

PSA CHENNAI - TOS UPGRADE

Dyna Port - User Manual

❖ VOA – Vessel Operating Agent

- Berth Application
- Forms Distribution
- Consolidated Load and Discharge List
- Reports

❖ COA – Container Operating Agent

- Consolidated Load and Discharge List
- Container Manifestation (Create Container or Add/Edit)
- EIR – Equipment Inter Change Receipt
- Bulk Empty EIR
- EDO – Electronic Delivery Order
- DRF - Delivery Request Form
- SSR & Invoice
- Reports

❖ CHA – Customs House Agent

- Consolidated Load and Discharge List
- EIR – Equipment Inter Change Receipt
- DRF - Delivery Request Form

❖ CFS – Container Freight Station Operator

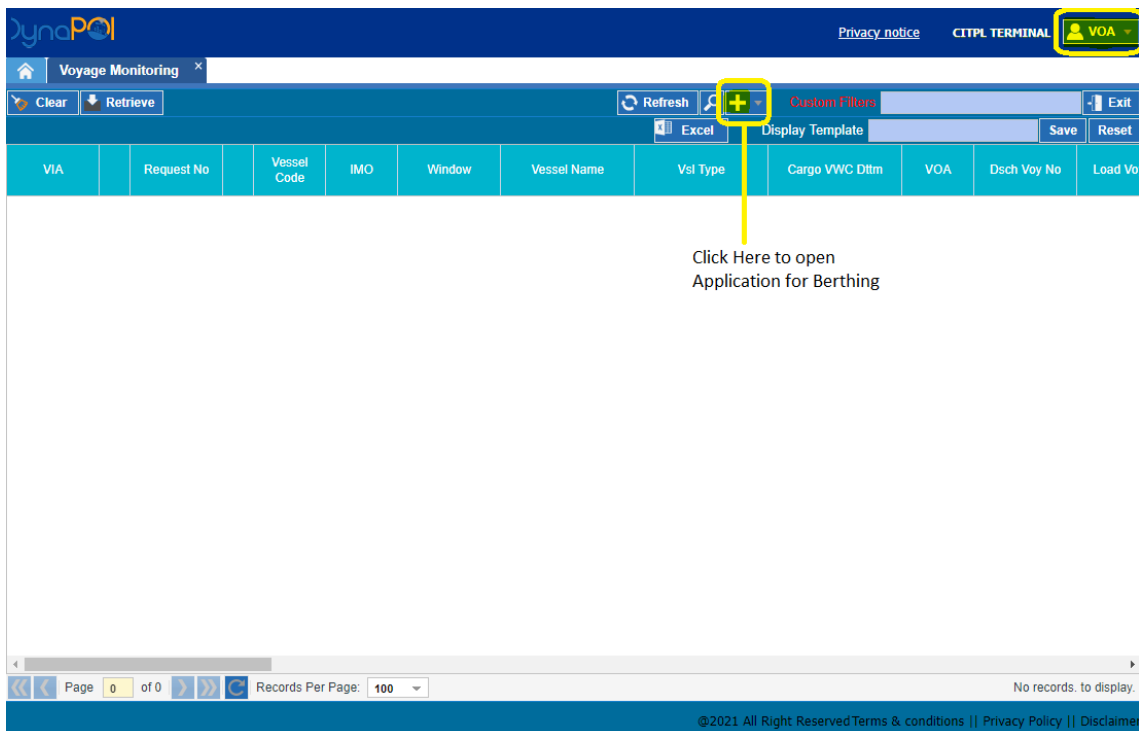
- Consolidated Load and Discharge List
- EIR – Equipment Inter Change Receipt
- DRF - Delivery Request Form
- SSR & Invoice
- Reports

❖ Container History

Berth Application (VIA Generation)

Navigation → Menu > Enquiry > Voyage Monitoring

- Click Add (+) Button to open Application for Berthing
- Update all Mandatory Field and Click Save. Errors will be highlighted in red color if any
- STA – Schedule Time of Arrival (i.e. Window Date & Time)
- Request Number Will Generate once details has update Properly.



