

2019

ASR

USER MANUAL  
APM TERMINALS MUMBAI  
Navi Mumbai 400 707

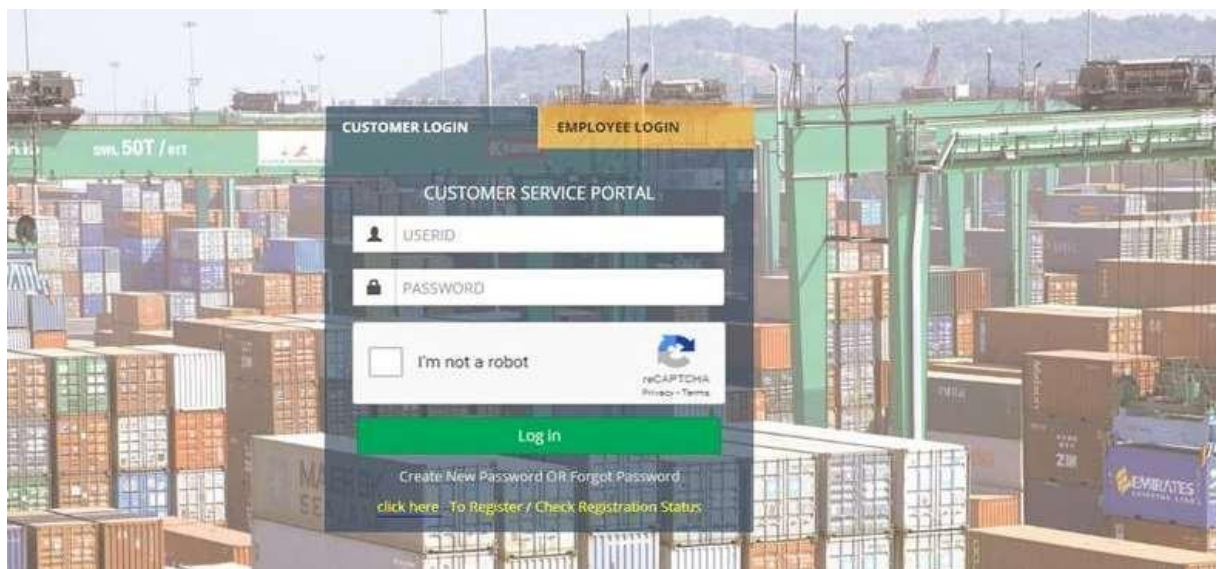
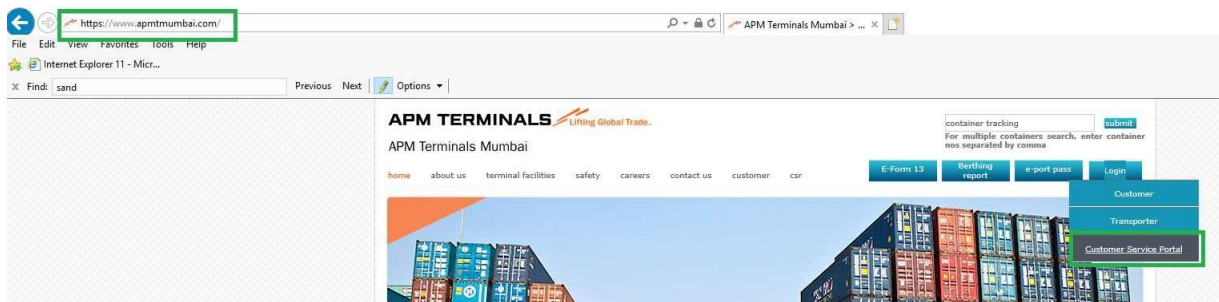
User need to be a registered customer with APM Terminals, Mumbai.

User should have valid Login ID and Password.

Login in Customer Service Portal through Company Website – [www.apmtmumbai.com](http://www.apmtmumbai.com)

Go to Login Tab

Click on Customer Service Portal.



Dashboard view

Click on blocks for getting data.

