

GPOFMS - USER MANUAL FOR PORT USERS & SUPPLIERS

Portal Registration and Password Management

Abstract

This manual is to the business or individuals who need to make transactional business with the Gujarat Maritime Board. This manual covers user registration for both PLD and non PLD accounts and suppliers registration along with the process to reset the password etc which is required for availing various services by them.

Gujarat Maritime Board
Gandhinagar

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1. Purpose

The purpose of this document is to explain the prospective and existing port users and suppliers who carryout transactional business with GMB in any location. Every user should have a valid mobile number and E-mail for beginning the registration. Registration is a one-time process once registered a port user or supplier will be provided a unique Port User Registration Number (PURN) which will be a unique identifier of a business/entity or an individual carrying out business with GMB. PURN number allotted at any port location or the HO is valid in all ports. Every individual or business then need to only create their accounts locally (PLD/Non-PLD or supplier)

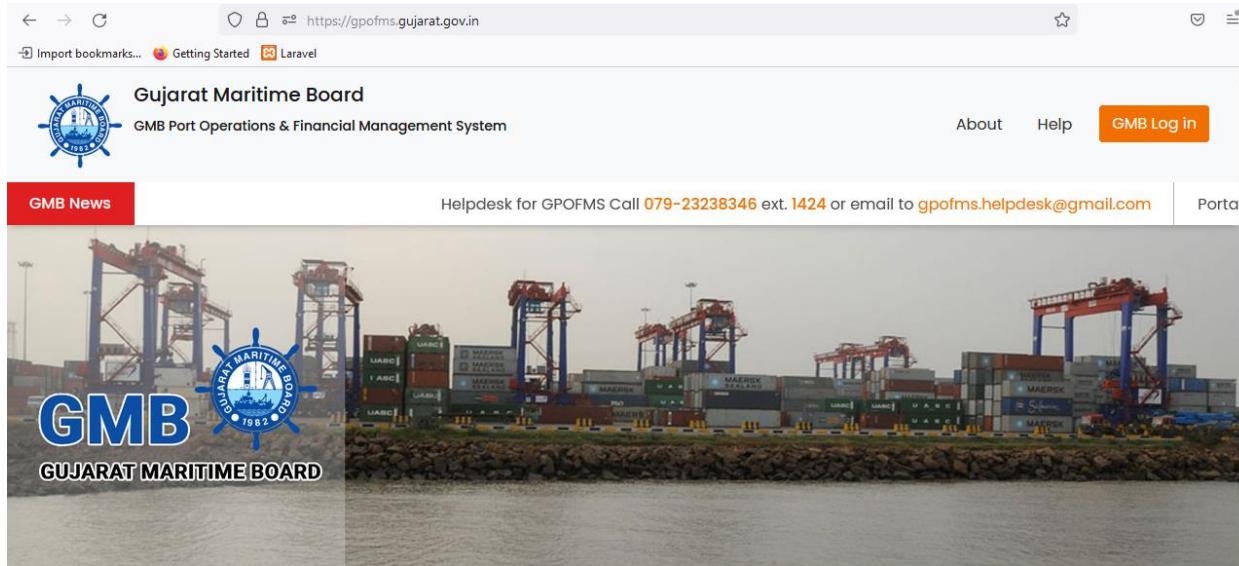
This document also instructs how to access the portal, how to reset the password and what to do in case a user forgets the password. This step is required for placing a vessel call and avail other services.

This document covers all the Party Types in both Suppliers and Customer Sides of the GMB

- B2B
- SEZ
- B2C with PAN
- B2C without PAN

2. How to access the system

The site is hosted in the public URL <https://gpoofms.gujarat.gov.in>. It is accessible in any modern web browser latest version (Firefox, Chrome etc.,). The home page looks like



THE PERFECT BLEND OF FEATURES

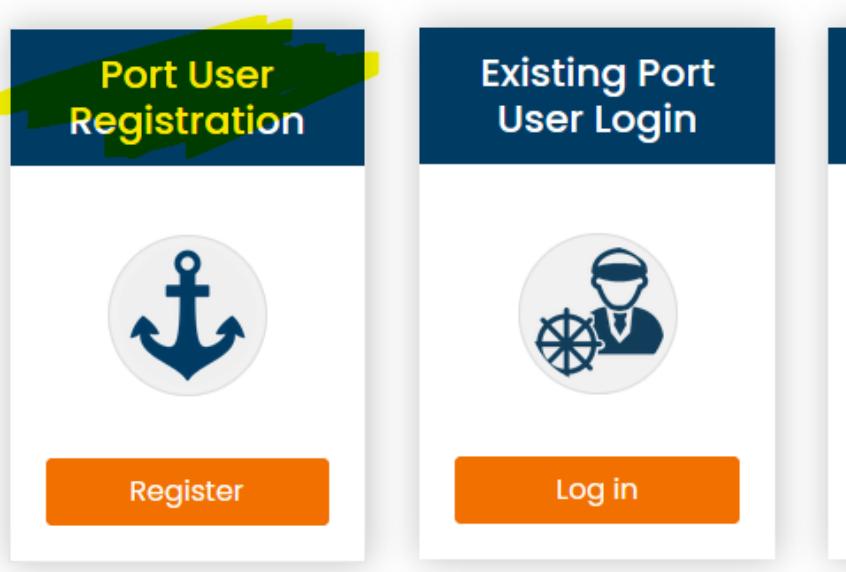
Always check for https and click on the lock image to check the correct source of the site.



