



## PORT COMMUNITY SYSTEM OF PAKISTAN

# USER MANUAL

## Manual Manifest Filling - Shipping Agent

This manual entails the submission of Import Manifest (FAL-2) and Dangerous Goods declaration (FAL-7) which is critical compliance requirement of the Port Community System (PCS) module, It facilitates all the stakeholders in having the complete visibility of all the items arriving at ports.



2026

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## 1. INTRODUCTION

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 It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows.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

## 2. BACKGROUND

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

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

### 3. SALIENT FEATURES OF PORTVERSE:

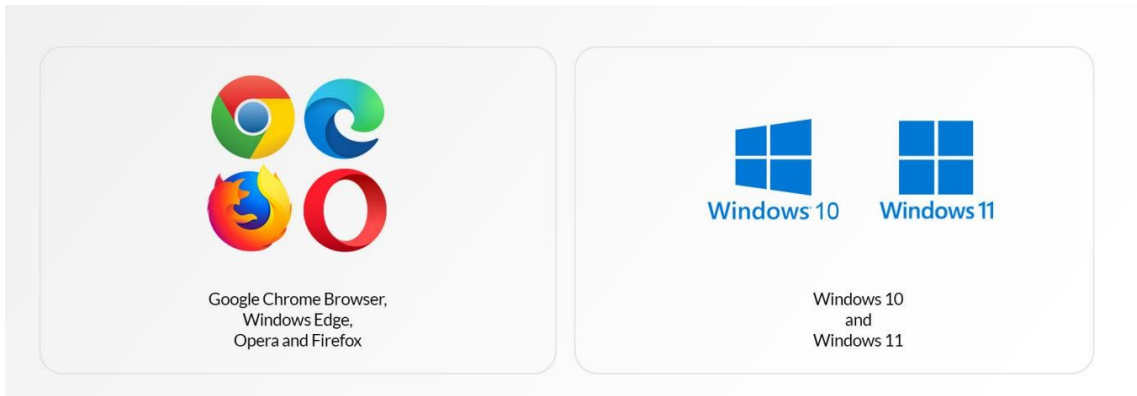
- i. **Centralized Information Hub:** Platform for sharing information among all port stakeholders, including shipping lines, terminal operators, customs, and logistics providers.
- ii. **Real-Time Data Exchange:** Real-time exchange of data between various entities, improving coordination and decision-making.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

## 4. PRE-REQUISITES FOR CROSS BORDER TRADE AND FINANCIAL TRANSACTIONS

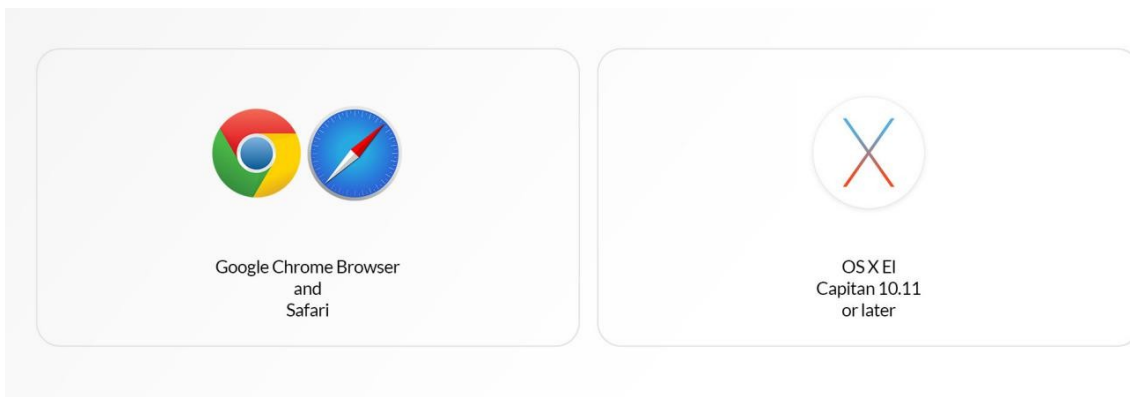
- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have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

## 5. SYSTEM REQUIREMENTS

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



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



## 6. STEP BY STEP PROCESS

### 6.1 USER LOGIN – EXTERNAL USER

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

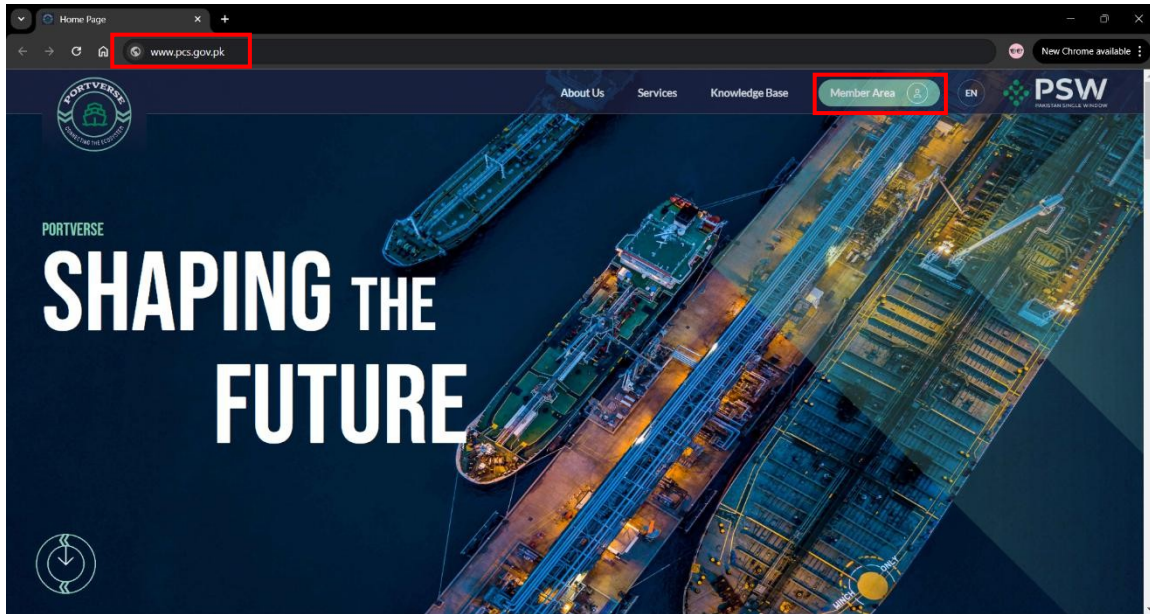


Figure 1 - PCS Website Member Area

- ii. After clicking on the Member Area button, Shipping Agent will be redirected to the login interface of PCS application.
- iii. Enter **User ID** and **Password** and click on the “eye” icon to see the password.
- iv. Click on the **Log in** Button.

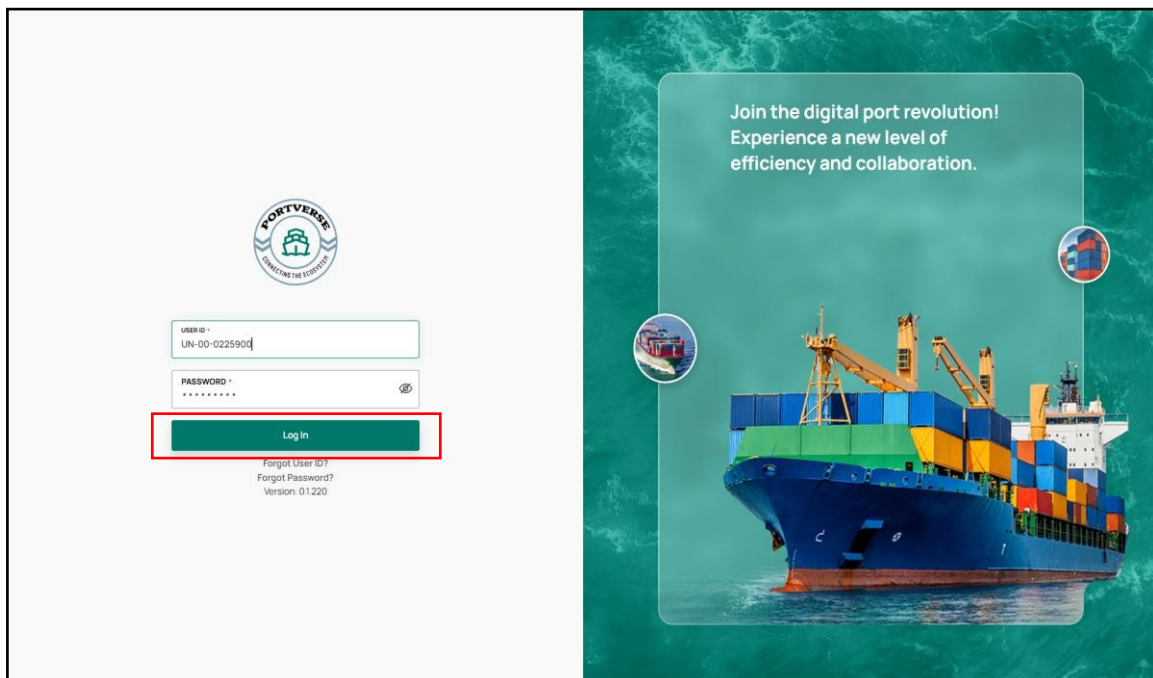


Figure 2 - PCS User Login

- v. A Pop-Up will appear (In case a user has multiple roles).
- vi. Select the required role and click on the **“Continue”** button.

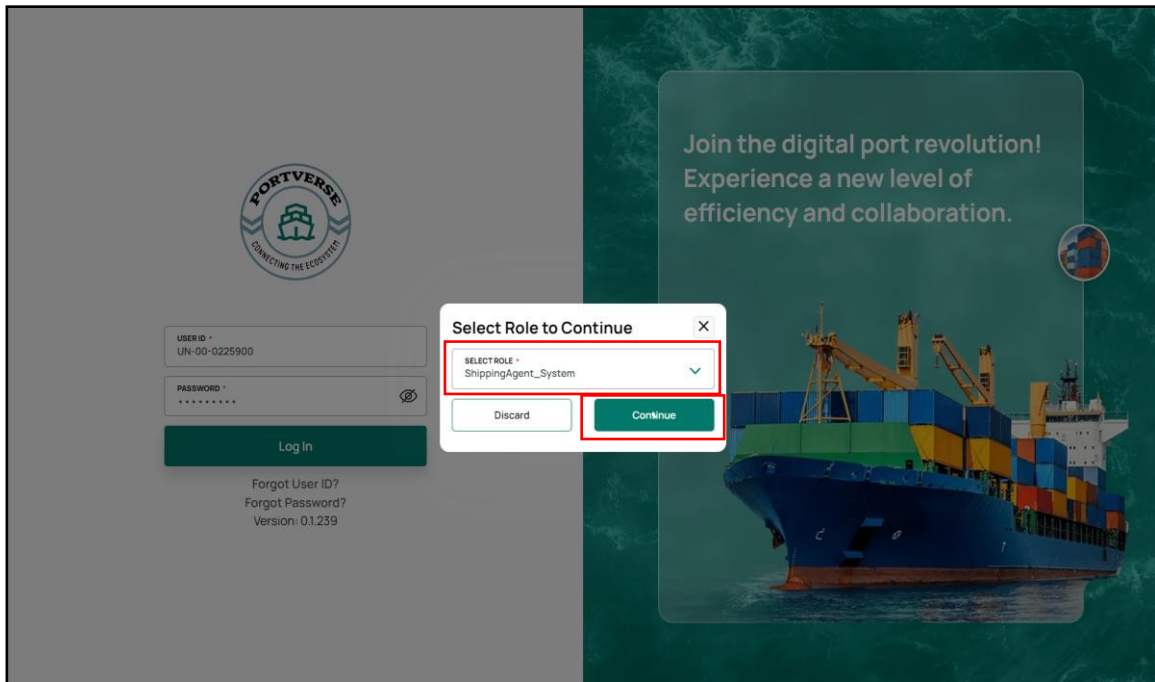
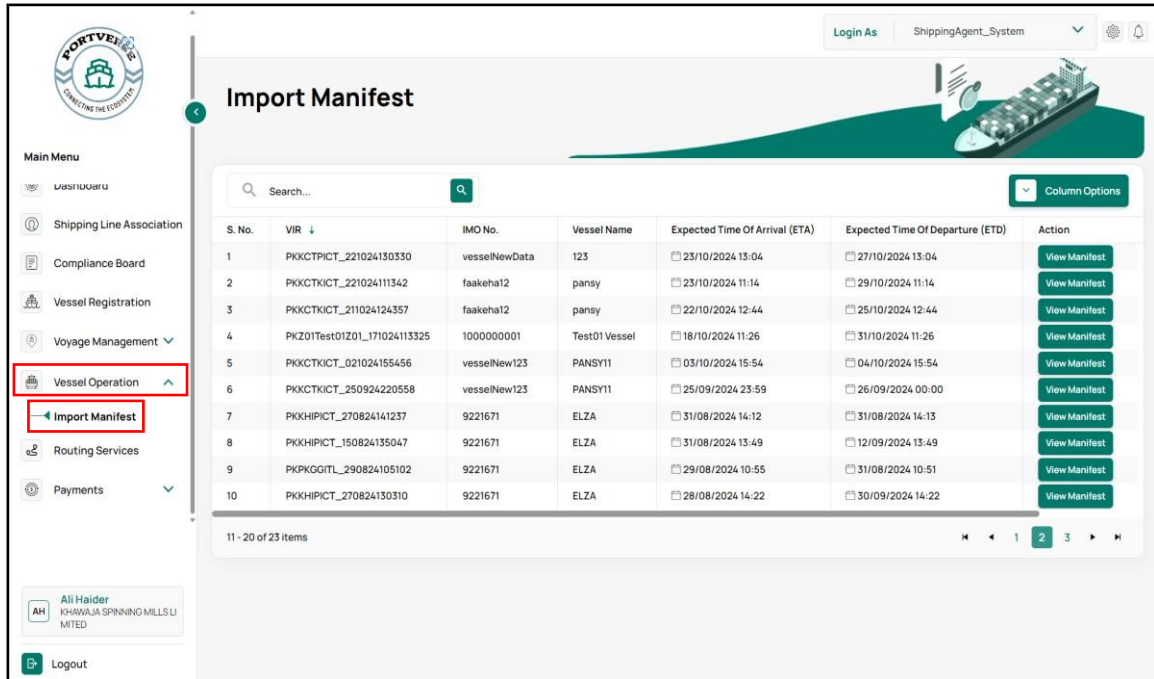


Figure 3 - Select Role

## 6.2. IMPORT MANIFEST (FAL – 2)

### 6.2.1. Access to Import Manifest Declaration (FAL - 2)

- i. Click on the “Vessel Operations” menu to access the FAL Forms.
- ii. Click on the “Import Manifest” sub menu option under Vessel Operations.

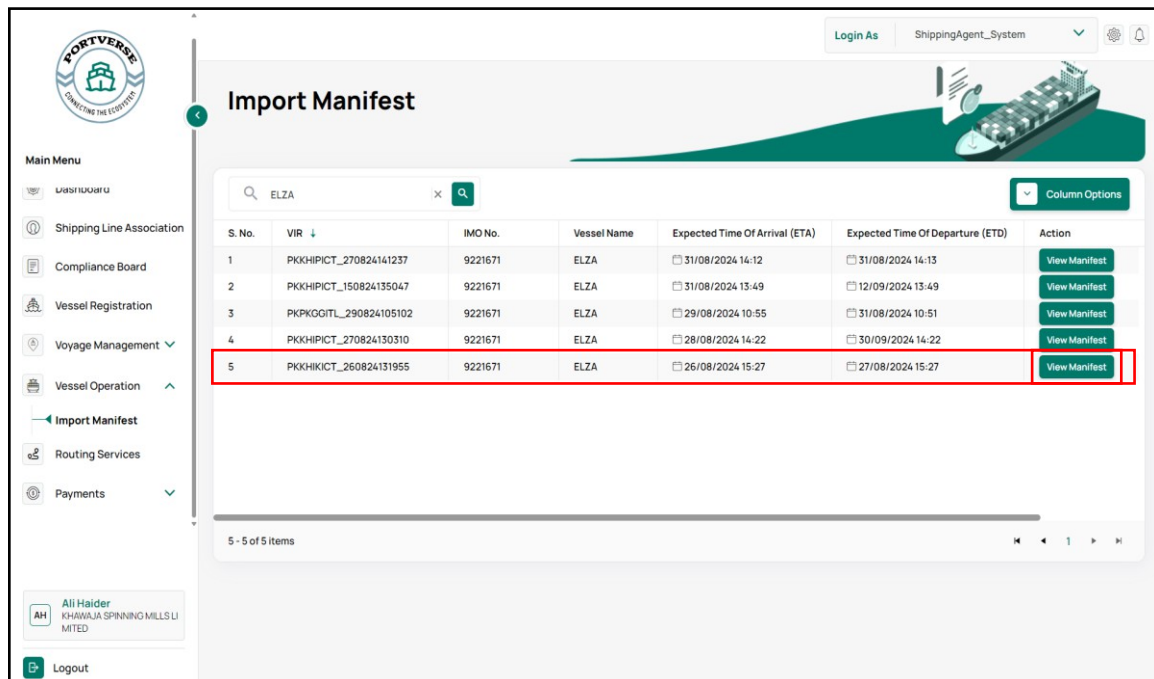


The screenshot shows the 'Import Manifest' screen in a web application. The left sidebar contains a 'Main Menu' with 'Vessel Operation' and 'Import Manifest' highlighted with red boxes. The main content area displays a table with columns: S. No., VIR, IMO No., Vessel Name, Expected Time Of Arrival (ETA), Expected Time Of Departure (ETD), and Action. The table contains 10 rows of data. The 'Action' column for each row contains a 'View Manifest' button. The page also includes a search bar, a 'Column Options' dropdown, and a pagination control showing '11 - 20 of 23 items'.

