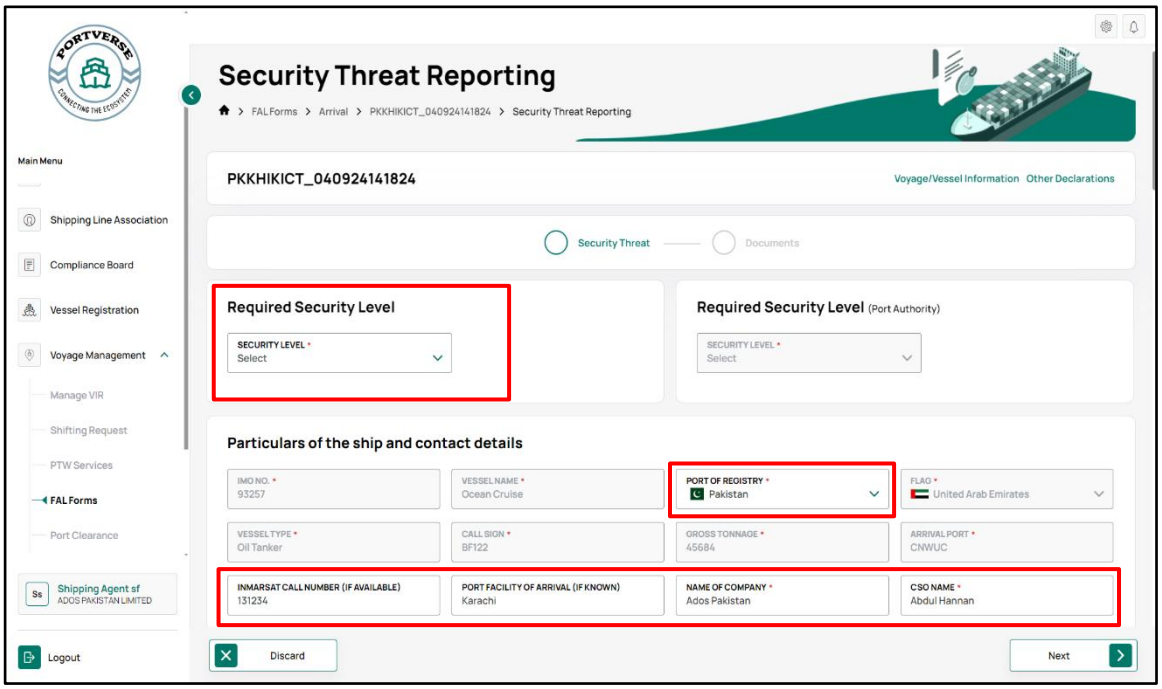


*Figure 13 – Security Threat Reporting Form*

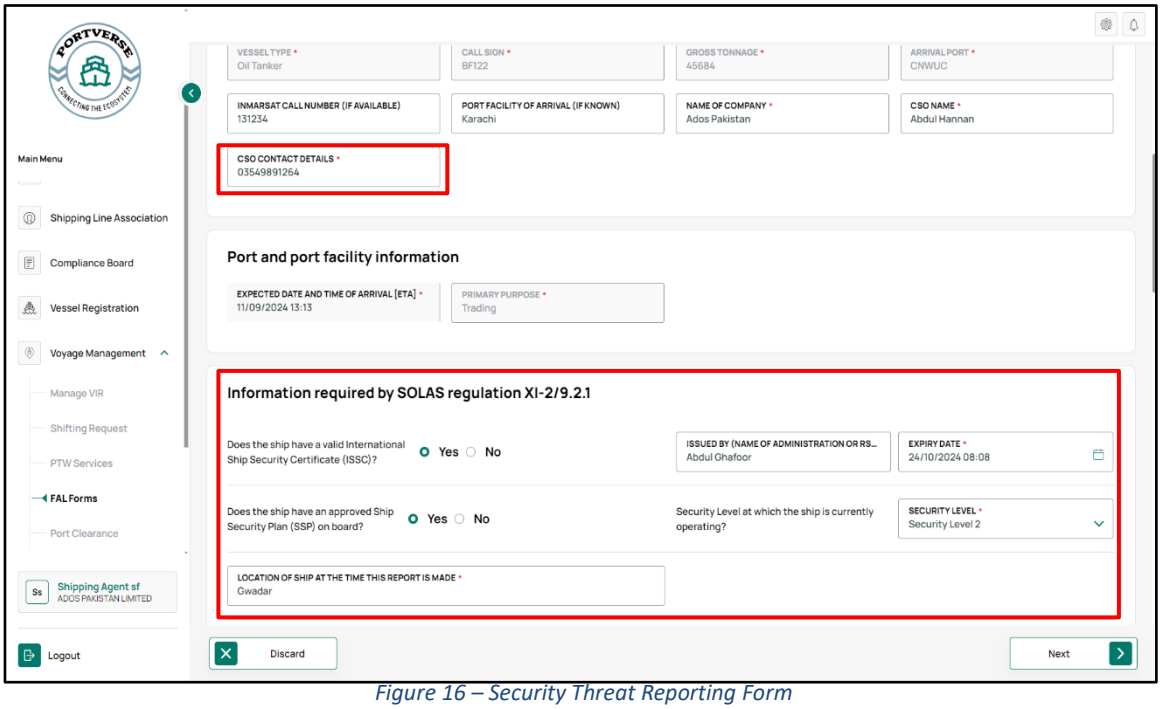


*Figure 16 – Security Threat Reporting Form*

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



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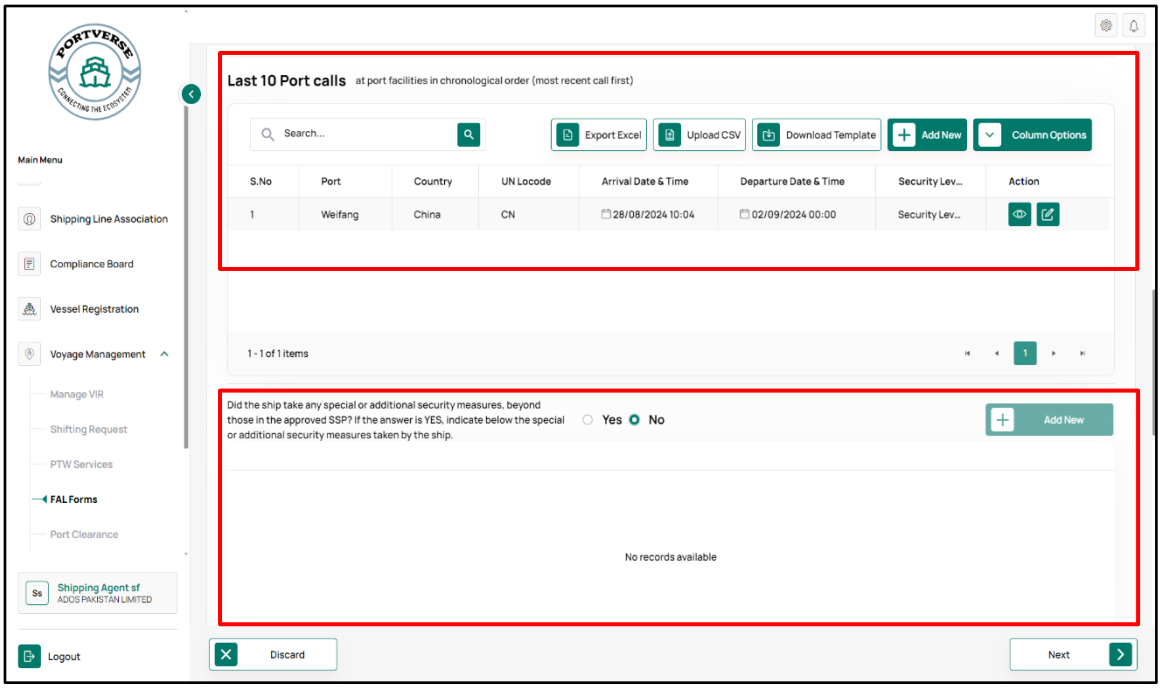


*Figure 19 – Security Threat Reporting Form*

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

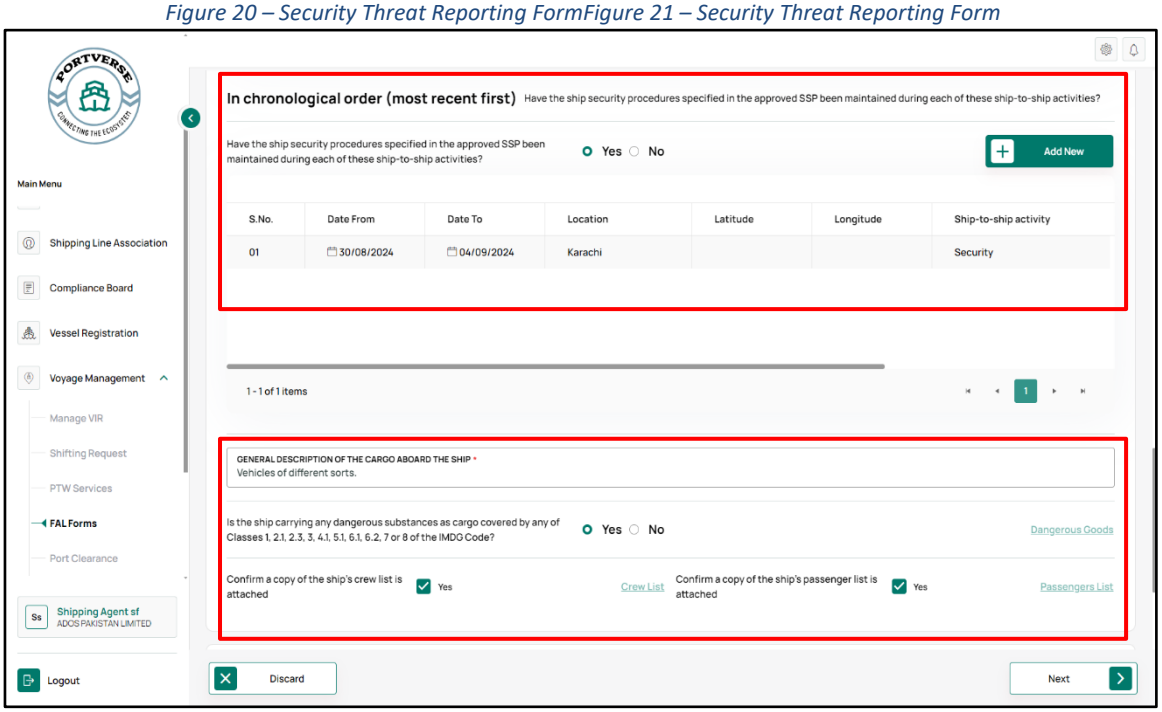


*Figure 22 – Security Threat Reporting Form*

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

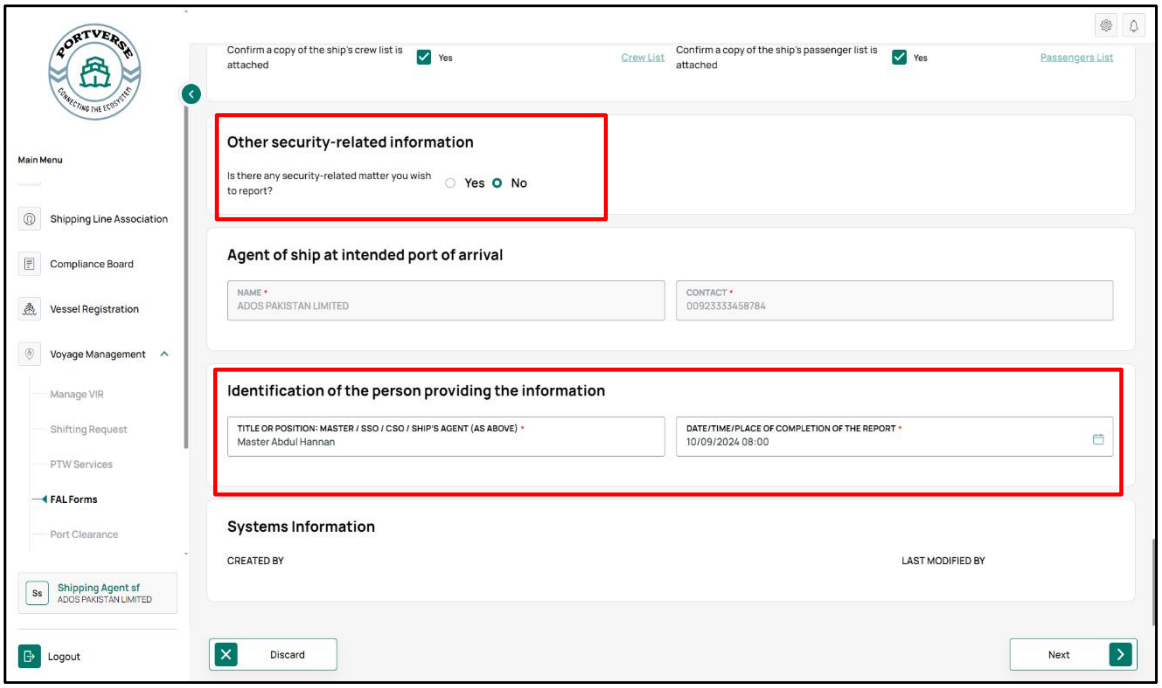


*Figure 25 – Security Threat Reporting Form*

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

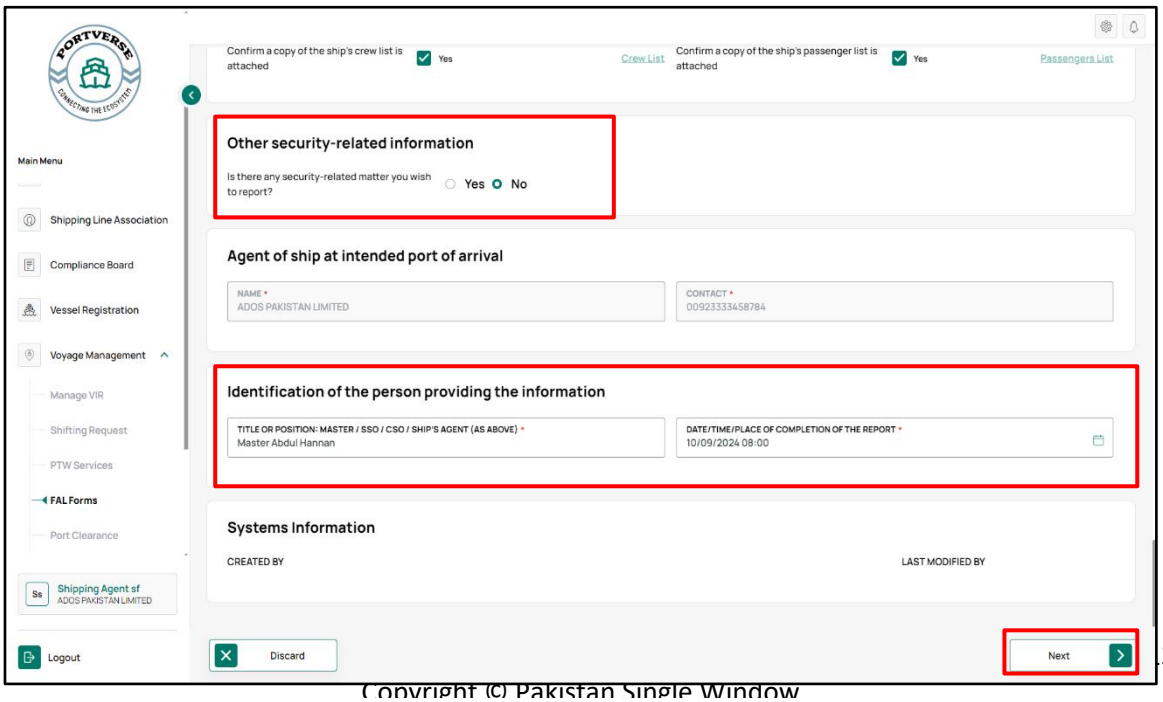



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*Figure 28 – Security Threat Reporting Form*

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

iii. Upload required documents.

iv. Click on OK button.

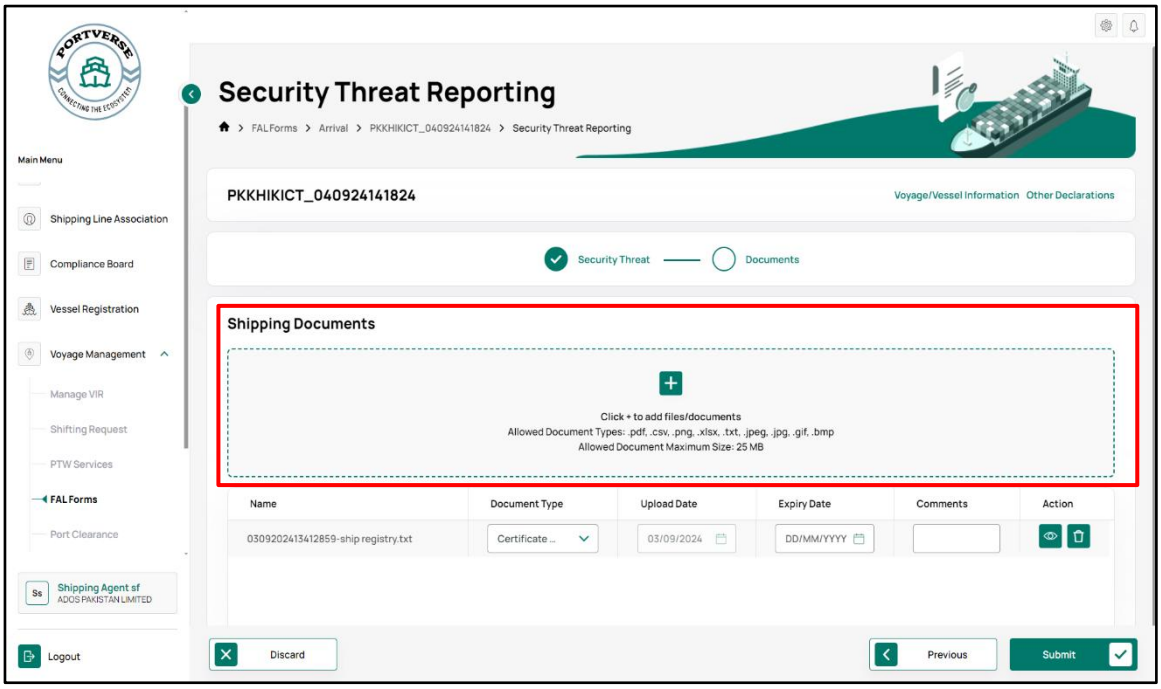


*Figure 31 – Security Threat Reporting Form*

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

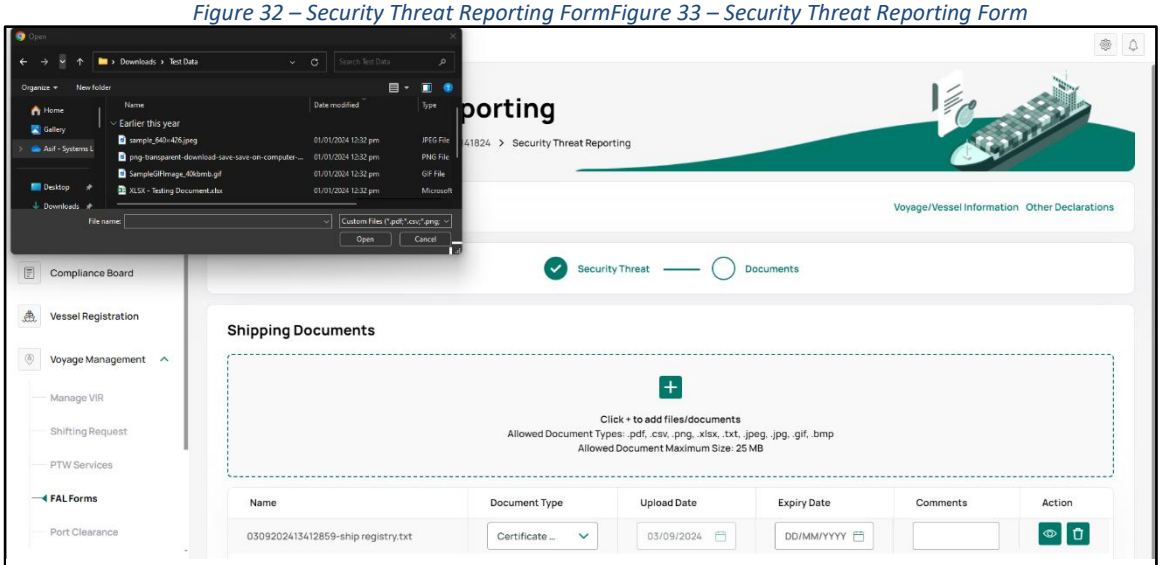


*Figure 34 – Security Threat Reporting Form*

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

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v. Upload document will be visible in the grid.

vi. Click on **“Submit”** button.

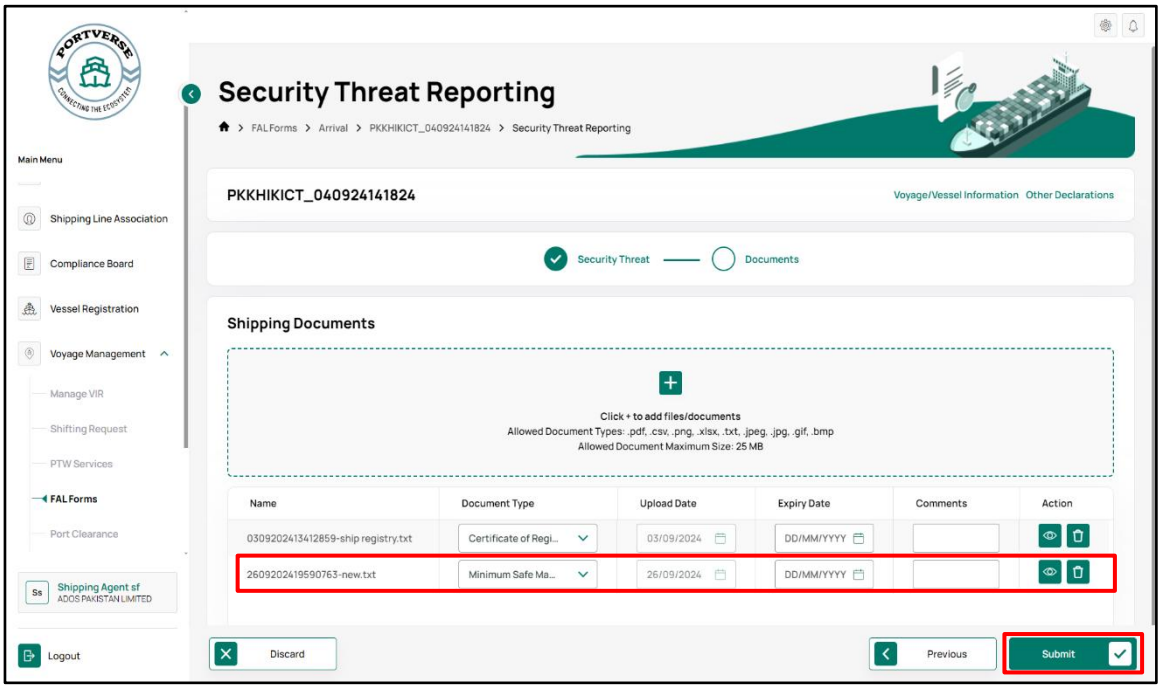


*Figure 37 – Security Threat Reporting Form*

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

vii. A confirmation alert will appear.

viii. Click on **“Yes”** button.

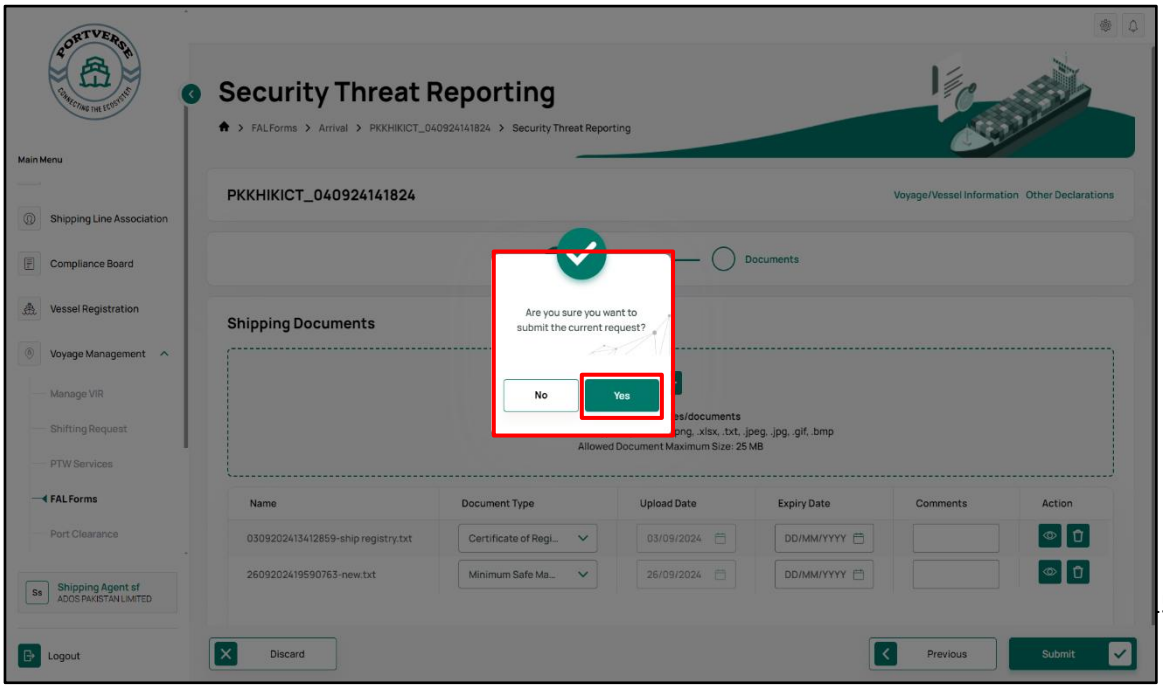


*Figure 40 – Security Threat Reporting Form*

ix. Then a success alert appears.

x. Click on **“OK”** button.

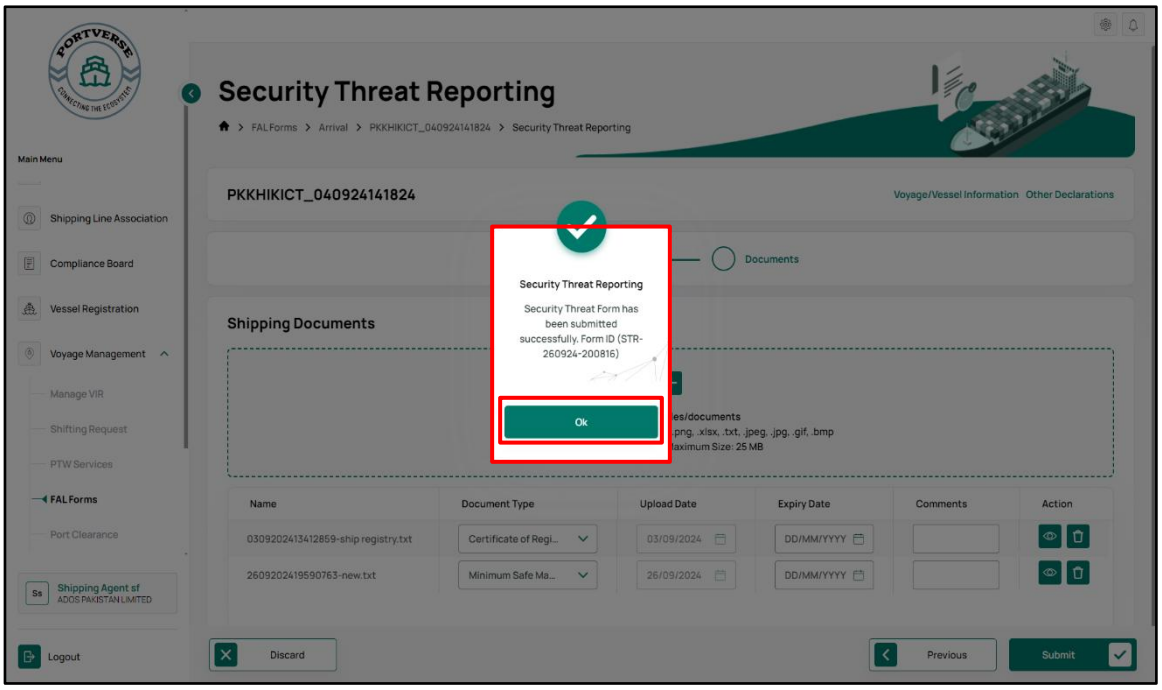


*Figure 43 – Security Threat Reporting Form*

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

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

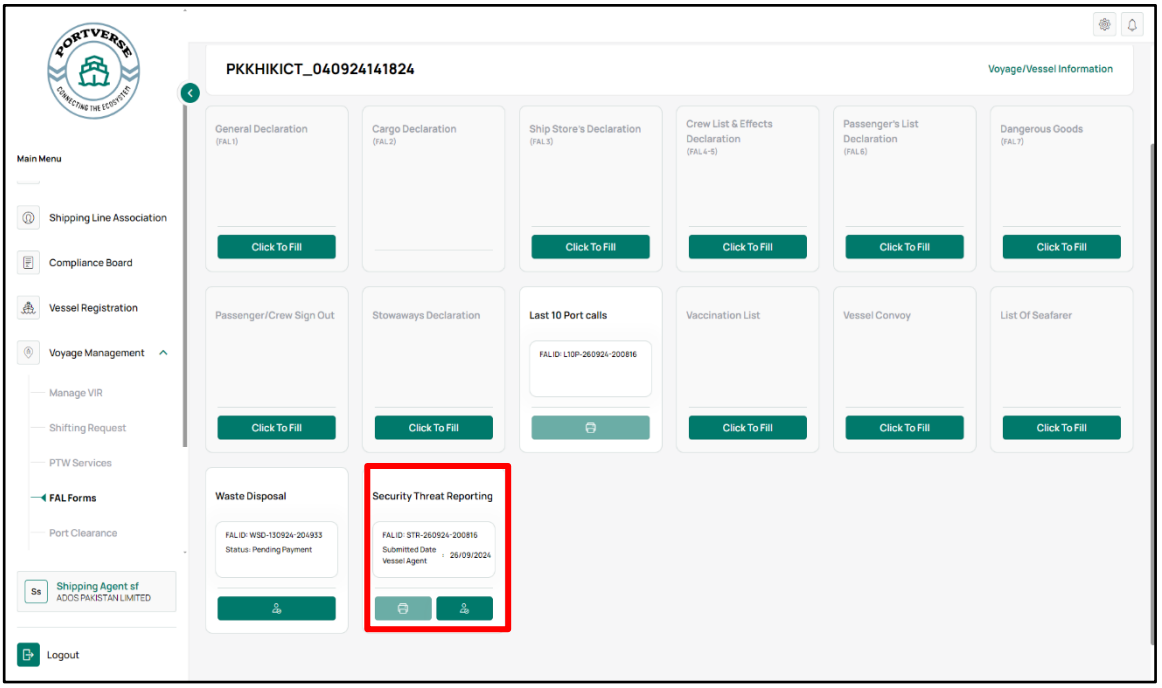


*Figure 46 – Security Threat Reporting Form*

*Figure 47 – FAL Forms DashboardFigure 48 – Security Threat Reporting Form*

### 6.2.3. View Acknowledgement

i. Click on the "**View Acknowledgement**" button on Security Threat Reporting card.

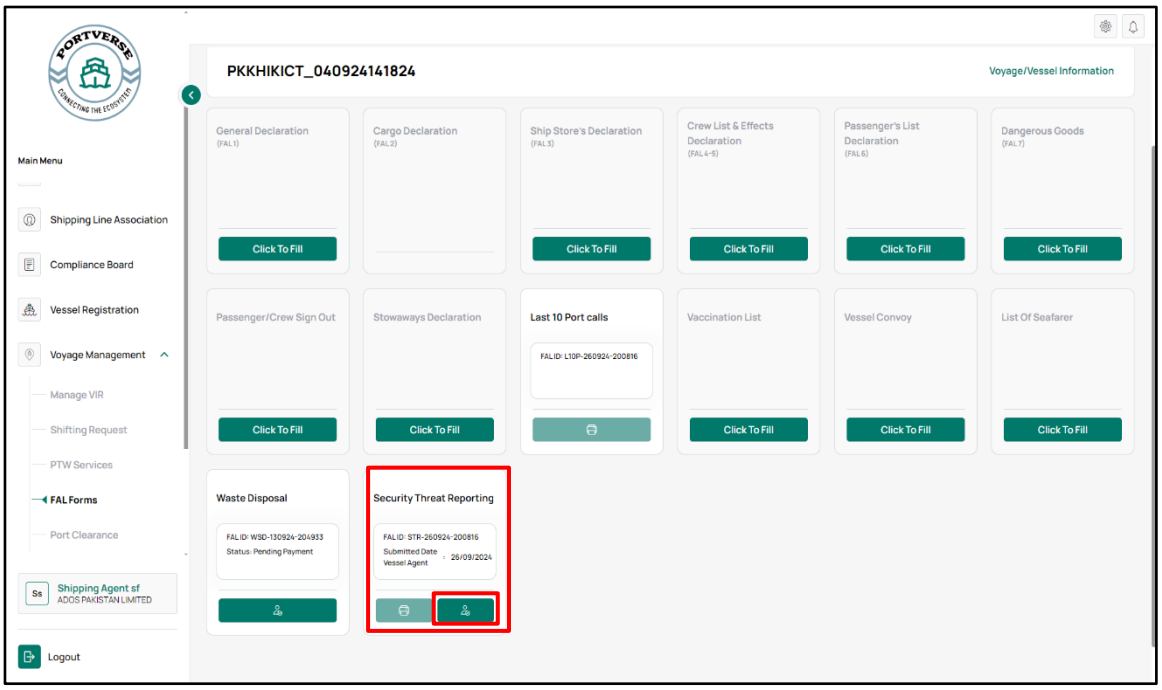


*Figure 49 – FAL Forms Dashboard*

*Figure 50 – View Acknowledgement StatusFigure 51 – FAL Forms Dashboard*

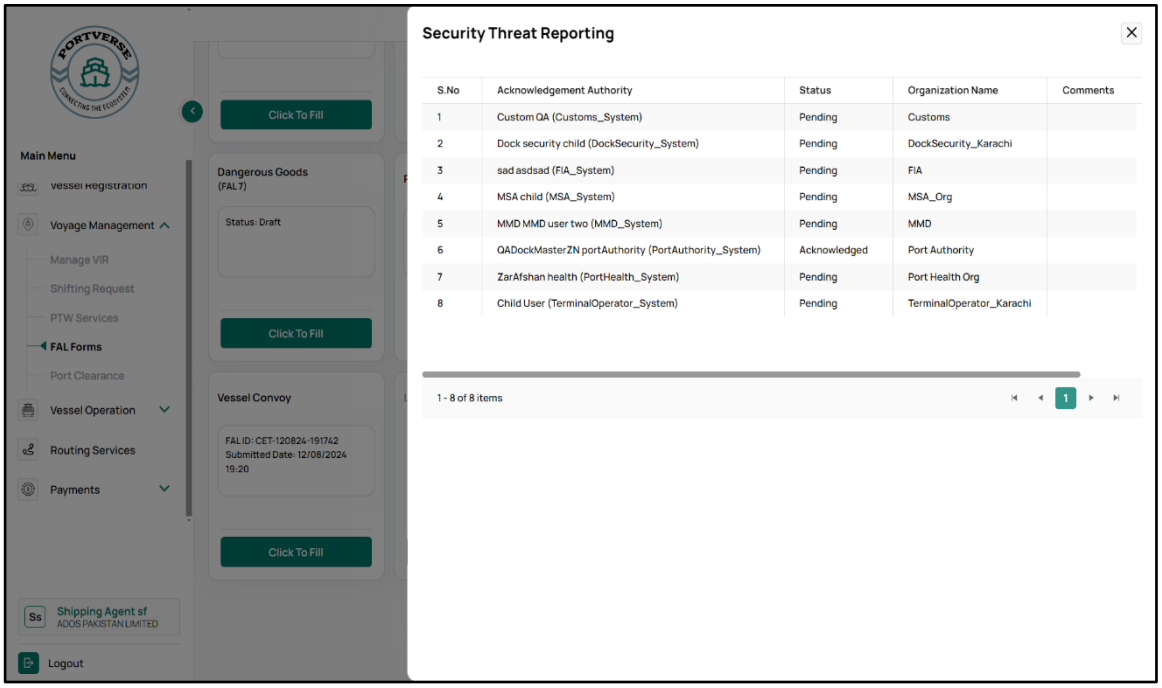


*Figure 52 – View Acknowledgement Status*

*Figure 53 – View Acknowledgement Status*



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## 6.3. Waste Disposal Request Submission – Shipping Agent

### 6.3.1. Access to Waste Disposal

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.