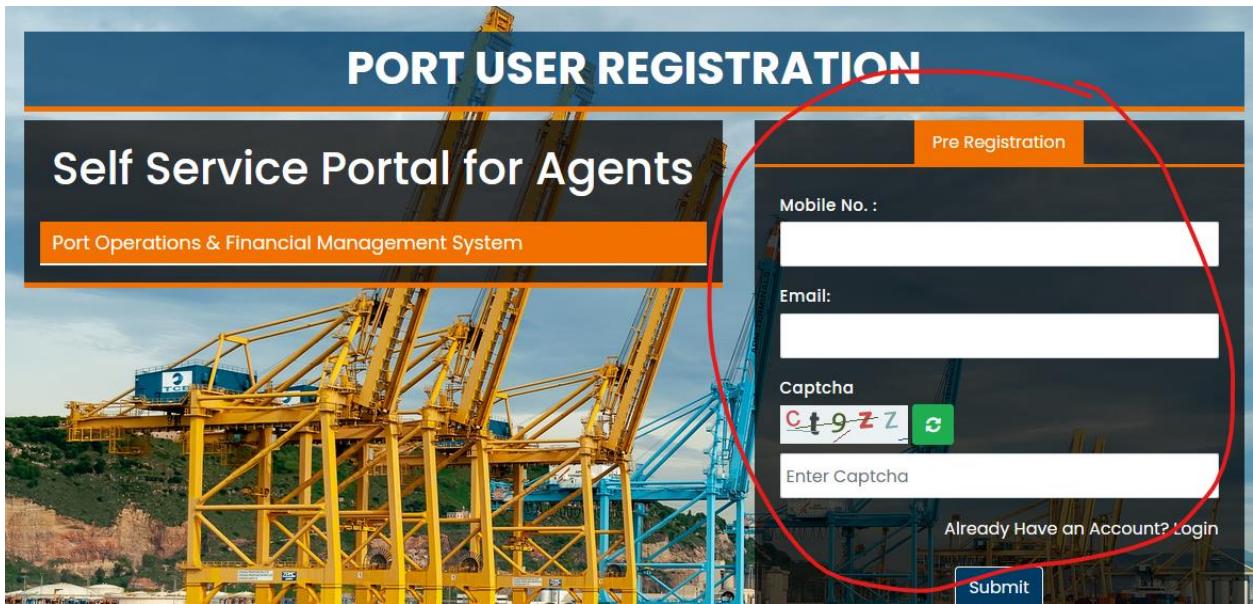
3. Steps involved in New Port User Creation

In the home page link is provided for registering for new port user/supplier and login for the registered port users / suppliers

