



GPOFMS - USER MANUAL FOR PORT USERS & SUPPLIERS

Vessel Call

Abstract

This manual is for the business or individuals who need to make transactional business with the Gujarat Maritime Board. This manual covers user change password.

Gujarat Maritime Board
Gandhinagar

1. Add Ship Details to the System

The system is a self-service system. By clicking the ship details of traffic menu of the sidebar the port user /supplier can Add Ship Details.

Step 1. Click on the Add Ship Details on the top right corner.

Vessel Name	IMO Number	Port of Registry	Registration Number	Registration Date(Built)	Owner Name	Survey Date	Survey Country	Survey Valid Till	Action
ECHO GRIFFITH	2489871	Quia eum reprehender	656	2023	test	2023-04-29 00:00:00	18	04/29/2023	Edit View
FQHFQH	5675675	fghfg	ffg	2023	fghfgh	2023-04-29 00:00:00	17	04/29/2023	Edit View
NIDHI	6575566	california	123456	2023	yuyuyt	2023-04-15 00:00:00	16	04/22/2023	Edit View
PANDORA WARNER	5287938	ghgj	ghhg	2020					Edit View
TEST	4567891	test	345345345	1987	test	2023-04-11 00:00:00	8	05/18/2024	Edit View
TEST	8788888	fg	fhfgh	2023	ghghf	2023-04-28 00:00:00	17	04/28/2023	Edit View
TEST VESSEL NEW	1110001	Test	111	2023	Test owner	2023-04-29 00:00:00	6	04/29/2023	Edit View

Step 2: The Port user /supplier can add ship Details by himself with the help of Unique IMO number..

Step 3: The Port user /supplier can add owner details for registering the ship.

The screenshot shows the 'Edit Ship Details' page with the 'Owner Details' tab active. The interface includes a sidebar with navigation links like Dashboard, Port User, Request for PLD Non PLD, Sub Users, Traffic, Vessel Survey, and Sign Out. The main content area has tabs for 'Ship Details', 'Owner Details' (which is selected and highlighted in orange), and 'Pre Arrival Ship Documents'. The 'Owner Details' section contains fields for 'Owner Name' (with placeholder 'OWNER NAME'), 'Country' (set to 'Democratic Republic Of The Congo'), 'Address Line-1' (placeholder 'ADDRESS ONE'), 'Address Line-2' (placeholder 'ADDRESS TWO'), 'Address Line-3' (placeholder 'Enter Address Line-3'), and 'Address Line-4' (placeholder 'Enter Address Line-4'). Below this is the 'Survey Details' section with fields for 'SL No.' (1), 'Survey Date' (24-08-2023), 'Country' (Liberia - LBR), and 'Place' (GANDHINAGAR). At the bottom are 'Previous' and 'Save & Continue' buttons.

Step 4: The Port user /supplier can upload document details for registering the ship, also they can view documents after uploading it.

The screenshot shows the 'Edit Ship Details' page with the 'Pre Arrival Ship Documents' tab active. The sidebar and main navigation are identical to the previous screenshot. The 'Pre Arrival Ship Documents' section contains a note 'Please Upload Below files and Fill Dates' and a table of document types with upload and view options. The table rows are as follows:

Document Type	File	Actions
Letter of Information	Choose File (No file chosen)	View Docs, Upload
Pre-Arrival Notification (befor 96 hrs- 48 hrs)	Choose File (No file chosen)	View Docs, Upload
Certificate of Registry	Choose File (No file chosen)	View Docs, Upload
P & I (iGApproved)	Choose File (No file chosen)	View Docs, Upload
International Ship Security Certificate	Choose File (No file chosen)	View Docs, Upload
Certificate of Class	Choose File (No file chosen)	View Docs, Upload
Documents of Compliance	Choose File (No file chosen)	View Docs, Upload

The Ship is registered successfully. Status will be pending until the office side verifies/approves it. When the office side verifies the ship, status will be changed to verified. and when they approves it, status will be changed to approved.

The port user/supplier can view and edit the ship details from here.