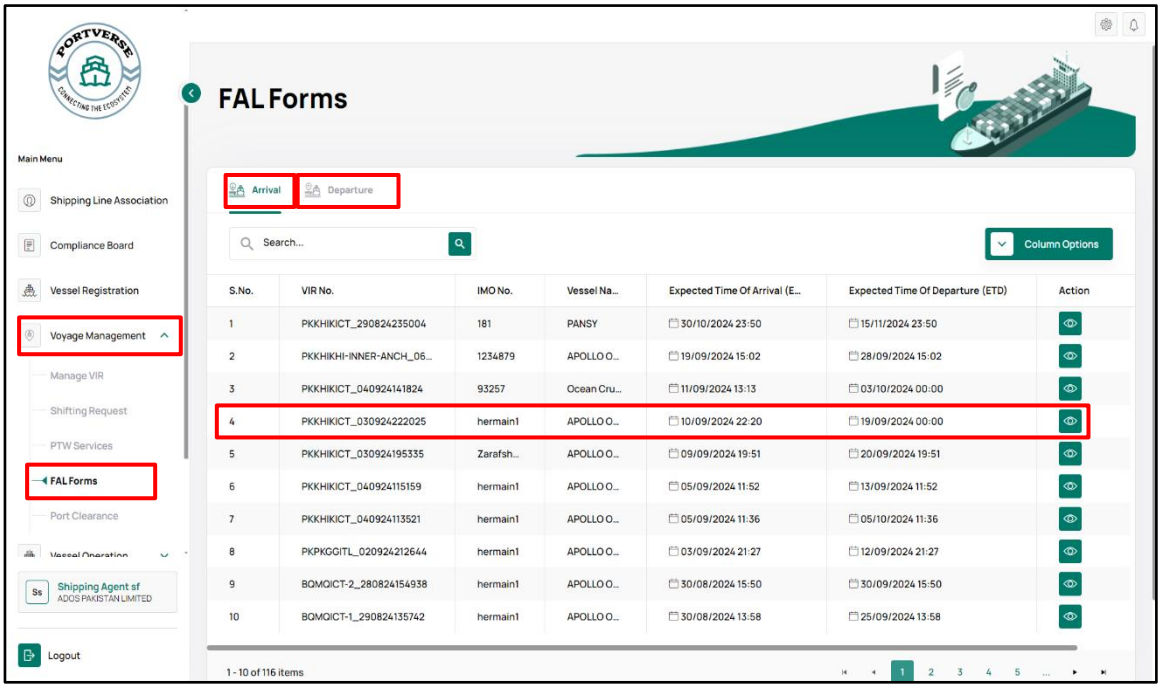


*Figure 54 – FAL Forms*

v. Click on the **“Click to Fill”** button on Waste Disposal card.

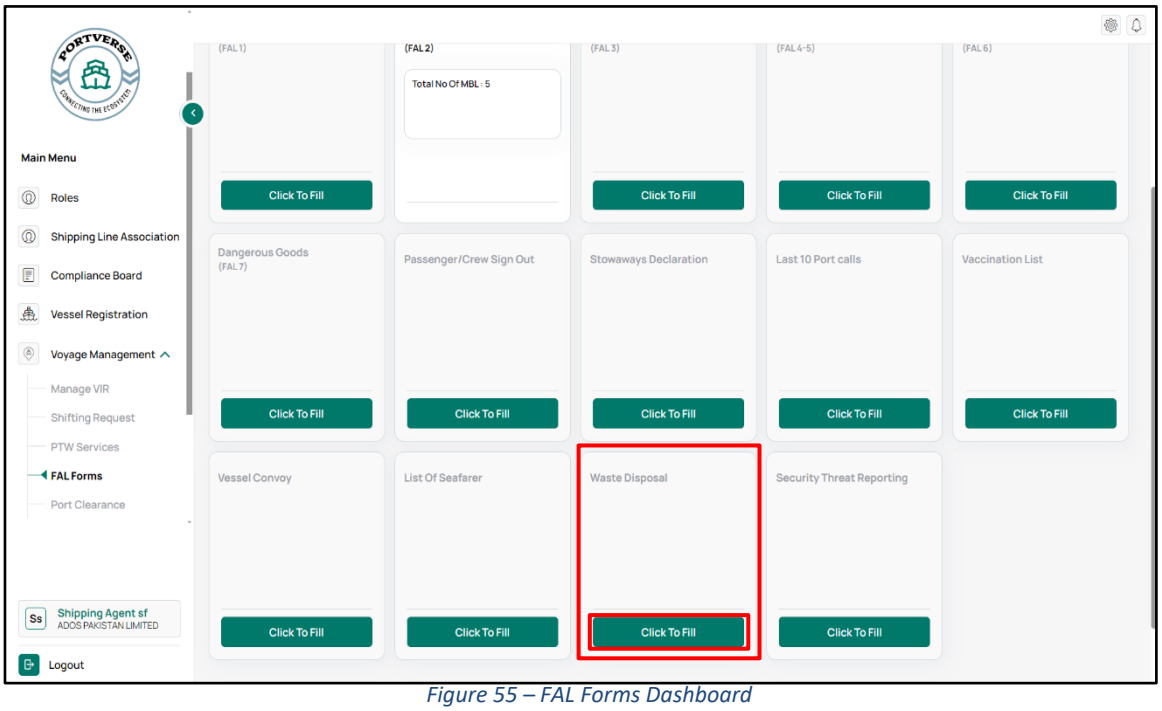


*Figure 55 – FAL Forms Dashboard*



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### 6.3.2. Submit Waste Disposal Request

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

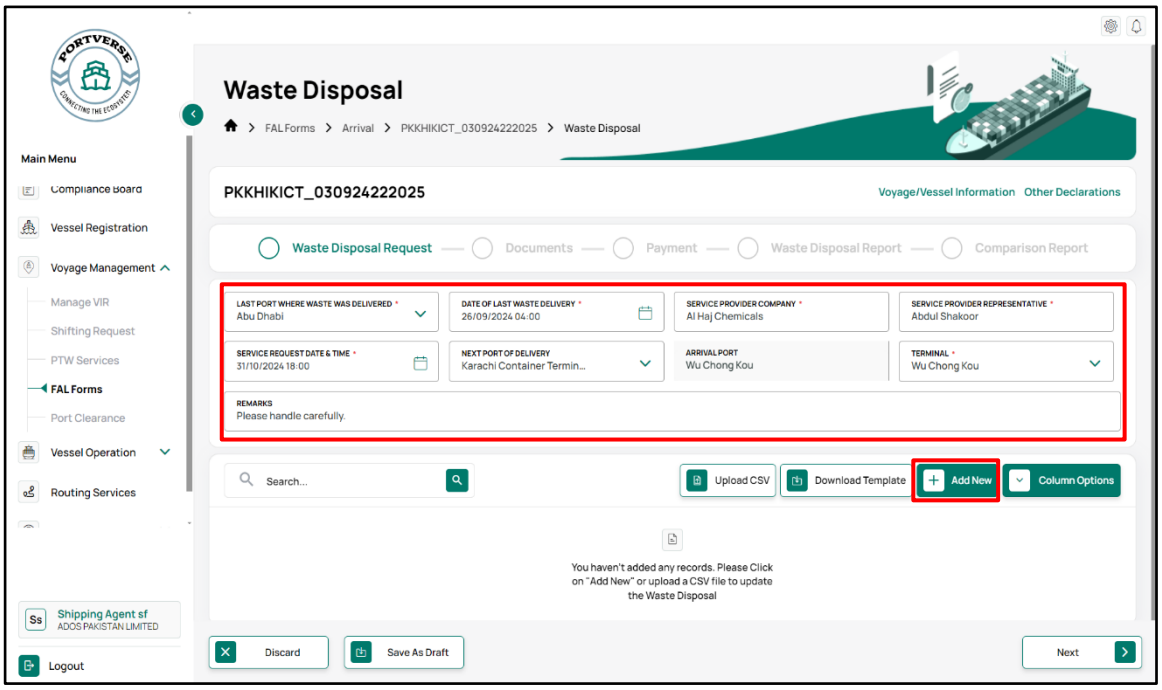


*Figure 56 – Waste Disposal Request*

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

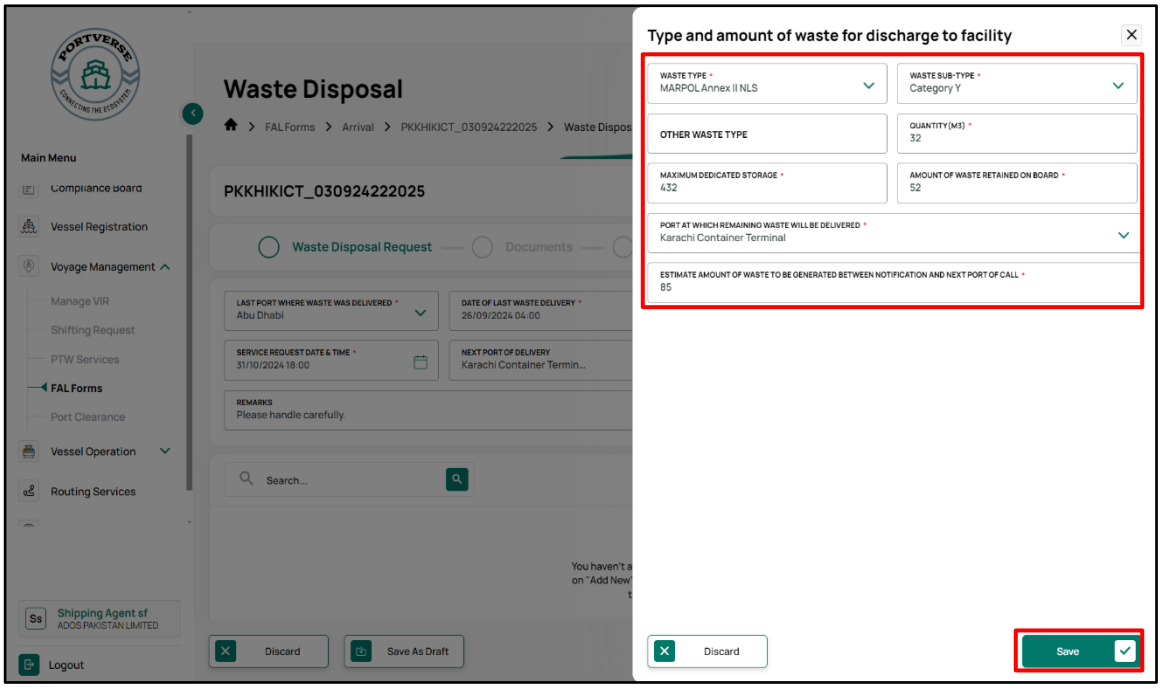


*Figure 57 – Waste Disposal Request*

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

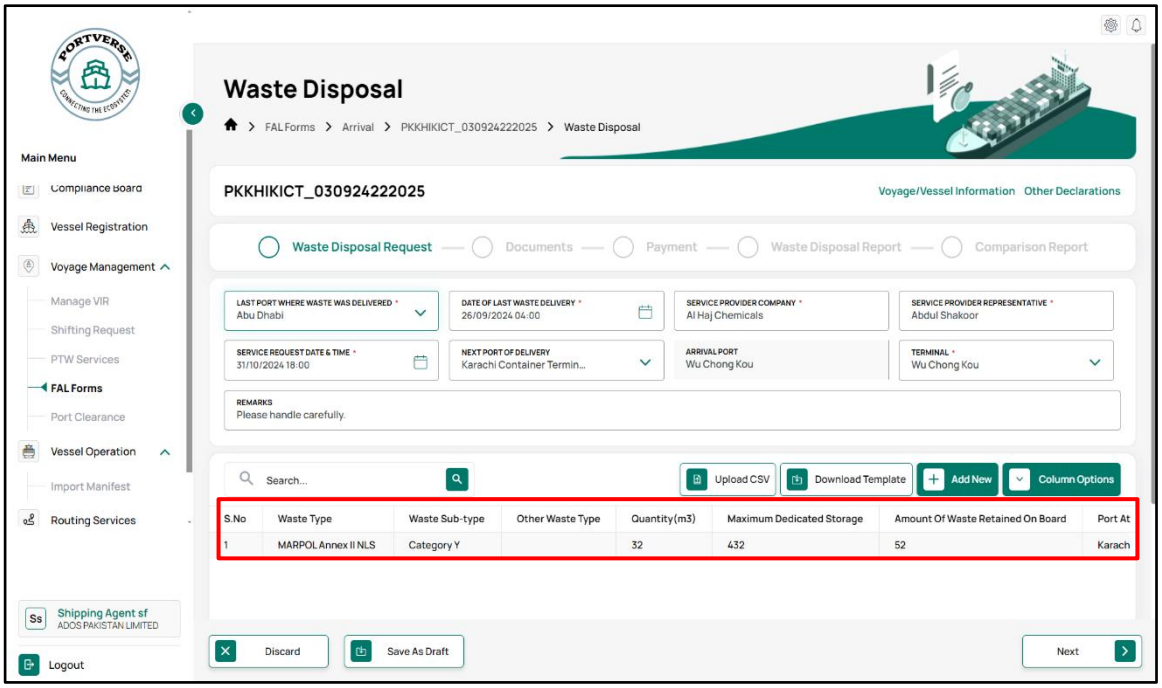


*Figure 58 – Waste Disposal Request*

vi. Click on **"next"** button.

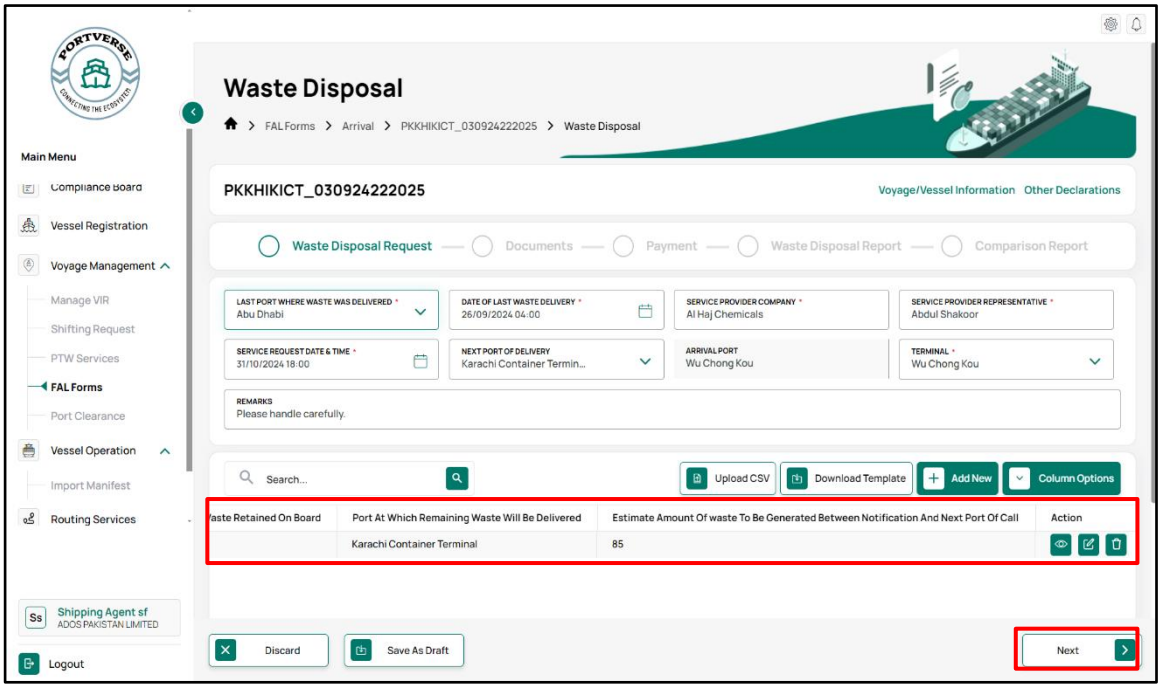


*Figure 59 – Waste Disposal Request*



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vii. Click on **"+"** icon to upload documents.

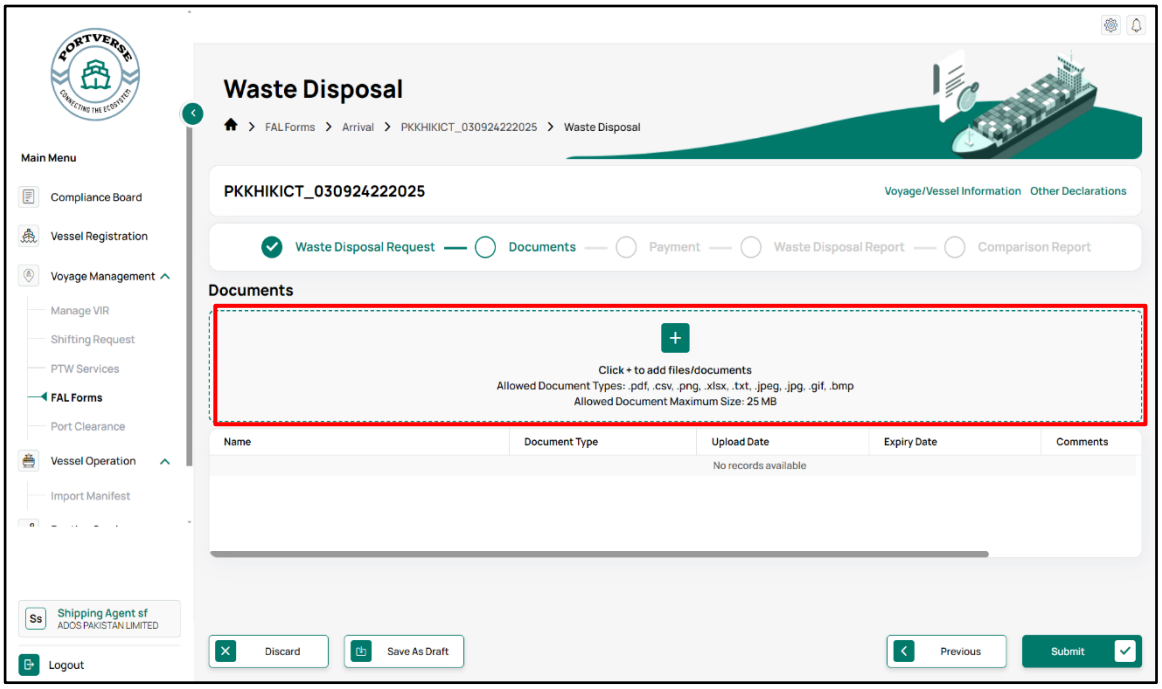


*Figure 60 – Waste Disposal Request*

viii. Select document(s) to upload.

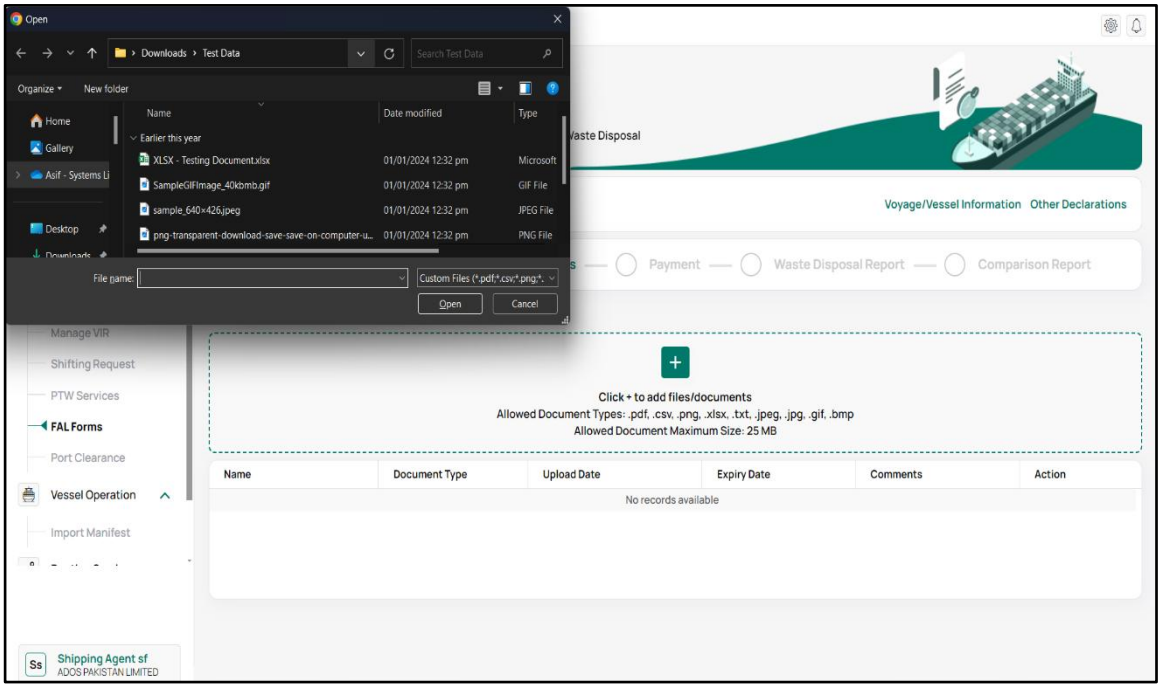


*Figure 61 – Waste Disposal Request*

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ix. Uploaded document(s) will be displayed in the grid.

x. Click on the **"Submit"** button.

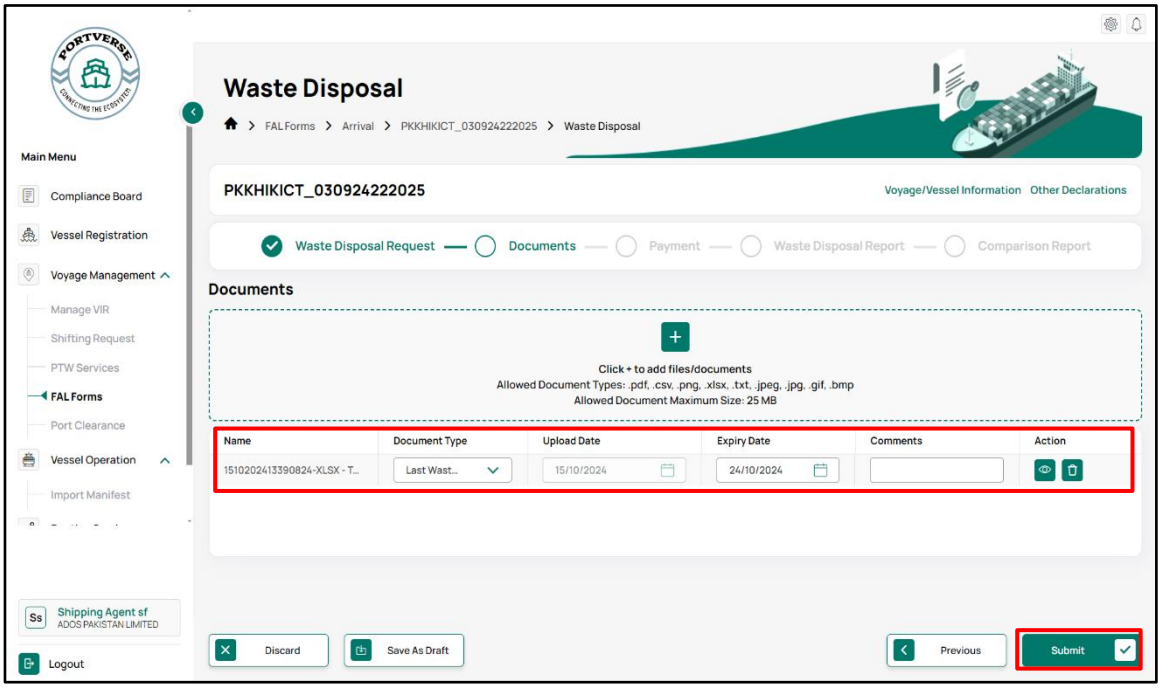


*Figure 62 – Waste Disposal Request*

xi. A confirmation alert will appear.

xii. Click on **"Yes"** button.

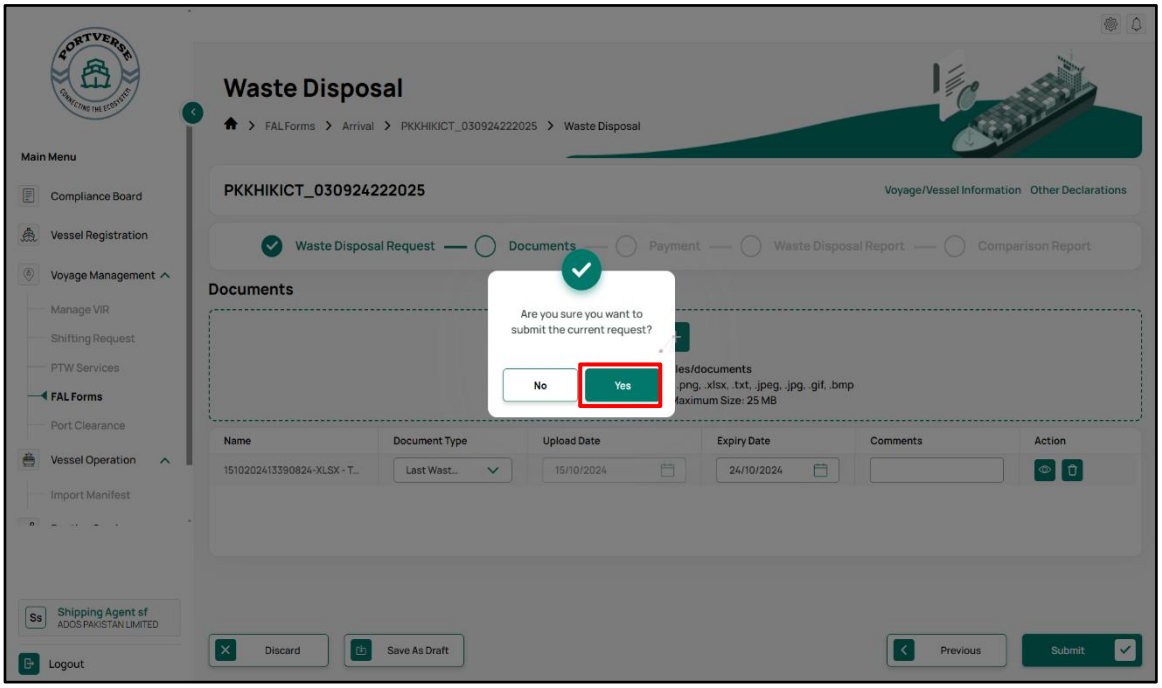


*Figure 63 – Waste Disposal Request*



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xiii. Then a success alert appears.

xiv. Click on **“OK”** button.

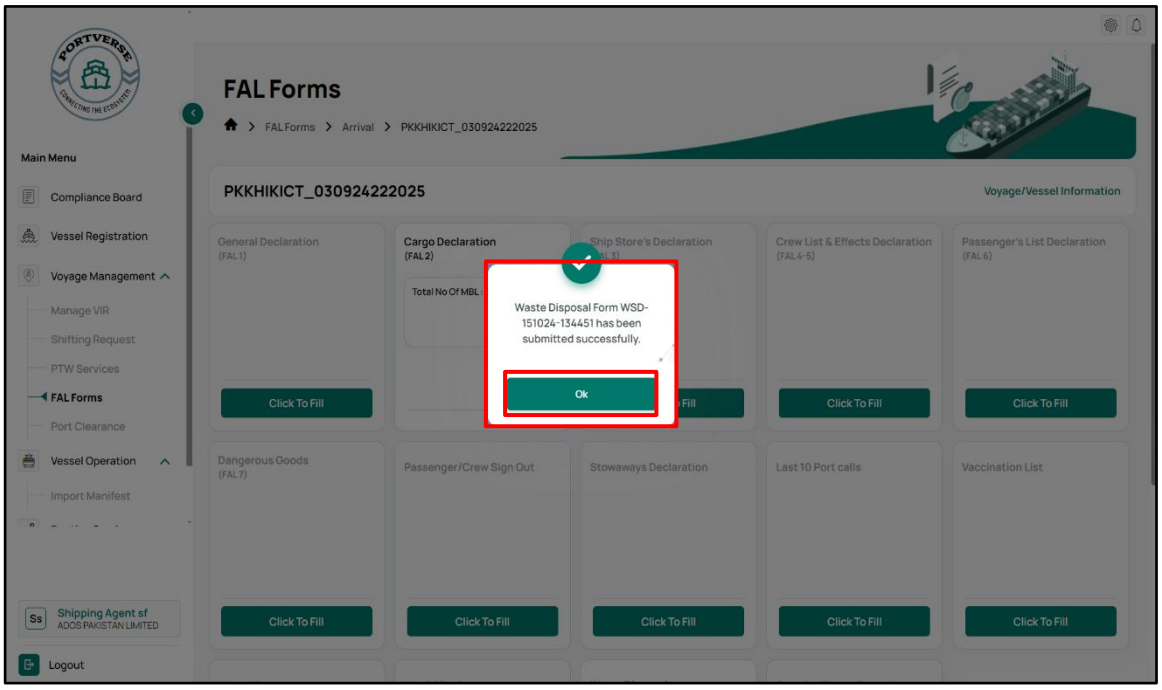
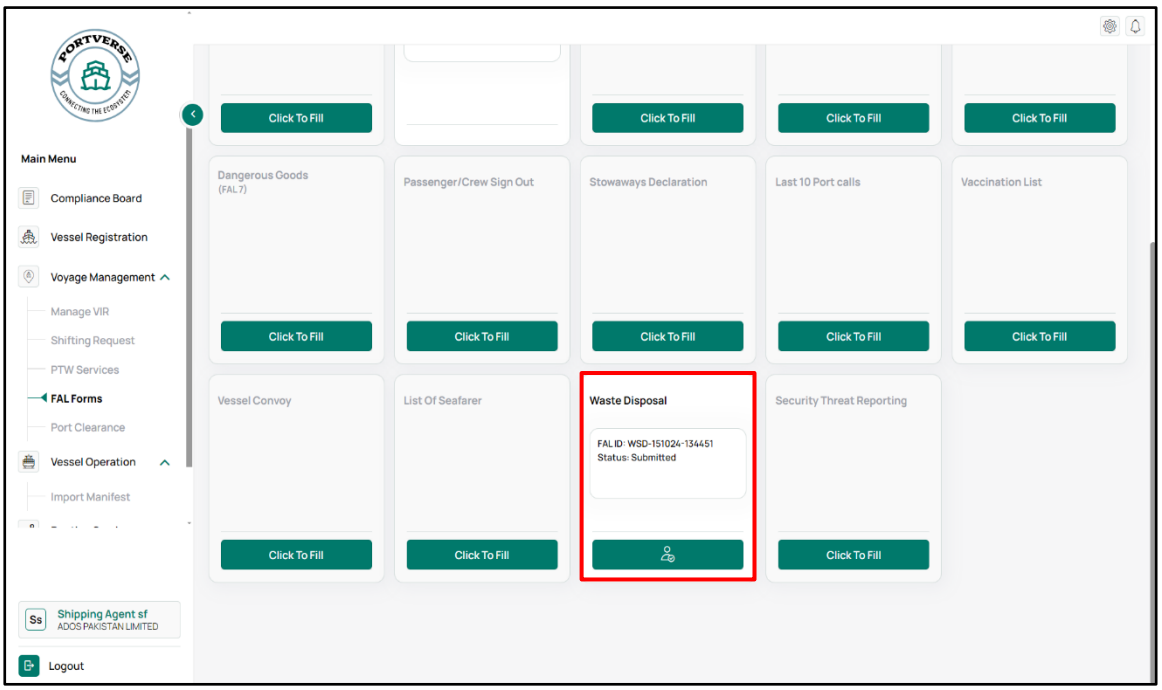



*Figure 64 – Waste Disposal Request*

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*

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## 6.4. Waste Disposal Payment – Shipping Agent

### 6.4.1. Access to Waste Disposal

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.