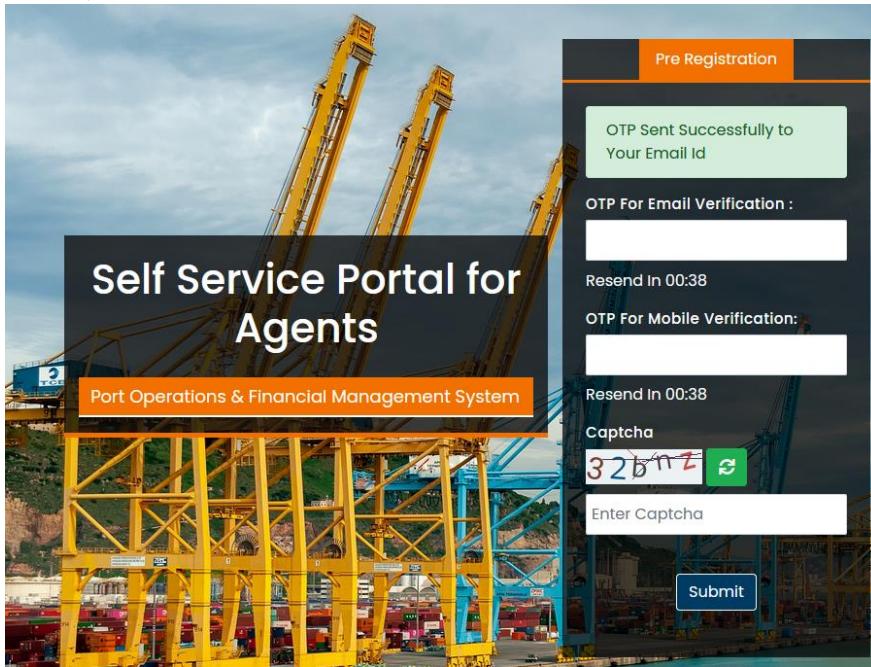
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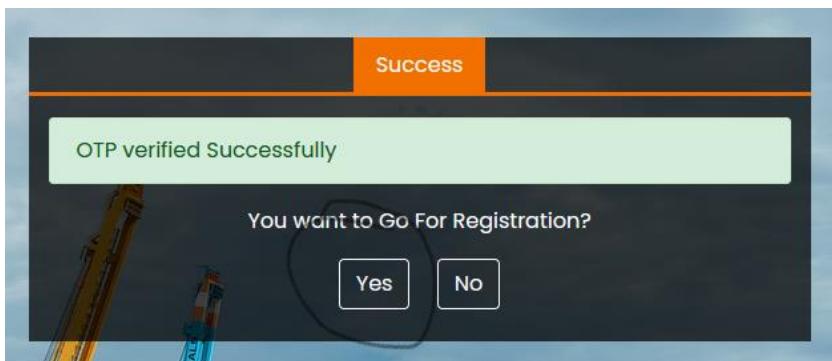
Step 1: Click on the Register button under the Port User Registration panel for new port user / supplier registration.



Step 2: Enter the Mobile Number and the E-mail of the party registering for the new port user / supplier along with the correct CAPTCHA value and press submit. An OTP will be sent to the mobile/email



Step3: Enter both the OTPs received in the window provided and submit along with CAPTCHA.



Step 4: Press Yes button to proceed to the registration.

Self Service Portal For Agents

Party Type Party Details Tax Detail Bank Details Billing Address Register Address Document Details

Customer / Port User:

Yes

Supplier

Yes

Next

Step 5: Select the appropriate option you require. Customer /Port User if you are a customer of GMB both PLD and non PLD. The Supplier if GMB is your customer of if you are a contractor or service provider of GMB. You can select both the options also if required.

Party Type Party Details Tax Detail Account Details Bank Details Billing Address Register Address

Document Details

Customer Name: *

Port: *

User Type: *

Contact Person Name : *

Contact Person Mobile : *

Contact Person Email : *

Request Id : *

Constitution Of Firm / Company: *

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Step 6: The customer details like name, the port in which he is submitting the request the type and contact details of the port user / supplier etc and click next.

Step 7: The customer tax status related details are to be entered.

Party Type Party Details **Tax Detail** Account Details

Document Details

GST: Yes No

PAN: * Yes No

AADHAR: * Yes No

Party Type : *

Previous **Next**

Party Type Party Details **Tax Detail** Account Details Bank Details Billing Address Register Address

Document Details

GST: Yes No

SEZ: * Yes No

GSTIN : * 07AACN2185J1ZE

Legal Name : * National Informatics Centre Services Inc.

Trade Name : * National Informatics Centre

GST Type : * Regular

PAN: * Yes No

Permanent Account Number: * AACN2185J

Party Type : * B2B

In selection of GST option the parties will be marked as B2B and will ask if it's a SEZ, B2B parties have to enter the GST number and the legal name will be populated from the GSTN portal and they can go to next step

Entities or individuals having no GST will be categorised as B2C with PAN or B2C without PAN based on the selection. Input fields will be suitably enabled or disabled as per the options selected.

Self Service Portal For Agents

Party Type Party Details Tax Detail **Account Details** Bank Details Billing Address Register Address

Document Details

Registration Type: *

GMB GOG

Application Account Type For GMB: *

PLD Non - PLD

Application Account Type For GOG: *

PLD Non - PLD

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Step 8: In the account details step if the person or party is a customer of GMB/GOG they have to select a proper requirement of the account. GMB means the party will only deal with GMB and GoG means the party will deal with GoG services they can also select both if required. Persons who selected only supplier in the first step (party type) will not be shown this option.

