



Penang Port SDN BHD

PELKON - III

Agents User Manual

Agent Screens

Version 1.0

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1 Notice of Ship Arrival

1.1 Overview

'Notice of Ship Arrival' screen is used to record advance information about the vessel arrival. It creates the initial registration of the vessel and allots a unique voyage reference number (SCN) for the vessel. Subsequent amendments are done in the 'Final Arrival Notice' screen. This screen is also used to capture more detailed advance information about the vessel arrival. For every voyage, a vessel that is associated with the port a unique code (SCN) is generated by the system for identification and is the first step for any vessel-related operations in the port. SCN is used by the port, to refer a particular voyage, for any operation related to that voyage.

SCN is unique number for each vessel registered and format is a 6-digit running sequence number. The convention for generating a SCN Number is best described using an example. Following the current convention, the first ship of 2006 docking at one port would be assigned a SCN of "065001". The next ship, perhaps docking at other port, would be assigned a SCN of "065002". The table below describes the constituent parts of the SCN Number.

Data Element	Description
06	Denotes the year 2006.
5	Denotes the month in hexadecimal digits. That is for 10 th , 11 th and 12 th months system generates characters like A, B, C .
001	"001" denotes the sequence number of the ship entering into port i.e. this is the first ship of the year in the current month. This sequence number is also in hexadecimal digits.
002	"002" denotes the sequence number of the ship entering other port i.e. this is the second ship of the year in the current month.

- During voyage registration, vessel static details are populated like GT, LOA, beam, Shipping line agent, Port of registry etc.,
- This screen has a section to declare advance cargo and container information.
- This screen has a section to request some special/additional services to vessel using the **Services** menu item prior to vessel arrival.

1.2 System Navigation – Notice of Ship Arrival

1. Documentation -> Vessel Documentation -> Notice of Ship Arrival
2. Short Cuts → Alt + 'D' -> Shift + 'V' -> Shift + 'N'

1.3 Overview of Notice of Ship Arrival – Screen and Comments

On selecting Notice of Ship Arrival from the menu, the user is presented with the screen below.

The screenshot shows a software interface for 'Notice of Ship Arrival'. It includes a menu bar (Application, Edit, Documentation, Container, Planning, CFS, Operations, Centre, Management, Admin) and a toolbar (Close, Delete, Service, Print, Save, Exit). The form is divided into several sections:

- Terminal Details:** Includes a 'Terminal' dropdown menu (callout: 'Select Terminal from the LOV'), 'SCN' (Ship Call Number) field (callout: 'Clicking the Save button generates the six digit SCN number that is displayed.'), 'IMO' field, and 'Call Sign' field.
- Vessel Details:** Includes 'Vessel Code' dropdown (callout: 'This shows a drop down list of defined vessels.'), 'Vessel Name' field (callout: 'Estimated time of arrival of the Vessel'), 'Service Code' dropdown (callout: 'Select the service code for the voyage.'), 'Route' dropdown, 'Pilot Flag' checkbox, 'ETA' (Estimated Time of Arrival) field (callout: 'Expected Time of Departure of the Vessel'), 'ETD' (Estimated Time of Departure) field (callout: 'Hazardous cargo indicator.'), 'Last Port' dropdown, 'Next Port' dropdown, 'Maiden Voyage' checkbox, 'LOA' (Length Overall) field, 'GRT' (Gross Registered Tonnage) field, 'NRT' (Net Registered Tonnage) field, 'Dead Wt' (Dead Weight) field, 'Foreign Indicator' checkbox, 'Vessel Category' dropdown, 'Load Voy No' (Load Voyage Number) field, 'Dsch Voy No' (Discharge Voyage Number) field, 'Hz Indicator' checkbox, 'Vsl Class' (Vessel Class) dropdown, 'Edible Flag' checkbox, and 'Port Of Reg' (Port of Registry) dropdown.
- Vessel Agent Details:** Includes 'Shipping Line/Charter' field, 'Ship Owner' field, 'Vessel Agent Code' field, 'Acc No' (Account Number) field, 'Agent Address' field, 'Resident Status' dropdown, and 'Charge Able Party' dropdown.
- Draft Details (m):** Includes 'Arrival' and 'Departure' fields for 'Forward' and 'Aft' drafts.
- Cargo Details:** Includes a table with columns: Base Sts, Commodity, Pkg Type, Hz Class, UN Hz Code, No of Pkgs, Total Weight, and UOM.

Other callouts include: 'Select Service menu item to record services' pointing to the 'Service' button; 'Print Ship Call No Receipt' pointing to the 'Print' button; 'Window Time for Container Vessel' pointing to the 'Vessel Code' dropdown; 'The Vessel Agent Information' pointing to the 'Vessel Agent Details' section; and 'The Cargo and Container Information' pointing to the 'Cargo Details' section.

1.4 Description of Fields

The following is the description of each field on the screen.

Vessel Call Details Panel

- Terminal:**

The Marine Department users are able to select the appropriate terminal from the Terminal LOV table as they could be registering vessels from all the terminals.
- Vessel Code:**

Enter Vessel code or select it from drop down list.
- Call Sign:**

Call Sign is unique number to identify a vessel. It is display field and automatically displayed when the vessel name is selected.
- SCN:**

This is the 6 digit Ship Call Number that is generated by the system for every voyage that is registered.
- Vessel Name:**

It is display field and populates by selecting vessel code.

- **Pilot Flag:**
It displays whether the Pilot is required for the Voyage.
- **Emergency Flag:**
Check this flag if vessel is visiting the port for emergent purpose.
- **ETA:**
Enter expected time of arrival of the vessel communicated by the shipping agent; This time can be altered on subsequent screens if there is a change in the ETA. The format is dd.mm.yyyy hh24: mm e.g. 12.01.06 13:45.
- **ETD:**
Enter Expected Time of Departure of the vessel. The format is dd.mm.yyyy hh24: mm e.g. 12.01.06 13:45.
- **Dsch/Load Both:**
Specifies whether the vessel is using for discharge, load or both. Enter or select it from drop down list. Initially it is for both.
- **Last Port:**
Enter or select the appropriate port from the drop down list.
- **Next Port:**
Enter or select the appropriate port from the drop down list.
- **Maiden Voyage:**
Check this if the vessel has not visited the port before.
- **LOA:**
Length of the vessel. It is display field only.
- **GRT:**
Gross tonnage of the vessel and display field only.
- **DWT:**
Dead Weight Tonnage of the vessel and display field only.
- **Foreign Indicator:**
To Indicate Foreign or costal voyage.
- **Vessel Category**
Automatically populates by specifying vessel.
- **Load Voy No:**
This is to hold reference numbers for a load voyage.
- **Dsch Voy No:**
This is to hold reference numbers for a discharge voyage.
- **HZ Indicator:**
This check box can be used to indicate if there is hazardous cargo on the vessel. If the box is ticked the vessel is highlighted on the voyage-monitoring screen. It is applicable for Liquid Break Bulk Vessels (Vessel Category LQBK)
- **Vsl Class:**
It is display field and populated by specifying vessel code.
- **Edible Flag:**

Check this flag if the vessel is carrying edible cargo. This is applicable for Dry Bulk vessels (DRBK)

- **Port of Reg:**

It is display field and populated by specifying vessel code. It displays the Port of Registry of the vessel.

Vessel Agent Details Panel

- **Shipping Line/Charter:**

This is the shipping line of the Vessel.

- **Vessel Agent Code:**

This is the local agent representing the shipping line and is responsible for all communication and documentation related to the vessel.

- **Acc No:**

It is display field and populate by specifying Vessel agent.

- **Service Code:**

This field is used to select the Service associated with the Shipping Line.

- **Route:**

It is display field and populate by specifying Service.

- **Agent Address:**

It is display field and populate by specifying Vessel agent.

- **Resident Status:**

It is display field and populate by specifying Vessel agent.

- **Chargeable Party :**

User can select the responsible party for Container handling. (Applicable For Container Vessels.)

Cargo Details Panel

- **Base Sts:**

This indicates whether the cargo is for import (I) or export(E).

- **Commodity:**

This field is used to key in the Commodity details.

- **Pkg Type:**

This indicates the package type of the cargo.

- **IMO Class:**

Enter or select IMO Class from the look up if the cargo is hazardous.

- **UN HZ Code:**

Enter or select Un HZ Code from the lookup table if the cargo is un hazardous.

- **Number of Packs:**

Enter the number of packs of the cargo.

- **Weight:**

Enter the weight of the cargo.

- **UOM:**
The Unit of Measurement (UOM) of the selected cargo is automatically displayed by the system.

Container Details Panel

- **FCL:**
Enter number of FCL for different sizes (20", 40") and different types (Discharge, Load) of containers.
- **LCL:**
Enter number of LCL for different sizes (20", 40") and different types (Discharge, Load) of containers.
- **EMT:**
Enter number of empty container for different sizes (20", 40") and different types (Discharge, Load) of containers.

1.5 Voyage Registration Steps

1.5.1 Generating A SCN (Voyage Call Number)

1. Enter or select terminal for which the voyage is registered.
2. User can view the list of defined terminals by clicking the arrow mark provided beside the Terminal code
3. Enter Vessel Code, or select from the list of defined vessels. The list can be invoked by clicking on the arrow mark beside vessel code.
4. Select the Window for the Vessel Agent. The ETA has to match with the selected window day and time. This option is applicable for Container (CNTR) vessels only.
5. Select the service code with which this vessel will be associated. This option is applicable for Container (CNTR) vessels only.
6. Enter the Expected Time of Arrival (ETA) of the vessel; this cannot be prior to the current date. The format is dd.mm.yyyy hh24: mm e.g. 12.01.2004 13:45.
7. Enter the Expected Time of Departure (ETD) of the vessel.

ETA/ETD Note:

The system has a standard default check to prevent duplicate voyages from being created and will prevent another voyage for the same vessel being created where the ETA/ETD of any voyage for the same vessel overlaps with an existing voyage.

Example 1

	ETA	ETD	Status
Star - Voy 1	10:01:2004 10:00	12:01:2004 00:00	
Star - Voy 2	11:01:2004 11:00	13:01:2004 00:00	Not allowed due to overlap

Example 2

ETA	ETD	Status
-----	-----	--------

Star - Voy 1	10:01:2004 10:00	12:01:2004 00:00	
Star - Voy 2	19:01:2004 11:00	22:01:2004 00:00	OK

8. Select the Last Port and Next Port. These are optional fields.
9. If the vessel category is of LQBK then the user can click on the Hz flag to indicate whether the vessel is bringing any Hazardous cargo.
10. If the vessel category is DRBK then the user can click on Edible Flag to indicate that the cargo it is carrying is Edible.
11. Enter any advance cargo information in the cargo declared section. Hazardous cargo can be detailed by giving the appropriate Class and UN Hz Code. The user can press F9 to invoke the predefined list of codes. This option is available in the 'BLUE' coloured fields.
12. Draft details, Container details and Service details can be entered in this screen for a vessel. But these are optional.
13. For Container vessel User has to select the Chargeable party for Container handling.
14. After recording the information, press **Save** button to generate a unique 6 digit SCN number.
15. After the SCN is generated user can click on the PRINT button to print the Ship Call Receipt.
16. The user can optionally request for the special services required by clicking on the Service button.

2 Final Arrival Notice

2.1 Overview

This screen is used to record the “Final Arrival Notice” submitted by the agent and to also modify any details of voyage that is defined in advance using Notice of Ship Arrival screen, before vessel arrival only. This screen has a facility to change the ETA, ETD and all, that are defined in Notice of Ship Arrival screen.

This screen contains two toolbar items **Show Other Details** and **Service**. Using **Service** item additional/special services can be defined to vessel. **Show Other Details** facilitates to modify the information related to port, container, and cargo under **Port Rotation**, **Container Details**, **Call Details**, **Cargo Declared** respectively. The details entered in the “Notice of Ship Arrival” screen are displayed in these sections where any modification can be made.

- Advance cargo information is displayed in **Cargo Declared** section. UN number and IMO class may be used to record hazardous cargo.
- Container details like, no. of FCL, LCL and empty containers of different sizes and types are displayed in **Container Details** section.
- **Call details** section shows the Berthing and Unberthing movements within a port.

2.2 System Navigation – Notice of Ship Arrival

1. Documentation -> Vessel Documentation -> Final Arrival Notice
2. Short Cuts → Alt + 'D' -> Shift + 'V' -> Shift + 'F'

2.3 Overview of Final Arrival Notice – Screen and Comments

On clicking the Final Arrival Notice, the user presented with the screen below.

Press Show Other Details button

Enter or select SCN

Check FAN flag to confirm Fan Submission

Change ETA, ETD if required

Agent Information

Cut Off Times for Container Vessel

Nosa Details

Click on **Show Other Details** button in the above screen, the user is presented with the following screen for the selected voyage.

No.	Port Code	Port Ltr	ETA	ETD
1	SGSIN	S		
2	PKBQM	Q		
3	INNSA	N		
4	LKCMO	O		
5	MY PENA	A		
6	MY PKG	P		

Click on **Cargo Declared** tab,

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Application Edit Documentation Container Planning QFS Operations Control Centre Management Admin Masters Options Reports Help Window

Clear Show Other Details Service Delete Print Save Exit

Documentation Systems-->Vessel Documentation-->Final Arrival Notice (Fan) [CMC || mtpssb1 || NBCT]

Vessel Call Details

SCN 067078 DEWI MADRIM Terminal BW BWCT Vsl Cd DEMAD

IMO Call Sign DEMAD Mother Feeder Barge Ind M Service Route

Voyage Other Details

FAN ? ☒

Port Rotation Cargo Declared Container Details Call Details

Base Sts	Commodity	Pkg Type	Class	UN	Hz Code	No of Pkgs	Total Weight	UOM
1	WOOD	PCS				100		1 MT

Last Port

Ld Voy N

Vessel Category

Pilot Req'd Fl

Shipping Line Charter

Agent Code

Address

Draft Details (m)

Arriva

Forward

Aft

Delete Close

Record: 1/1 <OSC>

Click on **Container Details** tab,

PELKON III

Application Edit Documentation Container Planning QFS Operations Control Centre Management Admin Masters Options Reports Help Window

Clear Show Other Details Service Delete Print Save Exit

Documentation Systems-->Vessel Documentation-->Final Arrival Notice (Fan) [CMC || mtpssb1 || NBCT]

Vessel Call Details

SCN 068003 ASIAN GYRO Terminal NBCT NBCT Vsl Cd ASGYO

IMO 9245151 Call Sign H9DO Mother Feeder Barge Ind M Service NSB Route NSB

Voyage Other Details

FAN ? ☐

Port Rotation Cargo Declared Container Details Call Details

LENGTH	DISCHARGE			LOAD		
	FCL	LCL	EMT	FCL	LCL	EMT
20 FT	0	0	0	0	0	0
40 FT	0	0	0	0	0	0

Last Port

Ld Voy N

Vessel Category

Pilot Req'd Fl

Shipping Line Charter

Agent Code

Address

Draft Details (m)

Arriva

Forward

Aft

Delete Close

Record: 1/1 <OSC>

Click on **Call Details** tab,

2.4 Description of Fields

The following is the description of each field on the screen. The fields that have been marked with Shaded square are mandatory fields that require the user to input the data.

- **SCN:**

Enter or select SCN from drop down list.

- **Vessel Name:**

Vessel name populate automatically by selecting SCN.

- **Terminal:**

Terminal code is display field and populates by specifying SCN.

- **IMO:**

IMO is unique number to identify a vessel. It is display field and automatically displayed SCN selected.

- **Call Sign:**

Call Sign is unique number to identify a vessel. It is display field and automatically displayed when the vessel name is selected.

- **Vessel Code:**

Vessel code is display field and populates by specifying SCN.

- **Service Code:**

Service Code is display field and populate by specifying SCN..

- **Route:**

Route is display field and populate by specifying SCN.

- **Mother Feeder Barge Ind:**

It is display field and populate by specifying SCN.

- **FAN:**

Check this after all required changes made in this screen to confirm final arrival notice.

- **ETA:**

It is expected time of arrival of the vessel and populate by specifying SCN. It is editable here. Format is dd.mm.yyyy hh24: mm

- **ETD:**

It is expected time of departure of the vessel and populate by specifying SCN. It is editable here. Format is dd.mm.yyyy hh24: mm

- **Dsch Ld Both Ind (Discharge & Load Both indicator):**

It is an activity indicator. User selects the indicator from a static list of values; namely discharge/ load/ both etc.

- **Last Port:**

User selects the appropriate port code/names from a lookup table. For an interport voyage then this field can used to specify the previous port in the Estuary.

- **Next Port:**

User selects the appropriate port code/name from the lookup available. For an interport voyage then this field can used to specify the next port in the Estuary.

- **Ld Voy No (Load Voyage No.)**

User enters the load voyage number. This is an optional field.

- **Dsch Voy No** (Discharge Voyage No.)
User enters the discharge voyage number. This is an optional field.
- **Max Arr Air Draft**
This is an optional field for voyages where the vessel will pass under a bridge.
- **Max Dep Air Draft**
This is an optional field for voyages where the vessel will pass under a bridge.
- **Vessel Category:**
Automatically populates by specifying vessel .
- **HZ Indicator:**
This check box can be used to indicate if there is hazardous cargo on the vessel. If the box is ticked the vessel is highlighted on the voyage-monitoring screen.
- **Edible Flag:**
Check this if vessel is carry edible cargo
- **Pilot Flag:**
It indicates pilots are required for this SCN..
- **Emergency Flag:**
Indicates the vessel is visiting the port for emergent purpose.
- **Shipping Line:**
This is the shipping line for the Vessel.
- **Agent Code:**
Vessel agent is the local agent representing the shipping line.
- **Draft Details:**
Drafts entered here will be the provisional for pre-arrival and after arrival and for departure.
- **Vessel Details:**
This panel will display the main static details of the vessel; IMO, LOA, GT, Beam, Dead weight, Displacement. All are display fields and populate by Specifying SCN. Displacement only is editable.

2.5 Final Arrival Notice – Steps

1. Enter SCN or select SCN from LOV. Once SCN number is selected system automatically displays Vessel Static Details, Draft Details, Container Details, Cargo Details, Call details etc.
2. Enter ETA of the vessel and ETD if required to change.
3. Enter fields what ever require to be changed.
4. Press **Show Other Details** button to modify any details in container section, cargo declared section or call details section.
5. After modifying required details check FAN flag to confirm “Final Arrival Notice” submitted by the agent
6. Press **Save** button to save the data entered for “Final Arrival Notice”.
7. **Once the Fan is submitted user is not allowed to make any changes in the ETA of the Vessel and cannot unmark the FAN submission.**

3 Request for Pilot

3.1 Overview

“Request for Pilot” screen is used to raise a request for pilotage services on a vessel. An external user (Vessel agents) will raise a request for pilotage by specifying the SCN, From location, To location and the time when the pilotage service is required. Care should be taken when entering the correct locations as it has invoicing implications. The three types of pilot activities are “Inbound”, “Outbound” and “Shifting”.