The screenshot shows the 'Application For Berthing' form. It is divided into several sections:

- Vessel Call Details:** Includes fields for Terminal (CITPL), CITPL TERMINAL, IMO, Call Sign, and Vessel Name.
- Request Information:** Fields for Request No, Vessel Code, Vsl Category, and VOA.
- Schedule and Dates:** Fields for Service Cd, Window, ETA, ETD, Diff in Hrs, and STA.
- Port and Berthing:** Fields for Last Port, Next Port, Berth No, Berthing Side, and Berthing Rmrks.
- Operational Details:** Fields for D/L/Bth Ind, M/F Ind, Shipping Line, Business Unit(SBU), Load Voy No, and Dsch Voy No.
- Quantities and Weights:** Fields for Exp Load(Count), Exp Load RFR(Count), Exp Dsch(Count), Exp Dsch RFR(Count), Exp RESTOW(Count), Exp EIR (Count), and Exp EIR (TEU).
- Qualifiers and Levels:** Fields for ETA Qualifier, ISPS Level, EGM Rotation No, and IGM Rotation No.
- Physical and Safety:** Fields for Total Wt, Vldt Wt, Hold, Hold Remark, Remarks, Maiden Voyage, Dummy Voyage, VisitMultipleAsset Area, Bunker Vessel, Hz Arr, Hz Dep, FAN, Yellow Fever Area, Mooring Service, and Emergency.
- Draft Details:** Fields for Arrival Forward, Arrival Aft, Departure Forward, and Departure Aft.
- Air Draft:** A field for Air Draft.

 At the bottom of the form, there are buttons for 'Save', 'Clear', and 'Close'.

FORMS DISTRIBUTION

EIR Distribution by VOA

Navigation → Menu > Container Operations > EIR Distributions > EIR Distribution by VOA

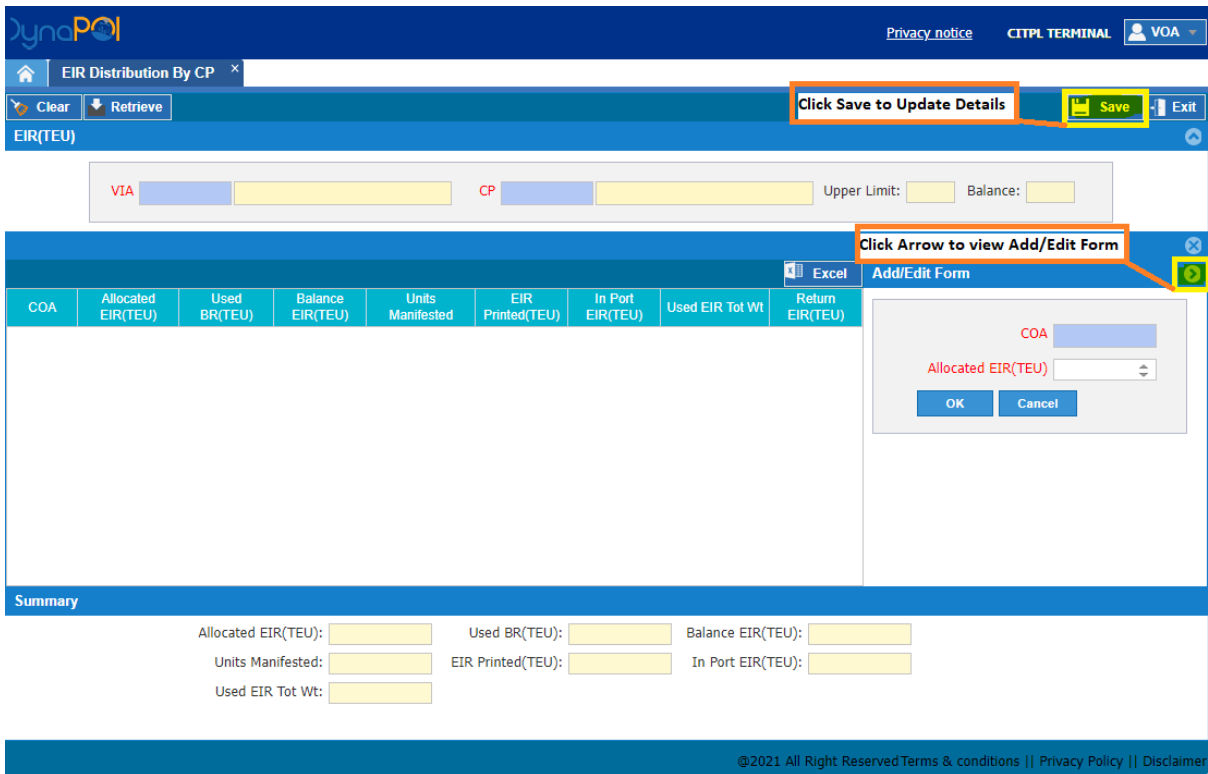
- Enter VIA Number and Click **Retrieve** Button.
- Forms Count in Teus Will be display in Upper Limit
- Enter CP code in Add/Edit form and post required forms count in Teus. Click **OK & SAVE** button
- To Modify the Forms count, click the CP row and change the count in 'Allocated EIR' and Click **OK & SAVE**

