



N4 Roll out Webinar – Shipping Lines and NVOCC Operators

Lifting Global Trade.
APM TERMINALS

What are the changes ?

- WEBACCESS will be replaced by Customer Service Portal (**CSP**)
- Import E-form 13 (PIN) System can be access through CSP instead WEBEX
- PIN can be generated for Empty containers and back to town containers
- Truck Drivers registration and safety records in the system
- Truck and driver booking form for Export containers

Changes in new E-Form 13 system

Changes in new E-Form 13

1. Origin – Mandatory
2. Import and Export functionality clubbed under one Menu
3. OOG update (over dimension update)
4. Update Bundle
5. Damage Update
6. Reefer Temp update
7. Reefer container without Genset update
8. E-form 13 user friendly messages
9. Mass upload function
10. Empty container movement
11. Back to town container movement
12. New Form 13 validations
 - a. eForm-13 generation cut-off
 - b. eForm-13 Customs approval cut-off

How to access CSP ?

1. Visit <https://apmtmbai.com>
2. Go to **“Login”** TAB
3. Click **“Customer Service Portal”**

The screenshot shows a web browser window with the URL <https://apmtmbai.com/> in the address bar, highlighted with a red box and the number 1. The browser tabs include 'Maersk - Home', 'Home - INTRANet', and 'APM Terminals Mumbai > H...'. The website header features the APM Terminals logo with the tagline 'Lifting Global Trade...' and the text 'APM Terminals Mumbai'. A navigation menu includes 'home', 'about us', 'terminal facilities', 'safety', 'contact us', 'customer', and 'csr'. On the right side, there is a 'container tracking' search box with a 'submit' button and a note: 'For multiple containers search, enter container nos separated by comma'. Below this is a row of service buttons: 'Truck Booking', 'E-Form 13', 'Berthing report', 'e-port pass', and 'Login'. The 'Login' button is highlighted with a red box and the number 2. A dropdown menu is open under 'Login', showing 'Customer', 'Transporter', and 'Customer Service Portal'. The 'Customer Service Portal' option is highlighted with a red box and the number 3. The background of the website shows a large container yard with many colorful shipping containers and cranes.

How to Log-in on CSP ?

The screenshot shows the login interface of the Customer Service Portal. At the top, there are two tabs: "CUSTOMER LOGIN" (highlighted with a red box and the number 1) and "EMPLOYEE LOGIN". Below the tabs, the text "CUSTOMER SERVICE PORTAL" is displayed. The login form consists of several fields: a username field containing "whi" (highlighted with a red box and the number 2), a password field with masked characters, a reCAPTCHA "I'm not a robot" checkbox (highlighted with a red box and the number 3), and a "Log in" button (highlighted with a red box and the number 4). Below the "Log in" button, there is a link for "Create New Password OR Forgot Password" and a link for "click here To Register / Check Registration Status".

1. Click **"CUSTOMER LOGIN"**
2. Enter **"User ID and Password"**
3. Check **"CAPTCHA"**
4. Click **"Log in"**

CSP Home screen

Administration options

The screenshot displays the CSP Home screen interface. On the left is a dark navigation sidebar with icons and labels for Dashboard, My Profile, Query Tracker, Operations, Finance, EDI Document Upload, eForm13, and ASR. The eForm13 option is highlighted with an orange box. The top header is blue and contains the APM Terminals logo, a hamburger menu, the text 'CUSTOMER SERVICE PORTAL', and a user profile dropdown for 'WAN HAI LINES INDIA PVT LTD.' which is also highlighted with an orange box. The main dashboard area features four colored cards: 'CONTAINERS IN YARD' (1501), 'INVOICES RAISED' (0 This Month), 'PAYMENT O/S', and 'My Profile' (GST Details). Below these is a section titled 'Containers In Yard' with a dropdown menu set to 'IMPORT'. A table lists container details with columns for In Time, Container #, Status, Size, Finance Status, and Document on Status. The table is highlighted with an orange box, and the text 'Container List' is written in orange to its right.