S. No.	VIR	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKCTPICT_221024130330	vesselNewData	123	23/10/2024 13:04	27/10/2024 13:04	View Manifest
2	PKKCTKICT_221024111342	faakeha12	pansy	23/10/2024 11:14	29/10/2024 11:14	View Manifest
3	PKKCTKICT_211024124357	faakeha12	pansy	22/10/2024 12:44	25/10/2024 12:44	View Manifest
4	PKZ01Test01Z01_171024113325	1000000001	Test01 Vessel	18/10/2024 11:26	31/10/2024 11:26	View Manifest
5	PKKCTKICT_021024155456	vesselNew123	PANSY11	03/10/2024 15:54	04/10/2024 15:54	View Manifest
6	PKKCTKICT_250924220558	vesselNew123	PANSY11	25/09/2024 23:59	26/09/2024 00:00	View Manifest
7	PKKHIPICT_270824141237	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	View Manifest
8	PKKHIPICT_150824135047	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	View Manifest
9	PKPKGGITL_290824105102	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	View Manifest
10	PKKHIPICT_270824130310	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	View Manifest

Figure 4 – Import Manifest Screen

- iii. Click on the view icon against a “VIR”



The screenshot shows the 'Import Manifest' screen with the search filter 'ELZA' applied. The table now displays only 5 rows of data. The 'View Manifest' button for the 5th row is highlighted with a red box. The sidebar shows 'Vessel Operation' and 'Import Manifest' expanded. The page also includes a search bar, a 'Column Options' dropdown, and a pagination control showing '5 - 5 of 5 items'.

S. No.	VIR	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHIPICT_270824141237	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	View Manifest
2	PKKHIPICT_150824135047	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	View Manifest
3	PKPKGGITL_290824105102	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	View Manifest
4	PKKHIPICT_270824130310	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	View Manifest
5	PKKHKICT_260824131955	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	View Manifest

Figure 5 - Select VIR

### 6.2.1. Submit Import Manifest Declaration Form (FAL - 2)

- i. Import Manifest Main screen will appear.
- ii. Click on the “File New Manifest” button.

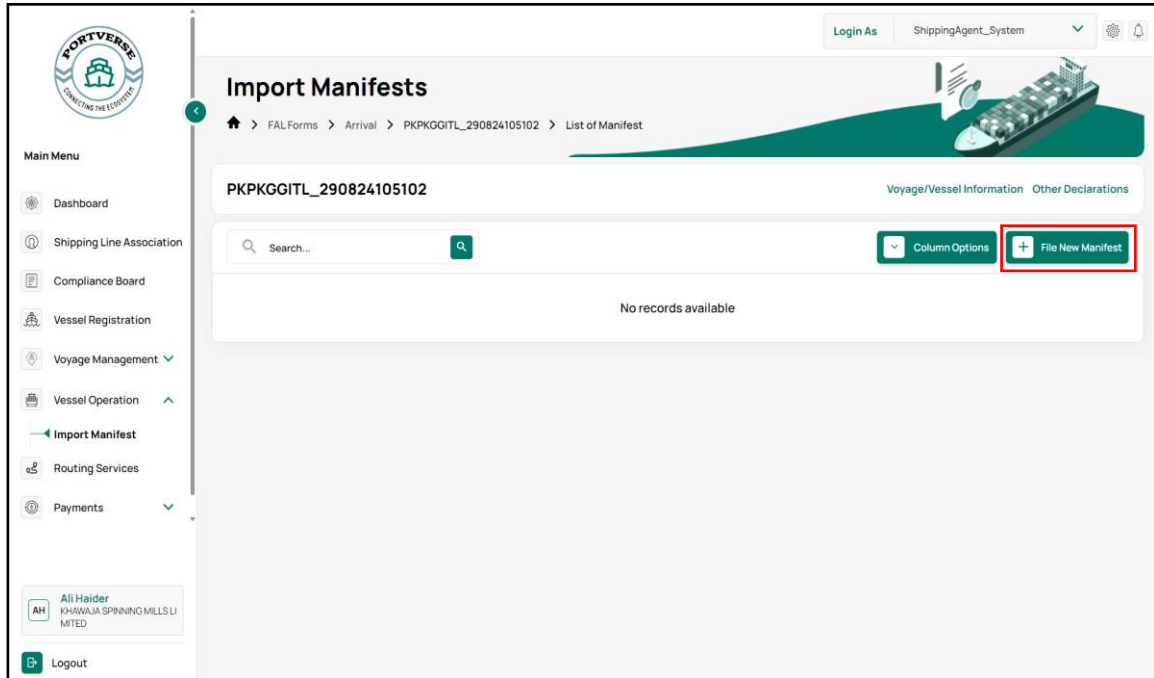


Figure 6 - Import Manifest Main Screen

- iii. Select Terminal and Click on the “Next” Button.

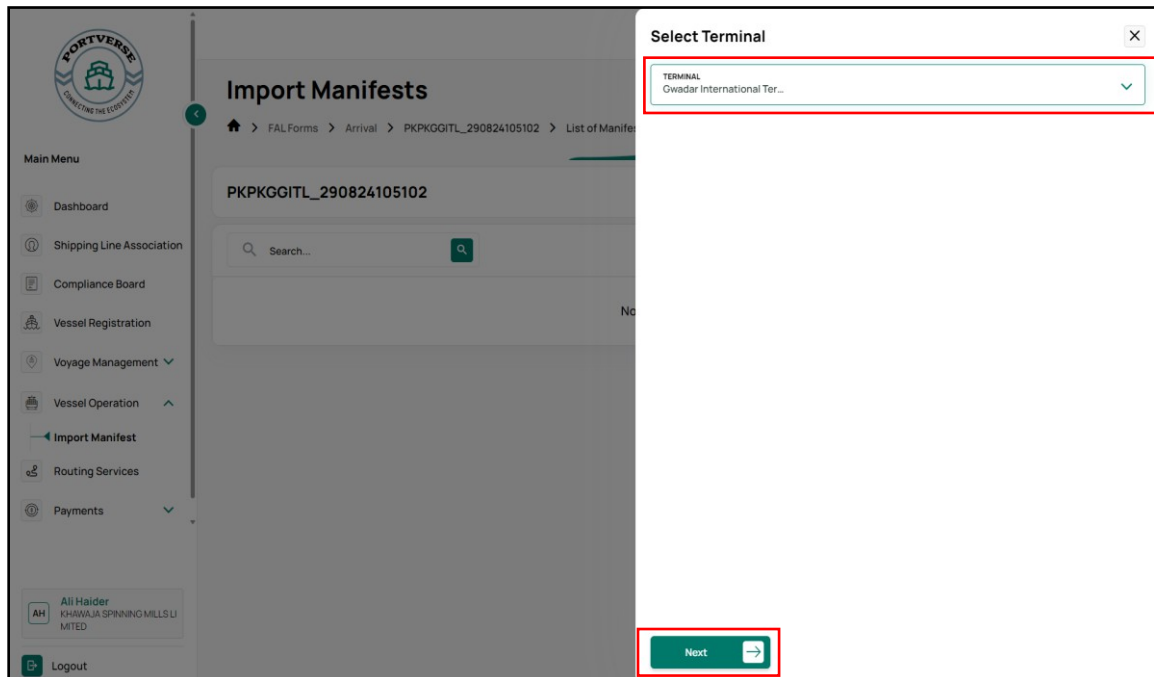


Figure 7 - Select Terminal

- iv. Once the Master BL form screen appears, manually add data by clicking on the “Add New Master BL” button.

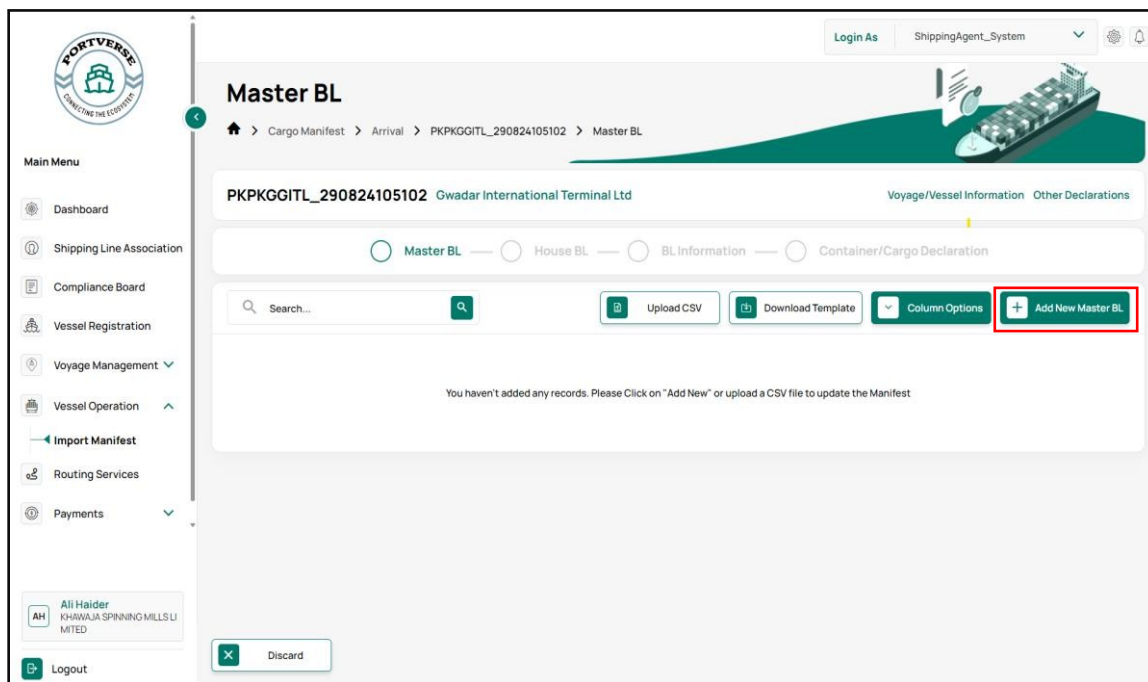


Figure 8 - Master BL Screen

- v. Enter the required Information and click on the “Save” button.

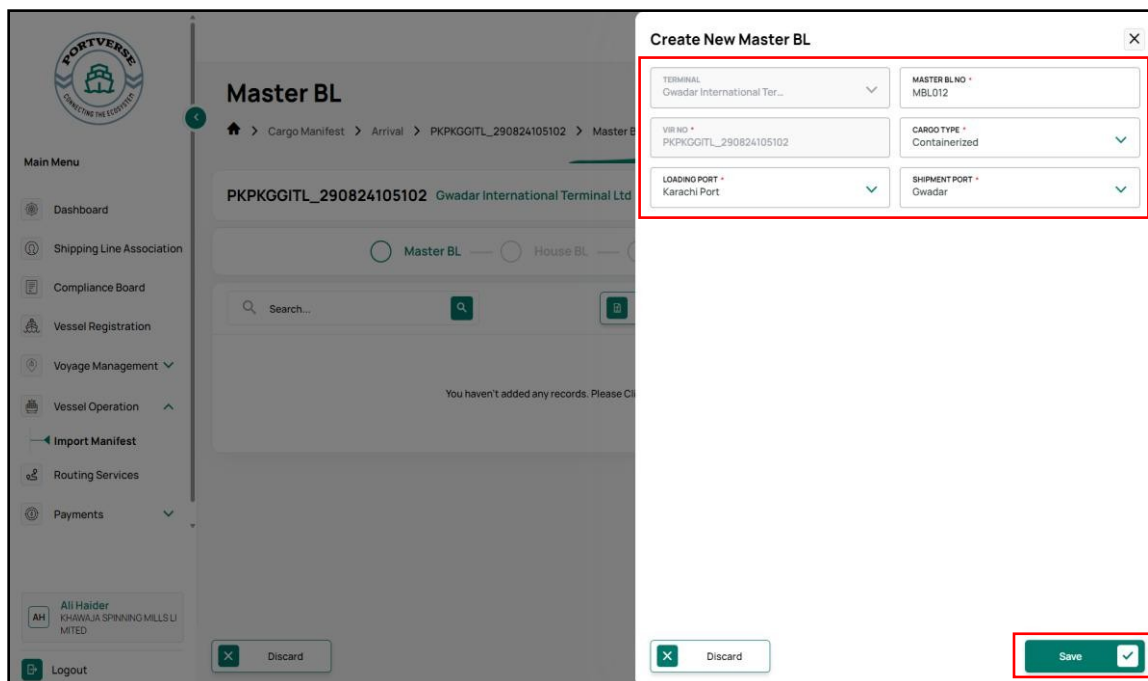


Figure 9 - Create Master BL

- vi. Success alert will appear.
- vii. Click **“Ok”** button to proceed.

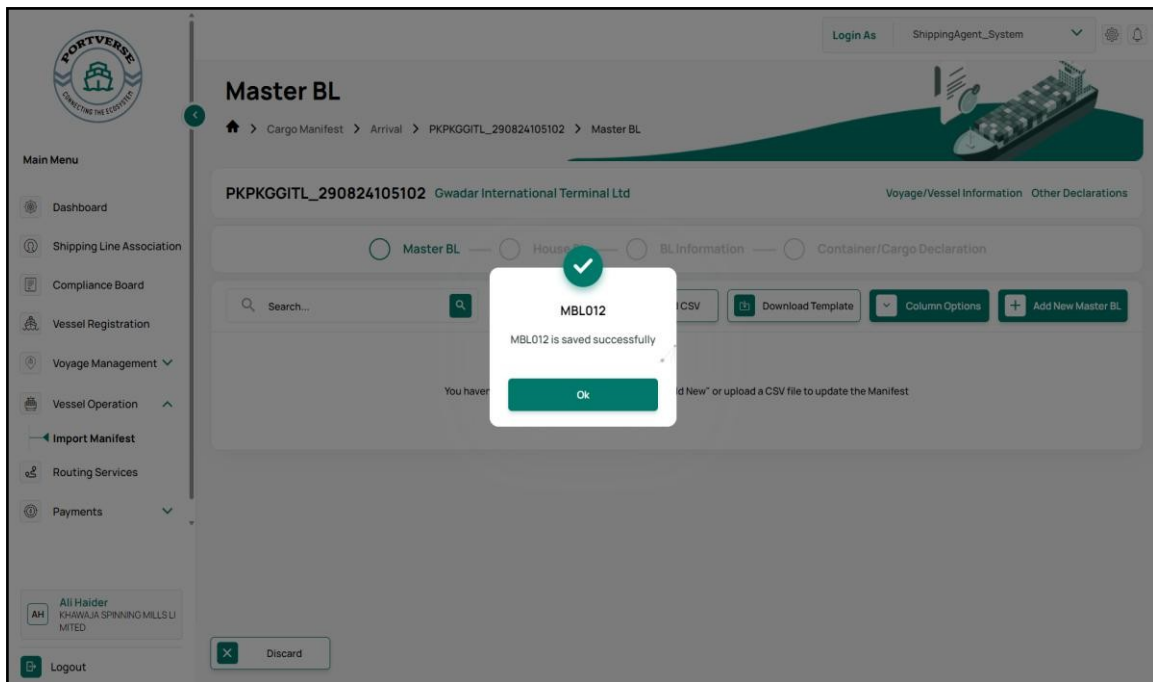


Figure 10 - Success Alert

- viii. Master BL record will be displayed in the Grid.
- ix. Click on the **“Next”** button to create House BL.