The screenshot shows the 'EIR Distribution By VOA' interface. At the top, there are tabs for 'Voyage Monitoring' and 'EIR Distribution By VOA'. Below the tabs, there are 'Clear' and 'Retrieve' buttons. A search bar contains 'VIA' and 'VOA' fields, along with 'Upper Limit' and 'Balance' fields. A table with the following columns is visible: Consortium Partner Code, Allocated EIR(TEU), Used BR(TEU), Balance EIR(TEU), Units Manifested, EIR Printed(TEU), In Port EIR(TEU), and Used EIR Tot Wt. An 'Add/Edit Form' dialog box is open, showing 'Consortium Partner Code' and 'Allocated EIR(TEU)' fields, with 'OK' and 'Cancel' buttons. A 'Summary' section at the bottom displays: Allocated EIR(TEU): [field], Used BR(TEU): [field], Balance EIR(TEU): [field], Units Manifested: [field], EIR Printed(TEU): [field], In Port EIR(TEU): [field], and Used EIR Tot Wt: [field]. Annotations highlight the 'Click SAVE to update details' button and the 'Click Arrow to view Add / Edit Form' button.

EIR Distribution by CP

Navigation → Menu > Container Operations > EIR Distributions > EIR Distribution by CP

- Enter Correct VIA Number, CP and Click **Retrieve** Button.
- Forms Count in Teus Will be display in Upper Limit
- Enter COA code in Add/Edit form and post required forms count in Teus. Click **OK & SAVE** button
- To Modify the Forms count, click the COA row and change the count in 'Allocated EIR' and Click **OK & SAVE**



Equipment Interchange Receipt (Single)

Navigation → Menu > Container Operations > EIR Distributions > Equipment Interchange Receipt

- Enter mandatory details for Process EIR
- Click Print to Generate the EIR.

EIR Monitoring by COA

Navigation → Menu > Container Operations > EIR Distributions > EIR Monitoring by COA

- Enter COA to retrieve the forms distribution details by vessel / CP wise.

EIR Monitoring by CHA

Navigation → Menu > Container Operations > EIR Distributions > EIR Monitoring by CHA

- Enter CHA to retrieve the forms distribution details by vessel / CP / Depot operator wise

EIR Monitoring by CFS

Navigation → Menu > Container Operations > EIR Distributions > EIR Monitoring by CFS

- Enter Depot Operator to retrieve the forms distribution details by vessel / CP / CHA

EIR No	Container No	Full/Empty Ind	Size	Ctr Tare WT(MT)
Cargo Wt	Total Wt	CFS Exit Dttm		
Category	Commodity Code	Cmtd Description		
ISO	Truck No	Driver Name	Transporter Cd SELF	
Trailer No	Depot/CFS Cd	Depot/CFS Name		
Liner Seal	Liner Seal Type	Customs Seal	Customs Seal Type	
Shipper Seal	Shipper Seal Type	VIA		
POD	FPD	Shipping Bill No	(Double click Shipping Bill No field for entering bill details)	
Set Temp	Temp Msr Unit	Shipping Bill Dttm	Process EIR	ITT
Exporter				

DynaPORT EIR Empty By COA Privacy notice CITPL TERMINAL COA

Clear Retrieve Save Exit

Query Parameters

VIA COA CP Upper Limit: Balance:

#	ISO	Size	Height	Type	Category	POD	FF
1	42G1	40	86	GP	MTY	MYPKW	AE/

Delete this Record

EIR Printed

View Printed EIR

Click Arrow to view Add/Edit Form

Add/Edit Form

ISO

Size Height

Type

POD FPD

Allocated EIR

OK Cancel

Printed EIRs RePrint EIR Excel

#	EIR No	Container No

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Equipment Interchange Receipt (Bulk Empty)

Navigation → Menu > Container Operations > EIR Distributions > EIR Mty by COA

- Enter VIA and COA to retrieve the forms count Upper Limit
- Update ISO code, POD, FPD, Allocated EIR count in Add/Edit form
- Click Ok and Save Button to complete the Process
- Right Click the List to Delete / Print / View EIR.