Party Type Party Details Tax Detail **Account Details** Bank Details Billing Address Register Address

Document Details

IFSC Code :

BKID0002020

Bank Name :

BANK OF INDIA

Branch Name :

GANDHINAGAR , SECTOR 16, BANK OF IND

Bank Account Holder Name :

Bank Account Number :

Account Type :

Savings Current

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Step 9: The bank details of the party is to be entered here on entering the IFSC Code the bank name and branch name will be populated and the account holder name and account number details are to be entered.

Party Type Party Details Tax Detail Account Details Bank Details **Billing Address** Register Address

Document Details

+ Add

Billing Address 1: * HALL NO. 2 and 36TH FLOOR

Billing Address 2: NBCC TOWER 15

Billing Address 3: BHIAKJI CAMA PLACE , BHIAKJI CAMA PLACENEW DELHI

Billing State: * DELHI

Billing District: * NEW DELHI

Billing Taluka: * NEW DELHI

Billing City: * NEW DELHI

Billing Pin Code: 110066

TDS Credit:
 Yes No

Tax Deduction Account Number : **Download**

Kindly Download This TAN UnderTaking Document & Upload Signed TAN Undertaking Document In Below Document Named As TAN UnderTaking

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Step 10: The Billing address can be added in this screen, In case of B2B parties the details will be pre fetched from the GSTN portal and you can add as many address you need with the ADD option on right top. The Option will be available to the B2B parties of GMB to have a TDS credit. In such cases TAN number has to be mentioned and a TDS undertaking should also be submitted/uploaded along with the other documents. the sample template is available for download from this screen.

Party Type Party Details Tax Detail Account Details Bank Details **Billing Address** Register Address

Document Details

Same as Billing Address

Register Address 1: * HALL NO. 2 and 36TH FLOOR

Register Address 2: NBCC TOWER 15

Register Address 3: BHIAKJI CAMA PI PLACENEW DELH

Register State: * DELHI

Register District: * NEW DELHI

Register Taluka: * NEW DELHI

Register City: * NEW DELHI

Register Pin Code: 110066

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Step 11: In this step the registered address of the entity or business is to be entered, it can be marked to display the same as billing address using the check box on top.

[Party Type](#) [Party Details](#) [Tax Detail](#) [Account Details](#) [Bank Details](#) [Billing Address](#) [Register Address](#)

Document Details

- For B2B – GST,PAN & Bank Details Mandatory
- For B2C with PAN – PAN & Bank Details Mandatory

- For B2C without PAN – Aadhar Mandatory
- For GMB – PLD Account – TAN Mandatory
- File Type Should Be a PDF File

- File Size Should Be Less Than or Equal To 500 KB

Document Type <input type="text" value="PAN Copy"/>	File <input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Document Type <input type="text" value="GST Registration"/>	File <input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Document Type <input type="text" value="Bank Details / Cancelled Cheque"/>	File <input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Document Type <input type="text" value="Other"/>	File <input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>

[Previous](#)
[Submit](#)

Step 12: This is the final step in which the requisite documents are to be uploaded. The list of documents is as per the choices selected in the previous screen. All documents required for the category of user is to be uploaded the list is displayed on the top in red colour.

Step 13: On submission one preview page with all the details entered along with the documents will be shown.

Port User Details

Customer Name: *	Port: *	Constitution Of Firm / Company: *
TEST	Select Port	Private Limited Company
User Type: *	Customer / Port User:	Supplier
Organization/Firm	Yes	Yes
Contact Person Name : *	Contact Person Mobile : *	Contact Person Email : *
TEST	8460590190	gpoftms04@yopmail.com

Tax Details

Is GST:	Is SEZ:	
Yes	No	
GSTIN :	Legal Name :	Trade Name :

Accounts Details

Registration Type: *	Application Account Type For GMB: *	Application Account Type For GOG: *
GMB GOG	Non-PLD	Non-PLD