After a request is placed in the system, the Marine Control Tower will be able to view the requests and allocate pilots.

3.2 System Navigation – Pilotage Completion

1. Operations -> Marine Operations System -> Request for Pilot.
2. Short Cuts → Alt + ‘O’ -> Shift + ‘A’ -> Shift + ‘P’

3.3 Overview of Pilotage Recording screen and comments

On clicking the Pilotage Recording menu the user is presented with the screen below.

The screenshot shows the 'Request for Pilot' screen in the IPOS system. The interface includes a menu bar (Application, Edit, Documentation, Container, Planning, Management), a toolbar (Clear, Retrieve, Delete, Save, Exit), and a main data entry area. Callouts provide the following information:

- SCN**: Points to the SCN field (065056).
- Query Parameters**: Points to the Vsl Agent and Request Id fields.
- Time When Request is submitted**: Points to the From Time and To Time fields.
- 'Save' button to save entered data.**: Points to the Save button.
- Status of the Request**: Points to the Status section with radio buttons for Request, Approved, ONU, Completed, and ALL.
- Drop-down list of 'From Locations'**: Points to the From Location field.
- Drop-down list of 'To Locations'**: Points to the To Location field.
- Standard pilotage activities**: Points to the Pilot Activity field, with a legend: I -> Inbound, O -> Outbound, S -> Shifting.
- Time when the pilotage service is required**: Points to the Request Date field.

SCN	Vessel Name	LOA	Call No	From Location	To Location	Pilot Activity	Draft	Request Date	Ordered Time	Allocated Time	Boarded Time	Comments
065056	TESTING	250	1	SC	NC	I	0	03.06.2006	15:00	03.06.2006 15:00		

(In continuation by moving scroll bar)

The screenshot displays the IPOS Marine Operations System interface. At the top, a menu bar includes Application, Edit, Documentation, Container, Planning, CFS, Operations, Control Centre, Management, Admin, Masters, Reports, Help, and Window. Below the menu bar, there are buttons for Clear, Retrieve, and Delete. The main title bar reads "Operations Systems-->Marine Operations System-->Request For Pilot" with a status bar showing "[CMC || httpsb || NBCT]".

The form contains several input fields and a status section:

- SCN:** 065056 (dropdown arrow)
- TESTING** (text field)
- From Time:** (empty text field)
- Vsl Agent:** (empty text field)
- To Time:** (empty text field)
- Request Id:** (empty text field)
- Pilot Cd:** (empty text field)
- Status:**
 - ☒ Request
 - ☐ Approved
 - ☐ ONU
 - ☐ Completed
 - ☐ ALL

Below the form is a table with the following columns: SCN, Vessel Name, LOA, Call No, From Location, To Location, Pilot Actvty, Onu Flag, Approve Flag, Inv Flag, Pilot Sheet No, Vsl/Pilot Waiting, Invc Line Cd, and Pilot R. The first row of data shows SCN 065056, Vessel Name TESTING, LOA 250, Call No 1, From Location BTH, To Location SC, Pilot Actvty O, Onu Flag, Approve Flag, and Inv Flag. The table has multiple rows, and the first row is highlighted in yellow.

At the bottom left, there is a "Record: 1/1" label. At the bottom right, there is a "<OSC>" button.

3.4 Description of Fields

The following is the description of each field on the screen. The fields which have been marked with boxes are mandatory fields which user to input the data.

- **SCN:**
Enter or select the SCN from LOV. SCN is the unique identification number for a voyage.
- **Terminal Name:**
Terminal is display only field. On selecting SCN, system displays Terminal name.
- **Vsl Agent:**
The vessel agent will be populated when the user opens the form this is a query parameter.
- **From Time:**
Enter From time. This is a query parameter. Format is dd.mm.yyyy hh24:mm.
- **To Time:**
Enter To time. This is a query parameter. Format is dd.mm.yyyy hh24:mm.
- **Status:**
This is a radio button group with 'Request', 'Approved', 'ONU', 'Completed', 'ALL'. By selecting any value user can retrieve data with the related status.
- **LOA:**
Length of the vessel and it is display field only.
- **Call No:**
It is display field only.
- **From Location:**
Enter From Location or select it from look up from which location work has to start.

- **To Location:**

Enter To Location or select it from look up to which location work has to do.

- **Pilot Activity:**
It is display field only and populates automatically by specifying the “From location” and “To location”.
- **Draft:**
It is display field only and gets value by specifying SCN.
- **Request Date:**
It is display field only and gets value automatically as request raised date and time.

- **Ordered Time:**

Ordered time is at what time actually pilot need. Enter ordered time. It should be at least greater than 30 minutes to current time.

- **Allocated Time:**
It is display field only and populates value automatically from “ordered time”, that is it takes ordered time only, after request had been submitted.
- **Boarded Time:**
It is non editable in this screen.
- **Commence Time:**
It is non editable in this screen.
- **Completed Time:**
It is non editable in this screen.
- **Pilot Cd:**
It is non editable in this screen.
- **Pilot Boat:**
It is non editable in this screen.
- **Tug Boat:**
It is non editable in this screen.
- **Tug App Ind:**
It is non editable in this screen.
- **Onu Flag:**
It is non editable in this screen.
- **Approve Flag:**
It is non editable in this screen.
- **Inv Flag:**
It is display field only.
- **Pilot Chit No:**
It is non editable in this screen.
- **Vsl / Pilot Waiting:**
It is display field only.

- **Invc Line Cd:**
It is display field only and considers vessel agent as invoice line code.
- **Pilot Rqst Id:**
It is display field only and generates automatically after request had been submitted.
- **Remarks:**
Remarks may be entered here which refer specifically to the current requested pilot.

3.5 Request for Pilot - Steps

1. Enter SCN or select SCN from LOV and press **Retrieve** button, system displays corresponding details in data block etc.
2. Select any status and press **Retrieve** button; system displays all records in that status in data block (below block). Initially it is in 'Request' status.
3. Enter any query parameters in the top panel and press **Retrieve** button; system displays corresponding details in data block.
4. Enter SCN, From Location, To Location, Ordered time and status to raise a new request. Status should be in 'Request' status.
5. The Status parameters represents the following
 - a. The status Request indicates that the Request is submitted by the Vessel Agent.
 - b. The status Approved indicates that the Marine Control Tower has allocated Pilot.
 - c. The status ONU indicates Marine Control tower has marked the services as ONU.
 - d. The status Completed indicates the pilot service is completed.
6. Press **Save** button to save the entered details for a pilotage request.

The following is the description of each field on the screen. The fields that have been marked with boxes are mandatory fields for which data needs to be input.

- **SCN:**
Enter SCN or select SCN from drop down list.
- **Vessel Name:**
On entering SCN, system displays corresponding values of vessel name.
- **LOA:**
Length of the vessel. It is display field only.
- **Terminal Name:**
Terminal name is display field only. On selecting VCN, system displays terminal name.
- **Beam:**
Width of the vessel and display field only.
- **DWT:**
Dead Weight Tonnage and display field only.
- **ETA:**
Expected time of arrival of the vessel and display field only.
- **ETD:**
It is expected time of departure of the vessel and display field only.
- **GT:**
Gross tonnage and display field only.
- **Displacement:**
It is a physical attribute of vessel used for invoicing of naval vessels.
- **ATA:**
Actual time of arrival of the vessel and display field only.
- **ATD:**
Actual time of departure of the vessel and display field only.
- **Vsl Category:**
Specifies category of vessel that is either container or passenger etc., and display field only.
- **Arr Draft:**
Maximum arrival draft of the vessel and display field only.
- **ATB:**
Actual time of berthing and display field only.
- **ATUB:**
Actual time of Unberthing and display field only.
- **Marine Confirmation:**
Check this flag if all jobs are completed. It is useful for marine closure.
- **Terminal Code:**
Enter terminal code or select it from look up where actual service is required.
- **Service Code:**
Unique code to identify different services. Enter service code or select it from look up.

- **Party Code:**
Unique code that specifies invoice party for the service. Initially it is populated with vessel agent by giving SCN.
- **From Time:**
Enter From time. From Time is, from which time actually service require in 'Request' section and from which time service started in 'Actuals' section.
- **To Time:**
Enter To time. To Time is, up to what time actually service require in 'Request' section and at what time service ended in 'Actuals' section.
- **Quantity:**
Enter quantity of things/persons required and used in different sections.
- **Water Meter:**
Water meter specifies type of the water meter used for vessel. Enter water meter or select it from look up.
- **Initial Rdng:**
Enter initial reading of water.
- **Final Rdng:**
Enter final reading of water.
- **Remarks:**
Enter any appropriate remarks for a voyage in the top block or to a request in the below block. Remark length should not exceed maximum 100 characters.

4.5 Services Recording - Steps

1. Enter SCN or select SCN from LOV. Once SCN Number is selected system displays other details automatically like ETA, ATA, ETD, ATD, ATB, ATUB, terminal name, terminal Code, vessel name, vessel static details etc., It also populates records in the below block, if any are recorded previously for that vessel along with Request No.
2. Enter Tmnl Cd or select it from look up.
3. Enter Service Cd or select it from look up.
4. The 'Party Cd' field will be populated from the appropriate field in Voyage Registration, (Vessel Agent).
5. Enter a 'From Time' and 'To Time'. Then enter a quantity, keeping in mind that the field must have an entry even if it is a dummy figure.
6. Press **Save** button to save entered details and that generates 'Request No'

5 Discharge List Entry

5.1 Introduction

The Discharge List Entry Screen is used to enter Import Manifests into MACH:PELKON III. The Discharge List Entry function allows for the addition of containers and associated details such as the designation of reefer containers, defining containers carrying hazardous cargo, or recording Out of Gauge details. Container details may be modified and/or deleted via the Discharge List Entry screen, until the containers have been confirmed as having entered the port (or yard). Any changes to container details after the recording of the Batch Vessel Discharge Operations transaction, must then be carried out via the Modification of Container Details transaction.

A vessel visit must be registered, and thus a SCN generated, prior to being able to manifest containers to a vessel. The Marine/Operations Department are jointly responsible for the generation of SCNs for Container related voyages. The SCN is a unique voyage reference number, which is generated each time a vessel visits one of the Port of Penang ports. Port of Penang receives an Import Manifest via either the applicable Shipping Agent or Shipping Line. On receipt, it is these details that are entered into the Discharge List Entry function

Having entered all Import Manifest details via the Discharge List Entry function, a Discharge List and Discharge Tickets for the SCN may then be generated via the Discharge-Load List Print function.

5.2 Discharge List Entry Functional Overview

1. The Discharge List Entry screen is used to input container details from an Import Manifest received from either a Shipping Agent or Shipping Line.
2. The appropriate SCN for the voyage needs to be searched for and located. Containers may then be manifested against the selected SCN.
3. Additional container attributes (e.g. Reefer, Hazardous etc) may also be recorded. These additional details are recorded through pop-up screens.
4. The mandatory fields for entering containers in this screen vary depending on the status of the container (whether it is Empty/Full):

- SCN is initially required (to manifest containers against a voyage)

For Full Containers the following fields are mandatory:

- Container Number
- Container Status
- FCL LCL indicator
- ISO Code or Size, Height, Type
- Container Weight
- Container Volume
- Port of Loading
- Vessel Cell Location
- Container Operator
- Commodity Code

For Empty Containers the following fields are required:

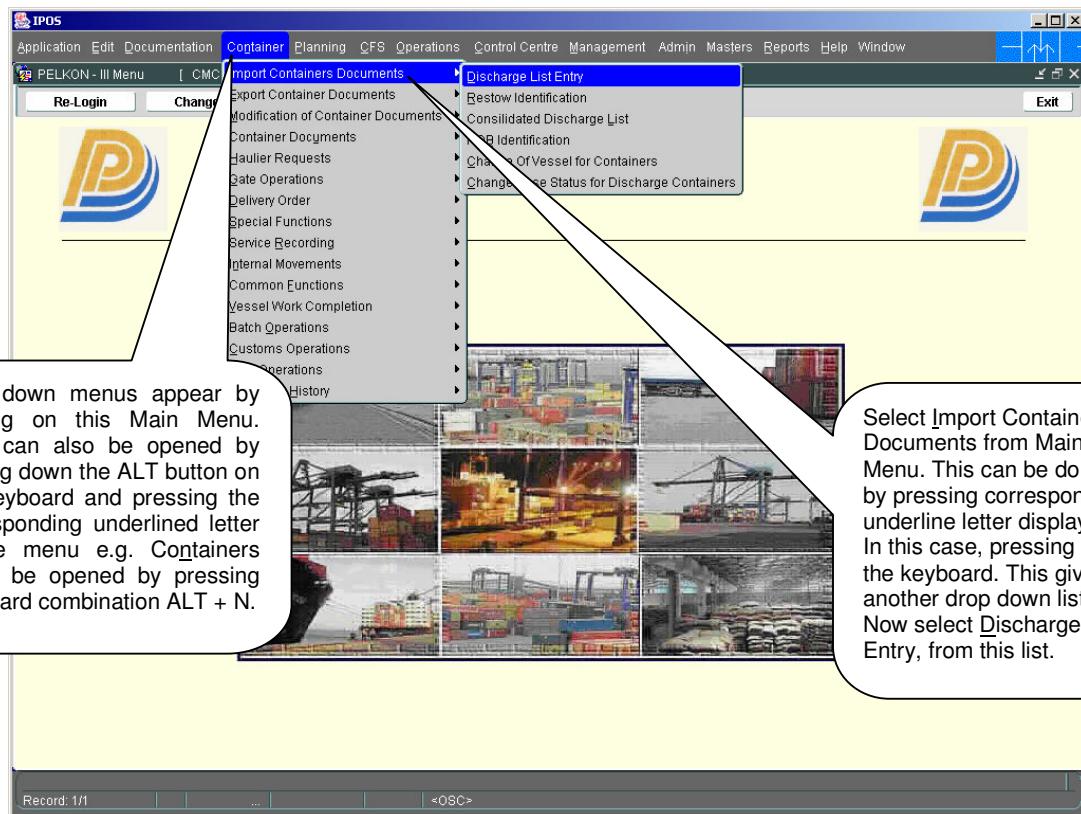
- Container Number
- Container Status
- FCL LCL indicator
- ISO Code or Size, Height, Type
- Container Weight
- Container Volume

- Port of Loading
 - Vessel Cell Location
 - Container Operator
5. The correct entry of the Container Operator for each container is important as the Container Operator field defines the one of the key parties and thus allows for a more accurate generation of container stock and movement reports. The container stock and movement reports are to be generated by the Revenue Department who will use the reports as the basis for any subsequent invoicing.
 6. For all Flat Rack containers, or laden containers where no seal number has been quoted, the user will enter a seal number of 'NA'. Seal numbers are not applicable to Flat Racks but are mandatory for laden containers.
 7. Container details may be modified until a container is confirmed as landed within the MACH PELKON III.
 8. The **"Spcl Dtls"** button is used to generate a pop-up window that allows the user to record Reefer or Out of Gauge details.
 9. The **"Dg Gds Dtls"** button allows the user to define the type of hazardous cargo that a container is carrying. The system holds a list of all valid "IMO" and "Un Hz Codes" that the user will select with reference to the manifest received via a Shipping Agent/Line.
 10. There are a number of different search criteria fields within the "header" section of the Discharge List Entry function. Application of the search criteria allows the user to more specifically filter any searches for previously entered container data.

5.3 System Navigation – Discharge List Entry

This section demonstrates how to navigate to Discharge list Entry screen. The navigation process to access Discharge List Entry is as follows.

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar
6. Select Import Containers Documents from drop down menu
7. Select Discharge List Entry from drop down menu
8. **Navigation: - Container -> Import Containers Documents -> Discharge List Entry (Short Cut Key: - ALT + N, I, D)**



5.4 Overview of Discharge List Entry screen and comments

5.4.1 Main Screen – Main Areas

On selecting Discharge List Entry function from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

The areas are shown below (the blue dashed lines separate the different areas):

1) The Toolbar holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the screen). Also supporting screens can be launched from the Toolbar (i.e. to input reefer details)

2) The Selection Criteria area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information about a SCN. (e.g. for a specific SCN, show all containers with ISO code 2210)

The screenshot shows the IPDS Discharge List Entry screen. The interface is divided into three main sections by blue dashed lines:

- Toolbar:** Located at the top, it contains buttons for 'Clear', 'Insert', 'Delete', 'Delete All', 'Retrieve', 'Dg Gds Dtls', 'Spcl Dtls', 'Save', and 'Exit'.
- Selection Criteria:** This section includes input fields for 'SCN', 'Vsl Name', and 'Trnsl Code'. Below these are 'Query Parameters' for 'Ctr Opr', 'Load SCN', 'POL', and 'Base Sts'. There are also fields for 'Ctr Opr Name', 'Load Vsl Name', 'ISO Cd', 'FE Ind', 'Con/Ship Cd', and 'Vsl Cell Locn'. A 'Container No' field is also present. A 'Legends' section shows 'Hz Ctrs' (red) and 'Rfr Ctrs' (green).
- Table:** A large table with columns for 'Container No', 'BS Sts', 'FE Ind', 'Fcl Lcl Ind', 'ISO Cd', 'Ctr Sz', 'Ctr Ht', 'Ctr Ty', 'Ctr Wt', 'Ctr Vol', 'Load SCN', 'Ld Vsl Nm', 'POL', 'POD', 'FPD', 'Vsl Cell Location', 'Ctr Opr', 'Cmdt Cd', and 'Commodity Name'. The table is currently empty.

At the bottom of the screen, there is a 'Total' field showing '0', a 'Record: 1/1' indicator, and a '<OSC>' button.

3) The Table is used to display all manifested containers that have been entered, add/copy new containers or modify previously entered container details (e.g. change a commodity code).

5.4.2 Main Screen – Detailed Description

On selecting the Discharge List Entry function, and retrieving details for a previously entered voyage, the user is presented with a screen similar to the one below:

Clicking on this button will open Dangerous Good Details window for the selected container in the table.

Clicking on this button will open Reefer/Out Of Gauge Details window for the selected container in the table.

