2017

E-Form 13 Import

USER MANUAL

APM TERMINALS MUMBAI
Navi Mumbai 400 707

System Overview

E-Form 13 Import application simplifies the process of allocation and sub-distribution of import Form 13s. This application provides a web based interface that allows user to input all information and store it electronically.

This application allows CFS to allot number of containers to all transporters and also allow CFS to create new transporter within them. CFS can also permit transporter to generate PIN for import boxes independently.
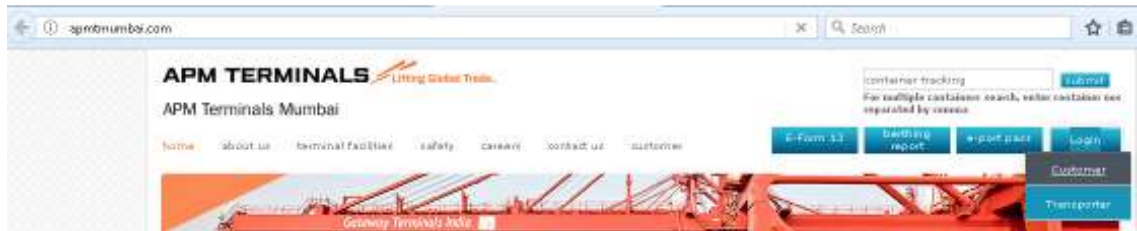
User Prerequisites

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

User should have valid web access Login ID and Password.

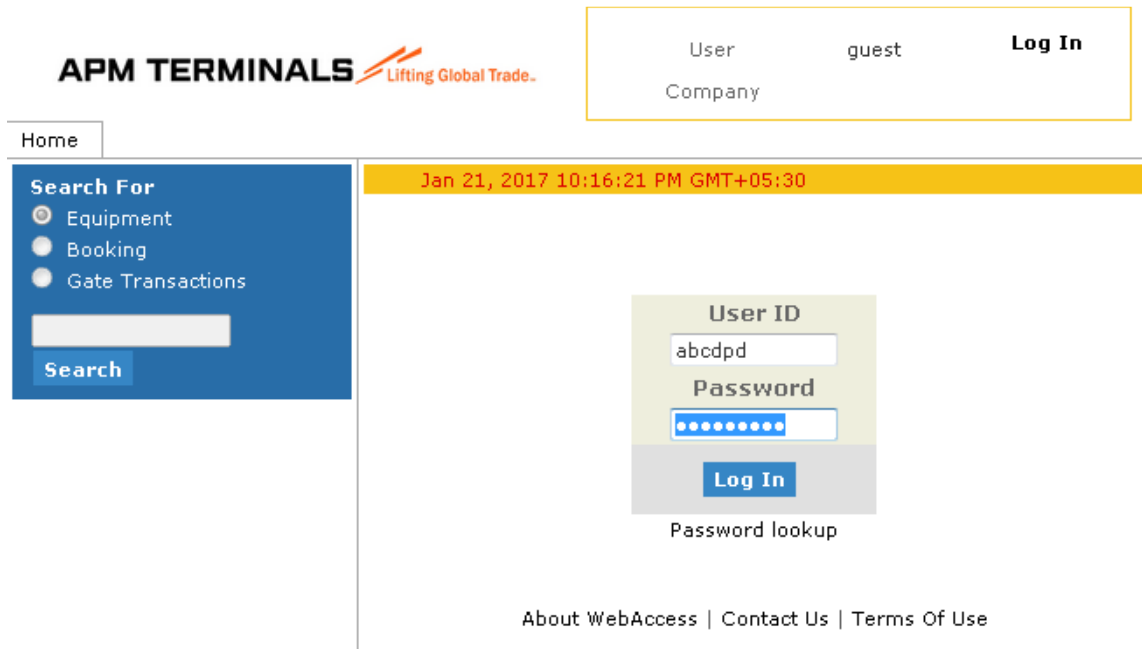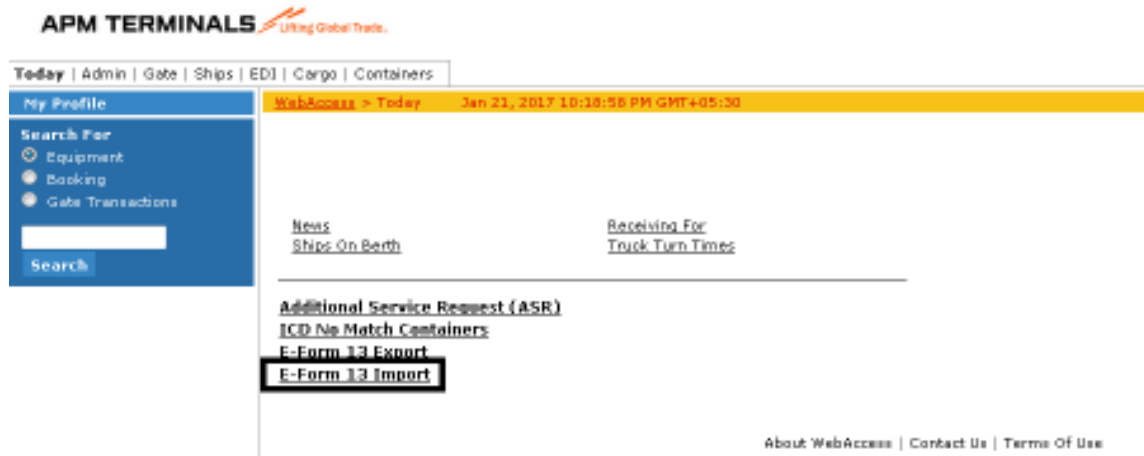Login in Web Access through Company Website – www.apmtmumbai.com