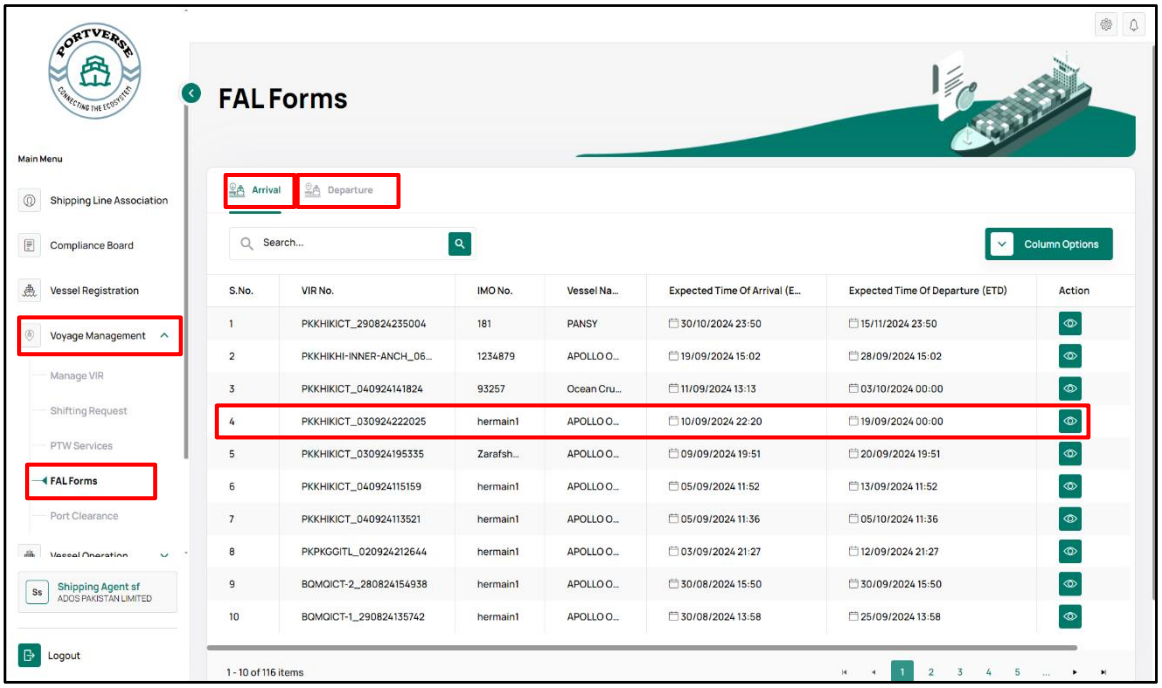


*Figure 66 – FAL Forms*

v. 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.*

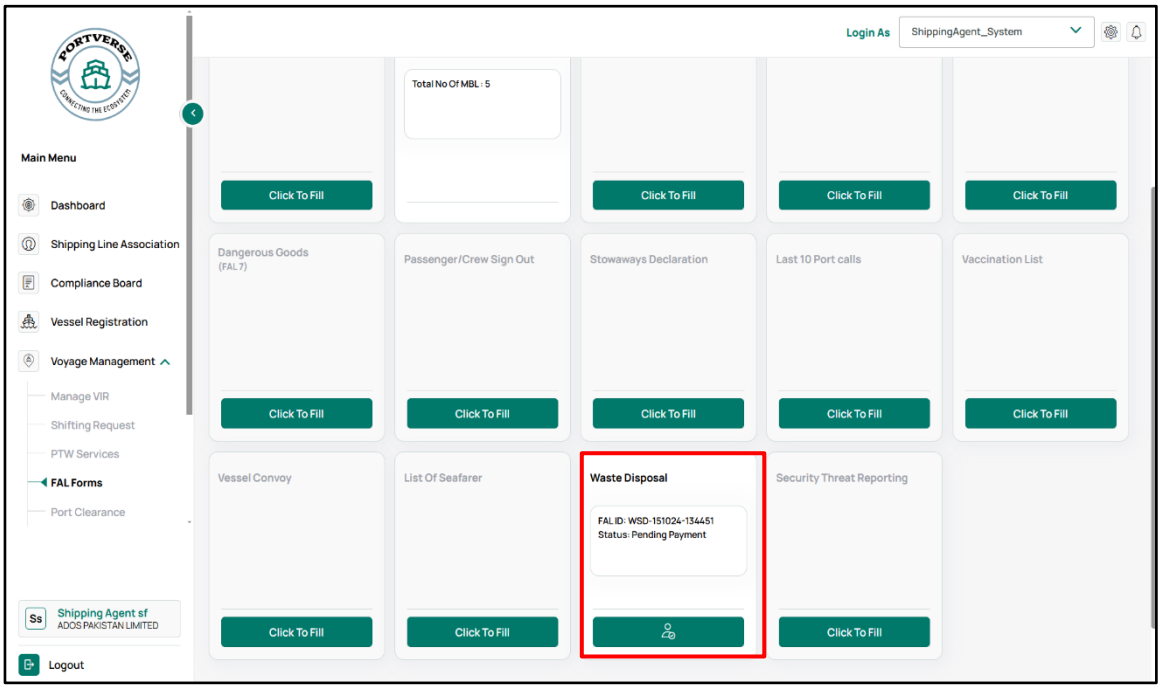




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*Figure 67 – FAL Forms Dashboard*

vi. Click on the **"view"** button on waste disposal grid.

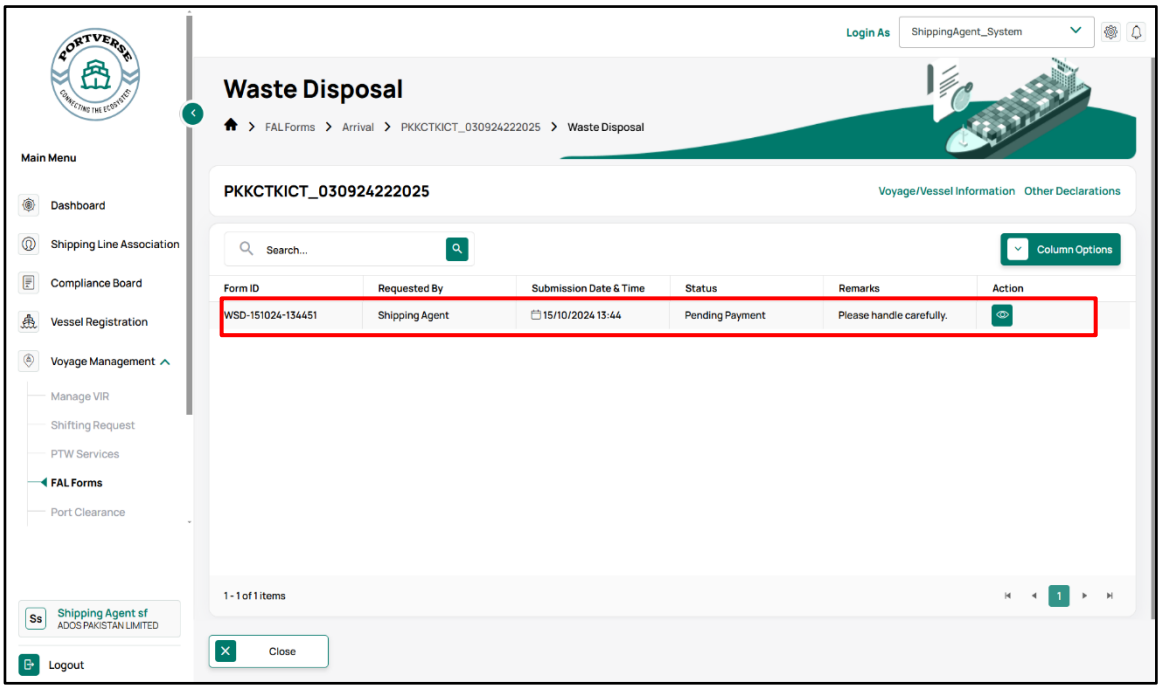


*Figure 68 – Waste Disposal Request*

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### 6.4.2. Submit Waste Disposal Payment

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

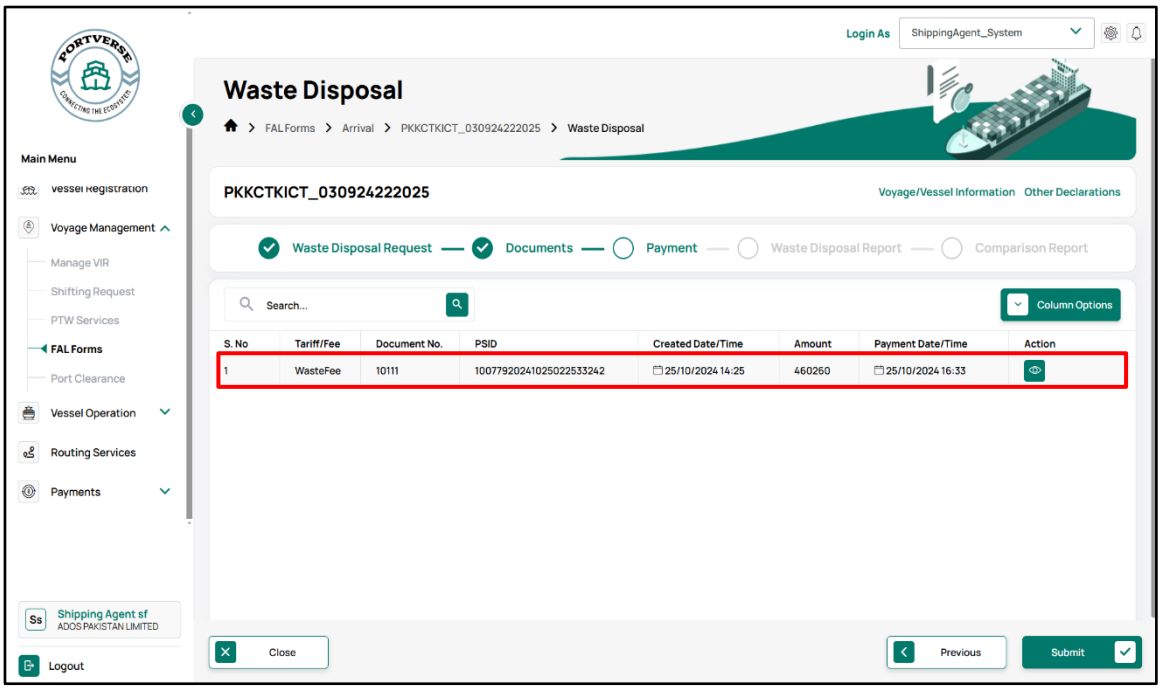


*Figure 69 – Waste Disposal Request*

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

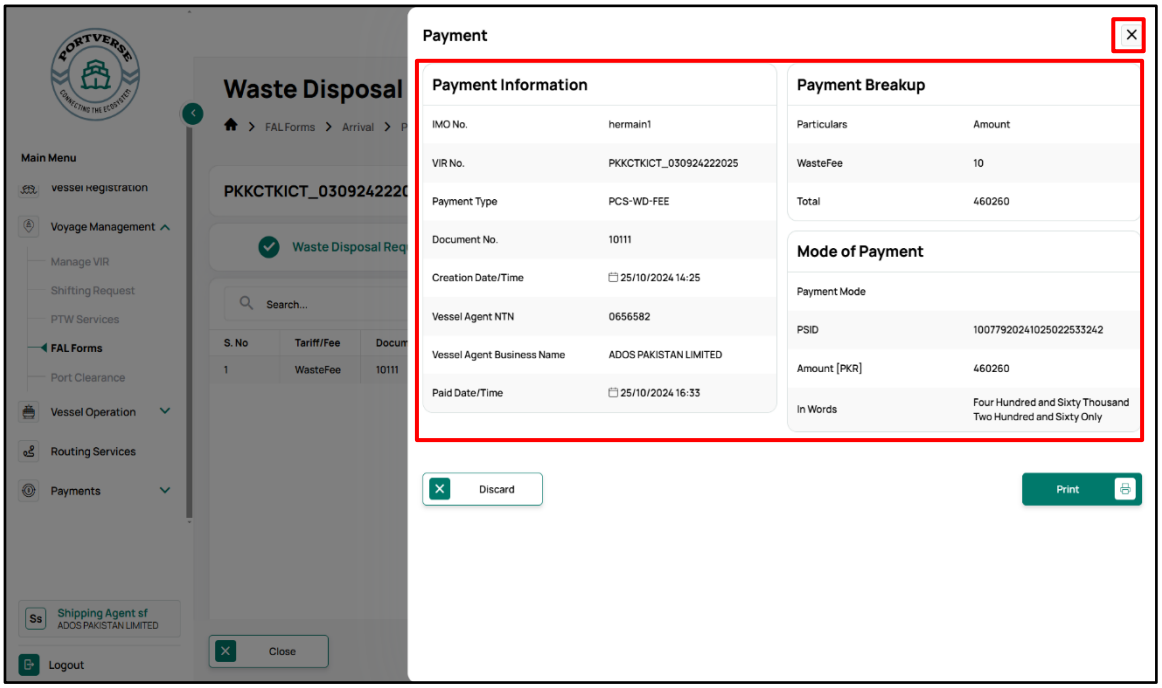


*Figure 70 – Waste Disposal Request*



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iv. Click on **“submit”** button.

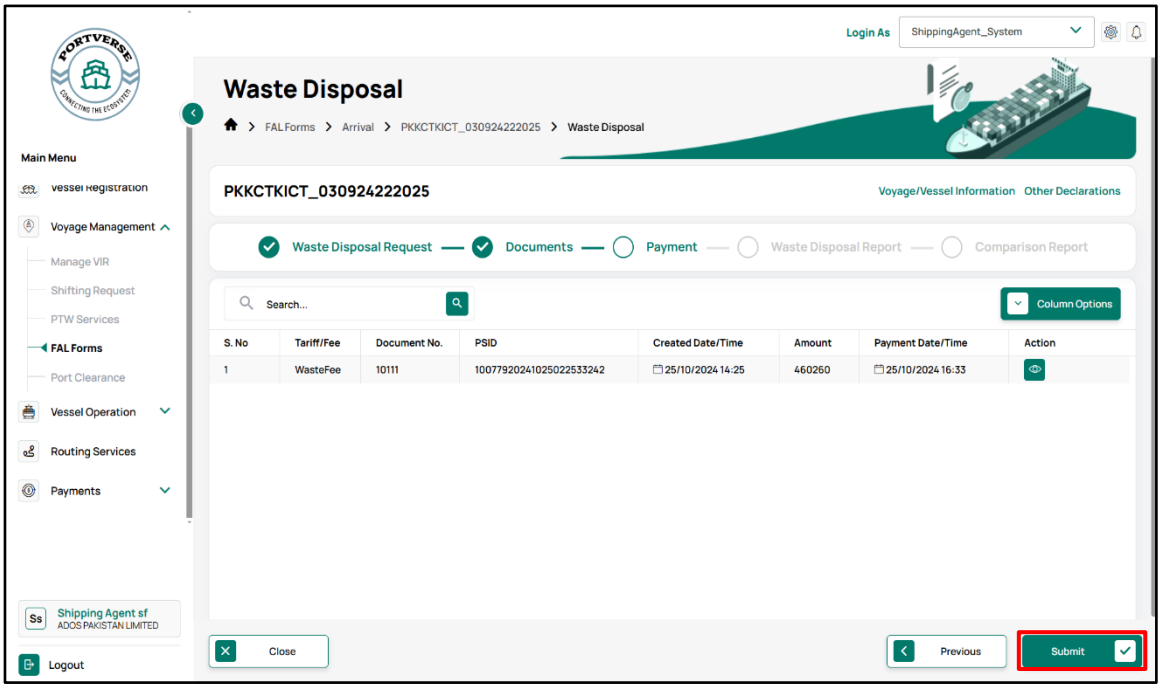


*Figure 71 – Waste Disposal Request*

vi. A confirmation alert will appear.

vii. Click on **“Yes”** button.

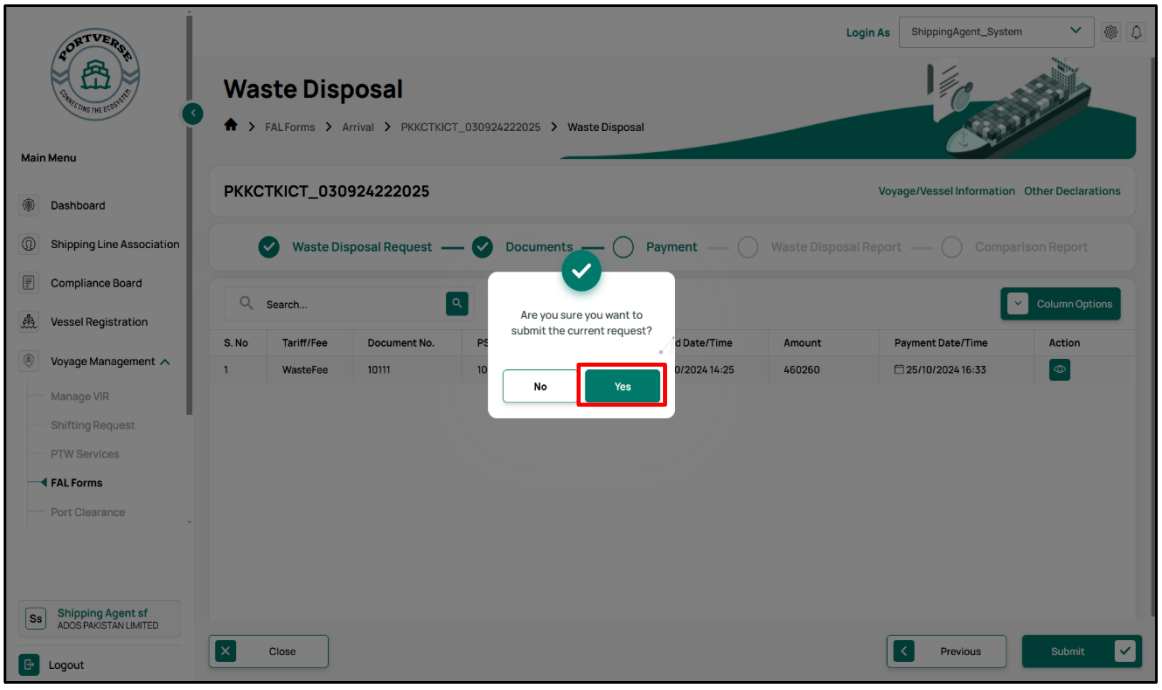


*Figure 72 – Waste Disposal Request*

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viii. Then a success alert appears.

ix. Click on **“OK”** button.

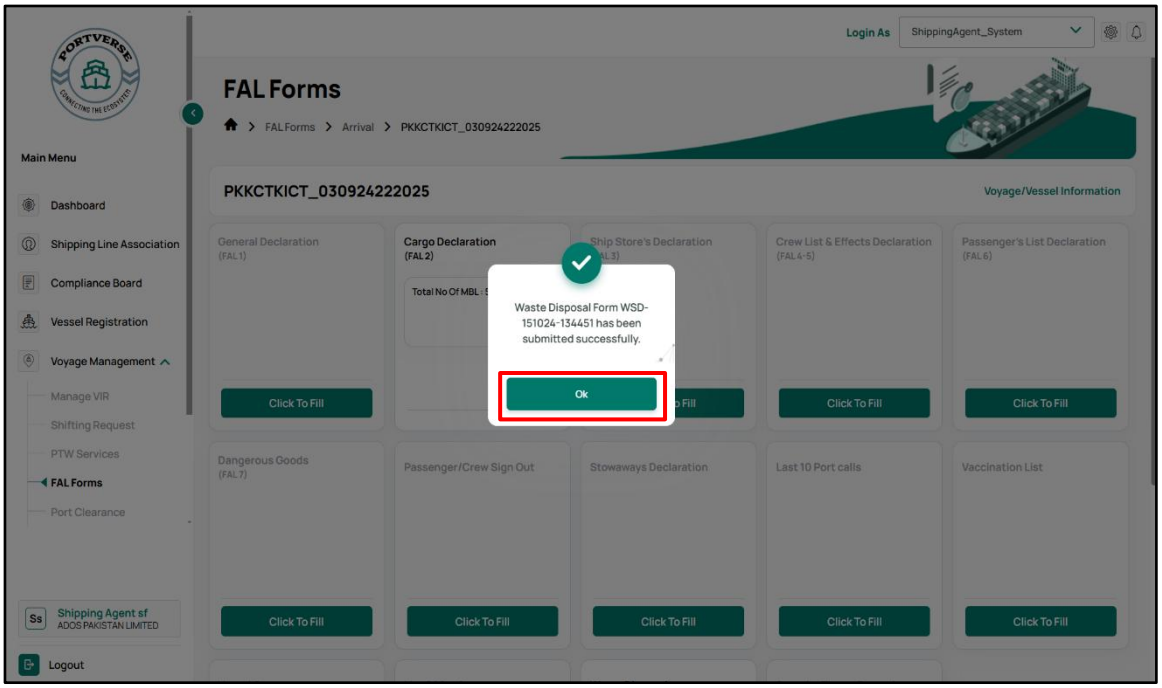


*Figure 73 – Waste Disposal Request*

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

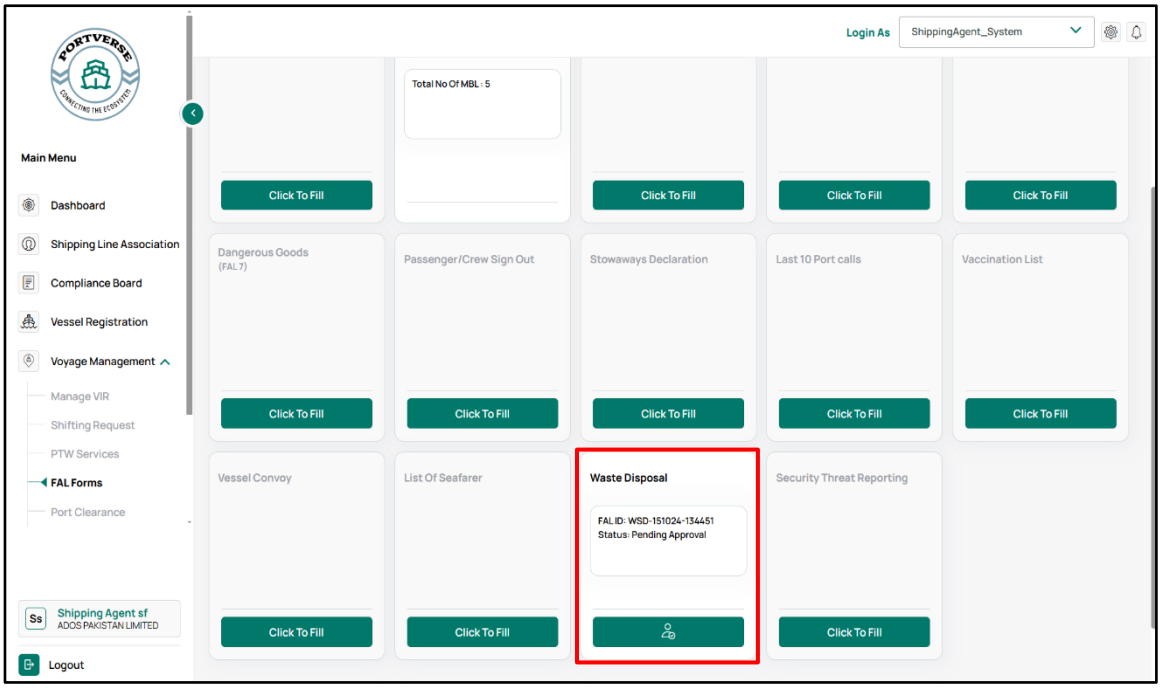


*Figure 74 – FAL Forms Dashboard*



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## 6.5. Waste Disposal Penalty Payment – Shipping Agent

### 6.5.1. Access to Waste Disposal

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.

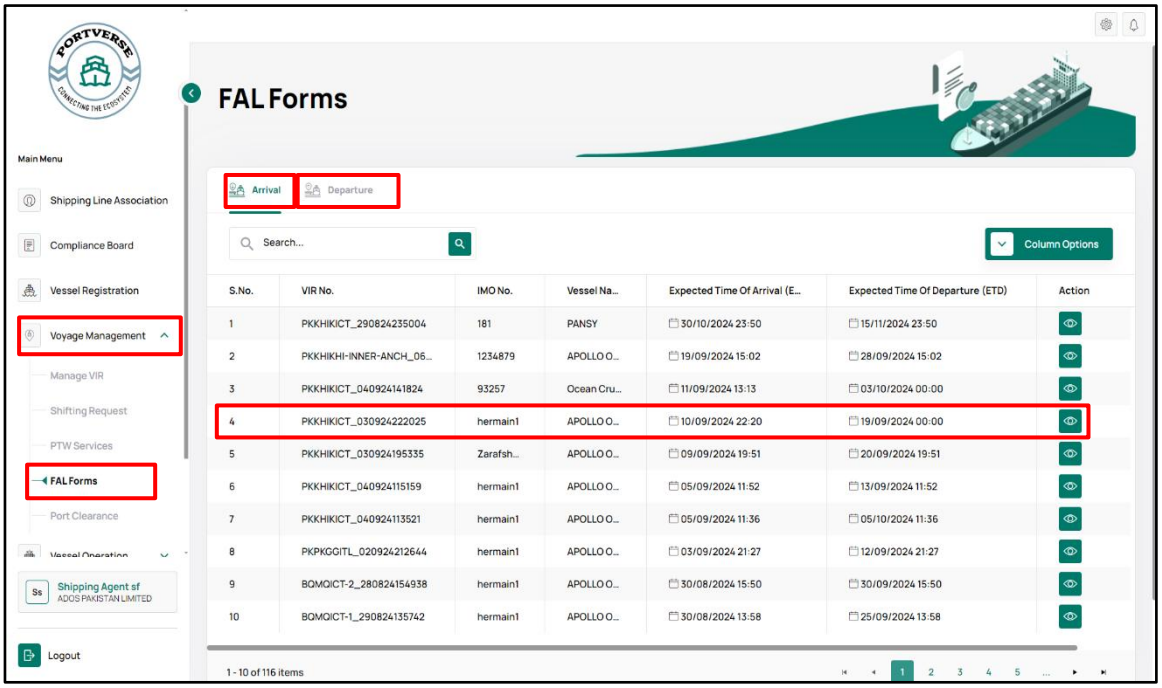
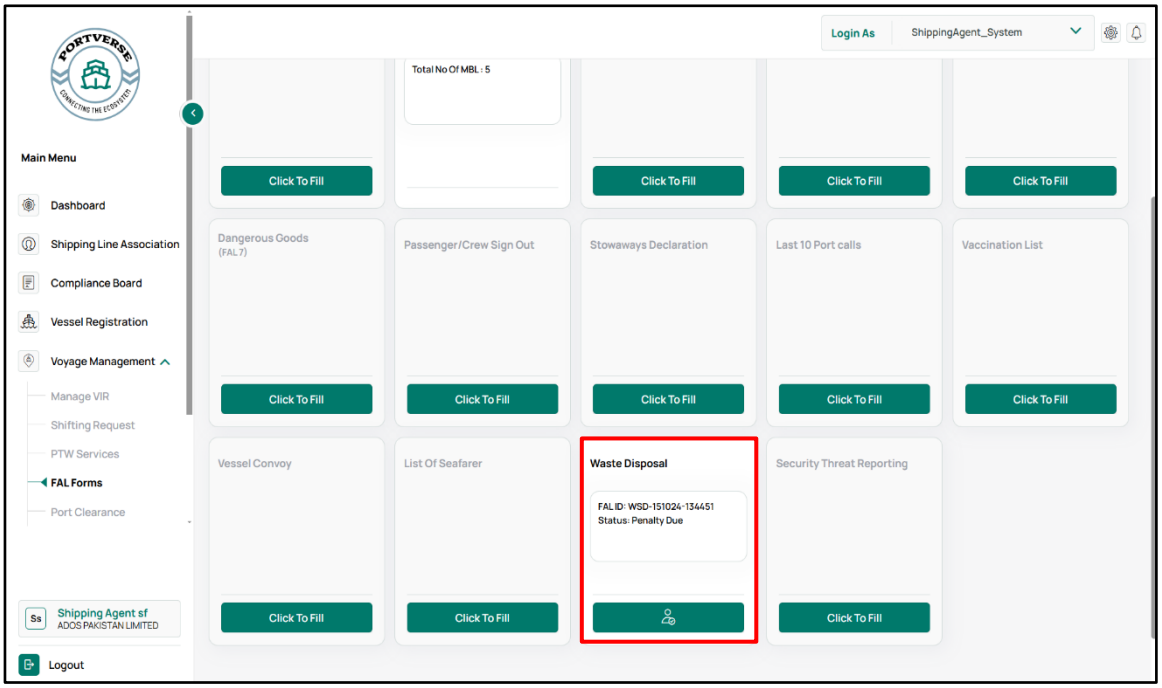



*Figure 75 – FAL Forms*

v. 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.*

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

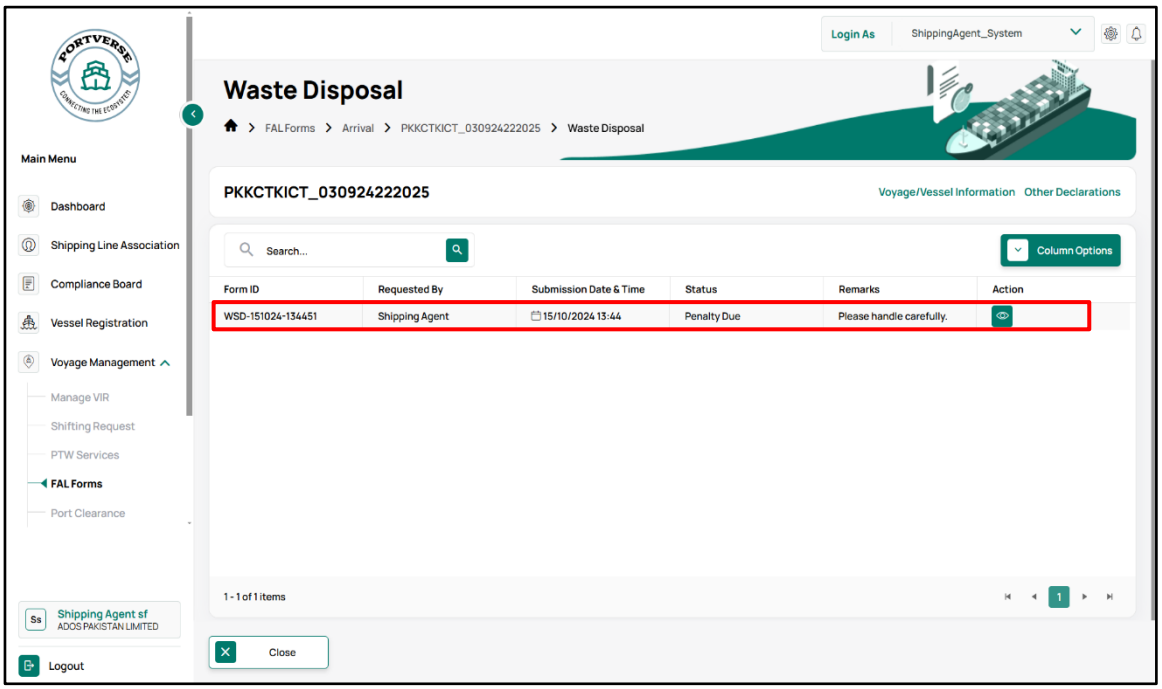


*Figure 77 – Waste Disposal Request*



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### 6.5.1. Submit Waste Disposal Penalty Payment

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

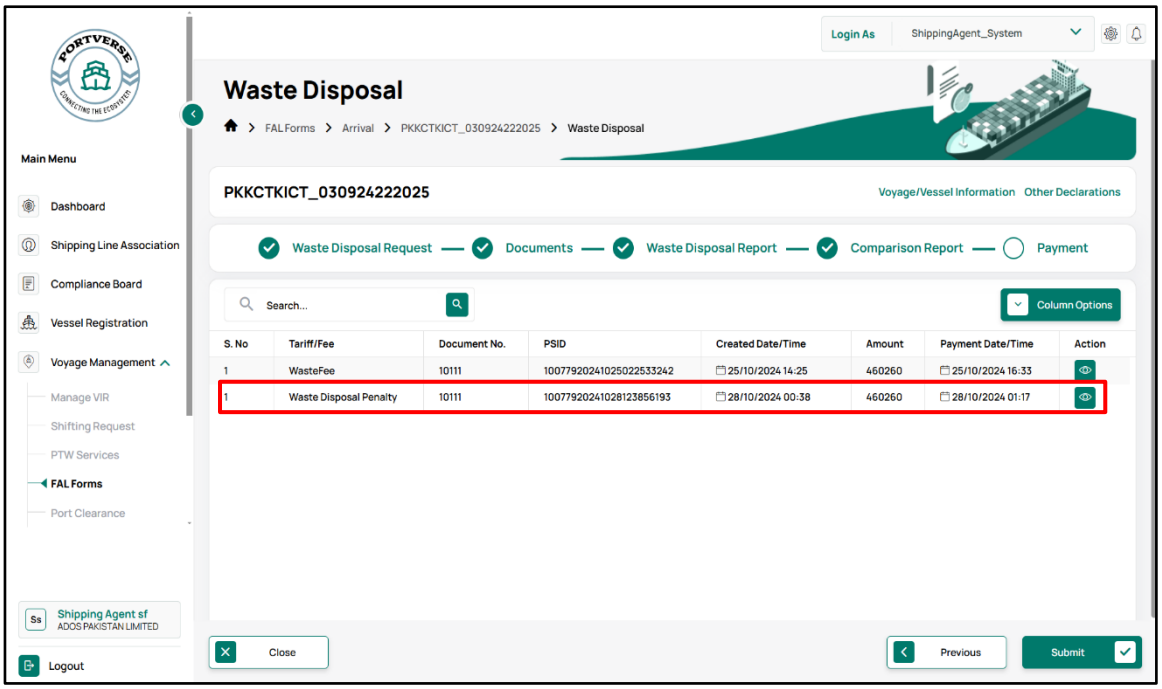


*Figure 78 – Waste Disposal Request*

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

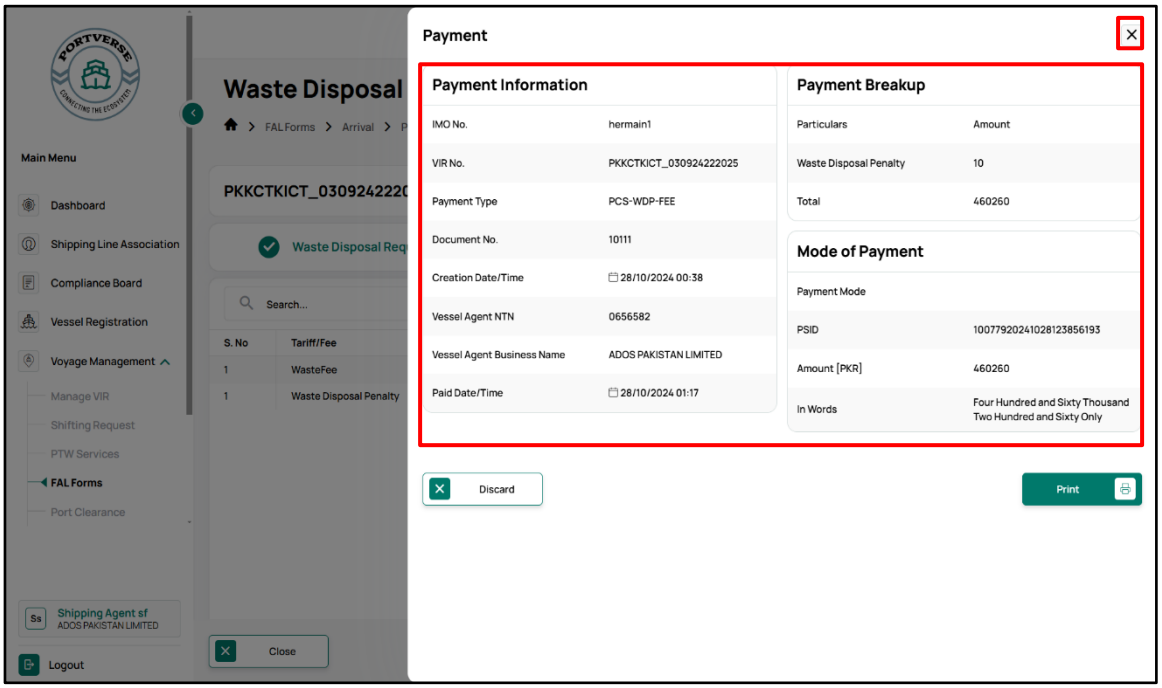


*Figure 79 – Waste Disposal Request*

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iv. Click on **“submit”** button.

