PSA CHENNAI - TOS UPGRADE

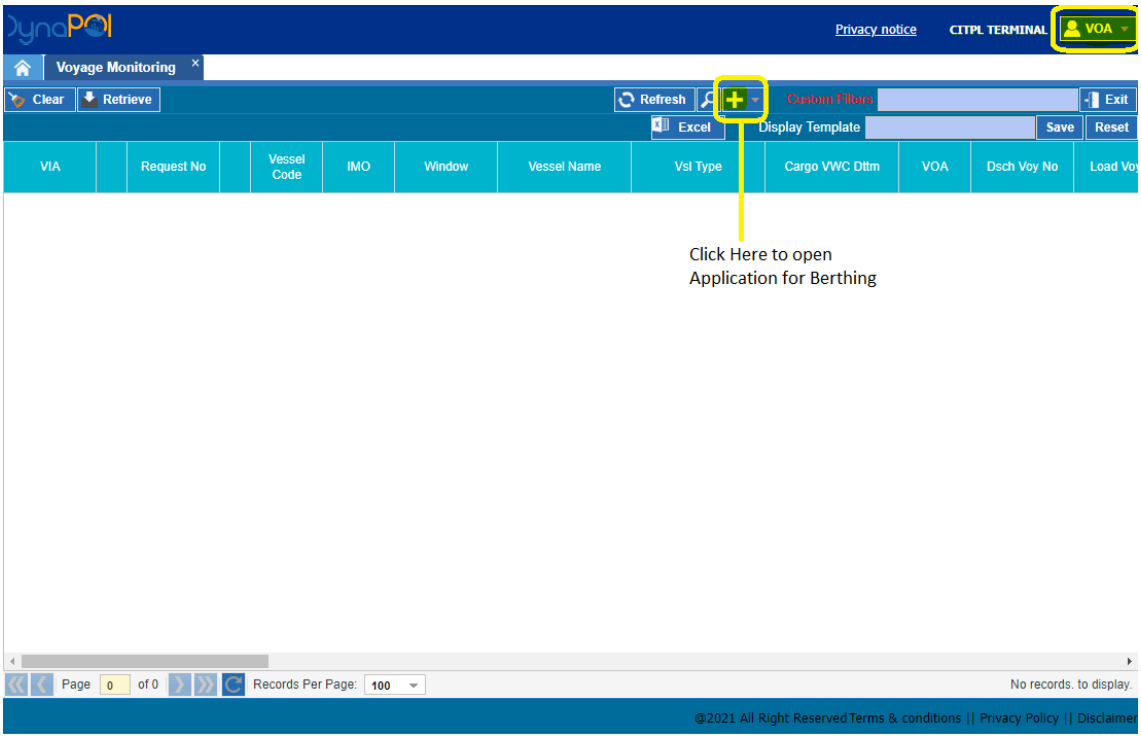
Dyna Port - User Manual

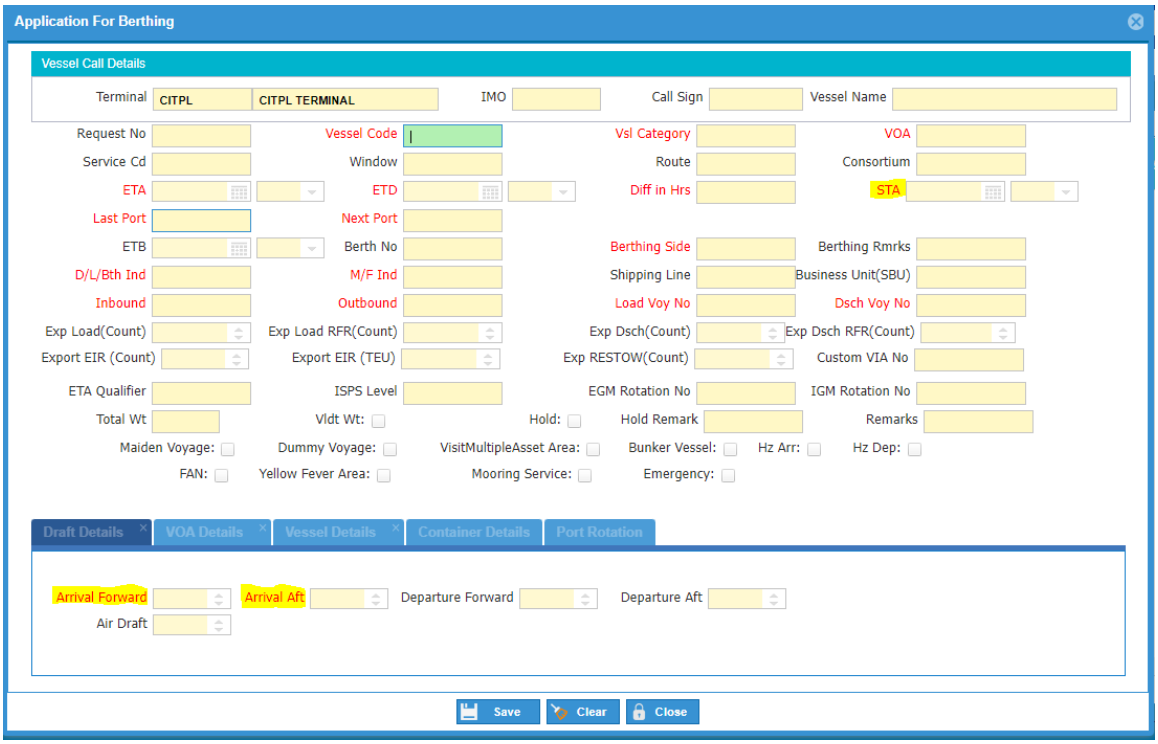
- **VOA – Vessel Operating Agent**
  - Berth Application
  - Forms Distribution
  - Consolidated Load and Discharge List
  - Reports
- **COA – Container Operating Agent**
  - Consolidated Load and Discharge List
  - Container Manifestation (Create Container or Add/Edit)
  - EIR – Equipment Inter Change 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.