Container System-->Import Container Documentation-->Discharge List Entry [CMC][httpsb][NBCT]

SCN 065055 Vsl Name EDI Tmnl Code BWCT

Query Parameters

Ctrl Opr Load SCN POL Base Sts Ctrl Opr Name Load Vsl Name ISO Cd Con/Ship Cd FE Ind Vsl Cell Locn Container No

Legends Hz Ctrs Rfr Ctrs

Container No	BS	FE	Lcl	ISO	Ctrl	Ctrl	Ctrl	Ctrl	Ctrl	Load	Ld Vsl Nm	POL	POD	FPD	Vsl Cell Location	Ctrl	Cmdt	Commodity Name
TEST01060001	I	F	F	2000	20	86	DR	23.00	23.00			HKG	PEN	PEN	19 0292	1001	10CONT	10' CONTAINER
TLTL01060601	I	F	F	2000	20	86	DR	15.00	15.00			HKG	PEN	PEN	17 0182	1001	20CONT	20' CONTAINER
TLTL01060602	I	F	F	2000	20	86	DR	15.00	15.00			HKG	PEN	PEN	17 0184	1001	20CONT	20' CONTAINER
SCEN3005200	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	03 0194	1001	20CONT	20' CONTAINER
SCEN3005204	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	03 0594	1001	20CONT	20' CONTAINER
SCEN3005206	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	03 0794	1001	20CONT	20' CONTAINER
SCEN3005208	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	03 0994	1001	20CONT	20' CONTAINER
SCEN3005001	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0102	1001	10CONT	10' CONTAINER
SCEN3005003	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0106	1001	20CONT	20' CONTAINER
SCEN3005012	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0194	1001	20CONT	20' CONTAINER
SCEN3005011	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0192	1001	20CONT	20' CONTAINER
SCEN3005010	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0190	1001	20CONT	20' CONTAINER
SCEN3005009	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0188	1001	20CONT	20' CONTAINER
SCEN3005008	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0186	1001	20CONT	20' CONTAINER
SCEN3005007	I	F	F	2000	20	86	DR	20.00	20000.00			HKG	PEN	PEN	01 0184	1001	20CONT	20' CONTAINER
Total									97									

Record: 1/? <OSC>

List of containers retrieved for voyage (SCN).

Containers that are discharged are shown with a turquoise background colour.

5.4.3 Special Details – Pop-up Screen (Reefer Details)

In order to record reefer details, the user must first select the container that the reefer details are to be associated. The user will then click on the “Spcl Dtls” button on the toolbar in the Main Screen. By default, the “Reefer Details” tab is displayed allowing the user to enter reefer details as required.

Having entered Reefer details and selected the “OK” button to confirm, the system will automatically change the colour of the container number field to Green.

Container number. For this container reefer details are recorded. This is entered automatically by system.

The user must select this flag when recording reefer details.

The Temperature fields should not be ignored.

Special Details - Reefer Details

Container No: P0ML1252417

Reefer Details

Reefer Operation Flag: ☒ Reefer Type: ☐

Min Temp: Max Temp:

Ventilation (%): Unit of Temp:

OK Cancel Delete

Container No	BS	FE	Fcl	ISO	Ctrl
DSCH2405306	I	F	F	2000	20
DSCH2405307	I	F	F	2000	20
DSCH2405308	I	F	F	2000	20
DSCH2405301	I	F	F	2000	20
P0NL2342148	I	F	F	2000	20
P0NL3586783	I	F	F	2000	20
P0NL2336042	I	F	F	2000	20
P0NL1252417	I	F	F	2000	20
P0NL2622576	I	F	F	2000	20
REST24050606	I	F	F	2000	20
DSCH2405305	I	F	F	2000	20
DSCH2405304	I	F	F	2000	20
GATU0674861	I	F	F	2200	20
WHLU2276658	I	F	F	2200	20
WHLU2418808	I	F	F	2200	20

Total: 267

Cmdt Cd	Commodity Name
WAFHWD	WEST AFRICAN HARDWOOD
20CONT	20' CONTAINER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER
TBA	TO BE ADVISED LATER

5.4.4 Special Details – Pop-up Screen (OOG Details)

In order to record “Out of Gauge” (OOG) details for a container, (i.e. the recording of details relating to a container that has size attributes that differ from standard), the user should first select the applicable container from the detail section of Discharge List Entry screen. The user will then click on the “Spcl Dtls” button within the toolbar section of Discharge List Entry Screen. The user will then select the “OOG Details” tab, and the screen below will be displayed.

Having entered OOG details and selected the “OK” button to confirm, the system will automatically change the color of the container number field to Pink indicating a OOG Container.

1.4.6 SCN Lookup

The SCN field within the Discharge List Entry function will be the first field populated by the user. It is used to define the voyage (and vessel) that containers are to be associated with, and to later retrieve all associated containers. Entry or selection of a valid SCN is mandatory within the Discharge List Entry function. It should be noted that SCNs are generated either by the Port of Penang Operations Department, or the Marine Department. Under normal circumstances, a SCN will have been generated prior to receipt of the Import Manifest and thus entry of containers within the Discharge List Entry function.

On entering the Discharge List Entry function, the user may enter the SCN directly within the SCN field, if the correct SCN is known. If the SCN is not known, (but the vessel and ETA are), the user may search for the SCN via the SCN field search function. Within the SCN field, the user may press the F9 key on the keyboard or double-click in the SCN field to display the “List of Vessels” or SCN Lookup screen similar to pop-up shown below. This screen assists in locating the correct voyage.

On selection of SCN Lookup, system presents user with following lookup window:

Entering characters before or after the % sign will allow a search to be constructed. Each additional letter reduces the number of entries displayed. If letters are entered before '%' sign, then lookup entries are filtered on 1st column.

Find 0%

SCN	Vessel Name	Eta Dtm	Etd Dtm	Dsch Voy No
065050	INV VESS 241	01.06.2006 00:00	03.06.2006 00:00	
065001	SCENARIO 1	02.05.2006 16:00	05.06.2006 00:00	
065055	EDI	02.06.2006 10:00	02.06.2006 12:00	5
065054	INV VESS 241	03.06.2006 00:10	03.06.2006 00:00	901
065059	EDI	03.06.2006 00:00	03.06.2006 00:00	
065003	PPPPP	05.06.2006 00:00	05.06.2006 00:00	
065006		07.06.2006 00:00	07.06.2006 00:00	
065009	DISCHARGE VESSEL ON 00002...	08.05.2006 00:00	10.05.2006 00:00	
065007	SCEN2 LONG NAME	09.05.2006 00:00	09.05.2006 00:00	
065012	PPPP	09.05.2006 00:00	09.05.2006 00:00	
065005	SCENARIO 1	09.05.2006 05:00	10.05.2006 00:00	
065013	PPPP	10.05.2006 00:00	11.05.2006 00:00	12345
065014	TESTING VESSEL	10.05.2006 00:00	12.05.2006 00:00	

Expected Time of Arrival for voyage

Expected Time of departure for vessel

Discharge Voyage Number

Find OK Cancel

Having found the applicable SCN, the user will highlight the SCN record or double-click to populate the SCN field within the main Discharge List Entry screen.

5.5 Manifest Entry - Steps

5.5.1 Entering Containers within the Discharge List Entry Function

1. If the SCN is known, enter in **"SCN"** field. Otherwise, use the lookup to search for the correct SCN. Lookups are invoked by pressing "F9" key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves **"Vsl Name"**.
2. If containers have previously been added to a SCN, the user may click on the **"Retrieve"** button on the toolbar. Any previously entered containers for the SCN will be displayed.
3. With reference to the Import Manifest, the user will enter a container number within the **"Container No"** field. The entry of a container number is mandatory. Under normal circumstances, the user will enter an 12-digit number, the first four characters must be alpha. Having entered a valid container number, the user should select the tab key to move to the next field.
4. The system will automatically populate the **"Bs Sts"** field (i.e. Base status) as **"I"**. This defines that the container is an Import container and that it is anticipated that it will leave the port by road.
5. The user will then enter either **F(Full)** or **E(Empty)** within the **"FE Ind"** field (Container Status) as appropriate with reference to the Import Manifest.
6. The system will automatically populate the **"FCL/LCL Ind"** field.
7. The user may then either enter/select an **ISO code** for a container, or manually enter the container Size, Height and Type. Selection of an ISO code (or manual entry with reference to the Import Manifest) will result in MACH:PELKON III automatically populating the container Size, Height and Type fields.
8. If the user does not enter an ISO Code, they must manually enter the container size, height and type within the **"Ctr Sz"**, **"Ctr Ht"** and **"Ctr Ty"** fields respectively.
9. The user must then enter a container weight within the **"Ctr Wt"** field, for both full and empty containers. The weight entered must be greater than the tare weight of the container, but less than the maximum gross weight for a container, as defined for a container size. The tare and maximum gross weight parameters have been configured within MACH:PELKON III and if the user enters data that falls out with these ranges, an appropriate error message will appear on the screen.
10. The user will enter/select the **"POL"** (Port Of Loading) field as appropriate with reference to the Import Manifest. The user will enter a three character Port Code either directly if known, or the Port required may be searched for by selecting the field and then the "F9" key, or by double-clicking in the field to open the look-up screen.
11. The **"Next POD"** (Port of Discharge), field may be ignored.
12. By Default, the **FPD** field (Final Port of Discharge) is automatically populated by MACH:PELKON III.
13. The user must enter a Container Operator code within the **"Opr"** field. If known, the Container Operator code may be entered directly or may be searched for by selecting the "Opr" field and then the "F9" key, or by double-clicking in the field to open the look-up screen.
14. The **"Disp Mode"** field (Disposal Mode) will be automatically populated as Y (Yard). This is the only valid disposal mode within the current operation and as such may be ignored by the user during the Discharge List Entry function.
15. The **"Direct Transhp"** field may be ignored by the user.
16. The **Crg Typ** (Cargo Type) field is automatically populated by the system, depending up the type of cargo being carried by the container. E.g. If a container is a reefer, the system will automatically enter "R".

17. For Full containers only, the user must a Commodity Code. The user may enter a commodity code directly if known, or search for the applicable commodity code by selecting the “**Cmdt Code**” field and then the “F9” key, or by double-clicking in the field to open the look-up screen.
18. With reference to the Import Manifest, the user may enter a seal number within the “**Seal No**” field. If there are two seal numbers for a container, the user may enter a second seal number within the “**Seal No Remarks**” field. The user should enter any seal number data during the processing of a container within the Discharge List Entry function. However, it is mandatory at this stage for full Containers.
19. Any salient comments may be added within the “**Remarks**” field.
20. The user should then select the **Save** button to commit the container(s) to the database where they may later be retrieved.

Entering Hazardous details for containers

Containers carrying hazardous (dangerous) cargo will be identified via the Import Manifest. The recording of hazardous (dangerous) details is only applicable to full containers.

1. The user will first enter a container number and all applicable attributes for a full container.
2. If the Import Manifest defines that the container is carrying hazardous cargo, the user will first select the container by clicking on the record in the grid within the Discharge List Entry screen, and then select the “**Dg Gds Dtls**” button to enter the hazardous cargo details.
3. On selection of the **Dg Gds Dtls**” button, the system presents a pop up window for entering dangerous goods details.
4. The user will first enter/select the **IMO code**. The applicable IMO code should be identified via the Import Manifest or by advice sent to the Operations Dept.
5. The user will then enter/select a **UN HZ code**. The system will filter the list of Un Hz Codes so that only those Hz Codes that are applicable to the IMO Code previously entered, are available for selection. The “**Technical Name**” field will be automatically populated by MACH:PELKON III on selection of the Un HZ code.
6. Click the “**OK**” button to accept the details entered.
7. On returning to the main Discharge List Entry screen, it should be noted that the Container Number field has been set to Red, indicating that the container is carrying hazardous/dangerous cargo.
8. After recording information, click the “**Save**” button. This will save the Hazardous/Dangerous details for the container selected.

Entering Reefer details for container

Reefer containers will be identified via the Import Manifest. The recording of reefer details is applicable to both full and empty containers.

1. The user will first enter a container number and all applicable attributes for either a full or empty container.
2. If the Import Manifest defines that the container is a reefer, the user will first select the container from within the main grid of the Discharge List Entry screen, and then select the “**Spcl Dtls**” button.

3. A pop-window will appear that allows the user to enter either Reefer or Out of Gauge data. The user should select the **Reefer Details** option.
4. The user must first “check” the **“Reefer Operation”** field.
5. The user must then set the **Reefer Order Flag** to ‘Y’. This will set the **“Reefer Plug In”** field on the Discharge to Y.
6. Enter a **“Reefer Type”**. Under normal circumstances, the user will select “K” to define a reefer container.
7. The **“Set Point Temp”**, **“Arrival Temp”**, **“Ventilation”** and **“Unit of Temp”** fields may all be ignored.
8. Click the **“OK”** button to accept the details entered.
9. On return to the main Discharge List Entry screen, it should be noted that the Container Number field has been set to Green, indicating that the container is a reefer.
10. After recording information, click the **“Save”** button.

Entering OOG details for a container

OOG containers will be identified via the Import Manifest. The recording of OOG details is applicable to both full and empty containers.

1. The user will first enter a container number and all applicable attributes for either a full or empty container.
2. If the Import Manifest defines that the container is OOG, the user will first select the container from within the main grid of the Discharge List Entry screen, and then select the **“Spcl Dtls”** button.
3. A pop-window will appear that allows the user to enter either Reefer or Out of Gauge data. The user should select the **OOG Details** option.
4. The user must first check the **“Over Dimension”** flag.
5. Enter over length at aft side/ over length at fore side/ over width at starboard side/ over width at port side/ over height/ Total height/ cargo height, whatever is applicable to the current container. The unit of measure for all of these fields is centimeter.
6. Click **“spl Eqpt flg”** in case container requires special equipment for it’s handling, due to OOG. This is optional and may be ignored.
7. Click **“sprdr rqrd flg”** in case container requires special equipment for it’s handling, due to OOG. This is optional and may be ignored.
8. Click **“OK”** for accepting all OOG details.
9. Click **“Cancel”** to cancel details.

5.5.2 Retrieving discharge list Entry

1. Enter SCN in **“SCN”** field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing “F9” key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System automatically retrieves **“Vsl Name”**.
2. Select the **“Retrieve”** function button to display all container information already manifested to SCN previously chosen.

3. User can further filter 'discharge list entry' for selected voyage. This can be done by selecting values in one or more following fields, "**Ctr Opr Cd**", "**Load SCN**", "**Container No**", "**POL**", "**ISO Cd**", "**Base Sts**". Based on values selected, containers satisfying filtering criteria would be shown.
4. System retrieves "**Ctr Opr Name**" after user selects "**Ctr Opr Cd**".
5. System retrieves "**Load Vsl Name**", after user selects "**Load SCN**".
6. Containers that are not landed in Port are shown with a different background colour.

5.5.3 Deleting container/containers in discharge list

1. Enter SCN in "**SCN**" field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing "F9" key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System automatically retrieves "**Vsl Name**".
2. Select the "**Retrieve**" option. The system will display all container information that is already manifested to the voyage.
3. User can further filter 'discharge list entry' for selected voyage. This can be done by selecting values in one or more following fields, "**Ctr Opr Cd**", "**Load SCN**", "**Container No**", "**POL**", "**ISO Cd**", "**Base Sts**". Based on values selected, containers satisfying filtering criteria would be shown.
4. Navigate to row of the container that is to be deleted, and press the "Delete" button. The system will first ask user, whether he really wants to delete container. If user selects the "Yes" option, system deletes the container. (However, the system will not delete a container if it is already landed in port). If the user selects the "**No**" or "**Cancel**" options, the action is cancelled by the system.
5. The user can choose option of deleting all containers that are not landed in port. Use "**Delete All**" button. System asks, whether user wants to delete all containers, if user selects "**Yes**", system deletes all containers that are not landed in port. If user select "**No**" or "**Cancel**", action is cancelled by system.

5.5.4 Deleting Hazardous details for Container

1. Enter SCN in "**SCN**" field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing "F9" key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System automatically retrieves "**Vsl Name**".
2. This is mandatory field for retrieving discharge list entry. After selecting "**Retrieve**" option, system will retrieve all container information that are already manifested to voyage.
3. User can further filter 'discharge list entry' for selected voyage. This can be done by selecting values in one or more following fields, "**Ctr Opr Cd**", "**Load SCN**", "**Container No**", "**POL**", "**ISO Cd**", "**Base Sts**". Based on values selected, containers satisfying filtering criteria would be shown.
4. Navigate to row of container for which hazardous details are to be deleted, and press "**Dg Gds Dtls**" button. System will present a pop up of "**Dangerous Goods Details**" for selected container. If selected container has dangerous goods details already marked, system retrieves it. User can press "Delete" button. System deletes hazardous details for container.
5. Select "**OK**" button for accepting deletion.
6. Select "**Cancel**" for canceling delete.

5.5.5 Deleting Reefer details for Container

1. Enter SCN in “**SCN**” field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing “F9” key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves “**Vsl Name**”.
2. Select the “**Retrieve**” option. The system will retrieve all container data previously manifested to the voyage.
3. The user can further filter ‘discharge list entry’ for selected voyage. This can be done by selecting values in one or more following fields, “**Ctr Opr Cd**”, “**Load SCN**”, “**Container No**”, “**POL**”, “**ISO Cd**”, “**Base Sts**”. Based on values selected, containers satisfying filtering criteria would be shown.
4. The user cannot delete reefer details if a reefer connection/disconnection request has been recorded within MACH:PELKON III for the given container.
5. Assuming that a reefer request has not been recorded, navigate to the container required and then press the “**Spcl Dtls**” button. The system will present a pop up of “**Special Details**” for selected container. If selected container has Reefer details already recorded, system retrieves details in “**Reefer Details**”. User will then press the “Delete” button. The system will then delete the reefer details for selected container.
6. Select “**OK**” button to accept deletion.
7. Select “**Cancel**” to abort deletion.

5.5.6 Deleting OOG details for Container

1. Enter SCN in “**SCN**” field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing “F9” key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves “**Vsl Name**”.
2. This is mandatory field for retrieving discharge list entry. After selecting “**Retrieve**” option, system will retrieve all container information that are already manifested to voyage.
3. User can further filter ‘discharge list entry’ for selected voyage. This can be done by selecting values in one or more following fields, “**Ctr Opr Cd**”, “**Load SCN**”, “**Container No**”, “**POL**”, “**ISO Cd**”, “**Base Sts**”. Based on values selected, containers satisfying filtering criteria would be shown.
4. Navigate to row of container for which OOG details are to be deleted, and press “**Spcl Dtls**” button. System will present a pop up of “**Special Details**” for selected container. If selected container has OOG details already recorded, system retrieves details in “**OOG Details**”. User can press “Delete” button. System deletes OOG details for container.
5. Select “**OK**” button for accepting deletion.
6. Select “**Cancel**” for canceling delete.

5.6 Description of Fields

The following is a description of each field within the Discharge List Entry function. The fields that have been marked with a Shaded box are the mandatory fields

5.6.1 Main Screen: Selection Criteria Area:

- **SCN**

User to enter SCN or has to select one from the drop down list. The SCN number represents the voyage that the user will select to process containers in conjunction with the Import manifest. It is a 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Discharge Vsl Name**

When the user selects a SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Ctr Opr Cd**

Container operator represents the container owner. This is an optional field used as filtering criteria.

- **Ctr Opr Name**

This is name of the container operator (Owner). It is automatically populated when the Ctr Opr Cd is entered. It is a display only field.

