PSA CHENNAI

USER MANUAL FOR EXPORT EIR PROCESSING

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1. Please use the **URL http://tos.citpl.co.in/HDCITPL/** to access CITPL Terminal Operating System (TOS).

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2. Use your **Existing** user id**,** Default Password **1234567** and click **OK** to login.
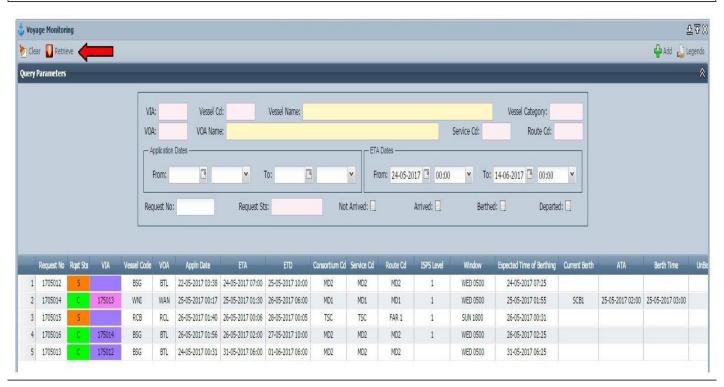

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3. The new **Main screen** will open as below

4. Click on Documentation->Vessel documentation->**Voyage monitoring**

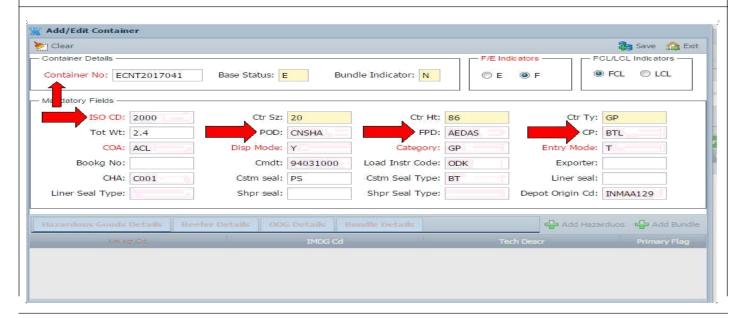5. Voyage Monitoring screen is opened as shown below. Click on **Retrieve**. The data is retrieved as shown below

	Request No	Rqst Sts	VIA	Vessel Code	VOA	Appln Date	ETA	ETD	Consortium Cd	Service Cd	Route Cd	ISPS Level	Window	Expected Time of Berthing	Current Berth	ATA	Berth Time	UnBe
1	1705012	S		BSG	BTL	22-05-2017 03:38	24-05-2017 07:00	25-05-2017 10:00	MD2	MD2	MD2	1	WED 0500	24-05-2017 07:25				
2	1705014	C	175013	WNI	WAN	25-05-2017 00:17	25-05-2017 01:30	26-05-2017 06:00	MD1	MD1	MD1	1	WED 0500	25-05-2017 01:55	SCB1	25-05-2017 02:00	25-05-2017 03:00	
3	1705015	S		RCB	RCL	26-05-2017 01:40	26-05-2017 00:06	28-05-2017 00:05	TSC	TSC	FAR 1	1	SUN 1800	26-05-2017 00:31				
4	1705016	C	175014	BSG	BTL	26-05-2017 01:56	26-05-2017 02:00	27-05-2017 10:00	MD2	MD2	MD2	1	WED 0500	26-05-2017 02:25				
5	1705013	C	175012	BSG	BTL	24-05-2017 00:31	31-05-2017 06:00	01-06-2017 06:00	MD2	MD2	MD2		WED 0500	31-05-2017 06:25				

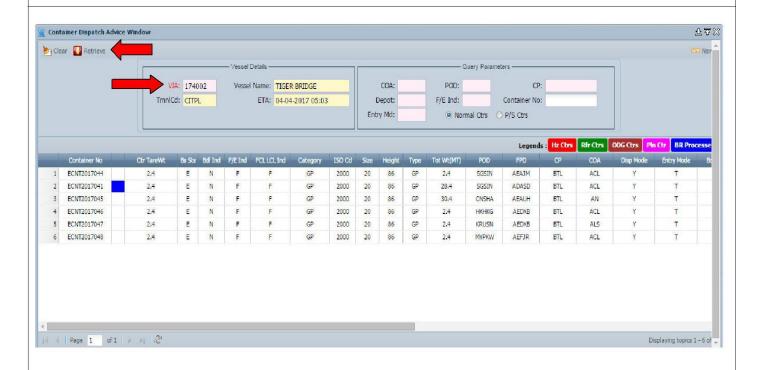6.Click on **Container**-> **Container documents**-> **Container dispatch advice**

7. Click on New Button to manifest the container. Provide all the mandatory fields such as
   Container No, ISO Code, POD, FPD, CP, COA, Category, Entry mode, Cstm Seal, Cstm Seal Type, Liner seal, liner Seal Type, Shpr seal, Shpr Seal Type, Depot Origin Cd and click on **Save** Button.

Note:
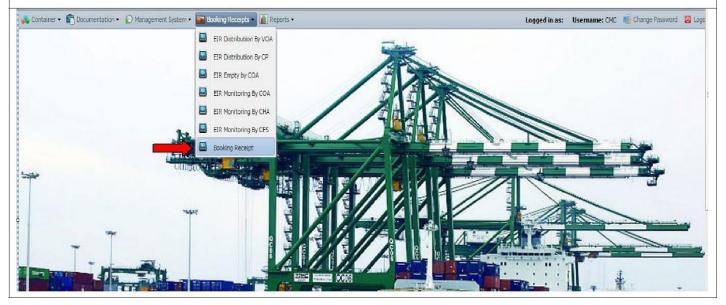   1. If container is hazardous provide hazardous details by Clicking on ADD Hazardous
   2. If container is Reefer provide Reefer details
   3. If container is Bundle Container provide Bundle details by Clicking on ADD Bundle

8. Container dispatch advice screen is opened as shown below. Provide the values such as **VIA No** and Click on **Retrieve**

9. Status of Container is Manifested.
   Click on **Booking Receipts**-> **Booking Receipt**.

10. Booking Receipt Screen is Opened as shown below. Provide the details such as TCS Container No, Cargo weight, CFS Exit DTTM, Transporter CD, Depot/CFS CD, Shipping Bill No, Shipping Bill Date and Time, select the check box for Process EIR.

* Click on **Save** button