Go to Login Tab

Click on Customer Login as below.

Input the Credentials

Click on Log In

Click on E-FORM 13 Import link as per above.

Process Flow

To create E-Form 13 Transporter's Login ID

1. Log in to Web Access
2. On the Home Page , click on <mark>the E-Form13 link</mark>
3. From Setup menu setup → User Creation → Add.

4. Kindly fill-up proper information.
5. In mobile field kindly insert master's no.
6. After filling in the entire information click on save button.
7. To add another transporter, follow the same procedure.
8. To edit selected transporter click on EDIT button.

9. To save edited field click on SAVE button.

<u>To allocate container moves to Transporter</u>

1. From IMPORT menu click on Import →Transport Moves Allocation.

Click on EDIT to allocate moves.

2. After allocating moves press TAB (on keyboard) button.
3. Click on SAVE button to confirm the allocation.

4. To edit allocation click on edit. Make requisite changes and click on save.

For Gate Operation at User side

Verification Status of Truck

1. To check truck details click on gate operation → CFS verification Status of Truck.

2. Enter Truck No. without space (MH46AF1234) & click on display.

Gate Truck Verification

CFS gate out truck verification is used when truck reaches at CFS.

1. To verify truck click on gate operation → CFS gate truck verification.

2. Truck Gated Out from GTI will reflect in your CFS Gate Truck Verification.

3. Enter PIN No. & click on display.
4. Check the details & click on verify to complete the cycle. (Only after verifying the cycle, system allows to generate new PIN for the same truck.)