Vessel Name	IMO Number	Port of Registry	Registration Number	Registration Date(Built)	Owner Name	Survey Date	Status	Validity	Action
NEW SHIP	7854589	IND	78565	2023	TEST	2023-08-24 00:00:00	Pending	08/31/2023	Edit View
SHIP ONE	7894595	5	1	2023	OWNER NAME	2023-08-24 00:00:00	Pending	09/10/2023	Edit View

2. Add Vessel Call to The System

The system is a self-service system. By Clicking on Vessel Call from Traffic menu of the sidebar the port user /supplier can add vessel add details.

Step 1: From the call details tab, port user can add vessel call details.

Port Details

Sub-Ports*

Umbergoon

Vessel Basic Details

Vessel IMO Number / Name*

NEW SHIP 7854589

Master Name*

Master

Shipping Line*

12

Clearance Type*

IN BILLAST

Trade Type*

Foreign Import

Arrival - Departure Time

2023-08-09 0:00 - 2023-08-09 23:59

Last Port Of Call Country*

Iran - IRN

Last Port Of Call Port*

jamnagar

Last Load Country*

Iran - IRN

Last Load Port*

JMN

Next Country Call*

Iran - IRN

Next Port Call*

bh

Call Sign*

Y

Primary Purpose Of The Call*

Taking Bunkers

Purpose Of Trip

loading

Contact Person Name*

person name

Contact No*

8877656789

Nature Of Clearance*

OKH

Load Type*

Full

Active :

Active InActive

Save & Continue

Step 2: From the Passenger details tab, port user can add Passenger details.

Call Details
Passenger Details
Survey Details
Port/Cargo Details
Party Details
Services Details

Vessel Summary

Vessel Name : NEW SHIP	Vessel IMO No. : 7854589
GRT (TON) : 2	Vessel Flag : Foreign
Vessel Category : GENERAL CARGO SHIP	Vessel Type : Passenger
Trade Type : Foreign Import	Last Port Call Country : Iran - IRN
Next Port Call Country : Iran - IRN	USD Rate : 82.43

Passenger Detail

Passenger Detail On Arrival *

Foreign*

Indian*

Passenger Detail On Departure *

Foreign*

Indian*

Crew Detail On Departure *

Officer/Grade Capacity Of Officer*

Number Of Foreign Crew*

Number Of Indian Crew*

Crew Detail On Arrival *

Officer/Grade Capacity Of Officer*

Number Of Foreign Crew*

Number Of Indian Crew*

Previous **Save & Continue**

Step 3: From the Survey details tab, port user can add Survey details and Upload the Documents if they have.

[Edit Vessel Call](#) [Dashboard](#) / [Vessel Details List](#) / [Edit Vessel Call](#)

Call Details	Passenger Details	Survey Details	Port/Cargo Details	Party Details	Services Details										
Vessel Summary <table border="1"> <tr> <td>Vessel Name : NEW SHIP</td> <td>Vessel IMO No. : 7854589</td> </tr> <tr> <td>GRT (TON) : 2</td> <td>Vessel Flag : Foreign</td> </tr> <tr> <td>Vessel Category : GENERAL CARGO SHIP</td> <td>Vessel Type : Passenger</td> </tr> <tr> <td>Trade Type : Foreign Import</td> <td>Last Port Call Country : Iran - IRN</td> </tr> <tr> <td>Next Port Call Country : Iran - IRN</td> <td>USD Rate : 82.43</td> </tr> </table>						Vessel Name : NEW SHIP	Vessel IMO No. : 7854589	GRT (TON) : 2	Vessel Flag : Foreign	Vessel Category : GENERAL CARGO SHIP	Vessel Type : Passenger	Trade Type : Foreign Import	Last Port Call Country : Iran - IRN	Next Port Call Country : Iran - IRN	USD Rate : 82.43
Vessel Name : NEW SHIP	Vessel IMO No. : 7854589														
GRT (TON) : 2	Vessel Flag : Foreign														
Vessel Category : GENERAL CARGO SHIP	Vessel Type : Passenger														
Trade Type : Foreign Import	Last Port Call Country : Iran - IRN														
Next Port Call Country : Iran - IRN	USD Rate : 82.43														