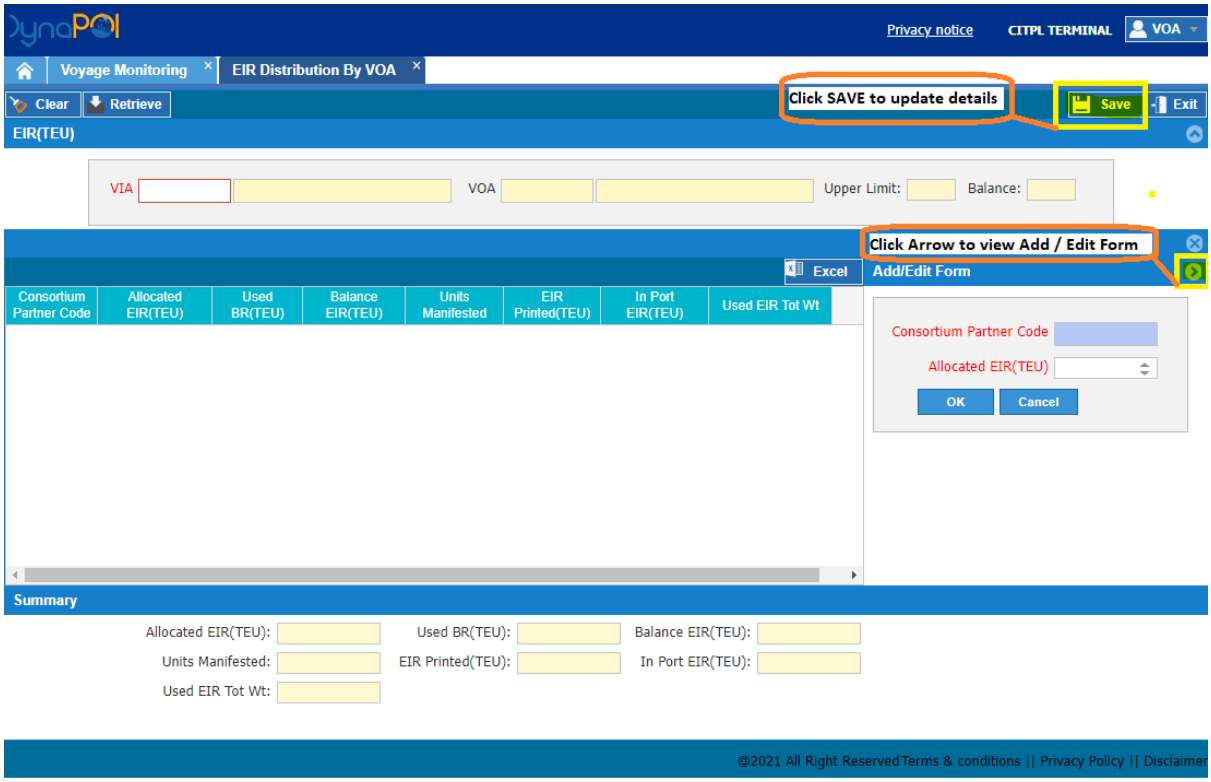


FORMS DISTRIBUTION

EIR Distribution by VOA

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

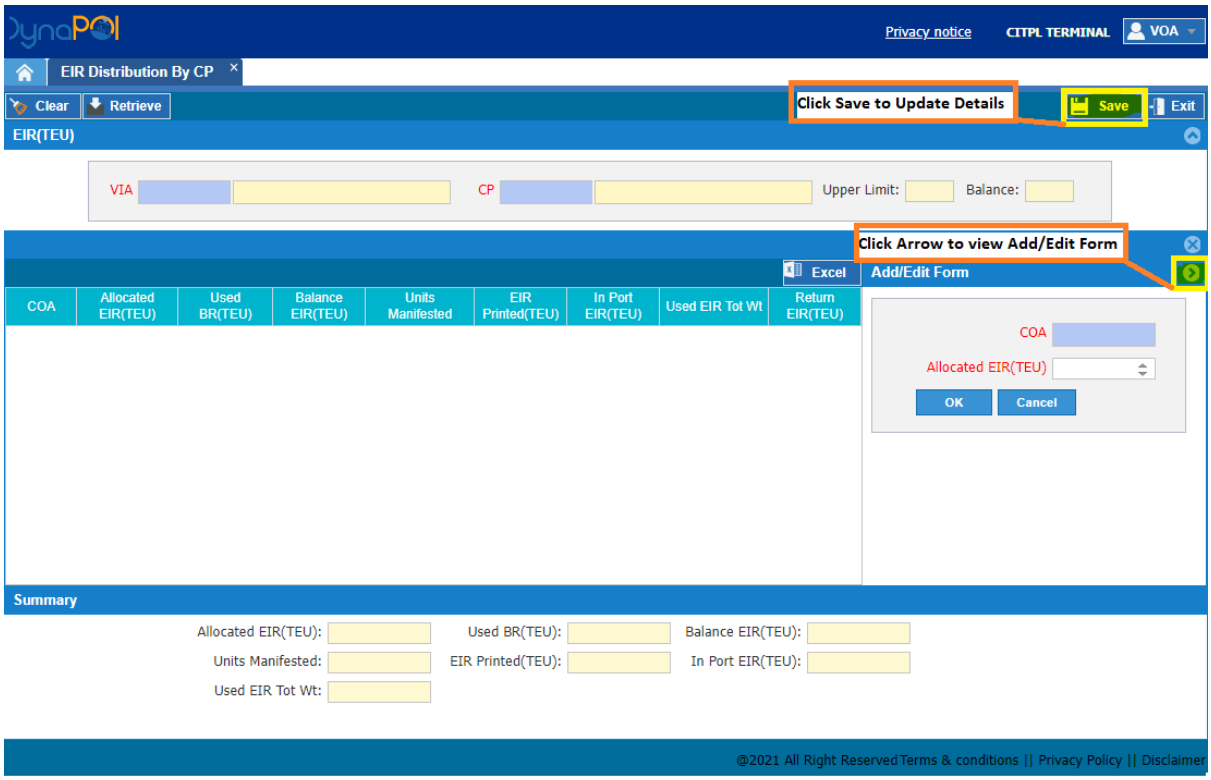
- Enter VIA Number and Click **Retrieve** Button.
- Forms Count in Teus Will be display in Upper Limit
- Enter CP code in Add/Edit form and post required forms count in Teus. Click **OK & SAVE** button
- To Modify the Forms count, click the CP row and change the count in 'Allocated EIR' and Click **OK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



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

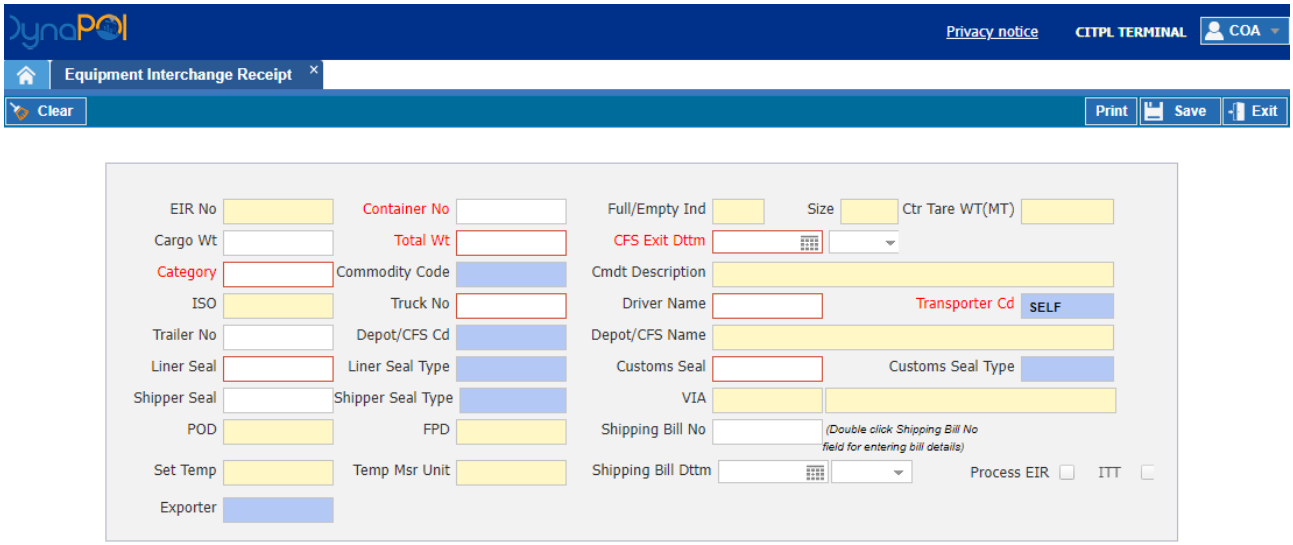
Navigation → Menu > Container Operations > EIR Distributions > EIR Monitoring by CHA