Total ASR's will show all the ASR put for the month

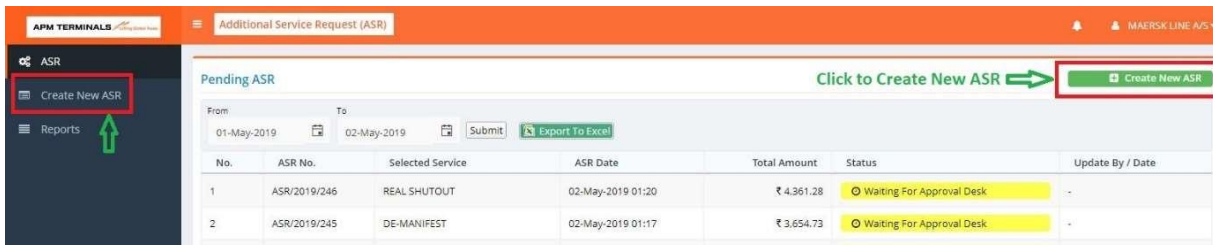
Approval Pending will show all those ASR which are pending for Approval or Execution

Execution Approved block shows ASR which are executed.

Rejected ASR block show all those ASR which are rejected by Approval desk or Execution desk



To generate new ASR click on "Create New ASR" as shown in fig below

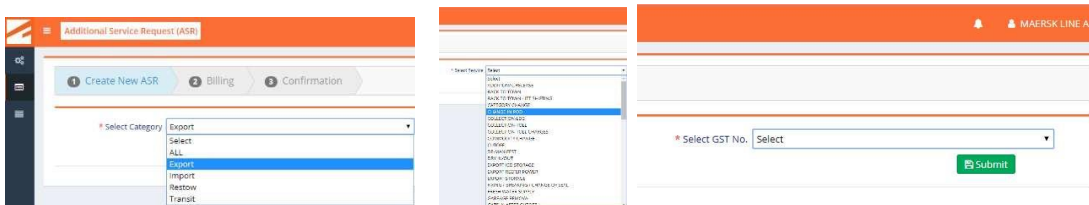
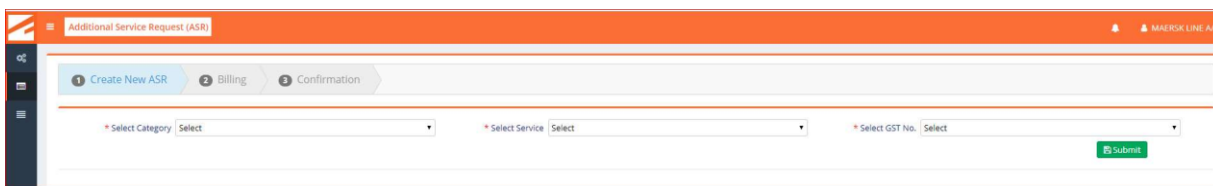


List of Values to select

Category

Service

GST No.



Additional Service Request (ASR) MAERSK LINE A/S

1 Create New ASR 2 Billing 3 Confirmation

\* Select Category: Export \* Select Service: REAL SHUTOUT \* Select GST No.: 27AACCV34244IZT - A-355, TTC INDUSTRIAL AREA MAH

Container Details: \* Search Container:  ADD OR **Enter Container No & click on ADD** Upload File / Add New Container Select

Container No	Line Code	Size	Status	Category	Arrival Mode	Departure Mode	In time	Out time
MSKU0367199	MSK	40	Full	Export	Truck	Vessel	21-Apr-2019 19:09	-

Click Next

< Prev Next >

Additional Service Request (ASR) MAERSK LINE A/S

1 Create New ASR 2 Billing 3 Confirmation

CODE	Status / Category	CATEGORY	CONTAINER NO	Exit Mode	LINE	SEAL	SIZE	STATUS	VIA NO.	VESSEL	In Time / Out Time	Arrival / Departure
TRF40	Full / Export	Export	MSKU0367199	Vessel	MSK	1969038	40	Full		MAERSK KIMI	21-Apr-2019 19:09 / -	Truck / Vessel
T2YFG40	Full / Export	Export	MSKU0367199	Vessel	MSK	1969038	40	Full		MAERSK KIMI	21-Apr-2019 19:09 / -	Truck / Vessel
Y2TFGR40	Full / Export	Export	MSKU0367199	Vessel	MSK	1969038	40	Full		MAERSK KIMI	21-Apr-2019 19:09 / -	Truck / Vessel
Y2TFG40	Full / Export	Export	MSKU0367199	Vessel	MSK	1969038	40	Full		MAERSK KIMI	21-Apr-2019 19:09 / -	Truck / Vessel

Check the Billing Details & Click on Next

< Prev Next >

Additional Service Request (ASR) MAERSK LINE A/S

1 Create New ASR 2 Billing 3 Confirmation

From: MAERSK LINE A/S Service Used: REAL SHUTOUT  
ASR No.: ASR/2019/248 ASR Date: 02-May-2019 12:46