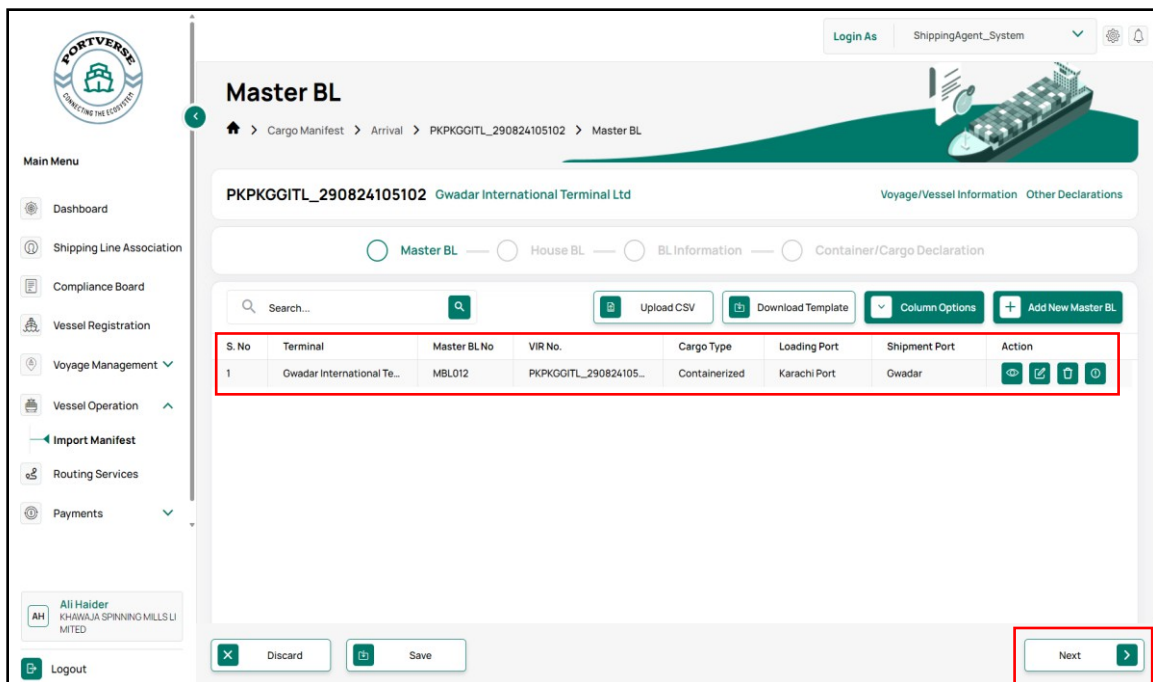


Figure 11 - Master BL Grid Screen

- x. Select the relevant Master BL record (latest record will be pre-selected)
- xi. Click on the “Add New House BL” button.

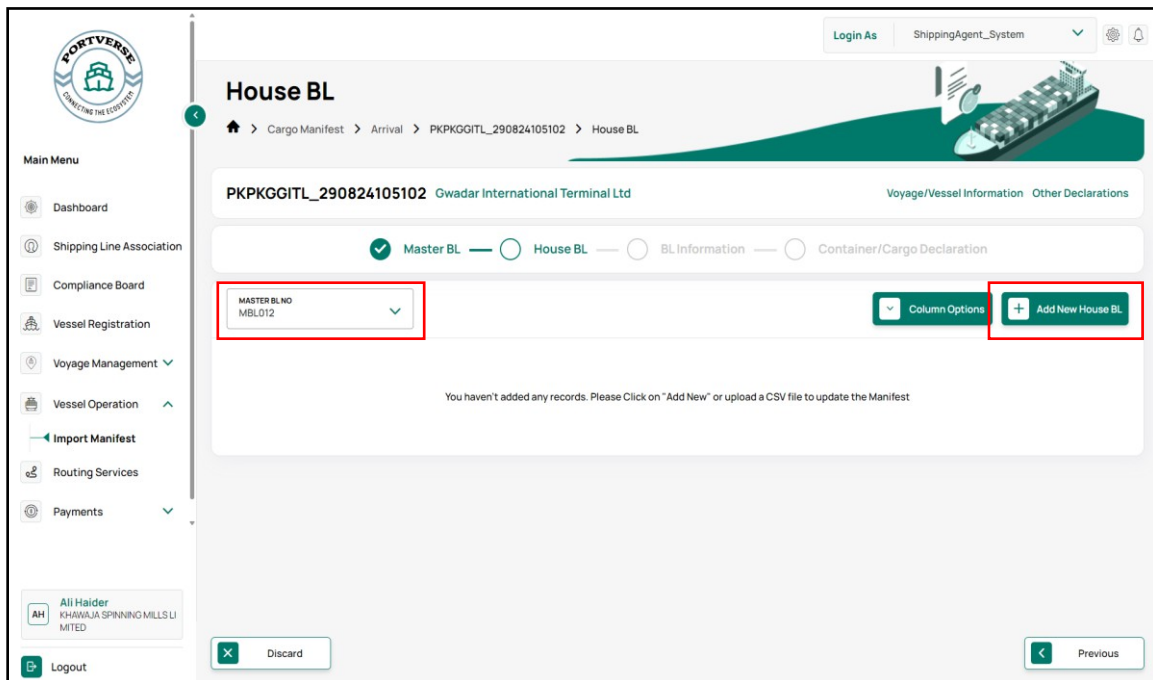


Figure 12 - House BL Screen

- xii. Enter the required Info and click on the “Save” button.

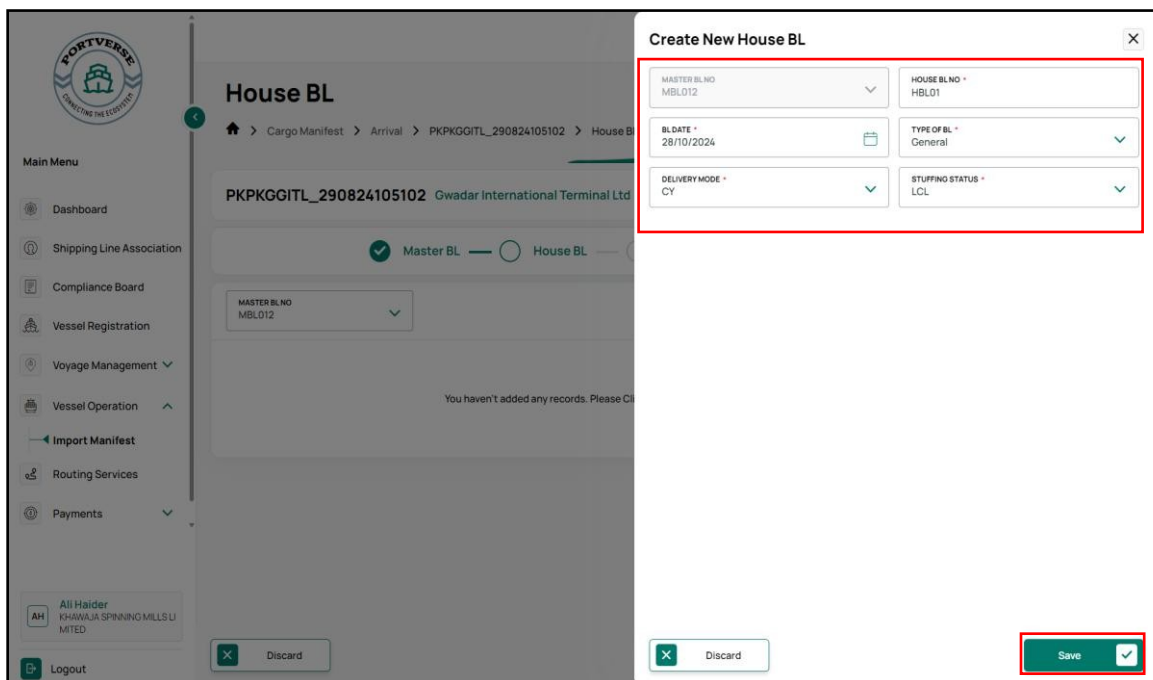


Figure 13 - Create House BL

- xiii. Success alert will appear.
- xiv. Click **“Ok”** button to proceed.

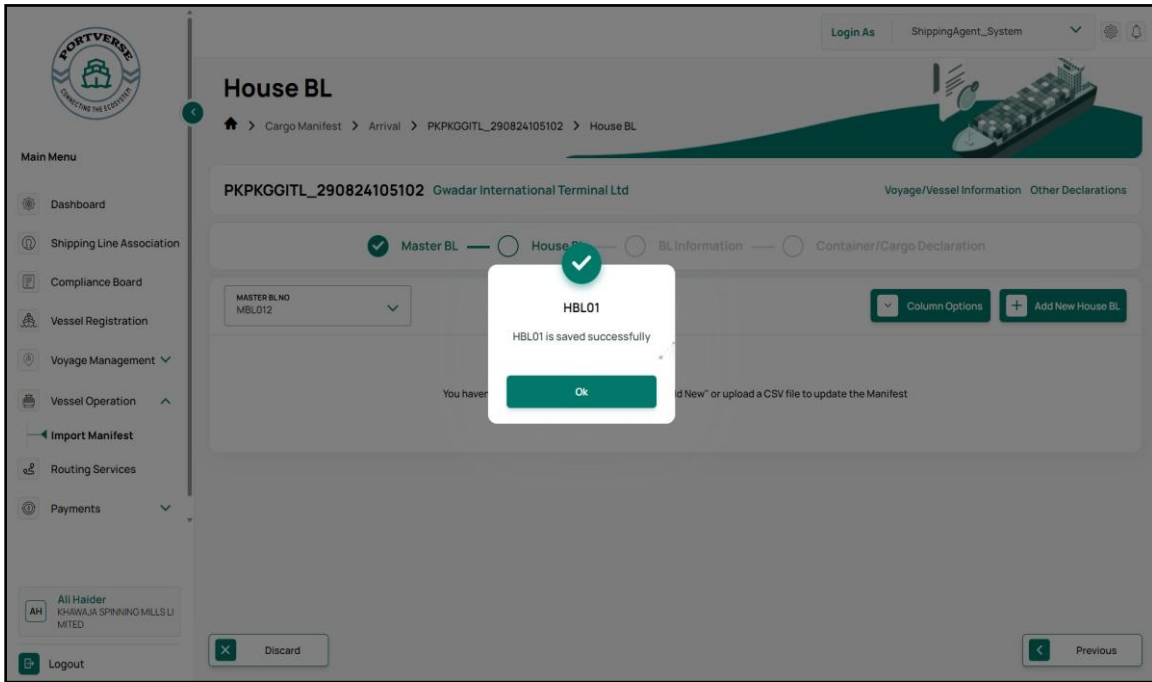


Figure 14 - Success Alert

- xv. House BL record will be displayed in the grid.
- xvi. Click on the **“Next”** button to fill out the BL Information.

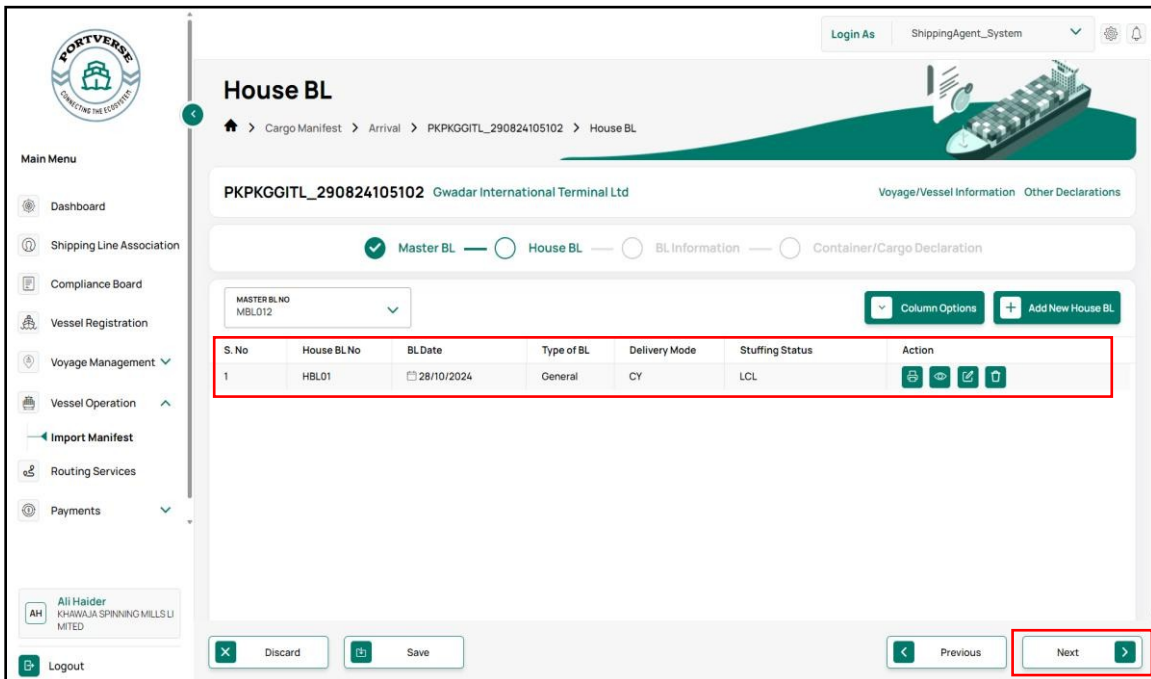


Figure 15 - House BL Grid

- xvii. Select the required House BL Number.
- xviii. Enter Consignee, Consignor and Port Information.

The screenshot shows the 'BL Information' screen in the PORTVERSE system. The main content area is titled 'BL Information' and includes a breadcrumb trail: 'Cargo Manifest > Arrival > PKPKOGITL\_290824105102 > BL Information'. Below this, there's a sub-header 'PKPKOGITL\_290824105102 Greater International Terminal Ltd'. A navigation bar shows 'Master BL' selected, with 'House BL', 'BL Information', and 'Container/Cargo Declaration' as other options. The form is divided into several sections:
 

- Master BL NO:** HBL012
- HOUSE BL NO:** HBL01 (highlighted with a red box)
- Consignee (importer):** Includes fields for 'CONSIGNEE/SHIPPER NAME' (Sh. Tashir Mirza), 'CONTACT NUMBER' (+92317896948), 'COUNTRY' (Pakistan), and 'CITY' (Karachi).
- Shipper (Consignor):** Includes fields for 'CONSIGNOR/SHIPPER NAME' (Saudia Oil Company), 'CONTACT NUMBER' (+9708822222), 'COUNTRY' (Kuwait), and 'CITY' (Kuwait).
- Port Information:** Includes fields for 'PORT OF LOADING' (Karachi Port), 'PORT OF SHIPMENT' (Qwadar), 'PORT OF DISCHARGE' (Qwadar), and 'PORT OF DESTINATION' (Karachi Container Terminal).
- VIA PORT:** AL-HAMD International Cont...
- Notify Party:** Section with an 'Add New' button (highlighted with a red box).

 The bottom of the screen has 'Logout', 'Discard', 'Save', 'Previous', and 'Next' buttons.

Figure 16 - BL Information Screen

- xix. Click on the “Add New” Button to update notify party details.

The screenshot shows the 'Add Notify Party' screen in the PORTVERSE system. The main content area is titled 'Shipper (Consignor)'. The form is divided into several sections:
 

- Shipper (Consignor):** Includes fields for 'CONSIGNOR/SHIPPER NAME' (Saudia Oil Company), 'CONTACT NUMBER' (+19708822222), 'COUNTRY' (Kuwait), and 'CITY' (Kuwait). The address field contains 'Main Downtown road'.
- Port Information:** Includes fields for 'PORT OF LOADING' (Karachi Port), 'PORT OF SHIPMENT' (Qwadar), 'PORT OF DISCHARGE' (Qwadar), and 'PORT OF DESTINATION' (Karachi Container Terminal). The 'VIA PORT' field contains 'AL-HAMD International Cont...'.
- Notify Party:** Section with an 'Add New' button (highlighted with a red box).

 The bottom of the screen has 'Logout', 'Discard', 'Save', 'Previous', and 'Next' buttons.

Figure 17 - Add Notify Party

xx. Enter the required details and click on the “Save” button.

The screenshot shows the PORTVERSE web application interface. On the left is a main menu with options like Dashboard, Shipping Line Association, Compliance Board, Vessel Registration, Voyage Management, Vessel Operation, Import Manifest, Routing Services, and Payments. The main content area is divided into sections: 'Shipper (Consignor)' with fields for Shipper Name (Saudia Oil Company), Contact Number (+1970882222), and Address (Main Downtown road); 'Port Information' with fields for Port of Loading (Karachi Port), Port of Shipment (Qwadar), and Via Port (AL-HAMD International Cont...); and 'Notify Party' which is currently empty. A modal window titled 'Notify Party' is open, showing input fields for Party Name (Ali Mills), Contact Number (+92338787877), Country (Pakistan), City (Karachi), and Address (Main business avenue). A red box highlights this modal form. At the bottom right of the modal, there is a 'Save' button with a checkmark icon, also highlighted by a red box. Other buttons like 'Discard' and 'Logout' are visible at the bottom of the main interface.