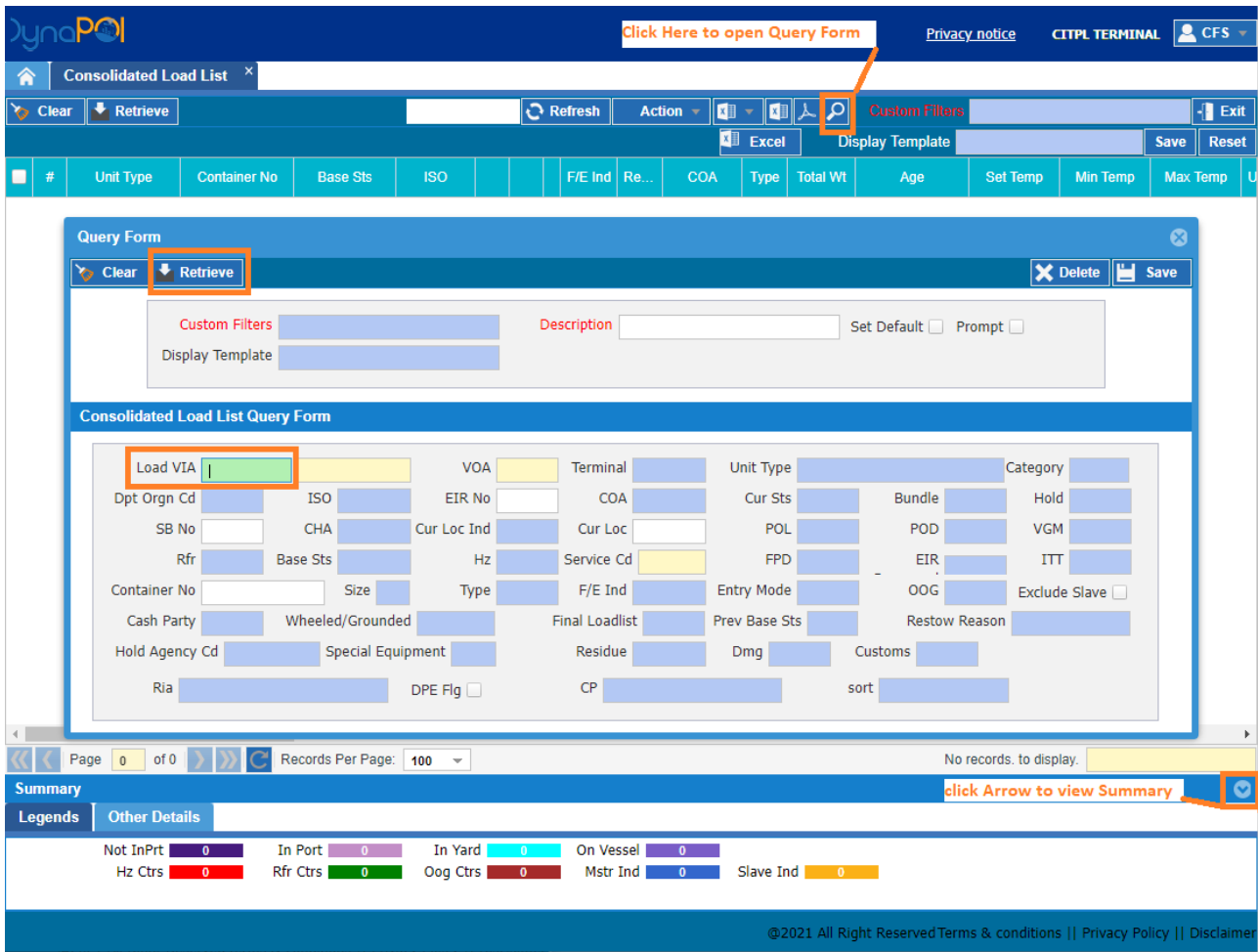
Consolidated Discharge list / Load list

Navigation → Menu > Container Documentations > Import Documents > Consolidated Discharge list

Navigation → Menu > Container Documentations > Export Documents > Consolidated Load list