- **Load SCN**

This is filtering criteria. Transshipment containers are discharged and immediately loaded onto a new voyage. This optional filtering criterion accepts a voyage where transshipment containers are expected to be loaded.

- **Load Vsl Name**

This is the name of the vessel whose voyage is used for load SCN. It is automatically populated when the Load SCN field is entered. It is a display only field.

- **Container Number**

This field is used as a filter criterion to display either a specific Container number for a voyage or containers matching the criteria entered in the field (i.e. entering R will return all container which have a prefix which starts with R).

- **POL**

This filtering criterion is used to display all containers which have been loaded at a specific port (Port of Loading).

- **ISO Cd**

This filtering criterion is used to display all containers for a SCN which have the same ISO code (Code by International Standards Organisation, for container's size, height, type and width). This is an optional filtering criterion for discharge list. Note that ISO code is not mandatory field, so containers may have the same size, height and type, but if the ISO Code has not been entered, then they will not display when filtering using this field.

- **Base Sts**

This filtering criteria is used to display all containers which have a certain base status. The base status of container is with respect to its intended or previous voyage. It indicates whether

container is an import, export or transshipment container. In this screen, as we are recording import containers, the lookup for this field shows only import/transshipment.

5.6.2 Main Screen: Table

- **Container Number**

This field is used for entering a container number which is to be added to the discharge list (i.e. on the manifest). It is mandatory when adding a container to the discharge list.

- **Bs Sts**

This field displays a container's base status. It indicates whether a container is an import, export or transshipment container for the selected voyage.

- **FE Ind**

This is Full/Empty indicator for the selected container in discharge list. This indicates whether container is full or empty. It is mandatory when adding a container to the discharge list.

- **FCL/LCL**

This field is automatically populated and may be ignored by the user.

- **ISO Code**

The ISO Code field allows an ISO Code for the selected container to be input. On entering a valid ISO code, the Ctr Sz, Ctr Ht & Ctr Ty fields are automatically populated. Either this field should be entered or Ctr Sz, Ctr Ht & Ctr Ty should be entered by user when manifesting a container to the discharge list.

- **Ctr Sz**

User can enter ISO code during manifest of container or user can manually enter container's size information.

- **Ctr Ht**

User can input ISO code during manifest of container or user can manually enter container's height information.

- **Ctr Tvne**

User can input ISO code during manifest of container or user can manually enter container's type information.

- **Ctr wt**

User can enter weight for container that is manifested for selected voyage.

Note that the weight entered must be within the defined limits that have been setup in the system for the size of the container.

- **POL**

This field holds a code, which represents the port of loading.

- **FPD**

This is final destination port for container.

- **Onr**

This field defines the Container Operator for a container. This identifies the owner of the container. It is important to enter the correct details here to ensure that customer reports are accurate and that charges go to the correct party.

- **Diso Mode**

This is the mode in which container will be processed after vessel discharge. 'G' denotes direct delivery of container by road; 'K' denotes container goes to Customs inspection area; 'V' denotes directly loading to vessel; 'W' denotes container goes to CFS; 'Y' denotes container goes in the yard.

- **Crg Type**

This field is automatically populated by the system and defined the type of cargo held by a container. E.g. H defines hazardous, R, defines Reefer, O defines Out of Gauge, HR defines hazardous reefer.

- **Cmdt Cd**

This field is used to record the commodity which container holds. It is a mandatory field for Full containers.

- **Seal Number**

This field is used to record the expected seal number of a container.

- **Seal No Remarks**

If a container two seal numbers, then the second seal number is input in this field.

- **Remarks**

This is for remarks specific to a container. It is a free text field which will accept up to 30 characters.

5.6.3 Dangerous Goods Details

- **IMO code**

This is International Maritime classification code for hazardous goods.

- **Un Hz Code**

This is UN code for hazardous goods.

- **Technical Name**

This is technical name for UN code for hazardous goods and is automatically populated by the system on entry of the Un Hz Code.

5.6.4 Special Details: Reefer Details

- **Reefer Operation Flag**

This option must be clicked before entering reefer details for container.

- **Reefer order flag**

This option if clicked while recording the reefer details for container, it will be printed in discharge ticket.

- **Reefer Type**

This option informs type of reefer required for container. 'K' denotes Reefer Container; 'H' denotes heater container; 'C' denotes conair reefer

- **Set Point Temp**

This field should be ignored.

- **Arrival Temp**

This field should be ignored.

- **Ventilation**

This field should be ignored.

- **Unit of Temp**

This field should be ignored.

5.6.5 Special Details: OOG Details

- **Container No**

System automatically retrieves container number for which OOG details for container are recorded.

- **Over Dimension Flag**

This option must be clicked before entering OOG details for container.

- **Over Length Aft**

Record over length at the aft side (in cm) for given container.

- **Over Length Fore**

Record over length at the fore side (in cm) for given container.

- **Over width Starbd Side**

Record over width at the starboard side (in cm) for given container.

- **Over width Port side**

Record over width at the port side (in cm) for given container.

- **Over Height**

Record over height (in cm) for given container.

- **Total Height**

Record total height (in cm) for given container.

- **Cargo Height**

Record cargo height (in cm) for given container.

- **Spl Eqpt Flg**

Check this option, if special equipment is required for handling given container. Optional field.

- **Sprdr Rqrd Flg**

Check this option, if spreader is required for handling given container. Optional field.

6 Document Import for Full Containers

6.1 Introduction

The Document Import Screen is used to File the Document for the full discharge containers.

For import container, Port User can send the container out of port only if the DI is processed. After Forwarder and Shipping agent has given their approvals then only Port user can file the DI. Though the containers are not discharged from the vessel we can file DI for those containers.

In order to deliver laden container out of the port via road or train, document import must be processed. Forwarding agent will file the document import that will then be approved by the vessel agent/Shipping Line. The port user finally processes document Import.

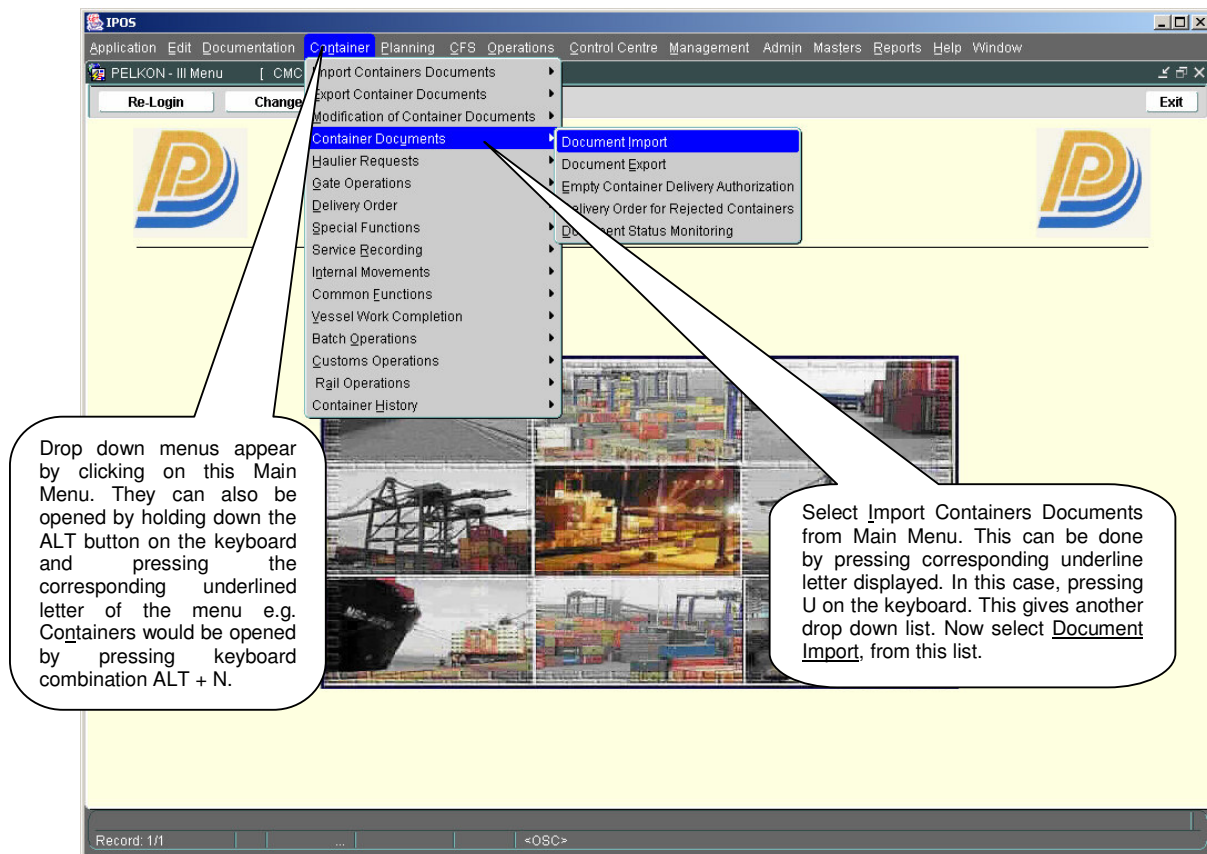
6.2 Document Import for Full Containers functional overview

1. The Document Import screen is used to file the Document for the Full Containers which are ready to go out of Port during the process of Document Import.
2. First Forwarder file the document for the containers which are discharged from a specific voyage /SCN he will give a Bill Number which is unique for the respective DI.
3. After filing the DI Number will generate automatically. With the above DI Number Shipping agent will see the particulars and if he everything is correct he will give approve otherwise he will reject.
4. Again Forwarder log into the application and see the status whether the shipping agent given the approval or not if given he will submit the document to Port User.
5. If the shipping agent is a valid cash party then port user has to enter Receipt No, Receipt Date and time and Receipt Amount. If the Containers are reefer Container he has to enter reefer Date time. After filing he will give the final approval.
6. Respective Document Import Number is used by the customs while giving the custom clearance.

6.3 System Navigation – Document Import

This section demonstrates how to navigate up to Document Import screen. The navigation process to access Document Import is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Document Import from drop down menu.
8. **Navigation: - Container -> Container Documents -> Document Import (Short Cut Key: - ALT + N, U, I)**



6.4 Overview of Document Import screen and comments

6.4.1 Main Screen – Main Areas

On selecting Document Import from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Forwarder's Filing area
4. Shipping Agent's Filing Area
5. Port User's area

The areas are shown below (the blue dashed lines separate the different areas):

1) The Toolbar holds buttons, which can be used to perform actions on a record or the screen (i.e. Select All for selecting all containers or save the screen).

2) The Selection Criteria area of the screen is used to enter details (filter criteria) By entering the DI Number respective fields for that particular DI will be populated i.e., Containers that are filed for a DI will be populated.

Forwarder will file the required data in that particular area i.e., Bill Number, SCN, Tot Wt, Tot vol, Vsl Agent/Ctr Opr.

Shipping agent will file the data in the following area

Port User will file the data in the following area

The screenshot shows the PELKON III application window with the following fields and sections:

- Toolbar:** Clear, Insert, Delete, Report, Save, Exit.
- Selection Criteria:** DI No, Status, DI Submission Date Time, F/W Initialization, F/W Submit Flag.
- Forwarder's Filing area:** F/W Agent (EFSD), ESP FORWARDING SDN BHD, ROOM 7 1ST FLOOR TAN CHONG BLDG, PENANG, A/C No (920192), Importer, SCN, ETA, Terminal, Count (0), Tot Wt, Tot Vol, Cargo Value, Vsl Agent, /Ctr Opr.
- Table:** A table with columns: Container No, Ctr Size, Ctr Ht, Ctr Type, Cmdt, Description, Count, Weight, Volume, Pkg Type, Inland Dest, Dest Name, POT, Name, POO, Name.
- Shipping Agent's Filing Area:** Dem, DMG S, Shipping Line, DI Validity Dttm, Ship/Rent valid Dttm, Receipt D, Rept Amt, Processed User Name, Process Date Time.
- Port User's area:** Vsl Agent Approve, Vsl Agent Reject, Process DI.

6.4.2 Main Screen – Detailed Description

After Forwarder Agent File the Document for the container if he press the save button DI Number will be generated and the screen will be shown as given below:

6.4.3 Main Screen – Detailed Description contd...

After Shipping Agent has given approval by checking the Vessel Agent Approval Flag and by pressing save button for the respective DI Number the screen will appear as given below:

[illegible]

By clicking on the Vsl Agent Approve check box .the status of the DI will change to VSL Agent Approval

6.4.4 Main Screen – Detailed Description contd...

After Forwarder has submitted the Document to Port User by checking the Forwarder submitting flag and by pressing the save button for the respective DI Number the screen will appear as given below:

DI Submission Date
and Time to Port User
should be shown here

Forwarder confirm the DI approved by Vessel Agent/Container Operator by checking the pointed item f/w submitted flag

[illegible]

6.4.5 Main Screen – Detailed Description contd...

The final process of DI after the Forwarder and Shipping agent has given their approvals is the port user has to process the DI during this screen will appear as given below:

IPDS

Application Edit Documentation Container Planning CFS Operations Control Centre Management Admin Masters Reports Help Window

Clear Insert Delete Save Exit

Container System-->Container Documents-->Document Import [CMC || httpsb || BWCT]

DI No: DIC0605270002 Status: FW AGENT APPROVAL DI Submission Date Time: 05.06.2006 15:19

F/W Agent: 2395 COMERCIALIZADORA FORES LIENTUR 831 CONCEPCION A/C No: 2395

Importer: 2070 3M CHILE S.A. SANTA ISABEL 1001 SANTIAGO B/L No: B2701

SCN No: 065052 INVOICE 2 ETA: 30.05.2006 00:00 Terminal: NBCT Count: 1

Tot Wt: 2.3 Tot Vol: 2.500

Vsl Agent: 1002 PUERTO DE LIRQUEN S.A. TEATINOS 248, PISO 7 SANTIAGO

Container No	Ctr Size	Ctr Ht	Ctr Type	Cmnt	Description	Count	Weight	Volume	Pkg Type	Inland Dest	Dest Name	POT	Name	POO	Name
IMPO27050601	20	86	DR	10CONT	10' CONTAINER		2.3	2.500	BND	ODD	ODD	HKHKG			

Dem Con Cd: Shipping Line: DMG Start Dttm: DI Validity Dttm:

DMG Validity Dttm: 05.06.2006 00:00 Store Rent validity Dttm: 05.06.2006 00:00

Rcpt No: 5 Receipt Dttm: 05.06.2006 00:00 Rept Amt: 5

Remark: 55555

Process DI: ☒ Processed User Name: Process Date Time: 05-JUN-2006

Record: 1/1 <OSC>

Port User confirm the DI by checking the pointed flag

If shipping agent is a cash party port user has to enter the following details during the approval of DI

6.5 Document Import for Full Containers --Steps

6.5.1 Entering Containers to Which DI should file:

1. Forwarder has to log in into the application with his username and password and there is no terminal specification.
2. Navigate to Document Import Screen by default forwarder code and the respective name will be populated.
3. Enter **"Importer"**, **"Bill Number"**, **"SCN"**, **"Tot Wt"**, **"Tot Vol"**, **"Vsl Agent /Ctr Opr"**.
4. Enter Container numbers belonging to particular Voyage that we have entered in the previous block.
5. While pressing **"save"** button **"DI Number"** for the respective containers will be generated.
6. After Forwarder file the DI for the containers Vessel Agent /Ctr Operator should give the approval.

6.5.2 Shipping Agent Approval for the above filed DI:

1. Vessel Agent has to log into the application with his username and password and there is no terminal specification.
2. Navigate to Document Import Screen by default Vessel Agent Code and the respective name will be populated.
3. Vessel Agent gives his approval by checking the **"Vessel Agent Approval Flag"** and has to press **"save"** button.
4. Remaining Fields are optional for the user.

6.5.3 Submission of DI By Forwarder:

1. Forwarder has to log in into the application with his username and password and there is no terminal specification.
2. Navigate to Document Import Screen by default forwarder code and the respective name will be populated.
3. Forwarder Agent give his approval by checking the **"Submission Flag"** by default **"Submission date and time"** will be populated and by pressing **"save"** button changes will be saved.

6.5.4 DI process of Port User:

1. If the shipping agent is a cash party then respective fields has to enter
 - Rcpt No
 - Rcpt Dttm
 - Rcpt Amount
2. Other wise he has to just enter DMG Validity time, Store Rent Validity Dttm and check the **"Process DI"** check box and press **"save"** button to save the changes thus the DI process for the respective laden containers will be finish.

6.6 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that the user must be populated for the user to proceed.

- **F/W Agent**

Forwarder is the person who acts on behalf of Vessel agent or Container operator.

- **SCN**

User to enter SCN or has to select one from the drop down list.

This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vsl Name**

When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Importer**

Importer is the one who looks after the Import Container Movements.

- **BL Number**

Bill number is unique for the respective DI.

- **Tot Weight**

Total Weight of the cargo Present in all the Containers for which DI is processing.

- **Tot Volume**

Total Volume of the cargo Present in all the Containers for which DI is processing.

- **Vsl Agent/Container Operator**

Valid Shipping agent or Container operator who is look after the containers he may be cash party also

- **Container Number**

Unique Number of the container for which DI should be filed.

- **Ctr Sz**

Container size of the respective Container. This is Display field.

- **Ctr Ht**

Container Height of the respective Container. This is a Display field.

- **Ctr Type**

Container Type of the respective Container. This is a Display field.

- **Cmdt**

Commodity Code of the Cargo present in the container.

- **Description**

Description of the commodity code which we have entered. This is a Display field.

- **Weight**
Weight of the cargo present in the container. This is a Display field.
- **Volume**
Volume of the cargo present in the container. This is a Display field.

- **Pkg Type**
Type of cargo present in the container.

- **Inland Destination**
Inland Destination to which the container has to move.

- **Dem Conf Cd**
It is a optional field. Shipping agent or Container operator ie., owner of the containers enter the demurrage code or select from LOV by pressing F9 Look up window will be displayed from their select appropriated code.
- **Shipping Line**
It is a optional field. Enter or select from LOV appropriate shipping line of the particular demurrage code.
- **Dmg Start Dttm**
It is a optional field. Enter Demurrage Start date and time here it will be used while invoice generation.
- **Di Validity Dttm**
Valid period upto which the document import for the full containers is entered in this field. It is a optional field and it should be entered by Shipping agent or Container owner.

If the shipping agent is a cash party during port user confirmation following fields are mandatory:

- **DMG Validity Dttm**
During estimation of Invoice Demurrage charge can be calculated based on demurrage start date and time to demurrage validity date and time.

- **Store Rent Validity Dttm**
During estimation of Invoice Storing of container charges can be calculated based on the container entry time to Store Rent Validity date and time.

- **Rcpt No**
If the shipping agent is a Cash party he has to Enter the Receipt Number in this field.

- **Receipt Dttm**
Date and Time of the Receipt should be entered here.