Figure 18 - Save Notify Party

xxi. Click on the “Next” button to add the Container Information.

The screenshot shows the PORTVERSE web application interface after saving the Notify Party. The 'Notify Party' section now contains a table with one entry. The table has columns for Party Name, Contact Number, Country, City, Address, and Action. The entry is for 'Ali Mills' with contact number '+92338787877', country 'Pakistan', city 'Karachi', and address 'Main business avenue'. There is an 'Add New' button with a plus icon and a trash icon next to the entry. At the bottom right of the main interface, there is a 'Next' button with a right arrow icon, highlighted by a red box. Other buttons like 'Discard', 'Save', and 'Previous' are also visible.

Party Name	Contact Number	Country	City	Address	Action
Ali Mills	+92338787877	Pakistan	Karachi	Main business avenue	

Figure 19 - BL Info Screen

- xxii. Select the required House BL Number.
- xxiii. Click on the “Add New Container/Cargo” button.

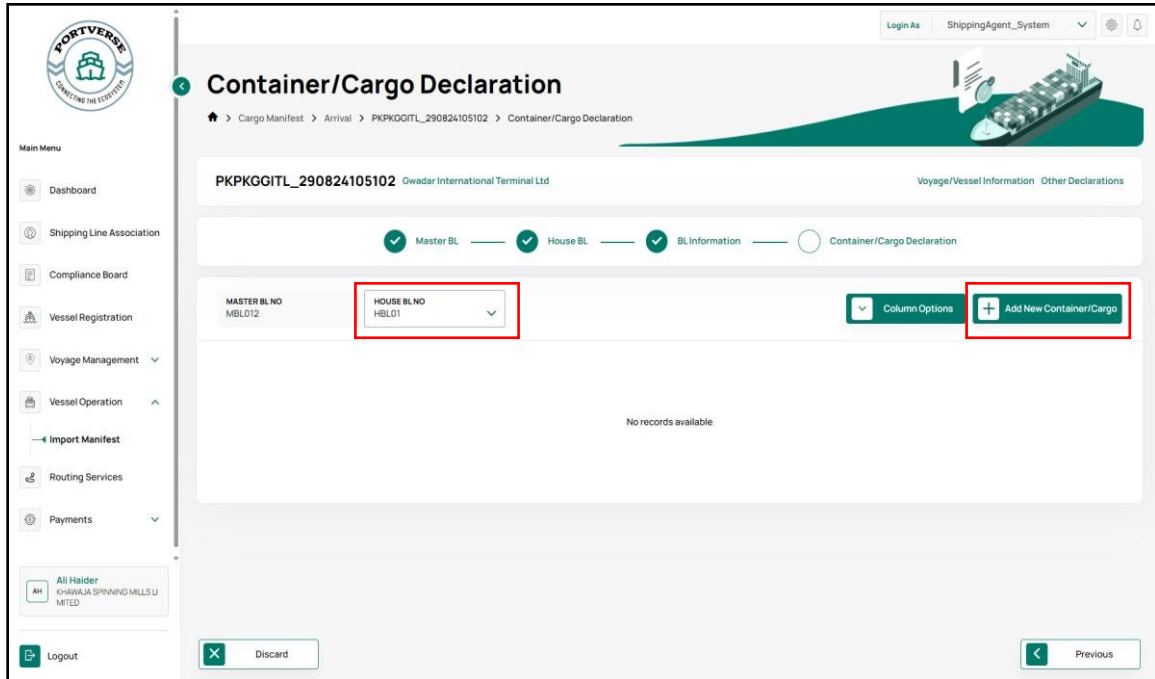


Figure 20 - Container/Cargo Declaration Screen

- xxiv. Enter the Container Information.

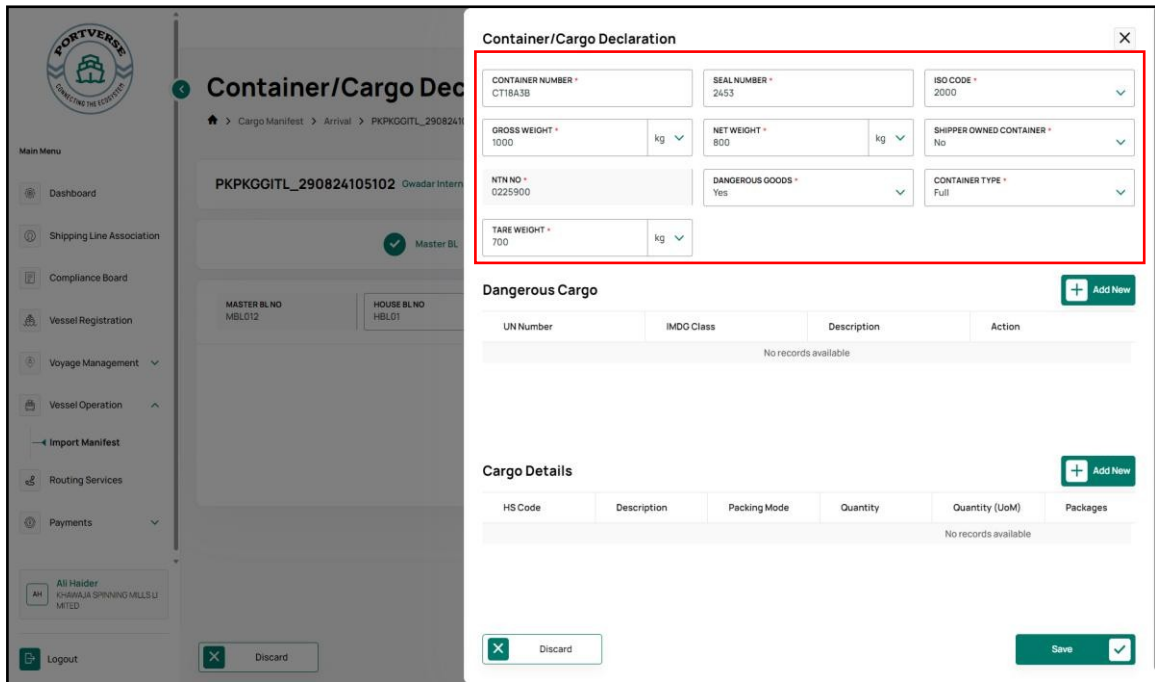


Figure 21 - Container/Cargo Declaration Form

- xxv. Click on the “Add New” button to add the Dangerous Cargo and Cargo details.
- xxvi. Click on the “+” icon to save the information.

**Container/Cargo Declaration**

CONTAINER NUMBER \* CT76AST    SEAL NUMBER \* 1123    ISO CODE \* 2000

GROSS WEIGHT \* 1000 kg    NET WEIGHT \* 800 kg    SHIPPER OWNED CONTAINER \* No

NTN NO \* 0225900    DANGEROUS GOODS \* Yes    CONTAINER TYPE \* Full

TARE WEIGHT \* 600 kg

**Dangerous Cargo** + Add New

UN Number	IMDG Class	Description	Action
0004	1	AMMONIUM PICRATE dry or wette	+ 0

**Cargo Details** + Add New

HS Code	Description	Packing Mode	Quantity	Quantity (UoM)	Packages
010...	Pure-bred breeding h	DR...	100	m	100

Discard    Save

Figure 22 - Container/Cargo Declaration Form

- xxvii. Click on the “Save” button to save the container information.

**Container/Cargo Declaration**

CONTAINER NUMBER \* CT76AST    SEAL NUMBER \* 1123    ISO CODE \* 2000

GROSS WEIGHT \* 1000 kg    NET WEIGHT \* 800 kg    SHIPPER OWNED CONTAINER \* No

NTN NO \* 0225900    DANGEROUS GOODS \* Yes    CONTAINER TYPE \* Full

TARE WEIGHT \* 600 kg

**Dangerous Cargo** + Add New

UN Number	IMDG Class	Description	Action
0004	1	AMMONIUM PICRATE dry or wette	✎ 0

**Cargo Details** + Add New

Quantity	Quantity (UoM)	Packages	Marks and Nu...	Country	Action
00	m	100	1	Andorra	✎ 0

Discard    Save

Figure 23 - Save Container Form

- xxviii. Success Alert will appear.
- xxix. Click **“Ok”** to proceed.

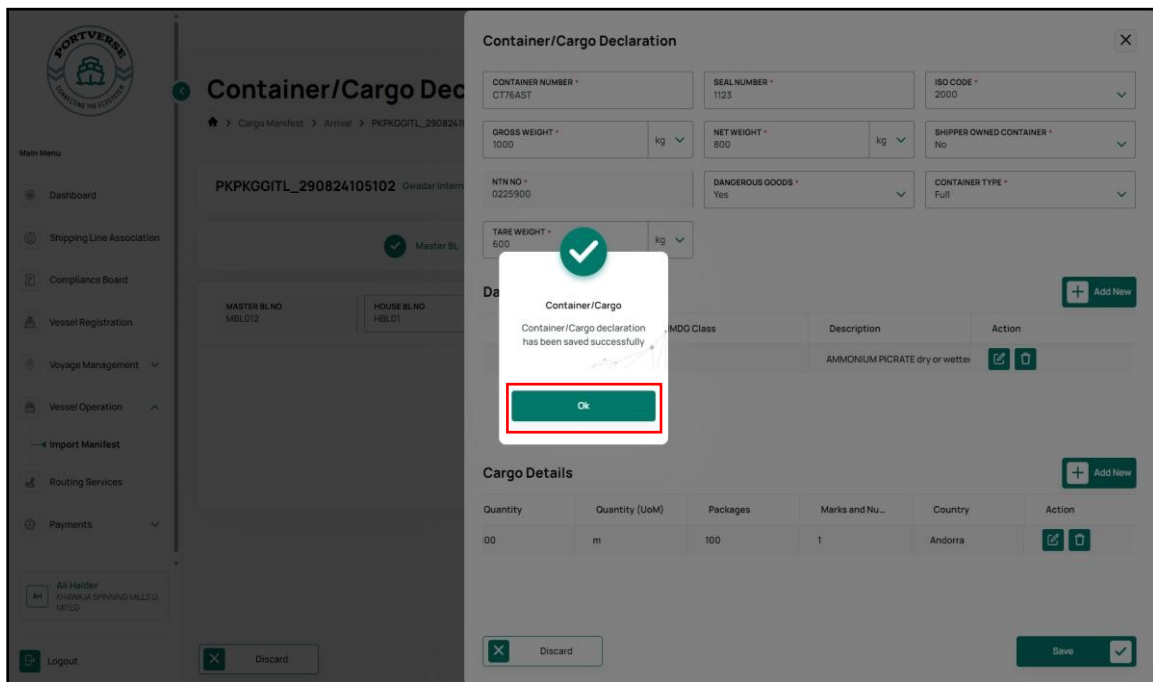


Figure 24 - Success Alert

- xxx. Click on the **“Save”** button to save the Manifest.

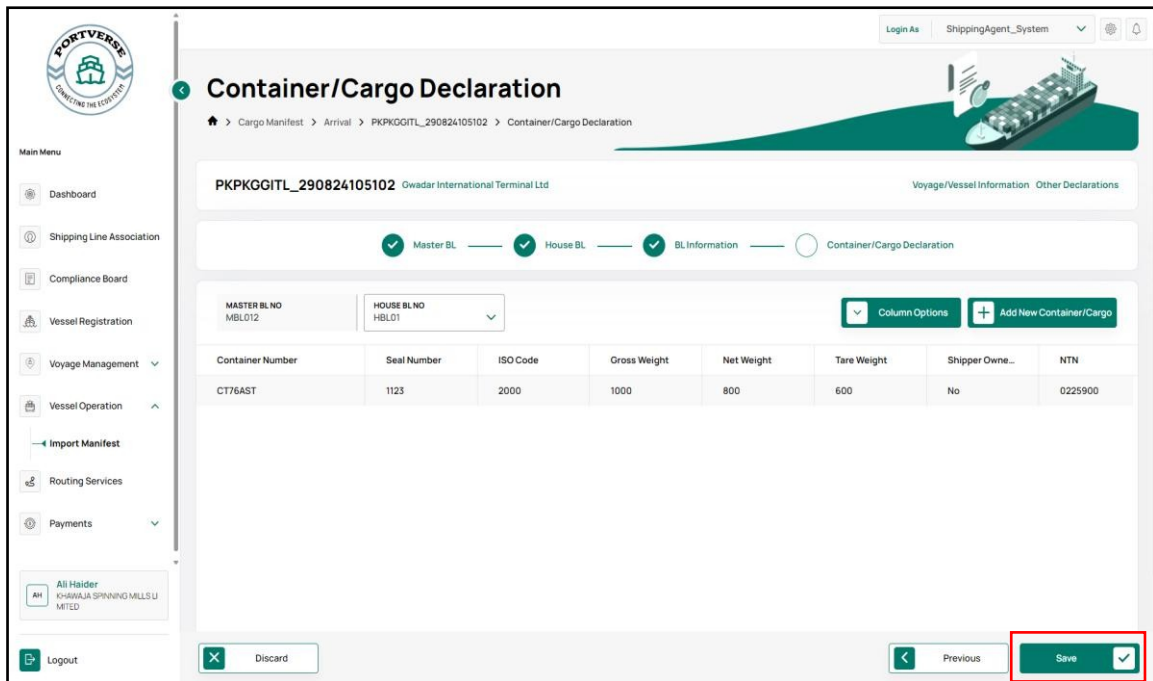


Figure 25 - Save Manifest

- xxxi. Success Alert will appear.
- xxxii. Click on the **Ok** button.

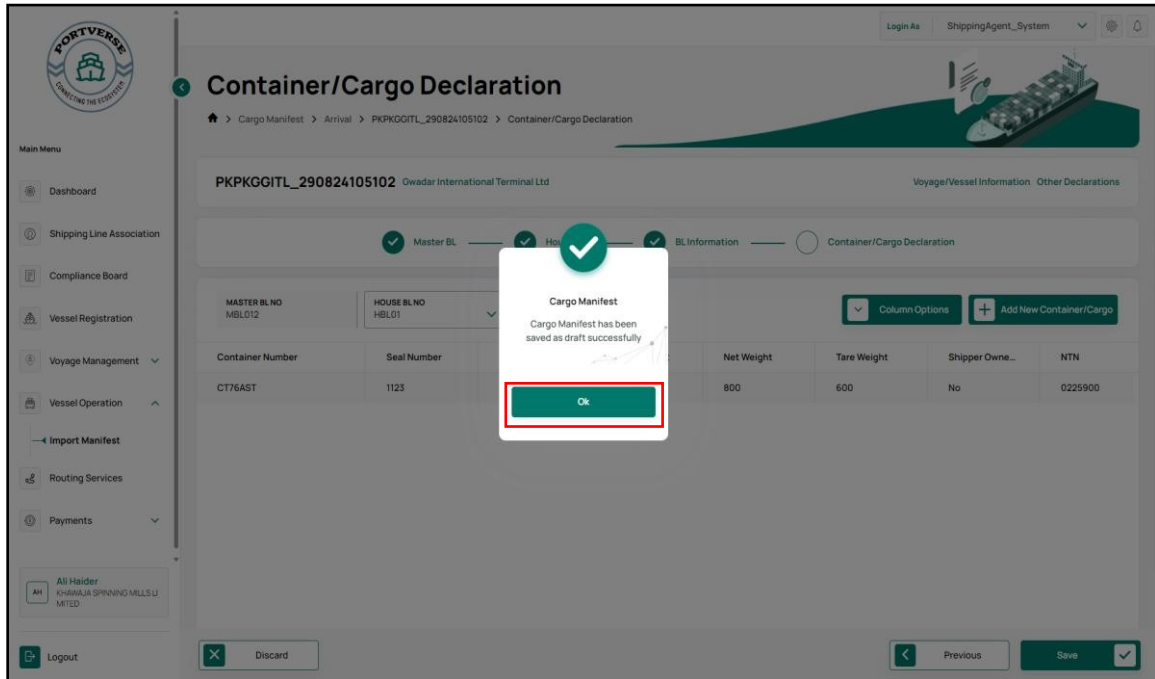


Figure 26 - Success Alert

- xxxiii. Repeat the above step until details pertaining to all the Master BL and it's respective House BL, BL Information and Containers are added in the form.
- xxxiv. Alternatively, data can be added through **Upload CSV** functionality.
- xxxv. To download the Import Manifest template, click on the **"Download template"** button on the Master BL Screen.

