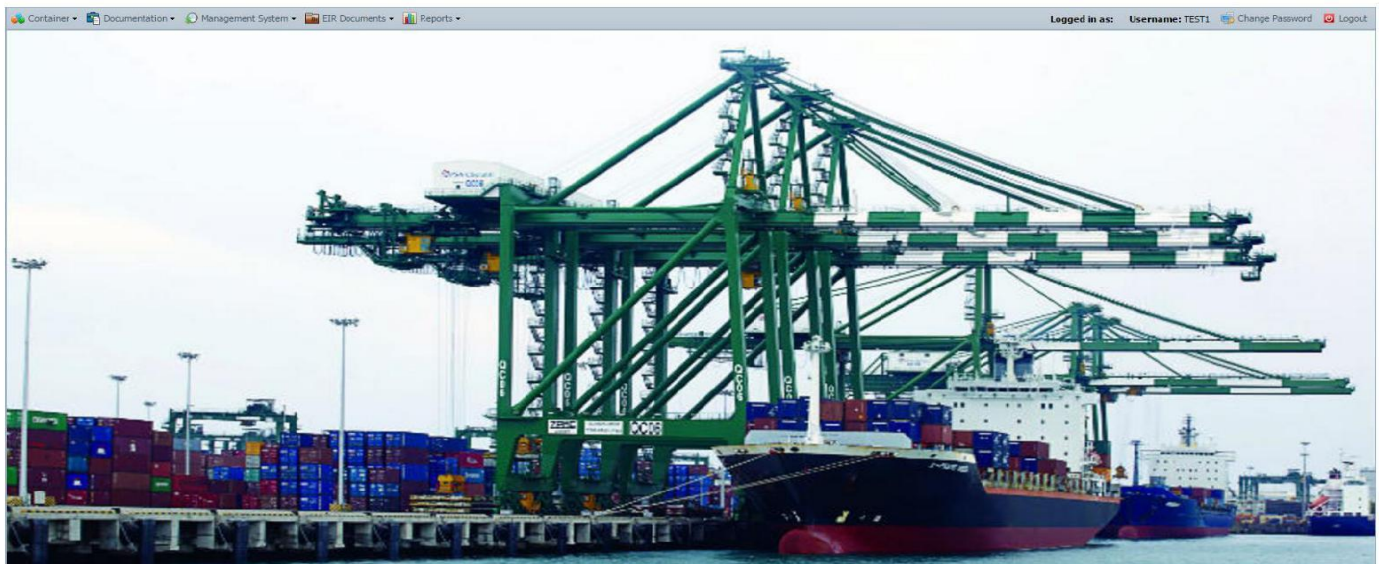


USER MANUAL FOR EXPORT EIR PROCESSING

1. Please use the URL <http://tos.citpl.co.in/HDCITPL/> to access CITPL Terminal Operating System (TOS).
2. Use your **Existing** user id, Default Password **1234567** and click **OK** to login.



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

Voyage Monitoring

Clear Retrieve

Query Parameters

VIA: Vessel Cd: Vessel Name: Vessel Category:

VOA: VOA Name: Service Cd: Route Cd:

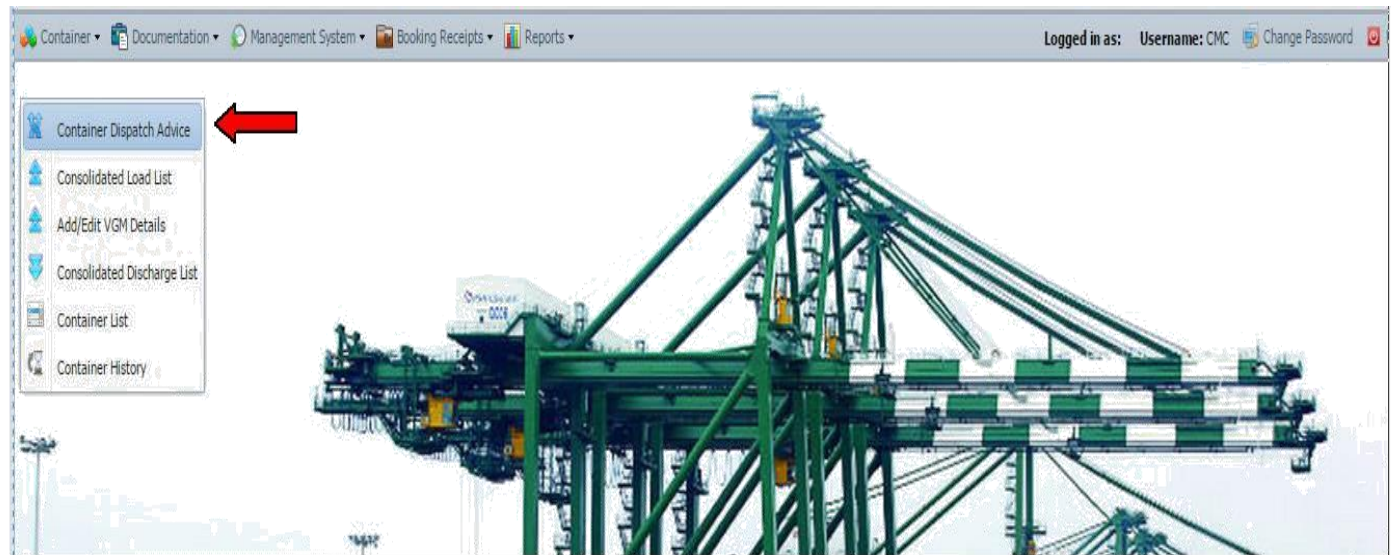
Application Dates: From: To:

ETA Dates: From: 24-05-2017 00:00 To: 14-06-2017 00:00

Request No: Request Sts: Not Arrived: Arrived: Berthed: Departed:

	Request No	Reqst 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	175013	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

Add/Edit Container

Clear Save Exit

Container Details

Container No: ECNT2017041 Base Status: E Bundle Indicator: N

F/E Indicators: E F

FCL/LCL Indicators: FCL LCL

Mandatory Fields

ISO CD: 2000 Ctr Sz: 20 Ctr Ht: 86 Ctr Ty: GP

Tot Wt: 2.4 POD: CNSHA FPD: AEDAS CP: BTL

COA: ACL Disp Mode: Y Category: GP Entry Mode: T

Bookg No: Ccmdt: 94031000 Load Instr Code: ODK Exporter:

CHA: C001 Cstm seal: PS Cstm Seal Type: BT Liner seal:

Liner Seal Type: Shpr seal: Shpr Seal Type: Depot Origin Cd: INMAA129

Hazardous Goods Details Reefer Details OOG Details Bundle Details Add Hazardous Add Bundle

Un-Hz Cd IMDG Cd Tech Descr Primary Flag

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

Container Dispatch Advice Window

Clear Retrieve

Vessel Details: VIA: 174002, Vessel Name: TIGER BRIDGE, TmnlCd: CITPL, ETA: 04-04-2017 05:03

Query Parameters: COA: , POD: , CP: , Depot: , F/E Ind: , Container No: , Entry Md: , Normal Ctrs P/S Ctrs

Legends: Hz Ctrs, Rfr Ctrs, OOG Ctrs, Pln Ctr, BR Prozesse

Container No	Ctr TareWt	Bs Sts	Bdl Ind	F/E Ind	FCL LCL Ind	Category	ISO Cd	Size	Height	Type	Tot Wt(MT)	POD	FPD	CP	COA	Disp Mode	Entry Mode	B	
1	ECNT2017044	2,4	E	N	F	F	GP	2000	20	86	GP	2,4	SGSIN	AEAJM	BTL	ACL	Y	T	
2	ECNT2017041	2,4	E	N	F	F	GP	2000	20	86	GP	28,4	SGSIN	ADASD	BTL	ACL	Y	T	
3	ECNT2017048	2,4	E	N	F	F	GP	2000	20	86	GP	30,4	CNSHA	AEALH	BTL	AN	Y	T	
4	ECNT2017046	2,4	E	N	F	F	GP	2000	20	86	GP	2,4	HKHIG	AEDNB	BTL	ACL	Y	T	
5	ECNT2017047	2,4	E	N	F	F	GP	2000	20	86	GP	2,4	KRUSN	AEDNB	BTL	ALS	Y	T	
6	ECNT2017048	2,4	E	N	F	F	GP	2000	20	86	GP	2,4	MYPKW	AEFJR	BTL	ACL	Y	T	