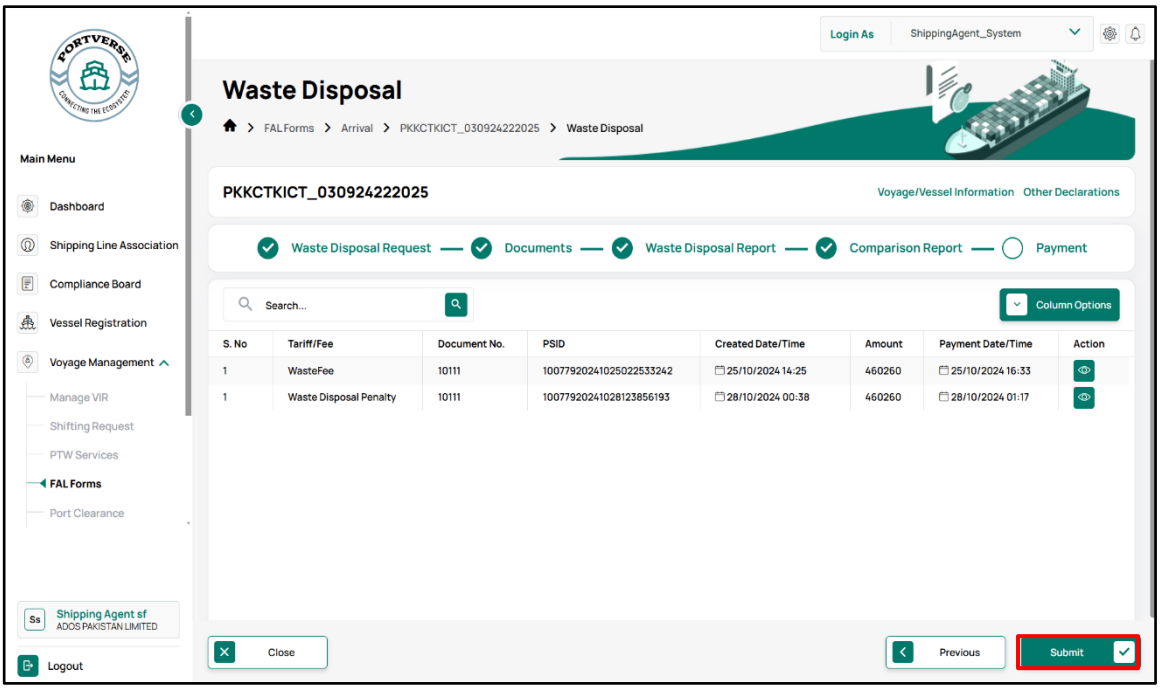


*Figure 80 – Waste Disposal Request*

v. A confirmation alert will appear.

vi. Click on **“Yes”** button.

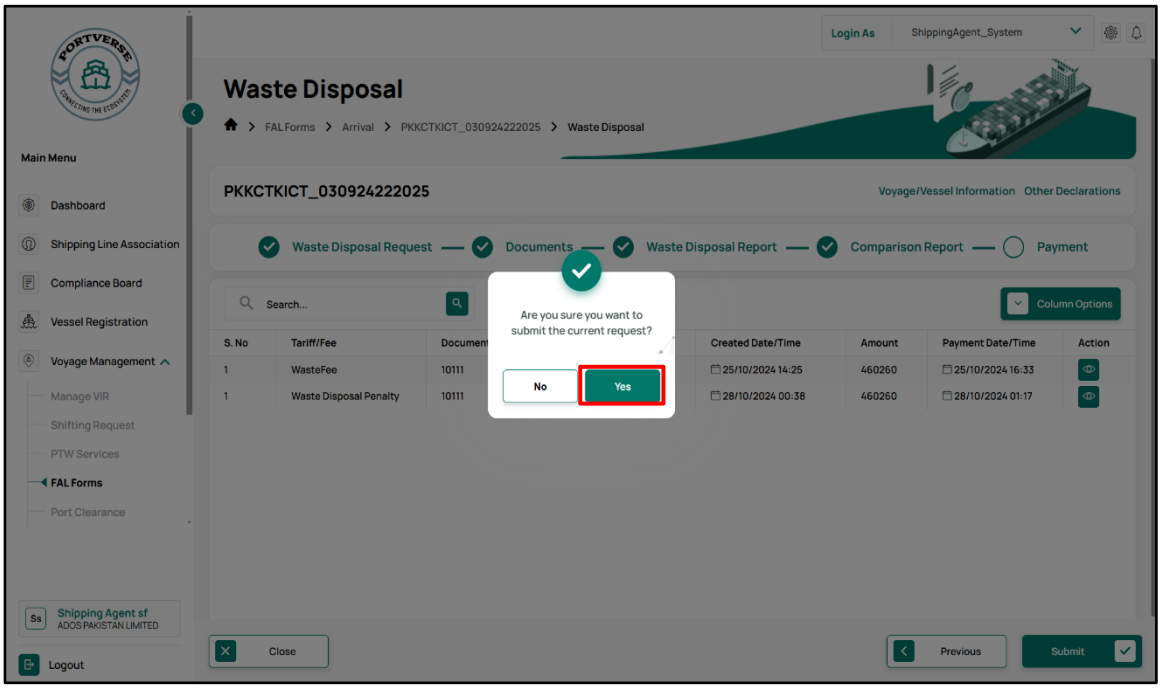


*Figure 81 – Waste Disposal Request*



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vii. Then a success alert appears.

viii. Click on **“OK”** button.

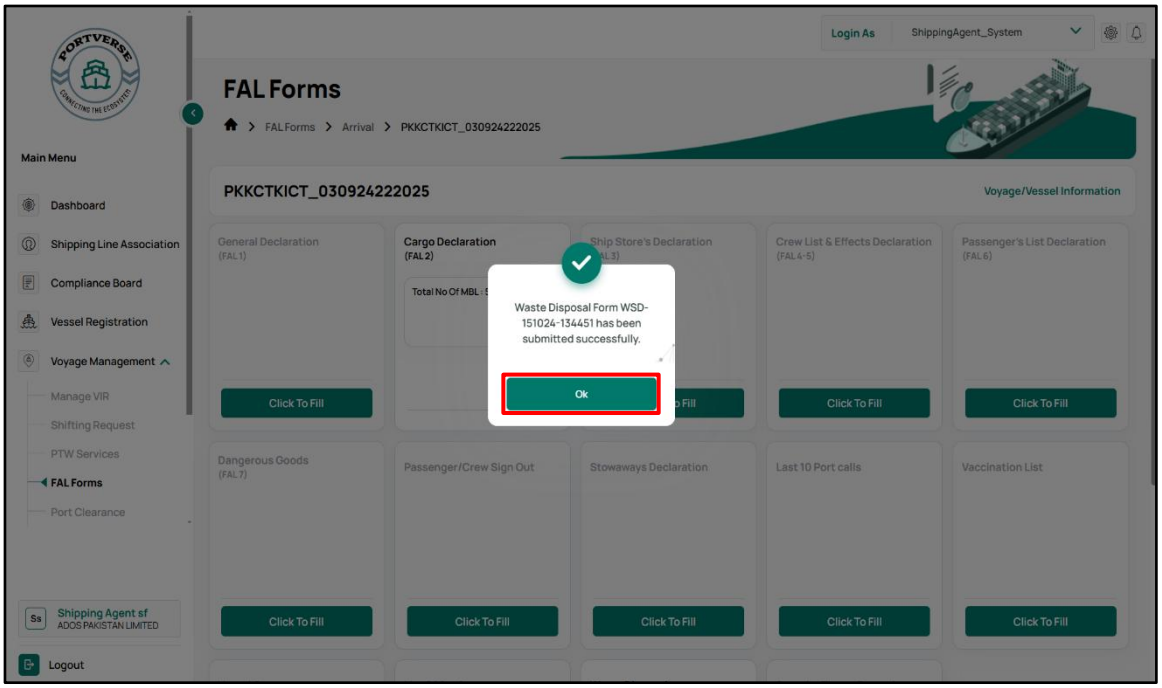


*Figure 82 – Waste Disposal Request*

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

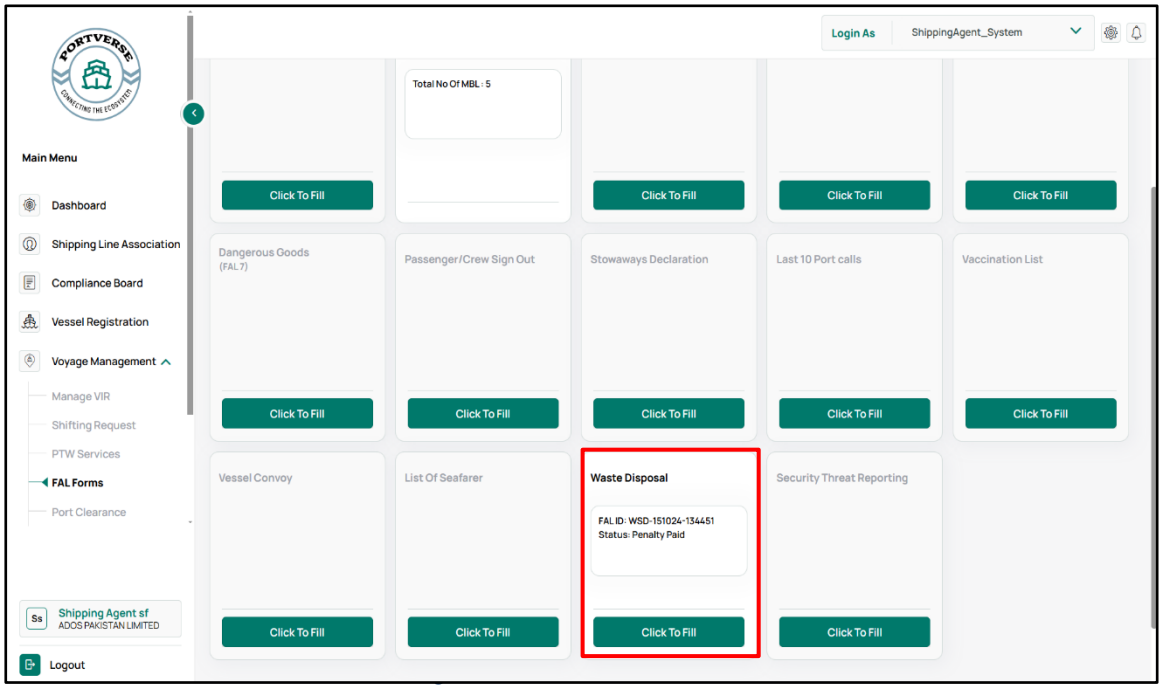


Figure 84 – FAL Forms

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## 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.

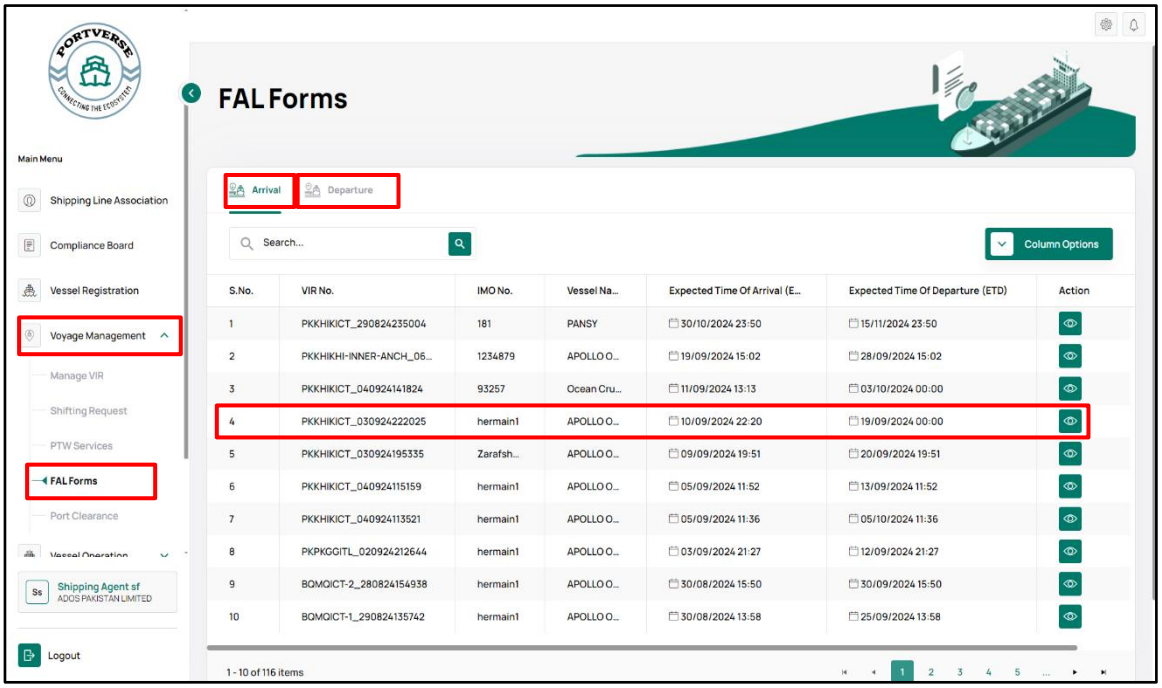


*Figure 85 – FAL Forms*

*Figure 86 – FAL Forms DashboardFigure 87 – FAL Forms*

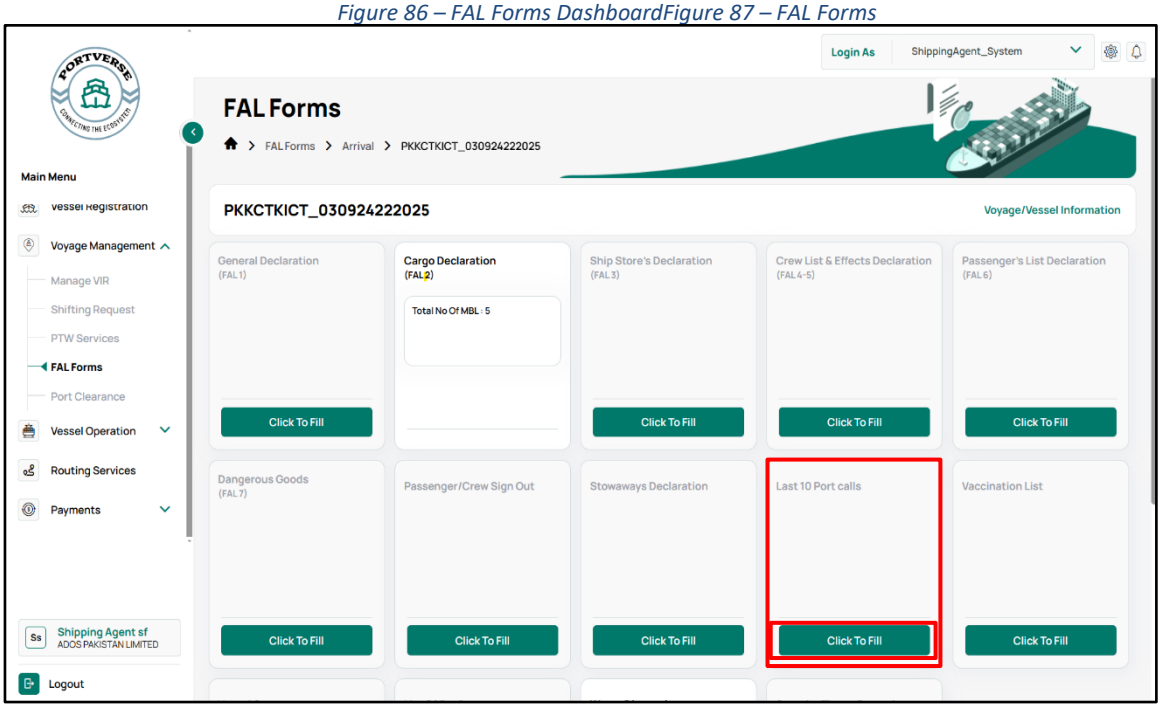


*Figure 88 – FAL Forms Dashboard*



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### 6.6.2. Submit Last 10 Port Calls

i. Click on **"Add New"** button.

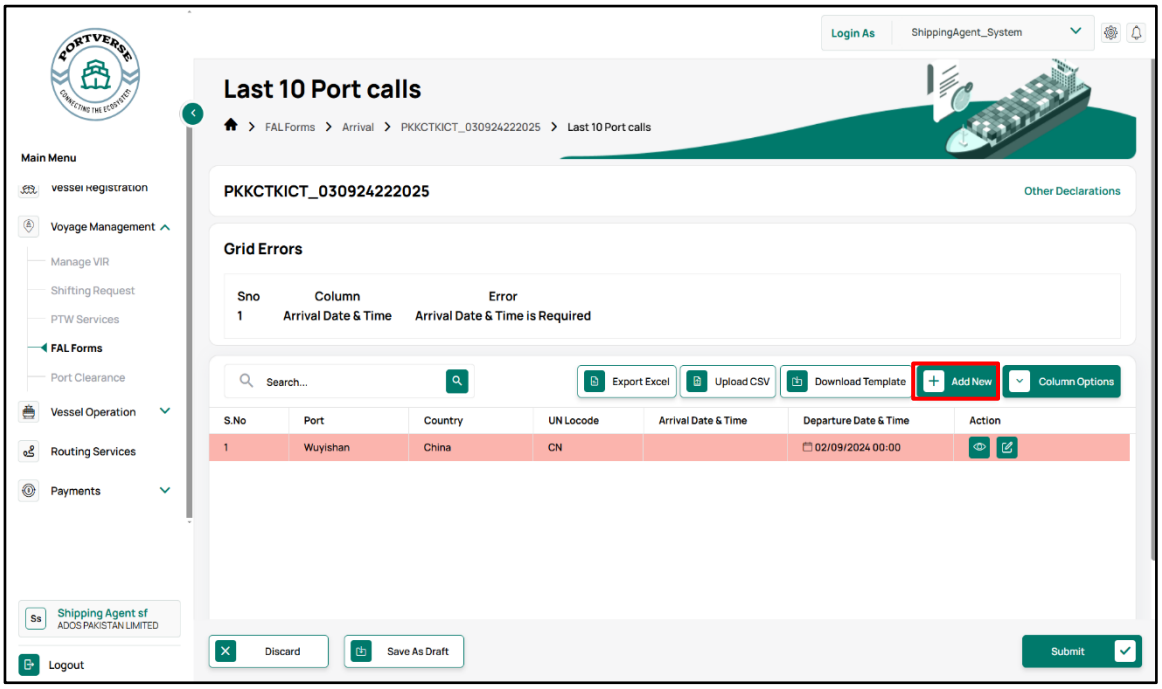


*Figure 91 – Last 10 Port Calls*

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

iii. Click on **"Save"** button.

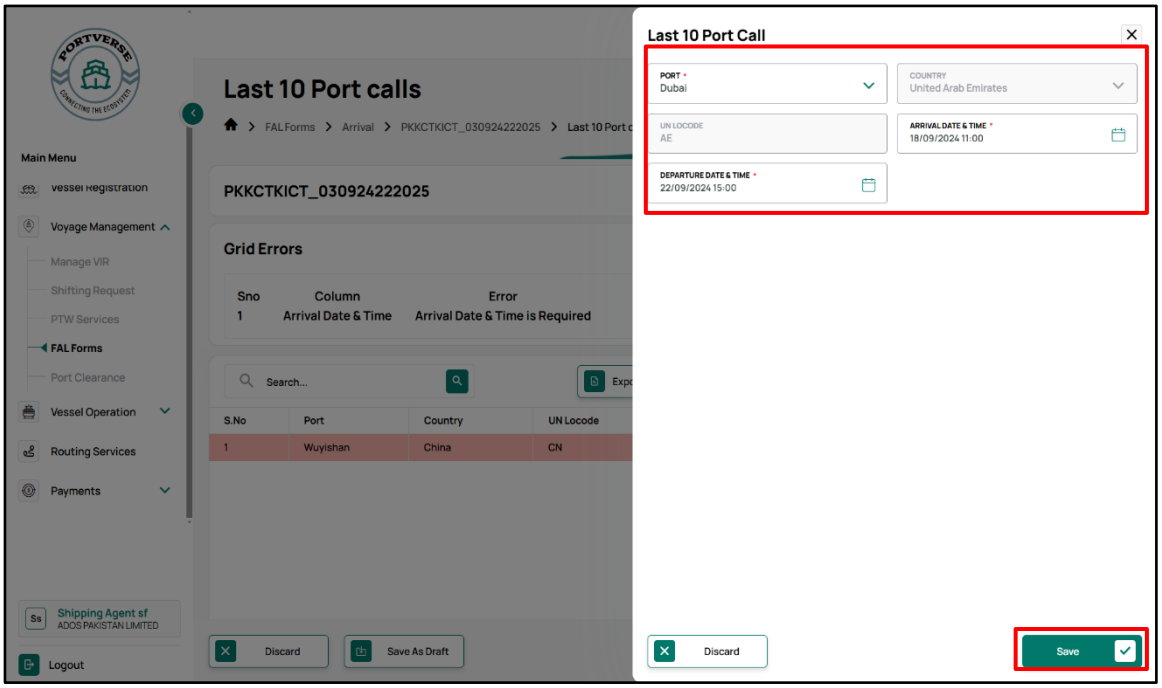


*Figure 94 – Last 10 Port Calls*

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

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

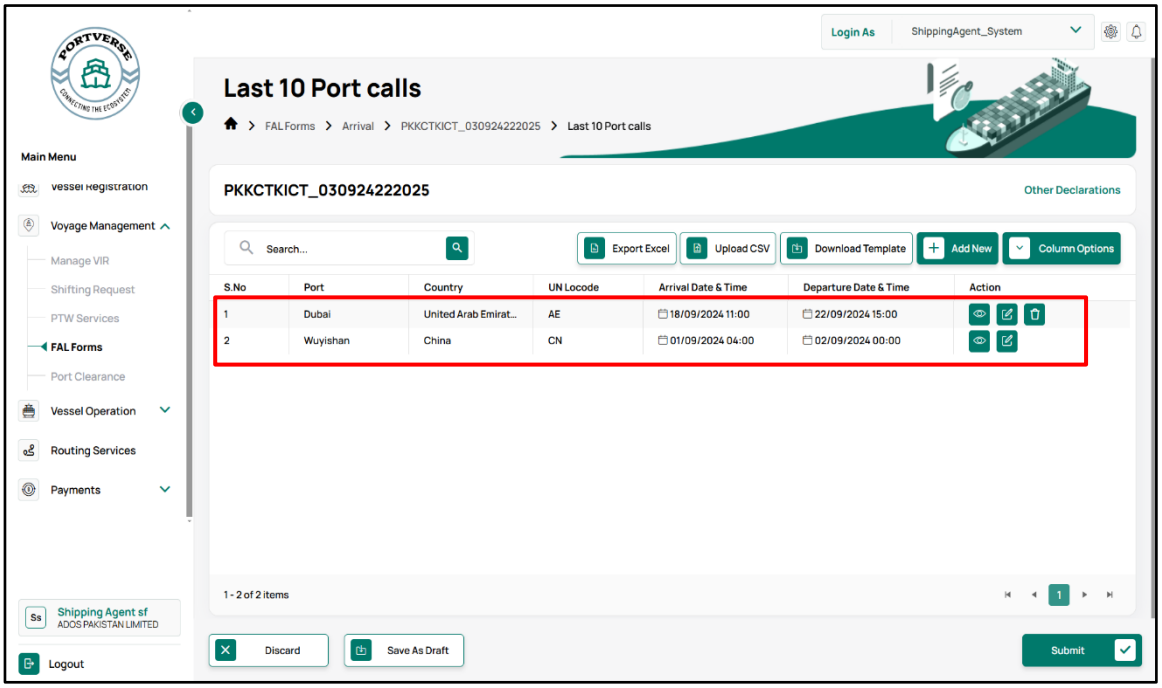


*Figure 97 – Last 10 Port Calls*

*Figure 98 – Last 10 Port CallsFigure 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.

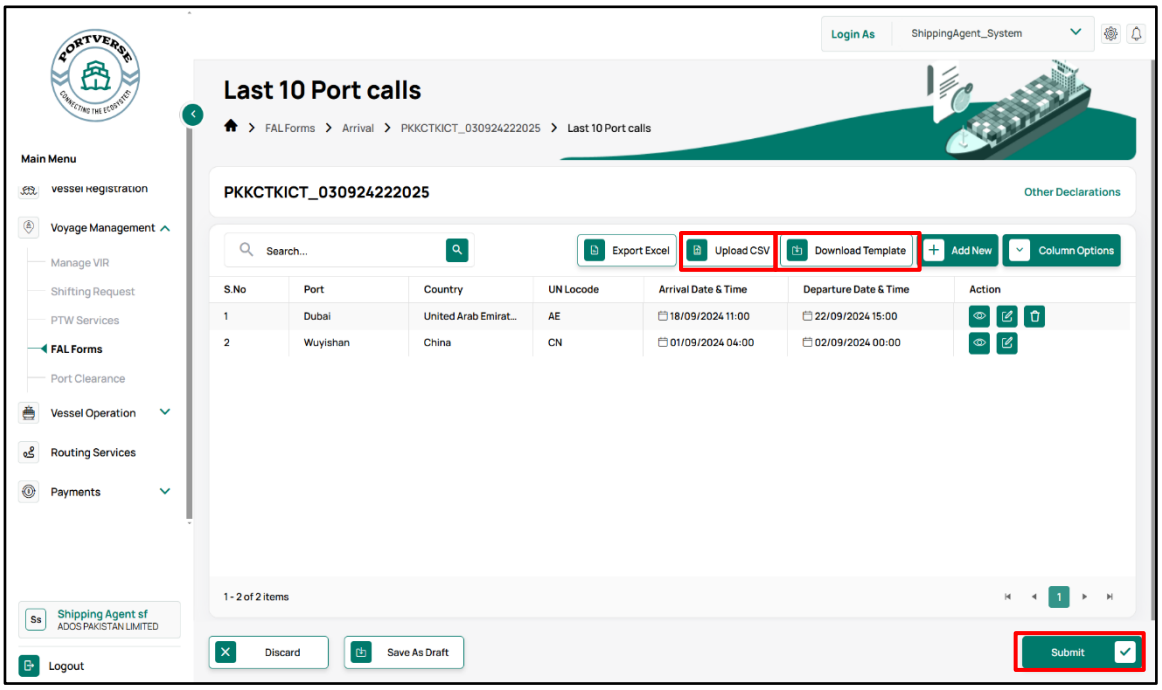


*Figure 100 – Last 10 Port Calls*



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

ix. A confirmation alert will appear.

x. Click on the **“Yes”** button.

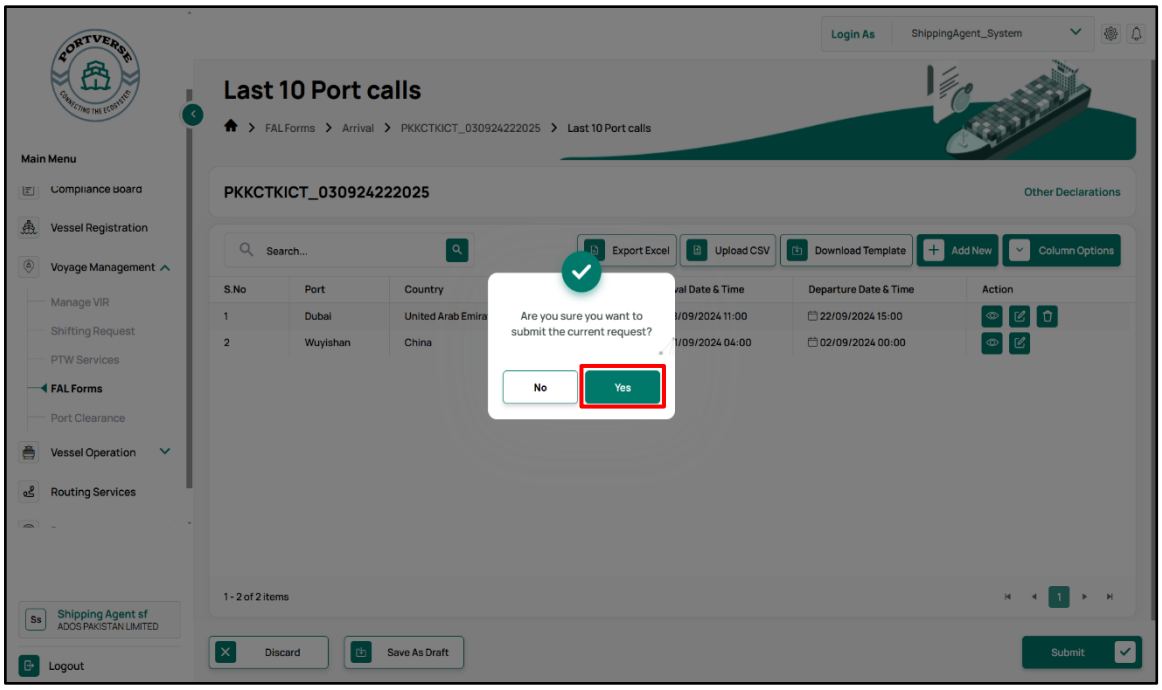


*Figure 103 – Last 10 Port Calls*

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

xii. Click on **“OK”** button.

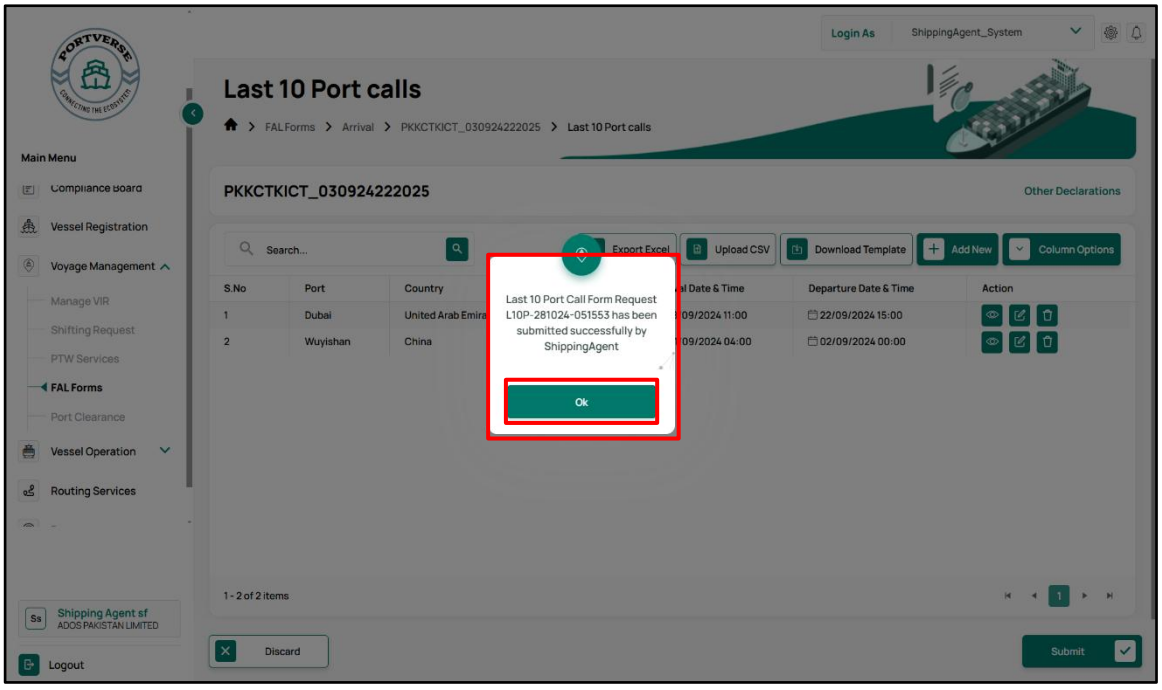


*Figure 106 – Last 10 Port Calls*

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

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

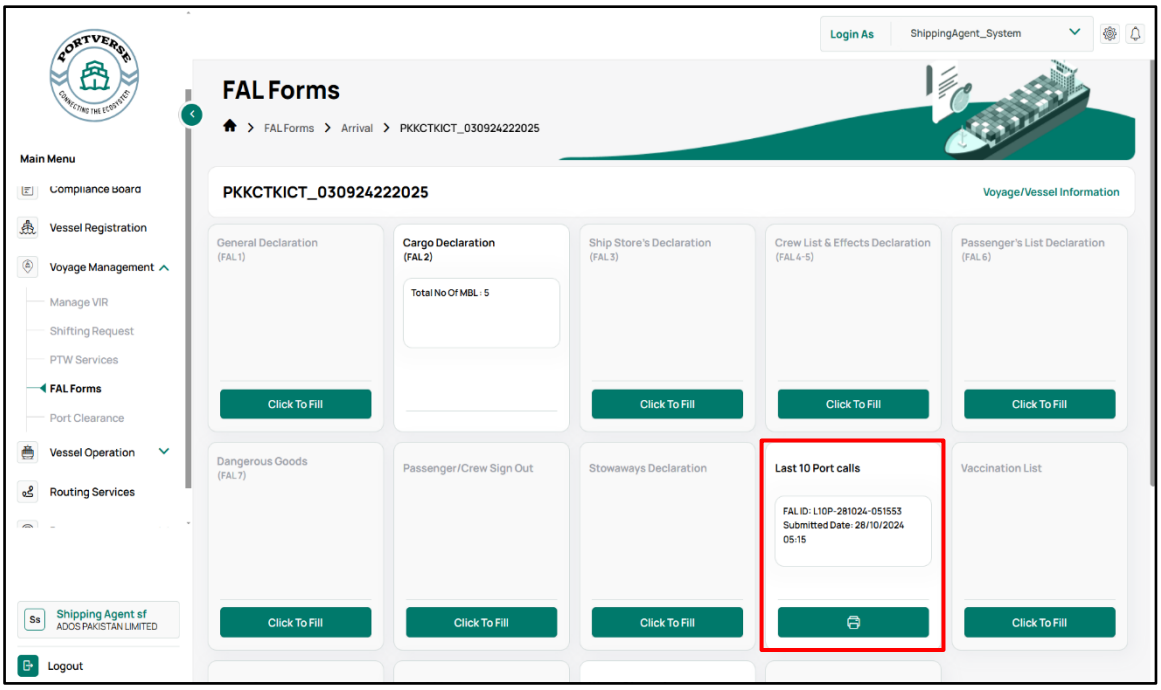


*Figure 109 - FAL Forms Dashboard Screen*

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



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## 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.