-

Receipt Amt

Receipt Amount should be entered here.

- **Processed User Name**

Name of the port user who processed the DI for the respective containers. This is a Display field

- **Processed Date Time**

Time at which the port user has processed the DI for the respective Containers. This is Display field.

7 Empty Container Delivery Authorization for Empty Containers

7.1 Introduction

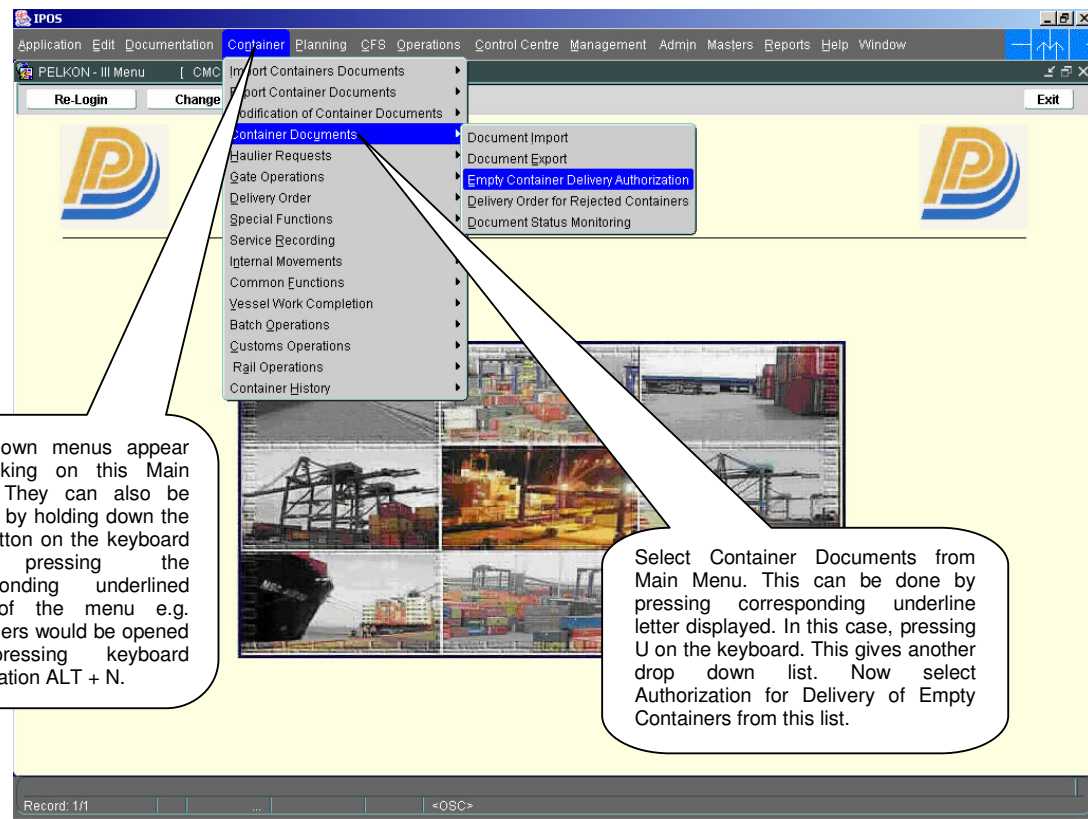
In order to deliver empty import containers out of the port via road authorization must be done by the external agent. This will form the basis for haulier delivery request.

For laden container it is mandatory that the DI be processed before a container can be delivered out of port via road or train. However, in case of empty container DI is not required. The container operator can himself authorize all his empty containers to be delivered out of the port.

7.2 System Navigation – Empty Container Delivery Authorization

This section demonstrates how to navigate up to Empty Container Delivery Authorization screen. The navigation process to access Authorization for Empty Ctrs is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Empty Container Delivery Authorization from drop down menu.
8. **Navigation: - Container -> Container Documents -> Empty Container Delivery Authorization (Short Cut Key: - ALT + N, U, E)**



7.3 Overview of Empty Container Delivery Authorization screen and comments

7.3.1 Main Screen – Main Areas

On selecting Empty Container Delivery Authorization from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

The areas are shown below (the blue dashed lines separate the different areas):

1) The Toolbar holds buttons which can be used to perform actions on a record or the screen (i.e. deletes a selected container or save the information).

2) The Selection Criteria area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information.

3) The Table is used to display all Information about Empty Container Delivery Authorization Details.

The screenshot shows the IPDS application window with the following elements:

- Toolbar:** Clear, Retrieve, Insert, Save, Exit.
- Selection Criteria:** Ctr Opr (dropdown), SCN (dropdown), Terminal Cd (dropdown), Request Date Time (05.01.2006 13:38), Haulier (dropdown), Import Delivery (selected), Rejected Ctrs, Un Authorized, Authorized, All, Cstm Ref No (text field).
- Table:** A table with columns: Appr Flg, Ctr No, Ctr Size, Ctr Height, Ctr Type, Cust Ref No, Inland Destination. The table is currently empty.

7.3.2 Main Screen – Detailed description

On selecting the Empty Container delivery Authorization function, and retrieving details for a entered Container Operator & voyage, the user is presented with a screen similar to the one below:

[illegible]

7.3.3 SCN Lookup

When in the SCN Field in the main screen, pressing the F9 key on the keyboard or by double clicking in the field will bring up the “List of Vessels” or SCN Lookup screen similar to pop-up shown below.

This screen assists in locating the correct voyage. All voyages in the PELKON III system are listed.

On selection of SCN Lookup, system presents user with following lookup window

Entering characters before or after the % sign will allow a search to be constructed. Each additional letter reduces the number of entries displayed. If letters are entered before % sign, then lookup entries are filtered on 1st column.

The screenshot shows a window titled "List of Voyages" with a search bar containing "06%". Below the search bar is a table with the following columns: SCN, Vessel Name, Eta Dttm, Etd_Dttm, Dsch Voy No, and Ld Voy No. The table contains several rows of data, with the first row highlighted in blue. Callouts point to specific fields in the table:

- Expected Time of Arrival for voyage:** Points to the "Eta Dttm" column.
- Expected Time of departure for vessel:** Points to the "Etd_Dttm" column.
- Discharge Voyage Number for vessel:** Points to the "Dsch Voy No" column.
- Load Voyage Number for vessel:** Points to the "Ld Voy No" column.

SCN	Vessel Name	Eta Dttm	Etd_Dttm	Dsch Voy No	Ld Voy No
065055	EDI	02.06.2006 10:00	02.06.2006 12:00	D855	LD55
065054	INV VESS 241	03.06.2006 00:10	05.06.2006 00:00	D82901	LD2901
065059	EDI	03.06.2006 13:00	03.06.2006 13:30	D59	L59
065002	SCENARIO 1	05.05.2006 00:00	10.05.2006 00:00		
065057	INVOICE 2	05.06.2006 00:01	05.06.2006 01:00		
066001	INVOICE 2	05.06.2006 00:01	05.06.2006 11:00		
066002	INVOICE 2	05.06.2006 00:01	05.06.2006 12:00		
065058	INVOICE 2	05.06.2006 01:01	05.06.2006 02:00		
065004	SCENARIO 1	06.05.2006 00:00	04.05.2006 20:50		
065011	LOAD VESSEL FOR TEST	06.05.2006 09:00	07.05.2006 00:00		11
066004	INVOICE 3	06.06.2006 00:00	06.06.2006 01:00		
065010	SCEN2 LONG NAME	07.05.2006 00:00	08.05.2006 00:00		
065006	SCEN2 LONG NAME	07.05.2006 00:00	06.05.2006 00:00		
065015	EDI	07.05.2006 19:00	10.05.2006 00:00	12	1

7.4 Empty Container Delivery Authorization for Import Empty Containers and Rejected Import Containers –Steps

7.4.1 Retrieving containers for Empty Container Delivery Authorization.

1. Enter the Container Operator Code who is responsible for the containers of a particular voyage.

2. Enter in “**SCN**” field. Otherwise, use the lookup to search for the correct SCN. Lookups are invoked by pressing F9 key on respective field. . Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves vessel name.
3. “**Request Date Time**” and “**Terminal Code**” will be populated.
4. Press “**Retrieve**” button to display the container to which Authorization has to do.

7.4.2 Process to Do Authorization for Empty Containers:

1. Enter Customer Reference Number which is a mandatory while filing authorization for empty containers.
2. Check the “**Appr Flg**” to the container for which authorization has to be done by default Custom Reference Number will be populate
3. Enter “**Inland Destination**” or select from lookup by pressing F9.
4. By pressing “**Save**” button respective changes will be saved.

7.4.3 Process to Do Authorization for Rejected Containers:

1. Select the “**Rejected Container**” Radio button before entering the container operator code.
2. By selecting the rejected container **SCN** field will be disabled.
3. Enter “**Container Opr**” and press retrieve button to display empty rejected containers.
4. Enter Customer Reference Number which is a mandatory while filing authorization for rejected empty containers.
5. Check the “**Appr Flg**” to the container for which authorization has to be done by default Custom Reference Number will be populated
6. Enter “**Inland Destination**” or select from lookup by pressing F9.
7. By pressing “**Save**” button respective changes will be saved.

7.5 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that the user must be populated for the user to proceed.

- **Import Delivery**

By default import delivery radio button will be selected.

- **Rejected Ctrs**

By selecting this radio button, enter respective Ctr Opr and press retrieve button to display the rejected containers. For which we can do authorization.

- **SCN**

User to enter SCN or has to select one from the drop down list.

This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vsl Name**

When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Ctr Opr Cd**

Container operator represents the container owner. This field accepts container a valid operator code. This is an optional field used as filtering criteria for a specific voyage discharge list.

- **Ctr Opr Name**

This is name of the container operator (Owner). It is automatically populated when the Ctr Opr Cd discussed in the last point is entered. It is a display only field.

- **Request Date Time**

System Date and time will be displayed by default. This is a display field.

- **Terminal Code**

By default displays the terminal code which the user has log in to the application.

- **Cstm Ref No**

Enter the custom reference number which is the unique identification for the container for custom clearance.

- **Appr Flg**

Select the Appr Flg to which the authorization has to do.

- **ISO Cd**

This filtering criterion is used to display all containers for a SCN which have the same ISO code (Code by International Standards Organisation, for container's size, height, type and width). This is a optional filtering criterion for discharge list. Note that ISO code is not mandatory field, so containers may have the same size, height and type, but if the ISO Code has not been entered, then they will not display when filtering using this field.

- **Ctr Sz**

User can enter ISO code during manifest of container or user can manually enter container's size information.

- **Ctr Ht**

User can input ISO code during manifest of container or user can manually enter container's height information.

- **Ctr Ty**

User can input ISO code during manifest of container or user can manually enter container's type information.

- **Ctr Wt**

User can enter weight for container that is manifested for selected voyage.

Note: the weight entered must be within the defined limits that have been setup in the system for the size of the container.

- **Inland Destination**

Enter the Inland Destination or select from LOV by pressing F9.

8 Export booking reference

8.1 Introduction

For exporting containers by a vessel, a number of documents are received by the port. These documents specify the various details like summary of containers being exported, the list of containers to be exported by a voyage, custom clearance, and details about the container. The details entered in this function are the basis for Ship Planning, Yard Planning and Vessel Operations.

This functionality is used to enter the count of containers to be exported by a Vessel. For every export container it is mandatory to record the booking reference. Count can be modified after data is been saved. A special attribute of container can be specified, the yard planner plans different areas in the yard for containers having this special attribute.

8.2 Functional overview

Before going to file the screen the following activities should be done

1. Size, Type should be defined in respective masters.
2. SCN for the vessel should have been generated using NOSA in MACH.MRN.
3. POD should be defined in system as ports.

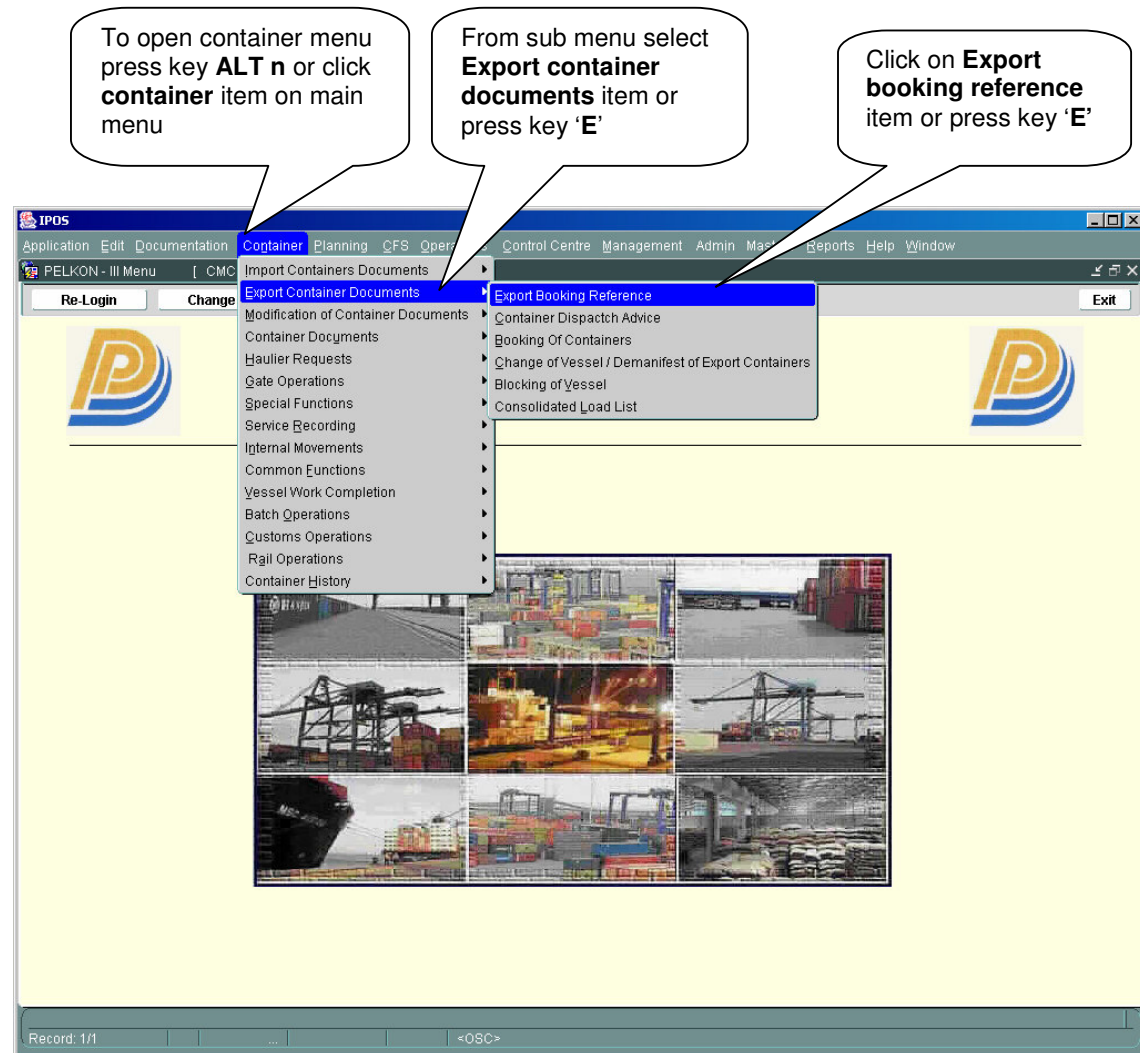
This screen functions as follows.

1. User Selects or enter all attributes for SCN like shipping line, POD, etc specified in the data entities section.
2. Vessel Agent selects save option and saves the data.
3. Vessel agent can modify count of containers. User can change count of containers in such a way that new count should not be less than already entered container in Container Dispatch Advice (CDA).
4. Special attribute can also be set so that the yard planner can plan the containers accordingly.

8.3 System Navigation

This section demonstrates how to navigate up to Container Dispatch Advice Entry screen. The navigation process to access Container Dispatch Advice is as follows.

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Export Containers Documents from drop down menu.
7. Select Export booking reference from drop down menu.
8. **Navigation: - Container -> Export Containers Documents -> Export booking reference (Short Cut Key: - ALT + N, E, E)**



8.4 Overview of Export booking reference

8.4.1 Main screen- main areas

On selecting export-booking reference from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

4. Toolbar
5. Selection Criteria
6. Table

The areas are shown below (the blue dashed lines separate the different areas):

The screenshot shows the PELKON III application window. The title bar reads 'PELKON III'. The menu bar includes 'Application', 'Edit', 'Documentation', 'Container', 'Planning', 'CFS', 'Operations', 'Control Centre', 'Management', 'Masters', 'Reports', 'Help', and 'Window'. The toolbar contains 'Clear', 'Delete', 'Insert', 'Retrieve', 'Save', and 'Exit'. The Selection Criteria section includes fields for 'SCH' (067080), 'Vessel Name' (APOLLON 1), 'Trmnl Code' (NBCT), 'Trmnl Name' (NBCT), 'Line Code' (EMCO), and 'Line Name' (EVERGREEN MARINE CORPORATION). The Table section displays a list of records with columns: POD, Wt Cat, FE Ind, Size, Ht, Type, Count, Spl Attrib Flg, Rfr Flg, Hz Flg, and CDA Count. The table contains 10 rows of data, with the first row highlighted in green. A callout points to the toolbar, stating: 'Toolbar has the buttons used to clear, delete, insert, retrieve and save screen data'. Another callout points to the Selection Criteria fields, stating: 'Selection criteria fields are used to retrieve data'. A third callout points to the table, stating: 'Table has records to be updated/ Inserted by user before saving'.