Navigation Options

- Dashboard
- My Profile
- Query Tracker
- Operations
- Finance
- EDI Document Upload
- eForm13**
- ASR

Administration options

WAN HAI LINES INDIA PVT LTD.

Dashboard

Your Password Will Expire In : Day

- CONTAINERS IN YARD**
1501
View Details
- INVOICES RAISED**
0 This Month
View Details
- PAYMENT O/S**
View Details
- My Profile**
GST Details
Click to View

Containers In Yard

IMPORT

In Time	Container #	Status	Size	Finance Status	Document on Status
15 Dec 2020 13:06	WHLU0553898	IN YARD	20	Held	Released
20 Nov 2020 10:16	TCKU6261044	IN YARD	40	Held	Released
27 Oct 2020 15:04	BSIU9725952	IN YARD	40	Held	Released
23 Oct 2020 15:40	HJLU1364665	IN YARD	20	Released	Released

Container List

E-form 13 Home screen

APM TERMINALS Lifting Global Trade.

User: whi

Change Password Logout Help

Export Im port Report

L1032-WAN HAI 506
 L2589-YM PROMINENCE
 L9632-WAN HAI 503

Vessel Register

Vessel ID :

VIA No :

Vessel Name:

VOA:

Service :

Vessel Throughput

Total Moves :

Im port Moves :

Export by ICD :

Total Export By Road :

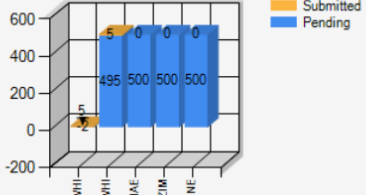
Additional Form-13 :

Total Form-13 Available :

Total Form-13 Allocated :

Co-Loader Details

Co-Loader	Form-13 Issued	Form 13 Released	Form-13 Submitted	Gate In Qty	Transfer Qty
WHI-WHAN HAI LINES INDIA PVT LTD.	3	0	5	0	0
WHI-WHAN HAI LINES INDIA PVT LTD.	500	0	5	0	0
MAE-Maersk India Pvt. Ltd.	500	0	0	0	0
ZIM-ZIM INTERGRATED SHIPPING SERVICES	500	0	0	0	0
Total :	2003	0	10	0	0



1993

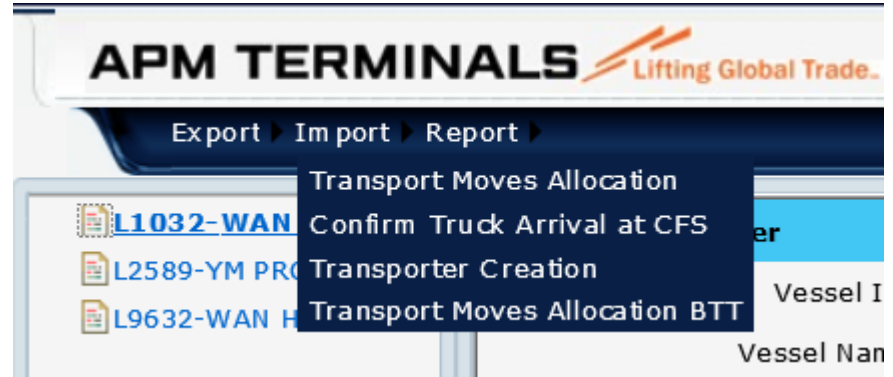
Edit

E-form 13 Home screen Menu

Export Menu



Import Menu



E-form-13 data submission

Release Form-13
Via No: Container No: *
Vessel Name: Booking No: *
File Download: Browse... **Upload** [File Format](#) Issued To: * **Form13 Details**
Form 13 Allocated :
Used :
Balance :

Vessel Information
Visit Id: Vessel Name: Service:

Customer Information
Line: Shipper Name: *
CHA Name: *
CHA License No: *

Container Information
ISO Code: Status: *
Custom Seal No: Agent Seal: * OOG: *
Shipper Seal: Other Seal: Bundle Contrs: *
VGM Weight (Tons): Do No: OGL No:
Tank Container Tare Weight: *
POD: * Temperature: * Voltage:
Shipping Bill No: IGM / EGM No: Import / Export: *
Spedal stow: * Is Damage: *
Origin Type: * CFS/ICD: * State Of Origin: *
District:

IMO No	UN No	Upload Docs
<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/>

Add New

Truck Information
Vehicle No: Driver Reg No: Driver Licence No: Training Valid Upto: Driver Name:
Haulier: Haulier Description: BAT Number: Without Genset:

Save & Generate Form13 **Save & Add New** **Save & Exit** **Cancel**

E-form-13 data submission

Container status

Status:

Agent Seal:

Other Seal:

OOG dimension and Bundle update

OOG:

Bundle Contrs:

OOG Details

Length

Front: *(Cm)

Back: *(Cm)

Top: *(Cm)

Right: *(Cm)

Left: *(Cm)

Bundle Containers

Bundle Cont No	Iso Code
NYKU8533222	4560
NYKU8533223	4560
NYKU8533224	4560 x
<input type="text"/>	<input type="text"/>

POD with country Code

POD:

Shipping Bill No:

Special stow:

Origin Type:

Track Information

Vehicle No:

Haulier:

Required Temperature update

Temperature: x

E-form-13 data submission

Special stow : Is Damage: Remarks:

Origin Type : CFS/ICD: State Of Origin: District:

Special Stow

Special stow :

Origin Type :

- ODR - ODR
- ODD - Perishable
- ODK - ON Deck Stowage
- UDK - Under Deck Stowage

Origin Type

Origin Type :

- CFS
- Factory Stuffed
- Factory Stuffed Via CFS
- ICD by Truck
- Empty Units

LOV for CFS selection

- Select----
- ACG-ALLCARGO LOGISTICS LTD (ANNEX)
- AMY-AMEYA LOGISTICS PVT LTD
- AP0-APOLLO LOGISOLUTIONS LTD
- AST-ASHTE LOGISTICS PVT LTD
- BLC-BALMER LAWRIE & CO. LTD.

Damage details update

Damage Details		
Major/Minor	Damage Location	Type
<input type="text" value="Major"/>	<input type="text" value="LOCKING BAR"/>	<input type="text" value="MISSING"/>
<input type="text" value="Major"/>	<input type="text" value="LEFT"/>	<input type="text" value="PUSHED IN"/>
<input type="text" value="---Select---"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
<input type="text" value="---Select---"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>

LOV for ICD selection

- Select----
- AGR-Aqra Yam una Bridge Station Uttar Pradesh
- AKV-Ankleshwar Gujarat CCI
- APT-Patli , Harayana - ADANI
- ARS-Arshiya Panvel Maharashtra
- AWD-Wardha Gujarat ADANI

E-form-13 messages



SUCCESS - - Pre-advise unit created successfully in N4!!

E-form 13 generated successfully



Gate is not open for Line MOL GRANDEUR. Eform 13 can not be Generated.

Gate is not opened for specific shipping Line. Eform-13 can be generated 6 hrs prior to actual Gate opening



Pre-Advise Cut-off for Line MOL GRANDEUR is done. Eform 13 can not be Generated.

Pre-advise generation stops 5 hours prior to actual gate cut-off for specific shipping line



Gate is not open for vessel MAERSK BOGOR. Eform 13 can not be Generated.