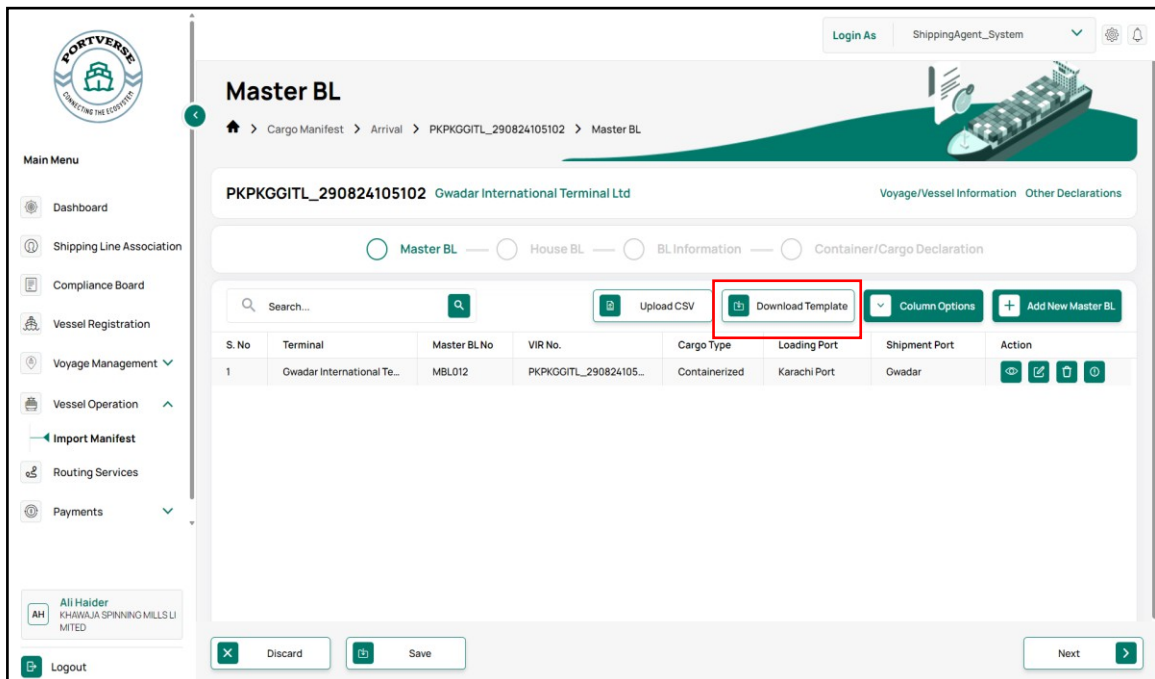


Figure 27 - Download Template

xxxvi. Update the downloaded CSV template as per requirement.

MBL Sr No	Master BL No	Cargo Type	HBL Sr No	House BL No	House BL Date	Consignee Name	Consignee Address	Consignee City	Consignee Country	Consignee Phone Number	Consignor Name	Consignor Address	Consignor City	Consignor Country	
1	MBL03	Containers	1.1	HBL01	5/1/2023	John	Street 01	KHI	PK	9.23E+11	DHL	Street 02	NYK	USA	
2	1	MBL03	Containers	1.1	HBL01	5/1/2023	John	Street 01	KHI	PK	9.23E+11	DHL	Street 02	NYK	USA
3	1	MBL03	Containers	1.1	HBL01	5/1/2023	John	Street 01	KHI	PK	9.23E+11	DHL	Street 02	NYK	USA
4	1	MBL03	Containers	1.1	HBL01	5/1/2023	John	Street 01	KHI	PK	9.23E+11	DHL	Street 02	NYK	USA
5	1	MBL03	Containers	1.2	HBL02	5/2/2023	DHL	Street 02	KHI	PK	9.23E+11	DHL	Street 02	DXB	UAE
6	1	MBL03	Containers	1.2	HBL02	5/2/2023	DHL	Street 02	KHI	PK	9.23E+11	DHL	Street 02	DXB	UAE
7	1	MBL04	Containers	1.2	HBL02	5/2/2023	DHL	Street 02	KHI	PK	9.23E+11	DHL	Street 02	DXB	UAE
8	1	MBL04	Containers	1.3	HBL03	5/3/2023	TCS	Street 03	KHI	PK	9.23E+11	TCS	Street 03	AERKT	UAE
9	1	MBL04	Containers	1.3	HBL03	5/3/2023	TCS	Street 03	KHI	PK	9.23E+11	TCS	Street 03	AERKT	UAE
10	1	MBL04	Containers	1.3	HBL03	5/3/2023	TCS	Street 03	KHI	PK	9.23E+11	TCS	Street 03	AERKT	UAE

Figure 28 - CSV Template

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

xxxvii. Click on the “Upload CSV” button.

Figure 29 - Upload CSV

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

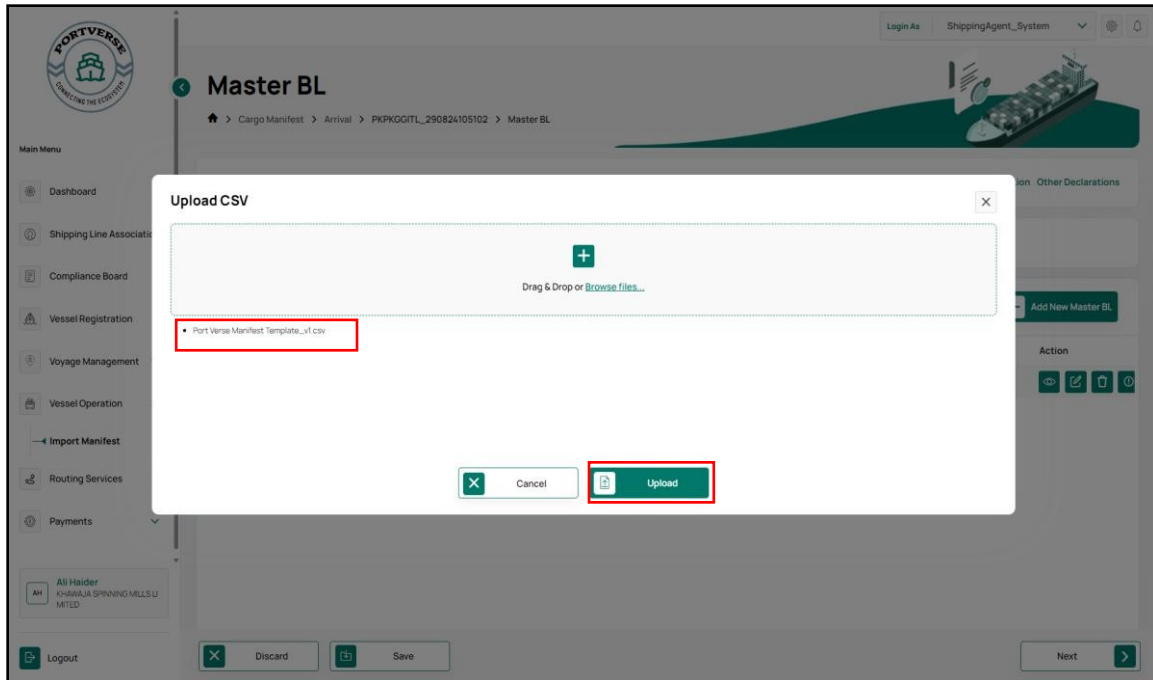


Figure 30 - Upload CSV Window

- xxxix. Records will be displayed on the screen.
- xl. User can **update** and **view** these records (Master BL, House BL, BL Information, Container Info) from their respective screens as explained in the above steps by clicking on action buttons provided at the end of each row (If required).

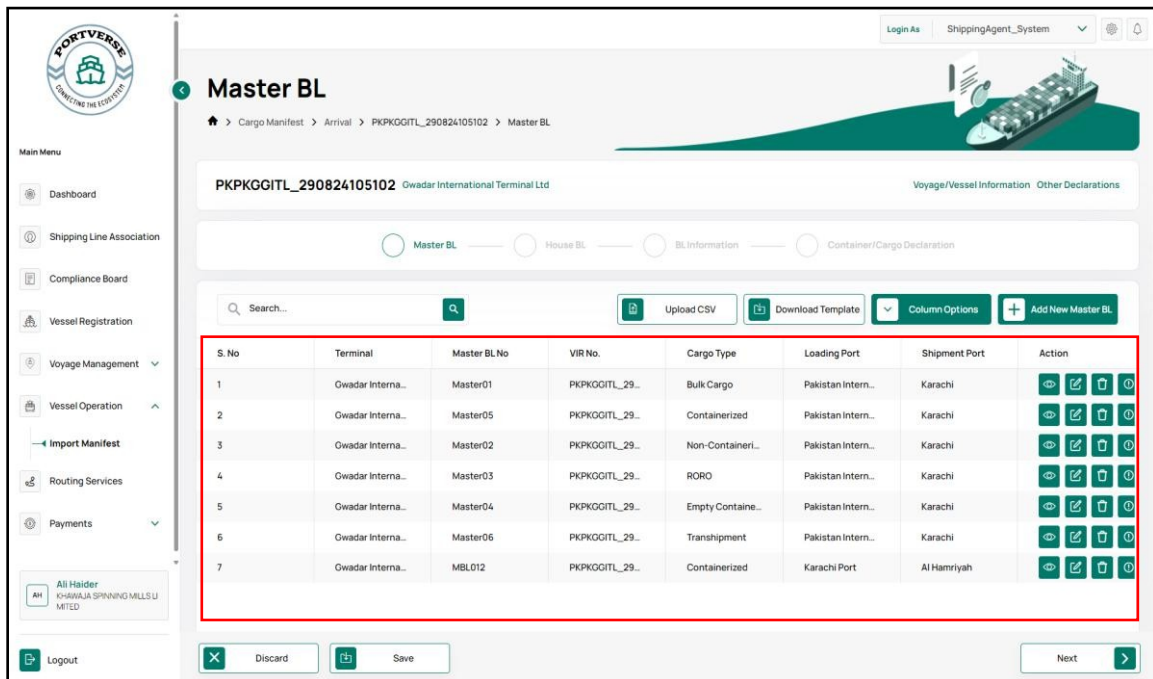


Figure 31 - Master BL Screen

- xli. Click on the “Submit” button on the Import Manifest Summary screen to submit the manifest record.

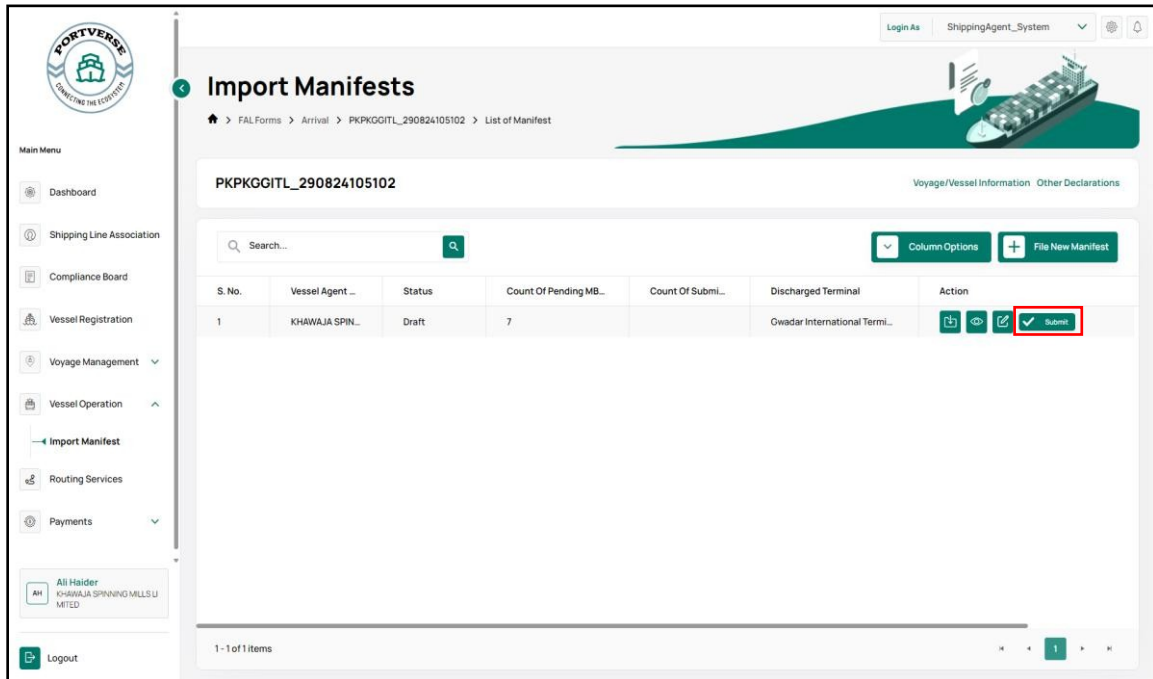
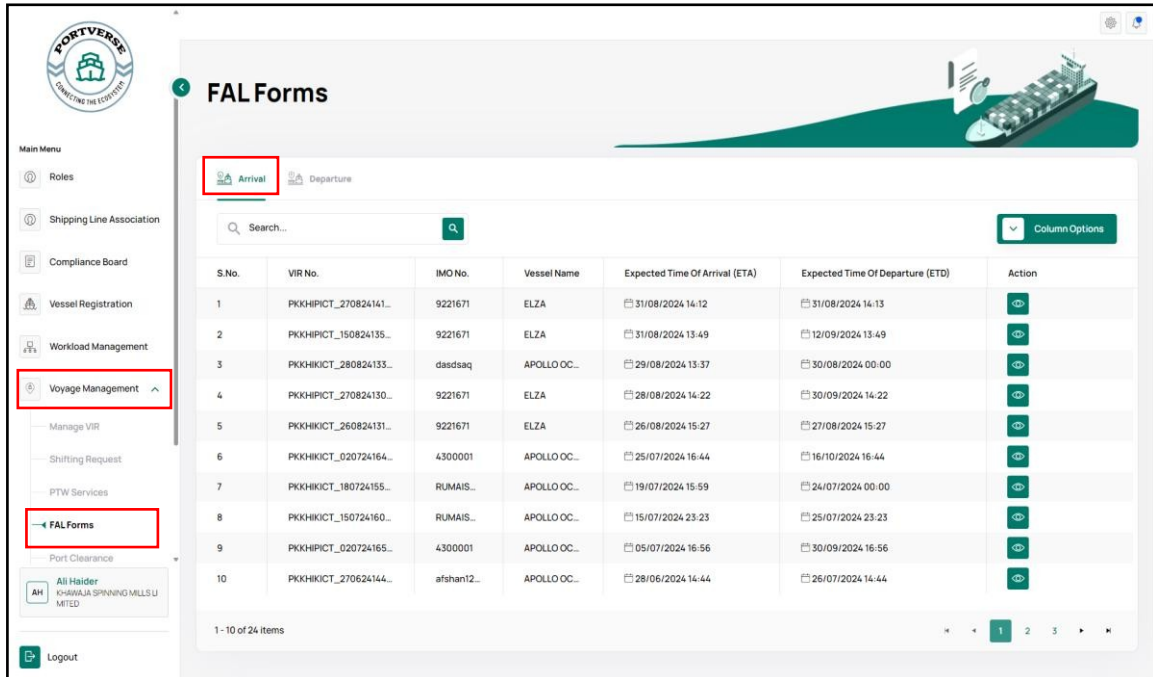


Figure 32 - Import Manifest Summary Screen

## 6.3. DANGEROUS GOODS DECLARATION (FAL – 7)

### 6.3.1. Access to Dangerous Goods Declaration (FAL – 7)

- 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 the "Arrival" tab.