Toolbar has the buttons used to clear, delete, insert, retrieve and save screen data

Selection criteria fields are used to retrieve data

Table has records to be updated/ Inserted by user before saving

POD	Wt Cat	FE Ind	Size	Ht	Type	Count	Spl Attrib Flg	Rfr Flg	Hz Flg	CDA Count
SGSIN	H	F	20	86	GP	3				3
SGSIN	H	F	40	86	GP	10				3
SGSIN	H	F	40	96	GP	2				1
SGSIN	L	F	20	86	GP	7				5
SGSIN	M	F	20	86	GP	4				4
SGSIN	M	F	40	86	GP	10				1
SGSIN	U	F	20	86	GP	29				29
SGSIN	U	F	20	86	HZ	1				0
SGSIN	U	F	40	96	GP	2				2

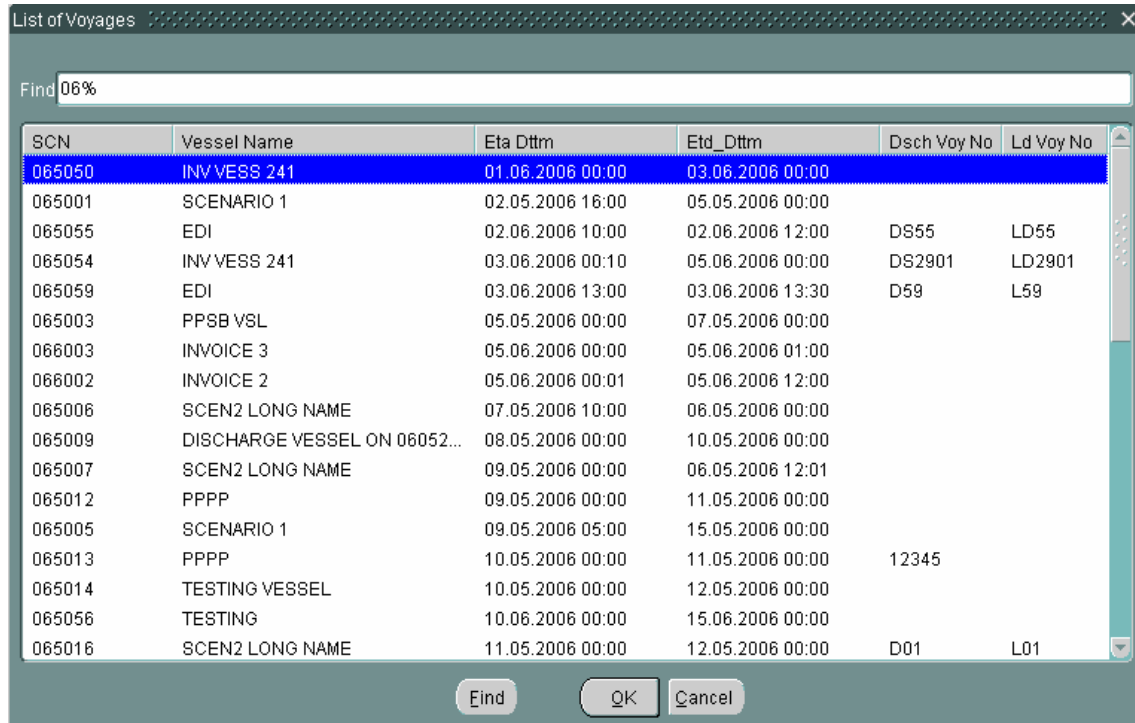
8.4.2 Main screen-detailed

10) If the set of container is for Hazardous goods delivery then select **Hx flg**.

11) Click on **save** button.

8.5.1 Steps for Selection of value from LOV

- 1) Press the key F9 or click on special button, which has down arrow symbol besides SCN textbox. A new window will be open. Then follow step 2 or step 3
- 2) Double Click on value want to select
- 3) Enter value you want to search in the find text box and click "OK" button



8.6 Description of fields

'Export booking reference' screen has the following fields. Mandatory fields are represented separately using special boxes.

- **SCN**

This is 6-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vessel Name**

When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Tmnl code**

Represents terminal code. This is display only field.

- **Tmnl name**

Represents the terminal name corresponding to terminal code. This field value is retrieved when enter SCN and click retrieve button.

- **Line code**

Line code is also display field here.

- **Line name**
Line name is display field. This value is retrieved when click on retrieve button.
- **POD**
Represents Port of Discharge. This is to be entered by user. User enters port name where this export container is expected to discharge from vessel.
- **Wt Cat**
Represents weight category of the set of containers. User enters value or selects from LOV.
- **FE Ind**
This container attribute specifies whether set of containers is full (F) or empty (E).
- **Size**
Represents size of container. User can select size from LOV and or enter the value manually.
- **Ht**
Represents container height. . User can select height from LOV and or enter the value manually.
- **Type**
It Represents type of container whether it is refer or hazardous. This is to be entered by the user.
- **Fcl/Lcl Ind**
It represents whether the set of containers are Fcl or Lcl .
- **Count**
Represents container count. User enters how many containers he is going to manifest for entered SCN with mentioned attributes matching.
- **Spl attrib flg**
Special attribute flag is optionally select by user. This is used for yard planning.
- **Rfr flg**
If the entered container type is reefer container, this flag is selected.
- **Hz flg**
Hazardous flag is selected means that it is hazardous container.
- **CDA count**
Container dispatch advice count represents number. This is display field. This represents how many containers are manifested for SCN in CDA screen satisfying specified attribute values.

9 Container Dispatch Advice

9.1 Introduction

The Container Dispatch Advice Screen is used to input details of containers into PELKON III which are due to be exported. This includes recording special attributes such as reefer, hazardous or Out of Gauge details. Containers and previously entered details about containers can also be deleted via this screen. (Before container enters into port area) It is possible to record containers for which there is no known voyage. Containers recorded in this way are known in the system as storage containers.

Processing of the Container Dispatch Advice screen takes place at the Container Administration Office.

Before using this screen the Export Booking Reference has to be filed.

Once the input of the export manifest is complete the load list and tickets can be produced to assist the vessel load operations.

9.2 Container Dispatch Advice functional overview

1. The Container Dispatch Advice screen is used to input details from a Shipping Note.
2. The user can key in the SCN or select the SCN from the list of available SCN to manifest the containers.
3. The containers can also be keyed into the system without a SCN as a Storage Container.
4. Additional attributes about a container for example Reefer, Hazardous and OOG can be recorded. These are recorded through pop-up screens.
5. User cannot change hazardous details for container if gate pass has been generated for that container.
6. The mandatory fields for entering containers in this screen vary depending on the status of the container (whether it is Empty/Full):

For Full Containers the following fields are required:

- Container Number
- ISO Code or Size, Height, Type
- FCL/LCL indicator
- Port of Discharge
- Final Port of Discharge
- Container Operator
- Commodity

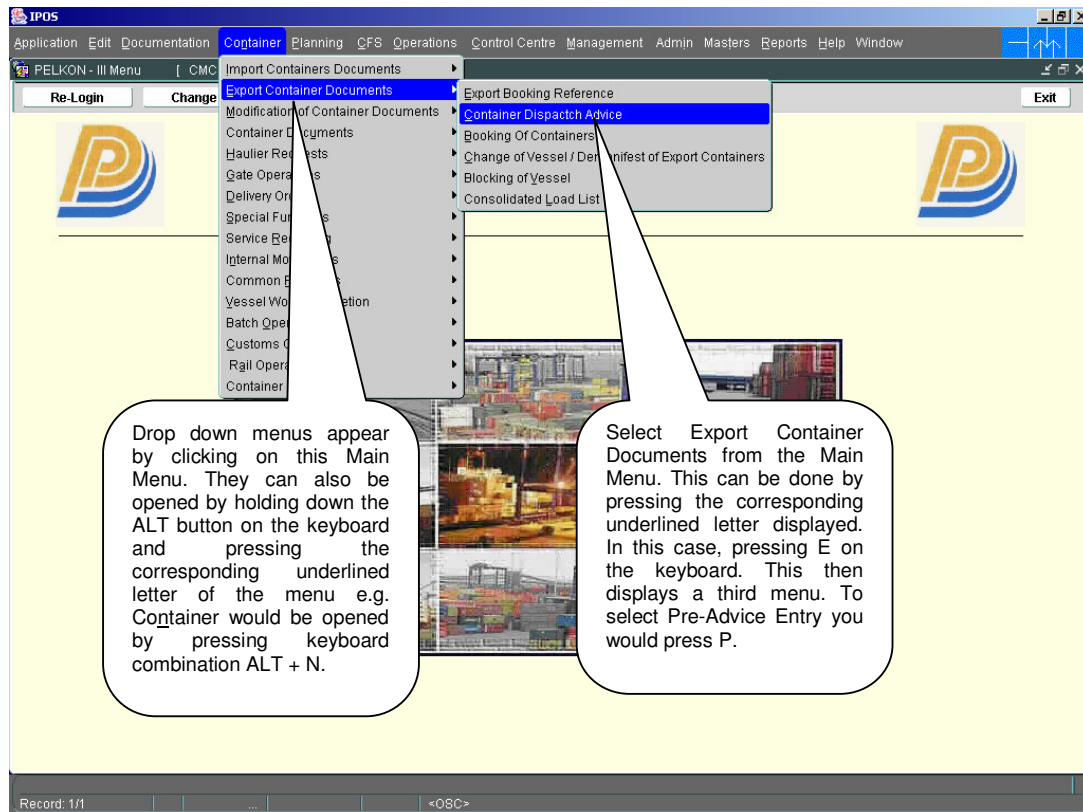
For Empty Containers the following fields are required:

- Container Number
- ISO Code or Size, Height, Type
- Port of Discharge
- Final Port of Discharge
- Container Operator

9.3 System Navigation – Container Dispatch Advice

This section demonstrates how to navigate up to Container Dispatch Advice Entry screen. The navigation process to access Container Dispatch Advice is as follows.

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Export Containers Documents from drop down menu.
7. Select Container Dispatch Advice from drop down menu.
8. **Navigation: - Container -> Export Containers Documents -> Container Dispatch Advice**
(Short Cut Key: - ALT + N, E, P)



9.4 Overview of Container Dispatch Advice screen and comments

9.4.1 Main Screen – Main Areas

On selecting Container Dispatch Advice from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

- 1) Toolbar
- 2) Selection Criteria
- 3) Table

The areas are shown in below (the blue dashed lines separate the different areas):

1) The Toolbar holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the information). Also supporting screens can be launched from the Toolbar

2) The Selection Criteria area of the screen is used to enter details (filter criteria) about what is to be viewed prior to retrieving information

The screenshot shows the IPOS Container System interface. At the top is a menu bar with options: Application, Edit, Documentation, Container, Training, CFS, Operations, Control Centre, Management, Admin, Reports, Help, Window. Below the menu is a toolbar with buttons: Clear, Insert, Delete, Delete All, Retrieve, Dg Gds Dtls, Spl Dtls, Save, Exit. The main area is divided into sections by blue dashed lines. The first section contains input fields for SCN, Vessel Name, Tmnl Code, ETA, FCL CutOff Date Time, LCL CutOff Date Time, and Empty Cutoff Date Time. The second section contains 'Query Parameters' with fields for Ctr Opr, Ctr Opr Nm, POD, FE Ind, Entry Mode, Container No, and Train No. There are also radio buttons for 'Normal Containers' and 'Storage Containers', and a 'Legends' section with color-coded boxes for 'Hz Ctrs' (red), 'Rfr Ctrs' (green), and 'OOG Ctrs' (pink). The third section is a large table with columns: Container No, Bs Sts, Bdl Ind, FE Ind, Fcl Lcl Ind, ISO Cd, Ctr Sz, Ctr Ht, Ctr Ty, Ctr Wt, FPD, POD, Inland Origin, Ctr Opr, Disp Mode, Crg Type, Entry Mode, CABO, Cmnt Code, and Li Ir C. The table has a light blue background with yellow highlights for certain columns. At the bottom left, there is a 'Total' field with the value 0. At the bottom right, there is a 'Record: 1/1' indicator.

3) The Table is used to display all manifested containers, which have been entered previously and to add new containers or update previously entered container information (i.e change commodity code for a previously entered container).

9.4.2 Main Screen – Detailed Description

On selecting Container Dispatch Advice from the menu and retrieving details for a previously entered voyage, the user is presented with a screen similar to the one below:

Click on this button to open Dangerous Good Details window for the selected container in the table.

Colour to represent Hazardous Containers.

Click on this button to record special details for the selected container in the table.

Colour to represent Refer Containers.

Colour to display OOG Containers.

Container Seal number to be entered here. This is mandatory for Full container.

List of containers retrieved for a SCN.

9.4.3 Special Details – Pop-up Screen (Reefer Details)

Select container on main screen by clicking on the container. Click on the “Spcl Dtls” button on the toolbar. By default, the “Reefer Details” tab is selected showing reefer details about the selected container. Out of Gauge Details of a container can also be selected from this screen by selecting the “OOG Details” tab.

It is important to specify the reefer details (for the reefer containers) like temperature which can be used while providing reefer connection.

Special Details

Container No

Reefer Details **OOG Details**

☒ **Reefer Operation Flag**

Reefer Order Flag

Reefer Type

Departure Point Temp

Arrival Temp

Ventilation (%)

Unit of Temp

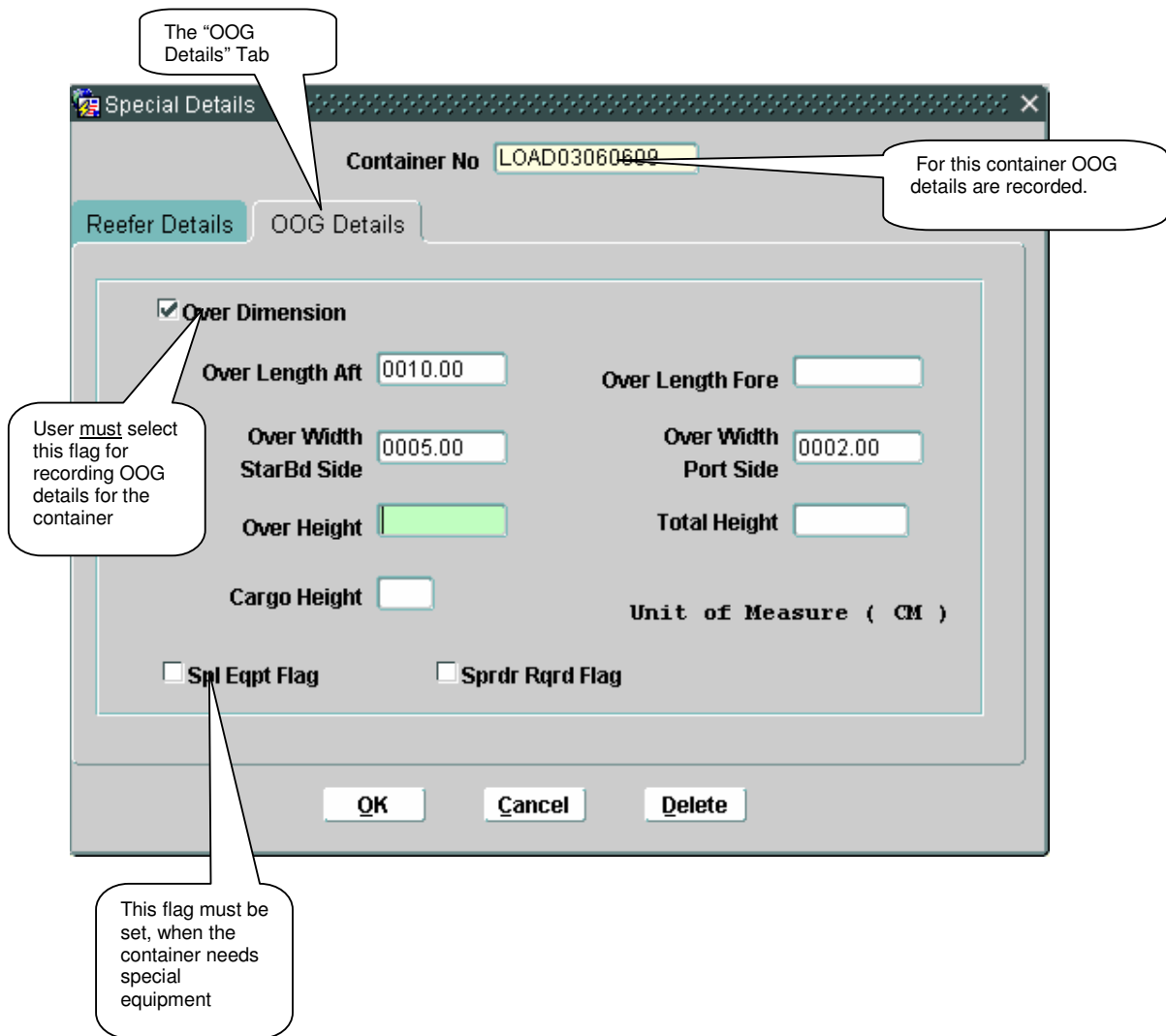
For this container reefer details are recorded.

User must select this flag for recording reefer details for container

Unit of Measurement of temperature

9.4.4 Special Details – Pop-up Screen (OOG Details)

Select container by clicking on the container. Click on the “Spcl Dtls” button on the toolbar. User is presented with Special Details screen showing Reefer Details. On selection of “OOG Details” tab from the screen, user is presented with OOG details as shown below.



9.4.5 Hazardous Goods Details Window

Select container by clicking on that container in table. Click on the "Dg Gds Dtls" button on the toolbar in the Main Screen.

Note that if details are recorded about a container, then in the table in the Main Screen, the background colour of the container in the main screen changes to red.

Dangerous Goods Details

Imco Code	Un Hz Code	Technical Name
12	00001	MONO CHLORO DI FLUORO M

IMO code is mandatory. This is classification of dangerous goods by IMCO.
User can invoke LOV by pressing F9

UN's Hazardous code for dangerous goods is mandatory.
User can invoke LOV by pressing F9

OK Cancel Delete Insert

9.4.6 SCN Lookup

User can invoke the list of SCN by pressing F9.

This screen assists in locating the correct SCN. All the available voyages in the PELKON III system are listed.

Entering characters before or after the % sign will allow a search to be constructed. Each additional letter reduces the number of entries displayed. If letters are entered before '%' sign, then lookup entries are filtered on 1st column.

The screenshot shows a window titled "List of Voyages" with a search bar at the top containing "Find 06%". Below the search bar is a table with the following columns: SCN, Vessel Name, Eta Dttm, Etd_Dttm, Dsch Voy No, and Ld Voy No. The table contains 16 rows of data. Callouts point to specific fields: "Expected Time of Arrival for voyage" points to the Eta Dttm column, "Expected Time of departure for vessel" points to the Etd_Dttm column, "Discharge Voyage Number" points to the Dsch Voy No column, and "Load Voyage Number" points to the Ld Voy No column.

SCN	Vessel Name	Eta Dttm	Etd_Dttm	Dsch Voy No	Ld Voy No
065050	INV VESS 241	01.06.2006 00:00	03.06.2006 00:00		
065001	SCENARIO 1	02.05.2006 16:00	05.05.2006 00:00		
065055	EDI	02.06.2006 10:00	02.06.2006 12:00	DS55	LD55
065054	INV VESS 241	03.06.2006 00:10	05.06.2006 00:00	DS2901	LD2901
065059	EDI	03.06.2006 13:00	03.06.2006 13:30	D69	L69
065003	PPSB VSL	05.05.2006 00:00	07.05.2006 00:00		
066003	INVOICE 3	05.06.2006 00:00	05.06.2006 01:00		
066002	INVOICE 2	05.06.2006 00:01	05.06.2006 12:00		
065006	SCEN2 LONG NAME	07.05.2006 10:00	06.05.2006 00:00		
065009	DISCHARGE VESSEL ON 06052...	08.05.2006 00:00	10.05.2006 00:00		
065007	SCEN2 LONG NAME	09.05.2006 00:00	06.05.2006 12:01		
065012	PPPP	09.05.2006 00:00	11.05.2006 00:00		
065005	SCENARIO 1	09.05.2006 05:00	15.05.2006 00:00		
065013	PPPP	10.05.2006 00:00	11.05.2006 00:00	2345	
065014	TESTING VESSEL	10.05.2006 00:00	12.05.2006 00:00		
065056	TESTING	10.06.2006 00:00	15.06.2006 00:00		
065016	SCEN2 LONG NAME	11.05.2006 00:00	12.05.2006 00:00	01	

9.5 Manifest Entry – Steps

9.5.1 Manifesting Containers to SCN

1. If the SCN is known, enter in **"SCN"** field. Otherwise, use the lookup to search for the correct SCN. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves **"Vessel Name"**
2. Enter the container number in **"Container No"**. Entering container number is mandatory. This is the container that is manifested against selected SCN for export.