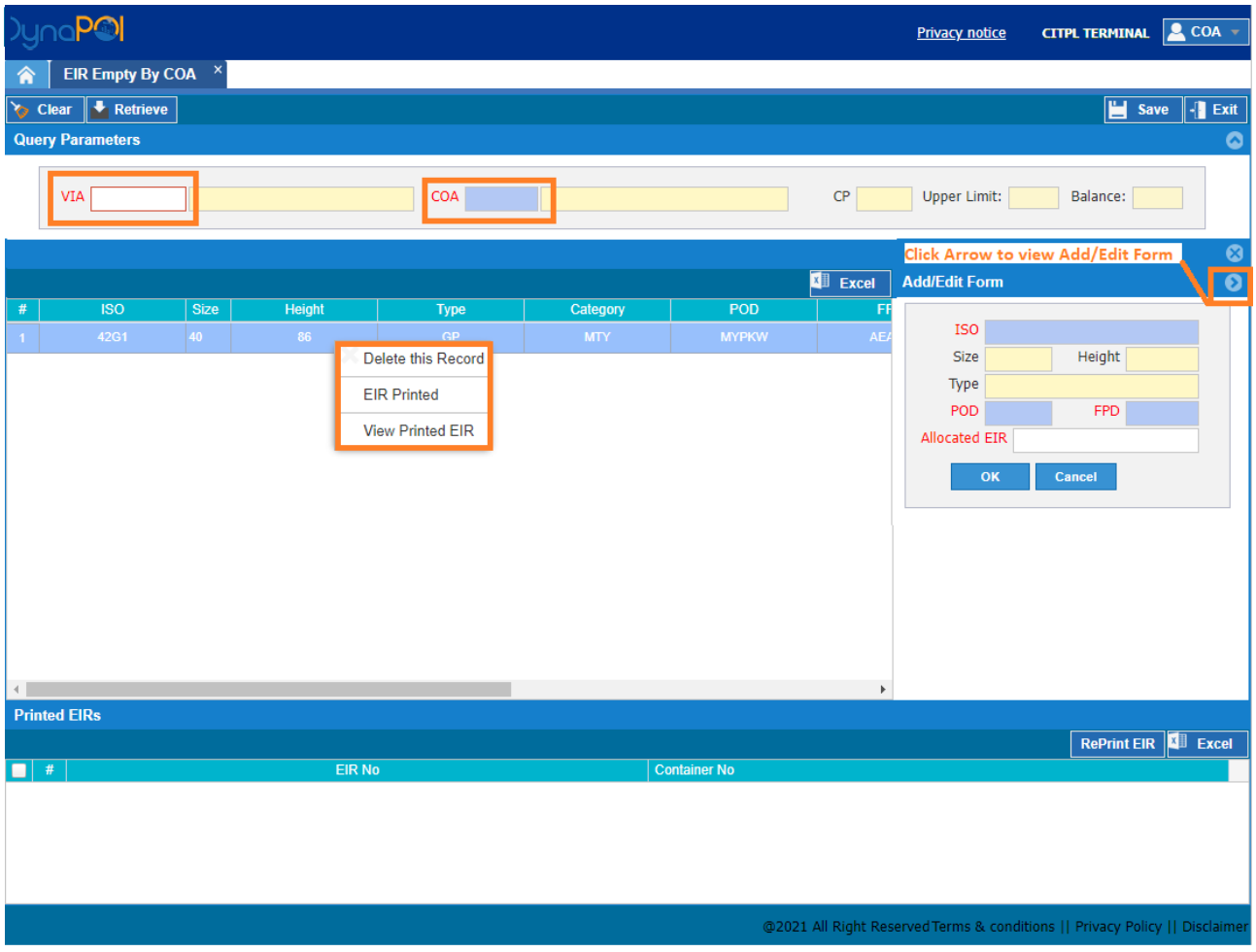
- Enter CHA to retrieve the forms distribution details by vessel / CP / Depot operator wise

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


DynaPOL
Privacy notice
CITPL TERMINAL
COA
Equipment Interchange Receipt
Clear
Print
Save
Exit
EIR No
Container No
Full/Empty Ind
Size
Ctr Tare WT(MT)
Cargo Wt
Total Wt
CFS Exit Dttm
Category
Commodity Code
Cmdt 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


DynaPOL
Privacy notice
CITPL TERMINAL
COA
EIR Empty By COA
Clear
Retrieve
Save
Exit
Query Parameters
VIA
COA
CP
Upper Limit:
Balance:
Click Arrow to view Add/Edit Form
Excel
Add/Edit Form
ISO Size Height Type Category POD FP
1 42G1 40 86 GP MTY MYPKW AEA
Delete this Record
EIR Printed
View Printed EIR
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.