Gate is not opened for vessel. Eform-13 can be generated 6 hrs prior to actual Gate opening

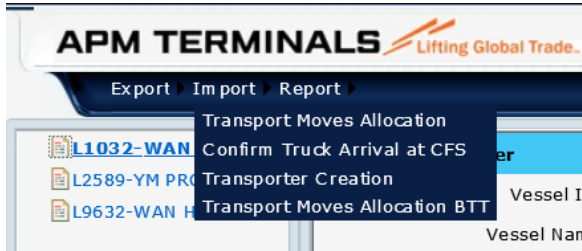


Pre-Advise Cut-off for vessel MOL GRANDEUR is done. Eform 13 can not be Generated.

Pre-advise generation stops 5 hours prior to actual gate cut-off

Create New Transporter for Empty and Back to Town

1. Click **"Import"** Tab
2. Click **"Transport Creation"**



The screenshot shows the 'Transporter Creation' form in the APM TERMINALS system. The form is titled 'Transporter Creation' and is for user 'whi'. The form fields are as follows:

- User Name: WHIETY *
- Password: ***** *
- Company Name: whi *
- Mail Id: whi@gmail.com *
- User Status: Active (dropdown)
- Role: TRANSPORTER (dropdown)
- CFS / DPD: WHI
- Mobile No: 9920930435
- Transporter Supervisor Name: alhds
- User Type: EXTERNAL USER (dropdown)

1. Click **"Add"** button
2. Fill in all mandatory information
3. Select user status as **"Active"**
4. Select Role as **"Transporter"**
5. Click **"Save"** to create transporter
6. User Type should be **"External User"** only

Moves allocation to your Transporter

APM TERMINALS Lifting Global Trade. User: whi [Change Password](#) [Logout](#)

Export Import Report

Transporter **Transport Moves Allocation**
 Confirm Truck Arrival at CFS
 Transporter Creation
 Transport Moves Allocation BTT

Pendency Refresh Date : 28/12/2020

Group Code (CFS) :

Cont Type :

	20	40	45	Total
Pendency:	3	19	0	22
Allocation Made:	0	0	0	0
Allocation Balance:	3	19	0	22
PINs Generated:	0	0	0	0
PINs to be Generated:	3	19	0	22

Transporter Details

Transporter Name	Size			PIN Allocated			PIN Generated			PIN Balance		
	20	40	45	20	40	45	20	40	45	20	40	45
WHIETY	2	5	0	0	0	0	0	0	0	0	0	0
WHITEST	1	10	0	0	0	0	0	0	0	0	0	0
WHITR	0	0	0	0	0	0	0	0	0	0	0	0
Total :	3	15	0	0	0	0	0	0	0	0	0	0

Generate PIN by Transporter for your CFS

APM TERMINALS Lifting Global Trade. User: whiety Change Password Logout

Admin | Import | Report

PIN Generation

PIN Ref No. : 0281220000003

PIN No:	600473	Group Code:	WHI
TT No:	MH46PM1234	Container Type:	General
Driver Mobile No:	+91 8888782811	Size:	20
No. Of Container:	2	BAT No:	PM02
Driving License No:	MH1220030350232		
Driver Name:	AYUB SHAIKH		

WHI Pendency

General	20	40	45
Total Allocated Moves:	2	10	0
Generated PIN:	2	0	0
Balance:	0	10	0

GATEWAY TERMINALS INDIA PVT.LTD.
GTI House, JNPT, Sheva, Taluka - Uran, Dist - Raigad Navi
Mumbai - 400 707

PIN No: 98510 PIN Date: 31/03/2020 12:22

Eform 13 - Import Print

PIN Ref No. : 0310320000003	Group Code : HLI
Size : 20	No of Containers : 1
Driver Name : DNYANDEV GARJE	Mobile No. : +91 7028129528
TT No. : MH43MH0005	

! PIN successfully Generated.

Add Search Print Cancel PIN Exit

1. Enter TT no. without having space (i.e. DH01DD1148).
2. Select Container Type (i.e. General, Reefer and OOG).
3. Enter Driver Mobile No (Note:- Driver mobile no is mentioned on safety card & is unique for each vehicle).
4. Select Size (20'/40'/45').
5. Enter No. of container (1x20, 2x20, 1x40, 1x45).
6. Enter BAT ID if available. (Note:- BAT ID is unique for each vehicle)
7. Click on Save to complete PIN generation.