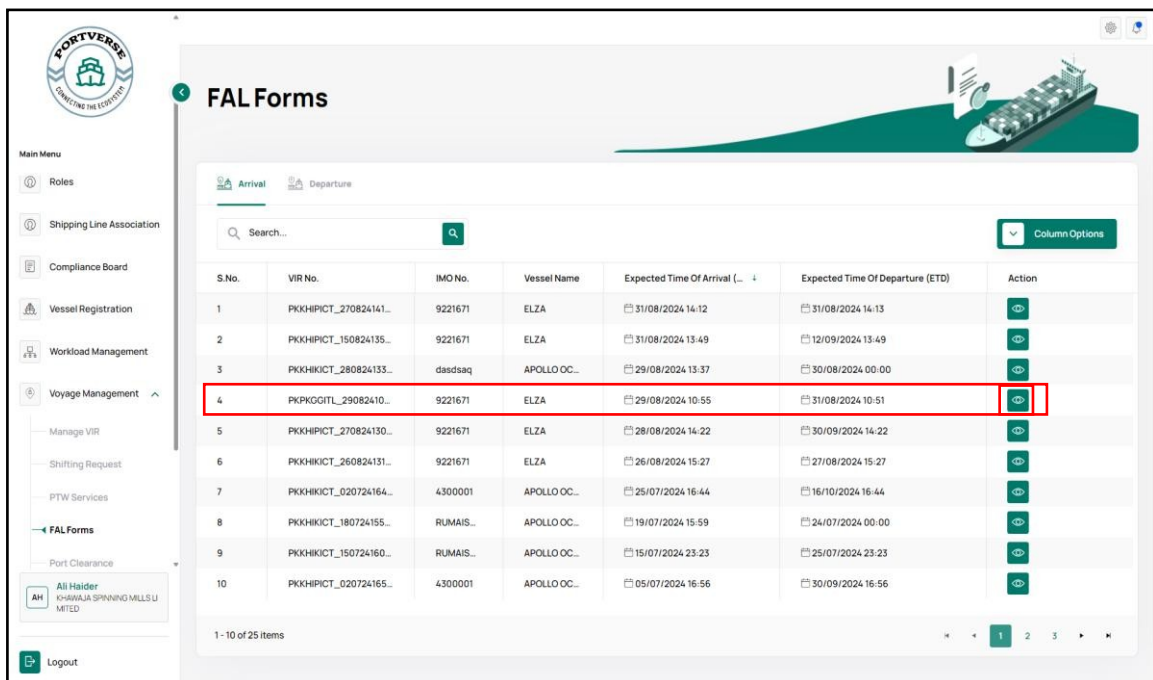


The screenshot shows the 'FAL Forms' interface. The left sidebar contains a 'Main Menu' with 'Voyage Management' and 'FAL Forms' highlighted. The main area displays a table with columns: S.No., VIR No., IMO No., Vessel Name, Expected Time Of Arrival (ETA), Expected Time Of Departure (ETD), and Action. The 'Arrival' tab is selected, and the table lists 10 items. The 'Action' column contains view icons for each row.

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

Figure 33 – FAL Forms Screen

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



The screenshot shows the 'FAL Forms' interface, similar to Figure 33. The 'Action' column for the 4th row (VIR No. PKKPGITL\_29082410...) is highlighted with a red box, indicating the view icon to be clicked.

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

Figure 34 - Select VIR

### 6.3.2. Submit Dangerous Goods Declaration Form (FAL - 7)

- i. Click on the “Click to fill” button on the Dangerous Goods (FAL - 7) summary card.

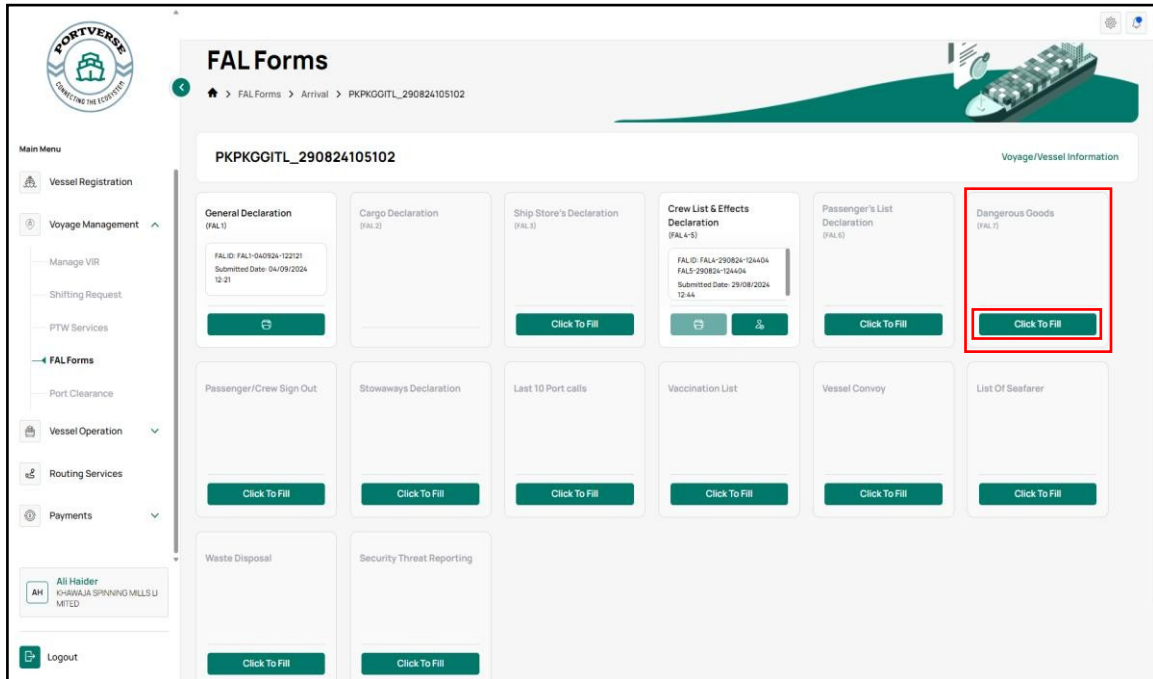


Figure 35 – Dangerous Goods (FAL - 7) Summary Card

- ii. Once the form screen appears, manually add the data by clicking on the “Add Cargo Details” button.

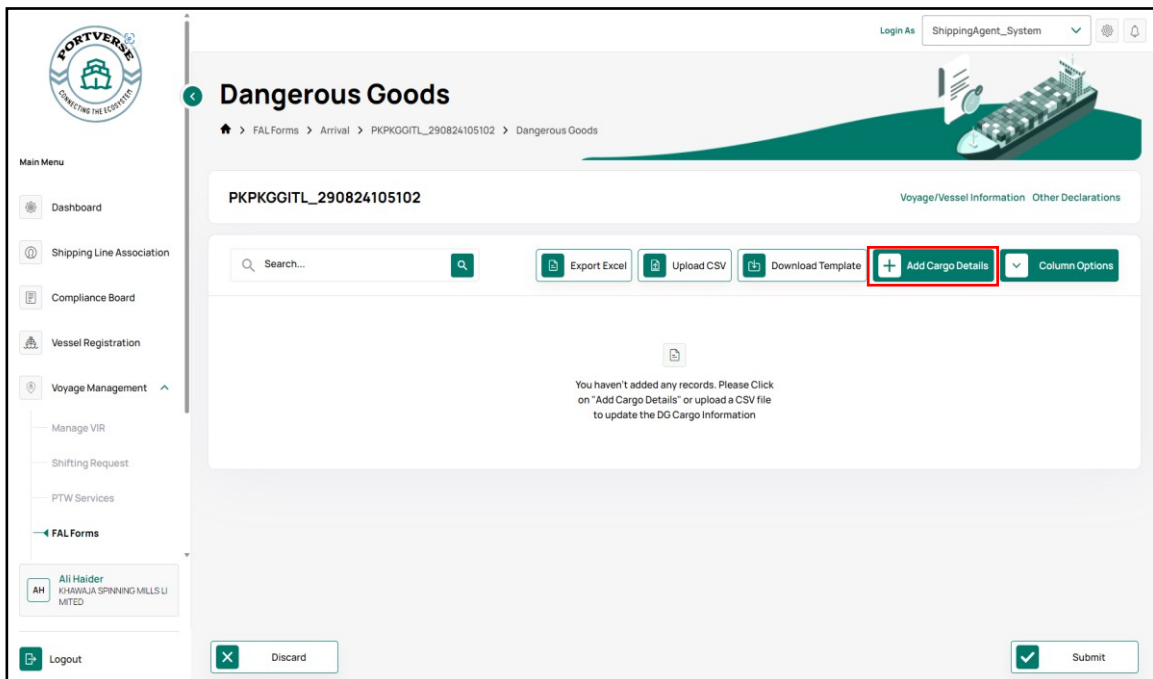


Figure 36 – FAL - 7 Form Main Screen

iii. Enter the Master BL details.

The screenshot shows the 'Add DG Manifest' interface. At the top, the breadcrumb trail is 'FAL Forms > Arrival > PKPKGITL\_290824105102 > DangerousGoods > Add DG Manifest'. The main header displays the manifest ID 'PKPKGITL\_290824105102' and links for 'Voyage/Vessel Information' and 'Other Declarations'. A red box highlights the 'Master BL' section, which contains the following fields: 'REFERENCE NUMBER/MBL' (text input with value 'MBL76A'), 'PORT OF DISCHARGE' (dropdown menu with value 'Abu Dhabi'), 'PORT OF LOADING' (dropdown menu with value 'Abu Dhabi'), 'PORT OF SHIPMENT' (dropdown menu with value 'Karachi Port'), and 'PORT OF DESTINATION' (dropdown menu with value 'Karachi Port'). Below this is the 'DG Cargo Details' section with an 'Add Cargo Details' button. The bottom of the screen features a 'Logout' button, a 'Discard' button, and a 'Save' button.

Figure 37 - Add DG Manifest Screen

iv. Click on the “Add Cargo Details” button to add the Cargo details against the Master BL.

This screenshot is identical to Figure 37, showing the 'Add DG Manifest' screen. The 'Master BL' section is filled with the same data as in Figure 37. In this view, a red box highlights the 'Add Cargo Details' button in the 'DG Cargo Details' section, indicating the next step in the process.

Figure 38 - Add Cargo Details

- v. An editable overlay screen will appear.
- vi. Click on the “Add New” button to add the DG Cargo details.

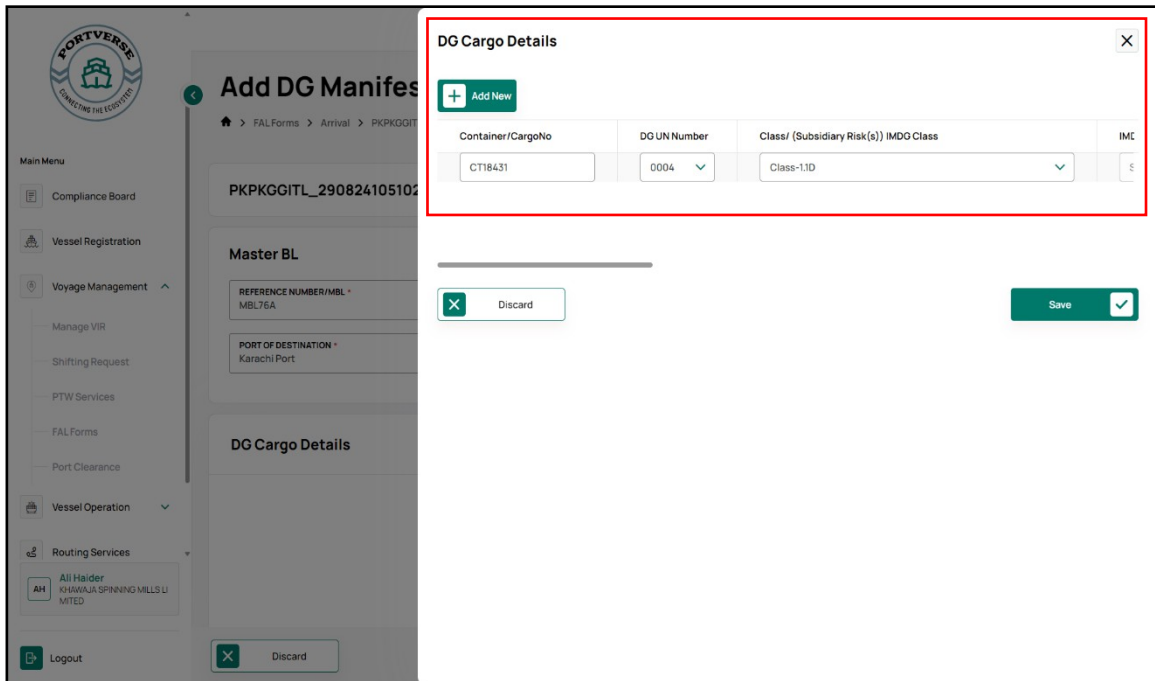


Figure 39 – DG Cargo details

- vii. Click on the “Add (+)” icon to save the container record.

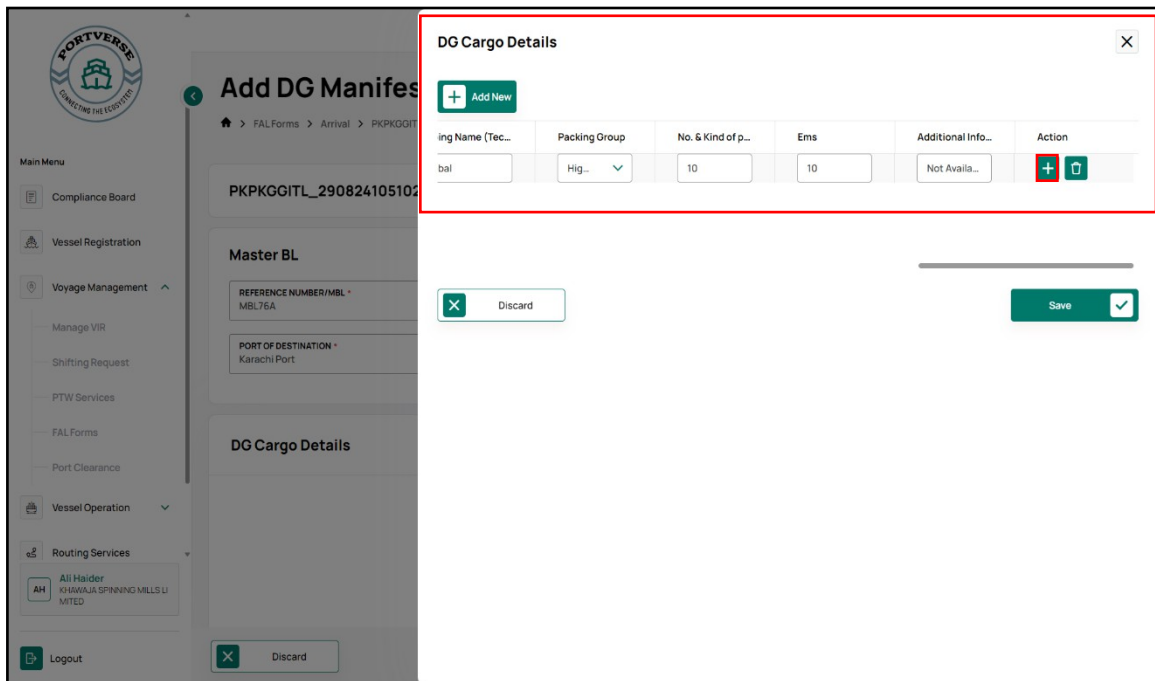


Figure 40 - Add DG Cargo details

- viii. Click on the “Save” button to save the DG Cargo details

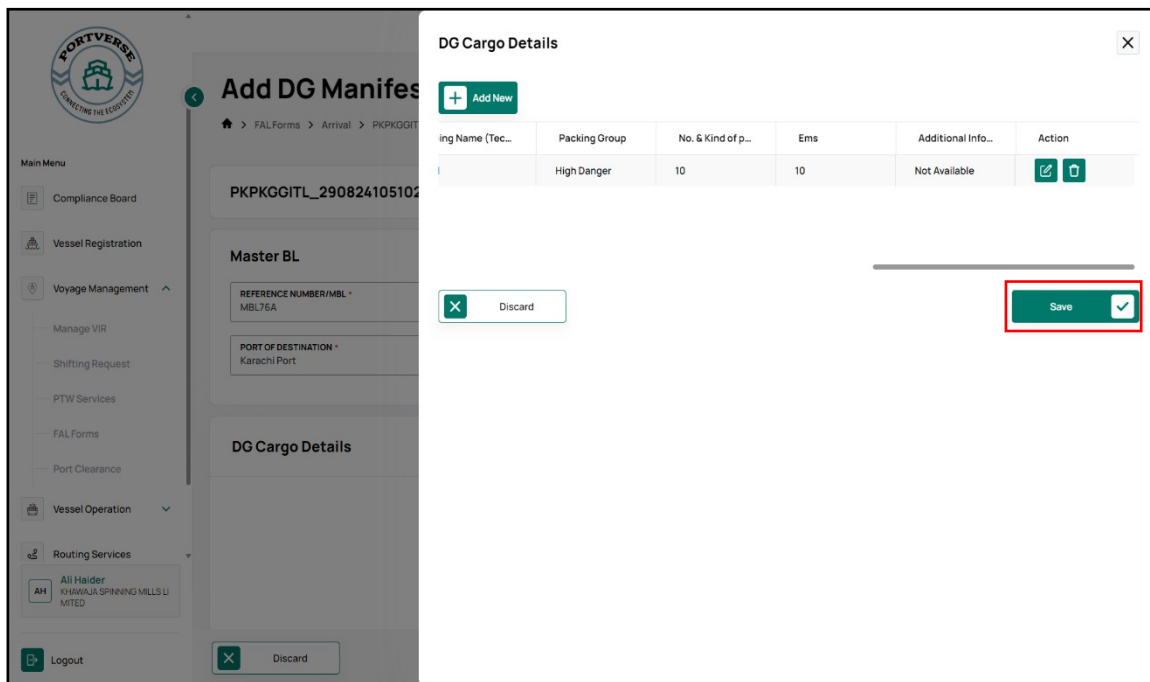


Figure 41 - Save DG Cargo details

- ix. A success message alert will appear.
- x. Click on the “Ok” button.