No.	Code	Container No.	Vessel	Size	Cat/Stat	In Time/Out Time	Entry/Exit	Amount ₹	GST ₹	Total ₹	
1	T2YFG40	MSKU0367199	MAERSK KIMI	40	Export / Full	21-Apr-2019 / 02-May-2019	Truck / Vessel	1,266.00	227.88	1,493.88	
2	TRF40	MSKU0367199	MAERSK KIMI	40	Export / Full	21-Apr-2019 / 02-May-2019	Truck / Vessel		797.00	143.46	940.46
3	Y2TFG40	MSKU0367199	MAERSK KIMI	40	Export / Full	21-Apr-2019 / 02-May-2019	Truck / Vessel		1,266.00	227.88	1,493.88
4	Y2TFGR40	MSKU0367199	MAERSK KIMI	40	Export / Full	21-Apr-2019 / 02-May-2019	Truck / Vessel		1,266.00	227.88	1,493.88
Total								₹ 4,595.00	₹ 927.10	₹ 5,422.10	
Grand Total										₹ 5,422.10	

Remarks:

< Prev Confirm & Submit ASR >

Click Confirm & Submit ASR For ASR Generation

Confirm

Do You Want To Submit ASR?

CANCEL OK

SUCCESS!

Your ASR #ASR/2019/248 Submit Successfully. & Waiting For Approval

OK

Container Number	Bill Item Code	Size	Vessel	Container Status	Container Category	Entry	Exit	Amount ₹
MSKU0367199	TZVFG40	40	MAERSK KIMI	Full	Export	Truck	Vessel	₹ 1,266.00
MSKU0367199	TRF40	40	MAERSK KIMI	Full	Export	Truck	Vessel	₹ 797.00
MSKU0367199	YZTFG40	40	MAERSK KIMI	Full	Export	Truck	Vessel	₹ 1,266.00
MSKU0367199	YZTFGR40	40	MAERSK KIMI	Full	Export	Truck	Vessel	₹ 1,266.00
Total Amount								₹ 4,595.00
GST								+ 18.00 %
Total Billing Amount								₹ 5,422.10

It shows ASR in detail with event required and their charges with taxes.

ASR details comes in Dashboard under Pending Block

Email of ASR raised with ASR number will be sent to the customer and Approval desk

No.	ASR No.	Selected Service	ASR Date	Total Amount	Status	Update By / Date
1	ASR/2019/248	REAL SHUTOUT	02-May-2019 12:47	₹ 5,422.10	Waiting For Approval Desk	-

### Mass Upload functionality

- Select Category, Service and GST No
- Go to Upload File tab
- Select Upload file

Template provision is given. Download the Template.

Additional Service Request (ASR) MAERSK LINE A/S

1 Create New ASR 2 Billing 3 Confirmation

\* Select Category: Export \* Select Service: CHANGE IN POD \* Select GST No.: 27AAJCM4693D1ZÈ

Container Details

\* Search Container: [ ] ADD OR Upload File / Add New Container: [ ] Upload File

Upload Excel: [Choose File] No file chosen [Import] [Click Here To Download Template](#)

< Prev Next >

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Container\_Number....xls Show all X

Container Number	Line	VIA No	Container Size	ISO	Weight	POD	IMO	UN NO	REEFER TEMP
ABCD1234567	ABC	K0000	40	4210	25.21	ABC	4.1	4	-13

Temp to be mentioned in celcius only, Please donot put unit (C/ F)

Upload the .xls file

- Click on Import button

1 Create New ASR 2 Billing 3 Confirmation

\* Select Category: Export \* Select Service: CHANGE IN POD \* Select GST No.: 27

Container Details

\* Search Container: [ ] ADD OR Upload File / Add New Container: [ ] Upload File

Upload Excel: [Choose File] Container\_Number.xlsx [Import] [Click Here To Download Template](#)

Import Container

<input type="checkbox"/>	Container No	Line Code	Size	Status	Category	Arrival Mode	Departure Mode	In time
<input checked="" type="checkbox"/>	MSKU0107740	MSK	40	Full	Export	Train	Vessel	17-Aug-2019 07:45

[Import]

1 Create New ASR 2 Billing 3 Confirmation

\* Select Category: Export \* Select Service: CHANGE IN POD \* Select GST No.: 27AAJCM4693D1ZÈ - CID MAERSK LINE INDIA PVT LTD. PLT-100