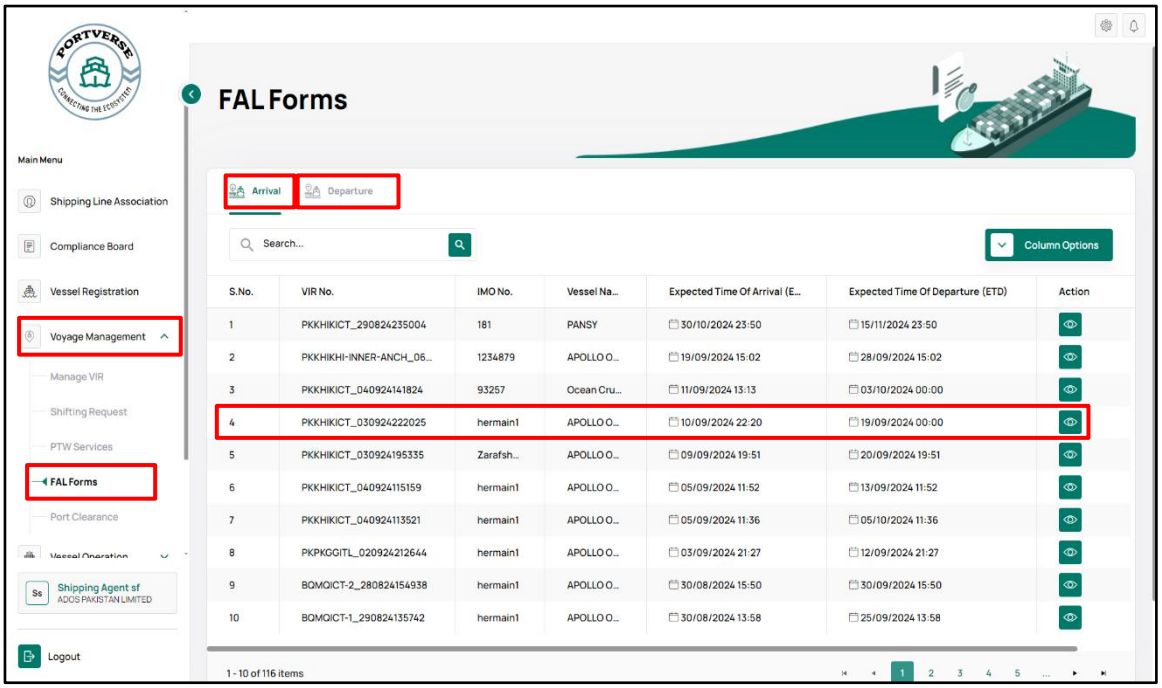
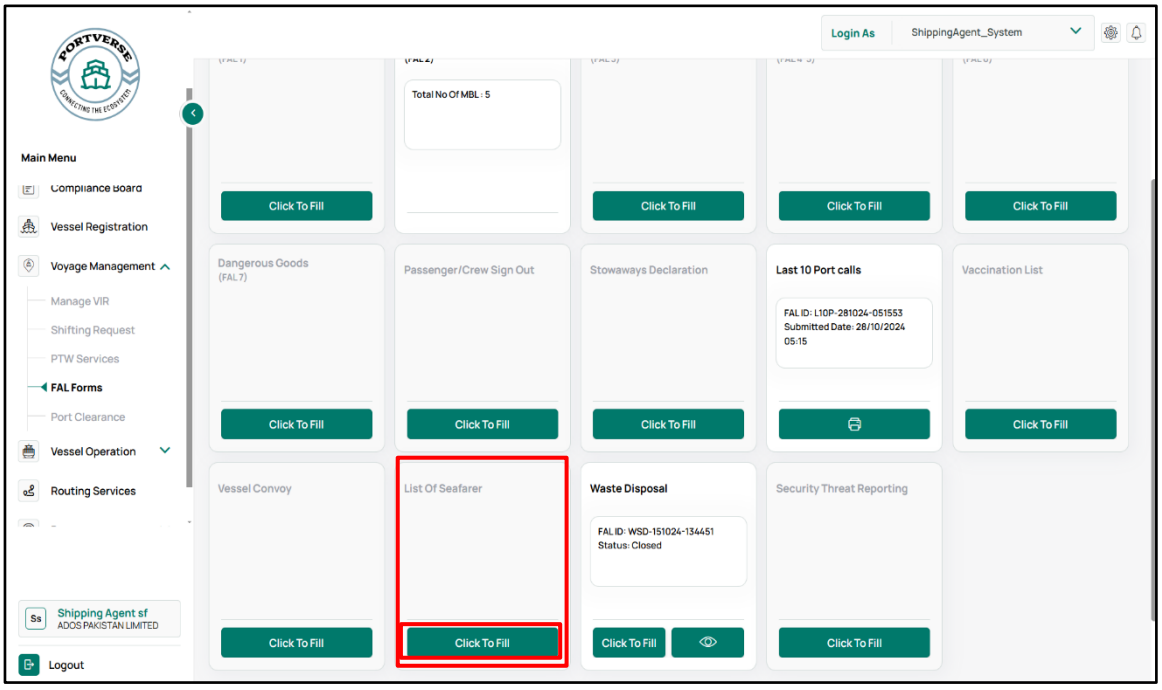



*Figure 112 – FAL Forms*

*Figure 113 – FAL Forms DashboardFigure 114 – FAL Forms*

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### 6.7.2. Submit List of Seafarer

i. Click on **“Add New”** button.

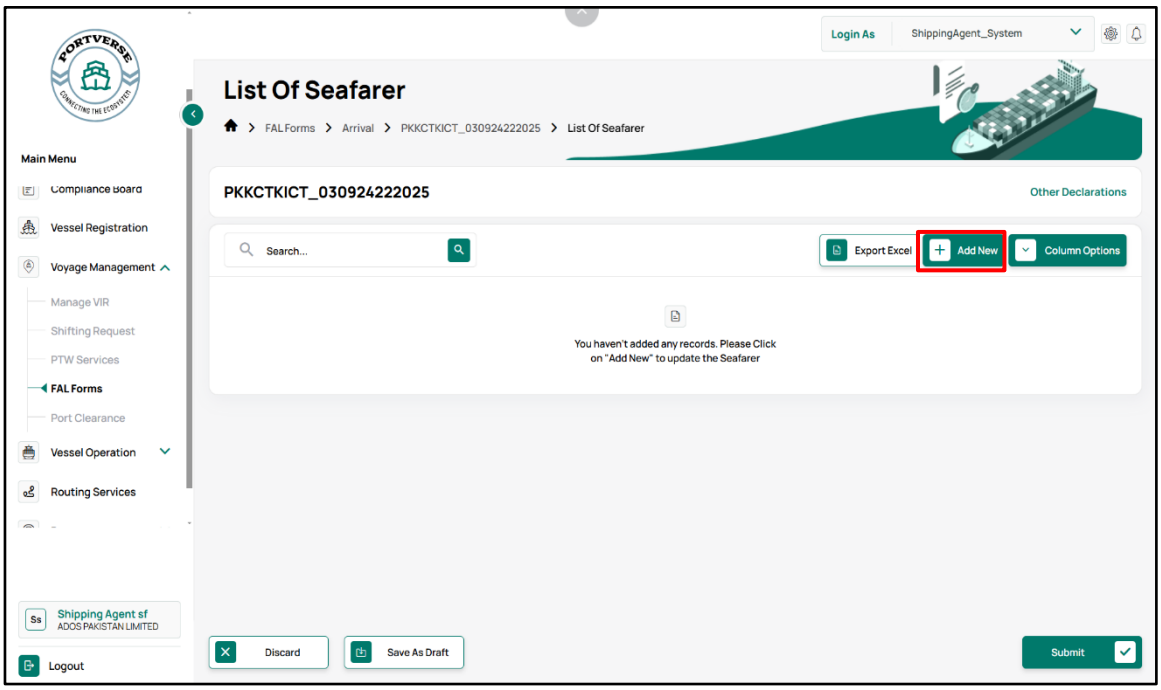


*Figure 118 – List of Seafarer*

*Figure 119 – List of SeafarerFigure 120 – List of Seafarer*

iii. Click on “+” button to upload document.

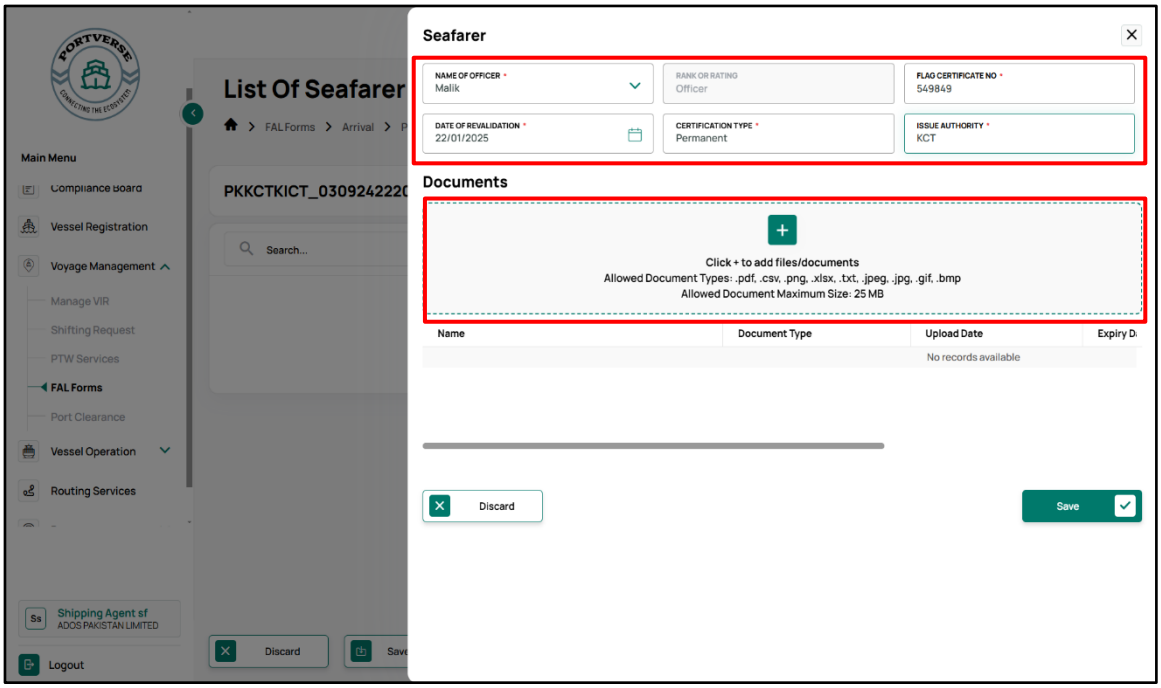




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*Figure 121 – List of Seafarer*

*Figure 122 – List of SeafarerFigure 123 – List of Seafarer*

iv. Select document to upload.

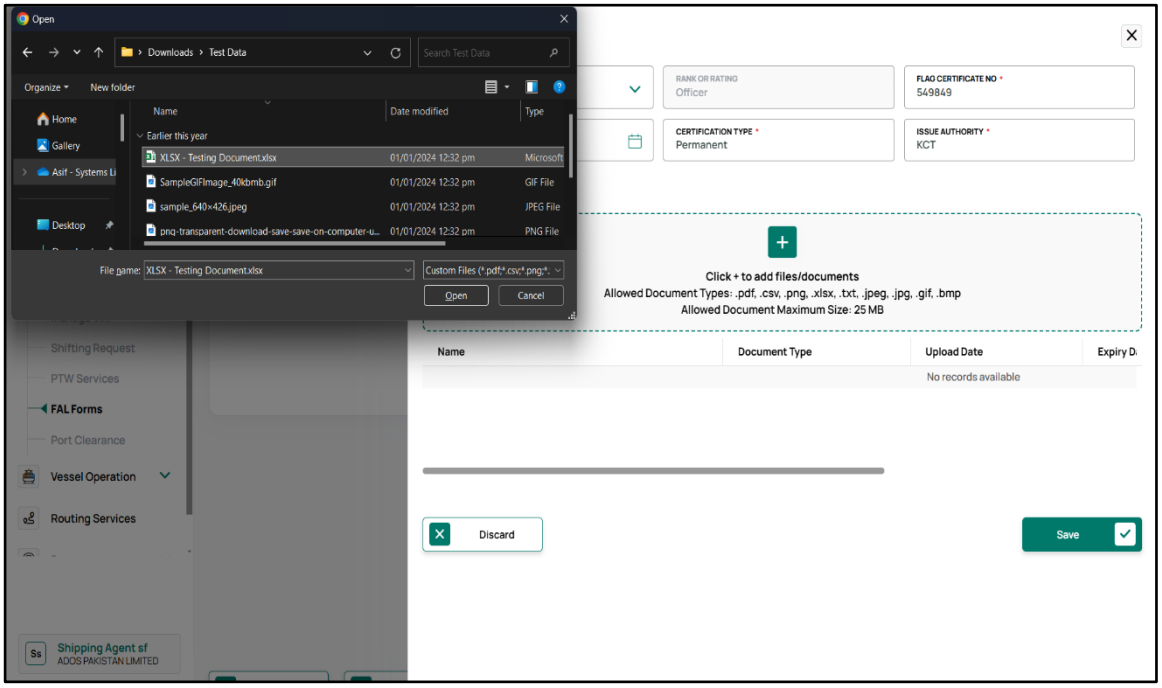


*Figure 124 – List of Seafarer*

*Figure 125 – List of SeafarerFigure 126 – List of Seafarer*

v. Uploaded document will appear in the grid.

vi. Click on **“save”** button.

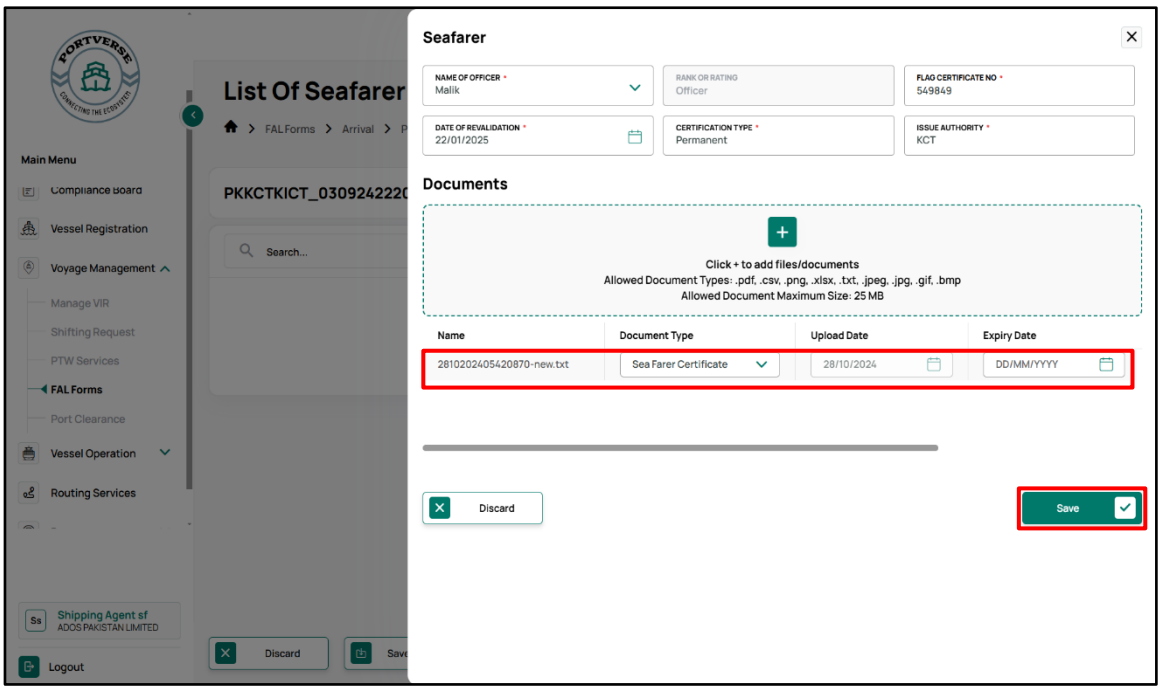


*Figure 127 – List of Seafarer*

vii. Click on **“submit”** button.

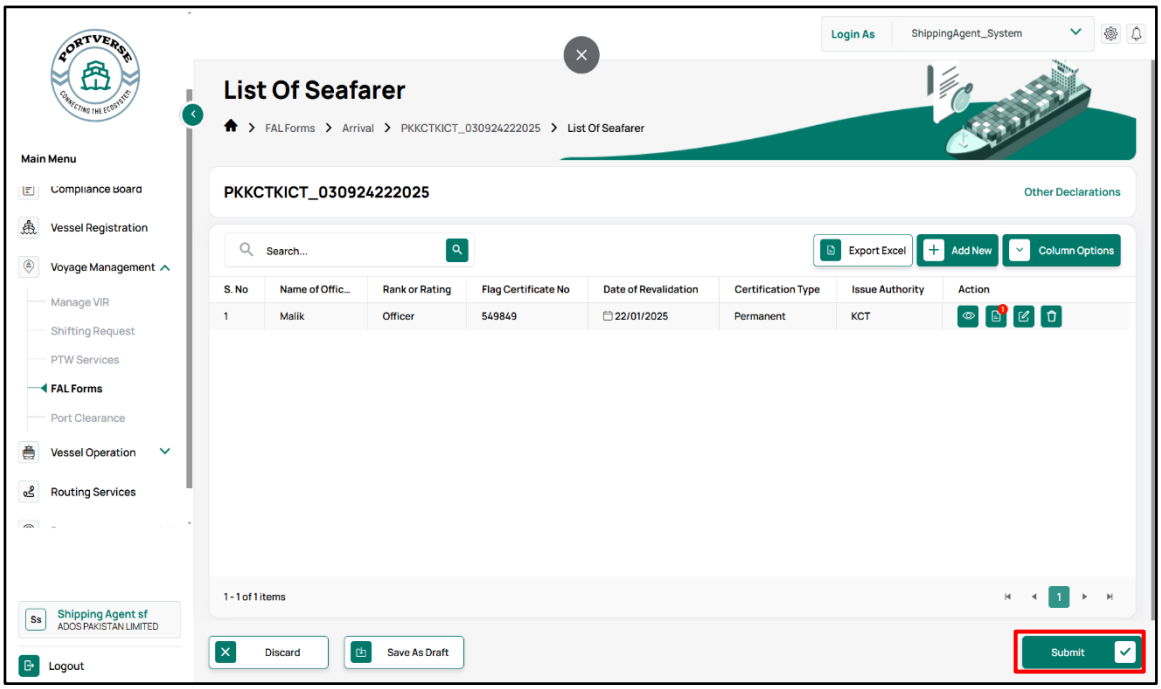


*Figure 130 – List of Seafarer*

*Figure 131 – List of SeafarerFigure 132 – List of Seafarer*

viii. A confirmation alert will appear.

ix. Click on **“Yes”** button.

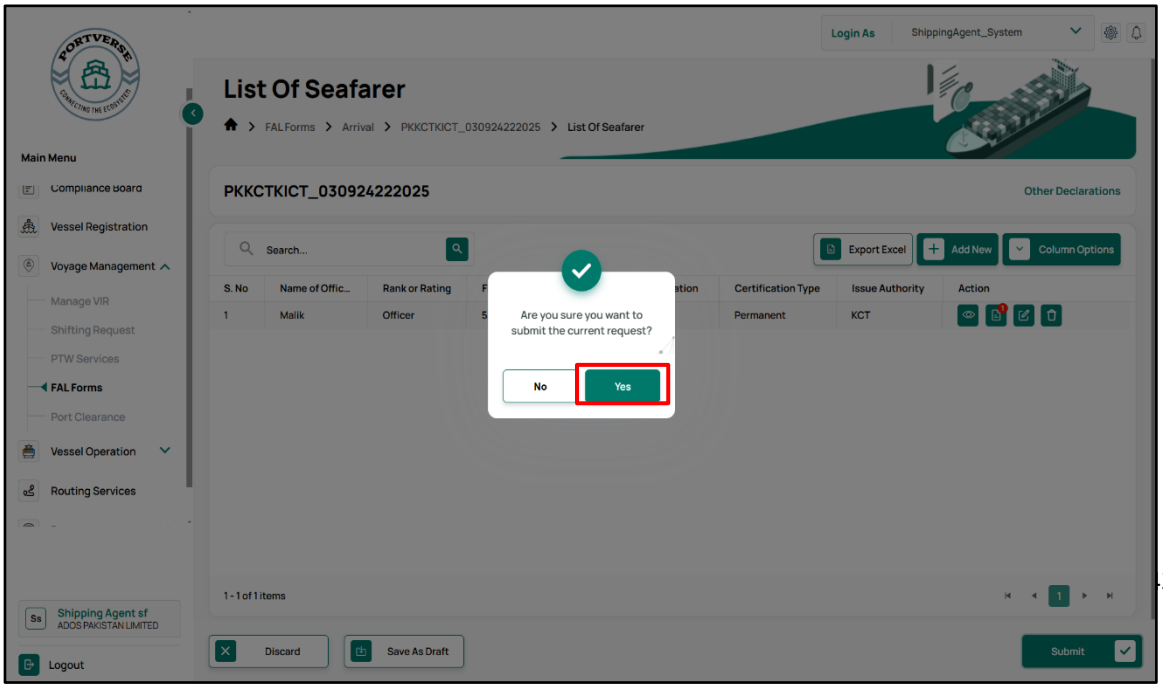


*Figure 133 – List of Seafarer*

x. Then a success alert appears.

xi. Click on **“OK”** button.

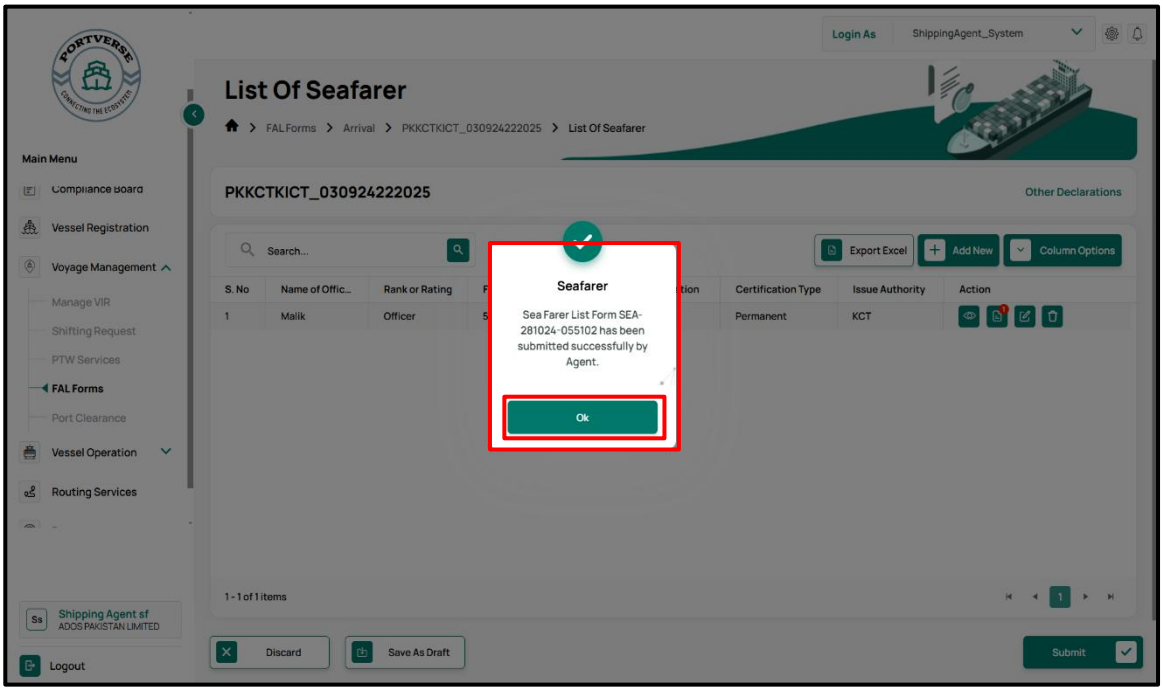


*Figure 136 – List of Seafarer*

*Figure 137 – List of SeafarerFigure 138 – List of Seafarer*

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

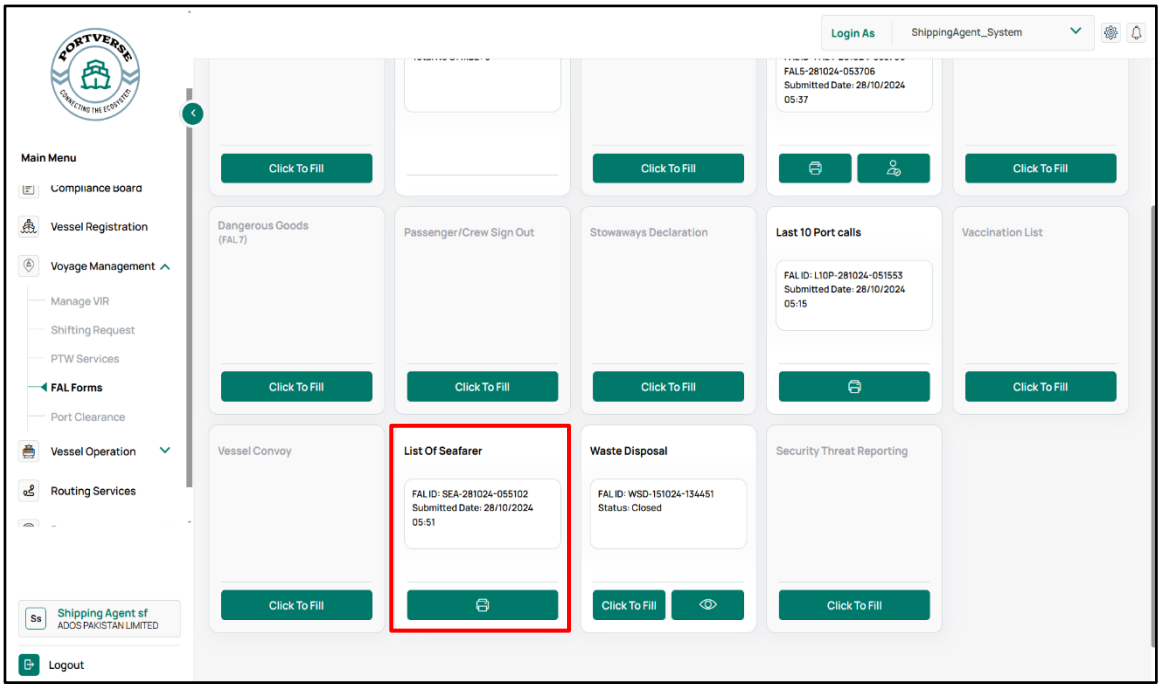

*Figure 139 – List of Seafarer*

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



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## 6.8. Vessel Convoy – Shipping Agent

### 6.8.1. Access to Vessel Convoy

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.

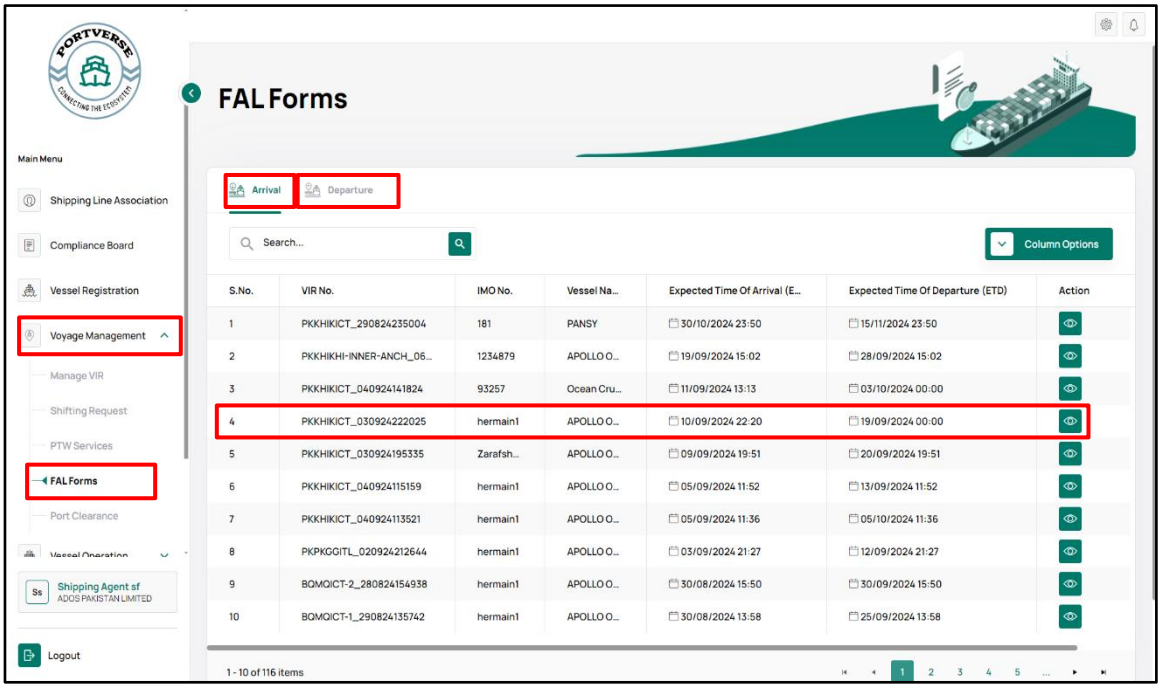


*Figure 142 – FAL Forms*

*Figure 143 – FAL Forms DashboardFigure 144 – FAL Forms*

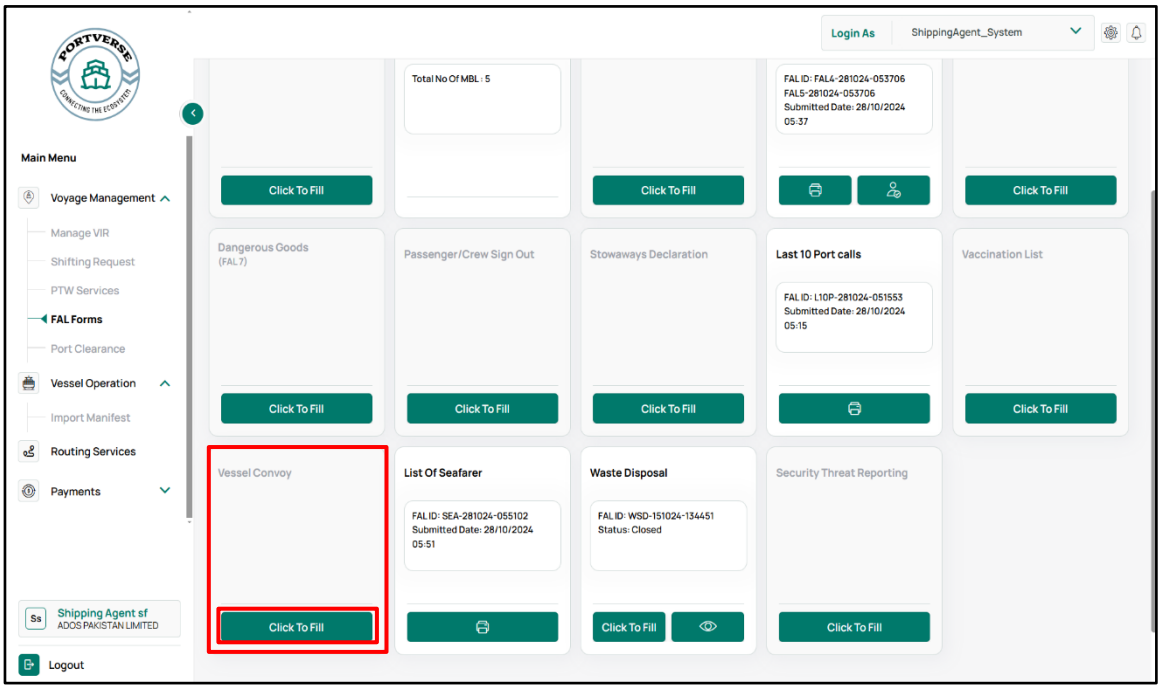


*Figure 145 – FAL Forms Dashboard*

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### 6.8.2. Submit Vessel Convoy – Acquire from Port

i. Click on **"Add New"** button.

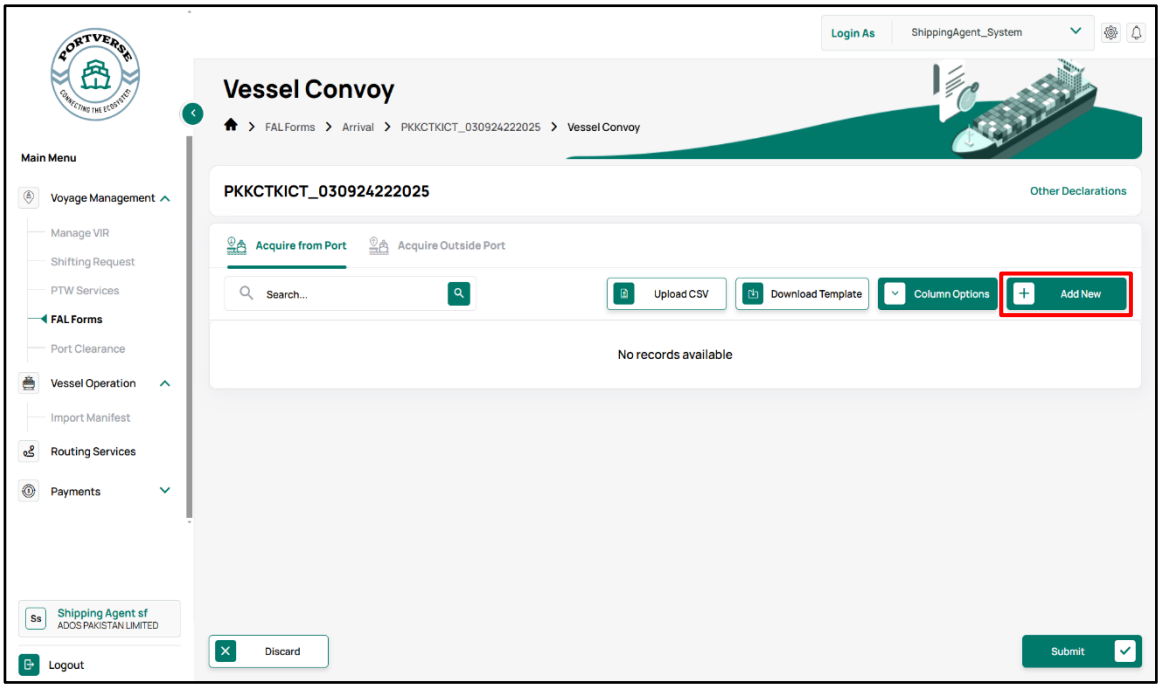


*Figure 148 – Vessel Convoy*

*Figure 149 – Vessel ConvoyFigure 150 – Vessel Convoy*

iii. Click on **"save"** button.

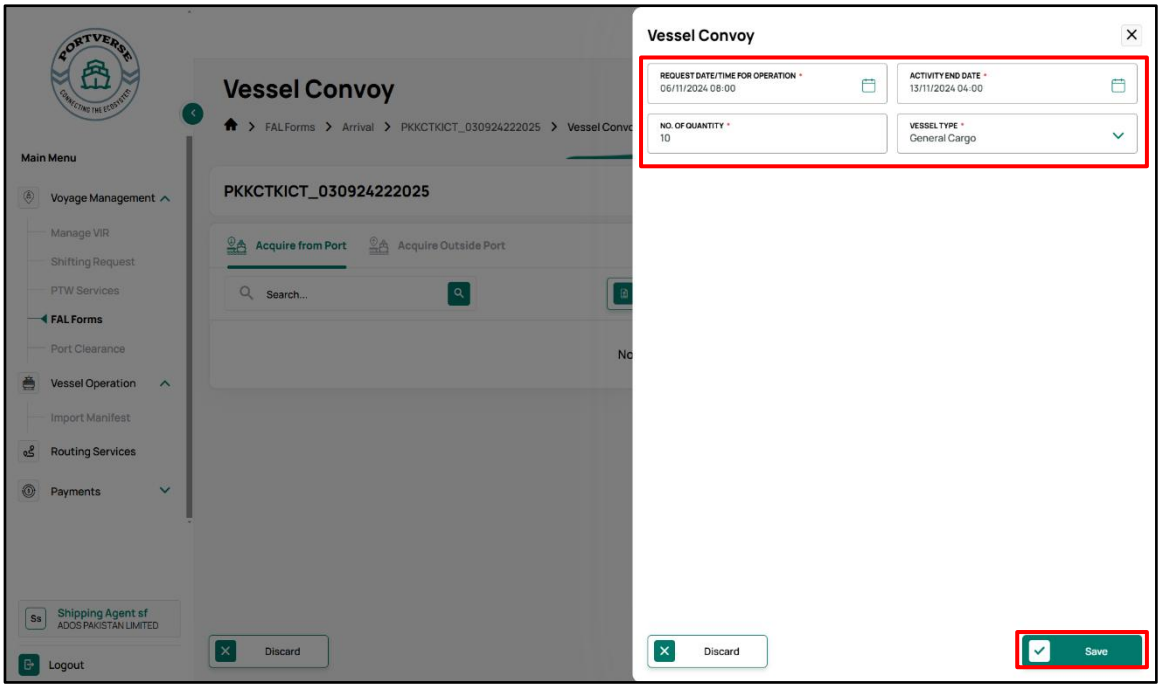


*Figure 151 – Vessel Convoy*

*Figure 152 – Vessel ConvoyFigure 153 – Vessel Convoy*



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

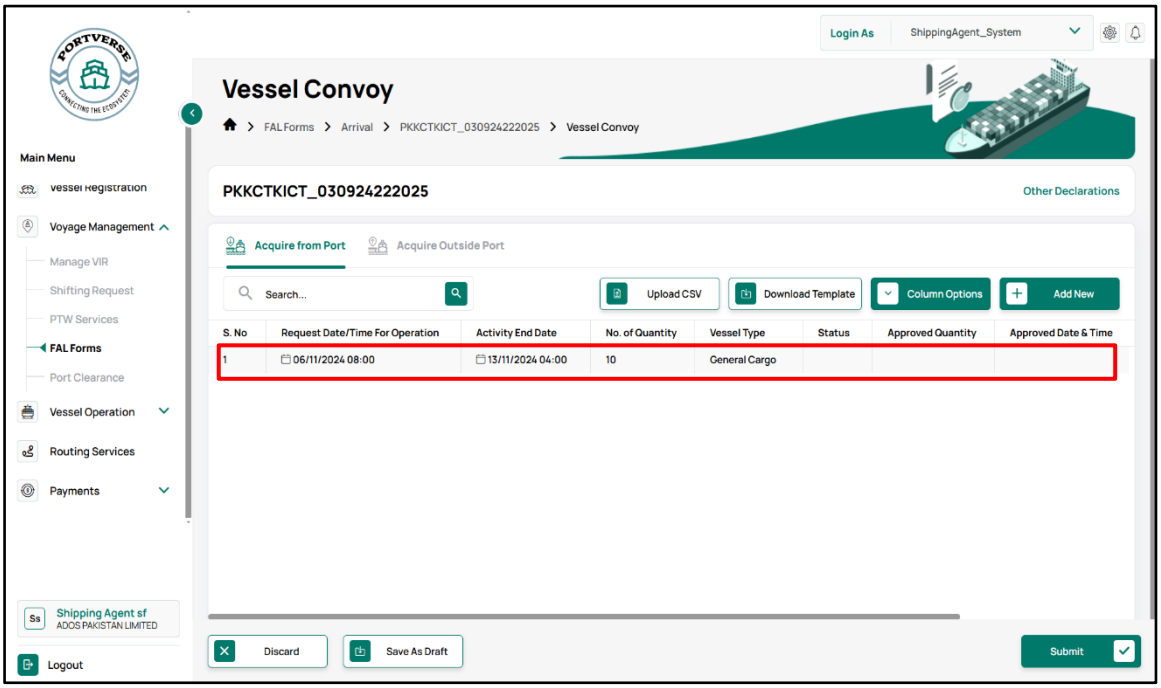


*Figure 154 – Vessel Convoy*

*Figure 155 – Vessel ConvoyFigure 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.