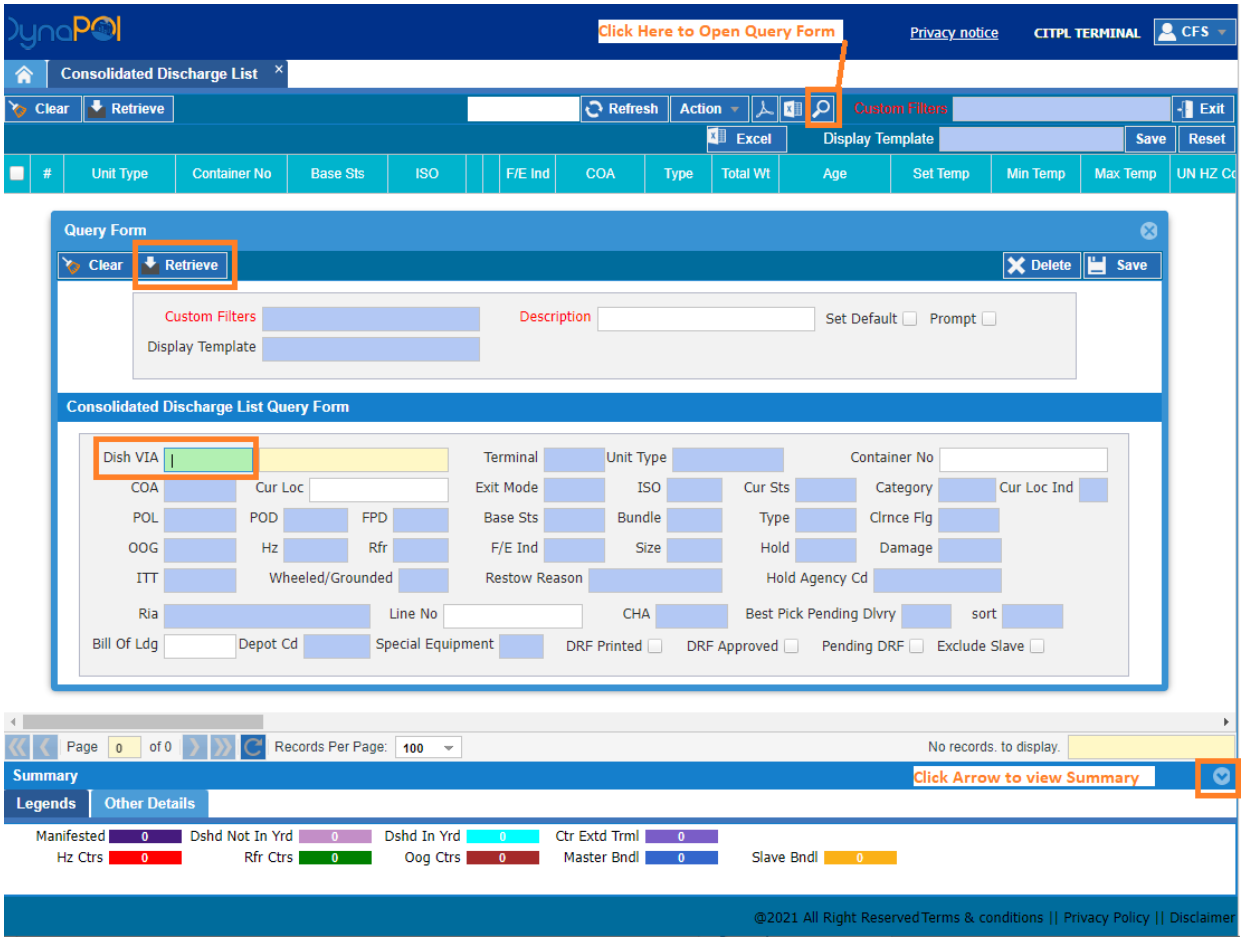
Consolidated Discharge list / Load list

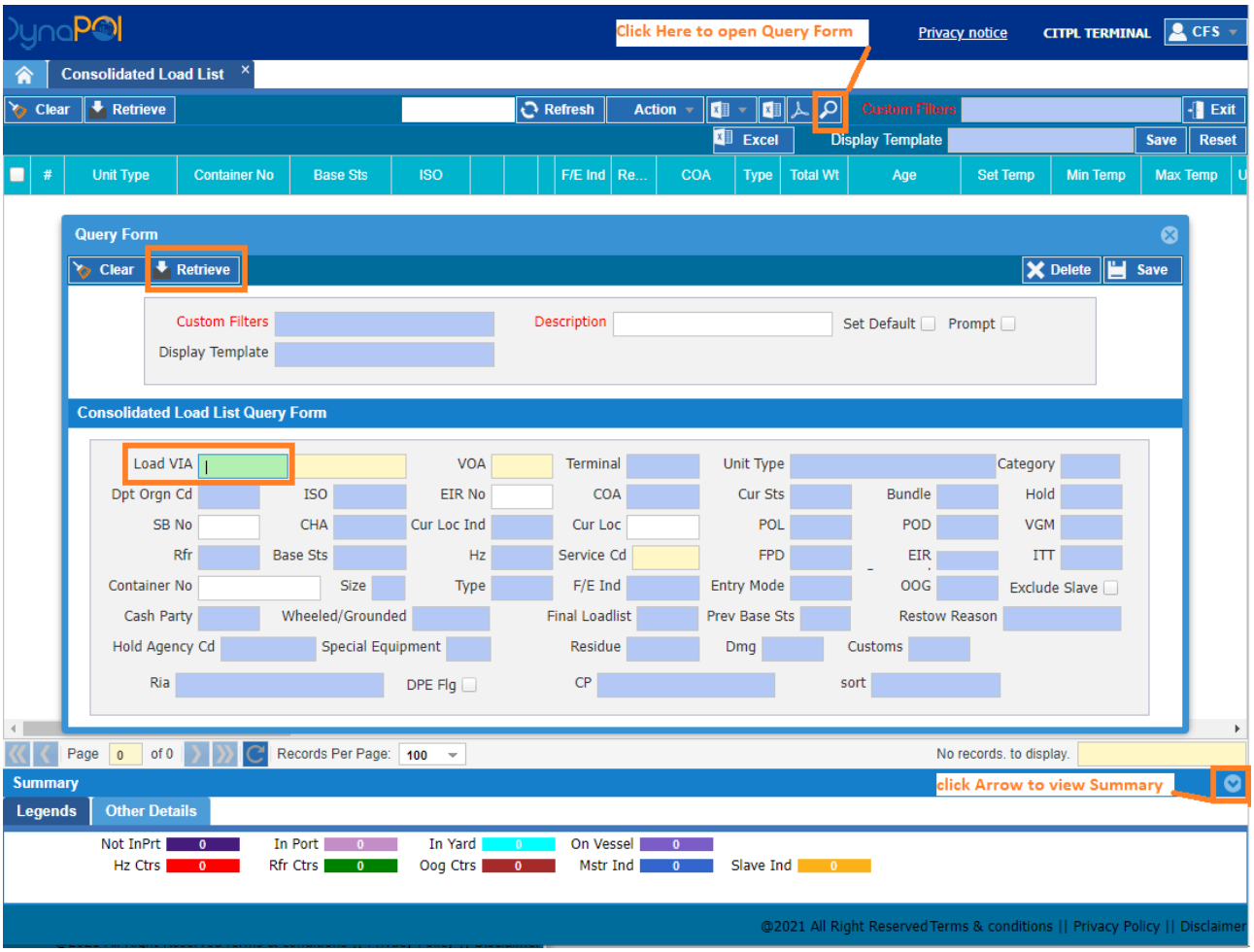
Navigation → Menu > Container Documentations > Import Documents > Consolidated Discharge list