Container Details

\* Search Container: [ ] ADD OR Upload File / Add New Container: [ ] Upload File

Upload Excel: [Choose File] Container\_Number.xlsx [Import] [Click Here To Download Template](#)

Container No	Line Code	Size	Status	Category	Arrival Mode	Departure Mode	In time	Out time
MSKU0107740	MSK	40	Full	Export	Train	Vessel	17-Aug-2019 07:45	-

< Prev Next >



CODE	Status / Category	CATEGORY	CONTAINER NO	LINE	POD	REEFER TEMP	SIZE	STATUS	VESSEL	VIA NO.	WEIGHT(MT)	OLD POD	NEW POD	In T
PODCF40	Full / Export	Export	MSKU0107740	MSK	JEA	0	40	Full	MAERSK KIMI	K0636	18.55	JEA		17.4

No.	Code	Container No.	Size	Cat/Stat	In Time/Out Time	Entry/Exit	Vessel	GST	Total
1	PODCF40	MSKU0107740	40	Export / Full	17-Aug-2019 / 20-Aug-2019	Train / Vessel	MAERSK KIMI	487.44	3,195.44
<b>Total</b>								<b>₹ 487.44</b>	<b>₹ 3,195.44</b>
<b>Grand Total</b>								<b>₹ 487.44</b>	<b>₹ 3,195.44</b>

It shows ASR in detail with event required and their charges with GST

Container Number	Bill Item Code	Size	Container Status	Container Category	Entry	Exit	Vessel	Amount ₹
MSKU0107740	PODCF40	40	Full	Export	Train	Vessel	MAERSK KIMI	₹ 2,708.00
<b>Total Amount</b>								<b>₹ 2,708.00</b>
<b>GST</b>								<b>+ 18.00 %</b>
<b>Total Billing Amount</b>								<b>₹ 3,195.44</b>

Email of ASR raised with ASR number will be sent to the customer and Approval desk

If any ASR need additional service, the same must be approved by customer

The said ASR comes in dashboard with Status as Sent Back from Execution Desk

User must select the ASR and approve or can cancel.

No.	ASR No.	Selected Service	ASR Date	Total Amount	Status	Update By / Date
4	ASR/2019/440	SHUTOUT	14-Aug-2019 11:13	₹ 10,965.86	Sent Back From Execution Desk	cargo1 / 20-Aug-2019 11:27
5	ASR/2019/439	COMMODITY CHANGE IMPORT	13-Aug-2019 08:53	₹ 2,129.90	Waiting For Approval Desk	-

Customer Name : MAERSK LINE A/S Service Requested For : SHUTOUT

ASR No : ASR/2019/440 ASR Date : 14-Aug-2019 11:13

Sent Back From Execution Desk

No.	Service Name	Code	Container No.	Size	Cat/Stat	Entry/Exit	Shift Change	Rate	Total Amount	Remark
1	SHUTF40	SHUTOUT	MSKU0012809	40	Export / Full	Train / Vessel	2	65.62	9,293.10	Additional
<b>Total</b>									₹ 9,293.10	
<b>Grand Total(With GST)</b>									₹ 10,965.86	

Select Container To Remove From ASR

Accept Changes Cancel ASR

Email of ASR raised with ASR number will be sent to the customer and Approval desk

### **Services Only For VOA**

1. GATE IN AFTER CUTOFF
2. ADDITIONAL RELEASE
3. ROLL OVER/ VIA CHANGE

Additional Service Request (ASR) SEA CONSORTIUM SHIPPING (INDIA) PVT LTD

Create New ASR Billing Confirmation

Select Category: Export Select Service: ADDITIONAL RELEASE Select GST No.: 27AAMCS5523K1ZL-3RD FLOOR, PORT USER BUILDING, JNPT, I

VOA Check: Enter VIA No.: K0748 SEC IS VOA for VIA No.: K0748 Check for the correct VOA

Container Details: Search Container: ADD OR Upload File / Add New Container Select

Container No	Line Code	Size	Status	Category	Arrival Mode	Departure Mode	In time	Out time
TCNU4654474	CCA	40	Full	Export	Truck	Vessel	10-Sep-2019 02:24	

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For any queries put Email to Customer Support Desk

[GTI.Customerservice@apmterminals.com](mailto:GTI.Customerservice@apmterminals.com)