For REPORT

1. For Reports click on Report → CFS Report.

2. Select From Date ,To Date and click on Display Button.

3. The report will show the all truck details for selected time period.

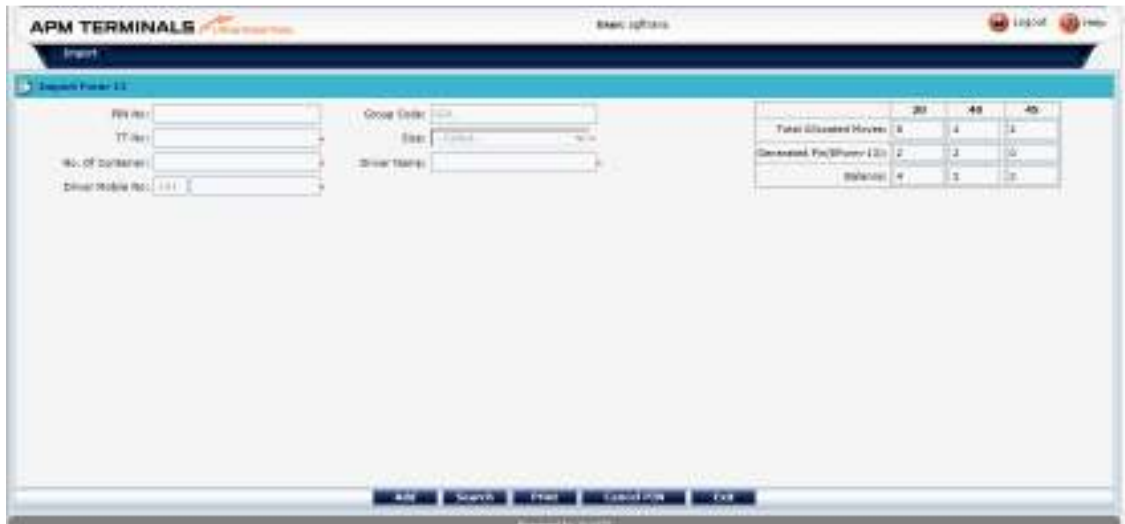# Process Flow for Transporter

To Login E-Form 13 for transporter login

1. Click on

To generate PIN

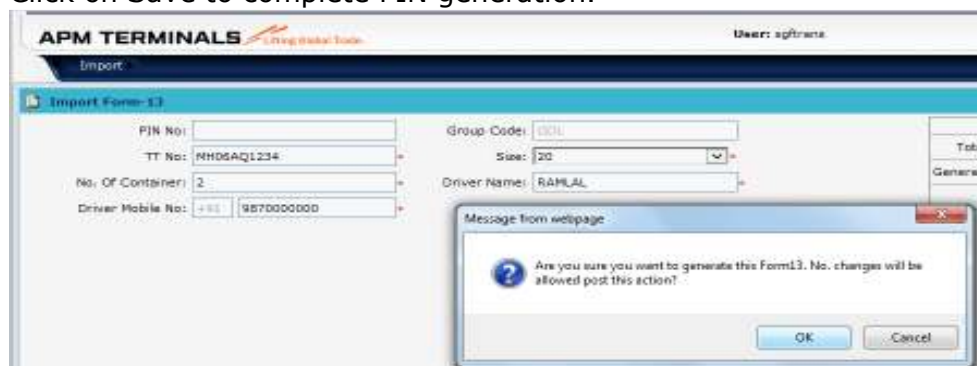1. Click on Import → PIN Generation.

2. Click on ADD to generate new PIN.

3. Enter TT no. without space (MH46AF1234)
4. Select Size (20/40/45)
5. Enter No. of containers (1x20,2x20,1x40,1x45), kindly insert proper No. of containers.
6. Enter Driver Name & Mobile No.
7. Click on Save to complete PIN generation.