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



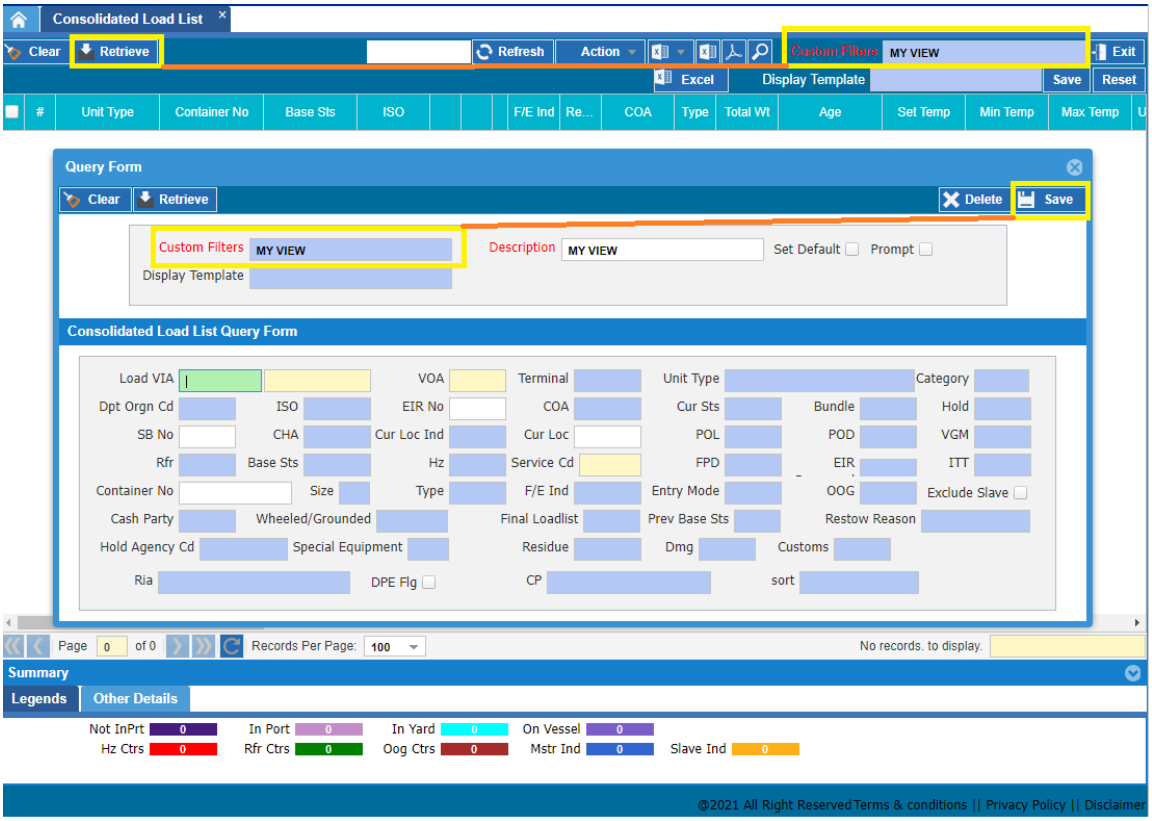


Custom Filter

- 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
COA
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: 100
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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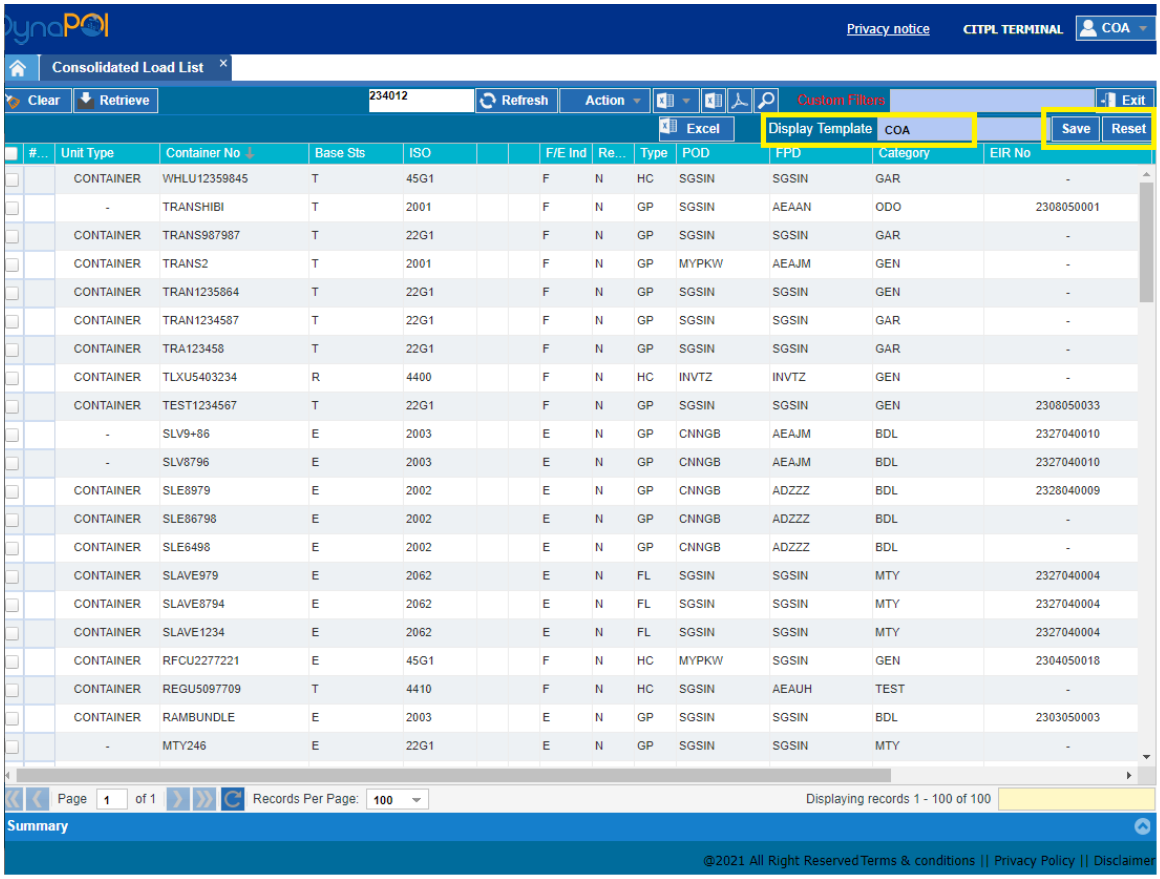
Privacy notice
CITPL TERMINAL
COA
Consolidated Load List
Clear
Retrieve
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Refresh
Action
Custom Filters
Exit
Excel
Display Template
COA
Save
Reset
#... Unit Type Container No Base Sts ISO F/E Ind Re... Type POD FPD Category EIR No
CONTAINER WHLU12359845 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 2308050033
- 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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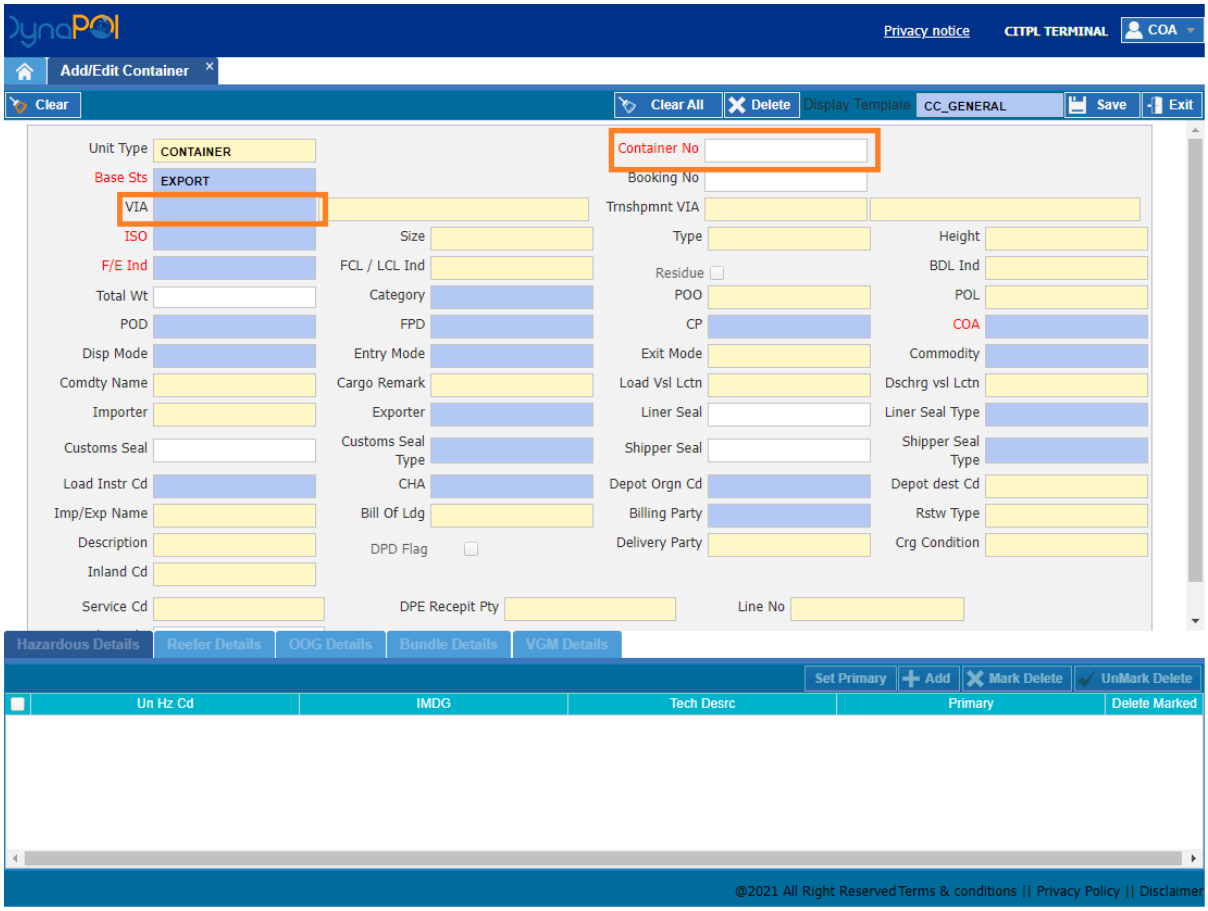
Container Manifestation (Single)