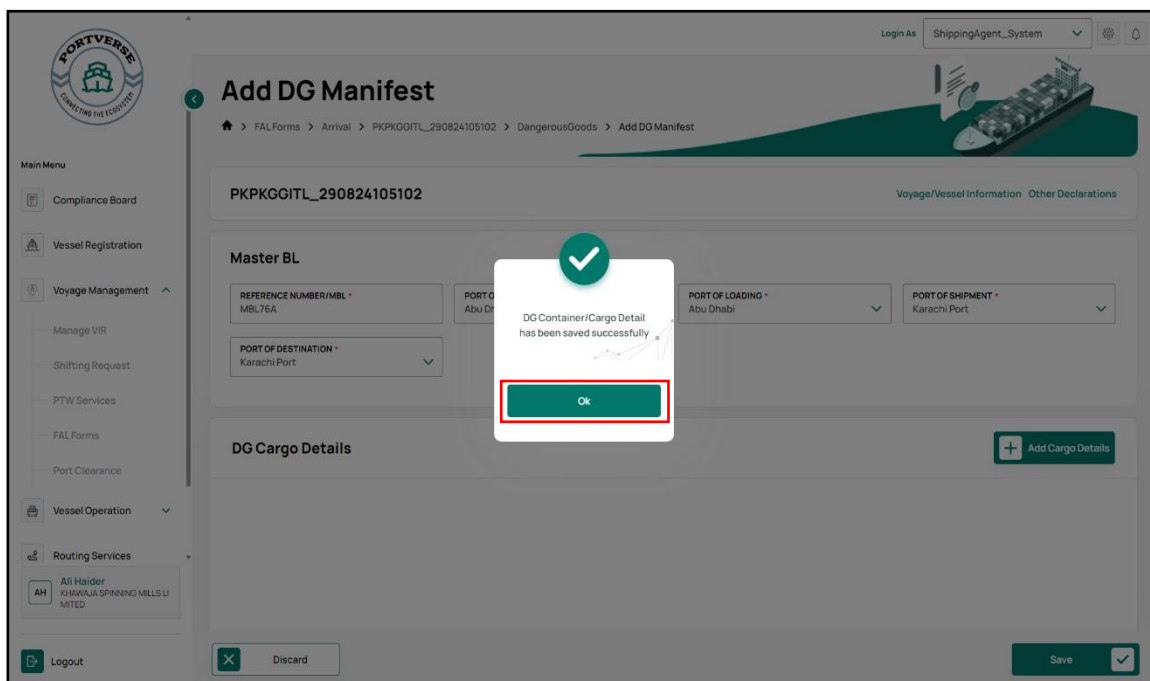


Figure 42 - Success Alert

- xi. All the DG Cargo details added against the Master BL will be displayed on the Add DG manifest screen.
- xii. Click on the **Save** button to save the Master BL record.

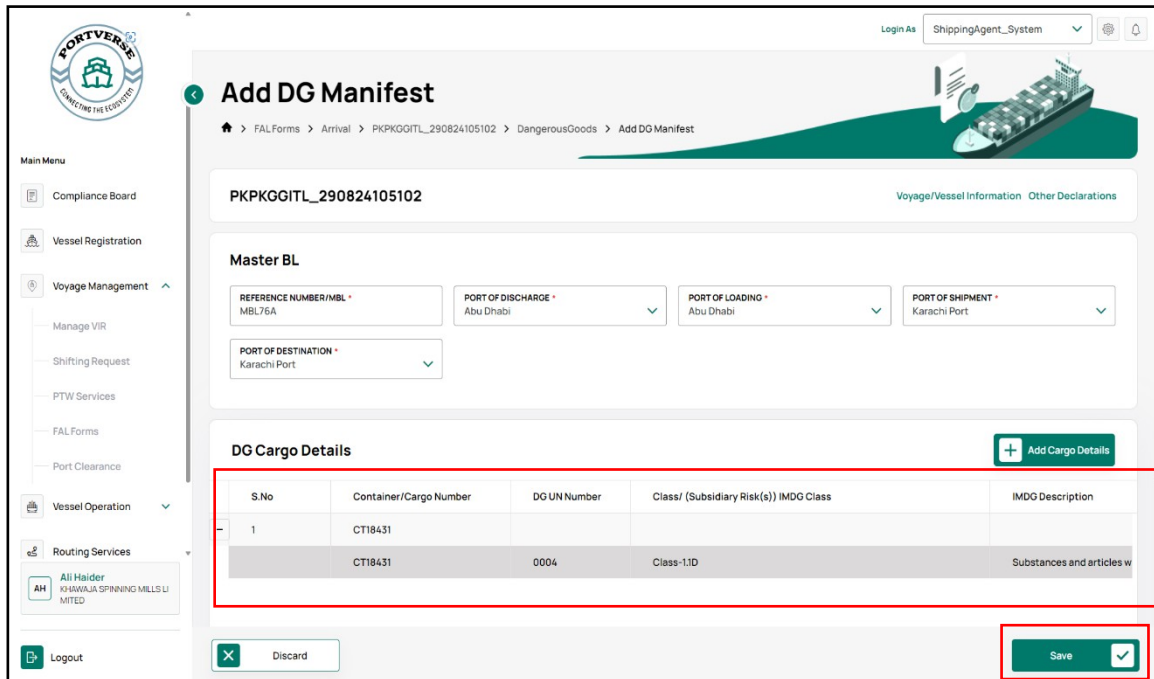


Figure 43 – Save Master BL Record

- xiii. A success message alert will appear.
- xiv. Click on the **“Ok”** button.

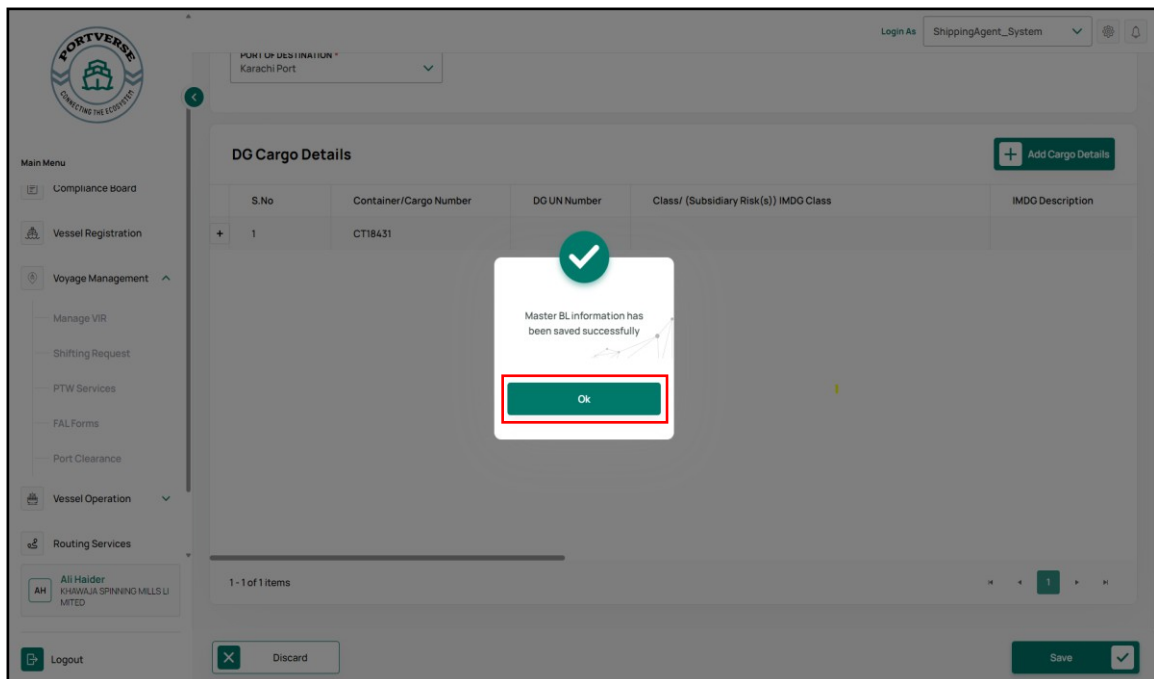


Figure 44 – Success Alert

- xv. User will be directed to the Dangerous Goods form main screen.

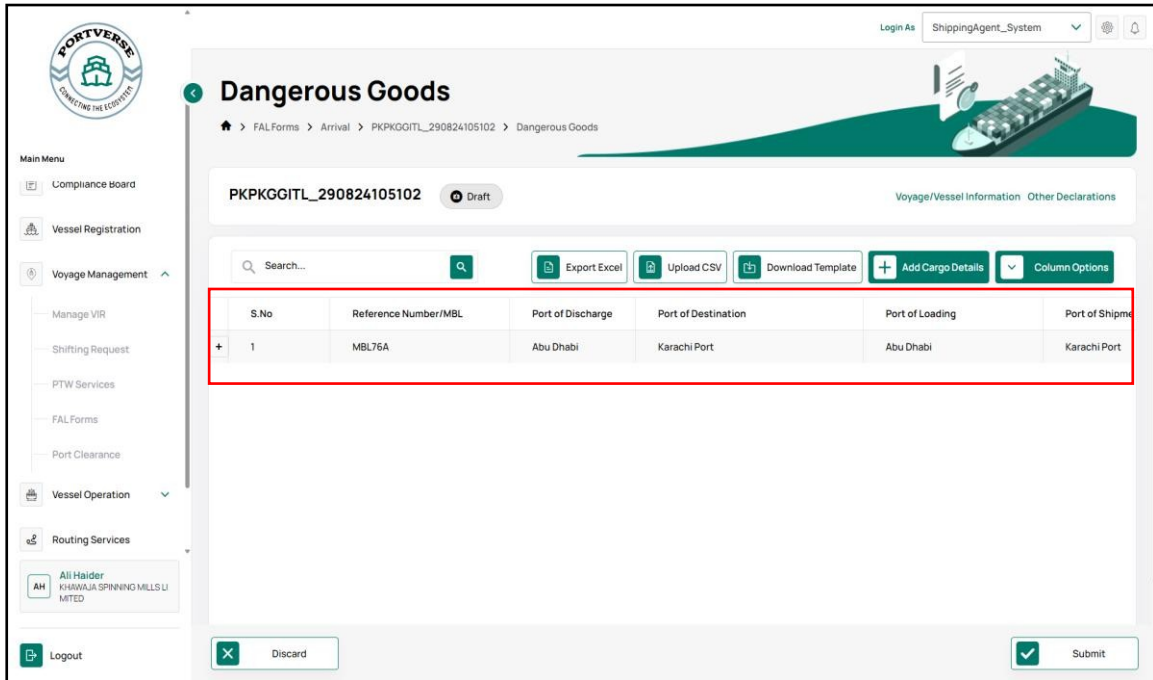


Figure 45 – FAL – 7 Form Main Screen

- xvi. Repeat the above step until details pertaining to all the **Master BL** and their **DG Cargo** are added in the form.
- xvii. Alternatively, data can be added through Upload CSV functionality.
- xviii. To download the Dangerous Goods template, click on the “**Download template**” button.

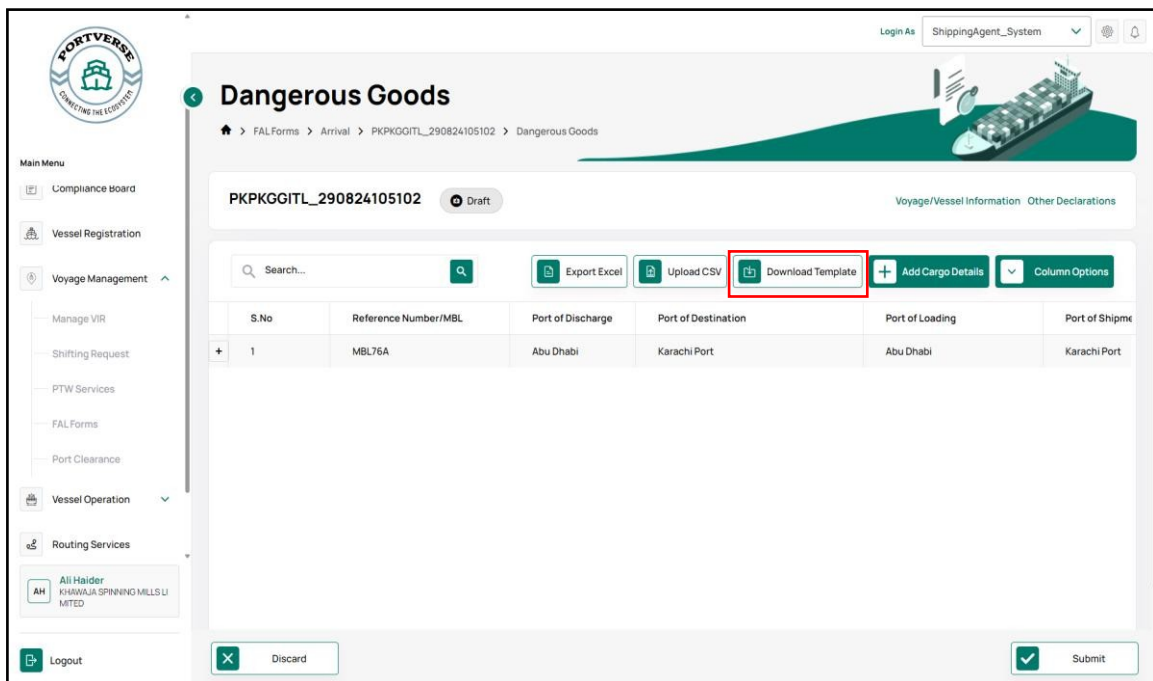


Figure 46 – Download Template

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

Reference Number/MBL	Port of Discharge	Port of Destination	Port of Loading	Port of Shipment	Stowage Position	Container Number	IMDG Class	IMDG Description	DG UN Number	HS Code	Proper ShippingName/(Technical Specifications)	Packir
MBL001	PKKHI	PKKHI	PKKHI	PKKHI	19	CT036865	Class-1.1D	Explosives	4	22042290	Maersk Global	High E
MBL001	PKKHI	PKKHI	PKKHI	PKKHI	20	CT036866	Class-1.1D	Explosives	4	22042290	Maersk Global	High E
MBL002	PKKHI	PKKHI	PKKHI	PKKHI	15	CT036867	Class-1.1D	Explosives	4	22042290	Maersk Global	High E
MBL002	PKKHI	PKKHI	PKKHI	PKKHI	19	CT036868	Class-1.1D	Explosives	4	22042290	Maersk Global	High E
MBL002	PKKHI	PKKHI	PKKHI	PKKHI	30	CT036869	Class-1.1D	Explosives	4	22042290	Maersk Global	High E

Figure 47 – CSV Template

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

- xx. Click on the “Upload CSV” button.

**Dangerous Goods**

PKPKGGITL\_290824105102 Draft Voyage/Vessel Information Other Declarations

Search...

Export Excel **Upload CSV** Download Template Add Cargo Details Column Options

S.No	Reference Number/MBL	Port of Discharge	Port of Destination	Port of Loading	Port of Shipment
1	MBL76A	Abu Dhabi	Karachi Port	Abu Dhabi	Karachi Port

Discard Submit

Figure 48 – Upload CSV

- xxi. A window will appear for file attachment. Once the relevant file is selected. Click on the **“Upload”** button.