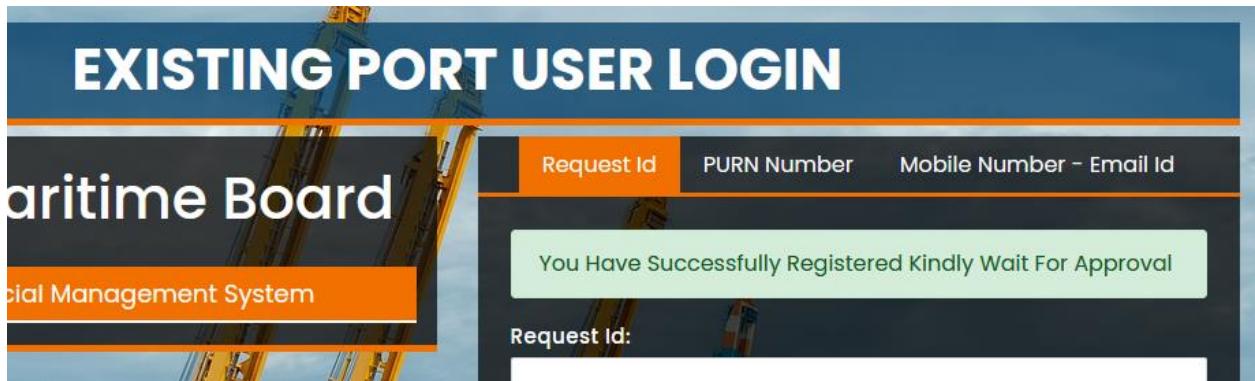
Port User Documents

Document Type	File
PAN Copy	View Docs
GST Registration	View Docs
Bank Details / Cancelled Cheque	View Docs
Other	View Docs

I Have Read All Details

[Submit](#)

Step 14: On Clicking the undertaking and submitting the details you will get this confirmation page and you will receive an email mentioning the Register id and your Temporary Password.

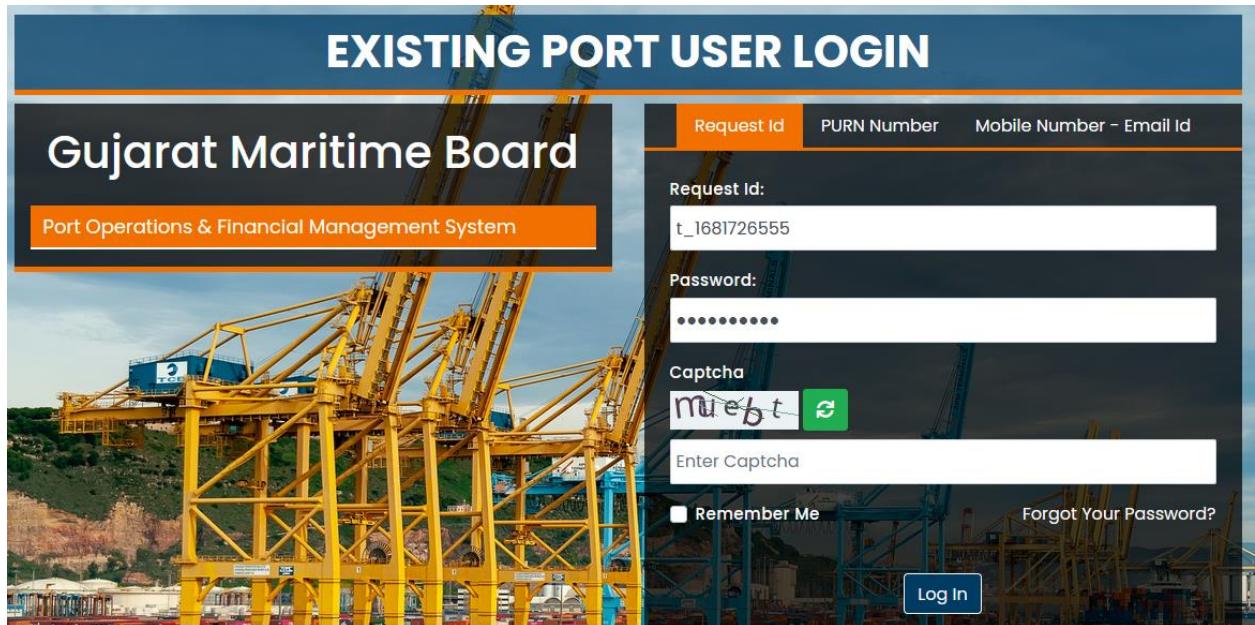


4. Login to the system

The system will allow to user to login with the temporary user id and password received by email after submission of the form. The user can login with the PURN/mobile number /email id after the approval.

4.1 Login with temporary registration id and check the status

Step 1: User the login below the existing port user login and you will get the screen to login, type the temporary request id and the password received and enter CAPTCHA and press Log in.



The screenshot shows the GPO-FMS dashboard for 'Gandhinagar HO'. The left sidebar has links for Dashboard, Port User, Request for PLD Non PLD, and Sign Out. The main area is titled 'Progress Report' and displays three cards: 'No Of PLD Requests' (0), 'No Of Non PLD Requests' (2), and 'Opening Balance' (0 Rs).

Step 2: Click on the Port user link on the side menu the request status will be shown.

The screenshot shows the 'PORT USER' list page. The table has columns for Customer Name, Contact person Mobile, Contactperson Email, Party Type, User Type, Request Id, PURN Number, Status, GSTIN, GST Type, Category, and Action. One entry is shown: TEST, with status pending.

Step 3: The user can use the edit and view to change the request or view the request if the application is still pending.

