

S R I L A N K A



USER GUIDELINE - PORT CALL

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1. Introduction

1.1 Purpose

This document provides operational guidance to submit a Port Call in ASYHUB Maritime system.

1.2 Scope

This document provides an operational guidance for the vessel operators (ocean carriers, shipping agents, Non-Vessel Operating Common Carriers (NVOCCs)) and other parties involved in the port call processes implemented within the ASYHUB Maritime.

This guidance covers:

- Explanation of requirements for port call process;
- Description of roles and responsibilities of vessel operators;

1.3 Target Audience

The intended audience for this document is:

 All vessel operators (ocean carriers, shipping agents, Non-Vessel Operating Common Carriers (NVOCCs)) and other interested parties

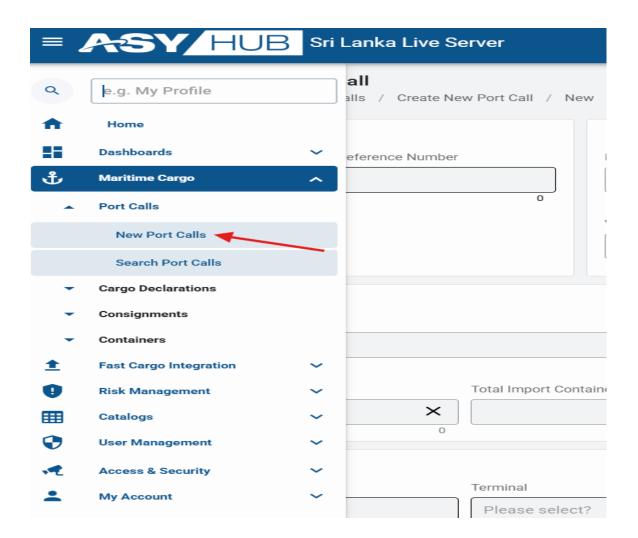
2. Creating new Port Call

Port call is similar to Vessel Registration module in ASYCUDA.

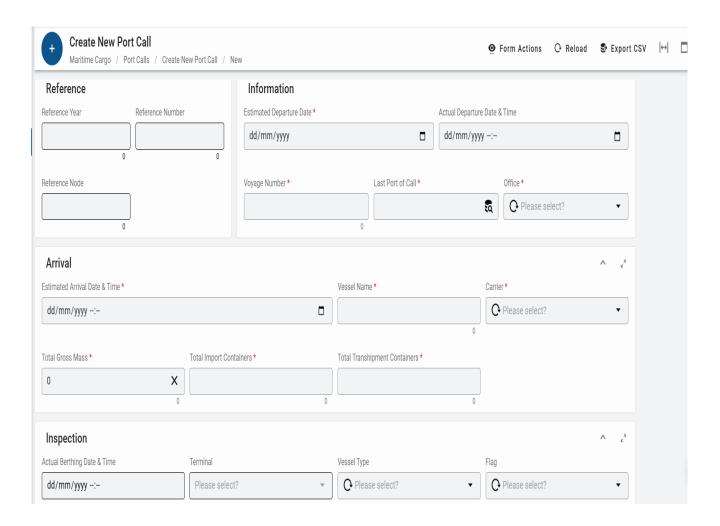
Before submitting cargo declarations (Manifest) you must ensure that the port call (Vessel Registration) is submitted.

To create a new port call, the following steps must be followed

Maritime Cargo → Port Calls → New Port Calls



After clicking the New Port Calls button, following window will appear.

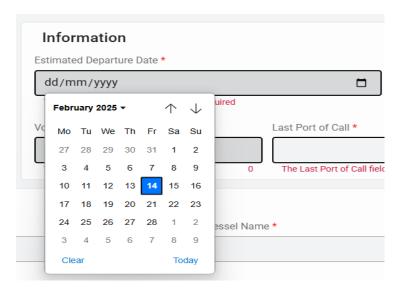


The following details must be filled in.