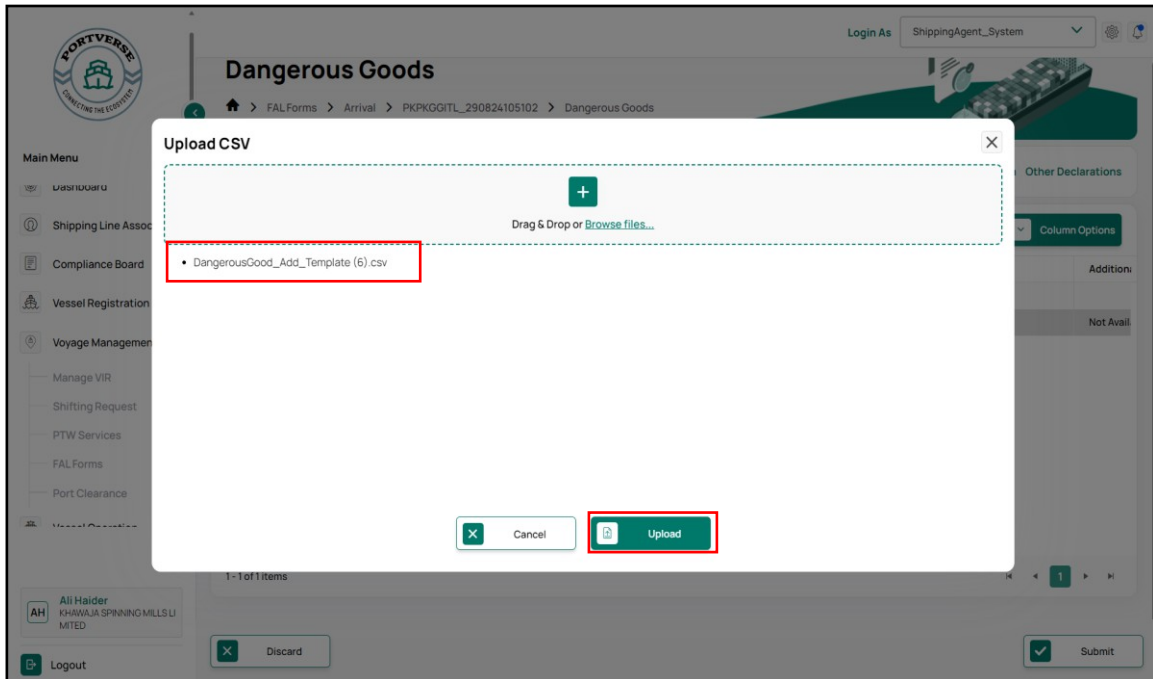


Figure 49 – Upload CSV Window

- xxii. Records will be displayed on the main screen.
- xxiii. Click on the **“edit”** icon to update a record (If required).

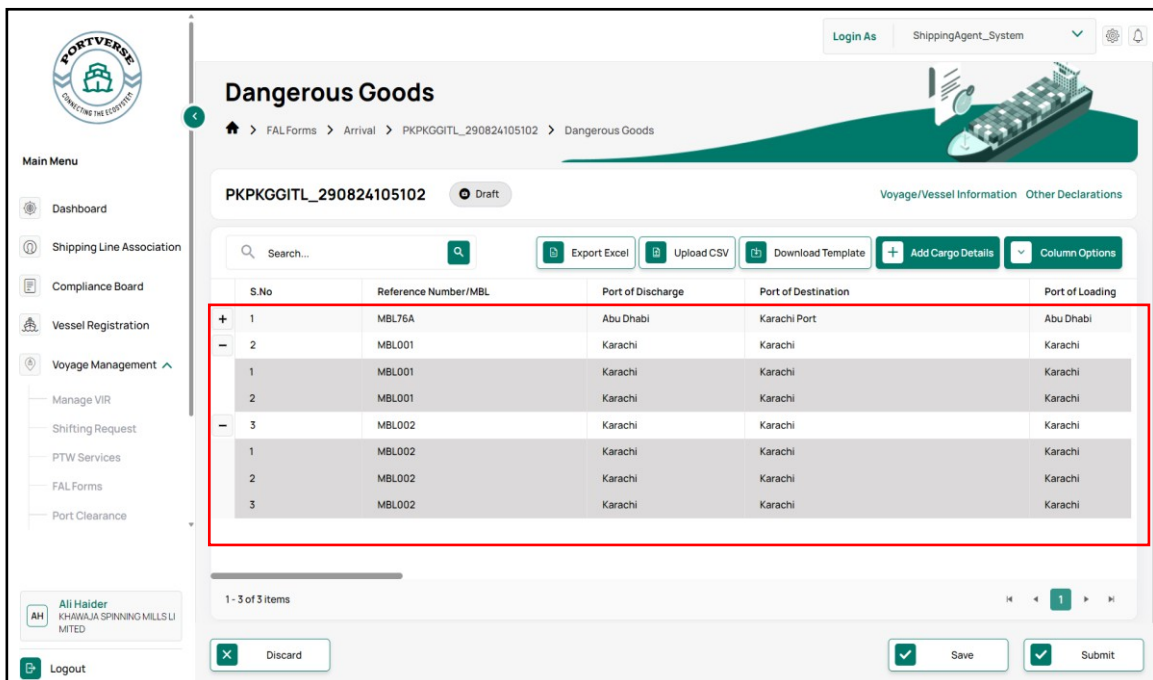


Figure 50 – FAL – 7 Form Main Screen

xxiv. Click on the “Submit” button.

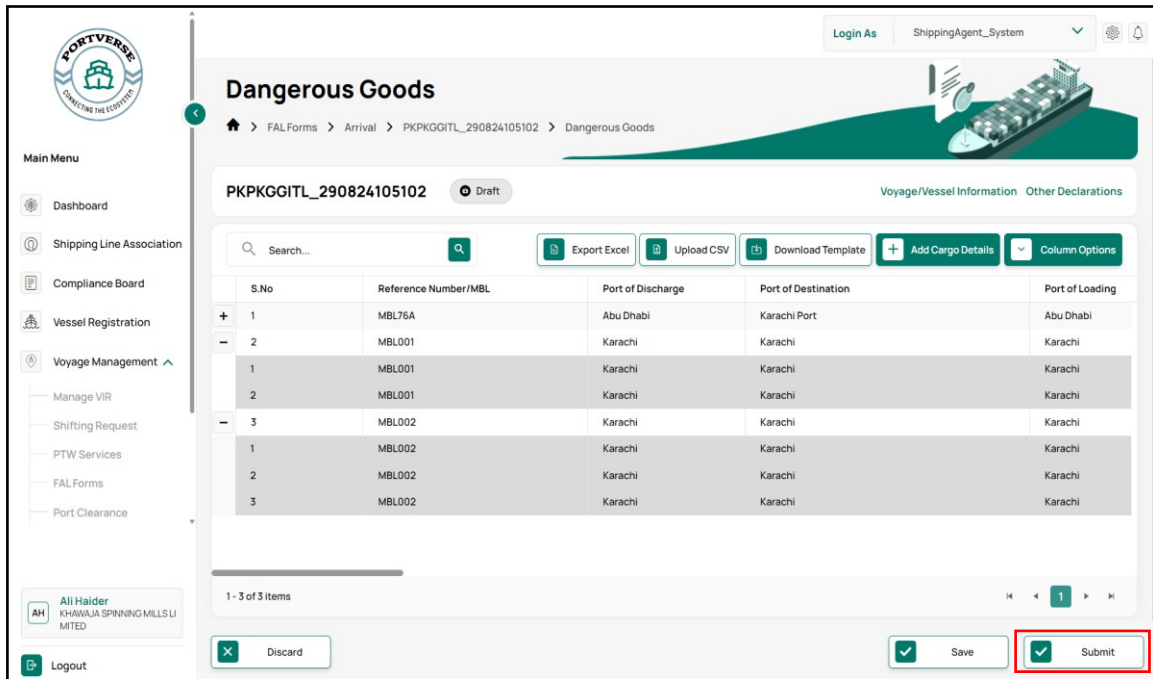


Figure 51 – Submit FAL – 7

xxv. System will generate a confirmation alert.

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

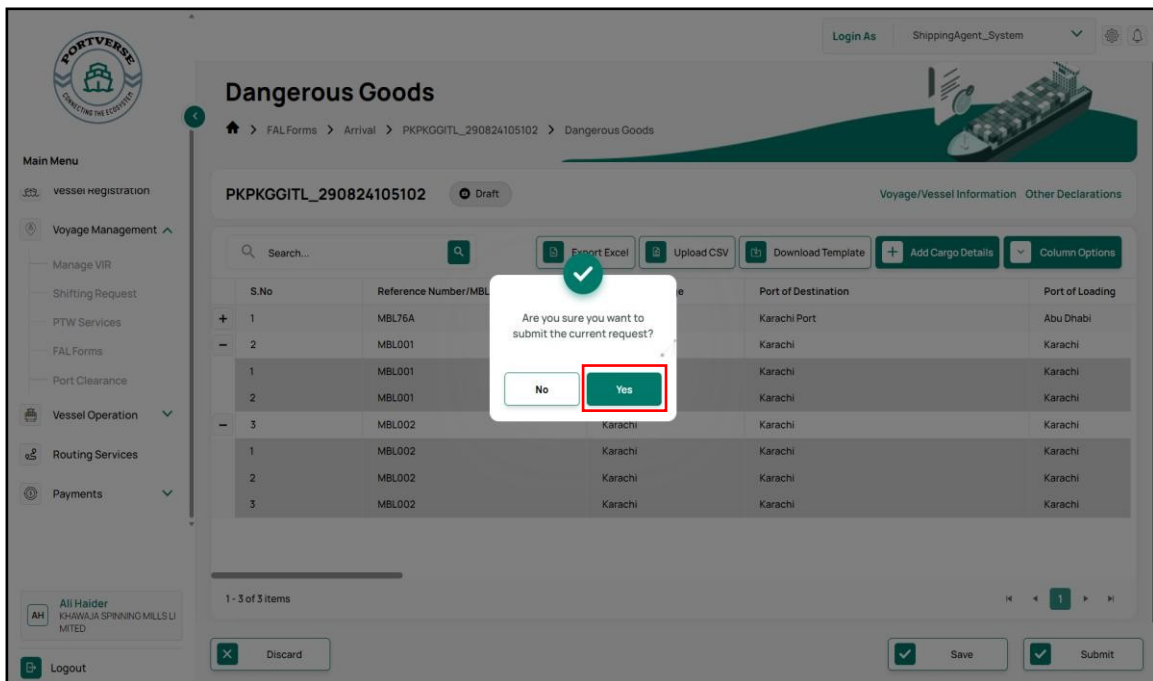


Figure 52 – Confirmation Alert

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

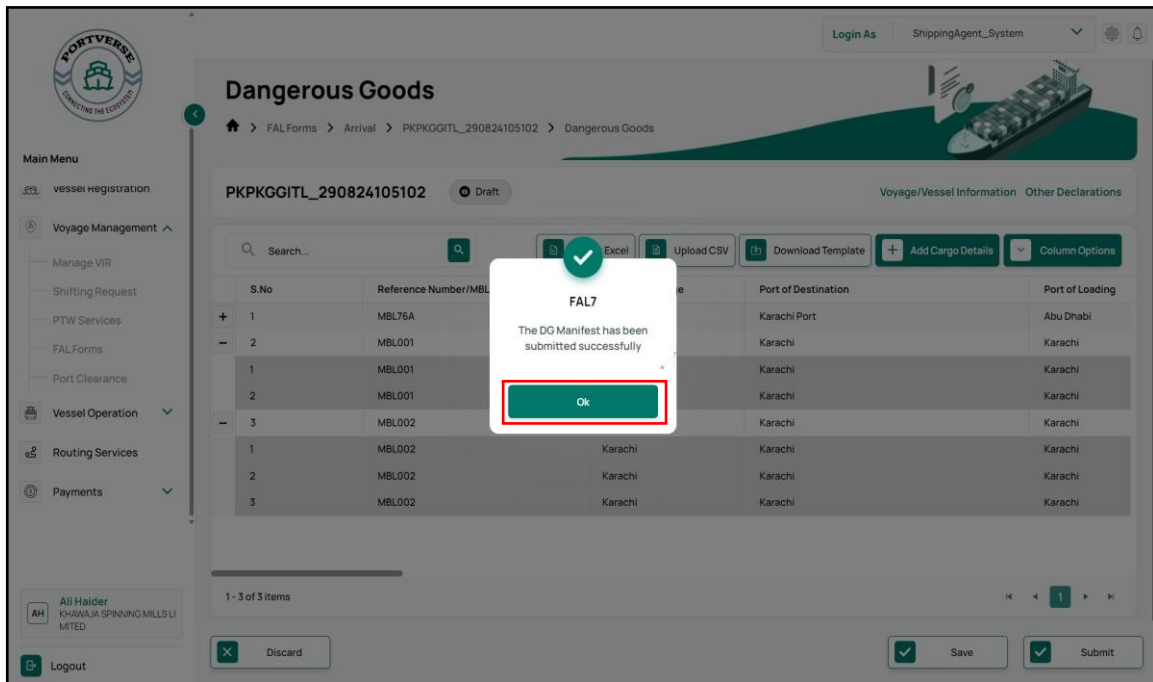


Figure 53 – Success Alert

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

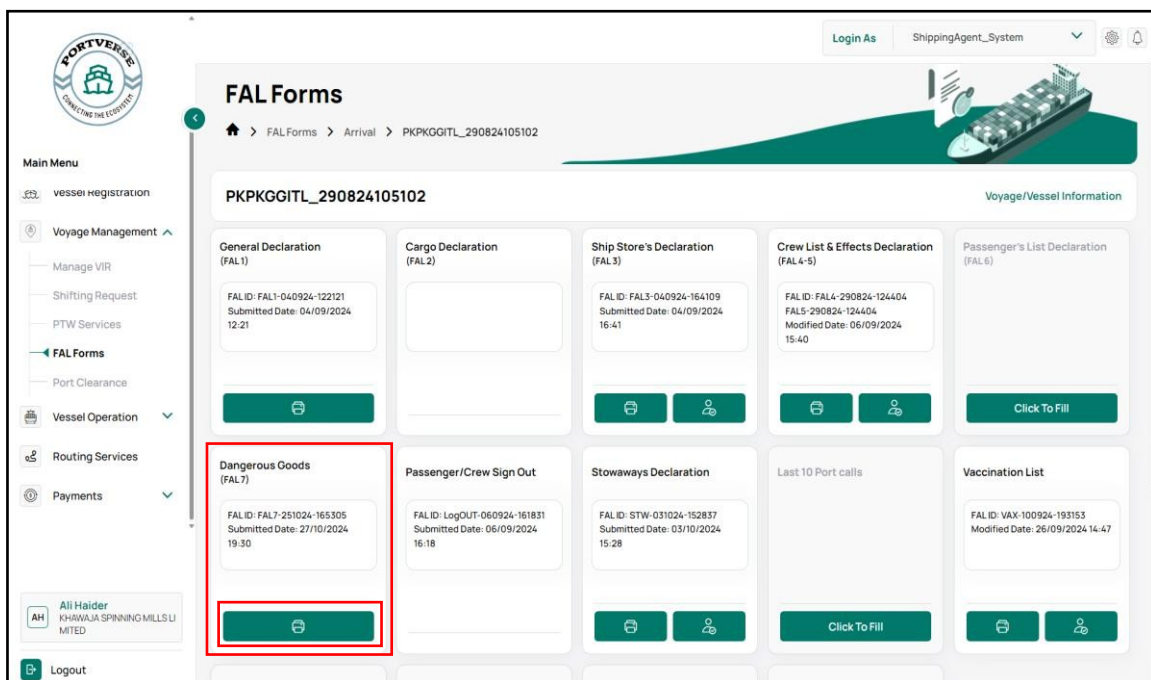




Figure 54 – FAL Forms Summary Screen

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




### Dangerous Goods

(IMO FAL Form 7)



Arrival
PKPKGGITL\_290824105102

1.1 NAME AND SHIP ELZA			1.2 IMO NO. 9221671			1.3 CALL SIGN DSSE4						
1.4 VOYAGE NUMBER 100						2. FLAG STATE OF SHIP Liberia						
5. STOWAGE POSITION	6. REFERENCE NUMBER	7. MARKS & NUMBERS - FREIGHT CONTAINER IDENTIFICATION NO(S) - VEHICLE REGISTRATION NO(S)	8. UN NUMBER	9. PROPER SHIPPING NAME/(TECHNICAL SPECIFICATIONS)	10. CLASS/SUBSIDIARY RISK(S)	11. PACKING GROUP	12. ADDITIONAL INFORMATION /MARINE POLLUTANT/F LASH POINT/ETC.	13. NUMBER AND KIND OF PACKAGES	14. MASS (KG) OR VOLUME (L)	15. EMS	15. DISCHARGE PORT	15. LOADING PORT
10	MBL76A	CT18431	0004	Maersk Global	Substances and articles which have a mass explosion hazard, compatibility group D	High Danger	Not Available	10	100 KG	10	Abu Dhabi	Abu Dhabi
19	MBL001	CT036865	0004	Maersk Global	Substances and articles which have a mass explosion hazard, compatibility group D	High Danger	Marine Pollutant	3	4kg	5	Karachi	Karachi
20	MBL001	CT036866	0004	Maersk Global	Substances	High Danger	Marine Pollu	3	4kg	5	Karachi	Karachi


Print



Close

Figure 55 - FAL - 7 Print Screen


## 7. Contact Information Need any assistance?

Please feel free to contact us as:

Email: [support@psw.gov.pk](mailto:support@psw.gov.pk)


Phone: 021-111-111-779



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