Page 1 of 1

Displaying topics 1 - 6 of

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

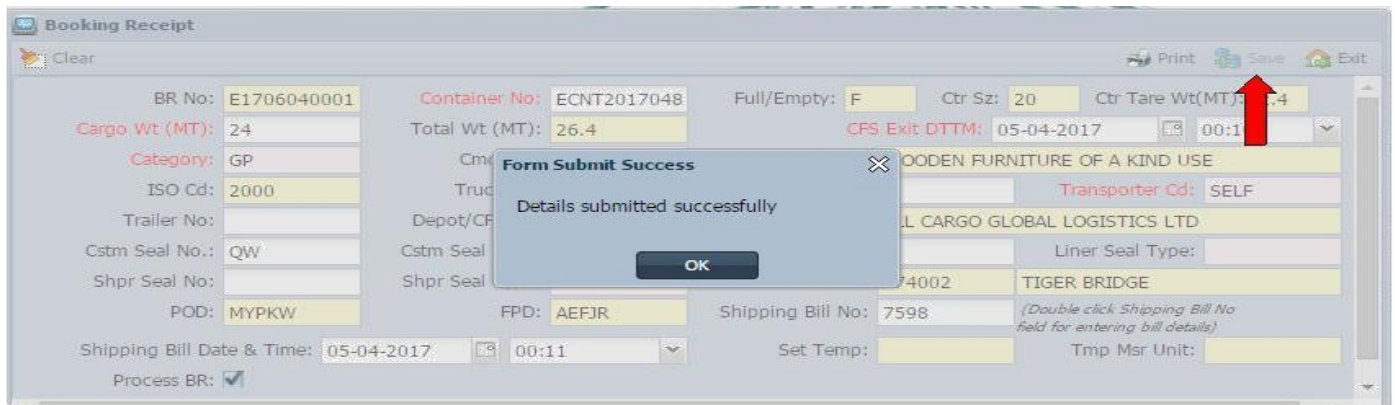
Container Documentation Management System Booking Receipts Reports

Logged in as: Username: CMC Change Password Log

- EIR Distribution By VOA
- EIR Distribution By CP
- EIR Empty by COA
- EIR Monitoring By COA
- EIR Monitoring By CHA
- EIR Monitoring By CFS
- 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



The screenshot shows the 'Booking Receipt' application window. The interface includes a 'Clear' button and 'Print', 'Save', and 'Exit' icons in the top right. The main form contains the following fields and values:

BR No:	E1706040001	Container No:	ECNT2017048	Full/Empty:	F	Ctr Sz:	20	Ctr Tare Wt(MT):	2.4
Cargo Wt (MT):	24	Total Wt (MT):	26.4	CFS Exit DTTM:	05-04-2017	00:11			
Category:	GP	Cm:	WOODEN FURNITURE OF A KIND USE						
ISO Cd:	2000	Truc:	Transporter Cd: SELF						
Trailer No:		Depot/CFS:	L CARGO GLOBAL LOGISTICS LTD						
Cstm Seal No.:	QW	Cstm Seal:	Liner Seal Type:						
Shpr Seal No:		Shpr Seal:	74002 TIGER BRIDGE						
POD:	MYPKW	FPD:	AEFJR	Shipping Bill No:	7598	(Double click Shipping Bill No field for entering bill details)			
Shipping Bill Date & Time:	05-04-2017	00:11	Set Temp:		Trmp Msr Unit:				
Process BR:	<input checked="" type="checkbox"/>								

A modal dialog box titled 'Form Submit Success' is centered on the screen, displaying the message 'Details submitted successfully' and an 'OK' button. A red arrow points to the 'Save' button in the top right corner of the application window.