Back to town containers allocation to Transporter

Export Import Report

Transporter

- Transport Moves Allocation
- Confirm Truck Arrival at CFS
- Transporter Creation
- Transport Moves Allocation BTT**

Code : WHI

Pendency Refresh Date : 29/12/20

Transporter Name: WHITEST

Select All	Sr No	Container No	Size	PIN No
------------	-------	--------------	------	--------

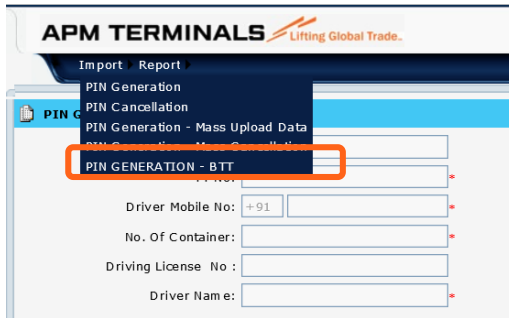
<input checked="" type="checkbox"/>	1	WHSU5429252	45	420522
<input type="checkbox"/>	2	WHSU5800419	40	0
<input type="checkbox"/>	3	RFCU8219074	20	0
<input type="checkbox"/>	4	TCNU4710156	40	0
<input type="checkbox"/>	5	WHLU0351860	20	0
<input type="checkbox"/>	6	RFCU8205614	20	0
<input type="checkbox"/>	7	DFSU3026255	20	0
<input type="checkbox"/>	8	BAFU8897456	20	0

Submit

Shipping Line : whi				
	20	40	45	Total
Pendency:	5	2	1	8
Allocation Made:	0	0	1	1
Allocation Balance:	5	2	0	7
PINs Generated:	0	0	0	0
PINs to be Generated:	5	2	1	8

Transporter : WHITEST				
	20	40	45	Total
Allocation Made:	0	0	1	0
PINs Generated:	0	0	1	0
PINs to be Generated:	0	0	0	0

Back to town PIN Generation by Transporter



APM TERMINALS Lifting Global Trade.

Import Report

- PIN Generation
- PIN Cancellation
- PIN Generation - Mass Upload Data
- PIN Generation - Mass Cancellation
- PIN GENERATION - BTT**