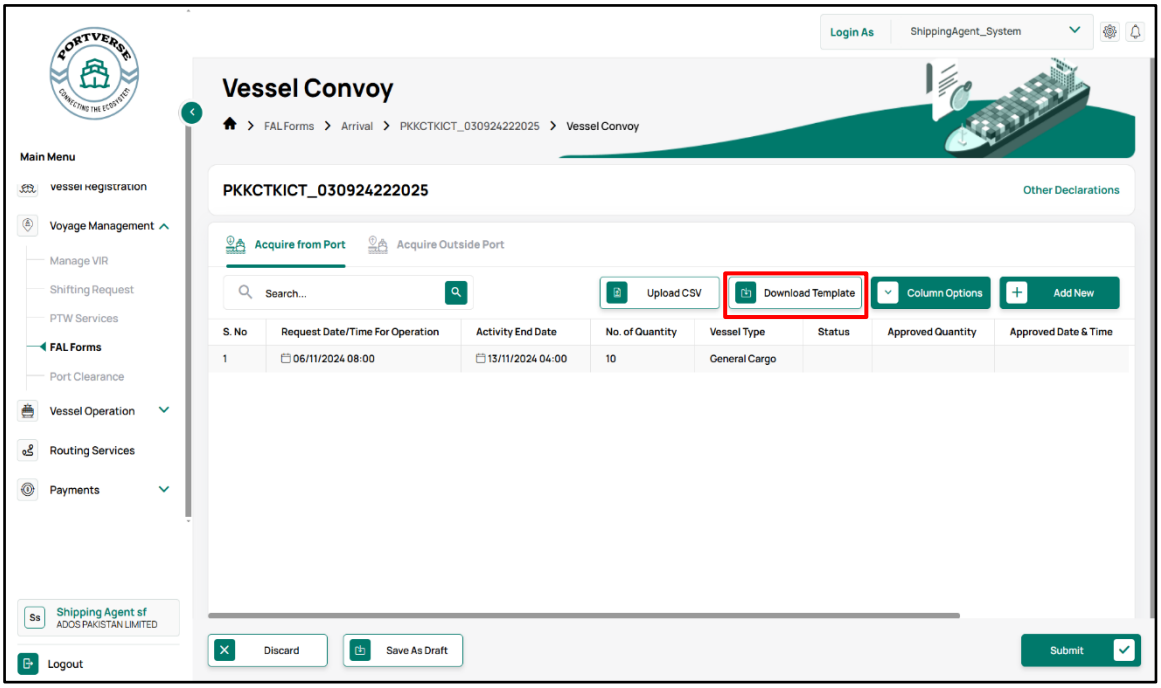


*Figure 157 – Vessel Convoy*

viii. Update the CSV file as per requirement.

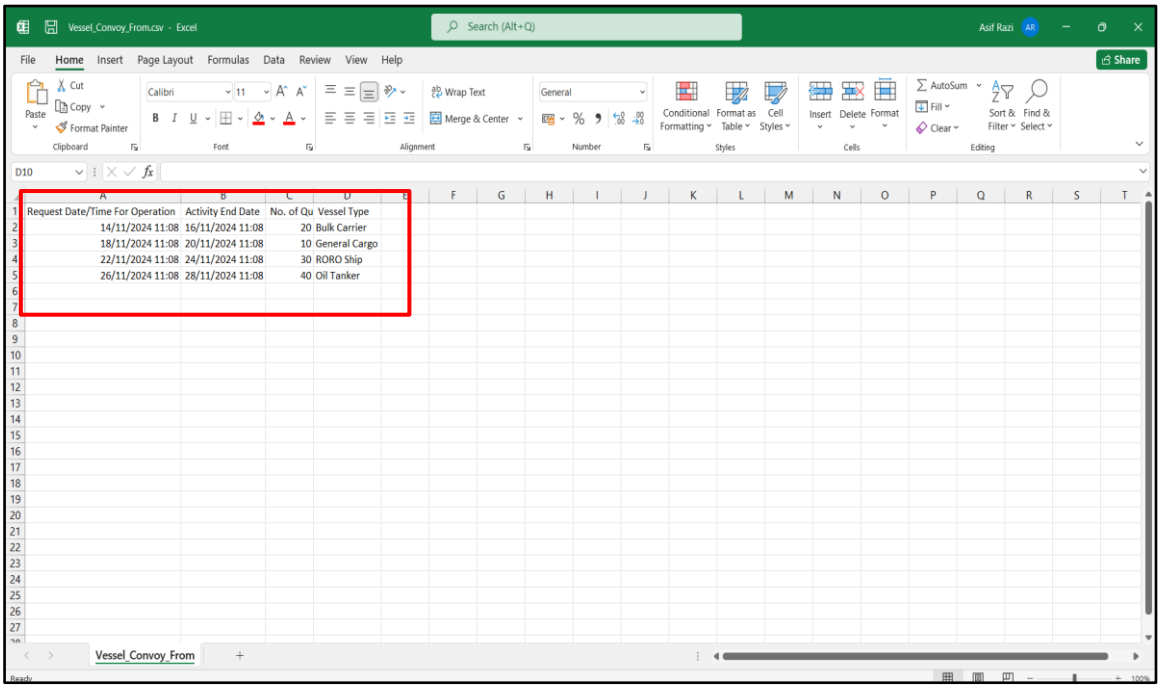


*Figure 160 – Vessel Convoy*

*Figure 161 – Vessel ConvoyFigure 162 – Vessel Convoy*

ix. Click on the **"Upload"** Button

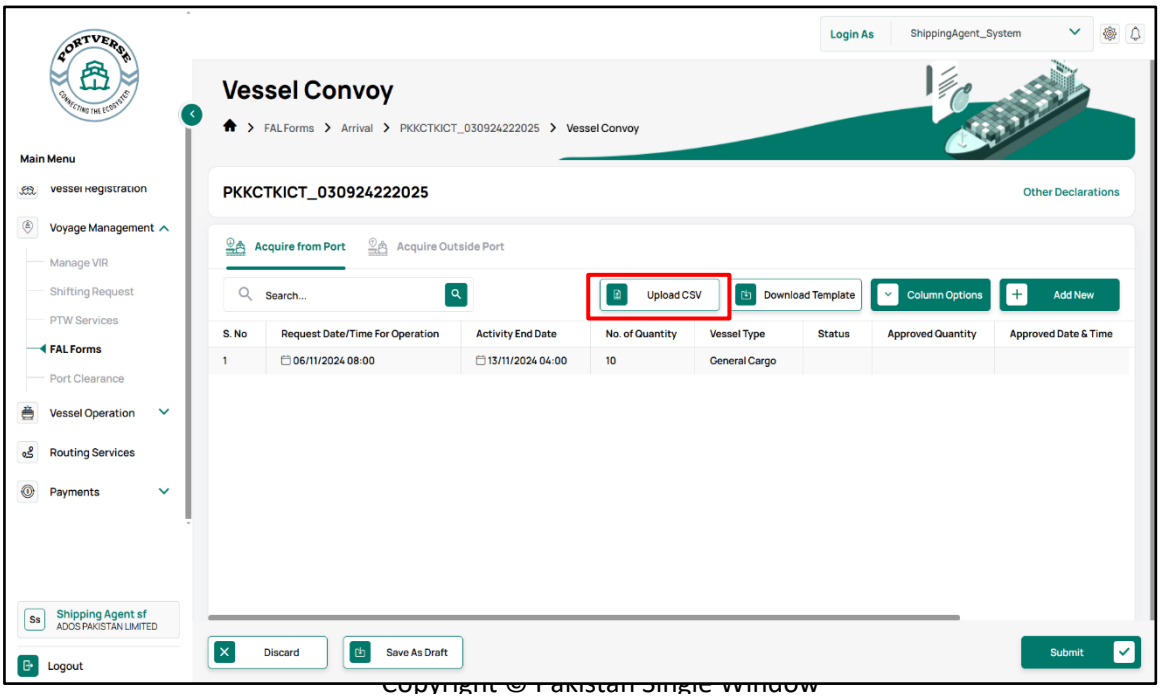


*Figure 163 – Vessel Convoy*



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x. A window will appear for file attachment. Once the relevant file is selected click on the "**Upload**" Button.

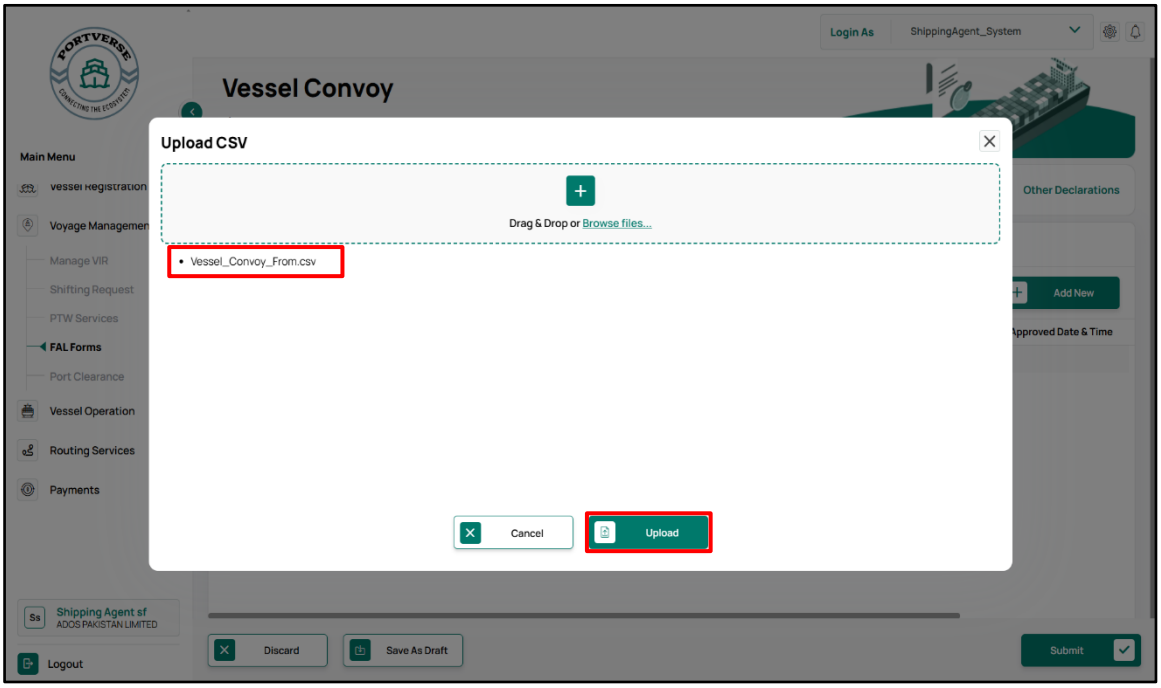


*Figure 166 – Vessel Convoy*

*Figure 167 – Vessel ConvoyFigure 168 – Vessel Convoy*

xi. Records will be displayed on the main screen.

xii. Update these records by clicking on the "**edit"** icon (If required)

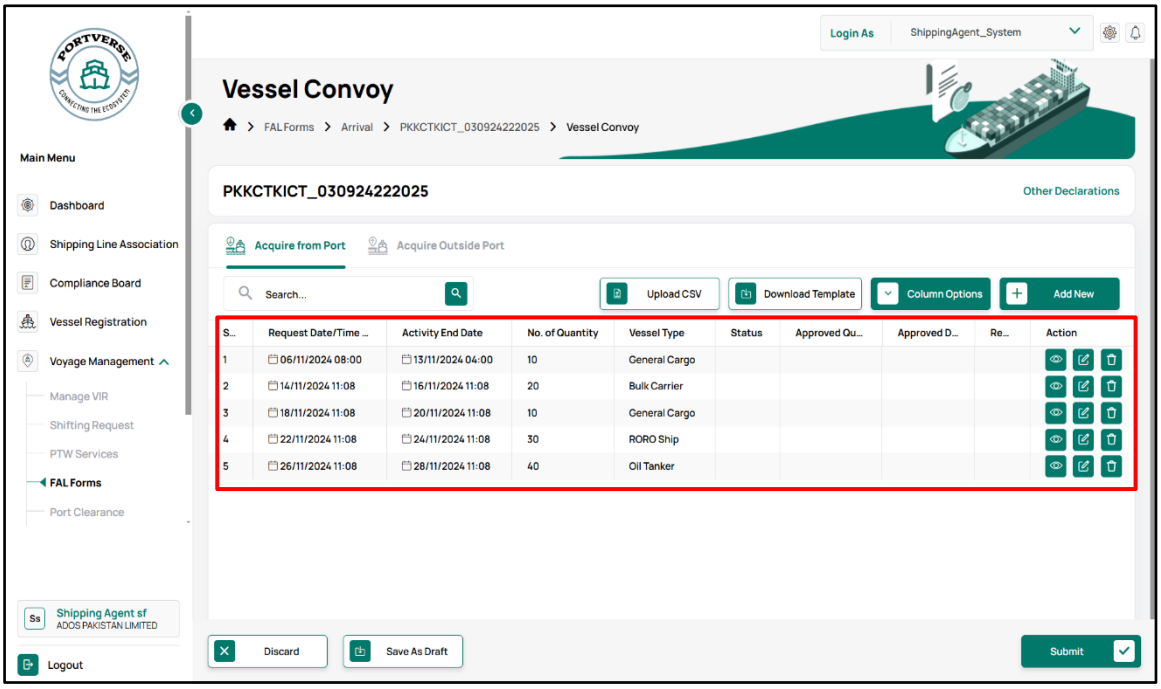


*Figure 169 – Vessel Convoy*

*Figure 170 – Vessel ConvoyFigure 171 – Vessel Convoy*

xiii. Click on **“submit”** button.

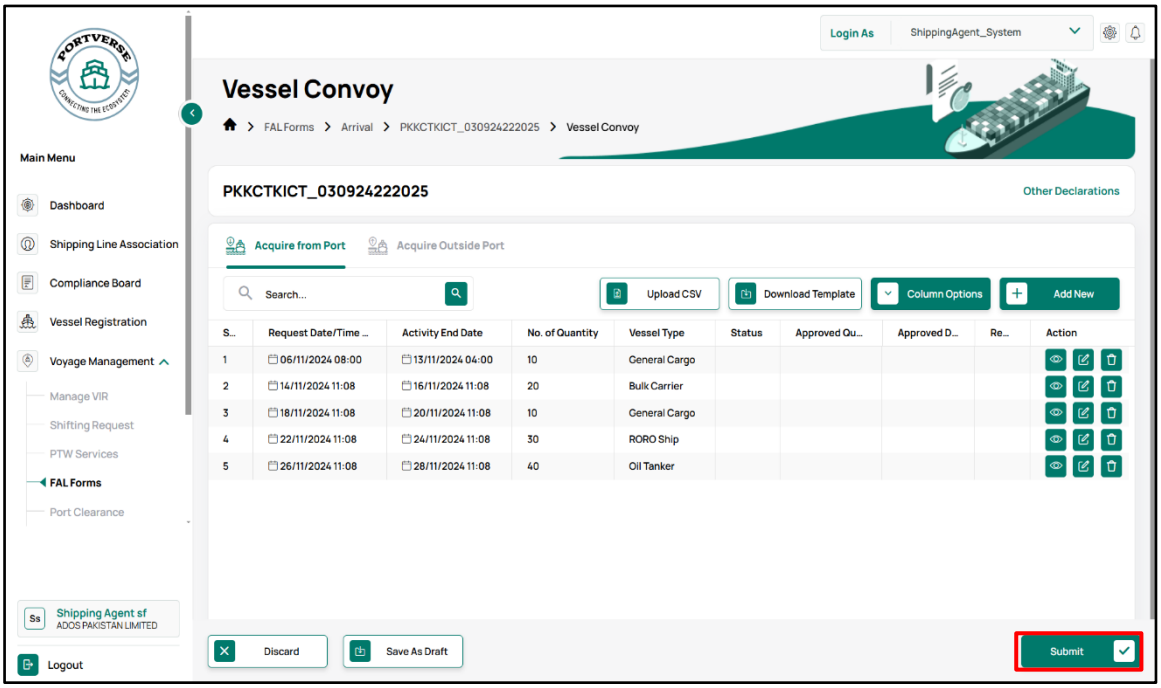


*Figure 172 – Vessel Convoy*

*Figure 173 – Vessel ConvoyFigure 174 – Vessel Convoy*

xiv. A confirmation alert will appear.

xv. Click on **“Yes”** button.

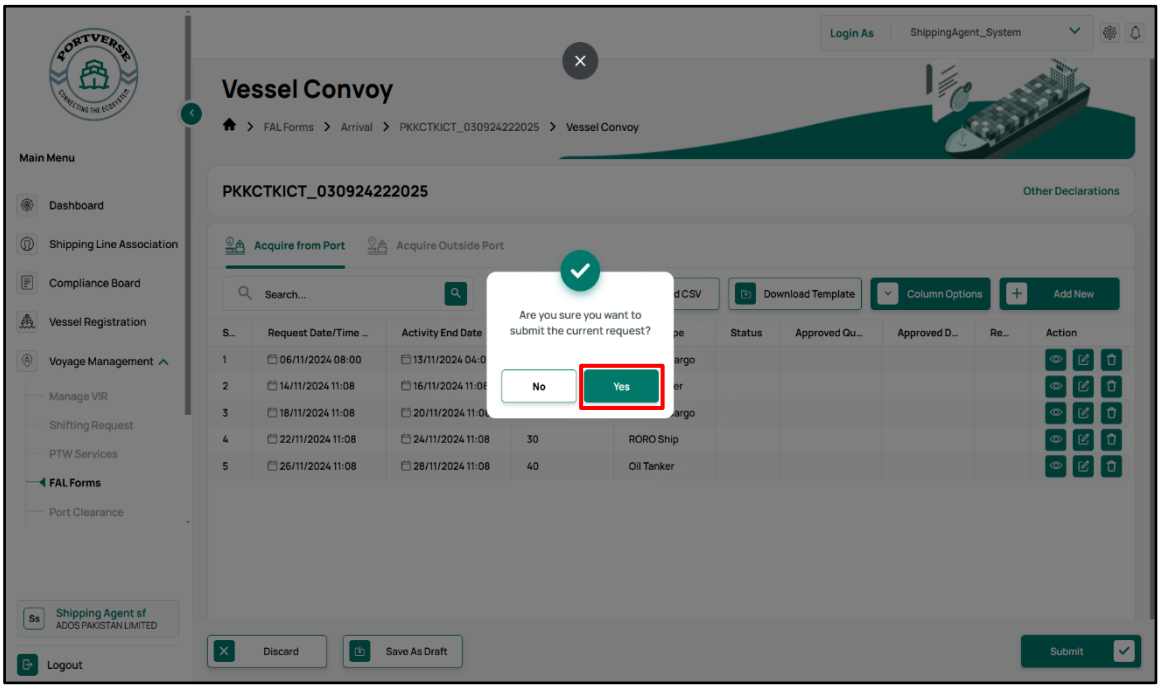




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*Figure 175 – Vessel Convoy*

*Figure 176 – Vessel ConvoyFigure 177 – Vessel Convoy*

xvi. Then a success alert appears.

xvii. Click on **“OK”** button.

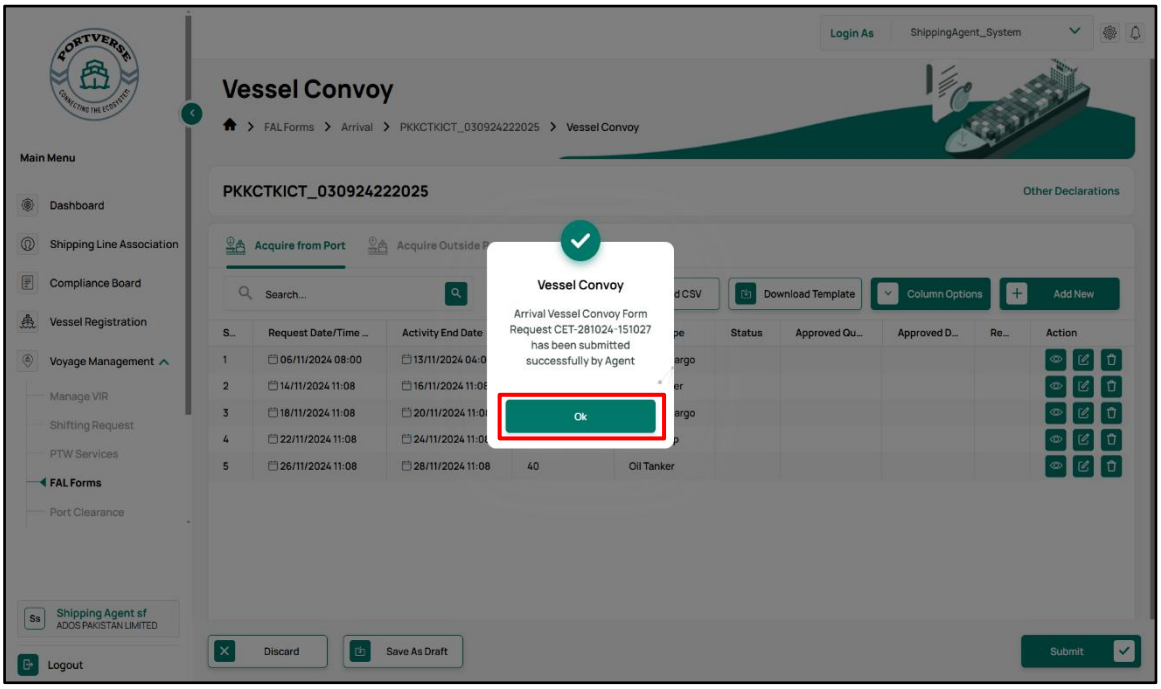


*Figure 178 – Vessel Convoy*

*Figure 179 – FAL Forms DashboardFigure 180 – Vessel Convoy*

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

xix. Click on the **“View Approval”** icon to view the approval status

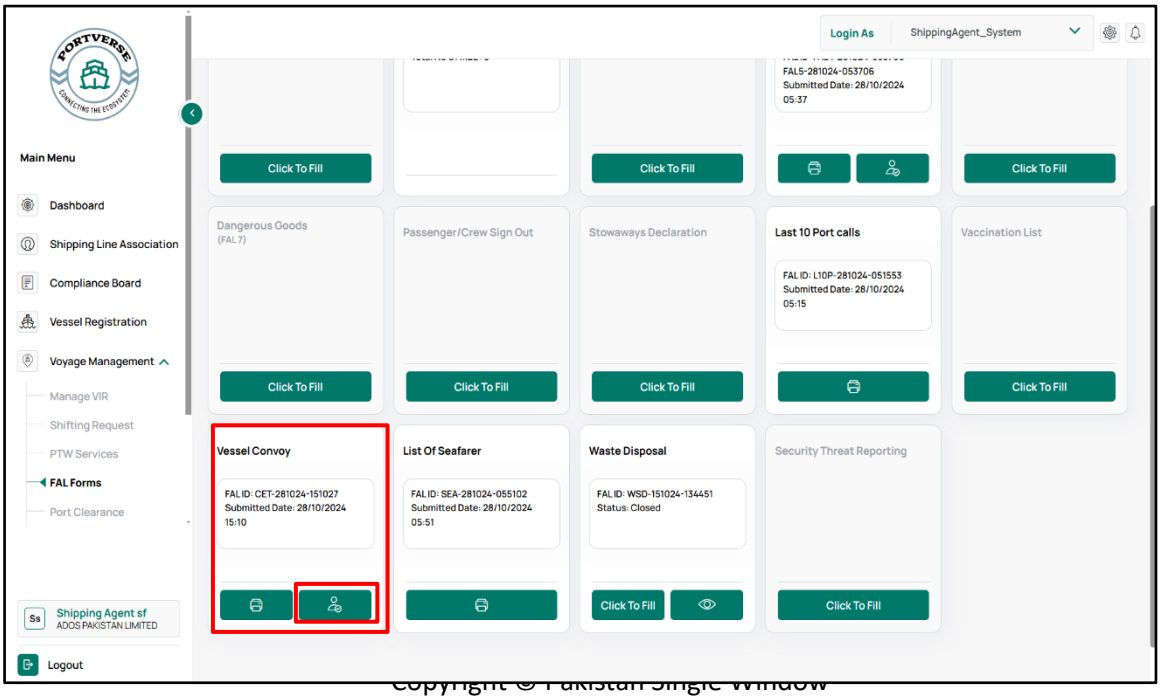


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*Figure 181 – FAL Forms Dashboard*

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



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### 6.8.3. Submit Vessel Convoy – Acquire Outside Port

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

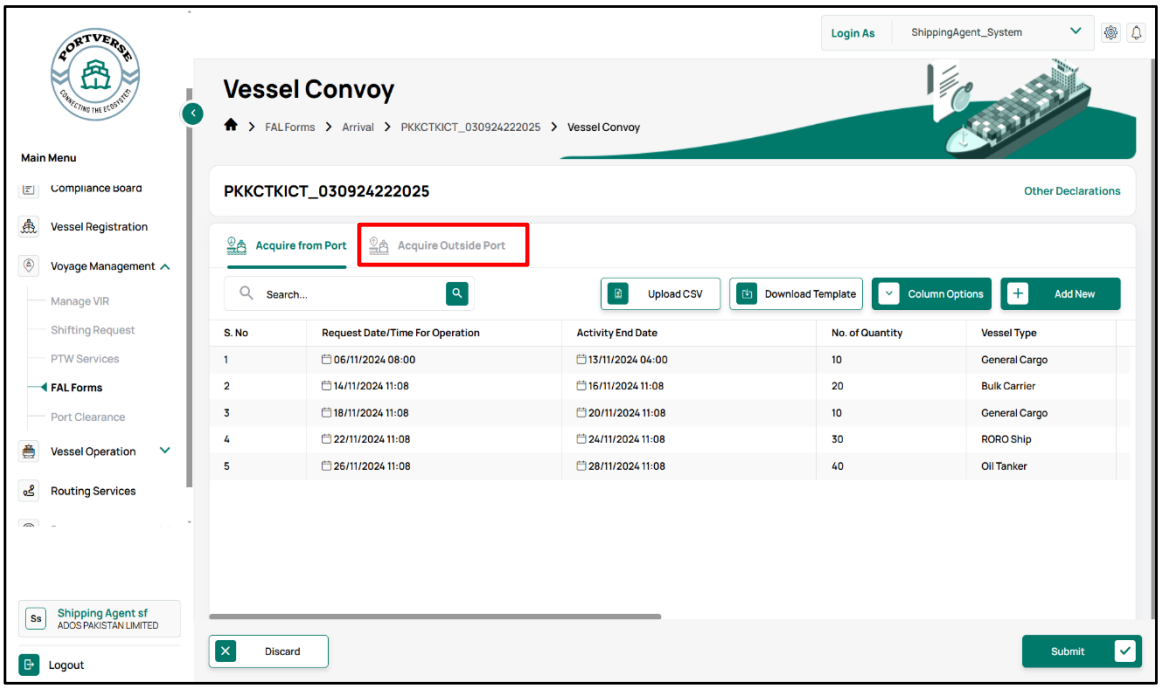


*Figure 184 – Vessel Convoy*

*Figure 185 – Vessel ConvoyFigure 186 – Vessel Convoy*

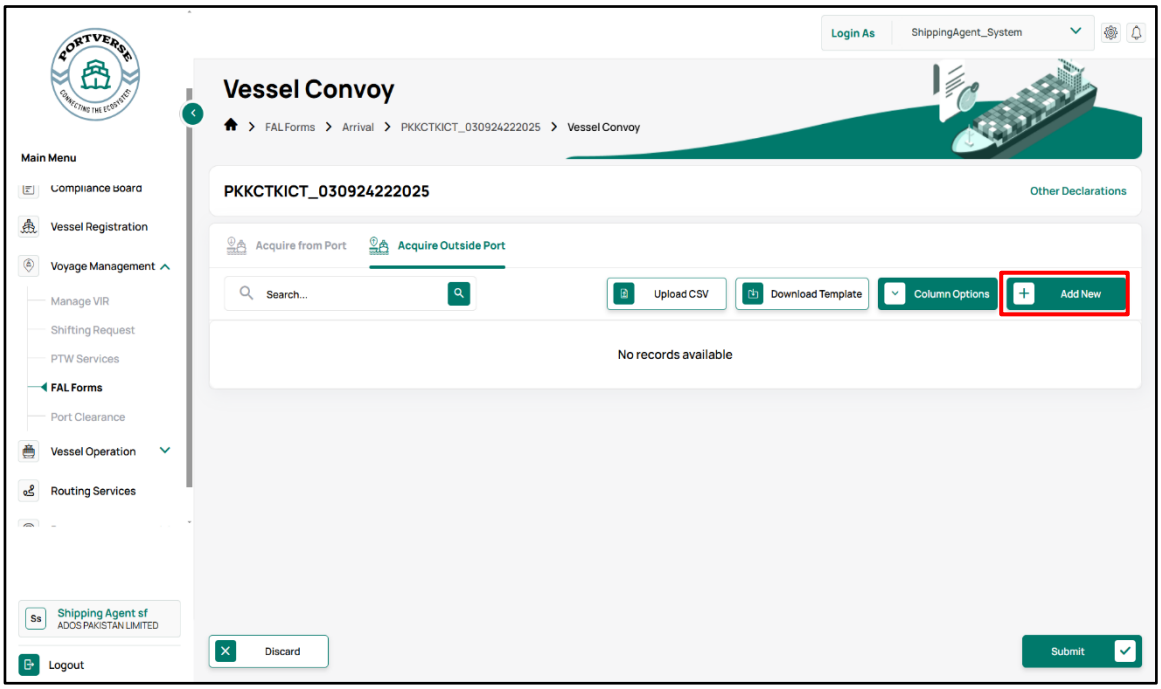


*Figure 187 – Vessel Convoy*

*Figure 188 – Vessel ConvoyFigure 189 – Vessel Convoy*

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iii. Fill / select the highlighted fields.

iv. Click on **“save”** button.

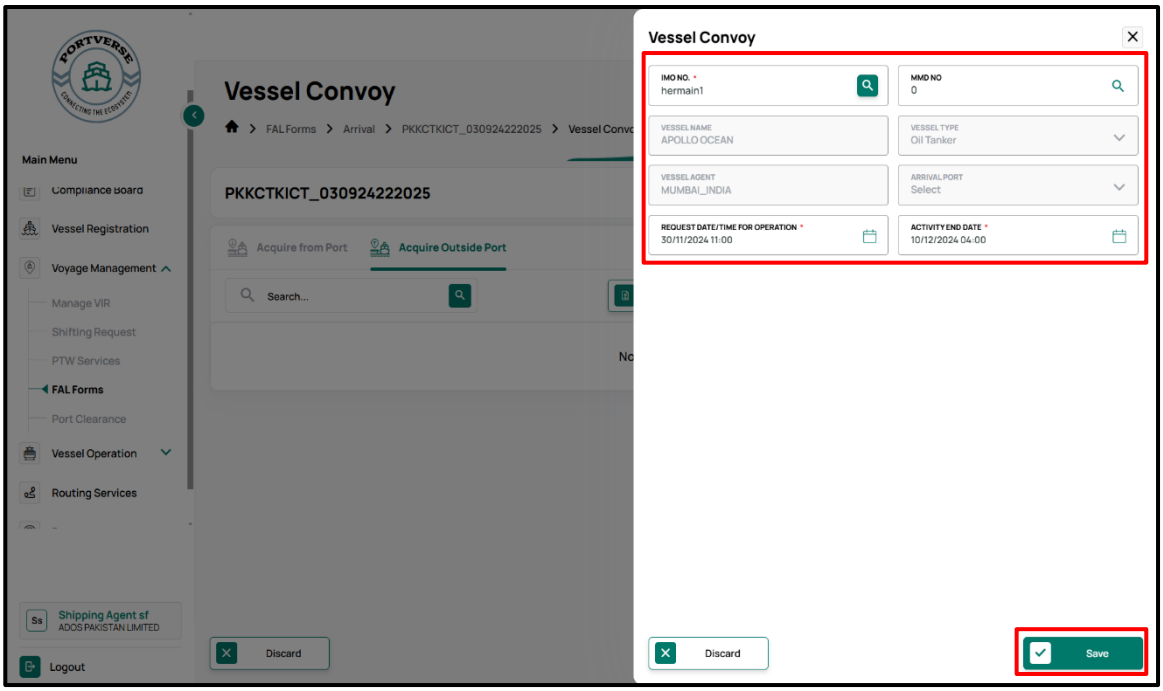


*Figure 190 – Vessel Convoy*

*Figure 191 – Vessel ConvoyFigure 192 – Vessel Convoy*

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

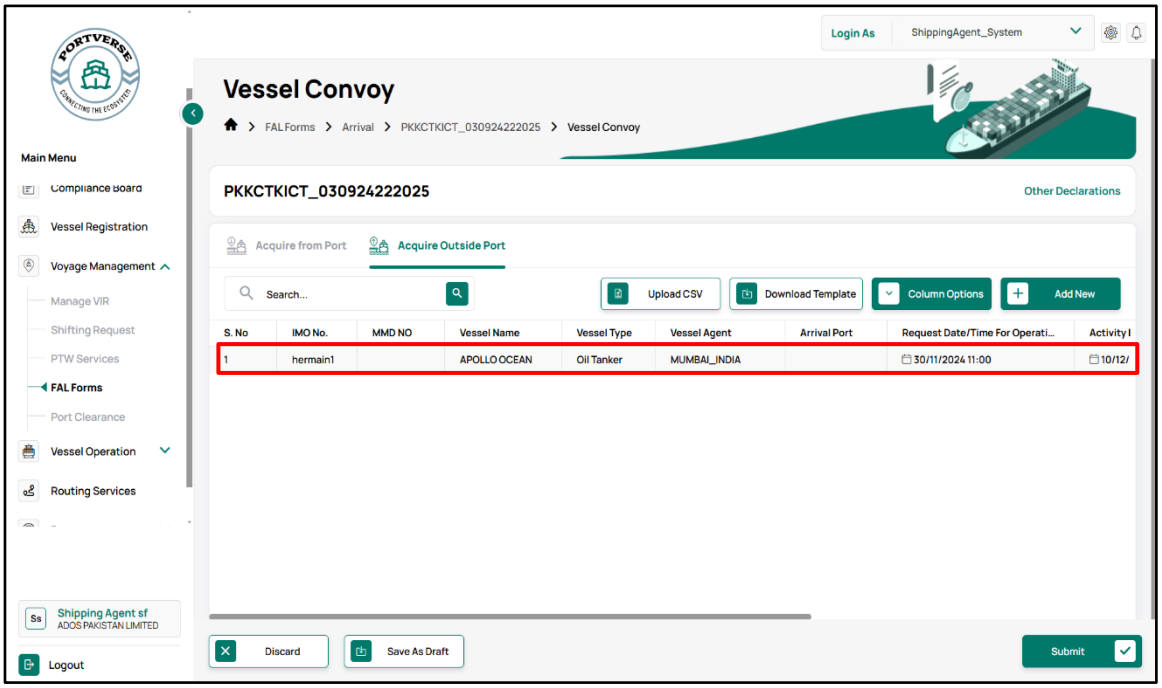


*Figure 194 – Vessel ConvoyFigure 195 – Vessel Convoy*



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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.