Estimated Departure Date, Voyage Number, Last port of call, Office, Estimated Arrival Date & Time, Vessel Name, Carrier, Total Gross Mass, Total Import Containers, Total Transhipment Containers and IMO Number.

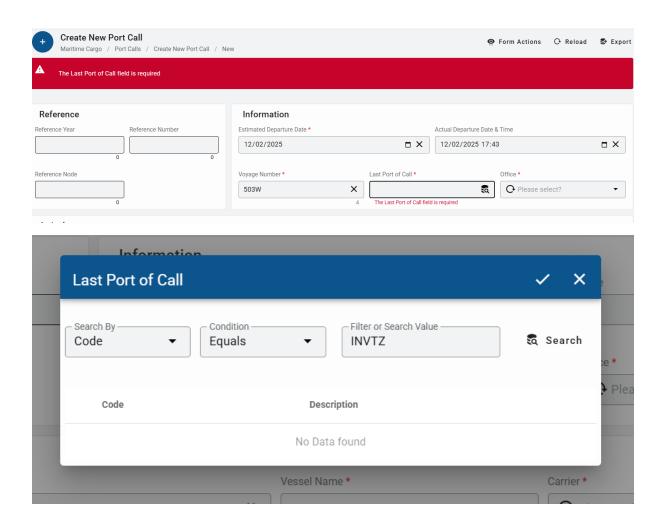
Date of Departure and Voyage Number – should be unique for one vessel

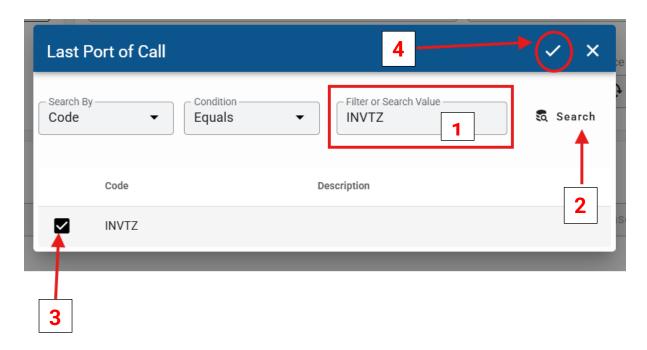
You are not allowed to submit more than one port call with same Date of Departure and Voyage Number.



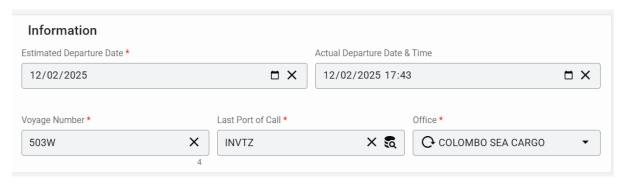
Inserting data to Estimated Departure Date