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

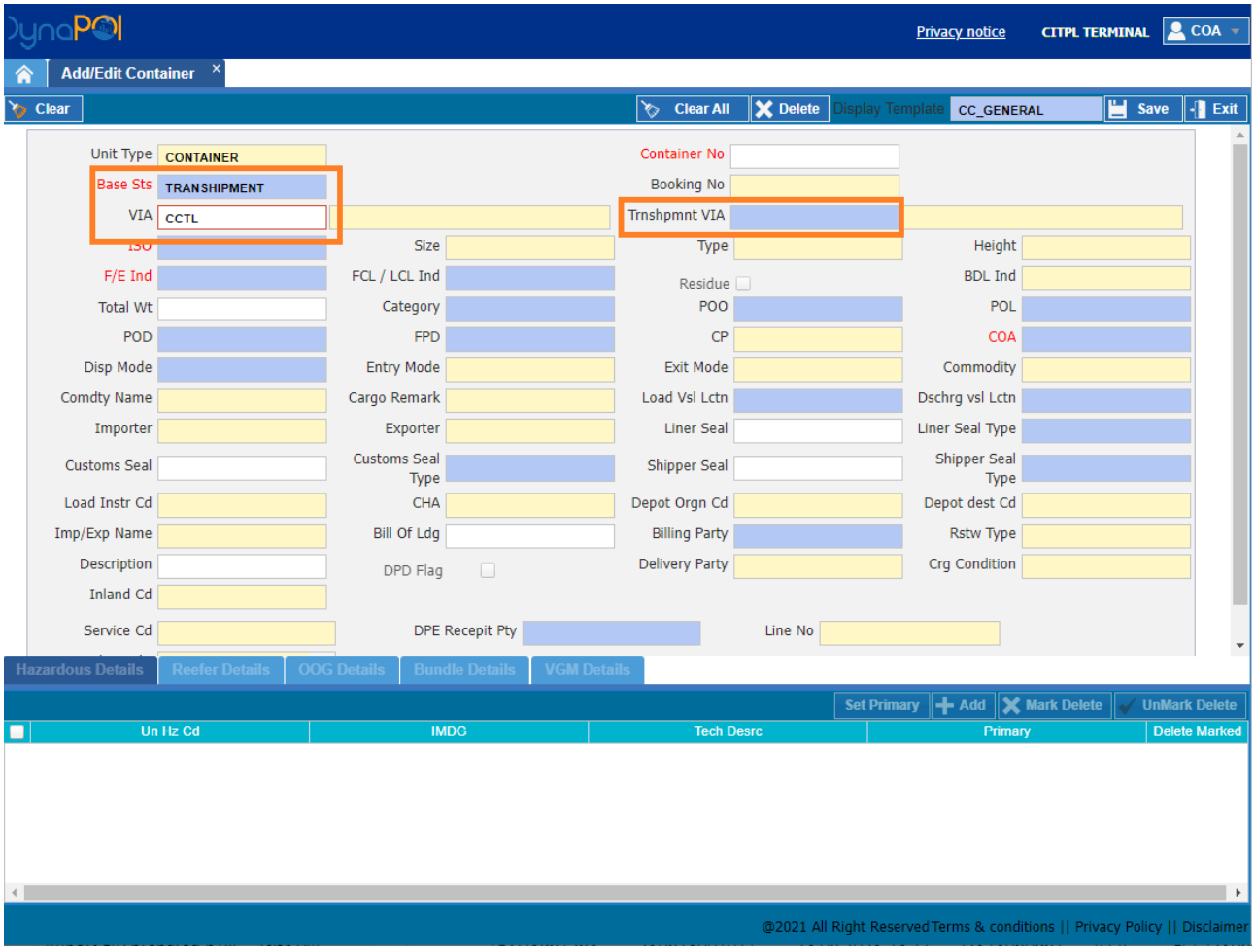
Navigation → Menu > Container Operations > Container Documents > Create container

- Enter Manifested Container
- Click Delete Button

Transhipment Manifestation (Other Terminal to CITPL)

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

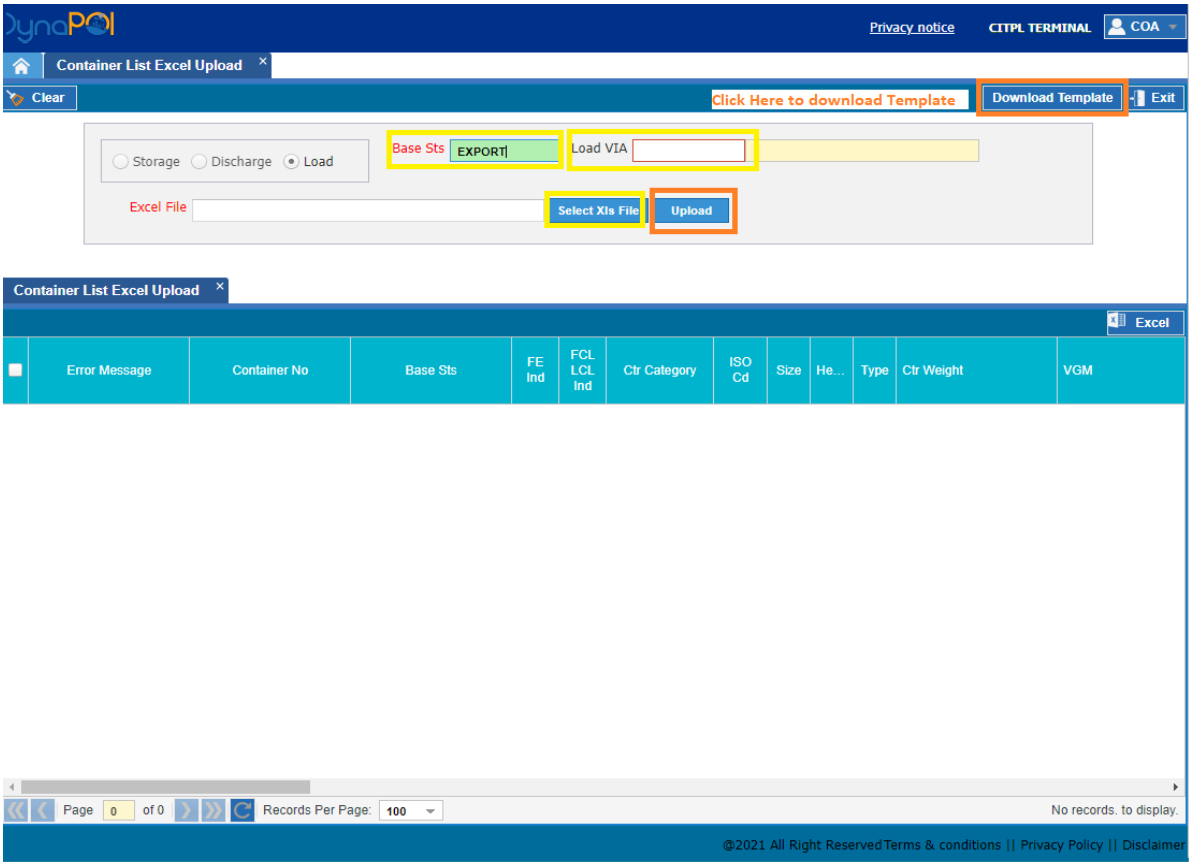
- Enter Container No which has Planned to move from Other Terminal to CITPL
- Select Base status as Transhipment
- Update VIA as **CCTL** and Transhipment Via as Planned CITPL VIA.
- Enter remaining mandatory details and click Save Button.