Step 4: Clicking on the user name on top right the menu will open to view the user profile, the option to switch port and logout will be available.

The screenshot shows the 'Update Profile' page for 'TEST'. It includes a 'Profile Picture' section with a placeholder image and the name TEST. The 'Basic Information' section shows fields for Full Name (TEST), Email (gpoftms04@yopmail.com), Mobile (8460590190), PURN Number, and Ports (Gandhinagar HO). On the right, a user profile card shows TEST, gpoftms04@yopmail.com, and options to Switch Port, View Profile, and Sign Out.

Step 5: Clicking the Request for PLD Non PLD in the side menu you can create or view the pending requests.

Port User Name	PURN Number	Port Name	Type	Account Type	Account Number	Party type	Status	Ledger	Action
TEST		Gandhinagar HO	GOG	Non - PLD		B2B	Pending		Edit
TEST		Gandhinagar HO	GMB	Non - PLD		B2B	Pending		Edit
TEST		Gandhinagar HO	GMB	Billing		B2B	Pending		Edit

The same option add request is used to create the request for accounts in other ports.

4.2 Login with PURN / Mobile Number / Email

Once the request is approved the user will receive the email from the system mentioning the PURN and the password.

Step 1: On login to the system the system will have the same listing as earlier but only change will be there is entry for PURN and the ledger account numbers and the provision to view the ledger balances.

The screenshot shows the GPOFMS application interface. On the left, a vertical sidebar menu lists various options: Dashboard, Port User, Request for PLD Non PLD, Traffic, Annual Survey Report, GMB Vessels, Sign Out, and a second set of Dashboard, Port User, Request for PLD Non PLD, Traffic, Annual Survey Report, GMB Vessels, and Sign Out.

The main content area is divided into two sections:

- Port User:** A table showing a single entry for a user named "TEST". The table columns include Customer Name, Contact person Mobile, Contactperson Email, Party Type, User Type, Request Id, PURN Number, Status, GSTIN, GST Type, Category, and Action. The "Action" column contains "Edit" and "View" buttons.
- Requested for PLD - Non PLD Users List:** A table showing two entries for users named "TEST". The table columns include Port User Name, PURN Number, Port Name, Type, Account Type, Account Number, Party type, Status, Ledger, and Action. The "Action" column contains "View" buttons.

Step 2: The user can use the credentials to request to create the vessel call and add/modify ship details and avail various services

The screenshot shows the GPOFMS application interface with the "Vessel Call" section highlighted in orange. The sidebar menu is partially visible on the left.

The main content area shows the following sections under "Vessel Call":

- Vessel Call Details
- Pending Vessel Calls
- Verified Vessel Calls

The method of creating a vessel call and adding ship details and availing other services will be provided in separate manuals.

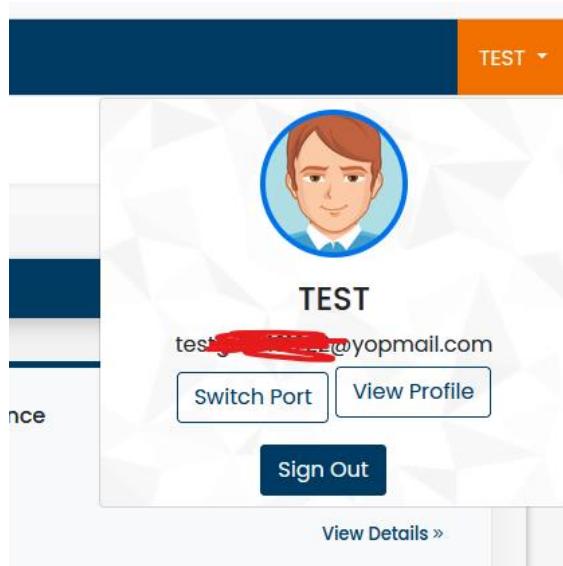
4.3 Logging Out

The user can sign out any time by clicking on the Sign Out link on the left menu or in the view profile link on the top right corner.