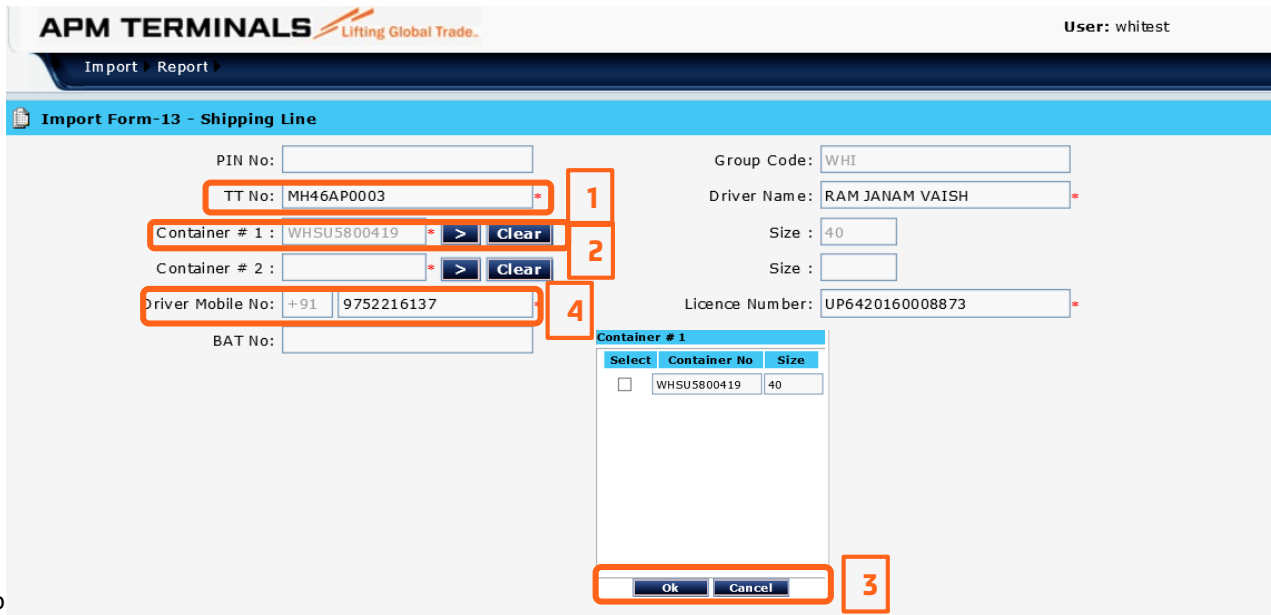
Driver Mobile No: +91

No. Of Container:

Driving License No :

Driver Name:

1. Go to **"Import TAB"**
2. Click **"PIN Generation - BTT"**
3. Add TT no
4. Select container from list
5. Add Driver Registration number / mobile number



APM TERMINALS Lifting Global Trade. User: whitest

Import Report

Import Form-13 - Shipping Line

PIN No:

TT No: 1

Container # 1 : > Clear 2

Container # 2 : > Clear

Driver Mobile No: +91 4

BAT No:

Group Code:

Driver Name: *

Size :

Size :

Licence Number: *

Container # 1

Select	Container No	Size
<input type="checkbox"/>	WHSU5800419	40

Ok Cancel 3

Back to town PIN Generation by Transporter

[Import](#) [Report](#)
[Transporter Report](#)
[Import Form](#) [Truck Movement Report](#)

PIN Ref No. : 0291220000003

PIN No: 728306

Group Code: WHI

TT No: MH46AP0003 *

Driver Name: RAM JANAM VAISH *

Container # 1 : WHSU5800419 *

Size : 40

Container # 2 : *

Size :

Driver Mobile No: +91 9752216137 *

Licence Number: UP6420160008873 *

BAT No:

	20	40	45
Total Allocated Moves:	0	1	1
Generated PIN:	0	1	1
Balance:	0	0	0

 PIN No: 728306 Generated Successfully.

E-Form 13 Mass upload functionality

Release Form-13
Via No: L1032
Vessel Name: WAN HAI 506
File Download: Browse... **Upload** **File Format**
Container No: NYKU8533221
Booking No: NYKU3221
Issued To: ASHAPURA CHA **Form13 Details**
Form 13 Allocated : 503
Used : 4
Balance : 499

Vessel Information
Visit Id: L1032
Vessel Name: WAN HAI 506
Service: CIX

Customer Information
Line: WHI-WHAN HAI LINES INDIA PV
Shipper Name:
CHA Name:
CHA License No:

Container Information
ISO Code: Status: -----Select Status-----
Custom Seal No: Agent Seal: OOG: **Dimensions**
Shipper Seal: Other Seal: Bundle Contrs: **Bundle Containers**
VGM Weight (Tons): Do No: OGL No:
Tank Container Tare Weight:
POD: -----Select POD----- Temperature: Voltage:
Shipping Bill No: IGM / EGM No: Import / Export: Export
Special stow: -----Select---- Is Dam age: **Damage** Remarks:
Origin Type: -----Select---- CFS/ICD: State Of Origin: -----Select State----- District:

Truck Information
Vehide No: Driver Reg No: Driver Licence No: Training Valid Upto: Driver Name:
Haulier: ANY:DUMMY COMPANY Haulier Description: BAT Number: Without Genset:

Upload Docs
IMO No UN No Upload Docs
 Browse...
 Browse...
 Browse...
Add New

Save & Generate Form13 **Save & Add New** **Save & Exit** **Cancel**

Important Points regarding Mass Upload functionality

- Special containers like Haz, Reefer, OOG and F/R bundles not to be included in mass upload
- All entries in mass upload file should be in "CAPITAL LETTERS"
- All containers in one file should belong to only one vessel and same shipping line
- File to be uploaded as **.CSV**
- Laden container weight should not be less than 2.5 MT for 20' and 4.5 MT for 40'
- General 20' empty container to be update with 2.5 MT weight
- General 40' empty container to be update with 4.5 MT weight
- Empty tank containers not to be included in mass upload.
- Shipping line to upload container of their own account.
- It is advisable to input correct driver Registration number, Truck number and BAT ID.

E-form-13 mass upload file sample

HYBL0776

L1032

L2589

L8978

Release Form-13

Via No:

Container No: *

Vessel Name:

Booking No: *

File Download:

[File Form at](#)

Issued To: *

CHA REF. CODE	CHA NAME	ISO CODE	AGENT SEAL	CUSTOMS SEAL	OGL NO.	STATUST	WEIGH DO NO.	POD	VOLTAG E	SHIPPING BILL NO.	VEHICLE NO.	DRIVER MOBILE NO	DRIVER NAME	IGM HAULIERNO	IMPORT EXPORT	SHIPPER NAME	ORIGI N	REMARKS	BAT_NBR
ATP	ATP AND SONS	2210	6678	5567	F	23	SGSIN			9998110					E	AMI (INDIA) LOGISTICS PVT LTD	C	SAMPLE	
ATP	ATP AND SONS	2210	66789	44567	F	25	LKCMB			9998111					E	AMI (INDIA) LOGISTICS PVT LTD	C	SAMPLE	

ORIGIN	REMARKS
C	CFS
E	Empty
F	Factory stuffed
S	Factory stuffed via CFS
I	ICD By Road

E-form-13 mass upload file

Field Label	DATA Sample	Description	Mandatory / Non mandatroy
VCN NO.	ITLL0302	VIA no	Mandatory
CONTAINER NO.	MSKU9998010	Container no	Mandatory
BOOKING NO.	RH097575	Booking number issues by Shipping Line	Mandatory
ISSUED TO	HLI	Form 13 Issued to?	Mandatory
CHA REF. CODE	ATP	CHA Licesnse Number	Mandatory
CHA NAME	ATP AND SONS	Full Name of CHA	Mandatory
ISO CODE	2210	ISO of unit	Mandatory
AGENT SEAL	7885	Line Seal / Agent Seal	Mandatory
CUSTOMS SEAL	884	Customs Seal	Mandatory
OGL NO.			Non Mandatory
STATUS	F / E	F = Full E = Empty	Mandatory
WEIGHT	27.3	Gross wt of Unit in MT	Mandatory
DO NO.			Non Mandatory
POD	HKHKG	POD code prefixed with country code	Mandatory
VOLTAGE			Non Mandatory
SHIPPING BILL NO.	9998110	Shipping bill no of unit	Mandatory
VEHICLE NO.	MH99MH9010	Vehicle no on which unit is moved to terminal.	Non Mandatory
DRIVER MOBILE NO	8840655298	Driver Registration number on driver safety card	Non Mandatory
DRIVER NAME			Non Mandatory
HAULIER			Non Mandatory
IGM NO			Non Mandatory
IMPORT EXPORT	E	Always put as "E"	Mandatory
SHIPPER NAME	AMI (INDIA) LOGISTICS PVT LTD	Name of the shipper in case Laden container	Mandatory
ORIGIN	C / F / I / S / E	C = CFS Stuffed F = Factroy stuffed (LEO at CPP) I = ICD By Road S = Factory via CFS (LEO at CFS) E = Empty	Mandatory
REMARKS		Free text note	Non Mandatory
BAT_NBR	AB111	BAT ID Available with truck	Non Mandatory



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