Query Form

- Enter VIA number and other required data in Query form
- **Click Only Query Form Retrieve Button in the same screen to display the container list.**
- Click PDF/Excel to generate report



Custom Filter

- In Consolidated Discharge and Load list we can customize the Query filter with Name (My View)
- We can save and delete multiple Custom Filter in our user credentials.
- **Click Down Arrow in custom Filter and Select Filter Name Then Click Retrieve Button.** we can get the container List
- Remove Filter Name if we don't want any specific Query Filter

Display Template

- In Consolidated Discharge and Load list we can customize the Column (Example - Coa details display Position)
- Just Click the Coa Label and drag to move on other column as we expect and Enter Name in Display Template field then Click Save Button
- We can save and delete multiple display template in our user credentials.
- Click Reset Button to View default Grid view.

Consolidated Load List

Clear Retrieve Refresh Action Custom Filters MY VIEW Exit

Excel Display Template Save Reset

#	Unit Type	Container No	Base Sts	ISO	F/E Ind	Re...	COA	Type	Total Wt	Age	Set Temp	Min Temp	Max Temp
---	-----------	--------------	----------	-----	---------	-------	-----	------	----------	-----	----------	----------	----------

Query Form

Clear Retrieve Delete Save

Custom Filters MY VIEW Description MY VIEW Set Default Prompt

Display Template

Consolidated Load List Query Form

Load VIA VOA Terminal Unit Type Category

Dpt Orgn Cd ISO EIR No Cur Sts Bundle Hold

SB No CHA Cur Loc Ind Cur Loc POL POD VGM

Rfr Base Sts Hz Service Cd FPD EIR ITT

Container No Size Type F/E Ind Entry Mode OOG Exclude Slave

Cash Party Wheeled/Grounded Final Loadlist Prev Base Sts Restow Reason

Hold Agency Cd Special Equipment Residue Dmg Customs

Ria DPE Flg CP sort

Page 0 of 0 Records Per Page: 400 No records to display.

Summary

Legends Other Details

Not InPrt 0 In Port 0 In Yard 0 On Vessel 0

HZ Ctrs 0 Rfr Ctrs 0 Oog Ctrs 0 Mstr Ind 0 Slave Ind 0

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dynaPORT

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Consolidated Load List

234012 Clear Retrieve Refresh Action Custom Filters MY VIEW Exit

Excel Display Template COA Save Reset

#	Unit Type	Container No	Base Sts	ISO	F/E Ind	Re...	Type	POD	FPD	Category	EIR No
	CONTAINER	WHLU12359845	T	45G1	F	N	HC	SGSIN	SGSIN	GAR	-
	-	TRANSHIBI	T	2001	F	N	GP	SGSIN	AEAAN	ODO	2308050001
	CONTAINER	TRANS987987	T	22G1	F	N	GP	SGSIN	SGSIN	GAR	-
	CONTAINER	TRANS2	T	2001	F	N	GP	MYPKW	AEAJM	GEN	-
	CONTAINER	TRAN1235864	T	22G1	F	N	GP	SGSIN	SGSIN	GEN	-
	CONTAINER	TRAN1234587	T	22G1	F	N	GP	SGSIN	SGSIN	GAR	-
	CONTAINER	TRA123458	T	22G1	F	N	GP	SGSIN	SGSIN	GAR	-
	CONTAINER	TLXU5403234	R	4400	F	N	HC	INVTZ	INVTZ	GEN	-
	CONTAINER	TEST1234567	T	22G1	F	N	GP	SGSIN	SGSIN	GEN	2308050003
	-	SLV9+86	E	2003	E	N	GP	CNNGB	AEAJM	BDL	2327040010
	-	SLV8796	E	2003	E	N	GP	CNNGB	AEAJM	BDL	2327040010
	CONTAINER	SLE8979	E	2002	E	N	GP	CNNGB	ADZZZ	BDL	2328040009
	CONTAINER	SLE86798	E	2002	E	N	GP	CNNGB	ADZZZ	BDL	-
	CONTAINER	SLE6498	E	2002	E	N	GP	CNNGB	ADZZZ	BDL	-
	CONTAINER	SLAVE979	E	2062	E	N	FL	SGSIN	SGSIN	MTY	2327040004
	CONTAINER	SLAVE8794	E	2062	E	N	FL	SGSIN	SGSIN	MTY	2327040004
	CONTAINER	SLAVE1234	E	2062	E	N	FL	SGSIN	SGSIN	MTY	2327040004
	CONTAINER	RFCU2277221	E	45G1	F	N	HC	MYPKW	SGSIN	GEN	2304050018
	CONTAINER	REGU5097709	T	4410	F	N	HC	SGSIN	AEAUH	TEST	-
	CONTAINER	RAMBUNDLE	E	2003	E	N	GP	SGSIN	SGSIN	BDL	2303050003
	-	MTY246	E	22G1	E	N	GP	SGSIN	SGSIN	MTY	-