8. After saving, it asks for confirmation. Click on OK button to confirm.
9. PIN gets displayed after confirmation.

10. Duplicate transaction will not be allowed till the CFS Gate Truck Verification is completed or PIN is cancelled.

To Search for PIN information

1. Click on Search button.
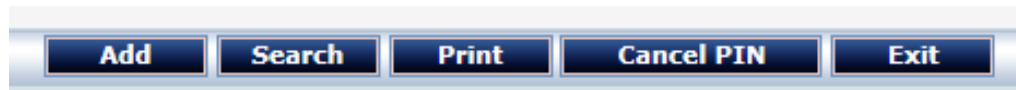
2. Enter the PIN.
3. Click on ▶▶ Button.

4. To print PIN information click on Print button.
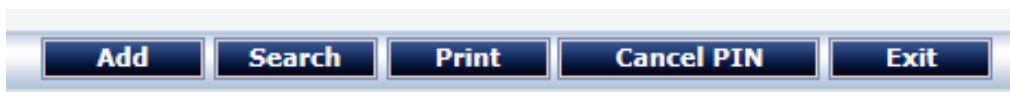
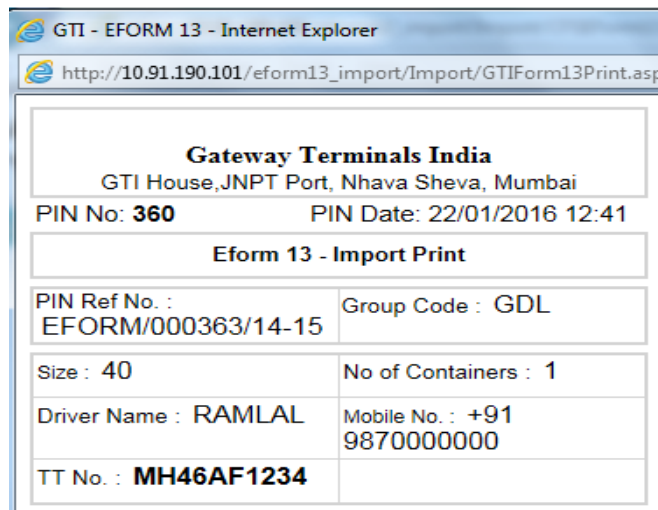5. System asks for Print or generates PDF.
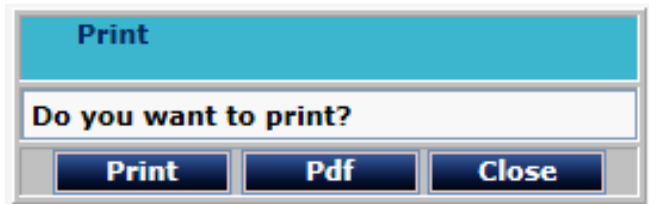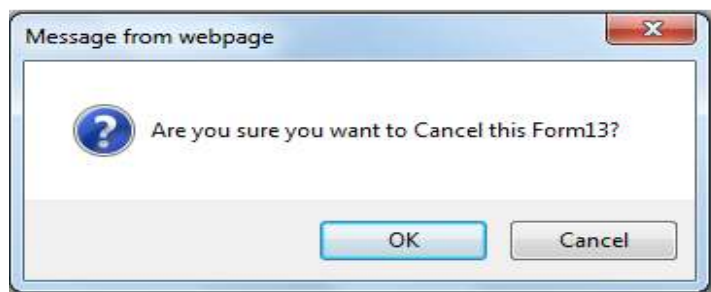
6. Click on Print for hard copy.

To Cancel PIN

1. Search for the PIN and then click on Cancel PIN.

2. System asks for the confirmation.

3. Click on OK button to confirm the Cancelation.
4. Error occurs if Truck is gated in.

5. Cancellation will take place only before Truck is enters the Terminal (Gate In).

Process Flow for Gate User

To Login

1. Go to the E-Form13 link
2. Enter User Name & Password, Click on Login.

3. To Check the Gate Truck Verification
4. From Gate Operation Menu →CGC Gate Truck Verification

5. Enter the PIN and Click on Display

Group Code	TT No	No. x Size	PIN Gen Date
PIN No: 359 * Display Exit			
GDL	MH06AC1234	1 x 40	22/01/2016 12:38

Group Code	TT No	No. x Size	PIN Gen Date
PIN No: 359 * Display Exit			

6. To check next or some other PIN, change the PIN and click on Display.