Survey Details					-------------	---------------	--------------------		SI.No. *	Survey Date *	Country *		1	24-08-2023	South Africa - ZAF		Place *	Valid Up To*			GANDHINAGAR	31-08-2023																																							
Pre Arrival Ship Documents					--	--	--		* Please Upload Below files and Fill Dates				<input checked="" type="radio"/> Active <input type="radio"/> InActive																																																
At The Arrival Ship Documents					--	---	---------------------------------------		Document Type *	File	Upload		Port dues Application	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		Document Type *	File	Upload		Crew list at the time of arrival	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		Document Type *	File	Upload		Anchoring Position	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		Document Type *	File	Upload		Same bottom Cargo statement	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		Document Type *	File	Upload		Import Generel Manifest	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		Document Type *	File	Upload		Arrival report with General Information form No 01 to 03	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>						
[Previous](#) [Save & Continue](#) [Skip](#)																																																													

Step 4: From the Port / Cargo details tab, port user can add Port / Cargo and Commodity details.

Vessel Summary

Vessel Name	:	NEW SHIP
GRT (TON)	:	2
Vessel Category	:	GENERAL CARGO SHIP
Trade Type	:	Foreign Import
Next Port Call Country	:	Iran - IRN
Vessel IMO No.	:	7854589
Vessel Flag	:	Foreign
Vessel Type	:	Passenger
Last Port Call Country	:	Iran - IRN
USD Rate	:	82.43

Cargo Details/Commodity Details

Item/Commodity*	RGRT*	Jetty
HSD	85	Select Jetty
Quantity*	UOM*	
1	T	
Name Of Importer*	Importer Country*	Importer Address*
IMPORTER	IND	IMPORTER ADDRESS
Name Of Exporter*	Exporter Country*	Exporter Address*
1	IND	EXPORTER ADDRESS

Buttons: Previous, Save & Continue, Skip

Step 5: From the Party details tab, port user can add Party details by selecting GMB / GOG Services according to their account and they can also select billing address and they will select the services.

Vessel Summary

Vessel Name	:	NEW SHIP
GRT (TON)	:	2
Vessel Flag	:	Foreign
Vessel Type	:	Passenger
Last Port Call Country	:	Iran - IRN
USD Rate	:	82.43
Vessel IMO No.	:	7854589
RGRT (TON)	:	85
Vessel Category	:	GENERAL CARGO SHIP
Trade Type	:	Foreign Import
Next Port Call Country	:	Iran - IRN

Party Details

Port Users (Agent)*	Select Service Type*	PLD Account (Billed To)*
TEST	<input checked="" type="checkbox"/> GMB <input checked="" type="checkbox"/> GOG	<input checked="" type="checkbox"/> TEST - AC -1RPSU00138 -- GMB
Party Address*		<input checked="" type="checkbox"/> TEST - AC -2RPSU00138 -- GOG
<small>Billing Address -- HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHAKJI CAMA PLACE , NEW DELHI HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHAKJI CAMA PLACE , NEW DELHI HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHAKJI CAMA PLACE , NEW DELHI</small> <small>District -- Ddfc Taluka -- GDFDFC City -- NEW DELHI Pincode 110066</small>		

Select Services

* Please Select Any services

GMB Services

<input checked="" type="checkbox"/> Embarking & Disembarking Fees	<input checked="" type="checkbox"/> Anchorage Fees
<input checked="" type="checkbox"/> Pilotage Fees	<input type="checkbox"/> Beaching Fees
<input type="checkbox"/> Vehicle Entry Fees	<input type="checkbox"/> Fresh Water Supply Charges (SRY)
<input type="checkbox"/> Berth Hire Charge	<input type="checkbox"/> Mooring fees
<input type="checkbox"/> Port Dues Steamers & Sailing Vessels	<input type="checkbox"/> Towing Chrges
<input type="checkbox"/> Transhipment Charges	<input type="checkbox"/> VTMS Fees (Gulf of Kutch)
<input type="checkbox"/> Other Port Recovery	<input type="checkbox"/> Abstract Bill (Employee)
<input type="checkbox"/> Store Purchases	<input type="checkbox"/> Financial assistance to the HKC compliant plots at Alang Sosiya Ship
<input type="checkbox"/> Financial assistance to the HKC compliant plots at Alang Sosiya ship	<input type="checkbox"/> Construction of Ring Road at Bhavnagar by R & B Department, Bhavnagar
<input type="checkbox"/> Apprentice training scheme	