3. System will automatically put base status as 'E', i.e. Export.
4. Enter Full/Empty status of container. This field is mandatory.
5. Enter FCL (Full Load)/LCL (Less than Full) status of container. This is mandatory for Full container.
6. Enter ISO code for container. This will automatically retrieve container height, container size, and container type. If ISO code is not entered then user needs to specify container height, size, and type.
7. Enter container weight. It is mandatory for Full Container.
8. Enter POD (Port of Discharge), FPD (Final Port of Destination). Both are mandatory.
9. Enter container operator code. This is mandatory.
10. Enter disposal mode. Disposal mode is indication of where container is supposed to go after it enters the port. For e.g. it will go to Yard(Y) or a direct vessel Load. By default it would be Yard(Y).
11. Cargo type is display field. This field gives information regarding type of cargo in container, for reefer/hazardous type of containers. This field would be populated automatically by system, if such details are entered in system.
12. Enter commodity code. This is code for commodity in container. This is mandatory for full container.
13. Enter Seal Number. Seal number is mandatory for full containers.
14. If the Containers are supposed to come by Train user needs to change the Entry mode to (T). By default this value is set to Road(R).

Entering Hazardous details for containers

1. Dangerous goods details cannot be recorded for empty container.
2. For dangerous goods in container click "Dg Gds Dtls" button.
3. System presents pop up window for entering dangerous good details.
4. Enter IMO code. This is IMO classification of container. This is classification for dangerous goods done by International Maritime Organization.
5. Enter UN HZ code. This is Hazardous code.
6. Click "OK" to accept details.
7. Click "Cancel" to cancel details.
8. After providing all the information, click "save" button to store it.

Entering Reefer details for container

1. Dangerous goods details cannot be recorded for empty container.
2. For reefer container, click "**spcl dtls**" button. This pop up has two options, select Reefer Details option.
3. The check box "**Reefer Operation Flag**" must be clicked for reefer container.
4. Enter "**Reefer Type**."

5. Enter minimum ,maximum and actual temperature for reefer connection.
6. Enter unit of measurement for temperature.
7. Click **"OK"** for accepting all reefer details.
8. Click **"Cancel"** to cancel details.

Entering OOG details for a container

1. Dangerous goods details cannot be recorded for empty container.
2. For OOG container, click **"spcl dtls"** button. This pop up has two options, select OOG Details option.
3. **"Over Dimension"** option **must be clicked** for OOG container.
4. Enter over length at aft side/ over length at fore side/ over width at starboard side/ over width at port side/ over height/ Total height/ cargo height, which ever is application in case of container. All units measured in centimeter.
5. Click **"spl Eqpt flg"** in case container requires special equipment for it's handling.
6. Click **"sprdr rqrd flg"** in case container requires special equipment for it's handling, due to OOG.
7. Click **"OK"** for accepting all OOG details.
8. Click **"Cancel"** to cancel details.

9.5.2 Recording of Storage Container

1. In case of export container, user may not know voyage for container. Such container are called storage container.
2. Select **"Storage Container"** option in header part of the screen.
3. Select the Terminal where the container is supposed to come.
4. For recording of such container, user does not enter voyage in SCN field in header part of the screen and try to click in Table part of the window. System prompts user "SCN is not mentioned, do you want to book storage containers?" Select yes option.
5. Enter the container number in **"Container No"**..
6. System will automatically put base status as 'P', i.e. Pending
7. Enter Full/Empty status of container. This field is mandatory.
8. Enter FCL (Full Load)/LCL (Less than Full) status of container. This is mandatory for Full container.
9. Enter ISO code for container. This will automatically enter container height, container size, and container type. If ISO code is not entered then enter container height, size, and type.
10. Enter container weight. This is mandatory for Full container.

11. Enter container operator code. This is mandatory.
12. Cargo type is display field. This field gives information regarding type of cargo in container, for reefer/hazardous type of containers. This field would be populated automatically by system, if such details are entered in system.
13. Enter commodity code. This is code for commodity in container. This is mandatory for full container for empty container they should not be entered.
14. Enter Seal Number . Seal number is mandatory for Full container.
15. Enter Exporter and Forwarder code for the Container.

9.5.3 Deleting container/containers in Container Dispatch Advice

1. Enter SCN in "**SCN**" field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves "**Vessel Name**".
2. This is mandatory field for retrieving Container Dispatch Advice. After selecting "**Retrieve**" option, system will retrieve all container information that are already manifested to voyage.
3. User can further filter 'Container Dispatch Advice' for selected voyage. This can be done by selecting values in one or more following fields, "**Agent**", "**Ctr Opr Cd**", "**Container No**", "**POD**", "**ISO Cd**", "**Base Sts**". Based on values selected, containers satisfying filtering criteria would be shown.
4. User cannot delete container that are already arrived in port.
5. Navigate to row of container to delete, and press "Delete" button. System will ask user, whether he really wants to delete container. If user select "Yes" option, system delete container. System will not delete container if it is already landed in port. If user select "**No**" or "**Cancel**", action is cancelled by system.
6. User can choose option of deleting all containers that are not landed in port. Use "**Delete All**" button. System asks, whether user wants to delete all containers, if user selects "**Yes**", system deletes all containers that are not landed in port. If user select "**No**" or "**Cancel**", action is cancelled by system.

9.5.4 Deleting Hazardous details for Container

1. Enter SCN in "**SCN**" field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves "**Vessel Name**".
2. Navigate to row of container for which hazardous details are to be deleted, and press "**Dg Gds Dtls**" button. System will present a pop up of "**Dangerous Goods Details**" for selected container. If selected container has dangerous goods details already marked, system retrieves it. User can press "Delete" button. System deletes hazardous details for container.
3. Select "**OK**" button for accepting deletion.
4. Select "**Cancel**" for canceling delete.

9.5.5 Deleting Storage Container

1. User can alternatively select "**Storage Container**" option in header part and does not enter SCN in "**SCN**" field

2. User does not enter voyage in “**SCN**” field in header part of the screen and try to click in Table part of the window. System prompts user “SCN is not mentioned, do you want to book storage containers?” Select yes option. After selecting “**Retrieve**” option, system will retrieve all container information.
3. User can further filter ‘Storage Container’. This can be done by selecting values in one or more following fields, “**Agent**”, “**Ctr Opr Cd**”, “**Container No**”, “**POD**”, “**ISO Cd**”, “**Base Sts**”, . Based on values selected, containers satisfying filtering criteria would be shown.

9.5.6 Deleting Reefer details for Container

1. Enter SCN in “**SCN**” field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves “**Vessel Name**”.
2. User can alternatively select “**Storage Container**” option in header part and does not enter SCN in “**SCN**” field.
3. User does not enter voyage in “**SCN**” field in header part of the screen and try to click in Table part of the window. System prompts user “SCN is not mentioned, do you want to book storage containers?” Select yes option. After selecting “**Retrieve**” option, system will retrieve all container information.
4. User can further filter ‘Container Dispatch Advice’ for selected voyage. This can be done by selecting values in one or more following fields, “**Agent**”, “**Ctr Opr Cd**”, “**SCN**”, “**Container No**”, “**POL**”, “**ISO Cd**”, “**Base Sts**”, “**Bdl Ind**”. Based on values selected, containers satisfying filtering criteria would be shown.
5. User cannot delete reefer details if reefer connection/disconnection request for given container is pending.
6. Navigate to row of container for which reefer details are to be deleted, and press “**Spcl Dtlis**” button. System will present a pop up of “**Special Details**” for selected container. If selected container has Reefer details already recorded, system retrieves details in “**Reefer Details**”. User can press “Delete” button. System deletes reefer details for container.
7. Select “**OK**” button for accepting deletion.
8. Select “**Cancel**” for canceling delete.

9.5.7 Deleting OOG details for Container

1. Enter SCN in “**SCN**” field. User can select SCN by entering SCN in this field. Alternative way to select SCN is to use lookup. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves “**Vessel Name**”.
2. User can alternatively select “**Storage Container**” option in header part and does not enter SCN in “**SCN**” field.
3. User does not enter voyage in “**SCN**” field in header part of the screen and try to click in Table part of the window. System prompts user “SCN is not mentioned, do you want to book storage containers?” Select yes option. After selecting “**Retrieve**” option, system will retrieve all container information.
4. User can further filter ‘Container Dispatch Advice’ for selected voyage. This can be done by selecting values in one or more following fields “**Agent**”, “**Ctr Opr Cd**”, “**SCN**”, “**Container**


No", **"POL"**, **"ISO Cd"**, **"Base Sts"**, **"Bdl Ind"**". Based on values selected, containers satisfying filtering criteria would be shown.

5. Navigate to row of container for which OOG details are to be deleted, and press **"Spcl Dtls"** button. System will present a pop up of **"Special Details"** for selected container. If selected container has OOG details already recorded, system retrieves details in **"OOG Details"**. User can press **"Delete"** button. System deletes OOG details for container
6. Select **"OK"** button for accepting deletion.

9.6 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that the user must be populated for the user to proceed.

9.6.1 Main Screen: Selection Criteria Area:

- 

User to enter SCN or has to select one from the drop down list.

This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vessel Name**

When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **Agent**

When user selects SCN, the system displays the Agent that has been associated with the vessel and voyage. This is entered as part of the Marine Module. It is a display only field.

- **Ctr Opr Cd**

Container operator represents the container owner. This field accepts container a valid operator code. This is an optional field used as filtering criteria for a specific voyage discharge list.

- **Ctr Opr Name**

This is name of the container operator (Owner). It is automatically populated when the Ctr Opr Cd discussed in the last point is entered. It is a display only field.

- **SCN**

This is filtering criteria. Transshipment containers are discharged and immediately loaded on new voyage. This optional filtering criterion accepts a voyage where transshipment containers are expected to load.

- **Vessel Name**

This is name of vessel whose voyage is used for SCN. It is automatically populated when the SCN field is entered. It is a display only field.

- **Container Number**

This is filtering criteria is used to display either a specific Container number for a voyage or containers matching the criteria entered in the field (i.e. entering R will return all container which have a prefix which starts with R)

- **POD**

This filtering criterion is used to display all containers for a specified Port.

- **ISO Cd**

This filtering criterion is used to display all containers for a SCN which have the same ISO code, Code by International Standards Organisation, for container's size, height, type and width). This is a optional filtering criterion for discharge list. Note that ISO code is not mandatory field, so containers may have the same size, height and type, but if the ISO Code has not been entered, then they will not display when filtering using this field.

- **Base Sts**

This filtering criterion is used to display all containers which have a certain base status. The base status of container is with respect to its intended or previous voyage. It indicates whether container is an import, export or transshipment container. In this screen, as we are recording import containers, the lookup for this field shows only import/transshipment.

9.6.2 Main Screen: Table

- **Container no**

This field is used for entering a container number, which is to be added to the discharge list (i.e. on the manifest). It is mandatory when adding a container to the discharge list.

- **Bs sts**

This field display container's base status. It indicates whether container is an import, export or transshipment container for selected voyage.

- **FE ind**

This is Full/Empty indicator for the selected container in discharge list. This indicates whether container is full or empty. It is mandatory when adding a container to the discharge list.

- **FCL LCL Ind**

This is Full container load/Less than full container load indicator for every container in discharge list. It has been decided that the Port of Penangdo not require knowing this information and so the field is automatically defaulted with F (Full container load). It is mandatory when adding a container .

- **ISO Code**

The ISO Code field allows an ISO Code for the selected container to be input. On entering a valid ISO code, the Ctr Sz, Ctr Ht & Ctr Ty fields are automatically populated. Either this field should be entered or Ctr Sz, Ctr Ht & Ctr Ty should be entered by user while manifesting a container.

- **Ctr Sz**

User can enter ISO code during manifest of container or user can manually enter container's size/height/type information.

- **Ctr Ht**

User can input ISO code during manifest of container or user can manually enter container's size/height/type information.

- **Ctr Ty**

User can input ISO code during manifest of container or user can manually enter container's size/height/type information.

- **Ctr wt**

User can enter weight for container that is manifested for selected voyage.

Note that the weight entered must be within the defined limits that have been setup in the system for the size of the container.

- **POD**

This field holds a code, which represents the port of loading.

- **FPD**

This is final destination port for container.

Onr

This field is Container Operator for container. This identifies the owner of the container. It is important to enter the correct details here to ensure that customer reports are accurate and that charges go to the correct party.

- **Disp Mode**

This is mode in which container will go out of port after landing. 'G' denotes direct delivery of container by road; 'K' denotes container goes to Customs inspection area; 'T' denotes direct delivery to train; 'V' denotes directly loading to vessel; 'W' denotes container goes to CFS; 'Y' denotes container goes in the yard.

- **Cmdt cd**

This field is used to record the commodity which container holds. It is only applicable to Full containers. The lookup box shows all PELKON III commodity codes. These are not applicable for containers. Container codes start #5150 and are followed by a letter (i.e. #5150A is the commodity code for Whisky in containers)

- **Seal No**

Seal Number. This field is used to record the expected seal number of a container.

9.6.3 Dangerous Goods Details

- **IMO code**

This is International Maritime classification code for hazardous goods.

- **Un Hz Code**

This is UN code for hazardous goods.

- **Technical name**

This is technical name for UN code for hazardous goods.

9.6.4 Special Details: Reefer Details

- **Reefer Operation Flag**

This option must be clicked before entering reefer details for container.

- **Reefer order flag**

This option if clicked while recording the reefer details for container, it will be printed in discharge ticket.

- **Reefer Type**

This option informs type of reefer required for container. 'K' denotes Reefer Container; 'H' denotes heater container; 'C' denotes conair reefer

- **Min Temp**

This option records minimum temperature required for reefer container.

- **Max Temp**

This option records maximum temperature required for reefer container.

- **Actual**

This option records Actual air temperature required for reefer container.

- **Unit of Temp**

This option records unit of measurement for, recording temperature for reefer container.

9.6.5 Special Details: OOG Details

- **Container No**

System automatically retrieves container number for which OOG details for container are recorded.

- **Over Dimension Flg**

This option must be clicked before entering OOG details for container.

- **Over Length Aft**

Record over length at the aft side (in cm) for given container.

- **Over Length Fore**

Record over length at the fore side (in cm) for given container.

- **Over width Starbd Side**

Record over width at the starboard side (in cm) for given container.

- **Over width Port side**

Record over width at the port side (in cm) for given container.

- **Over Height**

Record over height (in cm) for given container.

- **Total Height**

Record total height (in cm) for given container.

- **Cargo Height**

Record cargo height (in cm) for given container.

- **Spl Eqpt Flg**

Check this option, if special equipment is required for handling given container.

- **Sprdr Bdrd Flg**

Check this option, if spreader is required for handling given container.

10 Document Export

10.1 Introduction

For exporting containers by a vessel, a number of documents are received by the port. These documents specify the various details like summary of containers being exported, the list of containers to be exported by a voyage, custom clearance, and details about the container. The details entered in this function are the basis for Ship Planning, Yard Planning and Vessel Operations.

10.2 Functional Over View

This functionality is used to enter the count of containers to be exported by a Vessel. For every export container it is mandatory to record the Document Export

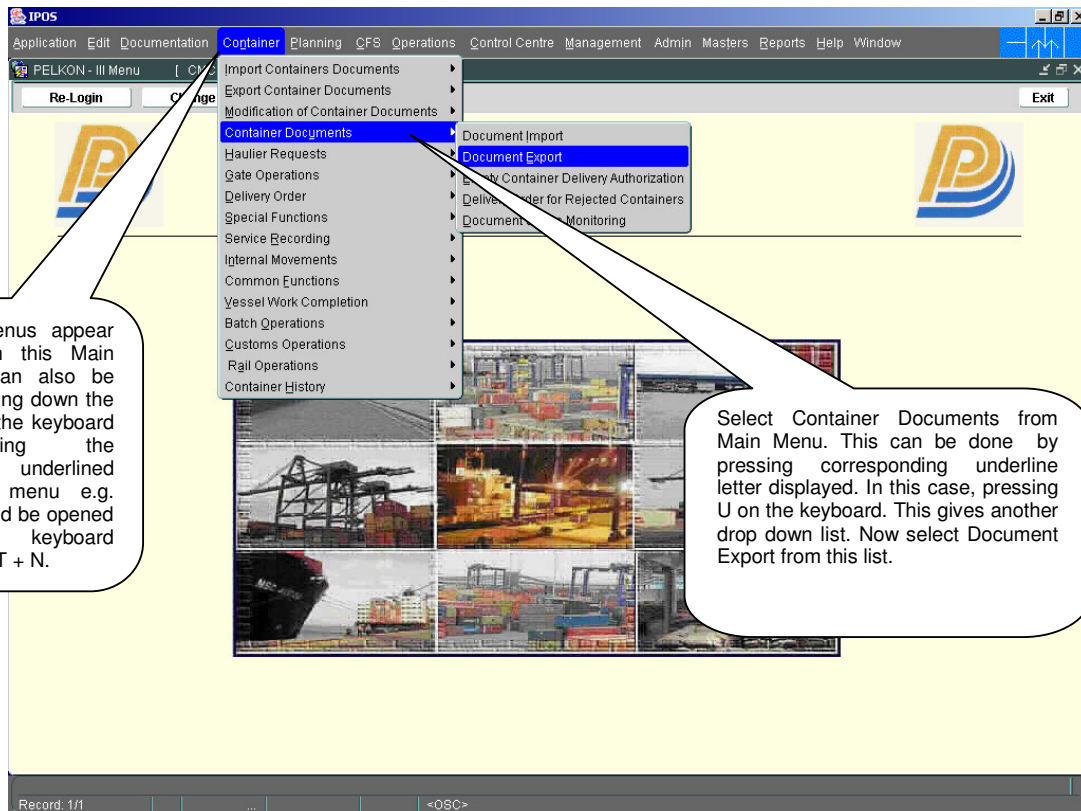
Count can be modified after data is been saved.

A special attribute of container can be specified, the yard planner plans different areas in the yard for containers having this special attribute.

10.3 System Navigation

To open the Document Export screen follow the following steps.