5. Change password to the system

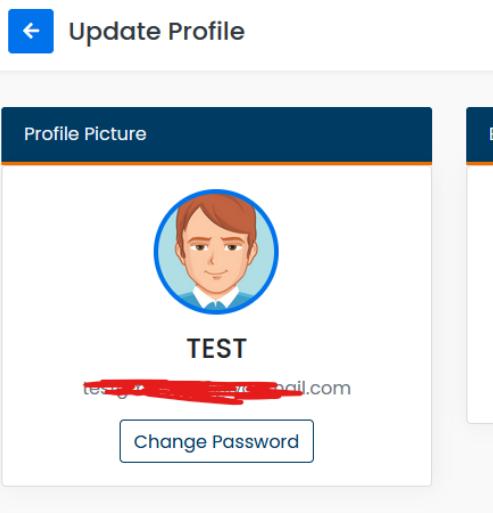
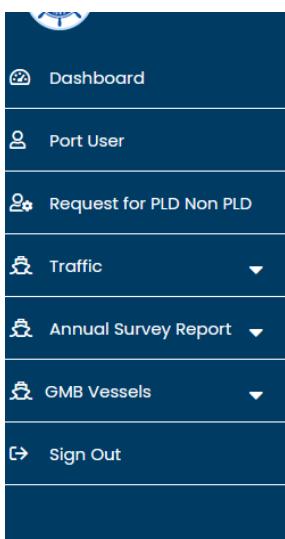
The system is a self-service system. The port user /supplier can change his password himself after logging in.

Step 1. Click on the user name show on the top right corner.



Step 2: Click on the View Profile Button and click change password.

Step 3: The screen to change the password will be shown the user can enter his existing password and also enter this new password. The password should have at-least 8 characters long and at-least one upper case character, one lower case character, one number and one special character.



Old Password *

New Password *

Re-Enter New Password *

Submit

6. Forgot Password

The system is a self-service system. The port user /supplier can reset his password himself if he/she forgot the password.

Step 1: From the login screen for the existing port user / supplier click on the forgot password link.

Step 2: You will be shown as screen with two panels one to reset the password with your mobile number and reset the password with your email id. You can choose any one of these methods and enter the email or mobile number and enter the CAPTCHA and click on the send password reset link.

EXISTING PORT USER LOGIN

Gujarat Maritime Board
Port Operations & Financial Management System

Request Id:

PURN Number:

Mobile Number - Email Id:

Request Id:

Password:

Captcha:

Enter Captcha:

Remember Me

[Forgot Your Password?](#)

[Log In](#)

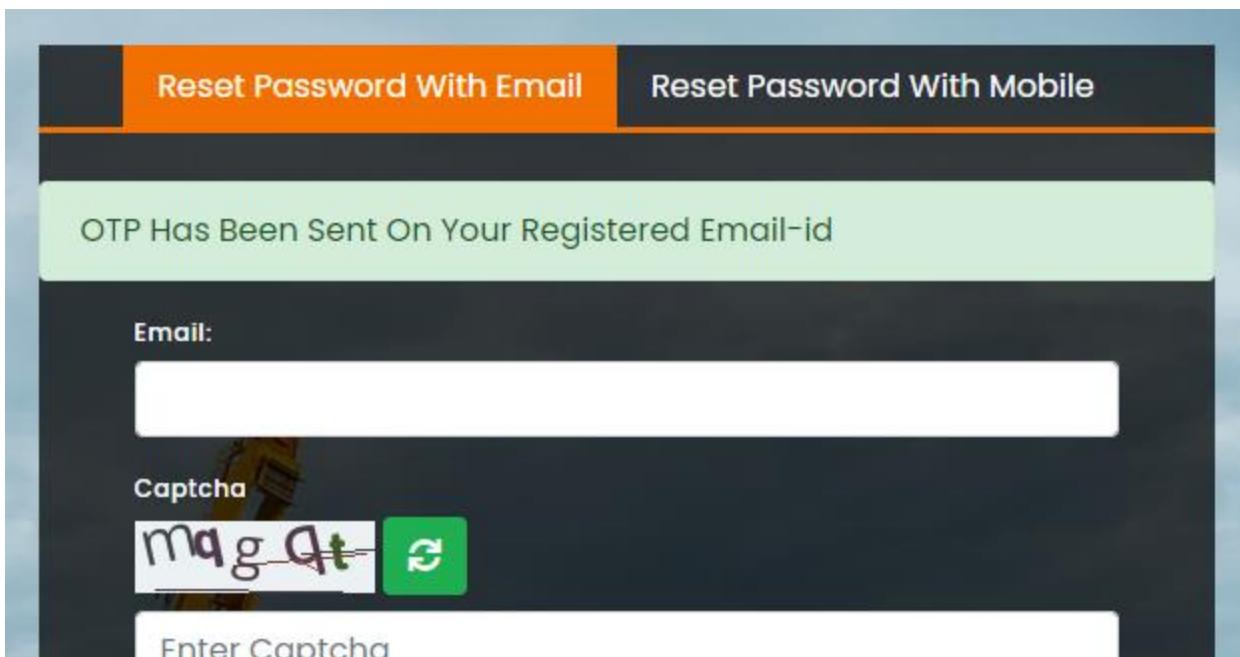
[Reset Password With Email](#) [Reset Password With Mobile](#)