GOG Services

<input checked="" type="checkbox"/> Landing Fees	<input checked="" type="checkbox"/> WaterFront Royalty
<input type="checkbox"/> Lighterage Levy Charges	

[Previous](#) [Save & Continue](#)

Step 6: From the Service details tab, port user can Select Services and add quantity and system will calculate the payable amount according to the rate and transfer to verifier officer to verify his vessel call request.

[Call Details](#) [Passenger Details](#) [Survey Details](#) [Port/Cargo Details](#) [Party Details](#) **Services Details**

Vessel Summary

Vessel Name	:	NEW SHIP
GRT (TON)	:	2
Vessel Flag	:	Foreign
Vessel Type	:	Passenger
Last Port Call Country	:	Iran - IRN
USD Rate	:	82.43

Vessel IMO No.	:	7854589
RGRT (TON)	:	85
Vessel Category	:	GENERAL CARGO SHIP
Trade Type	:	Foreign Import
Next Port Call Country	:	Iran - IRN

TEST

Select Services*

<input checked="" type="checkbox"/> HSD - Landing Fees	<input checked="" type="checkbox"/> Waterfront Royalty (Solid Cargo Foreign Vessel)
<input type="checkbox"/> Waterfront Royalty (Container Foreign Vessel)	<input type="checkbox"/> Waterfront Royalty (Car Foreign Vessel)
<input type="checkbox"/> Waterfront Royalty (Crude Foreign Vessel)	<input type="checkbox"/> Waterfront Royalty (Liquid Other Then POL Foreign Vessel)
<input type="checkbox"/> Waterfront Royalty (LNG Foreign Vessel)	<input type="checkbox"/> Waterfront Royalty (POL Foreign Vessel)
<input type="checkbox"/> Passenger Embarking/Disembarking (By Non Cruise Liners Forgen Vessel)	<input type="checkbox"/> Passenger Embarking/Disembarking (By Cruise Liners Forgen Vessel)
<input checked="" type="checkbox"/> Anchorage Charges	<input type="checkbox"/> Pilot With Launch Vessel Is Provided By GMB Upto 30,000 GRT (Foreign Vessel)
<input type="checkbox"/> Only Pilot Is Provided By GMB, Launch Vessel Is Not Provided Upto 30,000 GRT (Foreign Vessel)	<input type="checkbox"/> Pilot With Vessel Is Not Provided By GMB For Pilotage, But Pilotage Is Mandatory Upto 30,000 GRT (Foreign Vessel)

HSD - Landing Fees

Rate	Unit	Validity	Validity Period	Quantity	Payable Amount 71.414 Service Type GOG Narration 71.414(RATE) * 1
71.414	T	1	Per	1	
Date From - To 09-08-2023 0:00 - 09-08-2023 23:59					

Waterfront Royalty (Solid Cargo Foreign Vessel) -

Rate	Unit	Validity	Validity Period	Quantity	Payable Amount 44.147 Service Type GOG Narration 44.147(RATE) * 1
44.147	T	1	Voyage	1	
Date From - To 09-08-2023 0:00 - 09-08-2023 23:59					

Anchorage Charges -

GRT	Rate	Unit	Validity	Validity Period	Payable Amount 5.110 Service Type GMB Narration 0.031(RATE) * 82.43(USD) * 2 (GRT) * 1
2	0.031	T	1	Day	
Quantity	Date From - To 09-08-2023 0:00 - 09-08-2023 23:59				
1					

Verifier Officer

Verifier Officer	NARESH JAGAD
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[Previous](#) [Submit](#)

Once the Verifier will verify the vessel call request the status will be verified and after approval of the vessel call the status will be approved.

The Port User / Supplier Can Edit and view the vessel call details.