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Document Export from drop down menu.
8. Navigation: - Container -> Container Documents -> Document Export (Short Cut Key: - ALT +N, U, E)



10.4 Over View of Document Export Screen

10.4.1 Main Screen- main Areas

On selecting Document Export from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. The table

The areas are shown below (the blue dashed lines separate the different areas):

The screenshot shows the PELKON III Document Export screen. The interface is divided into three main areas by blue dashed lines:

- 1) The Toolbar:** Located at the top, it contains buttons for 'Clear', 'Insert', 'Delete', 'Report', 'Save', and 'Exit'.
- 2) Selection Area:** Located below the toolbar, it contains various input fields for filtering data, including 'DE No', 'Status', 'Submission Date Time', 'Ctr No', 'F/W Agent', 'Exporter', 'SCN', 'ETA', 'Terminal', 'Count', 'A/C No', 'Ctr Opr', 'Opr Name', 'Total Wt', 'Total Vol', and 'Cargo Value'.
- 3) The Table:** A large table with columns: Container No, Cmdt, Description, Count, Weight, Volume, Pkg Type, Inland Origin, Origin Name, POD, Name, FPD, and Name. The table is currently empty.

Below the table, there are additional input fields for 'Cstm Agent', 'Cstm Ref No', 'Cstm Agent Approve', 'Cstm Agent Reject', 'Gen Chrg Amt', 'Store Rent Amt', 'Rept No', 'Receipt Dttm', 'Rept Amt', 'Processed User Name', 'Process Date Time', 'FCL Cutoff Date Time', 'LCL Cutoff Date Time', 'Cutoff Time', 'Late Submit Chrg Flg', and 'Rqst No'.

10.4.2 Main Screen-Forwarder's Initiation

The forwarder agent login with his credentials and navigates to Document export screen. The following screen opens.

Forwarder enters data and saves. System generates DE No

The screenshot displays the 'IPOS' application window with the 'Document Export' screen. The interface includes a menu bar (Application, Edit, Document, Container, Planning, QFS, Operations, Control Centre, Management, Admin, Masters, Reports, Help, Window) and a toolbar with 'Clear', 'Insert', 'Delete', 'Save', and 'Exit' buttons. The main form contains the following fields:

- DE No: [Dropdown]
- Status: [Text]
- Submission Date Time: [Text]
- Ctrl No: [Text]
- F/W Agent: 2395, COMERCIALIZADORA FORES, LIENTUR 831 CONCEPCION, A/C No: 2395
- Exporter: 2070, 3M CHILE S.A., SANTA ISABEL 1001 SANTIAGO, Ctrl Opr: [Dropdown]
- SCN No: 066008, SUPER VESSEL, ETA: 09.06.2006 00:00, Terminal: BWCT, Count: 0, Opr Name: [Text]

Container No	Cmnd	Description	Count	Weight	Volume	Pkg Type	Cargo Value	Inland Origin	Origin Name	POT	Name	POO	Name

Below the table, there are additional fields and checkboxes:

- Cstm Agent: [Text]
- Cstm Ref No: [Text]
- ☐ Cstm Agent Approve
- ☐ Cstm Agent Reject
- Gen Chrg Amt: [Text]
- Store Rent Amt: [Text]
- Rfr Chrg Amt: [Text]
- ☐ Process DE
- Rcpt No: [Text]
- Receipt Dttm: [Text]
- Rcpt Amt: [Text]
- Processed User Name: [Text]
- Process Date Time: [Text]
- Remark: [Text]
- FCL Cutoff Date Time: 08.06.2006 12:00
- LCL Cutoff Date Time: 08.06.2006 06:00
- Empty Cutoff Date Time: 08.06.2006 14:00
- ☐ Late Submit Chrg Flg
- Rqst No: [Text]

At the bottom, it shows 'Record: 1/1' and '<OSC>'.

Port user login with his credentials and navigates to Document Export screen. Then he gets the following screen as shown bellow.

1) Port user selects DE No from LOV. Then data will be retrieved

2) User updates records

3) Port user enter these fields for cash party

4) User Checks this **Process De** before save

5) When **saved** DE process gets completed

IPOS

Application Edit Document Container Planning CFS Operations Control Management Admin Masters Reports Help Window

Clear Insert Document

Container System Container Documents-->Document Export [CMC] [NBCT]

DE No DEC0605260002 Status CSTM AGENT APP Submission Date Time Ctr No

F/W Agent 2395 COMERCIALIZADORA FORES LIENTUR S CONCEPCION A/C No 2395

Exporter 2070 3M CHILE S.A. SANTA ISABEL 1001 SANTIAGO Ctr Opr 1001

SCN No 065014 TESTING VESSEL ETA 15.2006 00:00 Terminal NBCT Count 1 Opr Name PORTUARIA LIRQUEN S.A.

Container No	Cmtd	Description	Count	Weight	Volume	Pkg Type	Cargo Value	Inland Origin	Origin Name	POT	Name	POO	Name
TEST08050649			100	2300.00	2000.000	BND	100.0000			MYPEN			

Cstm Agent 0005 AG. DE AD. ROGELIO VERA Cstm Ref No CS08632 Cstm Agent Approve Cstm Agent Reject

Gen Chrg Amt 100 Store Rent Amt 100 Rfr Chrg Amt 40

Rept No 08001 Receipt Dttm 09.06.2006 00:00 Rept Amt 2500

Remark PORT USER PROCESSING DE AT JUNE 8TH 2006 8:30

FCL CutOff Date Time 09.05.2006 12:00 LCL CutOff Date Time 09.05.2006 06:00 Empty Cutoff Date Time 09.05.2006 14:00 Late Submit Chrg Flg Rqst No

Record: 1/1

☒ Process DE

Processed User Name

Process Date Time 08-JUN-2006

10.5 Steps for Document Export

10.5.1 Steps for forwarder agent

- 1) Enter **Exporter** field manually or select it from LOV by pressing Key F9.
- 2) Enter **Ctr Opr** field manually or select it from LOV by pressing Key F9.
- 3) Enter **SCN**. This is mandatory. LOV is provided for this.
- 4) Enter **container No** for which wants to file DE.
- 5) Enter **count** field value.
- 6) Enter **pkg Type** value or select it from LOV by pressing key F9
- 7) Enter **cargo value** optionally.
- 8) Click on **save** button to save the entered data and to generate **DE No**.

10.5.2 Steps for Customs agent to file DE

- 1) Customs Agent login with his credentials and opens Document Export screen
- 2) Enter **DE No** field manually or select correct one from LOV, which was just generated by Forwarder agent.
- 3) Enter **cstm Ref No** value.
- 4) Select **Cstm Agent Approve** check box if wants to approve else select **Cstm Agent Reject**
- 5) Click on **save** button to save the entered data.

10.5.3 Steps for Port user to complete the DE process

- 1) Port user logs in with his credentials and opens Document export screen
- 2) Enter DE No manually or select valid one from LOV by Pressing key F9.
- 3) Enter Gen Chrg Amt filed value
- 4) Enter Store rent Amt field value.
- 5) Enter Rcpt No field value.
- 6) Enter Receipt dtm field value
- 7) Enter Rcpt Amt value.
- 8) Select check box **process DE** if user wants to finish the DE process.

10.6 Description Of Fields

- **DE No**
Represents Document Export Number. Forwarder agent generates this DE No. For customs agent and port user this is mandatory field.
- **Status**
When enter DE No, system retrieves the status of DE process. When customs agent enters DE No, he gets the message "Forwarder agent initiates". When port user enters DE No, he get the message "Cstms agent approval".
- **Ctr No**
Container Number used to filter display data. Optional field
- **F/W Agent**
Forwarder Agent acts like a mediator between container operator and vessel agent. It is display field only.
- **A/c NO**
It is display field populated with F/w agent.
- **Exporter**
Exporter is a person who exports containers. Look up available to select this field. Only Forwarder enters this field.
- **Ctr Opr**
Container operator is a person who owns the container.
- **SCN**
Shipping Call number logical number assigned to vessel. Only Forwarder user enters SCN. For other type of users it is display field.
- **ETA**
Estimated time of Arrival represents what is the estimated time of Vessel arrival on the berth.
- **Terminal**
This is display field. The terminal in which the user login is shown in the screen
- **Total wt**
It represents total weight of all the containers entered in the screen. Forwarder agent enters this. For vessel agent and port user it is display field only.
- **Total vol**
It represents total volume of all the containers entered in the screen. Forwarder agent enters this. For vessel agent and port user it is display field only.
- **Container No**
For Forwarder agent container No is Mandatory field. He enters the container No for which he want to generate DE No. Vessel agent and port user retrieves container no by entering DE No.
- **Cmdt**
Commodity code represents cargo's commodity. This data gets populated with container no.
- **Count**

Display field represents no of containers in the list for DE NO generation.

- **Weight**

Forwarder agent enters weight of the container. For other users it is display field only.

- **Volume**

Forwarder agent enters container volume. For other users it is display field only.

- **Pkg type**

Package type represents the cargo commodity type to be entered by depot user.

- **Cargo value**

Represents value of cargo related to container. This is to be entered by depot user.

- **Inland origin**

Represents the location from which the container moved to present location

- **POD**

Port of Destination represents the port name at which containers will be discharged from vessel.

- **FPD**

Final Port of Destination of the Container.

- **Cstm Ref No**

Customs Reference number, to be entered by Customs agent

- **Cstm Agent Approve**

When custom agent wants to approve the DE, he checks the checkbox. Mandatory field for Custom agent only.

- **Cstm Agent Reject**

When custom agent wants to reject the DE process, he checks Cstm Agent Reject checkbox.

- **Gen chrg amt**

It represents General charge amount to be entered by port user.

- **Store rent Amt**

Port user enters rent amount for storing of containers.

- **Rcpt No**

Port user enters Receipt number.

- **Receipt dtm**

Receipt date and time represents the generation time of receipt to be entered by port user.

- **Rcpt amt**

Receipt amount to be entered by port user

- **Late submit chrg flg**

When DE process is in progress even after cut-off time exceeds, system automatically marks this flag

11 Document Status Monitoring

11.1 Introduction

The Document Status Monitoring Screen is used to monitor the status of DI and DE forms. Internal User can see details of all the DE/DI. External User can see the status of DI/DE relevant to them.

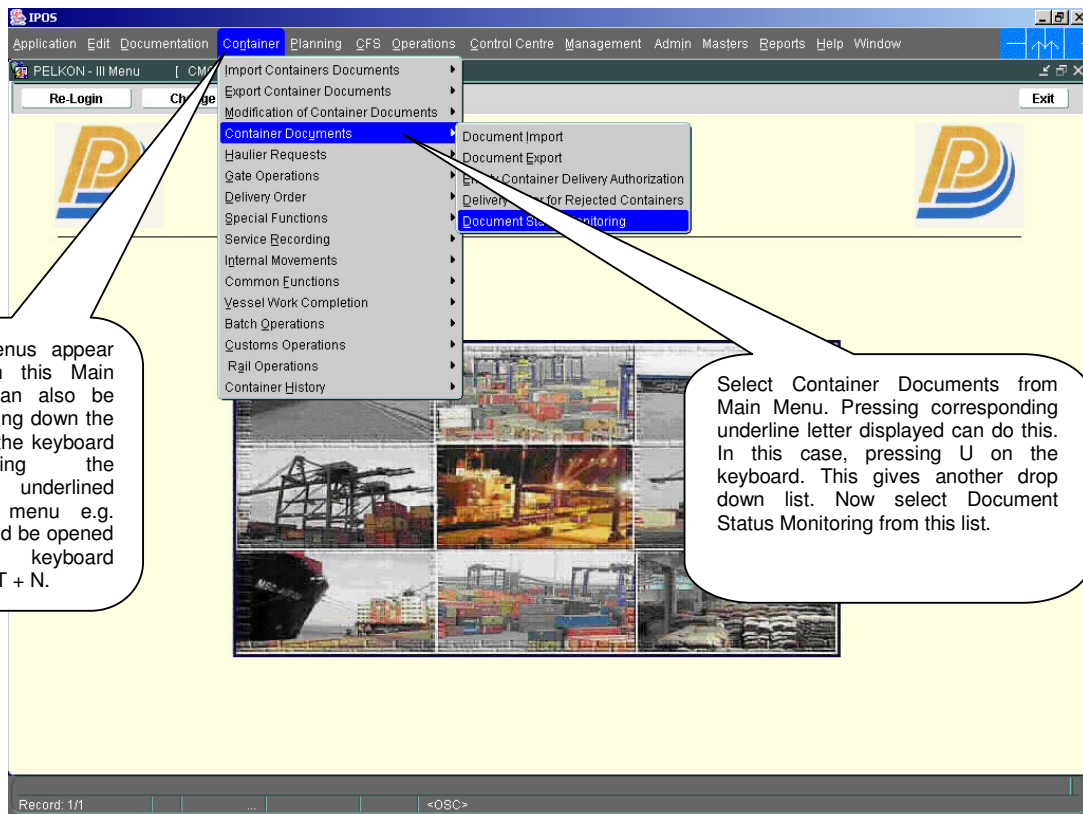
11.2 Document Status Monitoring Functional Overview

1. The Document Status Monitoring Screen is used to monitor the status of DI and DE forms.
2. On opening the screen, the users are able to see the details of DI/DE relevant to them.
3. Following details are displayed:
 - i. Document Import Number/Document Export Number
 - ii. Forwarding agent.
 - iii. Vessel Agent
 - iv. DI/DE Status
 - v. The following is the DE status
 - a. Forwarding Agent Entry Confirmation.
 - b. Customs Clearance status which could be either Approved/Rejected
 - c. DE Processed.
 - vi. The following is the DI Status
 - a. Forwarding Agent Entry Confirmation.
 - b. Vessel Agent Confirmation
 - c. Forwarding Agent Final Approval
 - d. DI processed.

11.3 System Navigation – Document Status Monitoring

This section demonstrates how to navigate up to Document Status Monitoring screen. The navigation process to access Document Status Monitoring is as follows:-

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Document Status Monitoring from drop down menu.
8. **Navigation: - Container -> Container Documents -> Document Status Monitoring (Short Cut Key: - ALT + N, U, D)**



SCN Lookup

When there is an SCN Field in the main screen, pressing the F9 key on the keyboard or by double clicking in the field will bring up the "List of Vessels" or SCN Lookup screen similar to pop-up shown below.

This screen assists in locating the correct voyage. All voyages in the PELKON III system are listed.

On selection of SCN Lookup, system presents user with following lookup window:

Entering characters before or after the % sign will allow a search to be constructed. Each additional letter reduces the number of entries displayed. If letters are entered before "%" sign, then lookup entries are filtered on 1st column.

The screenshot shows a window titled "List of Voyages" with a search bar at the top containing "Find 0%". Below the search bar is a table with the following columns: SCN, Vessel Name, Eta Dttm, Etd_Dttm, Dsch Voy No, and Ld Voy No. The table contains 17 rows of data. Callouts point to specific columns: "Expected Time of Arrival for voyage" points to the "Eta Dttm" column, "Expected Time of departure for vessel" points to the "Etd_Dttm" column, "Discharge Voyage Number For Vessel" points to the "Dsch Voy No" column, and "Load Voyage Number For Vessel" points to the "Ld Voy No" column. The "Find" button is at the bottom left, and "OK" and "Cancel" buttons are at the bottom right.

SCN	Vessel Name	Eta Dttm	Etd_Dttm	Dsch Voy No	Ld Voy No
064002	PP1	28.04.2006 00:00	30.04.2006 00:00	18	13
065002	SCENARIO 1	05.05.2006 00:00	10.05.2006 00:00		
065004	SCENARIO 1	06.05.2006 00:00	04.05.2006 20:50		
065011	LOAD VESSEL FOR TEST	06.05.2006 09:00	07.05.2006 00:00		114155
065010	SCEN2 LONG NAME	07.05.2006 00:00	08.05.2006 00:00		
065006	SCEN2 LONG NAME	07.05.2006 10:00	06.05.2006 00:00		
065015	EDI	07.05.2006 19:00	10.05.2006 00:00		11
065012	PPPP	09.05.2006 00:00	11.05.2006 00:00		
065007	SCEN2 LONG NAME	09.05.2006 00:00	06.05.2006 12:01		
065005	SCENARIO 1	09.05.2006 05:00	09.05.2006 00:00		
065014	TESTING VESSEL	10.05.2006 00:00	12.05.2006 00:00		
065013	PPPP	10.05.2006 00:00	11.05.2006 00:00	45	
065016	SCEN2 LONG NAME	11.05.2006 00:00	12.05.2006 00:00		L01
065017	LOAD VESSEL FOR TEST	11.05.2006 00:00	12.05.2006 00:00		L01
065025	SCEN2 LONG NAME	11.05.2006 00:00	12.05.2006 00:00		

11.5 Document Status Monitoring - Steps

1. If the SCN is known, enter in "**SCN**" field. Otherwise, use the lookup to search for the correct SCN. Lookups are invoked by pressing F9 key on respective field. Lookup shows all vessels with SCN/Vessel Name/ETA/ETD details. User can select any one SCN. System retrieves "**Vessel Name**".
2. User can retrieve the relevant containers. User can either press "**Retrieve**" button or retrieve all the relevant containers, or user can feed further filtering criteria. Containers that are not in port will not be displayed after retrieving.

3. Now in the screen, the users are able to see the details of DI/DE relevant to them.
4. All the Containers will be displayed in the “**Table**” field.
5. Following details are displayed:
6. Document Import Number/Document Export Number
7. Forwarding agent.
8. Vessel Agent
9. DI/DE Status
10. The following is the DE status
 - a. Forwarding Agent Entry Confirmation.
 - b. Customs Clearance status which could be either Approved/Rejected
 - c. DE Processed.
11. The following is the DI Status
 - a. Forwarding Agent Entry Confirmation.
 - b. Vessel Agent Confirmation
 - c. Forwarding Agent Final Approval
 - d. DI processed.

11.6 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that the user must be populated for the user to proceed.

Main Screen: Selection Criteria Area:

- **Document Type**
Document type will be entered are selected from the LOV.
- **SCN**
User to enter SCN or has to select one from the drop down list.
This is number which represents the voyage that user should be selecting for working with.
This is 6-digit voyage call number that is generated by the system for every voyage that is registered.
- **Vessel Agent**
Shipping agent code will be entered in this field this is a query parameter.

Main Screen: Table:

- **Document No**
Document number will be populated in this field.
- **Importer/Exporter**

A person who looks after the container operations ie., exporting of the container or importing of the container.

- **Account No**

Account number of the forwarder will be displayed.

- **SCN**

User to enter SCN or has to select one from the drop down list.

This is number which represents the voyage that user should be selecting for working with. This is 6-digit voyage call number that is generated by the system for every voyage that is registered.

- **Vessel Name**

When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.

- **ETA**

Estimated Time of Arrival of the Container into the port

- **FRWDR Submission Date Time**

Forwarder submission date and time of the document will be displayed in this field.

- **VSLAgent Approved Dttm**

Vessel Agent's Approval Date and time of the document will be displayed in this field.