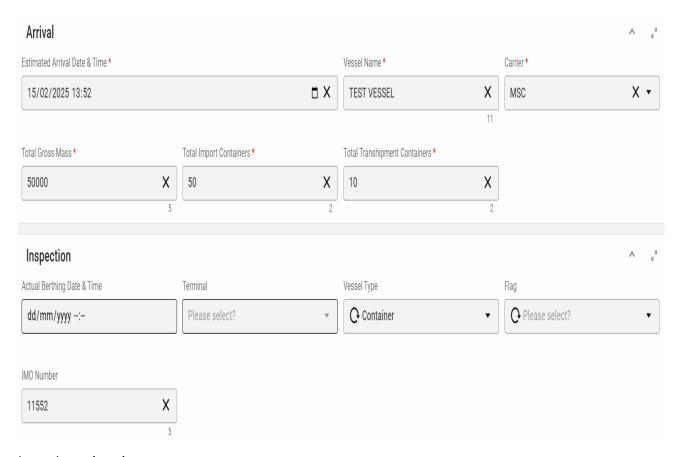
Fill voyage number





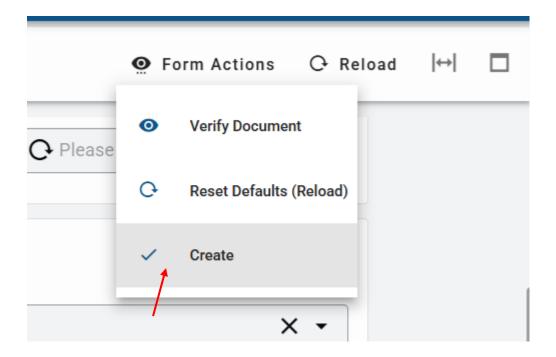
Inserting last port of call

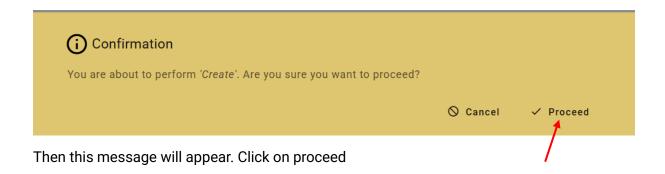


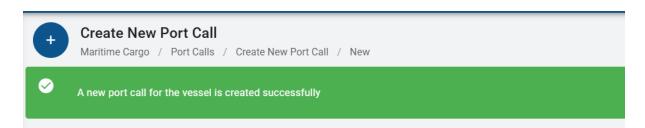


Inserting other data

After filling all the mandatory fields, click on Form Actions \rightarrow Create

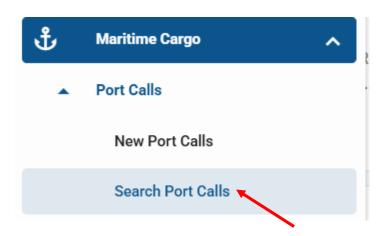


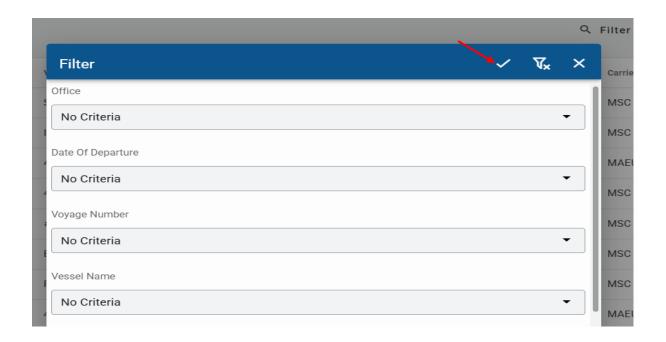


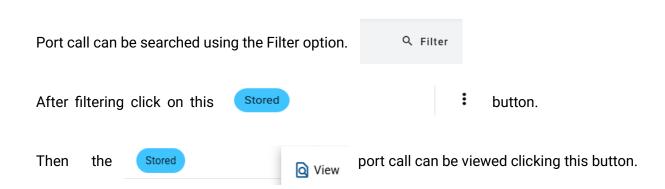


If you have created the port call successfully, above message will appear.

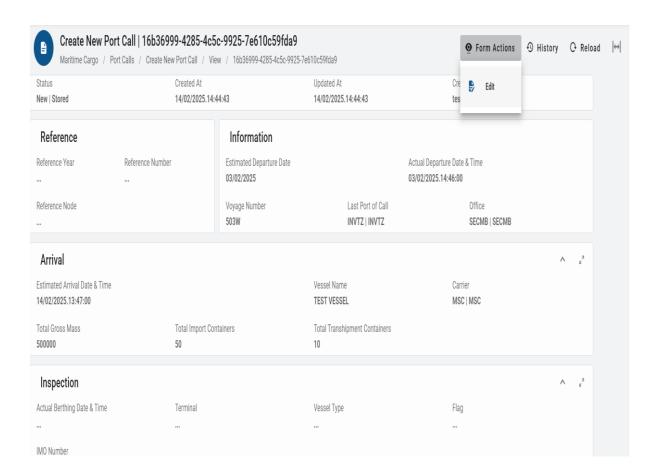
3. Editing a Port call







Then Form Actions → Edit



After editing, Form Actions → Update