Page 1 of 1 Records Per Page: 100 Displaying records 1 - 100 of 100

Summary

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Container Manifestation (Single)

Navigation → Menu > Container Operations > Container Documents > Create container

- Enter Via number, Container No, CHA, CP and update all other mandatory field
- Reefer category containers should be update Temperature details
- Hazardous category containers should be update UN Hz code and Set Primary
- OOG category container should be update over hanging dimensions.
- **Bundle Category containers need to be update Slave container details.**
- Click Save Button.

Delete Manifested Container

Navigation → Menu > Container Operations > Container Documents > Create container

- Enter Manifested Container
- Click Delete Button

Transshipment Manifestation (Other Terminal to CITPL)

Navigation → Menu > Container Operations > Container Documents > Create container

- Enter Container No which has Planned to move from Other Terminal to CITPL
- Select Base status as Transshipment
- Update VIA as **CCTL** and Transshipment Via as Planned CITPL VIA.
- Enter remaining mandatory details and click Save Button.

The screenshot shows the 'Add/Edit Container' interface in TCS DynaPORT. The form is divided into several sections:

- Unit Type:** CONTAINER
- Base Sts:** TRANSHIPMENT (highlighted with an orange box)
- VIA:** CCTL (highlighted with an orange box)
- Trnshpmt VIA:** (highlighted with an orange box)
- Container No:** (empty field)
- Booking No:** (empty field)
- ISO:** (empty field)
- Size:** (empty field)
- Type:** (empty field)
- Height:** (empty field)
- F/E Ind:** (empty field)
- FCL / LCL Ind:** (empty field)
- Residue:**
- BDL Ind:** (empty field)
- Total Wt:** (empty field)
- Category:** (empty field)
- POO:** (empty field)
- POL:** (empty field)
- POD:** (empty field)
- FPD:** (empty field)
- CP:** (empty field)
- COA:** (empty field)
- Disp Mode:** (empty field)
- Entry Mode:** (empty field)
- Exit Mode:** (empty field)
- Commodity:** (empty field)
- Comdty Name:** (empty field)
- Cargo Remark:** (empty field)
- Load Vsl Lctn:** (empty field)
- Dschrg vsl Lctn:** (empty field)
- Importer:** (empty field)
- Exporter:** (empty field)
- Liner Seal:** (empty field)
- Liner Seal Type:** (empty field)
- Customs Seal:** (empty field)
- Customs Seal Type:** (empty field)
- Shipper Seal:** (empty field)
- Shipper Seal Type:** (empty field)
- Load Instr Cd:** (empty field)
- CHA:** (empty field)
- Depot Orgn Cd:** (empty field)
- Depot dest Cd:** (empty field)
- Imp/Exp Name:** (empty field)
- Bill Of Ldg:** (empty field)
- Billing Party:** (empty field)
- Rstw Type:** (empty field)
- Description:** (empty field)
- DPD Flag:**
- Delivery Party:** (empty field)
- Crg Condition:** (empty field)
- Inland Cd:** (empty field)
- Service Cd:** (empty field)
- DPE Receipt Pty:** (empty field)
- Line No:** (empty field)

At the bottom of the form, there are tabs for 'Hazardous Details', 'Reefer Details', 'OOG Details', 'Bundle Details', and 'VGM Details'. Below these tabs is a table with the following structure:

Un Hz Cd	IMDG	Tech Descr	Primary	Delete Marked
<input type="checkbox"/>				

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Container Manifestation (Bulk)

Navigation → Menu > Container Documentation > Container list excel upload > Download Template

- Enter all the container mandatory details in Excel Template and save in your Local Computer machine. **(Don't Modify cell format and Column Position)**
- System will consider Latest Upload for Containers Attributes (i.e. Size, etc.)
- **Please ensure to use Fresh Excel Template at all times to avoid Errors.**
- Select Base status, Load VIA, and Excel File.
- Click Upload Button in Container List Excel Upload screen
- Based on Successful message container list will appear in Consolidated Load List and we can verify.