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.



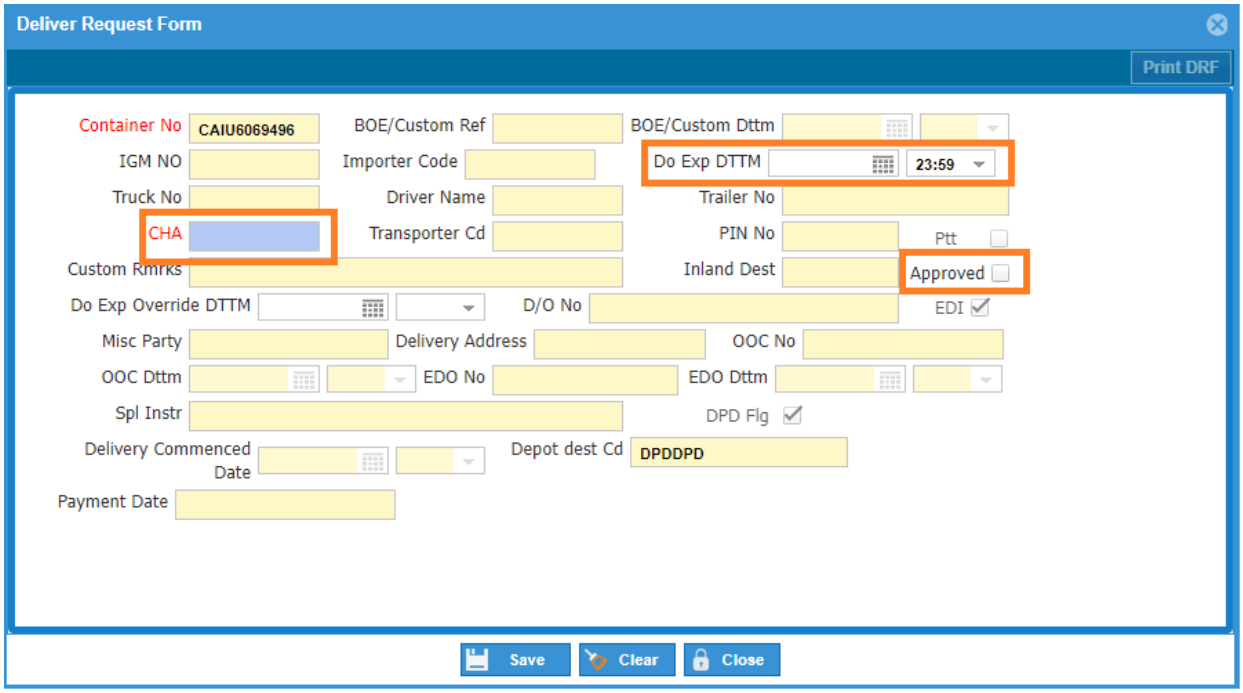
Delivery Request Form (Single Container DRF)

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

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

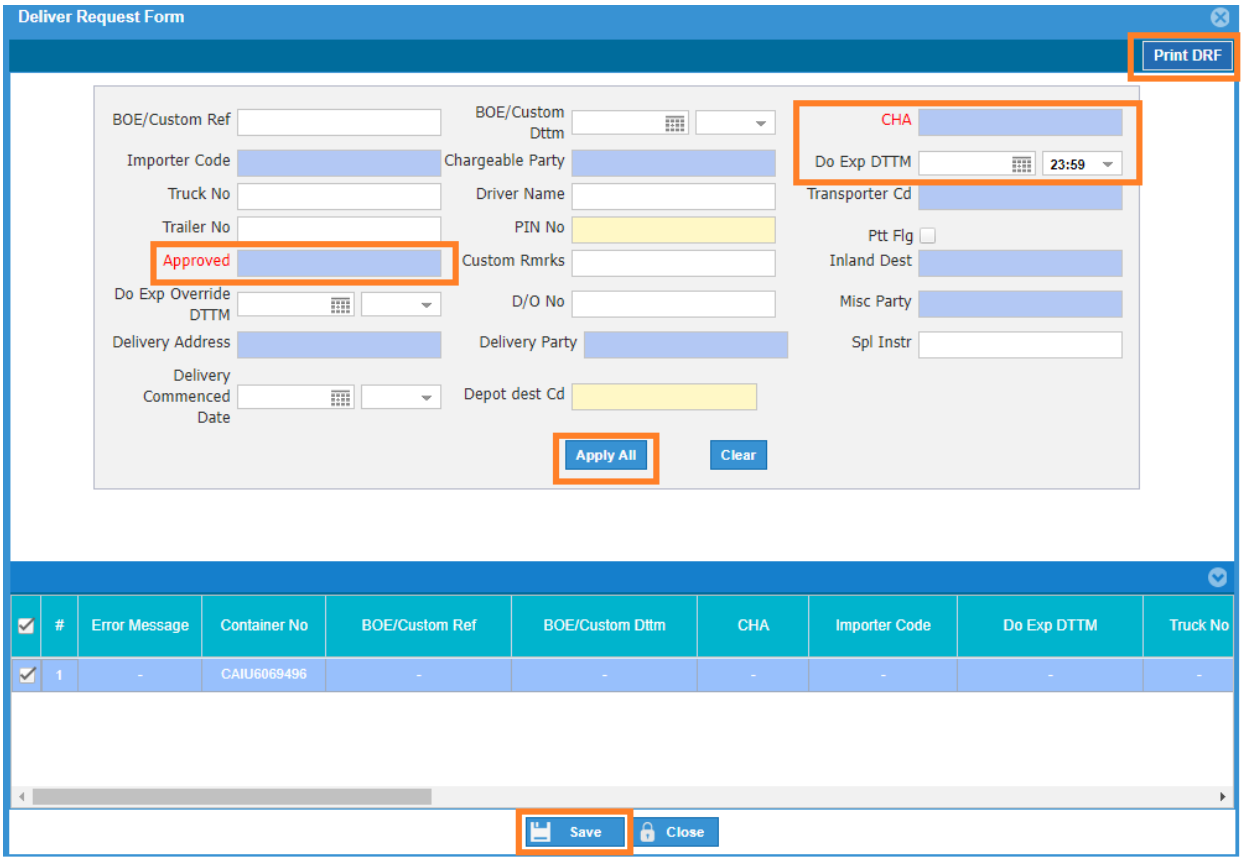
- Select Single container > right click > Delivery Request Form
- Update Mandatory details as per Existing Delivery Pattern.