Pending Vessel Call List

[Dashboard](#) / Pending Vessel Call List

Pending Vessel Call List												
No	IMO Number	Vessel Name	Master Name	Shipping Line	Vessel Type	Load Type	Import/Export Type	Cargo Type	Contact Person Name	Nature Of Clearance	Status	Action
2953	7854589	NEW SHIP	master	I2	Foreign	full	Export	N	person name	OKH	pending	Edit View
Showing 1 to 1 of 1 entries												

After Approval the Port User / Supplier can view the approved vessel call details. he can add sof details, upload documents for NDC Request show the Documents for particular vessel call.

Vessel Call Details List

[Dashboard](#) / Vessel Call Details List

Vessel Call Details List													
No	IMO Number	Vessel Name	Master Name	Shipping Line	Vessel Type	Load Type	Import/Export Type	Cargo Type	Contact Person Name	Nature Of Clearance	Requested Date Time	Status	Action
	9059822	MV AMBUJA SHIKHAR	Indira Frazier	Reprehenderit eum p	Indian	partial	Export	N	Lilah Woodward	Alias exercitation ss	08-09-2023 12:35:23	Approved	View Add SOF Request For NDC Show Docs
Showing 1 to 1 of 1 entries													

3. Add SOF

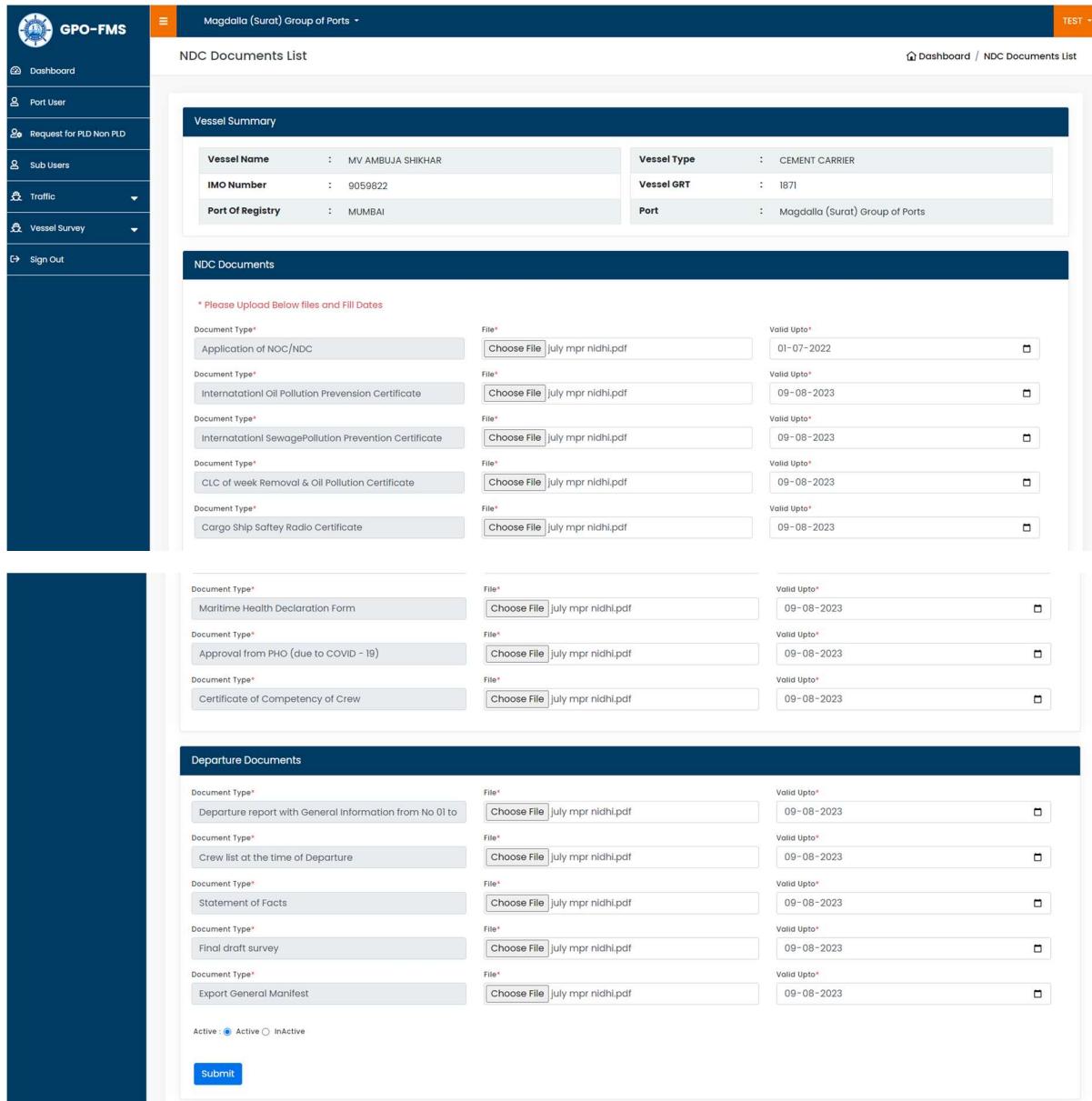
By Clicking the ADD SOF Button The modal will open & port user will Insert the sof details for particular vessel.