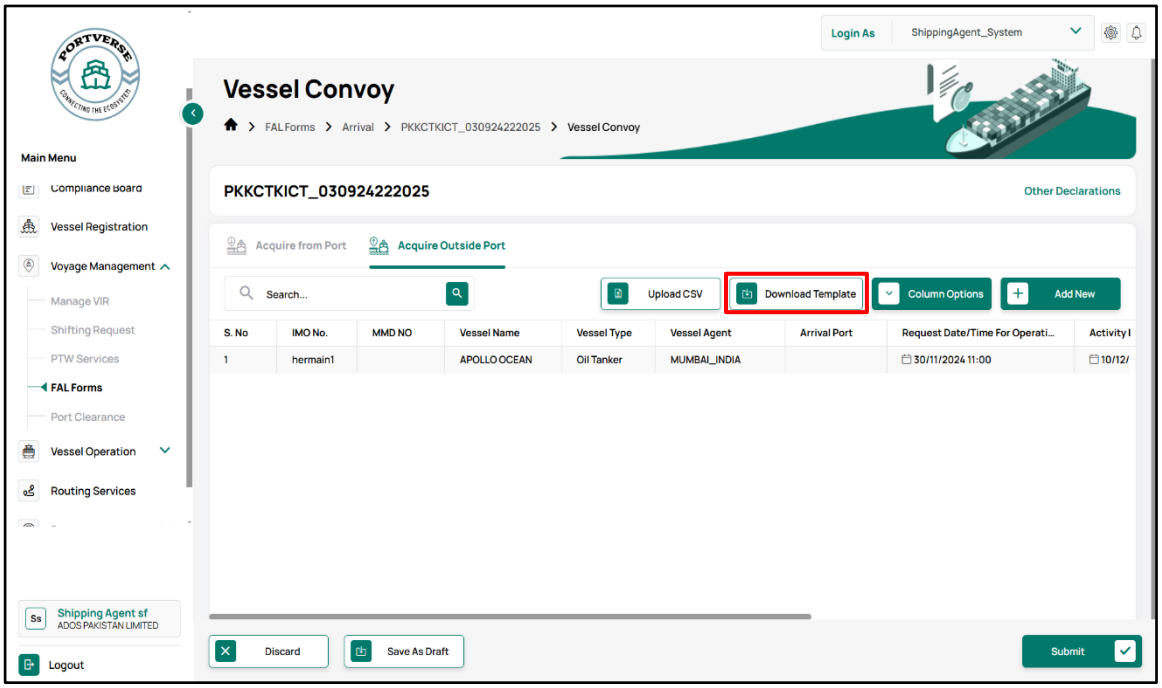


*Figure 196 – Vessel Convoy*

*Figure 197 – Vessel ConvoyFigure 198 – Vessel Convoy*

ix. Update the CSV file as per requirement.

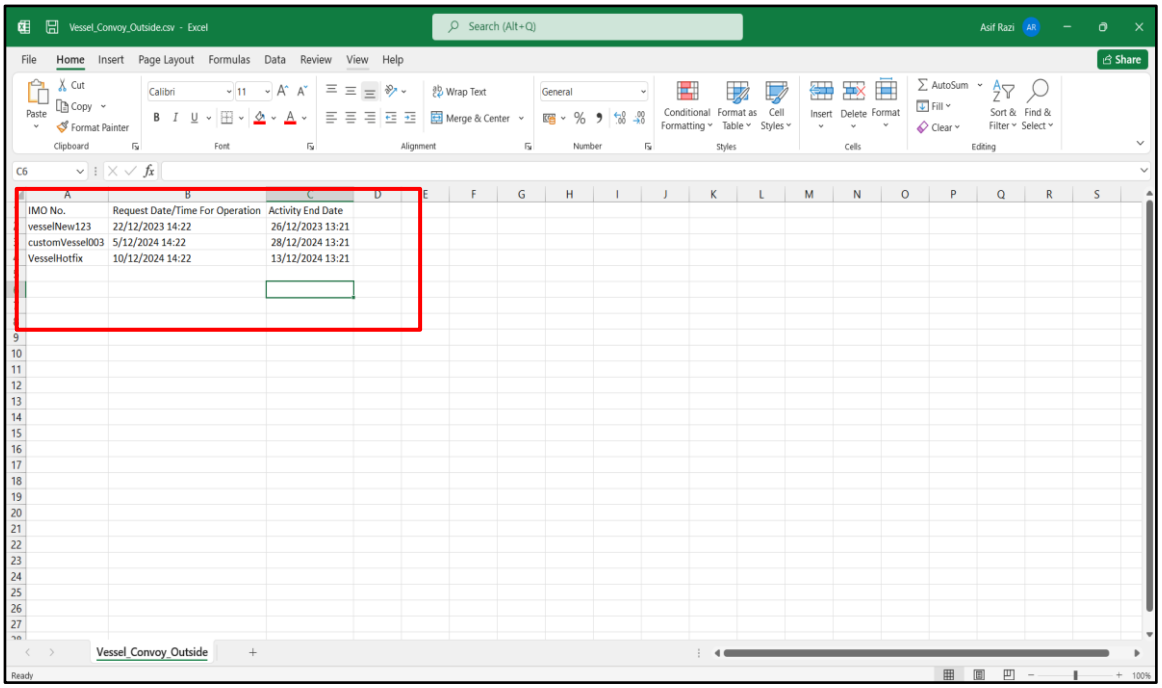


*Figure 199 – Vessel Convoy*

*Figure 200 – Vessel ConvoyFigure 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

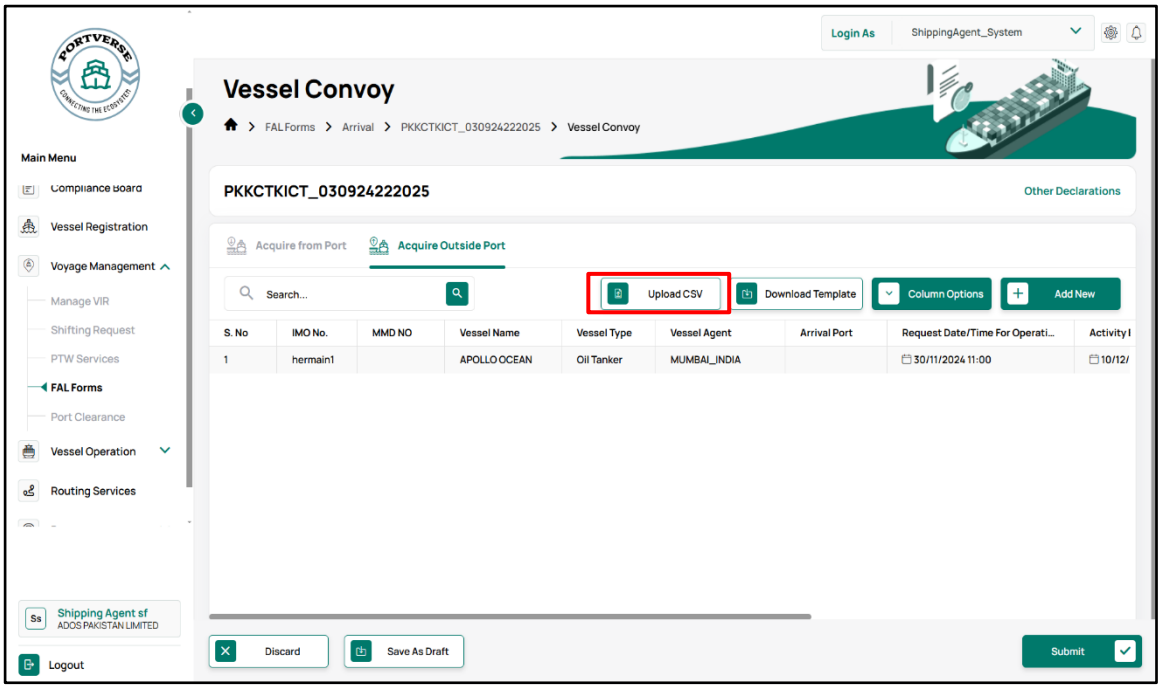


*Figure 202 – Vessel Convoy*

*Figure 203 – Vessel ConvoyFigure 204 – Vessel Convoy*

"**Upload**" Button.

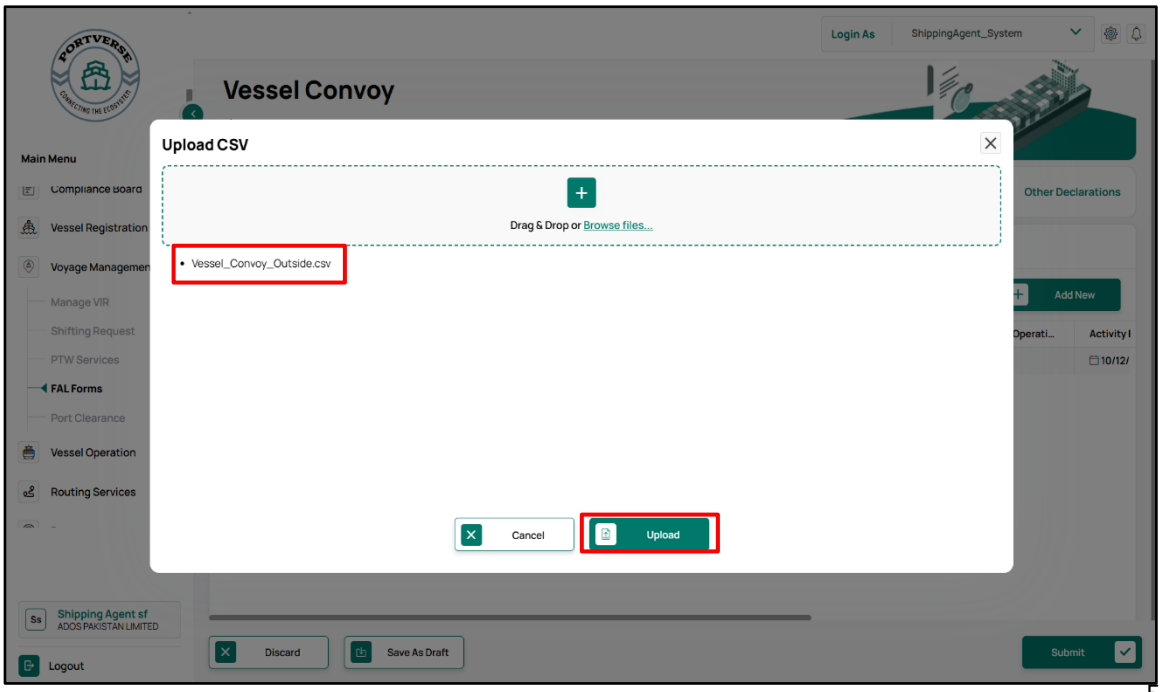


*Figure 205 – Vessel Convoy*



*Figure 206 – Vessel ConvoyFigure 207 – Vessel Convoy*

xii. Records will be displayed on the main screen.

xiii. Update these records by clicking on the “**edit”** icon (If required)

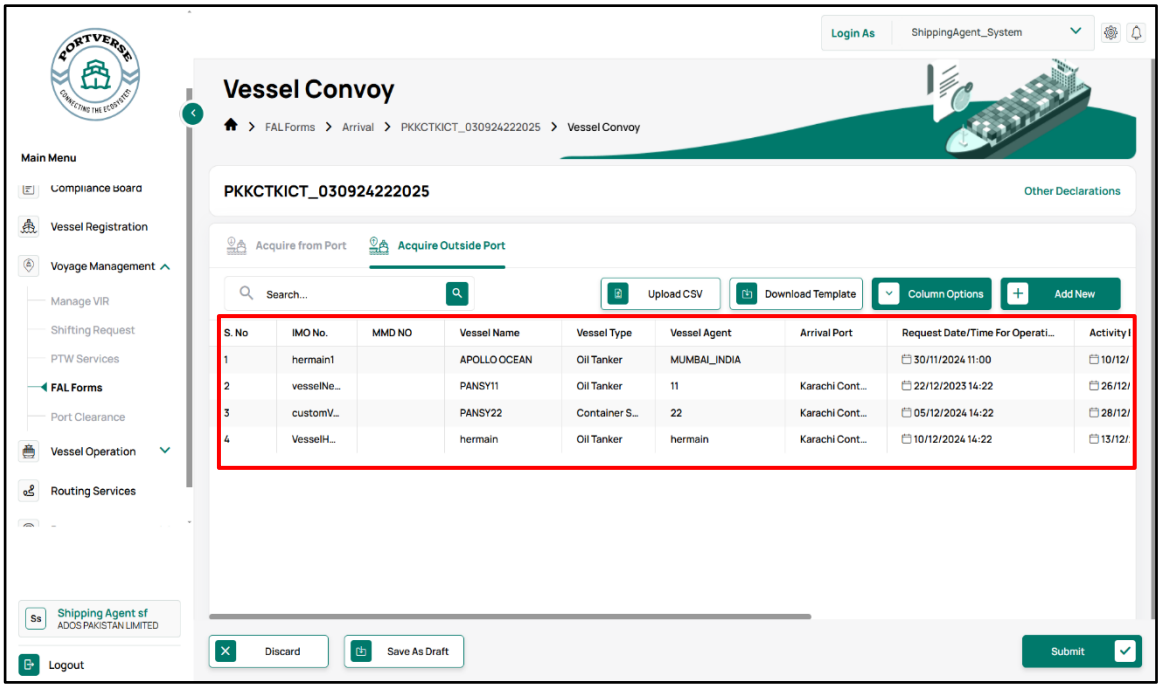


*Figure 208 – Vessel Convoy*

*Figure 209 – Vessel ConvoyFigure 210 – Vessel Convoy*

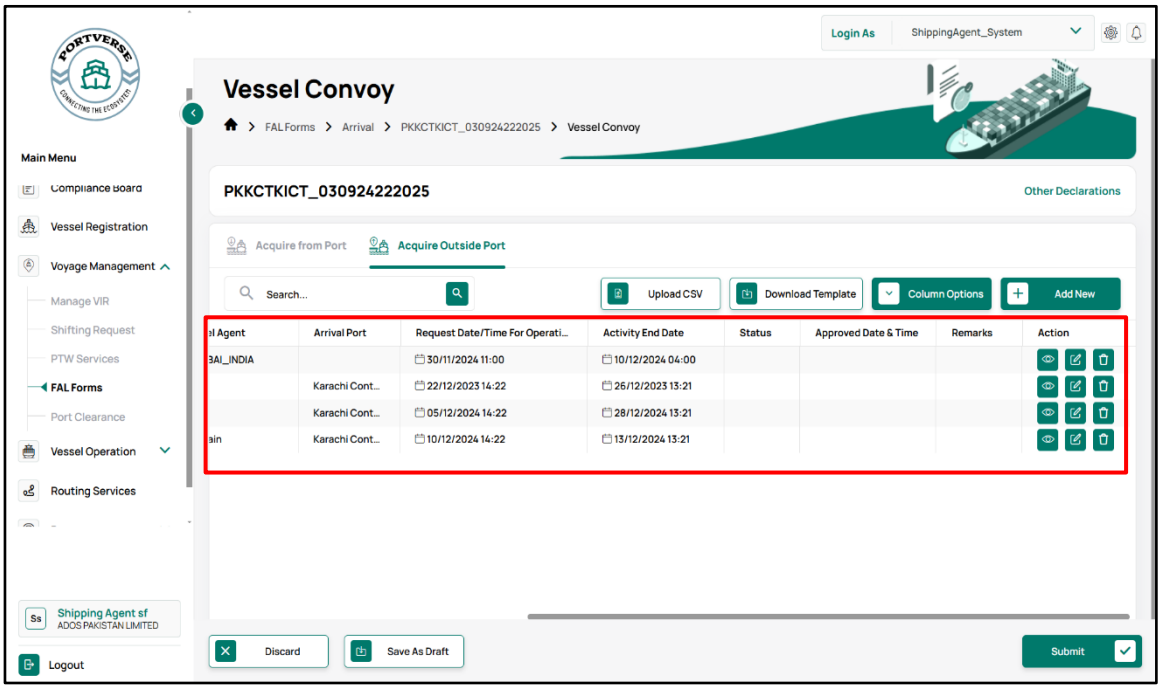


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*Figure 211 – Vessel Convoy*

xiv. Click on **“submit”** button.

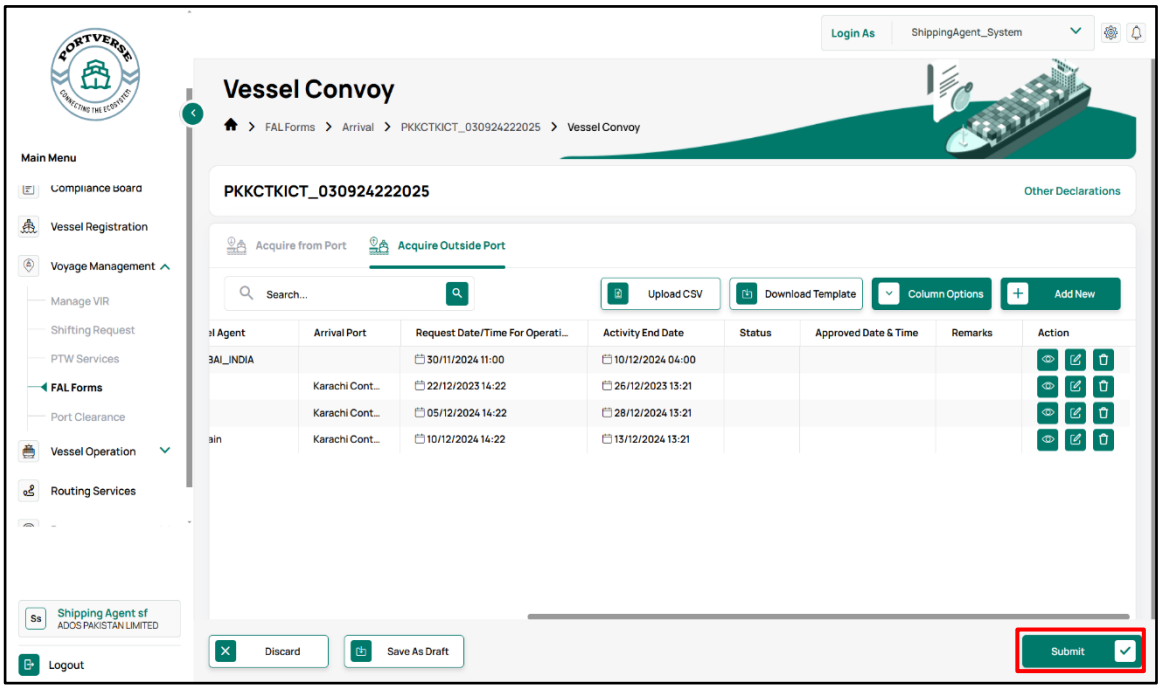



*Figure 214 – Vessel Convoy*

*Figure 215 – Vessel ConvoyFigure 216 – Vessel Convoy*

xv. A confirmation alert will appear.

xvi. Click on **“Yes”** button.

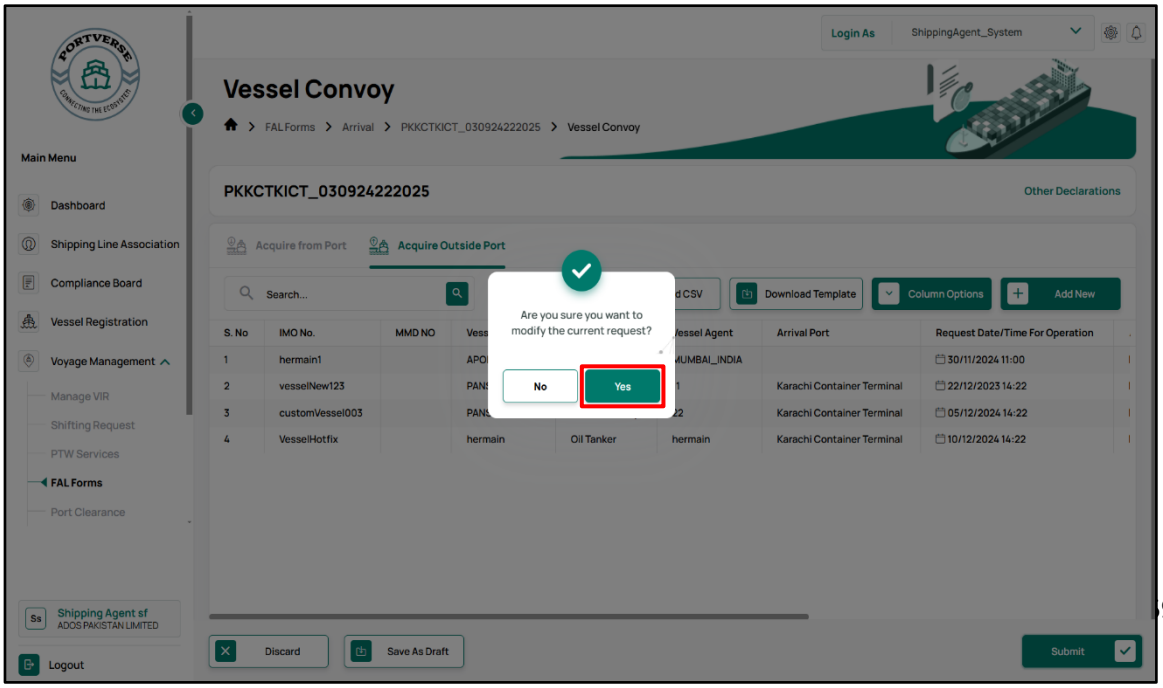


*Figure 217 – Vessel Convoy*

*Figure 218 – Vessel ConvoyFigure 219 – Vessel Convoy*

xvii. Then a success alert appears.

xviii. Click on **“OK”** button.

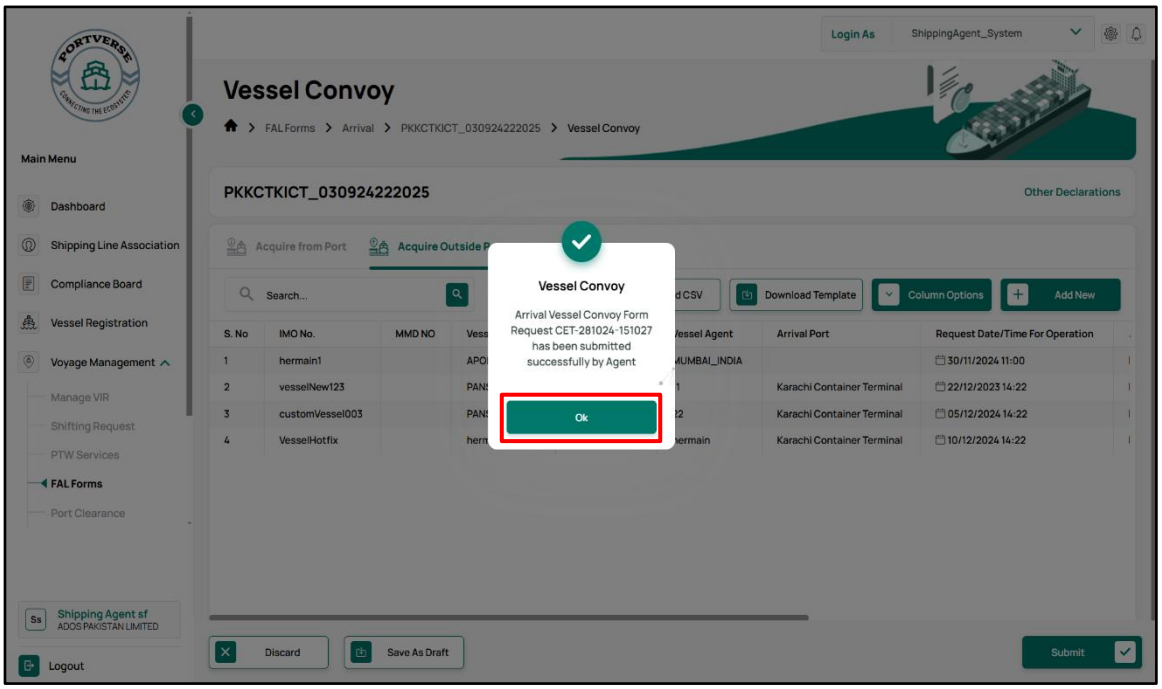



*Figure 220 – Vessel Convoy*

*Figure 221 – FAL Forms DashboardFigure 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

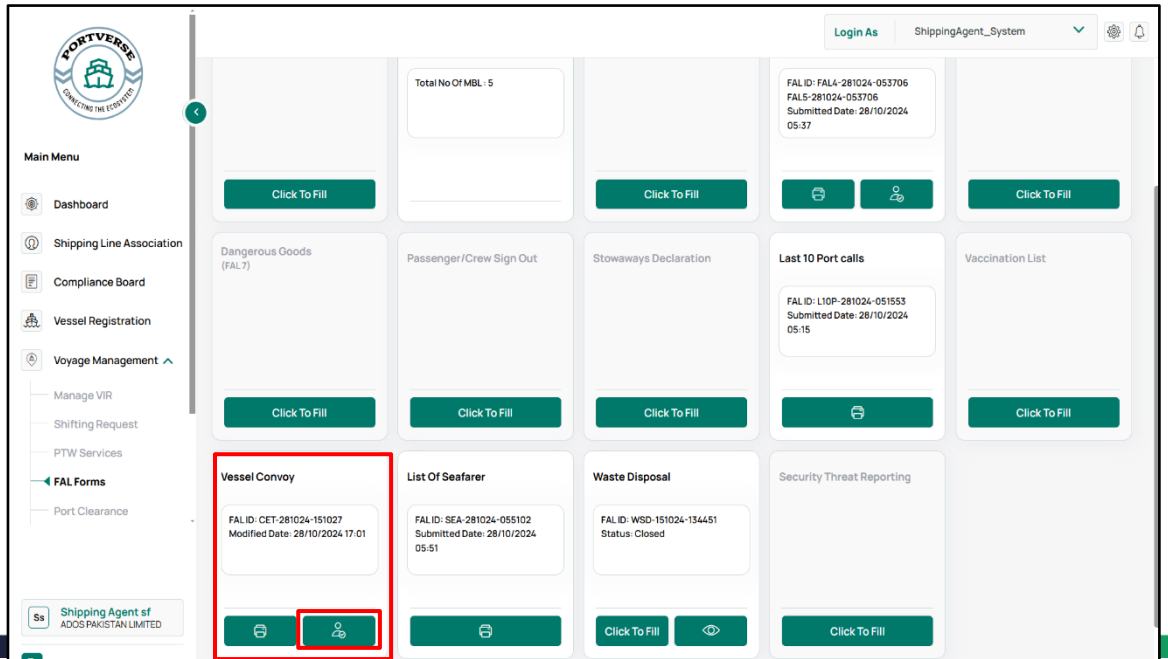


*Figure 223 – FAL Forms Dashboard*

*Figure 224 - FAL Forms ScreenFigure 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.

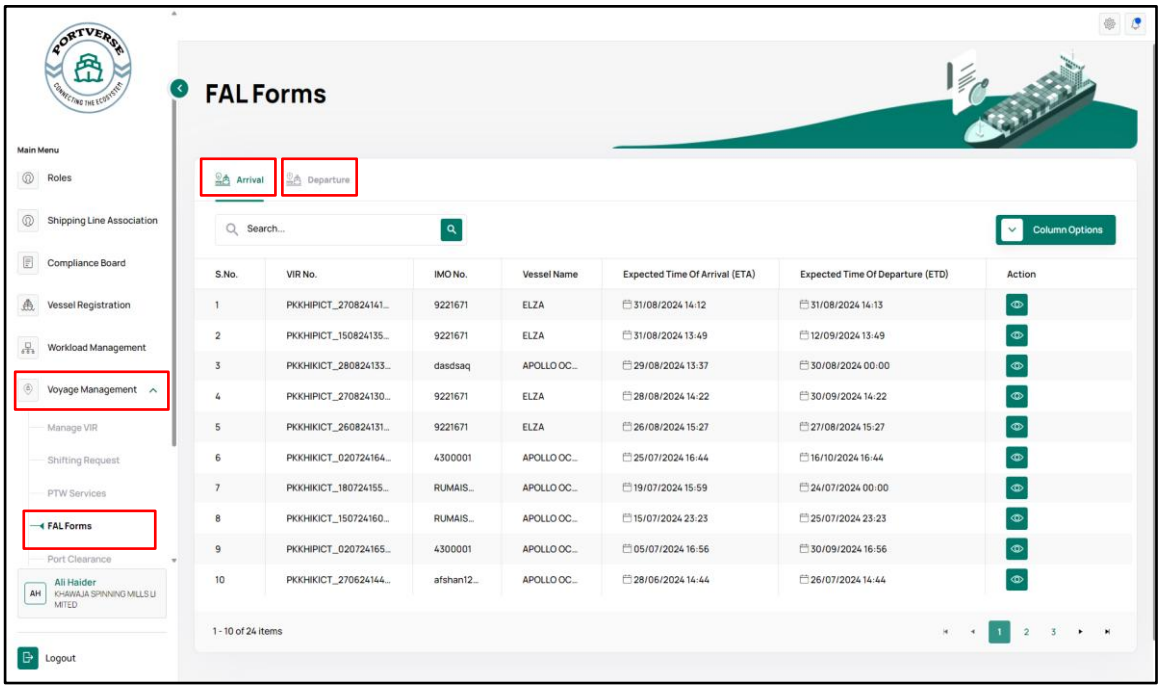
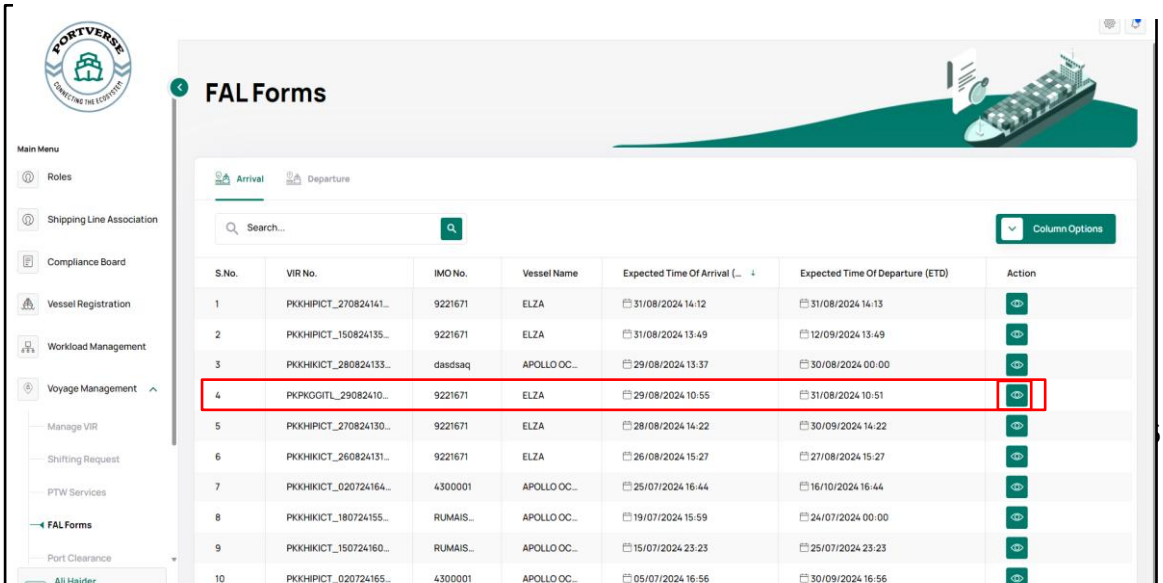



*Figure 226 - FAL Forms Screen*

iv.

*Figure 227 - Select VIRFigure 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

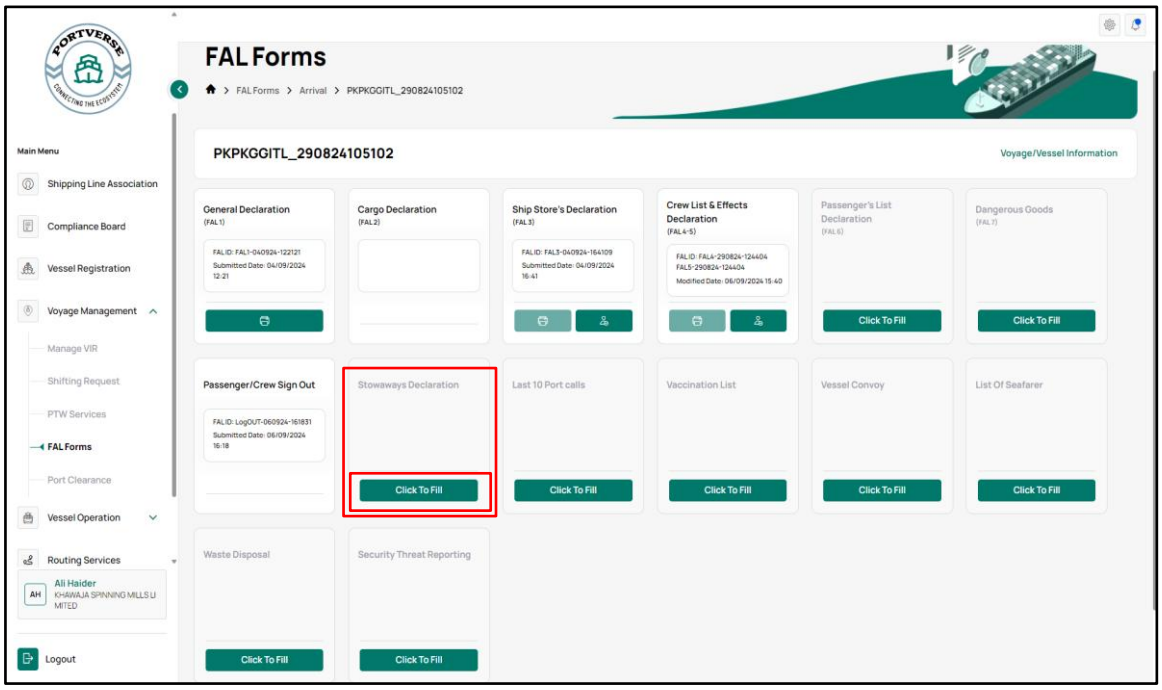



*Figure 232 - Stowaways Declaration Summary Card*

*Figure 233 - Stowaway Declaration Form ScreenFigure 234 - Stowaways Declaration Summary Card*

ii.

iii. Enter No of Persons and Period of Stay.