Email:

Captcha:

Enter Captcha:

[Send Password Reset Link](#)

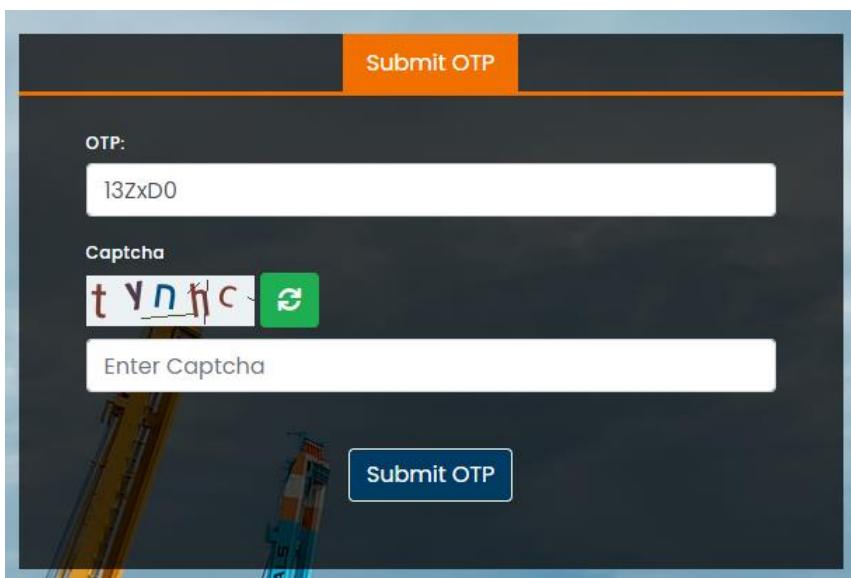


Step 3: Check the mail or SMS and click on the link sent and enter the OTP received with CAPTCHA

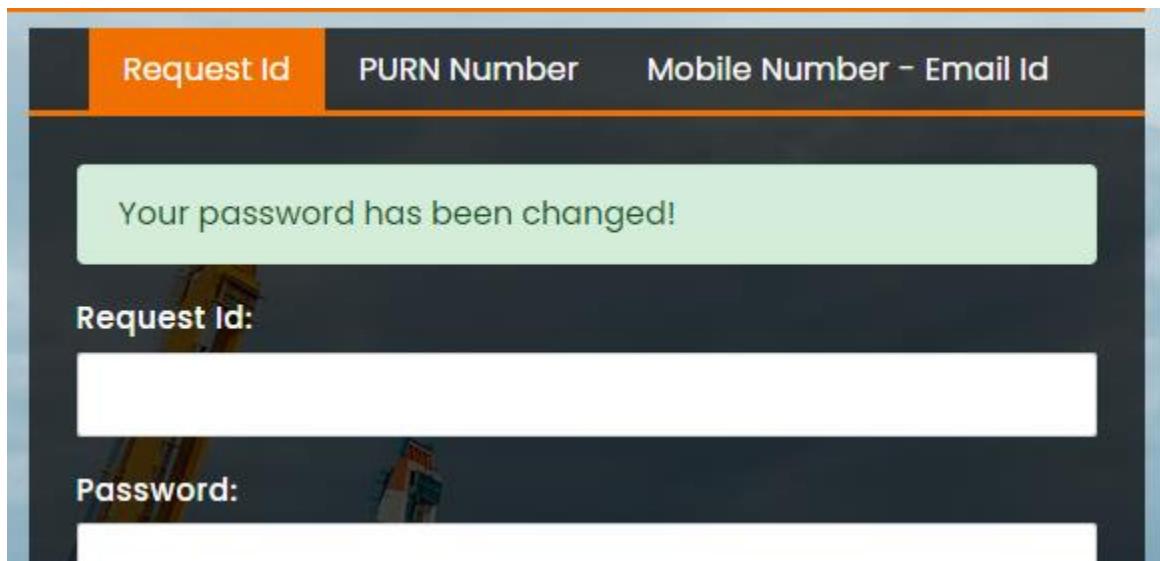
Reset Password
✉ GMBPORTS <noreply-gpofms@gujarat.gov.in>
🕒 Monday, April 17, 2023 6:06:15 PM

Forget Password Otp

Your OTP Password : - 13ZxD0
You can reset password from bellow link: [Reset Password](#)



Step 4: Enter the email-id and set your desired password with the following conditions minimum length 8, one upper case and one lower case character, one number and one special character and submit with CAPTCHA



Step 5: Login with your new password.

7. Getting Help from GMB.

Check for the helpline number and email provided in the gpofms.gujarat.gov.in.