4. Show Documents

By clicking the show docs button port user can show the documents of particular vessel call.

5. Upload NDC Documents

By clicking the NDC REQUEST Port user can upload NDC Documents himself.



The screenshot shows the GPOFMS NDC Documents List interface. On the left is a sidebar with a logo and navigation links: Dashboard, Port User, Request for PLD Non PLD, Sub Users, Traffic, Vessel Survey, and Sign Out. The main content area has a header 'Magdalla (Surat) Group of Ports' and a 'TEST' dropdown. Below is a 'NDC Documents List' section with a 'Vessel Summary' table and a 'NDC Documents' table.

Vessel Summary

Vessel Name	:	MV AMBUJA SHIKHAR	Vessel Type	:	CEMENT CARRIER
IMO Number	:	9059822	Vessel GRT	:	1871
Port Of Registry	:	MUMBAI	Port	:	Magdalla (Surat) Group of Ports

NDC Documents

* Please Upload Below files and Fill Dates

Document Type*	File*	Valid Upto*
Application of NOC/NDC	<input type="button" value="Choose File"/> july mpr nidhi.pdf	01-07-2022
Document Type*	File*	Valid Upto*
International Oil Pollution Prevention Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
International Sewage Pollution Prevention Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
CLC of week Removal & Oil Pollution Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Cargo Ship Safety Radio Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023

Document Type*	File*	Valid Upto*
Maritime Health Declaration Form	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Approval from PHO (due to COVID - 19)	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Certificate of Competency of Crew	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023

Departure Documents

Document Type*	File*	Valid Upto*
Departure report with General Information from No 01 to	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Crew list at the time of Departure	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Statement of Facts	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Final draft survey	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023
Document Type*	File*	Valid Upto*
Export General Manifest	<input type="button" value="Choose File"/> july mpr nidhi.pdf	09-08-2023

Active : Active InActive

6. Show Estimation & Invoice

By Clicking on Estimation List of Traffic Menu Port User / Supplier Can view the Estimation List of user.

By clicking on View Button Port User / Supplier Can view the details of Estimation and show the estimation Document by clicking on view pdf button.

By Clicking on Invoice List of Traffic Menu Port User / Supplier Can view the Invoice List of user.

Invoice No	EST Number	User Name	Service Type	Status	Date	Total	Esign- Status	Action
237	GOG-JFK02023-2024-119	ULTRATECH CEMENT LIMITED	GOG	Approved	04/05/2023 12:00:00	2950000	N	View
236	GOG-JFK02023-2024-118	ULTRATECH CEMENT LIMITED	GOG	Approved	04/05/2023 12:00:00	11800	N	View

By clicking on View Button Port User / Supplier Can view the details of Invoice and show the Invoice Document by clicking on view pdf button.

Service Head	Service Name	Narration	Unit	Validity	Validity Period	Date From-To	Rate	Quantity	CGST	SGST	IOST	Basic Amount	Net Amount
Waterfront Fees	Water Front Fess			1	1	2023-05-04 00:00:00 2023-05-04 23:59:00	2500000	1	225000 @9%	225000 @9%		2500000	2950000