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



Delivery Request Form (Multiple Container DRF)

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

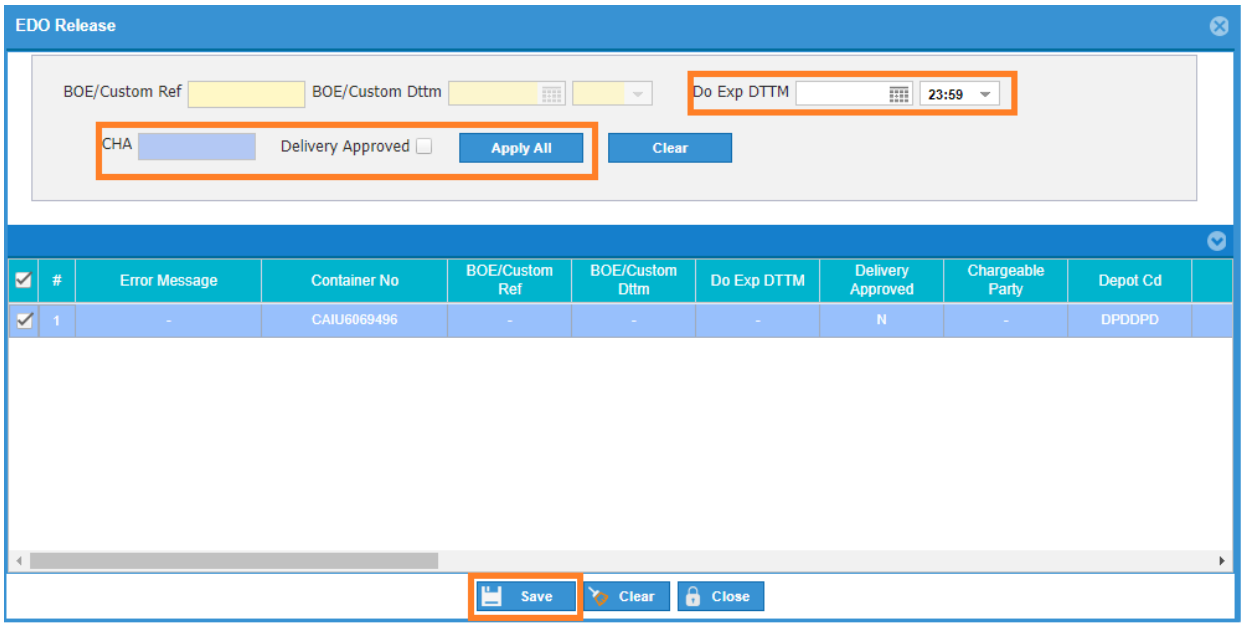


- Click Query and retrieve the container list as per query filter.
- Select Multiple container > click Action > Delivery Request Form
- Update Mandatory details as per Existing Delivery Pattern and do Apply all.
- Click Save Button
- Click Print Button for DRF Print Out (Re - Print Will Not Allow)

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



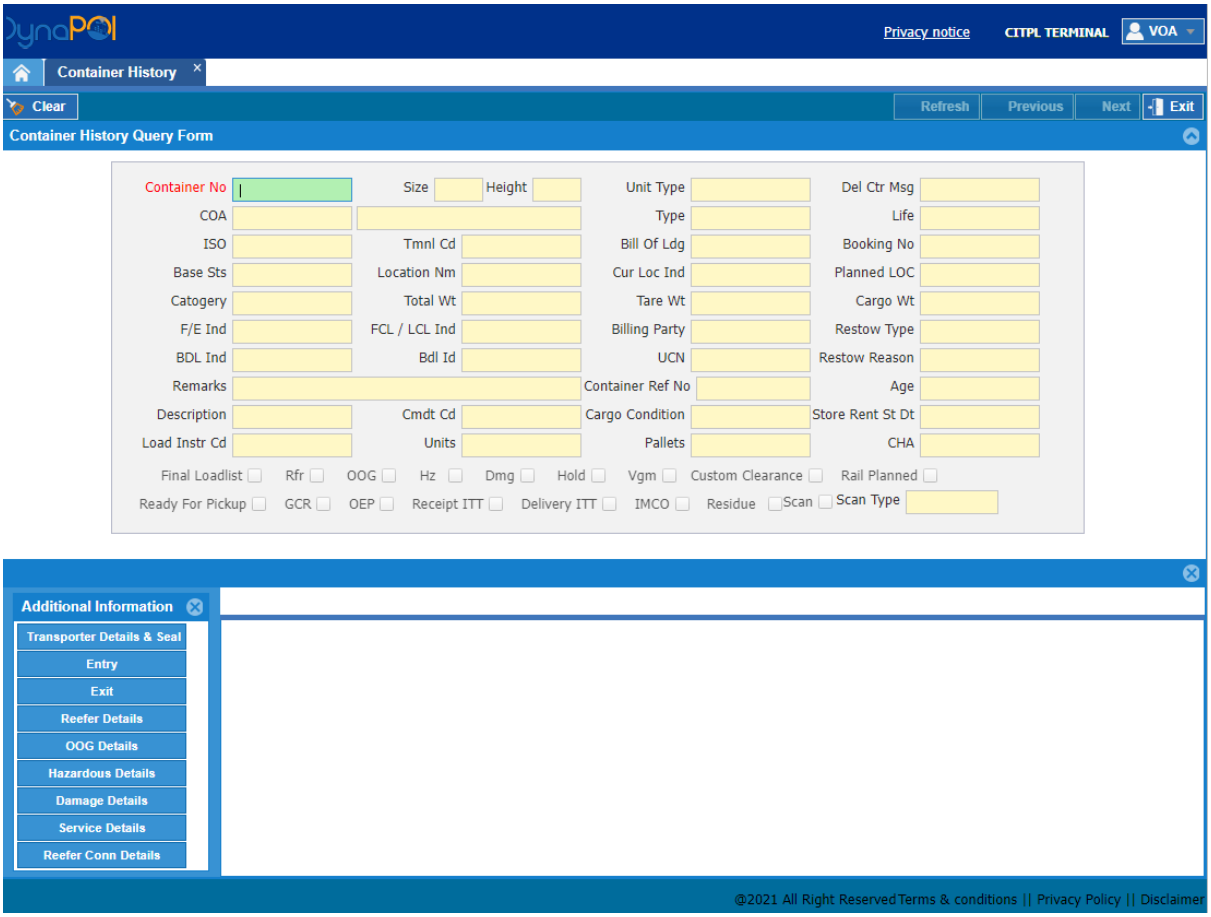
Special Service Request (SSR)

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



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