Delivery Request Form (Single Container DRF)

Navigation → Menu > Container Documentations > Import Documents > Consolidated Discharge list

Click Query and retrieve the container list as per query filter.

- Select Single container > right click > Delivery Request Form
- Update Mandatory details as per Existing Delivery Pattern.

- Click Save Button
- Click Print Button for DRF Print out (Re - Print Will Not Allow)

Deliver Request Form

Print DRF

Container No CAIU6069496 BOE/Custom Ref BOE/Custom Dttm

IGM NO Importer Code Do Exp DTTM 23:59

Truck No Driver Name Trailer No

CHA Transporter Cd PIN No Ptt

Custom Rmrks Inland Dest Approved

Do Exp Override DTTM D/O No EDI

Misc Party Delivery Address OOC No

OOC Dttm EDO No EDO Dttm

Spl Instr DPD Flg

Delivery Commenced Date Depot dest Cd DPDDPD

Payment Date

Save Clear Close

Delivery Request Form (Multiple Container DRF)

Navigation → Menu > Container Documentations > Import Documents > Consolidated Discharge list

Deliver Request Form

Print DRF

BOE/Custom Ref BOE/Custom Dttm CHA

Importer Code Chargeable Party Do Exp DTTM 23:59

Truck No Driver Name Transporter Cd

Trailer No PIN No Ptt Flg

Approved Custom Rmrks Inland Dest

Do Exp Override DTTM D/O No Misc Party

Delivery Address Delivery Party Spl Instr

Delivery Commenced Date Depot dest Cd

Apply All Clear

#	Error Message	Container No	BOE/Custom Ref	BOE/Custom Dttm	CHA	Importer Code	Do Exp DTTM	Truck No
1	-	CAIU6069496	-	-	-	-	-	-

Save Close

- Click Query and retrieve the container list as per query filter.
- Select Multiple container > click Action > Delivery Request Form
- Update Mandatory details as per Existing Delivery Pattern and do Apply all.
- Click Save Button
- Click Print Button for DRF Print Out (Re - Print Will Not Allow)

EDO Release

Navigation → Menu > Container Documentations > Import Documents > Consolidated Discharge list

- Click Query and retrieve the container list as per query filter.
- Select Multiple container > click Action > EDO Release
- Update Mandatory details as per Existing Delivery Pattern and do Apply all
- Click Save Button

#	Error Message	Container No	BOE/Custom Ref	BOE/Custom Dttm	Do Exp DTTM	Delivery Approved	Chargeable Party	Depot Cd
1	-	CAIU6069496	-	-	-	N	-	DPDDPD

Special Service Request (SSR)

Navigation → Menu > Container Operations > Service Recording > Container Service Recording

- Click Query and retrieve the container list as per query filter.
- Click Print for PDF report

Container History

Navigation → Menu > Enquiry > Container History

The screenshot displays the 'Container History Query Form' interface. At the top, there's a navigation bar with 'DynaPORT' logo, 'Privacy notice', 'CITPL TERMINAL', and a user profile 'VOA'. Below the navigation bar, there are buttons for 'Clear', 'Refresh', 'Previous', 'Next', and 'Exit'. The main form area is titled 'Container History Query Form' and contains a grid of input fields for various container details. At the bottom of the form, there are several checkboxes for different container statuses and handling instructions. To the left of the main form, there is an 'Additional Information' sidebar with a list of menu items: 'Transporter Details & Seal', 'Entry', 'Exit', 'Reefer Details', 'OOG Details', 'Hazardous Details', 'Damage Details', 'Service Details', and 'Reefer Conn Details'. The footer of the page contains the text: '@2021 All Right Reserved Terms & conditions || Privacy Policy || Disclaimer'.

Report

Navigation → Menu > Reports > Container Repots > Daily Recv/Dlvy for VOA

Navigation → Menu > Reports > Container Reports > Daily Recv/ Dly for COA

Navigation → Menu > Reports > Container Reports > CFS Monitoring Report

Navigation → Menu > Reports > Container Reports > PNR Movement Report

Navigation → Menu > Reports > Yard Reports > Yard Inventory Reports

Invoice

Navigation → Menu > Invoice > Proforma Processing