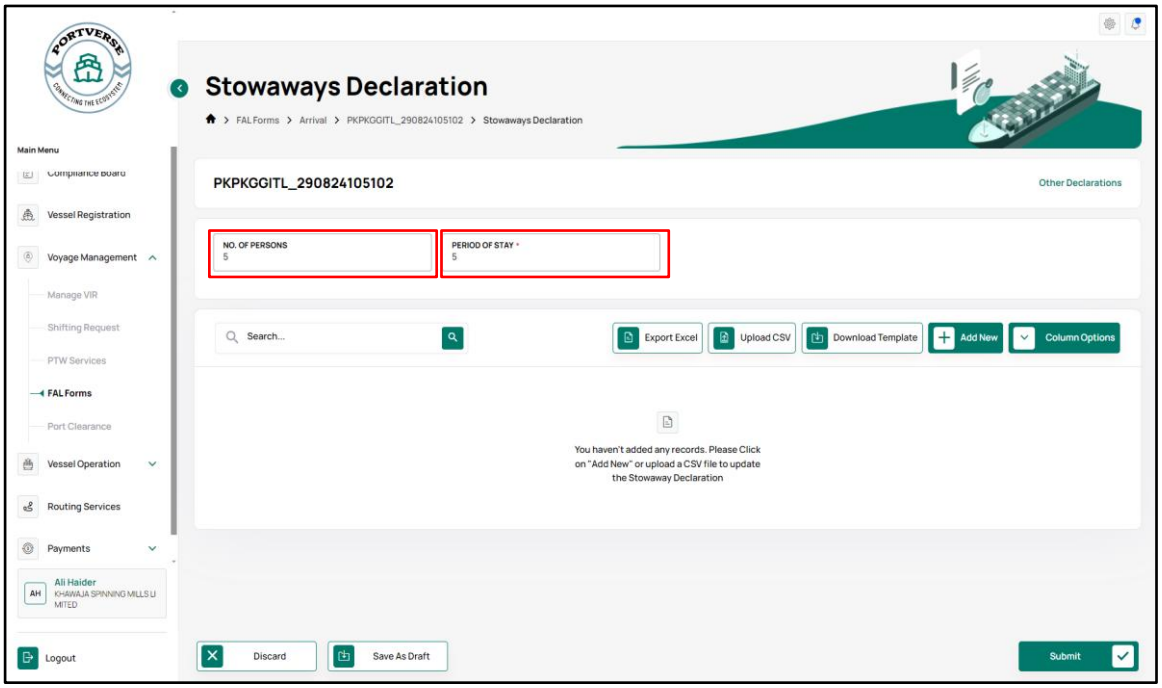



*Figure 235 - Stowaway Declaration Form Screen*

*Figure 236 - Add New RecordFigure 237 - Stowaway Declaration Form Screen*

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

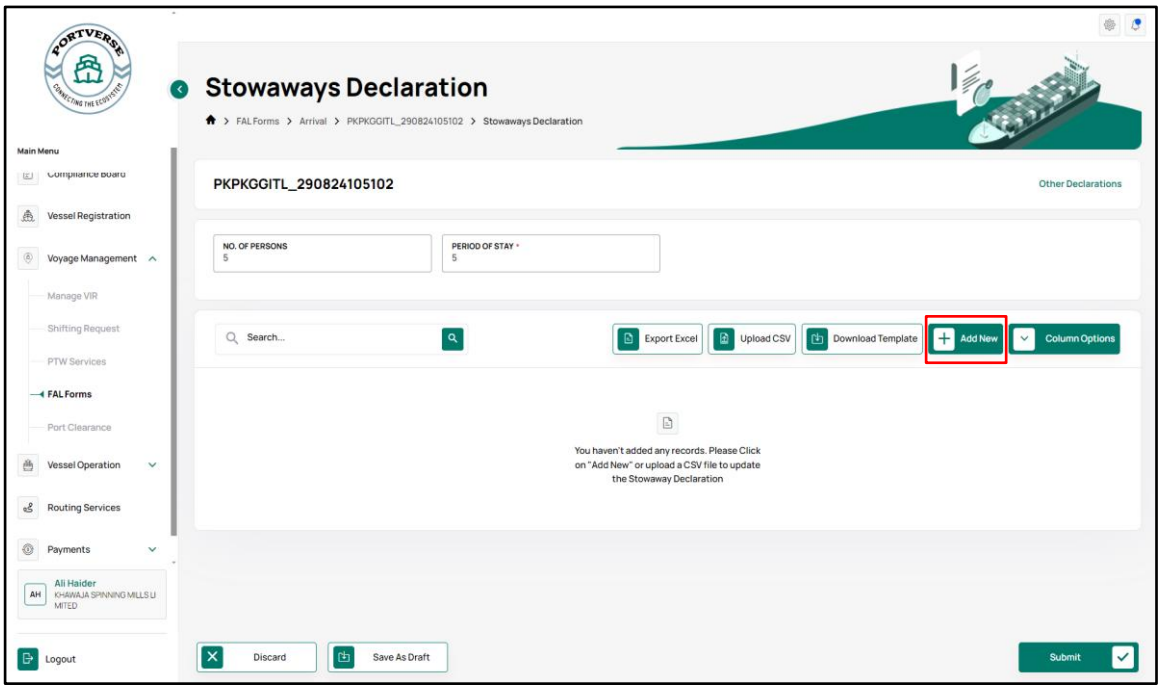


*Figure 238 - Add New Record*

*Figure 239 - Stowaways Form Overlay ScreenFigure 240 - Add New Record*

v.

vi. Form fields will have default values.

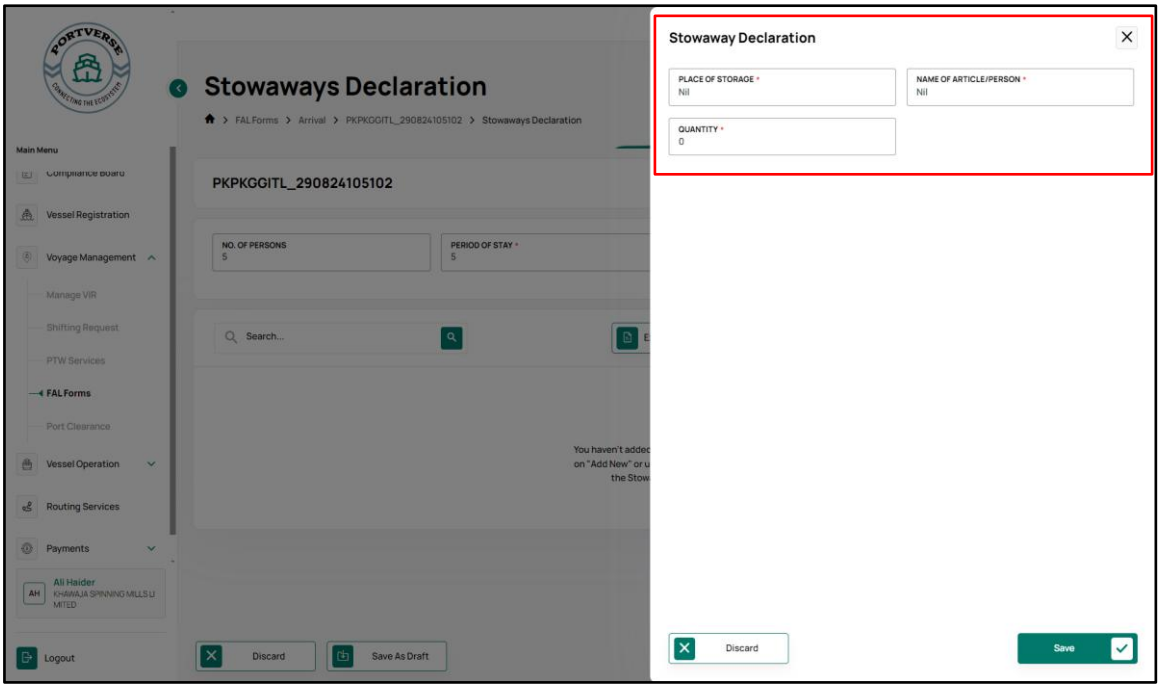


*Figure 241 - Stowaways Form Overlay Screen*

*Figure 242 - Save Stowaways RecordFigure 243 - Stowaways Form Overlay Screen*



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vii. Enter the updated field values.

viii. Click on the **“Save”** button.

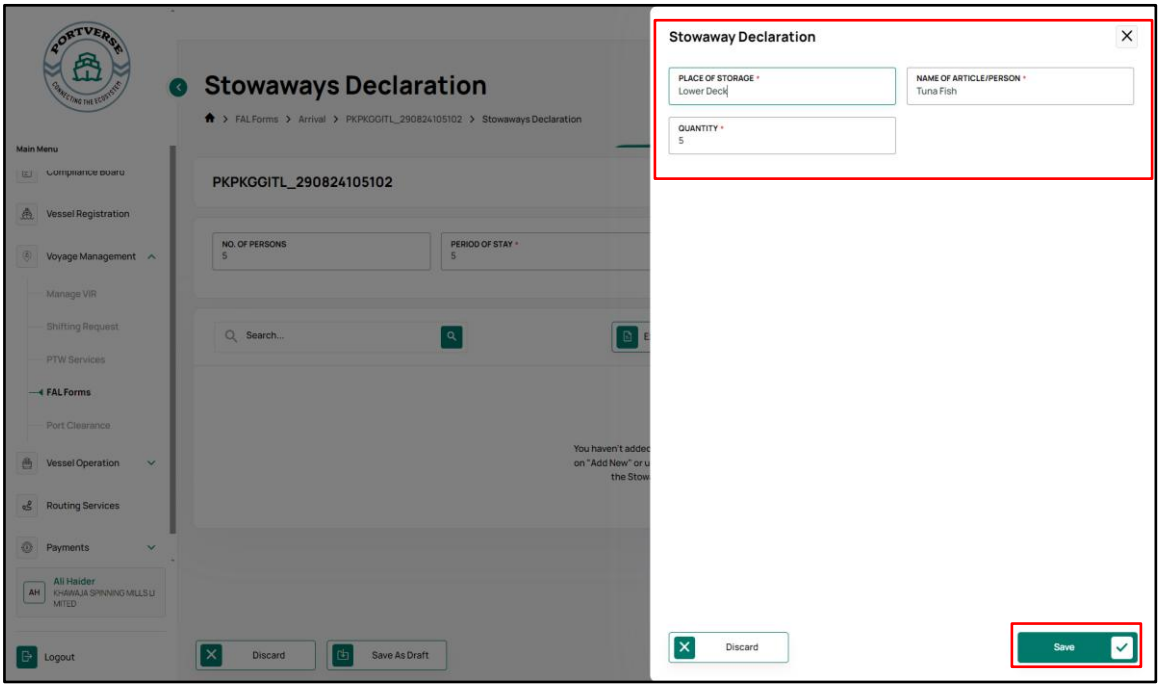


*Figure 244 - Save Stowaways Record*

*Figure 245 - Stowaways Declaration Main ScreenFigure 246 - Save Stowaways Record*

ix.

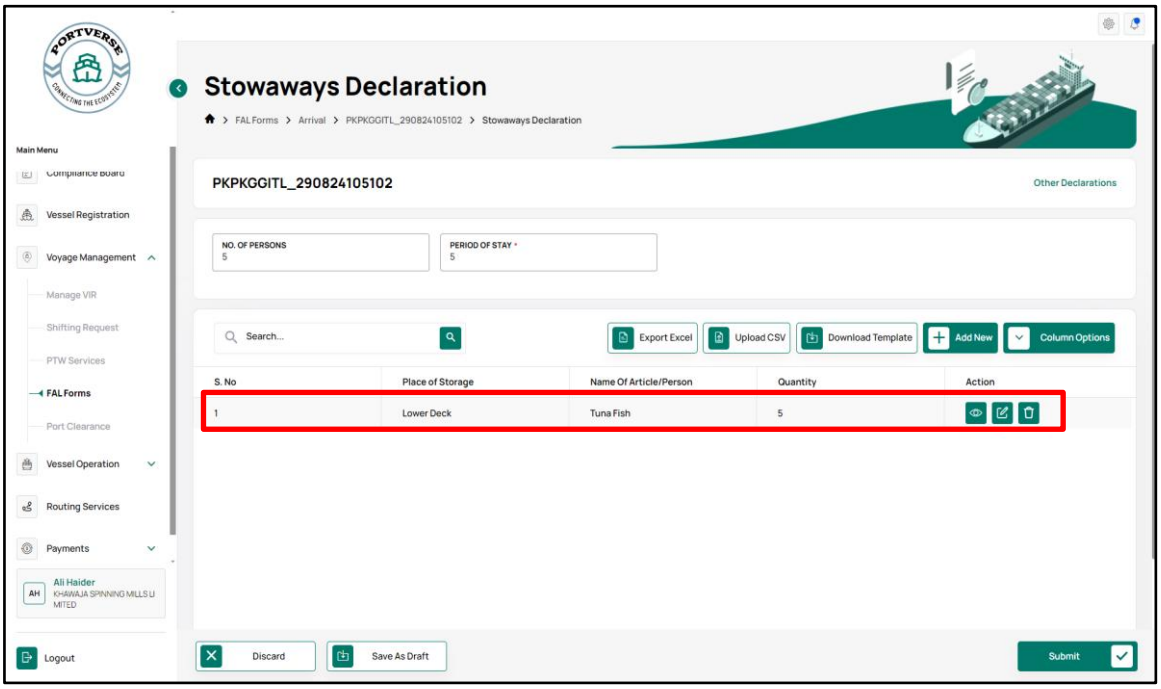


*Figure 247 - Stowaways Declaration Main Screen*

*Figure 248 - Download TemplateFigure 249 - Stowaways Declaration Main Screen*

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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

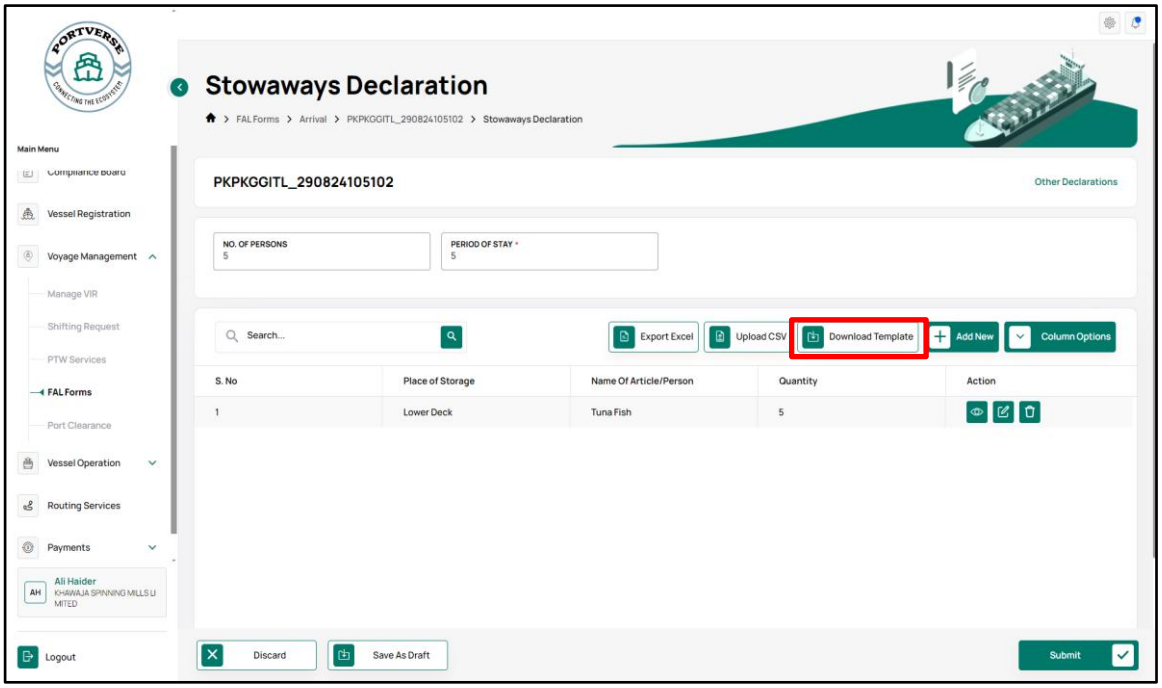


*Figure 250 - Download Template*

*Figure 251 - CSV TemplateFigure 252 - Download Template*

xii

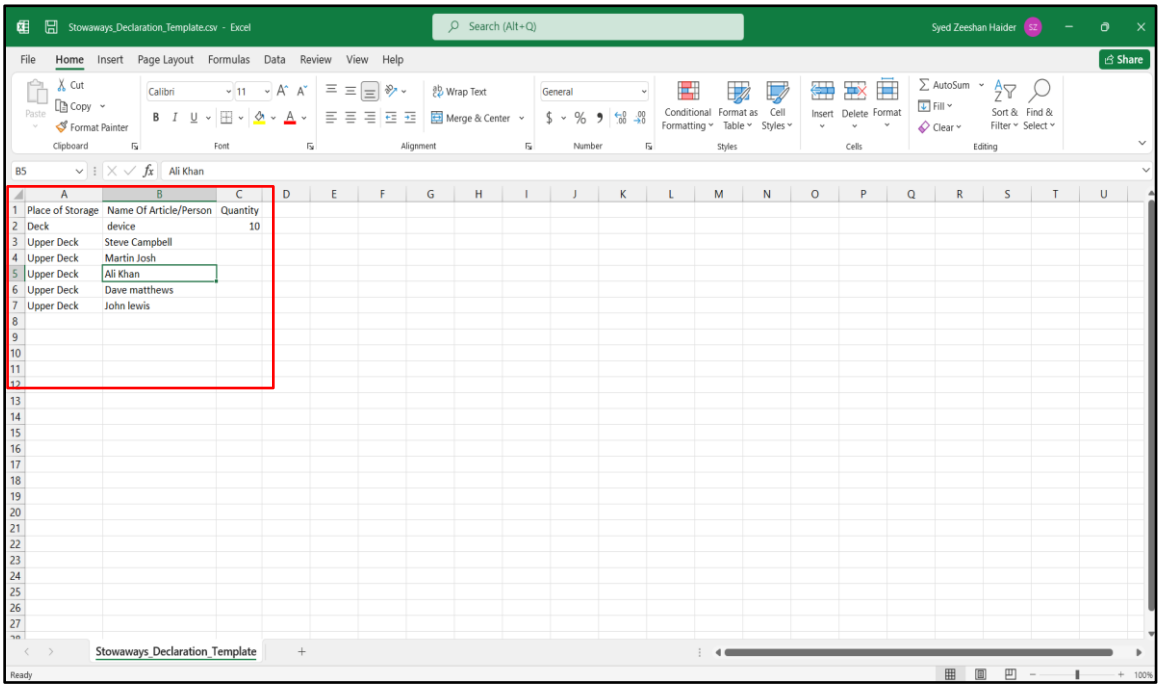


*Figure 254 - Upload CSVFigure 255 - CSV Template*



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

xiv. Click on the **"Upload"** Button

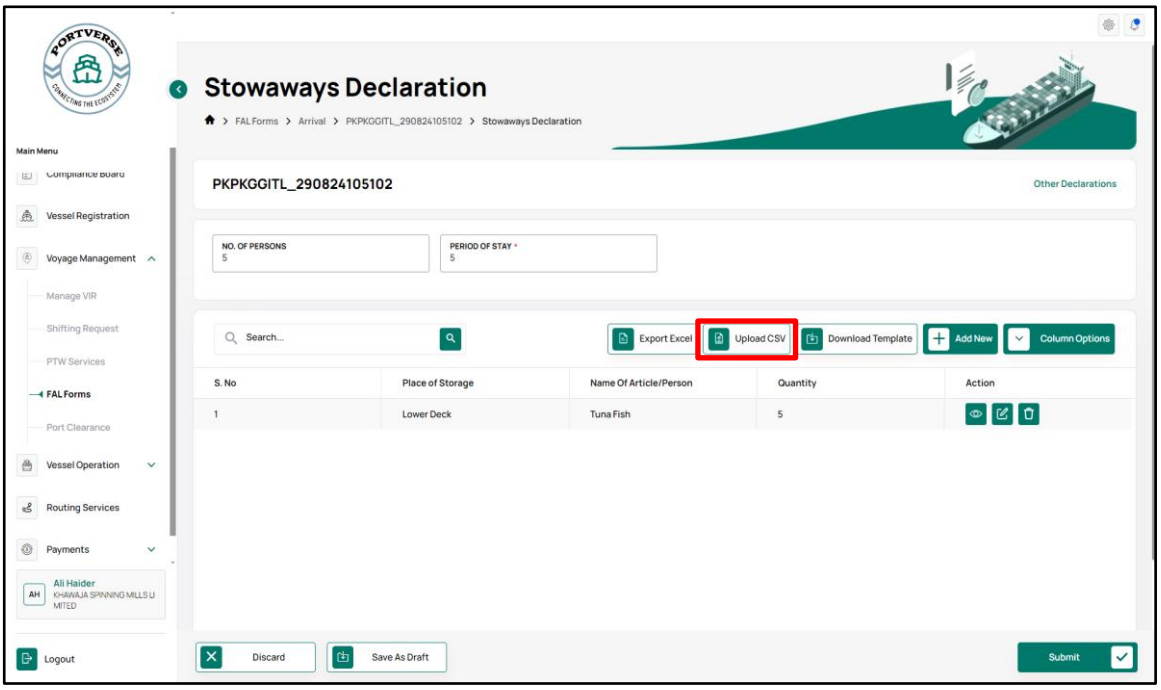


*Figure 256 - Upload CSV*

*Figure 257 - Upload CSV WindowFigure 258 - Upload CSV*

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

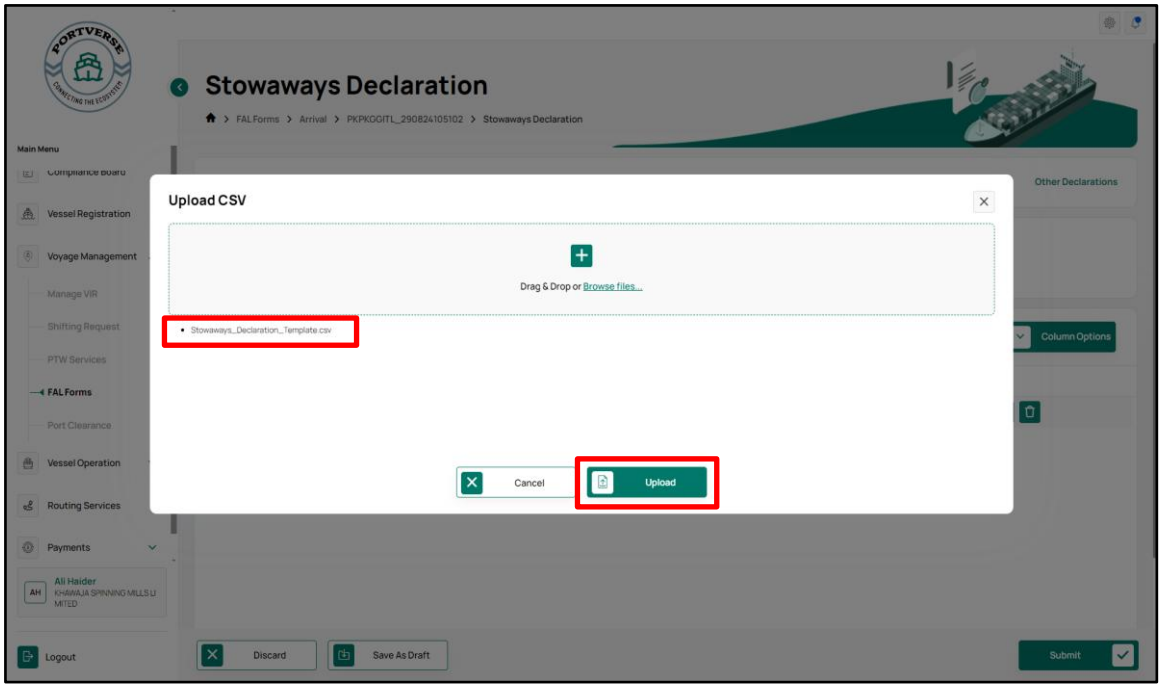


*Figure 259 - Upload CSV Window*

*Figure 260 - Stowaways Form Main ScreenFigure 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)

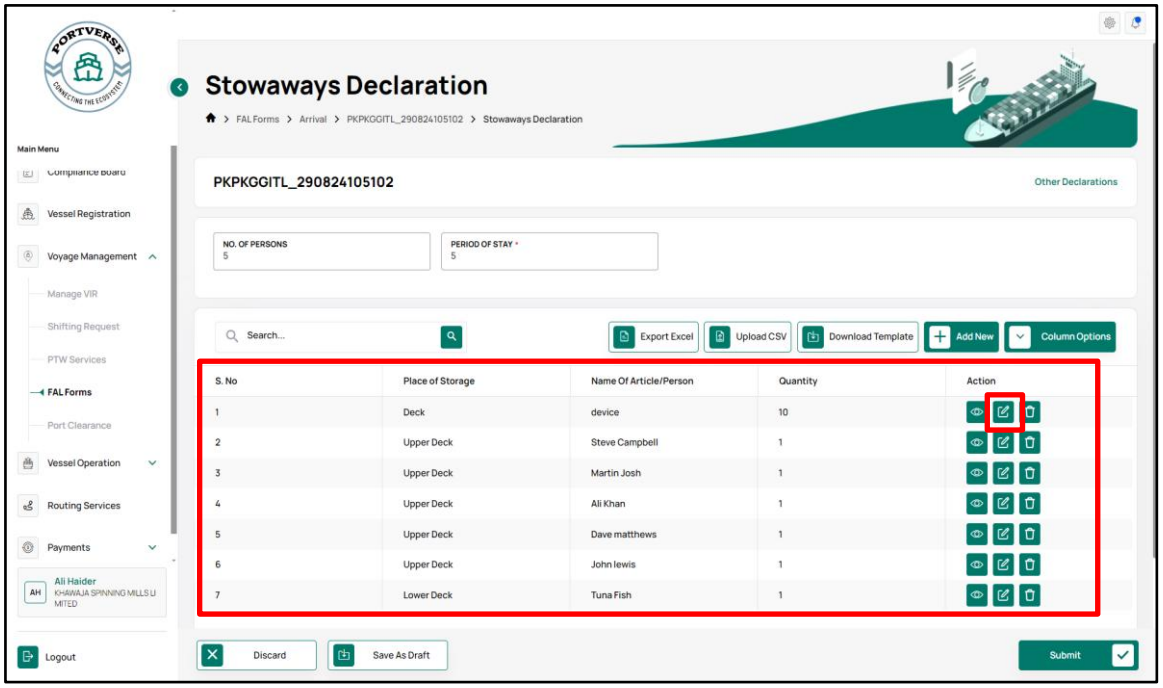


*Figure 262 - Stowaways Form Main Screen*

xviii.

*Figure 263 -Submit Stowaways FormFigure 264 - Stowaways Form Main Screen*

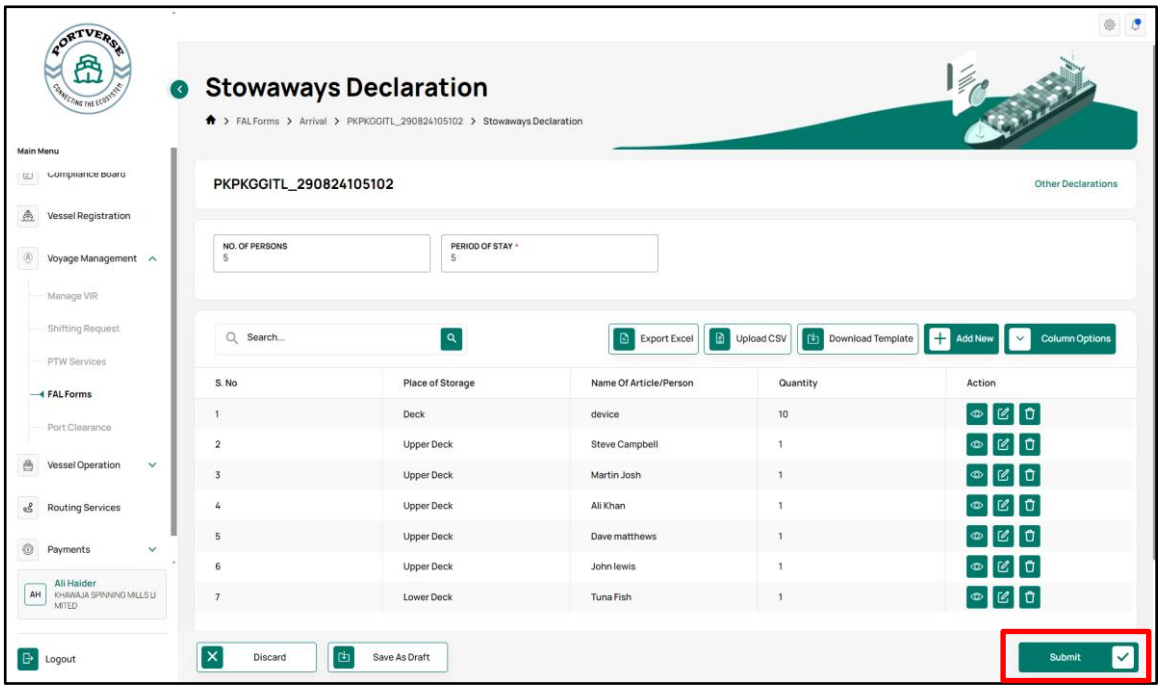


*Figure 265 -Submit Stowaways Form*



*Figure 266 - Confirmation AlertFigure 267 -Submit Stowaways Form*

xix. System will generate a confirmation alert.

xx. Click on the **“Yes”** button to proceed.

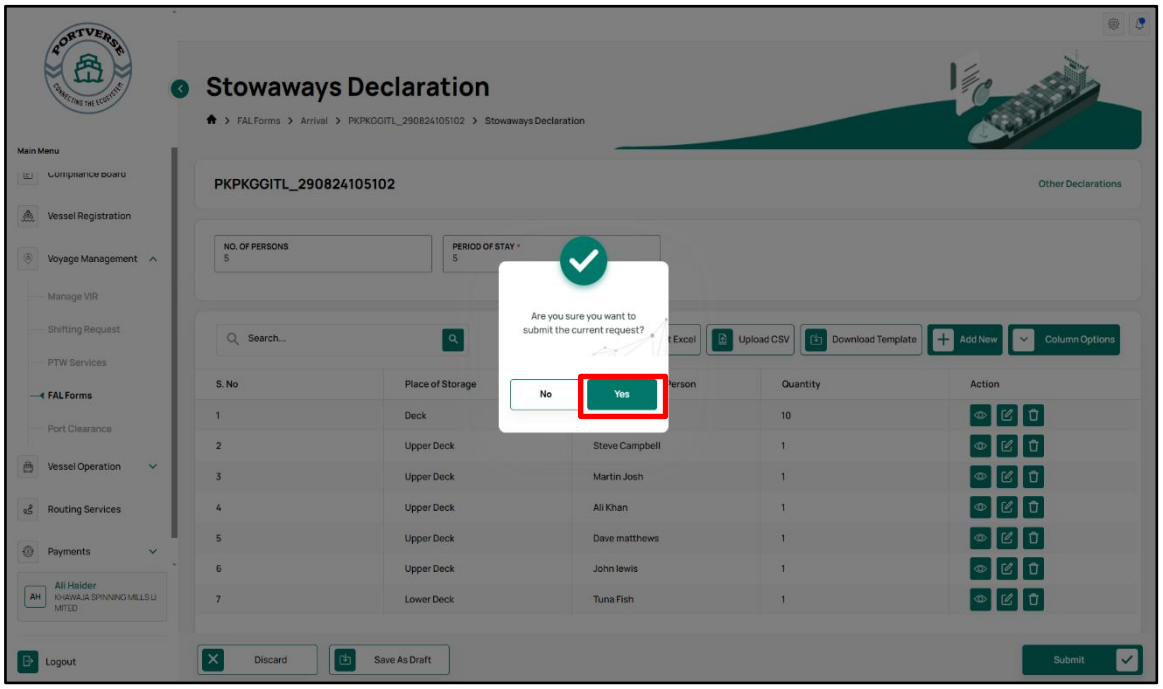


*Figure 268 - Confirmation Alert*

*Figure 269 - FAL Forms Dashboard ScreenFigure 270 - Confirmation Alert*

xxi. **date**.

xxii. Click on the **“View Approval”** icon to view the approval status

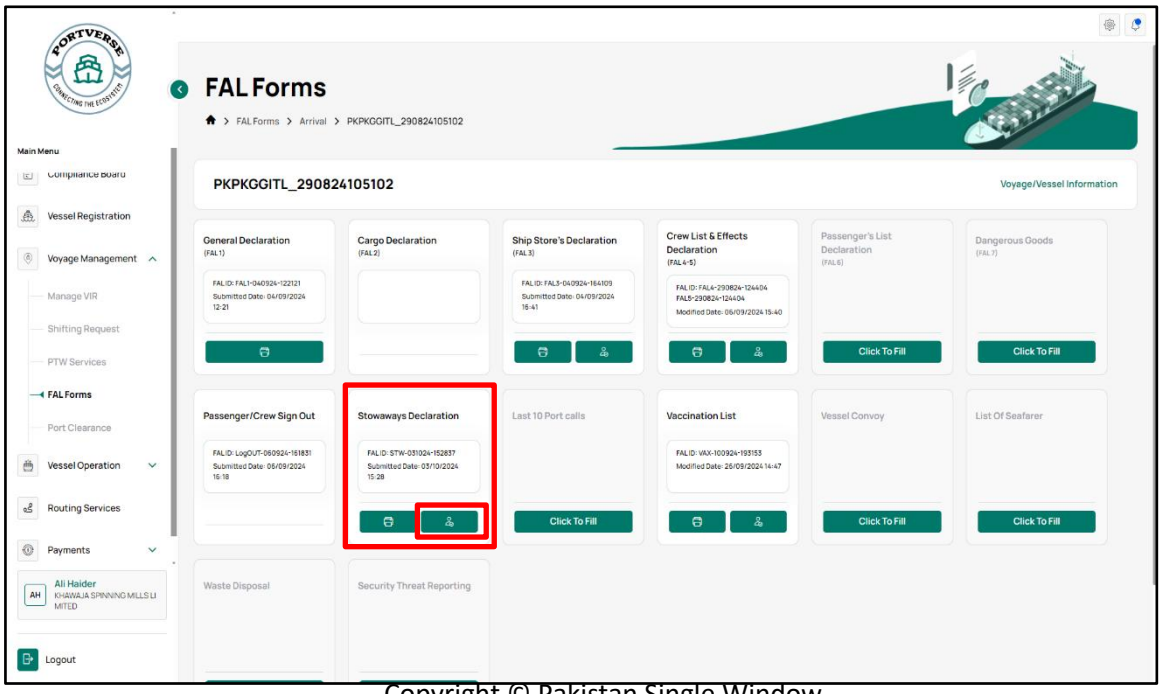


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*Figure 271 - FAL Forms Dashboard Screen*

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+92-51-9245605 info@psw.gov.pk www.psw.gov.pk